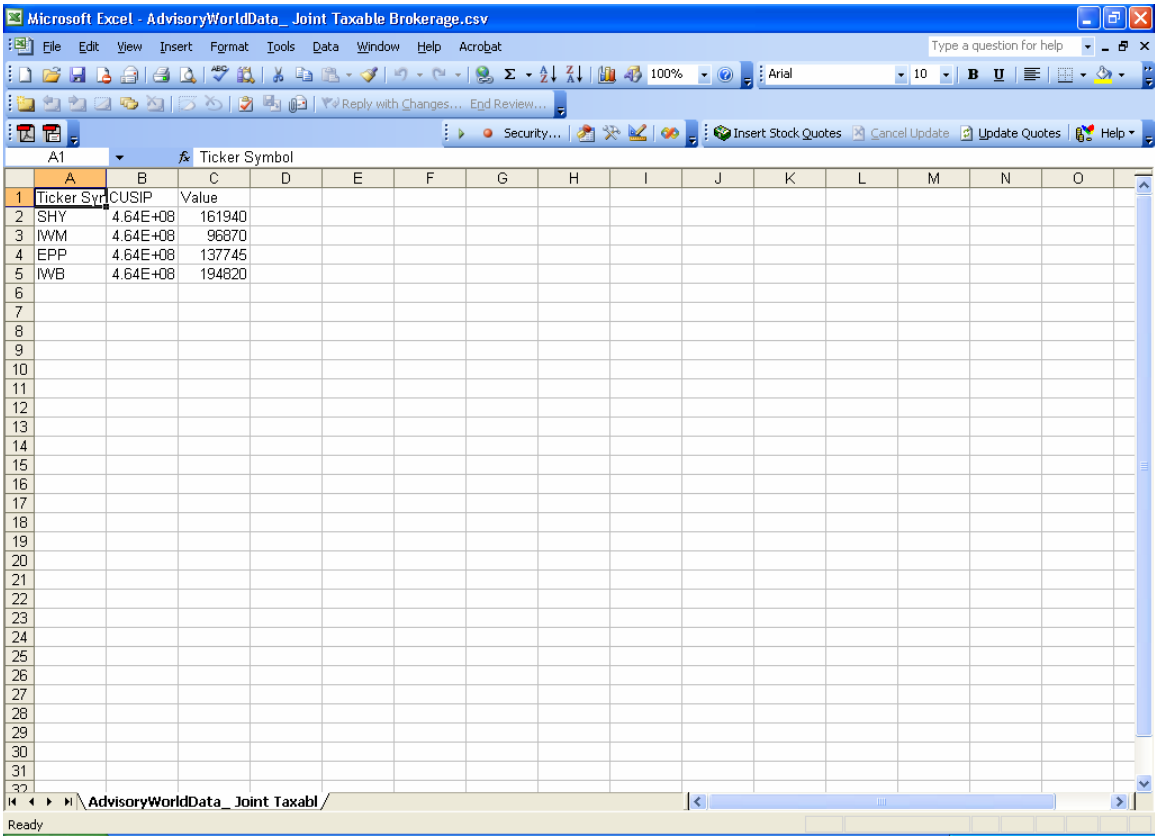
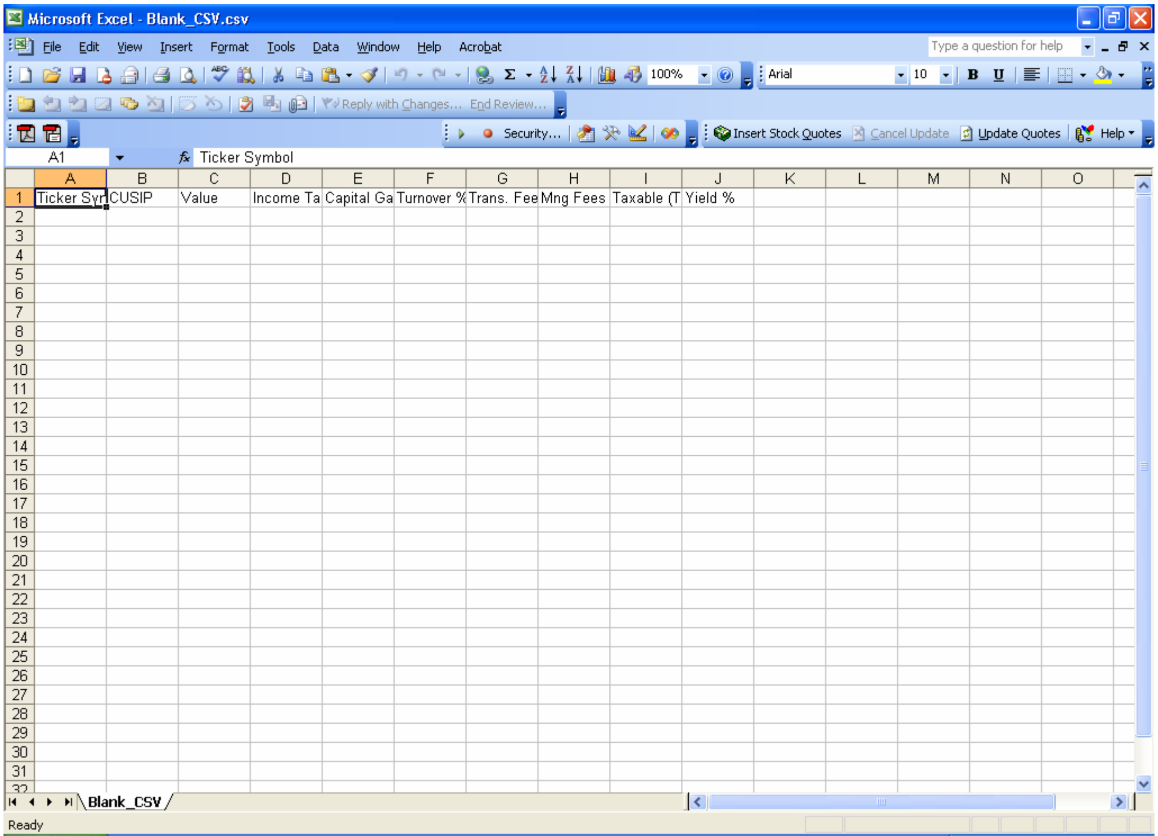
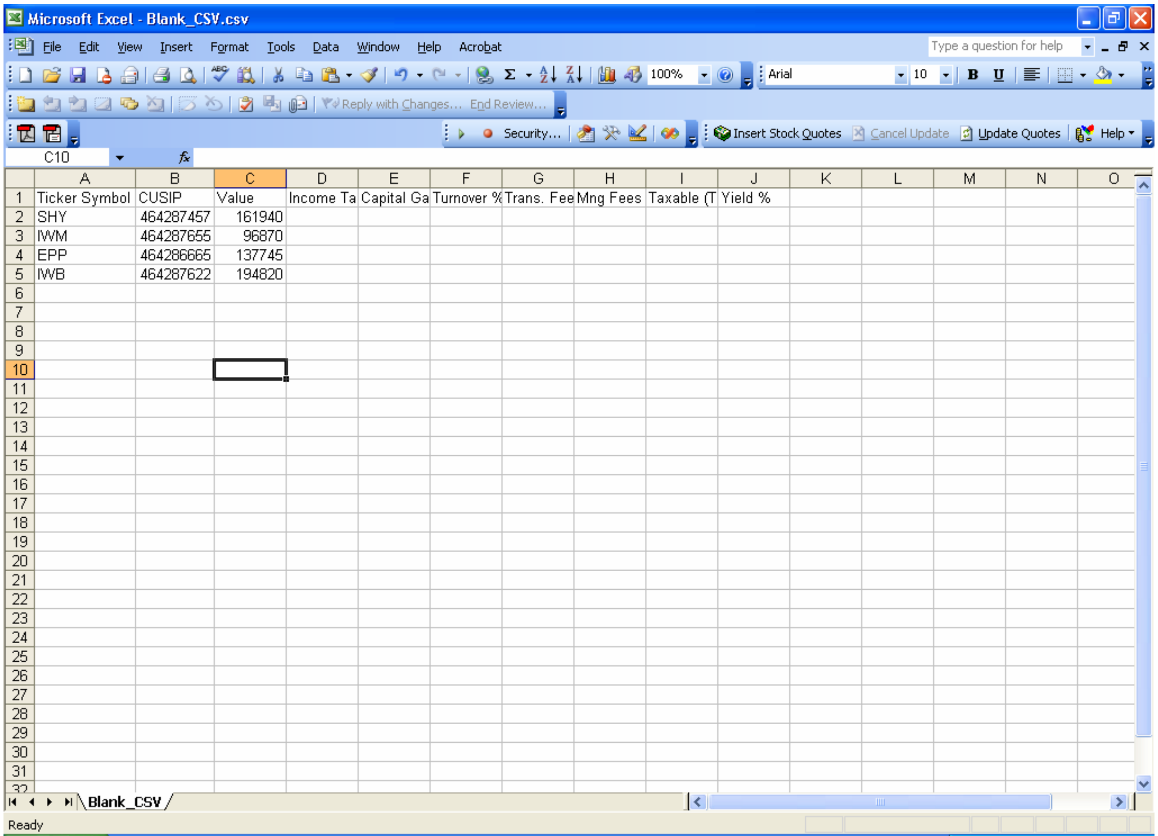
Importing eMoneyAdvisor Data into ICE



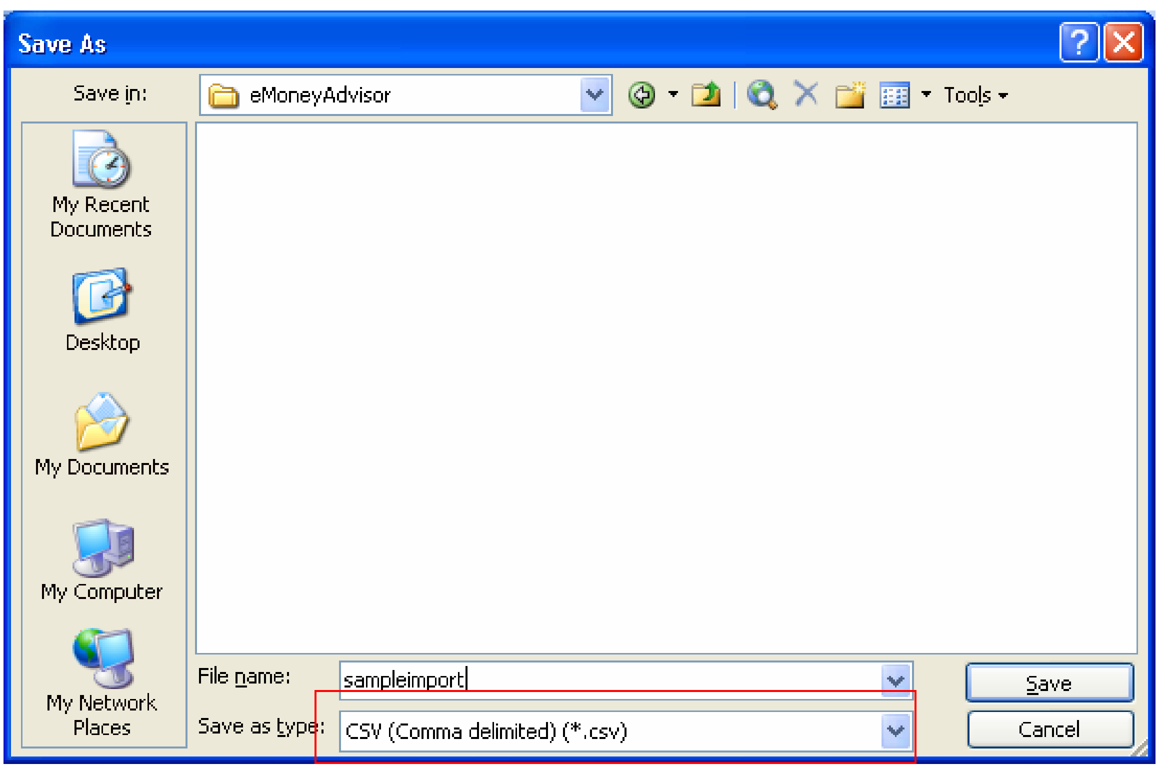
First you will export a CSV file similar to this one from eMoneyAdvisor onto your PC.

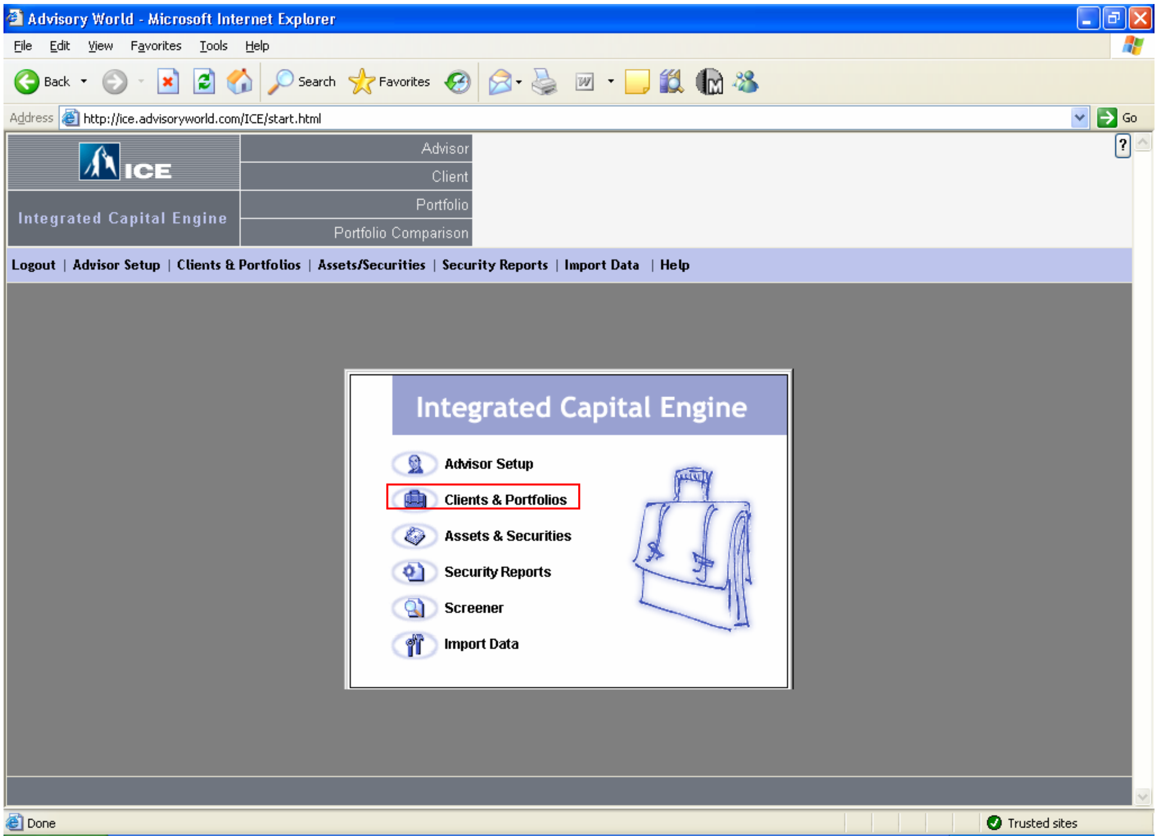


You will then need to configure that downloaded data into an acceptable format for importing into ICE. You can download a template by clicking here: http://ice.advisoryworld.com/ICE/portfolio/portfolio.csv

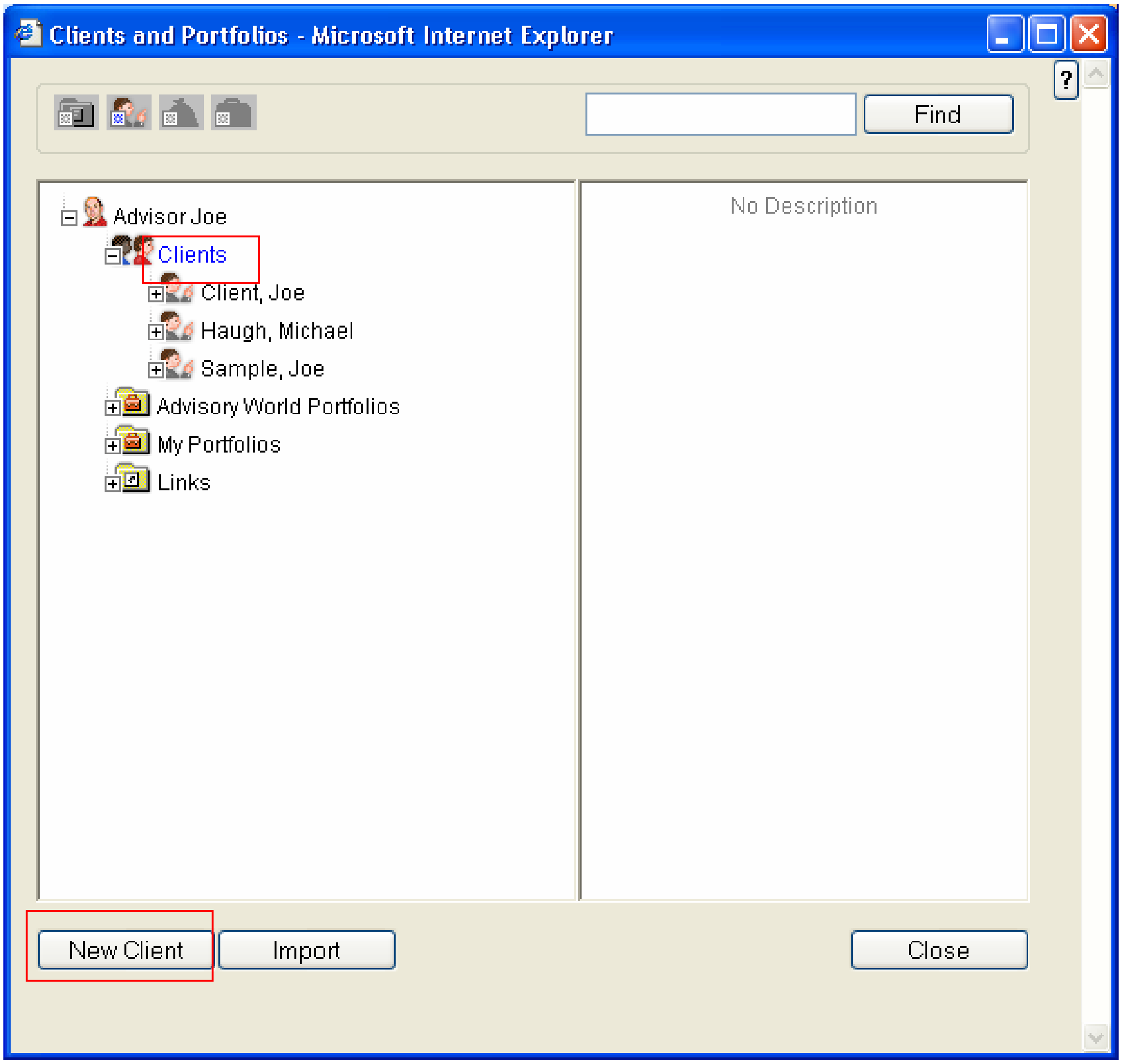


After entering these fields (taxes, fees and yields can be entered if you'd like) save the new file to your PC in CSV format.

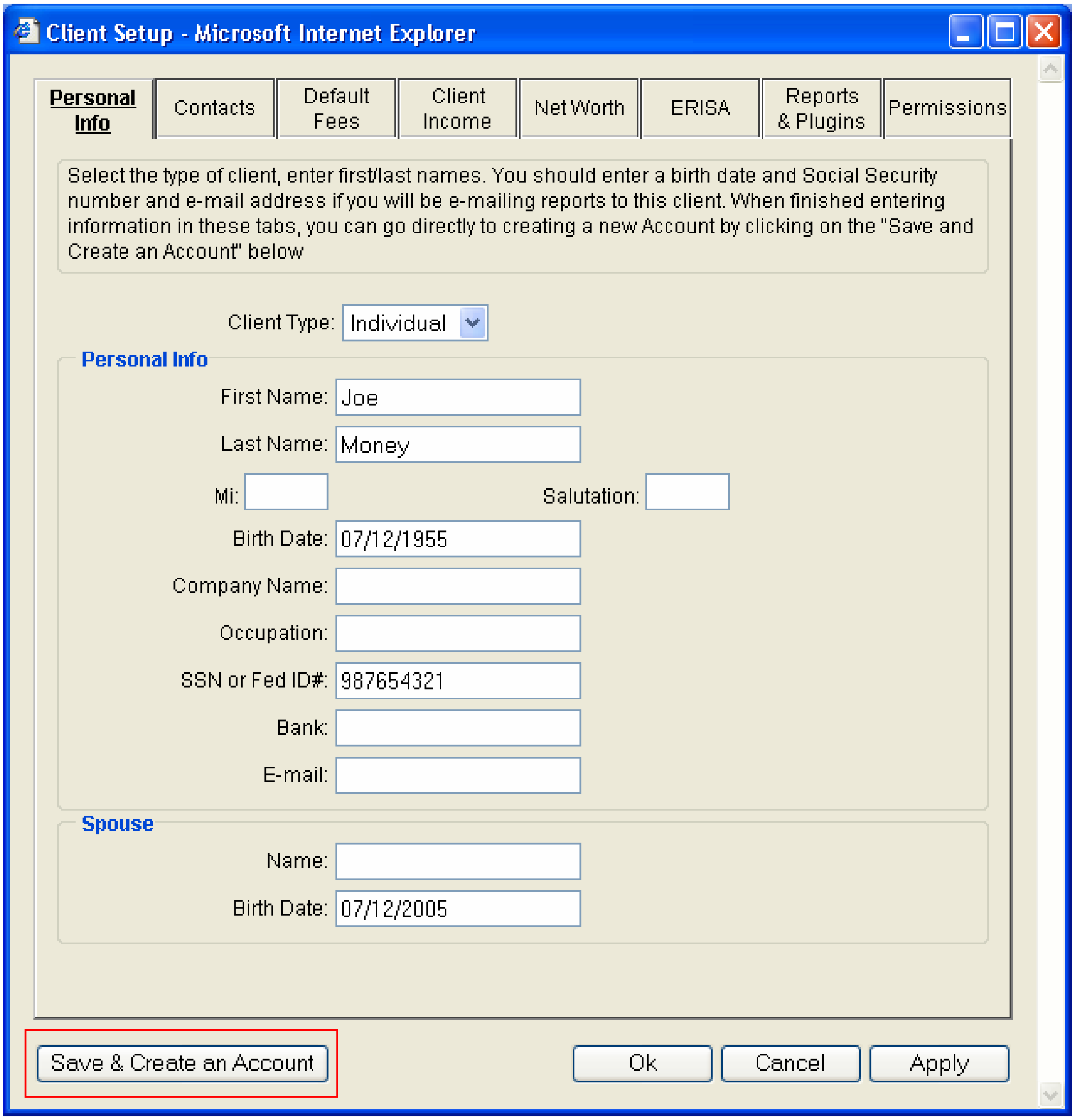




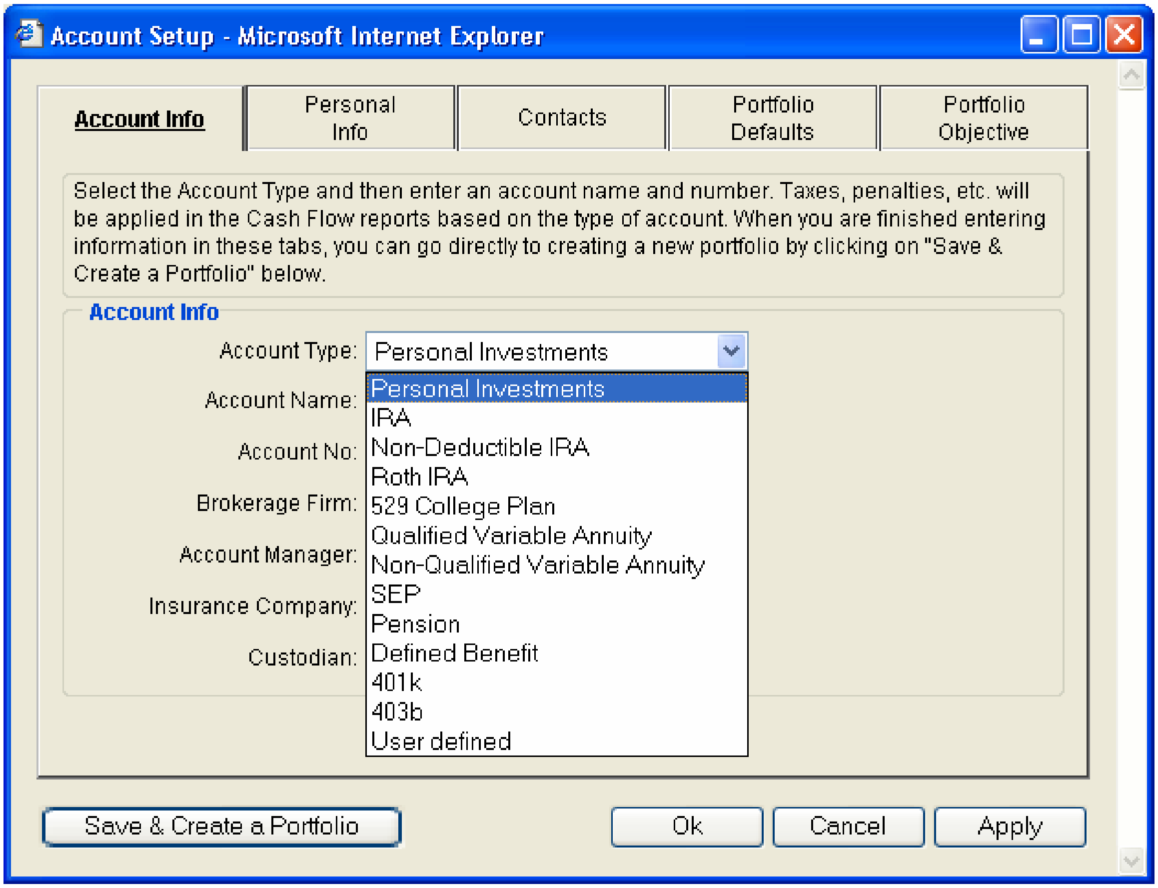
After logging into ICE, click Clients & Portfolios.



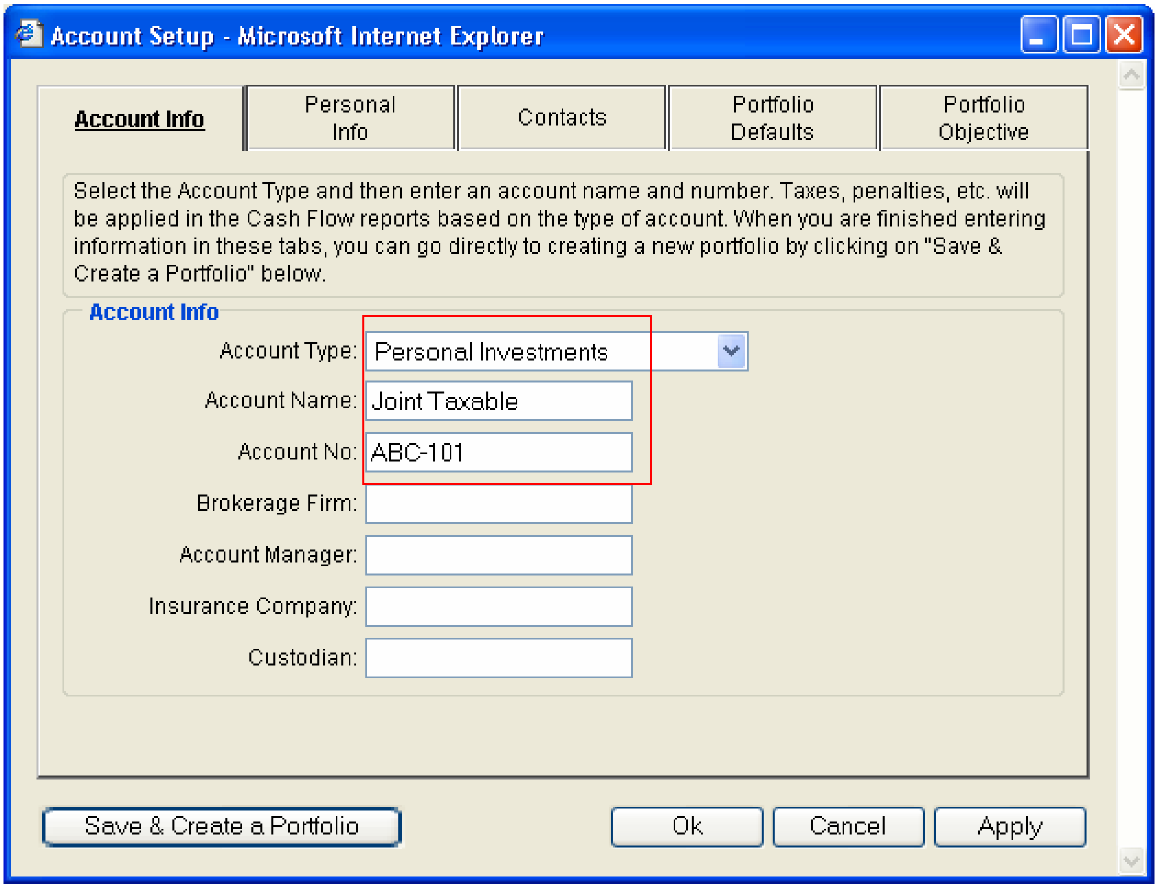
Click on the word Clients and then press New Client



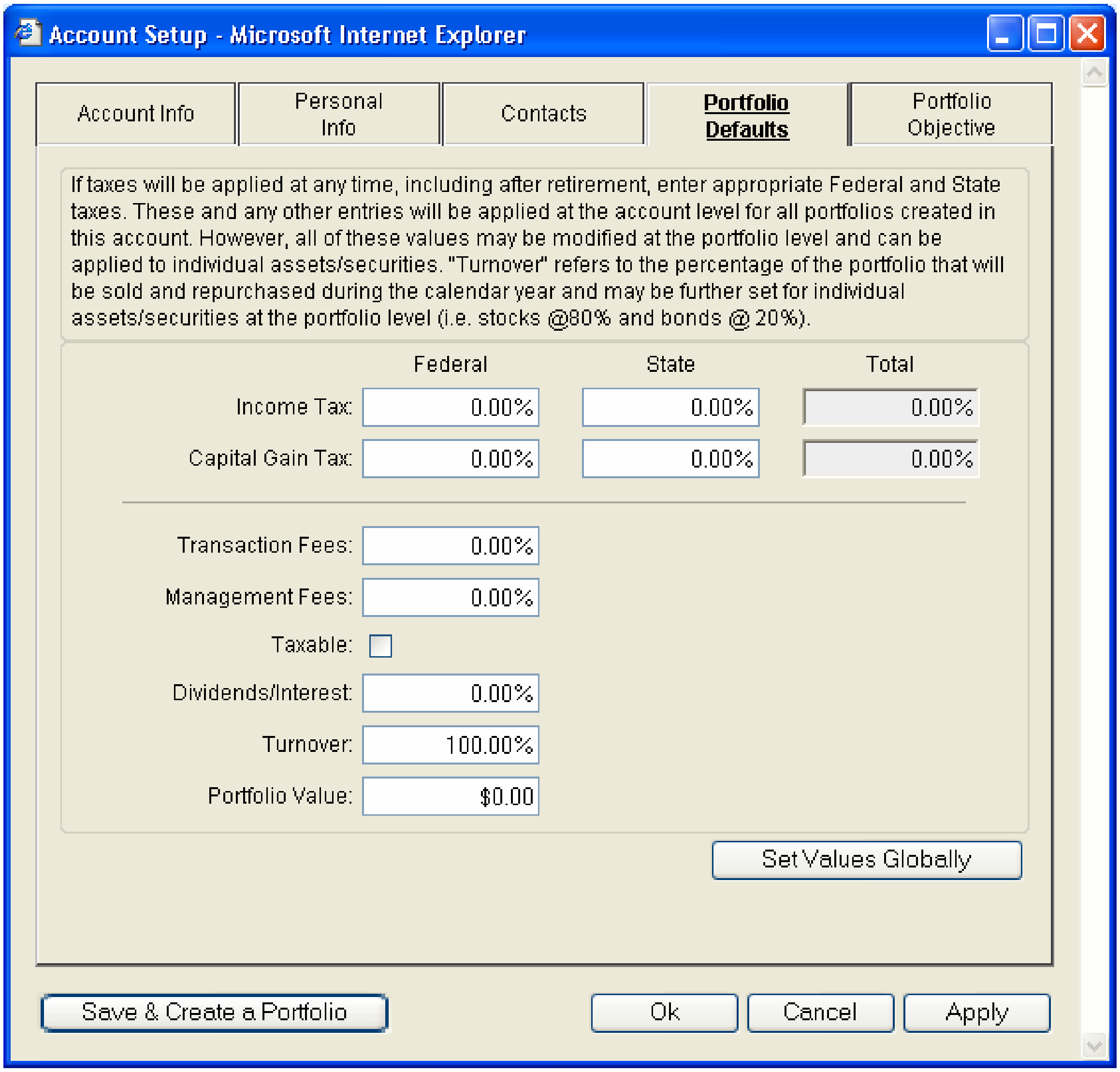
Enter the required fields of first and last name, birth date and social along with any other contact information you'd like to see in reports and then press Save & Create an Account.



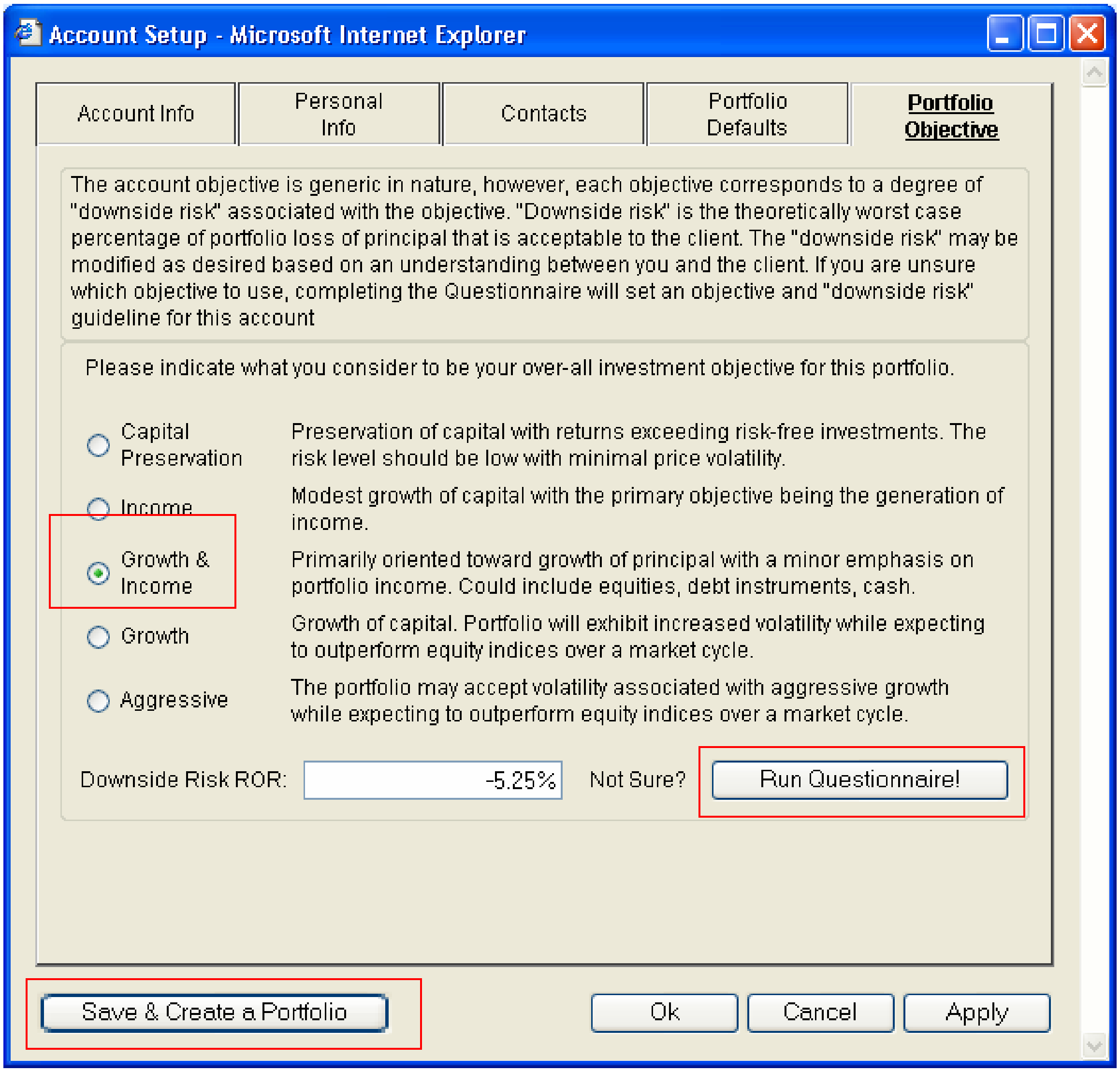
First select the type of account you are working with.



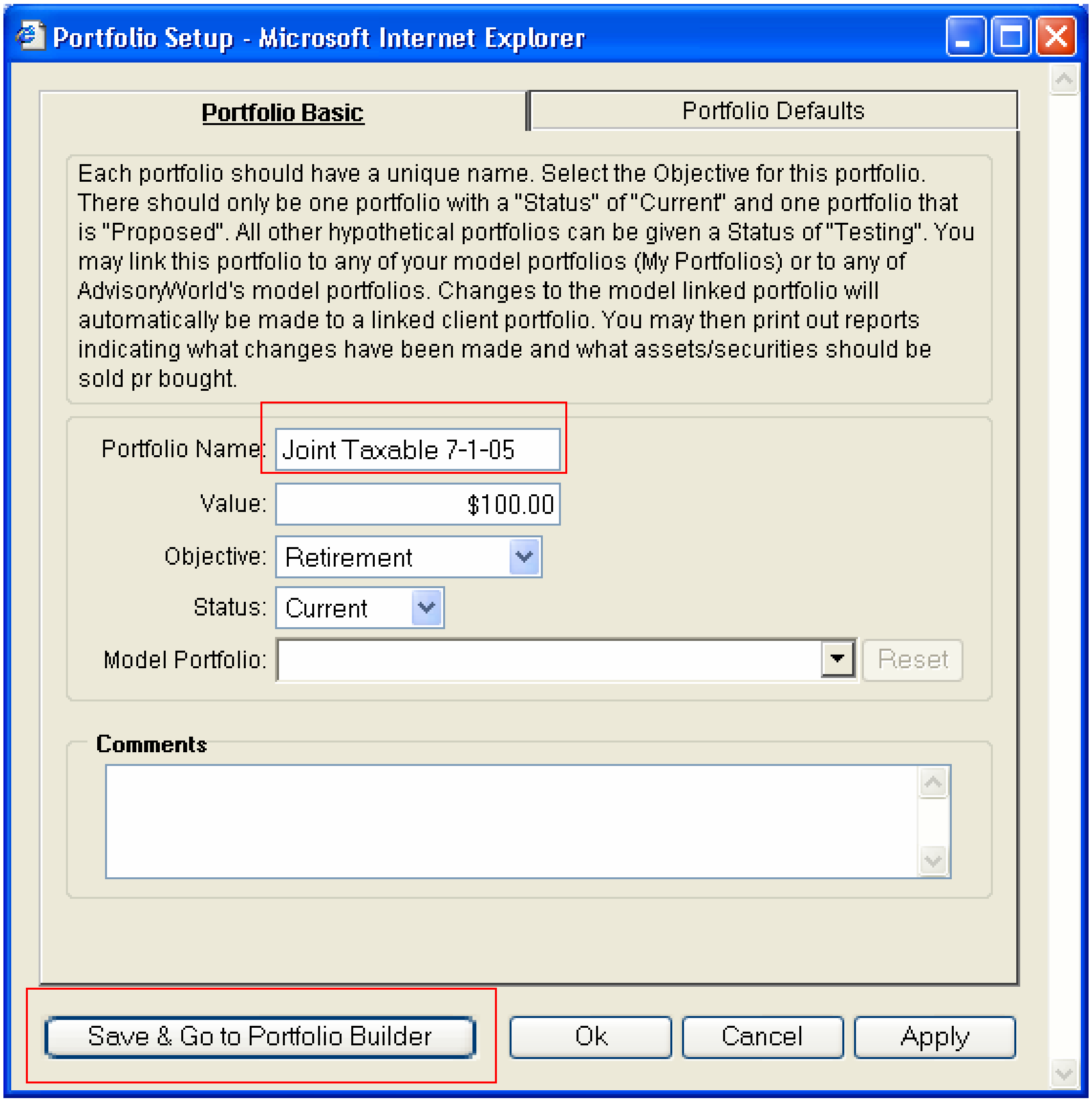
Then enter an Account Name and Number.



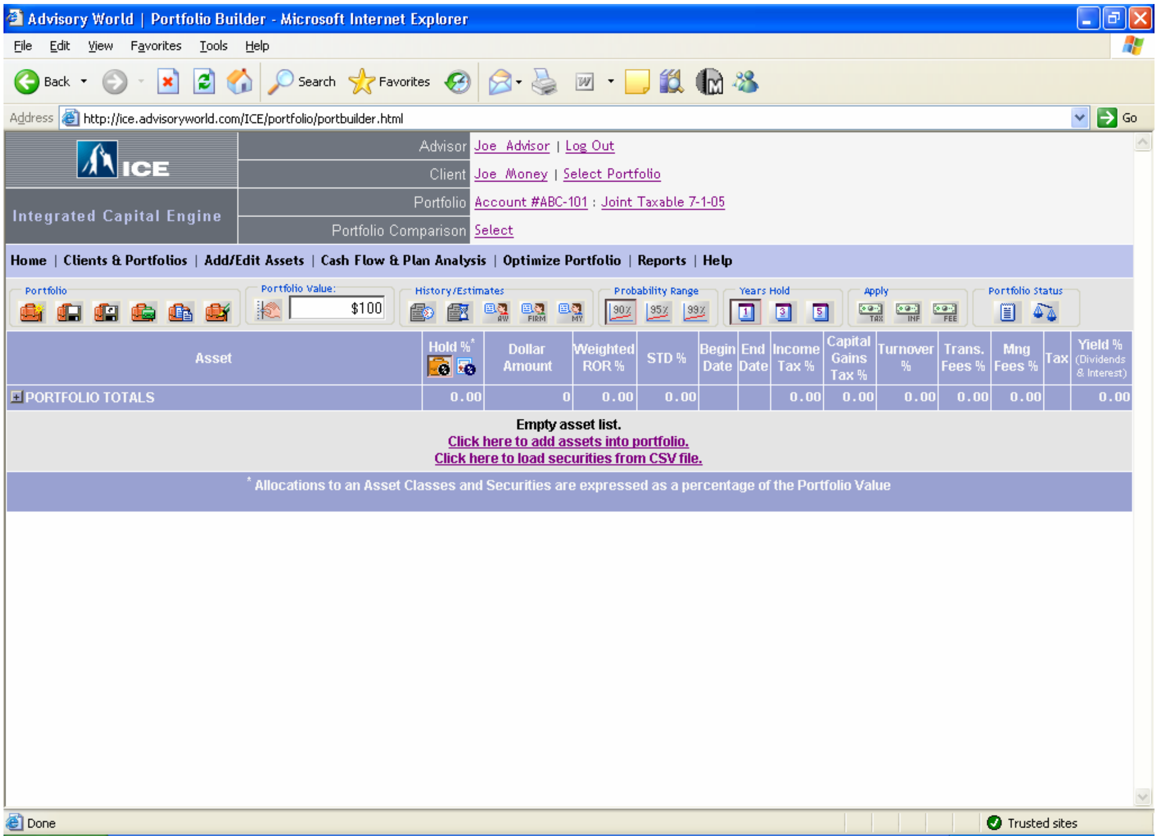
You can portfolio defaults from this screen if you have not already set them via the CSV import file. Disregard the Portfolio Value entry on this page.



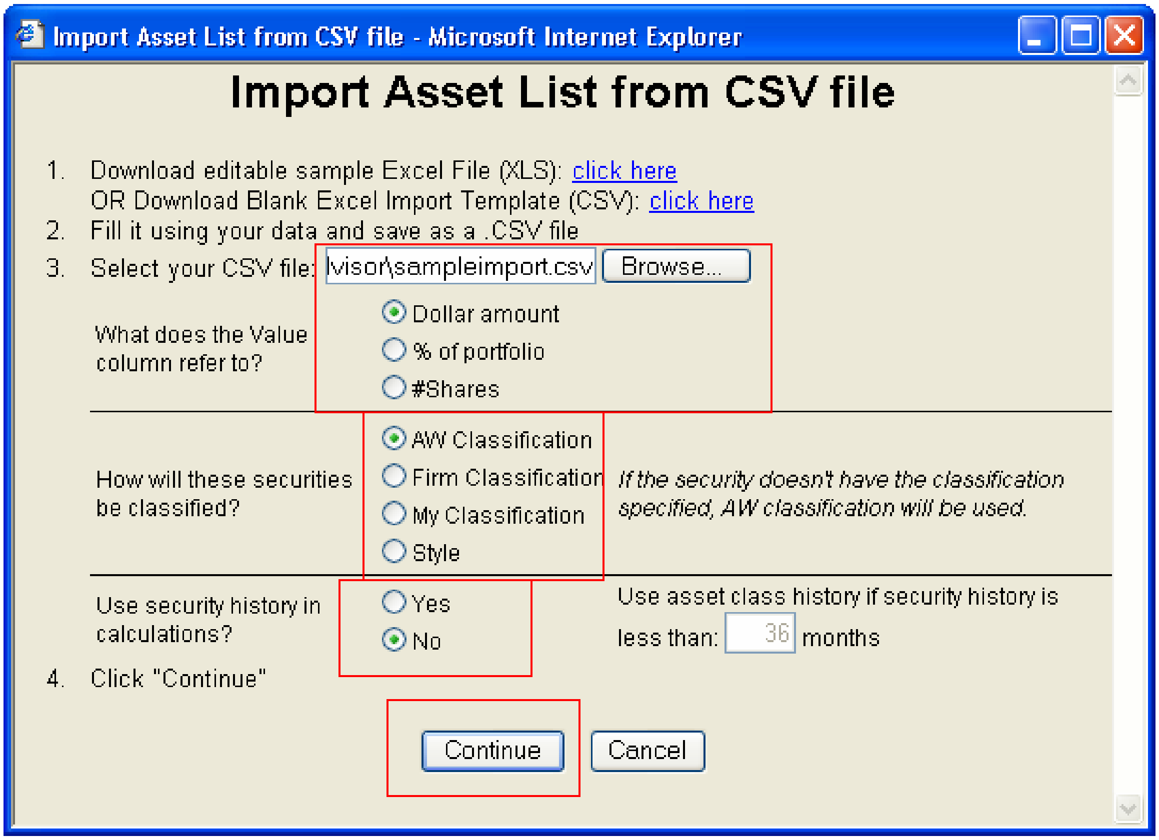
Finally, select the Portfolio Objective either manually or by filling out the Questionnaire with your client. Press Save & Create a Portfolio.



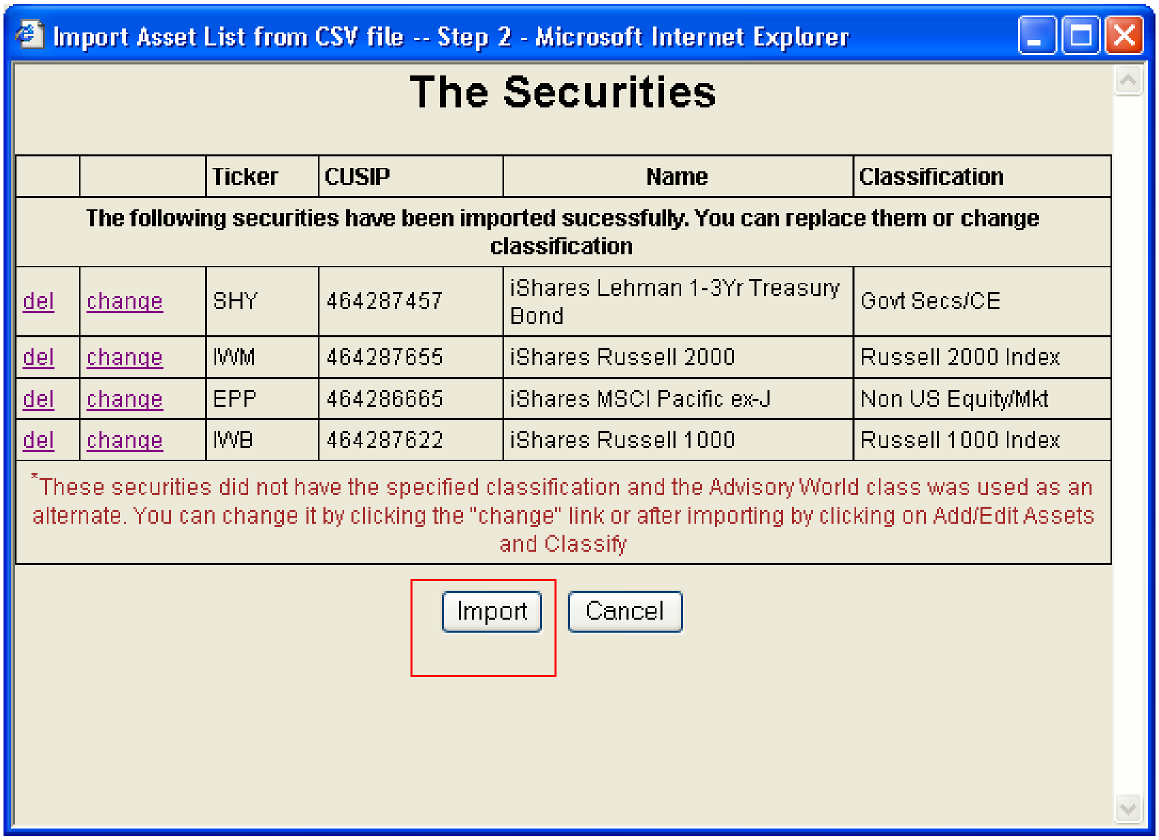
Enter a Portfolio Name, disregard Value and set the Status as Current. Press Save & Go to Portfolio Builder.



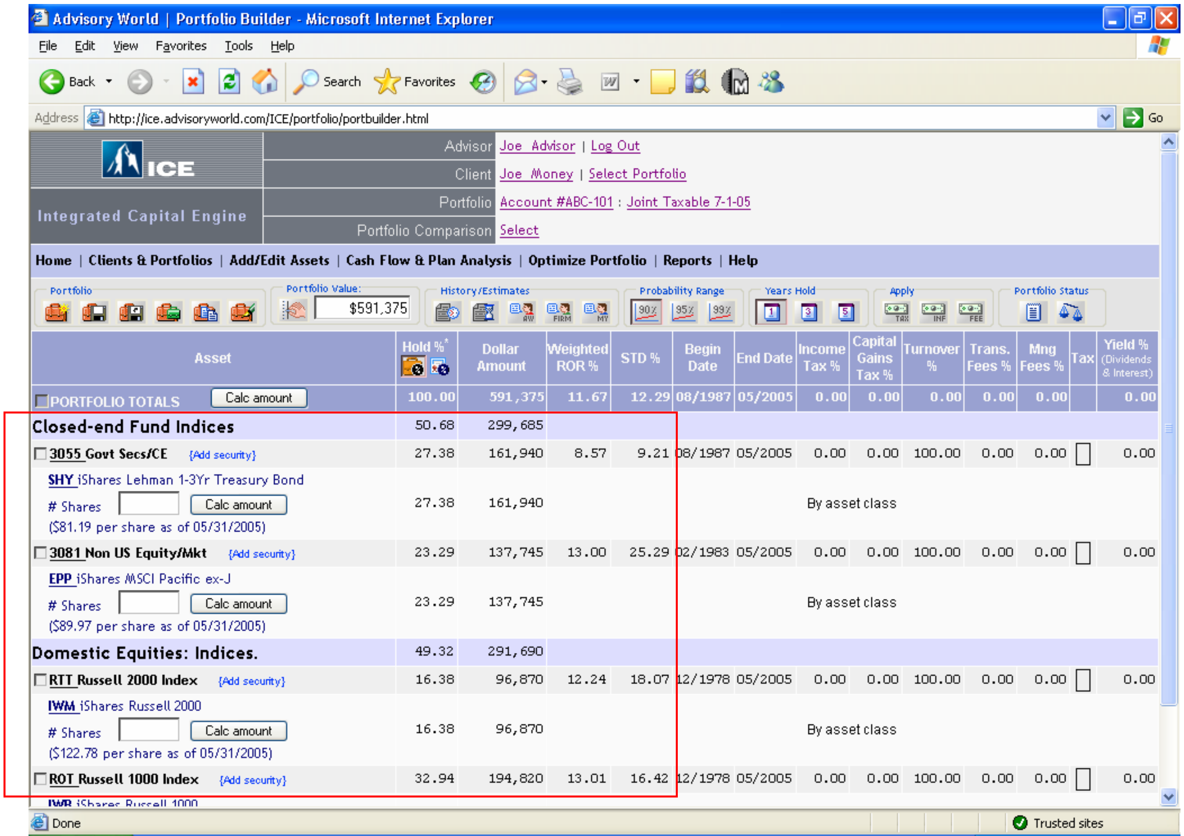
Click "Click here to load securities from CSV file."



Browse to the location of your formatted CSV file and select it. Leave Dollar Amount selected as the Value column reference. Determine how you'd like the securities to be classified and whether or not you'd like to use the security returns or their benchmark (classification) returns to be used in the analysis. Press Continue when done.



After a final review and any required editing, press Import.



Now your portfolio is loaded into Portfolio Builder and any of ICE's many reports and functionality is operable.

If you have any questions regarding this or any feature in ICE please contact AdvisoryWorld at 800-480-3888 or support@advisoryworld.com