

## Amy's Comments 2011

### **Keep it Simple for 2011**

**January 2011**

- Do you have securities held directly with a dividend reinvestment plan?
- Do you receive several 1099s at tax time?
- Do you have stock or bond certificates held somewhere other than a brokerage account?
- Do you receive various interest or dividend checks in the mail?
- Do you want to receive electronic statements?
- Are you frustrated with not knowing what to keep and what to throw away?

If you answered YES to any of the questions above, I can help you consolidate and try to make your 2011 simple!!

### **Information Third Party Release (ITPR) Form**

**February 2011**

There may be instances where you may periodically request different items to be delivered to a third party through the year or on an annual basis (1099, a copy of a statement, etc.). This scenario of a continuous relationship with periodic delivery of different information to an established/same third party requires you to complete and sign the *Informational Third Party Release* (ITPR) form.

If you have questions or would like to request the Informational Third Party Release form please contact Amy by calling (920) 455-4410 or e-mail [luckeroa@stifel.com](mailto:luckeroa@stifel.com)

## Online Account Access

April 2011

As a client in today's world, we know how important it is to be able to view your accounts and get balances whenever you need them. Below are the steps you need to view your statements and account information online.

1. Go to **WWW.CAPEFINANCIALGROUP.NET**
2. On the right side under **ABOUT US**, click on **ACCOUNT LOGIN** (A pop-up screen may appear, saying: *The current Web page is trying to open a site in your trusted sites list. Do you want to allow this? Click YES*)
3. You will then be directed to **STIFEL@CCESS**, click on **STIFEL ACCESS SIGNUP**
4. **REGISTER** – enter your Name, Social Security Number, Date of Birth, E-mail, Client ID (you choose), Password (you choose), Challenge Question and Answer. You will also need a **PRIMARY** account number. (You can call Amy at (920) 455-4410 if you are not sure) and **SUBMIT**
5. **REVIEW** your info on the verify screen and click **SUBMIT**
6. **READ/AGREE** to the user agreement

You will instantly start to see your accounts. If you would like to view your statements and/or confirmations online (and not by mail), follow the steps below:

1. Go to the **PREFERENCES** tab and select **DOCUMENT DELIVERY**
2. Select **ELECTRONIC** in the drop down menu
3. Select **UPDATE**
4. Read the disclosure and then select **ACCEPT** and **SAVE CHANGES**

You can now also elect to receive proxy materials, prospectuses, annual reports, semi-annual reports, and/or corporate action materials online (and not by mail). To register, take the following steps:

1. Go back to **PREFERENCES**, select **DOCUMENT DELIVERY** and then click **LAUNCH PROXY ENROLLMENT SITE**
2. Complete the user sign-up area. You will need the same primary account number you used to enroll for **STIFEL@CCESS** and your PIN # (last four digits of the primary account holders SS#).
3. Select **SUBMIT** (in the first box)
4. Make your selections on the electronic consent sign-up form.
5. **ENTER** and **CONFIRM** your e-mail address and PIN number and **SUBMIT**.

Please keep in mind that from time to time, there are communications that are not available electronically and those will continue to be sent to you via the mail. If you have any questions, please feel free to give us a call, we would be happy to walk you through it.