James Hambro
&Partners

PORTAL USER GUIDE FOR CLIENTS OF PROFESSIONAL ADVISERS

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Welcome to the new way to stay in touch with your James Hambro & Partners account

Our online portal and app make it easy to keep track of what's happening with your investments.

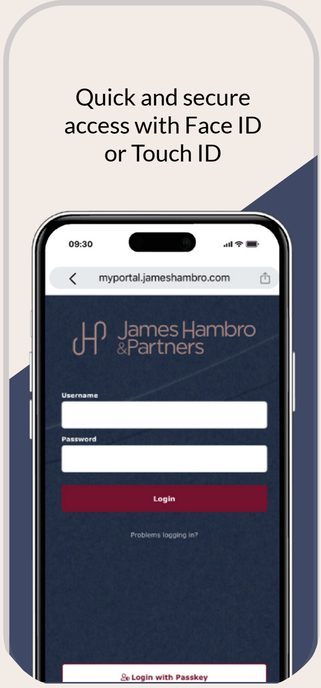
USING THE PORTAL YOU'LL BE ABLE TO

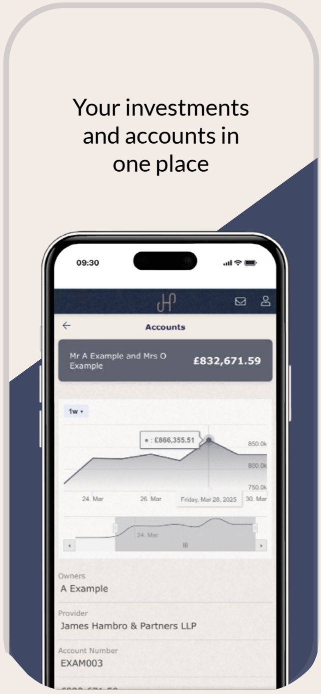
- Check how much your investments are worth
- View how your investments are allocated
- Safely view all your important documents
- Get the latest news and insights from JH&P

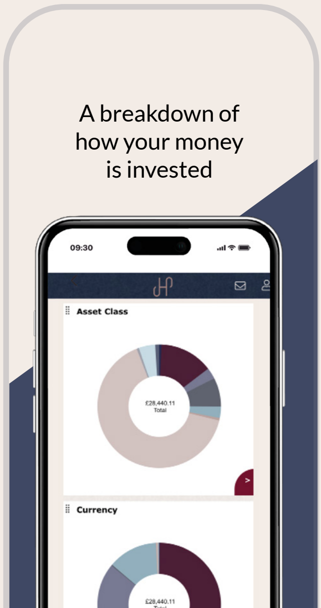
ONLINE AT

https://myportal.jameshambro.com

As an app on your Apple or Android device – go to your app store and search for 'James Hambro' and select the app named 'My JH&P LLP Portal'.







FIRST TIME LOGON

You'll be sent two emails containing your username and a temporary password, along with a link to set up your portal access. We will also provide you with a one-time passcode as an additional measure of security.

1 ENTER YOUR CREDENTIALS

Enter your username and temporary password into the login screen.

2 ENTER YOUR ONE-TIME PASSCODE

Multi Factor Authentication (MFA) makes sure your account is secure by requiring you to enter a one-time passcode provided by your JH&P representative via post or telephone. The one-time passcode is valid for 60 days and is only required when setting up your account for the first time. If you need a new code, please contact JH&P.

3 SET A NEW PASSWORD

You'll then need to set up a new password which must be at least 8 characters long, containing both uppercase, lowercase and numeric characters, preferably with at least one special character.

4 SET SECURITY QUESTIONS

You'll then be prompted to set up two security questions which you will be asked if you try to reset any of your login details in the future.

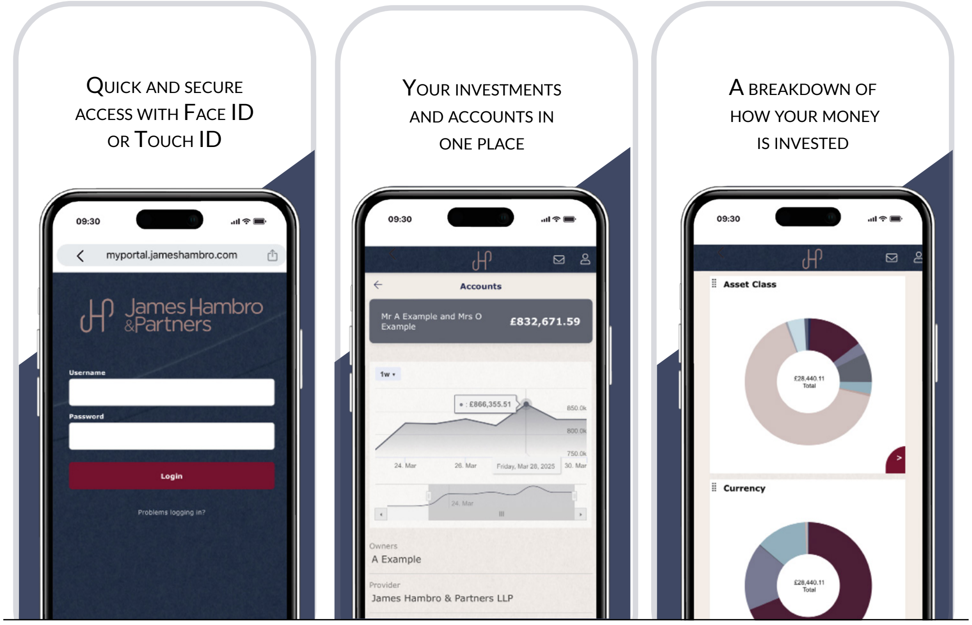
5 CHOOSE YOUR MEMORABLE WORD

Each time you log into the desktop (website) portal you will need to enter 3 characters from your memorable word as an additional security measure to protect your account. The minimum length of the memorable word is 5 characters.

6 TERMS AND CONDITIONS

Lastly, we will ask that you confirm you've reviewed and accepted the portal terms and conditions and privacy policy.

You will then be ready to start using your James Hambro & Partners Portal!



MOBILE APP

CREATE A PASSKEY

Passkeys provide a more secure and efficient way for logging into your account. By using a passkey, you can login using facial recognition or touch ID. If you decide to continue without biometrics on initial logon, you will need to enter your login credentials each time you open the app. If you wish to set this up at a later date you can do so via the 'Me' > 'My Account' area.

USING THE PORTAL

VIEWING AS

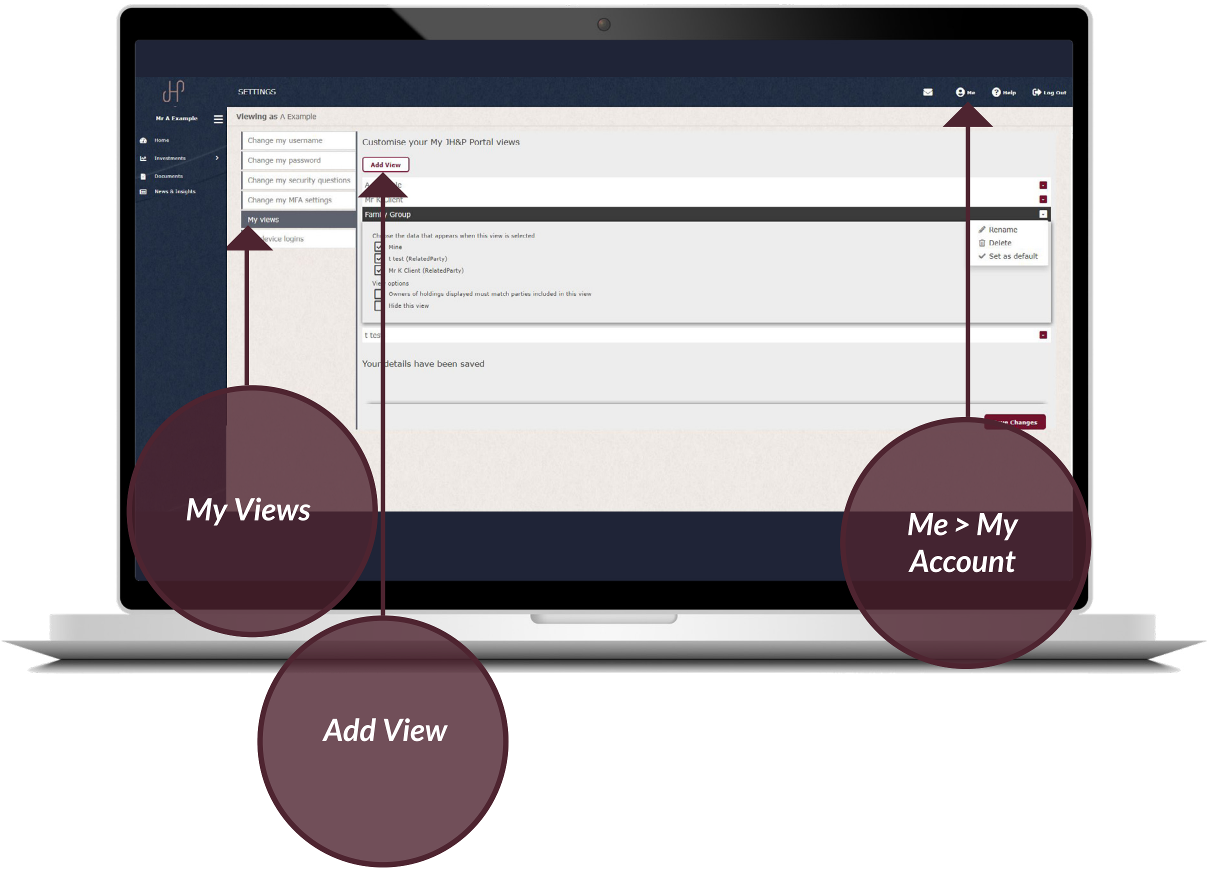
Across various pages of the portal there is an option to change the persona you are viewing as. This allows you to see different data determined by your selection, whether this is viewing as yourself, partner or any other linked entities for example a trust or company.

To change this view, press the drop-down arrow which will then display the options available. Within the app, this can be done via the 'Me' icon in the top right corner.

Data across the portal including net worth values and investments will update in accordance with the selected view.

CUSTOMISE YOUR VIEWS

To create your own group view, navigate to the ‘Me’ > ‘My account’ area on the portal website and select ‘My Views’. If you have a related partner entity you will see a ‘Combined’ group which has been set up by default, should you wish to use it.



1. Click ‘Add View’ and enter a name which will be visible within the ‘Viewing As’ dropdown.

2. Tick the related entities which you would like to include and click ‘Save Changes’.

   Please note, ticking ‘Owners of holdings displayed must match parties included in this view’ will mean that only assets, liabilities or investments which you own or partly own will be visible. If you wish to view all data that you’re permissioned to see against your related entities, leave this unticked.

3. This view will now be available to select within the ‘Viewing As’ dropdown across the portal.

4. To change the default view which displays each time you login, you can do so via the dropdown arrows. This will update the next time you login. Here you also have the option to delete or rename the views which you have created.

HOME

INVESTMENT SPLIT

A list of your JH&P accounts/portfolios and their respective Market Value (MV) and %MV.

INVESTMENT TOTAL

A chart representation of the accounts/portfolios which make up the total value of investments.

INVESTMENTS OVERVIEW

A market value over time graph which shows the combined value of all JH&P accounts related to the persona you are viewing as.

NEWS AND INSIGHTS

The latest updates and investment news from JH&P's expert team.

RECENT DOCUMENTS

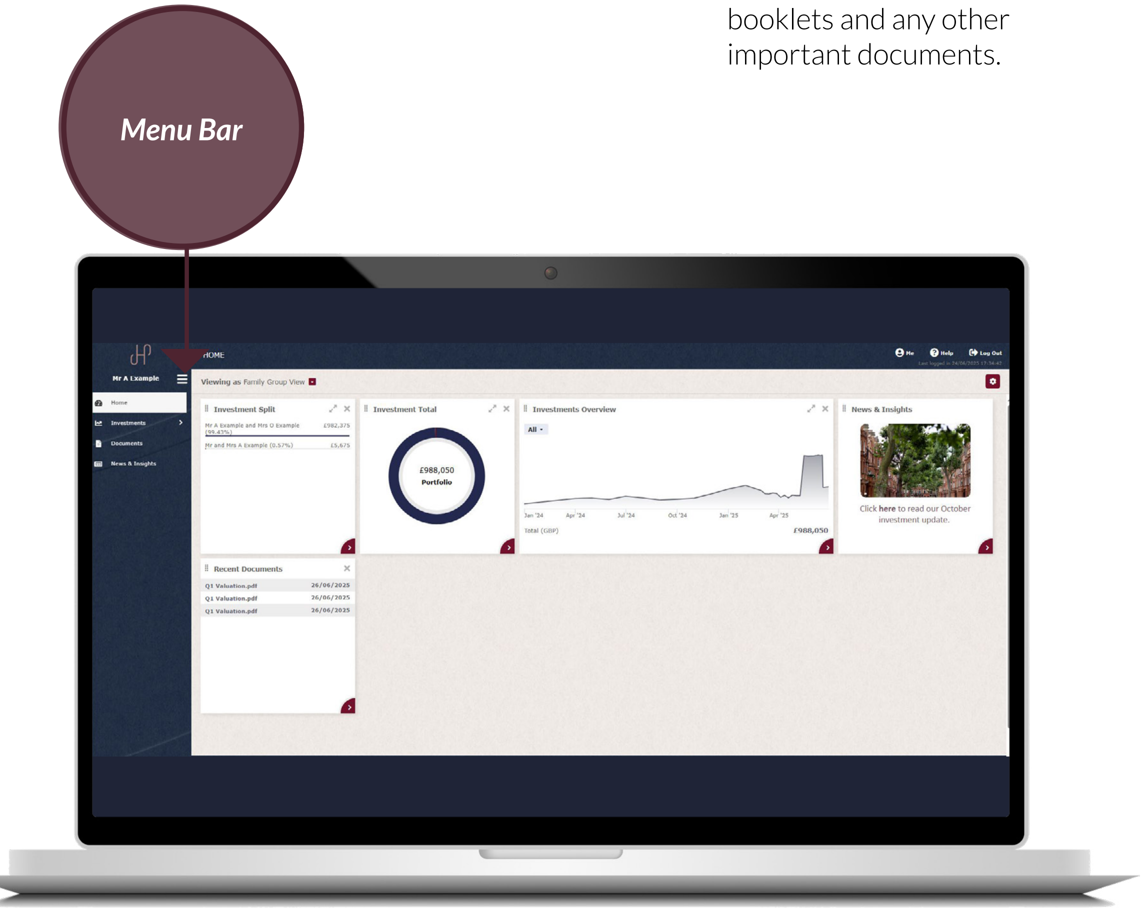
Copies of your most recent documents including quarterly valuations, tax booklets and any other important documents.

YOUR TEAM

The people looking after you.

NAVIGATION

To navigate through to each page of the portal, please use the menu bar which can be found on the left-hand side of the web and bottom of the app.



INVESTMENTS | OVERVIEW

The investments overview chart displays the market value over time for all JH&P accounts related to the persona you are viewing as.

Hover over the graph to view the market value on a specific date. There are pre-defined time periods which can be applied via the 'Zoom' function.

Please note the values within this page are displayed in reporting currency.

INVESTMENTS | ACCOUNTS

The accounts page displays a list of the JH&P accounts related to the persona you are viewing as and the relevant portfolios associated within those accounts.

Click into an account to view the following information:

SUMMARY

Displays a market value over time graph for each account you have access to. Hover over the graph to view the market value at a specific point in time.

PERFORMANCE

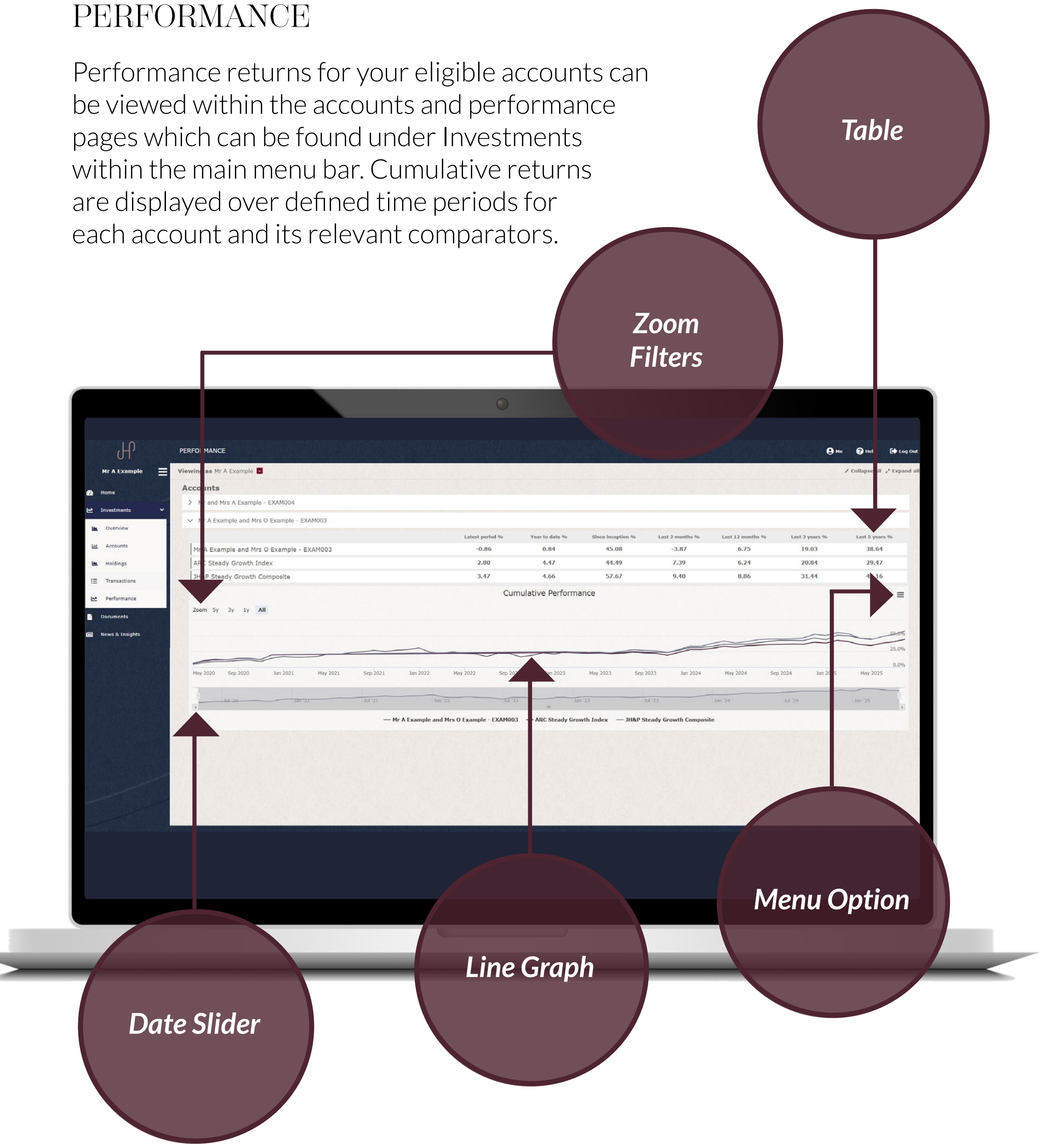
Performance returns can be viewed within the performance tab for each eligible account. Further information and guidance on performance can be found in the next section of this document.

HOLDINGS

Shows the underlying portfolios within the account. If you would like to access additional information on a particular portfolio such as the market value over time and a brief overview of holdings and transactions, you can do so by clicking into the description of the portfolio name.

PERFORMANCE

Performance returns for your eligible accounts can be viewed within the accounts and performance pages which can be found under Investments within the main menu bar. Cumulative returns are displayed over defined time periods for each account and its relevant comparators.



TABLE

Displays the cumulative returns for the following time periods:

- Latest period (most recent month end)
- Since inception
- Last 3 Months
- Last 12 Months
- Last 3 Years
- Last 5 Years
- Last 10 Years

PERFORMANCE GRAPH

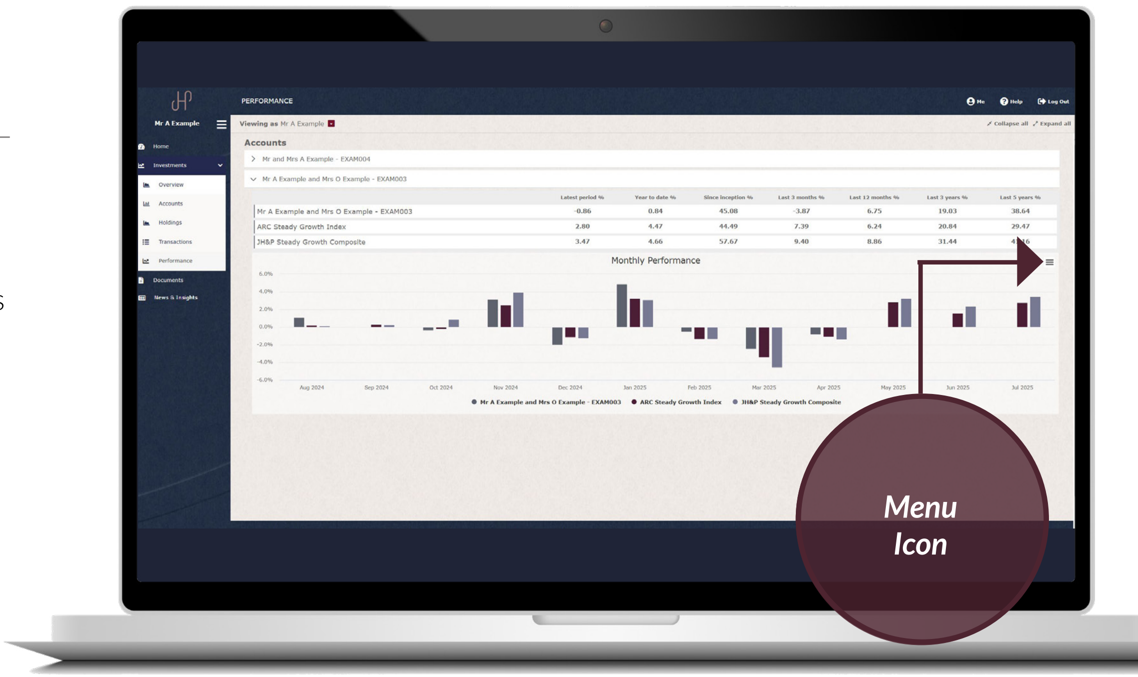
The line graph displays monthly rolling cumulative returns for the time periods selected in the 'Zoom' options.

Hover over the graph to view the cumulative return for a specific month end.

The 'Zoom' filters and date slider can also be adjusted to look at performance over a defined period.

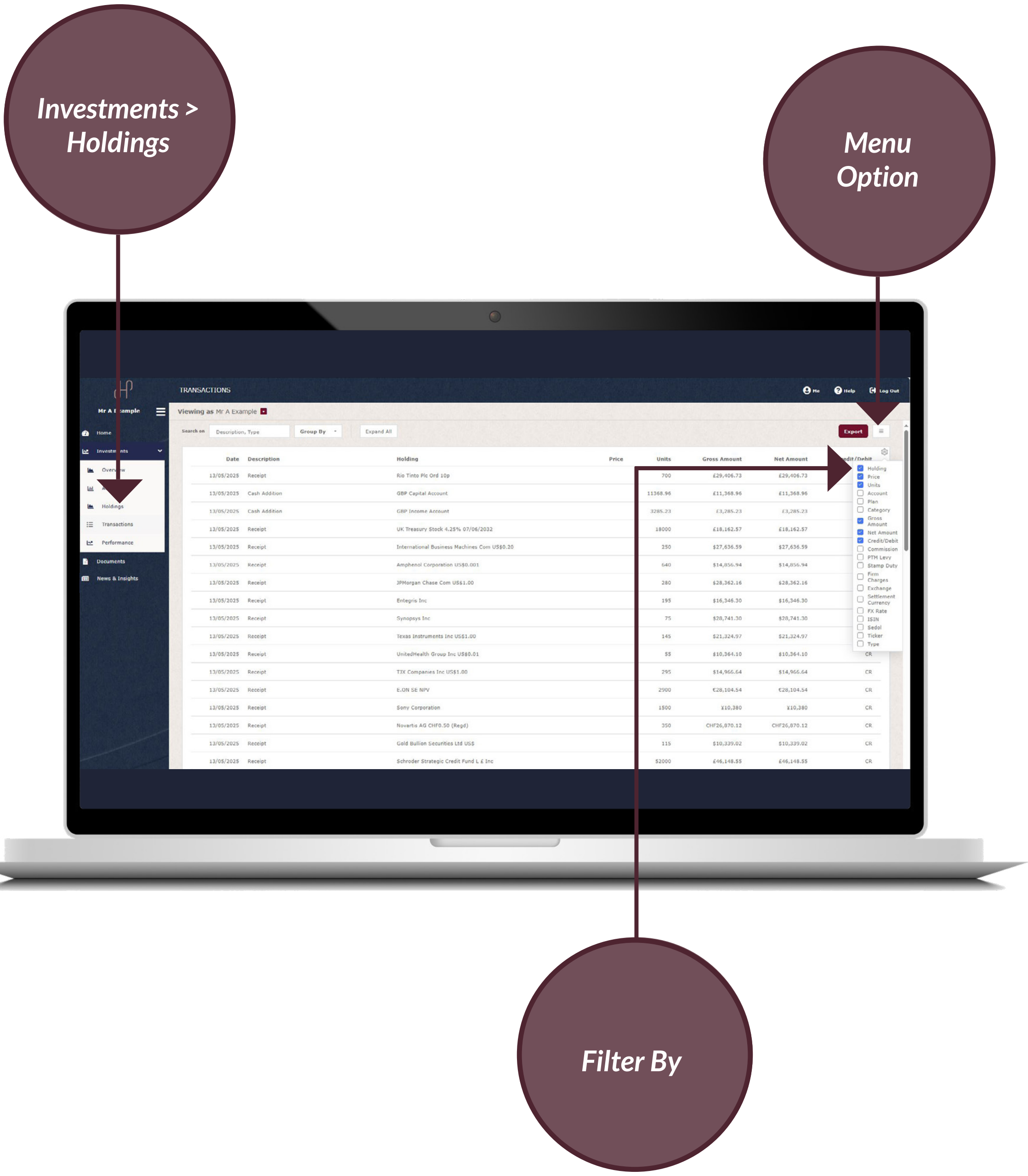
BAR CHART

If you wish to view the absolute performance returns for the past 12 months, you can do so by clicking the 'Menu' icon and selecting the 'Bar Chart' option.



INVESTMENTS | HOLDINGS

This area provides a detailed breakdown of holdings within accounts and portfolios. By default, the page will display a combined valuation of holdings held within all JH&P accounts related to the persona you are viewing as.



FILTER

Various filters can be applied to this area via the menu button. Filter options include:

HISTORIC POSITIONS

Select a historical date to view the valuation at that point in time. Please note, all values are displayed using the information available at the time this report is produced.

SHOW UNDERLYING FUNDS

This filter option will appear if you hold one of the James Hambro Harrier Funds. By ticking this filter, you will be able to see a full breakdown of the holdings held within the Fund.

FILTER BY

Select the specific accounts or portfolios you wish to view holdings against. Individual or multiple accounts/portfolios can be selected via the tick box.

Once you have selected the relevant filters, click 'Apply'. These filters will be applied across both Summary and Detailed tabs.

HOME

SUMMARY

This page displays a breakdown of holdings by Asset Class, Sector, Region, Currency and Ten Largest Holdings. Hover over the graph to view the market values and %MVs. The arrow buttons within each chart will take you through to the detailed holdings page which will automatically be filtered by the chosen asset allocation.

DETAILED

The detailed page displays a full valuation breakdown in line with your filters applied. Additional data points can be added or removed from the table via the cog icon.

Once you have configured your preferred view, click the 'Save View' button and select 'Set as default' to apply the view each time you navigate to the holdings page. Multiple views can be saved and accessed via the "Saved Views" dropdown.

If you have a portfolio which is invested in one of the James Hambro Harrier Funds, you can click the arrow to the left of the fund name which will expand to show the underlying holdings.

HOLDING INFORMATION AND HISTORY

To view additional information held against a particular holding, click into the name of the holding you wish to view.

HISTORY GRAPH

The market value and price movement over time of a specific holding.

HELD WITHIN

The accounts and portfolios which contain the holding, along with the value held in each.

TRANSACTIONS

A list of transactions related to the specific holding.

TRANSACTIONS

To view your transactions, navigate to the Transactions page which can be found under Investments within the menu bar. By default, a list of all transactions within the last twelve months will appear across all accounts you have access to.

FILTER OPTIONS

Various filters can be applied to the list of transactions via the menu button in the top right. This allows you to filter transactions by date, portfolio or category (e.g., Contributions & Withdrawals). Once you have selected your required filters, click 'Apply'.

SAVED VIEWS

You can customise the data points displayed in the table by clicking the cog icon to add or remove columns. Once you've set up your preferred view, click the 'Save View' button and select 'Set as default' to apply this view each time you visit the transactions page. You can save multiple views and access them via the 'Saved Views' dropdown.

GROUP BY

To further categorise your transactions, click the 'Group By' button and choose from one or more of the following options: Account, Portfolio, Category or Type (e.g., Cash Withdrawal).

DOCUMENTS

Copies of quarterly valuations, tax booklets, annual review letters and other important documents will be uploaded to the Documents area. These will be uploaded to the relevant folders which can be filtered by date or document name via the dropdown.

Documents can be downloaded on both the web and app version of the portal.

DESKTOP

To download a document via the desktop click the three dots and select 'Download'. If you wish to preview a document before downloading, you can do so by clicking on the document

APP

To download documents via the app, click onto the document description and use the double arrow button in the top right corner. Here you will have the option to edit the layout of the document and to download it.'

PROFILE AND SETTINGS

To navigate to your Profile & Settings area click into 'Me' > 'My account' which can be found in the top right corner of the portal website. Within this area you can reset your password, memorable word and security questions. We recommend keeping your username as your email address

CUSTOMISE AND EXPORT DATA

Additional columns can be added within data tables where the cog icon is visible.

Line graphs across the portal can be exported into a CSV format via the menu button in the top right of the graphs.

Please note that you can only export data from the web-based version of the portal.

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