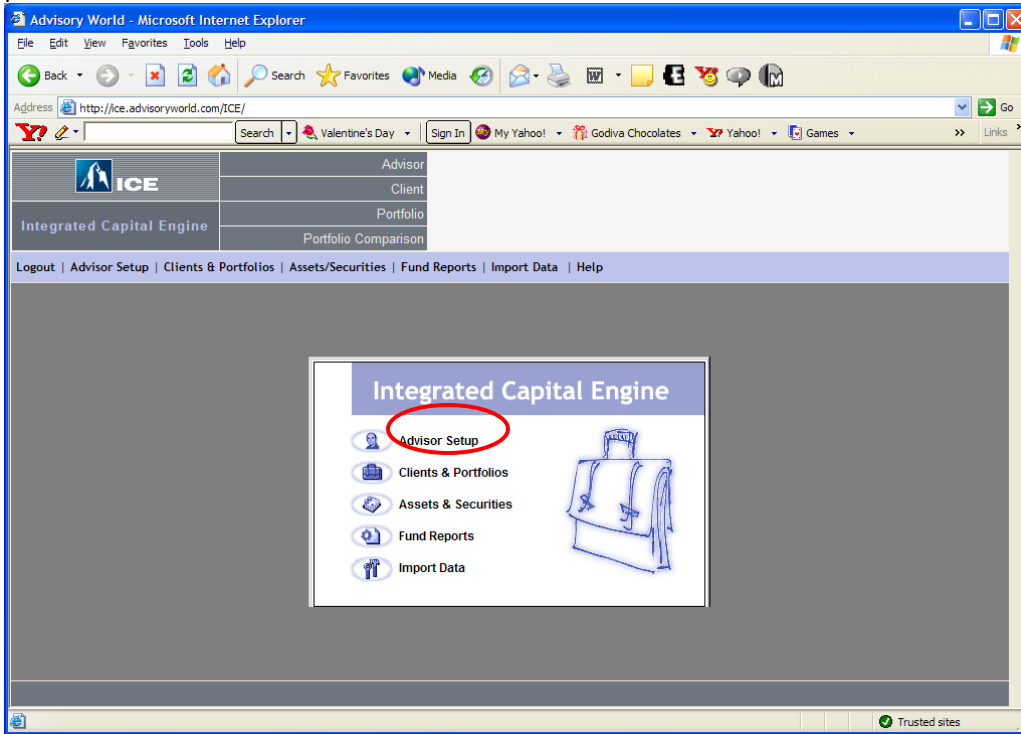
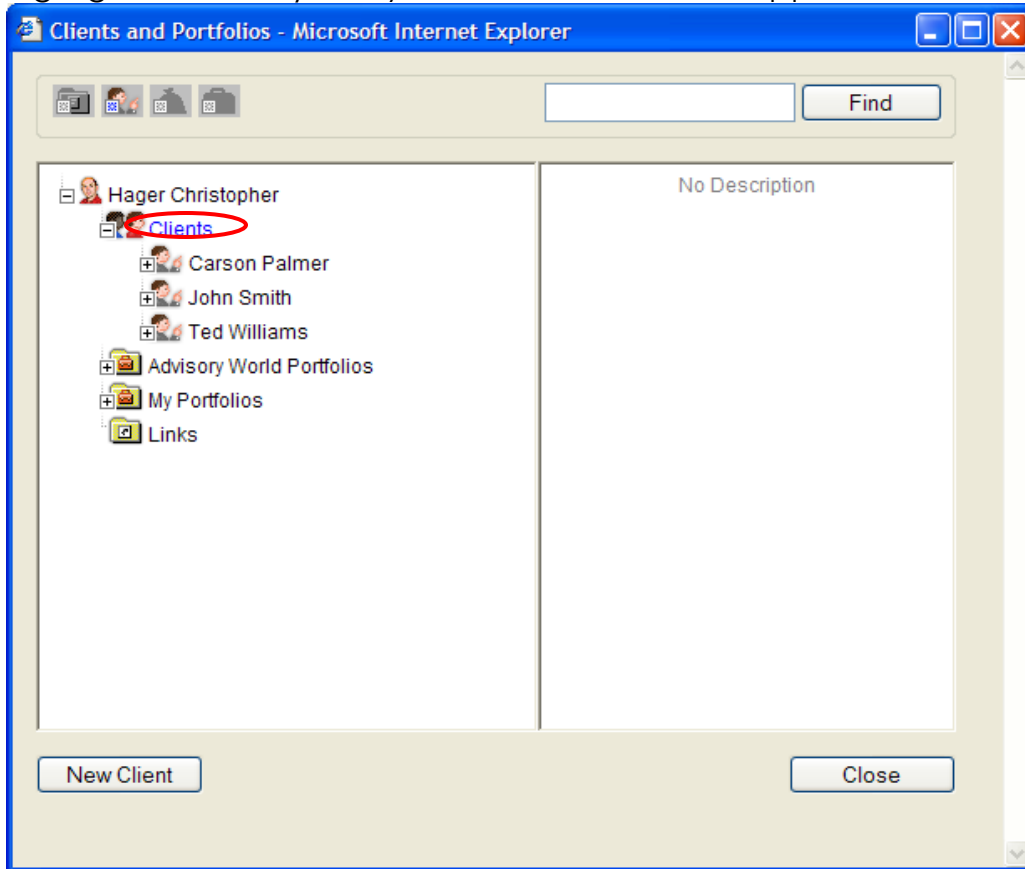


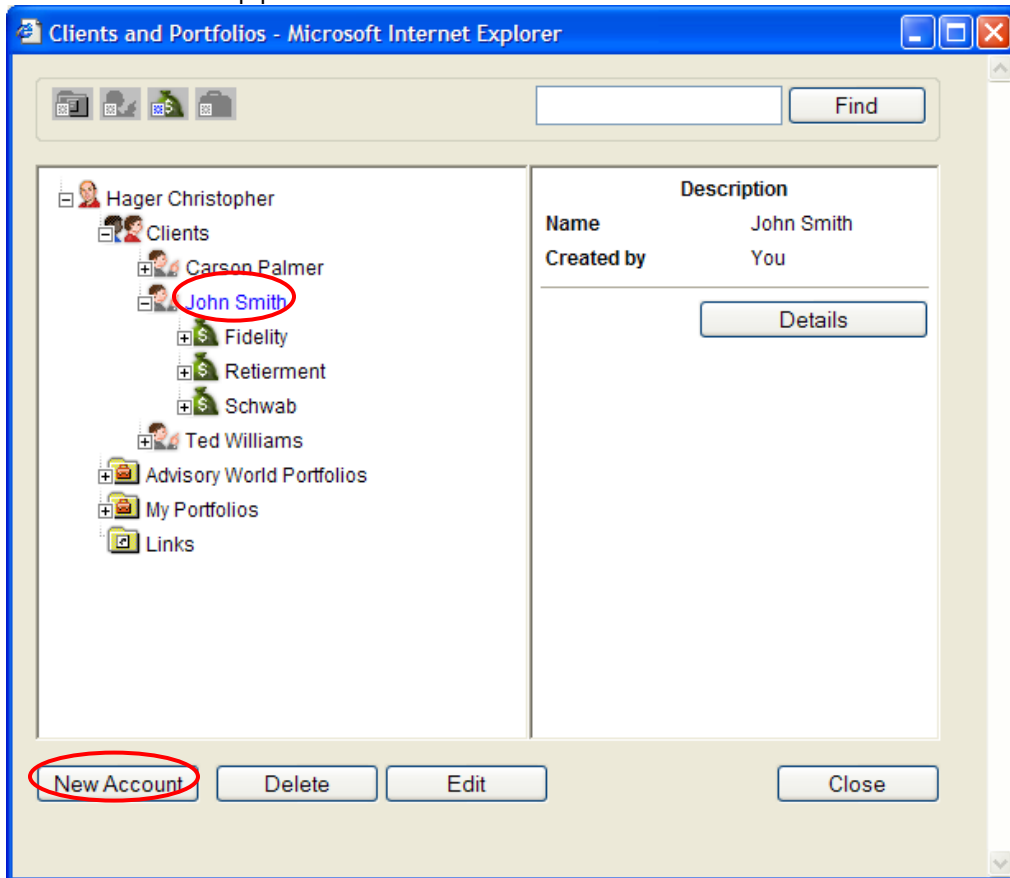
In order to combine portfolios in the ICE application, first select clients & portfolios.



Next select a Client on the Clients Folder (The word Clients should be highlighted in blue) and your clients' names will appear below.



Now select the name of the client you want to work with, your client's accounts will appear below.



In this case we are going to combine two 401K accounts in to one. To do this click the button labeled New Account.

Since both accounts are 401K, mark that as your Account Type. Name account Combined 401K and then proceed to enter in an account number.

The screenshot shows a web browser window titled "Account Setup - Microsoft Internet Explorer". The window contains a form with five tabs: "Account Info", "Personal Info", "Contacts", "Portfolio Defaults", and "Portfolio Objective". The "Account Info" tab is active. Inside this tab, there is a section titled "Account Info" with the following fields:

- Account Type: 401k (dropdown menu)
- Account Name: Combined 401K (text input)
- Account No: 411 (text input)
- Brokerage Firm: (empty text input)
- Account Manager: (empty text input)
- Insurance Company: (empty text input)
- Custodian: (empty text input)

At the bottom of the form, there are three buttons: "Save & Create a Portfolio", "Ok", and "Apply". The "Save & Create a Portfolio" button is circled in red.

Press the Save & Create a Portfolio.

Enter the Portfolio Name Current and set value to \$0.00

Portfolio Setup - Microsoft Internet Explorer

Portfolio Basic | Portfolio Defaults

Portfolio Name:

Value:

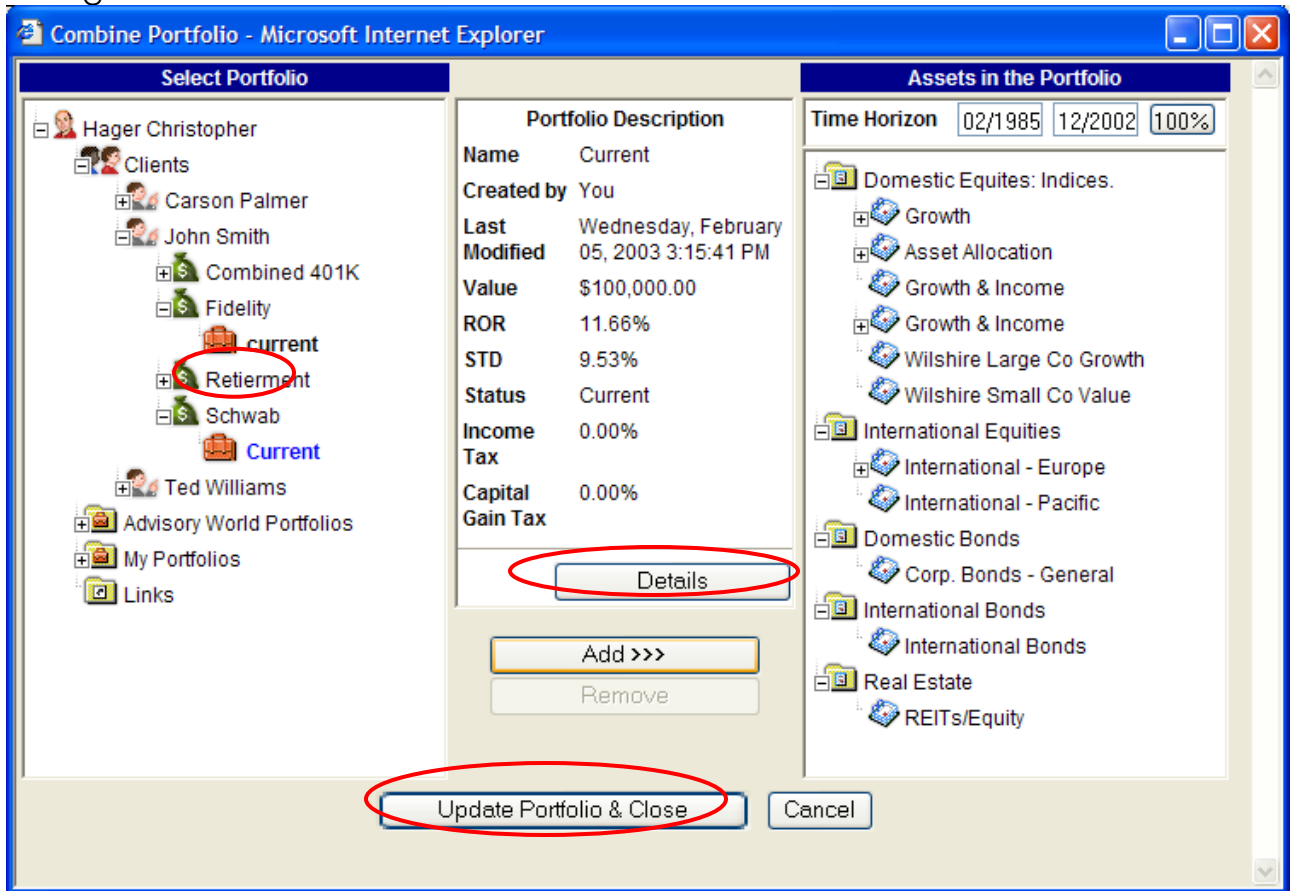
Objective: ▼

Status: ▼

Comments

Once complete, press Save and Go to Portfolio Builder.

When the Combine portfolios window pops up, simply click:
+ next to Clients → + next to Client's Name → + next to Client Account →
on the Portfolio to be combined (becomes blue) → then press the Add
button to move portfolio's into one location. (Portfolio must be highlighted
blue in order to add) Repeat this process until all desired portfolios are on
the right hand side.



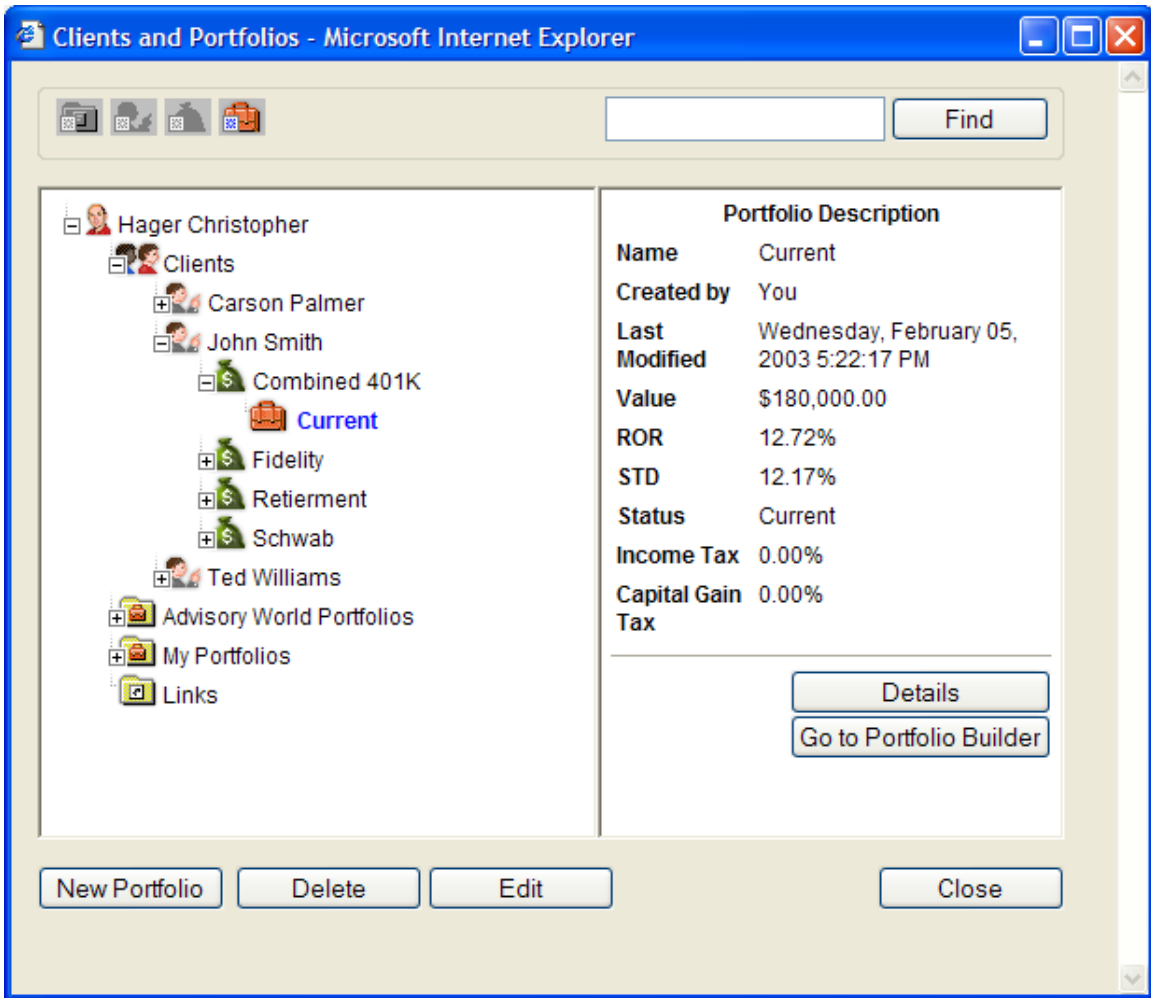
Then press Update Portfolio & Close.

Now you are looking at a combined portfolio be sure to save. By pressing the 1st icon on the left.

The screenshot shows the Advisory World web application interface. At the top, the user is logged in as Christopher A. Hager, Advisor for John T. Smith, Client. The portfolio is identified as Account #411: Current. The main navigation bar includes Home, Clients & Portfolios, Add Assets, Cash Flow & Plan Analysis, Optimize Portfolio, Reports, and Help. Below this, a toolbar contains various icons, with the first icon (a document with a checkmark) circled in red. The main content area displays a table of assets with the following columns: Asset, Hold %, Dollar Amount, ROR %, STD %, Begin Date, End Date, Income Tax %, Capital Gains Tax %, Turnover %, Trans. Fees %, Mng Fees %, Tax, and Yield % (Dividends & Interest). The total portfolio value is \$180,000.

Asset	Hold %	Dollar Amount	ROR %	STD %	Begin Date	End Date	Income Tax %	Capital Gains Tax %	Turnover %	Trans. Fees %	Mng Fees %	Tax	Yield % (Dividends & Interest)
Total:	100.00	180,000	12.72	12.17	02/1985	12/2002	0.00	0.00	0.00	0.00	0.00		0.00
Domestic Equites: Indices.													
G Growth <small>(Add security)</small>	25.56	46,000	13.46	16.99	12/1968	12/2002	0.00	0.00	100.00	0.00	0.00		0.00
AA Asset Allocation <small>(Add security)</small>	5.00	9,000	10.11	9.43	12/1968	12/2002	0.00	0.00	100.00	0.00	0.00		0.00
GI Growth & Income <small>(Add security)</small>	5.00	9,000	12.63	13.62	12/1968	12/2002	0.00	0.00	100.00	0.00	0.00		0.00
GI Growth & Income <small>(Add security)</small>	8.33	15,000	12.63	13.62	12/1968	12/2002	0.00	0.00	100.00	0.00	0.00		0.00
WLG Wilshire Large Co Growth <small>(Add security)</small>	13.05	23,493	15.30	21.72	12/1977	12/2002	0.00	0.00	100.00	0.00	0.00		0.00
WSV Wilshire Small Co Value <small>(Add security)</small>	15.28	27,507	14.53	16.97	12/1977	12/2002	0.00	0.00	100.00	0.00	0.00		0.00
International Equities													
WE International - Europe <small>(Add security)</small>	5.56	10,000	10.81	17.47	02/1985	12/2002	0.00	0.00	100.00	0.00	0.00		0.00
WP International - Pacific <small>(Add security)</small>	0.59	1,066	13.30	34.96	12/1968	12/2002	0.00	0.00	100.00	0.00	0.00		0.00

Your combined portfolio is now listed under your client's account.



If you have any questions regarding this or any other feature of the ICE application please feel free to contact us.

Thank you,
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