This user guide will give an overview of the Retirement Income Tool.

The Retirement Income Tool allows entry of client data and the creation of a presentation specific to Retirement Income. Planning for Retirement incorporates all of the elements of financial planning. The advisor must account for Income, Expenses, Investments, and Taxes. It is also important to recognize the unique aspects of the retirement phase of life.

1. Click on **Clients** and choose a client.

2. From the Client Overview, click **Plans**.

3. From Plans, click **Additional Tools** and then select **Retirement Income**.
4. Once in Retirement Income, navigating back to the Plans screen can be done by clicking Go back to Plans. If the facts have not been entered, click on Go to Facts in order to enter the client facts. The Go to Presentation button would further move into the presentation area.

Please Note:

- This icon identifies key pages that are active reports and may require further data entry. Data entered into a report page is saved with the analysis, so when returning to the analysis later all of the entries will remain.

- This icon identifies supplemental pages that do not require any data entry.
5. Click into Retirement Possibilities.

6. Complete the fields for years of Retirement and click Update.
7. Supplemental pages will include Cover Sheet, Table of Contents, Disclaimer and multiple Appendix pages. Check Show Supplemental Pages to view these additional pages.

8. Click on the first page which can be edited, Analyze Your Spending.
9. Complete the appropriate fields for entering Living Expenses and click **Save**.

Create a Typical Budget with creating the living expenses to reflect these statistical numbers. Once clicked, the Living Expense Worksheet will be displayed. Click **Save** once added.

**Please Note:** Changes made to the Living Expense Worksheet will affect the Fact Finder.

10. Click **Social Security Benefits**.

11. Complete the field for **Age Assumed to receive Social Security Benefits** and click **Update**.

12. View Supplemental pages on A Look at Income, The Retirement Balancing Act, and Your Guaranteed Income. If there is a need to guarantee more retirement income, annuities may be a suitable product. Annuities can provide a guaranteed income for a number of years or for a lifetime.

13. Click **Additional Guaranteed Income**.

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14. Complete the field for **Your Total Guaranteed Income** and click Recalculate.
15. View the supplemental page titled Make the Most of your Money. Now that the client’s basic expenses have been planned for, what Investment Plan might give them the most discretionary income, and will they be comfortable with that plan?

16. Click What Would You Do?

17. Complete the below questions and click Update.
18. View supplemental pages on Types of Investments and Understanding Risk. Deciding on the Right Portfolio for the client depends on how much risk the clients are willing to take and the amount of time willing to invest.

19. Click The Right Portfolio.

20. Select the Portfolio and click Reset.

21. Select the Portfolio for At Retirement, Mid-Retirement, and Later Retirement.

23. Click Your Retirement Plan.
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Please Note: This page will allow the editing of information for the client's Retirement Plan. If changes are made, click Update located at the bottom of the page.

Your Income Plan shows how the client's income is derived throughout retirement.
15. Click Your Income Plan

Market losses combined with retirement withdrawals can quickly deplete the client’s retirement assets. Also, an increase in income taxes could cause the client to withdraw additional funds from their qualified retirement plans to pay for expenses.
Testing Your Plan-Stress Test shows the behavior of the client's retirement plan in the worst of market conditions.

16. Complete the fields for the Stress Test including, Inflation, Portfolio Rate of Return and Income Tax Adjustment and click Update.

Please Note: This page does not affect anything with a Custom Growth Rate. It only affects Model Portfolio return and does not affect cash accounts if there is an inflation rate connected to it.
Testing Your Plan - Monte Carlo uses a Monte Carlo Analysis to run multiple simulations of the client's retirement plan against possible future market conditions.

17. Click Calculate.

View supplemental pages on Using Your Retirement Assets and Protecting Your Plan. The Appendix pages take you to related Reports.

18. In the Options menu, Create an Advanced Plan is available. This option creates a copy of the Needs Analysis in the Advanced Planning Tool.
19. Click Go to Presentation

20. The Present tab allows the following: Create a Presentation, View and Modify Pages, Customize your Presentation, Preview and Create the Document.

21. To select which pages will appear in the final presentation place or remove a checkmark next to the page name. A checkmark indicates that the page will appear in the presentation.

22. To re-order the pages, drag and drop the row to the desired position.

23. View Online Presentation will show a preview of the presentation online as it would look as if it were printed.

24. Request Printable Presentation sends the presentation to the Reports folder of the Client Vault.