

# Distributor Portal.

## User Interface Guide

Version Ci UK 1.0.0



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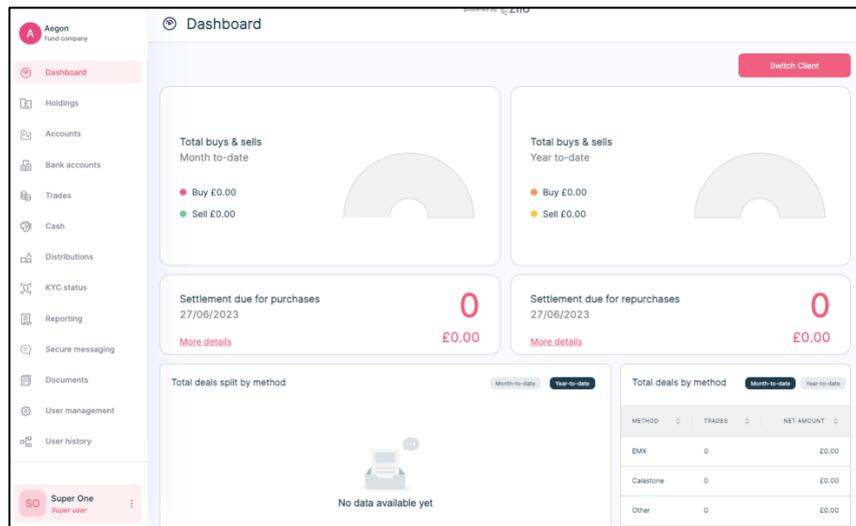
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## Distributor portal user interface guide

The interface guide provides information about the portal`s functionality and how you can access services.

## Dashboard screen

On successful login, you are taken to the *Dashboard* screen.



### Settlement due for purchases

Settlements due for purchases are detailed for that day. The number of settlements is expressed numerically.



### Settlement due for repurchases

Settlements due for repurchases are detailed for that day. The number of settlements is expressed numerically.

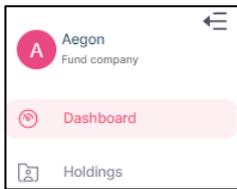


### Total deals split by method

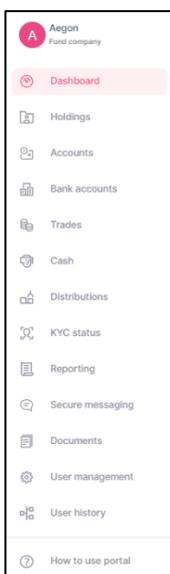
This provides an indication of the method by which deals were performed.

## Dashboard navigation

Your current screen is highlighted in pink on the left-hand menu.



You can access services from the left-hand side menu. The services that you can access are determined by your user type. You can view your user type by selecting the user icon.



Service	Function
Dashboard	Select to view the dashboard.
Holdings	Select to view information about holdings. You can search for information. You can generate reports.
Accounts	Select to view information about accounts. You can search for information. You can add additional accounts. You can generate reports.
Bank Accounts	Select to view information about bank accounts. You can search for information. You can generate reports.
Trades	Select to view information about trades. You can search for information. You can generate reports. You can filter trades by their status: Accepted, Cancelled, Priced, Failed, Draft and Settled.
Cash	Select to view information about Cash. You can search for information. You can generate reports. You can filter based on transaction type: Subscription, or Redemption.
Distributions	Select to view information about Distributions. You can search for information. You can generate reports. You can filter based on type: Payout or Reinvest.
KYC status	Select to view information about client's KYC status. You can search for information. You can generate reports. You can filter based on Status: Pass or Fail.
Reporting	Select to view information about Reporting. You can search for information. You can see different report types: <b>Reports-</b> You can search for reports. <b>Statements-</b> You can search for statements. You can filter statements. You can generate an ad hoc client money statement. <b>Contract Notes-</b> You can search for Contract Notes. You can filter contract notes based on transaction type. You can download contract notes. <b>Tax Voucher-</b> You can search for Tax Vouchers.

	<p>You can filter Tax Vouchers.</p> <p><b>Manage Notifications-</b>  You can configure the type of notifications and the address for the notification to be sent.</p>
Secure Messaging	<p>Select to view information about your secure messages.  You can view messages: Received, Read, and Sent.  You can create a new message.</p>
Documents	<p>Select to view information about documents.  You can search by date, account number or document type.</p>
User Management	<p>Select to view information about user management.  You can search by creation date, role, or username.  You can download reports.  You can create new users.  You can view password reset requests.  You can search requests by username or role.  You can view authorised signatories.  You can search by name.  You can create new authorised signatories.</p>
User history	<p>Select to view information about user history.  You can search by date, username, user role, or event type.  You can download reports.</p>

Additionally, you can select:

- **How to use portal**

A guide on using the distributor portal.

- **Your user icon**

Your name and user type are displayed.

The following user types are available:

- **User**

A standard user cannot upload trades nor perform user management activities.

- **Dealer**

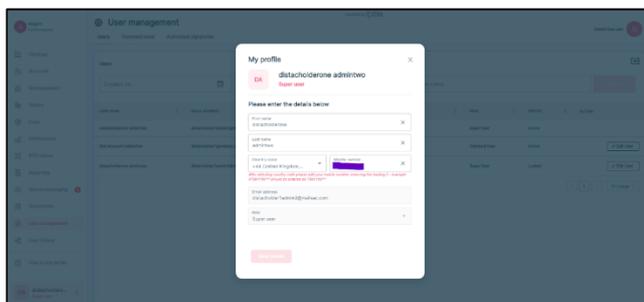
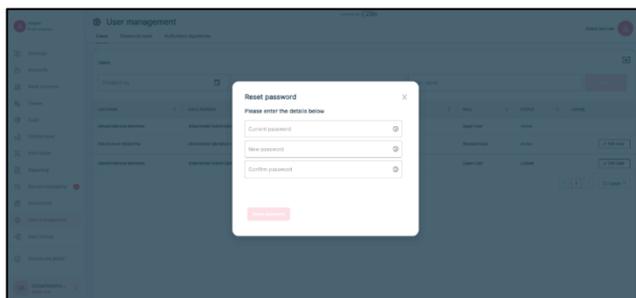
A dealer can upload trades. A dealer cannot perform user management activities.

- **Super user**

Super users can access all portal functions. Super users perform user management activities.

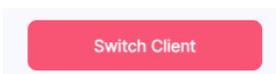
An authorised signatory only performs authorisation activities and does not have user access to the portal.

If you select the icon, you can logout, reset your password and view profile information.



## Switch client

If you have multi-client access, you can select the switch user button.



You can select a different client from the drop-down menu.



## Holdings

The holdings screen provides information about holdings.

The screenshot shows a web interface for 'Holdings' with a search bar and a table of holdings. The table has 12 columns: ACCOUNT, PRODUCT TYPE, FUND NAME, SHARE CLASS NAME, ISIN, UNITS, PRICE, VALUE, SETTLED HOLDING, UNSETTLED HOLDING, GROUP 1 UNITS, and GROUP 2 UNITS. There are 12 rows of data representing different holdings.

ACCOUNT	PRODUCT TYPE	FUND NAME	SHARE CLASS NAME	ISIN	UNITS	PRICE	VALUE	SETTLED HOLDING	UNSETTLED HOLDING	GROUP 1 UNITS	GROUP 2 UNITS
440101-0000000674	GIA	STANDARD LIFE	STANDARD LIFE EQUITY INCOME TST PLC	GB0006039597	79,435.029	1.77	£140,800.00	20,000.000	59,435.029	0.000	79,435.029
440101-0000000674	GIA	STANDARD LIFE	GO-AHEAD GROUP PLC	GB0003733776	20,169.5	1.77	£35,700.01	0.0	20,169.5	0.0	20,169.5
440101-0000000674	GIA	STANDARD LIFE	ECOFIN GLBL	GB00BD3V4641	10,169.50	1.77	£18,000.01	0.00	10,169.50	10,169.50	0.00
440101-0000000674	GIA	suspension	EVRAZ PLC Sus	GB00871NKK96	10,169.5	1.77	£18,000.01	0.0	10,169.5	0.0	10,169.5
440101-0000000674	GIA	STANDARD LIFE	ABERDEEN NEW DAMN Dis 1	GB008BM56V29	71,200.0	1.20	£85,440.00	70,200.0	1,000.0	70,200.0	1,000.0
440101-0000000674	GIA	STANDARD LIFE	EP GLOBAL OPPORTUNITIES TRUST PLC	GB0033862573	72,760.0	1.00	£72,760.00	71,010.0	1,750.0	70,410.0	2,350.0
440101-0000000674	GIA	STANDARD LIFE	MJ GLEESON PLC dis 2	GB008BNQ9Z53	46,000.0	1.00	£46,000.00	46,000.0	0.0	45,000.0	1,000.0
440101-0000000674	GIA	STANDARD LIFE	SHAFTESBURY PLC	GB0007990982	27,336.594	1.00	£27,336.59	27,336.594	0.000	9,913.164	17,423.410
440101-0000000674	GIA	STANDARD LIFE	VOLUTION GROUP PLC	GB008BK01058	5,734.616	1.30	£7,455.00	5,734.616	0.000	1,240.000	4,494.616
440101-0000000674	GIA	Merger Check	ASSURA PLC	GB008VGBW993	16,519.93	1.30	£21,475.91	15,018.93	1,501.00	0.00	16,519.93

Information is organised in columns:

Column name	Purpose
ACCOUNT	The Investor account number.
PRODUCT TYPE	The product type: ISA or GIA.
FUND NAME	The name of the fund.
SHARE CLASS NAME	The share class name.
ISIN	The International Securities Identification Number.
UNITS	The number of share units held.
PRICE	The price of each unit.
VALUE	The total value of the holding (number units times price per unit).
SETTLED HOLDING	The total number of settled holding in units.
UNSETTLED HOLDING	The total number of unsettled holdings in units.
GROUP 1 UNITS	The total number of Group 1 (bought before XD) units.
GROUP 2 UNITS	The total number of Group 2 (bought after XD) units.

You can search by:

- ISIN.
- Share class name.

The search bar contains three input fields: 'Client account', 'ISIN', and 'Share class name'. To the right of these fields is a pink 'Search' button.

You can download a report about holdings:



Account	Product Ty	Fund Nam	Share Clas	ISIN	Units	Price	Value	Settled Ho	UnSettled	Group 1 U	Group 2 Units
440101-0C	GIA	STANDAR	STANDAR	GB000603	79,435.03	£1.77	#####	20,000.00	59,435.03	0	79,435.03
440101-0C	GIA	STANDAR	GO-AHEA	GB000375	20,169.50	£1.77	#####	0	20,169.50	0	20,169.50
440101-0C	GIA	STANDAR	ECOFIN GL	GB00BD3V	10,169.50	£1.77	#####	0	10,169.50	10,169.50	0
440101-0C	GIA	suspensio	EVRAZ PLC	GB00B71N	10,169.50	£1.77	#####	0	10,169.50	0	10,169.50
440101-0C	GIA	STANDAR	ABERDEEN	GB00BBM	71,200.00	£1.20	#####	70,200.00	1,000.00	70,200.00	1,000.00
440101-0C	GIA	STANDAR	EP GLOBAL	GB003386	72,760.00	£1.00	#####	71,010.00	1,750.00	70,410.00	2,350.00
440101-0C	GIA	STANDAR	MJ GLEESC	GB00BRK	46,000.00	£1.00	#####	46,000.00	0	45,000.00	1,000.00
440101-0C	GIA	STANDAR	SHAFTESBI	GB000799	27,336.59	£1.00	#####	27,336.59	0	9,913.18	17,423.41
440101-0C	GIA	STANDAR	VOLUTION	GB00BRK0	5,734.62	£1.30	£7,455.00	5,734.62	0	1,240.00	4,494.62
440101-0C	GIA	Merger Ch	ASSURA PL	GB00BVGE	16,519.93	£1.30	#####	15,018.93	1,501.00	0	16,519.93
440101-0C	GIA	Paif Sus	CIVITAS SC	GB00BDZZ	#####	£1.78	#####	84,721.30	48,500.00	0	#####
440101-0C	GIA	STANDAR	VPC SPECI	GB00BVGE	74,500.00	£1.00	#####	74,500.00	0	74,500.00	0
440101-0C	GIA	STANDAR	SPIRE HEA	GB00BNLF	100	£1.78	£177.80	100	0	0	100
440101-0C	GIA	Paif Sus	HG CAPITA	GB000392	6,550.00	£1.00	£6,550.00	6,550.00	0	0	6,550.00
440101-0C	GIA	PACIFIC H	SPECTRIS F	GB000330	50,000.00	£1.00	#####	0	50,000.00	0	50,000.00
440101-0C	GIA	STANDAR	PERSONAL	GB000682	76,875.00	£1.00	#####	0	76,875.00	75,000.00	1,875.00
440101-0C	GIA	STANDAR	SPIRE HEA	GB00BNLF	50,000.00	£1.78	#####	50,000.00	0	50,000.00	0
440101-0C	GIA	Merger Ch	AUTO TRA	GB00BVYV	0	£1.00	£0.00	0	0	0	0
440101-0C	GIA	Merger Ch	ASSURA PL	GB00BVGE	#####	£1.30	#####	#####	0	#####	0
440101-0C	GIA	suspensio	ALFA FINA	GB00BDH)	500	£1.00	£500.00	500	0	0	500
440101-0C	GIA	Feeder fun	BOVIS HOI	GB000185	35,714.29	£2.10	#####	35,714.29	0	35,714.29	0

## Accounts

The *Accounts* screen provides information about Investor accounts.

The screenshot shows the 'Accounts' screen in the Aegon Fund company system. The interface includes a sidebar with navigation options: Dashboard, Holdings, Accounts (highlighted), Bank accounts, Trades, Cash, Distributions, KYC status, Reporting, Secure messaging, Documents, and User management. The main area displays a table of accounts with columns for Client name, Account number, Designation, Creation date, Activation date, and Status. A search bar is at the top right, and a download icon is visible.

Information is organised in columns:

Column name	Purpose
CLIENT NAME	The name of the client.
ACCOUNT NUMBER	The Investor account number.
DESIGNATION	An optional account designation.
CREATION DATE	The date on which the account was created.
ACTIVATION DATE	The date on which the account became active.
STATUS	The status of the account: Active, Inactive, Pending, Draft, Closing.

You can search by:

- Account number.
- Account status.

Search bar with fields for Client name, Account number, and Status, and a Search button.

You can download a report about accounts:

Download icon and Search button.

Client name	Account no	Account designation	Creation date	Activation date	Status
Yelx Qss	9E+09	Stock	#####	#####	Active
Yelx Qss	440101-00	Distributio	#####	#####	Active
Yelx Qss	440101-00	re-invest	#####	#####	Active
Yelx Qss	440101-00	inst	#####	#####	Active
Yelx Qss	440101-0000000678		#####		Active
Yelx Qss	440101-0000000674		#####		Active
Yelx Qss	440101-00	Distributio	#####		Draft
Yelx Qss	440101-00	dis	#####	#####	Active
Yelx Qss	440101-0000000684		#####	#####	Active
Yelx Qss	440101-00	Corporate	#####	#####	Active
Yelx Qss	440101-0000000680		#####		Active

You can add an additional account:



**Add additional account** ×

Please enter the details below

Registered name  
Yelx Qss

Registered address  
6 Shore Street Stoke Wake London United Kingdom DT11 6TZ

Correspondence address  
1 Fulham RD Streettown London United Kingdom W02 6H2

Fund company\*

Account designation

Account mandate\*

Save Details View Bank Details

## Bank accounts

The bank accounts screen provides information about bank accounts.



You can use the toggle to reveal account information that is otherwise not readable:



BANK ACCOUNT NAME	ACCOUNT DESCRIPTION	BANK OR BUILDING SOCIETY NAME	ACCOUNT NUMBER OR BS ROLL NUMBER	CURRENCY	SORT CODE	IBAN NUMBER	SWIFT CODE/BIC	ACCOUNT TYPES	BANK ADDRESS
ted 2	---	Barclays	37374082	GBP	123433	---	---	Distribution	123 Queen street, London, GB, 1736TY
ted 1	---	boe	12315126123	GBP	123123	---	---	Redemption	London, London, GB, WD2 WD1

Information is organised in columns:

Column name	Purpose
BANK ACCOUNT NAME	The bank account name.
ACCOUNT DESCRIPTION	An account description.
BANK OR BUILDING SOCIETY NAME	The name of the institution.
ACCOUNT NUMBER OR BS ROLL NUMBER	The bank account number or building society roll number.
CURRENCY	The currency of the bank account.
SORT CODE	The accounts sort code.
IBAN NUMBER	The accounts IBAN number.
SWIFT CODE/BIC	The accounts SWIFT code/BIC.
ACCOUNT TYPES	The account type.
BANK ADDRESS	The bank's address.

You can search by:

- Account number

You can download a report about bank accounts:

Owner	Account no	Account de	Bank or Bu	Account no	Currency	Sort code	IBAN num	Swift Code	Account Ty	Bank Address
ted	ted 1		boe	1.23E+10	GBP	123123			Redemptio	London, London, GB, WD2 WD1
ted	ted 2		Barclays	3.74E+08	GBP	123433			Distributio	123 Queen street, London, GB, 1736TY

## Trades

The trades screen provides information about trades.

The screenshot shows the 'Trades' interface with a search bar and a table of trade records. The table columns are: 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, and STATUS. The table contains 15 rows of trade data with various statuses such as Rejected, Failed, Draft, ContractualSettled, and ContractualSettled.

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 Investor 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	The deal type: buy/sell.
UNIT	The number of units in the deal.
DEAL AMOUNT	The deal amount in pounds.
SETTLEMENT AMOUNT	The settlement amount in pounds.
STATUS	The deal status.

You can search by:

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

You can filter by deal status:

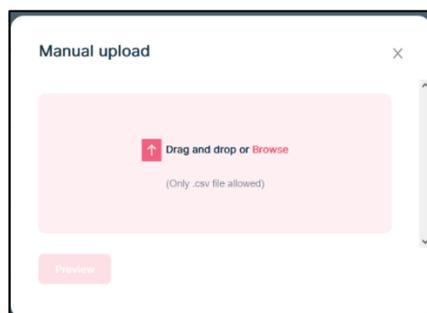
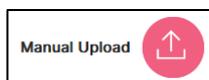
- All.
- Accepted.
- Cancelled.
- Priced.
- Failed.
- Draft.
- Settled.

You can download a report:



Deal Date	Settlement	Order Ref	External d	Account n	Product Ty	Share clas	ISIN	Deal type	Deal Amou	Units	Settlement	Status
#####	#####	00000067		440101-0C	GIA	ECOFIN GL	GB00BD3V	BUY	£4,000.00	4,000.00	£4,000.00	ContractualSettled
#####	#####	00000066	ORD_s_10	440101-0C	GIA	EP GLOBAL	GB003386	BUY	£0.00	500.0	£500.00	Failed
#####	#####	00000066	ORD_s_10	440101-0C	GIA	EP GLOBAL	GB003386	BUY	£0.00	20,000.0	#####	Draft
#####	#####	00000066		440101-0C	GIA	ECOFIN GL	GB00BD3V	BUY	#####	10,169.50	#####	ContractualSettled
#####	#####	00000066		440101-0C	GIA	EVRAZ PLC	GB00B71N	BUY	#####	10,169.5	#####	ContractualSettled
#####	#####	00000066		440101-0C	GIA	GO-AHEAT	GB000375	BUY	#####	10,169.5	#####	ContractualSettled
#####	#####	00000066		440101-0C	GIA	STANDARD	GB000603	SELL	£1,000.00	564.971	£1,000.00	ContractualSettled
#####	#####	00000065		440101-0C	GIA	EP GLOBAL	GB003386	BUY	#####	0.0	#####	Cancelled

You can initiate a manual upload of a deal:



### Note

Manual upload is not the standard method. A template is required, and you must have permission to perform a manual upload.

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



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 as Excel 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.

## Cash

The cash screen provides information about cash positions.

SETTLEMENT DATE	PAYMENT DATE	PAYMENT REFERENCE NUMBER	ACCOUNT NUMBER	TRANSACTION TYPE	AMOUNT	STATUS
05/07/2022	05/07/2022	FID00GJ7K	440101-000000674	Redemption Payment	£100.00	SETTLED
02/07/2022	02/07/2022	FIDQBD0XZ	440101-000000674	Subscription Payment	£16,000.00	SETTLED
16/06/2022	16/06/2022	FIDGP2L00	440101-000000674	Subscription Payment	£10,000.00	SETTLED
05/06/2022	05/06/2022	FIDQQP593	440101-000000674	Subscription Payment	£1,000.00	SETTLED
31/05/2022	31/05/2022	FIDZDH278	440101-000000674	Subscription Payment	£200,000.00	SETTLED
31/05/2022	31/05/2022	FIDZDH278	440101-000000674	Subscription Payment	£200,000.00	SETTLED
17/05/2022	17/05/2022	FID0IPQFU	440101-000000674	Subscription Payment	£500.00	SETTLED

Information is organised in columns:

Column name	Purpose
SETTLEMENT DATE	The date on which the trade was settled.
PAYMENT DATE	The date on which the payment was made.
PAYMENT REFERENCE NUMBER	A generated unique payment reference number.
ACCOUNT NUMBER	The account number associated with the payment.
TRANSACTION TYPE	The transaction type: subscription/redemption.
AMOUNT	The amount of the payment.
STATUS	The payment status.

You can search by:

- Date.
- Payment reference number.
- Account number.
- Transaction type.

You can download a report:



Settlement	Payment d	Payment r	Account n	Transactio	Amount	Status
#####	#####	FID0IPQFU	440101-00	Subscripti	500	SETTLED
#####	#####	FIDZDH278	440101-00	Subscripti	200000	SETTLED
#####	#####	FIDZDH278	440101-00	Subscripti	200000	SETTLED
#####	#####	FIDQQP593	440101-00	Subscripti	1000	SETTLED
#####	#####	FIDGP2L00	440101-00	Subscripti	10000	SETTLED
#####	#####	FIDQBD0XZ	440101-00	Subscripti	16000	SETTLED
#####	#####	FID00GJ7K	440101-00	Redemptio	100	SETTLED

## Distributions

The *Distributions* screen shows information about distributions.

The screenshot shows the 'Distributions' screen with the following elements:

- Settlement date:** Last 5 Distributions
- Search filters:** Share class name, XD date, Payment date, Account number, and a Search button.
- Filters:** All, Payout, Reinvest
- Table columns:** ACCOUNT NUMBER, XD DATE, ACCOUNTING DATE, SHARE CLASS NAME, ISIN, DISTRIBUTION TYPE, AMOUNT, PAYMENT DATE
- Table data:**

ACCOUNT NUMBER	XD DATE	ACCOUNTING DATE	SHARE CLASS NAME	ISIN	DISTRIBUTION TYPE	AMOUNT	PAYMENT DATE
440101-0000000674	02/08/2022	02/08/2022	ECOFIN GLBL	GB00BD3V4641	PayOut	£406.78	03/08/2022
440101-0000000674	24/06/2022	24/06/2022	SHAFTESBURY PLC	GB0007990962	PayOut	£560.75	27/06/2022
440101-0000000674	31/05/2022	30/05/2022	VPC SPECIALTY Dis 3	GB00BVG6X439	PayOut	£2,025.00	01/06/2022
440101-0000000674	31/05/2022	30/05/2022	MJ GLEESON PLC dis 2	GB00BRKD9Z53	PayOut	£6,000.00	01/06/2022
440101-0000000674	31/05/2022	30/05/2022	ABERDEEN NEW DAWN Dis 1	GB00BBM56V29	PayOut	£2,250.00	01/06/2022
- Navigation:** Page 1 of 5

Information is organised in columns:

Column name	Purpose
ACCOUNT NUMBER	The account number associated with the payment
XD DATE	The ex-dividend date.
ACCOUNTING DATE	The accounting date.
SHARE CLASS NAME	The name of the share class.
ISIN	The International Securities Identification Number
DISTRIBUTION TYPE	The type of distribution.
AMOUNT	The amount of the distribution.
PAYMENT DATE	The date on which the payment was made.
ACTION	You can view details about the distribution.

You can search by:

- Date.
- Share class name.
- XD date.
- Payment date.
- Account number.

You can download a report:

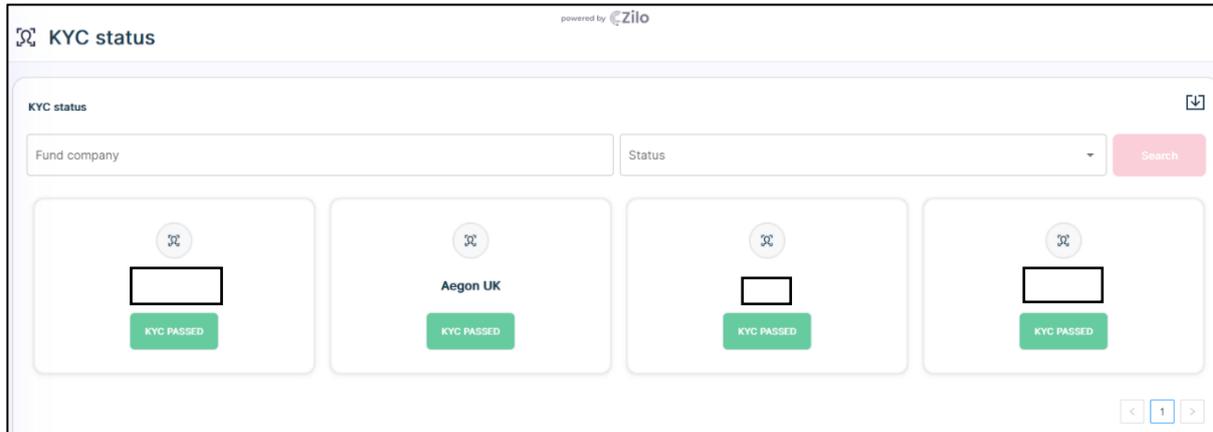


Account No	XD Date	Accounting	Share class	ISIN	Distributio	Amount	Payment date
440101-00	#####	#####	ECOFIN GI	GB00BD3V	PayOut	£406.78	#####
440101-00	#####	#####	SHAFTESBI	GB000799	PayOut	£560.75	#####
440101-00	#####	#####	VPC SPECI	GB00BVG6	PayOut	£2,025.00	#####
440101-00	#####	#####	MJ GLEESC	GB00BRKC	PayOut	£6,000.00	#####
440101-00	#####	#####	ABERDEEN	GB00BBM1	PayOut	£2,250.00	#####
440101-00	#####	#####	AUTO TRA	GB00BVYV	PayOut	£0.00	#####
440101-00	#####	#####	ASSURA PL	GB00BVG6	PayOut	£0.00	#####
440101-00	#####	#####	AUTO TRA	GB00BVYV	PayOut	£0.00	#####
440101-00	#####	#####	BOVIS HOI	GB000185	PayOut	£0.00	#####
440101-00	#####	#####	EP GLOBAL	GB003386	PayOut	£1,875.00	#####
440101-00	#####	#####	PERSONAL	GB000682	Reinvest	£1,875.00	#####
440101-00	#####	#####	SPIRE HEA	GB00BNLP	Reinvest	£1,250.00	#####

## KYC status screen

The *Know Your Client* (KYC) status screen shows information about Know Your Clients check statuses.

### Example



You can search by:

- Fund company name.
- Status: pass/fail.

You can download a report:



Fund comp	KYC Status
[Redacted]	Pass
Aegon UK	Pass
[Redacted]	Pass
[Redacted]	Pass

## Reporting screen

The *Reporting* screen shows information about reports.

REPORT NAME	SCHEDULED ON	REPORT TYPE	NEXT SCHEDULED ON	LAST RUN ON	ACTION
Weekly Transaction Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Weekly Valuation Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Outstanding Settlement Report	23/06/2023 01:01	Scheduled		23/06/2023 01:01	Download
Daily Valuation Report	22/06/2023 13:30	Scheduled	22/06/2023 11:59	22/06/2023 13:30	Download
Daily Transaction Report	22/06/2023 12:30	Scheduled	22/06/2023 11:59	22/06/2023 12:30	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	21/06/2023 01:15	Scheduled	21/06/2023 11:59	21/06/2023 01:15	Download

The reporting screen has several related screens:

Reporting
<a href="#">Reports</a> <a href="#">Statements</a> <a href="#">Contract notes</a> <a href="#">Tax voucher</a> <a href="#">Manage notification</a>

Your location is indicated by a pink underscore.

Screen name	Purpose
Reports	Reports are displayed and can be searched.
Statements	Statements are displayed and can be searched. You can generate ad hoc reports.
Contract notes	Contract notes are displayed and can be searched.
Tax voucher	Tax vouchers are displayed and can be searched.
Manage notification	You can set up report notifications.

## Reports

The Reports screen shows information about reports.

REPORT NAME	SCHEDULED ON	REPORT TYPE	NEXT SCHEDULED ON	LAST RUN ON	ACTION
Weekly Transaction Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Weekly Valuation Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Outstanding Settlement Report	23/06/2023 01:01	Scheduled		23/06/2023 01:01	Download
Daily Valuation Report	22/06/2023 13:30	Scheduled	22/06/2023 11:59	22/06/2023 13:30	Download
Daily Transaction Report	22/06/2023 12:30	Scheduled	22/06/2023 11:59	22/06/2023 12:30	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	21/06/2023 01:15	Scheduled	21/06/2023 11:59	21/06/2023 01:15	Download

Information is organised in columns:

Column name	Purpose
REPORT NAME	The name of the report.
SCHEDULED ON	The date on which a report was scheduled to be run.
REPORT TYPE	The report type: scheduled/unscheduled.
NEXT SCHEDULED ON	The date on which the report is next scheduled to be run.
LAST RUN ON	The date on which the report was last run.
ACTION	Select action to download the report.

You can download a report.

An example *Debtor Creditor Details Report*:

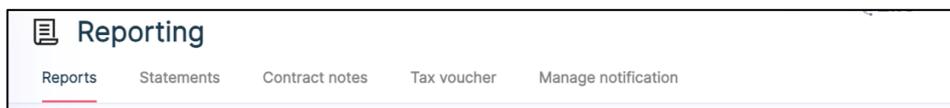
Management	Fund comp	Client Nan	Account N	Product Ty	Fund share	ISIN Code	VP time	Transactio	Date of De	Time of De	Deal ID	Number of	Price Type	Price of De	Value	Settlement	Settlement	Days Over	Due
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	EP GLOBAI	GB003386	17:45:00	CANCELSE	#####	14:39	BST	4019	750	SinglePrice	1	£750.00	#####	£750.00	74
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	EP GLOBAI	GB003386	17:45:00	CANCELSE	#####	09:08	BST	4011	1,000.00	SinglePrice	1	£1,000.00	#####	£1,000.00	74
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	PERSONAL	GB000682	06:40:00	REINVESTI	#####	09:28	BST	4035	1,875.00	SinglePrice	1	£1,875.00	#####	£1,875.00	72
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	EP GLOBAI	GB003386	17:45:00	BUY	#####	01:30	BST	2899	75,000.00	SinglePrice	1	#####	#####	#####	100
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	CIVITAS SC	GB00BDZZ	07:00:00	REBOOKBI	#####	19:32	BST	4107	50,000.00	SinglePrice	1	#####	#####	#####	71
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	MJ GLEESC	GB00BRK0	07:00:04	BUY	#####	06:00	BST	4407	1,000.00	SinglePrice	1	£1,000.00	#####	£1,000.00	64
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	PERSONAL	GB000682	06:40:00	BUY	#####	01:30	BST	4031	75,000.00	SinglePrice	1	#####	#####	#####	75
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	ASSURA PL	GB00BVGE	09:44:00	BUY	#####	01:30	BST	3931	#####	SinglePrice	1	#####	#####	#####	79
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	SPIRE HEA	GB00BNLF	09:40:00	SWITCHIN	#####	07:00	BST	4349	100	SinglePrice	1	£100.00	#####	£100.00	65
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	CIVITAS SC	GB00BDZZ	07:00:00	BUY	#####	01:30	BST	3892	75,000.00	SinglePrice	1	#####	#####	#####	79
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	SPIRE HEA	GB00BNLF	09:40:00	BUY	#####	00:30	BST	3929	50,000.00	SinglePrice	1	#####	#####	#####	79
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	AUTO TRA	GB00BVVY	07:17:00	BUY	#####	02:30	BST	3930	75,000.00	SinglePrice	1	#####	#####	#####	79
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	HG CAPITA	GB000392	07:00:00	SWITCHIN	#####	01:30	BST	3910	750	SinglePrice	1	£750.00	#####	£750.00	79
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	STANDARE	GB000603	07:00:00	BUY	#####	01:30	BST	3861	50,000.00	SinglePrice	1	#####	#####	#####	79
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	ASSURA PL	GB00BVGE	09:44:00	BUY	#####	06:00	BST	5195	14,932.00	SinglePrice	1	#####	#####	#####	46
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	VOLUTION	GB00BRK0	10:23:00	BUY	#####	06:00	BST	5226	5,000.00	SinglePrice	1.76	£8,806.15	#####	£8,806.15	45
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	SHAFTESBI	GB000799	12:00:00	BUY	#####	06:00	BST	5413	8,344.32	SinglePrice	1.8	#####	#####	#####	41
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	SHAFTESBI	GB000799	12:00:00	BUY	#####	06:00	BST	5243	10,013.18	SinglePrice	1.8	#####	#####	#####	45
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	SHAFTESBI	GB000799	12:00:00	BUY	#####	09:38	BST	5742	84.616	SinglePrice	1.3	£110.00	#####	£110.00	35
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	VOLUTION	GB00BRK0	10:23:00	BUY	#####	10:20	BST	5750	94.616	SinglePrice	1.3	£123.00	#####	£123.00	35
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	ASSURA PL	GB00BVGE	09:44:00	BUY	#####	09:41	BST	5743	86.93	SinglePrice	1.3	£113.00	#####	£113.00	35
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	UT	EVRAZ PLC	GB00B71N	06:00:00	BUY	#####	06:00	BST	6614	10,169.50	SinglePrice	1.77	#####	#####	#####	6
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	ECOFIN GL	GB00BD3V	18:00:00	BUY	#####	07:00	BST	6615	10,169.50	SinglePrice	1.77	#####	#####	#####	6
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	GO-AHEAC	GB000375	07:00:00	BUY	#####	05:00	BST	6602	10,169.50	SinglePrice	1.77	#####	#####	#####	6
Fidelity Int	Fidelity UK	Yelx Qss	440101-00	OEIC	ECOFIN GL	GB00BD3V	18:00:00	BUY	#####	12:40	BST	6724	4,000.00	SinglePrice	1	£4,000.00	#####	£4,000.00	3

You can search by:

- Date.
- Report name.

## Statements

You can view statements by selecting *Statements*.



The screenshot displays the 'Reporting' interface. At the top, there are filters for 'Select date' (Last 7 days) and 'Report name'. Below this is a table with the following columns: REPORT NAME, SCHEDULED ON, REPORT TYPE, NEXT SCHEDULED ON, LAST RUN ON, and ACTION. Each row represents a different report type with its corresponding schedule and a 'Download' button.

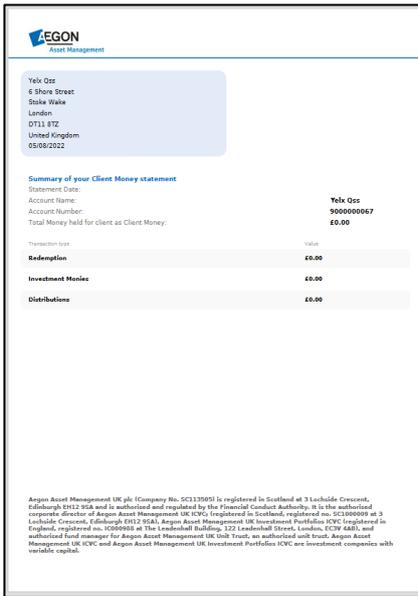
REPORT NAME	SCHEDULED ON	REPORT TYPE	NEXT SCHEDULED ON	LAST RUN ON	ACTION
Weekly Transaction Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Weekly Valuation Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Outstanding Settlement Report	23/06/2023 01:01	Scheduled		23/06/2023 01:01	Download
Daily Valuation Report	22/06/2023 13:30	Scheduled	22/06/2023 11:59	22/06/2023 13:30	Download
Daily Transaction Report	22/06/2023 12:30	Scheduled	22/06/2023 11:59	22/06/2023 12:30	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	21/06/2023 01:15	Scheduled	21/06/2023 11:59	21/06/2023 01:15	Download

Information is organised in columns:

Column name	Purpose
STATEMENT DATE	The date on which the statement was created.
STATEMENT PERIOD	The period covered by the statement-date to date.
ACCOUNT NUMBER	The Investor account number for which the statement was created.
DESCRIPTION	The statement type.
ACTION	Select ACTION to download the statement.

You can download a statement.

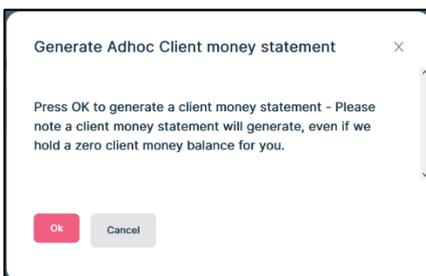
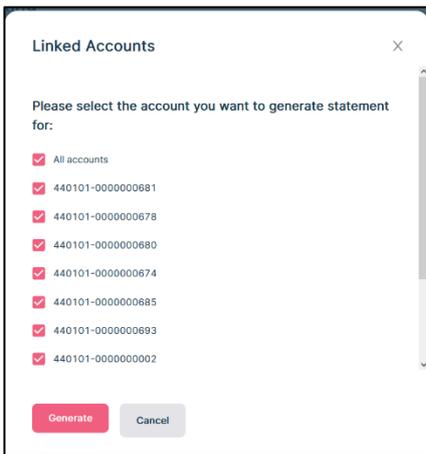
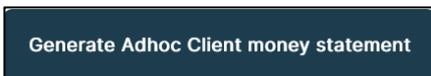
An example *Client Money Statement*:



You can search by:

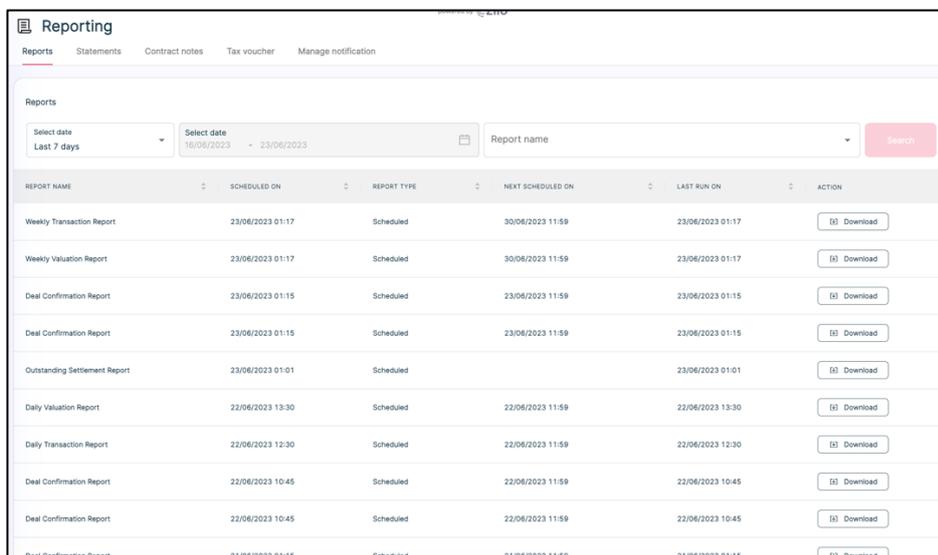
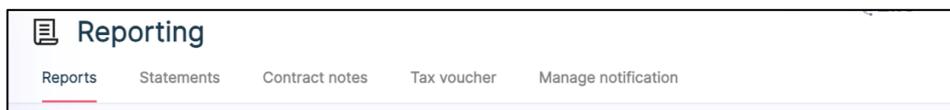
- Statement date.
- Account number.

You can create an ad hoc client money statement by selecting *Generate Ad hoc Client money statement*.



## Contract Notes

You can view contract notes by selecting *Contract notes*.



The screenshot displays the 'Reporting' interface. At the top, there are navigation tabs: 'Reports', 'Statements', 'Contract notes', 'Tax voucher', and 'Manage notification'. Below the tabs, there is a search area with 'Select date' dropdowns (set to 'Last 7 days' and '18/06/2023 - 23/06/2023') and a 'Report name' search box with a 'Search' button. The main content is a table with the following columns: REPORT NAME, SCHEDULED ON, REPORT TYPE, NEXT SCHEDULED ON, LAST RUN ON, and ACTION. Each row represents a report with a 'Download' button in the ACTION column.

REPORT NAME	SCHEDULED ON	REPORT TYPE	NEXT SCHEDULED ON	LAST RUN ON	ACTION
Weekly Transaction Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Weekly Valuation Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Outstanding Settlement Report	23/06/2023 01:01	Scheduled		23/06/2023 01:01	Download
Daily Valuation Report	22/06/2023 13:30	Scheduled	22/06/2023 11:59	22/06/2023 13:30	Download
Daily Transaction Report	22/06/2023 12:30	Scheduled	22/06/2023 11:59	22/06/2023 12:30	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	21/06/2023 01:15	Scheduled	21/06/2023 11:59	21/06/2023 01:15	Download

Information is organised in columns:

Column name	Purpose
DATE OF TRADE	The date on which the trade was made.
ACCOUNT NUMBER	The Investor account number for which the trade was made.
SHARE CLASS NAME	The name of the share class.
ISIN	The International Securities Identification Number
TRANSACTION REFERENCE NUMBER	The reference number for that transaction.
TRANSACTION TYPE	The transaction type.
ACTION	Select ACTION to download the contract note.

You can download a contract note.

An example buy contract note:

**AEGON**  
Asset Management

**Yalc Qss**  
6 Shore Street  
Stoke Newington  
London  
DT11 5TZ

Account Number: 440101-0000000874  
Deal ID: 0000008724  
Order Date and Time: 04/05/2022 12:40:33  
Deal Date and Time: 04/05/2022 17:36:57  
External Deal Reference:  
Settlement Date: 05/05/2022  
Advisor Name: Lincroft  
Order Channel: TAUUpload

Client Name: Yalc Qss  
Product Name: GIA  
Fund Company: Fidelity UK  
Account Designation:

You have bought the following shares from us:  
Fund Name: ECOPIN GLBL | ISIN number: GB00803V4641

Pricing Basis	Valuation Point	Price Type	No. of Shares	Price (pence)	Dilution Levy %*	Consideration
Forward	04/05/2022 15:00:00	SinglePrice	4,000.00	100.00	0.00%	£4,000.00
<b>Settlement Information</b>			Total Consideration:			£4,000.00
			Amount Settled:			£0.00
			Dilution Levy:			£0.00
			Balance Due:			£4,000.00
			Payment Reference:			FIDQNLPO

**IMPORTANT INFORMATION**

No certificates will be issued to investors, therefore please retain this contract note as a record of your investment.  
We reserve the right to sell, on your behalf, the balance of your holding, should the sale result in the balance falling below the minimum holding allowed.

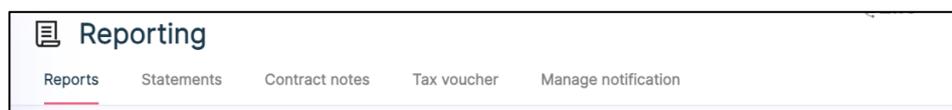
Aegon Asset Management UK plc (Company No. SC113509) is registered in Scotland at 3 Lochside Crescent, Edinburgh EH12 9SA and is authorised and regulated by the Financial Conduct Authority. It is the authorised corporate director of Aegon Asset Management UK ICVC (registered in Scotland, registered no. SC3000009 at 3 Lochside Crescent, Edinburgh EH12 9SA), Aegon Asset Management UK Investment Portfolio ICVC (registered in England, registered no. IC000095 at The Leadenhall Building, 122 Leadenhall Street, London, EC3N 4AB), and authorised fund manager for Aegon Asset Management UK Unit Trust, an authorised unit trust. Aegon Asset Management UK ICVC and Aegon Asset Management UK Investment Portfolio ICVC are investment companies with variable capital.

You can search by:

- Number/date.
- Transaction reference number.
- Transaction type.

## Tax voucher

You can view tax vouchers by selecting *Tax voucher*.



The screenshot displays the 'Reporting' interface with a search bar and a table of reports. The table has the following columns: REPORT NAME, SCHEDULED ON, REPORT TYPE, NEXT SCHEDULED ON, LAST RUN ON, and ACTION. Each row represents a different report type with its scheduled date and a 'Download' button.

REPORT NAME	SCHEDULED ON	REPORT TYPE	NEXT SCHEDULED ON	LAST RUN ON	ACTION
Weekly Transaction Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Weekly Valuation Report	23/06/2023 01:17	Scheduled	30/06/2023 11:59	23/06/2023 01:17	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Deal Confirmation Report	23/06/2023 01:15	Scheduled	23/06/2023 11:59	23/06/2023 01:15	Download
Outstanding Settlement Report	23/06/2023 01:01	Scheduled		23/06/2023 01:01	Download
Daily Valuation Report	22/06/2023 13:30	Scheduled	22/06/2023 11:59	22/06/2023 13:30	Download
Daily Transaction Report	22/06/2023 12:30	Scheduled	22/06/2023 11:59	22/06/2023 12:30	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	22/06/2023 10:45	Scheduled	22/06/2023 11:59	22/06/2023 10:45	Download
Deal Confirmation Report	21/06/2023 01:15	Scheduled	21/06/2023 11:59	21/06/2023 01:15	Download

Information is organised in columns:

Column name	Purpose
FUND NAME	The name of the fund.
SHARE CLASS NAME	The name of the Share Class.
ISIN	The International Securities Identification Number
DISTRIBUTION NUMBER	The allocated distribution number.
SHARE CLASS TYPE	The type of share class.
PAYMENT DATE	The date on which payment was made.
ACTION	Select Action to download a tax voucher for that transaction.

You can generate a tax voucher.

You can search by:

- Payment date.
- Share class name.
- Distribution number.

## Manage notifications

You can manage notifications by selecting *Manage notifications*. Notifications are sent when a report has been generated.

You can manage notifications for reports based on the criteria you have selected:

REPORTS ▾	
Transactions report	 Manage notification
Valuation report	 Manage notification
Bulk settlement report	 Manage notification
Settlement overdue / outstanding report	 Manage notification
Distributions XD report	 Manage notification
Final distribution report	 Manage notification
Stock transfer report	 Manage notification
Reconciliations report	 Manage notification

Manage notifications  
Client valuation statement

Type or paste email addresses here

Save Details

You can manage notifications for statements:

STATEMENTS ▾	
Client valuation statement (1 Email address)	 Manage notification
Client money statement (1 Email address)	 Manage notification

Manage notifications  
Client valuation statement

Type or paste email addresses here  
filenot@genarac.com @

Save Details

You can manage notifications for contract notes:

CONTRACT NOTES ▾	
Contract notes (1 Email address)	 Manage notification

Manage notifications  
Client valuation statement

Type or paste email addresses here  
jlooney@genarac.com @

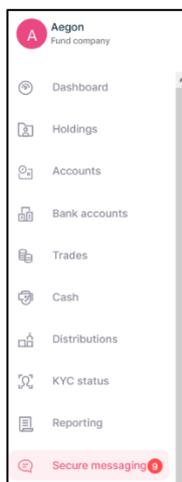
Save Details

You can manage notifications for tax vouchers:

TAX VOUCHER ▾	
Tax voucher (1 Email address)	 Manage notification

## Secure messaging

You can view information about your secure messaging by selecting *Secure messaging*:



Information is organised in columns:

Column name	Purpose
DATE	The date on which the message was received/read/sent with time.
SUBJECT	The inserted subject of the message.
REFERENCE NUMBER-	The generated reference number for the message.
MESSAGE	First contents of the message.
ACTION	Select ACTION to view details of the message and to reply.

You can view details of any message and reply to a received message.

You can mark a message as read:



You can filter messages by:

- Received
- Read
- Sent

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



Date and t	Subject	Reference	Category	Sub-categ	Message
#####	frank	00000033	Bereavem	Fund infor	
#####	Test 1	0000002393			
#####	Test	0000002351			
#####	Auth	0000002330			
#####	subject098	0000002313			
#####	Secure me	0000002295			
#####	440101-00	00000022	Bereavem	Fund infor	
#####	Test Email	0000002279			
#####	Approve	0000001748			

You can create a new message:



**Create new message** X

Please enter the details below

To  
TA

Subject  
CV X

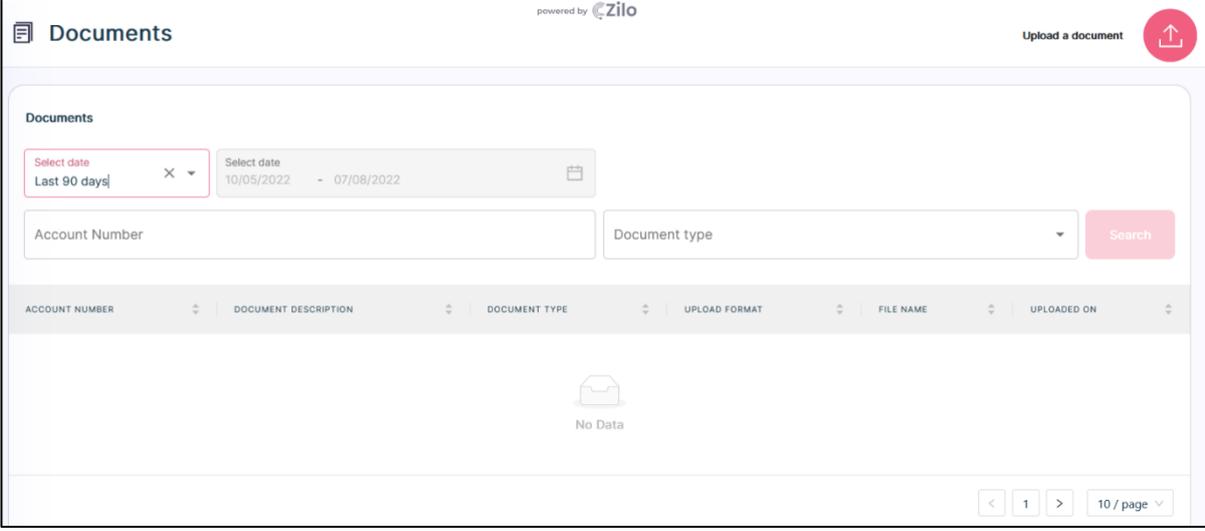
B I U <> [Image] [Image] [Image] [Image]

hello

Send Message

## Documents

You can view information about documents:



The screenshot shows a web interface for managing documents. At the top, it says "powered by Zilo" and "Upload a document" with a red circular button containing an upload icon. Below this is a search area with a "Documents" header. There are two date selection fields: "Select date" with a dropdown menu showing "Last 90 days" and another "Select date" field showing a date range from "10/05/2022" to "07/08/2022". Below these are input fields for "Account Number" and "Document type" with a "Search" button. A table header is visible with columns: ACCOUNT NUMBER, DOCUMENT DESCRIPTION, DOCUMENT TYPE, UPLOAD FORMAT, FILE NAME, and UPLOADED ON. The table content is empty, showing "No Data" with a folder icon. At the bottom right, there are pagination controls showing "< 1 > 10 / page".

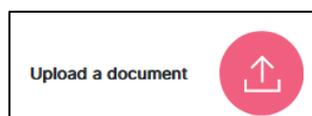
Information is organised in columns:

Column name	Purpose
ACCOUNT NUMBER	The account number associated with the document.
DOCUMENT DESCRIPTION	The added document description.
DOCUMENT TYPE	The selected document type.
UPLOAD FORMAT	The format of the file uploaded.
FILE NAME	The name of the uploaded file.
UPLOADED ON	The date on which the document was uploaded.

You can search by:

- Date.
- Account number.
- Document type.

You can upload a new document:



## User management

The user management screen shows information about user management. You require sufficient privileges to view and use the functions of the user management pages.

The screenshot shows the 'User management' interface. At the top, there are navigation tabs: 'Users', 'Password reset', and 'Authorised signatories'. The 'Users' tab is active. Below the tabs, there is a search bar with filters for 'Created on' and 'Role', and a search button. The main content is a table of users with the following columns: USER NAME, EMAIL ADDRESS, CREATED ON, CREATED BY, ROLE, STATUS, and ACTION. Each row represents a user and includes an 'Edit User' button.

USER NAME	EMAIL ADDRESS	CREATED ON	CREATED BY	ROLE	STATUS	ACTION
roven roys	rovenroy@mailiac.com	01/05/2022	devineddd@mailiac.com	Admin	Active	Edit User
kewin hart	kewinhart134@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 pinn	stevepin@mailiac.com	28/04/2022	devineddd@mailiac.com	User	Active	Edit User
devin edd	devineddd@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	tomedds@mailiac.com	28/04/2022	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	28/04/2022	tom edds	Admin	Active	Edit User

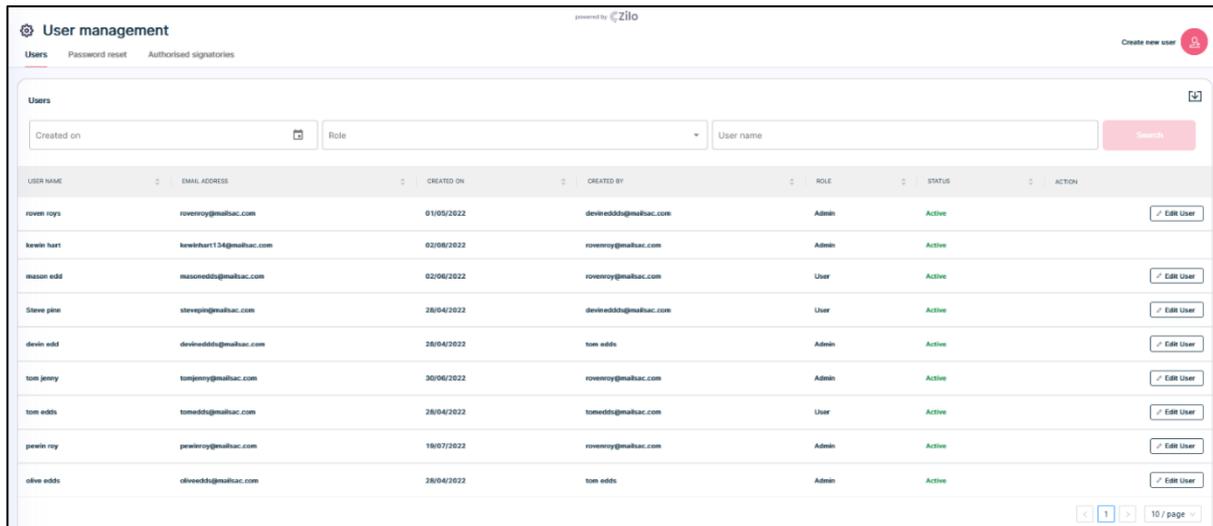
User management report:

User Name	Email Addr	Created On	Created By	Role	Status
kewin hart	kewinhart134@mailiac.com	02/08/2022	rovenroy@mailiac.com	Admin	Active
roven roys	rovenroy@mailiac.com	01/05/2022	devineddd@mailiac.com	Admin	Active
pewin roy	pewinroy@mailiac.com	19/07/2022	rovenroy@mailiac.com	Admin	Active
olive edds	oliveedds@mailiac.com	28/04/2022	tom edds	Admin	Active
mason edd	masonedd@mailiac.com	02/06/2022	rovenroy@mailiac.com	User	Active
Steve pinn	stevepin@mailiac.com	28/04/2022	devineddd@mailiac.com	User	Active
devin edd	devineddd@mailiac.com	28/04/2022	tom edds	Admin	Active
tom jenny	tomjenny@mailiac.com	30/06/2022	rovenroy@mailiac.com	Admin	Active
tom edds	tomedds@mailiac.com	28/04/2022	tomedds@mailiac.com	User	Active

The user management screen has several associated screens:

The screenshot shows the navigation menu for the 'User management' section. It includes a gear icon and the title 'User management'. Below the title, there are three menu items: 'Users' (which is highlighted with a red underline), 'Password reset', and 'Authorised signatories'.

# Users



Information is organised in columns:

Column name	Purpose
USERNAME	The name of the user.
EMAIL ADDRESS	The 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.

You can search existing users by:

- Date of creation.
- Role.
- Username.

You can edit the details of an existing user:

The 'Edit user' form contains the following fields and options:

- First name: roven
- Last name: roys
- Country code: +91 (India)
- Mobile number: 9632760754
- Email address: rovenroy@mailsac.com
- Role: Super user

Buttons: Save Details, Deactivate User

After selecting country code please add your mobile number removing the leading 0 - example 07904156\*\*\* should be entered as 7904156\*\*\*

You can create a new user:



**Create user** ×

Please enter the details below

First name

Last name

Country code **+44 (United Kingdom,...**  Mobile number

After selecting country code please add your mobile number removing the leading 0 - example 07954156\*\*\* should be entered as 7954156\*\*\*

Email address

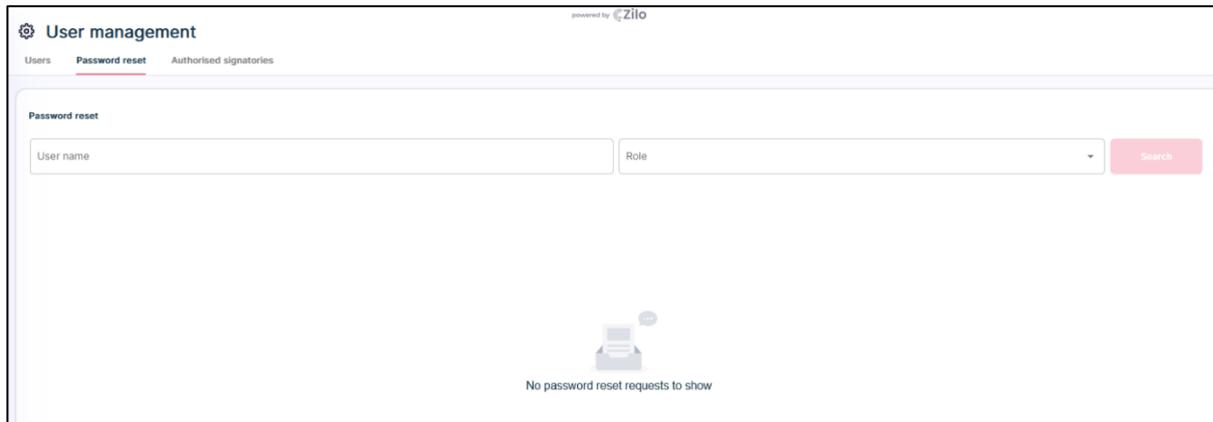
Role

## Note

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. For further information please see the Super User guide.

## Password reset

You can view password reset requests by selecting *Password reset*.

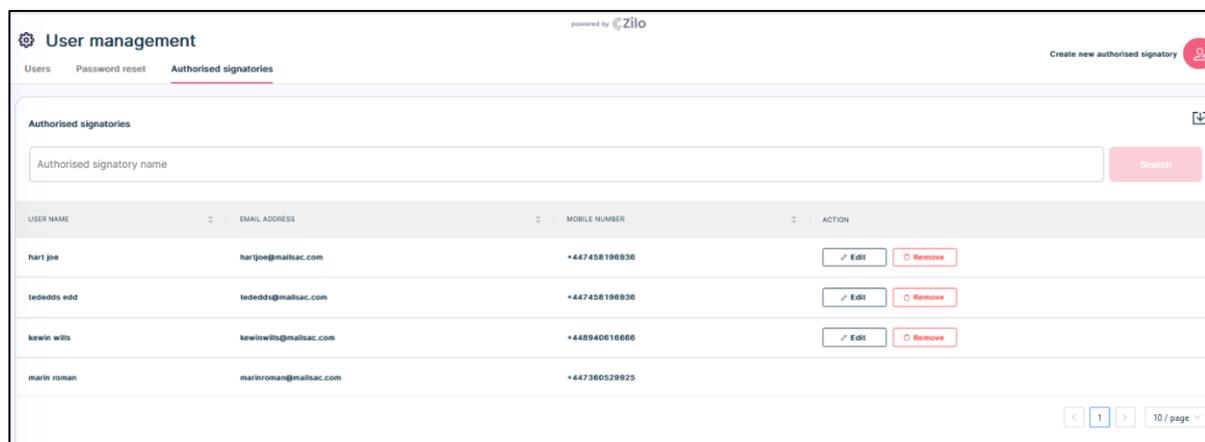


You can search password reset requests by:

- Username.
- Role.

## Authorised signatories

You can view information about authorised signatories by selecting *Authorised signatories*.



Information is organised in columns:

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

You can edit an existing authorised signatory:

You can remove an existing authorised signatory:

You can create a new authorised signatory:



**Create new authorised signatory** X

Please enter the details below

First name

Last name

Country code  Mobile number

After selecting country code please add your mobile number removing the leading 0 - example 07994156\*\*\* should be entered as 7994156\*\*\*

Email address

Assigned user role

You can search existing authorised signatories by:

- Name.

You can download a report:



User name	Email addr	Mobile number
test test	werwerw@	+44 7903612563
peter geor	petergeorg	+91 9632760754
kevin troy	kevintroy6	+91 9632760754
peter dury	peterdury5	+91 9632760754
king rick	kingrick51	+91 9632760754
tio rio	tiorios@m	+44 7903612563
hddi ididid	authsksi@	+91 8077288196
lewis lori	lewislorig	+91 9632760754
mevin hart	mevinnhar	+44 7458196936
king hart	kinnghart2	+44 7458196936
luke drake	lukesdrake	+44 7458196936
luke peter	lukespette	+44 7458196936
peter hart	peterhart4	+44 7458196936
peter jame	peterjame	+44 7458196936
ewin lewis	ewinnlewi	+44 7458196936
ewin jacks	ewinjackss	+44 7458196936
luke james	lukeejame	+44 7458196936
luke oliver	lukeeolive	+44 7458196936

## User history

You can view a user's history by selecting *User history*. You require sufficient privileges to view and use the functions of the *User history* page.

The screenshot shows the 'User history' page in Zilo. It features a search bar with filters for 'Select Date' (08/08/2022 - 08/08/2022), 'User name', 'User role', and 'Event type'. Below the search bar 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, there are pagination controls showing page 1 of 10.

Information is organised in columns:

Column name	Purpose
USERNAME	The name of the user.
INVITED ON	The date on which the user was created.
USER ROLE	The role allocated to the user.
EVENT TYPE	The event type that is logged.
EVENT OCCURED ON	The date and time on which the event occurred.

You can search user events by:

- Date.
- Username.
- User role.
- Event type.

You can download a report:



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	#####

## Document history

Document history is recorded in reverse chronological order.

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