

# Octagon Asset Management New Member Portal

## Getting Started for the First Time

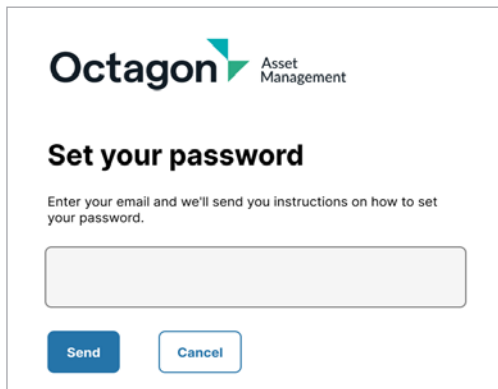
Your member details have been transferred across to our new portal. To log into the new portal, you will use your registered email address as your user log in.

### Important note:

*You will need to have your own unique email address registered on your profile to access the new investor portal.*

## Step 1: Setting up your password

1. Go to the following link: <https://secure.octagonasset.co.nz/auth/setuppasword>



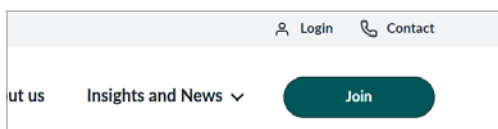
2. Enter your registered email address and click *Send*
3. An email will be sent to your email address from Adminis, outlining the steps to set up your new password.

Your password must be at least 8 characters

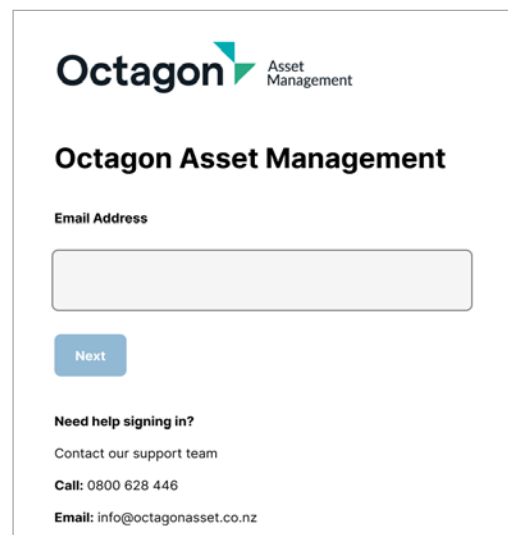
- One uppercase letter (A-Z)
  - One lowercase letter (a-z)
  - One number (0-9)
  - One special character (! @ # \$ % ^ & \*)
4. Once the password has been reset, you're all set!

## Step 2: Logging in to the Investor Portal

Once you have set your password using the steps above, you're all set to go and can access your portfolio at any time through the Octagon Asset Management website using the *Login* button in the top right (above the *Join* button): <https://www.octagonasset.co.nz/>



This will direct you to the secure sign in page of the Member Portal on the right.



### Step 3: Setting up your Multi Factor Authentication

The first time you log in, you will be required to set up Multi Factor Authentication as an added security measure to keep your account safe.

You will be prompted to enrol and select your preferred authentication method as in the screenshot below.

The screenshot shows a screen titled "Choose an option" with two choices: "Authenticator App" and "Email". The "Authenticator App" option includes a shield icon and text stating it requires downloading an app to a mobile device. The "Email" option includes an envelope icon and text stating it involves getting an email with a security code. Both options have corresponding blue buttons: "Use Authenticator App" and "Use Email".

Depending on your choice, you can follow the steps below

#### Authenticator App

- Select *Use Authenticator App*
- This page displays the QR code for the user to scan using their Authenticator app.

The screenshot shows a screen titled "Set up steps" with two steps: "Step 1: Open Authenticator App." and "Step 2: Add your account to the app by scanning this QR code". A large QR code is displayed in the center. Below the QR code, there is a link that says "Can't scan the QR code? Enter a setup key instead". At the bottom, there are two buttons: "Enter Code" and "Back".

- Once the QR code has been scanned into the authenticator app and the user has clicked *Enter Code*, the *Enter 6-digit code* page is displayed

The screenshot shows a screen titled "Enter 6-digit code" with the text "The 6-digit code is found in your authenticator app". There are six empty input boxes for the digits. At the bottom, there are two buttons: "Confirm" and "Back".

#### Email Setup

- Select *Use Email*. At this point an email is sent to your inbox

The screenshot shows an email from "MFA <support@adminis.co.nz>" to the user. The email content says "Your verification code is 673423". At the bottom, there are buttons for "Reply", "Forward", and a smiley face icon.

- Then the *Enter 6-digit code* page is displayed

The screenshot shows a screen titled "Enter 6-digit code" with the text "The 6-digit code is found in your email inbox". There are six empty input boxes for the digits. At the bottom, there are two buttons: "Confirm" and "Back".

#### Resetting your password

If you forget your password at any stage, just enter your email address and select *Next*.

The screenshot shows a form with a label "Email Address" and a text input field. Below the input field is a blue button labeled "Next".

A *Forgot password* link will appear - Simply click the link on the login in page (shown below) and a password reset will be sent to your registered email.

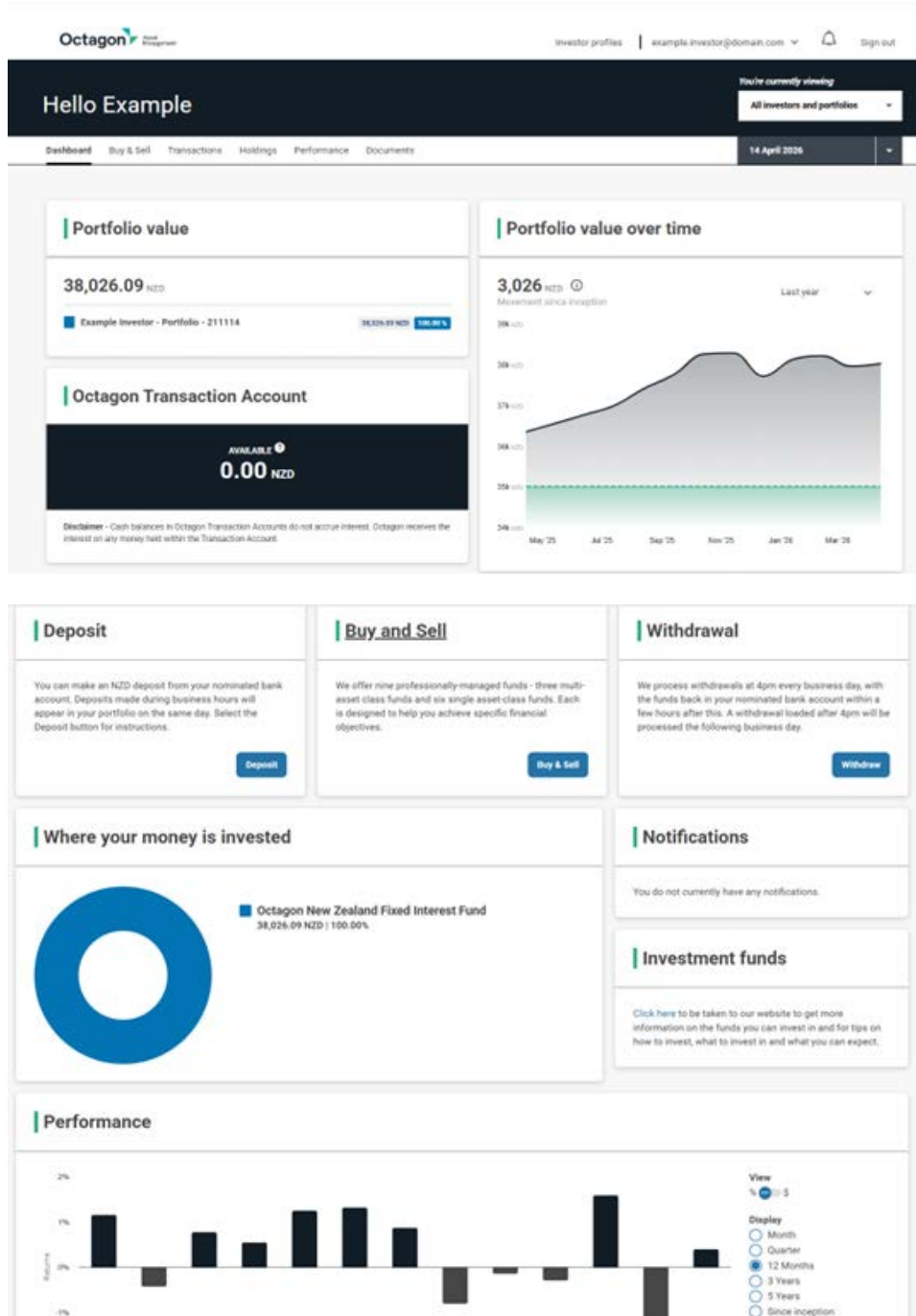
The screenshot shows the Octagon Asset Management login page. It features the Octagon logo and "Asset Management" text. Below that is the heading "Octagon Asset Management". There are two input fields: "Email Address" and "Password". Below the "Password" field is a link for "Forgot password?". At the bottom is a blue button labeled "Login".

If you forget your password at any time, simply click the *Forgot Password?* link on the *login* page and a password reset will be sent to your registered email.

## Overview of the Octagon Investor Portal

After logging into the Portal, you will be directed to your dashboard. This will give you an overview of your account and how it's performed over time. It also includes some handy widgets, including the

Deposits widget, where you can access your new unique identifier and new bank account details for your deposits (held on our behalf under the name of our custodian, Adminis Custodial Nominee Limited).



From the dashboard page, you will also be able to view summary level information about your holdings and portfolio performance over time. You can drill down into further details by clicking on the hyperlink within the widget titles, or by using the tabs on the horizontal menu under the black banner to navigate to the following areas:

#### Buy and Sell

- To instruct buys and sells directly from the portal
- To view your regular investment plan, showing your chosen allocations for each fund. This will be used when processing any future cash deposits received
- To view any pending orders, prior to settlement

#### Transactions

- To see all completed transactions

#### Holdings

- To view your holdings (current or historical date), and see a breakdown by asset class individual asset

#### Performance

- To see how your Octagon investments have performed over time.

#### Documents

- A document library where any new investment documents will be published and made available to view (e.g. Tax statements)
- For any historical documents prior to transition, please contact the Forsyth Barr or Octagon Asset Management team for assistance.

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## Making a Deposit

From the deposit widget within the Dashboard, you can access the bank details and your unique entity identifier (in the reference field). Please note: You will be making your deposit into a bank account held on our behalf under our custodian's name, Adminis Custodial Nominees Limited.

When the funds are received, they will be initially allocated to your account and will appear in your cash wallet (visible from the Dashboard) prior to being processed for investment.

### Deposit

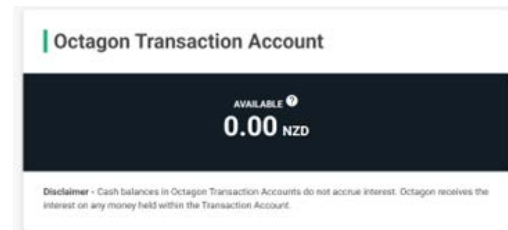
Use the bank account number and reference below when making an NZD bank deposit. The reference is unique to your Octagon account and the money will be available to be invested once the deposit has been received

**Bank Account Number**

02-1269-0043796-00 Copy

**Reference**

Copy

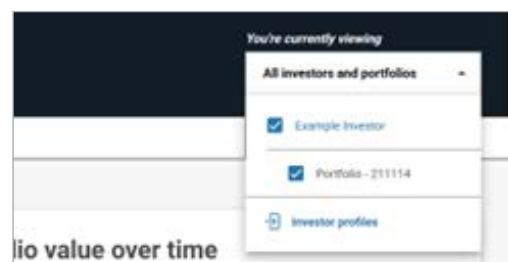


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## How to switch between accounts

If your user account is linked to other investor profiles (e.g. a joint account or family trust account), then you will be able to switch your view to the various accounts by:

- 1) Clicking the 'Investor Profiles' tab at the top right of the screen, then selecting the required investor profile
- 2) From the 'You're currently viewing' dropdown box, select the investment profile you want to view

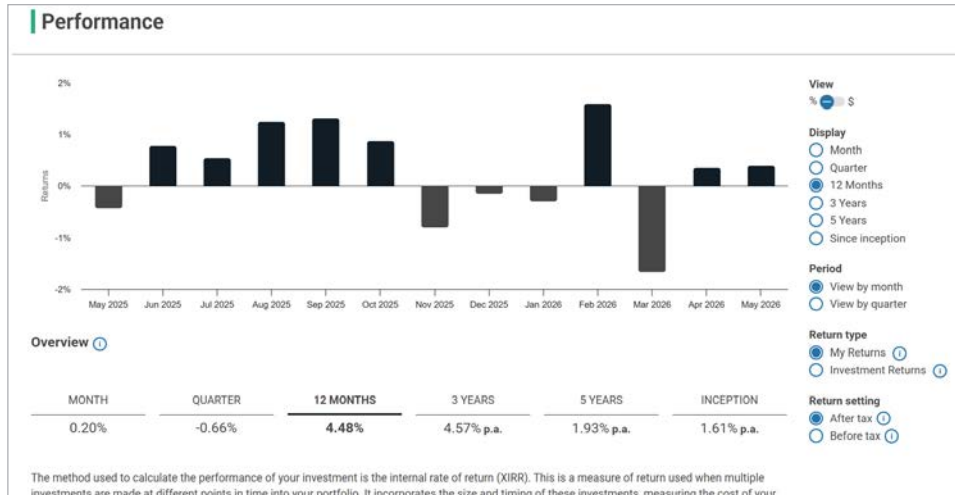


## Viewing Portfolio Performance

In the investor portal, you can view your portfolio's performance in two areas:

### Dashboard

Shows portfolio performance, with various options to filter by different time periods and options to show returns before or after tax.

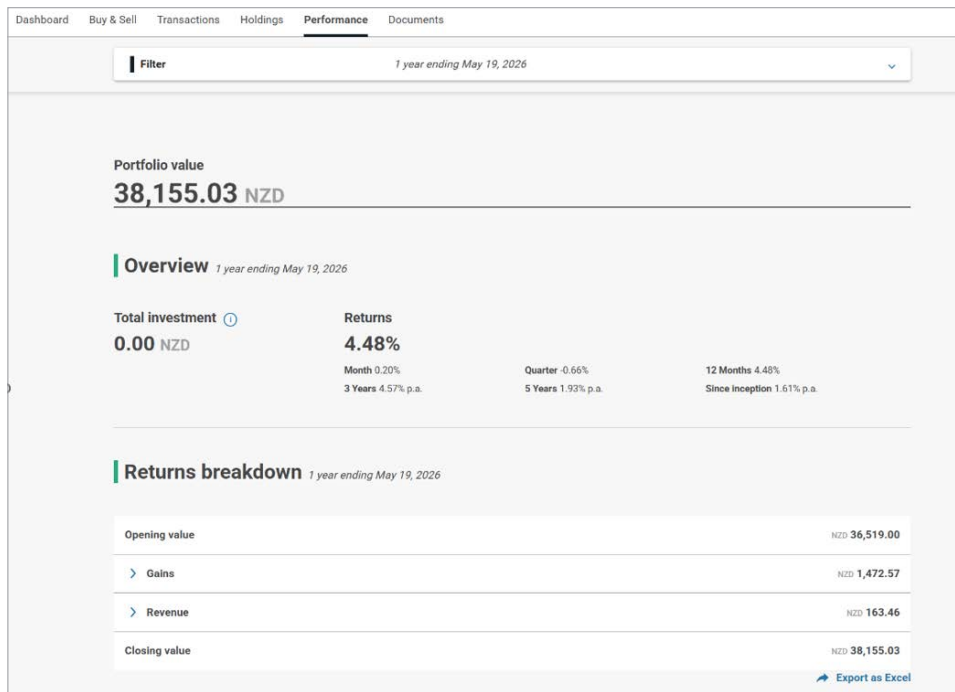


### Performance tab

This page will give you a more granular view of performance, including:

- Returns breakdown
- Performance by asset and/or asset classification

The data will refresh as you select your preferred options. The selected tables can be exported to excel to allow further analysis as required – using the *Export to Excel* icon on the bottom right corner of the applicable tables (example shown below).



## View and Create reports

From the Documents tab, you will be able to:

### Create and view standard reports for a given time period

- **General Ledger** – Excel based report which shows ledger represents the record-keeping system for a company's financial data, with debit and credit account records validated by a trial balance.

It provides a record of each financial transaction that takes place during the life of an operating company and holds account information that is needed to prepare the company's financial statements. Transaction data is segregated, by type, into accounts for assets, liabilities, owners' equity, revenues, and expenses.

- **Investment Report** – PDF report showing a full comprehensive view of an investors' holdings within a portfolio and transactions/performance within a specified timeframe (predefined options and custom)

Optional sections include:

- Asset allocation (by sector, target v actual).
  - Valuations breakdown.
  - Statements Summary
  - Performance by Asset
  - Transactions (deposits/withdraw)
  - Incomes/expenses
- **Management Accounts** – More granular view showing the statement of financial position. often useful for accountants.

This report is run at portfolio level and provides an export of portfolio value data, including balance sheet, valuation, income, forward contracts, fixed income and cash positions

The screenshot shows two overlapping panels from a web application. The top panel is titled 'Create Report' and features a navigation bar with 'Dashboard', 'Buy & Sell', 'Transactions', 'Holdings', 'Performance', and 'Documents'. Below the navigation, there are tabs for 'Create Report', 'View Reports', and 'Documents'. The main content area has a heading 'Create Report' and a section 'SELECT REPORT TEMPLATE' with three radio buttons: 'General Ledger Report' (selected), 'Investment Report', and 'Tax Summary Report'. To the right, there is a 'Portfolio' dropdown menu showing 'Example Investor - 211114' and a 'Select Date' dropdown menu with a 'Select date' button. A 'Generate Report' button is located at the bottom right of this panel. The bottom panel is titled 'View Reports' and has a similar navigation bar. It shows a table with columns: 'Entity', 'Report Name', 'Period', 'Date', and 'Action'. Below the table, a message states: 'There are no reports to display for your investments and portfolio.'

## View Published Reports

This document repository will be where you can access and view any documents published by your

Scheme Administrator. Examples may include Annual Member Statements, Tax statements, etc.

The screenshot shows the 'Documents' section of the web application. It has a navigation bar with 'Create Report', 'View Reports', and 'Documents'. Below the navigation, there are tabs for 'Create Report', 'View Reports', and 'Documents'. The main content area has a heading 'Documents' and a sub-heading 'This section contains uploaded reports that are relevant to your investments and portfolio.' Below this, there is a 'VIEW BY' section with a radio button for 'All documents' (selected). To the right, there is a table with columns: 'File name' and 'Published Date'. Below the table, a message states: 'There are no reports to display for your investments and portfolio.'

## Any questions or need help?

For any other assistance, please reach out to the Octagon Asset Management team on [info@octagonasset.co.nz](mailto:info@octagonasset.co.nz) or 0800 628 246