



ODDO BHF AM Extranet

Access to detailed information on your fund investments

Extranet guide

March 2019



| | |
|------------------------|---|
| 1 Login page | 3 |
| 2 First-time login | 4 |
| 3 Extranet overview | 5 |
| 4 Client reporting | 6 |
| 5 Push configuration | 7 |
| 6 Password change | 8 |
| A FAQs... | 9 |



How to get to the login page?

The login page for the OBAM Extranet can be reached via <https://extranet.am.oddo-bhf.com> or via the button "PRO SPACE" on the website of ODDO BHF Asset Management.

Functionalities

1 LOGIN

Please enter here your user name and password.

If you have forgotten your password, you can request a new password.

2 Language selection

The Extranet is available in German and English language.

3 Help

By clicking on this button, you can access the Extranet guide.



How to login for the first time?

As a client of ODDO BHF Asset Management, you have received your personal login details, including your initial password, by separate mail.

When logging on for the first time, you will be directly prompted to set a new password as a safety precaution. This process requires you to:

- 1 Enter your name and your telephone number
We will not use this data to send you any messages, we will use it only to contact you to obtain information in order to be able to send you a new password, if you so request.
- 2 Choose and answer one out of four standard questions
- 3 You will then see a disclaimer pop up on your screen (Image 4). After clicking on "Accept", you will access your personal reporting.

Once you have logged in for the first time, you'll be able to directly access your reporting upon entering your login and confirming the disclaimer (3).

1

2

3



1 Available functionalities

○ Customer Reporting

You may access here all the reports available to you.

○ Push configuration

Through this function, you can set the options for the automated shipping of reports.

○ Change password

Here you can change your password yourself

○ Contact

In this section you will find our contact details

○ Logout

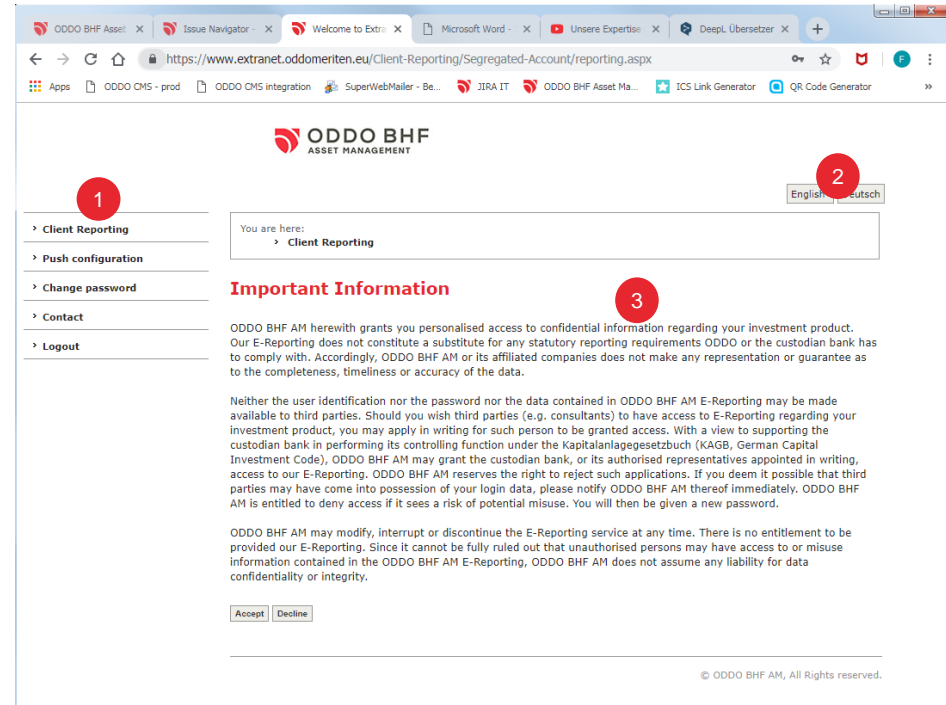
You can log out here once you have viewed and downloaded your reports.

2 Language selection

Please select the language version here. The default setting of the Extranet is German.

3 Content area

This is where the content will be displayed.





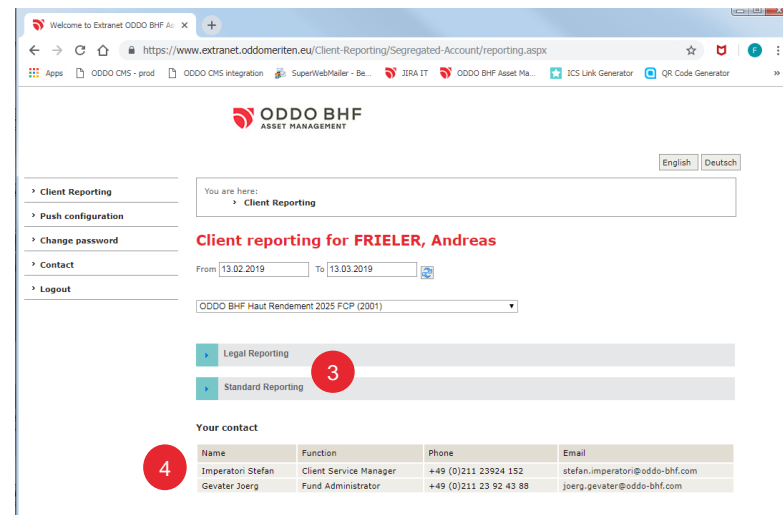
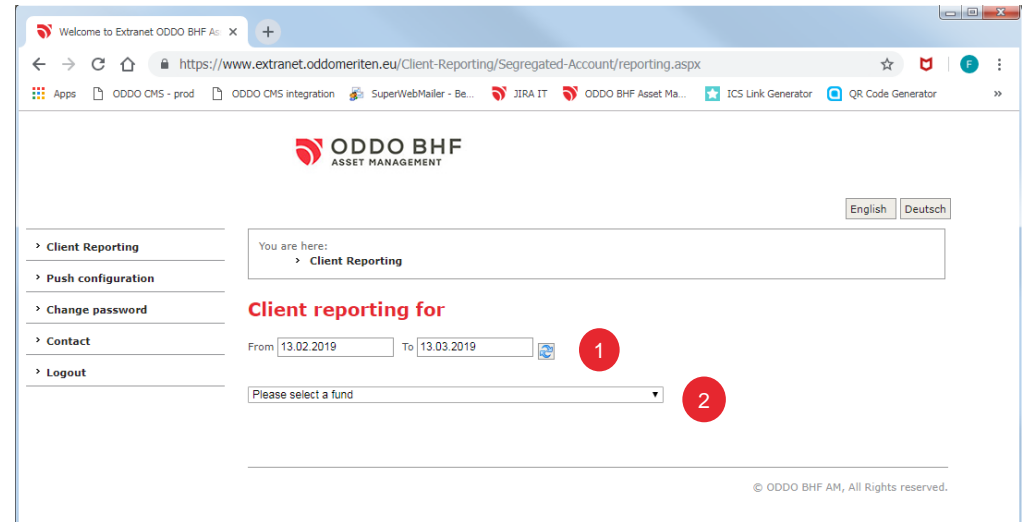
Display of reports

By default, the reports available for the last 30 days are displayed. You can define the display settings as follows:

- 1** Select period
After entering the data (From - To) click on the refresh button
- 2** Select fund
Choose funds from the drop-down list

After selecting the period and the fund, the reports for the respective fund are made available to you, sorted by categories.

- 3** The following categories are available:
 - Reporting
 - Performance & Risk
 - Special Analysis
 - Reporting
 - Standard Reporting
- 4** In this section you will be shown contact details for persons who may be relevant to you and your fund investment.



Automated dispatch of reports

You can use the push configuration to determine whether reports are to be sent to you automatically by e-mail.

1 Select period

- As soon as available
- Once a week
with end-of-week data
- Once a month
with end-of-month data

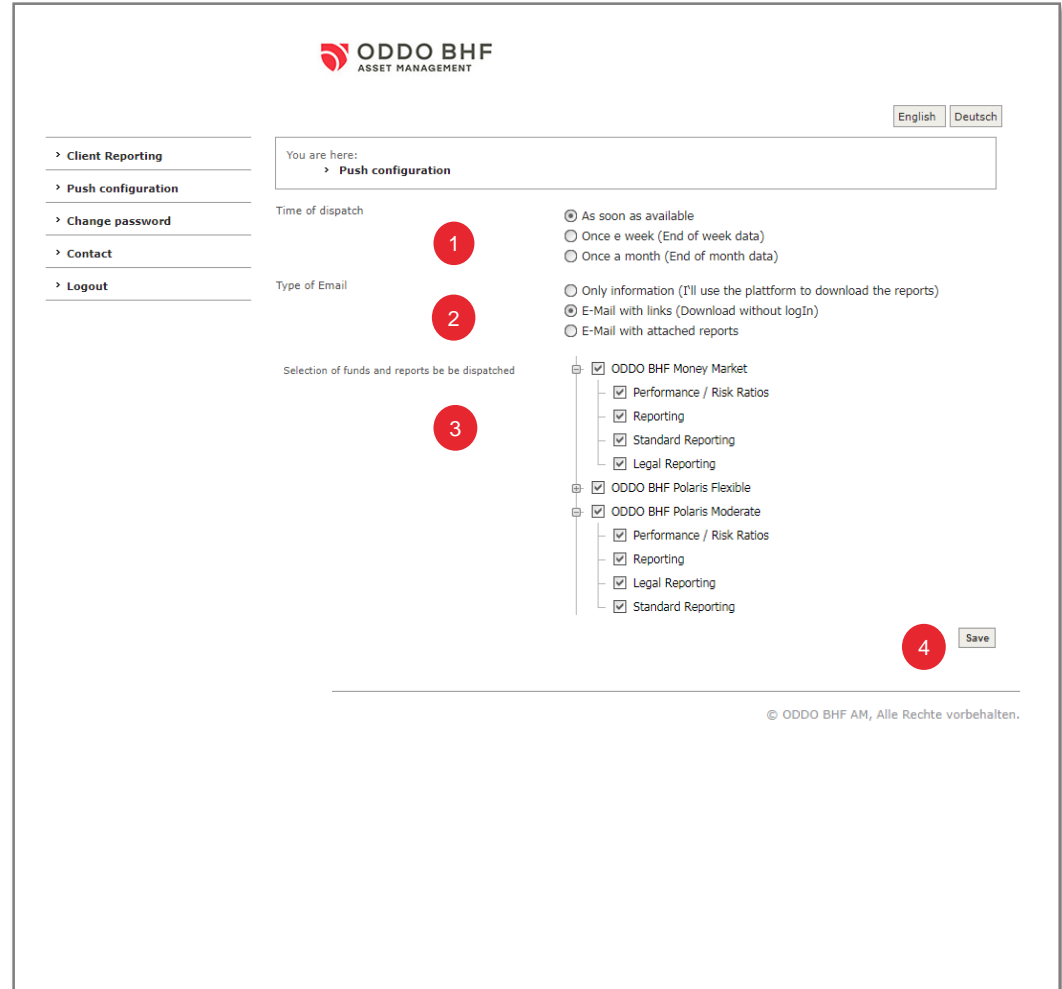
2 Select mailing type

- E-mail notification
You are only notified of the availability of new reports and will need to log in for download
- E-mail with links
You can retrieve the report directly via the mailing
- E-mail with documents attached

3 Select reports

For selecting a report, mark the reports that are to be sent to you automatically by clicking the checkbox. You can de-select by removing the check mark.

- To confirm your configuration, please press the “Save” button





Change your password yourself

If you wish to change your personal password, you can do this via the menu item "Change password" as follows:

1 Enter your current password

2 Enter a new password and confirm it by entering it again.

Note: The password must consist of 5 - 12 alphanumeric characters (a-z, A-Z,1-0). Special characters are not allowed.

3 Save the changes

© ODDO BHF AM, All Rights reserved.



▴▴ I've forgotten my password

If you have forgotten your password, you can request a new one.

Please use the link "Forgotten password?" on the login page and answer the security questions. You will then receive a temporary password via e-mail, which you will have to change the next time you log in.

▴▴ My account is disabled

If you enter the wrong password three times, your account will be blocked. To activate your account, you must request a new password.

Please use the corresponding link "Forgotten password?". Shortly afterwards, you will receive a temporary password via e-mail, which you will have to change the next time you log in.

▴▴ Troubleshooting / Login process support

If you have any problems during the login process or require any other support, please contact our Client Service:

☎ +49 211 23924 771

✉ service@oddo-bhf.com

▴▴ My E-Mail address has changed

If your e-mail address has changed, please let us know so that we can adapt our systems.

Unfortunately, it is not possible for you to change your e-mail address yourself.

▴▴ Note on using the reports

Please note that the documents made available to you in the reporting tool are intended exclusively for you.

The documents must not be passed on to third parties!



ODDO BHF Asset Management GmbH (Germany)

Commercial Register: HRB 11971 local court of Düsseldorf

Regulated and supervised by: Bundesanstalt für Finanzdienstleistungsaufsicht ("BaFin") – Value added tax identification number (Ust-Id-Nr.): DE 153 144878

Herzogstrasse 15 – 40217 Düsseldorf – Phone: +49 (0)211 23 924-01 (Registered seat)

Bockenheimer Landstrasse 10 – 60323 Frankfurt am Main – Phone: +49 (0)69 920 50-0

am.oddo-bhf.com