

# Instructions for Enrolling in e-Notification

## STEP 1: SIGN UP FOR ONLINE ACCESS TO YOUR ACCOUNT

If you already have online access to your account you can proceed to STEP 2. Otherwise, simply contact your local Pinnacle office and we'll set you up on the spot with a user name and temporary password.

SYRACUSE OFFICE: Contact Susan O'Connor at:  
(315) 251-1101 or  
[soconnor@pinnacleinvestments.com](mailto:soconnor@pinnacleinvestments.com)

AUBURN OFFICE: Contact Lynne Coville at:  
(315) 515-6400 or  
[lcoville@pinnacleinvestments.com](mailto:lcoville@pinnacleinvestments.com)

## STEP 2: ENROLL!

Follow these easy step-by-step instructions:

Log onto [www.pinnacleinvestments.com](http://www.pinnacleinvestments.com)

Click on **My Portfolio** in the left margin.



Enter the **MyStreetscape** page

**Type your user name and password.**

If you are a new user, you will be asked to change your temporary password to another 6-digit number. Once changed you will come to your homepage.



**Your Homepage**

At the top of the page, in the middle is a light blue tab labeled **Account Detail**. Click on this tab.



Franklin Square  
507 Plum Street, Suite 120  
Syracuse, NY 13204

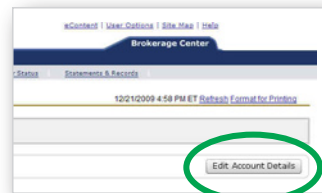
(315) 251-1101  
(800) 982-0421

# Instructions for Enrolling in e-Notification

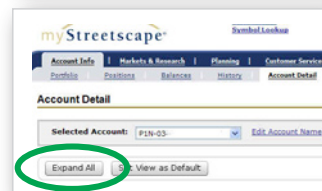
(Continued)

## Account Detail page

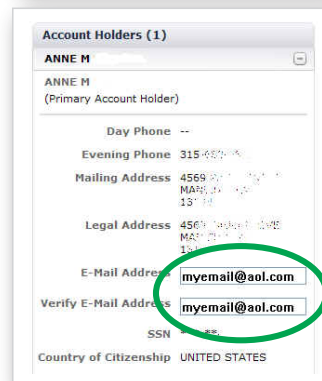
On the right side click on the button labeled **Edit Account Details**.



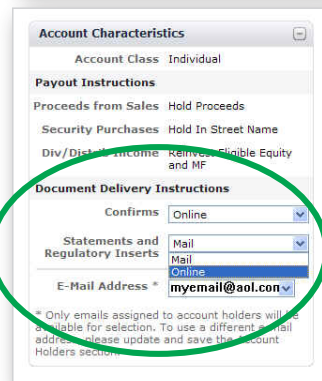
Next click on **Expand All** on the left side of the screen.



Under each account holder **enter their email address**. Note: There must be at least one email address in order to receive e-notification of statements and trade confirmations.

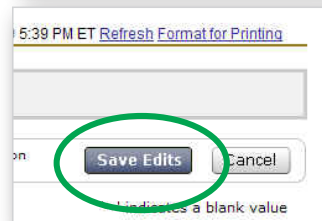


Next, in the middle of the page under **Account Characteristics, Document Delivery Instructions**:

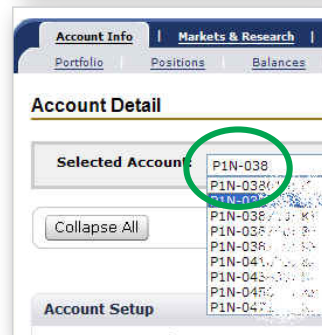


- 1) Change **Confirms** to **Online**
- 2) Change **Statements and Regulatory Inserts** to **Online**
- 3) Select the **email address** where your notices are to be sent. Note: Only one email can be used for each account.

When you are done, click on **Save Edits** at the top right-hand side of the screen.



Please note that these procedures need to be repeated for each of your accounts. This can be accomplished simply by selecting each account in the dropdown under **Account Detail** as shown.



*Once you have completed these steps for each account you are ALL DONE.*



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