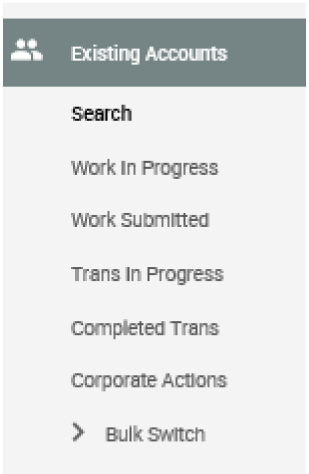
How to Guide:
Selling Stocks and Shares

Selling shares held in a Personal Pension, ISA or GIA

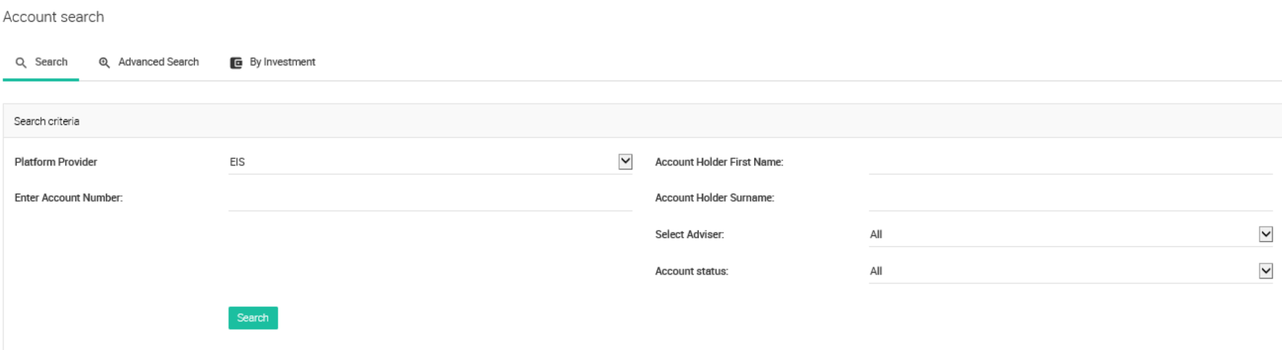
1. Log on using your credentials ensuring you are logged on as a user who has "Read/Write" permissions.

2. If you know the client reference number, enter this via the top left search button and avoid steps 3-7.

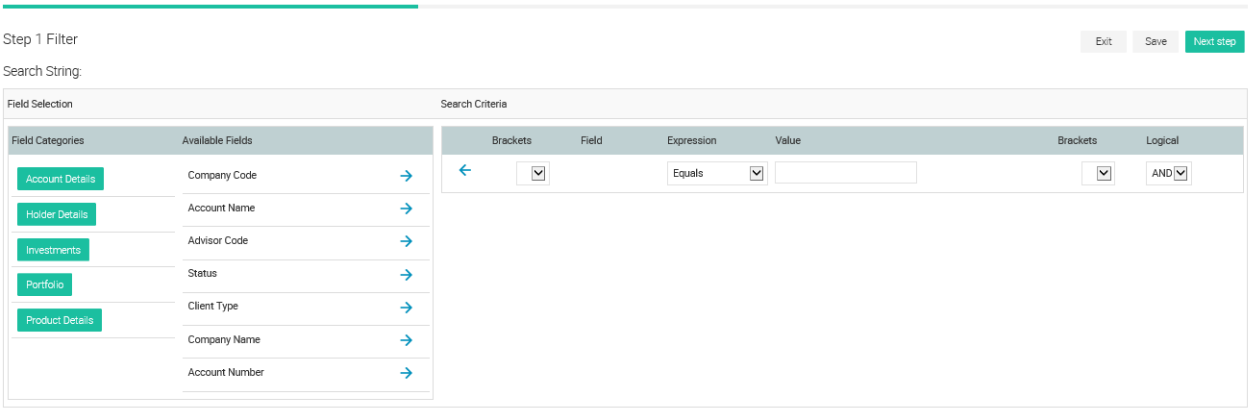
3. You now need to search for the client, this is done on the left-hand menu under existing accounts and search.



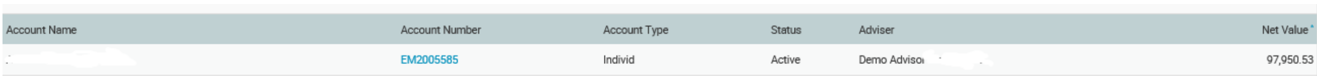
4. You can search for clients by either the account number, name of individual or adviser.



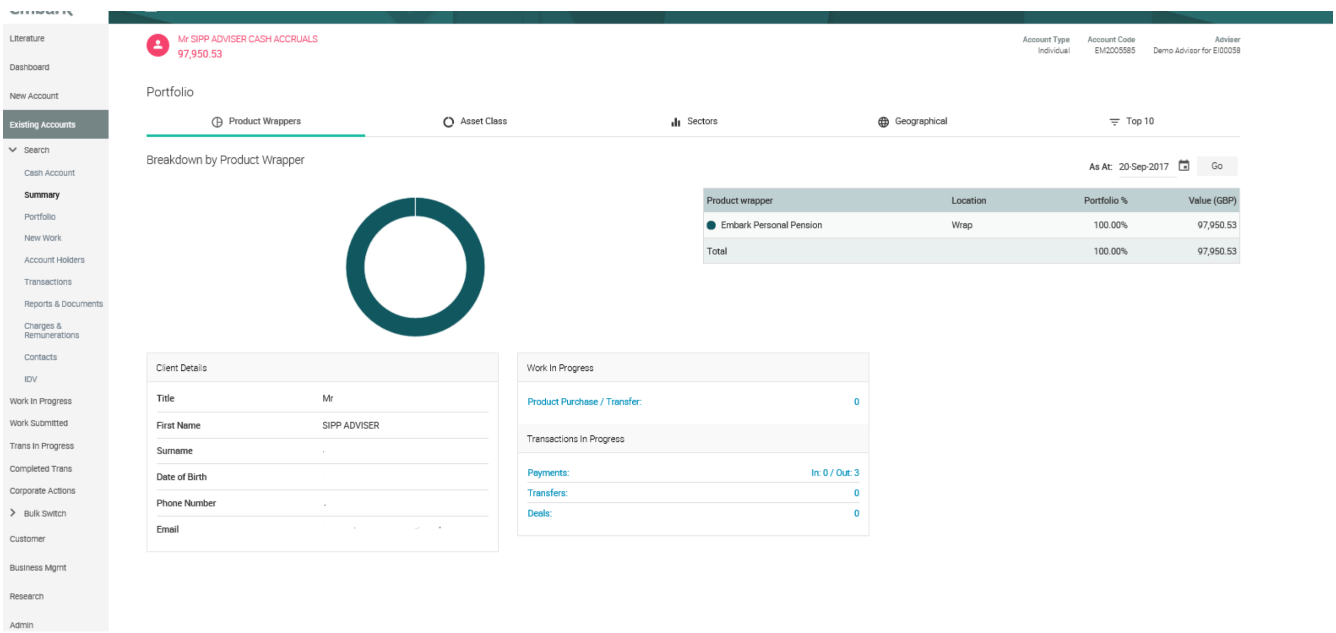
5. You can also use the advanced search facility which allows you to search on investments and portfolios.



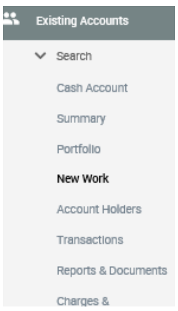
6. Once you have selected the search criteria, click on search, this brings up a list of clients.



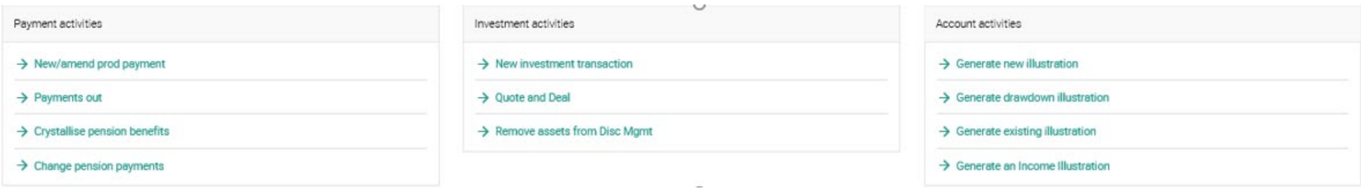
7. Now click on the account number in blue, this brings up the client details.



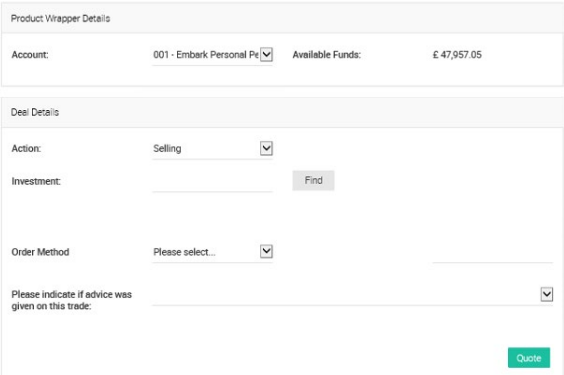
8. Now click on "New Work" on the left-hand menu.



9. As we are selling stocks and shares you need to click on "Quote and Deal".



10. The next screen is where you advise on the wrapper and whether you are buying or selling, the below example is selling within the pension wrapper.



11. Now click on find and a list of those shares held in the wrapper will be displayed.

Select Investment

Investment	Holding	Market Value GBP
RDSB.XLON.GB - ROYAL DUTCH SHELL 'B'ORD EUR0.07	417.0000	9,084.35

12. Click on the investment (part in blue) to select.

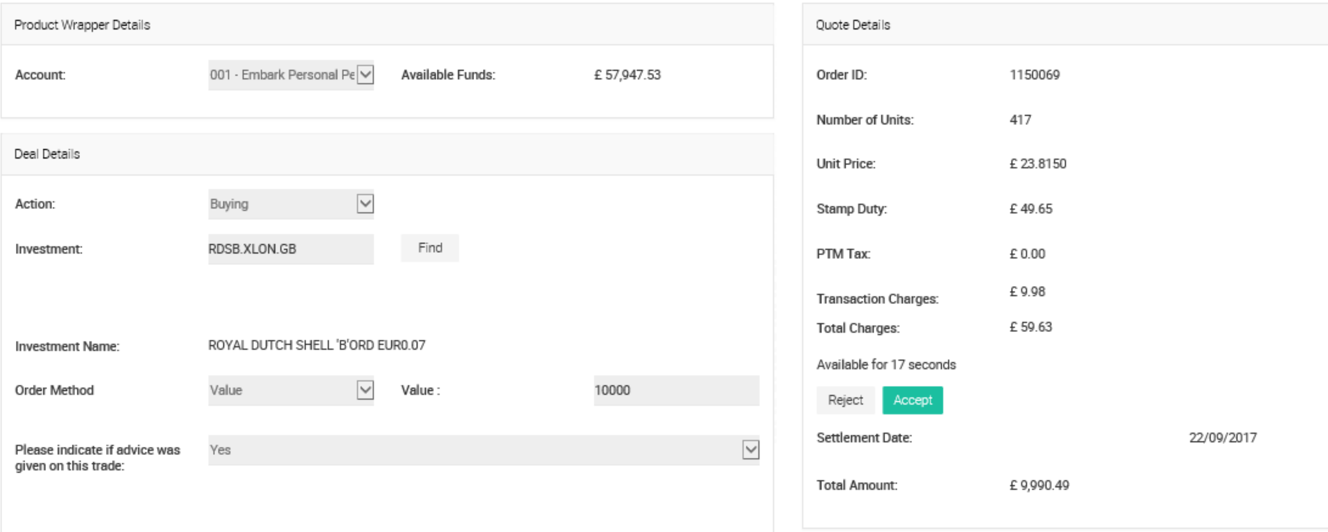
Select Investment

Investment	Holding	Market Value GBP
RDSB.XLON.GB - ROYAL DUTCH SHELL 'B'ORD EUR0.07	417.0000	9,084.35

13. You now need to advise on the quantity you wish to sell by selecting order method as "quantity" and entering the number of shares.

14. You will need to indicate if advice has been given and then select "Quote".

15. The following screen gives a real-time quote and the details. To accept the quote, you need to click on accept. Note you will have a period of 20 seconds to accept the quote before you will need to requote.



16. Once you accept the transaction is complete. Completed transaction will be displayed in the transactions and then deals page.