

AdvisorCentral[®]

NAVIGATION GUIDE FOR STIF EXPRESS USERS

THE AdvisorCentral WEB PORTAL PROVIDES EASY ACCESS TO STIF EXPRESS ACCOUNT DATA, PROVIDING VALUABLE FUNCTIONALITY TO HELP YOU MANAGE AND GROW YOUR BUSINESS.

ACCOUNT ACCESS

Upon logon, STIF Express users will be brought to the landing page. Accounts can be accessed via this page or by the Assets tab at the top of the page.

- From the landing page, they can click on a client name to display the Client Name Detail screen, which displays a list of accounts under each grouping.

The screenshot shows the AdvisorCentral landing page. At the top, there is a navigation bar with tabs: Home, My Portfolios, Households, Assets, Advanced Search, Statements, Prices and Research, Fund Sponsors, Cash Edge, Help, and Contact Us. Below the navigation bar, there is a search section for Client List Search with a dropdown menu for 'Select Search Type' and a text input field. A 'Search' button is present. Below the search section, there is a table with the following columns: CLIENT NAME, Value, # OF POSITIONS, TAX ID / SSN, LAST FINANCIAL ACTIVITY, and NOTES. The table contains one row with the following data: CLIENT NAME: XX-XXX0670, Value: \$1,348,315.31, # OF POSITIONS: 3, TAX ID / SSN: XX-XXX0670, LAST FINANCIAL ACTIVITY: 07/31/2013, and NOTES: (empty). There are also links for 'CSV' and 'Excel' at the bottom right of the table.

- The Client Name can be updated to better identify the group

- Columns are sortable

Please note that any page that is a "list" can be exported to CSV or Excel file.

The screenshot shows the Client Name Detail screen. At the top, there is a section for 'Client Name Detail' with a text input field containing 'XX-XXX0670'. Below this, there is an 'Edit Client Info' button. There is a checkbox for 'Hide Zero Balance Positions' and a note that '# of Positions: 3' and 'Total Assets: \$1,348,315.31'. Below this, there is a table with the following columns: Account, Customer Name, TAX ID / SSN, Fund Family, Fund, Last Financial Activity, Value, Shares, and NAV As of Date. The table contains three rows of data:

Account	Customer Name	TAX ID / SSN	Fund Family	Fund	Last Financial Activity	Value	Shares	NAV As of Date
XXXXXXXXXX	STIF SAMPLE	XX-XXX0670	STIF Express	0136/CONNECTICUT SHORT TERM INVESTMENT FUND	07/31/2013	\$973,999.42	973,999.420	\$1.00 08/27/13
XXXXXXXXXX	STIF SAMPLE	XX-XXX0670	STIF Express	0136/CONNECTICUT SHORT TERM INVESTMENT FUND	07/31/2013	\$218,971.39	218,971.390	\$1.00 08/27/13
XXXXXXXXXX	STIF SAMPLE	XX-XXX0670	STIF Express	0136/CONNECTICUT SHORT TERM INVESTMENT FUND	07/31/2013	\$154,344.50	154,344.500	\$1.00 08/27/13



ASSETS TAB

From the Assets tab, users can see total assets in STIF Express, then drill down to see total assets by fund. From the Fund view, users can click to get a list of accounts within the fund. Alternatively, users can click on the Book of Business tab to get a full list of all accounts

Home My Portfolios Households **Assets** Advanced Search Statements Prices and Research Fund Sponsors Cash Edge Help Contact Us

Fund Family List Fund Book Of Business

Search Investment
 Search

Investment List By Fund Family [Show All Fund Families](#) **Total: 1 Total Assets: \$1,348,315.31**

Fund Family	Assets	# Of Positions	Phone
STIF Express	\$1,348,315.31	3	1-877-546-5412

Home My Portfolios Households **Assets** Advanced Search Statements Prices and Research Fund Sponsors Cash Edge Help Contact Us

Fund Family List **Fund** Book Of Business

STIF Express

Assets : \$1,348,315.31 Website : <http://http://www.state.ct.us/ott/stifhome.htm>
 # of Funds : 1 Phone : 1-877-546-5412

Search Fund
 Search

[Show All Funds](#)

Fund Name	Assets	# of Positions	CUSIP	Ticker	NAV As of Date	NAV Change
CONNECTICUT SHORT TERM INVESTMENT FUND	\$1,348,315.31	3	136136136	0136	\$1.00 08/30/2013	\$0.00

[CSV](#) [Excel](#)

Hide Zero Balance Positions
 # of Positions : 3
 Total Assets : \$1,348,315.31

Customer Name Filter: [All](#) [0](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Account	Customer Name	TAX ID / SSN	Fund Family	Fund	Last Financial Activity	Value	Shares	NAV As of Date
1235570670	STIF SAMPLE	XX-XXX0670	STIF Express	0136 / CONNECTICUT SHORT TERM INVESTMENT FUND	07/31/2013	\$973,999.42	973,999.420	\$1.00 08/28/13
1235571640	STIF SAMPLE	XX-XXX0670	STIF Express	0136 / CONNECTICUT SHORT TERM INVESTMENT FUND	07/31/2013	\$219,971.39	219,971.390	\$1.00 08/28/13
1235574090	STIF SAMPLE	XX-XXX0670	STIF Express	0136 / CONNECTICUT SHORT TERM INVESTMENT FUND	07/31/2013	\$154,344.50	154,344.500	\$1.00 08/28/13

[CSV](#) [Excel](#)

ACCOUNT DETAIL

From the Account List, users can get to the Account Detail page by clicking on the account number or directly to Transaction History by clicking on the Last Financial Activity date.

The Account Detail page shows real-time account information in more detail, including links to pending trades and maintenance history and month-to-date accrual.

① Links on left navigation within the Account Detail screen provide access to:

- Transaction History
- Distributions paid
- Shareholder statements
- Process subsequent purchases and redemptions

Links to details about pending trades and account maintenance updates are also available.

STIF Express																																													
BIN: Tax ID: XX-XXX0670 Registration: CONNECTICUT TOWN C/O JOHN SHAREHOLDER CONNECTICUT STATE 123 MAIN STREET HARTFORD, CT 06101	Fund/ Account: CONNECTICUT SHORT TERM INVESTMENT FUND CUSIP: 1234567 Account Type: Dealer/ Branch/ Rep: 123/456/789 Dealer Name: SECTION 123 ACCOUNTS Rep Name: Available Shares: 973,999.420 Available Account Balance: \$973,999.42 As of 08/27/2013																																												
Detail Account Detail Transaction History Distributions Simulations Transactions Purchase Redemption Forms Statements	<table border="0"> <tr> <td>Uncollected Shares:</td> <td style="text-align: right;">0.000</td> <td>Distribution Options:</td> <td>Div: REINVEST CG: REINVEST</td> </tr> <tr> <td>Un-Issued Shares:</td> <td style="text-align: right;">973,999.420</td> <td>SWP:</td> <td>No</td> </tr> <tr> <td>Issued Shares:</td> <td style="text-align: right;">0.000</td> <td>PAC / AIP / SIP:</td> <td>No</td> </tr> <tr> <td>Total Shares:</td> <td style="text-align: right;">973,999.420</td> <td>Network Level:</td> <td>Non-networked</td> </tr> <tr> <td>Escrow Shares:</td> <td style="text-align: right;">0.000</td> <td>Check Writing:</td> <td>No</td> </tr> <tr> <td></td> <td></td> <td>Last Maintenance Date:</td> <td>02/02/2006</td> </tr> <tr> <td></td> <td></td> <td>Check History</td> <td></td> </tr> <tr> <td>Market Value:</td> <td style="text-align: right;">\$973,999.42</td> <td>ROA:</td> <td>No</td> </tr> <tr> <td>MTD Accrued:</td> <td style="text-align: right;">\$83.21</td> <td>LO:</td> <td>No</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$974,082.63</td> <td>Pending Trades:</td> <td>Yes</td> </tr> <tr> <td></td> <td></td> <td>Lot List</td> <td></td> </tr> </table> <p>This value may not reflect any pending trades or accrued dividends, and is based on previous business day's price.</p>	Uncollected Shares:	0.000	Distribution Options:	Div: REINVEST CG: REINVEST	Un-Issued Shares:	973,999.420	SWP:	No	Issued Shares:	0.000	PAC / AIP / SIP:	No	Total Shares:	973,999.420	Network Level:	Non-networked	Escrow Shares:	0.000	Check Writing:	No			Last Maintenance Date:	02/02/2006			Check History		Market Value:	\$973,999.42	ROA:	No	MTD Accrued:	\$83.21	LO:	No	Total:	\$974,082.63	Pending Trades:	Yes			Lot List	
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		Lot List																																											

TRANSACTION HISTORY AND TRANSACTION HISTORY DETAIL

Transaction History is accessible from the left navigation panel of the Account Detail screen. Users may filter their search by choosing a specific date range or a period of 30, 60 or 90 days prior. The Transaction History list contains full history of the account.

Date ranges supplied for Transaction History may vary by Investment Company.

Display Transaction History:

Since

Post Date	Transaction	Trade Date	Price	Shares	Trade Amount	Shares Balance
08/30/2013	DIVIDEND REINVESTED	08/30/2013	\$14.00	0.063	\$0.88	10.354
08/30/2013	ADDITIONAL INVESTMENT	08/30/2013	\$14.62	3.420	\$50.00	10.291
07/31/2013	DIVIDEND REINVESTED	07/31/2013	\$14.00	0.031	\$0.44	6.871
07/31/2013	ADDITIONAL INVESTMENT	07/31/2013	\$14.62	3.420	\$50.00	6.840
06/28/2013	SUBSEQUENT INVESTMENT	06/28/2013	\$14.62	3.420	\$50.00	3.420
06/07/2013	INTERNET FULL EXCHANGE OUT	06/07/2013	\$14.00	(276.676)	\$3,873.46	0.000
06/07/2013	PARTIAL REDEMPTION EXCHANGE	06/07/2013	\$14.00	(1,106.703)	\$15,493.84	276.676
05/31/2013	DIVIDEND REINVESTED	05/31/2013	\$14.00	12.854	\$179.96	1,383.379

Click any post date to get the details for a particular transaction.

Transaction:	DIVIDEND REINVESTED	Post Date:	07/31/2013
Trade Date:	07/31/2013	Price Per Shares:	\$14.00
Record Date:	07/31/2013	Rate:	0.000000000
Order Number:		NSSC Number:	
Order:	\$0.44	Net Dollars:	\$0.44
Dealer Commission:	\$0.00	Shares:	0.031
Concession:	\$0.00	CDSC:	\$0.00
Underwriter Commission:	\$0.00	Basis Point Fee:	
		Withholding:	\$0.00
		Miscellaneous Fees:	\$0.00
		Accrual Paid:	\$0.00

 [Back to Transaction List](#)

SUBMITTING TRADES

Subsequent purchases and redemptions can be submitted through the Account Detail screen.

Purchases

For purchases, select Purchase on the left navigation panel, enter the dollar amount and select the payment method.

Purchase (Step 1 of 3)

A. Specify the dollar amount:*

B. Method of Payment:*

*Indicates mandatory fields

The share balance may not reflect pending trades. The share balance and the dollar value are as of 10/31/2013.

Click Next to see the transaction re-cap. Click Modify to make a change the transaction or Submit to process the transaction.

Purchase (Step 2 of 3)

Transaction Request Re-Cap

You are in the process of submitting a request to invest \$10,000.00.

Using Bank Wire.
Please be sure to submit your Bank Wire request to your bank in order to complete the transaction. Your purchase will not be completed until funds are received.

Print out the transaction acknowledgment.

Purchase (Step 3 of 3)

Transaction Acknowledgement - Print this page and retain for your records.

You have submitted a request to invest \$10,000.00.

Using Bank Wire.
Please be sure to submit your Bank Wire request to your bank in order to complete the transaction. Your purchase will not be completed until funds are received.

Your AC Control Number is 390033080109191

Redemptions

For redemptions, select Redemption on the left navigation panel of the Account Detail screen, then:

- Select whether to redeem All, Shares or Dollars
- Enter the amount if shares or dollars are selected.
- Select from one of the payment methods on file.
- Click Next to continue to the Transaction Re-cap.

Redemption

Available Redemption Shares: 220,104.250

A. Redeem: All Shares Dollars

B. Amount:

C. Method of Payment:

Please select a payment method

Check to Address of Record (AOR)

Bank Wire - TD BANK, NATIONAL ASSOCIATIO Acct# **6934 ABA# 011103093

Bank Wire - BANK OF AMERICA, NA Acct# **0619 ABA# 011900571

Bank Wire - TD BANK, NATIONAL ASSOCIATIO Acct# **6934 ABA# 011103093

Bank Wire - TD BANK, NATIONAL ASSOCIATIO Acct# **6900 ABA# 011103093

The share balance may not reflect pending trades as of 10/31/2013.

Click Modify to make a change the transaction, or Submit to process the transaction.

Redemption

Transaction Request Re-Cap

You have requested to redeem \$15,000.00.

Using Bank Wire method to the following account:

ABA No.	011103093
Corresponding ABA No.	
Bank Name	TD BANK, NATIONAL ASSOCIATIO
Bank Account #	*****6900
Bank Account Owner	STIF General Fund
Bank Account Type	Checking

Print out the transaction acknowledgment.

Redemption

Transaction Acknowledgement - Print this page and retain for your records.

You have requested to redeem \$15,000.00.
Using Bank Wire method to the following account :

ABA No.	011103093
Corresponding ABA No.	
Bank Name	TD BANK, NATIONAL ASSOCIATIO
Bank Account #	*****6900
Bank Account Owner	STIF General Fund
Bank Account Type	Checking

Your AC Control Number is 390033080109225

STATEMENTS

Statements can be accessed two ways.

They can be accessed from the left navigation bar of the Account Detail screen.

Detail			
Account Detail	Uncollected Shares:	0.000	Distribution Options:
Transaction History	Un-Issued Shares:	973,999.420	Div: REINVEST
Distributions	Issued Shares:	0.000	CG: REINVEST
Simulations	Total Shares:	973,999.420	SWP:
Transactions	Escrow Shares:	0.000	PAC / AIP / SIP:
Purchase			Network Level:
Redemption			Check Writing:
Forms	Market Value:	\$973,999.42	Last Maintenance Date:
Statements	MTD Accrued:	\$94.19	Check History
	As of 08/28/2013		ROA:
	Total:	\$974,093.61	LOI:
			Pending Trades:
			Lot List

This value may not reflect any pending trades or accrued dividends, and is based on previous business day's price.

Statements can also be accessed from the Statements tab on the top navigation bar on all pages. Once you have entered an account number and clicked the Submit button, you will be presented with a list of available statements in PDF format. Select your desired statement to view.

Home
My Portfolios
Households
Assets
Advanced Search
Statements
Prices and Research

Individual Statements

Fund Family: STIF Express ▼

Select Statement Type: Shareholder Statements ▼

Account Number:

All fields are required

Submit

View	Output Type	Date	Account
	Shareholder Statements	2013-03-31	0000001586
	Shareholder Statements	2013-02-28	0000001586
	Shareholder Statements	2013-01-31	0000001586
	Shareholder Statements	2012-12-31	0000001586
	Shareholder Statements	2012-11-30	0000001586
	Shareholder Statements	2012-10-31	0000001586
	Shareholder Statements	2012-09-30	0000001586
	Shareholder Statements	2012-08-31	0000001586
	Shareholder Statements	2012-07-31	0000001586
	Shareholder Statements	2012-06-30	0000001586

CURRENT AND HISTORICAL PRICES

AdvisorCentral provides functionality to research current and historical prices, yields and daily interest rates.

From the Prices and Research tab in the top navigation bar:

- ❶ Click on the fund family name to link directly to the fund’s website for further research
- ❷ Click on Prices to view current prices for the desired funds
- ❸ Click a fund name to view the yield and interest rate

Fund Family List

Fund Family	Phone	Prices
PNC Funds	1-800-622-3863	Prices
Pacific Life Funds	1-800-722-2333	Prices
Parnassus Subaccounted Positions	1-877-546-5412	Prices
Perimeter Small Cap Growth Fund	1-888-968-4964	Prices
Permanent Subaccounted Positions	1-877-546-5412	Prices
Pioneer Investments Subaccounted Positions	1-877-546-5412	Prices
Plan Investment Fund	1-866-689-4856	Prices
Polen Funds Subaccounted Positions	1-877-546-5412	Prices
PrimeCap Subaccounted Positions	1-877-546-5412	Prices
Principal Subaccounted Positions	1-877-546-5412	Prices
Prudential Funds	1-888-778-5471	Prices
Putnam Investments Subaccounted Positions	1-877-546-5412	Prices
Pyxis Subaccounted Positions	1-877-546-5412	Prices
RS Subaccounted Positions	877-546-5412	Prices
Rainier Subaccounted Positions	1-877-546-5412	Prices
Ridgeworth Subaccounted Positions	1-877-546-5412	Prices
River North Subaccounted positions	1-877-546-5412	Prices
River Park Subaccount Positions	1-877-546-5412	Prices
Robeco Investment Family of Funds	1-888-332-2371	Prices
Royce Funds Subaccounted Positions	877-546-5412	Prices
Russell Subaccounted Positions	1-877-546-5412	Prices
Rydex (dba Guggenheim) Subaccounted Positions	1-877-546-5412	Prices
SA Funds Subaccounted Positions	1-877-546-5412	Prices
SEI Funds Subaccounted Positions	1-877-546-5412	Prices
STIF Express	1-877-546-5412	Prices

Go to Page: 1 2 3 4 5 6 7 8 9

Enter a historical date to review historical price and rate information.

Historical Fund Prices, Load Schedules and Yield Information

Specify the Date: (mm/dd/yyyy - Please provide a date between Monday and Friday)

0136 CONNECTICUT SHORT TERM INVESTMENT FUND			
NAV Price:	\$1.00	Price Date:	08/27/2013
Ticker:		Interest Rate:	0.000011268
1 Day Yield:	0.41	7 Day Yield:	0.34
		Split Interest Rate:	
		30 Day Yield:	0.34

Discount Level	From Dollars	To Dollars	Offering Price
1	\$0.00	\$999,999,999.99	\$1.00
2	\$0.00	\$999,999,999.99	\$1.00
3	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00

TRADE STATUS AND TRADE STATUS DETAILS

From the Prices and Research tab on the top navigation bar, click on Trade Status. A list of trades submitted via AdvisorCentral will be shown.

- 1 Click on the Control Number to see the details of a trade.

Home	My Portfolios	Households	Assets	Advanced Search	Statements	Prices and Research	Fund Sponsors	Cash Edge	Help	Contact Us
Price List		Trade Status								
Search by Control Number: <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="Clear"/>										
Control Number	Fund Family	Fund Name	Fund/ Account	Transaction	Dollars/ Shares	Trade Date	Trade Status			
390033080109191	STIF Express	CONNECTICUT SHORT TERM INVESTMENT FUND	0136 / 1235571640	Purchase	\$10,000.00	11/05/2013	Confirmed			
390033080109225	STIF Express	CONNECTICUT SHORT TERM INVESTMENT FUND	0136 / 1235571640	Liquidation	\$15,000.00	11/04/2013	Confirmed			

[CSV](#) [Excel](#)

Note: The a

Trade Status Detail			
Trade Status	Confirmed	Bank Name	TD BANK, NATIONAL ASSOCIATIO
Control Number	390033080109225	ABA No	011103093
Fund/ Account	0136 / 1235571640	Corresponding ABA No	
Customer Name	ENFIELD-CA	Bank Account Number	*****6900
Transaction	Liquidation	Bank Account Type	Checking
Dollars	\$15,000.00	Bank Account Owner	TOWN OF ENFIELD GENERAL FUND
Shares			
Trade Date	11/04/2013		
Payment Type	Bank Wire		
Trade Placed By	bd_ANENNI13		
Dealer/ Branch/ Rep	123 / 000 / 235570670		

FOR MORE INFORMATION CONTACT THE AdvisorCentral SERVICE CENTER:

Mon – Fri: 9:00am to 5:30 pm
 1-877-546-5412
www.advisorcentral.com

www.bnymellon.com

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