

Mason Stevens has created a sophisticated cash sweeping tool that allows you to optimise your clients' cash management and investing timing with ease.

This training guide will take you through the steps to set-up the initial and ongoing cash management preferences on your client's **Wealth or Super** account.

Step 1: Set up an Automatic Investment Plan

When adding the recommended Managed Portfolio during account onboarding, you will be prompted to specify allocations as either a:

 **Dollar value***

 **Percentage**

*For Wealth only

This allocation will form the account's **Automatic Investment Plan (AIP)**.

Setting up an **AIP** allocation determines how our cash sweeping tool allocates funds between your client's Self-Directed Portfolio and their Managed Portfolio as they are received.

If the AIP is turned on from the moment you onboard your client, this will ensure your client's funds are allocated in line with your portfolio recommendations as soon as your client's first deposit hits their account. Please ensure you tick the box on screen for the investment plan to commence from account inception.

You also have the option to turn on the AIP at a set future date.

How it works

The AIP checks daily for **new** contributions to the Self-Directed Portfolio (SDP). Provided the Managed Portfolio initial or ongoing investment minimum is met, the **AIP Daily Check** will move funds into the Managed Portfolio as per the AIP allocation.

If investment recommendations change, you can update your client's AIP allocations at any time. The AIP can be also be switched 'off', which means the **Daily Check** will not occur.

As the **Daily Check** is subject to the Managed Portfolio mandated minimums for investment, it is generally most relevant for initial deposits or significant additional deposits.





Step 2: Select one of the three sweep options, then switch the AIP to 'On' or 'Off'.

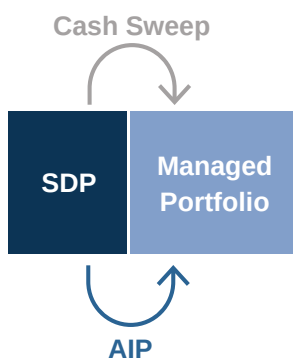
You have **three sweep options** that allow you to manage how your clients' ongoing contributions and portfolio generated income is treated. Depending on whether you would like to switch the Automatic Investment Plan allocation **on or off**, will determine the functionality of the sweeping options as per below.

If the AIP is 'On', the following cash movements will occur depending on which sweep option you choose:

Option 1: Cash Sweep

All available cash is swept from the SDP to the Managed Portfolio as per the AIP allocation on the 22nd day of each month, provided that:

- The amount being swept is \geq \$500
- The initial investment minimum has been made

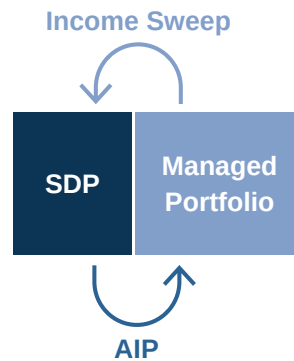


Key benefits

- The Cash Sweep overrides the ongoing investment minimum of each Managed Portfolio, minimising out of market time for your client.
- The Cash Sweep is a suitable function for accounts that are receiving regular deposits e.g. Super contributions.

Option 2: Income Sweep

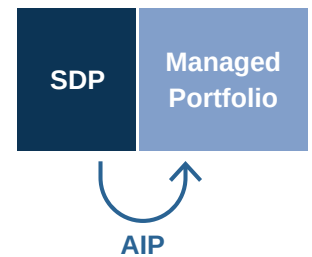
Income and dividends paid into the Managed Portfolio are swept into the SDP.



Key benefits

The Income Sweep is suitable for clients making regular payments out of their Mason Stevens account e.g. Pension payments.

Option 3: Do Not Sweep



The AIP Daily Check looks each day to move any newly deposited funds into the Managed Portfolio as per the AIP allocation, provided the amount being moved meets the initial or ongoing investment minimums of the Managed Portfolio.





If the AIP is 'Off', the following cash movements will occur depending on which sweep option you choose:

Option 1: Cash Sweep

If the AIP is off, the Cash Sweep will not operate.



Option 2: Income Sweep

Income and dividends paid into the Managed Portfolio are swept into the SDP.



Option 3: Do Not Sweep



If the AIP is switched off, the AIP Daily Check will not happen.

Your Relationship Manager is available to answer any questions as you set up your clients' cash preferences and to demonstrate all of the options available to you and your clients.



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