

Introduction

You now have access to the Portfolio Service. The login portal can be accessed at:

<https://lonsdale.xplan.iress.com.au/client> (don't include www. & note it is https)

This will allow you to:

- View your personal and contact details and change them where necessary
- View your portfolio(s)
- Run reports on the portfolio(s) showing :
 - Valuation
 - Asset Allocation
 - Performance (where we record accurate trade information for you)

Access

Access to Service is by entering your **User ID** and **Password** in the appropriate boxes. These are issued by our office (hence speak directly to us if you have any problems).

Please keep this password safe as it allows access to the details of your assets and personal information. If you forget your password then please email us.

Viewing

Once inside the site you will see these tabs :

- **Key details**
Changes here will flow through to the information we store about you
- **Contact details**
Changes here will flow through to the information we store about you
- **Market value**
Shows the current market value of your holdings, based on the prices that are provided to us. Please be aware that while ASX stocks are updated daily, managed fund price information can be delayed by a week or more
- **Transactions**
You are able to change the period to view transactions
- **Reports**
Again please be aware that some corporate actions have to be run manually in our office (to reflect dividends, distributions etc). These tend to be run near your review cycle
You are able to change the period for the reports
- **Change password**
- **Links**
You are able to add in frequently visited web sites
- **Logout**

If in doubt...

Please call us if you have any problems or need assistance navigating the site (8907 3100)