

Add Other Financial Accounts and Personal Assets

Private Passport provides the convenience for you to sign on to one web site to track *all* of your finances. In addition to your Northern Trust accounts, you can use Private Passport to track accounts, assets, and liabilities held outside of Northern Trust.

Using the feature called Passportfolio, you can add as many non-Northern Trust items as you wish. This may include anything you would like to track as part of your overall financial picture. There are no fees for this service.



Balances for your Passportfolio accounts appear on the Financial Summary with your Northern Trust accounts.

You can track the following types of accounts and assets:

• Online Accounts

Online accounts are those that you can access using the Internet. If you have online access to an account at another financial institution or service provider, you can view that account in Private Passport. You can add accounts from most banking, investment, retirement, and credit card providers. If your service provider or financial institution is not available, you can request to have it added.

Simply enter the ID and password you use on the other service provider's web site. You only need to enter this information once when you add an account. Private Passport can then automatically access your account information from the financial institution or service provider. Each night, current account balances and transaction history for your account are obtained. You can then view detail for online Passportfolio accounts on the Profile, History, and Asset pages.

Using Passportfolio

To use Passportfolio the first time:

1. Under Financial Summary in the top menu, click the Passportfolio option. The Passportfolio Terms and Conditions and Privacy Statement appear.
2. Click Accept. The My Passportfolio page appears.

To add an online account:

You must already have an ID and password for online access to the account.

1. From the My Passportfolio page, select My Passportfolio.
2. Select your provider or financial institution. You can search by category, or enter the name.
3. Enter your ID and password as you would at that company's web site.
4. Click Continue. Private Passport retrieves your account information, and then displays account(s) associated with the ID you entered.
5. Select the account(s) to add and click Continue.

To add other assets and liabilities:

1. From the My Passportfolio page, select Other Assets and Liabilities.
2. For the item or group of items, enter a title/nickname, type of asset, and other optional information.
3. For total value, enter a total value for the asset. Or, leave this field blank to have the total value calculated for you based on the sum of the inventory items you enter.
4. To enter inventory items within the asset, enter a description, cost basis, date acquired, and market value for each.
5. Click Save. Verify the information, then click OK.

Add Other Financial Accounts and Personal Assets

You can track the following types of accounts and assets (continued):

• Other Assets and Liabilities

You can include in Private Passport any personal assets which are not online but held by you or with another service provider. You can track assets such as real estate, jewelry, artwork, etc. by manually entering a description, value, and other optional information.

• Portfolio with Holdings

You can add a portfolio you hold with another financial institution or service provider. You may not have online access to this account. In Private Passport, you can manually enter a description and other optional information about the portfolio, as well as details about the portfolio's holdings. These may be stocks, mutual funds, bonds, options, or other types of holdings. If you enter the quantity, cost, and market value, gains or losses will be calculated for you. For stocks or mutual funds, if you enter the number of shares and the ticker symbol, Passportfolio will calculate the total market value based on the current market prices of your holdings.

FAQs

What data is available for online Passportfolio accounts?

The account information retrieved by Passportfolio depends on the availability of data from your service provider or financial institution. If available, Passportfolio may be able to access the following types of data:

- Account balance
- Account history
- Asset holdings
- Ticker symbols
- Transaction data
- Credit information
- Debit information
- Brokerage information

When are online Passportfolio accounts updated?

Passportfolio account information is updated nightly. Balances, transactions, holdings, and other information from your service provider are updated from the prior business day. For the most current information from your service providers, you can click the Refresh button on the Financial Summary.

How much data is stored for online Passportfolio accounts?

When you add an account using Passportfolio, information for the current period is retrieved from your other financial institution or service provider. Private Passport stores up to 18 months of historical information for your Passportfolio accounts, accumulated from the date you add the account using Passportfolio.

To add a portfolio with holdings:

1. From the My Passportfolio page, select Portfolio with Holdings.
2. Enter the account number or a description of the portfolio.
3. Enter the title/nickname, type of asset, and other optional information.
4. For total value, you can enter a total value for the portfolio and enter (or use the calendar to select) the date for which the value is current. Or, you can leave this field blank to have the total value calculated for you based on the holdings entered.
5. Enter each holding within the portfolio:
 - Enter the ticker symbol, type of holding (Stock, Bond, Mutual Fund, Option, or Other), quantity that you own, cost basis, date acquired, holding position, and optionally, a description.
 - For bonds, options, and other holdings, enter the market value.
 - For stocks and mutual funds, leave the market value field blank. The market value will be updated nightly based on the ticker symbol and quantity.
6. Click Save. Verify the information, then click OK.

If you have any questions or would like more information, please call the Private Passport Help Center at 888-635-5350, available 24 hours a day, seven days a week. Outside the U.S., call 312-557-5900.

or

Send a message using the secure Message Center within Private Passport (click the link under Help Center in the left frame).