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Elevate help guide Buying and selling investments (regular orders)

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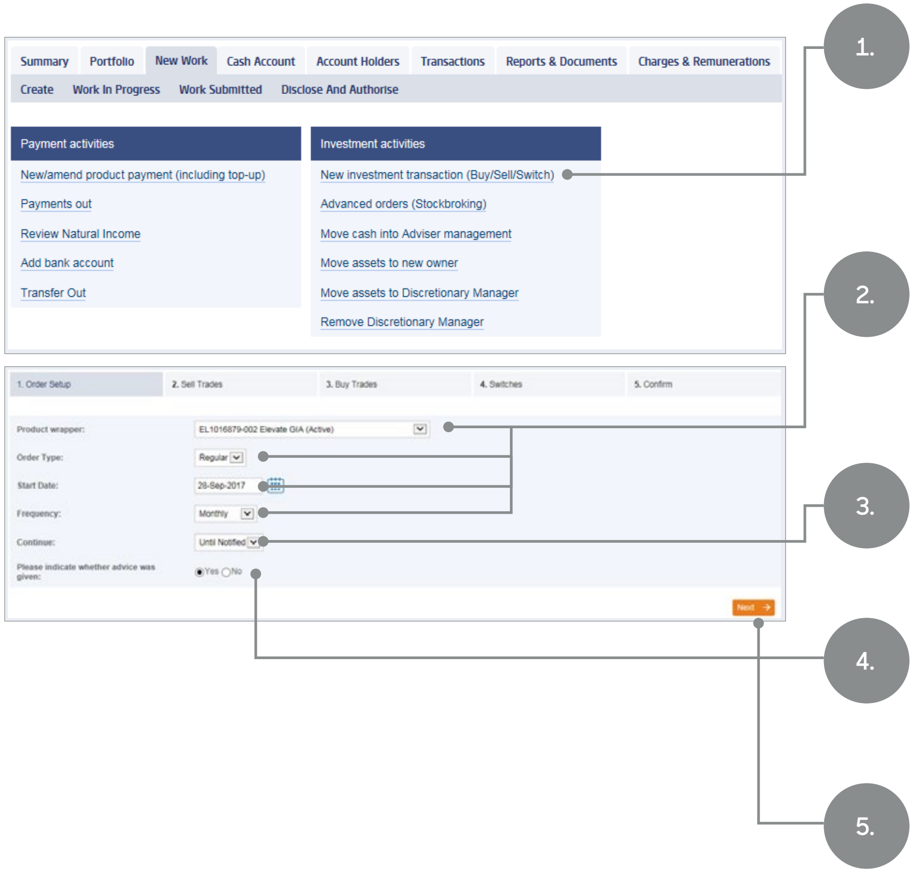
Step 1. Order setup

You can set up regular instructions to buy and sell funds automatically. If you are buying investments, there must be enough money in wrapper cash before each transaction.

What you will see



What you will need to do

1. Go the client's account and select **New Work > New Investment Transaction (Buy/Sell/Switch)**.

2. Select:
   - the **Product Wrapper.**
   - **Regular** under **Order Type.**
   - a **Start Date.**
   - the **Frequency.**

3. Choose to **Continue** the regular investment **Until Notified** or set an end date.

4. Confirm if advice has been given.

5. Click **Next.**

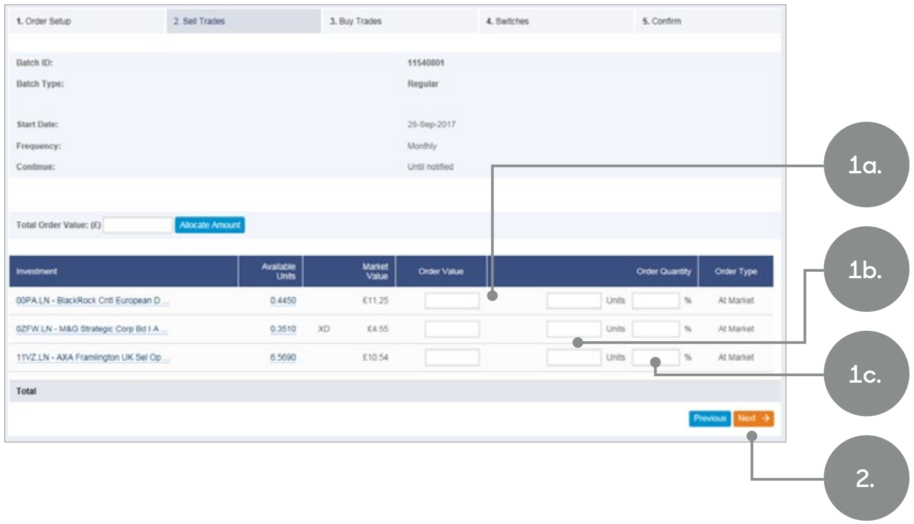
Notes

2. The start date you select is the date the transaction will initiate. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.

Step 2. Sell Trades

Select the investments you wish to sell. If you are only buying investments, skip straight from **Step 1. Order Setup** to **Step 3. Buy Trades.**

What you will see



What you will need to do

1. Select the investments you wish to sell.

   You can set up which funds to sell on a regular basis by either:

   1a. In **Order Value**, enter a £ amount.

   1b. In **Order Quantity (units)**, enter the number of units to be sold.

   1c. In **Order Quantity (%)**, enter the % of units to be sold.

2. Click **Next.**

3. Skip **Steps 3** and **4** and go to **Step 5. Confirm** as you're not buying or switching any investments.

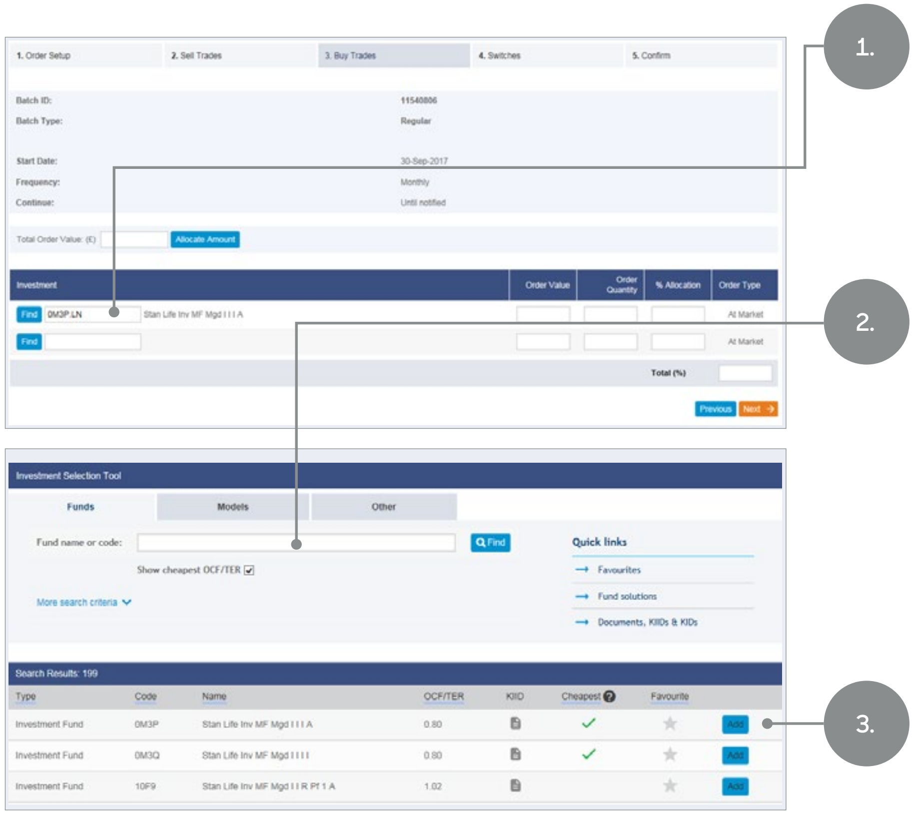
Notes

3. You can click directly on **Step 5. Confirm.**

Step 3. Buy Trades

If you're only selling investments, ignore this step and go straight to **Step 4. Confirm.**

What you will see



What you will need to do

1. Click **Find.**
2. Use the **Investment Selection Tool** to locate the investments you want, then click **Find.**
3. **Add** the fund you wish to invest in.

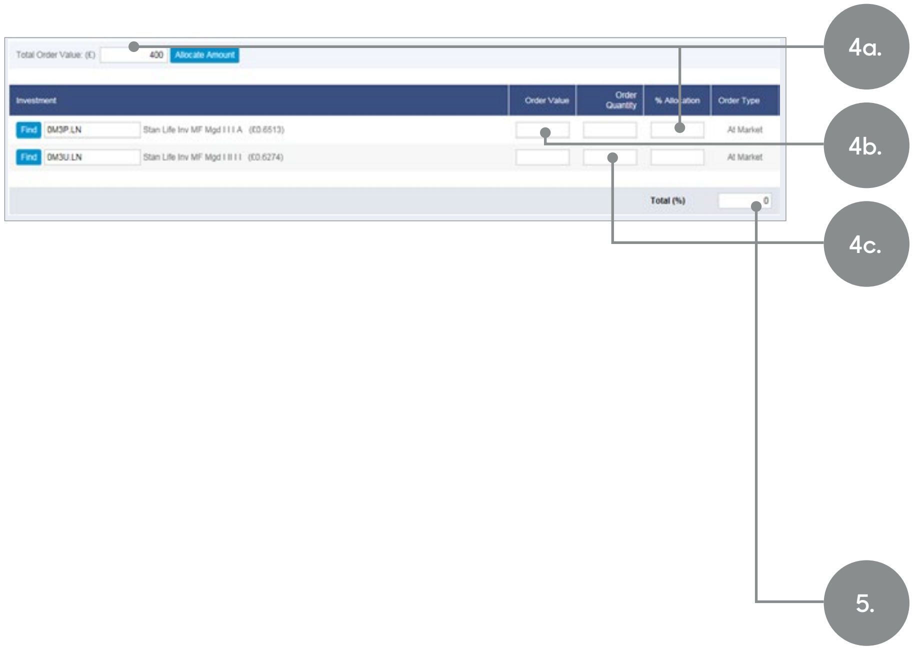
Notes

1. The **Investment Selection Tool** will be displayed.
2. You can search for a specific investment name or code

   Use the extra tabs here if you want to search for model portfolios or **Other** to search for stocks & shares.
3. Repeat 1 - 3 to select additional funds.

Step 3. Buy Trades – cont.

What you will see



What you will need to do

4. Enter the amount that you want to invest.

You can do this in any one of the following ways:

4a. In **Total Order Value (£),** enter the total £ amount you want to invest. Then in **% Allocation** column, add the % to allocate next to each fund.

4b. In **Order Value,** enter a £ amount.

4c. In **Order Quantity,** enter the number of units to be purchased.

5. Click **Next.**

6. Skip **Step 4** and go to **Step 5. Confirm.**

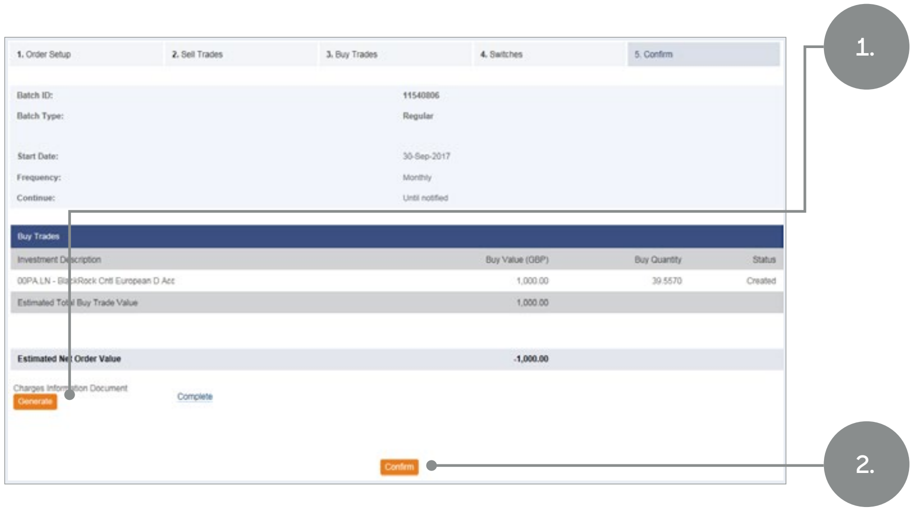
Notes

4a. The total % must come to 100%.

6. You can click directly on **Step 5. Confirm.**

Step 4. Confirm

What you will see



What you will need to do

1. Review the information you've entered.

2. Click **Confirm.**

Notes

1. Click **Generate** and the hyperlink to view the **Charges Information** document.

2. This records a Batch ID and places the trades, which can be viewed in the client's account under **Transactions > Deals.**

Helpful hints

- The date you set for the regular deals is the date that the trades will initiate – not the date of completion. While the trade is normally confirmed and displayed on the account within 24 hours it can, depending on the fund manager, take 5 working days for it to reach full settlement.
- If you have included securities in a regular order, a trading charge will apply to each transaction. For more information, please refer to **Your Guide to Charges.**
- If you want to cancel or amend a regular trade instruction, please contact us.

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