

# eQuipt®

## GUIDE

### Your Custom Account Portal

View your investment accounts online at [equipt.osaic.com/](https://equipt.osaic.com/) or download the **Osaic eQuipt** mobile app on your iOS or Android device. Use this guide to learn how to sign up and navigate **eQuipt**.

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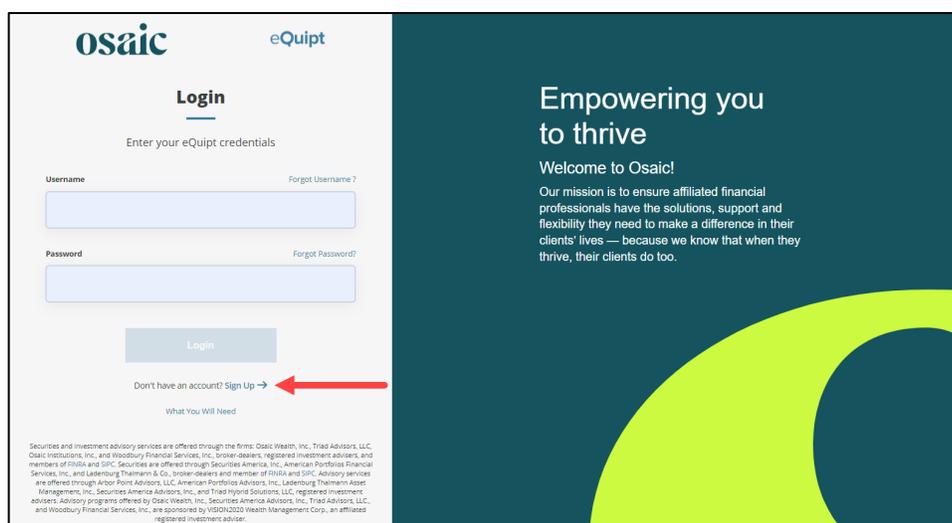
## eQuipt Features

- View all your brokerage investment accounts through a single login:
  - Automatically view all accounts established under your Social Security number
  - Link and view additional accounts within your household
  - View important account information, including balances, holdings, activity, order statuses (as of close of business the previous day), and more
- Customize eDelivery preferences for account communications.
- Access account communications including statements, tax documents, and trade confirmations
- Pay for financial planning services via a bank account or credit/debit card.

# Sign Up

To sign up for **eQuipt**, follow the registration process below:

1. Go to [equipt.osaic.com](https://equipt.osaic.com) and click **Sign Up** on the login screen (shown below). In certain situations, your financial professional may send you a link that takes you directly to Step 2, (below).



2. If you began your enrollment process by clicking an email link sent by your financial professional, you will be asked to provide your date of birth, last 4 digits of your Social Security number, and your zip code for verification. If you initiated the enrollment process yourself using the **Sign-Up** link mentioned in Step 1, you will be asked to provide your date of birth, last 4 digits of your Social Security number, your zip code, and any one of your Osaic account numbers for verification. Click **Next** to continue.
3. Complete the identity verification process:
  - The first prompt will display the phone number(s) on file for you.
  - Select the number to which you want the security code sent (if only one number is on file it will be preselected). Then select **Send Passcode via Text** or **Call Me With My Passcode**.



eQuipt Logout

## Your Security is Our Top Priority

We will need to send you a Onetime Passcode in order to verify your identity. Please select a phone number and delivery method.

Mobile

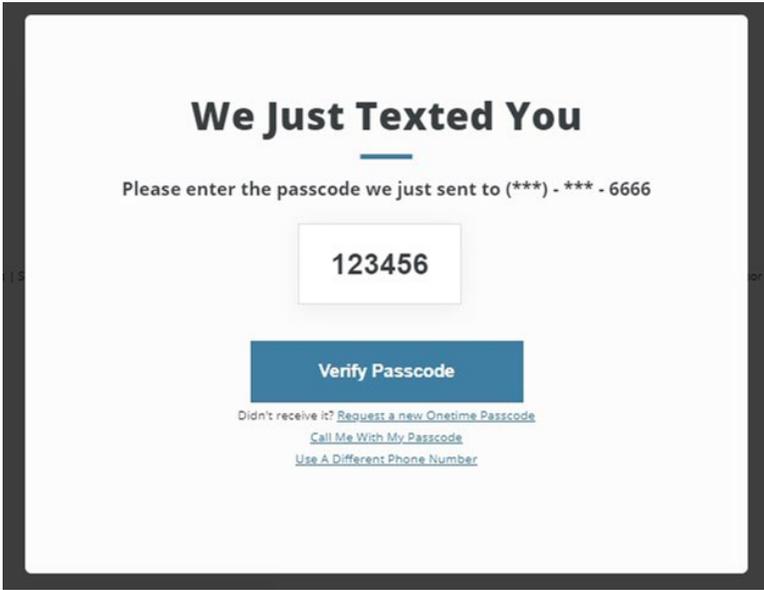
Mobile

[Send Passcode Via Text](#)

[Call Me With My Passcode](#)

Don't see your correct number? Call customer service at 855-412-3666 to update your phone number(s) on file.

- Next, you'll receive a security code via text message or phone call (generally within a few seconds).



## We Just Texted You

Please enter the passcode we just sent to (\*\*\*) - \*\*\* - 6666

123456

[Verify Passcode](#)

Didn't receive it? [Request a new Onetime Passcode](#)  
[Call Me With My Passcode](#)  
[Use A Different Phone Number](#)

- Once you receive the passcode on your device, input the passcode and click **Verify Passcode** to continue. For security purposes, you may also be asked to complete this process as part of future logins.

4. Review your phone number(s) and email address(es) for accuracy. You can edit or delete any incorrect entries or add new entries as needed. Click **Everything Looks Right** when complete.

The screenshot shows the 'eQuipt' interface at the '03 CONTACT INFORMATION' step. The page title is 'Is This Information Still Accurate?'. Below the title, a message states: 'We understand that this information can change from time to time. Since we will be using it to validate your identity, please ensure it is accurate. If anything looks incorrect, please update it at this time.'

**Phone Numbers**

- Mobile Phone Number**: (444) 555 - 6666. This is marked as the **Primary** contact.
- Verified Phone Number - Mobile**: (555) 666 - 7777.
- Home Phone Number**: Add Home Phone Number.
- Business Phone Number**: Add Business Phone Number.

**Email**

You must have at least one email address on file

- Primary Email**: james@smith.com, Type: Personal.
- Add Email**: Add Email, Type: Select Type.

At the bottom of the form is a blue button labeled 'Everything Looks Right!'.

5. Lastly, create a username and password, mark the checkbox to agree to the terms described, and click **Next**. Your enrollment process is complete. Remember to add [equipt.osaic.com/](http://equipt.osaic.com/) to your browser's Favorites list!

The screenshot shows the 'eQuipt' interface at the '04 REGISTER' step. The page title is 'Register'. Below the title, a message states: 'Lastly, please create your login credentials'.

**Create Username**

Username

**Create Password**

Enter Your Password

**Confirm Password**

Confirm Your Password

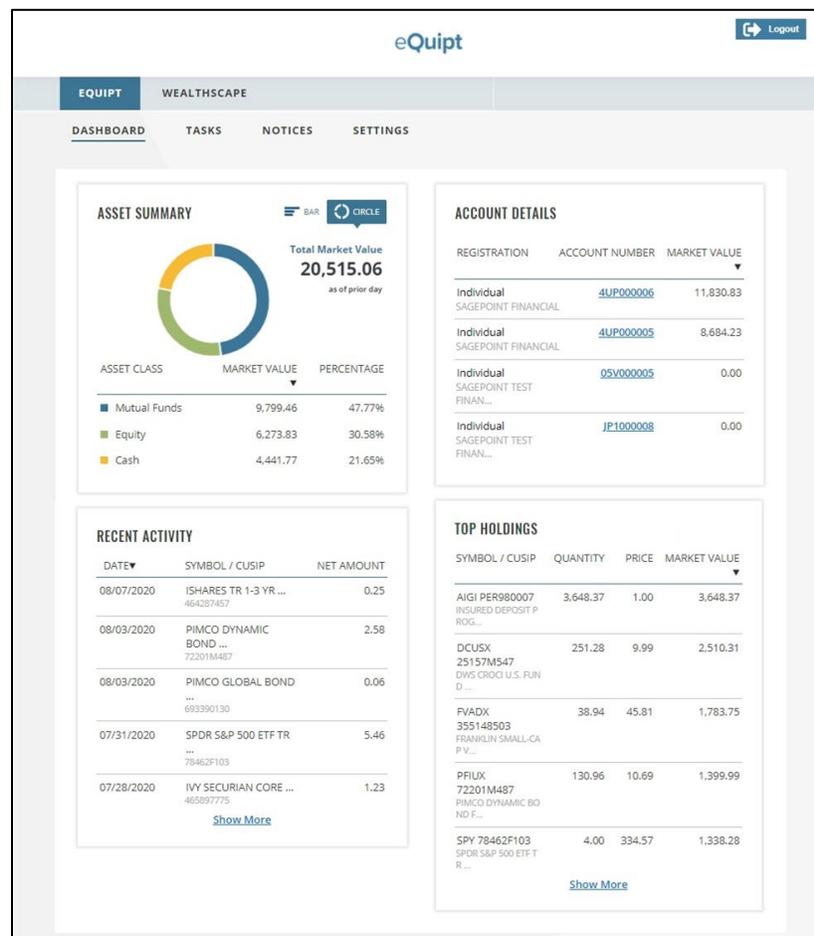
By clicking here I agree to the Terms and Conditions for use of this website and I affirmatively consent to electronic delivery of any communications or documents to the email provided by me for this account.

Next

# View Accounts on the Dashboard

After logging into **eQuipt**, the first screen you'll see is the Dashboard. (NOTE: the top left of the screen shows you are in the eQuipt tab and Dashboard sub-tab.) From here you can view your portfolio as of the previous business day's market close, including:

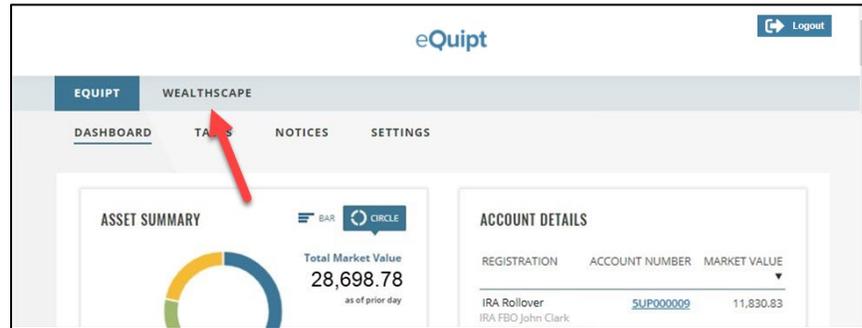
- Account values
- Top 5 holdings (Select "Show More" to view your top 10 holdings)
- Five most recent account activities (Select "Show More" to view your 10 most recent activities)
- Overall asset allocation



# View Accounts in Wealthscape<sup>SM</sup>

For detailed information about each of your investment accounts, follow these steps:

1. Access the **Wealthscape** tab. Wealthscape will launch in a separate browser tab.



2. Select the account you'd like to view by clicking its **Details** link in the Accounts sidebar on the left.
3. Use the tabs and sub-tabs along the top of the screen to navigate between the various pages of information (e.g., Positions, Balances, Activity & Orders, Documents, etc.).
4. You can show/hide the Accounts sidebar by clicking the **Accounts** icon in the top left.

Security ID	Security Description	Closing Quantity	Recent Q...	Recent Price	Recent Market Value	Account Type
QAGCO	ADVISOR GROU...	2,122.480	2,122.4...	\$1.000000P	\$2,122.48	Cash
ADM	ARCHER-DANIEL...	100.000	100.000	\$72.04500	\$7,204.50	Cash
SENCX	TOUCHSTONE L...	19.370	19.370	\$54.75000P	\$1,060.50	Cash
					<b>\$10,387.48</b>	

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## Customize eDelivery Preferences

As an account holder, you will receive communications about your account(s) including statements, trade confirmations, disclosures, tax documents, and more. You can choose whether to receive these communications in paper or electronically.

**NOTE:** when you initially sign up for **eQuipt**, you are enrolled in electronic delivery for all communications *except* statements and tax documents. You can change these settings at any time via the process described below.

### Paper Delivery

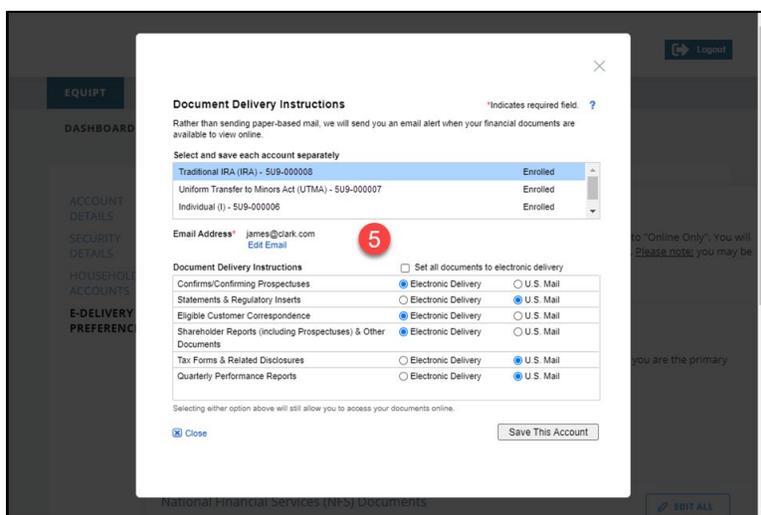
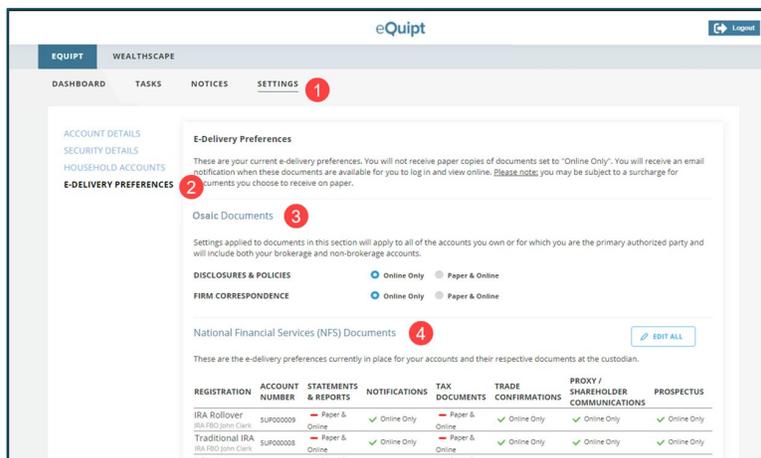
If you select paper delivery, communications will be mailed to your address of record and a PDF version will also be available in **eQuipt**. Depending on account type, fees may apply for paper delivery of trade confirmations (please speak to your financial professional for more information).

### Electronic Delivery (eDelivery)

If you select eDelivery, you will receive an email notification when a communication is available to view in **eQuipt** as a PDF.

To edit your eDelivery settings, complete the steps below (see screenshots on next page):

1. In the **eQuipt** tab, select **Settings**.
2. Select **eDelivery Preferences** on the left.
3. The “Osaic Documents” section enables you to set your eDelivery preferences for Disclosures & Policies and Firm Correspondence (hover over each category for a description).
4. The “NFS Documents” section shows the eDelivery settings for each of your NFS accounts. (NOTE: this section is only shown if you have active NFS accounts.) To change these settings, select **Edit All** in the top right.
5. A popup window will display where you can set your eDelivery preferences on an account-by-account basis. Select the account in the top half of the window, make your eDelivery selections in the bottom half of the window, then click “Save This Account” to apply your changes.



## Access Communications

Most account communications will be available in **eQuipt** and, depending on the type of communication, will either display in the **Notices** page or in the **Wealthscape Documents** page.

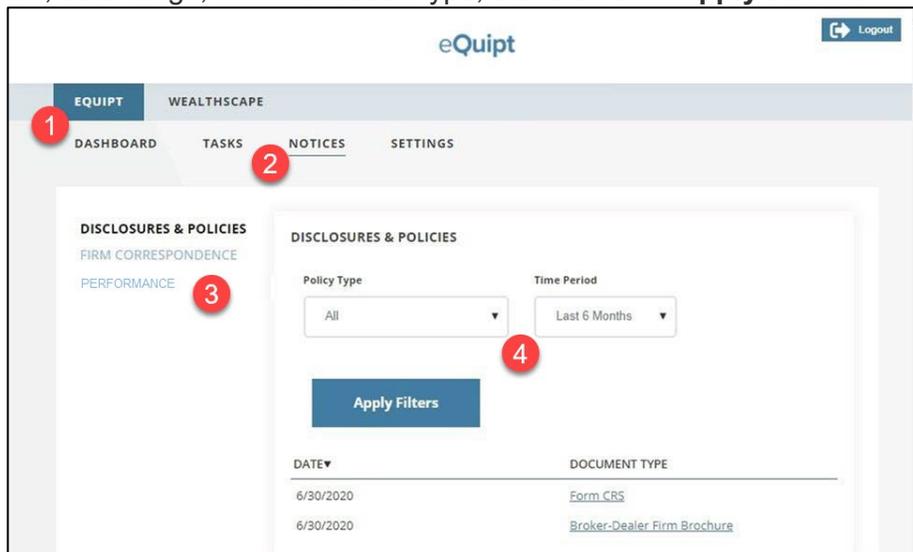
### Notices

The Notices page provides access to the following types of communications:

- Account Disclosures
- Firm Correspondence:
  - Welcome Letter (sent when you open your first new account)
  - Address Change letters (sent when your address has been updated and when you open additional accounts)
  - Change Letters (sent when your financial or other information has been updated).
- Performance Reports (for fee-based advisory accounts)

To access Notice Communications:

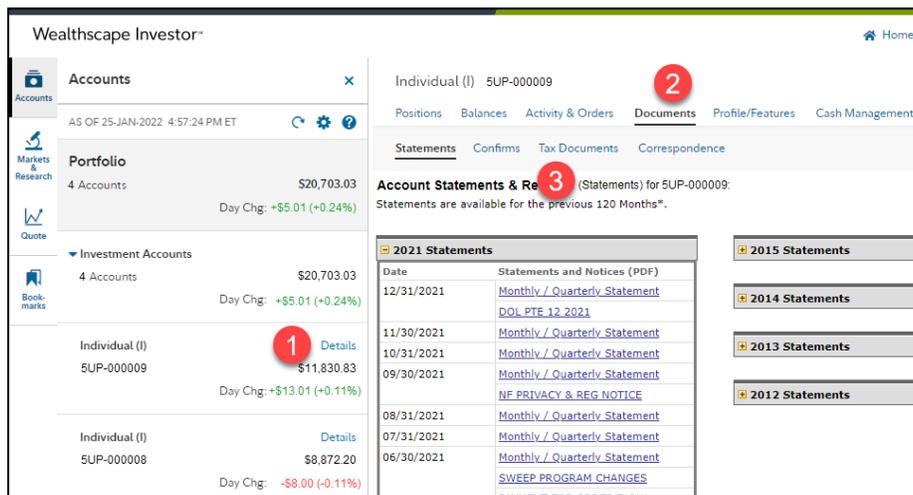
1. Select the **eQuipt** tab.
2. Select the **Notices** sub-tab.
3. Select Disclosures & Policies, Firm Correspondence, or Performance from the options on the left
4. Within the selected tab, select the communication to view. You can filter the document list by account, date range, communication type, etc. then click **Apply Filters**.



### Wealthscape Documents

Account-level communications, such as statements, trade confirmations, and tax documents can be reviewed by accessing Wealthscape:

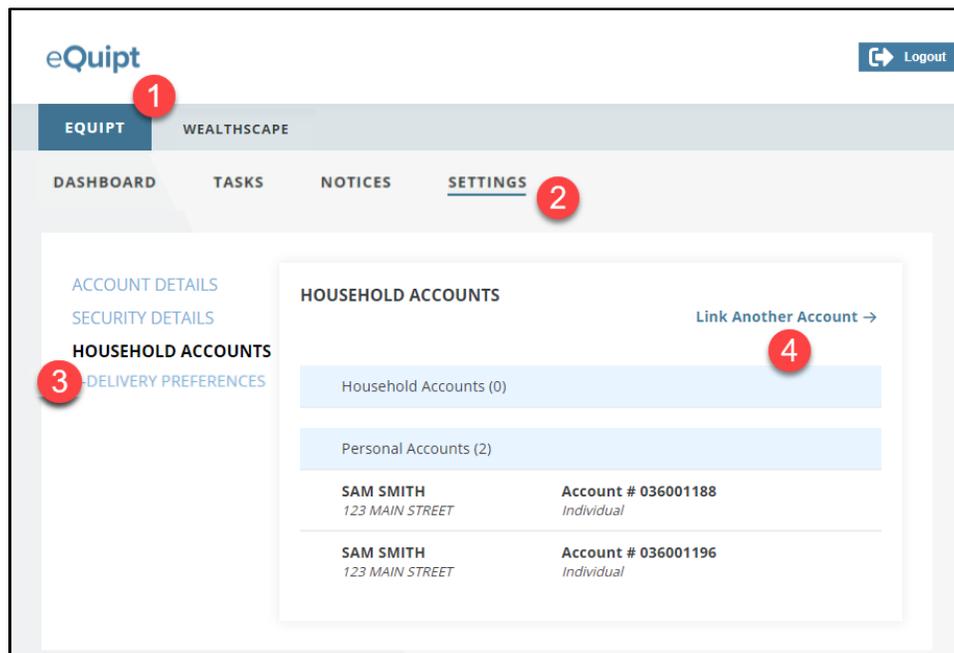
1. Click **Details** in the sidebar next to the account you want to view.
2. Click the **Documents** tab.
3. Select the type of document to view (Statements, Confirms, Tax Documents, or Correspondence).



# Link Household Accounts

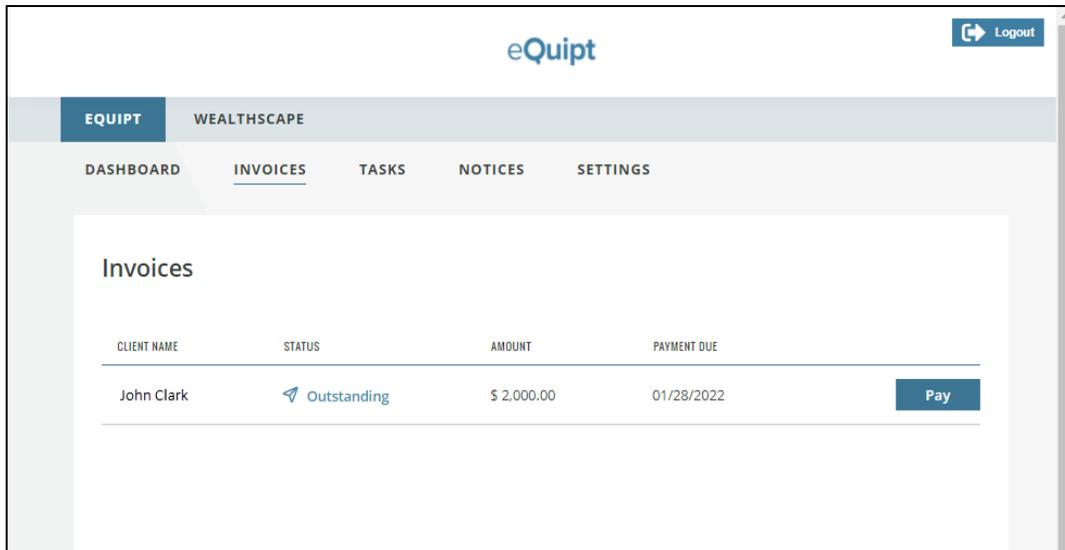
eQuipt provides you access to all brokerage accounts active under your Social Security number, using a single login. Brokerage accounts for other people in your household (spouse, children, etc.) can be linked to your login as well. NOTE: linked accounts will only display on the Dashboard, not in Wealthscape.

1. Click the **eQuipt** tab.
2. Select **Settings**.
3. Select **Household Accounts**.
4. Click **Link Another Account**. Next, you will be asked to provide the information about the account being linked including its *Account Number*, *Last 4 digits of Social Security number*, *Date of Birth*, and *Zip Code*. Once you have inputted this information, click the **Link** button.
5. If you ever need to unlink the account, click its **trashcan icon**



## View/Pay Financial Planning Invoices

If you receive financial planning or consulting services billed to you electronically, you will have an **Invoices** tab available within the eQuipt tab. (NOTE: this tab will not display if it is not applicable.) Use the **Invoices** tab and follow the onscreen prompts to easily pay via a bank account or credit/debit card.



The screenshot displays the eQuipt user interface. At the top, the eQuipt logo is centered, and a 'Logout' button is in the top right corner. Below the logo, there are two main tabs: 'EQUIPT' (selected) and 'WEALTHSCAPE'. Under the 'EQUIPT' tab, there are four sub-tabs: 'DASHBOARD', 'INVOICES' (selected), 'TASKS', 'NOTICES', and 'SETTINGS'. The main content area is titled 'Invoices' and contains a table with the following data:

CLIENT NAME	STATUS	AMOUNT	PAYMENT DUE	
John Clark	 Outstanding	\$ 2,000.00	01/28/2022	<a href="#">Pay</a>

# Login Assistance

If you forget your username or password, utilize the **Forgot Username** and **Forgot Password** links available on the login screen.

The screenshot shows the eQuipt login page. At the top left is the 'osaic' logo and at the top right is the 'eQuipt' logo. Below the logos is the word 'Login' in a bold font, followed by the instruction 'Enter your eQuipt credentials'. There are two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link labeled 'Forgot Username?'. To the right of the 'Password' field is a link labeled 'Forgot Password?'. Two red arrows point from the right side of the page towards these two links.

- **Forgot Username:** Input your email address and click **Next** to have the username emailed to you.
- **Forgot Password:** Provide your username and complete the security process, after which you will be able to set up a new password.
- Update your username, password, email address, and mobile number at any time in the **eQuipt** tab > **Settings** page by accessing the **Account Details** and **Security Details** screens:

The screenshot shows the eQuipt user interface. At the top right is a 'Logout' button. Below it is a navigation bar with 'EQUIPT' and 'WEALTHSCAPE' tabs. Underneath are menu items: 'DASHBOARD', 'TASKS', 'NOTICES', and 'SETTINGS'. The 'SETTINGS' page is active, showing a sidebar with 'ACCOUNT DETAILS', 'SECURITY DETAILS', 'HOUSEHOLD ACCOUNTS', and 'E-DELIVERY PREFERENCES'. The 'SECURITY DETAILS' section is expanded, showing the text 'You can update your security details here.' Below this are two rows: 'Username' with the value 'John@Clark.com' and 'Password' with a masked value '\*\*\*\*\*'. Each row has a pencil icon to its right, indicating an edit function.

If you have any questions, please contact your financial professional.

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