Lion Remote System™
User’s Guide
Lion Remote System<sup>SM</sup>

An internet-based application that provides users with account information, report capabilities and transaction processing.

**Highlights of the system include the following:**

- **Account inquiry capabilities**
- **Account transaction capabilities**
  - New accounts
  - Purchases
  - Redemptions
  - Exchanges*  
  - Dividend accrual debits
- **Reporting information**
  - Pending trade reports
  - Audit reports of accounts and balances
- **Fund prices, yields and rates**
- **News pages for product messages and important operational announcements**
- **Ability to easily establish up to five funds under one new account**

Please visit us at www.lionremote.com.

* The ability to exchange fund shares may be modified or terminated at any time.
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Remote Login Screen

Lion Remote Access
If you currently have access, use your existing user ID and password.

For new users, please call BNY Mellon Institutional Services to obtain access: 1-800-346-3621.

How to
Enter your user ID and password in the fields indicated. Select login to be directed to the home page of the Lion Remote System.

Change Password Page Screen

How to
Enter your user ID, current password and new password twice for confirmation and click the change password button. Passwords can range from 8 to 12 characters, must be alpha-numeric and will expire every 30 days.

After successfully changing the password, you will be successfully logged into the Lion Remote System.

If you have forgotten your password, please contact BNY Mellon Institutional Services at 1-800-346-3621.
Remote Trading System — Home Page

The menu listing all of the functions is located on the left.

Select the function to navigate to that page.

Money Under Transactions Screen

On this screen you will be asked to fill in your account information.

Features
- Purchase and redemption activity
- Confirms registration and available balance
- Indicates multiple wiring instructions (if any)
- Transaction number assigned to confirm

How to
Enter the fund, account number and amount.

or

Enter the Dealer code, Fund code, BIN and amount.

Select submit.
Money Trade Screen

How to

- Review the account details
- Enter transaction details (buy, sell, amount)
- Select submit

If an error message appears, contact BNY Mellon Institutional Services at 1-800-346-3621.

NOTE: Please do not use the back button on the browser while placing transactions.

Money Trade Confirmation Screen

Features

After entering a trade the “trade has been placed successfully” message appears. This screen provides the opportunity to verify the trade information.

If a trade was placed incorrectly, contact BNY Mellon Institutional Services at 1-800-346-3621.
Buy Under Transactions Screen

Feature
Buy Transaction provides a way to enter purchases in one step.

How to
Enter the fund, account number and amount.

or
Enter the Dealer code, Fund code, BIN and amount.

Select submit.

NOTE: Please do not use the back button on the browser while placing transactions.

Buy Confirmation Screen

Features
After entering a trade the “trade has been placed successfully” message appears.

This screen provides the opportunity to verify the trade information.

If a trade is placed incorrectly, contact BNY Mellon Institutional Services at 1-800-346-3621.
Sell Under Transactions Screen

On this screen you will be asked to fill in your account information.

Features

• Redemption activity
• Confirms registration and available balance
• Indicates multiple wiring instructions (if any)
• Transaction number assigned to confirm

How to
Enter the fund and account number or
Enter the Dealer code, Fund code and BIN.
Select submit.

Sell Trade Screen

How to

• Review the account details
• Enter transaction details
• Select submit

If an error message appears, contact BNY Mellon Institutional Services at 1-800-346-3621.

NOTE: Please do not use the back button on the browser while placing transactions.
**Sell Confirmation Screen**

**Features**

After entering a trade the “trade has been placed successfully” message appears. This screen provides the opportunity to verify the trade information.

If a trade was placed incorrectly, contact BNY Mellon Institutional Services at 1-800-346-3621.

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**New Account Screen**

**Features**

Ability to establish a new account or a new fund for an existing account without having to provide an application.

Account wire redemption instructions must be provided in writing. Contact BNY Mellon Institutional Services for instructions at 1-800-346-3621.
Establishing a New Customer Account

How to
Enter the required fields in order to establish the account.

Required information to establish a new account:
• Dealer code and Branch code
• Fund code
• Client's name and address
• Number of lines required for the account registration name
• State and zip code
• Social Security or tax ID number
• Dividend and capital gain options (reinvest or cash)
• Social code

Select submit; make note of the account number provided on screen.

Exchange Screen

Features
Ability to place an exchange between funds.

Please direct any questions about fund eligibility to BNY Mellon Institutional Services at 1-800-346-3621.

How to
Enter the exchange information for the to and from account.

Select submit to enter transaction.

A transaction ID is provided for the exchange.

NOTE: Exchanges are processed as PM transactions.
Pending Trades Screen

Features

Ability to view pending trades by account.

How to

Enter the fund and account number.
or
Enter the Dealer code, Fund code and BIN.
Select submit.

Audit Report for Balances and Totals

Features

Audit Report provides list of accounts by fund with account balance and dividend accruals for the previous business day.

The Audit Report screen has three options available to you:
• Account order
• Broker-client order
• Dollar totals (fund, branch, dealer).

Can be printed locally or uploaded to an MS Excel spreadsheet.

How to

Choose Report Period:
• Daily (daily account balance and daily accrual)
• Monthly (month-end account balance and dividend payout for the prior month).

Select submit.
Sample Audit Report

Features
Report provides a list of accounts by fund with account balance and dividend accruals for the previous business day.

The “Screen” option provides information on screen.

The “Excel” option places the report in an MS Excel spreadsheet.

Account History Request Screen

Features
Provides ability to review the account history for a time frame or a specific date range.

How to
Enter the fund, account number, history type, period of time or date range to view the history.

Select submit.
Sample Account Summary Page

The summary page of the account appears with the basic information.

**NOTE:** Select the *History Transaction Details* for the account history.

Sample Account History for Dates Selected

Account History is displayed for the period of time or the dates selected.

**NOTE:** Select the back button provided on screen to return back to the menu page.
News Screen

Features
Provides access to product messages and important operational announcements such as holiday trading schedules.

Yields, Rates and Prices

Features
The Yields Rates Prices screen has various options. Select the option that is necessary for your request.

How to
Select from the options available
• Individual fund dividend factors and yields
• A date range for any fund selected
• Fund type, such as all money market funds, income funds, equity funds, or all group funds for the prior date
• Current yields include one-, seven- and 30-day current yields.
  Rate history is displayed for the period of time or the dates selected.

Select submit.

Sample Monthly Rate Report
Same Day Trade Report

Features
Provides trades entered for the current day.
Transactions are linked to user ID that entered trades into system.
Options available to limit report data.

How to
Select submit to view all trades entered by your user ID.
Report output can be generated on the screen and can be printed locally or uploaded to an MS Excel spreadsheet.

Report Includes:
- Fund
- Account number
- Dollar or share amount
- Status
- Transaction type
- Transaction number

Sample Trade Report Excel Sheet
In today’s competitive marketplace, specialized technologies can give you the advantage of greater efficiency. We understand this is a key to your success.

For more information on the Lion Remote System™, please contact your BNY Mellon Institutional Services representative at 1-800-346-3621.

Any examples contained herein are for illustrative purposes only.

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