

An Adviser Guide to using the Multiport Website

Level 1, 1 Chifley Square
Sydney NSW 2000

Tel (02) 230 0177
Fax (02) 9230 0188

Postal Address: PO Box N316 Grosvenor Place NSW 1220

Multiport Pty Ltd ABN 76 097 695 988 AFS Licence No: 291195



Contents

Accessing the Website.....

Favourites.....

Website Information.....

Public information.....

Adviser Information.....

Accessing Portfolio Information.....

Current Portfolio.....

Comparison.....

Asset Allocation.....

Bank Statements.....

Documents.....

Contributions.....

Benefits.....

Member Balances.....

Accessing Reports.....

Adviser Fee Report.....

Asset Browser Report.....

Contribution Caps Report.....

New Business Report.....

Sundries.....

Providing Instructions to us.....

Making web instructions.....

Changing your login details.....

Accessing the website

Go to www.multiport.com.au

Upon commencing your first client with Multiport you will have completed a website terms and conditions form. Within this form you will have provided us with your website Username and Password. By using your unique login details you are able to view your client information through the secure section of our website.

This guide has been developed to walk you through the information that is available and how to access it.

Your client's will have also signed a website terms and conditions when they joined the service and they access their information also using a website Username and Password.

Favourites

Save our website into your list of favourites – that way our website will be easily accessible to you.

If you require any additional information please do not hesitate to contact us:

Phone (02) 9230 0177

Fax (02) 9230 0188

Email help@multiport.com.au

Online www.multiport.com.au

Post PO Box N316, Grosvenor Place. NSW 1220

Website Information

The website is split into two parts – the information that is accessible to the public and the information that is only available using a Username and Password.

Public Information

Through the website you are able to obtain information about us and the services that we provide. The range of information includes:

Home Page

Welcome to the Multiport Home Page

A brief summary on the Multiport administration business

New Product Update

About Us

About Multiport

About Self Managed Super Funds.

About individually managed accounts?

About managed accounts

SMSF & Portfolio Administration

Comparison Page

Solutions for Clients, Advisers and Accountants

Managed Accounts

About Managed Accounts

Current Managed Account Services

-E.I.M Capital Managers

-Adviser Portfolio Solutions

Other Services

Gearing Solutions

SMSF Establishment Service

Consultancy Services

Corporate Trustee Service

CoSec Service

Library

Market news

Newsletters

Media

Fact Sheets

Document & Forms

Contact Us

Client Information -

User ID

Password

You log into the site by typing in your unique User ID and supplying the 5 – 12 character password that you obtained when you first joined Multiport.

After you login you will be presented with a range of information options:

Portfolios – this is a drop down menu which displays a range of information by clients' portfolios including daily updated portfolio details;

Reports – this is another drop down menu that displays a range of reports which look at your total client base including asset reports, contribution and pension reports and gain/loss reports;

Help – provides explanations for each page

Print – print current screen

Export – allows you to export the current data to a CSV file which may be opened in a spreadsheet program such as Excel.

Logout – securely logout of our website

Accessing Portfolio Information

We provide secure online access to your investment portfolio information. To see your portfolio, select the relevant letter of the alphabetical listing across the top of the page.

There are nine screens of information with the name of each screen shown across the top of the page. The portfolio reports consist of:



We provide secure online access to your clients' investment portfolio information. To see a clients' portfolio click on the name of the client or select the relevant letter of the alphabetical listing across the top of the page.

After selecting a client, there are 9 screens of information with the name of each screen shown across the top of the page. The portfolio reports consist of:

Portfolio J and J Citizen Superannuation Fund ▾ As At 03/07/2011 ▾ Show Sold Assets

Asset	Ticker	Asset Category	Units	Price	Price Date	Amount
15 Sample Street Sydney		Property				250,000.00
ANZ Limited	ANZ	Domestic Shares	954.00	21.95	01/07/2011	20,940.30
AXA W/S Global Equity - Value Fund		Unit Trusts	53,022.2693	0.6233	28/06/2011	33,048.78
BankWest Term Deposit <30 Days		Fixed Interest Securities				10,221.00
BHP Billiton Limited	BHP	Domestic Shares	1,970.00	43.77	01/07/2011	86,226.90
Citizen Artwork		Other Assets				25,000.00
LM First Mortgage Income Fund 24 Mth		Unit Trusts	45,000.00	1.00	30/06/2011	45,000.00
Macquarie Cash Management Account		Cash				472,551.45
Macquarie Group Limited	MQG	Domestic Shares	980.00	31.13	01/07/2011	30,507.40
Platinum International Fund		Unit Trusts	19,120.306	1.4475	28/06/2011	27,676.64
Westpac Banking Corporation	WBC	Domestic Shares	800.00	22.03	01/07/2011	17,624.00
Total Investments						1,018,796.47
Accrued Income: ANZ Limited						1,316.52
Accrued Income: Macquarie Group Limited						1,822.80
Accrued Income: Westpac Banking Corporation						1,680.00
Accrued Income: Westpac Trust Preferred Securities						375.07
Total Portfolio						1,023,990.86

Current Portfolio

This screen shows the latest valuations for all investments within a portfolio. It also shows items such as unsettled transactions and accrued but unpaid income.

The screen defaults to the most current valuation however you are able to select a date. You can also see the assets that the portfolio used to own by ticking the 'show sold assets' selection.

You can see all cash account transactions that have occurred by clicking on the relevant bank account.

Transaction History information for all individual assets may be accessed by clicking on an investment and a new screen will show the following information:

J and J Citizen Superannuation Fund
Asset History: BHP Billiton Limited

[help](#) [print](#) [export](#) [close](#)

Date	Transaction	Units	Purchase Price	Purchase Value	Sale Price	Sale Value	Realised Gain/Loss	Unrealised Gain/Loss	Current Value
03/10/2004	Purchase	1,600.00	18.5500	29,680.00					
07/08/2006	Sale	-800.00	18.5500	-14,840.00	27.0000	6,760.00	-21,600.00		
18/02/2007	Purchase	50.00	30.0000	1,500.00					
16/02/2009	Sale	-50.00	30.0000	-1,500.00	34.0000	200.00	-1,700.00		
10/08/2009	Purchase	1,000.00	1.0000	1,000.00				36,354.50	37,204.50
16/01/2010	Purchase	50.00	20.0000	1,000.00					
19/02/2010	Sale	-1,000.00	15.9900	-15,990.00	5.0000	-10,990.00	-5,000.00		
10/10/2010	Purchase	120.00	41.6667	5,000.00				252.40	5,252.40
08/11/2010	Purchase	1,000.00	10.0000	10,000.00				33,770.00	43,770.00
Total		1,970.00	8.0457	15,850.00		28,300.00	-4,030.00	70,376.90	86,226.90

This screen page provides you with information for each asset including transaction date, units purchased or sold (where applicable) the purchase price, current value and realised/unrealised current gain or loss for the investment. You should note the gain or loss shown is the "raw" gain or loss and does not reflect the tax position should the asset be sold.

Portfolio Date 1 Date 2

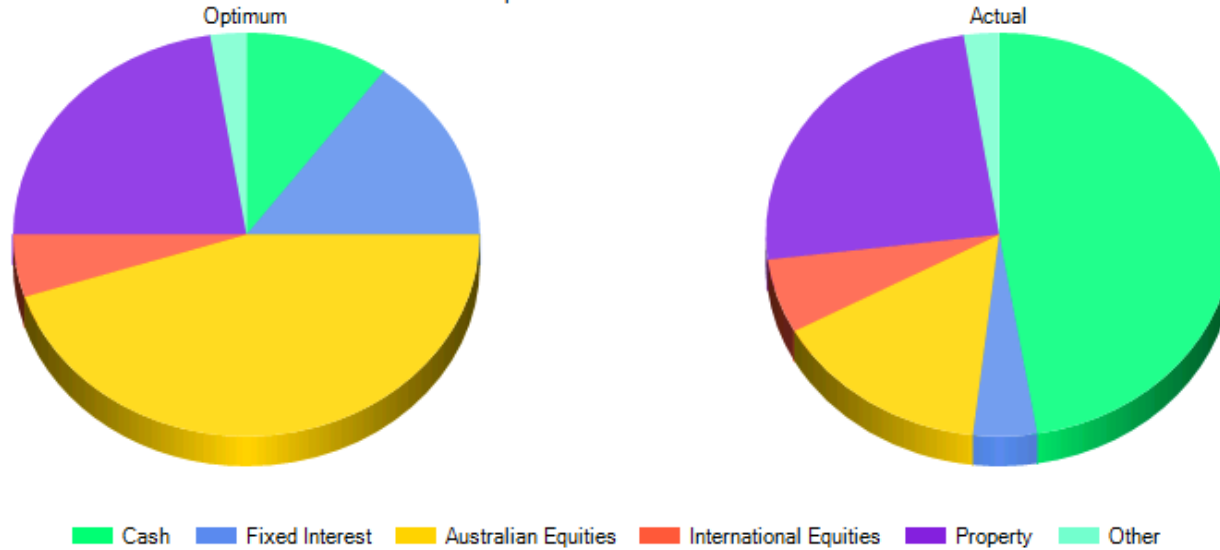
Asset	Ticker	31/05/2011			03/07/2011			Price Change %
		Units	Price	Amount	Units	Price	Amount	
15 Sample Street Sydney				250,000.00			250,000.00	
ANZ Limited	ANZ	954.00	22.13	21,112.02	954.00	21.95	20,940.30	-0.81
AXA W/S Global Equity - Value Fund		53,022.27	0.65	34,268.29	53,022.27	0.62	33,048.78	-3.56
BankWest Term Deposit <30 Days				10,221.00			10,221.00	
BHP Billiton Limited	BHP	1,970.00	44.36	87,389.20	1,970.00	43.77	86,226.90	-1.33
Citizen Artwork				25,000.00			25,000.00	
LM First Mortgage Income Fund 24 Mth		45,000.00	1.00	45,000.00	45,000.00	1.00	45,000.00	0.00
Macquarie Cash Management Account				472,551.45			472,551.45	
Macquarie Group Limited	MQG	980.00	34.00	33,320.00	980.00	31.13	30,507.40	-8.44
Platinum International Fund		19,120.31	1.49	28,477.78	19,120.31	1.45	27,676.64	-2.81
Westpac Banking Corporation	WBC	800.00	22.13	17,704.00	800.00	22.03	17,624.00	-0.45
Total Investments				1,025,043.75			1,018,796.47	

Comparison

This screen compares portfolio assets as at selected dates. It defaults to the current date and the date of the last client investment portfolio report. However you can select the date range when running your report rather than using the default position. By selecting a date range, it allows you to view and compare the price change of your units over that timeframe.

Portfolio J and J Citizen Superannuation Fund ▾

Optimum vs Actual Allocation



Sector	Optimum %	Actual %	Optimum \$	Actual \$	Change Needed \$
Cash	10.00	47.39	101,879.65	482,772.45	-380,928.00
Fixed Interest	15.00	4.42	152,819.47	45,000.00	107,788.67
Australian Equities	45.00	15.24	458,458.41	155,298.60	303,193.83
International Equities	5.00	5.96	50,939.82	60,725.42	-9,780.45
Property	22.50	24.54	229,229.21	250,000.00	-20,783.45
Other	2.50	2.45	25,469.91	25,000.00	509.40
Total	100.00	100.00	1,018,796.47	1,018,796.47	0.00

Asset Allocation

This screen compares the Target Asset Allocation of the portfolio (as defined by the Investment Strategy for a SMSF or as otherwise specified) with the actual asset allocation. It also shows the dollar adjustment required to bring the asset allocation back to the targeted level.

Portfolio Bank From To

Date	Narrative	Debit	Credit	Balance
31/05/2011	OPENING BALANCE			200,249.63
31/05/2011	SAMPLE DEPOSIT		806.71	201,056.34
01/06/2011	SAMPLE DEPOSIT		600.87	201,657.21
03/06/2011	SAMPLE WITHDRAWAL	774.35		200,882.86
10/06/2011	SAMPLE WITHDRAWAL	203.00		200,679.86
21/06/2011	SAMPLE DEPOSIT		600.87	201,280.73
21/06/2011	SAMPLE DEPOSIT		1,160.92	202,441.65
21/06/2011	SAMPLE DEPOSIT		134,566.40	337,008.05
27/06/2011	SAMPLE WITHDRAWAL	49,954.71		287,053.34
28/06/2011	SAMPLE DEPOSIT		600.87	287,654.21
28/06/2011	SAMPLE DEPOSIT		1,125.00	288,779.21
30/06/2011	SAMPLE DEPOSIT		937.19	289,716.40
30/06/2011	SAMPLE DEPOSIT		9,006.76	298,723.16

Bank Transactions

This screen is updated daily and shows the latest transactions in the cash account. You can also access cash account transactions information from the Current Details screen and this often provides additional information about transactions.

Portfolio Asset Name
Document Type Comments

Date	Document Type	Asset Name	Comment
26/05/2011	Income Statement	Coal & Allied Industries Limited	
25/05/2011	Holding Statement	Infigen Energy	
15/05/2011	Buy	Infigen Energy	

Documents

To allow you and your clients more visibility into your investment portfolios you can access scanned documents relating to your client's investments and tax related items.

By clicking on the documents tab at the top of the page, you immediately gain access to a range of investment documentation including:

- Dividend/distribution statements
- Holding statements
- Investment transaction statements
- Buy/Sell contract notes
- SPP/Entitlements Offers
- Tax Statements

Documents are displayed in a pdf file and include any statements, contract notes or investment related documentation that is received via our office in paper form.

Portfolio Member Financial Year

Summary	2010/11	2009/10	2008/09	2007/08
Concessional Contributions	15,000.00	0.00	24,156.00	46,000.00
Concessional Cap	50,000.00			
Allowable contributions to 30/06/2011	35,000.00			
Non-Concessional Contributions	140,000.00	0.00	5,000.00	5,000.00
Non-Concessional Cap	150,000.00			
Allowable contributions to 30/06/2011	10,000.00			
Age at end of financial year	56	55	54	53
Total Contributions	155,000.00	0.00	29,156.00	51,000.00

Contributions for 2010/2011 financial year

Date	Type	Concessional	Amount
10/10/2010	Member Concessional Contributions	Yes	15,000.00
25/10/2010	Member Non-Concessional Contributions	No	140,000.00
Total			155,000.00

Contributions

This report allows you to select a portfolio and member and select the relevant year. This screen provides you with details of:

- Concessional contributions made for the current and previous years per member
- The relevant concessional contribution cap
- The gap that exists to make contributions up to the concessional cap
- Non-concessional contributions made for the current and previous years per member
- The relevant non-concessional contribution cap
- The gap that exists to make contributions up to the non-concessional cap
- Each contribution made in the selected financial year

Portfolio Financial Year Member

Member Name	Date	Gross Payment	Tax Payable	Net Payment
Jane Citizen	25/10/2010	50,000.00		50,000.00
Jane Citizen	3/05/2011	320.07	0.00	320.00
Jane Citizen	3/05/2011	1,264.52	0.00	1,265.00
Jane Citizen	3/05/2011	1,682.67	0.00	1,683.00

Benefit payments

For SMSFs, you can see all benefits paid to members over a range of financial years – just select the financial year you want to look at and the member. This screen provides full details of every pension or lump sum benefit paid and any tax deducted from the payment.

Portfolio ▾ Member ▾

	Jane Citizen	John Citizen
Opening Balance @ 01/07/2008	299,490.36	484,476.66
Concessional Contributions	39,156.00	51,800.00
Non-Concessional Contributions	145,000.00	3,220.00
Exempt Contributions	0.00	30.00
Rollovers	0.00	60.00
Benefits	-66,208.50	-41,326.59
Insurance Premiums	0.00	0.00
Expenses	0.00	0.00
Earnings	45,593.07	63,537.42
Closing Balance @ 04/07/2011	463,030.93	561,797.49

Member Balances

For SMSFs, this report allows you to select the relevant portfolio and see all members balances. You can examine opening and approximate closing balances, concessional contributions, rollovers, benefits, expenses and earnings as at the current date.

When looking at these figures you should note that there may be multiple member accounts underlying each member’s balance. This would be for example if there were multiple pensions being paid to a member. The screen shows the aggregated position for each member. Also, the earnings shown on the screen represent an estimated earnings figure which reconciles back to the current value of the fund. As such items such as franking credits, tax liabilities and tax refunds will not have been taken into account. Care should therefore be exercised if undertaking planning strategies which use member balances.

Accessing Reports

portfolio ▾ reports ▾ help print export logout

adviser fees
asset browser
contribution caps
new business
sundries

You are able to access a range of other reports relating to portfolios.

These include:

- Adviser Fee Report – shows all adviser fees paid between two dates
- Asset Browser Report – to view all of your clients holdings
- Contribution Caps Reports – shows contribution caps between all clients for the current financial year
- New Business Report – view the status of new and existing funds you have brought on to our service
- Sundries Report – view unidentified transactions from your clients accounts that require more information to be reconciled

Adviser Fee Report

This report shows full details of fees paid in respect to your clients as at the calculation date shown.

The figure used to calculate the adviser fee (the Fee FUM) is the "Total FUM" less any "Exclusions" plus any "Inclusions". Exclusions are assets that are not taken into account when calculating the FUM for a client.

"Total FUM" is the value of the client portfolio at "Calc Date" including any accruals.

"Total Fees" are "Adviser Fees" plus any Entry or one off fees and plus or minus any adjustments to the normal fee (where applicable).

Asset Browser Report

This screen shows all assets held by all your clients as at close of business yesterday. To show all assets just click on the "Search" button.

You may optionally filter or summarise the data by selecting from the various dropdowns (or typing a ticker code) and hitting "Search" again.

You may also click on the checkbox to show holdings as at the end of the previous month.

Click on the "Reset" button to clear all options back to their defaults.

Contribution Caps Report

This report shows details of contributions received on behalf of each member of an SMSF during the current financial year. Concessional and no concessional contributions are shown together with any exempt amounts.

New Business Report

You can view the status of all new and existing funds brought on to the Multiport service specified within a requested date range.

Sundries

This report summarises all transactions which are currently unidentified and require more information from you so that we can fully reconcile the client account.

Providing Instructions to Us

You are able to provide instructions relating to client portfolios to us while you are securely logged in. We are then able to act on your instructions or request for information.

Changing your Login details

If at any stage you wish to alter your Password you should contact us – see below for details.

For further information contact your BDM, or to request a form please contact us:

By phone (02) 9230 0177

By fax (02) 9230 0188

By email help@multiport.com.au

Online www.multiport.com.au

By post PO Box N316, Grosvenor Place NSW 1220