## Baird Online – Going Green, How To



BAIRD	<b>Baird</b> Or	nline		10/01/154	:47 PM EDT <u>Sett</u>	ings <u>Help Logout</u> Symbol GO
A	🔟 My Portfolio	Account Details	✓ Investing Tools	Account Services		
Statemer	nts Confirmations I	nvestor Communications	Tax Forms Performance	Reports Check Images	eDelivery Preferences	

1. Click on **Documents**, and select **eDelivery Preferences** to adjust delivery your statements, confirms, and investor communications. Click either **Electronic** or **Paper**; review and agree to the Terms & Conditions and click **Next**.

eDeliv	ery Preferences			
	ENTER EDELIVERY PREFERENCES	VERIFY YOUR NEW PREFERI	ENCES	UPDATES RECEIVED
Your cui	rent preferences			
Account	Name	All Electronic 🖌 All Paper	Confirms ✓ All Electronic All Paper	All Electronic All Paper
10001001	G-John Ind	Electronic 🗸 Paper	Electronic 🗸 Paper	Electronic 🗸 Paper
21212141	E-Jon & Jane eBill	Electronic 🗸 Paper	✓ Electronic Paper	✓ Electronic Paper
21212142	C-John Ind	Electronic 🗸 Paper	✓ Electronic Paper	✓ Electronic Paper
Footnotes		+		
Terms a	ind Conditions		Help and Troublesho My Email Address:	oting
You must read and agree to the following "Terms & Conditions" to change your preferences. Select your delivery preferences for each account listed above. You have the right to revoke your instruction to provide electronic delivery of documents at any time via Baird Online or by contacting your Baird Financial Advisor.			If the email address you have on file is invalid and Baird is unable to send you email notifications, we are required to reset your eDelivery preferences and mail paper statements and trade confirmations until you update you email address.	
✓ The	ave read and agree to the Terms & Condition	ons	lf this email is not correct, y <u>Settings</u> page.	ou can change it on the Email
Next			lf you are not receiving the your <b>"Junk Mail"</b> or <b>"Span</b>	se email notifications, check " folder to ensure your e-mail

2. Review the eDelivery Preferences for your account and ensure they are correct, and Submit.

ENTER EDELIVERY PREFERENCES		VERIFY YOUR NEW PREFERENCES		UPDATES RECEIVED	
Account	Name	Statements	Confirms	Investor Communication	
10001001	G-John Ind	Paper	Paper	Paper	
21212141	E-Jon & Jane eBill	Electronic	Electronic	Paper	
1212142	C-John Ind	Electronic	Electronic	Paper	
ootnotes		+			

©2015 Robert W. Baird & Co. Incorporated. Member NYSE & SIPC. Robert W. Baird & Co. 777 East Wisconsin Avenue, Milwaukee, Wisconsin 53202. 1-800-RW-BAIRD. www.rwbaird.com

## Baird Online – Going Green, How To continued.

3. Your eDelivery Preferences will take 24 hours to take effect.

ENTER EDELIVERY PREFERENCES	VERIFY YOUR NEW PREFERENCE	S UPDATES RECEIVED
Please allow 24 hours for changes	to take effect.	Help and Troubleshooting
NOTE: Recent trade confirmations and investor commu he mail, depending on when a trade was last entered b	If you are not receiving these email notifications, check your <b>"Junk Mail"</b> or <b>"Spam" folder</b> to ensure your e-mail	
you selected eDelivery for any of your documents, you can access them on Bair nline by clicking the <b>Documents</b> tab.		additional assistance contact <u>Baird Online Support</u> or call 888-212-8843, Monday-Friday, 7:00 a.m to 6:00 p.m (CT)
Baird is required to send you e-mail notifications when are available for viewing.	your electronic documents	If the email address you have on file is invalid and Baird is unable to send you email notifications, we are required to reset your eDelivery preferences and mail paper statements and trade confirmations until you update your email address.
		Tax documents are available electronics but are always mailed in paper form.

If you have questions or need more information, please contact: Baird Online Help Desk 1-888-212-8843 or e-mail at: bairdonline@rwbaird.com

©2015 Robert W. Baird & Co. Incorporated. Member NYSE & SIPC. Robert W. Baird & Co. 777 East Wisconsin Avenue, Milwaukee, Wisconsin 53202. 1-800-RW-BAIRD. www.rwbaird.com BAIRD