

This user guide will demonstrate how to add connected and manual accounts.

Adding Connected Accounts

Establishing connections to your personal banking institutions will allow your account information to be updated automatically. If you do not have an online login to an institution, you can enter your account holdings manually.

1. From your Home page, click Add Account.

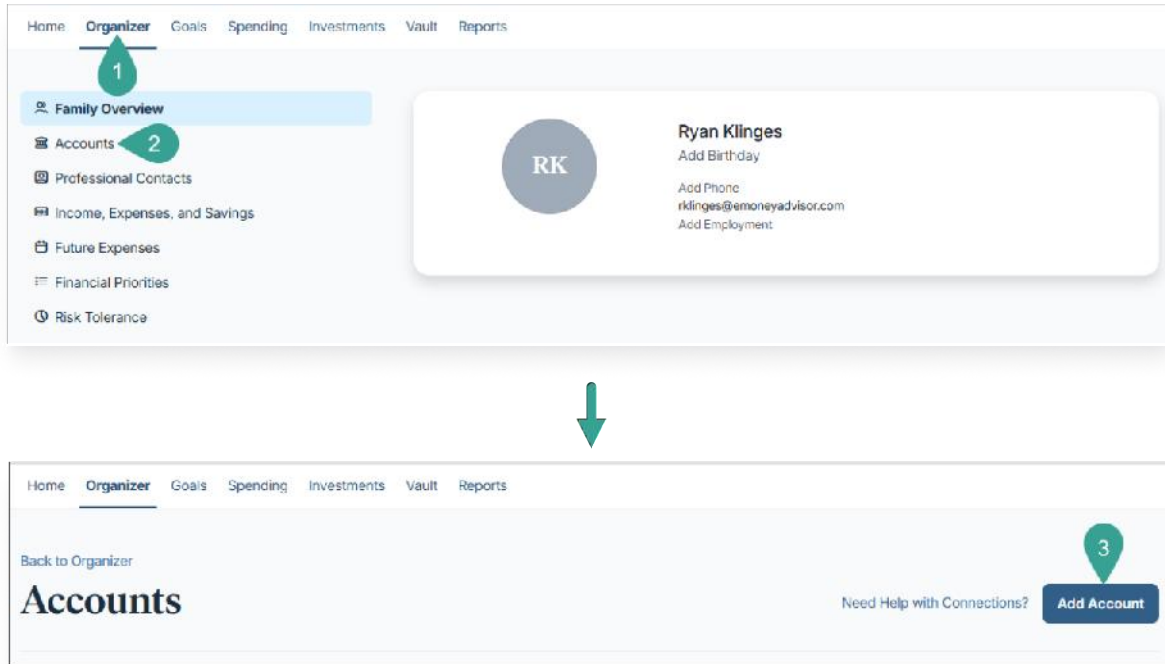
The screenshot displays the Home page of a Personal Financial Website for a user named Ryan Klinges. The page features a navigation bar with links to Home, Organizer, Goals, Spending, Investments, Vault, and Reports. Below the navigation bar, a 'Welcome' message is followed by the user's name, 'Ryan Klinges', and a 'Customize' button. The main content area is divided into several sections:

- Attention Needed:** A card indicating a login issue with eMoney National Bank, with a 'Repair' button and a timestamp of '22 days ago'.
- Net Worth:** A card showing a net worth of \$102,665,809 as of today, with a monthly change of \$102.6M.
- Investments:** A card showing investments of \$103,020,837 as of today.
- Accounts:** A section with a 'View All' link and an 'Add Account' button. Below this is a list of account categories with their respective balances: Cash (\$84,188), Credit Cards (-\$3,643), Taxable (\$101,593,530), Tax Advantaged (\$107,134), Life Ins Cash Values (\$16,500), Loans (-\$326,385), and Property (\$0).
- My Goals:** A section with a 'View All' link, featuring a 'Retirement' goal for the years 2040 - 2065, with a 'Projected Funding' bar.
- Spending:** A section with a 'View All' link, showing a summary of spending: Income (\$0), Expenses (-\$80), and Net (-\$80).

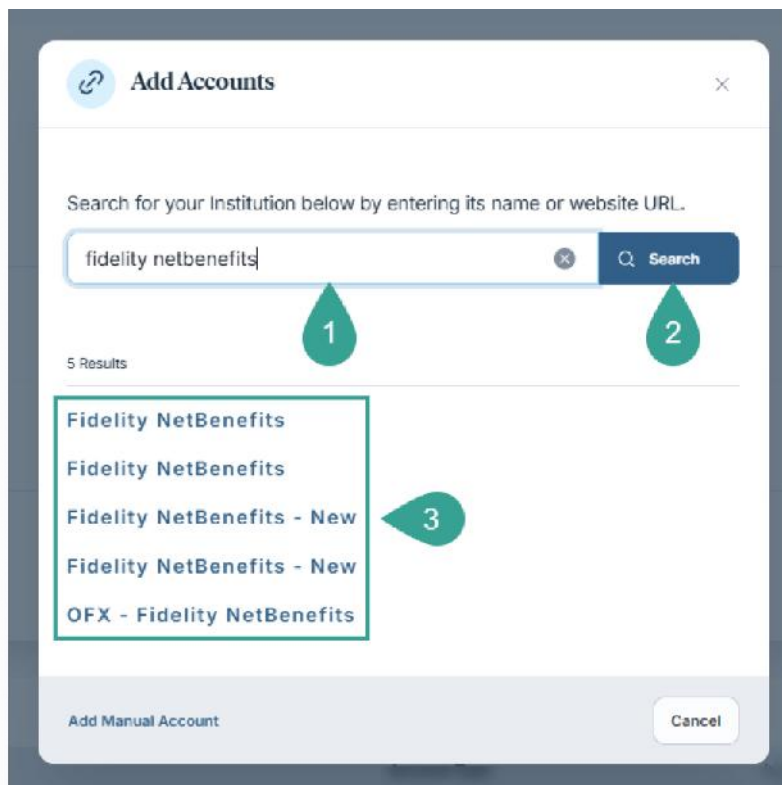
A green arrow points to the 'Add Account' button in the Accounts section.

Add Accounts

You can also click Organizer in the menu, click Accounts, and click Add Accounts.

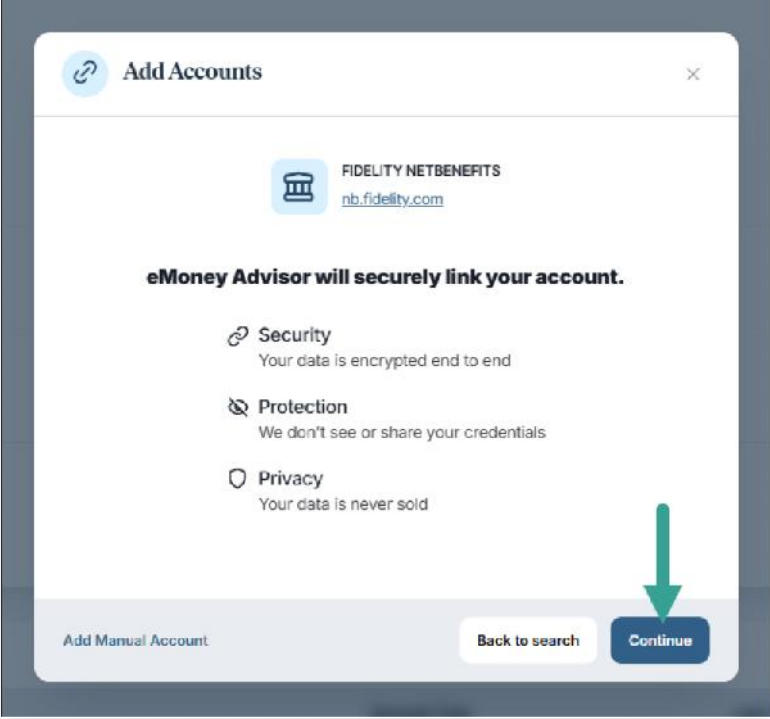


2. Enter the institution name and click Search. Then, select the correct institution name from the list. The manual entry option is explained in the next section.



Add Accounts

3. Click Continue to authorize data linking.



Add Accounts

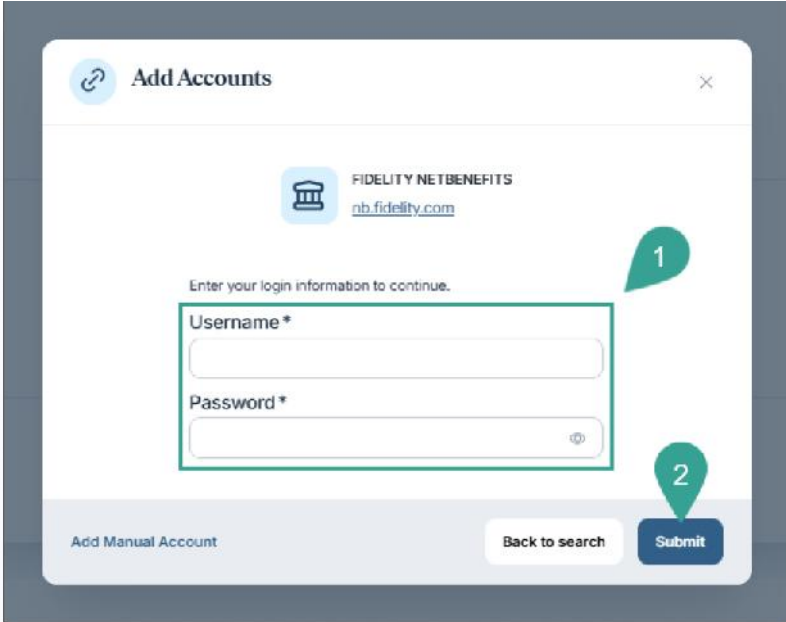
FIDELITY NETBENEFITS
nb.fidelity.com

eMoney Advisor will securely link your account.

- Security**
Your data is encrypted end to end
- Protection**
We don't see or share your credentials
- Privacy**
Your data is never sold

[Add Manual Account](#) [Back to search](#) [Continue](#)

4. Enter your login credentials for this institution and click Submit.



Add Accounts

FIDELITY NETBENEFITS
nb.fidelity.com

Enter your login information to continue.

Username*

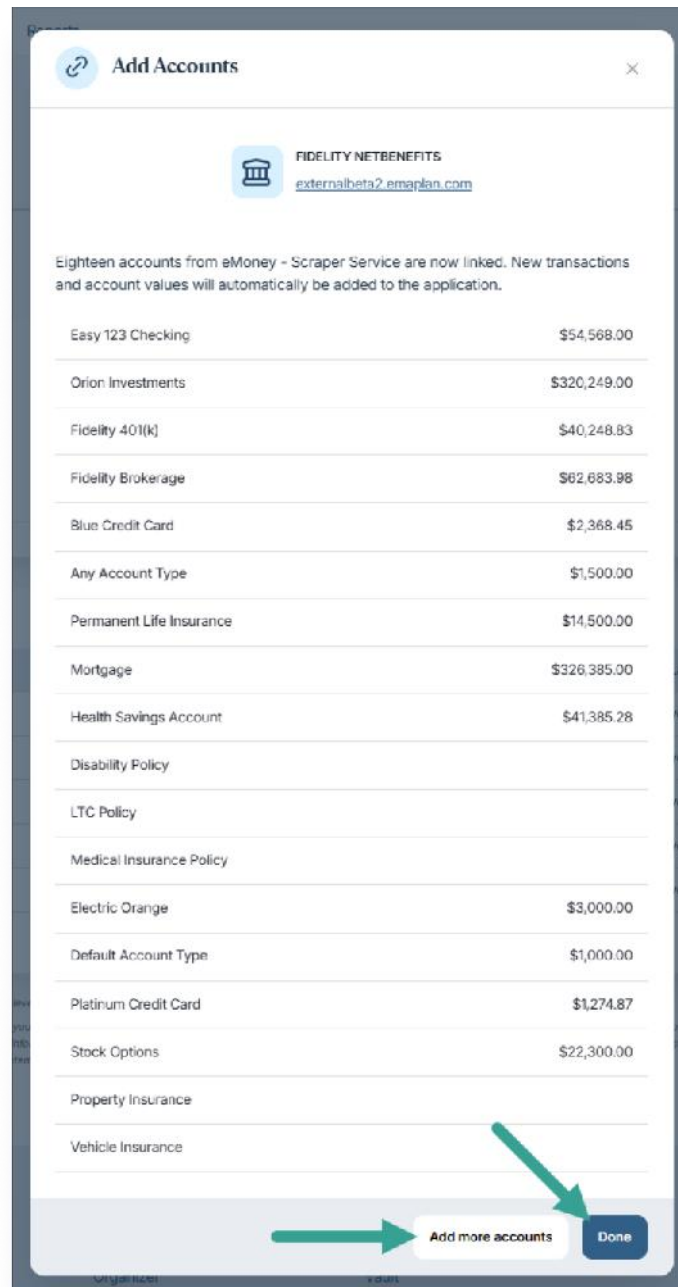
Password*

[Add Manual Account](#) [Back to search](#) [Submit](#)

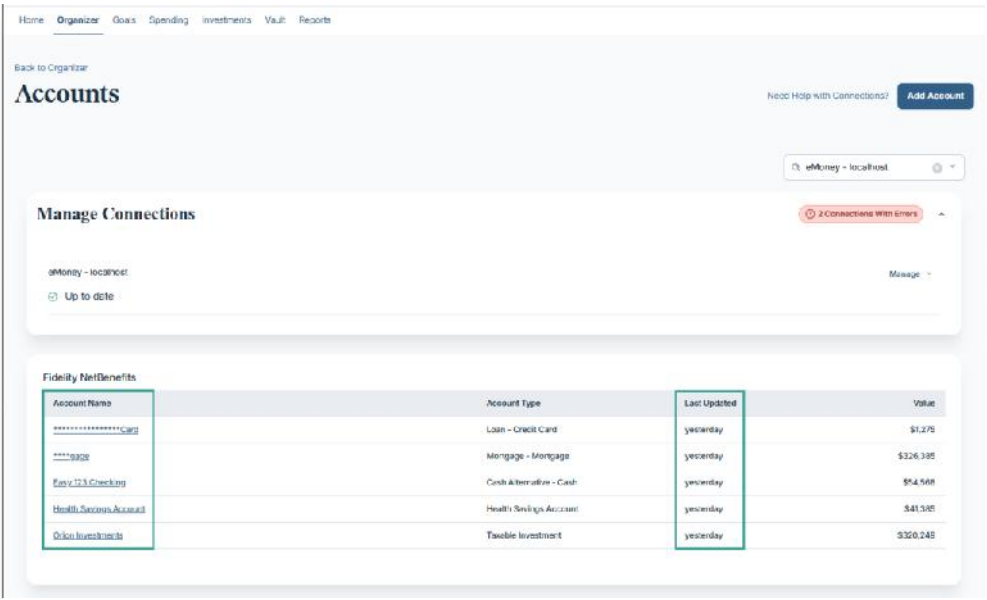
If there is an issue connecting to your accounts, you will receive a status message describing the problem, and you can click on the message to learn how to fix it.

Add Accounts

5. Once your credentials have been verified, you can review the accounts brought over through the connection. Click Done to return to an overview of all accounts you have entered in your portal. You can also select to Add more accounts.



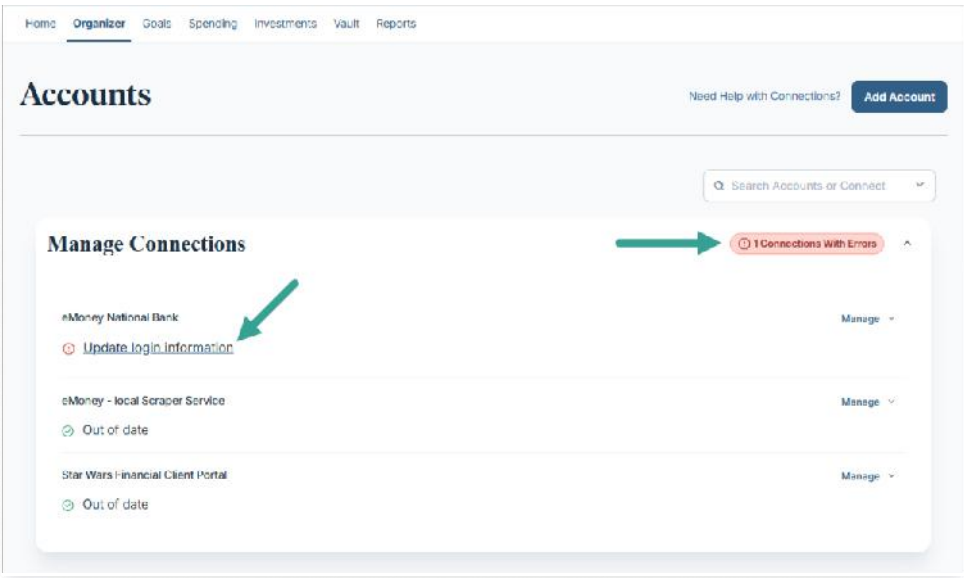
6. On the Accounts page, you can easily see when your accounts with an institution last updated or if any accounts are in an error state.



Connection Management

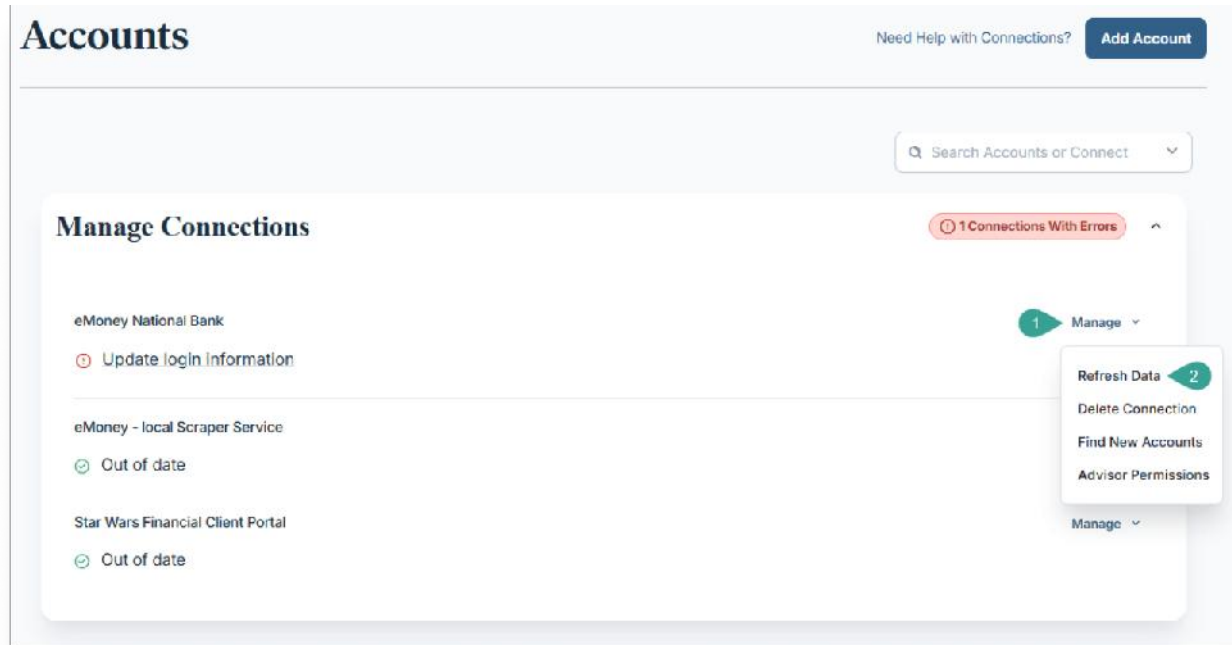
The Manage Connections section displays each attempted Connection institution and lets you take key actions. Each connection you establish will require maintenance. For example, if you updated your password at the institution, you would need to update the credentials on the connection in your portal.

1. Errors you may be able to repair will appear first in the list with their name as a link that you can click to fix the issue.

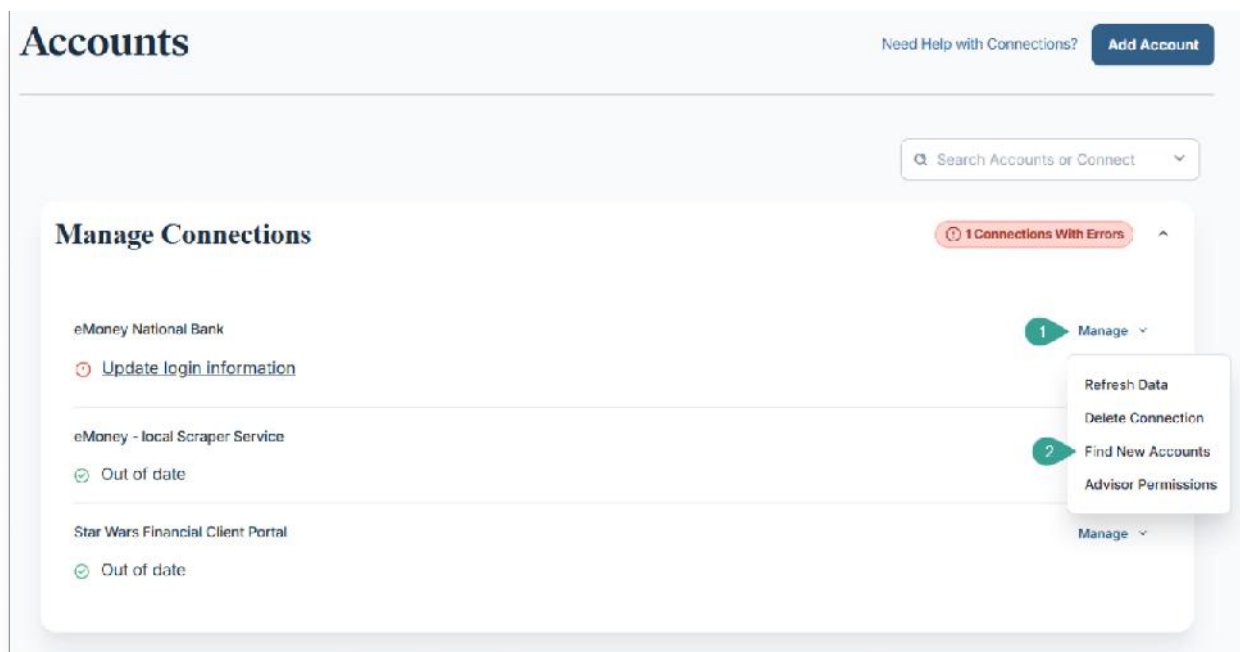


Add Accounts

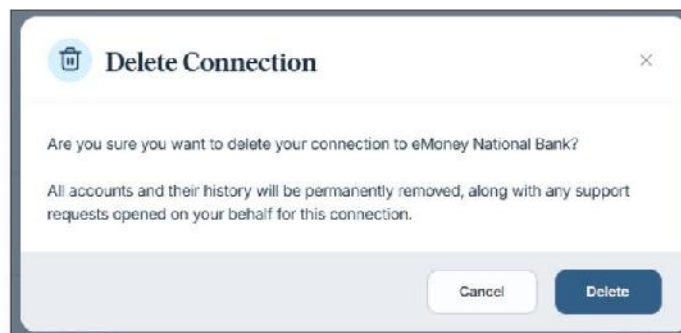
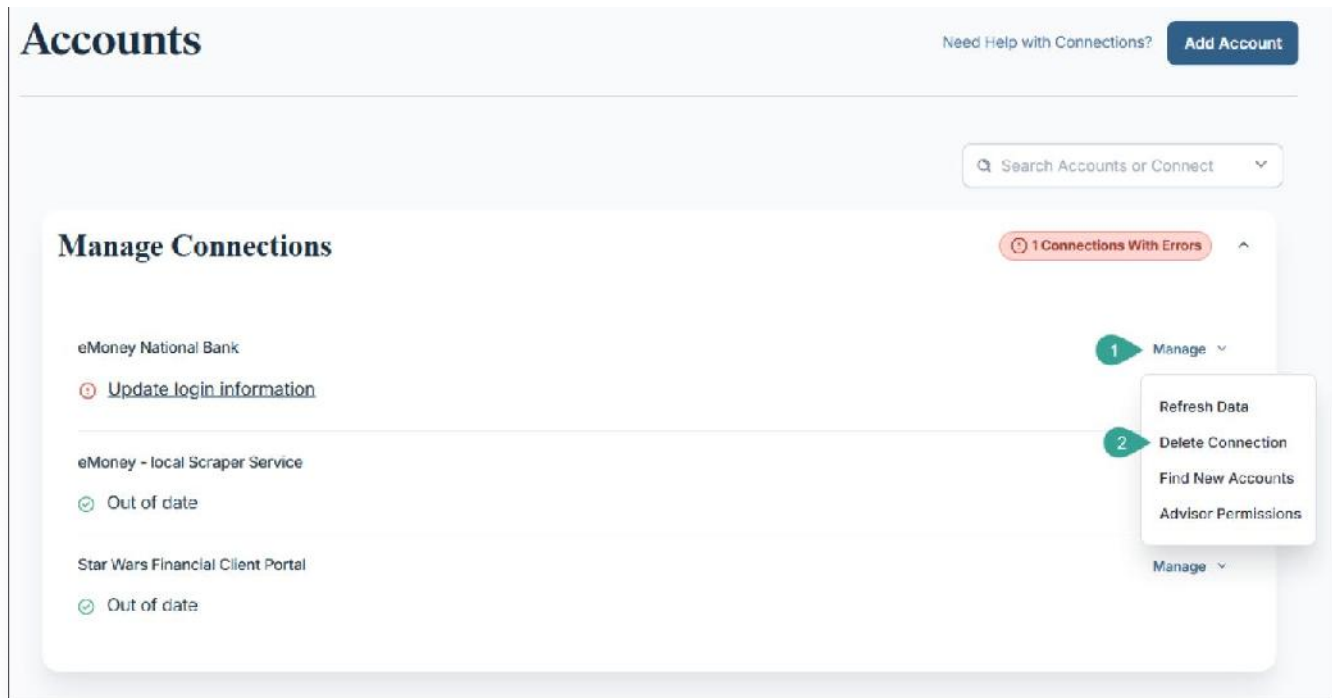
2. Click the Manage drop-down menu to take a handful of actions to manage your Connections:
 - a. Select Refresh Data on the connection anytime to pull over updated account values manually.



- b. Select Find New Accounts to pull any new accounts opened after establishing the Connection.



- c. Select Delete Connection to remove the connection and all associated accounts.



Note

If you Delete the Connection, you will lose all accounts and transaction history. This is not recommended unless the connection and its accounts are no longer needed.

- d. The Advisor Permissions selection displays a pop-up that allows you to enable your Advisor to Find New accounts on your behalf.

The screenshot shows the 'Accounts' management page. At the top, there's a header with 'Accounts' on the left, 'Need Help with Connections?' in the middle, and an 'Add Account' button on the right. Below the header is a search bar labeled 'Search Accounts or Connect'. The main content area is titled 'Manage Connections' and features a red badge indicating '1 Connections With Errors'. A list of connections is displayed, including 'eMoney National Bank' (with an 'Update login information' link), 'eMoney - local Scraper Service' (marked 'Out of date'), and 'Star Wars Financial Client Portal' (also marked 'Out of date'). A dropdown menu is open for the 'eMoney National Bank' connection, showing options: 'Manage', 'Refresh Data', 'Delete Connection', 'Find New Accounts', and 'Advisor Permissions'. A green arrow points to the 'Advisor Permissions' option.



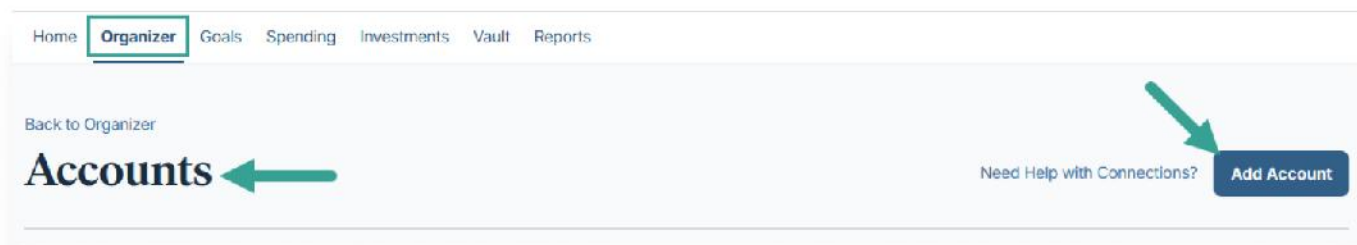
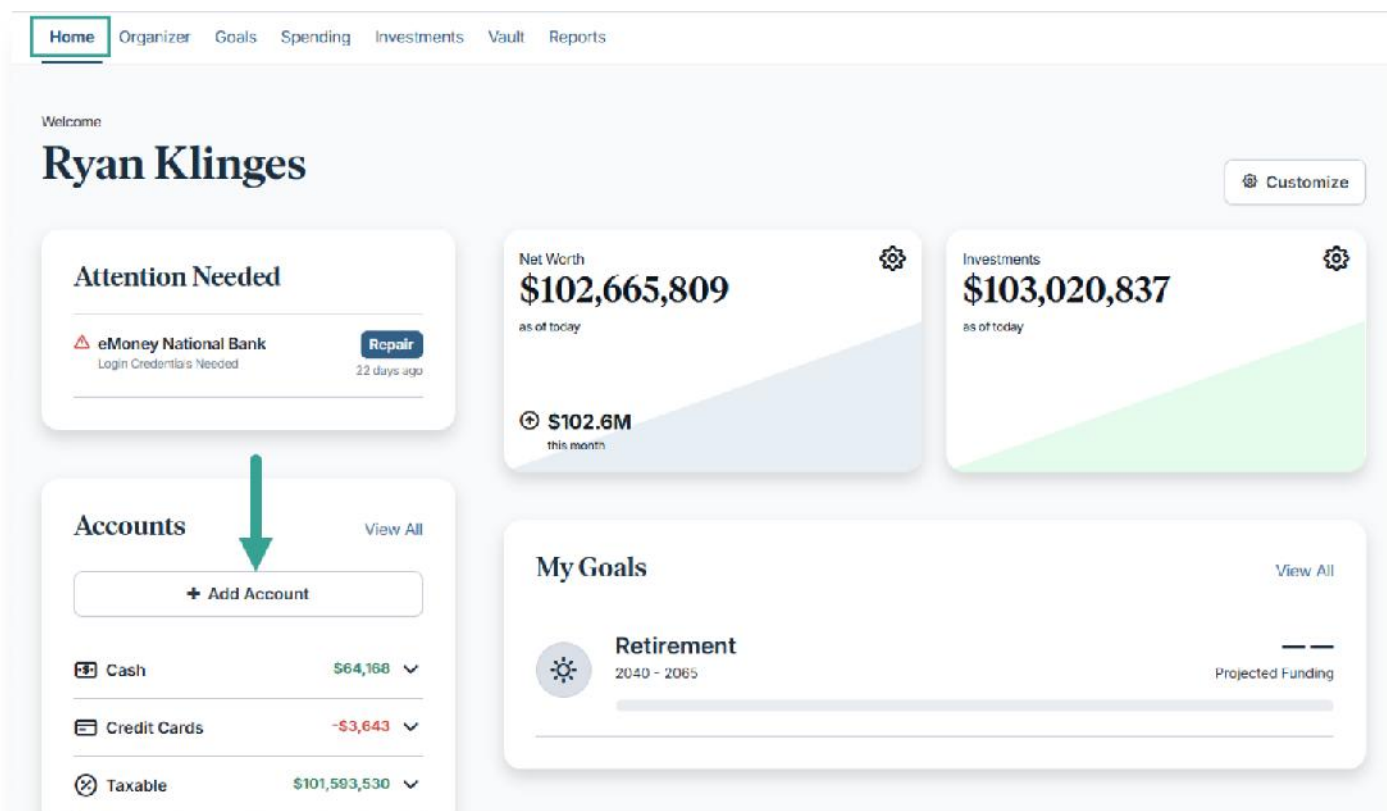
The 'Set Advisor Permissions' pop-up dialog asks: 'Do you want your Advisor to be able to find accounts from eMoney National Bank in the future?'. It has two radio button options: 'No, only I can find new accounts from this institution.' (which is selected and highlighted with a green box) and 'Yes, my Advisor can find new accounts from this institution.'. Below the options, a note states: 'Your advisor will have the ability to find newly available accounts as well as existing accounts you may have intentionally excluded.' At the bottom right, there are 'Cancel' and 'Save' buttons, with a green arrow pointing to the 'Save' button.

Adding Manual Accounts


Note

If you do not have the following options, please contact your advisor.


1. Click Add Accounts on the Home page or the Accounts page.



2. Click Add Manual Account.




Add Accounts



Search for your Institution below by entering its name or website URL.

Search Institutions

 Search

Add Manual Account

Cancel

3. Select the account category and specific type.

[Back to Accounts](#)

Add Accounts

What type of account is this?

These accounts were added manually and will not update automatically.

1

Cash

Investment

Insurance

Liability

Stock Option

Note Receivable

2

529 PLAN

529 Plan

ANNUITY

Fixed

Variable

DEFERRED COMPENSATION

Deferred Compensation

HEALTH SAVINGS ACCOUNT

Health Savings Account

QUALIFIED RETIREMENT

IRA

Money Purchase

Other

Pension

Profit Sharing

Roth 401(k)

Roth 403(b)

Roth SEP

Roth SIMPLE IRA

SEP

SIMPLE IRA

Traditional 401(k)

Traditional 403(b)

ROTH IRA

Roth IRA

TAXABLE INVESTMENT

Taxable Investment

Add Accounts

4. Enter the basic details about the account and click Save.

The screenshot shows the 'Add Account' form in the eMoney application. The form is titled 'Taxable Investment' and includes the following fields:

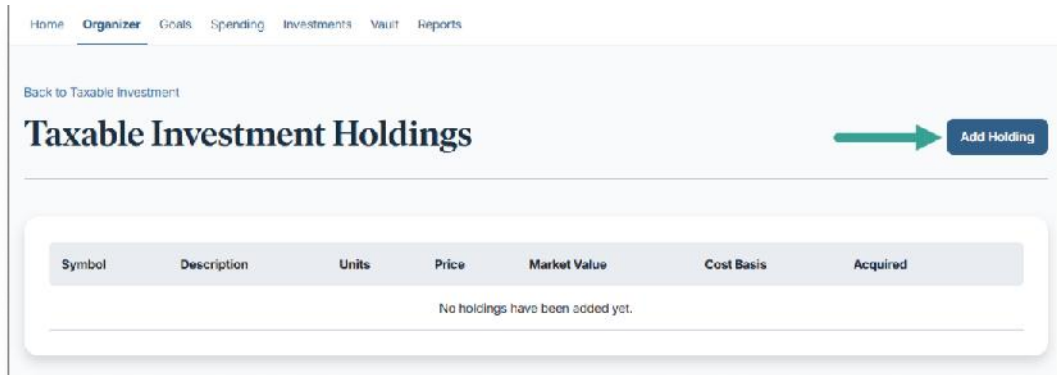
- Asset Name: Taxable Investment
- Institution Name: (empty)
- Owner: Ryan Killings
- Value Entry: ☒ Total Value ☐ Detailed Entry
- Total Value: \$0
- Tax Class: (empty)

A green arrow points to the 'Save' button at the bottom right of the form.

5. Click Holdings.

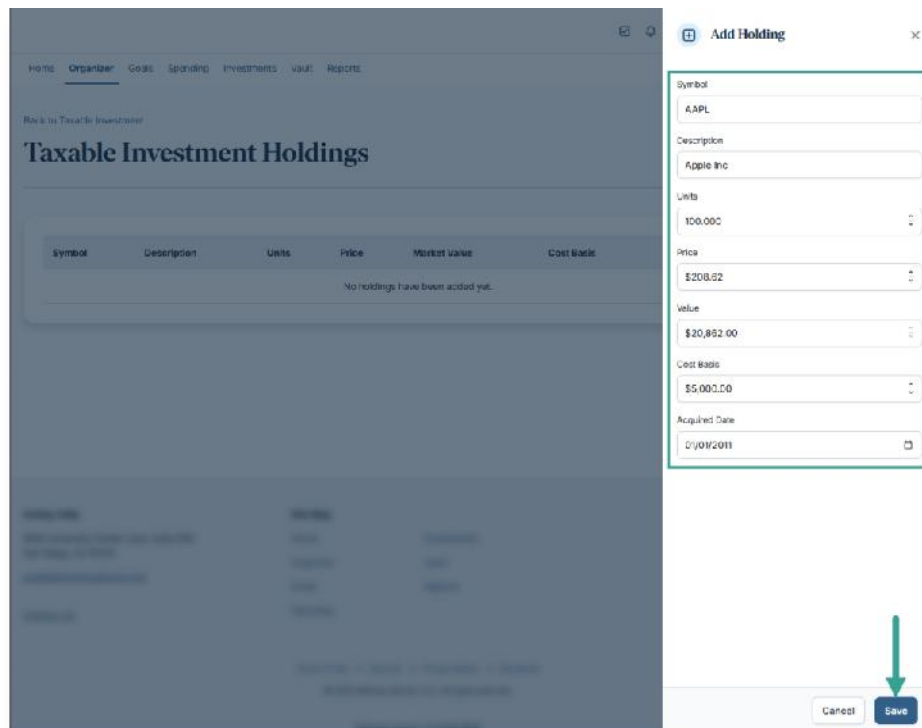
The screenshot shows the 'Taxable Investment' account page in the eMoney application. The page displays the account name 'Fidelity' and the total value '\$1,000,000'. Below this, there is a list of links: 'Holdings', 'Investment Summary', 'Asset Allocation', and 'Investment Transactions'. A green arrow points to the 'Holdings' link.

6. Click Add Holding.



The screenshot shows the 'Taxable Investment Holdings' page. At the top, there is a navigation bar with links: Home, Organizer, Goals, Spending, Investments, Vault, and Reports. Below the navigation bar, there is a 'Back to Taxable Investment' link. The main heading is 'Taxable Investment Holdings'. To the right of the heading is a green arrow pointing to a blue 'Add Holding' button. Below the heading is a table with the following columns: Symbol, Description, Units, Price, Market Value, Cost Basis, and Acquired. The table is currently empty, and a message below it states 'No holdings have been added yet.'

7. For publicly traded holdings, enter the respective ticker or CUSIP Symbol. Press the tab key or click away; the stock Description and Price will populate automatically. Enter the number of Units, Cost Basis, and Acquired Date, then click Save.



The screenshot shows the 'Add Holding' modal form. The form has the following fields: Symbol (with 'AAPL' entered), Description (with 'Apple Inc' entered), Units (with '100.000' entered), Price (with '\$208.82' entered), Value (with '\$20,882.00' entered), Cost Basis (with '\$5,000.00' entered), and Acquired Date (with '01/01/2011' entered). At the bottom of the form are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button.

Note

For private holdings, enter \$\$\$ for the Ticker and enter the appropriate holding description, cost, and other information.