

INSTITUTIONAL TRUST & CUSTODY

*Big Bank Capabilities, Mid-Market Focus<sup>SM</sup>*



## TrustNow User Guide

All of **us** serving you™





U.S. Bank Institutional Trust & Custody is committed to delivering efficient, reliable and secure information to our clients. TrustNow is a convenient online tool allowing you to access, view and download detailed investment and activity information on your U.S. Bank account.

### Customized For Your Needs

TrustNow provides you with easy-to-read information and graphics to deliver relevant, precise information. Through TrustNow, you can view the following account information:

- Balances
- Holdings
- Transactions
- Gain/Loss details
- Pending trades
- Global reporting

## Getting Started.

TrustNow is a powerful online tool that enables you to access secure, real-time investment account information with the click of your mouse.

### All You Need

- PC with access to the Internet
- Web browser with 128-encryption
- User ID and password provided by U.S. Bank

### Log In

**STEP 1:** Enter the Web site address (URL) in your Web browser window: <https://www.account3000.com/usbank>

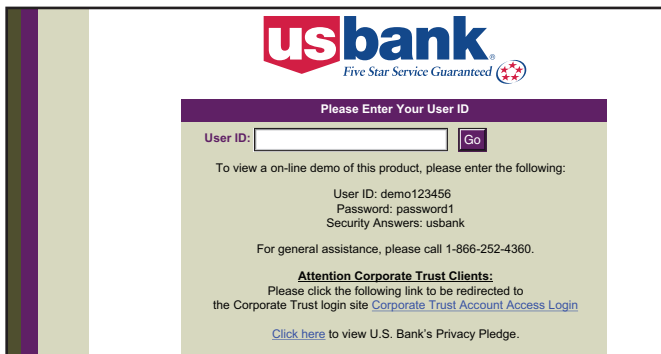
**STEP 2:** Enter your User ID

**STEP 3:** Answer the Security Questions provided

**STEP 4:** Verify your image and enter your Password

**STEP 5:** Select an account or report to view

**Note:** The Web address starts with https, NOT http. For your convenience, you may want to bookmark this address on your Web browser.



## Site Navigation.

TrustNow is a powerful online tool that allows you to access secure, real-time investment account information.

The first TrustNow page you will log in to is the Account & Report Selection Page. What you will see will depend on how many accounts you have access to. By using the drop-down menu described below, you will be able to choose and view information about your accounts through a variety of reports. You'll also find options to customize the reports and information to help you use the system.

1. **Accounts selection menu:** Select the account or group of accounts you wish to view.
2. **Reports selection menu:** Select the report of your choice, including: Account Summary, Investment Detail, Recent Activity, Activity Detail and Account Profile.
3. **Account tools menu:** Access to account grouping instructions.
4. **Site options menu:** Access to links such as E-mail, Help and Logout.

usbank  
Five Star Service Guaranteed

ACCOUNT TOOLS SITE OPTIONS

ACCOUNTS: -- Select One --  
-- Select One --  
ALL ACCOUNTS  
TRUSTNOW - GROUP  
TRUST NOW DEMO 1 TRUSTNOW  
TRUSTNOW.DEMO 2 TRUSTNOW

REPORTS: -- Select One --  
-- Select One --  
Account Summary  
Investment Detail  
Recent Activity  
Activity Detail  
Anticipated Cash  
Account Profile  
Performance Reports  
Income Accruals

GO!

Welcome view your choice, the



## TrustNow Reports.

Your trust accounts may be complex, but getting information about them can be simple with detailed reports from TrustNow. TrustNow's Real Time Report view and inquiry allows you to view your investments anytime, anywhere.

### Account Summary

TrustNow's Account Summary report provides you with a snapshot of your U.S. Bank Institutional Trust & Custody account investments by asset type. The Account Summary report can provide current market value, as well as graphics and reports on relative asset weightings.

### Investment Detail

TrustNow's Investment Detail report delivers up to 16 months of historical data for each of your portfolio holdings. This data includes current value, current price, estimated annual income, yield, total cost and unrealized gain/loss. The Investment Detail report can also provide you the ability to access trade and settlement data information.

Asset Type	Asset Name	Current Alloc	Quantity	Current Price	Date Priced	Current Value	Total Cost	Unrealized Gain/Loss	Estimated Annual Income	Yield	Portfolio
Blind Fd	JANUS ADVISER BALANCED FD	0.000%	100.0000	26.1700	23-Apr-2008	\$2,617.00	\$2,058.37	\$558.63	\$67.40	2.6%	Prin.
Cash&Eqv	AIM STIC GLOBAL MWS	10.600%	40,000,000.0000	1.0000	09-Jun-2006	\$40,000,000.00	\$40,000,000.00	\$0.00	\$0.00	0.0%	Prin.
Cash&Eqv	AIM STIT LIQUID ASSETS PORT CORP	0.300%	1,025,013.2800	1.0000	31-Mar-2008	\$1,025,013.28	\$1,025,013.28	\$0.00	\$31,775.41	3.1%	Prin.
Cash&Eqv	DASH - PRINCIPAL	85.700%	\$24,246,771.2000	1.0000		\$324,246,771.20	\$324,246,771.20	\$0.00	\$0.00	0.0%	Prin.
Cash&Eqv	DISC TUS CASH ADVANTAGE FD CL	0.200%	894,765.4200	1.0000	31-Mar-2008	\$894,765.42	\$894,765.42	\$0.00	\$30,153.59	3.4%	Prin.
Cash&Eqv	INST DIVS MONEY MKT SER INSTL SHS	0.200%	873,016.1500	1.0000	31-Mar-2008	\$873,016.15	\$873,016.15	\$0.00	\$27,761.91	3.2%	Prin.
Cash&Eqv	RESERVE PRIMARY FUND B	0.800%	2,880,345.2900	1.0000	31-Aug-2008	\$2,880,345.29	\$2,880,345.29	\$0.00	\$151,794.20	5.3%	Prin.
Equities	3M CO	0.000%	1,000,000.0000	80.6300	23-Apr-2008	\$80,630.00	\$86,520.00	(\$5,890.00)	\$2,000.00	2.5%	Prin.
Equities	AOL TIME WARNER INC REE 887317105	0.000%	5,550,000.0000	17.6700	23-May-2005	\$98,068.50	\$178,758.00	(\$80,689.50)	\$0.00	0.0%	Prin.

### Recent Activity

TrustNow's Recent Activity report displays up to five of your most recent transactions within any of the TrustNow categories. To display recent activity for only one specific category (e.g. Purchases or Sales), click on the link for that category under the Recent Activity report heading.

### Activity Detail

TrustNow's Activity Detail report provides a chronological view of your account activity as well as category totals (e.g. Additions, Income, Other, Purchases, Sales or Withdrawals). You can also access unrealized gain or loss information through this report.

## Anticipated Cash

TrustNow's Anticipated Cash report can help you anticipate potential overdraft situations. This report projects an Account's cash balance on a future date you specify. The projection is based on scheduled activities that will affect the Account's cash balance between the current date and that future date. These activities include Receipts, Disbursements, Trade Settlements, Maturities and Fees. (Current day's income, however, is not included).

## Account Profile

TrustNow's Account Profile report provides you with a snapshot of your account(s) including account name, account number, account type and account admin.

## Performance Reports

TrustNow's Performance Reports allows you to view the following Performance Station reports on TrustNow:

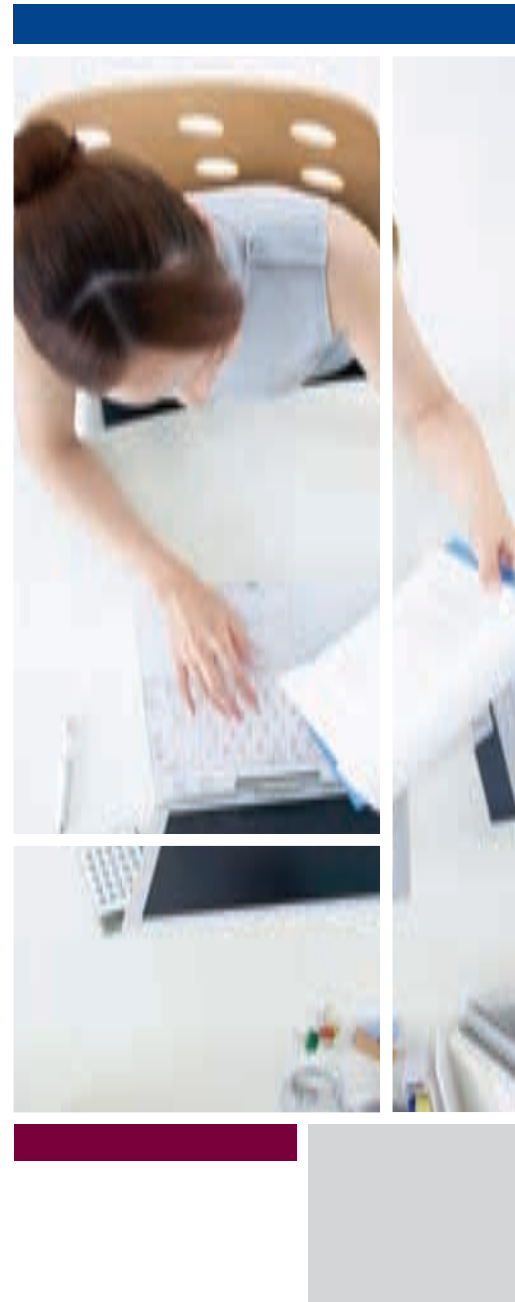
- Selected Period Performance Analysis Report
- Selected Period Performance Analysis and Graph Report
- Selected Period Performance Analysis Graph Report
- History of Asset Growth Analysis Graphs Report
- Summary of Investment Performance Report
- History of Asset Growth Analysis Report

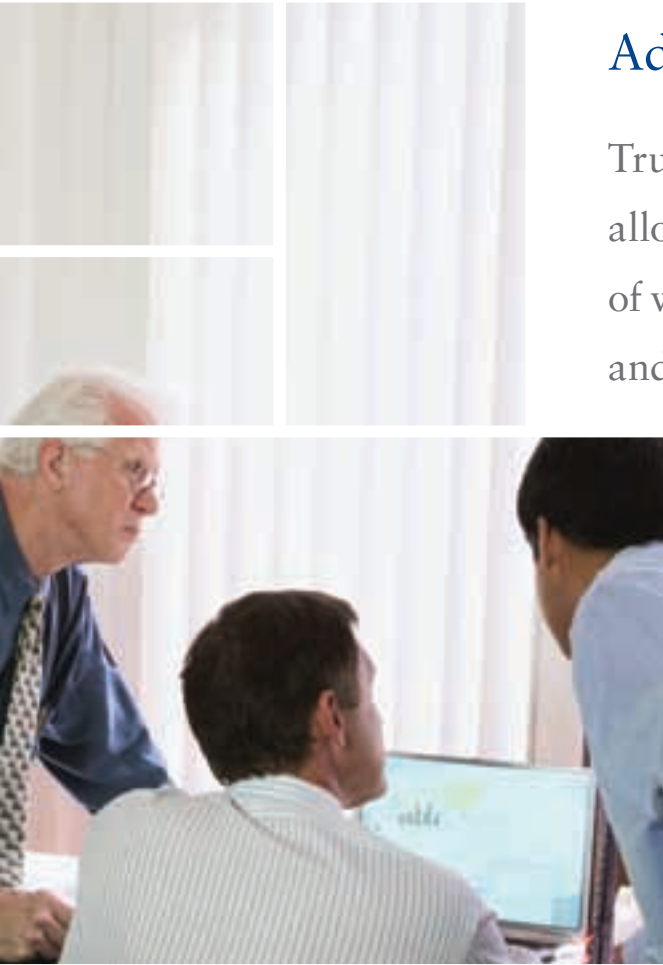
The screenshot shows the US Bank TrustNow website interface. At the top left is the US Bank logo with the tagline "Five Star Service Guaranteed". To the right are "ACCOUNT TOOLS" and "SITE OPTIONS" dropdown menus. Below this is a navigation bar with "ACCOUNTS:" followed by a dropdown menu showing "TRUSTNOW DEMO 1 TEST A/C TRUSTNOW" and "REPORTS:" followed by a dropdown menu showing "Performance Reports" and a "GO!" button. The main content area is titled "PERFORMANCE REPORTS" and includes a timestamp "15-Apr-2008 12:18 PM ET" and links for "Glossary" and "Index/Preferences". Underneath, there's a section for "Month-End Reports:" with a "Period Ending:" dropdown menu set to "March, 2008". A list of report options is displayed, each with a "Print Version" link: "Selected Period Performance Analysis Report", "Selected Period Performance Analysis and Graphs Report", "Selected Period Performance Analysis Graphs Report", "History of Asset Growth Analysis Graphs Report", "Summary of Investment Performance Report", and "History of Asset Growth Analysis Report". A preview of a report is visible on the right side of the interface.

## Income Accruals

TrustNow users have the ability to request an Income Accruals report. This report shows the income accrued from the date of last payment until the batch date for each asset within the selected account. The main features of the Income Accrual function are:

- Asset Type
- Asset Name (with links enabled)
- CUSIP
- Units Held
- Accrued Income
- Foreign Tax Withholding
- Market Value





## Additional Tools and User Options.

TrustNow offers additional tools and user options that allow you to tailor your investment reports in a variety of ways that will help you meet your organizations goals and needs.

### TrustNow Provides:

- 1. Report Options:** The Report Options link allows you to customize the default view of the Investment Detail and Activity Detail reports.
- 2. Downloading Information:** The Extract link in the Investment Detail, Activity Detail and Unrealized Gain/Loss reports allows you to download information into a Microsoft® Excel spreadsheet.
- 3. Glossary:** The Glossary link displays definitions of all of the terms on the pages being viewed.
- 4. Printing:** The printing link provides a printer-friendly version of your report.

	Units	Amount Per Unit	Amount	Portfolio
USTODIAN T/E MONEY	25.0000	100.0000%	(25.00)	Prin.
\$29 IAN T/E MONEY MKT	96,510.2000	100.0000%	96,510.2000	Prin.
\$29 IAN T/E MONEY MKT	603.8500	100.0000%	603.85	Inv. Inc.
\$29 INTEREST BASE OF U.S. 4.250% 8/15/14			(603.85)	Inc.

To learn more, please contact your U.S. Bank Institutional Trust & Custody representative or call us at 866-681-5052.





## *Big Bank Capabilities, Mid-Market Focus<sup>SM</sup>*

As the nation's fifth-largest financial institution\*, with more than 100 years of trust and custody experience, U.S. Bank provides the financial resources and services of a leading national bank – with a difference. We focus on tailoring these capabilities to fit the unique needs of the middle market. Unlike some large custodians, U.S. Bank does not solely target our services toward very large relationships. We have the capabilities, experience and expertise to provide creative and effective solutions specifically designed for mid-market portfolios.

For more information, please contact your U.S. Bank Institutional Trust & Custody representative. You also may call us at 866-681-5052 or log onto our Web site at [usbank.com/itc](http://usbank.com/itc).



866-681-5052  
[usbank.com/itc](http://usbank.com/itc)

\*U.S. Bancorp 2009 Annual Report

TrustNow is not intended to be individualized investment advice and is not intended to serve as a primary basis for investment decisions based on the particular needs of the account regarding such matters as investment policies or strategies, overall portfolio composition, or diversification of plan investments. Consult your investment adviser or investment manager before making any decision to buy, hold, or sell any particular investment or class of investments.

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**NOT A DEPOSIT | NOT FDIC INSURED | MAY LOSE VALUE | NO BANK GUARANTEE**

**NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY**