How to Enrol in E-Delivery

*Edward Jones Online Access —
Step-by-Step Guide for Existing Users*

E-delivery allows you to receive your Edward Jones account documents such as statements, trade confirmations, notices, disclosures, and tax documents electronically rather than by mail.

Before you begin

Please make sure you have the following ready:

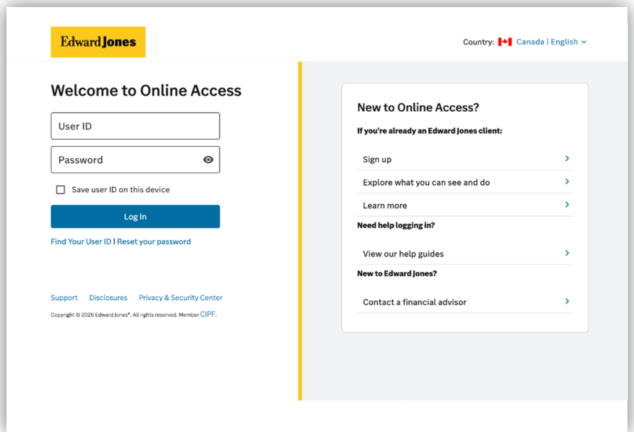
- Your Online Access user ID and password
- The email address you would like documents delivered to

Enrolment Steps

Follow these six steps to set up e-delivery for your account documents.

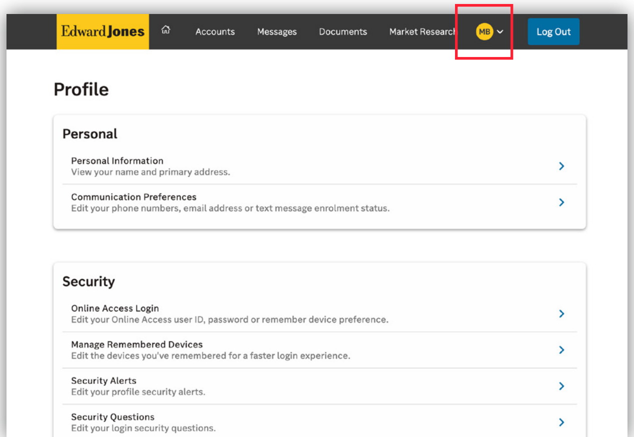
Step 1: Log in to your Online Access account

Visit **onlineaccess.edwardjones.ca** and sign in using your user ID and password.



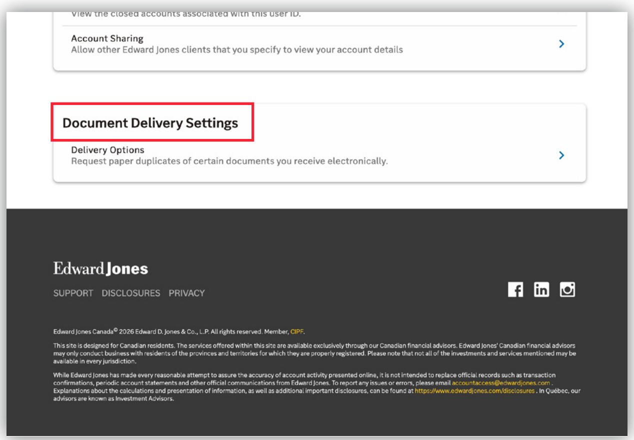
Step 2: Open your profile

Once you are logged in, look for your initials in a circle near the top right corner of the screen. Click the arrow beside your initials to open the menu. Click on “Profile”.



Step 3: Go to Delivery Options

Scroll down to the bottom of your profile page until you see the heading “Document Delivery Settings”. Under that heading, click on “Delivery Options”.

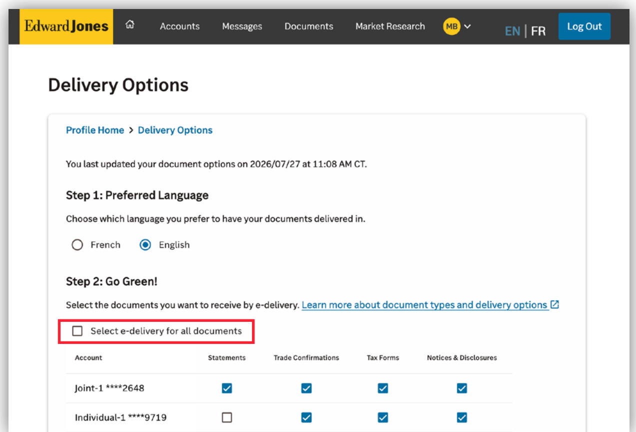


Step 4: Choose your e-delivery preferences

You will be presented with delivery options for your account documents. Choose the option that works best for you:

- **E-delivery for all documents** — Select this option to switch all of your account documents to electronic delivery at once.
- **Customize your preferences** — Select this option if you would like to choose e-delivery for specific accounts or specific document types individually.

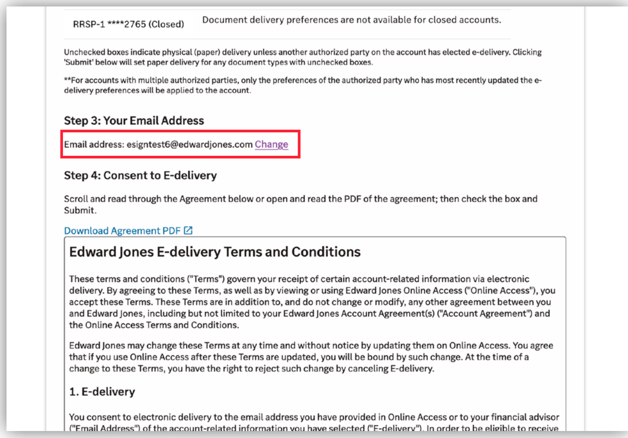
Tip:
Selecting e-delivery for all documents is the quickest option and ensures you never miss a document. You can always update your preferences again later if your needs change.



Step 5: Verify or update your email address

Before saving, take a moment to check that the email address shown on screen is correct; this is where your documents will be sent. If it needs to be updated, click “Change” and enter your preferred email address.

Please note:
Make sure this is an email address you check regularly, as important account documents will be delivered there. If you are unsure which address is on file, please contact your local Financial Advisor’s office.

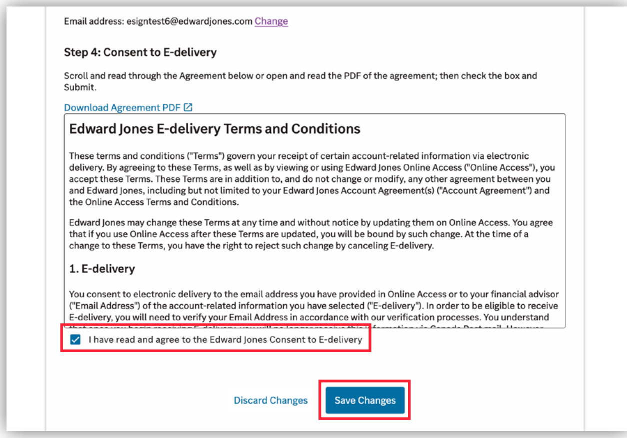


Step 6: Read the Terms and Conditions and save your changes

Take a moment to read the Edward Jones E-Delivery Terms and Conditions displayed on the screen. When you are ready, check the box beside:

> *“I have read and agree to the Edward Jones Consent to E-Delivery.”*

Then click “Save Changes” to complete your enrolment.



☑ You are now enrolled in e-delivery!

Your e-delivery settings have been saved. Going forward, your selected account documents will be delivered electronically to your email address rather than by mail. You can update your preferences at any time by returning to the Delivery Options section of your profile.

Need more help?

If you have followed the steps in this guide and are still experiencing difficulties, please do not hesitate to reach out to us. Our Online Client Support team is available to assist you:

☎ Online Client Support: 1-866-788-4880

We appreciate your patience, and we thank you for your continued trust in Edward Jones.