**For financial adviser use only.**
It should not be distributed to, or relied upon by, retail clients.

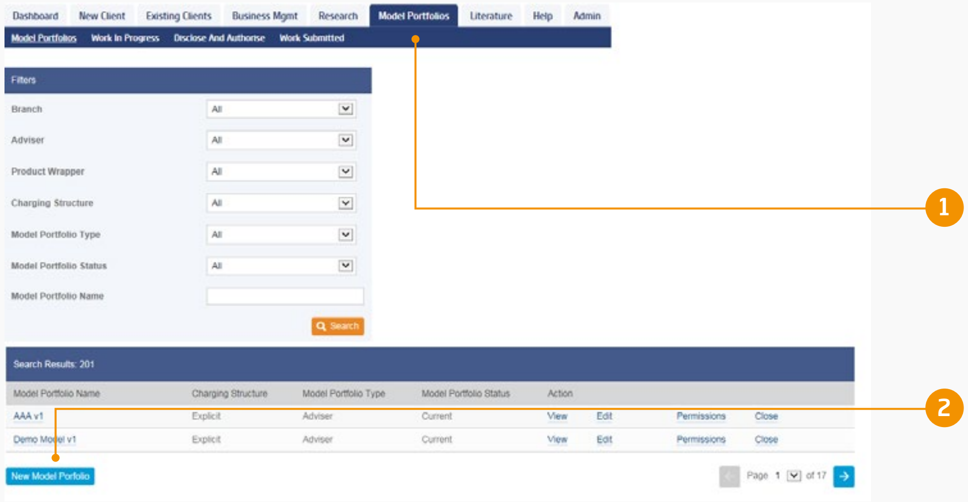
# Elevate help guide: Creating model portfolios

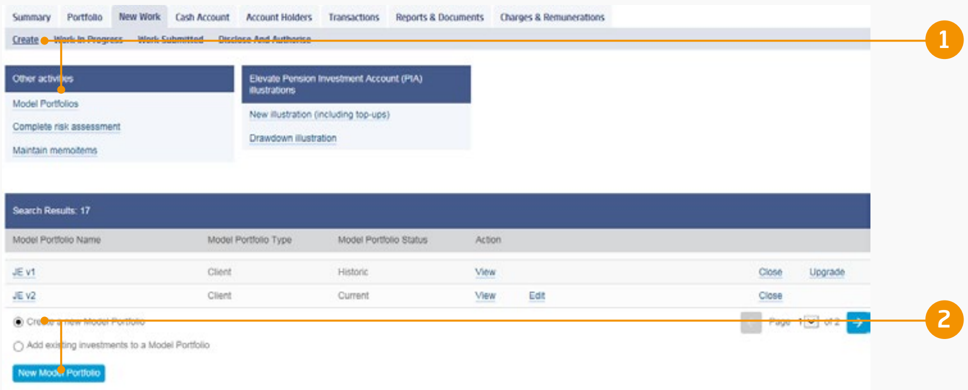
Standard Life
There's a lot to look forward to

# Build a new model portfolio

Permissions to build model portfolios and some features are set at firm level configuration or at an individual user level
If you do not have the correct permissions please **contact us** or your Elevate super-user.

## What you will see




## What you will need to do

### Create a model for all clients

1. Click on the **Model Portfolios** tab.
2. Scroll to the bottom and click on **New Model Portfolio.**

### Create a model for a single client

1. Navigate to your client's account and select **New Work › Create › Model Portfolios**
2. Select **Create a new Model Portfolio** then click **New Model Portfolio**.

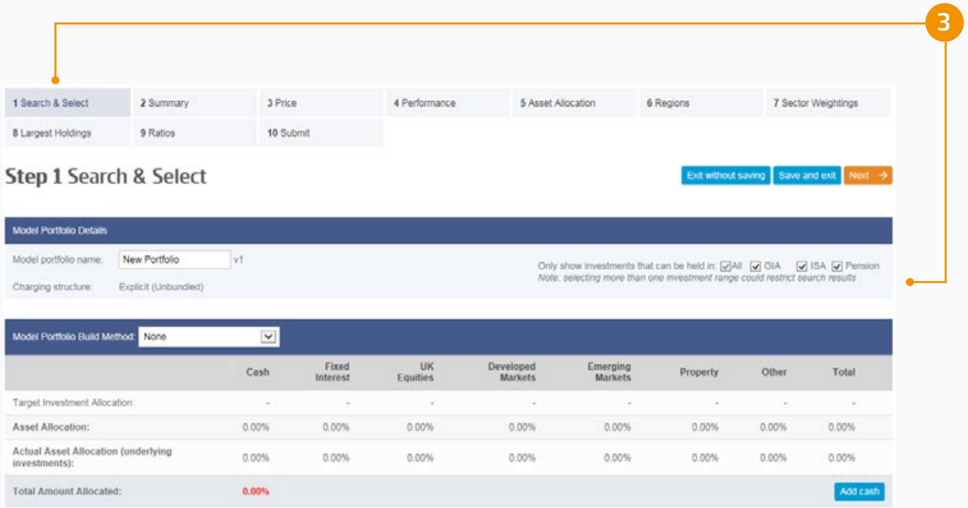
## Notes

Build a model template which is available to all your clients. (Not available to adviser firms set up on Elevate after 5 June 2017.)

Build a bespoke model template for an individual client.

# Search & select model portfolio details

## What you will see




## What you will need to do

3. In the **Search & Select** tab – set up the name of the model, and the relevant product wrappers in which the model will be available.

## Notes

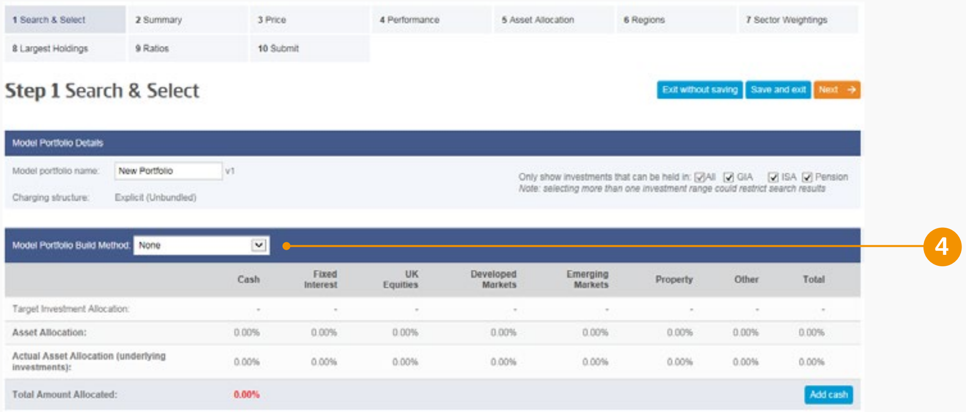
**Model Portfolio Name**
The name you set cannot be changed once you submit this process. Be sure of your naming convention before completing any model portfolios. Each new model is assigned the v1 suffix automatically. Whenever you **Edit** a model, a new version is created (i.e. v2, v3 etc).

**Product wrappers**
The product wrappers you select will return investments from the applicable investment range. If you select multiple wrappers, the investment selection available may be restricted to only investments that are compatible for all the wrappers you have selected.

Once this selection has been made and submitted, it cannot be changed later (you will have to build a new model).

# Build method

## What you will see




## What you will need to do

4. If required, you can specify a **Model Portfolio Build Method**.

   Choose from:

   - None
   - Adviser Asset Allocation
   - Risk Rated Asset Allocation

   The **Asset Allocation** line will update as funds are added depending on which general asset class the fund is deemed to belong to.

   The **Actual Asset Allocation** (underlying investments) line will pull through the actual asset holdings of the fund at this time with data supplied by e-Value FE.

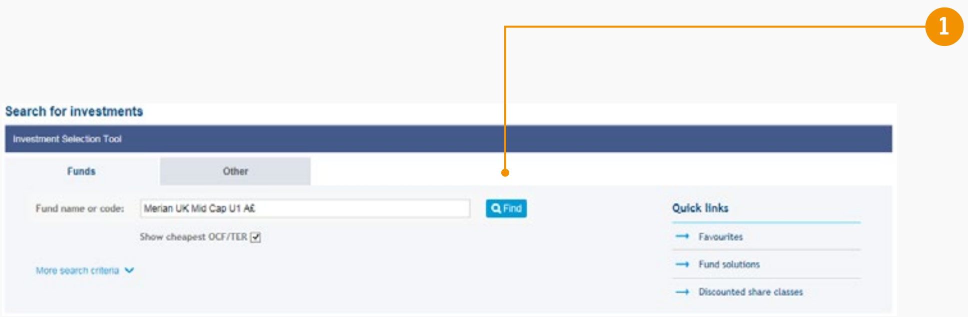
## Notes

Select **Adviser Asset Allocation** to set you own target allocation.

Select **Risk Rated Allocation** if you use our platform risk assessment tool. This will then display the e-Value FE predefined target asset allocations (matching risk ratings 1-7 or 1-10 as appropriate to your firm setup).

# Selecting investments

## What you will see





## What you will need to do

### Select investments

1. Use the **Investment Selection Tool** to locate the investments you want, then click **Find**.

2. In your **Search Results**, **Add** the fund you wish to invest in. Repeat steps 1 & 2 to add more funds.

## Notes

1. If you have selected any securities to form part of your model, the Securities Trading Charge will apply whenever a buy or sell transaction is performed on them including future model upgrades or rebalances.

2. You can search for a specific investment name or code. Choose **Other** to search for securities or **Quick Links** for Fund **solutions**, **Discounted share classes** and your **Favourites**.

   A maximum of 30 investments can be held in a model portfolio one of which may be cash.

   **Quick links**
   Quick links provides you with easy access to fund solutions, funds with discounted share prices and extra fund information.

   You can also select from your **Favourites** list for quick access to your preferred investment solutions. Add funds, securities and model portfolios to your **Favourites** by selecting the star next to the investment.

# Enter Fund Allocation

## What you will see


| Model Portfolio Build Method: None | | Cash | Fixed Interest | UK Equities | Developed Markets | Emerging Markets | Property | Other | Total | |
|---|---|---|---|---|---|---|---|---|---|---|
| Target Investment Allocation: | | - | - | - | - | - | - | - | - | |
| **Asset Allocation:** | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| **Actual Asset Allocation (underlying investments):** | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | |
| Artemis US Sel I Acc GBP | Alloc: 0.00 % | 0.07% | 0.00% | 0.00% | 99.93% | 0.00% | 0.00% | 0.00% | | Remove |
| Merian UK Mid Cap U1 A£ | Alloc: 0.00 % | 2.40% | 0.00% | 97.60% | 0.00% | 0.00% | 0.00% | 0.00% | | Remove |
| **Total Amount Allocated:** | 0.00% | | | | | | | | Add cash | |


## What you will need to do

### Specify allocation

When all funds have been selected, you will need to allocate the percentage split.

1. Enter the allocation percentage you want for each fund.
2. Cash can be added as a model asset by clicking on the **Add Cash** button.
3. Click **Next**.

## Notes

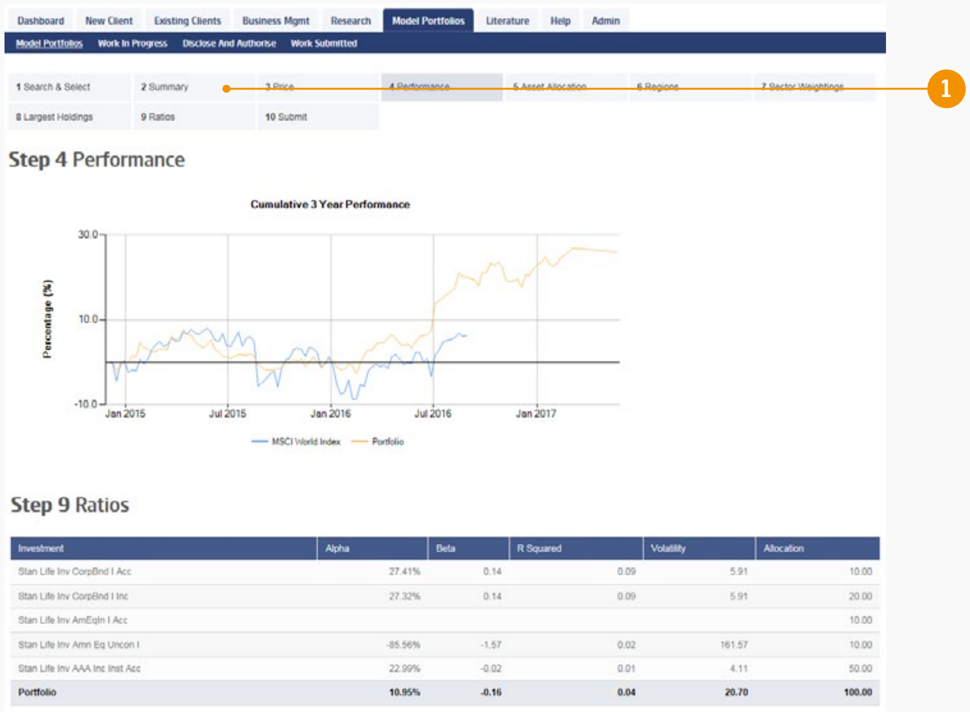
1. Ensure the portfolio allocation equals 100%.

   You can click **Remove** if you have selected an incorrect fund.

   As you add funds, the asset allocation of your model will update. You can then compare this to your **Target investment allocation** if applicable.

# Investment data for assets selected within the model portfolio

## What you will see




| Investment | Alpha | Beta | R Squared | Volatility | Allocation |
|---|---|---|---|---|---|
| Stan Life Inv CorpBnd I Acc | 27.41% | 0.14 | 0.09 | 5.91 | 10.00 |
| Stan Life Inv CorpBnd I Inc | 27.32% | 0.14 | 0.09 | 5.91 | 20.00 |
| Stan Life Inv AmEqIn I Acc | | | | | 10.00 |
| Stan Life Inv Amn Eq Uncon I | -85.56% | -1.57 | 0.02 | 161.57 | 10.00 |
| Stan Life Inv AAA Inc Inst Acc | 22.99% | -0.02 | 0.01 | 4.11 | 50.00 |
| **Portfolio** | **10.95%** | **-0.16** | **0.04** | **20.70** | **100.00** |

## What you will need to do

### View investment information and data

1. Tabs 2 to 9 displays investment data for all the assets selected in your model including:
   - Price
   - Performance
   - Volatility
   - Asset allocations
   - Regions
   - Sector weightings

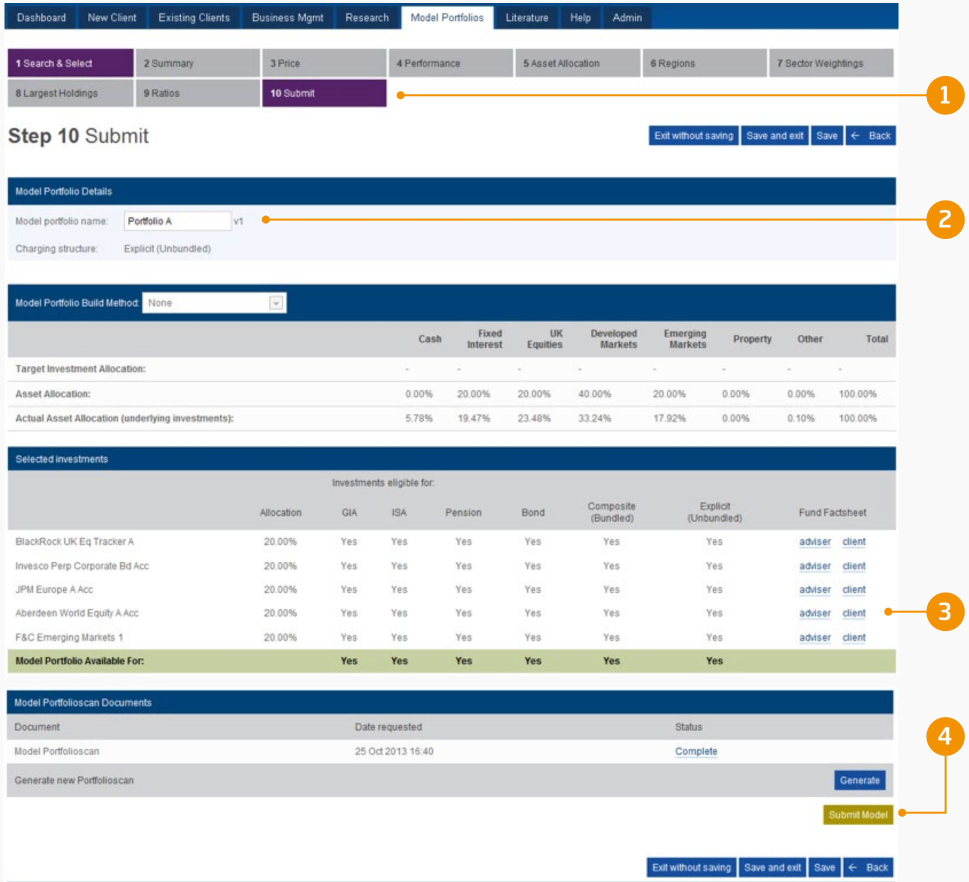
   You can generate and print a **Model Portfolioscan** showing this information at the end of this process.

## Notes

1. You can skip between the remaining tabs without impacting the data you have entered.

# Making your model portfolio live

## What you will see




## What you will need to do

### Finalise your model portfolio

1. Click on step 10 **Submit.**

2. Check the summarised data is correct including the naming convention.

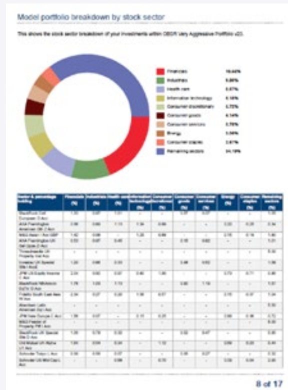
3. View and print individual client/adviser facing fund factsheets if required.

4. To finalise this model template, click **Submit Model**.

5. Remember to set the user permissions (see the **next section of this guide**).

## Notes

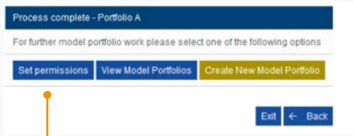
2. If you need to make any changes, naviagate back to step 1 **Search & Select**.




4. To illustrate key investment data you can create a Model Portfolioscan document. Click on the **Generate** button, then click **Complete** to open, view and print.

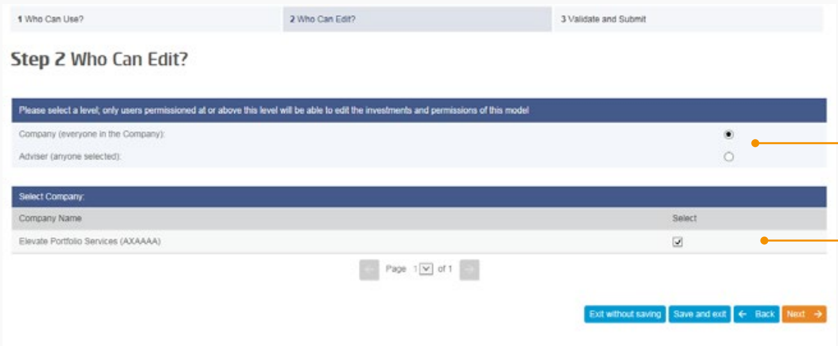
# Set model portfolio permissions

## What you will see




1


2




3

## What you will need to do

Once the model portfolio is created you need to set the permissions as to who can use the model portfolio and who can edit it in the future.

1. Click the **Set Permissions** button.

2. Set **Who can use?**
   Click the button for either **Company (everyone in company)** or **Adviser (anyone selected)**
   - Choose each adviser allowed to use the model or select company name as appropriate
   - Click **Next**

3. Set **Who can edit?**
   - Click the button for either **Company (everyone in company)** or **Adviser (anyone selected)**
   - Choose each adviser allowed to edit the model or select company name as appropriate
   - Click **Next**

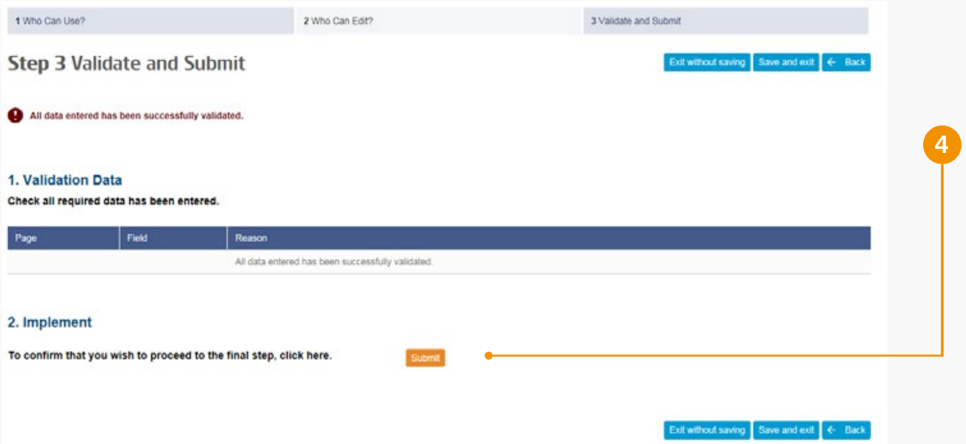
## Notes

2. You can grant access to your m odel portfolio to all advisers in your firm or restrict access to only to certain advisers. Users without the appropriate permission set here will not be able to select the model when investing money.

3. Select who from your firm is able to edit your model and create new versions of it in the future.

# Set model portfolio permissions – cont.

## What you will see




## What you will need to do

4. **Validate and Submit**
   The last step of the model portfolio permissions process validates the entry of the previous two screens and asks you to submit if successfully validated.
   - Click the **"Submit"** button to confirm the permission settings
   - A message confirming model portfolio permissions successfully updated will be displayed

## Notes

### Helpful Hints

Once created your model portfolio will be available for selection from our investment screens.

To view your newly created model portfolio navigate to the **Model Portfolios** tab. Here you can use the filters to view current, historic or closed model portfolios.

Any cash you choose to hold inside a model will not be readily available to pay for charges or to fund withdrawals. If you need to access cash held in a model, you'll need to deconstruct it first. See the **Deconstructing a Model Portfolio** user guide.

You can generate a Model Portfolioscan document at any time by navigating to **Model Portfolios** tab and clicking the hyperlink from the model name.

# Get to know us better

**We hope you've got a good insight into our platform and the potential benefits it can bring to you and your firm.**

**If there is anything more you want to know, please contact us.**

## Call us on 0345 600 2399

Our lines are open 8am to 6pm, Monday to Friday. As part of our commitment to quality service and security, telephone calls may be recorded.

## Email us at Elevate_Enquiries@standardlife.com

Please be aware that emails are not secure as they can be intercepted, so think carefully before sharing personal or confidential information in this way.

## Address

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