



Investing, Tracking and Managing Your Northern Funds and Brokerage Accounts

Private Passport lets you manage your Northern Funds¹ and brokerage accounts all from one convenient location.

NORTHERN FUNDS FEATURES ON PRIVATE PASSPORT

Special Northern Funds features are available to you within the **Investments** section. If you directly own Northern Funds (i.e., accounts held at Northern Funds), the **Northern Funds** page provides you with the following information on the **Summary** tab:

- **Portfolio** displays a snapshot market value of all your Northern Funds for the current month compared to the previous month.
- **Investment Summary** shows month-to-date (MTD) total purchases and redemptions, as well as the ending market value for each fund.
- **Income Summary** shows MTD and year-to-date (YTD) dividends and short- and long-term capital gains distributions.
- **Northern Funds Allocation** provides a view of your funds across asset classes, including the percentage and the total value in each asset class.
- **Northern Funds Links** provide quick access to Northern Funds-specific information within Private Passport as well as on the Northern Funds Web site.

The **About Northern Funds** tab provides access to information about all Northern Funds offerings and directs you to the Northern Funds Web site for items such as prospectuses and financial reports.

PURCHASING, REDEEMING OR EXCHANGING SHARES

Private Passport lets you purchase additional shares of Northern Funds, or exchange or sell existing shares of Northern Funds you currently hold. You make these requests via the **Place Order** tab. Here's how.

HOW TO PURCHASE ADDITIONAL SHARES OF NORTHERN FUNDS

1. First, identify the deposit account you will use to pay for the purchase.
2. Next, select the Northern Funds account to receive the additional funds.
3. Enter the dollar amount of the purchase.
4. Then, identify when the purchase should take place. You can select **Transfer Now**, a date in the future or you can establish this purchase as a repeating event by selecting the recurring transfer option.
5. Click **Continue**.

HOW TO REDEEM OR EXCHANGE NORTHERN FUNDS

1. To redeem funds, select your Northern Funds account in the **From Account** field and your deposit account in the **To Account** field (to exchange funds, you select Northern Funds accounts in both the **From** and **To** boxes).
2. Complete the details of your Northern Funds redemption or exchange (indicating dollar amount or shares).
3. Click **Continue**.

The **Verify Order** page will appear so you can check the details of your requested transaction and change or cancel your order if you choose. To proceed with the order, click **Confirm**. The **Confirmation** page appears, giving you your transaction confirmation number. You may want to print this page for your records.



HOW TO CHECK THE STATUS OF YOUR PURCHASES AND REDEMPTIONS

You can easily check the status of any of your purchase, exchange or redemption requests via the **Order Status** tab. There are a number of ways to retrieve information on orders.

1. If you know your order **Reference number**, type it in.
2. If you do not know your order reference number or would like to see all orders over a period of time, use the date range fields.
3. If you want to see orders for a specific account, amount or type, use the **Account, Amount or Type** dropdowns. A filtered list will appear below.

The **Scheduled Orders** tab shows information on all future orders, both one-time and recurring.

1. You can use the **Type** dropdown box to filter the order results.
2. You can use the **Edit** button to change or delete any scheduled order.

ACCESSING BROKERAGE INFORMATION

If you have a Northern Trust Securities, Inc. brokerage account, you can view your brokerage activity and holdings conveniently from within Private Passport under the **Investments** section's pages. Your brokerage account is included in net worth totals on the **Net Worth Summary** and **Net Worth Details** pages.

There is also a dedicated **Brokerage** page under the **Investments** section. The **Brokerage** page enables you to link a banking account to your brokerage account for transferring money.

HOW TO VIEW BROKERAGE STATEMENTS AND TRADE CONFIRMATIONS

1. Go to the **eDocuments** page.
2. Click the **Brokerage** link listed under **Document Type**.
3. This will take you to the Brokerage Web site where you can view all online statements, trade confirmations and tax forms. You also have the option to discontinue receiving in the mail paper versions of your confirmations and statements. (If you have a Northern Trust Securities, Inc. brokerage account but have not yet signed up for online trading, you can access the form to do so from within Private Passport's **eDocuments** page. The form is titled **Set Up Online Trading**.)
4. You can also make trades, access real-time quotes and view additional brokerage-specific reports and information.

Need Help?

If you have any questions or would like more information, call the Private Passport Help Center at 1-888-635-5350. Outside the United States, call 1-312-557-5900.

¹ You should consider the investment objectives, risks, charges and expenses of Northern Funds carefully before investing. A prospectus with this and other information about the Funds may be obtained at 800-595-9111 or at northernfunds.com. The prospectus should be read carefully before investing. Although the funds are no-load, other annual fees and expenses do apply, as described in the prospectus. Northern Funds are distributed by Northern Funds Distributors, LLC, which is not affiliated with Northern Trust, and offered through Registered Representatives of Northern Trust Securities, Inc. (member FINRA, SIPC), a subsidiary of Northern Trust Corporation.

NOT FDIC INSURED	May lose value	No bank guarantee
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