

**INSTRUCTIONS
TO ACCESS YOUR
CORRESPONDENCE
THROUGH INTERNET**



STATE TRUST

Wealth Management





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Wealth Management

INSTRUCTIONS

Below you will find an instructions manual to follow in order to register yourself to receive your correspondence through internet:

1. Go to www.mydocumentsuite.com

2. Input the three letters that identify your account number in the space labeled **“Financial Organization Number”**. If you are in this page in a computer you are not use to using, you will be prompted with the security questions you were asked when you first open your account.

SECURE LOG ON	
Please enter the following information:	
Financial Organization Number:	ACA
User ID:	PRUEBA
	Next
New User?	Register Now
Forgot Financial Organization Number?	

3. Enter your username in the space labeled **“User ID”**; this is the same one that you use when you are entering in the www.statetrust.com

4. Click on **“Next”**

5. Type in your Login ID in the **“Log in”** label, use the same one you use when you are in the www.statetrust.com site.

Login ID:	PRUEBA
Your Phrase:	TEST
Your Image:	
Password:	1234567890



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6. Click on the “*Manage Delivery Preferences*” area.

	<input type="checkbox"/>	Date	Type
1	<input type="checkbox"/>	12/2010	Monthly Statements
2	<input type="checkbox"/>	09/2010	Monthly Statements

7. Make sure you select ALL of the boxes to choose all of the e-delivery possibilities, as seen in the sample. There should be a check mark (✓) in each box.

8. Click on “*Save*”

	Account Number	Account Information	e-Delivery Preferences
<input checked="" type="checkbox"/>	All Accounts		
<input checked="" type="checkbox"/>	ACA800005	STATETRUST CAPITAL LLC 800 BRICKELL AVE SUITE 103 MIAMI FL 33131-2914	<input checked="" type="checkbox"/> Statements and Reports <input checked="" type="checkbox"/> Trade Confirmations <input checked="" type="checkbox"/> Notifications 1(Documents Included) <input checked="" type="checkbox"/> Tax Documents 1(Documents Included) <input type="checkbox"/> Proxy/Shareholder Communications ⓘ

Existing PIN number: **** Change PIN

Save

9. Click on “*I agree*” in the “Terms and Conditions” section, in order to ensure that you want to stop receiving paper copies of your correspondence and are in agreement to receive them through your email system.

The next page is the document to use to update your email address. We suggest that this document be filled out, signed and sent to us at internet@statetrust.com, in order to ensure the proper registration of your email. You can also fax the signed form to 305-921.8111.

If you have any questions do not hesitate to contact us to walk you through the process. Refer to the Telephone Contact tab for the telephone in you area.



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EMAIL REQUEST FORM

Attn.: ***Operations Department – StateTrust***

Date: _____

Account Number: _____

Name as it appears on account: _____

Dear Sirs;

I would like to request that the StateTrust email address you have registered be the following:

1. ***New Email Address:***

_____ _____

Thanking you in advanced for this update.

Sincerely,

X

Note: After completing this form and signing it, please scan and send to internet@statetrust.com or fax to 305-921.8111.



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