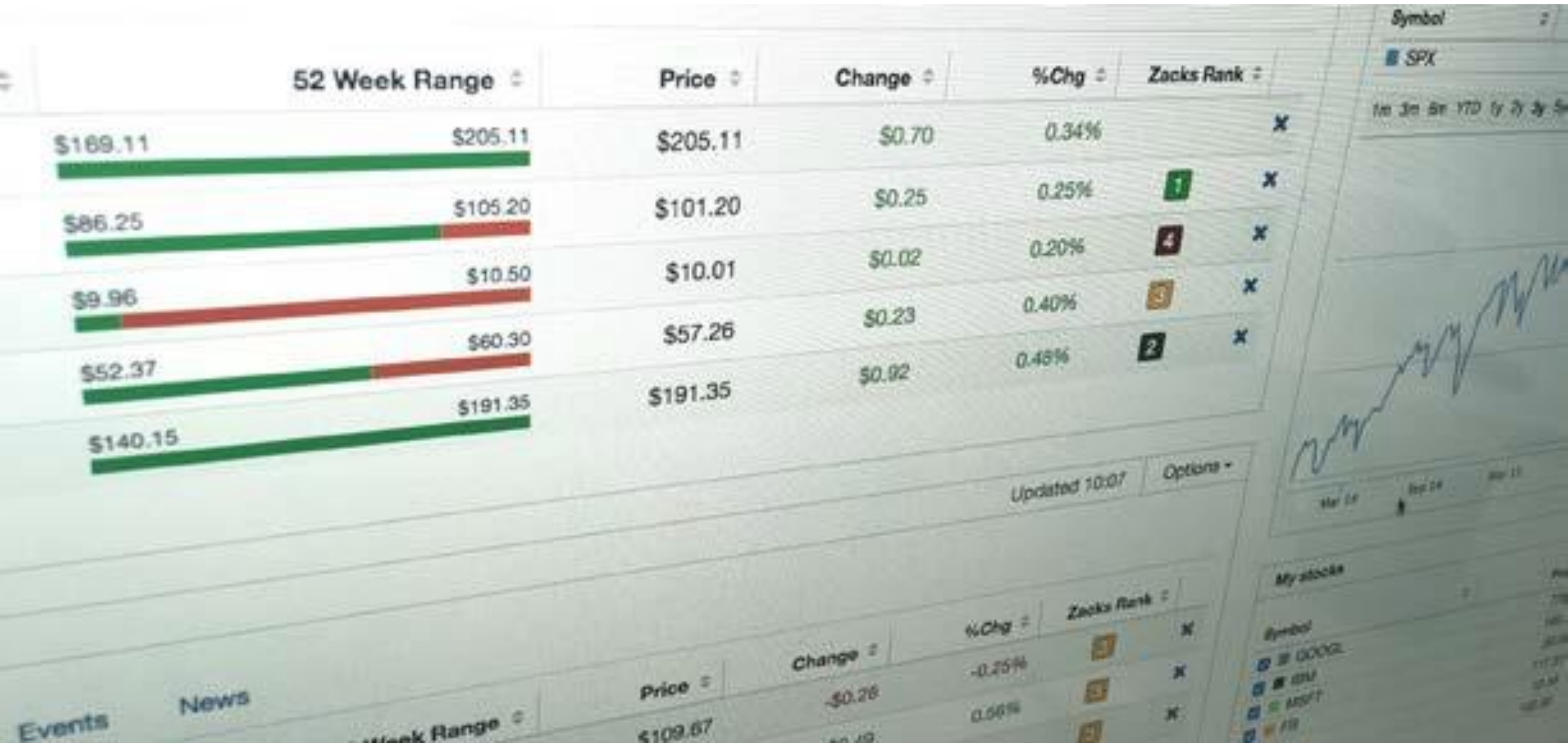
ZACKS

AdvisorTools



Zacks Advisor Tools – ByAllAccounts

Quick Start Guide

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Overview of ByAllAccounts & Zacks Advisor Tools Workflow

Integrating your client portfolios in ByAllAccounts allows you to use them as Portfolios within Zacks Advisor Tools. After an initial setup, your portfolios in ZAT will automatically update daily.

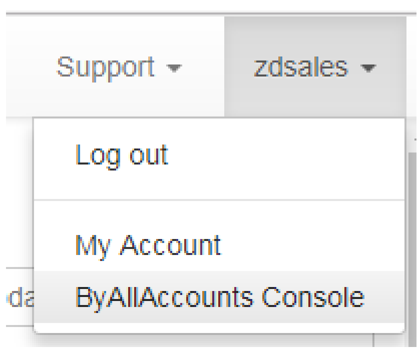
Here is a brief overview of the three steps which will be discussed in this User Guide:

1) Create a Zacks Advisor Tools Secure Account
2) Working with the ByAllAccounts Console
    - Creating credentials at your financial institution(s)
    - Creating accounts from your credentials
    - Creating clients
    - Assigning accounts to clients
3) Using ByAllAccounts Clients and Accounts in Zacks Advisor Tools
    - Adding ByAllAccounts clients and accounts as ZAT Portfolios
    - Creating account and client Groups in ZAT
    - Portfolio Monitor Data Tabs

Creating a Zacks Advisor Tools Secure Account (One-Time Setup)

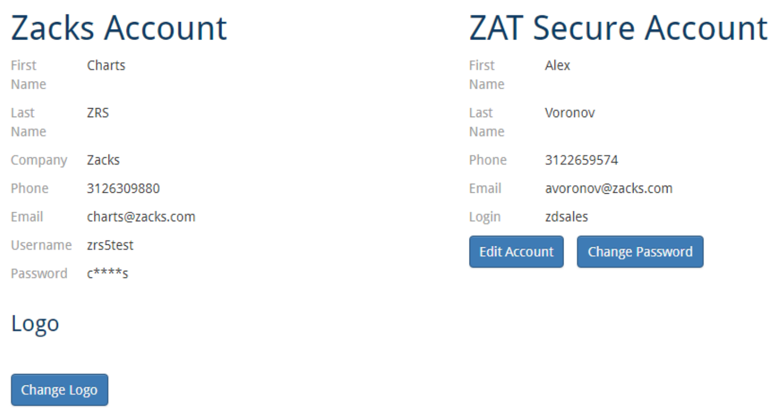
In order to keep your clients' account information secure, before you start using ByAllAccounts in Zacks Advisor Tools (ZAT) you must create a ZAT Secure Account:

1) Click on your username on the top right of the Zacks Advisor Tools screen
2) Click "ByAllAccounts Console"



3) This will bring the user to the registration page. Follow the step-by-step instructions to register for a ZAT Secure Account
4) After you complete the ZAT Secure Account registration you will have two ZAT accounts (one ZAT Secure Account and one standard ZAT account). Only the ZAT Secure Account will have access to ByAllAccounts. To see your accounts' details, click on your username on the top right of the screen then select "My Account"

It is recommended that you always login to ZAT with your Secure Account credentials.



Changing your ZAT Secure Account Password

You can change your ZAT Secure Account password anytime. Click on your username on the top right of the screen, then select "My Account." Click the "Change Password" button and follow the on-screen instructions.

Retrieving a Forgotten Password

If you forget your ZAT Secure Account password, click the "Forgot Login Credentials?" link on the ZAT login page. Enter your email address, then check your email for further instructions.

> ***Important Note:*** *Zacks representatives do not have access to and cannot provide login credentials for ZAT Secure Accounts. You must follow the instructions above to retrieve your credentials through the automated system.*

Accessing the ByAllAccounts Console

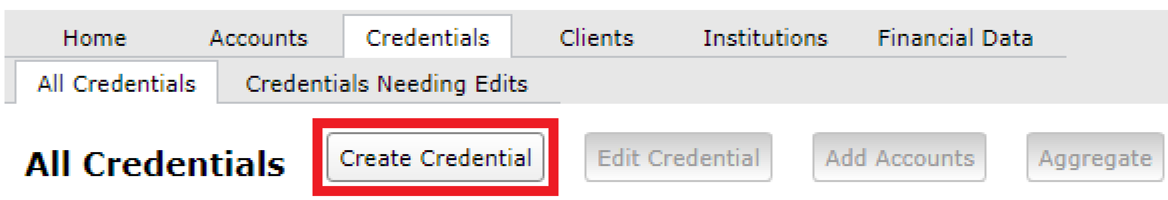
After you login to Zacks Advisor Tools with your ZAT Secure Account credentials you can access the ByAllAccounts Console by clicking on your username on the top right of the screen then selecting “ByAllAccounts Console.” A new browser window will open and log you in to the Morningstar ByAllAccounts site.

Creating Credentials at Your Financial Institution

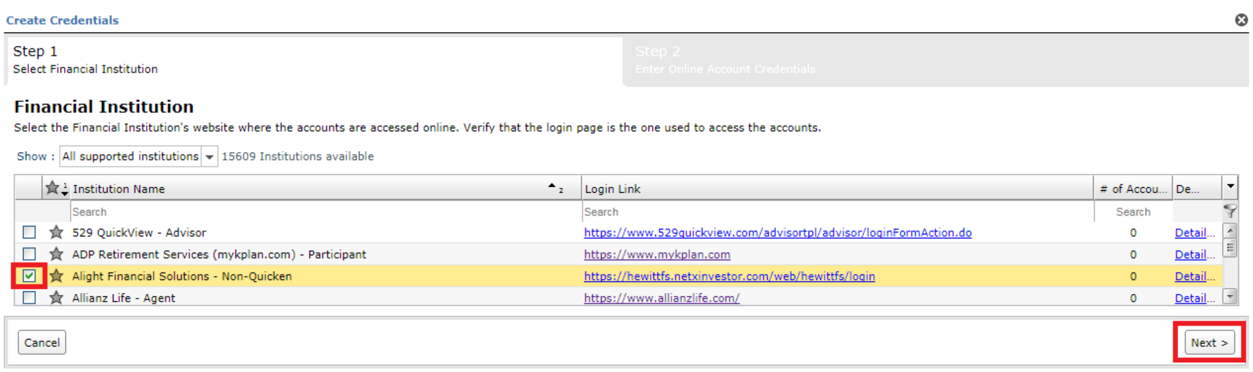
The first step to gaining access to your clients’ portfolios in Zacks Advisor Tools is to create credentials (ie, linking to your accounts) to your financial institutions in the ByAllAccounts Console. The steps to Create Credentials to a financial institution are:

1) In the ByAllAccounts Console, click on the “Credentials” tab at the top left of the screen

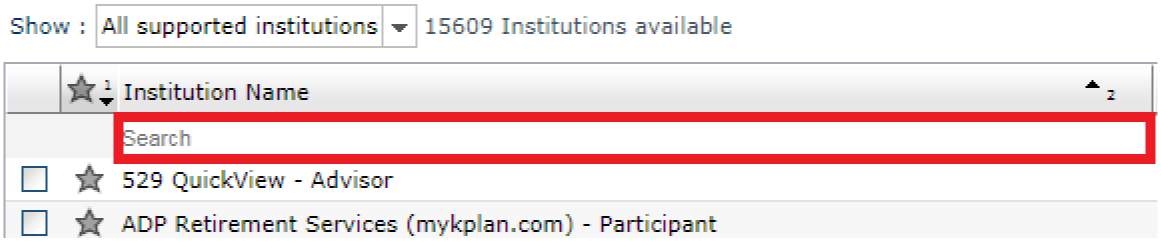
2) Click the “Create Credentials” button



3) Find your financial institution in the list, put a check in the box to the left of the name and then click the “Next” button at the bottom right of the screen.



Note: You can search the 15,000+ financial institutions by entering a search term in the box directly below “Institution Name” and press Enter



4) Enter the login credentials that are requested by the institution. You should use the Advisor level login that gives you access to all of your clients' accounts and then click the "Save and Verify" button.
5) Note: ByAllAccounts does not use secure token IDs, so if you normally use a secure token ID, please use your static ID instead
6) At the bottom right of the window, click "Save and Close"

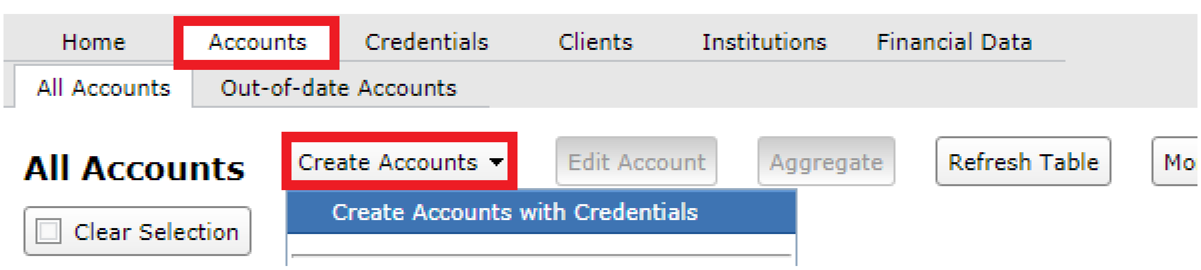
Note for Interactive Brokers: Accounts must use 'Interactive Brokers - Advisor FTP Access - FTP' to get their financial information. Contact reportingintegration@interactivebrokers.com and request the Morningstar ByAllAccounts feed and a new FTP login to setup access the FTP feed. As the advisor/manager, you should include your name, the name of your firm and the last few digits of your Interactive Brokers account number (this is your advisor master account #).

Creating Accounts from Your Credentials

You can now link to accounts at your financial institution:

1) In the ByAllAccounts Console, click on the "Accounts" tab at the top left of the screen

2) Click the "Create Accounts" button then select "Create Accounts with Credentials"



3) Find your institutions, enter a check to the left of the name and click Next on the bottom of the screen. Note: you can search by entering your institution's name in the search box then pressing Enter.

4) Enter your login credentials for the institution when prompted

5) Once credentials are verified, on the bottom of the screen click "Save… And Create Financial Accounts"

6) All of the available financial accounts will then display. At the bottom of the page, click "Save Financial Accounts…and Aggregate."

7) Aggregation of the accounts will take several minutes. You can click "Refresh Table" to view the aggregation status for each account.

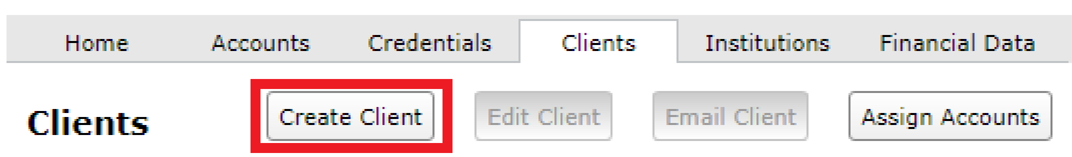
8) Accounts will aggregate automatically each night, overnight, with updated holdings

Creating Clients

The next step is to create clients which you will link individual accounts to.

1) In the ByAllAccounts Console, click on the "Clients" tab at the top left of the screen

2) Click the "Create Client" button



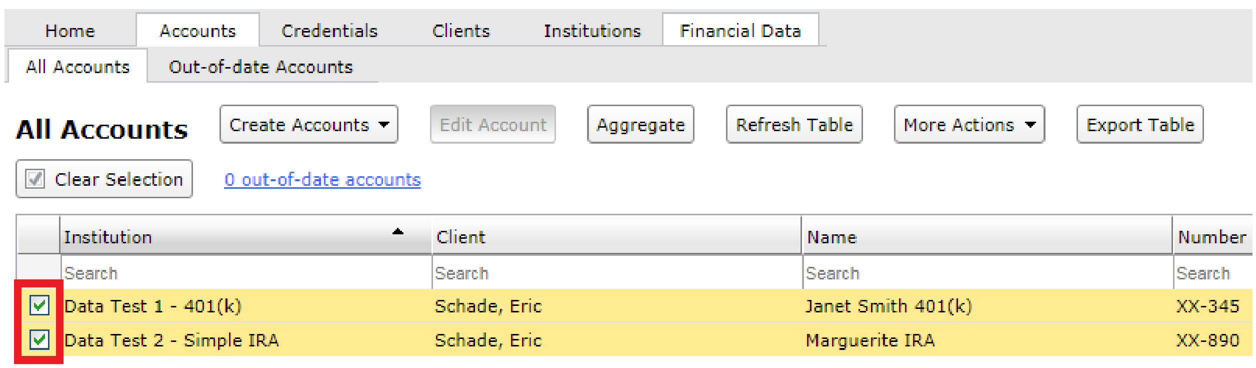
3) Fill in the form with your client's information. First and Last name are required fields
4) Click Save and repeat for any other clients you want to set up

Assigning Accounts to Clients

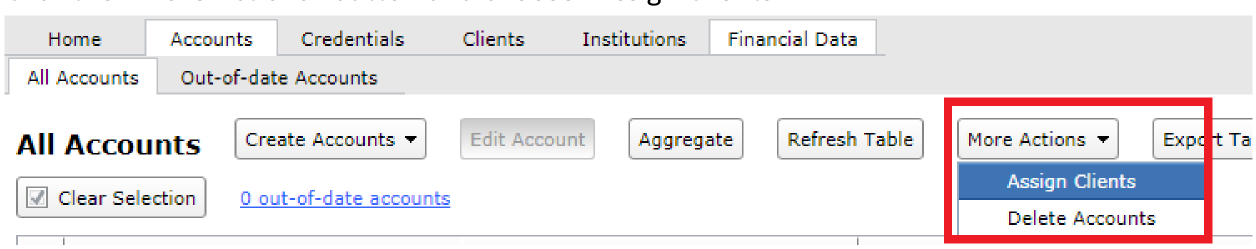
The next step is to assign accounts to your clients:

1) In the ByAllAccounts Console, click on the "Accounts" tab at the top left of the screen

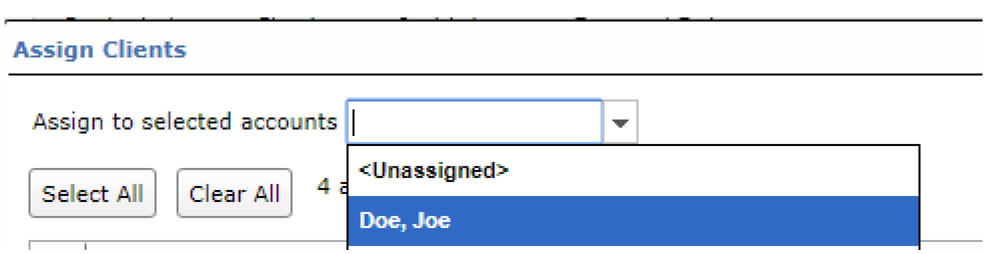
2) Choose the account(s) you want to assign to a client to by putting a check in the box to the right of the account name



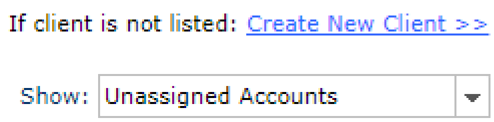
3) Click the "More Actions" button and choose "Assign Clients"



4) At the top of the window, click on the dropdown next to "Assign to selected accounts" and choose the client you would like to assign the account(s) to.



5) In the next window, on the right side of the screen, click the drop down next to "Show." Here you will most likely want to select "Unassigned Accounts"



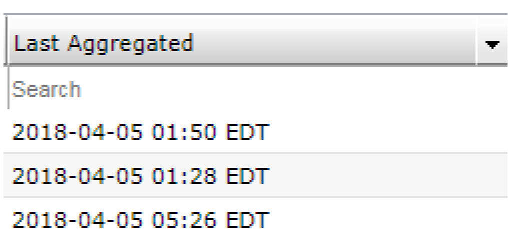
6) Choose the accounts you want to assign to this client by placing a check in the box to the left of the account, then click "Apply" and then "Save and Exit" at the bottom of the screen

7) The account(s) will now be assigned to the client

Checking Aggregation Status

Each night, all of the accounts you have synched with ByAllAccounts will be re-aggregated which will bring the accounts up to date.

To check the last aggregation date and time, go to the Accounts tab. A list of all of your accounts will display and the "Last Aggregated" column will display the relevant information:



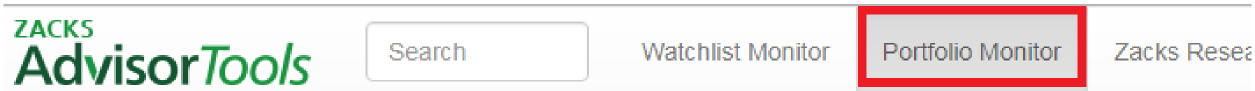
Viewing Financial Data

You can view holdings and transactions for any account by going to the "Financial Data" tab. Choose any account from the "Accounts" dropdown. Account holdings will appear in the top panel and transactions will appear on the bottom panel.

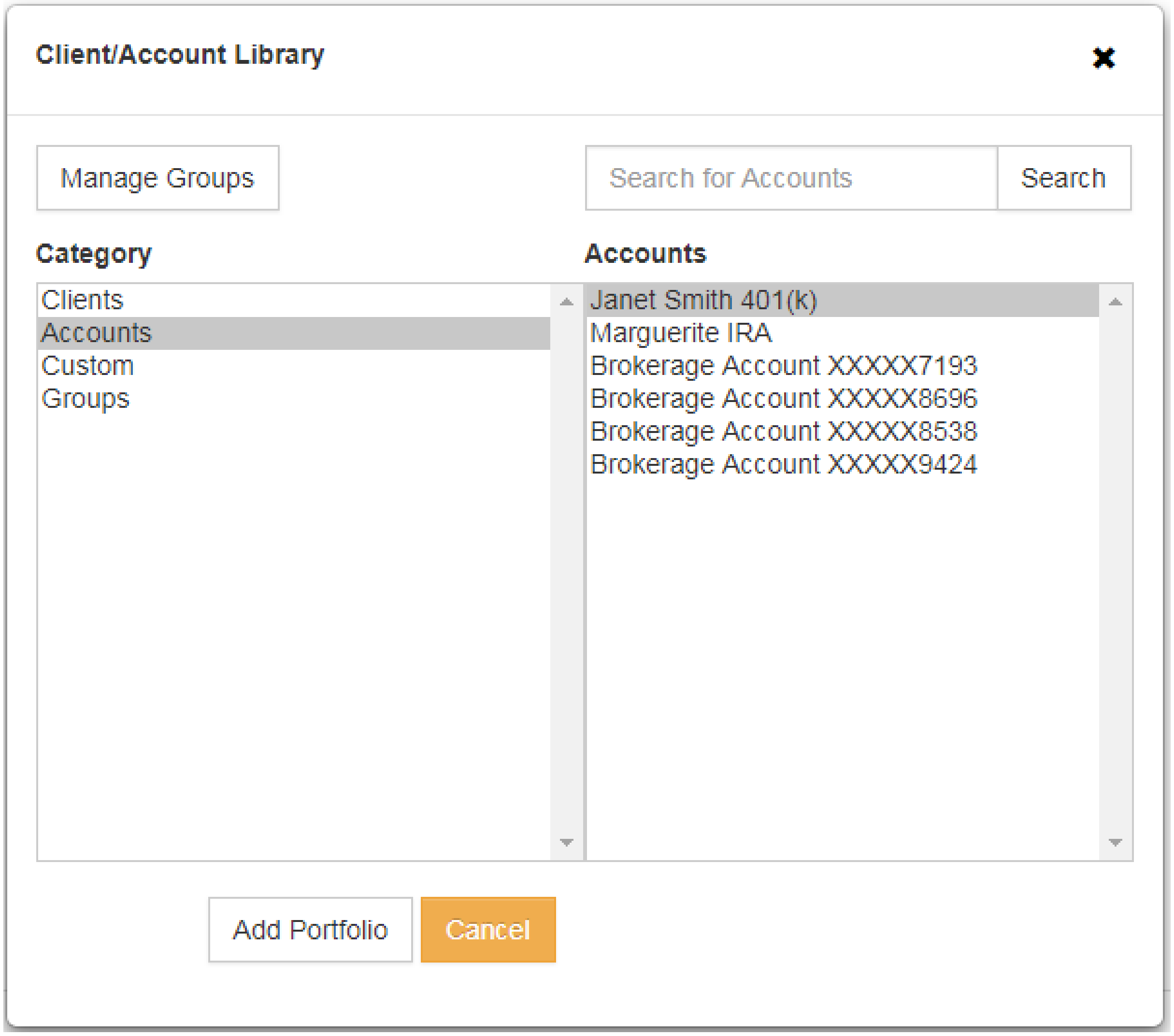
Note: the majority of the data available on this Financial Data tab will also be available in Zacks Advisor Tools, in a more organized way.

Adding ByAllAccounts Clients and Accounts as ZAT Portfolios

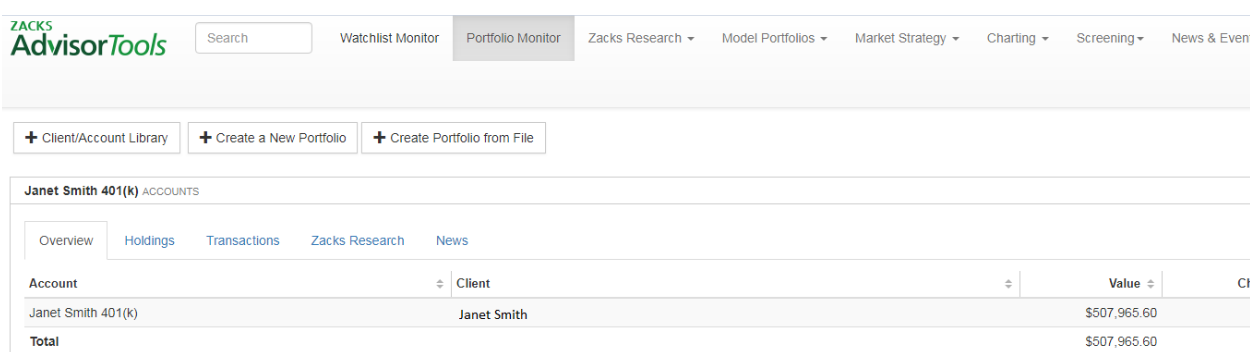
ByAllAccounts clients and accounts can be used in Zacks Advisor Tools in the "Portfolio Monitor" tab.



1) Click on the "Client/Account Library" button
2) This will bring up a window with the clients and accounts you aggregated in ByAllAccounts, in addition to any Portfolios you created manually in ZAT
3) There are several ways to view Portfolios in ZAT using the Client/Account Library:
   a. **Clients**: these are ByAllAccounts clients. Each client contains all accounts that you assigned to the client in the ByAllAccounts Console
   b. **Accounts**: these are individual ByAllAccounts accounts. These accounts may or may not be assigned to clients
   c. **Groups**: these are groups of either ByAllAccounts accounts or clients that are grouped together in the Zacks Advisor Tools website
   d. **Custom**: these are manually created Portfolios created in the Zacks Advisor Tools website
4) To add a Portfolio to Zacks Advisor Tools, choose a Category on the left side and then choose a specific account, client or group on the right side, then click Add Portfolio. In the example below, we are bringing in the Account "Janet Smith 401(k)"



5) The Janet Smith 401(k) is now a ZAT portfolio:



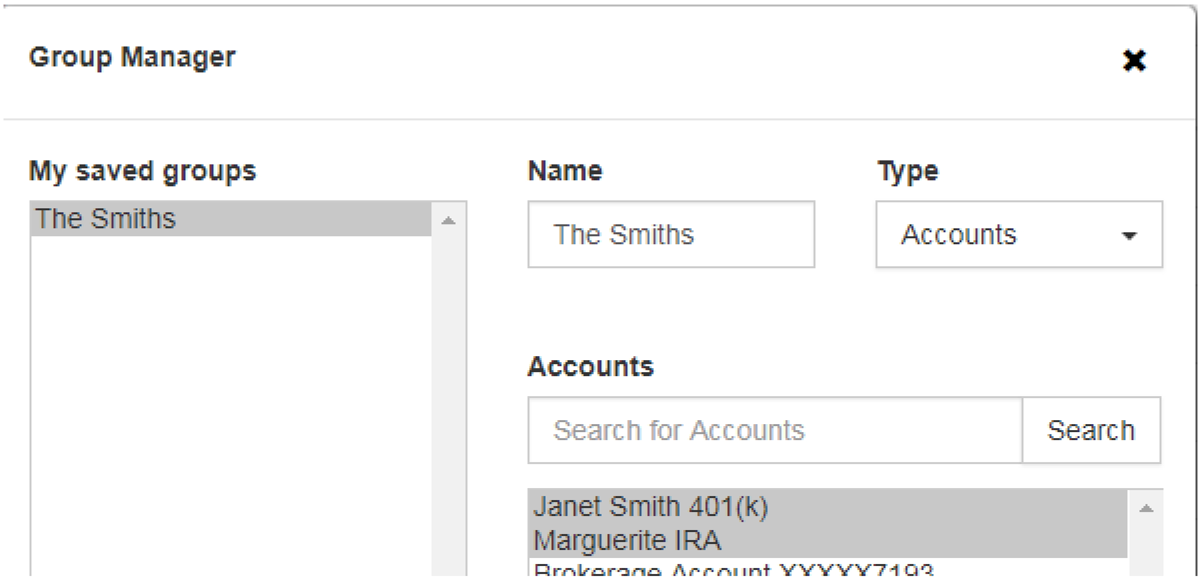
6) Notice that there are several tabs available:
    a. **Overview**: gives a brief overview of the portfolio, including the current value
    b. **Holdings**: holdings details, total gain, today's gain and total value
    c. **Transactions**: all recent transactions in the portfolio
    d. **Zacks Research**: the Zacks Rank and Zacks reports that are available for the holdings
    e. **News**: recent news on the portfolio holdings

Note: A Client/Account/Group can only be associated with one ZAT Portfolio at a time. In the example above, the Janet Smith 401(k) account cannot be added to a group or another portfolio while it is displaying in the Portfolio Monitor. To remove a portfolio from the Portfolio Monitor, on the top right of the portfolio, click Option > Hide.

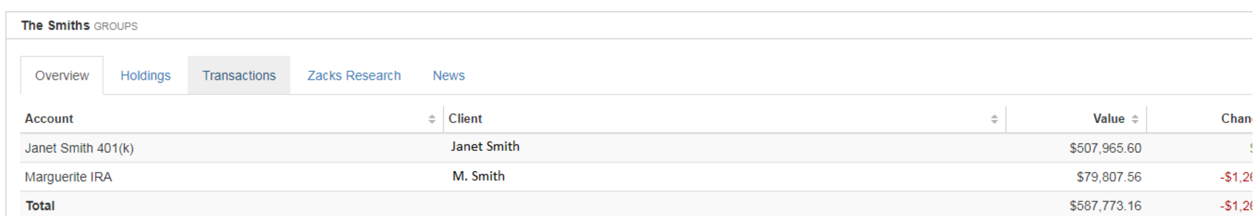
Creating Client and Account Groups in ZAT

Groups allow you to group various clients or accounts and display the group as one portfolio in the Zacks Advisor Tools Portfolio Monitor. This is useful, for example, if you have 2 clients in the same household and you want to display the combined household portfolio.

1) Click on "Portfolio Monitor" on the top of Zacks Advisor Tools
2) Click the "Client/Account Library" button
3) In the "Client/Account Library" window, click the "Manage Groups" button
4) In the "Group Manager" window, click on "New" on the bottom left of the window
5) Give the Group a name and select the Type (Accounts or Clients) that you want to group
6) Click on each Account or Client to highlight all that you want to group together
7) Click Save
8) In the example below, we are creating a group called "The Smiths" made up of 2 Accounts: Janet Smith 401(k) and Marguerite IRA



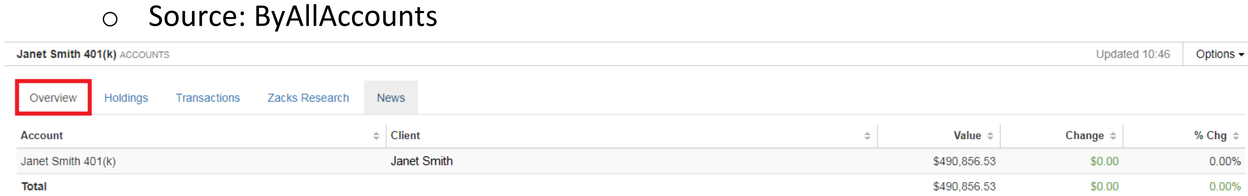
9) Close the Group Manager window by clicking on the “X” on the top right
10) To add a group as a ZAT Portfolio, in the “Client/Account Library,” click on “Groups” under Category, then select the group you would like to use, then click the “Add Portfolio” button.
11) You will now have a single ZAT Group Portfolio, made up of two accounts:



Portfolio Monitor Data Tabs

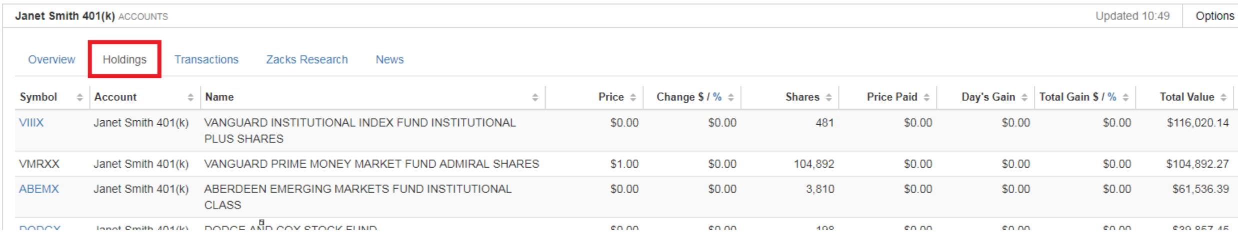
There are five tabs for each Portfolio Monitor Account or Group:

- **Overview:**
    - Provides a top-level overview for the Account or Group
    - Source: ByAllAccounts



- **Holdings:**

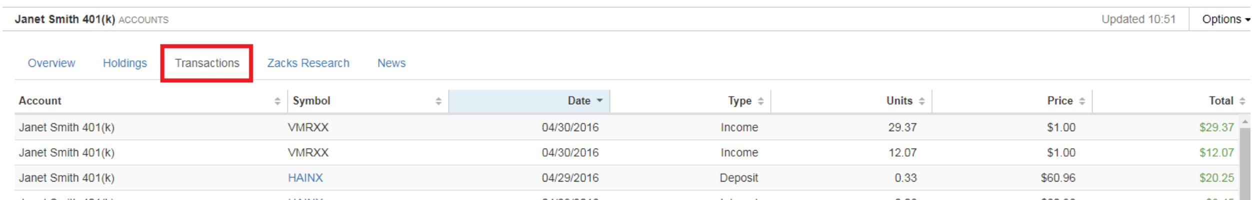
- Provides holdings level data for the Account or Group
- Source: ByAllAccounts


Janet Smith 401(k) ACCOUNTS | Updated 10:49 | Options

Overview | Holdings | Transactions | Zacks Research | News

Symbol	Account	Name	Price	Change $ / %	Shares	Price Paid	Day's Gain	Total Gain $ / %	Total Value
VIIIX	Janet Smith 401(k)	VANGUARD INSTITUTIONAL INDEX FUND INSTITUTIONAL PLUS SHARES	$0.00	$0.00	481	$0.00	$0.00	$0.00	$116,020.14
VMRXX	Janet Smith 401(k)	VANGUARD PRIME MONEY MARKET FUND ADMIRAL SHARES	$1.00	$0.00	104,892	$0.00	$0.00	$0.00	$104,892.27
ABEMX	Janet Smith 401(k)	ABERDEEN EMERGING MARKETS FUND INSTITUTIONAL CLASS	$0.00	$0.00	3,810	$0.00	$0.00	$0.00	$61,536.39

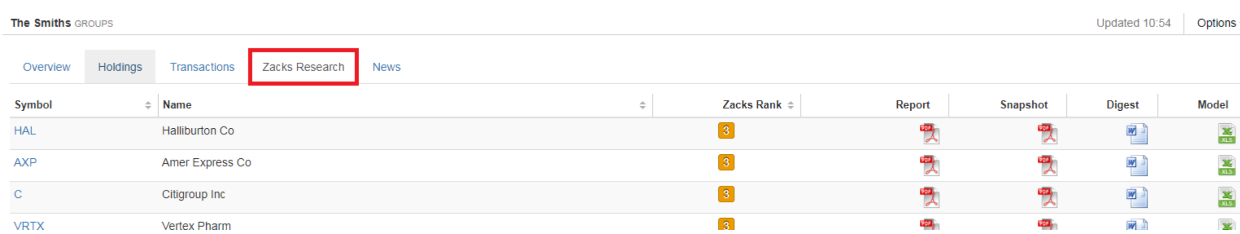
- **Transactions:**
  - Provides transaction details for the Account or Group
  - Source: ByAllAccounts


Janet Smith 401(k) ACCOUNTS | Updated 10:51 | Options

Overview | Holdings | Transactions | Zacks Research | News

Account	Symbol	Date	Type	Units	Price	Total
Janet Smith 401(k)	VMRXX	04/30/2016	Income	29.37	$1.00	$29.37
Janet Smith 401(k)	VMRXX	04/30/2016	Income	12.07	$1.00	$12.07
Janet Smith 401(k)	HAINX	04/29/2016	Deposit	0.33	$60.96	$20.25

- **Zacks Research:**
  - Links to various Zacks Research reports for the holdings within the Account or Group, as well as the Zacks Rank for each holding if available
  - Source: Zacks


The Smiths GROUPS | Updated 10:54 | Options

Overview | Holdings | Transactions | Zacks Research | News

Symbol	Name	Zacks Rank	Report	Snapshot	Digest	Model
HAL	Halliburton Co	3				
AXP	Amer Express Co	3				
C	Citigroup Inc	3				
VRTX	Vertex Pharm	3				

- **News:**
    - Recent news for the holdings within the Account or Group
    - Source: Zacks