



Tutorial Link a Client to a Portfolio





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Link a Client to a Portfolio

This tutorial is needed when you want to link a client to a portfolio. For example, a new power of attorney has to be linked to the portfolio.

Link a Client to a Portfolio - Overview:

- 1. Create the client if it has not been created yet. To create a client, please refer to the tutorial "Create a client".
- 2. Open the portfolio and link it to the client wanted through the "Portfolio Administration" menu.

Link a Client to a Portfolio - Details:

- 1. To link a portfolio to a client, both client and portfolio must have been created first. To create a client or a portfolio, please refer to the related tutorials.
- 2. Open the portfolio. Click on "Portfolio" in the main menu and search for the portfolio number.
- 3. Select "Dashboard" in the drop-down menu, which appears on the "Go" button.





4. When the portfolio is opened, click on "Portfolio Administration" and select "Linked clients".

🚯 Portfolio dashboard	Static data	😤 Portfolio management	of Portfolio administration	Compliance
			Activity report	
Portfolio managem	ient		Sub account	EW
			Cash account	ng value
Last update valorisatio	'n	0.00 CHF (0	Linked clients	tion
Last update cash avail	able	0.00		arawai
Documents status			Documents status	nge
Documents status			Documentation by profile	ances
Transaction status			status	ances (TWR)
			Mailing instructions	
Security prices variatio	ns		Generate report	
Security with price out	of limit	rade		
Positions over risk grad	de limit	Centralized documents		

5. There you should see the list of existing clients who are already linked to the portfolio. To add a new one, click on "New".

Be aware that you can only link clients who are in the same business relation.

B Portfe	olio dashboard	Static data	≢ Portfolio management	🃽 Portfolio administration	Compliance		
Clients links							
							New
	Relation		Client	Signature		Status	
Q	Account Hold	er	Client 1 Test	Individual	signature	Active	
Q	Beneficial Own	ner	Client 1 Test	Individual	signature	Active	



6. Fill in the form and click "Save".

New client link		×
General information		Â
Client	~	
Relation	~	
Signature	~	
Relation start date		
Relation end date		
Comment		
	A	
Status	~	
	Save	
Custodian document list		
		~
	Clo	se

7. Once your form has been saved, you can upload PDF document to the form. Click "Close", once the form has been completed.

Repeat this operation if you have multiple clients to link to the current portfolio.