



Wealth
Management



RBC Wealth Management Online

Questions? We're here to help – contact our Helpdesk at 1-866-342-3992, or contact your Investment Counselling team.

How to view your eDocuments and receive notifications

eDocuments make it easy to reduce your paperwork and safely view your account documents from the convenience of your computer, tablet or smartphone. Plus, if you wish, you can receive an email notification whenever you have a new eDocument.

With eDocuments, you can access your account statements and tax documents through RBC Wealth Management Online – instead of receiving printed copies in the mail.

You can view, save and print your documents as PDF files, which means no more filing – and no more hunting through old files to retrieve past documents. With access to a seven-year archive, you'll be able to access past and current documents online at your convenience.

And unlike paper documents, which can be lost or damaged in the mail, your eDocuments are protected by your confidential password and the latest encryption technology.

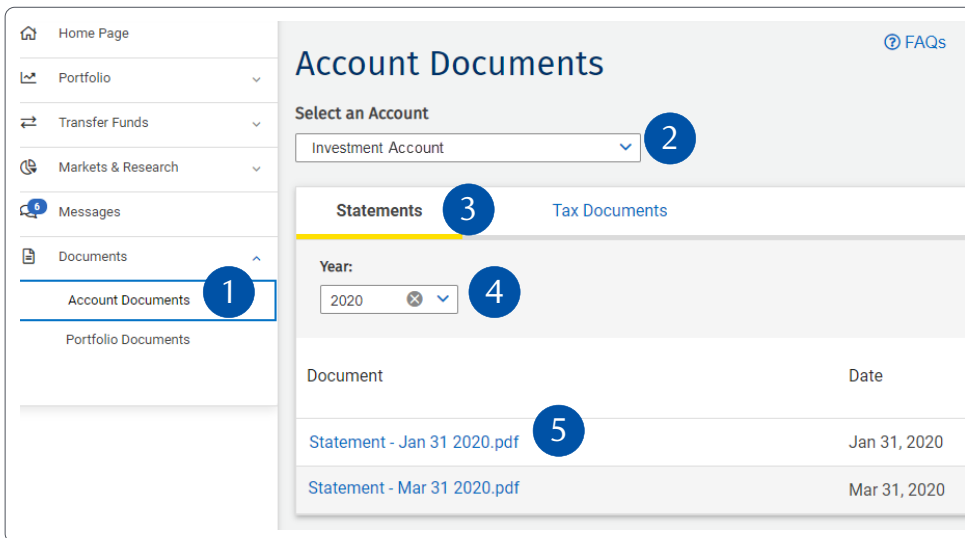
View your eDocuments quickly and easily

1. Go to www.rbcphnic.com and sign in at the top right corner using your 16-digit client card number and password. If you don't know your client card number, contact your Investment Counselling team.

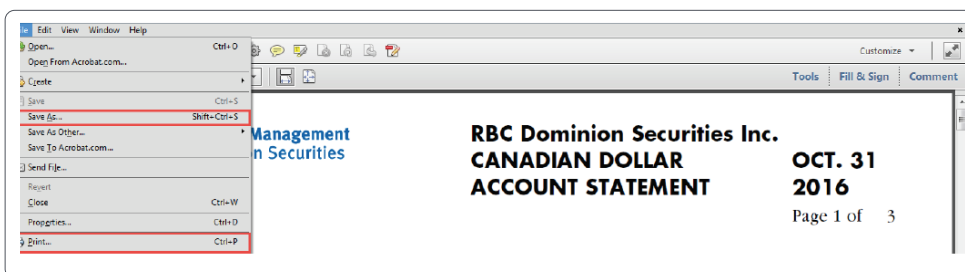
- Click “Documents” and “Account Documents” (1) on the left-hand navigation.

Select an account from the dropdown menu (2), the document type (3) and then the desired year (4).

Click on any of the documents (5) you want to open. If you want, you can save or print them. The documents are in Adobe PDF format, so you will need Adobe Reader to view them. If you don't have it already, you can download it for free at: <https://acrobat.adobe.com/ca/en/acrobat/pdf-reader.html>.

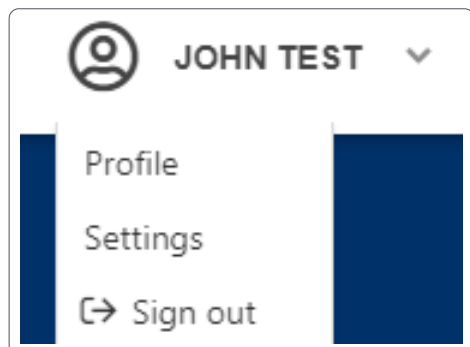


- From the menu bar, you may choose to save the PDF on your personal computer or print a copy for your records.

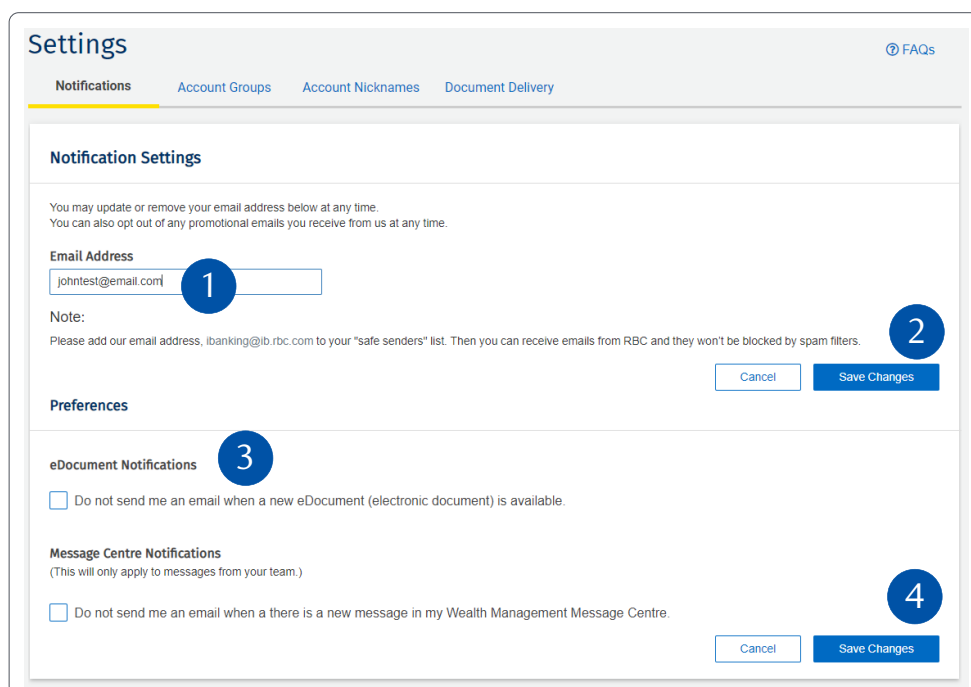


Get notified when you have a new eDocument

We're happy to email you whenever you have a new eDocument – it's up to you. Here's how: Click on your name in the top right corner and click "Settings."



Enter your email address (1) and click "Save Changes" (2). Make sure you do not tick the checkbox under eDocument Notifications (3). Then click "Save Changes" (4).



You're all set! You will receive an email letting you know there's a new eDocument ready.

Questions? We're here to help – contact our Helpdesk at 1-866-342-3992, or contact your Investment Counselling team.

Frequently asked questions

Are eDocuments complimentary?

Yes.

Can I receive tax documents as eDocuments?

Yes, you can now receive many tax documents electronically. Because they're a newer feature, tax eDocuments are available from 2018 onwards in your archive.

The seven-year archive is handy but what if I want to save my documents for longer?

Simply save the documents you want to your computer, or print them if you wish.

What if I want to switch back to paper documents?

You can switch back any time, but remember to save or print the documents you want first, before you turn off eDocuments.

Adobe Reader is great, but what if I want to add encryption or password-protection to my PDFs?

For this added security, you can purchase Adobe Acrobat from www.adobe.com.

Questions? We're here to help – contact our Helpdesk at 1-866-342-3992, or contact your Investment Counselling team.



**Wealth
Management**