Step 1
Select **Planning** on the Investment Planning Center main menu.

You will be directed to the **Add and Select Clients** page.

Step 2
To add a new client, click the **Add** button. To edit an existing client, click on **List All Clients** or **Most Recent Clients**. You may also search by clicking on the first letter of the client’s last name.

Step 3
When adding a new client, you will be taken to the **Personal Information** page. Click **Done** when finished.

* Required fields

**Hint:** You can edit the name of the client(s) before you generate the reports in the **Report Options** section.
Select **Add** Investment Plan — Asset Allocation, Risk Tolerance, Monte Carlo, IPS.

**Hint:** Access any previously-created investment plans in the Plan List by clicking on the Name/Description of the plan.

| Step 4 |

<table>
<thead>
<tr>
<th>Type</th>
<th>Name/Description</th>
<th>Shared with Guest</th>
<th>Date Created</th>
<th>Last Accessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Asset Allocation</td>
<td>Investment Plan</td>
<td>No</td>
<td>09/24/2008</td>
<td>09/24/2008</td>
</tr>
</tbody>
</table>

**Add**
- Investment Plan - Asset Allocation, Risk Tolerance, Monte Carlo, IPS
- Financial Goal Plan - Retirement, College, All Other Goals
- Life Income Plan - Monte Carlo Simulation

You will then be directed to the **Start Portfolio Asset Allocation** page, select **Full Allocation**. You may edit the report name in the **Description** field. Click **Next** to proceed.

**Hint:** You do not need to enter a value in the field to the right. The value of the portfolio will be determined by the value of assets entered into the plan. You can select either approach at any time after the Investment Plan has been created.

| Step 5 |

**Start Portfolio Asset Allocation**

Enter the following information:

- **Description:** Investment Plan

Select approach:

- ** Lump Sum**: Use this option to allocate an amount of cash (or assets that will be converted to cash) to the Target Portfolio you select.
  - Enter amount available to invest: $[ ]

- **Full Allocation**: Use this option when you want to reallocate the assets to match the Target Portfolio you select. You will enter or select the assets you want to Re-allocate in the Investment Assets section.

You must select one of the options above and click Next before you see the left navigation. If you choose Full Allocation, the navigation will include Investment Assets and Current Portfolio. These will not be shown when you choose Lump Sum Allocation (since they’re not needed).

**Hint:** Access any previously-created investment plans in the Plan List by clicking on the Name/Description of the plan.

**Quick Guide**

**Hint:** You do not need to enter a value in the field to the right. The value of the portfolio will be determined by the value of assets entered into the plan. You can select either approach at any time after the Investment Plan has been created.

| Step 6 |

Answer the **Risk Tolerance Questionnaire**. Click on the more information links next to each question to further understand what each question is asking.

**Hint:** For details on how the questions map to model allocations, refer to the **Portfolio Model Talking Paper** in the Support Center on the Main Menu.

**Risk Tolerance**

To determine the proper allocation for your Investment Portfolio, you must determine how much Volatility Risk you are willing to accept. This is referred to your Risk Tolerance.

**Q1. Asset Allocation**

- For each risk tolerance type, you will be asked how much risk you are willing to accept.
- Select your risk tolerance for each type, from Low to High (1 to 5).
- Click **Next** to continue.

**Note:** Risk tolerance is a measure of how much risk you are willing to accept in your investment portfolio. A higher risk tolerance means you are willing to accept more risk in return for potentially higher returns.

**Q2. Risk Tolerance**

- Select your risk tolerance level for each asset class, from Low to High (1 to 5).
- Click **Next** to continue.

**Note:** Risk tolerance is a measure of how much risk you are willing to accept in your investment portfolio. A higher risk tolerance means you are willing to accept more risk in return for potentially higher returns.
Click on the **Investment Assets** link in the navigation column to the left. Select a specific type of plan or product type from the drop-down box and click **Add** to begin the process. The next step is to enter the client’s current holdings.

**Portfolio Asset Allocation**
- Start
- Risk Tolerance
- Investment Assets
- Results
- Implementation
- Reports

**Add Assets**
- For each type of asset, select a type of plan, total amount or specific product from the drop-down box, and then enter the information requested.

**Hint:** The Investment Assets link is unique to the Full Allocation approach and is not visible when using the Lump Sum approach.

**Enter the following information.**

- **Asset Information**
  - **Name or description:**
  - **Select one of these options to Enter the Plan Value**
    - **Enter Total Value only**
    - **Enter detail for each investment**
      - For each investment in the plan, select the type of investment and then add:
        - **Total Plan Value** (calculated automatically):
        - **After Tax Value** (if any of the contributions you made to this plan were not tax-deductible, enter their total value):

**Asset Information:** Select the owner of the assets from the drop-down box and enter a **Name or Description**.

**B Enter the Plan Value:** You may enter the **Plan Value** by asset class by clicking the clicking on the **Enter Total Value** link. This option allows you to enter the allocation into set classes without entering individual security information.

To enter individual securities, go to **Step 8**.
To enter individual securities select **Enter detail for each investment**. Next, select the type of investment from the drop-down box, and click **Add**.

There are several ways to enter a specific security:

- **Entering the Name or description:**
  Click **Product Lookup** to access a search engine where you can type in the name of a fund and locate it within Morningstar’s database. Once the fund has been identified and selected, click **Done**.

- **Enter a ticker symbol into the field box and click **Ticker Lookup**.**

- **Enter a CUSIP number into the field box and click **CUSIP Lookup**.**

- **Current value:** Enter the current market value of the security. The total value of the plan will be based on the accumulation of values added here.

Select the asset(s) to be included in the **Investment Plan** under the Select Asset column. To proceed, click the **Results** link in the navigation bar to the left.
Click on the **Results-Comparison** link to compare the portfolio allocations side-by-side. To review the **Current Portfolio** and **Target Portfolio** individually use the links supplied in the navigation column.

![Results Comparison Chart]

**Portfolio Asset Allocation:**
- Current
- Moderate 60-40

**Results:**
- Historical Return and Inflation Ratio:
  - Total Return: 10.01%
  - Real Return: 5.38%
  - Standard Deviation: 15.01%

**Hint:** Use the **explain chart** link for more information regarding the values listed in the chart.

Click on the **Monte Carlo** link in the navigation column to run a simulation on both the **Current** and **Target** portfolios.

![Monte Carlo Simulation]

**Hint:** Clicking the **Re-Run Monte Carlo** link will run a new illustration and will result in different values.
Step 12

Click the Implementation link in the navigation column. The Sell Asset page will appear. You must select the assets to sell in order to use the value of the client’s Current Portfolio as the value for the Target Portfolio.

From the drop-down box, Select an Asset to Sell and click Go. Verify the dollar amounts for the assets on the following screen and click Done. Repeat until all assets have been sold.

<table>
<thead>
<tr>
<th>Sell Asset</th>
<th>This module only uses Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Current</td>
</tr>
<tr>
<td>Cash &amp; Equivalents</td>
<td>$530,000</td>
</tr>
<tr>
<td>USA Income</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>US Large Value</td>
<td>$180,000</td>
</tr>
<tr>
<td>US Large Value</td>
<td>$200,000</td>
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<tr>
<td>US Market</td>
<td>0.00%</td>
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<tr>
<td>US Small Neutral</td>
<td>0.00%</td>
</tr>
<tr>
<td>International Large Value</td>
<td>0.00%</td>
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<tr>
<td>International Small Neutral</td>
<td>0.00%</td>
</tr>
<tr>
<td>Emerging Markets</td>
<td>0.00%</td>
</tr>
<tr>
<td>REITs</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

Step 13

Assign individual funds to the portfolio by selecting the Buy link under Implementation in the navigation column. Scroll to the bottom of the page to Solution Accounts and select the Investment Platform from the Solution to Target Portfolio drop-down box.

Enter the amount shown as the Cash Remaining/Needed into the Amount in Solution field box and click Go.

Hint: Synervest Portfolio Services for SA Funds, Synervest Advantage for DFA Funds.
Step 14
Click the Reports link in the navigation column to generate Basic Reports or to generate the Investment Policy Statement (IPS).

Creating a Basic Report will provide you with a document that will compare the current portfolio to the target portfolio. These reports are supplemental to the IPS and are primarily educational pieces. Click Basic beneath Reports to begin.

Step 15
Click the IPS link in the navigation column to create an Investment Policy Statement (IPS) complete with the Portfolio Allocation Statement. Answer the IPS Questionnaire in regards to Goals and Roles and Responsibilities. Review the Report Options to make final edits to the cover page. Select no or yes to include appendix, and then click Create Report & Save.

Hint: The Portfolio Allocation statement, often referred to as the “signature page,” is the document required to be signed by the client to implement the desired model.

Hint: If you do not complete the implementation process, a warning message will appear informing you that a signature page will not be generated (please refer to step 9).