NBI Portal for client account access

User guide

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Click on the section of your choice

NATIONAL BANK INVESTMENTS

For advisor use only (2020/01).

NBI Portal for client account access

Configuration requirements

Browser and application

Chrome	version 38 or higher
Internet Explorer	version 9 or higher
Adobe Reader plug-in	version 7 or higher

If you are using a different web browser or an earlier version than those mentioned above, you may experience difficulties with some of the features in the NBI Portal for client account access. In addition, you will need the “Adobe Reader plug-in” to view the reports.

Screen resolution

Registration	870 pixels in height or more
Authentication	725 pixels in height or more

If your screen resolution is lower than the required set above, you will not be able to view the page entirely. Therefore, you should reduce the display of the browser window so that all fields are displayed.

› **To reduce the display:** click “Ctrl-”
› **To return to the initial display:** click “Ctrl+”

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Access for IA assistants

To grant their IA assistant access to the NBI Portal for client account, investment advisors can contact us by email or phone.

Email

Email **dealer.services@nbc.ca** with the following information:

› IA assistant's name
› assistant's email address
› dealer code
› all delegated representative codes

Telephone

Contact us at **1-866-771-7695**.

The advisor must be on the phone to confirm access authorization.

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Homepage header overview

Username	This section allows you to view or modify your profile, add or delete a representative code and log out of the NBI Portal for client account access.
As of **2015-09-15**	All the information in the NBI Portal for client account access is as of the last evaluation date.
IA Codes: All	If you have selected an IA code, the number of codes selected will appear in this box.
Selection: None	This box indicates how many clients/accounts/fund codes are selected.
Search...	The search box helps you find an account or a client quickly. You can only search for information that is visible in the selected tab (e.g., Clients or Accounts).

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Tab overview

IA Codes	If you have more than one IA code, you can select one in this section. It can help you refine your search.
Clients	Client list
Accounts	Client account list
Portfolio	To view the funds held by a selected client or account.
Transactions	To view the transactions made in your clients' accounts since December 31, 2009.
Securities	List of mutual funds and their price
Reports	Access to all reports
Tax Slips	Access to your client's tax slips for the current fiscal year

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Tax Slips Report

Tax slips are available from the “Clients” and “Accounts” tabs. Only one client/account can be selected at a time. If more than one is selected, the Tax Slips section will not be available.

Steps to follow:

1. Click on the “Clients” tab
2. In the “Search” box, type in your client’s name

3. Select the client by clicking on the checkbox next to their name
4. Click on the “Tax Slips” tab. This will open a tax slips window with two options: no data available or a list of tax slips

5. Select the tax slip and click on “OK”. A PDF version of the document will be displayed.

NOTES

› The NBI Portal for client account access only offers tax slips for the current fiscal year. In accordance with Canada Revenue Agency (CRA) rules, no. T5 tax slip is issued unless the amount of dividends and/or interest totals $50 or more.

› This report is available in more than one tab. In this guide, the “Clients” tab is used for illustration purposes.

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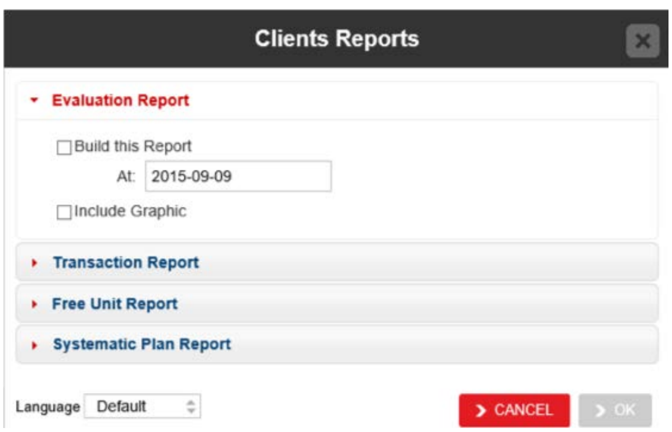
Evaluation Report

This report is available from the following tabs: “Clients”, “Accounts” and “Portfolio”. You can generate more than one report at a time, depending on which tab you have selected.

Steps to follow:

1. Click on the “Clients” tab
2. In the “Search” box, type in your client’s name

3. Select the client by clicking the checkbox next to their name
4. Click on “Reports”. It will open the following window:



5. Click on “Evaluation Report”
6. Click on “Build this Report” and indicate the desired date
7. Click on “Include Graphic”, if you wish to do so
8. Select the desired language
9. Click on “OK”

NOTE

› This report is available in more than one tab. In this guide, the “Clients” tab is used for illustration purposes.

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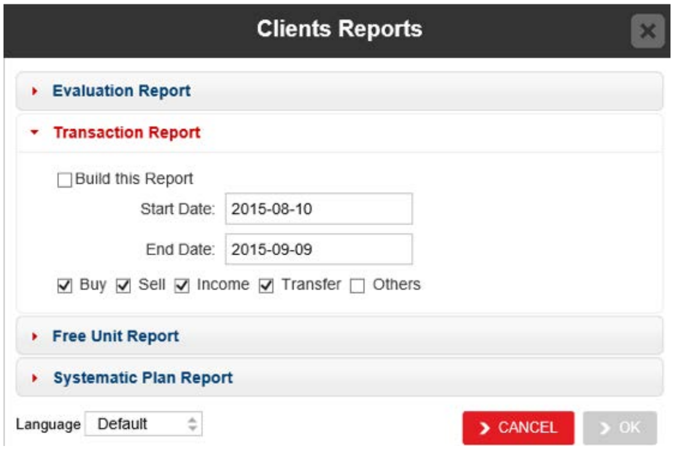
Transaction Report

This report is available from the following tabs: “Clients”, “Accounts” and “Securities”. You can generate more than one report at a time.

Steps to follow:

1. Click on the “Clients” tab
2. In the “Search” box, type in your client’s name

3. Select the client by clicking the checkbox next to their name
4. Click on “Reports”. It will open the following window:



5. Click on “Transaction Report”
6. Click on “Build this Report”, and select the desired period
7. Select the type of transaction you wish to include in the report (“Buy”, “Sell”, etc.).
8. Select the desired language
9. Click on “OK”

NOTE
› This report is available in more than one tab. In this guide, the “Clients” tab is used for illustration purposes.

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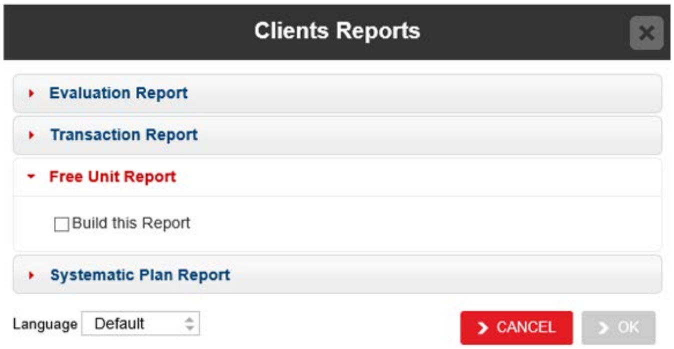
Free Unit Report

This report is available from the following tabs: “Clients” and “Accounts”. You can generate more than one report at a time.

Steps to follow:

1. Click on the “Clients” tab
2. In the “Search” box, type in your client’s name

3. Select the client by clicking the checkbox next to their name
4. Click on “Reports”. It will open the following window:



5. Click on “Free Unit Report”
6. Click on “Build this Report”
7. Select the desired language
8. Click on “OK”

NOTE

› This report is available in more than one tab. In this guide, the “Clients” tab is used for illustration purposes.

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Systematic Plan Report

This report is available from the following tabs: “Clients” , “Accounts” and “Securities”. You can generate more than one report at a time.

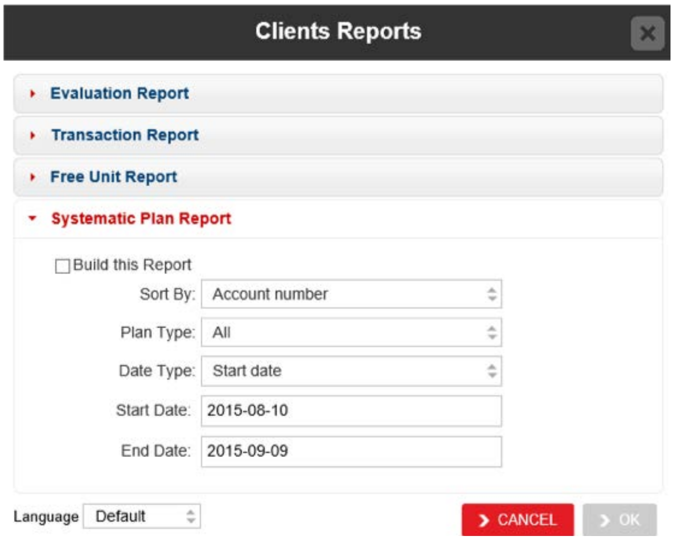
Steps to follow:

1. Click on the “Securities” tab

2. In the “Search” box, type in your client’s name

3. Select the client by clicking the checkbox next to their name

4. Click on “Reports”. It will open the following window:



5. Click on “Systematic Plan Report”

6. Click on “Build this Report”

7. Enter the requested information to generate the report

8. Select the desired language

9. Click on “OK”

NOTE

› This report is available in more than one tab. In this guide, the “Clients” tab is used for illustration purposes.

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Trailer Fees Report

This report is only available from the “Securities” tab.

If you have more than one IA code registered, you must select at least one code before generating this report.

Steps to follow:

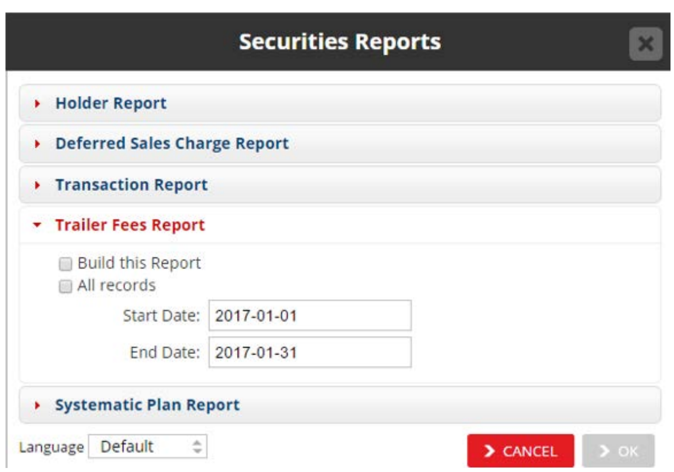
1. If applicable, click on the “IA code” tab, select a code, then click on “OK”

2. Click on the “Securities” tab

3. In the “Search” box, type in the fund code

4. Select the fund by clicking the checkbox next to the fund code

5. Click on “Reports”. It will open the following window:



6. Click on “Trailer Fees Report”

7. Click on “Build this Report”

8. Click on “All records”, if applicable

9. Specify the requested period and select the desired language

10. Click on “OK”

Trailer fees are paid on a monthly basis.

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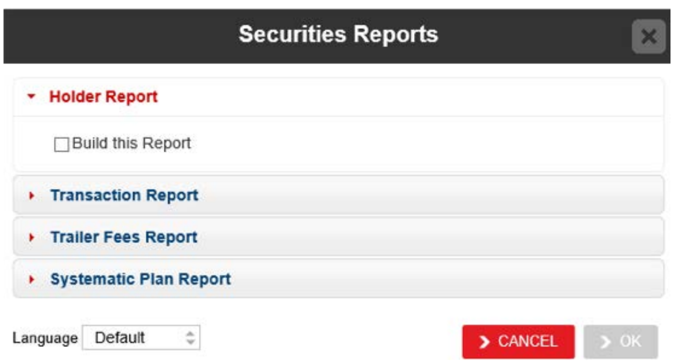
Holder Report

This report is only available from the “Securities” tab.

Steps to follow:

1. Click on the “Securities” tab
2. In the “Search” box, type in the fund code

3. Select the fund by clicking the checkbox next to their fund code
4. Click on “Reports”. It will open the following window:



5. Click on “Holder Report”
6. Click on “Build this Report”
7. Select the desired language
8. Click on “OK”

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Deferred Sales Charge Report

This report is only available from the "Securities" tab.

Steps to follow:

1. Click on "IA Codes", select at least one code and click on "OK"
2. Click on the "Securities" tab
3. Click on "Reports". It will open the following window:

4. Click on "Deferred Sales Charge Report"
5. Select "Build this Report" and "All records"
6. Select the desired language
7. Click on "OK"

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Report summary

Which tab can I use to generate a report?

	Clients	Accounts	Portfolio	Securities
Tax Slips	X	X		
Evaluation Report	X	X	X	
Transaction Report	X	X		X
Free Units Report	X	X		
Systematic Plan Report	X	X		X
Trailer Fees Report				X
Holder Report				X

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Need help?

CONTACT US

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dealer.services@nbc.ca

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