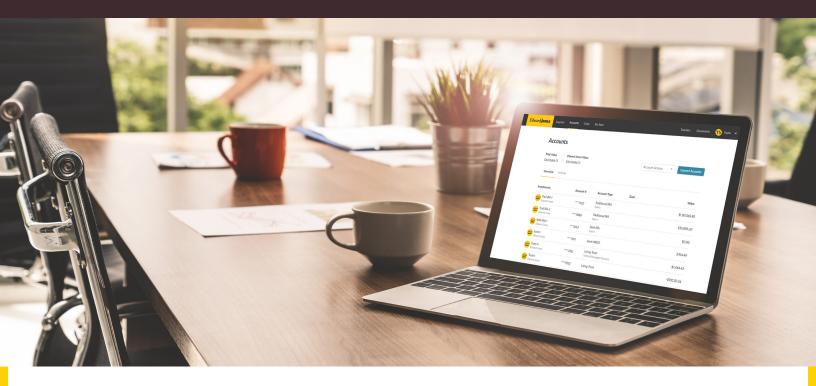
# **Online Access User Guide**



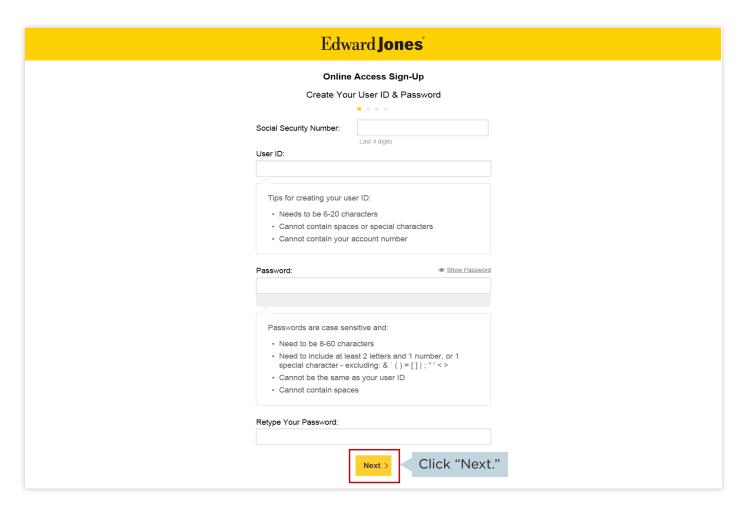
▶ Online Access allows you to view, track and explore your financial accounts and goals anytime from your desktop or mobile device. Use this guide to learn how to:

Sign up for servicePa	age 2
Log in using two-step authenticationPa	age 8
Connect accounts you hold outside of Edward JonesPa	ge 16
Electronically communicate with your Edward Jones team Page	ge 20
Sign electronic documentsPag	ge 25

If you have any questions, please contact your Edward Jones team.



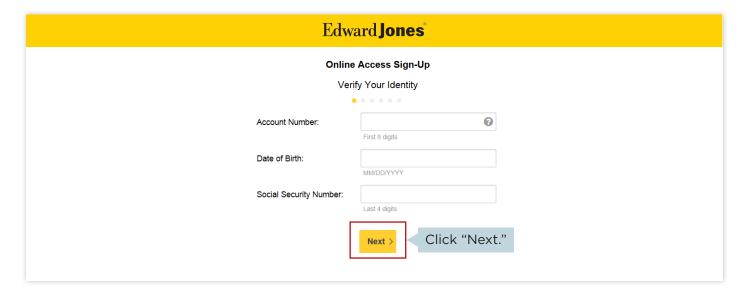
- ▶ Step 1: Sign up by invitation from your Edward Jones team or on your own.
- a. If you received an invitation by email, see below.
- b. If you're signing up at edwardjones.com/access or using our mobile app, go to Page 3.
- a. Your financial advisor emailed you an invitation.
- Open the email and select the "complete sign-up" link.
- Complete the required fields and create a user ID and password.



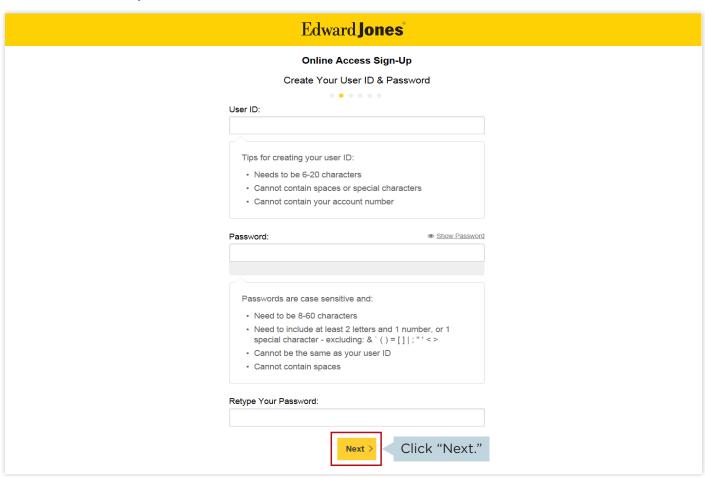
Go to Page 4 to continue to Step 2.

#### b. If you're signing up at edwardjones.com/access or using our mobile app

Enter your account number, date of birth and last four digits of your Social Security number.



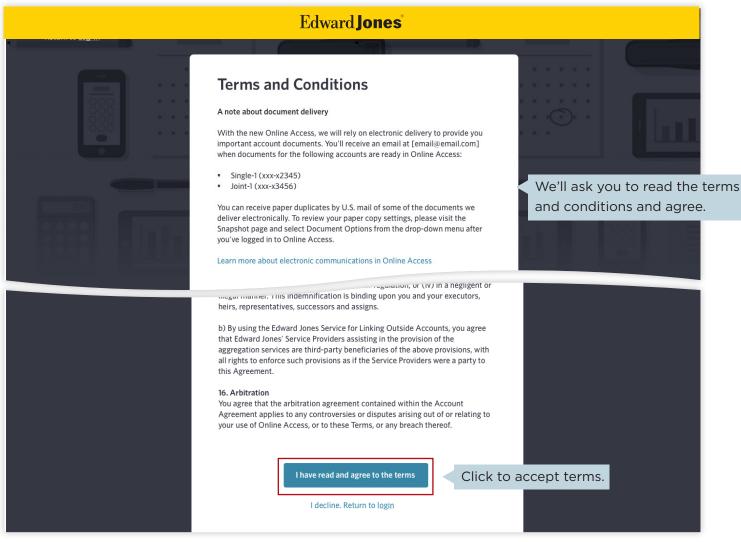
Create a user ID and password.



- If you already have a verified email address on file with us, you'll be asked to confirm that it's correct.
- If you don't, you'll need to enter your email address. We'll send you an email to confirm your address. Simply select the link in the email to verify it.



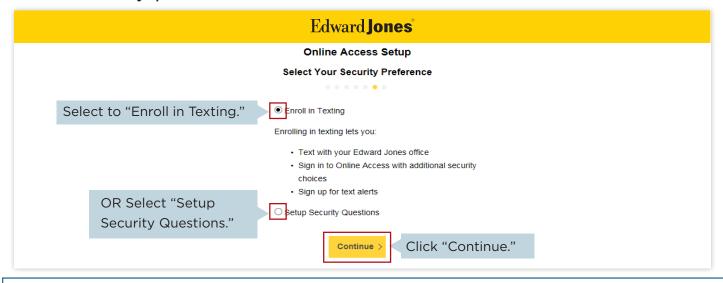
### ▶ Step 2: Read and accept the terms and conditions.



### Step 3: Select your security preference.

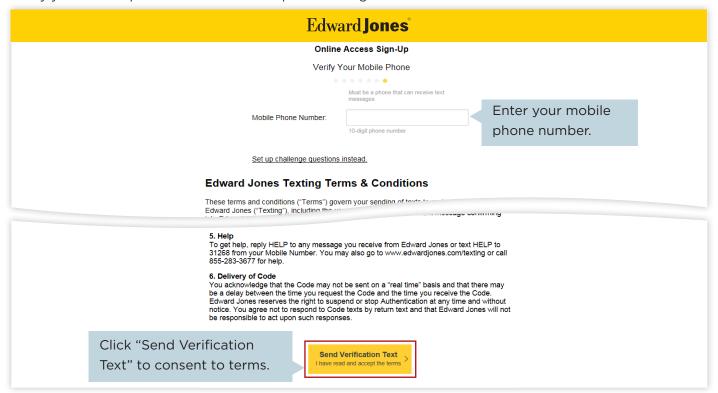
You can choose from two security options:

- a. Sign up for text messaging to receive a security code by text.
- b. Answer security questions.

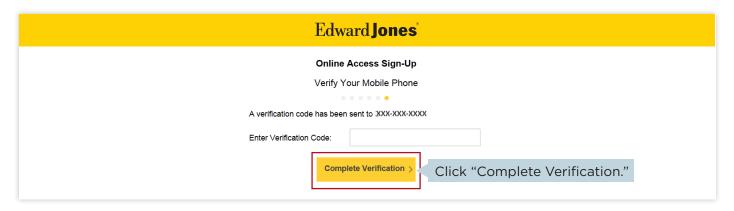


a. Sign up for text messaging.

Verify your mobile phone number and accept the texting terms and conditions.

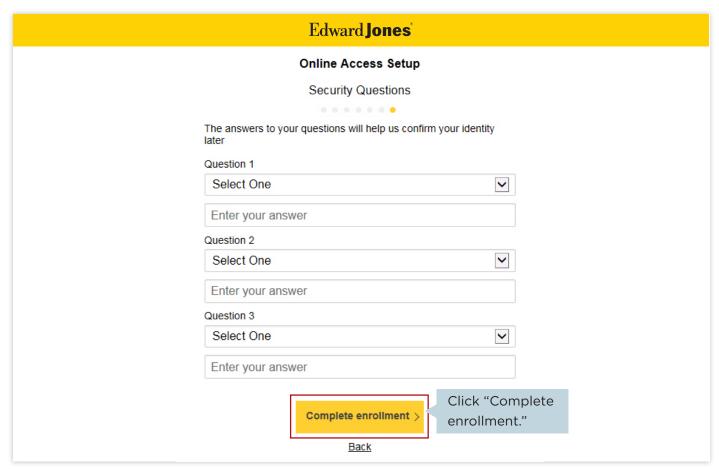


Enter the code you receive by text to finish signing up.



#### b. Set up security questions.

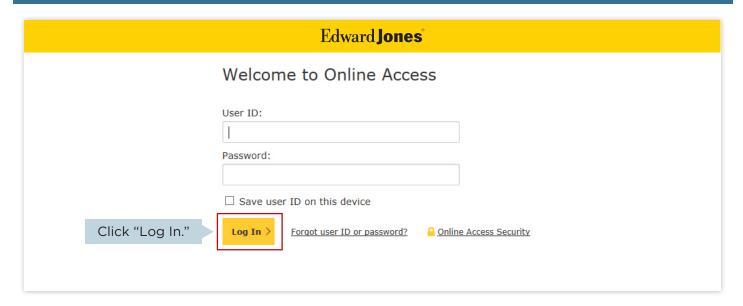
Choose your security questions and answers, then select "Complete enrollment."



Once you've completed these steps, you should see a welcome screen that features a snapshot of your accounts.

With two-step authentication, we'll send you a code to confirm your identity when you log in to Online Access.

Step 1: Log in to Online Access at edwardjones.com/login.



▶ Step 2: Select one of three options to receive your security code.

We offer three ways you can receive a security code: by text, a phone call or email with security questions.

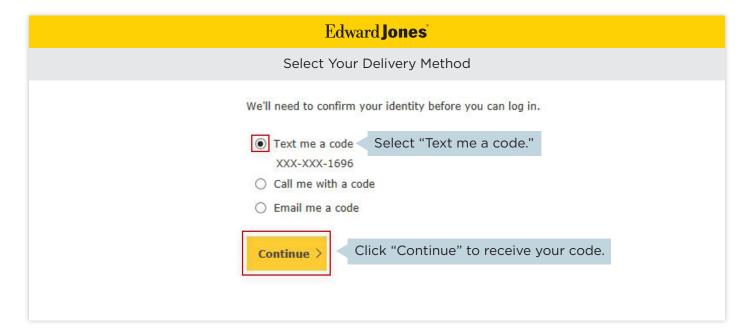
- a. Text Me a Code (go to Page 9)
  - i. Already signed up for text messaging with Edward Jones
  - ii. Not signed up for text messaging with Edward Jones
- b. Call Me with a Code (go to Page 13)
- c. Email Me a Code (go to Page 14)

#### a. Text Me a Code.

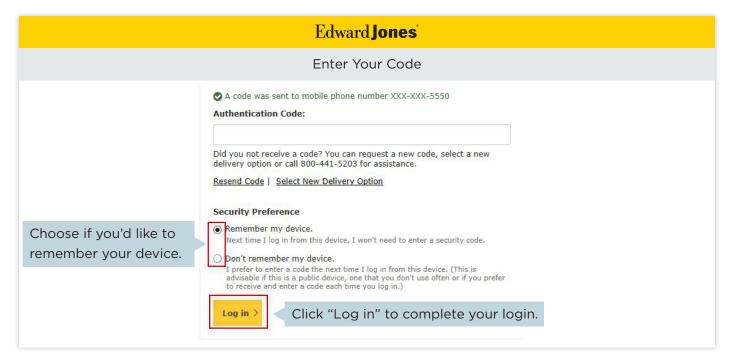
- i. Already signed up for text messaging with Edward Jones?
- ii. Not signed up for text messaging with Edward Jones? Go to Page 10.

#### i. Already signed up for text messaging with Edward Jones

Select "text me a code" and then "continue."

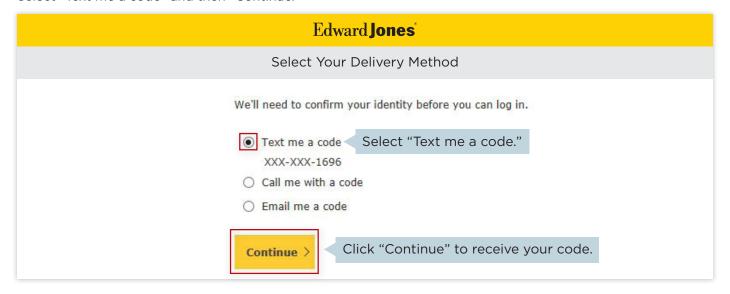


We'll text a code to the verified mobile number we have on file. Simply enter it to continue.

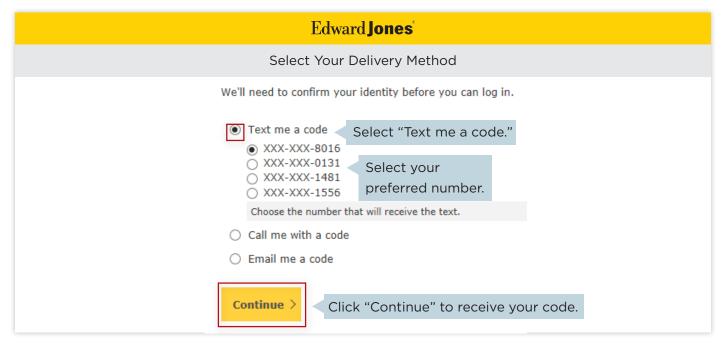


#### ii. Not signed up for text messaging with Edward Jones

Select "Text me a code" and then "Continue."



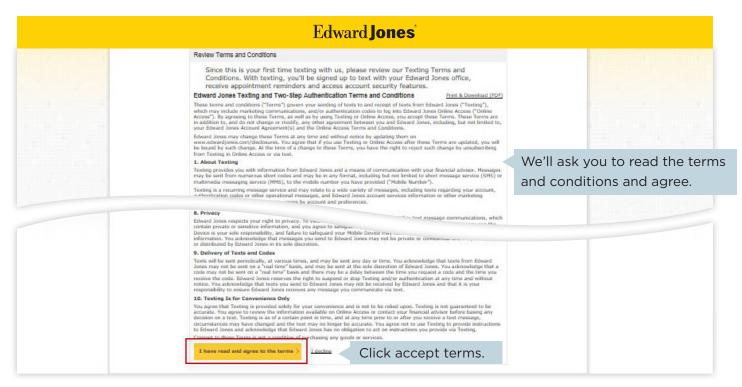
Then select the phone number you'd like to use to receive texts.



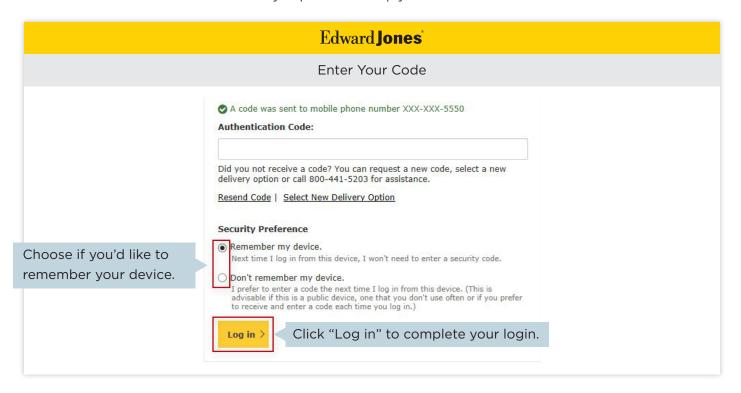
If you've chosen a number that isn't listed as "mobile" on your account, you'll see this pop-up.



Read and accept the terms and conditions.

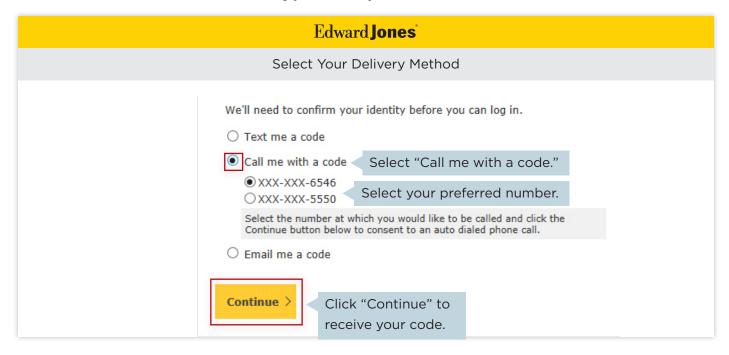


We'll text a code to the mobile number you provided. Simply enter the code to continue.

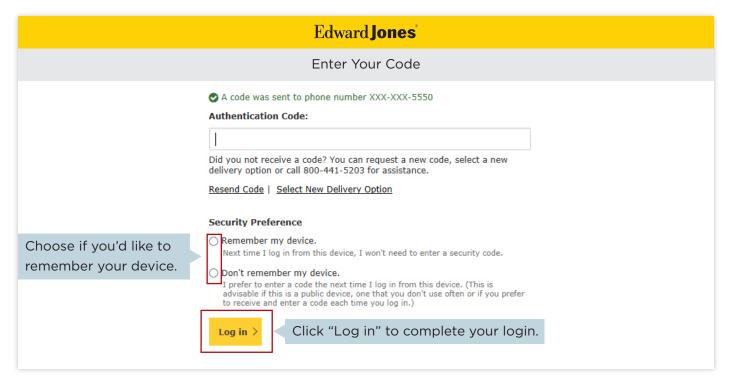


#### b. Call Me with a Code.

You'll receive an auto-dialed call containing your security code.

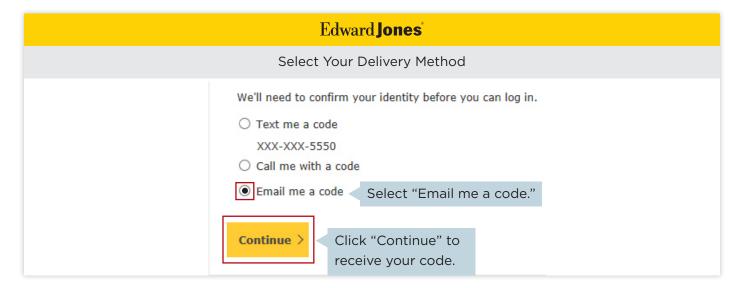


Enter the code.

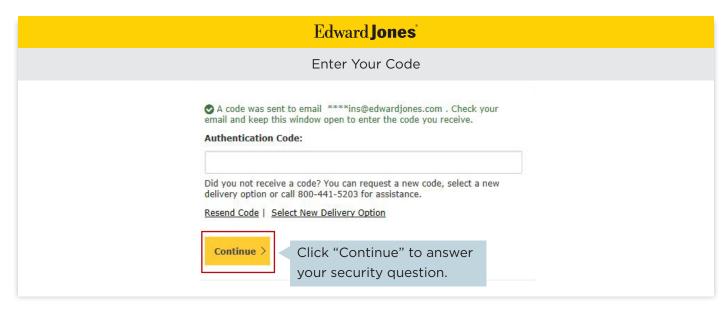


#### c. Email Me a Code.

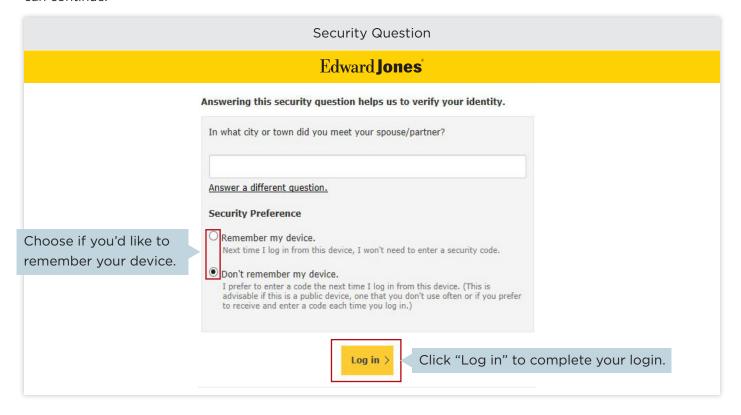
We'll email a security code to your email address on file.



Enter the code.



If you haven't previously set up security questions, you won't be able to select the "email me a code" option. However, you can set up security questions later, after you've logged in, by visiting the "Settings" page in Online Access. If you have previously set up security questions, you'll be asked a security question before you can continue.

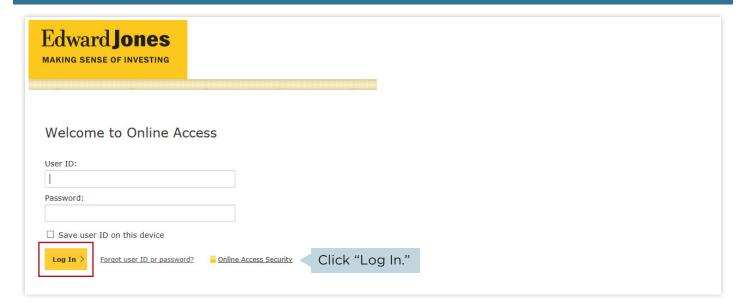


### **Connecting Outside Accounts**

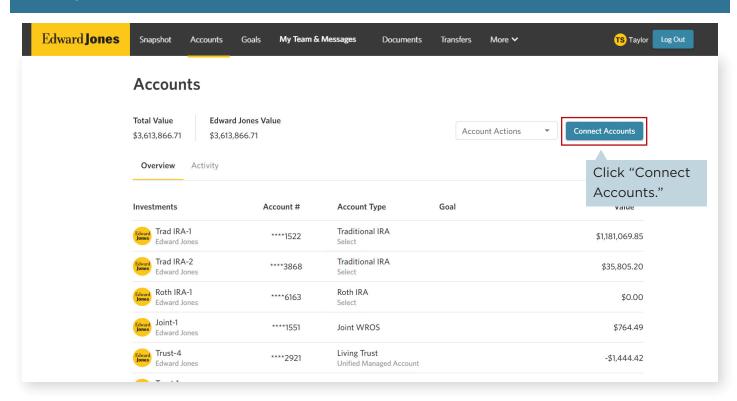
If you'd like to have a more complete view of your financial situation in Online Access, you can connect accounts you have outside of Edward Jones.

Before you get started, compile your list of outside accounts and login information.

### ► Step 1: Log in to Online Access.

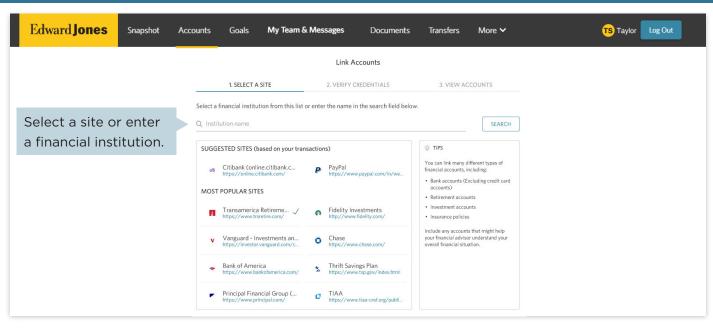


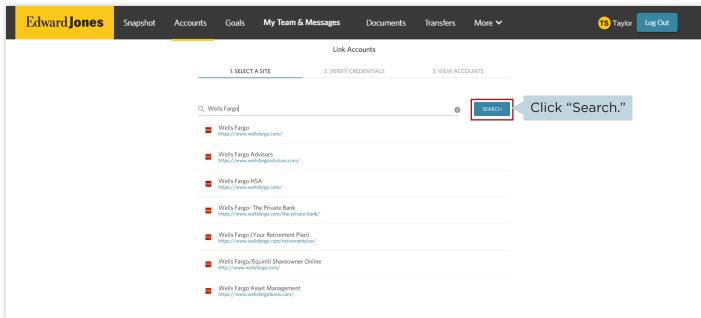
### ▶ Step 2: Go to "Accounts" and select the "Connect Accounts" button.



### **Connecting Outside Accounts**

Step 3: Select a suggested site or enter the name or web address of the financial institution in the search box, select the appropriate site and then select "Search."



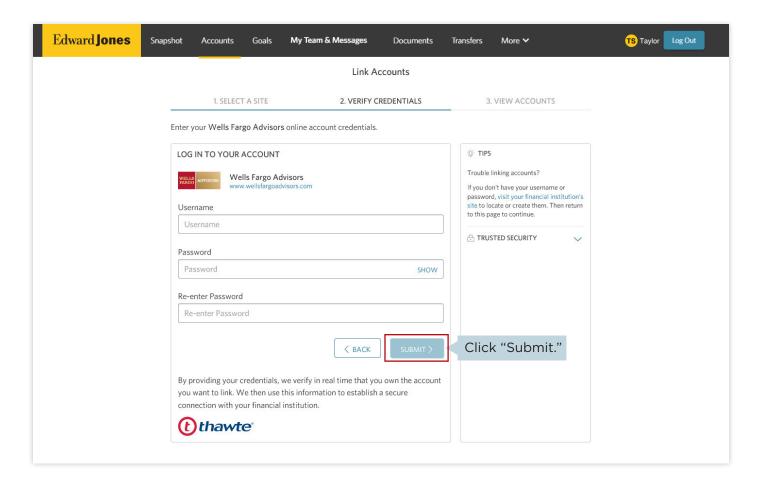


#### Step 4: Enter your user ID and password for that specific account, then select "Submit."

If you do not have your user ID or password, visit your financial institution's site to locate or create them. Then return to this page to continue.

Edward Jones will not have access to or be able to view or save client user ID and password information for outside accounts.

Some financial institutions use security tokens, challenge questions or passcodes. You may be asked to provide this information on the account credentials screen.

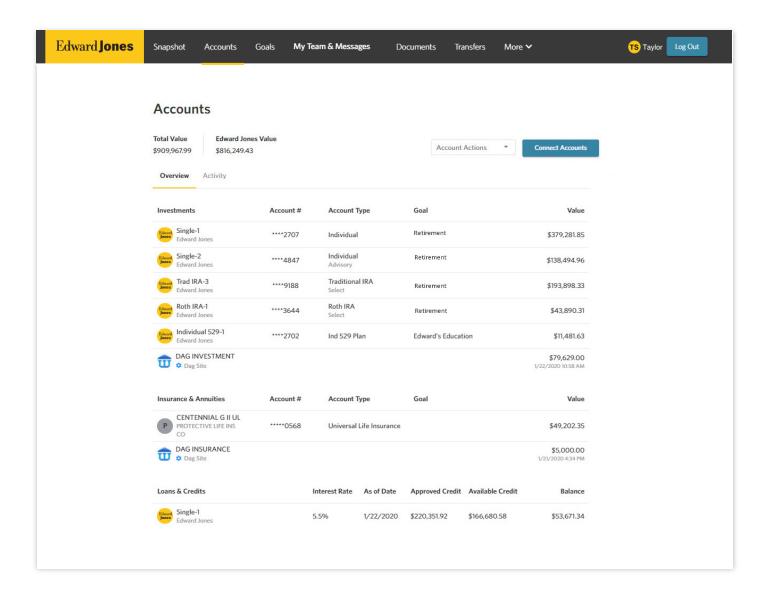


## **Connecting Outside Accounts**

### Step 5: Once connected, the outside accounts will appear in the "Accounts" section.

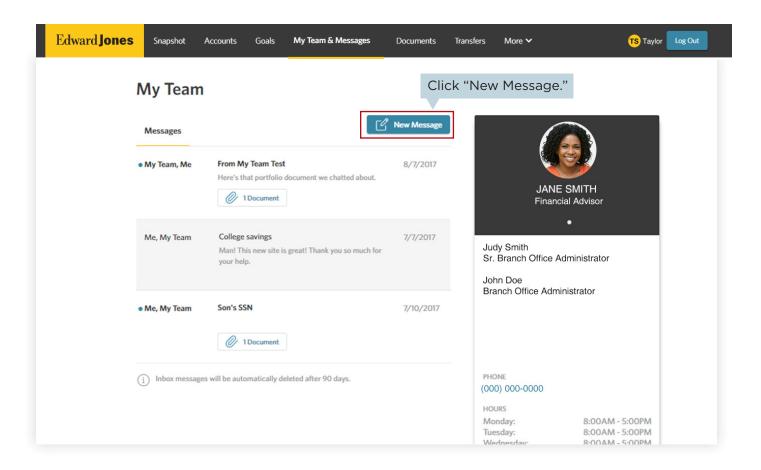
Note: Your account value (lump sum) will display, but your holdings and transactions will not.

You'll have the option to connect additional accounts at any time.



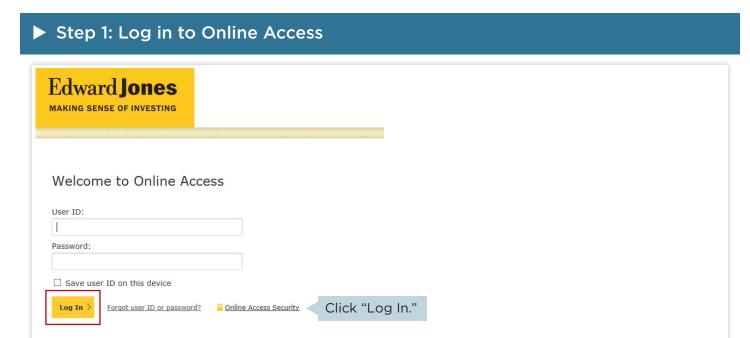
#### Sending a Secure Message

Go to "My Team." You'll find this section either at the top of the screen or under the menu (three horizontal lines) to the left of the Edward Jones logo - depending on the size of your browser window. Once the page loads, select the "New Message" button and enter your message.

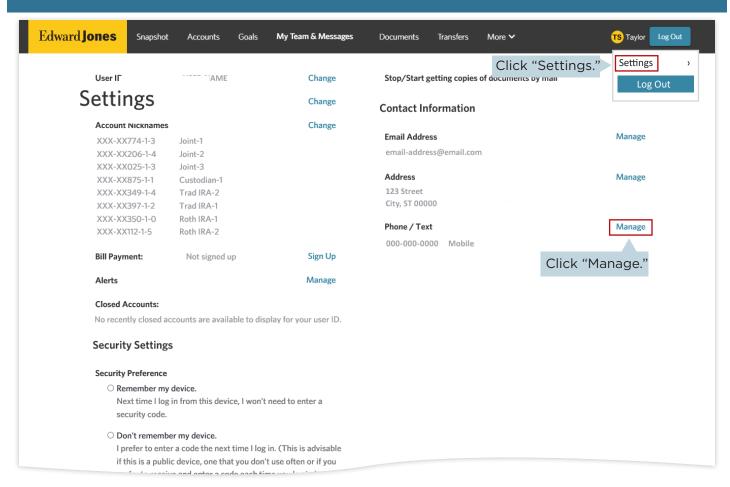


#### **Text Messaging**

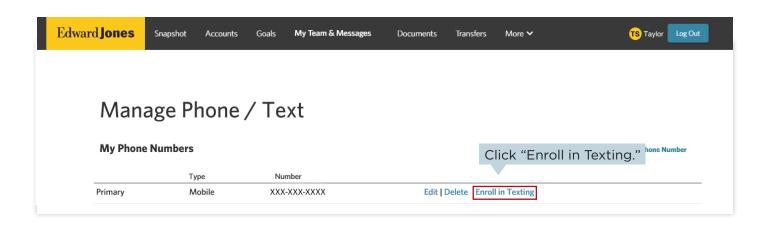
If you haven't already signed up for text messaging during login, you can sign up by updating your account settings.



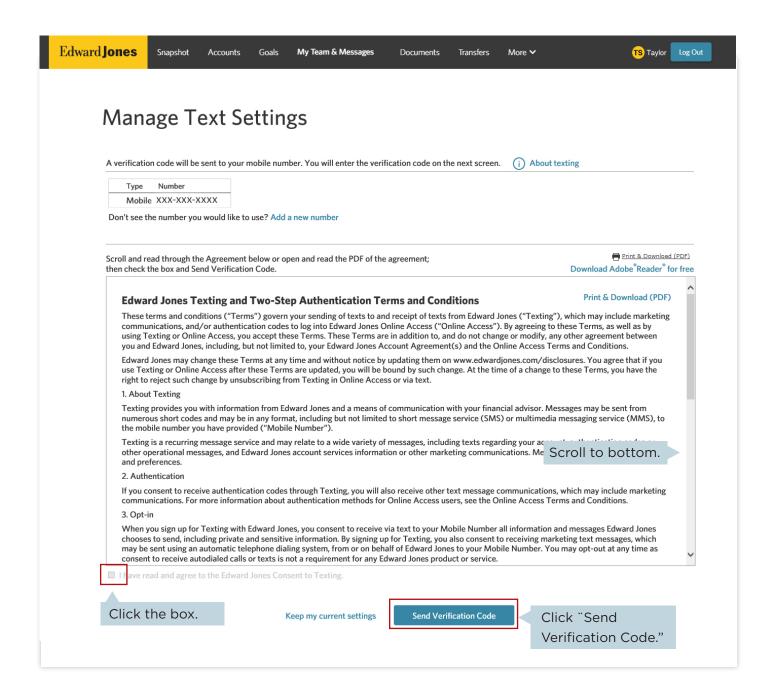
Step 2: Select your name/icon in the top header bar and then "Settings" in the dropdown window.



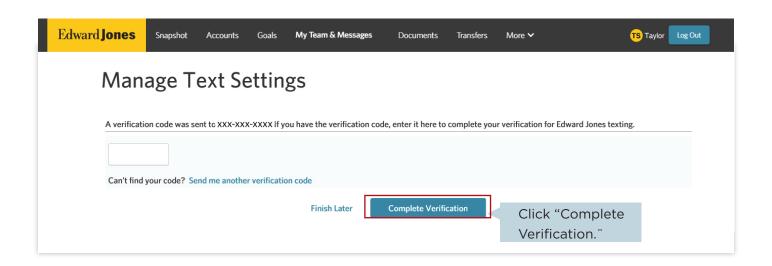
Step 3: Click the "Enroll in Texting" link next to the number you'd like to use for text messaging.



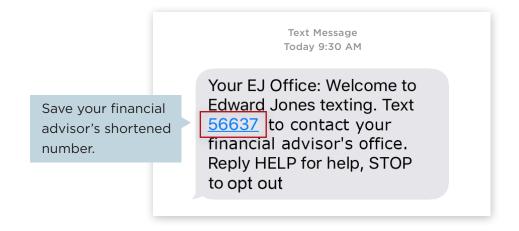
Step 4: Read and accept the terms and conditions.



Step 5: You'll receive a text with a verification code. Enter the code in Online Access. Then, select "Complete Verification."

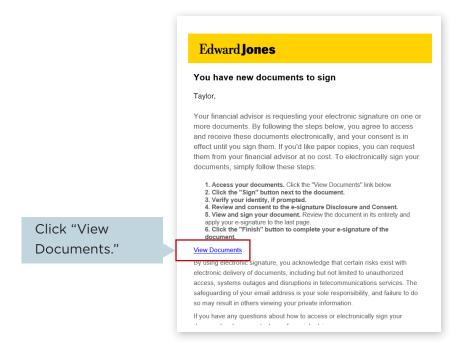


Step 6: Once your information is verified, you'll receive a welcome text. Save the number to your phone contacts and use it to communicate with your Edward Jones team.



Step 1: You'll receive an email letting you know you have documents to sign. Select the link in the email.

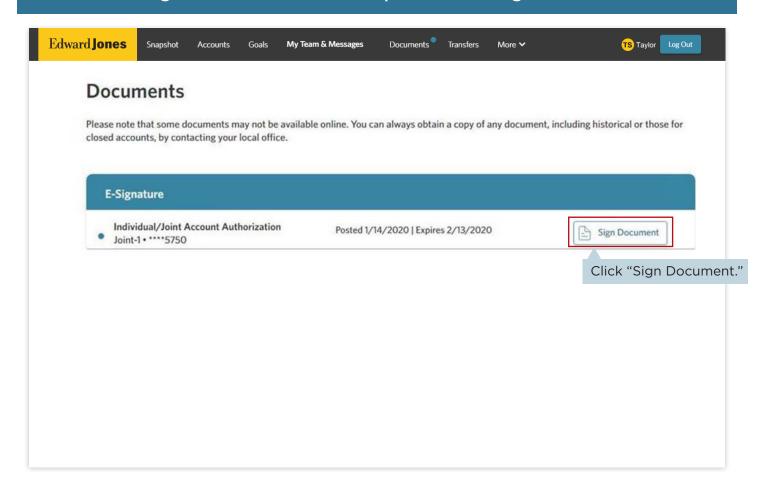
If you're already logged in to Online Access, you may notice a blue dot by "Documents" in the header. This indicates that you have a new document to review or sign.



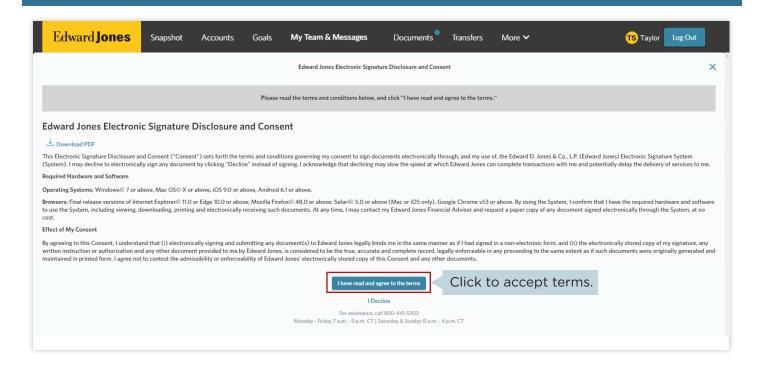
Or you can navigate to your documents by logging in to Online Access and selecting "Documents" in the header.



► Step 2: You'll see the documents that need your signature under the "E-signature" section at the top. Click the "Sign Document" button.



Step 3: Read and accept the Edward Jones E-signature Terms and Conditions.



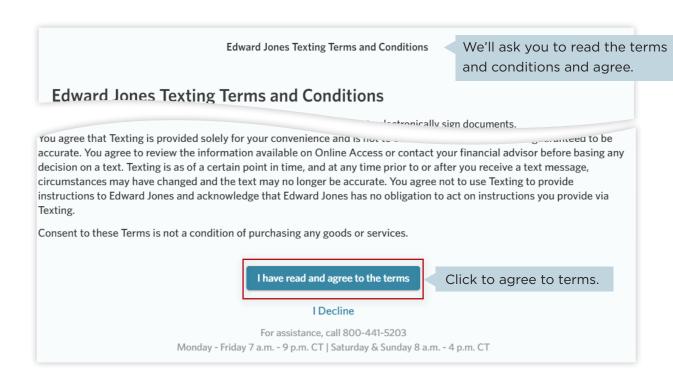
### ► Step 4: Confirm your identity.

Before you can access your document, you'll be required to confirm your identity using either (a) text or (b) ID questions.

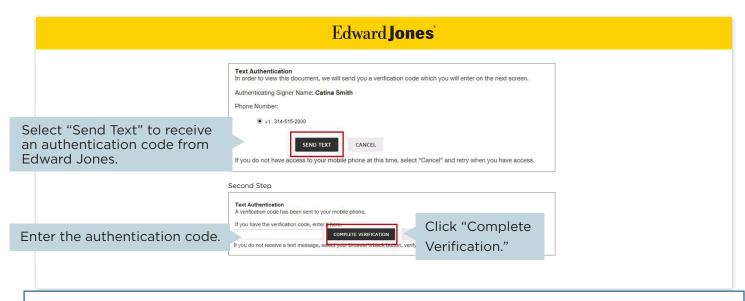
#### a. Text

You must be signed up for text messaging to confirm your identity by text. If you select 'text' and you're not signed up, you'll see our text messaging terms and conditions.

#### Edward Jones



Once you've accepted the texting terms and conditions, or if you've previously accepted the terms, you'll receive a code to confirm your identity.



#### b. Identification Question

If your document requires identification questions, you'll see the following screen. Answer the questions, then click "Next" to continue.

Edward Jones <sup>*</sup>	
Identification Questions	
Before you may electronically sign the documents, it's important that we confirm your identity. To do so, we ask that you please answer the following questions, which are based on information taken from <b>public records</b> .	
Please note: None of this information is supplied to Edward Jones or anyone but you.	
In which of the following counties have you ever lived or owned property?  Davidson, North Carolina	
Click "Next."	

Note: Edward Jones does not generate these questions, nor do we see or retain the selected answers.

Step 5: Open the document(s) and sign each box.



Step 6: Select "Finish" to complete signing. The document will move to "Signed Documents" once all parties have signed and will be stored there for 12 months.

