

# Enterprise Cover Page and Mailer Page

## Enhance the look and feel of your Albridge Wealth Reporting report packages

Now within Albridge Wealth Reporting, you can upload your own branded Enterprise Cover Page or Enterprise Mailer page to create a customized Advisor Report Package. Advisors can leverage these professional-looking report packages when meeting face-to-face with clients, or sending via mail.

 1800 American Blvd, Suite 200 Pennington, NJ 08534	Investor Name Address Line 1 Address Line 2 Address Line 3	<b>Prepared For</b> <b>Aaron Aanton</b> Prepared on 07/07/2010	<b>Sample Report Package Name</b> Aanton Family Portfolio 01/01/2010-07/30/2010
<b>Prepared By</b> James A Smart CFP, ChFC 1009 Lenox Drive Lawrenceville, NJ 08648 (555) 555-1212 jsmart@albridge.com	<b>Table of Contents</b> Portfolio Performance ..... 1 Account Performance ..... 3 Portfolio Risk and Return ..... 5 Model Portfolio Rebalance ..... 7 Asset Class Performance ..... 8 Holdings by Investor ..... 10 Historical Performance by Investor (Landscape) ..... 13 Disclosure ..... 15		

### Step 1 – Privilege Settings

Contact your Albridge Relationship Manager to ensure the proper privileges are turned on, which allow for an Enterprise Mailer Page or Enterprise Cover Page.

### Step 2 – Customization

Create your custom branded Mailer Page or Cover Page template(s). Albridge has also created standardized Cover Page and Mailer Page templates for you to leverage in both landscape and portrait layout.

- › All templates should be formatted into an 8.5"x11" PDF file.
- › Templates can be provided in a landscape or portrait layout.

### Step 3 – Submission to Albridge

Submit your custom Mailer Page or Cover Page request to the Albridge Service Team. The template(s) will be uploaded within three business days and you will receive a confirmation via the original support ticket.

Note that the PDF file must be named as follows and we will need the accompanying manifest file as well as the FTP location of where the file will be placed.

› PDF File Name - <FIID>\_<TYPE>\_INSERT\_<ClientSpecificText>\_YYYYMMDD\_<SEQNO>.pdf

	Data Items	Description
1	FIID	The four-digit financial institution ID or BD number of the client, left-padded with zeroes.
2	TYPE	CVR: Cover Page MLR: Mailing Page
3	ClientSpecificText	Space reserved to be populated with text of the client's discretion. This client-specific text must be alphanumeric and cannot include special characters (e.g., spaces (" "), underscores ("_"), ampersands ("&"), etc.).
4	YYYYMMDD	A date stamp of a four-digit year, a two-digit month, followed by a two-digit date. This will be the date the file was sent to Albridge.
5	SEQNO	A unique, four-digit sequence number to allow for multiple files sent on the same date.

› Manifest File - <FIID>\_MNFST\_YYYYMMDD\_<SEQNO>.txt

- Header record

	Data Item	Description
1	FIID	The four-digit financial institution ID or BD number of the client, left padded with zeroes.
2	TYPE	CVR: Cover Page MLR: Mailing Page
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› Manifest File - <FIID>\_MNFST\_YYYYMMDD\_<SEQNO>.txt

- Header record

	Column Name	Data Type	Size	Null	Description
1	Record Type	CHAR	3	N	Static Value - HDR
2	Business Date	DATE	8	N	The Business Date for the file, formatted as YYYYMMDD.
3	Creation Date	DATE	8	N	The Date the file was created, formatted as YYYYMMDD.

	Column Name	Data Type	Size	Null	Description
4	File Description	CHAR	100	N	A string literal of "Binay File Manifest" to describe the contents of the subsequent details records.
5	Version Heading	CHAR	3	N	A text literal of VER
6	Version Date	DATE	6	N	A literal date string that denotes the latest version date of the file, formatted as YYYYMMDD YYYYMM. Currently this field should be set to 201210.

- Contents

	Column Name	Data Type	Size	Null	Description
1	Record Type	CHAR	3	N	Static Value - DTL
2	Record Sub-Type	NUMBER	2	N	Static Value - 01
3	Financial Institution ID	NUMBER	4	N	The four-digit number assigned by Albridge to the financial Institution.
4	PDF Insert Type	CHAR	3	N	One of the following six possible three-digit PDF file classifications: › CVR: CoverPage › MLR: MailerPage › PGM: Program-level PDF › MGD: Managed Account Type PDF › ANL: Annual letter › GLB: Global PDF
5	PDF file name	CHAR	100	N	The exact file name of the delivered PDF.
6	Reporting period start date	DATE	8	N	This field indicates the first reporting period date for which the file shall be active, formatted as YYYYMMDD.
7	Reporting period end date	DATE	8	Y	This field indicates the last reporting period date for which the file shall be active. This is an optional field and will only be required if the file should only be active for a specific time frame. Formatted as YYYYMMDD.

- Trailer

	Column Name	Data Type	Size	Null	Description
1	Record Type	CHAR	3	N	Static Value - TRL
2	Record Count	NUMBER	10	N	The total number of records in this file including the Header and Trailer Records.

- › If deviating from the standard Albridge font settings, also reference your font size/type/colors within the Siebel ticket (see Appendix A).

## Step 4 – Configuration

Once you receive confirmation through the Siebel ticket, access the “Firm Administration” link within the “Control Center” to configure your Mailer page and/or Cover Page.

### Mailer Page Configuration

- › To configure the Mailer Page, first select the “Add Enterprise Custom Mailer Page” link in the top right-hand corner of the screen.

The screenshot shows the 'Mailer Page Configurations' table in the Albridge Wealth Reporting system. The table has four columns: 'Enterprise Mailer Page Configuration Name', 'Default', 'Display in Report Packages', and 'View | Edit'. There are four rows of configurations. The first row, 'Albridge Mailer Template - Landscape (Duplex)', is selected as the default and has 'Display in Report Packages' checked. The other three rows are not selected as defaults and have 'Display in Report Packages' unchecked. Below the table are 'Submit' and 'Cancel' buttons.

Enterprise Mailer Page Configuration Name	Default	Display in Report Packages	View   Edit
Albridge Mailer Template - Landscape (Duplex)	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	View   Edit
Albridge Mailer Template - Landscape	<input type="radio"/>	<input type="checkbox"/>	View   Edit
Albridge Mailer Template - Portrait (Duplex)	<input type="radio"/>	<input checked="" type="checkbox"/>	View   Edit
Albridge Mailer Template - Portrait	<input type="radio"/>	<input type="checkbox"/>	View   Edit

- › Select the Mailer Page template from the drop-down list that you wish to configure.

The screenshot shows the 'Mailer Page Configuration' form in the Albridge Wealth Reporting system. The form has a 'PDF Template' field with a dropdown menu. The dropdown menu is open, showing three options: 'Albridge Pre-configured Mailer Page Template - Landscape', 'Albridge Pre-configured Mailer Page Template - Landscape (Duplex)', and 'Albridge Pre-configured Mailer Page Template - Portrait'. The 'Albridge Pre-configured Mailer Page Template - Landscape (Duplex)' option is highlighted. Below the dropdown is a 'Mailer Page Configuration Name' field with the value 'Albridge Mailer Template - Landscape (Duplex)'. At the bottom of the form is a checkbox labeled 'Exclude Return Address from Mailer Page'.

- › Finally, configure where the return address and client address should display on the mailer page. Use the Albridge standard X & Y coordinates, or determine your own.

Enterprise Report Package | Enterprise PDF Inserts | Mailer Page Configuration | Cover Page Configuration | ERP Settings | ERP Classification Grouping

### Mailer Page Configurations

**Enterprise Custom Mailer Page Configuration**

PDF Template: Albridge Pre-configured Mailer Page Template - Landscape (Duplex)

Mailer Page Configuration Name: Albridge Mailer Template - Landscape (Duplex)

Exclude Return Address from Mailer Page

**Return Address Configuration**

Starting point for horizontal position (x coordinate): 1.10 inches from left edge of page

Starting point for vertical position (y coordinate): 1.40 inches from top edge of page

Always Use Default Enterprise Return Address on Mailer Page

**Default Enterprise Return Address**

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Address Line 6:

**Mailing Address Configuration**

Starting point for horizontal position (x coordinate): 3.00 inches from left edge of page

Starting point for vertical position (y coordinate): 4.25 inches from top edge of page

› Select “Preview” to view your applied changes or “Submit” to save changes. Once submitted, files are ready for use.

## Cover Page Configuration

› To configure the Cover Page, first select the “Add Enterprise Custom Cover Page” link in the top right-hand corner of the screen.

ALBRIDGE | Wealth Reporting™

Advisor List | FI Info | Market Commentary | Super Query | Global Recon | Management Reports

Advisor Name

Mary Scott

HOME | REPORTS | SETTINGS | FI FEE BILLING | GLOBAL RECON | EXTERNAL LINKS

Enterprise Report Package | Enterprise PDF Inserts | Mailer Page Configuration | Cover Page Configuration | ERP Settings | ERP Classification Grouping

**Cover Page Configurations** [Add Enterprise Custom Cover Page](#)

Enterprise Cover Page Configuration Name	Default	Display in Report Packages	View   Edit
Albridge Cover Template - Landscape (Duplex)	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">View   Edit</a>
Albridge Cover Template - Landscape	<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">View   Edit</a>
Albridge Cover Template - Portrait (Duplex)	<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">View   Edit</a>
Albridge Cover Template - Portrait	<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">View   Edit</a>
Albridge Cover Template - Landscape (Duplex)-1	<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">View   Edit</a>

- › Select the Cover Page template from the drop-down list that you wish to configure.

Enterprise Report Package Enterprise PDF Inserts Mailer Page Configuration **Cover Page Configuration** ERP Settings ERP Classification Grouping

### Cover Page Configurations

Enterprise Custom Cover Page Configuration

PDF Template

Cover Page Configuration Name

Exclude Prepared For Section from the Cover Page

- › Configure where the Prepared For, Prepared By, Table of Contents and Report Package Name should be displayed on the cover page. Use the Albridge standard X & Y coordinates, or determine your own.

Enterprise Report Package Enterprise PDF Inserts Mailer Page Configuration Cover Page Configuration ERP Settings ERP Classification Grouping

### Cover Page Configurations

Enterprise Custom Cover Page Configuration

PDF Template: Albridge Pre-configured Cover Page Template - Landscape (Duplex)

Cover Page Configuration Name: Albridge Cover Template - Landscape (Duplex)

Exclude Prepared For Section from the Cover Page

**Prepared For Section Configuration**

Starting point for horizontal position (x coordinate): 0.50 inches from left edge of page

Starting point for vertical position (y coordinate): 2.40 inches from top edge of page

Exclude Report Package Name Section from the Cover Page

**Report Package Name Section Location**

Starting point for horizontal position (x coordinate): 6.00 inches from left edge of page

Starting point for vertical position (y coordinate): 2.40 inches from top edge of page

Exclude Prepared By Section from the Cover Page

**Prepared By Section Configuration**

Starting point for horizontal position (x coordinate): 0.50 inches from left edge of page

Starting point for vertical position (y coordinate): 3.75 inches from top edge of page

Always Use Default Prepared By Information

**Default Prepared By Information**

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Address Line 6:

Exclude Table of Contents Section from the Cover Page

**Table of Contents Section Configuration**

Starting point for horizontal position (x coordinate): 6.00 inches from left edge of page

Starting point for vertical position (y coordinate): 3.75 inches from top edge of page

Preview Submit Cancel

- › Select "Preview" to view your applied changes or select "Submit" to save your changes. Once submitted, it is ready for use.

## Step 5 – Ready For Use

Advisors can select from any of the available Enterprise Mailer Pages or Enterprise Cover Pages to include in their Report Packages.

- › Access the “Administration” link with the “Control Center.”
- › Choose “Report Package” and select “Content.”
- › Select the appropriate Mailer Page and/or Cover Page to use for the Report Package and submit to apply the changes. If both a Cover Page and Mailer Page are selected, the Mailer Page will always default to display before the Cover Page.

[Report Settings](#) [Asset Classification](#) [Benchmark](#) [Cost Basis](#)

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### Set Default Report Package Setting(s)

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	Name   Sort   Content
<b>Report Package 1</b>	
<input type="checkbox"/>	<b>Mailer Page</b>
	Albridge Mailer Template - Portrait (Duplex) ▼
<input type="checkbox"/>	<b>Cover Page</b>
	Albridge Cover Template - Landscape (Duplex) ▼
<input type="checkbox"/>	<b>Holdings and Transactions</b>

## Appendix A:

### Landscape Mailer Page

#### Return Address Section

	Font	Size	Bold	Italics	Color
Text Parameters	Arial	14	No	No	Black

#### Mailing Address Section

	Font	Size	Bold	Italics	Color
Text Parameters	Arial	14	No	No	Black

### Portrait Mailer Page

#### Prepared For Section

	Font	Size	Bold	Italics	Color
Text Parameters	Arial	12	No	No	Black

#### Prepared by Section

	Font	Size	Bold	Italics	Color
Text Parameters	Arial	12	No	No	Black

### Landscape Mailer Page

#### Return Address Section

	Font	Size	Bold	Italics	Color
Prepared for Title	Arial	14	No	No	Black
Investor Name	Arial	14	Yes	No	Black
Prepared on Date	Arial	14	No	No	Black

#### Return Address Section

	Font	Size	Bold	Italics	Color
Prepared by Title	Arial	14	No	No	Black
Advisor Name	Arial	14	No	No	Black
Professional Title	Arial	14	No	No	Black
Advisor Address Info	Arial	14	No	No	Black

#### Report Package Section

	Font	Size	Bold	Italics	Color
Report Package Name	Arial	14	No	No	Black
Investor Name	Arial	14	No	No	Black
Report Package Date Range	Arial	14	No	No	Black

#### Table of Contents Section

	Font	Size	Bold	Italics	Color
Table of Contents Title	Arial	14	Yes	No	Black
Reports lines (2-17)	Arial	14	No	No	Black

### Portrait Cover Page

#### Return Address Section

	Font	Size	Bold	Italics	Color
Prepared for Title	Arial	12	No	No	Black
Investor Name	Arial	12	Yes	No	Black
Prepared on Date	Arial	12	No	No	Black

#### Return Address Section

	Font	Size	Bold	Italics	Color
Prepared by Title	Arial	12	No	No	Black
Advisor Name	Arial	12	No	No	Black
Professional Title	Arial	12	No	No	Black
Advisor Address Info	Arial	12	No	No	Black

#### Report Package Section

	Font	Size	Bold	Italics	Color
Report Package Name	Arial	12	No	No	Black
Investor Name	Arial	12	No	No	Black
Report Package Date Range	Arial	12	No	No	Black

#### Table of Contents Section

	Font	Size	Bold	Italics	Color
Table of Contents Title	Arial	12	Yes	No	Black
Reports lines (2-17)	Arial	12	No	No	Black

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