



MPG investor portal user guide

You can log in from the Investor Portal link in the right top hand corner at www.mpgfm.com.au or [click here](#).

You will need your Client ID and a password.

Your temporary password will be sent to you via the MPG Funds Management Investor Portal email. Once you log in you will be asked to select your own 8 character password that must include a number and a letter.

Investors need to login through the Investor Access section on the left, Accountants/Advisors please use the access on the right.

The screenshot shows the MPG investor portal login page. At the top left is the MPG funds management logo. Below it, there are two main sections for login:

- INVESTOR ACCESS:** This section contains two input fields: "Client ID" and "Password". Below these fields is a checkbox labeled "I have read the Privacy Policy and Disclaimer". At the bottom of this section is a blue "Login" button.
- ACCOUNTANT/ADVISER ACCESS:** This section contains two input fields: "Email" and "Password". Below these fields is a blue "Login" button. At the bottom of this section is a link that says "Forgot your password?".

How to find your Client ID

Your Client ID is printed on the top of all the correspondence received to date as the Investor ID. It is two digits, followed by a forward slash, followed by 4 digits. eg:18/0987. It is not supplied on this communication for security purposes.

The MPG portal features

- An overview of your total portfolio
- Your portfolio holdings and activity
- It will provide an archive of your distributions and tax statements
- A centralized place to access MPG forms to make changes to your account
- The ability to update your own contact details, and view other details we have on file

If you need assistance or have any suggestions for the portal, please email us at invest@mpgfm.com.au or call 1300 668 247.

How to use the Investor Portal

Holdings Report

The holding reports lists all the units held in each trust, multiplied by the most recent valuation figure.

Holdings reports are not automatically issued to investors, and are now available from the Investor Portal. Click on My Portfolio, then click on the printer icon in the top right hand corner.

Tax Statements

Investors are sent a Tax Statement in early September each year, after the trust has been audited. The Tax Statement details the tax amounts to be included in the investor's tax return.

A duplicate copy of the most recent Tax Statement, as well as archived copies since FY13 can be downloaded from the MPG investor portal. Alternatively, for a replacement statement contact MPG on 1300 668 247 or invest@mpgfm.com.au. A replacement statement charge may be payable.

Distribution Statement

Investors are sent a Distribution Statement when their quarterly distribution is paid. The statement outlines the distribution rate and the holding balance to calculate the gross and net distributions.

This statement is a record of a particular date, so if allotments are increased or decreased during that quarter, the holding balance and the distribution balance won't equal the gross distribution printed on the statement.

Change password

To change your password at any time, click on the Head icon in the top right hand corner

A screenshot of the 'Change My Password' form in the investor portal. The form is titled 'HOME' and has a navigation bar with icons for a plus sign, a printer, a user profile (circled in red), and a lock. The form itself has a blue header with the title 'Change My Password' and a user icon. Below the title are two password input fields, each with a series of dots for masking. At the bottom of the form are two buttons: 'Set Password' and 'Change My Profile Details'.

View account details, change contact details

To view your account details, or to update your contact details, click on View Account Details at the bottom of the table

A screenshot of a button labeled 'View Account Details'. The button is light grey with a small blue icon of a document with a checkmark to the left of the text.