



# How to Access Your UUCEF Account Online



# Signing up for online access

Visit the UUCEF website at [www.uucef.org](http://www.uucef.org)

The screenshot shows the UUCEF website with the 'Reports' dropdown menu open. The menu items are: Reports Overview, Monthly Market Commentary, Monthly Performance Reports, Performance, Holdings & Community Investments, **Forms and Sign up for Online Statements** (highlighted), Investment Committee Reports, Socially Responsible Investing Committee Reports, Audited Financial Reports, Resources, and Online Access. The website header includes 'Unitarian Universalist Common Endowment Fund' and navigation links for 'About', 'Investing', 'Reports', and 'Socially Responsible Investing'. A yellow banner on the left says 'Invest with your faith'. Below the banner are sections for 'UUCEF News' and 'Fund Performance'.

**UUCEF News**

**American Electric Power should support clean energy in Ohio**  
Mar 18, 2015 | News | No Comments  
Recently, Tim Brennan, Treasurer and Chief Financial Officer of the UUA was interviewed by Cleveland.com. As the fifth largest investor-owned utility...

**February Monthly Commentary**  
Mar 10, 2015 | Monthly Market Commentary | Monthly Performance Report | News | No Comments  
Financial markets reversed course in February as global equities rallied. The MSCI EAFE Index returned 6.0% amid investor anticipation of...

**Fund Performance**

Period Ending	Net Asset Value
2/28/2015	\$7.5973
Last Month	2.7%
1 year	4.4%
3 years	7.2%
Ending Market Value	\$191,313,002

[Expanded Summary Table](#)

Under “Reports” click on Forms and Sign up for Online Statements.



# Accessing your account online

The screenshot shows the website for the Unitarian Universalist Common Endowment Fund. The navigation bar includes 'About', 'Investing', 'Reports', and 'Socially Responsible Investing'. The 'Reports' dropdown menu is open, listing various reports and 'Online Access', which is highlighted in red. Below the navigation, there are sections for 'UUCEF News' and 'Fund Performance'. The 'Fund Performance' section includes a table with the following data:

Period Ending	Net Asset Value
2/28/2015	\$7.5973
Last Month	2.7%
1 year	4.4%
3 years	7.2%
Ending Market Value	\$191,313,002

Under “Reports” click on Online Access.



# Logging in

Unitarian Universalist Common Endowment Fund

Enter your access information:

User Name:

Password:

? HELP LOGON

Please review our [Privacy Statement](#).

Enter your user name and password.

https://portal6.hwa-online.com/uuecf/default.htm

HOME ACCOUNTS REPORTS SECURITY HELP LOGOFF

## Accounts

Your last logon was: Mar 31 2015 11:09AM

### Accounts for: Boston MA UUA Endowment

Select an Account for further information:

ACCOUNTS	MARKET VALUE	VIEW
<a href="#">110000-UPMIFA Pending - Gen'l Endow</a>	\$ 2,905,950.82	<a href="#">Reports</a>
<a href="#">110100-Court Filing - Gen'l U/R Endow</a>	\$ 566,195.42	<a href="#">Reports</a>
<a href="#">120000-UPMIFA Pending - Min Support</a>	\$ 1,124,647.77	<a href="#">Reports</a>
<a href="#">120035-NSSUS PLANDOME NY TR-GIF 3</a>	\$ 26,776,054.25	<a href="#">Reports</a>
<a href="#">120100-UPMIFA Pending - Scholarship</a>	\$ 588,907.44	<a href="#">Reports</a>
<a href="#">120300-UUA BD INTERNATIONAL OFFICE</a>	\$ 106,311.25	<a href="#">Reports</a>
<a href="#">120310-UUA INTERNATIONAL OFFICE</a>	\$ 295,750.21	<a href="#">Reports</a>
<a href="#">120500-UUA BD MINISTERIAL SUPPORT</a>	\$ 1,376,862.55	<a href="#">Reports</a>
<a href="#">120510-UUA MINISTERIAL SUPPORT</a>	\$ 657,138.29	<a href="#">Reports</a>
<a href="#">120511-CRUF MINISTERIAL SUPPORT</a>	\$ 972,496.29	<a href="#">Reports</a>
<a href="#">120512-HALE-BARNARD MINISTERIAL</a>	\$ 390,653.23	<a href="#">Reports</a>
<a href="#">120513-ROGERS MINISTERIAL SUPPORT</a>	\$ 636,858.39	<a href="#">Reports</a>
<a href="#">120514-GUNN MINISTERIAL SUPPORT</a>	\$ 959,227.50	<a href="#">Reports</a>
<a href="#">120700-UUA ENDOWED SCHOLARSHIP</a>	\$ 333,184.89	<a href="#">Reports</a>
<a href="#">130000-Pending UUA Review</a>	\$ 56,067.99	<a href="#">Reports</a>
<a href="#">130100-UUA BD GENERAL PURPOSE</a>	\$ 17,645,672.15	<a href="#">Reports</a>
<a href="#">130110-MEISTER MEMORIAL FUND</a>	\$ 1,692,318.40	<a href="#">Reports</a>
<a href="#">130111-RAYMOND E BAGLEY FUND</a>	\$ 273,696.74	<a href="#">Reports</a>
<a href="#">130500-UUA GENERAL PURPOSE</a>	\$ 3,971,252.90	<a href="#">Reports</a>
<a href="#">130510-GEORGE H WILLIAMS UUA FUND</a>	\$ 1,083,949.06	<a href="#">Reports</a>
<a href="#">130511-SWEETSER FAMILY FUND</a>	\$ 306,900.26	<a href="#">Reports</a>
<a href="#">141100-Endow - Grants for Growth</a>	\$ 164,027.86	<a href="#">Reports</a>
<a href="#">141800-Endow - Loans and Grants</a>	\$ 327,458.95	<a href="#">Reports</a>
<a href="#">144100-END SCHOOL DEBT REDUCTION</a>	\$ 384,322.08	<a href="#">Reports</a>
<a href="#">144101-JOHN A BUEHRENS SCHOLARSHIP</a>	\$ 121,882.72	<a href="#">Reports</a>
<a href="#">144102-R &amp; M ATHERTON SCHOLARSHIP</a>	\$ 357,867.46	<a href="#">Reports</a>
<a href="#">144103-WESTWOOD SCHOLARSHIP FUND</a>	\$ 49,961.70	<a href="#">Reports</a>
<a href="#">144104-VON OGDEN VOGT SCHOLARSHIP</a>	\$ 28,056.64	<a href="#">Reports</a>
<a href="#">144105-DAVID EATON SCHOLARSHIP FUND</a>	\$ 148,752.66	<a href="#">Reports</a>
<a href="#">144106-CHUCK THOMAS SCHOLARSHIP</a>	\$ 538,132.19	<a href="#">Reports</a>
<a href="#">144107-HOPKINS SCHOOL FOR MINISTERS</a>	\$ 62,537.73	<a href="#">Reports</a>
<a href="#">144108-HASELTINE SCHOLARSHIP FUND</a>	\$ 802,606.73	<a href="#">Reports</a>
<a href="#">144110-SUSAN M. JACKSON SCHOL. FUND</a>	\$ 63,594.94	<a href="#">Reports</a>
<a href="#">144111-INTERFAITH SPIRITUALITY SCHOL</a>	\$ 41,250.61	<a href="#">Reports</a>

All of your accounts will be found here. You can select any account to get to its Investment Summary Page.

https://portal6.hwa-online.com/uucef/default.htm

HOME ACCOUNTS REPORTS SECURITY HELP LOGOFF

## Investment Summary

Account Summary for: SWEETSER FAMILY FUND

Select an Asset Type for further information:

ASSET TYPE	MARKET VALUE
<a href="#">Common Endowment Pool</a>	\$ 306,900.26
<b>TOTAL VALUE:</b>	<b>\$ 306,900.26</b>

*Values are as of the last day the account was priced*  
*Non-Priced Accounts are at Book Value.*

[INVESTMENTS](#)

9:13 AM  
4/6/2015

Here you will see the asset type which is the Common Endowment Pool and your account value. By selecting the Common Endowment Pool you will be taken to the Investment Detail page.

https://portal6.hwa-online.com/uucef/default.htm

HOME ACCOUNTS REPORTS SECURITY HELP LOGOFF

### Investment Details

#### Investment Details for: Common Endowment Pool

Select an Asset for further information:

ASSET TYPE	MARKET VALUE
<a href="#">UUCEF_POOL</a>	\$ 306,900.26
<b>TOTAL VALUE :</b>	<b>\$ 306,900.26</b>

All values are as of: February 28, 2015  
Non-Priced Investments are at Book Value.

[SUMMARY](#) [INVESTMENTS](#)

9:14 AM  
4/6/2015

This will show you the UUCEF Pool and any deposits you have awaiting investment. By clicking on the pool you will see your Investment Activity.

https://portal6.hwa-online.com/uucef/default.htm

HOME ACCOUNTS REPORTS SECURITY HELP LOGOFF

### Investment Activity

Investment Activity for: UUCEF\_POOL

DATE	ACTIVITY	# SHARES	AMOUNT
02-28-2015	Investment Income	0.00	\$ 220.13
02-28-2015	Realized Gain / Loss	0.00	\$ -111.48
02-28-2015	Unrealized Gain / Loss	0.00	\$ 8,288.05
02-01-2015	Sold UUCEF Shares	-526.95	\$ -3,897.00
01-31-2015	Unrealized Gain / Loss	0.00	\$ 862.11
01-31-2015	Investment Income	0.00	\$ 113.43
01-31-2015	Realized Gain / Loss	0.00	\$ 58.85
12-31-2014	Investment Income	0.00	\$ 1,250.74
12-31-2014	Realized Gain / Loss	0.00	\$ 1,233.95
12-31-2014	Unrealized Gain / Loss	0.00	\$ -6,494.77

Page 7 of 7  
Last year end date: June 30, 2014

PREVIOUS DETAILS SUMMARY INVESTMENTS

This screen will show the investment income, realized and unrealized gains/losses and, withdrawals (sales).

Realized gains are the difference between net proceeds from the sale of an acquisition and its cost of acquisition.

Unrealized gains/losses are the increased or decreased market value of an asset held compared to its cost of acquisition.

https://portal6.hwa-online.com/uucef/default.htm

HOME ACCOUNTS REPORTS SECURITY HELP LOGOFF

### Income Statement Summary

**Income Statement for: SWEETSER FAMILY FUND**  
Click on any Asset Type to view the Asset Details

INCOME	
ACCOUNT	AMOUNT
<a href="#">Investment Income</a>	2,747.16
<a href="#">Realized Gain / Loss</a>	6,220.86
<a href="#">Unrealized Gain / Loss</a>	-3,373.58
<b>TOTAL:</b>	<b>5,594.44</b>

  

EXPENSE	
ACCOUNT	AMOUNT
<a href="#">Investment Manager Fees</a>	1,141.95
<a href="#">UUA Administrative Fee</a>	399.89
<a href="#">Other Expense</a>	433.09
<b>TOTAL:</b>	<b>1,974.93</b>

  

<b>NET INCOME:</b>	<b>3,619.51</b>
<b>TOTAL DISTRIBUTIONS:</b>	<b>0.00</b>
<b>NET INCOME AFTER DISTRIBUTIONS:</b>	<b>3,619.51</b>

*All amounts are for the current year. Your Last Year End was: June 30, 2014  
All values are as of: February 28, 2015*

**FINISHED**

Under the "Reports" tab you can select Income Statement. This screen shows you the income and expenses for your account. You can select any line item and get an expanded month by month accounting.

https://portal6.hwa-online.com/uucef/default.htm

HOME ACCOUNTS REPORTS SECURITY HELP LOGOFF

### Balance Sheet Summary

Balance Sheet for: SWEETSER FAMILY FUND  
Click on any Asset Type to view the Asset Details

ASSETS	
ACCOUNT	AMOUNT
<a href="#">Pool Investment - MV Adjustment</a>	\$ 221,155.05
<a href="#">Principal Cash</a>	\$ 0.00
<a href="#">UUCEF Pool</a>	\$ 85,746.72
<b>TOTAL:</b>	<b>\$ 306,901.77</b>

LIABILITIES	
ACCOUNT	AMOUNT
<b>TOTAL:</b>	<b>\$ 0.00</b>

NET WORTH	
ACCOUNT	AMOUNT
<a href="#">Cumulative Distributions</a>	\$ -26,692.00
<a href="#">Original Corpus and Additions</a>	\$ 75,765.64
<a href="#">Qtrly Distributions Reinvested</a>	\$ 17,338.19
<a href="#">UUCEF Qtrly Distributions</a>	\$ -17,338.19
<a href="#">Year End Cumulative Close</a>	\$ 254,208.62
<b>TOTAL:</b>	<b>\$ 303,282.26</b>

<b>CURRENT YEAR NET INCOME:</b>	<b>\$ 3,619.51</b>
<b>TOTAL NET WORTH PLUS CURRENT YEAR NET INCOME:</b>	<b>\$ 306,901.77</b>
<b>TOTAL LIABILITIES &amp; NET WORTH:</b>	<b>\$ 306,901.77</b>

*All amounts are for the current year. Your Last Year End was: June 30, 2014*

**FINISHED**

Under the "Reports" tab You will also find Balance Sheet. Here you will see any cash (deposits) for Investment to your account at the beginning of the following month. You will also find the Net Worth section with original corpus and additions which represent your cost basis for the account. You may select the different line items for additional detail.

The Cumulative Distributions are all distributions plus withdrawals from July 1, 2014 forward.

The Quarterly Distributions Reinvested and the UUCEF Quarterly Distributions are June 30, 2014 and prior.

https://portal6.hwa-online.com/uucef/default.htm

HOME ACCOUNTS REPORTS SECURITY HELP LOGOFF

### Historical Statements

Historical Statements for: SWEETSER FAMILY FUND

Click on link to view statement:

STATEMENTS
<a href="#">2015-02-28</a>
<a href="#">2014-06-30</a>

FINISHED

The 2/28/2015 date shows you a rolling YTD statement as of the date shown.

The 6/30/2014 tab shows the full FY14 statement.

[HOME](#) | [ACCOUNTS](#) | [REPORTS](#) | [SECURITY](#) | [HELP](#) | [LOGOFF](#)

**UNITARIAN UNIVERSALIST**

**UU Common Endowment Fund**  
 July 01, 2014 Through February 28, 2015

Account Number: 130511  
 Account Name: SWEETSER FAMILY FUND

**UU Common Endowment Fund**  
 24 Farnsworth Street  
 Boston, MA 02210-1409  
 Phone 617-948-4306

**Account Activity Summary**

Beginning Balance - Close of Business Jun 30, 2014	\$314,973.65
Additions	0.00
Withdrawals	(11,691.00)
Net Distributions	0.00
Investment Change	3,619.51
Change in Market Value	(1.90)
<b>Ending Balance - Close of Business Feb 28, 2015</b>	<b>\$306,900.26</b>

**Asset Details**

Asset Description	Shares	Market Price	Market Value	Net Cost	Unrealized Gain (Loss)
UUCEF_POOL	40,395.9642	7.597300	306,900.26	85,746.72	221,153.54
<b>Grand Total</b>			<b>\$306,900.26</b>	<b>\$85,746.72</b>	<b>\$221,153.54</b>

9:18 AM  
 4/6/2015

Example of a rolling year to date statement as of the date shown.

Browser address bar: <https://portal6.hwa-online.com/uucef/default.htm>

Navigation: HOME | ACCOUNTS | REPORTS | SECURITY | HELP | LOGOFF

Unitarian Universalist Logo

**UU Common Endowment Fund**  
July 01, 2013 Through June 30, 2014

Account Number: 130110  
Account Name: ARTHUR & PHYLLIS MEISTER MEMORIAL FUND

**UU Common Endowment Fund**  
24 Farnsworth Street  
Boston, MA 02210-1409  
Phone 617-948-4306

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**Account Activity Summary**

Beginning Balance - Close of Business Jun 30, 2013	\$1,600,931.64
Additions	0.00
Withdrawals	(89,504.00)
Net Distributions	0.00
Investment Change	229,199.69
Change in Market Value	(3.75)
<b>Ending Balance - Close of Business Jun 30, 2014</b>	<b>\$1,740,623.58</b>

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**Asset Details**

Asset Description	Shares	Market Price	Market Value	Net Cost	Unrealized Gain (Loss)
UUCEF_POOL	231,971.7980	7.503600	1,740,623.58	1,248,347.49	492,276.09
<b>Grand Total</b>			<b>\$1,740,623.58</b>	<b>\$1,248,347.49</b>	<b>\$492,276.09</b>

System tray: 11:25 AM 4/6/2015

Year to date statement as of date shown.

The screenshot shows a web browser window with the URL <https://portal6.hwa-online.com/uucef/default.htm>. The browser's address bar and tabs are visible at the top. The page has a dark red navigation bar with the following tabs: HOME, ACCOUNTS, REPORTS, SECURITY, HELP, and LOGOFF. The 'SECURITY' tab is active. On the left side, there is a vertical dark red bar containing a white logo of a stylized flame or torch. The main content area is white and contains the following text and form elements:

### User Name

**Enter your New User Name:**

Your New User Name must be at least 5 characters in length, and must contain at least 1 lowercase, 1 uppercase and 1 numeric character(s).

New User Name: ✓

**NEXT**

At the bottom of the browser window, the address bar shows the URL: [https://portal6.hwa-online.com/uucef/Generator.ashx?Name=Security\\_GetSecurityList#](https://portal6.hwa-online.com/uucef/Generator.ashx?Name=Security_GetSecurityList#). The Windows taskbar is visible at the very bottom, showing the time as 9:19 AM on 4/6/2015.

From the “Security” tab you can change your username.

The screenshot shows a web browser window with the URL <https://portal6.hwa-online.com/uucef/default.htm>. The browser's address bar and tabs are visible at the top. The page content includes a navigation menu with tabs: HOME, ACCOUNTS, REPORTS, SECURITY, HELP, and LOGOFF. A sidebar on the left features a white logo on a maroon background. The main content area is titled "Change Password" and "Enter Details". A teal box contains the password requirements: "The Password must contain at least 5 characters in total, at least 1 lowercase character, at least 1 uppercase character, at least 1 numeric character, and not be one that you have used in the past." Below this, the form asks for "Enter your new Password:" and includes fields for "New Password:", "Confirm New Password:", and "Enter your current Password to proceed:" with a "Current Password:" field. A "CONFIRM" button is located at the bottom right of the form area.

From the “Security” tab you can change your password.

The screenshot shows a web browser window with the URL <https://portal6.hwa-online.com/uucef/default.htm>. The browser's address bar and tabs are visible at the top. The main content area features a navigation menu with tabs: HOME, ACCOUNTS, REPORTS, SECURITY, HELP, and LOGOFF. The 'CHANGE PASSWORD' section is active, displaying the title 'Change Password' and the sub-section 'Enter Details'. A red banner provides instructions: 'The Password must contain at least 5 characters in total, at least 1 lowercase character, at least 1 uppercase character, at least 1 numeric character, and not be one that you have used in the past.' Below this, there are three input fields: 'Enter your new Password:', 'New Password: ✓', 'Confirm New Password: ✓', and 'Enter your current Password to proceed: Current Password: ✓'. A red 'CONFIRM' button is located to the right of the form. An inset window titled 'Help - Security - Password - Enter Det...' is open, showing 'Online Help' for the 'Change Password - Enter Details' screen. The help text explains the steps: 'This screen is the first step in changing your Password. To change your Password, enter the new Password you require in the 'New Password' field and then enter the same Password again in the 'Confirm New Password' field. Finally, enter your existing Password in the 'Current Password' screen and then click 'Confirm'.' A 'Help Index' link is also present. The Windows taskbar at the bottom shows the time as 9:20 AM on 4/6/2015.

From any screen you can hit the “Help” tab to get additional information about the screen you’re viewing.