

Old Mutual Wealth - Seamless Import

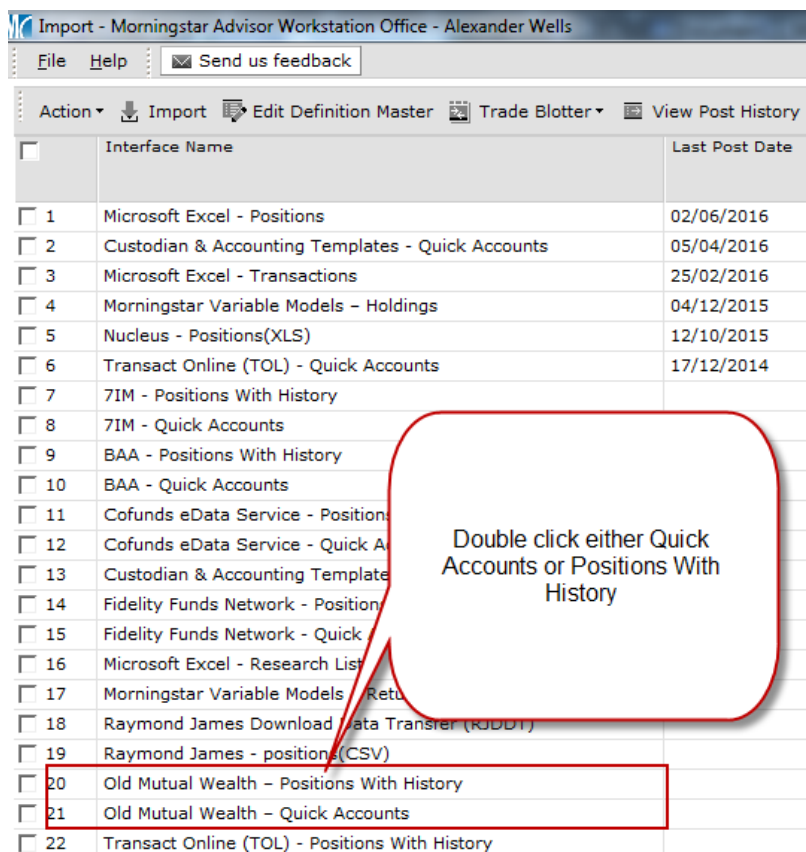
This quick guide provides step-by-step instructions for importing client portfolios into Adviser Workstation from Old Mutual Wealth (formerly Skandia Investment Solutions).

This import process will create a record for each client in Adviser Workstation and allow you to create compelling reports and charts showing portfolio analysis and performance.

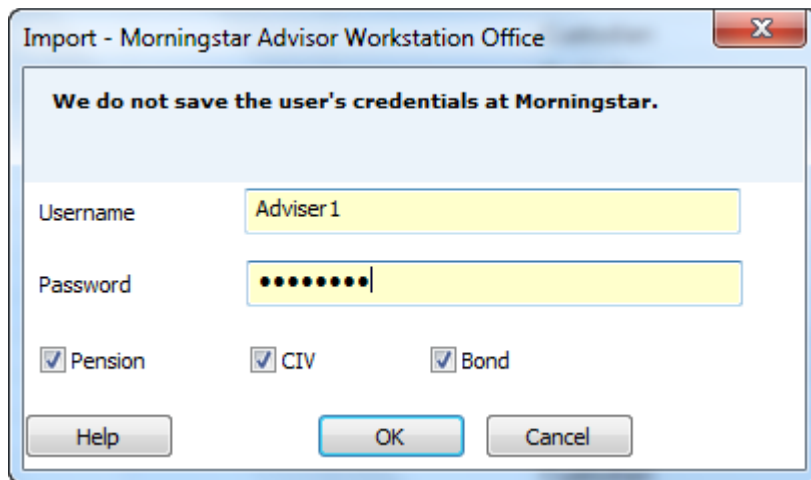
This import should be done on a regular basis to update portfolio positions of all clients. In order to obtain client portfolio data, you are required to log into your account with OMW and obtain your Electronic Enquiry Password.

Once you have this, you are then ready to import into Advisor Workstation using the following steps:

- 1 • Login to Adviser Workstation, click the Import button
- 2 • Double click “Old Mutual Wealth- Positions With History” or “Old Mutual Wealth - Quick Accounts” depending on your type of portfolio



3 • You will then be prompted with the log in box below, where you will need to input your OMW Username and Password

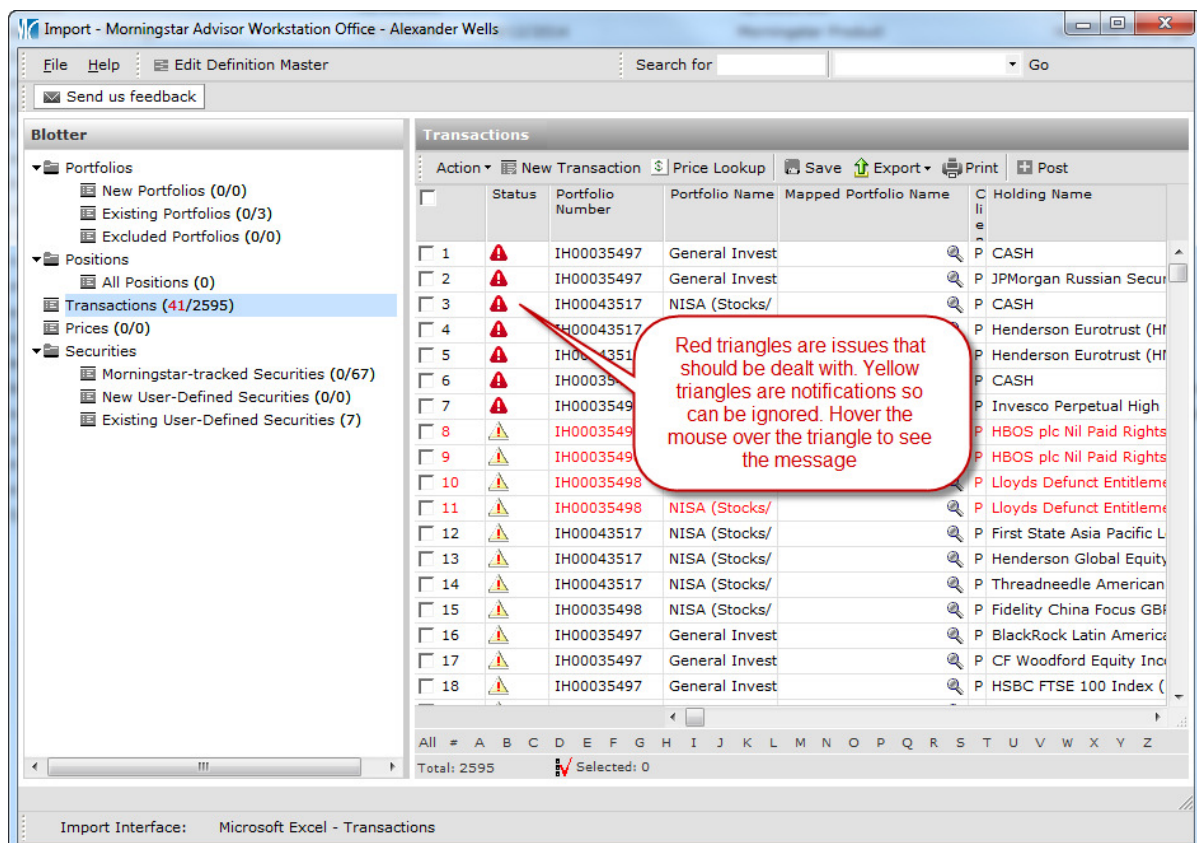


The dialog box is titled "Import - Morningstar Advisor Workstation Office". It contains a message: "We do not save the user's credentials at Morningstar." Below this, there are input fields for "Username" (containing "Adviser1") and "Password" (containing eight dots). There are three checkboxes: "Pension" (checked), "CIV" (checked), and "Bond" (checked). At the bottom are "Help", "OK", and "Cancel" buttons.

4 • Please only tick the types of accounts that are held on your platform (Pension, CIV , Bond), otherwise the import will not work

5 • Click the "OK" button.

6 • This will open the import blotter which gives you the opportunity to review the portfolios, positions prices and securities being imported. Look for items in red and red triangles. Items listed in red text need a security type to be defined in the "Security Type" column. Double click red triangles to choose share class.

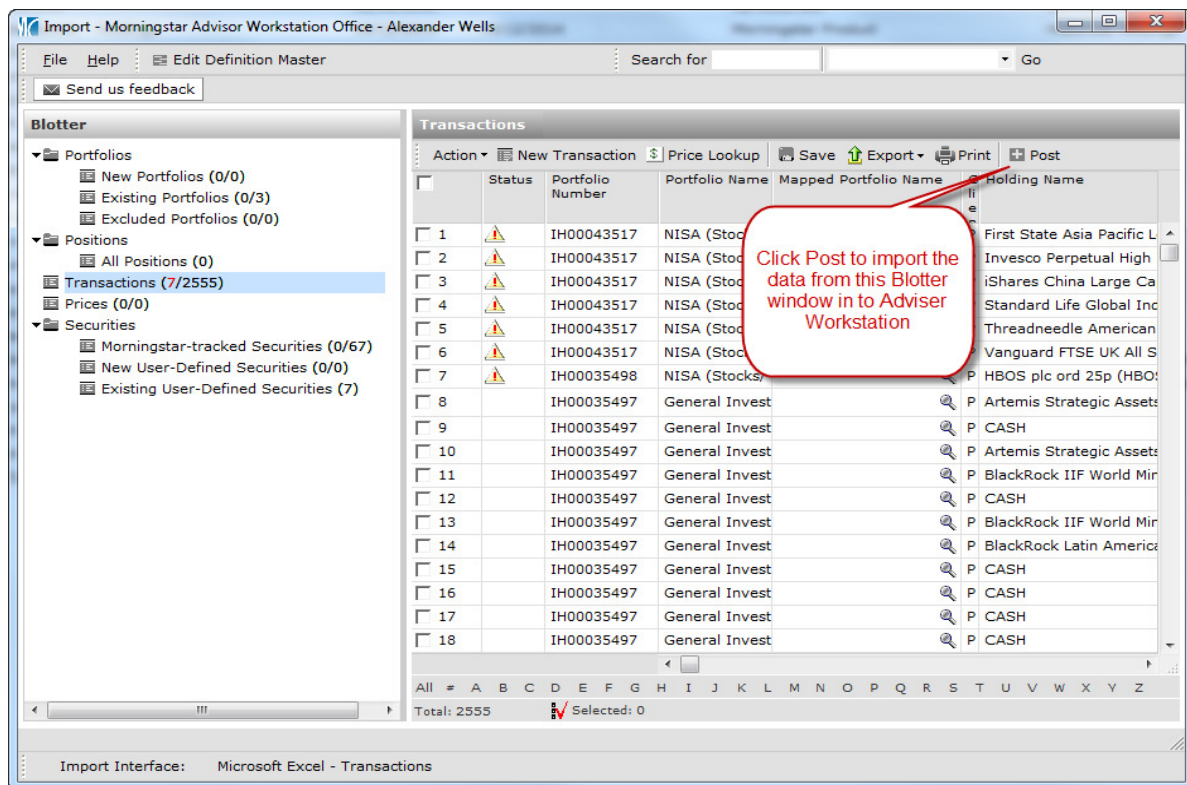


The main window shows the "Import - Morningstar Advisor Workstation Office - Alexander Wells" interface. It has a menu bar (File, Help, Edit Definition Master), a search bar, and a "Send us feedback" button. The left sidebar shows a tree view with "Blotter" expanded, containing "Portfolios", "Positions", "Transactions (41/2595)", "Prices (0/0)", and "Securities". The main area displays a "Transactions" table with columns: Action, Status, Portfolio Number, Portfolio Name, Mapped Portfolio Name, and Holding Name. The table contains 18 rows of data. A red callout box points to the red triangles in the Status column, stating: "Red triangles are issues that should be dealt with. Yellow triangles are notifications so can be ignored. Hover the mouse over the triangle to see the message".

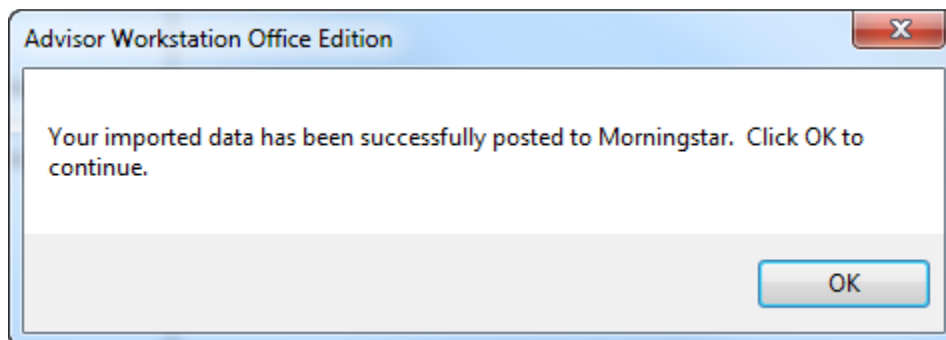
Action	Status	Portfolio Number	Portfolio Name	Mapped Portfolio Name	Holding Name
1	⚠	IH00035497	General Invest		P CASH
2	⚠	IH00035497	General Invest		P JPMorgan Russian Secur
3	⚠	IH00043517	NISA (Stocks/		P CASH
4	⚠	IH00043517	NISA (Stocks/		P Henderson Eurotrust (H
5	⚠	IH00043517	NISA (Stocks/		P Henderson Eurotrust (H
6	⚠	IH00035497	General Invest		P CASH
7	⚠	IH00035497	General Invest		P Invesco Perpetual High
8	⚠	IH00035497	General Invest		P HBOS plc Nil Paid Rights
9	⚠	IH00035497	General Invest		P HBOS plc Nil Paid Rights
10	⚠	IH00035498	NISA (Stocks/		P Lloyds Defunct Entitleme
11	⚠	IH00035498	NISA (Stocks/		P Lloyds Defunct Entitleme
12	⚠	IH00043517	NISA (Stocks/		P First State Asia Pacific L
13	⚠	IH00043517	NISA (Stocks/		P Henderson Global Equity
14	⚠	IH00043517	NISA (Stocks/		P Threadneedle American
15	⚠	IH00035498	NISA (Stocks/		P Fidelity China Focus GB
16	⚠	IH00035497	General Invest		P BlackRock Latin America
17	⚠	IH00035497	General Invest		P CF Woodford Equity Inc
18	⚠	IH00035497	General Invest		P HSBC FTSE 100 Index

Import Interface: Microsoft Excel - Transactions

7 • Once items in red have been addressed, click the “Post” button to finish the import.



8 • Holdings data has now been imported to Adviser Workstation



Close the Import window and go to Client Management to open the new client portfolios.