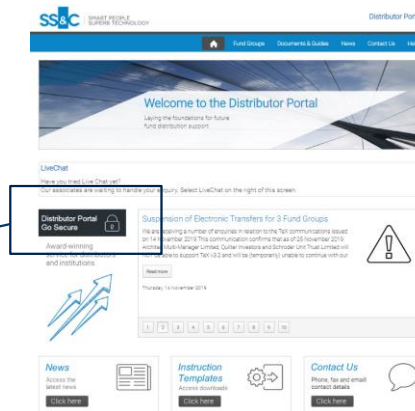
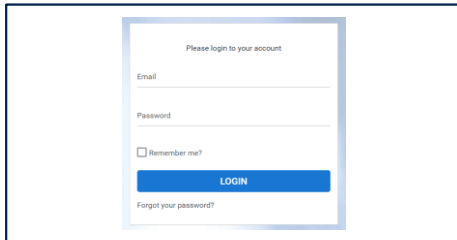


# Distributor Portal: USER GUIDE

## How to log into Distributor Portal (Go Secure)

You can log into the Distributor Portal system via the DST Distributor Portal.



This will route you to the Go Secure Distributor Portal login page where you will need to enter your secure login details.

Should you enter your login details incorrectly you will receive a failure notice stating **'Invalid login attempt.'** If the password is entered incorrectly five times your access to the system will be disabled and you should contact DistributorOnline Technical Support to have your password re-set.



### Password reset

Passwords can be reset by using the 'Forgot your password?' link on the login page. You must be registered first.

To reset your password you need to enter your email address and click 'submit'. You will then receive an email with a link to reset your password

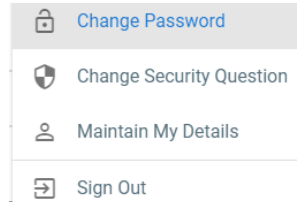
Alternatively if a member of your organisation is set up with 'External Audit' access they can reset your password under the Admin drop down.

### Using Distributor Portal

When you have successfully logged into the site you will be presented with the search criteria page. Here you can select your date range and search the report type you require.

## Change Password

To change your password, click the 'change password' option on the top right of the menu bar. Follow the instructions on the screen.



---

## Adding Management Companies, accounts and agents/brokers or reports

If you would like to add any further agent and/ or client codes or report types to your profile for any Management Company administered by SS&C, you should complete the linking set up form available from the DST Portal under 'Documents & Guides' – 'DOLR'. Please follow the instructions on the form and submit this to

[DOLReporting@uk.dstsystems.com](mailto:DOLReporting@uk.dstsystems.com)

Once received, we will make the necessary amendments and confirm when they are complete.

Please note any account /agent/broker not in the name of your company will require a letter of authority from the named entity before we will allow linking

---

## Missing Reports or Information

If you are missing a report or have a discrepancy on your reports then please ensure you have considered all aspects of the issue and checked for email communications before contacting DOLR Technical Support for assistance.

When contacting the team, you would need to complete security and you will need to know information about your recipient; which could consist of:

Company Name attached to the Recipient Group

Email address attached to the Recipient Group

## **Deal Confirmation (Onshore & Multi Currency)**

- The deal confirmation report is produced per Management Company and details trades processed on a Valuation Point, collated at account level. Deal confirmations replicate the same information contained within a contract note, delivered electronically.
- Reports include the following transactions: Sales, repurchases, switches, conversions, mergers, stock transfers, RIF withdrawals, RSF contributions, transfers in/out, re-investments and reregistration transactions.
- One report is produced per Management Company per valuation point (Note: separate reports for onshore and Multi Currency)
- The reports can only begin to run once IFDS have received confirmation of prices and these are entered and authorised into our systems.
- If for any reason, a trade is amended, or cancelled and re-booked both trades will appear on the report. The cancelled trade can be identified in Column AU, with a Y (yes) or an N (no).
- Deal confirmation reports will only run once all trades and funds are priced for each Management Company; therefore there is functionality where a split deal confirmation report is available. This report will run at a set time each day (as per the Management Company requirements) and will report on all deals that have been priced by this time. Any further trades that require pricing will be sent in a subsequent file but will include those already received on the previous file.
- Reporting frequency: Per valuation point

## **Valuation Report (Onshore & Multi Currency)**

- The valuation report is a consolidated report across all participating management companies, confirming the valuation of settled units, per fund, at a given date.
- The valuation report confirms accounts with NIL balances, but only for 3 months after the last repurchase.
- Each Management Company is broken down individually on the report.
- Reporting frequency: Daily/weekly/monthly

## **Monthly/Weekly Reconciliation Report (Onshore & Multi Currency)**

- The Reconciliation report is a consolidated report across all participating management companies, giving the transaction history during the reporting period.
- The report includes the opening and closing balances over the reporting period.
- Each Management Company is broken down individually on the report.
- Reporting frequency: Weekly/monthly
- Reporting frequency : This report will be sent within 5 working days of the due date

## **Daily Reconciliation Report (Onshore & Multi Currency) \*NEW\***

- The Daily Reconciliation report is available to run as well as the Monthly/Weekly Reconciliation report meaning both can be reported under the same Recipient ID. The report includes the opening and closing balances over the reporting period.
- Each Management Company is broken down individually on the report.
- Reporting frequency: Daily
- Reporting frequency : This report will be sent within 5 working days of the due date

## **Settlement Outstanding Report (Onshore & Multi Currency)**

- The settlement outstanding report is a consolidated report across all participating management companies. This report identifies deals which fall outside the usual settlement period, including a reason for delay.
- This report is a useful tool to ensure that all trades are settled in a timely manner.
- Reporting frequency: Daily/weekly/monthly

## **Distribution Reports (Onshore & Multi Currency)**

- Distribution XD report (onshore only) is a consolidated report across all management companies, providing unit holding value as at the XD date.
- Reporting frequency: Variable by client but typically 5 days following ex-dividend (not available for Multi Currency)
- Final distribution report is a consolidated report across all participating management companies and details the same information contained on a tax voucher.
- Reporting frequency: 2 days after the distribution rate has been authorised against the distribution
- Confirms all details that are shown on a tax voucher
- Both are consolidated reports that detail any funds across all Management Companies that are due to go XD or pay at this time.
- Reporting frequency: Linked to the XD and pay date of the funds

## **Stock Transfer Month View Report (Onshore & Multi Currency)**

- The stock transfer month view report is a consolidated rolling report across all participating management companies. It provides all stock transfers that have taken place during the past 30 days.
- If for any reason, a trade is amended, or cancelled and re-booked both trades will appear on the report. The cancelled trade can be identified in Column AU, with a Y (yes) or an N (no).
- If you are placed as the lodging agent on a stock transfer transaction you will see both the Stock Transfer 'out' of the transferor's account and the Stock Transfer 'into' the transferee's account.
- If you are not placed as the lodging agent on the stock transfer transaction you will only see the stock transfer into your account but you will see where the stock has come in from using the deal confirmation report.
- Reporting frequency: Daily

## **Bulk Settlement Report (Onshore)**

- The bulk settlement report is a consolidated report across all participating management companies. This report confirms the bulk payments for all settled trades due to be released later that day.
- Each Management Company is broken down individually on the report.
- If you should find that a payment you have received does not match the information provided within the Bulk Settlement Report, this could be due to your Recipient ID not having all of your account numbers linked.
- Reporting frequency: Daily
- Format: CSV File

## **AMC Report/Trailer Fee (Onshore) & Pre-Advised Report (Multi Currency)**

- The AMC reporting is produced when payments are due to be dispatched, this pre-advised report includes details of AMC rebates being sent to the agent.
- The AMC Summary Report is run by the agent code or Client ID which is linked to an internal agreement number. This enables the report to deliver information on the unitholder numbers that are linked to your agent code or Client ID.
- The Pre-Advised Report details both Management Fee Rebate and Renewal (trail) Commission Payment details. The report breaks down payments at Broker/Branch and Sales Representative level.
- One report will be produced per Management Company

**NB. Where the Management Company produces and calculates their own rebates, these are not available via the Distributor Portal**