William Blair

My William Blair Quicken Transition Guide

Welcome to My William Blair, your online portal for viewing information about your investment accounts at William Blair. If you are a Quicken user, you will need to complete a one-time download to ensure the smooth transition of your data.

The following will provide you with step-by-step instructions on how to complete the download of your information successfully.

NOTE: Download Procedures

1. Take note of the date you last had a successful download in Investor Annex.
   If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. When downloading data from My William Blair, **be sure to set the start date to the date following your last download from Investor Annex.**

Step 1: Final Download from Investor Annex

1. Log in to **Investor Annex** and download your Quicken Web Connect file for each of your accounts.

2. Click and open the file after the download is complete or you may import through Quicken by clicking **File > File Import > Web Connect File**.

3. Repeat this step for each William Blair account.

4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

Step 2: Backing Up Your Data

1. Backup your data file. For instructions to back up your data file, choose **Help** menu (within Quicken) > **Search**. Search for ***Backing Up Your Data*** and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu (within Quicken) > **Search**. Search for ***Update Software*** and follow the instructions.

Additional help

The *My William Blair Investment Portal User Guide and FAQs* booklet contains additional details about using the system.

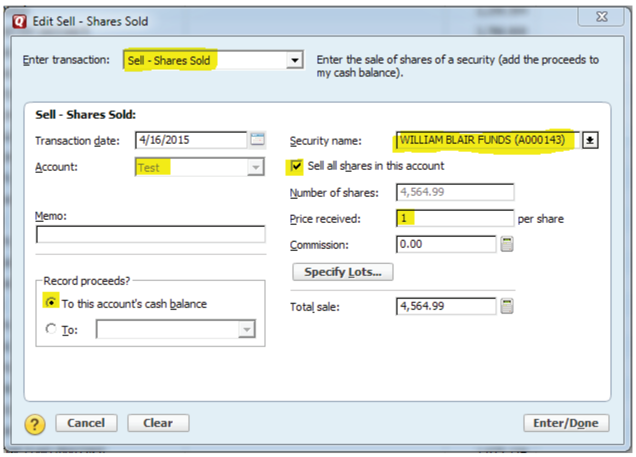
However, do not hesitate to contact your Portfolio Associate or Financial Advisor with any questions. They are happy to assist you!

Step 3: Deactivate Your Account(s)

1. In Quicken, choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate**. Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps 2–6 for each account.

Step 4: Transfer Money Market Positions to Cash

NOTE: Money market fund positions will now be reflected as U.S. dollars in the account's cash balance rather than share quantities.



1. In Quicken, click the **Enter Transactions** button in the upper left corner.
2. Set the transaction type to **Sell – Shares Sold** in the top dropdown bar.
3. Next, either scroll to find or type the intended money market fund into the **Security Name** dropdown bar. ***Note: your money market fund may differ from the one list below in the example.***
4. Next, click the "Sell all shares in this account" box to auto-fill the **Number of Shares** box, or you may manually enter in the number of shares currently held in the money market fund, and put the price as 1 in the **Price received** box.
5. Lastly, be sure that "To this account's cash balance" is selected under the **Record Proceeds** box in the bottom left corner and click **Enter/Done**.
6. Repeat steps 1-5 for each account.

Step 5: Re-activate Your Account(s)

1. Log in to **My William Blair** to download your Quicken Web Connect file.

2. Select the Accounts menu and click on the checkbox next to the account you want to download, and then select “Download to Quicken”.

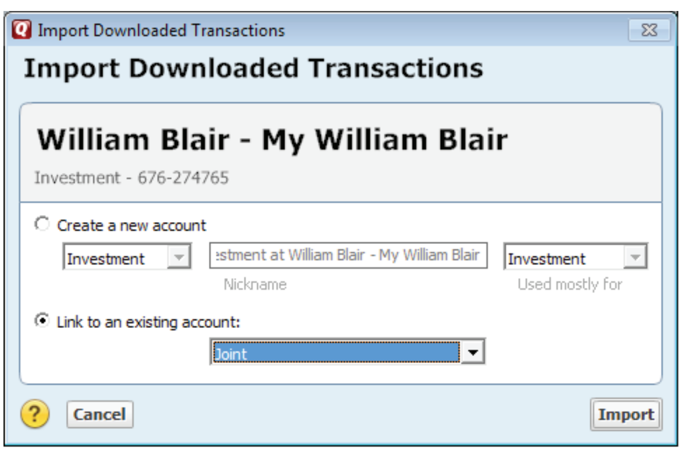
3. Select “Specific period:” and please be sure that the date periods don’t overlap with previously downloaded data from Investor Annex to avoid duplications.

   When downloading data from My William Blair, **be sure to set the start date to the date following your last download from Investor Annex.**

4. Click and open the file after the download is complete or you may import through Quicken by clicking **File > File Import > Web Connect File**.

5. If prompted for connectivity type, select **Web Connect**.

6. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching account in the drop-down menu and select **Import.**



7. Repeat steps 2 – 6 for all of your accounts.