

## GETTING STARTED WITH PORTFOLIOCENTER HOSTED™ WORKSTATION

PortfolioCenter Hosted Workstation provides a dedicated virtual desktop environment that includes access to PortfolioCenter®, PortfolioCenter Export Wizard, Microsoft Excel, Windows Explorer and Internet Explorer. The Workstation environment is optimal for back office operations staff to manage daily posting and reconciliation, run batch jobs and complete period end activities.



### Important

For instructions using IDC, Dial Data and the Morningstar export in the Hosted environment, refer to the following documents:

[IDC Pricing Download](#)

[Importing Pricing Data from Dial Data](#)

[Exporting PortfolioCenter Data for Morningstar Advisor Workstation](#)

Follow these steps to start using PortfolioCenter:

### STEP 1: LOG INTO THE PORTFOLIOCENTER HOSTED WEBSITE

- 1 Open your browser and navigate to  
[www.portfoliocenterhosted.com/](http://www.portfoliocenterhosted.com/)

- 2 Enter your username and password.

(username ex-“1234.john.doe”)

Click **Log In**.

Welcome to PortfolioCenter Hosted™

Log In

User ID

Password

Log In

Trouble logging in?  
Call our Technical Client Service Team  
at 800-528-9595 Option 5

VeriSign Secured  
VERIFY

- 3 For security purposes, first time users will need to reset their password.

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### Password Expired

Requirements for your new password:

- The password must be at least 8 characters long.
- The password must contain at least three of the following:
  - Uppercase letters
  - Lowercase letters
  - Numbers
  - Symbols (such as !, @, #, \$)
- The password cannot contain part of your username.
- The password cannot be one of your previous 13 passwords.

**IMPORTANT:** If you use this user ID to download data files, you must also enter the new password Delivery, the download will fail.

Old Password

New Password

Confirm New Password

## STEP 2: LOG INTO THE PORTFOLIOCENTER HOSTED VIRTUAL DESKTOP



### Note

If you do not have Internet Explorer Enhanced Security turned on, your experience may differ from the steps mentioned below.

- 1 After logging into the lobby, click on the **Launch Virtual Desktop** button at the top of the screen.

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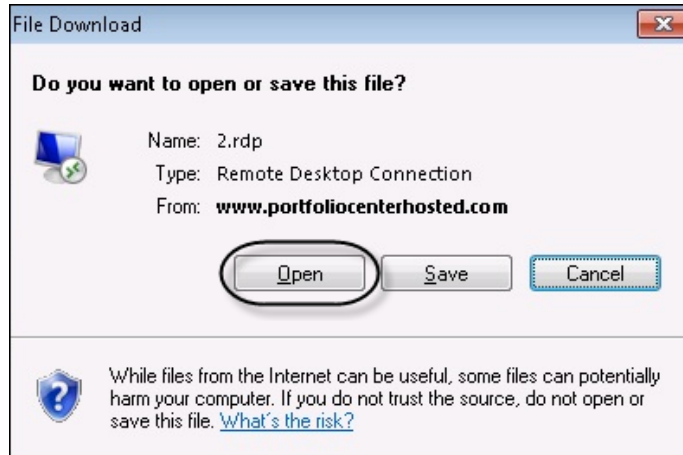
## Hello, User, Welcome to PortfolioCenter Hosted™

Access a powerful suite of applications on the PortfolioCenter Virtual Desktop

PortfolioCenter Essential Applications

**Resou**  
**Learn**  
Gain a  
perform  
**Best P**  
Boost p  
using F

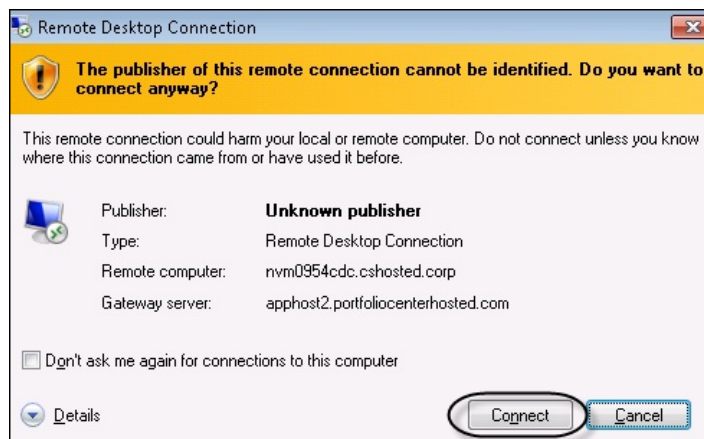
- 2 Click **Open** when the RDP window appears



- 3 Click **Allow** if the Internet Explorer Security window appears.



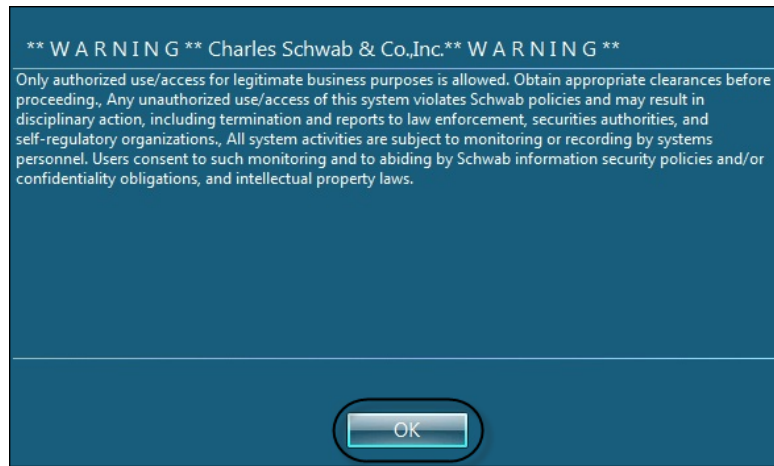
- 4 Click **Connect** on the Remote Desktop Connection screen



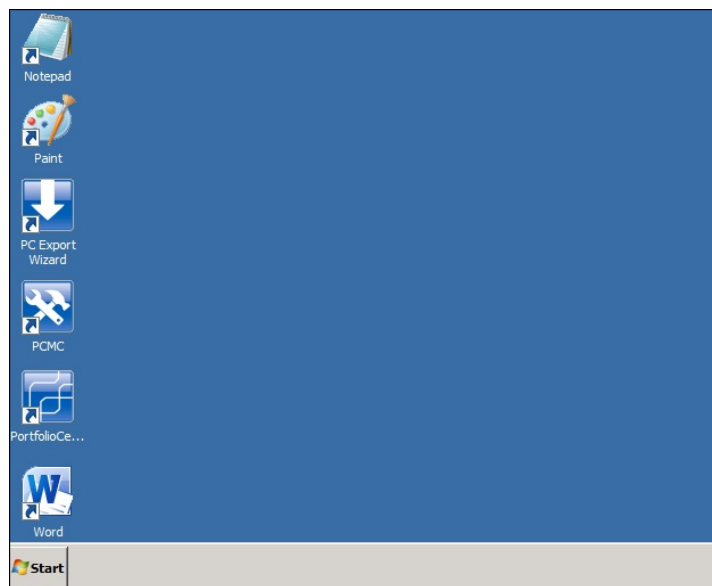
- 5 Enter the password for your PortfolioCenter Hosted login on the Enter your credentials screen



- 6 Read the Schwab Information Security policy and click **OK**.



- 7 The virtual desktop appears and you can access PortfolioCenter.



## STEP 3: USING THE PORTFOLIOCENTER HOSTED WORKSTATION ENVIRONMENT



### Important

We strongly recommend creating unique user IDs for each user of PortfolioCenter. For more information, see the [Reasons to Create Unique Users for PortfolioCenter](#) document.

Also, for step-by-step instructions for creating users, see the [Creating User Names and Passwords](#) document.

- 1 From the desktop, launch PortfolioCenter. Either double-click the PortfolioCenter icon, or go to:  
**Start | PortfolioCenter.**

- 2 When the PortfolioCenter Login dialog opens, similar to the example on the right, enter your user name and password.

The remaining information should contain the default server and database names. Accept the defaults.

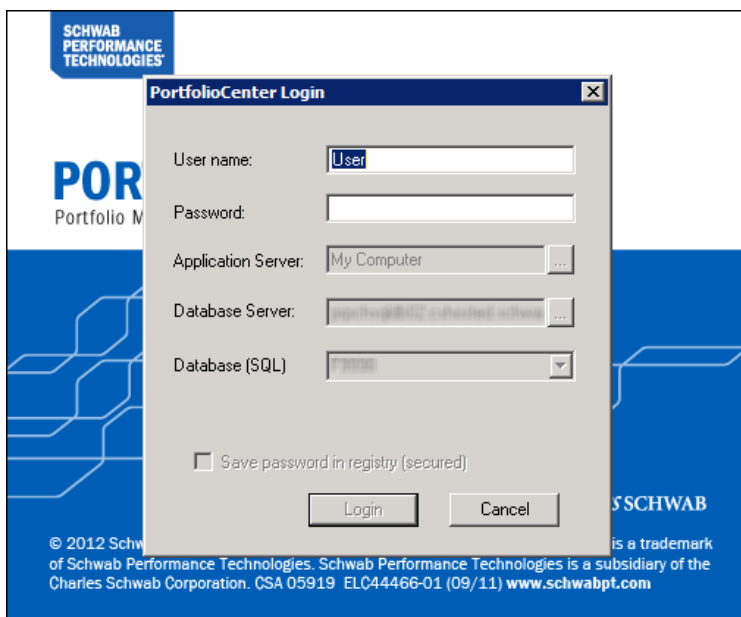
New PortfolioCenter users should use the following information:

**Default User Name:**

SecurityAdmin

**Default Password:** password

- 3 Click the **Login** button.



### Note

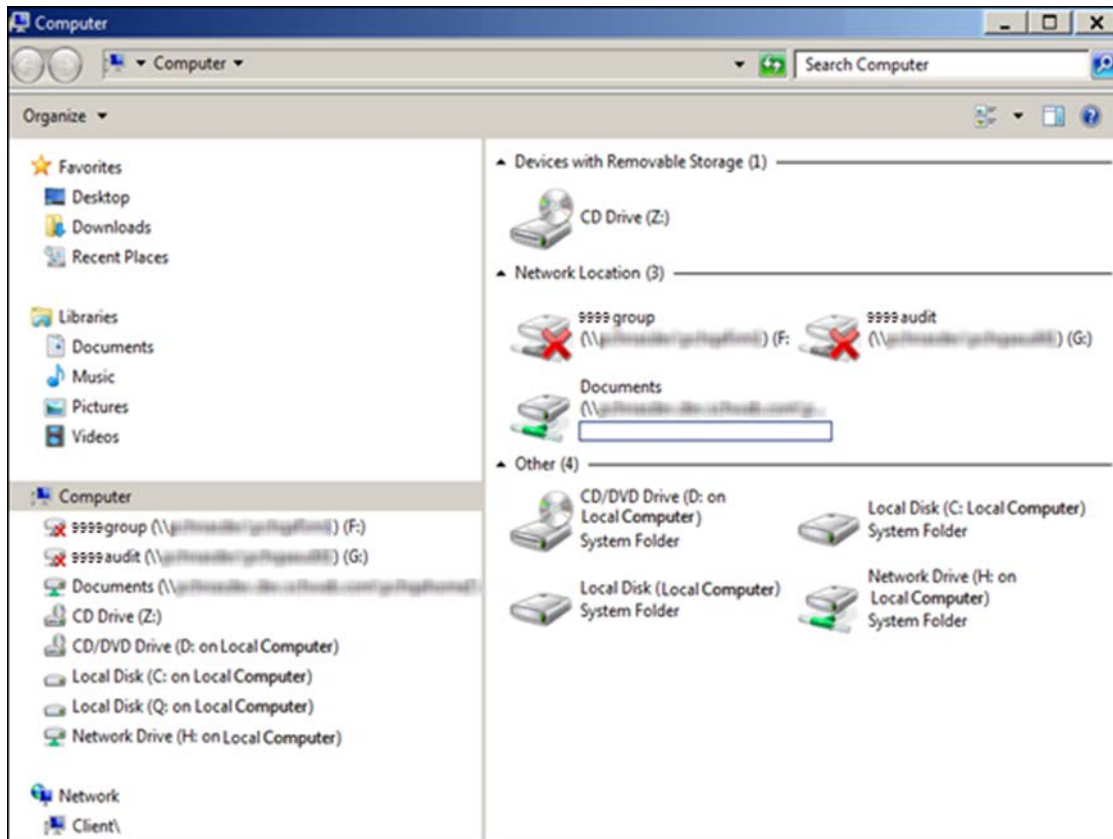
For security purposes, product licenses are removed from client databases moving from PortfolioCenter desktop to PortfolioCenter Hosted. The first time you open PortfolioCenter, you will need to enter your product licensing information.

For more information and instructions for entering your serial numbers, see the [Entering Serial Numbers](#) document.

- 4 Open the Security Administration Console to create the new user IDs. For steps to create unique user IDs, see the [Creating User Names and Passwords](#) document.

## STEP 4: UNDERSTANDING FILE STORAGE ON PORTFOLIOCENTER HOSTED WORKSTATION

The PortfolioCenter Hosted Workstation environment provides multiple methods for saving and transferring files in the hosted environment to and from your local computer. After connecting to the workstation environment, you can navigate to Windows Explorer to see the storage options.



Windows Explorer should have the following drive options:

DRIVE	DESCRIPTION
F:\ Drive	A firm drive that is accessible by every person with a valid login to the company's hosted environment
H:\ Drive	A user drive that can only be accessed by the specific user logged into the current session
C:\ Drive or Mapped Drives	Any local drive that is accessible from the device currently connected to the Workstation environment

Understanding the file storage system is very important when running processes like batch printing, exporting data from the PortfolioCenter Export Wizard, or running client reports or Client Presentations. It is a recommended best practice to always save the output from the processes listed above to the Firm (F:\) or User (H:\) drive located in the hosted environment. Generating the output file in the environment will always be faster than saving it to your local drive directly, as network latency will not be a factor.

After a file is produced, it can then be moved to the user's local machine if needed.

## STEP 5: CONFIGURING CUSTODIAL INTERFACE DOWNLOADS IN PORTFOLIOCENTER



### Note

For security purposes, download paths are removed during database onboarding for desktop clients moving to the hosted environment.

Download settings from each custodian need to be modified to account for new paths within the Hosted Workstation environment. For more information on configuring these paths, refer to the following documents:

[Downloading Schwab Files Using Schwab Data Delivery](#)

[Downloading Fidelity Interface Files](#)

[Downloading TD AMERITRADE Interface Files](#)

[Downloading DST Interface Files](#)

[Downloading Pershing Interface Files](#)

[Downloading ByAllAccounts](#)

Interface download paths within PortfolioCenter should also be set to specific folder and file locations in the PortfolioCenter Hosted Workstation environment.

For additional assistance setting up download paths, please call Technical Support at 800-528-9595, option 5 or email [portfoliocenterhosted@schwab.com](mailto:portfoliocenterhosted@schwab.com).

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