

**MASON STEVENS ADVISER LOGIN PORTAL**  
User Guide



# ADVISER LOGIN PORTAL USER GUIDE

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

## CONTENTS

- Logging into your account
- Navigation
- Dashboard
- Your Clients
- Portfolio Positions
- Client Menu
- Reports
- Preferences (change password)

## 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](mailto: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

<b>“Home” logo</b>	Click on the logo to return to the Dashboard home page
<b>XPLAN</b>	Main menu
<b>Add</b>	Add new client
<b>Quicklinks</b>	Customise with shortcuts to your most viewed sections
<b>Mailbox</b>	System messages
<b>Help</b>	For assistance using XPLAN
<b>Preferences</b>	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.

The screenshot shows a dashboard with a navigation bar at the top containing 'Main', 'News', and 'Social'. Below the navigation bar, there are two main sections:

- Recent Clients:** A table with a header 'Client Name' and five rows of client names: 'Investor, Joan', 'Data, Jason', 'Testing, View (V)', 'Cancer, Bill (B)', and 'Test, Matt (M)'. Each row has a small minus sign icon to its left.
- Recent Client Online Access Activities:** A table with a header 'Since 01/07/2014' and four columns: 'Client', 'No. Logins', 'Most Recent Access', and 'Longest Session'. It contains two rows of data for 'Investor, Joan' and 'Investor, Stuart'.

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

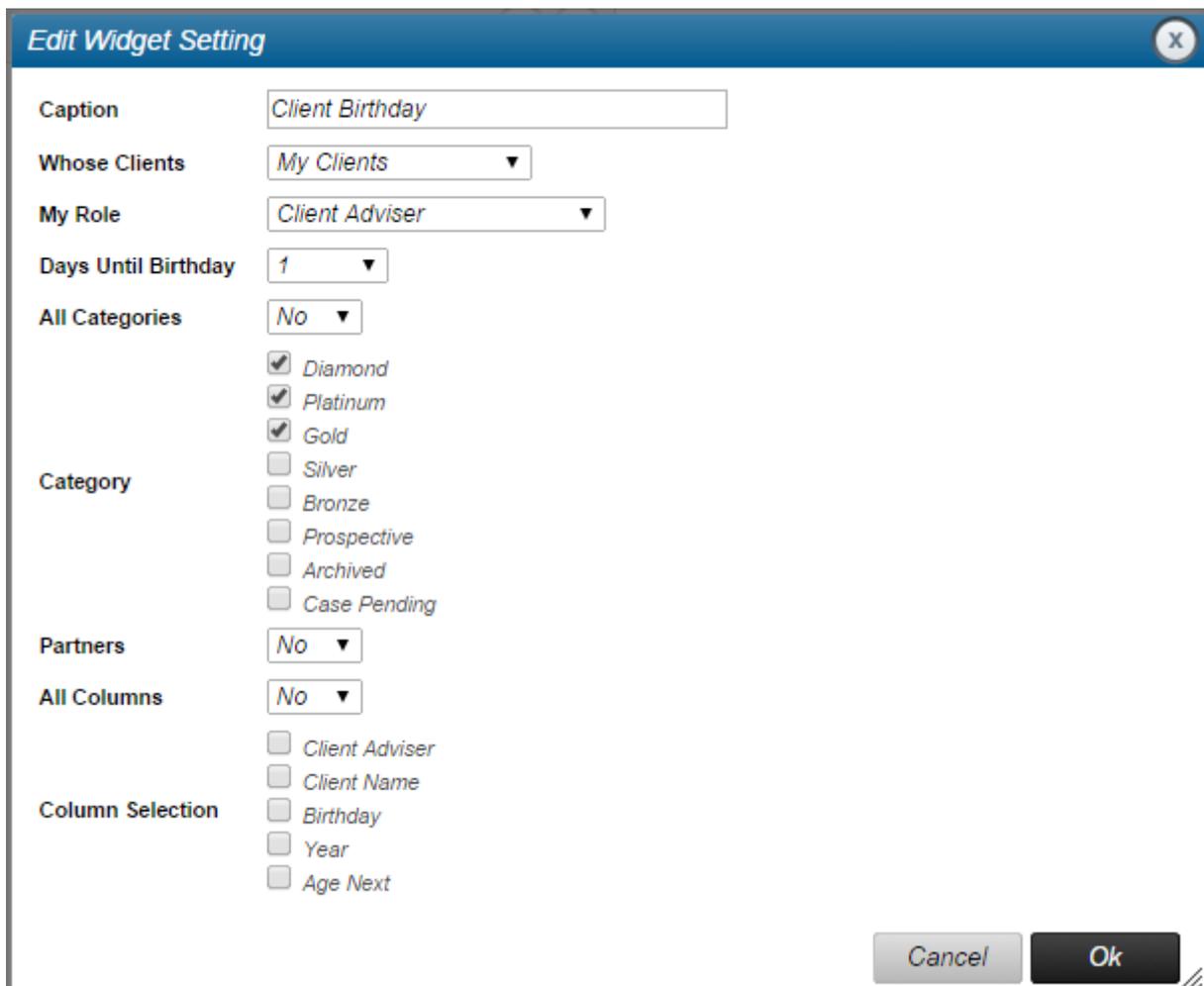
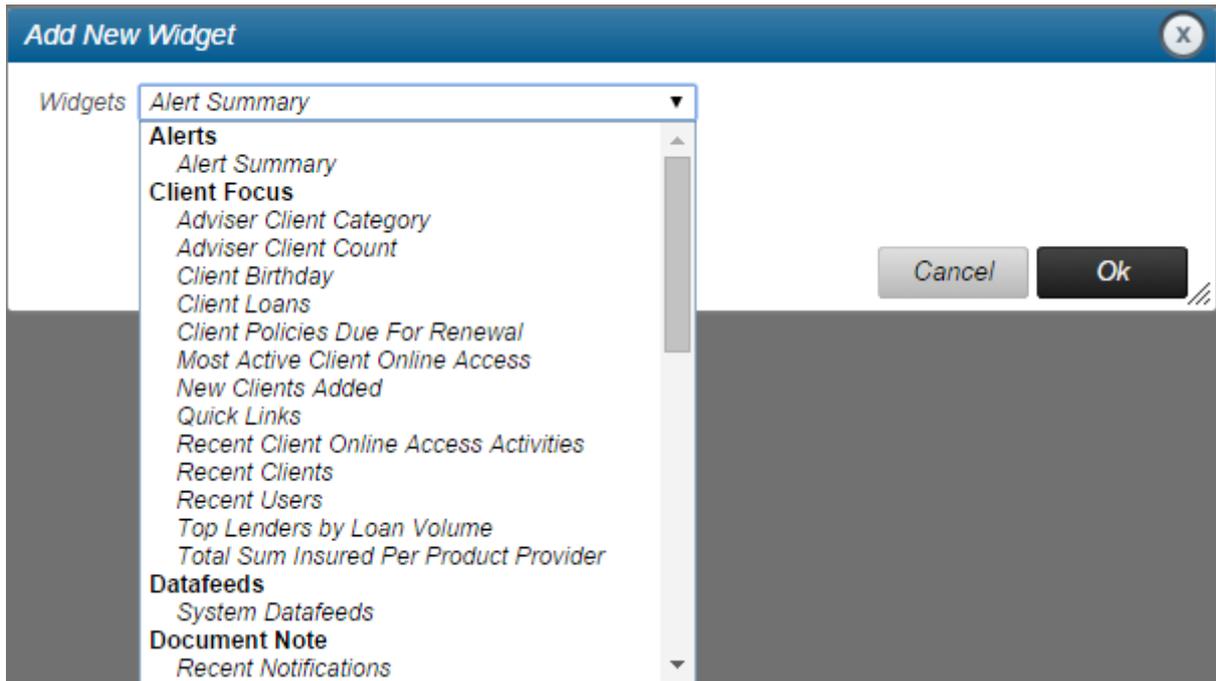
Return to the main Dashboard by clicking the restore  symbol.

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.

The screenshot shows the 'Main' tab with a dropdown arrow. A context menu is open over the 'Main' tab, listing options: 'Add Widget', 'Edit Tab', 'Add Tab', 'Disable News', 'Disable Social', and 'Load System Default'. The 'Add Tab' option is circled in red. To the right, the 'Add New Tab' dialog box is open, showing 'Type' set to 'My Dashboard' and 'Title' set to 'Alerts'. There are 'Ok' and 'Cancel' buttons at the bottom right of the dialog.

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

The screenshot shows the dashboard with the 'Main', 'News', 'Social', and 'Alerts' tabs. The 'Alerts' tab is selected and has a red circle around its dropdown arrow. Below the tabs, a widget titled 'Client Birthday' is visible.



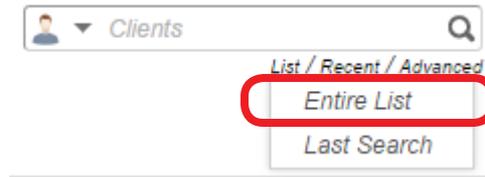
To edit the contents of the widget, maximise the widget by clicking the  then selecting .

Return to the main Dashboard by clicking the restore  symbol.

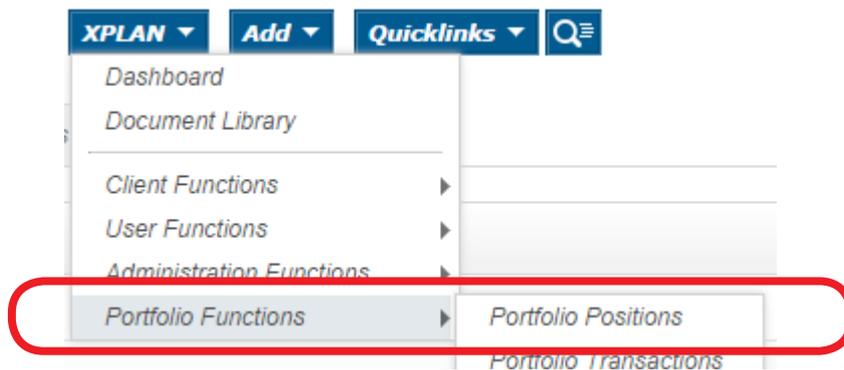
## YOUR CLIENTS

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

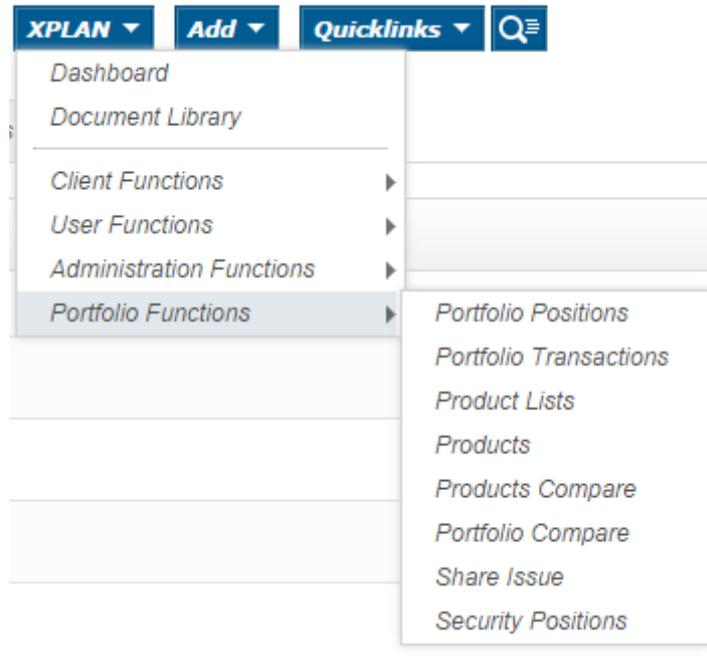


3. By clicking on their names when viewing from your client list in Portfolio Position.

A table titled 'Details' showing portfolio account information. The table has columns for Portfolio Account, Code, Exchange, Exchange Rate, and Units. The first row is circled in red.

Portfolio Account	Code	Exchange	Exchange Rate	Units
<a href="#">Stuart &amp; Joan Investor Super Fund</a>				1,500,411
Self Directed Portfolio				1,500,411
	AVZ	ASX		1,619.
	CASH	AUD		348.454

## 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.

**Options**

Saved Search: 
 Details Grouping: 
 Settled:

Portfolio Group
  Custodial Entity
 
 Display: 
 Proposed:

Portfolio:   
 Pricing: 
 FUM Only:

Account Mandate: 
 Currency: 
 Show Details:

Security:  
 Date:

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

**Details**

Portfolio	Account	Code	Exchange	Exchange Rate	Units	Market Value	Na
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	ANZ	ASX		1,619.	\$51,014.69	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	CASH	AUD		348,454	\$348,453.99	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	XS0204236417	OTC		100,000.	\$100,384.00	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	BHP	ASX		6,373.	\$211,838.52	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	NAB	ASX		3,800.	\$123,044.00	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	OSH	ASX		8,885.	\$77,743.75	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	AU3FN0000782	OTC		84,643	\$83,677.96	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	OZL	ASX		3,655.	\$13,706.25	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	AU3FN0014924	OTC		360,130	\$354,727.93	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	OPP	LSE		45,000.	\$6,264.26	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	WPL	ASX		2,784.	\$112,891.20	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	AWC	ASX		20,000.	\$34,200.00	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	TLS	ASX		14,080.	\$75,891.20	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	Self Directed Portfolio	WES	ASX		988.	\$41,496.00	
<a href="#">Stuart &amp; Joan Investor Super Fund</a>	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 Price	
[-]	[-]										
[-] <u>Stuart &amp; Joan Investor Super Fund</u>					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	
		XSO204236417	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	
[-] <u>Joan &amp; Stuart Investor (Joint)</u>					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:

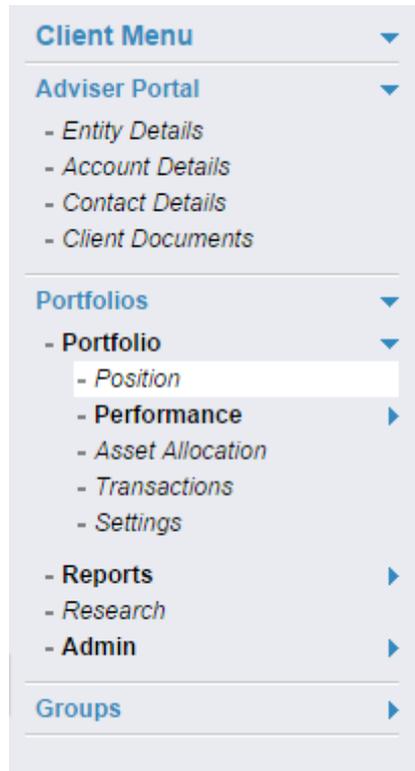
Details											
Security	Portfolio	Account	Exchange Rate	Units	Market Value	Native Market Value	Weight	Market Price	Last Price	Cost Price	
[-]	[-]	[-]									
[-] ANZ.ASX				3,055	\$96,263.05		10.50%			\$73.0	
	[-] <u>Stuart &amp; Joan Investor Super Fund</u>			1,619.	\$51,014.69		2.36%			\$37.0	
		[-] Self Directed Portfolio		1,619.	\$51,014.69		2.36%			\$37.0	
				1,619.	\$51,014.69	\$51,014.69	2.36%	\$31.51	\$31.31	\$23.07	
	[-] <u>Investor Joan</u>			1,436	\$45,248.36		8.14%			\$36.0	
		[-] Perpetual Portfolio		776.	\$24,451.76		4.50%			\$21.0	
				776.	\$24,451.76	\$24,451.76	4.50%	\$31.51	\$31.31	\$28.14	
		[-] Self Directed Portfolio		760.	\$23,947.60		4.49%			\$17.0	
				760.	\$23,947.60	\$23,947.60	4.49%	\$31.51	\$31.31	\$23.30	
		[-] 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	
[-] CASH.AUD				972,907	\$972,907.02		110.41%			\$972.0	
	[-] <u>Stuart &amp; Joan Investor Super Fund</u>			348,454	\$348,453.99		16.12%			\$348.0	
		[-] Self Directed Portfolio		348,454	\$348,453.99		16.12%			\$348.0	
				348,454	\$348,453.99	\$348,453.99	16.12%	\$1.00	\$1.00	\$1.00	
	[-] <u>Joan &amp; Stuart Investor (Joint)</u>			253,249	\$253,248.79		15.24%			\$253.0	

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

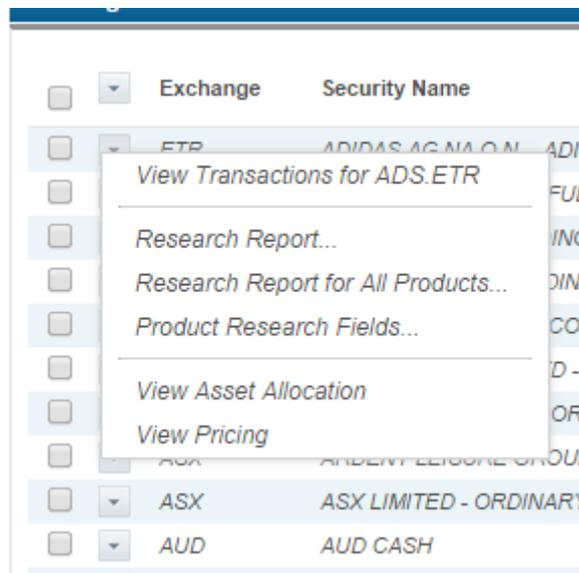
Click on the Portfolio name to view individual portfolio options.

## 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

**Income**

**Transaction Details**

*Domestic Income*

*Foreign Income*

**Account Information**

**Last Modified Date:** 07/04/2014, 9:35:16 PM

**Portfolio Account:** Self Directed Portfolio

**Investment Code:** NAB

**Exchange:** ASX

**Transaction:** Distribution Entitlement

**Sub Type:**

**Transaction Status:** Actual

**Cash Account:** Self Directed Portfolio - AUD CASH

**Portfolio Account Balance at Transaction Date**

**Transaction Information**

**Transaction Date:** 7/11/2013

**Tax Date:** 18/12/2013

**Settlement Date:** 18/12/2013

**Gross Income:** \$3,686.00 (AUD)

## 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.

**Filter Options for Portfolio Report**

**Category:**  **Format:**

**Account Exclusions:**  **Language:**

Investor, Joan  Investor, Stuart  Joan & Stuart Investor (Joint)  Stuart & Joan Investor Super Fund

**Report List**

			Report Name	Category	Summary of Options
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Contribution Effects	Performance	Today, Group: Portfolio
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Mason Stevens Cash Transaction Report	Transactions	Last 12 Months
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Mason Stevens Income and Expense	Transactions	Last 12 Months, Sort: Transaction Type, Group: Transaction Group and Transaction Type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Mason Stevens Purchases and Sales	Transactions	Last 12 Months, Sort: Security Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	MS - Capital Gains Tax - Realised	Tax	Last 12 Months, Sort: Security Code, Group: Portfolio, Account and Product
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	MS - Capital Gains Tax - Unrealised	Tax	Today, Sort: Security Code, Group: Product
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	MS - Capital Transactions	Transactions	Last 12 Months, Sort: Trade Date, Group: Purchase/Sale
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	MS - Cash Transaction Report (New)	Transactions	Last 12 Months
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	MS - Expenses Summary	Transactions	Last 12 Months, Sort: Trade Date, Group: Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	MS Portfolio Valuation (New with sub-totals)	Valuation	Today, Sort: Security Code, Group: Product

## 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.

### Change Password

<b>User Id</b>	externaladviser
<b>Current Password</b>	<input type="password"/>
<b>New Password</b>	<input type="password"/>
	<input type="password"/> <i>(type again to confirm)</i>