**Title:
Where to find your investment documents, when signed in to Manulife online access.**

**Introduction:**

This video is for investors who have registered for Manulife online access as either a Manulife Securities or Manulife Investment Management investor. It’s a quick overview to help investors find their PDF statements, tax slips and trade confirmation statements.

**00:00–00:02**

Upbeat music plays in the background and Manulife logo appears on the screen.

**00:03–00:07**

A new screen fades in with face image containing no emotion and the text, “Wondering where to find your documents?” Text fades out.

**00:08–00:10**

Face image changes to a happy face with the text, “We can help.” Screen fades out.

**00:11–00:18**

New screen appears with a computer screen showing the Manulife online access dashboard and the text, “First look for my latest documents on the dashboard.” A flashing cursor shows the My Latest Documents box in the lower right corner. New text appears, “Select the PDF icon to access these documents. \*Documents will remain viewable on the dashboard for 12 months.” Screen fades out.

**00:19–00:23**

New screen appears with in image of a documents and a magnifying glass and the text, “Looking for more documents?” Screen fades out.

**00:24–00:29**

New screen appears with image of the Manulife online access dashboard and the text, “You can also find your documents by selecting See my documents on the product tile.” A cursor flashes over the document link on the dashboard tile. More text appears “Or…” all text fades out.

**00:30–00:35**

New text appears, “Select Menu on the top right menu. Then documents in the drop-down menu.” Cursor shows where the menu is in the top right corner of the Manulife online access screen image. The cursor clicks Menu, then the drop-down menu appears showing the Documents item. The cursor clicks again and the image in the computer screen changes to the list of documents. Text fades out

**00:36–00:44**

New text appears, “You’ll see your online documents.” The screen image of the document section visually highlights the top menu bar. Text fades out and new text appears, “And you’ll be able to download and save a PDF copy of each document.” Green cursor clicks on one of the document PDFs. Screen swipes out.

**00:45–00:52**New screen appears, new text fades in, “Plus you can stop the paper mailing by simply updating your preferences.” Image of tree graphic appears under text. Image and text disappear.

**00:53–00:58**

New text appears, “Preferences can be updated by selecting Menu, then Preferences and Manage your preferences. Cursor clicks on top right menu, it drops down showing five menu items, Preferences on the drop-down menu is clicked. Screen swipes away.

**00:59–01:03**

New screen appears with a happy face and the text, “Now that’s, Faster, Easier and Safer. Start now at Manulife.ca/easy”. Screen disappears.

**01:04–01:08**

New screen appears with the text, “Have more questions? Visit Manulife.ca/education for other videos and frequently asked questions.” Text disappears.

**01:09–1:13**

Manulife Logo appears with the logo trademark copy, Manulife, Stylized M Design, and Manulife & Stylized M Design are trademarks of The Manufacturers Life Insurance Company and are used by it, and by its affiliates under license.

Video ends.

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