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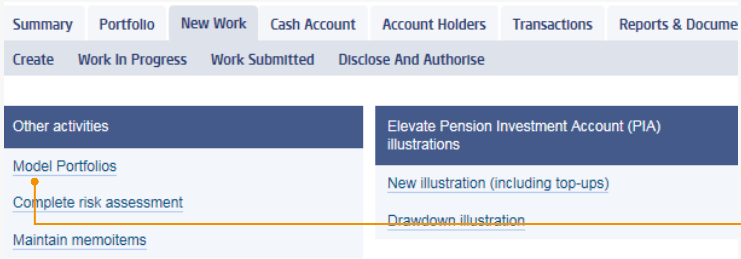
Elevate help guide: Re-balance a Model Portfolio

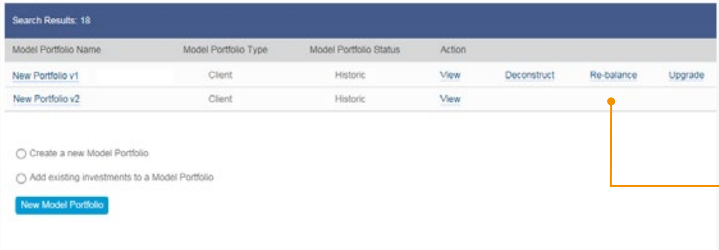
Over time, as market rise and fall, model portfolio investments drift from the original asset allocation. This guide shows you how to re-balance a model portfolio back to its original asset allocation.

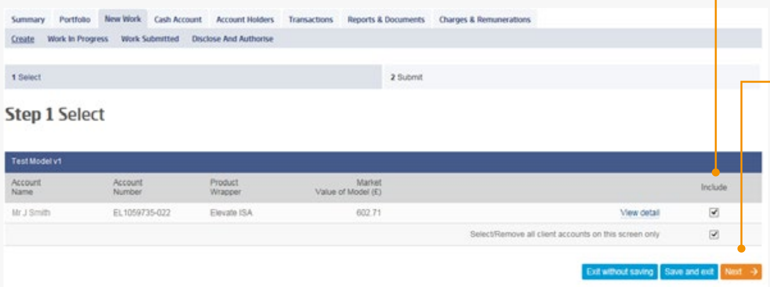
Standard Life
There's a lot to look forward to

Step 1. Select – Single client re-balance

What you will see







What you will need to do

To re-balance your client's model portfolio:

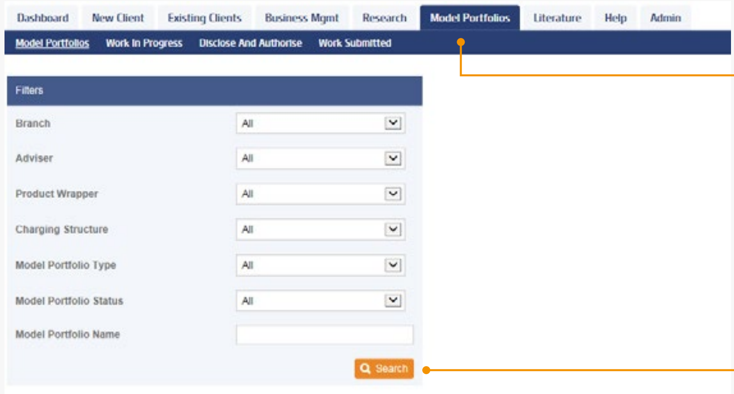
1. Navigate to their account and select **New Work › Create › Model Portfolios**
2. Find the model portfolio and click **Re-balance** to open the model portfolio wizard.
3. For each applicable product wrapper select the products that you wish to re-balance.
4. Click **Next.**
5. **Proceed to Step 2 of this user guide on page 4.**

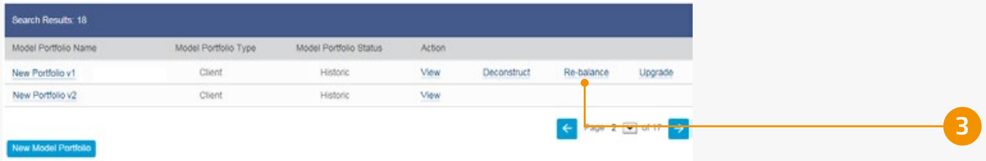
Notes

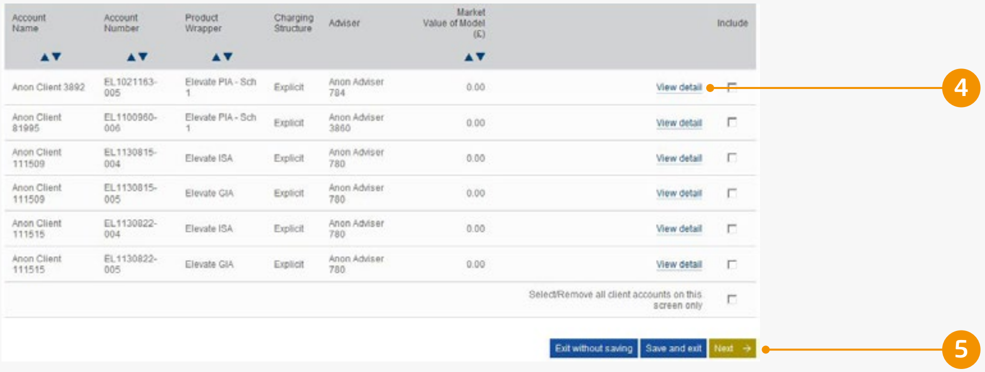
2. You can use the filters to help find the model portfolio you want to re-balance.
3. Click **View detail** to see the impact of the re-balance on the investments held inside the model.

Step 1. Select – Bulk client re-balance

What you will see







What you will need to do

1. Go to the **Model Portfolios** tab.
2. **Search** for the model portfolio you wish to edit in **Filters**.
3. Click **Re-balance** for the relevant model to open up the model portfolio wizard.
4. Tick to select the accounts you want to include in the re-balance.
5. Click **Next**.

Notes

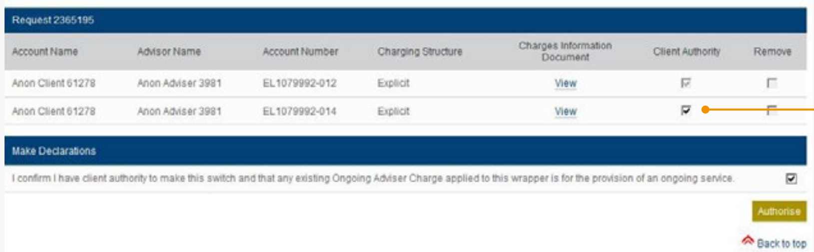
1. **Adviser firms set up on Elevate after 5 June 2017** are not able to re-balance multiple clients at once, please refer back to page 2 of this user guide.

3. You'll see a list of clients who hold the model portfolio.

4. Click **View detail** to see the impact of the re-balance on the investments held inside the model.

Step 2. Submit

What you will see



What you will need to do

1. Check the details are correct and click **Submit Model** to confirm your changes.
2. In **Select next action,** tick **Disclose and Authorise.**
3. Click **View** to show the re-balance. You can also **Remove** any that have been selected by mistake.
4. Tick to confirm **Client Authority**.
5. If everything is correct, click **Authorise**.

The model portfolio will be re-balanced at the next trading point.

Notes

1. Accounts will not be re-balanced until you complete the **Disclose and Authorise** process.
2. If you return to your **Home Dashboard,** the re-balance will not complete. You can resume this by navigating to the **Disclose and Authorise** tab.

HINTS AND TIPS

- A re-balance will place the required trades to bring the portfolio back to the original asset allocation. It will only sell and rebuy what is required to do this.
- If there are orders pending, you will have to wait until those trades settle before re-balancing.
- If the Disclose and Authorise step is not submitted within 30 calendar days, any pending deals associated with the rebalance will be cancelled automatically and you will need to re-submit the process.

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