

Simplify your life with our electronic document services!

With our electronic document services, you have the choice to receive your documents – trade confirmations, portfolio statements, tax slips – online rather than in hardcopy.

Why should you sign up for our electronic document services?

Environmental

- ▶ Reduce your environmental footprint; print only the documents that you choose.

Flexible

- ▶ Select which documents you wish to receive in hardcopy vs. electronic format.

Immediate

- ▶ You needn't be subject to postal delays: opt for an immediate solution. You can receive an email notification when a document is available.

Organized

- ▶ You will have access to all your documents in one place for up to seven years.

Practical

- ▶ Visualize, print and save your documents with just a few clicks.

Secure

- ▶ Navigate with peace of mind using our secure access to your personal online space.



How to access the electronic document services?

Access your account from the eServices section shown on the main menu of the Online Services webpage, and select **Electronic Documents**.

For any questions, do not hesitate to communicate with your Advisor's team or with our Online Services technical support team at 514 871-8362 or 1-888-751-1220.

Not already subscribed to our Online Services?

1. Go to **nbfw.ca**.
2. Click on the "Client Access" box.
3. Click on the "Sign up for Online services" link at the top of the page.
4. Follow the instructions and submit your application.

Frequently asked questions

How can I receive my documents electronically?

1. Go to the eServices section.
2. Click on **Electronic Documents**, and then **Delivery Preferences**.
3. Make your choice and confirm your electronic delivery selection.

NOTE: To receive an email notification when a document is available, click the associated box in **Email Notification**.

**Thank you for
having made an
eco-friendly choice!**

Can I modify the delivery method anytime?

You can indicate your delivery preference for each type of document – trade confirmations, portfolio statements, tax slips – and can modify your preference at any time.

Changes made to the delivery method will come into effect depending on the type of document, as follows:

1. Trade confirmations – 1-2 business days
2. Portfolio statements – for the next statement
3. Tax slips – electronic delivery can be selected at any time. For the choice to be in effect for the current tax year, the selection must be made before December 29.

You are now ready to navigate on the electronic platform. You will find each of your documents in the Trade Confirmation, Portfolio Statement and Tax Slips tabs.

