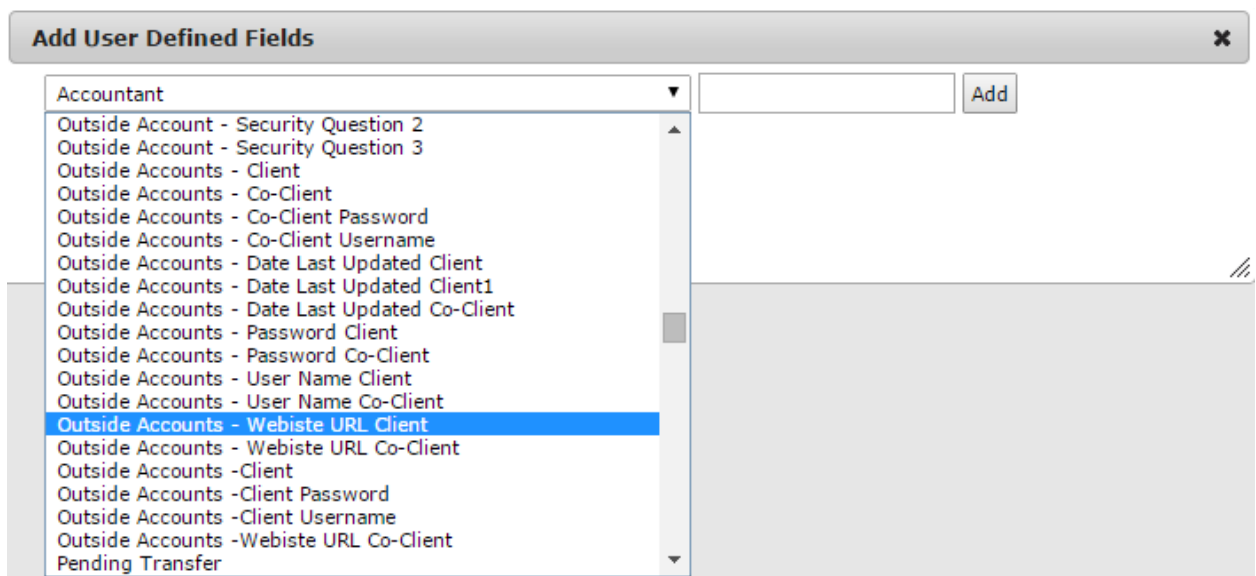


## Instructions for Creating a New Account using ByAllAccounts

- 1) Obtain the following information from the Portfolio Manager.
  - a. Username/password
  - b. **ALL** security questions and answers
  - c. Precise URL to log in site
  - d. Account numbers (if advisor doesn't have the account numbers, you should be able to find them once logged into the account online)
- 2) Once the above information is obtained, log into the website as the client and verify that the information provided in step 1 is correct.
- 3) Store all of the information in the clients Redtail profile as 'user-defined fields'. See screen shot:



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- 1) Log into AccountView: <https://www.byallaccounts.net/BAAWebApp/BAALogin.html>
    - Username: bwfa
    - Password: bwfa\$\$\$ (this information is also stored in the ByAllAccounts Redtail profile)
  - 2) Click the 'Clients' tab
  - 3) Click 'Create Client'
  - 4) Fill in **ONLY** the clients first and last name. Leave the rest of the fields blank:

**Create Client**

▼ Primary Contact

\* First name: John

Middle name:

\* Last name: Doe

Email address:

Confirm email address:

Send email in:  Rich text (HTML)  Plain text

Phone number:

- 5) Click 'Save'
- 6) Click the 'Accounts' tab
- 7) Click 'Create Accounts' -> 'Create Accounts with Credentials'
- 8) Under login link, type in the url of the account and press enter:

▼ Login Link

vanguard|

<https://investor.vanguard.com/>

<https://www.vanguardcharitable.org/vceptpl/auth/login.do>

<https://investor.vanguard.com/>

- 9) Check the box next next to the URL that matches the login website for the account and press 'Next' on the bottom right.
- 10) Fill in all fields
- 11) Click 'Save and Verify'
- 12) If prompted, continue adding security questions and adjusting log in information until the message 'Test Successful' displays under 'Save and Verify'. Otherwise skip to step 13.
- 13) Click 'Save' -> 'and Create Financial Accounts'
- 14) Click 'Add an Account' and fill in all fields

- a. for plan name: find the account number or use social security # of client
  - b. make 'descriptive name' match account or plan name (if account number is available, enter into both fields)
- 15) Click 'Save' -> 'and Assign to Client'
  - 16) From the 'Accounts' tab, check the box's that correspond to the new accounts you just created and click 'Aggregate' at the top. Verify that accounts have updated successfully
  - 17) After assigning account to client, click Save & Exit.
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- 1) Open PortfolioCenter
- 2) Click the 'Portfolios' tab
- 3) On the bottom right, click 'New' -> 'A new Portfolio'
- 4) Fill in all information under the Personal tab
- 5) Under the 'Taxes' tab, uncheck 'This portfolio is taxable'
- 6) Under 'Account' tab, do the following:
  - a. Account #: Choose what you would like to name the account. Ex: Doe Vanguard
  - b. Advisor Name: choose the correct rep code
  - c. Billing Account: Choose the TD account that we should take the fee from
- 7) Click 'Save'
- 8) Click 'Custom Fields'
- 9) Change the 'Outside Account' field from No to Yes.
- 10) Click 'OK' and click 'Save'

**If the client already has "All Accts" group connect the new outside account to that group and proceed to next section. If the client doesn't already have an "All Accts" group, proceed with steps 11-16.**

- 11) From the 'Portfolios' tab, click 'New' -> 'A new Group'

12) Fill in all information under the Personal tab

13) Under 'Account' tab, do the following:

- a. Account #: 'All Accts – Model'
- b. Advisor Name: choose the correct rep code
- c. Settings: add the correct billing spec
- d. Group Members: find the outside account you just created and check the box

14) Click 'Save'

15) Click 'Custom Fields' and put the group in all of the correct sets

16) Click 'Save'

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1) Open Custodial Integrator from your desktop

2) Click 'Setup...'

3) Click the 'Account Translation' tab

4) At the bottom of the list, you will see the new accounts you just created in **bold** and click 'Add'

5) Under 'PortfolioCenter account number' enter the name for the account in PortfolioCenter

6) For 'earliest transaction trade date' enter today's date.

7) Make sure 'Enable for Import' box is checked.

8) Click Add and repeat the process for any additional accounts you are setting up.

9) Update the accounts to make sure they aggregate successfully

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