

Trustee Online Services

1. Go to the FAS website at www.fasadmin.com and choose the FAS Client Portal tab. On the FAS Client Portal page, choose the 'I am a Trustee' option. From the menu on the left, you can select 'Frequently Asked Questions' for the answers to frequently asked questions. For access to the eSCRIBE meeting site and the Document Portal, click on the 'Meetings & Documents' link.
2. When you click on the 'Meetings & Documents' link, a new browser window will open and you will be prompted to select the credentials you want to use to logon. From the drop down box, select 'Forms Authentication'. You can then sign in by entering the username and default password which you were sent by email. After first logging in, you probably want to change your password to something you can easily remember (see step 6 below for instructions on how to change your password).
3. You will be directed to a page with two options - the FAS Document Portal or the eSCRIBE Meetings site.

Document Portal

4. If you select the Document Portal option, you will be directed to a page which lists the various Trust Funds which you have access to. For each Fund, there will be three options - Policy Binder, Monthly Reporter or Expenses. The Expenses option is currently still under construction.
 - a. Click on the 'Policy Binder' link to access Fund documents such as the Trust Agreement, insurance policies, governance policies and the Statement of Investment Policies and Procedures as well as many others. Simply click on the name of the document from the menu that you want to view and a pdf copy of the document will appear. You can use the 'Return' button to return back to the main page.
 - b. Click on the Monthly Reporter link to access the most recent Monthly Reporter and past Monthly Reporters as well. Simply click on the month you want to view and a pdf copy of the monthly reporter will appear. You can use the 'Request Other

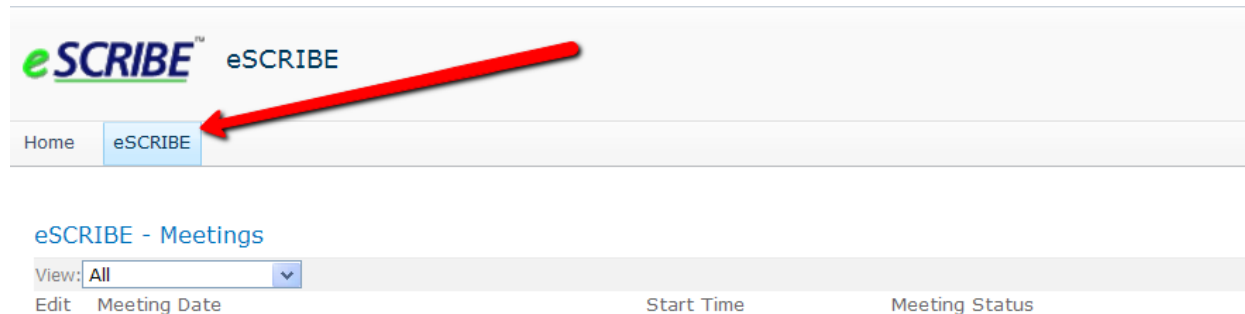
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Month' button to send an email to FAS to request a monthly reporter which does not appear on the list. Use the 'Return' button to return back to the main page.

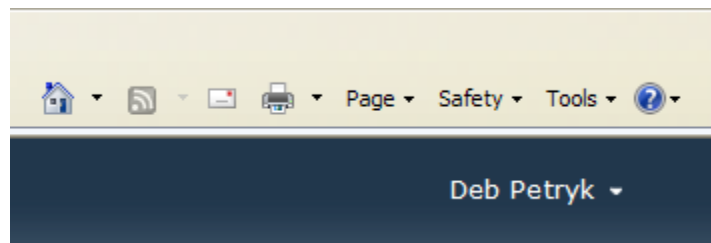
- c. You can use your browser's back button to return back to the screen which gives you the option to select either the Document Portal or the eSCRIBE Meetings site.
- d. At the bottom of the 'Welcome to the FAS Portal' main page, you will see a list of the eSCRIBE meeting sites which you have access to. You can proceed directly to a particular meeting by clicking on the meeting date.

eSCRIBE Meetings

5. If you select the eSCRIBE Meetings option, you will be directed to a page which has the title 'eSCRIBE - Meetings' on the left hand side. If this is not the page you are defaulted to, click on the 'eSCRIBE' link as illustrated below.



6. In the top right corner of the initial page after you select the eSCRIBE Meetings option, you should see your name (see illustration below).



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Click on the down arrow next to your name to expand the menu and then choose the 'Change Password' option. If you do not see your name in the top right corner (which might happen if you are using Internet Explorer 8), click on the 'Site Actions' option in the left corner and select View All Site Content. Your name should now appear in the top right corner. After changing your password, you may need to navigate back to the initial page by selecting the eSCRIBE link as outlined in step 5 above.

7. On the left side of the initial page, you should see a list of the meeting types which you have access to. In order to access a specific meeting date, simply click on the meeting date.
8. A page will appear with the Agenda for the meeting on the left side of the page. Agenda items which have an attachment will appear with a paperclip after the name of the agenda item (as illustrated below).

4.1 [Investment Report](#) 

Consultant to review

9. To view an attachment, click on the name of the Agenda Item (the name of the Agenda Item appears in blue as illustrated below)

4.2 [Investment Manager Presentations](#)

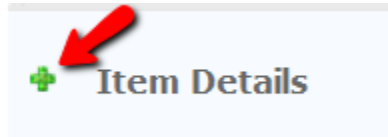
4.2.1 [Standard Life Investments - Real Estate](#) 

Mr. Bob Milner and Mr. Glenn DaSilva to present - 9:00 a.m.

10. The screen will refresh (it will take 15 seconds or so to refresh the page) and on the right side of the page, a box with the title 'Item Details' will appear (you may need to scroll back up to the top of the page to see the Item Details box). Click on the green plus sign next to Item Details to expand the Details if you need to (the

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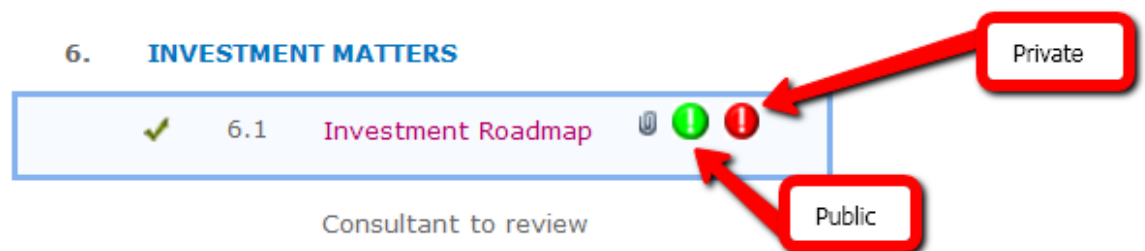
Details may already be expanded in which case the green plus sign appears as a green minus sign).



11. In order to view the attachment, click on the name of the attachment (the name appears in blue as illustrated below).

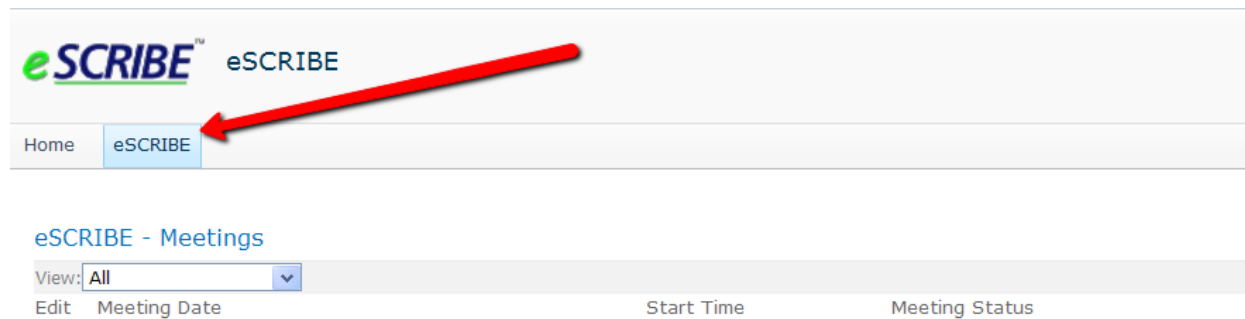
Conflict(s):	None	Click on the document name
Supporting Documents:	alberta ironworkers q3 2011 october 17 2011 draft.pdf	

12. A new window will open displaying the attachment (give it a minute or two as some of the attachments are quite large). Once you are finished reviewing the document, simply close the window with the document and return to your agenda.
13. If you wish, you can enter Private or Public Comments for any of the agenda items. Remember to click on the Save button that appears after the Public Comments box in order to save your comments. Public comments can be seen by all users while Private Comments are visible only to you. You will also be able to see your Private Comments when you access the meeting materials using the iPad during the meeting. If any comments have been added to an agenda item, a green and/or red button appears next to the agenda item (see below).



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14. If you would like to download and save a copy of the meeting package to your computer, select 'Agenda Package' from the drop down box which appears above the title 'Agenda: Participant' (the default in the drop down box is 'None') and then click on 'Download'. An Adobe Reader window will open (this will take a few moments due to the size of the document) - you can then click on the 'Save a Copy' option and save the document locally.
15. The eSCRIBE Announcements area is where FAS can post a general announcement or an announcement specific to a particular meeting date.
16. If you would like to return to the page which lists the meetings and meeting dates, click on the eSCRIBE link.



17. Once you are done, simply close your browser (there are no special procedures to log out).

eSCRIBE - Search

At the bottom of the main page, there is an area titled 'eSCRIBE - Search'. This area is still under construction so searches may not produce completely reliable results. In particular, you probably should not search for Minutes Documents as you will not be able to differentiate between rough drafts and final approved versions.

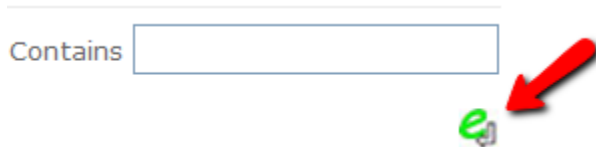
The search categories are fairly self-explanatory. A task would be the equivalent of an action item. Attachments refer to documents which have been attached as supporting material to agenda items. The date

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range is based on meeting dates. In other words, if you search based on a date range of September 1, 2011 to November 30, 2011, the search results will be based on meetings which occurred between September 1 and November 30.

Rest assured that although you are able to select from all existing meeting types, you will only be able to view search results for the meeting types which you have specifically been granted access to.

In order to execute a search, click on the little green 'e' that appears below the 'Contains' box.



The results will appear at the bottom of the page - you will need to click on the plus sign next to the title in order to expand the details.