### Step 1: Open Quicken

To start, open Quicken and leave it open in the background. Depending on your version of Quicken, your screens might look slightly different from ours. We are using Quicken 2009 Deluxe for this user guide.

Quicken 2009 Deluxe - WMTes le Edit Tools Online Banking	<mark>st - [Setup]</mark> Investing Net Worth <u>P</u> lanning Iax <u>R</u> epo	vrts <u>H</u> elp	-D×
🗉 Accounts 🔻 😰 🔻	Setup Bills Banking I	Investing Net Worth Planning Tax	
⊡ Banking \$0.00		nts Bills and Deposits Categories Tags	Guide Me
Investing     to op			e Me
\$0.00 Property and Debt \$0.00	The same	Account Type Transaction Download 😗	Online Bill Pay 💿
			Services
et Worth \$0.00			
Customize Add Account	(?) 🚔 Options 🔻		Add Account



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### Step 2: Log into Wealth Manager

Open your browser (Internet Explorer, FireFox, etc.) and log into Wealth Manager by going to <u>www.commercebank.com</u>. Enter your Customer ID in the Customer ID field in the upper left-hand corner of the website. Click the LOGIN button to continue.

or sele	o Online Banking ect an account:	
Select your acc	count type	
Online Banking	0	
Customer ID		
Enter Custome	er ID	
	Log In	

Our website will display your Customer ID. Enter your password in the password field and click the Log In button.

Com	merce Ban	FDIC	
Log in to Onlir			
Customer ID:	-	ate Online Banking	
W178660			
Password:			
1			
Forgot your password?	(Passwords are case-sensitive)		
Take me to:			
My Default Page	Make this my d	efault page	
	Login		



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Now that you have successfully logged into Wealth Manager, you should see your Dashboard Homepage screen displayed in Wealth Manager.

	amary Portfolio Activity Documents Tools Links Group Accounts					
Dashboard		May 5, 2021				0
View By Oroup: 1 WE	LTH MANAGER DEMO   C Account: 99-9108-01-2 ROBERT SMITH WEALT	H MANAGER TEST	✓			GO
A Financial Summary			A Portfolio Allocation			^
	-					
Number Total Net Worth	Description	Value ^ \$237.002.930.98				
Total Assets Bank Deposits 124567/800 294607/800 99-910-01-2 99-917-01-3 99-917-01-3 99-912-30-1 Marketable Securities Retirement Accounts	Robert & Roberts Smith Jont Savings Robert Smith Checking Centrolicate of Deposit Retail IPA Robert Smith WEALTH MANAGER TEST ROBERTS Smith WEALTH MANAGER TEST JOHN SMITH ASSET CLASS TEST ACCT Commerce Banceharse Stock	\$237,057,930.98 \$44,089.00 \$41,985.00 \$121,503,474.98 \$0.01 \$0.01 \$0.01 \$21,274,43.12 \$14,980,746.03 \$65,247,246.31 \$4,267.00 \$4,267.00 \$4,267.00,00	4. 19% 0.5% 0.5% 0.5% 0.5% 0.5% 0.0% 0.0%	Category CASH AND EQUIVALENTS CASH AND EQUIVALENTS FXED INCOME INVESTMENTS ALTERNATIVE INVESTMENTS INTERNATIVE INTERNATIVE INVESTMENTS INTERNATIVE INTERNATIVE INVESTMENTS INTERNATIVE INTERNATIVE INTERNATIV	Market Value \$349,220.36 \$29,685,489.22 \$10,966,253.57 \$66,153,734.14 \$4,385,53 \$7,916,182.60 \$687,061.21 \$5,841,147.93	
Projected Income	m ( ) ( m ( 0 ) 4004			Total	\$121,503,474.96	
400,000			∧ Year to Date Summary			
300,000 200,000 100,000		_	Category Tool Deposit Antivity: Net Task Activity Tool Wendward Activity: Net Realized GanLoss Activity:	Tetal Cash 520.00 50.00 5-30.00 5163.32		
0 05/21 06/21	07/21 08/21 09/21 10/21 11/21 12/21 01/22 02/22 03/22	04/22				

### Step 3: Download to Quicken

To start your download into Quicken, first click on the Tools tab and then click on the Quicken sub-tab.

命	Dashboard	Financial Summary	Portfolio	Activity	Documents	Tools	Links	Gr	roup Accounts			
ashl	oard					Calcula	tors					
'iew l	Зу	Group: 1 WEAL	TH MANAGE	R DEMO		Cash Fe	precasting		8-01-2 ROBERT SMITH WEALTH MANAGER TEST			~
			1			Downlo	ad Activity	v				
	<ul> <li>Financial Su</li> </ul>	mmary					ad Portfoli					~ F
							ad Tax Lot					
N	umber		escription					ts	Value			
	otal Net Worth		escription			Quicke	n		\$277,686,174.65			
											2	3.60
Т	otal Assets								\$277,751,174.65		Ů	0.43
	ank Deposits				-				\$64,089.00			4.88
		R	obert & Robe	rta Smith J	pint Savings				\$41,985.00			
		R	obert Smith C	hecking	5				\$22,104.00			
In	vestment Accou	ints		Ŭ					\$162,186,718.65			
12	34567890	С	ertificate of D	eposit					\$0.01			
23	45678901	R	etail IRA						\$0.01			
99	9-9108-01-2	R	OBERT SMIT	H WEALTH	H MANAGER	TEST			\$20,892,092.85			
99	9-9117-01-3	R	OBERTA SM	ITH WEAL	TH MANAGEF	RTEST			\$15,039,588.21			
99	9-9123-01-1	J(	OHN SMITH /	ASSET CL/	ASS TEST AC	CT			\$126,255,037.57			66.1
M	arketable Secur	ities							\$4,267.00			00.1
		С	ommerce Bar	ncshares St	tock				\$4,267.00			
R	etirement Accou	ints							\$455,000.00	-		
		-	1 10 11 1	o					A 155 000 00			
	Projected In	come										



Choose the account you would like to download from the Account dropdown list. To display the additional filters, click the carrot next to Additional Filters. In the additional filters, choose the Activity Detail Time Period that corresponds with the amount of transaction history you want to download. If the Activity Detail Time Period does not have the correct time frame you are looking for, use the From: and To: boxes to the right to enter a date range. Note that our system only stores transaction history for fifteen months. If you enter a From: date that is longer than fifteen months ago, it will not include the previous transactions. Also, the download can only contain a maximum of 500 transactions. If the time frame you have entered has too many, it will not download all of the transactions. Click the GO button to verify your selections.

Company Memory	
🟠 Dachbeard Financial Sammary Portfolio Activity Documents Tools Links Group Accounts	
Tools Quicken	
View By Group: 1 WEALTH MANAGER DEMO 💙 🖲 Account: 199-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST 🗸	GO
Additional Filters     v	
Portfolio Detail information, as of the current business day on a Settlement Date basis, is included in the Download. Only the first 500 activity items will be downloaded.	
Download directly to Quicken <sup>TM</sup>	
Operation (Inc.) Quickon	

Before clicking the download button, make sure you have Quicken open in the background. Now that you have your selections verified, click the red and blue Download to Quicken button.



Click the Open button to download your information directly into Quicken which is open in the background.





### Step 4: Accept the Downloaded Information into Quicken

Quicken will request you to indicate which account this data belongs in. Choose the Create a new Quicken account radio button and enter the name for this account in box provided. Since this is used only in your Quicken file, pick a name that will distinguish this account from other accounts in your Quicken file. Click the Continue button.

		vesting Center] nsactions for the following	×
<ul> <li>Financial Institution :</li> <li>Account type :</li> </ul>	Investment	Frust Company - MO,KS,IL	
Account number :	999108012		
uicken account" and the uicken account" and Qu O Use an existing Quick	iicken will add o	the list. Otherwise, choose "Create a new one for you.	-
Please choose from the	list.	,	
💿 Create a new Quicke	en account.	Wealth Manager Account	
Please type an account i	name.		
Continue	Cancel	Help	_

If there are no transactions for the time you have chosen, you may receive the following notification.



Quicken may prompt you to choose whether you want the transactions and holdings to be automatically accepted or if you want to review them first. Our recommendation is to review them first. This allows you to control what is accepted into your Quicken account.





Quicken will update the prices for the assets you downloaded. Click the Close button to continue.

? Quotes       68 out of 69 securities serviced. Missing symbols: BNI       6/21/2011       3:03         ? Historical Prices       None of the requested securities were recognized.       6/21/2011       3:03         * Innacial Institutions       #inancial Institutions Updated       6/21/2011       3:03         * Commerce Trust Company - M0,KS,IL       ? 6/21/2011       3:08 plant         1 account updated successfully       *       *	pm
inancial Institutions inancial Institutions Updated	
inancial Institutions Updated      * * Commerce Trust Company - M0,K5,IL      * 6/21/2011 3:08 p	om
Commerce Trust Company - MO,KS,IL	om
	m
1 account updated successfully	
🐐 Sync to Outlook	
🕨 🦿 Quicken.com	
Show this dialog only if there is an error	



Quicken will request that you enter the cash balance in your account. Enter 0.00 in the cash field. We use sweep accounts (money market) to invest cash overnight to earn your account more interest, so there is no actual cash in the account. Click the Done button to continue.

Cash Balance Adjustment	×
Enter the cash balance information for Wealth Manager Acco	unt.
What is the correct cash balance for this account as of 6/20/2011?	\$ 0.00
Your cash balance downloaded from Commerce Trust Co as of 6/20/2	011 is: Not Provided
Get your cash balance online at Commerce Trust Company - MO,KS,IL	
Help	Done

Your account is now setup in Quicken.

	Setup	Bills	anking	investing	Net Worth	Planning	Тах				
🗆 Banking											7
\$0.00		Investing		ealth Manag	er Ac 🔻	Overview	Value T	ransaction	S		To Do
Investing			<u></u>								IR
Wealth Mana 2,669,633.71	Ente	r Transactions	Update Tra	insactions 麚	Clast downlo	ad on 6/21/2011	)				G
\$2,669,633.71											Guide Me
Property and Debt	Hold	ings							Options	; <b>v</b>	- 3
\$0.00										_	
	Show	Value						As of: 6/3	21/2011		-
		,									Tools
								Gain/Loss	Day		
		Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	(%)	Gain/Loss		Se
	÷	AMERICAN C	est. 14.60	2,297	33,536.20	Enter	*	*	0.00		Services
	÷	AMERICA 🔝	51.76	218	11,283.68	Enter	*	*	235.44		ces
	÷	APACHE 🔟	118.94	253	30,091.82	Enter	*	*	541.42		P
	Ξ	APOLLO GRO	42.39	235	9,961.65	Enter	*	*	75.20		
		BANK OF 🔝	10.80	781	8,434.80	Enter	*	*	156.20		
	÷	BANK OF AME		1	0.00	Enter	*	*	0.00		
	÷	BARD C R INC	109.75	235	25,791.25	Enter	*	*	143.35		
		BECKMA 🔟	83.46	262	21,866.52	Enter	*	*	-2.62		
	÷	BURLINGTON		185	18,538.85	Enter	*	*	0.00		
	+	CAMERON IN	46.925	285	13,373.63	Enter	*	*	320.63		
	÷	CAPITALSOU	6.19	5,000	30,950.00	Enter	*	*	450.00		
	±	CATERPI	101.33	122	12,362.26	Enter	*	*	384.30		
Net Worth \$2,669,633.71	÷	CERNER CORP	118.78	255	30,288.90	Enter	*	*	351.90		
	÷	CHIPOTLE ME	284.83	258	73,486.14	Enter	*	*	2,265.24		
Customize Add Account		CISCO S	15.53	1,231	19,117.43	Enter	*	Ŧ	480.09		-

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**Commerce Trust** 

Banking | Investments | Planning

### Step 5: Enter Cost Basis Transactions for your Assets

If you choose to have accurate gain and loss information for your account, you will need to input the tax lot information for your assets. To do this, first click on the enter button to the right of the asset in the Overview tab.

	<u> </u>	Bills	anking	nvesting	Net Worth	Planning	Тах				
∃ Banking \$0.00		Investin		ealth Manag	er Ac	Overview	Value Tr	ansaction			То
		Antesting		curarrianag		overview	raide ( II	anouclion			Do
Wealth Mana 2,669,633.71	Ente	r Transactions	Update Tra	nsactions 👔	) ( Last downlo	ad on 6/21/2011	)				E.
\$2,669,633.71				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~							Guide Me
Property and Debt										_	_ de p
\$0.00	Hold	ings							Options	•	1e
	Show	/: Value	-					As of: 6/2	21/2011		E
	2104	n Ivalue						Wo or . Tota		-	Tools
											S
		Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	Gain/Loss (%)	Day Gain/Loss		S
	Ŧ	AMERICAN C	est. 14.60	2,297	33,536.20	Enter	GalityLUSS *	(%)	GalityLUSS 0.00		Services
		AMERICA	51.76	218	11,283.68	Enter	*	*	235.44		ices
	+	APACHE I	118.94	253	30,091.82	Enter	*	*	541.42		
	÷	APOLLO GRO	42.39	235	9,961.65	Enter	*	*	75.20		
	÷	BANK OF 🔠	10.80	781	8,434.80	Enter	*	*	156.20		
	÷	BANK OF AME	est.	1	0.00	Enter	*	*	0.00		
	÷	BARD C R INC	109.75	235	25,791.25	Enter	*	*	143.35		
		BECKMA 🔝		262	21,866.52	Enter	*	*	-2.62		
		BURLINGTON		185	18,538.85	Enter	*	*	0.00		
		CAMERON IN	46.925	285	13,373.63	Enter	*	*	320.63		
			6.19	5,000	30,950.00	Enter	*	*	450.00		
				122	12,362.26	Enter	*	*	384.30	- 1	
Net Worth \$2,669,633.71	÷	CERNER CORP	118.78	255	30,288.90	Enter	*	*	351.90		
G	÷	CHIPOTLE ME	284.83 15.53	258	73,486.14 19,117.43	Enter	*	*	2,265.24 480.09		
Customize Add Account	±	CISCO S 🔃	15.53	1,231	19,117.43	Enter			480.09		-

**Click on Enter Missing Transaction** 

is security is missing all or part of its transaction ares in those transactions did not equal the tota ssing transactions.				
get complete performance reporting and tax c	alculations, enter the missing tran	nsactions now.		
ERICAN CENTURY INTERNATIONAL	BOND FUND-INS Transac	tions as of 6/21/2	2011	
Date Transaction Description				
Enter Missing	Transactions to complete cost be	noi:		
Holdings as of 6/21/2011	Shares	Cost		_
	Shares 2,297	Cost *		_
otal shares you own:		Cost * 0.00		
Holdings as of 6/21/2011 fold shares you own: Shares from transactions (above) Shares in Placeholder Entry	2,297	*		
otal shares you own: Shares from transactions (above) Shares in Placeholder Entry	2,297 0 2,297	0.00		
otal shares you own: Shares from transactions (above) Shares in Placeholder Entry	2,297 0	0.00		



The Buy-Shares Bought window will appear to allow you to enter the buy transactions for this asset. The security name is already filled in for you. Open Wealth Manager to find the original purchase transaction.

ter transaction:	Buy - Shares Bought	Enter the purc from my cash	hase of shares of a security (subtract the c balance).	ost
Buy - Shares Bo	ought:			
Fransaction <u>d</u> ate:	6/21/2011	Security name:	INTERNATIONAL BOND FUND-INS	2
Account:	Wealth Manager Acco	<u>N</u> umber of shares:		
		Price paid:	per share	
demo:		<u>C</u> ommission:	0.00	
		 ∐otal cost:	0.00	
Cancel	Clear		Enter/Do	ne

In Wealth Manager, choose the Portfolio tab, Allocation sub-tab. Click on the Next Step icon to the right of the asset and click on Tax Lot Detail.

alla Activity Decoments Taole	Links Crown Accounts					
Activity Documents 1008	Danks Oroup Accounts	May 21, 2021				
Account Account	99-9108-01-2 ROBERT SMITH W	EALTH MANAGER TEST	× .			GC
Category CASH AND EQUIVALENTS EQUITY INVESTMENTS FIXED INCOME INVESTMENTS ALTERNATIVE INVESTMENTS CLOSELY HELD Total	\$6.30 \$16,592,915,49 \$4,089,297,96 \$59,873.10 \$150,000.00	0.00% 79.42% 19.57% 0.29% 0.72%	à			
	Quantity	Price	Market Value	Cost	% of MV	Next Step
	0.000	\$1.00	\$-248.05	\$-248.05	0.00%	
			\$16,592,915.49	\$5,387,831.70	79.42%	
			\$14,992,667.90	\$4,761,831.70	71.76%	
			\$56,024.82	\$30,732.26	0.27%	
	409.000	\$136.98	\$56,024.82	\$30,732.26	0 Security Inf	, p.
			\$57,608.59	\$97,331.34	0 All Activity	-
	253.000	\$20.63	\$5,219.39	\$19,814.72		
TION	143.000	\$1.52	\$217.36	\$833.22	O. Tax Lot Den	
	181.000	\$25.26	\$4,572.06	\$21,330.85	0.02%	<b>11</b> 2
						<b>B</b>
	Category Category Category Category Message E CATERATIVE INVESTMENTS I XITOR MOME INVESTMENTS I CLOSELY HELD CLOSELY HELD	Category         Marter Value         % Mart           III CASHYAR COUNCEDITS         \$16.06         \$16.07           III CASHYAR COUNCEDITS         \$16.06         \$16.06           III CASHYAR COUNCEDITS         \$16.06         \$16.06           III CASHYAR COUNCEDITS         \$16.06         \$100           III CASHYAR COUNCEDITS         \$100         \$100           IIII CASHYAR COUNCEDITS         \$100         \$100           IIII CASHYAR COUNCEDITS         \$100         \$100	May 21, 2021           ACCOUNTS         ● Account         99-9109-01-2 ROBERT SMITH WEALTH MANAGER TEST           Category         Market Value         5, 83-0         0.00%           III CASH AND IGUINALENTS         51.052,915.49         79-42%           III FIXED ROBERNETSMENTS         510,922,97.40         180.7%           III CASH AND IGUINALENTS         510,922,97.40         180.7%           III CASH AND IGUINALENTS         510,922,97.40         190.7%           III CASH AND IGUINALENTS         510,922,97.40         190.7%           III CASH AND IGUINALENTS         510,923,78         190.7%           III CASH AND IGUINALENTS         510,923,78         190.7%           III CASH AND IGUINALENTS         510,900,00         0.72%           Total         520,892,982,85         160.00%           0.000         81.00         0.000           0.000         81.00         0.000           409.000         \$138.98           203.000         \$20.63           TON         143,000         \$1.62	May 21, 2021           Account 5         ● e108-01-2 ROBERT SMITH WEALTH MANAGER TEST         ●           Category         Market Value         ●           CASH AND DIGUNALENTS         50.30         0.00%           ■ CASH AND DIGUNALENTS         50.92,915.40         79.42%           ■ FIXED ROCEIL INVESTMENTS         55.93,72,79         18.37%           ■ CASH HALD         51.00,000,00         77%           ■ CASH HALD         51.00,000,00         51.00,00           ■ CASH HALD         0.000,00         51.00,00           ■ CASH HALD         0.000,00         51.00,00           ■ CASH HALD         0.000,00         51.00,00           ■ CASH HALD	Nor 21, 2021           ACCOUNTS         ● Account         09-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST         ●           Category         Market Value         5 Market Value         ●           I CASH.AD EQUIVALENTS         54.000         70.400         ●           I CASH.AD EQUIVALENTS         54.000         70.42%         ●           I CASH.AD EQUIVALENTS         54.000         70.42%         ●           I CASH.AD EQUIVALENTS         54.000         70.76%         ●           I CASH.AD EQUIVALENTS         54.000         70.76%         ●           I CASH.AD EQUIVALENTS         55.002.215.90         70.42%         ●           I CASH.AD EQUIVALENTS         55.002.215.90         70.42%         ●           I CASH.AD ELUIVALENTS         55.002.205.80         109.007%         ●           I CASH.AD ELUIVALENTS         55.002.205.80         109.007%         ●           I CASH.AD ELUIVALENTS         55.002.000         17.00         16.303         165.30           I CASH.AD ELUIVALENTS         55.002.000         11.00         15.4805         16.490.482         16.307.481.70           I CASH.AD ELUIVAL         110.000         110.69         16.002.000         16.002.000         16.002.000         16.002.000	My 21, 2021           My 21, 2021           Model 19, 4000-01-2 ACGERT SMITH WEALTH MAAAGER TEST           Colspan="2">Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="2"Colspan="



Jurrent 1	ax Lot Informa	tion			January 25, 2	2018			ा√। 🛱 <u>Close</u>
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								nt displaying only a total	
	re presented in			records. The e	enect of any	pending trade is r	iot included in	the information displaye	u. All monetary
61-4377	-01-8 HELD AV	NAY TES	ST ACCOUNT	#1					
					16965	6-10-5			
					CN	<u>//G</u>			
				CHIPOTLE	E MEXICAN	GRILL INC CLA	SS A		
Price	\$329.	53 P	rice Date	01/24/2018					
HA HELI	D AWAY - TES	т							
	D AWAY - TES Quantity	5 <b>T</b> 0.000	Restricted Qu	uantity	0.000	Loaned Quantity	0.000	Collateralized Quantity	0.000
			Restricted Qu	lantity	0.000	Loaned Quantity	0.000	Collateralized Quantity Unrealized	r 0.000
Pledged	Quantity Acquisition		Restricted Qu Quantity	uantity Unit Cost		Loaned Quantity Tax Cost	0.000 Market Valu	Unrealized	0.000 Pledged Quantity
Pledged Fax Lot	Quantity Acquisition			,	Federal			Unrealized e Gain/Loss	Pledged Quantity
Pledged Fax Lot	Quantity Acquisition Date		Quantity	Unit Cost	Federal <sup>®</sup> \$1	Tax Cost	Market Valu	Unrealized e Gain/Loss 6 \$-3,431.54	
	Quantity Acquisition Date 04/25/2017		Quantity 20.825	Unit Cost	Federal <sup>®</sup> \$1	Tax Cost 0,294.00	Market Valu \$6,862.4	Unrealized e Gain/Loss 6 \$-3,431.54	Pledged Quantity 0.000
Pledged Fax Lot	Quantity Acquisition Date 04/25/2017		Quantity 20.825	Unit Cost	Federal <sup>®</sup> \$1	Tax Cost 0,294.00	Market Valu \$6,862.4	Unrealized e Gain/Loss 6 \$-3,431.54	Pledged Quantity 0.000
Pledged Fax Lot	Quantity Acquisition Date 04/25/2017		Quantity 20.825	Unit Cost	Federal <sup>®</sup> \$1	Tax Cost 0,294.00	Market Valu \$6,862.4	Unrealized e Gain/Loss 6 \$-3,431.54	Pledged Quantity 0.000
Pledged Fax Lot	Quantity Acquisition Date 04/25/2017		Quantity 20.825	Unit Cost	Federal <sup>®</sup> \$1	Tax Cost 0,294.00	Market Valu \$6,862.4	Unrealized e Gain/Loss 6 \$-3,431.54	Pledged Quantity 0.000
Pledged Fax Lot	Quantity Acquisition Date 04/25/2017		Quantity 20.825	Unit Cost	Federal <sup>®</sup> \$1	Tax Cost 0,294.00	Market Valu \$6,862.4	Unrealized e Gain/Loss 6 \$-3,431.54	Pledged Quantity 0.000

From the Tax Lot Information window enter a transaction for each tax lot listed. Enter the Acquisition Date for the tax lot in the Transaction Date field. Enter the tax lot quantity in the Number of Shares field, and enter the tax lot Federal Tax Cost in the Total Cost field. When you press the tab key, it will automatically populate the Price Paid field. Click on the Enter/Done button to enter the transaction into your register.

ter transaction: Buy - Shares Bought	Find the purch from my cash	chase of shares of a security (subtract the cost balance).
Buy - Shares Bought:		
Transaction <u>d</u> ate: 11/20/2008 🔤	Security name:	INTERNATIONAL BOND FUND-INS 🗾
Account: Wealth Manager Accourt	<u>N</u> umber of shares:	2,297
	Price paid:	13.060514 per share
Memo:	<u>C</u> ommission:	0.00
	T-1-1	30,000.00
	<u>T</u> otal cost:	30,000.00
Cancel Clear		Enter/ Jone



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Use the Enter Missing Transaction button to enter an individual transaction for each tax lot. Once you have entered all your tax lots your Shares in Placeholder Entry should equal zero. Click on the Done button to continue.

2	CENTURY INTERNATIO			
is security is missing all or part of its transaction h ares in those transactions did not equal the total sing transactions.				
get complete performance reporting and tax cal	culations, enter the missing tran	nsactions now.		
IERICAN CENTURY INTERNATIONAL E		N	11	
Date Transaction Description	BUND FUND-INS Transac	cions as or 6721720	11	
Pate Halfedetteri Pereripiteri	12.000514		Edit	Delete
1/20/2008 Bought 2,297 shares @	13.000314			
172072008 Bought 2,297 shares @	13.000314			
17/20/2008 Bought 2,297 shares (∞	13.000314			
11/2U/2UU8 Bought 2,23/shares@	13.000314			
17/20/2008 Bought 2,237 shares (@ Holdings as of 6/21/2011	Shares	Cost		
		<b>Cost</b> 30,000.00		
Holdings as of 6/21/2011	Shares			
Holdings as of 6/21/2011 Total shares you own:	Shares 2,297	30,000.00		
Holdings as of 6/21/2011 Total shares you own: Shares from transactions (above) Shares in Placeholder Entry	<b>Shares</b> 2,297 2,297	30,000.00 30,000.00		
Holdings as of 6/21/2011 Total shares you own: Shares from transactions (above) Shares in Placeholder Entry	Shares 2.297 2.297 0	30,000.00 30,000.00		

Your Gain/Loss information will now show in your Quicken Overview. Repeat Step 5 for each asset.

∃ Banking \$0.00						Planning	1				
		Investin		ealth Manag	er Ac 🔻	Overview	Value T	ransaction	5		Tol
- Investing											Do
Wealth Mana 2,669,633.71	Enter	Transactions	Update Tra	nsactions 😰	(Last downlo	ad on 6/21/2011	)				
\$2,669,633.71											Suid
Property and Debt	11-1-1								0.1		Guide Me
\$0.00	Holdi	ngs							Options		e
	Show	Value						As of: 6/3	21/2011	-	E
	21011	Incide						Ep di . Jet		-	Tools
		Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	Gain/Loss (%)	Day Gain/Loss	Da	ŝ
	Ξ	AMERICAN C	est. 14.60	2,297	33,536.20	30,000.00	3,536.20		0.00		Services
	•	AMERICA	51.76	218	11,283.68	Enter	*	*	235.44	t	ces
	÷	APACHE	118.94	253	30,091.82	Enter	•		541.42	1	
	÷	APOLLO GRO	42.39	235	9,961.65	Enter	*	*	75.20	1	
		BANK OF 🔠		781	8,434.80	Enter	*		156.20	1	
		BANK OF AME		1	0.00	Enter	*		0.00		
		BARD C R INC	109.75	235	25,791.25	Enter	*		143.35		
		BECKMA 🗄		262	21,866.52	Enter	*		-2.62		
		BURLINGTON		185	18,538.85	Enter	*		0.00		
		CAMERON IN	46.925	285	13,373.63	Enter	*		320.63		
		CAPITALSOU	6.19	5,000	30,950.00	Enter		*	450.00		
		CATERPI	101.33	122	12,362.26 30,288.90	Enter			384.30 351.90		
et Worth \$2,669,633.71		CHIPOTLE ME	284.83	255	30,288.90 73,486.14	Enter		*	2,265.24		
		CISCO S		1,231	19,117.43	Enter	*	*	480.09		
Customize Add Account											-

Investment Products: Not FDIC Insured | May Lose Value | No Bank Guarantee Commerce Trust is a division of Commerce Bank.

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Banking | Investments | Planning

#### Step 6: Subsequent Downloads into Quicken

Once you have established the link between Wealth Manager and Quicken, subsequent downloads to update the information are straighter forward.

First open Quicken and leave it open in the background (as in Step 1).

У

Next, open Wealth Manager. Open your browser (Internet Explorer, FireFox, etc.) and log into Wealth Manager by going to <u>www.commercebank.com</u>. Enter your Customer ID in the Customer ID field in the upper left-hand corner of the website. Click the LOGIN button to continue. Enter your password in the password field and click the Log In button.

Third, start your download into Quicken by clicking on the Tools tab and then clicking on the Quicken sub-tab.

Dashboard Fina	ncial Summary	Portfolio	Activity	Documents	Tools	Links	Group Accounts
hboard					Calcula	tors	
v By 💿 🧿	Group: 1 WEAL	TH MANAGE	R DEMO	· · ·	Cash Fo	orecasting	8-01-2 ROBERT SMITH WEALTH MANAGER TEST
					Downlo	ad Activity	,
Financial Cumma						ad Portfoli	
<ul> <li>Financial Summa</li> </ul>	ry						-
					Downlo	ad Tax Lot	
Number	D	escription			Quicker	1	Value ^
Total Net Worth					-		\$277,686,174.65
							Real Provide P
Total Assets							\$277,751,174.65
Bank Deposits							\$64,089.00
		obert & Robe		oint Savings			\$41,985.00
	R	obert Smith (	Checking				\$22,104.00
Investment Accounts							\$162,186,718.65
1234567890		ertificate of D	eposit				\$0.01
2345678901		etail IRA					\$0.01
99-9108-01-2				H MANAGER T			\$20,892,092.85
99-9117-01-3				TH MANAGER			\$15,039,588.21
99-9123-01-1	JC	DHN SMITH	ASSET CL	ASS TEST ACC	CT		\$126,255,037.57
Marketable Securities							\$4,267.00
	C	ommerce Ba	ncshares S	tock			\$4,267.00
Retirement Accounts							\$455,000.00

Projected Income



Choose the account you would like to download from the Account dropdown list. If not already displayed, click the carrot next to Additional Filters. In the additional filters, use the From: and To: boxes to the right to enter a date range. Your From: date should be equal to or before the last transaction date in your Quicken register. Click the GO button to verify your selections. Next, click the red and blue Download to Quicken button.

Wash Investments Raming*	
🟠 Daubhaard Financial Sammury Partholin Activity Decuments Tests Links Group Accounts	
iools Quicken	
/iew By Group 1 WEALTH MANAGER DEMO V 9. Account: 99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST V	GO
Additional Fitters	
vortfolio Detail Information, as of the current business day on a Settlement Date basis, is included in the Download. Only the first 500 activity items will be downloaded.	
Download directly to Quicken <sup>TM</sup>	
Quertand to Quickon	

You will be prompted to open or save the file. Click on the Open button to continue with the download.

Do you want to open or save 999123011.qfx (77.7 KB) from clientpoint.fisglobal.com?	Open	Save	•	Cancel	×

Quicken will automatically download the transactions and holdings to the right account because of the link that was created on the initial download. You will see a red flag next to your account to show that you have new downloaded transactions that will need to be accepted into your account.

\$0.00		To Do
<ul> <li>Investing</li> <li>Wealth Manage 305,178.21</li> <li>\$305,178.21</li> </ul>	Enter Transactions Undate Transactions A You have transactions to main	Guide
□ Property and Debt \$0.00	Date A         Action         Security         Description         Inv Amt         Cash Amt           c         6/20/2011         Div         PIMCO COM         +268.08         #	Me
	s Securities Value: \$005,178.21 Cash Balance: \$000 Total Market Value: \$005,178.21 Cash Balance: \$000 [12]	Tools
	Downloaded Transactions (1) Bill and Income Reminders (0 Due)	Services
	Accept downloaded transactions into transaction list         Amount           Babus         Date         Action         Description         Amount           New         6/20/2011         Bought         FINANCIAL SQUARE TR GOVERNMEN 268.06 shares @ \$1         266.08           PURCHASED 268.08 UNITS @ 1 FINA         Accept         Delete	
Net Worth \$305,178.21	Renaming Rules     Accept All     Accept      Finish Later	
Customize Add Account	·	

Commerce Trust is a division of Commerce Bank.