



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, trade confirmations and prospectuses 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.

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## Here's how you can do it

1. Log on to DS Online via [www.rbc.ds.com](http://www.rbc.ds.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](#) | [Activitv](#) | [Fill Status](#) | [Order Status](#) | **[View and Manage Documents](#)** | [Transfer Funds](#) | [Account Groups](#)

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 statements, trade confirmations or prospectus
  - c) Statement Range – Select the eDocument timeframe you wish to viewClick ‘Search’

Note: Electronic documents are available online for up to 7 years


**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:	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span> Investment Account
* eDocument Type:	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">B</span> Statements
* Statement Range:	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">C</span> Last 6 statements

[Reset](#) [Search >](#)



4. From the search results, select the eDocument you wish to view

**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

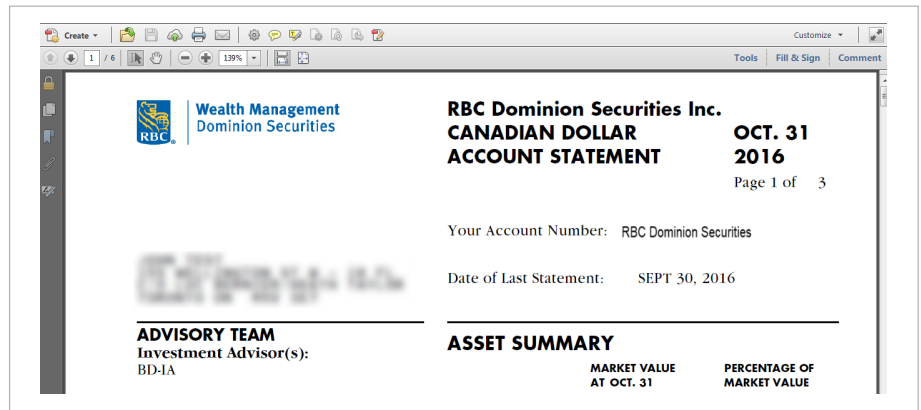
Search	
* Account:	RBC Dominion Securities
* eDocument Type:	Statements
* Statement Range:	Last 6 statements

[Reset](#) [Search >](#)

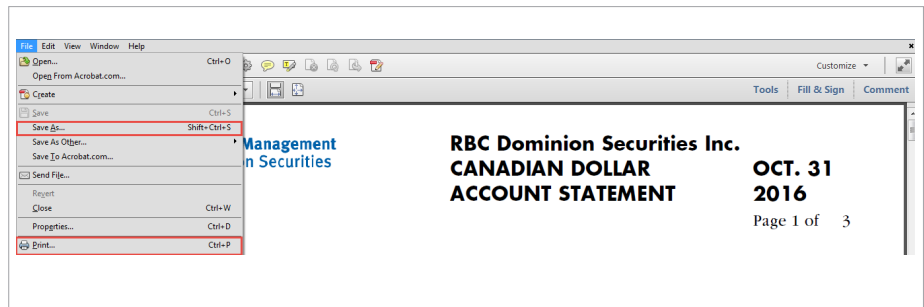
**Documents**

Statements for RBC Dominion Securities	
Statement Date	
<a href="#">31 October 2016</a>	
<a href="#">30 September 2016</a>	
<a href="#">31 August 2016</a>	
<a href="#">29 July 2016</a>	
<a href="#">30 June 2016</a>	
<a href="#">31 May 2016</a>	

- 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.



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

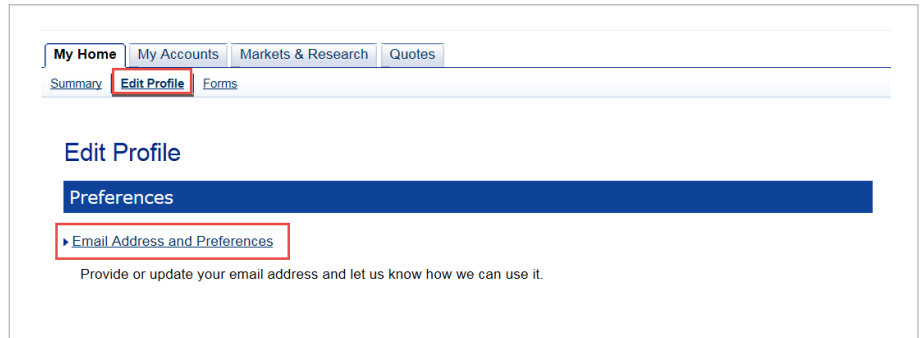


# Setting up eDocument notifications through DS Online

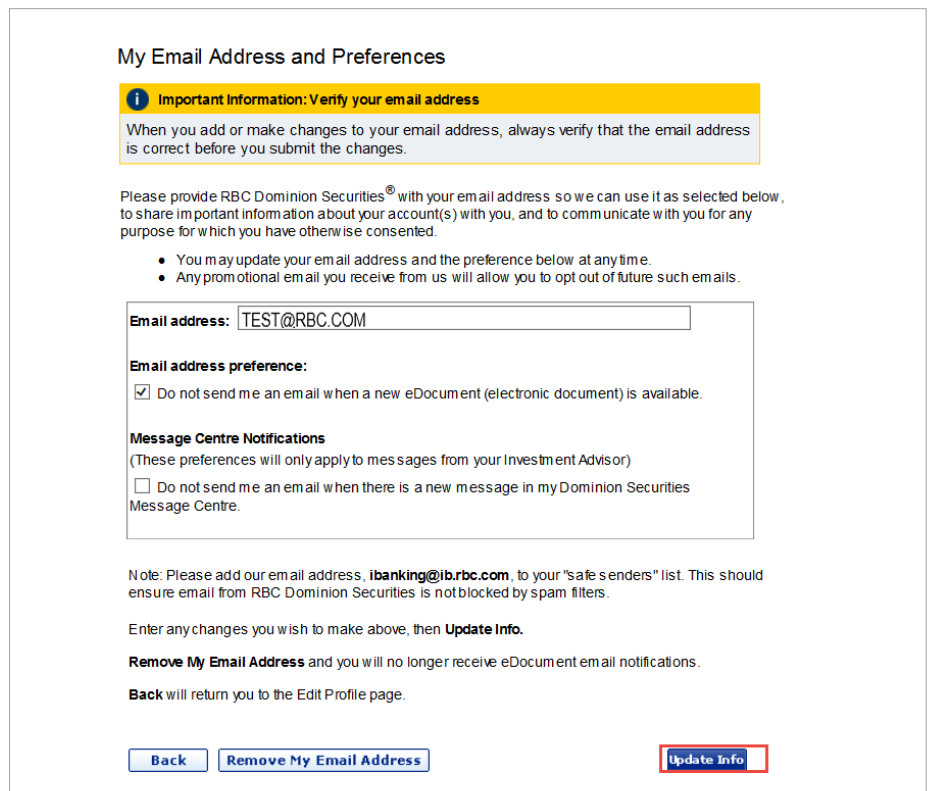
You can receive email notifications when eDocuments are ready.

## Here's how you can do it

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 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.