Octagon Asset Management
New Member Portal

Getting Started for the First Time

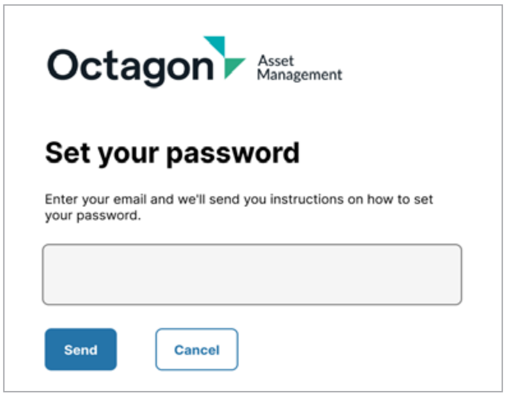
Your member details have been transferred across to our new portal. To log into the new portal, you will use your registered email address as your user log in.

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/setuppassword



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.

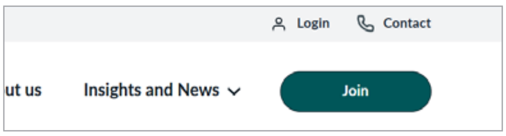
Your password must be at least 8 characters

- One uppercase letter (A-Z)
- One lowercase letter (a-z)
- One number (0-9)
- One special character (! @ # $ % ^ & *)

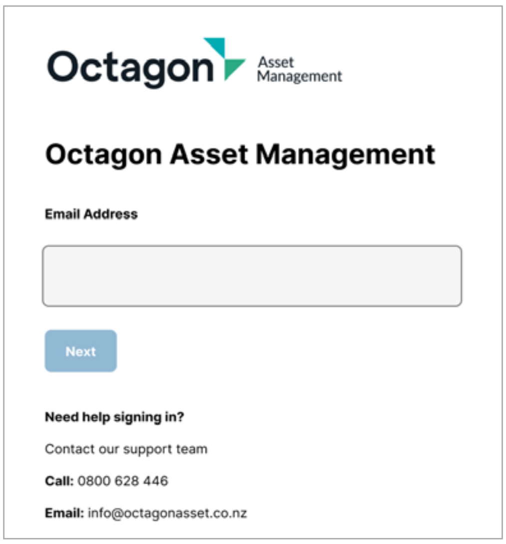
4. Once the password has been reset, you're all set!

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.



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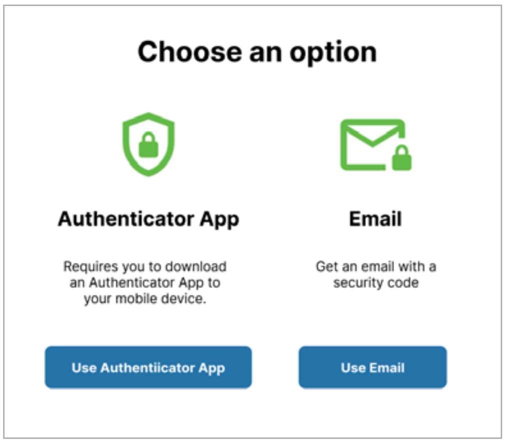
Step 3: Setting up your Multi Factor Authentication

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.

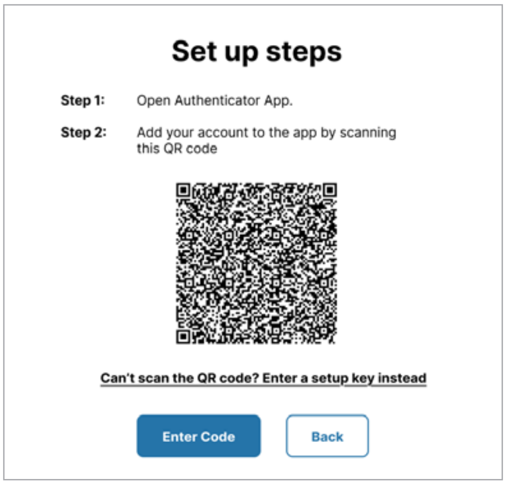
You will be prompted to enrol and select your preferred authentication method as in the screenshot below.



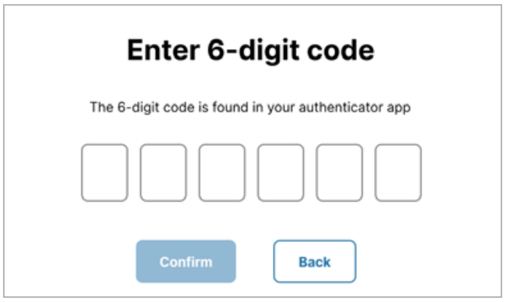
Depending on your choice, you can follow the steps below

Authenticator App

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



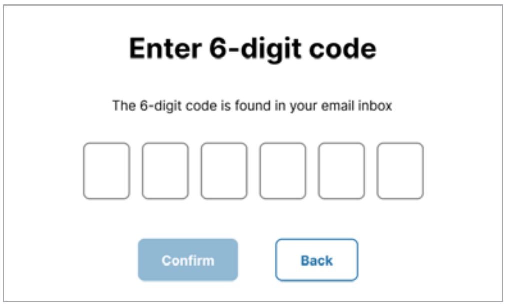
- Once the QR code has been scanned into the authenticator app and the user has clicked *Enter Code*, the *Enter 6-digit code* page is displayed



Email Setup

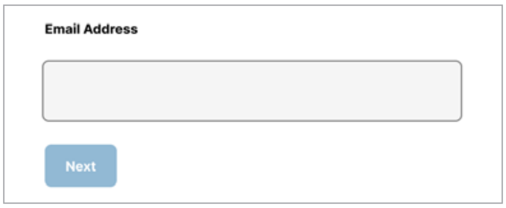
- Select *Use Email*. At this point an email is sent to your inbox

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

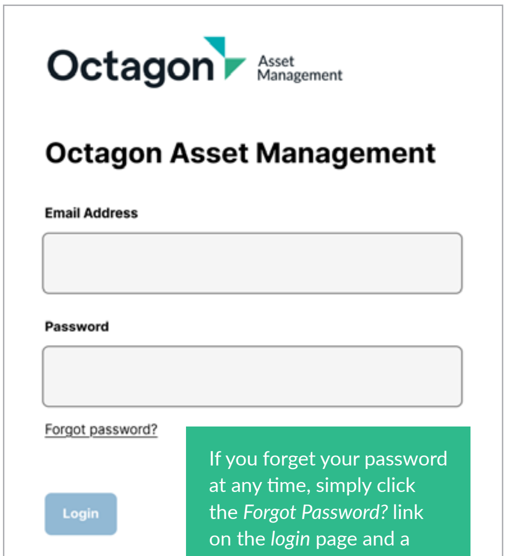


Resetting your password

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

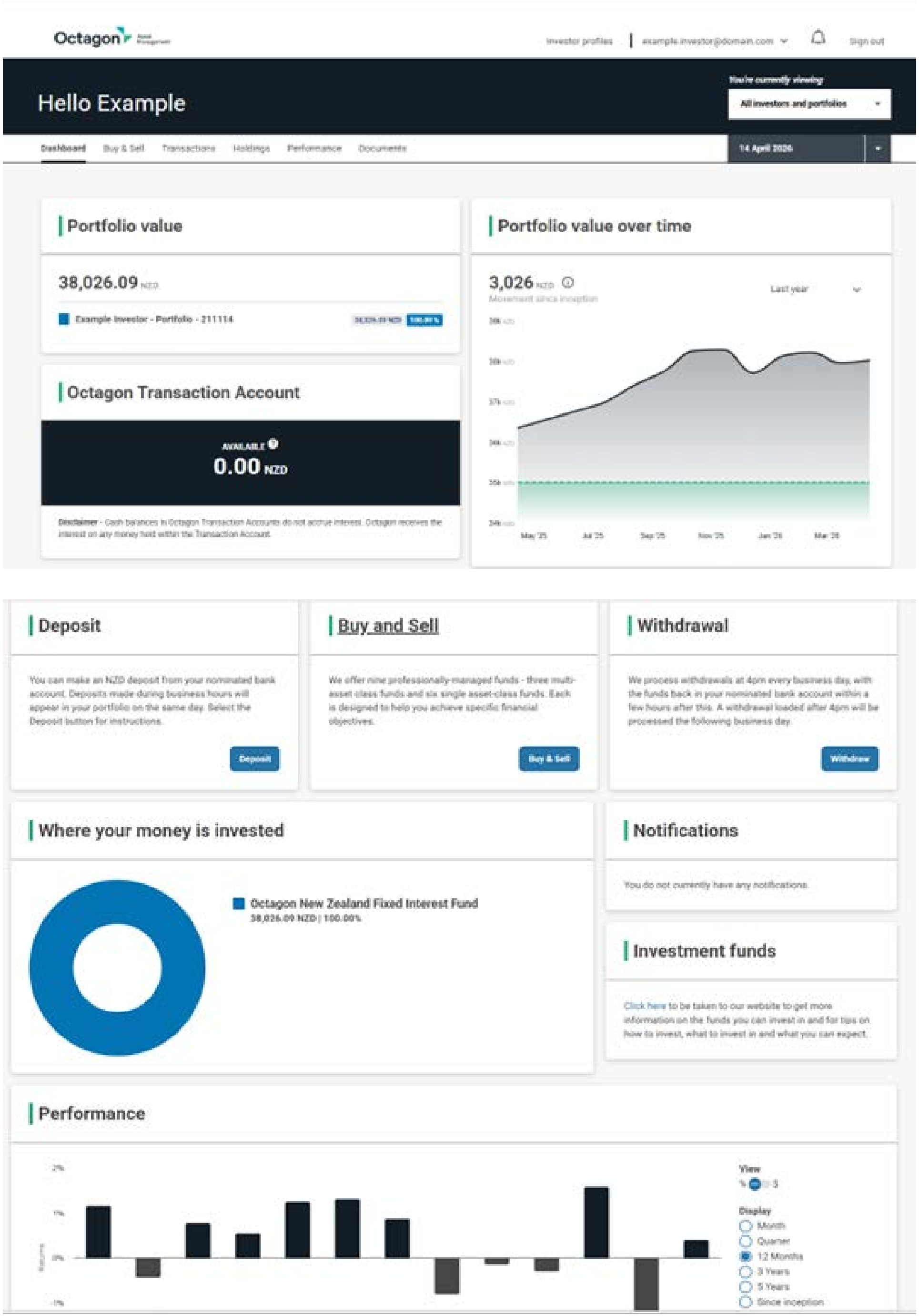


If you forget your password at any time, simply click the *Forgot Password?* link on the *login* page and a password reset will be sent to your registered email.

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

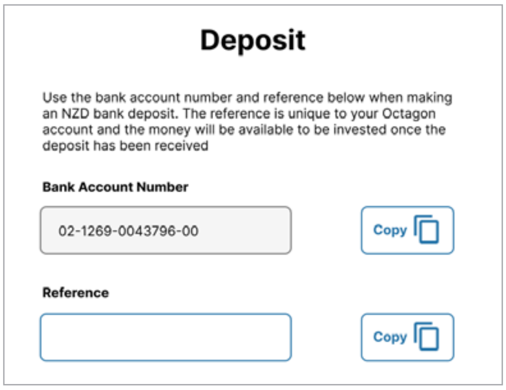
- To see how your Octagon investments have performed over time.

Documents

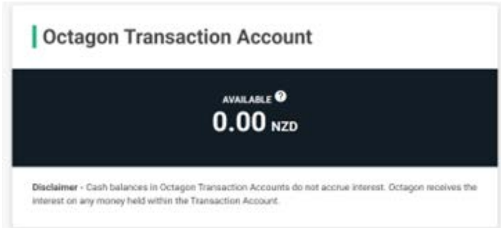
- A document library where any new investment documents will be published and made available to view (e.g. Tax statements)
- For any historical documents prior to transition, please contact the Forsyth Barr or Octagon Asset Management team for assistance.

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.



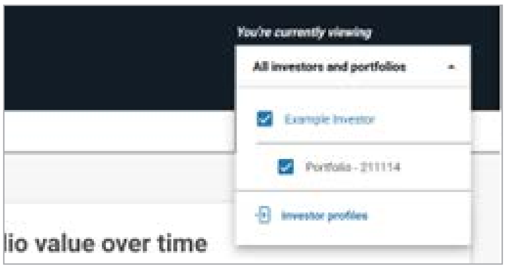
When the funds are received, they will be initially allocated to your account and will appear in your cash wallet (visible from the Dashboard) prior to being processed for investment.



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

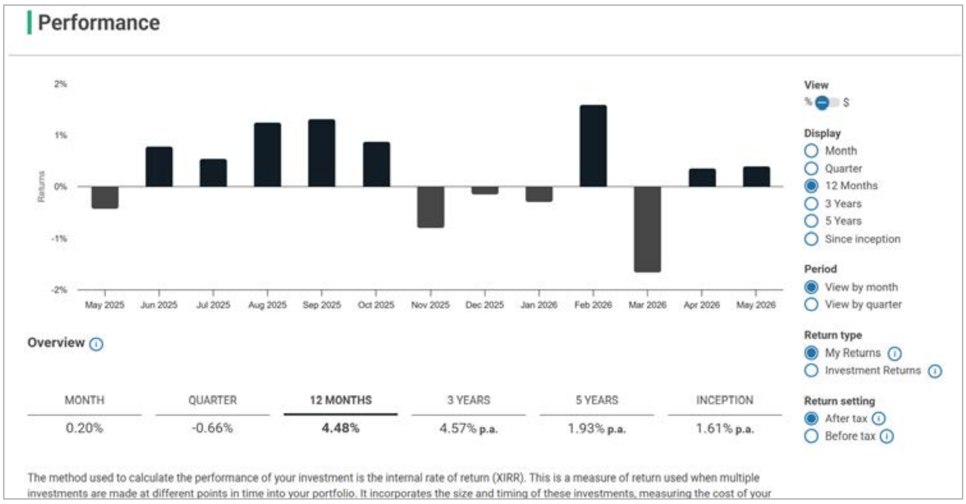


Viewing Portfolio Performance

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.



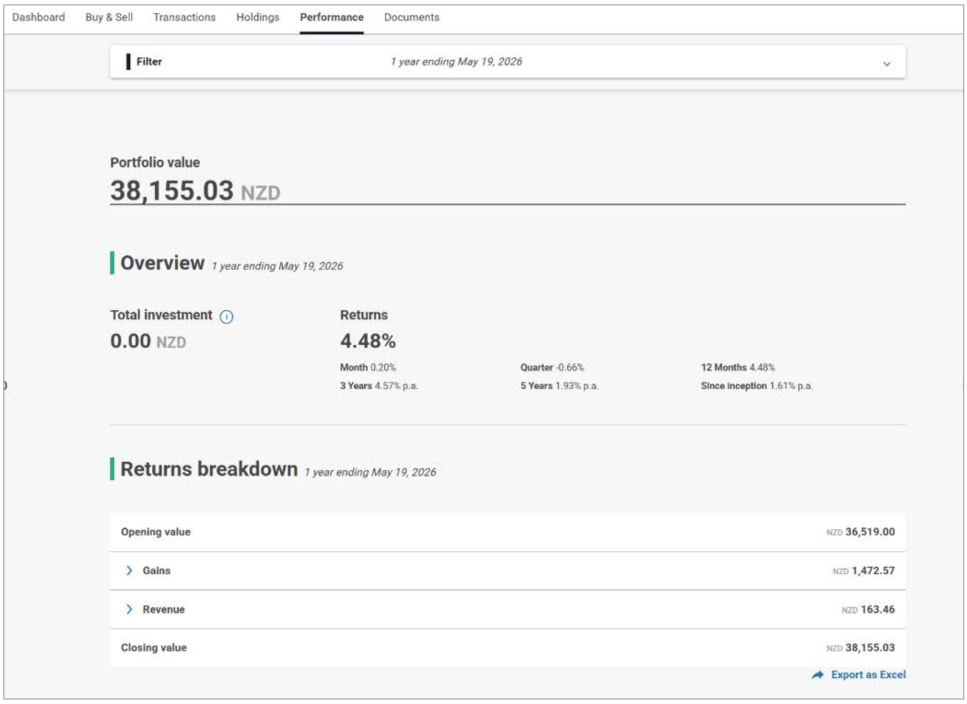
Performance tab

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

a. Returns breakdown

b. 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).



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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.

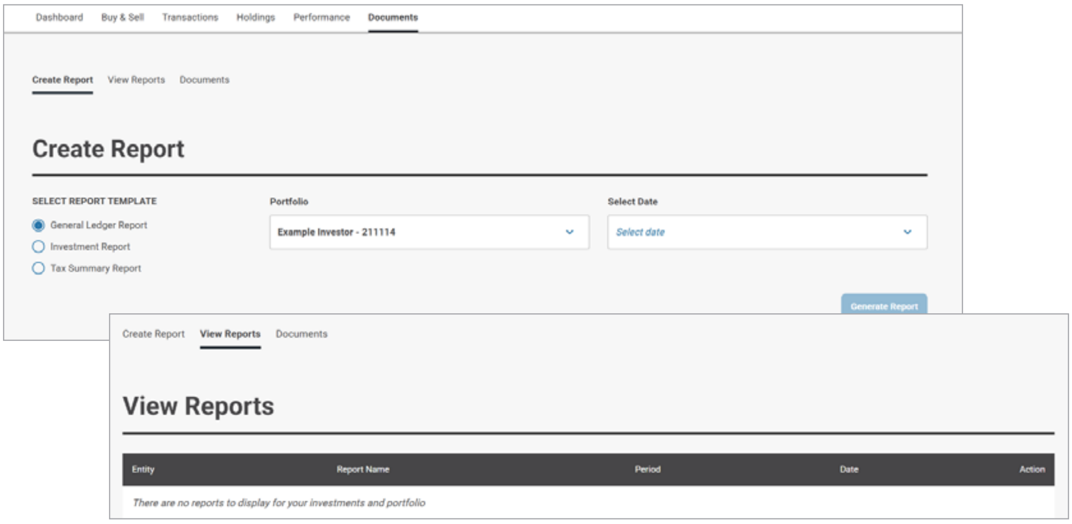
- **Investment Report –** PDF report showing a full comprehensive view of an investors' holdings within a portfolio and transactions/ performance within a specified timeframe (predefined options and custom)

  Optional sections include:

  i. Asset allocation (by sector, target v actual).
  ii. Valuations breakdown.
  iii. Statements Summary
  iv. Performance by Asset
  v. Transactions (deposits/withdraw)
  vi. Incomes/expenses

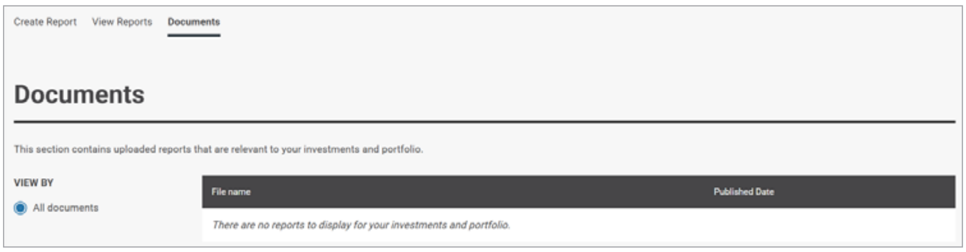
- **Management Accounts –** More granular view showing the statement of financial position. often useful for accountants.

  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



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.



Any questions or need help?

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