

FinancialMappers® Pro

Pro^{CONNECT}

Onboarding Process

For Students and Academic Staff
Undertaking Course Work using
Financial Mappers Pro

CONTACT

Glenis Phillips SF Fin

Designer of Financial Mappers
Director Plencore Wealth Ltd

glenis.phillips@financialmappers.com.au

(07) 3216 4132 (*Direct Line*)

0411 086 532

1300 162 945

(Version: 10.04.2020)

Table of Contents

INTRODUCTION	3
Onboarding Process Summary	3
 PRO ACCOUNT CREATION AND CUSTOMISATION - DETAILED STEPS	4
1. Chief FM Administrator Nomination	4
2. Pro Account Creation	5
3. Account Customisation	7
Creating a set of Reports to use in the Client Review App	15
4. Adding Users to your Pro Account	16
Import Client Contact Details with a CSV File	18
 Contacts	20

Introduction

Onboarding Process Summary

Financial Mappers provides a number of free and subscription services to academic institutions providing course work in the Financial Planning space.

Full details of our offering can in the document: **“Introduction to Financial Mappers for Academic Institutions”**.

This document is intended for those who are using Financial Mappers Pro and need to register their own platform for the duration of the course.

To commence your trail you should watch the Demonstration Video, and then Register by completing the form.

<https://www.financialmappers.com.au/financial-mappers-demonstration/>

Please ensure you identify yourself, and include the identity of institution and your assignment. If you require any assistance, please contact support. support@financialmappers.com.au

PRO Account Creation and Customisation - Detailed Steps

To create and customise your **Financial Mappers Pro** account simply follow the steps. Each student will have their own platform and will need to act as the Chief FM Administrator.

1. Chief FM Administrator Nomination

The **Chief FM Admin** is the role responsible for registering and customizing your Financial Mappers **Pro** account for the assignment. This platform will be disabled at the end of the agreed time. This is usually 30-days, but in some cases may be longer.

Role Description

The **Chief FM Admin** role is the highest level of capability and has **exclusive access** to the following software usage functions:

- Registration of the company's unique sub-domain name (the first section of the permanent website URL for the company's unique Financial Mappers **Pro** account).
- Specification of Company settings where the company's logo and colour scheme together are nominated along with the wording of the company's Disclosure Statement (which appears on all reports).
- Setting of the company's default rates (that is – all rates used in the model calculations).
- Creation of any additional company specific reports via the Report Builder.
- Appointment of FM admin roles via the "Users" screen
- Appointment of additional Chief FM Admin roles via the "Users" screen. It is recommended that any additional appointments only be made for as long as required for a particular person to perform a specific task such as the creation of a Report.

The **Chief FM Admin role** also has access to all functions included in the FM Admin, and Adviser/Broker roles. (You can elect to have more than one Chief FM Admin role, and the roles can be changed, however it is recommended you keep this role to a minimum)

This means the **Chief FM Admin** role can also do the following:

- Invite specific Advisers/Brokers and Paraplanners to each register a Financial Mappers account within the company's **Pro** system.
- Invite office staff who may require access to information on the "User's Page". This new role is currently under construction. If you have office staff who need to access the software, you should discuss this with Glenis Phillips. There is no charge for office staff, who do not act as adviser or paraplanner.
- Edit the details of Clients and Connect Clients.

Financial Mappers Pro Onboarding Process – Academic Institutions

The nominated **Chief FM Admin** will be sent an email with the URL link (example shown below) where they can create and set up the company's Financial Mappers **Pro** account (website).

2. Pro Account Creation

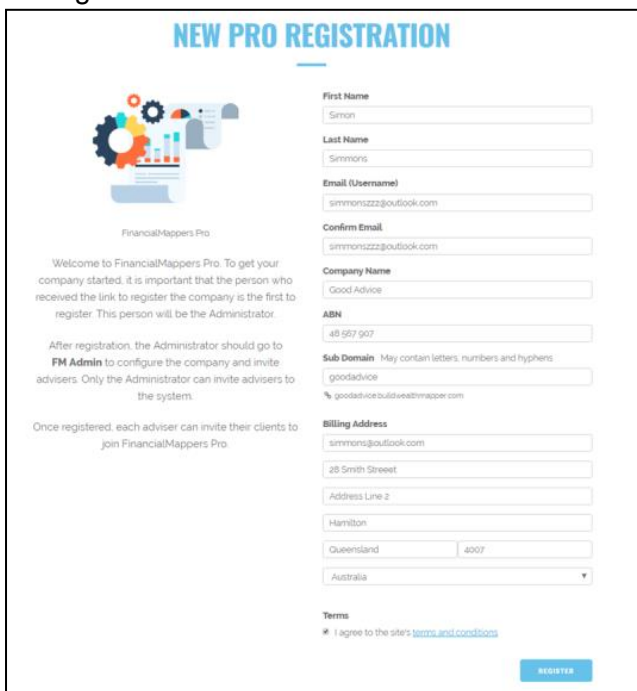
When the **Chief FM Admin** receives an email from Plencore Online Pty. Ltd. with link to the **NEW PRO REGISTRATION**, they are then required to complete the online registration form shown here.

It is important that only the person nominated with the role of **Chief FM Admin** completes this form.

- First Name
- Last Name
- Email (Username)
- Confirm Email
- Company Name
- ABN
- Subdomain (URL Prefix)

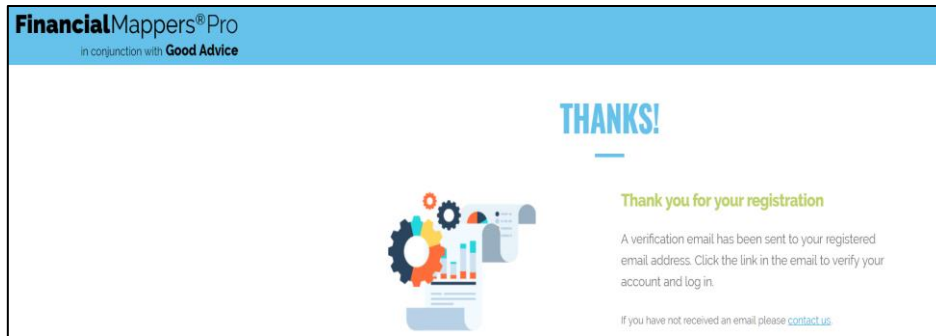
The **subdomain name** to be used for your Financial Mappers Pro account, is shown by XXXXXX in the following example: <https://XXXXXX.financialmappers.com.au>. This will typically be your business name, or a short version of it. Students should use their **firstname_lastname** as the subdomain name.

- Billing Address
 - Email for Billing
 - Address Line 1
 - Address Line 2
 - Suburb
 - State and Post
 - Country
- Agree to terms



The screenshot shows the 'NEW PRO REGISTRATION' form. On the left, there is a logo for Financial Mappers Pro and a welcome message. The main part of the form contains several input fields: First Name (Simon), Last Name (Simmons), Email (Username) (simmonszzz@outlook.com), Confirm Email (simmonszzz@outlook.com), Company Name (Good Advice), ABN (48 557 907), Sub Domain (goodadvice, with a note 'May contain letters, numbers and hyphens'), Billing Address (simmons@outlook.com, 28 Smith Street, Hamilton, Queensland 4207, Australia), and Terms (I agree to the site's terms and conditions). A 'REGISTER' button is at the bottom right.

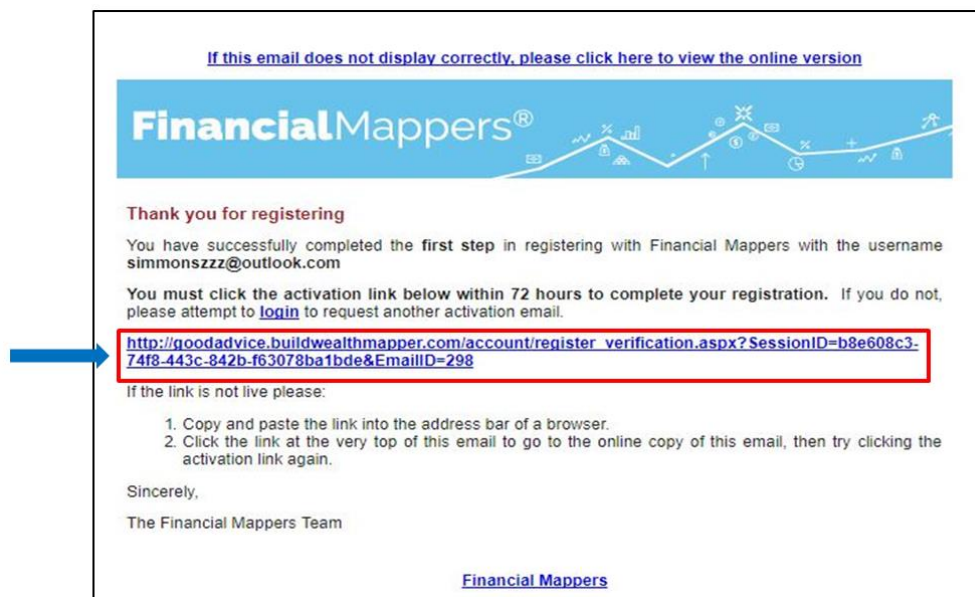
Financial Mappers Pro Onboarding Process – Academic Institutions



The **Chief FM Admin** will then receive via email a link which will take them to a page to set their password.

For the example below the company is called Good Advice Pty Ltd, and the **Chief FM Admin** is Simon Simmons.

Note to Students: While this is a pretend account, you will be required to complete the compulsory fields. For ABN you should have 11 digits.





FinancialMappers® Pro
in conjunction with **Good Advice**

REGISTRATION VERIFIED

You have successfully verified your email address.

Please use the form below to set your password

Password
.....

Confirm Password
.....

Save Password


A large blue arrow points to the Password field.

The **Chief FM Admin** then receives an email to confirm that registration has been successful. They can then then log into their account using their username (email) and password.



FinancialMappers® Pro
in conjunction with **My Adviser**

LOG IN



Username (Email)
simmonszzz@outlook.com

Password [Forgot Password?](#)
.....

☒ I acknowledge I have read and understood the [Disclosure Statement](#) and agree to the [Terms of Service](#)

LOG IN

Two blue arrows point to the Username and Password fields.

3. Account Customisation

Company Settings

The **Chief FM Admin** selects the Drop-down list under their name (in this case *Simon Simmons*) and chooses **Company Settings**. (Note that only the Chief FM Admin has access to this section):

FinancialMappers® Pro
in conjunction with **Good Advice**

Simon Simmons ▼
Simon Simmons
Account Details
My Plans
Sample Plans
Users
Company Settings
Company Default Rates
Report Builder
Help Manual
FAQs
Tutorials
Logout

Click on the User Name and select Company Settings

- Logo

The **Chief FM Admin** uploads the company's Logo.

FinancialMappers® Pro
in conjunction with **Good Advice**

[PLANS](#) >> [FM ADMIN](#) >> [USERS](#)

Business Name
Subdomain
Logo
Primary Banner Color
Secondary Banner Color
Primary Footer Color
Secondary Footer Color

Upload Logo ✕
Select a file to upload:
 Logo only.jpg

© FinancialMappers® 2015 | Version: 1.9.9.4
Financial Mappers should not be relied on for the purposes of making financial services licensee before making any financial decisions.

- Screen Banner Colours

The **Chief FM Admin** selects the colours to be used on the top and bottom banner of the software screens.

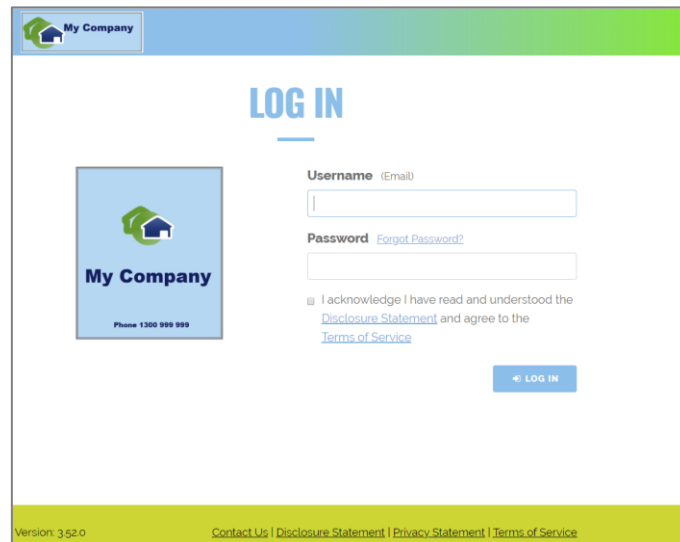
Note there is an option to have either a two-toned banner or a single colour. In the below example the top banner is two-toned.

FinancialMappers® Pro
in conjunction with **Good Advice**

SETTINGS

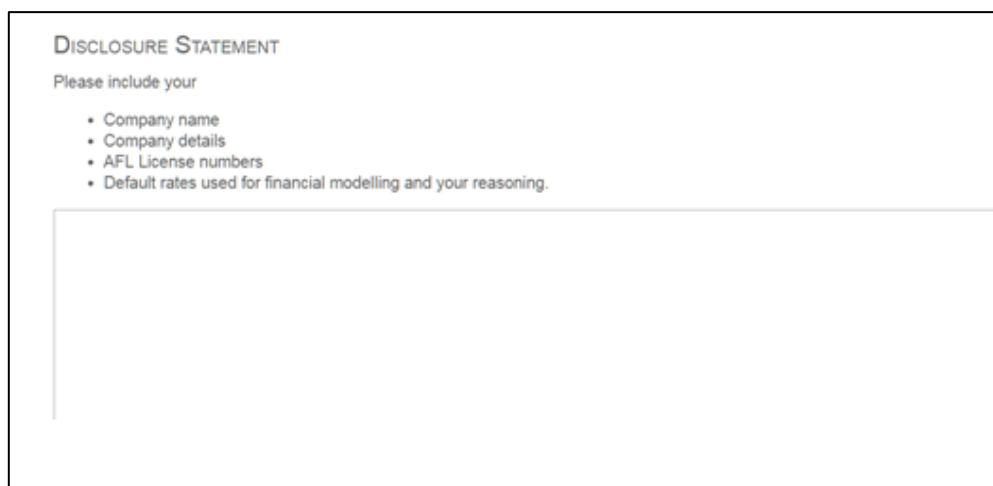
Business Name
Subdomain
Logo 
Primary Banner Color
Secondary Banner Color
Primary Footer Color
Secondary Footer Color

Shortly you will have the option to remove the text in the top banner and add your promo on the login page



- Disclosure Statement Entry

On the same (settings) page, the **Chief FM Admin** then uploads their **Disclosure Statement**. It is recommended that during your training period, you use the supplied template Disclosure Statement. Note that consideration needs to be given to modifying before you start using the software with clients.



A template with the default disclosure statement is shown below, and this is also in a word document if you want to use this as a starting point during your trial, or for re-wording according to your business requirements if you proceed to continued usage of Financial Mappers Pro.

You can download the template here: <https://www.financialmappers.com.au/trial-sequence-pages/onboarding/>

If you intend to keep the same Default Rates as the base Financial Mappers product, then we believe that the template Disclosure Statement would be appropriate. If you choose to use a different set of Default Rates, the rationale for your choice of those rates should overwrite the information second paragraph (blue type) of the Financial Mappers Disclosure Statement Template below.

Disclosure Statement Template

Financial Mappers is not intended to offer, or be a substitute for, financial advice. Its purpose is to provide a dynamic mathematical model which shows the cause and effect of various financial transactions which are based on the information provided by you and assumptions about future values.

Default assumptions used by Financial Mappers for returns on investments are based on the approximate average returns in Australia for the twenty(20) years from the year 2000. This excludes the period affected by COVID. In the case of the capital growth for Shares and Real Estate, Financial Mappers has used the average Capital Growth for both asset classes. The aim is to not give an advantage of one class over the other, because over the very long term, the rates are likely to be fairly similar. In relation to Interest Rates on Loans, the average Variable Standard Home Loan rate has been used for both home and investment property loans. The margin of 1% has been added to Margin Loans for Shares, and a margin of 3% added to Personal Loans.

We consider these assumptions are reasonable for the purposes of modelling software. The actual returns for each asset class are provided in the Help area of the software, and you may prefer to use these figures.

Any investment return or loan interest rate is a reflection of the current interest rates. ASIC's target inflation rate for the long term is 2.5%. The ASIC nominated rate of 2.5% has been set as the Default Inflation. This value corresponds with the 20-year average Inflation Rate (for the period starting Year 2000)

The Default Rates have been set to:

Default Rates - 20 Year Average from 2000		
	Actual	Default
Inflation	2.50%	2.50%
Home Loan Standard	6.67%	6.67%
Investment Property Loan (Home Rate)	6.67%	6.67%
Share Portfolio Loan (1% Margin Home Rate)	7.67%	7.67%
Personal Loan (3% Margin Home Rate)	9.67%	9.67%
Cash Rate (90 BB +1%)	5.18%	5.18%
Term Deposit 180 BB	4.29%	4.29%
Bonds - 5 yrs	4.20%	4.20%
Share Dividend	4.36%	4.25%
Share Capital Growth	5.47%	6.12%
Managed Fund Dividend	4.48%	4.48%
Managed Fund Cap Grth	6.12%	6.12%
Pension Fund (Prefilled Entry)		7.00%
Property Income (N/A)		5.00%
Property Cap Growth	6.71%	6.12%
Interest Only Loans have a 0.5% Margin on P&I Loans		

When using Modelling Tools Historical Data, there may be some limitations in that Managed Funds assume an allocation of 20% for Cash and 40% each for Property and Shares, while the Employer Pension Fund assumes an allocation of 30% Cash, 40% Shares and 30% Real Estate. Not all funds will have this type of allocation. The change in the value of real estate is based on the Australian Residential property, whereas real estate held by a Managed Fund or Pension Fund is more likely to be commercial or industrial with some international component. The income for real estate is not based on historical data has been fixed at 5.00% Gross (4.25% Net with 15% of Income allocated to Expenses) and does not change. Normally one would expect the rental income to change from year to year.

When using any of the Modelling Tools four 10-Year Economic Cycles, the method of calculating Capital Growth for Managed Funds is the same as for Shares. As Managed Funds may have only a small component of Australian Shares, this will be a less reliable indicator. Income earned in the Cash Accounts, Term Deposits & Bonds are the same as the Cash Rate. Normally one would expect a variation in the return of each asset class. For the purpose of this software, the Cash Account Rate is the 90 Day Bank Bill plus 1%. Income for Dividends on Shares has been maintained at 4.25%, to keep the result in line with Net Rent on Investment Property. Gross Income of 5% for Investment Properties remains the same as for Historical Data.

Gross Rent is increased at the rate of Inflation. Actual Rents may not rise in value at the same rate as Inflation.

The application of taxation due for income and capital gains is limited in its use. The user may select a number of options for taxation. However, where progressive tax schedules are used, the future tax is based on the assumption that the percentage tax charged will remain the same, taking into account the value of the tax brackets will be inflation-linked. Future tax

rates are likely to change from time to time and no account has been made for this possible change.

Please ensure the information that you provide is complete and accurate. If the information you provide is incomplete or inaccurate, any information provided is or maybe, based on incomplete or inaccurate information relating to your relevant personal circumstances. For that reason, you should, before acting on the information consider the appropriateness of it having regard to your objectives, financial situation, and needs.

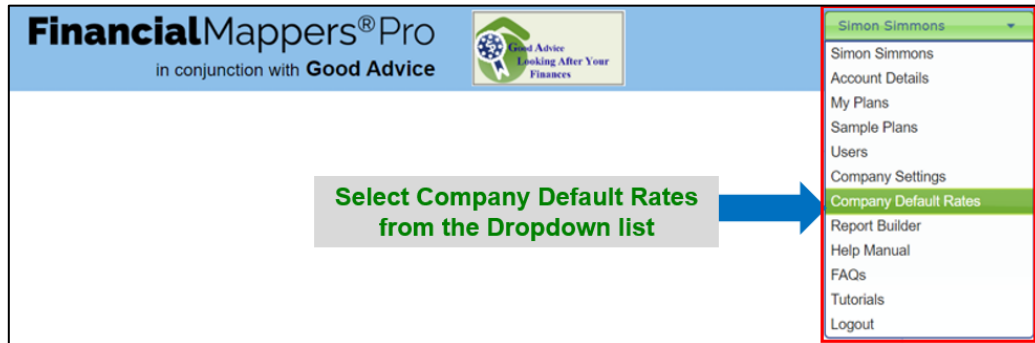
All assumptions made and forecasts produced using Financial Mappers are based on past performance. Past performance is not a reliable indicator of future performance.

You should not rely solely on Financial Mappers for the purpose of making a decision in relation to any financial product and you should consider obtaining advice from a financial services licensee before making any financial decision.

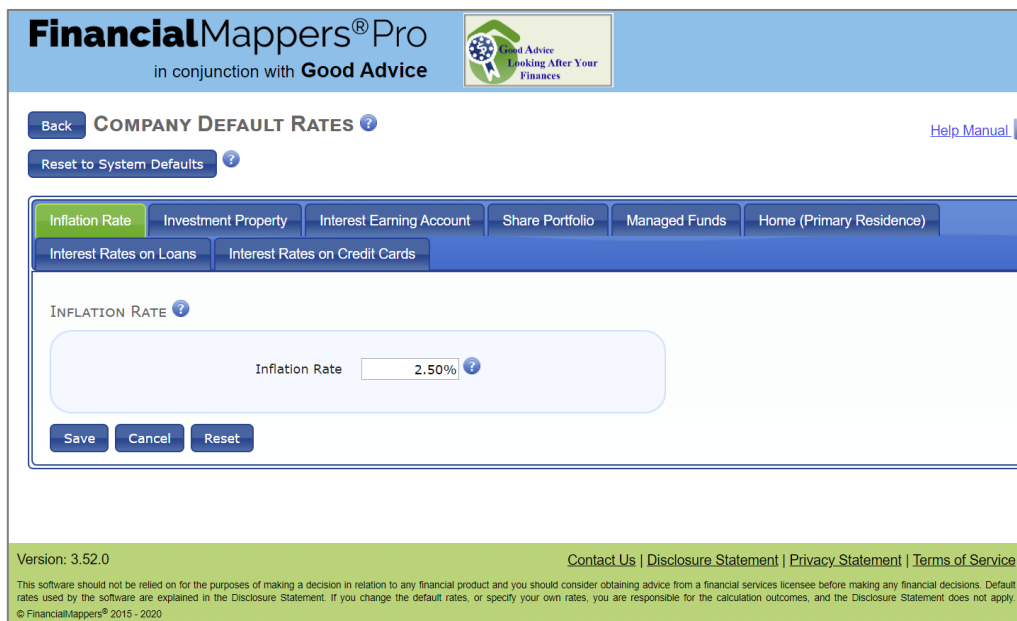
Please Note: To update your Default Rates, go to “User Default Rates” and click the button, “Reset Default Rates”.

Default Rates Entry

To change the **Default Rates** from the starting values in the Financial Mappers software, the **Chief FM Admin** selects Company Default Rates, from the dropdown list under their Username, as shown below.



Select each Tab to review and reset the Default Rates. These Default Rates are applied to every account holder using the company's **Pro** account. That is - all Advisers/Brokers, Paraplanners and Clients will always use these company-specific Default Rates.



Default Rates – Starting Values in Financial Mappers

The **Default Rates** in *Financial Mappers* are based on the 20-year average returns from the Year 2000 have been set to:

Inflation: 2.50% (This rate is an ASIC requirement)

Returns

Cash Accounts:	5.18%	(90 Day Bank Bill + 1%)
Term Deposits:	4.29%	(180 Day Bank Bill)
Bonds:	4.20%	(5-year Bond Rate)
Shares:	10.37%	(Dividends 4.25%, Capital Growth 6.12%)
Property:	10.37%	(Net Rent 4.25%, Capital Growth 6.12%)
Managed Funds:	10.60%	(Dividends 4.48%, Capital Growth 6.12%)

Superannuation Returns: 7.00% (Pre-filled entry per plan – not a default rate)

Loan Interest

Principal & Interest Loans

Home Loans:	6.67%
Investment Property:	6.67%
Shares:	7.67%
Personal:	9.67%

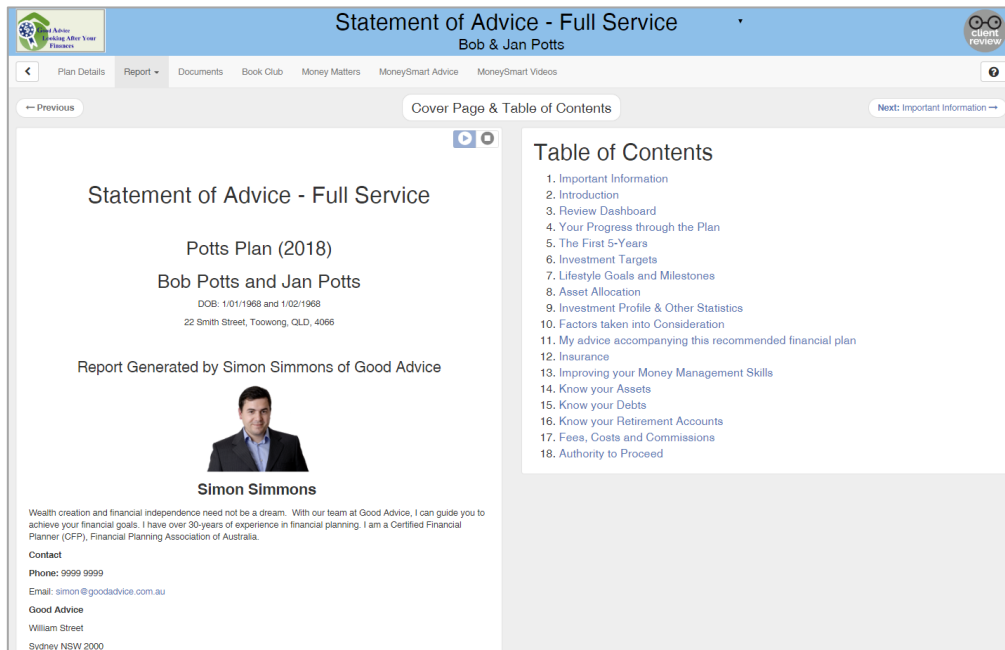
Interest Only Loans

Home Loans:	7.17%
Investment Property:	7.17%
Shares:	8.17%
Personal:	10.17%

Credit Cards

Purchases Rate:	15.00%
Introductory:	3.00%















Creating a set of Reports to use in the Client Review App



Using the Report Builder, a report can be created and uploaded to the Client Review area. For details you should read the **Masterclass Document: Client Review App**, found in **Advanced Training** on the **Adviser QuickStart Resources**.

<https://www.financialmappers.com.au/trial-sequence-pages/masterclass/>

Note that when the **Chief FM Admin** sets up the account, they should create a set of reports for advisers to use in this portal. To make the process quick, *Financial Mappers* has provided six templates of reports. If you want to use any of these, simply copy the template, make any adjustments you desire. You must always publish any changes and ensure the report is active. These are the four templates. Two Statements of Advice include all the SOA Editor Panels and others are intended for Client Review and do not include any of the SOA Editor Panels. (*“My Plan” is not intended for use in Pro*)

Templates ?		
Name	Plan Type	
Debt Management Report	All	 
First 5-Years of Client Plan	All	 
My Plan	Savings	 
Retirement Plan Report	Drawdown	 
Statement of Advice	All	 
Statement of Advice - (Insurance Only)	All	 
Summary Report of Client Plan	All	 

During the training period, you may just use these reports and later take the time to customize each report according to your requirements. You can also create your own reports, but having a template which can be edited, is the most efficient way to get started.

4. Adding Users to your Pro Account

The **Chief FM Admin** now adds any other team members who will be creating or adjusting Financial Mappers plans, to the account. This is done by inviting the nominated advisers or brokers to register.

Generally, students would not need to do this, unless they are working as a group.

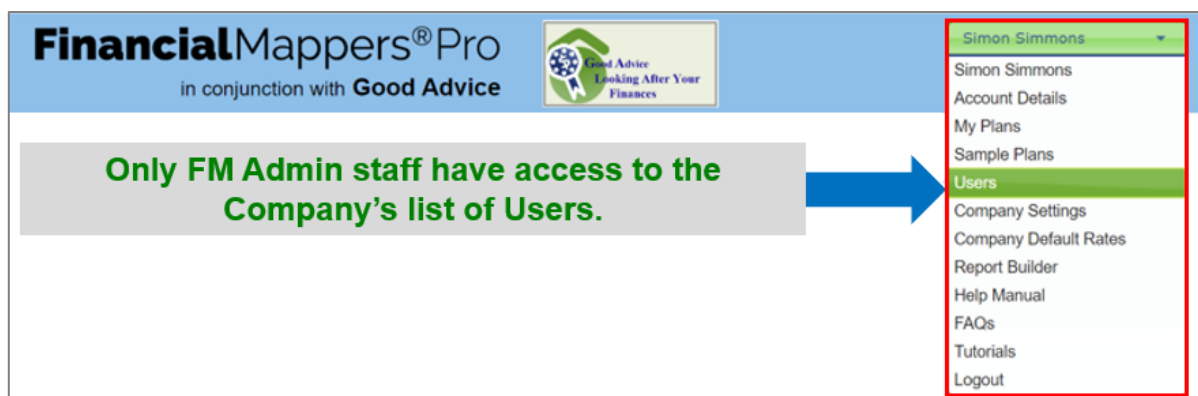
There may be times when academic staff invite their students to be Pro^{Connect} Clients so they may share plans.

These team members are given the role of either **Adviser/Broker** or **FM Admin**.

The role of **FM Admin** should only be given to those who should have access to the **User Page**, where they can add other advisers/brokers and paraplanners or change the roles of people already on the system.

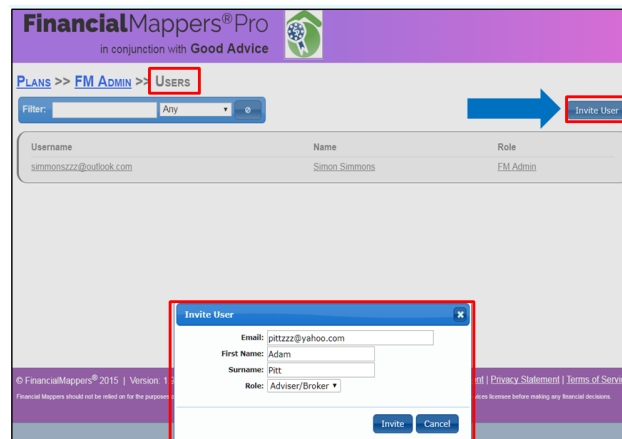
The role of **FM Admin** can also **EDIT** the details of Clients and Connect Clients.

The **Chief FM Admin** must first go to **Users** page, which is in the dropdown list under the Username.

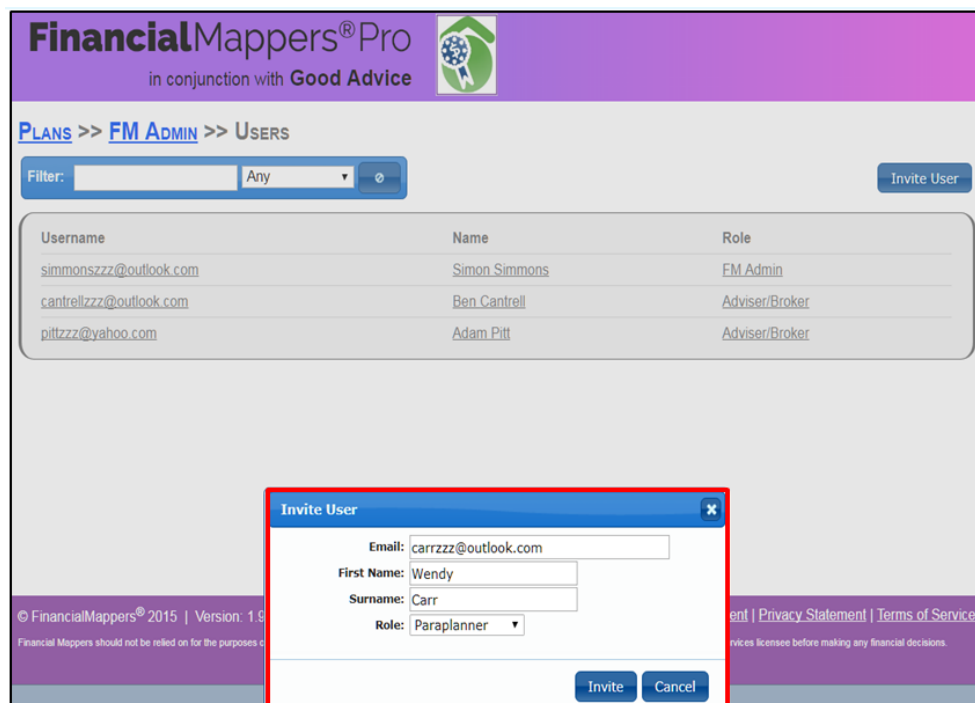


In the section, **Users**, click on the button **Invite User**, and enter the information.

Financial Mappers Pro Onboarding Process – Academic Institutions

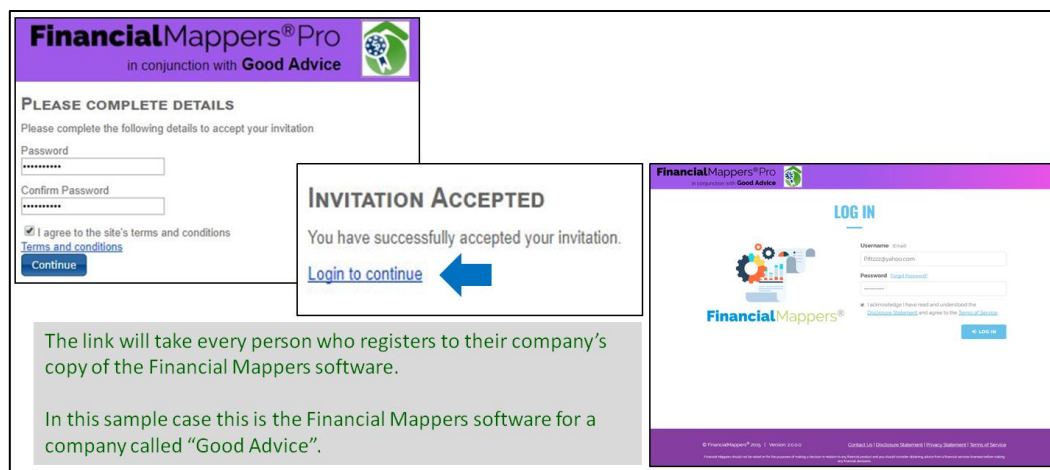
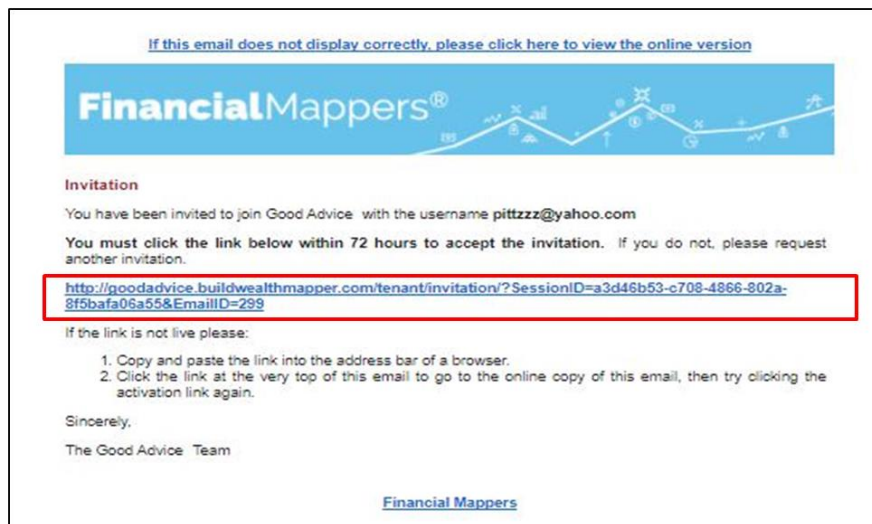


The **Chief FM Admin** should also invite any **Paraplanners** who will work on client Financial Mappers plans on behalf of the Adviser/Broker.



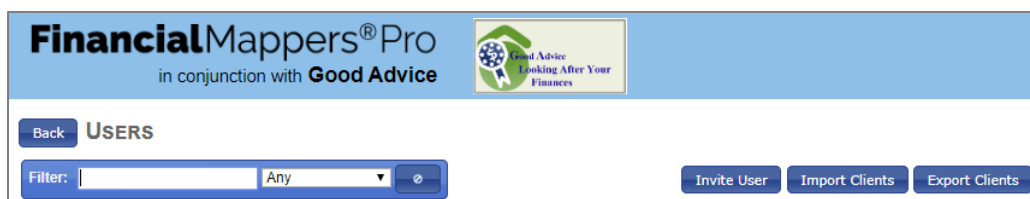
Each invited **Adviser/Broker** and **Paraplanner**, receives an email to register an account within your company's Financial Mappers Pro site.

Note that each role of **Adviser/Broker** and **Paraplanner** is a billable role, and will be added to the monthly invoiced usage.



Import Client Contact Details with a CSV File

People with the role of either the Chief FM Admin or the FM Admin can import Client Contact Details.



You should read the details in the Overview Document.

Please note that when the clients are imported, they are listed on the **Users Page**, but not assigned to an **Adviser**. For the Adviser to add a client to their list, they need to click on the button "**Add Client**", enter the client's ID Code and the information will be populated.

Financial Mappers Pro Onboarding Process – Academic Institutions

The image displays two side-by-side screenshots of the 'Add Client' form. The left screenshot shows the form with the 'Client ID' field highlighted in yellow and containing the value 'A101'. The right screenshot shows the form with the 'Client ID' field containing 'A101' and the 'CMS' dropdown menu set to 'Worksorted'.

Form Fields:

- Principal:** Client ID (A101), First Name, Surname, Initials, DOB, Email, Phone, Employer.
- Partner:** Client ID (A101B), First Name, Surname, Initials, DOB.
- Personal Address:** Address, Suburb, State, Postcode, Country (Australia).
- Company Address:** Address, Suburb, State, Postcode, Country (Australia).

Buttons: Add Client, Cancel, Continue.

Financial Mappers will be integrating into other CMS (Customer Management Systems). The first is **WorkSorted** and more will follow very shortly. As a result, a new field has been created. This will allow data to be imported and exported between the CMS and Financial Mappers. In the case of WorkSorted, once the Client ID is entered, all the fields are prefilled.

The image displays a screenshot of the 'Add Client' form. The 'Client ID' field is filled with '1342018'. The 'CMS' dropdown menu is set to 'Worksorted'. The form is prefilled with data for the Principal and Partner fields.

Form Fields:

- Principal:** Client ID (1342018), First Name, Surname, Initials, DOB, Email, Phone, Employer.
- Partner:** Client ID (A101B), First Name, Surname, Initials, DOB.
- Personal Address:** Address, Suburb, State, Postcode, Country (Australia).
- Company Address:** Address, Suburb, State, Postcode, Country (Australia).

Buttons: Add Client, Cancel.

Contacts

Glenis Phillips

Director Plencore Online Pty Ltd

glenis.phillips@financialmappers.com.au

Direct Line: 07 3216 4132

Plencore Online Pty Ltd T/A Financial Mappers

ABN: 49 601 251 192
PO Box 133, Hamilton, QLD, 4007
1300 162 945

Plencore Online Pty Ltd is a wholly owned subsidiary of Plencore Wealth Ltd

We value your participation. Any comments about using the software are always appreciated.