



COVINGTON INVESTMENT ADVISORS, INC.

301 East Main Street

Ligonier, PA 15658

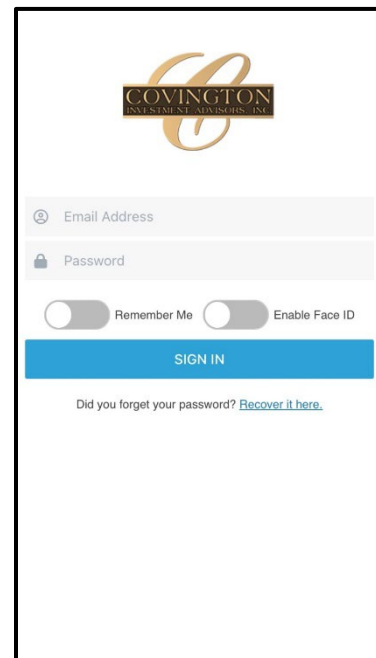
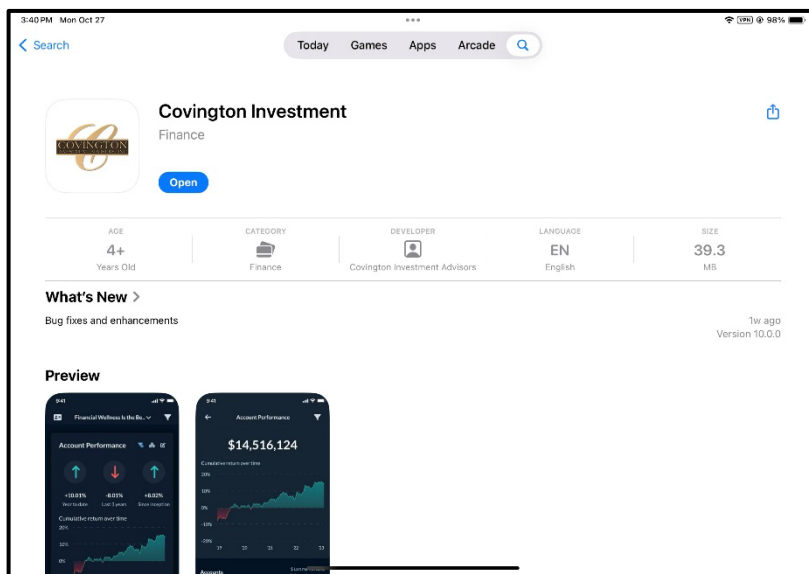


Documents In Your Client Portal

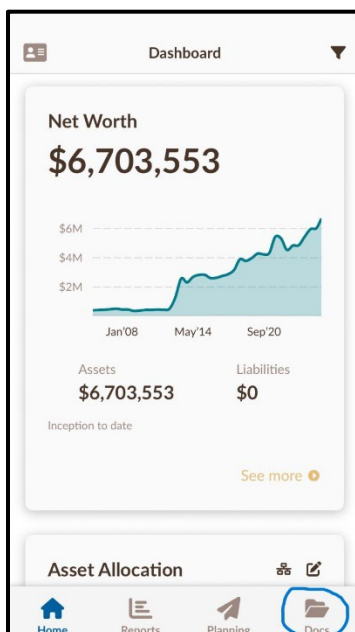
Documents In Your Client Portal – iPhone/Covington Investment App

See the steps below to download and view documents in the Client Portal from the Covington Investment App on an iPhone.

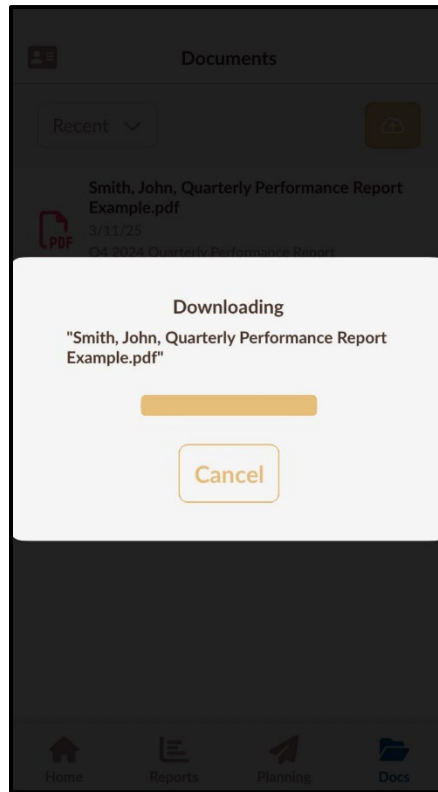
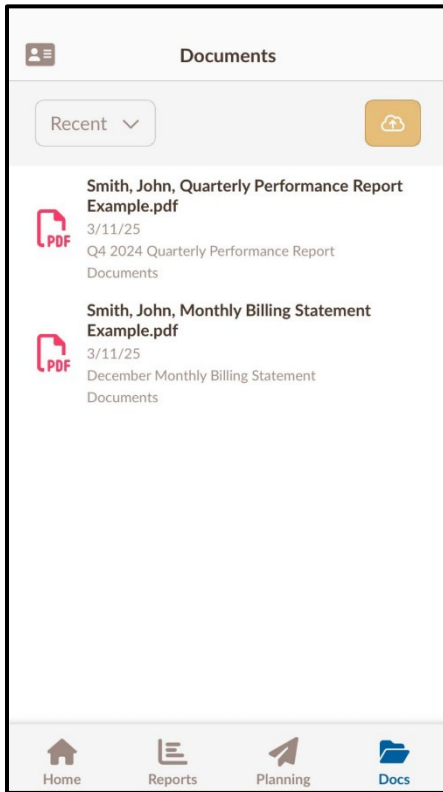
1. Download or open the Covington Investment App and log in.



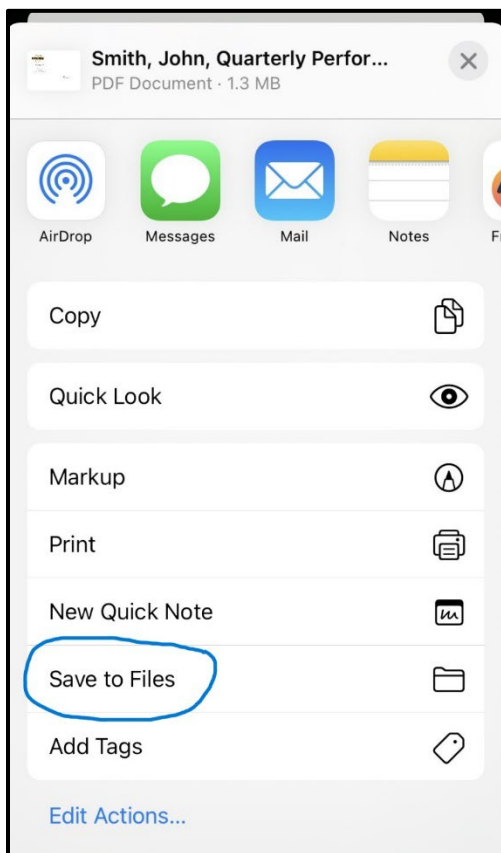
2. Click on the 'Documents' tab on the bottom right-hand corner



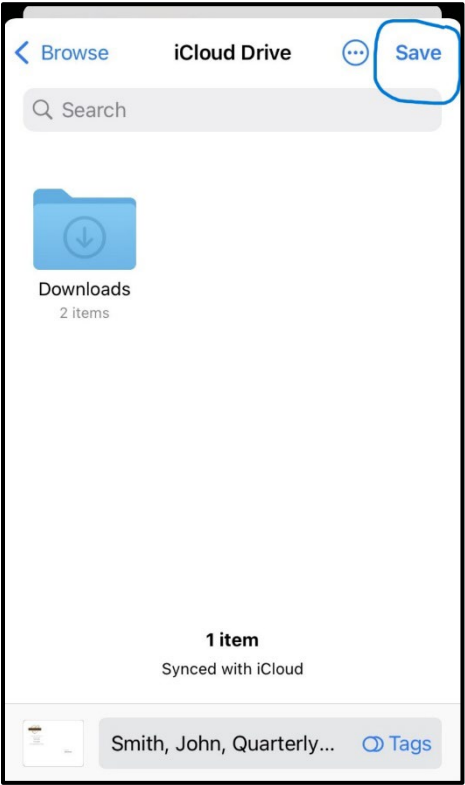
3. Click on the PDF you want to view and it will download.



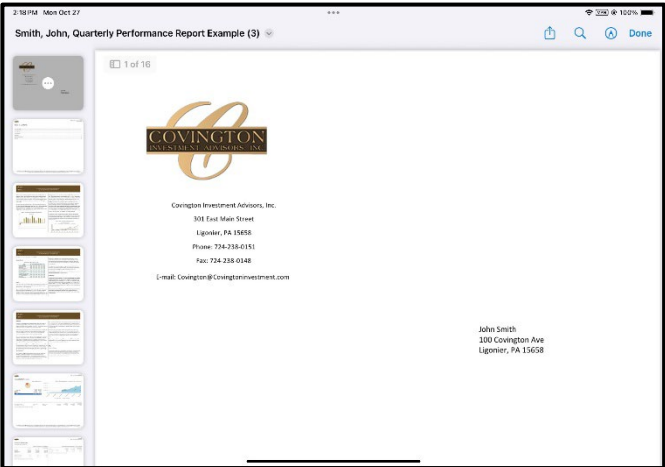
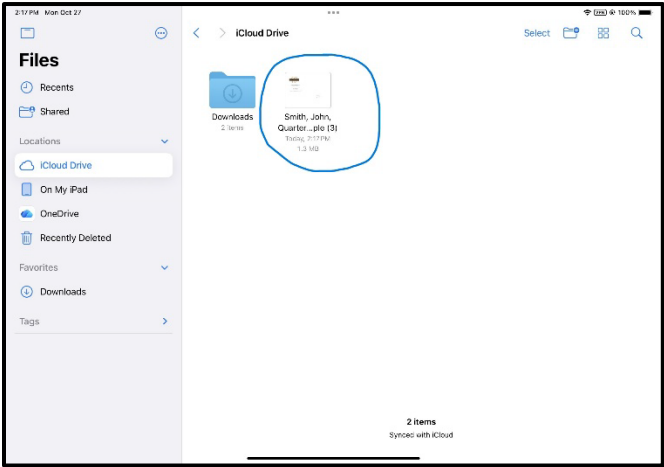
4. Once downloaded, a window will pop up asking which application you want to view the PDF in – we recommend clicking 'Save to Files'.



5. Save the PDF in the Files app.



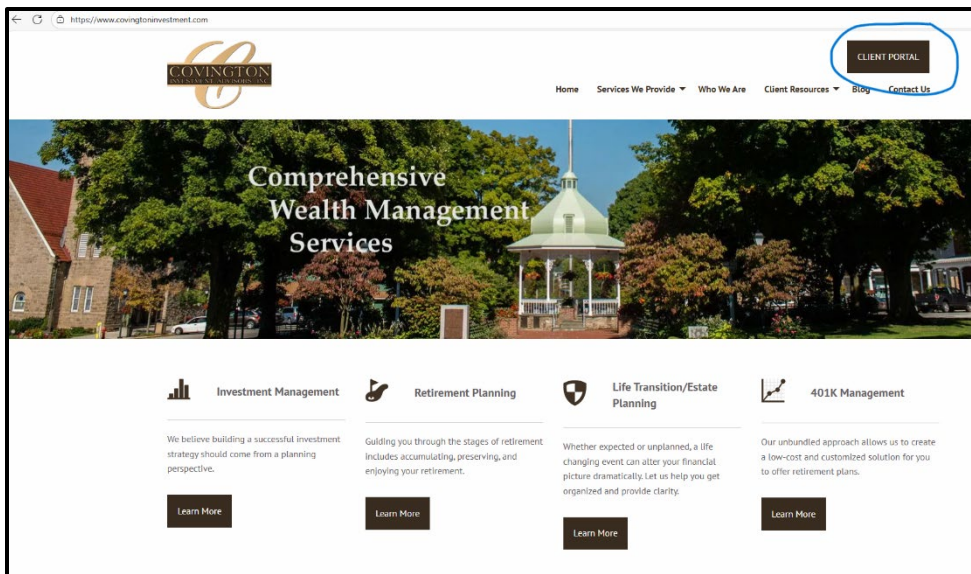
6. Go to the Files app and view the PDF.



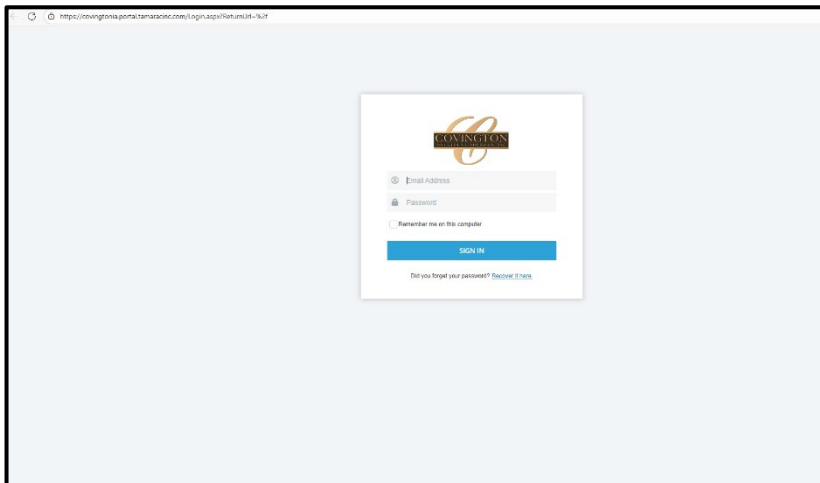
Documents In Your Client Portal - Desktop

See the steps below to download and view documents in the Client Portal from a desktop web browser.

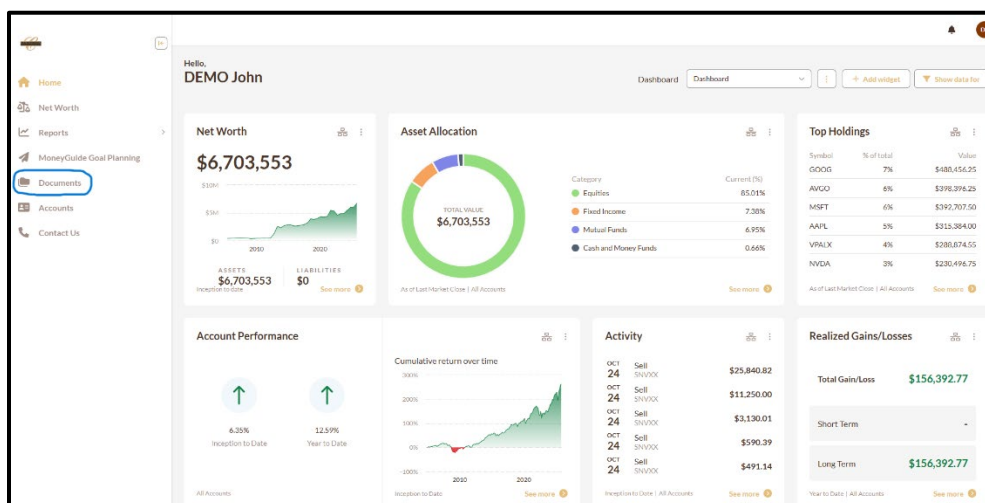
1. Go to the [firm's website](#) and click 'Client Portal' in the top right-hand corner



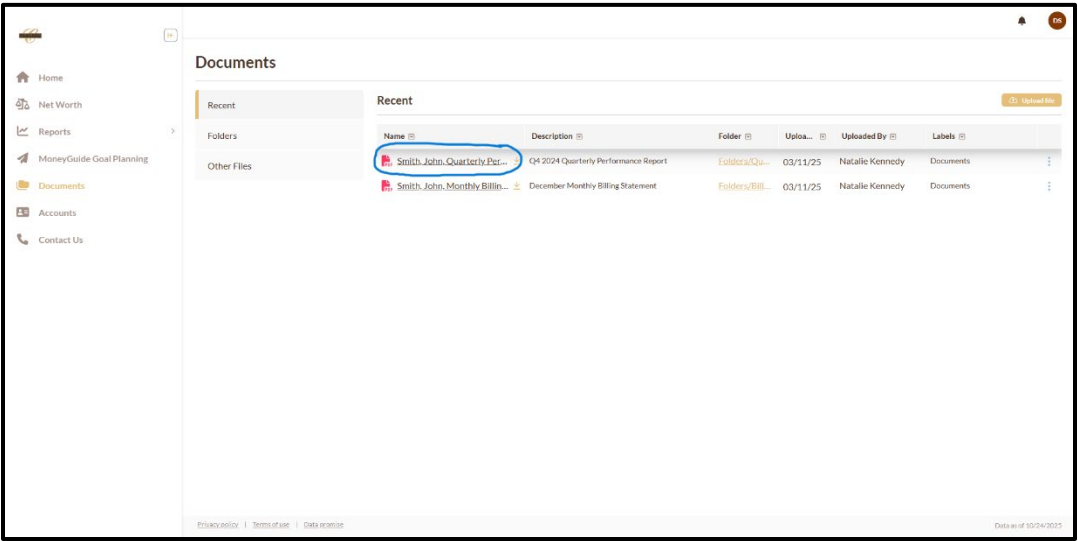
2. Log in to the Client Portal with your credentials



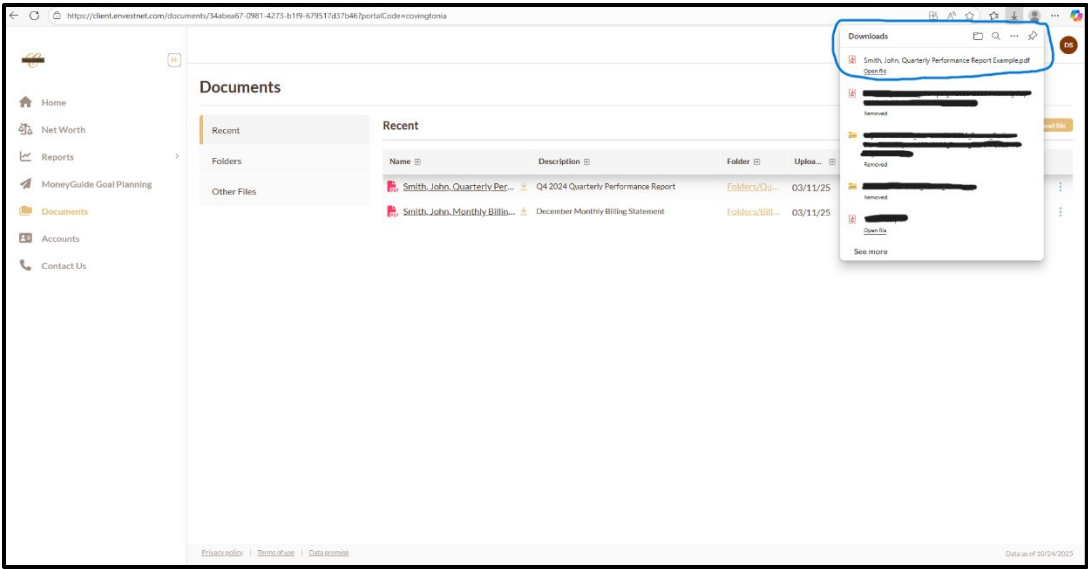
3. Click on the Documents tab on the left-hand side



4. Click on the PDF link you want to review.



5. The PDF will then be available in your downloads. Click on the PDF to open.



6. Review the PDF.

