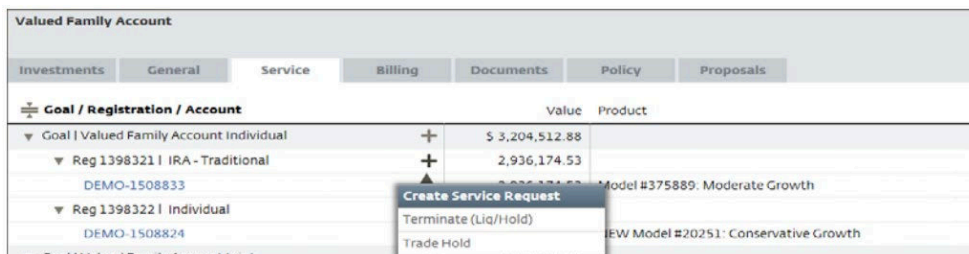
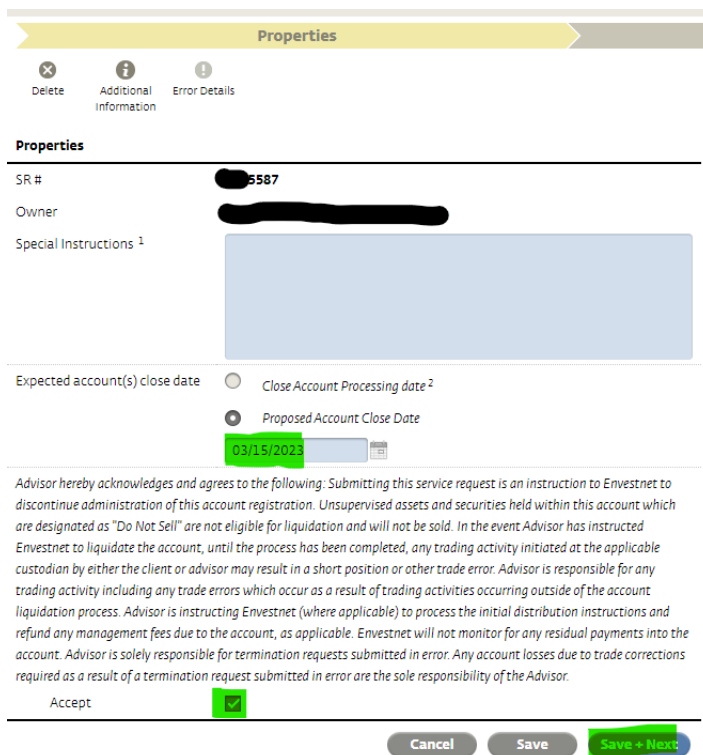


Terminating accounts must be closed on both Envestnet and at the Custodian
Client Refunds are determined by the Termination Date entered on Envestnet

1. Navigate to the client's **Service Tab**
 - a. Click the “+” icon next to the terminating account
 - b. Select **Terminate(Liq/Hold)**



2. Properties:
 - a. Select the **Termination Date**. This will be used for termination/refund bill
 - i. Should be date of death for deceased clients
 - b. Check **Accept**
 - c. Click **Save + Next**



Advisor hereby acknowledges and agrees to the following: Submitting this service request is an instruction to Envestnet to discontinue administration of this account registration. Unsupervised assets and securities held within this account which are designated as "Do Not Sell" are not eligible for liquidation and will not be sold. In the event Advisor has instructed Envestnet to liquidate the account, until the process has been completed, any trading activity initiated at the applicable custodian by either the client or advisor may result in a short position or other trade error. Advisor is responsible for any trading activity including any trade errors which occur as a result of trading activities occurring outside of the account liquidation process. Advisor is instructing Envestnet (where applicable) to process the initial distribution instructions and refund any management fees due to the account, as applicable. Envestnet will not monitor for any residual payments into the account. Advisor is solely responsible for termination requests submitted in error. Any account losses due to trade corrections required as a result of a termination request submitted in error are the sole responsibility of the Advisor.

3. Options (Liquidation):

- None – assets will remain in kind
- Full – all assets will be liquidated
 - APM Acct Liquidations (if needed) must occur prior to the Terminate SR
- Partial – choose which assets to be liquidated
- Click **Save + Next**

Terminate (Liq/Hold) | SR# 1244680
Valued Family Account - Reg 1398323 - Joint

Properties

Options

Delete An Element

Additional Information

Account	Liquidation Option	Details	Actual %	Target %	Actual	Target	Product
DEMO-1508832	<div>None</div> <div>Full</div> <div>Partial</div>	Select Securities	100 %	100 %	\$ 1,531,300.37	\$ 1,531,300.37	Model #357003: Moderate

Cancel

Save

Save + Next

4. Review & Submit:

- Be sure to review all information that has been entered so far. If a Partial Liquidation was chosen, select the Review Securities link to double check the positions that will be liquidated. Once all the information looks correct, click the **“Submit Request”** button

Properties

Options

Review & Submit

Delete An Element

Column Manager

Saved Layout

Additional Information

Generate A CSV File

Manage Service Request

Investment	Liquidation Option	Details	Actual %	Target %	Actual	Target	Style
▼ DEMO-1508832	None		100 %	100 %	\$ 1,531,300.37	\$ 1,531,300.37	
Model #357003: Moderate			100	100	1,531,300.37	1,531,300.37	Asset Allocated

Submit Request

ProTips:

- For APM accounts, if you want to liquidate on Envestnet, trades must be submitted and completed before generating the terminate account service request. Once complete, select “none” as the liquidation option in step 3 above.
- Reporting Only Accounts: enter a close date on the account’s General Tab