How to create and manage model portfolios on ARC

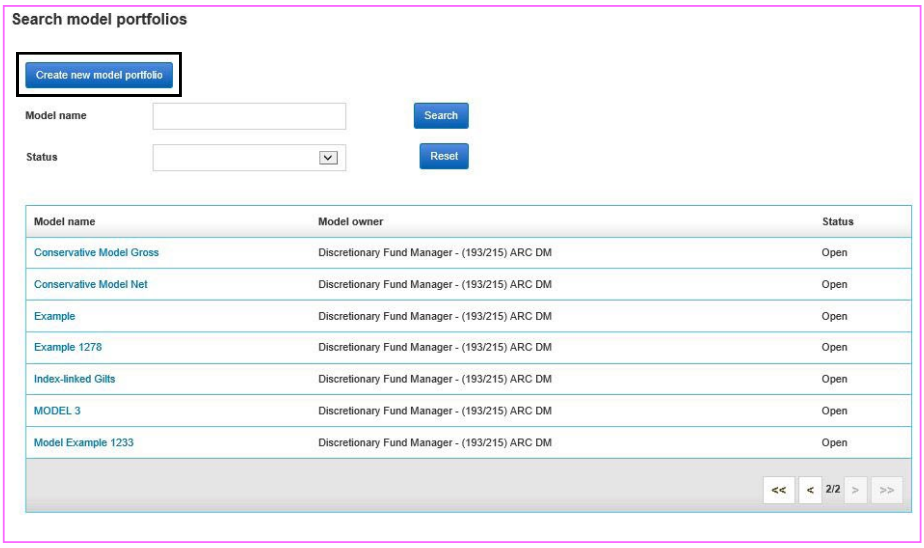
A guide for discretionary fund managers – this communication mustn't be distributed to, or relied on by customers or any other persons.

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

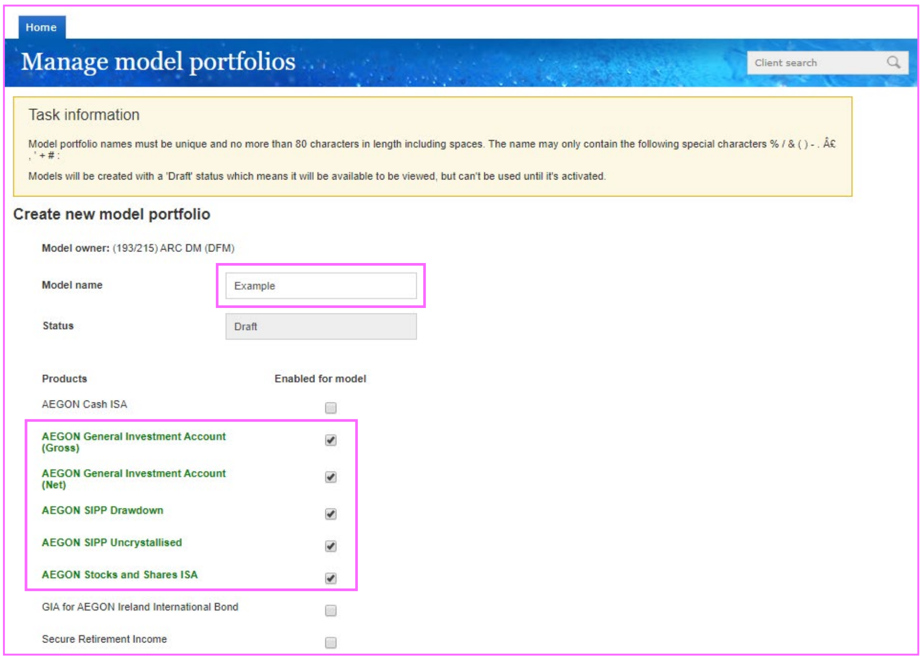
Creating a model portfolio

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

Selecting a model portfolio



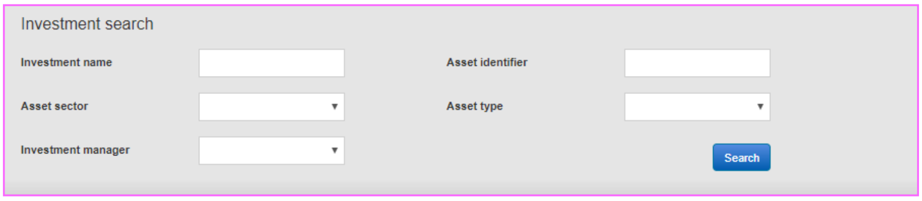
Select the **Create new model portfolio** button.



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

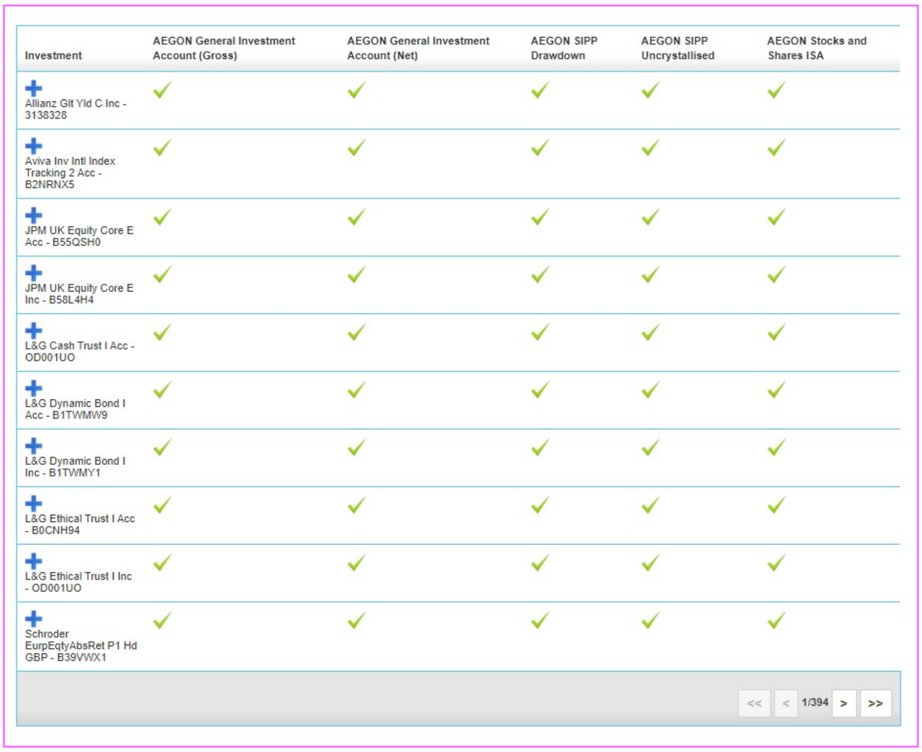


In the **Investment search** section, you can search using a number of fields. If you search by **Investment name**, the search is based on the investment's SHORT name.

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
+ Allianz Glt Yld C Inc - 3138328	✓	✓	✓	✓	✓
+ Aviva Inv Intl Index Tracking 2 Acc - B2NRNX5	✓	✓	✓	✓	✓
+ JPM UK Equity Core E Acc - B55QSH0	✓	✓	✓	✓	✓
+ JPM UK Equity Core E Inc - B58L4H4	✓	✓	✓	✓	✓
+ L&G Cash Trust I Acc - OD001UO	✓	✓	✓	✓	✓
+ L&G Dynamic Bond I Acc - B1TWMW9	✓	✓	✓	✓	✓
+ L&G Dynamic Bond I Inc - B1TWMY1	✓	✓	✓	✓	✓
+ L&G Ethical Trust I Acc - B0CNH94	✓	✓	✓	✓	✓
+ L&G Ethical Trust I Inc - OD001UO	✓	✓	✓	✓	✓
+ Schroder EurpEqtyAbsRet P1 Hd GBP - B39VWX1	✓	✓	✓	✓	✓

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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	0.25
Allianz Glt Yld C Inc - 3138328	5.00
Schroder EurpEqtyAbsRet P1 Hd GBP - B39VWX1	
L&G Ethical Trust I Inc - OD001UO	
L&G Dynamic Bond I Inc - B1TWMY1	
L&G Dynamic Bond I Acc - B1TWMW9	
L&G Ethical Trust I Acc - B0CNH94	
JPM UK Equity Core E Acc - B55QSH0	
Aviva Inv Intl Index Tracking 2 Acc - B2NRNX5	
	5.25%

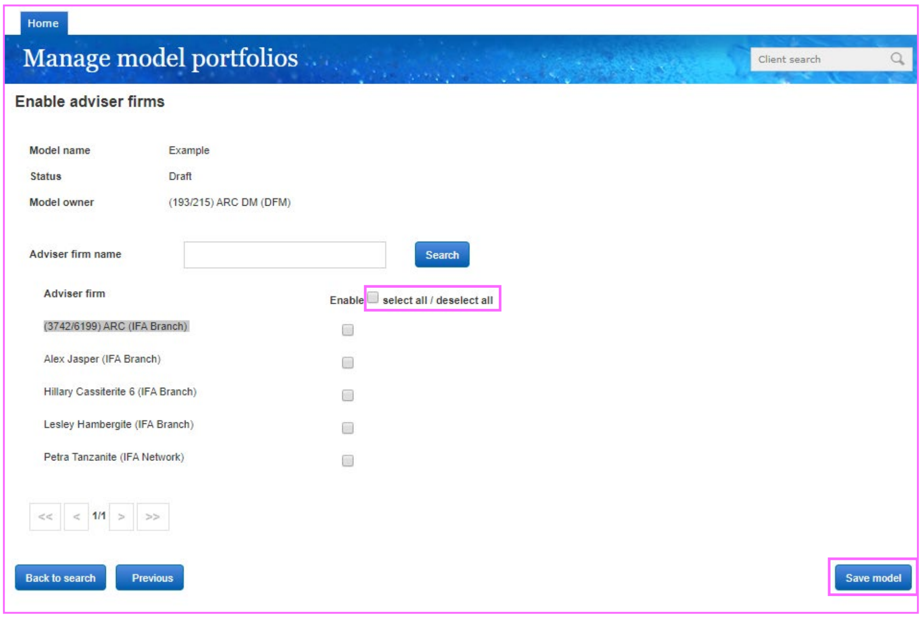
Enter the percentage weightings next to the relevant investment(s).

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



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

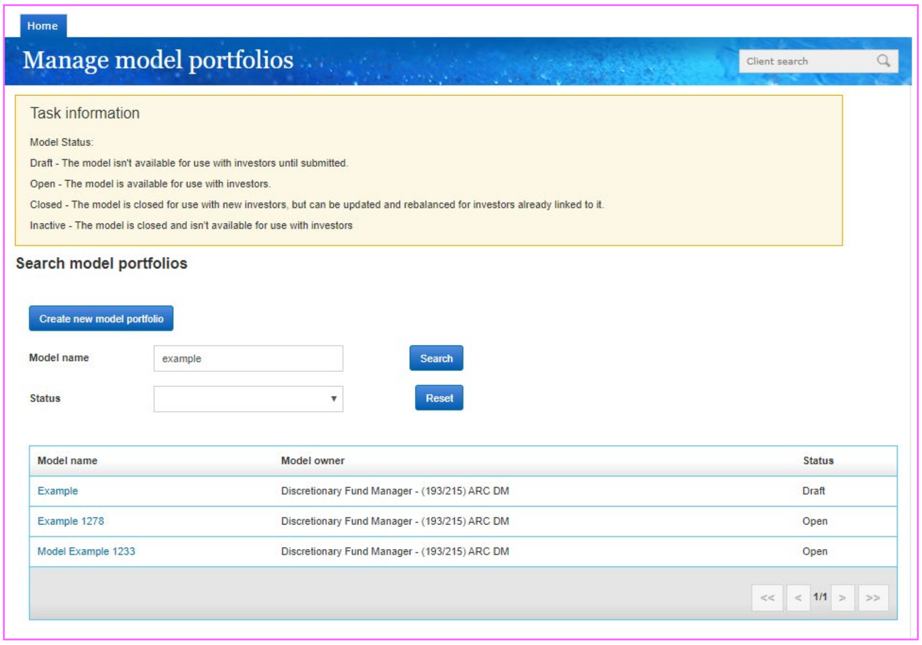
You can make the model available to selected firms or all linked firms:

- 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.

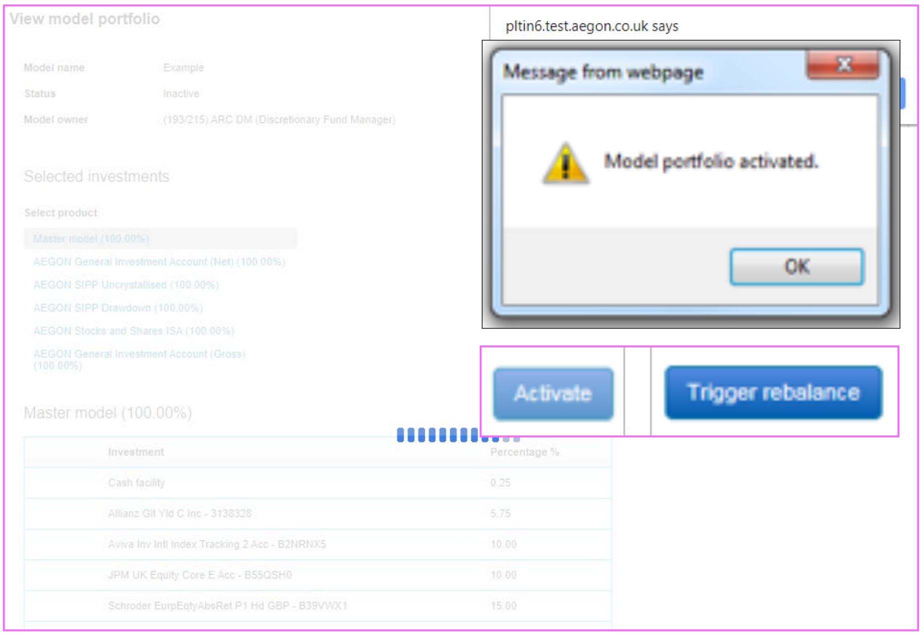
Please don't email any personal, financial or banking information as it's not a secure method of communication. If you have a dedicated secure email service with Aegon, for example Mailock, please use this service.



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



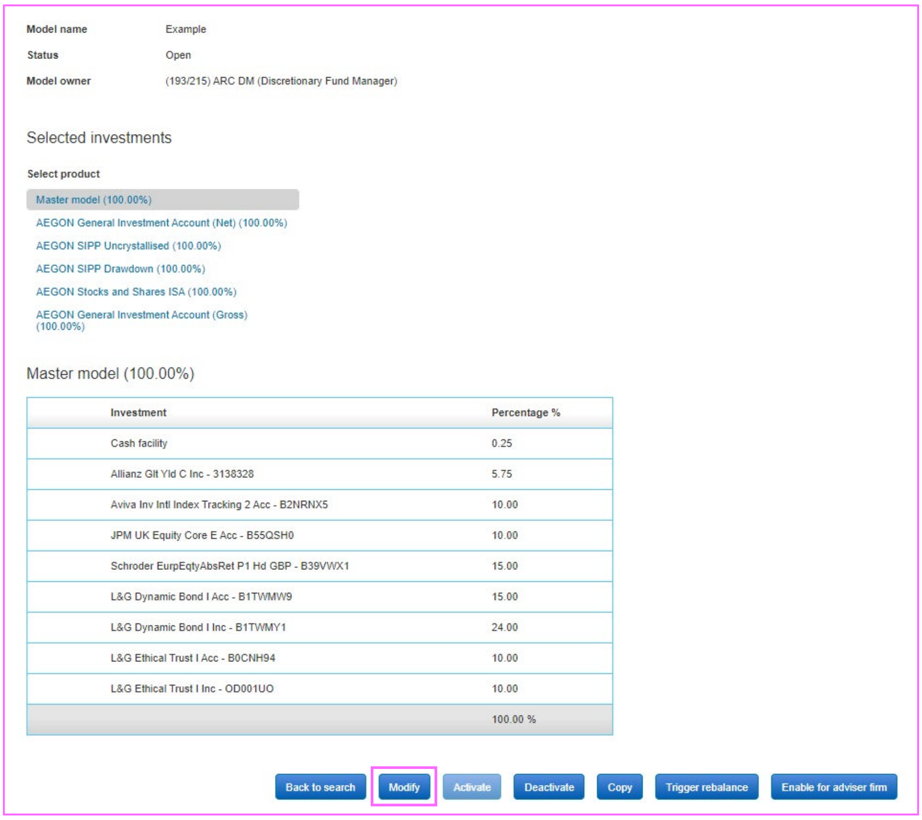
You can check your new model portfolio's details are correct on the **View model portfolio** screen.

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.

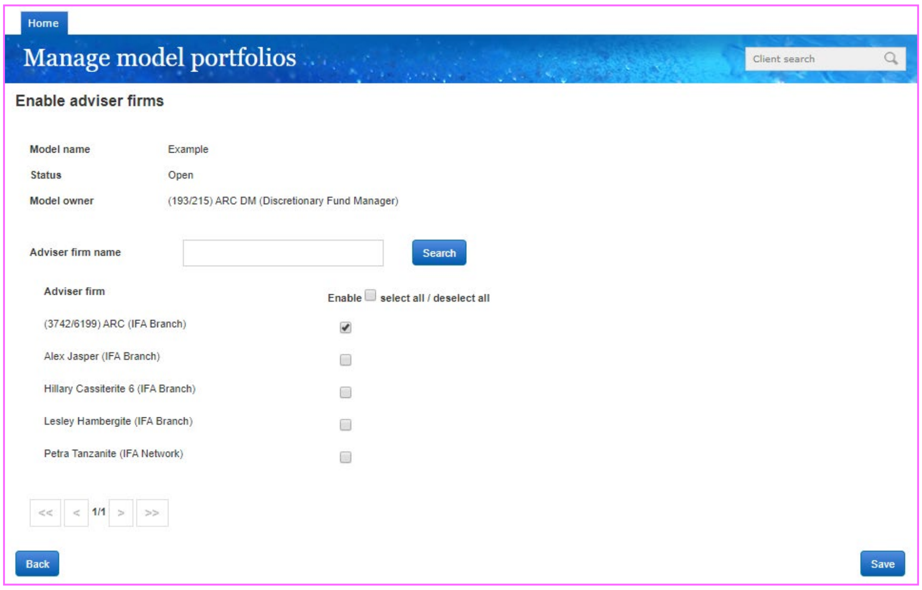
Managing model portfolios

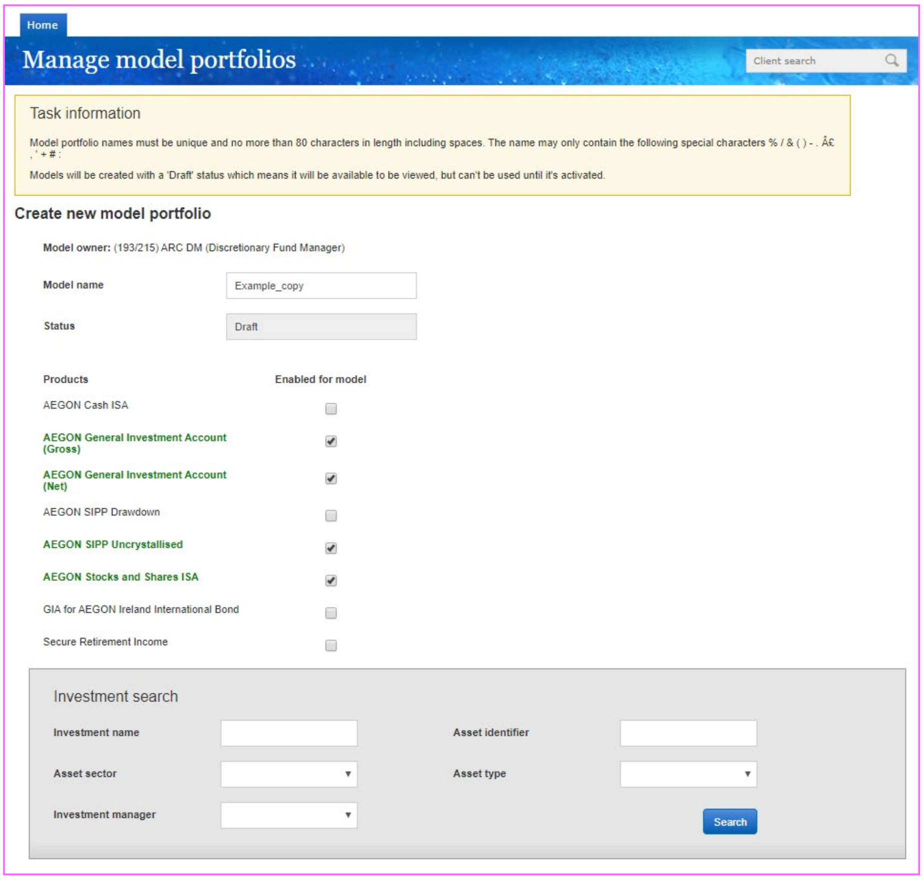
To manage a model portfolio select the name of the model portfolio you'd like to make changes to on the Manage model portfolios screen. You'll be taken to the Model portfolio information screen.



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.





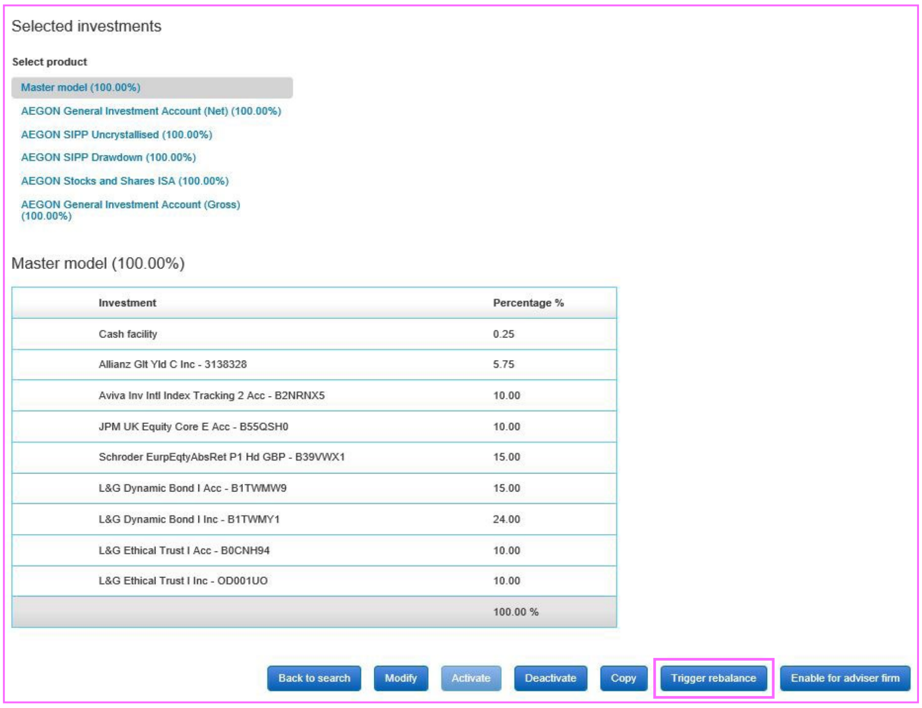
You can enable adviser firms in the modify section. If you don’t need to add or remove any, select **Save**.

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.

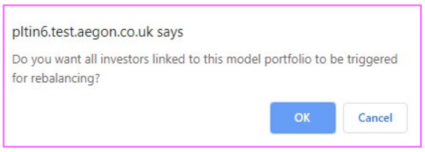
The process for creating a model portfolio can then be followed as described earlier (see page three).

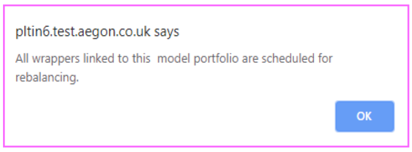
You can then add or remove any adviser firms as required. Select **Save model** when ready.



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.





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 Mailock, please use this service.