

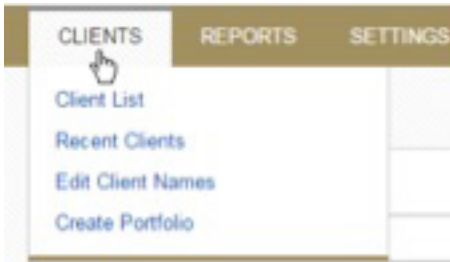
Creating New Portfolios— Household Accounts

Portfolios are any grouping of clients and accounts. For example, you may want to include all retirement-related accounts for a client into a retirement portfolio, or you may want to combine a husband’s and wife’s accounts together for purposes of house-holding. The Albridge Wealth Reporting tool lets you create portfolios quickly and easily.

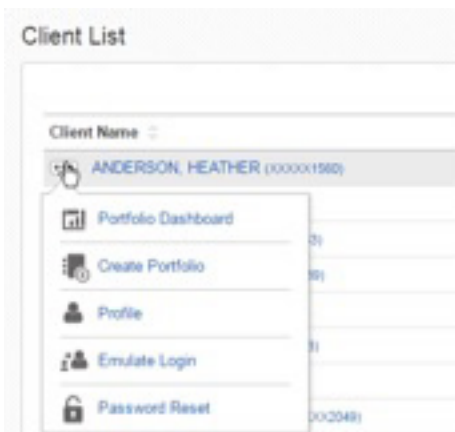
Note: The Combined Account Portfolio is the default portfolio Albridge Solutions has created for each client. This portfolio contains all core accounts listed on the accounts page for the client/investor.

There are several ways to access the Create Portfolio function:

Menu: Mouse over Clients



Client List: The menu by each client’s name



Client Accounts: Quick Links



Here are the steps for creating a portfolio:

- 1) Enter New Portfolio Name**—Give the portfolio a descriptive name, for example, “John and Mary Smith Household Portfolio.”
- 2) Select Accounts**
 - a. Put the mouse into the text field and the Client/Accounts pop-up will appear.
 - b. Use the left side of the pop-up to select a client.
 - c. Use the right panel to select an account or multiple accounts.
 - d. You can click on the checkbox on the top to select all accounts. When you select this checkbox, all future accounts added to the client will be automatically included in the portfolio.
 - e. Once you have selected accounts, click on the Add Accounts button, and the selected accounts are added in the portfolio.

Create Portfolio

Portfolio Name:

Clients/Accounts

Allow Clients To View Portfolio? Yes No

Additional Portfolio Characteristics

Performance Calculation: Performance Admin

Primary Model (Optional): Model Admin
Only an assigned Primary Model may drive a model generated composite benchmark.

Benchmarks (Optional): Benchmark Admin

Asset Class Level (Optional)

Client	Account
A-C Abrazek, Adam *****3654	909587248 133 *****1454
G-I Anderson, Jale *****1444	Abrazek 529 (External, Closed) *****3132
J-L Anderson, John *****1334	Strategic Portfolio Service Advantage One *****7990
M-O Aberts, Faith *****1424	Abrazek Family Trust (Closed) *****9501
P-R Baraglia, Stephen *****1945	Abrazek Retirement *****9012
	Strategic Portfolio Service Advantage One *****4405

Allow clients to view Portfolio? Yes No

Performance Calculation: Performance Admin
(Default) Internal Rate Of Return

Model (Optional): Model Admin
Only an assigned Primary Model may drive a model generated composite benchmark.

Benchmarks (Optional): Benchmark Admin

Global Default Individual Composite None

Barclays U.S. TIPS

Russell 1000

3) Select an option for **Allow Clients to View Portfolio?**

Only select YES if you have permission from each individual to allow the other individual(s) to view the account information.

- If Yes, your client will be able to view this portfolio once they log in to the client portal.
- If No, only you can view the portfolio.

4) **Additional Portfolio Characteristics**

These options only appear when you are entitled to set up Managed Portfolio or Enterprise Portfolio.

5) **Performance Calculation**

The default performance calculation method is already set up. If you are entitled to change it, you can change it here.

6) **Model (Optional)**

You can select a model that will be used in the Model Portfolio Balance report.

7) **Benchmark (Optional)**

- Global/Default will default the portfolio to the global selection found in the Administration area under Report Settings.
- Standard allows selection of up to two benchmarks for this Portfolio ONLY.
- Composite Benchmark will allow any of the pre-existing Composite Benchmarks to be listed here. Select from one of Composite Benchmarks or keep as NONE.

If you do not see an appropriate composite benchmark, click on the Quick Link "Cap Composite Benchmark" on the left side of this segment to reach the Create Composite Benchmark screen in Report settings, under the Administration area.

8) Click on the Create button and the portfolio is created.

9) You can click on a button at the bottom to edit the portfolio, run a report or view Portfolio Dashboard. You can also click on any menu at the top for other tasks.

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