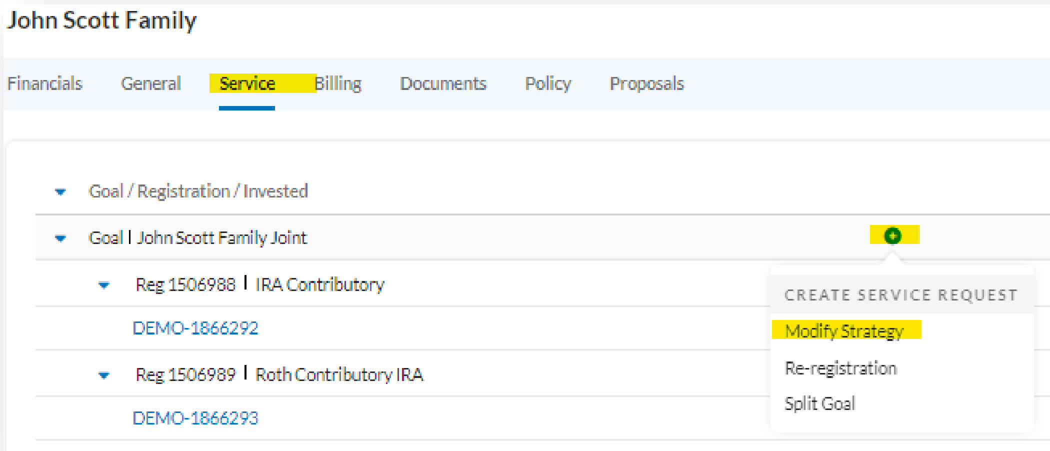
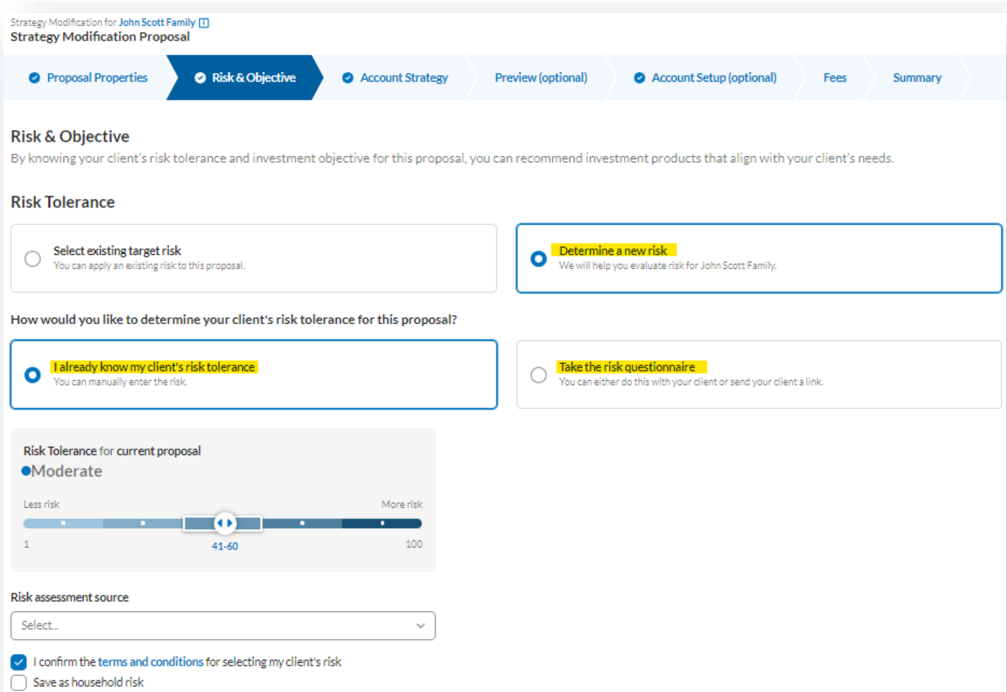
When updating the program or risk for a client, you will submit a Strategy Modification. Below are the steps to follow:

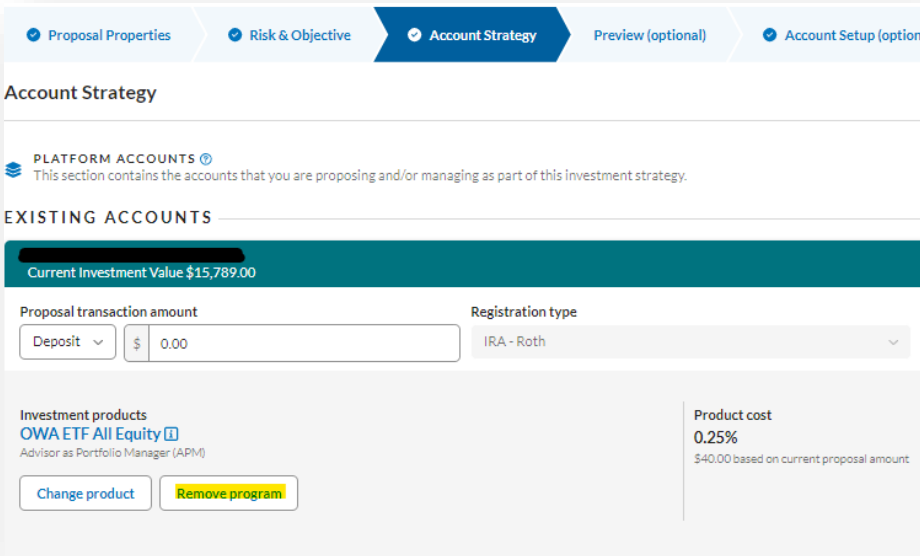
1. Access the Service tab of client household
    a. Note: must be launched in 'advisor role' to begin this process



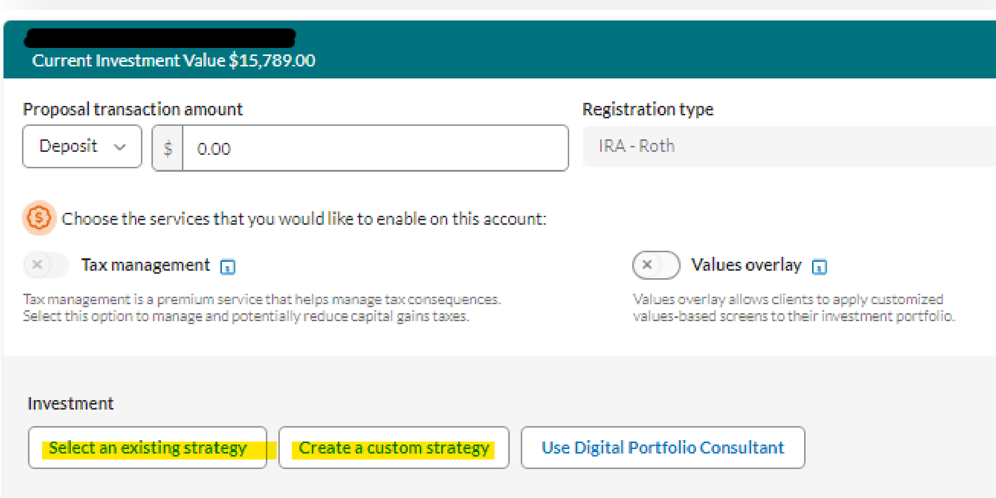
2. The proposal will open and have the current account setup information populated. Click back to the tabs that need to be updated.
3. To update Risk, access the Risk&Objective tab and click Determine a new risk.
    a. If you already know what to update select I already now my client's risk tolerance use the sliding bar
    b. If client is taking a new risk questionnaire, you have the option to take the questionnaire, sending to client portal or downloading blank copy to complete



4. On the Account Strategy tab, locate the account to be updated and click Remove Program

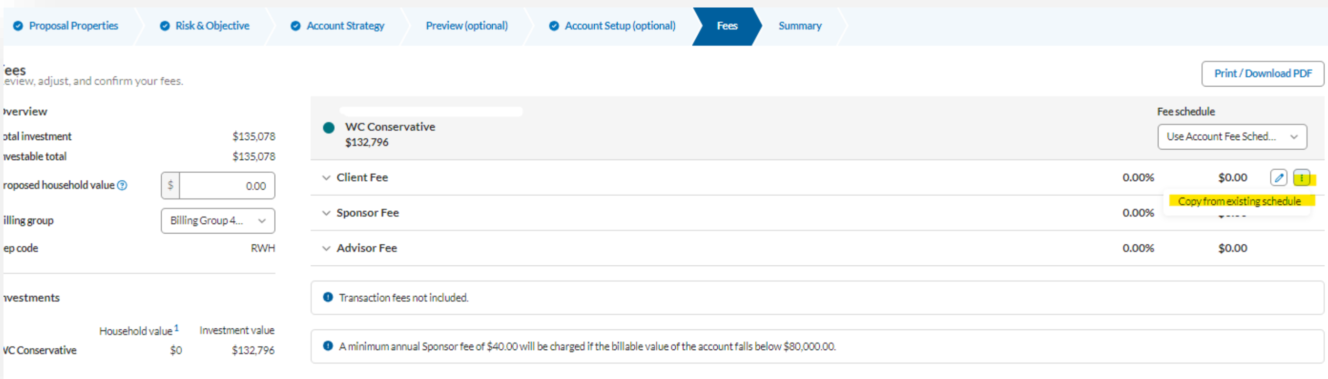


5. You will be given the option to Select an Existing Strategy or Create a Custom Strategy

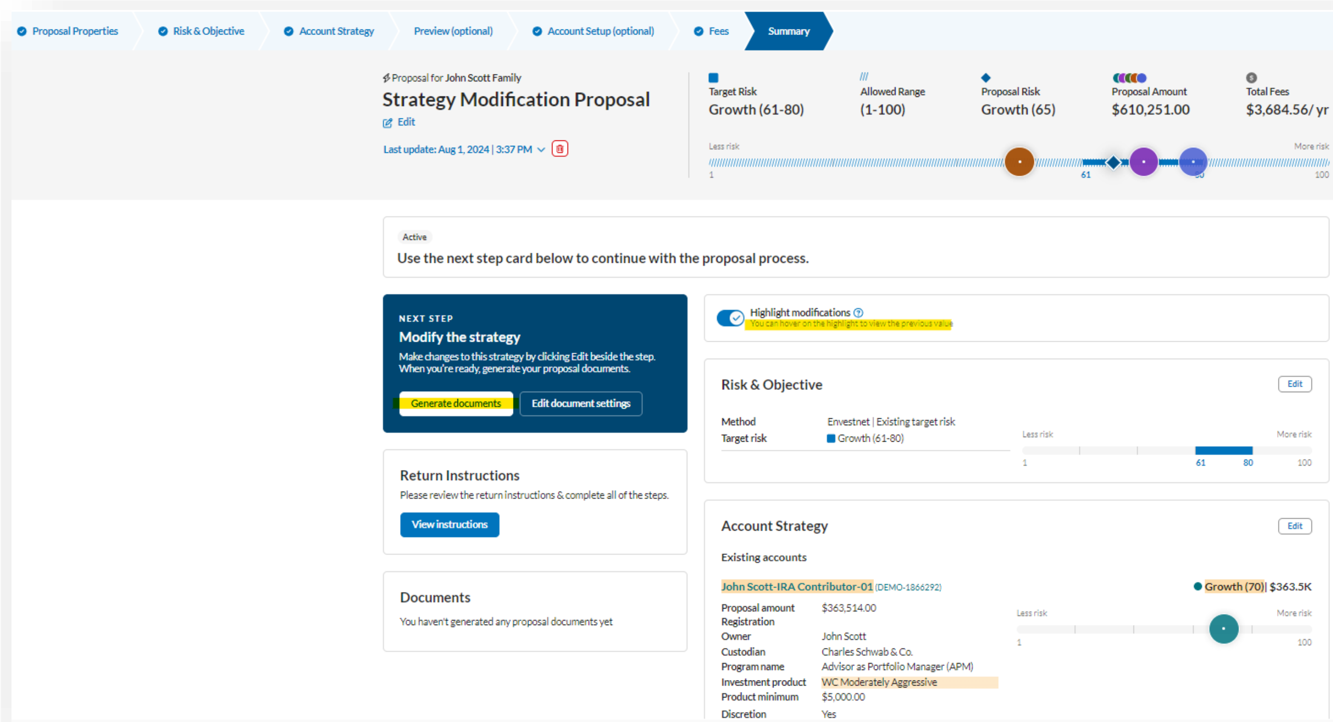


Strategy Modification

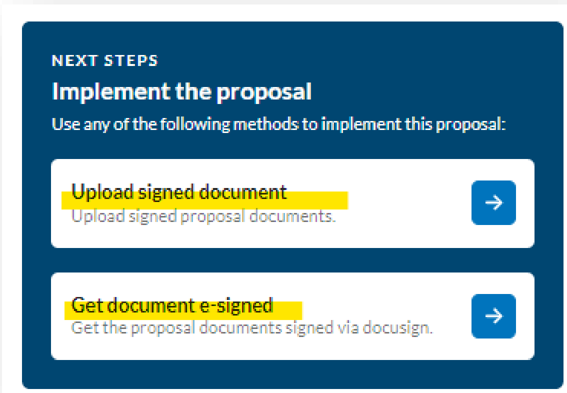
6. On the fees tab, locate the account(s) that were updated and click the triple dog icon to ‘Copy from Existing Schedule’.



7. The summary tab will highlight the updates made within the proposal. Once you confirm all necessary changes have been made, click Generate Documents



8. You will be given the option to Upload Signed Document or Get Document e-signed. If you click the Upload option, you will download the SIS and upload signed copy. If you select to get document e-signed, a DocuSign envelope will be sent to the advisor to sign.



9. If you downloaded the SIS, once signed, you will upload it into the drop box and then click Submit for Processing. This is what turns the proposal over to Envestnet to link accounts and begin investment.
   a. Note: Special Instructions such as account number or Trade Hold can be added at the bottom of the upload box if this data was not entered on the Account Setup tab