

HOW TO VIEW MY CLIENTS' SUBSCRIPTIONS FOR THEIR ONLINE DOCUMENTS

Once connected to your MyPEAKonline account, go to the section: *CLIENT SETTINGS MANAGEMENT*.



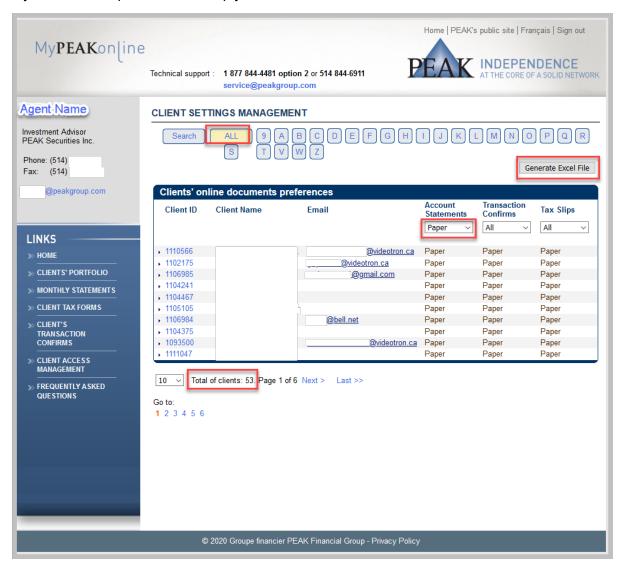
In this section, you can consult the delivery options chosen by your clients for Account Statements, Transaction Confirms and Tax Slips.

Each type of document corresponds to a drop-down list with the following options: All, Electronic and Paper. Select an item from this list to display clients with the option chosen.

The email displayed for clients is the email corresponding to their MyPEAKonline account.

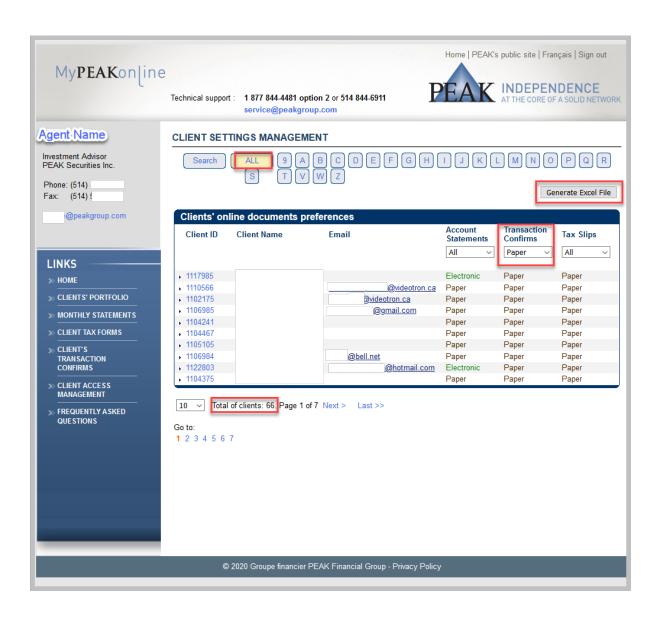


For example, if you want to have a list of your clients who have chosen paper delivery for their Account Statements, choose *Paper* from the Account Statements drop-down list and keep *All* option for the others 2 drop-down lists. Make sure the *ALL* button next to *Search* is selected to query all of your clients. The number of clients who have this option will be displayed at the bottom of the table.



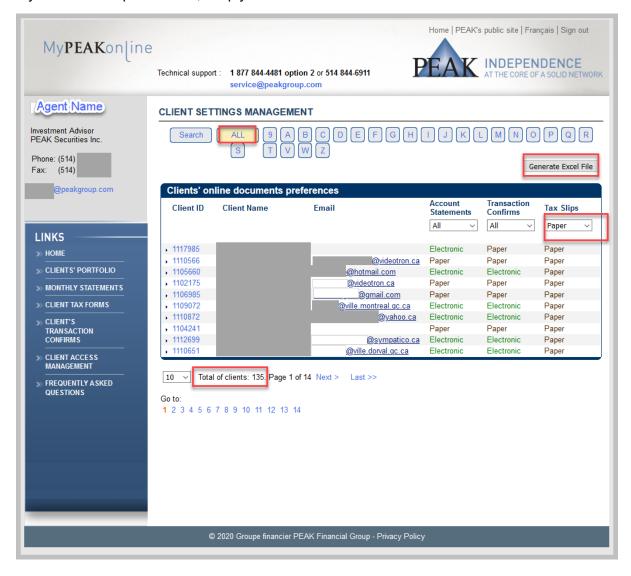


If you want to have the list of your clients who have chosen paper delivery for their Transaction Confirms, choose *Paper* in the Transaction Confirms drop-down list and keep *All* option for the others 2 drop-down lists. Make sure the *ALL* button next to *Search* is selected to query all of your clients. The number of clients who have this option will be displayed at the bottom of the table.





If you want to have a list of your clients who have chosen paper delivery for their Tax Slips, choose *Paper* from the Tax Slips drop-down list and keep *All* option for the others 2 drop-down lists. Make sure the *ALL* button next to *Search* is selected to query all of your clients. The number of clients who have this option will be displayed at the bottom of the table.





If you want to have a list of your clients who have chosen electronic delivery for all their documents, choose *Electronic* from each drop-down list. Make sure the *ALL* button next to *Search* is selected to query all of your clients. The number of clients who have this option for all their documents will be displayed at the bottom of the table.

