



Basket Funds Client Portal User Guide

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Guernsey



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01 Access to the Investor Portal



- **Default browsers** are Google Chrome or Microsoft Edge.
- Web portal: <https://secure.pfs.gg>
- New or first time users will need to log on and follow instructions upon receipt of their online access letter which will come from Apex.
- Since July 2022, all users must set up the 2FA and follow the on-screen instructions (see page 5).
- All connections require your eMail address, password and 2FA code.

Login

Email: *

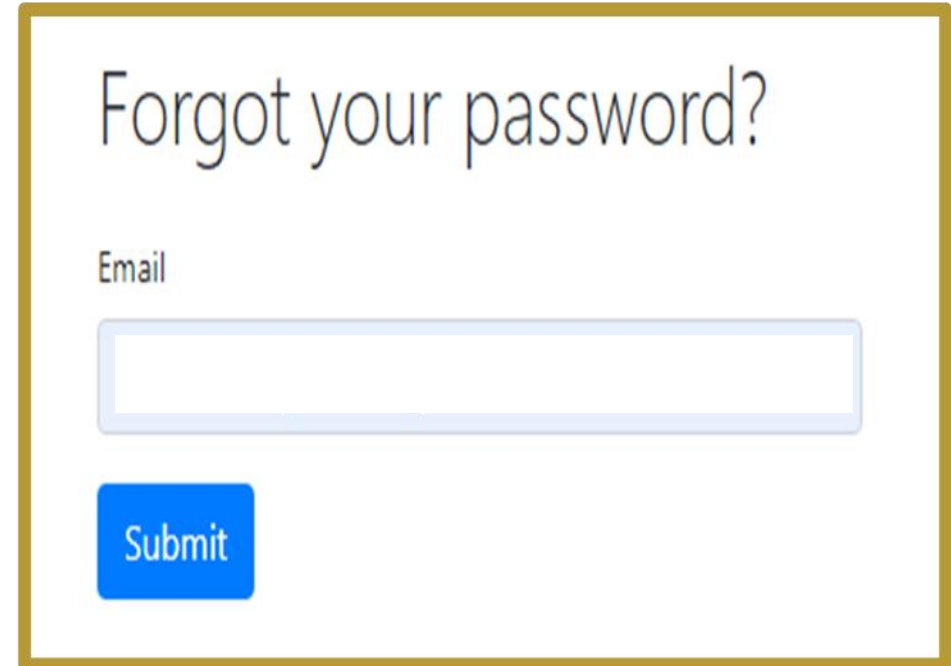
Password: *

Login

[Forgot your password?](#)

02 Forgot your password?

- Click on **Forgot your password**.
- Enter your eMail address.
- Click on Submit.
- Check your eMail for the link where you can reset your password and follow the instructions.
- If you do not receive the eMail, please check your Spam mailbox.

A screenshot of a web form titled "Forgot your password?". The form is enclosed in a thin gold border. It contains a label "Email" above a text input field. Below the input field is a blue "Submit" button.

Forgot your password?


Email


Submit


03 Two Factor Authentication ("2FA")

- Each user will need to set up the 2FA and follow the on-screen instructions.
- Only one registered user per contact code/registered shareholder is currently permitted.

Manage your account

 Profile

 Change Password

 2FA

Configure authenticator app

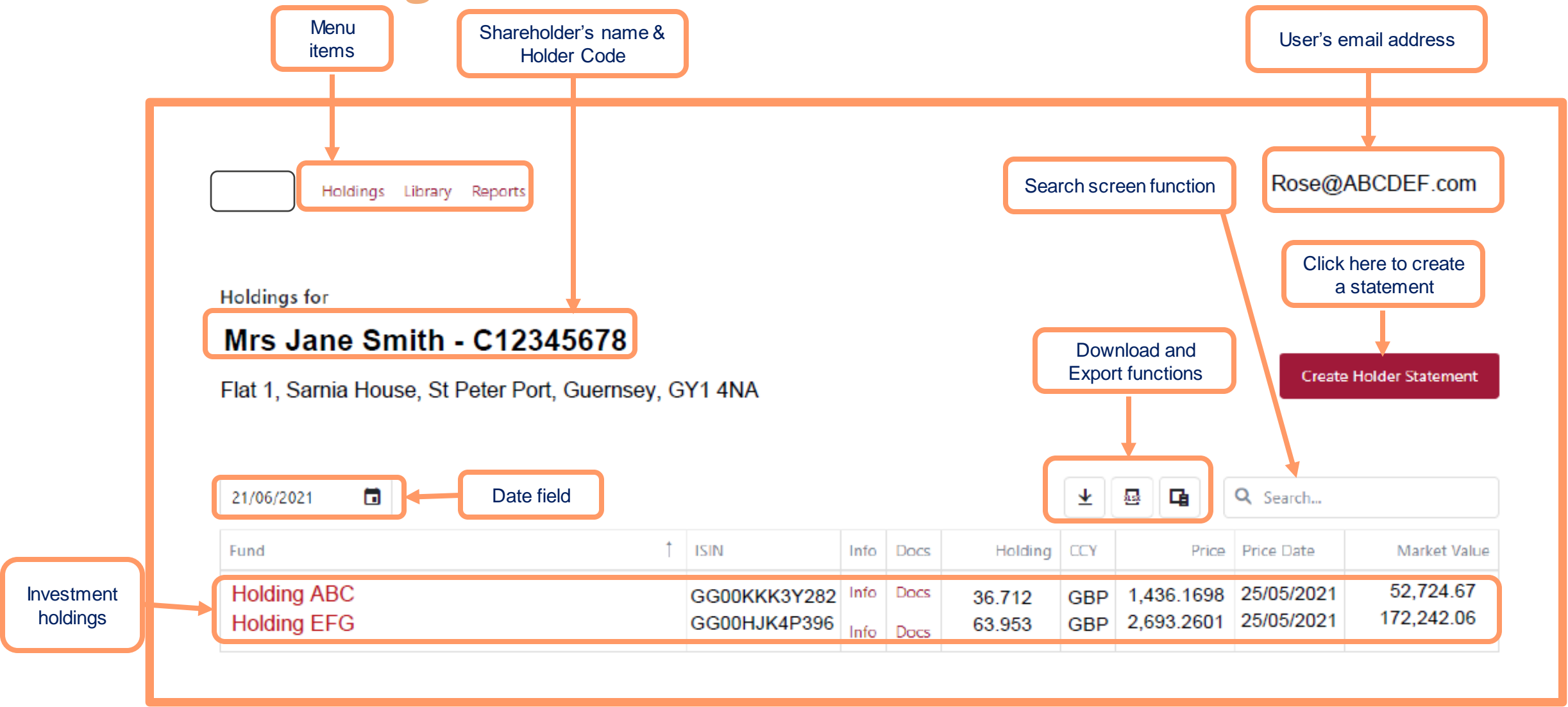
To use an authenticator app go through the following steps:

1. Download a two-factor authenticator app like Microsoft Authenticator for Windows Phone, Android and iOS or Google Authenticator for Android and iOS.
2. Scan the QR Code or enter this key into your two factor authenticator app.
ptqx dfk2 7ymj go63 yswl v7jm uhjm 6rvy
Spaces and casing do not matter.
3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification Code

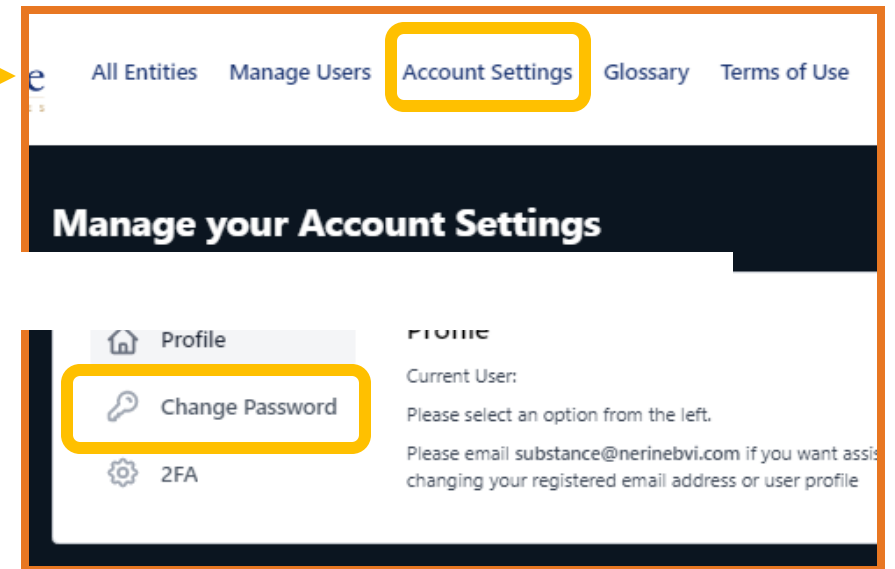
Verify

04 Portal Navigation and Functions



05 Access Management

- **Forgot your password** is available on the Login screen.
- **Account Settings > Change Password** is available if you want to change your password.



06 Support Service Contact Details



- **Support** is available Monday to Friday 09:00 – 17:00 (UK time) via eMail to baskets@apexfs.group.

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