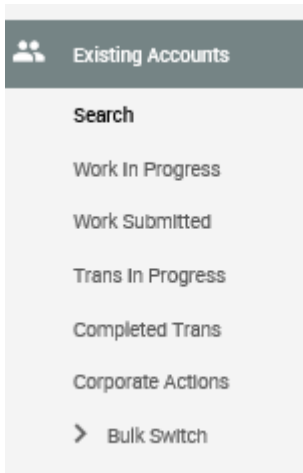


How to Guide: Adding/Amending Bank Accounts

1. Log on using your credentials ensuring you are logged on as a user who has "Read/Write" permissions.
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

Account search

Search criteria

Platform Provider: EIS

Enter Account Number:

Account Holder First Name:

Account Holder Surname:

Select Adviser: All

Account status: All

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.

Step 1 Filter

Search String:

Field Selection

Field Categories	Available Fields
Account Details	Company Code
Holder Details	Account Name
Investments	Advisor Code
Portfolio	Status
Product Details	Client Type
	Company Name
	Account Number

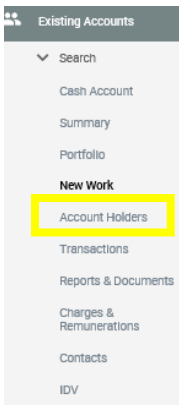
Brackets	Field	Expression	Value	Brackets	Logical
<		Equals		>	AND

How to Guide: Adding/Amending Bank Accounts

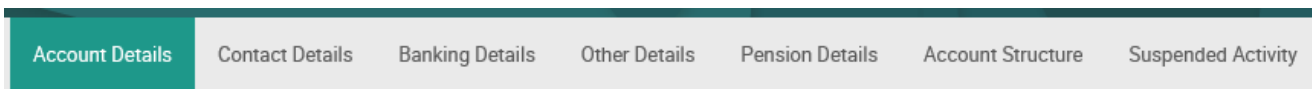
5. Once you have selected the search criteria, select "Search" to return a list of clients. Select the Account number in blue, this will return the client details

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

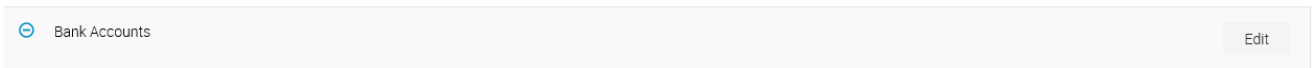
6. Now select "Account Holders" from the left-hand menu.



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



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



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

The image shows the 'Bank Accounts' form with the following fields and values:

- 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:

Buttons: Cancel, Save

How to Guide: Adding/Amending Bank Accounts

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

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:

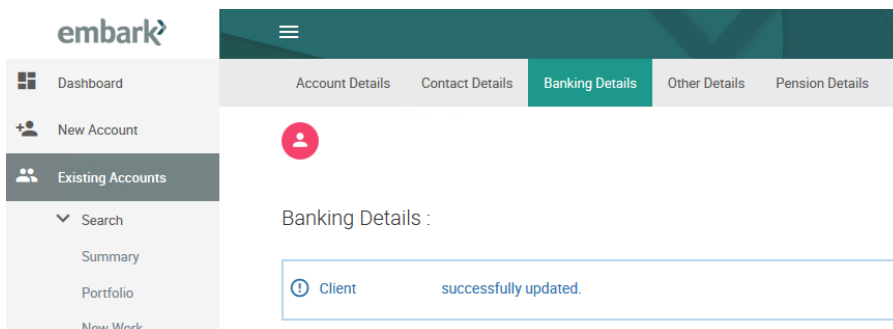
Postcode:

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 navigation menu with options: Dashboard, New Account, Existing Accounts (with sub-options: Search, Summary, Portfolio, New Work). The top navigation bar includes Account Details, Contact Details, Banking Details (highlighted), Other Details, and Pension Details. The main content area shows 'Banking Details' with a red profile icon and a success message: 'Client successfully updated.' with an information icon.



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