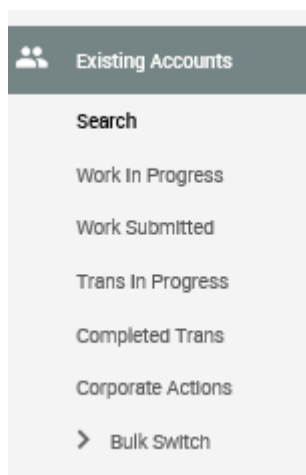


Step by step guide: Adding and amending bank accounts

1. Log on using your credentials ensuring you are logged on as a user who has "Read/Write" permissions. If you do not have the correct permissions, please contact your Embark platform Super User.
2. You now need to search for the client, this is done on the left-hand menu under Existing Accounts and Search.



3. You can search for clients by either the Account number, first name or surname. Search results can also be filtered by financial adviser or Account status.

Account search

[Search](#) [Advanced Search](#) [By Investment](#)

Search criteria	
Platform Provider	EIS <input type="checkbox"/>
Account Holder First Name:	<input type="text"/>
Enter Account Number:	<input type="text"/>
Account Holder Surname:	<input type="text"/>
Select Adviser:	All <input checked="" type="checkbox"/>
Account status:	All <input checked="" type="checkbox"/>
<input type="button" value="Search"/>	

4. You can also use the Advanced Search facility which allows you to search on Account Details, Holder Details, Investments, Portfolio and Product Details with logical expressions. search on investments and portfolios.



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Step by step guide: Adding and amending bank accounts

Step 1 Filter Exit Save **Next step**

Search String:

Field Selection		Search Criteria					
Field Categories	Available Fields	Brackets	Field	Expression	Value	Brackets	Logical
Account Details	Company Code →	<		Equals		>	AND
Holder Details	Account Name →						
Investments	Advisor Code →						
Portfolio	Status →						
Product Details	Client Type →						
	Company Name →						
	Account Number →						

5. Once you have selected the search criteria, select "Search" to return a list of clients. Select the Account number in blue, this will return the client details

Account Name	Account Number	Account Type	Status	Adviser	Net Value
.....	EM2005585	Individ	Active	Demo Advisa.....	97,950.53

6. Now select "Account Holders" from the left-hand menu.

- Existing Accounts
 - Search
 - Cash Account
 - Summary
 - Portfolio
 - New Work**
 - Account Holders**
 - Transactions
 - Reports & Documents
 - Charges & Remunerations
 - Contacts
 - IDV

7. On the Account Holders screen, select "Banking Details" using the top navigation bar.

Account Details | Contact Details | **Banking Details** | Other Details | Pension Details | Account Structure | Suspended Activity

8. Select "Edit" to amend or add the bank details.

Bank Accounts Edit

9. Amend details of an existing bank account. and then "Save".

Step by step guide: Adding and amending bank accounts

Bank Accounts Cancel Save

Bank Account History

BANK ACCOUNT 1

Visibility:

Owner: Individual

Account Name: -

Country: UK

Account Number: - 00685172

Sort Code: 11 00 94

Building Society Roll Number:

Bank Name: - HALIFAX A TRADING NAME OF BANK OF SCOTLAND PLC

Bank Country: UK

Address Line 1: - P O Box 722

Address Line 2: - Leeds

Address Line 3:

10. To add a second bank account, scroll down to Bank Account 2 and add the details. Once done select "Save".

Step by step guide: Adding and amending bank accounts

BANK ACCOUNT 2

Visibility:

Owner: Individual

Account Name:

Country: UK

Account Number:

Sort Code:

Building Society Roll Number:

Bank Name:

Bank Country: UK

Address Line 1:

Address Line 2:

Address Line 3:

Postcode:

Address Country: UK

Direct Debit Instruction:

Nominated account for withdrawals:

11. After saving, the platform will confirm the details have been successfully updated.

The screenshot shows the Embark platform interface. On the left is a sidebar with navigation options: Dashboard, New Account, Existing Accounts, Search, Summary, Portfolio, and New Work. The main content area has a top navigation bar with tabs: Account Details, Contact Details, Banking Details (selected), Other Details, and Pension Details. Below the tabs, the client's name 'Mr M 3' is displayed next to a red profile icon. The account number 'A E 100' is shown under the heading 'Banking Details :'. A blue-bordered box contains a success message: 'Client EM2007100 successfully updated.'