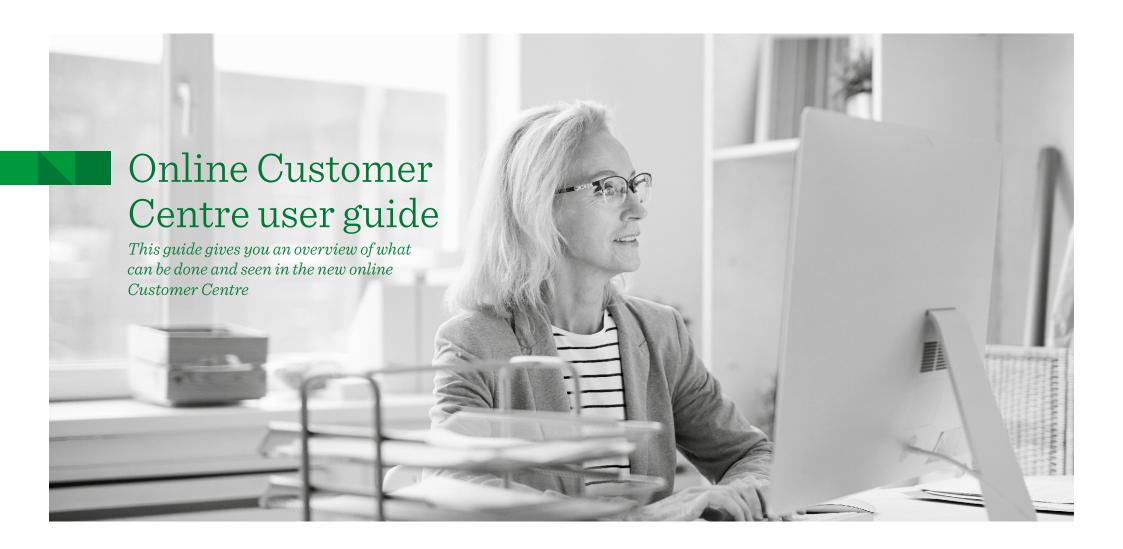
Quilter



Introduction

The online Customer Centre (OCC) is our service that helps you stay closer to your investments and cash savings, enabling you to access valuations and correspondence online whenever you need to. This guide covers some of the key actions that you can do using your online account, including setting up and changing regular payments as well as setting up a single payment. You can also get current and backdated valuations on investments, change assets and view fund performance. In addition you can view quarterly statements and other policy documents online. If you receive separate statements because you have more than one head account, you will be able to get a complete view of all your accounts online.



You'll see this symbol throughout this guide. It indicates transactions (e.g. tops ups, switches and withdrawals) that need to be enabled by your financial adviser before you can complete them. You should speak to your adviser if you want to complete these transactions yourself.

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Overview

Once logged in, you will see the 'My accounts overview' page. This shows all the different accounts you have, along with their account numbers and current valuation. Performance figures in both monetary and percentage terms are also displayed.

You can select each individual account to get more detailed information. And by selecting 'Generate detailed valuation statement'(1) you can produce a detailed valuation statement that includes all your accounts.

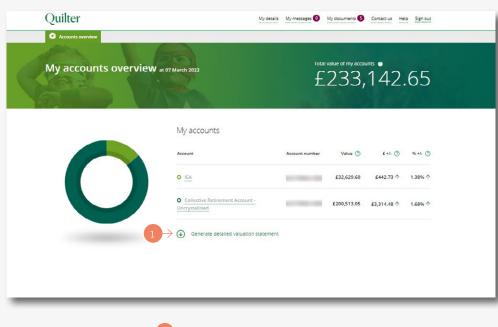
After selecting one of the accounts the **current value** is displayed(2) in addition to the **change in value for the last year(3)** (investment performance less fees and charges).

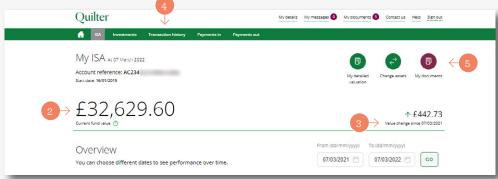
The menu bar at the top of the screen has several options(4).

- ▶ Investments shows a breakdown of the assets held in the account.
- ▶ Transaction History shows a breakdown of asset and cash transactions in the account in a given date range.
- ▶ Payments in to set up one-off or regular payments into the account. One-off payments will be available if your adviser has the top-ups service turned on for your ISA and CIA.
- ▶ Payments out to take money out of your account as a lump sum, or to set up or amend regular withdrawals.

The three quick link buttons on the right of the screen(5) under the menu bar are used for the following purposes:

- ▶ 'My detailed valuation' to produce a current or backdated valuation for the account. This includes fund prices.
- ▶ 'Change assets' to change the assets in the account or change regular payment assets.
- ▶ 'My documents' to access all account documentation, including any valuation statements produced, as well as documentation sent to you by us. Document preferences can be amended using the 'My details' button at the top of the page.





Overview (continued)

The 'Account summary' screen shows various detailed account information and is selected by clicking on the relevant individual account on the 'My accounts overview' screen. This example is for an ISA. This screen is similar for all account types but with an ISA there is an annual allowance section.

- ▶ ISA annual allowance(1) the ISA allowance details are shown for the current tax year. The used and remaining allowances are displayed. Select 'More details' to view adviser contact details and selected distribution payment options.
- Summary valuation(2) this shows the account valuation. You can set the time period covered. The default period is a year ago until today. The total amount paid in and withdrawn from the account is also shown
- ▶ Performance(3) shows the account's performance including the % return on the account and is made up of interest, dividends, fees and charges and fund manager rebates on the account. The ? quick link button can be used for a detailed explanation of what's shown.

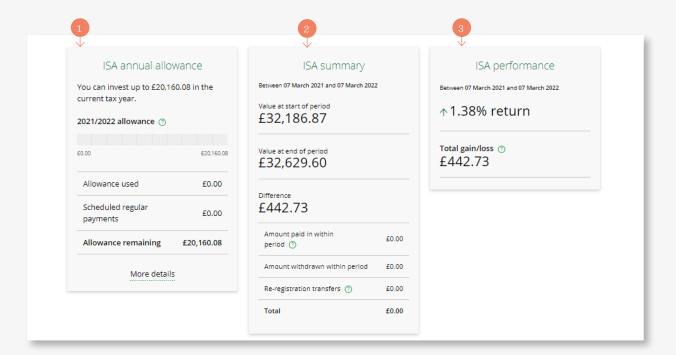
Please note

If you want to see total payments in made across all accounts you will need to follow the above process one account at a time.

Your landing page varies dependent on whether you have one or more accounts. If you have one account only then when you log in you will see the account page (the second screen shot on page 2).

Please note

You will see accounts in your own name and those where you have an interest, for example as a registered contact to a Junior ISA, officer of a corporate client or as a Power of Attorney.



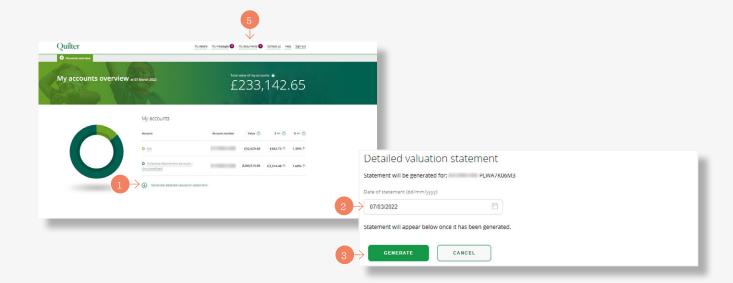
Valuation - Current and backdated

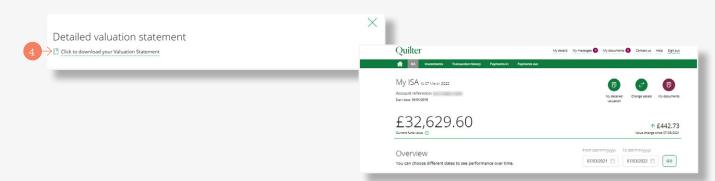
If you have **more than one account** with us you can create a current or backdated valuation statement with them **all together.** From the **'My accounts overview'** page click on the **'Generate detailed valuation statement'(1)** button.

A current or backdated date can be selected using the 'Date of statement' option(2). Click the 'Generate' button(3) and the statement will appear on screen once it has been generated.

After a short time, you can use the 'Click to download your Valuation Statement' icon(4). The statement will be available in PDF format to print and/or save. The valuation statement is also available to access within the 'My documents' section(5) accessible from the top of the overview screen.

To produce a current or backdated valuation for a **single account** it is a similar process. From the **'My Accounts Overview'** screen a specific account can be selected from the **'My accounts'** list.





Viewing policy documents and quarterly statements

Select 'My Documents'(1) to view all policy documents and quarterly statements. You can choose to receive correspondence online only.

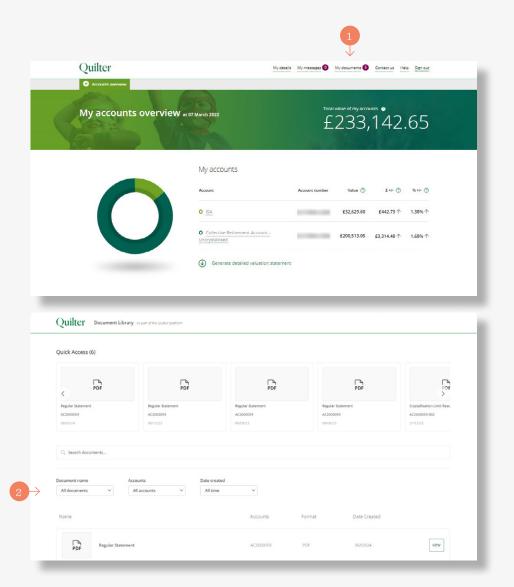
A view of all documents will be displayed. Use the 'Product type'(2) drop-down menu or 'Date range'(3) boxes to locate specific documents.

The drop-down menu(4) allows you to select a specific product if you have multiple products and allows all documents for that specific product to be shown for the chosen date range. The date range will automatically show a date range from when the first document was added to the current date. This can then be amended to specific dates if required.

Click on the 'view' button on the right-hand side of the screen next to a document to view that document.

Please note

If you have multiple head accounts you will need to select the head account number first.





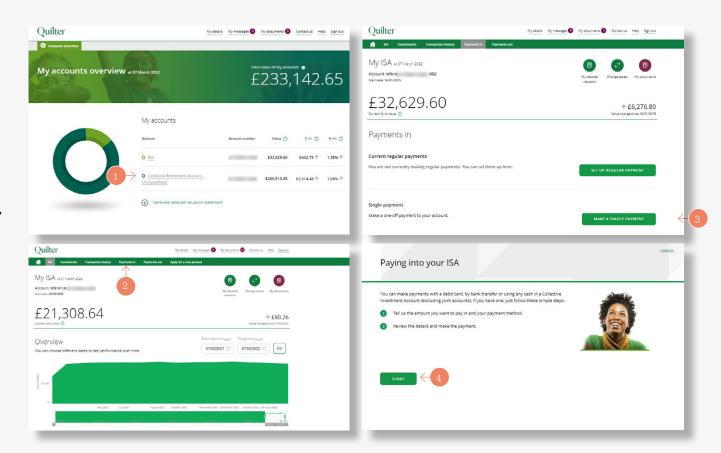
Single payment

The appropriate account is selected from the 'accounts overview' screen(1). The process is the same for both a CIA and ISA. This example is for an ISA.

Select 'Payments in' from the green menu bar at the top of the screen(2).

Then select the 'Make a single payment' button at the bottom right of the screen(3).

Selecting the 'Start' button(4) at the bottom left of the following screen starts the simple three step process.



Single payment (continued)

Step one of three starts by entering the amount to pay (1).

Select the payment method - either bank transfer or debit card(2).

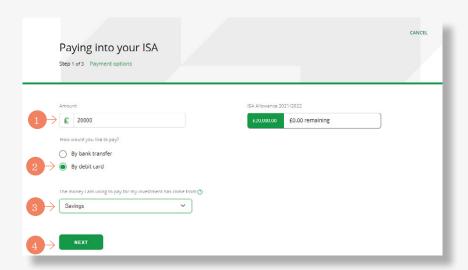
For bank transfers, the bank details/reference will be given at the end of the process. Debit card users will be asked to enter debit card details at the end of the process. Confirm the origin of the single payment using the drop-down menu(3).

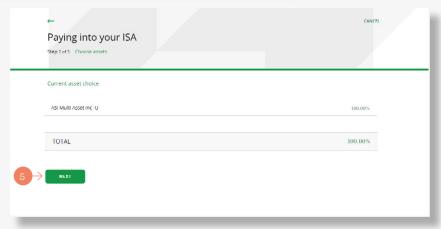
Then select 'Next' to proceed(4).

Step two of three of the process is to choose the assets to pay into. This screen shows the current asset choice. Clicking 'Next' goes through to the final step to review and confirm(5).

Please note

Advised customers cannot choose funds, the current asset allocation will be used.



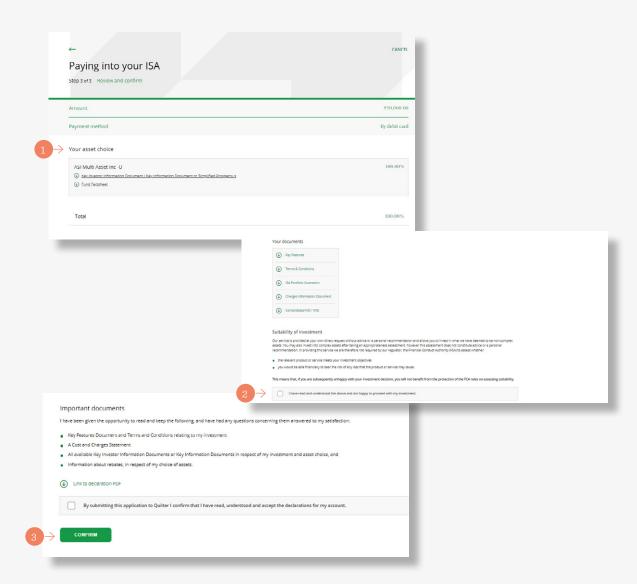


Single payment (continued)

The third and last step(1) shows the assets that are being bought. It also includes access to the fund factsheet and Key Information Document (KID)/Key Investor Information Document (KIID) for each asset.

In addition, you can download an ISA illustration, charges information and the KID/KIID. Tick to confirm you have read and understood the investment suitability declaration(2)

Lastly, tick to confirm you have read the relevant documents and are happy to proceed. Then click 'confirm' to submit(3).





Regular payment

Select the appropriate account from the 'Accounts overview' screen. Then select 'Payments in' from the green menu bar at the top of the screen(1).

Select the 'set up regular payment' option(2) and the next screen shows the information required.

Then press the 'Next' button to start the three step process(3).

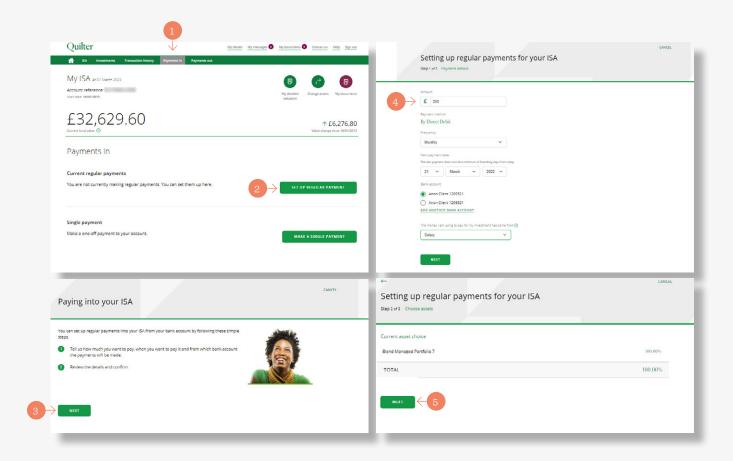
Firstly, enter the amount of the payment then the frequency of payment from the drop-down menu(4).

The options are the same for both an ISA and CIA and are monthly and annually. Then choose the date of the next payment along with the bank account to use. A bank account can be added if there is not already one set up. Confirm the source of the money for the investment and select 'next' to go to the second step.

Step two of three confirms the asset choice(5) Clicking 'next' takes you through to the final review step.

Please note

Advised customers cannot choose funds, the current asset allocation will be used.



Regular payment

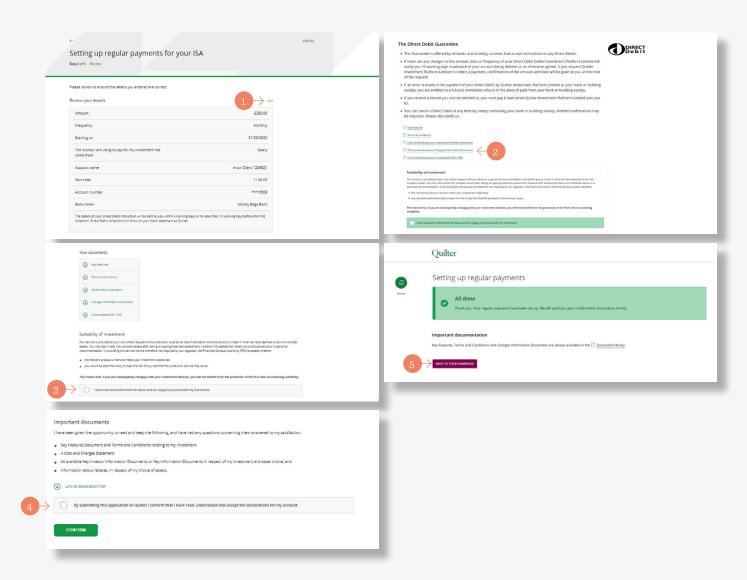
The third and last step allows you to review the details you have entered and amend them if needed using the 'edit' button(1).

Review and read the Direct Debit guarantee and you have the facility to download key documents(2).

Tick the appropriate box to confirm you have read and understood the **suitability of investment declaration(3)** and have read the relevant documents and are happy to proceed.

Finally click the **'confirm'** button to set up the payment **(4)**.

The subsequent confirmation screen shows the payment has been set up and clicking the 'back to your homepage' takes you back to your customer homepage(5).





Changing a regular payment

Select the appropriate account from the 'Accounts overview' screen. Then select 'Payments in' from the green menu bar at the top of the screen.

Select the **'edit'** button next to the current regular payment you want to amend**(1)**.

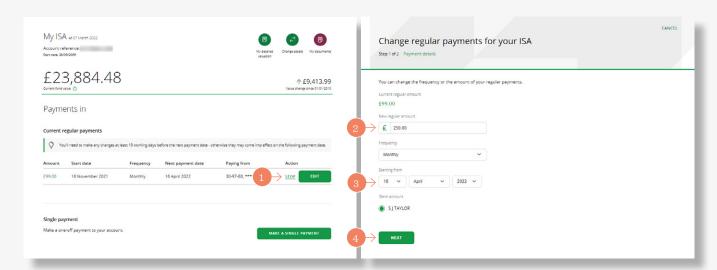
The first step of three is to enter the new regular amount(2), change the frequency of payment using the drop-down menu (if required) and enter the start date of the payment(3).

Options are monthly and yearly for both ISA and CIA. Choose the bank account to make the payment from and click the 'next' button to proceed to step two(4).

Step two is a review of the payment details(5). The same as setting up a regular payment, you can review and read the Direct Debit guarantee as well as having the option to download key documents. Confirm you have read and understood the **suitability of investment declaration** and have read the relevant documents and are happy to proceed. Finally click the **'confirm'** button to change the payment.

Please note

Any changes need to be made ten working days in advance. Otherwise the next current contribution will also be made, which could mean two contributions in the same month.



Step 2 of 2 Review			
Please review and confirm your details			
New details		Current details	
New payment start date	16 April 2022	Current payment due	16 April 2022
New monthly amount	£250.00	Current monthly amount	199.00
New bank account	SJTAYLOR	Current bank account	SJTAYLOR
New frequency	Monthly	Current frequency	Monthly
Investment allocation			
Quilter Investors Cirilium Adventurous 8 in tip Investor Information Document / New Inform in fund Extraplets			10.00%
Active Managed Portfolio 5			90.00%

Stopping a regular payment

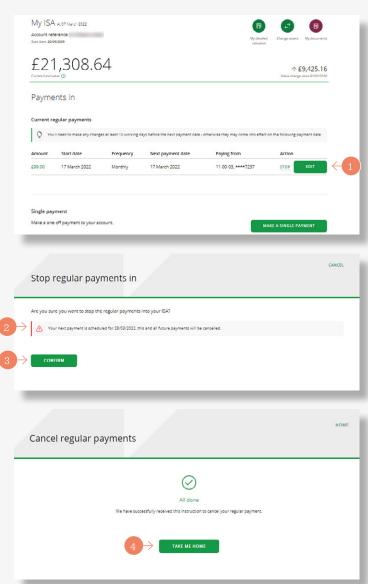
Select the appropriate account from the 'Accounts overview' screen. Then select 'Payments in' from the green menu bar at the top of the screen.

Select the **'Stop'** button in the current regular payments section next to the payment to stop(1).

The resulting screen prompts for confirmation that you want to stop the payments(2).

By clicking the 'yes, stop payments' button the payment is cancelled(3).

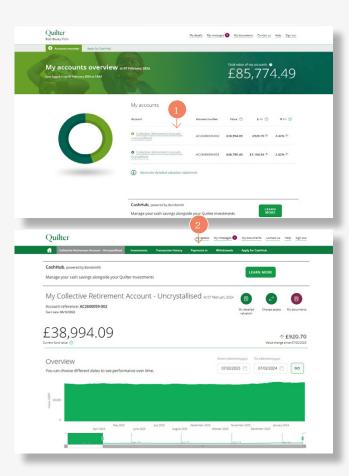
On the resulting page click the **'back to your homepage'** button to complete the process and go back to your homepage(4).

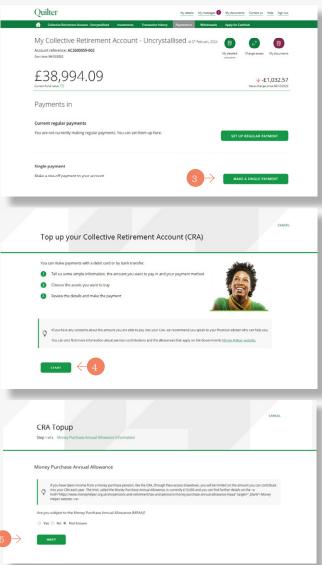


Making a single payment to a Collective Retirement Account



- Select the account you want to make the single payment to from the 'My accounts overview' screen.
- 2. Select 'payments in' from the green menu bar at the top of the screen.
- 3. Then select the 'make a single payment' button at the bottom right of the screen.
- 4. Selecting the 'start' button on the next screen begins the simple process.
- Before entering your payment details, you will need to confirm whether you are subject to the Money Purchase Annual Allowance (MPAA). The MPAA applies if you have taken income from a money purchase pension like the CRA. It currently limits payments into your pension to £10,000 a year





Making a single payment to a Collective Retirement Account (continued)

- 6. Enter the amount to pay.
- 7. Then select the payment method either bank transfer or debit card. For bank transfers, the bank details/reference will be given at the end of the process. Debit card users will be asked to enter debit card details at the end of the process.
- 8. Confirm the origin of the payment using the drop-down menu.
- 9. Click '**next**' to continue.
- 10. Your asset choice will be displayed on the next screen. Click 'next' to continue.

Please note

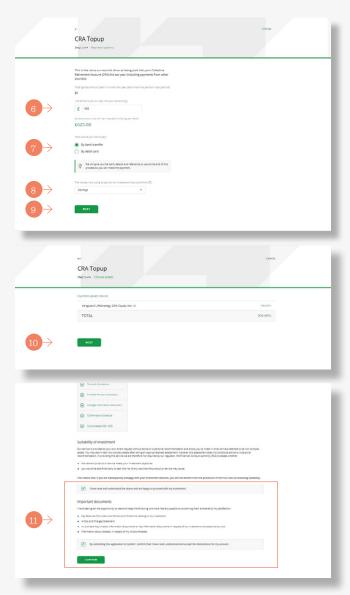
Advised customers cannot choose funds, the current asset allocation will be used.

The next screen shows the assets being bought. It also includes access to the fund factsheet and Key Information Document (KID)/ Key Investor Information Document (KIID) for each asset.

In addition, you can download a CRA illustration, charges information and the KID/KIID.

11. Tick to confirm you have read and understood the investment suitability declaration. Also tick to confirm you have read the relevant documents and are happy to proceed. Then click 'Confirm' to continue.

You will now be asked to complete the payment using your chosen method.

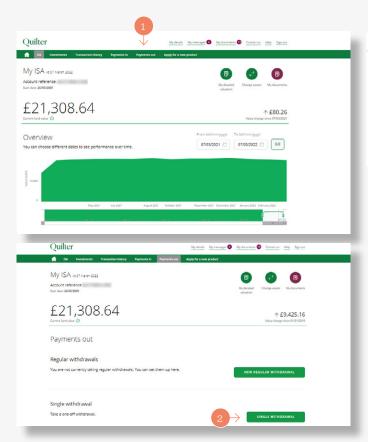


Making a single withdrawal



Select the appropriate account from the 'Accounts overview' screen. Then select 'Payments out'(1) from the green menu bar at the top of the screen. Select 'Single withdrawal' to take a one off withdrawal(2).

On the following screen clicking 'Next' begins the simple three step process(3).





Making a single withdrawal (continued)

The first step shows the available amount to withdraw on screen(1).

You can select 'Withdraw all' by ticking the box provided, or enter the amount you wish to withdraw. Then select the bank account to pay to and click 'Next' to proceed(2).

The second step is to select the assets to sell to pay for the withdrawal. This can be to withdraw the money either 'proportionately across all assets', or from 'specified assets'(3).

Clicking 'Next' goes to the next and final step(4).

This last step reviews the details of the withdrawal request including the amount, the payment details and the assets being sold(5).

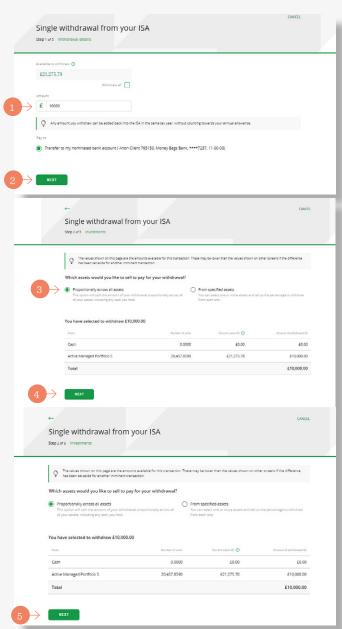
Once happy, submit the request by clicking 'Confirm'(6). Once submitted we send a message with a unique code to your phone for security. This code then needs to be entered on screen to complete the withdrawal.

Please note

Withdrawals can be done for the Collective Investment Account (sole owned only) and ISA. Payments can only be requested online if the value of the payment is below £75,000 and where we have been able to verify your bank account. Payments above this value can be requested using our withdrawal/closure forms, which are available on our website.

Please note

Payments can take up to 10 working days to complete.



By submitting the instruction to Quilter's confirm that:

I authorise and request Quilter's carry out the instructions I have provided.

I understand that my instructions will take effect in accordance with the account Terms and Conditions.

I confirm that is an authorised as give instructions on the account.

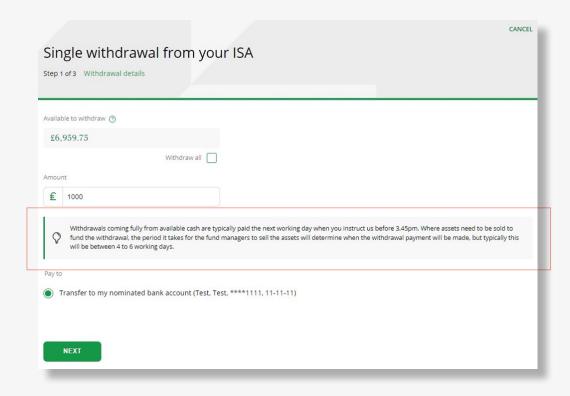
I confirm that is a meticled to the legal and beneficial intenses in the investments to be sold.

I confirm there is no benknotice order against mis.

I confirm that payment to the payers within this instruction will discharge Quilter from all fieldlibes and claims erising from this transaction.

Faster payment

Some payments, such as single withdrawals, can be paid by 'Faster Payments', an electronic payment system that reduces the time it takes for the money to reach your bank account. Confirmation of payment times will be displayed on screen.



Changing assets in an account



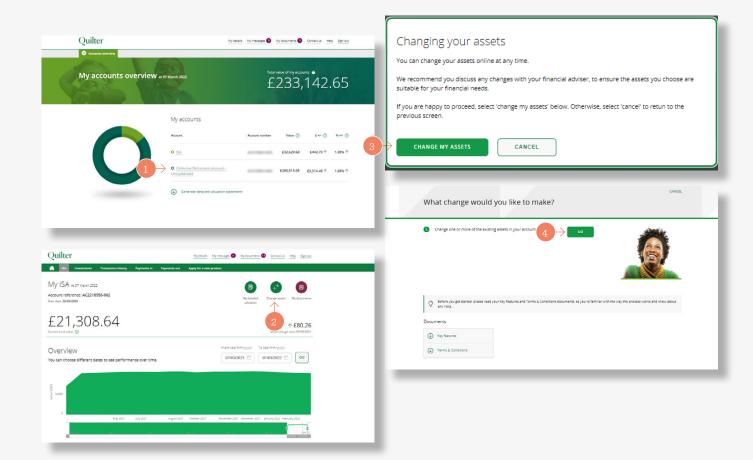
Select the account in which you want to change the assets from the 'Account overview' page(1).

Once the account is selected, you can change assets by clicking on the 'change assets' quick link button at the top right of the screen, just below the green menu bar(2).

A warning screen is displayed, recommending these changes are discussed with your financial adviser. If happy to proceed click the 'change my assets' button(3).

Click the 'Go' button next to 'Change one or more assets of the existing assets in your account' to change assets(4). In order to change the asset choice of any future regular payments, you need to submit a separate instruction. Changing assets within a Collective Investment Account (CIA) is considered a disposal for capital gains tax purposes.

We recommend you speak to your financial adviser, if you have one prior to changing assets, to ensure it's suitable for your personal circumstances.



Changing assets in an account (continued)

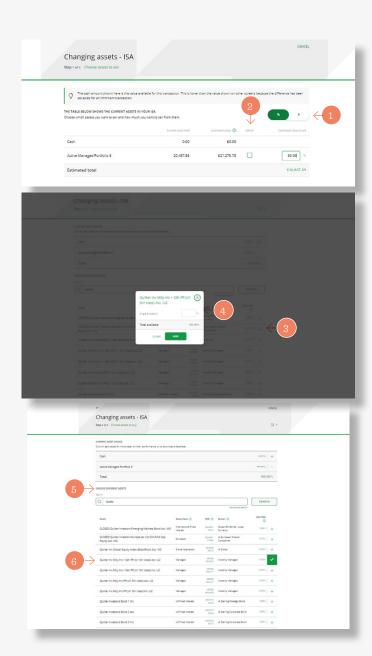
The three step process starts with choosing the assets to sell. Confirm the assets you want to sell by entering the value to sell next to one or more assets, either as a percentage or monetary value(1).

Ticking the 'Sell all' box sells all units in that asset(2). Once happy to proceed, click the 'next' button. The process is the same for both an ISA and CIA.

Clicking the + symbol(3) next to the asset allows you to replace the assets being sold with any from your current asset choices, which you have not elected to fully sell. The allocation will be a percentage. Selecting 'Add' chooses the asset(4).

Using the search bar or the Advanced Search option at the bottom of the screen allows you to search for and choose **different assets(5)**.

Like existing assets, you can select the + button next to the chosen asset to select it, input the allocation to invest in the asset, then select 'Add' to choose it. Chosen assets will be added to the 'Assets basket'(6)



Changing assets in an account (continued)

Chosen assets appear in the 'Assets basket' and can be viewed by clicking the button(1). The allocation chosen for each asset will be displayed.

The allocations can be amended or removed if required. Cash will appear as an asset to invest in if you have not chosen to completely switch out of cash on the previous step. A percentage allocation can be entered here to switch any assets to cash. Then click 'Next' to proceed.

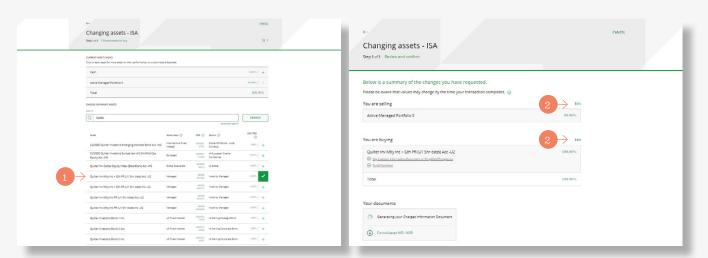
The third and final step is a review of the changes showing the assets being bought and sold. These can be edited using the appropriate 'Edit' button(2).

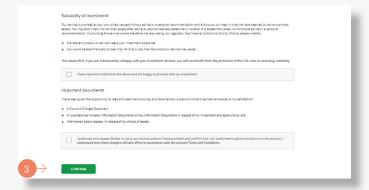
The fund factsheet and Key Investor Information Documents for the assets being bought can be viewed from here.

You need to confirm you have read and understood the **suitability of your investment declaration** and the important documents provided in this process. Selecting **'Confirm'** completes the switch**(3)**.

Complex Assets

Some funds and exchange traded investments are considered as complex assets and we therefore recommend customers either seek professional financial advice, or complete our appropriateness assessment, before investing in them. The appropriateness assessment includes a series of questions required by our regulators, which are designed to check customers understand the terms and risks involved and, therefore, whether the asset is appropriate for them. The assessment is carried out online at the time a complex asset is selected for investment.



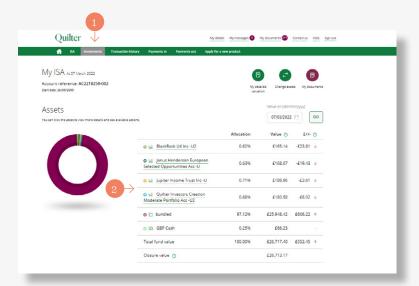


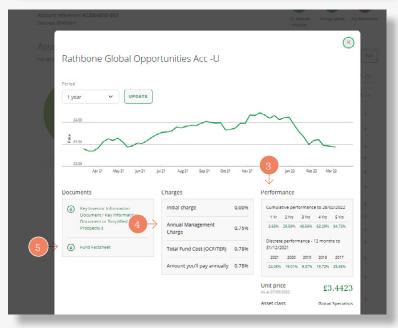
Viewing fund performance

Select 'Investments'(1) from the green menu bar. Here you can view the funds invested in, the value of each fund, the monetary increase and decrease per fund and for the policy.

Select an **individual fund(2)** to view more detailed performance information on that fund. By changing the date in the **'value on'** box you can see performance on different dates.

You can view how the fund has performed(3), the fund charges(4) and access the fund factsheet(5).

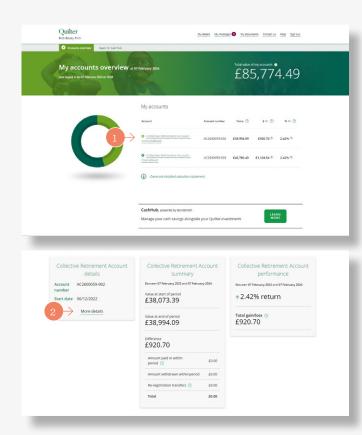


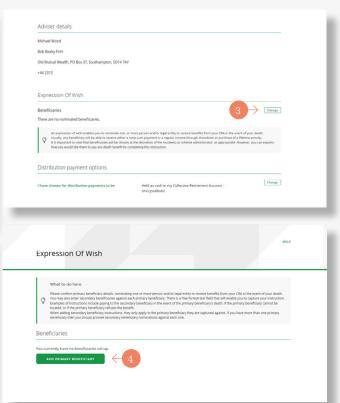


View and update your pension Expression of Wish beneficiaries

If you provided an expression of wish before the move to our new investment platform in 2020/21 you won't be able to view it online, but your instructions will still apply.

- 1. Select the account for the Expression of Wish you want to view or update.
- Select 'More details' in the Collective Retirement Account details box.
 The next screen will display any current beneficiaries.
- 3. Select '**Change**' to begin updating your Expression of Wish.
- 4. Then select 'Add primary beneficiary'.

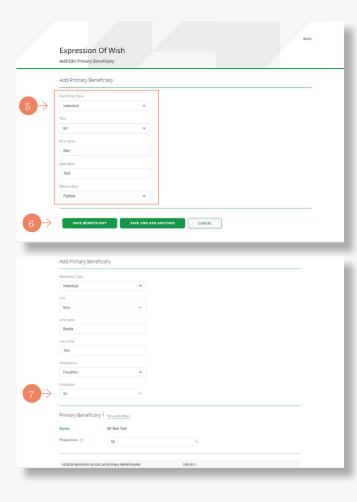


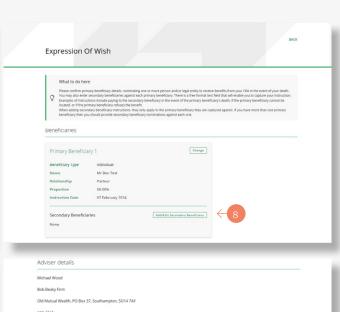


Change

View and update your pension Expression of Wish beneficiaries (continued)

- 5. Input the details of your beneficiary.
- 6. You can either select 'Save beneficiary' to continue or select 'Save and add another' to add further beneficiaries.
- 7. If you have more than one beneficiary, input the proportion each beneficiary will receive.
- 8. You also have the option to add a secondary beneficiary for each primary beneficiary. Click 'Add/edit secondary beneficiary' to input their details and to complete the instruction for when to pay the secondary beneficiary, such as in the event of the primary beneficiary's death.





Distribution payment options

Overview

When you log in you will see the 'My accounts overview' page. This shows all the different accounts you have including any CashHub savings accounts. You can find more information on how to navigate this page in relation to your investment accounts in the overview section on page 2.

- Select your CashHub account to view your cash savings.
 After you select one of your CashHub accounts the current value is displayed in addition to the change in value for the last year (the interest added to the account).
- The menu bar at the top of the screen has several options.
 Savings accounts shows details of each cash savings account that you hold.

Transaction history – shows a breakdown of all the transactions for the selected account

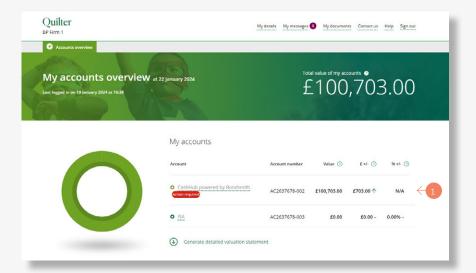
Payments in – to make a top up to an existing savings account or a payment into a new account.

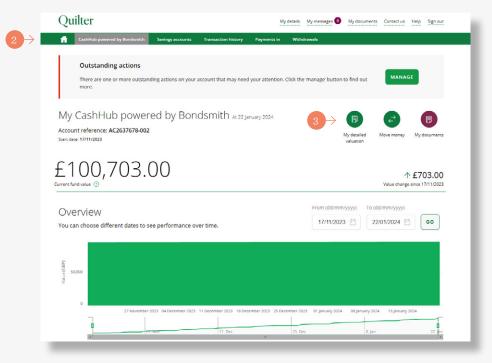
Withdrawals – to make a withdrawal from one of more of your savings accounts.

3. Under the menu bar, there are three quick link buttons on the right of the screen.

My detailed valuation – to produce a current or backdated valuation for the account.

Move money – to move money from one savings account to another. **My documents** – to access all account documentation, including any valuation statements produced, as well as documentation sent to you by us. Document preferences can be amended using the 'My details' button at the top of the page.

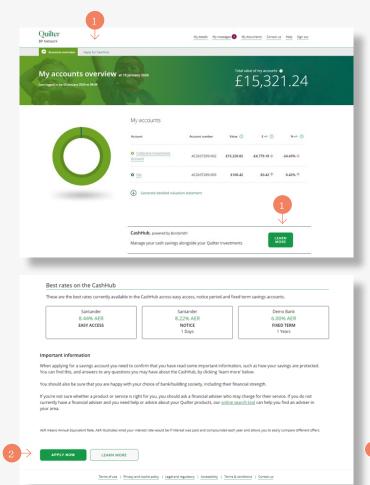


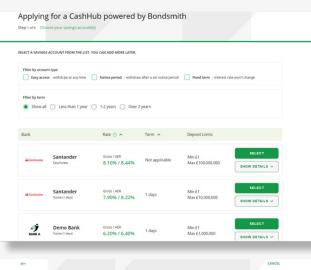


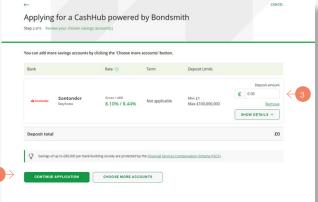


Comparing interest rates and opening a savings account for the first time

- From your accounts overview page click on 'Apply for CashHub' at top of the screen, or 'Learn more' below the list of your accounts.
- From the CashHub welcome page select 'Apply now' to begin comparing savings accounts.
 The full range of available savings accounts will be displayed on screen. You can filter the accounts by account type. You can also filter fixed term accounts by the length of term.
 Detailed information for each account can be viewed in its 'Summary box' by selecting 'Show details'.
- 3. Choose the 'Select' option for your chosen account and enter how much you want to save in the 'Deposit amount' box.
 - a) If you decide against this or have chosen the wrong account, select 'Remove'. This will take you back to the comparison screen.
- 4. You now have two options:
 - Select 'Choose more accounts' to make an additional deposit in another savings account. If you choose this option repeat steps 1 to 3.
 - Select 'Continue application' to proceed.





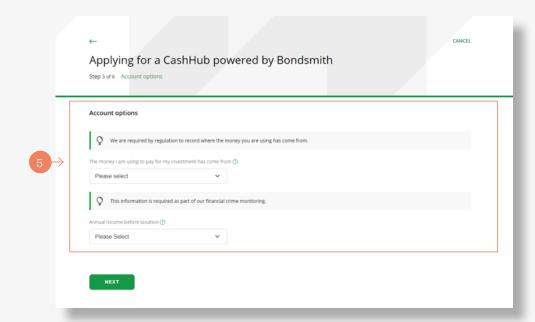


Comparing interest rates and opening a savings account for the first time (continued)

- 5. After confirming your deposit amounts and selecting '**Continue application**' you will be asked to confirm where the money being deposited has come from (an inheritance or another savings account for example) and your annual income.
 - a) Use the drops down options to select your answers.
 - b) Select 'Next' to continue.
- 6. Select your nominated bank account. This is the bank account that you will use to make payments from and receive withdrawals into.
 - a) If we already have your bank account details, they will be displayed and can be selected.
 - b) If you want to use a different bank account, select 'Add another bank account' and enter the new details.
 - c) If we don't hold your National Insurance Number, you will be asked to enter it.
 - d) If we don't hold your nationality status, you will be asked to enter it.
 - e) Select 'Next' to continue.
- 7. Details of your chosen savings account/s, your answers to the questions and your bank account details will be displayed. Review these and if they are all correct select 'Next'.
- 8. The declaration page will now be displayed. You will be asked to:
 - a) Read the terms and conditions, Financial Services Compensation Scheme information, important information page and CashHub declaration.
 - b) Tick a box to confirm that you have read the information provided and understand the declaration.
- 9. Then select **'Submit application**' once you have completed step 7 and are happy to proceed.
- 10. The final screen will confirm your submitted application and the bank account details for you to make your payment to. Should we need any further information you will be notified here.

Please note

Payments from your nominated bank account are not automatic. You will need to make the payment to the bank account shown on screen.



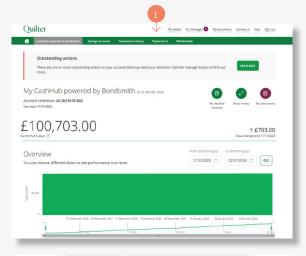


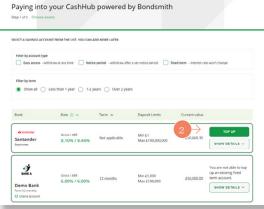
Topping up an existing savings account or opening a new one

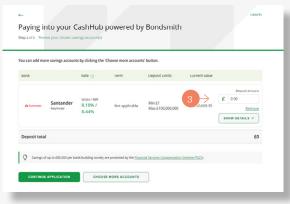
- From the 'My accounts overview' page select your CashHub savings from the list under 'My accounts'. Select 'Payments in' at the top of the screen.
 - Select '**Start**' on the next screen. This will open a comparison screen. Your existing savings accounts will be displayed at the top of the list, with potential new savings accounts listed below. You won't be able to top up an existing fixed term account.
- 2. Select 'Top up' on the existing account you want to add money to. Alternatively, you can choose a new account by choosing 'Select'.
- Enter how much you want to add in the 'Deposit amount' box. If you
 decide against this or have chosen the wrong account, select 'Remove'.
 This will take you back to the comparison screen.
- 4. You can now select one of two options:
 - 'Choose more accounts' to make a deposit in an additional account.
 If you choose this option repeat steps 4 and 5.
 - 'Continue application' to proceed.
- 5. Your accounts will be listed again and the amount you've added will be displayed on your chosen account.
- 6. Select 'Continue application' to continue or choose another account to top up.
- 7. After selecting continue application you can review your choice and read the declaration. Tick the box to confirm you understand the declaration and select 'Submit application'
- 8. The final screen will confirm your submitted application and the bank account details for you to make your payment to.

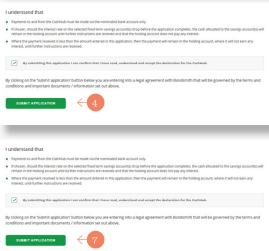
Please note

Payments from your nominated bank account are not automatic. You will need to make the payment to the bank account shown on screen.











Withdrawing money from a savings account

- 1. From the 'My accounts overview' page select your CashHub savings from the list under 'My accounts'. Select 'Withdraw' at the top of the screen.
 - Select 'Next' on the next screen. This will open a list your savings accounts and details of how long it will take to make a withdrawal from each account. For each account you will be given two options:
- 2. Select 'Withdraw all' to withdraw the entire value of the account, or

Enter a specific amount to withdraw in the 'Withdrawal amount' box.

If you have multiple accounts, you can choose to withdraw from more than one account at the same time.

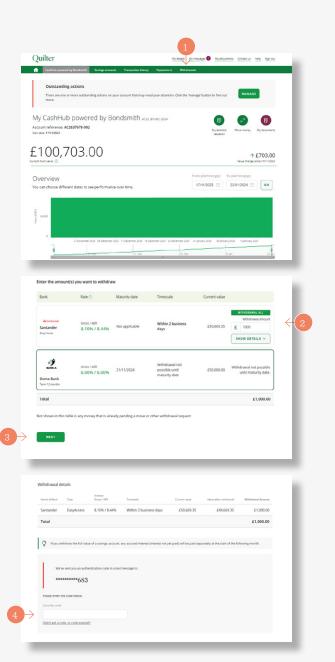
The maximum amount you can withdraw online is £75,000. If you want to withdraw more than this amount you will need to contact us in writing.

You will not be able to withdraw money from any fixed term accounts. These will automatically pay out when they reach the maturity date.

- 3. Select 'Next' to continue.
- 4. A summary of your withdrawal will be displayed, together with how long the withdrawal will take.

You will receive a text with a security code which you will need to input before you submit the withdrawal.

The withdrawal will be paid into your holding account and will then automatically be paid to your nominated bank account.





Moving money from one savings account to another

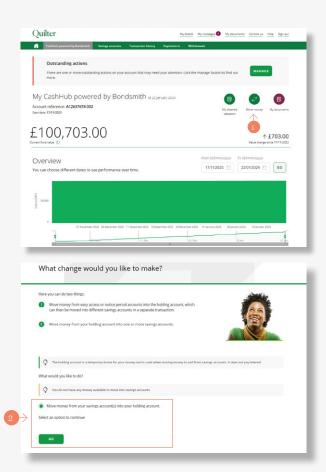
Moving money from one savings account to another is completed in two stages:

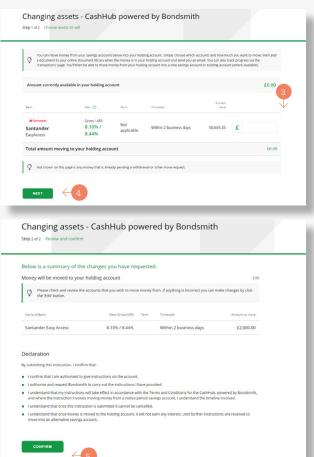
- Moving the money from a savings account into your holding account
- 2. Moving the money from holding account into another savings account

Moving money from a savings account to your holding account

- 1. From the 'My accounts overview' page select your CashHub savings from the list under 'My accounts'. Select the 'Move money' icon on the righthand side of the screen.
- 2. Select the 'Move money from your savings account's into your holding account' and then select 'Go'. This will open a new screen listing your savings accounts.
 - For each account you will be given two options:
 - Select 'Move all' to move the entire value of the account, or
- Enter a specific amount to move in the 'Amount to move' box.
 - If you have multiple accounts, you can choose to move money from more than one account at the same time. You will not be able to move money from a fixed term account.
- 4. Select 'Next' to continue.
- 5. Details of your request will be displayed for you to review together with the declaration. Select '**Confirm**' to complete the request.

Your request will be processed. We'll add a document to your online document library when the money is in your holding account and send you an email. You can also track progress via the 'transactions' page.

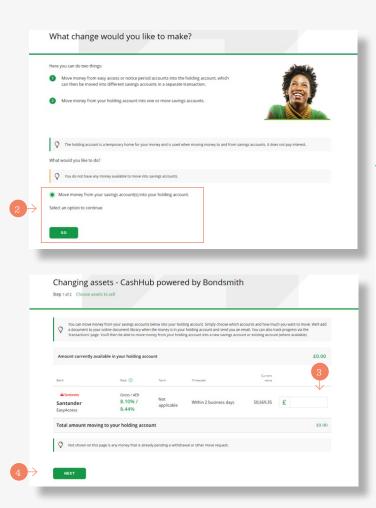




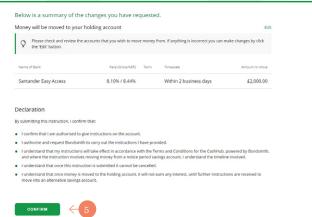
Moving money from a savings account to your holding account (continued)

- 6. Select the 'Move money from your savings account's into your holding account' and then select 'Go'. This will open a new screen listing your savings accounts.
 - For each account you will be given two options: Select 'Move all' to move the entire value of the account, or
- 7. Enter a specific amount to move in the 'Amount to move' box.
 - If you have multiple accounts, you can choose to move money from more than one account at the same time. You will not be able to move money from a fixed term account.
- 8. Select 'Next' to continue.
- Details of your request will be displayed for you to review together with the declaration. Select 'Confirm' to complete the request.

Your request will be processed. We'll add a document to your online document library when the money is in your holding account and send you an email. You can also track progress via the 'transactions' page.

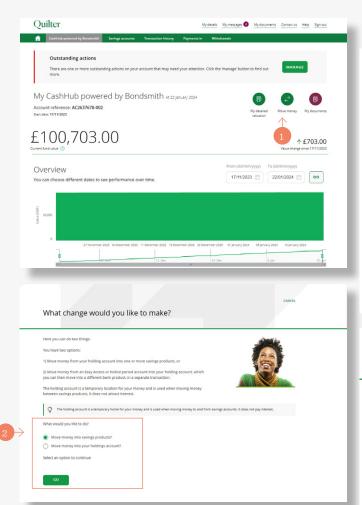


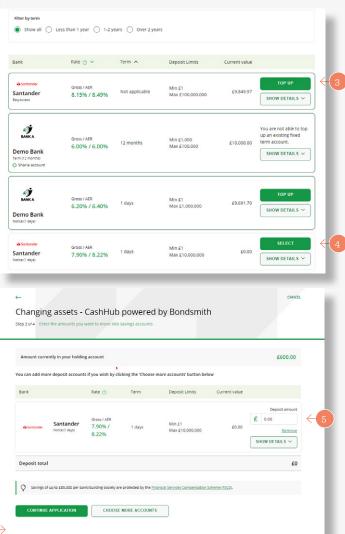
Changing assets - CashHub powered by Bondsmith Step 2 of 2 Review and confirm



Moving money from your holding account to a savings account

- From the 'My accounts overview' page select your CashHub savings from the list under 'My accounts'. Select the 'Move money' icon on the righthand side of the screen.
- Select 'Move money into your savings accounts' and then select 'Go'.
 - This will open a new screen listing your savings accounts. Your existing savings accounts will be displayed at the top of the list, with potential new savings accounts listed below. You won't be able to top up an existing fixed term account.
- 3. Select '**Top up**' on the existing account you want to add money to.
- 4. Alternatively, you can choose a new account by clicking 'Select'.
- 5. Enter how much you want to add in the 'Deposit amount' box.
 - If you decide against this or have chosen the wrong account, select 'Remove'. This will take you back to the comparison screen.
- 6. You can now select one of two options:
 - 'Choose more accounts' to make a deposit in an additional account. If you choose this option repeat steps 4 and 5.
 - 'Continue application' to proceed.





Moving money from your holding account to a savings account (continued)

- 7. Your accounts will be listed again and the amount you've added will be displayed on your chosen account. Choose 'Next' to continue.
- 8. On the next screen you will be given two documents to read: the Financial Services Compensation Scheme (FSCS) information sheet and the Summary Box for the account you are moving your money to.
- 9. Tick the box to confirm you have read and understood these documents.
- 10. Select 'confirm' to continue.

The final screen confirms what happens next. We'll add a document to your online document library when the money is in your savings account and send you an email. You can also track progress via the 'transactions' page.

