GETTING STARTED

NEW ACCOUNTS CENTER

CUSTOMIZATION | INTEGRATION | SCALE

ORION

Process Overview*

Advisor's Responsibility

Orion's Responsibility

Timeline represents a typical new accounts process.

Custodian

Name File
Position File
Download
Transaction File
Price File

Review | Update | Add

Custodian Setup

Orion **applies** or **excludes** new accounts from the download interface(s) - Based on your business needs*

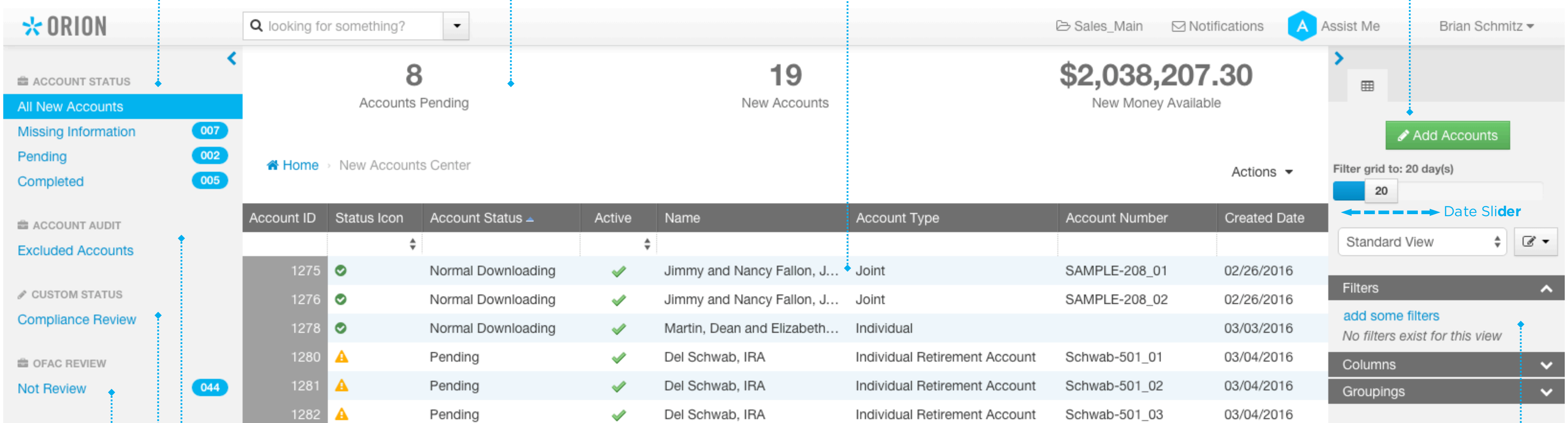
Review statuses, update account information or add new accounts** via New Accounts Center

*Contact your ASA to discuss options related to your firm's download process and Best Practices.
**Use the Add Accounts Wizard to setup an account that has been Excluded. This process will remove the account from exclusion and apply it to the system.

New Accounts Center

Getting around.

Standard Views   Quick Stats   Main Data Screen   Add Accounts Wizard



Optional Custom Status Views* + Exclusion List & OFAC Review   Custom Views & Groupings

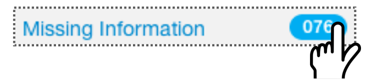
*Contact your ASA to customize statuses to fit your workflows.

New Accounts Center

Functionality.

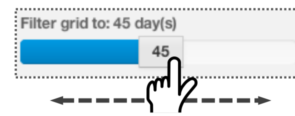
Standard Views

Views created based on standard new account audits and best practices. **Results** will appear in blue and need to be addressed before reporting on or trading an account. Click on a **View** to filter the **Main Data Screen**.



Quick Stats & Date Slider

Three items that matter most! See your number of **Accounts Pending** and **New Accounts**, as well as, **New Money Available**. Adjust the slider filter to change the number of accounts in the **Main Data Screen** based on **Created Date**.



Main Data Screen

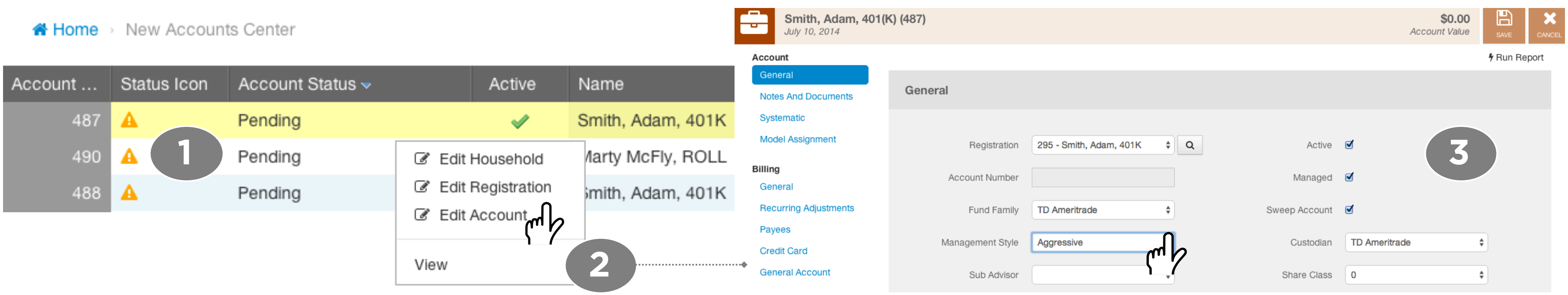
Provides all the important data to audit, review or update based on your selected **View**.

① Select one line or multiple lines (hold Shift Key) to **Edit**

② Right-click and select **Edit Households, Registrations** or **Accounts**

③ The **Editor Screen** will appear, make your changes and **Save**.

Your changes will now appear on the **Main Data Screen**. Under **Actions** you can **Export to Excel** if needed.



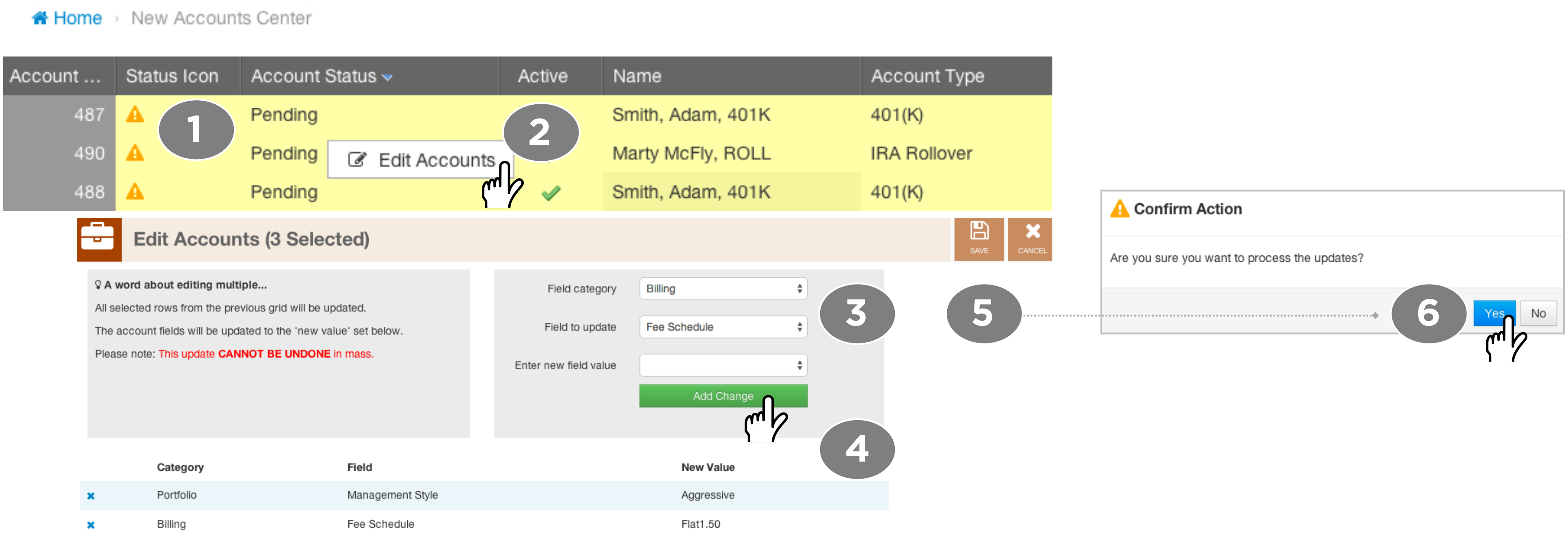
New Accounts Center

Functionality.

Editing Multiples

"These ten accounts should have the same Fee Schedule and Management Style..." – Great, update all ten at once!

① Select multiple line items (hold Shift Key + select) to Edit.
② Right-click and select Edit Accounts.
③ The Edit Multiples Screen will appear. Select a field to update & enter a field value.
④ Click Add Change. Repeat steps 3 and 4 as needed. A list of field & value changes will appear for Review.
⑤ Click Save to apply multiple edits to the selected accounts. *But hold on there Turbo!*
⑥ For you *quick-draw* users, we have added an additional Confirm Action as multiple updates are set to occur. Click Yes if you are feeling good about your selections.



New Accounts Center

Manually add new accounts.

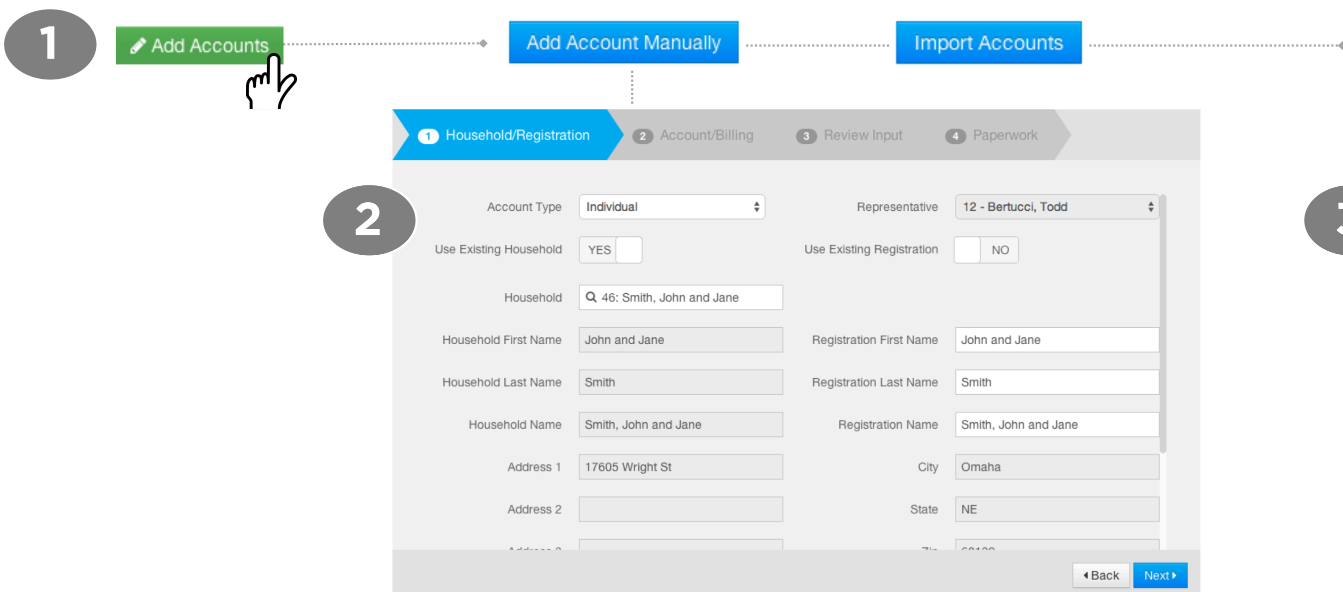
Add Accounts

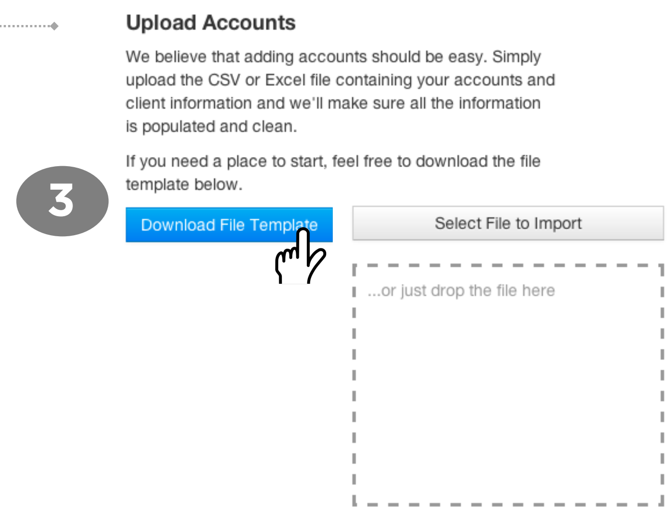
Choose to add an account via a **Wizard** or add multiple accounts via a **Template***

The **Wizard** format allows you to step through each level that needs to be created in the Orion system i.e. Household, Registration and Account.
If you choose to have Orion exclude new accounts from the download interface, you can manually add them as needed. Or manually create an account to *stage* the account BEFORE* it downloads to Orion from the Custodian.

The **Template** format allows you to populate a spreadsheet and upload the new account information. This is the recommended method to add accounts *en masse*.

① Click **Add Accounts** and choose a **Method**.
② Select **Add Account Manually** and enter information for each **Portfolio List** level. Choose to add an account to a **New Household** or an **Existing Household**.
③ Select **Import Accounts** to upload information from a spreadsheet. This method usually is reserved for adding many, many accounts at once.





*Contact your ASA to discuss Best Practices.

New Accounts Center

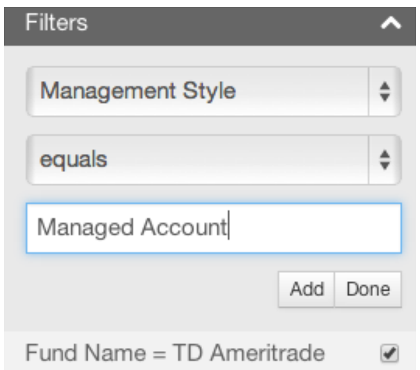
Views and Settings.

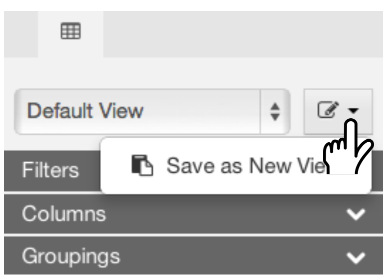
Customizing Views

Add customized **Filters**, **Columns** and **Groupings** to create a **New View**. Once you have made your selections, select the **Save** button to save as a **New View**. Choose to make your new view **Private** or **Global**.

Filters

Find specific outliers or sets of data using filters.
Click **Add** (Double-click item to **Remove** a filter).



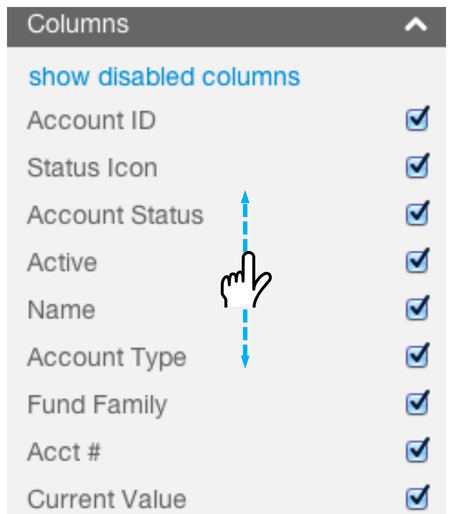


Custom View

Save multiple views to manage your data!

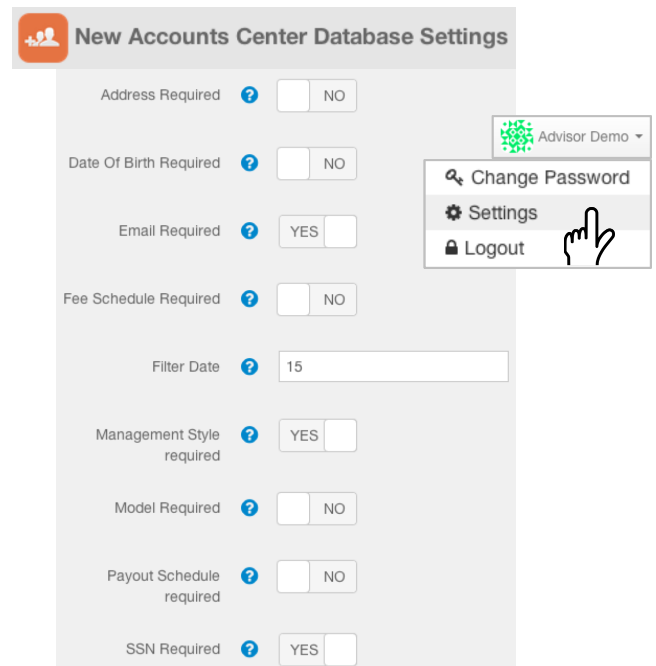
Columns

Customize your column choice and layout.
Select or de-select columns + re-order them by *dragging & dropping*.



Settings

Control the items that populate in the **Missing Information** column. Identify and update the things that matter to you!



New Accounts Center

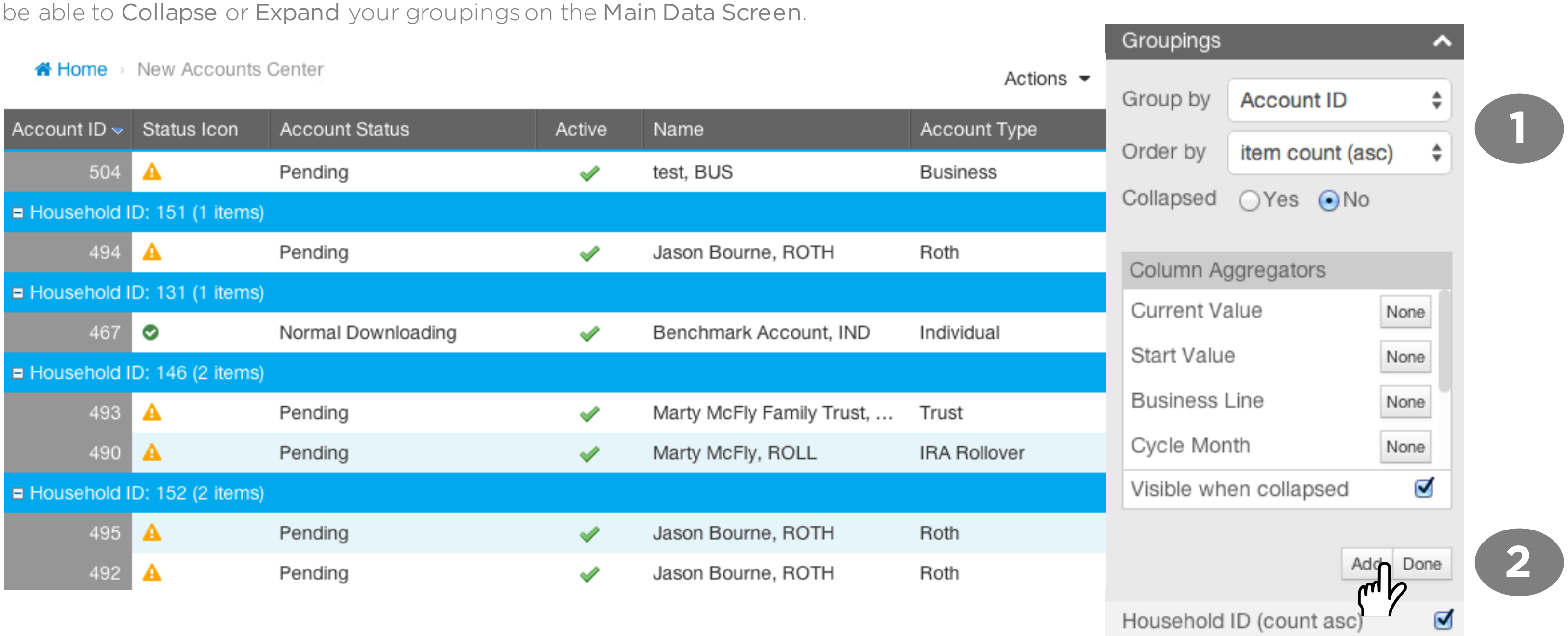
Groupings.

Groupings

Customize how your data is presented on the Main Data Screen.

① Select from available grouping and filter options
② Click Add (Double-click on item to Remove a grouping).

You will now be able to Collapse or Expand your groupings on the Main Data Screen.



Best Practices

Managing New Accounts Successfully

- Process Know your Orion new account download settings **ACTION** consult with your Account Manager about options!
- Keep up Depending on new account volume, review new accounts at least Weekly **ACTION** set that Date Slider!
- Workflows Share your workflow with Orion to create custom Statuses **ACTION** have a plan of attack!
- Personalize Take advantage of custom Views, Columns and Groupings **ACTION** save a View!
- Default Settings Take advantage of these to manage your review process **ACTION** these control the Missing Information column!