

ALLEXIS

ADVISORS

Advyzon

Alexis Advisor's Client Vault

# What's In The Vault?

- **Performance** Across all accounts and per account. This performance view is high level. If you want detailed performance, log into your Axos portal.
- **Vault** *This is where you can access our quarterly packet (including your Billing Statement), copies of your financial plans, investment proposals and account review booklets. Please retain copies of all historical plans, proposals, and account review booklets. Only booklets and plans developed after 12/20/18 will be posted to the portal.*
- **What's Not In The Vault**
  - **Axos Statements** Your quarterly statement
  - **Axos Tax Information** Tax documents (1099s and 1099-R)

## Client Logins



### Advyzon

*Client Vaults (Alexis Advisors)*

The Alexis Client Vaults show your accounts' performance data, transaction history, and investment holdings. Navigate to the secure document vault to access your quarterly performance report and fee statements, financial planning and investment documents, regulatory compliance documents, and account setup paperwork.

[CLIENT VAULT LOG IN](#)



### AXOS

*Custodian Portal (Liberty)*

Use the Liberty Portal to access your tax documents, download custodian statements for sending to your tax advisor, and sign up for e-delivery of statements to save the quarterly paper statement fee.

[AXOS LIBERTY LOG IN](#)

You can access your Advyzon client vault from our homepage [www.alexisadvisors.com](http://www.alexisadvisors.com)

# ALEXIS

ADVISORS

Welcome

Email Address/Phone Number

Password

Remember me

Login

[Forgot your password?](#)

From there, you'll be directed to login to **Advyzon**.

You have received your initial login credentials in your Welcome email. Your email address is your username.

You will be able to set your own password after the initial login.

# Two-factor Authentication

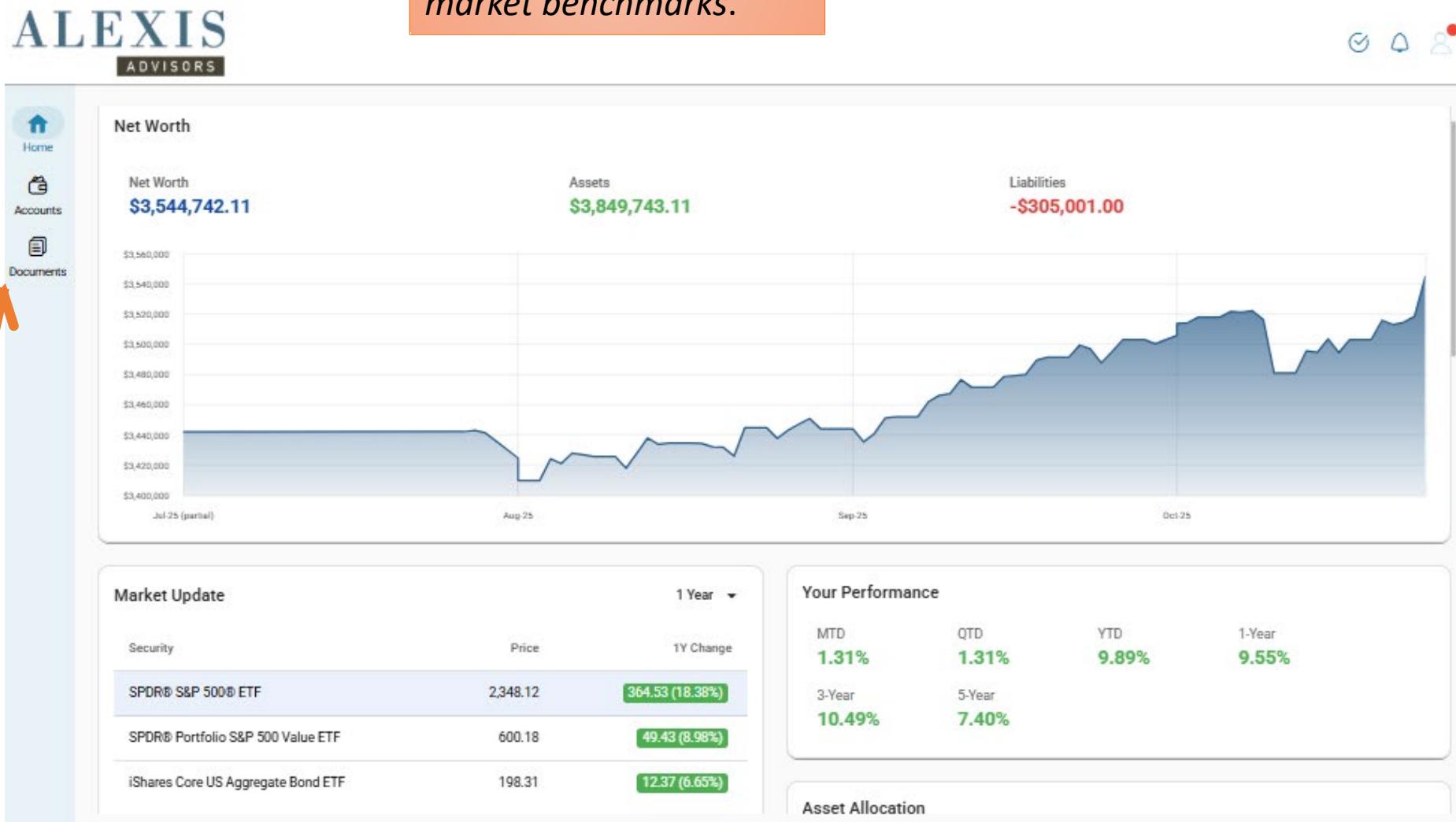
- ***What is it?*** Two-factor authentication is a security protocol that requires two steps to log into your account.
- ***How does it work?*** A code will be sent to your cell phone. Follow the instructions on the screen, including typing in this code.
- ***Do I have to do this with each login?*** No, assuming you log in from the same computer each time. If you log in from a different computer, a code will be required.
- ***Why do I have to do this?*** Because we take the security of your information seriously!

This is your **Home** page.

You can view *net worth, performance, and market benchmarks.*

Click on **Accounts** to see information specific to each of your accounts.

Click on **Documents** to access your Client documents.



This is your **Accounts** page.

You can view *asset allocation, performance, and holdings* across all Alexis Advisors accounts.

Select this **drop-down menu** to view individual accounts.

The screenshot displays the Alexis Advisors interface. On the left is a navigation sidebar with 'Home', 'Accounts', and 'Documents'. The main content area shows a 'Total Market Value' of \$0.00 as of 09/18/2020. Below this is a table with an 'Account' drop-down menu set to 'All'. The table lists two accounts: 'George's Brokerage Account' and 'Martha's IRA', both with a market value of \$0.00 as of 09/18/2020. To the right of the table is a 'Value by Asset Class' donut chart showing the following breakdown: Equity (42%), Alternatives (39%), Other (8%), Fixed Income (6%), and Cash (5%). Further right is a 'Balance Summary' table for the report period.

Report Period	
Beginning Market Value	2,745,813.51
Contributions	0.00
Withdrawals	0.00
Net Transfers	0.00
Domestic Taxes Withheld	0.00
Foreign Taxes Withheld	0.00
Expenses	0.00
Ending Market Value	2,987,073.03
Total Gain/Loss After Fees	241,259.52
Report Period	8.79%

This is your **Documents** page.

Select **Shared Files** to view your Document Folders.

ALEXIS  
ADVISORS



Recent **Shared Files** Custodian Documents

Search  ... Actions

Name	Date Added	File Size
Compliance	12/04/2018 11:44 AM	26 items
Quarterly Packet	08/21/2018 09:23 AM	44 items
Investment Management	08/21/2018 09:22 AM	8 items
Financial Planning	08/21/2018 09:22 AM	4 items
Administrative	08/21/2018 09:22 AM	

### Document Folders:

- **Compliance** contains our ADV Disclosure Brochure and Privacy Policy.
- **Quarterly Packet** houses the quarterly Fee Statements and client letter.
- **Investment Management** contains Account Review and proposal booklets.
- **Financial Planning** holds archived and updated financial plans.
- **Administrative** holds copies of account setup forms and documents.

# Need help?

Contact us if you need help!  
[Samantha@alexisadvisors.com](mailto:Samantha@alexisadvisors.com)  
804.625.3290

**αλεξω** <sup>Greek</sup> **ALEXIS:**  
(alexo)  
"to defend, to help"