

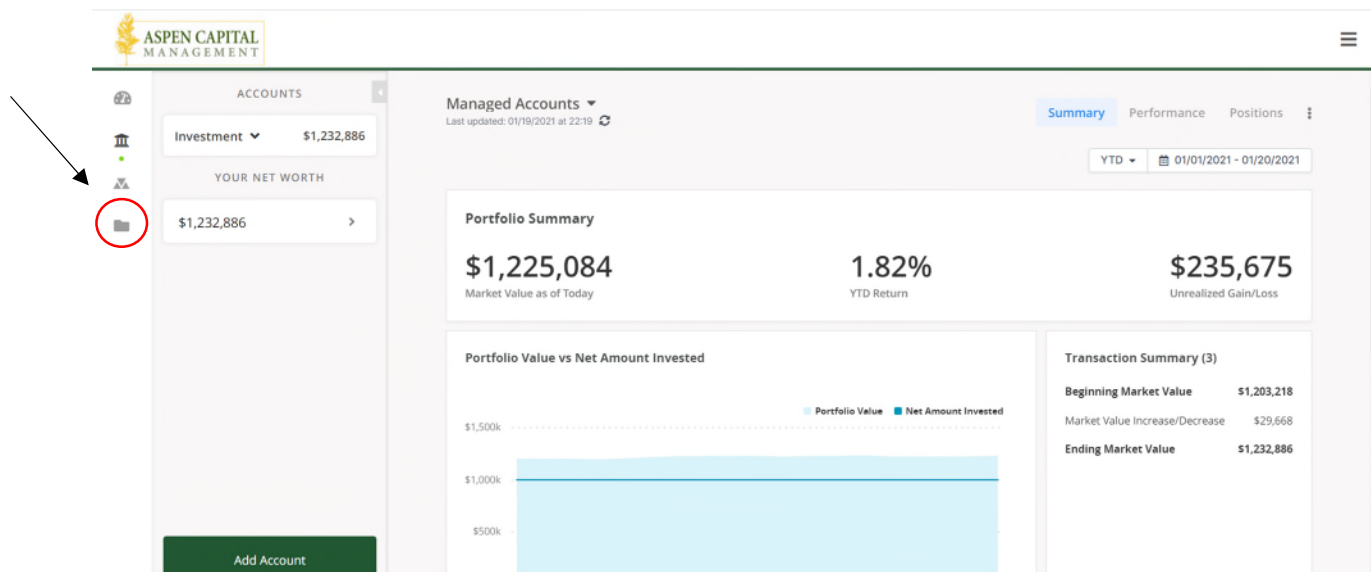
How to Upload Documents to the Client Portal

1. Log into the client portal with your username and password.



The login form for Aspen Capital Management features the company logo at the top, which includes a stylized tree and the text "ASPEN CAPITAL MANAGEMENT". Below the logo are two input fields: the first contains the email address "demo@aspencap.com" and the second contains a masked password "*****". A checkbox labeled "Remember My Device" is checked. A prominent green "Sign In" button is centered below the inputs, and a blue link "Forgot password?" is positioned directly underneath it.

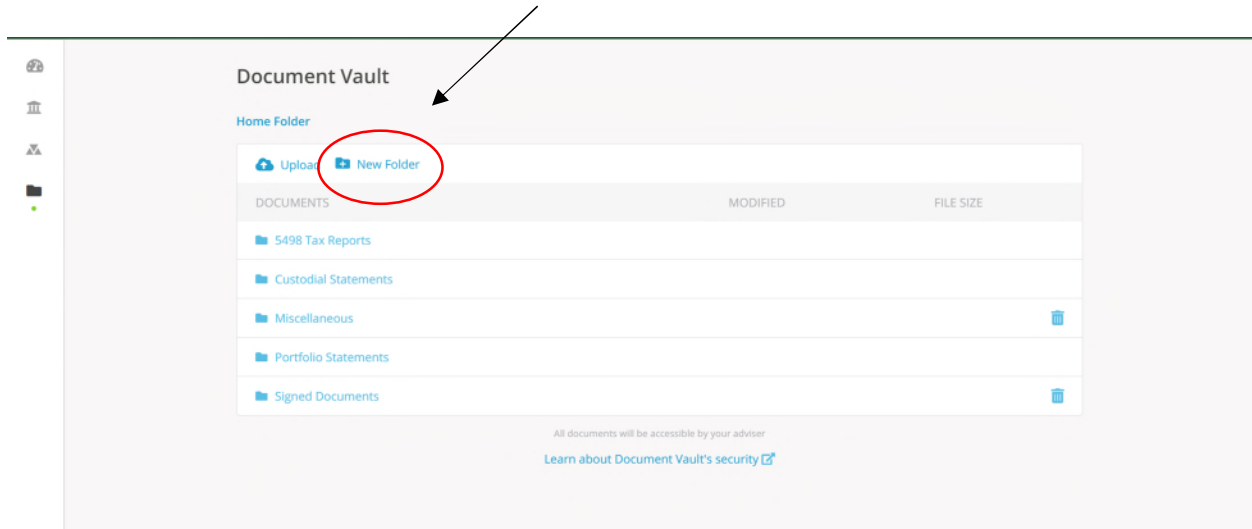
2. From the portal homepage, click on the folder icon on the left side of the screen to access your document vault:



The screenshot displays the Aspen Capital Management client portal interface. On the left-hand side, a vertical navigation menu contains several icons, with a folder icon at the bottom circled in red and an arrow pointing to it from the left. The main content area is divided into several sections: "ACCOUNTS" showing an "Investment" account with a value of \$1,232,886; "YOUR NET WORTH" also showing \$1,232,886; "Managed Accounts" with a dropdown menu and a "Summary" tab selected; and a "Portfolio Summary" section displaying a market value of \$1,225,084, a 1.82% YTD return, and an unrealized gain/loss of \$235,675. Below this is a "Portfolio Value vs Net Amount Invested" chart and a "Transaction Summary (3)" table.

Transaction Summary (3)	
Beginning Market Value	\$1,203,218
Market Value Increase/Decrease	\$29,668
Ending Market Value	\$1,232,886

3. Within the document vault, choose the pre-populated folder you would like to upload your file to, or if none of the folders apply to your file, create a new folder by clicking the “New Folder” button.



4. Once you have navigated to the correct folder you wish to upload your file to, click on the cloud icon that says “Upload” to upload your file.

