



Your instructions for online access to your Pershing monthly statements and yearly tax information

Please follow the steps below to complete your online registration process

- 1.) Click on *Client Login* at the top right corner of our website www.balancedassetmanagement.com (or go to www.netxinvestor.com)
- 2.) Select the NetXInvestor banner
- 3.) Click to proceed
- 4.) Under Financial Organization Number enter: **5CR**
- 5.) Enter your User ID: _____
- 6.) Enter temporary password: _____ (first two letters of your mother's maiden name and your six digit date of birth. ie, ABmmddy). Will be 2 letters and six numbers
- 7.) Click Continue
- 8.) Change password
- 9.) Select and answer 4 security questions then select an image and personal phrase
- 10.) You will then see a list of your accounts to view, save, or print
 - a.) All documents are archived for you:
 - I. Statements for 10 years
 - II. Trade Confirmations for 3 years
 - III. Tax Documents for 7 years

Statements are viewed under the All Communications Tab. Any boxes checked are set for electronic delivery, any boxes unchecked will have paper statements mailed to you.

You can edit your paperless preferences or change your user ID and password under the Settings Tab.

The Primary Account number will be showing in a drop down menu box at the top of the screen next to the word "Accounts". Click on the down arrow next to the account number to show the rest of your accounts.