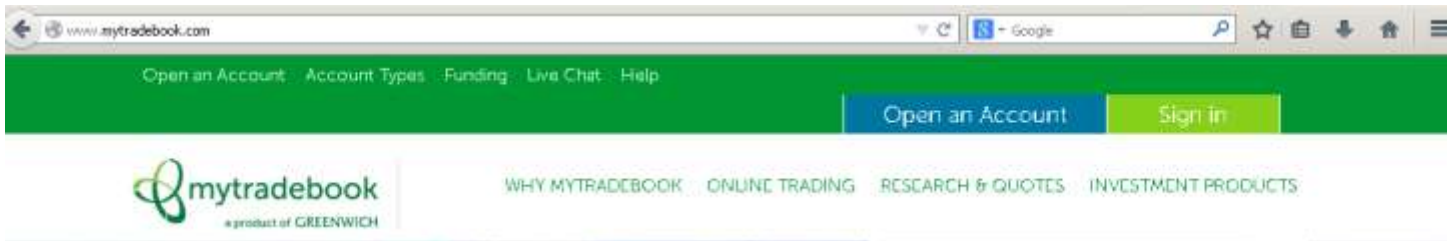


HOW TO SIGN UP FOR AN ACCOUNT:

You can make trades via the mytradebook online portal by signing up for an account, to sign up for an account simply follow the steps below:

1. Open the portal page by going to www.mytradebook.com and clicking on “open an account”.



2. Ensure you have all required KYC documents as it relates to the class of account you require and click on the **Continue** button.



3. Fill in the appropriate information as required in the appropriate fields provided. When done, click on the **Continue** button to proceed.
4. Enter your required bank details and upload your KYC documents as shown below.

LET'S SET UP YOUR BANK ACCOUNT

Account Details

You will need to provide your bank details and KYC documents before you can use your new account

Primary Account Holder Bank Details

Upload Your Documents

Passport Photo:

Choose file

Mode of Identification (Passport, National ID):

Choose file

Utility Bill:

Choose file

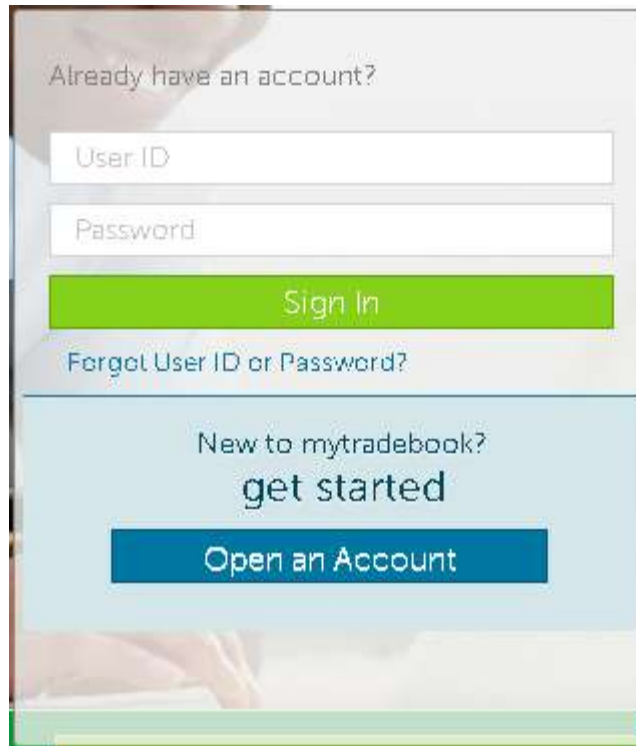
Signature Specimen:

Choose file

5. After clicking on the **Continue** button a preview page will be displayed to enable you cross check all inputted details for correctness. Upon confirmation, click on the **Submit** button to proceed.

HOW TO TRADE ON THE PORTAL

1. After creating an online account or getting details of your account via email, go to www.mytradebook.com click on the **Sign in** button on the top right of the home page to input your sign in details in the popup box as shown below.



Already have an account?

User ID

Password

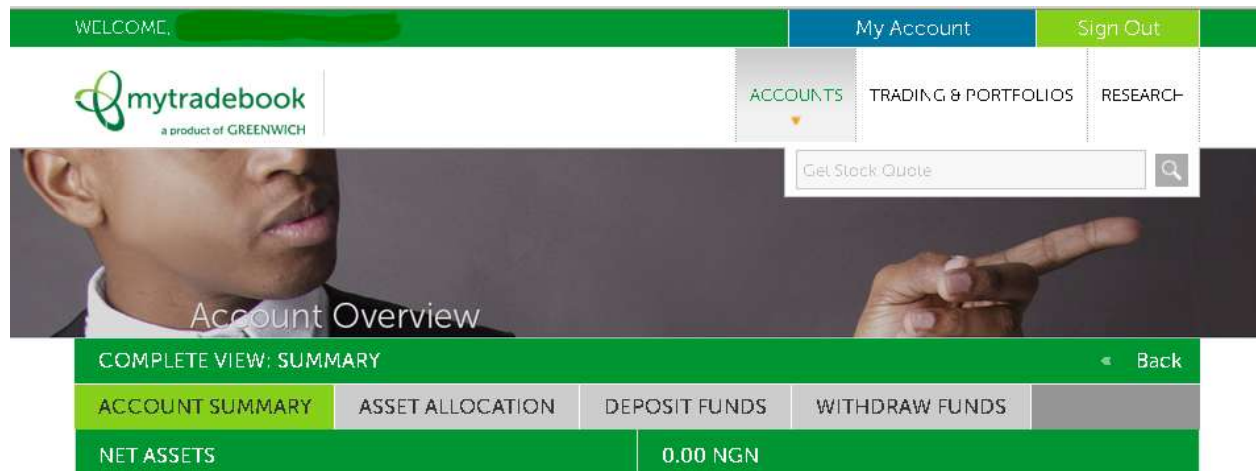
Sign In

Forgot User ID or Password?

New to mytradebook?
get started

Open an Account

2. After clicking on the **Sign in** button, if all details are entered correctly you will be granted access into the portal and can perform all the functions elaborated below; should you have problems logging into the portal, simply click on the “forgot User ID or Password” link shown above. A successful logon will grant you access to your trading account.



WELCOME, My Account Sign Out

mytradebook
a product of GREENWICH

ACCOUNTS TRADING & PORTFOLIOS RESEARCH

Get Stock Quote

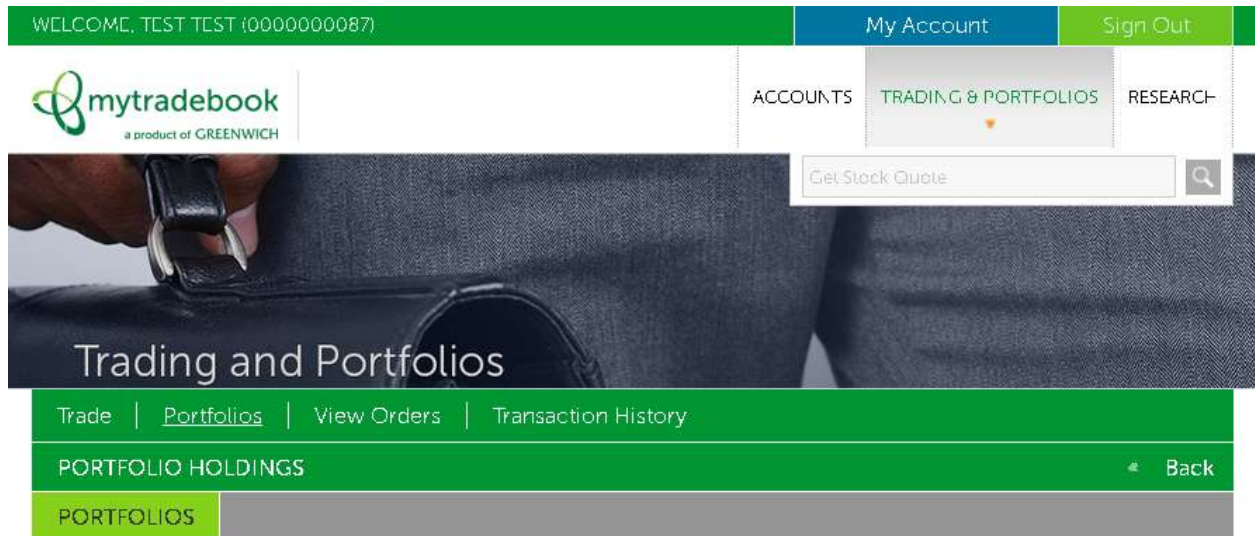
Account Overview

COMPLETE VIEW: SUMMARY Back

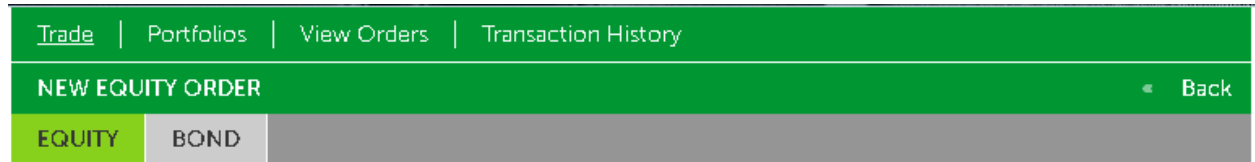
ACCOUNT SUMMARY ASSET ALLOCATION DEPOSIT FUNDS WITHDRAW FUNDS

NET ASSETS 0.00 NGN

3. Click on “TRADING & PORTFOLIO” on the top right hand side to take you to your portfolio where all portfolio transactions can be carried out, The trading and portfolio page is where you place orders to buy or sell stock, view the status of your order or check you mini statement based on transaction history.



4. To place a new trade order, click on trade on the left hand side of the tabs, this will open a tab where trade orders can be placed, simply select the instrument you want to trade (Equity or Bond).



- a. For Equity trading, select the symbol, order type, quantity, price type(Limit or Market [see privacy policy for descriptions]), limit price (if price type is limit) and term (period of transaction). When done click on the **Preview** button to verify your trades after which you may click on the **Submit** button for execution. Please note that if account is not funded with sufficient fund for this transaction, an error will be displayed below the **Preview** button.

HOW TO VIEW YOUR PORTFOLIO USING THE PORTAL:

In order to view or review your portfolio details via the portal, simply follow the easy steps below:

1. From your account and portfolio page after logging on to the portal as above, simply click on the second tab "PORTFOLIO".

Trade Portfolios View Orders Transaction History							
PORTFOLIO HOLDINGS							◀ Back
PORTFOLIOS							
Symbol	Last Price	Qty	Price Paid	Gain	% Gain	Total Cost	Current Value
PORTFOLIO						0.00	0.00
CASH-							0.00
TOTAL							0.00

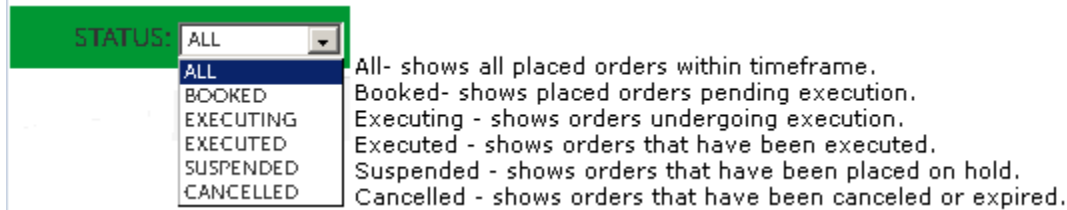
PORTFOLIO NEWS:			
Date	Symbol	Headline	Source

2. This will give you an overview of your portfolio holdings as desired.

HOW TO VIEW THE STATUS OF YOUR ORDERS

To view the status of your orders at any time for both “Equity” and “Bond” instruments, please follow the steps below after selecting either the “Equity” or “Bond” tab as required:

1. To view the status of any or all orders placed at any time, simply click on the “view orders” tab and filter using the status of the order you want to view. (Please see an overview of the various status types below).



The screenshot shows a green header bar with the text "STATUS:" followed by a dropdown menu. The dropdown menu is open, showing the following options: ALL, BOOKED, EXECUTING, EXECUTED, SUSPENDED, and CANCELLED. To the right of the dropdown menu, there is a legend explaining each status type.


Status	Description
ALL	All- shows all placed orders within timeframe.
BOOKED	Booked- shows placed orders pending execution.
EXECUTING	Executing - shows orders undergoing execution.
EXECUTED	Executed - shows orders that have been executed.
SUSPENDED	Suspended - shows orders that have been placed on hold.
CANCELLED	Cancelled - shows orders that have been canceled or expired.

All- shows all placed orders within timeframe.
Booked- shows placed orders pending execution.
Executing - shows orders undergoing execution.
Executed - shows orders that have been executed.
Suspended - shows orders that have been placed on hold.
Cancelled - shows orders that have been canceled or expired.

2. Select the period required by clicking on the dates to use the date selector (below), note that the start date should always precede the end date. (no error for date variance here)

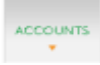



The screenshot shows a green header bar with the text "START DATE:" followed by a text input field containing "11/2/2014". To the right of this is the text "END DATE:" followed by a text input field containing "11/06/2014".

3. After selecting the dates required, click on the  button to show results.
4. The same process applies for both Equity and Bond.

HOW TO VIEW YOUR ACCOUNT STATUS


To view your account status, Net Assets, and Asset Allocation, kindly follow the steps below:

1. To view the available balance in your account, simply click on the  button on the top right of the page after signing into the portal, this will take you to the Account summary tab of your account as shown below.




The screenshot shows the 'Account Overview' page. At the top, there is a green header with 'COMPLETE VIEW: SUMMARY' and a 'Back' button. Below this is a navigation bar with four tabs: 'ACCOUNT SUMMARY' (highlighted), 'ASSET ALLOCATION', 'DEPOSIT FUNDS', and 'WITHDRAW FUNDS'. The main content area shows a table with 'NET ASSETS' and a value of '0.00 NGN'. Below this, there are two rows of data: 'TEST TEST / 0000000090 /' with a value of '0.00', and 'TEST TEST (BROKERAGE CASH)' with a value of '0.00'.

NET ASSETS		0.00 NGN
TEST TEST / 0000000090 /		0.00
TEST TEST (BROKERAGE CASH)		0.00


2. This will display the amount of funds in your account(s) (brokerage account(s), and any funds placement account of interest) along with your current net assets.
3. In order for you to view your Asset allocation, simply click on the  button, a graphical display as shown below will give an overview of the sectoral distribution of your assets.



4. In order to download the graph displayed, simply click on the  button and a list of download options for export will be made available to you.

HOW TO FUND YOUR TRADING ACCOUNT


To fund your account online, kindly follow the steps below:

1. To view the available balance in your account, simply click on the  button on the top right of the page after signing into the portal, this will take you to the Account summary tab of your account as shown below.



The screenshot shows the 'Account Overview' page with the 'ACCOUNT SUMMARY' tab selected. The page title is 'Account Overview'. Below the title is a green bar with 'COMPLETE VIEW: SUMMARY' and a 'Back' button. The main content area has four tabs: 'ACCOUNT SUMMARY' (selected), 'ASSET ALLOCATION', 'DEPOSIT FUNDS', and 'WITHDRAW FUNDS'. The table below shows the account summary:

NET ASSETS	0.00 NGN
TEST TEST / 0000000090 /	0.00
TEST TEST (BROKERAGE CASH)	0.00

2. Click on the  button, a page display as shown below will appear.




The screenshot shows the 'Account Overview' page with the 'DEPOSIT FUNDS' tab selected. The page title is 'Account Overview'. Below the title is a green bar with 'FUND MY ACCOUNT' and a 'Back' button. The main content area has four tabs: 'ACCOUNT SUMMARY', 'ASSET ALLOCATION', 'DEPOSIT FUNDS' (selected), and 'WITHDRAW FUNDS'. The table below shows the current balance:


ACCOUNT	CURRENT BALANCE
TEST TEST (BROKERAGE CASH)	0.00

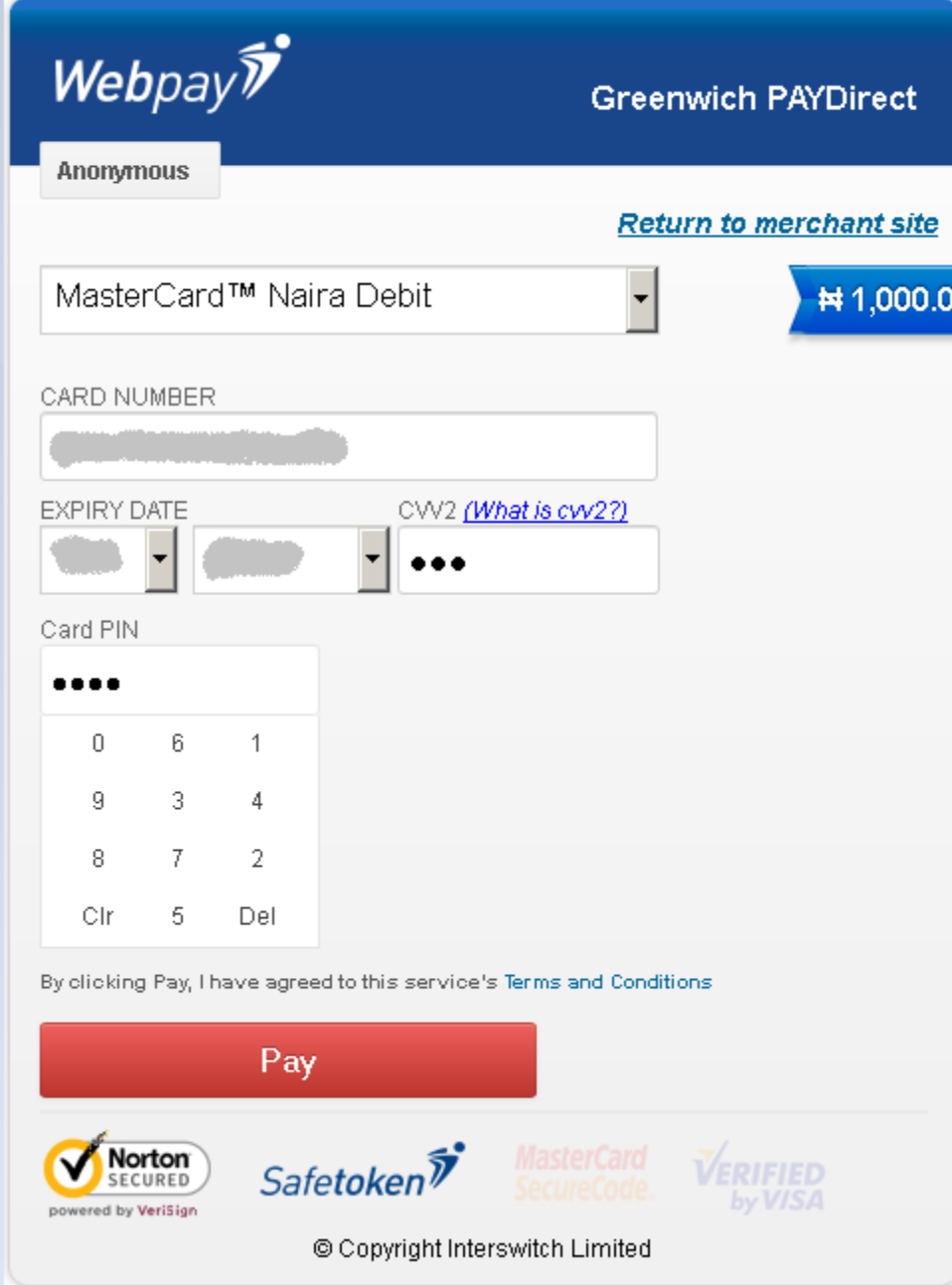
Select an account and specify the amount

Account to fund:	<input type="text" value="TEST TEST (BROKERAGE CASH)"/>
Amount:	<input type="text" value="Enter Amount*"/>

[Continue](#)

3. If you have multiple accounts or account types with us simply select the account you want to fund and fill in the amount you want to fund the account with and click on the  button to process your transaction.

4. After this a transaction confirmation page will be displayed for you to ensure the transaction and details are as desired; if so, click on the  button once more to take you to the transaction page.
5. This will redirect you to the webpay platform where the last phase of the transaction will occur, simply follow the steps on the webpay platform and enter the requested details as shown below.



The image shows a transaction confirmation page on the Webpay Greenwich PAYDirect platform. The page has a blue header with the Webpay logo and the text 'Greenwich PAYDirect'. Below the header, there is a tab labeled 'Anonymous' and a link to 'Return to merchant site'. The main content area displays a dropdown menu for the card type, currently set to 'MasterCard™ Naira Debit', and a blue badge showing the amount '₦ 1,000.00'. Below this, there are input fields for 'CARD NUMBER', 'EXPIRY DATE', and 'CV2 (What is cv2?)'. The 'EXPIRY DATE' field has two dropdown menus, and the 'CV2' field has three dots. Below these is a 'Card PIN' section with a field containing four dots and a numeric keypad with buttons for 0, 6, 1, 9, 3, 4, 8, 7, 2, 'Clr', 5, and 'Del'. At the bottom of the form, there is a red 'Pay' button and a checkbox area with the text 'By clicking Pay, I have agreed to this service's Terms and Conditions'. The footer contains logos for Norton Secured, Safetoken, MasterCard SecureCode, and VERIFIED by VISA, along with the copyright notice '© Copyright Interswitch Limited'.

Webpay Greenwich PAYDirect

Anonymous

[Return to merchant site](#)

MasterCard™ Naira Debit ₦ 1,000.00





CARD NUMBER

EXPIRY DATE CV2 ([What is cv2?](#))


Card PIN

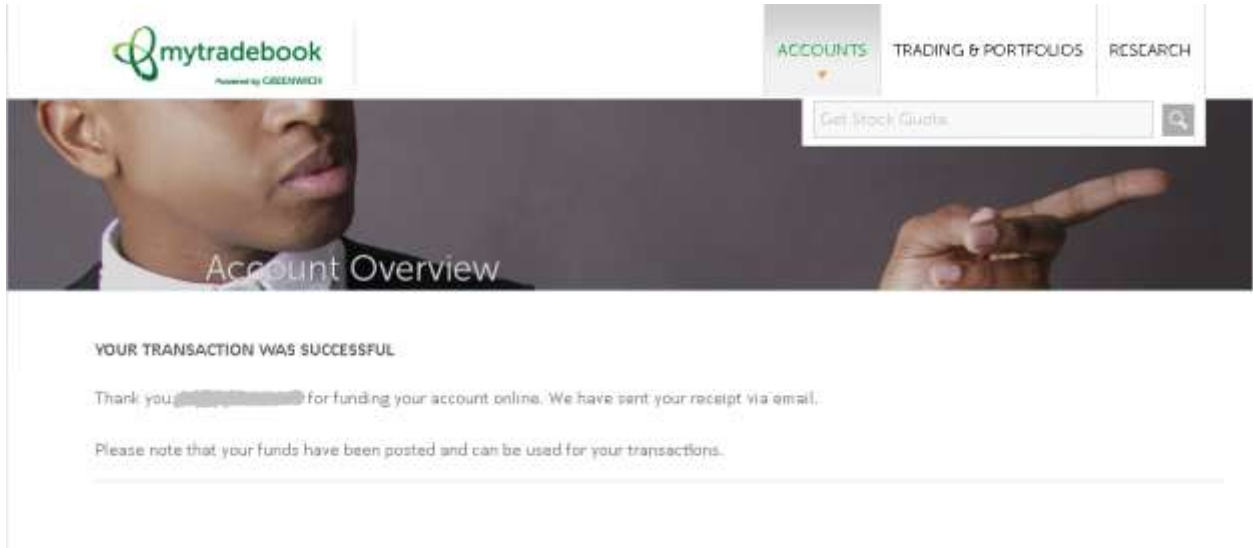
By clicking Pay, I have agreed to this service's [Terms and Conditions](#)

Pay


© Copyright Interswitch Limited

6. After authorizing the transaction by clicking on the  button, if all the details entered are correct and the funding account enabled; then you should have a successful transaction and receive a “Transaction was successful” message as shown below.



HOW TO WITHDRAW FROM YOUR ACCOUNT


To withdraw from your account online, kindly follow the steps below:

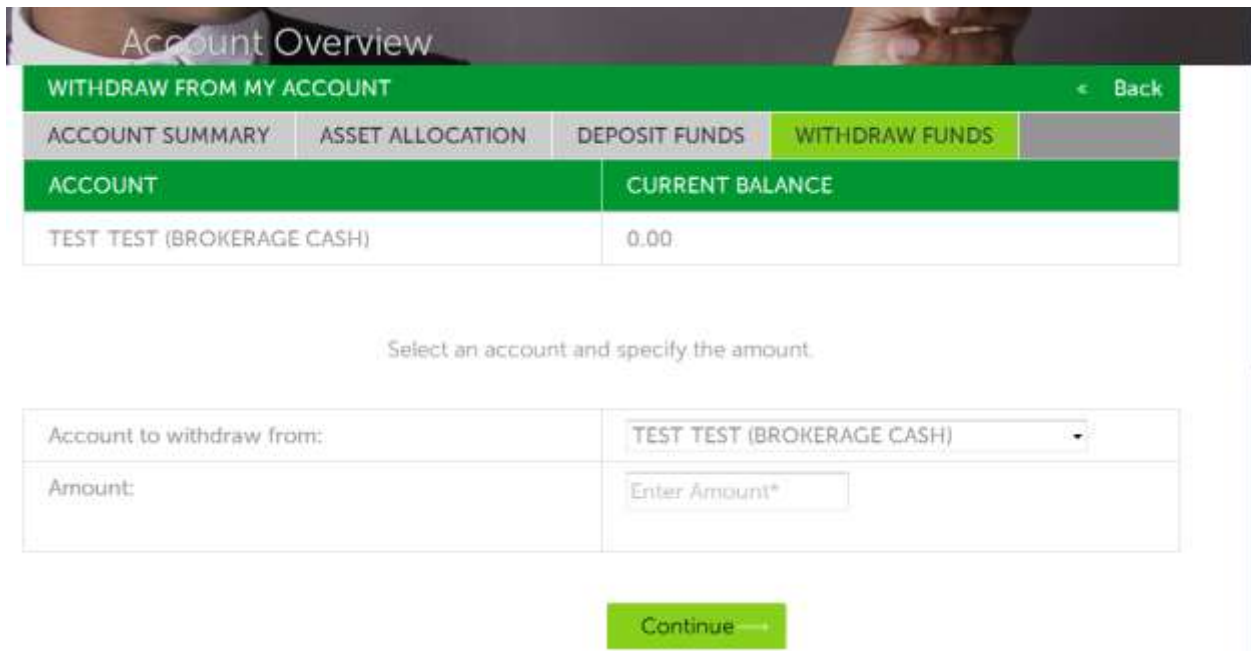
1. To view the available balance in your account, simply click on the  button on the top right of the page after signing into the portal, this will take you to the Account summary tab of your account as shown below.



The screenshot shows the 'Account Overview' page with the 'ACCOUNT SUMMARY' tab selected. The page title is 'Account Overview'. Below the title is a green bar with 'COMPLETE VIEW: SUMMARY' and a 'Back' button. The main content area has four tabs: 'ACCOUNT SUMMARY' (selected), 'ASSET ALLOCATION', 'DEPOSIT FUNDS', and 'WITHDRAW FUNDS'. Below the tabs is a table with two columns: 'NET ASSETS' and '0.00 NGN'. The table has two rows: 'TEST TEST / 0000000090 /' and 'TEST TEST (BROKERAGE CASH)', both with a value of '0.00'.

NET ASSETS	0.00 NGN
TEST TEST / 0000000090 /	0.00
TEST TEST (BROKERAGE CASH)	0.00

2. Click on the  button, a page display as shown below will appear.




The screenshot shows the 'WITHDRAW FROM MY ACCOUNT' page. The page title is 'Account Overview'. Below the title is a green bar with 'WITHDRAW FROM MY ACCOUNT' and a 'Back' button. The main content area has four tabs: 'ACCOUNT SUMMARY', 'ASSET ALLOCATION', 'DEPOSIT FUNDS', and 'WITHDRAW FUNDS' (selected). Below the tabs is a table with two columns: 'ACCOUNT' and 'CURRENT BALANCE'. The table has one row: 'TEST TEST (BROKERAGE CASH)' with a value of '0.00'. Below the table is a text prompt: 'Select an account and specify the amount.' Below the prompt is a form with two fields: 'Account to withdraw from:' with a dropdown menu showing 'TEST TEST (BROKERAGE CASH)' and 'Amount:' with a text input field containing 'Enter Amount*'. Below the form is a green 'Continue' button.

ACCOUNT	CURRENT BALANCE
TEST TEST (BROKERAGE CASH)	0.00

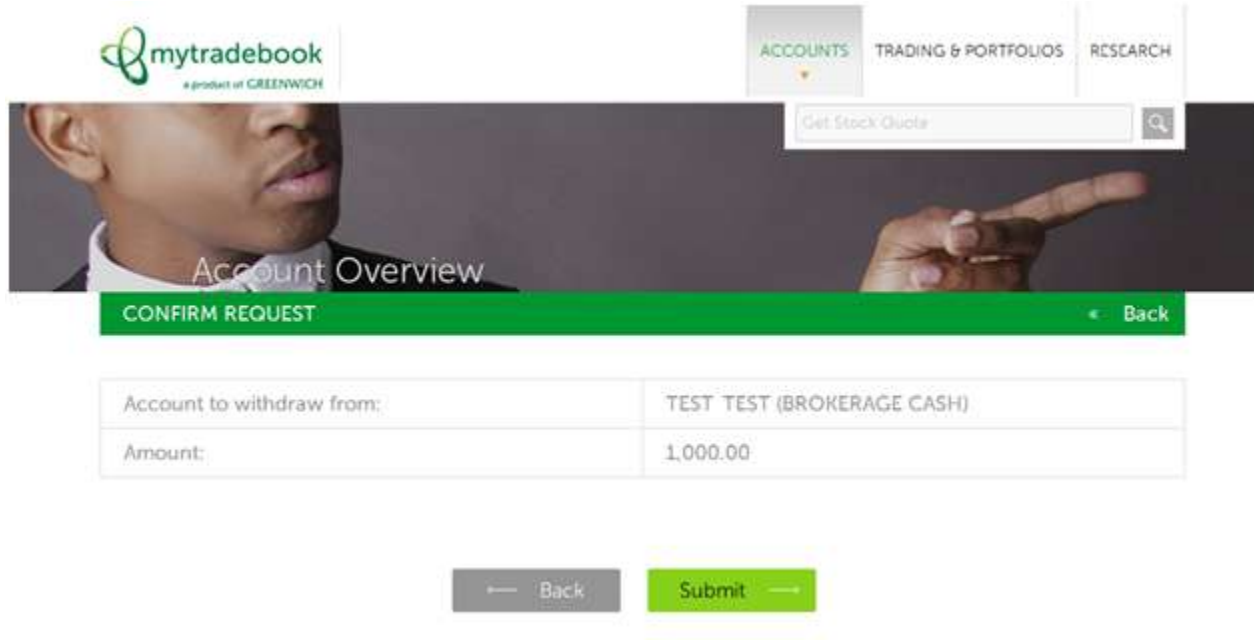
Select an account and specify the amount.

Account to withdraw from:	TEST TEST (BROKERAGE CASH)
Amount:	Enter Amount*

Continue

3. If you have multiple accounts or account types with us simply select the account you want to withdraw from and fill in the amount you want to withdraw from the account with and then click on the  button to process your transaction.

4. After this a transaction confirmation page will be displayed for you to ensure the transaction and details are as desired; if so, click on the **Submit** button to conclude your withdrawal request.



5. After submitting the confirmed withdrawal request, your request will be forwarded to the appropriate party for onward processing, and you should get your funds no later than 48 hours after submitting your request.



Thank you TEST TEST for submitting your request online.
Your request will be processed shortly.