



Schaefer Financial
MANAGEMENT

Overview of Client Website

Go to schaeferfinancial.com; click on the “RESOURCES” tab; and then click the “eMoney” link under Client Logins. This will bring you to the log in page:

- Log in instructions – Will be in the email you received from **Notification** (subject will be **Website Access Notification**)

Note – The first time you log in you will need to set a new password and establish 3 security questions. You will also be prompted to accept terms and conditions. Each subsequent logon will prompt for an answer to 1 of the 3 selected security questions unless this box is checked:

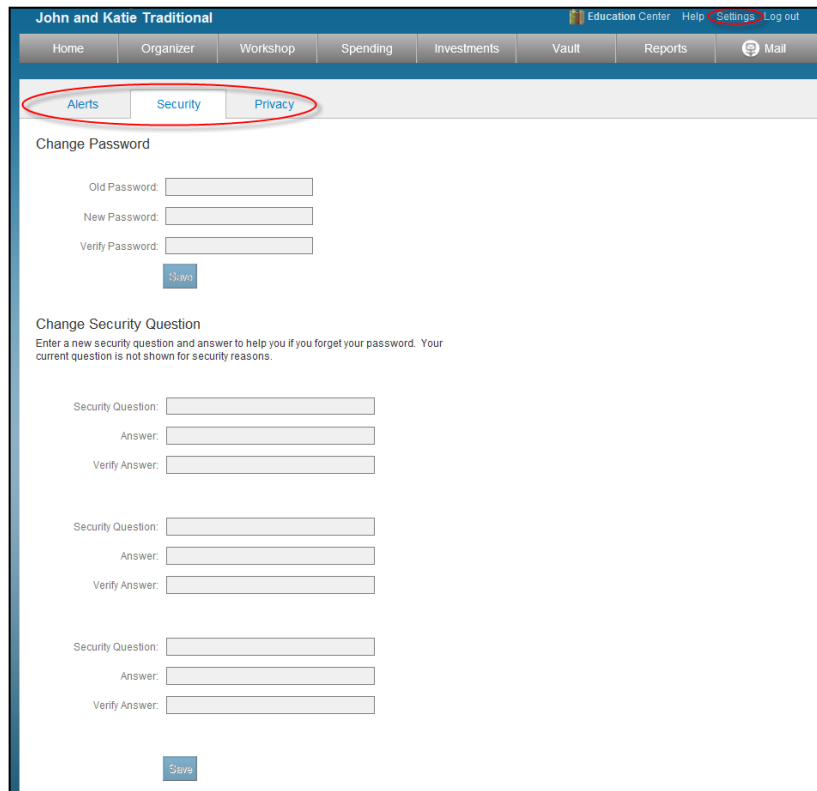
Don't ask me again from this device

If you forgot your password

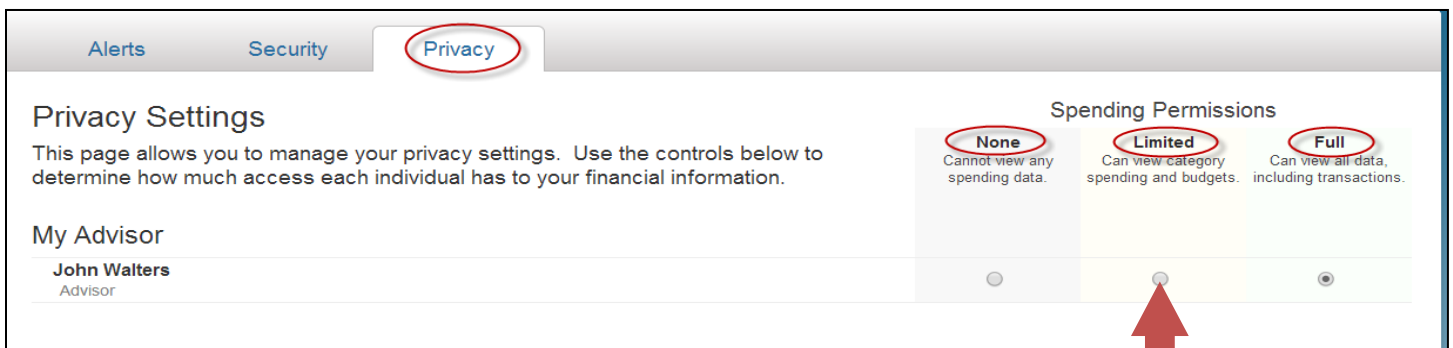
- Click **forgot your password?**
- Type in your **username** (should be in your original Emoney email) and your **email address** and click **Continue**

You will be asked to answer one of your security questions and then you will receive an email with a temporary password

Click **Settings** to set alerts, security & privacy settings.



The **Privacy** tab allows you to control what Schaefer Financial Management (SFM) can see.



- **None** - SFM will not have access to any spending data.
- **Limited** - SFM will have limited access to spending details and can view only the categories regarding the spending and budget, NOT individual transactions.
- **Full access** - SFM can view spending and budgeting items, INCLUDING transactions.

We recommend giving SFM **Limited** access

Add Your Information (Organizer Tab)

The **Organizer** is a place to enter your data. From here you can; link your different accounts, add your real estate property, family members, salary, yearly expenses, etc.

The screenshot shows the 'Organizer' tab selected in a navigation menu. The interface is for a user named 'Reggie White'. The main content area is titled 'Welcome to your Organizer' and provides instructions on how to use the tool. On the right, there is a list of sections with icons and counts of items added, each with a right-pointing arrow to indicate further options.

Reggie White Education Center Help Start Screen Sharing Settings Log out

Home **Organizer** Workshop Spending Investments Vault Reports

Welcome to your **Organizer**

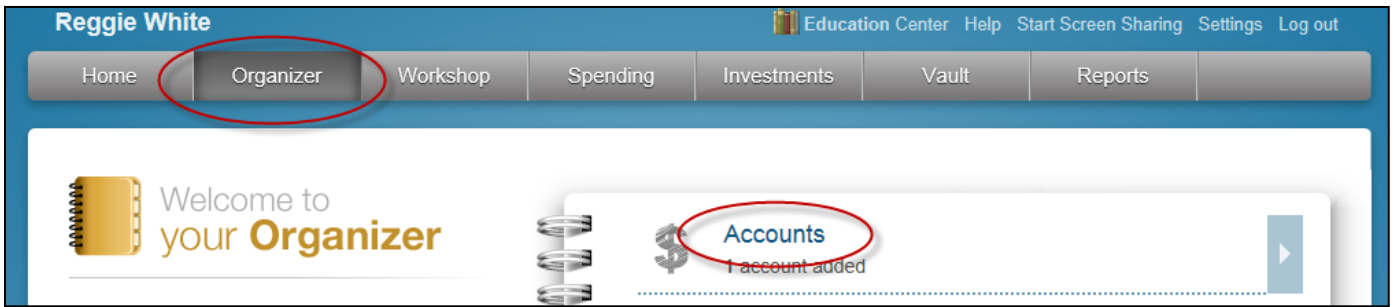
All your information in one place...

It's not as hard as you may think to get yourself financially organized. The first step is to add your accounts in the **Accounts** section of the organizer. Then fill out the information in the other sections of your organizer shown on the right.

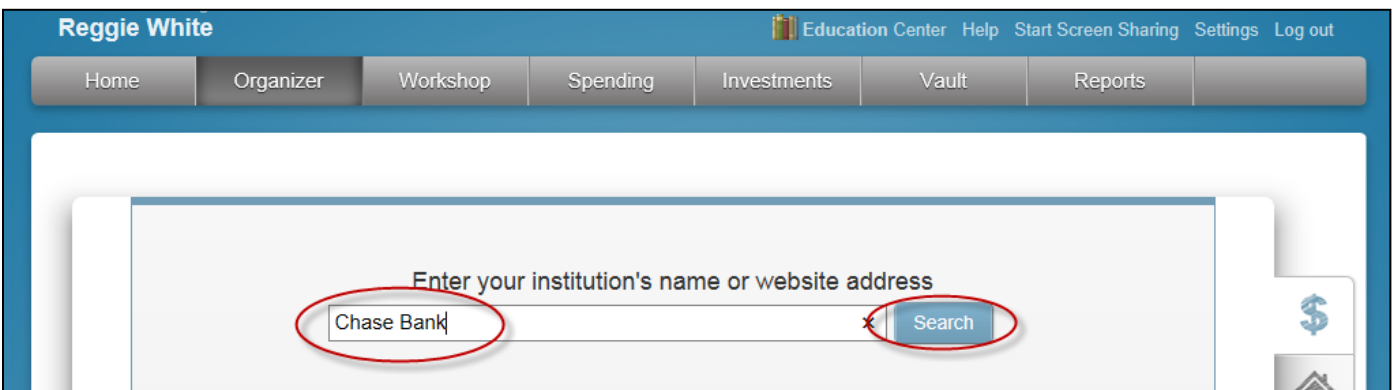
Only have a few minutes? Don't worry, you don't have to do it all at once. You can add to and update the information in your organizer at any time.

- Accounts**
1 account added
- Real Estate, Property, and Business**
1 item added
- Family and Friends**
1 person added
- Professional Contacts**
2 contacts added
- Income, Expenses, and Savings**
0 items added
- Future Goals**
Retirement, Education, and Major Future Expenses
- Financial Priorities**
Your financial priorities
- Risk Tolerance**
What type of investor are you?

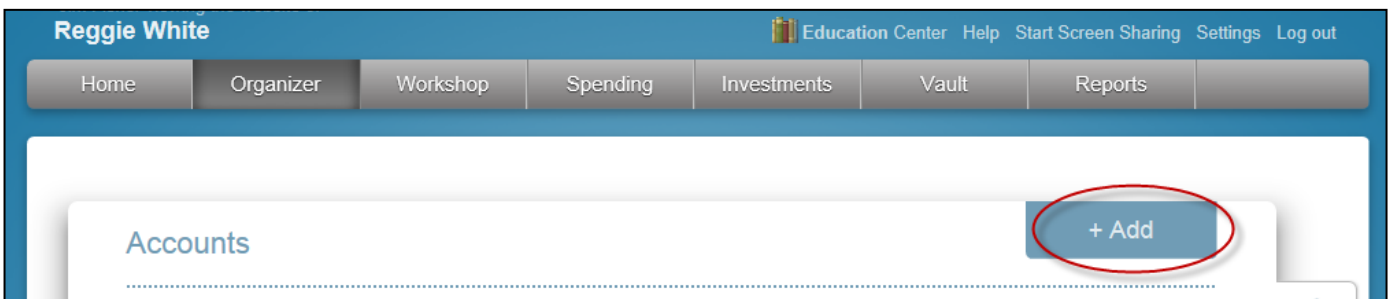
- To add accounts to the **Organizer**, click **Accounts**.



- Click the **Add** button to search for a specific institution.



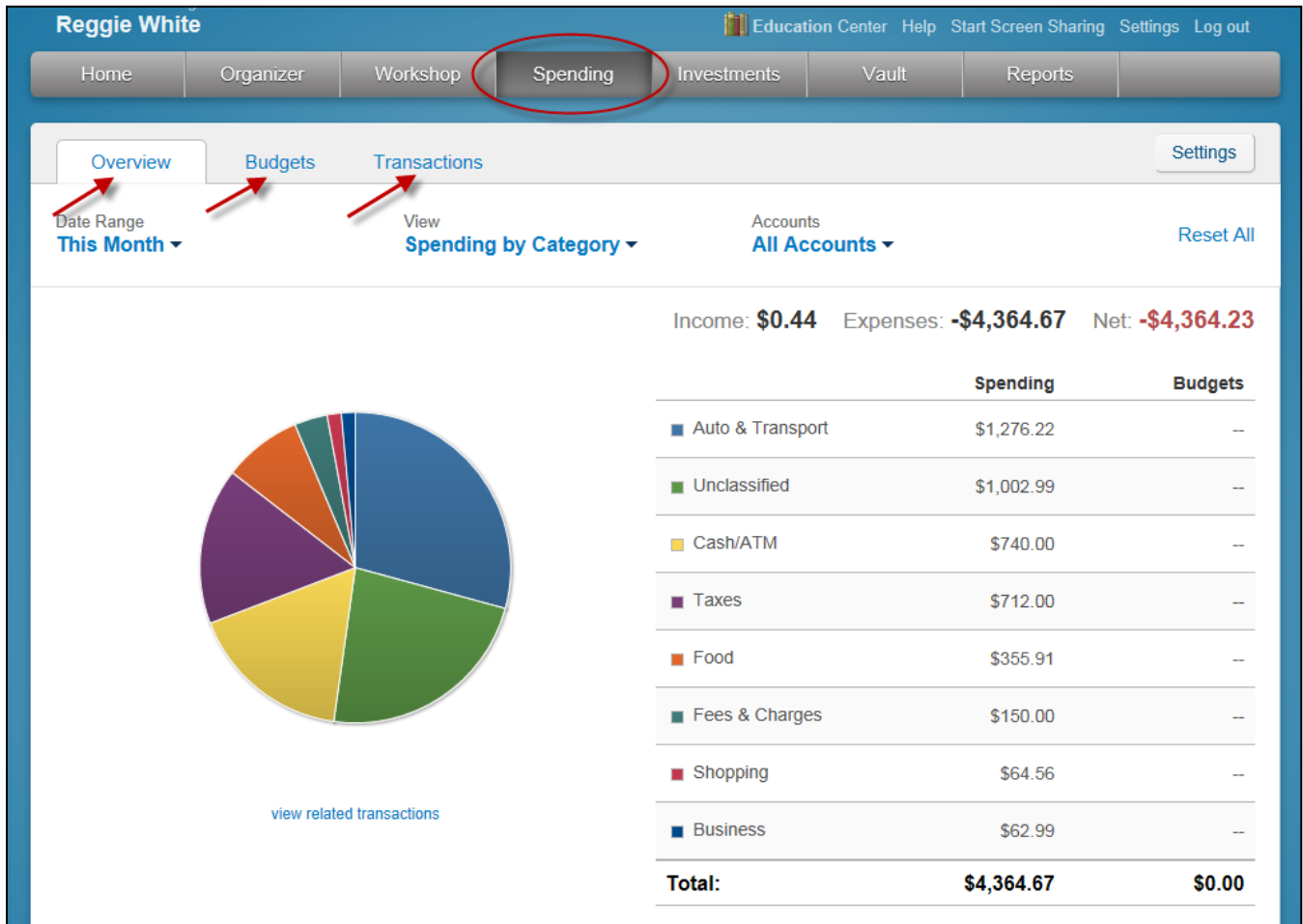
- Type in the name of the institution where you have accounts and click **Search**.



Note – There must be an online account set up at the institution in order to connect it and bring the current value into the **Organizer**.

Track Your Spending (Spending Tab)

The **Spending** tab allows you to track your spending habits and build a custom budget. SFM will only be able to see what you designated in the settings.



- The **Overview** tab provides a pie chart based off of recent transactions imported from aggregated accounts.
- The **Budget** window is a snapshot that allows you to monitor if you are on track with your monthly budget.
- The **Transaction** tab is where to view transactions pulled in from connected accounts.

Note: Transactions may be placed in the wrong categories. Also debit card use will come up as Cash/ATM.

Overview of your Financial Assets (Investments Tab)

The **Investments** tab allows you to view up to date market information based off of any connected investments.

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Home Organizer Workshop Spending **Investments** Vault Reports

Summary Allocation Analysis Transactions Research

Accounts
All Investments ▾

Current Value: \$918,062.48

Cash: \$5,180.00
Margin: \$1.00
²Holdings: \$162,881.48

²Today's change: -\$279.67 ↓ 0.03%

Balance History
The selected account(s) don't have enough balance history data to chart.

Cash, Margin, and Holding quantities reflect changes through the Positions As Of dates below¹.
Account holdings reflect the last available prices as of 06/20/2014 10:36AM².

Values are based on the total of all account history values as of the last day of each month in which histories are available.

Account ▾	Positions As Of ↕	Cash ↕	Margin ↕	Holdings ² ↕	Current Value ↕	Today's Change ²	
						Value ↕	Pct ↕
¹ Fidelity 401(k)	06/20/2014 11:05AM	\$90.00		\$44,995.58	\$45,085.58	-\$9.50	-0.02%
Fidelity Brokerage	06/20/2014 11:05AM	\$5,000.00	\$1.00	\$72,890.32	\$77,891.32	-\$260.67	-0.33%
¹ Orion Investments	06/20/2014 11:05AM	\$90.00		\$44,995.58	\$45,085.58	-\$9.50	-0.02%
¹ Qualified Retirement	06/17/2014 02:44PM				\$750,000.00		
Total					\$918,062.48	-\$279.67	

Click on the **Account Name** to see a holdings break down of a given account.

Reggie White Education Center Help Start Screen Sharing Settings Log out

Home Organizer Workshop Spending **Investments** Vault Reports

Summary Allocation Analysis Transactions Research

Accounts
¹ Fidelity 401(k) ▾

Sharing and Storing Documents (Vault)

The **Vault** provides secure storage for valuable personal documents (**wills, trusts, insurance documents, passports, etc.**) in electronic format.

The screenshot shows the Vault interface for Reggie White. The navigation menu includes Home, Organizer, Workshop, Spending, Investments, Vault (highlighted), and Reports. The Vault section shows 0 Files and options to Upload Files, Create Folder, and Download All. Two folders are visible: My Documents and Shared Documents. A note box contains the following text:

Note: The Vault allows storage files of the following types: aifc, aiff, aif, au, avi, bmp, doc, gif, jpg, jpeg, mov, mp3, mpeg, mpg, pdf, png, ppt, ps, rtf, snd, swf, tax, tif, tiff, txt, wav, wma, wmv, wps, xls, and xml.

- You can upload documents into the **Shared Documents** folder, allowing the Advisor to also view the contents.
- You can upload documents into the **My Documents** folder, which is a private folder where only you can access the contents.