YOUR INTEGRAL WEALTH PORTAL Adding Accounts



In this user guide, we will demonstrate how to add both connected accounts and manual accounts.

Establishing connections to your personal banking institutions will allow your account information to be updated automatically. If you do not have an online login to an institution, you can enter your accounts manually. While manual accounts do NOT update, they help build a better financial snapshot for both you and Colman Knight.

Adding Connected Accounts

1. From your Home page, click Add Account.

PERSONAL FINANCIAL Home Organia WEBSITE	zer Goals Spending Investmen	its Vault Reports 🗹		Help	Settings	Sign Out
Welcome, Frank and Joanna Mil	ler					
Accounts	+ Add Account	Net Worth	o Investments			0
Cash	\$109,136 ~	\$2,487,323 as of today	\$2,696,672 [°] as of today			

You can also click **Organizer** on the menu, then click **Accounts**.

PERSONAL FINANCIAL Home Organizer Goals WEBSITE	Spending Investments Vault Reports 🗹		Help Settings Sign Out
Accounts	Frank Miller	Joanna Miller	
Professional Contacts	D (610) 555-1234	FM 0 (610).555-1234	JM
Income, Expenses, and Savings	Ø franktmiller@nomail.com	Ø joannamiller@nomail.com	
Future Expenses	<u>#</u> 6/1/1967	표 3/20/1968	
Financial Priorities	Add Employment	Add Employment	
Risk Tolerance			

2. Click Add Accounts.

Accounts	Need Help With Connections? Add Accounts
All (0) Attention (0) Manually Added (0)	Search All
You have not est up any Connections	
Tou have not set up any connections.	

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3. Click I have an online login to this account. (Manual entry is explained in the next section.)

Go back to Accounts		
Add Accounts		
	Do you have an online login to your account's institution?	
	I have an online login to this account	
	I don't have an online login to this account	

4. Enter the name of the institution or website address, then click **Search**.

Go back to Accounts Add Accounts	
	Enter your institution's name or website address example 'My Bank' or 'www.mybank.com' Search

5. Select the connection from the search returns.

G Go back to Accounts			
Add Accounts			
	Enter your institution's nan	ne or website address	
	Sample Institution	Search	
Search results (11 matches found)			
1. Sample Institution			

6. If an Acknowledge Institution Notice screen appears, you should read the notice, and then click **Continue**.

This notice varies by institution and will inform you of any important information related to this institution's connection.

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7. Enter your login credentials for this institution and click **Connect**.

Go back to Accounts	
Add Accounts	
	Sample Institution
	To connect to your accounts, enter your credentials below.
	User Name
	Bactword
	Connect
	Previous Step Cancel

If there is an issue connecting to your accounts, you will receive a status message describing the problem and you can click on the message to learn how to fix it.

8. Once your credentials have been verified you can review the accounts brought over through the connection. Click **Continue** to return to an overview of all accounts you have entered into your portal.

	Sample	
	You've successfully connected	
	You can review your new accounts below. To return to the full list, click con	tinue.
* Orion Investments	Taxable Investment	\$320,249
Card	Loan - Credit Card	-\$1,275
Easy 123 Checking	Cash Equivalent - Checking	\$54,568
****gage	Mortgage - Mortgage	-\$326,385
Health Savings Account	Health Savings Account	\$41,385

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9. On the Accounts page you can easily see when your accounts with an institution last updated or if any accounts are in an error state.

Accounts		Need Help With Connections?	Add Accounts
All (26) Aveeds Attention (1) Manually Added (20)		Search All	Q
Sample Institution			Actions -
Important Notice: Source Purpose			Read More
Account Name	Туре	Last Updated	Value
*******Card	Loan - Credit Card	2 months ago	-\$1,275.00
****gage	Mortgage - Mortgage	2 months ago	-\$326,385.00
Easy 123 Checking	Cash Alternative - Checking	2 months ago	\$54,568.00
Health Savings Account	Health Savings Account	2 months ago	\$41,385.00

10. Each connection you establish will have its own specific maintenance required. For example, if you updated your password at the institution you will need to then update the credentials on the connection in your portal.

Errors that you can repair will appear with a **Repair** button that you can click to fix the issue.

Sample Institution The institution rejected your credentials.		Si Repair Actions -
Important Notice: Important Notice		Read More
	No accounts found. Please click 'Repair' above to resolve the error and get your account data.	

With the Actions menu, you can **Refresh** the connection to pull over updated account values, **Find New accounts, Delete** the connection, access **Advisor Permissions**, or **View Connection Details**.

Sample Institution		Actions
Important Notice: Source Purpose		Read N Refresh
Account Name	Туре	Lasi Delete
*****Card	Loan - Credit Card	2 m Advisor Permissions
****gage	Mortgage - Mortgage	2 m View Connection Details
Easy 123 Checking	Cash Alternative - Checking	2 Montes ago

Note: If you **Delete** the Connection, you will lose all accounts and transaction history. This is not recommended unless the connection and its accounts are no longer needed.

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The **Advisor Permissions** selection displays a popup that allows you to enable your Advisor to find new accounts on your behalf.

▲ eMoney The institution's website is requesting information from you.	Set Advisor Permissions	×	🕄 Repair	epair Actions -	
Account Name			Last Updated	Value	
**************************************	Do you want your Advisor to be able to find accounts from eMoney in the future?		3 days ago	\$14,500.00	
iicy			3 days ago	\$0.00	
Card	No, only I can find new accounts from this Institution. Yes, my Advisor can find new accounts from this Institution. Your advisor will have the ability to find newly available accounts as well as existing accounts you m have interfionally excluded.		3 days ago	-\$1,275.00	
туре		iu may	3 days ago	\$1,000.00	
**************************************			3 days ago	\$0.00	
*******ance	Cancel	Save	3 days ago	\$0.00	
*************icy	Unite		3 days ago	\$0.00	

Adding Manual Accounts

1. Click Add Accounts on the Accounts page.

Accounts			Need Help With Connections? Add Accounts		
All (116) A Needs Attention (28) Manually Added (26)	Advisor Managed (13)	Search All		Q	

2. Click I don't have an online login to this account.

G Go back to Accounts		
Add Accounts		
	Do you have an online login to your account's institution?	
	I have an online login to this account	
	I don't have an online login to this account	
	Cancel	

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3. Select the type of account.

Go back to Accounts Add Accounts				
What type of account is this?				
	Cash	Investment		
	Insurance	Liability		
	Stock Option	Note Receivable		
O Accounts added from here will not be automatically updated.				
Previous Step Cancel				

4. Then, click the more specific type of account.

What type of investment is this?		
Health Savings Account	Roth IRA	
Health Savings Account	Roth IRA	
Qualified Retirement	Taxable Investment	
IRA	Taxable Investment	
Money Purchase		
Other		
Pension		
Profit Sharing		
Roth 401(k)		
Roth 403(b)		
SEP		
Traditional 401(k)		
Traditional 403(b)		
$\boldsymbol{\theta}$ Accounts added from here will not be automatioally updated.		
	What type of investment is this? Health Savings Account Health Savings Account Dualified Retirement IRA Money Purchase Other Pesito Rotit Ations SEP Traditional 401(k) Traditional 403(b)	What type of investment is this? Health Savings Account Roth IRA Health Savings Account Roth IRA Mealth Savings Account Taxable Investment IRA Taxable Investment IRA Taxable Investment Whet USA Benson Profit Shanng Roth 403(b) SEP Tatable Investment 401(k) Tatable Investment 403(b) SEP Tatable Investment 403(b) Sep





5. Enter details about the account and click **Save**.

© Go back to Accounts Taxable Investment	
Asset Name	Taxable Investment
Institution Name	Joanna's Investment Account
Owner	Other Heirs
Total Value	\$33,000
Holdings Value	
Cash Balance	
Margin Balance	
Tax Basis	\$27,500
	Save