

AdvisorCentral[®]

PORTFOLIO & HOUSEHOLDING

GUIDE

AdvisorCentral ALLOWS YOU TO EASILY GROUP CLIENT ACCOUNTS ACROSS PARTICIPATING FUNDS TO CREATE PORTFOLIOS. YOU CAN ALSO COMBINE ANY NUMBER OF PORTFOLIOS INTO HOUSEHOLDS TO VIEW A COMPLETE PICTURE OF FAMILY ASSETS.

On the AdvisorCentral home page simply click the My Portfolios tab to start setting up portfolios for your client accounts.

SETTING UP PORTFOLIOS

- 1 Select the My Portfolios tab from the home page
- 2 Click the Add Portfolio button to start creating your portfolio
- 3 In the Add Portfolio window name your portfolio and complete the contact information fields
- 4 Click on Save

BNY MELLON AdvisorCentral[®] December-12-2013 10:25AM ET > Logout > Profile

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Portfolios Unassigned Accounts

Search Search Portfolio

1

My Portfolio List Portfolio Name Filter: All 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 4 Clients

Portfolio Name	Value	Positions	Contact Number	Delete
ACCOUNT	\$0.00	0		
MERIDIAN PORTFOLIO	\$357,001.88	4		
MICHAEL'S SON'S 529	\$0.00	0		
SOC	\$50.01	2		

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2 Add Portfolio

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Add Portfolio

*Portfolio Name:

Contact Last Name:

Contact First Name:

Contact Middle Initial: 3

Address Line:

Address Line2:

City:

State:

Country:

Zip Code:

Tax ID:

E-mail:

Phone: () - -

Alt Phone: () - -

4 Save

*Value amounts reflect the most recent date of navs being used.

- 1 The Unassigned Accounts screen is an easy way to add positions to your portfolios as your business grows
- 2 Select the accounts you want to add
- 3 Click Add Accounts

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Portfolios Unassigned Accounts

1 Search type: Select
Fund Family: GIS, Virtus Investment Partners

All fields are required

Submit

Hide Zero Balance Positions
of Positions: 5131
Total Assets: \$2,723,621,783.70
Customer Name Filter: All 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Account	Customer Name	TAX ID / SSN	Fund Family	Fund	Last Financial Activity	Value	Shares	NAV	As of Date
9941288163	ABBASFHE-	XXX-XX-3738	GIS	AEMXXING MONEY MARKET FUND-CLASS A	05/27/10	\$0.00	0.000	\$1.00	01/07/2014
9933354347	ABBOTROBET	XXX-XX-9178	GIS	AEMXXING MONEY MARKET FUND-CLASS A	12/31/09	\$177.06	177.060	\$1.00	01/07/2014
2000247409	ACCOUAUTO-	XXX-XX-3214	GIS	SMMOXMUNICIPAL FUND CLASS 1		\$0.00	0.000	\$15.00	01/07/2014
2000193009	ACCOUAUTO-	XXX-XX-7411	GIS	INGXXINST GOVERNMENT MONEY MARKET		\$0.00	0.000	\$1.00	01/07/2014
2000247409	ACCOUAUTO-	XXX-XX-3214	GIS	SHAPXGROWTH FUND CLASS A	11/14/13	\$101.00	6.516	\$15.50	01/07/2014
2000193009	ACCOUAUTO-	XXX-XX-7411	GIS	SHMMXMUNICIPAL FUND CLASS A		\$0.00	0.000	\$15.95	01/07/2014
2000247409	ACCOUAUTO-	XXX-XX-3214	GIS	0149GROWTH PORTFOLIO CLASS I	11/14/13	\$16.00	0.640	\$25.00	01/07/2014
2000122503	ACCOUNEW-	XXX-XX-9272	GIS	SHAPXGROWTH FUND CLASS A		\$0.00	0.000	\$15.50	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	0149GROWTH PORTFOLIO CLASS I		\$0.00	0.000	\$25.00	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	SHMMXMUNICIPAL FUND CLASS A		\$0.00	0.000	\$15.95	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	LMPXGROWTH FUND CLASS FI		\$0.00	0.000	\$14.43	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	SXMTXINCOME FUND CLASS B		\$0.00	0.000	\$14.56	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	SGGLXGOVERNMENT FUND CLASS C		\$0.00	0.000	\$9.61	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	INSXXINST. MONEY MARKET		\$0.00	0.000	\$0.98	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	SMMOXMUNICIPAL FUND CLASS 1		\$0.00	0.000	\$15.00	01/07/2014
2000000105	ACCOUNTADD	XXX-XX-1121	GIS	LMPXGROWTH FUND CLASS R		\$0.00	0.000	\$14.23	01/07/2014
2000138400	ACCOUNTNIK	XXX-XX-6545	GIS	SHMMXMUNICIPAL FUND CLASS A	12/31/13	\$62,526.11	3,920.132	\$15.95	01/07/2014
2000138707	ACCOUNTNIK	XXX-XX-4111	GIS	SHMMXMUNICIPAL FUND CLASS A	12/31/13	\$24,941.65	1,563.740	\$15.95	01/07/2014
2000138608	ACCOUNTNIK	XXX-XX-6689	GIS	SHMMXMUNICIPAL FUND CLASS A	12/31/13	\$25,055.33	1,570.867	\$15.95	01/07/2014
2000138400	ACCOUNTNIK	XXX-XX-6545	GIS	0149GROWTH PORTFOLIO CLASS I	03/11/11	\$56,454.00	2,258.160	\$25.00	01/07/2014
2000144101	ACCOUNTS	XXX-XX-7568	GIS	SHAPXGROWTH FUND CLASS A		\$0.00	0.000	\$15.50	01/07/2014
2000143905	ACCOUNSING-	XXX-XX-7568	GIS	SHAPXGROWTH FUND CLASS A		\$0.00	0.000	\$15.50	01/07/2014
2000249409	ACCOUSTUDW	XXX-XX-2334	GIS	SAPBXGROWTH FUND CLASS B		\$0.00	0.000	\$13.50	01/07/2014
2000078507	ACCOUSTEST-	XXX-XX-3013	GIS	SGVAXGOVERNMENT FUND CLASS A	06/30/10	\$1,899.13	172.648	\$11.00	01/07/2014
2000229409	A-Q----	XXX-XX-1111	GIS	SHAPXGROWTH FUND CLASS A		\$0.00	0.000	\$15.50	01/07/2014

3 Add Accounts

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- 1 Select the portfolio to which you want to add accounts
- 2 Click Add

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Portfolios Unassigned Accounts


Portfolio Name	Assets	Positions	Contact Number
ACCOUNT	\$0.00	0	
MERIDIAN PORTFOLIO	\$386,674.40	4	
MICHAEL'S SONS 529	\$0.00	0	
PORTFOLIO 1234	\$0.00	0	
PORTFOLIO ABC	\$175,661.93	8	1 (555) 555-1234
SOC	\$50.01	2	

2 Add

CSV Excel

SETTING UP HOUSEHOLDS

- ❶ Select the Households tab from the home page
- ❷ Click on Add Household to start creating your household
- ❸ In the Add Household window name your household and complete contact information fields
- ❹ Click on Save
- ❺ Click on Go to Household Summary to begin adding clients and portfolios


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Household List

Household List All 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 6 Households

Household Name	Value	# Of Portfolios	Delete
COMBINED HOUSEHOLD	\$78,790.12	2	🗑
INSTITUTIONAL	\$0.00	0	🗑
JOHN'S HOUSEHOLD	\$0.00	0	🗑
MARKETING HOUSEHOLD	\$59,970.86	4	🗑
TEST HOUSEHOLD	\$0.00	0	🗑
2 TOM'S HOUSEHOLD	\$0.00	1	🗑

CSV Excel

3 Add Household

*Value amounts reflect the most recent date of navs being used.

3 Household Name:

Contact Last Name:

Contact First Name:

Contact Middle Initial:

Address Line:

Address Line2:

City:

State:

Country:

Zip Code: -

Tax ID:

E-mail:

Phone:

Alt Phone:


4

* Required

4 Household added successfully.

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- ❶ You can add clients from the Client List or portfolios from My Portfolio List. Click on the one you want.


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Household List

Household Summary

GEOFFREY'S HOUSEHOLD

Contact Name: GEOFFREY JONES Address: 123 Main St
E-mail: email@email.com Albany NY 12345
Phone: (555) 555-1234


Client List

#	Client Name	Value	Positions
No clients found -- Select the Add Client button to add clients to your Household!			

My Portfolio List

#	Portfolio Name	Value	Positions	Contact Number
No portfolios found -- Select the Add Portfolio button to add portfolios to your Household!				

- ❶ Use the search functionality to search for clients for your new household
- ❷ Check the desired clients to include in your household
- ❸ Click Add Clients and you will instantly see the additions


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GEOFFREY'S HOUSEHOLD

Contact Name: GEOFFREY JONES Address: 123 Main St
 E-mail: email@email.com Albany NY 12345
 Phone: 1 (555) 555-1234

❶ Search type: Find Client

Total Clients: 2,037


	Client Name	Value	Positions
<input type="checkbox"/>	12345	\$0.00	1
<input type="checkbox"/>	54321	\$0.00	4
<input type="checkbox"/>	AC Family	\$0.00	2
<input type="checkbox"/>	Add a name	\$161.53	1
<input type="checkbox"/>	Bill Hogan Account	\$1,325,355.98	27
<input type="checkbox"/>	Max & Mazzy Macen	\$0.00	5
<input type="checkbox"/>	Mike & Jody Adams	\$2,198.97	2
<input type="checkbox"/>	Sam Jones	\$4,387.52	1
<input type="checkbox"/>	Sandy Claus	\$549.52	1
❷ <input type="checkbox"/>	Smith Family	\$0.00	1
<input type="checkbox"/>	Test client name	\$10,332.20	6
<input type="checkbox"/>	johns family	\$5,748,207.94	22
<input type="checkbox"/>	XXX-XX-0123	\$501.80	1
<input type="checkbox"/>	XXX-XX-0922	\$0.00	1
<input type="checkbox"/>	XXX-XX-0304	\$98,704.29	2
<input type="checkbox"/>	XXX-XX-0305	\$500.00	4
<input type="checkbox"/>	XXX-XX-3456	\$3,882.18	2
<input type="checkbox"/>	XXX-XX-5665	\$75,584.25	1
<input type="checkbox"/>	XX-XXX0148	\$0.00	1
<input type="checkbox"/>	XXX-XX-3003	\$100.00	1
<input type="checkbox"/>	XXX-XX-1112	\$0.00	1
<input type="checkbox"/>	XXX-XX-0506	\$0.00	1
<input type="checkbox"/>	XXX-XX-7621	\$6,276.03	1
<input type="checkbox"/>	XXX-XX-5531	\$10,465.07	1
<input type="checkbox"/>	XXX-XX-3344	\$12,491.78	4

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❸ Add Clients

- ❶ Use the search functionality to search for portfolios for your new household
- ❷ Check the desired portfolios to include in your household
- ❸ Click Add Portfolios


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GEOFFREY'S HOUSEHOLD

Contact Name: GEOFFREY JONES Address: 123 Main St
 E-mail: email@email.com Albany NY 12345
 Phone: 1 (555) 555-1234

❶ Search type: Find Portfolios

Total Portfolios: 5

	Portfolio Name	Value	Positions	Contact Number
<input type="checkbox"/>	ACCOUNT	\$0.00	0	
<input type="checkbox"/>	MERIDIAN PORTFOLIO	\$357,001.88	4	
<input type="checkbox"/>	MICHAEL'S SON'S 529	\$0.00	0	
❷ <input checked="" type="checkbox"/>	PORTFOLIO ABC	\$174,807.29	8	1 (555) 555-1234
<input type="checkbox"/>	SOC	\$50.01	2	

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❸ Add Portfolios

Your household now includes the clients and portfolios you want.

The screenshot displays the AdvisorCentral interface for a household named 'GEOFFREY'S HOUSEHOLD'. The top navigation bar includes 'Home', 'My Portfolios', 'Households', 'Assets', 'Advanced Search', 'Statements', 'Prices and Research', 'Fund Spencers', 'Cash Edge', 'Help', and 'Contact Us'. The 'Household List' is selected, showing a 'Household Summary' for 'GEOFFREY'S HOUSEHOLD' with contact information and address. Below this, there are sections for 'Client List' and 'My Portfolio List'. The 'Client List' table shows four clients: AC Family, Max & Mazy Macen, Sam Jones, and Smith Family. The 'My Portfolio List' table shows one portfolio named 'PORTFOLIO-ABC'.

GEORFREY'S HOUSEHOLD
 Contact Name: GEOFFREY JONES Address: 123 Main St
 E-mail: email@email.com Albany NY 12345
 Phone: 1 (555) 555-1234

Client List Total Clients: 4

Client Name	Value	Positions
AC Family	\$0.00	2
Max & Mazy Macen	\$0.00	5
Sam Jones	\$4,377.72	1
Smith Family	\$0.00	1

My Portfolio List Total Portfolios: 1

Portfolio Name	Value	Positions	Contact Number
PORTFOLIO-ABC	\$174,807.29	8	1 (555) 555-1234

**FOR MORE INFORMATION CONTACT
THE AdvisorCENTRAL SERVICE
CENTER:**

Mon – Fri: 9:00am to 5:30 pm
 1-877-546-5412
www.advisorcentral.com

www.bnymellon.com

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