TOL, Inc. Shareholder Portal Feature Guide

- Registration
- Stock Holdings
- Dividends
- Invoices
- Proxies
- Account Managers

Important Notice

The information in this document is for informational purposes only and is not intended to be legal, financial, or other form of advice and no legal or business decision should be based on its content.

Welcome to the Transfer Online Login System documentation. This manual provides comprehensive instructions for managing your shareholder account through the TOL platform.

The TOL Login System provides shareholders with secure online access to:

- View and download stock holdings
- Track dividend payments
- Access invoices and payment history
- View proxies
- Manage account access permissions

Quick Links

- Main Functions Summary
- Registration & Account Setup
- Stock Holdings Management
- Dividend Information

Download the PDF

- Download PDF
- Download HTML as PDF
- Main Functions Summary (PDF)

Registration

This section guides you through updating your account registration information in the TOL Login System.

Accessing Your Account Information

To update your registration details, you'll need to navigate to your account settings page.

Step 1: Navigate to My Accounts

Access your account overview page where you can manage all your TOL account information.

Fig. 1 My Accounts overview page

Step 2: Access Registration Settings

Click the registration update link to access your account details.

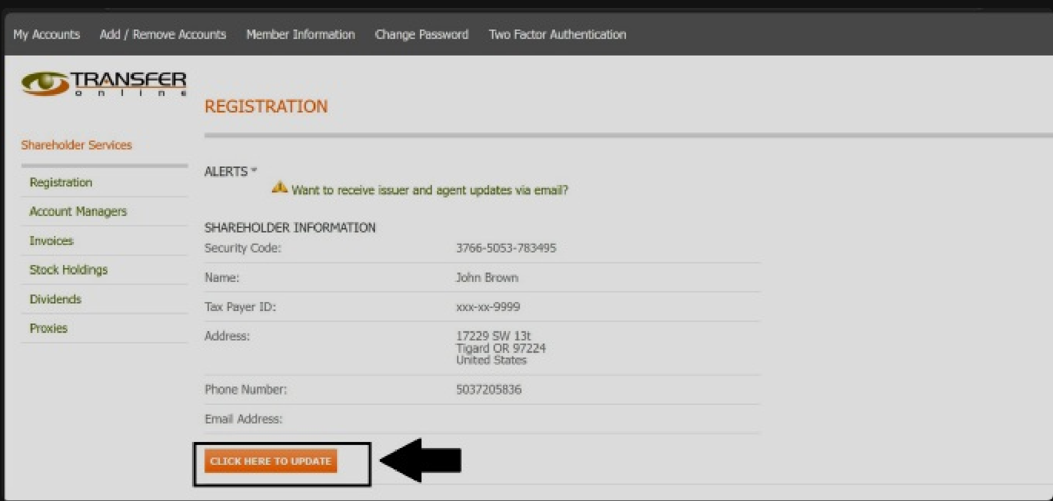


Fig. 2 Click here to update your registration information

Action Complete

You have successfully navigated to the registration update page.

Updating Your Information

The registration page is organized into distinct sections for easy navigation and updates.

Step 3: Review Basic Information Categories

The registration form displays three main categories of information that you can update.

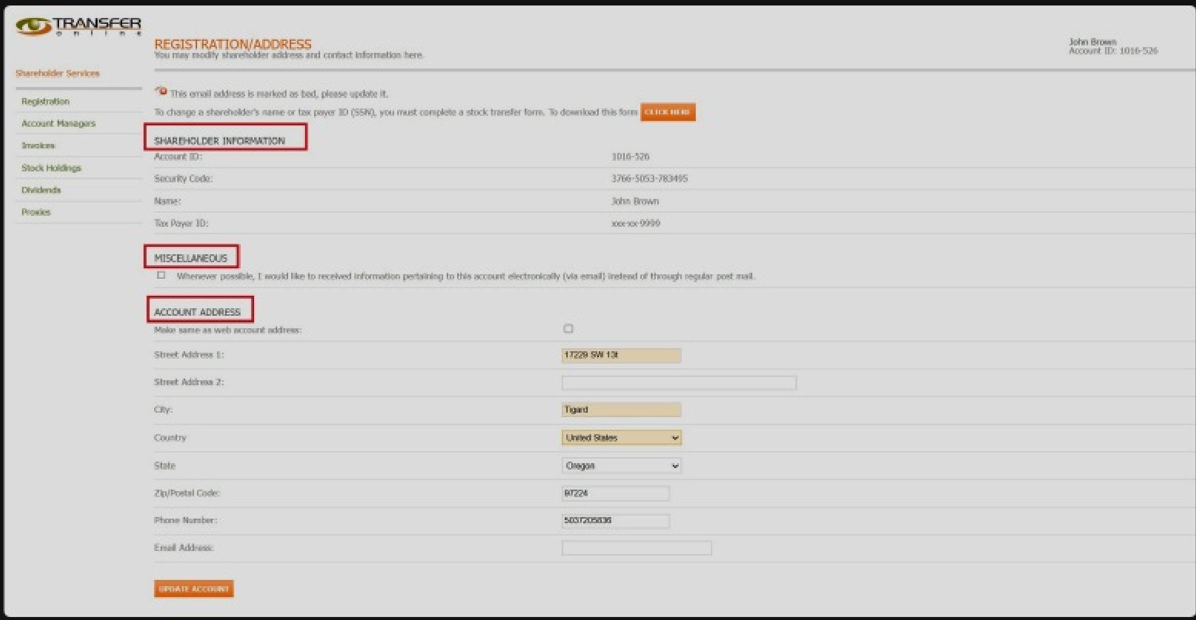


Fig. 3 Three main categories of registration information

These categories are:

- **Shareholder Information** - Contains your personal or entity details
- **Miscellaneous** - Additional account settings and preferences (see Step 5)
- **Account Address** - Your registered mailing address (see Step 4)

> **Note**
>
> Each category contains specific fields relevant to your account type and status.

Step 4: Update Address Information

Complete or update your address details in the designated fields.

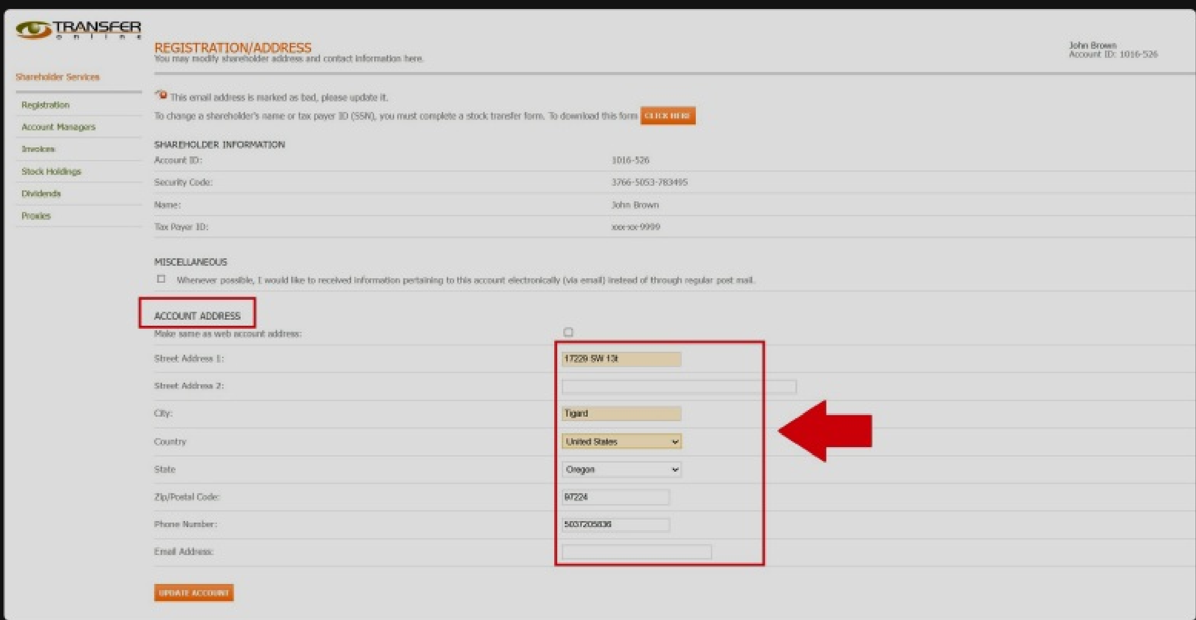


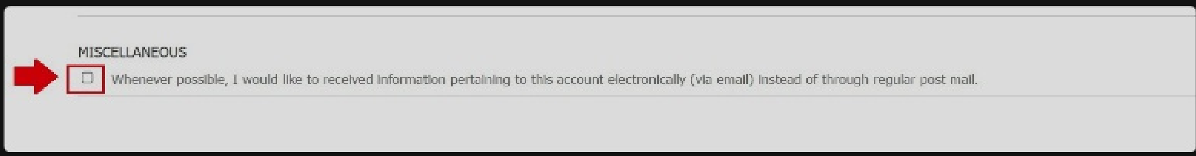
Fig. 4 Address information fields

See Also

Ensure your address is current to receive important shareholder communications and documentation.

Step 5: Configure Additional Options

Review and update miscellaneous settings including web access preferences.



MISCELLANEOUS

☐ Whenever possible, I would like to received information pertaining to this account electronically (via email) instead of through regular post mail.

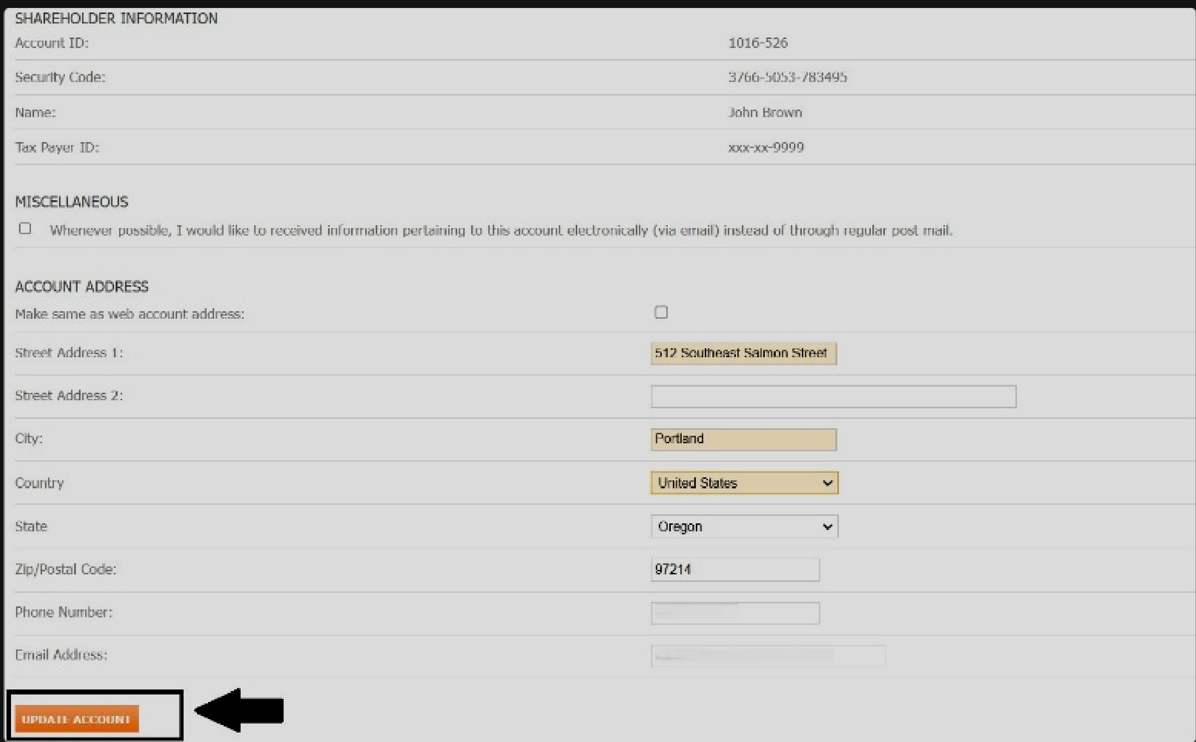
Fig. 5 Additional registration options and preferences

Saving Your Changes

After making all necessary updates, you must save your changes to ensure they are applied to your account.

Step 6: Review All Information

Before saving, review all sections to ensure your information is accurate and complete.



SHAREHOLDER INFORMATION

Account ID:	1016-526
Security Code:	3766-5053-783495
Name:	John Brown
Tax Payer ID:	xxx-xx-9999

MISCELLANEOUS

☐ Whenever possible, I would like to received information pertaining to this account electronically (via email) instead of through regular post mail.

ACCOUNT ADDRESS

Make same as web account address:	☐
Street Address 1:	512 Southeast Salmon Street
Street Address 2:	
City:	Portland
Country	United States
State	Oregon
Zip/Postal Code:	97214
Phone Number:	
Email Address:	

UPDATE ACCOUNT

Fig. 6 Complete registration form ready for submission

Important

Double-check all entered information for accuracy. Incorrect information may delay important communications or affect your account access.

Step 7: Save Your Updates

Click the Update button to save all changes to your registration information.

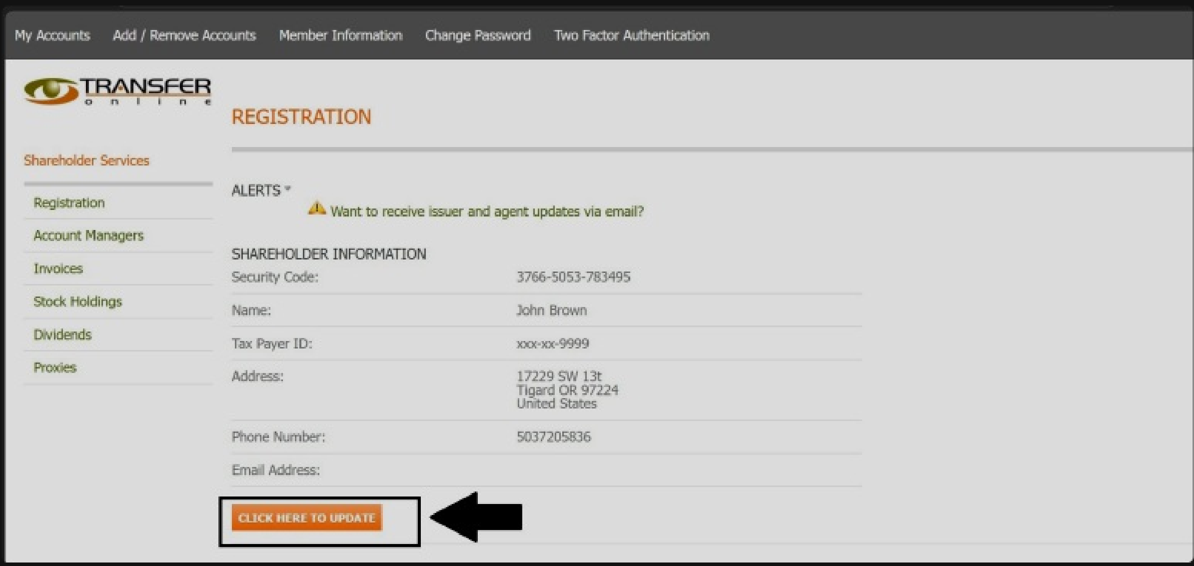


Fig. 7 Click the Update button to save your changes

> **Action Complete**
>
> Your registration information has been successfully updated. You will receive a confirmation message once the changes have been processed.

Next Steps

After updating your registration:

- Return to the My Accounts page to verify your changes
- Check your email for any confirmation messages
- Contact support if you encounter any issues with your updates

Stock Holdings

This section guides you through viewing and managing your stock holdings in the TOL Login System.

Overview

The Stock Holdings section provides comprehensive access to your investment portfolio, including:

- Real-time view of all stock certificates and holdings
- Detailed certificate information and history
- Official holdings statements for tax and legal purposes

Accessing Stock Holdings

To access your stock holdings information, navigate to the Stock Holdings section from the main navigation menu.

Step 1: Locate Stock Holdings in Navigation

Find and click the Stock Holdings option in the left navigation menu.

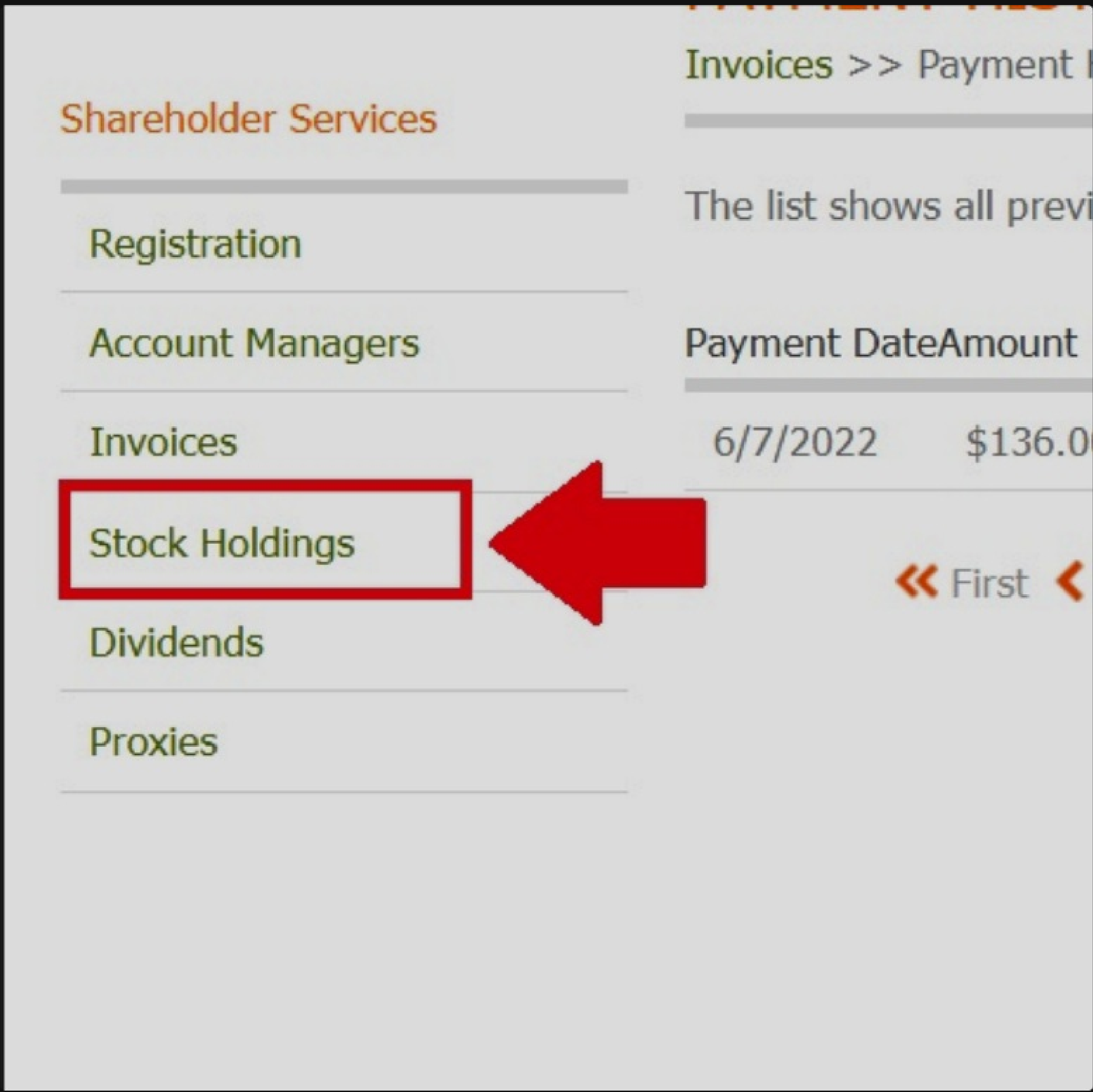


Fig. 8 Stock Holdings location in the navigation menu

Action Complete

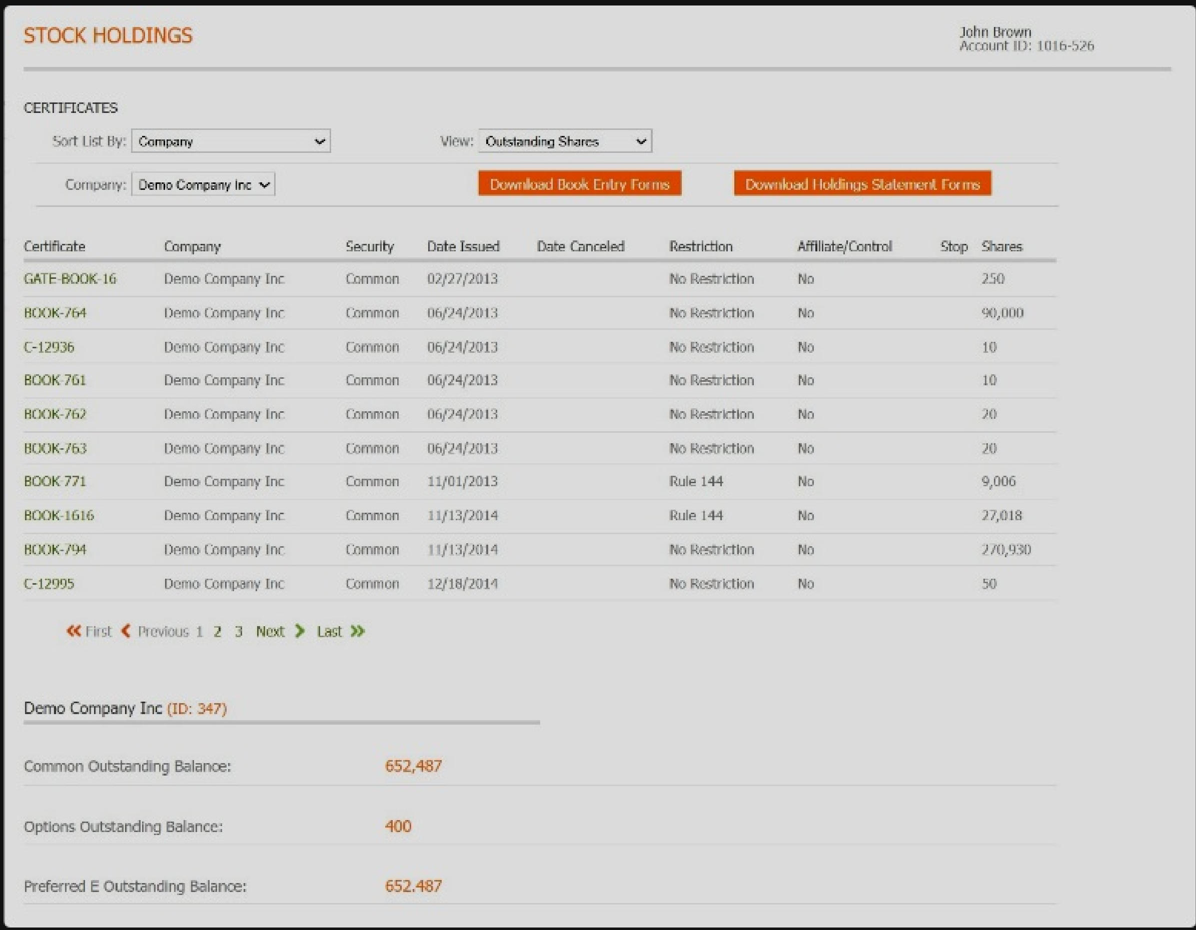
You have successfully navigated to the Stock Holdings section.

Stock Holdings Dashboard

The main Stock Holdings page displays a comprehensive overview of your investment portfolio.

Step 2: Review Holdings Overview

Upon entering the Stock Holdings section, you’ll see your complete holdings dashboard.


STOCK HOLDINGS

John Brown
Account ID: 1016-526

CERTIFICATES

Sort List By: Company View: Outstanding Shares

Company: Demo Company Inc Download Book Entry Forms Download Holdings Statement Forms

Certificate	Company	Security	Date Issued	Date Canceled	Restriction	Affiliate/Control	Stop	Shares
GATE-BOOK-16	Demo Company Inc	Common	02/27/2013		No Restriction	No		250
BOOK-764	Demo Company Inc	Common	06/24/2013		No Restriction	No		90,000
C-12936	Demo Company Inc	Common	06/24/2013		No Restriction	No		10
BOOK-761	Demo Company Inc	Common	06/24/2013		No Restriction	No		10
BOOK-762	Demo Company Inc	Common	06/24/2013		No Restriction	No		20
BOOK-763	Demo Company Inc	Common	06/24/2013		No Restriction	No		20
BOOK-771	Demo Company Inc	Common	11/01/2013		Rule 144	No		9,006
BOOK-1616	Demo Company Inc	Common	11/13/2014		Rule 144	No		27,018
BOOK-794	Demo Company Inc	Common	11/13/2014		No Restriction	No		270,930
C-12995	Demo Company Inc	Common	12/18/2014		No Restriction	No		50

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Demo Company Inc (ID: 347)

Common Outstanding Balance: 652,487

Options Outstanding Balance: 400

Preferred E Outstanding Balance: 652,487

Fig. 9 Stock Holdings main dashboard

> **Note**
>
> The dashboard displays all your holdings across different companies and security types. Each holding shows key information including certificate numbers, share quantities, and current status.

Step 3: Review Column Information

The holdings table includes essential information organized in columns for easy reference.

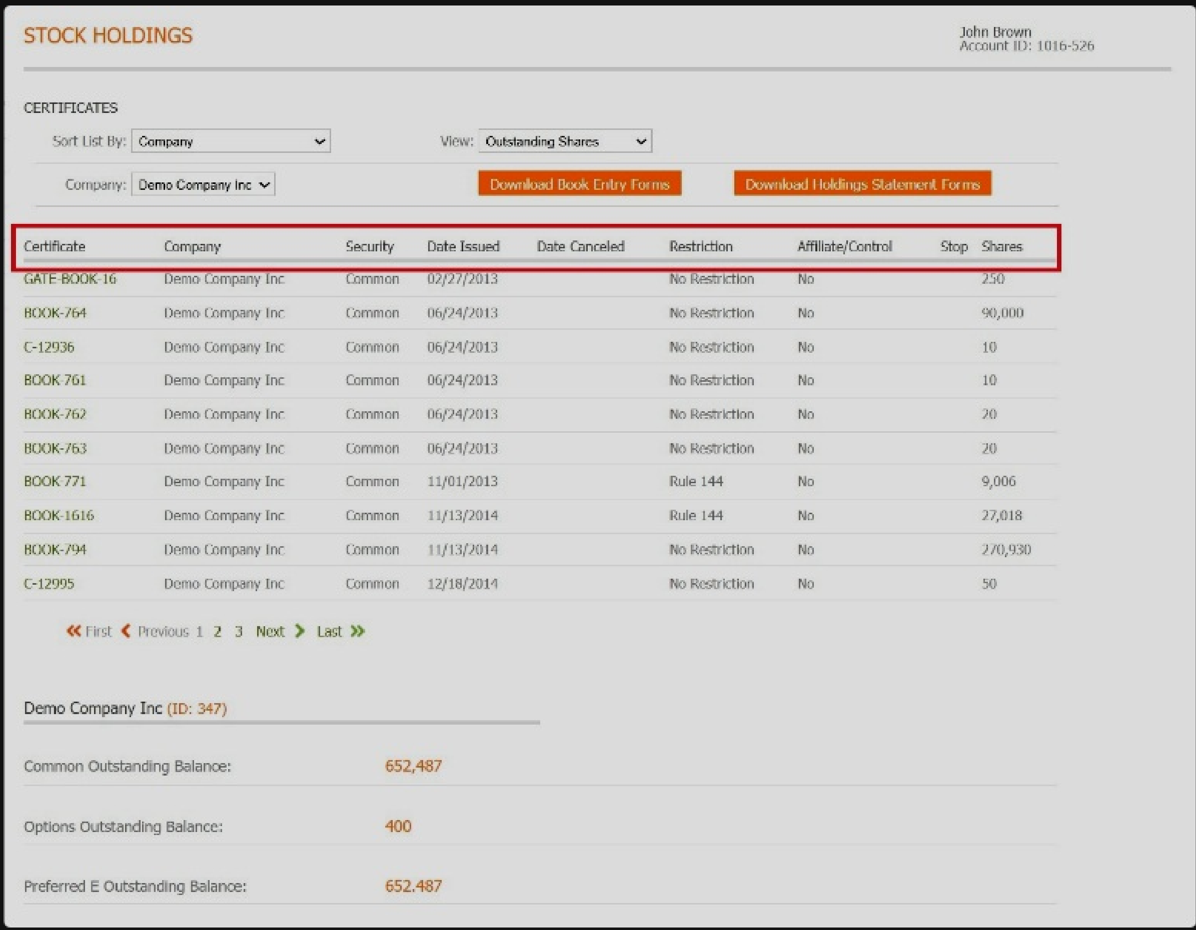

Fig. 10 Column headers showing available information categories

Table Columns

The holdings table includes the following key information:

- **Certificate [Number or Book Entry ID]** - Unique identifier for each holding
- **Company [Name]** - Issuing company
- **Security [Type]** - Type of security (common stock, preferred, warrants, etc.)
- **Date Issued** - Date when the certificate was originally issued
- **Date Canceled** - Date when the certificate was canceled or transferred
- **Restriction** - Any trading restrictions or legends on the shares
- **Affiliate/Control** - Indicates if holder is an affiliate or control person
- **Stop** - Transfer stop indicators preventing share movement
- **Shares** - Number of shares

Filtering and Sorting Options

The Stock Holdings section provides powerful filtering tools to help you navigate large portfolios.

Step 4: Select Company Filter

Use the company dropdown to filter holdings by specific companies in your portfolio.

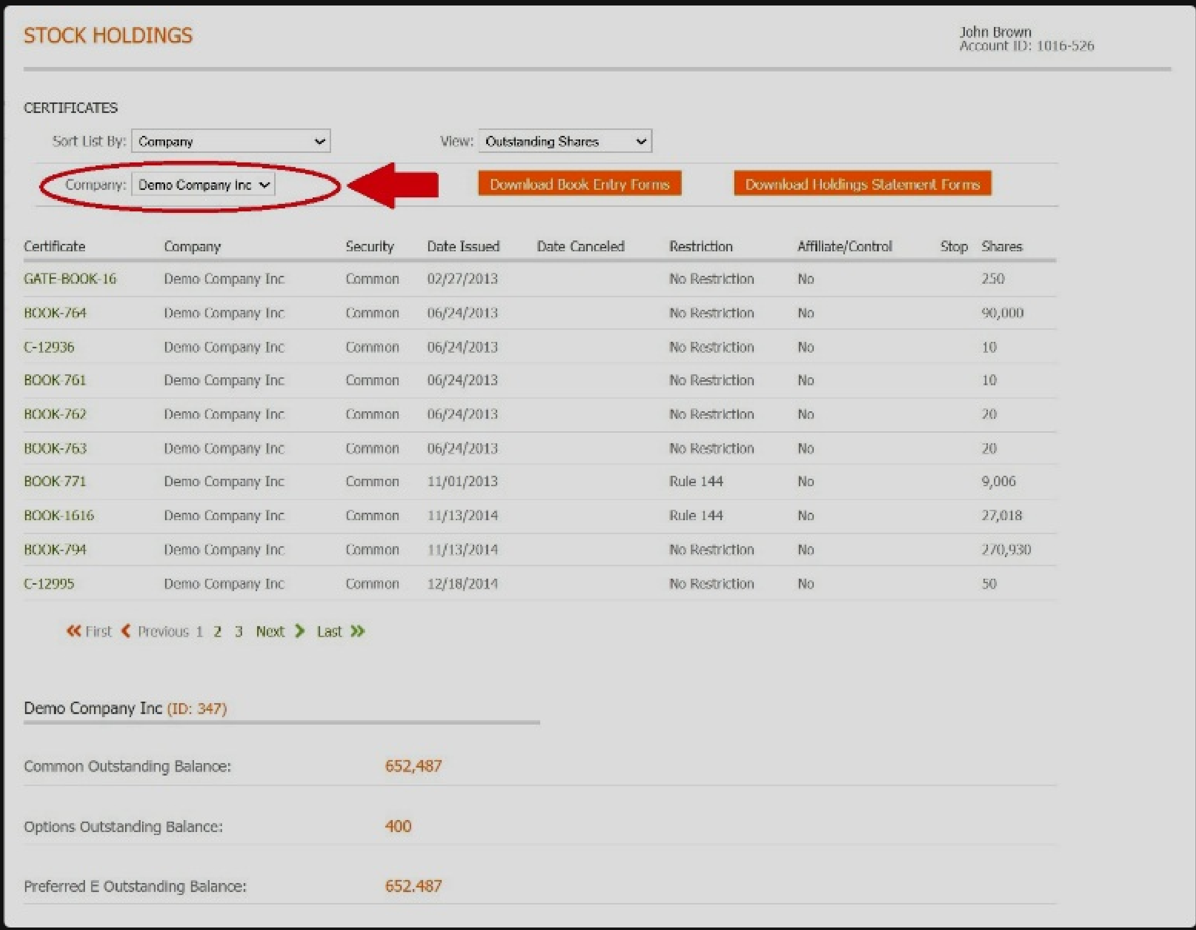

Fig. 11 Company selection dropdown menu

Step 5: Sort Holdings Display

Use the **Sort List By:** dropdown to organize your holdings by various criteria.

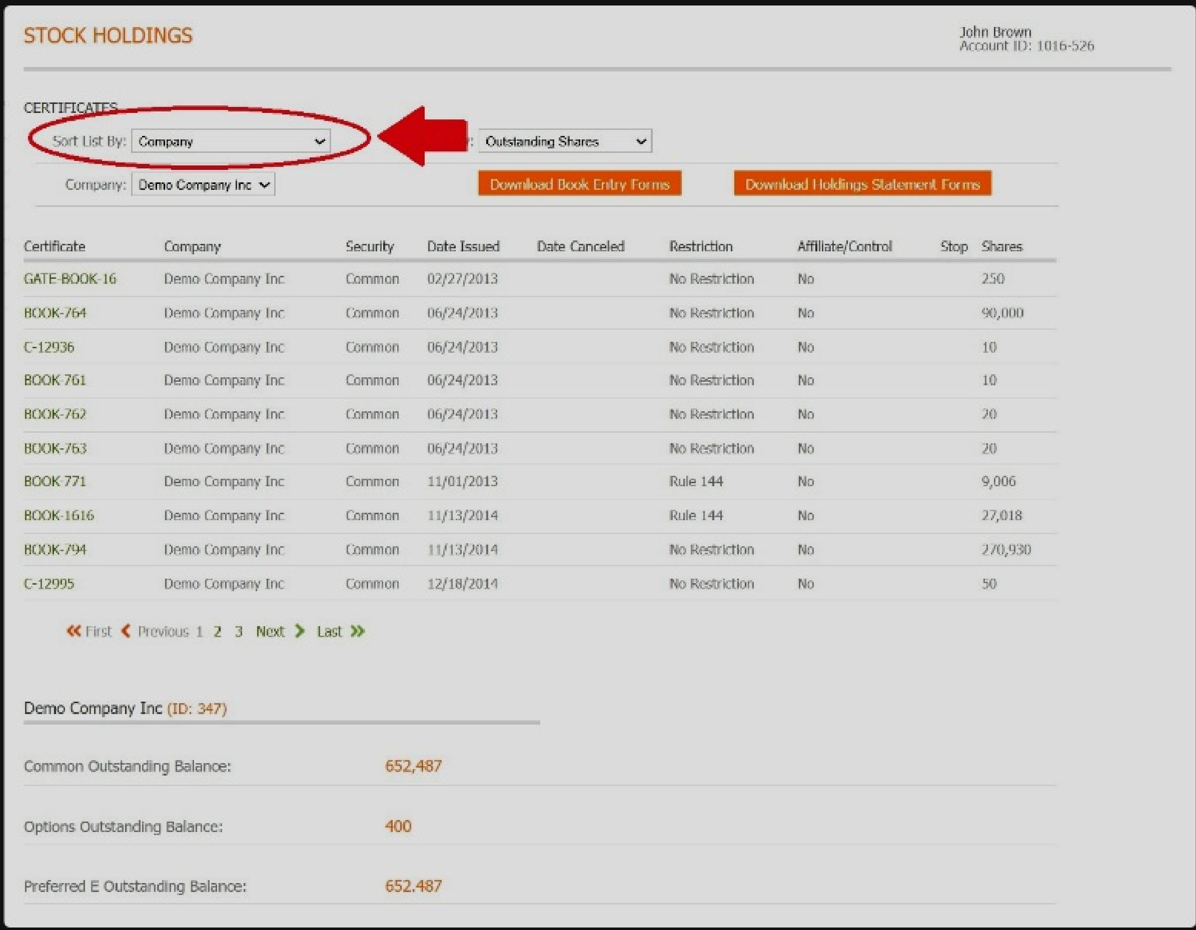

Fig. 12 Sort options dropdown menu

Step 6: Filter by Security Type

Further refine your view by filtering holdings based on security types.

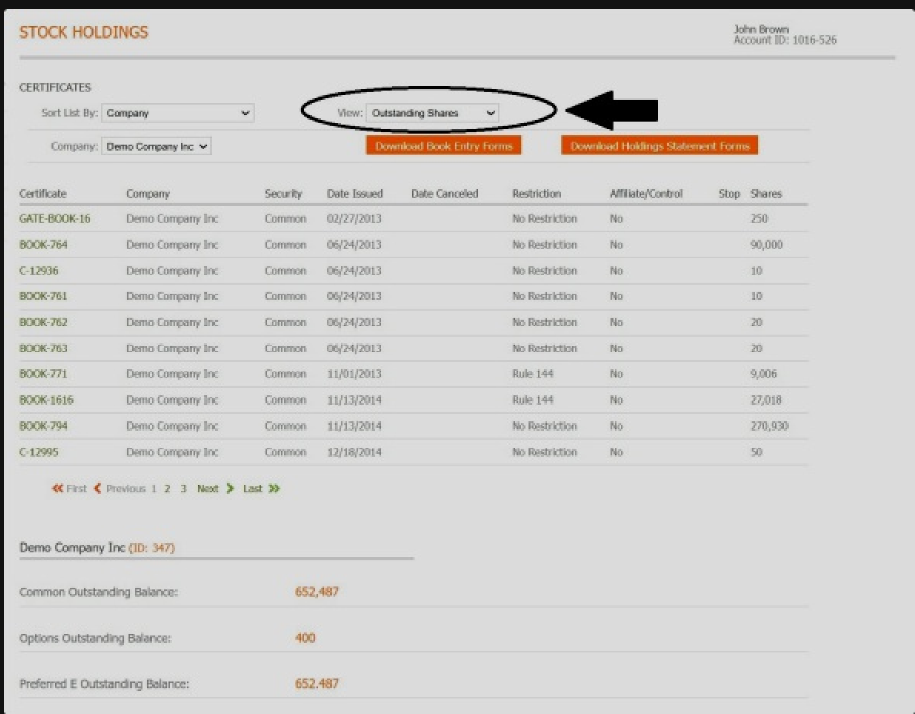

Fig. 13 Security type filter dropdown

Note

Common security types include:

- Common Stock
- Preferred Stock
- Restricted Stock
- Options and Warrants

Available Actions

Note

The current system displays stock holdings information in the main table view.

From the Stock Holdings section, you can:

- View all your stock holdings across different companies
- Filter holdings by company or security type
- Sort holdings by various criteria
- Review certificate numbers, share quantities, and registration details

Next Steps

Explore the following section to learn more about viewing your stock holdings.

View Holdings

This guide explains how to effectively view and navigate your stock holdings in the TOL Login System.

Overview

The View Holdings feature provides a comprehensive display of all your stock certificates and positions across your investment portfolio. You can filter, sort, and examine detailed information about each holding.

Navigating the Holdings Display

The holdings display presents your investments in an organized table format with multiple viewing options.

Step 1: Access the Holdings View

From the main Stock Holdings page, your complete portfolio is displayed in the central viewing area.

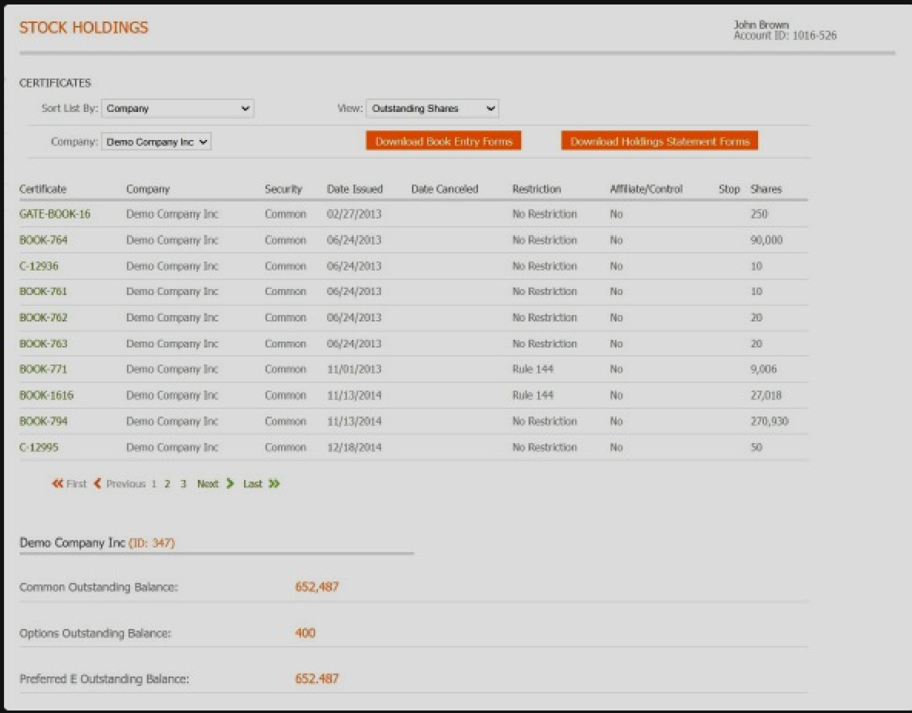

Fig. 14 Main holdings view displaying your complete portfolio

See Also

The default view shows all holdings across all companies. Use the filtering options to focus on specific investments.

Using Company Filters

Filter your holdings to view investments from specific companies in your portfolio.

Step 2: Select a Company

Click the company dropdown menu to see a list of all companies where you hold investments.

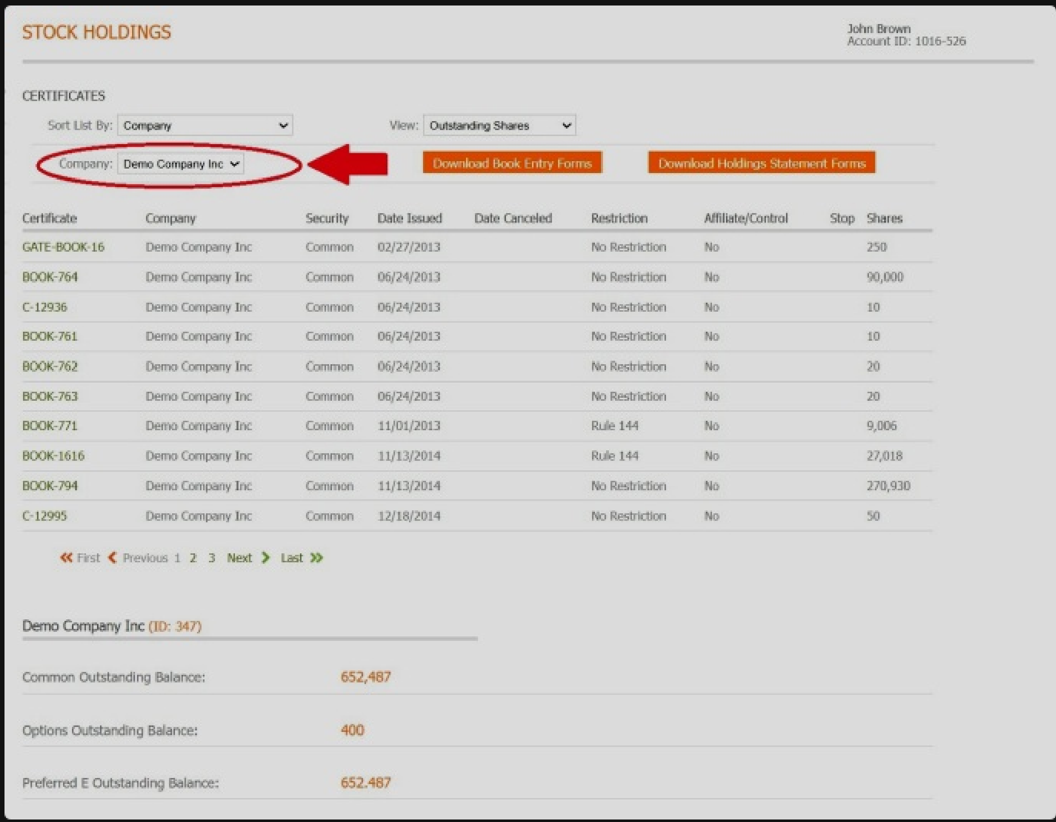

Fig. 15 Company selection dropdown for filtering holdings

See Also

See Review Holdings Overview for more information.

Sorting Your Holdings

Organize your holdings display to find information quickly.

Step 3: Access Sort Options

Click the “Sort list by” dropdown to see available sorting criteria.

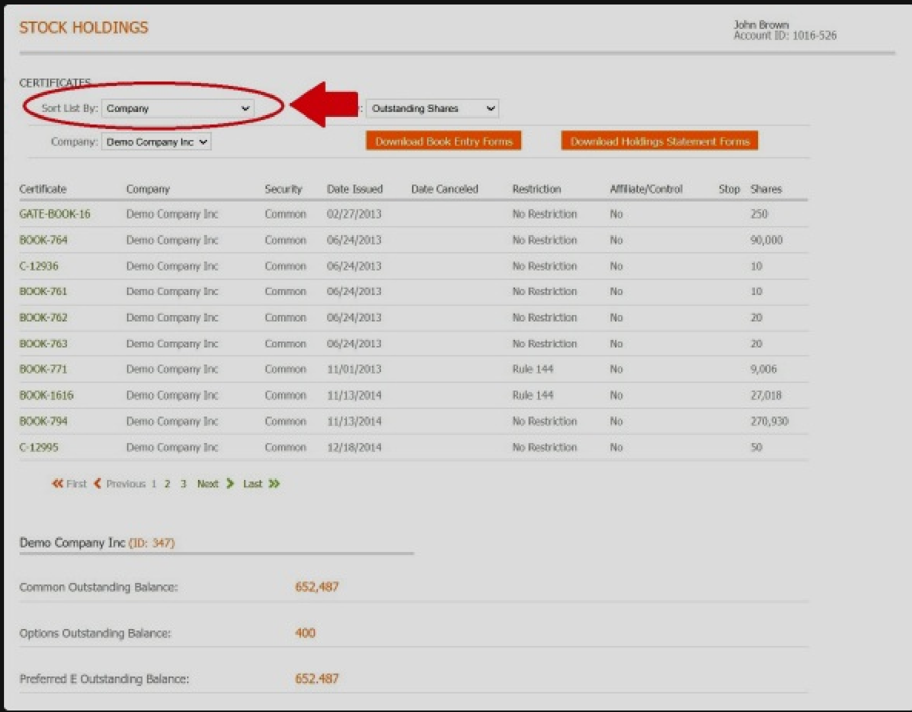

Fig. 16 Sort options for organizing your holdings display

Available Sort Options

You can organize your holdings display using the following criteria:

- Company
- Issue Date, Earliest First
- Issue Date, Most Recent First
- Restriction
- Security
- Shares, Less First
- Shares, Most Shares First

Filtering by Security Type

Further refine your view by displaying only specific types of securities.

Step 4: Select Security Type Filter

Use the security types dropdown to filter holdings by security classification.

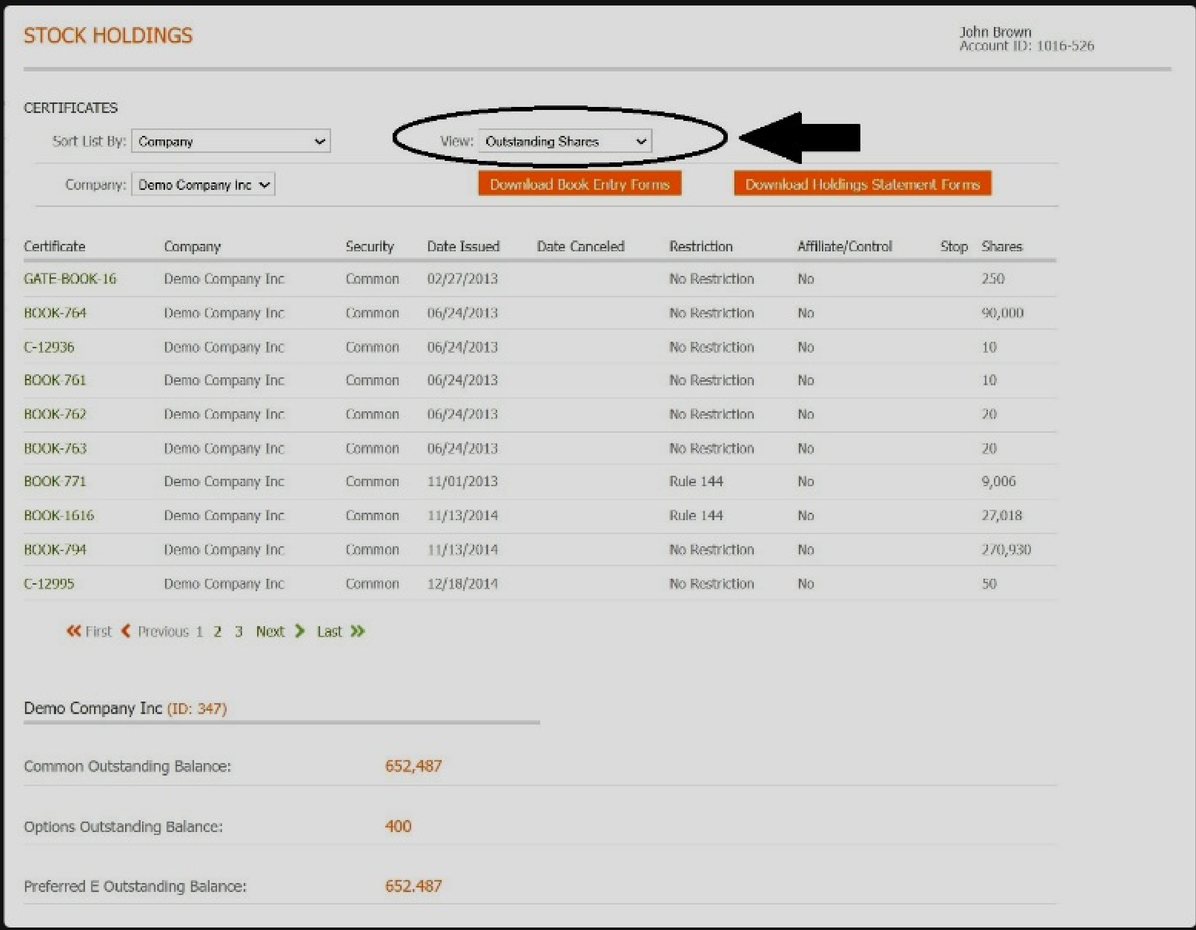

Fig. 17 Security type filter options

See Also

Filtering by security type is particularly useful when you need to:

- Review only common stock positions
- Identify restricted securities
- Locate option grants or warrants
- Separate voting from non-voting shares

Dividends

This section guides you through accessing and managing your dividend information in the TOL Login System.

Overview

The Dividends section provides access to your dividend history and payments, including:

- View dividend payment history across all holdings
- Dividend date and outstanding shares on dividend date
- Date distributed and distributed shares information
- Filtering capabilities by All, Stock, or Cash

Accessing Dividends

To access your dividend information, navigate to the Dividends section from the main navigation menu.

Step 1: Locate Dividends in Navigation

Find and click the Dividends option in the left navigation menu.

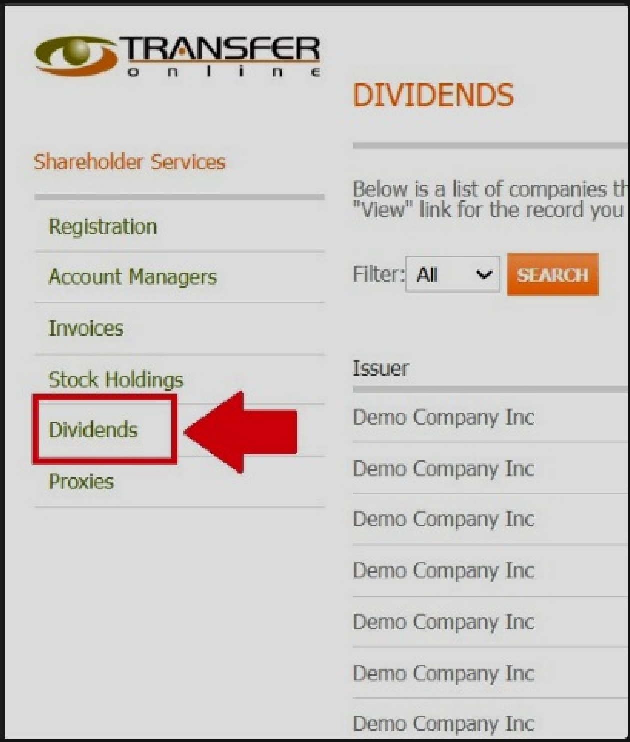

Fig. 18 Dividends location in the navigation menu

Action Complete

You have successfully navigated to the Dividends section.

Dividends Dashboard

The main Dividends page displays a comprehensive overview of all your dividend payments.

Step 2: Review Dividends Overview

Upon entering the Dividends section, you'll see your complete dividend payment history.

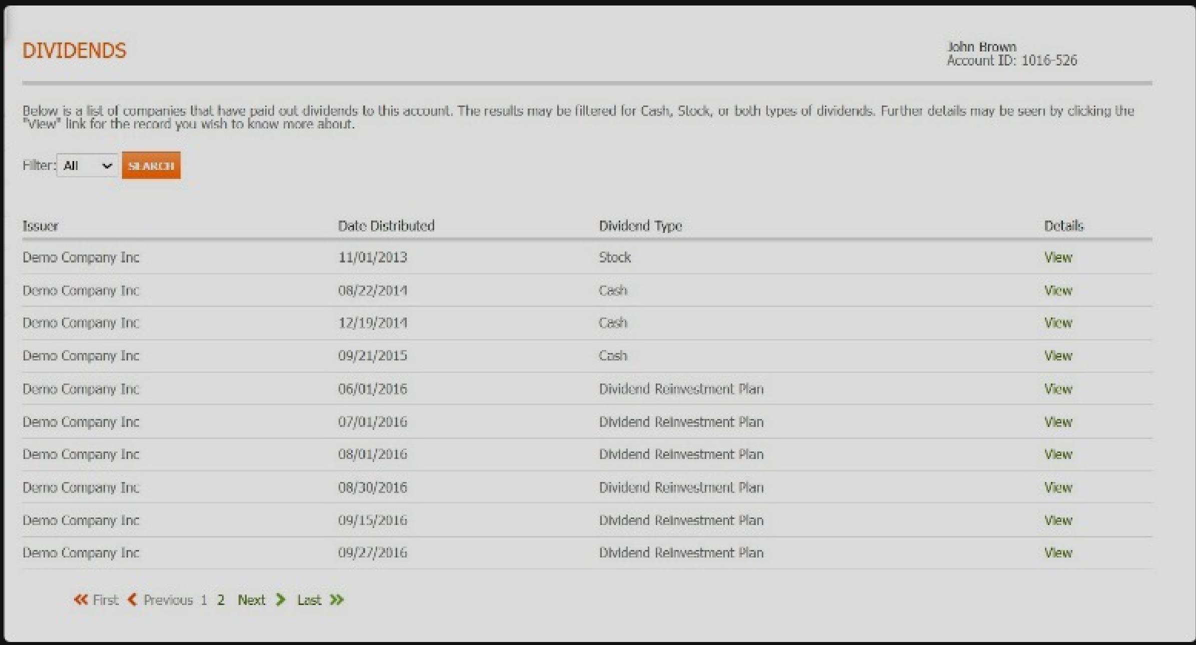

Fig. 19 Dividends main dashboard

Step 3: Understanding the Dividends Table

The dividend information is organized in a detailed table format with multiple columns of essential data.

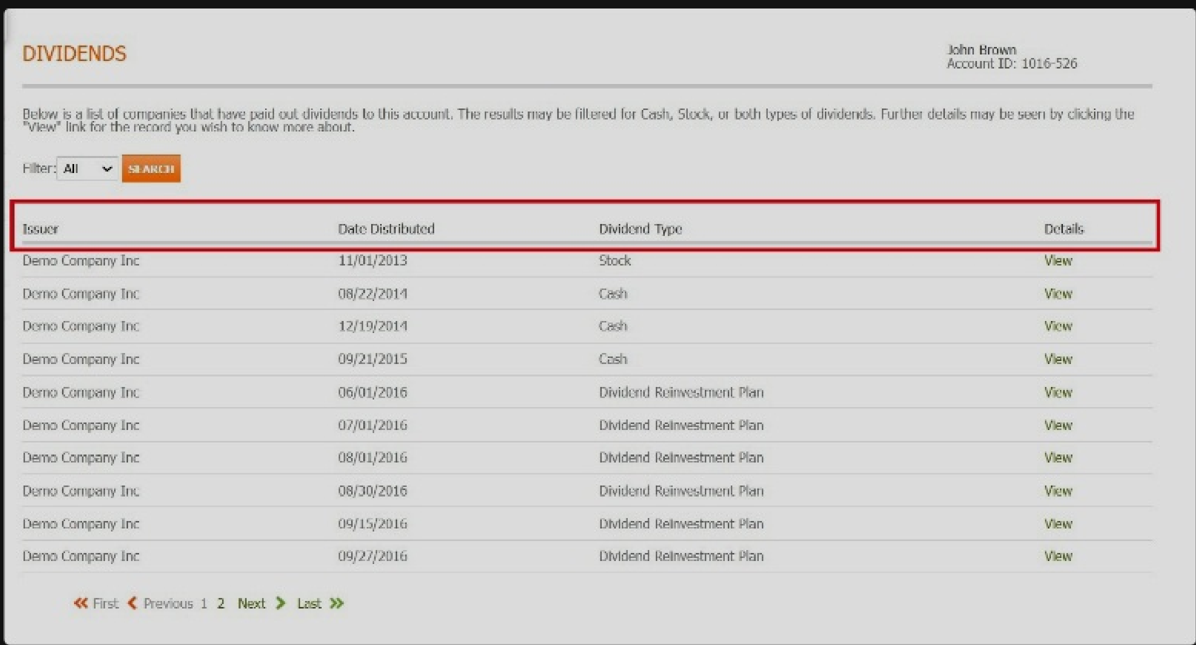

Fig. 20 Dividends table column structure

Table Columns

The dividends table includes the following key information:

- **Issuer** - The company that issued the dividend
- **Date Distributed** - When the dividend was paid
- **Dividend Type** - Type of dividend payment
- **Details** - Additional dividend information

Filtering and Search Options

The Dividends section provides powerful filtering tools to help you locate specific dividend payments.

Step 4: Access Filter Options

Click on the filter dropdown to view available filtering options.

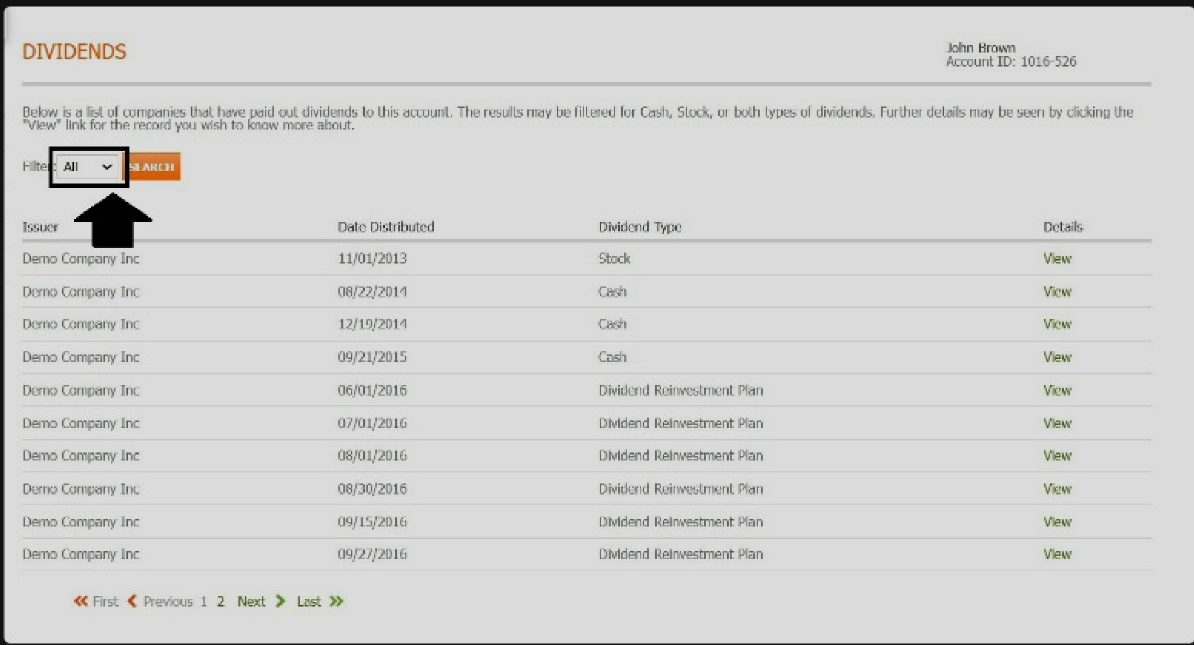

Fig. 21 Filter dropdown location

Step 5: Select Filter Criteria

Choose from various filter options to refine your dividend display.

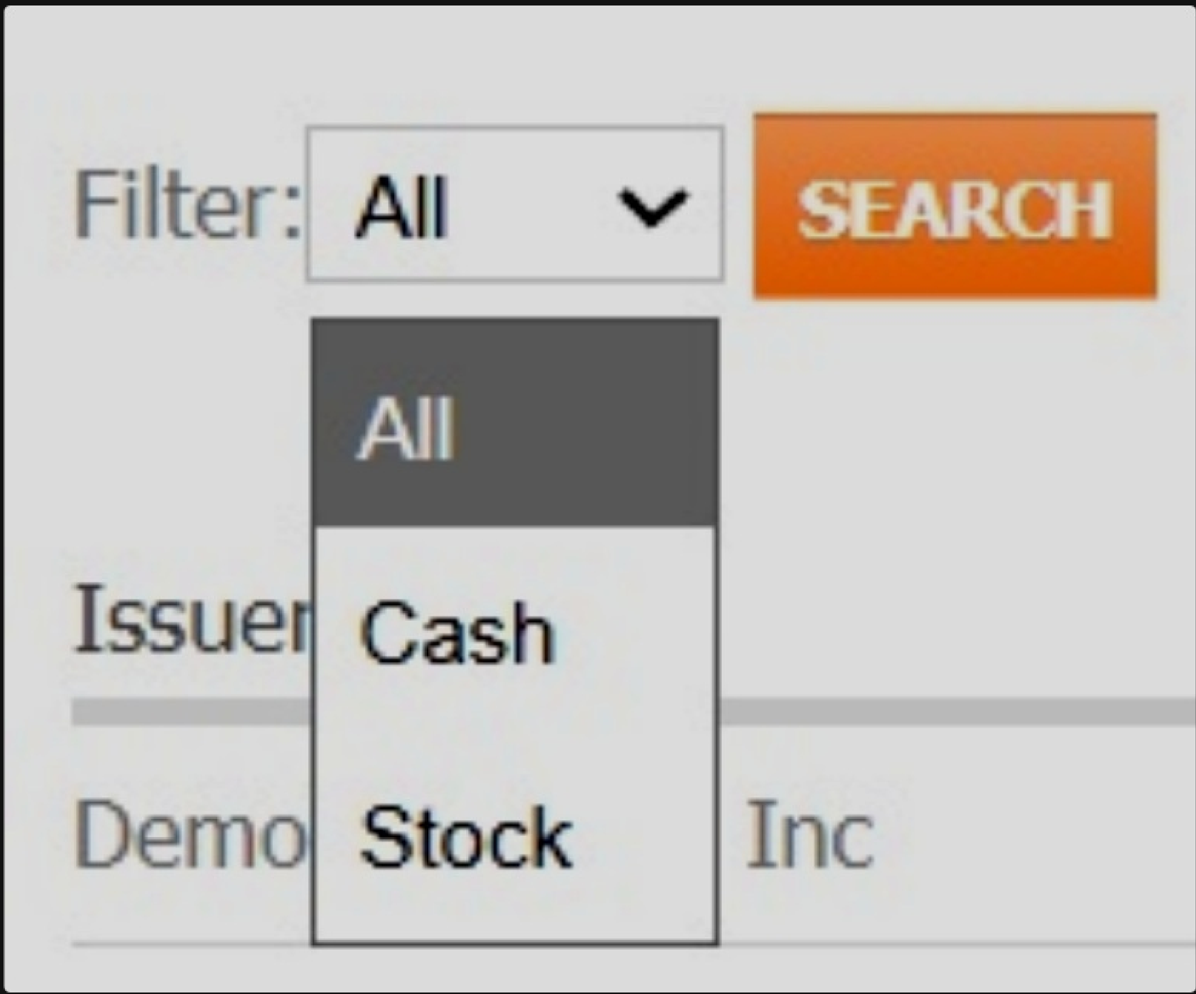

Fig. 22 Expanded filter options

Available Filter Options

You can refine your dividend display using the following filters:

- **All**
- **Stock**
- **Cash**

Step 6: Apply Filters

After selecting your filter criteria, click the SEARCH button to apply the filters.

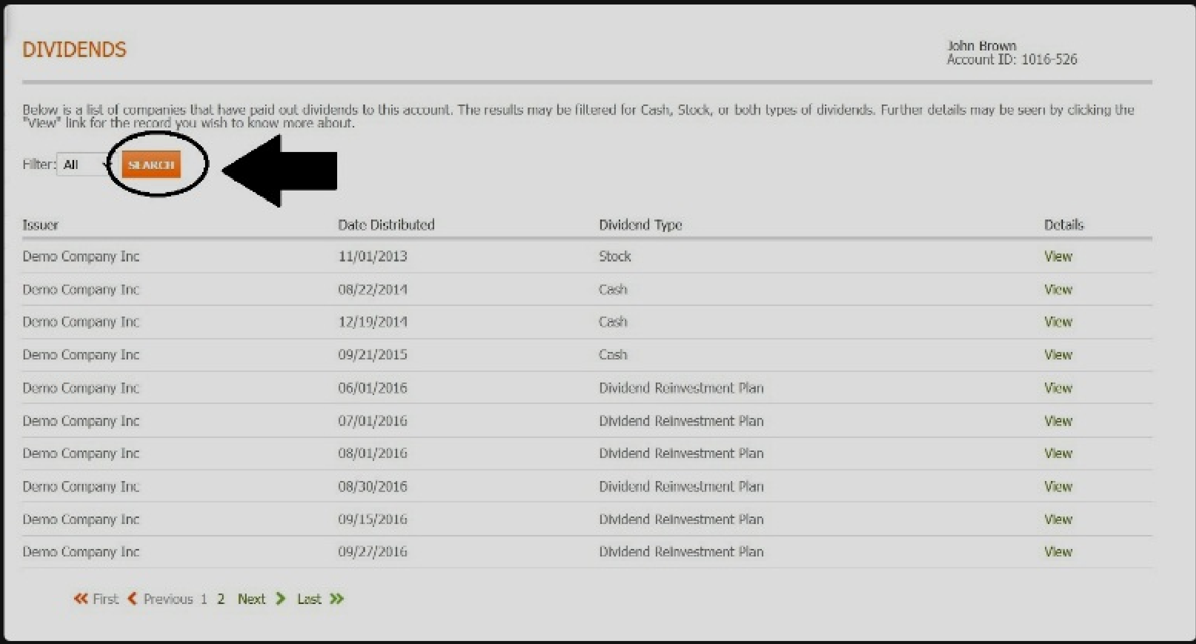

Fig. 23 Update button location

Viewing Dividend Information

Each dividend entry in the table includes a “View” button that allows you to access detailed information about that specific dividend payment.

Accessing Dividend Details

To view detailed information about a specific dividend:

1. Locate the dividend entry you want to examine
2. Click the “View” button in the row for that dividend

Fig. 24 View button location for dividend details

Dividend Details Page

The dividend details page provides specific information about the selected dividend payment, including:

- Dividend Date
- Outstanding on Dividend Date
- Date Distributed
- Distributed Shares

Fig. 25 Dividend details page with categories highlighted

Available Actions

From the Dividends section, you can:

- View your complete dividend payment history
- Filter dividends by All, Stock, or Cash
- Access detailed information for individual dividend payments using the View button
- Review dividend dates and share distribution details

Invoices

This section guides you through accessing and managing your invoices and payment history in the TOL Login System.

Overview

The Invoices section allows you to view and manage your billing information, displaying all invoices in an organized table format for easy tracking of payments and outstanding balances.

Step 1: Locate Invoices in Navigation

Find and click the Invoices option in the left navigation menu.

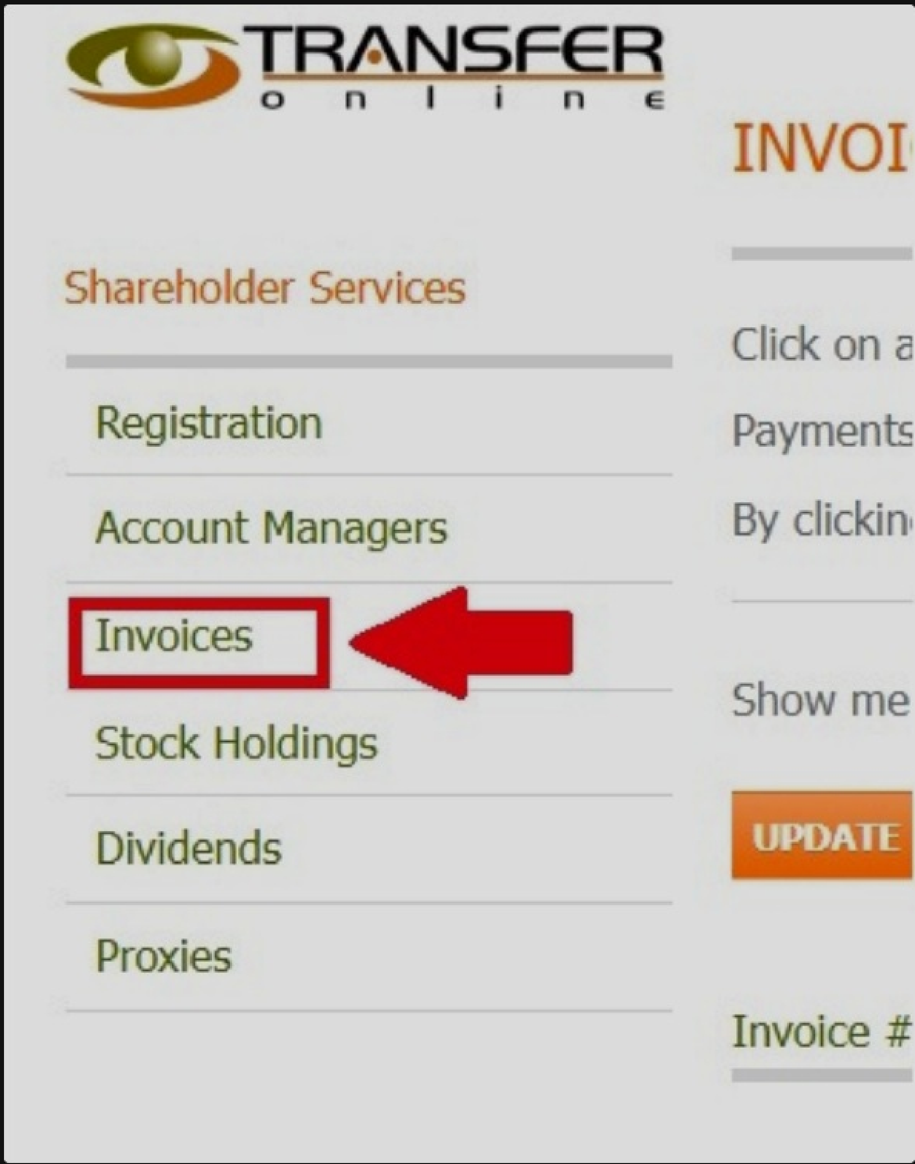

Fig. 26 Invoices location in the navigation menu

Action Complete

You have successfully navigated to the Invoices section.

Invoices Dashboard

The main Invoices page displays a comprehensive list of all your invoices and their current status.

Step 2: Understanding the Invoices Table

The invoice information is organized in a detailed table format with essential billing information.

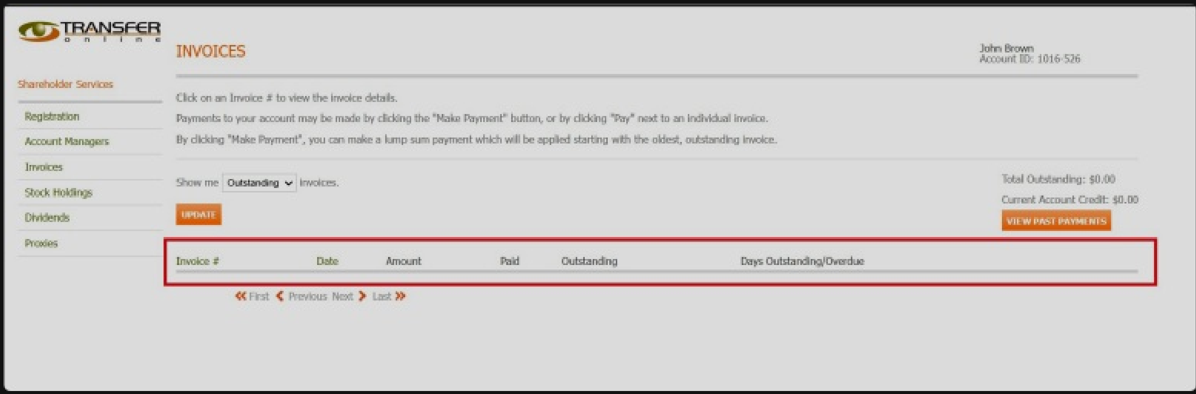

Fig. 27 Invoices table column structure

Table Columns

The invoices table includes the following key information:

- **Invoice #** - Unique identifier for each invoice
- **Date** - Invoice date
- **Amount** - Total invoice amount
- **Paid** - Amount already paid
- **Outstanding** - Remaining balance to pay
- **Days Outstanding/Overdue** - Number of days the invoice has been outstanding or overdue

Filtering Invoice Display

The Invoices section provides filtering options to help you locate specific invoices quickly.

Step 3: Access Filter Options

Click on the filter dropdown to view available filtering options.

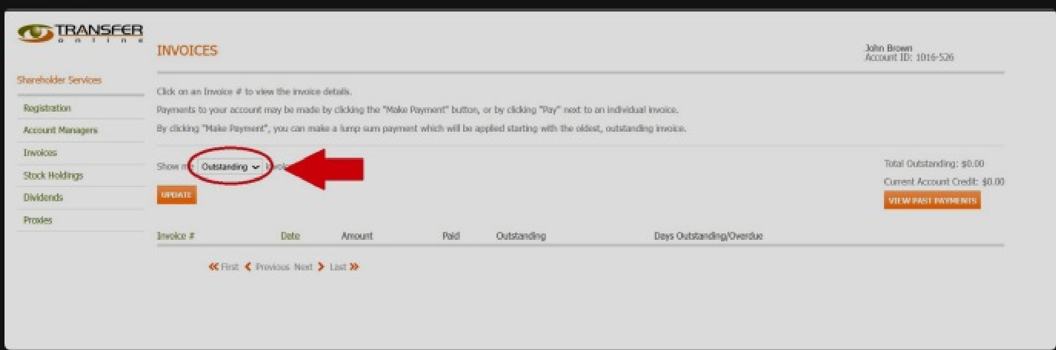

Fig. 28 Filter dropdown location

Step 4: Select Filter Criteria

Choose from various filter options to refine your invoice display.

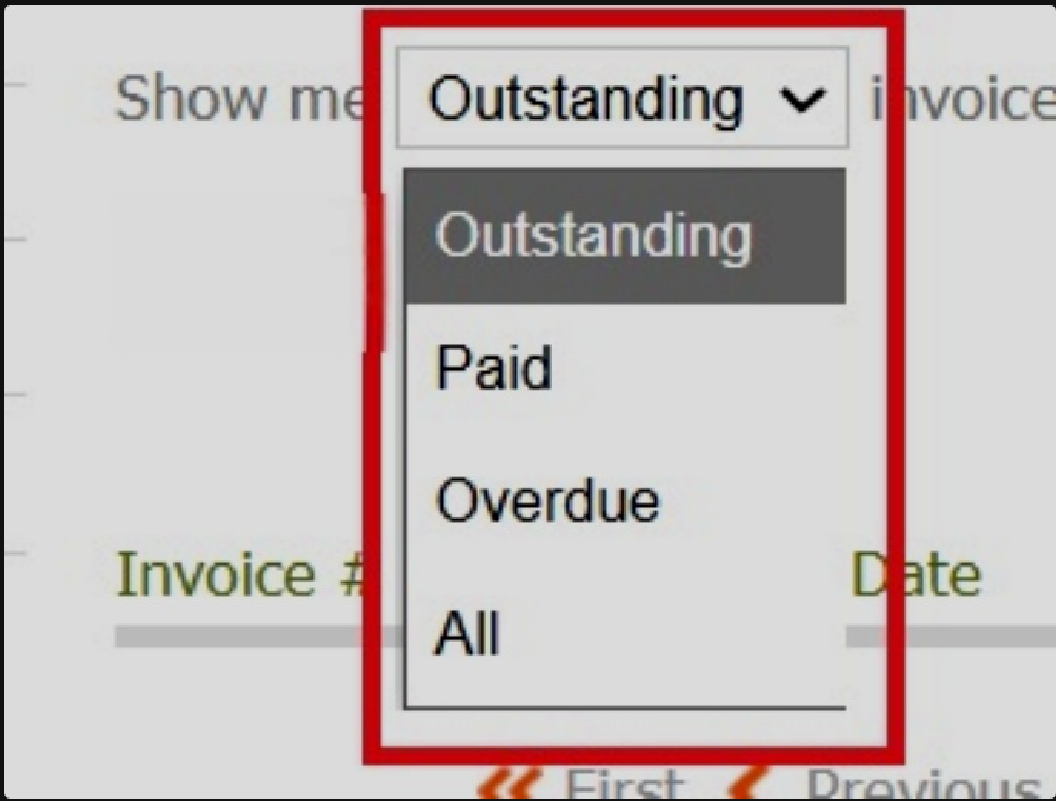

Fig. 29 Expanded filter options

Available Filter Options

You can refine your invoice display using the following filter options:

- Outstanding
- Paid
- Overdue
- All

Step 5: Apply Filters

After selecting your filter criteria, click the UPDATE button to apply the filters.

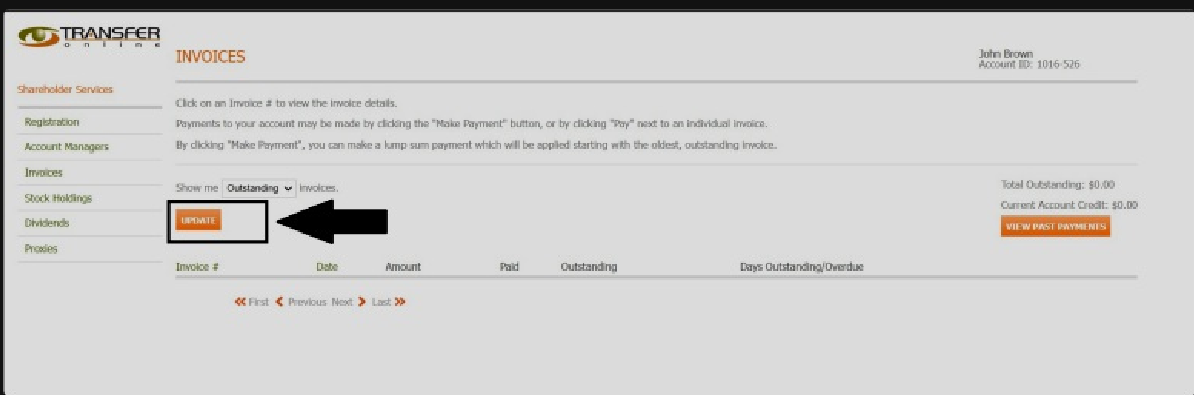

Fig. 30 UPDATE button location

Note

The UPDATE button refreshes the invoice list based on your selected filters. You can modify filters and update again as needed.

Payment Information

Note

The current system displays all invoices in one view. Use the filter dropdown to switch between **Outstanding**, **Paid**, **Overdue**, or **All** invoices. A separate payment history page is not available in the current production system.

Viewing Invoice Information

The current system displays invoice information in the table view only.

Available Actions

From the Invoices section, you can:

- View the list of all invoices
- Filter to show Outstanding, Paid, Overdue, or All invoices
- See invoice numbers, dates, amounts, and payment status

Proxies

This section guides you through viewing proxy information in the TOL Login System.

Overview

The Proxies section displays proxy information for shareholder meetings, including:

- Meeting dates and types
- Issuer information
- Record dates for voting eligibility

Accessing Proxies

To access proxy information, navigate to the Proxies section from the main navigation menu.

Step 1: Locate Proxies in Navigation

Find and click the Proxies option in the left navigation menu.

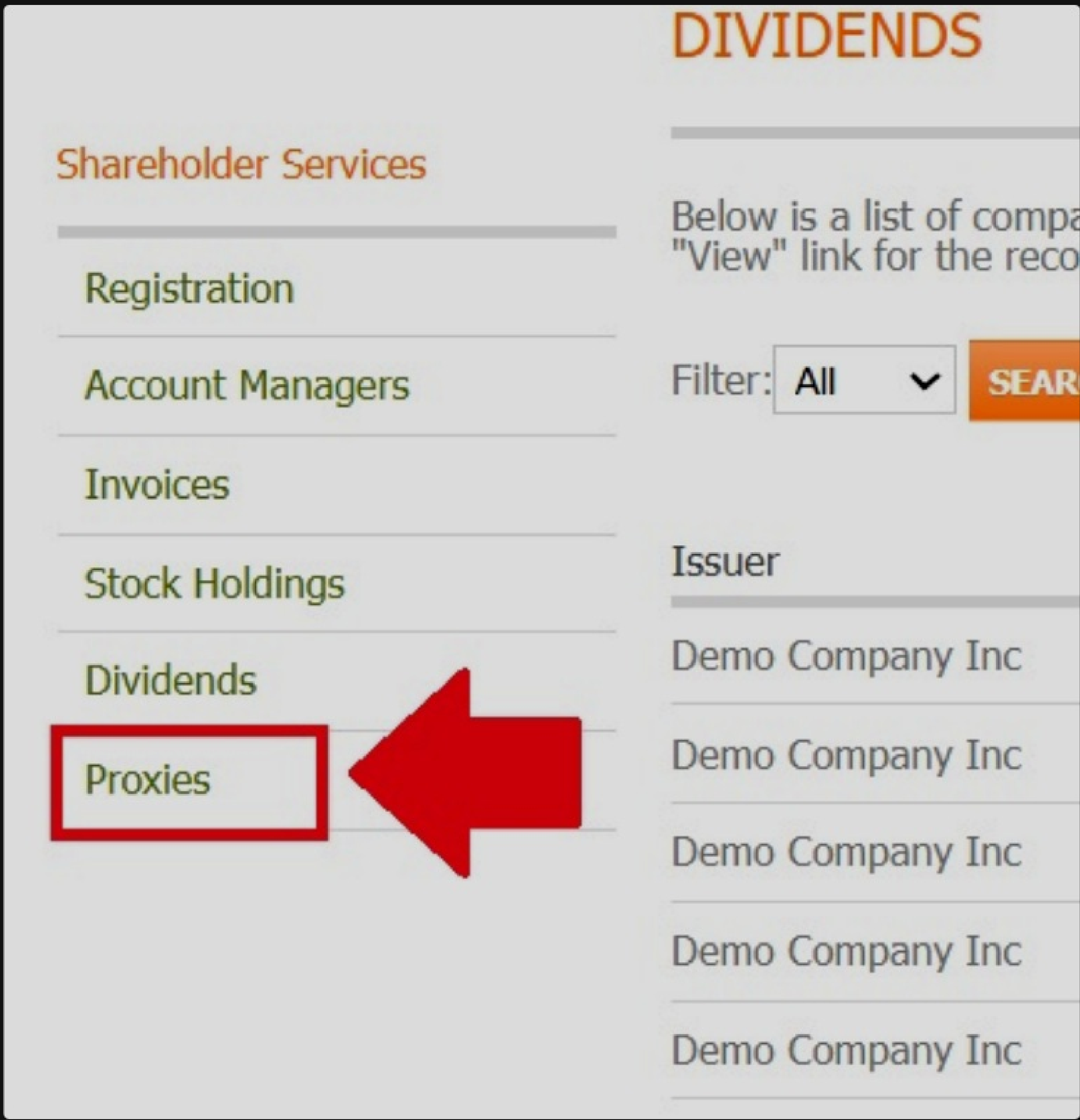

Fig. 31 Proxies location in the navigation menu

Action Complete

You have successfully navigated to the Proxies section.

Proxies Dashboard

The main Proxies page displays a list of proxy meetings.

Step 2: Review Proxies Overview

Upon entering the Proxies section, you'll see information about shareholder meetings.


PROXIES

John Brown
Account ID: 1016-526

Title	Issuer	Meeting Date	Meeting Time	Record Date	Voting Shares	Vote
DEMO Annual Meeting 2024	Demo Company Inc	12-25-2024	11:00 AM	11-15-2024	652487	Closed
new	Demo Company Inc	03-30-2024	02:05 AM	03-14-2024	652487	Closed
add new proxy	Demo Company Inc	07-15-2015	01:30 PM	07-13-2015	652487	Closed
Puget Sound Bank 2015 Annual Meeting of Shareholders	Demo Company Inc	05-20-2015	03:00 PM	03-25-2015	256718	Closed
Demo Company 2015 Annual Shareholder Meeting	Demo Company Inc	02-20-2015	06:00 PM	12-12-2014	252918	Closed
Demo Test	Demo Company Inc	04-20-2023	04:05 AM	07-23-2014	198632	Closed
Test 2013	Demo Company Inc	05-24-2014	02:05 AM	05-12-2014	198632	Closed
Selection Test	Demo Company Inc	06-07-2014	01:05 AM	01-27-2014	198632	Closed
proxy demo	Demo Company Inc	12-30-2013	02:05 AM	12-06-2013	198632	Closed
HPEV Annual Meeting of Shareholders 2014	Demo Company Inc	01-13-2014	12:00 PM	11-15-2013	198632	Closed

« First ‹ Previous 1 2 Next › Last »

Fig. 32 Proxies main dashboard

Note

The dashboard displays proxy meeting information across your portfolio. Each entry shows key information including issuer, meeting dates, and meeting types.

Step 3: Understanding the Proxies Table

The proxy information is organized in a table format with multiple columns providing meeting information.


PROXIES

John Brown
Account ID: 1016-526

Title	Issuer	Meeting Date	Meeting Time	Record Date	Voting Shares	Vote
DEMO Annual Meeting 2024	Demo Company Inc	12-25-2024	11:00 AM	11-15-2024	652487	Closed
new	Demo Company Inc	03-30-2024	02:05 AM	03-14-2024	652487	Closed
add new proxy	Demo Company Inc	07-15-2015	01:30 PM	07-13-2015	652487	Closed
Puget Sound Bank 2015 Annual Meeting of Shareholders	Demo Company Inc	05-20-2015	03:00 PM	03-25-2015	256718	Closed
Demo Company 2015 Annual Shareholder Meeting	Demo Company Inc	02-20-2015	06:00 PM	12-12-2014	252918	Closed
Demo Test	Demo Company Inc	04-20-2023	04:05 AM	07-23-2014	198632	Closed
Test 2013	Demo Company Inc	05-24-2014	02:05 AM	05-12-2014	198632	Closed
Selection Test	Demo Company Inc	06-07-2014	01:05 AM	01-27-2014	198632	Closed
proxy demo	Demo Company Inc	12-30-2013	02:05 AM	12-06-2013	198632	Closed
HPEV Annual Meeting of Shareholders 2014	Demo Company Inc	01-13-2014	12:00 PM	11-15-2013	198632	Closed

« First ‹ Previous 1 2 Next › Last »

Fig. 33 Proxies table column structure

Table Columns

The proxies table includes the following columns:

- **Title** - The title or description of the proxy meeting
- **Issuer** - The company holding the meeting
- **Meeting Date** - When the shareholder meeting will occur
- **Meeting Time** - The scheduled time of the meeting
- **Record Date** - Date for determining voting eligibility
- **Voting Shares** - Number of shares eligible to vote
- **Vote** - Your voting status or action

Proxy Information

> **Note**
>
> The current system displays proxy meeting information in a table format.

Available Information

From the Proxies section, you can:

- View upcoming and past shareholder meetings
- Review meeting dates and times
- Check record dates for voting eligibility
- See which companies are holding meetings

Account Managers

This section guides you through managing account access and permissions for additional users in the TOL Login System.

Overview

The Account Managers feature allows primary account holders to:

- Grant access to trusted individuals
- Set specific permission levels for each manager
- Monitor account manager activities
- Revoke access when needed
- Maintain security while delegating account tasks
- Control what information managers can view or modify

Accessing Account Managers

To manage account access permissions, navigate to the Account Managers section from the main navigation menu.

Step 1: Locate Account Managers in Navigation

Find and click the Account Managers option in the left navigation menu.

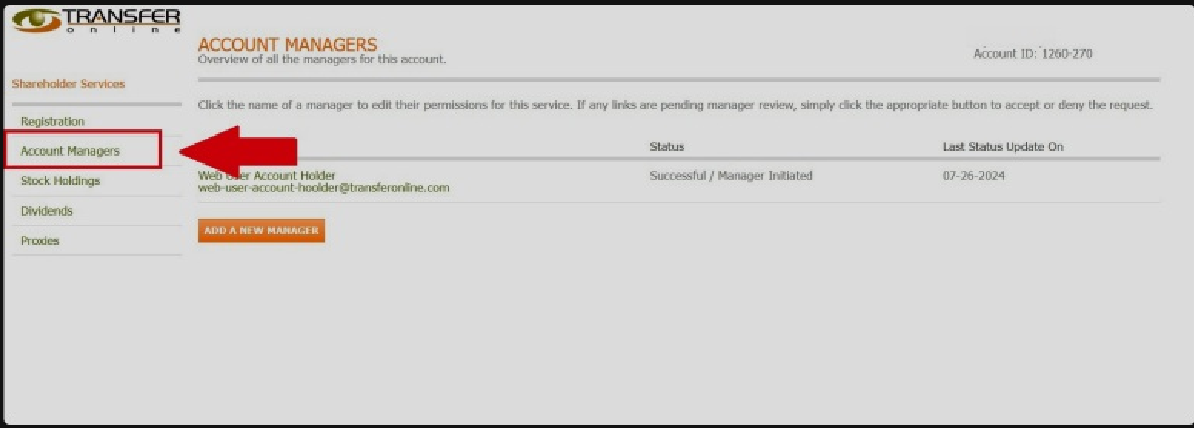

Fig. 34 Account Managers location in the navigation menu

Action Complete

You have successfully navigated to the Account Managers section.

Account Managers Dashboard

The main Account Managers page displays all users who have been granted access to your account.

Step 2: Review Current Account Managers

Upon entering the Account Managers section, you'll see a list of all active account managers and their permission levels.

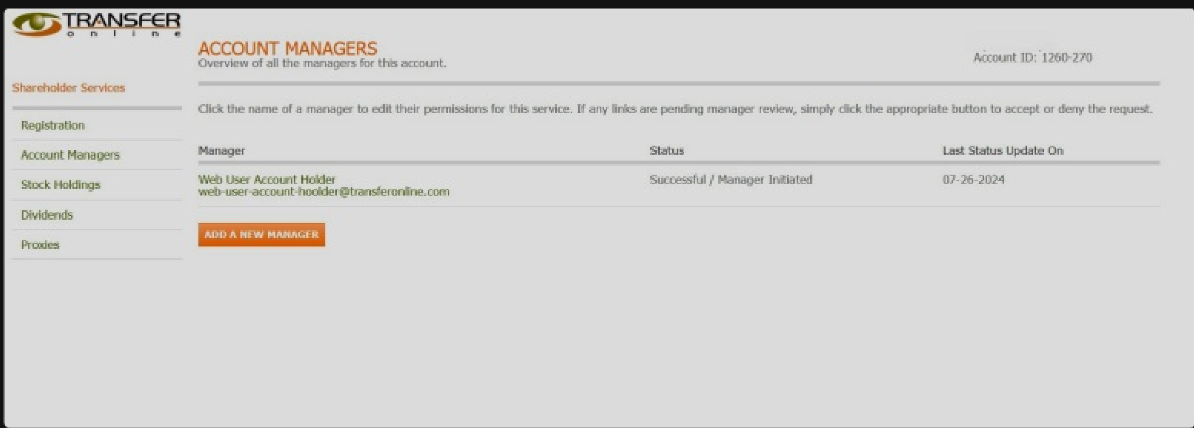

Fig. 35 Account Managers main dashboard

Dashboard Information

The dashboard displays all users with delegated access to your account. Each entry shows the manager's information, current status, and when their status was last updated.

Step 3: Understanding the Account Managers Table

The account manager information is organized in a comprehensive table format.

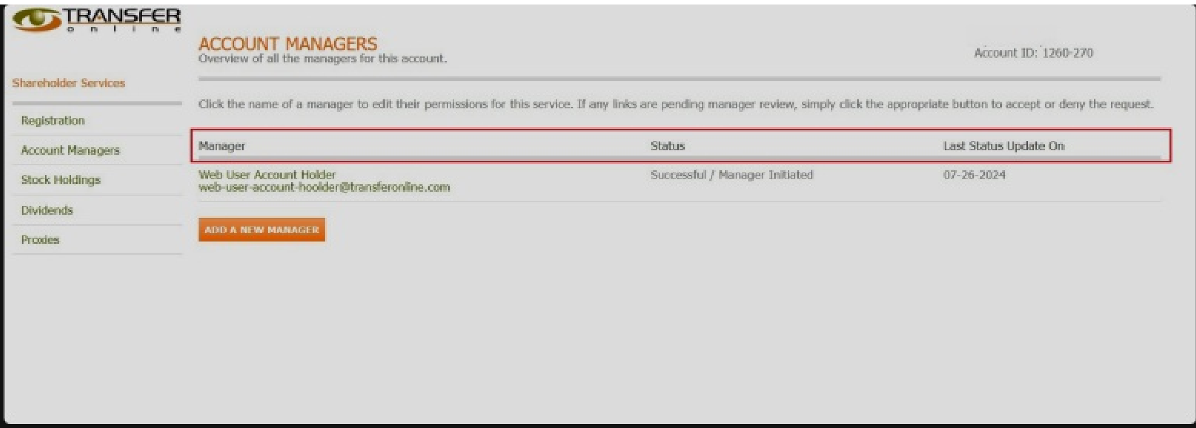

Fig. 36 Account Managers table column structure

Table Columns

The account managers table includes the following key information:

- **Manager** - Name and email of the authorized user
- **Status** - Current access status (Active, Pending, or Inactive)
- **Last Status Update On** - When the manager's status was last changed

Adding New Account Managers

You can grant access to new users who need to help manage your shareholder account.

Step 4: Initiate New Manager Addition

Click the "Add New Manager" button to begin the process of granting account access.

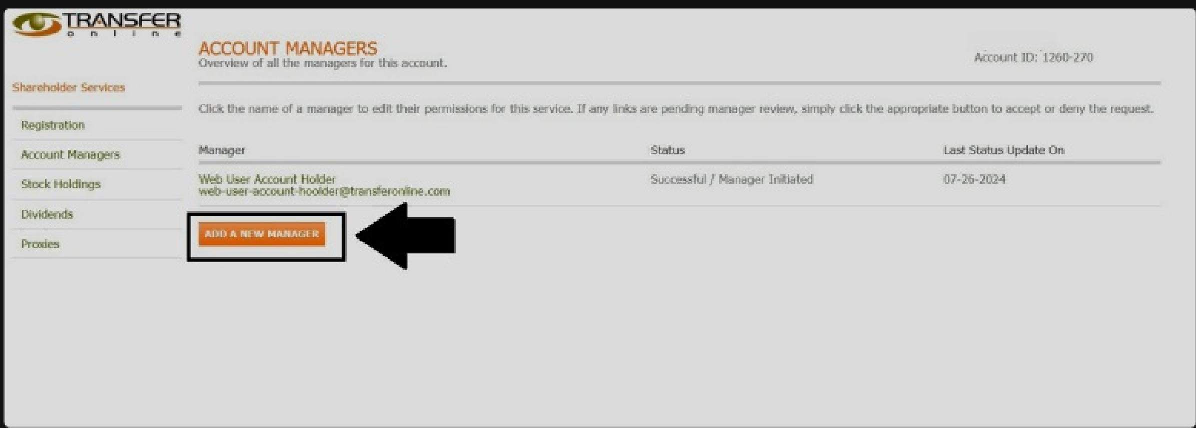

Fig. 37 Add New Manager button location

Before You Begin

Before adding a new account manager:

- Verify the person's identity and trustworthiness
- Determine the appropriate permission level
- Have their correct email address ready
- Consider the security implications of shared access

New Manager Setup Process

When adding a new account manager, you'll need to:

Enter Manager Information

Managing Existing Account Managers

For each account manager in your list, you can perform various management actions.

Step 5: Select a Manager to Manage

Click on an account manager's email address to access their detailed settings.

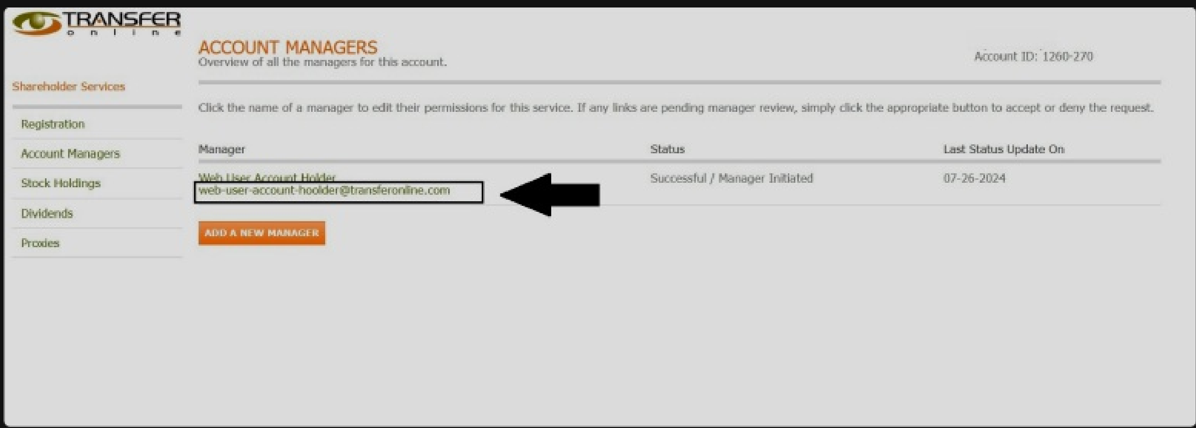

Fig. 38 Selecting a manager by email address

Manager Details

Clicking the email address opens the detailed manager settings page where you can modify permissions, view activity logs, and manage access levels.

Available Actions

From the Account Managers section, you can:

- View and modify manager permissions
- Add new account managers

Security Best Practices

When using account managers:

- Only grant access to trusted individuals
- Use the minimum permission level necessary
- Regularly review and update access lists
- Remove access immediately when no longer needed
- Keep primary account credentials private

Next Steps

Explore the following section to learn more about managing individual account manager settings:

Manager Details

This section provides detailed instructions for managing individual account manager permissions and settings.

Overview

The Manager Details page allows you to:

- Review detailed information about a specific account manager
- Modify permission levels and access rights
- Set or change access expiration dates
- Remove account manager access

Accessing Manager Details

After selecting an account manager from the main Account Managers page, you'll be directed to their individual details page.

Understanding the Details Layout

The Manager Details page displays a table with three columns showing basic manager information:

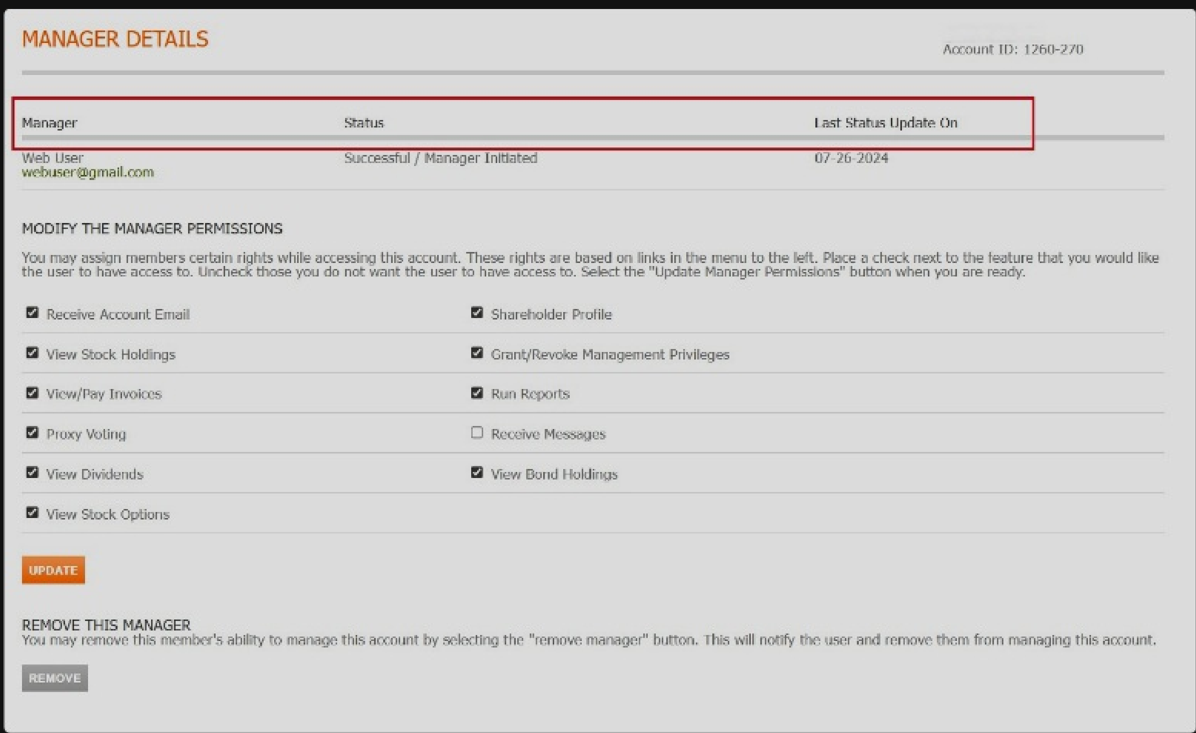

Fig. 39 Manager Details table columns

> **Note**
>
> The table displays:
>
> - **Manager** - The name of the account manager
> - **Status** - The current status of the manager’s access
> - **Last Status Update On** - The date when the manager’s status was last changed

Managing Permissions

The permissions section allows you to control exactly what actions an account manager can perform.

Step 1: Review Current Permissions

Examine the permission checkboxes to understand the manager’s current access level.

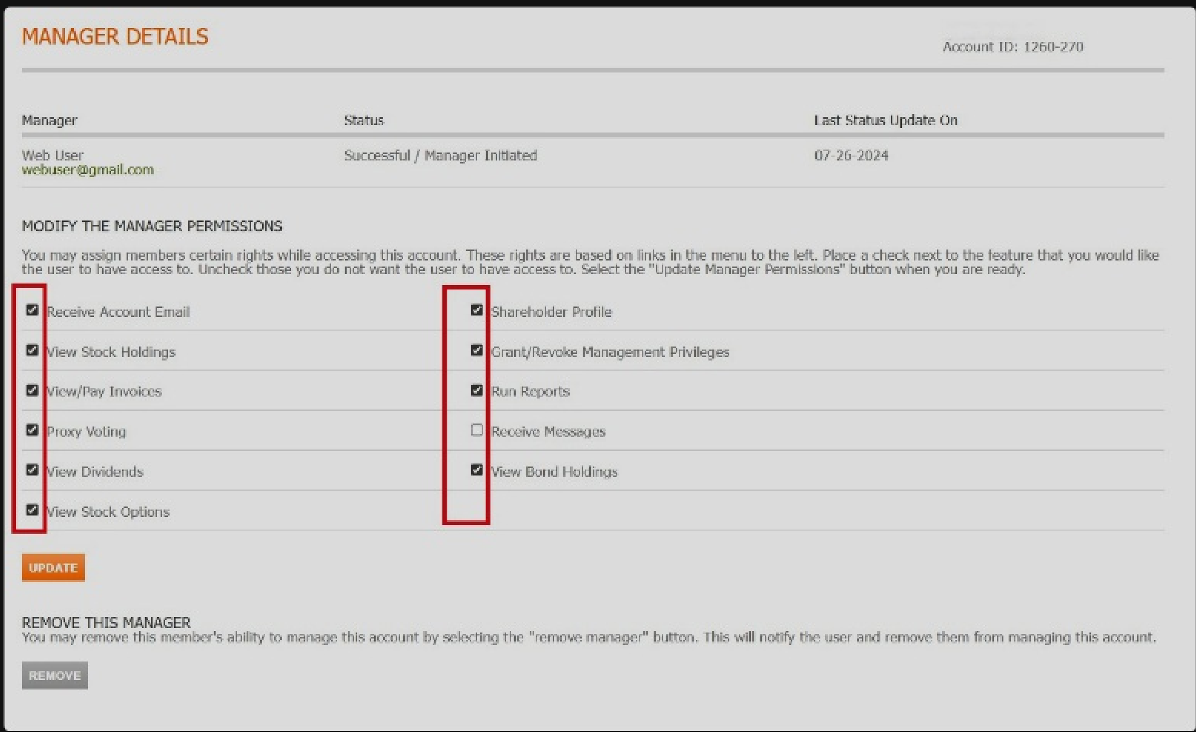

Fig. 40 Permission settings with checkbox locations

> **See Also**
>
> Permission categories include:
>
> - **Receive Account Email** - Receive email notifications for account activities
> - **View Stock Holdings** - See stock certificates and positions
> - **View/Pay Invoices** - Access and pay account invoices
> - **Proxy Voting** - Submit proxy votes on your behalf
> - **View Dividends** - Access dividend information and history
> - **View Stock Options** - View stock option grants and exercises
> - **Shareholder Profile** - Access and modify shareholder profile information
> - **Grant/Revoke Management Privileges** - Manage other account managers
> - **Run Reports** - Generate and download account reports
> - **Receive Messages** - Receive account-related messages and notifications
> - **View Bond Holdings** - See bond certificates and positions

Step 2: Modify Permissions

To change permissions:

1. Check or uncheck the appropriate permission boxes
2. Review the changes carefully
3. Consider the security implications
4. Proceed to save the updates

Warning

Permission changes take effect immediately. Ensure you understand the implications of each permission before granting or revoking access.

Step 3: Save Permission Changes

After adjusting permissions, click the Update button to save your changes.

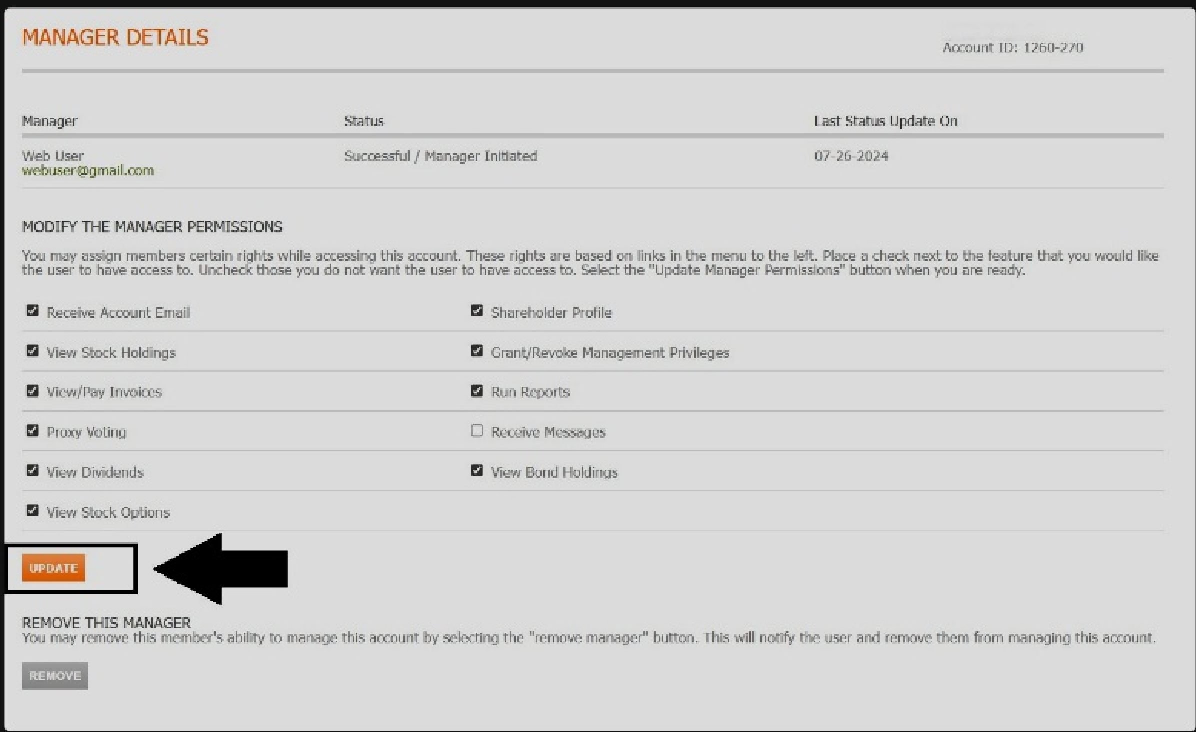

Fig. 41 Update button location for saving permission changes

Contacting Account Managers

You can initiate email communication directly from the Manager Details page.

Step 4: Send Email to Manager

Click on the manager's email address or name to begin composing an email.

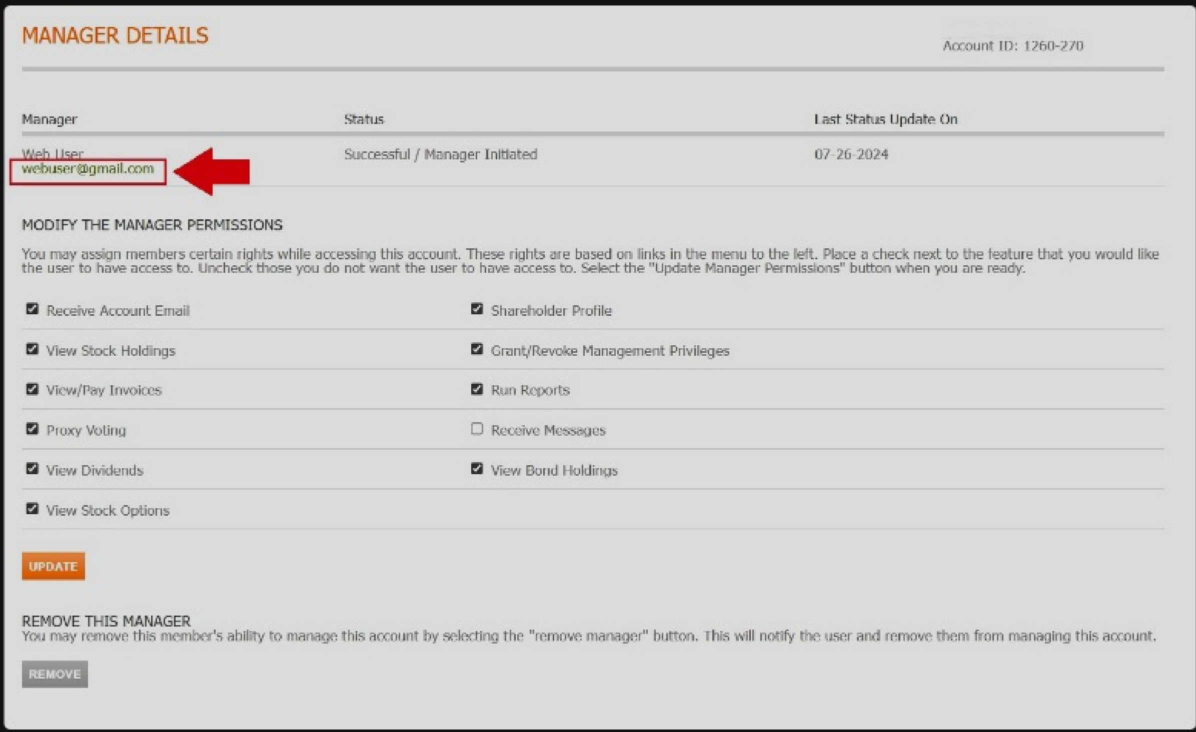

Fig. 42 Click email or name to contact the account manager

> **Note**
>
> Clicking the email link will:
>
> - Open your default email client
> - Pre-populate the recipient address
> - Allow you to compose a message

Removing Account Managers

When an account manager no longer requires access, you can remove them from your account.

Step 5: Remove Manager Access

Locate and click the Remove button to revoke all access for this manager.

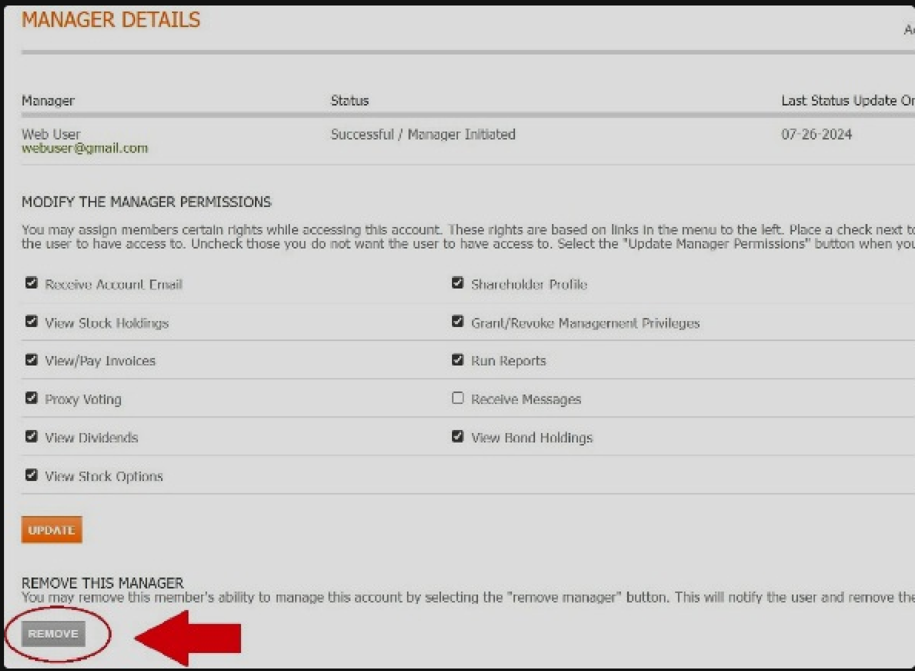

Fig. 43 Remove button location for revoking manager access

Warning

Before Removing a Manager:

- Verify they no longer need access
- Understand that removal is immediate and irreversible
- The manager will receive an email notification of removal

Important

Removed managers cannot access your account immediately upon removal. To restore access, you must add them as a new manager again.