



# EMBARK PLATFORM

MODEL PORTFOLIO SERVICES  
HOW TO GUIDE

For Discretionary Investment Managers

**embark**  
platform

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## NAVIGATE THE PLATFORM AND THE HOME SCREEN (ALL USERS)

When you log-in to the platform, you'll reach a landing page. There are five tabs along the top to help you navigate the platform – Home, Accounts, Business Mgt, Model Portfolios and Admin.

1

When you click on the Home tab, you will have two sub tab options:

- Account Summary; or
- Asset Class.

3

The Asset Class tab allows you to view a summary breakdown of each asset allocation.

2

The Account Summary tab allows you to view the average Portfolio Size and also see any Recent Alerts which require action. The alerts you can expect to see are:

- **Rebalances:** generated for frequency and tolerance rebalances:
  - **Frequency rebalance:** generated T-7 days before a frequency rebalance is due for any models containing ETIs. A reminder notification will appear on the day of the rebalance if it hasn't been authorised yet.
  - **Tolerance rebalances:** generated on the day that a tolerance rebalance is triggered.
  - **Corporate Actions:** generated for elective and mandatory corporate actions. For elective, you will need to click on the alert to make the decision.
  - **Asset switch:** generated when an asset switch in a model has been instructed. These alert the DIM that it needs to be authorised.

## SETTING UP A NEW USER

1

To set up a new user in your firm, select the Business Mgmt tab and then select the New User sub tab.

Note: you will need the relevant access to select this.

2

You can set up two types of DIM user:

- DIM Transact (the investment manager who can create and edit the model portfolios); and
- DIM Admin (who has basic user access to view data, set up and maintain the firm's users and use the reporting functionality).

Click Start to continue.

The screenshot shows a navigation menu with the following items: Home, Accounts, Business Mgmt (highlighted), Model Portfolios, and Admin. Below the menu, there are sub-tabs: Edit User, New User (highlighted), User In Progress, User Authorisation, and Mgmt Reports. Below the sub-tabs, a dialog box titled "Select one of the following:" contains a radio button selected next to "Set up a new DIM user" and a "Start" button.

3

Next, pick the required user type and you'll continue to the User details screen:

The screenshot shows the "USER DETAILS" form with three steps: 1. User details, 2. User account access, and 3. Validate and execute. The form is divided into three sections: Access Information, Personal Information, and Contact Information. The Access Information section includes fields for Firm (DIM Admin Company) and Access Level (DIM Admin). The Personal Information section includes fields for Title (MR), First Name, Surname, and Date of Birth. The Contact Information section includes fields for Business Phone, Fax, Mobile Phone, Email, and Confirm Email, each with a dropdown menu for country code (UK+44).

Note: ensure all information completed on this screen is accurate as the user log in ID and password will be sent to the email address provided.

## SETTING UP A NEW USER (CONTINUED)

4

Once completed, click Next to view the User Account Access tab.

This tab allows you to set the level of access each user has. This can be set at company level or on an individual level (where they can only view their own models or models of a specific model manager). The types of access level can either be Read only or Read Write.

5

Click Next to continue to a validation screen where you can review all the information you have input.

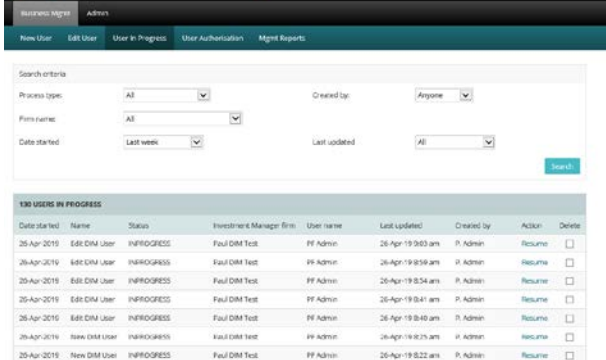
If there are any fields which you have not completed correctly, you can edit at this stage.

If there are no validation errors, submit the user account creation.

6

To view work in progress (unsubmitted work) for any user set ups or user edits, select the User in Progress tab.

This screen also allows you to search for open work by date, type of work (new or edit user) and who created it.



Date started	Name	Status	Investment Manager firm	User name	Last Updated	Created by	Action	Delete
25-Apr-2019	Edit DIM User	INPROGRESS	Faul DIM Test	PF Admin	26-Apr-19 9:03 am	P Admin	Resume	<input type="checkbox"/>
26-Apr-2019	Edit DIM User	INPROGRESS	Faul DIM Test	PF Admin	26-Apr-19 8:59 am	P Admin	Resume	<input type="checkbox"/>
25-Apr-2019	Edit DIM User	INPROGRESS	Faul DIM Test	PF Admin	26-Apr-19 8:54 am	P Admin	Resume	<input type="checkbox"/>
25-Apr-2019	Edit DIM User	INPROGRESS	Faul DIM Test	PF Admin	26-Apr-19 8:41 am	P Admin	Resume	<input type="checkbox"/>
26-Apr-2019	Edit DIM User	INPROGRESS	Faul DIM Test	PF Admin	26-Apr-19 8:40 am	P Admin	Resume	<input type="checkbox"/>
26-Apr-2019	New DIM User	INPROGRESS	Faul DIM Test	PF Admin	26-Apr-19 8:25 am	P Admin	Resume	<input type="checkbox"/>
25-Apr-2019	New DIM User	INPROGRESS	Faul DIM Test	PF Admin	26-Apr-19 8:22 am	P Admin	Resume	<input type="checkbox"/>

A user can also exit the user creation / editing wizard part way through the process and return to this screen to complete it later if they click the Save & Exit option. Read the Resuming A New/Edit User Wizard section for further information.

## EDITING A USER

1

If a user has already been set up in your firm, you can edit their details by selecting the Edit User tab within Business Mgmt and searching for the user you wish to edit.

2

Here you can search for a user by User Logon (user ID), User Name, the Email Address assigned to the user account, the User Type or their Investment Manager FCA Number.

4 USERS						
User ID	User Name	User Logon	Email	Company	User Type	Investment Manager FCA Number
434565	Anthea Christie	achrista544	anthea@crowalegfirst.co.uk	DFM Example	DFM Transact	1234568
434570	Anthea DDM Transact	adddtransact13	anthea.christie@hombankie.co.uk	DFM Example	DFM Transact	34543
434571	Bryan DDM Transact	bdddtransact703	bryan.stewart@embarkgroup.co.uk	DFM Example	DFM Transact	34333

When you have searched for the user, you will need to click on their user name to begin any amendments.

3

Update user details via the Edit User tab, like the New User wizard.

The User Details tab allows you to amend the users:

- Access Information (Access Level);
- Personal Information (Title, First Name, Surname, Date of Birth);
- Contact Information (Email/Phone number(s)); and
- Investment Manager FCA number.

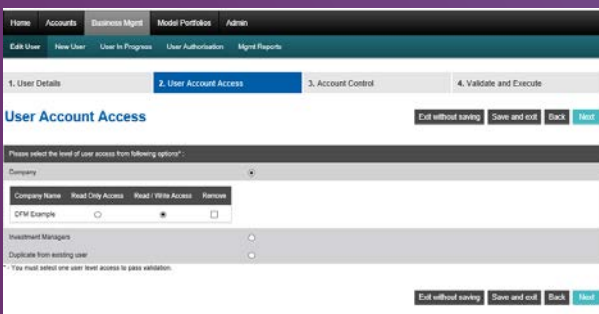
Select Next, to be taken to the User Account Access tab.

## EDITING A USER (CONTINUED)

4

The User Account Access tab will give you the option to change the access level of the user:

- **Company** – gives the user access to all models associated with the firm regardless of which investment manager created them.
- **Investment Managers** - you will be presented with a list of all active investment manager users in your firm and given the option of allowing the new user to access the models and accounts that are managed by them. This is available for both DIM Transact and DIM Admin users.
- **Duplicate from existing user** - allows you to duplicate the access level from an existing user within your firm. To duplicate, search for the user and press select.

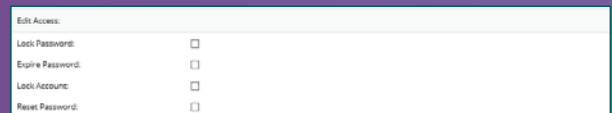


Once you've updated User Account Access, select Next, to continue to the Account Control tab.

5

The Account Control screen is where you can unlock accounts and reset passwords for users via these options:

- Lock password;
- Expire password;
- Lock account;
- Reset password.



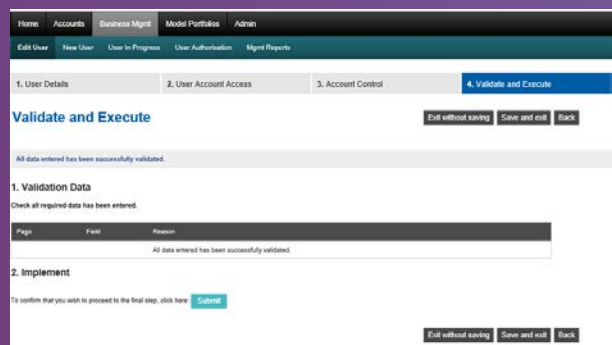
To make any changes, tick the relevant action box and then click Next to go to the Validate and Execute tab.

If you are unlocking an account or password, you will actually need to untick the relevant Lock Password or Lock Account box before clicking Next.

6

Before you submit any changes, you are asked to review and validate the alterations on this screen.

If there are any fields which have not been completed correctly, you will be prompted to return to that tab. If there are no validation errors, you will be able to submit the changes by clicking the Submit button.



## RESUMING A NEW/EDIT USER WIZARD

1

If you have pressed the Save & Exit button before submitting a new/edit user wizard, you can resume it at any point afterward.

To resume adding or editing a user, click on the Business Mgmt tab at the top and then select the User in Progress tab. This screen shows a full list of users that are currently in add/edit progress.

Date started	Name	Status	Investment Manager firm	User name	Last updated	Created by	Action	Delete
25-Apr-2019	New DIM User	NEW	DIM Admin Company	Duplicated User	25-Apr-19 11:51 am	D. User	Resume	<input type="checkbox"/>
25-Apr-2019	New DIM User	NEW	DIM Admin Company	Matt FNDADMIN	25-Apr-19 11:51 am	M. FNDADMIN	Resume	<input type="checkbox"/>
24-Apr-2019	New DIM User	NEW	DIM Admin Company	Duplicated User	24-Apr-19 5:04 pm	D. User	Resume	<input type="checkbox"/>
24-Apr-2019	New DIM User	INPROGRESS	DIM Admin Company	Duplicated User	24-Apr-19 3:48 pm	D. User	Resume	<input type="checkbox"/>
24-Apr-2019	New DIM User	INPROGRESS	DIM Admin Company	Matt FNDADMIN	24-Apr-19 11:20 am	M. FNDADMIN	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	NEW	DIM Admin Company	Duplicated User	23-Apr-19 3:52 pm	D. User	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	INPROGRESS	DIM Admin Company	Duplicated User	23-Apr-19 2:33 pm	D. User	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	NEW	DIM Admin Company	Matt FNDADMIN	23-Apr-19 2:28 pm	M. FNDADMIN	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	NEW	DIM Admin Company	Matt FNDADMIN	23-Apr-19 2:26 pm	M. FNDADMIN	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	NEW	DIM Admin Company	Matt FNDADMIN	23-Apr-19 2:25 pm	M. FNDADMIN	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	NEW	DIM Admin Company	Matt FNDADMIN	23-Apr-19 2:24 pm	M. FNDADMIN	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	NEW	DIM Admin Company	Matt FNDADMIN	23-Apr-19 2:24 pm	M. FNDADMIN	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	INPROGRESS	DIM Admin Company	Duplicated User	23-Apr-19 1:24 pm	D. User	Resume	<input type="checkbox"/>
23-Apr-2019	New DIM User	NEW	DIM Admin Company	Duplicated User	23-Apr-19 12:52 pm	D. User	Resume	<input type="checkbox"/>

2

Once you have found the user you wish to complete, select Resume which will allow you to continue the wizard and submit the updates.

3

Any new users that are created or any users that are amended will need to be authorised by another user other than the one who made the original changes.

4

You can also delete an open work item by ticking the delete box and pressing Save.



## AUTHORISING A NEW/EDIT USER REQUEST

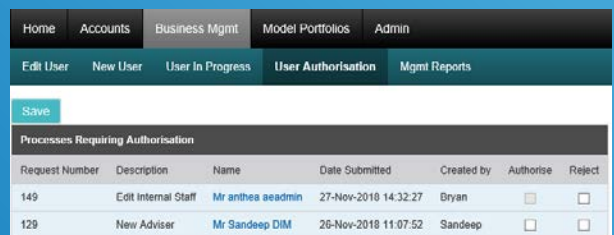
The authorisation stage is one of the process controls built into the functionality of the platform.

This ensures that appropriate checks in place to protect both staff and clients around particular key processes such as user profile creation and amendment.

1

To view new users or edits that need to be authorised, select the Business Mgmt tab and then the User Authorisation tab.

In this screen you will see all outstanding user authorisations together with a full audit trail of the process such as Name of the new or edited user, the Date Submitted and who the request was Created By.



The screenshot shows a web application interface with a navigation menu at the top. The 'Business Mgmt' tab is selected, and the 'User Authorisation' sub-tab is active. Below the navigation is a 'Save' button and a table titled 'Processes Requiring Authorisation'. The table has columns for Request Number, Description, Name, Date Submitted, Created by, Authorise, and Reject. Two rows of data are visible.

Request Number	Description	Name	Date Submitted	Created by	Authorise	Reject
149	Edit Internal Staff	Mr anthea aadmin	27-Nov-2018 14:32:27	Bryan	<input type="checkbox"/>	<input type="checkbox"/>
128	New Adviser	Mr Sandeep DIM	26-Nov-2018 11:07:52	Sandeep	<input type="checkbox"/>	<input type="checkbox"/>

2

Another admin user will need to tick either the Authorise or Reject boxes and then click Save to approve these additions/changes.

This user will need to be different from the original Created By user.

If an authorisation request is rejected, the work will return to User In Progress.

## MANAGE YOUR USER ADMIN (DIM ADMIN AND TRANSMAT USERS)

Your firm's admin user will setup your log in details at the start but you can edit them yourself.

1

To edit your details, go to the Admin tab where you can:

- Update your password or security questions;
- Change your firm's regulatory status.

2

To change your password, select the Change Login tab where you'll be prompted to enter your Current Password followed by your New Password and then enter your new password again in the Confirm New Password field. Click Go to update.

This tab is also where you update your security questions.

Both DIM admin and DIM transact users will have this functionality.

The screenshot shows the 'Admin' tab selected in the top navigation bar. Below it, the 'Change Password' section is active, featuring three input fields: 'Current Password', 'New Password', and 'Confirm New Password', followed by a 'Go' button. Below this is the 'Security Questions' section, which includes a prompt: 'Please enter at least five of the following pieces of information.' and a 'show answers' link.

3

To update your regulatory information, select the Regulatory tab where you'll see the MiFIR Data Capture:

The screenshot shows the 'Regulatory' tab selected in the top navigation bar. The 'MiFIR Data Capture' form is displayed, including a header with a warning about decision maker details. The form contains fields for 'MIFIR', 'MIFIR LEI', and 'MIFIR LEI'. Below this is the 'Decision Makers' section, which includes a table with columns for 'Name', 'Surname', 'Date Of Birth', and 'Country Of Nationality'. There is an 'Add Decision Maker' button at the bottom.

4

Enter the new details for your firm's Decision Maker plus the LEI code.

Both DIM Admin and DIM transact will have this functionality.

## HOW TO CREATE MODEL PORTFOLIOS

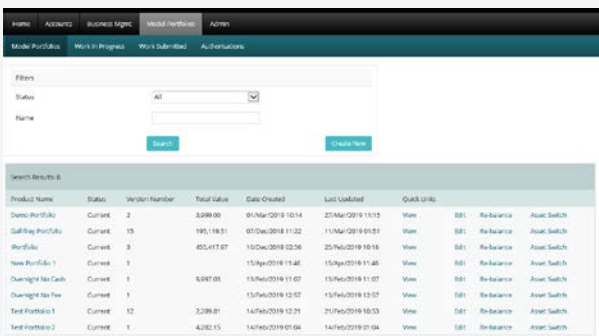
1

To create a new model portfolio, click on the main Model Portfolios tab (highlighted in light grey on the right) followed by the Model Portfolios sub tab.

This will take you to the Model Portfolios summary screen to view all the model portfolios which have been created (depending on your user access).

You can also search for existing models and if you have been given company level access, you will see all models created under your company.

Clicking on the Status field dropdown allows you to filter between All, Current (Open) or Closed models.

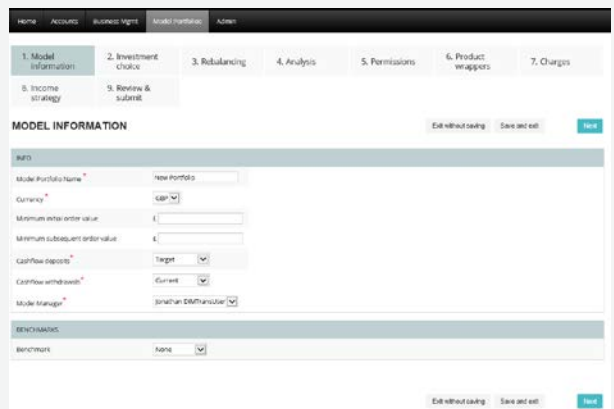


2

To create a new model, click the Create New button.

3

The model creation wizard will appear with the Model Information tab showing first.



This tab allows you to enter the basic information about the model you would like to create.

4

First, enter a Model Portfolio Name.

5

Then select a Minimum initial value and Minimum subsequent order value. These fields set the minimum monetary amount that can be invested into the model.

## HOW TO CREATE MODEL PORTFOLIOS (CONTINUED)

6

Next you can set a rule for deposits and withdrawals on your portfolio.

7

For Cashflow deposits, you can either set any money coming in to be allocated to the target asset allocation (chosen on the Investment choice tab) or for the money to be allocated across the portfolio in order to bring it back into alignment if the asset weightings have shifted.

8

For Cashflow withdrawals you also have two options; the first is again align to target which works in the same manner as deposits but in reverse and the second option is current which will disinvest assets as per their current weightings regardless of whether they are aligned to the target allocation.

After this, select the Model Manager to be listed as the decision maker.

9

Next, you can set a benchmark against your model with two options:

A single benchmark – e.g. FTSE All Share; or

A customised combination of any of the available options.

The screenshot shows the 'BENCHMARKS' interface. On the left, there is a list of benchmarks with 'Select' buttons. On the right, there is a table titled 'COMPOSITION' with columns for 'INDEX TYPE' and 'WEIGHTING (%)'. The table shows a single entry: 'Total' with a weighting of '100%'.

COMPOSITION	INDEX TYPE	WEIGHTING (%)
Total		100%

The total allocation must be 100%, you can split the benchmarks into any percentages of your choosing:

The screenshot shows a table titled 'COMPOSITION' with columns for 'COMPOSITION', 'INDEX TYPE', and 'WEIGHTING (%)'. The table shows four entries, each with a weighting of 25% and a 'Total' row with a weighting of 100.00%.

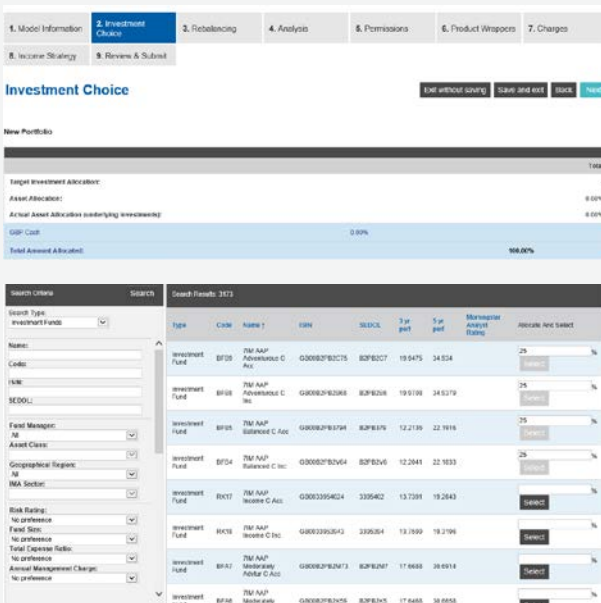
COMPOSITION	INDEX TYPE	WEIGHTING (%)
FTSE WMA Stock Market Conservative Index	ReturnValue	25
FTSE WMA Stock Market Income Index	ReturnValue	25
United Kingdom Retail Price Index	ReturnValue	25
Sterling Gilts	ReturnValue	25
Total		100.00%

If you do not wish to include a benchmark, you can select None from the dropdown list and click Next.

## HOW TO CREATE MODEL PORTFOLIOS (CONTINUED)

10

When you click Next, the Investment Choice tab will show. Here you will be able to choose the assets which make up your portfolio.



11

There are various ways to search for an asset; by name, ISIN, SEDOL, fund manager etc. You can also search for both mutual funds and ETIs. Once you've Searched for an asset, it displays the results in the box on the right of the screen.

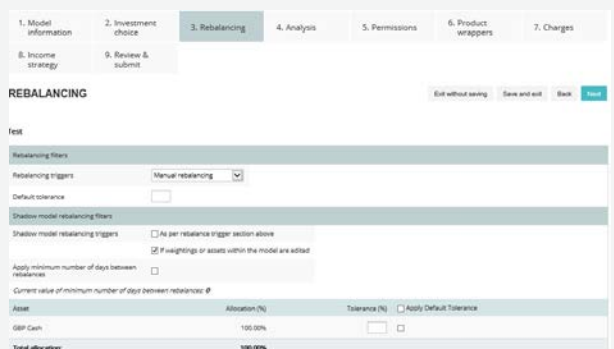
12

To add the asset to the model, click the Select button. The assets will then appear in the allocation field where you can specify the percentages. If there's any unallocated percentage, it will default it to cash.

	Cash	Shares	Bonds	Property	Multi-Asset	Other	Total
Target Investment Allocation:	5.00%	0.00%	0.00%	0.00%	0.00%	95.00%	100.00%
Actual Asset Allocation (underlying investment):	8.33%	0.00%	0.00%	1.62%	0.00%	0.00%	9.95%
TSM AAP Admstrat C Acc	Alloc: 95 %	3.50%	0.00%	0.00%	1.50%	0.00%	Remove
Sector: SECPRECT	GRN: GRN00PRECTS						
GBP Cash	5.00%	100.00%					
<b>Total Asset Allocation:</b>	<b>100.00%</b>						

13

There will be a minimum of 0.5% cash holding which is applied as default, as explained in the Terms of Business. The DIM does have the option to make this value higher. If you've set a higher minimum cash level (this will be input by Embark as part of your set up process), then it will highlight here if it is breached.



Click on Next and you're taken to the Rebalancing tab where you can choose your Rebalancing filters.

## HOW TO CREATE MODEL PORTFOLIOS (CONTINUED)

14

There are four Rebalancing filters to choose from:

- **Manual:** Allows you to trigger a rebalance on an ad-hoc basis. This can only be done by an authorised transactional user.
- **Tolerance:** Allows a model to be rebalanced when a specified tolerance has been breached (i.e. 2%). You have the option to set a default tolerance throughout the whole model but you also have the option to set different tolerances on specific funds.
- **Frequency:** Can be set at various frequency's (weekly, monthly, quarterly, biannually, annual, etc) and will be automatically triggered when dates are reached.
- **Tolerance and Frequency:** Will follow frequency as set out but if a tolerance breach occurs in between frequency dates then an ad hoc rebalance will be triggered.

Note: for tolerance and/or frequency rebalances, if a model contains any ETI assets which have shifted due to market movement, it will require authorisation before each rebalance. An alert will be generated on the home tab to prompt the investment manager to authorise, see the *Navigate the platform and the home screen* (all users) section for more detail.

15

If you select Manual, you will still have the option to set a default tolerance percentage for reporting purposes.

If there is a shift in the model weightings, and you have selected manual and set a default tolerance, it will appear on a Tolerance Violation Report, but there's no automatic rebalance.

16

You access the manual rebalance process through the Model Portfolios tab. From here you select the Re-balance option in the Quick Links for the relevant model.

Product Name	Status	Version Number	Total Value	Date Created	Last Updated	Quick Links
HM1 V1 DMG(L) LB new	Current	3	485,288.66	21/Feb/2019 11:15	06/Mar/2019 10:36	View Edit Re-balance Asset Switch Close
HM1 V1 DMG(L) LB new	Current	1	169,618.87	21/Feb/2019 11:11	21/Feb/2019 11:11	View Edit Re-balance Asset Switch Close
ABC Ltd	Closed	1		28/Nov/2018 05:56	11/Dec/2018 11:16	View Edit Re-balance Asset Switch Close
Access Test 1	Current	3		04/Feb/2019 12:57	14/Feb/2019 09:57	View Edit Re-balance Asset Switch Close
Advisor Firm Model	Current	1	440,240.19	18/Feb/2019 11:17	18/Feb/2019 11:17	View Edit Re-balance Asset Switch Close

## HOW TO CREATE MODEL PORTFOLIOS (CONTINUED)

17

If you have set the Re-balance option to By tolerance, you can set a default tolerance for the entire model or you can set a default tolerance for each individual asset within the model.

18

You also have the option to apply a minimum number of days between rebalances. This is set up initially by Embark, as per the received set-up form.

Asset	Allocation (%)	Tolerance (%)	Apply Default Tolerance
TM AWP Advertisers C Acc	25.00%	0.00%	<input checked="" type="checkbox"/>
TM AWP Advertisers C Inc	25.00%	0.00%	<input checked="" type="checkbox"/>
TM AWP Broadcast C Acc	25.00%	0.00%	<input checked="" type="checkbox"/>
TM AWP Broadcast C Inc	25.00%	0.00%	<input checked="" type="checkbox"/>
C&P Cash	0.00%	0.00%	<input checked="" type="checkbox"/>
<b>Total allocation:</b>	<b>100.00%</b>		

As soon as a model portfolio is authorised, a shadow model portfolio is created with £1m invested.

Note: this tool is only a hypothetical investment to allow the investment manager to monitor the model's performance.

19

Select Next, and you will be taken to the Analysis tab.

Here you will see the historical performance of the assets under the selected model. There's a performance graph which shows the cumulative performance of a model versus its benchmark:

- Cumulative five-year performance;
- Discrete performance for 12-month periods for the previous five years;
- Discrete performance for quarterly periods for the previous five quarters;
- Cumulative returns show the performance of investments accumulated over multiple periods. Discrete returns show the performance over separate periods.

## HOW TO CREATE MODEL PORTFOLIOS (CONTINUED)

20

The Analysis tab is also where you can upload all the documentation associated with the portfolio (i.e. the KIID, Factsheets, Stock Notes, Long Prospectus etc); these are then fed through to the advisory platform for the adviser to view when using the investment research tool.

Rolling Year	3 Months		6 Months		1 Year		3 Years		5 Years	
	%	Rank	%	Rank	%	Rank	%	Rank	%	Rank
HSBC Holdings PLC ORD 30 30 (UK:HSO)	-	-	-	-	-	-	-	-	-	-
Vodafone Group PLC ORD 1000 20 2021	-	-	-	-	-	-	-	-	-	-

Note: when the disclosure documents for models are shown on the advisory platform, they are extracted from this stage of the set-up wizard. It is important therefore that you continually update these documents on a regular basis for investment research purposes.

21

Select Next to go to the Permissions tab. This is where you control who will have access to your model portfolio.

You can grant access to some or All Networks or some or All Adviser firms within that network. You must select either the Assign Networks or the Assign Firms option, as you can't select both options. If the 'include all networks' and 'include all firms' options are selected, this will allow anyone on the platform to see the model. You can add & remove users at a later stage by simply selecting the Edit model option.

It is recommended that you have your agreements with the respective adviser networks or firms in place before you allow access.

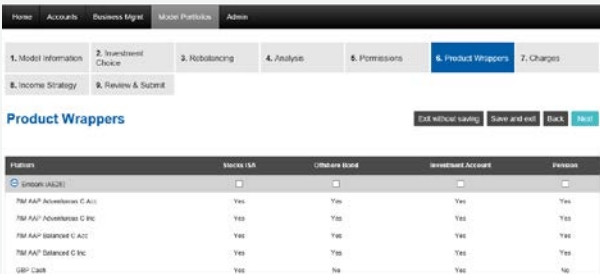


## HOW TO CREATE MODEL PORTFOLIOS (CONTINUED)

22

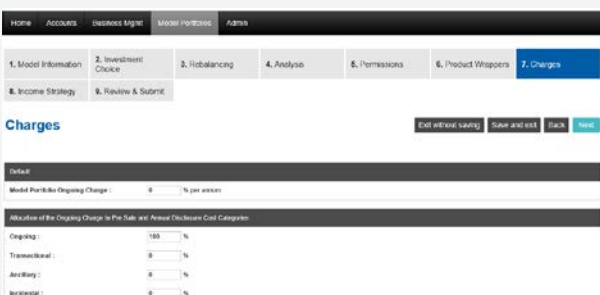
Select Next to move to the Product Wrappers tab. Here you can specify which Embark product wrappers you wish the portfolio to be available for. Simply tick the box under each wrapper name.

Not all assets are supported across all products. If one of the assets within your model is not supported for a product, you will not be able to make the model available for that product. To see which asset is unsupported, you can click on the plus icon which will expand the model and reveal a table of the assets and which products they support.



23

Select Next and this takes you to the Charges option, where you will be able to set your Model Portfolio Ongoing Charge.



24

When you enter an amount for the Model Portfolio Ongoing charge (this will always be a % amount) it will automatically add on VAT and display this as your gross charge.

25

You will also need to complete the Allocation of the Ongoing Charge to Pre-Sale and Annual Disclosure Cost Categories.

26

You can also customise your charge each Network and each individual adviser firm (Company).



Note: as per the Terms of Business there will be a required minimum amount to be allocated to cash in order to pay charges, this default is set at 0.5%. If you wish to apply a higher minimum, you will need to specify this on your DIM Firm Set Up Form. If there's not enough cash in the client's model account to pay the charges, then the auto-disinvestment process begins for all accounts. Assets are sold following the least volatile stock (LVS) strategy for models containing mutual funds.

## HOW TO CREATE MODEL PORTFOLIOS (CONTINUED)

27

Click Next to go to the Review and Submit tab.

Here you can view all the details you've created for the model portfolio before submitting. If there are any Validation Errors, this tab will highlight them:

ISIN	ISIN	ISIN	Allocation	AMC	OCF
GBP Cash			5.00%	0%	0%
ITA AWP Advisores C Ac	08002790225	80F0C7	25.00%	0.50%	0.78%
ITA AWP Advisores C Inc	08002790208	80F0E6	25.00%	0.50%	0.78%
ITA AWP Advisores C Ltd	08002790374	80F0F5	25.00%	0.50%	0.67%
ITA AWP Advisores C Inc	08002790254	80F0D6	20.00%	0.50%	0.67%

28

Once you're happy, click Submit. This request will go into the authorisation queue await authorisation by another approved DIM user within the firm.

After they approve your request, the new models will appear on the adviser's Embark platform to select as an investment option, provided they've been added to the list of adviser firms that are permitted to access the model.

## MODEL PORTFOLIOS WORK IN PROGRESS (DIM TRANSACT USERS)

1

If you leave the model portfolio setup half way through, you can return at any point to complete the addition, by ensuring you click the Save & Exit button.

To view all current work in progress, click on the Model Portfolio tab followed by the Work in Progress tab.

Date started	Name	Process Type	Status	Investment Manager Firm	Last updated	Created by	Action	Delete
25-Mar-2019	Bryan Test	Build Model Portfolio	In Progress	Golden Thread DIM Firm Ltd	25-Mar-19 10:38 am	B. DIM Transact	Resume	<input type="checkbox"/>
25-Mar-2019	Rebalance MP 27598	PendingAuthorisation	PendingAuthorisation	Golden Thread DIM Firm Ltd	25-Mar-19 6:01 am	SYSTEM USER	Resume	<input type="checkbox"/>
25-Mar-2019	Rebalance MP 27597	PendingAuthorisation	PendingAuthorisation	Golden Thread DIM Firm Ltd	25-Mar-19 6:01 am	SYSTEM USER	Resume	<input type="checkbox"/>
22-Mar-2019	Build Model Portfolio	In Progress	In Progress	Golden Thread DIM Firm Ltd	22-Mar-19 4:35 pm	K. DonFrans	Resume	<input type="checkbox"/>
22-Mar-2019	Build Model Portfolio	In Progress	In Progress	Golden Thread DIM Firm Ltd	22-Mar-19 1:29 pm	K. DonFrans	Resume	<input type="checkbox"/>
22-Mar-2019	Build Model Portfolio	In Progress	In Progress	Golden Thread DIM Firm Ltd	22-Mar-19 1:29 pm	K. DonFrans	Resume	<input type="checkbox"/>
22-Mar-2019	Build Model Portfolio	In Progress	In Progress	Golden Thread DIM Firm Ltd	22-Mar-19 1:07 pm	K. DonFrans	Resume	<input type="checkbox"/>

2

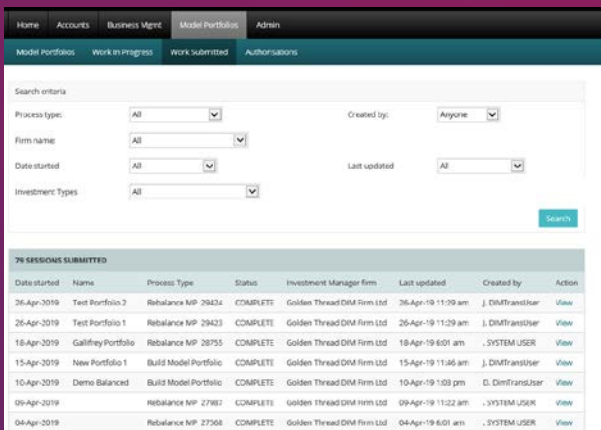
To continue working through the setup wizard, select Resume from the Action column.

This will take you straight to the appropriate screen.

## MODEL PORTFOLIOS WORK SUBMITTED (DIM TRANSACT USERS)

1

Once your model is created and submitted, it will be added to the Model Portfolios > Work Submitted tab for audit purposes.



The screenshot shows the 'Model Portfolios > Work Submitted' tab in the EMBARK Platform. The interface includes a search bar and a table of submitted model portfolios. The table has the following columns: Date started, Name, Process Type, Status, Investment Manager firm, Last updated, Created by, and Action. The table contains 78 rows of data, with the first few rows showing details for various model portfolios.

Date started	Name	Process Type	Status	Investment Manager firm	Last updated	Created by	Action
26-Apr-2019	Test Portfolio 2	Rebalance MP 29424	COMPLETE	Golden Thread DIM Firm Ltd	26-Apr-19 11:29 am	J. DIMTransUser	View
26-Apr-2019	Test Portfolio 1	Rebalance MP 29423	COMPLETE	Golden Thread DIM Firm Ltd	26-Apr-19 11:29 am	J. DIMTransUser	View
18-Apr-2019	Gallifrey Portfolio	Rebalance MP 28755	COMPLETE	Golden Thread DIM Firm Ltd	18-Apr-19 6:01 am	SYSTEM USER	View
15-Apr-2019	New Portfolio 1	Build Model Portfolio	COMPLETE	Golden Thread DIM Firm Ltd	15-Apr-19 11:36 am	J. DIMTransUser	View
10-Apr-2019	Demo Balanced	Build Model Portfolio	COMPLETE	Golden Thread DIM Firm Ltd	10-Apr-19 1:03 pm	D. DimTransUser	View
09-Apr-2019	Rebalance MP 27987	Rebalance MP 27987	COMPLETE	Golden Thread DIM Firm Ltd	09-Apr-19 11:22 am	SYSTEM USER	View
04-Apr-2019	Rebalance MP 27368	Rebalance MP 27368	COMPLETE	Golden Thread DIM Firm Ltd	04-Apr-19 6:01 am	SYSTEM USER	View

2

Select View in the Action column to see the full details of each model.

## MODEL PORTFOLIOS AUTHORISATIONS (DIM TRANSACT USERS)

1

New model portfolios sent for authorisation, will need to be authorised by another DIM user within your firm.

To view models pending authorisation, click on the Model Portfolios tab, followed by the Authorisations tab.

Request Number	Description	Name	Date Submitted	Created by	Authorise	Reject
29428	Model Rebalance	Test Portfolio 2	26-Apr-2019 11:31:52	Jonathan	<input type="checkbox"/>	<input type="checkbox"/>
29427	Model Rebalance	Test Portfolio 1	26-Apr-2019 11:31:38	Jonathan	<input type="checkbox"/>	<input type="checkbox"/>

2

The Authorisations tab shows all the models awaiting authorisation.

To view the data for each model, click on the model name and the setup wizard screens will appear again, with all the information that has been provided showing.

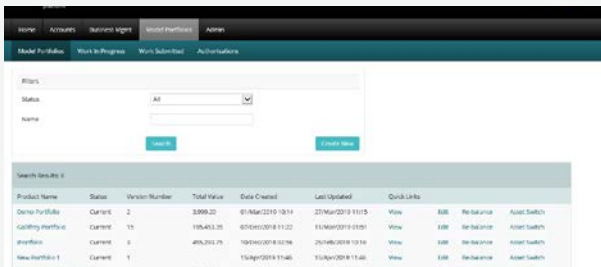
To authorise the model, return to the Authorisation tab, tick the Authorise checkbox and click Save.

If you Reject a model, it will return to the Work in Progress queue.

## EDIT MODEL PORTFOLIOS (DIM TRANSACT USER)

1

To edit a model, click on the Model Portfolios tabs and then select Edit option within the Quick Links.



Product Name	Status	Version Number	Total Value	Date Created	Last Updated	Quick Links
Delta Portfolio	Current	2	3,999.20	01-Mar-2019 10:14	20-Mar-2019 11:15	View Edit Rebalance Asset Switch
Goldring Portfolio	Current	15	115,403.35	07-Sep-2018 11:22	11-Mar-2019 13:01	View Edit Rebalance Asset Switch
Ironstone	Current	8	495,203.76	18-Sep-2018 10:16	20-Mar-2019 10:16	View Edit Rebalance Asset Switch
New Portfolio 1	Current	1		15-Apr-2019 11:40	15-Apr-2019 11:40	View Edit Rebalance Asset Switch

2

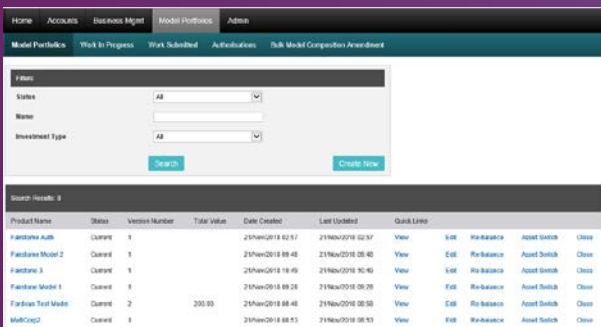
This opens the edit model portfolio wizard, like the setup wizard. From here, you can update any details that were previously created.

Note: The only field you cannot update post set-up is the model name.

## SWITCH ASSETS IN MODEL PORTFOLIOS (DIM TRANSACT USERS)

1

To switch any assets within a model, go to the Model Portfolio tabs and click the Asset Switch option on the Quick Links within.



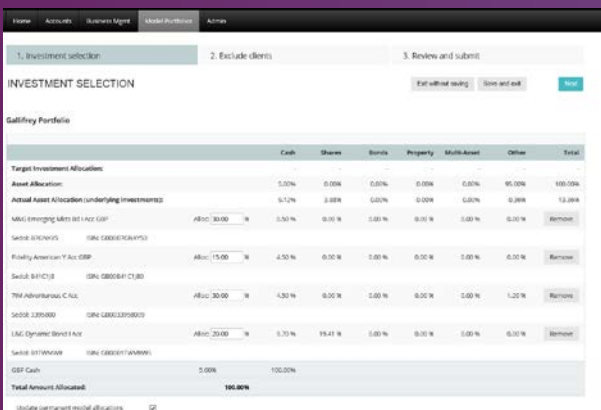
3

On the Investment selection tab, input the necessary changes to the model make up and click Next.

Note: if you tick the update permanent allocations box, the asset switch will be applied, and the new model allocation will be applied for all future transactions. If the box is left unticked, this will only affect current holders of the model and the original strategy will remain for future rebalances and new investors into the model.

2

This will display a shortened version of the edit model wizard. This screen allows you to change the assets and allocation within the model make up and submit the switch.



## SWITCH ASSETS IN MODEL PORTFOLIOS (DIM TRANSACT USERS)

4

The Exclude clients tab allows you to exclude specific clients from this change. Enter the details for those clients you wish to exclude and then click Next.

5

You will land on the Review and Submit tab. Once you've reviewed, click submit, to trigger an authorisation alert.

6

This will be authorised by another investment manager in your firm and the changes will be made.



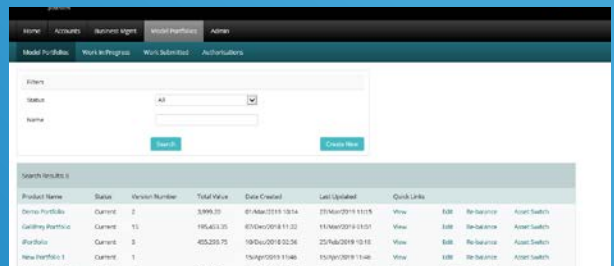
# REBALANCING MODEL PORTFOLIOS (DIM TRANSACT USERS)

There are three options for rebalancing:

- **Manual Bulk Rebalances:** The DIM transact user will be the controller of the bulk rebalance; the user will have the option to exclude certain clients.
- **Manual individual client account rebalances:** The DIM admin user can request to manually rebalance individual accounts. These individual account rebalances do not require authorisation.
- **Automated rebalances:** If a model has been set up with either a Frequency or Tolerance based rebalance strategy then these will be initiated automatically by the Platform. Any automated rebalance that contains ETI trades will require review and authorisation as part of the MiFID II rules.

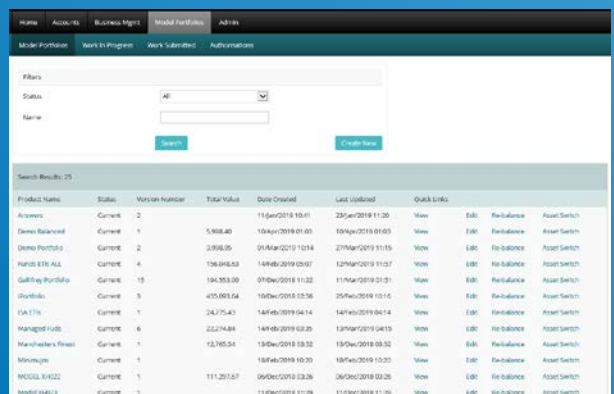
1

To initiate a manual rebalance for all clients invested in a model portfolio, go to the Model Portfolios summary screen.



2

Click on Re-balance for the selected model portfolio within Quick Links.



## REBALANCING MODEL PORTFOLIOS (DIM TRANSCRIPT USERS) (CONTINUED)

3

To exclude clients from rebalances:

A DIM transcript user can exclude client accounts from a manual rebalance, this is done as part of the manual rebalance process, either by entering the individual account numbers to be excluded or by using the File Upload option.

4

The File upload is a facility where you can download a CSV list of all accounts linked to the model portfolio, remove any accounts that aren't applicable for exclusion and then re Upload as a CSV file, which will result in these accounts being excluded from the rebalance.

Date started	Name	Process Type	Status	Investment Manager firm	Last updated	Created by	Action
26-Apr-2019	Test Portfolio 2	Rebalance MP 29424	COMPLETE	Golden Thread DIM Firm Ltd	26-Apr-19 11:29 am	J. DIMTransUser	View
26-Apr-2019	Test Portfolio 1	Rebalance MP 29423	COMPLETE	Golden Thread DIM Firm Ltd	26-Apr-19 11:29 am	J. DIMTransUser	View
18-Apr-2019	Gallifrey Portfolio	Rebalance MP 28755	COMPLETE	Golden Thread DIM Firm Ltd	18-Apr-19 6:01 am	SYSTEM USER	View
15-Apr-2019	New Portfolio 1	Build Model Portfolio	COMPLETE	Golden Thread DIM Firm Ltd	15-Apr-19 11:46 am	J. DIMTransUser	View
10-Apr-2019	Demo Balanced	Build Model Portfolio	COMPLETE	Golden Thread DIM Firm Ltd	10-Apr-19 1:03 pm	D. DIMTransUser	View
09-Apr-2019		Rebalance MP 27987	COMPLETE	Golden Thread DIM Firm Ltd	09-Apr-19 11:22 am	SYSTEM USER	View
04-Apr-2019		Rebalance MP 27368	COMPLETE	Golden Thread DIM Firm Ltd	04-Apr-19 6:01 am	SYSTEM USER	View

Note: accounts will be automatically excluded from any manual or automated rebalances if they have unsettled trade activity in the model holdings at the point that the rebalance is triggered. These accounts will be added to the deferred activity list for the model portfolio (which can be run as a report) and the rebalance will be executed once the trade activity has completed

5

Once you submit your rebalance instruction, an authorisation alert will be triggered and another investment manager in your firm must authorise your changes.

Here are the types of rebalance notifications:

- **Manual:** issued when a manual rebalance has been placed but not authorised, the notification appears on the Home tab.
- **Automated:** issued when an auto rebalance is being placed by the platform that includes ETI's / ETF's. These rebalances will need to be authorised by a permissioned user, when a system-generated notification appears on the Home screen. For Frequency rebalances these will appear 7 days in advance of the rebalance date and for Tolerance rebalances they will appear on the morning the rebalance is triggered. If a Tolerance / Frequency authorisation is not actioned then these rebalances will not be placed. If a rebalance is not authorised then further notifications will be produced on a daily basis for the 10 days following the date of the rebalance being triggered.

6

The buy and sell orders are automatically created and placed at the next valuation point. Buys are placed after the sells are confirmed.

The cut off dealing times are 10:00 and 15:00, If any orders are requested after the later time these orders will be moved onto the next following trading point.

Buys are placed once the sell is confirmed, this happens as soon as the last sale trade in the rebalance has its price confirmed.

## EXCLUDE AN INDIVIDUAL CLIENT FROM REBALANCES (DIM TRANSACT USER)

1

To exclude a client from rebalancing, select the Accounts tab.

From here you're presented with the following options:

- Search;
- Transactions in Progress;
- Completed Trans;
- Corporate Actions.

Home Accounts Business Mgmt Model Portfolio Admin

Search Transactions in Progress Completed Trans Corporate Actions

Search within

Account Type: Model Holder

Model Portfolio: All

Platform: All

Account Number: Platform Reference Number:

Account Name: Account Status: Active

Search

3

To exclude a client from rebalances, go to the Account Details tab and tick the 'exclude from rebalance box' and click Save.

Home Accounts Business Mgmt Model Portfolio Admin

Search Transactions in Progress Completed Trans Corporate Actions

Model Account : DM1000413 New Search View Model

Summary Portfolio New Work Cash Account Account Details Transactions

Account Details

Account Type: Model

Product Wrapper: Stocks & Shares ISA

Model Portfolio: Model One MW

Company: MW O&M manager

Tax Residency: UK

Date Created: 23 Jan 2019

Last Rebalance Date: 06/Nov/2019

Platform: Embark (IEF)

W&A/CRS: Pending Account Closure

Rebalance Restrictions:  Exclude from Rebalance

Prevent Rebalance:

Save

2

Click on Search, select the required account and then you will see these options:

- Summary;
- Portfolios;
- New Work;
- Cash Account;
- Account Details;
- Transactions.

Home Accounts Business Mgmt Model Portfolio Admin

Search Transactions in Progress Completed Trans Corporate Actions

Model Account : DM1000413 New Search View Model

Summary Portfolio New Work Cash Account Account Details Transactions

Asset Class Sectors Geographical Top 10

As At: 31-Mar-2019

Asset Class	%	Value GBP
Cash	12.42%	6,803.98
Shares	0.00%	0.00
Bonds	0.00%	0.00
Property	0.00%	0.00
Multi-Asset	0.00%	0.00
Other	87.58%	49,871.33
<b>Total</b>	<b>100.00%</b>	<b>56,675.31</b>

Account Details

Account Type: Model

Product Wrapper: Stocks & Shares ISA

Model Portfolio: Model One MW

Account Name: Embark Four

Tax Residency: UK

Company: MW O&M manager

Date Created: 23Jan2019

Platform: Embark (IEF)

Platform Reference Number: E88422771-001

Income Strategy: Return income to model

View Model

## CORPORATE ACTIONS (DIM TRANSACT USER)

1

You'll be notified that there's a corporate action that needs your attention through the alerts that appear on the Home screen.

These alerts will be set up by Embark for you as part of your platform set up process.

2

To view the Corporate Actions, select the Accounts tab.

From here you're presented with the following options:

- Search;
- Transactions in Progress;
- Completed Transactions;
- Corporate Actions.

3

Click on the Corporate Actions tab.

You'll be notified of both voluntary and mandatory Corporate Actions.

No action is required for mandatory ones.

The screenshot displays the Embark platform's navigation menu and search interface. The top navigation bar includes 'Home', 'Accounts', 'Business Mgmt', 'Model Portfolios', and 'Admin'. Below this, a secondary menu highlights 'Search', 'Trans In Progress', 'Completed Trans', and 'Corporate Actions'. The 'Corporate Actions' section is expanded, showing search criteria: 'From Pay Date' (01-Mar-2018), 'To Pay Date' (31-Mar-2019), 'Investment' (input field), 'Corporate Action ID' (input field), and 'Type' (dropdown menu). A 'Search' button is located at the bottom of the search criteria section.

4

For voluntary corporate actions, you must respond accordingly for your relevant model portfolios.

Your response goes to FNZ who collate everything and put forward the vote.

This goes out to the market and the relevant actions then take place.

## VIEW AND CREATE MANAGEMENT REPORTS (DIM TRANSACT USERS)

1

To view and create your portfolio management reports, click on the Business Mgmt tab from the main navigation bar.

2

Next, go to the Mgmt Reports drop down where you will see the navigation along with a list of available reports.



3

Select the Report you require:

- **Assets Under Administration Report:** Shows the aggregate total of AUA by model and by distribution platform at any point in time.
- **Deferred Activity Report:** Shows the details of the clients that have deferred model portfolio transactions (e.g., deferred rebalance, deferred sells) at the time the report is generated. The report contains two tabs, first tab details the deferred rebalance transactions and the second tab reports deferred sells.
- **Holdings by Account:** Shows a breakdown of total holdings per account per investment.
- **Holdings by Investment:** Shows a breakdown of total holdings per investment.
- **Model Cashflow Report:** Shows the aggregated inflows and outflows by model and by distribution platform for any given time period.
- **Model Fees Report:** Provides an aggregated breakdown of all fees by type, by model and by distribution platform for any given time period.
- **Negative Cash Balance:** Shows all outstanding negative cash balances within the X-Hub.
- **New Accounts Report:** Shows the new accounts that have been linked up to invest in models on the X-Hub platform over any given time period.
- **Tolerance Violation Report:** Shows all investors accounts where their asset allocations diverge from target model weightings by an amount that exceeds tolerance.

## VIEW AND CREATE MANAGEMENT REPORTS (DIM TRANSACT USERS) (CONTINUED)

4

Choose the From date and To date you require and then click on Create. This will generate the report and once it has been generated, the status changes to Complete.

5


Open the report by clicking on Complete in the Status column.


This will offer you the option to access in a downloadable format so you can save to your PC.

At the bottom of the screen you can track the reports you've requested. They're listed by request time in descending order. You can also filter these by using the filter options on the right of the screen.





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