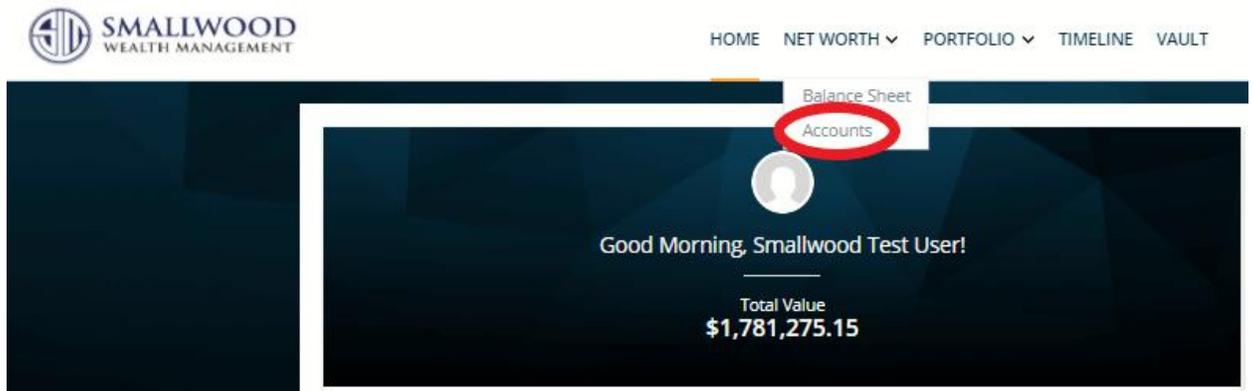




Aggregating Outside Accounts into Your Client Portal

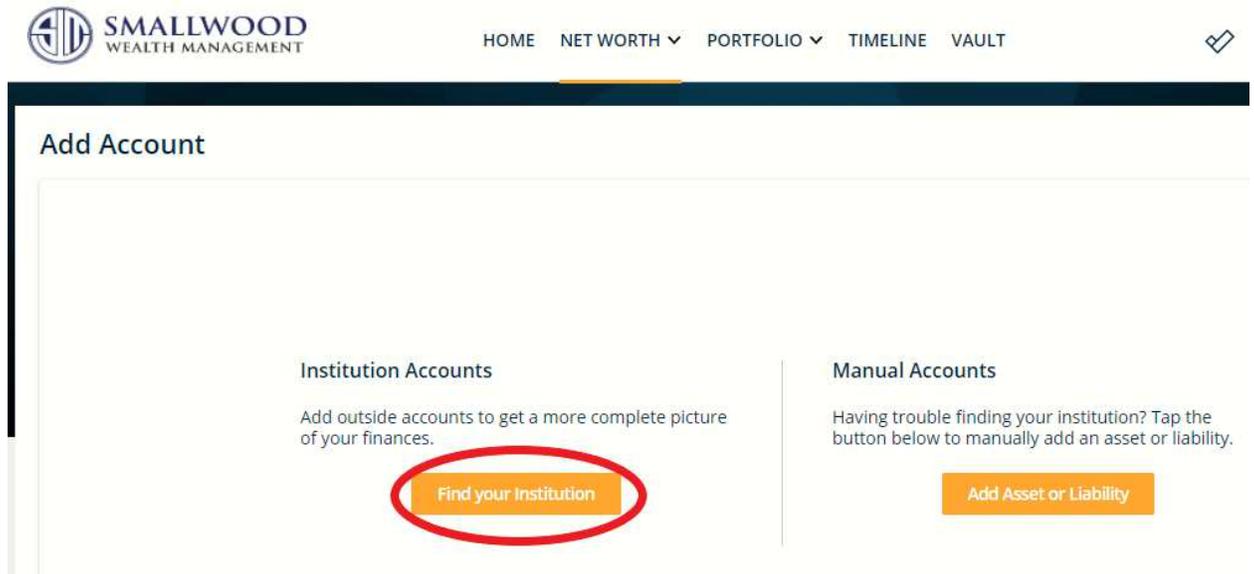
1. When you log into your portal, click on the “*Net Worth*” tab at the top, then “*Accounts*” from the drop-down menu.



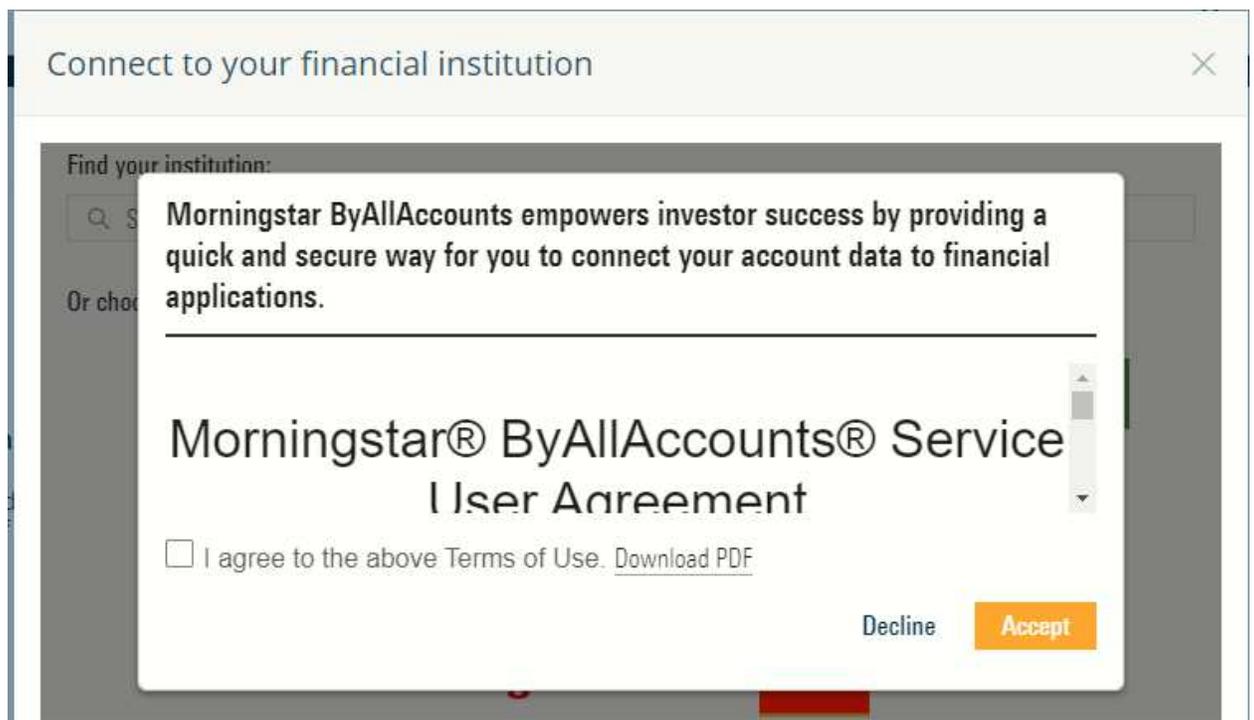
2. On the top right, click on “*Add Account*”.



- To aggregate your account, click on “*Find your Institution*” on the left side.



- If you have not aggregated before, the *Terms of Use for Morningstar ByAllAccounts* will come up. You will need to agree to and accept the terms before being able to establish feeds.



5. After accepting, you will be able to look for account's institution in the search bar. If you are trying to aggregate from one of the institution's whose logo is on the screen, you can just click on the logo to go straight to the login credentials screen.

Connect to your financial institution ×

Find your institution:

Or choose from these popular institutions:



BANK OF AMERICA



CHASE



Fidelity
INVESTMENTS



Fidelity
NetBenefits



MERRILL
A BANK OF AMERICA COMPANY



USAA



Vanguard



WELLS
FARGO

6. If you need to search for your institution, then the results will start with the most popular links that other people have used to establish a feed for their accounts. Please keep in mind that the best way to aggregate is to match up the *URL* of where you currently go to login and see your outside account information to a *URL* in the results below.

Connect to your financial institution ✕

Find your institution:

PNC Bank Popular
<https://www.pnc.com/>

PNC I-Link Popular
<https://www.pnc.com/>

Alight Solutions Your PNC - Former Employees
<http://digital.alight.com/pnc>

PNC Bank - Direct Connect - Banking - Quicken
<https://www.pnc.com/>

PNC Bank - PINACLE
<https://www.pnc.com/>

PNC BeneFit Plus
<https://participant.pncbenefitplus.com/>

PNC Health Savings Account
<https://www.smart-hsa.com/medmutual/>

« < 1 2 > »

7. To aggregate the account, you will need to enter your username and password that you use to log into that institution. It may ask you for additional information if needed (*such as two-factor authentication*).

Connect to your financial institution ✕

Enter Credentials for PNC Bank

<https://www.pnc.com/>

<https://www.onlinebanking.pnc.com/alservlet/OnlineBankingS...> User Agreement

User ID *

Password *

Cancel Connect

8. If you are not able to aggregate (such as an institution that is not listed, real estate, etc.) you can manually add it to your client portal by selecting “Add Asset or Liability” under the *Manual Accounts* section on the right side.

The screenshot shows the 'Add Account' page in the Smallwood Wealth Management client portal. At the top, there is a navigation bar with the Smallwood logo and menu items: HOME, NET WORTH, PORTFOLIO, TIMELINE, and VAULT. On the right side of the navigation bar, there are icons for a checkmark, a bell, and the user name 'SMALLWOOD TEST USER'. Below the navigation bar, the page title is 'Add Account' with a 'Back to Accounts' link on the right. The main content area is split into two columns. The left column is titled 'Institution Accounts' and contains the text 'Add outside accounts to get a more complete picture of your finances.' and a button labeled 'Find your Institution'. The right column is titled 'Manual Accounts' and contains the text 'Having trouble finding your institution? Tap the button below to manually add an asset or liability.' and a button labeled 'Add Asset or Liability' which is circled in red.

9. You will need to enter several details about the account:
- a. **Asset Type:** You will be able to choose from “Art,” “Boat,” “Car,” “Home,” “Jewelry,” “Other Asset,” and “Other Liability.”
 - b. **Account Category:** You will be able to choose from a large list of categories and subcategories. Please select the one that best fits the account. If it doesn’t seem to fit in any of the categories listed, you can contact us, and we can create one for you.
 - c. **Account Name:** Please title the account so that it is clear who owns it, what the account is, and where it is help if applicable.
 - d. **Valuation Date:** This is automatically set to yesterday’s date, but you can change it to any date prior to that if needed.
 - e. **Market Value:** Enter what the balance of the account is here.

Add Account

[Back](#)

Asset Type
Other Asset

Account Category
Asset / Retirement Accounts / IRA

Account Name
Test User IRA, Charles Schwab

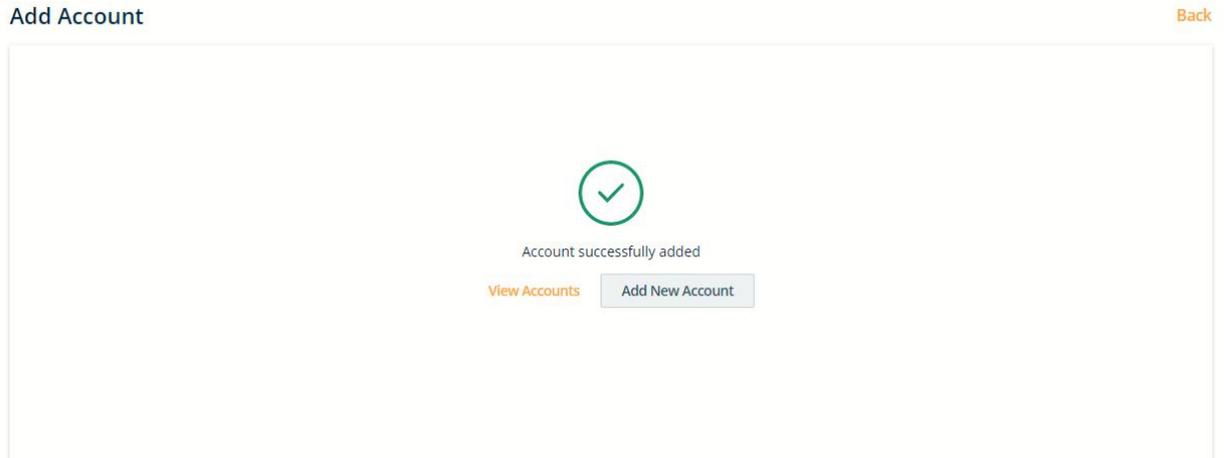
Valuation Date
07/15/2021

Note: Valuation date cannot be later than 07/15/2021

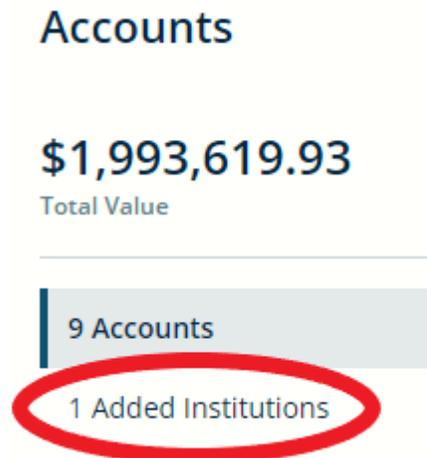
Market Value
123,456.78

[Add Account](#)

10. Once you click “*Add Account*,” it should show “*Account successfully added*,” and allow you to either enter other manual accounts by clicking “*Add New Account*” or if you are finished you can click “*View Accounts*.”



11. Once you are back to the *Accounts* screen, you should see the added accounts listed under “*My Accounts*.” Additionally, you can look at the status of what has been added to your client portal by selecting “*Added Institutions*” on the left side.



12. This is where you can look to see if there are any errors with the connection between your client portal and the institution.

Accounts Add Account

\$1,904,731.93
Total Value

8 Accounts

1 Added Institutions

^ Manual Account (1)

Account Name	Value ▼	As of Date	Last Updated
Test User IRA, Charles Schwab	123,456.78	07/15/2021	07/16/2021

13. Please keep in mind that aggregated accounts may take *several days* to show up on the home screen, as well as your *Balance Sheet* under *Net Worth* since the system needs to reconcile the feed coming in. Manual accounts will show instantly in all of these areas.



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