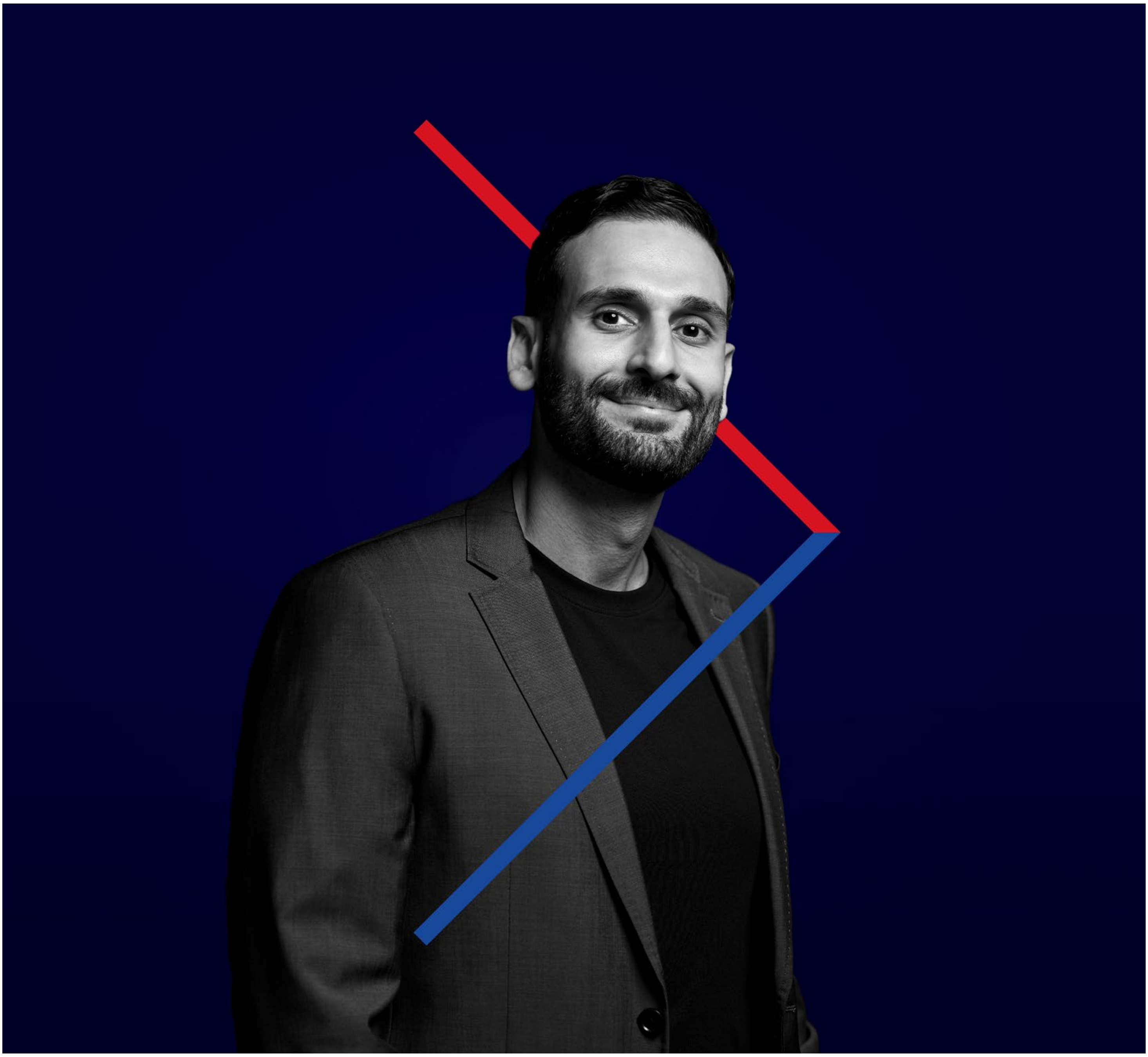
CFS Edge Investor Portal User Guide

1 April 2025



Contents

Welcome to CFS Edge

CFS Edge
Locked Bag 20130
Melbourne VIC 3001

1300 769 619

www.cfs.com.au/cfsedge/member

Login to your account

investor.cfsedge.com.au/Login

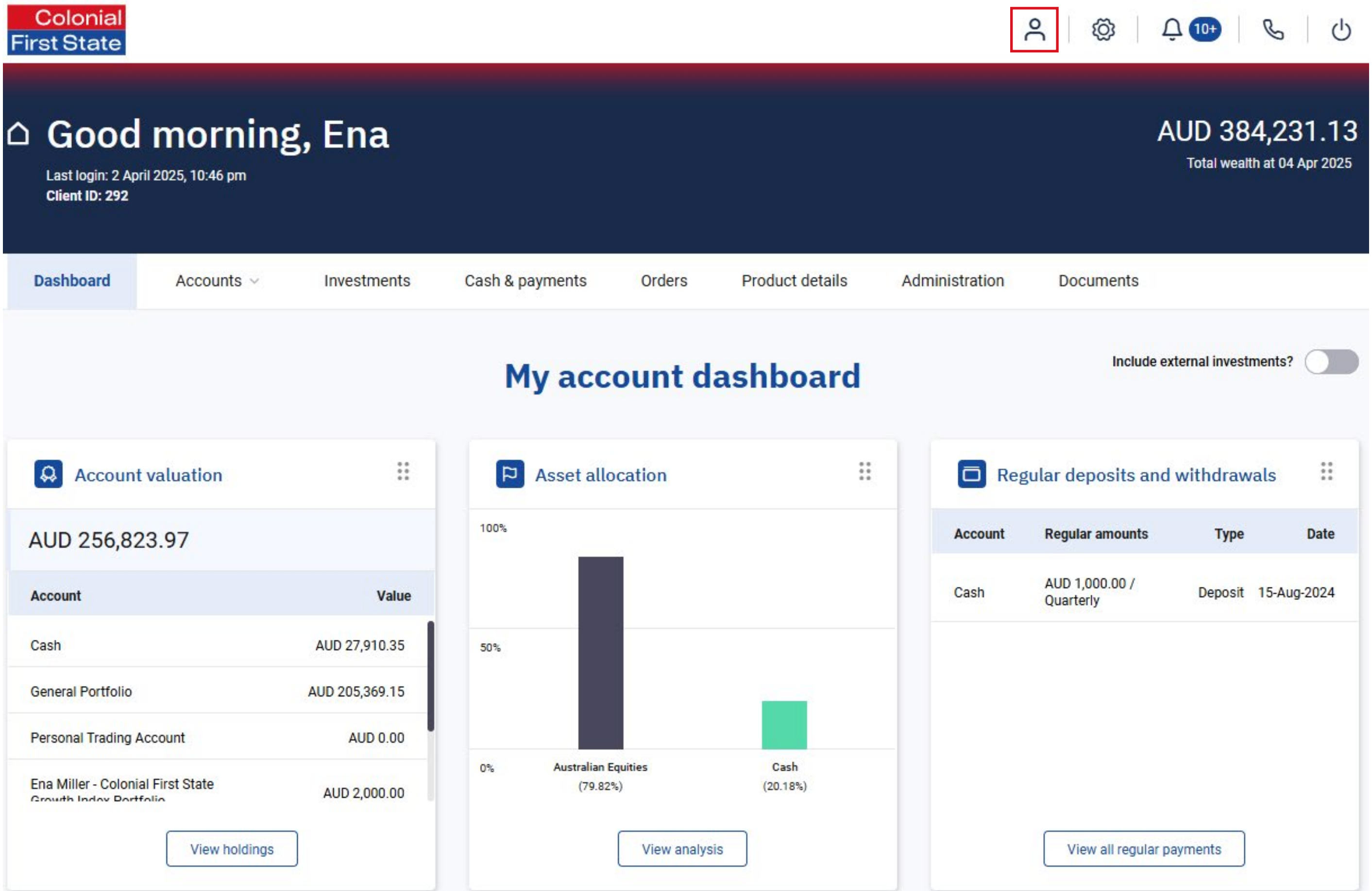
Can't log in?

Click 'Forgot username' and we'll email you your details. Call your adviser to update your details or call us on 1300 769 619.

Your account at a glance

Access a summary view of your account via your account **dashboard**.

You can view other accounts within your wealth portfolio by selecting the **User icon** at top of your dashboard.

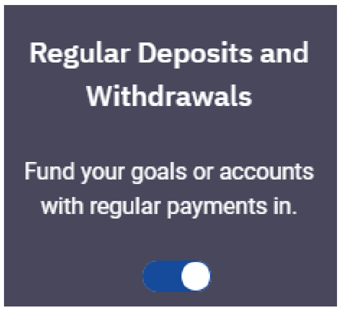


Customise your account dashboard

Click **Manage widgets** at the bottom of your dashboard to personalise your display.

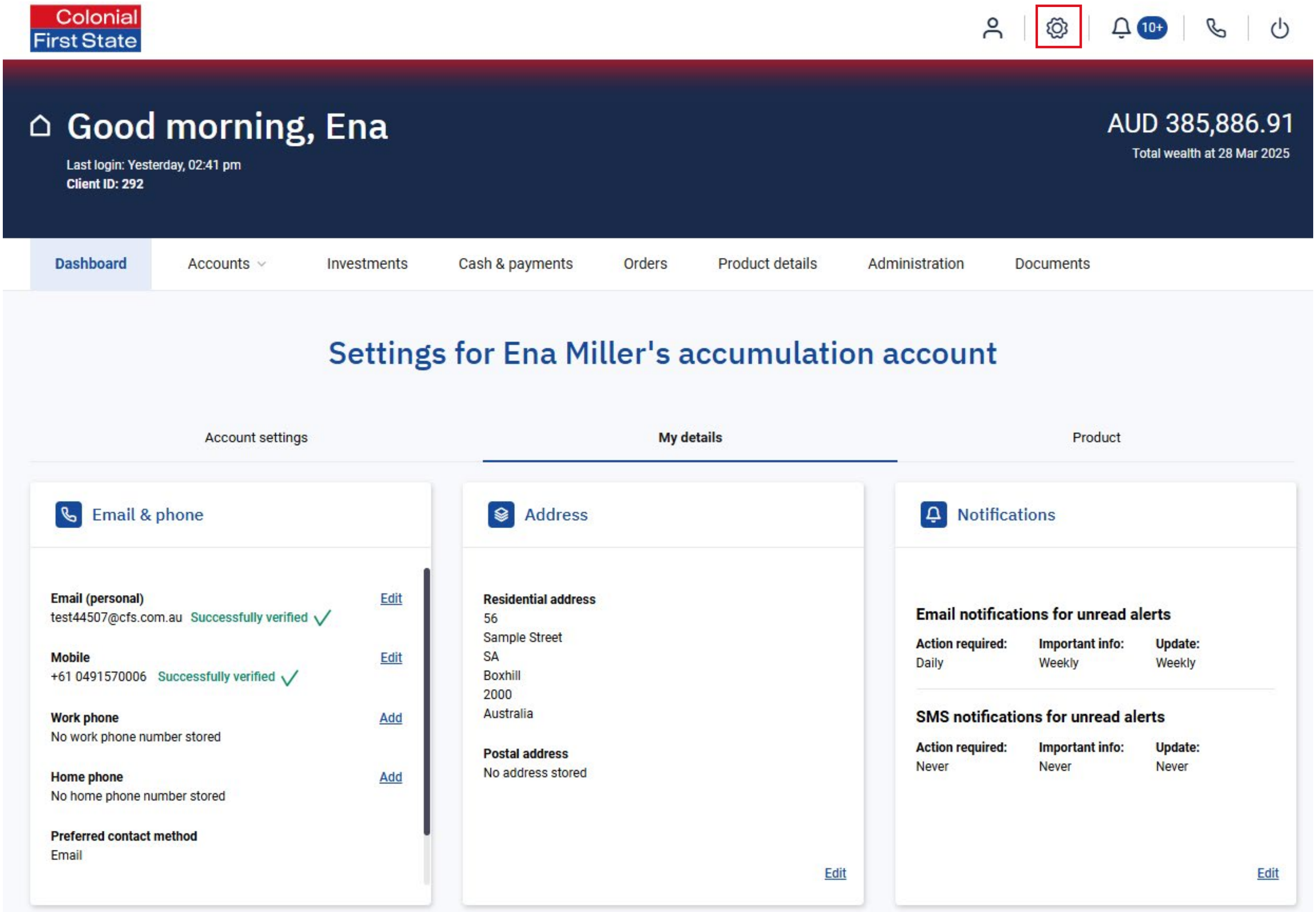
Toggle on/off the widgets you wish to display. You can preference how to view your information by dragging the widgets across your screen. There are a range of widgets available including:

- My Net Worth
- Regular Deposits and Withdrawals
- Account Valuation
- Geographic Diversification
- Asset Allocation
- Performance
- Change on Account Valuation
- Recent Transactions
- Adviser Details



Your personal details and preferences

Navigate to the **Settings** icon to view and update your personal information and account preferences.



What you can view

- Entities and permissions associated with your account
- Details of your investment products including account number, your account opening (inception) date and status
- Your TFN if previously provided to us
- Country of birth

What you can edit

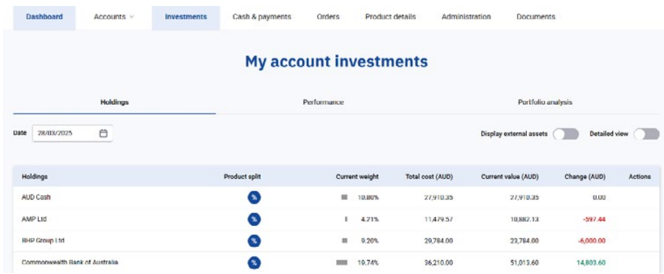
- Bank account/s (add or remove)
- Contact details: email, phone numbers, residential and postal address
- Preferences for receiving notifications from CFS Edge
- Country of tax residency and citizenship
- Edge password and Multi Factor Authentication (MFA) delivery preference

Your account investments

Navigate to the **Investments** tab to view your current investment holdings, performance summary and portfolio analysis.

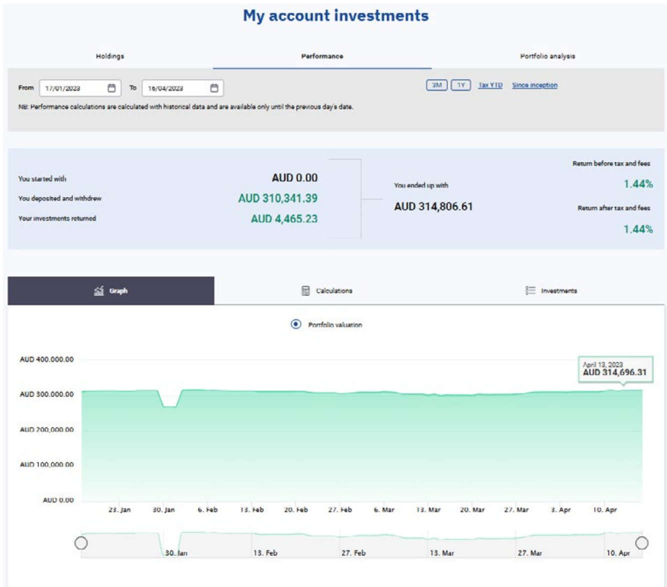
Your investment holdings

- View all current holdings in your portfolio.
- Toggle to display any externally held assets linked to your account by your adviser.
- Toggle for a detailed view of all holdings (including average cost, last price and total value).



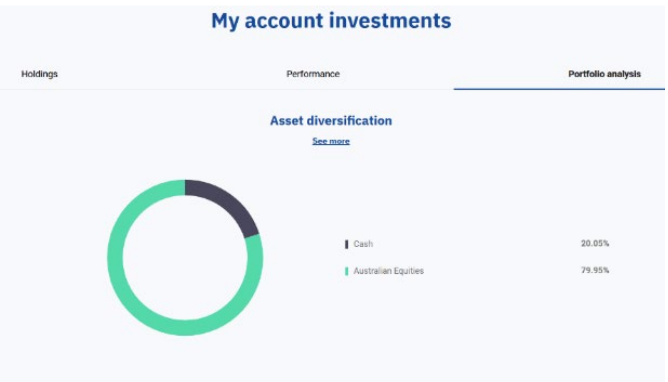
Performance

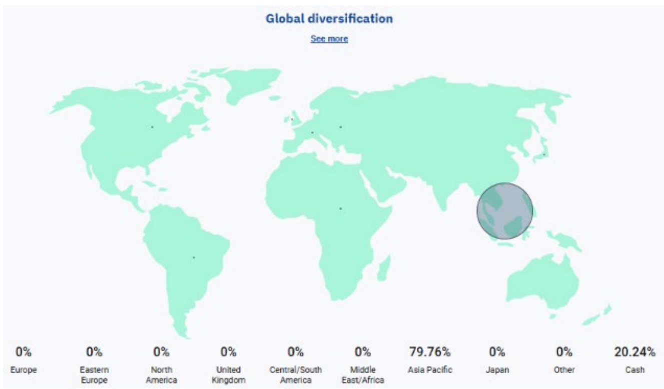
- View a summary of your investment performance within a specified date range or since your account opened (inception).
- View portfolio valuation graphs and detailed calculation of your investment returns.
- View details of all your investments including opening and closing values and total returns.



Your portfolio analysis

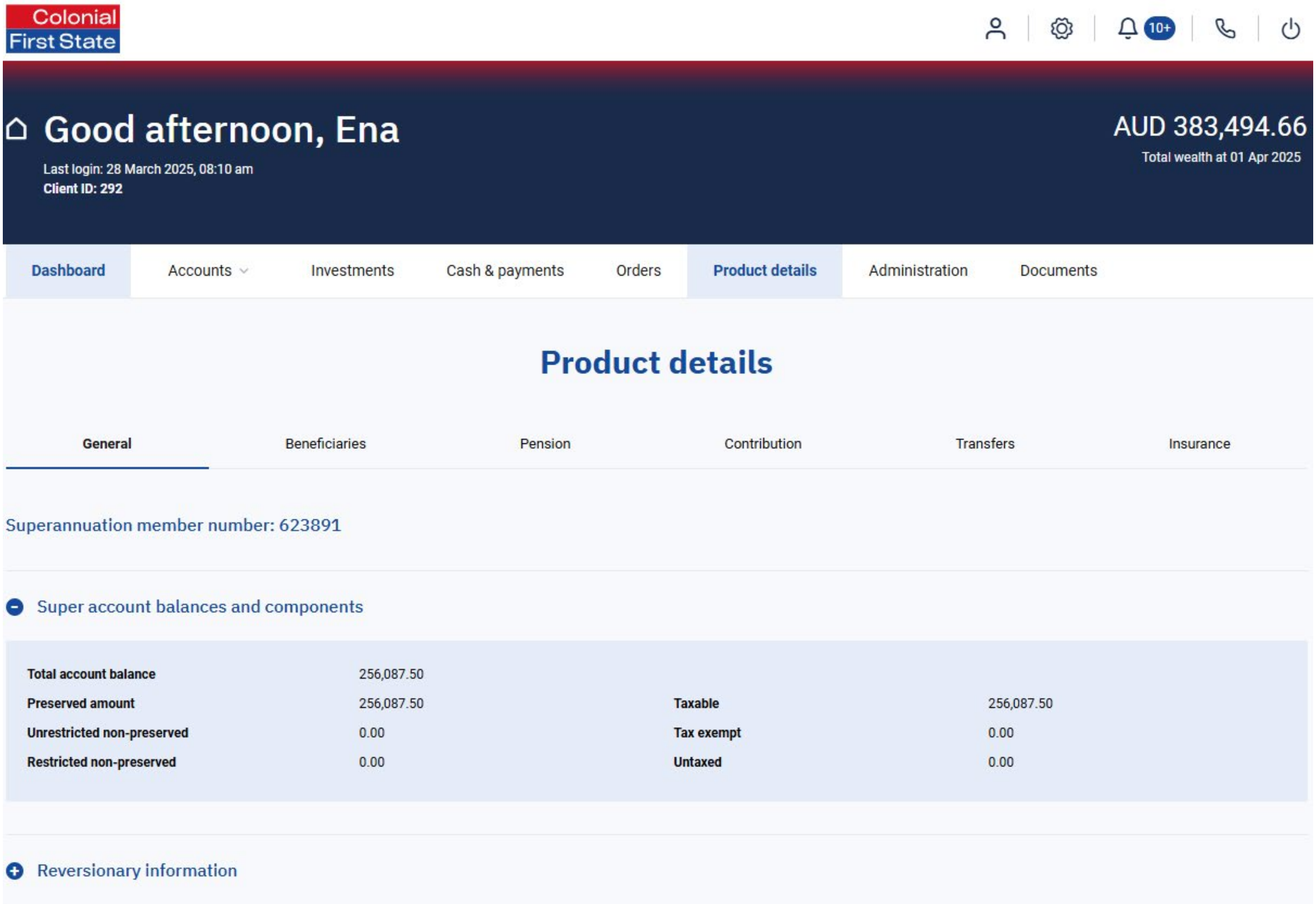
- View graphs of your asset diversification, global diversification, sector diversification and your top seven investments.





Your product details

Navigate to **Product Details** to view general information about your account:



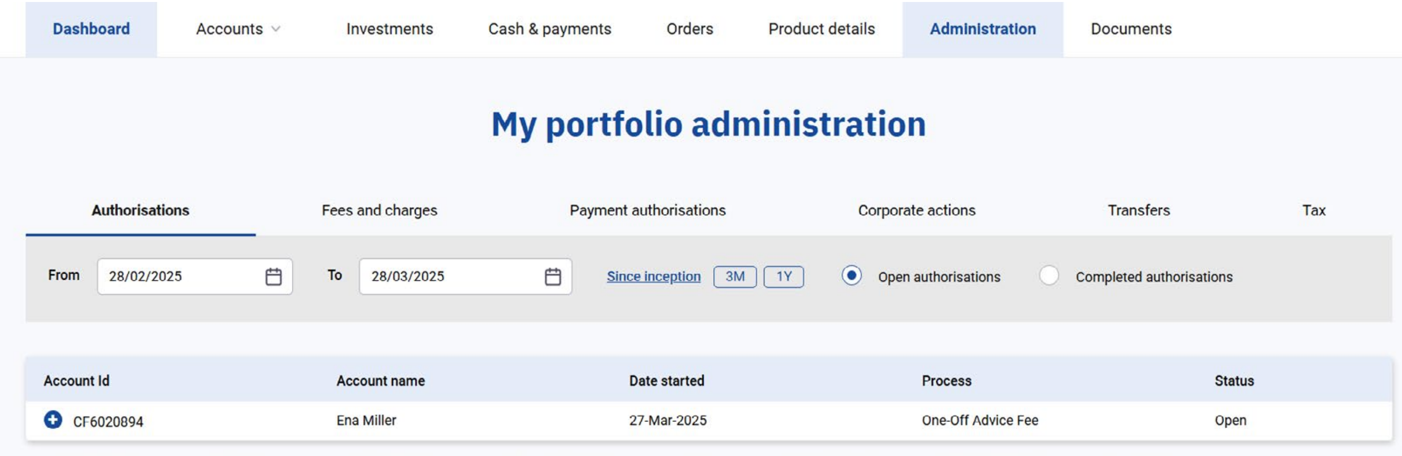
You'll be able to view items on this list that are applicable to your account type:

- Member number
- Account balance and preservation components
- Pension details and reversionary information (pension only)
- Beneficiary details[1]
- Contributions and rollover details, including completed transactions and YTD and contribution cap information
- Super portfolio transfer history
- Insurance details

1 Super account holders can also add and submit details of non-binding beneficiaries via this screen.

Managing your portfolio

Navigate to **Administration** to quickly and securely authorise transactions and view key account information including your fee arrangements, tax information and asset transfer details.



Authorisations	• Please see next page.
Fees and charges	• View your current fee arrangements including any one-off adviser fees charged on your account. • Submit a request to cancel ongoing adviser fee arrangements.
Payment authorisations	• View any authorised payments deducted from your account from the date your account opened (inception) or within a specific date range.
Corporate actions	• View any corporate action activity associated with your account filtered by status. • This includes any action required on pending corporate actions.
Transfers	• View details of any asset transfer in or out of your account. Expand to a detailed view of assets included in the transfer and to view tax parcel information.
Tax	• View summary and detailed list of unrealised/realised CGT gains and unrealised/realised income parcel information.

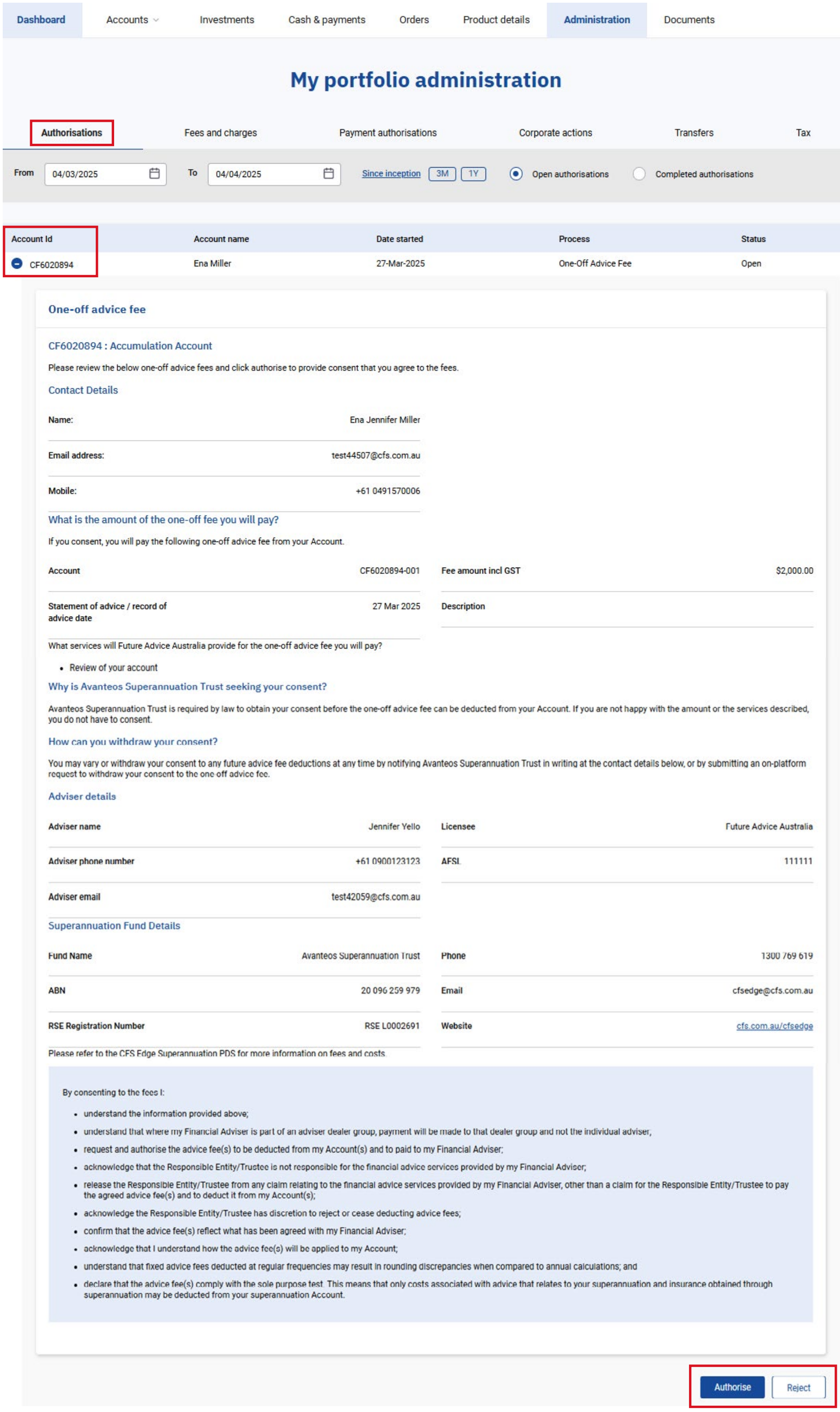
Authorisations

Review open transactions your adviser has submitted for your approval, for example advice fee arrangements. You can also view previously completed authorisations since your account was opened or within a specific date range.

Navigate to **Administration**

Click on the **Authorisations** tab. Select the open Account ID to expand the task.

Review the activity and **Authorise** or **Reject**.

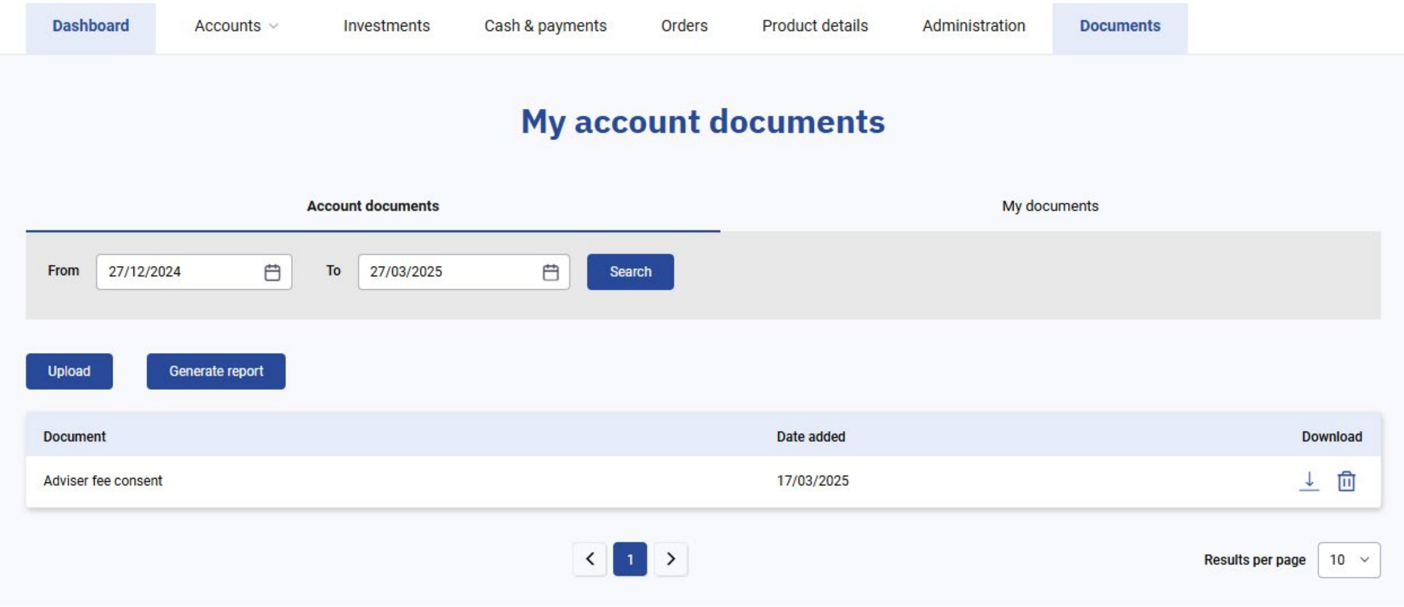


Your reports and documents

Navigate to **Documents** to generate a range of reports and statements and to view and upload documentation.

How to generate reports

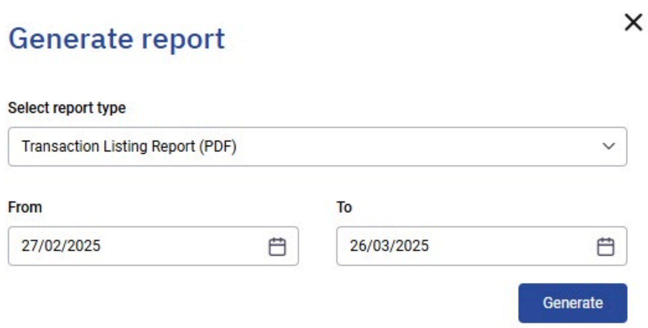
Click **Generate report** on the **Account documents** tab:



Select the report type you want to generate.

There are a range of reports available according to your account type, including:

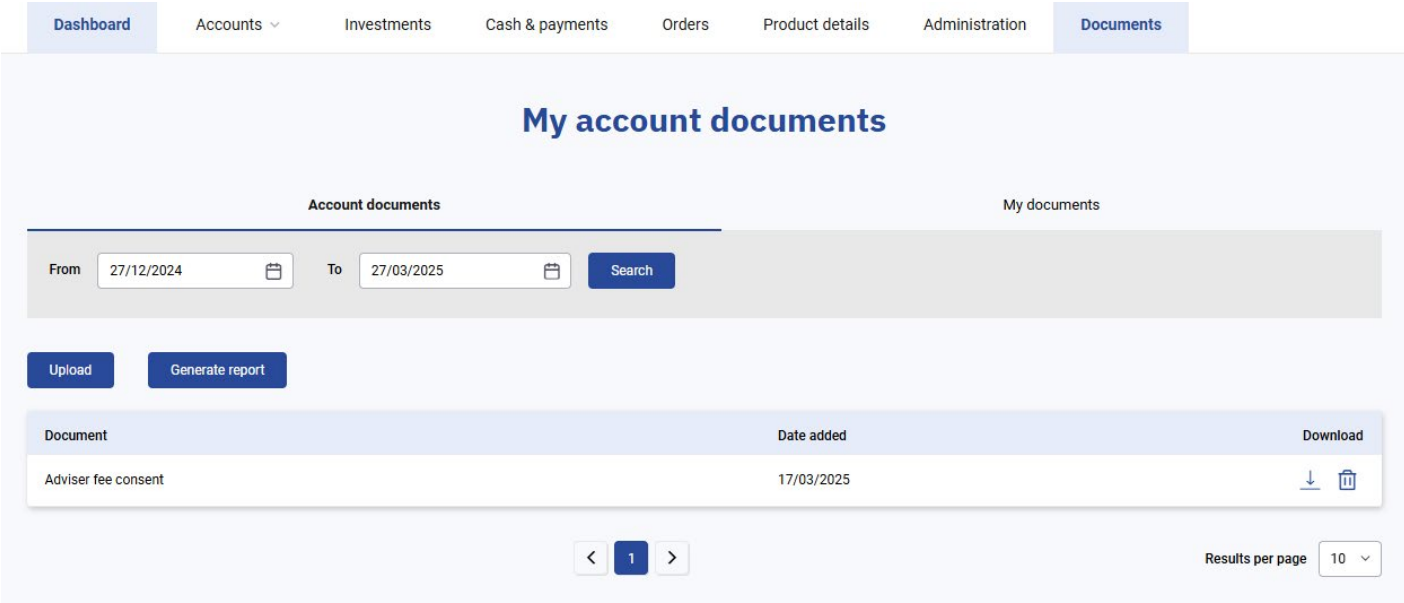
- Portfolio Valuation Report
- Asset Allocation Report
- Portfolio Performance Report
- Transaction Listing Report
- Realised and Unrealised Capital Gains/Losses & Tax Report
- Contribution Details Report
- Pension Details Report
- Centrelink Schedule
- Income Statement Report



Select the date parameters and click **Generate** to view and download your report.

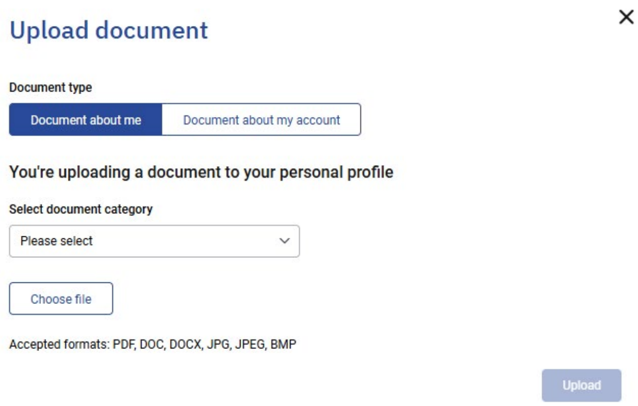
How to upload a new document

Click **Upload** on the **Account documents** tab:



Click the relevant document type:

- 'Document about me' will be added to your personal profile
- 'Document about my account' will be added to or your account



Select the document type from the category drop down list.

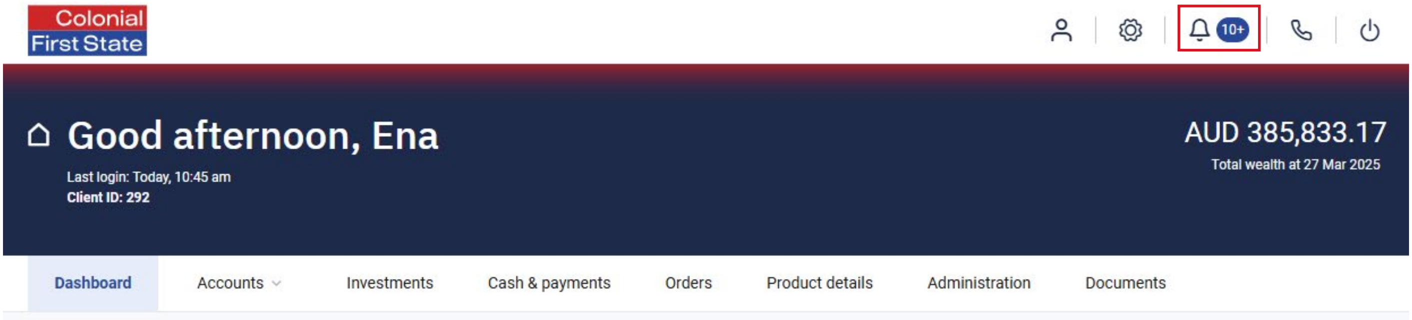
Select **Choose file** to locate the document to upload. You can upload PDF, DOC, DOCX, JPG, JPEG and BMP files.

How to view your documents

You can view previously uploaded documents, statements and any reports forwarded to you by your adviser in the **My documents** tab. Setting the date search parameters will display all documents within this date range.

Stay up to date

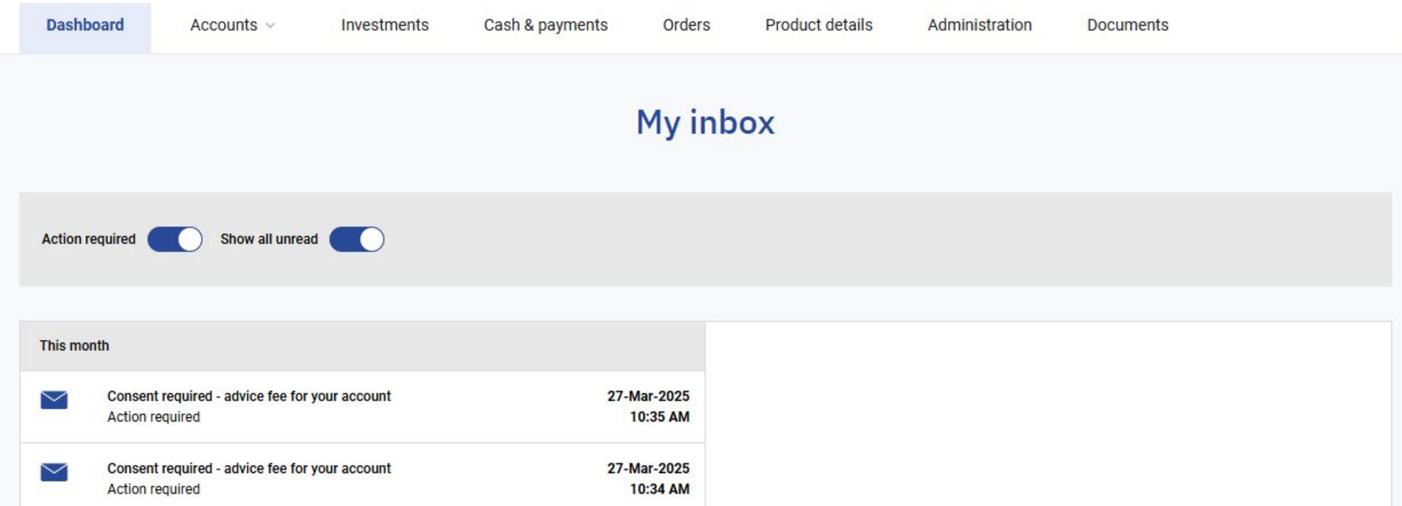
When you have an unread notification or action requiring your attention, the **bell icon** at the top of the screen will display a number.



Opening and actioning your notifications

Click on the **bell icon** to open your inbox. This will display all notifications.

Toggle your settings to display notifications requiring your action and/or unread messages:



Click the envelope next to the item to display the notification. You'll find a link in the notification that will take you directly to the pending transaction for you to review and authorise.