BROOKS MACDONALD
Asset Management

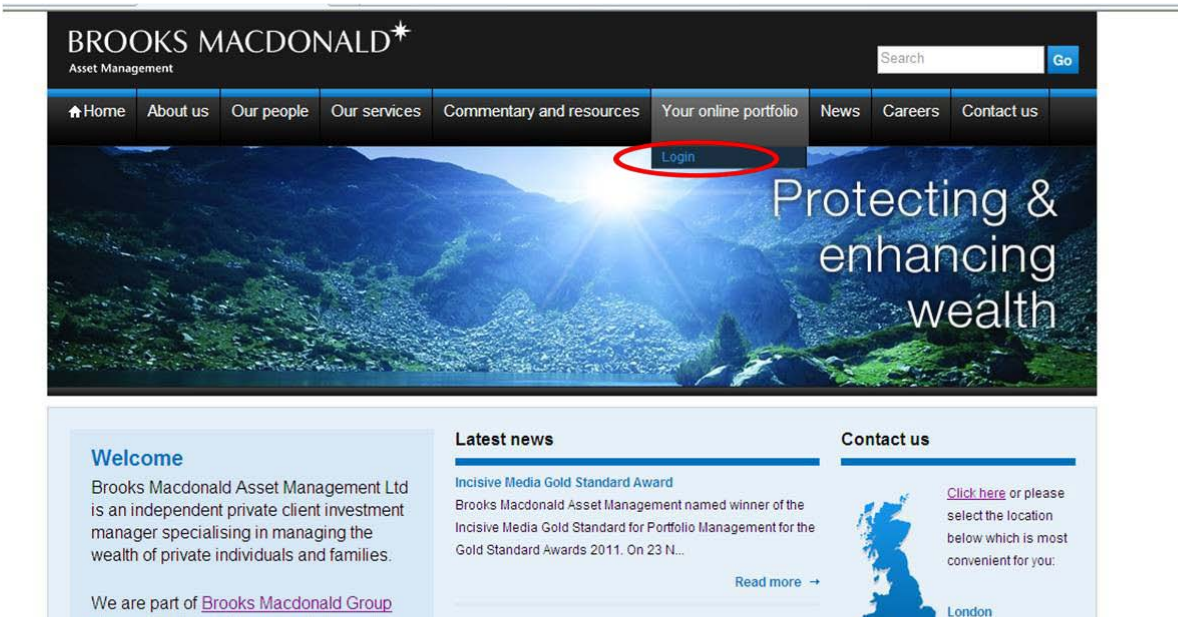
Professional Adviser Online Valuation Guide

Contents

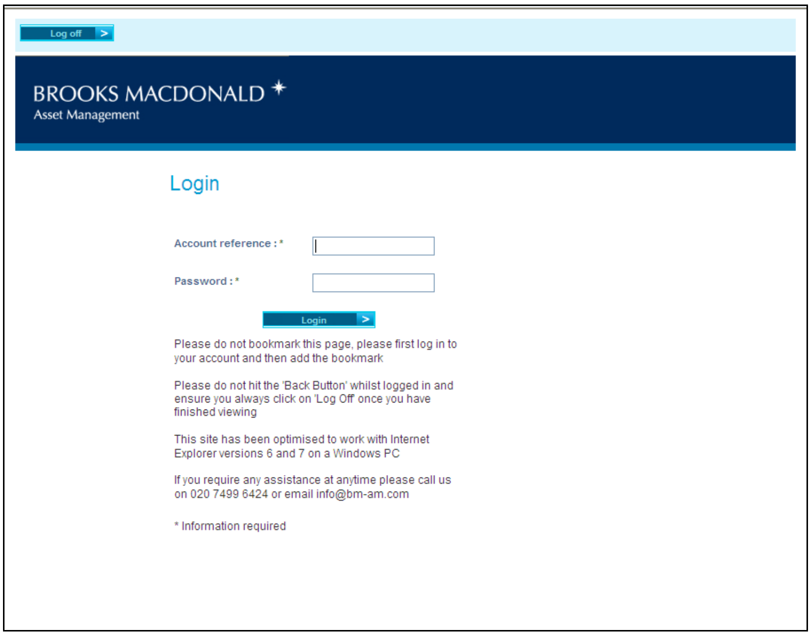
Logging on to your client/s account/s

1 Log onto the website http://www.brooksmacdonald.com/am.

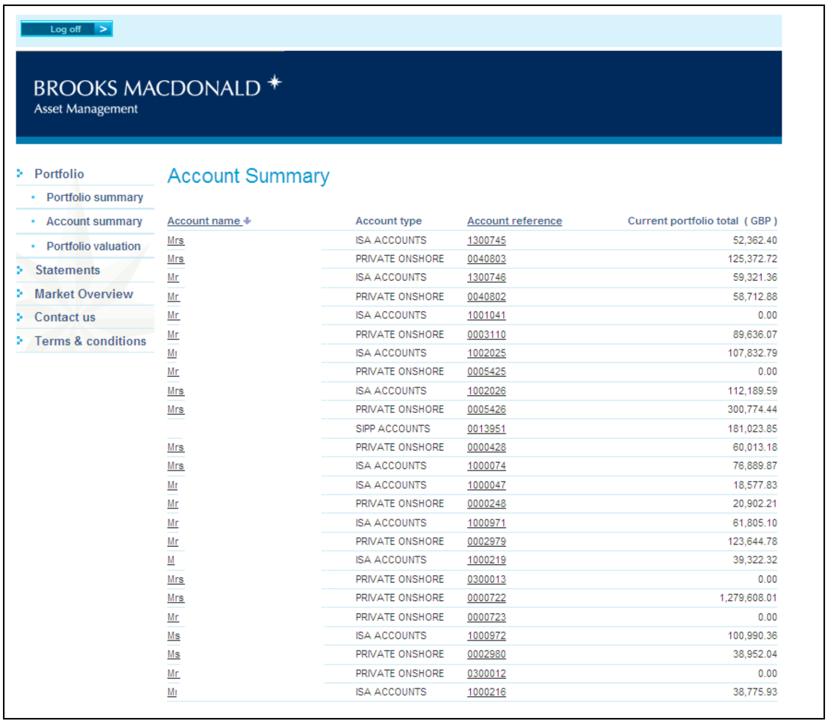
2 Select ‘your online portfolio’ and click ‘Login’.



3 Enter your account reference and password.



You will then see your Account Summary screen. This is a summary of the clients within your portfolio.

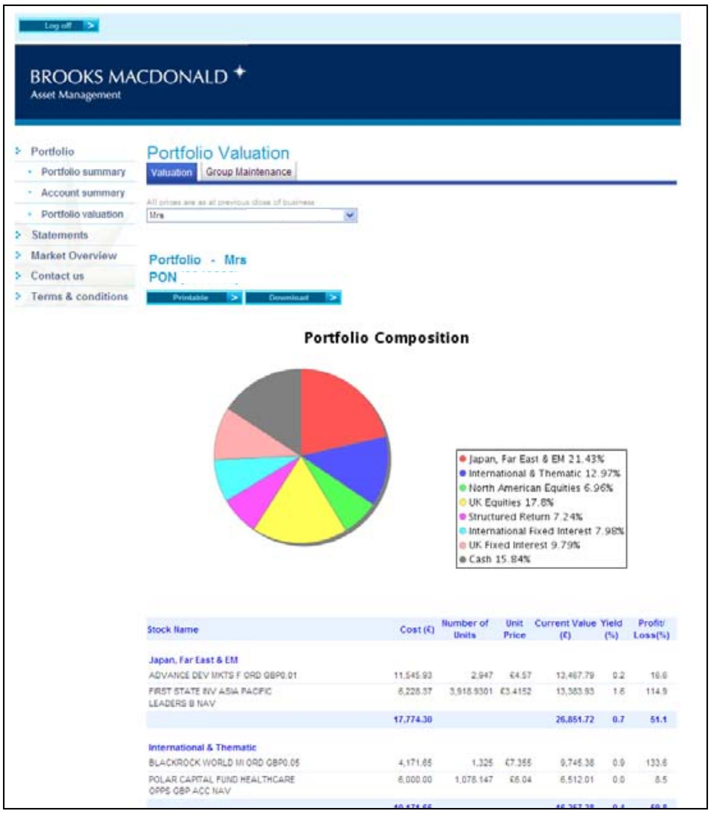


Account name	Account type	Account reference	Current portfolio total (GBP)
Mrs	ISA ACCOUNTS	1300745	52,362.40
Mrs	PRIVATE ONSHORE	0040803	125,372.72
Mr	ISA ACCOUNTS	1300746	59,321.36
Mr	PRIVATE ONSHORE	0040802	58,712.88
Mr	ISA ACCOUNTS	1001041	0.00
Mr	PRIVATE ONSHORE	0003110	89,636.07
Mr	ISA ACCOUNTS	1002025	107,832.79
Mr	PRIVATE ONSHORE	0005425	0.00
Mrs	ISA ACCOUNTS	1002026	112,189.59
Mrs	PRIVATE ONSHORE	0005426	300,774.44
	SIPP ACCOUNTS	0013951	181,023.85
Mrs	PRIVATE ONSHORE	0000428	60,013.18
Mrs	ISA ACCOUNTS	1000074	76,889.87
Mr	ISA ACCOUNTS	1000047	18,577.83
Mr	PRIVATE ONSHORE	0000248	20,902.21
Mr	ISA ACCOUNTS	1000971	61,805.10
Mr	PRIVATE ONSHORE	0002979	123,644.78
M	ISA ACCOUNTS	1000219	39,322.32
Mrs	PRIVATE ONSHORE	0300013	0.00
Mrs	PRIVATE ONSHORE	0000722	1,279,608.01
Mr	PRIVATE ONSHORE	0000723	0.00
Ms	ISA ACCOUNTS	1000972	100,990.36
Ms	PRIVATE ONSHORE	0002980	38,952.04
Mr	PRIVATE ONSHORE	0300012	0.00
Mr	ISA ACCOUNTS	1000216	38,775.93

By clicking on the name of a client you will be taken into their portfolio valuation page. Alternatively you can select the portfolio valuation tab on the left hand side of the page.

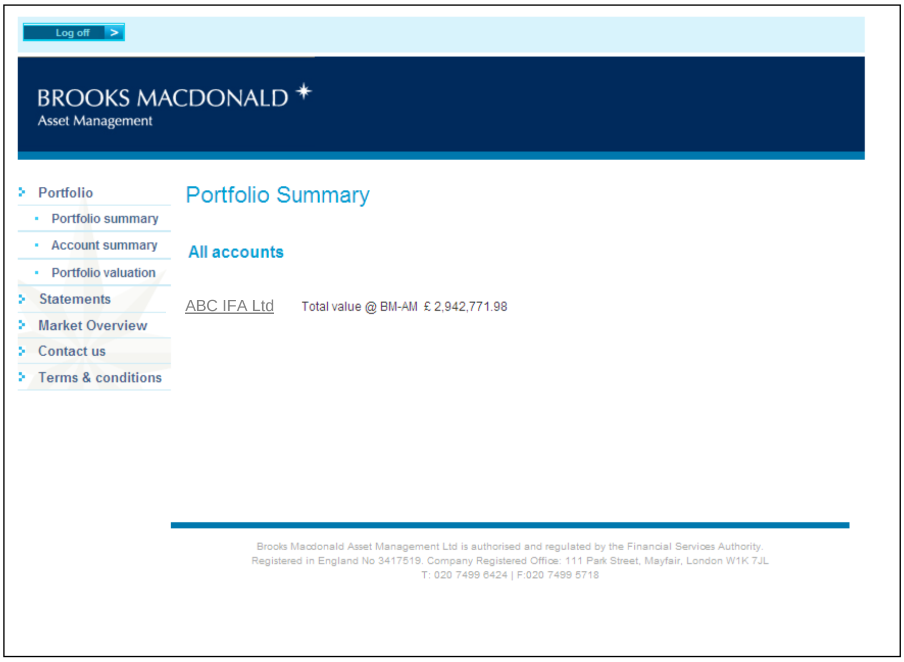
Portfolio Valuation

To navigate this page, you can change the account you are viewing by selecting the account name from the drop down list.



Portfolio Summary

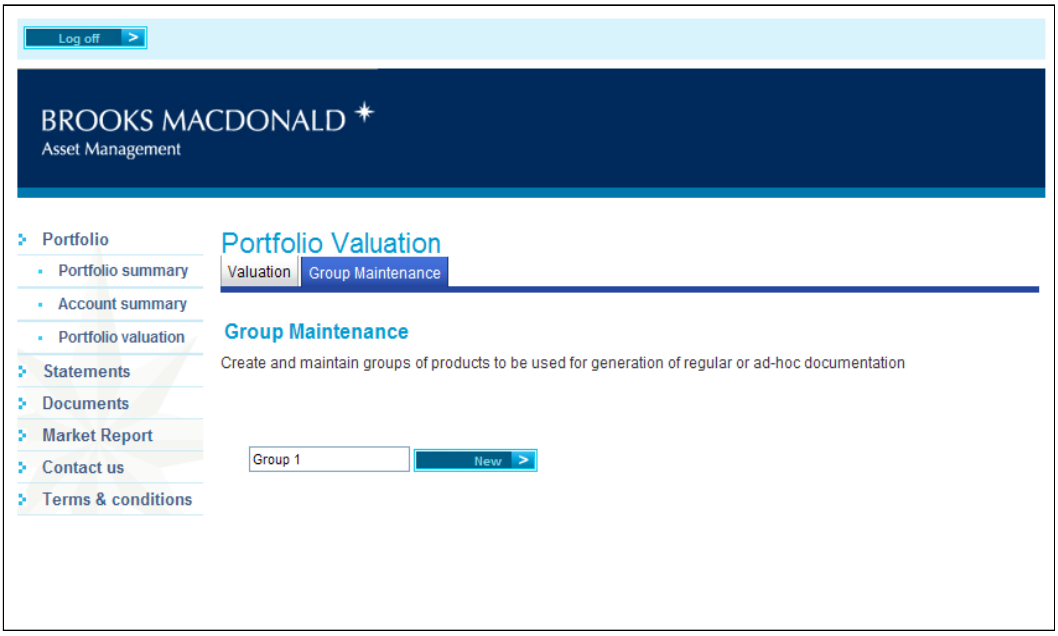
You can view the total value of your clients portfolio by clicking on ‘Portfolio Summary’.



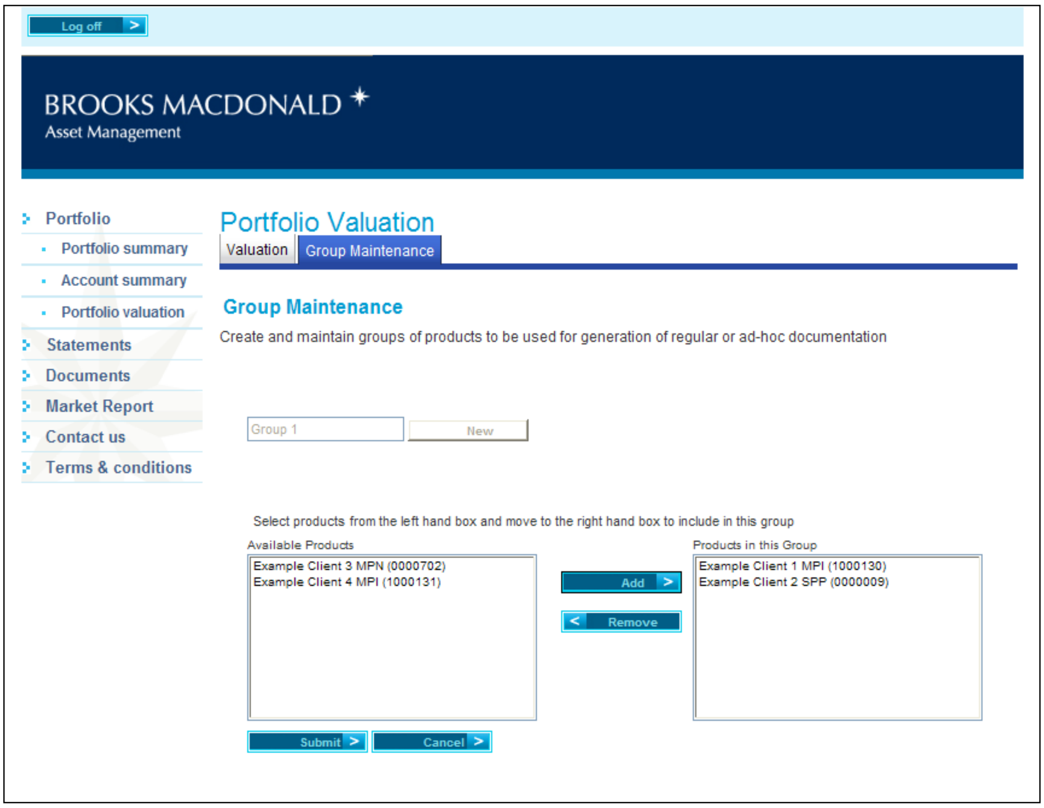
Group Maintenance

To view this screen click on the Group Maintenance tab while on the Portfolio Valuation page. This screen allows you to group selected accounts and view them together in one valuation.

Click on ‘Group Maintenance’ enter a name for the group you would like to create and click on ‘New’.



You will then see the following page where you can select which accounts you want to add to the group. You can add or remove accounts from a group at any point. You could group your clients/schemes together to enable you to view and manage your portfolios easier. For example, create a new group entitled ‘Group Scheme’.



Once you have selected the accounts for your group click on ‘Submit’.

When you return to the ‘Portfolio Valuation’ page, the newly created group will appear in the drop down list.

Statements/Transaction Histories

Within this screen you are able to view and print statements of the transactions taken place on an account within a specified date range.

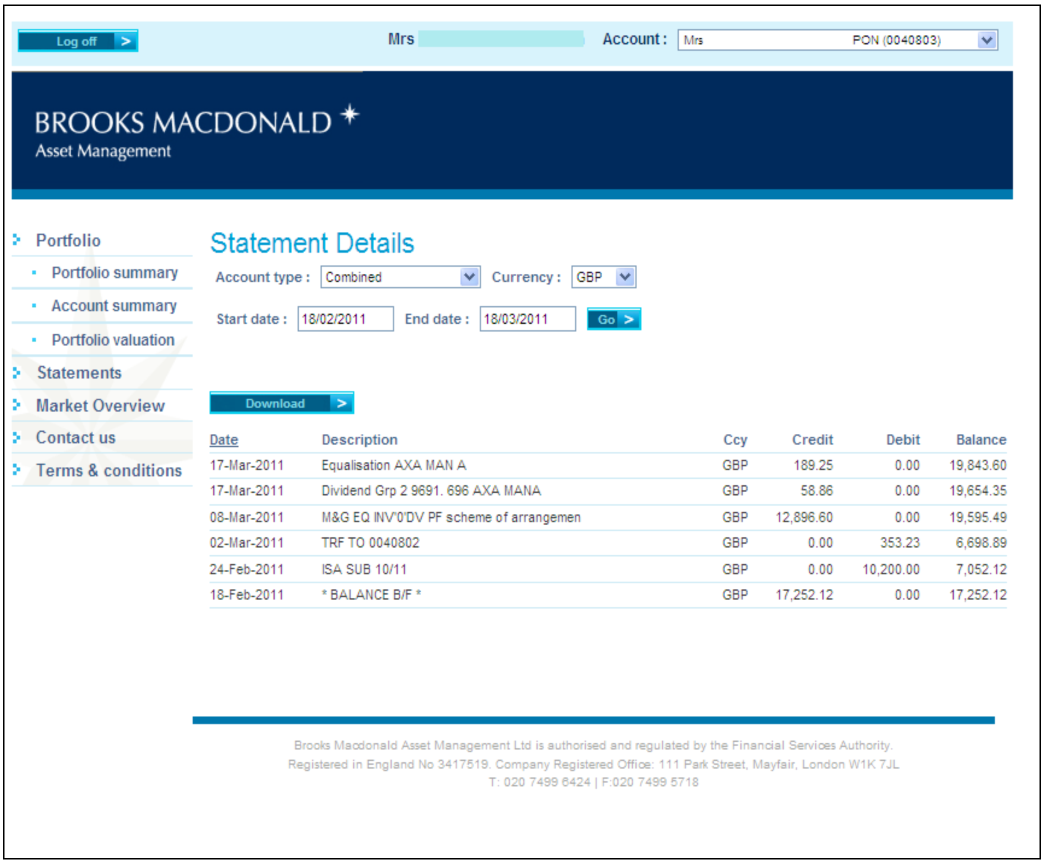
1 Select the account you wish to generate a statement on from the drop down list at the very top of the page.

2 Select the type of statement you would like to see:

- Combined (Fixed Term Deposit, Deposit, Income)
- Fixed Term Deposit
- Deposit
- Income

3 Enter the desired date range.

4 Click ‘Go’.



You can also export the statements onto an excel spreadsheet by clicking ‘Download’.

Market Overview

The current month's Brooks Macdonald market overview appears here with a short biography of the author.