Nominated individual's guide to amending permissions

Once an adviser firm is set up with AJ Bell Investcentre, any of its employees can use the firm's FCA number to register themselves as a user on our website. The level of information they can view, and the permissions they have in each separate functional area, are controlled by a 'nominated individual'.

Advisers who are not nominated individuals can only grant other users access to view their own clients (see our 'Amending user access guide').

To assign the role of nominated individual, your firm must complete an 'Appointment of nominated individual form', which is available from investcentre.co.uk/Resources/Content/PDF/AJBIC_Appointment_of_nominated_individual_form.pdf

Access levels

AJ Bell Investcentre has four main functional areas that can be accessed online:

- Client details
- Adviser charges
- Money movement
- Adviser dealing

Each registered user of the site is assigned an access level for each of these four areas, as follows.

No clients – Cannot access any clients. Access to literature and illustration tools only (default level for new non-FCA-registered individuals).

Own clients – Can only access clients assigned to own username (default level for new FCA-registered individuals).

Branch clients – Can access all the clients assigned to users at their office. If you are part of a network of firms, this is the highest access level available.

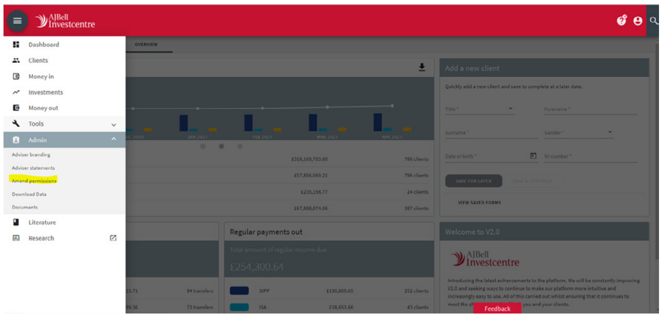
Firm clients – Can access all the clients assigned to users at their firm. This access level is not available if you are part of a network of firms.

It is the nominated individual's responsibility to manage the access levels that are assigned to each registered user, for each of the four site sections.

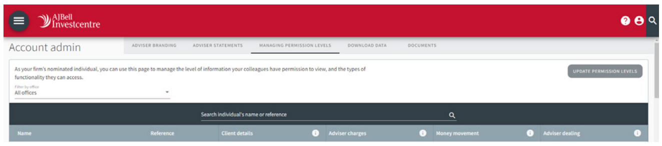
How to amend permissions

Please note, the following instructions assume that the reader is the nominated individual for their firm, and that they have been set up as such on the AJ Bell Investcentre system.

From the V2.0 dashboard, open the left-hand menu, select 'Admin' and click on 'Amend permissions'.

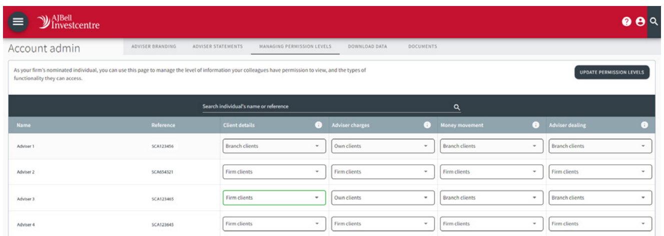


You will then be taken to the screen shown below.



If you have multiple offices, you'll have the option of seeing all the users at a specific office, or all the users in the entire firm. If you have selected a specific office, the Adviser list will automatically update.

In the example below, 'Adviser 3' can view **Client details** for all their firm's clients. They can undertake **Money movement** and **Adviser dealing** for all the clients at their office, and they can amend **Adviser charges** for their own clients only.



By changing the level shown in the dropdown selection menus next to each registered user's name, you can reset the access that person has to each area of functionality on the site.

Please note that the access level you select for **Client details** effectively sets the upper limit for the access levels within **Adviser charges, Money movement** and **Adviser dealing**. Unavailable access levels will not be visible in the dropdown selection menus. To make them available, you must first increase the **Client details** access level.

Once you have made your selections, the access will turn green. Click 'Update permission levels' to save. Changes are immediate, so the users affected will be able to exercise their amended permissions from the next time they log into the AJ Bell Investcentre website. The exception is any change to Funds & Shares Service dealing permissions, which could take up to 24 hours.

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