For financial advisers only

How do I... create a model portfolio?



Model portfolios allow you to design a panel of funds based on your client's needs. And, with it all online you can quickly track how the funds are performing and make changes easily if you need to.

Use this step-by-step guide to create a model portfolio on the Aegon Platform.

Create a model portfolio

Sign in to your dashboard and select **Model portfolio manager**.

Search for an existin	ng client	Search	Generate quotes or apply for products for a brand new client.
For example, client surname,	company/trust	name, reference number, postcode Advanced search View all clients	Create a new client
Research Centre	D	Model Portfolios	Fund panels
	-	Build and manage model portfolios.	Create and manage your fund shortlists, and view those set up by your branch or network.
A CGT tool	6		Your fund panels 1 Branch fund panels
	-		Branch fund panels Network fund panels
Documents	<u>ъ</u>	Model portfolio manager	Manage fund panels
Report Zone	ð	Investor model maintenance	Create new fund panel
Training and resources	Ð		



Here you can search for, create and view model portfolios. Use the table to see your firm's existing model portfolios and their status. Select **Create new model portfolio** to begin.

Model Status:			
Draft - The model isn't available for use with investors until su	ubmitted.		
Open - The model is available for use with investors.			
	can be updated and rebalanced for investors already linked to it.		
Inactive - The model is closed and isn't available for use with	investors		
and an eleter added as			
arch model portfolios			
Create new model portfolio Move investors			
Model name	Search		
Model name	Search		
Model name	Search		
		Status	
Status v Model name	Reset Model owner		
Status V	Reset	Status Open	
Status v Model name	Reset Model owner		

Enter a meaningful **Model name** and select the products you want the model portfolio to apply to.

Cre	eate new model portfolio		
	Model owner: Mid Slate Blue Best Grou	wth (100119) (IFA Network)	
	Model name	Unique model name	
	Status	Draft	
	Products	Enabled for model	
	(FI) General Investment Account		
	AJ Bell InvestCentre SIPP		
	Canada Life Int Ass (Ireland) Port Bond		
	Canada Life International Portfolio Bond		
	Cofunds Pension Account	Ø	
	General Investment Account		

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Use the **Investment search** tool to find the funds you want to add to the model portfolio. When you select **Search**, the list of funds based on your criteria will appear.

Investment name	equity	Asset identifier	
Asset sector	T	Asset type	Ŧ
Investment manager	BNY Mellon Global Funds V		Search
nvestment	AJ Bell InvestCentre SIPP	Cofunds Pension Account	General Investment Account
nvestment BNY Melion Brazil Equity W Acc GBP- B90P306	AJ Bell InvestCentre SIPP	Cofunds Pension Account	General Investment Account



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Handy hint

The ticks under each product name mean it's available for that product. If it's not available we'll show this with a red cross.

To add a fund, select the plus icon. This will then move under **Selected investments**. To remove a fund, select the bin icon that's next to each fund.

Enter the **Percentage %** you would like to invest into each fund – the total must add up to 100%.

H BNY Mellon Brazil Equity W Acc GBP - B90P308	\checkmark	\checkmark	\checkmark	
			<< < 1/1 >	>>
Selected investments				
Investment		Percentage %		
Cash for Interest (Non Trading A	Asset)	0.00		
ASI Emerging Markets Bd I Acc	- B5L9HN2	25.00		
JPM Global Macro Balanced C	Inc - B235HG0	15.00		
BlackRock UK Absolute Alpha I	D Acc - B5ZNQ99	25.00		
		65.00%		
		No. 1		

Select **Save model** to create a draft model portfolio.

Investment	Percentage %	
Cash for Interest (Non Trading Asset)	0.00	
ASI Emerging Markets Bd I Acc - B5L9HN2	25.00	
JPM Global Macro Balanced C Inc - B235HG0	15.00	
BlackRock UK Absolute Alpha D Acc - B5ZNQ99	25.00	
BNY Mellon Brazil Equity W Acc GBP - B90P308	35.00	
	100.00%	

You'll return to the **Search model portfolios** screen. Here you'll find the model portfolio you just created with its **Status** as **Draft**.

Task information	1	
Model Status:		
Draft - The model isn't a	available for use with investors until submitted.	
Open - The model is av	vailable for use with investors.	
Closed - The model is c	closed for use with new investors, but can be updated and rebalanced for investors already linked to it.	
Inactive - The model is	closed and isn't available for use with investors	
Search model pol Create new model po Model name	Search	
Status	▼ Reset	
Model name	Model owner	Status
unique name	Firm - Mid Slate Blue Best Growth (100119)	Draft
		<< < 2/2 > >>

Select your model portfolio, then choose **Activate**. This will change its **Status** from **Draft** to **Open** – and the model portfolio is ready to use.

Model name	unique name			
Status	Draft			
Model owner	Mid Slate Blue Best Growth (100119) (Firm)			
Selected inve	stments			
Select product				
Master model (10	0.00%)			
General Investme	nt Account (100.00%)			
Cofunds Pension	Account (100.00%)			
	re SIPP (100.00%)			
AJ Bell InvestCen Master model	re SIPP (100.00%)	Percentage %		
AJ Bell InvestCen Master model	re SIPP (100.00%) (100.00%)	Percentage % 0.00		
AJ Bell InvestCen Master model	re SIPP (100.00%) (100.00%) vestment			
AJ Bell InvestCen Master model In C Bl	re SIPP (100.00%) (100.00%) vestment ush for Interest (Non Trading Asset)	0.00		
AJ Bell InvestCen Master model In C Bl A	re SIPP (100.00%) (100.00%) vestment ush for Interest (Non Trading Asset) ackRock UK Absolute Alpha D Acc - B5ZNQ99	0.00 25.00		
AJ Bell InvestCen Master model In C Bl A: Bl	re SIPP (100.00%) (100.00%) vestment ush for Interest (Non Trading Assel) ackRock UK Absolute Alpha D Acc - B52NQ99 SI Emerging Markets Bd I Acc - B5L9HN2	0.00 25.00 25.00		
AJ Bell InvestCen Master model In C Bl A: Bl	re SIPP (100.00%) (100.00%) vestment sish for Interest (Non Trading Asset) ackRock UK Absolute Alpha D Acc - B52NQ99 SI Emerging Markets Bd I Acc - B51.9HN2 IV Melion Brazil Equity W Acc GBP - B90P308	0.00 25.00 25.00 35.00		

If you require any further support please visit <a>aegon.co.uk/support



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