MyConnect Client User Guide

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Introduction

Welcome to MyConnect! Hub Capital is pleased to introduce our new secure portal for our investors that will provide online access to your portfolio holdings, investment balances, asset allocations and account activity. MyConnect also provides you with the ability to retrieve and view your quarterly account statements online. Electronic statements, instead of paper will help reduce costs and environmental impact by providing statements and notifications online. You will be able to access and retrieve statements anywhere, anytime.

The purpose of this guide is to help you navigate through MyConnect. The portal is optimized for use on a variety of different browsers and devices.

It is important to note that if using Internet Explorer it works best with Internet Explorer 8.

Home Page

To login into Hub Capital MyConnect go to https://mps.hubcapital.ca/iconnect.   On the Home Page you will be able to:

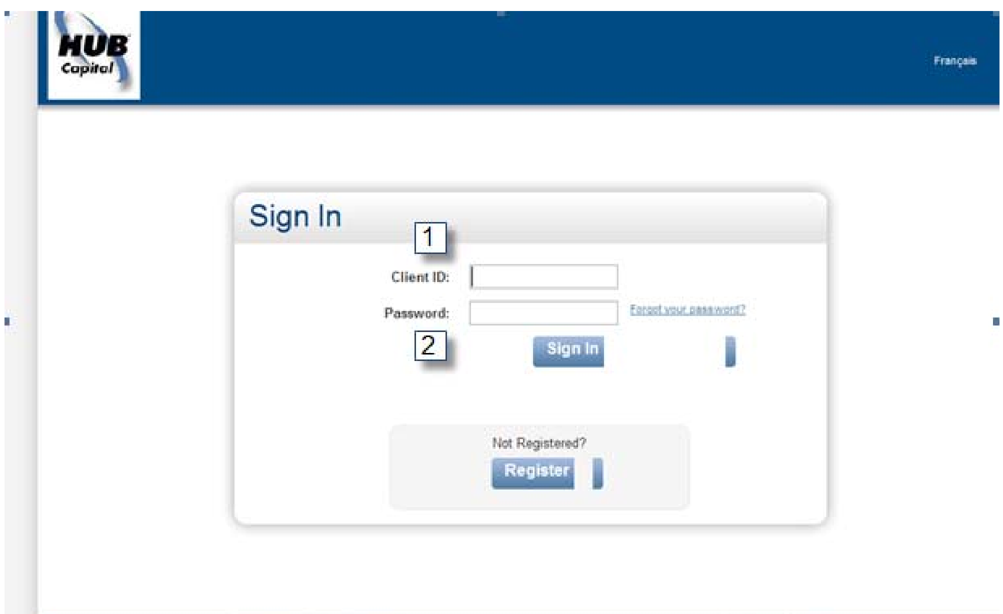
1. Sign into Hub Capital MyConnect
2. Register yourself for access to MyConnect (if you have not logged in before)
3. Reset your password

Signing In

Signing in to MyConnect requires you to enter two unique fields:

1. **Client ID:** This is your unique identifier that would be provided to you during the self-registration process.

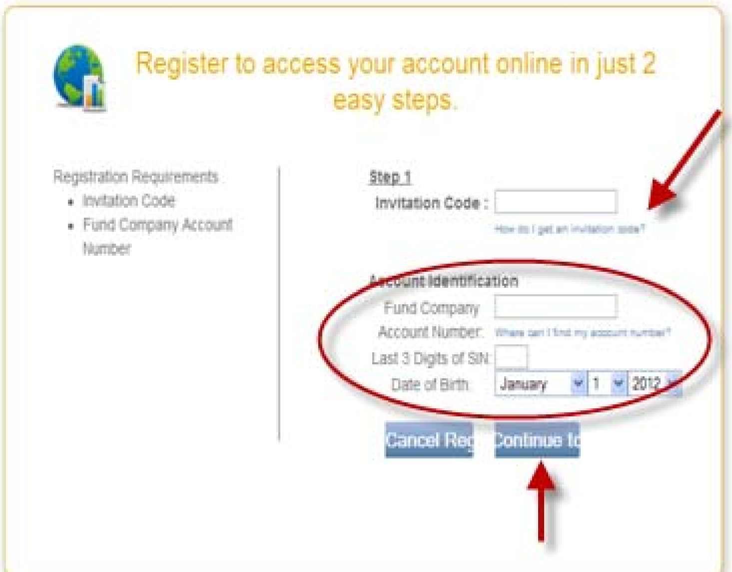
2. **Password:** The secure password chosen by you.



MyConnect Self-Registration

You can register for a Client ID by using the self-registration setup; begin by selecting the 'Register' button underneath *Not Registered?* on the home page.

The next screen will request that you enter an Invitation Code and some information about yourself and your account. If you do not already have an invitation code, one can be attained by selecting the *How do I get an invitation code?* question.

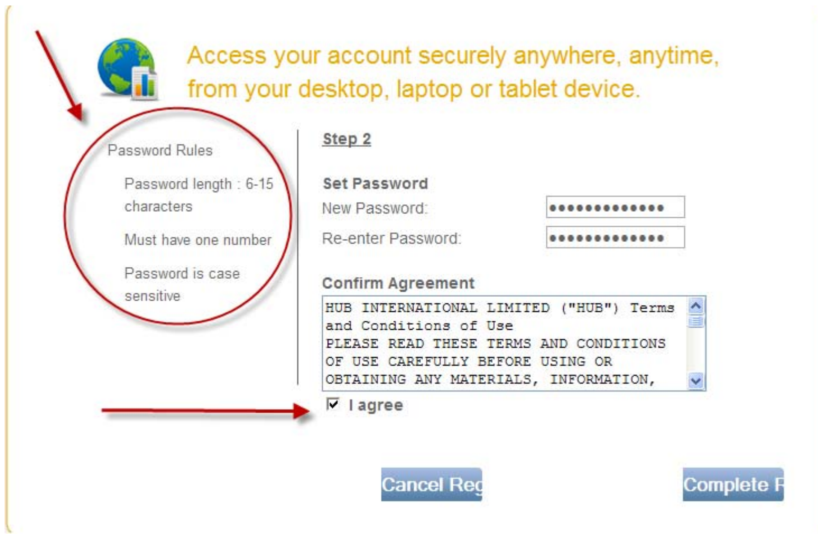


A new window will open (you may need to allow for pop-ups on this screen) and provide you with the invitation code which should be entered in the first field on this screen.

Then complete the remainder of the fields by entering your account number (this is your account number with the fund company), the last three digits of your Social Insurance Number and your date of birth.

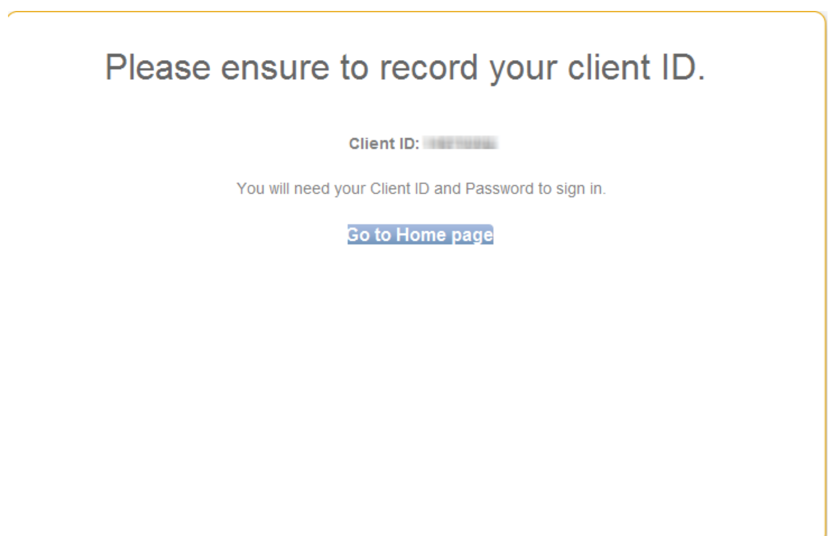
NOTE: For corporate ownerships, you cannot use self-registration because it requires the last three digits of a Social Insurance Number. You must contact your Advisor's office to get setup for corporate ownerships.

After selecting Continue the next screen will ask you for a password twice to ensure the information is being keyed in consistently. Then you will be asked to read and confirm that you agree to the Terms and Conditions for the use of the site.



By selecting 'Complete Registration' you will be taken to the next screen.

The next screen will provide you with your client ID number. Please record this in a safe location. If you forget your client ID number your Advisor can provide this for you.



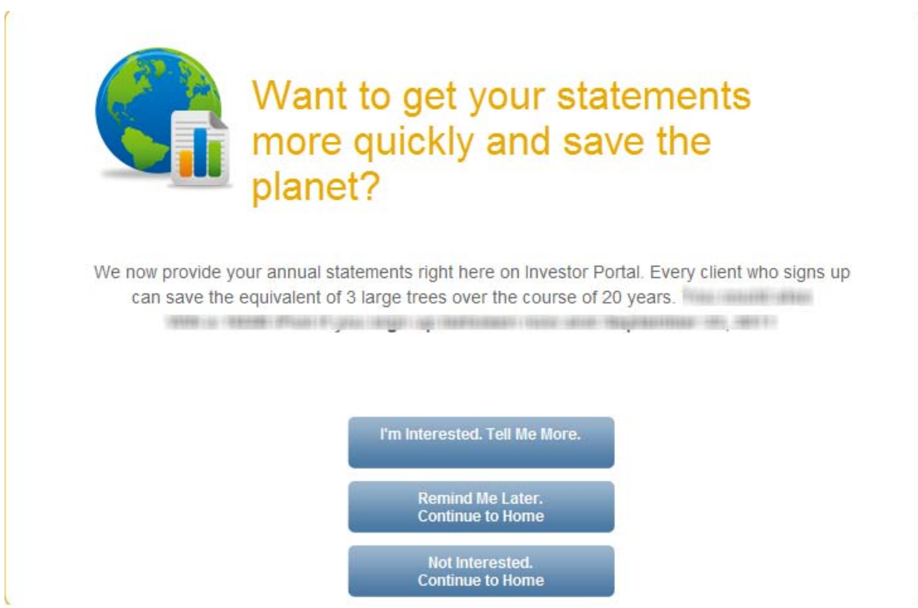
Password Recovery Setup

Upon successful sign in, you will be prompted to provide additional information that will assist you in resetting your password in the future if you needed to. Completing this page will allow to you use the 'Forgot your password' function on the home page. If you do not complete this setup, you will have to contact your Advisor to reset your password.

(See image on next page)

E-Delivery Enrolment Setup

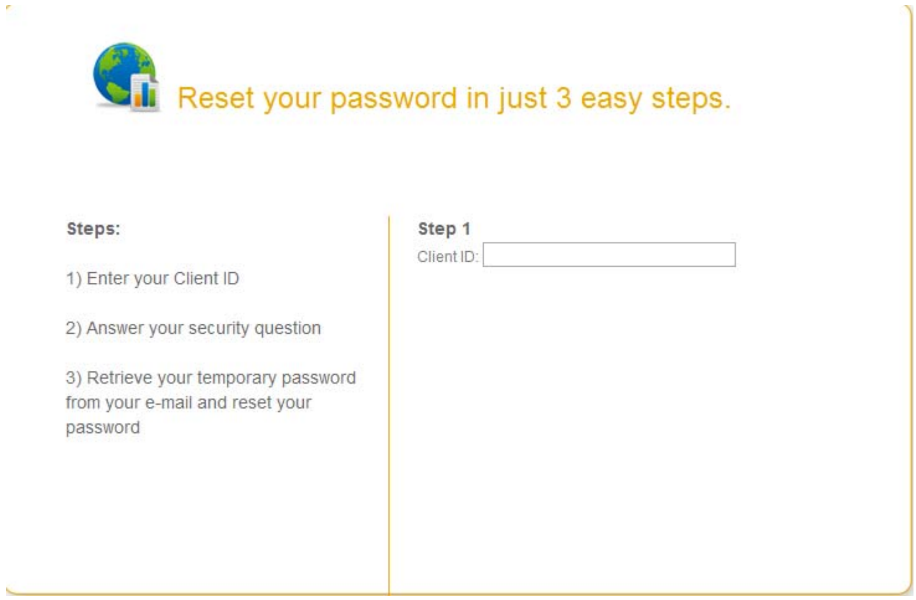
Upon logging into MyConnect for the first time you will also be presented with a campaign page for e-delivery enrolment.



NOTE: Delivery preferences at any time once inside MyConnect under My Profile by selecting Preferences.

Password Reset

The password reset process is started by clicking on ‘Forgot your password’ on the home page.



You will then be asked to enter your Client ID and the answer to the security question that you selected when completing the password recovery setup. Once complete you will receive an email with a temporary password which will need to be reset.

If you have not completed the password recovery setup, you will need to contact your Advisor’s office to reset your password to MyConnect.

MyConnect Navigation

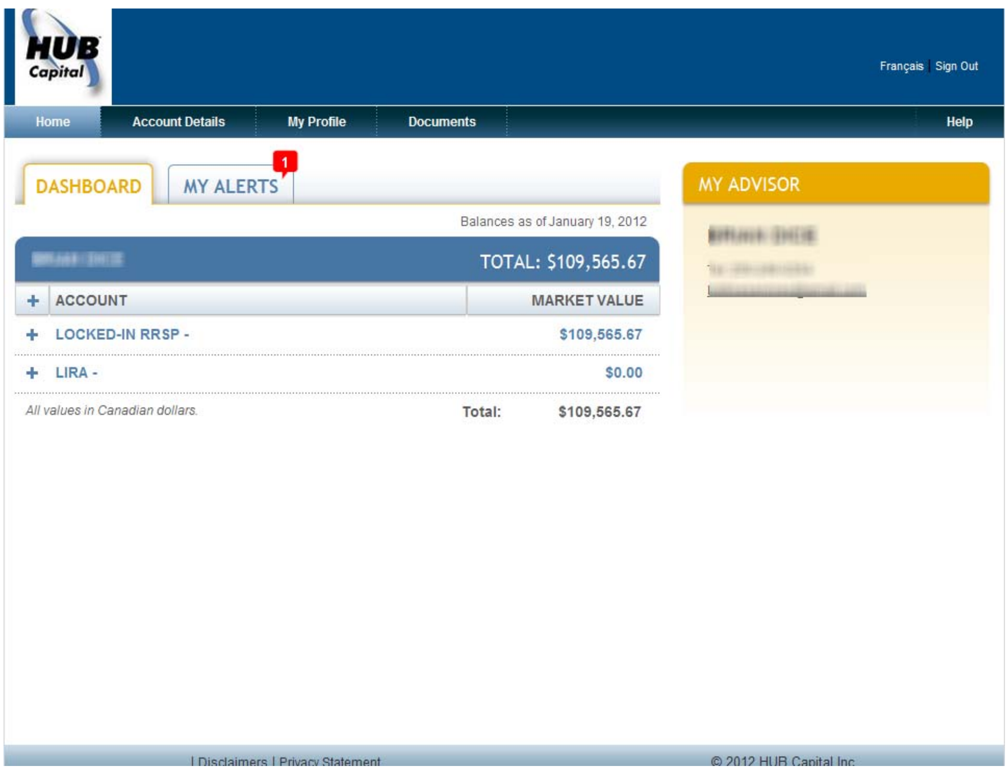
Once logged into MyConnect, navigating the site is easy.

Home

The Home screen has two areas, Dashboard and My Alerts.

The Dashboard will provide you a summary of all of your holdings under this Client ID number. By selecting the + symbol beside the account type you can see more information such as the investments or the transactions that have occurred for the selected account.

The My Alerts displays any new notifications (for instance, when a document is posted or when email validation is required).

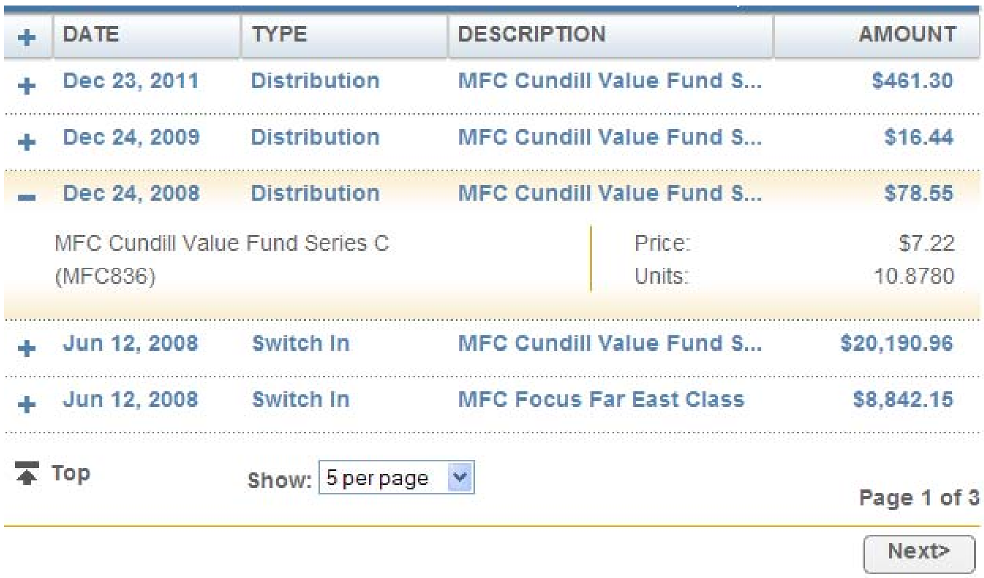


Account Details

The Account Details tab shows the investments and transactions for whichever account was selected. You are moved to this area automatically when selecting either Investments or Transactions under Dashboard.

Selecting the + symbol beside an Investment will provide you with additional information on the fund such as the Load Type and Unit Price.

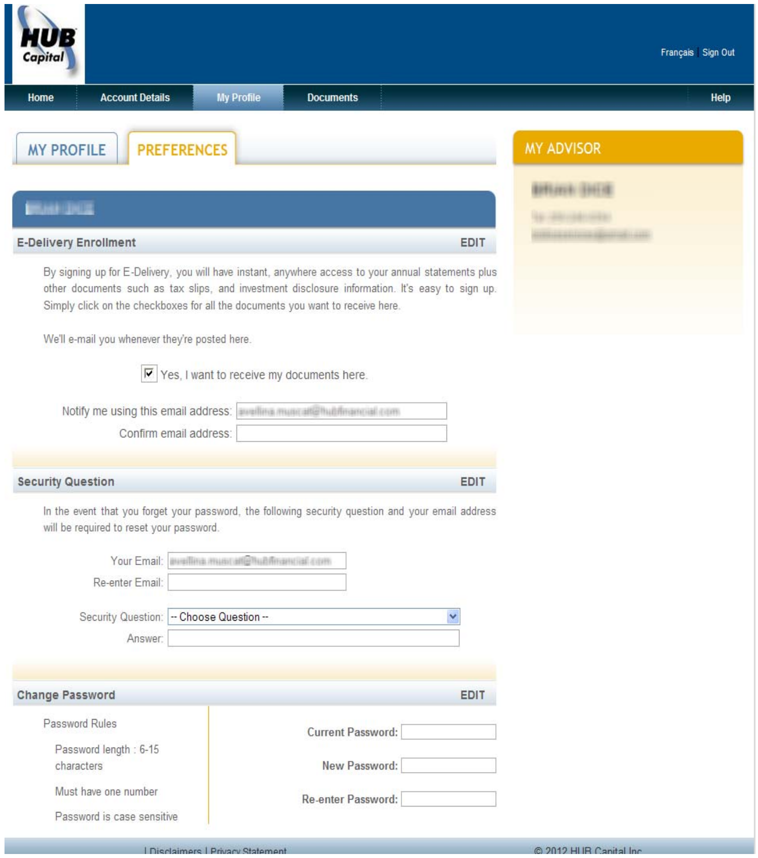
Selecting the + symbol beside a Transaction will provide you with the price and units that were affected by the selected transaction.



+	DATE	TYPE	DESCRIPTION	AMOUNT
+	Dec 23, 2011	Distribution	MFC Cundill Value Fund S...	$461.30
+	Dec 24, 2009	Distribution	MFC Cundill Value Fund S...	$16.44
–	Dec 24, 2008	Distribution	MFC Cundill Value Fund S...	$78.55
	MFC Cundill Value Fund Series C (MFC836)		Price: $7.22 Units: 10.8780	
+	Jun 12, 2008	Switch In	MFC Cundill Value Fund S...	$20,190.96
+	Jun 12, 2008	Switch In	MFC Focus Far East Class	$8,842.15

My Profile

The **My Profile** section contains your contact information on file with Hub Capital. It is also where your **Preferences** are kept for things like E-Delivery enrolment, Password Recovery and changing your password.



Documents

The **Documents** section will contain any statements that have been generated for you to view.