

# **Online Valuation Service (access notes and user guide)**

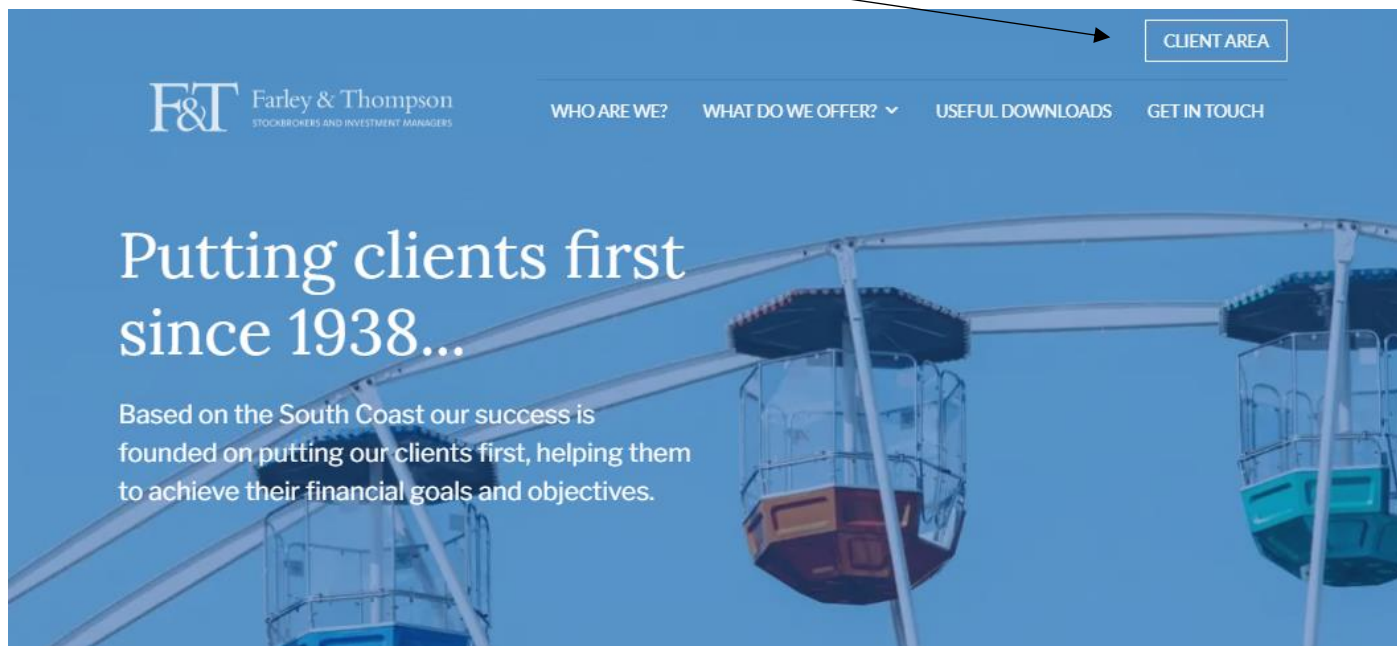
## **Accessing the Online Valuation Service**

- Farley & Thompson takes the security of your investment information seriously.
- To gain access to the Farley & Thompson Online Valuation Service you will need to complete a client User Registration Form. This is available from the Downloads section of our website or upon request.
- On receipt of your form we will endeavour to set up your access within 48 hours and you will be notified by way of an automated email of your Username and Password.
- You will have 60 days after receipt of these emails to access your online account or the randomly generated password will expire.
- For security reasons when you log in for the first time you will be asked to reset your password to one of your own choosing comprising a minimum of 8 characters to include one number. It is your responsibility to keep these access details secure and not to divulge them to others. We strongly advise you to change your password regularly by using the facility provided and to ensure that the password you select is sufficiently robust.
- Online valuations are only accessible to clients who have securities registered in our Nominee or ISA service. We are sorry but we are unable to provide this facility for Own Name shareholdings.
- Our Site Terms & Conditions, Online Security and Cookie Policy can all be found via the Home Page of our website at [farleyandthompson.co.uk](http://farleyandthompson.co.uk). You will be required to confirm that you have read the Site Terms & Conditions as part of the registration process.
- Access to your information via the online valuation service uses an electronic security measure known as encryption. We use 128-bit, 2-way data encryption technologies to keep your information confidential. This process is built into most internet browsers using a mechanism known as Secure Sockets Layer (SSL).
- This is a 'view-only' service and no alterations can be made to the data displayed. Please be aware of the sensitive nature of the information presented. We would not recommend accessing your account over an open network.

## User Guide for the Online Valuation Service

The Farley & Thompson home page is located at [www.farleyandthompson.co.uk](http://www.farleyandthompson.co.uk)

Click on the Client Area



Input your Username and Password (these will be sent to you when you register for the service. You will be forced to change the autogenerated password)

You are here: [Home](#) > Client Login

### Client Login

Username

Password

By continuing to log in you accept the use of cookies and our site Terms and Conditions.  
[Click to read our cookies policy and site terms & conditions](#)

Your Account Security is important to us, please keep your password safe and do not disclose it. Only individuals who have a Farley & Thompson account or authorised client web access should proceed from this point. Any unauthorised attempt to access client account information will be monitored and subject to legal action.

If you have forgotten your username or your password please [contact support](#).

You are not currently logged in. If you were previously logged in the system may have timed your session out as a security measure. None of your information has been lost as a result of this procedure.

Once you have logged on using your one-time password, you will be prompted to change this password. Your 'old password' will be the one-time password initially issued.

### Change Password

Your password has expired. For security purposes you must now choose a new password.  
Your new password must be a minimum of 8 characters in length and include at least 1 numeric.

Old Password

New Password

Confirm New Password

[Change](#)

On entering the site, you will be presented with the **Portfolio Summary** page that will list your account(s) with Farley & Thompson. If you have requested access to multiple accounts this page will list all account holders together with each service.

If you hover the mouse over the different areas of the screen you will see that you can interrogate the data or access a printout.

To access a simple valuation we would recommend downloading via the PDF symbol on this page.

Print/Download PDF valuations

View cash balances or navigate to the Cash Accounts menu

The screenshot shows the 'Portfolio Summary' page. On the left is a sidebar menu with 'Cash Accounts' selected. The main content area shows a table with columns: Valuation, Service, Account Name, Cash, Market Value, Open, and Total. A row is visible for an ISA account. A PDF download icon is present in the 'Valuation' column. An 'Export table to Excel' button is in the top right. A 'Change Password' and 'Logout' link are in the top right corner.

Valuation	Service	Account Name	Cash	Market Value	Open	Total
	ISA	Client name	556.20	111,690.24	00.00	112,246.44
			556.20	111,690.24	00.00	112,246.44

Valuations calculated using last night's prices, E&OE

### Viewing shareholdings

By clicking on the market value for each service or on the combined total on the Portfolio Summary page you will be presented with the **Portfolio Detail** page. This will list your shareholdings showing the cost, price, value, gain/loss, forecast income and yield% for each line of stock. Information can be sorted by column contents or exported to a spreadsheet.

**Portfolio Detail**

Viewing [Redacted] Client name

ISA

← Back to Portfolio Summary

View Chart and Sector Breakdown

Export table to Excel

Service	Quantity	Holding	Book	Mid	Market	Gain / Loss	Forecast Income	Yield %
ISA	5,694.306	QUILTER INVESTORS LIMITE...	4,543.21 (GBP)	2.2460	12,789.41	8,246.20	199.33	1.6%
ISA	400	ROYAL DUTCH SHELL 'B'...	10,336.42 (GBP)	9,930.00		-406.42	579.31	5.8%
				24.8250				
ISA	4,210.734	ARTEMIS FUND MANAGERS IN...	8,088.00 (GBP)	2.3290	9,806.80	1,718.80	433.02	4.4%
ISA	5,794.7	FIL INVESTMENT SERVICES/...	7,122.50 (GBP)	1.2320	7,139.07	16.57	354.25	5.0%
ISA	2,716.895	LIONTRUST FUND PARTNERS ...	4,449.96 (GBP)	1.8103	4,918.40	468.44	283.64	5.8%
ISA	2,976.05	INVESCO FUND MANAGERS IN...	247.23 (GBP)	2.3891	7,110.08	6,862.85	247.24	3.5%

Hover the mouse over the stock name for its full description if it has been curtailed. Further interrogation by clicking on the stock name will display all purchases, sales and corporate events. You can also download a copy of trade confirmations.

To review and interrogate cash items click on Cash & Dealing Accounts.

**Cash Accounts**

Viewing [Redacted] Client name

Account Title	Currency	Balance
ISA Service		
CAPITAL	POUNDS STERLING (GBP)	09.27CR
INCOME	POUNDS STERLING (GBP)	546.93CR
DEALING	POUNDS STERLING (GBP)	00.00CR

By clicking on the capital or income balances you will be presented with the history of the account.

You can choose to show more or less information by changing the date.

**Cash Statement**

Viewing [Redacted] Client name

ISA GBP

← Back to Portfolio Summary

Export all to Excel

From [24/04/2018] Refresh

Income	Capital	Fee	Specified Deposit	
Reference	Date	Description	Amount	Balance
DT801673	18th OCT 18	Dividend : 5794.7 Fil Investment Services(UK)Limited Moneybuilder Dividend Y Inc Nav	69.54	546.93
DT797662	30th SEP 18	Dividend (Group 1): 2959.2 Invesco Fund Managers Perpetual Monthly Income Plus Y Inc Nav	25.95	477.39
DT797361	30th SEP 18	Dividend : 2716.895 Liontrust Fund Partners Lip Macro Equity Income I Inc	60.59	451.44
DT797341	30th SEP 18	Dividend (Group 1): 5777.597 Investec Fund Managers Diversified Income K 2 GBP Inc	19.85	390.85
DT797261	28th SEP 18	Dividend : 5694.306 Quilter Investors Limited Merian UK Mid Cap R GBP Dis	199.33	371.00
DT794114	25th SEP 18	Dividend (Group 1): 4743.81 Fil Investment Services(UK)Limited Fidelity Strategic Bond Net Y Inc	07.59	171.67

Clicking on the Dealing Account balance will present a list of transactions. You can view or download the trade confirmation.

**Dealing Account**

Viewing [Client name]

ISA GBP

← Back to Portfolio Summary Export table to Excel

From  To  Refresh

Contract	Reference	Notes	Dealt	Settlement	Quantity	Amount
	V833238	Bought 825 SMITH(DS) ORD GBP0.10 @ 4.83818	24th SEP 18	26th SEP 18	825	-4,081.31
	V833237	Bought 1150 LEGAL & GENERAL GROUP ORD GBP0.025 @ 2.6427	24th SEP 18	26th SEP 18	1,150	-3,107.49
	V832767	Bought 4200 TRITAX EUROBOX PLC ORD EUR0.01 (GBP) @ 1.061967	10th SEP 18	13th SEP 18	4,200	-4,560.61
	V832766	Bought 550 GREENE KING ORD GBP0.125 @ 5.136	10th SEP 18	13th SEP 18	550	-2,888.35
	V832729	Sold 2000 LINK FUND SOLUTIONS LTD LF WOODFORD INC FOCUS C GBP STRLING DIS @ 0.9024	6th SEP 18	12th SEP 18	-2,000	1,773.22
	V832726	Sold 4744.140 FIL INVESTMENT SERVICES(UK)LIMITED FIDELITY STRATEGIC BOND NET Y INC @ 1.203	6th SEP 18	11th SEP 18	-4,744.1	5,607.33

The View Chart and Sector Breakdown button enables you to view your holdings by the major asset classes of Fixed Interest, Equity and Alternative Assets, both as a list and by donut chart.

**Portfolio Detail**

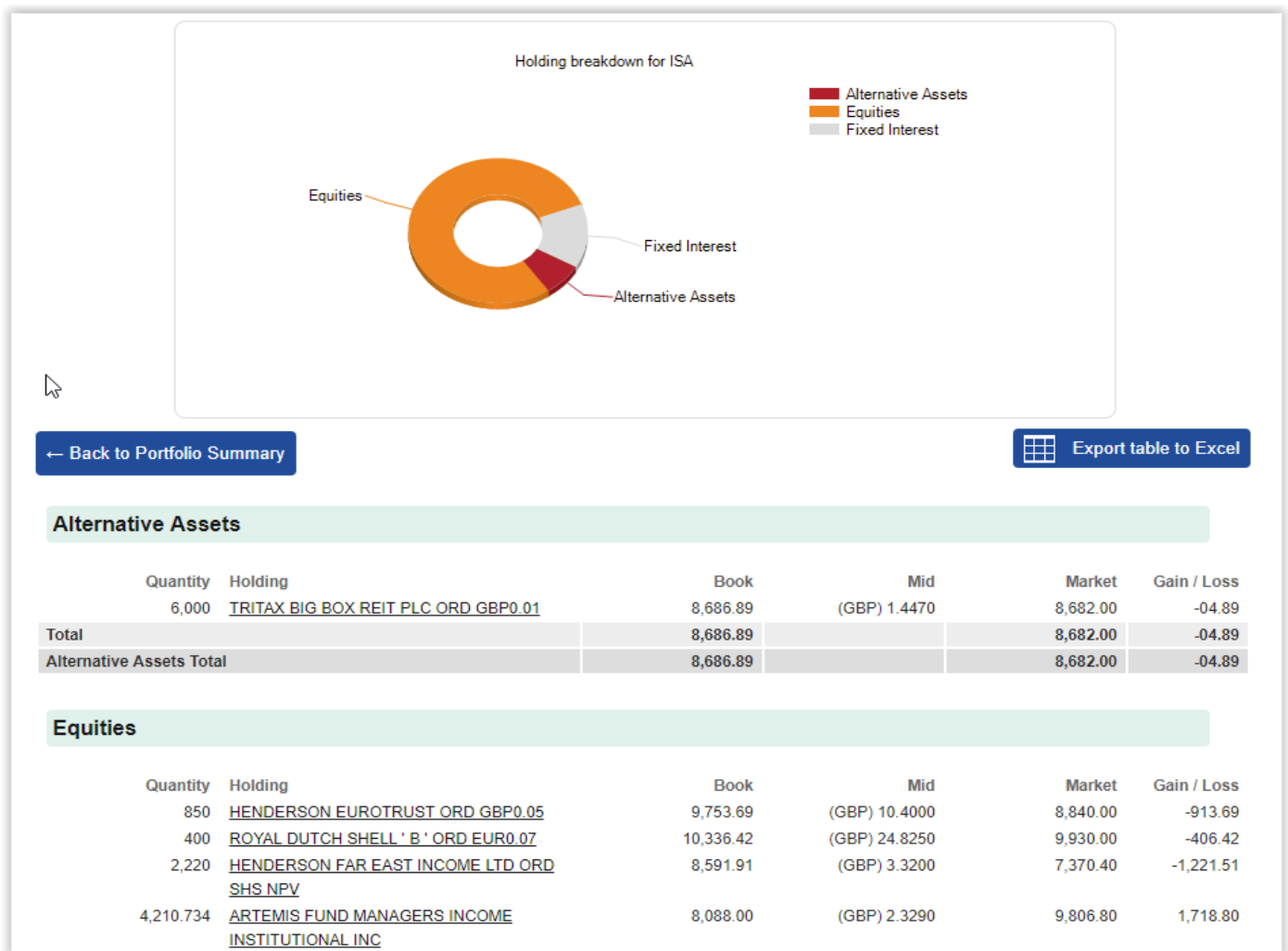
Viewing [Client name]

ISA

← Back to Portfolio Summary Export table to Excel

**View Chart and Sector Breakdown**

Service	Quantity	Holding	Book	Mid	Market	Gain / Loss	Forecast Income	Yield %
ISA	5,694.306	QUILTER INVESTORS LIMITE...	4,543.21	(GBP) 2.2460	12,789.41	8,246.20	199.33	1.6%
ISA	400	ROYAL DUTCH SHELL 'B'...	10,336.42	(GBP) 24.8250	9,930.00	-406.42	579.31	5.8%
ISA	4,210.734	ARTEMIS FUND MANAGERS IN...	8,088.00	(GBP) 2.3290	9,806.80	1,718.80	433.02	4.4%
ISA	5,794.7	FIL INVESTMENT SERVICES(...	7,122.50	(GBP) 1.2320	7,139.07	16.57	354.25	5.0%
ISA	2,716.895	LIONTRUST FUND PARTNERS ...	4,449.96	(GBP) 1.8103	4,918.40	468.44	283.64	5.8%
ISA	2,976.05	INVESCO FUND MANAGERS IN...	247.23	(GBP) 2.3891	7,110.08	6,862.85	247.24	3.5%



If you have any questions in relation to your account please get in touch. If you forget your username or password email us at [webval@farleyandthompson.co.uk](mailto:webval@farleyandthompson.co.uk)

Authorised and regulated by the Financial Conduct Authority. Member of the London Stock Exchange.  
Registered address: Pine Grange, Bath Road, Bournemouth BH1 2NU