

U.S. Bank Global Fund Services

DST Vision New User Setup for First American Funds

2025

FIRST AMERICAN FUNDS.

us bancorp. Asset Management, Advisor

DST VISION NEW USER SETUP

1. Navigate to [DST Vision](#)
2. Click on the New User button.


DST VISION

Vision ID

Password

SIGN IN

[Trouble Signing In?](#)



NEW USER?

[Participating Companies](#)

3. Click OK on pop-up disclaimer message.
4. Select Tax ID level and click Continue.

☒ **Tax ID Level**

Provides access to all accounts grouped under a single tax identification number. Tax ID access may be appropriate for institutions that use a common Tax ID across their account base. Tax ID access is not available at the shareowner Social Security number level.

CONTINUE

5. Search for Investment Consultant in Broker-Dealer section.

6. Select in the box below to highlight in blue.

Broker-Dealer Selection

Search for broker-dealer:

Investment Consultant

7. Click Continue.

8. Enter Profile Information for your own user setup.

Profile Information

Enter the following profile information:

First Name: MI: Last Name:

Street Address:

City: State/Province: Zip: Country:

Phone: Ext: (optional) Mobile/Alternate: (optional)

E-mail
(business email preferred):

9. Click Continue.

10. Select whether you are a Mutual Fund or Alternative Investment's business.

Profile Information - Tell Us About Your Business

Do you have:	Yes	No
Mutual Fund assets? (Including Qualified Retirement Plan and IRA assets)	<input checked="" type="radio"/>	<input type="radio"/>
Alternative Investments assets?	<input type="radio"/>	<input checked="" type="radio"/>

CONTINUE

11. Click Continue.

12. Enter Mother's Maiden Name and select a method of delivery for a security code (mobile phone for text message or email address).

Security Profile

Mother's Maiden Name:
(or other security keyword)

(used for security verification)

Security Code Delivery: ⓘ

For your security, add a phone number or email address to be used to send you a security code in the future:

Step 1: Select how you would like to receive your security code, then enter your information, and click 'Send Code'.

Email Address

Mobile Phone for Text*

Email Address

SEND CODE CANCEL

CONTINUE

13. Click Send Code and wait for the code to be delivered via text or email. Code will be delivered within minutes of request.

14. Enter Security Code received

Step 2: We sent you a security code to the device selected. Enter the code and click 'Verify Code'.

Security Code:

Time Remaining: 29:25 [Need another code?](#)

15. Click Verify Code.

16. Click Continue.

17. Create a Vision ID, password and Voice PIN using the guidelines outlined.

ID/Password Establishment

Establish Your Vision ID and Password

1. Establish your Vision ID

New Vision ID:

Re-enter new Vision ID:

- Your new ID is permanent. Once you have established your Vision ID it may **not** be changed. Your Vision ID must meet the following criteria.
 - 7 to 35 characters in length
 - Contain at least one alpha (A-Z)
 - No special characters (@, #, \$ etc.)
 - Cannot be the same as your current ID

2. Establish your Password

Password:

Re-enter Password:

- Your Password cannot be the same as your Vision ID and must meet the following criteria.
 - 8 characters in length
 - Contain at least one alpha (A-Z) and one numeric (0-9)
 - Contain at least one of the following special characters @ # % & * () - / ? _ = +

Establish Your Voice PIN

3. Establish Your Voice PIN (used to contact the Customer Support Center) [Why do I need this?](#)

Voice PIN:

Re-enter Voice PIN:

- Your Voice PIN must meet the following criteria.
 - 4 to 8 numbers in length

18. Click Continue.

19. Type “First American Funds” in the search field.

Vision Enrollment ⓘ

Enrollment Steps

- Service Level Selection
- Broker-Dealer Selection
- Profile Information
- ID/Password Establishment
- Mutual Fund Selection**
- Alternative Investments Selection
- Annuity Selection
- Program Manager Selection
- Verification

Mutual Fund Selection

To add mutual funds, select individually from the list. After selection(s) and all criteria are entered, click 'Continue'. If you do not want to enroll for a mutual fund you may proceed by clicking 'Continue'.

My Firm's business [All](#)

Search for Mutual Fund: _____

To add, select a mutual fund.

1290 Funds
1919 Funds
Aberdeen-Asset Management
Acadian Funds
AEGON FUNDS
AGF Investments America Inc.
AIC Loomis Sayles
AIG Funds
Akre Capital Management
Alger Funds
AllianceBernstein Investments
Allianz (Instl - Admin/I/P)
Allianz (Retail - A/B/C/D/R)

Enter one sample client account# or Plan ID # for each mutual fund selected.

One client's account #
Select the available Mgmts from the left side.

CONTINUE

20. Select First American Funds in left hand box. Once it is highlighted in blue it will populate the right-hand box so you can enter the account Tax ID #.

Mutual Fund Selection

To add mutual funds, select individually from the list. After selection(s) and all criteria are entered, click 'Continue'. If you do not want to enroll for a mutual fund you may proceed by clicking 'Continue'.

My Firm's business [All](#)

Search for Mutual Fund: first

To add, select a mutual fund.

First American Funds
First Eagle Funds

Enter one sample client account# or Plan ID # for each mutual fund selected.

	Tax ID#
First American Funds	<input type="text"/>
First American Funds	<input type="text"/>
First American Funds	<input type="text"/>
First American Funds	<input type="text"/>
First American Funds	<input type="text"/>

[Not Seeing Your Company?](#)

CONTINUE

21. Enter the Tax ID # for the accounts needing to be viewed in the right-hand box.

If more than one account Tax ID # is needing to be requested, select First American Funds again on the left-hand side to populate an additional Tax ID # box.

www3.financialtrans.com/tf/Vision/EnrollmentMFMManagementCompanySelectionPageEvent

DST VISION January 5, 2022

Vision Enrollment ⓘ

Enrollment Steps

- Service Level Selection
- Broker-Dealer Selection
- Profile Information
- Security Profile
- ID/Password Establishment
- Mutual Fund Selection**
- Alternative Investments Selection
- Verification

Mutual Fund Selection

To add mutual funds, select individually from the list. After selection(s) and all criteria are entered, click 'Continue'. If you do not want to enroll for a mutual fund you may proceed by clicking 'Continue'.

My Firm's business [All](#)

Search for Mutual Fund:

To add, select a mutual fund.

First American Funds
First Eagle Funds

Enter one sample client account# or Plan ID # for each mutual fund selected.

	Tax ID#	
First American Funds	<input type="text"/>	+
First American Funds	<input type="text"/>	+
First American Funds	<input type="text"/>	+
First American Funds	<input type="text"/>	+
First American Funds	<input type="text"/>	+

[Not Seeing Your Company?](#)

CONTINUE

22. Click Continue.

23. Verify the information is correct.

The screenshot shows a web browser window with the URL <https://www3.financialtrans.com/tf/Vision/EnrollmentMFManagementCompanySelectionContinueEvent>. The page is titled "DST VISION" and dated "November 4, 2018". On the left, a sidebar lists "Enrollment Steps" with "Verification" selected. The main content area is titled "Verification" and contains the following sections:

- Verification:** A message "Verify your information below. Click 'Submit' to complete the enrollment request." followed by a blue "EDIT" button.
- Broker-Dealer:** A blue "EDIT" button.
- Investment Consultant:** A blue "EDIT" button.
- Profile Information:** A blue "EDIT" button.
- ID/Password Establishment:** A blue "EDIT" button.
- Mutual Fund Selections:** A blue "EDIT" button.

The "Profile Information" section displays the following details:

Primary Contact:	John D Consultant	Mother's Maiden Name/Security Keyword:	Smith
Address:	1 Main St.		
City:	Anytown		
State:	New York		
Zip:	10101-1001		
Phone:	212 555-5555		
Alternate Phone:			
E-mail:	JDConsultant@yahoo.com		

The "ID/Password Establishment" section shows:

Your Vision ID is: JDCONSULTANT Password: ***** Voice PIN: ****

The "Mutual Fund Selections" section shows:

Company Name	TAX ID#
Baird Funds	555555555

Below the mutual fund selections, there is a checkbox and the text "I confirm that the above information is correct." followed by a blue "SUBMIT" button.

At the bottom of the page, there are links for "Contact Us" and "Disclaimer", and a copyright notice: "Copyright © 2018 DST Systems, Inc. All Rights Reserved. Covered by US Patent No. 7,275,046".

24. Check the box confirming all information is correct.

25. Click Submit.

26. An email will be sent from the DST Vision Team once access has been approved or denied. Once approved, navigate back to DST Vision to login using the credentials you have created: [DST Vision](#)