



Wealth  
Management



## How to view your eDocuments and receive notifications

*View your eDocuments quickly and easily*

Go to [www.rbc.com](http://www.rbc.com), and "Sign in" (top right corner) using your 16-digit client card number and password. If you don't know your client card number, please call Dan at **519-675-2037** or email [dan.boyd@rbc.com](mailto:dan.boyd@rbc.com).

To access **Statements**, **Annual Reports**, and **Tax Documents**, Click "Documents" and "Account Documents" (1) on the left-hand navigation.

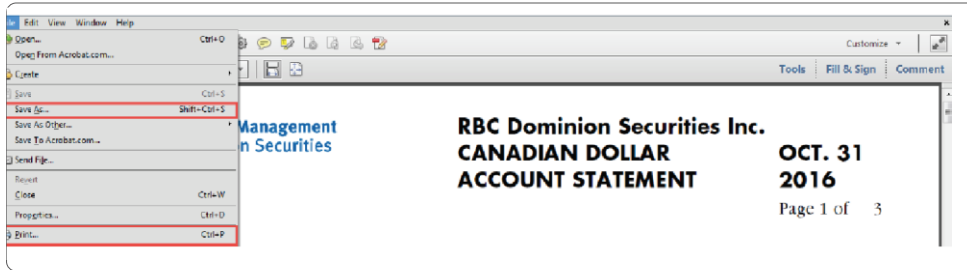
Select an account from the dropdown menu (2), the document type (3) and then the desired year (4).

Click on any of the documents (5) you want to open. If you want, you can save or print them. The documents are in Adobe PDF format, so you will need Adobe Reader to view them. If you don't have it already, you can download it for free at: <https://acrobat.adobe.com/ca/en/acrobat/pdf-reader.html>.

The screenshot shows the RBC Account Documents interface. On the left, a navigation menu has 'Account Documents' highlighted with a blue circle and the number 1. The main content area is titled 'Account Documents' and includes a 'Select an Account' dropdown menu with 'Investment Account' selected, marked with a blue circle and the number 2. Below this are tabs for 'Statements', 'Trade Confirmations', 'Annual Reports', and 'Tax Documents', with 'Statements' selected and marked with a blue circle and the number 3. A 'Year:' dropdown menu is set to '2020', marked with a blue circle and the number 4. At the bottom, a table lists documents with a blue circle and the number 5 pointing to the first row:

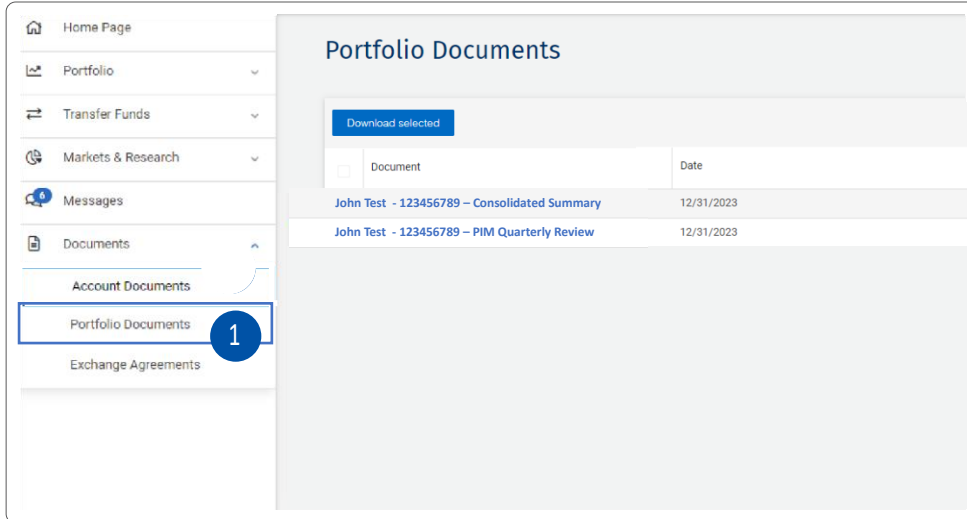
Document	Date
Statement - Jan 31 2020.pdf	Jan 31, 2020
Statement - Mar 31 2020.pdf	Mar 31, 2020

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



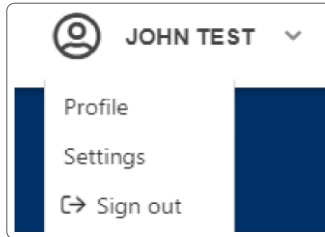
To access **Quarterly Reports**, Click “Documents” and “Portfolio Documents” (1) on the left-hand navigation.

Select the document you want to view / download and click “Download Selected”. If you want, you can save or print them.

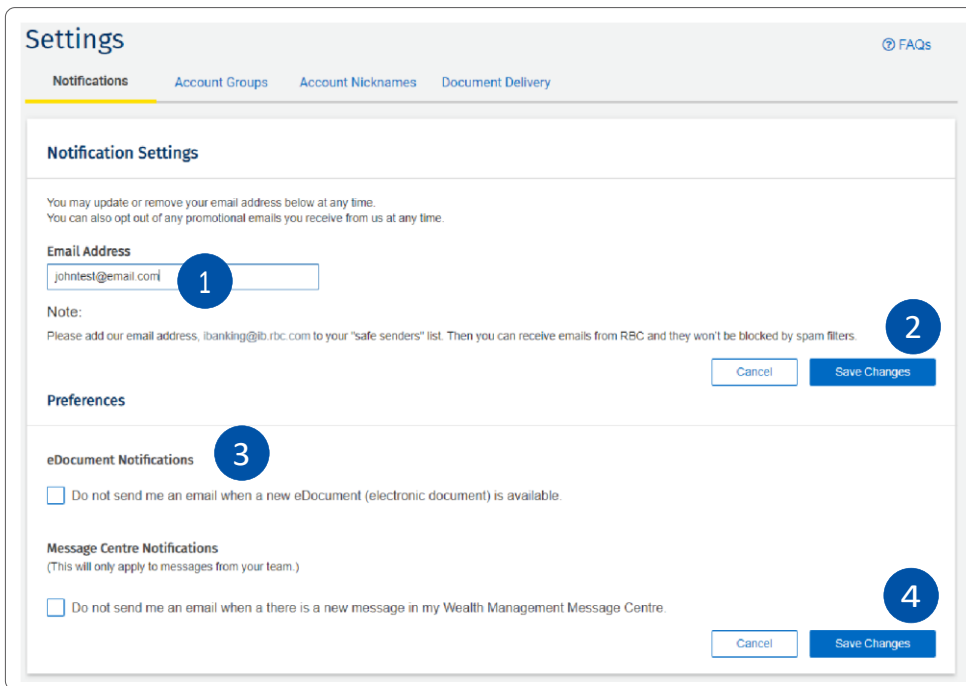


### Get notified when you have a new eDocument

We're happy to email you whenever you have a new eDocument – it's up to you. Here's how: Click on your name in the top right corner and click "Settings."



Enter your email address (1) and click "Save Changes" (2). Make sure you do not tick the checkbox under eDocument Notifications (3). Then click "Save Changes" (4).



You're all set! You will receive an email letting you know there's a new eDocument ready.