

# Investor360<sup>®</sup> Paperless Preferences

You can elect to go paperless and receive email notifications of brokerage statements, confirmations, tax documents, correspondence, and shareholder reports. You'll be prompted to select your preferences at your initial login but you may change them later.

This document walks you through how to enroll at initial login and edit your preferences at a subsequent login.

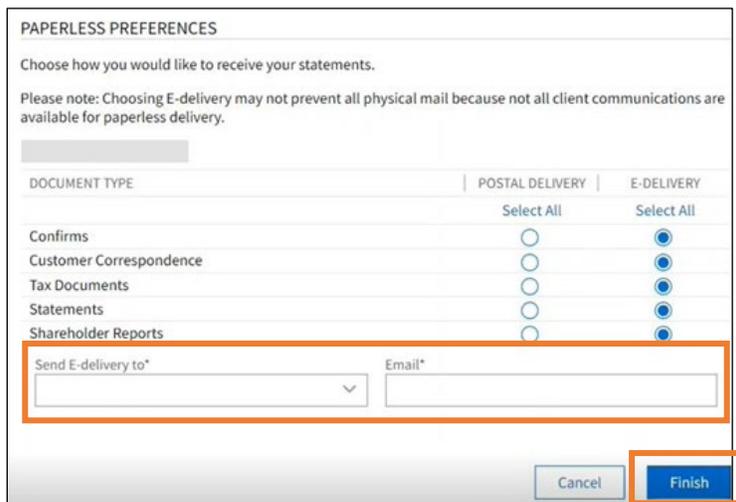
## Initial Login Enrollment

When you first log in to Investor360<sup>®</sup>, you'll need to complete first-time access setup, which includes selecting your paperless preferences.

1. In the Paperless Preferences section, define your preference by account and document type. Click either the **radio button** or **Select All** if you wish to have the same delivery for every document type—postal delivery or e-delivery.

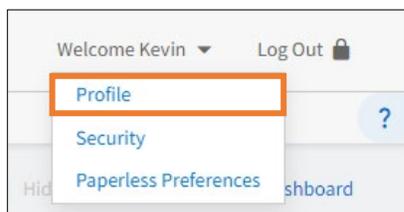
**Please note:** If you choose e-delivery, you must also select the recipient and enter their email address.

2. Select **Finish**.



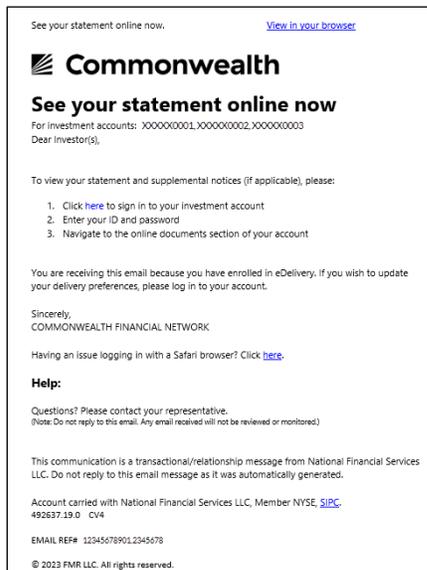
| DOCUMENT TYPE           | POSTAL DELIVERY       | E-DELIVERY                       |
|-------------------------|-----------------------|----------------------------------|
|                         | Select All            | Select All                       |
| Confirms                | <input type="radio"/> | <input checked="" type="radio"/> |
| Customer Correspondence | <input type="radio"/> | <input checked="" type="radio"/> |
| Tax Documents           | <input type="radio"/> | <input checked="" type="radio"/> |
| Statements              | <input type="radio"/> | <input checked="" type="radio"/> |
| Shareholder Reports     | <input type="radio"/> | <input checked="" type="radio"/> |

**Please note:** The email entered here is for e-delivery of the specified document types only. If you change your email address under Profile, it **does not** automatically change the email used for e-delivery. You will need to manually change it under Paperless Preferences, as shown in Step 3 in the Subsequent Login Enrollment section below, to have documents sent to the new email address.





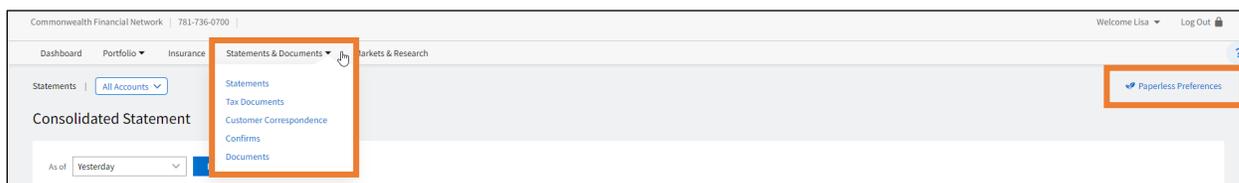
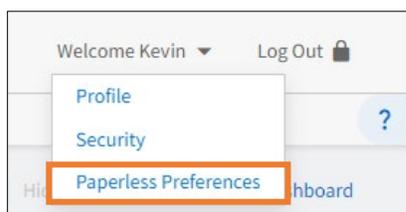
3. After enrollment in e-delivery, you'll begin to receive notifications via email when documents are generated and available online. Below is an example of a notification for your reference.  
**Please note:** The email for confirmations, customer correspondence, tax documents, and statements prompts you to go to Investor360° to view them, whereas shareholder reports link to the sponsor website.



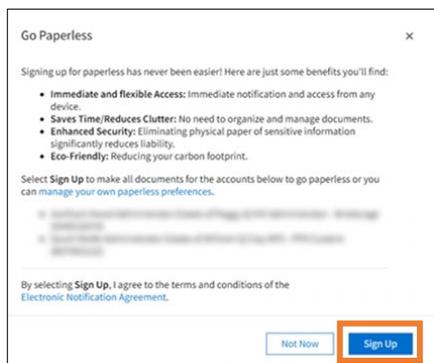
## Subsequent Login

You have two ways to edit your paperless preferences after your initial login set up: use the Welcome dropdown menu or select the Paperless Preferences link shown on the Statements, Tax Documents, Customer Correspondence, and Confirms pages. Regardless of the method you choose, the steps will be the same.

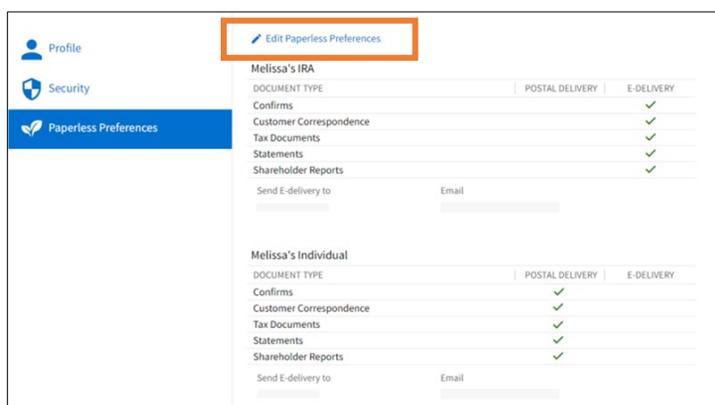
1. Select the Welcome dropdown menu with your name in the top right corner of any page in Investor360° and then select **Paperless Preferences** or select the **Paperless Preferences** link shown in the top right corner on Statements, Tax Documents, Customer Correspondence, and Confirm pages.



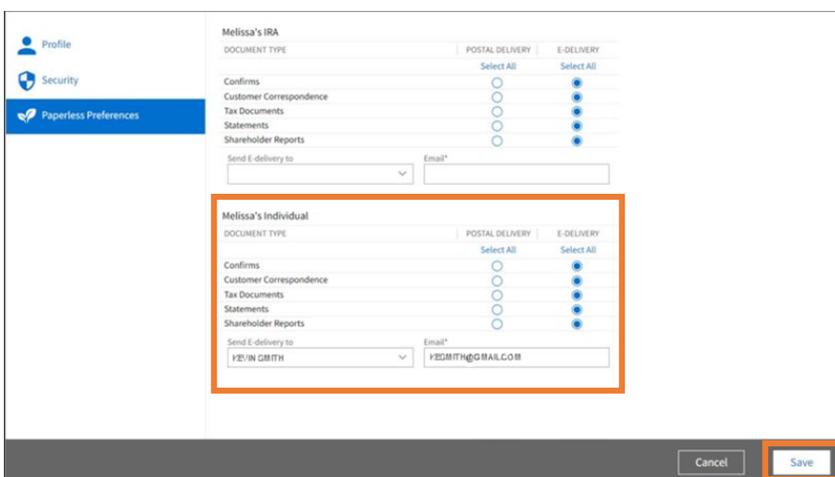
**Please note:** If you have accounts that are not signed up for paperless delivery, you will receive the following pop-up message that allows you to easily click **Sign Up**, which will elect paperless delivery for the accounts referenced.



2. The accounts available for paperless and your current selections for each document type—postal delivery or e-delivery—will be displayed. Select **Edit Paperless Preferences** to make changes.

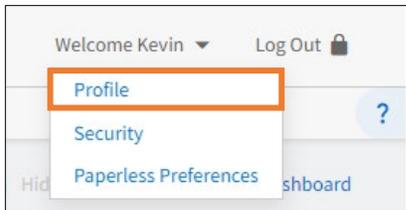


3. Review/edit the preferences by account and document type. If you choose e-delivery, you must also select the recipient and enter their email address. Now select **Save**.



**Please note:** The email entered here is only for e-delivery of the specified document types. If you change your email address under Profile, it does not automatically change the email used for e-delivery.

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