



Wealth Management Dominion Securities



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# 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.

# 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

- 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 view

## Click '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

Search		
* Account:	A Investment Account V	
* eDocument Type:	B Statements ✓	
* Statement Range:	6 Last 6 statements ✓	
Reset	E	Search >

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

Search eDocuments			
To begin searching for an e have opted to receive elect	or an electronic document, select an account and eDocument type. Only accounts for which you re electronic documents will display in the Account dropdown.		
* Required Information			
Search			
* Account:	RBC Dominion Securities		
* eDocument Type:	Statements V		
* Statement Range:	Last 6 statements 🗸		
Reset Documents	Search		
Statements for RBC Domini	ion Securities		
Statement Date			
<u>30 September 2016</u>			
<u>31 August 2016</u> 🔁			
<u>29 July 2016</u>			
<u>30 June 2016</u>			
<u>31 May 2016</u>			

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.



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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Open From Acrobat.com	•			Tools Fill & Sign Comment
Save <u>As.</u> Save <u>As.</u> Save <u>As Other</u> Save <u>I</u> o Acrobat.com Save <u>I</u> o Acrobat.com Save <u>I</u> o Acrobat.com	Ctrl+S Shift+Ctrl+S	Management n Securities	RBC Dominion Securities Inc. CANADIAN DOLLAR ACCOUNT STATEMENT	OCT. 31 2016
Close Propgries	Ctrl+W Ctrl+D Ctrl+P			Page 1 of 3

# 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"

My Home	My Accounts	Markets & Research	Quotes	
	dit Profile Forms			
Edit P	rofile			
Prefere	ences			
▶ Email Ad	dress and Prefer	ences		
Provide	or update your e	mail address and let u	know how 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 and click "Update Info."

	1 Important Information: Verify your email address
	When you add or make changes to your email address, always verify that the email address is correct before you submit the changes.
	Please provide RBC Dominion Securities <sup>®</sup> with your email address so we can use it as selected belo to share important inform ation about your account(s) with you, and to communicate with you for any purpose for which you have otherwise consented.
f you would like	<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 emails.</li> </ul>
more information, or	Email address: TEST@RBC.COM
assistance signing up	Email address preference:
or eDocuments, please	Do not send me an email when a new eDocument (electronic document) is available.
contact us today.	Message Centre Notifications (These preferences will only apply to messages from your Investment Advisor)
· · · · · · · · · · · · · · · · · · ·	Do not send me an email when there is a new message in my Dominion Securities Message Centre.
	Note: Please add our em ail address, <b>ibanking@ib.rbc.com</b> , to your "safe senders" list. This should ensure email from RBC Dominion Securities is not blocked by spam filters.
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