QUICK REFERENCE GUIDE

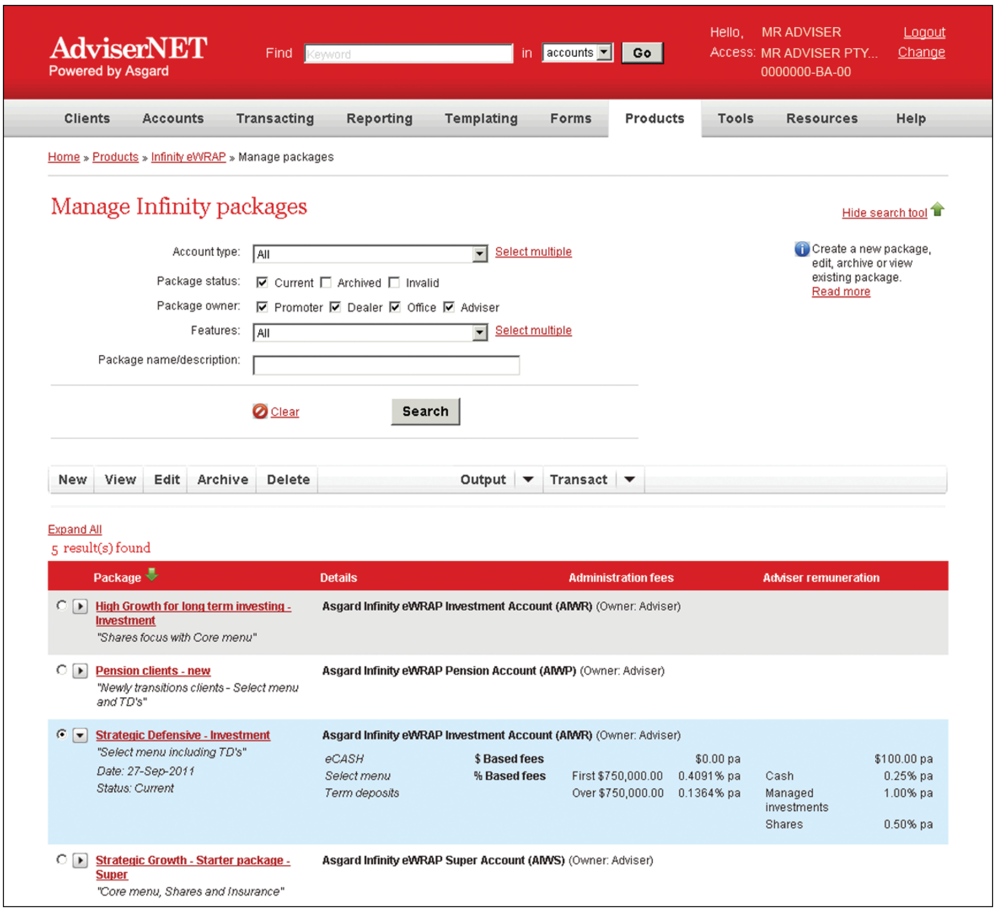
Operating an Infinity eWRAP account using AdviserNET

At Asgard, we recognise that you treat every client differently. And every adviser's business model is different. That's why we've introduced Asgard Infinity eWRAP – a fully customisable, 'pay only for what you use' platform that's a great solution for clients with lower balances or specific needs.

Infinity eWRAP starts with a low cost Core offer, you can then choose from a range of optional features and customise the platform to suit your client's specific needs. And because clients only pay for the features they use this could mean lower fees for many of your clients.

Our highly flexible adviser remuneration options give you the freedom to set up the fee for service arrangements that perfectly suit your business and the way you service your clients.

This quick reference guide details how to operate an Infinity eWRAP account and where to find more information on AdviserNET.



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Task	Details	Where	Online Help module
Opening an Infinity eWRAP account	Infinity eWRAP accounts can be opened online using AdviserNET or by sending us a completed application for processing.	AdviserNET > Accounts > Open account	AdviserNET > Help > Transacting > Open account > Open an eWRAP account
Amending an Infinity eWRAP account	To change the features, fees or other details on an Infinity eWRAP account simply process an account amendment online using AdviserNET.	AdviserNET > Transacting > Change account details	AdviserNET > Help > Transacting > Account options > Change account details
How to view details of an account	Use the Account enquiry facility on AdviserNET to view the current account details online.	AdviserNET > Accounts > Account enquiry > Account details	AdviserNET > Help > Accounts > Account information you can view online > Account details
How to view the Next steps	Use the Next steps enquiry screen to view any pending changes on an account.	AdviserNET > Accounts > Account enquiry > Account details	AdviserNET > Help > Accounts > Account information you can view online > Infinity eWRAP accounts – next steps
How to view the features on an account and their status	Using the Feature status enquiry screen you can view an account's current or historical features, their status and the fees applicable.	AdviserNET > Accounts > Account enquiry > Feature status	AdviserNET > Help > Accounts > Account information you can view online > Feature status
How to view the ongoing fees being charged	The ongoing fee enquiry screen allows you to view the fees charged on an account.	AdviserNET > Accounts > Account enquiry > Ongoing fees	AdviserNET > Help > Accounts > Account information you can view online > Ongoing fees
How to view a list of Infinity packages	The Manage packages facility allows you to view a list of packages you have access to.	AdviserNET > Products > Asgard Infinity eWRAP > Manage packages	AdviserNET > Help > Products > Manage Infinity packages > View a list of your packages
How to create an Infinity package	Click New from the toolbar in the Manage Infinity packages screen to create a new package.	AdviserNET > Products > Asgard Infinity eWRAP > Manage packages	AdviserNET > Help > Products > Manage Infinity packages > Create a new package
How to edit an Infinity package	Search for the package you want to edit from the Manage Infinity packages screen. Select the package and click Edit from the toolbar.	AdviserNET > Products > Asgard Infinity eWRAP > Manage packages	AdviserNET > Help > Products > Manage Infinity packages > Edit a package
How to apply an Infinity package to an account	From the Manage Infinity packages screen, search for the package you want to apply, click Transact from the toolbar and select the relevant option (ie: Open account or Change account details).	AdviserNET > Products > Asgard Infinity eWRAP > Manage packages	AdviserNET > Help > Products > Manage Infinity packages > Apply a package to an Infinity account
How to print the details of an Infinity package	Search for the package you want to print from the Manage Infinity packages screen. Select the package and click Output > Print from the toolbar.	AdviserNET > Products > Asgard Infinity eWRAP > Manage packages	AdviserNET > Help > Products > Manage Infinity packages > About Infinity packages
How to delete an Infinity package	Search for the package you want to delete from the Manage Infinity packages screen. Select the package and click Delete from the toolbar.	AdviserNET > Products > Asgard Infinity eWRAP > Manage packages	AdviserNET > Help > Products > Manage Infinity packages > Delete a package
How to archive an Infinity package	Search for the package you want to archive from the Manage Infinity packages screen. Select the package and click Archive from the toolbar.	AdviserNET > Products > Asgard Infinity eWRAP > Manage packages	AdviserNET > Help > Products > Manage Infinity packages > Archive or restore a package
How to buy/ sell managed investments and shares	You can buy and sell managed investments and shares easily on AdviserNET using the buy and sell facility.	AdviserNET > Transacting > Managed investments or Shares > Buy and sell	AdviserNET > Help > Managed investments or Shares > Buy and sell investments (eWRAP) > About the Buy and sell investments facility

Task	Details	Where	Online Help module
How to set up share trading	Simply add the shares optional feature to the account (from the Features and fees screen) and complete the Share trading section either when opening an account or changing account details.	AdviserNET > Accounts > Open account or Change account details	AdviserNET > Help > Transacting > Shares > Share trading via AdviserNET – eWRAP > About the buy and sell investments facility
How to process an asset transfer?	To transfer assets between Asgard products you can process an asset transfer either when opening a new account or by processing an asset transfer to an existing account.	AdviserNET > Accounts > Open account, or AdviserNET > Transacting > Transfer > Asset transfer	AdviserNET > Help > Transacting > Transfers > Transfer assets/funds to a new account or Transfer assets/ funds to an existing account
How to change an account type from eWRAP to Infinity eWRAP?	Using the online change account type facility you can easily change a eWRAP account type to Infinity eWRAP and set the adviser fees to apply.	AdviserNET > Transacting > Account options > Change account type	AdviserNET > Transacting > Account options > Change account type
How to change an account type from Infinity eWRAP to eWRAP?	Using the online change account type facility you can easily change an Infinity eWRAP account type to eWRAP and set the adviser fees to apply.	AdviserNET > Transacting > Account options > Change account type	AdviserNET > Transacting > Account options > Change account type
How to process an in-specie transfer into an Infinity eWRAP Investment account?	You can transfer asset from external providers into an Asgard Infinity eWRAP account using the in-specie transfer facility.	This is a manual process that can't be completed online. Refer to our Transferring Guide for instructions.	AdviserNET > Products > Asgard Infinity eWRAP Investment account > Transfers > Transferring Guide
How to make a contribution/s into a Super account?	Deposits into Super can be made online via Cheque, BPAY or direct debit. You can also set up a regular deposit plan for regular deposits into the account.	AdviserNET > Transacting > Deposit/contribution > Make deposit	AdviserNET > Help > Transacting > Deposit/ contribution
How to make a deposit into an Investment account?	Deposits can be made into an Investment account online via Cheque or direct debit. You can also set up a regular direct debit for regular deposits in the account.	AdviserNET > Transacting > Deposit/contribution > Make deposit	AdviserNET > Help > Transacting > Deposit/ contribution
How to make a withdrawal from an account?	Withdrawal requests can be processed online. You'll be given different payment options depending on the account type (ie Super, Pension or Investment).	AdviserNET > Transacting > Withdrawal > Make withdrawal	AdviserNET > Help > Transacting > Withdrawals
Where can I view the Available Products List (APL) for Managed Investments available in Infinity eWRAP?	You can view and download the APL from the Products menu on AdviserNET. Simply select Managed Funds from the Asset Type drop down list and click View. You can filter this list by Feature ie Core menu, Select menu, Full menu or Term deposits.	AdviserNET > Products > Asgard Infinity eWRAP > APL	N/A
Where can I view the Available Products List (APL) for Shares available in Infinity eWRAP?	You can view and print the APL from the Products menu on AdviserNET. Simply select Shares from the Asset Type drop down list, enter at least three characters of the company name or ASX security code and click View.	AdviserNET > Products > Asgard Infinity eWRAP > APL	N/A
How can I close an account?	Using the online withdrawal facility you can close an account.	AdviserNET > Transacting > Withdrawal > Close account	AdviserNET > Help > Transacting > Withdrawals > Close account
How to link an account to a template	Using the online templating facility you can create and link accounts to templates. Select your clients from the Manage client's screen, click Template from the toolbar and then select Link.	AdviserNET > Templating > Manage clients > Template > Link	AdviserNET > Help > Templating
How to do a fee comparison between products	Using our online fee estimator you can compare the fees between two Asgard accounts.	AdviserNET > Tools > Calculators & illustrators > Fee estimator	AdviserNET > Help >Tools > Calculators and illustrators > Fee estimator

For more information

- Read the relevant disclosure documents on AdviserNET > Products > Infinity eWRAP > Select account type > Overview.
- Read our FAQ on AdviserNET > Products > Infinity eWRAP > Select account type > Overview > Frequently Asked Questions.
- View our online demos on AdviserNET > Help > Online demos.
- Read the specific product information found on AdviserNET > Products > Infinity eWRAP > Select account type. The table below illustrates the product information available.

Product information	Details
Overview	Provides an overview of the specific product with links to the relevant disclosure documents and other flyers.
Contributions (Super accounts only)	Information regarding super account contributions ie: what types of contributions can be made, how to make a contribution, Government co-contributions and splitting contributions.
Pensions (Pension accounts only)	Information regarding pension eligibility, preservation age, deposits, pension payments and withdrawals.
Fees	Details the adviser and administration fee types applicable to the product.
Rates	Details on the current rates relating to term deposits, Money Market Investment account, Cash accounts and Margin lending (Investment accounts only).
Gearing (Investment accounts only)	Information relating to the eWRAP margin lending facility including FAQ, Acceptable securities list, Margin lending Guide, Application booklet, Terms and conditions, PDS and FSG.
Shares	Information relating to Share trading including account types, how to set up an account for share trading, registering with a broker, how to trade shares, information relating to corporate actions.
Transfers (Investment accounts only)	Provides information on the available transfer options for Investment accounts ie: change of account type, internal asset transfer and in-specie transfers.
APL	The Available Products List (APL) provides a list of the available products for Managed funds and Shares. For the Managed Funds asset type, you can filter the list by the Feature (ie: Core menu, Select menu, Full menu or Term deposits).
Disclosure docs	List of managed investment disclosure documents available for download.
Investment monthly	These reports provide monthly performance figures for managed investments and shares.
Samples	Provides a list of sample letters and reports (to view/download) that are issued throughout the lifecycle of an account.

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