



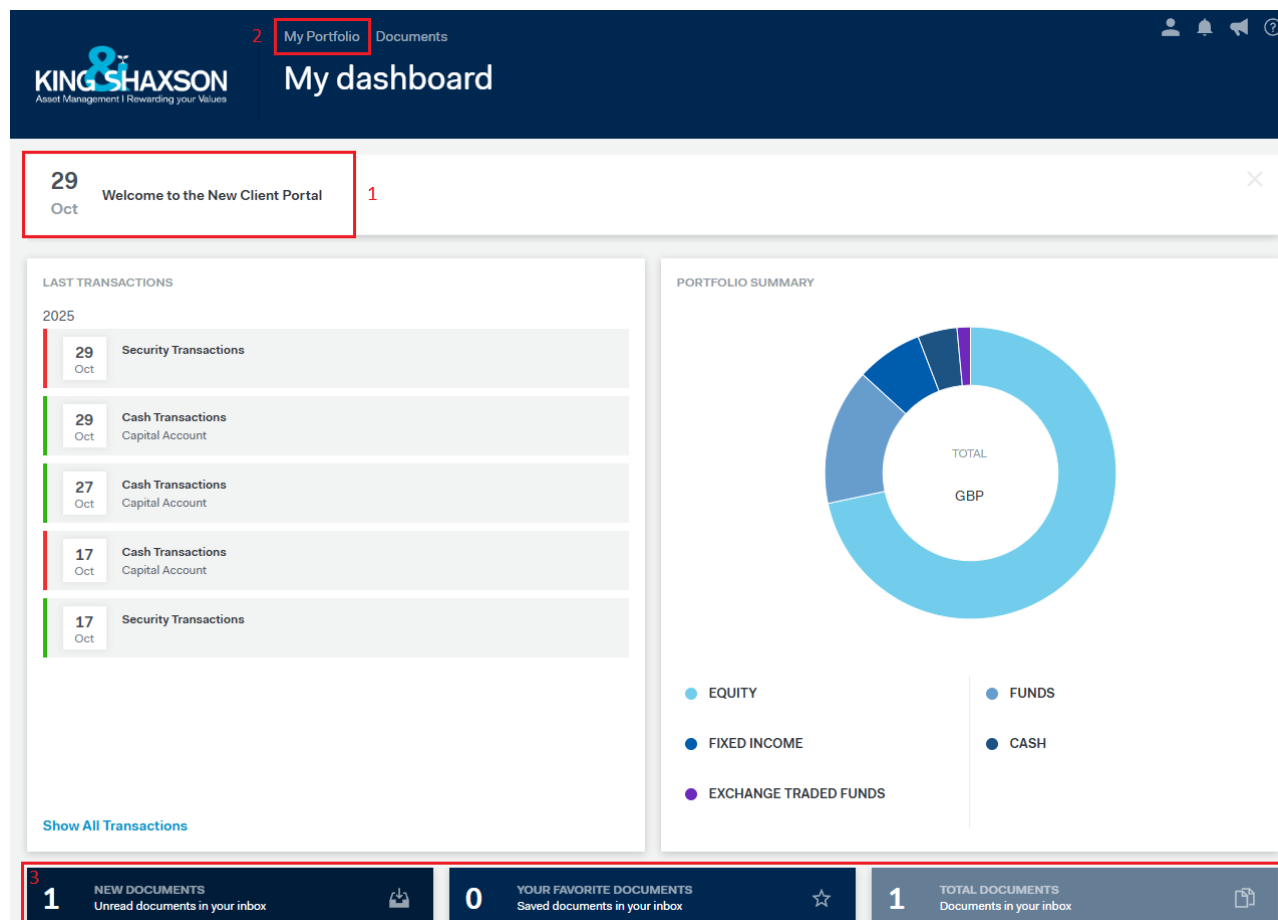
# King & Shaxson Asset Management Portal Registration Guide

Effective Date: 17th October 2025

Information Classification: Public

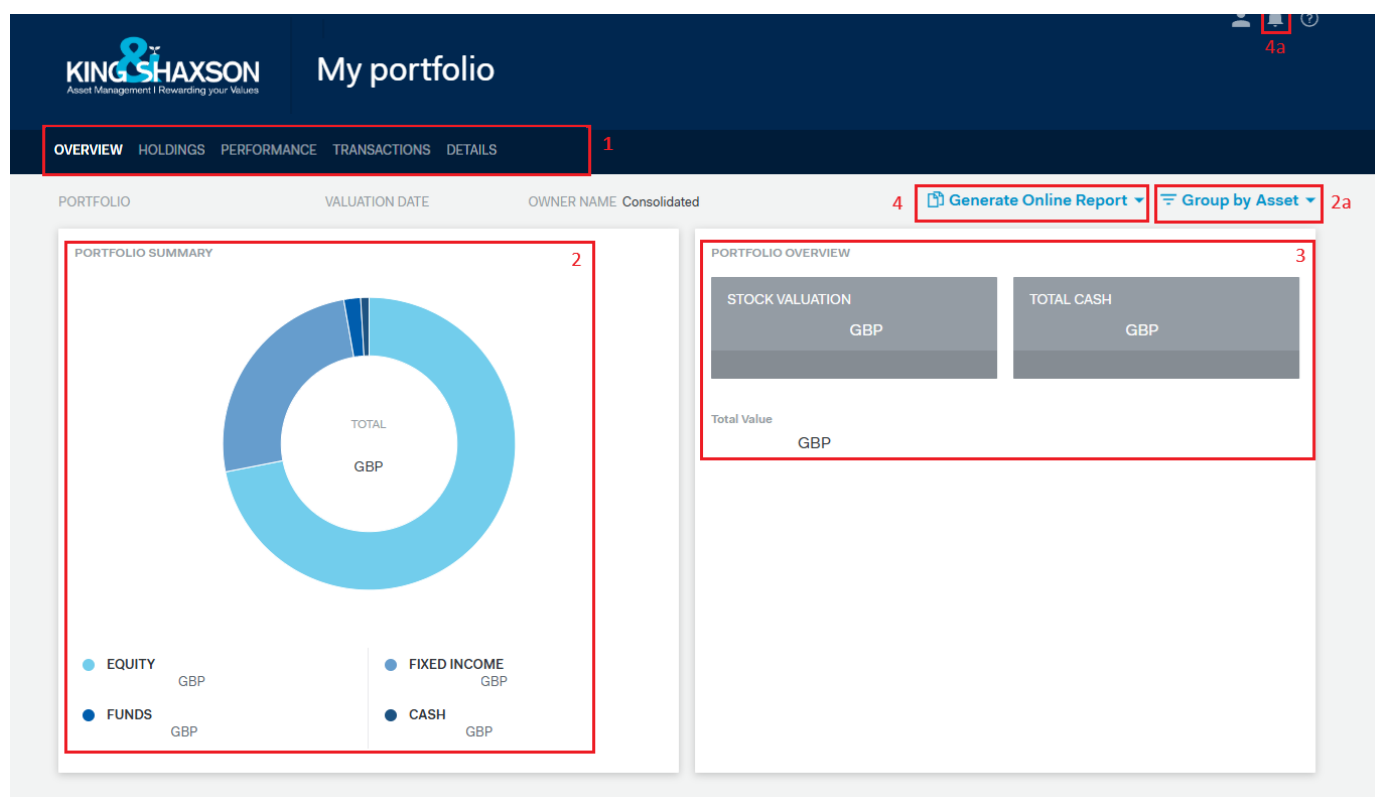
# Dashboard

When you log into the portal you will be taken to the Dashboard, this will allow you to navigate the whole portal.



1. This is where announcements from the King & Shaxson team will be shown, for more detail, clicking on tile will bring up the full announcement.
2. The My Portfolio section will bring you through to your full portfolio screen.
3. The document centre shows you when you have new documents as well as your saved documents.

## Overview



Once you have clicked into My portfolio you will be taken to the 'Overview' page as shown, this page will allow you to see a summary of your portfolio.

1. This bar allows you to navigate through the portal's functions, allowing you to view focussed sections of your portfolio, performance, transactions and uploaded reports. Each of these tabs will be detailed further on in this document.
2. This box shows you the breakdown of your holdings in the pie chart with the total value of your portfolio in the middle and the breakdown of each asset class below. This can be filtered using the 'Group by' dropdown (2a), this will allow you to see the summary filtered by Asset, Country, Region, Sector and Type.
3. The portfolio overview shows you the total value of your portfolio, but also highlights the value you have invested in the 'Stock Valuation' section and the balance you have in cash in the 'Total Cash' section.
4. Generate Online Report allows you to run customised reports relevant to your portfolio. This will allow you to choose the period you wish to view and will then produce a report that includes detailed information surrounding Asset Allocation, Holding Summaries and Performance, as well as Security Transactions, Cash Transactions and Fee Overviews. Please note this report can take a few minutes to produce and once it is ready you will be alerted by the red dot appearing next to the bell in the top right corner of the portal screen (4a). Once produced they will be posted to the Documents tab.

## Holdings

This tab allows you to see the specific holdings in your portfolio alongside their Market Value, Quantity, Price, Book Cost, Profit & Loss, and Performance in percent.

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Asset Management | Rewarding your Values

### Portfolio Holdings

OVERVIEW **HOLDINGS** PERFORMANCE TRANSACTIONS DETAILS

PORTFOLIO VALUATION DATE OWNER NAME

1 **Group by Asset**

TOTAL CASH GBP

TOTAL SECURITY GBP

TOTAL VALUE GBP

HOLDINGS

CATEGORIES All

2

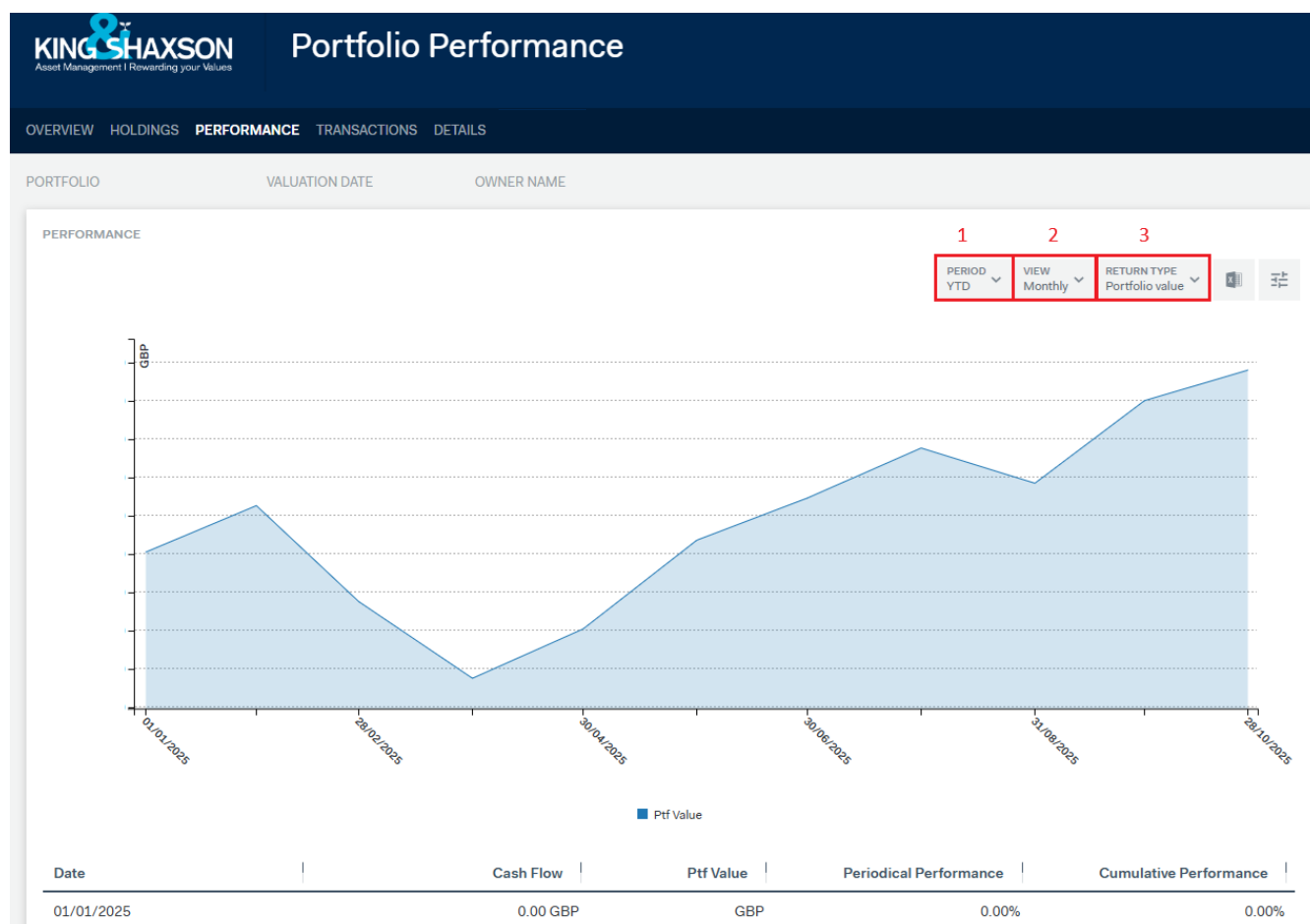
FIXED INCOME

Instrument Name	Market Value	Quantity/Amount	Price	Hist Book Cost	P&L	% PERF
<a href="#">INTL BANK RECON&amp;DV 0.75% SNR 15/12/26 GBP1000</a>						
<a href="#">EUROFIMA 5.5% SNR 07/06/2032 GBP1000</a>						
<a href="#">INTL.DEVEL...ASSOC. 0.75% SNR 21/09/28 GBP1000</a>						
<a href="#">NED WATERSCHAPSBK 4.75% SNR 31/01/2028 GBP</a>						
SubTotal	GBP					

1. This information can be filtered in the same way as the information in the portfolio summary on the overview tab, allowing you to filter by Asset, Country, Region, Sector and Type.
2. This icon will allow you to export all your holdings to excel in whichever way you have chosen to view the holdings using the 'Group by' (1) dropdown.

## Performance

This tab allows you to see your portfolios performance over time. You can view performance over specific time periods.



1. The Period filter allows you to change the time frame you view performance over.
2. The View filter adjusts the interval periods used for the valuation dates displayed along the X-axis (at the bottom of the graph).
3. The Return type filter allows you to view to toggle between performance shown as portfolio value (£) and percentage (%).

## Transactions

This tab shows an overview of the Cash and Security transactions that have taken place in the portfolio.

### Portfolio Transaction

OVERVIEW HOLDINGS PERFORMANCE **TRANSACTIONS** DETAILS

PORTFOLIO : VALUATION DATE : OWNER NAME

All Categories Cash Security

#### Cash

Instrument Name	Net Amount	Transaction Date	Transaction type	Qty/Amount	Price	Description
Capital Account	GBP	17/10/2025	Cash Movement	GBP	N/A	Purchase:
Capital Account	GBP	16/10/2025	Cash Movement	GBP	N/A	Sale:
Capital Account	GBP	16/10/2025	Cash Movement	GBP	N/A	Sale:
Capital Account	GBP	03/10/2025	Management Fee	GBP	N/A	Mgmt Fees For Period from Aug 25 to Sept 25/(Monthly Charge
Capital Account	GBP	01/10/2025	Cash Movement	GBP	N/A	Purchase:

Show more


#### Security

Instrument Name	Net Amount	Transaction Date	Transaction type	ISIN	Qty/Amount	Price	Description
		17/10/2025	Buy				Bought

1. The cash tab will show information such as the cash amounts, recent purchases and sales, fees being debited from the portfolio, and interest & dividends paid into the portfolio.
2. The security tab shows the purchases and sales in the portfolio.




## Details

This tab shows who has access to your account and the type of access they have. KX\_FIRM is King & Shaxson's internal access and Ethical Fund Management shows the management team for your portfolio.

 <b>Connections</b>		
OVERVIEW HOLDINGS PERFORMANCE TRANSACTIONS <b>DETAILS</b>		
PORTFOLIO	VALUATION DATE	OWNER NAME
<b>PORTFOLIO ROLES</b> Investor Consolidated		
Managing branch	Exec team Ethical Fund Management	Co-owner
Co-owner	Firm Access KX_FIRM	IFA Access

## Documents

This tab is where all reports will be stored, this includes reports generated by the user and documents uploaded by King & Shaxson, such as Quarterly Reports.

 <b>My documents</b>	
Q Search Something...	CATEGORY All SHOW All
Portfolio Reports ⓘ	 
<div> <div>Full Client Report</div> <div>  <div>29/10/2025</div> </div> <div>   </div> </div>	

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