

# How to Guide: ISA Withdrawals

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 the account number, name of individual adviser, or customer name, click on the "Search" button and a list of the clients within those search parameters will appear, if there is more than one matching the details provided, in such cases click on the relevant "Account Number", which are shown in blue.

ACCOUNT SEARCH

Search criteria

Platform Provider	EIS	Account Holder First Name:	
Enter Account Number:		Account Holder Surname:	
		Select Adviser:	All
		Account status:	All

Search

4. Click on "New Work" on the left-hand menu, then select "Payments Out".

Payment activities

- New/amend prod payment
- Payments out
- Crystallise pension benefits

Investment activities

- New investment transaction
- Quote and Deal
- Remove assets from Disc Mgmt

Account activities

- Generate new illustration
- Generate drawdown illustration
- Generate existing illustration
- Generate an Income Illustration

5. Select the product you wish to withdraw from and confirm details of the bank account, payment type and method, before clicking "Next Step".

Step 1 Select wrapper / Payment out type

Exit Save Next step

Please select which product wrapper you wish to make payment from:	Embark ISA
Please select payment out type:	One-Off Payment Out
Payment Out Destination:	Bank Account
Payment Method:	Faster Payments
Destination Account:	13298473

Next step

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- On "Step 2 Payment out instruction", under the heading "Payment Out" enter the amount to be paid in the payment amount field, you will note that the section confirms the current available cash value showing the maximum amount that can be paid as a lump sum.

Payment out

Current available cash value before overdraft: GBP 20,190.79

Overdraft: GBP 0.00

Current available cash value: GBP 20,190.79

Payment amount:

Date: 07-Feb-2018

Notes:

When arranging regular payments out, the next page allows you to confirm the income payment strategy. You are able to either specify this as a percentage or a monetary amount, as per the image below.

Income payment strategy

Regular Payment Out Amount: £200.00 (Monthly)

Select Assets to be sold regularly in order to achieve income

percentages  monetary amount

Investment	Available Units	Value (£)	Allocation (%)
Cash	20,190.7900	20,190.79	<input type="text"/>
Boost Issuer Public Limited Company BOOST FTSE 100 2X SHORT DAILY ETP	150.0000	6,480.00	<input type="text"/>
Diverse Income Trust (The) PLC ORD 0.1P	5,000.0000	4,850.00	<input type="text"/>
Etf's Foreign Exchange Limited ETF5 5X LONG EUR SHORT GBP	100.0000	11,239.50	<input type="text"/>
L&G European Index Tst I Acc	1,881.0250	7,764.87	<input type="text"/>
Tesco PLC ORD SP	1,004.0000	2,007.00	<input type="text" value="100"/>
Total			100.00 %

- Click on "Next Step", this brings you to "Review and Submit", then click "Submit" to generate the payment(s).



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