1st Source Bank

Wealth Advisory Services

StrataWeb Online
User Guide

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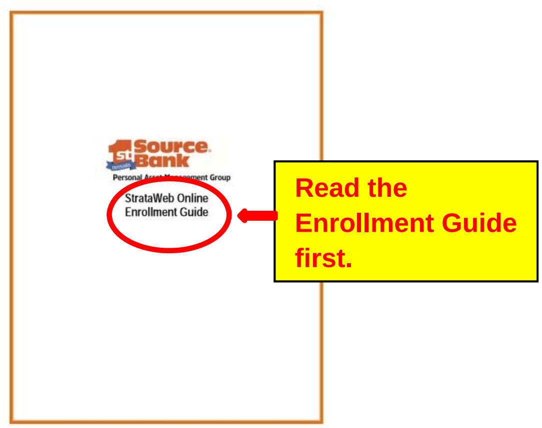
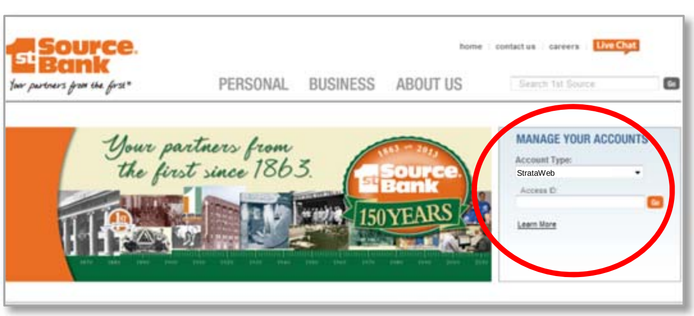
BEFORE YOU BEGIN

Please read the **StrataWeb Online Enrollment Guide** before utilizing this User **Guide**. The Enrollment **Guide** contains critical information required to access and navigate StrataWeb.





Note: Save this location as one of your favorites.

TO ACCESS STRATAWEB ONLINE AND VIEW YOUR ACCOUNT INFORMATION GO TO:

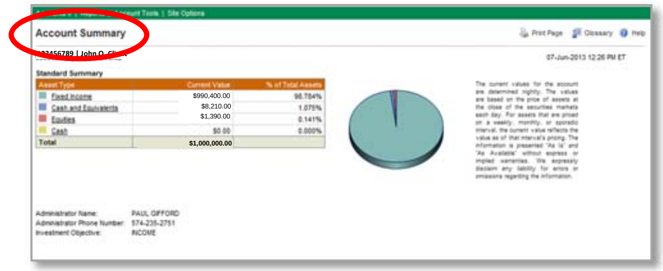
https://www.account3000.com/1stsource
or from the 1st Source website at:
https://www.1stsource.com/

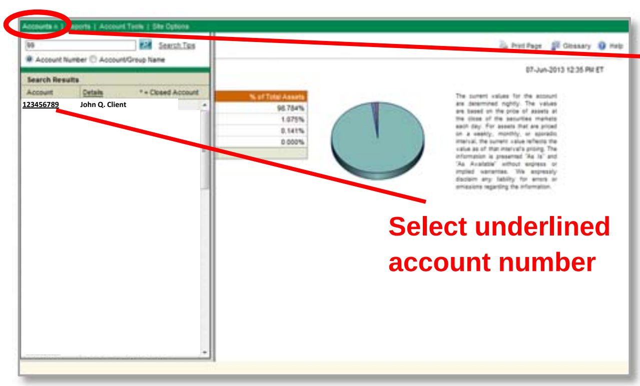
- Select StrataWeb in the drop down box at the top of the main 1st Source page.
- Click the Go button if necessary.

Accounts

When you log in to StrataWeb for the first time, the “Default Account Selection” page will be displayed with the list of accounts (or the single account) to which you have access.

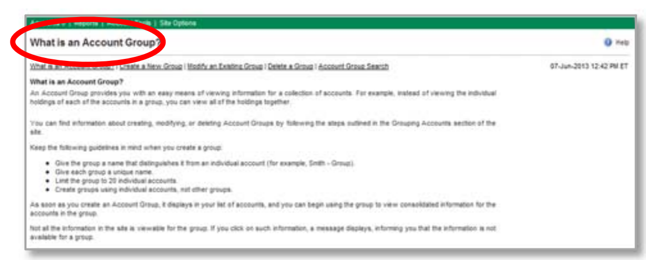
Once selected, the *Account Summary* for this account will appear each time you log in to StrataWeb.





To move between accounts, click on the *Accounts* tab and then select the underlined account number of the account you would like to view.

If you have multiple accounts, you can create an **Account Group** in the *Account Tools* menu and then set it as the Default Account.

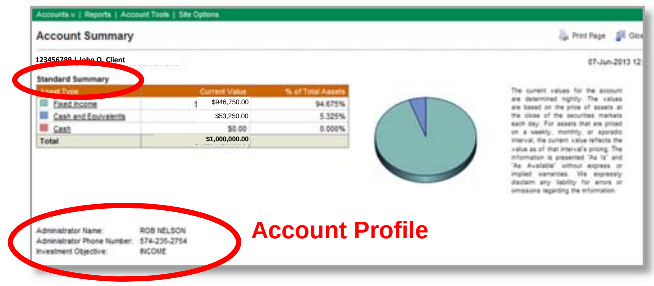


Note: If you only have access to a single account then that account will be automatically considered a default account.

The Default selection can be updated by selecting the “Default Account” menu item under the “Site Options” menu and selecting a different account.

Reports: Account Summary

This page provides a high-level view of the account's holdings by asset category.



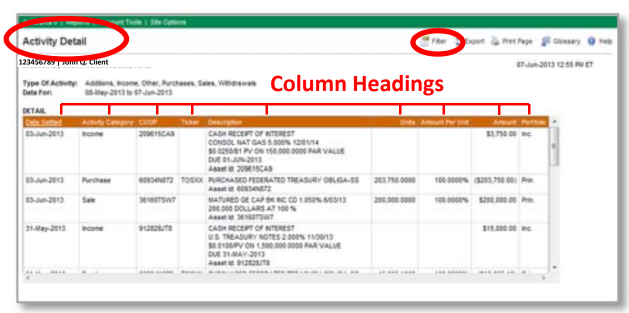
Standard Summary The asset categories displayed allow you to view the investment detail of a particular type of asset by clicking on that underlined asset type in the Asset Type column.

It also provides the Current Value of the various asset types, as well as the percentage of total assets.

Account Profile
At the bottom of the Account Summary page, the account profile includes the Administrator's Name, Phone Number and the Investment Objective of the account.

Note: The account profile section of the report will not be shown for an account group.

Reports: Activity Detail



You can sort on any column on the page by clicking on the column heading. If you click on a column that is already sorted, the sorting order of that column is reversed.

To view up to 16 months of transaction activity detail, select Activity Detail from the **Reports** menu.

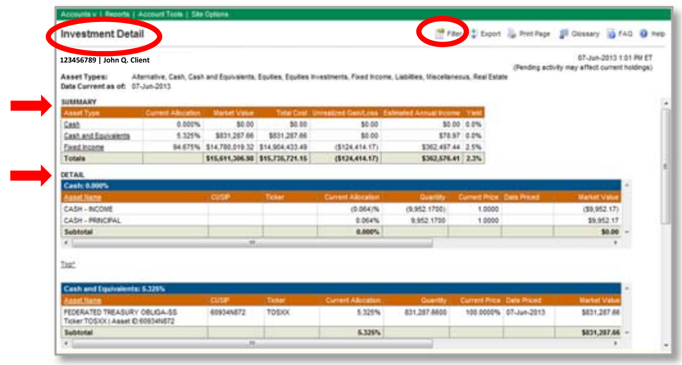
Note: Activity Detail is not available for Account Groups.

This report provides a breakdown of additions, income, withdrawals, purchases, sales, and other types of transactions.

You can also access the *Activity Detail* page from the Recent Activity page by clicking on the link immediately beneath the account name and number.

Click on the **Filter** button at the top right hand corner of the screen to change the transaction types that are displayed, include suppressed transactions or pending items, or change the time period of transaction history.

Reports: Investment Detail



The *Investment Detail* report can be accessed from the **Reports** menu, as well as from the *Account Summary* page by clicking on a particular asset in the Asset Type column. It lists the individual assets of a particular type owned by the account.

Summary Section
Displays the total for investments made in different asset types and total for all investments.

Detail Section
Displays different tables for each asset type listing the individual assets and totals at the end of each table.

Click on the Filter button at the top right hand corner of the screen to temporarily change the Asset Types displayed and/or permanently change the columns displayed in the Detail Section.

Reports: Online Statements

You can view your statements online in StrataWeb. To use the option, select Online Statements from the Reports menu.

If Online Statements are available for equal or more than three months they will be displayed as group of three months.

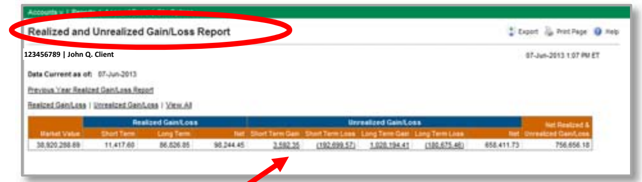
To view a Statement for a specific recipient, click on the underlined Recipient's name in the Recipient column for that Statement, The statement will open in a new pop-up window.

Click on the **Filter** button at the top right hand corner of the screen to temporarily change the statement period to a date farther in the past.

Note: Statements are displayed using Adobe Acrobat Reader 6.0, or higher. If you do not have the Reader, there is a hyperlink (on the online statements page) to the Adobe website from where you can download the Reader for free.

Reports: Realized and Unrealized Gains/Losses

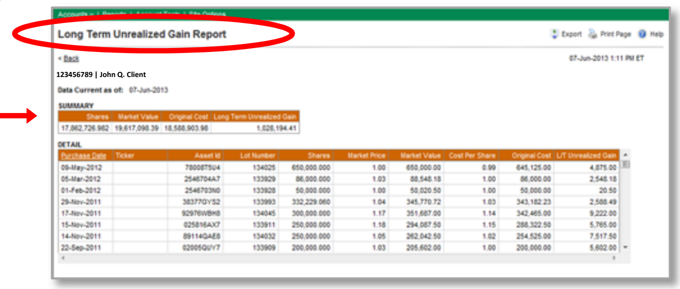
This report displays the Realized and Unrealized Gain/Loss information for a single account or for an Account Group.



Report Options:

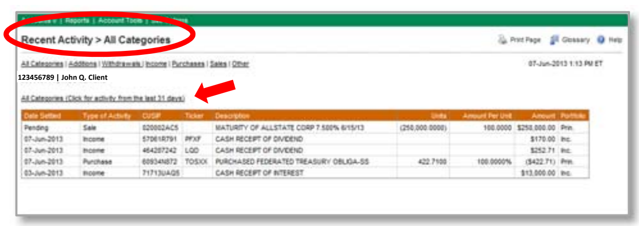
- Previous Year Realized Gain/Loss
- Realized Gain/Loss
- Unrealized Gain/Loss
- View All (both Realized and Unrealized Gain/Loss)

By clicking on an underlined value in the Short Term or Long Term Gain/Loss columns, the Gain/Loss report will display.



Note: Unrealized Gain/Loss information can also be displayed by clicking on an underlined value in the **Unrealized Gain/Loss** column of the Detail Section.

Reports: Recent Activity



By default, the Recent Activity page displays the five most recent transactions in **All Categories**.

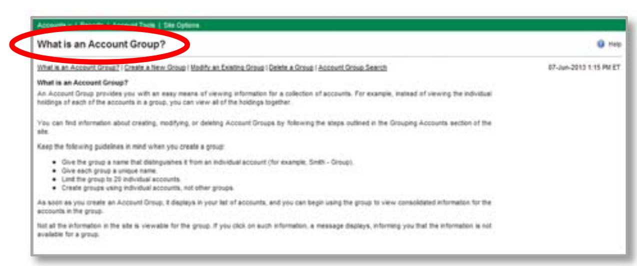
Click on an underlined link to view the recent transactions for a specific category right under the Recent Activity page heading.

You can display the Activity Detail page for the category that you are viewing by clicking on the link immediately under the account name and number that says “Click for activity from the last 31 days”.

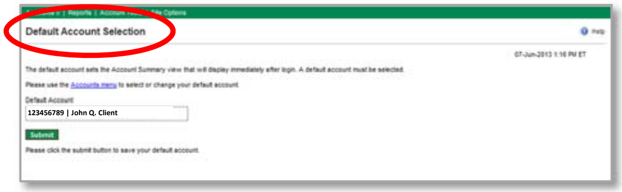
Account Tools

Download Files allows you to extract information from a selected date range for your account and download to your hard drive.

Grouping Accounts allows you to create an Account Group containing all of your accounts.

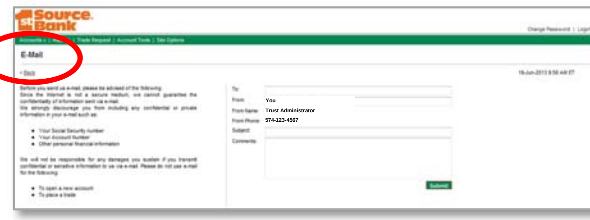


Site Options



Default Account
Sets the default account that appears each time you login to StrataWeb.

Email
From StrataWeb you can email your Trust Administrator. Please do not include your social security number, account number or any other personal financial information in the email message.



Modify Security Profile
Here you can modify your security profile information or modify your responses to the security questions.

eStatement Options
This is where you control your statement delivery preferences.

Logoff from StrataWeb