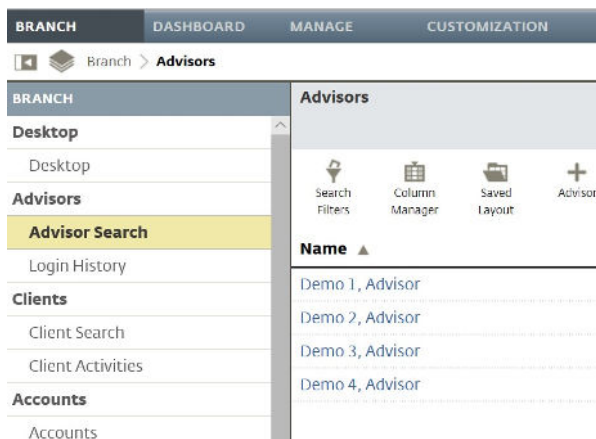


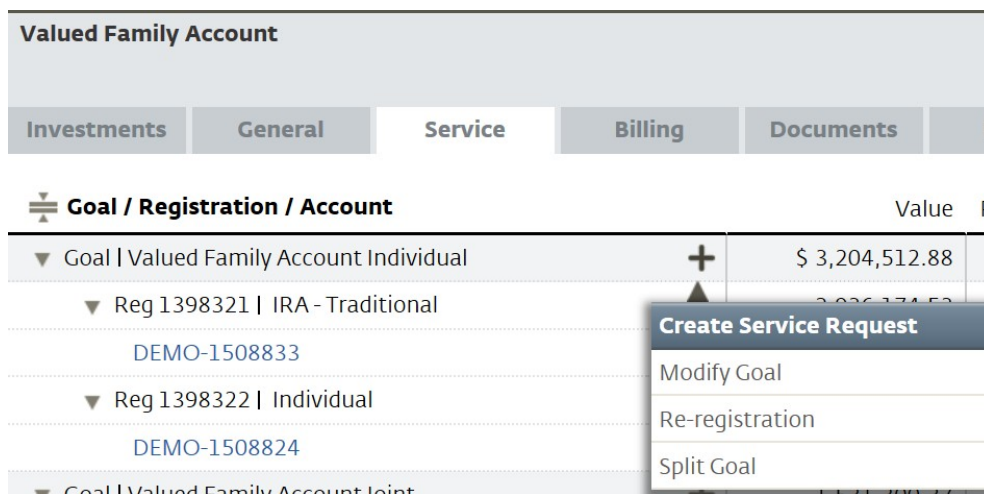
1. Launch into the Advisor's Portal via Advisor Search
 - You will see the Advisor's Name in the top right-hand corner if you have done this correctly.



2. Search for the account that is Changing Programs via quick search or Client Tab

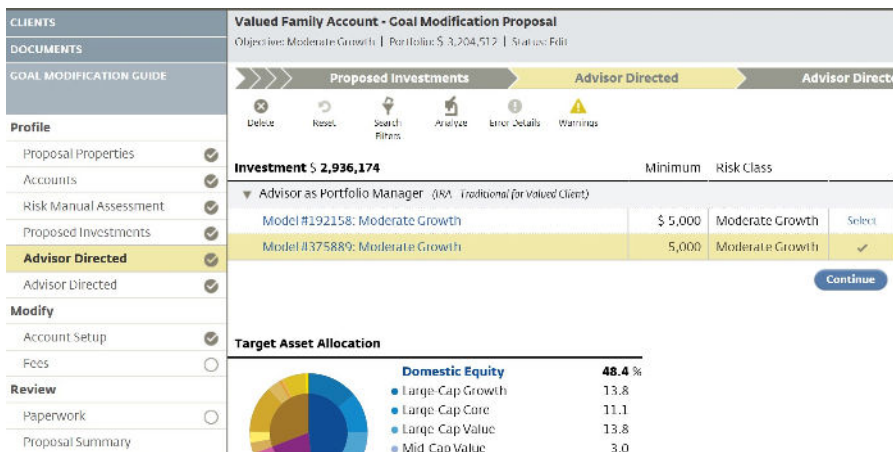


3. Navigate to the **Service Tab**
 - Click the “+” icon at the goal level
 - Select **Modify Goal**



4. The Goal Modification Guide: APM to UMA, SMA, FSP

- Click on the **Proposed Investments** workspace



CLIENTS Valued Family Account - Goal Modification Proposal
Objective: Moderate Growth | Portfolio: \$ 3,204,512 | Status: Edit

DOCUMENTS

GOAL MODIFICATION GUIDE

Proposed Investments Advisor Directed

Investment \$ 2,936,174 Minimum Risk Class

▼ Advisor as Portfolio Manager (IRA - Traditional (for Valued Client))

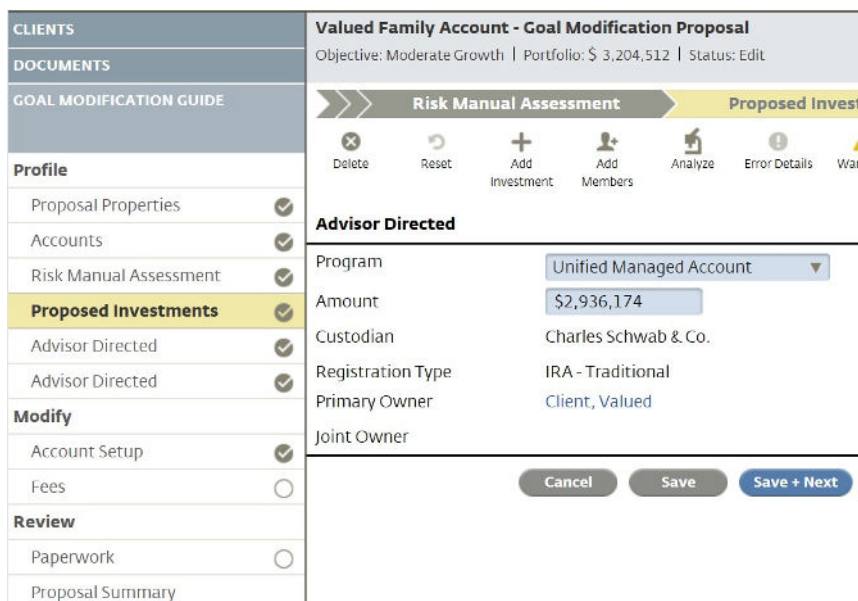
Model	Amount	Risk Class	Select
Model #192158: Moderate Growth	\$ 5,000	Moderate Growth	Select
Model #1375889: Moderate Growth	5,000	Moderate Growth	✓

Target Asset Allocation

Category	Percentage
Domestic Equity	48.4 %
Large Cap Growth	13.8
Large Cap Core	11.1
Large Cap Value	13.8
Mid Cap Value	3.0

5. Proposed Investments:

- Click **Edit**
- Select the **NEW Program** (Existing UMA in this example)
 - Unified Managed Account – if you are choosing an existing UMA Model
 - Build Unified Managed Account – if you are building a Custom UMA
 - Advisor as Portfolio Manager – if you are choosing an existing APM Model
 - Build Advisor as Portfolio Manager – if you are building a Custom APM
 - Separate Accounts – choose if you are just using SMA's
 - FSP Programs – if you are choosing an FSP
 - LibertyFi PMC Foundation – PMC's Foundation Portfolio's
- Click **Save + Next**



CLIENTS Valued Family Account - Goal Modification Proposal
Objective: Moderate Growth | Portfolio: \$ 3,204,512 | Status: Edit

DOCUMENTS

GOAL MODIFICATION GUIDE

Risk Manual Assessment Proposed Invest

Delete Reset Add Investment Add Members Analyze Error Details Warn

Advisor Directed

Program Unified Managed Account

Amount \$2,936,174

Custodian Charles Schwab & Co.

Registration Type IRA - Traditional

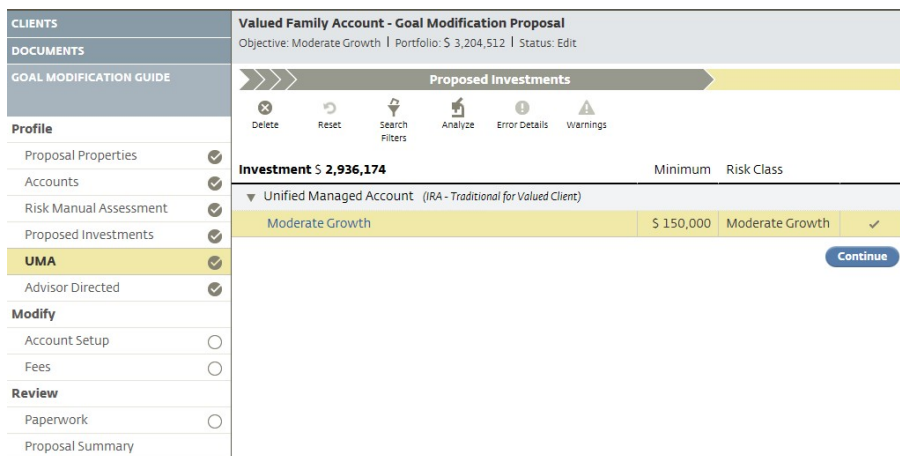
Primary Owner Client, Valued

Joint Owner

Cancel Save Save + Next

6. UMA, SMA, FSP, or APM:

- Existing UMA model - click **Select** by the appropriate UMA model
- New Custom UMA – search for the appropriate Sleeve’s. Can have APM, SMA, & FSP sleeves in the same account.
- SMA: search for the appropriate manager(s).
- FSP: click Select by the appropriate FSP model
- Advisor Directed: select the appropriate APM model
- Click **Continue**



CLIENTS	Valued Family Account - Goal Modification Proposal	
DOCUMENTS	Objective: Moderate Growth Portfolio: \$ 3,204,512 Status: Edit	
GOAL MODIFICATION GUIDE	Proposed investments	
Profile	<div style="display: flex; justify-content: space-between;"> Delete Reset Search Filters Analyze Error Details Warnings </div>	
Proposal Properties	Investment \$ 2,936,174	Minimum Risk Class
Accounts	▼ Unified Managed Account (IRA - Traditional for Valued Client)	
Risk Manual Assessment	Moderate Growth	\$ 150,000 Moderate Growth ✓
Proposed Investments	Continue	
UMA		
Advisor Directed		
Modify		
Account Setup		
Fees		
Review		
Paperwork		
Proposal Summary		

7. Account Setup: Select a Funding Source

- Click **Save + Next**

Account Setup


Funding Sources

- Deposit by check, bank wire, or electronic funds transfer
- Transfer from an existing Charles Schwab & Co. account (e.g. IRA, Joint)
- Transfer from any other account (e.g. brokerage accounts)
- Other

Cancel
Save
Save + Next

8. Fees:

- Review the Fee schedule, click the **“Pencil”** icon to edit if necessary. You now have the option to **Copy from Existing Schedule** to input the advisor fee currently listed on client account.
- Check **Accept**
- Click **Save + Next**

▼ Advisor Fee 	
▼ Default	
All Assets	0.00 %
▼ Exclusions	+
▼ Custom Fees	+

Edit Fee

Edit Fee







Copy from Existing Schedule


9. Paperwork Generation and Upload:


- Click **Generate** and download the **Statement of Investment Selection**
- After necessary signatures have been obtained, you will **Upload SIS Document** on the **Paperwork Upload** tab
- Once SIS has been uploaded, you will **Submit** the request for processing.

Valued Family Account - Goal Modification Proposal
 Objective: Growth | Portfolio: \$ 112,306 | Status: Finalized

Paperwork

 Delete
 Reset
 Analyze
 Generate A Document
 Error Details
 Warnings

Special Instructions	Instruction Type	Amount	Date
▼ FSP - IRA - Roth BlackRock 70/30 Target Allocation ETF Portfolio. 		\$112,306	

 **Paperwork Upload**

Investments	Type
▼ FSP - IRA - Roth	

Upload

Upload SIS Document