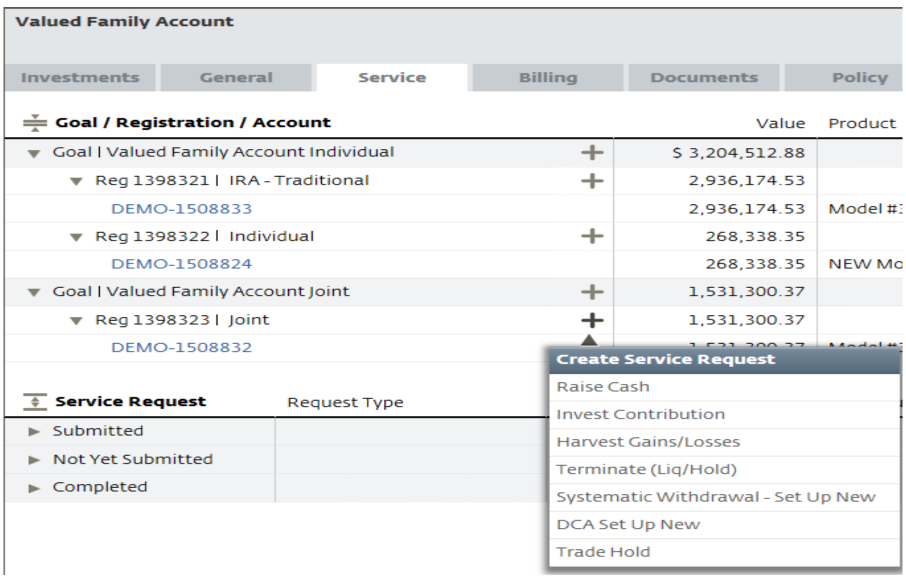
CHEAT SHEET

Invest Contribution - UMA SMA FSP

***UMA CONTRIBUTIONS WILL AUTOMATICALLY INVEST THE NEW MONEY IF IT INCREASES THE CASH DRIFT (%) BY 2%. You will also complete this SR if you DO NOT want the contribution invested (see step 4)

1. Search for the account via quick search or Client Tab

2. Navigate to the **Service Tab**
   - Click the **"+"** icon next to the registration type
   - Select **Invest Contribution**



3. <u>Properties</u>: Enter **Amount** and select **Invest Contribution Option**
   - Use Existing Cash to Invest (most common) – cash is already in the account and you want to invest it
   - Deposit Cash to Invest – enter the SR before the cash is deposited
   - Deposit Cash to Increase Protected Cash – select if you DO NOT want the cash invested
   - Deposit Cash to Invest and Increase Protected Cash – select to invest cash and protect cash
   - Click **Save + Next**

Invest Contribution - UMA SMA FSP

Invest Contribution | SR# 1265187 |
Valued Family Account - Reg 1398323 - Joint

Properties | Trade Values

Delete An Element | Additional Information

Properties

SR #	**1265187**
Owner	Valued Client , Demo Family Member-2
Amount	5000
Invest Contribution Option	Use Existing Cash to Invest

Cancel | Save | Save + Next

4. Options:
   - Review, then Click **Continue**

Properties | Options | Review & Subm

Delete An Element | Additional Information

Account	Cash Change	Cash	Value	Prot. Cash	Product
DEMO-1508832	$ -5,000.00	$ 38,765.59	$ 1,531,300.37	$ 0.00	Model #357003: Moderate
Totals	5,000.00	38,765.59	1,531,300.37	0.00	

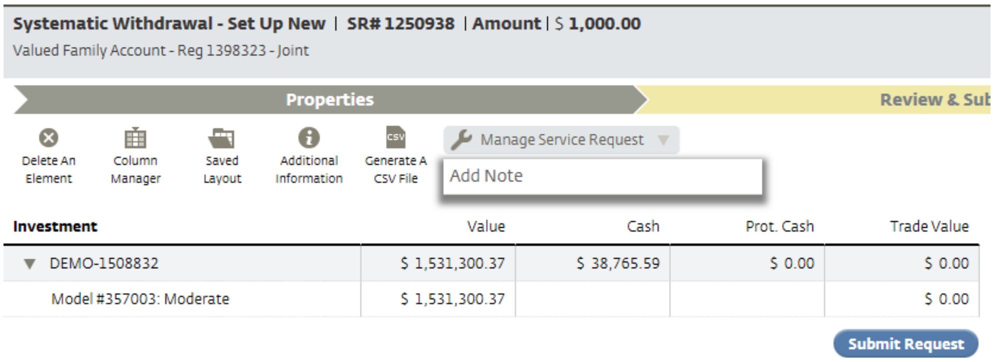
Edit | Continue

5. Review & Submit:
   - Review, then click **Submit Request**

Investment	Value	Cash	Prot. Cash	Cash Change
▼ DEMO-1508832	$ 1,531,300.37	$ 38,765.59	$ 0.00	$ -5,000.00
Model #357003: Moderate	$ 1,531,300.37			

Submit Request

- Trading Method:
  - Trade Across Registration (recommended) – Based on the registration's goal (target allocation), the system will raise cash to bring accounts closer to target
  - Add a Note (if necessary) to the Service Request via **Manage Service Request** dropdown
  - Click **Submit Request**



- Trade Exact Amounts per Accounts – Based on the registration's goal (target allocation), the system will suggest trades. You may over ride the suggested amounts if there are multiple investments. Enter the specific dollar amounts to be invested in each product by filling in the Trade Value boxes via the **Edit** option. If you do not have discretion to update the trade values, then continue below.
- Add a Note (if necessary) to the Service Request via **Manage Service Request** dropdown
- Click **Continue,** then **Submit Request**