

If you are a **Registered Portfolio Manager** acting on behalf of a fully managed account, please follow these steps when completing an Online Subscription Agreement:

1. Select “**Yes**” when asked if you are a Registered Portfolio Manager fully managing the account.
2. **Application Type:** Select the applicable account type held by the client who is purchasing the funds.
3. **Subscriber Information:** Enter the information of the client who is purchasing the fund(s).
4. The Subscriber Contact Information section can be left blank.

Subscriber Contact Information

Cell Phone	<input type="text"/>	Enter your cell phone number to use a SMS (text message) code for e-signature verification.
Telephone	<input type="text"/>	
Email Address	<input type="text"/>	
Business Telephone	<input type="text"/>	

5. If this is a Joint Account, please include the Co-Subscriber’s first and last name where requested. You may leave the cell phone and email address box blank.
6. **Dealer Information:** Include the details of the *Portfolio Manager* authorized to manage the account.
7. **Dealer Information:** Enter the cell phone and email address of the individual authorized to complete this agreement (likely, the PM). If you have opted to sign securely online, you will receive your access code (via mobile text) and important document links by email.
8. **Beneficiary Information:** Indicate if the units of the fund(s) purchased will be registered to the subscriber who is purchasing the fund. *Please note, even if this agreement is being completed by a PM acting on behalf of a managed account, the underlying client (or other beneficial owner) remains the beneficial owner when the funds are registered to their own name.*
9. **Subscription Information:** Indicate the fund(s) purchased and the aggregate purchase amount per fund. Please note, you can purchase multiple funds using one agreement.
10. Please complete *Appendix I – Accredited Investor Status*. Only applicable options will be shown to you.
11. **Complete Signing (eSign)**
 - If you have chosen to sign securely online and would like to complete the process now, please select “**Yes**” when prompted. After pressing the “**Submit and Sign**” button you will be taken to a page where you will be prompted to e-sign the document. You will receive a mobile passcode for future access as well as confirmation emails.
 - If you would like to e-sign the document at a later date, select “**No**”. You will receive a mobile passcode and an email with a link to e-sign the document within seven days.

Complete Signing (*Paper Signing*):

- If you have selected paper document signing, please click the “Submit and Sign” button at the bottom of the page. From here, you will be directed to a PDF version of the document package which can be printed and signed manually.
- Once paper document signatures are collected, please scan and email the completed form to admin@vertexone.com no later than *three business days following trade date*.