



Wealth Management  
Dominion Securities



# Changing to eDocuments

RBC Dominion Securities offers eDocuments, eConfirms and eProspectuses via DS Online. With eDocuments you can securely view, save and print your documents as PDF files and access them at any time. With access to a seven-year archive, you'll be able to access your documents through DS Online at your convenience.

St. Louis Private Wealth Management  
RBC Dominion Securities

**Devin St. Louis, CFP, FCSI, BBA, CIM**  
Vice President, Portfolio Manager  
devin.stlouis@rbc.com  
403-299-7074

**Tom McGill, CIM**  
Associate Investment Advisor  
tom.mcgill@rbc.com  
403-299-7244

**Shannon Porter**  
Associate  
shannon.porter@rbc.com  
403-299-7102

333 7th Ave SW  
Dome Tower, Suite 1400  
Calgary, AB T2P 2Z1  
stlouiswealth.com  
800-310-6484

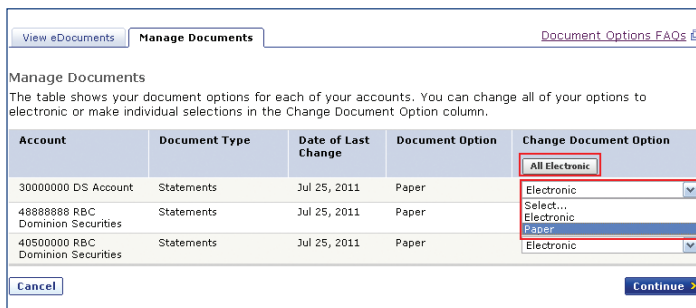
## Here's how you can do it

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.



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

To change one of your accounts to eDocuments and eConfirms, 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."







4. You will be presented with the “Consent to the Electronic Delivery of Documents” terms and conditions. Once you’ve read through the text, tick the “I Agree” tickbox and click on “Submit.”
5. You will get confirmation that your delivery option was updated successfully. You can view your eDocuments and eConfirms, immediately by clicking on the “View eDocuments” button.

\* Agreement:  I have read and agree to be bound by the Terms and Conditions presented above.

[Back](#) [Cancel](#) [Submit](#)

Confirmation

 Confirmed (See below)

Document Option Update Summary			
Account	Document Type	New Document Option	Option Updated Successfully ?
30000000 DS Account	Statements	Electronic	 Successfully Updated
48888888 RBC Dominion Securities	Statements	Electronic	 Successfully Updated
40500000 RBC Dominion Securities	Statements	Electronic	 Successfully Updated

### Important points

- There are no fees for selecting or viewing electronic documents.
- You will be notified via a message in “Your Communications” when your new document is available for viewing.
- If you wish to retain statements for longer than seven years, you have the option of either printing them or saving them on your computer.
- If you switch paper documents back on, previous electronic documents will no longer be accessible unless you printed or saved the documents prior to changing back to paper.
- Adobe Reader is free software that lets you open, view, search, and print Adobe Portable Document Format (PDF) files with built-in security features. It’s free and can be downloaded from [www.adobe.com](http://www.adobe.com).
- Adobe Acrobat supports encryption and password protection for added security.

Note: For business and corporate accounts, a consent form must be completed. Once processed, you can follow the same steps as personal accounts. To obtain the consent form, please speak with your Investment Advisor.

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