Welcome to S&P Capital IQ

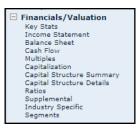
Please use the information below to get started with the Capital IQ platform. If there is anything else that you need help with, please use the "Contact Us" dropdown menu to reach out to our 24-7 support teams, or contact your Relationship Manager to schedule a personalized training session.

Using the Web Platform

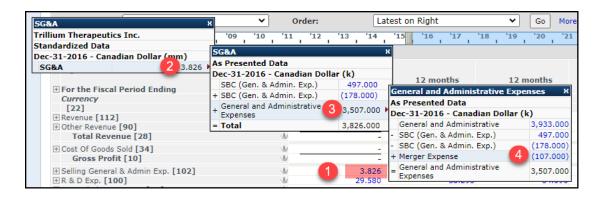
- 1. To access company financials:
 - a. Use search bar at the top of the page and input the company name/ticker



- b. Using the left-hand column of links, locate the **Financials/Valuation** section.
- c. Click into the financial statement of interest.



d. Click any blue, hyperlinked value on the financial statement to audit the value



- 2. Identifying the Competitive Landscape for a given Company
 - a. Using the left-hand column of links, under Company Details, select Competitors
 - i. This page will reference publically stated competitive relationships

ii. Source documents are available in the far-right column

My Links Ouick Comps	Bank of America Corporation (NYSE:	:BAC) Competitors									
Most Used Income Statement	Crate Add to * 1 tem *										
Equity Listings CIQ Estimates	Customize View										
Filings & Annual Reports M&A/Private Placements	Available Source Types:		Selected Source Types:								
 RatingsDirect® S&P Entity Summary Credit Research 		^	Named by Company Named by Competitor Named by Third Party								
CreditStats Direct® Select Stats & Ratios Income Statement Balance Sheet Capital Analysis		Ψ.									
Credit Analytics Score Company Macro Scenario Analysis	Recently disclosed competitors only (within the last two ye Include Competitors for: Current subsidiaries	ears)									
Estimate Loss/Recovery Batch Scoring RiskGauge Report											
Company Summary Tearsheet	Competitors										
Corporate Timeline Long Business Description	Copy to List										
Products Competitors	Recently Disclosed Competitors										
Industry Class. ons Offices	<u>Competitor's Name</u>	Company	LTM Revenue (\$mm) LTM Date								
Analyst Coverage	1880 Bank (Acquired)	Bank of America Corporation (NYSE:BAC)	7.32 -								
Corporate Governance Company Count	1st Constitution Bank	 Bank of America Corporation (NYSE:BAC) 	59.09 -								
E People	1st Security Bank Of Washington	V 🍶 Bank of America, National Association	86.31 -								

- b. Using the left-hand navigation, under Peer Analysis, please select Quick Comps
 - i. This page uses a back-end algorithm incorporating analyst coverage, financials, company location, industry coverage, and more.
 - ii. Customize your peer set by using a saved list or by adding/removing companies from the pre-generated list.

xxon Mobil Corporation (NYSE:XOM) Quick Comparable Analysis									
Description Create Binder 1 Item									
Customize View					•				
Comp Set: Exxon Mobil Corporation Quick Comp	✓ Temp	lates: Capital IQ Default	Comps	✓ Go	•				
Create Comp Set	Edit 🔻	Add/Edit Display Coli	umns	Edit 🔻					
Financial Data Trading Multiples Operating Statistics E Options	Currency:	US Dollar		Credit Analyt					
Company Name	Day Close Price Latest	Shares Outstanding Latest	Market Capitalization Latest	LTM Net Debt	LTM Total Pref. Equity	LTM Minority Interest			
Second Stress Chevron Corporation (NYSE:CVX)	110.02	1,928.1	212,125.1	38,332.0	-	1,045.00			
🗋 💽 📧 BP p.l.c. (LSE:BP.)	4.39	20,247.2	88,801.7	43,261.0	-	14,627.00			
Royal Dutch Shell plc (ENXTAM:RDSA)	20.19	7,772.6	153,045.1	71,384.0	-	3,239.00			
TOTAL SE (ENXTPA:FP)	47.46	2,629.7	124,803.6	38,386.0	-	2,390.00			
🔲 🗊 殿 Marathon Petroleum Corporation (NYSE:MPC) 60.00	652.0	39,118.1	32,680.0	-	-			

- 3. Use qualitative or quantitative factors to specify a **list of Companies, Transactions, People** & more.
 - a. Hover over Screening in the top navigation bar
 - b. Select the format of the Screen you would like to pull
 - i. Ex.) Choose "Companies" to generate a list of companies, "Transactions" to generate a list of transactions, etc.



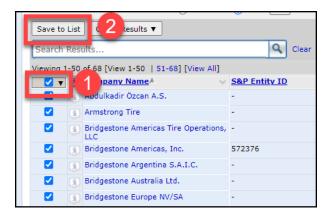
c. Within the tool, use the blue hyperlinks as filters for your search. Once complete, click "View Results" to generate your list

	2 View Results »
Ownership	M&A Details
Compensation Options Deferred Compensation Pension Benefits Ownership Positions Spin-off/Split-off Details Dates Valuations Features Conditions	Dates Valuations Features Target Security Types Target Security Details Consideration Offered Consideration Details Deal Conditions Deal Responses Deal Attitude Deal Approach
Person Details	General Transaction Details
Biographies Notes Age Locations Companies Covered	Dates Descriptions Pre-Deal/Post-Deal Comments Types Status Primary Features Vialuations

- d. To save your search criteria for later use, select Save as New Screen
 - i. To access a saved search, hover over Screening and select Saved Screens

My Capital IQ Compa	anies Research Markets	Screening Charting Co	verage Projects	Research Manager	Credit Analytics	Structured Models	Clie
Screening	Idea Generation	Reporting	sults				
Companies Quick Screener Equities Fixed Income Key Developments People Transactions	Investment Banking Investment Management PE/VC Corporate Screening Lite New and Newsworthy Credit Ratings	Screening Reports Comparable Analysis Create - Companies Create - Transactions Create - Fixed Income				Save a New Sc	IS
Projects/Portfolios Sale Cycles Testcurrents Saved Screens Saved remplaces	All Idea Generation Screens Targeting Find Buyers or Investors Find Limited Partners	5	ulas	Templates:	Go	Add to Scree	en

- e. To save your results to a Watch List
 - i. Select the check box in the first column from the left (To the left of Company Name) and click **Save to List**.
 - ii. Select Watch list from the left-hand column and **Create New** at the top of the pop-up window.



f. Export your results to Word or Excel

Screening Results - Currency: Original Settings Change								
Export:	All Companies			~				
		🖳 🔿 Word	🕙 💿 Excel	Go				

Customization Features on the Platform

- 1. Create and Save a List of Companies
 - g. Hover over My Capital IQ, select Create found to the right of Watchlist
 - h. Name your list and select Create
 - i. Add entities manually, or drag and drop an Excel file containing your list of entities



- 4. Generate E-mail Alerts
 - a. Hover over My Capital IQ, select Alerts

b. Click Create New Alert and Alerts

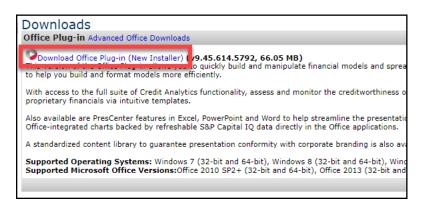
Alerts
Create I Item
Alerts History
Create New Alert 🔻
Alert ny alerts
Screening Alert

- c. Name your Alert & choose Delivery option
 - i. If you would like to decrease noise to your inbox, choosing "*Digest*" will allow you to receive one email at a specified time and day
 - ii. Add your companies, watch list, industry, etc.
 - iii. Use Select Type and Filter to choose the type of alert you wish to receive.

Email Preferences		
Subject:		
Delivery:	🔿 Realtime 🛛 Digest	
Digest Days:	□Sun ☑Mon ☑Tues ☑Wed ☑Thur ☑Fri □Sat	
Digest Time:	Set Time 8AM V Add	
Email Format:	HTML O Text	

Capital IQ Excel Plug-In

- 1. Download the Plug-In
 - a. Select *Downloads* from the *My Capital IQ tab*.
 - b. Click the Download Office Plug-In (New Installer) link under Office Plug-in.
 - c. Follow the instructions in the installation wizard.



- 2. Access Pre-Built Templates in Excel
 - a. Open a new workbook in Excel
 - b. Select the S&P Capital IQ ribbon at the top of the page

- c. Select the Templates dropdown
- d. Select Get/Update templates
- e. Once download is complete, please click into *Templates* once more and select the desired template

	Page Layout Formulas	Da	ata Revie	w View	Add-ins	Help	S&P C	apital IQ
? in	Templates formula Screening		load Formula		Customize	Row &	Cell	f{x}
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	+COVID-19	>	Prop Data	Charting			Qı	uick Keys
c.	+Multi-Language	>						
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	+SNL and CIQ Combo	>						
	Alpha Factors	>						
	Charts	>						
	Commodities and FX	>						
-	Valuation	>						
	Workflow	>						
	Recently Viewed	>						
	Get/Update Templates							

- 3. Pull Quantitative or Qualitative details into Excel using our Formula Builder
 - a. Select the S&P Capital IQ ribbon at the top of your Excel Workbook
 - b. Select the *Formula Builder* icon (To the right of the *Templates* dropdown)



- c. Input your identifier into the top search bar of the formula builder, or select the *Cell* radio button to reference a cell that contains a ticker/identifier
- d. Use the gray tabs at the top (Financials, Estimates, Market Data, etc.) to indicate the dataset of interest

For	mula Builder	····] A ··· əlˈɨːːə ə \/	D	I	- C		(-roups	
	Identifier 🔿 Ce	ell						
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+ +	 M&A Spin-Offs an Private Place 		0	rency Ty Value Cell			Default Setting	
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Forr	nula Layout Ac	ross a row		~	Formula I	Location S	heet1'!A1 OK	Cancel

- e. Drill down into the specific metric by expanding the folder (Ex. Income Statement) and clicking the specific line item.
- f. Use the Period/ As-Of date options (found to the right) to reference a timeframe
- g. When formula is completed select *Add Formula* at the bottom right of the Formula Builder

Formula Builder								
🗌 🔿 Identifier 🖲 Cell	A1			E				
Data Item Keyword								
Company Ir Financials	nfo Estimates	Transactions Market Data	Economic Data Trading Multi					
Standard	v v	Formula Type Single	1	×				
< Advanced Option	es, Total evenues Revenues Sale Of Assets (Rev V	Period Relative Period Absolute Period Cell As-Of Date Date Cell	IQ_LTM ~ +/- FY ~ 2019					
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Formula Layout Acros	ss a row	Formula Locatio	on 'Sheet1'!A1 Apply OK	Cancel				

Support Options

- 1. Contact Client Support
 - a. Log-in to www.capitaliq.com
 - b. Select Contact Us, in the top right of the page, and select one of the support options
 - i. Phone & Email (24/7)
 - ii. Chat (24/5)



2. Access the CIQ Help Page: <u>https://www.capitaliq.com/help/sp-capital-iq-help.aspx</u>



3. Contact your Relationship Manager to schedule a personalized training session