



Wealth Management Dominion Securities

# Viewing eDocuments and setting up eNotifications

From the convenience of your personal computer, smartphone or tablet, you can now securely view your RBC Dominion Securities account statements, annual reports, tax documents, trade confirmations and other regulatory documents (such as prospectuses and Fund Facts) in Adobe PDF format. eDocuments are generally available prior to the mailed versions and are identical to the paper versions. This will allow you to access your eDocuments anytime, anywhere you are connected to the Internet.

The ability to access your documents online offers the greatest assurance that your information is always secure. Your privacy is better protected as there's no risk of your documents ever getting lost in the mail. DS Online uses the highest possible online security standards and our 100% DS Online Security Guarantee to protect the information you send or receive from our secure site.

## Here's how you can do it

- 1. Log on to DS Online via www.rbcds.com, RBC Royal Bank Online Banking or through your Investment Advisor's website. If you don't remember your ID/ password, please contact the DS Online Helpdesk at 1-888-820-8006. If you don't have access to DS Online, please speak with your Investment Advisor.
- 2. Once you've logged in to your DS Online session, click on the "View and Manage Documents" link under the "My Accounts" tab.

My Home My Accounts	Markets & Research	Quotes	
Holdings Asset Mix Activity	Fill Status Order Status	View and Manage Documents	Transfer Funds Account Groups

The ability to access your documents online offers the greatest assurance that your information is always secure.

- 3. On the "View eDocuments" tab, make the following selections:
  - a) Account Select an account number you wish to view
  - b) eDocument Type Choose from the list either to view your statement and annual reports, tax documents, trade confirmations and regulatory documents
  - c) C) Statement Range Select the eDocument timeframe you wish to view

#### Click 'Search'

Note: Electronic documents are archived online for up to 7 years with Tax Documents as of the 2018 tax year.

5	<b>s</b> an electronic document, select an account and eDocument type. Only accounts for which you electronic documents will display in the Account dropdown.
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4. From the search results, select the eDocument you wish to view

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5. eDocuments are displayed in Adobe Portable Document Format "PDF". This is a free software that lets you open, view, search, and print PDF files with a built-in security feature.

Wealth Management Dominion Securities			AUG. 31
	Your Account Num	ıber:	Page 1 of 4
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Investment Advisor(s): BD-IA	Cash Fixed Income	MARKET VALUE AT AUG. 31 \$74.81 \$965.92	MARKET VALUE 0.71 % 9.18 %
Investment Advisor(s):	Cash Fixed Income Preferred Shares	MARKET VALUE AT AUG. 31 \$74.81 \$965.92 \$0.00	MARKET VALUE 0.71 % 9.18 % 0.00 %
nvestment Advisor(s): BD-IA	Cash Fixed Income Preferred Shares Common Shares	MARKET VALUE AT AUG. 31 \$74.81 \$965.92 \$0.00 \$2,622.05	MARKET VALUE 0.71 % 9.18 % 0.00 % 24.92 % 43.09 %

6. From the menu bar, you may choose to save the PDF on your personal computer or print a copy for your records.

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# Setting up eDocument notifications through DS Online

RBC Dominion Securities can send you a notification by email when an eDocument is ready.

### Here's how you can do it

1. From the "My Home" tab Select "Edit Profile" and "Email Address and Preferences"

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Provide	or update your	email address an	let us know how v	we can use it.	

2. To opt in to notifications, or to update the email address where notifications will be sent, enter your email address in the "Email Address" field and click "Update Info."

important Information: Verify your email address	
When you add or make changes to your email address, always verify that the email is correct before you submit the changes.	l addres
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<ul> <li>You may update your email address and the preference below at any time.</li> <li>Any promotional email you receive from us will allow you to opt out of future such</li> </ul>	em ails
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Do not send me an email when there is a new message in my Dominion Securities Message Centre.	3
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