

MARCH 2022

# Premier Portfolio Management Service

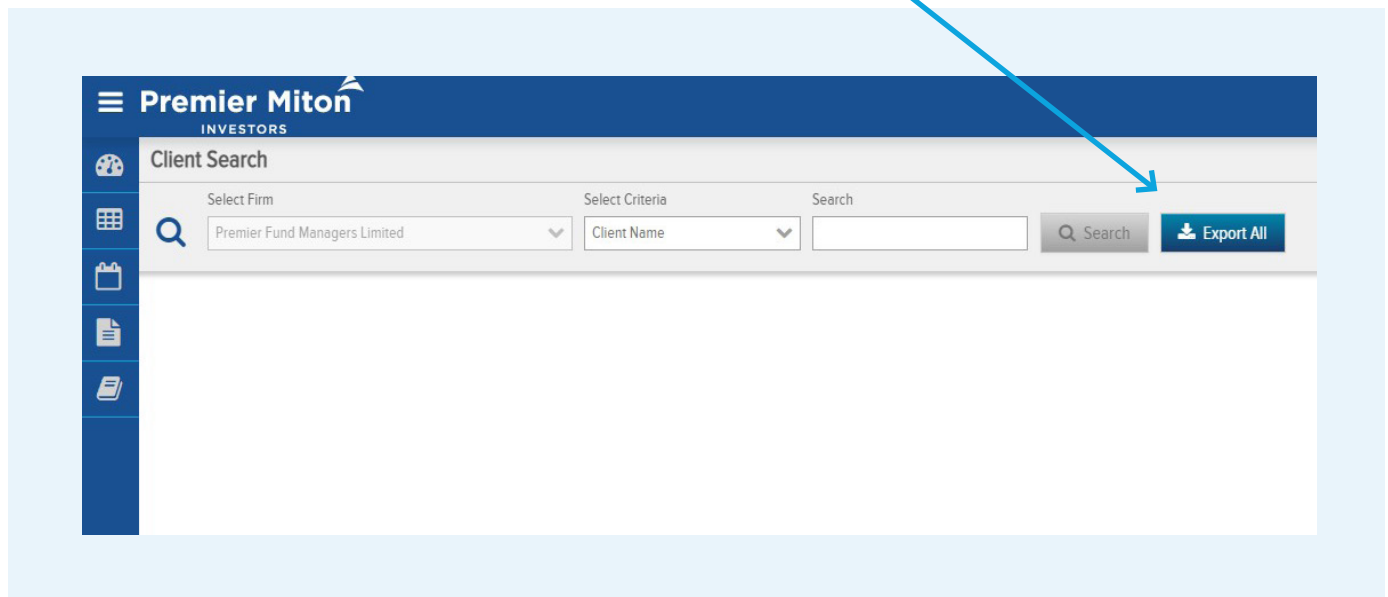
Online Valuation Service:  
user guide for investment professionals

This document is designed to guide you through some of the key functionality of the Premier Portfolio Management Service online valuation service.

### 1a. Client search

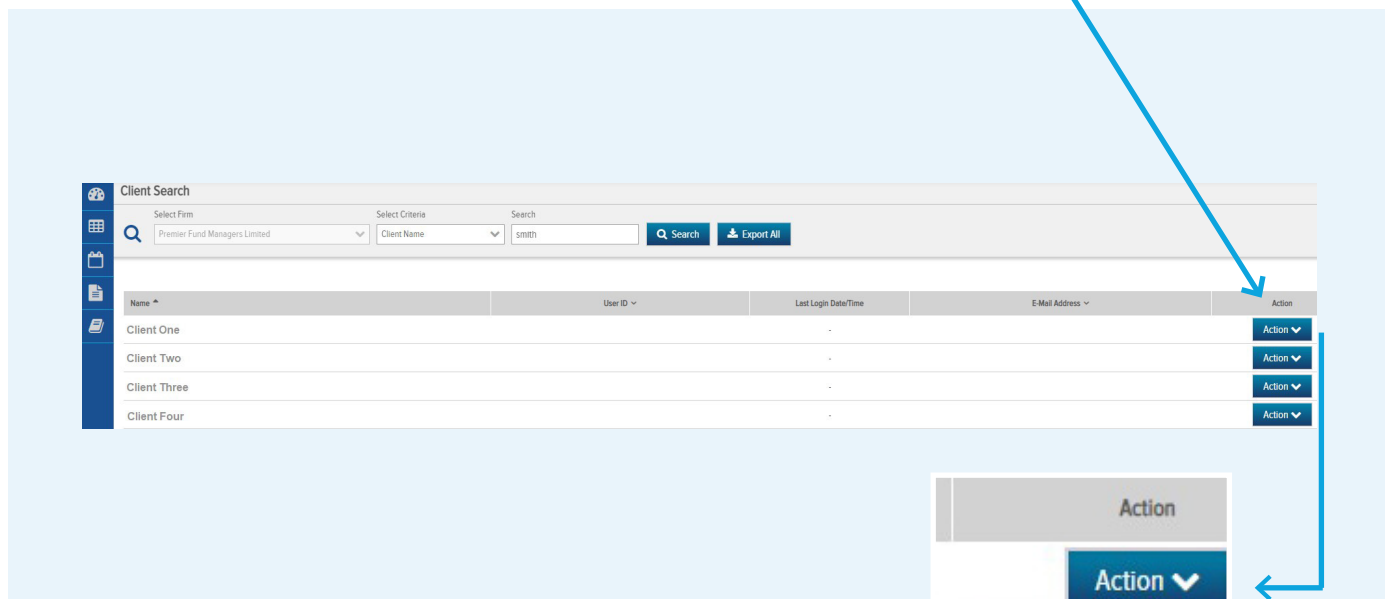
When you first log in you will automatically be on the client search page where you can search for your clients with their name, or **Client User ID**.

Click the **Export All** button to download a list of your clients in a CSV format.



### 1b. Client search results

Once you click search, you will see a list of all the clients related to that search. Click the **Action** button and then **View User** to view their account(s).



Please note: some functionalities of the service are disabled whilst you are viewing the user, but are enabled when the client logs in.



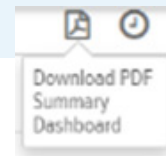
## 2a. Dashboard

Once you click **View User**, the dashboard page will open, which shows information about the client's accounts, including a summary, ISA details, account details including unrealised gains & losses, and top holdings.

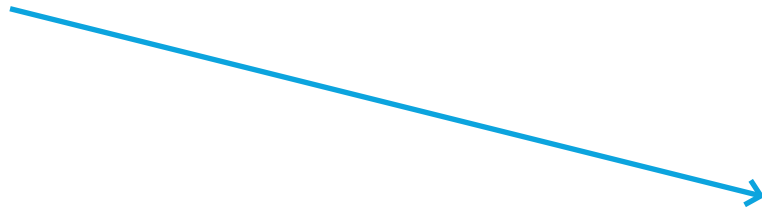
The client can customise the information shown by editing the panels.



You can also download a copy of the dashboard by clicking the PDF button in the top right.



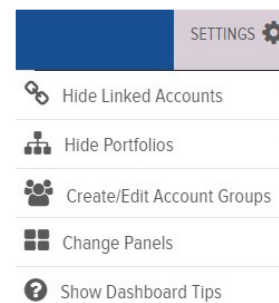
To return to the client search page, click the magnifying glass button at the bottom of the navigation panel.



## 2b. Settings

**Settings** is the first icon of the group at the top right corner of the site. Within settings, you can hide the linked client accounts, show/hide the portfolios, and show the dashboard tips.

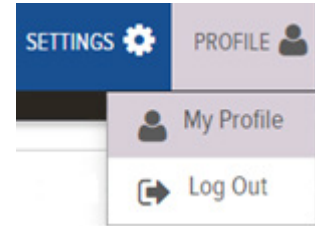
You are unable to Create/Edit Account Groups or Change the Dashboard panels. This will need to be completed by the client.



## 2c. Profile

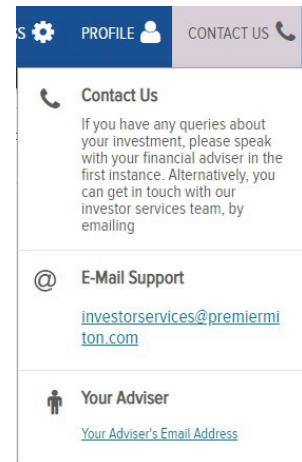
Clicking the **Profile** button will allow you to view the client's profile or log out from the portal.

The features on the **My Profile** page can only be edited by the client.



## 2d. Contact us

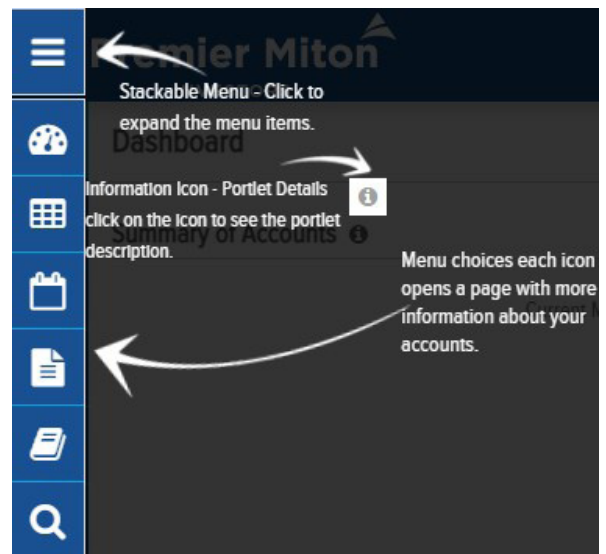
Clicking the **Contact Us** button will show Premier Miton's contact details.



## 3a. Account views

You can access different areas of the client's account:

- Dashboard
- Investments
- Activity
- Documents
- Glossary





### 3b. Investments

The **investment screen** shows a more detailed view of your clients' holdings. From here, you can view each of their portfolios funds, filter for select accounts, change the grouping of the holdings and change the valuation date.

The screenshot shows the 'Investments' screen with the following data:

Investment Name & Identifier	Investment Category	Date	Price	Market Value	Estimated Annual Income
<b>TOTAL</b>				<b>£120,995.42</b>	<b>£5,836.25</b>
Found Starting	Cash	663.60	£1.00	£663.60	-
Premier Miton Global Sustainable Optimum Income Fund B Inc SF2ND54 / GB008F2ND546	Funds	23,421,202	£1.08	£25,305.70	£3,359.01
Premier Miton Multi-Asset Monthly Income B Inc SBAC159 / GB008BAC1591	Funds	63,969,506	£1.49	£95,026.52	£4,477.24

Showing 1 to 3 of 3 entries

The buttons to the top right of the page can also be used by your clients' for further analysis or customisation. From left to right:

- **Search** – filter the table for chosen criteria, e.g. fund name
- **Table customisation** – click this to customise the columns of the table
- **Export** – click this to export the data as an Excel file
- **Download PDF** – click this to export the data as a PDF file
- **Information** – click this to open a glossary window for further information
- **Clock** – this shows when the data was last updated. The data is updated in real-time

### 3c. Activity

The **activity screen** shows a transaction history of accounts, depending on the time period selected. To change the time period, select the **Period** drop down and click the chosen option.

The screenshot shows the 'Activity' screen with the following data:

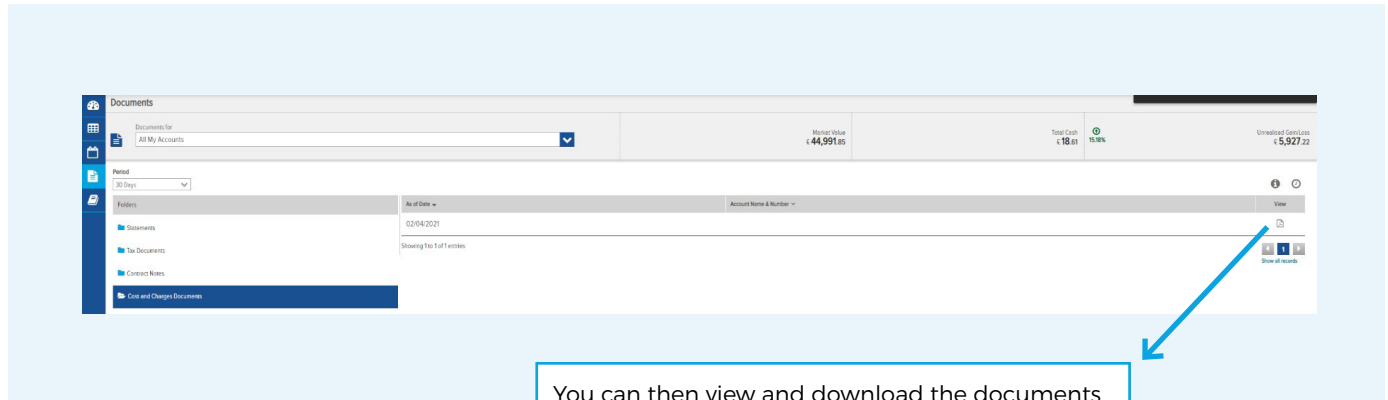
Activity Date	Activity Type	Activity Description	Account & Portfolio	Date @ Price	Amount
29/04/2021	Security Sales	Premier Miton Global Sustainable Optimum Income Fund B Inc SF2ND54 / GB008F2ND546		33 935 @ £1.08	£36.65
29/04/2021	Security Sales	Premier Miton Global Sustainable Optimum Income Fund B Inc SF2ND54 / GB008F2ND546		33 935 @ £1.08	£36.65
28/04/2021	Income Dividend	Premier Miton Multi-Asset Monthly Income B Inc SBAC159 / GB008BAC1591		-	£144.87
28/04/2021	Income Dividend	Premier Miton Global Sustainable Optimum Income Fund B Inc SF2ND54 / GB008F2ND546		-	£150.28
28/04/2021	Income Dividend	Premier Miton Multi-Asset Monthly Income B Inc SBAC159 / GB008BAC1591		-	£144.87
28/04/2021	Income Dividend	Premier Miton Global Sustainable Optimum Income Fund B Inc SF2ND54 / GB008F2ND546		-	£150.28

Showing 1 to 6 of 6 entries

As with the investments screen, clicking the buttons in the top right will allow you to customise the table further, or download an Excel/PDF file.

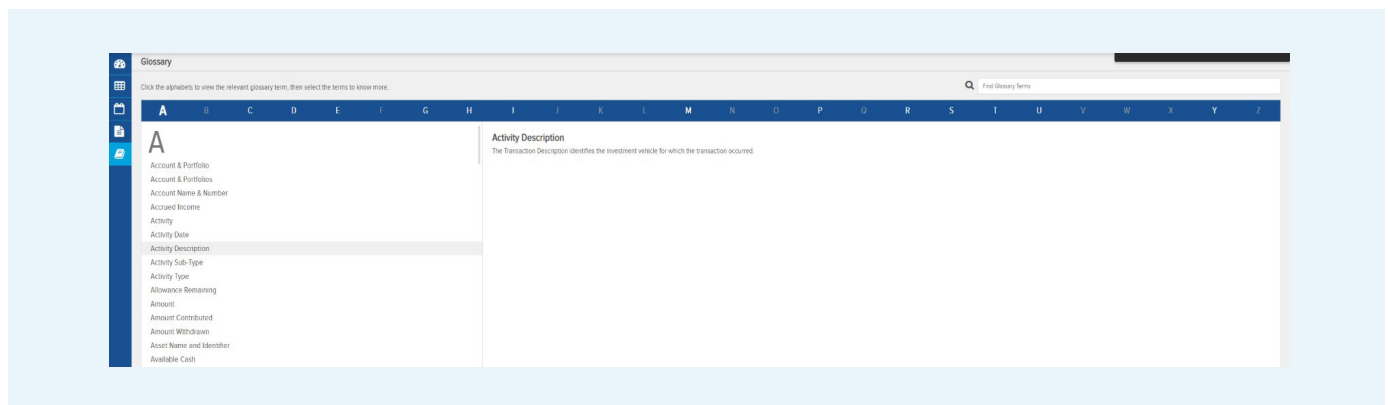
### 3d. Documents

The **documents page** can be used to view and download account documents. These include quarterly statements, annual tax packs and costs and charges statements. If you cannot see any documents, try to edit the time period to Previous year, or setting a custom date range.



### 3e. Glossary

The **glossary page** shows the terminology of the online valuation service, with a description of what each term means and relates to.



### Contact us

For further assistance with using the Online Valuation Service please contact **Investor Services on 0333 456 11 22** or via [investorservices@premiermiton.com](mailto:investorservices@premiermiton.com)

For your protection, calls may be recorded and monitored for quality assurance and training purposes.