



6 November 2024

SALESFORCE USER GUIDE

Subject	How to access and review your Valuation Notice on the Salesforce platform
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1 Access Salesforce

Using the link you received from noreply@salesforce.com, follow the prompts to set up a new password to log in to your Salesforce account. Once you have set up your account, Salesforce can be accessed from this link (<https://www.salesforce.com/au>), and the login will look like the below:

salesforce

Username

Password

Log In

☐ Remember me

[Forgot Your Password?](#)



2 Salesforce 'homepage' & viewing your Valuation Notice

Click on "Home" in the top-left corner to view the Salesforce homepage and your Valuation Notice.



Hello [REDACTED]

Valuation Notice at 13th December 2023

This is your total claims valuation including cash balances, excluding any withdrawals post 13th December 2023, and any liabilities to be offset.

Total Valuation Notice USD [REDACTED]

Total Brite Assets USD [REDACTED]

Total Asset Valuation
USD [REDACTED]

Total Cash Balance
USD [REDACTED]

Pension Valuation
USD [REDACTED]

Pension Cash Balance
USD [REDACTED]

Direct Investment Valuation
USD [REDACTED]

Direct Investment Cash Balance
USD [REDACTED]

Total Liabilities - (USD \$ [REDACTED])

Surrender Rebate Repayable
(USD \$ [REDACTED])



3 Details of the Valuation Notice

Click on "Financial Insights" in the top-left corner to view details of (i) financial accounts, (ii) all securities holdings, (iii) all transactions, (iv) withdrawals paid after 13 December 2023 (where relevant), and (vi) loan accounts (where relevant).



Hello [REDACTED]

Valuation Notice at 13th December 2023

This is your total claims valuation including cash balances, excluding any withdrawals post 13th December 2023, and any liabilities to be offset.

Total Valuation Notice USD [REDACTED]

Total Brite Assets USD [REDACTED]

You will be directed to the following page:






4 Obtaining documents


Click the icon next to your name in the top-right corner to open a dropdown menu, then select 'Account Records'. This will direct you to a page where you can view the details of your dividend adjustment (where relevant).

[Home](#) [Financial Insights](#)

Accept / Dispute Claim




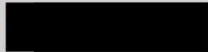
- Profile
- Account Records
- Settings
- Log Out

Hello 

Valuation Notice at 13th December 2023

This is your total claims valuation including cash balances, excluding any withdrawals post 13th December 2023, and any liabilities to be offset.

Total Valuation Notice USD 

Total Brite Assets USD 

You will be directed to the following page:

[Home](#) [Financial Insights](#)   

Account Records

This is where you'll find any official files related to your account.

Files (2) [Add Files](#)

Dividend Adjustments 
Oct 31, 2024 • 124KB • xlsx

Dividend Adjustments 
Oct 31, 2024 • 25KB • xlsx

[View All](#)



5 Accept/Dispute Valuation Notice

After reviewing all your records, click on the red 'Accept / Dispute Claim' box to either accept or dispute the Valuation Notice (i.e. the details on the homepage).

The screenshot shows the McGrathNicol homepage. At the top, there is a navigation bar with 'Home' and 'Financial Insights' links. On the right, there are icons for search, notifications, and a user profile. A red arrow points to a red button labeled 'Accept / Dispute Claim' which is circled in red. Below the navigation bar, the user is greeted with 'Hello [redacted]' and 'Valuation Notice at 13th December 2023'. A small note below reads: 'This is your total claims valuation including cash balances, excluding any withdrawals post 13th December 2023, and any liabilities to be offset.' Below this, there are two grey boxes: 'Total Valuation Notice USD [redacted]' and 'Total Brite Assets USD [redacted]'.

You will be directed to the following page:

The screenshot shows the 'Accept / Dispute Claim' form. It has a title 'Accept / Dispute Claim' and a prompt 'Please provide your response.' Below this is a dropdown menu with options: 'None' (selected with a checkmark), 'Accept', and 'Dispute'. At the bottom right of the form is a red button labeled 'Submit Response'.

6 Terms and conditions

You will be asked to accept certain terms and conditions, which will finalise the process in Salesforce.

7 Next steps

Please remember, there are still additional steps to complete after this has been done, being:

- **If you accept the Valuation Notice**, signing the PDF document which is sent to your email via DocuSign; or
- **If you dispute the Valuation Notice**, emailing the details of your dispute to BriteAdvisorsValuation@mcgrathnicol.com.