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A Word from the Creators

Thank you for purchasing IPS AdvisorPro®. We hope that you will find using IPS AdvisorPro® helps you and your staff be more productive, more profitable and more professional.
Overview

The purpose of this section is to provide you with a brief overview of IPS AdvisorPro®. You’ll learn about the features of the application, see how to navigate the site and how easy it is to create an IPS.

The Importance of an IPS

- An Investment Policy Statement provides a record of the agreements between the financial advisor and the client
- It establishes a trust and a bond with the client
  - Open disclosure
  - Clarity about the relationship and what will be experienced
- As a result of the trust and professionalism
  - Clients stay in the relationship
  - Advisors enjoy the opportunity for more and bigger clients

Background

Before we go too far, it’s vital that you understand the important role that the process of creating and documenting investment policies can be in the early and ongoing relationship between the client and the advisor

An IPS is a written document that acts as a record of the agreements reached between the client and the advisor. This helps educate the client about the investment issues and it provides clarity about what will be happening in the investment process. As the issues are discussed and agreements are reached, a critical level of trust generally develops between the client and the advisor. As a result, the advisor will find clients stay in the relationship, that referrals to other clients becomes easier and bigger clients are more willing to consider working with you.
Why IPS AdvisorPro®?

- The industry's highest quality IPS
  - Professional design is clean and straight-forward
  - Content and structure have been created by the industry's leading experts on policy statements
- IPS AdvisorPro® is quick and easy
- IPS AdvisorPro® helps establish a consistency across all advisors in a firm
- IPS AdvisorPro® supports compliance requirements
- IPS AdvisorPro® is fully customizable
  - incorporates your firm's practices and philosophies
  - reflect the unique circumstances of each client

As you will see in this overview, users of IPS AdvisorPro® will be able to quickly and easily create the industry's highest quality IPS. The look of the IPS has been professionally designed and its content and structure reflect the many years we have spent speaking and writing about Investment Policy Statements.

We'll show you how easy it is to customize any part of an IPS from IPS AdvisorPro®--to reflect both your firm and your client. But we also want to emphasize two other attributes: 1) As the IPS AdvisorPro® system gets implemented in your company and as advisors find themselves adhering to the agreements documented in the IPS, you’ll find there is an increasing consistency across the advisors in your firm. 2) Because the IPS is part of a prudent investment process and because of some of the supervision tools built into IPS AdvisorPro®, compliance requirements are being satisfied.
Sample IPS Pages

A few sample pages of output, to give you an idea of what an IPS from IPS AdvisorPro® might look like. First, here’s the cover page.
A Table of Contents:

Table of Contents

Note that the sections in this IPS Table of Contents include commentary about the importance of having an investment policy, an overview of the client and their circumstances, their objectives, time horizon, tax issues, willingness to experience risk, the specific asset allocation, it identifies key aspects of the advisor’s philosophies to create confidence in the client, it also lists how frequently the IPS will be reviewed, any liquidity needs of the client, diversification issues, any restrictions being placed on the portfolio, how investments will be selected, how the portfolio will be monitored and reported upon, and a place for both the client and the advisor to sign, indicating their adoption of the IPS.
Among the Overview information is client contact information, the account listing, names of anyone who should be given a copy of the IPS and the names and information of the client’s attorney and CPA.

The Asset Allocation section, shown on the right above, has both graphics and numbers, and it shows the calculated likely range of annual returns for the portfolio at the 95% confidence level, which helps clients understand that the investment experience will not be a straight line.
As shown here, IPS AdvisorPro® has provided wording in the IPS template about duties and responsibilities of both advisor and client as well as about discretion and account titling. Any of these can be easily changed or even removed, so you can be sure your IPS reflects your practices.

**Standard IPS**

IPS AdvisorPro® offers two levels of IPSs and templates: the Professional level, which we’ve been talking about so far, and the Standard level. The Standard IPS is essentially an executive summary. It still documents the essential agreements, but it avoids the length and detail of the Professional IPS. For smaller engagements, the Standard IPS is probably more appropriate.

With that background, let’s show you IPS AdvisorPro®!

**Using Help to Learn about IPS AdvisorPro®**

If you need help, we have provided five different resources to make it as easy as possible to learn to use IPS AdvisorPro®

- Each screen on IPS AdvisorPro® has a “Page Tips” link at the upper right, designed to answer many of the questions that may arise from the actions required on that page. Click on the link to show the Page Tips and click on it again to hide it.
- In the questionnaire, there are “Questionnaire Advice” boxes with each question you can click on and off that are designed to give you guidance about how to respond.
• A system **Help Manual** can be downloaded (link at upper right of every screen) for your review and guidance. This includes an introductory tour and a section on each part of IPS AdvisorPro®.

• Each screen of IPS AdvisorPro® has a “Support” link on the lower right. Click on that to email us questions you may have. **Email support** is available during normal business hours, Monday-Friday, Eastern Time. Please also use the Support link to give us your feedback, telling us what’s working for you and what changes or new features you’d like to see.

**Administrative Rights**

Finally, as the Administrator for your license with IPS AdvisorPro®, you can configure up to 5 users, assigning appropriate rights to each. Anyone in your company who might need access to IPS AdvisorPro® should be set up as a new user under your license. All users under a license will have access to the same templates and Asset Allocation Models, providing a way for your company to display consistency in how you do your investment management from one advisor to the next. If everyone does things differently, you can each build different templates and models to reflect your respective styles. (Remember though, since there’s a cost for each IPS created, it won’t make sense for you to give access to your IPS AdvisorPro® license to anyone not in your company.)

**Weekly Training**

**Introductory Tour**

Thursdays @ 1:00 PM EST 10:00 AM PST
Discover the basics of IPS AdvisorPro® by watching a live walk-through and ask your questions. Join us for this meeting.

**New User Training**

Wednesdays @ 1:00 PM EST 10:00 AM PST
Learn how to setup your system, create templates and generate a custom investment policy statement.

**Pricing and Billing**

IPS AdvisorPro® offers two licenses, standard and professional. For detailed information about the difference between the two, please visit [http://www.ipsadvisorpro.com/about/features-pricing/](http://www.ipsadvisorpro.com/about/features-pricing/).

With your IPS AdvisorPro® license, you receive 100 IPS’s. Your license expires one year after your purchase (or at the anniversary of your last renewal) or once you use up all of your IPS’s, whichever one comes first. You will receive an email from the system when you reach 7 days before your expiration or come down to only 5 IPS’s left.
On the anniversary of your purchase (or last renewal), the system will automatically renew your subscription and charge the credit card we have on file.

If you run out of IPS’s before the anniversary, the system will let the account administrator of your account renew your subscription by clicking on “Create a New Client” when the remaining IPS credit is 0.

**Interested in the Book?**

If you are not already aware, our book “Creating an Investment Policy Statement: Guidelines and Templates” can be purchased from the publisher FPA Press. See the Financial Planning Association website at [http://www.fpanet.org/](http://www.fpanet.org/). The book is being used as a text in several CFP® and graduate program investment courses and provides an excellent overview of the use of an IPS in your investment process.

**Coming Changes**

One of the big advantages of an online software application is that you can upgrade it as improvements are developed. We have several of our own ideas about new features and ways to enhance the usability of the system, including partnering with other software vendors and advisor groups. More importantly, we want to hear from you. As you use IPS AdvisorPro®, we want to know what works and what doesn’t. We especially want to hear from you about changes you’d like to see. We can’t guarantee they’ll all be used, but they certainly won’t if you don’t tell us your ideas. Use the “support” link at the lower right corner of every page in IPS AdvisorPro® to send us your ideas. While this link will primarily be used for email help and support, you can use this same method to send us your ideas and requests.

**Referrals are Welcome!**

If you like IPS AdvisorPro®, please tell your friends and colleagues. The more users we have, the more resources we can apply to the program to improve it. Telling others about IPS AdvisorPro® will help them, will help you and we’d appreciate it as well.

Again, thank you for purchasing IPS AdvisorPro® and congratulations for helping to set the IPS standard for the financial services industry.

Sincerely,

Norman M. Boone, MBA, CFP®
Linda Lubitz Boone, CFP®
Co-founders IPS AdvisorPro®
[www.IPSAdvisorPro.com](http://www.IPSAdvisorPro.com)
Signing In

Once you’ve signed up for IPS AdvisorPro®, you’ll actually sign on to the application on this Log-in page. You’ll need a company ID for all the users in your company. Then, each user in the company will have his or her own User ID and Password.

Each time you log in, this will be the first screen you will see. Different users in a company will have different rights. Every company will have at least one person with administrative rights. This screen will be able to be seen only by those with administrative rights, because not only can you create a new IPS or Work with an Existing IPS (which will be available to every user), the
bottom half also allows this person administrative rights to 1) Create a New IPS Template, 2) Create a New Asset Allocation Model, or 3) Add a new user.
Creating an IPS—5 Steps

Once you have finished the Startup Wizard, it takes only five steps, as shown here, to finish an IPS with IPS AdvisorPro®. We emphasize, a good set-up is key! If you do that well, then it should take only a few minutes to create an IPS that sets the standard for the financial services industry.
Creating a New IPS—Step 1

To create a new IPS, Step 1 will lead you to this screen. Let’s review what’s here before we go on.

- On the left is the Navigation Box. You can see that it takes five steps to create an IPS. This screen is the starting point. Then you’ll complete a questionnaire and choose one of our Asset Allocation Models. You then will be able to print an IPS in PDF format and review that. If there are changes needed, you can either go back to the questionnaire or the Asset Allocation Model step, or you can use Step 5 to quickly and easily Modify any part of the IPS. When it’s the way you want it, generate the IPS again as a PDF, then you can print it and save it to your own system.
- Along the top of this screen, the administrative user will have five tabs. Home was the last screen we saw. In this screen, we are in the Clients tab now, where we have a choice to create a new IPS or work with an existing IPS. System Management allows us to work with templates and Asset Allocation Models. Account Administration is where we add or delete users, change their information and rights, and the final tab is for Support.
- Speaking of Support, on the lower right of every screen is a link to Support. Click on that and a form comes up for you to email us with your questions and problems. Monday through Friday, Eastern time, we’ll get back to you with answers as quickly as we can.
- We hope you won’t need a lot of support, because as we’ve seen before, each page has a page tip and the Help manual is always available. Frankly, we think most of IPS AdvisorPro® is pretty intuitive and once you get going, you’ll probably need very little help.
To create a new IPS, you’ll need to give it a meaningful name that you will recognize later. You probably should start with the client’s last name, then first, then perhaps a date or advisor name.

In the next box, you need to use the drop-down menu to identify to which of the eight client types this client should be classified.

The third box allows the Professional Level user to choose whether this IPS will be a short Standard level IPS or if the more detailed Professional format is better for this client.

In the final box, the drop-down menu will show all the active templates available for this client type in your system. At the beginning you will only have the template provided by IPS AdvisorPro®, but as you use the system, you’ll probably build different templates for different situations. This box lets you pick the template that is closest to this client’s circumstances.

**Work with an Existing IPS—Step 1**

If, instead of creating a new IPS, we had clicked on “Work on an existing IPS” then we would have come to this screen.

This screen lists all of the IPS created by the user. The list can be sorted by IPS Name, by IPS Type, Tier, by its status (complete or incomplete or archived), and the dates it was created on or last edited. You can search by name, look only at IPS with a specific status, or on the lower right, you can click on the link to view all of them.

The actions available are
- “Edit” allows you to work on the IPS,
- “Download” prints the IPS in its PDF format,
• “About” shows you information about the IPS like when it was created, by whom and if an actual IPS document has ever been generated.
• “Delete” permits you to irretrievably eliminate the IPS

**Modifying IPS Name, Date, Status, and Author**

To modify the name or date that appears on the cover page of your IPS, the status (complete or incomplete) or the author/"created by" (if your user account is an account administrator or general administrator), open the IPS for editing as shown above and click on "1, Start IPS" in the left navigation bar.

**Switch template of existing IPS**

It is possible to switch which template an IPS is using as long as it is the same IPS type (e.g. Individual/Family) and edition (e.g. Professional). You can do this by opening the IPS for editing and clicking on Step 1, “Start IPS”

**Duplicating an Existing IPS**

To create a new IPS by making a copy of an existing one simply click on the "Duplicate this IPS" link in the list of your IPSs.

<table>
<thead>
<tr>
<th>Edited</th>
<th>Last Generated</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>9/21/2012</td>
<td>Edit</td>
</tr>
<tr>
<td>2013</td>
<td>Never</td>
<td>Edit</td>
</tr>
<tr>
<td>2013</td>
<td>1/10/2013</td>
<td>Edit</td>
</tr>
<tr>
<td>2013</td>
<td>25/2013</td>
<td>Edit</td>
</tr>
<tr>
<td>2013</td>
<td>2/14/2013</td>
<td>Edit</td>
</tr>
<tr>
<td>2013</td>
<td>8/15/2008</td>
<td>Edit</td>
</tr>
</tbody>
</table>

After you click on that link you will be asked to confirm your selection and a new IPS will be created with "-copy" appended to its name.
Completing the Questionnaire—Step 2

Whether we are creating a new IPS or working with an existing IPS, Step Two in the IPS AdvisorPro® Process is to complete or update the questionnaire. There are 8 questionnaires, one unique and appropriate to each of the 8 client types. You only need to fill in the spaces that are relevant and that you want printed on the IPS.

Another way IPS AdvisorPro® makes the process easy is shown here. In the questionnaire, IPS AdvisorPro® has advice boxes like this one in orange which can be clicked on to get help on how to respond to a particular question. Click again to hide the box.

As you can see in the Navigation Box on the left, there are several sub-steps to the questionnaire. If you want to move quickly to a particular step, you can click on that step in the Navigation Box instead of clicking on Next several times.

Additionally, the questionnaires are split into three parts: Investor Questionnaire, Risk Tolerance Questionnaire, and Advisor Questionnaire.

The Advisor Questionnaire contains a set of questions for which each advisor will be able to redefine “default” answers to. This can be done by going to “System Management” and “Advisor Questionnaire” but more details on this later.
The Risk Tolerance part of the questionnaire is of particular note. IPS AdvisorPro® has created its own patent-pending algorithms to score the answers to the nine questions, to help standardize your risk tolerance assessment. Based on their answers, IPS AdvisorPro® assigns clients to one of five risk categories: Conservative, Moderate-Conservative, Moderate, Moderate-Aggressive, or Aggressive. If you prefer other labels or have your own risk tolerance assessment tool, you can enter your own label instead.

You can print out any of the questionnaires to give to your clients, which would allow a clerical staff person to make the data entries.
Choosing an Asset Allocation Model—Step 3

Once you’ve finished the questionnaire, the third step in the IPS AdvisorPro® process is to choose an Asset Allocation Model. This screen lists the Asset Allocation Models available in your company, so that everyone is working from the same page, to the extent that you desire that.

Each Asset Allocation Model shows the model name, its return and risk statistics and who it was created by.

The actions available to the user include

- **Show Chart**—gives you the Pie chart, but also the Asset Allocation Model table with allocations. You can also choose to use or edit for this client.
- **Use for this Client**—selects this Asset Allocation Model as is and takes you to Step 4
- **Edit for this Client**—allows you to either edit this model permanently, or make unique changes to the model just for this client
Step 4 comes up when you have filled in the questionnaire and selected an Asset Allocation Model. In the upper half of the main screen is a list of questions that weren’t completed in the questionnaire. You can click on them to return to that part of the questionnaire and fill in more information, or you can ignore the warnings and print by clicking on the Adobe PDF icon in the bottom half of the main screen.

When you click on the icon, for the next few seconds you’ll see the system preparing the IPS document, then a completed IPS will come on the screen. Especially the first few times, we recommend you print it out and go through it carefully identifying what you want changed. Once you’ve done that, you can use the Navigation Box to return to Step 2 and make any changes you want to the answers. You can also return to Step 3 and choose a different Asset Allocation Model or edit the selected one however you like. If that doesn’t fix things, then you can jump to Step 5 to Modify the IPS.
**Modify the IPS—Step 5**

In Step 5, the user is provided a list of each section in the IPS. In this step, you can:

1. **Modify verbiage** of any sub-section (as long as the account administrator allowed the sub-section to be modified)
2. **Remove** any sub-section (as long as the account administrator allowed the sub-section to be modified)
3. **Change order** in which the sections and sub-sections appear
4. **Insert a blank paragraph** and add content to it
5. **Insert a preexisting paragraph** from the original template
6. **Restore the IPS to its original form** as set by the template (if you made any modifications)
Modifying a section/paragraph in IPS AdvisorPro®

If you select "edit" from the "Action..." dropdown selection for a sub-section of the IPS in Step 5, a screen like the one above will come up. If the questionnaire has not been fully completed for this section, the familiar warning will show at the top, explaining what is missing. You can use the MS Word-like toolbar to make any edits you wish in this IPS section. You can add an unlimited number of words, you can delete words or re-arrange them. You can also format them using the toolbar.

If you want to add, delete or modify the table (most sections do not have a table like the one shown here), you can do that as well here. The changes you make on the screen will become part of the IPS and will print out as you instruct here.

Once you modify the contents of a sub-section it will be marked as “custom” in step 5, as shown below:
Note that sub-sections marked as custom will not be impacted by changes to the IPS template or questionnaire responses. You can restore the sub-section by following the steps below:

**Restore a sub-section to its original content**

1. Click on the name of the sub-section labeled as “custom” (shown in the screenshot above) in Step 5.
2. Click on the “Revert Text to Original” link as shown below
**Remove any sub-section in IPS AdvisorPro®**

If you select "remove" from the "Action..." dropdown selection for a sub-section of the IPS in Step 5, the sub-section will be removed. If the "remove" option is not available, the account administrator of your must have set it as "required."

**Change order in which the sections and sub-sections appear**

To move a sub-section to a different place than it currently appears in Step 5, select "move" from the "Action..." dropdown. A popup window will appear (if you pop-ups enabled from https://secure.ipsadvisorpro.com) allowing you to select where to move the sub-section to, as shown below:

![Paragraph Position Selector](image)

As you hover over the different paragraphs the red line will indicate where the sub-section will be inserted.

Note that you can move a sub-section to any part of the IPS.
**Insert a blank sub-section and add content to it**

To insert a blank sub-section into your IPS, select "Insert New Paragraph Above" or "Insert New Paragraph Below" from the "Action..." dropdown of a sub-section above/below which you wish to insert the blank paragraph.

**Insert a preexisting sub-section from the original template**

To insert a preexisting sub-section into your IPS, select "Insert Preexisting Paragraph Above/Below" from the "Action..." dropdown of a sub-section above/below which you wish to insert the blank paragraph.

**Restore the IPS to its original form as set by the template**

If you made changes to the IPS in step 5, a orange-color notice will appear at the top of the page (example shown below). Within the notice box is a link that reads "Click here to synchronize this IPS with the template." If you click this link, the IPS will be restored to the original, unmodified form – the system will remove ALL changes from ALL paragraphs in this IPS without the possibility of recovery or “undo.” If you wish to undo changes in a specific paragraph only, open the paragraph for editing and click ‘revert text to original.’
Return to Step 4 to Print and Save a Final IPS

Once you have made all the changes you want to in each of the sections and sub-sections in Step 5, you need to return to Step 4 and print out the modified IPS. The system will take a few seconds, and then produce a PDF document like the one shown here. You can print it (second icon from left at top), go back and make modifications as many times as you want (use the “Modify IPS” middle button at the bottom to go to Step 5 or “Revisit Questionnaire” to go to Step 2). Or, if it is ready to show to your client, then print it out on nice paper or perhaps even your letterhead. Then we recommend you save it (first icon on left at top) on your local system,
so you’ll have a permanent record of it. Finally, if it is all satisfactory, then click the bottom right button “Mark as complete” which will finish the process.

That’s it. 5 Steps and about 15 minutes to create the industry’s most professional IPS.

1. Give it a name  
2. Fill in the relevant questionnaire, with a lot or a little detail  
3. Choose the Asset Allocation Model  
4. Print and make whatever modifications are needed  
5. Print a final version, save it and mark it as complete.

Should you need to, you can come back any time to make further changes. Every year or so, you should plan to sit down with your client and review the IPS and then you can enter IPS AdvisorPro® and make any changes quickly and easily to always keep it up to date.

Your data is stored using the internet’s highest data security encryption, keeping it safe and secure.

IPS AdvisorPro® will help you be more profitable by keeping clients longer and by getting access to more and bigger clients than before. IPS AdvisorPro® will help you be more professional, by using customized, professionally designed IPS documents. IPS AdvisorPro® will help you and your staff be more productive with its ease of use and time-saving features IPS AdvisorPro® will help you follow a prudent investment process and satisfy regulatory requirements that will keep your compliance officer happy.
System Management—IPS Templates

[Note: Template Management can only be done by those with Administrative Rights, general users cannot create or modify templates.]

Introduction

a. What is a template?
A template is the starting point from which you will develop all of your future IPSs. IPS AdvisorPro® provides 8 basic templates with default verbiage specific to 8 types of clients; the templates provide suggested topics for inclusion in the IPS, but are designed so that you can fully modify them to reflect your practices and philosophies. There are corresponding (Investor Information) questionnaires for you to gather relevant information that must be addressed in an Investment Policy Statement. The quality and ease with which you produce your IPSs will depend on the customization you make to your templates. IPS AdvisorPro® makes it easy for you to create customized templates when you utilize the IPS AdvisorPro® provided templates as your starting point.

b. Importance of templates
Templates provide an easy and efficient way to produce Investment Policy Statements. They allow you to produce standard IPSs throughout the company that mirror your philosophy while reflecting the individual needs of your clients.

Getting to the right screen

There are two ways to get to the Template Management screen

1. Using the Home tab
   On the Home tab/screen, one of the choices for those with appropriate rights is “Create a New IPS Template”
2. Using System Management tab
   On the System Management tab/screen, one of the choices for those with appropriate rights is “IPS Template Management”

When you arrive at the Template Management screen, you have two basic choices:

1. Create a new template
2. Edit an existing template
Create a new template

You Access “Create a new Template” with either the Home tab or the System Management tab, shown below.

Always remember that help is available from Page Tips, found in the upper right of the screen.

To get started, you have to make several choices on the Template Information screen, shown above:

1. Assign a name to the template. Take some time to think about how you want to name the template, especially if more than one person will be using it occasionally. Is there some convention you can adopt that will allow you to instantly recognize this template and remember how it is different than the others?
2. Select the template type from the drop-down menu. A template is for one type of client. You need to choose which type client will be using this template.
3. Default checkbox—one once you complete this template, will it be the default for all others that you create for this client type? Check the box if you want it to serve as the default. You can always come back and change it to default when you are sure it’s what you want.
4. If you are a Professional Edition user, then you will have a choice. Do you want this template to be the robust Professional IPS format or the executive summary? Use the drop-down menu to choose.
5. Choose the starting point template. You won’t have to start from scratch to build a template. It saves time to start with the template that is most like the one you want to create. Find it here and select it.
6. Production status. While you are working on the template, especially if others are likely to be using IPS AdvisorPro®, it’s best to choose “Cannot be used for Client IPS yet” so others don’t access it mistakenly. Once you are done, then you can change its status to “Ready for Use.” Finally, when you want to take it out of commission so that no one has access to it as a possible template, change its status to “No longer used” which will deactivate it.

7. When you’ve finished the above six steps, click on “Next”
8. That will take you to the screen listing all existing templates, which is the same screen you would arrive at had you chosen “Work on an Existing Template.”

**Edit an Existing Template**

Whether you just created a new template or want to make changes to an existing template, the next step is to select the template you want to work on. In either case, you arrive at the screen shown above in the Template Management section.

As a reminder, it’s always helpful if you have maintained a consistent convention about how you name your templates. If you can easily identify which template you want, congratulations. Short of that, IPS AdvisorPro® provides several mechanisms to help find the desired template. You can use the filter just above the list to choose the category of template you are looking for and IPS AdvisorPro® will search for any template in that category. Alternatively, you can sort by all of the columns on the list except the “Action” column on the far right by double-clicking on the
column head. Available columns which can be used to sort templates include any of the following:

1. Template Name
2. IPS Type
3. Is Default
4. Status code
5. Created on
6. Created by

If you are having a hard time finding the template, it may be that you have so many that you can’t see them all. IPS AdvisorPro® give you two tools to deal with that problem:

i. View All
   On the far right of the list of templates, on the top and bottom of the list, are two links named “View all.” Click on either one of them allows you to view the whole list.

ii. Page 1, 2, 3, Next,
   Alternatively, in the middle, below the list of templates you can click on “next” to see the next group, or you can click on any of the numbers to advance to that group.

Once you find the right template, then clicking on the appropriate “edit” in the far right column under “Action” will take you to a new screen which will allow you to make any changes you desire. See “Edit an Existing IPS Template Section” two pages below for detailed discussion.

**Manage Template Sections and Paragraphs**

A few things to note about this page.

The Navigation Box on the Left, labeled IPS Template Menu

- **Information**
  Click on the Information to identify the basics about the template:
  i. Template name
  ii. Template Type—grayed out but showing
  iii. Default box
  iv. Production status—drop down menu

- **Sections**
  Choose “Sections” to navigate to “Manage Template Sections and Paragraphs” screen, the one shown above. Obviously if you are already there, you won’t need to click on this one.

- **Header/Footer**
**Header/Footer**

This is the screen that allows you to determine what you want in the Header or Footer sections of your IPS, on the left, right or center. You can see the orientation sample in the white box on the right of the screen shot shown above.

For each of the three Header options and the three Footer options, there is an opportunity to choose from drop-down menu offerings or you can enter your own verbiage. In either case, an entry you make on the left will show in the middle column as “Sample Text”

The drop-down menus include the following choices:

1. Blank
2. Company Name
3. Custom Text (review this one)
4. Date Printed
5. IPS name
6. Page Number
Edit an Existing IPS Template Section

This screen has three columns:

1. Description
2. Display Options
3. Actions

Description:
This column helps you see which section of the IPS Template you want to choose. There are Section headings, on the far left, and Paragraph headings, which are indented slightly.

Display Options
You can choose from among three ways to display the Section or Paragraph you are editing:

i. Editable—this is the normal choice, giving the user the ability to edit any part of the Section or Paragraph in Step 5 (Modify the IPS). If the template is written well, then the right to edit won’t often be exercised, but it may be wise to allow a user to edit the Section or Paragraph so they can adapt it to more exactly reflect unique aspects about the client.

ii. Not Required—this means that it can be removed by the user in Step 5. If the paragraph is one you always want to show up in an IPS, you will not want to choose this (and you may not want to make it editable).

iii. Response Dependent—this refers to whether this Section or Paragraph is subject to “if-then” rules. For example, if there is a response in the
questionnaire, then show this item (but if there is no response, do not show it). A significant part of the IPS template is built in a response dependent way.

In the example below, we see the title “Questionnaire Response-Dependent Paragraph Warning.” Below that, note the comment in the middle of the two warnings that says “On the final IPS output, this paragraph will show or hide based on a response from the questionnaire. Please keep this in mind as you make your modifications below.”

As a final warning, the orange explanation below tells us “This paragraph is displayed in the final IPS only when: ‘OwnerName2’ is not blank.”

Below the warnings on this screen is an area labeled “Paragraph Information.” There are two items of note here:

1. Paragraph Title—This shows its title. If for some reason you want to change it, this is the place to do it.
2. Display options—You can check either or both boxes or leave them blank to make them fully editable by users: These give you full control about usage.
   a. Yes, this paragraph is required. It must always appear when basing an IPS on this template.
   b. Do not allow this paragraph to be edited by general users.

Action (drop-down menu) is the third column on the Manage Template Sections and Paragraphs screen.
This screen shot shows the choices provided for Action items for each Section or Paragraph.
* You can edit, move or remove the Section or Paragraph.
* You can create a new paragraph and place it above or below
* You can Insert a Preexisting Paragraph Above or Below (see discussion below)
* Make/Adjust Response Dependency (see discussion further below)

**Insert a Preexisting Paragraph**

Use the search below to locate and select a paragraph to insert into the 'Overview Commentary' section above the 'Life Insurance Policy - Owner Info' paragraph. Click to insert the paragraph.

**IPS Type:** [Individual / Family]

**Section/Paragraph Name:** Time Horizon

**Search Results:**

<table>
<thead>
<tr>
<th>Template Name</th>
<th>Section Name</th>
<th>Paragraph Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual 040706</td>
<td>Time Horizon</td>
<td>Portfolio Time Horizon/Withdrawals - Closing</td>
</tr>
<tr>
<td>Individual 040706</td>
<td>Time Horizon</td>
<td>Portfolio Time Horizon/Withdrawals - Intro*</td>
</tr>
<tr>
<td>Individual 040706</td>
<td>Time Horizon</td>
<td>Portfolio Time Horizon/Withdrawals - Withdrawal Amount/Percentage*</td>
</tr>
<tr>
<td>Individual 040706</td>
<td>Time Horizon</td>
<td>Portfolio Time Horizon/Withdrawals - Withdrawal Frequency*</td>
</tr>
<tr>
<td>Individual 040706</td>
<td>Time Horizon</td>
<td>Portfolio Time Horizon/Withdrawals - Withdrawal Intro*</td>
</tr>
<tr>
<td>Individual test 032306</td>
<td>Time Horizon</td>
<td>Portfolio Time Horizon/Withdrawals - Closing</td>
</tr>
<tr>
<td>Individual test 032306</td>
<td>Time Horizon</td>
<td>Portfolio Time Horizon/Withdrawals - Intro*</td>
</tr>
</tbody>
</table>
When you click on one of the two actions involving a Pre-existing Paragraph, a new screen will pop-up, looking similar to the one above. In essence, you will use this screen to search for the pre-existing paragraph (i.e. one that can be found in one of the templates) so that you can insert it in this template in your chosen location. In other words, any paragraph anywhere in IPS AdvisorPro® can be duplicated in this template, wherever you choose to put it. To help find the desired paragraph, you can use the top drop-down menu to identify the IPS type and the next box to identify the Section or Paragraph name. Once you’ve done that, click on the filter button at the bottom and a list of the available options that meet the requested criteria will be displayed. In the case of the example above, the 8 paragraphs listed are from Individual/Family Templates and can be found in the identified template (left column). The specific name of the paragraph or section is listed in the right-hand column of this list, allowing you to identify which one it is that you might be looking for. When you find the paragraph you want to insert, double-click on it and it will be inserted. Some paragraphs are response-dependent for a question not being asked in your new template, which will not make it possible to insert the paragraph and have it work in this case, in which case you’ll get a warning about why it’s not possible.

**Make/Adjust Response Dependency**

Selecting Double-clicking on this choice from the "Action..." dropdown for a sub-section will take you to a page shown below.

In this screen you can configure a single condition based on which the particular sub-section will or will not appear in the IPS. The condition can be based on a particular response from the questionnaire or other attributes of the IPS.
Response to Questionnaire

The first three drop-down menu items and the fourth space create the conditions, which if all met, will result in the template paragraph showing. In the example above, if the Advisor’s address has San Francisco as the city, then if we save that, the paragraph will show, otherwise it will not.

The conditions available in the third box are

- Is
- Is not
- Is blank
- Is not blank

So, for example, you might want to create a condition in which if a particular question is (the third condition) “yes” (the fourth condition), then the new paragraph which you have created would print; otherwise it would not.

Alternatively, you might create a condition in which if a particular question is not blank (third question) (in other words there is some response included in the questionnaire), then your paragraph would print, otherwise if it is blank it would not print.

Other IPS Attribute

When you select "Other IPS Attribute" the options will slightly change as the following example shows.

In this example the particular sub-section would only be included if the Asset Allocation Model selected for the IPS uses projected values.
**Editing Verbiage**

The formatting tools of the Paragraph Text Box in “Edit Template Paragraph”

The familiar Microsoft Formatting Tools are the first things you see. Hold your cursor over any of them and you’ll see a label for the tool. Tools include:

- Bold/Italic/Underline
- Numbering or Bullets
- Increase/Decrease Indent
- Insert a table
- Cut or Copy
- Paste as is
- Paste as plain text
- Print
- Spell check
- Undo/Redo
- Find
- Replace
- Select all
- Remove Formatting
- Style drop-down menu

There are also two special IPS AdvisorPro® tools:

- **Insert Response from Questionnaire** (click on it to get a screen like the following with a list of all questions from the questionnaire. If you want to insert the answer to a particular question in a specific location, you can use this tool to filter or search for the question; then check the one you want to insert in your text, placing the questionnaire answer for that question into the IPS at the cursor location. An example might be if you wanted the client’s social security number or their name referenced somewhere in the text, this would allow you to do that.)
• **Insert Placeholder** (click on to get the six choices which can be inserted in the identified location of the IPS, as the box below shows, the six possible place holders include: 1) Name of the IPS, 2) Date of the IPS, 3) Name of the Advisor’s company, 4) the web address of the advisor’s company, 5) the 95% likely range of calculated returns of the selected portfolio for this IPS, and 6) the calculated Standard Deviation of the selected portfolio.)
Note on Creating Tables

You can use the button shown in the screenshot below to create a table.

Clicking the button will open a new window with formatting options allowing you to specify the number of rows, columns, type of border etc.:

After clicking "OK" with the settings shown above an empty table is placed into the "Paragraph Text" area:

For additional options specific to a cell, row, or column, simply right-click on a cell to see the context menu allowing you to insert additional rows or columns, remove existing, etc.:
**Compare your verbiage with the system default**

All sub-sections except the ones that you created using the "Insert New Paragraph Above/Below" are related (connected behind the scenes) to a default sub-section provided by IPS AdvisorPro® and allow you to view your verbiage next to the latest verbiage and update to the latest one.

When you click on "show the most recent default IPS AdvisorPro® provided text..." link a box will appear containing the most recent verbiage. This allows you to compare and update your verbiage as you see fit.
To update the entire sub-section to the latest verbiage, click on the "click here to most recent…" link.

- Click **Save** at the bottom of the page when you are done customizing the paragraph.
- Review the template you have customized by clicking on **Review** at the bottom of the page
- Click on **Complete** at the bottom of the page when you satisfied with your customization.

**Applying/Synchronizing Changes to Other Templates**

When you are editing a template paragraph you have the option to apply the changes you just made into other templates that contain a similar paragraph.

You can hand-pick the templates you wish to apply the change to or click on "Select" which will select all templates.
The changes to a template sub-section will apply to all existing IPSs using the selected templates with the exception of sub-sections that you modified for a specific IPS. See the *Restore a sub-section to its original content* part of this document for more details.
### System Management—Asset Classes

#### Asset Class Management

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Cash Inflows</th>
<th>Cash Outflows</th>
<th>Net Inflows</th>
<th>Net Outflows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives</td>
<td>13.0%</td>
<td>12.0%</td>
<td>1.0%</td>
<td>1.0%</td>
</tr>
<tr>
<td>US. Fixed Income (Inexes/ETFs)</td>
<td>19.7%</td>
<td>20.0%</td>
<td>-0.3%</td>
<td>-0.3%</td>
</tr>
<tr>
<td>Money Market Funds</td>
<td>10.7%</td>
<td>6.9%</td>
<td>3.8%</td>
<td>-3.8%</td>
</tr>
<tr>
<td>Foreign Large Cap Funds</td>
<td>100.0%</td>
<td>11.66%</td>
<td>88.34%</td>
<td>-88.34%</td>
</tr>
<tr>
<td>Alternative Alpha</td>
<td>64.6%</td>
<td>57.1%</td>
<td>7.5%</td>
<td>-7.5%</td>
</tr>
<tr>
<td>Sector Growth</td>
<td>20.0%</td>
<td>20.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sector Technology</td>
<td>33.3%</td>
<td>33.3%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sector Utilities</td>
<td>25.0%</td>
<td>25.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sector Energy</td>
<td>25.0%</td>
<td>25.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sector Materials</td>
<td>25.0%</td>
<td>25.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

#### IPS Advisor Pro

- **Revised 4/7/2014**
- **45**
Since we are dealing with POLICY statements with IPS AdvisorPro®, process is the key focus, not on implementation decisions, so much. Therefore, rather than addressing which specific stocks or bonds or funds or separately managed accounts we will be recommending to the client, we believe the concern should be about the portfolio itself and how it will be structured. The fundamental building block for portfolio construction is the asset class.

This area of System Management allows you to configure asset classes to be used in your Asset Allocation Models.

**Asset Class Provided by IPS AdvisorPro®**

IPS AdvisorPro® has provided a list of 30 asset classes for you to approve or to deactivate.

When looking at the list of classes you can hover over the blue (i) to see the time period which the historical return and standard deviation capture.

To remove an asset class from your list, click the red 'x' to the left of the asset class name. If you click on a red 'x' a confirming message will come up on your screen in a few moments asking you to confirm that you do not want access to this asset class. Click on the "yes" if that is correct. Asset classes you have asked to deactivate like this will disappear from this list.

If you deactivate an asset class and later change your mind, use the link at the top "Add an Existing IPS AdvisorPro® Class to Your List" to get to the deactivated list, and follow the instructions there.

Once you have deactivated all the asset classes you will not be using, your next task is to review the return and volatility statistics of each of the remaining asset classes. IPS AdvisorPro® has provided historical annual return numbers back to 1992 (the earliest year that data was available for all asset classes to maintain integrity) from publicly available sources. Past returns may not reflect your view of the long-term projected returns for this asset class. If you believe the long-term future will be different than the past, you may choose to change the numbers provided by IPS AdvisorPro® and insert your own numbers.

As for risk, the standard deviation for each asset class is based on the same available historical data sources from which the return figures were derived. If you wish to make changes in the historical statistics because you believe future circumstances will be different for the volatility of one or more of the asset classes, then use the "Std. Deviation" column to make the appropriate changes.

To calculate portfolio return and volatility statistics, it is necessary to have for each asset class a return figure, a standard deviation and a pairing with every other asset class in the portfolio as to the correlation of performance between the two. Combining all of the paired statistics together creates a “correlation matrix.” If any part of this group of statistics is unavailable, the portfolio calculations cannot be done.

The return and standard deviation statistics of the individual asset classes are used by IPS AdvisorPro® to calculate the portfolio statistics--return and standard deviation. If an Asset
Allocation Model utilizes a custom asset class (one that you have created). IPS AdvisorPro® cannot calculate the portfolio statistics, so you will be asked to provide the portfolio statistics in one of the next steps.

**Adding a Custom Asset Class**

The bottom rows of the list of asset classes are blank. If there are asset classes you use in some of your portfolios which have not been listed above, this is your opportunity to make them available as you build your Asset Allocation Models in the next step. For each new asset class, you need to do two things: 1) you need to type its name in the first column, and 2) you need to use the drop down list to choose which asset group the class should belong to.

The result of all of this will be a list of asset classes that will be available in the next step, when the Asset Allocation Models are created.

**Asset Class Group Management**

The "Asset Class Group Management" page under the "System Setup" tab provides the following functionality:

- Create new asset class groups
- Rename existing asset class group
- Change color of the pie chart and the color of the text on the pie chart for each group
- Delete an asset class group (if it contains no classes)
- Change the order of asset class groups for listing in the IPS

![Asset Class Group List](image)
To change the color of the pie chart or text click on "Edit" and in the screen shown below click on the two blue dots next to the color box:
In this step, IPS AdvisorPro® allows you to

1. Add as many additional Asset Models to Your List as you wish
2. Modify your existing Asset Allocation Model
Add Additional Asset Models to your List

This Step itself offers two choices:

1. Create a New Asset Allocation Model
2. Choose from Pre-built IPS AdvisorPro® Models

Choose from Pre-built IPS AdvisorPro® Models

You may not have to create any new models on your own. IPS AdvisorPro® has already built and provided for your use six Asset Allocation Models. You can use and modify these or you can use the above process to build your own from scratch. You can also start with any existing model, modify it, and save it with a different title to create a new model.

The screen above shows the six Asset Allocation Models provided by IPS AdvisorPro®. The six are: Aggressive Equity Only, Aggressive Growth, Moderate Growth/Income, Moderate Income/Growth, Conservative Income/Growth, and Conservative Income Only.

If you wish to view any of the models and their details, click on “view” in the far right column of the appropriate row. Doing so will show you the asset classes used, the mix of those asset classes, a graph of the mix, and portfolio risk and return statistics.

Click on the box of each pre-built model you wish to have available for your users. You can click on none, one or as many as you want. When you are finished, click on the button at the
lower right “Add checked models to my list of available models.” When you create your next IPS and get to Step 3 in which you choose an Asset Allocation Model, the ones you have checked will be there available for you.

**Create a New Asset Allocation Model**

When creating a new asset allocation model you can chose a single allocation, allocation range with initial target and allocation range without an initial target. This selection is made at the top of the screen:

**Single Allocation**

If you wish to use allocation ranges, click on the "Switch to Range Mode" link.

**Allocation Range with Initial Target**

Note that when using asset ranges the system will not calculate the portfolio return and standard deviation. The Initial Target allocation percentages have to equal to 100%.
Allocation Range without Initial Target

Note that when using allocation ranges the system will not calculate the portfolio return and standard deviation. Also, when not using Initial Target the system will not create an allocation pie chart.

General Notes

When not using allocation ranges or custom asset classes, you can update the portfolio statistics by clicking on "recompute the model statistics above" which can be found just below the final row labeled "Model Statistics." This will generate a new portfolio return and standard deviation. Note: The relationship between risk and return is a key consideration in portfolio design. This IPS AdvisorPro® feature allows you to immediately see the results of your modeling effort.

Enter a name for this Asset Allocation Model. Next to Status, select "ready for client use." Then select "Save" to save your new model.

Please note that you will need to provide the portfolio historical return and standard deviation for any portfolio using asset classes you created. If any of the asset classes in your model are custom (i.e. not provided by IPS AdvisorPro®), portfolio statistics cannot be calculated by IPS AdvisorPro®. You will need to provide these statistics (expected return and standard deviation) yourself at the bottom of the page. To be able to create an IPS, you will need to enter the missing portfolio statistics. A model cannot be used in IPS AdvisorPro® without these statistics.

Once you have finished with this model, you can create as many additional models as you wish to have available for use with your clients.
Work with an Existing Asset Allocation Model

For each existing model at the bottom half of the window, you can choose “view” or “edit.”
### View Existing Model

#### Asset Allocation Model Summary

**Title:** Moderate Growth/Income #2  

<table>
<thead>
<tr>
<th>Portfolio Statistics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Return %</td>
<td>9.06 %</td>
</tr>
<tr>
<td>Historical Standard Deviation</td>
<td>9.02 %</td>
</tr>
</tbody>
</table>

#### Portfolio Allocation

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equity</strong></td>
<td>60 %</td>
</tr>
<tr>
<td>U.S. Equities - Large Cap</td>
<td>34 %</td>
</tr>
<tr>
<td>U.S. Equities - Small Cap</td>
<td>6 %</td>
</tr>
<tr>
<td>Non-U.S. Large Stocks - Developed Countries</td>
<td>6 %</td>
</tr>
<tr>
<td>Non-U.S. Small Stocks - Developed Countries</td>
<td>6 %</td>
</tr>
<tr>
<td>Non-U.S. Stocks - Emerging Markets</td>
<td>6 %</td>
</tr>
<tr>
<td><strong>Fixed Income</strong></td>
<td>39 %</td>
</tr>
<tr>
<td>US Corporate Bonds</td>
<td>15 %</td>
</tr>
<tr>
<td>Non-U.S. Bonds</td>
<td>10 %</td>
</tr>
<tr>
<td>US Short Term Tax Free Bonds</td>
<td>10 %</td>
</tr>
<tr>
<td>US High Yield Bonds</td>
<td>4 %</td>
</tr>
<tr>
<td><strong>Cash</strong></td>
<td>1 %</td>
</tr>
<tr>
<td>Money Market Funds</td>
<td>1 %</td>
</tr>
</tbody>
</table>

If you click on view in the prior screen, a window like the one here will present itself. At the top, we see the name of the portfolio and its historical return percentage and the historical standard deviation percentage, as calculated by IPS AdvisorPro® using its publicly available numbers or as provided by you, if you used your own numbers.

Below the pie chart, we see a breakdown of the asset classes, grouped into categories (equity, fixed income and cash—alternative investments were not used in this portfolio but are also a category). Within each category, we see the asset classes themselves and the percentage of the total portfolio they make up.
If these are OK, just click on the “Back to List” button. If you’d like to change something, click on “Edit Model.” This has the same effect as if you had earlier clicked on “edit” instead of “view.”
Edit the Existing Model
To edit the Asset Allocation Model, simply enter percentages for each asset class that you want to include in the updated model, as long as they add to 100%. If you want to rename the model, you can do that here as well. You can also indicate if the updated model is ready for use in creating new IPSs. Also, not the “recompute” link below the Model Statistics line, which should be utilized when you make any changes. Click on the Save button when you are finished.

**Using a Custom Asset Class**

If you have allocated any percentage to a custom asset class (one that you have created) the system will not be able to calculate the return and standard deviation of the portfolio. This is because that calculation requires a correlation coefficient between all asset classes in the portfolio and the correlation matrix is only available for asset classes provided by IPS AdvisorPro®.

When using an asset class, the system will ask you to enter a portfolio return and standard deviation and indicate whether these are based on historical or projected values.
The Advisor Questionnaire consists of 7 advisor-centric questions. The answers to these questions most often stay the same and do not vary from one IPS to the next. In this section, each of the advisors will be able to pre-define his/her default answers to these 7 questions.

When creating a new IPS, these questions will be pre-populated in the IPS questionnaire.

However, existing IPSs are not impacted by making changes to the default answers in the Advisor Questionnaire.
System Management – Fonts and Colors

The font and color settings are configured globally for your account so you won’t need to change them for each individual IPS.

Colors

This configuration page can be found under System Management and is labeled *Font & Color Controls*.

To change the color of the dotted line or of paragraph/section titles, click on the appropriate color box:

1. Select the approximate color by clicking and sliding the vertical rainbow bar
2. Then in the larger box on the left you can fine-tune the shade
3. Once you are satisfied with the color, click “Save”

Note that the color picker also allows you to select the color by entering a hexadecimal code or RGB/HSB values. This is very useful if your branding guidelines require specific colors.

**Fonts**

This configuration page can be found under System Management and is labeled *Font & Color Controls*.

![Font Type](image)

To change a font simply select one of the available options in the dropdown menu. You can preview your selection right below the appropriate label:
To preview your changes without committing to them simply click on the “Generate Preview with Sample IPS” button at the bottom of the page.

Once you are happy with your changes click “Save” at the bottom of the page.

If you would like to revert to the system default styles you can do so by clicking the “Reset to default” button at the bottom of the page.
Account Administration

User management

If you are an account administrator or a general administrator, you can access the following screen which gives you an overview of the user accounts under your subscription and allows you to add new ones and modify/remove existing ones:

Also, notice the "View User Permissions Report." This report is useful if you have multiple users under your subscription and need to see at a quick glance what permissions each of them has.

Creating New Users

To create a new user account under your subscription...

1. click on "Create A New User" link shown above.
2. Fill out required information (first name, last name, phone number, and email address) and specify user type
User Roles

Account Administrator
This is the person that signed up for IPS AdvisorPro and has full control over the account, including assigning permissions to other user accounts.

General Administrator
Users of this type have similar permissions as the Account Administrator but cannot change the credit card on file.

Compliance Moderator
This account type was created for compliance moderator. User accounts of this type can view existing IPSs but cannot change them or create new IPSs.

General User
A user of this type can create new IPSs and modify IPSs he/she created.

User Options

"Yes, this user can manage IPS Templates" - users with this permission will be able to modify any IPS template under your account, delete any template and create new templates.

"Yes, this user can manage global Asset Allocation Models" - users with this permission will be able to modify any Allocation Model under your account, delete any model and create new models.
"Yes, this user can tailor Asset Allocation Models for their specific clients" - users with this permission will be able to tweak allocation models for their clients without modifying the global allocation models.

"Yes, show the Asset Allocation Model introduction screen" - users with this checkbox checked will see the Asset Allocation Model introduction screen the first time they access the Asset Allocation Models page.

**Password Requirements**

The password must be 8 or more characters in length and contain at least 2 letter characters (a-z) and 2 number characters (0-9).

**Billing History**

This area of the application is only accessible to account administrators and allows them to see a history of all charges and download a receipt for any one of them.

**Payment Information**

This area of the application is only accessible to account administrators and allows them to update the billing information on file.

**Account Information**

Only account administrators can modify information on this page, which includes company name and contact information.

**Integration Setup**

This area of application allows users to configure integration settings for their individual user accounts described in the following section.
Integrations

Integration Setup

Before you can start importing your client data from an integration partner such as MoneyGuidePro™ or Redtail™, you need to connect your IPS AdvisorPro® account to your account at the integration partner's website by following these steps.

1. Log into IPS AdvisorPro® (using your standard login – Company ID, User ID, Password).

2. In the “Account Administration” tab, click on “Integration Setup.”

3. **MoneyGuidePro**: Enter your MoneyGuidePro™ (MGP) account username and password. In this screen you will also be required to enter your MGP **Institution ID**; if you do not know your Institution ID please contact support@moneyguidepro.com or call (800) 841-5312 – select option 2, and the MoneyGuidePro™ support staff will provide you with that information.
   **Redtail**: Enter your UserKey. If you don't have one you will need to request it from Redtail's helpdesk.

You are now ready to create an Investment Policy Statement (IPS) using data imported from an integration partner as described below.
Connect an IPS to a client record in MGP or Redtail

(Note that only IPSs of the Individual/Family type can receive data imported from MoneyGuidePro™).

1a. To create a new IPS, using data imported from an integration partner, click on the Clients tab and then Create a new IPS. Enter the required data (IPS name, date, etc.) then click on the blue link shown in the screen below indicating you wish to pre-fill the questionnaire with data from your account at our integration partner;

1b. To update an existing IPS with data imported from an integration partner, click on the Clients tab and then Work with an existing IPS. Click on the IPS you wish to edit and click on Step 1 (Start IPS) in the left sidebar.
2. Click on **select a client/plan** for the integration partner you wish to import data from.

3. Enter the **last name** of the client whose data you wish to import and click **filter**

4. Click on the **client’s name** from the list;
5. (for MoneyGuidePro only) Click on the client’s **plan** you wish to import (NOTE: if there are multiple plans only one can be imported)

6. Select the **areas of data** (from the client’s plan) that you wish to incorporate into the IPS and click **Next**;
Complete questionnaire

You are now in Step 2 (Complete Questionnaire) of the IPS creation process

7. INVESTOR INFORMATION:
   The Investor Information from MGP will be populated into the common Investor Information fields in IPS AdvisorPro®; click the Save & Continue button in the lower right corner of each screen once you have completed the open fields you wish to include;

8. RISK TOLERANCE:
   The next screen illustrates the Risk Tolerance section of the questionnaire. If you chose to import risk tolerance data from MGP you will have the opportunity to review the client responses (and when applicable, their spouse’s responses, as well).

   Note that the questions and client responses will not be inserted into the IPS. Instead, based on their responses and score, use the text box to insert a description of their risk tolerance; click Save & Continue;
When you have completed all areas of the questionnaire (Step 2 “Complete Questionnaire”) proceed to STEP 3;
Asset Allocation

9. Imported Asset Allocation
If you have chosen to import the asset allocation model from MoneyGuidePro™ for this IPS, you will be able to review the imported information in Step 3 (as shown below). Otherwise you may select a model from IPS AdvisorPro®. The information imported includes the allocation model’s name, return %, standard deviation, whether it is based on historical or projected values. It also includes the individual asset classes, the asset class group to which they belong and their allocation percentages.

Title: Total Return II (Imported from MoneyGuidePro™)

Portfolio Statistics

<table>
<thead>
<tr>
<th>Return Method</th>
<th>Historical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return %</td>
<td>4.54 %</td>
</tr>
<tr>
<td>Standard Deviation</td>
<td>12.78 %</td>
</tr>
</tbody>
</table>

Portfolio Allocation

For more information visit: http://www.dotnetcharting.com

- Cash: 4%
- Cash Equivalent: 4%
- Bond: 24%
- Intermediate Term Bonds: 15%
- Short Term Bonds: 9%
- Stock: 72%
- Large Cap Value Stocks: 20%
- International Developed Stocks: 20%
- Large Cap Growth Stocks: 17%
- Small Cap Stocks: 11%
- International Emerging Stocks: 4%
10. **DOWNLOAD AND PRINT:**
In **Step 4 (Download and Print)** you can download and print the IPS so that you can review it for any changes that may be needed. For example, if there are any responses to the questionnaire that require changes/corrections then return to **Step 2 (Complete Questionnaire)** and input those changes. Or, if wording changes/edits to the content are needed then proceed to the **IPS Templates** section if those changes may be need for other IPS’s as well. Alternatively, proceed to **Step 5 (Modify IPS)** to make text changes to this IPS only.

11. When you have completed any necessary changes, return to **Step 4 (Download and Print)** and once generating the IPS, save the PDF to your computer.

**Edits/Updates**

If you have made updates to a plan in your MoneyGuidePro™ account and wish to update an existing IPS to reflect them, click on “Work with an existing IPS” on the “Clients” tab. Once you open the appropriate IPS, click on **Step 1 (Start IPS).**

Select the area you wish to update by clicking on the “update now” link
Edit the IPS

IPS Information

<table>
<thead>
<tr>
<th>IPS Name*</th>
<th>Bob Hope</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPS Date</td>
<td>1/10/2013</td>
</tr>
<tr>
<td>IPS Type</td>
<td>Individual / Family</td>
</tr>
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<td>IPS Template</td>
<td>10/26/2012 U/F</td>
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<tr>
<td>Status</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Created By</td>
<td>Account Administrator</td>
</tr>
</tbody>
</table>

MoneyGuidePro™
Currently connected with Client Hope, Bob and Plan Financial Goal Plan -

Select a different questionnaire
- [ ] Investor Contact Information
- [ ] Investor Account Information
- [ ] Risk Tolerance

Reconsult
Select a reason

Save

Revised 4/7/2014
Risk Tolerance Algorithm

Score Ranges

0-26 Conservative
27-39 Moderately Conservative
40-57 Moderate
58-74 Moderately Aggressive
75- Aggressive

Questions

R1) Describe the Investor’s knowledge of investments.

- None (1 point)
- Limited (2 points)
- Good (4 points)
- Extensive (6 points)

R2) What is the Investor’s investment temperament?

- Investor is more interested in conserving capital than in seeking growth. Investor prefers to accept moderate income and little or no growth in exchange for stability and minimum risk. (1 point)
- Investor understands that in order to achieve higher returns, it is necessary to take some risk. Investor is willing to accept moderate volatility in the value of their portfolio in exchange for greater income and/or growth potential. (6 points)
- Investor understands that in order to achieve higher returns, it is necessary to take some risk. Investor is willing to be more aggressive and face greater risk in order to pursue the possibility of above-average rates of return. (10 points)

R3) An investment decision involves both returns and risk - the higher the potential for returns, the greater the risk of high volatility of results, including loss. What influences the Investor the most when making an important investment decision?

- Investor is mainly influenced by the potential gain. (14 points)
- Investor is more influenced by the potential gain than by the potential loss. (10 points)
- Investor is more influenced by the potential loss than by the potential gain. (5 points)
- Investor is mainly influenced by the potential loss. (1 point)

R4) Which of the following would best describe the Investor’s reaction to short-term fluctuations in this investment portfolio?

- Investor would be extremely uneasy about any fluctuations in the value of the investment portfolio. (0 points)
• Investor would be very concerned about short-term fluctuations in the value of the investment portfolio, but not to the extreme. (1 point)
• Investor would have some concern about short-term fluctuations in the value of the investment portfolio. (3 points)
• Investor would have very little concern about short-term fluctuations in the value of the investment portfolio. (4 points)

R5) Please choose the statement that best reflects the Investor:

• Investor would rather be out of the stock market when it goes down than in the market when it goes up (i.e. Investor cannot live with the volatility of the stock market). (2 points)
• Investor would rather be in the stock market when it goes down than out of the market when it goes up (i.e. Investor may not like the idea, but they can live with the volatility of the stock market in order to earn market returns). (9 points)

R6) If the Investor could increase their chances of achieving all of their goals by taking more risk, would they…

• Be unlikely to take much more risk? (1 point)
• Be willing to take a little more risk with some of their money? (3 points)
• Be willing to take a little more risk with all their money? (7 points)
• Be willing to take a lot more risk with all their money? (10 points)

R7) How long would the Investor be prepared to recover from a downward fluctuation in the portfolio?

Except for the Great Depression, the longest time Investors have had to wait after a market crash or a really bad market decline for their portfolio to return to its earlier value has been: 4 years for stock and 2 years for bond investments.
Knowing this, and knowing that it is impossible to protect an Investor from an occasional loss, if the Investor chooses to invest at least some of their portfolio in stocks, please check one of the following to indicate how long the Investor would be prepared to wait out a downward fluctuation in their portfolio:

• Less than one year.* (1 point)
• Between one and two years.* (3 points)
• Between two and three years.* (6 points)
• Over three years. (9 points)

*If the Investor selected a period of three years or less, is the Investor prepared to substantially reduce the Investor's goals as a result of not being willing to accept risk?

• Yes (0 points)
• No (0 points)
R8) Which investment would the Investor be most comfortable owning?

The chart below shows the historical range of values for five different investments of $100,000 after one year. Which investment would the Investor be most comfortable owning?

- Investment A (1 point)
- Investment B (3 points)
- Investment C (6 points)
- Investment D (10 points)
- Investment E (13 points)

R9) Which statement best reflects the Investor’s attitude about investing in the equity markets?

The Investor:

- is unwilling to experience any reduction in the value of their investments. 1
- can tolerate infrequent, very limited declines (less than 10%) through difficult phases in a stock market cycle. (3 points)
- can tolerate limited declines (10-20%) through difficult phases in a stock market cycle. (7 points)
- can tolerate periods of moderately negative returns (declines of 20-35%) to achieve potentially higher investment returns and recognizes and accepts that negative returns could persist for a year and possibly longer. (11 points)
- can tolerate periods of significant negative returns (greater than 35%) for the chance to maximize their long-term returns and recognizes and accepts that negative returns could persist for a year and possibly longer. (15 points)
Support

Email Support

If this Help Manual, the Page Tips, the Questionnaire Advice Boxes and the Wizard haven’t helped answer your questions more completely, please feel free to click on the “Support” link on this tab, or on the link in the lower right corner of each IPS AdvisorPro® screen. We will respond to your questions as quickly and as thoroughly as we can. We keep normal business hours, Monday – Friday, Eastern time (with the exception of Holidays).