# Distributor Portal.

Account creation, signing in, and account management

Version Ci UK 1.0.0

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# Account creation

The following user types are available:

• User

A standard user cannot upload trades nor perform user management activities.

• Dealer

A dealer can upload trades. A dealer cannot perform user management activities.

• Super users

Super users can access all portal functions. Super users perform user management activities.

#### • Authorised signatory

An authorised signatory only performs authorisation activities and does not have user access to the portal.

An initiating user is the user that performs registration. An initiating user, once Distributor registration has been approved, will become a user or super user.

### User account creation methods

Different user account types are created by different methods:

• User

A user is created by a super user. On creation, the proposed user will be sent an email. The email contains instructions on how to complete user account registration.

A user account can also be created if the initiating user does not nominate themselves as a super user as part of the Distributors registration process.

• Dealer

A Dealer is created by a super user. On creation, the proposed Dealer will be sent an email. The email contains instructions on how to complete user account registration.

#### • Super user

A super user is created as part of the Distributors registration. A nominated super user will be sent an email once registration has been approved. The email contains instructions on how to complete user account registration.

A super user can also be created by another super user.

#### • Authorised signatory

An authorised signatory is created as part of the Distributors registration to the portal. A nominated authorised signatory is sent an email. The email contains instructions on how to complete account registration.

An authorised signatory can also be created by a super user.

# Selecting a verification method

When you create an account, login to the distributor portal, or perform other activities that require verification, you have the choice of verification method:

#### • Verification by text

Verification by a text being sent to the mobile phone specified for your account, is the default method. If you do not select verification by email, the verification code will be sent by text to your mobile phone number.

#### • Verification by email

Verification by email is a temporary solution that will be replaced by an alternate method. If you want the verification code to be sent to your registered email address, you must select this option as the default is for it to be sent to your mobile phone.

You will be required to select a verification method each time that you perform an activity that requires verification.

# Distributor Account creation

## Automated account creation on migration

The automated process for creating Distributor accounts is only available if the required information is provided before migration. Additionally, you should note that the process is time sensitive.

For a Distributor account to be created, the following information must be provided:

- 1. First name
- 2. Last name
- 3. Mobile number (for verification)
- 4. Email address (will be their username)
- 5. ZILO<sup>TM</sup> client identity
- 6. Name of the registered client

This information must be provided as a .CSV file.

It is recommended that the details of two super users are provided. However, if only one super user signs up, they can manage the creation/changes of other super users and other users.

On creation in ZILO<sup>™</sup>, the super user is sent an email (to the email address provided). The email contains a link. The super user should select the link. They can now set their password. The super user can now sign-in using the normal sign-in method on the distributor portal.

It should be noted that while the email link remains active for 100 days; ZILO<sup>TM</sup> can only re-generate this email up to 14 days after the nominated super users' details are migrated to ZILO<sup>TM</sup>. If the 100 days pass, you must contact ZILO<sup>TM</sup> technical support.

# Distributor portal account creation- existing account with AEGON but not migrated automatically

If a Distributor portal account is not created as part of migration- for instance, because appropriate details were not submitted- the Distributor client registration process can be completed. The client registration process is concerned with registration to use the portal.

Several users are involved in the client registration process:

#### • Initiating user

The initiating user begins the process of client registration and within  $ZILO^{TM}$  provides information about proposed super user(s) and the authorised signatory(s).

Once the initiating user has supplied details of the proposed super user(s) and authorised signatory(s) their involvement in the process ends.

The initiating user may become a proposed super user but cannot become a proposed authorised signatory. If the initiating user is not proposed as a super user, they will become a proposed user by default.

#### • The authorised signatory(s).

The authorised signatory(s) completes the client portal account registration. As part of this role, they must also create a user account.

#### • Authoriser

A Transfer Agency user who has sufficient user rights to approve the requests must authorise the creation of the client account.

#### **Prerequisites:**

- An email address for each proposed user.
- A UK mobile telephone number for each proposed user.
- The details of proposed super user(s).
- The details of the proposed authorised signatory(s). The Authorised Signatory List (ASL) can be provided later but the client registration process cannot be successfully completed without it.

#### Note

The initiating user must not use an email address that has previously been used as part of account creation to the Distributor Portal.

A super user that is already registered to the portal for a different client, cannot be the initiating user but they can become a super user or user.

#### Register a Distributor to use the portal:

#### Note

The initiating user begins the process of registration.

1. Navigate to the Distributor Portal.

### Information



2. Select New user.

#### Information

		Welcome to Zilo Distribution Please select from the option below	n Portal
Northeys hatte Vice 20-000 • submotion Statement date to haid set Vice 20-00 Statement date to haid set Vice 20-00 State	Notice table Marcola Antonio Marcola Antonio Antonio Marcola Antonio Marcola Antonio Marcola Antonio Marcola Antonio	Existing user Sign In	
	NUME         Defende universe         NUME           MAX         NUME         NUME           MAX         NUME         NUME           MAX         N         NUME           MAX         N         NUME           MAX         N         NUME           MAX         N         NUME	New user Set up	$\square$

#### Result

Zilo	Have a question? Contact us	$\leftarrow$ New user registration
		Please select if you are an existing account holder and want to register for the Portal
		Firstname Michael
	7	Last ramo Scott
testes	Matagakan Matagakan Matagakan Matagakan Matagakan Matagakan	Email address (This will be your osemane) michael@gmail.com
Antonio Antonio 41	5 Internet Antonia Instant 55 Internet Antonia Instant 55 Internet Column	Phone sumber +44 7998889871
		Create Parsauch
A		Continu Foouword
		Fund company Acgon
		Account number 24234234324
		By signing in you agree to the <u>Terms and Conditions</u>
		Continue
		Forgot pessword?
& Conditions	How to use portal?	

3. Select the slider.

Information

#### Result

You can now complete Distributor registration to use the portal.

4. Complete the registration form.

#### Note

The initiating user must not use an email address that has previously been used as part of account creation to the Distributor Portal.

#### Information

Enter your own details.

If more than one account exists under a single client registration, only one account number is required. Account access is at client level so a user will see information related to all accounts held by the client.

Carefully read the terms and conditions of using the portal.

#### Result

The Continue button becomes available.

5. Select Continue.

#### Result

Zilo	Have a question? Contact us	
Marata 	Martin       1       Martin       1       1       1       1       1       1       1       1       1       1       1       1       1       1       1	← New user registration
ns & Conditions	How to use portal?	

#### Note

This account enables you to start registration to use the portal.

6. Navigate to your email account and find the email.

#### Example

<b>ÇZİ</b> lo		
	Lope	
	Important - please confirm email details Dear-User-,	
	Thanks for creating an account. Please dick on the inicipality to validate you email address. <del>Queet link</del> >	

7. Select the link in the email.

#### Result

CZIO Have a question? Contact us	
<complex-block></complex-block>	Your email address has been validated. You will be an email to a sign in page in 15 accross. On 1 here: to sign new:
CZIO Have a question? Contact us	
Horaca Heraca	Please sign in     Vor enail is confirmed. Please sign In. Please enter decails     betow.
	Evolutions includiganal.com
	Continue

- 8. Enter your *username*.
- 9. Enter your *password*.

#### Note

Carefully read the terms and conditions of using the portal.

10. Select Continue.

#### Result

$\leftarrow$ Receive 2FA code
Please select from one of the options below
<ul> <li>Send to my mobile (****** 36)</li> <li>Send to my email (jw******@mailsac.com)</li> </ul>
Confirm
Two Factor Authentication (2FA) via code to your mobile phone is the primary authentication method. 2FA via Email is a short term temporary option only and will be replaced by an alternative option in due course. If possible, please select the primary 2FA option via a mobile phone.
option via a mobile phone.

#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

11. Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

#### Example



12. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.

Result

- Two factor verif	ication
	loution
Enter the verification code sent to y mr******@mailsac.com	iou on your email
Enter email verification code	×
nter the 6 digit code sent to +@mailsac.com	Expires in 04:30 minutes
y signing in you agree to the <u>Terms and Co</u>	nditions
Continue	

#### Example



13. Enter the code.

#### Result

The Continue button becomes available.

#### $\leftarrow$ Two factor verification

Continue	
By signing in you agree to the Terms and Conditions	
Enter the 6 digit code sent to 7****6936	Expires in 02:18 minutes
Enter phone verification code 704003	×
Enter the verification code sent to you on y number ending with xxxxxx 6936	rour mobile

#### Note

A one-time-passcode (OTP) will be sent by SMS from ZILO<sup>™</sup>. Enter the numerical OTP into the prompt screen. The OTP will expire after 5 minutes. If an OTP expires you must request a new one.

14. Select Continue.

#### Result

<b>EZIO</b> Application number: 21.01678288284580	AUTI-OREED SOUNTERES Passes actin action of the automating aparties who have agreed to automa fits care access application. All enset all be sent to them are the application will be yet the total before the application is progressed. AUTI-OREED SOUNTERY	is submitted
Get started	First name* Holone	×
Authoriser and Admin     Document upload	Lat range" De Vere	×
	novvnigmansc.com Courry* Channel islands, IOM (+44) * 7458109028	×
	+ADD ADDITIONAL AUTHORISED SIGNATORES	

a part or one parterial part and an analysis of the set access the portal, in order to do this, can you inectly.	mease compress one recoming. The user will be contacted
DMINISTRATION SUPER USER (1/2)	
First name* Marianne	×
Last name*	×
Summers	
Email address*	×
msummers@mailsac.com	
Country* United Kingston Channel Islands IOM (+44)	×
entrea rengeatit, enterner mental, rent (	
DMINISTRATION SUPER USER (2/2)	
DMINISTRATION SUPER USER (2/2) First non* Als.	×
DAMINISTRATION SUPER USER (2/2) First name* Allis	×
DMMISTRATION SUPER USER (2/2) Alls Last name*	×
DMMISTRATION SUPER USER (2/2) Frei name* Als Lan name* Detryptine	×
DMNISTRATION SUPER USER (2/2) Pert name* Alls Lan name* Destydelen Dmit address*	×
Downstrantion surer user (2/2) Fet nave* Alast nave* Alast nave* Dontypike D	× ×
DAMINSTRATION SUPER USER (2)/2) Fina now* Alss Datiophile Datiophi	× ×
Daming Transford Super Luger (2/2) Daming Transford Alls Late ranse* Derety where Constructions Cons	× × ×
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Doministration super user (2)/2)	× × ×
Constration Super USR (2/2)  Print now* Alls  Contry the  Contry t	× × ×

Complete the details required in the form.

15. Enter the details of the authorised signatory(s) and super user(s).

#### Information

The user is prompted to input the details of authorised signatory(s) and super user(s).

If the Distributor account is authorised, emails will be sent with instructions on how to create a user account. An email will be sent to the authorised signatory(s) with instructions. An email will be sent to the initiating user with instructions on how to create a super user or user account.

#### Note

The authorised signatory(s) cannot be the same as the initiating user, a super user, or user.

An email will be sent to the proposed super users once registration is authorised. At least two super users should be nominated (a single super user can be created but this is not recommended) and complete registration. One super user can be the same person who initiated account creation. However, neither super user can be the same as the authorised signatory(s).

Once the client account is authorised, the super user(s) can access their account to complete registration for a super user account. They are prompted to take the next steps with an email. Full portal functionality is only available after registration is completed.

16. Select Save and Continue.

#### Result



17. Upload the Authorised Signatory List (ASL).

#### Information

The file must be in an approved format: JPEG, PNG, or PDF. **Result** 

Upload documents (1)	×
Authorised Signatory List.pdf	
Upload Now	

The Upload Now button will become available.

18. Select Upload Now.

#### Result

Document uploaded successfully Document has been uploaded successfully

The document list is updated.

DOCUMENT			
Document type Authorised Signatory List	•		
Upload Now			
UPLOADED DOCUMENTS			
DOCUMENT	UPLOAD FORMAT	UPLOADED ON	ACTION
Authorised Signatory List.pdf	PDF	08/03/2023	🕆 Delete
← Previous			Save and continue $\rightarrow$

#### Note

Result

The ASL is sent to the Transfer Agent (TA) for approval. The ASL must be authorised by the Transfer Agent (Aegon UK).

19. Select Save and Continue.

A	Aegon Fund company	S Dashboard	provered by <b>CZilo</b>	
۲	Dashboard			
00	Holdings			
0.	Accounts			
	Bank accounts			
6	Trades		Your application is in progress	
7	Cash		We are waiting for Authorised Signatory to sign	off
пá	Distributions			
Ω.	KYC status			
	Reporting	Authorised Signatories		
$\bigcirc$	Secure messaging	AUTHORISED SIGNATORY NAME		ACTION
Ð	Documents			
00	User history	Helene De Vere	Outstanding	Notify Again
2	How to use portal			< 1 > 10/page v
	÷			
0	How to use portal			

An email is sent to the Authorised signatory(s).

#### 15



#### Note

The initiating user is no longer involved in the setup process. The remaining steps are completed by the Authorised signatory(s).

Access to portal functions is limited. You can use the secure message facility and document upload function to communicate with AAM.

20. Select the link in the email.

#### Information

The authorised signatory(s) must review and approve the application. If the authorised signatory(s) does not approve the application, registration cannot proceed. A portal account will not be created, and the full functions of the portal cannot be used.

Once registration is authorised, the proposed super user(s) must complete registration for their super user account. The proposed super user(s) is sent an email with further instructions.

#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

21. Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

#### Example

<b>Ç</b> Zilo	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		$\leftarrow$ Setup Two factor verification
		Please select from one of the options below
	Marchan         Image: Constraint of the sector of the	<ul> <li>Send to my mobile (***** 36)</li> <li>Send to my email (m******@mailsac.com)</li> </ul>
		Confirm Two Factor Authentication (2FA) via code to your mobile phone is the primary authentication method. 27A via Email is a short term termporary optication only and vite the registed by an attenuitive option in dia excurse. If possible, please select the primary 2FA option via an excurse.
Terms & Condit	ions How to use the portal?	

22. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.

#### Result

$\leftarrow$ Two factor verification				
Enter the verification code sent to you on your email mr************************************				
Enter email verification code	×			
Enter the 6 digit code sent to Expires in 04:30 minutes mr*****@mailsac.com				
By signing in you agree to the <u>Terms and Conditions</u>				
Continue				

#### Example



A one-time-passcode (OTP) will be sent by email from  $ZILO^{TM}$ . Enter the numerical OTP into the prompt screen. The OTP will expire after 5 minutes. If an OTP expires you must request a new one.

23. Enter the OTP.

#### Result

The Continue button becomes available.

24. Select Continue.

#### Result

$\leftarrow$ Create new password		
Almost done, just enter your new password below.		
New password	0	
Re-enter password	(i)	
By signing in you agree to the Terms and Conditions		
Change Password		

25. Enter your new password.

#### Information

This password must meet the minimum requirements:

Requirement type	Requirement
Length	8-16 characters
Character type	Alphanumeric- both letters and numbers
Case	Lower and upper cases

26. Re-enter the same password.

#### Note

You should carefully review the terms and conditions of use. To gain access you must agree to the terms and conditions of use.

27. Select Change password.

#### Result

<b>ÇZilo</b>		Have a question? Contact us		
			$\leftarrow$ Please sign in	
	Staf bage & calls the start of the start • bage startings of the starting of	Tand Juge 8 subs           Tand Juge 8 subs           * & grapping           * & water_state	Email address	
	Section set first to the client         45           10,00,0011         E45,000.00	Settlement Auflion the client 555 Non-sense Management	Password	
	Teld dash splitty rolled		By signing in you agree to the <u>Terms and Conditions</u>	
	5	N 1 100		
	-		Forgot password?	
Terms & Condi	itions	How to use portal?		

28. Enter your *Email address*.

Example

$\leftarrow$ Please sign in	
Email address martynbailey@mailsac.com	

29. Enter your Password.

#### Information

— Please sign in	
Email address martynbailey@mailsac.com	
Password	•~ ©

#### Note

You should carefully review the terms and conditions of use.

30. Select to agree to the terms of use.

#### Information

By signing in you agree to the <u>Terms and Conditions</u>

#### Result

On agreeing to the terms and conditions, the *Continue* button is available.

By signing in you agree to the <u>Terms and Conditions</u>	_	
Continue		
Forgot password?		

31. Select Continue.

#### Note

By selecting Continue, you are agreeing to the terms and conditions of use.

#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

32. Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

#### Example

<b>ÇZilo</b>	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		Setup Two factor verification      ware unare unare of the operator base      or the operator base of the operator base      or the operator base of th
Terms & Conditio	ens How to use the portal?	

#### 33. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.

#### Result

$\leftarrow$ Two factor verifica	tion	
Enter the verification code sent to you on mr******@mailsac.com	your email	
Enter email verification code	×	
Enter the 6 digit code sent to mr*****@mailsac.com	Expires in 04:30 minutes	
By signing in you agree to the Terms and Conditions		
Continue		

#### Example

ÇZilo
Access verification
As requested, your one-time passcode is 363080

A one-time-passcode (OTP) will be sent by email from ZILO<sup>™</sup>. Enter the numerical OTP into the prompt screen. The OTP will expire after 5 minutes. If an OTP expires you must request a new one.

#### 34. Enter the OTP.

#### Result

The Continue button becomes available.

35. Select Continue.

#### Result

The Authorised Signatory User will then be able to view a summary of the access request.

Authorised S	Signatory		powered by 🧲	Zilo	HD Helene De Vere Autorised agratory
User requests Below requests are pendir	ng for your approval				
	FUND COMPANY	REGISTRATION ID	REQUESTED BY	REQUESTED DATE TIME	0 ACTION
Neologica Investments	Aegon UK	01255482	Tara Fitzpatrick	08/03/2023 14:42	View Form Authorise Reject
					< 1 > 10/page >

### 36. Select View Form.

#### Result

Powered by (CZIIO	
A Autorised Signatory	HD Helene
User requests	
	-
User requests / Application details	-
Important	
Please note, as part of your review and authorisation of the data entered, you will be required to agree to the Declarations and Consents (including the Terms & Conditions) below.	as part of your authorisation.
If you agree to the declarations and consents places patient to the "Authorication" access and dick on "Authorica". Subject to accust out or convised authorications your account will the	as he established. Alternatively, if you
In you agree to me declarations and consense, prease return the Automation society and click on Reductions	, and you can take up any issues that you
have with the inputter of your information.	
Prior to placing any investment in the Aegon Asset Management UK ICVC fund range, please read up-to-date versions of:	
The Aegon Asset Management UK ICVC Prospectus and the Key Investor Information Document (KIID) for the share class of the fund(s) in which you are investing. The Prosp	ectus and KIID include details of the
objectives, risks and fund charges, plus other relevant information specific to your chosen fund(s);	
The Supplementary Information Document (SID) which contains practical and useful information about investing with Aegon Asset Management UK ICVC; and	
The Aegon Asset Management UK ICVC Institutional Application Terms and Conditions Document.	
The Aegon Asset Management Privacy Statement which explains how your personal data is processed	
Click here for links to these documents	
As part of your appoint est-up reporte you pand to coll-partify your recidency for two perspace. Black disk here for evaluations paths relation to the coll-partification property.	av Regulations require Angeon Asset
As part or your account acroup process you reactor your realisticity of tax pay bases rease outs in the or expansion process. If the process of the process	share information about your account(s)
with HMRC who may in turn share this information with tax authorities in other jurisdictions. Please note that investment in shares in Aegon Asset Management UK ICVC by or on b Descention, is not averained in a not averained by the state of the state o	ehalf of US Persons (as defined in the
Prospectus) is not permitted.	
Application number: 7II 01678286294580	
Final American Life	
runo company: Aegun ok	
Company details	
Entity type: Financial Institution	
Registered name: Neologica Investments	
Legal form: Limited liability company	
Company registration number: 01255482	
Country of registration: United Kingdom	
Registration date: US/U4/2013	
Registered address: 5-7 Line Street London United Kinadom E9 7RS	
Correspondence address: 5-7 Lime Street London United Kingdom E9 7RS	
First name:	
Last name:	
Role:	
Phone number:	
Wolder number:	
Email address:	
Tax details	
Ginn 437 694.43023.LE.400 FATCA entity: Foreign Financial Institution (FFI)	
FATCA classification: Financial Institution / Partner Jurisdiction Financial Institution	
CRS entity: Financial Institution (FE)	
CRS classification: NRFI - International Organization	
Tax residency	
Primary residency: United Kingdom	
TIN: 295482930	
Are you a US person?: No	

#### Beneficiary details (UBO) Bank details - Redemption account Account holder/Owner name: Neologica Finance Europe Limited Bank name: Cavendish Bank Account number: 23748423 Account currency: GBP Sort code: 202456 Bank details - Distribution account Account holder/Owner name: Neologica Finance Europe Limited Bank name: Cavendish Bar Account number: 23748423 Account currer v: GBP Sort code: 202456 uthorised signatory - 1 Full name: Helene De Vere Email address: hdever Phone number: +44 7458196936 Administrator super user - 1 Full name: Aoife Khan Email address: akhan@ Phone number: +44 7458196936 Administrator super user - 2 Full name: Tara Fitzpatrick Email address: tfitzpatrick@ ne number: +44 7458196936 Account designation: -Account mandate: Pay away

#### Consents and Declaration

#### Coverall Renunciation Consen

We the registered holder(s) from time to time of units/shares in Aegon Asset management UK ICVC wish you, Aegon Asset Management (UK) Pic ("Aegon") as the manager/Authorised Corporate Director to: -

i) accept our general authority hereby given via this declaration/authorisation, as a renunciation of the units/shares we may from time to time sell back to Aegon via any authorised channel,

ii) pay the settlement proceeds of all redemptions of units/shares to our named account holder by Faster payments or CHAPS to our specified Redemption Account(s), and

iii) dispense with the requirement for separate renunciation for each redemption of units/shares

In consideration of Aegon's:

i) accepting the above renunciation of units/shares; and

ii) settling the redemption proceeds as above

We hereby renounce title to any such units/shares and undertake that we: (i) will not seek to claim against Aegon for any costs, losses or expenses that we may incur; and (ii) will indemnify Aegon against any claims, losses and costs and expenses Aegon incurs; in each case as result of Aegon's acting in good faith in accordance with this declaration/authorisation pursuant to any error, omission, negligence, or fraud by a member of our staff, contractors, or ageines. We further agree to provide individual forms of renunciation in relation to specific transactions and such other information as Aegon may from time to time require. This authorisation/declaration shall remain in force unless and until amended or withdrawn by us.

#### Declarations

- We confirm that we have read and retained the most up-to-date Key Investor Information Document (KIID), Supplementary Information Document (SID) and prospectus for any Aegon Asset Management UK ICVC fund purchase we make.
- We confirm that we have read the Aegon Asset Management UK ICVC Institutional Application Terms and Conditions Document and agree that the terms and conditions in that document shall govern the contract
  between Aegon Asset Management UK PIC and us, together with the Aegon Asset Management UK ICVC prospectus current at the date of any application for shares in Aegon Asset Management UK ICVC funds.
- We confirm that any information we provide to Aegon Asset Management UK PIc is complete and accurate to the best of our knowledge and belief, that we have all necessary consents and rights to provide such information, and that we will notify Aegon Asset Management UK PIc immediately should any information provided cease to be complete and accurate in any respect.
- We acknowledge that information we provide regarding our tax status and residency and information regarding the account holder and (where applicable) any beneficial owners or other controlling persons we have
  identified may be reported to the tax authorities of the country in which our account(s) is/are maintained and exchanged with tax authorities of another country or countries in which the account holder may be tax
  resident where those countries (or tax authorities in those countries) have entered into Agreements to exchange financial account information.
- We confirm that any application made by us for shares in Aegon Asset Management UK ICVC funds will not be made in violation of any applicable law or regulation and that the shares subscribed for will not being acquired and will not be held in violation of such applicable law or regulation.
- We undertake to identify any beneficial owners (within the meaning of Regulation 6 of the Money Laundering Regulations 2007) and to notify Aegon Asset Management UK PIc as soon as possible of any changes to the identity and/or details of beneficial owners.
- We acknowledge that Aegon Asset Management UK PIc reserves the right at any time to: (a) request further information to identify any investor or any other beneficial owners if required; and (b) to refuse any application to invest if, in its reasonable opinion, it does not obtain sufficient evidence to confirm the identity of investors, including beneficial owners.
- We confirm that we are not a US Person (as defined in the Aegon Asset Management UK ICVC prospectus) and that the shares we apply for are not being acquired directly or indirectly by or on behalf of, or for the account of, a US Person, an 'employee benefit plan' (as defined in Section 3(3) of the U.S. Employee Retirement Income Security Act 1974) or a 'plan' (as defined in Section 4975(e) (1) of the U.S. Internal Revenue Code 1986). We further confirm that we will notify Aegon Asset Management UK plc in the event that we become a US Person or hold the shares on behalf of, or for the account or benefit of, a US Person.

· We confirm our agreement that any additional investment that we may in future seek to make in the shares Aegon Asset Management UK ICVC funds shall be made on the basis of the statements set out above.

#### Note

The Authorised signatory(s) should carefully review the form.

37. Select the back arrow to return to the authorisation screen.

#### Information

<

#### Result

ACTION			
View Form	Authorise	Reject	

The Authorise and Reject buttons are available.

38. Select Authorise.

#### Note

If Reject is selected the set-up process will fail.

#### Result

On authorisation, the approval request will no longer be visible. However, selecting *View Historical* with the slider will enable you to view the request.

		powered by 🚛 ZIIO		l	HD Helene De Vere Authorised signatory
User requests Below requests are pending for your approval					
INSTITUTION NAME	÷ REGISTRATION ID	÷ REQUESTED BY	REQUESTED DATE TIME	REQUESTED STATUS	4 ACTION
Neologica Investments Aegon UK	01255482	Tara Fitzpatrick	08/03/2023 14:54	Authorised	View Form

The initiating user is sent an email and a secure message. The initiating user has the user rights given during the registration process (if they are not also to be a super user, they will be granted only user rights).

#### Example



Super user(s) will also receive an email:



A super user must select the link in the email (the email address was given by the initiating user earlier in the process).

Super user(s) will be required to select a password and an OTP will be sent enabling them to access the portal as a super user. Access will be restricted until the TA authorises the creation of the client account.

# Signing into the Distributor Portal-mobile phone verification

You must sign-in to the Distributor Portal. The method of signing in is the same for all user types: super user, dealer, user, or authorised signatory.

#### Prerequisites

• An account must have been created.

#### Log-in to the Distributor Portal:

1. Navigate to the Distributor Portal.

#### Result

ÇZilo		Have a question? Contact us	
			Welcome to Zilo Distribution Portal Please select from the option below
	Texter Service Here Service	Networks         Image: Comparison of Co	Existing user Sign in
	Tel das sell ky sollar * (1), * (ansat) * (1)(1) + (1), * (ansat) * (1)(1) + (1), * (1)(1) + (1), * (1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(	Number         Marchine         Number         Number           Marchine         Number         Number         Number	New user Set up
Terms & Cond	litions	How to use portal?	

2. Select Existing User.

#### Information

Existing user Sign in
--------------------------

#### Result

ÇZilo		Have a question? Contact us		
			$\leftarrow$ Please sign in	
<b>Table</b> Barren • Barr	Poge 2 ands 0.5 m day (170,706,60) (170,706,60) (170,706,60) (170,706,70)	Native Lash Note to A	Email address	
Seller 12.042 Notes	45 E45,000.00	Settement due from the allow 555 Monitories Monitories £55,000.00	Password	
Test dash • 50 × 50 × 50 × 50 × 50 × 50 × 50 × 50	an splitzy websit	Normal         Marandhy wolker         Marandhy wolker         Marandhy wolker           Marandhy         Marandhy         Marandhy         Marandhy           Marandhy         Marandhy         Marandhy         Marandhy           Marandhy         Marandhy         Marandhy         Marandhy           Marandhy         Marandhy         Marandhy         Marandhy	By signing in you agree to the <u>Terms and Conditions</u>	
		No. 0 4040		
			Forgot password?	
Terms & Conditions	15	How to use portal?		

3. Enter your *Email address*.

#### Information

$\leftarrow$ F	Pleas	se si	gn in	
Email as martyr	idress ibailey@r	nailsac.c	om	

4. Enter your Password.

#### Information

← Please sign in	
Email address martynbailey@mailsac.com	
Password	

5. Select to agree to the terms of use.

#### Information



#### Result

On agreeing to the terms and conditions, the *Continue* button becomes available.



6. Select Continue.

#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

7. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to the default option, your registered mobile phone number.

#### Result

$\leftarrow$ Two factor verification
Enter the verification code sent to you on your mobile number ending with xxxxxx 0415
Enter phone verification code
Enter the 6 digit code sent to 7****0415 Expires in 0455 minutes By signing in you agree to the <u>Terms and Conditions</u>
Continue

#### Example



8. Enter the Phone verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

#### Example

← Two factor verificati	on
Enter the verification code sent to you on yo number ending with xxxxxx 36	ur mobile
Enter mobile verification code 379953	×
Enter the 6 digit code sent to ******36 E	xpires in 04:32 minutes

#### Information

On entering the code, the *Continue* button becomes available.

9. Select Continue.

#### Result

On successful login, you are taken to the Distributor Portal Dashboard.

A	Aegon Fund company	Dashboard	powered by	€2110			
۲	Dashboard					ิต	vitch Client
3	Holdings						
0;	Accounts	Total buys & sells		Total buys & sells			
6	Bank accounts	Month to-date		Year to-date			
Ð	Trades	<ul> <li>Buy £0.00</li> </ul>		<ul> <li>Buy £0.00</li> </ul>			
9	Cash	Sell £0.00		Sell £0.00			
nâ	Distributions						
92	KYC status	Settlement due for purchases	0	Settlement due fo	r repurchases		0
	Reporting	27/06/2023	0	27/06/2023			0
Đ	Secure messaging	More details	£0.00	More details			£0.00
۲	Documents	Total deals split by method	0	Ionth-to-date Year-to-date	Total deals by meth	hod Month-to-	date Year-to-date
٢	User management				METHOD © TRA	ADES ©	NET AMOUNT ©
0	User history				EMX 0		£0.00
			A = 1		Calastone 0		£0.00
so	Super One Super user		No data available yet		Other 0		£0.00

The dashboard is a graphical representation of the progress of settlement of purchases (subscriptions) and repurchases (redemptions) for that day.

The dashboard displays real-time information and enables you to access portal services using the navigation panel on the left-hand side of the screen. The services available to you depends on your user type.

Service	Function
Dashboard	Select to view the dashboard.
Holdings	Select to view information about your holdings.
	You can search for information.
	You can generate reports.
Accounts	Select to view information about your accounts.
	You can search for information.
	You can add additional accounts.
	You can generate reports.
Bank Accounts	Select to view information about your bank accounts.
	You can search for information.
	You can generate reports.
Trades	Select to view information about your trades.
	You can search for information.
	You can generate reports.
	You can filter trades by their status: Accepted, Cancelled, Priced,
	Failed, Draft and Settled.
Cash	Select to view information about your cash.
	You can search for information.
	You can generate reports.
	You can filter based on transaction type: Subscription, or
	Redemption.
Distributions	Select to view information about your distributions.
	You can search for information.

	You can generate reports.
	You can filter based on type: Payout or Reinvest.
KYC status	Select to view information about your client's KYC status.
	You can search for information.
	You can generate reports.
	You can filter based on Status: Pass or Fail.
Reporting	Select to view information about Reporting.
	You can search for information.
	You can see different report types:
	Reports-
	You can search for reports.
	Statements-
	You can search for statements.
	You can filter statements.
	You can generate an ad hoc client money statement.
	Contract Notes-
	You can search for contract notes.
	You can filter contract notes based on transaction type.
	You can download contract notes.
	Tax Voucher-
	You can search for tax vouchers.
	You can filter tax vouchers.
	Manage Notifications-
	You can configure the type of notifications and the address for
	the notification to be sent.
Secure	Select to view information about your secure messages.
Messaging	You can view messages: Received, Read, and Sent.
	You can create a new message.
Documents	Select to view information about documents.
	You can search by date, account number or document type.
User	Select to view information about user management.
Management	You can search by creation date, role, or username.
	You can download reports.
	You can create new users.
	You can view password reset requests.
	You can search requests by username or role.
	You can view authorised signatories.
	You can search by name.
	You can create new authorised signatories.
User history	Select to view information about user history.
	You can search by date, username, user role, or event type.
	You can download reports.

Additionally, you can select:

• How to use portal

A guide on using the distributor portal.

• Your user icon

Your name and user type are displayed. If you select the icon, you can logout, reset your password and view profile information.

Acgon Fund sompany	User management Users Password reset Authorised signatories	,====tra €,Zilo	Crash New York
		My profile X DA distacholderone admintwo Super user	tana tana
		Please enter the details below           Pretrame         X           distabilitierone         X	0   ANI 0   ANIA 0   ANIA Namether Action
		Last name x admintaria Country code +444 (Uniter Kingdom, * Maple number ×444 (Uniter Kingdom, *	Standard User Active r Edit User
		Adre sentenz comp cose pases adriguer molie number removing the leading 8 - namper Cristian Star - Monta be entered as 19403000 Umail address distancio dare 1 adminin2 @mailsac.com	C T > H/MAA
		koa Super sear *	
		Seve Datab	

# Signing into the Distributor Portal-email verification

You must sign-in to the Distributor Portal. The method of signing in is the same for all user types: super user, dealer, user, or authorised signatory.

#### Prerequisites

- An account must have been created.
- You must have verified your email address.

#### Log-in to the Distributor Portal:

1. Navigate to the Distributor Portal.

#### Result

<b>ÇZilo</b>		Have a question? Contact us	
			Welcome to Zilo Distribution Portal Please select from the option below
Number Konsta Baget Baget Konsta	han state sectors excesses medicates the select set set set set set set set se	Montest and the second a result         Image: Constraint of the second test of the second test of the second test of the second test of the second test of test of test of test of test test of test of test of test of test of test test of test br>test of test o	Existing user Sign in
Torono.		Materia         Materia         Materia         Materia	New user Set up
Terms & Conditions	5	How to use portal?	

2. Select Existing User.

#### Information

Existing user Sign in
--------------------------

#### Result

ÇZilo		Have a question? Contact us		
			$\leftarrow$ Please sign in	
	Teld haps E sub March to date • See Secondar • Sei 4800000	Trachaya Sank Tracha dati • & ket assesses • Sar #2002001	Email address	
	Entirement das to the class: 45 10.00.0001 Marca anna 245,000.00	Settement due fine the other 55 Namestern Werestern £35,000.00	Password	
		By signing in you agree to the <u>Terms and Conditions</u>		
	5	No. 1 1000		
			Forgot password?	
Terms & Cond	litions	How to use portal?		

3. Enter your *Email address*.

#### Information

$\leftarrow \text{ Please sign in}$	
Email address martynbailey@mailsac.com	

4. Enter your Password.

#### Information

- Please sign in	
Email address martynbailey@mailsac.com	
Password	• 0

5. Select to agree to the terms of use.

#### Information

By signing in you agree to the <u>Term</u>	s and Conditions
--	------------------

#### Result

On agreeing to the terms and conditions, the *Continue* button becomes available.

<b>V</b>	By signing in you agree to the <u>Terms and Conditions</u>
	Continue
	Forgot password?

6. Select Continue.

#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

7. Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

#### Example

← Setup Two factor verification
Sand to my mobile (***** 36)  Sand to my email (************************************
The Extent Authentication (ERRA) will access to grave media behave in the primary authentication method. 2% will be in the last is a short term temporary graften mitry and will be replaced by an alternative option if that cancers. Explanding paraset select the primary 2% option via a mobile phone.

8. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.

#### Result

$\leftarrow$ Two factor verification	
Enter the verification code sent to you on your email mr******@mailsac.com	
Enter email verification code 363080	×
Enter the 6 digit code sent to Expires in 04:30 mit	tutes
By signing in you agree to the Terms and Conditions	
Continue	

#### Example

<b>«</b> Zilo
Access verification
As requested, your one-time passcode is 363080

9. Enter the email verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

#### Example

Enter the verification code sent to you on mr*****@mailsac.com	
	your email
Enter email verification code 363080	×
inter the 6 digit code sent to	Expires in 04:30 minutes
y signing in you agree to the <u>Terms and Condition</u>	1
Continue	

#### Information

On entering the code, the *Continue* button becomes available.

10. Select Continue.

### Result

On successful login, you are taken to the Distributor Portal Dashboard.

A Aegon Fund company	S Dashboard	bowerso sh d	2110		
<ul> <li>Dashboard</li> </ul>					Switch Client
Holdings					
ු Accounts	Total buys & sells		Total buys & sells		
Bank accounts	Month to-date		Year to-date		
🖶 Trades	• Buy £0.00		Buy £0.00		
Cash	Sell £0.00		Sell £0.00		
Distributions					
ູ້ Q' KYC status	Settlement due for purchases	0	Settlement due for	repurchases	0
Reporting	27/06/2023	0	27/06/2023		0
Secure messaging	More details	£0.00	More details		£0.00
Documents	Total deals split by method	Mort	th-to-date Year-to-date	Total deals by method	Month-to-date Year-to-date
User management				METHOD 0 TRADES	⇒ NET AMOUNT ⇒
ola User history		_ •		EMX 0	£0.00
				Calastone 0	£0.00
SO Super One :	No data	a available yet		Other 0	£0.00

## Super user account created-first sign in phone verification

If you are nominated as a super user (administrator), your super user account can be created as part of registration to use the portal.

You will receive an email informing you that your account has been created and that you can sign in.

#### Prerequisites

• You were nominated as a super user during the registration to use the portal by the initiating user.

#### Sign in:

1. Select the link in the email.

#### Note

If you have not previously created an account in the distributor portal, select the first link.



#### Information



#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

2. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to the default option, your registered mobile phone number.

#### Result

$\leftarrow$ Two factor verification
Enter the verification code sent to you on your mobile number ending with xxxxxx 0415
Enter phone verification code
Enter the 6 digit code sent to 7****0415 Expires in QCC6 minutes By signing in you agree to the <u>Terms and Conditions</u>
Continue

#### Example

Sender: Zilo	
Your one time passcode is 379953	— 3 seconds ago

3. Enter the Phone verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

#### Example

Enter the verification code sent to you on your mobile number existing with xxxxxx 38 Enter mobile verification code 379963 Mer the 6 digit code sent to *****33 Explore in 54 y signing in you agree to the <u>Terms and Constituon</u>	
Enter mobile verification code 379953 after the 6 digit code sent to *****36 Explose in 04 y signing in you agree to the <u>Terms and Conditions</u>	
nter the 6 digit code sent to *****36 Expires in 04: y signing in you agree to the <u>Terms and Conditions</u>	×
	32 minutes
Continue	

#### Information

On entering the code, the *Continue* button becomes available.

4. Select Continue.

#### Result

← Cr	eate new password
Almost do	one, just enter your new password below.
New passw	had × O
	Password requirements: Must be between 8 to 16 characters
Re-enter p	Must contain both numbers and characters
	Should be case sensitive
	May contain special characters
	Can not be the same password as the last 6 passwords

5. Enter your new password.

#### Information

This password must meet the minimum requirements:
Requirement type	Requirement
Length	8-16 characters
Character type	Alphanumeric- both letters and numbers
Case	Lower and upper cases

6. Re-enter the same password.

### Note

You should carefully review the terms and conditions of use. To gain access you must agree to the terms and conditions of use.

### Result

The Continue button becomes available.

7. Select Continue.

#### Result



8. Select Sign In Now.

#### Information

You can now sign-in to your account following the sign-in process.

# Super user account created-first sign in email verification

If you were the initiating user in the Distributor registration, and you nominated yourself as a super user (administrator), your super user account will be created as part of registration to use the portal.

Once Distributor account creation is approved, you will receive an email informing you that your account has been created and that you can sign in.

### Prerequisites

• You were nominated as a super user during the registration to use the Distributor portal and you were the initiating user.

#### Sign in:

1. Select the link in the email.

#### Note

Since you have previously created an account in the distributor portal, select the second link.



### Information



#### Result

<b>ÇZilo</b>		Have a question? Contact us	
			$\leftarrow$ Please sign in
	Testings Look Hard to day	Technop Lashe War water	Email address
	• Ser Helsener		Password
	Not main gifty robot The main gifty robot The second sec	Normal         Red Addrig works         Normal           Normal         Normal         Normal           Normal         Normal         Normal           Normal         Normal         Normal           Normal         Normal         Normal	By signing in you agree to the <u>Terms and Conditions</u>
		An A ANA	
	_		Forgot password?
Terms & Cond	ditions	How to use portal?	

2. Enter your *Email address*.

$\leftarrow$ Please sign in	
Email address martynballey@mailsac.com	

3. Enter your Password.

#### Information

$\leftarrow$ Please sign in	
Email address martynbailey@mailsac.com	
Password	<del>،</del> •

4. Select to agree to the terms of use.

#### Information



### Result

On agreeing to the terms and conditions, the *Continue* button becomes available.

<b>V</b>	By signing in you agree to the <u>Terms and Conditions</u>				
	Continue				
	Forgot password?				

5. Select Continue.

#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

6. Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

#### Example

<b>ÇZilo</b>	Have a technical problem with signing in – please contact us on +44 20 4525 0 196.	
		Setup Two factor verification Page adds for one of the action later
		Send to ny vocable (***** 38) Send to ny vocable (***** 38) Send to ny vocable (****** 38) Send to ny vocable (************************************
Terms & Conditio	ns How to use the portal?	

7. Select Confirm.

### Information

Selecting confirm means that the code will be sent to your registered email address.

### Result

$\leftarrow$ Two factor verification
Enter the verification code sent to you on your email me******©mailsac.com
Enter email verification code X
Enter the 6 digit code sent to Expires in 04:30 minutes mr*****@mailsac.com
By signing in you agree to the Terms and Conditions
Continue

### Example

<b>Ç</b> Zilo
Access verification
As requested, your one-time passcode is 363080

8. Enter the email verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

### Example

Enter the verification code sent to you on your email mr*****@mailsac.com	il
Enter email verification code	
363080	×
Enter the 6 digit code sent to Expires in mr*****@mailsac.com	04:30 minutes
By signing in you agree to the Terms and Conditions	
Continue	

On entering the code, the *Continue* button becomes available.

9. Select Continue.

## Result

On successful login, you are taken to the Distributor Portal Dashboard.

A Aegon	1 Impany	S Dashboard	tonuera ny di	2110		
(*) Dashb	board					Switch Client
E Holdin	ngs					
Si Accou	unts	Total buys & sells		Total buys & sells		
Bank a	accounts	Month to-date		Year to-date		
🔒 Trades	s	<ul> <li>Buy £0.00</li> </ul>		Buy £0.00		
🗐 Cash		Sell £0.00		Sell £0.00		
Distrib	butions					
្លែ KYC st	itatus	Settlement due for purchases	0	Settlement due fo	r repurchases	0
📃 Report	rting	27/06/2023	0	27/06/2023		0
Secure	e messaging	More details	£0.00	More details		£0.00
🗐 Docum	ments	Total deals split by method	Mor	th-to-date Year-to-date	Total deals by metho	Month-to-date Year-to-date
Oser m	management				METHOD © TRAD	IES 💠 NET AMOUNT 🗘
o <mark>ta</mark> User h	history		-		EMX 0	£0.00
					Calastone 0	£0.00
SO Super	er One : tr user		No data available yet		Other 0	£0.00

# User account created-first sign in email verification

If you were the initiating user in the Distributor registration, and you nominated yourself as a user, your user account will be created as part of registration to use the portal.

Once Distributor account creation is approved, you will receive an email informing you that your account has been created and that you can sign in.

### Prerequisites

• You were the initiating user and nominated yourself as a user during the registration to use the portal.

#### Sign in:

1. Select the link in the email.

#### Note

Since you have previously created an account in the distributor portal, select the second link.



### Information



#### Result

ÇZilo		Have a question? Contact us	
			$\leftarrow$ Please sign in
	Teachage Look March In-Jack • Reg C-Operan • Sectored	Nachapa S ands Nacro exec • Reg Cognizer • Let (2002)	Email address
	1000.001 1000.001 1000.001 1000.000	Inditionent As has the effect 55 Taxanton C55,000.00	Password
	Andread gibts refer	(weak)     (weak)	By signing in you agree to the <u>Terms and Conditions</u>
		1 m 2 1000	
			Forget paramet?
Terms & Cond	ditions	How to use portal?	

2. Enter your Email address.

$\leftarrow$ Please sign in	
Email address martynbailey@mailsac.com	

3. Enter your Password.

### Information

– Please sign in	
Email address martynbailey@mailsac.com	
Password	. 0

4. Select to agree to the terms of use.

#### Information



### Result

On agreeing to the terms and conditions, the *Continue* button becomes available.

By signing in you agree to the <u>Terms and Conditions</u>
Continue
Forgot password?

5. Select Continue.

#### Result



### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

#### Example

ÇZilo	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		$\leftarrow$ Setup Two factor verification
		Please select from one of the options below
	Martings Later Martings And	<ul> <li>Send to my mobile (****** 36)</li> </ul>
	tones day the day 45	<ul> <li>Send to my email (mr*****@mailsac.com)</li> </ul>
		Contine Two Factor Authentication (2HA) via code to your mobile priore is the primary authentication methods. 2HA via Canali as a unot term temporary operation via and will be reacted by an attemative
		opcion ni vier codine, i primiri, primiri menci un primiri y arr option via a mobile phone.
Terms & Condit	tions How to use the portal?	

6. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.

#### Result

$\leftarrow$ Two factor verification
Enter the verification code sent to you on your email mt*****@mailsac.com
Enter email verification code 363080 ×
Enter the 6 digit code sent to Expires in 04:30 minutes mr*****@mailsec.com
By signing in you agree to the Terms and Conditions
Continue

### Example

€Zilo
Access verification
As requested, your one-time passcode is 363080

7. Enter the email verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

### Example

$\leftarrow$ Two factor verified	cation
Enter the verification code sent to you mr******@mailsac.com	i on your email
Enter email verification code 363080	×
Enter the 6 digit code sent to mr******@mailsac.com	Expires in 04:30 minutes
By signing in you agree to the Terms and Cond	itions
Continue	

On entering the code, the *Continue* button becomes available.

8. Select Continue.

## Result

On successful login, you are taken to the Distributor Portal Dashboard.

A Aegon	S Dashboard	tonese th da	2110		
Dashboard					Switch Client
🛐 Holdings					
Cal Accounts	Total buys & sells		Total buys & sells		
Bank accounts	Month to-date		Year to-date		
🔒 Trades	• Buy £0.00		Buy £0.00		
ন্ত্রো Cash	Sell £0.00		Sell £0.00		
Distributions					
ູ້ດີ KYC status	Settlement due for purchases	0	Settlement due for	repurchases	0
Reporting	27/06/2023	U	27/06/2023		U
Secure messaging	More details	£0.00	More details		£0.00
Documents	Total deals split by method	Mont	th-to-date Year-to-date	Total deals by method	Month-to-date Year-to-date
Oser management				METHOD © TRADES	0 NET AMOUNT 0
o¦a User history		-		EMX 0	£0.00
				Calastone 0	£0.00
SO Super One E Super user	No d	ata available yet		Other 0	£0.00

# Authorised signatory account created-first time sign in email verification

If you are nominated as an authorised signatory, you will receive an email.

As an authorised signatory(s) you must review and approve the application. If you do not approve the application, registration cannot proceed. A portal account will not be created, and the full functions of the portal cannot be used.

### Sign in:

1. Select the link in the email.

### Information

	ÇZilo
	Application request submitted
Dear He	elene De Vere,
We have re and sign in cannot proc	selved a request to set up an account with Aegon UK. Please click here to the Distributor portal and review the application. The application seed until you have reviewed the information provided.
Dear He We have re and sign in cannot proc	fene De Vere, ceved a request to set up in account with Algon UC Please cick <u>here</u> no the Distributor pontil and review the application. The application and until you have recovered the information provided.

### Result

<ul> <li>Receive 2FA code</li> </ul>
Please select from one of the options below
) Send to my mobile (****** 36)
) Send to my email (jw*****@mailsac.com)
Confirm
vo Factor Authentication (2FA) via code to your mobile phone is primary authentication method. 2FA via Email is a short term mporary option only and will be replaced by an alternative stion in due course. If possible, please select the primary 2FA tion via a mobile enhone.

### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

2. Select Send to my email.

### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

### Example

ÇZilo	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		← Setup Two factor verification
	Marchan 	Please select frem one of the sptons below Send to any mobile (****** 36) Send to any enable (****** 36) Send to any enail (any ******@mailsiac.com)
		Confirm They Factor Automotication (FITA) via coste to your noble phone to they primary automotication method. 2024 via 6 total is a short term temporary option more and well be hospitaced by a sitemature option to de a costes. If peakille, plassa select the primary 27A option via a noble prione.
Terms & Conditio	ns How to use the portal?	

### 3. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.

### Result

ion
our email
×
Expires in 04:30 minute

### Example

<b>Ç</b> Zilo
Access verification
As requested, your one-time passcode is 363080

4. Enter the email verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

#### Example



### Information

On entering the code, the *Continue* button becomes available.

5. Select Continue.

、	
Almost done, just enter your new password below.	
New password	6
Re-enter password	0
By signing in you agree to the Terms and Conditions	
Change Password	

6. Enter your new password.

### Information

This password must meet the minimum requirements:

Requirement type	Requirement
Length	8-16 characters
Character type	Alphanumeric- both letters and numbers
Case	Lower and upper cases

7. Re-enter the same password.

#### Note

You should carefully review the terms and conditions of use. To gain access you must agree to the terms and conditions of use.

8. Agree to the terms and conditions of use.

### Information

By signing in you agree to the <u>Terms and Conditions</u>

### Result

On agreeing to the terms and conditions, the *Continue* button is available.



9. Select Continue.



ÇZilo		Have a question? Contact us		
			$\leftarrow$ Please sign in	
1	ar han Lank Int to data has to owner ar Houses	Sea Sues S ande Verse to ante • • a conjugación	Email address	
100	00.001 00.001 0.000 0.000 0.000 0.000 0.000	Internet due from the effort Discolation Meridiania	Password	O
North 1		Mathematic and the second se	By signing in you agree to the Te	ms and Conditions
1	5	No. 0 0000		
			Forgot password	7
Terms & Condition	ns	How to use portal?		

10. Enter your Email address.

### Example

$\leftarrow$ Please sign in	
Email address martynballey@mailsac.com	

11. Enter your Password.

### Information

– Please sign in	
Email address martynbailey@mailsac.com	
Paccusof	

### Note

You should carefully review the terms and conditions of use.

12. Select to agree to the terms of use.

### Information

By signing in you agree to the <u>Terms and Conditions</u>

#### Result

On agreeing to the terms and conditions, the *Continue* button is available.



13. Select Continue.

### Note

By selecting *Continue*, you are agreeing to the terms and conditions of use.

### Result

- Receive 2FA code
Please select from one of the options below
<ul> <li>Send to my mobile (****** 36)</li> <li>Send to my email (jw******@mailsac.com)</li> </ul>
Confirm
wo Factor Authentication (2FA) via code to your mobile phone is the primary authentication method. 2FA via Email is a short term emporary option only and will be replaced by an alternative ption in due course. If possible, please select the primary 2FA

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

14. Select Send to my email.

### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

### Example

<b>ÇZilo</b>	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		Setup Two factor verification  Resex setect from one of the options below
	Marcana - Andream -	Send to my mobile (****** 36)  Send to my email (mr*****@mailsac.com)
		Control The 7 place Anternation (PNA) bit does the space adult place on the place you wanterclock on performance of the space of the space temporary calculation calculate and with the space place of a alternative option in due course. If pushion, plases select the pirmary 2FA option via a mobile plane.
Terms & Condit	ions How to use the portai?	

15. Select Confirm.

### Information

Selecting confirm means that the code will be sent to your registered email address.

#### Result

Two factor verification

Enter email verification code	×
Enter the 6 digit code sent to mr*****@mailsac.com	Expires in 04:30 minutes
By signing in you agree to the Terms and Conditions	
Continue	

### Example



16. Enter the email verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

### Example

$\leftarrow$ Two factor verification					
Enter the verification code sent to you on your email mr******@mailsac.com					
Enter email verification code 363080	×				
Enter the 6 digit code sent to mr*****@mailsac.com	Expires in 04:30 minutes				
By signing in you agree to the <u>Terms and (</u>	Conditions				
Continu	Je				

### Information

On entering the code, the *Continue* button becomes available.

17. Select Continue.

### Result

Authorised	Signatory		powered by 🌾 Z	lo	HD Helene De Vere :
User requests Below requests are pendi	ng for your approval				VIEW HISTORICAL
	FUND COMPANY		÷ REQUESTED BY	REQUESTED DATE TIME	ACTION
Neologica Investments	Aegon UK	01255482	Tara Fitzpatrick	08/03/2023 14:42	View Form Authorise Reject
					< 1 > 10/page v

You will be able to view a summary of the access request.

18. Select View Form.

#### by III.ZIII Authorised Signatory HD Helene Authorised signatory User requests 8 - User requests / Application details Important Please note, as part of your review and authorisation of the data entered, you will be required to agree to the Declarations and Consents (including the Terms & Conditions) below, as part of your authorisation. If you agree to the declarations and consents, please return to the "Authorisation" screen, and click on "Authorise". Subject to any other required authorisations your account will then be established. Alternatively, if you have any queries about the information shown on the View Form screen, please return to the "Authorisation" screen and click on "Reject". Your account will not then be established, and you can take up any issues that you have with the input of your information. Prior to placing any investment in the Aegon Asset Management UK ICVC fund range, please read up-to-date versions of: The Aegon Asset Management UK ICVC Prospectus and the Key Investor Information Document (KIID) for the share class of the fund(s) in which you are investing. The Prospectus and KIID include details of the objectives, risks and fund charges, plus other relevant information specific to your chosen fund(s); • The Supplementary Information Document (SID) which contains practical and useful information about investing with Aegon Asset Management UK ICVC; and The Aegon Asset Management UK ICVC Institutional Application Terms and Conditions Document. The Aegon Asset Management Privacy Statement which explains how your personal data is processed Click here for links to these documents As part of your account set-up process you need to self-certify your residency for tax purposes. Please click here for explanatory notes relating to the self-certification process, Tax Regulations require Aegon Asset Management to obtain information about each investor's tax residency. In some circumstances (including if we do not receive a valid self-certification from you) we are required to share information about your account(s) with HMRC who may in turn share this information with tax authorities in other jurisdictions. Please note that investment in shares in Aegon Asset Management UK ICVC by or on behalf of US Persons (as defined in the Prospectus) is not permitted. Application number: ZILO1678286294580 Fund company: Aegon UK

#### Company details Entity type: Financial Institution

Registered name: Neologica Investments Legal form: Limited liability company Company registration number: 01255482 Country of registration: United Kingdom Registration date: 08/04/2013 Website: ---Registered address: 5-7 Lime Street London United Kingdom E9 7RS Correspondence address: 5-7 Lime Street London United Kingdom E9 7RS First name: --Last name: --Role: --Phone number: --Mobile number: --Email address: --

#### Tax details

GIN: 457894.45825.LE.468 FATCA entity: Foreign Financial Institution (FFI) FATCA classification: Financial Institution / Partner Jurisdiction Financial Institution CSS entity: Financial Institution (FE) CRS classification: NRFI - International Organization Tax residency Primary residency: United Kingdom TIN: 295482930 Are you a US person?: No

Beneficiary details (UBO)
Bank details - Redemption account
Account holder/Owner name: Neologica Finance Europe Limited
Bank name: Cavendish Bank
Account number: 23748423
Account currency: GBP
Sort code: 202456
Bank details - Distribution account
Account holder/Owner name: Neologica Finance Europe Limited
Bank name: Cavendish Bank
Account number: 23748423
Account currency: GBP
Sort code: 202456
Authorised signatory - 1
Full name: Helene De Vere
Email address: hdevere@mailsac.com
Phone number: +44 7458196936
Administrator super user - 1
Automission super user 1
Email address: akhan@mailsac.com
Phone number: +44 7458196936
Administrator super user - 2
Fun induction Minimulation and
Erhal aduress: utcpatrix@mailsac.com
Documents
Account designation:
Account mandate: Pay away
Consents and Declarations
Coverall Renunciation Consent
We the renistened holder(s) from time to time of units/stance in Aeron Asset management (IKIC) with you Aeron Asset Management (IKIC) is the management (IKIC) with the second asset Management (IKIC) is the management (IKI
ne en regelere maar (e) men une e anno e
i) accept our general authority hereby given via this declaration/authorisation, as a renunciation of the units/shares we may from time to time sell back to Aegon via any authorised channel,
ii) nay the settlement proceeds of all redemotions of units/shares to our named account holder by Easter navments or CHADS to our specified Redemotion Account(s) and

- iii) dispense with the requirement for separate renunciation for each redemption of units/shares
- In consideration of Aegon's:
- i) accepting the above renunciation of units/shares; and

ii) settling the redemption proceeds as above

We hereby renounce title to any such units/shares and undertake that we: (i) will not seek to claim against Aegon for any costs, losses or expenses that we may incur; and (ii) will indemnify Aegon against any claims, losses and costs and expenses Aegon incurs; in each case as result of Aegon's acting in good faith in accordance with this declaration/authorisation pursuant to any error; omission, negligence, or fraud by a member of our staff, contractors, or agents. We further agree to provide individual former of renuclation in relation to specific transactions and such other information as Aegon may from time to time require. This authorisation/declaration shall remain in force unless and until amended or withdrawn by us.

#### Declarations

- We confirm that we have read and retained the most up-to-date Key Investor Information Document (KIID), Supplementary Information Document (SID) and prospectus for any Aegon Asset Management UK ICVC fund purchase we make.
- We confirm that we have read the Aegon Asset Management UK ICVC Institutional Application Terms and Conditions Document and agree that the terms and conditions in that document shall govern the contract
  between Aegon Asset Management UK PIc and us, together with the Aegon Asset Management UK ICVC prospectus current at the date of any application for shares in Aegon Asset Management UK ICVC for the contract.
- We confirm that any information we provide to Aegon Asset Management UK PIc is complete and accurate to the best of our knowledge and belief, that we have all necessary consents and rights to provide such information, and that we will notify Aegon Asset Management UK PIc immediately should any information provided cease to be complete and accurate in any respect. ons we have
- We acknowledge that information we provide regarding our tax status and residency and information regarding the account holder and (where applicable) any beneficial owners or other controlling per identified may be reported to the tax authorities of the country in which our account(s) pare maintained and exchanged with this authorities of another country or countries in which the account holder resident where these countries (or tax authorities in those countries) have entered into Agreements to exchange financial account information.
- We confirm that any application made by us for shares in Aegon Asset Management UK ICVC funds will not be made in violation of any applicable law or regulation and that the shares subscribed for will not be
   acquired and will not be held in violation of such applicable law or regulation.
- We undertake to identify any beneficial owners (within the meaning of Regulation 6 of the Money Laundering Regulations 2007) and to notify Aegon Asset Management UK Pic as soon as possible of any changes to the identity and/or details of beneficial owners. We acknowledge that Aegon Asset Management UK PIc reserves the right at any time to: (a) request further information to identify any investor or any other beneficial owners if required; and (b) to refuse any
  application to invest if, in its reasonable opinion, it does not obtain sufficient evidence to confirm the identity of investors, including beneficial owners.
- We confirm that we are not a US Person (as defined in the Aegon Asset Management UK ICVC prospectus) and that the shares we apply for are not being acquired directly or indirectly by or on behalf of, or for the
  account of, a US Person, an 'employee benefit plan' (as defined in Section 313) of the US. Employee Retirement Income Security Act 1974) or a plan' (as defined in Section 4975(e) (11) of the US. Internal Revenue
  Code 1986). We further confirm that we will not? Aegon Asset Management UK plan the event that we become a US Person or hold the shares on behalf of, or for the account or benefit of, a US Person. We confirm our agreement that any additional investment that we may in future seek to make in the shares Aegon Asset Management UK ICVC funds shall be made on the basis of the statements set out above

#### Note

You should carefully review the form.

19. Select the back arrow to return to the authorisation screen.

#### Information

<

ACTION			
View Form	Authorise	Reject	

The Authorise and Reject buttons are available.

20. Select Authorise.

#### Note

If Reject is selected the set-up process will fail.

### Result

On authorisation, the approval request will no longer be visible. However, selecting *View Historical* with the slider will enable you to view the request.

요 Authorised Signatory		powered by 《ZIIC	)		HD Helene De Vere Authorised signatory
User requests Below requests are pending for your approv	al				
INSTITUTION NAME	NY 🔶 REGISTRATION ID	÷ REQUESTED BY	÷ REQUESTED DATE TIME	REQUESTED STATUS	÷ ACTION
Neologica Investments Aegon UK	01255482	Tara Fitzpatrick	08/03/2023 14:54	Authorised	View Form

# Multi-user

# Multi-user signing into the Distributor Portal-mobile phone verification

You must sign-in to the Distributor Portal. The method of signing in is the same for all

user types: super user, dealer, user, or authorised signatory.

In this example, the user has multiple user accounts with different clients.

### Prerequisites

- An account must have been created.
- You must have verified your mobile phone number.

### Log-in to the Distributor Portal:

1. Navigate to the Distributor Portal.

#### Result

<b>ÇZilo</b>	Have a question? Contact us	
		Welcome to Zilo Distribution Portal Please select from the option below
Martine Land Martine Land - Constants - C	Material half           • Accession           • Accession           Material half half half           Material half half half half           Status           Status           Status           Status	Existing user Sign in
Set description website	3000         Match Network         3000           4000         Match Network         3000	New user Set up
Terms & Conditions	How to use portal?	

2. Select Existing User.

#### Information



#### Result

<b>Ç</b> Zilo	Have a question? Contact us	
		$\leftarrow$ Please sign in
Statilitys & us boyes to ear • Sec 400000		Email address
Robbinst da	1 billion Bar Alan Bar Mar Mar Mar Mar Mar Mar Mar Mar Mar M	Password
Freed monts upplicity = monts - = mont =		<ul> <li>By signing in you agree to the <u>Terms and Conditions</u></li> </ul>
1		
		Funget password?
Terms & Conditions	How to use portal?	

3. Enter your *Email address*.

#### Information

$\leftarrow$	Plea	se s	ign ir	ı	
Email a marty	<sup>ddress</sup> nbailey@	mailsac.	com		

4. Enter your Password.

#### Information

$\leftarrow$ Please sign in	
Email address martynbailey@mailsac.com	
Password	•~ 0

5. Select to agree to the terms of use.

#### Information

By signing in you agree to the <u>Terms and Conditions</u>

#### Result

On agreeing to the terms and conditions, the *Continue* button becomes available.



6. Select Continue.

#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

7. Select Confirm.

Selecting confirm means that the code will be sent to the default option, your registered mobile phone number.

### Result

$\leftarrow$ Two factor verification				
Enter the verification code sent to you on your mobile number ending with xxxxxx 0415				
Enter phone verification code				
Enter the 6 digit code sent to 7****0415 Expires in 04.55 minutes				
By signing in you agree to the <u>Terms and Conditions</u>				

### Example

Sender: Zito	
Your one time passcode is 379	953 — 3 seconds ago

8. Enter the Phone verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

#### Example

$\leftarrow$ Two factor verification				
Enter the verification code sent to you on your mobile number ending with xxxxxx $3\delta$				
Enter mobile verification code 379953	×			
Enter the 6 digit code sent to *****28 Expres in 04:32 minutes By signing in you agree to the Terms and Canditions				
Continue				

#### Information

On entering the code, the *Continue* button becomes available.

9. Select Continue.

Argon Fund company	Dashboard	proventary of ZIIO		
Dashboard				
E Holdings				
Pg Accounts		***		
Bank accounts				
Ra Trades		Select client		
() Cesh			ign off	
Distributions		Select client *		
[2] NYC status				
E Reporting	Authorised Signatories			
G Secure messaging	A CONTRACT OF A CONTRACT.	1. mm		
Documents				
User management				
al <mark>ter User Natory</mark>				< 1 > 10/page <
KS Kim Sessions 1				Switch Client

10. Select a client from the drop-down menu.

### Information

Select client Big Company plc ac GROSS - Client ID - 0000005026	× •
Big Company plc ac GROSS - Client ID - 0000005026	
Big Company plc ac PRIVATE - Client ID - 0000005027	

#### Result

elect client	
Select client Big Company plc ac PRIVATE - Client ID - 0000005027	× *
Continue	

The Continue button becomes available.

11. Select Continue.

On successful login, you are taken to the *Distributor Portal Dashboard* for the client selected.

A	Aegon Fund company	Dashboard	powered ay	ę-2110		
•	Dashboard					Switch Client
3	Holdings					
0.	Accounts	Total buys & sells Month to-date		Total buys & sells	Total buys & sells	
6	Bank accounts			Year to-date		
80	Trades	• Buy £0.00		Buy £0.00		
9	Cash	Sell £0.00		Sell £0.00	<ul> <li>Sell £0.00</li> </ul>	
ná	Distributions					
323	KYC status	Settlement due for purchases	0	Settlement due for	repurchases	0
	Reporting	27/06/2023	0	27/06/2023		0
Ð	Secure messaging	More details	£0.00	More details		£0.00
Ð	Documents	Total deals split by method		onth-to-date Year-to-date	Total deals by method	Month-to-date Year-to-date
٢	User management				METHOD 0 TRADES	0 NET AMOUNT 0
010	User history		_ •		EMX 0	£0.00
			4 <b>8</b> 5		Calastone 0	60.03
so	Super One : Super user		No data available yet		Other 0	£0.00

Note: you can switch back to the client drop down menu by pressing Switch Client.



# Multi-user signing into the Distributor Portal-email verification

You must sign-in to the Distributor Portal. The method of signing in is the same for all user types: super user, dealer, user, or authorised signatory.

In this example, the user has multiple user accounts with different clients.

#### Prerequisites

- An account must have been created.
- You must have verified your email address.

### Log-in to the Distributor Portal:

1. Navigate to the Distributor Portal.

#### Result

<b>ÇZilo</b>		Have a question? Contact us	
			Welcome to Zilo Distribution Portal Please select from the option below
Hadrid Gamera	Horse subset the second subset set second subset set	Markage and Normality         Image: Comparison of the comparison of t	Existing user Sign in
		Number         March 1         Number / Number           March 1         March 1         March 1           March 1         March 1         March 1           March 1         March 1         March 1           March 1         Number 1         Number 1	New user Set up
Terms & Condition	ns	How to use portal?	

2. Select Existing User.

#### Information



<b>Ç</b> Zilo	Have a question	n? Contact us		
			$\leftarrow$ Please sign in	
Tetal Supe II a Instanto - una Biog 100000 a Sur 200000	Nor North State Lands		Email address	
Reflected of 10.0000071 Mont.doctor	at to the cleant data from the		Password	O
Tate man-spitts = 1001			By signing in you agree to the <u>Terms and Conditions</u>	
9				
			Forgot password?	
Terms & Conditions	How b	o use portal?		

3. Enter your Email address.

### Information

$\leftarrow$ Please	sign i	n	
Email address martynbailey@mail	sac.com		

4. Enter your Password.

#### Information

← Please sign in	
Email address martynbailey@mailsac.com	
Password	0

5. Select to agree to the terms of use.

#### Information



### Result

On agreeing to the terms and conditions, the *Continue* button becomes available.



6. Select Continue.

#### Result



#### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

7. Select Send to my email.

Selecting *Send to my email* means that the code will be sent to your registered email address.

### Example

ÇZilo	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		← Setup Two factor verification
	And and a second	Sand to my mobile (***** 36)     Gend to my email (me************************************
		There Faunce Antheneticscico (FAF via Locote to your module phone is the prinnery automaticmented and FAV and that is a short term temporary and/one in your and will be represented by an alternative control of the antibility phases execut to a prinnery 2PA option via a mobile phone.
Terms & Condit	ions How to use the portal?	

8. Select Confirm.

### Information

Selecting confirm means that the code will be sent to your registered email address.

### Result

$\leftarrow$ Two factor verification						
Enter the verification code sent to you on your email me*****@mailsac.com						
Enter email vertification code X						
Enter the 6 digit code sent to Expires in 04:30 minutes mr*****@mailsec.com						
By signing in you agree to the Tarms and Conditions						
Continue						

### Example

¢Zilo	
Access verification	
As requested, your one-time passcode is 363080	

9. Enter the email verification code.

### Note

The code is time sensitive. You have 5 minutes to enter the code.

### Example



### Information

On entering the code, the *Continue* button becomes available.

10. Select Continue.

### Result

Argan Find company	
Dashboard	
[]] Haldings	
Eg. Accounts	
Die Bank accounts	
Ig. Tester	Select client
@ Cash	
nà Distributions	Select client *
30 KYD status	
E Reporting	Authorized Dignatories
G Secure messaging	
Documents	
<ul> <li>User management</li> </ul>	
ng Unerbistory	
KS Kim Sessions	Brits Cent

12. Select a client from the drop-down menu.

#### Information

g Company plc ac GROSS -			
	Client ID - 0000005	026	× •
- 0		0.0.0	0
ig company pic ac GRUSS -	client ID - 0000005	026	

### Result

Select client	
Select client Big Company plc ac PRIVATE - Client ID - 0000005027	× •
Continue	

The Continue button becomes available.

13. Select Continue.

#### Result

On successful login, you are taken to the *Distributor Portal Dashboard* of the client selected.

A	Aegon Fund company	S Dashboard	bonnesa ak di	2110		
۲	Dashboard					Switch Client
3	Holdings					
2;	Accounts	Total buys & sells		Total buys & sells		
6	Bank accounts	Month to-date		Year to-date		
Ð	Trades	<ul> <li>Buy £0.00</li> </ul>		Buy £0.00		
3	Cash	<ul> <li>Sell £0.00</li> </ul>		Sell £0.00		
ná	Distributions					
R	KYC status	Settlement due for purchases	0	Settlement due for	r repurchases	0
	Reporting	27/06/2023	U	27/06/2023		U
Ð	Secure messaging	More details	£0.00	More details		£0.00
۲	Documents	Total deals split by method	Mon	th-to-date Year-to-date	Total deals by method	Month-to-date Year-to-date
۲	User management				METHOD © TRADES	0 NET AMOUNT 0
20	User history		-		EMX 0	£0.00
					Calastone 0	£0.00
so	Super One : Super user		No data available yet		Other 0	£0.00

Note: you can switch back to the client drop down menu by selecting *Switch Client*.



# User switching between clients

When you are logged into one client, you can switch to another client from within the Distributor portal.

### Prerequisites

- You have been given access to more than a single client user account.
- You have logged into one of the clients.

### Switch:

1. Select Switch Client.

#### Information

A Aegon	arry	S Dashboard	bowered by $\theta_{ij}$	2110		
(*) Dashboa	rd					Switch Client
E Holdings						
2 Accounts		Total buys & sells		Total buys & sells		
🔓 Bank acc	counts	Month to-date		Year to-date		
🔒 Trades		Buy £0.00		Buy £0.00		
l Cash		Sell £0.00		Sell £0.00		
다. Distribut	ions					
୍ବିଠ୍ରି KYC stat	us	Settlement due for purchases	0	Settlement due for	repurchases	0
E Reportin	g	27/06/2023		27/06/2023		
Secure n	nessaging	More details	£0.00	More details		£0.00
🗐 Documer	nts	Total deals split by method	Mor	th-to-date Year-to-date	Total deals by method	Month-to-date Year-to-date
(3) User mar	nagement				METHOD 0 TRADE	S © NET AMOUNT ©
o <mark>la</mark> User hist	tory		-		EMX 0	£0.00
					Calastone 0	£0.00
SO Super us	One : ser	N	lo data available yet		Other 0	£0.00



#### Result



2. Select a different client from the drop-down menu.



# Account management

# Signing into the Distributor Portal-email verification code expires

You must sign-in to the Distributor Portal. The method of signing in is the same for all user types: super user, dealer, user, or authorised signatory.

### Prerequisites

- An account must have been created.
- You must have verified your email address.

### Log-in to the Distributor Portal:

1. Navigate to the Distributor Portal.

#### Result

ÇZilo	Have a question? Contact u	
		Welcome to Zilo Distribution Portal Please select from the option below
	Money-line         Annual Municipal           1-bicassis         Annual Municipal           1-bicassis         Annual Municipal           Money-line         Money-line           Money-line         Money-line           Money-line         Money-line           Money-line         Money-line           Money-line         Money-line           Money-line         Money-line	Existing user Sign in
		New user Set up
Terms & Conc	litions How to use portal	

2. Select Existing User.

#### Information

	Existing user Sign in
--	--------------------------

#### Result

<b>ÇZilo</b>		Have a question? Contact us	
			$\leftarrow$ Please sign in
	Testinguit and Testi in cost In accounting In accounting	Nor August sum           ************************************	Email address
	100,000 400 400 400 400 400 400 400 400 4	Anticent for the start 55 transmin transmin 875,030.00	Password
		Next         Next And Space where         Next And Space where         Next And Space where           Next         Next And Space where         Next And Space where         Next And Space where           Next And Space where         Next And Space where         Next And Space where         Next And Space where	By signing in you agree to the <u>Terms and Conditions</u>
			Fungel gaussen dl
Terms & Cone	ditions	How to use portal?	

3. Enter your *Email address*.



4. Enter your Password.

### Information

– Please sign in	
Email address martynbailey@mailsac.com	
Password	. 0

5. Select to agree to the terms of use.

### Information

By signing in you agree to the <u>Terms and Conditions</u>

### Result

On agreeing to the terms and conditions, the *Continue* button becomes available.



6. Select Continue.

### Result

- Receive 2FA code
Please select from one of the options below
<ul> <li>Send to my mobile (****** 36)</li> <li>Send to my email (jw*****@mailsac.com)</li> </ul>
Confirm
vo Factor Authentication (2FA) via code to your mobile phone is e primary authentication method. 2FA via Email is a short term mporary option only and will be replaced by an alternative ption in due course. If possible, please select the primary 2FA

### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

7. Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

### Example

ÇZilo	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
	Nexue •	Setup Two factor verification      Please select from one of the options below      Send to my mobile (************************************
		Two Factor Authentication (2FA) via code to your mobile phone is the primary authentication method. 2FA via Email as a uncit term termporary optication or your will be payled by an alternative option in due course. If possible, please select the primary 2FA option via a mobile phone.
Terms & Condit	tions How to use the portal?	

8. Select Confirm.

### Information

Selecting confirm means that the code will be sent to your registered email address.

#### Result

$\leftarrow$ Two factor verifi	cation		
Enter the verification code sent to yo mr******@mailsac.com	u on your email		
Enter email verification code 363080	×		
Enter the 6 digit code sent to	Expires in 04:30 minutes		
By signing in you agree to the Terms and Candilions			
Continue			

## Example

ĘZilo
Access verification
As requested, your one-time passcode is 363080

9. Enter the email verification code.

#### Note

The code is time sensitive. You have 5 minutes to enter the code.

#### Example



### Information

On entering the code, the *Continue* button becomes available.

10. Select Continue.

#### Result

<b>ÇZilo</b>	Have a technical problem with signing in – please contact us on +44 20 3917 4474.	
	A constraint of the second sec	C Two factor verification Methods with standard states Methods with states and states are states are states Methods with states are states are states Methods with states are states

The verification code has expired.

11. Select Resend code.

### Information

A code is sent to the Email address that you registered with.

12. Enter Email verification code.

### Note

The code is time sensitive. You have 5 minutes to enter the code.

#### Information

The Continue button become available.

13. Select Continue.

### Result

On successful login, you are taken to the Distributor Portal Dashboard.

	Aegon Fund company	Dashboard	bannes th d	2110		
۲	Dashboard					Switch Client
Ceo	Holdings					
2	Accounts	Total buys & sells		Total buys & sells		
60	Bank accounts	Month to-date		Year to-date		
89	Trades	<ul> <li>Buy £0.00</li> </ul>		<ul> <li>Buy £0.00</li> </ul>		
3	Cash	Sell £0.00		Sell £0.00		
nŝ	Distributions					
392	KYC status	Settlement due for purchases	0	Settlement due for	repurchases	0
	Reporting	27/06/2023	0	27/06/2023		0
0	Secure messaging	More details	£0.00	More details		£0.00
۵	Documents	Total deals split by method	Ma	th to date Year to date	Total deals by methor	d Month-to-date Year-to-date
٢	User management				METHOD 0 TRADE	ES 0 NET AMOUNT 0
0 <sup>10</sup>	User history				EMX 0	£0.00
					Calastone 0	0.03
so	Super One : Super user		No data available yet		Other 0	£0.00

# Resetting your password

You can reset your password at any time from within the portal. Select your profile icon on the bottom left corner of the portal. The profile icon can be selected from any screen within the portal.

This example shows a super user. All user types can reset their password in the same way.

### **Prerequisites:**

• You are logged into the Distributor Portal.

#### Reset password:

1. Navigate to your profile icon.

### Example



2. Select the profile icon.

#### Result

A new pane is opened offering 3 options: My profile, Reset password or Logout.

3. Select Reset password.

### Result

A new pane appears.

Current password	× 0
New password	0
Confirm password	©

4. Enter your New password.

#### Information

This password must meet the minimum requirements:

Requirement type	Requirement
Length	8-16 characters.
Character type	Alphanumeric- both letters and numbers.
Case	Lower and upper cases.
Uniqueness	Must not be the same as the previous 6.
Validity period	Must be changed every 90 days.

5. Re-enter your New password.

#### Result

The *Reset* password button becomes available.

6. Select Reset password.

### Result

You are automatically logged out. You can sign in using your new password.

ÇZilo	Have a question? Contact us	
		$\leftarrow$ Please sign in
Tetrational Scotte Exercision Scotte • Replacements • Sectorements	Test have 8 adm	Email address
fieldersart das to the elser 1000.0007 Mill.anzen E.665,6	45 Settleaset 4 as from the effect 55 tradescent water many 655,000.000	Password
Indexions splits probed # NEXT = 1 Control 1 = DEXT 		By signing in you agree to the <u>Terms and Conditions</u>
		Poget pasaword?
Terms & Conditions	How to use portal?	

7. Enter your *Email address*.

#### Information

$\leftarrow$ Please sign in	
Email address martynbailey@mailsac.com	

8. Enter your Password.

#### Information

$\leftarrow$ Please sign in	
Email address martynbailey@mailsac.com	
Password	•~ ©

9. Select to agree to the terms of use.

#### Information

	By signing in you agree to the	Terms and Conditions
_		

### Result

\_\_\_\_

On agreeing to the terms and conditions, the *Continue* button becomes available.

By signing in you agree to the <u>Terms and Conditions</u>	
Continue	
Forgot password?	

10. Select Continue.

### Result

$\leftarrow$	Receive 2FA code	
Please select from one of the options below		
Send to my mobile (****** 36)     Send to my email (jw*****@mailsac.com)		
	Confirm	
Two Fa the prin tempor option i option	tor Authentication (2FA) via code to your mobile ph ary authentication method. 2FA via Email is a short ry option only and will be replaced by an alternative due course. If possible, please select the primary : a a mobile phone.	term P 2FA

### Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

11. Select Send to my email.

### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

#### Example

ÇZilo	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		C Setup Two factor verification     Present two or of the option solution     of the option solution     of the option solution     of the option solution     control     Determined the option of the option
Terms & Conditi	ions How to use the portal?	

12. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.
$\leftarrow$ Two factor verification				
Enter the verification code sent to you on your email me******@mailsac.com				
Enter email verification code	×			
Enter the 6 digit code sent to Expires in 04:30 minutes mr******@mailsec.com				
By signing in you agree to the Terms and Conditions				
Continue				

## Example

<b>Ç</b> Zilo
Access verification
As requested, your one-time passcode is 363080

A one-time-passcode (OTP) will be from ZILO<sup>™</sup>. Enter the numerical OTP into the prompt screen. The OTP will expire after 5 minutes. If an OTP expires you must request a new one.

13. Enter the verification code.

## Note

The code is time sensitive.

## Information

On entering the code, the *Continue* button becomes available.

14. Select Continue.



# Resetting your password multiple client user accounts sign into the same account

You can reset your password at any time from within the portal. Select your profile icon on the bottom left corner of the portal. The profile icon can be selected from any screen within the portal.

This example shows a super user. All user types can reset their password in the same way. The super user has Distributor Portal user accounts with multiple clients.

## **Prerequisites:**

• You are logged into the Distributor Portal.

## **Reset password:**

1. Navigate to your profile icon.

## Example



2. Select the profile icon.

## Result

A new pane is opened offering 3 options: *My profile*, *Reset password* or *Logout*.

3. Select Reset password.

## Result

A new pane appears.

lease enter the details below		
Current password	× ©	
New password	٥	
Confirm password	©	

4. Enter your New password.

## Information

This password must meet the minimum requirements:

Requirement type	Requirement
Length	8-16 characters.
Character type	Alphanumeric- both letters and numbers.
Case	Lower and upper cases.
Uniqueness	Must not be the same as the previous 6.
Validity period	Must be changed every 90 days.

5. Re-enter your New password.

## Result

The Reset password button becomes available.

6. Select Reset password.

## Result

You are automatically logged out. You can sign in using your new password.

<b>ÇZilo</b>		Have a question? Contact us		
			$\leftarrow$ Please sign in	
	Telefihage Earth Month to-date • Ser etteoperation	Natives 4 and Native 40	Email address	
	forthousest data to the obset 455 VOIDUDET	Testisweet due fore the effect 55 transverse testisment ESS,000.00	Password	
14 	Ad dash gili ky velked and an		By signing in you agree to the <u>Terms and Conditions</u>	
	5	No. 8 6068		
			Forgot password?	
Terms & Conditio	ons	How to use portal?		

7. Enter your Email address.

## Information



8. Enter your Password.

## Information

← Please sign in	
Email address martynbailey@mailsac.com	
Password	•- ©

9. Select to agree to the terms of use.

## Information

By signing in you agree to the <u>Terms and Conditions</u>

## Result

On agreeing to the terms and conditions, the *Continue* button becomes available.

By signing in you agree to the <u>Terms and Conditions</u>	-			
Continue				
Forgot password?				

10. Select Continue.

### Result

$\leftarrow$ Receive 2FA code
Please select from one of the options below
<ul> <li>Send to my mobile (****** 36)</li> <li>Send to my email (jw******@mailsac.com)</li> </ul>
Confirm
Two Factor Authentication (2FA) via code to your mobile phone is the primary authentication method. 2FA via Email is a short term temporary option only and will be replaced by an alternative option in due course. If possible, please select the primary 2FA option via a mobile phone.

## Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

11. Select Send to my email.

#### Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

## Example

<b>ÇZilo</b>	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		← Setup Two factor verification Please select time one of the options below
	All and a second	Ised to my mobile (***** 34)     Send to my email pre-************************************
Terms & Condition	ns How to use the portal?	

12. Select Confirm.

#### Information

Selecting confirm means that the code will be sent to your registered email address.

— Two factor verification				
Enter the verification code sent to you on your email mr******@mailsac.com				
Enter email verification code	×			
Enter the 6 digit code sent to Exp mr******@mailsac.com	ires in 04:30 minutes			
By signing in you agree to the Terms and Conditions				
Continue				

## Example

<b>«Zilo</b>
Access verification
As requested, your one-time passcode is 363080

A one-time-passcode (OTP) will be from ZILO<sup>TM</sup>. Enter the numerical OTP into the prompt screen. The OTP will expire after 5 minutes. If an OTP expires you must request a new one.

13. Enter the verification code.

## Note

The code is time sensitive.

## Information

On entering the code, the *Continue* button becomes available.

14. Select Continue.

## Result

Asgon Tund company	Dashboard	promotion (CZHO		
		Select client		
			agn off	
		Select client *		
	Authorised Signatories			
	AUTHORISED SIGNATORY MAKE	2 800148	1 ATTN	
				1 10/page V
				Switch Client

15. Select the required client from the drop-down menu.

## Information

Salart diret	
Big Company plc ac GROSS - Client ID - 0000005026	× *
	- Clo
Big Company pic ac GROSS - Client ID - 0000005026	
Big Company pic ac PRIVATE - Client ID - 0000005027	

## Result

The Continue button becomes available.

Select client	
Select client Big Company plc ac PRIVATE - Client ID - 0000005027	× *
Continue	

16. Select Continue.

## Information

The super user selects the same client portal in which they reset their password.

A	Aegon	Dashboard	bonarea ek 🧟	2110		
	runu company					Curlate Officer
۲	Dashboard					Switch Client
[2]	Holdings					
0.	Accounts	Total buys & sells		Total buys & sells		
6	Bank accounts	Month to-date		Year to-date		
80	Trades	Buy £0.00		Buy £0.00		
9	Cash	Sell £0.00		Sell £0.00		
ŝ	Distributions					
92.	KYC status	Settlement due for purchases	0	Settlement due for	repurchases	0
	Reporting	27/06/2023	0	27/06/2023		0
	Secure messaging	More details	£0.00	More details		£0.00
Ħ	Documents	Total deals split by method	Mont	h-to-date Year-to-date	Total deals by method	Month-to-date Year-to-date
٢	User management				METHOD © TRADES	0 NET AMOUNT 0
010	User history				EMX 0	£0.00
					Calastone 0	60.03
so	Super One Super user		No data available yet		Other 0	£0.00

## Resetting your password multiple client user accounts- signing into a different client portal

You can reset your password at any time from within the portal. Select your profile icon on the bottom left corner of the portal. The profile icon can be selected from any screen within the portal.

This example shows a super user. All user types can reset their password in the same way. The super user has Distributor Portal user accounts with multiple clients.

## **Prerequisites:**

• You are logged into the Distributor Portal.

## **Reset password:**

1. Navigate to your profile icon.

## Example



2. Select the profile icon.

## Result

A new pane is opened offering 3 options: My profile, Reset password or Logout.

3. Select Reset password.

## Result

A new pane appears.

urrent password	× O
lew password	0
onfirm password	0

4. Enter your New password.

## Information

This password must meet the minimum requirements:

Requirement type	Requirement
Length	8-16 characters.
Character type	Alphanumeric- both letters and numbers.
Case	Lower and upper cases.
Uniqueness	Must not be the same as the previous 6.
Validity period	Must be changed every 90 days.

5. Re-enter your New password.

## Result

The *Reset* password button becomes available.

6. Select Reset password.

## Result

You are automatically logged out.

<b>ÇZilo</b>		Have a question? Contact us		
			$\leftarrow$ Please sign in	
	Traditional Socials Birell Tordan • the DEDIMINENT • the DEDIMINENT	Testing Lank Testing Assesses • Seconsesse	Email address	
	Lot Level die to the class 45 12062107 Texasion 645,000.00	Tertiment dia fun lia dist LUGBER Manager Manager	Password	
	Material of the other		By signing in you agree to the <u>Terms and Conditions</u>	
	5	0 x x 1000		
			Forget password?	
Terms & Cond	itions	How to use portal?		

7. Open a different Client Distributor portal.

<b>ÇZilo</b>		Have a questio	in? Contact us		
				$\leftarrow$ Please sign in	
	Teldapilati Sectorelati	Testings Lada		Email address	
	• big 14000.00	• hy (14)3939			
	12/01/0121 44 start 45 45 45 45 16 16 16 16 16 16 16 16 16 16 16 16 16	Tableout due from the client 555		Password	0
	Ted such uptily without	Notation         Notation         Notation           Marcal         Notation         Notation		By signing in you agree to the <u>Terms and Conditions</u>	
	5	a. a aus			
				Forget password?	
Terms & Con	ditions	How	to use portal?		

8. Enter your *Email address*.

Information

Email address	
kevinhart@mailsac.com	
Kevnina (genalisae.com	

9. Enter your *Password*.

## Information

Email address kevinhart@mailsac.com	
Password	Ū

9. Select to agree to the terms of use.

#### Information

By signing in you agree to the <u>Terms and Conditions</u>

## Result

On agreeing to the terms and conditions, the *Continue* button becomes available.

<b>×</b>	By signing in you agree to the <u>Terms and Conditions</u>
	Continue
	Forgot password?

10. Select Continue.

## Result

$\leftarrow$ Please sign in	
Email address	
Password	Ū
Username and/or password are incorrect, please note to account will be locked after 3 incorrect attempts	hat the
By signing in you agree to the <u>Terms and Condition</u>	<u>15</u>
Please do not add this page to your favourites. If you would like site to your favourites please add the previous page.	to add this
Forgot password?	

An error message is displayed. If you change your password in one client portal, the passwords in other client portals are unchanged.

To sign into this portal, you must use the appropriate password.

## Resetting your password-forgotten password

If you forget your password, you can request that your password is reset from the login page.

A request to reset your password requires authorisation.

## **Reset password:**

1. Navigate to the Distributor Portal.

## Result

ÇZilo		Have a question? Contact us	
			Welcome to Zilo Distribution Portal Please select from the option below
	Not have a set of the State St	Marines Look 14 a millions 14 a millions 15 a millions 16 a mi	Sign in
		Norm         Terminic units         Terminic units <thterminic th="" units<="">         Terminic units<th>New user Set up</th></thterminic>	New user Set up
Terms & Cond	litions	How to use portal?	

2. Select Existing User.

## Information



## Result



3. Select Forgot password?

## Information



Email ad	dress
	I'm not a robot
	I'm not a robot

4. Enter your email address.

## Information

This is your username and the email address you used when you registered.

5. Select Request to reset password.

## Result

An email is sent to your email account with instructions on how to reset your password.

Password reset requests, in the case of forgotten passwords, require authorisation.

## Example

€Zilo
Password reset request
Dear Kevin Hunter,
An inquested, your password inquest has been subnotised. Please dick on the attached link to hange your password ligh. This link will remain active for 24 hours after which you will have to request another password reset.

6. Select the link.

## Result

New password	× ©
Provide a second s	
Re-enter password	× (i)

- 7. Enter New password.
- 8. Re-enter new password.

## Result

The Change Password button becomes available.

9. Select Change Password.

<ul> <li>Receive 2FA code</li> </ul>
Please select from one of the options below
) Send to my mobile (****** 36) ) Send to my email (jw*****@mailsac.com)
Confirm
vo Factor Authentication (2FA) via code to your mobile phone is e primary authentication method. 2FA via Email is a short term mporary option only and will be replaced by an alternative tion in due course. It ossible nelease select the orimary 2FA

## Information

You can choose to receive a verification code by text to your registered mobile phone number, or by email to your registered email account.

By default, the code will be sent to your registered mobile phone number.

10. Select Send to my email.

## Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

## Example

ÇZilo	Have a technical problem with signing in – please contact us on +44 20 4525 0196.	
		Setup Two factor verification Page sets two and if a called later
	NARE AND	Send to my mobile (****** 36) Send to my enal (or ****** genalise.com) Comm
		The Factor Anthendication (274) via costi to your mobile privan is the primary automotication method. 226 via facatal is a short tem temporary option regist and life in registed private option is due costina. 2 possible glasses arbitrat the primary 27A option via a mobile private.
Terms & Condit	tions How to use the portal?	

11. Select Confirm.

## Information

Selecting confirm means that the code will be sent to your registered email address.

$\leftarrow$ Two factor verification	tion
Enter the verification code sent to you on mr******@mailsac.com	your email
Enter email verification code	×
Enter the 6 digit code sent to mr******@mailsac.com	Expires in 04:30 minutes
By signing in you agree to the <u>Terms and Conditions</u>	
Continue	

## Example

€Zilo
Access verification
As requested, your one-time passcode is 363080

A one-time-passcode (OTP) will be from ZILO<sup>TM</sup>. Enter the numerical OTP into the prompt screen. The OTP will expire after 5 minutes. If an OTP expires you must request a new one.

12. Enter the verification code.

## Note

The code is time sensitive.

#### Information

On entering the code, the *Continue* button becomes available.

13. Select Continue.

## Result



14. Enter your Email address.

## Information



15. Enter your Password.

#### Information

← Please sign in	
Email address martynbailey@mailsac.com	
Password	•~ ©

16. Select to agree to the terms of use.

## Information

By signing in you agree to the <u>Terms and Conditions</u>

## Result

On agreeing to the terms and conditions, the *Continue* button becomes available.

<b>~</b>	By signing in you agree to the <u>Terms and Conditions</u>
	Continue
	Forgot password?

17. Select Continue.

## Result

		$\leftarrow$ Receive 2FA code
Terfoqe Look Mich In-dae • Sep c43,000	Total Social & Sache Team Co-deal • Kuy Kalijanaka • Kuy Kalijanaka	Please select your option to receive the 2FA code
tertilement data to the class? 45 10/02/2017 Terministri	Attiment due fam the direct 1206/3001 With Mith	Send to my email (m****s()gmaiLcom)
Text darks up it by method		Send to my mobile (079****9871)
S	New D DANK	Confirm

18. Select Send to my Email.

## Information

Selecting *Send to my email* means that the code will be sent to your registered email address.

## Example

		$\leftarrow \texttt{Receive 2FA code}$
Teach loops & cells Menth 1s - date • Sup (41,0020) • Suf (81,0020)	Tech loge & ante Tech to clink = & actionation	Please select your option to receive the 2FA code
Settlement due to the client 45 12/06/2021 Micr. Atalia E45,000.00	Settlement due from the client 555 too soost	Send to my email (m*****@gmail.com)
Total dasht spill by method  • DEX = 6 damma 1 + DEX  ···· ··· ··· ··· ··· ··· ··· ··· ···	Normania Marina Indonesia panahari Manania Marina Indonesia Manania Marina Marina Manania	Send to my mobile (079****9871)
	Ammon         B         Ammon           Fer         B         B         Ammon	Confirm

19. Select Confirm.

Information

Selecting confirm means that the code will be sent to your registered email address.

Result

$\leftarrow$ Two factor verifica	tion
Enter the verification code sent to you on mr******@mailsac.com	your email
Enter email verification code	×
Enter the 6 digit code sent to memory genalses com	Expires in 04:30 minutes
By signing in you agree to the Terms and Conditions	1
Continue	

## Example

ÇZilo	
Access verific	ation
As requested, your one-time pass	code is 363080

A one-time-passcode (OTP) will be from ZILO<sup>™</sup>. Enter the numerical OTP into the prompt screen. The OTP will expire after 5 minutes. If an OTP expires you must request a new one.

20. Enter the verification code.

## Note

The code is time sensitive.

## Information

On entering the code, the *Continue* button becomes available.

21. Select Continue.

## Result

Aegon Fund company	Dashboard	promotive & ZilO		
<ul> <li>Dashboard</li> </ul>				
E Holdings				
Pa Accounts		808		
Bank accounts				
Rg. Trades	Select	lient		
() Cash			sign off	
nà Distributions	Select d	ent 👻		
[Q] KYC status				
E Reporting	Authorised Signatories			
Secure messaging	And and a second second second			
Documents				
Over management				
n <mark>in</mark> User history				
KS Kim Sessions :				

22. Select the required client from the drop-down menu.

## Information

elect client	
Big Company plc ac GROSS - Client ID - 0000005026	× •
	Clo
Big Company plc ac GROSS - Client ID - 0000005026	
Big Company plc ac PRIVATE - Client ID - 0000005027	

## Result

The Continue button becomes available.

Select client		
Select client Big Company plc ac	PRIVATE - Client ID - 0000005027	× •
	Continue	

23. Select Continue.

## Information

A Aegon	87V	Dashboard	powers of the	-2110 		
② Dashboar	rd					Switch Client
Holdings						
2 Accounts		Total buys & sells		Total buys & sells		
Bank acc	counts	Month to-date		Year to-date		
ED Trades		Buy £0.00		Buy £0.00		
🗐 Cash		Sell £0.00		Sell £0.00		
Distributi	ions					
ୁନ୍ତୁ KYC state	us	Settlement due for purchases	0	Settlement due for	repurchases	0
E Reporting	9	27/06/2023	0	27/06/2023		0
Secure m	nessaging	More details	£0.00	More details		£0.00
Documer	nts	Total deals split by method		Vier for data	Total deals by method	Month-No-date Your-To-date
Oser mar	nagement				METHOD 0 TRADES	0 NET AMOUNT 0
ola User hist	lory				EMX 0	60.03
					Calastone 0	£0.00
SO Super of Super us	One :		No data available yet		Other 0	£0.00

## Viewing the terms and conditions of using the portal before logging in

You can view the terms and conditions of using the portal at any time from the Distributor portal landing page.

## View:

1. Navigate to the Distributor Portal.

Result

ÇZilo		Have a question? Contact us	
			Welcome to Zilo Distribution Portal Please select from the option below
	Arthous Land Arthous Land Sec 20,000,00 Sec 20,000,000,00 Sec 20,000,000,000,00 Sec 20,000,000,000,000,00 Sec 20,000,000,000,000,000,000,000,000,000,	Textreme text	Existing user Sign in
1000 1000 1000 1000 1000 1000 1000 100			New user Set up
Terms & Condition	ns	How to use portal?	

2. Select Terms & Conditions.

## Information



## Result

You are taken to the terms and conditions for using the portal.

## Viewing the terms and conditions of using the portal while logging in

You can view the terms and conditions while logging in to the Distributor portal.

## View:

1. Navigate to the Distributor Portal.

## Result



2. Select Existing User.

## Information

	Existing user
<u> </u>	Sign in

#### Result

ÇZilo	Have a question? Contact us	
		$\leftarrow$ Please sign in
Technol 4 cm	Morrison Fash Mar or All	Email address
bettersteller	45 testanda fan fan fan de S55 testande 555 testande 555	Password
		By signing in you agree to the <u>Terms and Conditions</u>
		Forget password?
Terms & Conditions	How to use portal?	

3. Select Terms and Conditions.

## Information



## Result

You are taken to the terms and conditions of using the portal.

## Logging out of your account

When you are logged into the Distributor portal you can log out of your account. After a period of inactivity, you will be automatically logged out- logging out when you leave your computer is good security practice.

## Log out:

1. Navigate to your profile icon.

## Information



2. Select the profile icon.

## Result

A new pane is opened offering 3 options: *My profile*, *Reset password* or *Logout*.

3. Select Logout.

## Result

You are logged out from your account.

<b>ÇZilo</b>		Have a question? Contact us	
			$\leftarrow$ Please sign in
	Technol Link Institution Processes	Tortius task 14 a state 2 a statester	Email address
	1000000 1000000 1000000 1000000 1000000 100000	Tarting and Augustan Section 555	Password
			By signing in you agree to the <u>Terms and Constitions</u>
	SP .	8m 3 0.000	
			Furget password?
Terms & Cond	litions	How to use portal?	

## Viewing your profile

Your profile provides information about your account including your account type.

## View:

1. Navigate to your profile icon.

## Information



2. Select the profile icon.

## Result

A new pane is opened offering 3 options: *My profile*, *Reset password* or *Logout*.

3. Select My profile.

## Result

Your profile information is displayed.

	My profile ×		
	DA Super user	er name Serco	
	First name distachoiderone X	0 Action Charles Action	
	Last name x admintavo x Country code Mobile number x	Standard User Active	
	44 (United Kingdom,      After selecting county code please add your mobile number removing the leading 0 - example     07861155 <sup>11</sup> should be entered as 7861155 <sup>114</sup>	Super User Locked P Edit U	
	timiliaores distacholder ladmin2@malisac.com Role		
	orhu roat		
	Save Details		
DA distacholdero i Superiorer			

## Document history

Document history is recorded in reverse chronological order.

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RG	24/06/23			Amended to reflect the
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