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Navigator
BrokerLink™

Version 2.0

Smith Barney FMA Accounts

Trademark Acknowledgments

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Downloading BrokerLink files from Smith Barney Financial Management Accounts (FMA)

Downloading your Smith Barney FMA account transactions through Navigator BrokerLink™ requires three key steps:

1. You must register with Smith Barney to view your accounts online via Smith Barney Access.
2. You need to apply for download access of your FMA accounts.
3. You must configure BrokerLink with the appropriate information to download your FMA account transactions.

Step 1 – Register to View your Accounts

In order to use Smith Barney's download service you must first activate your accounts for online viewing with Smith Barney Access.

To activate your accounts for online viewing:

1. Launch your Internet browser and enter the address:

www.smithbarney.com

1. Click the **Log On** link at the upper right hand corner of the page.

The **Access Log On** screen appears as:

Access Log On

Please Enter Your User Information

User Name:

Password:

- ▶ **Forgot your User Name or Password?**
- ▶ **Enroll Now to take full advantage of Smith Barney Access.**
- ▶ **Guests please Register.**
- ▶ **Privacy and Security**
Your personal information is secure and confidential.

Note: Ignore the left-hand part of the screen requesting user information. You need to enroll first in order to receive a User Name and Password.

2. Click on the **Enroll Now to take full advantage of Smith Barney Access** link to begin the registration process. The User Name and Password you create when registering your Smith Barney Access account will be the same username and password that you use with

BrokerLink. Proceed to Step 2 once you have activated your accounts for online viewing.

Step 2 – Apply for Download

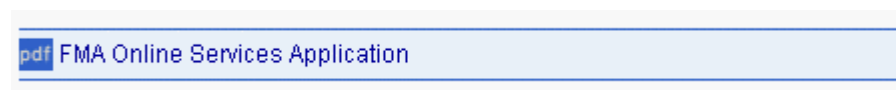
Before you can begin downloading your Financial Management Account (FMA) transactions with BrokerLink you must apply for FMA Online services from Smith Barney.

To apply for online services for your SB FMA account:

1. Browse to the FMA Online help page at:

http://www.smithbarney.com/products_services/fma/onlinehelp.html

2. Click on the **[FMA Online Services Application](#)** link.



Viewing the FMA Online Services Application requires the Adobe Acrobat Reader. The application will automatically open as a PDF document if you have Adobe Acrobat Reader already loaded on your computer. If you do not have the Adobe Acrobat Reader you can download a free copy directly from Adobe Systems at:

<http://www.adobe.com/products/acrobat/readstep2.html>.

3. Print the application and fill out all of the necessary information. Be sure to check the box labeled: *I would like to enroll my above Financial Management Account (FMA) in FMA Online Account Services for investment statement downloads.*
4. Mail or fax the application to Smith Barney.

Step 3 – Download with BrokerLink

After you have completed the prior two steps you are ready to begin downloading transactions from your FMA account(s) with BrokerLink.

To download your FMA transactions with BrokerLink:

1. Refer to the section **Using Direct Connect Data Retrieval** in chapter 4 - **Retrieving Investment Data** of your Navigator BrokerLink reference guide.
2. When prompted to select a broker from the given list, choose **Smith Barney - FMA**:



2. Follow all other steps as outlined in the **Using Direct Connect Data Retrieval** section of your Navigator BrokerLink Reference Guide.
3. Enter the User Name and Password you created to register your Smith Barney Access account. This is the User Name and Password you use for the Smith Barney Access website.

Note: Your Username and Password are case sensitive.

4. To download your FMA checking activity, enter your 8-digit Smith Barney Account Number.

-or-

To download your FMA Card activity, enter the 8-digit Account Number followed by a capital "C" (e.g. **1234U678C**).

-or-

To download both your FMA checking and credit card activity into one single file, enter both account numbers on the same line separated by a comma (e.g. **12345678, 12345678C**).

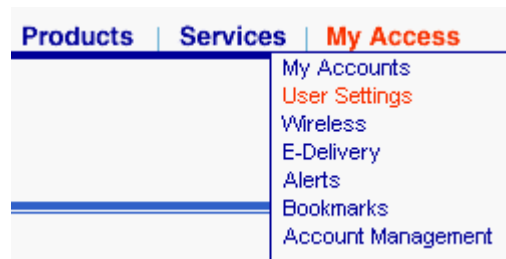
Note: Do not use any spaces or dashes in your Account Number. Enter your account number using upper case.

Smith Barney Sub-User Accounts

In addition to allowing their clients to access their account information online, Smith Barney also allows their clients to create “Sub-Users” for online account viewing. The Sub-User feature permits other parties to view a client’s SB account information. However, only the client can determine the level of access that a Sub-User has.

Sub-User Management

Sub-Users are created and managed by the client. Clients can create or edit a Sub-User by selecting the **My Access** tab on the [Smith Barney](#) web site and clicking on the **User Settings** link:



Username and Password

The client determines the username and password of a Sub-User when he or she creates the Sub-User account. The Sub-User is able to log onto the Smith Barney Access website using this username and password.

Account Information

The client assigns the account number(s) that he or she would like their Sub-User to access. Only the client can determine what account(s) their Sub-User(s) can or cannot view. In addition, these are the only accounts that Sub-Users can access when downloading with BrokerLink.

Contacting Smith Barney

The Smith Barney Access service was designed to work with products that use the Open Financial Exchange (OFX) file format. Quicken and Microsoft Money are examples of two widely known products that use this format. However, BrokerLink also supports the OFX file format.

Not all Smith Barney personnel are aware of Financial Navigator or BrokerLink. When speaking with a Smith Barney representative, it is important to note that BrokerLink downloads investment transactions just like Quicken and Microsoft Money. The User Name, Password, and Account Number you use to access Smith Barney with Quicken or Microsoft Money can also be used with BrokerLink.

Smith Barney OFX Fact Sheet

Username & Password	Your Username and Password for BrokerLink is case sensitive. The User Name and Password are selected when registering for Smith Barney Access. See Step 1 – Register to View your Accounts .
Account Numbers	Enter your account number as <u>upper case</u> in the following format: FMA Checking – 8 digit account number (e.g. 1234U678). FMA Credit Cards – 8 digit account number + “C” (e.g. 1234U678C).
Date Range	The Date From feature in BrokerLink is supported by Smith Barney. However, the Date To feature is not supported and thus your download always includes the latest transactions.
Transaction Dates	FMA Checking – Date cleared. FMA Credit Card – Date settled.
List Account Number	The List Account Number feature in BrokerLink is not supported by Smith Barney. When trying to use this feature BrokerLink will prompt that no accounts were found for the user. You can ignore this message.
Change Password	The Change Password feature in BrokerLink is not supported by Smith Barney at this time. Users wishing to change their password can do so through the Smith Barney Access website.