WEALTH INTERACTIVE USER GUIDE

CORPORATE TRUSTEE – ADMINISTRATION

A WEALTH *of* DIFFERENCE

utmost™ INTERNATIONAL

CONTENTS

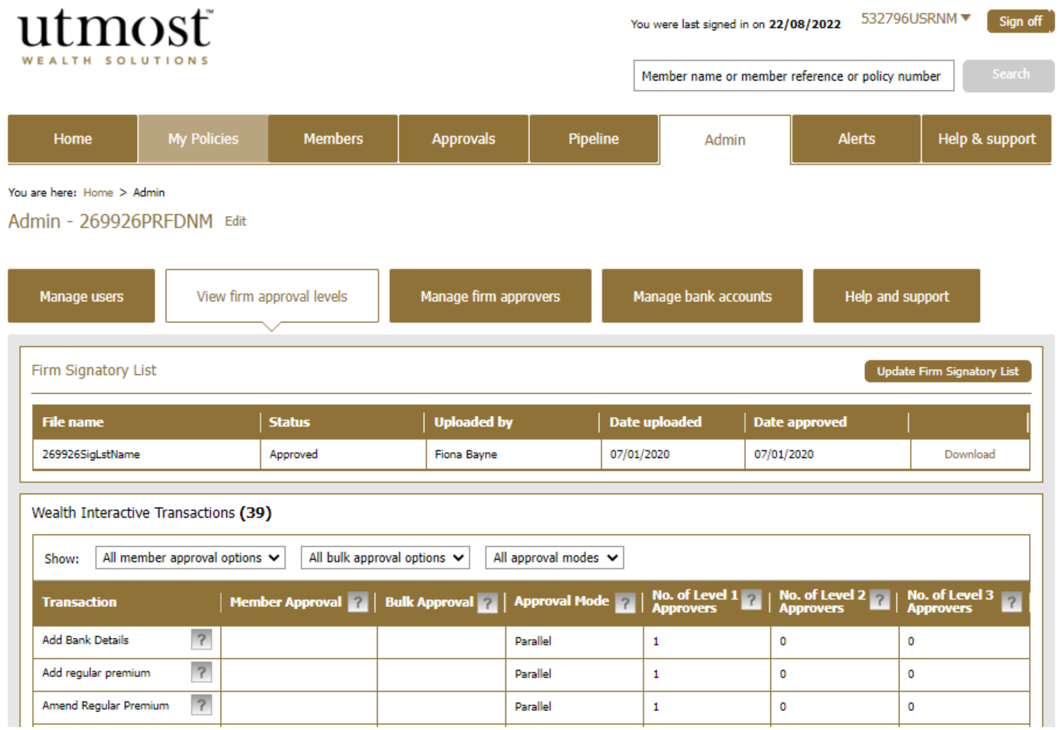
This guide covers how to:

utmost™ WEALTH SOLUTIONS

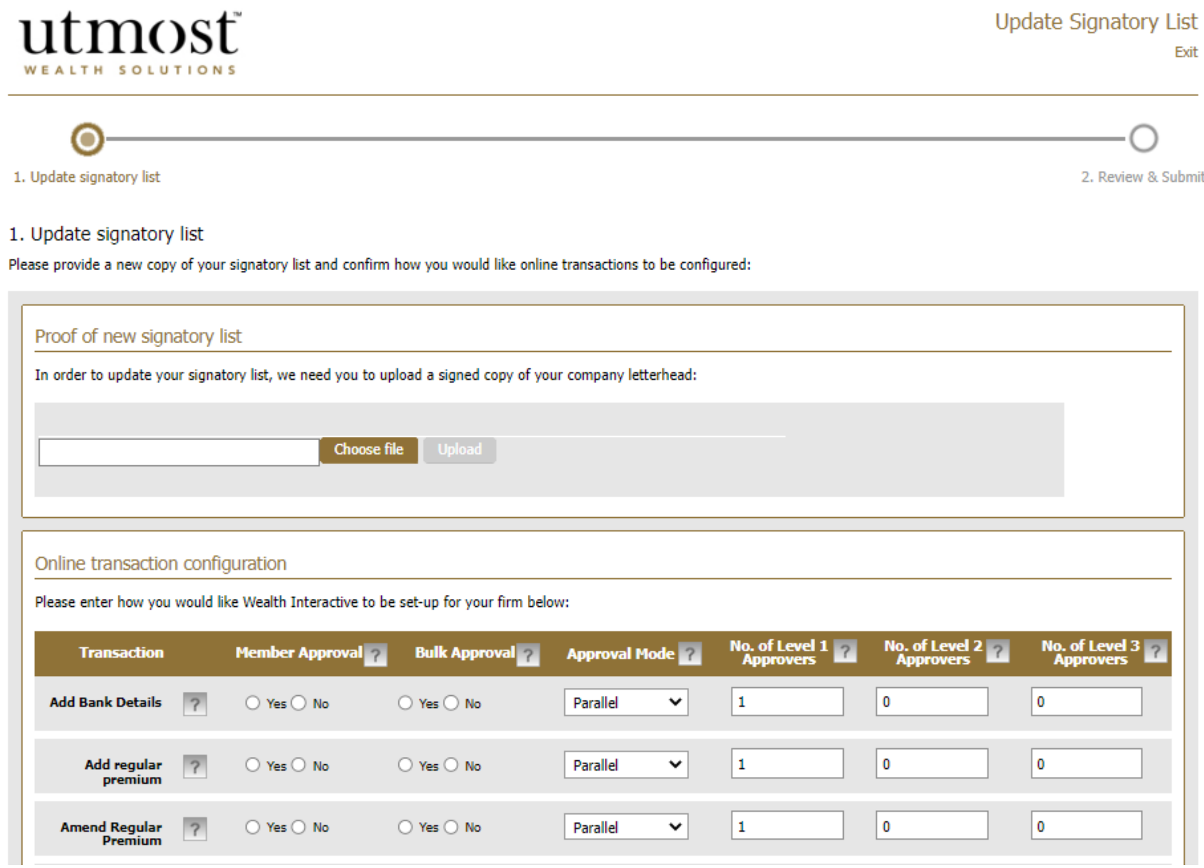
1

CORPORATE TRUSTEE - UPDATE SIGNATORY LISTS

- From the Admin tab, select '**View firm approval levels**'.
- Then click on '**Update Firm Signatory List**'.

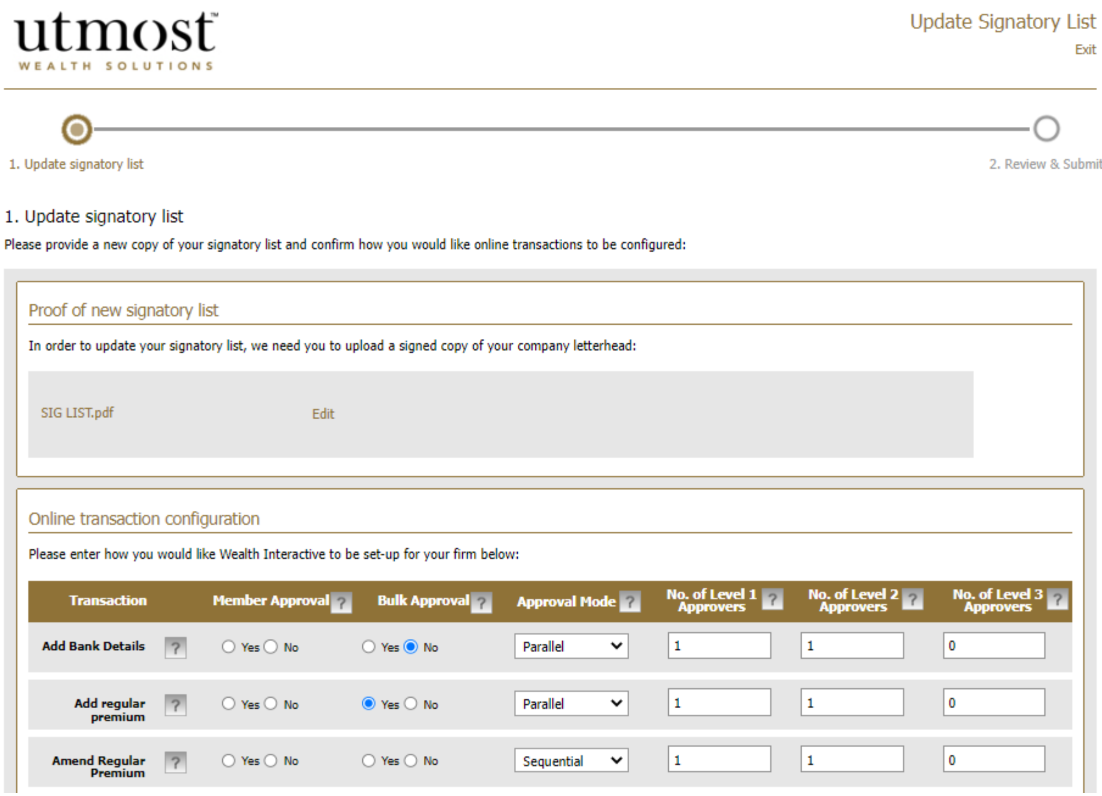


- Upload your new signatory list.



You can then configure how you would like Wealth Interactive to be set-up for your firm.

- Select whether ‘**Member Approval**’ is required
  ‘Yes’ or ‘No’.
- Choose between approval modes:
  - ‘**Parallel**’ (all approvers review at the same time) or
  - ‘**Sequential**’ (approvers review one after the other in turn).



utmost WEALTH SOLUTIONS

Update Signatory List

Exit

1. Update signatory list

2. Review & Submit

1. Update signatory list

Please provide a new copy of your signatory list and confirm how you would like online transactions to be configured:

Proof of new signatory list

In order to update your signatory list, we need you to upload a signed copy of your company letterhead:

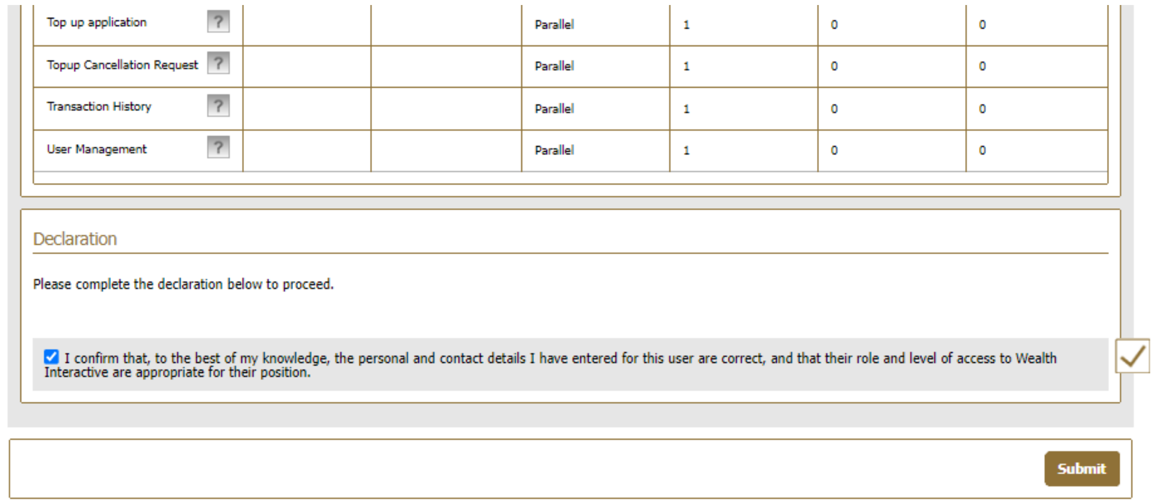
SIG LIST.pdf Edit

Online transaction configuration

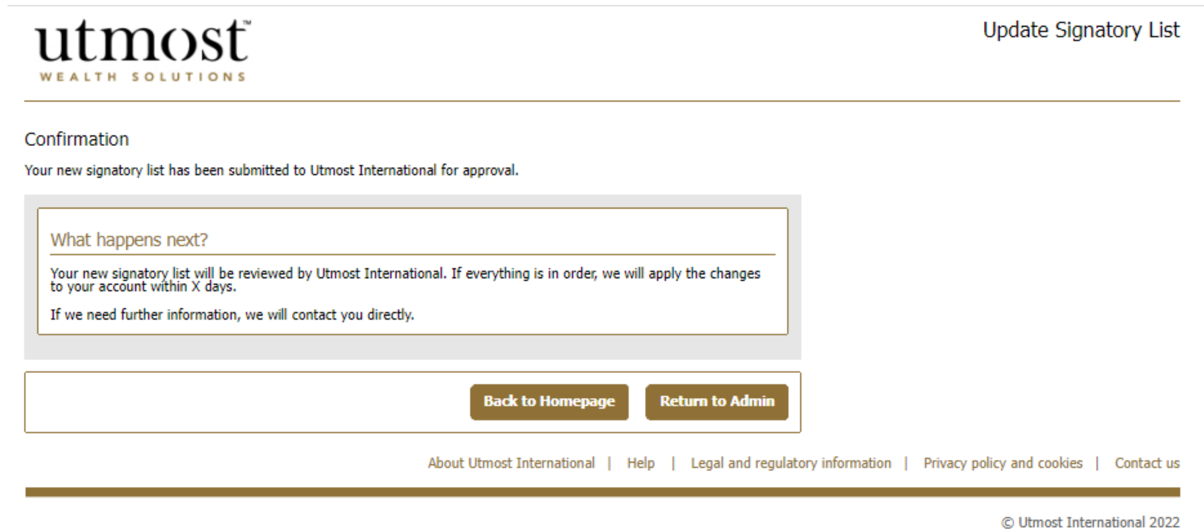
Please enter how you would like Wealth Interactive to be set-up for your firm below:

Transaction	Member Approval	Bulk Approval	Approval Mode	No. of Level 1 Approvers	No. of Level 2 Approvers	No. of Level 3 Approvers
Add Bank Details	Yes No	Yes No (selected)	Parallel	1	1	0
Add regular premium	Yes No	Yes (selected) No	Parallel	1	1	0
Amend Regular Premium	Yes No	Yes No	Sequential	1	1	0

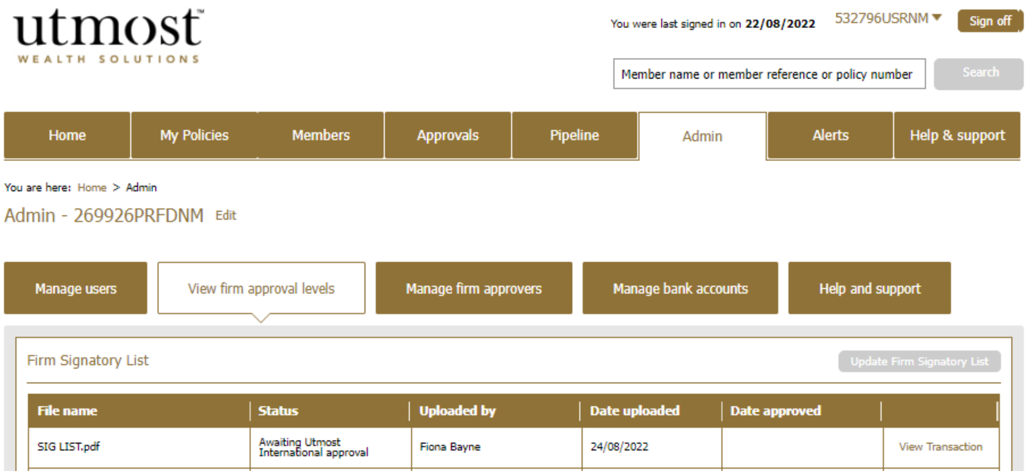
Review the changes, tick the declaration and click on ‘**Submit**’.



You'll see confirmation that your new signatory list has been submitted.



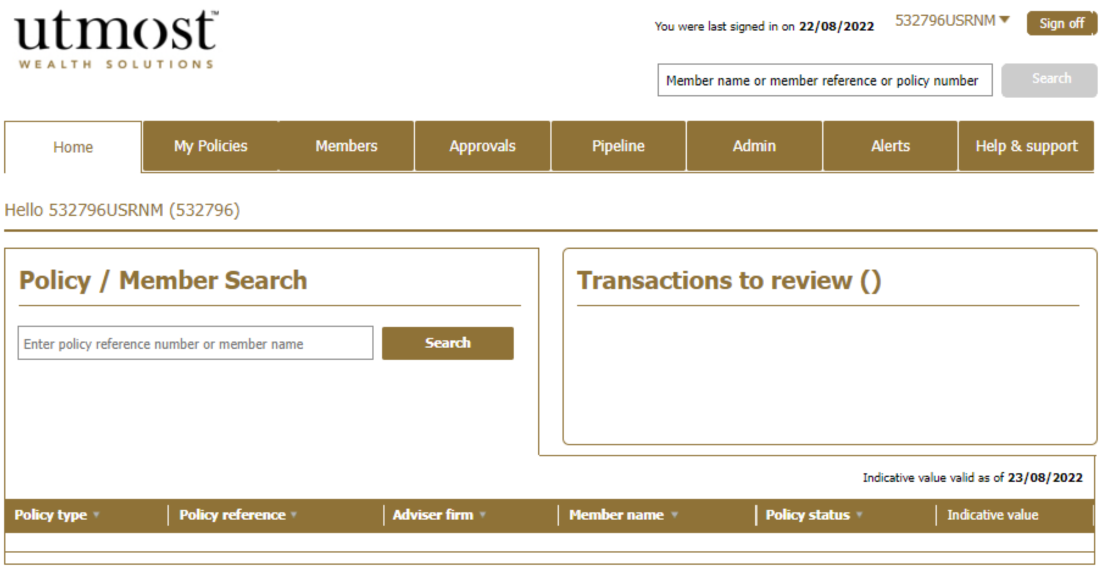
You can track the status here



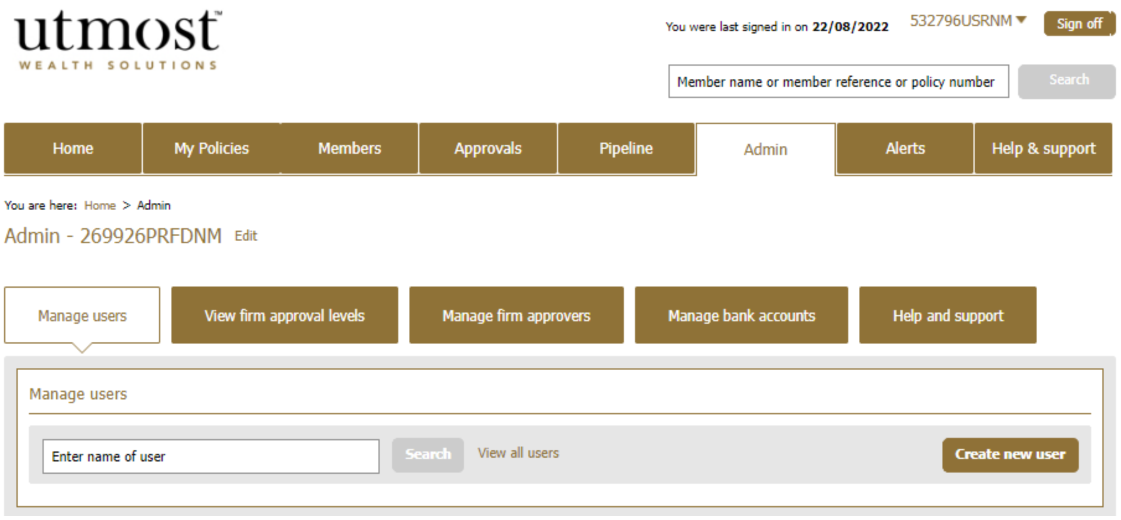
2

CORPORATE TRUSTEE – CREATE A NEW USER

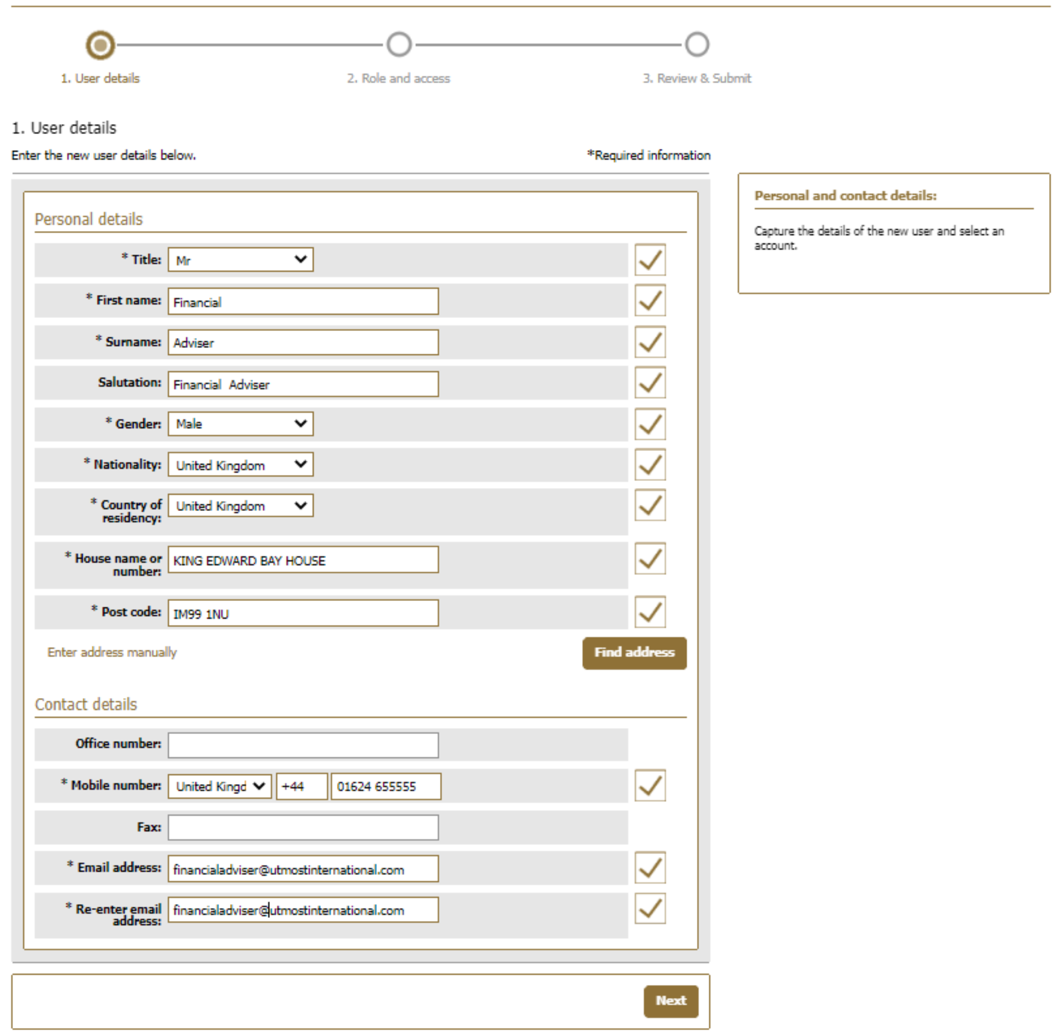
Select the '**Admin**' tab from your homepage.



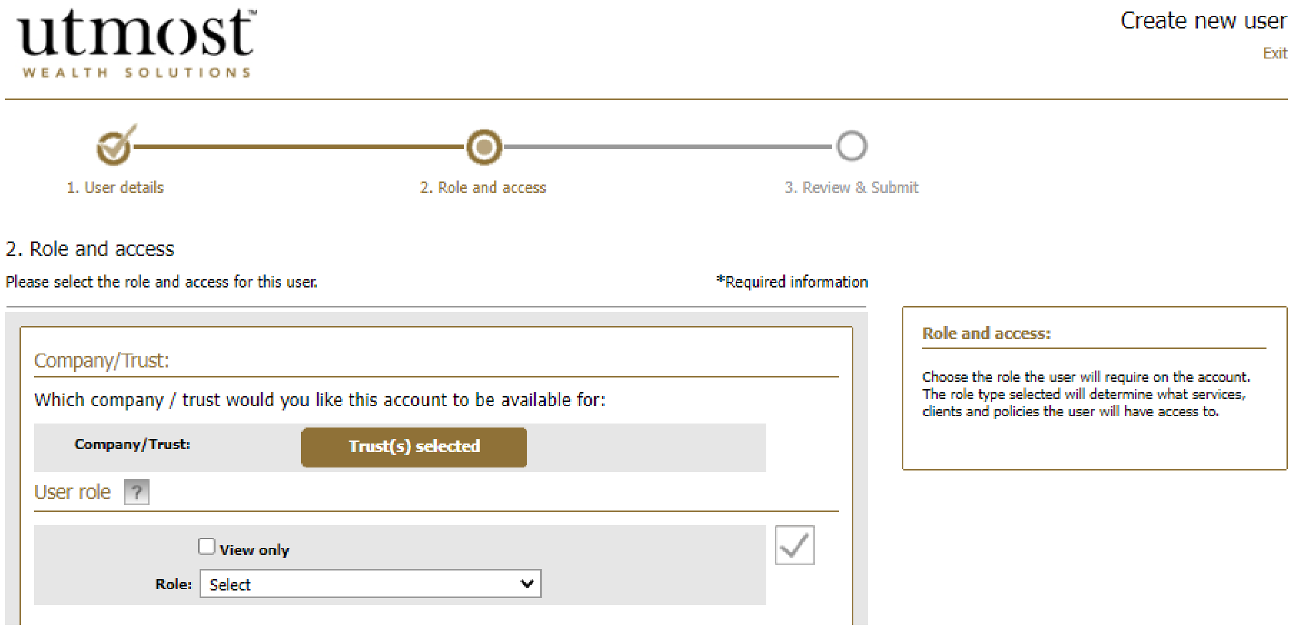
To create a new user, select '**Create new user**' under '**Manage users**'.



- Enter the name and contact details for the new user being created. All asterisked fields must be completed.
- You will be required to enter the email address twice. You will be able to copy and paste in to the first field, but the second must be input manually.



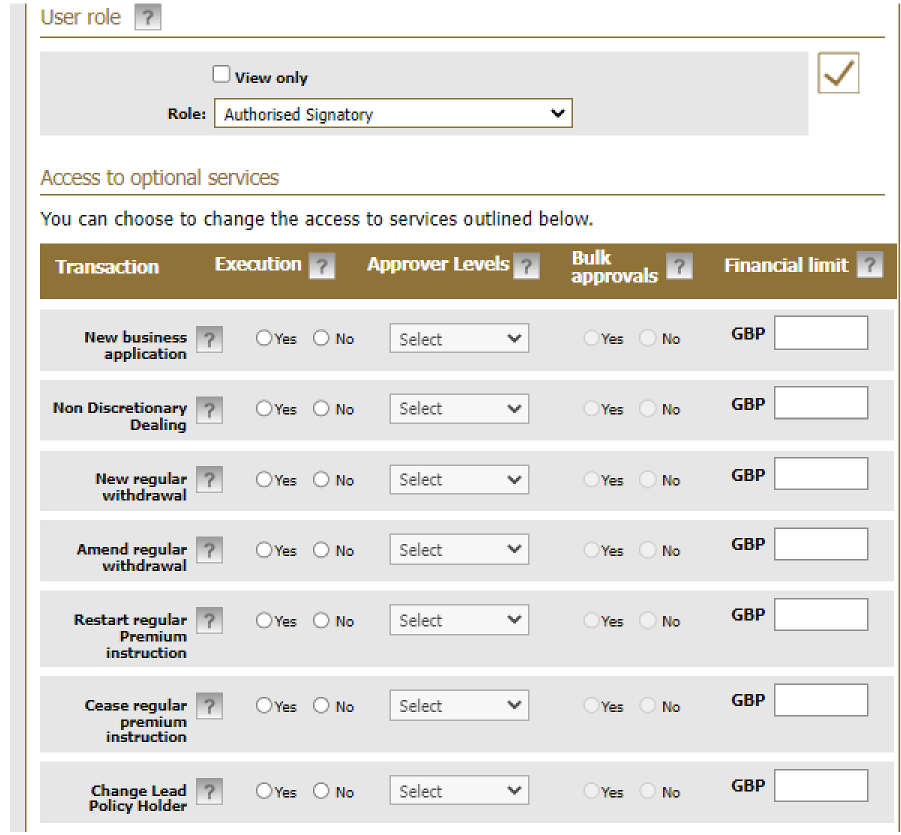
If you have multiple trust companies with us, select which the user should have access to.



- From the dropdown menu select the role for the user you are creating.
- Select the optional services as per the table displayed.

  You can select whether the users can execute certain transactions, approve transactions or both.

  If the user is to have view only access, tick the '**View only**' box and proceed.


User role ?

View only

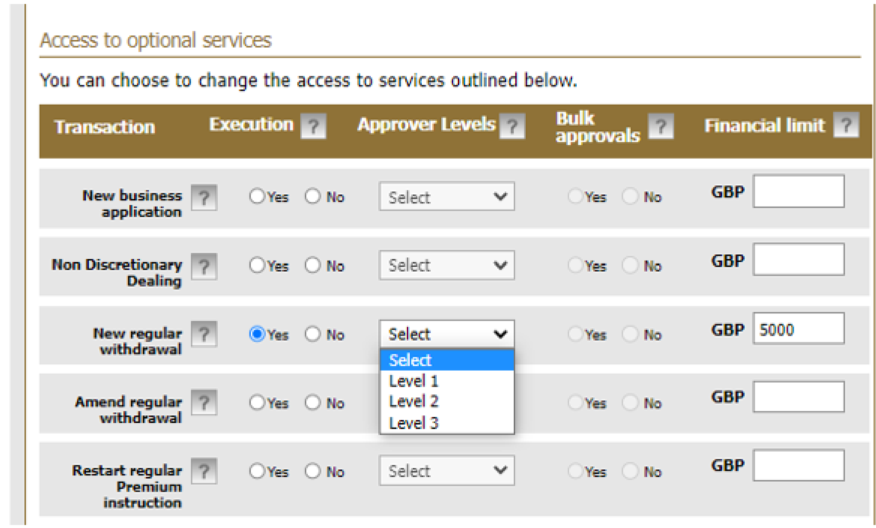
Role: Authorised Signatory

Access to optional services

You can choose to change the access to services outlined below.

Transaction	Execution ?	Approver Levels ?	Bulk approvals ?	Financial limit ?
New business application ?	Yes No	Select	Yes No	GBP
Non Discretionary Dealing ?	Yes No	Select	Yes No	GBP
New regular withdrawal ?	Yes No	Select	Yes No	GBP
Amend regular withdrawal ?	Yes No	Select	Yes No	GBP
Restart regular Premium instruction ?	Yes No	Select	Yes No	GBP
Cease regular premium instruction ?	Yes No	Select	Yes No	GBP
Change Lead Policy Holder ?	Yes No	Select	Yes No	GBP

- Users can be restricted from performing some transaction types by selecting corresponding ‘**Yes**’ or ‘**No**’.
- Users can be provided an access level as ‘**Level 1 Approver**’, ‘**Level 2 Approver**’ or ‘**Level 3 Approver**’ for the corresponding transaction types.
- Users can be assigned a **Financial Limit** for authorisation of a particular transaction type.



Access to optional services

You can choose to change the access to services outlined below.

Transaction	Execution	Approver Levels	Bulk approvals	Financial limit
New business application	Yes No	Select	Yes No	GBP
Non Discretionary Dealing	Yes No	Select	Yes No	GBP
New regular withdrawal	Yes No	Select (Select / Level 1 / Level 2 / Level 3)	Yes No	GBP 5000
Amend regular withdrawal	Yes No		Yes No	GBP
Restart regular Premium instruction	Yes No	Select	Yes No	GBP

- Review the personal, contact details and role information and press ‘**Submit**’.
- Select ‘**Edit**’ if any changes are to be made.

Personal and contact details

Edit

Title:	**Mr**
First name:	**Financial**
Last name:	**Adviser**
Gender:	**Male**
Nationality:	**United Kingdom**
Address line 1:	**KING EDWARD BAY HOUSE**
Address line 2:	
Address line 3:	
Address line 4:	
City/ Town:	
Post/ zip code:	**IM99 1NU**
Country of residence:	**United Kingdom**

Contact details

Office number:	
Mobile phone number:	**(+44) 01624 655555**
Fax number:	
Email Address:	**financialadviser@utmostinternational.com**

Role

Edit

Trust:	**269926PRFDNM**
Role:	**Authorised Signatory**

Access to optional services

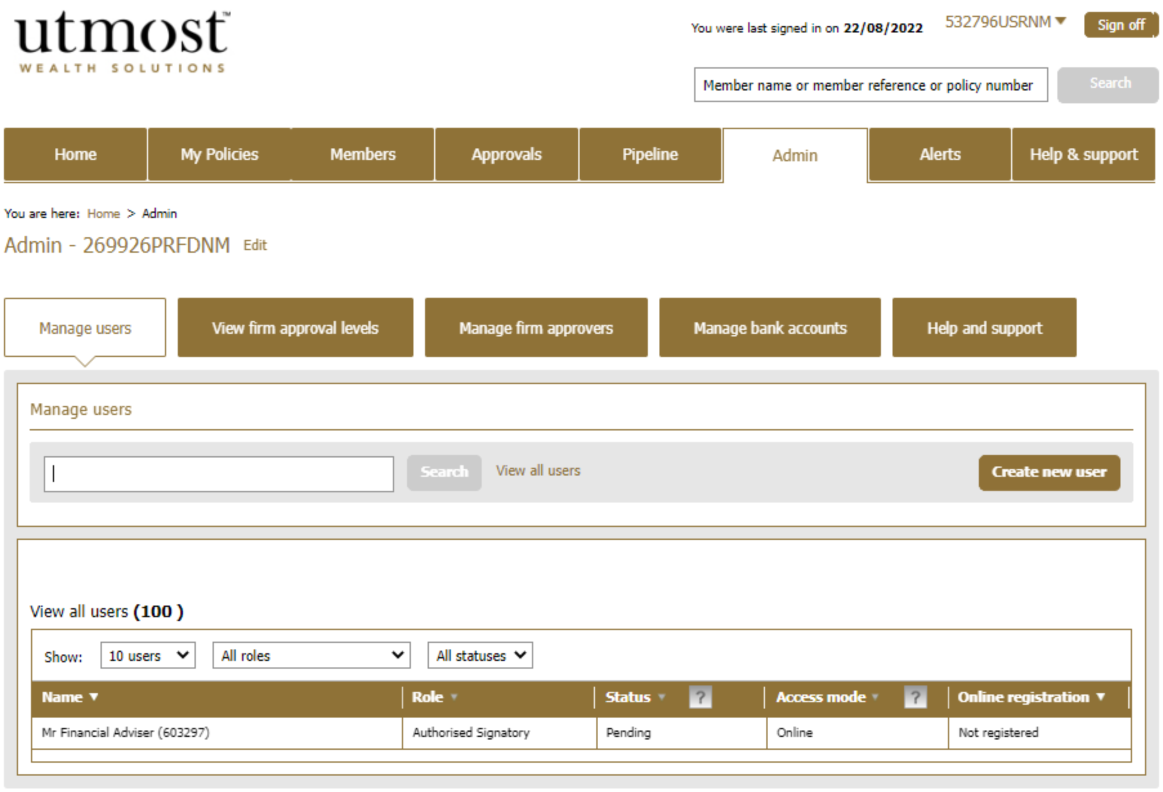
Transaction	Execution ?	Approval Level ?	Bulk Approval ?	Financial Limit ?
New regular withdrawal ?	Yes	No approval	No	GBP 5,000.00

Back

Submit

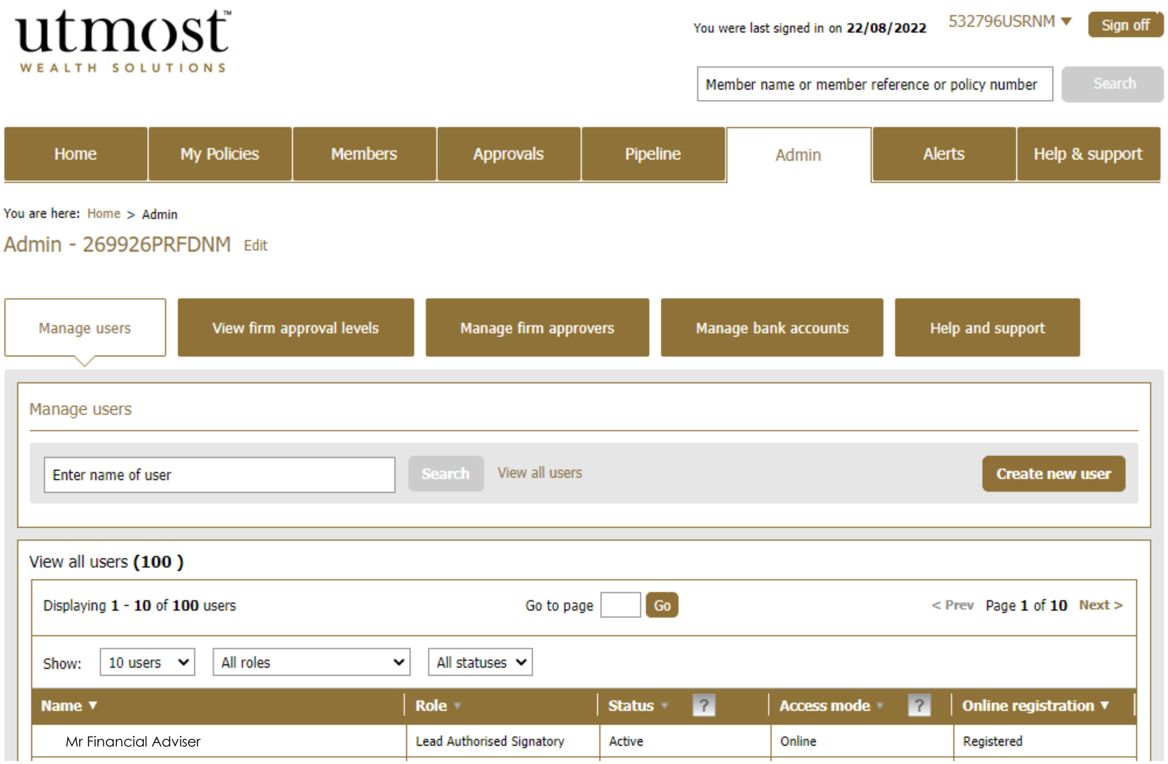
- Once you have submitted the user set up, they will show under the manage users section.
- Certain setups will be submitted to Utmost International for approval.

  These may show as pending and will be approved within 24-48 hours.
- Once approved your client/user can be sent a registration email.

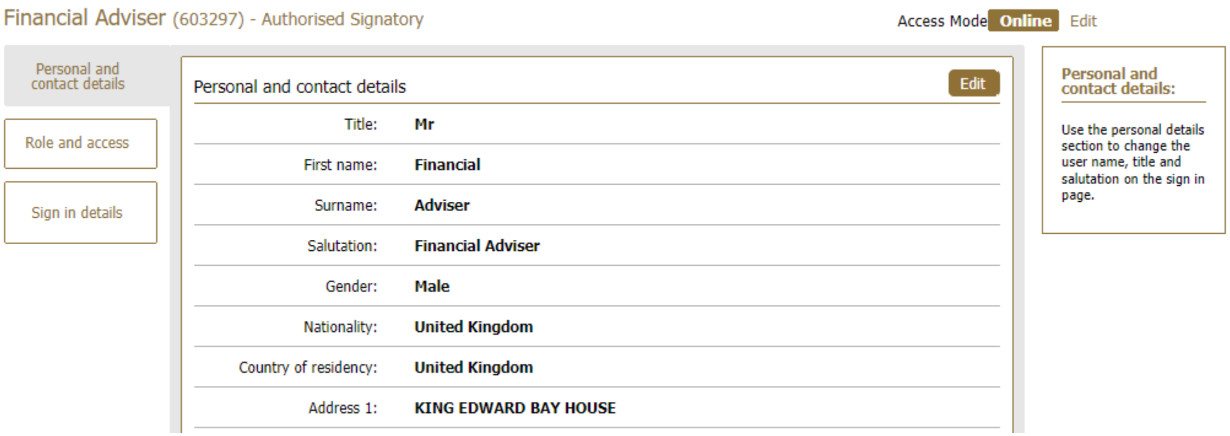


(3) CORPORATE TRUSTEE – AMEND AN EXISTING USER

- From the Admin tab select '**Manage users**'
- Choose the name of the user whose details are to be amended from the table shown.

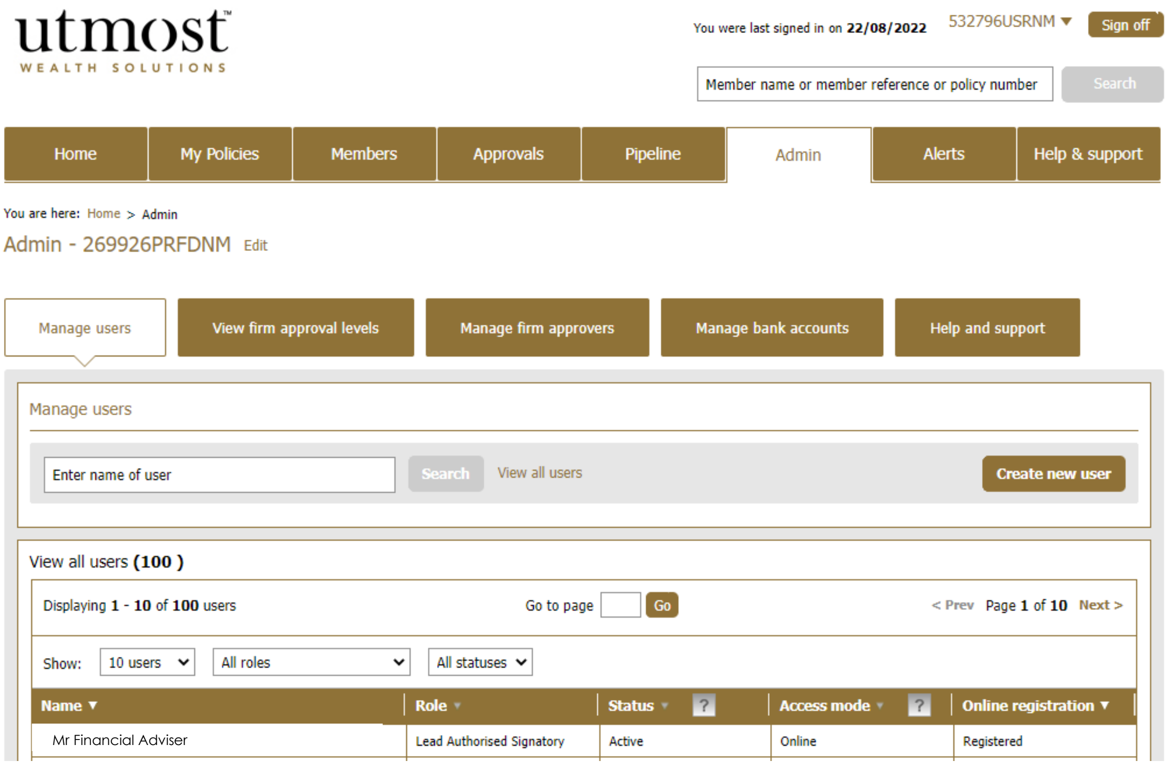


- Select '**Edit**' to change the status of the user to Online/Offline.
- Select '**Personal and contact details**' to amend user details.
- Select '**Role and access**' to amend user permissions

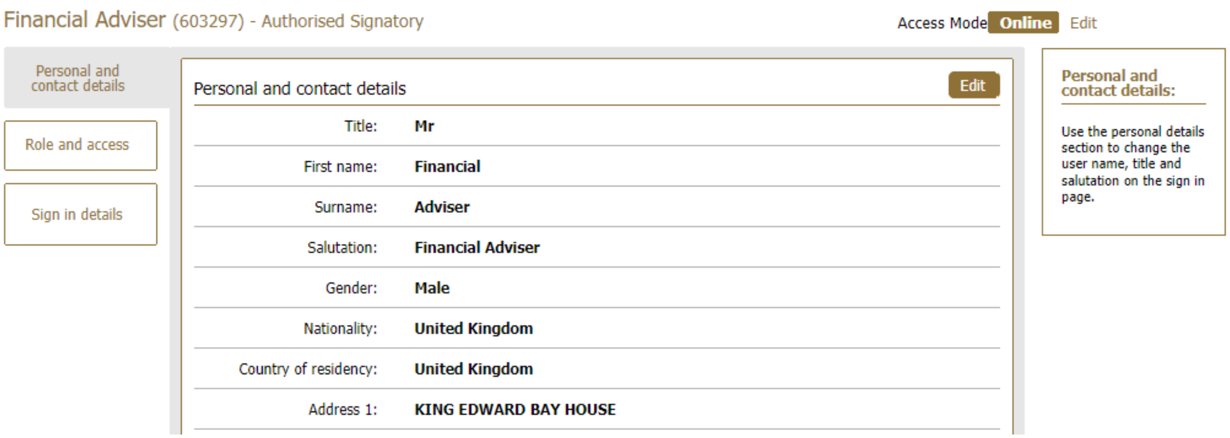


(4) CORPORATE TRUSTEE - UPDATE APPROVAL LEVELS - INDIVIDUAL USERS

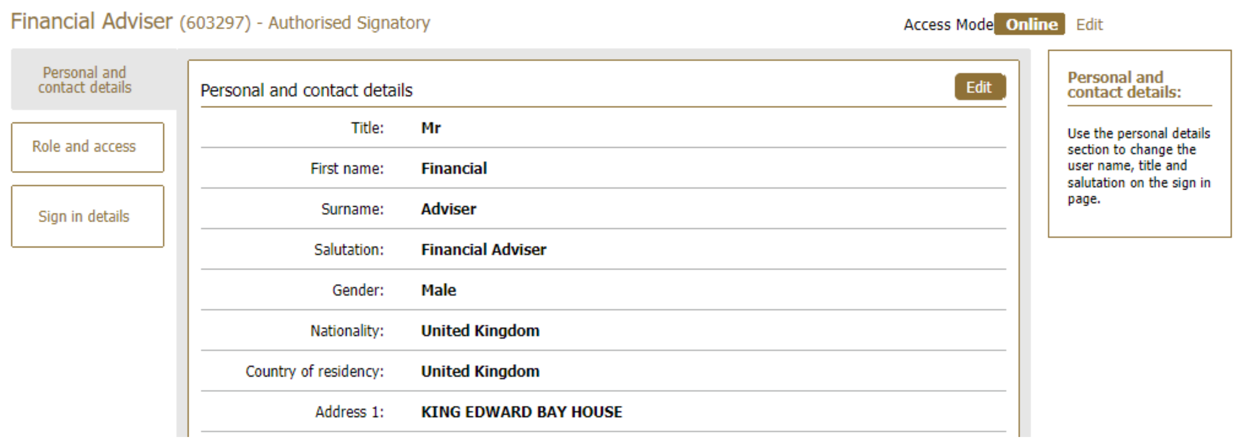
- From the Admin tab, click on '**Manage users**'.
- Select the user you want to update.



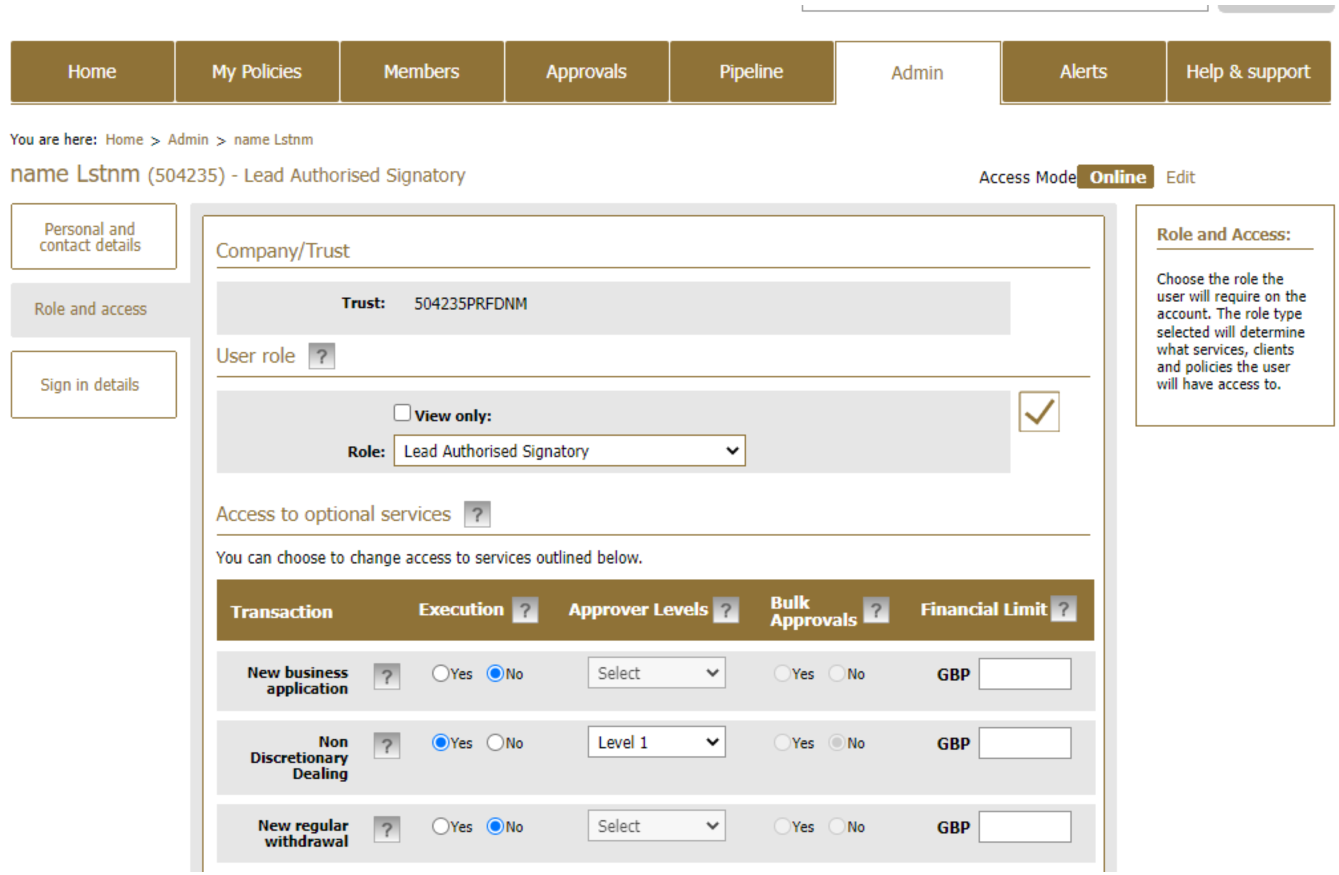
Click on ‘**Edit**’.



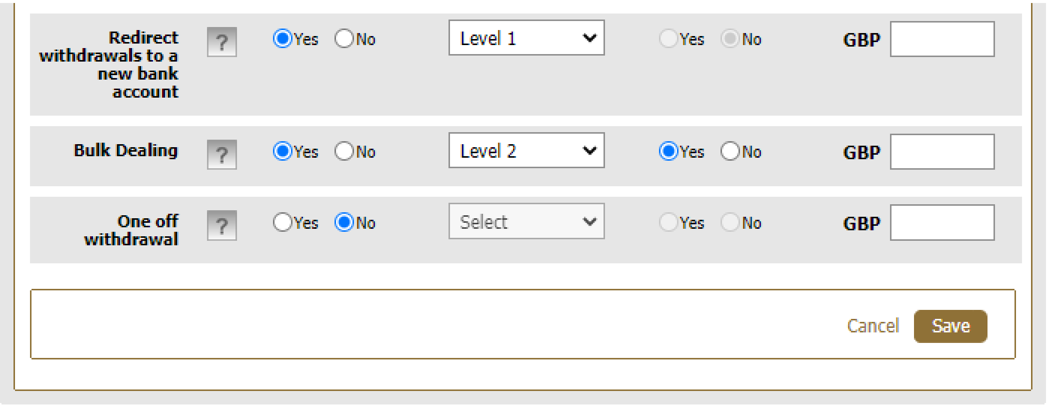
- Select ‘**Roles and access**’.



Edit the approval levels as required.



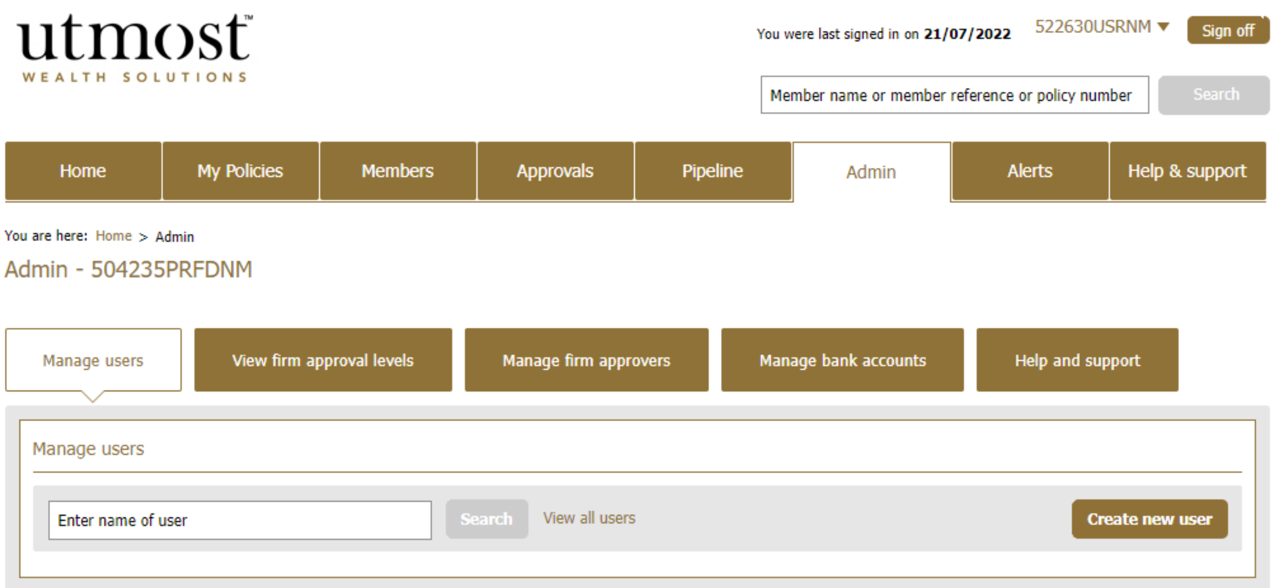
When you're happy click on '**Save**'.



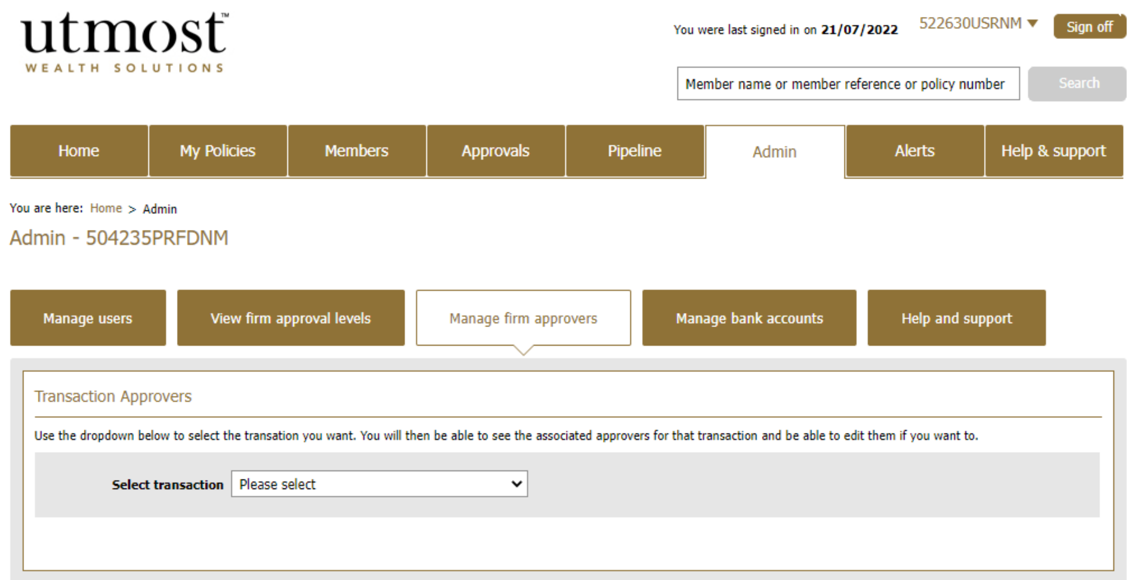
4

CORPORATE TRUSTEE - UPDATE APPROVAL LEVELS - SPECIFIC TRANSACTIONS

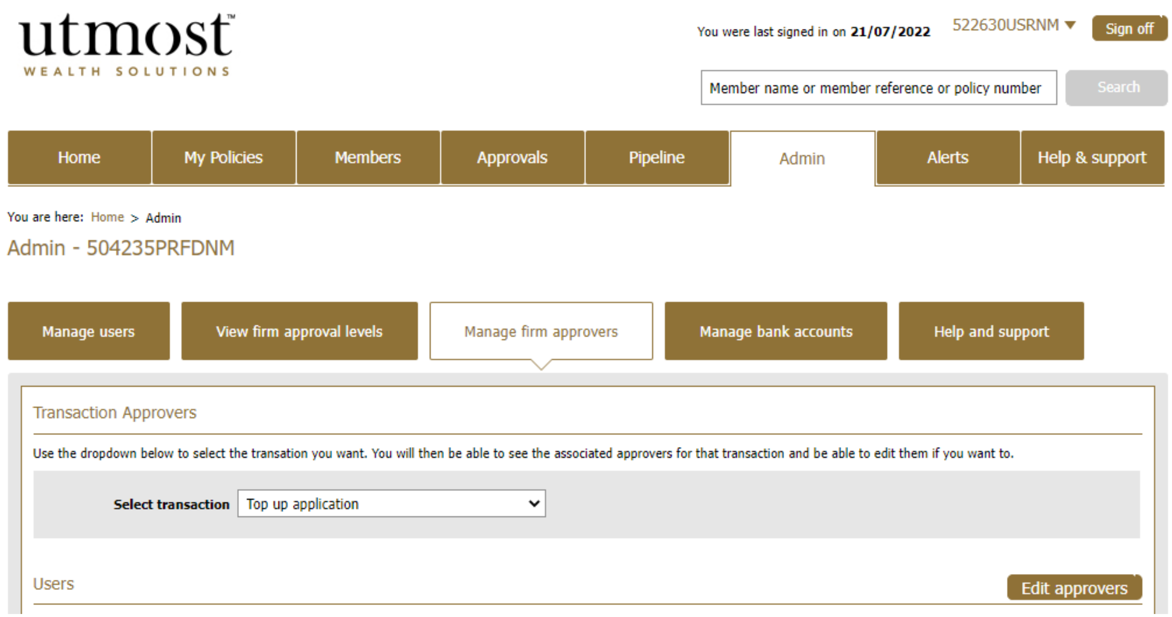
From the Admin tab select '**Manage firm approvers**'.



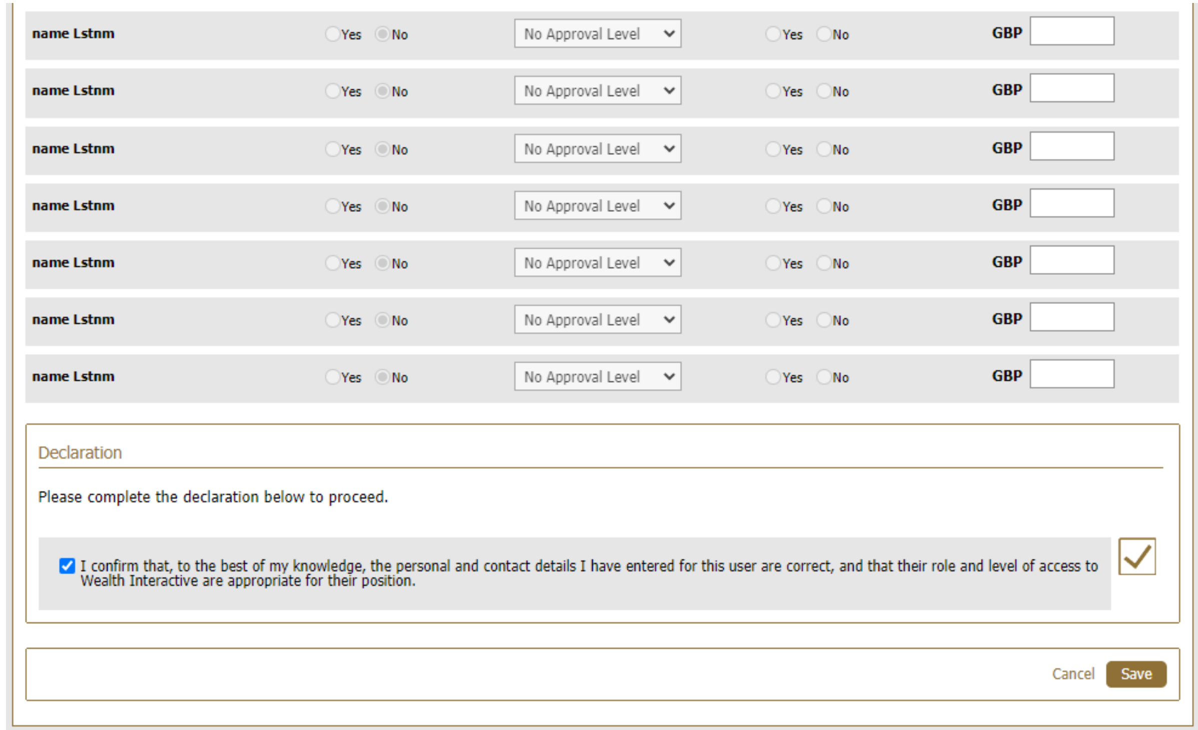
Select the transaction.



Click on '**Edit approvers**'.



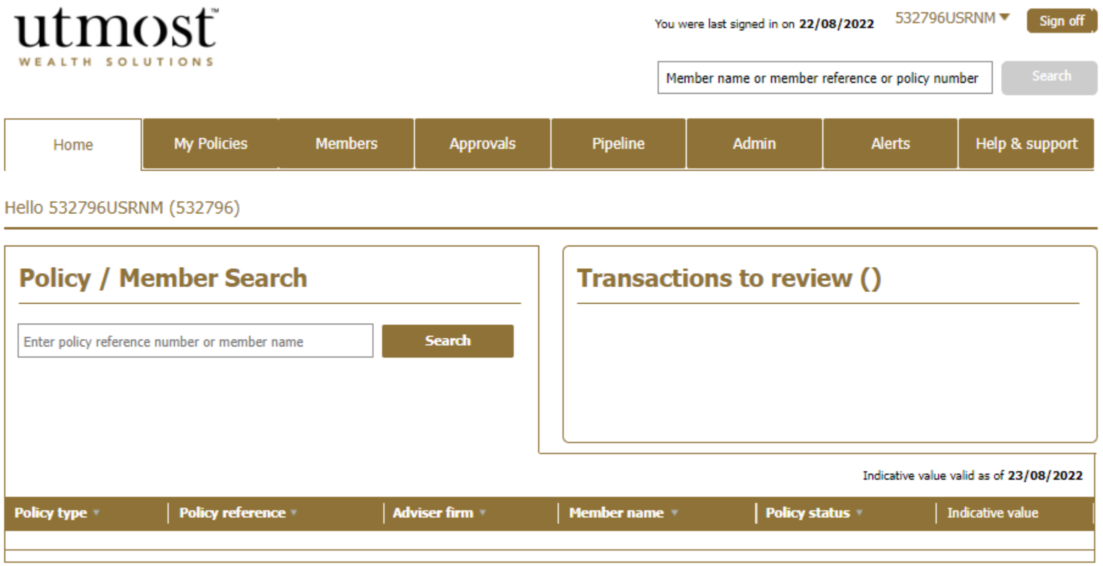
- Edit the transaction levels as required.
- Tick the declaration and click on '**Save**'.



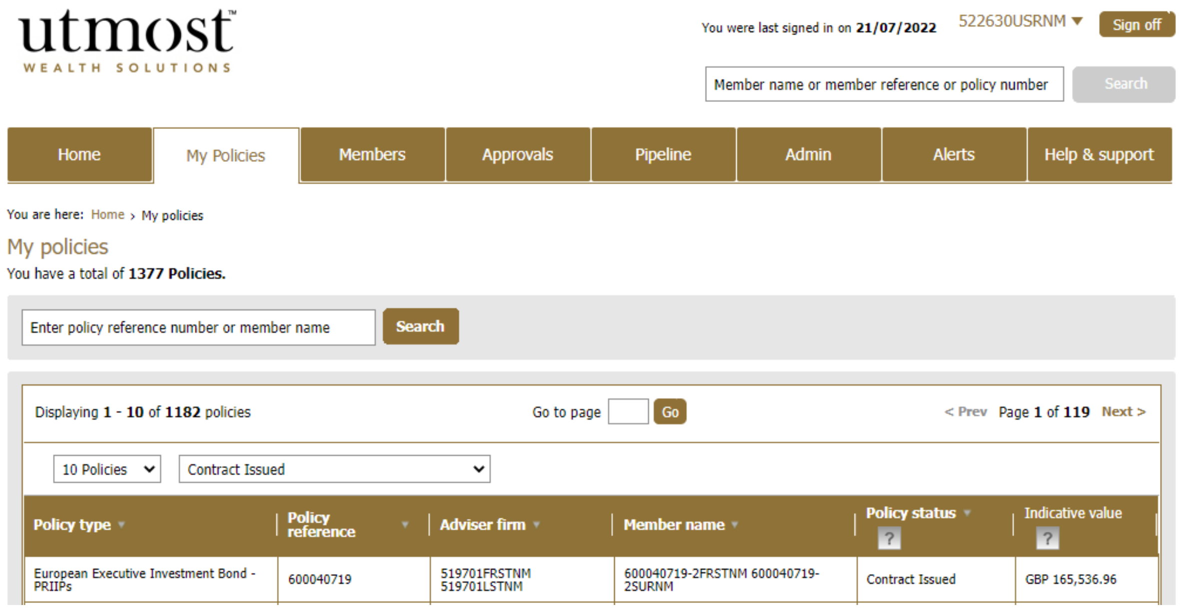
5

CORPORATE TRUSTEE – GENERAL NAVIGATION

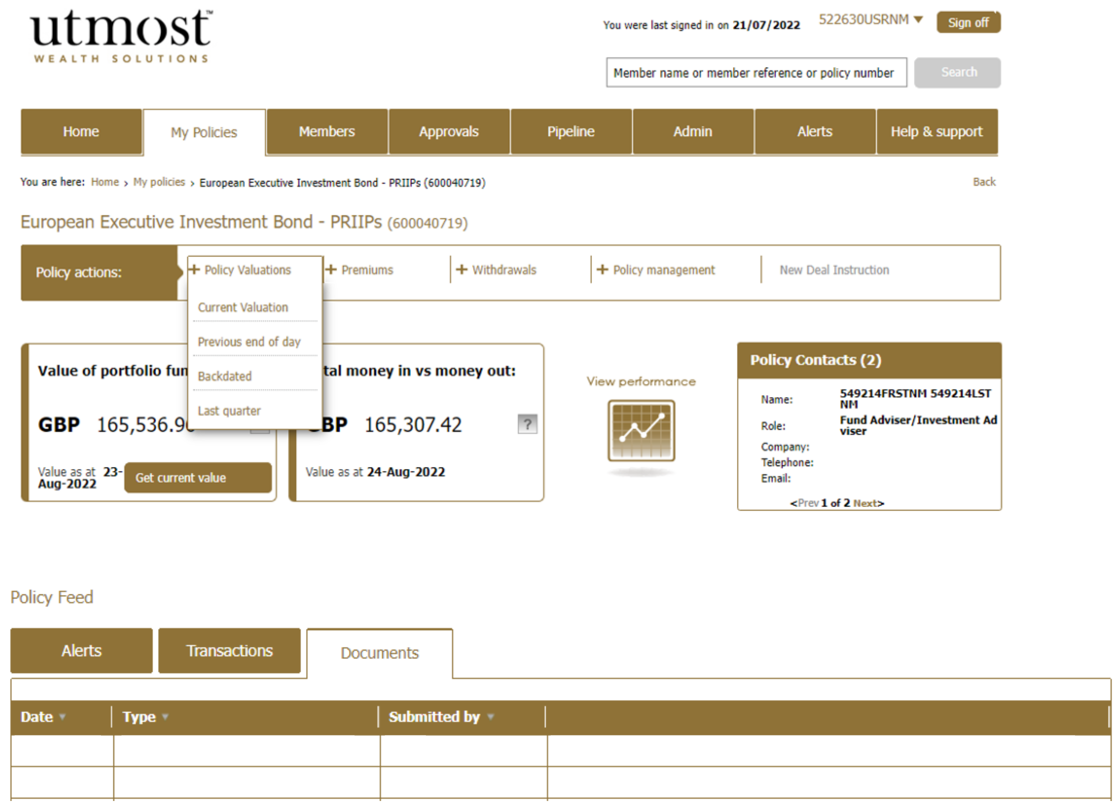
Select ‘**My Policies**’ from your homepage



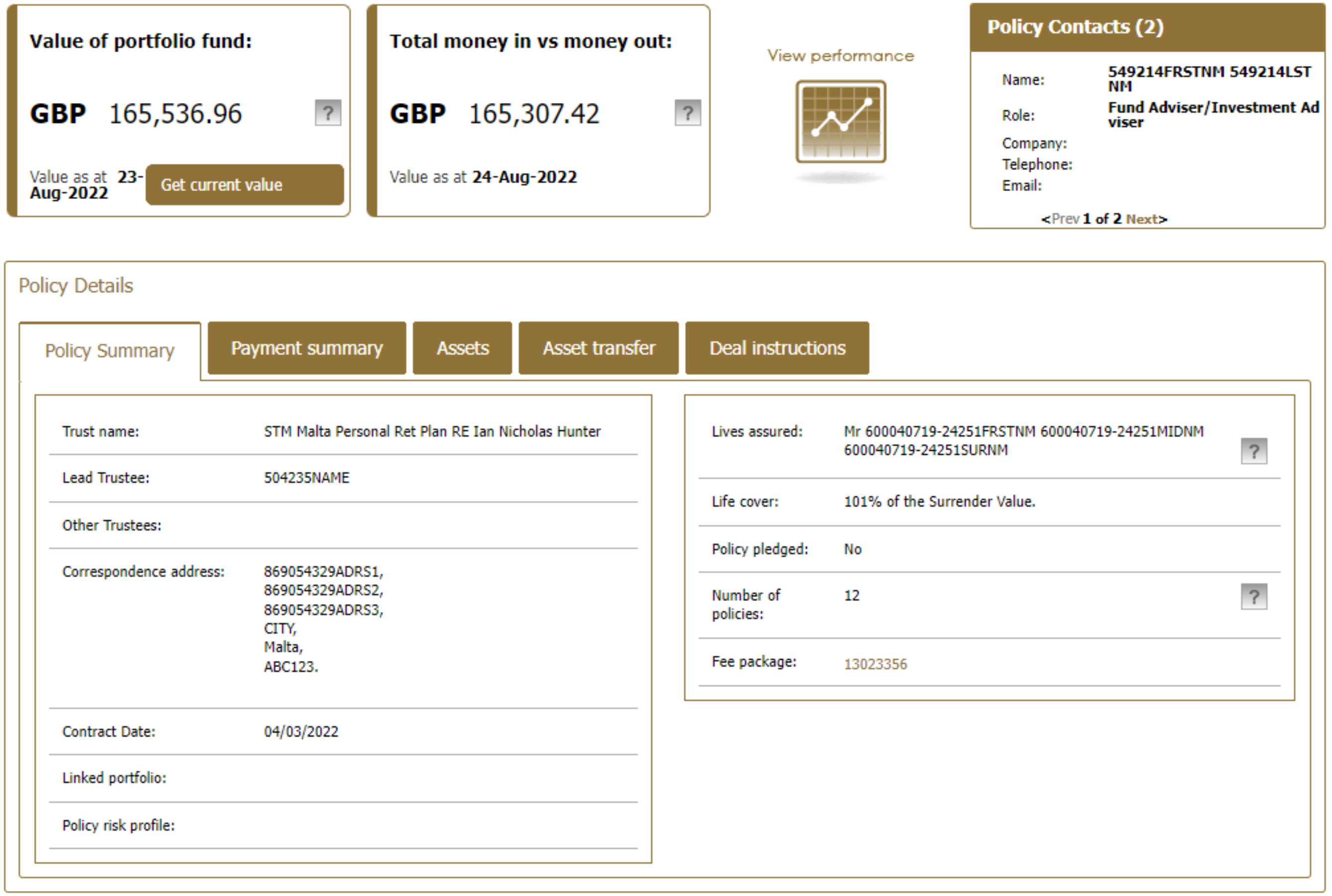
Find the policy you would like to view and click on it



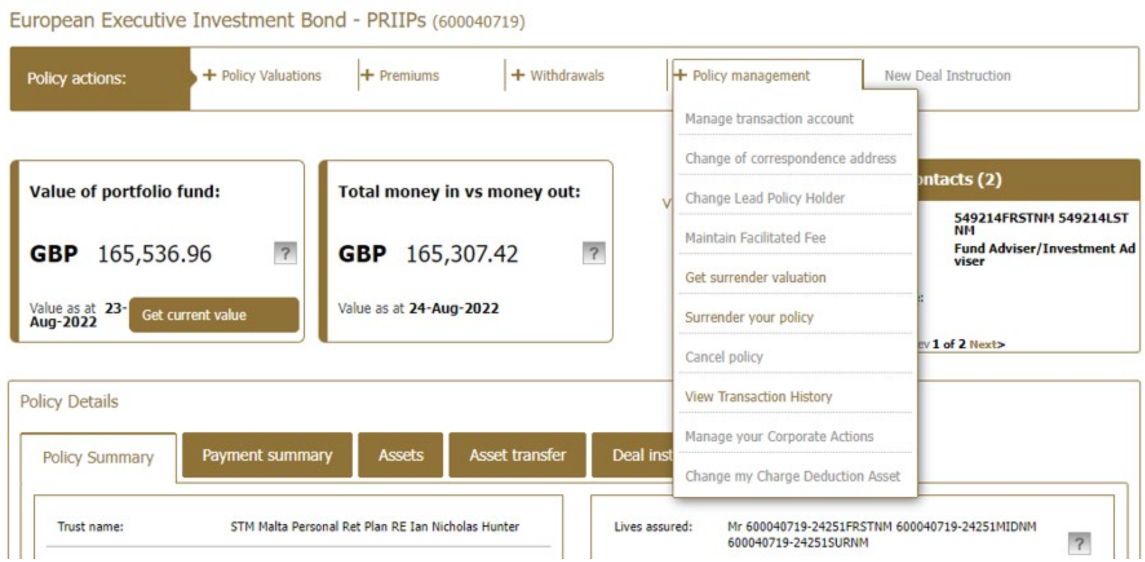
- Within the policy main screen you can generate policy valuations by hovering over the highlighted section within policy actions.
- There are four valuation options to chose from.
- If you choose ‘Previous end of day’ or ‘Last quarter’ options they will appear immediately. ‘Current valuation’ or ‘Backdated’ will appear in the documents tab at the bottom of the screen when they are ready.



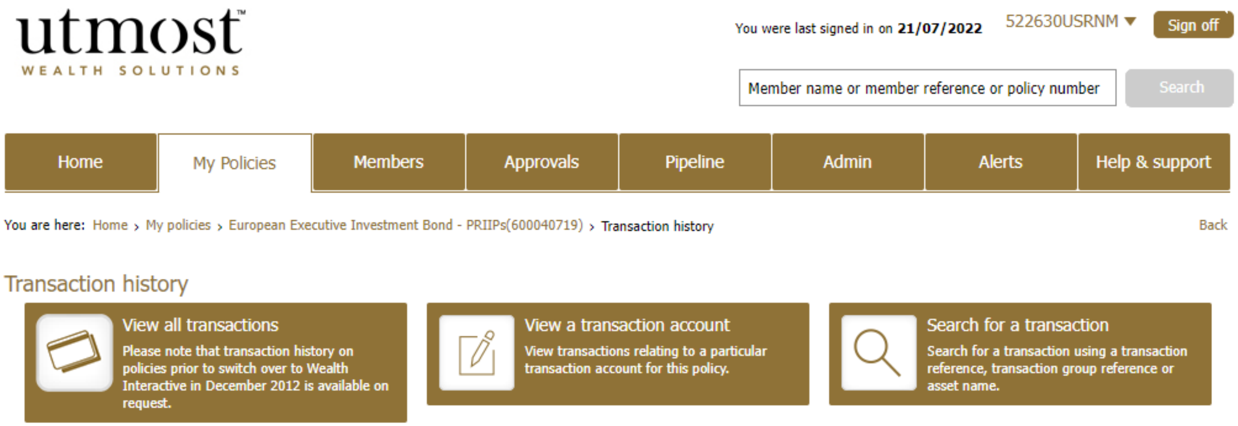
- Within the policy main screen you can also track the total value of the portfolio fund as well as compare money in versus money out transactions.
- Within the Policy Details section you can access a policy summary or payment summary
- Along with an overview of assets held within the assets tab as well as any pending asset transfers, or dealing instructions within their respective tabs.



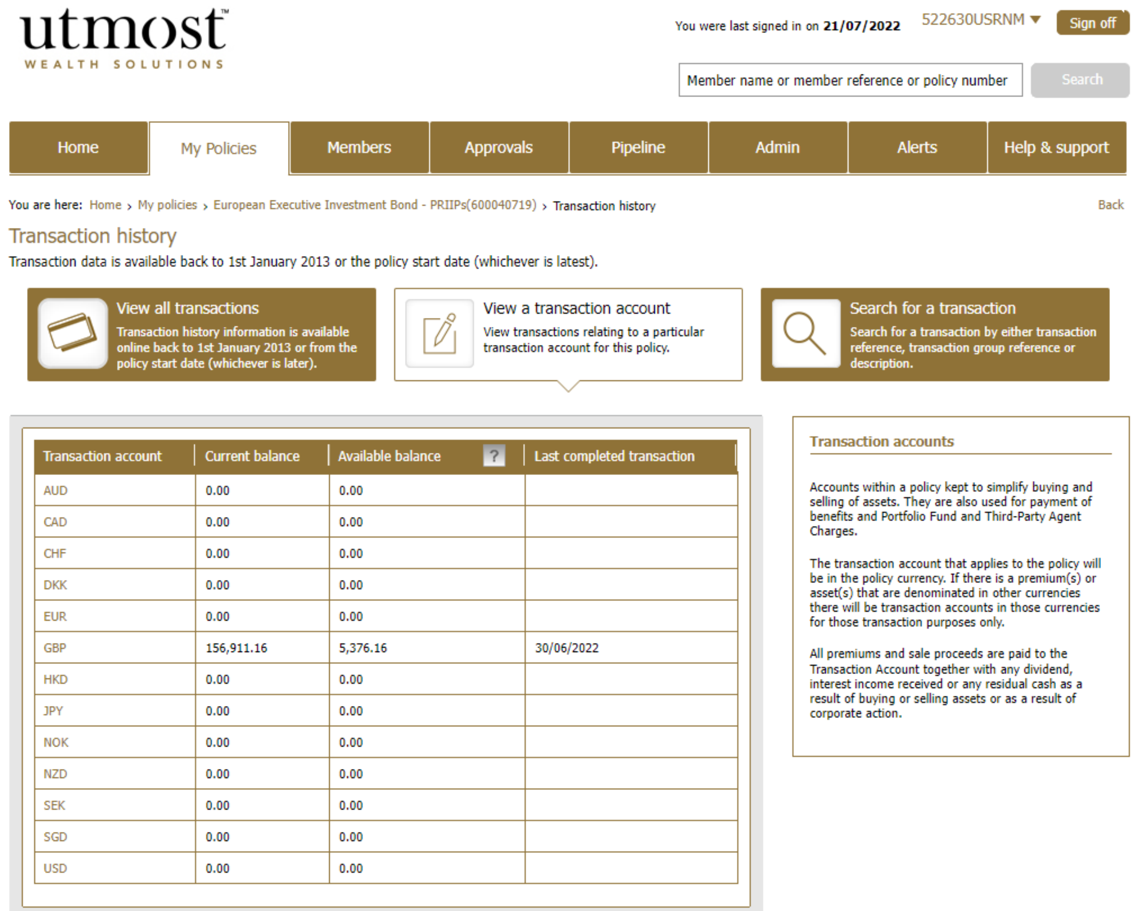
- To view the transaction history, Hover over the ‘Policy management’ tab within Policy actions.
- Then chose ‘View Transaction History’ from the drop down.



View all transactions' will show you all transactions available dated back to 1 January 2013 or the policy start date depending on which is later.



- **View a transaction account**' will enable you to see a full list of transaction accounts within the policy.
- Clicking into a specific transaction account will give you a holistic view of the account being viewed.



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You were last signed in on **21/07/2022** 522630USRNM Sign off

Member name or member reference or policy number Search

Home | My Policies | Members | Approvals | Pipeline | Admin | Alerts | Help & support

You are here: Home › My policies › European Executive Investment Bond - PRIIPs(600040719) › Transaction history Back

Transaction history

Transaction data is available back to 1st January 2013 or the policy start date (whichever is latest).

View all transactions Transaction history information is available online back to 1st January 2013 or from the policy start date (whichever is later).

View a transaction account View transactions relating to a particular transaction account for this policy.

Search for a transaction Search for a transaction by either transaction reference, transaction group reference or description.

Transaction account	Current balance	Available balance ?	Last completed transaction
AUD	0.00	0.00	
CAD	0.00	0.00	
CHF	0.00	0.00	
DKK	0.00	0.00	
EUR	0.00	0.00	
GBP	156,911.16	5,376.16	30/06/2022
HKD	0.00	0.00	
JPY	0.00	0.00	
NOK	0.00	0.00	
NZD	0.00	0.00	
SEK	0.00	0.00	
SGD	0.00	0.00	
USD	0.00	0.00	

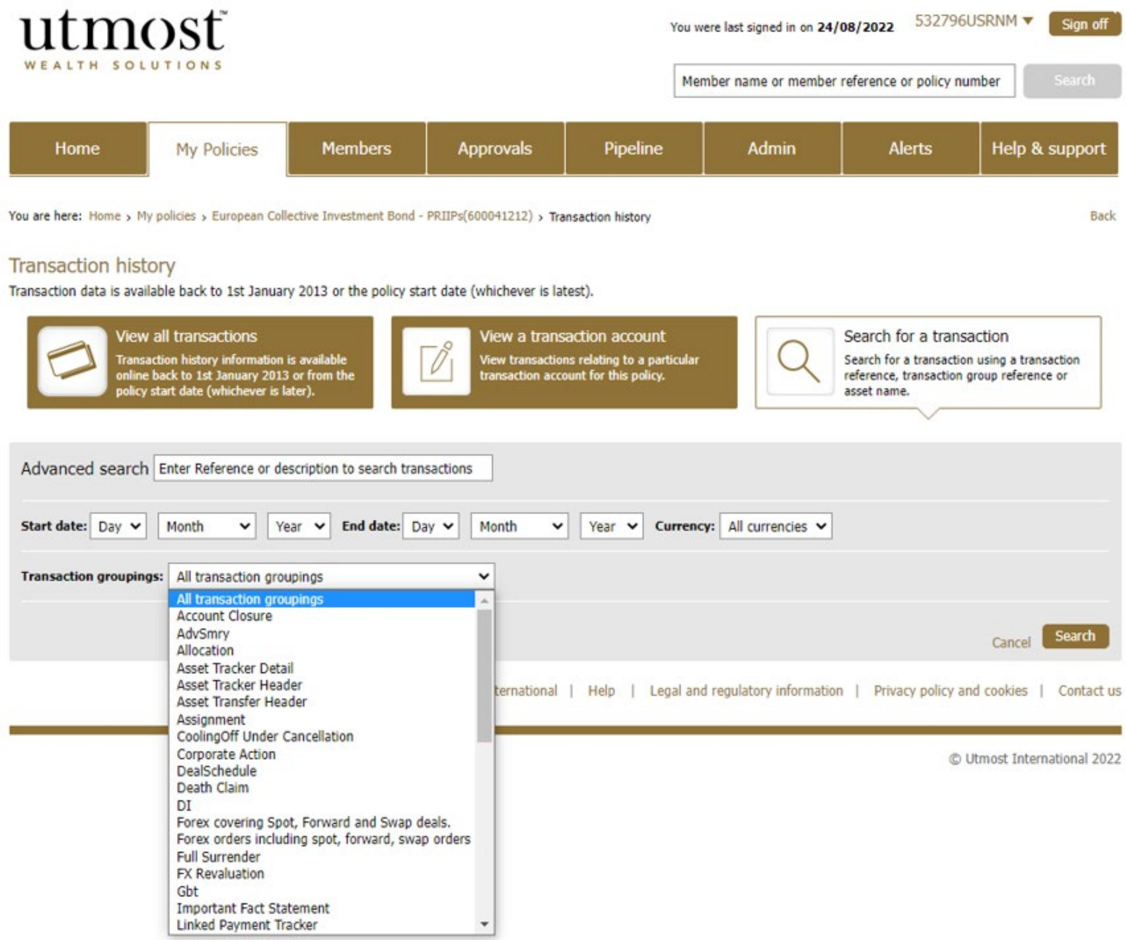
Transaction accounts

Accounts within a policy kept to simplify buying and selling of assets. They are also used for payment of benefits and Portfolio Fund and Third-Party Agent Charges.

The transaction account that applies to the policy will be in the policy currency. If there is a premium(s) or asset(s) that are denominated in other currencies there will be transaction accounts in those currencies for those transaction purposes only.

All premiums and sale proceeds are paid to the Transaction Account together with any dividend, interest income received or any residual cash as a result of buying or selling assets or as a result of corporate action.

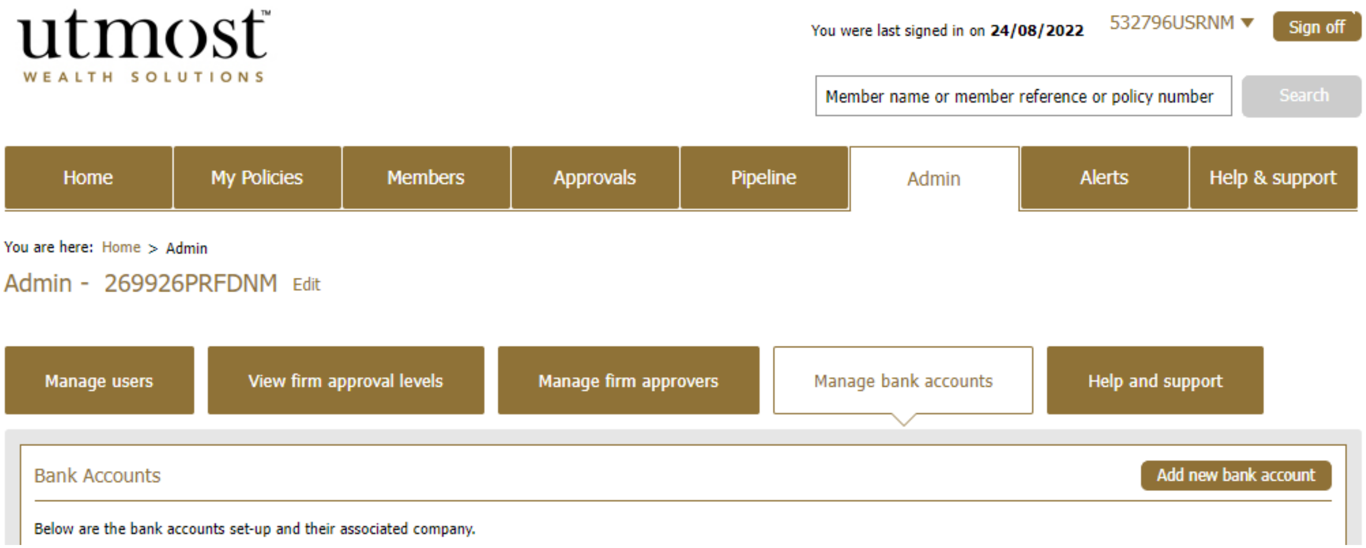
'**Search for a transaction**' will allow you to filter by transaction groupings, dates and currencies to locate the required transaction.



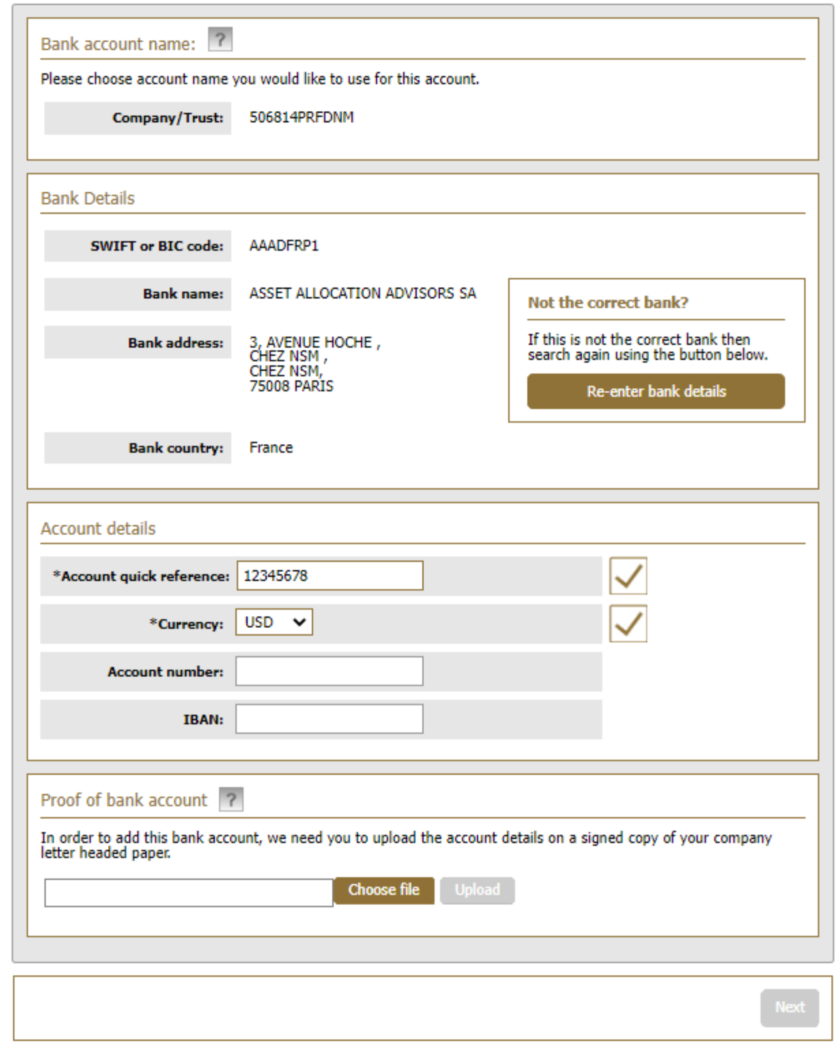
6

CORPORATE TRUSTEE – MANAGE BANK ACCOUNTS

From the Admin tab select '**Manage bank accounts**'.



Enter the bank account details.


Bank account name:

Please choose account name you would like to use for this account.

Company/Trust:	506814PRFDNM

Bank Details

SWIFT or BIC code:	AAADFRP1
Bank name:	ASSET ALLOCATION ADVISORS SA
Bank address:	3, AVENUE HOCHE , CHEZ NSM , CHEZ NSM, 75008 PARIS
Bank country:	France

Not the correct bank?

If this is not the correct bank then search again using the button below.

Re-enter bank details

Account details

*Account quick reference:	12345678
*Currency:	USD
Account number:	
IBAN:	

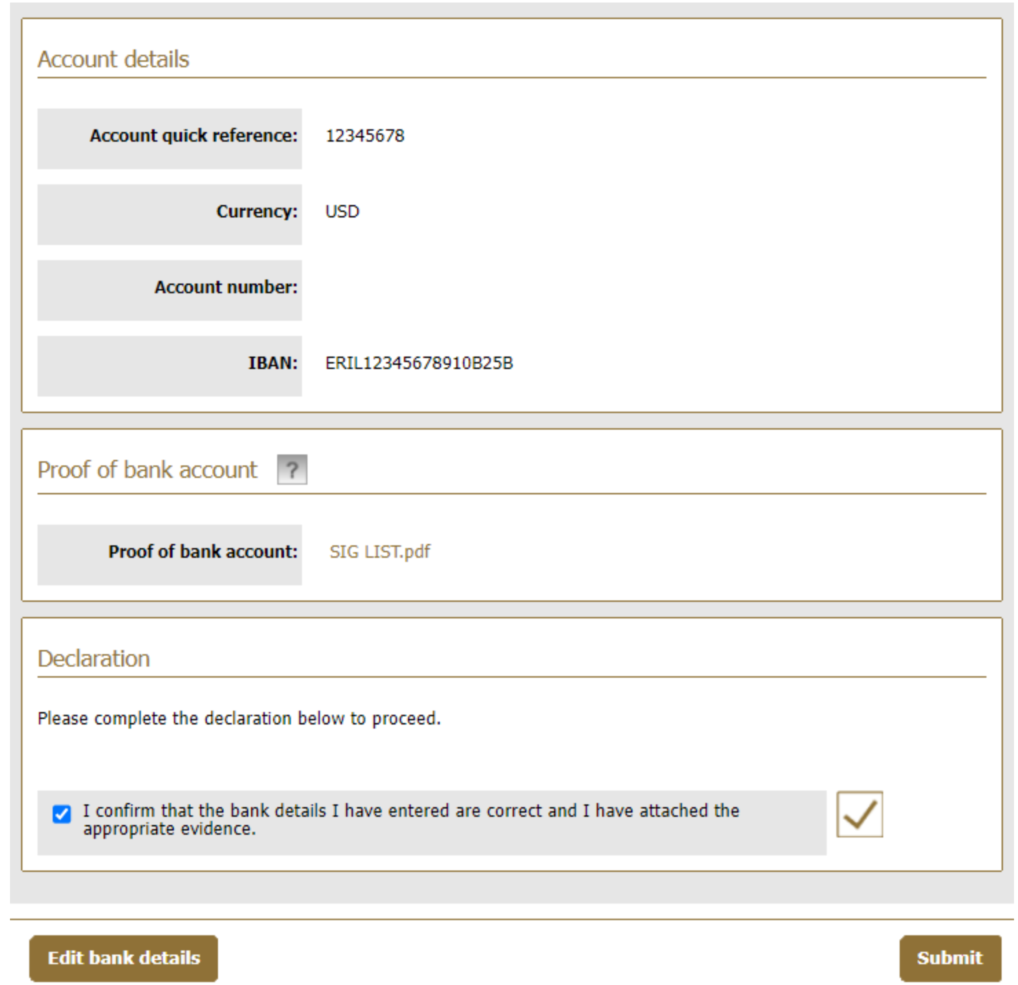
Proof of bank account

In order to add this bank account, we need you to upload the account details on a signed copy of your company letter headed paper.

Choose file Upload

Next

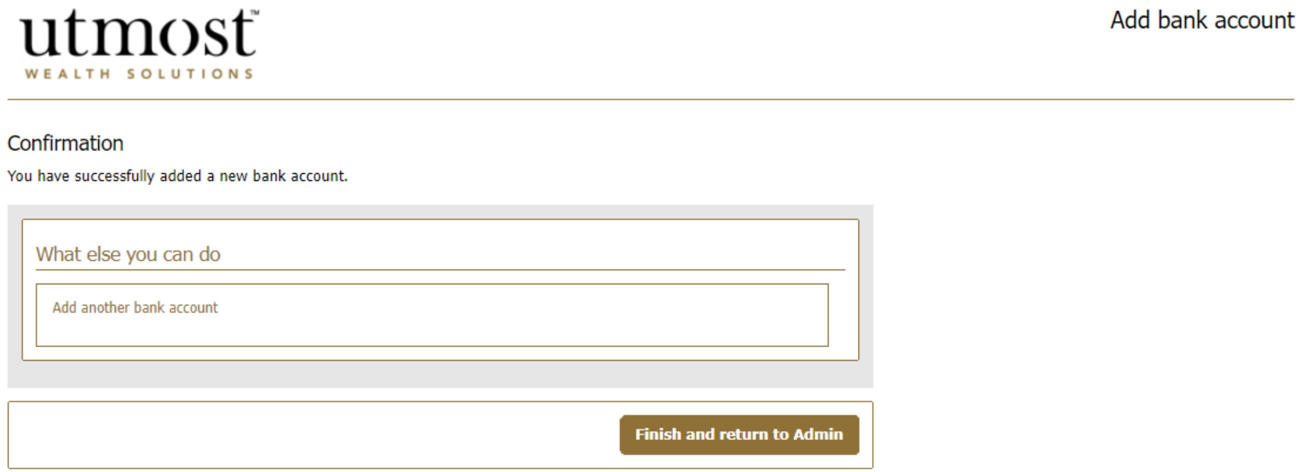
- Upload proof of the bank account.
- Then tick the declaration and press '**Submit**'.



Once the bank account has been submitted you can choose to add another using the link on screen, or you can '**Finish and return to Admin**'.

When we have approved the account, multiple policies can be linked for payments.

You can view the progress of the approval in '**Manage Bank Accounts**'.



IMPORTANT INFORMATION

www.utmostinternational.com

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Utmost International Isle of Man Limited is registered in the Isle of Man under number 24916C. Registered Office: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Tel: +44 (0)1624 655 555 Fax: +44 (0)1624 611 715. Licensed by the Isle of Man Financial Services Authority.

Utmost Wealth Solutions is registered in the Isle of Man as a business name of Utmost International Isle of Man Limited.

Utmost PanEurope dac is regulated by the Central Bank of Ireland. Registered No 311420. Administration Centre for correspondence: King Edward Bay House, King Edward Road, Onchan, Isle of Man, IM99 1NU, British Isles. Tel: +353(0)1 479 3900 Fax: +353(0)1 475 1020.

Registered Office address: Navan Business Park, Athlumney, Navan, Co. Meath, C15 CCW8, Ireland.

Utmost Wealth Solutions is registered in Ireland as a business name of Utmost PanEurope dac.

UWSQ PR 25084 | 10/22

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