MyDreyfus
Customize our site to meet your specific cash management needs
User Resource Guide
MyDreyfus
User Resource Guide

Introduction and New Features

We are pleased to introduce the new MyDreyfus service that will allow you to customize your experience on our website. Enhanced features will enable users to create a profile which will allow for the creation of customized watchlists, subscribe to fund documents and order printed materials. The literature center provides quick access to compliance documents via fund listings with downloads, email sharing, subscribing and ordering.
Definitions
Below is a summary of what each action entails. Detailed information can be found in each subsequent area.

**Client Type Selection:** Self-identify your role.

**Literature Center:** Easy-to-locate mutual fund documents, such as factsheets, commentaries and regulatory documents. Also manage preferences (download, e-mail, subscribe and order).

**Log In:** By logging in, you may create watchlists, subscribe to fund documents and order printed materials.

**MyDreyfus Dashboard:** The user’s profile in a single page view. Access and update your preferences.

**Register:** Complete the registration form and validate your email address in order to establish your log-in credentials.

**Shopping Cart & Checkout:** Tracks the items in your shopping cart and shortcut to the Checkout. Manage and complete your order.

**Subscriptions:** Allows you to select the frequency with which you would like to receive electronic notifications of document version updates.

**Watchlists:** Allows you to build a customized fund list to track and compare performance among your selected funds.

**Update My Profile:** Allows you to change your contact information and password.
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This **User Resource Guide** is a step-by-step document that will thoroughly take you through the process of accomplishing the below actions:

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MyDreyfus Profile
Registration/Log In
Registration

By registering as a new user or re-registering as a prior My Dreyfus user, you are able to create a profile which allows you to create watchlists, subscribe to fund documents and order printed materials.

Steps for Registering:
1) Click the MyDreyfus icon at the top right of your screen
2) Click on the "REGISTER" button
3) Enter your first name
4) Enter your last name
5) Enter your company name
6) Enter your e-mail address
7) Create a password
8) Confirm password
9) Click the bronze "SEND E-MAIL" box
Log In
Once you have registered, to Log In, follow the below steps to access your MyDreyfus.

Steps to Log In:
1) Click the MyDreyfus icon at the top right of your screen
2) Enter your e-mail address
3) Enter your password
4) Option to click “Remember Me”
5) Click the bronze “LOG IN” box
Forgot Password

Don't worry! Just follow the below steps to reset your password.

**Steps to Reset Password:**

1) Click the MyDreyfus icon at the top right of your screen
2) Click “Forgot Password?”
3) Enter your e-mail address
4) Click the bronze “SEND EMAIL” box
5) You will receive an e-mail from Dreyfus e-Communications titled “MyDreyfus Password Reset”
6) Follow the steps on Registration page 6 to set a new password
E-mail Validation for Added Security

If you need to reset your password, change your password or modify your e-mail address, you will receive various e-mail notifications to alert you of these changes or modifications. Below are examples of these e-mails.
Literature Center
Literature Center

The literature center enables you to easily find, download and share fund documents. By becoming a MyDreyfus user, you may subscribe to automatically receive fund document updates to fund factsheets, prospectuses, annual and semi-annual reports electronically. It's secure, fast and convenient.
Shopping Cart:
Selecting Your Fund Documents

The below image is an example of what options are available to you on the literature center.

1) Apply/Clear a Search by Fund Name, Ticker, Fund Code orCUSIP. You can search by partial text too.
2) View Mutual Funds or Money Market Funds Listings by clicking on the below tabs.
3) Key of available actions.
4) Click on the arrow to expand the row to view all underlying documents. Click again to close.
5) Checking the ALL MATERIALS box will apply the given action to all underlying documents for the fund.
6) Log In to MyDreyfus (authenticate)
7) Download and Share Via Email (no authentication needed).

Literature Center

Use the search bar to easily find, download and share fund documents.

Become a MyDreyfus registered user to download, print, subscribe, and order fund documents such as fund fact sheets, prospectuses, annual/semi-annual reports and more. Pick and choose the literature you would like to receive and how frequently you want to receive it via email. It's secure, fast and convenient. The e-mail will contain direct links to the information you requested.

Dreyfus AMT-Free Municipal Cash Management Plus
DAMXX | 0584

Administrative Shares

ALL MATERIALS

PROSPECTUS - ADMINISTRATIVE SHARES

FACTSHEET - ADMINISTRATIVE SHARES

SAI

ANNUAL REPORT

SEMI ANNUAL REPORT

DREYFUS CASH MANAGEMENT FUNDS MATRIX

WHERE DREYFUS FUNDS CAN BE SOLD

EFFECTIVELY MANAGING MONEY MARKET FUND ASSETS

Download Share Subscribe Order
Shopping Cart:
Placing & Reviewing Your Order

Once items are in your shopping cart, you will have the opportunity to review the order and provide your shipping address.

1) The Shopping Cart icon appears in the header on all pages. It displays the number of items in the shopping cart (once logged in). Clicking on the icon prior to log in opens the Log In screen.

2) A confirmation message pop up will be temporarily displayed when you click on Subscribe and Order icons.

3) Use the x link to remove a document from the order altogether.
Shopping Cart:
Shipping Your Order

Now that you have reviewed your order, you are ready to ship it.

1) A user enters all fields (mandatory) for where the order will be shipped:
   a) Recipient’s Name
   b) Address
   c) City
   d) State
   e) Zip Code
   f) Phone Number

2) Checking this box will save your Shipping Address for future orders. Note, you must click on Place Order for this to take effect. Unchecking this and placing an order will remove the saved address.

3) Click on this button to send your order for print fulfillment.

4) A confirmation screen will be displayed and an email will also be sent.
Watchlist
Create and Modify Your Watchlist

Your customized **Watchlist** allows you to view changes to your selected mutual funds and see their pricing and performance relative to each other.

You can add funds to your **Watchlist** via both the fund index page and the fund detail pages by clicking the icon.

Steps to Create Your Customized Watchlist:

1. At the top of your screen, hover over **PRODUCTS**.
2. Click on the product type that you are looking for.
3. You can Add to Watchlist and View Historical Prices.

You can view and further modify your watchlist in the MyDreyfus Dashboard section starting on page #17.
MyDreyfus Dashboard
View Your Watchlist

Your customized Watchlist allows you to view changes to your selected mutual funds and see their pricing and performance relative to each other.

Once you have added funds to your Watchlist via the fund detail pages by clicking the icon, you can view them here and also add additional funds via searching funds by name, ticker, code, or CUSIP.

Steps to Create Customized Watchlist:
1) At the top right of your screen, hover over MyDreyfus then click on WATCHLIST.
2) Select either from Money Market Funds or Equity, Fixed Income & Alternative Funds.
3) Search for and add additional funds by name, ticker, code, or CUSIP. Click on one of the returned names and then click on the bronze “ADD FUND”.
4) Click on the “X” to remove funds from your Watchlist.
Subscriptions

Subscriptions allow you to select the frequency with which you would like to receive notifications of document version updates. MyDreyfus will combine all updates in a single e-mail for the given period. Click Update to save changes.

Steps to Manage Subscriptions:

1) At the top right of your screen, hover over MyDreyfus then click on SUBSCRIPTIONS.

2) The Documents that you have subscribed to will be under DOCUMENT NAME.

3) Select the frequency with which you would like to receive notifications of document version updates.

4) Click the bronze “UPDATE” box.
Update My Profile

Keep your contact information up to date for your MyDreyfus profile. This will ensure you always receive the latest subscriptions and notifications. Just make changes below and click on the update button.

Your email address is used to access MyDreyfus services. We will send your subscription updates and notifications to this address. It is also your log in user name for MyDreyfus.

Steps to Update “My Profile”:

1) At the top right of your screen hover over MyDreyfus then click on MY PROFILE
2) Update your First Name
3) Update your Last Name
4) Update your Company Name
5) Update your e-mail address
6) Click the bronze “UPDATE MY PROFILE” box. You will receive an e-mail from BNYMellon Messages titled “MyDreyfus Password Reset”
7) To change your password, click on the bronze “CHANGE MY PASSWORD” box
Sign Out

To keep your MyDreyfus information secure, sign out of your session when you are finished. The system will log you out automatically after a duration of inactivity.

Steps to Sign Out:

1) At the top right of your screen hover over MyDreyfus then click on SIGN OUT

2) You will receive a message indicating that you are Logging Out
Frequently Asked Questions
Frequently Asked Questions

Q: Do I need to re-register if I previously had a MyDreyfus username?
A: As a current MyDreyfus user, you will need to re-register as an extra measure of security protection. Once your registration is complete, please re-establish a new watchlist if you had one previously set up.

Q: What are the password requirements?
A: Must be at least eight (8) characters long, contain at least one letter and one number.

Q: How do I reset my password?
A: To reset your password follow the Forgot Password? instructions (see page 8).

Q: How many attempts do I get before my account gets locked?
A: Five (5) invalid attempts will lock your account. Please see the next page for contact information to remedy.

Q: How do I unlock my account?
A: Your username is your email address. To reset your password, follow the Forgot Password? instructions (see page 8).
Contact Us
For more information or to learn about our products, please reference the below contact information.

Institutional Cash Management (CIS) Contact Information

For additional information, please contact Dreyfus at 1-800-346-3621 or contact us via email

Contact telephone number: 1-800-346-3621
Contact e-mail address: instserve@dreyfus.com

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