Valuations Portal

Client User Guide

July 2019

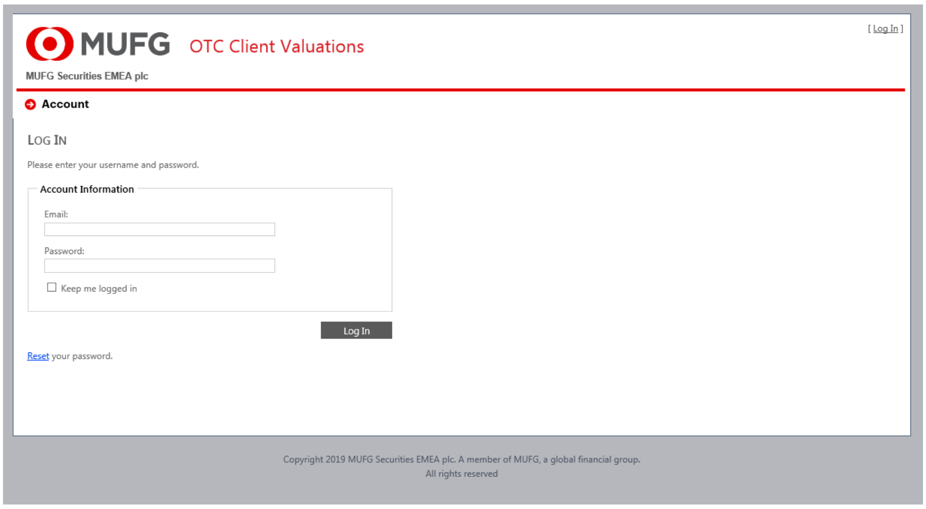
MUFG Securities EMEA plc
A member of MUFG, a global financial group

Table of Contents

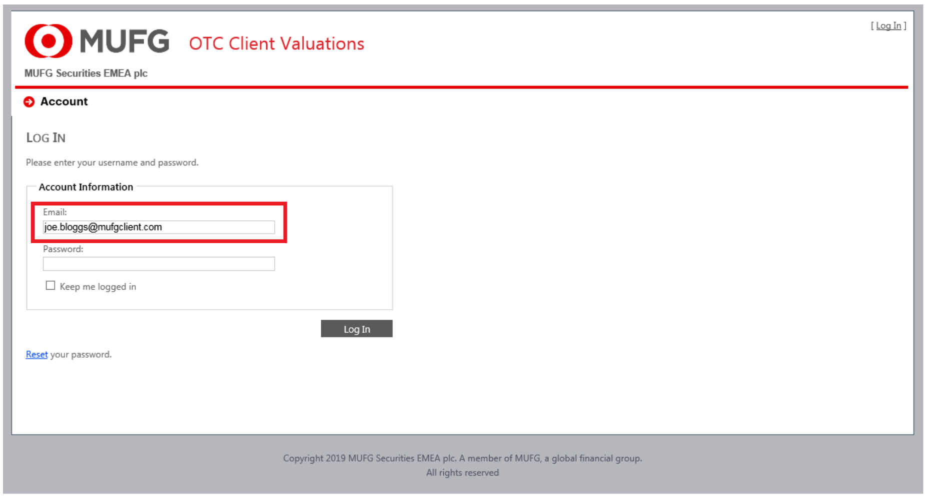
1. Valuation Portal user guide

LOGIN

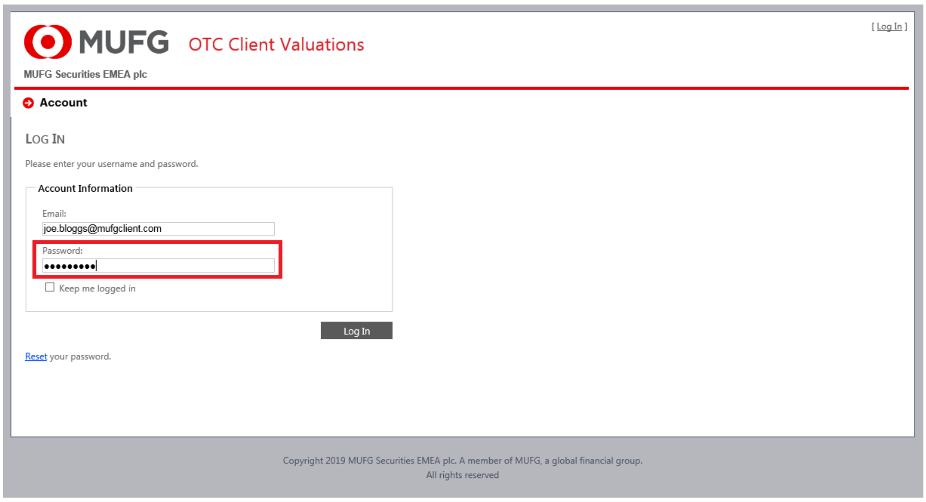
1. Navigate to the Portal using the following link
2. You will then be presented with the following view:



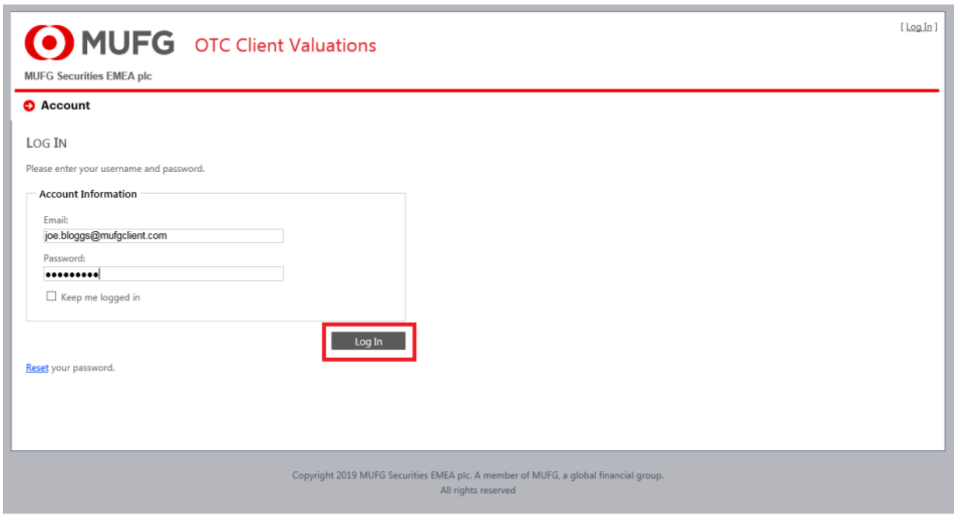
3. Input your email address



4. Input your password

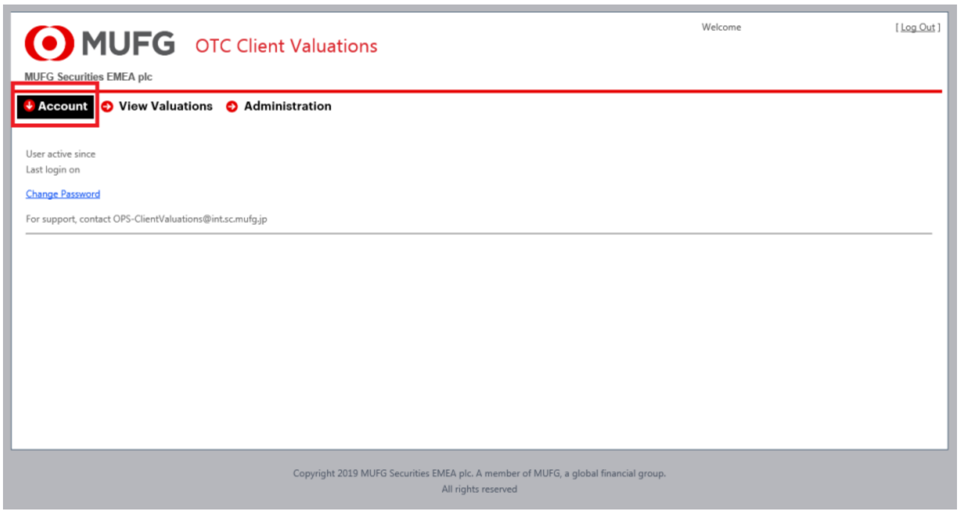


5. Click on Log In



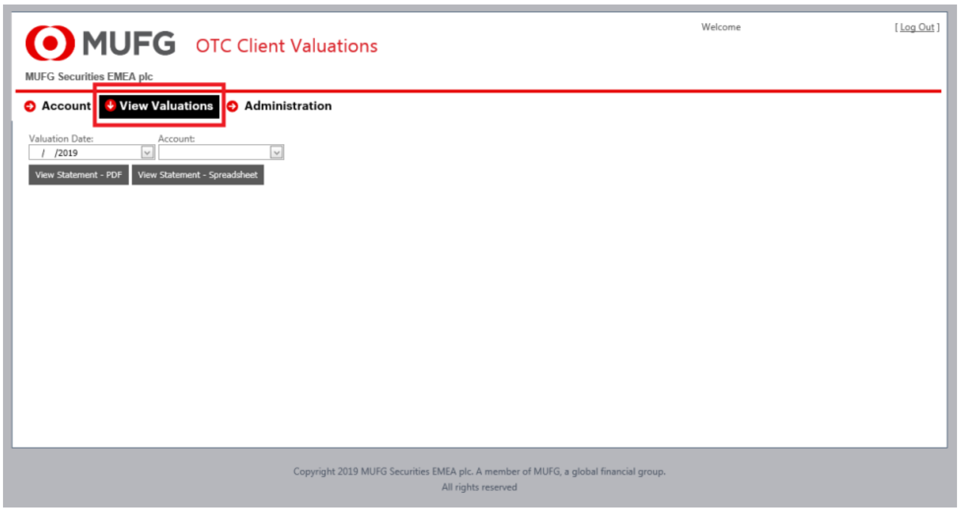
‘Account’ Tab

1. Once you have logged into the portal, you will be presented with the following ‘Account’ view, containing useful information such as when you were granted access, and when you last logged on.

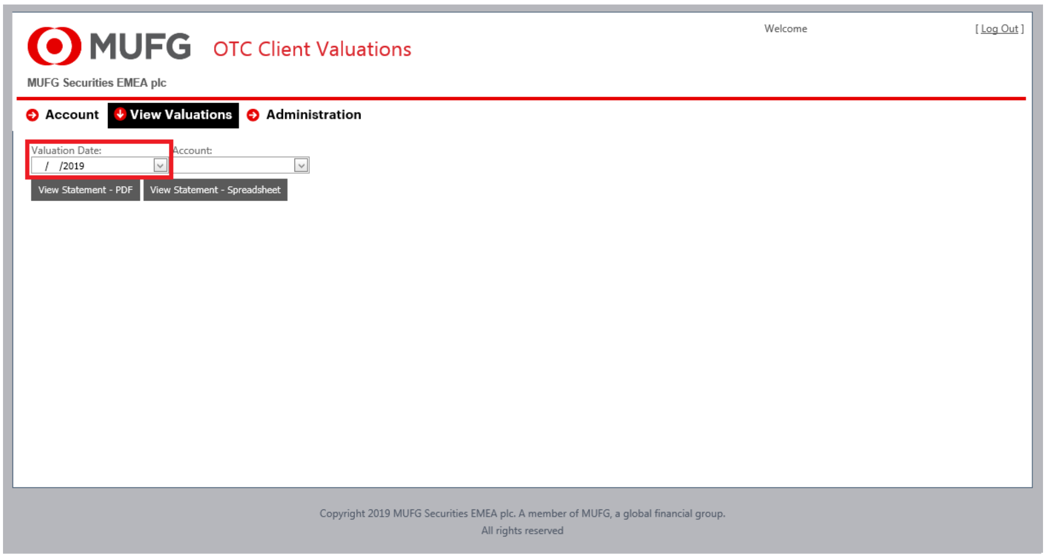


‘View Valuations’ Tab

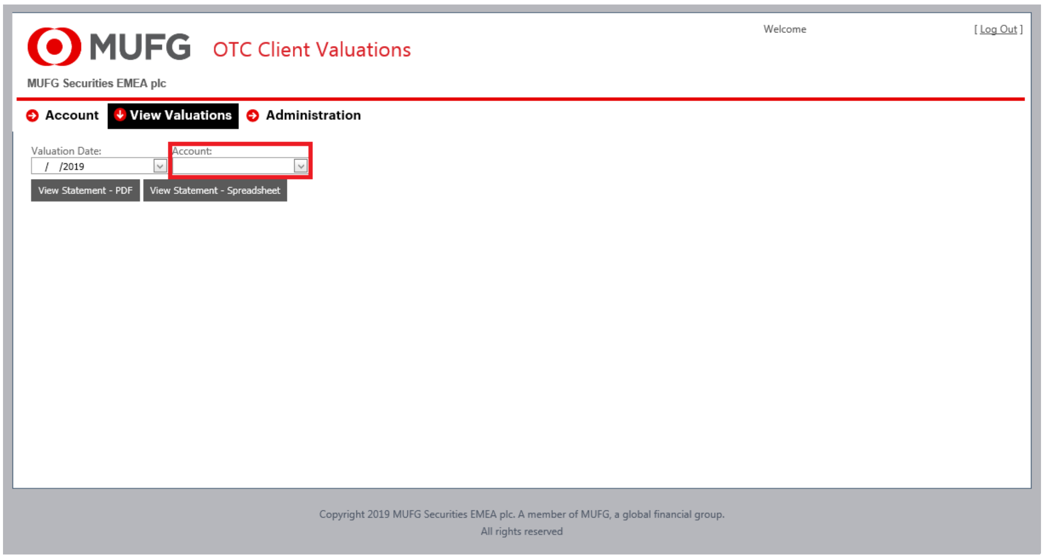
1. From here you can navigate to the ‘View Valuations’ tab which contains the detail of the valuations you and your organisation have been set up for.



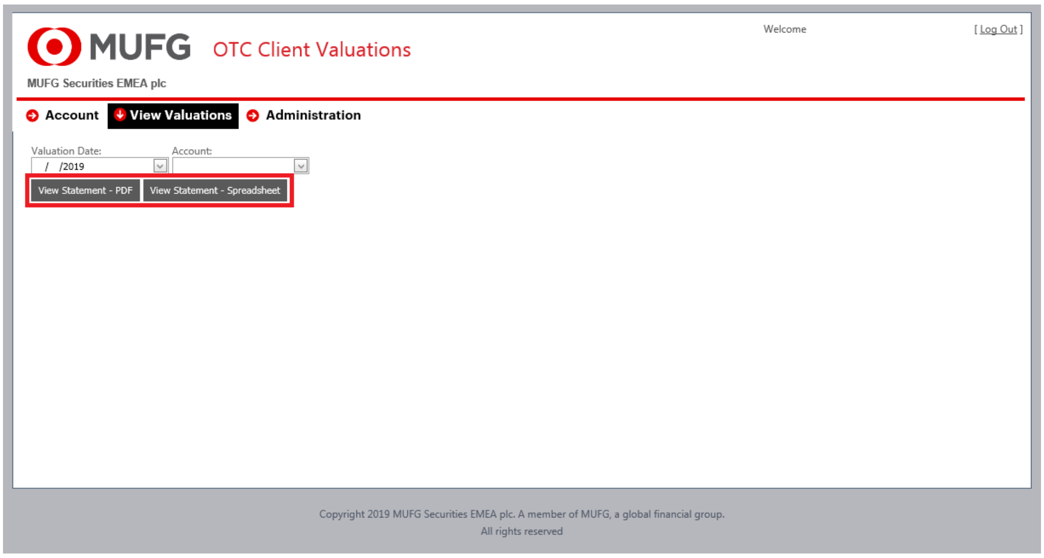
2. Navigate to the Valuation Date you want to retrieve a valuation for.



3. Select the Account you want to retrieve the valuation for.

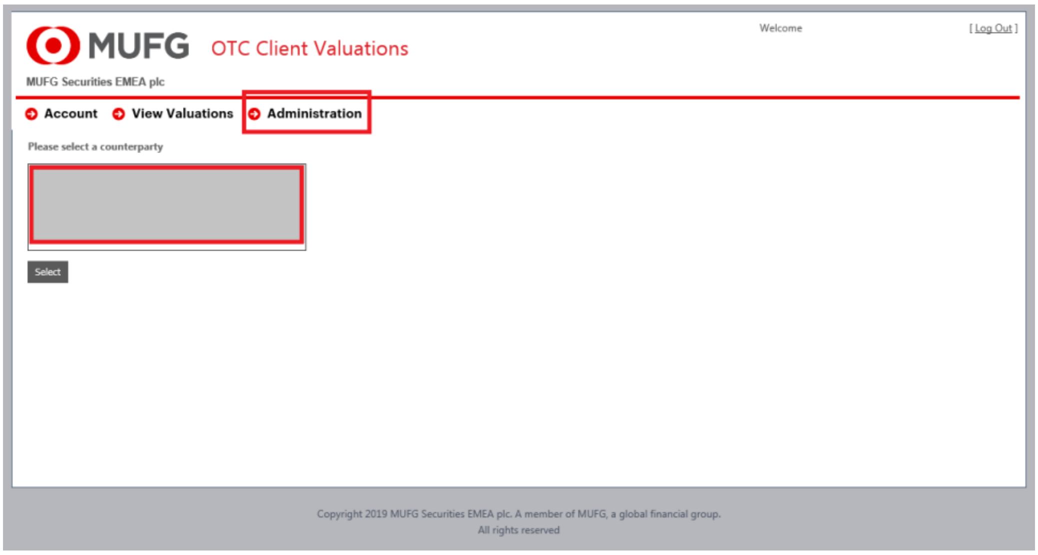


4. Select how you want to consume the data – either as a .pdf or as an .xls (you can choose both sequentially.

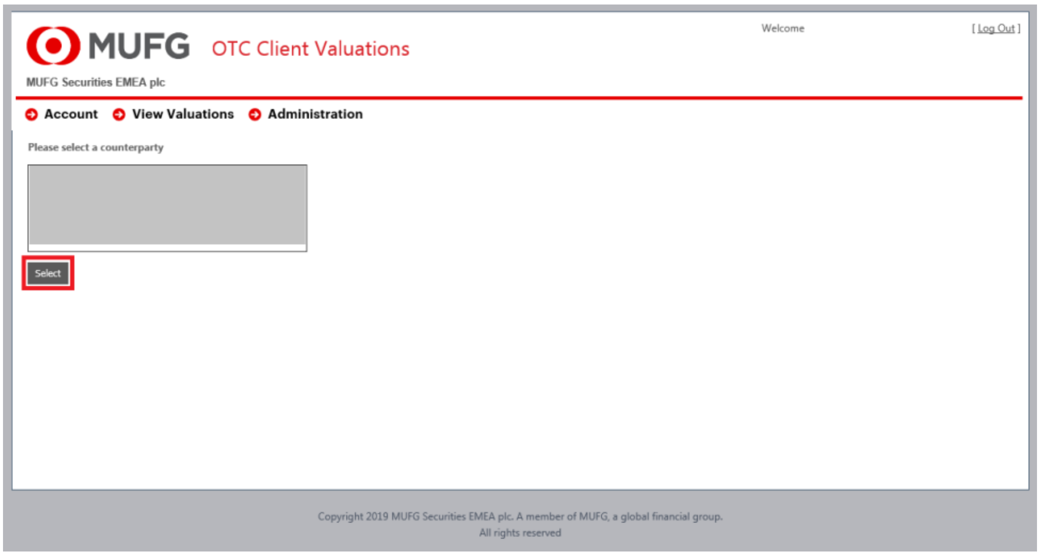


‘Administration’ Tab

a) Navigate to the @Administration’ Tab to review the setup of the counterparty listed in the area of the grey box in the screenshot below.



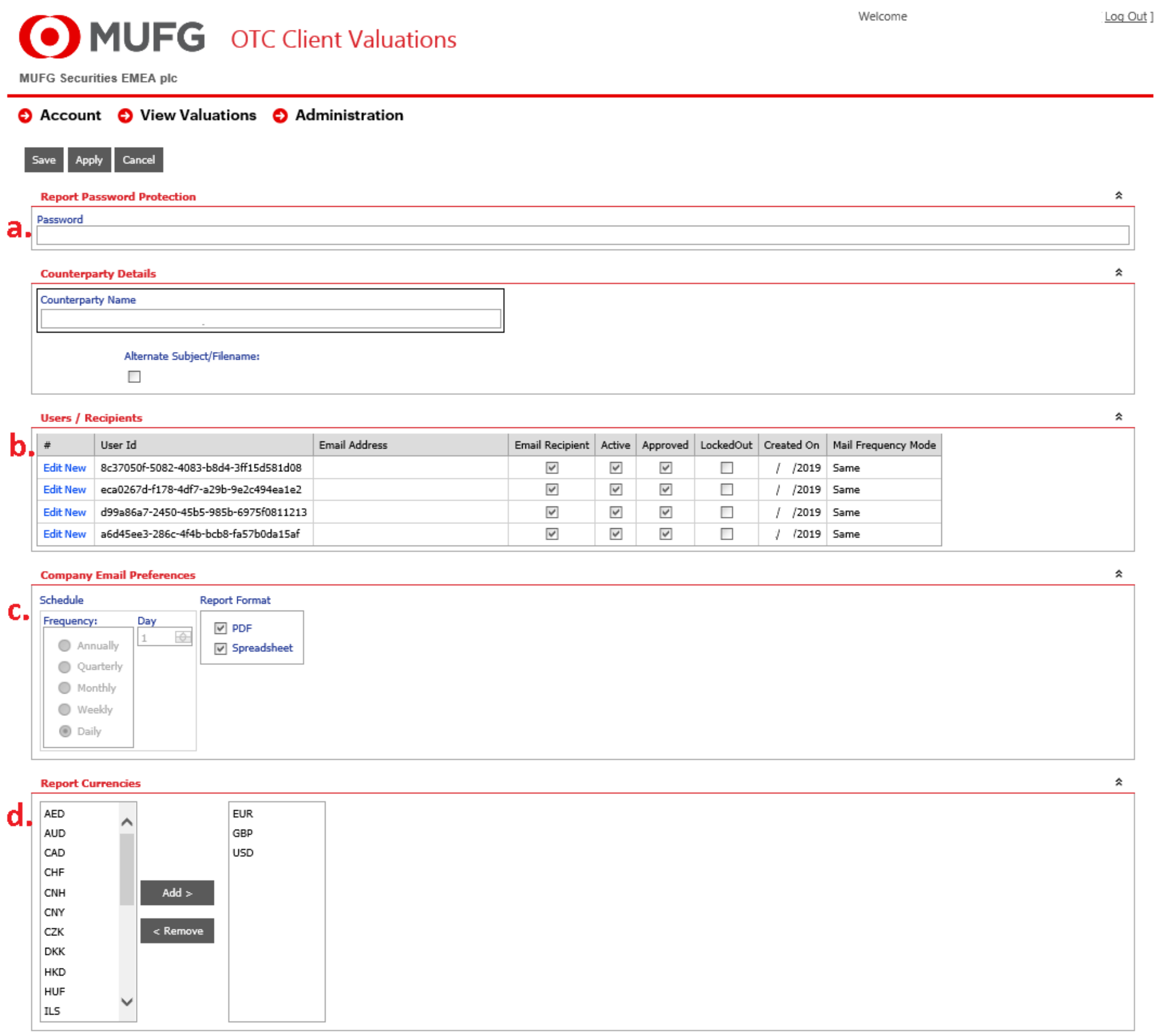
b) Once you have clicked on your chosen counterparty, they should be highlighted, and you can now click on ‘Select’



c) This will open a new view detailing;
   a. The Password for the emailed valuation statements;
   b. The Users/Recipients where the emailed valuation statement is sent;
   c. The Company Email Preferences, and;
   d. The Report Currencies.

   Amendments can be made to this section, only to the following:

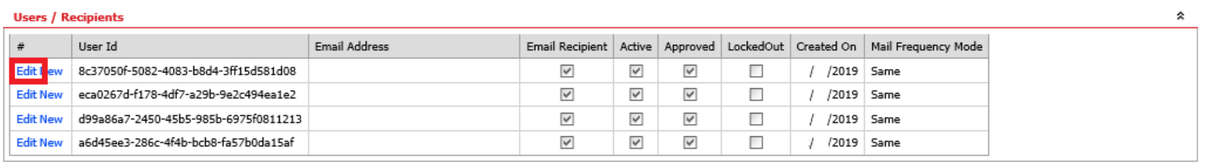
   a. The Password, and;
   b. The Users/Recipients.

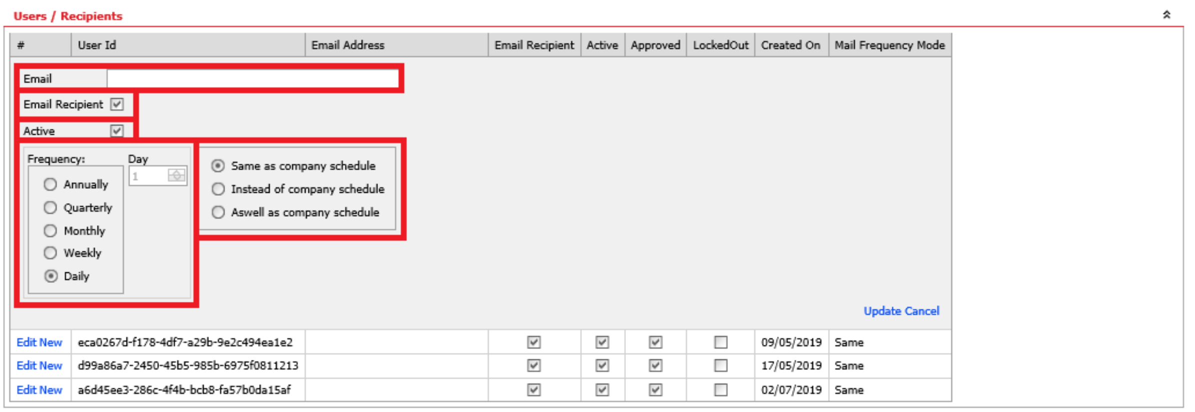


Password Criteria

A new password must be between 8-10 characters long, contain upper case, lower case and numeric characters. No special characters are permitted.

Edit Users / Recipients

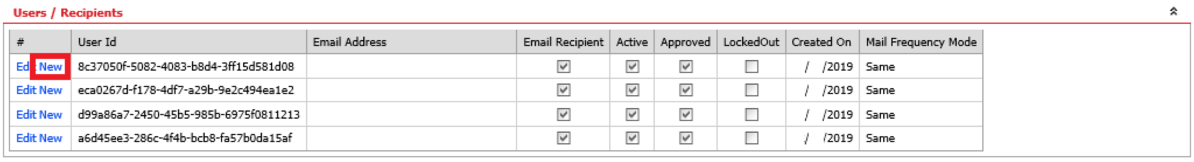


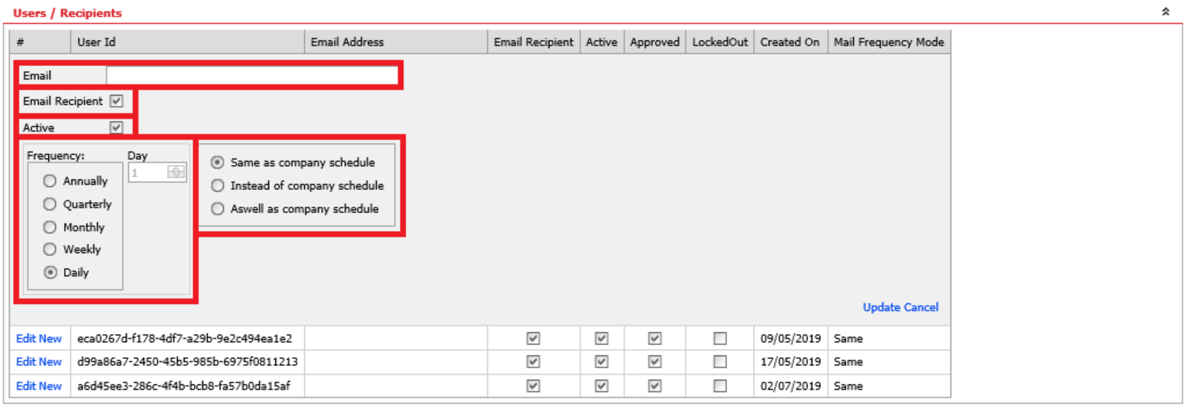


The following fields can be edited:

a) Email address;
b) Email recipient flag;
c) Active account flag;
d) Frequency, and;
e) Matching company schedule

New Users / Recipients





The following fields must be populated:

a) Email address;
b) Email recipient flag;
c) Active account flag;
d) Frequency, and;
e) Matching company schedule

It is important to note that inputs cannot be deleted once they have been added; only amended.

A. Useful Contacts

The portal is supported by MUFG Operations, and the primary point of contact is the following email address:

OPS-CLIENTVALUATI@INT.SC.MUFG.JP

B. Disclaimers

This portal may include data that is confidential and may be subject to legal privilege. Unless otherwise indicated, you may not disclose or distribute this data to any other person.

MUFG Securities EMEA plc (Company number 1698498) is registered in England with its registered office situated at Ropemaker Place, 25 Ropemaker Place, London EC2Y 9AJ, United Kingdom. MUS(EMEA) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority ("FCA") and Prudential Regulation Authority ("PRA") in the UK.

The Information is provided to you without any representation, condition or warranty of any kind or other term or assurance, whether express or implied, as to the fairness, quality, accuracy, completeness, suitability or timeliness of the Information.