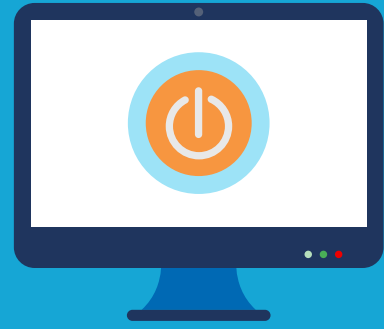


How do I... create a model portfolio?



Model portfolios allow you to design a panel of funds based on your client's needs. And, with it all online you can quickly track how the funds are performing and make changes easily if you need to.

Use this step-by-step guide to create a model portfolio on the Aegon Platform.

Create a model portfolio

- 1 Sign in to your dashboard and select **Model portfolio manager**.

The screenshot shows the 'Intermediary dashboard' with the following components:

- Search for an existing client:** A search bar with a magnifying glass icon, a 'Search' button, and a placeholder text: 'For example, client surname, company/trust name, reference number, postcode'. Below the search bar are 'Advanced search' and 'View all clients' buttons.
- Create a new client:** A section with the heading 'Create a new client', a sub-heading 'Generate quotes or apply for products for a brand new client.', and a 'Create a new client' button.
- Model Portfolios:** A section with the heading 'Model Portfolios' and sub-heading 'Build and manage model portfolios.'. It contains two buttons: 'Model portfolio manager' (highlighted with a red box) and 'Investor model maintenance'.
- Fund panels:** A section with the heading 'Fund panels' and sub-heading 'Create and manage your fund shortlists, and view those set up by your branch or network.'. It displays a table:

Your fund panels	11
Branch fund panels	0
Network fund panels	6

Below the table are 'Manage fund panels' and 'Create new fund panel' buttons.
- Left sidebar:** A vertical list of icons and labels: 'Research Centre', 'CGT tool', 'Documents', 'Report Zone', and 'Training and resources', each with a copy icon.

2 Here you can search for, create and view model portfolios. Use the table to see your firm's existing model portfolios and their status. Select **Create new model portfolio** to begin.

Task information

Model Status:

- Draft - The model isn't available for use with investors until submitted.
- Open - The model is available for use with investors.
- Closed - The model is closed for use with new investors, but can be updated and rebalanced for investors already linked to it.
- Inactive - The model is closed and isn't available for use with investors.

Search model portfolios

[Create new model portfolio](#) [Move investors](#)

Model name: Search

Status: Reset

Model name	Model owner	Status
Aggressive Growth Easy(SA-V8)	Firm - Mid Slate Blue Best Growth (100119)	Open
Balanced Growth Easy(SA-V6)	Firm - Mid Slate Blue Best Growth (100119)	Open

3 Enter a meaningful **Model name** and select the products you want the model portfolio to apply to.

Create new model portfolio

Model owner: Mid Slate Blue Best Growth (100119) (IFA Network)

Model name

Status

Products	Enabled for model
(FI) General Investment Account	<input type="checkbox"/>
AJ Bell InvestCentre SIPP	<input checked="" type="checkbox"/>
Canada Life Int Ass (Ireland) Port Bond	<input type="checkbox"/>
Canada Life International Portfolio Bond	<input type="checkbox"/>
Cofunds Pension Account	<input checked="" type="checkbox"/>
General Investment Account	<input checked="" type="checkbox"/>

4

Use the **Investment search** tool to find the funds you want to add to the model portfolio. When you select **Search**, the list of funds based on your criteria will appear.

Investment	AJ Bell InvestCentre SIPP	Cofunds Pension Account	General Investment Account
+ BNY Mellon Brazil Equity W Acc GBP - B90P308	✓	✓	✓



Handy hint

The ticks under each product name mean it's available for that product. If it's not available we'll highlight it in red and crosses will show.

5

To add a fund, select the plus icon. This will then move under **Selected investments**. To remove a fund, select the icon that's next to each fund.

Enter the **Percentage %** you'd like to invest into each fund – the total must add up to 100%.

Investment	Percentage %
Cash for Interest (Non Trading Asset)	0.00
ASI Emerging Markets Bd I Acc - B5L9HN2	25.00
JPM Global Macro Balanced C Inc - B235HG0	15.00
BlackRock UK Absolute Alpha D Acc - B5ZNO99	25.00
	65.00%

6 Select **Save model** to create a draft model portfolio.

Selected investments

Investment	Percentage %
Cash for Interest (Non Trading Asset)	<input type="text" value="0.00"/>
ASI Emerging Markets Bd I Acc - B5L9HN2	<input type="text" value="25.00"/>
JPM Global Macro Balanced C Inc - B235HG0	<input type="text" value="15.00"/>
BlackRock UK Absolute Alpha D Acc - B5ZNG99	<input type="text" value="25.00"/>
BNY Mellon Brazil Equity W Acc GBP - B90P308	<input type="text" value="35.00"/>
	100.00%

7 You'll return to the **Search model portfolios** screen. Here you'll find the model portfolio you just created with its **Status as Draft**.

Task information

Model Status:
Draft - The model isn't available for use with investors until submitted.
Open - The model is available for use with investors.
Closed - The model is closed for use with new investors, but can be updated and rebalanced for investors already linked to it.
Inactive - The model is closed and isn't available for use with investors

Search model portfolios

Model name

Status

Model name	Model owner	Status
unique name	Firm - Mid Slate Blue Best Growth (100119)	Draft

<< < 2/2 > >>

8 Select your model portfolio, then choose **Activate**. This will change its **Status** from **Draft** to **Open** – and the model portfolio is ready to use.

view model portfolio

Model name unique name
Status Draft
Model owner Mid Slate Blue Best Growth (100119) (Firm)

Selected investments

Select product

- Master model (100.00%)
- General Investment Account (100.00%)
- Cofunds Pension Account (100.00%)
- AJ Bell InvestCentre SIPP (100.00%)

Master model (100.00%)

Investment	Percentage %
Cash for Interest (Non Trading Asset)	0.00
BlackRock UK Absolute Alpha D Acc - B5ZNO99	25.00
ASI Emerging Markets Bd I Acc - B5L9HNZ	25.00
BNY Mellon Brazil Equity W Acc GBP - B90P308	35.00
JPM Global Macro Balanced C Inc - B235HG0	15.00
	100.00 %

Back to search Modify **Activate** Deactivate Copy Trigger rebalance

To get started go to cofunds.aegon.co.uk