

Distributor Portal.

Super User Guide

Version Ci UK 1.0.0

Disclaimer

The information contained in this document has been prepared by the Management of ZILO™ TECHNOLOGY LIMITED (“the Company”). This information is strictly private and confidential and may not be shared or forwarded to other parties without the express written agreement of a director of the company.

The information has not been verified by the Company and the Company or any of their respective subsidiaries, representatives, partners, directors, officers, employees, advisors or agents (the Relevant Parties) make any representation, warranty or undertaking, express or implied, as to the accuracy or completeness of the contents of this document or for any other written or oral information transmitted or made available.

No responsibility is accepted by the Relevant Parties to the recipient of this document or to anyone else for its contents. The document contains statements, estimates and projections provided by the Company which reflect various assumptions on anticipated results and are subject to significant business, economic and competitive uncertainties, and contingencies, many of which are beyond the control of the Company.

No representation, warranty, undertaking, or assurance is given by any Relevant Party as to the accuracy, completeness, or achievability of such statements, estimates and projections. The contents of this document should be regarded by the recipient as being insufficient to form the basis of an investment decision, for which further investigation, analysis and consideration would be required.

Nothing contained herein shall be relied upon as a promise or representation whether as to past or future performance. This document and its contents are confidential and may not be provided or otherwise communicated to anyone other than those persons to whom it has specifically and knowingly been communicated by the company and may not be considered as containing investment advice other than by express written agreement with the company.

This information will not and may not be issued by the company nor otherwise made available to any person in the United Kingdom unless the company believes that person to be “an expert investor” (called “Professional Client” for purposes of the rules of the Financial Conduct Authority), that is a person sufficiently expert to understand the risks involved in the proposed transaction and/or a person having professional experience in matters relating to investments, as described respectively in 3.5.2 and 3.5.3 of the Financial Conduct Authority's Conduct of Business Sourcebook and Article 19 of the Financial Services and Markets Act 2000 (Financial Promotion) Order 2005.

Copies of the relevant regulations will be made available on request. It is the responsibility of any persons outside the United Kingdom, the Channel Islands, and the Isle of Man to whom this document is provided to inform themselves of and observe all relevant legal restrictions in relation to this document and its contents.

This document is protected by copyright laws (all rights reserved) and may be used solely by you in connection with permitted access and use the Aegon Asset Management Digital Portal to which this document relates. Use of this document and the Aegon Asset Management Digital Portal is subject to the “Digital Portal Terms and Conditions of Use” available on entry to the portal and on our website, at www.aegonam.com/client-portal-agent_distributor

Super user	4
Super user creation	5
Third party access	6
Super user creation-automated process on migration	7
Super user creation-new user	8
Super user creation-editing an existing user `s rights.....	10
Viewing existing users.....	12
Searching for a user	13
Downloading a report about users	14
Editing existing users.....	15
Deactivating a user	17
Viewing password reset requests.....	19
Viewing authorised signatories.....	20
Editing authorised signatories.....	22
Removing an authorised signatory	24
Creating an authorised signatory	26
Download a report about authorised signatories	28
Viewing user history	30
Searching user history.....	31
Downloading a report about user history	33
Manual trades.....	35
Document history	38

Super user

A super user is a special class of user with additional rights and can access additional services compared to ordinary users. Super users can perform management tasks that affect other users. Super users should be carefully selected and overseen by other super users.

They perform certain functions that other users cannot including:

- The creation of new super users.
- The creation of other ordinary users.
- Editing users' rights.
- Deactivating users.
- Viewing information about a user and a user's activities on the portal.
- Viewing and approving password reset requests.
- Viewing authorised signatories.
- Creating, editing, and removing authorised signatories.

Super user creation

Super users can be created in several ways:

- On migration.
- Through portal account creation.
- By a super user creating a user account.
- By a super user changing an existing user account to super user.

Third party access

If you are required to grant access, or plan to grant access in future, to a third-party organisation or individual, it is very important that you consider how the existing structure of your Aegon AM investment holdings will influence their user profiles and to what extent they should gain access to your records.

As outlined above, users will be granted access to all investor account records that are linked to a particular investor reference. We recognise this may not be appropriate where a third-party organisation or individual does not have an association with all investor accounts involved.

If this issue affects you, please contact us immediately at aamtamigration@aegonam.com so that we can discuss what action is necessary to avoid any related issues. We do not envisage any issues where only one entity is linked to all accounts associated with the same investor reference. Care should be taken, however, where different entities are linked to your investor reference or where you need to restrict an entity's access only to certain accounts they are linked to.

Note, it is the responsibility of our investors to grant and manage all access rights assigned to their investor reference(s). Aegon AM shall not be liable for any consequences arising from an incorrect or inappropriate grant of access rights by an investor. We strongly recommend that our investors carry out regular reviews of the access rights they have granted, to ensure these are still valid and necessary.

Super user creation-automated process on migration

The automated process for creating super users is only available if the required information is provided before migration. Additionally, you should note that the process is time sensitive.

For a user to be created as a super user, the following information must be provided:

1. First name.
2. Last name.
3. Mobile number (for verification).
4. Email address (will be their username).
5. ZILO™ client identity.
6. Name of the registered client.

This information must be provided as a .CSV file.

It is recommended that the details of two super users are provided. However, if only one super user signs up, they can manage the creation/changes of other super users and other users.

On creation in ZILO™, the super user is sent an email (to the email address provided). The email contains a link. The super user should select the link. They will be guided through the account creation process.

It should be noted that while the email link remains active for 100 days; ZILO™ can only re-generate this email up to 14 days after the nominated super users' details are migrated to ZILO™. If the 100 days pass, you must contact ZILO™ technical support.

Super user creation-new user

A super user can create other super users and other users. It is recommended that at least two active super users are created so that they can manage each other's accounts and provide contingency. However, a single super user may be created.

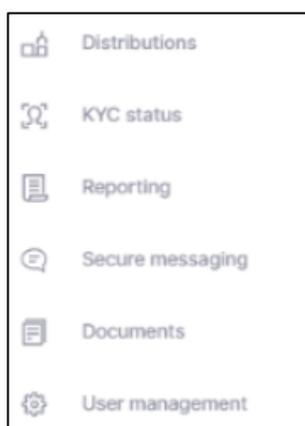
Super users should only be created when they are necessary to carry out the functions of a super user.

If you are required to grant access, or plan to grant access in future, to a third-party organisation or individual, it is very important that you consider how the existing structure of your Aegon AM investment holdings will influence their user profiles and to what extent they should gain access to your records.

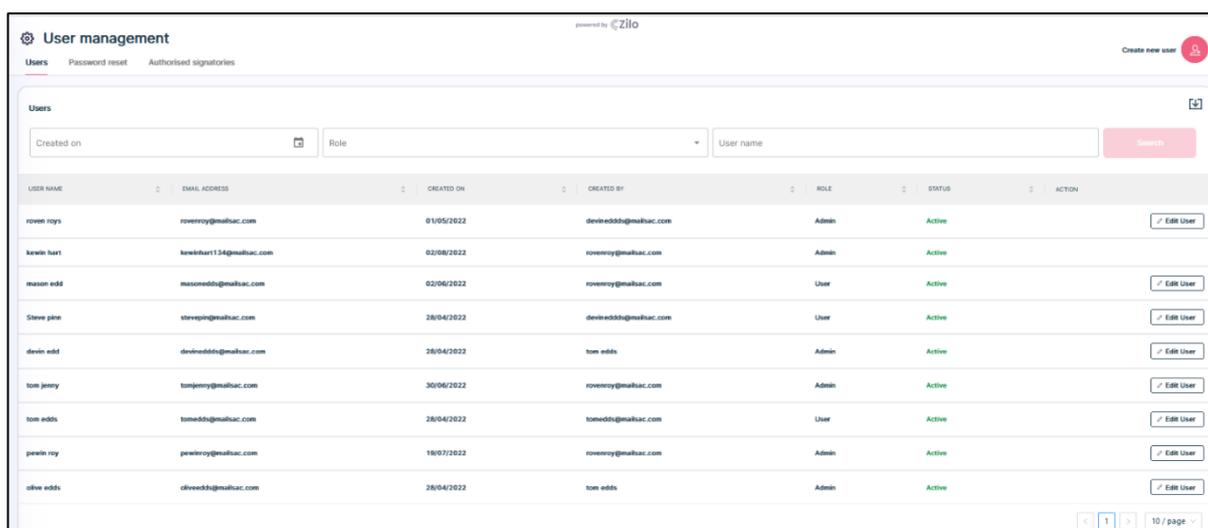
Create a super user:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



Result



The screenshot shows the 'User management' interface. At the top, there are tabs for 'Users', 'Password reset', and 'Authorised signatories'. A 'Create new user' button is visible in the top right. Below the tabs, there is a search bar with 'Created on' and 'Role' filters, and a 'User name' search field. The main content is a table of users with columns for USER NAME, EMAIL ADDRESS, CREATED ON, CREATED BY, ROLE, STATUS, and ACTION. The table contains 10 rows of user data.

USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@maltaac.com	01/05/2022	devtedds@maltaac.com	Admin	Active	Edit User
kevin hart	kevinhart134@maltaac.com	02/08/2022	rovenroy@maltaac.com	Admin	Active	Edit User
mason edd	masonedd@maltaac.com	02/06/2022	rovenroy@maltaac.com	User	Active	Edit User
Steve pine	stevepine@maltaac.com	28/04/2022	devtedds@maltaac.com	User	Active	Edit User
devin edd	devinedds@maltaac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom penny	tomjenny@maltaac.com	30/06/2022	rovenroy@maltaac.com	Admin	Active	Edit User
tom edds	tomedd@maltaac.com	28/04/2022	tomedd@maltaac.com	User	Active	Edit User
pewin roy	pewinroy@maltaac.com	18/07/2022	rovenroy@maltaac.com	Admin	Active	Edit User
olive edds	oliveeds@maltaac.com	28/04/2022	tom edds	Admin	Active	Edit User

2. Select *Create new user*.

Information



Result

A screenshot of a "Create user" form. The form is titled "Create user" with a close button (X) in the top right corner. Below the title, it says "Please enter the details below". The form contains several input fields: "First name", "Last name", "Country code" (a dropdown menu showing "+44 (United Kingdom, ...)"), "Mobile number", "Email address", and "Role" (a dropdown menu). At the bottom of the form, there is a pink button labeled "Create User". A small red note is visible below the "Country code" and "Mobile number" fields, stating: "After selecting country code please add your mobile number removing the leading 0 - example 07984156*** should be entered as 7984156***".

3. Enter the user details.
4. Select the users *Role* from the drop-down menu.

Note

Select Super user to create a new super user.

Result

The create user button becomes available.

5. Select *Create User*.

Result

A new super user is created. An email notification will be sent to the new super user asking them to sign in and set a password.

Super user creation-editing an existing user `s rights

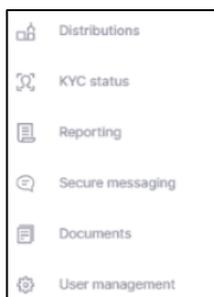
A super user can create other super users by editing an existing user's rights. It is recommended that at least two active super users exist so that they can manage each other's accounts and provide contingency.

Super users should only be created when they are necessary to carry out the functions of a super user.

Edit a user:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



Result

The screenshot shows the 'User management' interface with a table of users. The table has columns for User Name, Email Address, Created On, Created By, Role, Status, and Action. The 'Action' column contains 'Edit User' buttons for each user.

USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailiac.com	01/05/2022	devinedds@mailiac.com	Admin	Active	Edit User
kevin hart	kevinhart134@mailiac.com	02/08/2022	rovenroy@mailiac.com	Admin	Active	Edit User
mason edd	masonedd@mailiac.com	02/06/2022	rovenroy@mailiac.com	User	Active	Edit User
Steve gite	steving@mailiac.com	28/04/2022	devinedds@mailiac.com	User	Active	Edit User
devin edd	devinedds@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailiac.com	30/06/2022	rovenroy@mailiac.com	Admin	Active	Edit User
tom edds	tomedd@mailiac.com	28/04/2022	tomedd@mailiac.com	User	Active	Edit User
perin roy	perinroy@mailiac.com	18/07/2022	rovenroy@mailiac.com	Admin	Active	Edit User
olive edds	oliveedd@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User

2. Select *Edit User* in the *Action* column.

Information

A close-up view of the 'Edit User' button in the 'Action' column of the user management table.

Result

Edit user [X]

Please enter the details below

First name
roven

Last name
roys

Country code
+91 (India)

Mobile number
9632760754

After selecting country code please add your mobile number removing the leading 0 - example 9789456789 should be entered as 789456789

Email address
rovenroy@mailisac.com

Role
Super user

[Save Details] [Deactivate User]

3. Select *Super user* from the *Role* drop-down menu.

Information

Role
Super user

Result

The *Save Details* button becomes available.

4. Select *Save Details*.

Result

A new super user is created. Additional authorisation is not required.

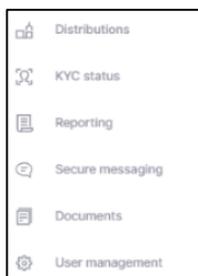
Viewing existing users

You can view existing users.

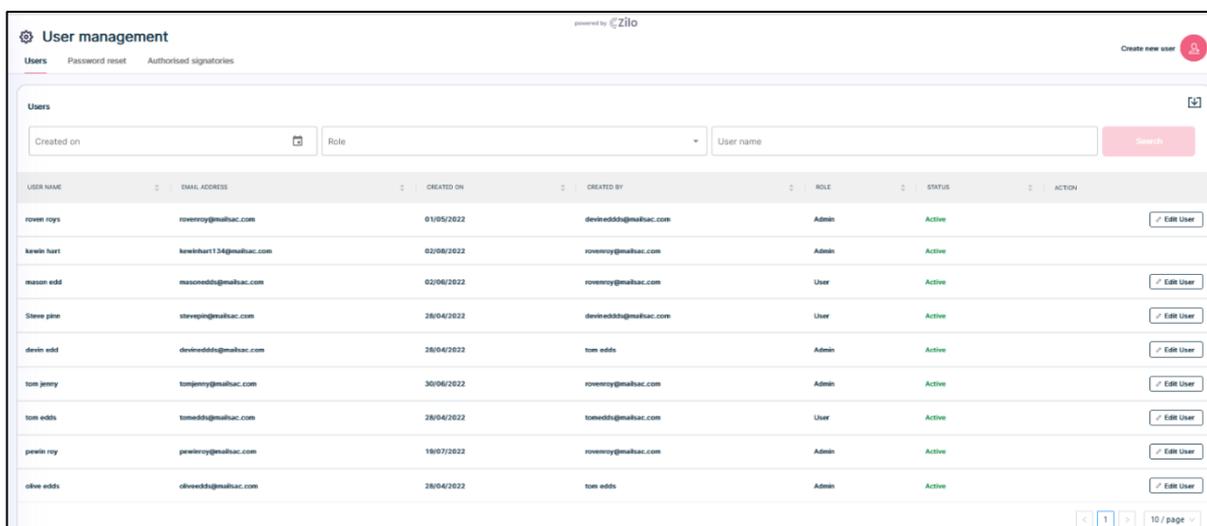
View users:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



Result



USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailiac.com	01/05/2022	devtedds@mailiac.com	Admin	Active	Edit User
kevin hart	kevinhart134@mailiac.com	02/08/2022	rovenroy@mailiac.com	Admin	Active	Edit User
mason edd	masonedd@mailiac.com	02/06/2022	rovenroy@mailiac.com	User	Active	Edit User
Steve pine	stevepine@mailiac.com	28/04/2022	devtedds@mailiac.com	User	Active	Edit User
devin edd	devinedds@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailiac.com	30/06/2022	rovenroy@mailiac.com	Admin	Active	Edit User
tom edds	tomedd@mailiac.com	28/04/2022	tomedd@mailiac.com	User	Active	Edit User
perlin roy	perlinroy@mailiac.com	19/07/2022	rovenroy@mailiac.com	Admin	Active	Edit User
olive edds	oliveedd@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User

Column name	Purpose
USERNAME	Name of the user.
EMAIL ADDRESS	Email address of the user.
CREATED ON	The date on which the user was created.
CREATED BY	The name of the person who created the user.
ROLE	The role allocated to the user.
STATUS	The user's status: active/inactive.
ACTION	Select ACTION to edit the users' details.

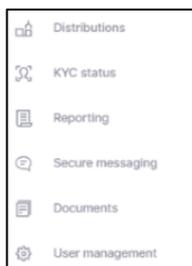
Searching for a user

You can search for a particular user. You can search by: Date of creation, role, or username.

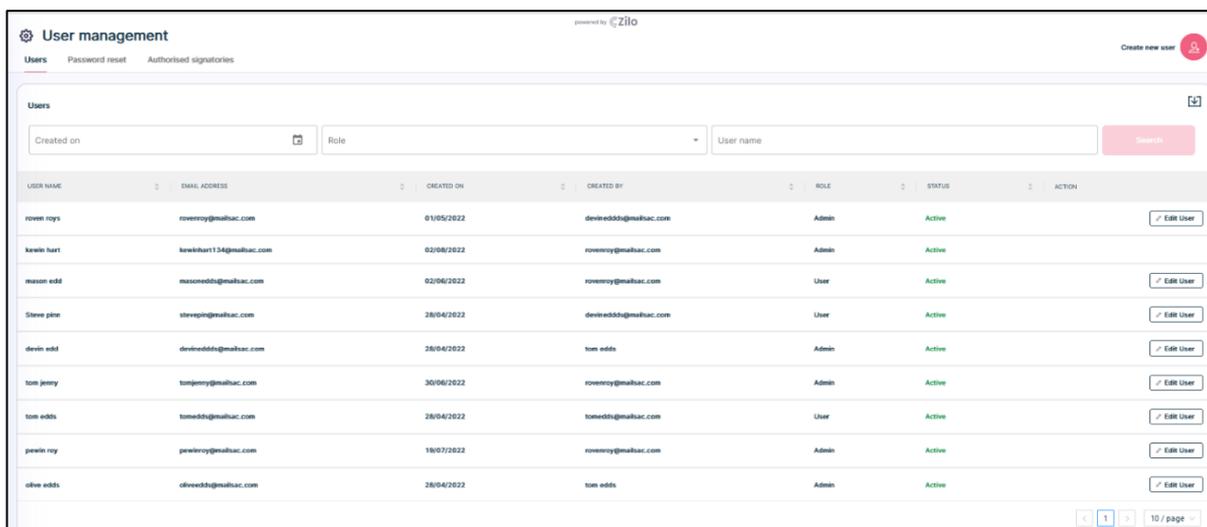
Search for a user:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



Result



The screenshot shows the 'User management' interface. At the top, there are tabs for 'Users', 'Password reset', and 'Authorised signatories'. A search bar is visible with a 'Search' button. Below the search bar is a table with the following columns: USER NAME, EMAIL ADDRESS, CREATED ON, CREATED BY, ROLE, STATUS, and ACTION. The table contains 10 rows of user data.

USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenry@mailiac.com	01/05/2022	devinedd@mailiac.com	Admin	Active	Edit User
kevin harr	kevinharr134@mailiac.com	02/08/2022	rovenry@mailiac.com	Admin	Active	Edit User
mason edd	masonedd@mailiac.com	02/06/2022	rovenry@mailiac.com	User	Active	Edit User
Steve pine	stevepine@mailiac.com	28/04/2022	devinedd@mailiac.com	User	Active	Edit User
devin edd	devinedd@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailiac.com	30/06/2022	rovenry@mailiac.com	Admin	Active	Edit User
tom edds	tomedd@mailiac.com	28/04/2022	tomedd@mailiac.com	User	Active	Edit User
perwin roy	perwinroy@mailiac.com	18/07/2022	rovenry@mailiac.com	Admin	Active	Edit User
olive edds	oliveedd@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User

2. Enter the search term in the search box.

Result

The *Search* button becomes available.

3. Select *Search*.

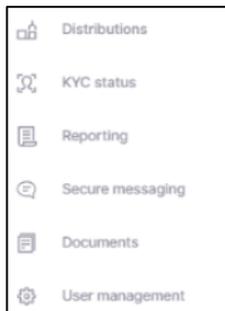
Downloading a report about users

You can create a report about users.

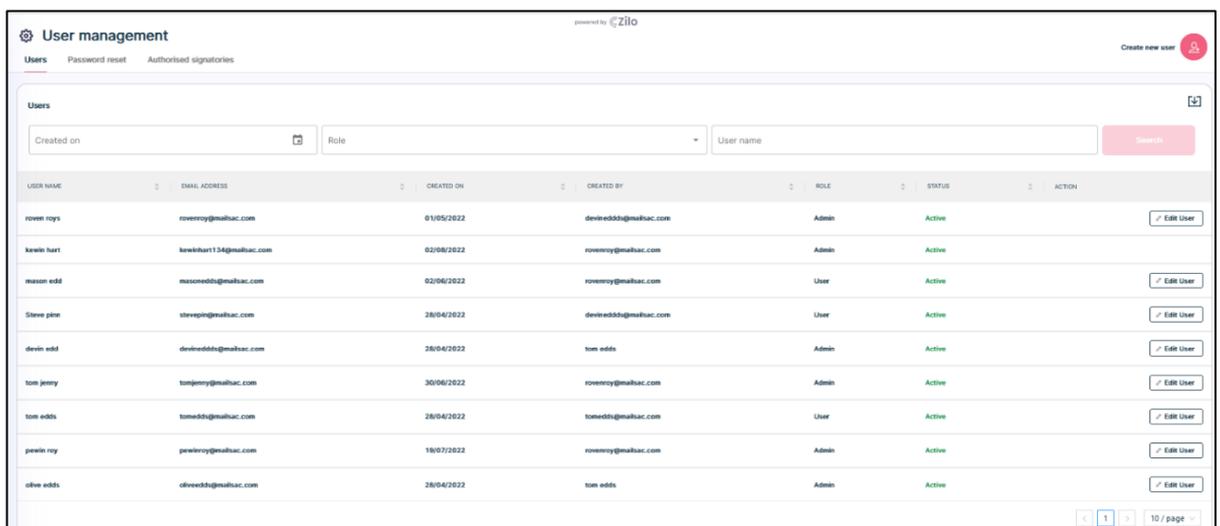
Download:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



Result



USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailiac.com	01/05/2022	deviedds@mailiac.com	Admin	Active	Edit User
kevin hart	kevinhart134@mailiac.com	02/08/2022	rovenroy@mailiac.com	Admin	Active	
mason edds	masonedds@mailiac.com	02/06/2022	rovenroy@mailiac.com	User	Active	Edit User
Steve pine	stevepine@mailiac.com	26/04/2022	deviedds@mailiac.com	User	Active	Edit User
devin edds	devinedds@mailiac.com	26/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailiac.com	30/06/2022	rovenroy@mailiac.com	Admin	Active	Edit User
tom edds	tomedds@mailiac.com	26/04/2022	tomedds@mailiac.com	User	Active	Edit User
pewin roy	pewinroy@mailiac.com	19/07/2022	rovenroy@mailiac.com	Admin	Active	Edit User
olive edds	oliveedds@mailiac.com	26/04/2022	tom edds	Admin	Active	Edit User

2. Select Create a report.

Information



3. Select download to open the report.

Information

An excel report is downloaded. The report contains the screen data. To view the report, you must select it.

Editing existing users

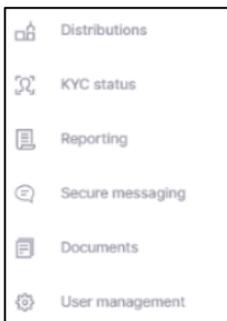
You can edit the details of an existing user. Only the user rights and phone number can be edited. It is assumed that a request is made by the user to the super user to edit the mobile phone number, for example, because they have a new mobile number, and they wish to receive the verification code on this number.

The user must edit other details themselves.

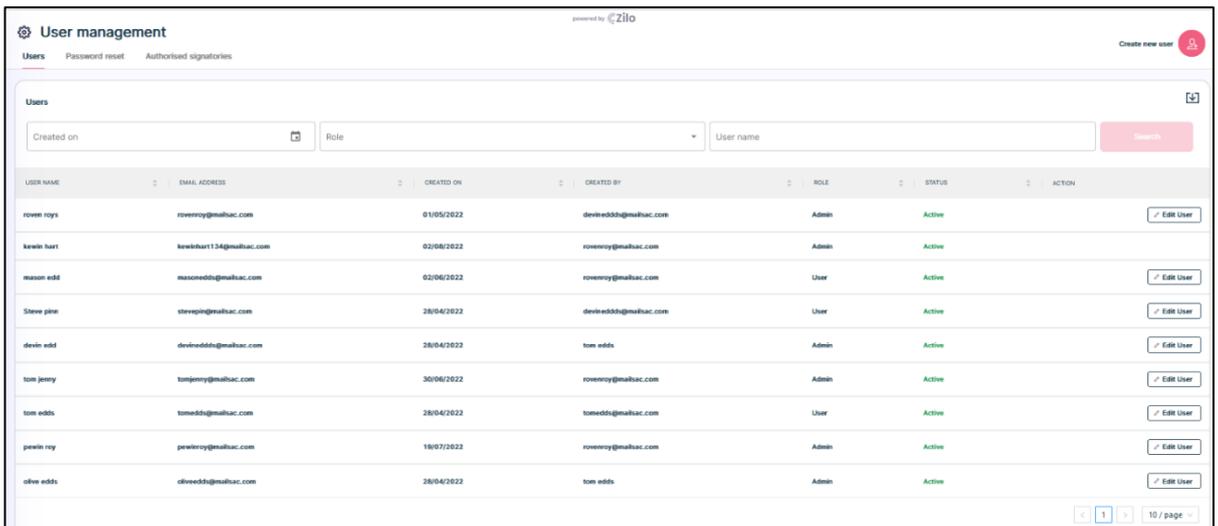
Edit a user:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



Result



2. Select *Edit User* in the *Action* column.

Information



Result

Edit user [X]

Please enter the details below

First name
roven

Last name
roys

Country code
+91 (India)

Mobile number
9632760754

After selecting country code please add your mobile number removing the leading 0 - example 07964156*** should be entered as 7964156***

Email address
rovenroy@mailisac.com

Role
Super user

Save Details **Deactivate User**

3. Edit the mobile number.

Information

You can edit mobile number (which will affect verification and user rights).

Result

The *Save Details* button becomes available.

4. Select *Save Details*.

Result

The user's information is edited. The change is immediate and apparent the next time the user attempts to log in.

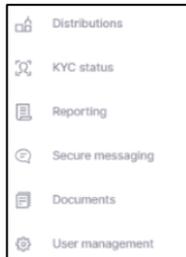
Deactivating a user

You can deactivate a user. This immediately removes their ability to access the portal.

Deactivate a user:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



Result

USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailsac.com	01/05/2022	devredd@mailsac.com	Admin	Active	Edit User
kevin hart	kevinhart134@mailsac.com	02/08/2022	rovenroy@mailsac.com	Admin	Active	
masor edd	masored@mailsac.com	02/06/2022	rovenroy@mailsac.com	User	Active	Edit User
Steve ghn	stevexp@mailsac.com	28/04/2022	devredd@mailsac.com	User	Active	Edit User
davin edd	davined@mailsac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailsac.com	30/06/2022	rovenroy@mailsac.com	Admin	Active	Edit User
tom edds	tomedd@mailsac.com	28/04/2022	tomedd@mailsac.com	User	Active	Edit User
perkin roy	perkinroy@mailsac.com	18/07/2022	rovenroy@mailsac.com	Admin	Active	Edit User
olive edds	oliveedd@mailsac.com	28/04/2022	tom edds	Admin	Active	Edit User

2. Select *Edit User* in the *Action* column.

Information

USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailsac.com	01/05/2022	devredd@mailsac.com	Admin	Active	Edit User

Result

Edit user

Please enter the details below

First name
roven

Last name
roys

Country code
+91 (India)

Mobile number
9632760754

Email address
rovenroy@mailsac.com

Role
Super user

Save Details Deactivate User

3. Select *Deactivate User*.

Note

The user will immediately lose access to the portal and the ability to perform any actions.

Result

The user account is de-activated. The user is unable to access the portal. The user account is deactivated but remains in the system. Any pending instructions are not deactivated and previous actions, such as uploading documents, are not affected.

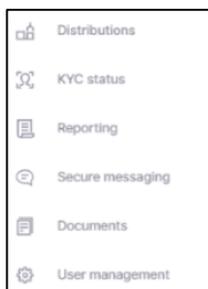
Viewing password reset requests

You can view and approve password reset requests.

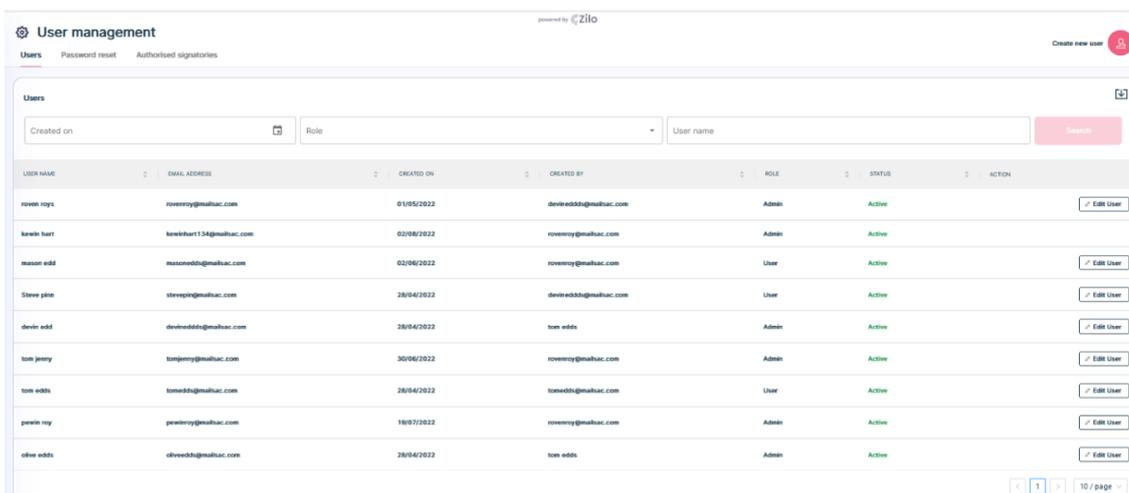
View:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information

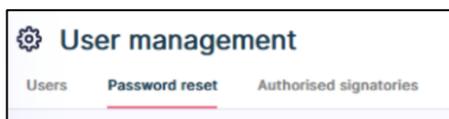


Result

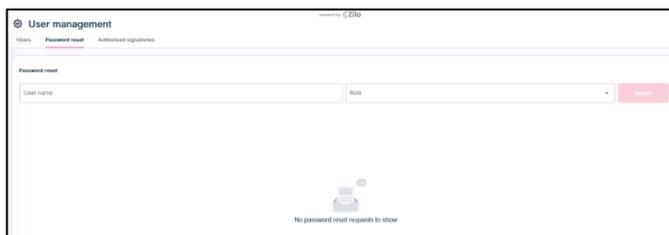


2. Select *Password reset* in the upper navigation panel.

Information



Result



If a password request has been made, the super user can authorise or reject that request.

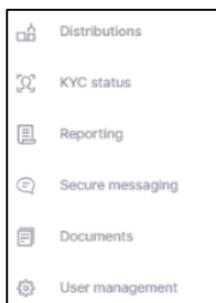
Viewing authorised signatories

You can view authorised signatories.

View:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



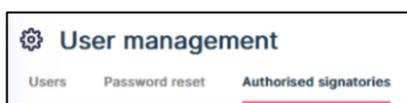
Result

The screenshot shows the 'User management' page with a table of users. The table has columns for User Name, Email Address, Created On, Created By, Role, Status, and Action. The 'Action' column contains 'Edit User' buttons for each user.

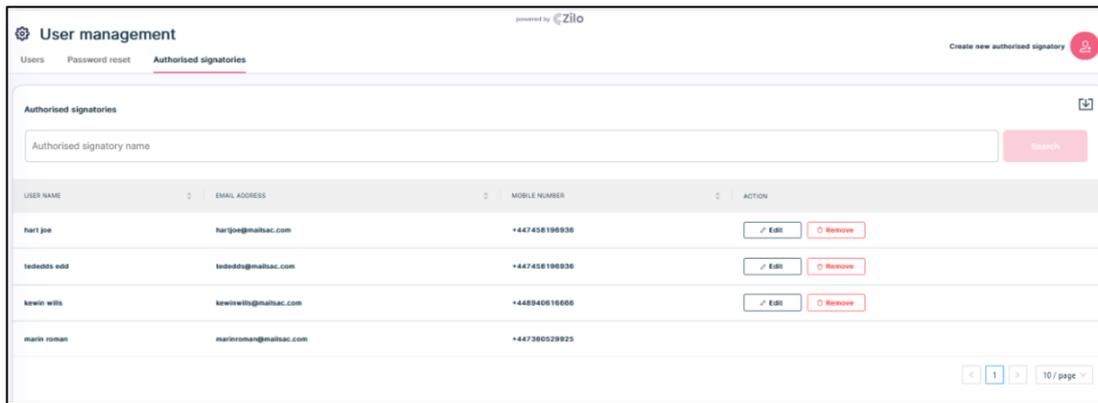
USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailiac.com	01/05/2022	devinedds@mailiac.com	Admin	Active	Edit User
kevin hart	kevinhart134@mailiac.com	02/08/2022	rovenroy@mailiac.com	Admin	Active	Edit User
mason edd	masonedd@mailiac.com	02/06/2022	rovenroy@mailiac.com	User	Active	Edit User
Steve pie	stevepie@mailiac.com	28/04/2022	devinedds@mailiac.com	User	Active	Edit User
devin edd	devinedds@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailiac.com	30/06/2022	rovenroy@mailiac.com	Admin	Active	Edit User
tom edds	tomedd@mailiac.com	28/04/2022	tomedd@mailiac.com	User	Active	Edit User
pevin roy	pevinroy@mailiac.com	18/07/2022	rovenroy@mailiac.com	Admin	Active	Edit User
olive edds	oliveeds@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User

2. Select *Authorised signatories* from the upper navigation panel.

Information



Result



Column name	Purpose
USERNAME	The name of the signatory.
EMAIL ADDRESS	The signatory's email address.
MOBILE NUMBER	The signatory's mobile phone number.
ACTION	Select ACTION to edit or remove a signatory.

Editing authorised signatories

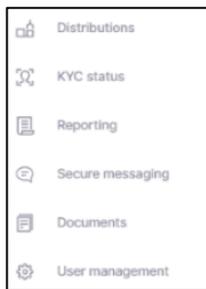
You can edit authorised signatories. You can only edit the mobile phone number. Editing the mobile number will affect account login.

It is assumed that the user requests that their mobile phone number is changed, for example, because they have a new phone number and want the verification code to be sent to that number.

Edit:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



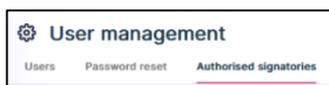
Result

The screenshot shows the 'User management' interface. At the top, there are tabs for 'Users', 'Password reset', and 'Authorised signatories'. Below the tabs is a search bar with 'Created on' and 'Role' filters, and a 'User name' search field. The main area contains a table of users with columns for 'USER NAME', 'EMAIL ADDRESS', 'CREATED ON', 'CREATED BY', 'ROLE', 'STATUS', and 'ACTION'. Each row has an 'Edit User' button.

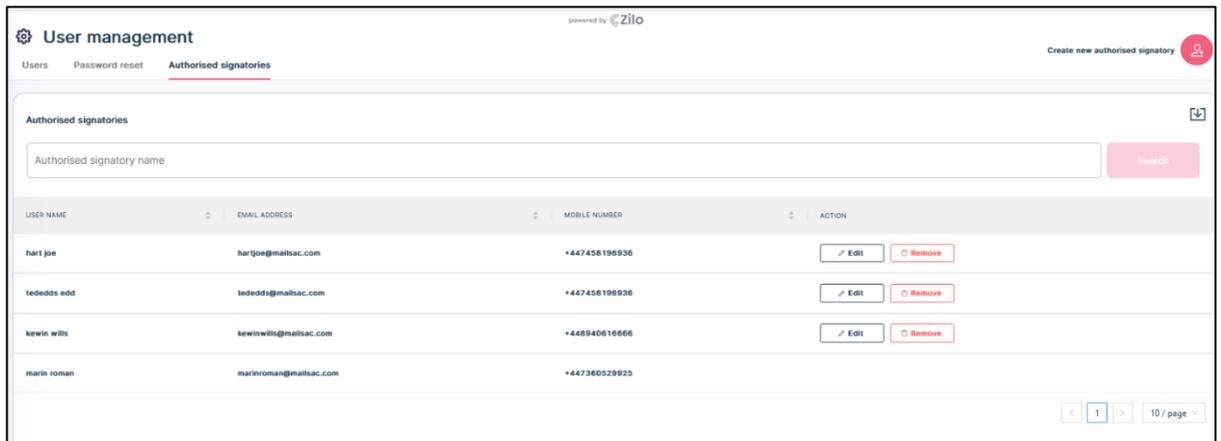
USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailiac.com	01/05/2022	devtedds@mailiac.com	Admin	Active	Edit User
kevin hart	kevinhart134@mailiac.com	02/08/2022	rovenroy@mailiac.com	Admin	Active	Edit User
mason edd	masonedd@mailiac.com	02/06/2022	rovenroy@mailiac.com	User	Active	Edit User
Steve pine	stevepine@mailiac.com	28/04/2022	devtedds@mailiac.com	User	Active	Edit User
devin edd	devinedds@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailiac.com	30/06/2022	rovenroy@mailiac.com	Admin	Active	Edit User
tom edds	tomedd@mailiac.com	28/04/2022	tomedd@mailiac.com	User	Active	Edit User
perin roy	perinroy@mailiac.com	18/07/2022	rovenroy@mailiac.com	Admin	Active	Edit User
olive edds	oliveedd@mailiac.com	28/04/2022	tom edds	Admin	Active	Edit User

2. Select *Authorised signatories* from the upper navigation panel.

Information



Result



3. Select *Edit* in the *Action* column.

Information



Result

The screenshot shows the 'Edit authorised signatory' modal form. It contains the following fields and controls:

- First name:** hart
- Last name:** joe
- Country code:** +44 (United Kingdom ...)
- Mobile number:** 7458196936
- Email address:** hartjoe@mailsac.com
- Assigned user role:** Authorised signatory
- Save Details:** A button at the bottom of the form.

Below the mobile number field, there is a red note: "After selecting country code please add your mobile number removing the leading 0 - example 07984156*** should be entered as 7984156***"

4. Edit the mobile phone number.

Result

The *Save Details* button becomes available.

5. Select *Save Details*.

Result

The authorised signatory details are immediately changed. The change is evident when the user next logs in.

Removing an authorised signatory

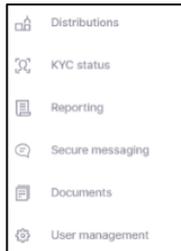
You can remove authorised signatories.

Authorised signatories are used to onboard a new client or to enable portal access for an existing client.

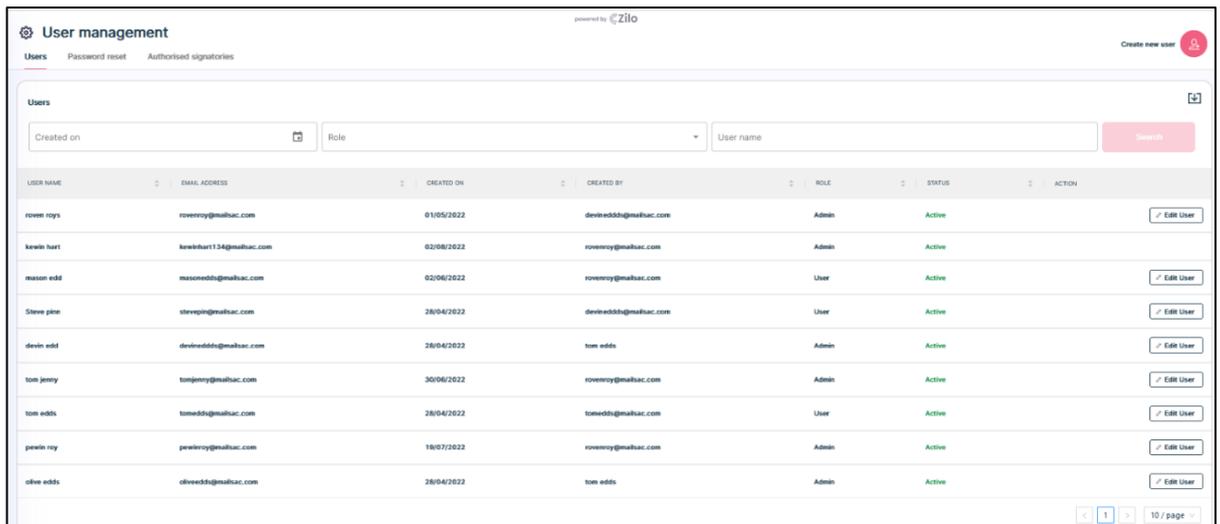
Remove:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information

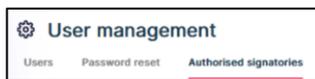


Result

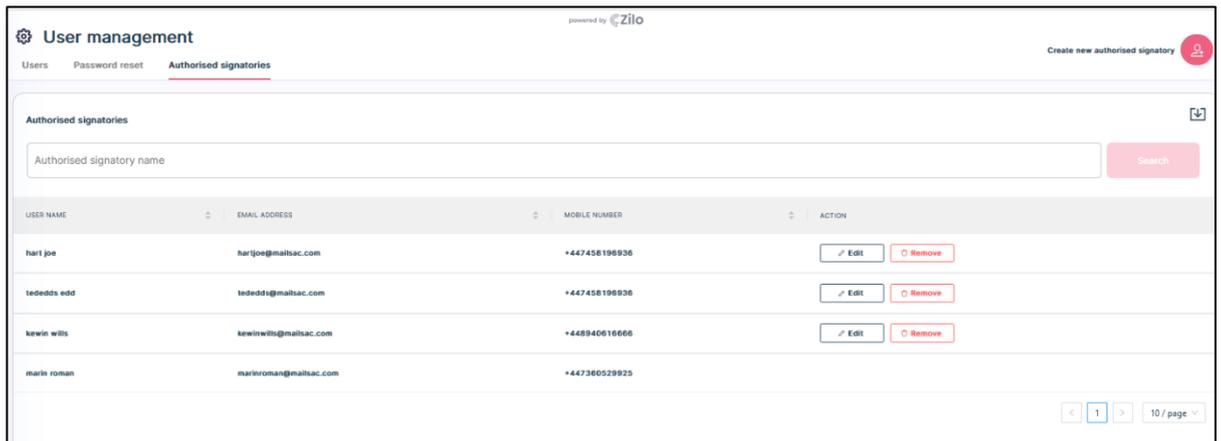


2. Select *Authorised signatories* from the upper navigation panel.

Information



Result



3. Select *Remove*.

Information



Result



4. Select *Remove*.

Result

The authorised signatory is removed from the client account.

Creating an authorised signatory

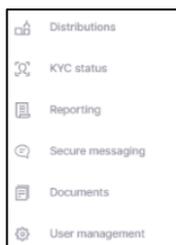
You can create authorised signatories.

Authorised signatories are used to onboard a new client or to enable portal access for an existing client.

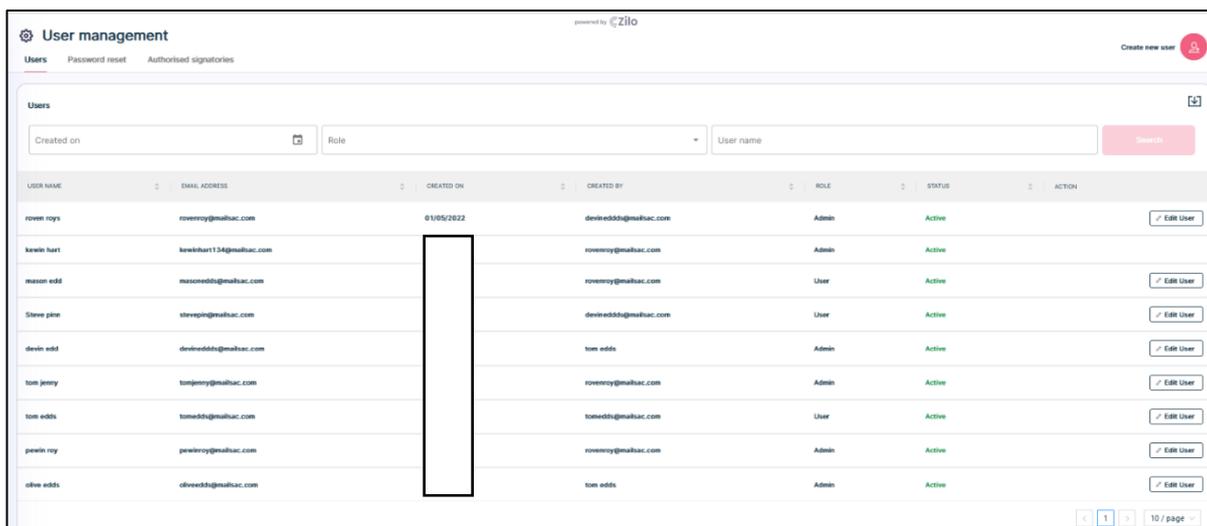
Create:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information

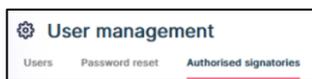


Result

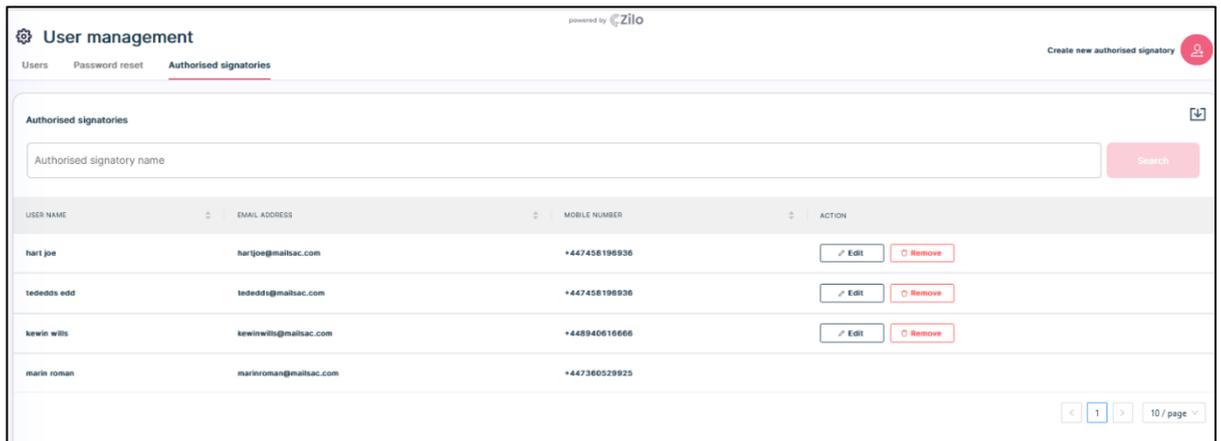


2. Select *Authorised signatories* from the upper navigation panel.

Information



Result



3. Select *Create new authorised signatory*.

Information



Result

4. Enter the required information.

Result

The *Create User* button becomes available.

5. Select *Create User*.

Result

The authorised signatory user is created.

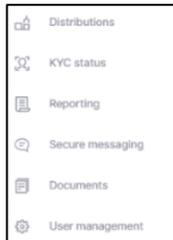
Download a report about authorised signatories

You can create a report about authorised signatories.

Download:

1. Navigate to *User Management* using the left-hand side navigation panel.

Information



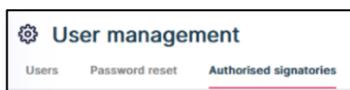
Result

The screenshot shows the 'User management' page with a navigation bar containing 'Users', 'Password reset', and 'Authorised signatories'. Below the navigation bar is a search area with filters for 'Created on', 'Role', and 'User name'. The main content is a table of users with columns for 'USER NAME', 'EMAIL ADDRESS', 'CREATED ON', 'CREATED BY', 'ROLE', 'STATUS', and 'ACTION'. The table lists ten users, each with an 'Edit User' button.

USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenry@mailac.com	01/05/2022	devtedds@mailac.com	Admin	Active	Edit User
kevin hart	kevinhart134@mailac.com	02/06/2022	rovenry@mailac.com	Admin	Active	Edit User
mason edd	masonedd@mailac.com	02/06/2022	rovenry@mailac.com	User	Active	Edit User
Steve pine	stevepine@mailac.com	28/04/2022	devtedds@mailac.com	User	Active	Edit User
devin edd	devtedds@mailac.com	28/04/2022	tom edds	Admin	Active	Edit User
tom jenny	tomjenny@mailac.com	30/06/2022	rovenry@mailac.com	Admin	Active	Edit User
tom edds	tomedd@mailac.com	28/04/2022	tomedd@mailac.com	User	Active	Edit User
pewin roy	pewinroy@mailac.com	18/07/2022	rovenry@mailac.com	Admin	Active	Edit User
olive edds	oliveedd@mailac.com	28/04/2022	tom edds	Admin	Active	Edit User

2. Select *Authorised signatories* from the upper navigation panel.

Information



Result

The screenshot shows the 'Authorised signatories' page with a search bar for 'Authorised signatory name'. Below the search bar is a table of signatories with columns for 'USER NAME', 'EMAIL ADDRESS', 'MOBILE NUMBER', and 'ACTION'. The table lists four signatories, each with 'Edit' and 'Remove' buttons.

USER NAME	EMAIL ADDRESS	MOBILE NUMBER	ACTION
hart joe	hartjoe@mailac.com	+447458196936	Edit Remove
teddedds edd	teddedd@mailac.com	+447458196936	Edit Remove
kevin wils	kevinwils@mailac.com	+448940616666	Edit Remove
maris roman	marisroman@mailac.com	+447360529925	Edit Remove

3. Select download a report.

Information



4. Select the download to open the report.

Result

User name	Email addr	Mobile number
test test	werwerw@	+44 7903612563
peter geor	petergeor@	+91 9632760754
kevin troy	kevintrøy@	+91 9632760754
peter dury	peterdury@	+91 9632760754
king rick	kingrick51@	+91 9632760754
tio rio	tiorios@m	+44 7903612563
hddi ididid	authsksi@	+91 8077288196
lewis lori	lewislori@	+91 9632760754
mevin hart	mevinnhar	+44 7458196936
king hart	kinnghart2	+44 7458196936
luke draki	lukesdrake	+44 7458196936
luke pete	lukespette	+44 7458196936
peter hart	peterhart4	+44 7458196936
peter jame	peterjame	+44 7458196936
ewin lewis	ewinlewi	+44 7458196936
ewin jacks	ewinjacks	+44 7458196936
luke james	lukejame	+44 7458196936
luke oliver	lukeolive	+44 7458196936

Column name	Purpose
USERNAME	The name of the signatory.
EMAIL ADDRESS	The signatory's email address.
MOBILE NUMBER	The signatory's mobile phone number.
ACTION	Select ACTION to edit or remove a signatory.

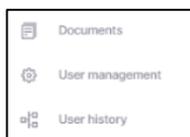
Viewing user history

You can view user history.

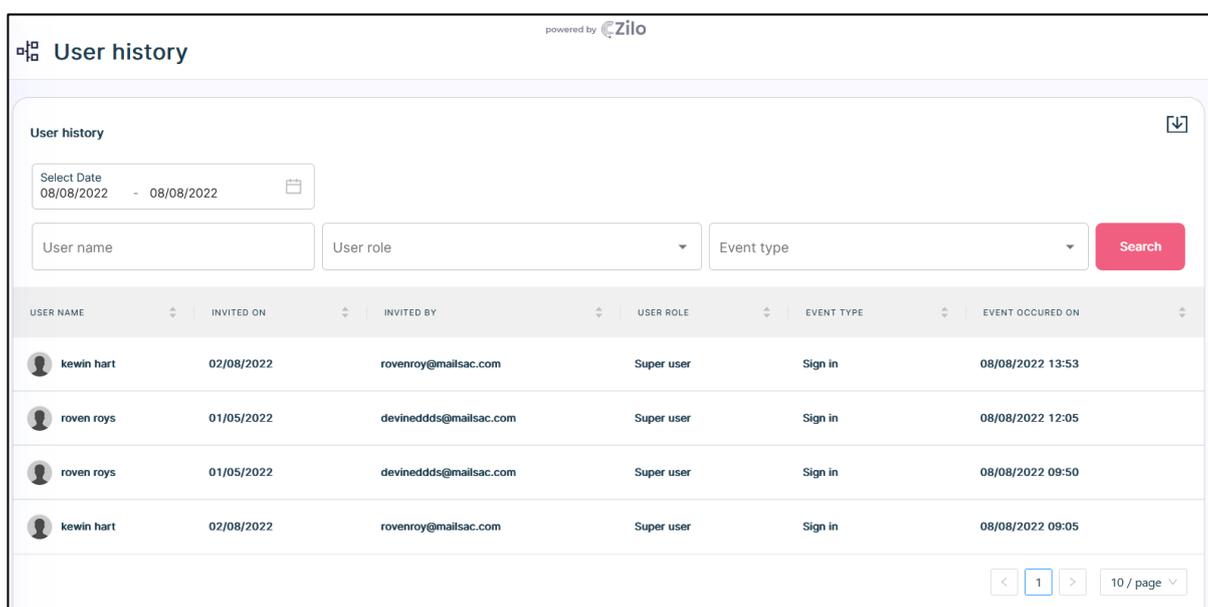
View:

1. Navigate to *User history* using the left-hand side navigation panel.

Information



Result



The screenshot shows the 'User history' page powered by Zilo. It features a search bar with filters for 'User name', 'User role', and 'Event type', and a 'Search' button. Below the search bar is a table with columns: USER NAME, INVITED ON, INVITED BY, USER ROLE, EVENT TYPE, and EVENT OCCURED ON. The table contains four rows of data. At the bottom right, there are pagination controls showing page 1 of 10.

USER NAME	INVITED ON	INVITED BY	USER ROLE	EVENT TYPE	EVENT OCCURED ON
kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 13:53
roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 12:05
roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 09:50
kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 09:05

Column name	Purpose
USERNAME	The name of the user.
INVITED ON	The date on which the user was invited.
USER ROLE	The role allocated to the user.
EVENT TYPE	The event type that is logged: sign in, sign out, re-set password, update username, update mobile phone number.
EVENT OCCURED ON	The date and time on which the event occurred.

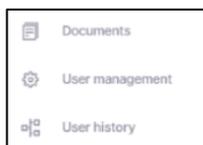
Searching user history

You can search user history. You can search by date, username, user role, and event type.

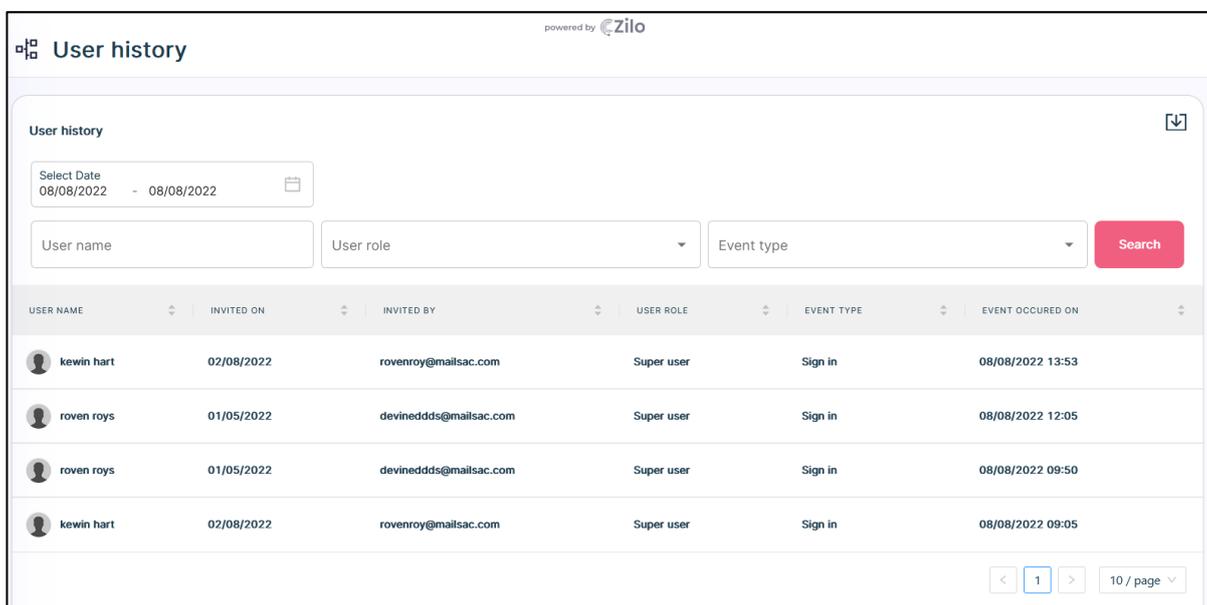
Search:

1. Navigate to *User history* using the left-hand side navigation panel.

Information



Result



The screenshot shows the 'User history' page. At the top, it says 'powered by Zilo'. Below that, there's a 'User history' header with a download icon. A date range selector is set to '08/08/2022 - 08/08/2022'. Below the date selector are three search filters: 'User name', 'User role', and 'Event type', followed by a red 'Search' button. Below the search filters is a table with the following columns: 'USER NAME', 'INVITED ON', 'INVITED BY', 'USER ROLE', 'EVENT TYPE', and 'EVENT OCCURED ON'. The table contains four rows of data:

USER NAME	INVITED ON	INVITED BY	USER ROLE	EVENT TYPE	EVENT OCCURED ON
kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 13:53
roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 12:05
roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 09:50
kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 09:05

At the bottom right of the table, there are pagination controls showing '< 1 >' and '10 / page'.

2. Select a date from the pop-out calendar.

Information



Result

The *Search* button becomes available.

3. Select *Search*.

Result

User history

powered by 

User history



Select Date
08/08/2022 - 08/08/2022 

User name

User role

Event type

Search

USER NAME	INVITED ON	INVITED BY	USER ROLE	EVENT TYPE	EVENT OCCURED ON
 kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 13:53
 roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 12:05
 roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 09:50
 kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 09:05

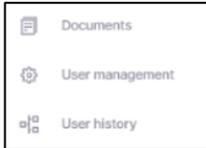
Downloading a report about user history

You can create a report about user history.

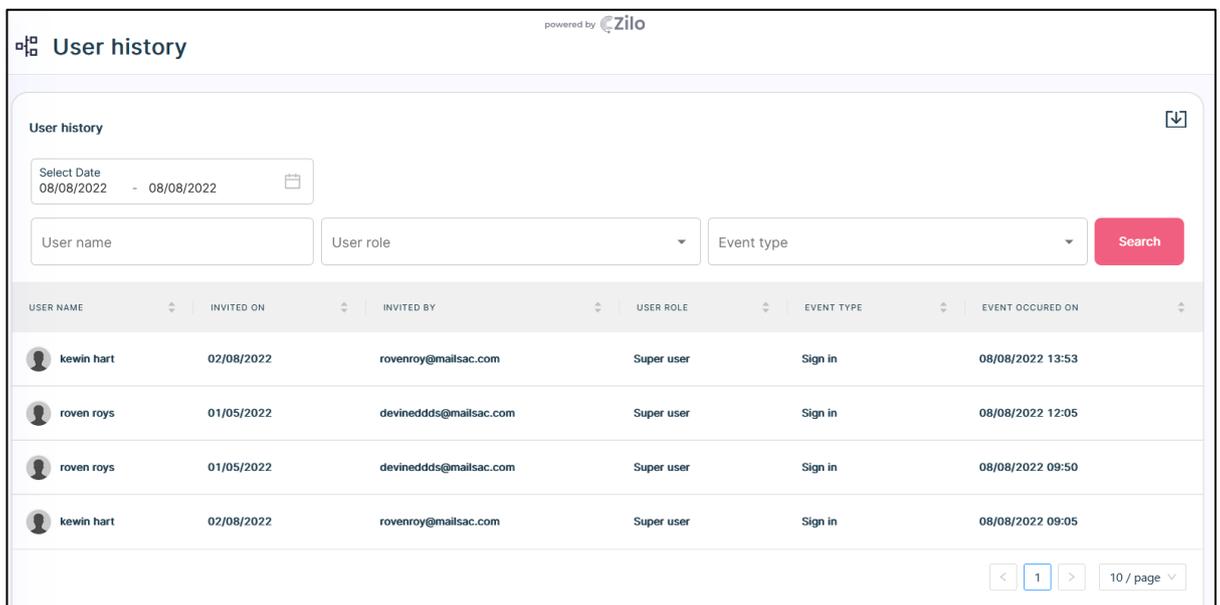
Download:

1. Navigate to *User history* using the left-hand side navigation panel.

Information



Result



powered by Zilo

User history

Select Date
08/08/2022 - 08/08/2022

User name User role Event type Search

USER NAME	INVITED ON	INVITED BY	USER ROLE	EVENT TYPE	EVENT OCCURED ON
kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 13:53
roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 12:05
roven roys	01/05/2022	devineddds@mailsac.com	Super user	Sign in	08/08/2022 09:50
kevin hart	02/08/2022	rovenroy@mailsac.com	Super user	Sign in	08/08/2022 09:05

< 1 > 10 / page

2. Select download a report.

Information



Result

3. Select the download to open the report.

Result

User Name	Invited On	Invited By	User Role	Event Type	Event Occurred On
kevin hart	#####	rovenroy@	Super user	Sign in	#####
roven roys	#####	devineddd	Super user	Sign in	#####
roven roys	#####	devineddd	Super user	Sign in	#####
kevin hart	#####	rovenroy@	Super user	Sign in	#####

Column name	Purpose
USERNAME	The name of the user.
INVITED ON	The date on which the user was invited.
USER ROLE	The role allocated to the user.
EVENT TYPE	The event type that is logged: sign in, sign out, re-set password, update username, update mobile phone number.
EVENT OCCURED ON	The date and time on which the event occurred.

Manual trades

The trades screen provides information about trades.

DEAL DATE	SETTLEMENT DATE	ORDER REFERENCE NUMBER	EXTERNAL DEAL REFERENCE	ACCOUNT NUMBER	PRODUCT TYPE	SHARE CLASS NAME	ISIN	DEAL TYPE	UNIT	DEAL AMOUNT	SETTLEMENT AMOUNT	STATUS
02/08/2022 07:57	03/08/2022	000008623	ORD_L_109	440101-0000000674	GIA	EP GLOBAL OPPORTUNITIES TRUST PLC	GB0033882573	BUY	5,000.0	£0.00	£0.00	Rejected
02/08/2022 07:56	03/08/2022	000008622	ORD_L_109	440101-0000000674	GIA	EP GLOBAL OPPORTUNITIES TRUST PLC	GB0033882573	BUY	500.0	£0.00	£500.00	Failed
02/08/2022 07:37	03/08/2022	000008621	ORD_L_109	440101-0000000674	GIA	EP GLOBAL OPPORTUNITIES TRUST PLC	GB0033882573	BUY	20,000.0	£0.00	£20,000.00	Draft
01/08/2022 07:00	02/08/2022	000008615	--	440101-0000000674	GIA	ECOFIN GLBL	GB00B20V4641	BUY	10,169.50	£18,000.00	£18,000.00	ContractualSettled
01/08/2022 06:00	02/08/2022	000008614	--	440101-0000000674	GIA	EVRAZ PLC Sm	GB00B71W6K86	BUY	10,169.5	£18,000.00	£18,000.00	ContractualSettled
01/08/2022 05:00	02/08/2022	000008602	--	440101-0000000674	GIA	GD-AHEAD GROUP PLC	GB0003753778	BUY	10,169.5	£18,000.00	£18,000.00	ContractualSettled
01/08/2022 05:00	02/08/2022	000008613	--	440101-0000000674	GIA	STANDARD LIFE EQUITY INCOME TST PLC	GB0006039597	SELL	564.971	£1,000.00	£1,000.00	ContractualSettled
28/07/2022 16:24	30/07/2022	000008599	ORD_L_109	440101-0000000674	GIA	EP GLOBAL OPPORTUNITIES TRUST PLC	GB0033882573	BUY	20,000.0	£0.00	£0.00	Rejected
28/07/2022 15:12	30/07/2022	000008597	ORD_L_109	440101-0000000674	GIA	EP GLOBAL OPPORTUNITIES TRUST PLC	GB0033882573	SELL	200.0	£0.00	£0.00	Rejected
28/07/2022 15:10	30/07/2022	000008596	ORD_L_109	440101-0000000674	GIA	EP GLOBAL OPPORTUNITIES TRUST PLC	GB0033882573	BUY	200.0	£0.00	£0.00	Rejected

Information is organised in columns:

Column name	Purpose
DEAL DATE	The date on which the deal was completed
SETTLEMENT DATE	The date on which the trade was settled
ORDER REFERENCE NUMBER	A generated order reference number
EXTERNAL DEAL REFERENCE	A deal reference number generated by an external system
ACCOUNT NUMBER	The bank account connected with the deal
PRODUCT TYPE	The type of investment product associated with the deal: GIA, ISA
SHARE CLASS NAME	The share class name related to the deal
ISIN	The International Securities Identification Number
DEAL TYPE	Deal type: buy/sell
UNIT	The number of units in the deal
DEAL AMOUNT	The deal amount.
SETTLEMENT AMOUNT	The settlement amount.
STATUS	The deal status from allowed states.

You can search by:

- Date.
- Account number.
- ISIN.
- Order reference number.
- Deal type.

You can filter by deal status:

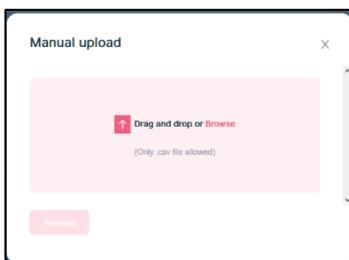
- All.
- Accepted.
- Cancelled.
- Priced.
- Failed.
- Draft.
- Settled.

You can download a report based on the criteria you have selected:



Deal Date	Settlement	Order Ref	External d	Account nt	Product Ty	Share clas	ISIN	Deal type	Deal Amou	Units	Settlement	Status
#####	#####	00000667		440101-0C	GIA	ECOFIN	GL GB00BD3V	BUY	£4,000.00	4,000.00	£4,000.00	ContractualSettled
#####	#####	00000666	ORD_s_10	440101-0C	GIA	EP GLOBAL	GB003386	BUY	£0.00	500.0	£500.00	Failed
#####	#####	00000666	ORD_s_10	440101-0C	GIA	EP GLOBAL	GB003386	BUY	£0.00	20,000.0	#####	Draft
#####	#####	00000666		440101-0C	GIA	ECOFIN	GL GB00BD3V	BUY	#####	10,169.50	#####	ContractualSettled
#####	#####	00000666		440101-0C	GIA	EVRAZ PLC	GB00B71N	BUY	#####	10,169.5	#####	ContractualSettled
#####	#####	00000666		440101-0C	GIA	GO-AHEAE	GB000375	BUY	#####	10,169.5	#####	ContractualSettled
#####	#####	00000666		440101-0C	GIA	STANDARE	GB000603	SELL	£1,000.00	564.971	£1,000.00	ContractualSettled
#####	#####	00000666		440101-0C	GIA	EP GLOBAL	GB003386	BUY	#####	0.0	#####	Cancelled

You can initiate a manual upload of a deal:



There is a specific template to use for the manual upload process.



DP Deal Upload File
Template.csv

This template must be completed in a specific way to ensure successful upload in the portal.

(Note: the template must only ever be uploaded as .csv format. No other format will work).

The fields in the template that need to be completed are listed below along with an explanation of how these should be populated:

- **Account Number [Mandatory field]** - this is the account number held with AAM UK.
- **Order Reference [Optional field]** - the reference will appear as "External Deal Reference" on reports and contract notes.

- **Instrument ISIN [Mandatory field]** - this is the ISIN.
- **Transaction Type [Mandatory field]** - this can be **Buy** or **Sell** only.
- **Units [Mandatory field]** - enter units for the deal here unless the amount value is being entered. (The units' field is to be left blank if the trade is a cash trade).
- **Amount [Mandatory field]** - enter amount value here unless the units are being entered. (The amount field is to be left blank if the trade is a cash trade).
- **Amount Currency [Mandatory field]** - this is a mandatory field for cash trades only. The value needs to be GBP.
- **Settlement Currency [Mandatory field]** - this is a mandatory field for cash trades only. The value needs to be GBP.

If any fields have been populated incorrectly or the file has been uploaded in any format other than .csv format, the user will get an error message on the screen advising what the issue is.

If all fields have been entered correctly in the template, then it will be successfully accepted in the portal. However, the trade is not yet priced at this point, only accepted.

Document history

Document history is recorded in reverse chronological order.

Creator	Date	Approver	Date	Notes
RG	05/07/23			First version published