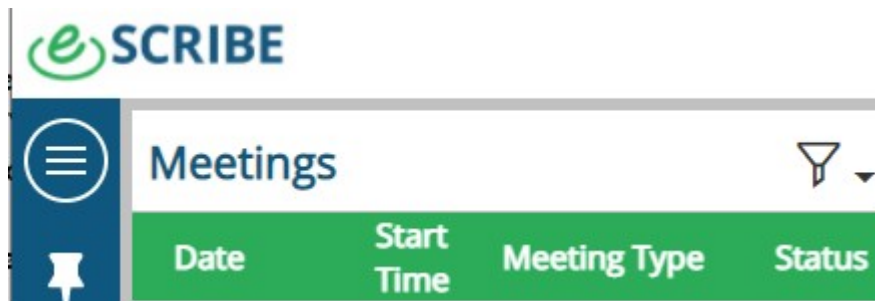
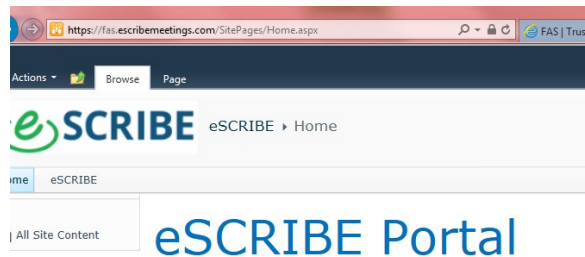


Trustee Online Services

1. Go to the Ellement website at www.fasadmin.com and click the Trustees tab.
2. On the Trustee page, on the left side of the screen, you'll have the option to choose the 'eSCRIBE Meetings' or 'eSCRIBE Document Portal'.
3. When you click on the 'eSCRIBE Meetings' link, a new browser window will open, and you will be prompted to log in. You can then sign in by entering the username and default password which you were sent via email. After first logging in, you may wish to change your password to something you can easily remember (*see step 6 below for instructions on changing your password*).
4. Once logged in, the window should indicate all the meetings you have access to by fund on the left hand of the screen. By clicking on the funnel icon, you can filter by date range and meeting type if you are on more than one Board of Trustees.



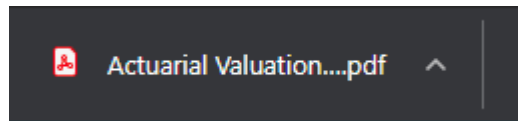
5. If you click on the 'Home' button at the top of the page on the right hand, you will be directed to the screen below:



If you click on the 'Document Portal', you will be directed to the documents for the Trust Funds.

Document Portal

6. If you select the Document Portal option, you will be directed to a page which lists the various Trust Funds which you have access to. For each Fund, there will be three options – Policy Binder, Monthly Reporter or Expenses. The Expenses option is currently not being used.
 - a. Click on the ‘Policy Binder’ link to access Fund documents such as the Trust Agreement, insurance policies, governance policies and the Statement of Investment Policies and Procedures as well as many others. Simply click on the name of the document from the menu that you want to view and a pdf copy of the document will appear as a pop-up at the bottom of your browser. Once you have clicked on the PDF, a new page will open. Simply close out once complete.



- b. Click on the Monthly Reporter link to access the most recent Monthly Reporter and past Monthly Reporters as well. Simply click on the month you want to view and a pdf copy of the monthly reporter will appear. You can use the ‘Request Other Month’ button to send an email to Ellement to request a monthly reporter which does not appear on the list. Use the ‘Return’ button to return back to the main page.
 - c. You can use your browser’s back button to return back to the screen which gives you the option to select either the Document Portal or the eSCRIBE Meetings site.
 - d. At the bottom of the ‘Welcome to the Ellement Portal’ main page, you will see a list of the eSCRIBE meeting sites which you have access to. You can proceed directly to a particular meeting by clicking on the meeting date. You can also filter by date using the dropdown menu.

eSCRIBE Portal

- 7. If you select the ‘eSCRIBE Portal’ option, you will be directed to a page which has the title ‘eSCRIBE’ on the left-hand side, with ‘Meetings’ indicated underneath. If this is not the page you are defaulted to, click on the



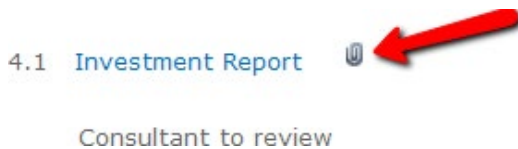
‘eSCRIBE’ logo on the top left-hand side.

- 8. In the top right corner of the initial page after you select the eSCRIBE Meetings option, you should see a person icon (see illustration below).

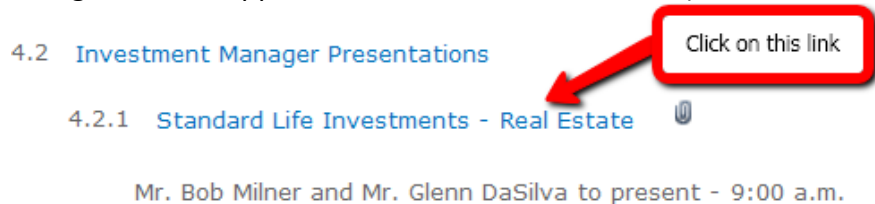


Click on the icon to expand the menu and then choose the ‘Change Password’ option. After changing your password, you may need to navigate back to the initial page by selecting the eSCRIBE link as outlined in step 6 above.

- 9. On the left side of the initial page, you should see a list of the meeting types which you have access to. In order to access a specific meeting date, simply click on the meeting date.
- 10. A page will appear with the Agenda for the meeting on the left side of the page. Agenda items which have an attachment will appear with a paperclip after the name of the agenda item (as illustrated below – spacing may differ on different webpages).



- 11. To view an attachment, click on the name of the Agenda Item (the name of the Agenda Item appears in blue as illustrated below)



- 12. The screen will refresh (it will take 15 seconds or so to refresh the page)

and on the right side of the page, a box with the title 'Details' will appear (you may need to scroll back up to the top of the page to see the Details box), with the attachment(s) indicated below.

ACTION ITEM REPORT

∨ Details

Item Title

ACTION ITEM REPORT

Attachments

Action Items March 2021.pdf

In order to view the attachment, click on the name of the attachment, under the "Attachments" title.

13. A new window will open displaying the attachment (give it a minute or two as some of the attachments are quite large). Once you are finished reviewing the document, simply close the window with the document and return to your agenda.
14. The eSCRIBE Announcement's area is where Ellement can post a general announcement or an announcement specific to a particular meeting date, which is listed below the meetings.
15. If you would like to return to the page which lists the meetings and meeting dates, click on the 'Portal' link on the right-hand side at the top.

[Home](#) [Portal](#)   

16. Once you are done sign out under the person icon on the located at the top right-hand side of the screen (Same as where you would change your password).