



In this user guide, we will demonstrate how to establish a connection with your personal banking institutions. A connection is a direct link with an institution that feeds over updated account information. There are thousands of direct link connections including banks, credit unions, credit cards, insurance companies, retirement and investment accounts, and more. Please contact us if you have trouble connecting to your financial institutions.

1. From your homepage, click **Organizer**.

The screenshot shows the eMoney Advisor dashboard. The navigation bar at the top includes 'Home', 'Organizer' (circled in red), 'Workshop', 'Spending', 'Investments', 'Vault', 'Reports', 'Help', 'Settings', and 'Sign Out'. The main content area is divided into several sections:
 

- Profile:** eMoney Advisor logo, Hannah Pou, hannahp@emoneyadvisor.com, Office: (888) 362-8482, and a link for 'All Contacts'.
- NET WORTH:** TODAY \$1,080,000. THIS MONTH -- --.
- ACCOUNTS:** A list with '+ Add' button: Cash (\$0 >), Credit Cards (\$0 >), Investments (\$0 >), Life Insurance (\$0 >), Loans (\$0 >), Property (\$1,080,000 >).
- SPENDING:** Add bank accounts and credit cards to monitor transactions and analyze spending. '+ Add Accounts' button.
- BUDGETS:** Add bank accounts and credit cards to monitor transactions and analyze spending. '+ Add Accounts' button.
- PROTECTION:** Add insurance to have all of your policies in one convenient place. '+ Add Insurance' button.
- TOUR GUIDE:** Get an overview of how to get started with your personal financial website. 'GET STARTED >' button and a photo of a woman.
- INVESTMENTS:** Add investments to track your performance over time and monitor portfolio balances daily. '+ Add Investments' button.

2. Click **Accounts**.

The screenshot shows the eMoney Advisor dashboard with the 'Organizer' menu selected. The navigation bar includes 'Home', 'Organizer', 'Workshop', 'Spending', 'Investments', 'Vault', 'Reports', 'Help', 'Settings', and 'Sign Out'. The main content area shows:
 

- Accounts:** A sidebar menu with 'Accounts' circled in red. Other items include 'Professional Contacts', 'Income, Expenses, and Savings', 'Future Goals', 'Financial Priorities', and 'Risk Tolerance'.
- Frank Miller:** Profile card with 'FM' initials, 'Add Phone' button, email 'hannahp@emoneyadvisor.com', birthdate '8/8/1970', and 'Add Employment' button.
- Joanna Miller:** Profile card with 'JM' initials, 'Add Phone' button, 'Add Email' button, birthdate '7/4/1973', and 'Add Employment' button.



- Review the information on why you should add accounts, and what type of accounts you should add. Click **Add**.

Go back to Organizer

### Accounts

No accounts have been added yet.

**Why should you add your accounts?**

Adding your account connections is one of the most important steps toward establishing a holistic view of your financial picture. In doing so you benefit from:

- Account values that update automatically each night to give an accurate view of your current financial status.
- Access to all of your accounts, organized neatly in one place.
- 24/7 monitoring of your financial well-being.

**What types of accounts should you add?**

- Cash** – Including any checking, savings, or other cash accounts.
- Investments** – Including brokerage, 401(k), 529, etc.
- Credit Cards** – Any major credit or charge accounts.
- Loans** – All types of loans, including mortgage, home equity, auto, school, personal, etc.
- Life Insurance** – Including whole life, term life, group policies, etc.
- Property** – Including homes, businesses, cars, jewelry, and any other personal belongings of value.



4. Select whether or not you have an online login for this account.

**Please Note:** If you do not have an online login for an account, My Money Life will allow adding the accounts manually. Refer to page 8 of this guide to find instructions on how to do it

Go back to Accounts

### Add Accounts

Do you have an online login to your account's institution?

I have an online login to this account

I don't have an online login to this account

Cancel

5. Enter the institution's name or website address and click **Search**.

Go back to Accounts

### Add Accounts

Enter your institution's name or website address

| Search

Can't find your institution?

Some accounts don't have online access. To add those accounts, you will need to use a form to fill out the information.

Help me add my account



6. From the search results found, select the appropriate link.

Go back to Accounts

### Add Accounts

Enter your institution's name or website address

Search results (1 matches found)

1. eMoney Advisor Source (EMA) - Client Access

7. Next you will acknowledge the institution notice where applicable. This notice will inform you of any important information relating to this institution's connection. Click **Continue**.

Go back to Accounts

### Add Accounts

#### Acknowledge Institution Notice

**Source Purpose**  
The purpose of this source is to demonstrate establishing a Client Connection.

**Status Screen Summary**  
The current screen will be used on any source in the eMoney Advisor system. It is designed to fulfill one of the following:  
Educate users on any known maintenance issues.  
Explain any unique set-up steps for a source  
Explain why accounts are not updating during certain time periods  
Other source specific information  
Please instruct the users to review this section prior to calling or reporting a problem on a Connection that is in error. Please note, a connection to this test source may be removed at any time.

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8. Enter in your login credentials for this institution and click **Connect**. If there's an issue connecting to your accounts, you'll receive a status message describing the problem. Click on the message to learn how to fix it.

[Go back to Accounts](#)

### Add Accounts

  
wealth.emaplan.com

To connect to your accounts, enter your credentials below.

**User Name**


**Password**


**Connect**

9. Once your credentials have been verified you can review the accounts brought over through the connection. Click **Continue** to return to an overview of all accounts you have entered into your portal.

[Go back to Accounts](#)

### Add Accounts



 You've successfully connected to eMoney Advisor Source (EMA) - Client Access!

You can review your new accounts below. To return to the full list, click continue.

Mortgage	Mortgage - Mortgage	-\$426,385
Blue Credit Card	Loan - Credit Card	-\$2,368
Stock Options	Stock Option	\$1,239,505
* Orion Investments	Taxable Investment	\$40,249
Health Savings Account	Health Savings Account	\$41,385
* Default Account Type	Taxable Investment	\$1,000
* Any Account Type	Taxable Investment	\$1,500

**Continue**



10. On the Accounts page you can easily see when your accounts with an institution last updated or if any accounts are in an errored state.

Go back to Organizer

Accounts Add

*eMoney* delete settings find new refresh

There is an important message about this institution. [Click to view](#)

Mortgage	Mortgage - Mortgage	05/10/2016 09:03AM	-\$426,385
Blue Credit Card	Loan - Credit Card	05/10/2016 09:03AM	-\$2,368
Stock Options	Stock Option	05/10/2016 09:03AM	\$1,239,505
† Permanent Life Insurance	Life Insurance - Variable Univer...	05/10/2016 09:03AM	\$14,500
† Easy 123 Checking	Cash Equivalent - Checking	05/10/2016 09:03AM	\$4,568
† Electric Orange	Cash Equivalent - Checking	05/10/2016 09:03AM	\$3,000
Fidelity Brokerage	Taxable Investment	05/10/2016 09:03AM	\$62,684
† Fidelity 401(k)	Qualified Retirement - Tradition...	05/10/2016 09:03AM	\$40,249
† Orion Investments	Taxable Investment	05/10/2016 09:03AM	\$40,249
Health Savings Account	Health Savings Account	05/10/2016 09:03AM	\$41,385
† Any Account Type	Taxable Investment	05/10/2016 09:03AM	\$1,500

Connection last updated 05/10/2016 09:03AM wealth.emaplan.com

11. Each connection you establish will have its own specific maintenance required. For example, if you updated your password on the institution you will need to then update the credentials in your portal.

You can **Delete** the connection, **change your settings**, **find new accounts**, and **refresh** the connection at any time to pull over updated account values.

Go back to Organizer

Accounts Add

*eMoney* delete settings find new refresh



12. The settings link gives you the option to enable your Advisor to find new accounts on your behalf.

### ⚙️ SET ADVISOR PERMISSION ✕

Do you want your Advisor to be able to find accounts from **American Express Card** in the future?

No, only I can find new accounts from this institution.

Yes, my Advisor can find new accounts from this institution.  
Your advisor will have the ability to find newly available accounts as well as existing accounts you may have intentionally excluded.

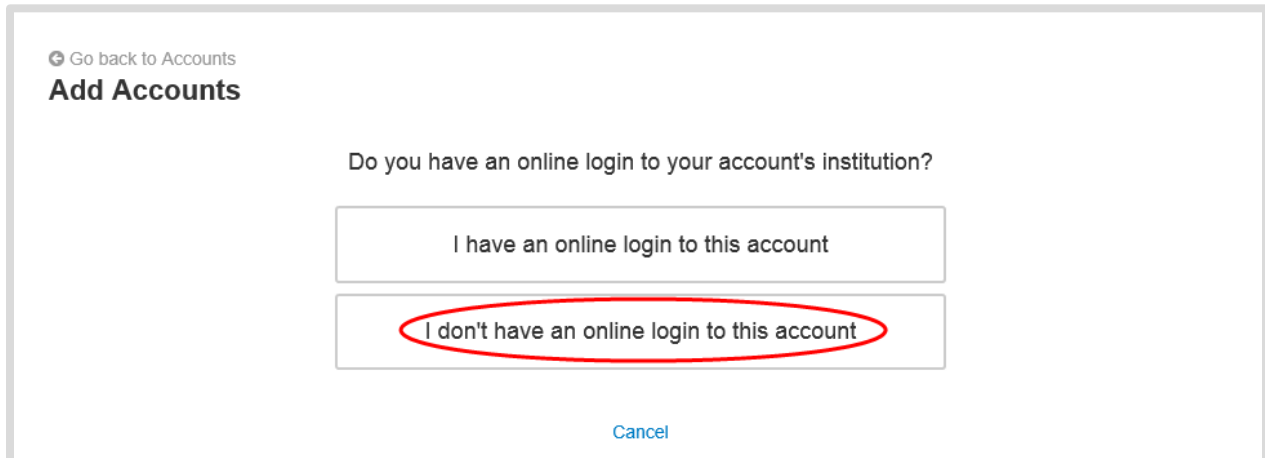


**ADDING ACCOUNTS MANUALLY** - If you do **not** have an online login to an institution, follow the below steps to enter accounts in manually. While manual accounts do NOT update, they help build a better financial snap shot for both you and your advisor.

1. Click **Add** on the Accounts page.



2. Select "I don't have an online login to this account."







3. Select the type of account.

[Go back to Accounts](#)

### Add Accounts

What type of account is this?

Cash	Investment
Insurance	Liability
Stock Option	Note Receivable

Accounts added from here will not be automatically updated.

[Previous Step](#) [Cancel](#)

4. Enter as many details about the account as possible and click **Save**.

- Make sure the account owner is listed correctly

[Go back to Accounts](#)

### Taxable Investment

Asset Name	<input type="text" value="Taxable Investment"/>
Institution Name	<input type="text" value="Joanna's Investment Account"/>
Owner	<input type="text" value="Joanna Miller"/> <a href="#">+ Add</a>
Total Value	<input type="text" value="\$33,000"/>
Holdings Value	<input type="text"/>
Cash Balance	<input type="text"/>
Margin Balance	<input type="text"/>
Tax Basis	<input type="text" value="\$27,500"/>

[Save](#) [Cancel](#)