AFFIN HWANG CAPITAL

Out think. Out perform.

Asset Management

i-Access User Guide – Business Partner

Dear Business Partner,

Thank you for choosing our services and welcome to Affin Hwang Asset Management Berhad's ("Affin Hwang AM") online platform, i-Access. This portal allows you to access your clients' information and their investments wherever you are and whenever you want by just logging into your i-Access account.

With i-Access, there's no need for paper statements – so there's less paperwork cluttering up your life. In fact, all statements are stored securely online since you join Affin Hwang AM. i-Access offers you real time client's investment management, client's fund performance tracking and other functions – all are easily accessible via internet.

i-Access is safe, fast and convenience, enabling you to manage your client investment with total peace of mind. i-Access uses 256-bit SSL technology to provide a secure channel for data transmission – your information remains private and safe.

i-Access is also user-friendly for easy navigation. Please contact our Customer Care Consultant at 1800-88-7080 anytime during working hours, Monday to Friday 8:45am to 5:30pm if you have any queries on i-Access.

Simply follow this user guide to discover just how easy i-Access can be.

Getting Started

Activate i-Access account
Agents who join after 1 January 2015 will receive an email from Affin Hwang AM with a system generated User Name and Password within 3 days from the first join date.
Follow the instructions below to activate the i-Access account.

Activate your account

- Go to **i-Access** at *https://i-access.affinhwangam.com/*
- Click **First Time Login**
- **Enter** the system generated **User Name** and **Password** and click **Activate**.
- **Verify all personal details** displayed and click **Next**.
- **Fill up** the details in **First Security Setup**, including **Security Image** and **Security Phrase**.
- Click **Submit**

login to i-Access

Step 1 : Access i-Access at **https://i-access.affinhwangam.com/**

Step 2 : Enter the registered **User Name** and click **Next**.

Step 3 : **Check** and ensure that the **security image** and **phrase** are correct. Proceed to key-in your password and click login if the security image and phrase matched the image and phrase you registered with.

If the security image and phrase does not match the image and phrase you're registered with, please do not key in your password and do not login.

Step 4 : Select your desired feature from the **Menu Bar** or **Quick Link**.

Menu Bar

Dashboard	Premium Items	Clients	Funds

Quick Link

Information Corner	Download Center	Alerts	Profile

Dashboard

In dashboard, you can read all the latest updates from Affin Hwang AM such as announcement to relevant business partner, client's general information, business partner's AUM, business partner's AUM percentage by Fund Group and business partner's top 5 AUM by fund

Section	Description
Latest updates	You may view the **latest 10 announcements** under "**What's New**". Click "**View all**" to **check all 10 latest announcements and updates** for relevant business partner.
Client General Information	You may view **Total Number of Clients** and **Top 20% of Clients rank by AUM**. To view all clients, click **View All Clients**.
Unsuccessful Transactions	You will be **notified** if there is **any unsuccessful transaction**.
AUM performance	You may view your total **Asset Under Management (AUM)**, AUM **percentage by Fund** and your **Top 5 AUM by fund**.

Premium Items

Under this section, you may order **Affin Hwang AM's premium items** and check the status of your order.

- All Premium items
  - View and order the premium items
- My Pending Order
- My Approved Order
- My Rejected Order

Client

Under this section, you may check your clients' general information easily such as:

- You can search your client more easily by using filtration function such as:
  - Quick Search
  - Advance Search
- You may view different categories of your clients by clicking
  - Smartsave

Note: You can download or export the client list to Microsoft Excel by clicking the button.

Asset Management

You can view client's portfolio (by portfolio view) by clicking the client's name:

- Dashboard
  - View Client's Portfolio Performance
  - View Latest 3 Years Transactions, such as Amount Invested; Redemptions; and Type of Funds Invested
- Account
  - View Account(s) performance
- SAT
  - View Suitability Assessment Test (SAT) Information
- Statement & Advice
  - View Investment Details up to T-2 position
  - View and Download Statement of Account (SOA)
  - View Latest 3 Years Transaction Advice
  - View Latest 3 Years Tax Voucher

You can view client's portfolio (by account view) by selecting client's account number

- Dashboard
  - View the Fund Allocation in the Account
  - View the Fund Performance and Particulars
- Investment Holdings
  - View the Fund Invested in Details such as First Investment Date, Current Price, Unit Holdings, and etc.
- Account Particulars
  - View Investor's Personal Details including occupation, NRIC. No, Nationality and etc.
  - View Joint Holders Details (if any)
  - View Contact Details such as Address, Contact number, Email and etc.
  - View Beneficiary Bank Details including Beneficiary Name, Bank Name, Bank A/C No.
  - and Bank Branch.
- Investment Details
  - View the Invested Fund Details such as Transaction Date, Transaction Type, Payment Amount, Charges and etc.
- SOA
  - View Client's Latest 3 Years SOA.

Funds

- You can view summarised information of all our funds under this section.
- By clicking the fund name, you can view :

General information such as **Launch Date/IOP, Currency and SAT group**

- You can view brief information of the fund by clicking **Fund Fact Sheet**. Click **Save** if you wish to download it.
- You can view and download interim report by clicking **Interim Report**.
- You can view and download annual report by clicking **Annual Report**.

Historical Income Distribution

- You may click **Export** to download the historical income distribution in Excel file.

Historical Fund Price

- You may click **Export** to download the historical fund price in Excel file.

Agency

- You can view summarised information of your Agency's assets under management (AUM) in this section.
- The Number of Clients, Unsuccessful Transactions and Clients EPF Due are display on the top right of this section. Key Functions available under this section are :
  - 1 year AUM statistical graph
  - Breakdown of AUM by Fund Group
  - Breakdown of Top 5 Fund AUM
  - Basic Agent Information
  - Up-to-date Sales and AUM includes:
    - Year-To-Date Personal Sales;
    - Personal Group Sales;
    - Total Group Sales;
    - Personal AUM;
    - Personal Group AUM; and
    - Total Group AUM

Agency leaders are able to view and keep informed of their downline's performance by clicking on the name of the respective downline. Functions available are the same as above.

Information Corner

- You may obtain various information from Information Corner such as:

Type of information	**Steps**
Annual & Interim Reports	Click **Annual and Interim Reports** > **Select the Fund type** you wish to retrieve > Select **Annual / Interim Report**
Fund Fact Sheet	Click **Fund Fact Sheet** > **Select the Fund type** you wish to retrieve > Select **Fund Fact Sheet**
Income Distributions	Click **Income Distributions** > **Select the Fund** > Click **Export** if you wish to download it

- There are various calculators available, such as risk profiler, general investment calculator etc.

Type of information	Steps
Risk Profiler	Click **Risk Profiler** > **Fill up the details** > Click **Gauge My Risk Appetite**
General Investment Calculator	Click **General Investment Calculator** > **Fill up initial investment, monthly investment, expected return, and investment period** > Click **Calculate**
Retirement Calculator	Click **Retirement Calculator** > **Fill up the required details** > Click **Calculate**
Education Calculator	Click **Education Calculator** > **Fill up the details** > Click **Calculate**

- You may obtain more information on i-Access by downloading the User Guide:
  - Click **User Guide** > Click **Save** to **download this User Guide**

Download Center

- User can download all documents available from Download Center.
- User can mark documents available as favourites by clicking the ☆ button.

Alert

- You will receive various alerts such as client's transactions, clients' birthday reminders, fund maturity etc:
    - Client EPF Due
    - Client Birthday Reminders
    - Fund Maturity

Profile

- You may update your information at any point of time.

Information	Description	Steps
My Profile	To check your personal details	Click **Profile**
	To change your contact particulars	Click **Profile** > Click **Change Contact Particulars** > Fill in the details > Click **Summit Change Request**
Change passwords	To change password	Click **Change Password** > Fill up the details > Click **Summit**
Setting	To make any changes for the settings	Click **Settings** > **Do the changes** > Click **Save Settings**
Log out	To sign out of i-Access	Click Log out