

Add Accounts

This user guide will demonstrate how to add connected and manual accounts.

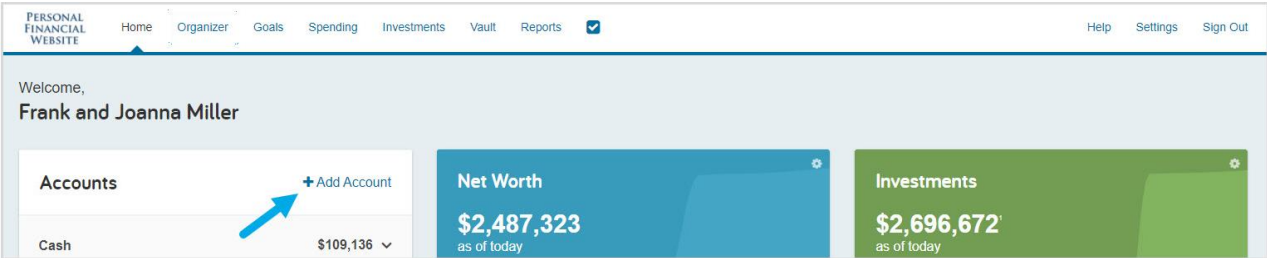
Establishing connections to your personal banking institutions will allow your account information to be updated automatically. You can enter your account holdings manually if you do not have an online login to an institution.

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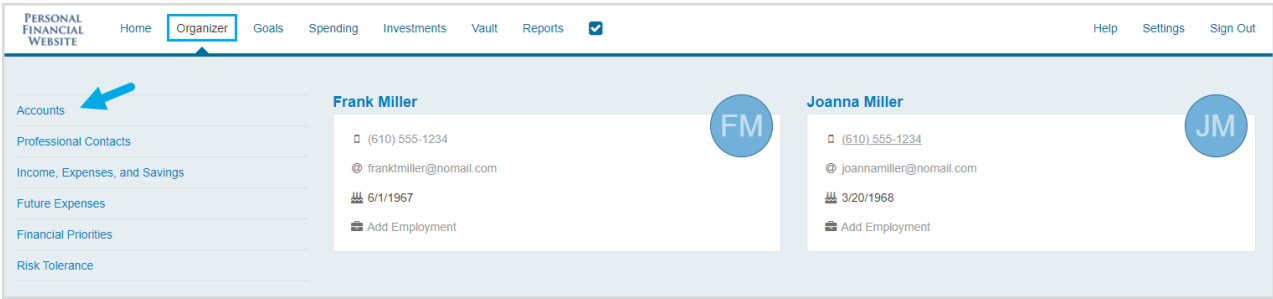
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Adding Connected Accounts

- From your Home page, click **Add Account**.

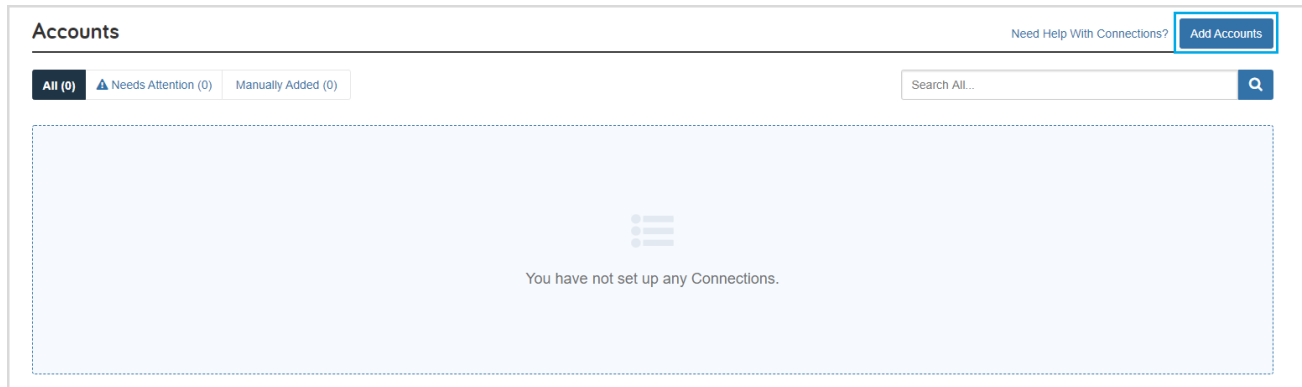


You can also click **Organizer** on the menu, then click **Accounts**.



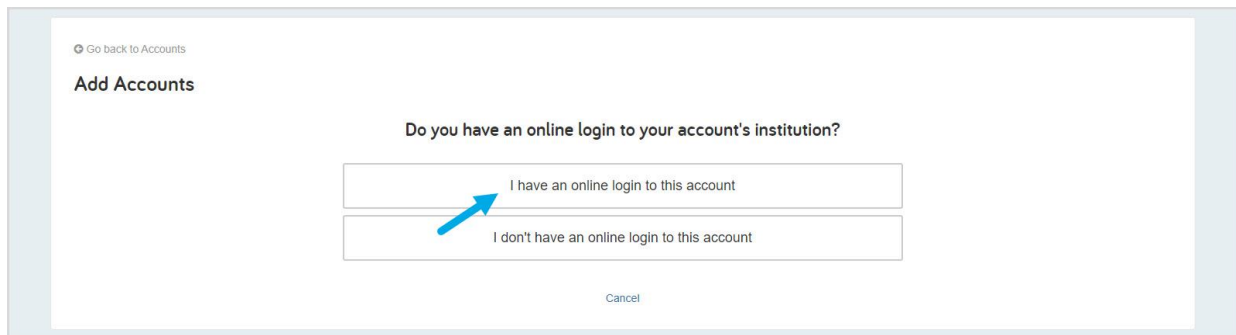
Add Accounts

2. Click **Add Accounts**.



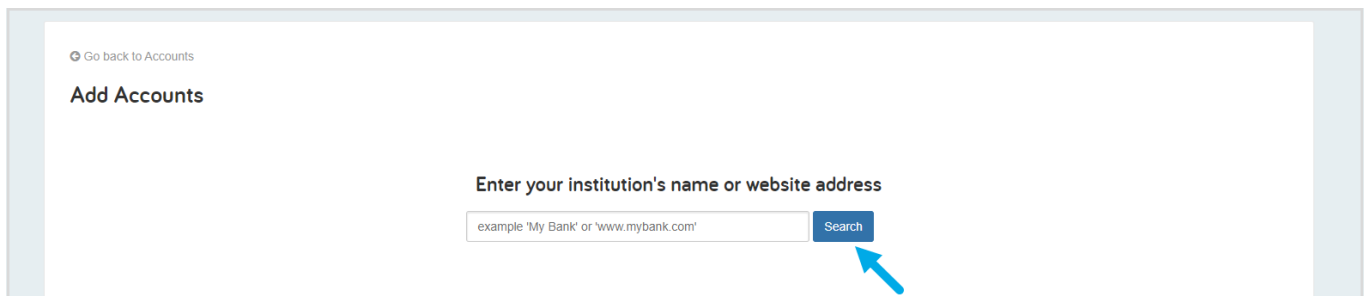
The screenshot shows the 'Accounts' page. At the top right, there is a link 'Need Help With Connections?' and a button 'Add Accounts' which is highlighted with a blue box. Below the header, there are tabs: 'All (0)', 'Needs Attention (0)', and 'Manually Added (0)'. A search bar with the placeholder 'Search All...' and a magnifying glass icon is on the right. The main content area is empty, displaying a message: 'You have not set up any Connections.'

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



The screenshot shows the 'Add Accounts' dialog box. It has a title 'Add Accounts' and a subtitle 'Do you have an online login to your account's institution?'. There are two radio button options: 'I have an online login to this account' and 'I don't have an online login to this account'. A blue arrow points to the first option. A 'Cancel' button is at the bottom.

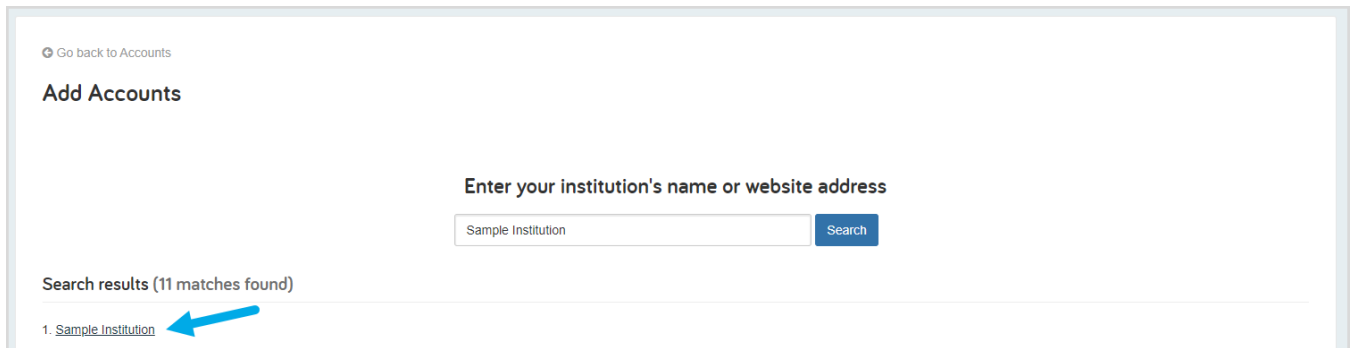
4. Enter the name of the institution or website address, then click **Search**.



The screenshot shows the 'Add Accounts' dialog box. It has a title 'Add Accounts' and a subtitle 'Enter your institution's name or website address'. There is a text input field with the placeholder 'example 'My Bank' or 'www.mybank.com''. A blue arrow points to the 'Search' button.

5. Select the connection from the search returns.

Add Accounts



The screenshot shows a web interface for adding accounts. At the top left, there is a link "Go back to Accounts". Below it is the heading "Add Accounts". In the center, there is a prompt "Enter your institution's name or website address" above a search bar containing the text "Sample Institution" and a blue "Search" button. Below the search bar, it says "Search results (11 matches found)". A list of results begins with "1. [Sample Institution](#)", which is highlighted with a blue arrow pointing to it from the left.

6. 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.

Add Accounts

7. Enter your login credentials for this institution and click **Connect**.

Go back to Accounts

Add Accounts

 **Sample Institution**

To connect to your accounts, enter your credentials below:

User Name

Password

Connect


[Previous Step](#) [Cancel](#)


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.

8. 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 into your portal.

Go back to Accounts

Add Accounts

 **Sample Institution**

 **You've successfully connected**

You can review your new accounts below. To return to the full list, click continue.

† Orion Investments	Taxable Investment	\$320,249
*****Card	Loan - Credit Card	-\$1,275
† Easy 123 Checking	Cash Equivalent - Checking	\$54,568
****gage	Mortgage - Mortgage	-\$326,385
Health Savings Account	Health Savings Account	\$41,385

Continue

[Previous Step](#)

Add Accounts

9. 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.

The screenshot shows the 'Accounts' page for 'Sample Institution'. At the top, there are tabs for 'All (26)', 'Needs Attention (1)', and 'Manually Added (20)'. A search bar is on the right. Below the tabs, there's a section for 'Sample Institution' with an 'Actions' dropdown. An 'Important Notice' is displayed. A table lists accounts with columns: Account Name, Type, Last Updated, and Value.

Account Name	Type	Last Updated	Value
*****Card	Loan - Credit Card	2 months ago	-\$1,275.00
****gage	Mortgage - Mortgage	2 months ago	-\$326,385.00
Easy 123 Checking	Cash Alternative - Checking	2 months ago	\$54,568.00
Health Savings Account	Health Savings Account	2 months ago	\$41,385.00

Connection Maintenance

Each connection you establish will have its required maintenance. For example, if you updated your password at the institution, you will need to update the credentials on the connection in your portal.

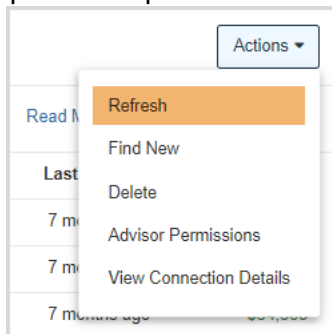
1. Errors that you can repair will appear with a **Repair** button that you can click to fix the issue.

The screenshot shows the 'Accounts' page for 'Sample Institution' in an error state. A red banner at the top says 'The institution rejected your credentials.' and features a 'Repair' button with a blue arrow pointing to it. Below the banner, there's an 'Important Notice' and a message: 'No accounts found. Please click 'Repair' above to resolve the error and get your account data.'

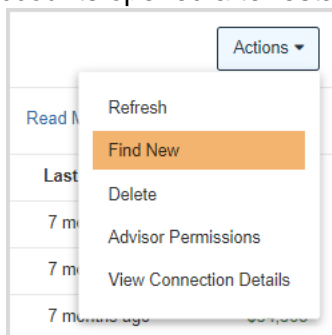
2. With the **Actions** menu, you can make a handful of selections to manage your Connections:

The screenshot shows the 'Accounts' page for 'Sample Institution' with the 'Actions' dropdown menu open. The menu options are: Refresh, Find New, Delete, Advisor Permissions, and View Connection Details. A blue arrow points to the 'Actions' button.

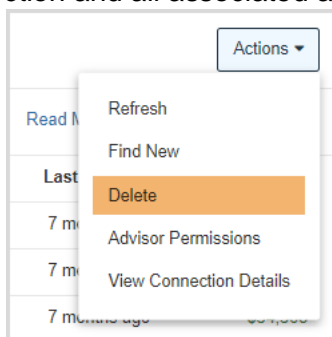
3. **Refresh** the connection anytime to pull over updated account values manually.



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



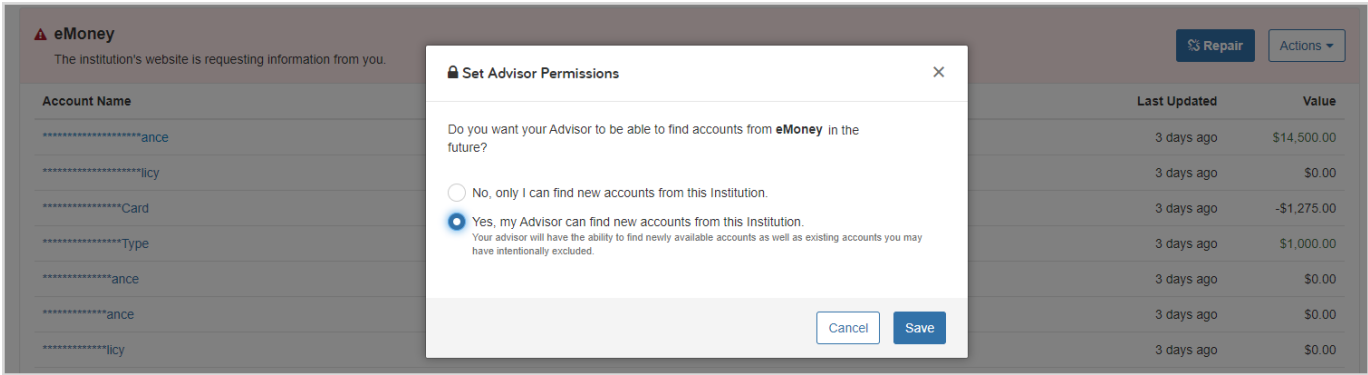
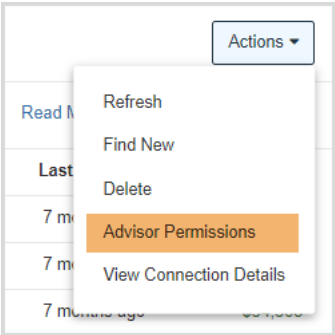
5. Select **Delete** to remove the connection and all associated accounts.



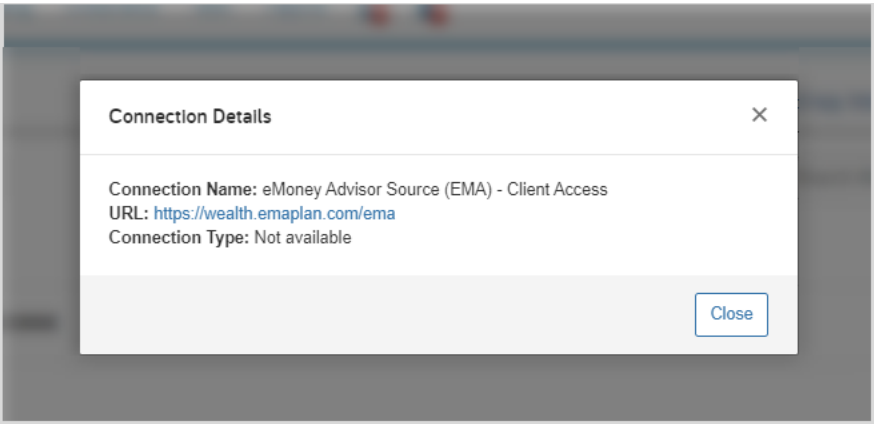
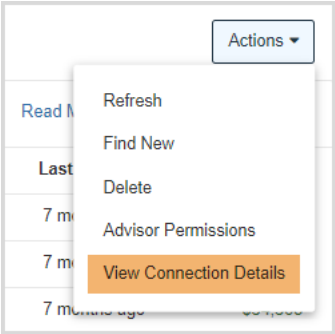
Note: If you **Delete** the Connection, you will lose all accounts and transaction history. This is not recommended unless the connection and its accounts are no longer needed.

Add Accounts

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.



Add Accounts

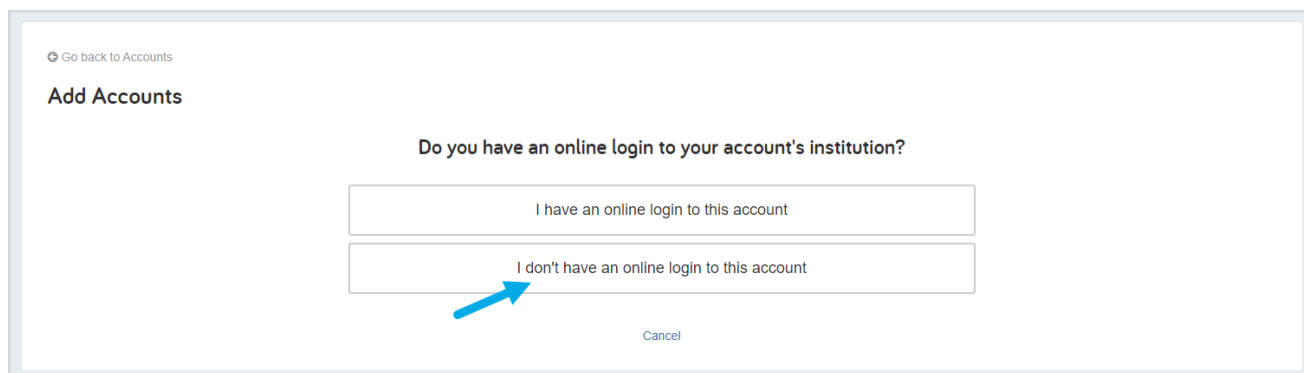
Adding Manual Accounts

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



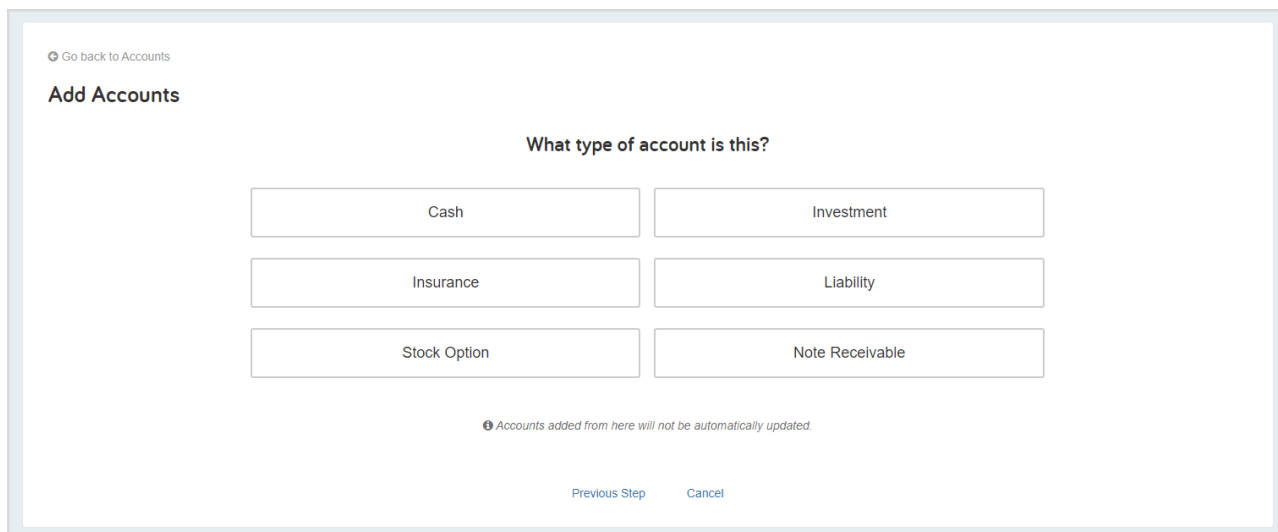
The screenshot shows the 'Accounts' page header. On the left, there are filter tabs: 'All (116)', 'Needs Attention (28)', 'Manually Added (26)', and 'Advisor Managed (13)'. On the right, there is a search bar labeled 'Search All...' and a blue button labeled 'Add Accounts'. A blue arrow points to the 'Add Accounts' button.

2. Click **I don't have an online login to this account.**



The screenshot shows a dialog box titled 'Add Accounts' with a 'Go back to Accounts' link. The main question is 'Do you have an online login to your account's institution?'. There are two buttons: 'I have an online login to this account' and 'I don't have an online login to this account'. A blue arrow points to the 'I don't have an online login to this account' button. At the bottom, there is a 'Cancel' link.

3. Select the type of account.



The screenshot shows the same 'Add Accounts' dialog box, but now it asks 'What type of account is this?'. There are six buttons arranged in a 3x2 grid: 'Cash', 'Investment', 'Insurance', 'Liability', 'Stock Option', and 'Note Receivable'. At the bottom, there is a note: 'Accounts added from here will not be automatically updated.' and two links: 'Previous Step' and 'Cancel'.

Add Accounts

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

[Go back to Accounts](#)

Add Accounts

What type of investment is this?

529 Plan

529 Plan

Health Savings Account

Health Savings Account

Roth IRA

Roth IRA

Annuity

Fixed

Variable

Qualified Retirement

IRA

Money Purchase

Other

Pension

Profit Sharing

Roth 401(k)

Roth 403(b)

SEP

Traditional 401(k)

Traditional 403(b)

Taxable Investment

Taxable Investment

Deferred Compensation

Deferred Compensation

Accounts added from here will not be automatically updated.

Previous Step

Cancel

5. Enter details about the account and click **Save**.

[Go back to Accounts](#)

Taxable Investment

Asset Name

Taxable Investment

Institution Name

Joanna's Investment Account

Owner

Other Heirs

[Add](#)

Total Value

\$33,000

Holdings Value

Cash Balance

Margin Balance

Tax Basis

\$27,500

Save

Cancel

Add Accounts


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

Other Accounts			
These accounts were added manually and will not update automatically.			
Account Name	Type	Last Updated	Value
529 Plan for Alexis	529 Plan	1 year ago	\$50,000
Fidelity 401(k)	Qualified Retirement - Traditional 401(k)	21 hours ago	\$100,356
Fidelity Brokerage	Taxable Investment	21 hours ago	\$136,595
Johnny's Roth IRA	Roth IRA	2 years ago	\$100,000
Joint Checking	Cash Alternative - Cash	2 years ago	\$10,000
Joint Savings	Cash Alternative - Cash	2 years ago	\$20,000
Moir's IRA	Qualified Retirement - IRA	2 years ago	\$200,000
Retirement Account	Qualified Retirement - IRA	37 seconds ago	\$0

7. Click **Holdings**.

[Go back to Accounts](#)

Retirement Account



Documents

☐ Add Previous statements ▼ Dismiss

☐ Add New File ▼

Basic Info

Edit

Type: IRA

Owned by Johnny Rose

Beneficiary: Moira Rose

Total Value: \$0

Holdings

Investment Summary

Asset Allocation

Investment Transactions

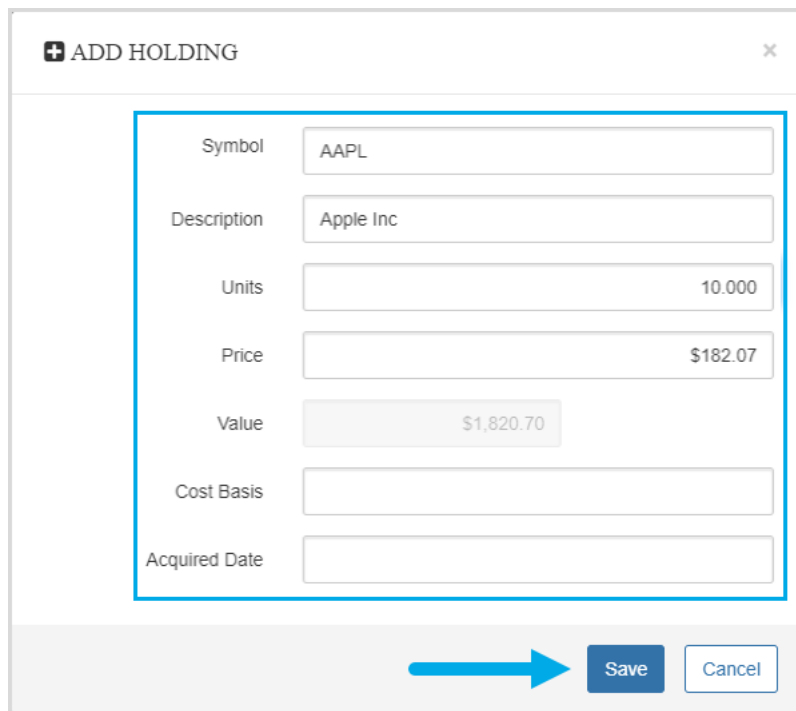
Delete this account

8. Click **Add Holding**.

Go back to Retirement Account						
Retirement Account > Holdings						
Symbol	Description	Units	Price	Market Value	Cost Basis	Acquired
No holdings have been added yet.						

Add Accounts

9. For publicly traded holdings, enter the respective **ticker or CUSIP**. Press **tab** or click away; the stock description and price will populate automatically. Enter the number of **Units**, **Cost Basis**, and **Acquired Date**, then click **Save**.



The screenshot shows a web form titled "ADD HOLDING" with a close button (X) in the top right corner. The form contains several input fields: "Symbol" (containing "AAPL"), "Description" (containing "Apple Inc"), "Units" (containing "10.000"), "Price" (containing "\$182.07"), "Value" (containing "\$1,820.70"), "Cost Basis", and "Acquired Date". A blue rectangular box highlights the "Symbol", "Description", "Units", "Price", and "Value" fields. A blue arrow points from the bottom of this box towards the "Save" button, which is located next to a "Cancel" button at the bottom right of the form.

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