



Wealth Management  
Dominion Securities

# Start Receiving your Tax Documents Electronically

RBC Dominion Securities makes it easy for you to access your electronic Tax Documents in a safe and convenient manner. Tax Documents received electronically, is a wonderful way for you to store your information securely, reduce the use of paper and decrease the arrival time of receiving your information. It also adds the reassurance that your information is stored in a safe and protected environment for you to access at any time.

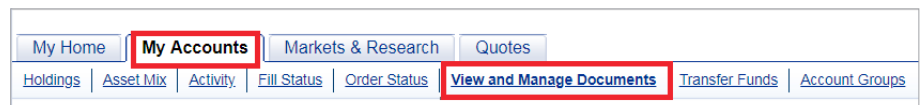
Tax documents are available as of the 2018 tax year and will be archived online for 7 years, provided the account remains open. With all eDocuments you can securely view, save and print your documents as PDF files and access them at any time.

## Here's how you can do it

Log on to DS Online via [www.rbc.ds.com](http://www.rbc.ds.com), Royal Bank Online or through your Investment Advisor's website. If you don't remember your Client Card Number/ Password, please contact DS Online Helpdesk at 1-888-820-8006. If you don't have access to DS Online, please speak with your Investment Advisor.

Once you've logged into DS Online, click on the "View and Manage Documents" link under the "My Accounts" tab.

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



Once you're in the "Manage Documents" tab, you will be provided with a summary of the delivery options that are selected for your accounts.

To change one of your account document options, simply click on the drop-down menu and select "Electronic". If you wish to get eDocuments for all your accounts, simply click on "All Electronic" and then "Continue".

The screenshot shows the "View and Manage Documents" page. At the top, there are tabs for "View eDocuments" and "Manage Documents", and a link for "Document Options FAQs". Below this is the "Manage Documents" section with a sub-header and a brief instruction. A table lists document types and their current options. The "Change Document Option" column has a dropdown menu open, showing "All Electronic" selected and highlighted with a red box. A red arrow points to the "Continue" button at the bottom right.

Account	Document Type	Date of Last Change	Document Option	Change Document Option
48888888 RBC Dominion Securities	Confirmations & Regulatory Documents	N/A	Paper	All Electronic
	Statements & Annual Reports	N/A	Paper	Select...
	Tax Documents	N/A	Paper	Select...

You'll be presented with the "Consent to the Electronic of Documents" terms and conditions. Once you've read through the text, tick the "I Agree" box and click on "Submit".

The screenshot shows a consent form with the text: "\* Agreement:  I have read and agree to be bound by the Terms and Conditions presented above." The checkbox is highlighted with a red box. Below the text are "Back" and "Cancel" buttons on the left, and a "Submit" button on the right. A red arrow points to the "Submit" button.

You will get confirmation that your delivery option was successfully updated. You can view your eDocuments by clicking on the "View eDocuments" button.

The screenshot shows the "Confirmation" page. It features a green banner with a checkmark and the text "Confirmed (See below)". Below this is a "Document Option Update Summary" table. The table shows that for the account "48888888 RBC Dominion Securities", three document types (Confirmations & Regulatory Documents, Statements & Annual Reports, and Tax Documents) have been successfully updated to "Electronic". A red arrow points to the "View eDocuments" button at the bottom right.

Account	Document Type	New Document Option	Option Updated Successfully?
48888888 RBC Dominion Securities	Confirmations & Regulatory Documents	Electronic	✔ Successfully Updated
	Statements & Annual Reports	Electronic	✔ Successfully Updated
	Tax Documents	Electronic	✔ Successfully Updated

On the “View eDocuments” tab, make the following selections:

- a. Account – Select the account number you wish to view
- b. eDocument Type – Tax Documents
- c. Tax Year – Select Tax Year

Click “Search”

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

**Search eDocuments**

To begin searching for an electronic document, select an account and eDocument type. Only accounts for which you have opted to receive electronic documents will display in the Account dropdown.

\* Required Information

**Search**

\* **Account:** A 48888888 RBC Dominion Securities

\* **eDocument Type:** B Tax Documents

\* **Tax Year:** C 2018

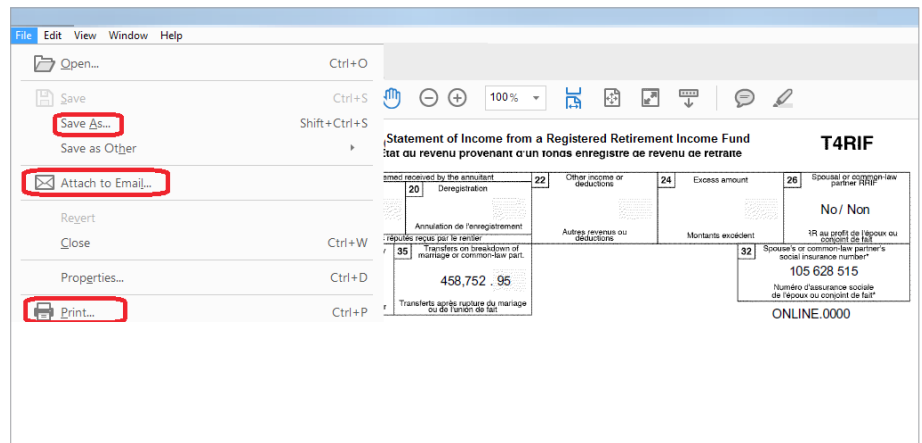
**Documents**

Tax documents for **48888888 RBC Dominion Securities**

Document	Tax Year	Date Posted
<a href="#">T5/NR4 Package</a>	2018	September 20, 2018

Tax Documents are displayed in Adobe Portable Document Format “PDF”. This is a free software that allows you to view, search, and print PDF files with a built in security feature.

From the menu bar, you can save the PDF on your personal computer, attached to email directly, or print a copy for your records.

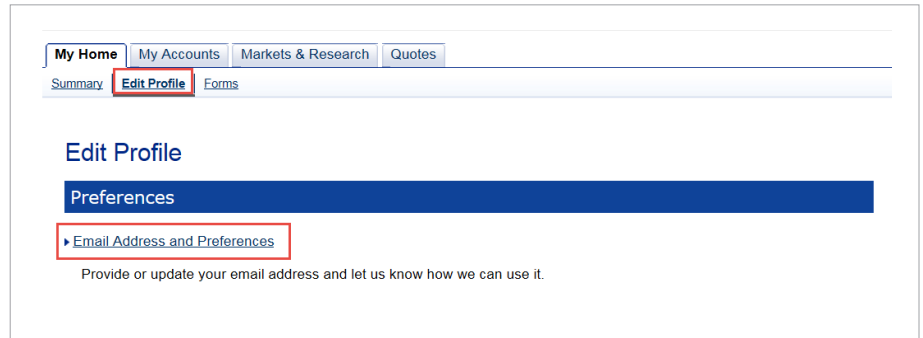


# Setting up eDocument Notifications through DS Online

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

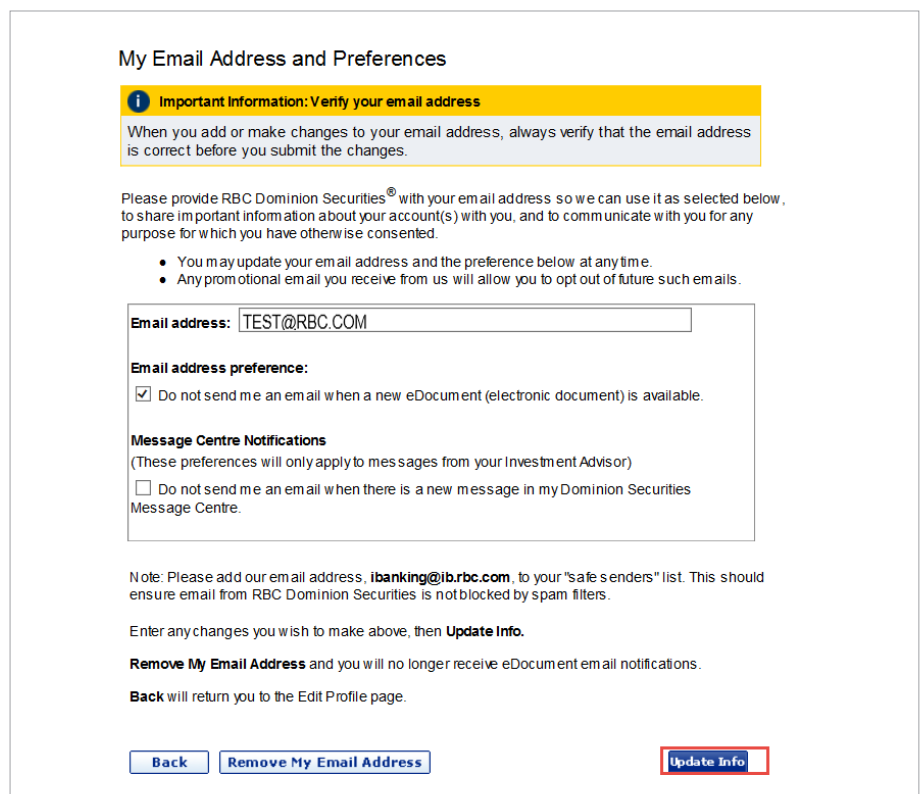
## Here's how you opt in

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



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."

If you would like more information, or assistance signing up for eDocuments, please contact us today.



Please note: this email address will be used for your eDocuments and Message Centre Notifications.