

Ultimus Fund Solutions uTransact

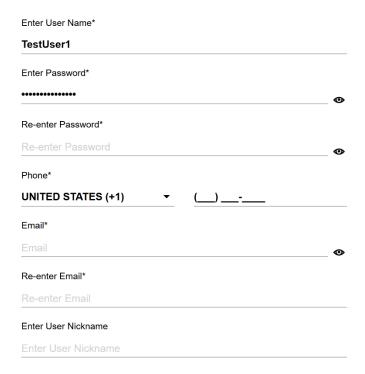
Advisor/Investor Guide

Step 1: Create an Account

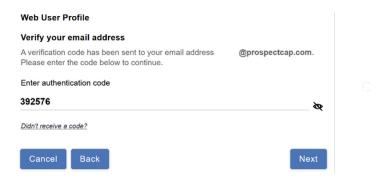
- Navigate to the Shareholder Portal Login page: https://uportal.ultimusfundsolutions.com/app/prospect/
- Select "Open an Account" to create your account:



Step 2: Fill in the (*) Required fields



Step 3: Verify your Email Address via Multi Factor Authentication



Step 4: Complete Steps 1 - 10 all of the "Open A New Account" window

Note that ACH, Funding, and Investing steps are optional at this time.

Requirements

In compliance with the USA Patriot Act, all mutual funds are required to obtain the following information for all registered owners and all authorized individuals:

- Full name
- Date of birth
- Social Security Number
- · Permanent street address



Account Type

Select Account Type such as Individual, Joint, IRA, etc.



Account Registration

Enter SSN, Account Name and Date of Birth



Address

Enter your street address, phone number, email address



Bank Info

Set up one or more bank accounts to fund purchases or receive dividends/redemption proceeds. This step is optional.



Initial Funding

Fund the account from a bank account and select amounts to invest. This step is optional.



Automatic Investments

Set up automatic investment plan in one or more investments. Investment amount is debited from a bank account. This step is optional.



Document Delivery

Setup preferred delivery mode for Statements, Confirms, Tax Forms, etc to the Investor.



Review & Verify

Review and verify the information for accuracy purposes.



Disclaimer

View and accept disclaimers.



Confirmation

View Account Number for new account created and download forms.



Cancel

Start

• Once complete, click on the "Home" icon in the Top Left corner to view your account.





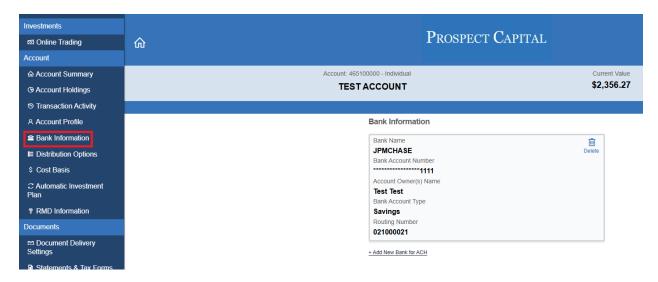
Making a Purchase on uTransact

Step 1: Login and Navigate to your profile

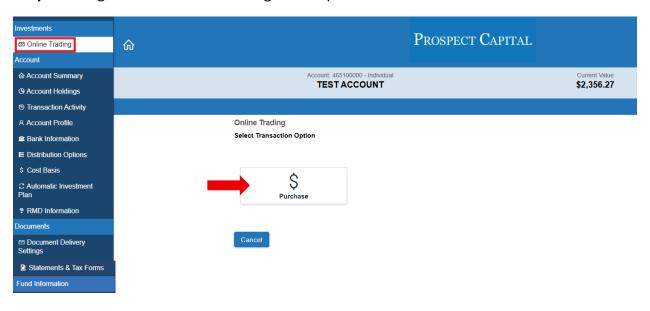
 Navigate to your account and log in: https://uportal.ultimusfundsolutions.com/app/prospect/

Step 2: Add Banking Instructions

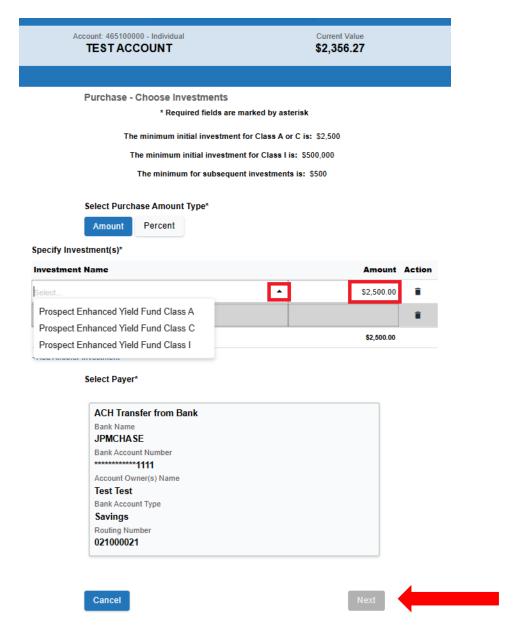
- ACH bank instructions must be on file to complete a purchase.
- Users can click on the "Add New Bank for ACH" link to instantly add bank instructions.



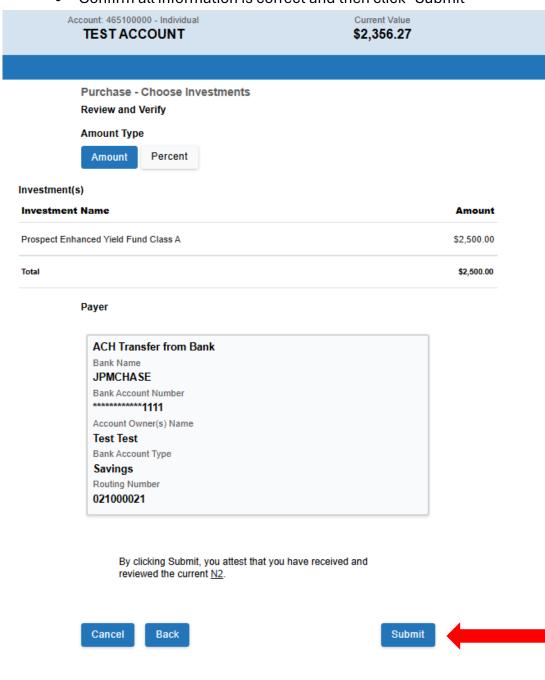
Step 2: Navigate to the Online Trading menu option and click on the Purchase icon.



• Use the dropdown to select the fund you would like to purchase and then enter the dollar amount. The bank must be selected under the "Select Payer" section. Click "Next".



Confirm all information is correct and then click "Submit"



• You will receive confirmation of your transaction, where you can print or save.

