QUICK REFERENCE GUIDE

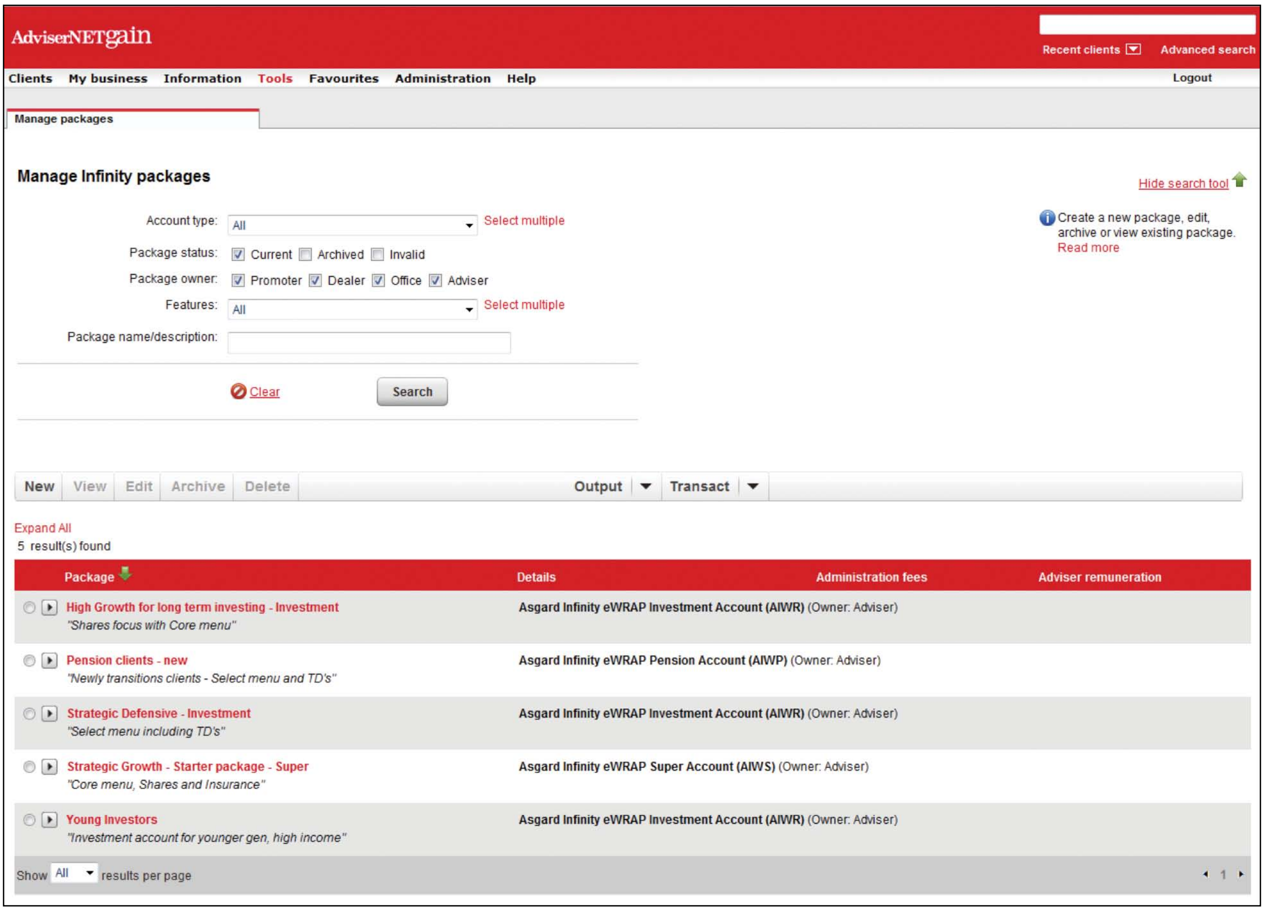
Operating an Infinity eWRAP account using AdviserNETgain

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 AdviserNETgain.



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Task	Details	Where	Online Help module
Opening an Infinity eWRAP account	Infinity eWRAP accounts can be opened online using AdviserNETgain or by sending Asgard a completed application for processing.	Go to the client's Portfolios tab and select 'Open a new account' in the Platforms section	AdviserNETgain help > Asgard integration > 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 AdviserNETgain.	AdviserNETgain > Clients > Established clients > Transact online > Change account details	AdviserNETgain help > Asgard integration > Transacting > Account options > Change account details
How to view details of an account	Use the Account enquiry facility on AdviserNETgain to view the current account details online.	AdviserNETgain > Clients > Established clients > Account enquiry > Account details	AdviserNETgain help > Asgard integration > Accounts > Account details
How to view the Next steps	Use the Next steps enquiry screen to view any pending changes on an account.	AdviserNETgain > Clients > Established clients > Account enquiry > Account details	AdviserNETgain help > Asgard integration > Accounts > Infinity eWRAP - 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.	AdviserNETgain > Clients > Established clients > Account enquiry > Feature status	AdviserNETgain help > Asgard integration > Accounts > 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.	AdviserNETgain > Clients > Established clients > Account enquiry > Ongoing fees	AdviserNETgain help > Asgard integration > Accounts > Ongoing fees
How to view a list of packages	The Manage packages facility allows you to view a list of packages you have access to.	AdviserNETgain > Tools > Manage packages	AdviserNETgain help > Asgard integration > Products > Manage Infinity packages > View a list of your packages
How to create a package	Click New from the toolbar in the Manage packages screen to create a new package.	AdviserNETgain > Tools > Manage packages	AdviserNETgain help > Asgard integration > Products > Manage Infinity packages > Create a new package
How to edit a package	Search for the package you want to edit from the Manage Infinity packages screen. Select the package and click Edit from the toolbar.	AdviserNETgain > Tools > Manage packages	AdviserNETgain help > Asgard integration > Products > Manage Infinity packages > Edit a package
How to apply a 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).	AdviserNETgain > Tools > Manage packages	AdviserNETgain help > Asgard integration > Products > Manage Infinity packages > Apply a package to an Infinity account
How to print the details of a 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.	AdviserNETgain > Tools > Manage packages	AdviserNETgain help > Asgard integration > Products > Manage Infinity packages > About Infinity packages
How to delete a package	Search for the package you want to delete from the Manage Infinity packages screen. Select the package and click Delete from the toolbar.	AdviserNETgain > Tools > Manage packages	AdviserNETgain help > Asgard integration > Products > Manage Infinity packages > Delete a package
How to archive a package	Search for the package you want to archive from the Manage Infinity packages screen. Select the package and click Archive from the toolbar.	AdviserNETgain > Tools > Manage packages	AdviserNETgain help > Asgard integration > 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.	AdviserNETgain > Clients > Established clients > Transact online > Buy and sell	AdviserNETgain help > Asgard integration > Transacting > Managed investments > Buy and sell investments (eWRAP)
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.	Go to the client's Portfolios tab and select 'Open a new account' in the Platforms section, or AdviserNETgain > Clients > Established clients > Transact online > Change account details	AdviserNETgain help > Asgard integration > Transacting > Shares > Trade shares – eWRAP Investment accounts > Setting up eWRAP accounts for trading through SharePort

Task	Details	Where	Online Help module
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.	Go to the client's Portfolios tab and select 'Open a new account' in the Platforms section AdviserNETgain > Clients > Established clients > Transact online > Asset transfers	AdviserNETgain help > Asgard integration > 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.	AdviserNETgain > Clients > Established clients > Transact online > Change account type	AdviserNETgain help > Asgard integration > 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.	AdviserNETgain > Clients > Established clients > Transact online > Change account type	AdviserNETgain help > Asgard integration > Transacting > Account options > Change account type
How to process an in-specie transfer into an 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.	AdviserNETgain > Information > Product information > 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.	AdviserNETgain > Clients > Established clients > Transact online > Make deposit	AdviserNETgain help > Asgard integration > Transacting > Deposits/contributions
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.	AdviserNETgain > Clients > Established clients > Transact online > Make deposit	AdviserNETgain help > Asgard integration > Transacting > Deposits/contributions
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).	AdviserNETgain > Clients > Established clients > Transact online > Withdrawal	AdviserNETgain help > Asgard integration > Transacting > Withdrawals
Where can I view the Available Products List (APL) for Managed Investments?	You can view and download the APL from the Product information menu on AdviserNETgain. 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 or Full menu.	AdviserNETgain > Information > Product information > Asgard Infinity eWRAP > APL	N/A
Where can I view the Available Products List (APL) for Shares?	You can view and download the APL from the Product information menu on AdviserNETgain. Simply select Shares from the Asset Type drop down list and click View.	AdviserNETgain > Information > Product information > Asgard Infinity eWRAP > APL	N/A
How can I close an account?	Using the online withdrawal facility you can close an account.	AdviserNETgain > Clients > Established clients > Transact online > Account closure	AdviserNETgain help > Asgard integration > Transacting > Withdrawals > Close account
Prepare advice for an Infinity eWRAP account recommendation	You can produce an SoA for the recommendation of an Infinity eWRAP account using AdviserNETgain's Integrated Advice Engine.	AdviserNETgain > Tools > Advice tools > Prepare Advice	AdviserNETgain help > Asgard integration > How to > Recommend Asgard accounts
How to link an account to an account template	Using the online account templating facility you can create and link accounts to templates. Select your clients from the Manage clients screen, click Template from the toolbar and then select Link.	AdviserNETgain > Tools > Account templates > Manage clients > Template > Link	AdviserNETgain help > Asgard integration > Account templates
How to do a fee comparison between products	Using our online fee estimator you can compare the fees between two Asgard accounts.	AdviserNETgain > Tools > Calculators > Fee estimator	AdviserNETgain help > Asgard integration > Tools > Calculators > Fee estimator

For more information

- Read the relevant disclosure documents on AdviserNETgain > Information > Product information > Infinity eWRAP > (select account type) > Overview
- Read our FAQ on AdviserNETgain > Product information > Infinity eWRAP > (select account type) > Overview > Frequently Asked Questions
- Read the specific product information found on AdviserNETgain > Information > Product information > Asgard Infinity eWRAP. 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 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.

CONTACT CENTRE
1800 998 185

CORRESPONDENCE
Customer Transactions
PO Box 7490
Perth WA 6850

ISSUED BY
Asgard Capital Management Ltd
ABN 92 009 279 592
AFSL 240695

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