

Reference Guide

TRUSTEES OF THE FUNDS

Last Updated: Dec 2020

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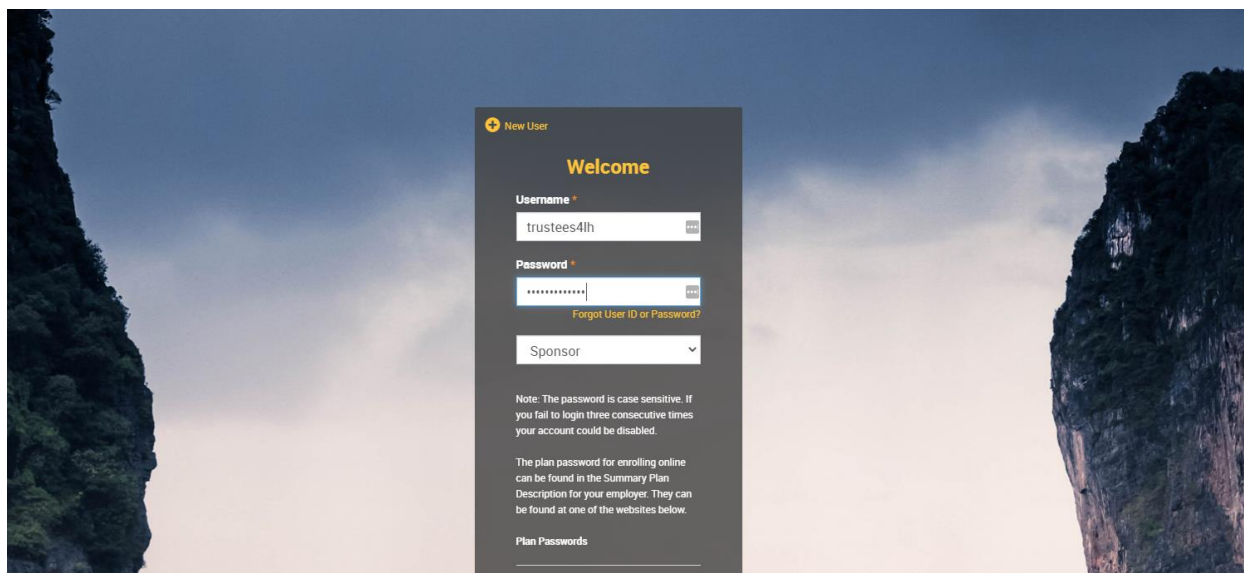
To view the pre-recorded website navigation demo, please click here: <https://tcgservices.com/totf-contact/>

HOW TO LOGIN

There are two ways to get to the Login screen to Access your portal:

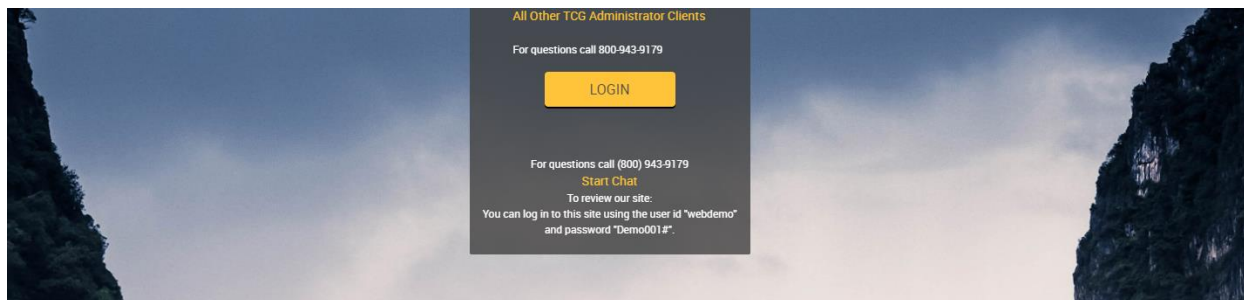
1. Direct your Browser to Trustees of the Funds website and click the link found on <http://trusteesofthefunds.org/index.php/core/#performance>.
2. Or, direct your Browser to <https://tcgservices.com/toff>

Either route, you will land on the following page:



The screenshot shows a login form on a dark background. At the top left, there is a '+ New User' link. The main heading is 'Welcome'. Below it are three input fields: 'Username' with the value 'trustees4lh', 'Password' with masked characters, and a 'Forgot User ID or Password?' link. Below the password field is a 'Sponsor' dropdown menu. A note states: 'Note: The password is case sensitive. If you fail to login three consecutive times your account could be disabled.' Below that, it says: 'The plan password for enrolling online can be found in the Summary Plan Description for your employer. They can be found at one of the websites below.' At the bottom, there is a section for 'Plan Passwords' with a horizontal line.

3. Enter your Username and Password provided to you by TCG, select Sponsor from the dropdown box and scroll down to select LOGIN



The screenshot shows the bottom part of the login form. At the top, it says 'All Other TCG Administrator Clients' and 'For questions call 800-943-9179'. Below that is a yellow 'LOGIN' button. Further down, it says 'For questions call (800) 943-9179' and 'Start Chat'. At the bottom, it says 'To review our site: You can log in to this site using the user id "webdemo" and password "Demo001#".

4. Once logged in, the system will require you to set up Security questions and answers. Hit Submit.
5. Lastly, you will need to change your Password using the criteria on the screen:

Password Change

Print

Criteria

- Changes made to your password will take effect immediately.
- Your password must contain at least one non-numeric character.
- Your password cannot be some portion of your web user id.
- Your password must contain alphabetic and numeric characters (Aa-Zz and 0-1).
- You cannot reuse any of your 24 most recent passwords.
- Password must be mixed-case characters.
- Password must be contain special characters. Valid special characters are !@#\$%^&*
- Password must be 8 and 14 characters in length.

Enter old password

Enter new password Re-enter new password

SUBMIT

6. Click submit, and if you are successful at meeting all guidelines, you will get the following message:

Dashboard EE Search Manage Plan Forms & Reports Payroll

Password Change

Print

✓ Password change complete

7. To get to your Dashboard, click on "Dashboard" and then "Plan Selection".
8. On the Plan Selection page, select the link under "Plan Name".

Dashboard EE Search Manage Plan Forms & Reports Payroll

Plan Selection

Print

Plan View Employer View

Employer

CLEAR RESULTS

Employer	Plan Name	Plan ID
Trustees of the Funds	Grace, Alexandria	GraceAlexand

A note about security:
Please be aware of the security risks of saving information to your hard drive or printing sensitive information. Security precautions are taken with the data displayed on this site, but users have the responsibility of handling information in a secure way. Please don't forget to logout. Failure to logout could leave your entire plan vulnerable to attack.

Should you require assistance, please contact TCG [here](#).

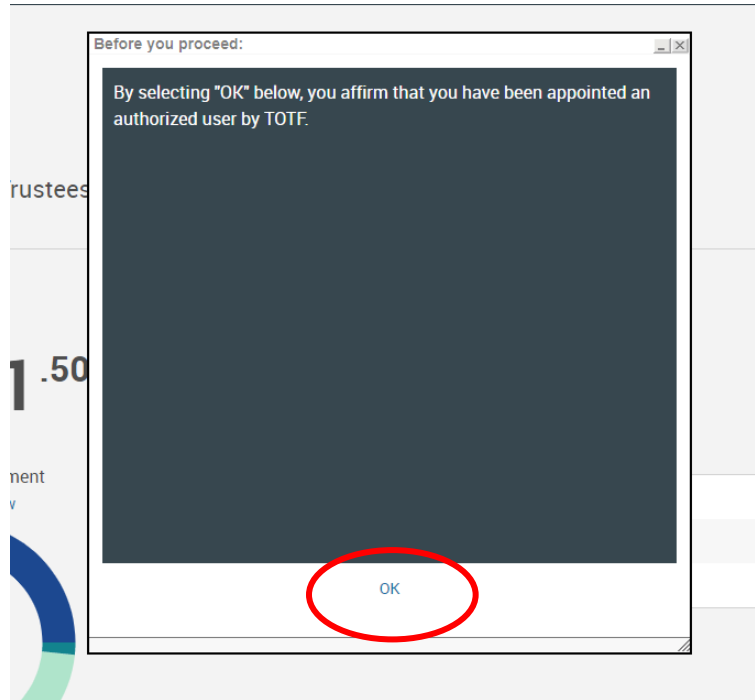
If you need to manage Staff access, add or disable access, please contact Trustees of the Funds.

To view the pre-recorded website navigation demo, please click here:
<https://tcgservices.com/toff-contact/>

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WHAT IS ON THE DASHBOARD

1. Once you have accessed your account, you will initially be brought to a Disclosure every time you login. Click "OK" if you agree to proceed to the Dashboard.



2. On the next page is a brief walk-through all the different elements and details of the Dashboard:

SAMPLE DASHBOARD

1 Good Afternoon, Trustees of the Funds Demo LH
Last Login: December 10, 2020 5:04 PM CST

2

3 Dashboard Participant Search Manage Participant Forms & Reports Participant Selection

Summary Print

Participant Summary Trustees of the Funds Demo LH 4

Balances

5 Participant balance - Value as of 10/31/2020
\$ 190,851.50
Show balance by source

6

Balance by Investment
Show Graph View

Churchyard Fund	\$124,210.43
Endowment Fund	\$63,531.49
Church Fund	\$3,109.58

Starting from the top of the page:

1. You will find the name of the person who accessed the site and the last date they entered. This should be your name.
2. **Bell Icon** – If there are any important messages sent by TOTF or TCG, you will be able to view the message here. A number in the red bubble indicates the number of messages waiting to view.
Gear Icon – This is the settings icon in which you are able to change your Password, if necessary.
Exit Icon – This is where you can log out of your session.
3. This is the Menu of which will help you navigate through the site.
4. You will find the name of your Organization here. If this is not your Organization, please contact TCG.
5. The Dashboard will be a snapshot of your account balance as of a specific date, noted here.
6. Listed funds and fund balance as of the date above.

Should you require assistance, please contact TCG [here](#)

To view the pre-recorded website navigation demo, please click here:

<https://tcgservices.com/toff-contact/>

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HOW TO GENERATE A STATEMENT

1. From your Dashboard Menu, hover over Forms & Reports.
2. Select Reports from the dropdown menu, and below is what you will see:


Good Afternoon, Trustees of the Funds Demo LH
Last Login: December 16, 2020 4:22 PM CST

🔔 0 ⚙️ 🗑️

Dashboard Participant Search Manage Participant **Forms & Reports** Participant Selection

Reports

Print

 Get Adobe Reader

Reports
Generate Reports

Select report group
Summary of Accounts

Report Selection
Trustees of the Funds Summary of Accounts

Options

Select export file type
Adobe Acrobat (PDF)

Available plan years
01/01/2020 - 12/31/2020

From
n/a

To date
n/a

SUBMIT

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As a result of exemptions provided by the federal securities laws, TOTF is not registered as an investment adviser under the Investment Advisers Act of 1940 and the portfolios it manages are not registered as investment companies under the Investment Company Act of 1940. In order to maintain those exemptions, the churches and organizations TOTF serves may only invest funds in its portfolios over which they have immediate, unrestricted and exclusive use, benefit and enjoyment (notwithstanding any designated uses such as cemetery, organ, etc.) and may not invest assets that are attributable to a retirement plan providing for employee contributions or variable benefits. Participating churches and organizations may not assign, encumber or otherwise transfer any part of their interests in the portfolios, except in limited circumstances that do not adversely affect the securities laws exemptions referenced above and are cleared in advance with TOTF. [Problems viewing the site?](#)

3. Set the Parameters
 - a. **Reports:** Your options are to *Generate Reports* or *View Reports*.
 - i. **Generate Reports** – use this action when you want to create a statement with specific date ranges
 - ii. **View Reports** – See a listing of reports that have been generated for you by TCG (e.g. previous monthly statements, Final Audit) or reports that you have generated previously.
 - b. **Select report group:** this should always populate to Summary of Accounts (only option).
 - c. **Report Selection:** The statement is the report listed as *Trustees of the Funds Summary of Accounts*, click on this link to order the statement.
 - d. **Options/Select export file type:** The report can generate in PDF (recommended), Excel, Text and Word formats.
 - e. **Available plan years:** the listing confirms the years in which we have data available.
 - f. **From & To date:** the system will require for a begin and end date to be entered in order to generate.
4. Click Submit, and please be sure your pop-up blockers are turned off.
 - a. The report will generate and download to open as a separate document.

Should you require assistance, please contact TCG [here](#).

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WHERE TO FIND TOTF FORMS

1. From your Dashboard Menu, hover over Forms & Reports.
2. Select Reports from the dropdown menu, and below is what you will see:

Good Evening, Trustees of the Funds Demo LH
Last Login: December 16, 2020 4:45 PM CST

Dashboard Participant Search Manage Participant **Forms & Reports** Participant Selection

Forms

Get Acrobat Reader

Select Forms
View Forms

Filter column Filter value
Form Name CLEAR RESULTS

Form Name	Form Group	Employer	Created	Last Viewed	From	To	Delete
Core Addition or Withdra...	Administrative Forms	Trustees of the Funds	12/02/2020	12/02/2020			
Core Set Up and Change ...	Administrative Forms	Trustees of the Funds	12/02/2020	12/02/2020			
STAMP Account Set Up a...	Administrative Forms	Trustees of the Funds	12/02/2020	12/02/2020			
STAMP Addition and Wit...	Administrative Forms	Trustees of the Funds	12/02/2020	12/02/2020			

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3. Parameters do not need to be set to view the forms. The listing will appear from the main form page.
4. Click on the Form Name that you wish to download.

Should you require assistance, please contact TCG [here](#).

To view the pre-recorded website navigation demo, please click here:
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HOW TO FIND RATES OF RETURN

1. From the Dashboard menu, click on Participant Search.
2. You will be routed to a page titled Participant Listing, please scroll down to the bottom of the page (scroll passed the 'Submit' button) and select the Church # under the Participant# column.

Open participant

Participant#

Please enter search criteria and press submit.

Participant# Participant#

First name Last name Balance

Participant

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Participant#	Name (Last, First Middle)
XXX-XX-0111	Demo, Trustees

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3. You will be directed to a page that looks similar to your initial dashboard with balance and fund information.
4. From the menu bar, hover over Performance and select Rate of Return.
5. You will land on the following page.

Dashboard Close Participant Manage Account **Performance** Forms & Reports Participant Selection

Personal Rate of Return Print

Investment type
Total Return

Annual Custom Quarterly **Monthly**

Begin date * End date *
December, 2017 November, 2020 **SUBMIT**

Month Ending	Rate of Return (%)
November, 2020	Not Available
October, 2020	-5.86%
September, 2020	-1.44%
August, 2020	3.86%
July, 2020	2.93%
June, 2020	2.09%
May, 2020	2.79%
April, 2020	4.16%
March, 2020	-9.68%

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6. You have several viewing options to choose from:
 - a. Investment Type: you are able to select to see Total Return or Return per Fund
 - b. Circled above, you are able to toggle between the desired timeframe to view.
 - c. To review rate of return during a certain period, you can enter custom Begin and End dates, and select submit for the rates to generate.

Should you require assistance, please contact TCG [here](#).

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CONTACT INFORMATION

TCG Contact Information

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FREQUENTLY ASKED QUESTIONS

Q. I was not able to log in using the credentials provided, am I doing anything wrong?

A. Please check that you selected SPONSOR from the drop-down menu. If you have tried more than 3 times, please contact TCG above as you may have locked your access. In this case, TCG will need to unlock the account.

Q. How do I add or remove access for Members of our Organization?

A. Please contact Trustees of the Funds to help manage and approve the access for your Organization.

Q. Will I receive a notice when our Monthly Statements are available?

A. Yes, TCG will send you an email to the address on file when your statement is ready.

Q. Do I still need to send in a form to request a transaction?

A. Yes, the process is still the same, and the form is located under Forms in your portal. You can send this form to the Trustees of the Funds.

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