

# Welcome

PORTFOLIO TODAY | ONLINE ACCOUNT ACCESS | USER GUIDE

Portfolio today provides access to your investment portfolio 24/7. The minimum browser versions currently supported are:

- IE 11.0
- Chrome 62.0
- FireFox 57.0
- Safari (Mac) 11
- Opera 47.0

Portfolio Today's optimal viewing resolution is either 800x600 pixels or 1024x768 pixels with at least 32,768 colors. However, Portfolio Today style sheets and fonts are developed to minimize the impact of high resolutions and changes in browser or desktop fonts.

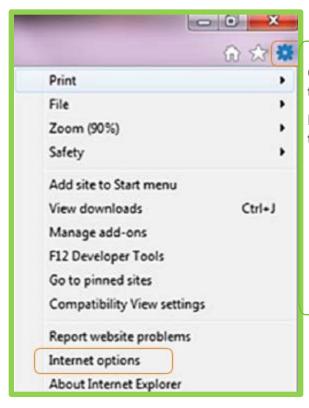
Data transmission security is via SSL (Secure Socket Layer).

ONCE YOU HAVE LOGGED INTO PORTFOLIO TODAY, YOU MAY WANT TO REVIEW YOUR SETTINGS AND CHANGE THEM IF THE REPORTED INFORMATION DOES NOT DISPLAY CORRECTLY.

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# **Internet Explorer browser settings**

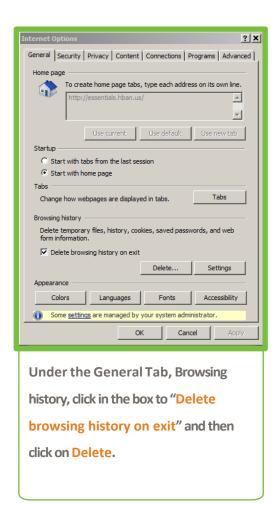


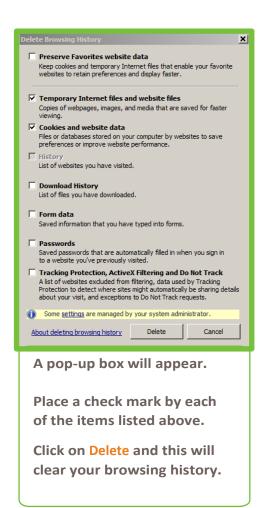
Open your internet browser and select the following settings:

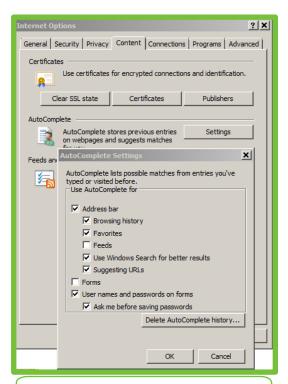
Recommended minimum IE Version 11 with the following settings:

- 1 Click on the "COG"
- 2 Then click on "Internet Options".

# Internet Explorer browser settings continued







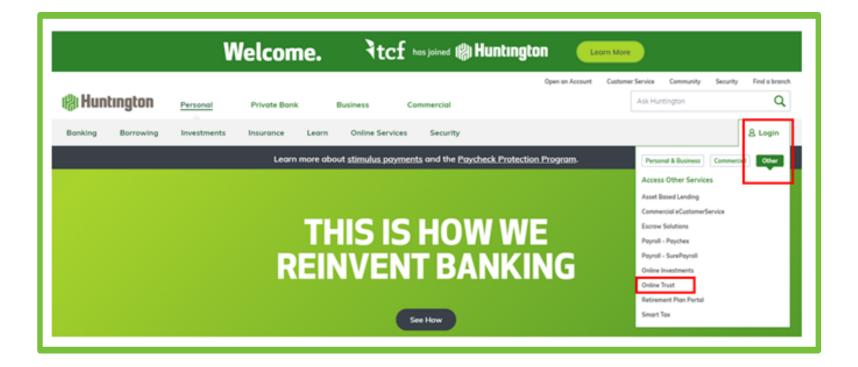
Next under Content, Settings, check the boxes listed at left and click OK.

Click APPLY and then OK again to update your browser settings.

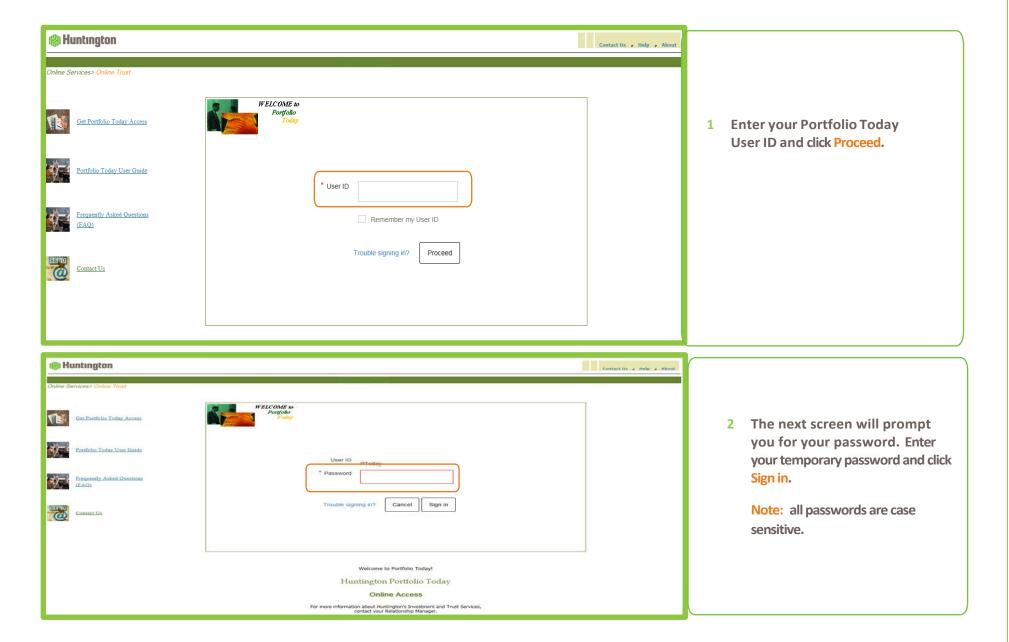
# Accessing your account via the Huntington website

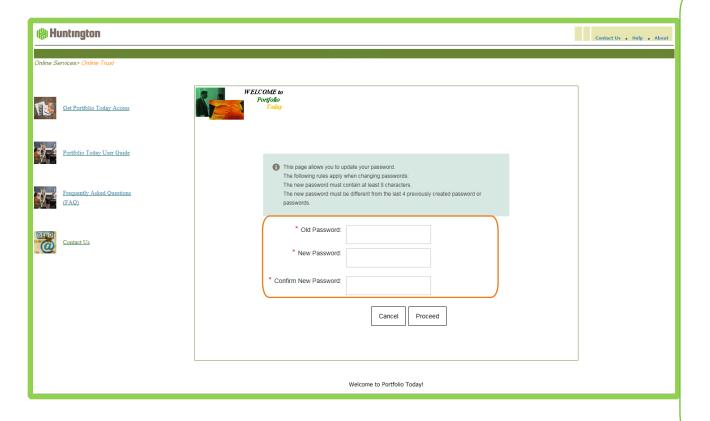
Access the Huntington website: <a href="www.huntington.com">www.huntington.com</a>. Under Login on the upper right-hand side of your screen, click on Other and then click on Online Trust.

You can log into your existing Portfolio Today account.



# **Initial login procedures**





3 If this is the first time you have accessed Portfolio Today, you will be prompted for your temporary (old) password and then for a new password.

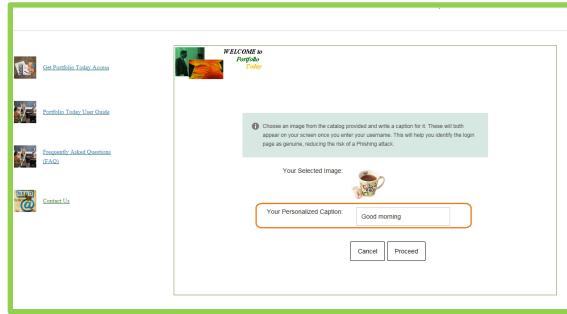
While entering your new password, the system will display "unacceptable" until at least 8 characters have been entered.

Confirm your new password and then click on Proceed.

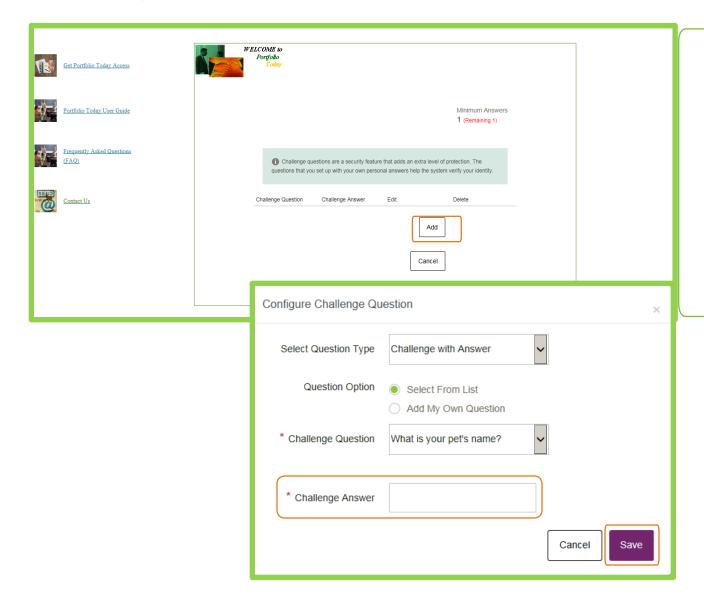
Note: Passwords must be at least 8 characters in length and contain at least one alpha and one numeric character.



4 Next, you must choose an image, which will be displayed on your login screen from this point forward. When you log into Portfolio Today you will always see this image so you can verify that you are on the authentic Portfolio Today login screen and have not been redirected to another site.



5 Choose your image and enter a personalized caption that you will remember. This is part of your unique identifier. Click on Proceed.



6 After selecting your personalized login page image, you will be asked to create a Challenge Question. You may choose from the dropdown list or make up your own question. Click on the Add button to select your question.

Enter an answer and click on Save.



7 To avoid answering a
Challenge Question each
time you login to Portfolio
Today, you may register a PC
or laptop that you use to
access your account on a
regular basis.

If you choose to do this, click on Yes, this is my computer or mobile device that I use regularly and then enter a Device Name if you wish and click Proceed. Otherwise, just click on Proceed.

# **Subsequent login procedures**



After clicking on Online Trust from the Huntington website, you will enter the Portfolio Today login page.

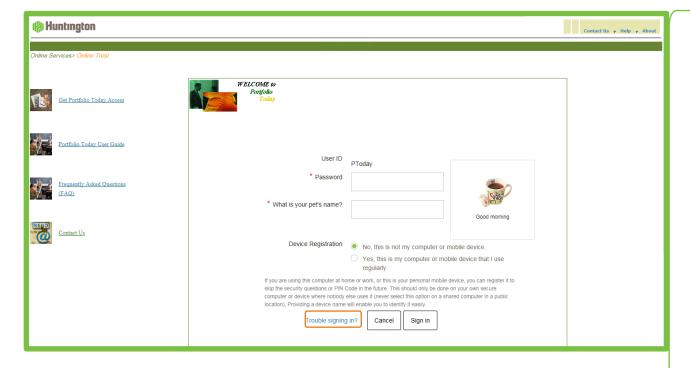
Enter your User ID and click on Proceed.



After entering your User ID, you will be brought to the next screen where you will be asked to enter your Password, answer your Challenge Question and click on Sign In. You will also see your Portfolio Today image.

You can choose to bypass the Challenge Question with subsequent logins by clicking on "Yes, this is my computer or mobile device that I use regularly" and you will not have to answer a Challenge Question each time you login.

# **Trouble Signing In**



If, on a secondary login, you forget your password, click on the"Trouble Signing In" link found at the bottom of your screen. Enter your User ID and answer the challenge question. The system will email a new temporary password to you. Upon the next login, you will be required to change your password.

Note: You must have a valid email address setup under User Options for this functionality to work as designed.

# **Portfolio Today Terminology and Icons**

As you use the Portfolio Today menu tabs and pages, you will notice various icons and selection criteria. You can use the following table as a reference for clarification.

Icon or Drop Down	Use	Found In
Settings	Allows you to add/remove columns on reports where available	Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension
Filters	Allows you to use advanced filters on reports where available	Transactions-Posted
Group By Posting Date  ▼	Allows you to group by Posting Date, Transaction Type, Trade Date or Security Name on Transaction reports	Portfolio Review-Transactions, Transactions-Posted
Group By Investment Category	Allows you to group by Investment Category, Industry Sector or Security Type on reports displaying holdings	Portfolio Review-Holdings, Holdings
Date Range Year To Date  ▼	Allows you to choose dates on reports where selection of Date Range is applicable	Portfolio Review-Transactions Transactions-Posted
Date Range From – To	Allows you to choose dates on reports where applicable and where Date Range selection from drop down is 'date range'	Gain/Loss, Transactions-Posted
As Of Date  1 05/03/2016	Allows you to select previous as-of date. You can click on Calendar icon to change date	Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts

Icon or Drop Down	Use	Found In
View Trade Date ▼	Allows you to select Trade or Settlement Date	Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts
Days to Project	Allows you to enter value between 1 and 99 to select number of days	Cash Projection
View  Summary O Details	Allows you select Summary or Details version of report for review	Cash Projection
Export	Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF Note: Quick Print PDF is a pre-defined report layout	Available on all pages
Print	Allows you to print the report as displayed on the page	Available on all pages
	Allows you to set number of items on each page when paging through reports with multiple pages	At the bottom of each page\report where multiple pages are present

Huntington Portfolio Today | Online Account Access | User Guide

# **System Navigation**

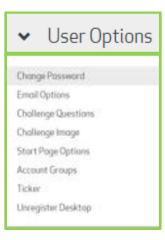
A report/activity tab line displays with every view. Each tab represents a different report you may view, or specific actions you may take. When accessing a specific report, you can click on any underlined word or phrase and "drill down" to a more detailed level of information. Refer to on-line Help to learn more about each area/report.



The top, white portion, of the Toolbar includes the following.

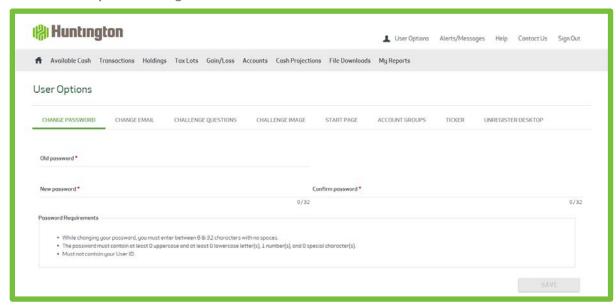
Click on User Options in the upper right-hand corner of your screen to perform various administrative tasks detailed below.

### **User Options**



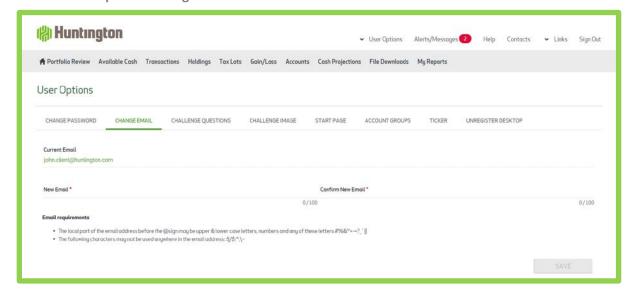
# **System Navigation Continued**

User Option – Change Password



This option can be used when your password is about to expire, which is every 90 days. Changes made here take effect the next time you login.

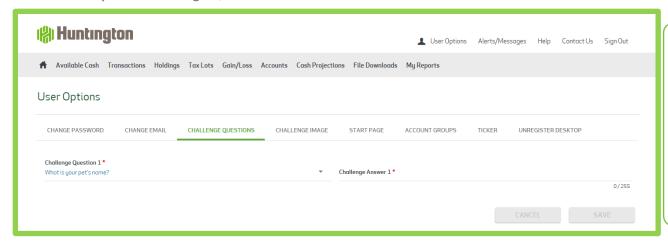
User Option – Change Email



Displays your current email address. Email address requirements are listed for your convenience. Also, note you have up to a maximum of 100 characters for your email address, as indicated by the 0 / 100. As you type, the number of characters used is tracked.

If you encounter issues logging into Portfolio Today and click on the Trouble signing in link, this email address will be used when sending you a temporary password.

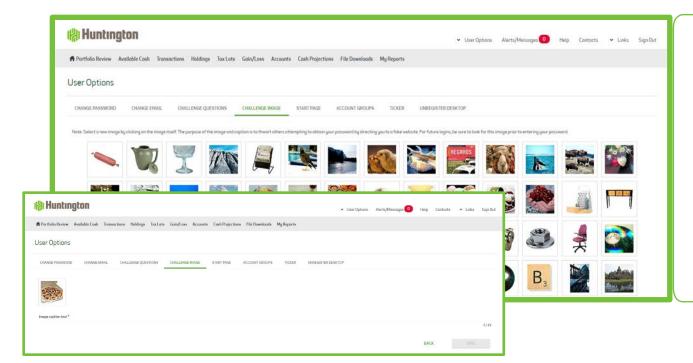
• User Option – Challenge Question



Use to update your Challenge question and answer.

A maximum of 255 characters is permitted when answering a challenge question.

• User Option – Challenge Image

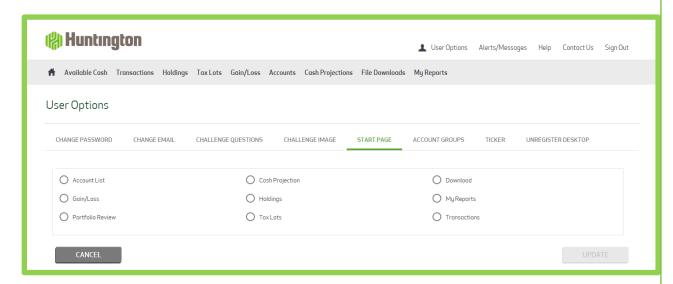


Allows you to change the Image Identifier and Caption that you see upon login. First Select an Image; you are then presented with a page showing your image so you can add a caption. When finished, click Save. The new Image and Caption will appear upon your next login to Portfolio Today.

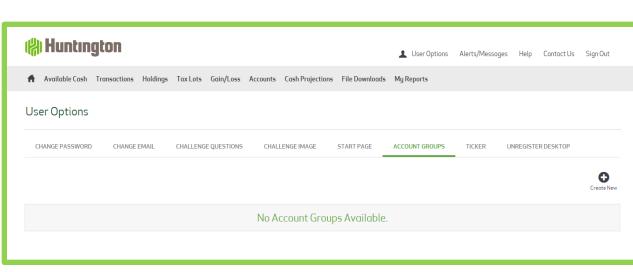
Keeps track of the Image caption text. A maximum of 49 characters is permitted.

# **System Navigation continued**

User Option – Start Page



**User Options – Account Groups** 



The default start (home) page is the Portfolio Review report. However, you can select any of the available basic menu tabs to be your start (home) page upon login to Portfolio Today.

If you change this page during an active session. it will take effect with your next login.

Whichever tab you choose as your start (home) page, it will be

assigned the Home page icon.

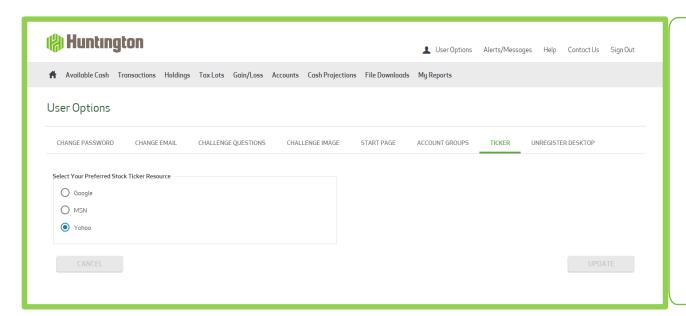
Click the Home page icon to navigate to that page.

Portfolio Today provides the capability to form "Account Groups". If you are a financial advisor and wish to establish a group of accounts belonging to a specific family, use the **Account Groups feature to perform** this task.

Define the Group ID by starting with a G followed by 5 numbers and then assign a Group Name and Description. Lastly, add the accounts you want to associate with this Group.

# **System Navigation Continued**

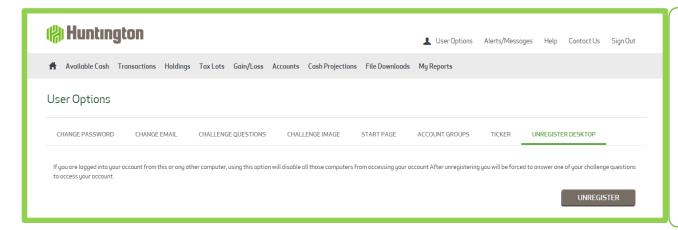
• User Option – Ticker



Click here to select your preferred stock ticker resource.

You will be directed to the resource chosen whenever you click on the Ticker symbol contained within various Portfolio Today reports.

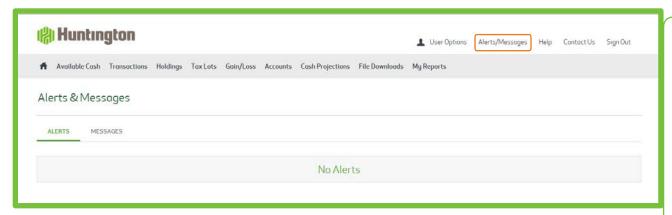
User Option – Unregister Desktop



If you typically access your account from the same device, it is suggested that you "register your desktop". This will allow you to bypass the Challenge Question when using this device.

Should you purchase a new computer or need to change your computer, you can unregister the old computer by using this option.

### **Alerts/Messages**

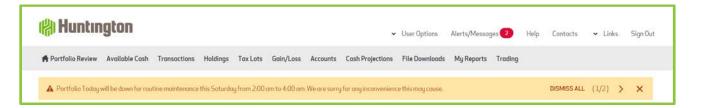


The Alerts and Messages tab is used to inform you of important updates or general messages. When there are Alerts\Messages to be viewed, you will see a numeric value next to the Alerts\Messages tab in the Portfolio

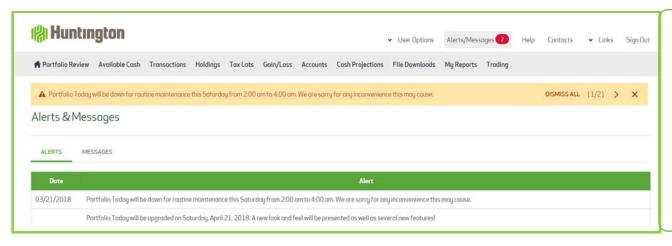
Alerts/Messages

Today Toolbar
This will indicate that there are items available for your review.

System Alerts, if any, display upon login in.



#### Sample of Alerts:

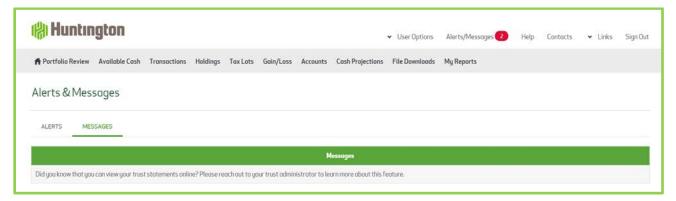


This example presents 2 Alerts which you can review.

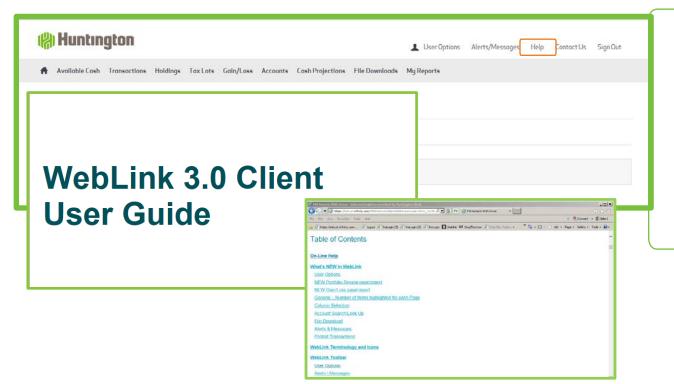
Click on DISMISS ALL to not see any of the Alerts on the page. Click on X to dismiss the current alert displaying. Click on > to view the next alert

### **Alerts/Messages continued**

#### Sample of Messages:



### Help

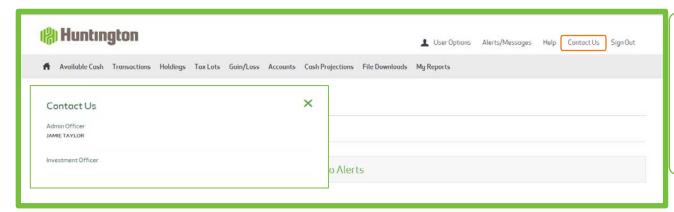


By clicking on "Help", you are led to a Client User Guide. Scroll down to the Table of Contents to view all available topics. The Help area includes complete instructions for using all areas.

To exit the Help area click on the X button in the upper right-hand corner of the screen.

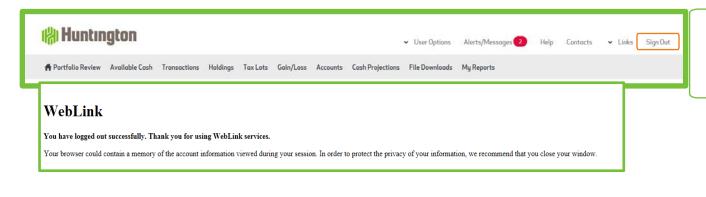
Please take advantage of this user-friendly instruction format provided by our system vendor.

#### **Contact Us**



When you select the Contact Us tab, a popup window displays the contact information for your account.

### Sign Out



When you select Sign Out, you exit Portfolio Today and a page appears reminding you to close your browser.

### WebLink Menu Tabs



The shaded section of the WebLink Toolbar provides access to your authorized WebLink menus.

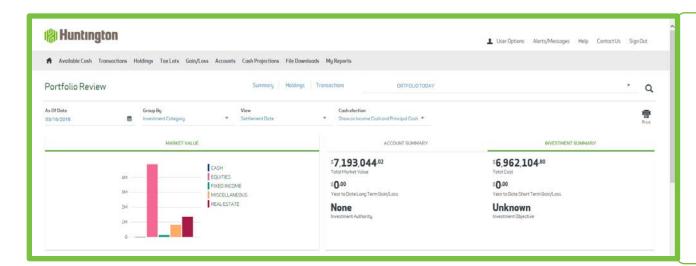
Your start (home) page , is automatically defaulted to the Portfolio Review report. However, as mentioned under User Options, Start Page, you can select any of the available, basic menu tabs to be your start (home) page upon login to Portfolio Today.

If you have access to more than one account, click on the expansion arrow in the upper right-hand corner to see a list of the accounts to which you have access. The ten accounts you have used most recently will list first. You may search for additional accounts you have access to by using the Look Up button. To access these other accounts, simply click on the account number you wish to view.



#### **Portfolio Review**

The Portfolio Review displays a synopsis of your account in a single page view. A Summary of your investments along with account Holdings and account Transactions are provided.



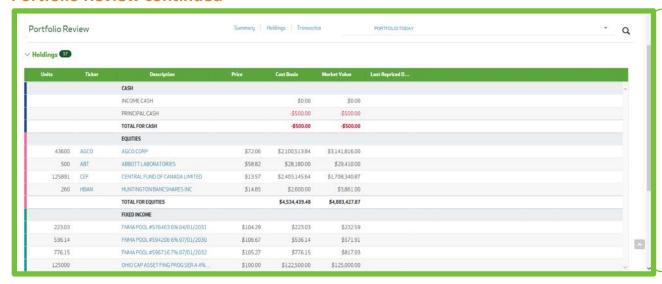
The top section allows you to choose specific criteria for this report:

- As-of-date defaults to current date, you can choose an earlier date using the Calendar Lookup
- Group By use the drop down to select how to group your holdings
- View Trade or Settlement Date

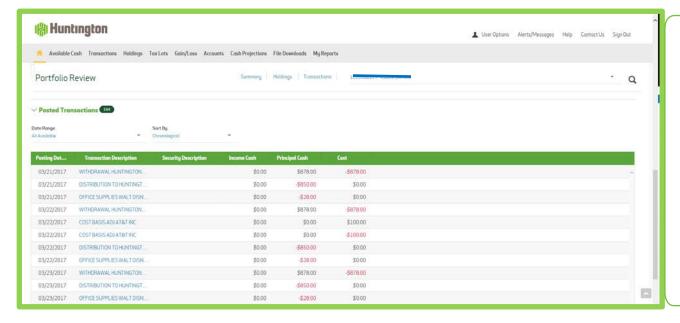
The bar highlight displays Asset Allocation, Market Value, Account Summary, Investment Summary. Click on each to view that section.

Use the scroll bar on the right of the screen to move down the report to view Holdings and Transactions or click the selection at the top.

#### **Portfolio Review continued**



Click on Holdings to advance to the Holdings section of the Portfolio Review report.

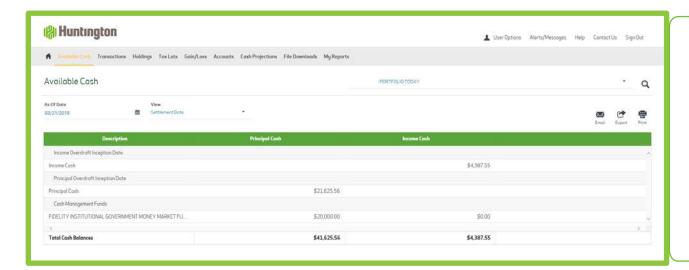


Click on Transactions to move to the Transaction section of the Portfolio Review report.

Additionally, you can choose the Date Range to view Posted Transactions and specify the Sort By option.

To view more details regarding Holdings and Transactions – use the respective Menu Tab.

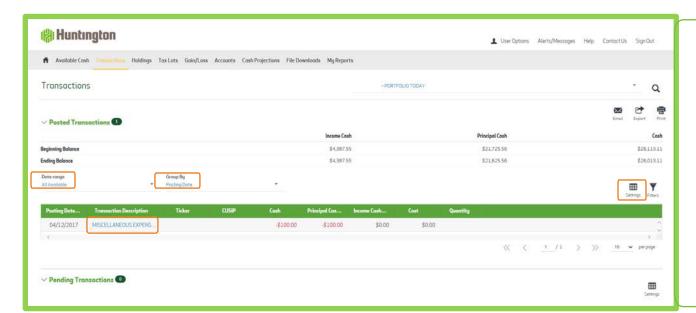
#### **Available Cash**



The Available Cash report displays Cash plus Money Market Funds used for Cash Management.

This report can be run for a specific As-Of-Date but defaults to the current date. The report also defaults to a Settlement Date basis for viewing, but can be changed to a Trade Date basis.

#### **Transactions**



From the Transactions report, you can view either posted or pending transactions.



Use the Settings icon to add or remove columns from the report.
Changes to columns are saved as user preferences for future viewing of the report.

Date range options include the following:

**Transactions can be Grouped By:** 

Click on the Transaction Description to see Posted Transaction Details:

Month To Date

Calendar Quarter To Date

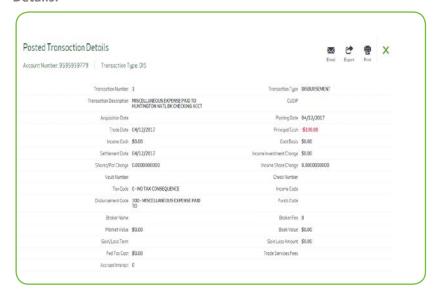
Year To Date

Fiscal Year To Date

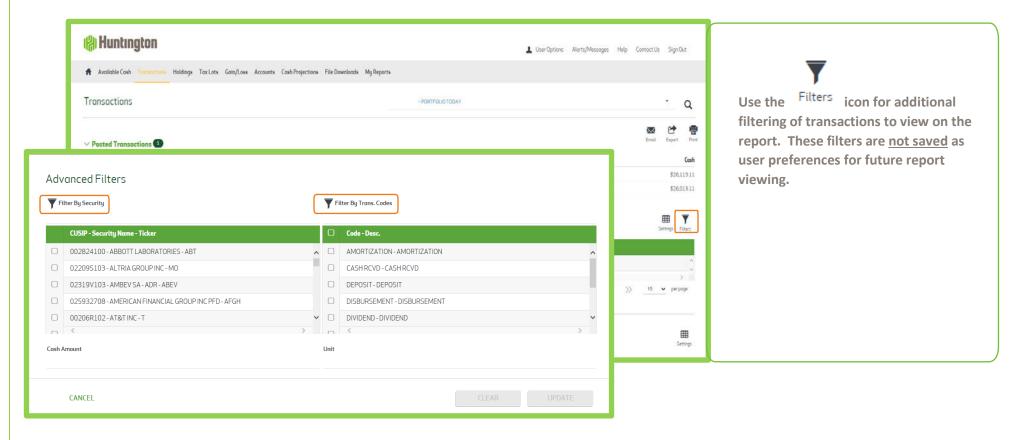
Date Range

All Available

Posting Date
Transaction Type
Trade Date
Security Name



#### **Transactions continued**

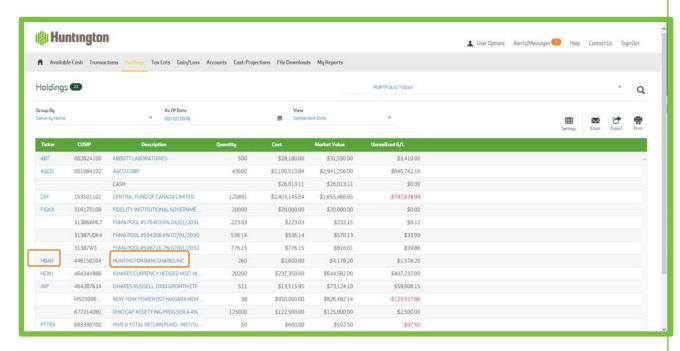


The Filter by Security and Filter by Trans Codes options change based on posted transactions for the Date Range chosen.

Options for further selection can be used individually or in combination:

- Select a specific CUSIP to view posted transactions for that security during the time period.
- Select a specific Transaction to view only those posted transactions during the time period.
- Choose a specific Cash Amount that you may be looking for.
- Choose a specific Unit Amount you may be looking for.

### **Holdings**



The Holdings report provides a snapshot of the securities held in your account as of a specific date.

The following features are available to customize this report:

Group By – sort securities by Security Name, Investment Category, Industry Sector or Investment Category then Sector

As of Date – if you wish, use the Calendar lookup to select an earlier asof-date

View – holdings can be presented by Settlement Date or Trade Date



Use the Settings icon to add or remove columns from the report.

Click on the Ticker to obtain Price and other details for that asset. The following notice appears to let you know that you are leaving Portfolio Today site.

Notice

You are now leaving this website, headed to a third party website not operated by this site.

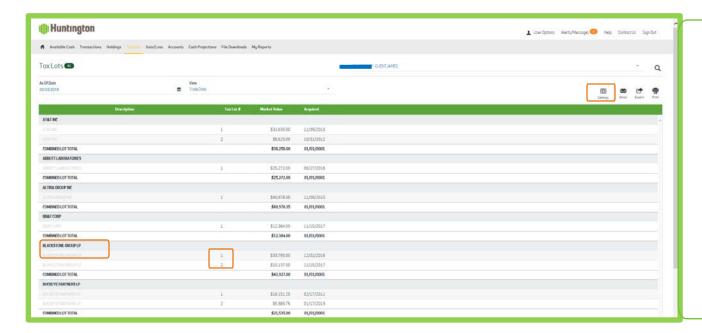
We are not responsible for the content of this new site, nor are we in control of any transactions that occur outside of our site.

External link to: https://www.google.com/finance?q=ABT

Click on the Asset Description to drill down to the Asset, lot detail level:



#### **Tax Lots**



The Tax Lot report provides an indepth view of the securities held within your account, going down to the tax lot level.

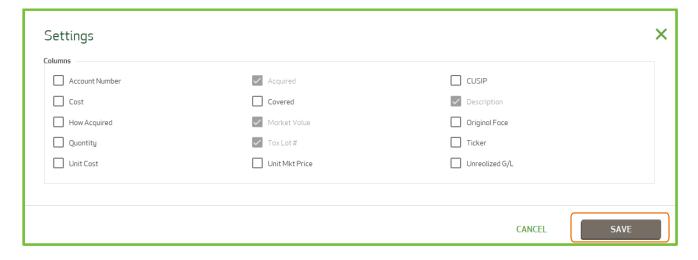


Use the settings icon to add or remove columns from the report.

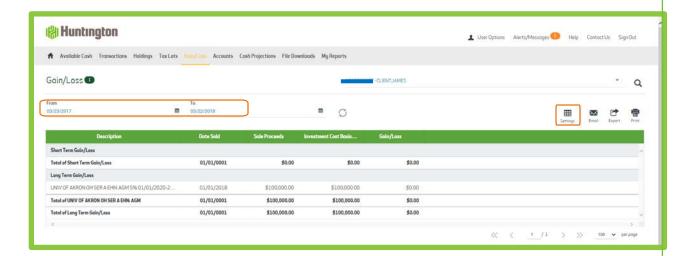
Changes to columns are <u>saved</u> as user preferences for future viewing of the report. Columns that are shaded in gray are required and cannot be removed.

For each holding, the Asset description appears in bold, along with the Lot Total.

The Tax Lot # displays the specific information for each lot of the asset.



### **Gain/Loss**



The Gain/Loss report provides year-todate short term and long term gains and losses.

Short Term Gain/Loss amounts display first, followed by Long Term Gain/Loss amounts.



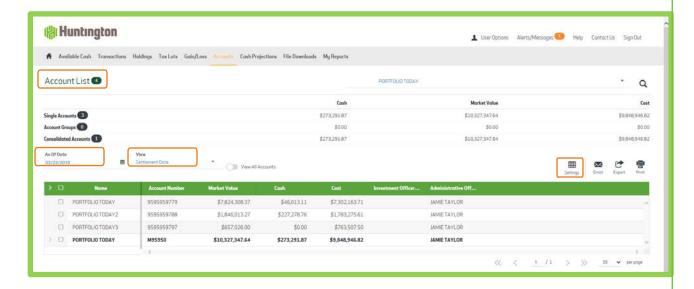
Use the Settings icon to add or remove columns from the report.

Changes to columns are <u>saved</u> as user preferences for future viewing of the report. Columns that are shaded in gray are required and cannot be removed.

From Date: defaults to the start of the current calendar year. Use the Calendar lookup to choose another date

To Date: defaults to the current date. Use the Calendar lookup to choose an earlier date, if desired.

#### **Accounts**



A detail listing of accounts is shown below the summary. Accounts are presented in order of central accounts, group accounts and then consolidated (master) accounts.

As of Date – if you wish, use the Calendar lookup to select an earlier as-of-date

View – holdings can be presented by Settlement Date or Trade Date

On the Accounts report, you are presented with a snapshot of all the accounts which you have access to view on Portfolio Today. This includes single accounts, consolidated (master) accounts and any account groups you may have created. The total number of these accounts is shown beside the Account List.

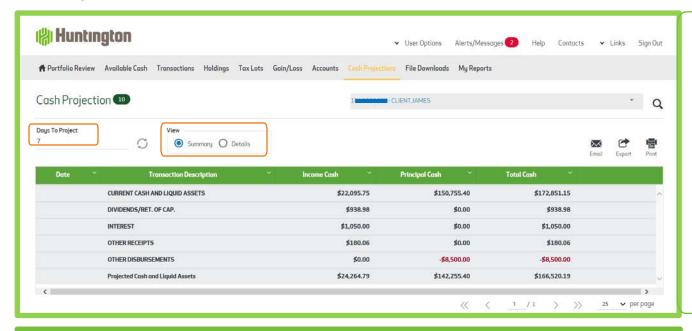
A summary is provided at the top of the report showing total Cash, Market Value and Cost.



Use the Settings icon to add or remove columns from the report.

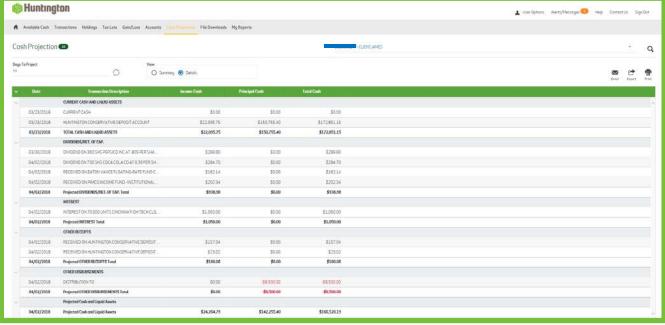
Changes to columns are <u>saved</u> as user preferences for future viewing of the report. Columns that are shaded in gray are required and cannot be removed.

### **Cash Projection**



The Cash Projection report can project income on your account up to 99 days in the future. The default is set to 7 days.

A summary view will initially appear when accessing this screen. To see the Detail View, click on the radio button beside Details.



The Detail View provides an indepth look at income to be received on your account by security.

Totals are provided at the bottom of the report for the period requested.

### File Download/Tax Reports (Export and Print Capabilities)

The ability to export and print as well as view data as of a certain date and on a trade or settlement basis is available on each report view. If a report is too large for display on one page, the data appears on multiple pages. You can move between pages by clicking NEXT, PREVIOUS, or entering a specific page number.



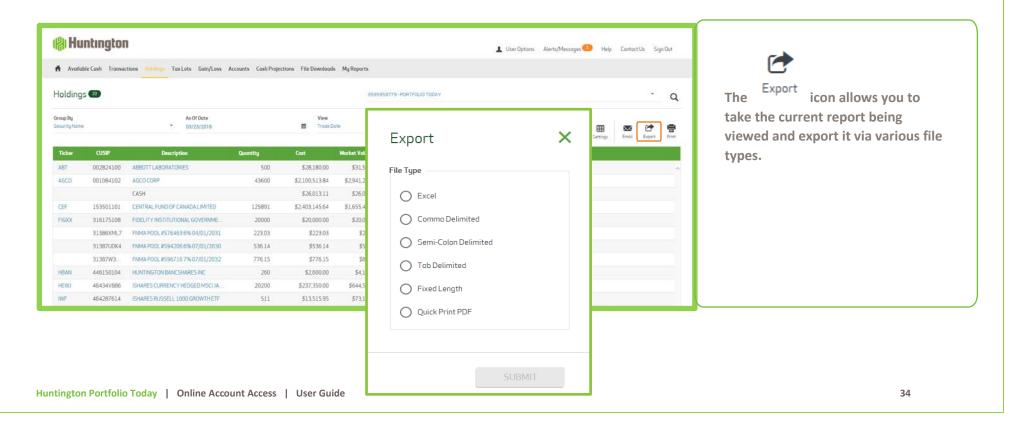
The << >> allow you to toggle to the first and last page of the report

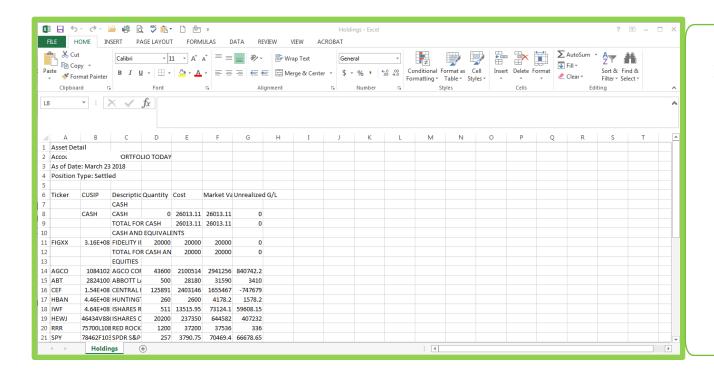
The < > allow you to toggle between the pages in the report

Click on the page being displayed where you can input another page number to go directly to that page

By clicking on the drop down arrow, a pop-up box displays allowing you to select the number of items per page for viewing. Minimum is 5 and the Maximum is 100. This is saved as a user preference.

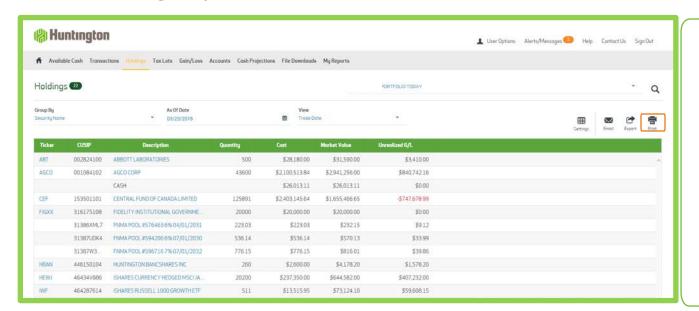
### **Export while viewing a Report**





An Excel spreadsheet will display. You may have to expand the columns to fully display the data.

### **Print while viewing a Report**



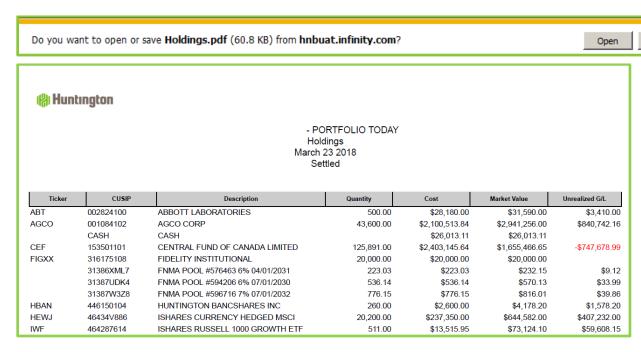


Save

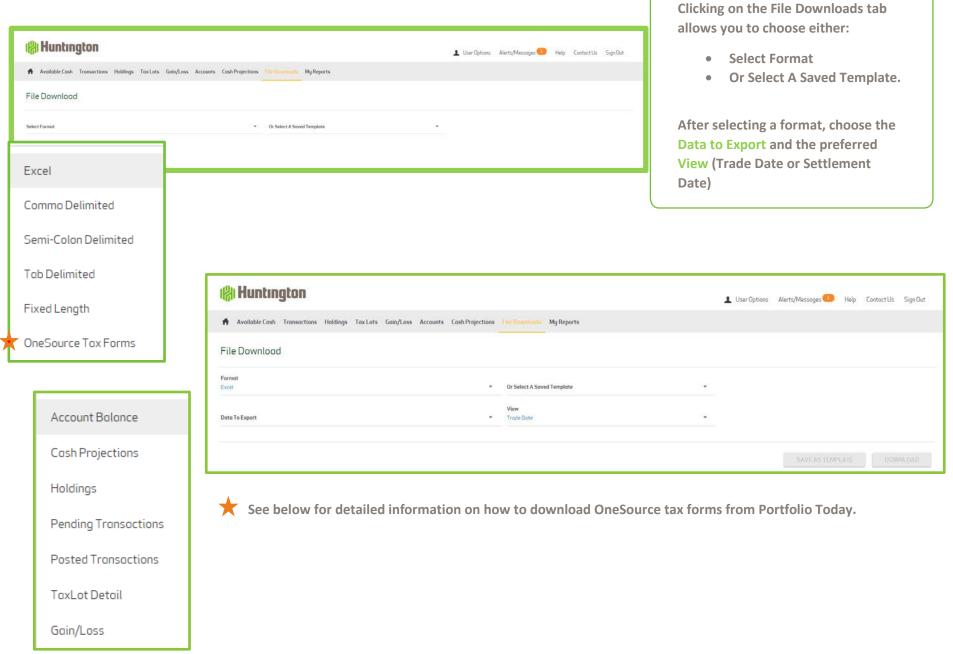
Cancel

The icon allows you to print the report you are viewing. When you click on this icon, this pop-up box appears.

You can choose Open to view the report on-line and then print it as a pdf if you like, or Save for future viewing.



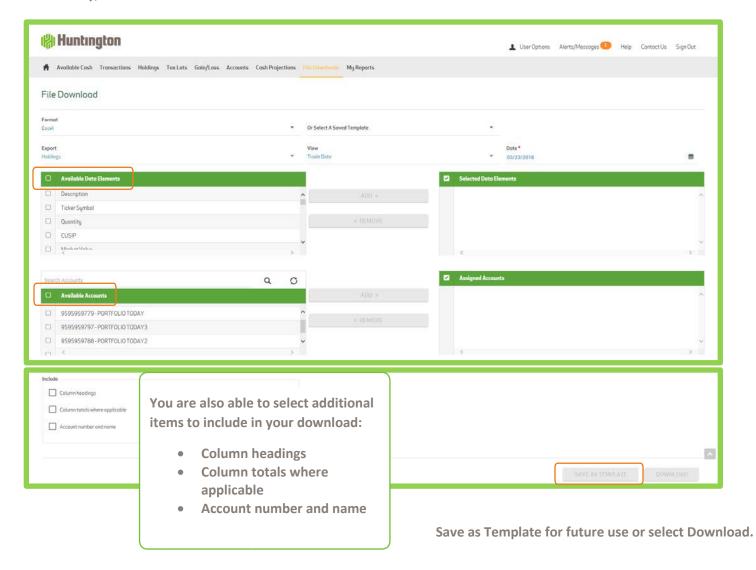
#### File Download



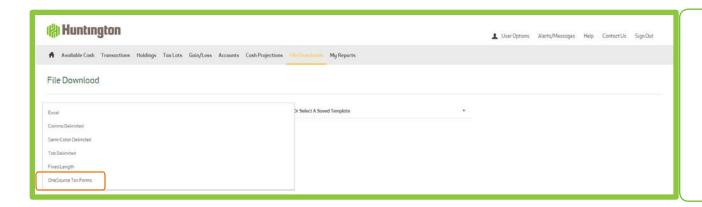
#### File Download continued

Once the Data to Export and View options are defined, criteria for Available Data Elements and the Available Accounts become available for selection.

If necessary, use the scroll bars to see additional data elements and accounts to choose from.



### **Accessing OneSource Tax Forms**



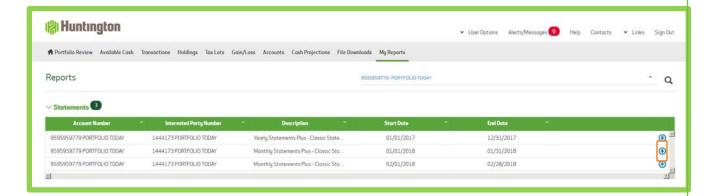
After clicking on File Downloads, click on OneSource Tax Forms. Forms dating back to 2012 can be accessed.

Note: Tax forms are only available if you have requested this feature through your relationship manager.

#### **AVAILABLE TAX FORMS**



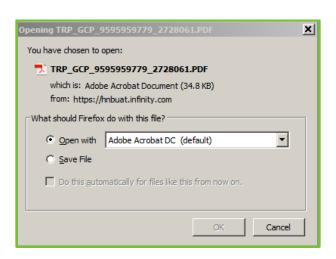
### **My Reports (Trust Statements)**



To view your web statements, you must have Adobe Acrobat Reader installed on your computer. Once you have logged into Portfolio Today, click on My Reports.

The web statements generated for your account(s) display by date range.

Note: Statements are only available if you have requested this feature through your relationship manager.



Here you can view your statement

on-line or use the icon to download and save your statement.

Depending on your internet browser, one of the following options will appear. Choose whether you would like to Open and view your statement from the current session or Save it.

Do you want to open or save TRP\_PAM\$ST166\_2635000528\_2720802.PDF (497 KB) from hnbwblk.infinity.com?

Open Save TRP\_Cancel

### My Reports (Trust Statements) continued

HUNTINGTON NATIONAL BANK 5555 CLEVELAND AVE COLUMBUS, OH 43231

#### The Huntington Trust

FEBRUARY 01, 2018 TO FEBRUARY 28, 2018

ACCOUNT NAME: PORTFOLIO TODAY
ACCOUNT NUMBER: 9595959779

Idadalladdadlldaadll

PORTFOLIO TODAY DEMO ACCT 7 EASTON OVAL COLUMBUS, OH 43219 ADMINISTRATOR:

YOUR TRUST OFFICER 888-888-8888 YOURTRUSTOFFICER @HUNTINGTON.COM

#### ASSET ALLOCATION SUMMARY



#### ACCOUNT SUMMARY

	THIS PERIOD	YEAR TO DATE
BEGINNING MARKET VALUE	7,224,502.54	7,143,223.99
CHANGE IN MARKET VALUE	321, 426. 91 -	240, 148. 36
ENDING MARKET VALUE	6.903.075.63	6,903,075,63

#### FOR YOUR INFORMATION

Please contact your Account
Administrator with any questions.
You can find the contact information
for your accounts by clicking the
Contact Us link on the top of the
screen.

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