

# How to find a document on Manulife online access

## What can Manulife online access do for you?

Manulife online access is our digital platform, providing investors with secure online access to their investment documents.

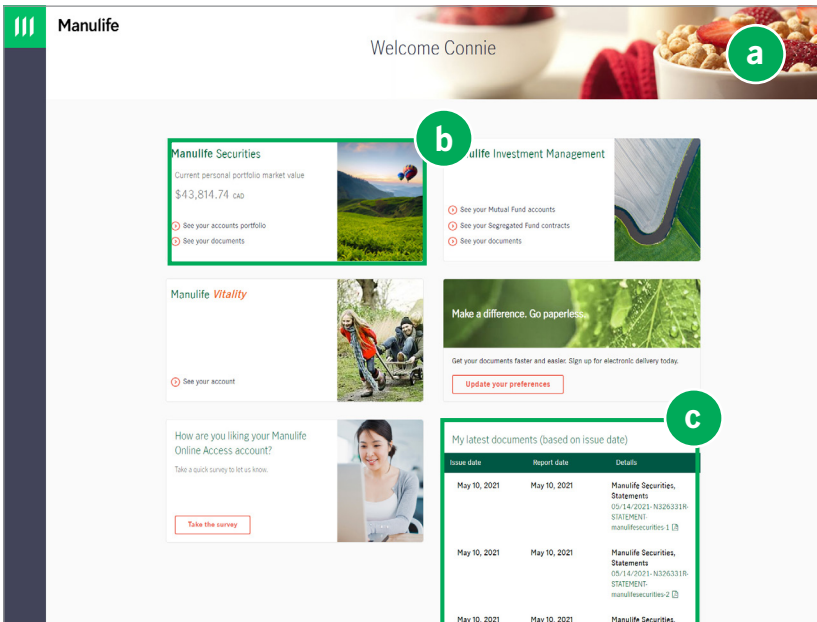
## Get started with a few simple steps:

1. Sign in to Manulife online access using your **Manulife ID** by visiting [Manulife.ca/onlineaccess](https://Manulife.ca/onlineaccess).
2. This will bring you to the dashboard, with three different ways to access your documents. You can:
  - a. Click the top right menu **Profile** then select **Documents**
  - b. Click the **See my documents** link on your product tile
  - c. Click the document you wish to see in the **My latest document** box at the bottom of the dashboard



## TIP!

Not on Manulife online access? Manulife Securities clients can register here: [Manulife.ca/onlineaccess](https://Manulife.ca/onlineaccess)



Manulife

Welcome Connie

**Manulife Securities**  
Current personal portfolio market value  
\$43,814.74 CAD  
See your accounts portfolio  
See your documents

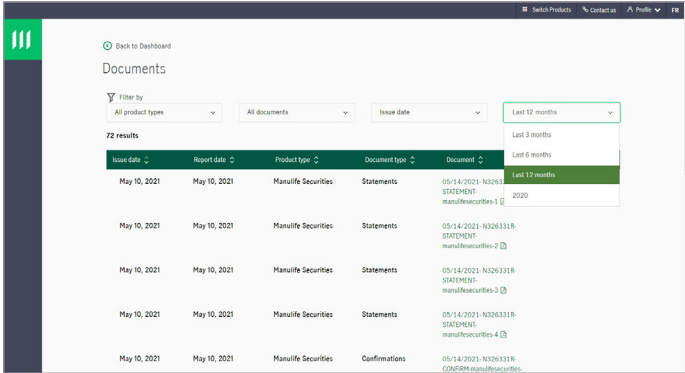
**Manulife Vitality**  
See your account

How are you liking your Manulife Online Access account?  
Take a quick survey to let us know.  
Take the survey

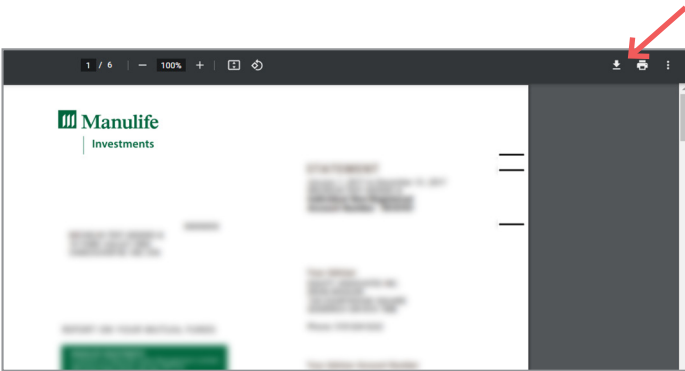
**My latest documents (based on issue date)**

Issue date	Report date	Details
May 10, 2021	May 10, 2021	Manulife Securities, Statements 05/14/2021-N326331B-STATEMENT manulifesecurities-1
May 10, 2021	May 10, 2021	Manulife Securities, Statements 05/14/2021-N326331B-STATEMENT manulifesecurities-2
May 10, 2021	May 10, 2021	Manulife Securities,

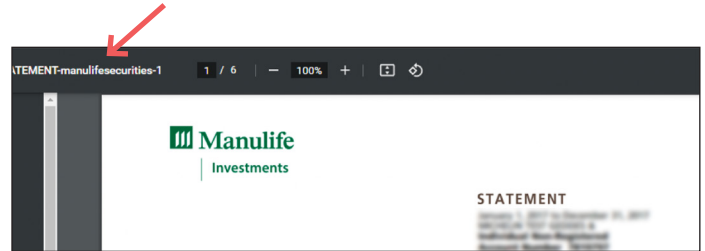
- If you access your documents through option a or b, you'll land in **Documents** (screen below) where you can use the filters at the top to sort documents by type, product or date.




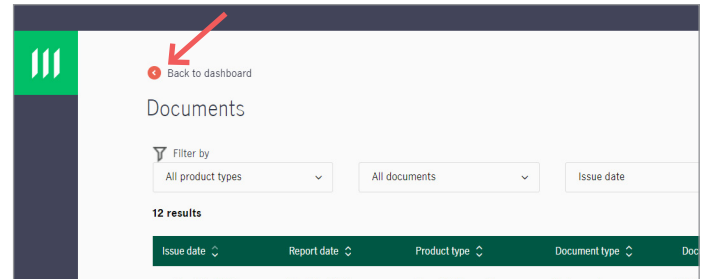
- See the document you want to download? Simply select it (it's a link). This includes any document you wish to select in **Documents**. The document is a PDF and will open in a new window.
- Once open, you'll see two icons in the top right. One is to print, the other is to download the PDF copy.



- If you select the download icon a new window will appear, it will ask you where to save the PDF. You can also rename the PDF file at the same time.
- To return to **Documents** simply close the tab with the PDF document. The tab remaining will be your document.



- Once back in **Documents** you can click  to go back to the dashboard. The dashboard will allow you to navigate between products as well as view your account holdings.



 **Now that's  
Faster. Easier. Safer.**

## Have more questions?

Visit [Manulife.ca/education](https://Manulife.ca/education) for helpful resources and frequently asked questions.