



# Archdiocese of Boston Common Investment Fund

## Website Manual

July 2013

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# Administration

## RCAB Website

The URL for the RCAB website is:

<https://www.yourfundaccount.com/rcab/>

## Username and Password

A User ID and Password are required to log into the RCAB website.

Your User ID & Password will be provided to RCAB and will be sent to you via e-mail.

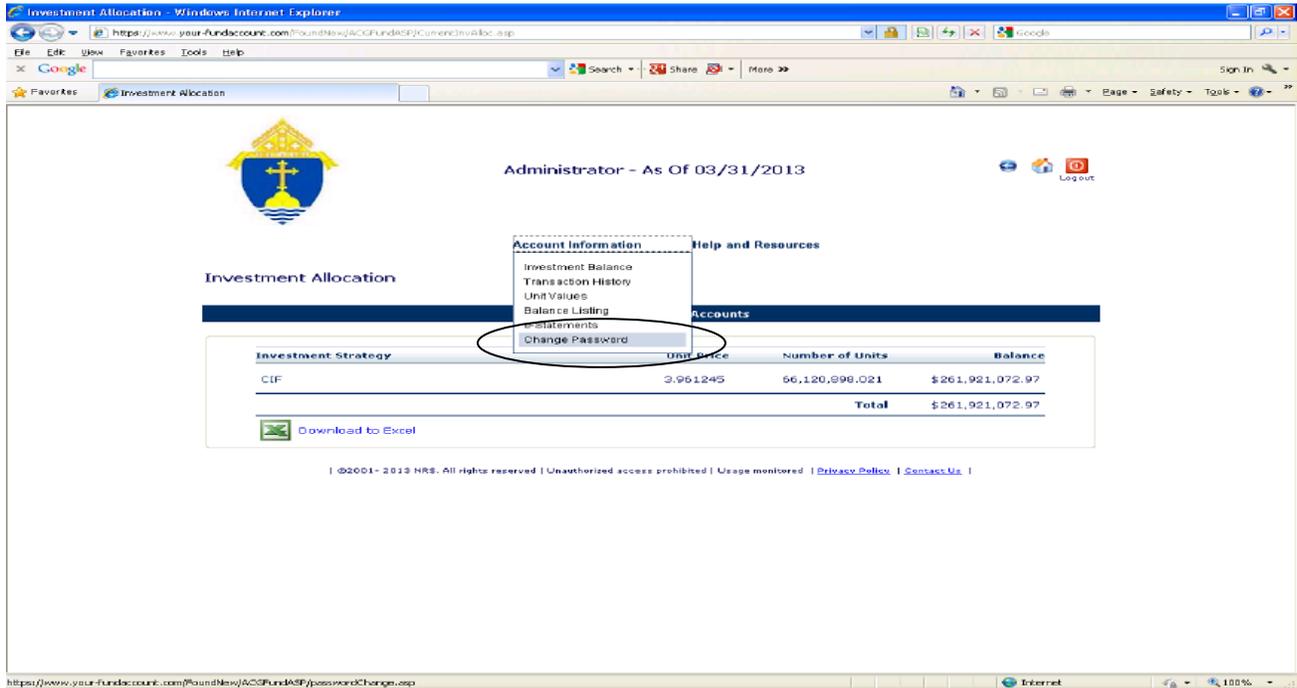
## Log-in

Enter your User ID and Password provided, and then click the Login button.

The screenshot shows the login page for the RCAB website. The browser address bar displays the URL: <https://www.yourfundaccount.com/fundNew/rcab.asp>. The page features the Archdiocese of Boston logo at the top left. Below the logo, there are two input fields: "User ID" and "Password". A red circle is drawn around these two fields. Below the "Password" field are two buttons: "Login" and "Cancel". To the right of the login fields, there are links for "Manage My Login", "Forgot Your Password", and "Software Requirements". Below these links, there is a section titled "The Archdiocese of Boston Portal" with a paragraph of text. At the bottom of the page, there is a security notice: "When logging into this site, we will never ask for any personal information other than your User ID and Password. If you are prompted for additional personal information when trying to login, please contact the Archdiocese of Boston administrator immediately. The information you seek is private and confidential. Please remember to log out and close the browser when you finish viewing your data." Below the security notice is a "Secured by" badge with the text "click here to view" and "2013-04-26". At the very bottom, there is a footer with the text: "© 2001 - 2013 NRS. All Rights Reserved | Unauthorized Access Prohibited | Usage Monitored | Privacy Policy | Contact Us".

## Change Password

Upon your first login, you will be able to change your password if you desire.



To change your password, you must first login to an account (see pages 8 through 11), then go to “Account Information” and select “Change Password”. You can update your password on this screen.

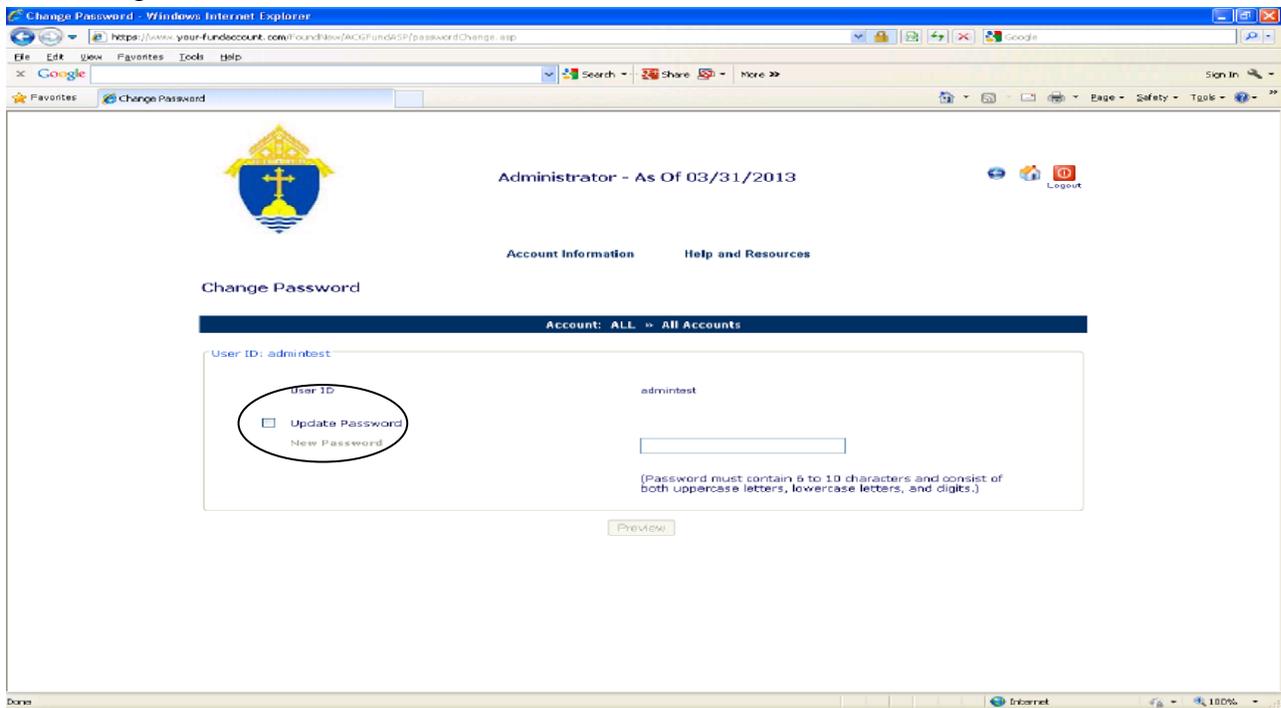
A password is required to be a minimum 8 characters and must contain at least one of each of the following:

- 1 – Capital letter
- 1 – Lower case letter
- 1 – Number

In addition, the User ID and Password cannot be the same

A new Password cannot be the same as the old Password

Once completed click on “Preview”



Once completed **click on “Update”**

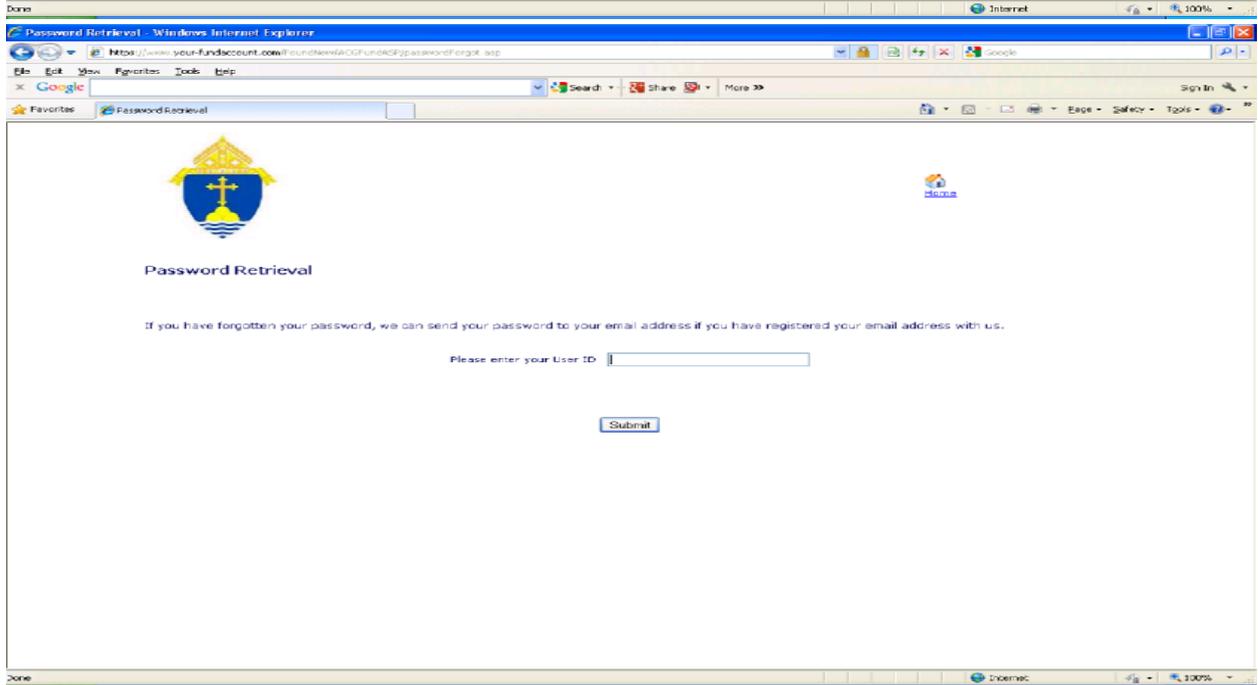
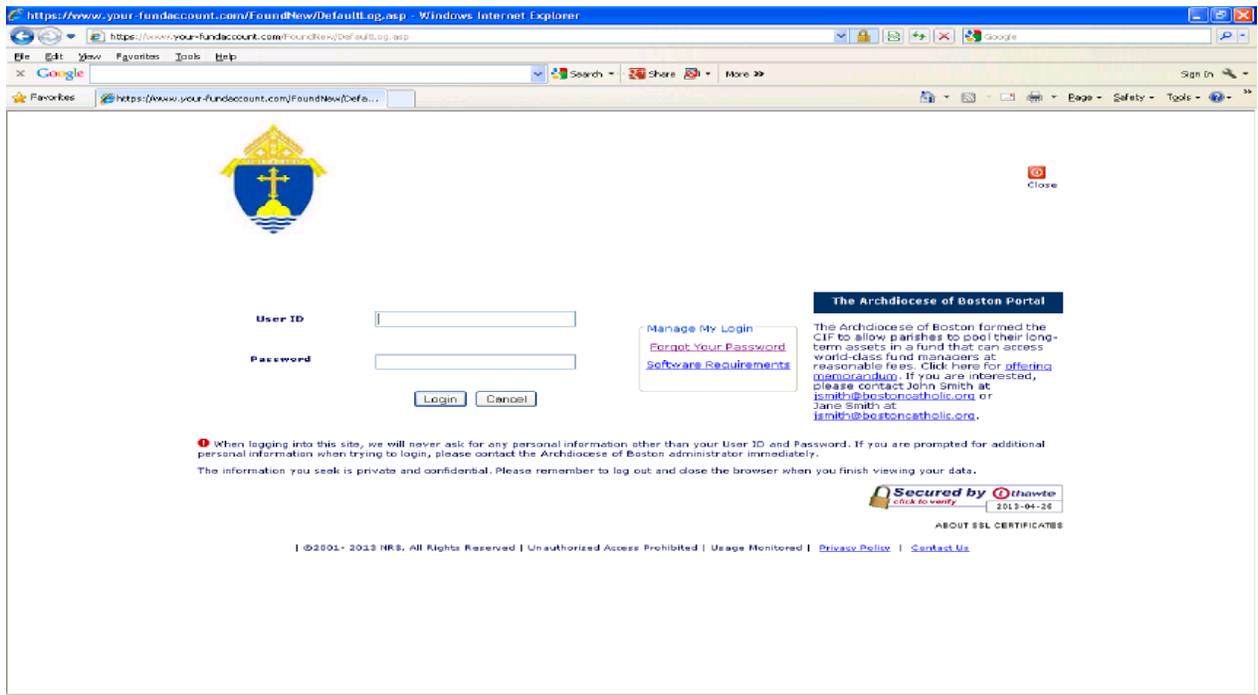
**NOTE:**

The e-mail address you provided when setting up your User ID will be needed if you forget your password as this is the e-mail address where your password notification will be sent.

**REMEMBER:** If you want to add a new user or change an existing user, you will need to contact RCAB to make arrangements for a new User ID and Password to be set up. Please select “Contact Us” under “Help and Resources” or at the bottom of most screens after logging into an account.

**Forgot your Password**

If you have forgotten your password, go to the LOGIN page and then to the “Manage My Login” box and click on the “Forgot Your Password” link. Enter you User ID and click Submit.



## Log- out of the system

To logout of the system, click on the “Logout” icon on the right side of the screen.

Investment Allocation - Windows Internet Explorer

https://www.your-fundaccount.com/FoundNew/ACFunds/CurrentInvAlloc.asp

File Edit View Favorites Tools Help

Search Share More

Sign In

Investment Allocation


Administrator - As Of 03/31/2013
Logout

[Account Information](#)    [Help and Resources](#)

**Investment Allocation**

Account: ALL » All Accounts / Group: All Saints Parish

Investment Strategy	Unit Price	Number of Units	Balance
CFI	3.951245	19,430,002	\$76,967.01
<b>Total</b>			<b>\$76,967.01</b>

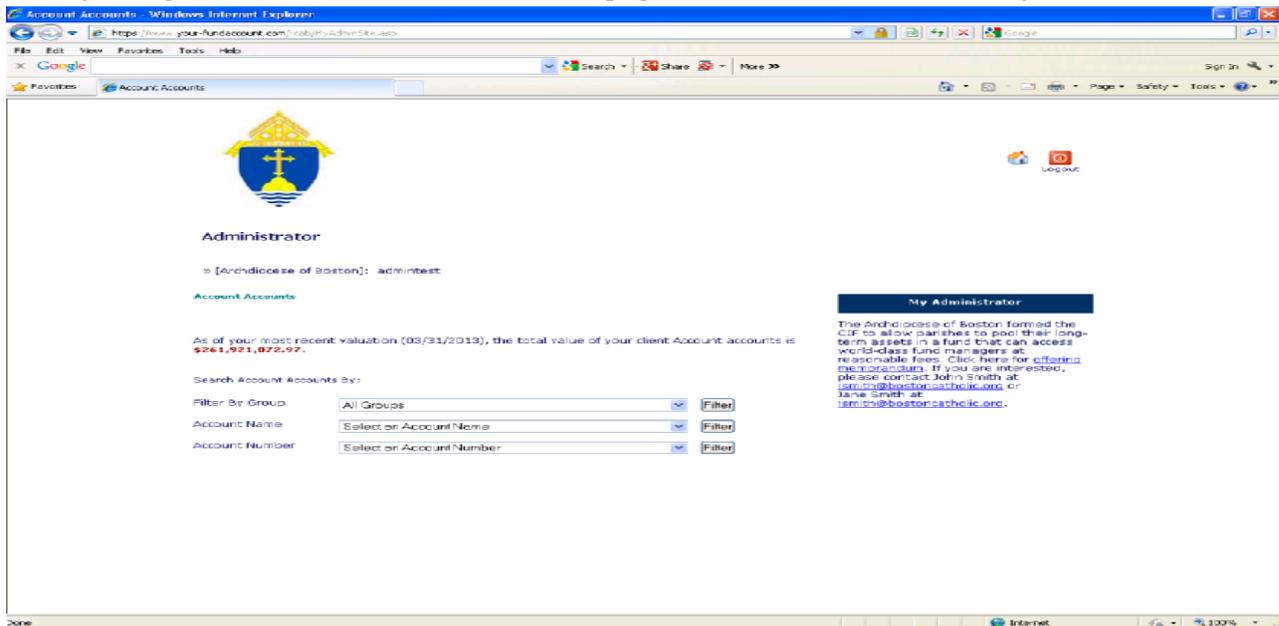
 [Download to Excel](#)

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Internet    100%

# Participant Data and Reports

Once you log into the website, the “Accounts” page will be the first screen that you see.



## Accessing Account Data

The Market Value listed at the top of the page is a total of all accounts through the date that is specified in the line above the **red** dollar amount, so in this case the **total** market value of the RCAB CIF is \$269,785,689.47 as of 5/31/2013. This is also the date of the most recent reports and the last transaction date. (Dates referred to here only reference this example)

From the “Accounts” screen you have the ability to select a specific account by clicking on the drop down arrow for either the Account Name or the Account Number. Once you make your selection, you must click on the Filter button to get the account information.

Please note that if you are an individual with access to multiple groups within the Archdiocese, then the Filter By Group function will allow you to narrow your selection by selecting a particular group first by clicking on the drop down arrow for this selection, and afterward clicking the Filter button.

Account Accounts - Windows Internet Explorer

https://www.your-fundaccount.com/rcab/MyAdminSite.asp

File Edit View Favorites Tools Help

Google \$261,921,072.97 Search Share More

Account Accounts

**Administrator**

» [Archdiocese of Boston]

**Account Accounts**

As of your most recent: \$261,921,072.97

Search Account Accounts

Filter By Group

Account Name: Select an Account Name [Filter]

Account Number: Select an Account Number [Filter]

**Select an Account Name**

All Accounts

- 194-000 Adolph Mohn Scholarship Fund
- 493-000 Adopt-A-Student Endowment Fund
- 544-000 Adopt-A-Student Endowment Fund
- 263-000 Agnes "Dolly" Mohn Scholarship Fund
- 801-300 Agnes & Frank Florencourt Endowment
- 801-300 Aileen Norris Fund
- 184-000 Alfred M. & Mary K. Lucier Schol. Fund
- 801-920 Archbishop Williams
- 801-300 Arthur & Mary Sullivan Memorial Endowment
- 189-000 Arthur J. McCannay Estate
- 431-000 Arthur J. McCannay Estate
- 287-000 Aurelia Tuchinsky Scholarship Fund
- 320-000 Ave Maria Chd/Msgr. Donovan Schol. Fund
- 620-000 BCTV
- 620-000 BCTV
- 801-920 Becker
- 375-000 Becker Endowment
- 801-300 Bagley Family Charitable Endowment
- 576-000 Bernard "Bernie" Mitchell Memorial Scholarship
- 801-930 Bernardina Franciscan Srs.
- 543-000 Bernice Powers Scholarship Fund
- 492-000 Bernice Powers Scholarship Fund
- 533-000 Better Opportunities - Inner City
- 533-000 Better Opportunities - Neighborhood
- 576-000 Bishop Fenwick Operations Fund
- 576-000 Bishop Fenwick-Srs of Notre Dame Endowmen
- 551-000 Bishop Fenwick-Srs of Notre Dame Endowmen
- 575-000 Blessed John Seminary Endowment

**My Administrator**

The Archdiocese of Boston formed the CIF to allow parishes to pool their long-term assets in a fund that can access world-class fund managers at reasonable fees. Click here for [offering memorandum](#). If you are interested, please contact John Smith at [jsmith@bostoncatholic.org](mailto:jsmith@bostoncatholic.org) or Jane Smith at [jasmith@bostoncatholic.org](mailto:jasmith@bostoncatholic.org).

Account Accounts - Windows Internet Explorer

https://www.your-fundaccount.com/rcab/MyAdminSite.asp

File Edit View Favorites Tools Help

Google \$261,921,072.97 Search Share More

Account Accounts

**Administrator**

» [Archdiocese of Boston]

**Account Accounts**

As of your most recent: \$261,921,072.97

Search Account Accounts

Filter By Group

Account Name: Select an Account Name [Filter]

Account Number: Select an Account Number [Filter]

**Select an Account Number**

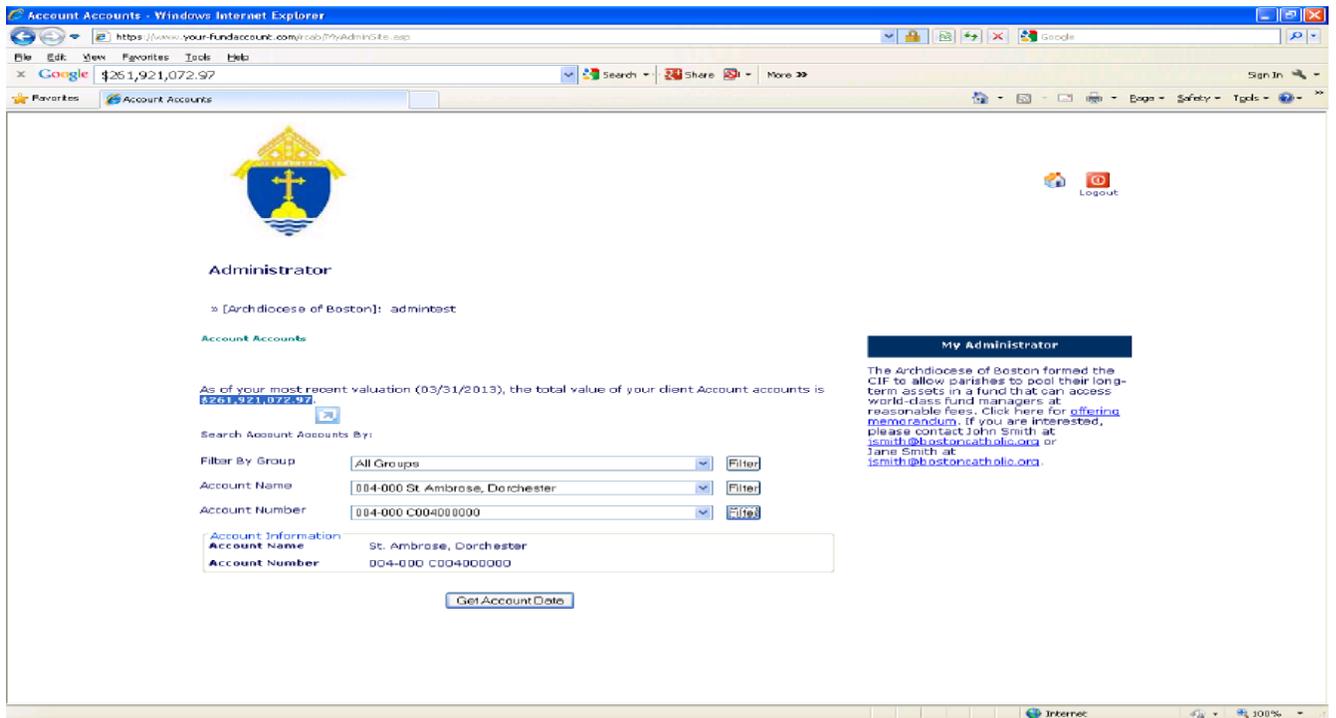
All Accounts

- 004-000 C004000000
- 007-000 C007000000
- 012-000 C012000000
- 014-000 C014000000
- 015-000 C015000000
- 017-000 C017000000
- 020-000 C020000000
- 020-000 C020000001
- 021-000 C021000000
- 024-000 C024000000
- 024-000 C024000001
- 030-000 C030000000
- 033-000 C033000000
- 035-000 C035000000
- 037-000 C037000000
- 038-000 C038000000
- 038-000 C038000001
- 039-000 C039000002
- 041-000 C041000000
- 041-000 C041000001
- 047-000 C047000000
- 047-000 C047000001
- 051-000 C051000000
- 053-000 C053000000
- 055-000 C055000000
- 061-000 C061000000
- 082-000 C082000000
- 067-000 C067000000

**My Administrator**

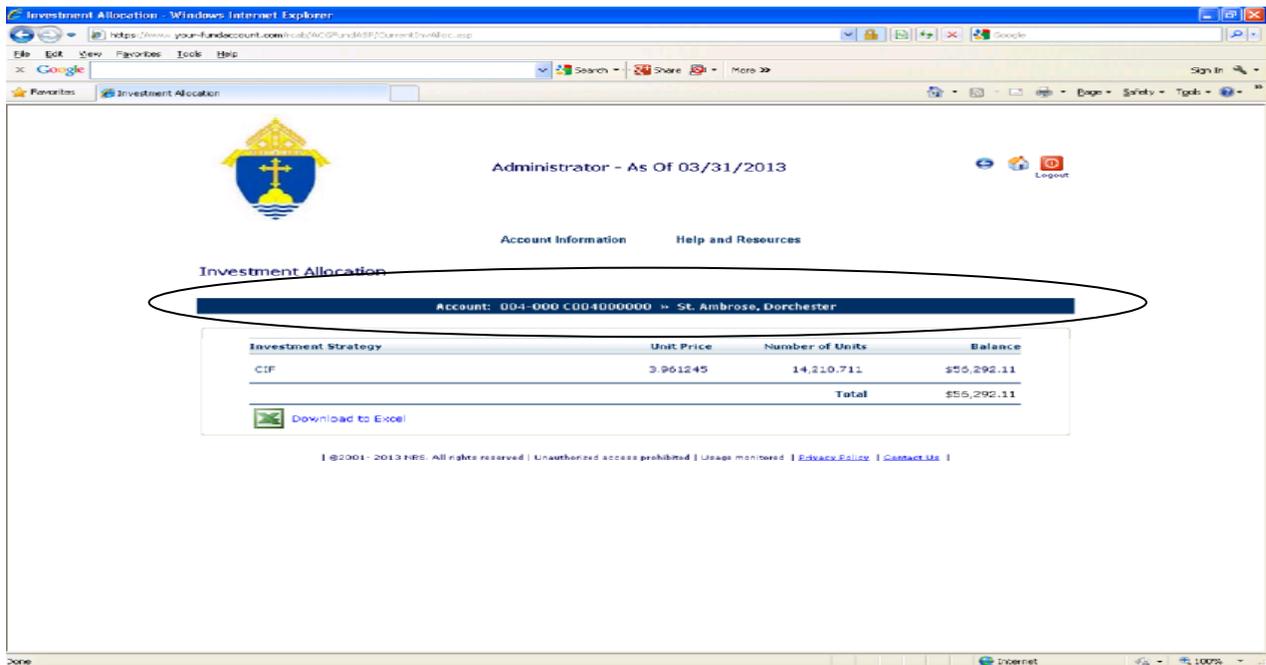
The Archdiocese of Boston formed the CIF to allow parishes to pool their long-term assets in a fund that can access world-class fund managers at reasonable fees. Click here for [offering memorandum](#). If you are interested, please contact John Smith at [jsmith@bostoncatholic.org](mailto:jsmith@bostoncatholic.org) or Jane Smith at [jasmith@bostoncatholic.org](mailto:jasmith@bostoncatholic.org).

You can move your cursor down to a specific account or select “All Accounts” at the top of the drop down list.



Once you select a specific account or “All Accounts”, click on the Filter button, and then click on the “Get Account Data” button at the bottom of the page. By clicking on “Get Account Data” you will be brought to the account information screen.

## Account Information



On this screen you will see information for the account(s) you are working on listed at the top of the screen

The first box shows the Investment Strategy utilized, which in this case is the Common Investment Fund (CIF), along with the balance. This account is invested in the Archdiocese of Boston's Common Investment Fund (CIF). At this point you also have the ability to download this information to MS Excel.

The second box shows the current Unit Price (Unit Value) - \$ 4.014526

The next box shows the Number of Units owned in your selected account for the reported period.

The last box shows the balance in your account(s) - (Ending Market Value) for the reported period.

## Investment Balance

If you are looking at all accounts in a particular Group, this screen will show the balance of the Group.

If you are looking at one Account in a particular Group, this screen will show the balance of that one Account.

The screenshot shows a web browser window titled "Investment Allocation - Windows Internet Explorer". The address bar shows the URL: <https://www.your-fundaccount.com/caf/ACG/FundASPF/CurrentInv/loc.asp>. The page content includes a logo on the left and the text "Administrator - As Of 03/31/2013" on the right. Below the logo is the heading "Investment Allocation". A navigation menu is visible, with "Investment Balance" circled in red. The account name "St. Ambrose, Dorchester" is displayed. A table with the following data is shown:

Investment Strategy	Unit Price	Number of Units	Balance
CIF	3.961245	14,210.711	\$56,292.11
<b>Total</b>			<b>\$56,292.11</b>

Below the table is a "Download to Excel" button. At the bottom of the page, there is a copyright notice: "©2001 - 2013 NRS. All rights reserved | Unauthorized access prohibited | Usage monitored | Privacy Policy | Contact Us |".

## Transaction History

This function gives you the ability to review the transaction history for a specific account or for all accounts.

To view the transaction history, move your cursor over Account Information in the menu bar and select Transaction History.

Please note that the transaction history on the website goes back to 1999, which is the inception date of the CIF.

Select the date range for which you want to view the transaction history.

Administrator - As Of 03/31/2013

Account Information Help and Resources

Transaction History

Account: 004-000 C004000000 >> St. Ambrose, Dorchester

Please select view period

Begin Date: 2013 January 01 End Date: 2013 April 26 Refresh

Transactions from 1/1/2013 to 4/26/2013

Date	All Transactions	Notes	Investment	Units	Amount
03/31/2013	Dividend Declared/Calculation	CIF		0.0000	(\$540.17)
03/31/2013	Unrealized Gain/Loss	CIF		0.0000	\$1,025.68
02/26/2013	Unrealized Gain/Loss	CIF		0.0000	\$219.62
01/31/2013	Unrealized Gain/Loss	CIF		0.0000	\$1,359.68

Download to Excel

Click on to download the transactions to excel

**Note – you can download transaction information into Excel.**

## Unit Values

To view the current Unit Value of the Common Investment Fund (CIF), go to “Account Information” and select “Unit Values”. This shows the current month-end Unit Value. This should be the same for all accounts.

The screenshot shows the 'Unit Values' page for the account 'St. Ambrose, Dorchester'. The page title is 'Administrator - As Of 03/31/2013'. The 'Account Information' menu is open, with 'Unit Values' selected. The main content area displays a table with the following data:

Fund ID	Fund Name	Unit Value	Date
01	CIF	\$3,961,245	3/31/2013

Below the table is a 'Download to Excel' button and a footer with copyright information: '© 2003 - 2013 FRS. All rights reserved. Unauthorized access prohibited. Usage monitored. | [E-Links Policy](#) | [Contact Us](#) |'.

## Statements

To view your statements, go to “Account Information” and select “e-Statements”

The screenshot shows the 'e-Statements' page for the account 'St. Ambrose, Dorchester'. The page title is 'Administrator - As Of 03/31/2013'. The 'Account Information' menu is open, with 'e-Statements' selected. The page prompts the user to 'Please select view period' and shows the following date selection:

Begin Date: 2012, October, 27  
End Date: 2013, April, 27  
Refresh

Below the date selection, it says 'Statements from 10/27/2012 to 4/27/2013'. A table lists the statements with the following data:

Account ID	Account Name	Date	Description
C00400000	St. Ambrose, Dorchester	03/31/2013	Monthly Statements
C00400000	St. Ambrose, Dorchester	02/28/2013	Monthly Statements
C00400000	St. Ambrose, Dorchester	01/31/2013	Monthly Statements

The 'Monthly Statements' links in the 'Description' column are circled in red.

You have the ability to view a specific month-end statement by moving your cursor over that particular statement and clicking the “Monthly Statement” link. Once you click this, a .PDF file of the monthly statement opens on your screen, which you can save to your local machine or network, or you can print.

**Archdiocese of Boston**  
**Common Investment Fund**  
**Account Statement**  
**For the Period 3/1/2013 through 3/31/2013**  
**St. Ambrose, Dorchester**

Saint Ambrose Parish  
 Reverend Daniel J. Finn  
 240 Adams Street  
 Dorchester, MA 02122

C004000000  
 004-000

Type: Unrestricted  
 Amount Restricted: 0.00

Market Value Summary	Shares Transacted	Invested Cost	Market Value
<b>Beginning Market Value</b>	<b>14,210.711</b>	<b>47,370.46</b>	<b>55,796.60</b>
Change in Market Value			1,035.68
Dividend Declared/Calculation			(540.17)
Dividend Reinvestment	0.000	0.00	0.00
Transfer In	0.000	0.00	0.00
Transfer Out	0.000	0.00	0.00
Contributions	0.000	0.00	0.00
Redemptions Capital Gain: \$0.00	0.000	0.00	0.00
Adjustments	0.000	0.00	0.00
<b>Ending Market Value</b>	<b>14,210.711</b>	<b>47,370.46</b>	<b>56,292.11</b>

NOTE: On-line statements are available on the site for 3 years beginning January 1, 2013. For statements prior to this time please contact the Archdiocese.