

FAF E-mail Setup-

It is hoped that your tenure at First Asset will be long, pleasant, efficient and profitable for you. E-mail is critical to your success at First Asset Financial Inc. The firm's primary communication with you is via e-mail. It is absolutely critical that you actively use and CHECK your First Asset email regularly. We no longer send requests, compliance data, information or other communication via US "snail" Mail, but use, almost exclusively, e-mail. Without active use of e-mail, you will find yourself non-compliant with regulations.

You should adopt one of the basic email software programs (email client) as your email source for First Asset email. The "supported" e-mail system is MS Outlook 2013. In addition to that you can use Microsoft Webmail (basic and available anywhere by logging in). You can also load your mail on your iPhone, iPad or Android phone. Instruction for these installations are attached. If you put your email on your iPhone/iPad, the mail will go to your desktop and those as well. They will all "synchronize" so if you delete an email on your iPhone, it will also delete on your desktop and iPad. You are welcome to "dump" other email addresses into your chosen software (client) as well, that is up to you. This should provide a "convenience" to you in that you can check all your e-mail addresses at one location. The other email addresses **WILL NOT** be monitored even though they are "dumped" into your email program, only the "First Asset" email addresses will monitored (the "@firstassetfinancial.com and @firstasset.biz" addresses). You are encouraged to use other email addresses for your personal mail and are **DISCOURAGED** to use your First Asset email address for personal email. If you do "dump" your personal and other email addresses into your email software, **BE SURE YOU SELECT YOUR FIRST ASSET EMAIL ADDRESS WHEN SENDING BUSINESS RELATED EMAIL**. If you need help with this please call Terri. If you feel that any item you wish to send to the home office is too sensitive or would deserve "encryption," please send it to the home office FAX at (785) 823-9207.

To create the new email account at AppRiver/Microsoft use the instructions attached. Attempt to proceed through the process by yourself using the instructions. Please print the instructions and use the instructions to create the new email account in your chosen email software. If you find that you need help, **DO NOT CALL TERRI** or myself. Instead, **CALL THE CUSTOMER HELP DESK AT THIS NUMBER: 850-932-5338**, identify yourself as a First Asset FA and describe your problem and if you want a call back, give them your phone number. In some cases, with your permission, the support person will "take over" your computer and install the email system.

PLEASE COMPLETE THIS PROCESS AS SOON AS POSSIBLE.

Please send Terri an email once you have completed this process to let her know you have done it.

Information you will need to complete adding your new email account:

The web address is: <https://login.microsoftonline.com>

1. When asked for your email account **DO NOT** use your @firstasset.biz address. Instead use your full @firstassetfinancial.com address (that is your base address and not an "alias").
2. Use **Mutualfd9** as your password. You can and should change it later. Please inform the home office (Terri) what the new password is when changed.

Regulations make it necessary for you to conduct all of your securities e-mail through a “company” e-mail address. We have provided an e-mail address for you in the enclosed data sheet.

Firm policy and FINRA regulations require that you use this address for all your customer, prospect, intra-firm, and vendor communications. All e-mail to any of these entities or other e-mail that deals with securities or fixed/indexed annuities be performed through this First Asset Financial Inc. e-mail address.

Like you, I have an e-mail address that I have had established for years. I will make a sincere attempt to use MY NEW First Asset e-mail address for all firm business. However, like you, I will continue to get “securities related” e-mail at that e-mail address in the future. Like you, I have no control over the e-mail that I receive!

What will be required of you is to FORWARD any securities related e-mail you might receive at your current e-mail address to your NEW FIRST ASSET e-mail address. The same is true for any MISTAKE that you might make by sending out “securities” related e-mail from your current e-mail address, simply FORWARD that email to your First Asset e-mail address. Please do not make a habit of this, but do perform this “FORWARD” for the occasional error that you might make.

You can determine how to set up your personal e-mail address with the e-mail client/e-mail software along with First Asset e-mail by contacting your Internet carrier.

Install your First Asset Financial Inc. using your unique E-MAIL ADDRESS written below . Generally the protocol that we use in establishing the e-mail addresses is your first name with your last initial. Due to the character length of “firstassetfinancial” or “firstasset”, we wanted to keep the left side of the address as short and meaningful as possible. I enjoy “bobh” on the left side...incidentally, we do not believe that “case” makes a difference on the left side. Mine could be “Bobh” or “BobH” or “BoBH” and still work with @firstassetfinancial.com. So my e-mail is BobH@firstassetfinancial.com or bobh@firstassetfinancial.com. The “Firm” or “Company” official e-mail is faf@firstassetfinancial.com or faf@firstasset.biz In an effort to shorten the email, you may also use @**firstasset.biz** after you initially establish your e-mail address.

For example, you can reach me at both bobh@firstassetfinancial.com and at bobh@firstasset.biz

Only your First Asset e-mail address (either the .com or .biz) will be allowed on letterhead, business cards, or other printed items that might be used with the public. You may NOT use any other e-mail address for your securities related material. Be sure to review the firm's letterhead and business card policy.

Be Advised that the FINRA Will Be Able to Review Anything You Write On Your First Asset Financial E-Mail Address [but not your personal e-mail address(es)]! Do not write anything in e-mail that you would not want FINRA to review!

Welcome to First Asset Financial, Your Business E-Mail Address with First Asset is:

_____ and your alias email is _____

Your Password is: Mutualfd9

First Asset Financial Inc. E-Mail Policy

FINRA requires that Representative interoffice and customer communications be supervised by the broker dealer with whom the registered representatives place their license. FINRA is requiring First Asset to preserve all e-mail communications for three years and give FINRA access to all firm e-mail. This allows the regulators, as they have done to large firms, to “look under the covers” by examining e-mail for any potential violation, including non-reported customer complaints, improper practices, inappropriate product sales, unapproved customer/prospect communications or other potential violations.

1. You have been given your e-mail address in this packet, generally your first name & first (or more) letters of your last name, i.e. JoeS@firstassetfinancial.com or joes@firstasset.biz **You are to use this email address for all business purposes.**
2. If a business communication is sent to your personal email (and this is likely to happen!), you are required to forward it to your FAF address.
3. When communicating with First Asset **ALWAYS use your FAF email address.** Communications from your personal email address will not be answered.
4. You have either already or will execute an “Representations to First Asset” document and signed it stating that you will use your FAF email address exclusively for your business communications.
5. You may use **ONLY** your FAF email address on your business card or other public communications. All other email addresses are prohibited.
6. Be aware that FINRA requires email to be archived for three years and **FINRA will have access to your email. Use caution in what you say to customers and or disclose in emails.**

As stated above, ALL email to First Asset should be conducted FROM YOUR First Asset e-mail address. It should also be sent to the First Asset e-mail address you wish to reach at the home office. The First Asset e-mail address is: FAF@firstassetfinancial.com

After you have created your First Asset e-mail address, you must next then create a "signature plate" that will always appear on your email. It should appear similar to this:

Your Name, Financial Advisor

First Asset Financial Inc.

(if you are a branch, your branch information here, including, firm name, address, phone number, your email address, Member SIPC) (If you are not a branch, you may only use your name and phone number[s])

(firm information:) Home Office: 110 E. Iron, Salina, Kansas 67401 **785-825-5050** FAX (785) 823-9207 FAF@firstasset.biz

Trades & other time sensitive information should not be sent via E-mail or left on voicemail. Always speak to a live person for trades or investment orders. The information contained in this email is confidential & intended for the named recipients(s) only. First Asset employs an E-mail monitoring program for the review of domain email. Nothing in the content of this E-mail should be considered a specific investment recommendation or tax or legal advice.

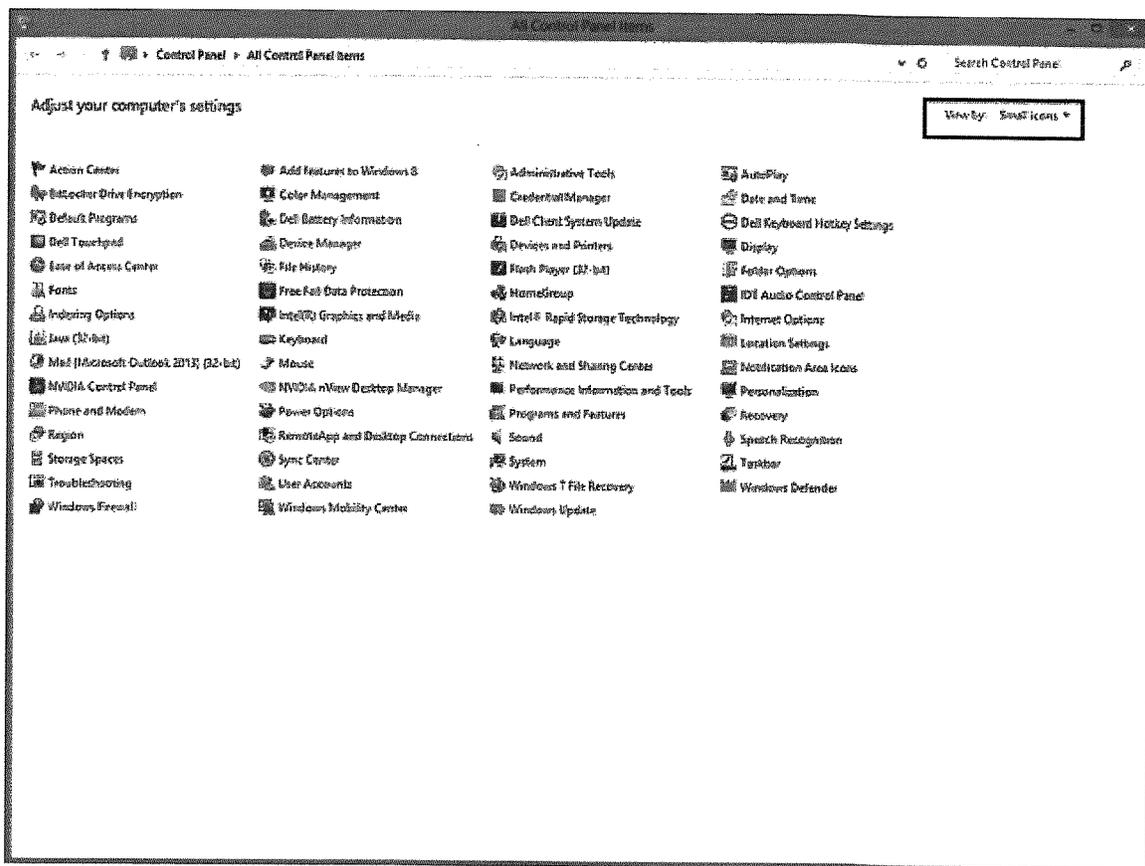
Automatic Configuration for Outlook 2013 (AutoDiscover) Office 365

DNS Requirements

TYPE	PRIORITY	HOST NAME	POINTS TO ADDRESS	TTL
CNAME	-	autodiscover	autodiscover.outlook.com	1 Hour

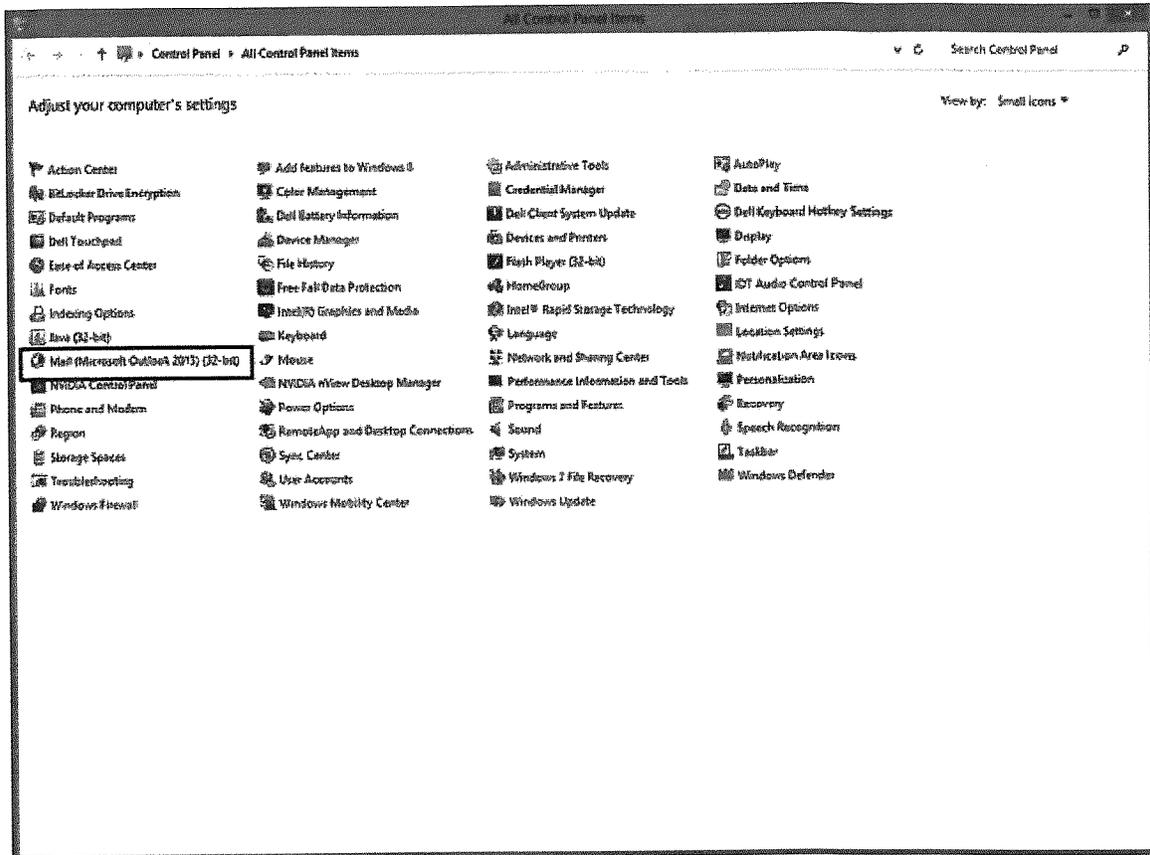
Ensure that your Autodiscover DNS record has been created with your domain registrar (DNS provider).

Open Control Panel



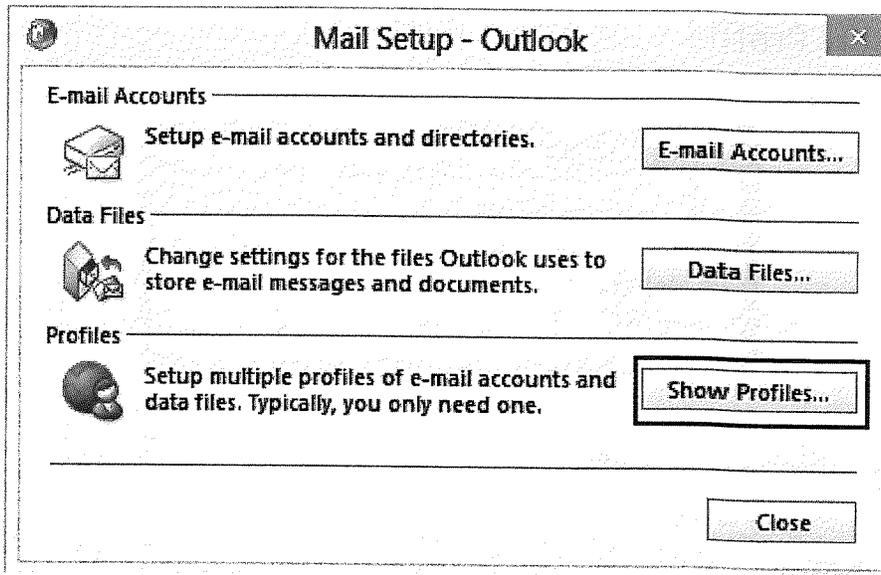
Open your computer's Control Panel, make sure your view is set to **Large** or **Small Icons**.

Mail



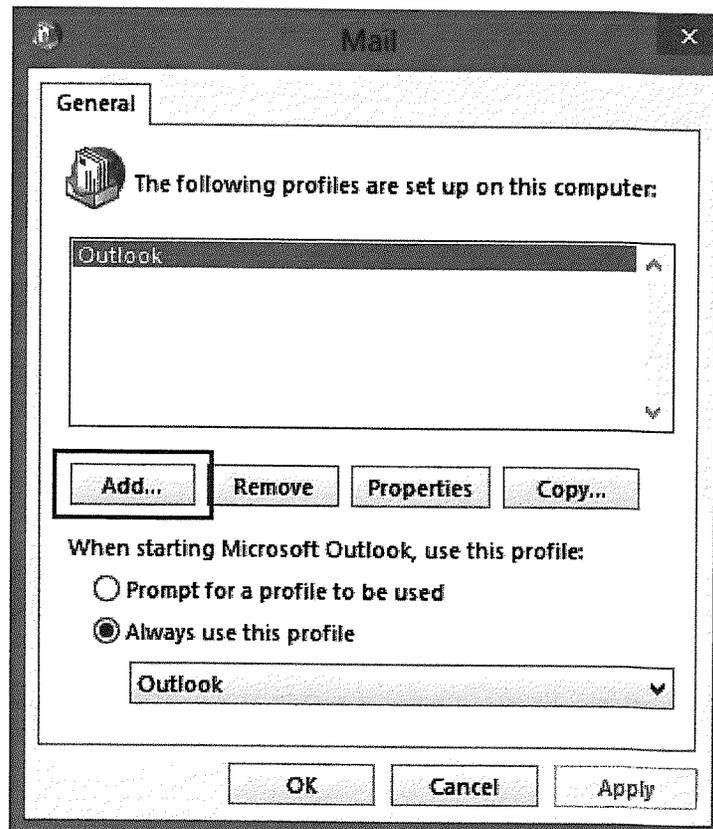
Select the **Mail** option from the control panel.

Mail Management Option Selection



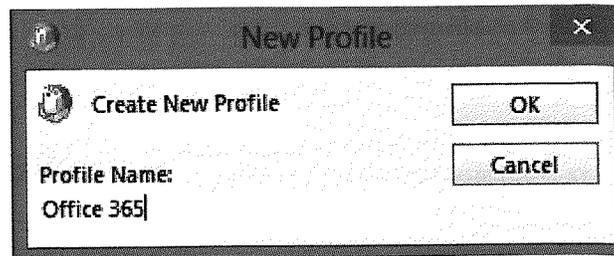
Click **Show Profiles**.

Profile Management Area



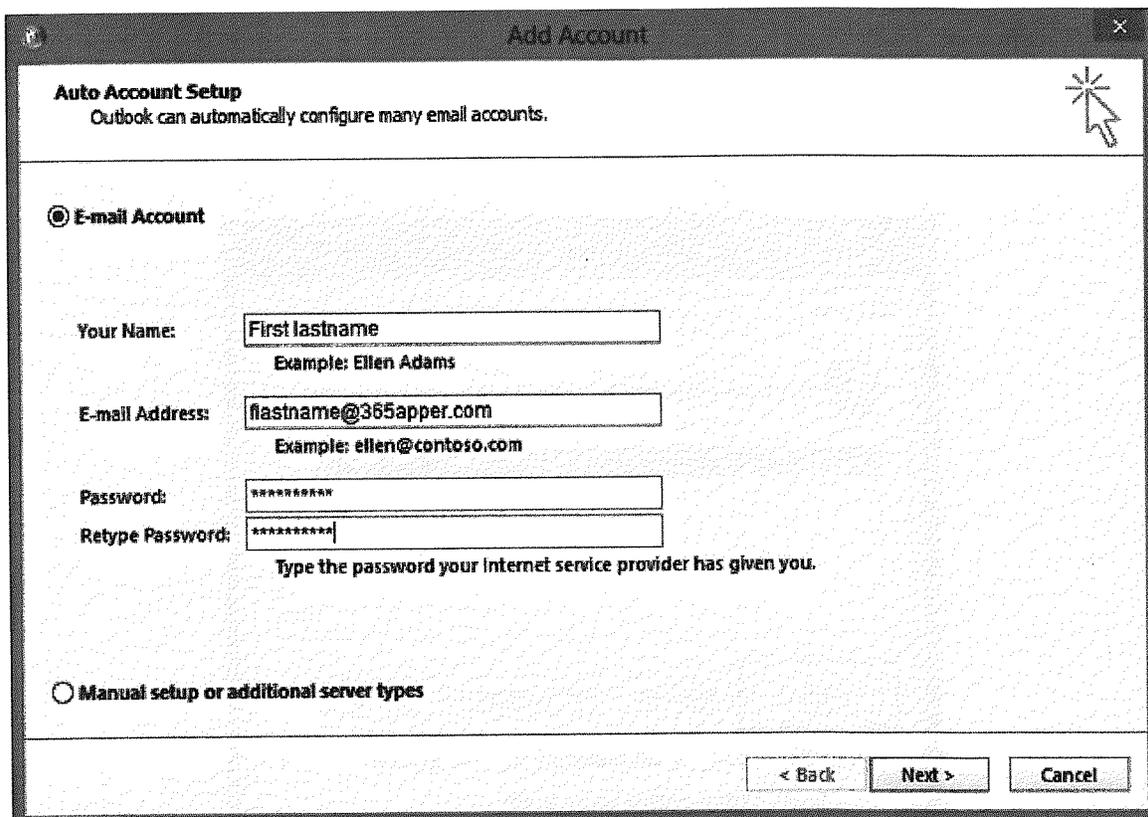
Select **Add** to create a new Outlook profile.

Naming the New Profile



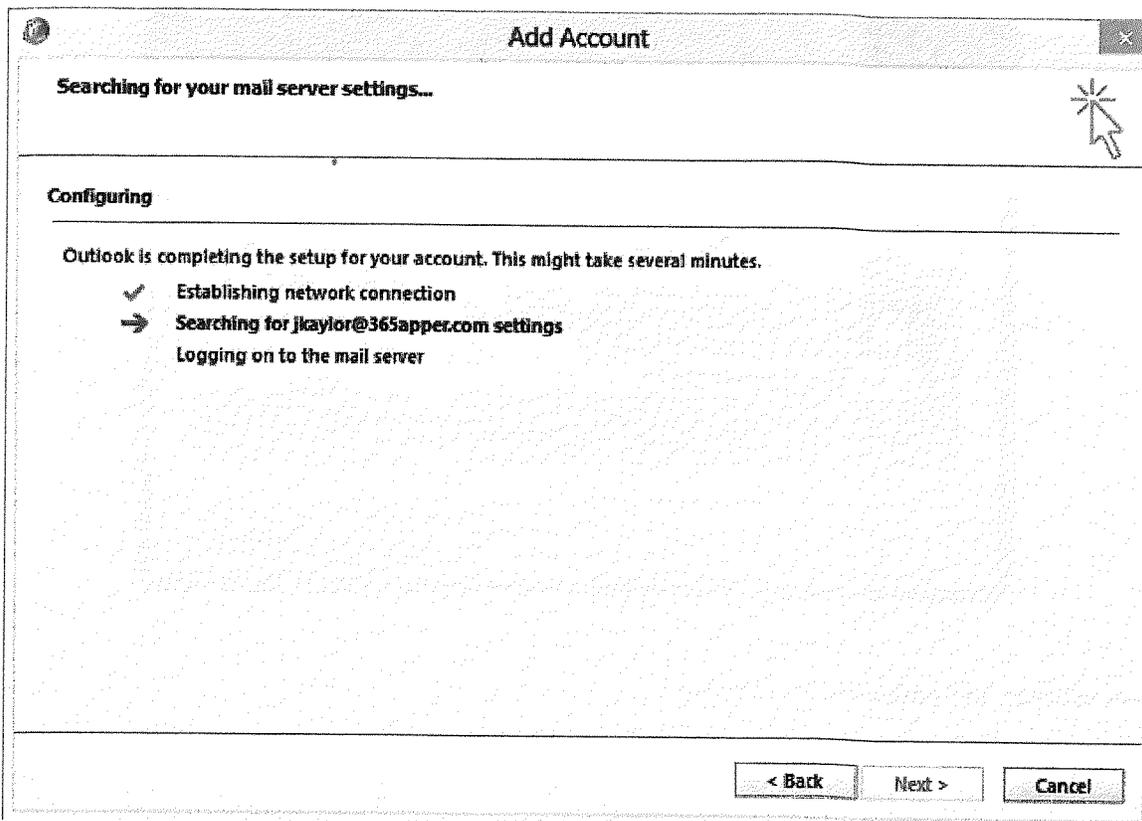
Name your profile(i.e. Office 365). Select **OK**

Auto Account Setup



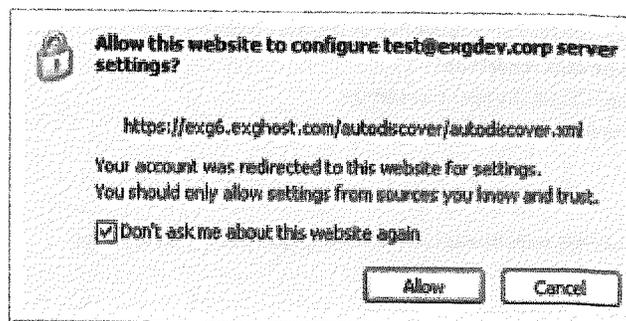
Select the radial button for **E-mail Account** and type your First and Lastname, email address and password. Click **Next**.

Outlook will search for settings



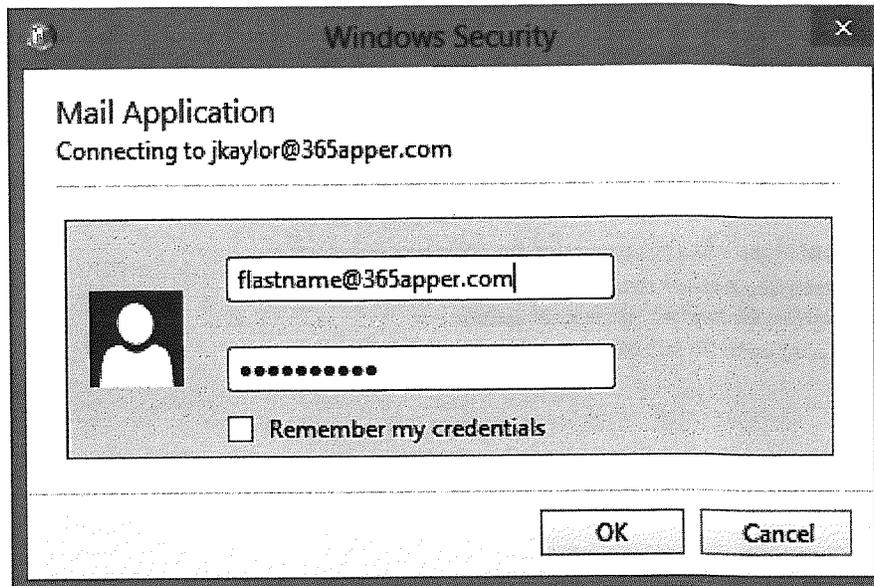
Allow the wizard to search for your server settings, be advised that this can take a few minutes.

The AutoDiscover Prompt



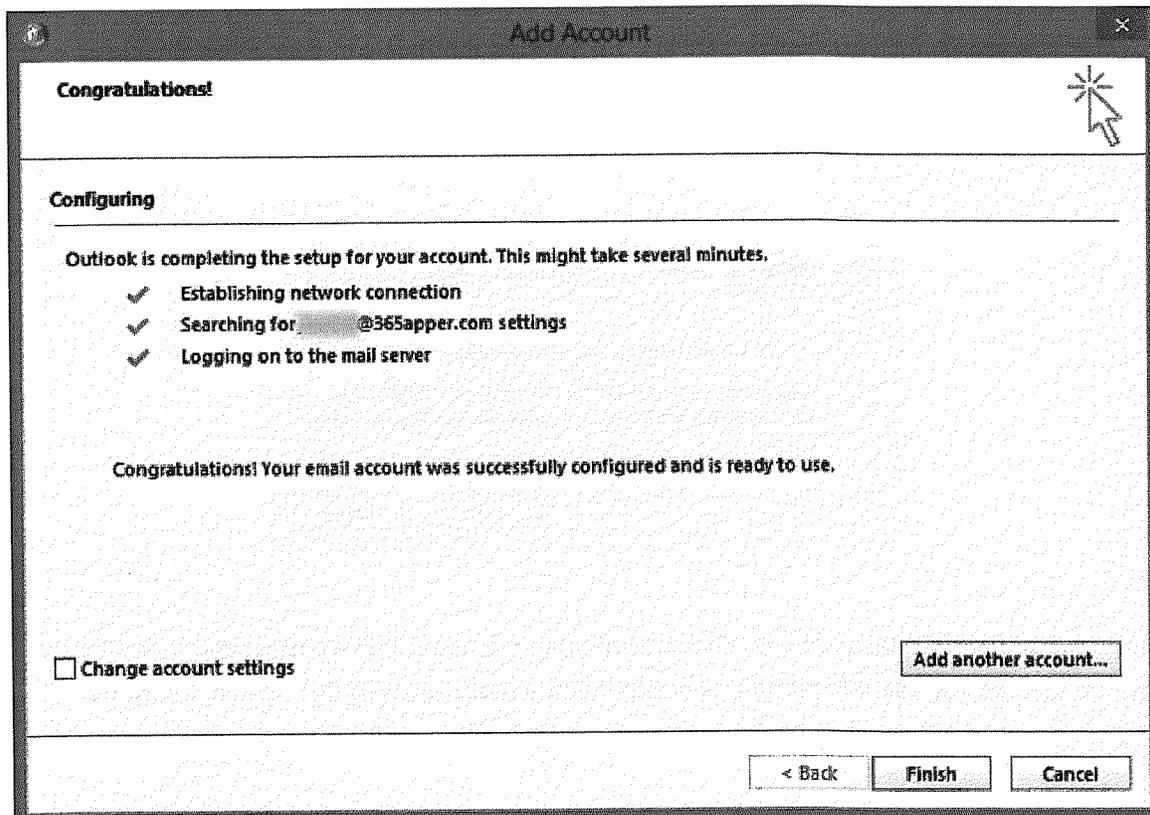
You may see the prompt displayed above, check "Don't ask me about this website again" and then click "Allow". If you did not see this prompt, you may have already allowed this connection to the server previously.

Email address and password



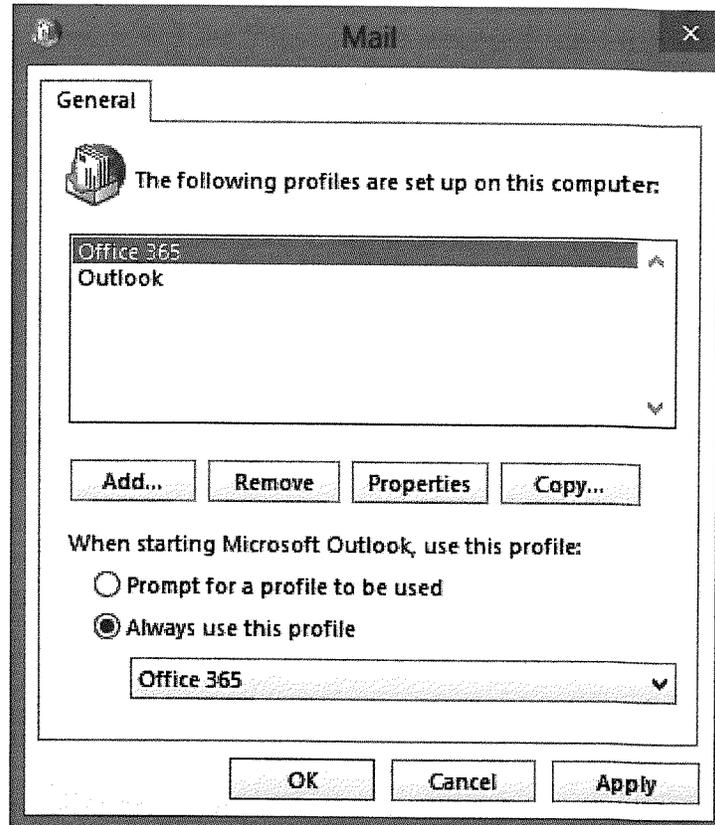
Enter email address and password if prompted.

Add Account



The green checks indicate the server settings have been configured and the username and password is correct. Select **Finish**.

Select your new profile



If you would like Outlook to open the new profile by default whenever Outlook is opened, check the button for **Always use this profile** and select your new profile from the list and click OK.

If you would like to toggle between the profiles and be prompted every time Outlook is opened for a profile selection, click **Prompt for a profile to be used** and Outlook will ask which profile you would like to use when opened.

Click **Apply** and **OK** when finished.

Congratulations! You have successfully setup Outlook to connect to Office 365.

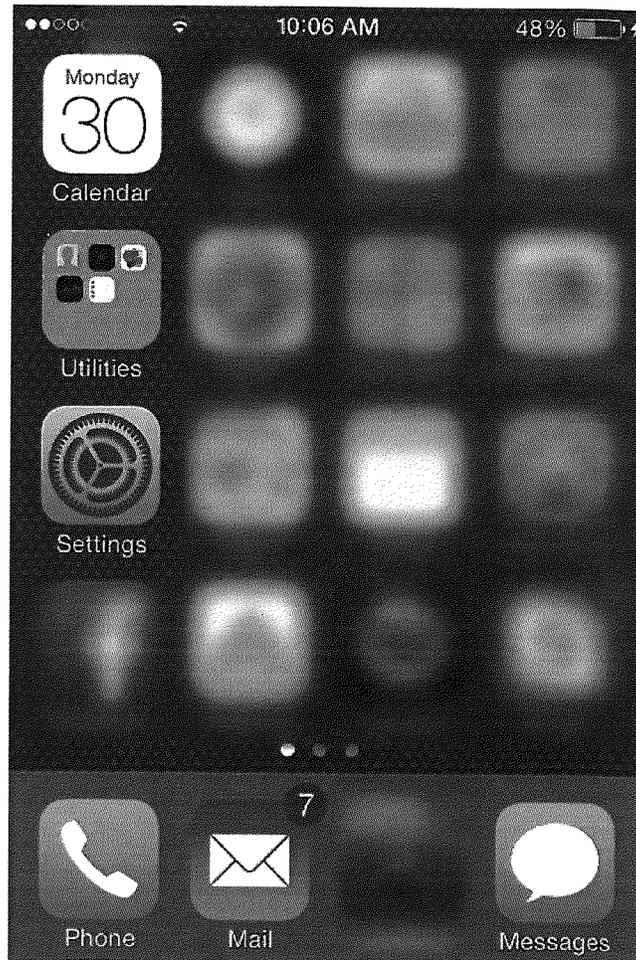
Office 365 IMAP Settings

Incoming (IMAP) mail server: outlook.office365.com
Port: 993
SSL: Yes

Outgoing (SMTP) mail server: smtp.office365.com
Port: 587
SSL: Yes

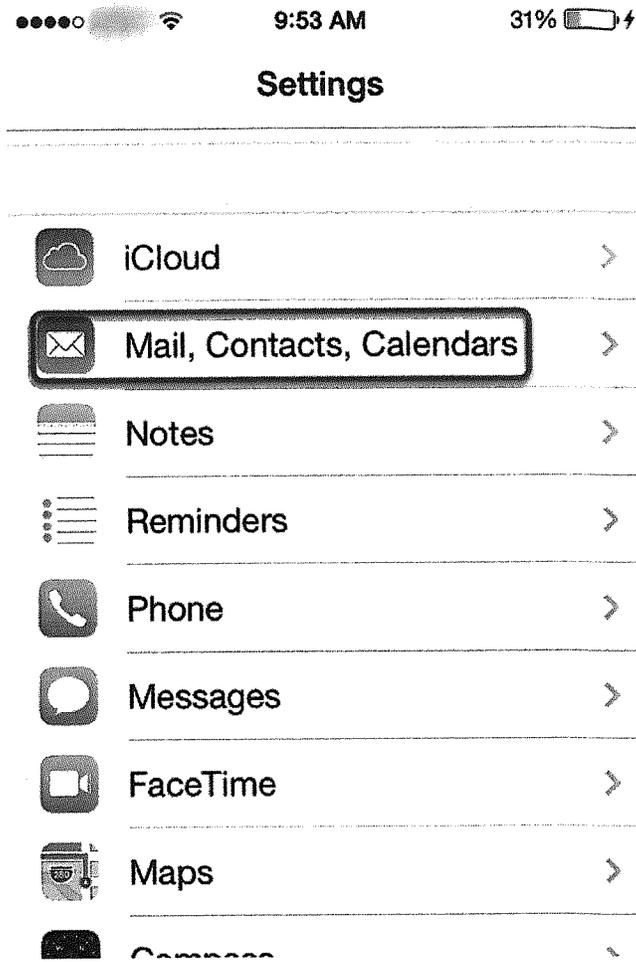
Configuring Office 365 on iPhone/iPad

Settings



Open the device, and then tap the **Settings** application.

Settings Menu



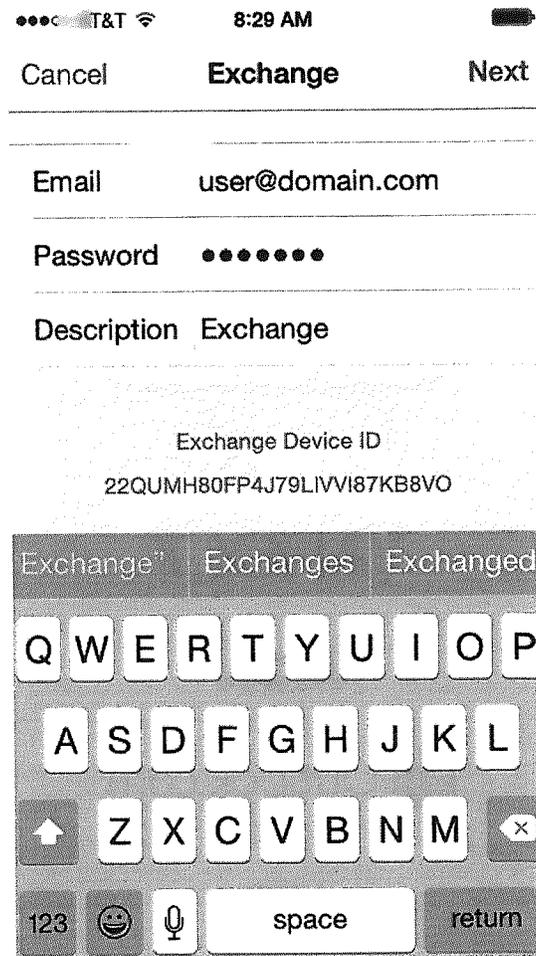
From the **Settings** menu, tap **Mail, Contacts, Calendars**.

Email Type



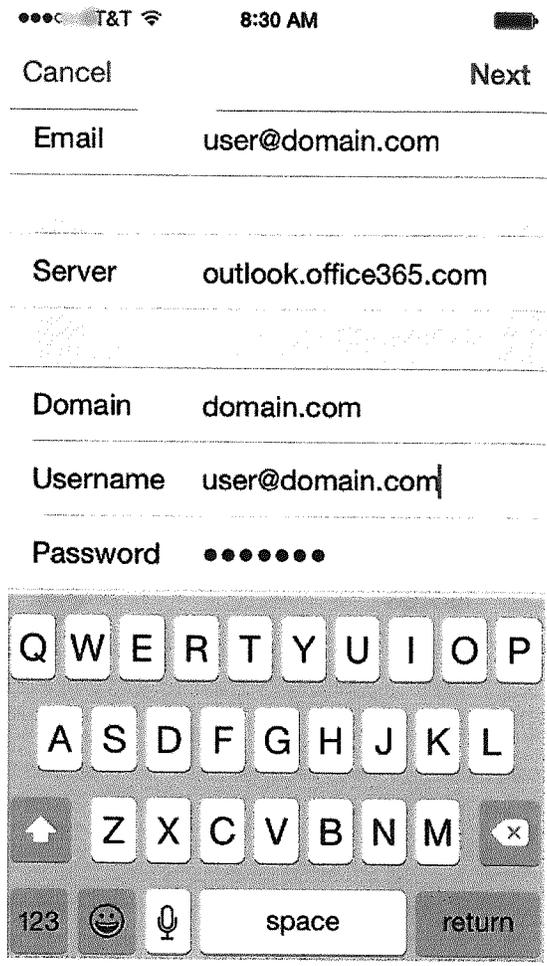
Specify email type: click **Exchange** or maybe listed as **Microsoft Exchange**. ****Note: If you have an old account configured in your device, remove it before adding the new service.**

Email address



Enter your **email address** and **password**, and then tap **Next**.

Enter Exchange Server Information

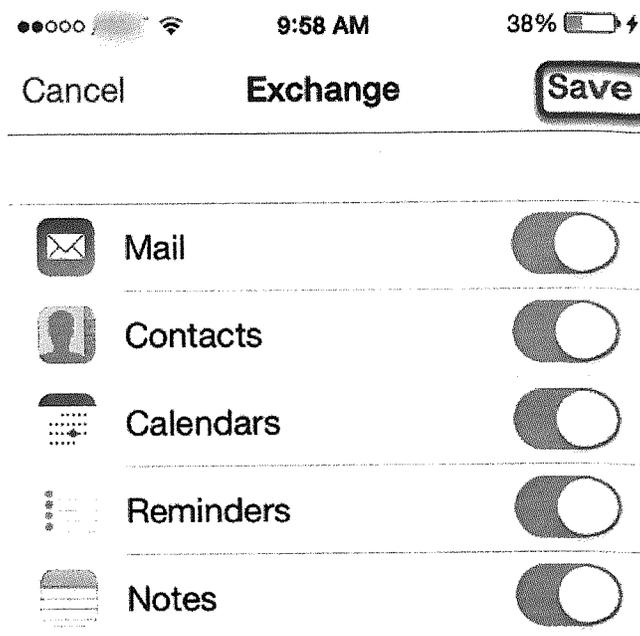


Domain: <user's domain> (i.e. user's email address is user@domain.com, use **domain.com**)

Server: outlook.office365.com

Tap **Next** to verify settings.

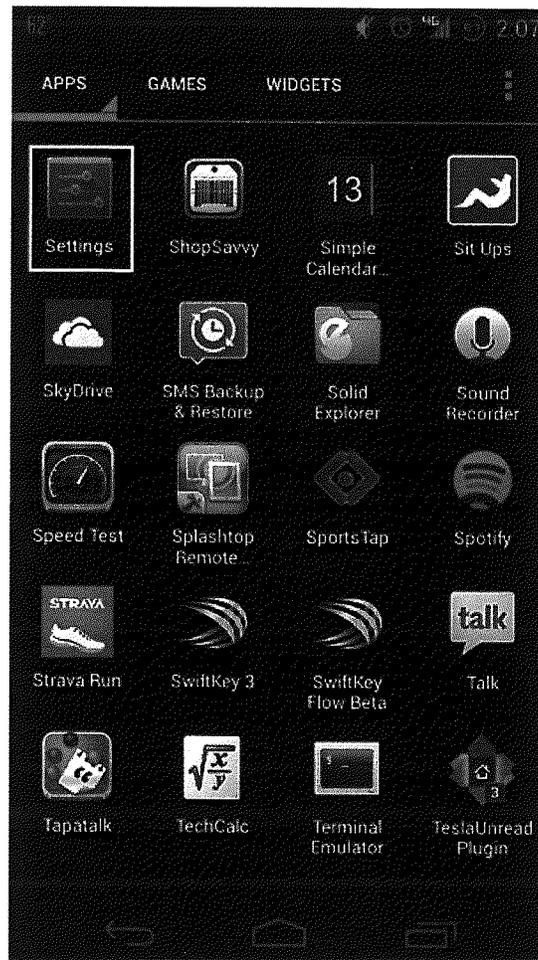
Verification



Please wait, while your device verifies the server settings. If this steps fails double check server settings, retype password and try again. Tap **Save** to continue.

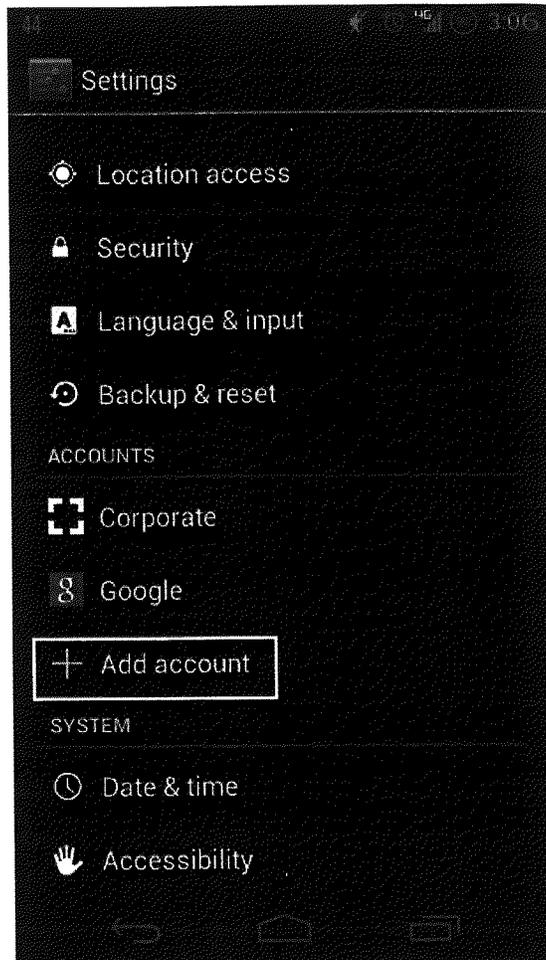
Configuring Office 365 on Android

App Drawer



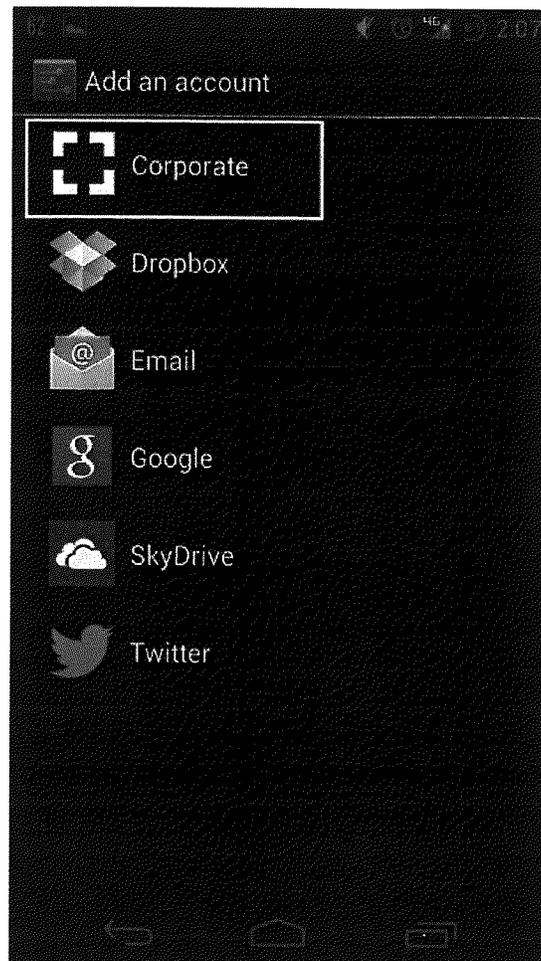
Open the **App Drawer**, and then tap the **Settings** app.

Settings Menu



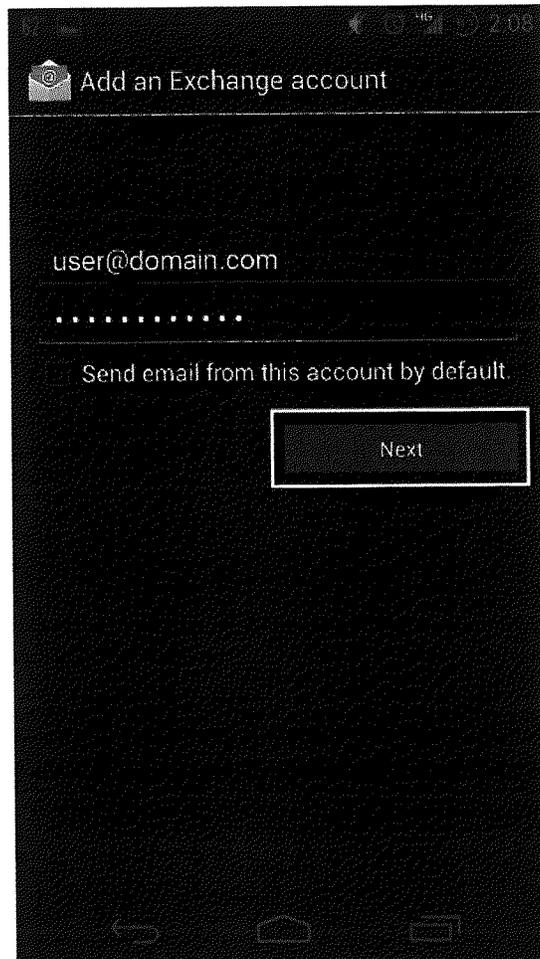
From the **Settings** menu, tap **Add Account**. (It may be located under Accounts & Sync.)

Email Type



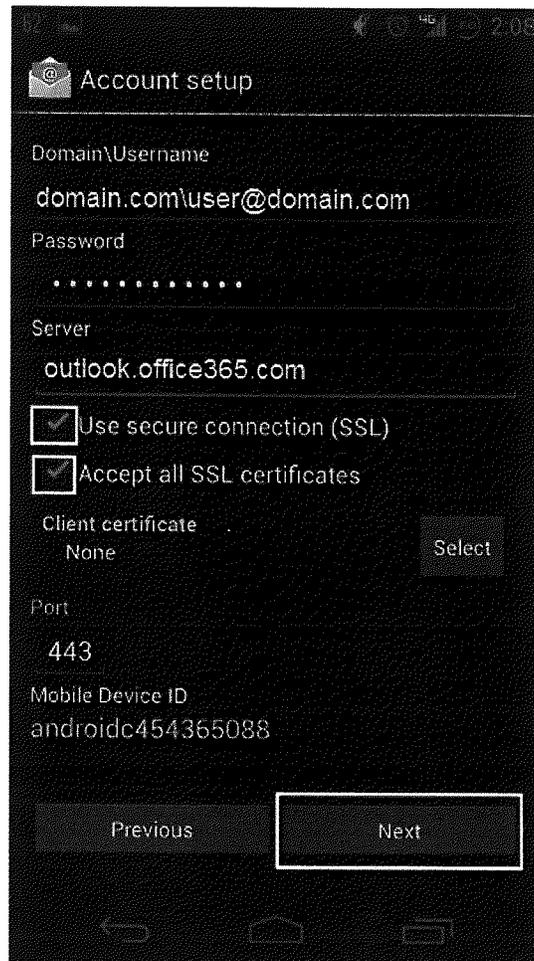
Specify email type: click **Corporate** or maybe listed as **Exchange ActiveSync**.

Email address



Enter your **email address** and **password**, and then tap **Next**.

Enter Exchange Server Information

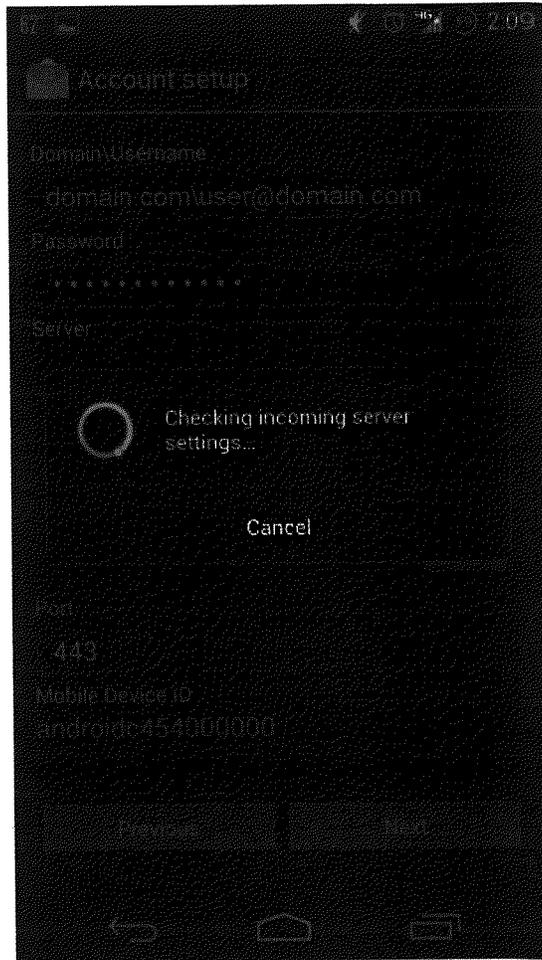


Domain: <the user's domain> (i.e. If the user's email address is user@domain.com, enter domain.com)

Server: outlook.office365.com

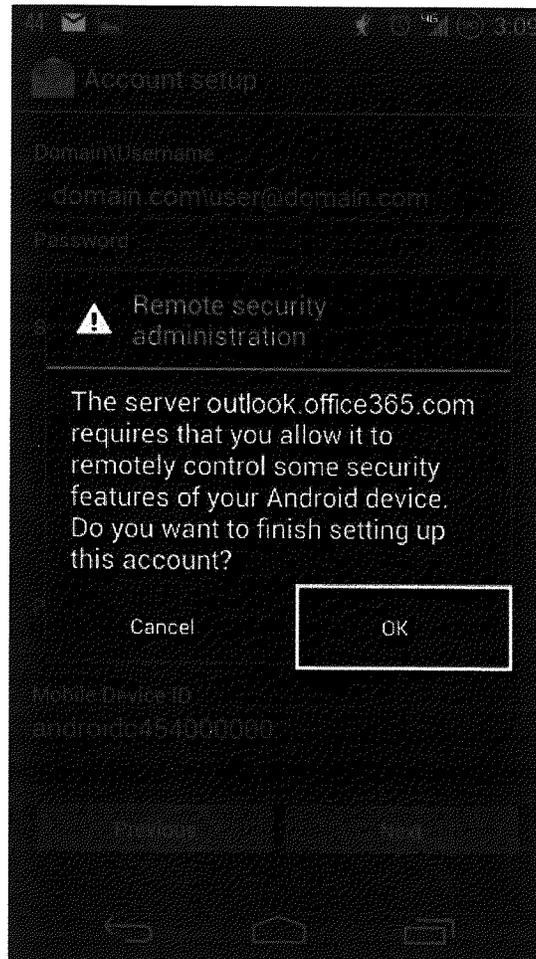
Ensure that **Use secure connection (SSL)** and **Accept all SSL certificates** check boxes have been selected. Tap **Next** to verify settings.

Verification



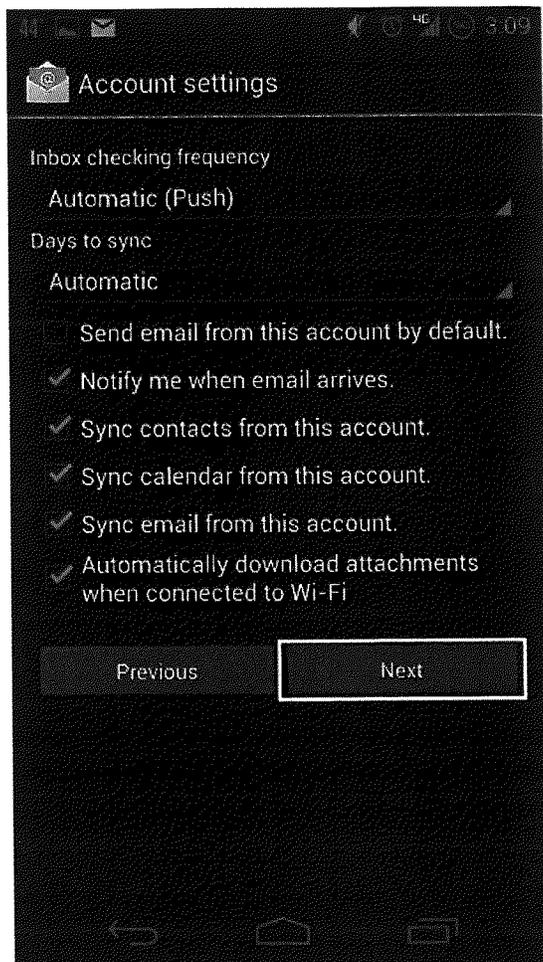
Please wait, while your device verifies the server settings. If this steps fails double check server settings, retype password and try again.

IT Policy



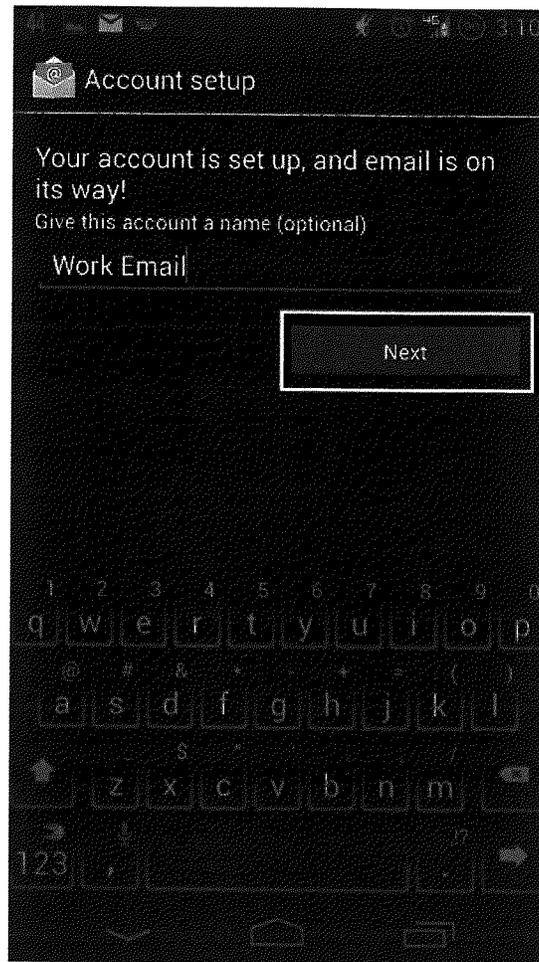
If everything is correct, you will be asked to accept the IT policy for your company. Tap **OK** or you will not be able to sync mail.

Sync Options



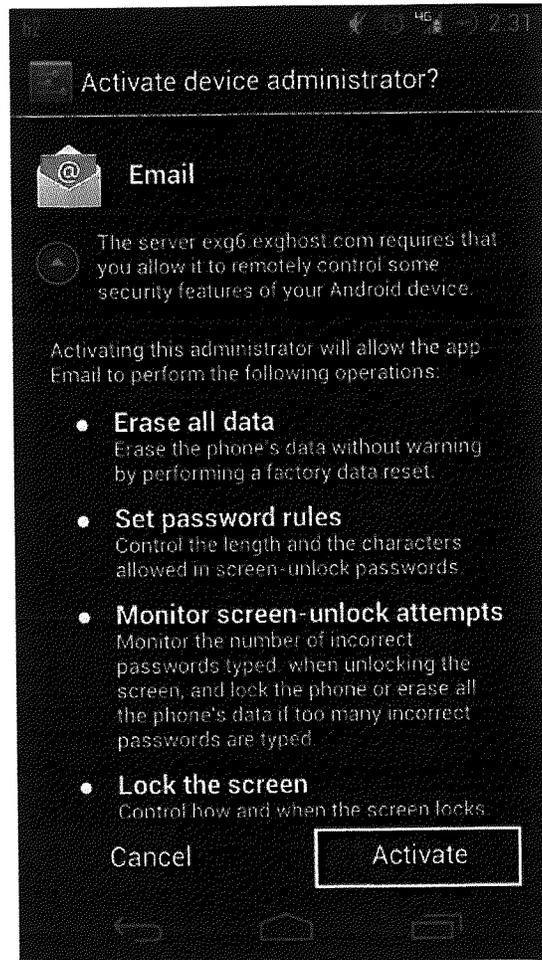
Choose a syncing option and frequency, and then tap **Next**.

Account Name



Name your email account, and then tap **Next**.

IT Policy Activation



From here, you will be prompted to activate your company IT policy. Tap **Activate** or you will not be able to sync mail.

Once you complete these steps, you may open your Email app and mail will begin to download. This process will take a few minutes depending on your connecting speed and amount of data.