

E-Document Quick Reference

E-Documents is a complimentary service designed to give investors more timely access to financial reports by providing them in an electronic format. You'll enjoy a number of benefits by participating in the E-Documents service:

- **Flexible access** to account statements, trade confirmations and other documents via the Internet, when it is convenient for you - 24 hours a day, 7 days a week. You receive an e-mail notification when new documents are posted and you have the ability to view documents of your choice. Almost all documents are available in a PDF format, which is ideal for downloading and printing.
- **Faster delivery** of important investment information. Trade confirmations are available online the day after the trade has been processed. Account statements are generally available on the second or third calendar day of the month. Mutual fund prospectuses, proxy statements, and annual reports are typically available within five days after publication by the issuing corporation.
- **Secure storage** in a private E-Documents account. Your personal financial records are kept confidential and are available only to you through a password protected connection.
- **Reduced paperwork** and clutter. You no longer receive paper trade confirmations, statements and other documents by mail since the online documents are identical to the printed versions.
- **Enhanced recordkeeping** and the ability to search for and retrieve specific documents. A "virtual file cabinet" of trade confirmations and account statements is maintained enabling you to access historical information for an extended period.

In order to enable an account to receive E-documents, please be sure to enroll and activate the account.

How to Enroll in E-docs:

- Click on the link <https://postedge.documentmailbox.com/usc/nwRetail.jsp>
- Enter the 8 digit account number and click on **Enroll** in the upper right section of the screen.
- Then, follow the onscreen instructions to complete the enrollment process.

How to Activate E-docs once the account is enrolled:

- You will receive a 13-digit temporary enrollment activation number (and instructions) via U.S. Mail. This document is mailed to the address of record on your account within 7-10 days after you have completed the initial online enrollment process.
- Go to the activation web site located at:
<http://www.investordelivery.com/eDelivery/USC/logon.jsp>
- Enter your 13-digit temporary activation number and click **Submit**.
- The Password/PIN number screen appears, through which you set up your desired 4-digit PIN.
- The Enrollment Activation Confirmation Screen appears immediately following successful account activation and establishment of a PIN.
- This screen informs you to wait one full business day before you can access your account. Going forward, you will receive notification via email whenever a new document is available for viewing.