CHEAT SHEET

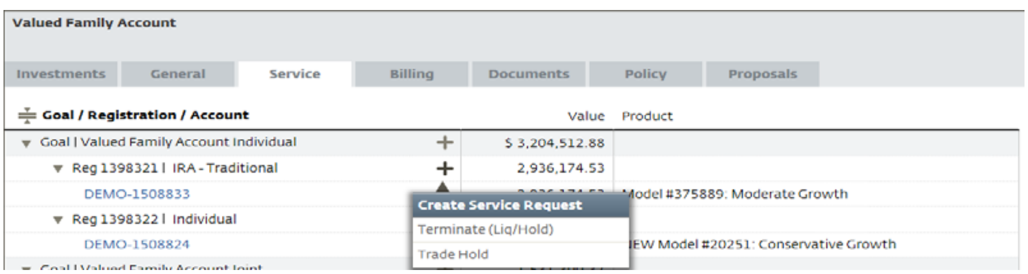
TERMINATE ACCT

PRO TIPS:

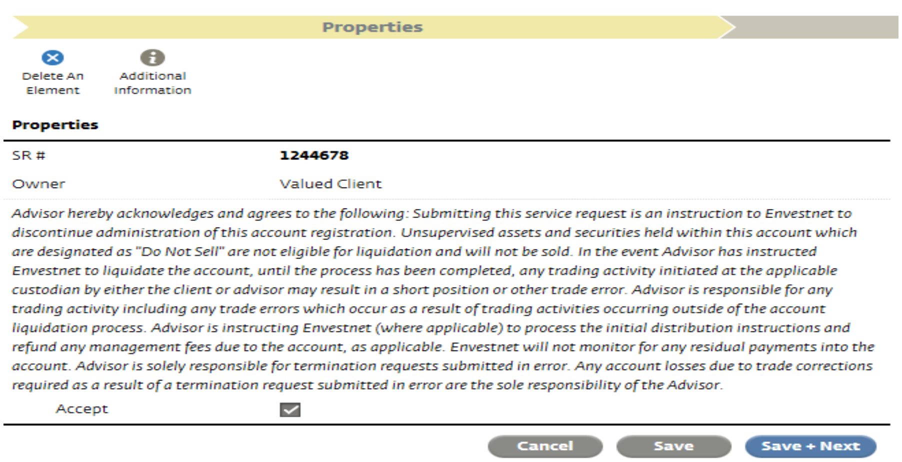
- Completing this request ensures the account will not be billed on, reported on, or traded
- This request only closes the account on the Envestnet platform. You must also close at the custodian
- For APM accounts you MUST go and liquidate the positions before the SR is submitted
- To view history on the account after it is closed, go to the general tab on the account level and make sure the checkbox is unchecked next to "No Reports after Close"

1. Search for the account via quick search or Client Tab

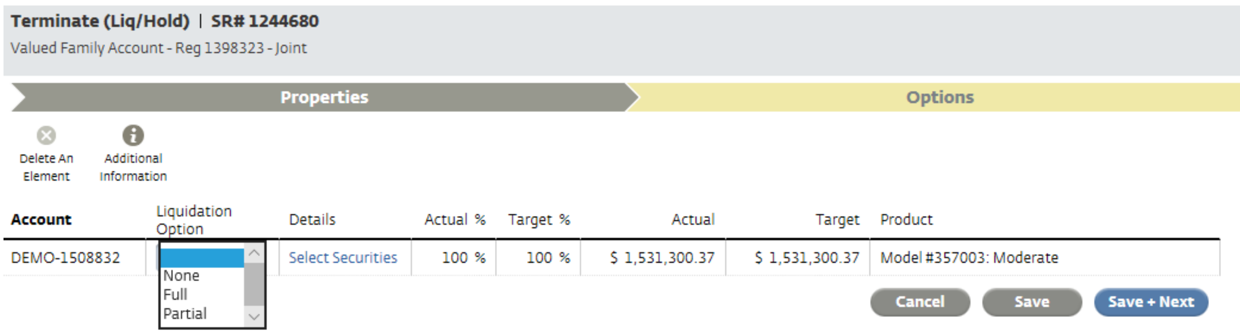
2. Navigate to the **Service Tab**
   - Click the **"+"** icon next to the registration of the correct account
   - Select **Terminate**



3. <u>Properties</u>:
   - Check **Accept**
   - Click **Save + Next**



4. Options:
    - None – assets will remain in kind
    - Full – all assets will be liquidated
    - Partial – choose which assets to be liquidated
    - Click **Save + Next**



5. Review & Submit:
    - Be sure to review all information that has been entered so far. If a Partial Liquidation was chosen, select the Review Securities link to double check the positions that will be liquidated. Once all the information looks correct, click the **"Submit Request"** button.