Creating accounts using account discovery in AccountView

Account discovery is a feature of AccountView that helps the system automatically find all the accounts that may be available under a specific login at a financial institution site.

Enter the credentials and discover the accounts

Use this method to find accounts with a new set of user credentials.

Tip: This feature is available when the financial institution supports it. If the financial institution does not support account discovery, you can manually add the accounts.

1. While logged into <u>AccountView</u>, navigate to the **Accounts** > **All Accounts** tab, then select **Create Accounts** > **Create Accounts with Credentials**.



2. Search for and select the institution you would like to use.

eate Accounts			
Step 1 select Financial Institution	Step 2 Enter Online Account Credentials		
inancial Institution			
elect the Financial Institution's website	e where the accounts are accessed online. Verify th	at the login page is the one used to access f	the
Select the Financial Institution's website accounts. Show : All supported institut 💌 2 Inst		at the login page is the one used to access i	the
accounts.		at the login page is the one used to access the second secon	
scounts.	stitutions available		
Show : All supported institut v 2 Institution Name * :	stitutions available Login Link Search	# of Accou Search	



Tip: To confirm whether an institution supports account discovery, click the **Details** link for the institution and review the Institution Details.

Institution Details		
Fidelity NetBenefits (401k.com) - OFX Direct		
Login page		
Obtaining online access instructions		
For Retirement accounts, select "Fidelity NetBenefits (401k.com) - OFX Direct" as the financial institution. For retail Brokerage and Mutual Fund accounts, select "Fidelity Investments - Fidelity.com Quicken Download" as the financial institution. Use "Fidelity NetBenefits (401k.com)" only if retirement accounts will not aggregate on this OFX source. NetBenefits provides online access to all 401(k) plans serviced by Fidelity Investments. You must be enrolled in a Fidelity-serviced 401(k) program through your employer. To use NetBenefits, you need a Username and Password. If you do not have these, register <u>here</u> . For more information, visit their <u>login page</u> .		
Data details		
Provides transactions? yes		
Provides trade-based data? yes		
Provides account discovery? yes		
Credential terminology and special instructions		
Username The ID or number you use to log into Fidelity.com.		
Password		
Print Close		

When you are done, click **Close**.

- 3. Click Next.
- 4. Enter the credential information required by the institution site. For example, this one requires the user name and password:

Create Accounts						
Step 1 Select Financial Instituti	en	Step 2 Enter Online Account Credentials	Step 3 Enter Financial Accounts			
Enter Credentials	Enter Credentials for Fidelity NetBenefits (401k.com) - OFX Direct					
			Select Credential >>			
Username:	user 🗄 The ID or nur	mber you use to log into Fidelity.com.				
Password:	•••• (9)					
	Save and Verify Verify that the	ese credentials successfully log into the site. This will prompt yo	u for any additional information required.			

5. Select **Save > and Create Financial Accounts**.





The system will begin searching the custodian site for available accounts:



The number of accounts discovered will be shown.

Descriptive Name*		Account Number	Status		
Joanne's IRA1 XXXXX67	'89	123456789			Ē
Brokerage Account XXXXX4321		987654321		1	Ē
Retirement Account XX					
Checking Account XXXX					Ē
Savings Account XXXX2					Ē
		Accounts discovered: 5			
			ок		

Tip for advisors: If the system discovers more than 10 accounts, the behavior will be different than described below. The system will show you a preview of the list of some of the accounts. When you save and close or save and aggregate, that selection will apply to all the accounts found, not just those in the preview. Also, if you want to associate the accounts with a client you can do that from the All Accounts screen.

- 6. Click **OK** to see the list.
- 7. From here you can:
 - Select Save Financial Accounts > and Close to save the accounts and allow the system to run the aggregation overnight.
 - Select Save Financial Accounts > and Aggregate to save the accounts and begin the aggregation process immediately.
 - [Advisor's only] Select Save Financial Accounts > and Assign to Client to associate selected accounts with an existing client. If the client you want is not listed, you can create a new one there.

M RNINGSTAR Wealth



Tip: To cancel without adding accounts to the system, click **Cancel Account Creation**.

Discover accounts for existing credentials

Use this method when the credential already exists in AccountView, and you'd like to see if any additional accounts may be available at the custodian site for the same login.

Tip: This feature is available when the financial institution supports it. If the financial institution does not support account discovery, you can manually add the accounts.

 While logged into <u>AccountView</u>, navigate to the **Credentials** > **All Credentials** tab, then select the credential for which you'd like to initiate the account discovery process, then click **Add Accounts**.

The system will begin searching the custodian site for available accounts:



The system will return a list of new accounts, and show the quantity.

M RNINGSTAR Wealth

Descriptive Name*	Account Number	Status	
Joanne's IRA1 XXXXX6789	123456789		Ē
Brokerage Account XXXXX4321	987654321		
Retirement Account XX			Ē
Checking Account XXXX			Ē
Savings Account XXXX2			
	Accounts discovered: 5		
		ок	

This process only find accounts that are not yet set up in the system under the same credential. For example, if you already have two accounts configured, and there are five accounts available to this login, then the account discovery process will only return the three accounts that have not already been configured in the system.

Tip for advisors: If the system discovers more than 10 accounts, the behavior will be different than described below. The system will show you a preview of the list of some of the accounts. When you save and close or save and aggregate, that selection will apply to all the accounts found, not just those in the preview.

- 2. Click **OK**.
- 3. From here you can:
 - Select Save > and Close to save the accounts and allow the system to run the aggregation overnight
 - Select Save > and Aggregate to save the accounts and begin the aggregation process immediately.

