

Heber Fuger Wendin
TPG Accounting Service
Online User's Guide

If you are a new user on the HFW Portfolio reporting system, please use the following procedures to obtain the information that you need for your institution:

- 1.) Obtain a login ID and temporary password from HFW.

Please contact Kelly Edwards at kedwards@hfw1.com

Direct	(248) 286-4111
Main office	(248) 258-6866
Fax	(248) 258-9295

- 2.) Come back to <https://heberinvestments.com> and choose Client Account, **HFW Portfolio**



3.) You will see the following login page to enter your ID and temporary password. The first time you login you will be prompted to change your password:

hfwport.ccrhost.com/eportfolio/Account/Login?ReturnUrl=%2Feportfolio

Recipies! Random Bookmarks Suggested Sites WST Business News &

HEBER FUGER WENDIN
Investment Advisors Established 1934

Help ▾

Welcome

User ID/Email: info@hfw1.com

Password:

Sign In

Disclaimer

4.) You will then come upon the Portfolio Home page for your institution:

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Portfolio Reports/Receipts Help

Welcome [Name] Logout

Portfolio Home

Export to Excel (.xls)

Portfolio Name	Acct Date	Est Value	Book Value	Est Value	25th Est Value	Actions
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5.) To get your reports for download, go to **Reports/Receipts**, you will see that your reports are now grouped by type. "Other Group" has up to 12 months of history in zip files. The current month's zip file is at the bottom of the list:

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Portfolio Reports/Receipts Help ▾

Download Files

[Click here to return to Portfolio Home.](#)

Portfolio:: [REDACTED]

Expand All Collapse All Download Multi-Files Zip & Download

[Groups](#)

- + ACCOUNTING DETAIL
- + ACCRUED INTEREST
- + ACTIVITY
- + BOOK VALUE
- + CASHFLOW
- + INVENTORY
- + MANAGEMENT
- + MUNICIPAL BONDS
- + Other Group
- + PLEDGING/SAFEKEEPING
- + RATINGS
- + REGULATORY
- + YEAR-TO-DATE
- + Zip Files

- 6.) You can expand each section and select the report(s) you would like, then:
- a. click **Download Multi-Files** to download selected files as PDFs
 - or,
 - b. choose **Zip & Download** to download one combined (zipped) file.

Expand All Collapse All Download Multi-Files Zip & Download

Groups

ACCOUNTING DETAIL

<input type="checkbox"/>	Favorites - File Name	File Size	Last Modified
<input type="checkbox"/>	▽ Contains...	▽ Equals...	▽ Contains...
<input checked="" type="checkbox"/>	PG281GLEntriesAccounting_MTH	145608	7/27/2020 11:55:21 AM
<input type="checkbox"/>	PG293AccountingSummary_MTH	149776	7/27/2020 11:54:57 AM

ACCRUED INTEREST

That's it! If you have any questions, please contact our office at (248) 258-6866.