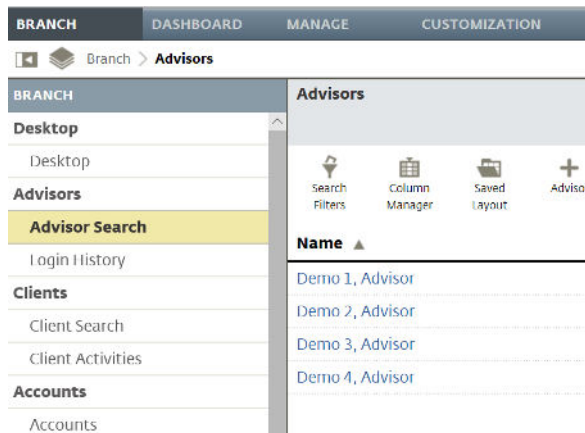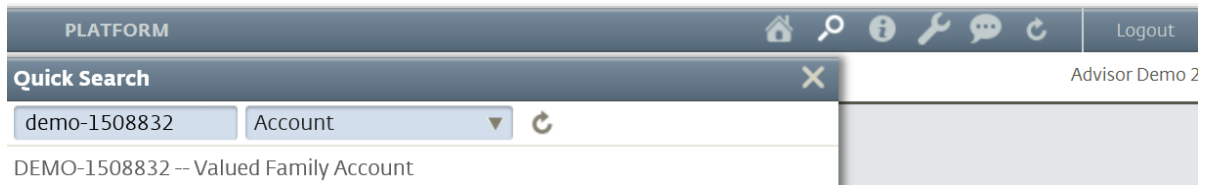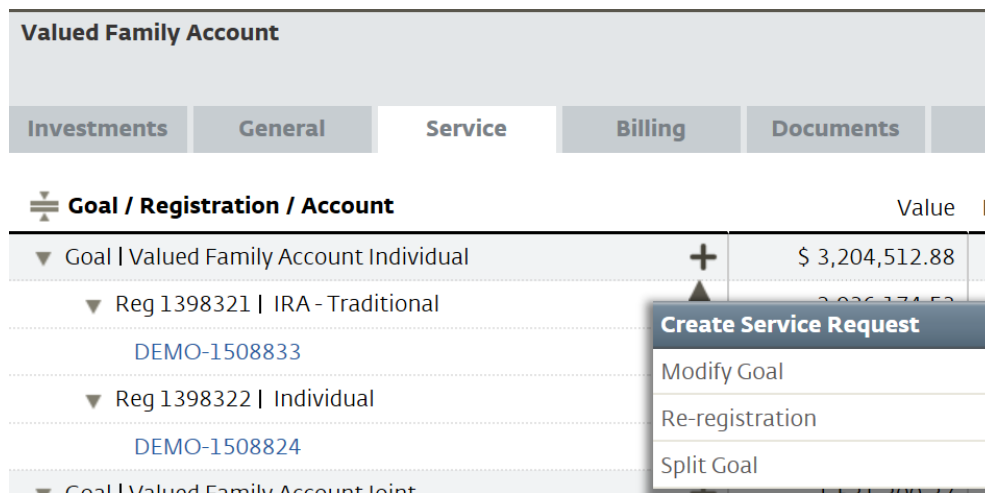1. Launch into the Advisor's Portal via Advisor Search
   - You will see the Advisor's Name in the top right-hand corner if you have done this correctly.



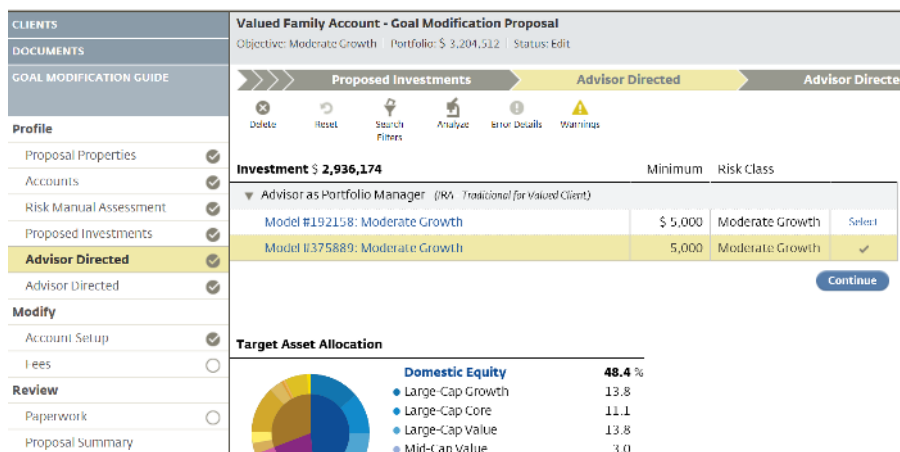2. Search for the account that is Changing Programs via quick search or Client Tab



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



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**

**LIBERTYFI**

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 | |
|---|---|
| DOCUMENTS | |
| GOAL MODIFICATION GUIDE | |

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

**Proposed Investments**

| | | | | | |
|---|---|---|---|---|---|
| Delete | Reset | Search Filters | Analyze | Error Details | Warnings |

| **Profile** | |
|---|---|
| Proposal Properties | ✓ |
| Accounts | ✓ |
| Risk Manual Assessment | ✓ |
| Proposed Investments | ✓ |
| UMA | ✓ |
| Advisor Directed | ✓ |
| **Modify** | |
| Account Setup | ○ |
| Fees | ○ |
| **Review** | |
| Paperwork | ○ |
| Proposal Summary | |

**Investment** $ 2,936,174                  Minimum   Risk Class

▼ Unified Managed Account  *(IRA - Traditional for Valued Client)*

| Moderate Growth | | $ 150,000 | Moderate Growth | ✓ |

Continue

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)
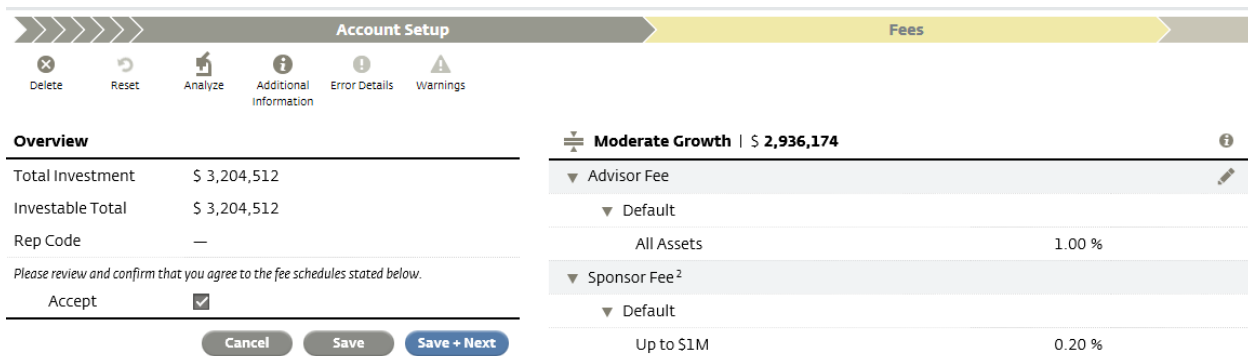
☑ Other

Cancel    Save    Save + Next

8. <u>Fees:</u>
   - Review the Fee schedule, click the **"Pencil"** icon to edit if necessary
   - Check **Accept**
   - Click **Save + Next**



9. <u>Paperwork</u>:
   - Click **Generate**
   - Click **Submit Request**
   - The new SIS needs to be signed and returned to paperwork@LibertyFi.com