

## The Fastest & Smartest way to order your documents!

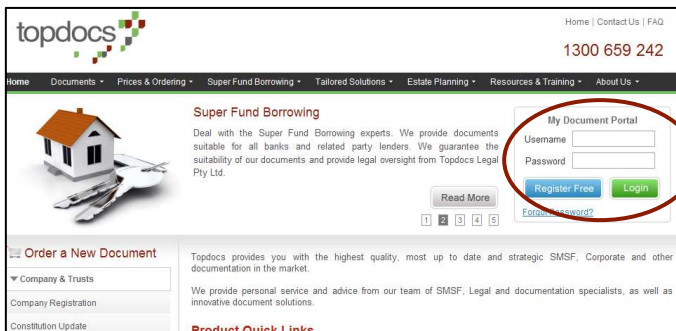
### What is the My Document Portal?

The Topdocs My Document Portal is an online document ordering system that makes purchasing your documents *quick* and *easy*.

Registration is FREE and you can order documents immediately upon registering.

### How does it work?

In four easy steps, and less than 5 minutes, your order will be placed and you will have access to your fully tailored documents.



#### Step 1

#### Login to the My Document Portal.

Go to [www.topdocs.com.au](http://www.topdocs.com.au) and enter your username and password into the login box at the top of the page.

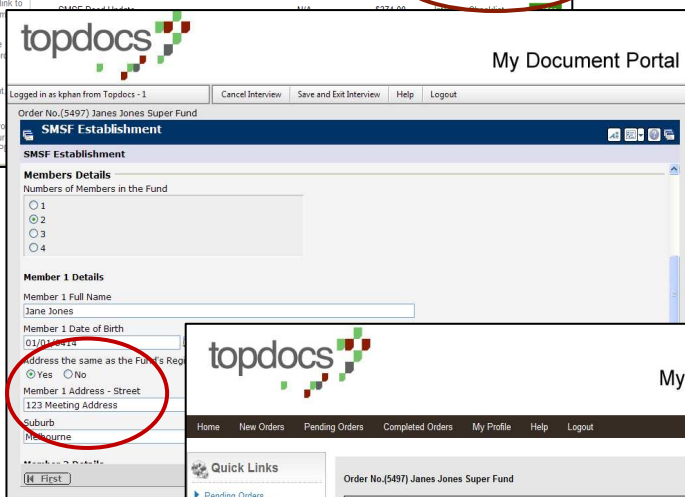


#### Step 2

#### Select your document.

Before you place your order you can download ordering checklists and information sheets about your document.

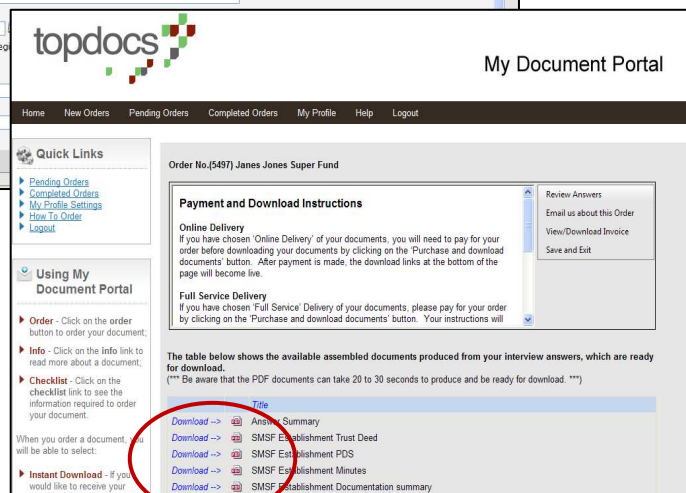
You also have the option of 'instant download' or 'full service' delivery of your documents.



#### Step 3

#### Complete your Smart Order form.

Our Smart order forms make ordering your documents easy. They allow you to use your previous answers in multiple places, eliminating errors in your



#### Step 4

#### Download your documents.

Once payment is made, you will be able to download your fully tailored PDF documents instantly.

## Advantages of using the My Document Portal:

- ✓ **Saves you time** - save time by typing names and addresses once, then using this information again in different sections of the form.
- ✓ **Saves you money** - order your documents as 'Instant Download PDF' and receive significant discounts.
- ✓ **Provides you with instant, fully tailored documents** - place your order, then download your fully tailored documents in PDF format instantly! You also have the option of having your documents professionally printed and bound, and in some cases, with legal oversight.
- ✓ **You receive ordering checklists and information sheets** – before placing your order, you can download ordering checklists that outline the information required to complete your order, as well as information sheets about your documents.
- ✓ **eliminates errors in your documents.**

## What documents can I order using the My Document Portal?

A comprehensive range of documents are available to order via the Topdocs My Document Portal.

Documents available to order via the Document Portal
<b>Super Documents</b>
SMSF Establishments
SMSF Deed Updates and Lost Trust Deeds*
SMSF Investment Strategies
Account Based Pension or TRIS Commencements
Allocated Pension Conversions
Account Based Pension and Allocated Pension Resets
Transition to Retirement Income Streams
<b>Corporate Documents</b>
Standard and Sole Purpose Companies*
Discretionary Trusts
Unit Trusts
Hybrid Trusts

\*These documents are available to order via the Document Portal as Full Service (professionally printed and bound)

## Register Now!

Go to [www.topdocs.com.au](http://www.topdocs.com.au) and register for a username and password to start ordering your documents the smart and fast way!

Alternatively, speak to a Topdocs consultant on 1300 659 242 for further information.