

Pilling & Co Stockbrokers Ltd

# CWA User Guide

## Features

- View all your account balances on one page
- Get up to date valuations
- Export your portfolio detail into Excel
- View contract notes
- View your portfolio breakdown
- View recent Pilling publications
- View recent documents and correspondence

## Pilling & Co Client Web Access (CWA) User Guide

If you are a new customer CWA will be set up for you automatically with your username being supplied on your terms of business and your password being sent to you by email.

If you are an existing customer please request access to CWA by emailing [compliance@pilling.co.uk](mailto:compliance@pilling.co.uk) stating your name and client code.

The CWA login page can be found at <https://pillingcwa.co.uk/login/>

We strongly recommend that you read the Terms and Conditions located on this page.

To log in you will need your username, as sent by post, and your password which will be sent to your registered email address. Please note that your username will default to capital letters.

NB: When you login for the first time you will be asked to change your password to one of your own choosing, this new password should be at least 8 characters long and made up of both numbers and letters (no symbols). Your password will expire if you do not access CWA within 28 days. If this occurs please email [compliance@pilling.co.uk](mailto:compliance@pilling.co.uk) to have your account reset.

Pilling & Co Stockbrokers  
Call Us Today - 0161 832 6581

You are here: [Home](#) - Client Login

[Download user guide](#)

**Client Login**

Username

Password

By continuing to log in you accept the use of cookies and our terms of use.  
[Click to read our cookies policy and site terms & conditions](#)

Your account security is important to us, please keep your password safe and do not disclose it. Only individuals who have a Pilling & Co account or authorised client web access should proceed from this point. Any unauthorised attempt to access client account information will be monitored and subject to legal action.

If you have forgotten your username or your password please [contact Technical Support](#).  
You must have your account id (e.g. A123456) available.

You are not currently logged in. If you were previously logged in the system may have timed your session out as a security measure. None of your information has been lost as a result of this procedure.

Pilling & Co. Stockbrokers  
Henry Pilling House  
South Street,  
Manchester  
M2 4W  
Tel: +44 (0)161 832 6581

Members of The London Stock Exchange  
and FCA  
Authorised and Regulated by the Financial  
Conduct Authority No. 141202  
© Pilling & Co. Stockbrokers. All rights  
reserved. E.B.C.

Once you have logged in, you will see a list of your accounts or services, such as ISA, SIPP or nominee account. You will also see details of family members or other people for whom you have authority to view.

This user guide can be accessed from every page of your CWA by clicking on 'download user guide' located on the menu on the left hand side of the page.

[Download user guide](#)

**My Family**

[View Family Summary](#)

**Downloads**

[Publications](#)

[My Documents](#)

[Correspondence](#)

Portfolio Summary

[Export table to Excel](#)

Service	Account Name	Cash (£)	Market Value (£)	Open (£)	Total (£)
ISA		00.00	477.59	00.00	477.59
NOMINEE		00.00	288.50	00.00	288.50
OWNNAME		00.00	00.00	00.00	00.00
SIPP		00.00	01.35	00.00	01.35
NOMINEE		1,003.54	8,375.00	871.50	12,310.12
ISA		5,924.81	405.97	5,813.06	12,143.84
		<b>8,988.35</b>	<b>8,568.89</b>	<b>6,684.56</b>	<b>25,221.40</b>

Clicking on the individual names on the left hand menu will drill down to the details for that person

[Download user guide](#)

**My Family**

[View Family Summary](#)

**Downloads**

[Publications](#)

[My Documents](#)

[Correspondence](#)

Portfolio Summary

viewing

[Export table to Excel](#)

Service	Account /Service	Cash (£)	Market Value (£)	Open (£)	Total (£)
NOMINEE		1,003.54	8,375.00	871.50	12,310.12
ISA		5,924.81	405.97	5,813.06	12,143.84
		<b>8,988.35</b>	<b>8,781.00</b>	<b>6,684.56</b>	<b>24,453.96</b>

Clicking on the balance under the **Total (£)** heading will allow you to download your account valuations as at the previous day's closing as a PDF file. This lets you save your valuations to your computer at any time.

Clicking the balance under the **Cash (£)** heading will bring up the following page:

**Pilling & Co Stockbrokers** Call Us Today - 0161 832 8581

You are here: [Home](#) > [Portfolio Summary](#) > [Cash Accounts](#) > [Cash Account](#) [Change Password](#) [Logout](#)

[Download user guide](#)

**My Family**  
[View Family Summary](#)

[Downloads](#)  
[Publications](#)  
[My Documents](#)  
[Correspondence](#)

### Cash Statement

viewing  
NOMINEE

[Back to Portfolio Summary](#) [Export table to Excel](#)

From  [Refresh](#)

#### Capital

Reference	Date	Description	Amount	Balance
DM703887	28th APR 15	Purchase of 9569 AFC ENERGY ORD GBPO 001	-4,999.80	3,063.54
DM702620	27th APR 15	Purchase of 1600 WPP PLC ORD GBPO 10	-24,409.00	8,063.34
DM702818	27th APR 15	Sale of 638 BHP BILLITON LIMITED NPV	10,067.64	32,472.34
DM702816	27th APR 15	Sale of 1549 WPP PLC ORD GBPO 10	23,629.00	22,404.70
DM701795	24th APR 15	Sale of 18 6726 ODEY INVESTMENTS PLC EUROPEAN ABSOLUTE RETURN I ACC NAV	1,843.21	-1,224.30
DM701155	23rd APR 15	Sale of 0.3164 ODEY INVESTMENTS PLC EUROPEAN ABSOLUTE RETURN I ACC NAV	30.92	-3,067.61
DM700004	22nd APR 15	Purchase of 1022 CQS NEW CITY HIGH YIELD FUND LTD ORD NPV	-633.64	-3,098.43
DM699517	22nd APR 15	Purchase of 2407 WOODFORD PATIENT CAPITAL 100 PCT IN CASH NAV 01	-2,407.00	-2,464.79

Here you can view all of your recent transactions, including purchases, sales, dividends received and income paid.

You can change the date range for your transaction history by entering a 'from' date in the box and clicking refresh.

Clicking the back to portfolio summary button will take you back to the main account summary screen.

Clicking the balance under **Market Value (£)** on the portfolio summary screen will take you to the portfolio detail screen which allows you to drill down to your stock holdings as shown below:

You are here: [Home](#) > [Portfolio Summary](#) > [Portfolio Detail](#) [Change Password](#) [Logout](#)

[Download Later guide](#)

**My Family**  
[View Family Summary](#)

**Downloads**  
[Publications](#)  
[My Documents](#)  
[Correspondence](#)

### Portfolio Detail

viewing

NOMINEE

[Export table to Excel](#)

[Back to Portfolio Summary](#) [View Chart and Sector Breakdown](#)

Service	Quantity	Security	Book Cost (£)	Price	Value (£)	Gain/Loss (£)
NOMINEE	01	<a href="#">MIDAS GOLD CORPORATION PLC</a>	00.00	(CAD) 0.4500	-0.25	05.24
NOMINEE	01	<a href="#">BICOVA METALS CORP.COM.MY</a>	00.00	(CAD) 0.0000	00.00	00.00
NOMINEE	417	<a href="#">INVEST GOLD CORP.COM.MY</a>	00.00	(CAD) 0.0000	-0.79	05.79
NOMINEE	62.042	<a href="#">BOLLS RUTCE HOLDINGS ORD</a>	00.00	(GBP) 0.0000	00.00	00.00
NOMINEE	2.407	<a href="#">WOODFORD PATIENT CAPITAL TRUST PLC ORD GBP0.01</a>	2,407.00	(GBP) 1.0600	2,551.42	144.42
NOMINEE	1.306	<a href="#">GOS NEW CITY HIGH YIELD</a>	805.25	(GBP) 0.6250	824.38	05.13
NOMINEE	06.408	<a href="#">BALLIE GIFFORD &amp; CO.MAN.</a>	30.91	(GBP) 6.0000	42.87	03.76

Each column can be sorted by ascending or descending quantity, security name, book cost, price, value or gain / loss by clicking on the column heading.

For details of the transactions that make up each holding, you can click on the underlined stock name:

Pilling & Co Stockbrokers Ltd Call Us Today - 0161 832 6581

You are here: [Home](#) > [Portfolio Summary](#) > [Holding Detail](#) [Change Password](#) [Logout](#)

[Download Later guide](#)

**My Family**  
[View Family Summary](#)

**Downloads**  
[Publications](#)  
[My Documents](#)  
[Correspondence](#)

### Holding Detail

viewing

[WOODFORD PATIENT CAPITAL TRUST PLC ORD GBP0.01](#)

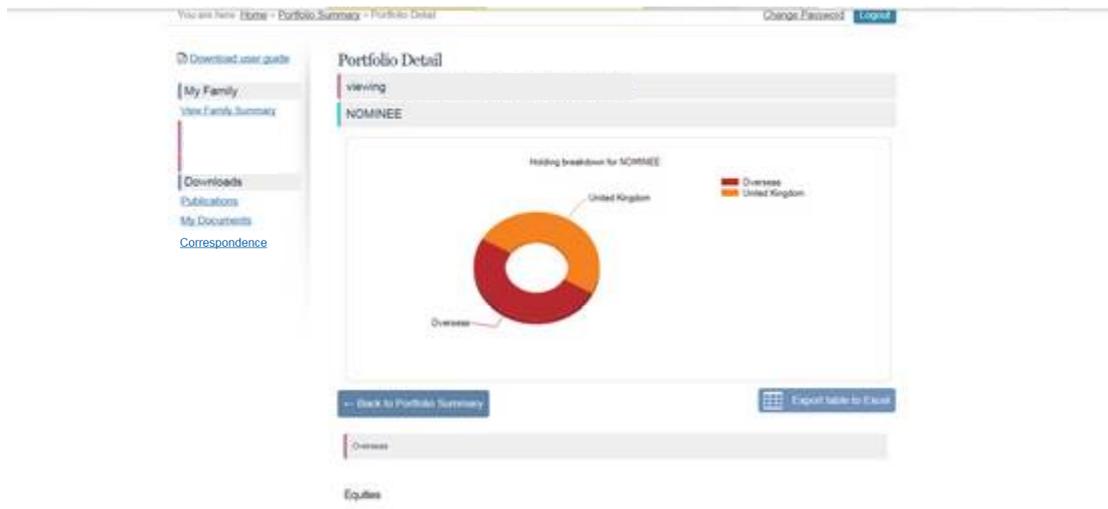
[Export table to Excel](#)

[Back to ACCOUNT details](#)

Download	Date	Notes	Quantity	Cost (£)
	19th APR 15	Bought 2407 WOODFORD PATIENT CAPITAL TRUST PLC ORD GBP0.01 @ 1.05	2,407	2,407.35
TME18900	22nd APR 15	Location Transfer 2407 WOODFORD PATIENT CAPITAL TRUST PLC ORD GBP0.01	-2,407	00
TME19501	22nd APR 15	Location Transfer 2407 WOODFORD PATIENT CAPITAL TRUST PLC ORD GBP0.01	2,407	00

You can view your contract notes as a pdf document by clicking on the button.

By clicking [View Chart and Sector Breakdown](#) from the portfolio detail screen you can view a chart and sector analysis of your portfolio:



As before, you can click each stock name to view transactions and download contract notes:

Pilling & Co Stockbrokers

Call Us Today - 0161 832 6561

You are here: Home - Portfolio Summary - Holding Detail

Change Password Logout

Download user guide

My Family

View Family Summary

Downloads

Publications

My Documents

Correspondence

Holding Detail

viewing

MIDAS GOLD CORPORATION COM NPV

Back to NOMINEE Details

Export table to Excel

Download	Date	Notes	Quantity	Cost (£)
	26th FEB 13	Bought 1200 MIDAS GOLD CORPORATION COM NPV @ 0.98389	1,200	1,200.94
	26th FEB 13	Bought 1113 MIDAS GOLD CORPORATION COM NPV @ 0.93809	1,113	1,055.99
	7th MAR 13	Bought 16700 MIDAS GOLD CORPORATION COM NPV @ 0.804835	16,700	14,208.91
	4th MAR 13	Bought 24200 MIDAS GOLD CORPORATION COM NPV @ 0.863285	24,200	20,714.11
	4th MAR 12	Sold 94573 MIDAS GOLD CORPORATION COM NPV @ 0.877124	-94,573	-86,638.53
	5th MAR 13	Bought 22500 MIDAS GOLD CORPORATION COM NPV @ 0.885798	22,500	19,480.46
	10th MAY 13	Bought 21987 MIDAS GOLD CORPORATION COM NPV @ 0.51221	21,987	11,414.57
	31st MAY 13	Sold 3500 MIDAS GOLD CORPORATION COM NPV @ 0.51279	-3,500	-1,847.65

Navigating back to the portfolio summary screen and clicking on the balance under the **open (£)** heading will allow you to view recent (within the last 3 months) and open (unsettled) transactions.

You can specify a date range by entering a 'from' and 'to' date in the relevant boxes and clicking refresh.

Clicking on will allow you to view your contract notes.

Download user guide

My Family

[View Family Summary](#)

Downloads

[Publications](#)

[My Documents](#)

[Correspondence](#)

Dealing Account

viewing

[Back to Portfolio Summary](#)

[Export table to Excel](#)

From  To  [Refresh](#)

Reference	Notes	Deal	Settlement	Quantity	Amount (£)
6078130	Sold 3 WESFARMERS LTD ORD NPV @ 21.85	27th APR 15	30th APR 15	-03	65.55
6077955	Sold 51 WPP PLC ORD CBPO 10 @ 15.803	27th APR 15	29th APR 15	-81	800.95
0210044	Bought 660 AFC ENERGY ORD CBPO.051 @ 0.5225	24th APR 15	29th APR 15	9,568	-4,969.80
0077707	Sold 830 BHP BILLITON LIMITED NPV @ 15.75	27th APR 15	27th APR 15	-830	13,067.84
0060370	Sold 0.3164 ODEY INVESTMENTS PLC EUROPEAN ABSOLUTE RETURN F ACC NAV @ 37.7152	19th APR 15	23rd APR 15	-00.3	36.90
0077494	Bought 1022 OGE NEW CITY HIGH YIELD FUND LTD ORD NPV @ 0.82	27th APR 15	22nd APR 15	1,022	403.84

The publications, my downloads and correspondence pages can be opened from every page by clicking on the relevant heading on the left hand side menu. Below is a summary of what can be accessed on each page.

**Publications:**

This area contains downloads of Pilling publications including PEPTalk, our monthly newsletter and fixed interest list. The documents in this area are not specific or tailored to your portfolio.

Download user guide

My Family

[View Family Summary](#)

Downloads

[Publications](#)

[My Documents](#)

[Correspondence](#)

Publications

viewing

[Go to Portfolio Summary](#)

To save the documents to your hard drive:

Windows

1. Right-click the document file and select the option to save the link. (This may appear as "Save target as...", "Save link as..." or "Save link" depending on the web browser that you are using.)
2. Select your destination folder and click save.

An Investment Risk Guide

[Understanding Investment Risk.pdf.svx](#)

PEPTalk

April 2014

[PEPTalk - April 2014.pdf.svx](#)

January 2014

[PEPTalk -Jan 2014.pdf.svx](#)

July 2013

[PEPTalk - July 2013.pdf.mlx](#)

July 2014

[PEPTalk - July 2014.pdf.svx](#)

**My Documents:**

Here you will find your most recent personal documents such as six monthly portfolio valuations, consolidated tax vouchers. Each document can be opened and printed or saved to your PC by clicking on the underlined document title.

**Pilling & Co Stockbrokers** Call Us Today - 0161 832 6581

You are here: [Home](#) > My Documents [Change Password](#) [Logout](#)

[Download user guide](#)

**My Documents** [Go to Portfolio Summary](#)

Title	Description	No. Pages
<a href="#">Portfolio Valuation as at 30/06/2015</a>	Half Year Portfolio post	3
<a href="#">Half Year Portfolio 30/06/2014</a>	Half Year Portfolio	4
<a href="#">Portfolio Valuation as at 05/06/2014</a>	Half Year Portfolio	3
<a href="#">Portfolio Valuation as at 05/02/2013</a>	Half Year Portfolio	5
<a href="#">Portfolio Valuation as at 05/06/2013</a>	Half Year Portfolio	4
<a href="#">Cheque Payment</a>	Cheque Payment	1

Title	Description	No. Pages
<a href="#">Portfolio Valuation as at 30/06/2015</a>	Half Year Portfolio post	37
<a href="#">Half Year Portfolio 30/06/2014</a>	Half Year Portfolio	29
<a href="#">Tax Voucher produced on 27/05/2014</a>	Consolidated tax certificate	2
<a href="#">Portfolio Valuation as at 05/06/2013</a>	Half Year Portfolio EMAIL	31
<a href="#">Portfolio Valuation as at 05/02/2013</a>	Half Year Portfolio	45
<a href="#">Tax Year 2012/13</a>	Consolidated tax certificate	2
<a href="#">Portfolio Valuation as at 05/06/2013</a>	Half Year Portfolio	34

**Correspondence:**

Here our discretionary and investment managed services clients can access their personalised management reports.

**Pilling & Co Stockbrokers Ltd** Call Us Today - 0161 832 6581

You are here: [Home](#) > Correspondence [Change Password](#) [Logout](#)

[Download user guide](#)

**Correspondence**

Sort files by [Title](#) ▼

[Back to summary](#)

**My Correspondence**

Title	Description	Type	Date
<a href="#">Management Report</a>		Sent	20th APR 15

There is no correspondence available for this account

There are two more areas of CWA to note:

- On many of the pages in CWA there is the option to export the data into an excel spreadsheet which can then be saved onto your own PC.

A blue rectangular button with the text "Export table to Excel" in white.

To do this click the button on the right hand of the page.

- At the top of the screen is the option to change your password. Your password can be changed at any time however we recommend you change your password regularly to ensure the security of your account.

Please take a moment to familiarise yourself with our CWA terms & conditions, may we draw your attention to the disclaimer that valuations and contract notes printed from the client web access site may be subject to change and you should check that the information is accurate before using that information to make investment decisions.