

DIVCASTER

USER MANUAL



TIM PLAETHN

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Getting Started

Welcome to Divcaster, an online tool for tracking and forecasting dividend income.

After creating your Divcaster account and watching the tutorial video, you will be prompted to add transactions (holdings) your portfolio! Once it's filled, you will be able to see an accurate history and forecast of your income stocks.

There are two easy ways to get your existing portfolio transactions into Divcaster.

Import your transactions from your brokerage account or input them manually. For the purposes of this manual and the Divcaster tool a transaction is a purchase or sale of a stock.

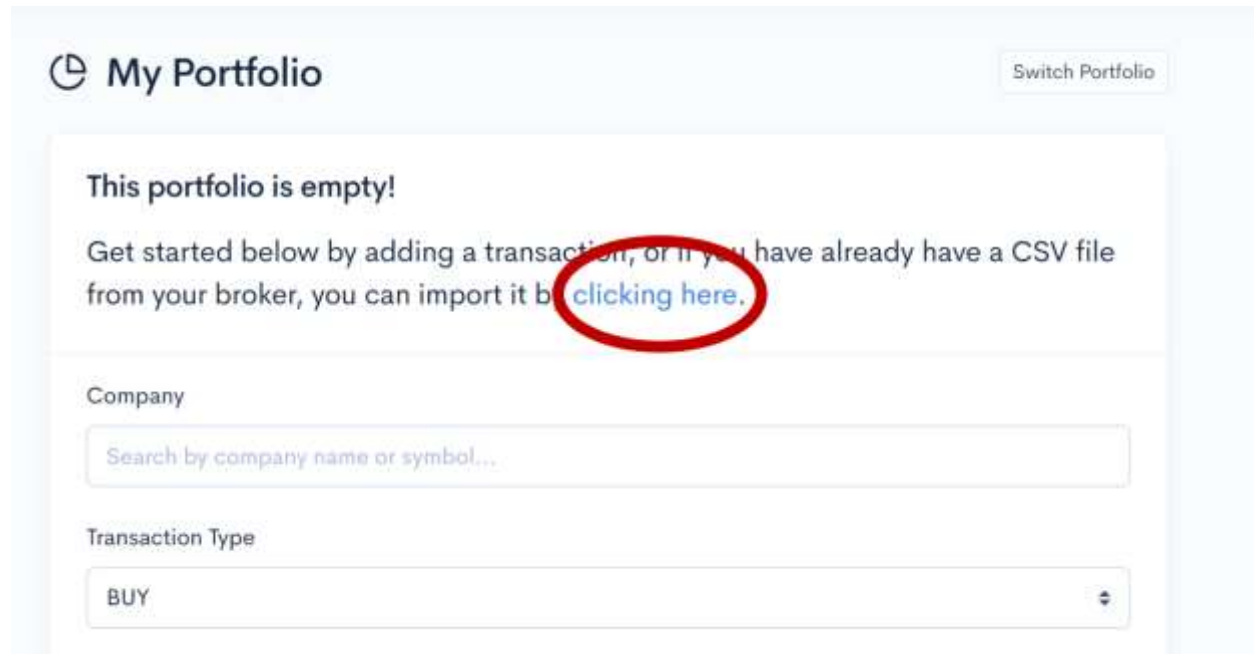
Because most investors add to and sell from their positions in the same stock over time and because Divcaster tracks dividends from when the stock was added or sold each time it is important that these transactions be separate. Divcaster will still provide you a "roll-up" view of each stock as well as an individual transaction view each time you purchased that stock.


Importing Transactions from Your Online Brokerage: Option 1

The quickest way to get your complete portfolio performance history and income forecast is to IMPORT a CSV (comma separated values) file from your online brokerage account.

You will need to download this file from your brokerage first and save it to your computer. Then import it into Divcaster. Here's how:

During your first login you will see the image below. To import a CSV transaction file, you will want to click the text inside of the red circle.



 **My Portfolio** Switch Portfolio

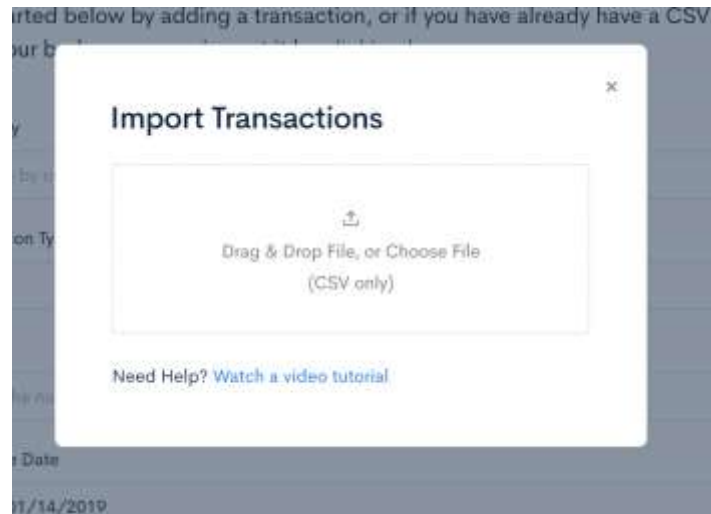
This portfolio is empty!

Get started below by adding a transaction, or if you have already have a CSV file from your broker, you can import it by [clicking here.](#)

Company

Transaction Type

After clicking on the text, you will be prompted to upload a CSV file of your stock transactions.



NOTE: This file comes from your own personal online brokerage account: Divcaster does not connect to your brokerage account. Almost every broker offers you a method for exporting your transactions and portfolio. You should be able to find this when you log in to your online brokerage account or you can contact them for help.

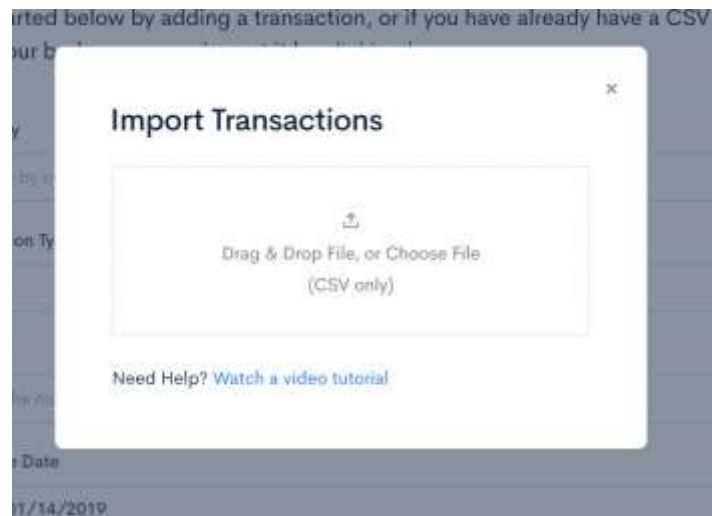
To properly upload your transactions, you will need at least these four data columns in your CSV file:

1. Stock Symbol
2. Date of Purchase
3. Purchase Quantity (how many shares did you buy)
4. Price paid per share

You'll have the option to import two more columns:

1. Transaction Type (buy or sell)
2. Transaction Cost

Now that you have your transaction CSV file, you can upload it to Divcaster! After clicking text in the red circle in the earlier image, you will be prompted with this screen:



Select your CSV file by either dragging and dropping the file icon into the box or click on the box and use your file selector.

Once you select your file, you will be taken to the following screen.

On this screen you will tell the transaction import tool which columns in your CSV file contain each different data point: Company Symbol, Purchase Date, Purchase Quantity, and Price.

This is important because each online broker provides the data just a little differently and names them differently so you'll need to tell Divcaster which columns in your CSV file match up with columns the Divcaster needs.

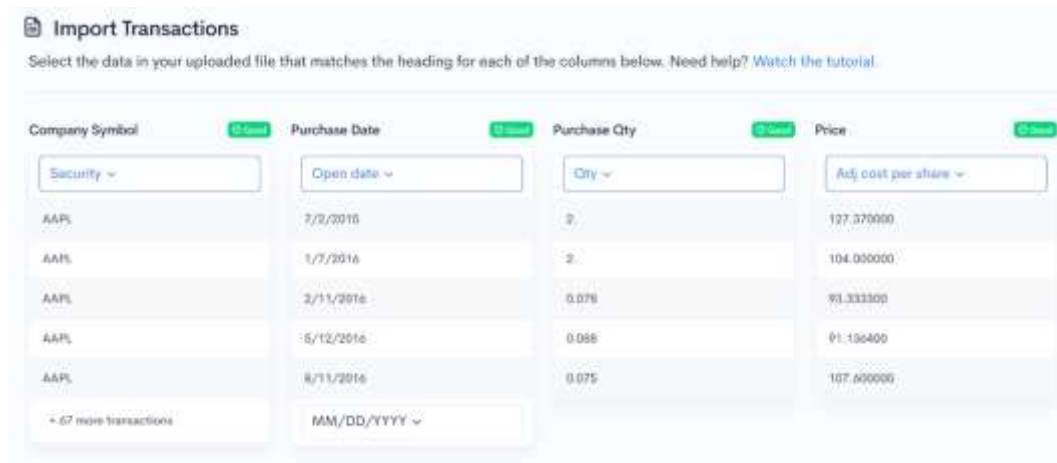
To do this, you will use the dropdown item that says “Select a column”.

Clicking on the dropdown will bring up a list of all of the columns from your CSV file.

NOTE: Your brokerage might have exported some columns that are not needed by Divcaster, so in this step we will match the name of the column in the CSV to the data we desire to import.

Go through this list and match the name of the column with Company Symbol, Purchase Date, Purchase Quantity, and Price where appropriate.

Here is what your transaction import will look like once you select these four columns. These stock holdings are example only, yours will vary.



Company Symbol	Purchase Date	Purchase Qty	Price
AAPL	7/3/2016	2	127.375000
AAPL	1/7/2016	2	104.000000
AAPL	2/11/2016	0.076	93.333300
AAPL	5/12/2016	0.088	91.136400
AAPL	8/11/2016	0.075	107.600000

Be sure to select a date format for the “Purchase Date” column! If the columns match and the data is correct, you will see the green check mark next to each column header.

You will not be asked to verify every transaction in your CSV file, only the first few lines to make sure there’s a match between the columns in your CSV file and Divcaster.

There are also two optional columns that you can import: Transaction Type and Transaction Cost.

The image shows two side-by-side configuration panels. The left panel is titled 'Transaction Type' and the right panel is titled 'Transaction Cost'. Each panel contains a dropdown menu with the text 'Select a column' and a downward arrow. Below the dropdown menu, the text 'No column selected' is displayed. At the bottom of each panel, there is a toggle switch labeled 'Don't import column', which is currently turned off.

These columns are NOT REQUIRED, but if you have these data points in your CSV, you will use the same process of matching the column names in the “Select a column” dropdown list.

If you do not have these data columns or do not wish to import them, just select the “Don’t import column” option at the bottom.

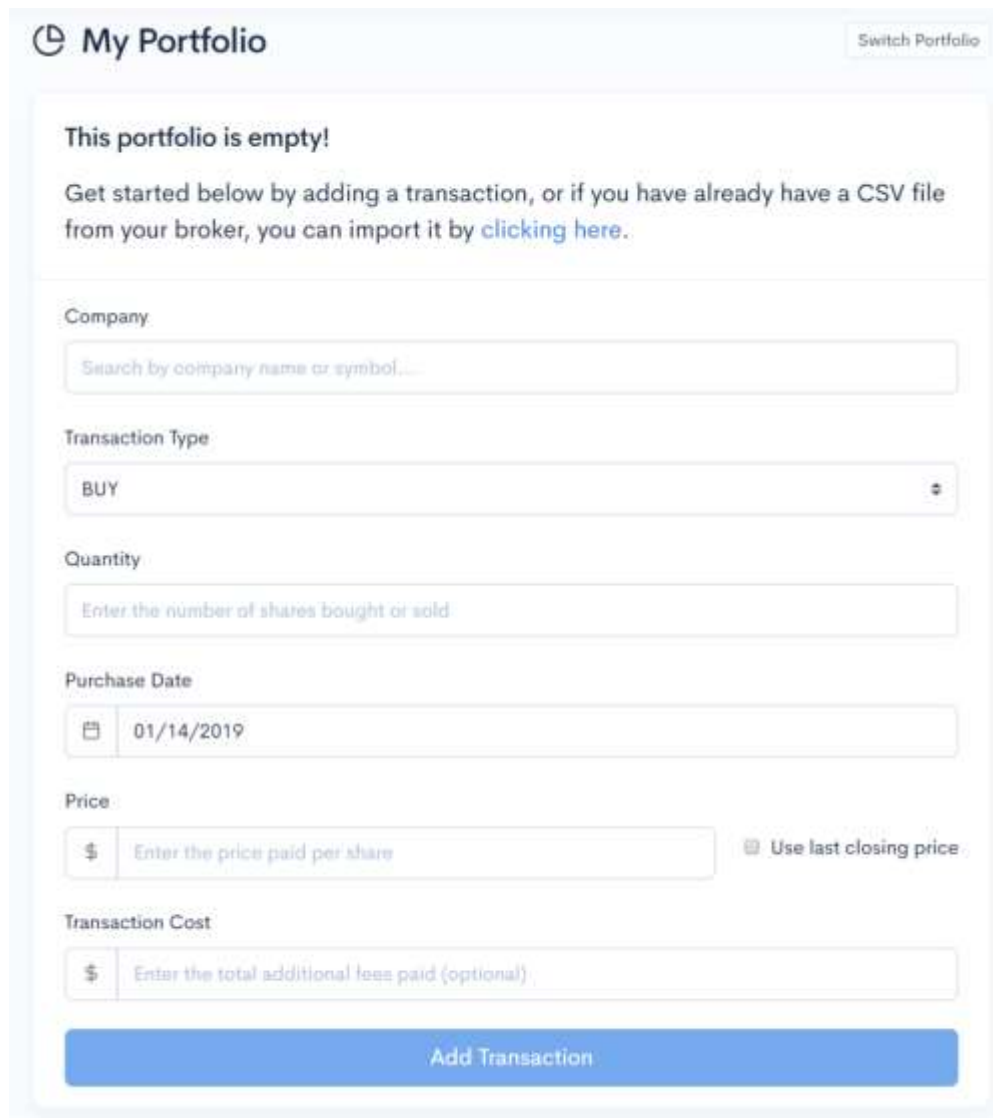
The image shows two side-by-side configuration panels, similar to the one above. The left panel is titled 'Transaction Type' and the right panel is titled 'Transaction Cost'. Each panel contains a dropdown menu with the text 'Select a column' and a downward arrow. Below the dropdown menu, the text 'No column selected' is displayed. At the bottom of each panel, there is a toggle switch labeled 'Don't import column', which is currently turned on (indicated by a blue circle).

Now that your columns have been matched and you have the green checkmark next to the column headers, go ahead and click the “Import Transactions” button at the bottom right-hand corner of the screen.

You're all done! Once you click "Import Transaction" you will be taken to the main portfolio screen. Here you will find your income forecasting chart, what-if scenarios, and your portfolio income history.

Manually Adding Transactions for the First Time: Option 2

Upon your first login, you will also have the choice to add your first transaction manually.



The screenshot shows a web interface titled "My Portfolio" with a "Switch Portfolio" button in the top right. The main content area states "This portfolio is empty!" and provides instructions: "Get started below by adding a transaction, or if you have already have a CSV file from your broker, you can import it by [clicking here](#)." Below this is a form with the following fields:

- Company:** A search bar with the placeholder text "Search by company name or symbol..."
- Transaction Type:** A dropdown menu currently set to "BUY" with a small "x" icon to clear it.
- Quantity:** A text input field with the placeholder text "Enter the number of shares bought or sold".
- Purchase Date:** A date picker showing "01/14/2019".
- Price:** A text input field with a "\$" icon and the placeholder text "Enter the price paid per share". To its right is a checkbox labeled "Use last closing price".
- Transaction Cost:** A text input field with a "\$" icon and the placeholder text "Enter the total additional fees paid (optional)".

At the bottom of the form is a large blue button labeled "Add Transaction".

This choice is best if you do not have a long history of transactions or just want to add a stock and get started right away and import your brokerage account data later.

1. In the field for company start typing the company's ticker symbol or name. As you're typing you'll see options appear below, click on the appropriate one.

2. Select if this was a BUY or a SELL. This will usually be BUY as you'll likely use this tool for adding stocks.
3. Enter the quantity of shares bought or sold
4. Select the purchase date
5. Enter the price paid for share. Here you can include the actual price paid or have Divcaster just grab the last closing price for your stock. Most of the time you'll want to manually input this for accuracy.
6. Enter the transaction cost. This is optional and may be used in updated features of Divcaster.
7. Click "Add Transaction" button at the bottom

This will create your transaction and take you to the home screen. There will be one stock listed at the bottom as in the image below.

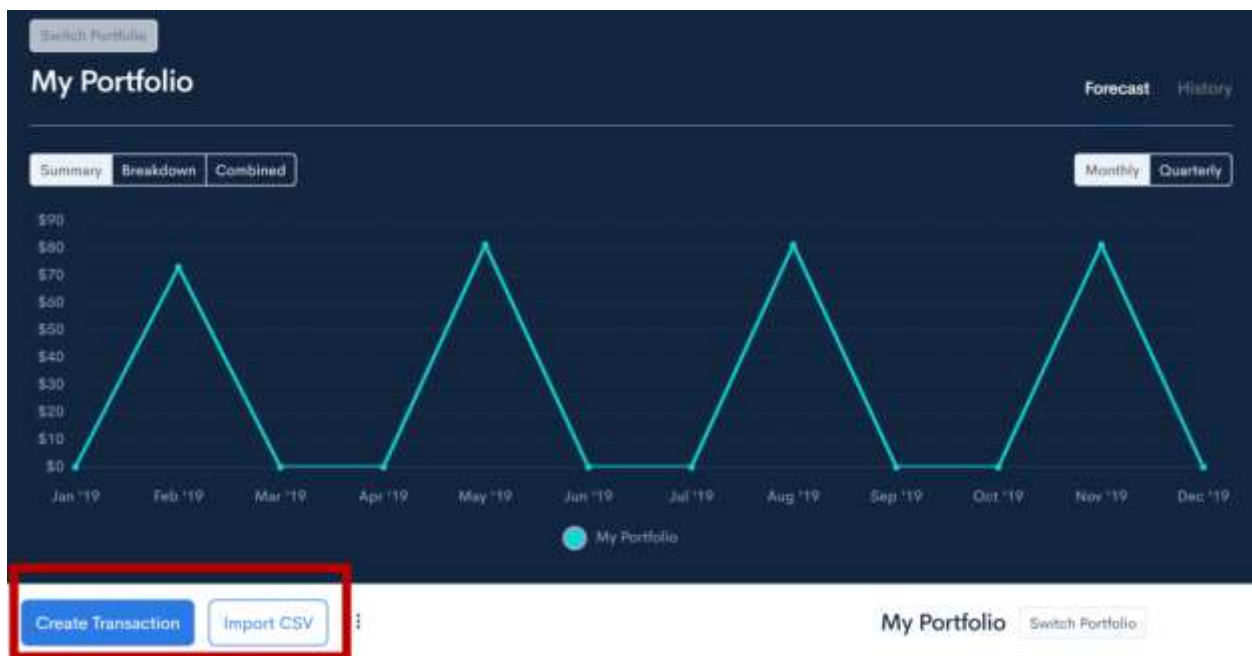


Adding New Transactions to Your Portfolio

Over time you'll purchase new dividend paying stocks or add stocks to current positions. You'll want these included in Divcaster to update your dividend tracking and forecasting.

Adding a new position is easy and very similar to the manual import function from the last section.

On your portfolio home screen, the buttons highlighted in the red box below are used to add new transactions or to import additional CSV files. In this case, we're going to add a new transaction by clicking the Create Transaction button.



Upon clicking that button a pop-up will appear asking for information about what you want to add. See the next image. You'll notice it's very similar to the one for adding your first stock.

The image shows a 'Add Transaction' form with the following fields and options:

- Company:** A search bar with the placeholder text 'Search by company name or symbol...'. A close button (X) is in the top right corner of the form.
- Transaction Type:** A dropdown menu currently set to 'BUY'.
- Quantity:** A text input field with the placeholder text 'Enter the number of shares bought or sold'.
- Purchase Date:** A date picker showing '01/27/2019'.
- Price:** A text input field with a dollar sign icon and the placeholder text 'Enter the price paid per share'. To its right is a checkbox labeled 'Use last closing price'.
- Transaction Cost:** A text input field with a dollar sign icon and the placeholder text 'Enter the total additional fees paid (optional)'.
- Add Transaction:** A large blue button at the bottom of the form.

1. In the field for company start typing the company's ticker symbol or name. As you're typing you'll see options appear below, click on the appropriate one.
2. Select if this was a BUY or a SELL. This will usually be BUY as you'll likely use this tool for adding stocks.
3. Enter the quantity of shares bought or sold
4. Select the purchase date
5. Enter the price paid for share. Here you can include the actual price paid or have Divcaster just grab the last closing price for your stock. Most of the time you'll want to manually input this for accuracy.

6. Enter the transaction cost. This is optional and may be used in updated features of Divcaster.

7. Click “Add Transaction” button at the bottom

This will create your new transaction and return you to the home screen.

If you added to a position of a stock that was already in the portfolio it will be reflected in the listing of positions for that stock. Just click on the arrow to the left of the ticker to display all positions.



COMPANIES	QTY	AVG COST PER SHARE	DIVIDEND YIELD	RETURN	TOTAL INCOME EARNED	YIELD ON COST
 NEW RESID INV \$16.65 1.18%	25	\$17.29	12.01%	9.05%	\$55.00	11.57%
<input type="checkbox"/> 09/11/2016	10	\$17.45	12.01%	1.18%	\$10.00	11.46%
<input type="checkbox"/> 09/04/2017	15	\$17.18	12.01%	14.38%	\$45.00	11.64%

If you added a position of a stock that was not already in the portfolio then it will appear as a new line in the listing at the bottom of the screen as in the example below.

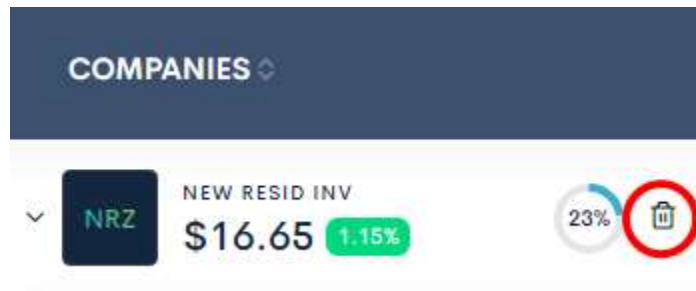


COMPANIES	QTY	AVG COST PER SHARE	DIVIDEND YIELD	RETURN	TOTAL INCOME EARNED	YIELD ON COST
 NEW RESID INV \$16.65 1.18%	25	\$17.29	12.01%	9.05%	\$55.00	11.57%
 EPR PROPERTIES \$71.28 6.48%	20	\$71.68	2.1%	27.62%	\$403.92	2.09%

Remove a Stock from Your Portfolio

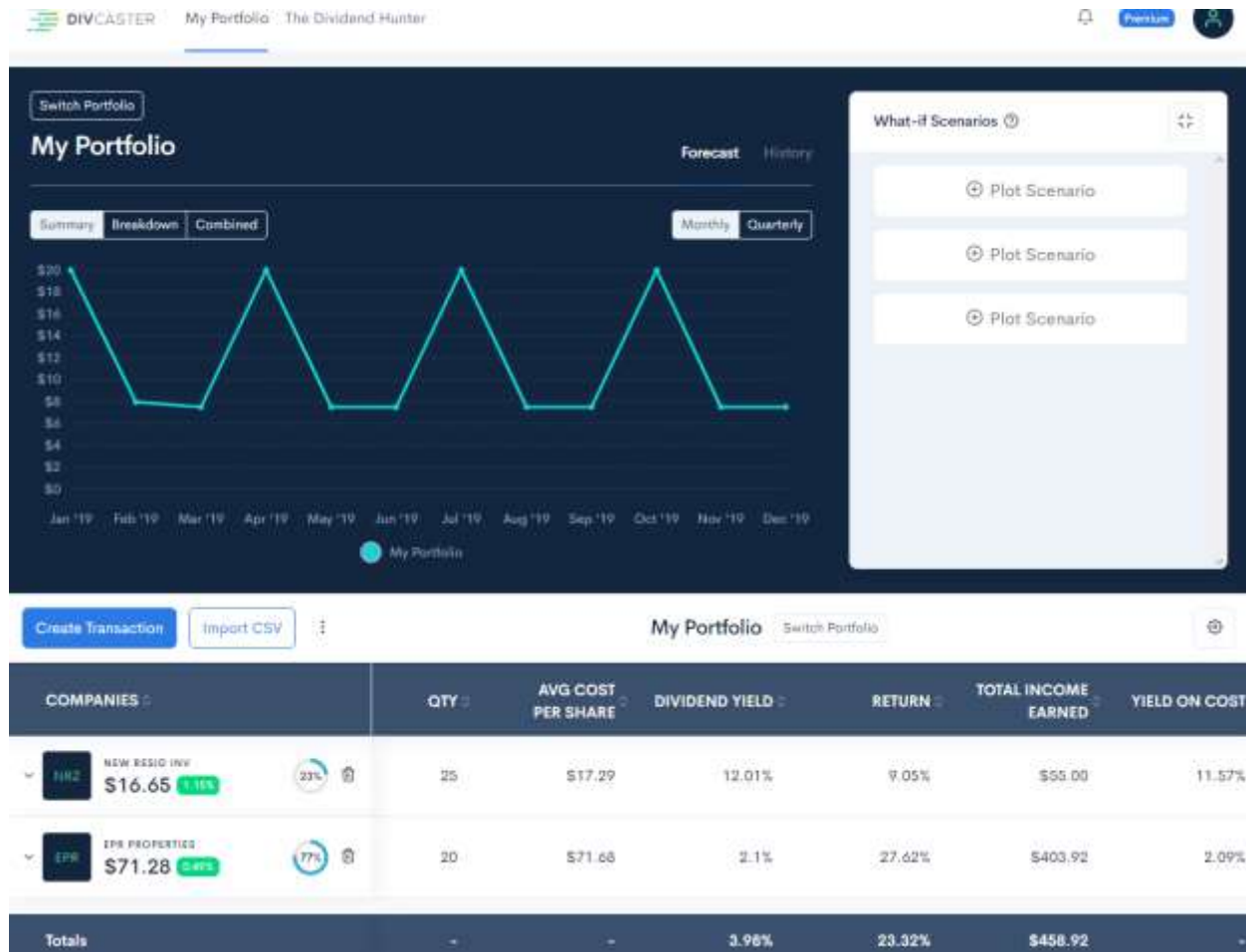
When you want to remove a stock from your portfolio just click on the trash can icon on the right of the company name and ticker in the Companies column. This will delete the stock and associated data from Divcaster. In the image below the trash can icon is circled in red.

Deleting a transaction is permanent.



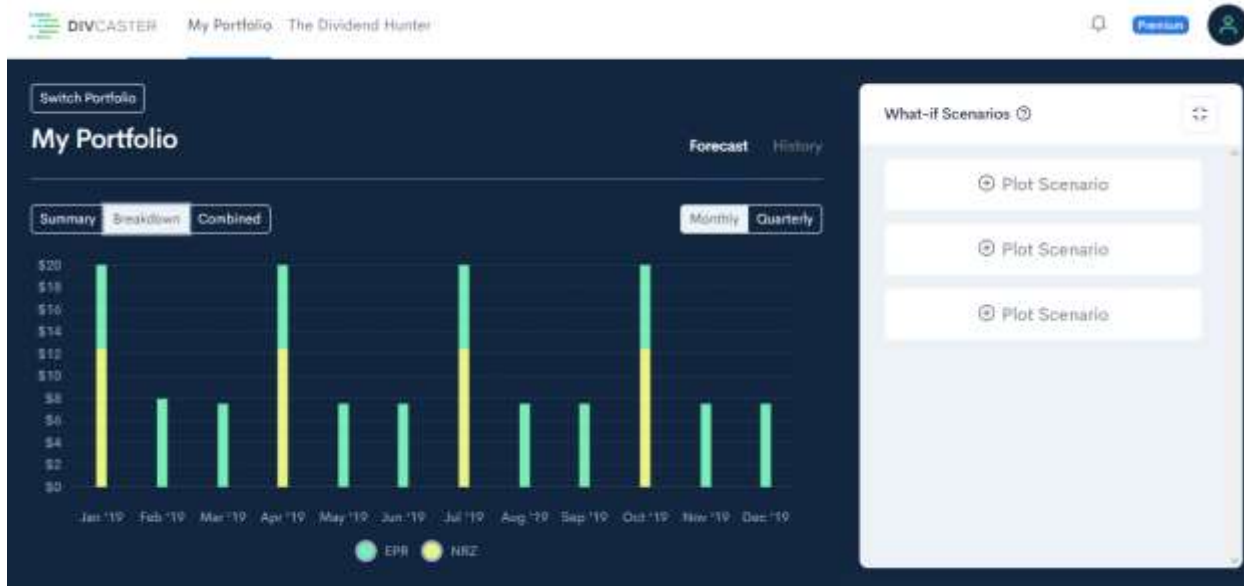
Understanding Your Portfolio

The image below is the main screen for Divcaster. It defaults to your primary portfolio.



The default view shows a forecast of dividend payments by month over the next 12 months and as a summary of all stocks in your portfolio.

You can optionally select Breakdown and see the total amount of each stock's dividend payment for each month as in the following image.



When you click on the History link (right next to Forecast above Monthly and Quarterly) you can see how much your portfolio stocks have paid you. This time frame can include the current year as well as the past five years.

Or you can choose the range starting with the year of the earliest transaction date in your portfolio.

Either way you can compare one year against another on a quarterly basis like in the example below. This way you'll know if you're on track with dividend growth.



Creating Additional Portfolios

One of the best features of Divcaster is the ability to create multiple portfolios. Often investors are managing more than one portfolio, for example one or more tax advantaged retirement accounts like IRAs or 401(k)s, a regular brokerage account for themselves, other family members like a spouse or children, friends, organizations, or even portfolios with different objectives like high-yield or dividend growth. Keeping these portfolios separate makes analysis and reporting easier.

There are two ways to create a new portfolio: use the switch portfolio function or duplicate a portfolio.

Switching Portfolios

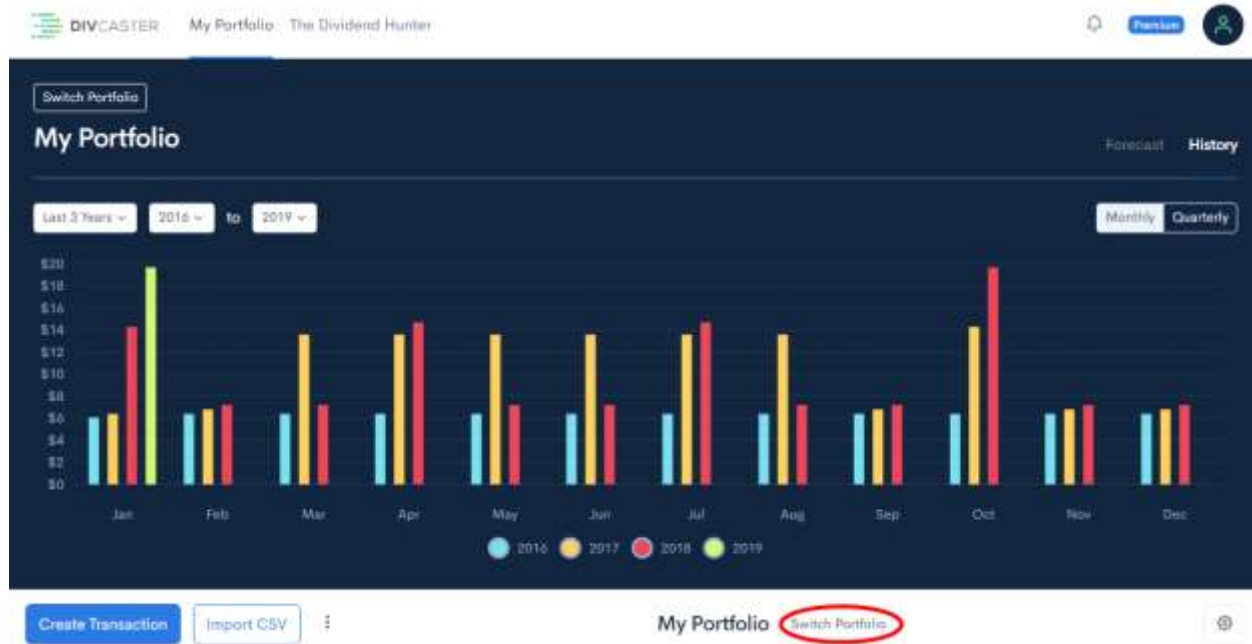
Locate either of the links for Switch Portfolio. One is located in the top left just under the Divcaster logo and the other is just under the chart just right of center. See images below with Switch Portfolio circled in red.

With a Divcaster Premium account you're entitled to an unlimited number of portfolios. You can make as many portfolios as you want to suit your needs.

Switch Portfolio location 1:

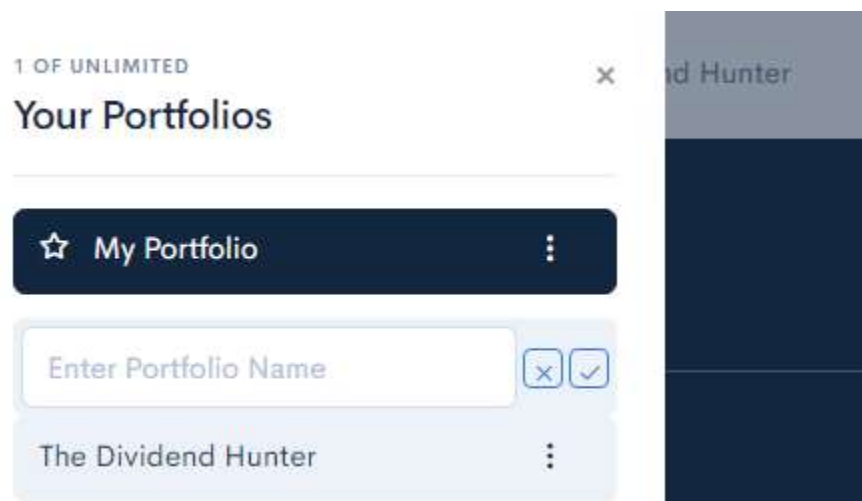


Switch Portfolio location 2:

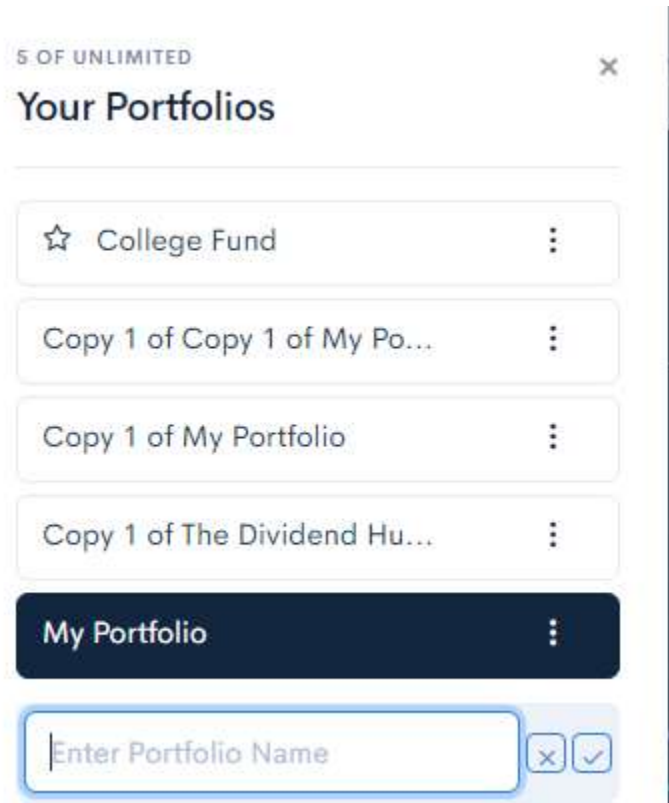


When you click link a new panel will appear on the left side with your primary portfolio indicated in dark blue and The Dividend Hunter below it if you have a subscription to The Dividend Hunter.

At the bottom of that panel in light blue is a button to create a new portfolio. Press it. You will then be prompted to enter the name of the new portfolio you want to create.



Type in the name you wish to give your portfolio and click the check mark beside it.



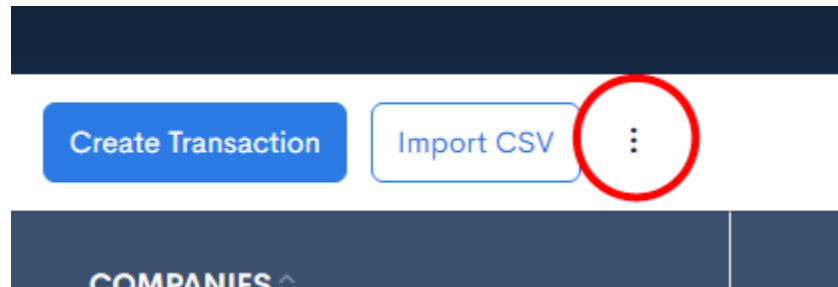
When finished you can either close the panel using the X at the top or start adding stocks right away.

To start adding stock just click on the name of the portfolio. You'll be taken to a screen similar to the one in the earlier section, "Manually Adding Transactions for the First Time". Here you can add transactions one at a time or use the CSV import tool just like when you created your first portfolio.

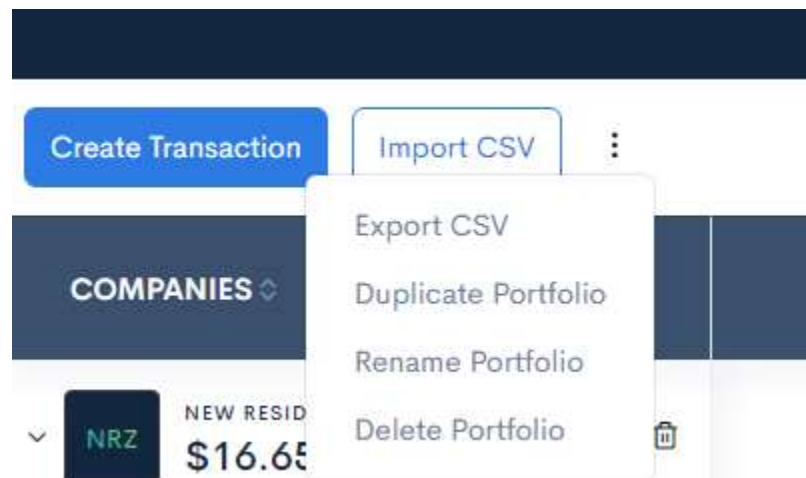
Duplicating a Portfolio

Sometimes you may have similar portfolios and you just want to make a copy of one and then make changes to that second one.

There are two ways to duplicate a portfolio. If you want to duplicate the portfolio you currently have open start by clicking on the three vertical dots to the right of Import CSV as circled in red in the image below.



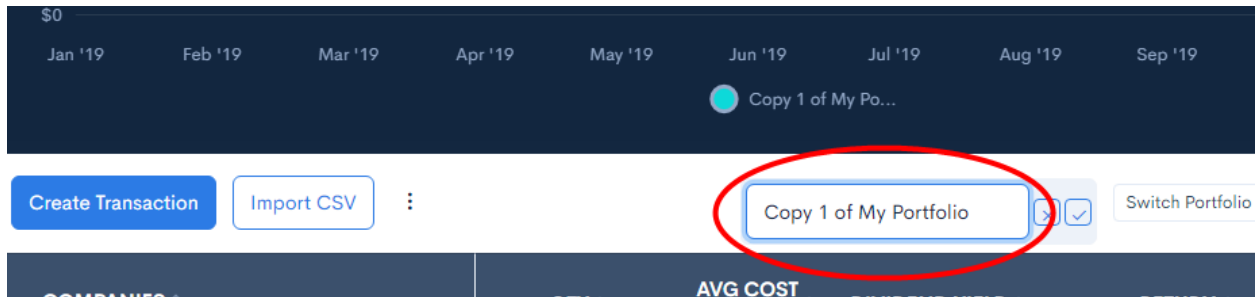
This will bring up a contextual menu with a number of options.



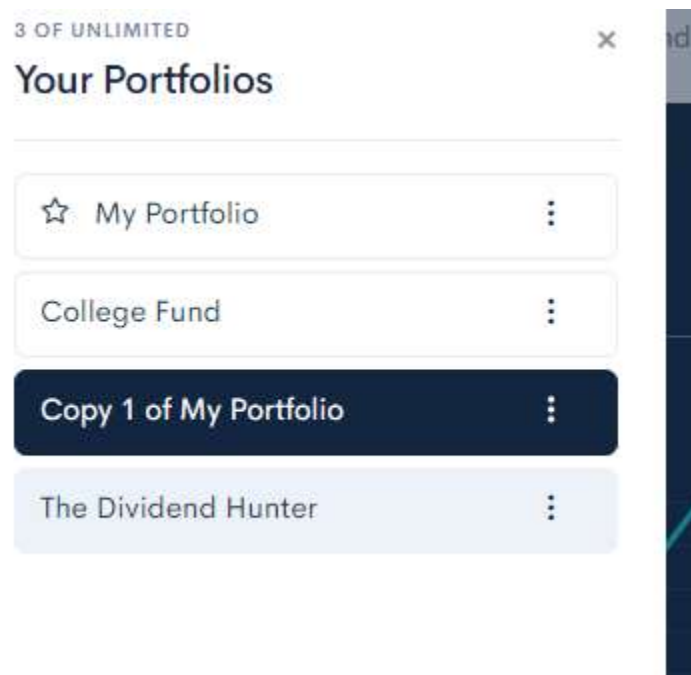
Click on Duplicate Portfolio.

Your screen will now show you a copy of your portfolio and will name it “Copy 1 of” and whatever you’ve named your portfolio. In this example the original portfolio is named My Portfolio so the duplicated portfolio is called Copy 1 of My Portfolio.

You easily rename it by clicking on those three dots again to invoke the contextual menu and select the Rename Portfolio option. Your cursor will be taken to the portfolio name in the center where you can type in the new name. Click the check mark to save the change.



Optionally you can duplicate the portfolio by clicking the Switch Portfolio button to bring up the Portfolios panel as seen in the image below.



Select the portfolio you want to duplicate and click the three buttons. A contextual menu will appear with one of the options as Duplicate. Click that.

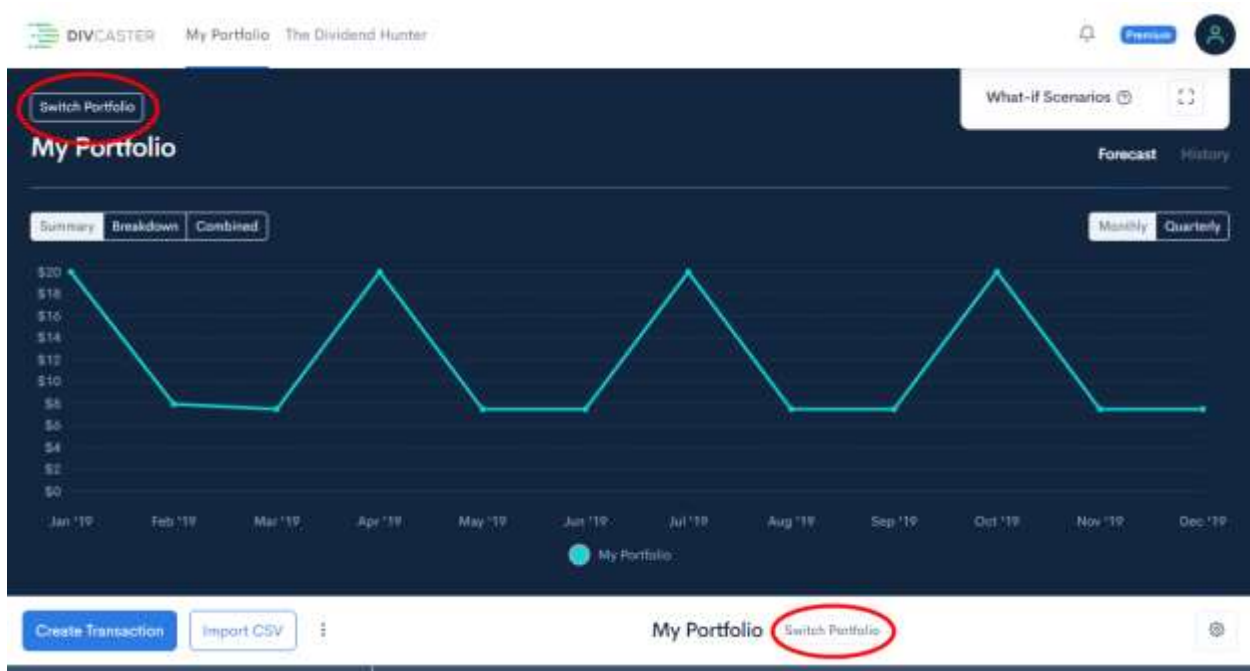
Like in the first duplication method, a new portfolio will appear with the same stocks and the name will have “Copy 1 of” in front of it. In this example the newly

duplicated portfolio is named Copy 1 of Copy 1 of My Portfolio. You can change the name using the instructions above.

Switching Portfolios

As mentioned earlier, one of the most compelling benefits of a Divcaster Premium subscription is the ability to create and maintain multiple portfolios. When you log in the first portfolio that will be displayed is your default portfolio. It is usually the one you first created or one that you later set to default.

To set your default portfolio click on the Switch Portfolio button. There are two of them: one at the top left and one next to the name of the portfolio, about in the center of the screen as circled in red in the image below.



Clicking on either will bring up the portfolios panel on the left side of the screen like the following example.

4 OF UNLIMITED

x

id H

Your Portfolios

☆ My Portfolio

⋮

College Fund

⋮

Copy 1 of Copy 1 of My Po...

⋮

Copy 1 of My Portfolio

⋮

The Dividend Hunter

⋮

Here you'll see a listing of all of your portfolios with your default portfolio at the top.

To change the default portfolio click on the three vertical dots to the right of the one you want to set as your default. A contextual menu will appear with one of the options being "Make Default" like in the image below. Click that.

4 OF UNLIMITED

x

Your Portfolios

☆ My Portfolio

⋮

College Fund

⋮

Copy 1 of Copy 1

⋮

Copy 1 of My Por

⋮

The Dividend Hur

⋮

Rename

Make Default

Duplicate

Delete

You will see that portfolio move to the top and have a star to the left of it. That star always indicates your default portfolio.

4 OF UNLIMITED

x

Your Portfolios

☆ College Fund

⋮

Copy 1 of Copy 1 of My Po...

⋮

Copy 1 of My Portfolio

⋮

My Portfolio

⋮

The Dividend Hunter

⋮

Accessing the Dividend Hunter Portfolio

If you are a Dividend Hunter subscriber the Dividend Hunter portfolio will come pre-loaded with your Divcaster subscription. If you are not yet a Dividend Hunter subscriber then you will need to subscribe the Dividend Hunter.

To access the Dividend Hunter portfolio click either of the two Switch Portfolio buttons: one found in the top left of the screen and the other in the center next to the name of the open portfolio.

This will bring up the portfolio panel on the left side of your screen. Click on the one titled The Dividend Hunter. This will show the entire portfolio with equal weighting of the stocks on a cost basis.

To customize it to match your personal holding click on the Copy to New Portfolio button in the top right corner.

To add in your own transactions just use the Create Transaction button and follow the steps provided earlier in this manual. To fully customize it you'll want to remove the default transactions in the portfolio.

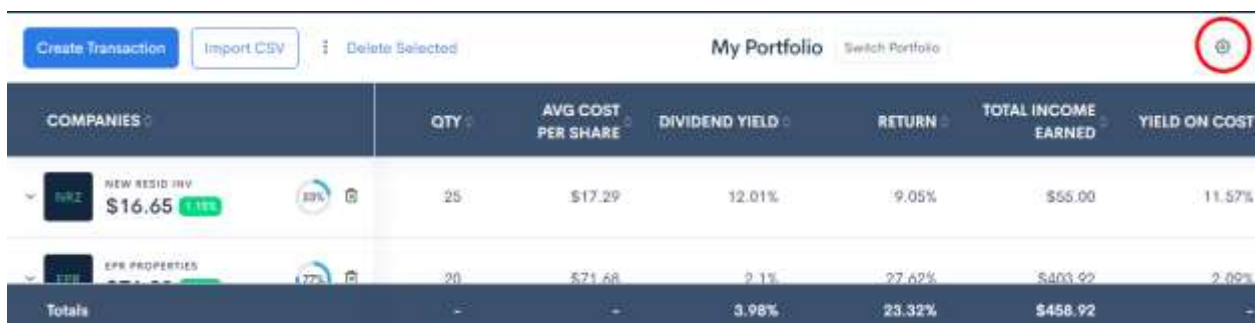
You can also rename the portfolio following the instructions above.

Adjusting Data Elements in Your Portfolio

The default view of the table below the graph includes the following columns:

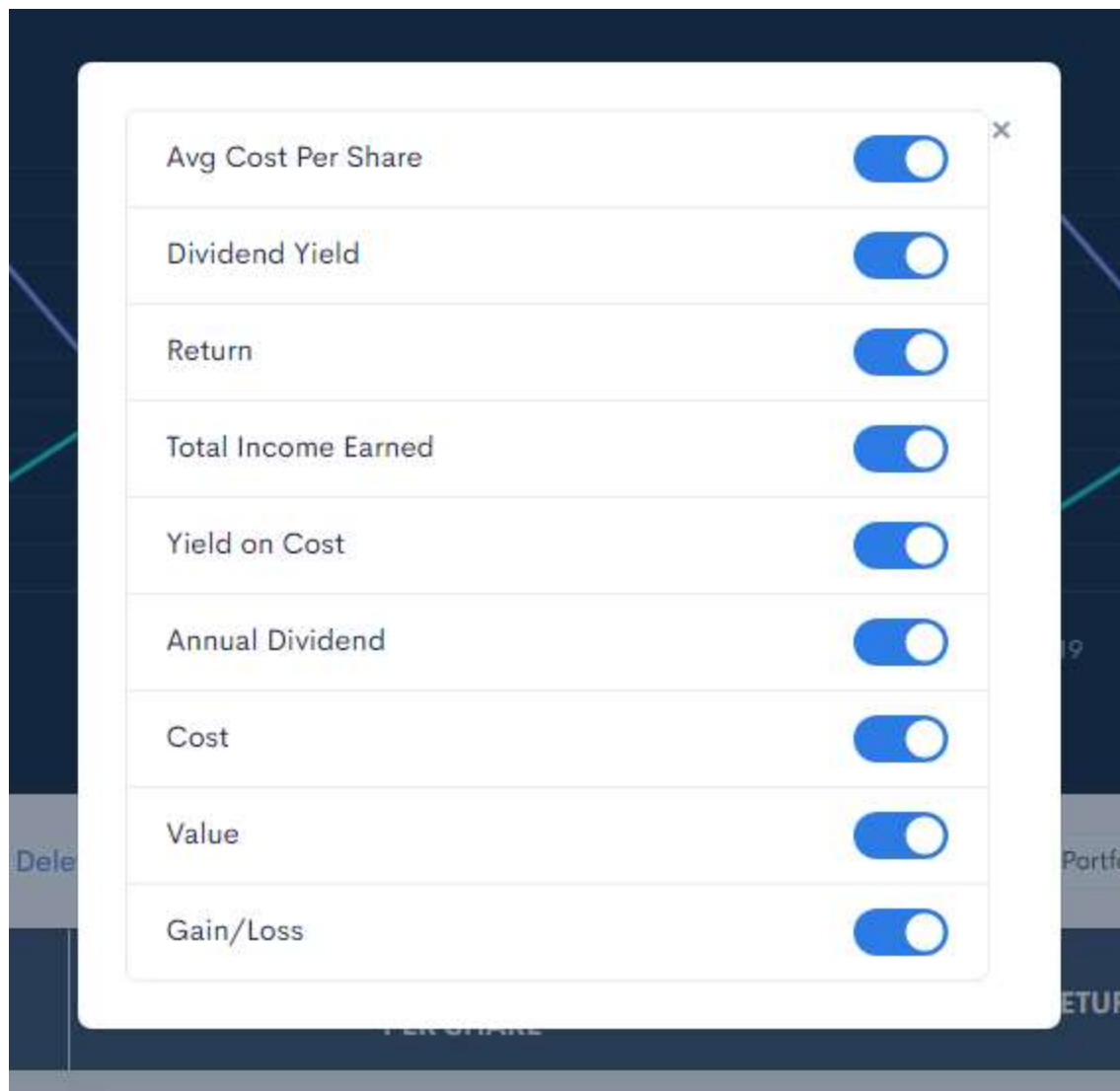
- Avg Cost Per Share
- Dividend Yield
- Return
- Total Income Earned
- Yield on Cost
- Annual Dividend
- Cost
- Value
- Gain/Loss

You can hide or display these columns by clicking on the gear symbol at the top right of that table like in the image below.



COMPANIES		QTY	AVG COST PER SHARE	DIVIDEND YIELD	RETURN	TOTAL INCOME EARNED	YIELD ON COST
▼	NEW RESID INV	25	\$17.29	12.01%	9.05%	\$55.00	11.57%
	EPK PROPERTIES	20	\$71.68	2.1%	27.62%	\$403.92	2.09%
Totals		-	-	3.98%	23.32%	\$458.92	-

The settings will pop up and you can slide the columns on or off. The changes are instant. Click the X in the top right when you're done. See image on the next page.



Creating What-If Scenarios

Once you fill your portfolio with your income stock holdings, there are a variety of tools at your disposal.

One of the most powerful tools Divcaster makes available is the “What-If Scenario”.

You’ve probably encountered this challenge before...

You find an attractive new income investment that would fit perfectly into your portfolio.

However, without the spare cash to purchase the stock, you’ll need to sell some other holding to fund the purchase.

Well, when you sell that other stock, what happens to your income, your cash flow from your portfolio? Do you know the amount of total income you give up by selling those shares and purchasing your new income investment? Do you know the amount you’ll add?

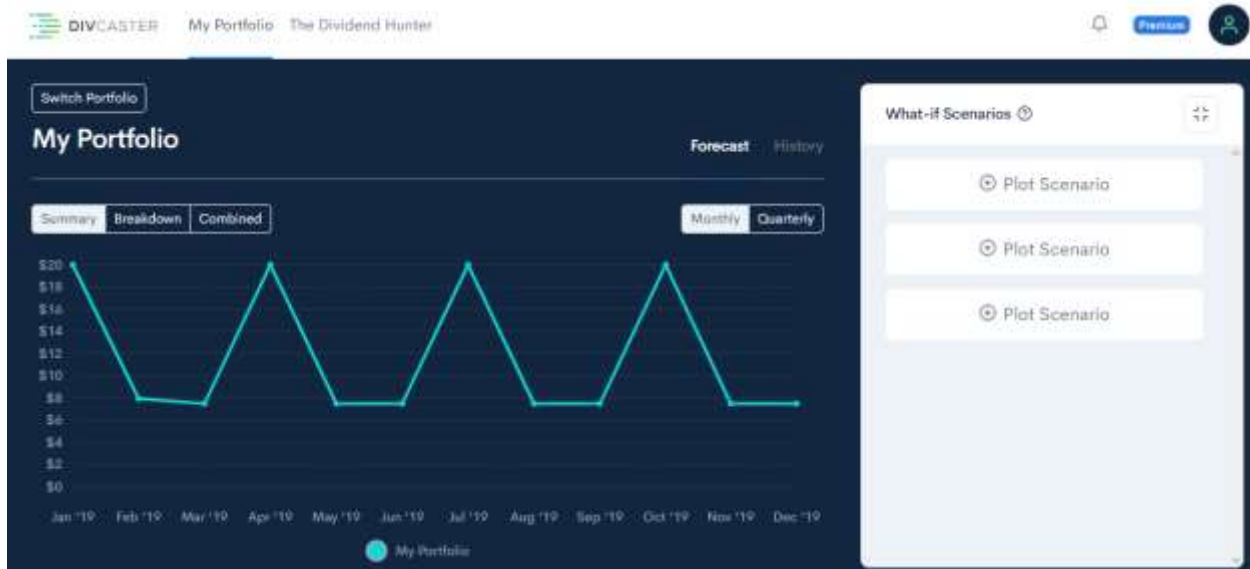
With Divcaster’s “What-If Scenarios” you can enter in how many shares of the stock you wish to purchase and how many shares of the stock you wish to sell...

And voila! The What-If Scenario will be plotted on your income forecast chart.

Here’s how it works...

In the top right corner of your portfolio screen you’ll see the “What-If Scenarios” menu.

It’s usually open but can be closed by clicking the close button in the top right.



To create your first scenario, click the plus sign (+) beside one of the available Plot Scenario links. That will bring up the what-if scenario builder like in the image below.

The 'Change What-if Scenarios' dialog box is shown. It has a title bar with a close button. Below the title is a '(+) New Scenario' button. A 'Scenario Name' field with the placeholder 'Type a unique name' is present. Below this is a table with four rows of stock data. The first three rows are fully visible, and the fourth is partially cut off. At the bottom, a dark blue bar displays 'Total Cost to Implement: \$32,078'. There are 'Cancel' and 'Plot Scenario' buttons at the bottom right.

APLE	APPLE HOSP REIT	100	100
CATH	GBL-X SP5 CV	100	100
AMZA	INFRACAP MLP	50	50
	ACTIVISION BLZD		

Inside of the builder you will see your current portfolio with all of your stock holdings for that particular portfolio. At the far right side you will see a box where you can decide to change the amount of stock you own.

You can increase the quantity to plot out purchasing more shares and you can decrease the quantity to plot out the effect of selling shares.

There's also the opportunity to add a new stock and new quantity.

Change What-if Scenarios

(+) New Scenario

Scenario Name

Type a unique name

COMPANY	YOUR QTY	NEW QTY
Add Ticker By Company or Symbol...		

+ ADD

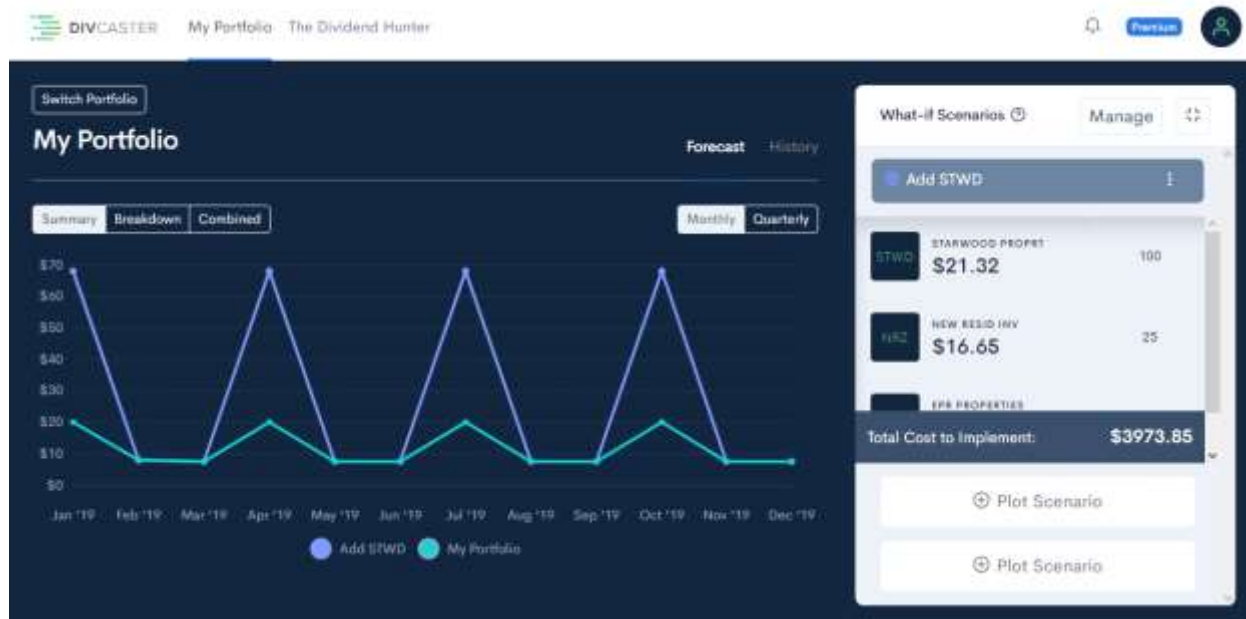
To plot the income of adding a new stock, search the company name or ticker symbol and select it, then click the “+ ADD” button.

The new stock will appear at the top of the list. Just add the quantity you want to buy in the box next to it.

You can add other stocks by following the directions above.

Lastly, add a name for this scenario and click the “Plot Scenario” button at the bottom of the screen.

Now your portfolio income forecasting chart will update with your new “What-If Scenario”.



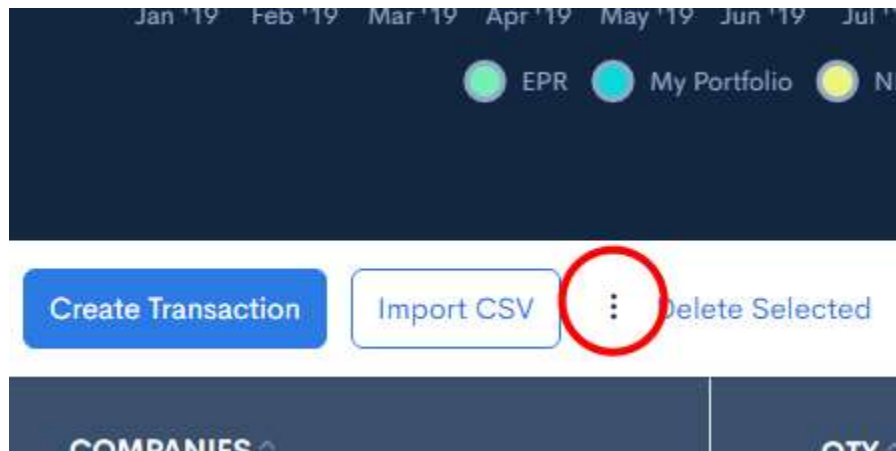
Now you can see plotted on this graph how your income will change if you make those changes to your portfolio! You'll also see how much it cost to put this new strategy in place on the right.

In this example scenario, buying 100 shares of STWD increases in the income earned.

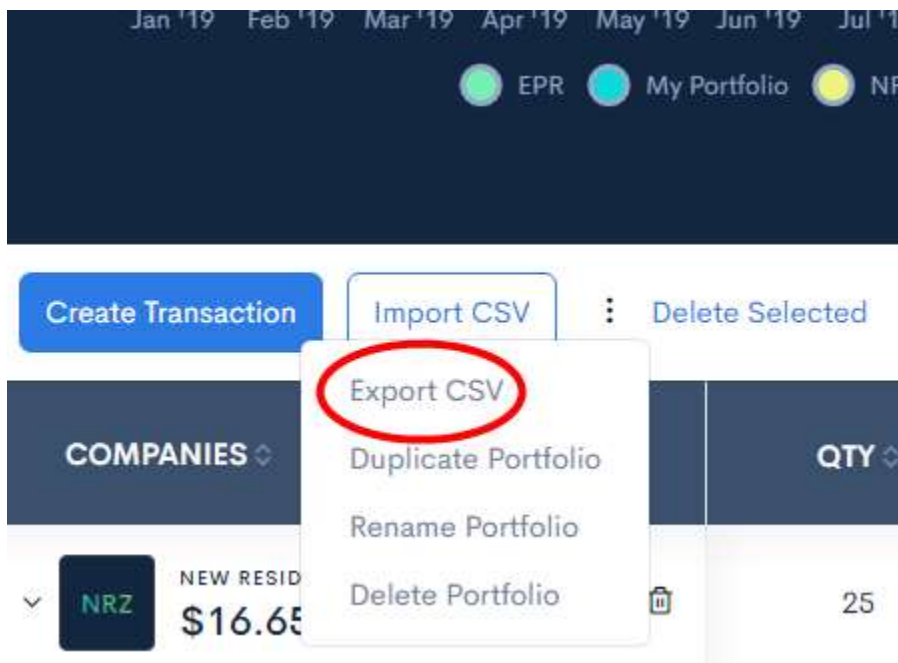
Exporting Your Portfolio

There may be times when you want to export the data from one or several of your Divcaster portfolios. Perhaps you want to import it into something like Excel or accounting software.

Exporting your data with Divcaster is easy. Find the three vertical dots next to Import CSV as circled in the image below.



Click it to bring up a contextual menu. One of the options is Export CSV. Click that.



A “Save As” window will pop up asking where to save your file. Just navigate to where you want to save it and click the Save button. Your portfolio is now saved to your computer.

If you have more than one portfolio that you want to export you will need to export each individually. Just use the Switch Portfolio button to get each portfolio you want to export and follow the directions above.


Setting Up Notifications


With Divcaster you can receive email notifications about your portfolio stocks. To set them start by clicking on the bell icon in the top right corner. A Settings screen will appear with Notifications selected.

Notifications will be sent to the email address associated with your Divcaster subscription.

Just click the check box to the left of each notification you wish to receive and your preferences will be automatically updated.

You can always turn them off by clicking the check box to deselect the notifications you no longer wish to receive.

 **DIVCASTER** [My Portfolio](#) [The Dividend Hunter](#)

 **Settings**

[Account](#) [Profile](#) [Billing](#) [Notifications](#)

☐

Ex-dividend notification
We'll notify you when a company in one of your portfolios announces their next ex-dividend date

☐

Dividend Payment Notification (Premium Only)
We'll notify you when a company in one of your portfolios has paid a dividend

☐

Weekly Portfolio Valuation (Premium Only)
We'll send you your updated portfolio valuation each week

☐

Combine notifications into weekly digest (Premium Only)
Save the inbox clutter - Get all the above notifications in a single weekly digest every Saturday at 11 p.m. (EST)

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