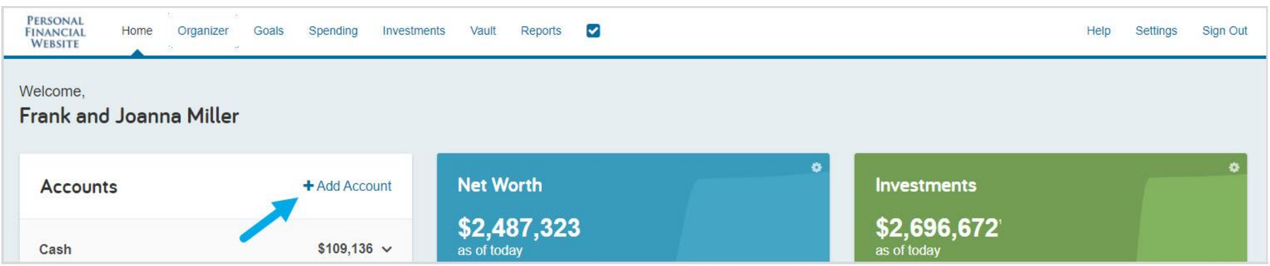
Add Accounts

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

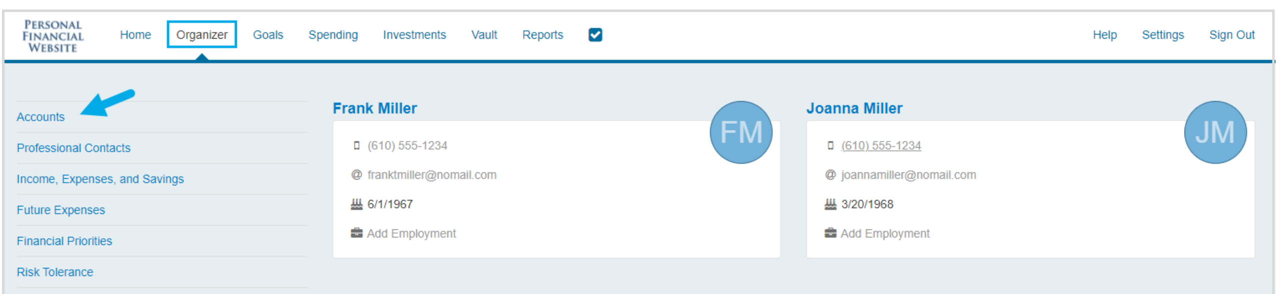
Establishing connections to your personal banking institutions will allow your account information to be updated automatically. You can enter your accounts manually if you do not have an online login to an institution. While manual accounts do NOT update, they help build a better financial snapshot for you and your Advisor.

Adding Connected Accounts

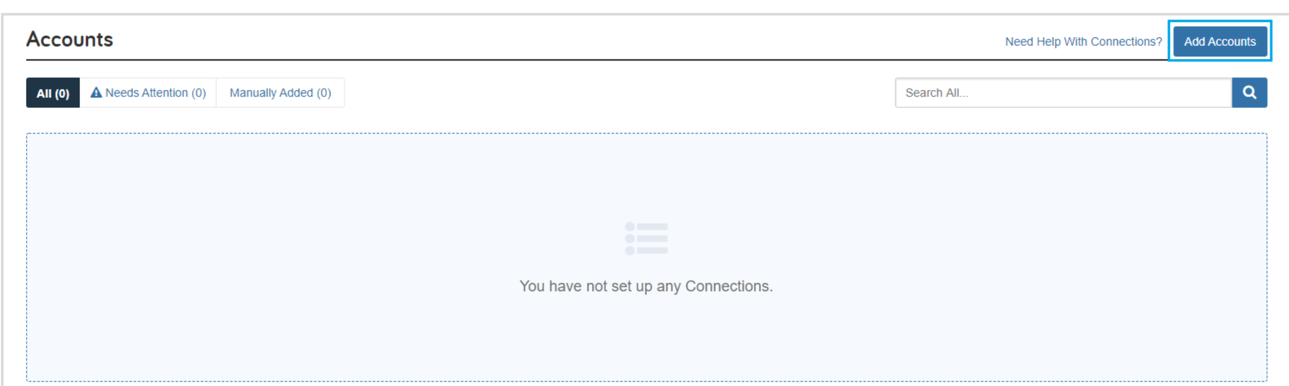
1. From your Home page, click **Add Account**.



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



2. Click **Add Accounts**.



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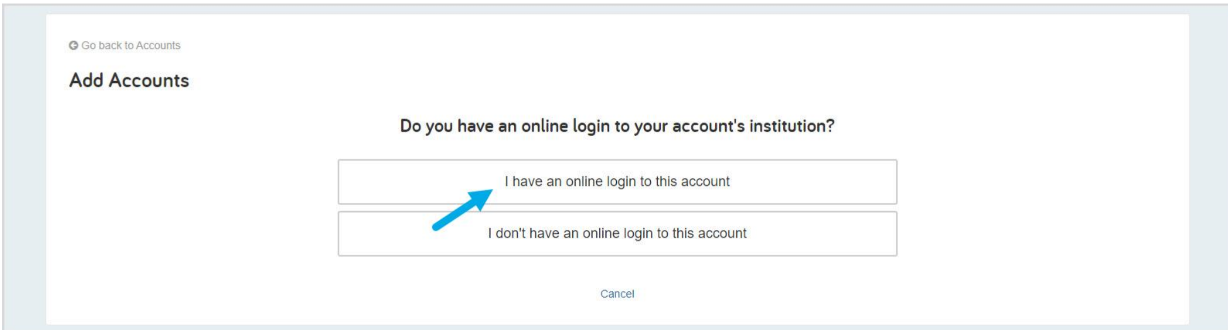
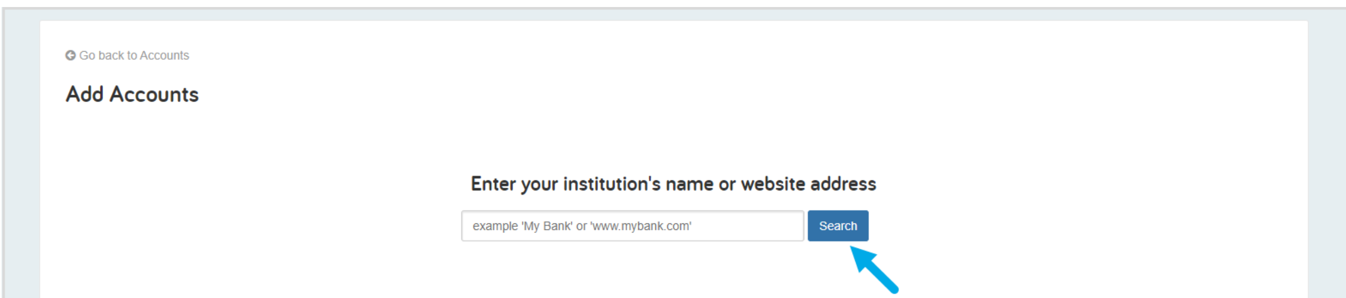
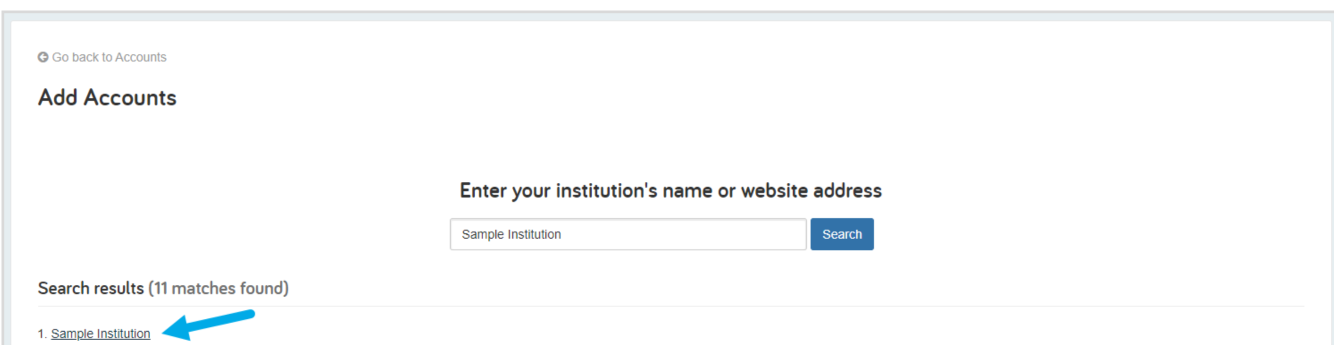
3. Click **I have an online login to this account**. (Manual entry is explained in the next section.)



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



5. Select the connection from the search returns.



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.

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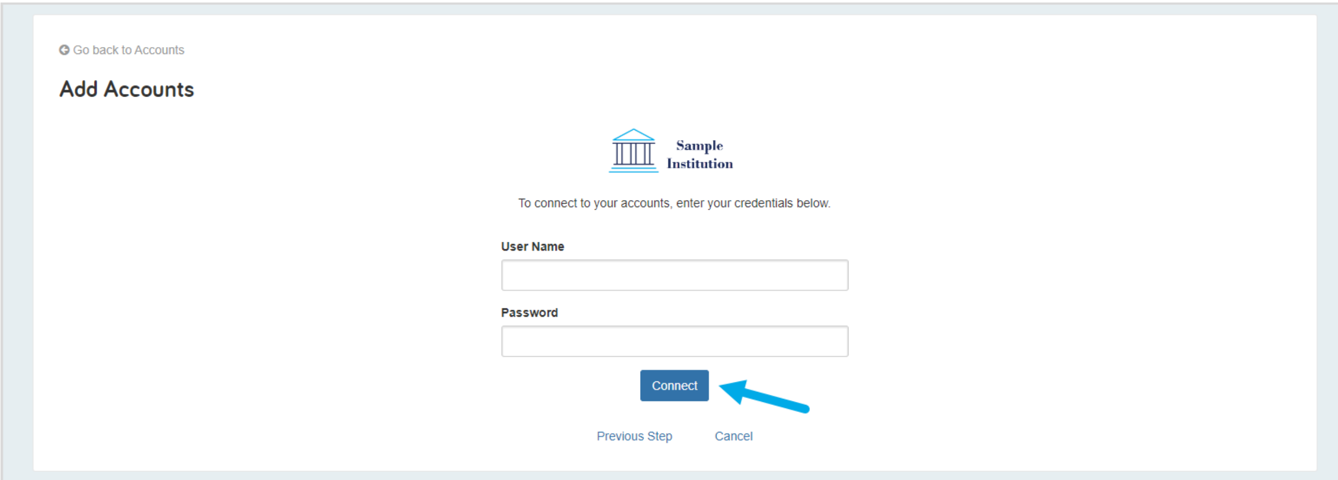
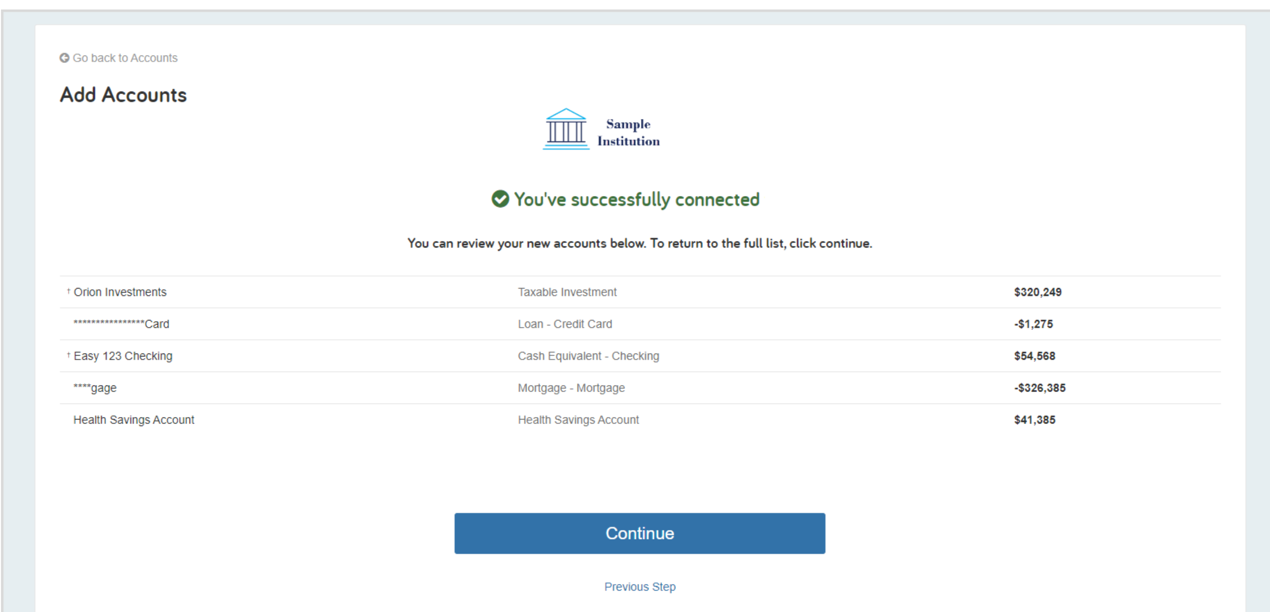
7. Enter your login credentials for this institution and click **Connect**.



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.



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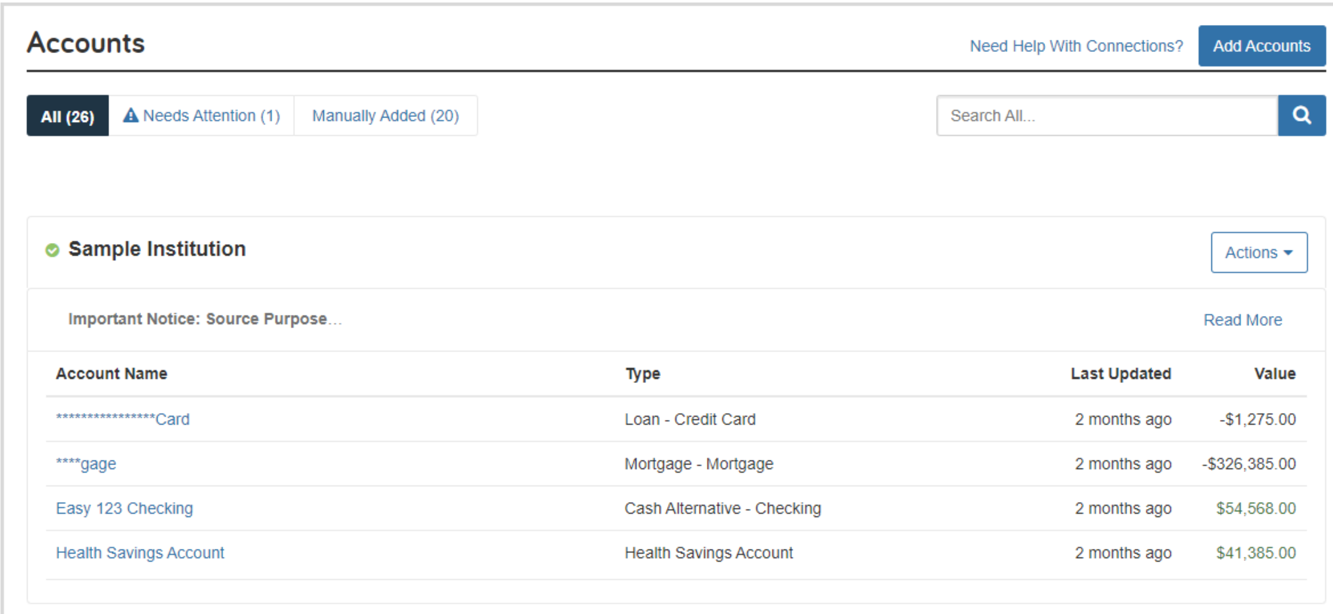
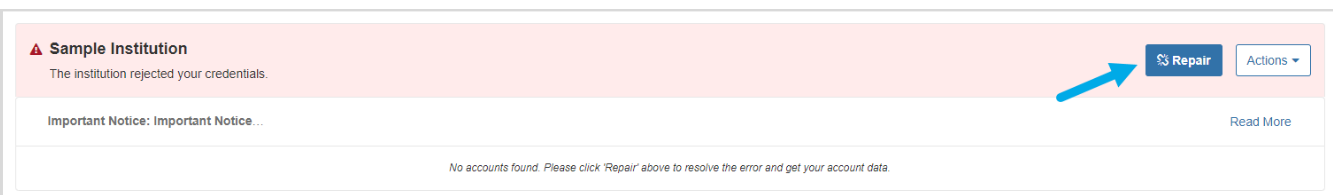
9. On the Accounts page, you can easily see when your accounts with an institution last updated or if any accounts are in an error state.

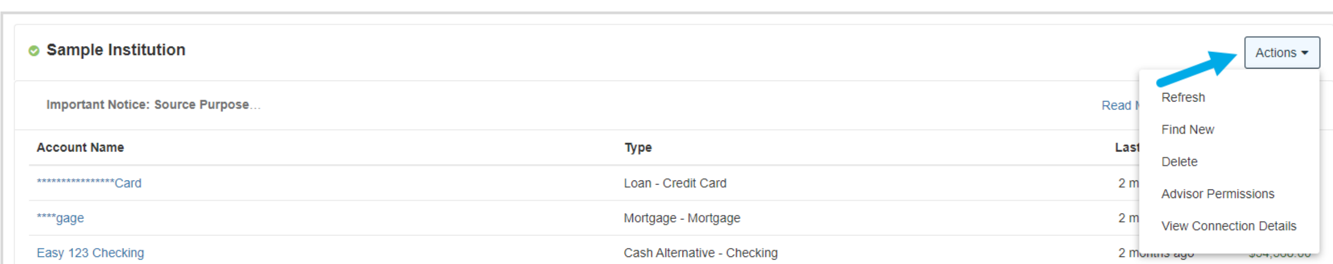


10. Each connection you establish will have its required maintenance. For example, if you updated your password at the institution, you will need to update the credentials on the connection in your portal.

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



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



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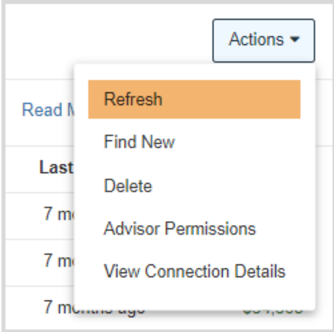
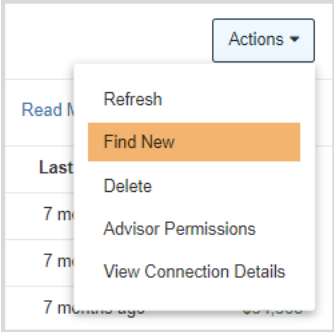
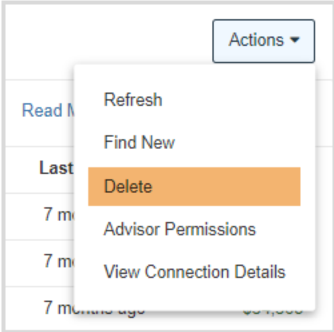
1. **Refresh** the connection anytime to pull over updated account values manually.



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



3. 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.

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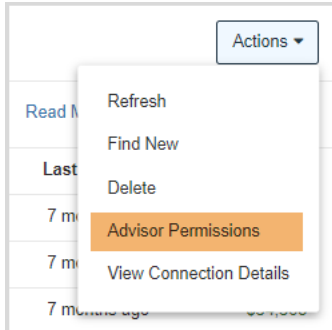
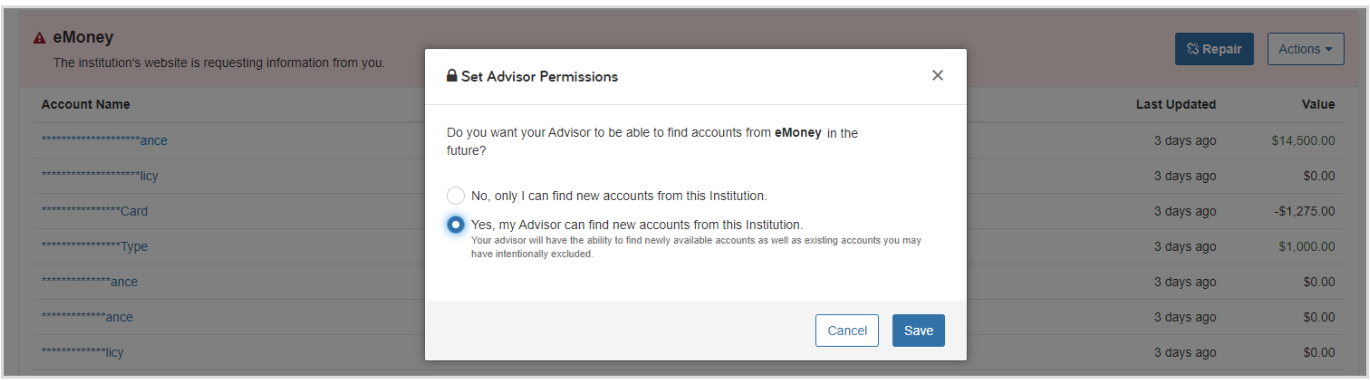
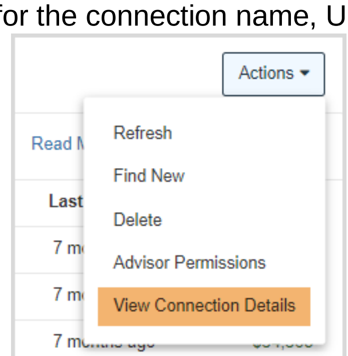
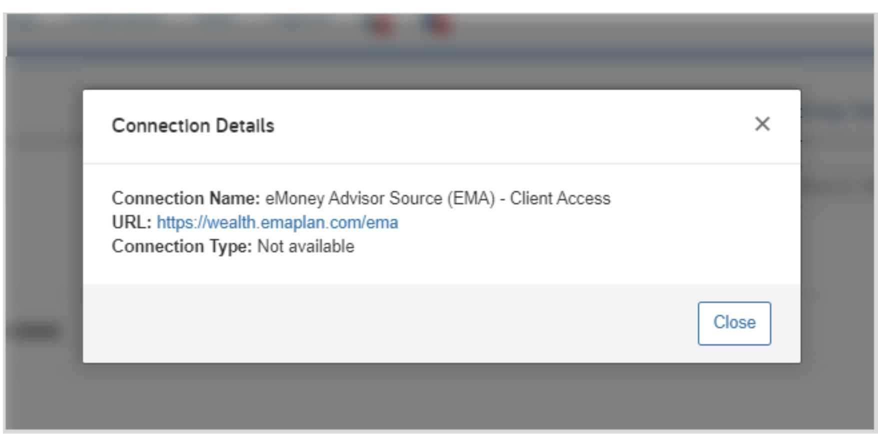
4. The **Advisor Permissions** selection displays a popup that allows you to enable your Advisor to **Find New** accounts on your behalf.





5. Select **View Connection Details** for the connection name, URL, and Connection Type.





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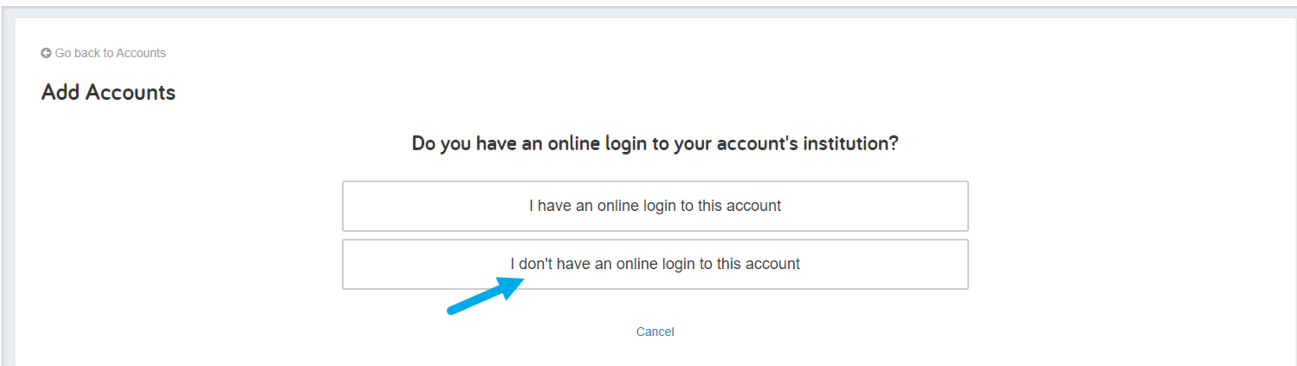
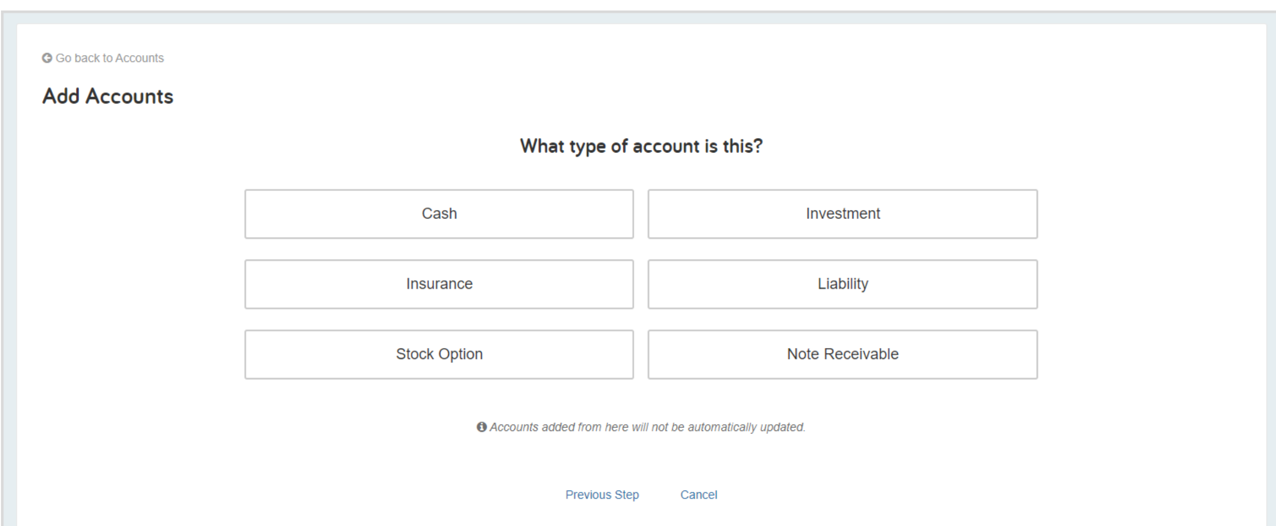
Adding Manual Accounts

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

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



3. Select the type of account.



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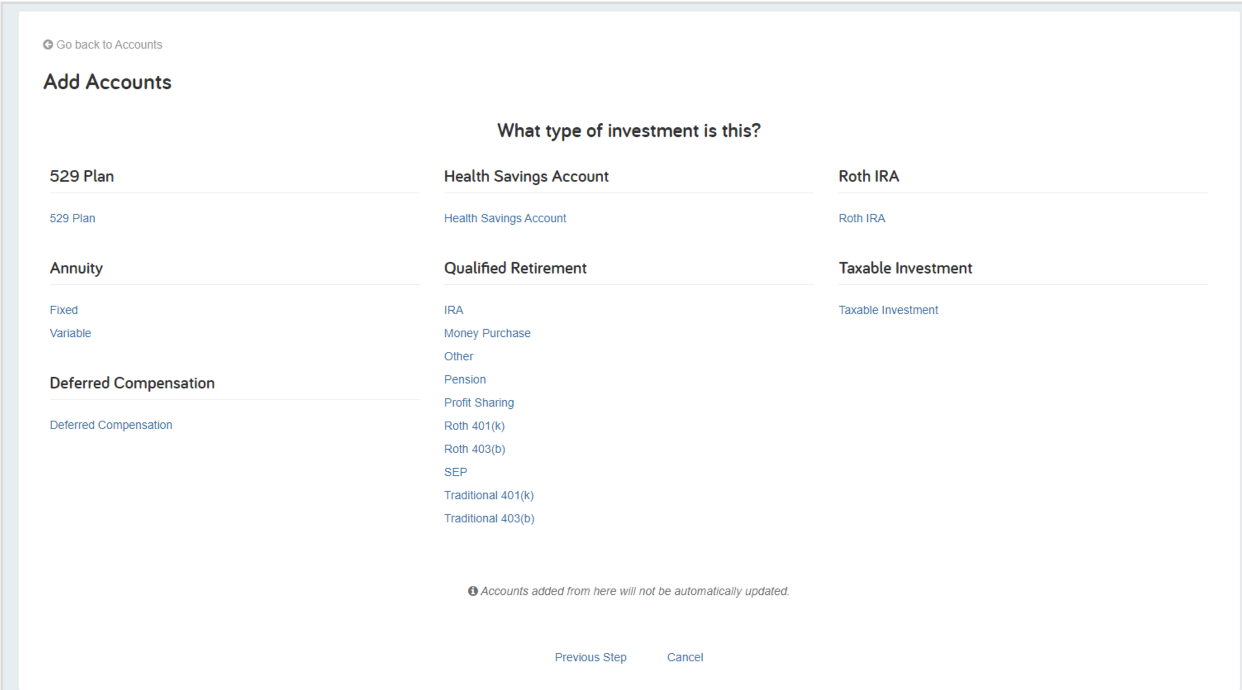
4. Then, click the more specific type of account.



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