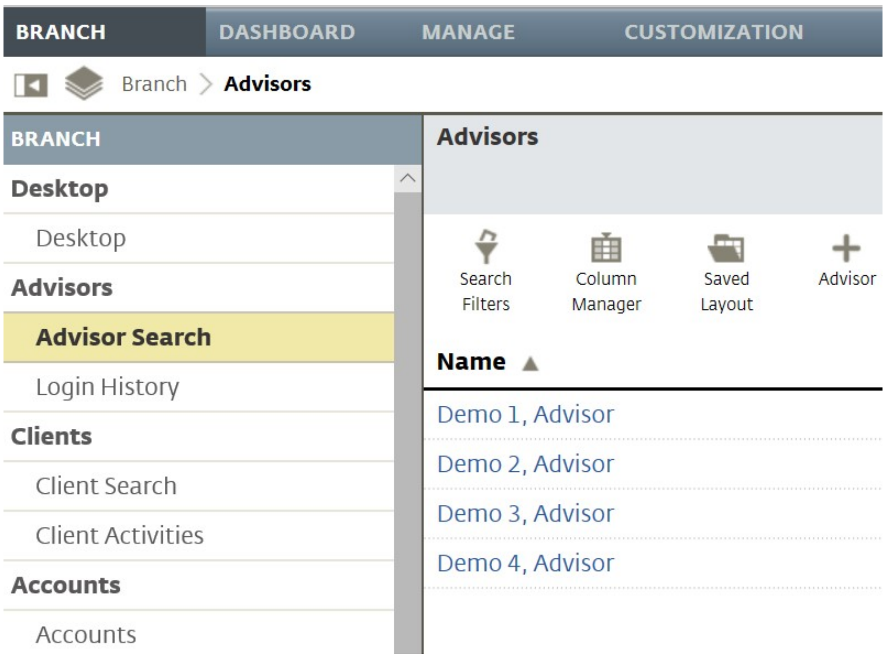
LIBERTYFI

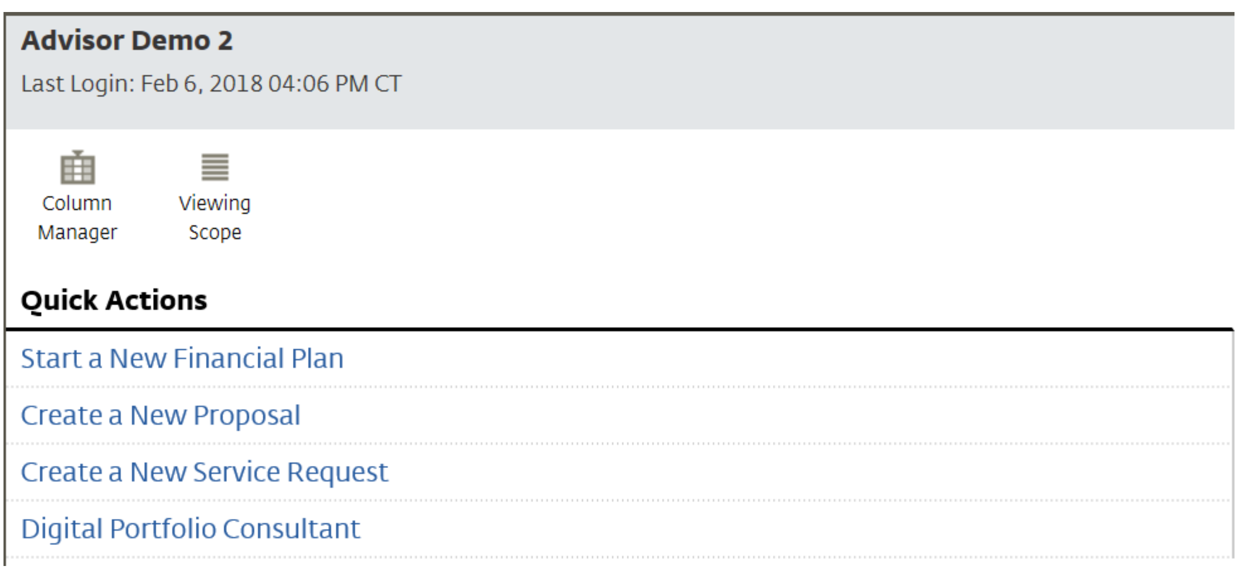
CHEAT SHEET

PROPOSAL GENERATION

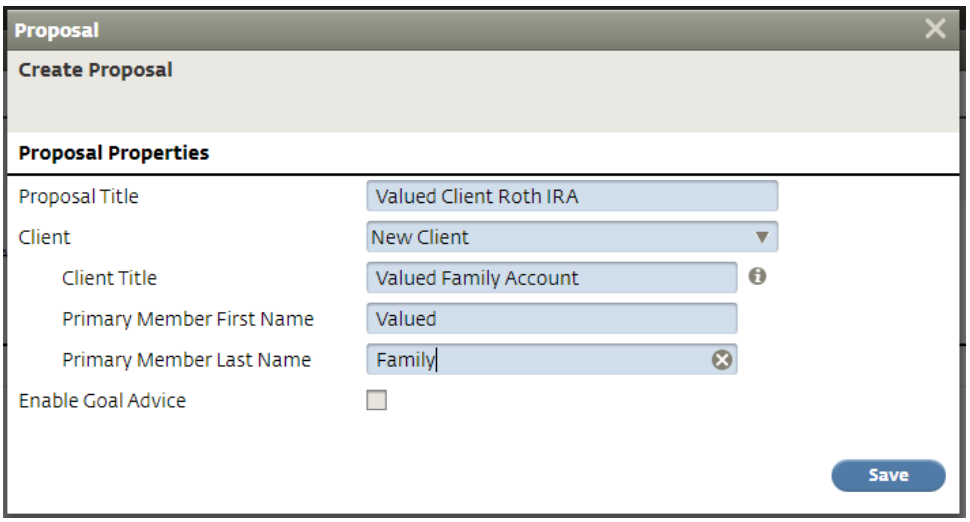
1) Launch into the appropriate Advisor’s Portal via Advisor Search
    - You will see the Advisor’s Name in the top right hand corner if you have done this correctly



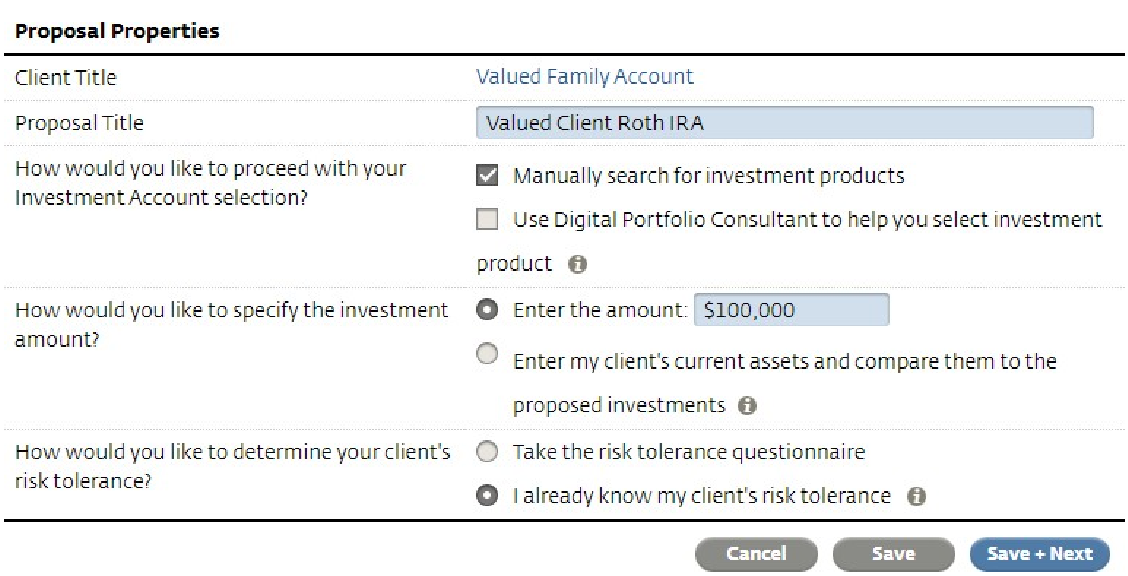
2) Select **Create a New Proposal**



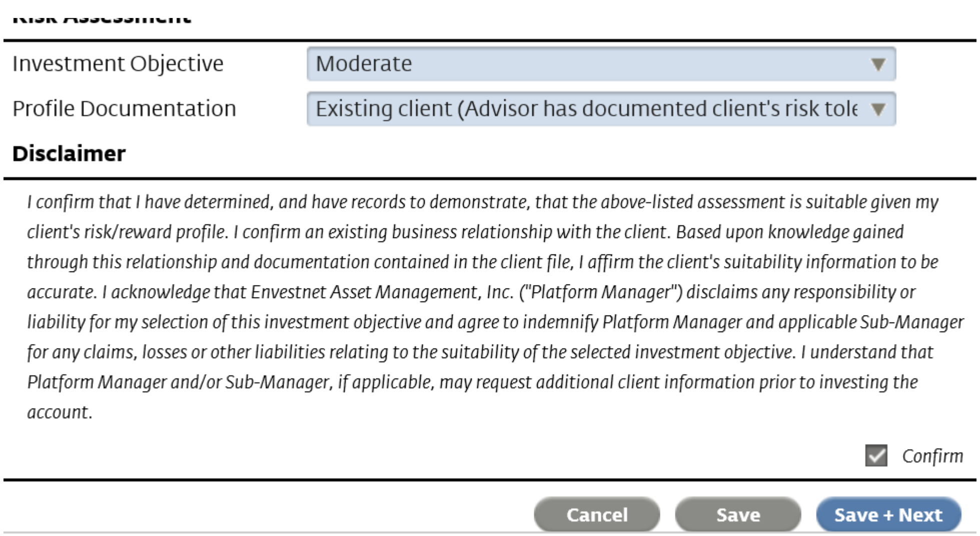
3) Enter Proposal Title
   - Select New Client if this is for a New Account
   - If opening an additional account for an existing client, select Existing Client and search for client name. This will ensure the accounts get householed.
   - Click **Save**



4) Proposal Properties: Enter the Investment Amount and select **I already know my client's risk tolerance**
   - Click **Save + Next**



5) Risk Assessment: Enter Investment Objective & Profile Documentation
   - Check **Confirm**
   - Click **Save + Next**



Investment Objective: Moderate

Profile Documentation: Existing client (Advisor has documented client's risk tole

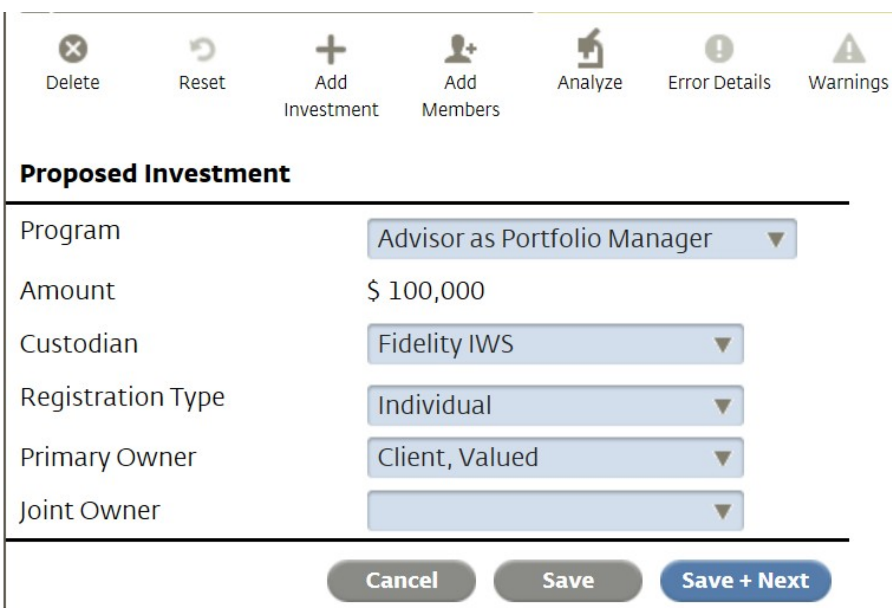
Disclaimer

I confirm that I have determined, and have records to demonstrate, that the above-listed assessment is suitable given my client's risk/reward profile. I confirm an existing business relationship with the client. Based upon knowledge gained through this relationship and documentation contained in the client file, I affirm the client's suitability information to be accurate. I acknowledge that Envestnet Asset Management, Inc. ("Platform Manager") disclaims any responsibility or liability for my selection of this investment objective and agree to indemnify Platform Manager and applicable Sub-Manager for any claims, losses or other liabilities relating to the suitability of the selected investment objective. I understand that Platform Manager and/or Sub-Manager, if applicable, may request additional client information prior to investing the account.

Confirm

Cancel | Save | Save + Next

6) Proposed Investments: Enter the Program, Custodian, & Registration Type
   - Click the icon “Add Members” if it is a joint account
   - Click the icon “Add Investment” if opening up multiple accounts
   - Click **Save + Next**



Delete | Reset | Add Investment | Add Members | Analyze | Error Details | Warnings

Proposed Investment

Program: Advisor as Portfolio Manager

Amount: $ 100,000

Custodian: Fidelity IWS

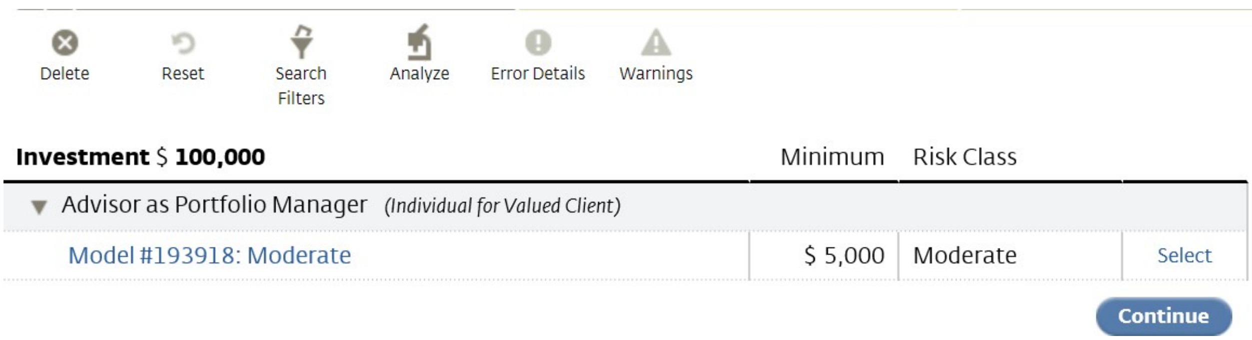
Registration Type: Individual

Primary Owner: Client, Valued

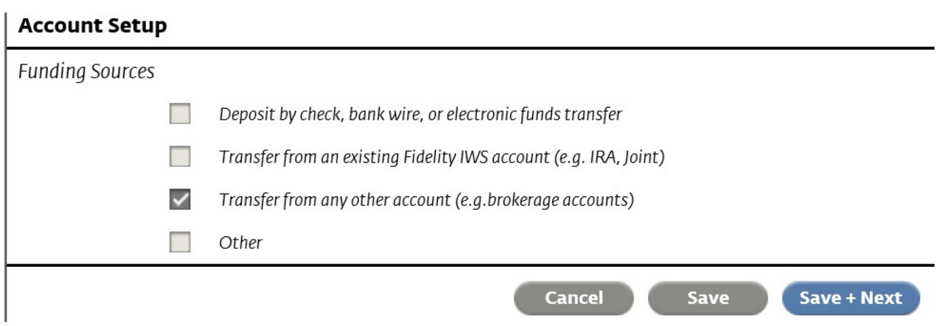
Joint Owner:

Cancel | Save | Save + Next

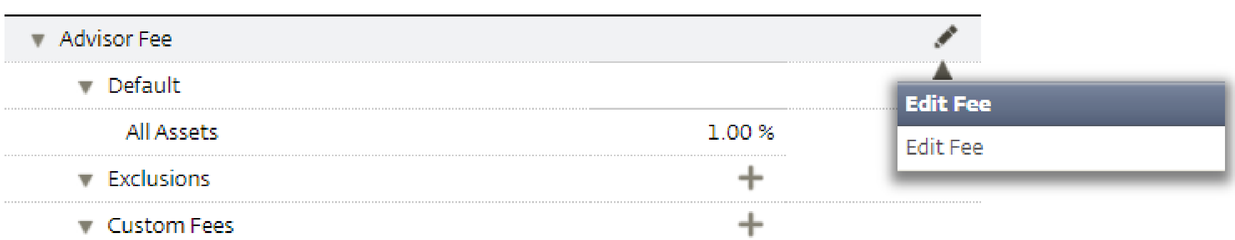
7) Advisor Directed: Click **Select** next to the appropriate portfolio
   - Click the icon "Search Filters" and change to All Risk Classes if the appropriate portfolio is not showing up
   - Click **Continue**



8) Account Setup:
   - Select the appropriate Funding Source
   - Click **Save + Next**

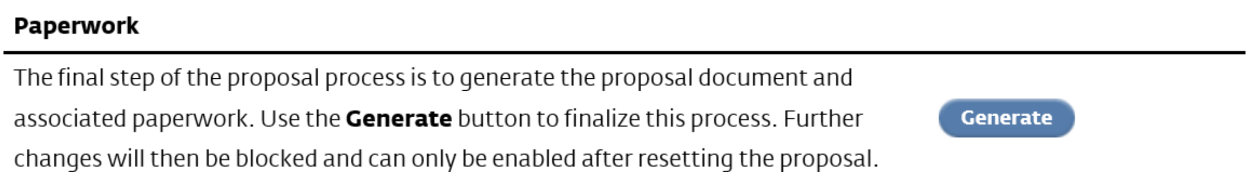


9) Fee's: Enter the ADVISOR FEE
   - Click the "Pencil" icon to edit the fee – enter the correct fee for ALL breakpoints
   - Check **Accept**
   - Click **Save + Next**

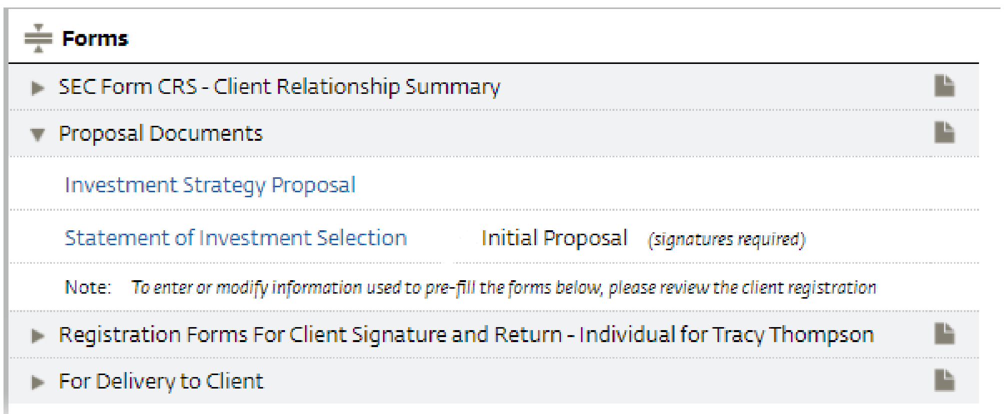


10) Paperwork:

- Click **Generate**

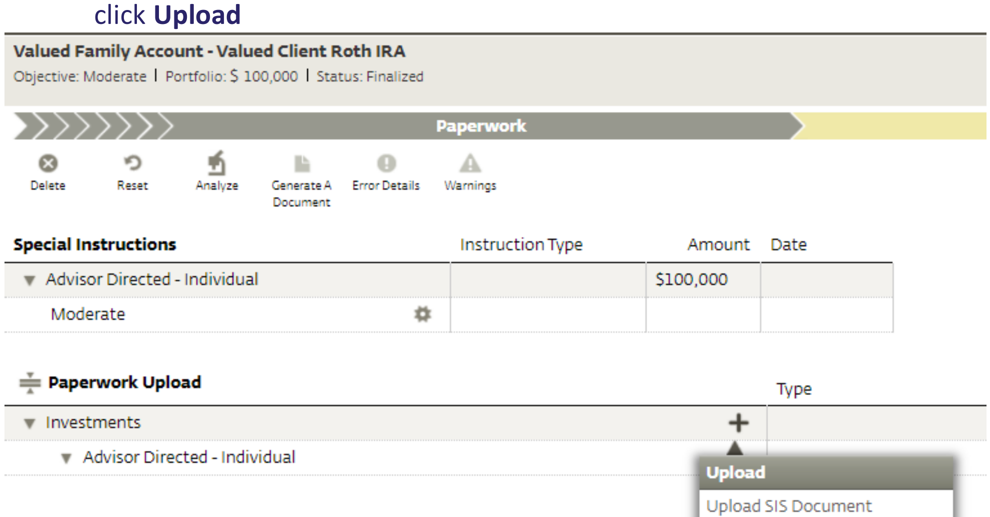


- Select the **Statement of Investment Selection** and obtain necessary signatures

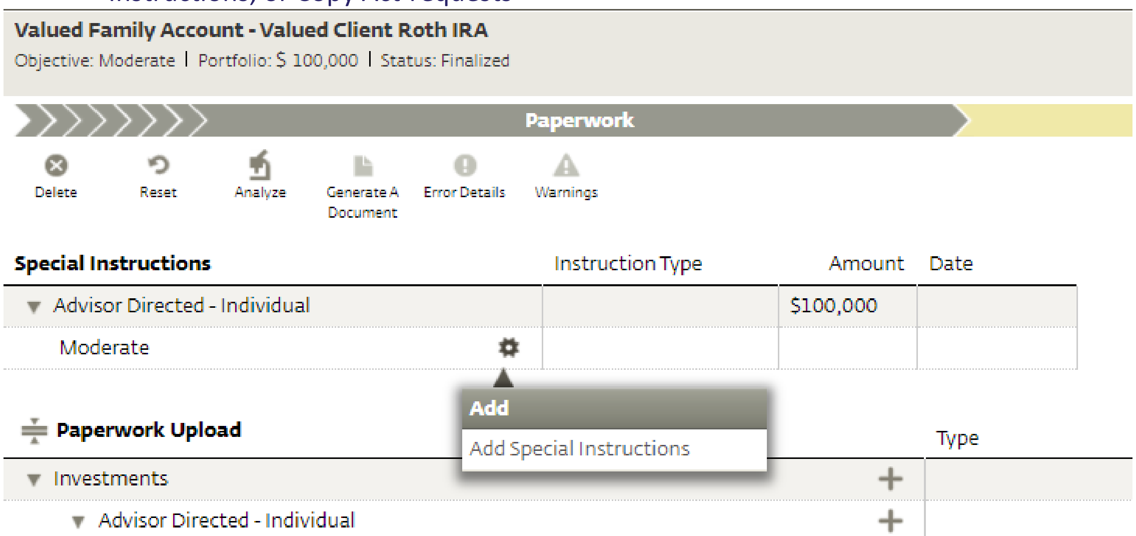


11) Upload SIS, add account number and any special instructions

- Click the '+' to upload SIS
- Select **Document Type**, **Name document**, and **Select File**. Once the document has been selected, click **Upload**



- Click the **gear icon** and **Add Special Instructions**. Select **Add Account Number**, **Existing Account Number**, and **enter** client account number.
- You can also add **Special Instructions**, such as adding Trade Hold, Manager Instructions, or Copy Act requests



12) Once the Account Number has been entered and SIS has been uploaded, **Submit** client proposal for processing