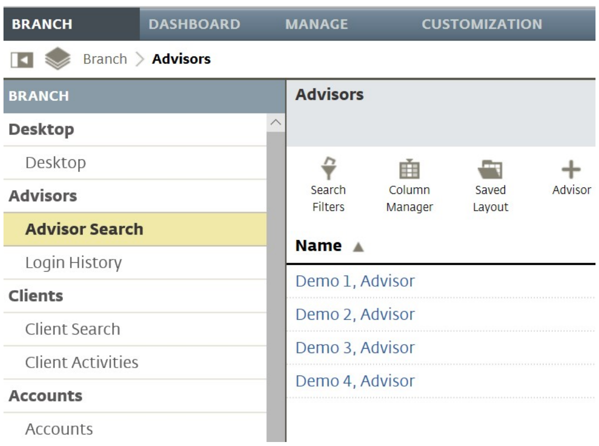
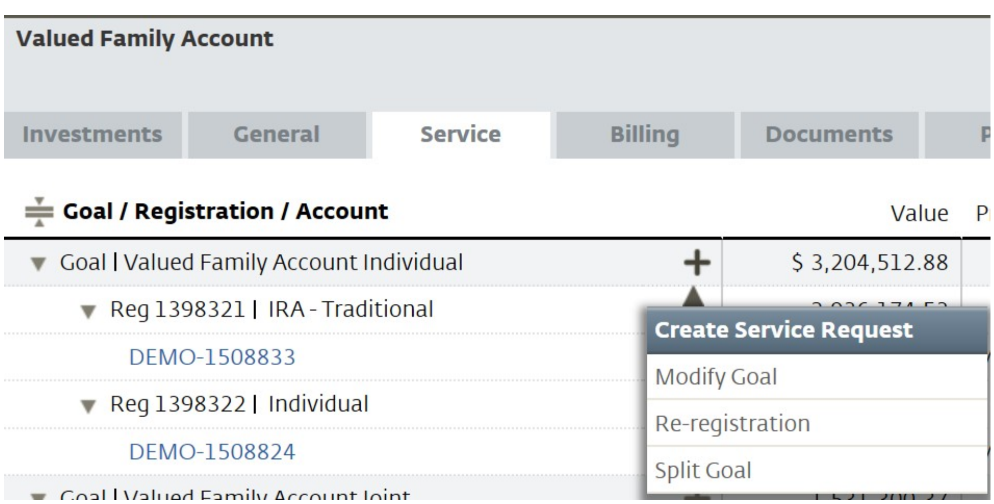
MODIFY GOAL

1. Launch into the Advisor's Portal via Advisor Search
   - You will see the Advisor's Name in the top right-hand corner if you have done this correctly.



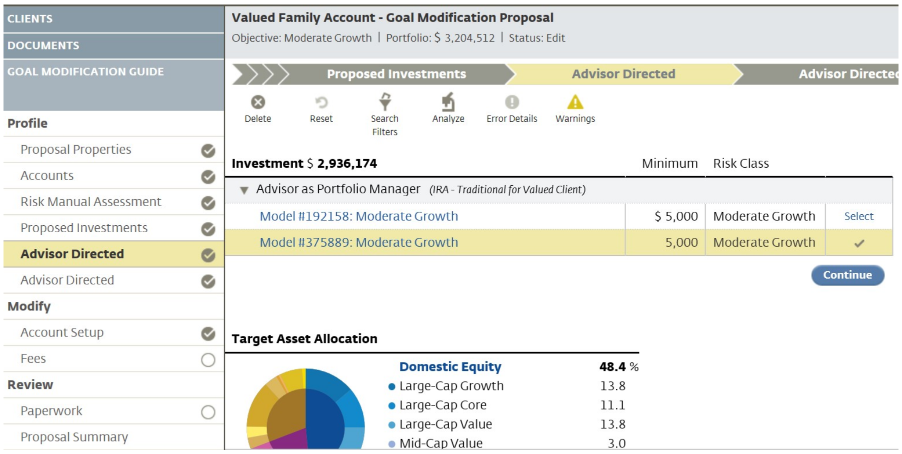
2. Search for the account that is Changing Programs via quick search or Client Tab

3. Navigate to the **Service Tab**
   - Click the **"+"** icon at the goal level
   - Select **Modify Goal**



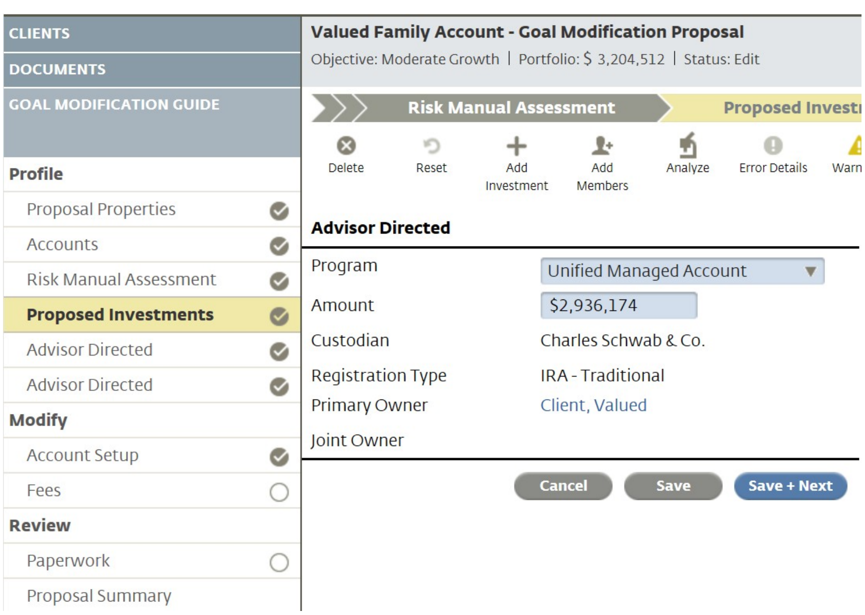
4. <u>The Goal Modification Guide:</u> ***APM to UMA, SMA, FSP***

- Click on the **Proposed Investments** workspace

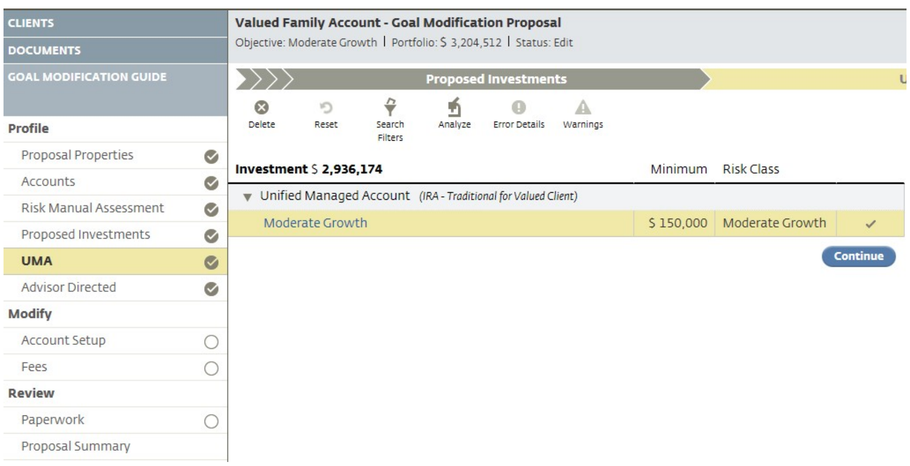


5. <u>Proposed Investments</u>:

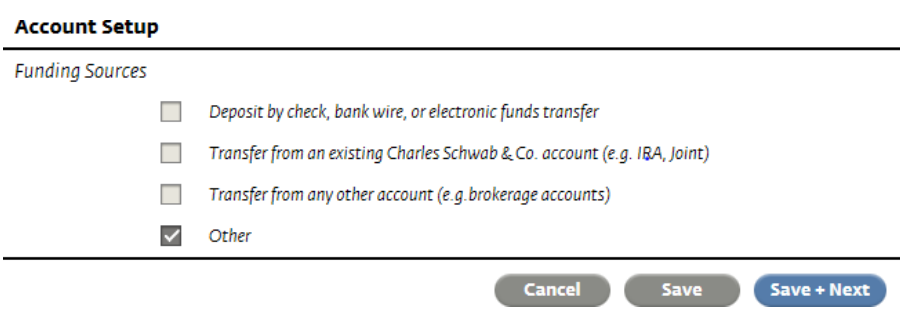
- Click **Edit**
- Select the NEW Program (Existing UMA in this example)
  - Unified Managed Account – if you are choosing an existing UMA Model
  - Build Unified Managed Account – if you are building a Custom UMA
  - Advisor as Portfolio Manager – if you are choosing an existing APM Model
  - Build Advisor as Portfolio Manager – if you are building a Custom APM
  - Separate Accounts – choose if you are just using SMA's
  - FSP Programs – if you are choosing an FSP
  - LibertyFi PMC Foundation – PMC's Foundation Portfolio's
- Click **Save + Next**



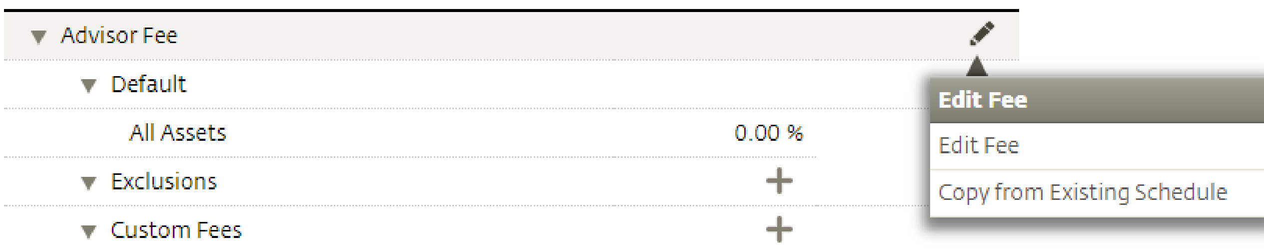
6. <u>UMA, SMA, FSP, or APM:</u>
    - Existing UMA model - click **Select** by the appropriate UMA model
    - New Custom UMA – search for the appropriate Sleeve's. Can have APM, SMA, & FSP sleeves in the same account.
    - SMA: search for the appropriate manager(s).
    - FSP: click Select by the appropriate FSP model
    - Advisor Directed: select the appropriate APM model
    - Click **Continue**



7. <u>Account Setup</u>: Select a Funding Source
    - Click **Save + Next**



8. Fees:
    - Review the Fee schedule, click the **“Pencil”** icon to edit if necessary. You now have the option to **Copy from Existing Schedule** to input the advisor fee currently listed on client account.
    - Check **Accept**
    - Click **Save + Next**



9. Paperwork Generation and Upload:
    - Click **Generate** and download the **Statement of Investment Selection**
    - After necessary signatures have been obtained, you will **Upload SIS Document** on the **Paperwork Upload** tab
    - Once SIS has been uploaded, you will **Submit** the request for processing.