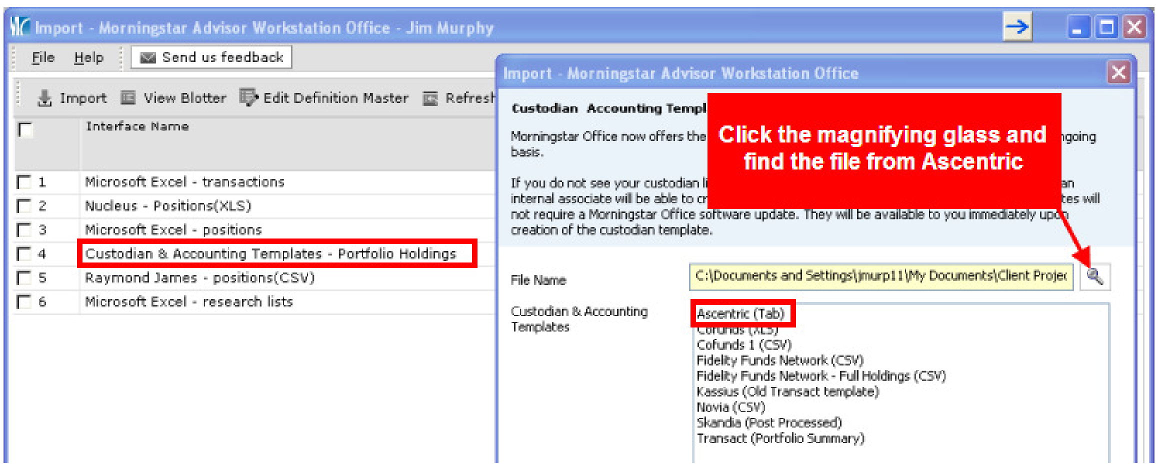
Importing Client Portfolios from Ascentric

This quick guide provides step-by-step instruction for importing client portfolios into Adviser Workstation from Ascentric. This import process will create a record for each client in Adviser Workstation and allow you to create compelling reports and charts showing portfolio analysis and performance. This import should be done on a regular basis to update portfolio positions of all clients.

Step 1: The positions file can be accessed from the Ascentric sFTP server. Contact your Ascentric representative to gain access to this server, you will need to provide the IP address of the machine used to access the files so that it can be added to the Ascentric firewall.

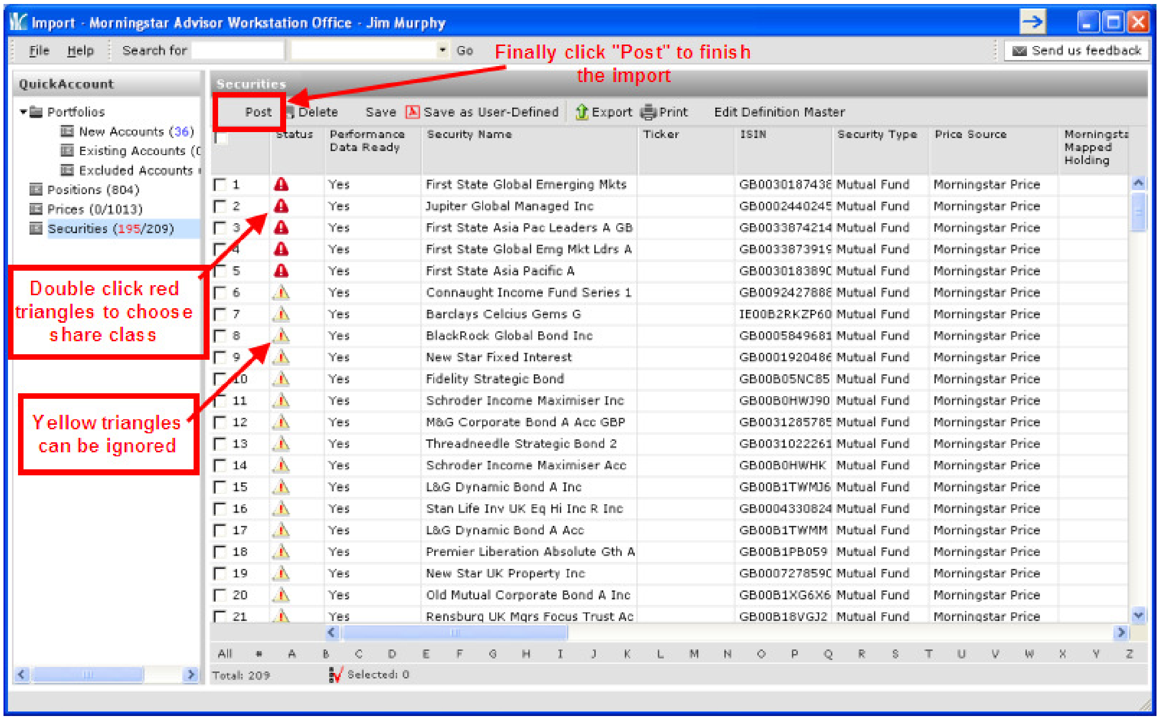
Step 2: Login to Adviser Workstation, click the Import button

- Double click "Custodian & Accounting Templates"
- Choose the file you just downloaded from Ascentric
- Click the "Ascentric (Tab)" template to highlight it
- Click the "Import" button.



Step 3:

This will open the import blotter which gives you the opportunity to review the portfolios, positions prices and securities being imported. Look for items in red and red triangles. Items listed in red text need a security type to be defined in the "Security Type" column. Double click red triangles to choose share class. Once items in red have been addressed, click the "Post" button to finish the import.



Step 4:
When you see this message click “No”. You want to ignore those securities with yellow triangles in warning status.

Now go to the Client Management area of Adviser Workstation to see your imported clients, access their current portfolio holdings and generate analytical reports and charts.