

Getting started with SuperSMA

This guide has been written to provide SMA advisers with a resource that you can easily refer to when setting up your clients' SuperSMA portfolios.

Logging in

Log in to the SMA via your company login page.

If you need assistance with your user ID, contact Praemium Support:

- 03 8622 1222
- support@praemium.com.au

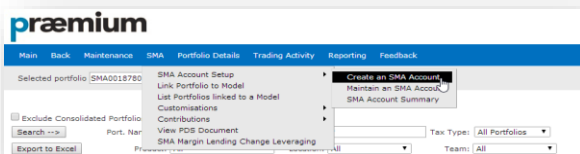
Forgotten your password?

- 1 Click Forgotten your password and a new password will be emailed to you.
- 2 After you have logged on you will need to reset your password.

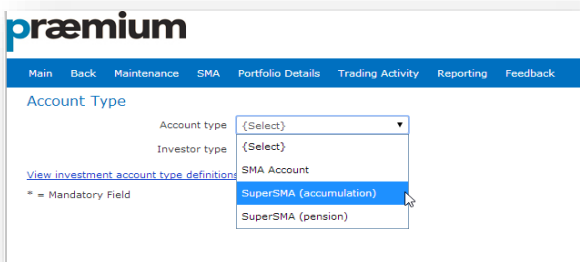
Creating a SuperSMA application

To create an application form for a new SuperSMA portfolio

- 1 From the menu bar, click SMA > SMA Account Setup > Create SMA Account.



- 2 Select SuperSMA (Accumulation) from the Account Type drop down.



- 3 Enter the Portfolio details. Mandatory fields are Adviser Code (which is the user ID you use to login) and Account Name,
Do NOT select SMA Annual Report Required.
- 4 Enter the account's signatory details and click Save.

A screenshot of the 'Account Type' form in the Praemium software. The form is titled '2. Director / Signatory Details'. It contains fields for 'Title', 'Given Names', 'Surname', 'Birthdate', 'Capacity', 'Tax rate election', 'Tax Residence', 'TFN', and 'ABN'. There are also buttons for 'Save', 'Cancel', 'Previous Page', 'Next Page', and 'Page 1 of 1'.

The application can be printed without the TFN. You can edit the SMA account to add the TFN at a later date. However, the TFN is required in order for your SuperSMA application to be approved and processed.

- 5 Enter the client's contact details and click Next Page.
- 6 Select if the investor's employer will be contributing to the fund.

If yes, you will need to complete an [Employer Contribution form](#).

- 7 In section 5, enter details of any non-binding nominated beneficiaries.

For binding nominations (non-lapsing), you need to complete the [Binding Nomination of Beneficiary](#) form.

- 8 In section 6, click Edit to enter Adviser and Dealer Group fees, and enter an establishment fee, as appropriate.
- 9 Click Save Account.

Your new SMA account code displays.

Praemium will set up the client's user details for you.

Linking models to the account

To link an SMA account to a model:

- 1 From the main Portfolio List screen, tick the Select box next to the account you wish to link to a model.
- 2 From the SMA menu, click Link Portfolio to Model. The Link Portfolio to Model screen displays.
- 3 Click Add/Edit Links.
- 4 Select the Rebalance Type from the drop-down list. This determines whether your model weightings are applied on a fixed or floating basis. Refer to the PDS for more information.
- 5 Select each chosen model portfolio's Model ID from the drop-down list and enter its % Weighting (the % weightings must add up to 100%).
- 6 When finished, click Save.

Print and mail the application form

To print the application form:

- 1 From the main Portfolio List screen, select the account for which you want to print the application form.
- 2 Click Edit.
- 3 Check the details are correct. These details are entered when you first create the SMA account.
- 4 Click Print Application Form.
- 5 Mail the form to:
Praemium Limited
PO Box 322, Collins Street West
Melbourne VIC 8007.

Transferring from a super fund to the SuperSMA

To transfer funds from another superannuation fund to the SuperSMA, complete the [Easy Transfer Form](#) found on your company website.

Mail this form to:

Praemium Limited
PO Box 322, Collins Street West
Melbourne VIC 8007.

Generating client reports

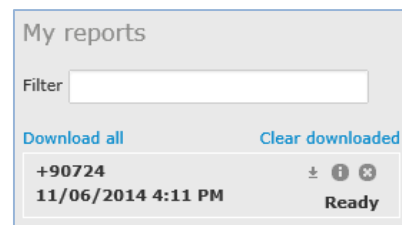
To generate reports for an account:

- 1 From the menu bar, click Reporting > Reports. The account that is already selected in V-Wrap defaults as the selected portfolio on this page.
- 2 To select a different account, type all or part of the account ID or name in the My portfolios Filter box. The screen refreshes with accounts that match the criteria you have typed. Click the portfolio for which you want to report.
- 3 Enter the Period ending date for your report. For example, type 30/06/2014 to produce the portfolio valuation as at that date.
- 4 Select the reporting sections you want included in your report.

Selecting a section will display the [configuration options](#) available to customise that section.

Drag and drop any selected section in this window to arrange the sections in the order you want them to appear in your report.

- 5 Select your report's format options. You can generate a report in PDF, Excel or Word format.
- 6 Click Generate. The report displays in the My reports window.



The report is listed and identifiable by the portfolio ID and the time and date at which the report was generated.

- 7 Click to open or save the file to your computer. If you generate more than one report, you can click Download all to save them all in a compressed zip file.

Support

For more support, refer to [Separately Managed Accounts](#) in the application's online help file, or contact Praemium Support:

- 03 8622 1222
- support@praemium.com.au