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.

Money Home	Organizer Goals	Spending Investments Vault Reports	Help Settings Sign (
Accounts	View All	Net Worth \$15,599,635 as of today	دی السوی اللسوی السوی السوی السوی السوی السوی السوی السوی
+ Add Accou	s100,000 ∨	\$18,680 (*) \$18 this month year to	
Credit Cards	-\$18,385 🗸		
Taxable	\$939,721 🗸	My Goals	View All
+ Tax Advantaged	\$908,299 🗸		View All
S Life Ins Cash Values	\$20,000 🗸		11 of 37 years Projected Funding
ထို Loans	\$0 🗸		
Property	\$13,650,000 🗸	Zihan's College	\$46,095 of \$274,764
Stock Options	so ~	2035 - 2038	Projected Funding

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

I Financial Priorities ③ Risk Tolerance	+	
Accounts T Professional Contacts Income, Expenses, and Savings Future Expenses	LX Lao Xiao 8/26/1959 Add Phone mrthoadiglemoneyadvisor.com Add Employment	Shihan Xiao 5//1660 Add Phone Add Email Add Employment

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

Add 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	

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
Some a	Can't find your institution? ccounts 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.

	Enter your institution's name or website address	
	Sample Institution Search	
Search results (200+ matches found)		
20 Most Popular All 200 Matches		
lore than 200 matches were found. Search for a more a	peoilo term to see other matches	
eNetional Bank	11 Abrok	
PNC Bank	12. Bank of America	
L Citibank OAuth	13. Bank of America CAuth	
L DAG Bank	14. chaitanyata Bank	
. Nexus Test Bank - OAuth	15. Otbank Credit Cards	
. Bank of ENT	16. Wells Fargo (Jank	
. Bank of Jess	17. LBS Bank	
. Johnson Bank	18. Akots Bank	
. FifthThirdBank - Via Direct Web API	19. Dag City Bank	
	20. OFX - Bank of America (All except CA WA & ID)	
. Bank of America		
. Bank of America		
. Bask of America		
, Bank of America		
I. Batk of America		
I. Bask of America	Can't find your institution?	
	-	
	Can't find your institution? Some accounts don't have new access. In acc these access, you will need to are a term to the act the information.	
	-	

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.

	Acknowledge Institution Notice
Source Purpose	
The purpose of this source is to demonstrate establi	shing a Client Connection.
Status Screen Summary	e eMoney Advisor system. It is designed to fulfill one of the following:
Educate users on any known maintenance issues.	s envories Advisor system. It is designed to ruinin one of the following.
Explain any unique set-up steps for a source	
Explain why accounts are not updating during certai	n time periods
Other source specific information	
Please instruct the users to review this section prior	to calling or reporting a problem on a Connection that is in error. Please note, a connection to this test source may be removed at any time.
Source Purpose	
The purpose of this source is to demonstrate establi	shing a Client Connection.
Status Screen Summary	
	e eMoney Advisor system. It is designed to fulfill one of the following:
Educate users on any known maintenance issues.	· · · · · · · · · · · · · · · · · · ·
Explain any unique set-up steps for a source	
Explain why accounts are not updating during certai	n time periods
Other source specific information	
Please instruct the users to review this section prior	to calling or reporting a problem on a Connection that is in error. Please note, a connection to this test source may be removed at any time.
	Continue
	Colume

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

To connect t	to your accounts, enter your credentials	below.
User Name		
UserName		
Password		

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.

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	

8. 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.

		Need Help With Connections?	Add Acco
II (10) Aveeds Attention (0) Manually Added (2) Advis	isor Managed (3)	Search All	
Sample Institution			Actions
The connection is up to date.			
Account Name	Туре	Last Updated	Val
Investment	Taxable Investment	5 minutes ago	\$340,2
Credit Card	Loan - Credit Card	5 minutes ago	-\$1,2
Easy 123 Checking	Cash Equivalent - Checking	5 minutes ago	\$54,5
Mortgage	Mortgage - Mortgage	5 minutes ago	-\$326,3
Health Savings Account	Health Savings Account	5 minutes ago	\$41,3
nsurance Policies hese accounts were added manually and will not update automat	tically.		
	Туре	Last Updated	Val
Account Name	type		
Account Name Auto Insurance	Property/Casualty Policy - Auto	1 day ago	\$0.
		1 day ago 1 day ago	\$0. \$0.
Auto Insurance	Property/Casualty Policy - Auto		
Auto Insurance Condo	Property/Casualty Policy - Auto Property/Casualty Policy - Condo	1 day ago	\$0.

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.

Sample Institution The institution rejected your credentials.		C3 Repair Actions -
Important Notice: Important Notice		Read More
	No accounts found. Please click 'Repair' above to resolve the error and get your account data.	

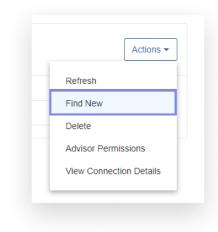
2. With the **Actions** menu, you can make a handful of selections to manage your Connections:

ccounts		Need H	elp With Connections?	Add Accour
II (10) A Needs Attention (0) Manually Add	ed (2) Advisor Managed (3)	Search All		
Sample Institution The connection is up to date.			\rightarrow	Actions -
Account Name	Туре		Refresh	
401(K)	Qualified Retireme	ent - Traditional 401(k)	Find New	
Brokerage Account	Taxable Investmen	nt	Delete	
Business Checking	Cash Equivalent -	Checking	Advisor Perm	
Investment IRA	Taxable Investmen	nt	view connec	uon Detalis
Joint Savings	Cash Equivalent -	Savings	2 days ago	\$20,419.00
	Qualified Retireme	ent - Pension	2 days ago	\$10,745.00
Pension				

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

Refresh	
Find Net	w
Delete	
Advisor	Permissions
View Co	nnection Details

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



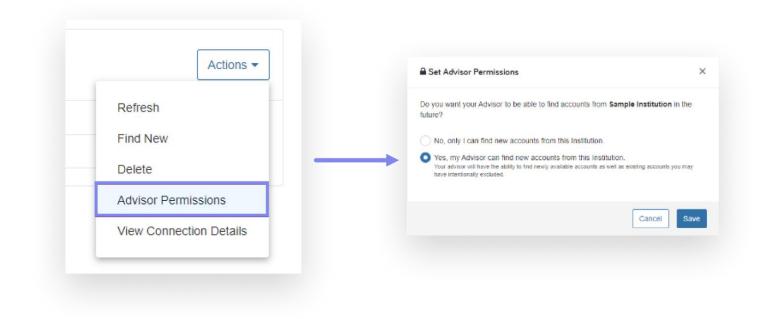
5. Select **Delete** to remove the connection and all associated accounts.

Actions 🔻		
Refresh	🗇 Delete	
Find New	Are you sure you want to delete Sample Institution? NOTE All accounts and their history will be permanently removed.	
Delete		Cancel
Advisor Permissions		Cancer
View Connection Details		



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.

	Connection Details	
Refresh		
Find New	Connection Name: Sample Institution URL: http://www.sampleinstitution.com	
Delete	Connection Type: OFX Direct	
Advisor Permissions		
View Connection Details		

Adding Manual Accounts

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

	Organizer Goals Spending	Investments Vault Reports 🗹			Help Settings Sign Ou
Welcome Frank and Joan	nna Miller				
Accounts + Add Acco	View All	Net Worth \$2,507,067 as of today	ø	Investments \$2,636,555 as of today	¢
 Cash Credit Cards 	\$79,568 🗸	\$83,531 this month	\$101,202 year to date		
	Organizer Goals Spending	Investments Vault Reports 🗹	· · · · · · · · · · · · · · · · · · ·		Help Settings Sign O
Accounts				Need H	Add Accounts
All (28) 🛦 Needs Attention (0)	Manually Added (20) Advisor M	anaged (3)		Search All	٩

(i) 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.

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. Select the type of account.

What type of a	account is this?
Cash	Investment
Insurance	Liability
Stock Option	Note Receivable
Accounts added from here w	ill not be automatically updated.
Previous Step	Cancel

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

e of investment is this? count Roth IRA Roth IRA Taxable Investment Taxable Investment
Roth IRA Taxable Investmen
nt Taxable Investment
Taxable Investment
om here will not be automatically updated.
ed fr

5. Enter details about the account and click Save.

Asset Name	Taxable Investment
Institution Name	
Owner	Frank and Joanna (Joint/ROS) Add
Total Value	\$0
Holdings Value	
Cash Balance	
Margin Balance	
Tax Basis	

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

hese accounts were added manually and will not update automatically.			
Account Name	Туре	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.

		Docum	nents
			Add Statements -
Schwab		+	Add New File 🔻
Basic Info	Edit		
Chwab			
Type: Taxable Investment			
Owned by Frank and Joanna (Joint/ROS)			
\$ Total Value: \$20,000 Cash: \$20,000			
D Holdings			
Investment Summary			
Asset Allocation Investment Transactions			

8. Click Add Holding.

ymbol	Description	Units	Price	Market Value	Cost Basis Acquired	
		Δ	o holdings have been ad	ded vet		

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.

Symbol	AAPL	
Description	Apple Inc	
Units		20.000
Price		\$169.54
Value	\$3,390.80	
Cost Basis		
Acquired Date		

(i) Note

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