

Regular investments into models user guide

Introduction

The regular investments into models functionality allows you to view, set up and amend regular investment instructions to buy the assets held within your client's model portfolio, all from our regular investments dealing tool.

Regular investments into models are placed on the 10th of each month, or the next working day.

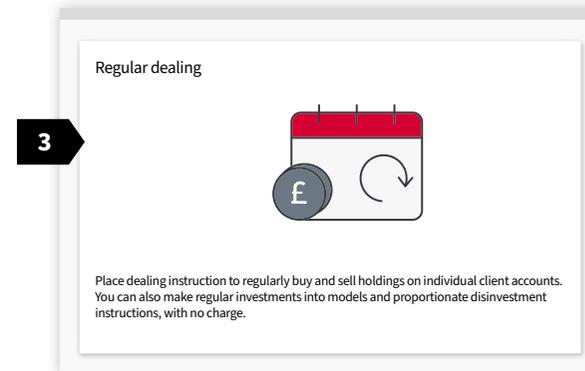
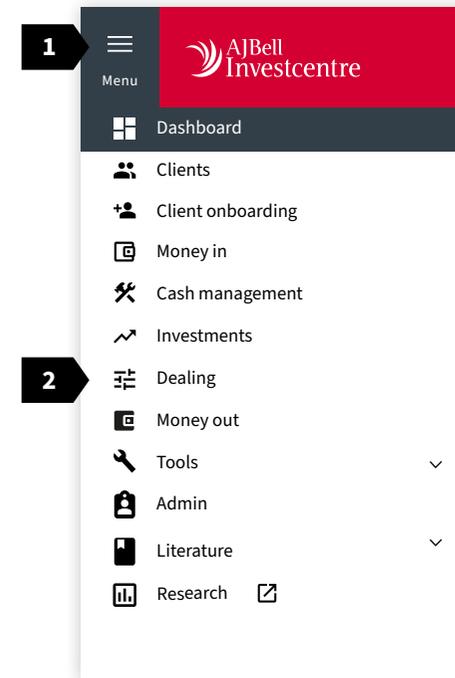
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Accessing the tool

You can find the dealing tool via the main menu: select 'Tools', 'Dealing' and then 'Regular Dealing'.

- 1** The main menu can be accessed via any page within our V2.0 site – just look for the icon at the top left of your screen.
- 2** Select 'Dealing'.
- 3** Select 'NEXT' on the regular dealing option.



Accessing the tool

- 1 Filter by wrapper type.
- 2 Alternatively, search for a client by either their client reference or name.
- 3 View or hide the client's Funds & Shares Service accounts.
- 4 Select the account on which you wish to place the regular investment instruction.
- 5 An 'RI', 'RIM' or 'RD' flag is displayed when a client has an existing regular investment, regular investment into a model or regular disinvestment, respectively.
- 6 If your client's account is linked to a model portfolio you will see the 'Investment into model' tab.

Regular dealing

Surname, Firstname	*****	Cash	Available cash	Investments	Total	Existing regulars	HIDE ACCOUNTS
Full SIPP - cash	*****	£5,026.36	-	-	£5,026.36		
Full SIPP - Funds & Shares Service	*****	£10,852.73	£10,852.73	£154,117.70	£164,970.43	RI	SELECT
GIA - Funds & Shares Service	*****	£417.06	£417.06	£107,562.50	£107,979.56		SELECT
ISA	*****	£3987.80	£3987.80	£103,820.04	£107,807.84		SELECT

There is no regular SIPP cash movement on this account. [SET UP REGULAR CASH MOVEMENTS](#)

Surname, Firstname ***** [VIEW ACCOUNTS](#)

Regular dealing

← Firstname Surname
Product type
Available cash £10,852.73

INVESTMENT INTO MODEL INVESTMENTS DISINVESTMENTS

Linked model Portfolio Name [Set up regular investments into this model](#)

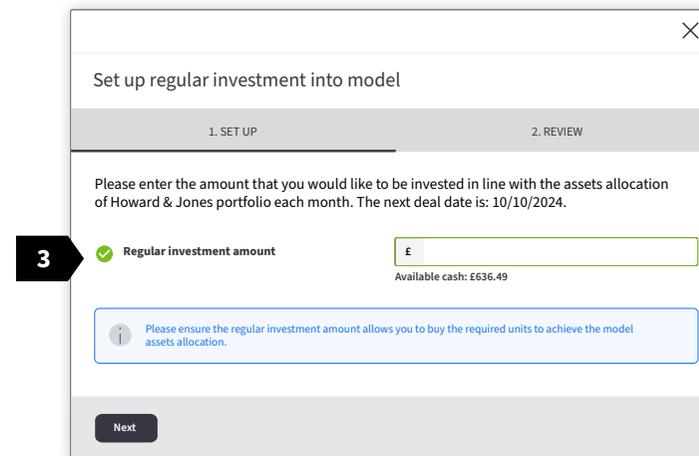
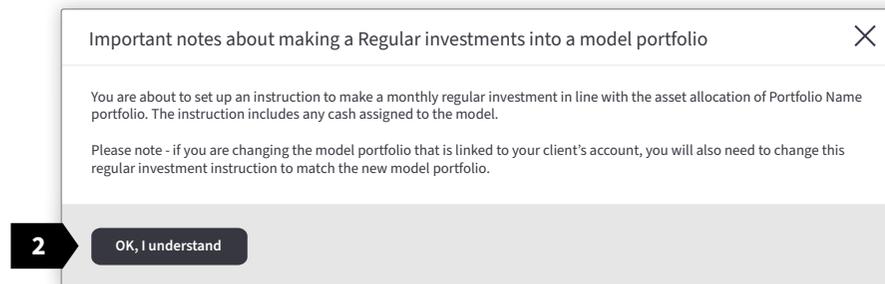
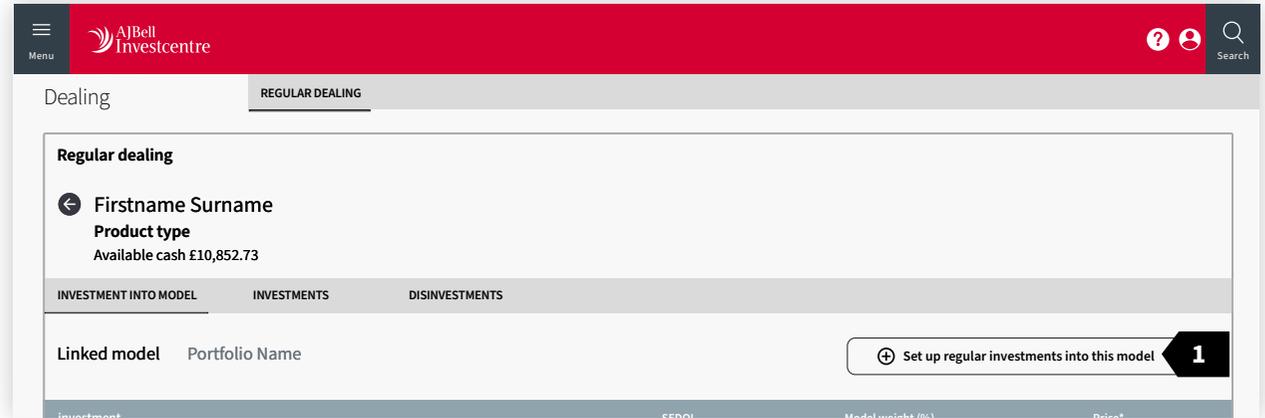
Setting up a regular investment into a model

- 1 To set up a new regular investment into a model, press 'Set up a regular investment in this model'.
- 2 Read the important notes section before selecting 'I understand'.
- 3 Enter the amount that you wish to invest into the model each month.

You will need to enter an amount sufficient to invest in line with the model's asset allocation. There is a minimum regular investment amount of £2.50 per investment, inclusive of cash, and only whole units of exchange traded investments can be purchased.

Important note: New model portfolios, or models that are currently ineligible for regular investments, are screened for regular investment eligibility at midday each day.

If the model contains investments which are not eligible for regular investments, or if the model has been set up since midday on the working day prior, you may not be able to set up regular investments into it.



Setting up a regular investment into model

- 1 A breakdown of your instruction will be shown here. The indicative order value will be based on the latest available price.
- 2 Once you have reviewed the instruction, select 'Submit' to proceed.
- 3 You will see this screen once the regular investment into the model is set up.
- 4 You have the option to download a receipt for this instruction.
- 5 If the model portfolio contains exchange-traded investments, you will see this icon next to each exchange-traded investment. It explains that as we can only purchase whole units of these investments, the value traded may be different from your request.
- 6 You can close the page here.

Set up regular investment into model

1. SETUP 2. REVIEW

A breakdown of your instruction, based on the current asset allocation and latest available prices* is shown below. Please review your instruction before pressing submit.

Instruction breakdown
Next deal date: 17/09/2024

investment	SEDOL	Offer price	Model weight (%)	Indicative order value
Cash	-	-	0.50%	£0.30
Artemis Income I Inc	B2PLJJ3	2.9 GBP	6.50%	£3.90
Artemis Strategic Bond I Monthly Acc	BJTKV4	0.76 GBP	5.50%	£3.30
AXA Framlington UK Sel Opps - ZI Inc	B703ZSO	154.8 GBX	6.50%	£3.90
BlackRock Greater Europe Ord	B01RDH7	598 GBX	4.25%	£2.55
Fundsmith Equity I Acc	B41YBW7	7.1 GBP	6.00%	£3.59
JP Morgan Japanese Ord	0174002	546 GBX	4.25%	£2.55

Back Submit

Set up regular investment into model

3 Investing £60.00 per month into Portfolio Name.

Adviser charging: £0.00 Next deal date: 10/09/2024

investment	SEDOL	Offer price	Model weight (%)	Indicative order value
Cash	-	-	0.50%	£0.30
Artemis Income I Inc	B2PLJJ3	2.9 GBP	6.50%	£3.90
Artemis Strategic Bond I Monthly Acc	BJTKV4	0.76 GBP	5.50%	£3.30
AXA Framlington UK Sel Opps - ZI Inc	B703ZSO	154.8 GBX	6.50%	£3.90
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JP Morgan Japanese Ord	0174002	546 GBX	4.25%	£2.55

Download Receipt

Editing a regular investment into model

- 1 Details of the existing regular investment into the model will be shown here.
- 2 If you wish to amend the regular investment amount, click 'Edit'.

Important note: If you wish to amend the model portfolio that the regular investment is into, you will need to delete the existing regular investment, then amend the model portfolio that this account is linked to within our Funds & Shares Service, before you can return here to set up a new one.

- 3 Read the important notes section before selecting 'OK I understand'.
- 4 Enter the new regular investment amount.
- 5 Press 'Next' to continue.

Important note: Please ensure the regular investment amount is sufficient to invest in line with the model's asset allocation. There is a minimum regular investment amount of £2.50 per investment, inclusive of cash, and only whole units of exchange traded investments can be purchased.

Dealing REGULAR DEALING

Regular dealing

← Firstname Surname
Product type
Available cash £10,852.73

INVESTMENT INTO MODEL INVESTMENTS DISINVESTMENTS

Linked model Portfolio Name

1 Investing £500 per month in Portfolio Name 2 [Edit](#) [Delete](#)
Next deal date: 10/10/2024

Important notes about making a Regular investments into a model portfolio

You are about to set up an instruction to make a monthly regular investment in line with the asset allocation of Portfolio Name portfolio. The instruction includes any cash assigned to the model.

Please note - if you are changing the model portfolio that is linked to your client's account, you will also need to change this regular investment instruction to match the new model portfolio.

3 [Next](#)

Set up regular investment into model

1. SET UP 2. REVIEW

Please enter the amount that you would like to be invested in line with the assets allocation of Howard & Jones portfolio each month. The next deal date is: 10/10/2024.

✓ Regular investment amount 5
Available cash: £636.49

1 Please ensure the regular investment amount allows you to buy the required units to achieve the model assets allocation.

4 [Next](#)

Editing a regular investment into model

- 1 A breakdown of your instruction will be shown here. The indicative order value will be based on the latest available price.
- 2 Once you have reviewed the instruction, select 'Submit' to proceed.
- 3 You will see this screen once the regular investment into the model is set up.
- 4 You have the option to download a receipt for this instruction.
- 5 You can close the page here.

✕

Set up regular investment into model

1. SET UP
2. REVIEW

A breakdown of your instruction, based on the current asset allocation and latest available prices* is shown below. Please review your instruction before pressing submit.

Instruction breakdown

Next deal date: 17/09/2024

Investment	SEDOL	Offer price	Model weight (%)	Indicative order value
Cash	-	-	0.50%	£0.30
Artemis Income I Inc	B2PLJJ3	2.9 GBP	6.50%	£3.90
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JP Morgan Japanese Ord	0174002	546 GBX	4.25%	£2.55 ⓘ

Back
Submit

✕

Set up regular investment into model

Investing £60.00 per month into Portfolio Name.

Adviser charging: £0.00 Next deal date: 10/09/2024

Investment	SEDOL	Offer price	Model weight (%)	Indicative order value
Cash	-	-	0.50%	£0.30
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JP Morgan Japanese Ord	0174002	546 GBX	4.25%	£2.55 ⓘ

Download Receipt

Deleting a regular investment into a model

Firstly, access the regular investment into model area of the regular dealing tool. You can find instructions on how to do this on page 2.

- 1** To delete a regular investment into the model, press 'Delete'.
- 2** Details of the current regular investment into the model will be shown here.
- 3** To delete the regular investment into the model, press 'Yes, delete it'.
- 4** Once your regular investment into model instruction has been deleted you will see this confirmation screen.
- 5** To close the window, press 'Close'.

Dealing REGULAR DEALING

Regular dealing

← Firstname Surname
Product type
Available cash £10,852.73

INVESTMENT INTO MODEL **INVESTMENTS** DISINVESTMENTS

Linked model Portfolio Name

Investing £500 per month in Portfolio Name. [Edit](#) [Delete](#) **1**

Next deal date: 10/10/2024

×

Delete regular investment into model

Are you sure you want to delete this regular investment into model?

2 Investing £80.00 per month into Portfolio Name.

3

×

4 Delete regular investment into model

We have deleted this regular investment into model instruction.

5