

How to create and manage model portfolios on ARC

A guide for discretionary fund managers – this communication mustn't be distributed to, or relied on by customers or any other persons.

This guide walks you through the key steps to help you create and manage model portfolios on our Aegon Retirement Choices platform (ARC).



Creating a model portfolio

To get started log in to your dashboard and select **Manage model portfolios**.

Selecting a model portfolio

Search model portfolios

Create new model portfolio

Model name

Search

Status

Reset

Model name	Model owner	Status
Conservative Model Gross	Discretionary Fund Manager - (193/215) ARC DM	Open
Conservative Model Net	Discretionary Fund Manager - (193/215) ARC DM	Open
Example	Discretionary Fund Manager - (193/215) ARC DM	Open
Example 1278	Discretionary Fund Manager - (193/215) ARC DM	Open
Index-linked Gilt	Discretionary Fund Manager - (193/215) ARC DM	Open
MODEL 3	Discretionary Fund Manager - (193/215) ARC DM	Open
Model Example 1233	Discretionary Fund Manager - (193/215) ARC DM	Open

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Select the **Create new model portfolio** button.

Home

Manage model portfolios

Client search

Task information

Model portfolio names must be unique and no more than 80 characters in length including spaces. The name may only contain the following special characters % / & () - . Æ ' " + # ;
Models will be created with a 'Draft' status which means it will be available to be viewed, but can't be used until it's activated.

Create new model portfolio

Model owner: (193/215) ARC DM (DFM)

Model name

Example

Status

Draft

Products

Enabled for model

AEGON Cash ISA

AEGON General Investment Account (Gross)

AEGON General Investment Account (Net)

AEGON SIPP Drawdown

AEGON SIPP Uncrystallised

AEGON Stocks and Shares ISA

GIA for AEGON Ireland International Bond

Secure Retirement Income

Enter a unique name for your new model portfolio in the **Model name** field and choose which products you want to enable for the model. You can't enable the model for the Aegon Cash ISA or Secure Retirement Income wrappers.

Once you've selected the products, scroll down to select the required investments for your model portfolio

Searching for an asset

Investment search

Investment name

Asset identifier

Asset sector

Asset type

Investment manager

Search

In the **Investment search** section, you can search using a number of fields. If you search by **Investment name**, the search is based on the investment's SHORT name.

You can search by **Asset identifier**, for example, Sedol/ISIN codes. This must match our share class version of the asset.

You can search by **Investment manager**. This finds all available investments for the products selected under the chosen fund manager.

Adding an investment to your model portfolio

Investment	AEGON General Investment Account (Gross)	AEGON General Investment Account (Net)	AEGON SIPP Drawdown	AEGON SIPP Uncrystallised	AEGON Stocks and Shares ISA
<div><div>+</div><div>Allianz Glt Yld C Inc - 3138328</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>Aviva Inv Intl Index Tracking 2 Acc - B2NRN25</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>JPM UK Equity Core E Acc - B55QSH0</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>JPM UK Equity Core E Inc - B5SL4H4</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>L&G Cash Trust I Acc - OD001UO</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>L&G Dynamic Bond I Acc - B1TWMM9</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>L&G Dynamic Bond I Inc - B1TWMY1</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>L&G Ethical Trust I Acc - B0CNH94</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>L&G Ethical Trust I Inc - OD001UO</div></div>	✓	✓	✓	✓	✓
<div><div>+</div><div>Schroder EurpEqtyAbsRet P1 Hd GBP - B39VWX1</div></div>	✓	✓	✓	✓	✓

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To add an investment to your model portfolio select the **+**. The **+** will change to a ✓ if successful.

Investments not available on all products will show in red and you won't be able to add them to the model portfolio.









If you'd like to include an investment across all products a different share class might be available for the selected products.

If not, you may need to create a separate model.

Details on how to copy a model portfolio are shown on page 8.

Select investment weightings

Selected investments

Investment	Percentage %
Cash facility	<input type="text" value="0.25"/>
 Allianz Glb Yld C Inc - 3138328	<input type="text" value="5.00"/>
 Schroder EurpEqtyAbsRet P1 Hd GBP - B39VWX1	<input type="text"/>
 L&G Ethical Trust I Inc - OD001UO	<input type="text"/>
 L&G Dynamic Bond I Inc - B1TWMY1	<input type="text"/>
 L&G Dynamic Bond I Acc - B1TWMW9	<input type="text"/>
 L&G Ethical Trust I Acc - B0CNH94	<input type="text"/>
 JPM UK Equity Core E Acc - B55QSH0	<input type="text"/>
 Aviva Inv Intl Index Tracking 2 Acc - B2NRNX5	<input type="text"/>
	5.25%

Enter the percentage weightings next to the relevant investment(s).

If you'd like to remove an investment select the recycle bin icon to the left of the fund.

Please note a minimum cash holding of 0.25% is required within the model portfolio for the products cash facility.

When the total holdings add up to 100%, select **next**.

Enabling an adviser firm to use the model portfolio

Home

Manage model portfolios

Client search

Enable adviser firms

Model name

Example

Status

Draft

Model owner

(193/215) ARC DM (DFM)

Adviser firm name

Search

Adviser firm

Enable

select all / deselect all

(3742/6199) ARC (IFA Branch)

Alex Jasper (IFA Branch)

Hillary Cassiterite 6 (IFA Branch)

Lesley Hambergite (IFA Branch)

Petra Tanzanite (IFA Network)

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Back to search

Previous

Save model

If you've already linked to an adviser firm their details will appear on this page.

You can make the model available to selected firms or all linked firms:

- Selected firms – select the box in the **Enable** column next to the relevant adviser firm(s).
- All linked firms – select the **select all** box.

Select **Save model** to complete the model creation and return to the home page.

If you haven't linked to an adviser firm, please email arcdfmsandproviders@aegon.co.uk stating the name, agreed DFM fee to apply, FCA reference and address details of the firm you'd like to add. Once the firm has been added you'll need to enable them for each model portfolio.

Please don't email any personal, financial or banking information as it's not a secure method of communication. If you have a dedicated secure email service with Aegon, for example Maillock, please use this service.

Home

Manage model portfolios

Client search

Task information

Model Status:

Draft - The model isn't available for use with investors until submitted.

Open - The model is available for use with investors.

Closed - The model is 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 portfolios

Create new model portfolio

Model name

example

Search

Status

Reset

Model name	Model owner	Status
Example	Discretionary Fund Manager - (193/215) ARC DM	Draft
Example 1278	Discretionary Fund Manager - (193/215) ARC DM	Open
Model Example 1233	Discretionary Fund Manager - (193/215) ARC DM	Open

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Your new model will appear in the list of models on the Manage model portfolios screen – the status will be **Draft**.

To make the model live, select the model name to open up the model portfolio information page.

Activating the model portfolio

View model portfolio

Model name

Example

Status

Inactive

Model owner

(193/215) ARC DM (Discretionary Fund Manager)

Selected investments

Select product

Master model (100.00%)

AEGON General Investment Account (Net) (100.00%)

AEGON SIPP Uncrystallised (100.00%)

AEGON SIPP Drawdown (100.00%)

AEGON Stocks and Shares ISA (100.00%)


AEGON General Investment Account (Gross) (100.00%)

Master model (100.00%)

Investment	Percentage %
Cash facility	0.25
Allianz Glt Yld C Inc - 3138328	5.75
Aviva Inv Intl Index Tracking 2 Acc - B2NRNX5	10.00
JPM UK Equity Core E Acc - B55QSH9	10.00
Schroder EurpEqtyAbsRet P1 Hd GBP - B39VWX1	15.00

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Message from webpage



Model portfolio activated.

OK

Activate

Trigger rebalance

You can check your new model portfolio's details are correct on the **View model portfolio** screen.

To make your model portfolio live select the **Activate** button (only authorised users in your firm can activate the models).

Once you've activated the model, the ability to select **Trigger rebalance** will be available.

Managing model portfolios

To manage a model portfolio select the name of the model portfolio you'd like to make changes to on the Manage model portfolios screen. You'll be taken to the Model portfolio information screen.

Model name

Example

Status

Open

Model owner

(193/215) ARC DM (Discretionary Fund Manager)

Selected investments

Select product

Master model (100.00%)

AEGON General Investment Account (Net) (100.00%)

AEGON SIPP Uncrystallised (100.00%)

AEGON SIPP Drawdown (100.00%)

AEGON Stocks and Shares ISA (100.00%)

AEGON General Investment Account (Gross) (100.00%)

Master model (100.00%)

Investment	Percentage %
Cash facility	0.25
Allianz Glt Yld C Inc - 3138328	5.75
Aviva Inv Intl Index Tracking 2 Acc - B2NRNX5	10.00
JPM UK Equity Core E Acc - B55QSH9	10.00
Schroder EurpEqtyAbsRet P1 Hd GBP - B39VWX1	15.00
L&G Dynamic Bond I Acc - B1TVMW9	15.00
L&G Dynamic Bond I Inc - B1TVMY1	24.00
L&G Ethical Trust I Acc - B0CNH94	10.00
L&G Ethical Trust I Inc - OD001UO	10.00
	100.00 %

Back to search

Modify

Activate

Deactivate

Copy

Trigger rebalance

Enable for adviser firm

Select the **Modify** button to make changes to the model portfolio.

If changes are made this updates all investment strategies for clients linked to this model. Any future contributions or illustrations that are added will be based on the amended model portfolio.

Home

Manage model portfolios

Client search

Enable adviser firms

Model name: Example
 Status: Open
 Model owner: (193/215) ARC DM (Discretionary Fund Manager)

Adviser firm name: Search

Adviser firm	Enable <input type="checkbox"/> select all / deselect all
(3742/6199) ARC (IFA Branch)	<input checked="" type="checkbox"/>
Alex Jasper (IFA Branch)	<input type="checkbox"/>
Hillary Cassiterite 6 (IFA Branch)	<input type="checkbox"/>
Lesley Hambergite (IFA Branch)	<input type="checkbox"/>
Petra Tanzanite (IFA Network)	<input type="checkbox"/>

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Back Save



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 Model portfolio enabled for the selected adviser firms.

OK

Home

Manage model portfolios

Client search

Task information

Model portfolio names must be unique and no more than 80 characters in length including spaces. The name may only contain the following special characters % / & () - . Ã¢. , ' + # ;.
 Models will be created with a 'Draft' status which means it will be available to be viewed, but can't be used until it's activated.

Create new model portfolio

Model owner: (193/215) ARC DM (Discretionary Fund Manager)

Model name:

Status:

Products	Enabled for model
AEGON Cash ISA	<input type="checkbox"/>
AEGON General Investment Account (Gross)	<input checked="" type="checkbox"/>
AEGON General Investment Account (Net)	<input checked="" type="checkbox"/>
AEGON SIPP Drawdown	<input type="checkbox"/>
AEGON SIPP Uncrystallised	<input checked="" type="checkbox"/>
AEGON Stocks and Shares ISA	<input checked="" type="checkbox"/>
GIA for AEGON Ireland International Bond	<input type="checkbox"/>
Secure Retirement Income	<input type="checkbox"/>

Investment search

Investment name	<input type="text"/>	Asset identifier	<input type="text"/>
Asset sector	<input type="text"/>	Asset type	<input type="text"/>
Investment manager	<input type="text"/>		

Search

You can enable adviser firms in the modify section. If you don't need to add or remove any, select **Save**.

Once you've selected **Save**, linked client investment strategies will be updated. This can take up to 30 minutes to complete.

You can **copy** the model portfolio here. You'll need to enter a unique model portfolio name for the copied version. This new model portfolio will be created as a draft version.

The process for creating a model portfolio can then be followed as described earlier (see page three).

You can then add or remove any adviser firms as required. Select **Save model** when ready.

Selected investments

Select product

Master model (100.00%)

AEGON General Investment Account (Net) (100.00%)

AEGON SIPP Uncrystallised (100.00%)

AEGON SIPP Drawdown (100.00%)

AEGON Stocks and Shares ISA (100.00%)

AEGON General Investment Account (Gross) (100.00%)

Master model (100.00%)

Investment	Percentage %
Cash facility	0.25
Allianz Glt Yld C Inc - 3138328	5.75
Aviva Inv Intl Index Tracking 2 Acc - B2NRNX5	10.00
JPM UK Equity Core E Acc - B55QSH0	10.00
Schroder EurpEqyAbsRet P1 Hd GBP - B39VWX1	15.00
L&G Dynamic Bond I Acc - B1TWMW9	15.00
L&G Dynamic Bond I Inc - B1TWMY1	24.00
L&G Ethical Trust I Acc - B0CNH94	10.00
L&G Ethical Trust I Inc - OD901UO	10.00
	100.00 %

Back to search Modify Activate Deactivate Copy Trigger rebalance Enable for adviser firm

Select **Trigger rebalance**, to rebalance all clients linked to the model portfolio.

Please note, if you've changed the model portfolio you'll need to let the system update the linked clients' investment strategies before being able to select **Trigger rebalance**. This could take up to 30 minutes to complete.



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All wrappers linked to this model portfolio are scheduled for rebalancing.

OK



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Do you want all investors linked to this model portfolio to be triggered for rebalancing?

OK Cancel

Notifying us of any DFM fees

It's your responsibility to inform us of any DFM fees to be applied to model portfolios and if there are any changes to these.

We appreciate that you may wish to amend your fees from time to time, be this your standard fees, or a special deal applicable to a specific adviser firm. So we can process these requests in a timely manner you'll need to email us at client services using arcdfmsandproviders@aegon.co.uk to confirm the existing DFM fee and new DFM fee with a note of all the model portfolios affected.

You'll need to include the following details in your request:

- Model portfolios affected
- Existing & new DFM fees

If linked to a special deal for an adviser firm:

- Name, postcode & FCA number of the adviser firm
- Model portfolio affected
- Existing and new DFM fees

Please don't email any personal, financial or banking information as it's not a secure method of communication. If you have a dedicated secure email service with Aegon, for example Maillock, please use this service.