

Complete Account Information

Trust View is a convenient resource to see details about the assets in your trust account. As you use it, you'll become comfortable drilling down to deeper levels of information using the following options from the menu bar.

Investments Detail

- Complete information about each holding, including number of shares, percent of portfolio and financial rating.

Tax Lot Listings

- Complete information about each holding's tax lots, including unrealized gains and losses.

Pending Trades

- A list of all trades pending settlement, including cost, broker's name and broker fees are displayed as available.

Charts

- Two ways to view asset allocation:
 1. "Market Value" shows dollar information as a bar chart by allocation type.
 2. "Allocation" shows percentages as a pie chart.

E-statements

- Electronic copies of your account statements in PDF format.

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Terms to Know

Allocation: The distribution of investments across categories of assets such as Equities, Fixed Income, Mutual Funds, and Cash Equivalents.

Cost: The total cost for number of units held.

CUSIP: The unique Committee on Uniform Securities Identification Procedures (CUSIP) number identifies tradable securities.

Description: A high-level explanation of the security.

Last Priced: The last date and price at which a security traded; or when the asset was last valued.

Lot: A group of shares in a single security that were bought or sold together.

Market Value: The value of the share, unit, or contract as priced at the close of the market on the last day of the statement period or the last available price.

Ticker: The unique designation used to identify a security for trading.

Units: The total number of individual securities held.

Unit Price: The value of the share, unit, or contract as priced at the close of the market on the last day of the statement period or the last available price.

KanalySM TRUST

Trust View

A Quick Start Guide

Portfolio access anytime, anywhere, for grantors and trust beneficiaries.

Your Next Steps

For more information about Trust View or your account, contact your Kanaly Relationship Manager or call the help desk at 713.561.9320.

Convenient access to your trust portfolio

Welcome to Trust View. Another benefit from Kanaly Trust is Administrative Trustee Services. With Trust View you can access your trust account information anytime, anywhere via Web browser.

Its quick, easy to use and secure. All information is protected by your personalized user ID and password.

Get Started

To begin, go to www.kanally.com, click on “For Our Clients” and then “Kanaly Client Login.” Enter the user ID and password. You’ll be asked to change your password. Please bookmark www.kanally.com/forourclients to go directly to your login prompt.

A menu bar will appear on the left side of your screen. Click to display the information you would like to see.

To change your password, choose the link under “system” on the menu bar. Your password must be at least eight characters long, and include at least one number and one symbol. When you are finished with your session, select “Log Off” from the menu bar. Passwords are good for one year.

Portfolio Summary

For a complete picture of your portfolio, click on “Portfolio Summary.” This screen details your account information including:

- Account summary
- Current holdings
- Transaction activity

The default view includes all transactions through the previous day. To view information within a specific date range, enter those dates in the “Transaction from” and “Transaction to” boxes at the top, and click the search button.

1. Account Summary
2. Current Holdings
3. Transaction Activity

The screenshot displays the Kanaly Trust Portfolio Summary interface. At the top, there are fields for Account, Transaction From Date, and Transaction To Date. The main content area is divided into several sections:

- ACCOUNT SUMMARY:** A table showing investment types and their allocations.
- CURRENT HOLDINGS:** A table listing units, lots, descriptions, tickers, CUSIPs, and unit prices.
- TRANSACTIONS:** A table showing transaction dates, descriptions, cash, and cost.

Three numbered callouts point to specific areas:

1. Points to the Account Summary table.
2. Points to the Current Holdings table.
3. Points to the Transaction Activity table.

1. Account Summary

- Summarizes your portfolio by investment type, cost, market value and allocation.
- To view market value or allocation information in charts, click on the chart icon (📊) or allocation icon (📈).
- To see detailed information for a specific investment type, click on the hyperlinked investment type.

2. Current Holdings

- Includes units, lots, description, ticker, CUSIP, unit price, cost, market value and last price.
- To view tax-lot information, such as unrealized gain or loss and acquisition date, click on the lots icon (📄) to the left of the description.

3. Transaction Activity

- Displays all activity for cash and security transactions as of the **previous** Kanaly business day.
- Includes date of transaction, detail, description, cash and cost.
- Security transactions are listed by date.
- Security transactions are listed alphabetically, then sorted by date for each security.
- For more information about any transaction, such as trade and settle dates, click on the Details icon (🔍).