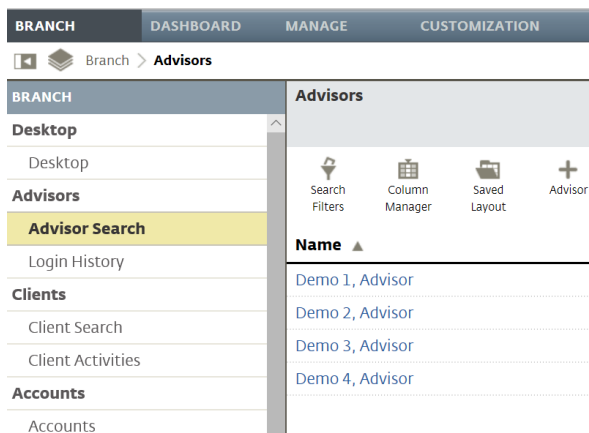
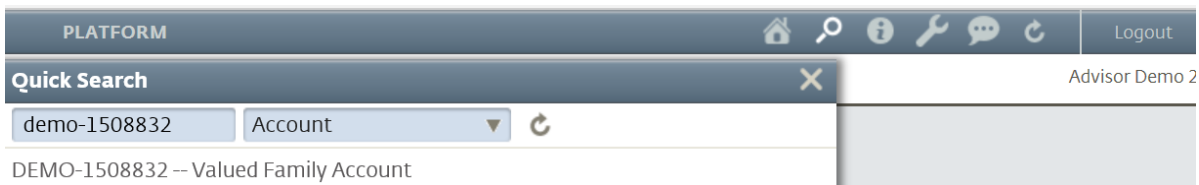


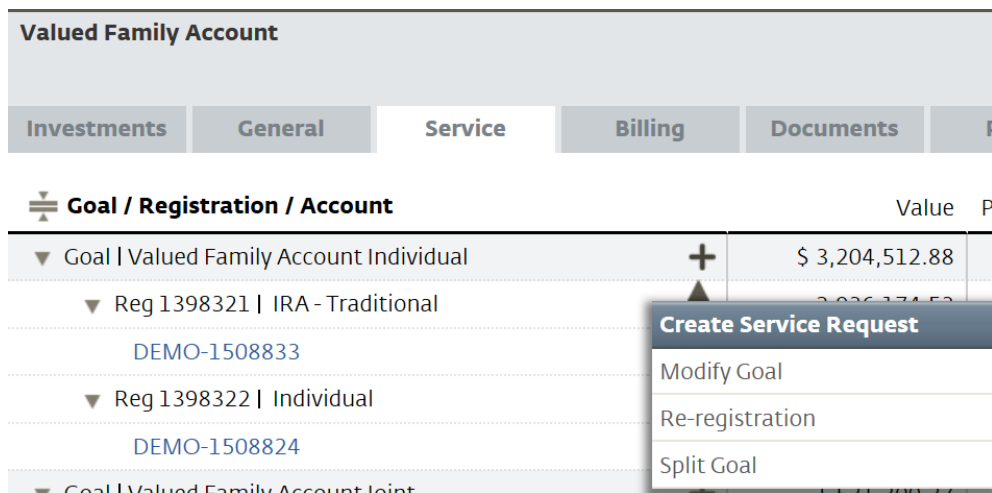
1. Launch into the Advisor's Portal via Advisor Search
 - You will see the Advisor's Name in the top right-hand corner if you have done this correctly.



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

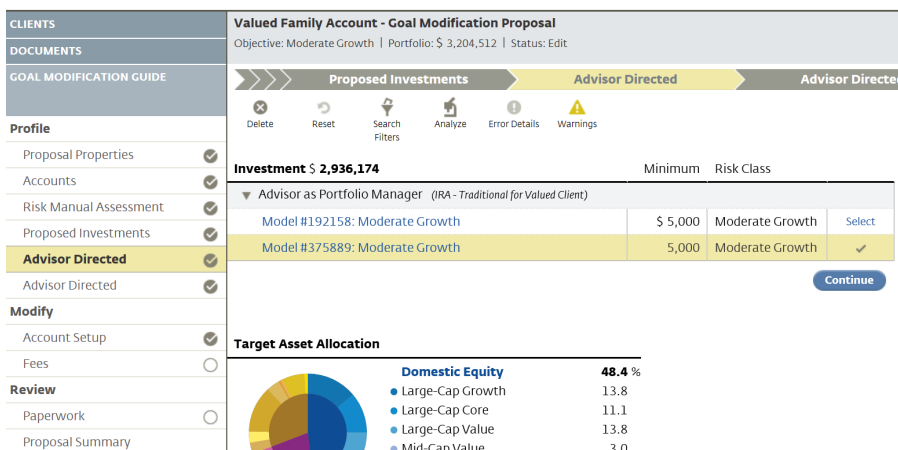


3. Navigate to the **Service Tab**
 - Click the “+” icon at the goal level
 - Select **Modify Goal**



4. The Goal Modification Guide: APM to UMA, SMA, FSP

- Click on the **Proposed Investments** workspace



Valued Family Account - Goal Modification Proposal
Objective: Moderate Growth | Portfolio: \$ 3,204,512 | Status: Edit

Proposed Investments | Advisor Directed | Advisor Directed

Investment \$ **2,936,174** Minimum Risk Class

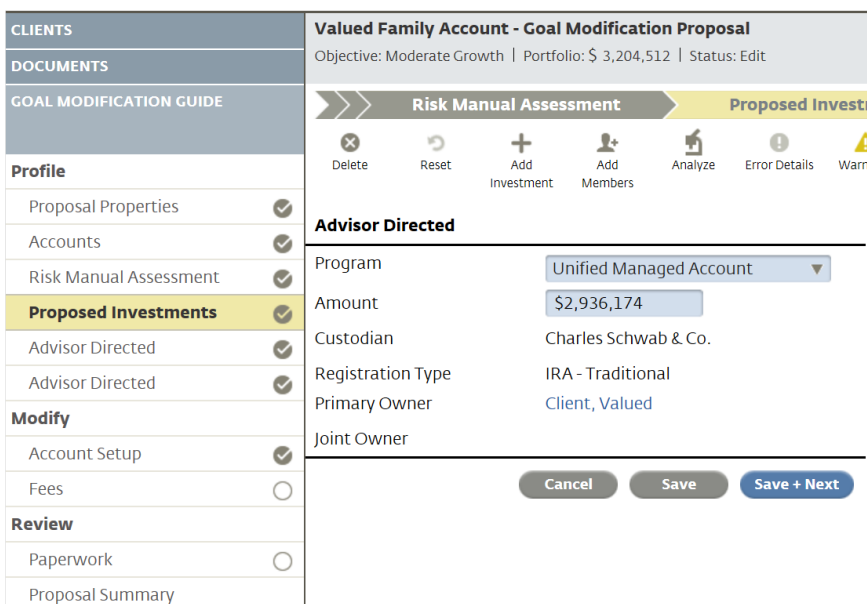
Advisor as Portfolio Manager (IRA - Traditional for Valued Client)	Amount	Risk Class	Action
Model #192158: Moderate Growth	\$ 5,000	Moderate Growth	Select
Model #375889: Moderate Growth	5,000	Moderate Growth	✓

Target Asset Allocation

Asset Class	Percentage
Domestic Equity	48.4 %
Large-Cap Growth	13.8
Large-Cap Core	11.1
Large-Cap Value	13.8
Mid-Cap Value	3.0

5. Proposed Investments:

- 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**



Valued Family Account - Goal Modification Proposal
Objective: Moderate Growth | Portfolio: \$ 3,204,512 | Status: Edit

Proposed Investments

Program: Unified Managed Account

Amount: \$2,936,174

Custodian: Charles Schwab & Co.

Registration Type: IRA - Traditional

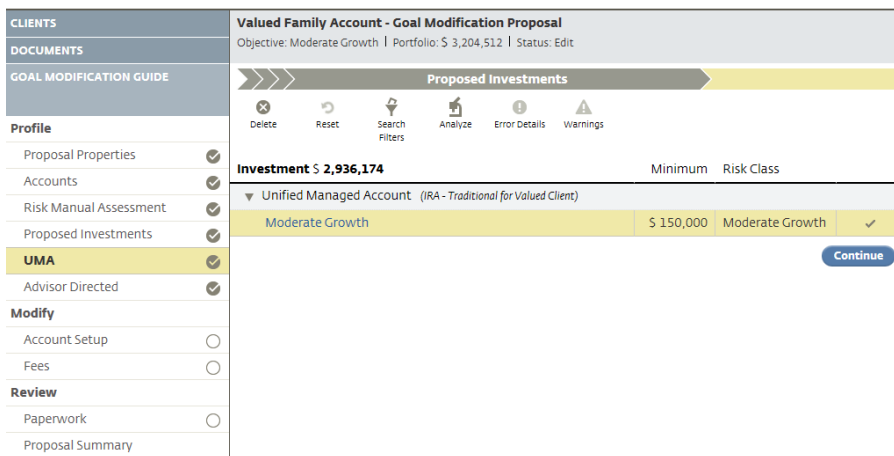
Primary Owner: Client, Valued

Joint Owner:

Buttons: Cancel, Save, **Save + Next**

6. UMA, SMA, FSP, or APM:

- 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**



CLIENTS	Valued Family Account - Goal Modification Proposal				
DOCUMENTS	Objective: Moderate Growth Portfolio: \$ 3,204,512 Status: Edit				
GOAL MODIFICATION GUIDE	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; background-color: #f0f0f0;">Proposed Investments</p> <p style="text-align: center;"> Delete Reset Search Filters Analyze Error Details Warnings </p> </div>				
Profile	<p>Investment \$ 2,936,174 Minimum Risk Class</p> <p>▼ Unified Managed Account (IRA - Traditional for Valued Client)</p> <table border="1" style="width: 100%;"> <tr> <td>Moderate Growth</td> <td>\$ 150,000</td> <td>Moderate Growth</td> <td style="text-align: right;">✓</td> </tr> </table> <p style="text-align: right;">Continue</p>	Moderate Growth	\$ 150,000	Moderate Growth	✓
Moderate Growth	\$ 150,000	Moderate Growth	✓		
Proposal Properties	<input checked="" type="checkbox"/>				
Accounts	<input checked="" type="checkbox"/>				
Risk Manual Assessment	<input checked="" type="checkbox"/>				
Proposed Investments	<input checked="" type="checkbox"/>				
UMA	<input checked="" type="checkbox"/>				
Advisor Directed	<input checked="" type="checkbox"/>				
Modify					
Account Setup	<input type="checkbox"/>				
Fees	<input type="checkbox"/>				
Review					
Paperwork	<input type="checkbox"/>				
Proposal Summary	<input type="checkbox"/>				

7. Account Setup: Select a Funding Source

- Click **Save + Next**

Account Setup

Funding Sources

- Deposit by check, bank wire, or electronic funds transfer
- Transfer from an existing Charles Schwab & Co. account (e.g. IRA, Joint)
- Transfer from any other account (e.g. brokerage accounts)
- Other

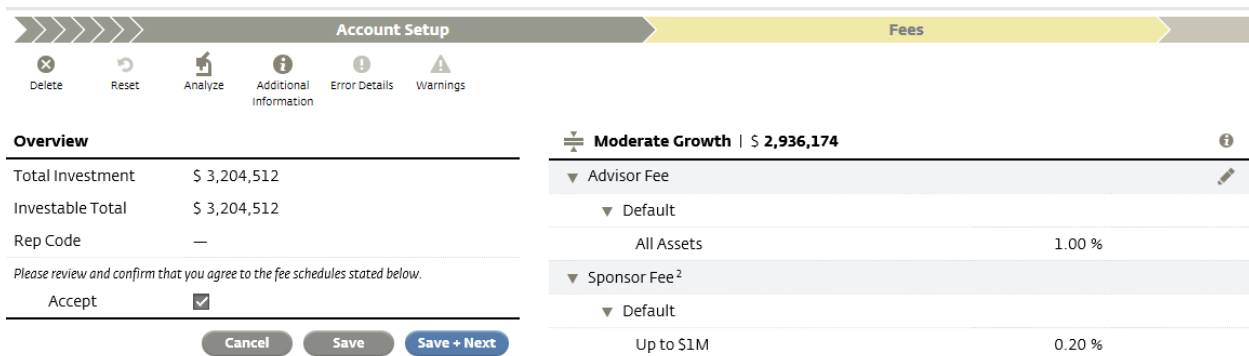
Cancel

Save

Save + Next

8. Fees:

- Review the Fee schedule, click the **“Pencil”** icon to edit if necessary
- Check **Accept**
- Click **Save + Next**



The screenshot shows the 'Fees' section of the 'Account Setup' process. The top navigation bar includes 'Delete', 'Reset', 'Analyze', 'Additional Information', 'Error Details', and 'Warnings'. The 'Overview' section on the left shows 'Total Investment' and 'Investable Total' both at \$3,204,512, with a 'Rep Code' of '-'. Below this is an 'Accept' checkbox which is checked. The 'Fees' table on the right shows a 'Moderate Growth' goal with a value of \$2,936,174. It lists two fee categories: 'Advisor Fee' (1.00% on All Assets) and 'Sponsor Fee' (0.20% on Up to \$1M). Buttons for 'Cancel', 'Save', and 'Save + Next' are at the bottom.

9. Paperwork:

- Click **Generate**
- Click **Submit Request**
- The new SIS needs to be signed and returned to paperwork@LibertyFi.com



The screenshot shows the 'Paperwork' section of the 'Account Setup' process. The top navigation bar includes 'Delete', 'Reset', 'Saved Layout', 'Analyze', 'Error Details', 'Warnings', 'Generate A PDF', and 'Actions'. The 'Paperwork' section on the left contains the instruction: 'Once all necessary paperwork has been signed, please use the **Submit Request** button to submit the Service Request', with a 'Submit Request' button. The 'Forms' section on the right shows a list of 'Proposal Documents': 'Investment Strategy Proposal', 'Statement of Investment Selection Goal Modification Proposal -- Valued Family Account Individual (signatures required)', and a note: 'Note: To enter or modify information used to pre-fill the forms below, please review the client registration'.