Folio Institutional

Getting Started: Checklist

Thank you for choosing Folio Institutional. This checklist will walk you through what you need to know to start using the Folio Institutional platform. If you have any questions, please don't hesitate to contact our **Folio Institutional Customer Service Team at 1-888-485-3456**. We look forward to working with you.

Using the Advisor Login (first time)

☐ *Have you been assigned a Firm ID and Rep ID?*

You will need that information to set up a unique login and password for the Folio Institutional website. If you haven't received one yet, please contact your sales representative.

(i) Your Firm ID and Rep ID are included in your Welcome email.

Providing Account Authorization

☐ *Have you set up authorized access to your client accounts?*

Firms can set up various levels of authorized access for each client account. To set up account authorization, click on the "Account Options" drop down menu and choose "Account Access."

(i) Did you know that we also provide an Auto Permission Capability?

☐ *Have you assigned representative and branch codes yet?*

Branch offices and representatives can be assigned unique codes to track client accounts. To assign representative and branch codes, click on the "Account Options" drop down menu and choose "Edit Rep and Branch Code."

(i) You can track billing based on a rep or branch code in the firm billing summary report.

Reviewing House Accounts and Client Billing Plans

☐ *Have you checked your House Account Filing Cabinet?*

Firm Billing Summaries are delivered directly to your House Account Filing Cabinet for easy reference. To locate the House Account Filing Cabinet, select "Account Name" in the First Search Accounts drop down menu and type in "House Account" into the "Search Accounts" field on the Client Accounts page.

(i) Don't forget to set-up an Electronic Funds Transfer (EFT) for your House Account (see instructions below).

☐ *Do you know how to change your clients' billing plans?*

Changes can be made by selecting the "Account Settings" option in the Client Drop Down menu.

(i) Clients are subscribed to a billing plan when their account is first opened.

Creating Clients and Client Accounts

☐ *Have you added a client yet?*

To create a client, simply choose the "Create Client" link in the Actions Menu.

☐ *Have you added a client account yet?*

To create an account, simply choose the "Create Account" option in the Client Drop Down Menu for the client.

(i) New clients or businesses can be added from the Actions Menu.

Folio Institutional

Funding Client Accounts

☐ *Have you set up an EFT for you client accounts?*

To set up an EFT, click on the client name, and select the "Set Up EFT" option from the Account Actions drop down menu for the desired account or complete our [EFT Authorization Form].

ⓘ Don't forget to also set up an Electronic Funds Transfer (EFT) for your House Account.

☐ *Have you started to transfer client accounts?*

To easily transfer client accounts from another brokerage, choose the "Transfer Account" option in the Client Drop Down Menu or download the [Account Transfer Form]. Account Transfer Forms can be mailed, faxed or emailed to us for processing.

ⓘ Remember to attach the most recent account statement with the Account Transfer Form.

Receiving Compliance Reports

☐ *Have you set up your Firm's Compliance Reports?*

Compliance reports can be generated daily.

ⓘ Call us to set-up daily delivery of your Compliance Reports.

Accessing Folio Client

☐ *Have your clients visited the Folio Client website?*

Folio Client puts advised account information right at your client's fingertips. Your clients will have a direct login where they can view their statements, messages, trade confirmations and tax information.

ⓘ Folio Client website: **www.folioclient.com**

Using the Download Center

☐ *Do you currently use portfolio management software downloads?*

We offer several daily download/extract software options at the representative and firm levels. Downloads and extracts will be available under the "Download Center" link. To get started using daily downloads or extracts, call us at **1-888-485-3456**.

ⓘ Daily downloads can only be generated as of the date of the software subscription.

Accessing the Message Center

☐ *Have you accessed the Message Center?*

We send account specific messages to the Message Center, a dedicated internal "inbox." To get to the Message Center click on the "Message Center" link on the client accounts page.

ⓘ You can set your message alert preferences in the notification settings.

Adding Firm Branding

☐ *Have you emailed us your logo?*

You can add your logo to any web page that your representatives and clients can access on Folio Institutional. Client Monthly Statements can also be co-branded. Getting started is easy. Simply email your sales representative a copy of your logo as a .gif file.

ⓘ Logo .gif files should be 50 pixels (h) and no more than 250 pixels (w).