

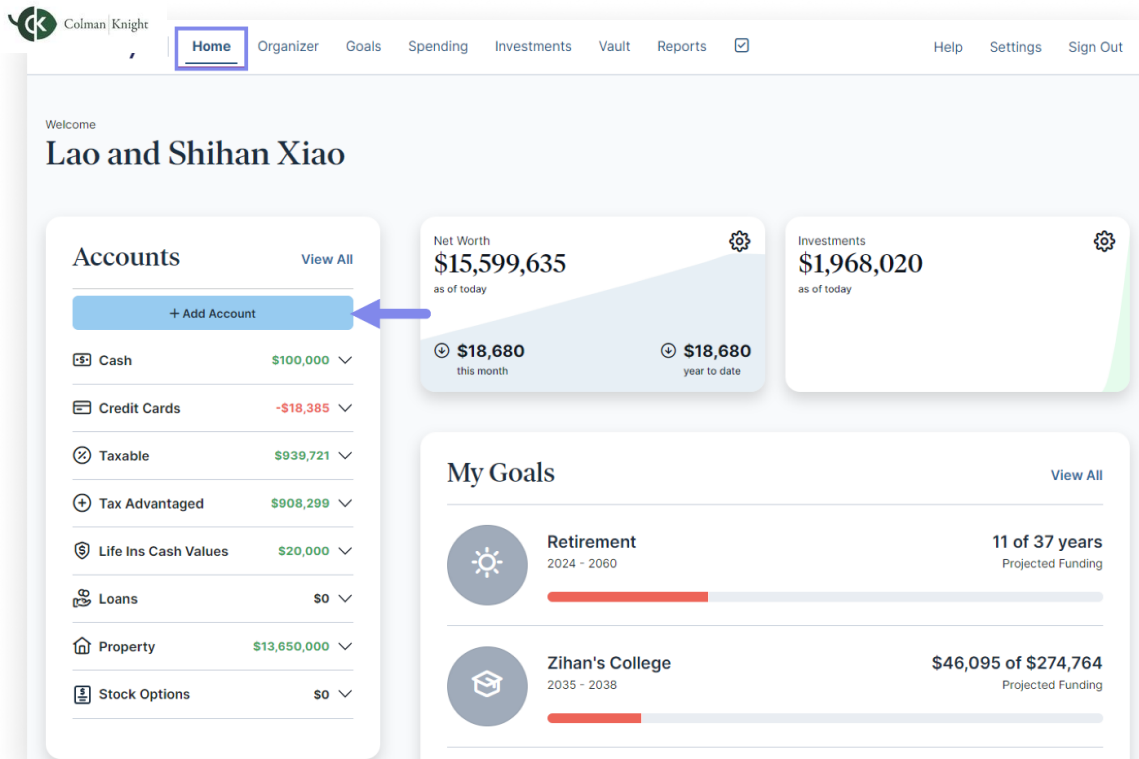
Add Accounts

This user guide will demonstrate how to add connected and manual accounts.

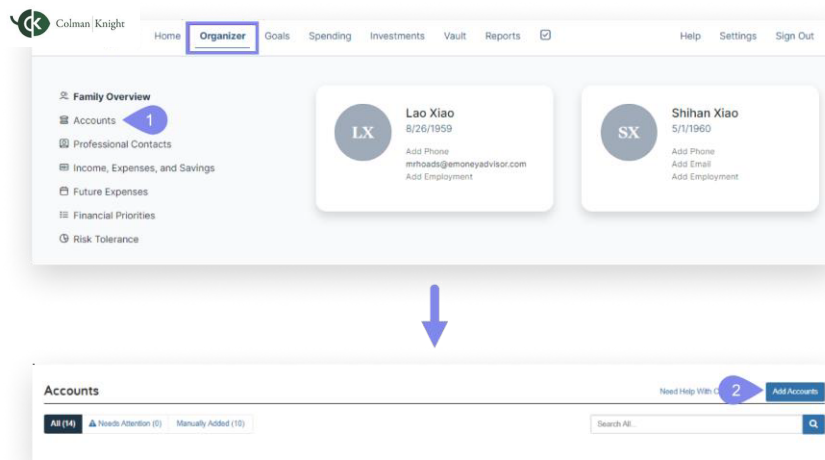
Adding Connected Accounts

Establishing connections to your personal banking institutions will allow your account information to be updated automatically. You can enter your account holdings manually if you do not have an online login to an institution.

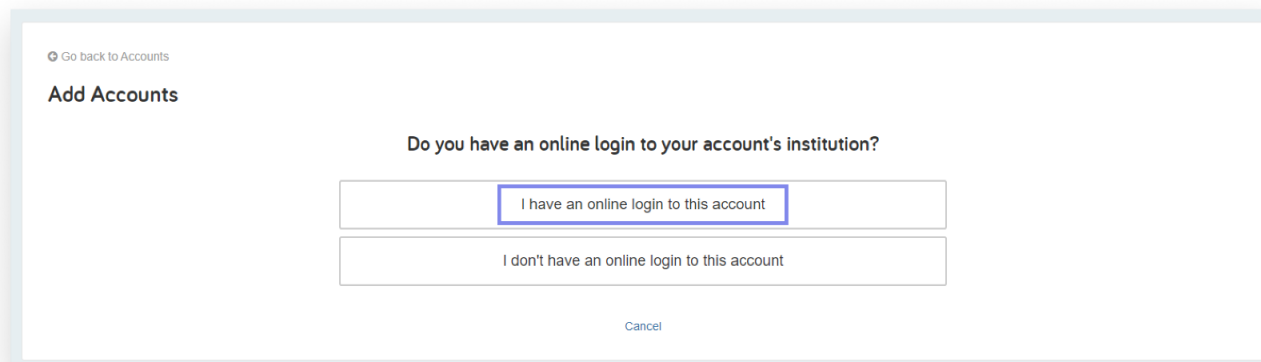
1. From your Home page, click Add Account.



You can also click **Organizer** in the menu, click **Accounts**, and click **Add Accounts**.



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



Go back to Accounts

Add Accounts

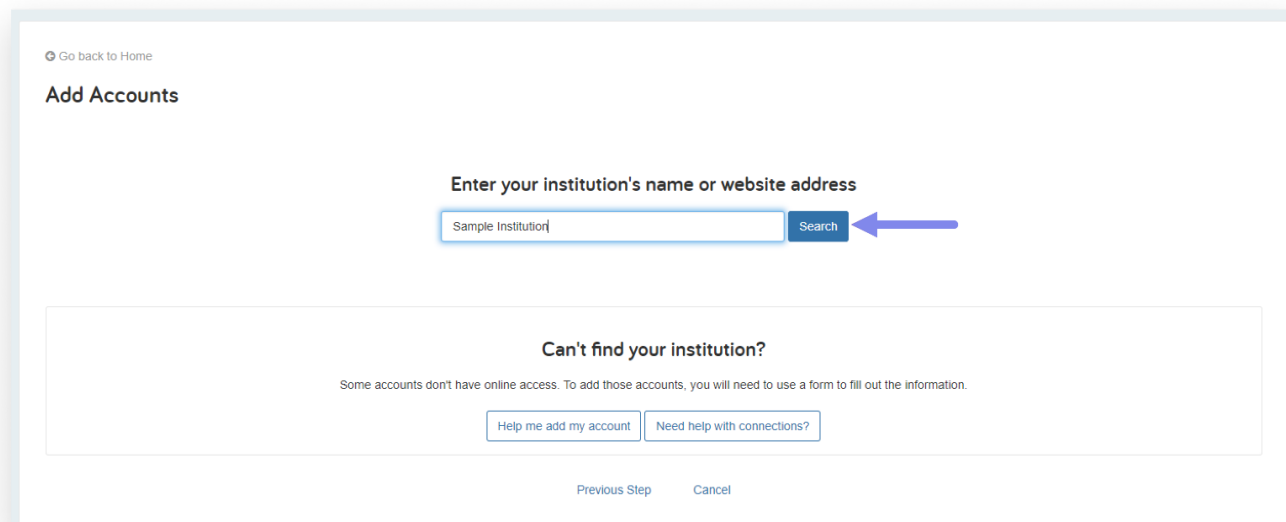
Do you have an online login to your account's institution?

I have an online login to this account

I don't have an online login to this account

Cancel

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



Go back to Home

Add Accounts

Enter your institution's name or website address

Sample Institution Search

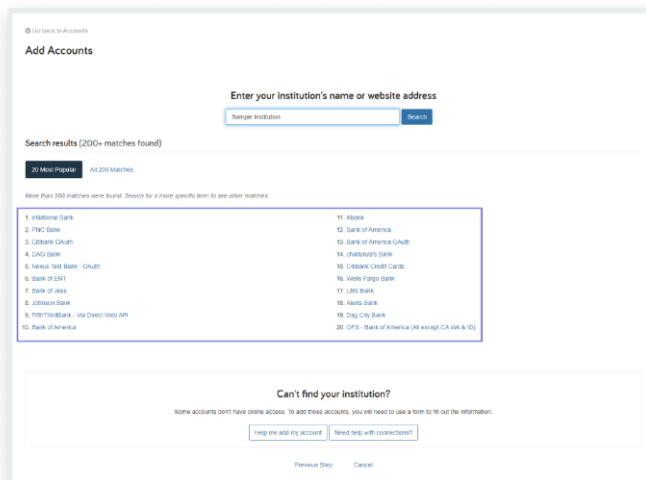
Can't find your institution?

Some accounts don't have online access. To add those accounts, you will need to use a form to fill out the information.

Help me add my account Need help with connections?

Previous Step Cancel

4. Select the connection from the search returns.



Go back to Accounts

Add Accounts

Enter your institution's name or website address

Sample Institution Search

Search results (200+ matches found)

20 Most Popular All 200 MATCHES

More than 200 matches were found. Search for a more specific item to see other matches.

1. Citibank Bank	11. Aflac
2. FNC Bank	12. Bank of America
3. Citibank CA/IL	13. Bank of America Credit
4. CIBC Bank	14. Chase/Chase Bank
5. Nexas Test Bank - CA/IL	15. Citibank Credit Cards
6. Bank of ENT	16. Wells Fargo Bank
7. Bank of J&K	17. US Bank
8. JPMorgan Bank	18. Bank of America
9. First/Third Bank - Via Direct Web API	19. City City Bank
10. Bank of America	20. CFC - Bank of America (All except CA, IL & IL)

Can't find your institution?

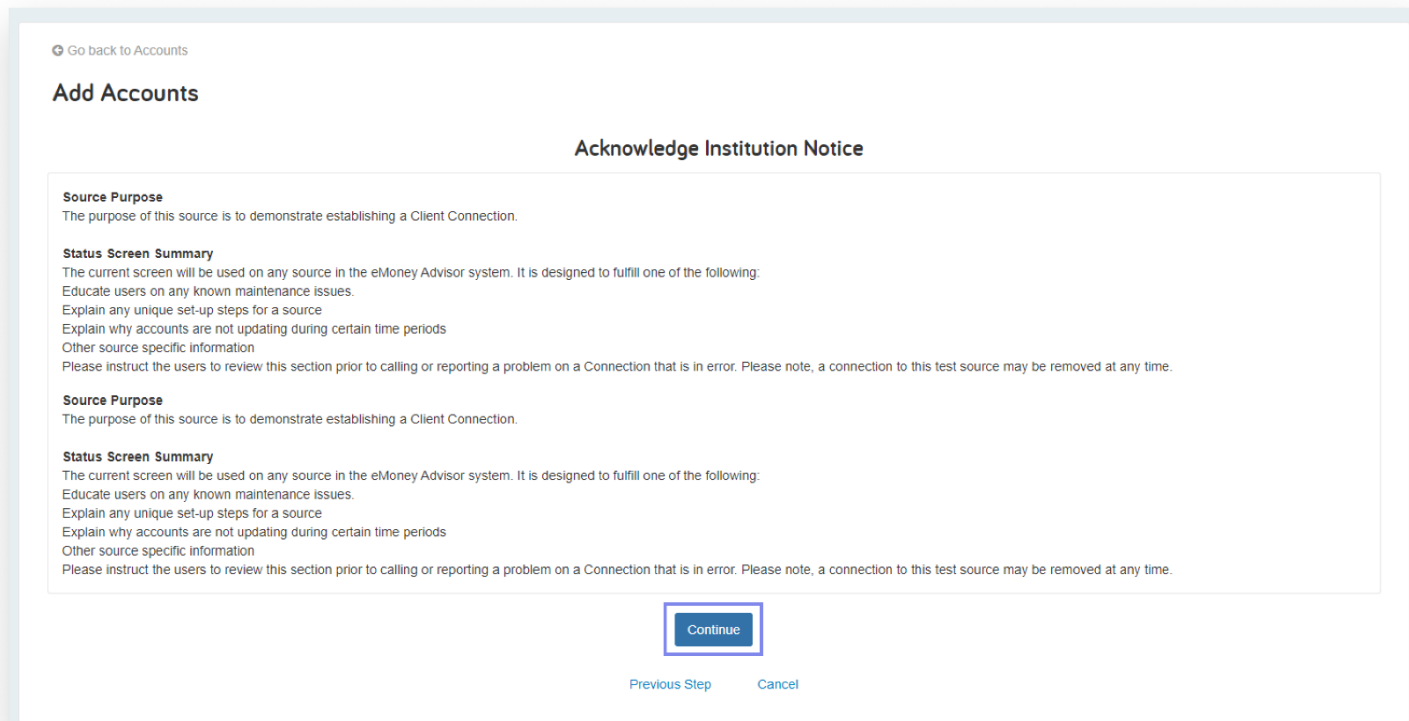
Some accounts don't have online access. To add those accounts, you will need to use a form to fill out the information.

Help me add my account Need help with connections?

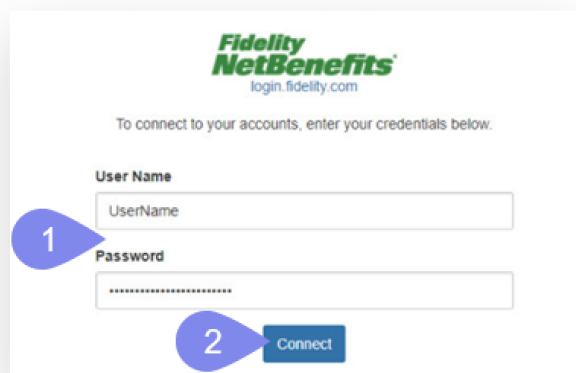
Previous Step Cancel

5. If an Acknowledge Institution Notice screen appears, read the notice, and click **Continue**.

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

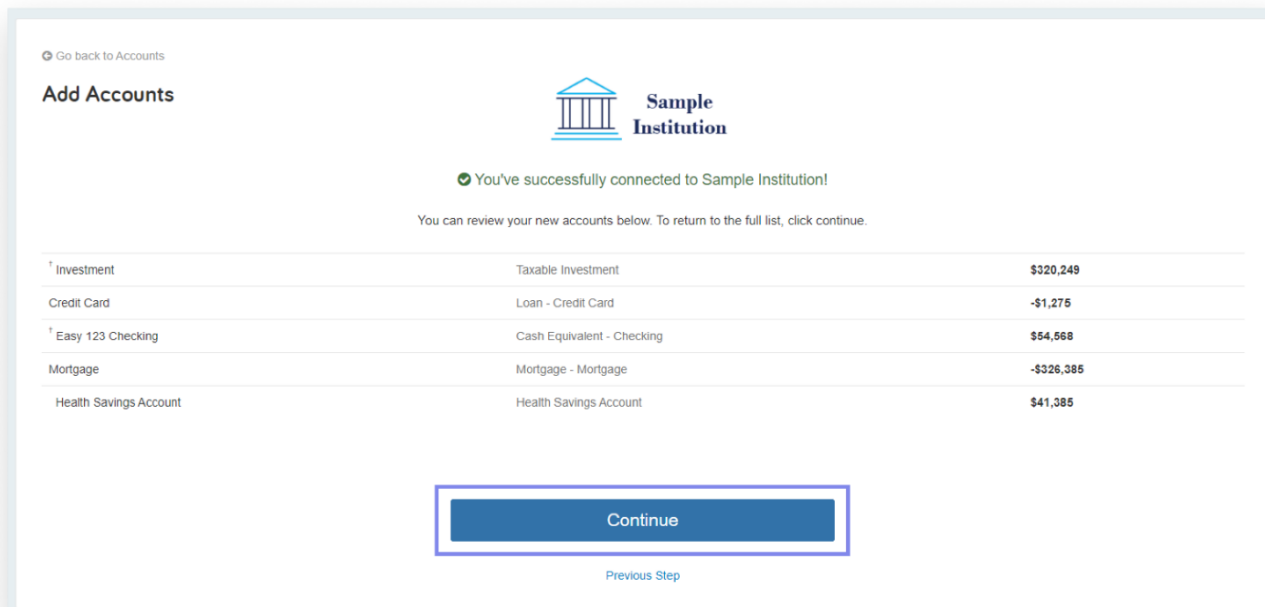


6. Enter your login credentials for this institution and click **Connect**.



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.

- 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 in your Portal.



Go back to Accounts

Add Accounts

Sample Institution

✔ You've successfully connected to Sample Institution!

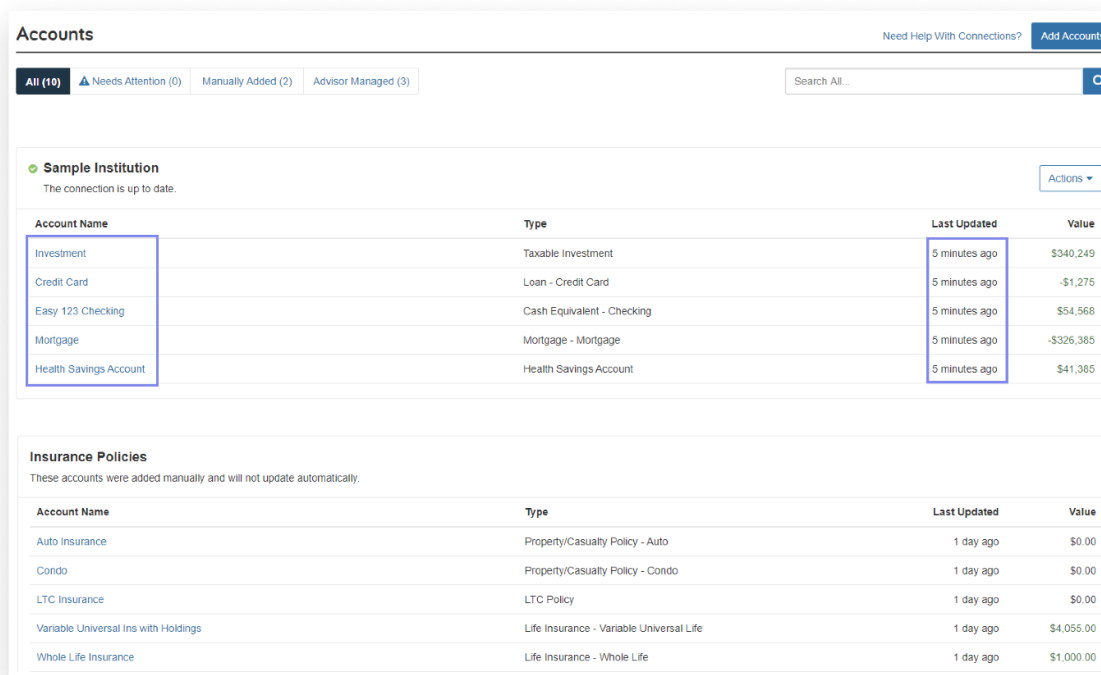
You can review your new accounts below. To return to the full list, click continue.

† Investment	Taxable Investment	\$320,249
Credit Card	Loan - Credit Card	-\$1,275
† Easy 123 Checking	Cash Equivalent - Checking	\$54,568
Mortgage	Mortgage - Mortgage	-\$326,385
Health Savings Account	Health Savings Account	\$41,385

Continue

Previous Step

- 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 (10) Needs Attention (0) Manually Added (2) Advisor Managed (3) Search All...

✔ **Sample Institution**
The connection is up to date. Actions

Account Name	Type	Last Updated	Value
Investment	Taxable Investment	5 minutes ago	\$340,249
Credit Card	Loan - Credit Card	5 minutes ago	-\$1,275
Easy 123 Checking	Cash Equivalent - Checking	5 minutes ago	\$54,568
Mortgage	Mortgage - Mortgage	5 minutes ago	-\$326,385
Health Savings Account	Health Savings Account	5 minutes ago	\$41,385

Insurance Policies
These accounts were added manually and will not update automatically.

Account Name	Type	Last Updated	Value
Auto Insurance	Property/Casualty Policy - Auto	1 day ago	\$0.00
Condo	Property/Casualty Policy - Condo	1 day ago	\$0.00
LTC Insurance	LTC Policy	1 day ago	\$0.00
Variable Universal Ins with Holdings	Life Insurance - Variable Universal Life	1 day ago	\$4,055.00
Whole Life Insurance	Life Insurance - Whole Life	1 day ago	\$1,000.00

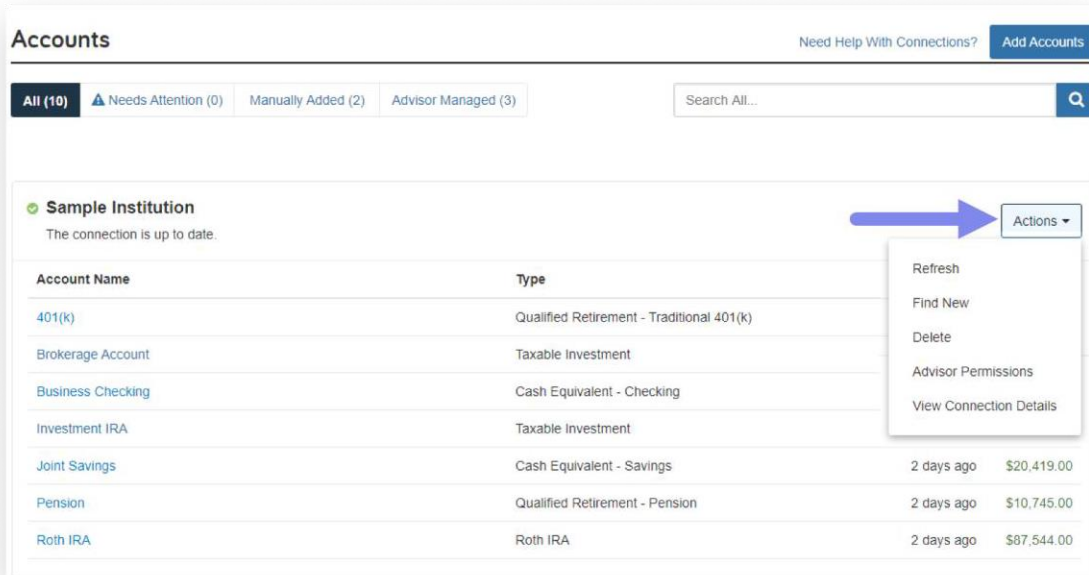
Connection Maintenance

Each connection you establish will require maintenance. For example, if you updated your password at the institution, you would need to update the credentials on the connection in your Portal.

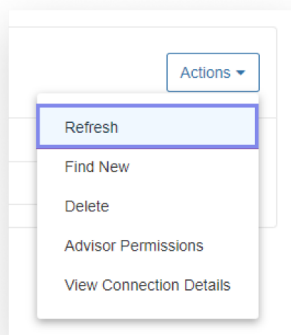
1. Errors that you can repair will appear with a Repair button that you can click to fix the issue.



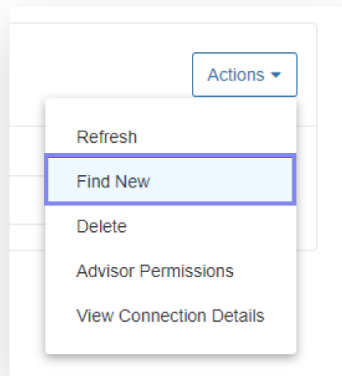
2. With the **Actions** menu, you can make a handful of selections to manage your Connections:



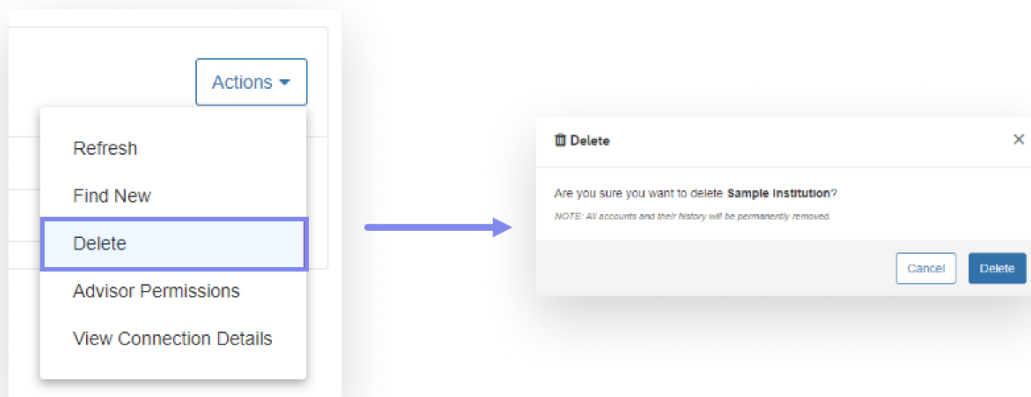
3. **Refresh** the connection anytime to pull over updated account values manually.



4. Select **Find New** to pull any new accounts opened after establishing the Connection.



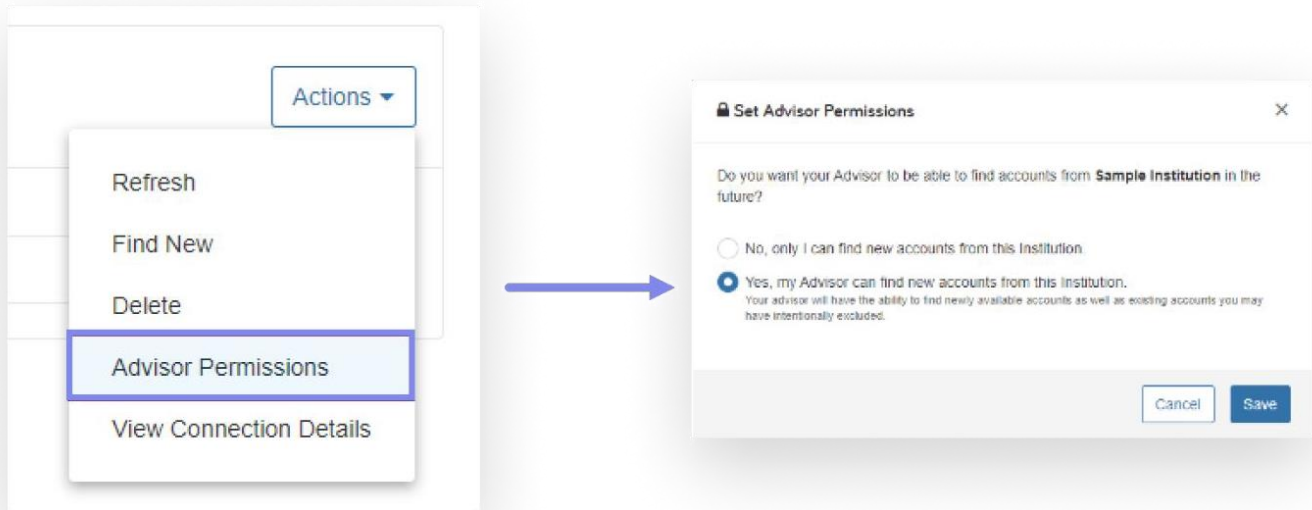
5. Select **Delete** to remove the connection and all associated accounts.



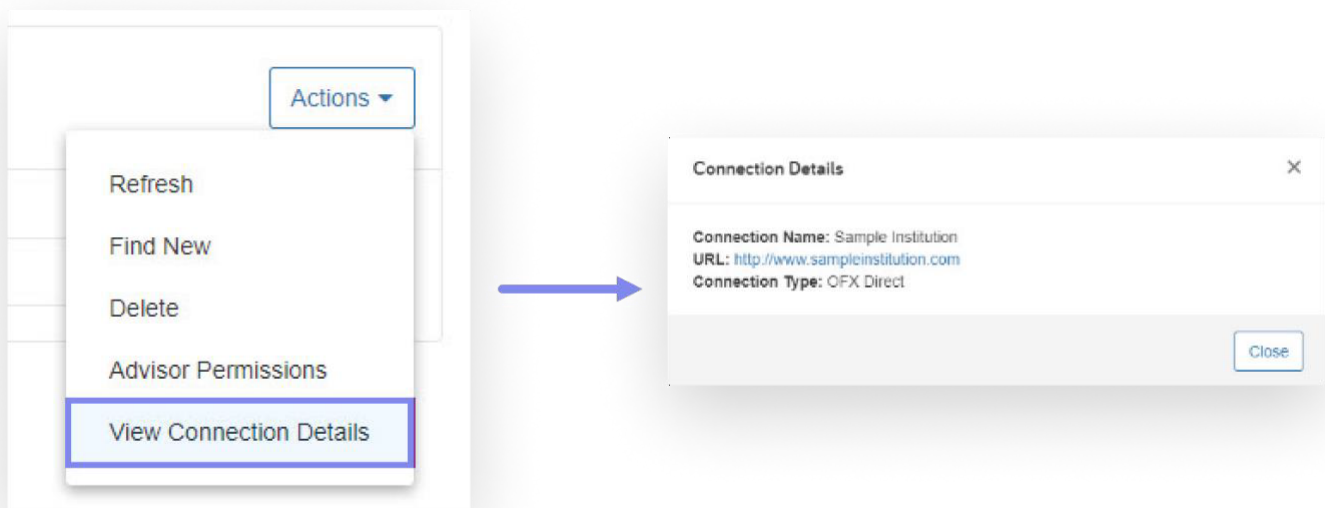
Note

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.

6. The **Advisor Permissions** selection displays a popup that allows you to enable your Advisor to **Find New** accounts on your behalf.

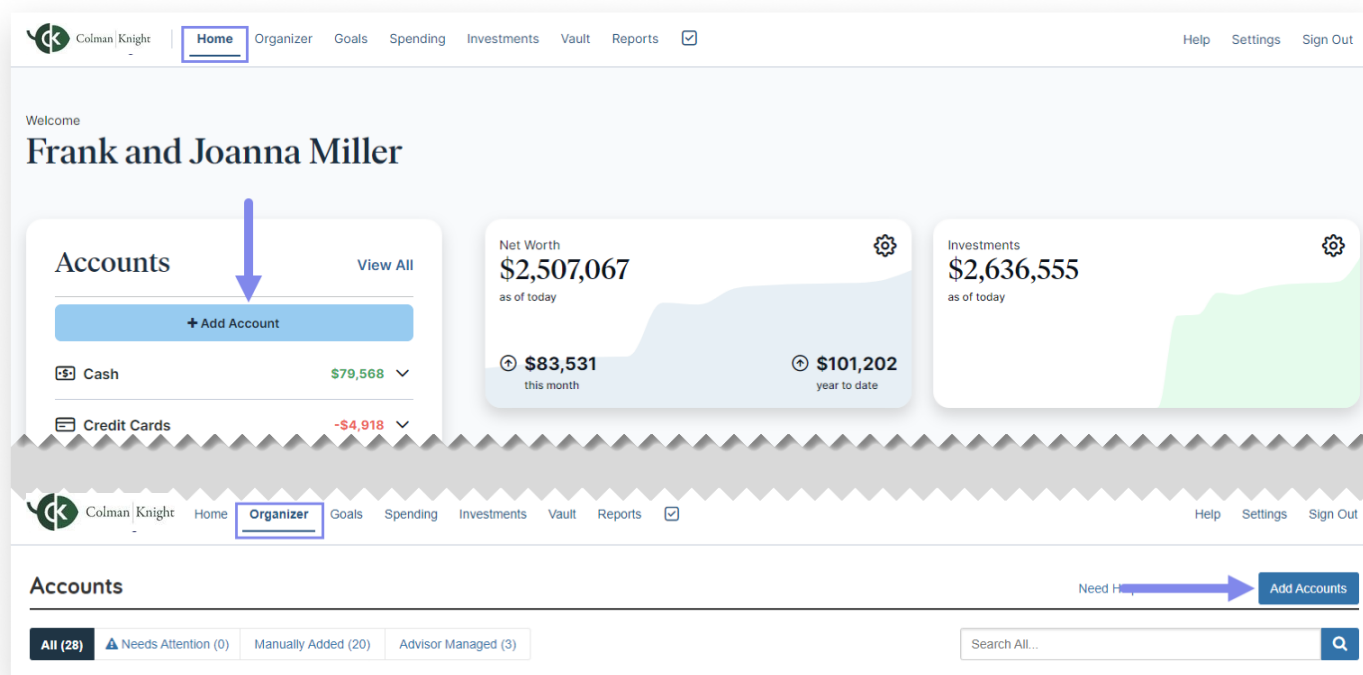


7. Select **View Connection Details** for the connection name, URL, and Connection Type.



Adding Manual Accounts

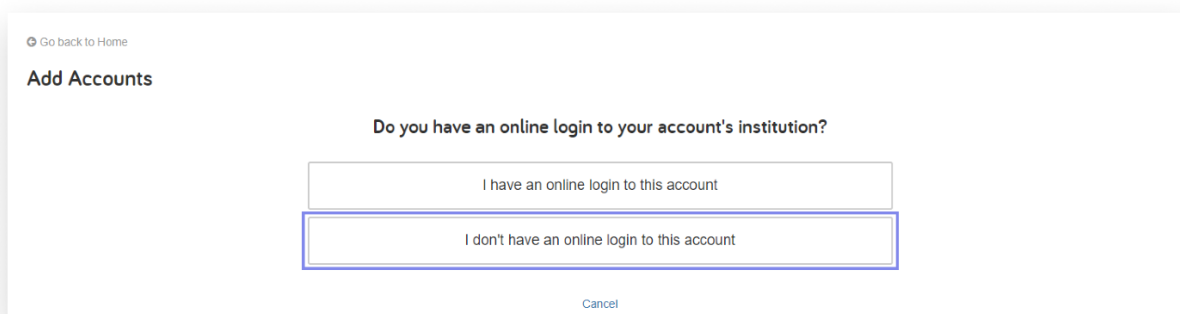
1. Click **Add Accounts** on the Home page or the Accounts page.



Note

If you do not have the following options, please contact your advisor.

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



3. Select the type of account.

What type of account is this?

Cash	Investment
Insurance	Liability
Stock Option	Note Receivable

ⓘ Accounts added from here will not be automatically updated.

[Previous Step](#) [Cancel](#)

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

[Go back to Home](#)

Add Accounts

What type of investment is this?

529 Plan <hr/> 529 Plan	Health Savings Account <hr/> Health Savings Account	Roth IRA <hr/> Roth IRA
Annuity <hr/> Fixed Variable	Qualified Retirement <hr/> IRA Money Purchase Other Pension Profit Sharing Roth 401(k) Roth 403(b) Roth SEP Roth SIMPLE IRA SEP SIMPLE IRA Traditional 401(k) Traditional 403(b)	Taxable Investment <hr/> Taxable Investment

ⓘ Accounts added from here will not be automatically updated.


[Previous Step](#) [Cancel](#)

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

[Go back to Home](#)

Taxable Investment

Asset Name	<input type="text" value="Taxable Investment"/>
Institution Name	<input type="text"/>
Owner	<input type="text" value="Frank and Joanna (Joint/ROS)"/> + Add
Total Value	<input type="text" value="\$0"/>
Holdings Value	<input type="text"/>
Cash Balance	<input type="text"/>
Margin Balance	<input type="text"/>
Tax Basis	<input type="text"/>

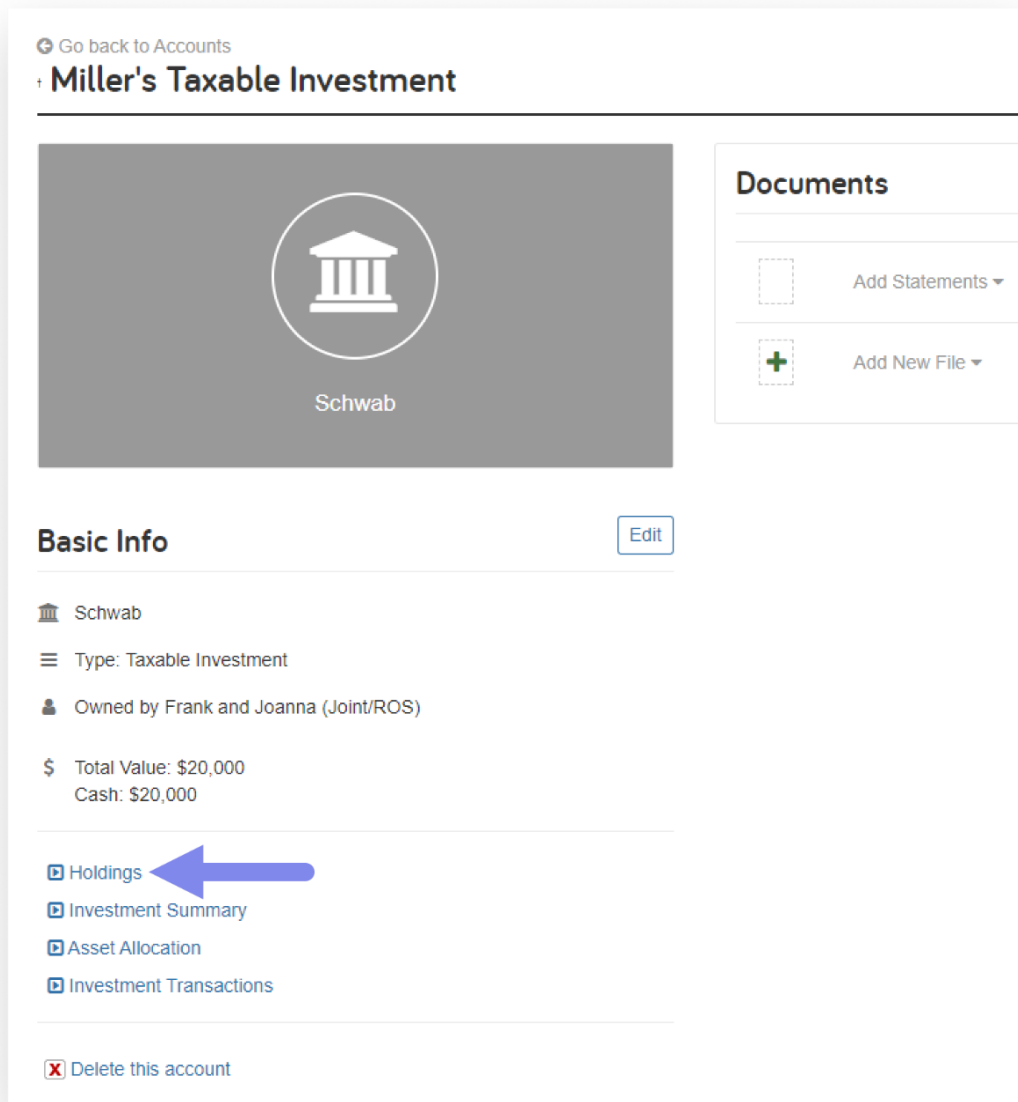


6. From the Accounts Page, under Other Accounts, click the **account title**.

Other Accounts
These accounts were added manually and will not update automatically.


Account Name	Type	Last Updated	Value
529 Plan for Lucas	529 Plan	1 day ago	\$333,400
529 Plan for Mary Beth	529 Plan	1 day ago	\$333,400
Cash / Emergency Fund	Cash Alternative - Cash	6 years ago	\$25,000
Credit Card	Loan - Credit Card	2 years ago	-\$3,643
Frank and Joanna Joint Investments	Taxable Investment	1 day ago	\$282,844
Frank's HSA	Health Savings Account	7 months ago	\$4,000
Frank's Pension/Deferred Comp	Deferred Compensation	6 months ago	\$400,000
Jeremy's 401(k)	Qualified Retirement - Traditional 401(k)	6 years ago	\$441,836
Joanna's 403B	Qualified Retirement - Traditional 401(k)	6 years ago	\$143,509
Joanna's Roth IRA (converted)	Roth IRA	6 years ago	\$103,431
Miller's Taxable Investment	Taxable Investment	1 minute ago	\$20,000
Mortgage on Home	Mortgage - Mortgage	2 years ago	-\$426,385

7. Click **Holdings**.




Go back to Accounts


+ Miller's Taxable Investment




Schwab


Documents


 Add Statements ▾


 Add New File ▾



Basic Info


 Schwab


 Type: Taxable Investment


 Owned by Frank and Joanna (Joint/ROS)


 Total Value: \$20,000
Cash: \$20,000

 **Holdings** 

 Investment Summary

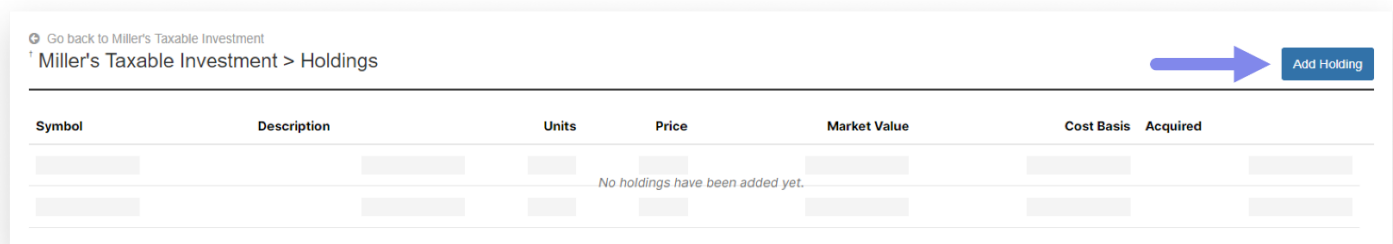
 Asset Allocation

 Investment Transactions


 Delete this account

[Edit](#)

8. Click **Add Holding**.



Go back to Miller's Taxable Investment

Miller's Taxable Investment > Holdings  [Add Holding](#)

Symbol	Description	Units	Price	Market Value	Cost Basis	Acquired
No holdings have been added yet.						

Add Accounts

9. For publicly traded holdings, enter the respective **ticker or CUSIP**. Press the **tab** key or click away; the stock description and price will populate automatically. Enter the number of **Units, Cost Basis,** and **Acquired Date**, then click **Save**.

+ ADD HOLDING ×

Symbol	<input type="text" value="AAPL"/>
Description	<input type="text" value="Apple Inc"/>
Units	<input type="text" value="20.000"/>
Price	<input type="text" value="\$169.54"/>
Value	<input type="text" value="\$3,390.80"/>
Cost Basis	<input type="text"/>
Acquired Date	<input type="text"/>

Note

For private holdings, enter \$\$\$ for the Ticker and enter the appropriate holding description, cost, and other information.