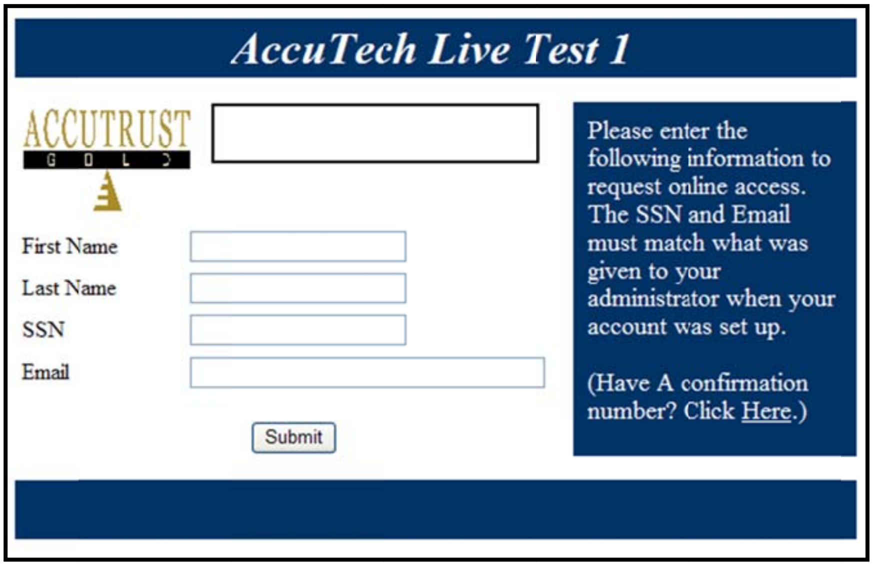
FRIENDS FIDUCIARY
CORPORATION

Online Access User Manual

New Users

If this is your first time accessing AccuNet click the "*New User?"* link located on the left side of the screen. In the event that this link is not visible, a message asking you to contact the Account Administrator will exist in its place, in which case please contact the Friends Fiduciary office at info@friendsfiduciary.org.

Following the link will display the New User Signup screen.

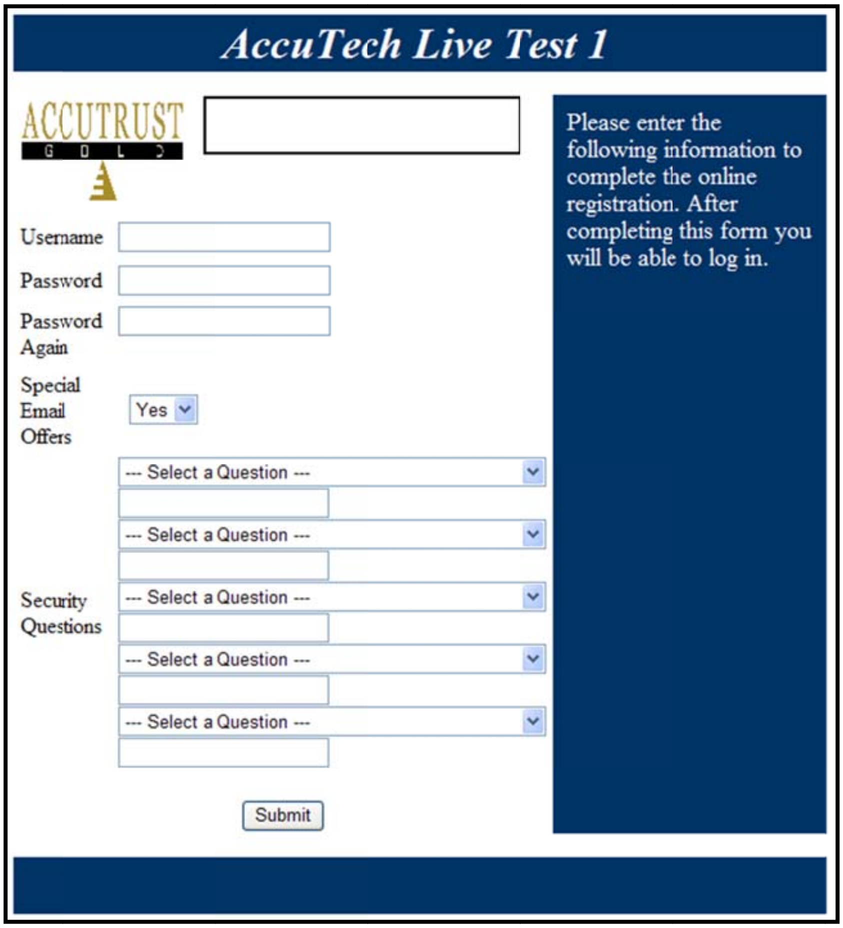


All fields on this form are **REQUIRED**. Enter your first name, last name, tax identification number (TIN) for your meeting or organization (in the field marked SSN), and e-mail address. The tax ID and the email address entered must be the same as provided to Friends Fiduciary for your account.

Once you have entered all of the information, click the Submit button. Your TIN and e-mail address will be verified against the information Friends Fiduciary has on file for you. These two values must match exactly to the data on record with Friends Fiduciary in order to be allowed to proceed with the setup process.

You can still access your account without the tax ID number; however it will require a verification step by Friends Fiduciary. Email Friends Fiduciary at our constituent service email account (info@friendsfiduciary.org) and we will email you a confirmation number. This confirmation number can then be used with your email address to log in to website. Because some constituents have not yet provided Friends Fiduciary with current email addresses, this additional step may be necessary. Once you have received your confirmation number via email, return to this page and click on the "Have a confirmation number?" link to enter the confirmation number and your e-mail address.

Successfully entering your TIN and email address, or confirmation number and email address, allow you to establish your AccuNet User Profile. Once your information has been verified, the system will allow you to create your Username and Password and select your security questions.



All fields on the Profile setup screen are required. Provide the appropriate information in the designated fields in order to proceed with the setup process.

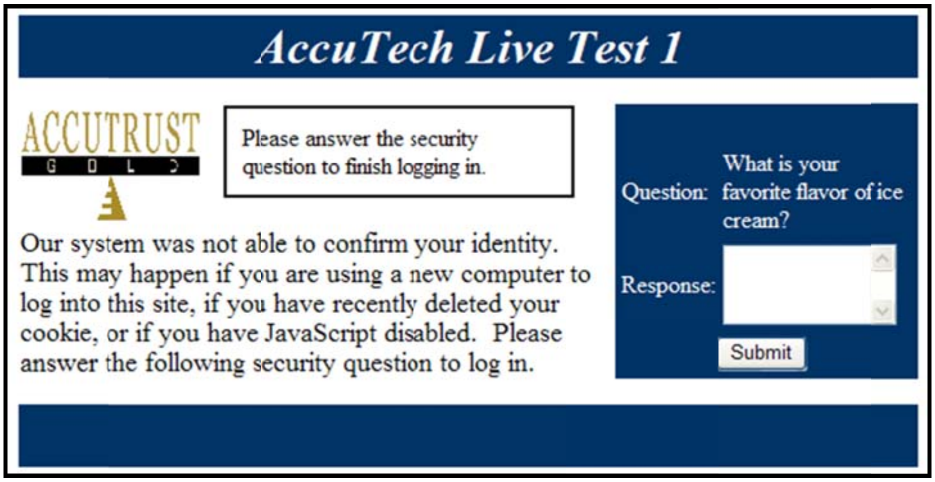
- **Username:** Provide a username for access to the site. This value can be any combination of letters or numbers between 6 and 25 characters in length.
- **Password:** Enter your desired password for this site. The password may be any combination of letters or numbers. The maximum length of the password is 25 characters. The minimum is at least 6 characters.
- **Password Again:** Re-enter the password you created to confirm the value.
- **Special Offers:** Friends Fiduciary asks that you select "yes", as this will allow us to use the system's blast email feature to communicate with all constituent users. We will do so only for critical information and updates.
- **Security Questions:** You will be required to select five questions that will be used to aid in further verifying your identity when logging into your account. Click each drop-down arrow to select a different question for each of the five items. In the blank box below, enter the answer to this question.

Make certain you pick questions for which you will be able to remember the answers!!
For ease of use, you may choose the same answer for each question.

Once the form is completed, click the Submit button to validate and save your Username and Password. If your Username and Password conform to the requirements, you will be returned to the login screen to enter your newly created Username and Password.

Usernames, Passwords, and Answers to Security Questions are case and space sensitive and have a maximum allowed length of 25 characters.

After logging in with your new Username and Password, you will be prompted to answer one or more of the security questions you established in your profile. You will be required to answer at least one of your security questions when accessing AccuNet from a different computer, or if you have deleted your browser's cookies since your last visit.



Enter your response and click Submit. A successful response will take you to AccuNet and display the Account Balances page.

On the left side of the AccuNet page, there are three categories with various options under each heading. The first of these three categories is My Reports.

My Reports

The links associated with My Reports correspond with the five different reports that are accessible in AccuNet. The reports available are Account Balances, Portfolio Analysis, Asset Allocation, Account Statement, and List of Transactions. Each report is displayed in the main body of the AccuNet screen. If you have access to more than one account, you can use the drop-down box at the top of each Report screen or click the arrow buttons to select a different Account. The arrow buttons will scroll through the list.

In the upper section of the screen, the report can be altered to show a different date. To change the date or date range of the report, enter the desired date in the corresponding fields or use the Calendar option to pick the date from a lookup. After the desired values have been entered, click the Go button to update the report.

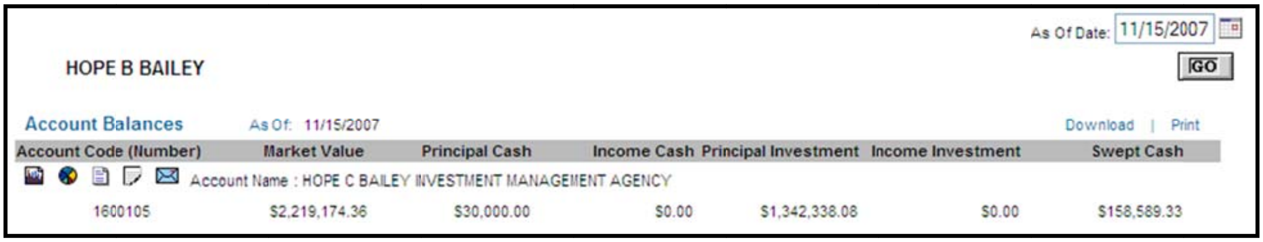
Because Friends Fiduciary is now recording and reporting a daily net asset value for the Consolidated Fund, it is important to understand the changeover to each "new days" valuation. At 2:00 p.m. EST the previous business day's net asset value is posted and the account balances are automatically updated. If you view your account prior to 2:00 p.m. EST, then the values you see are as of two business days prior.

In short the daily values after 2:00 p.m. EST are as of the prior business day close. For example, if you are viewing your account at 11:00 a.m. on Friday the value shown is as of close of business on Wednesday. After 2:00 p.m. on Friday the net asset values (and market values) are as of close of business Thursday.

Two additional links can be found on each report screen allow you to **Download** the report and save it as a Microsoft Excel spreadsheet or text file, or **Print** the report. Printing the report will use your current printer configuration and browser settings.

ACCOUNT BALANCES REPORT

This page will always be the first screen displayed in AccuNet. The Account Balances report displays high level balance information for every Account to which you have access.



In addition to being the start page, this screen allows access to the other report options, the email function, and Statement Center from the icons located in each row. Clicking on an icon displays the corresponding report for the selected Account, opens the email form, or your most recent electronic statement.

	Portfolio Analysis		**Asset Allocation**
	Statement Activity		**Statement of Transactions**
	E-Mail		**Most Recent Statement**

PORTFOLIO ANALYSIS REPORT

The Portfolio Analysis Report displays complete financial and investment information, including the number of units, for the selected account as of a specific date. The data that appears on this report is determined by the fields you have chosen using the “Select Fields” link on this page.

If you want to add or remove fields from the view, click on the “Select Fields” link located in the upper right portion of the report. On the new screen, check the box next to each field you want to display. Remove the check to hide the field. If all fields are checked, you can use the “Uncheck All” button to clear the fields and start from scratch, or if not all fields are marked, click “Check All”.

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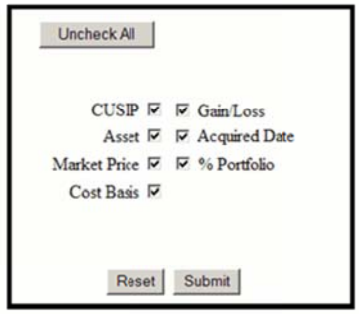
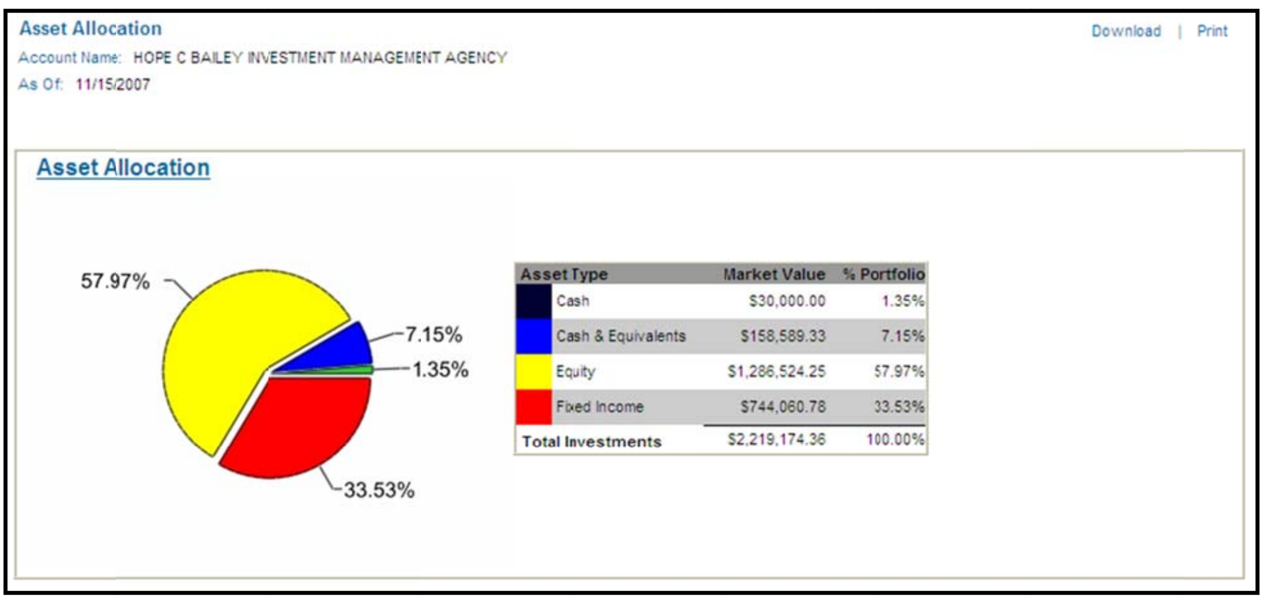


Click the Submit button to save the field selection changes you made, or click the Reset button to refresh the customize screen to the original settings.

Asset Allocation Report

The **Asset Allocation** report displays a pie chart, with details, representing the allocation of the investments in the selected account by Major Asset Type.



Account Statement Report

The Account Statement report provides you with a complete snapshot of the selected account, and includes information from both the Asset Allocation and Account Summary reports. You may know that historically Friends Fiduciary has provided "group statements" to our constituents, showing all of the accounts for a constituent on a single statement. Because of the additional detail now recorded, the account statement report is by individual account. You select the account you would like to view (or print) by selecting it in the drop down box in the upper left corner. You are not able to access the "group statement," or a single statement, for all of your accounts online at this time. This is an enhancement that will be provided in the future.

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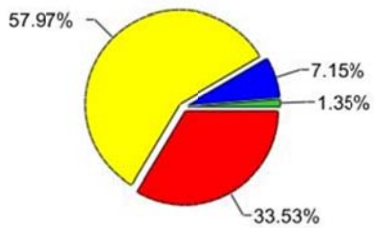
Account Statement

Account Name: HOPE C BAILEY INVESTMENT MANAGEMENT AGENCY

From 10/15/2007 To 11/15/2007

Download | Print

Asset Allocation



Asset Type	Market Value	% Portfolio
Cash	$30,000.00	1.35%
Cash & Equivalents	$158,589.33	7.15%
Equity	$1,286,524.25	57.97%
Fixed Income	$744,060.78	33.53%
Total Investments	$2,219,174.36	100.00%

Activity Summary

Activity	Cost Value	Market Value
Previous Statement Balance	$1,530,927.41	$2,219,174.36
Ending Balance	$1,530,927.41	$2,219,174.36

Asset Summary

Symbol	Asset Description	Units/Shares or Face Value	Unit Price	Total Cost	Market Value

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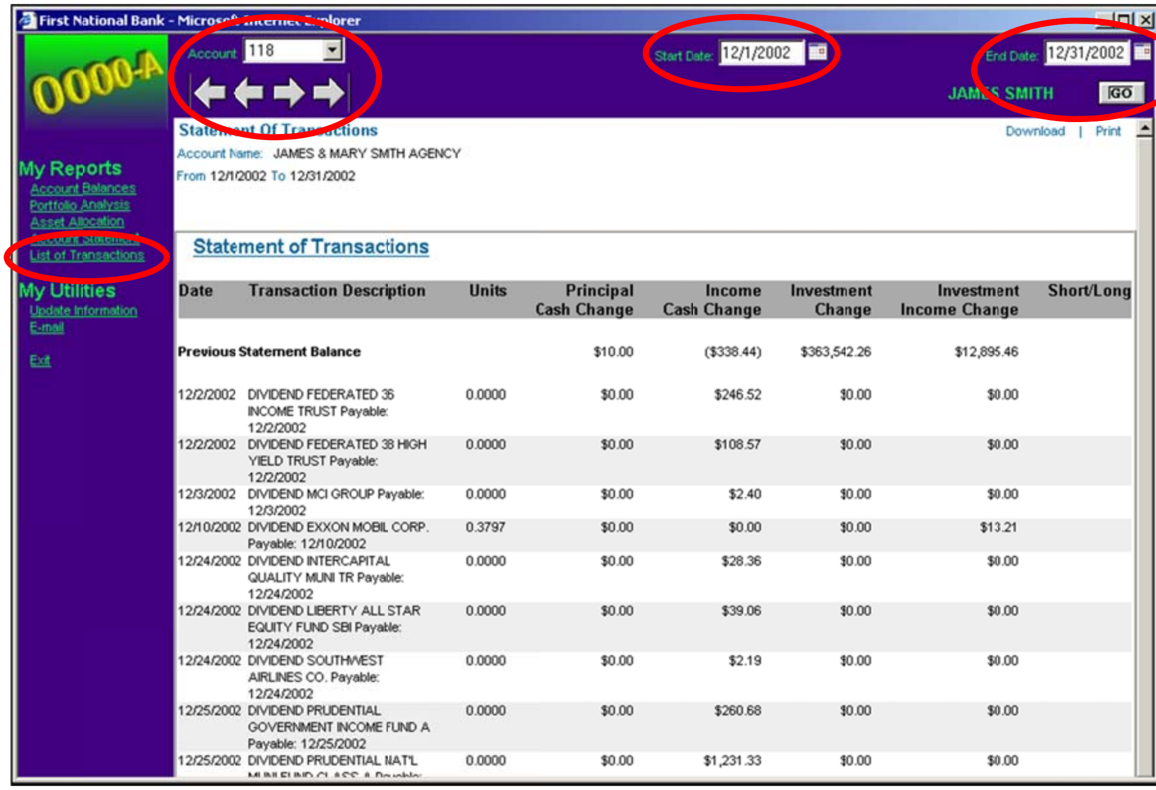
LIST OF TRANSACTIONS

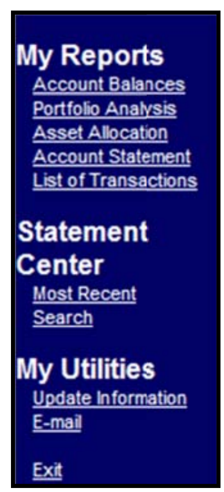
The Statement of Transactions report displays all transactions for the selected account and time frame entered. The transactions are in chronological order.



Date	Transaction Description	Units	Principal Cash Change	Income Cash Change	Investment Change	Investment Income Change	Short/Long
	Previous Statement Balance		$10.00	($338.44)	$363,542.26	$12,895.46	
12/2/2002	DIVIDEND FEDERATED 36 INCOME TRUST Payable: 12/2/2002	0.0000	$0.00	$246.52	$0.00	$0.00	
12/2/2002	DIVIDEND FEDERATED 38 HIGH YIELD TRUST Payable: 12/2/2002	0.0000	$0.00	$108.57	$0.00	$0.00	
12/3/2002	DIVIDEND MCI GROUP Payable: 12/3/2002	0.0000	$0.00	$2.40	$0.00	$0.00	
12/10/2002	DIVIDEND EXXON MOBIL CORP. Payable: 12/10/2002	0.3797	$0.00	$0.00	$0.00	$13.21	
12/24/2002	DIVIDEND INTERCAPITAL QUALITY MUNI TR Payable: 12/24/2002	0.0000	$0.00	$28.36	$0.00	$0.00	
12/24/2002	DIVIDEND LIBERTY ALL STAR EQUITY FUND SBI Payable: 12/24/2002	0.0000	$0.00	$39.06	$0.00	$0.00	
12/24/2002	DIVIDEND SOUTHWEST AIRLINES CO. Payable: 12/24/2002	0.0000	$0.00	$2.19	$0.00	$0.00	
12/25/2002	DIVIDEND PRUDENTIAL GOVERNMENT INCOME FUND A Payable: 12/25/2002	0.0000	$0.00	$260.68	$0.00	$0.00	
12/25/2002	DIVIDEND PRUDENTIAL NAT'L	0.0000	$0.00	$1,231.33	$0.00	$0.00	

STATEMENT CENTER

When new statements are ready to be viewed, you will receive an e-mail to the address provided during the setup of your AccuNet user profile. To view the most recent statement, click either the Statement Center icon from the Account Balances report, OR click the “Most Recent” link under the Statement Center heading.



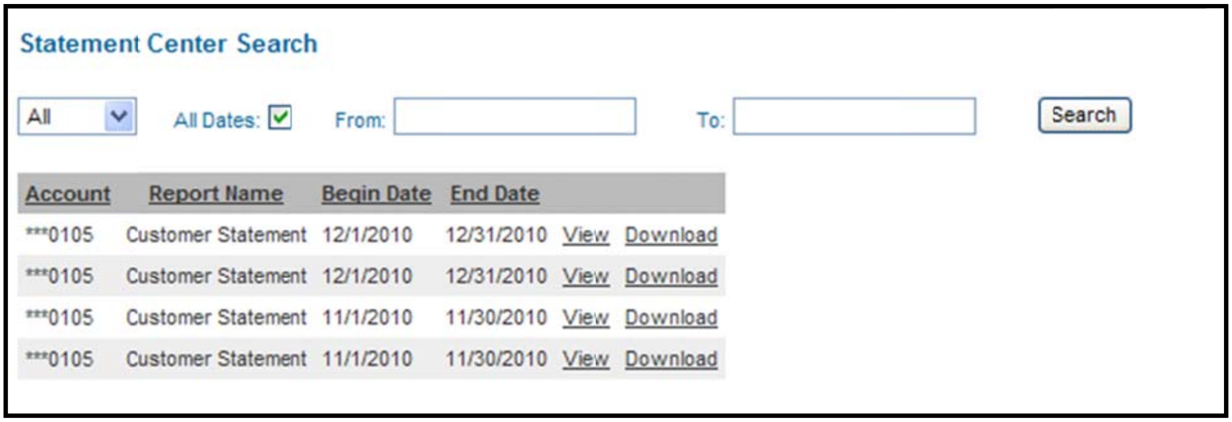
This will open your statement in Adobe Acrobat (pdf) format in the method you have selected to have your browser deal with opening these types of files. You may choose to print or save the report after it has been opened in this manner.

Online statements are available beginning 07/01/2011 only – the system conversion date.

If you want to view prior period statements, you may do so by clicking the Search link under the Statement Center heading. If you need a copy of a statement prior to this period, please contact Friends Fiduciary. This will open a list of all prior statements provided to you within the last two years electronically. Only electronically delivered statements will be available from this menu.

The Search screen allows you to filter and/or sort the list of available statements for easier access. Clicking on the column heading will sort the list in Ascending or Descending order based on the data in the column.

If you have access to multiple accounts, use the drop-down box to limit the list to a specific account.


Statement Center Search

All | All Dates: ☑ | From: | To: | Search

Account	Report Name	Begin Date	End Date		
***0105	Customer Statement	12/1/2010	12/31/2010	View	Download
***0105	Customer Statement	12/1/2010	12/31/2010	View	Download
***0105	Customer Statement	11/1/2010	11/30/2010	View	Download
***0105	Customer Statement	11/1/2010	11/30/2010	View	Download

Uncheck the All Dates box and fill in the From/To date fields to limit the statements to only those that have an end date within that date range.

Click the "Search" button to refresh the screen after entering dates and/or selecting a specific Account.

From the list of statements, you have the ability to View or Download your statements. Clicking View will open the selected statement in Adobe Acrobat (.pdf) format in the method you have selected to have your browser deal with opening these types of files. You may choose to print or save the report after it has been opened in this manner.

Clicking Download will allow you to save the file to your computer using the download settings from your browser. You may or may not be prompted to save the file, depending on your browser settings regarding file downloads.

My Utilities

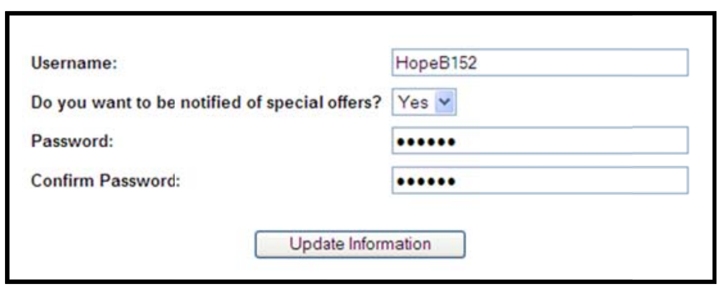
In the My Utilities area, you have the ability to update your user information or send e-mails to Friends Fiduciary.

Update Information

The Update Information option allows you to change your Username, Password, and/or the "Special Offers" setting you established when you created your profile. You may change one or all of these fields at the same time.

To change your Username, simply enter the new username value. The new value must conform to the same requirements when creating the original Username (at least 6 and not more than 25 characters).

Use the drop-down arrow to change the special offers notification setting.


Username: HopeB152

Do you want to be notified of special offers? Yes

Password: ••••••

Confirm Password: ••••••

Update Information

When changing your Password, you must enter the desired new Password in both the Password and Confirm Password fields.

info@friendsfiduciary.org

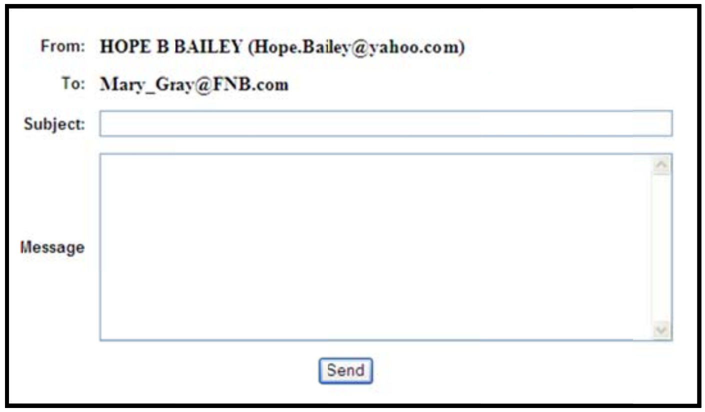
Click the Update Information button to submit your changes. The next time you log in to AccuNet, you will be required to use your new information.

E-MAIL

The **E-mail** option gives you the ability to e-mail Friends Fiduciary. When you click on the E-mail option, a form will appear for you to fill out and send the e-mail to Friends Fiduciary at our constituent service address: info@friendsfiduciary.org.

The “From” and “To” fields will be automatically populated. The “From” field is your e-mail address as entered when you set up your user profile and the “To” field will be an address at Friends Fiduciary.

To send an e-mail, enter a subject and message and click “Send.”



EXIT

Click Exit to log out of AccuNet and you will be taken to the Friends Fiduciary website.