

# Edmund & Wheeler, Inc. **QI**

www.section1031.com



## Exchange Security Program

### Client User Guide

The Exchange Security Program™ has been designed to safeguard your funds and give YOU control and access to your account during your Exchange.

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Prepared for:

Account Activation Date:

LOGIN TO YOUR ACCOUNT  
Customer ID  
Customer Password  
User ID  
User Password  
Login

*Your Initial Login Information*

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# 1

## Introduction

This manual has been developed to assist you with our Exchange Security Program™ (ESP). We have implemented this program to ensure that our client's funds are at all times totally secure. Please take a moment to familiarize yourself with the program as it will become an integral part of your Exchange.

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## Our Bank



We have partnered with The Beneficial Bank of Philadelphia as our primary banking partner for your Exchange. Beneficial was established in 1853 and throughout its history has remained one of the strongest, best run financial institutions in the country. Our relationship with the bank grew from our increasing requirements to provide innovative banking solutions for our clients, nationwide. You can learn more about Beneficial at their web site [www.thebeneficial.com](http://www.thebeneficial.com).

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## Why ESP?

ESP is a “first-in-the-nation” program developed by Edmund & Wheeler, Inc. The program allows our Exchange clients to have electronic access to the accounts established during their Exchange. Unlike the industry standard in having bank accounts totally controlled by the Qualified Intermediary, ESP departs from the norm by giving the control (not constructive receipt) of client funds where they belong, with the client.

With ESP:

- Segregated client accounts are established using their name and taxpayer ID.
- Clients are issued secure logins using passwords and multiple security questions.
- Clients have 24/7 access to their accounts so that they can monitor their balances, any accruing interest, and disbursements if they are involved in an improvement exchange or are making deposits on replacement properties.
- When it comes time to transfer any money out of the account, the client must pre-approve these transfer in ALL cases.
- Edmund & Wheeler, Inc. cannot move money without the express consent of the client.

# 4

## Getting Started

### Internet Browser

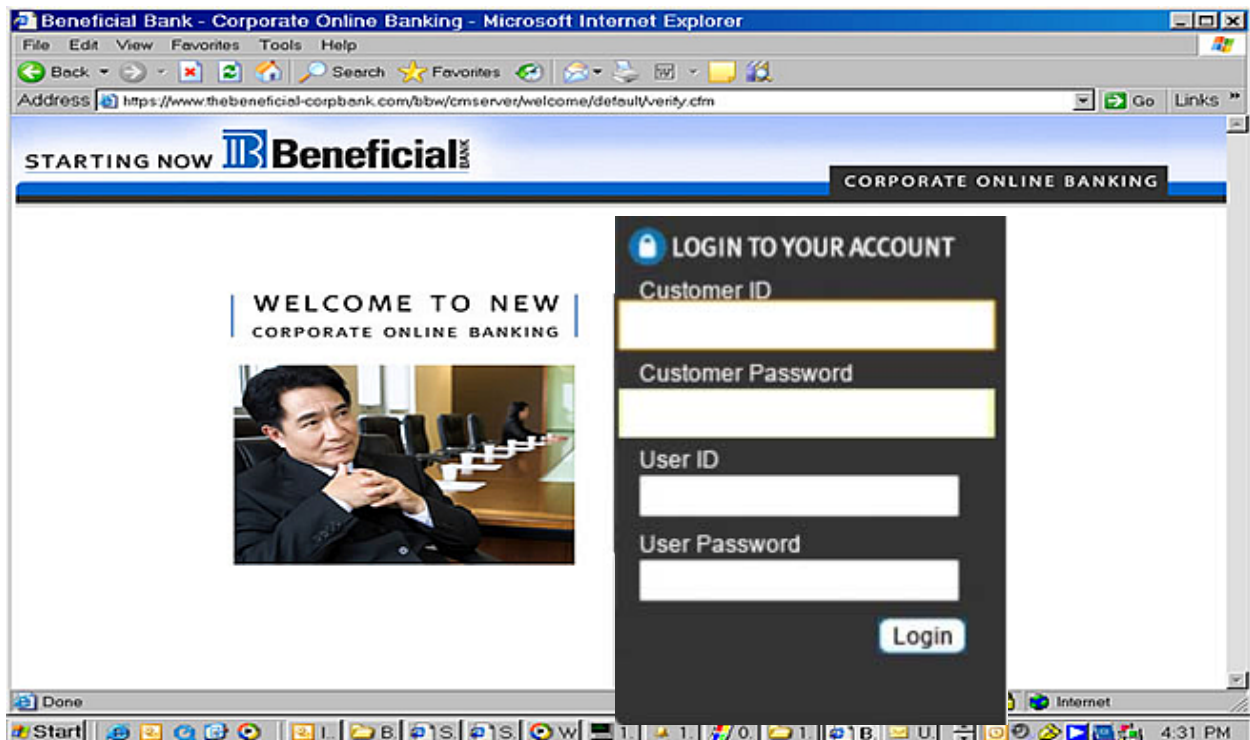


Today, to use ESP and access Beneficial's online banking system, you must use the Windows Internet Explorer as your browser. If you are using a

browser like Firefox, Google Chrome or Safari, you will not be able to access the system. Any Windows based system should have this browser installed.

### Initial Login

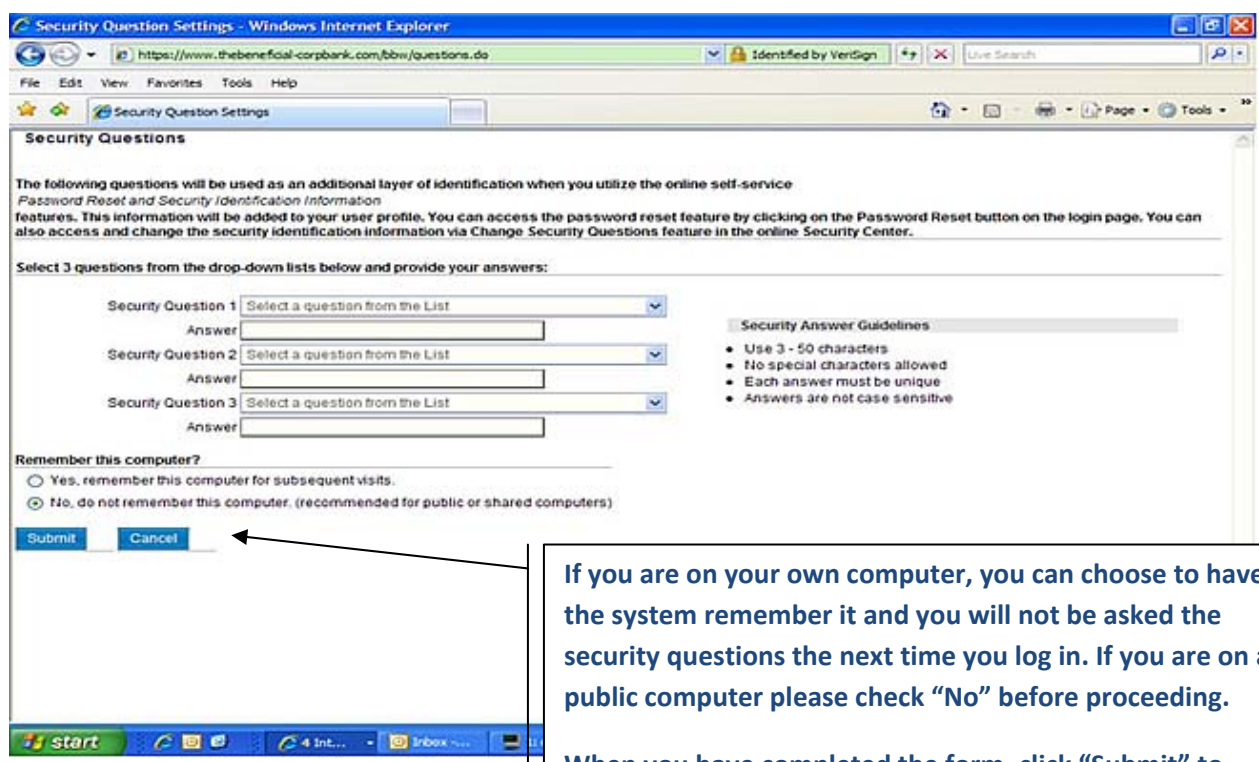
To begin managing your ESP account, you must first login to the system and create your own password. To access the system navigate to <https://www.thebeneficial-corporatebank.com> or simply go to the Edmund & Wheeler web site at [www.section1031.com](http://www.section1031.com) and scroll to the bottom of the homepage and look for the Beneficial logo.



Complete the 4 boxes above with the information provided. You will then be directed to the next screen to change your password.

# 5 Security

After you enter your login information, you will be asked to complete a series of three security questions. Please make sure to choose items that you will remember in the future, as these questions could be asked of you again in the future to verify your identity. They will also be used in the event you want to change your password for any reason.



If you are on your own computer, you can choose to have the system remember it and you will not be asked the security questions the next time you log in. If you are on a public computer please check "No" before proceeding.

When you have completed the form, click "Submit" to proceed to the next screen.

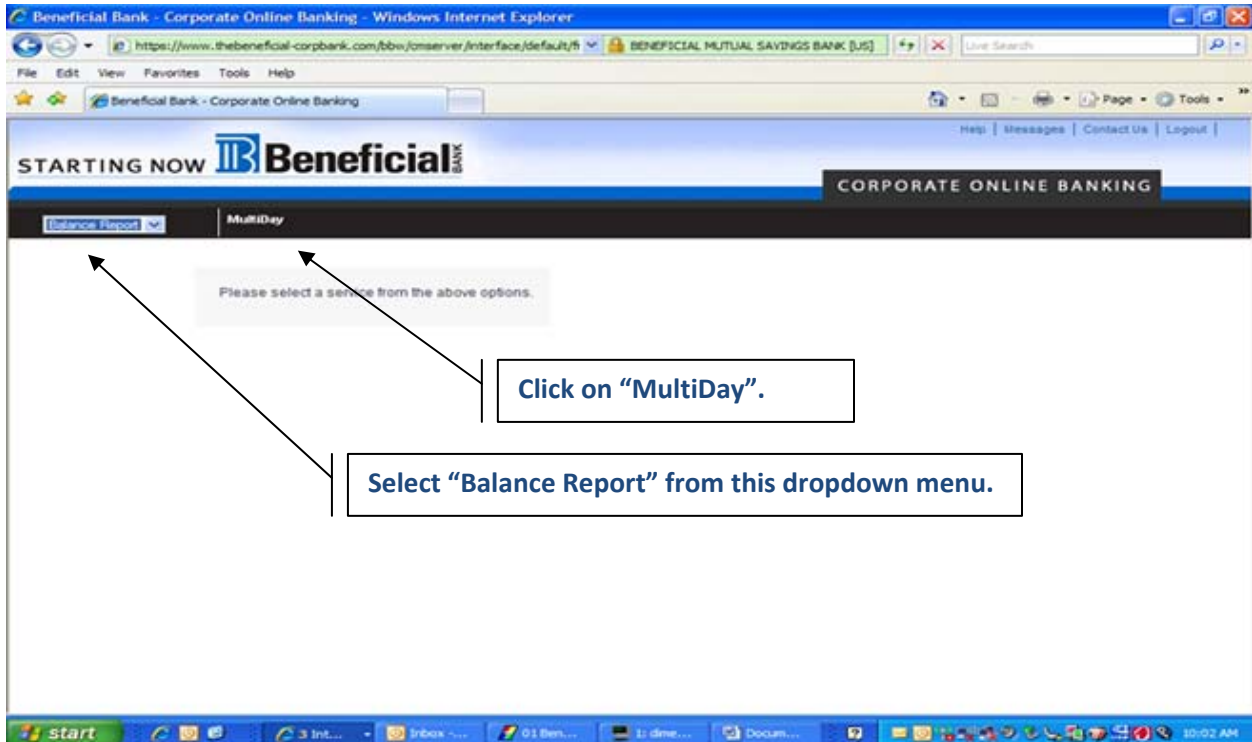
# 6 Login

When prompted to change your password, follow the guidelines and change your password for future use of the system. At this point, you will be the ONLY one with this information.

You will now be logged into your Beneficial ESP account and can perform a number of tasks. The primary tasks you will be performing will be to monitor the activity of your account(s) and to authorize wire transfers of your funds when they are required during your Exchange.

# 7 Monitor

To monitor (activity & balance) your account, use the dropdown box in the upper left hand corner of your screen. Once this is selected, you can click on “MultiDay”.



When the dialog below appears, select the account number you wish to monitor, and then enter a date range (365 day max). Click on “Submit” to generate the on-screen report.

## MultiDay Balance Report

### Setup parameters

<b>Account Number</b> All Accounts Beneficial - 2682120080 (USD) - TEST 1	<b>Query</b> From date: 10/01/2009 To date: 10/29/2009 Sort By: by date
<b>File Output</b> Comma Delimited (CSV) <b>Export</b>	<b>You can also export the activity to a CSV</b>
<b>Submit</b>	

Your report will provide account information for the date range you have selected.

**MultiDay Balance Report -- for bonnie test**

**Date range: Oct 01, 2009 thru Oct 29, 2009**

**Generated on: Oct 30, 2009 at 10:02:AM**

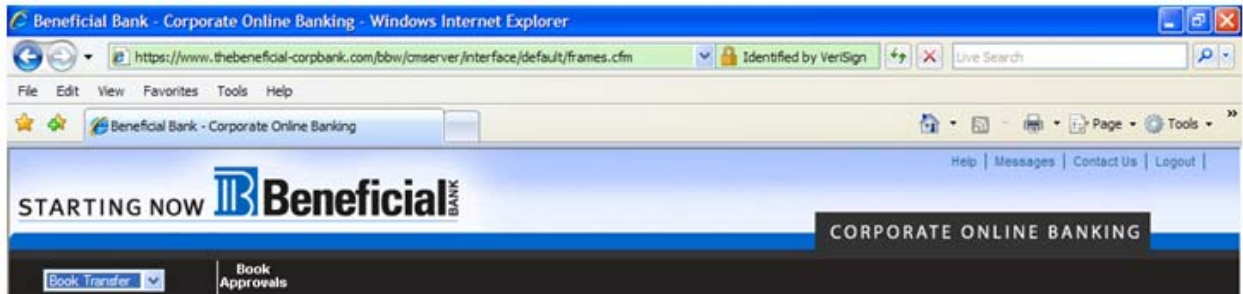
Bank Name	Beneficial Bank
Account #: 2682120080	Account Name: TEST 1 (USD)
<b>Account Summary</b>	
Opening Ledger (as of 10/01/2009)	\$974.01
Total Credits	\$0.00
Total Debits	\$0.00
Closing Ledger (as of 10/29/2009)	\$974.01

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**Authorize**

In order for Edmund & Wheeler to initiate wire transfers of your escrow funds **YOU WILL BE REQUIRED TO AUTHORIZE EACH AND EVERY BOOK TRANSFER.**

Prior to the funds being wired, an Edmund & Wheeler staff member will initiate a Book Transfer. This book transfer will be set up in the amounts and to the recipients that are required for your Exchange.

Once you approve the Book Transfer only the principal or a board member of Edmund & Wheeler can finalize the transfer.



Using the same dropdown menu, select "Book Transfer". You will note that the main menu now indicates "Book Approvals". Click on that menu item to proceed.

Click on "Book Approvals".

Select "Book Transfer" from dropdown

You will now see any book transfers that have been set up by Edmund & Wheeler for your approval. Please carefully review the information, and then select the transfer(s) that you wish to immediately approve.

[Select All](#) [Clear All](#)

Sel	Submitted By	From Accounts	To Accounts	Amount	Processing Date	Addtl Info
<input checked="" type="checkbox"/>	joe - Joe Test	2682120080 TEST 1	2682120353 TEST 2	\$1.00	10/30/2009	Transfer for closing.

**Click here to submit approval.**

**Select the transfer(s) you wish to approve.**

You are still not quite finished with this process. You will be given one more screen in which to double check all of your approved transfers.

Submitted By	From Accounts	To Accounts	Amount	Processing Date	Addtl Info
joe - Joe Test	2682120080 TEST 1	2682120353 TEST 2	\$1.00	10/30/2009	

**Click here to return to the previous screen.**

**Click here to submit FINAL approval.**

Customer Name: TIM  
 Requested by: bonnie test  
 Requested: Oct 30, 2009 at 10:01:14 AM Book Confirmation Report

Bank trace #	Cust trace #	From Account	To Account	Amount	Processing Date	Addtl Info	Status	Accepted	Response
20093030006	48	2682120080 TEST 1	2682120353 TEST 2	\$1.00	10/30/2009		Approved bonnie/bonnie test 10/30/2009 09:48:58 AM	10/30/2009 10:01:21 AM	Success - Transfer Accepted

A Book Transfer request has been submitted on the account numbers described above. Please press the print button on your browser to generate a hard copy of this Book transfer request. This transaction is subject to bank rules and regulations governing such electronic transactions as described in our services agreement. Please keep these numbers handy in case you have any questions regarding this transaction.  
 If any portion of the above is incorrect, or you have further questions, please [contact customer service](#). Thank You.

[Print this Page](#) [Return to Approval Selection](#)

**Congratulations!** You have now approved funds being transferred to facilitate the requirements of your Exchange. During the final step you will be presented with a receipt of the approval. PLEASE PRINT THIS OUT FOR YOUR RECORDS.

**PLEASE PRINT THIS OUT FOR YOUR RECORDS.**

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Notes

- Many of our clients use this system only once during their Exchange, while some use the system quite frequently during more complex transactions.
- If you have any questions at all regarding the use of this system, we will be glad to assist you. Also, the staff at Beneficial Bank has been wonderful in working with Edmund & Wheeler clients if they have difficulties.
- This system will be operable for as long as you have funds deposited for use in your Exchange. At the conclusion of your exchange one final transfer will be completed to close the account.
- Depending upon your Exchange Agreement terms, your fee to Edmund & Wheeler will also be transferred from this account at certain times during and after your Exchange. But, never without your approval as discussed above.

***We value the trust you have put in us to facilitate your Section 1031 Exchange.***

If you would like to make note of your security questions and passwords, please use the space below: