

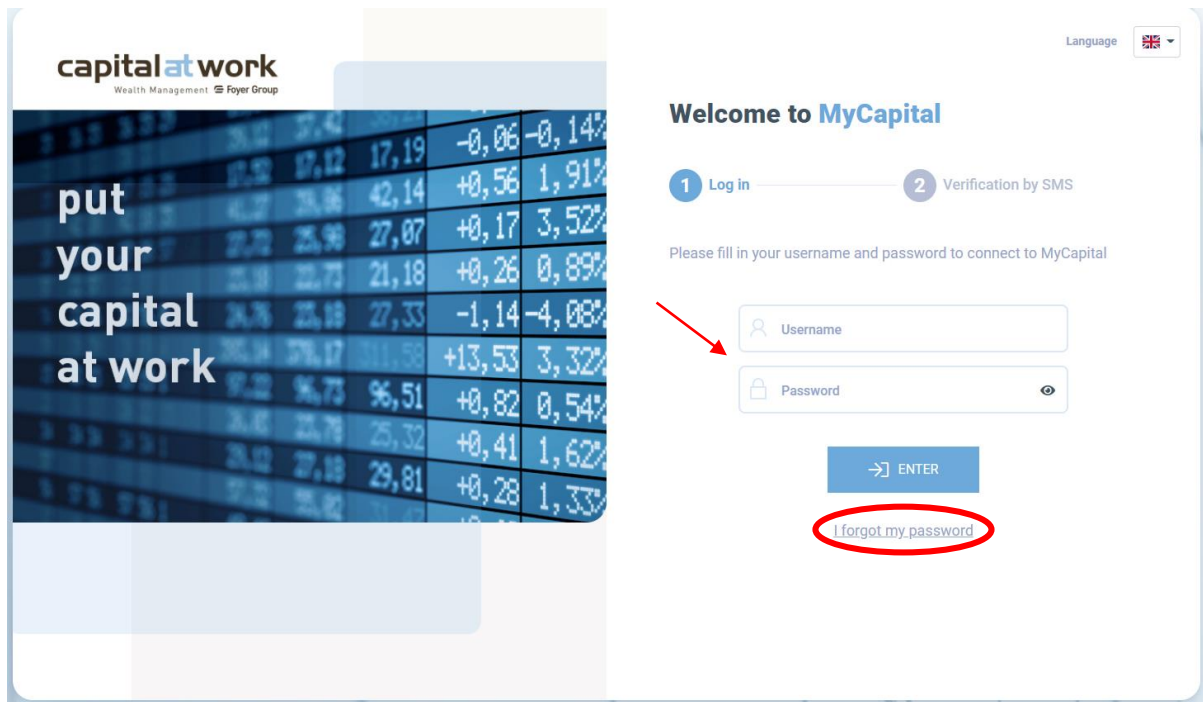
## **Manual: MyCapital**

**Welcome to MyCapital, CapitalatWork Foyer Group's online platform.  
In this manual you will find the information needed in order to use your  
MyCapital account.  
Do not hesitate to contact your Wealth Manager if you require additional  
information.**

## Log in

You log in by following the steps below:

1. Enter your username and personal password and click ENTER.
2. Click on SEND SMS to receive your secure verification code via sms. In the event that your mobile number is not known to us, you can ask for the code by email.
3. Enter the verification code (6 numbers) and click on VALIDATE.
4. You have access to your account.



## Forgot your password?

Change your password yourself online via "I forgot my password"

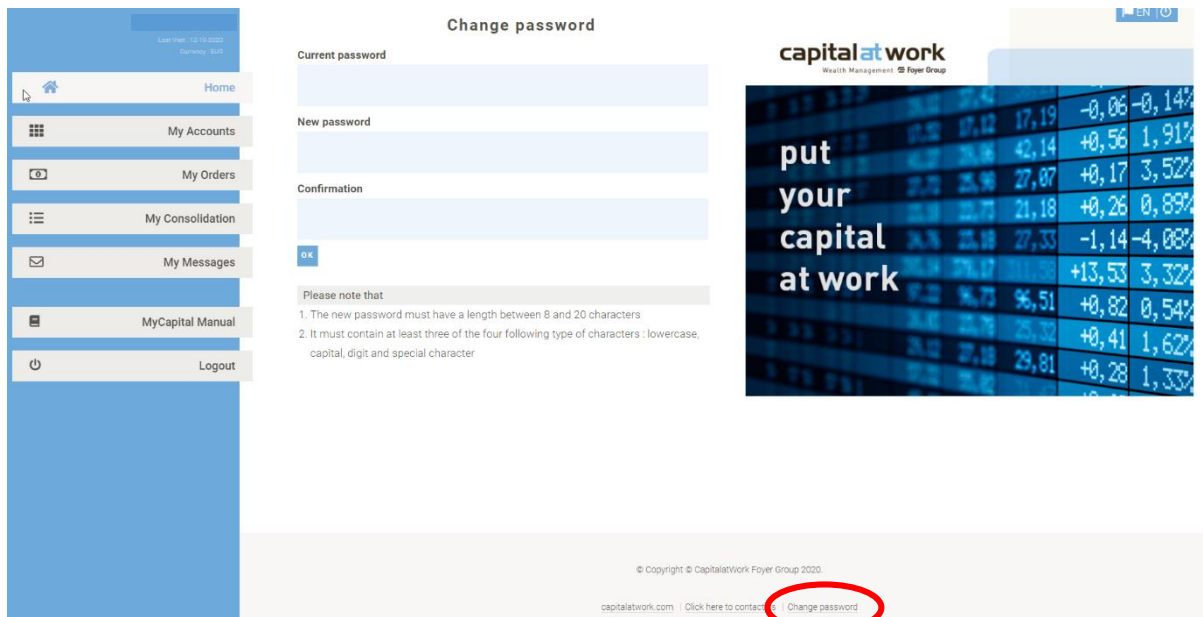
## Log out

To leave MyCapital, click the 'off button' at the top right of the screen or at the bottom left of the page.

**Do not forget to log out** before you leave the website. This will prevent any potential misuse of your information. The security of your data is our greatest concern.

## Password

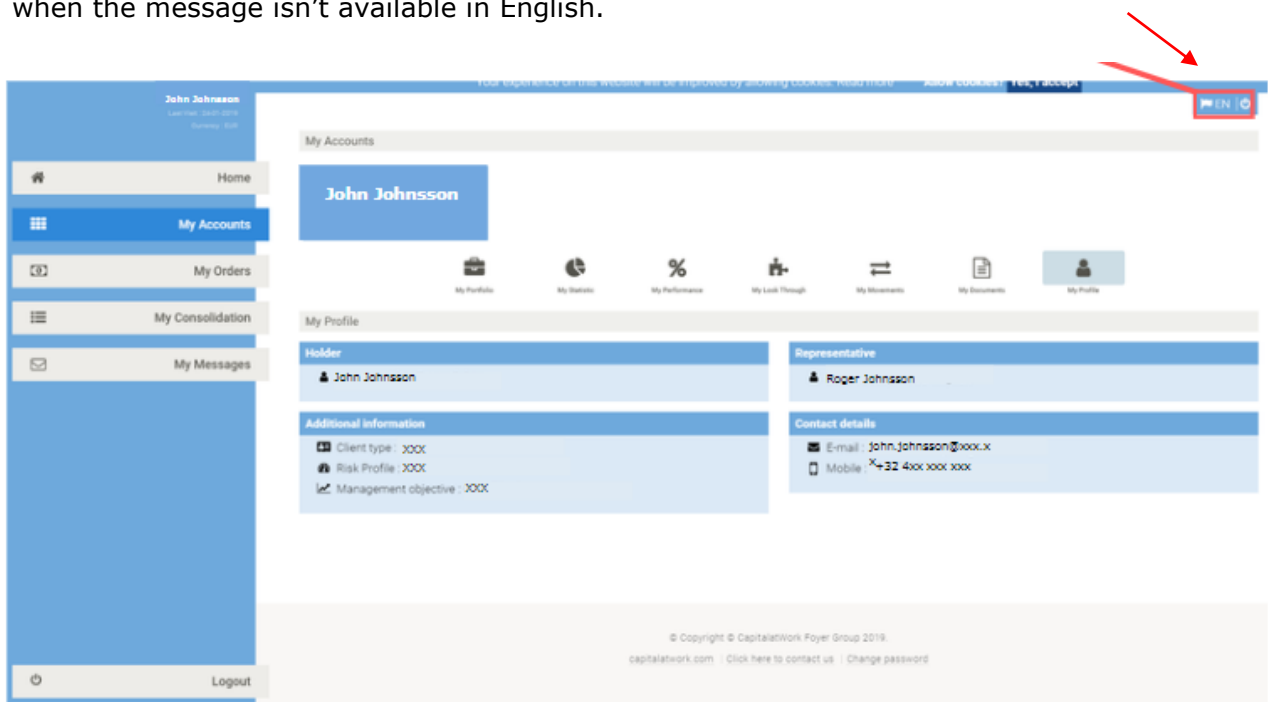
You can modify your password at any time via the 'Change password' button at the bottom of your screen.



## Language settings

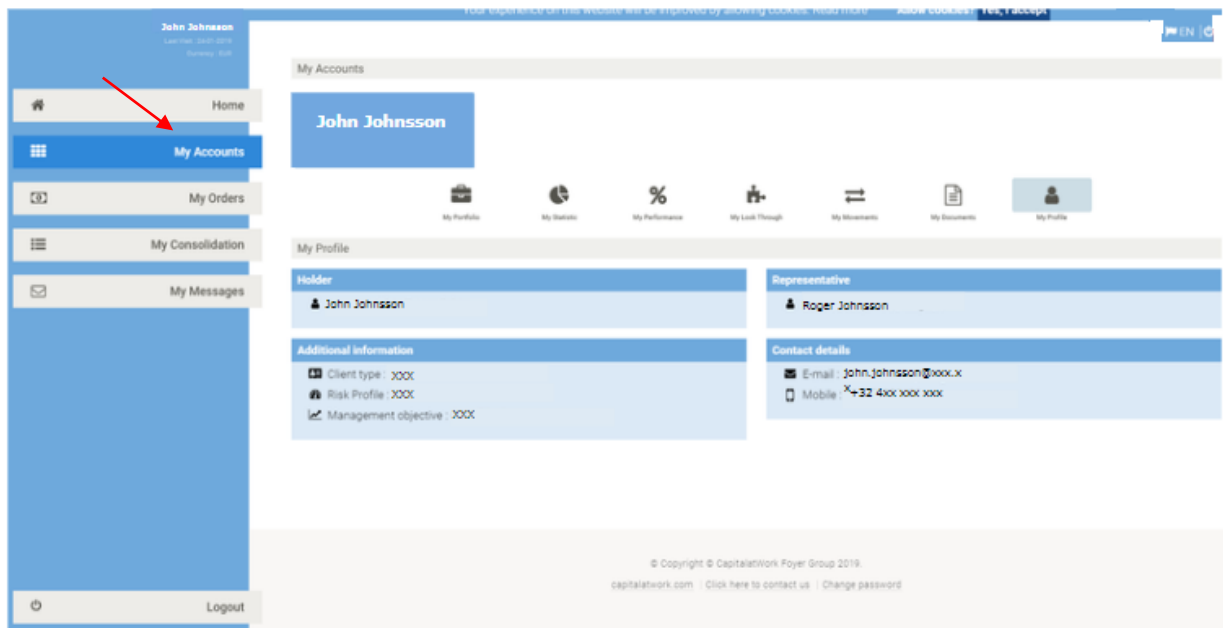
You can change the language by selecting 1 of the 3 languages at the top right.

**Note:** if you choose English, certain messages can be sent in French, this is only the case when the message isn't available in English.



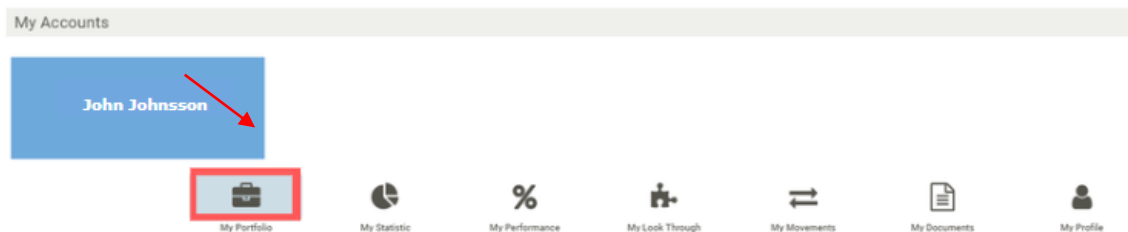
## My accounts

In the section 'My Accounts' you find an overview of your account(s) at CapitalatWork. If you click on an account, details of that account will be displayed.



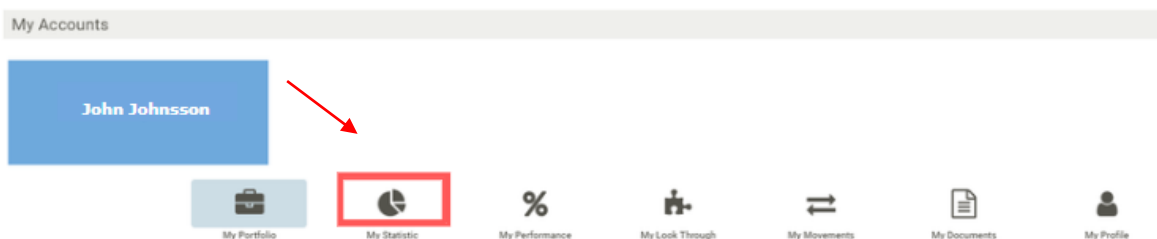
## My portfolio

Here you will find the details of your portfolio.



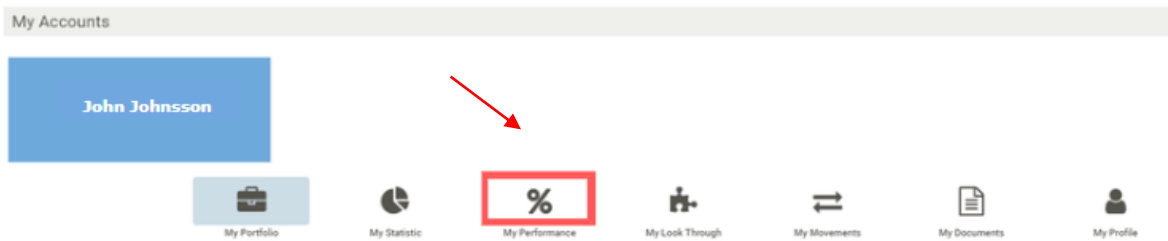
## My Statistics

Here you will find the statistics (display by currency/assets) of your accounts.



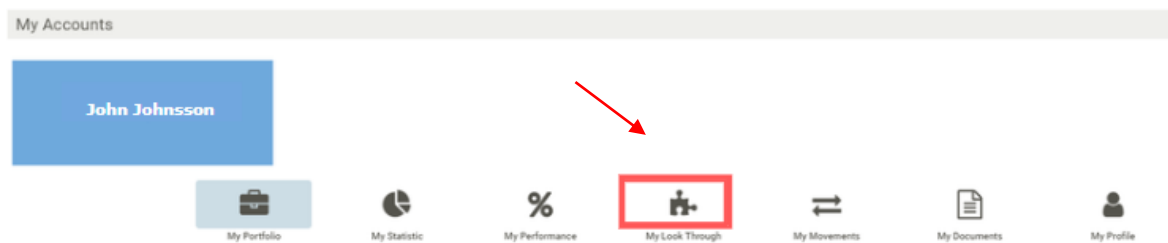
## **My Performance**

Here you will find the return on your portfolio for the current year and previous years.



## **My Look-Through**

In the Look-Through section you will find an overview of the 40 most important positions (subdivided by assets). You can find your other securities under 'other positions'.



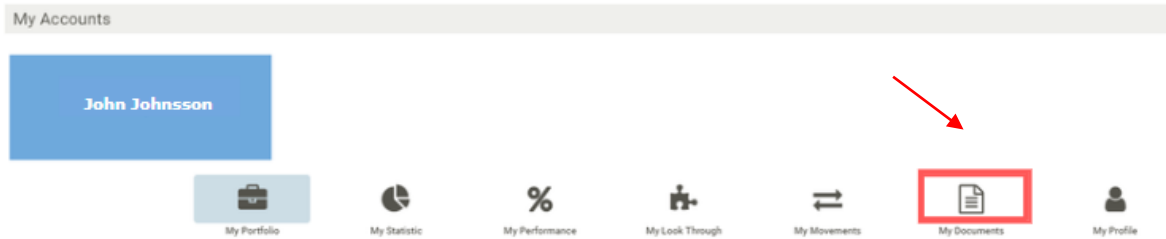
## **My Movements**

Here you will find the movements of your assets. You can choose a start and an end date and export the overview to a PDF or Excel file.



## **My Documents (only accessible via 'enhanced authentication')**

In My Documents you can find all communication concerning your accounts, such as information about your asset statements as well as account statements and other correspondence.



**Note:** you can only view your personal documents if you have logged in via the 'enhanced authentication'.

## **My Profile (only accessible via 'enhanced authentication')**

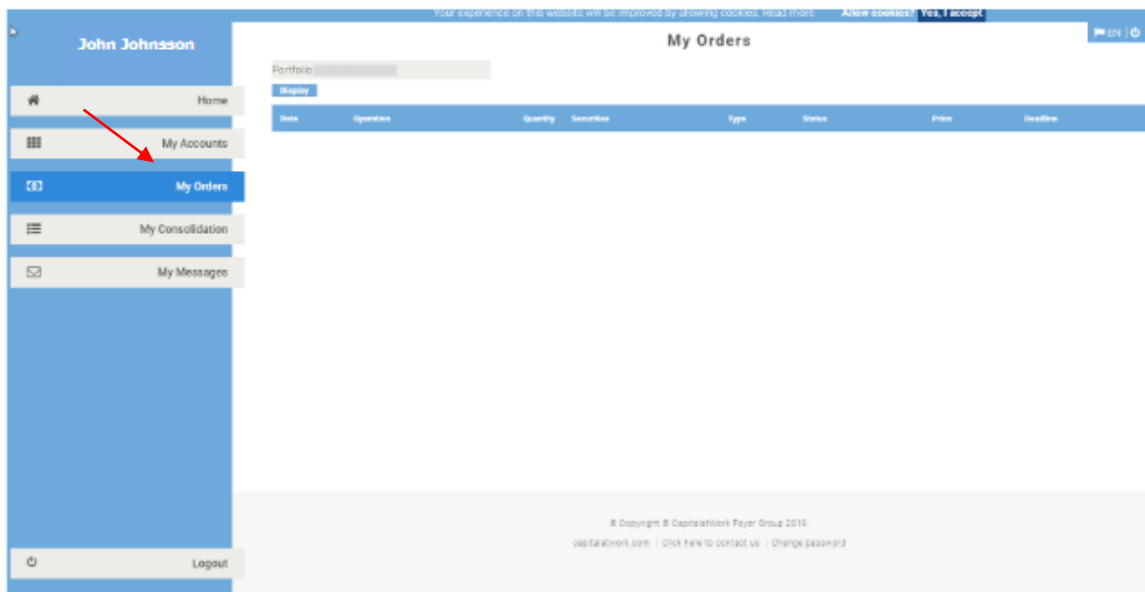
Here you can find your personal details.

If there is an error in your details, please contact us immediately.



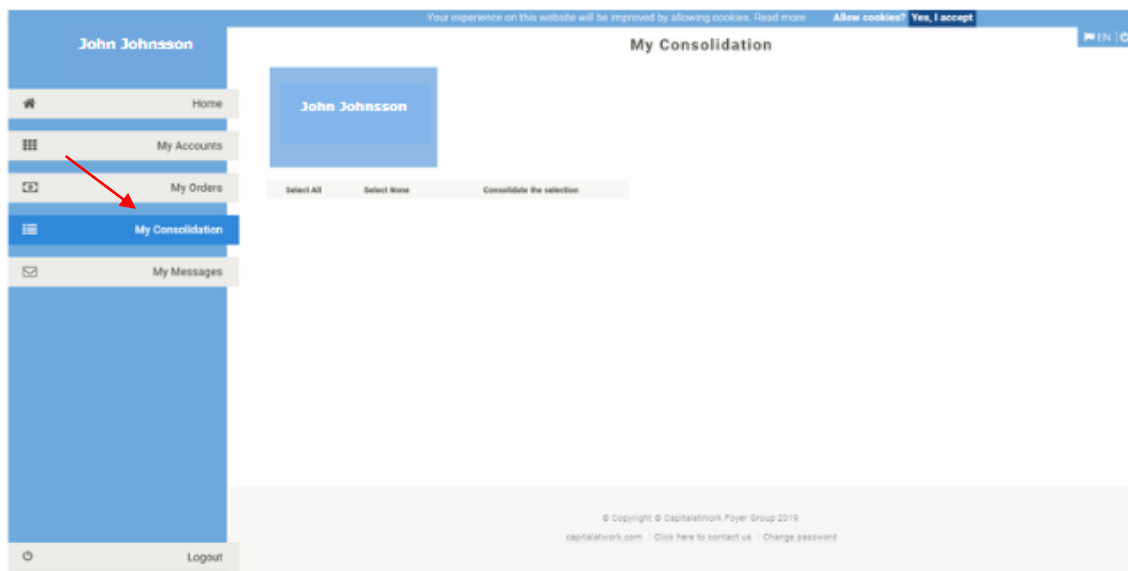
## My Orders

Here you can find your orders.



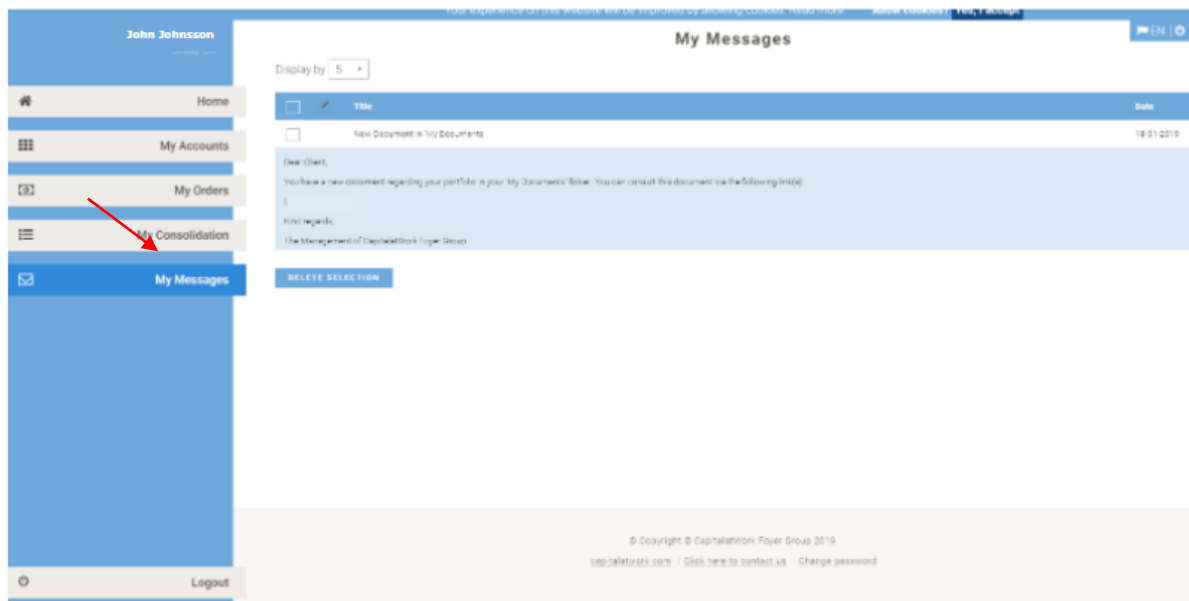
## My Consolidation

Here you can find the combined overview of all your accounts.



## My messages

All newsletters and general information can be found in 'My messages'. You will also be kept informed through this way of updated documents that concern you.



## Secured communication

In order to inform you in time about **legal, tax or financial** updates regarding your portfolio, we will inform you electronically (E mail) or by telephone (SMS). When receiving such messages, please consult your MyCapital as soon as possible.

*"A new message concerning our legal communication was placed in your MyCapital. You can consult this message via 'MyDocuments'. You will need to log in with the enhanced authentication. If you do not have access to MyCapital, contact your Wealth Manager who will provide you with the necessary details. Kind regards, The Management of CapitalatWork"*

## Mobile App

Your username and password for MyCapital are also used to log in to our Mobile App. If you change your password in MyCapital, you must also use that password for the Mobile App.