MASON STEVENS ADVISER LOGIN PORTAL

User Guide

MASON STEVENS

Mason Stevens Limited ACN 141 447 207 AFSL 351578

www.masonstevens.com.au

ADVISER LOGIN PORTAL USER GUIDE

PLEASE CONTACT MASON STEVENS ADVISER SERVICES IF YOU NEED ASSISTANCE WITH THE PORTAL

CONTENTS

LOGGING IN

The Mason Stevens adviser login portal is at http://www.masonstevens.com.au

Your user ID and password is issued when your account is established.

If your login was established prior to October 2014, your password was reset as part of our system upgrade. You will have received an email containing your new password and you will be prompted to update your password on your first login. Your new password must contain more than 6 characters and at least one upper case letter.

***Troubleshooting**: Forgotten password*

If you have forgotten your password, please click on the “forgot password” link and follow the prompts. Your account will be locked after 5 incorrect password attempts, please email info@masonstevens.com.au from an authorised email address on your account providing your account number, name and request for your account to be unlocked.

NAVIGATION

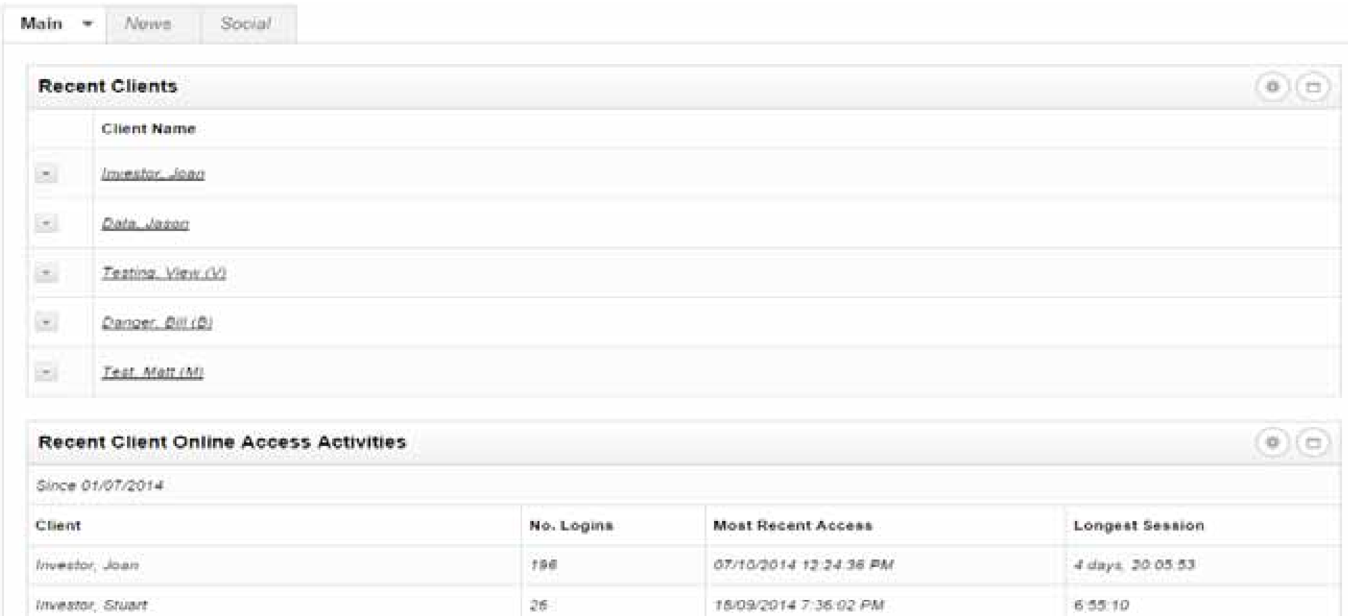
Main navigation

Top right navigation

Navigation Options	
“Home” logo	Click on the logo to return to the Dashboard home page
XPLAN	Main menu
Add	Add new client
Quicklinks	Customise with shortcuts to your most viewed sections
Mailbox	System messages
Help	For assistance using XPLAN
Preferences	Edit and change your account settings

DASHBOARD (HOMEPAGE)

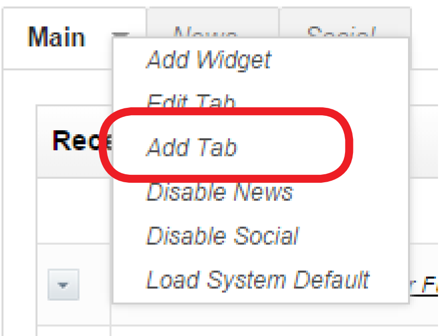
Your Dashboard provides a customisable snapshot of your clients in a single screen. Hold and drag the widget headings to move widgets on your dash board.

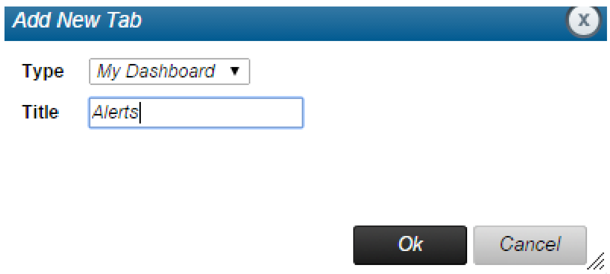


To edit the contents of the widget, maximise the widget by clicking the then selecting .

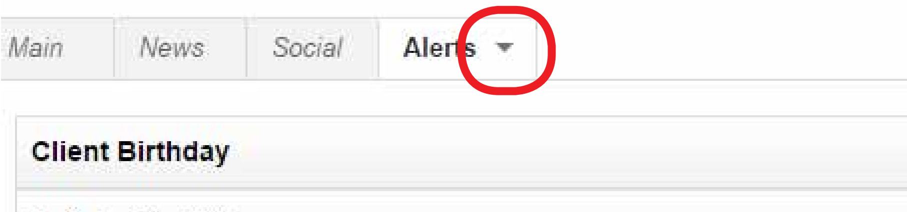
Return to the main Dashboard by clicking the restore symbol.

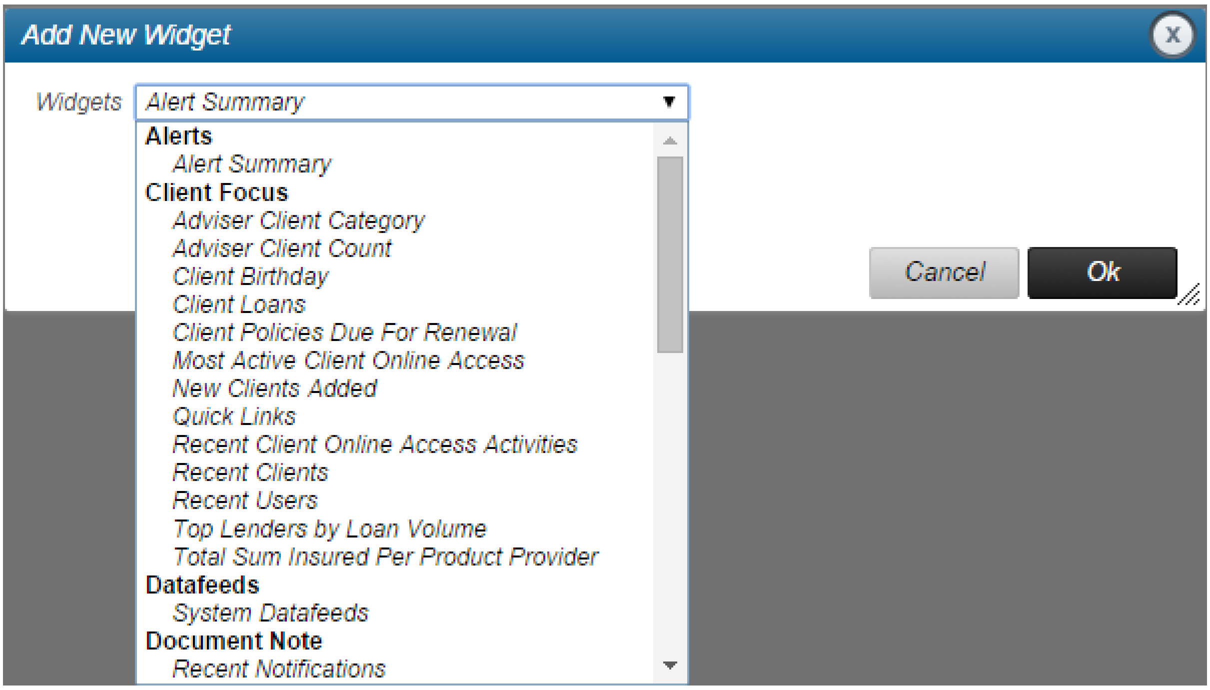
Further customise your Dashboard area by adding new tabs to display unique portfolio data. Click on the arrow on the Main tab to add new tab.

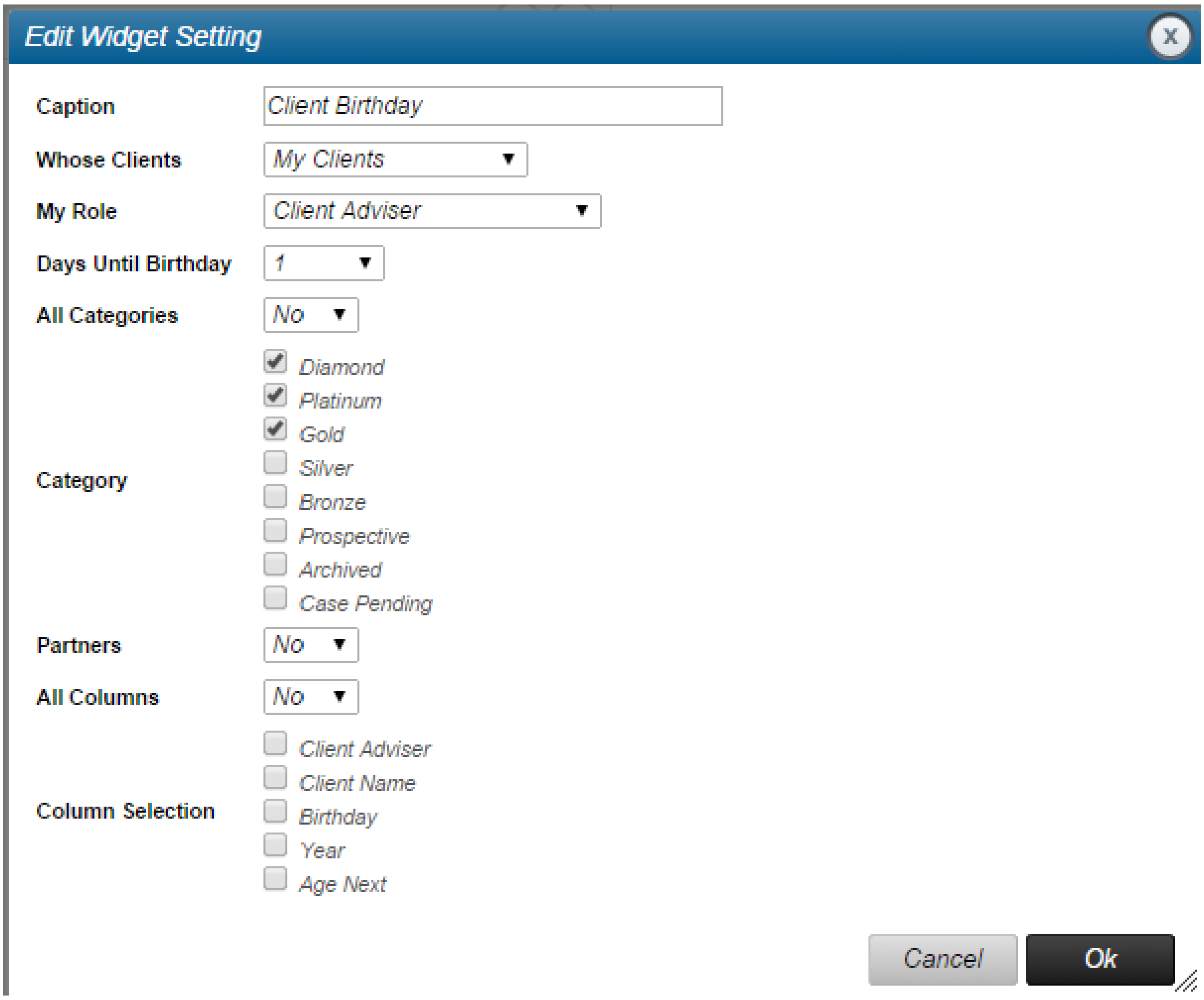




Click on the arrow next to the tab to customise by adding or editing widgets in the tab.







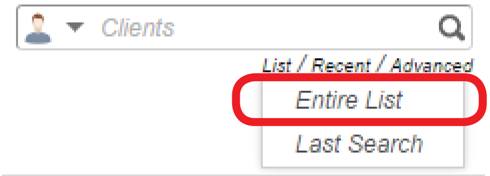
To edit the contents of the widget, maximise the widget by clicking the then selecting .

Return to the main Dashboard by clicking the restore symbol.

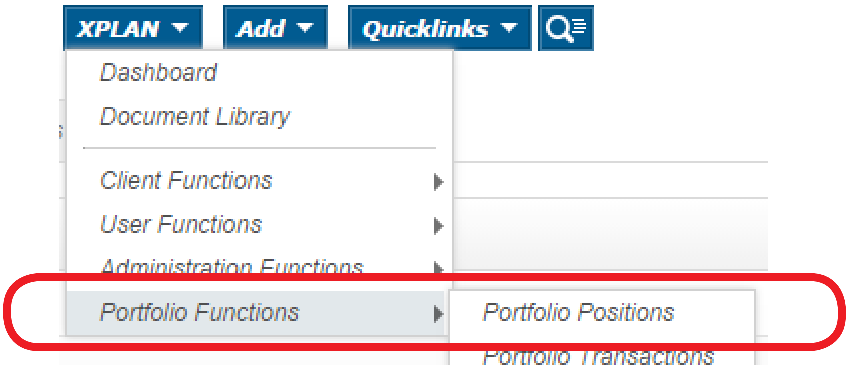
YOUR CLIENTS

You can access a full list of your clients by

1. Selecting the Entire List from the search options

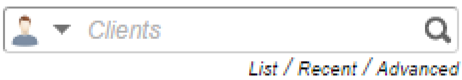


2. By selecting the XPLAN menu, then Portfolio Functions, then Portfolio Positions



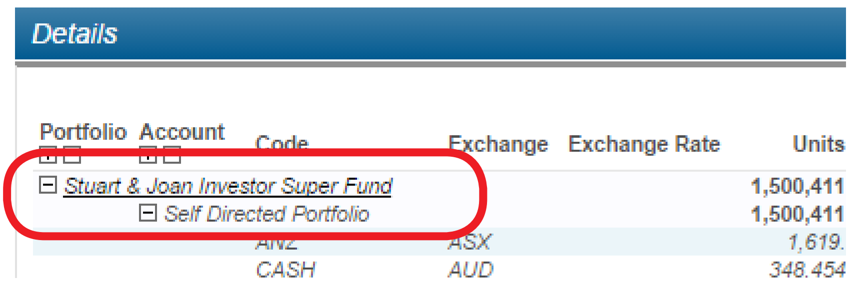
You can access individual client information by

1. Searching

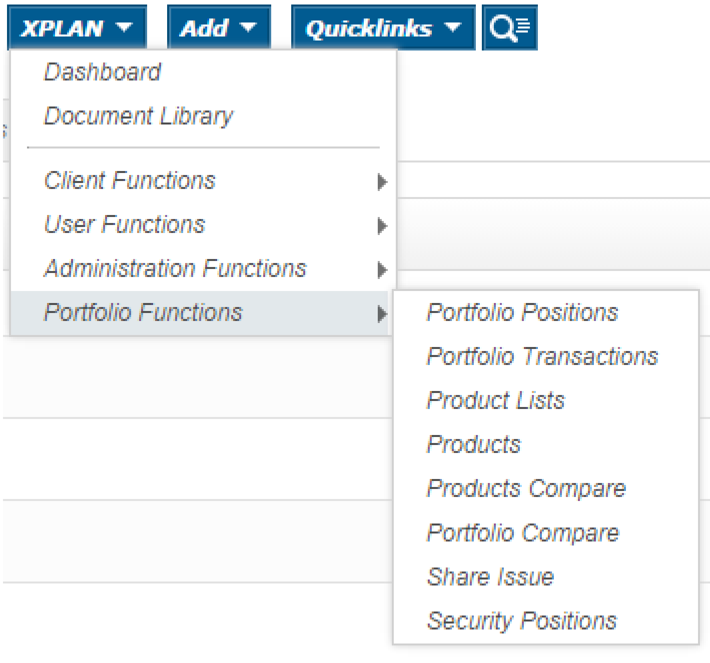


2. Selecting recently viewed clients from your Dashboard

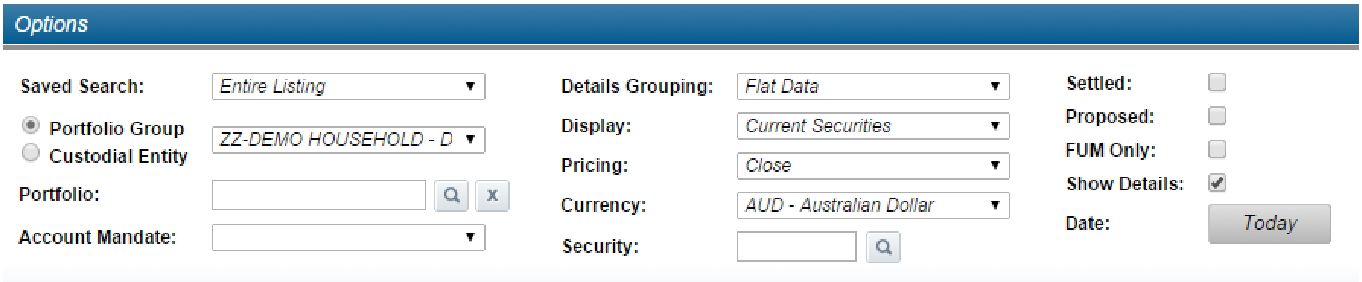
3. By clicking on their names when viewing from your client list in Portfolio Position.



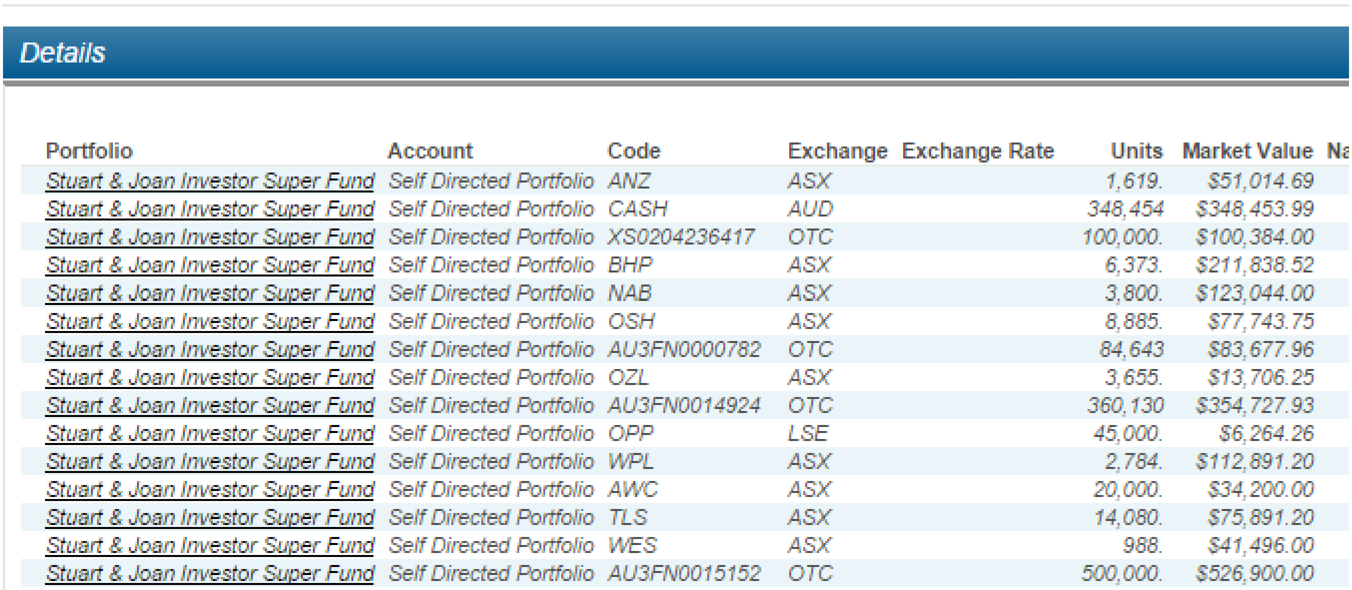
PORTFOLIO POSITIONS



Portfolio Positions provides you with a full client listing and their portfolio positions. Client filter options such as Portfolio, currency or security, and more, are available.



Select from the "Details Grouping" filter to display client details as flat data:



Details

Portfolio	Account	Code	Exchange	Exchange Rate	Units	Market Value
Stuart & Joan Investor Super Fund	Self Directed Portfolio	ANZ	ASX		1,619.	$51,014.69
Stuart & Joan Investor Super Fund	Self Directed Portfolio	CASH	AUD		348,454	$348,453.99
Stuart & Joan Investor Super Fund	Self Directed Portfolio	XS0204236417	OTC		100,000.	$100,384.00
Stuart & Joan Investor Super Fund	Self Directed Portfolio	BHP	ASX		6,373.	$211,838.52
Stuart & Joan Investor Super Fund	Self Directed Portfolio	NAB	ASX		3,800.	$123,044.00
Stuart & Joan Investor Super Fund	Self Directed Portfolio	OSH	ASX		8,885.	$77,743.75
Stuart & Joan Investor Super Fund	Self Directed Portfolio	AU3FN0000782	OTC		84,643	$83,677.96
Stuart & Joan Investor Super Fund	Self Directed Portfolio	OZL	ASX		3,655.	$13,706.25
Stuart & Joan Investor Super Fund	Self Directed Portfolio	AU3FN0014924	OTC		360,130	$354,727.93
Stuart & Joan Investor Super Fund	Self Directed Portfolio	OPP	LSE		45,000.	$6,264.26
Stuart & Joan Investor Super Fund	Self Directed Portfolio	WPL	ASX		2,784.	$112,891.20
Stuart & Joan Investor Super Fund	Self Directed Portfolio	AWC	ASX		20,000.	$34,200.00
Stuart & Joan Investor Super Fund	Self Directed Portfolio	TLS	ASX		14,080.	$75,891.20
Stuart & Joan Investor Super Fund	Self Directed Portfolio	WES	ASX		988.	$41,496.00
Stuart & Joan Investor Super Fund	Self Directed Portfolio	AU3FN0015152	OTC		500,000.	$526,900.00

Or by Portfolio:

Details

Portfolio ⊞ ⊟	Account ⊞ ⊟	Code	Exchange	Exchange Rate	Units	Market Value	Native Market Value	Weight	Market Price	Last Pric
⊟ Stuart & Joan Investor Super Fund					**1,500,411**	**$2,162,233.75**		**100.00%**		
	⊟ Self Directed Portfolio				**1,500,411**	**$2,162,233.75**		**100.00%**		
		ANZ	ASX		1,619.	$51,014.69	$51,014.69	2.36%	$31.51	$31.4
		CASH	AUD		348,454	$348,453.99	$348,453.99	16.12%	$1.00	$1.0
		XS0204236417	OTC		100,000.	$100,384.00	$100,384.00	4.64%	$1.00	$1.0
		BHP	ASX		6,373.	$211,838.52	$211,838.52	9.80%	$33.24	$32.6
		NAB	ASX		3,800.	$123,044.00	$123,044.00	5.69%	$32.38	$32.2
		OSH	ASX		8,885.	$77,743.75	$77,743.75	3.60%	$8.75	$8.6
		AU3FN0000782	OTC		84,643	$83,677.96	$83,677.96	3.87%	$0.99	$0.9
		OZL	ASX		3,655.	$13,706.25	$13,706.25	0.63%	$3.75	$3.6
		AU3FN0014924	OTC		360,130	$354,727.93	$354,727.93	16.41%	$0.99	$0.9
		OPP	LSE		45,000.	$6,264.26	$3,431.25	0.29%	$0.14	$0.0
		WPL	ASX		2,784.	$112,891.20	$112,891.20	5.22%	$40.55	$40.1
		AWC	ASX		20,000.	$34,200.00	$34,200.00	1.58%	$1.71	$1.6
		TLS	ASX		14,080.	$75,891.20	$75,891.20	3.51%	$5.39	$5.3
		WES	ASX		988.	$41,496.00	$41,496.00	1.92%	$42.00	$41.9
		AU3FN0015152	OTC		500,000.	$526,900.00	$526,900.00	24.37%	$1.05	$1.0
⊟ Joan & Stuart Investor (Joint)					**564,956**	**$1,661,228.84**		**100.00%**		
	⊟ Self Directed Portfolio				**564,956**	**$1,661,228.84**		**100.00%**		
		IEM	AXW		2,107.	$100,609.25	$100,609.25	6.06%	$47.75	$47.3
		BHP	ASX		2,364.	$78,579.36	$78,579.36	4.73%	$33.24	$32.6
		NAB	ASX		3,862.	$125,051.56	$125,051.56	7.53%	$32.38	$32.2

Or by security:

Details

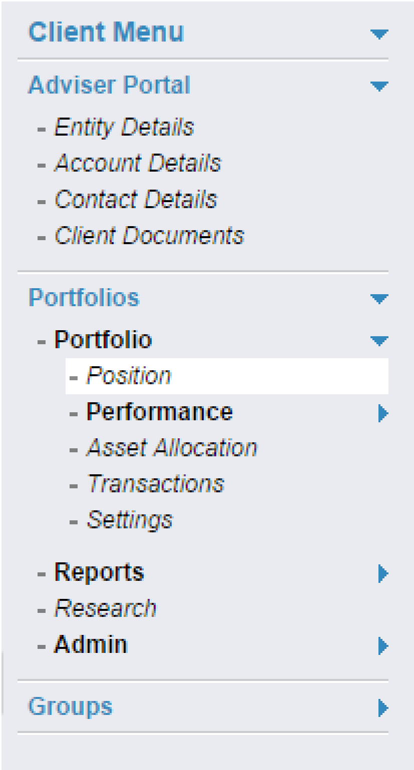
Security ⊞ ⊟	Portfolio ⊞ ⊟	Account ⊞ ⊟	Exchange Rate	Units	Market Value	Native Market Value	Weight	Market Price	Last Price	Cost Price	
⊟ ANZ.ASX				**3,055**	**$96,263.05**		**10.50%**				**$73,**
	⊟ Stuart & Joan Investor Super Fund			**1,619.**	**$51,014.69**		**2.36%**				**$37,**
		⊟ Self Directed Portfolio		**1,619.**	**$51,014.69**		**2.36%**				**$37,**
				1,619.	$51,014.69	$51,014.69	2.36%	$31.51	$31.31	$23.07	$37,
	⊟ Investor, Joan			**1,436**	**$45,248.36**		**8.14%**				**$36,**
		⊟ Perpetual Portfolio		**776.**	**$24,451.76**		**4.50%**				**$21,**
				776.	$24,451.76	$24,451.76	4.50%	$31.51	$31.31	$28.14	$21,
		⊟ Self Directed Portfolio		**760.**	**$23,947.60**		**4.49%**				**$17,**
				760.	$23,947.60	$23,947.60	4.49%	$31.51	$31.31	$23.30	$17,
		⊟ Magellan Portfolio		**-100**	**$(3,151.00)**		**-0.84%**				**$(3,3**
				-100	$(3,151.00)	$(3,151.00)	-0.84%	$31.51	$31.31	$33.33	$(3,3
⊟ CASH.AUD				**972,907**	**$972,907.02**		**110.41%**				**$972,**
	⊟ Stuart & Joan Investor Super Fund			**348,454**	**$348,453.99**		**16.12%**				**$348,**
		⊟ Self Directed Portfolio		**348,454**	**$348,453.99**		**16.12%**				**$348,**
				348,454	$348,453.99	$348,453.99	16.12%	$1.00	$1.00	$1.00	$348,
	⊟ Joan & Stuart Investor (Joint)			**253,249**	**$253,248.79**		**15.24%**				**$253,**

Choose the level of detail you would like to view using the + and – symbols.

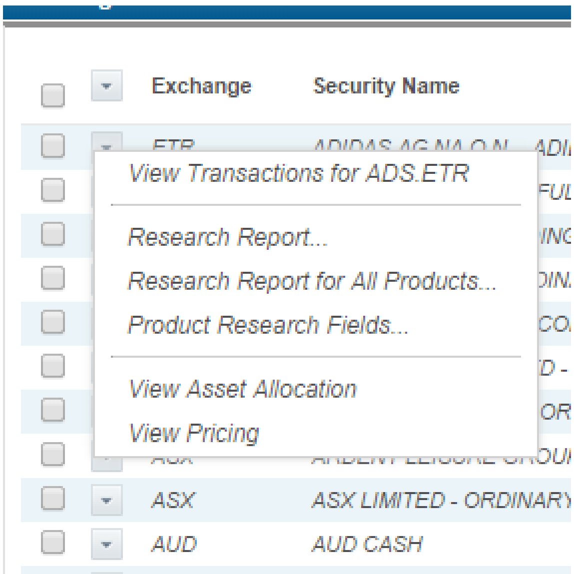
Click on the Portfolio name to view individual portfolio options.

CLIENT MENU

View client investment information by selecting Portfolio – Position from the menu.

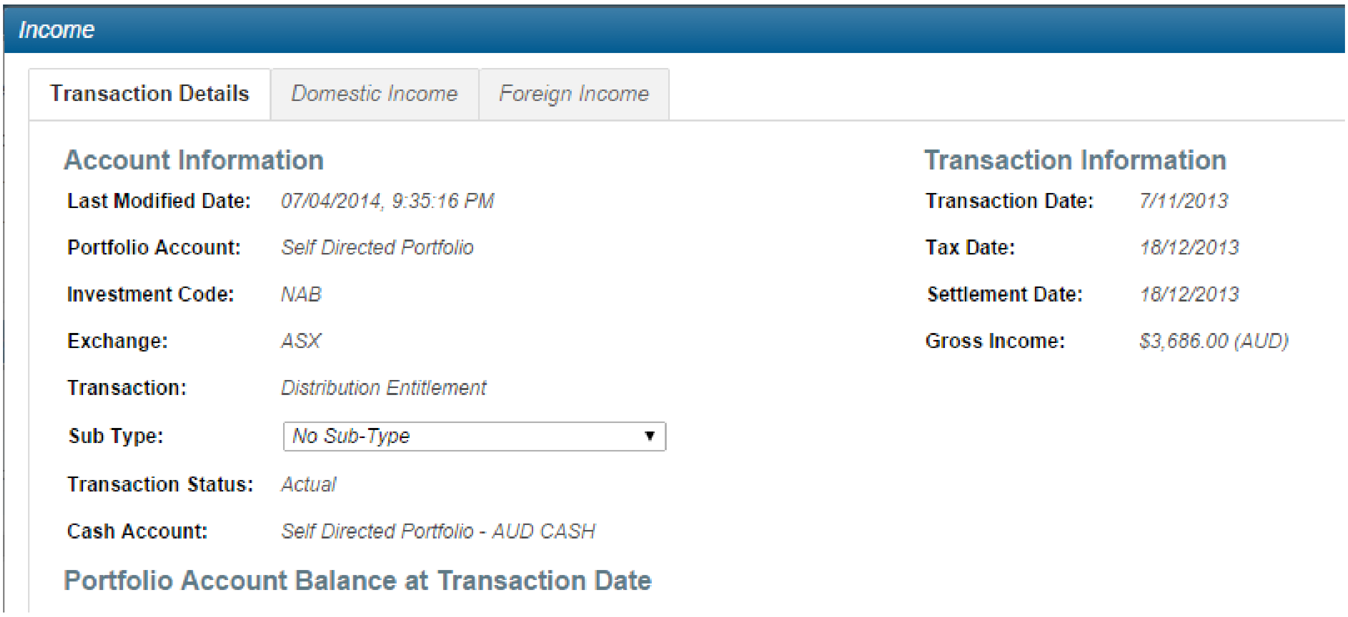


Click on the arrow next to each asset to view details



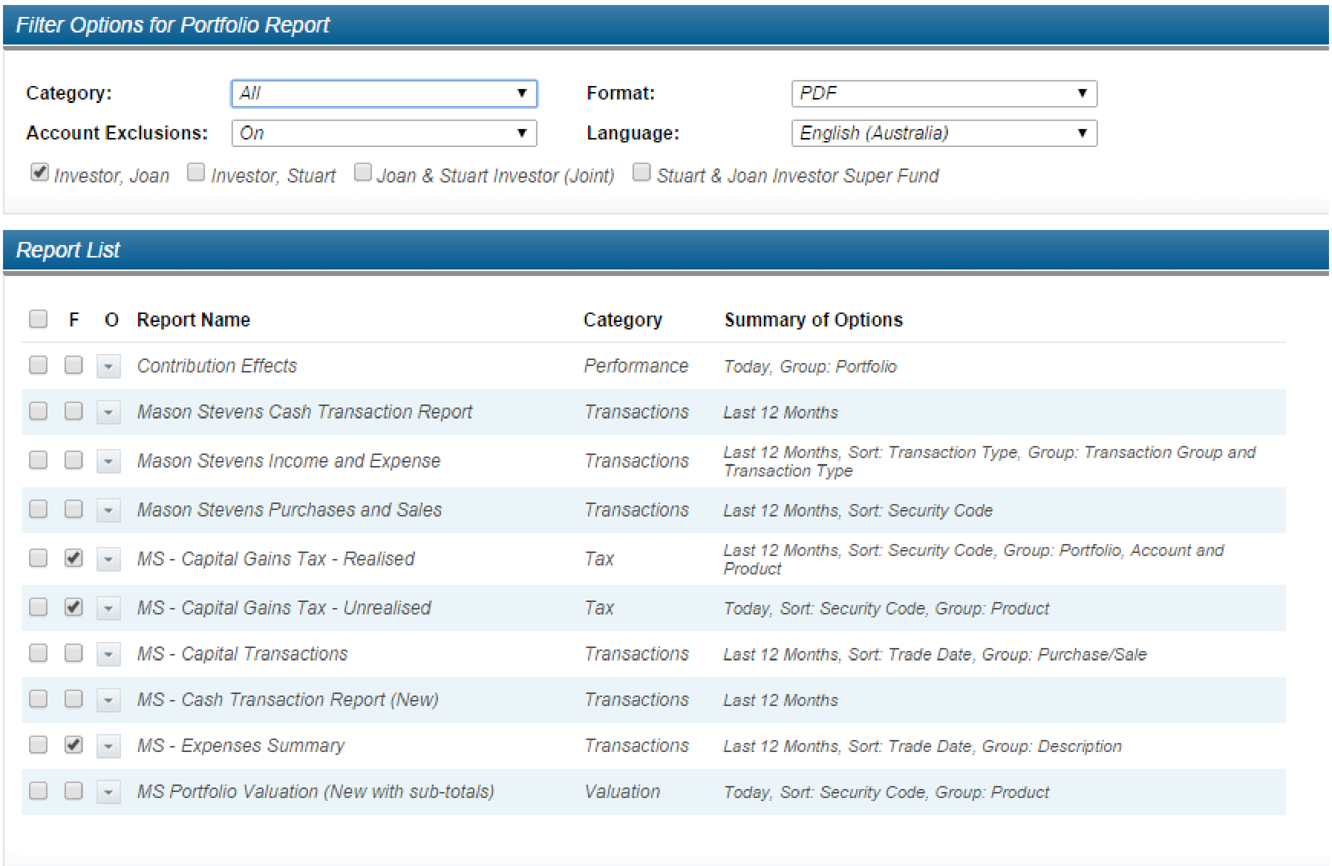
Transactions

In the transactions screen, click on the arrow next to each transaction to view details



REPORTS

Export reports for your clients. Select the Portfolio(s), the reports and the preferred file type, then click generate to export report. Export options available are PDF, HTML and CSV. File will download automatically when prepared.



PREFERENCES (CHANGE PASSWORD)

Use this tab to view your personal details and change your portal login password.

Please ensure new passwords contain at least 6 characters and at least one upper case letter.