

STIFEL

Portfolio Accounting

ePortfolio - The Internet-based front end for Stifel's Portfolio Accounting System.

Credentials

- Once your credentials are established, you will access Stifel's Portfolio Accounting service at <https://eportfolio.stifel.com>.
- The first time you login to the site you may see a message asking you to change your password. If so, click the "Change Password" button next to the login button.

The screenshot shows a login interface with a pink warning banner at the top that reads "Your Password Expires in 736518 days. Please change your password!". Below the banner are two input fields: "User ID:" containing "user@email.com" and "Password:" with masked characters. At the bottom of the form are two buttons: "Login" and "Change Password". A "Disclaimer" link is located below the buttons.

- Here are the required password parameters. Once logged in you have the capability to change your password at any time by clicking on "Change Password" in the top banner. Please note Stifel requires your password to contain the following:
 - **Password Parameters**
 - **Exactly 8 characters**
 - **At least 1 Upper Case letter**
 - **At least 1 lower case letter**
 - **1 and only 1 number**
 - **1 and only 1 special character (@#\$%)**
- Click the Save button at the far right on the Change Password screen to save.

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Portfolio Home

- On the home page of the site you will see the value information of your portfolio(s) along with the date as of which the information is current. You can enter information on new purchases under the Actions on the far right of the page
- Clicking on your portfolio name will take you to your portfolio detail showing the individual security information and giving you the option to buy, call, sell, or change pledging & safekeeping.
- You have the ability to search or sort by each of the columns on this page.

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Report Access

- Click the Download File button near the top of the screen
- You can choose to access your favorite files at the top of the page under Favorite Files or below that you can access your full report set under the Portfolio Lists section.
- To select your favorite reports click the Add Favorites link in the top right corner of the page. A list of all available reports will appear and you can check the box to the left of each report you want added.
- In the Portfolio Lists section, you have the option of selecting Analytic Reports or Zip Files. The Analytic Reports section shows you all of the individual reports you have for the month. The Merged PDF files have all of these reports combined into one file. The Zip File reports allow you to download all of the reports at once and save them in one location.

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Data Entry

Purchase

Stifel Activity – Your portfolio is updated systematically when you trade with Stifel unless you have requested to enter these trades yourself

Non-Stifel Activity – Enter transaction specific data to update your portfolio related to activity outside of Stifel.

- Click the Portfolio Home button.
- To the far right you can choose Buy in the "Actions" column.
 - Enter the CUSIP, broker name and safekeeping location from the drop down menus. (note: if no CUSIP is available, please email the following detail to bondaccounting@stifel.com) Issue Date
 - Maturity Date
 - Coupon Rate (also indicate if the security is a Fixed or Floating Rate)
 - First Coupon Date
 - Day Count Method (i.e. 30/360, Actual/360, etc.)
 - Payment Frequency (monthly, quarterly, annual, etc.)
 - Enter the Original Face, Price, Trade Date, Settlement Date, FASB 115 Intent, Accounting Method, Purchase Factor, and Interest from your trade ticket.
 - The Accounting Method for all treasuries, agencies, corporate and municipal securities should be Level Yield Pro Econ method.
 - The Accounting Method for all MBS securities should be Level Yield Pro Acctg MBS w Adj Pydwns.
 - The Accounting Method for all CMO securities should be Level Yield Pro Acctg CMO/MBS w Adj Pydwns/Yld Input.
 - The Accounting Method for equities should be Constant Price.
- There is no need to enter the Amortize to Date. The date will default to the current calendar date and will be updated by Stifel according to the details of the position being entered.
- The Par Value and Principal Amount will populate based on the Original Face, Price, and Purchase Factor entered.
- If the position is pledged that can be entered in the two fields at the bottom of the page.
- Click the Save button at the bottom once you're ready to submit the trade.
- After clicking the Submit button your screen should be refreshed displaying the Saved Successful message along with your Transaction ID.

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Sale / Call

- Click on your portfolio from the home page to access a listing of all the securities currently held by your institution.
- You can search for the position using the boxes under each of the columns or by sorting the columns.
- Select Sell or Call from the Actions column on the far right of the page.
- Input the Face Amount, Price, Trade Date and Settlement Date of the transaction.
- This will populate the Par Value, Principal, Interest & Net Money on the trade. Please note the interest on the trade may not populate correctly as the position will usually need to be processed before reflecting the correct accrued amount.
- Click Save and the Saved Successful message should appear along with the Transaction ID.

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Pledge/Safekeeping

- After locating the position needing to be updated, select the Pledge/Safekeeping option under the Actions column
- You will then be taken to the detail screen showing the current pledge summary and safekeeping location of the position
- To add a new pledge, select Add New under the Pledges section
 - Select the From Date based on the date the pledge was initiated. The To Date is generally the maturity date of the bond. If the bond has been called in the future it will need to be set to the call date. If there is an error with the amount available on the date selected it is likely due to this reason.
 - The From Safekeeping field is where the position is currently held and the pledged face amount is based on the unpledged amount held at this location. If the location is not changing the To Safekeeping field will be the same, otherwise the new location can be selected from the dropdown.
 - Click Save on
- Pledges can be edited or deleted using the Actions in the Pledge Detail screen. ce finished and a Saved Successful message will appear.
- Safekeeping locations are changed using the Transfer Unpledged button under the Pledge Summary section. To change the location for pledged items you can either delete the pledge and re-enter it under the new location or edit the pledge and change the To Safekeeping location.

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Transaction Detail

- This section shows you information on activity that has been entered for your portfolio online including transaction numbers and the person who entered the information
- Please note that Stifel transactions will not show here since they are entered into the system directly unless you have requested to enter these trades yourself
 - Issue Date
 - Maturity Date
 - Coupon Rate (also indicate if the security is a Fixed or Floating Rate)
 - First Coupon Date
 - Day Count Method (i.e. 30/360, Actual/360, etc.)
 - Payment Frequency (monthly, quarterly, annual, etc.)
 - Call Schedule & Call Price