



Client On-line Access Instructions

Leede Jones Gable Inc has two electronic portals for clients. One is called eDocs and the other is called Accounts Online. Unless you specifically requested paper statements, you are signed up for both of these. Now you have to set them up so you can access them. Here's how:

eDocs

You will have received an email from eDocs@leedejonesgable.com with your username and a temporary password. If you deleted it by mistake, or have forgotten your password, request a password reset by sending an email to eDocs@leedejonesgable.com citing your account numbers.

Here is where you find documents related to your account - statements, tax slips, and trade confirmations - as well as notices and annual reports from Leede Jones Gable Inc.

Once you have received your username and temporary password, follow these steps:

1. Go to www.leedejonesgable.com
2. At the very top of the Home page, click on the link to eDocs.
3. Enter the username and temporary password from the email.
4. Setup security questions as prompted - you may select alternate security questions using the drop-down menus.
5. Change your temporary password as prompted: enter temporary password in the old password field, and enter a new password of your choosing. The new password must contain only letters and numbers – no special characters (!@#%\$).
6. The menu in the left-hand column shows available document types. Click on what you want to view and you will get a list by account. Select the one you want. Print or download if needed.

See over for accounts online and some helpful tips>

Accounts Online

You will have received an email from accountsonline@leedejonesgable.com with your username and a temporary password. If you deleted it by mistake, or have forgotten your password, request a password reset by sending an email to accountsonline@leedejonesgable.com citing your account numbers.

Here is where you go to see your investment accounts in real time – including account activity, historical transactions and pending trades. Information is updated daily.

Once you have your username and temporary password, follow these steps:

1. Go to www.leedejonesgable.com
2. At the very top of the Home page, click on the link to Accounts Online.
3. Enter the username and temporary password from the email.
4. Change your temporary password as prompted: enter temporary password in the old password field, and enter a new password of your choosing. The new password must contain only letters and numbers – no special characters (!@#%\$).
5. Scroll to the bottom of the screen and Accept the user agreement.
6. Click on the feature you want in the far-left hand column, and then the account you wish to view.

Some helpful tips

- ☐ Some browsers store old passwords and then autofill them the next time you try to access Accounts Online or eDocs. To avoid this, always enter your own password rather than allowing the internet browser to auto fill the password.
- ☐ It helps to use the same password for both Accounts Online and eDocs.
- ☐ If you do not access these portals regularly, they may reject your password. If this happens request a password reset by sending an email to either eDocs@leedejonesgable.com or accountsonline@leedejonesgable.com citing your account numbers.

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Leede Jones Gable Inc. is a member of IIROC and the Canadian Investor Protection Fund.

