WEALTH ADVISORY ONLINE
User Guide
May 2018

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BEFORE YOU BEGIN

Please read the **Wealth Advisory Online Enrollment Guide** before utilizing this **User Guide**. The **Enrollment Guide** contains critical information required to access and navigate **Wealth Advisory Online**. The **Enrollment Guide** can be accessed by clicking the following link: Wealth Advisory Online Enrollment Guide

TO ACCESS WEALTH ADVISORY ONLINE AND VIEW YOUR ACCOUNT INFORMATION GO TO:

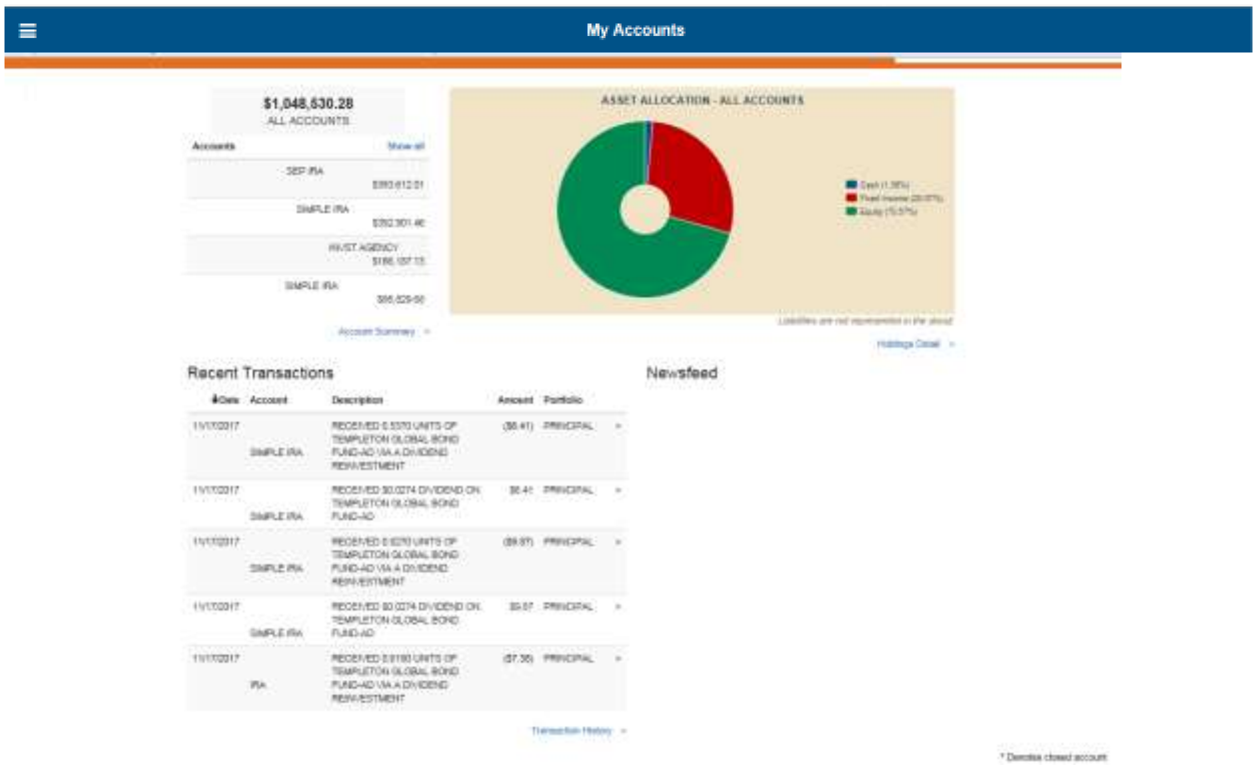
https://www.1stsource.com

- Select **Wealth Advisory Online** in the drop down box at the top of the main 1st Source page.
- Click the Arrow if necessary to display Wealth Advisory Online

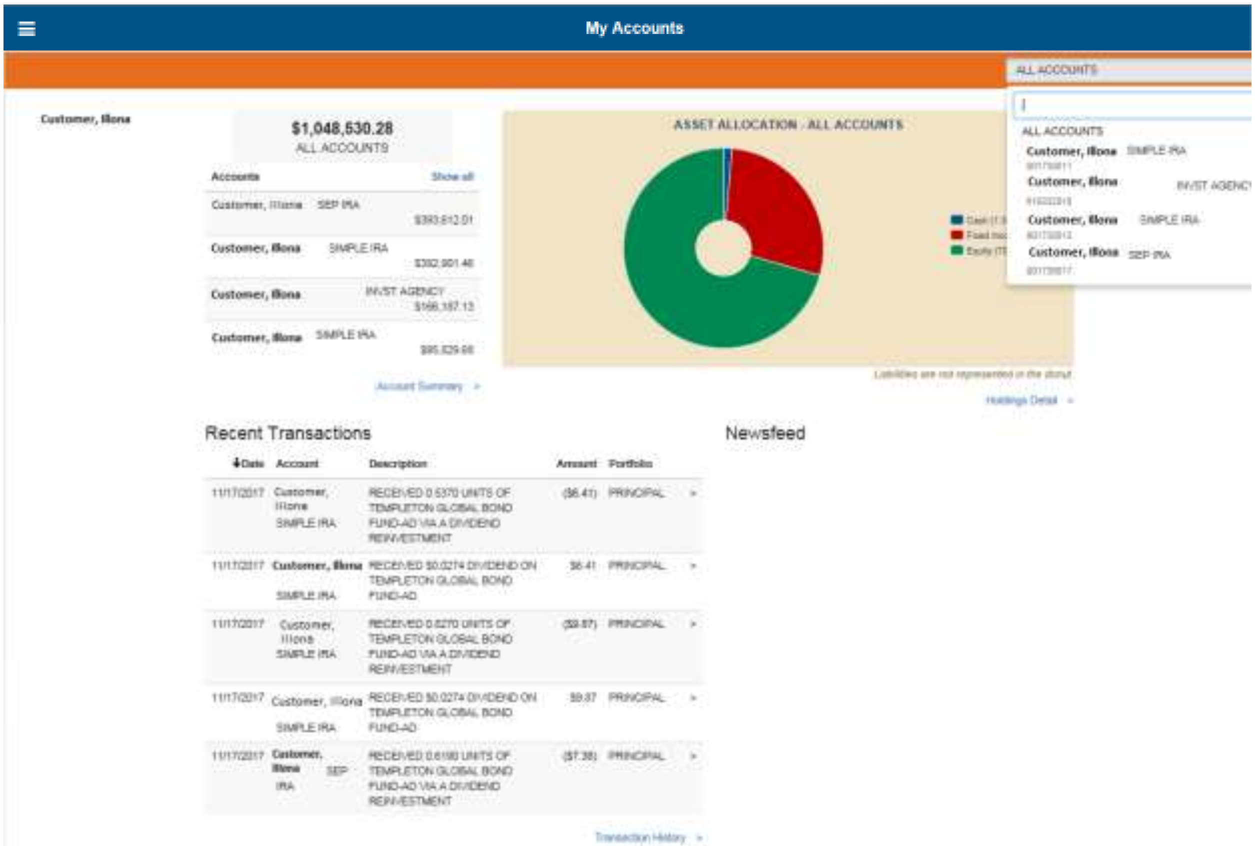
HOME PAGE

When you log into your account, the My Accounts page is displayed, which is a snapshot of your account(s), their market values, investment categories, recent transactions and a newsfeed area.

The menu icon in the upper left hand side of the screen (the three horizontal lines) allows navigation to different pages within the site such as My Groups, Account Summary, Holdings Detail, Taxlot Detail, Transaction History, My Documents, Print, Help, and Log Off.



If you have multiple accounts, to change from All accounts to view any individual account, click the drop down in the upper right hand side of your screen to view other accounts you may select. Click on the account you wish to access. You will automatically be directed back to the My Accounts page viewing information for just that one account.

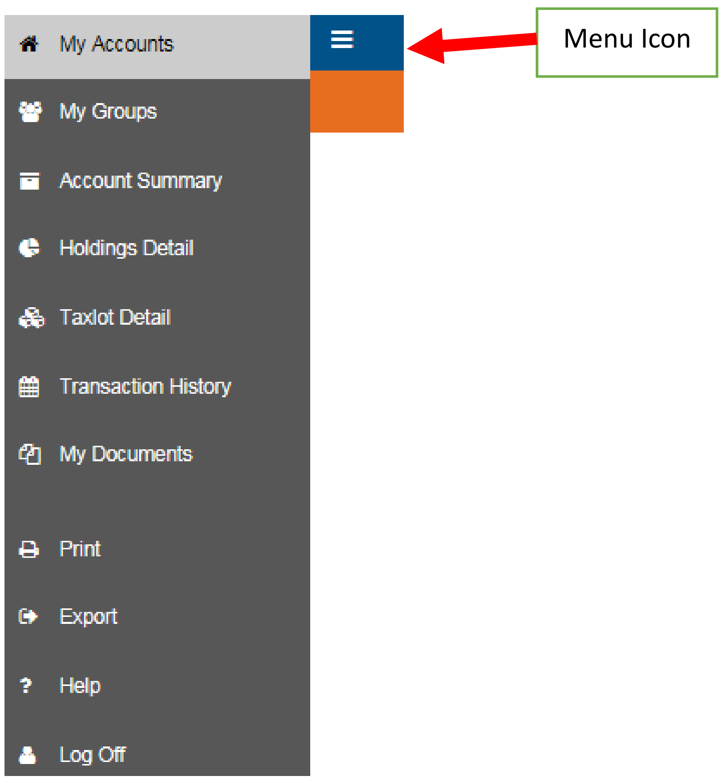


THE MENU ICON

Use the Menu Icon  to navigate to all options available within Wealth Advisory Online. Note, the Export function only is available when user is on the Holdings Page, the Transaction History Page or the Taxlot Detail Page.

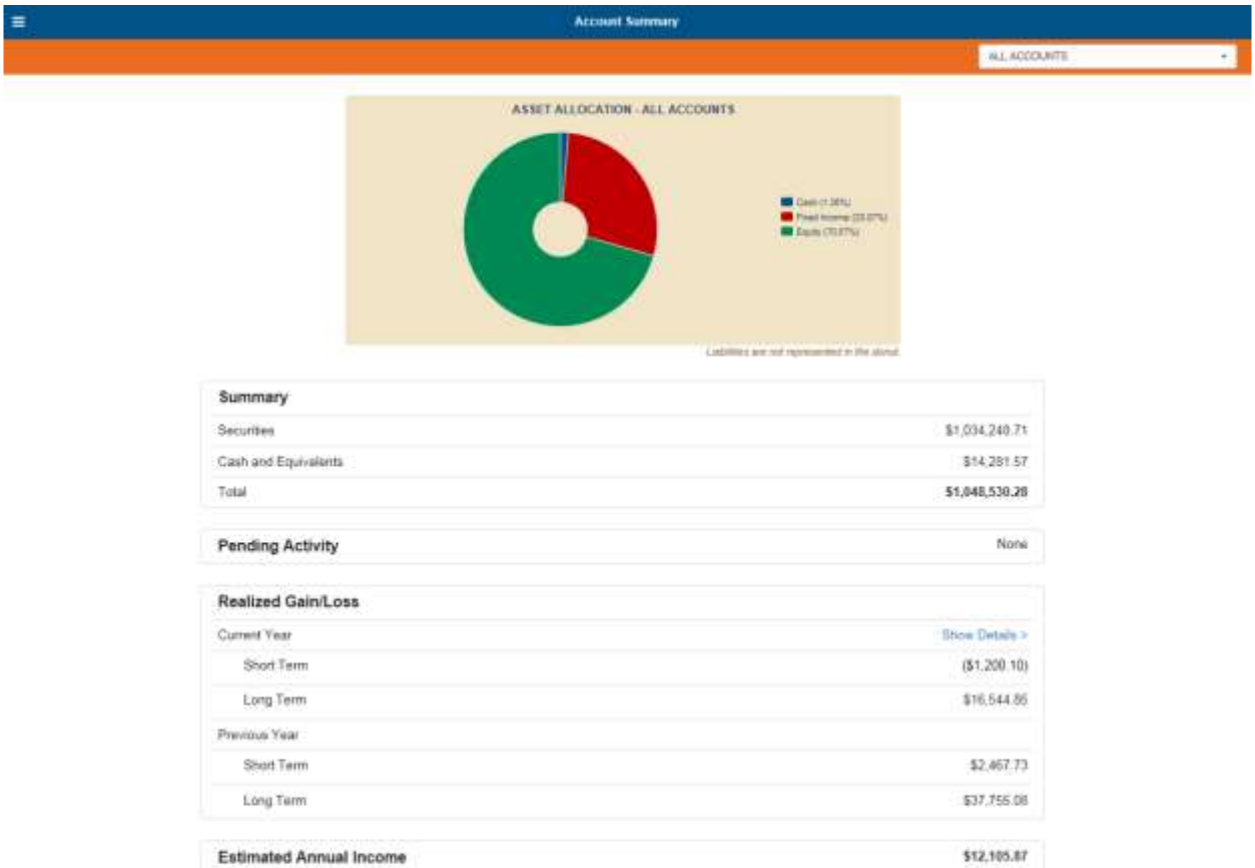
The Print funtion works for each page and will show the date of the printout.

The Help Functionality contains Frequently Asked Questions and contains links to the Wealth Advisory Enrollment and User Guides



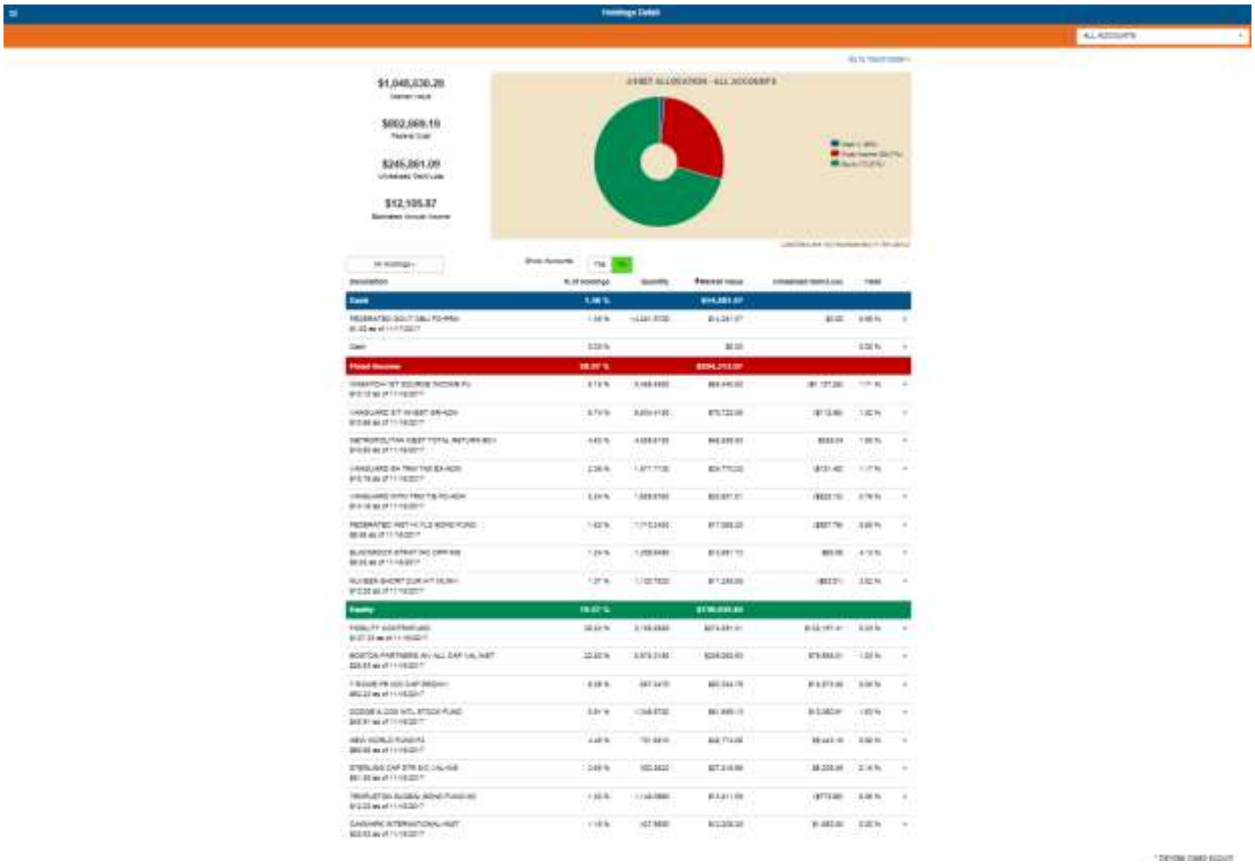
ACCOUNT SUMMARY

The Summary displays a snapshot of your investments by asset type, and provides current market value. It also displays Pending Activity, Realized Gain/Loss for current and previous year and Estimated Annual Income. Also, under Current Year it provides additional info by Asset if you select “Show Details”. This Summary can be for ALL ACCOUNTS or a specific Account displayed in the drop down box to the right of the screen.



HOLDINGS DETAIL

The Holding Detail provides a summary of your account by type of asset with details on the individual assets within the asset types. This DETAIL can be for ALL ACCOUNTS or a specific Account displayed in the drop down box to the right of the screen.



TAXLOT DETAIL: TO DISPLAY TAX LOTS, SELECT A SINGLE ACCOUNT

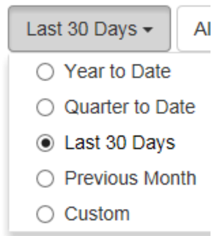
Jump To: Asset Name or Asset ID Go Clear X

Asset	Date Acquired	Quantity	Federal Cost	Market Value	Unrealized Gain/Loss
BLACKROCK STRAT INC OPP-INS (BSIIX)	10/27/2015	250.7520	$2,500.00	$2,487.46 as of 11/16/2017	($12.54)
BLACKROCK STRAT INC OPP-INS (BSIIX)	10/30/2015	0.0480	$0.48	$0.48 as of 11/16/2017	$0.00
BLACKROCK STRAT INC OPP-INS (BSIIX)	11/30/2015	0.4790	$4.76	$4.75 as of 11/16/2017	($0.01)
BLACKROCK STRAT INC OPP-INS (BSIIX)	12/23/2015	2.3680	$23.16	$23.49 as of 11/16/2017	$0.33
BLACKROCK STRAT INC OPP-INS (BSIIX)	12/31/2015	0.5410	$5.29	$5.37 as of 11/16/2017	$0.08
BLACKROCK STRAT INC OPP-INS (BSIIX)	01/29/2016	0.5540	$5.37	$5.50 as of 11/16/2017	$0.13
BLACKROCK STRAT INC OPP-INS (BSIIX)	02/29/2016	0.4850	$4.67	$4.81 as of 11/16/2017	$0.14
BLACKROCK STRAT INC OPP-INS (BSIIX)	03/31/2016	0.4390	$4.24	$4.35 as of 11/16/2017	$0.11
BLACKROCK STRAT INC OPP-INS (BSIIX)	04/29/2016	0.5490	$5.34	$5.45 as of 11/16/2017	$0.11
BLACKROCK STRAT INC OPP-INS (BSIIX)	05/31/2016	0.6690	$6.48	$6.64 as of 11/16/2017	$0.16
BLACKROCK STRAT INC OPP-INS (BSIIX)	06/30/2016	0.6590	$6.41	$6.54 as of 11/16/2017	$0.13
BLACKROCK STRAT INC OPP-INS (BSIIX)	07/29/2016	0.6990	$6.84	$6.93 as of 11/16/2017	$0.09

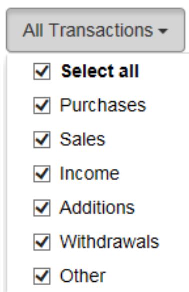
TRANSACTION HISTORY:

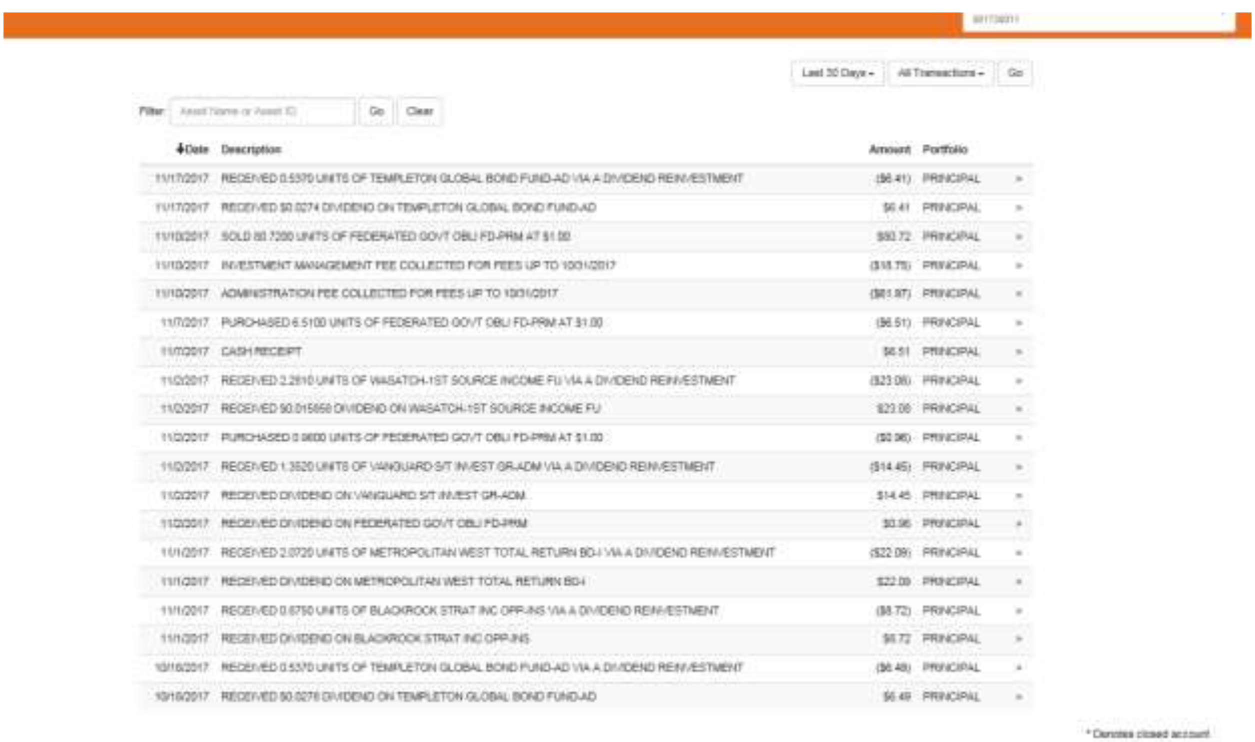
A single account must be selected to display transaction history

- Transactions can be displayed in different time increments by selecting the drop down



- All or specific types of transactions can be displayed for time increment selected

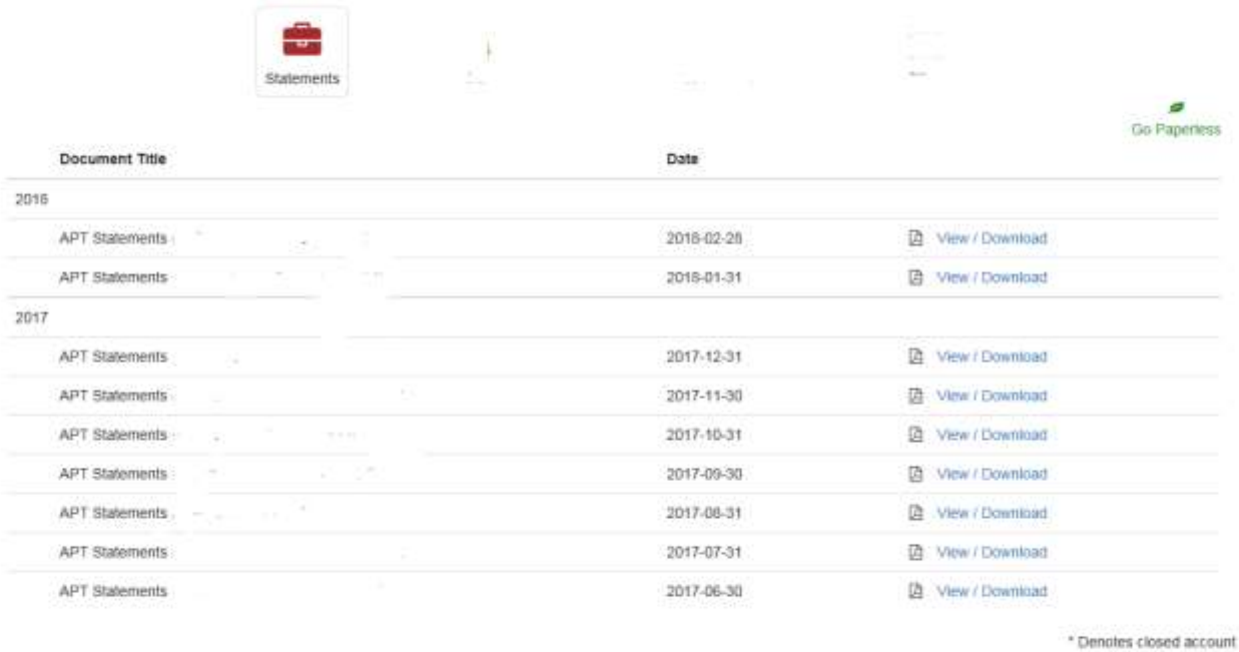




Date	Description	Amount	Portfolio
11/17/2017	RECEIVED 0.5370 UNITS OF TEMPLETON GLOBAL BOND FUND-AD VIA A DIVIDEND REINVESTMENT	($6.41)	PRINCIPAL
11/17/2017	RECEIVED $0.0274 DIVIDEND ON TEMPLETON GLOBAL BOND FUND-AD	$6.41	PRINCIPAL
11/10/2017	SOLD 80.7200 UNITS OF FEDERATED GOVT OBLI FD-PRM AT $1.00	$80.72	PRINCIPAL
11/10/2017	INVESTMENT MANAGEMENT FEE COLLECTED FOR FEES UP TO 10/31/2017	($18.75)	PRINCIPAL
11/10/2017	ADMINISTRATION FEE COLLECTED FOR FEES UP TO 10/31/2017	($61.97)	PRINCIPAL
11/7/2017	PURCHASED 6.5100 UNITS OF FEDERATED GOVT OBLI FD-PRM AT $1.00	($6.51)	PRINCIPAL
11/7/2017	CASH RECEIPT	$6.51	PRINCIPAL
11/2/2017	RECEIVED 2.2810 UNITS OF WASATCH-1ST SOURCE INCOME FU VIA A DIVIDEND REINVESTMENT	($23.08)	PRINCIPAL
11/2/2017	RECEIVED $0.015658 DIVIDEND ON WASATCH-1ST SOURCE INCOME FU	$23.08	PRINCIPAL
11/2/2017	PURCHASED 0.9600 UNITS OF FEDERATED GOVT OBLI FD-PRM AT $1.00	($0.96)	PRINCIPAL
11/2/2017	RECEIVED 1.3520 UNITS OF VANGUARD S/T INVEST GR-ADM VIA A DIVIDEND REINVESTMENT	($14.45)	PRINCIPAL
11/2/2017	RECEIVED DIVIDEND ON VANGUARD S/T INVEST GR-ADM	$14.45	PRINCIPAL
11/2/2017	RECEIVED DIVIDEND ON FEDERATED GOVT OBLI FD-PRM	$0.96	PRINCIPAL
11/1/2017	RECEIVED 2.0720 UNITS OF METROPOLITAN WEST TOTAL RETURN BD-I VIA A DIVIDEND REINVESTMENT	($22.09)	PRINCIPAL
11/1/2017	RECEIVED DIVIDEND ON METROPOLITAN WEST TOTAL RETURN BD-I	$22.09	PRINCIPAL
11/1/2017	RECEIVED 0.8750 UNITS OF BLACKROCK STRAT INC OPP-INS VIA A DIVIDEND REINVESTMENT	($8.72)	PRINCIPAL
11/1/2017	RECEIVED DIVIDEND ON BLACKROCK STRAT INC OPP-INS	$8.72	PRINCIPAL
10/18/2017	RECEIVED 0.5370 UNITS OF TEMPLETON GLOBAL BOND FUND-AD VIA A DIVIDEND REINVESTMENT	($6.48)	PRINCIPAL
10/18/2017	RECEIVED $0.0278 DIVIDEND ON TEMPLETON GLOBAL BOND FUND-AD	$6.48	PRINCIPAL

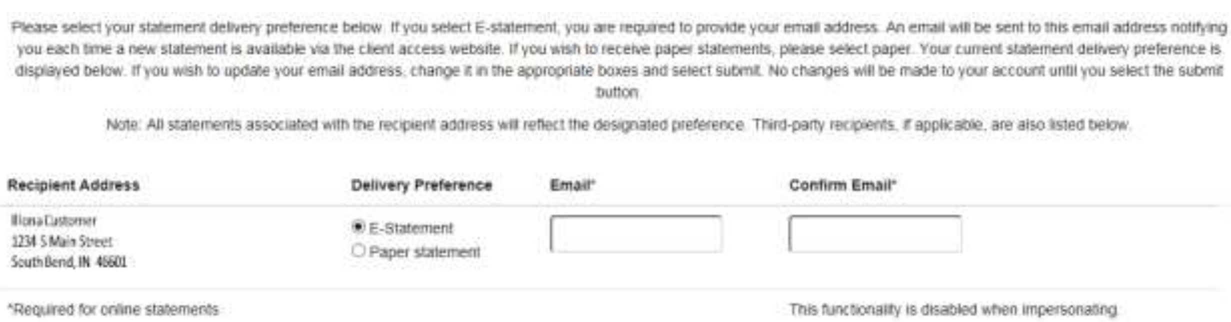
MY DOCUMENTS:

- Select a single account to view/download statements
- Click on View/Download to access statements



Document Title	Date	
2018		
APT Statements	2018-02-28	View / Download
APT Statements	2018-01-31	View / Download
2017		
APT Statements	2017-12-31	View / Download
APT Statements	2017-11-30	View / Download
APT Statements	2017-10-31	View / Download
APT Statements	2017-09-30	View / Download
APT Statements	2017-08-31	View / Download
APT Statements	2017-07-31	View / Download
APT Statements	2017-06-30	View / Download

- Click on “Go Paperless” to change statement delivery method from Paper to E-Statement. Enter the email address to which notification of statement availability should be sent. When statement is available online, email notification will be sent to you. Log into Wealth Advisory Online and statement will be available to View or Download.



Please select your statement delivery preference below. If you select E-statement, you are required to provide your email address. An email will be sent to this email address notifying you each time a new statement is available via the client access website. If you wish to receive paper statements, please select paper. Your current statement delivery preference is displayed below. If you wish to update your email address, change it in the appropriate boxes and select submit. No changes will be made to your account until you select the submit button.

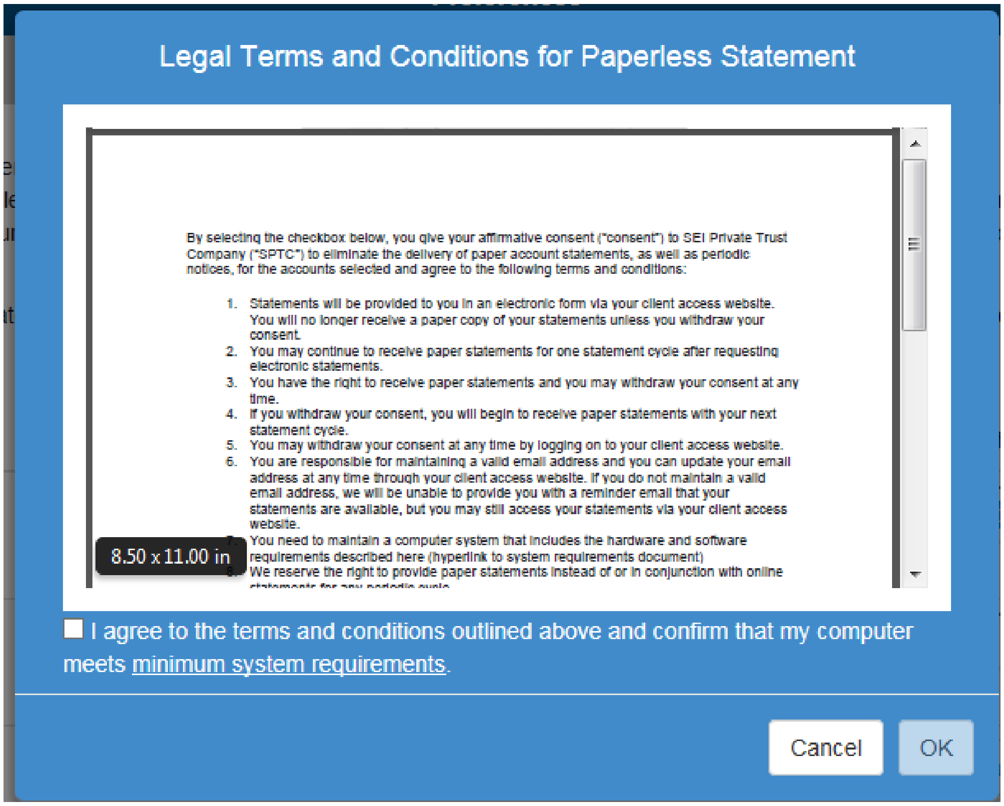
Note: All statements associated with the recipient address will reflect the designated preference. Third-party recipients, if applicable, are also listed below.

Recipient Address	Delivery Preference	Email*	Confirm Email*
Ilona Customer 1234 S Main Street South Bend, IN 46601	E-Statement Paper statement		

*Required for online statements

This functionality is disabled when impersonating

- When your email is entered, the following box is displayed and you must agree to the Legal Terms and Conditions for Paperless Statements.



- Click on the link "minimum system requirements"