

MASON STEVENS

GLOBAL INVESTMENT SERVICE

SWITCHING ON THE CLASS DATA FEED



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The Class Data Feed can be enabled at either:

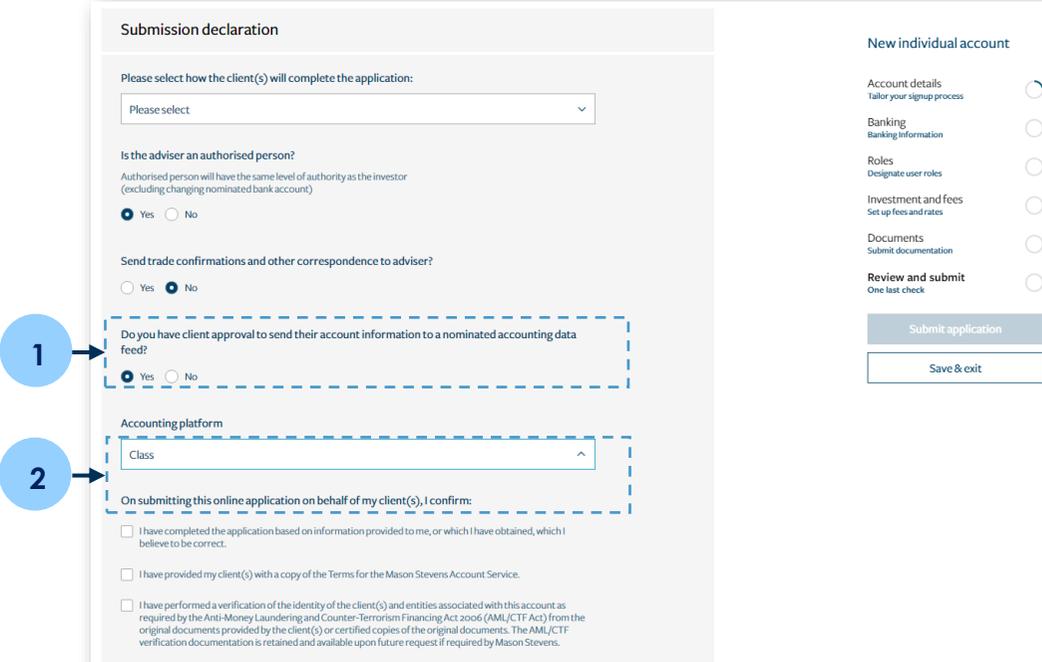
1. Account Level
2. Adviser Level

Account Level

The final step of the Account Onboarding process is where the Adviser will select whether a data feed is to be set up. The Adviser will confirm they have their client's approval and select "Class" as the Accounting platform from the dropdown menu.

Once all the necessary regulatory checks have been completed and the account is activated, then the data feed is established.

- 1 This page will automatically have the "No" option selected. Select "Yes" so the dropdown menu illustrated in the 2nd box appears.
- 2 In the "Accounting platform" section, use the dropdown menu to select "Class".



Submission declaration

Please select how the client(s) will complete the application:
Please select

Is the adviser an authorised person?
Authorised person will have the same level of authority as the investor (excluding changing nominated bank account)
 Yes No

Send trade confirmations and other correspondence to adviser?
 Yes No

Do you have client approval to send their account information to a nominated accounting data feed?
 Yes No

Accounting platform
Class

On submitting this online application on behalf of my client(s), I confirm:

I have completed the application based on information provided to me, or which I have obtained, which I believe to be correct.

I have provided my client(s) with a copy of the Terms for the Mason Stevens Account Service.

I have performed a verification of the identity of the client(s) and entities associated with this account as required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AMLC/TF Act) from the original documents provided by the client(s) or certified copies of the original documents. The AML/CTF verification documentation is retained and available upon future request, if required by Mason Stevens.

New individual account

Account details
Tailor your sign-up process

Banking
Banking information

Roles
Designate user roles

Investment and fees
Set up fees and rates

Documents
Submit documentation

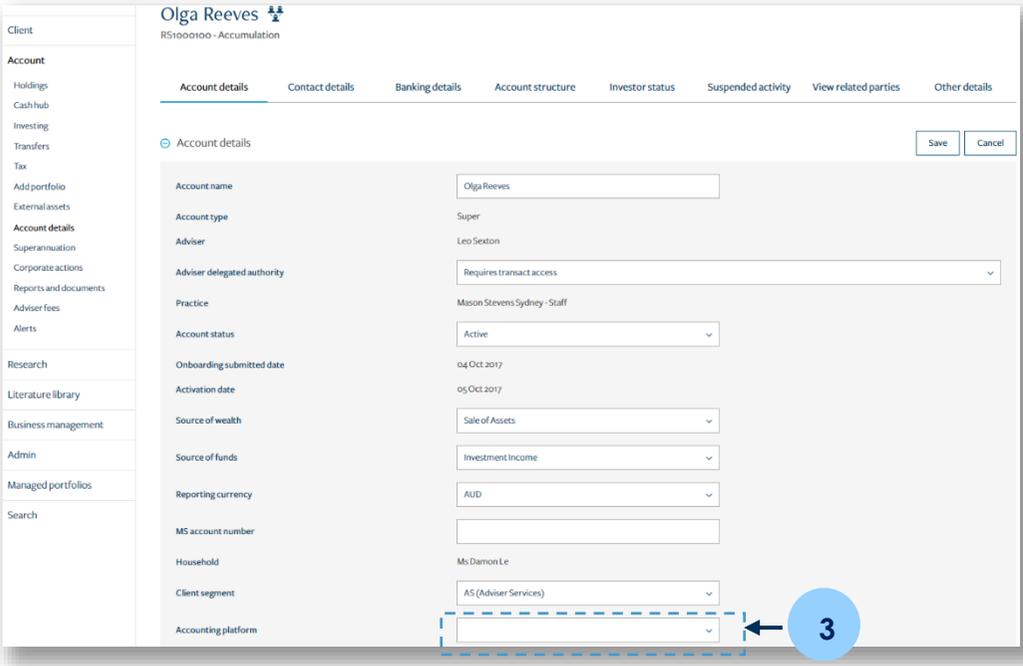
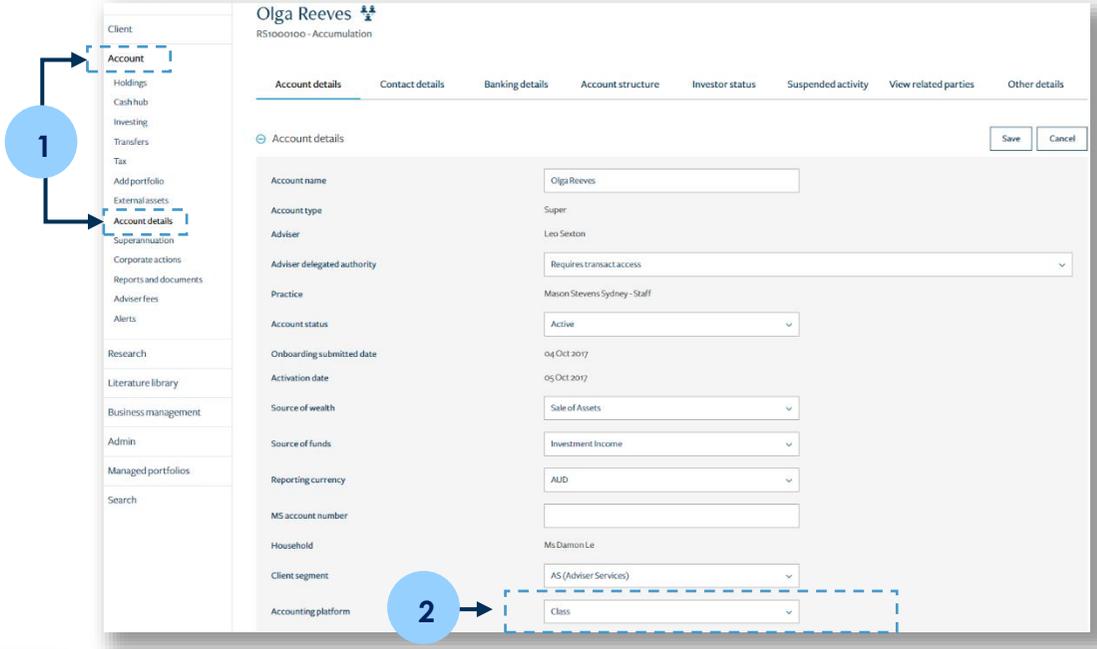
Review and submit
One last check

Submit application

Save & exit

1 Once the account is active and the data feed is established, the Adviser can easily switch the data feed off from the Account details page in **Edit** mode.

2 If you had selected a nominated accounting platform in the account set-up process, the name of the platform will appear here.



3 To stop the data feed, remove the existing option by selecting "[Blank]" in the dropdown menu.

Click "Save" in the top right-hand corner once finished.

Adviser Level

If an Adviser wants all of their accounts on the Class data feed, this is also possible without having to update every single account individually. Mason Stevens Admin staff will switch on the Class data feed from the Adviser user screen in **Edit** mode. The Adviser will have to contact Mason Stevens to do this.

- 1 Selecting "Class" will switch on the data feed for all of the Adviser's accounts.

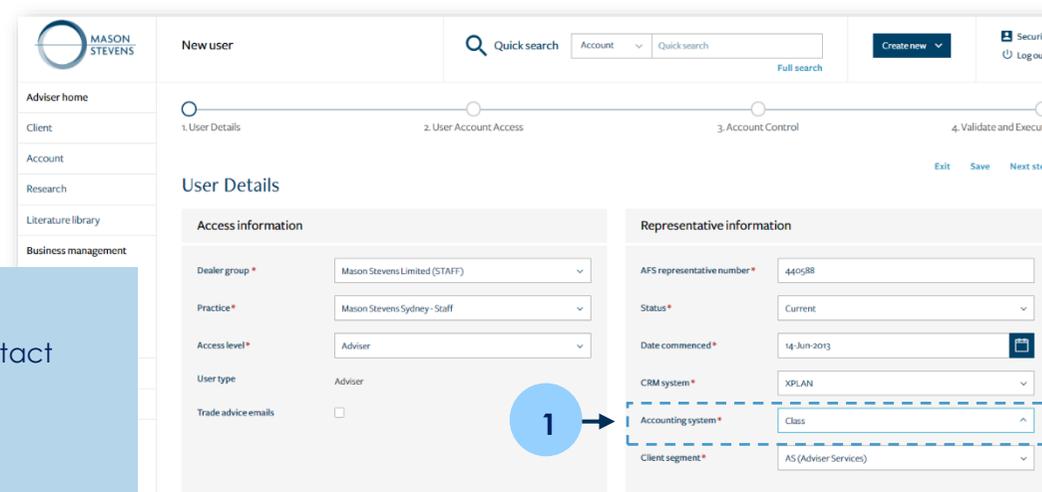
Adviser Tip

Adviser will need to contact Mason Stevens first at:

P 1300 988 878

E admin@masonstevens.com.au

ADMIN DASHBOARD



The screenshot shows the 'New user' form in the Admin Dashboard. The form is divided into two main sections: 'Access information' and 'Representative information'. The 'Accounting system' dropdown in the 'Representative information' section is highlighted with a blue dashed box and a blue circle containing the number '1', indicating the step to select 'Class'.

Section	Field	Value
Access information	Dealer group *	Mason Stevens Limited (STAFF)
	Practice *	Mason Stevens Sydney - Staff
	Access level *	Adviser
	User type	Adviser
Representative information	AFS representative number *	440588
	Status *	Current
	Date commenced *	14-Jun-2013
	CRM system *	XPLAN
	Accounting system *	Class
Client segment *	AS (Adviser Services)	

Adviser Code

The Adviser Code is input in Class upon setting up the data feed. It is required at the point of set up only and is used for the password to establish the feed. Mason Stevens Admin staff have access to the codes (e.g. MAAAAH000001) but currently this is not displayed on the platform. In the meantime, if the Adviser does not know their code, Mason Stevens Admin can easily provide this.