

# ONLINE ILLUSTRATIONS USER GUIDE

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## **OVERVIEW**

This web-based service allows you to produce an illustration for your client for the new Regular Savings Plan (RSP). It also produces a new document that forms part of our regulatory obligations in the Isle of Man called a Key Information Document (KID). The KID sets out all the details about your client and their product choices and charges.

The illustration and KID need to be signed by the client to confirm they have read them.

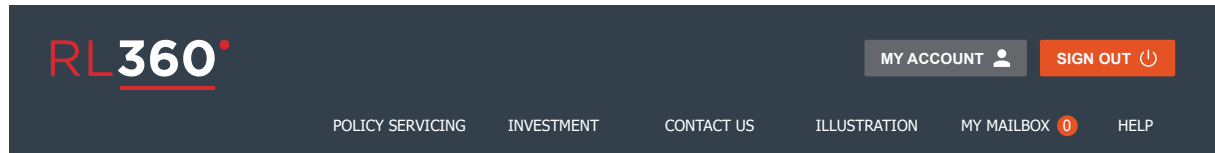
## **IMPORTANT NOTES**

Online Illustrations is a new service and will be updated on a regular basis with new features and enhancements including the addition of some of our other products (PIMS and Oracle).

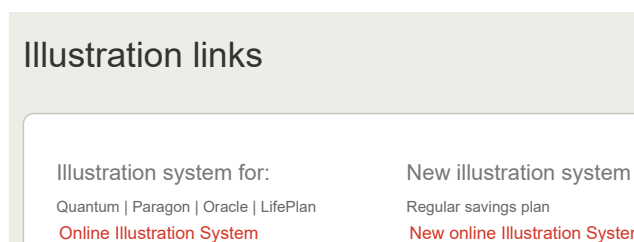
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## PREPARING ILLUSTRATIONS

Once you have logged into the online service centre, you will find the new illustration system alongside our current illustration service by clicking on ILLUSTRATION.




The Illustration links appear showing the existing illustration system for Quantum, Paragon, Oracle and LifePlan and the new Illustration System for the Regular Savings Plan product. You can launch it by double clicking on the New online Illustration System link.



### First time use

The first time you use the system there will be no clients set up.

1. Create a new client by clicking on 
2. The new client screen requires you to enter information about your client(s). Some information is optional and this is clearly marked. Your client can be a Single person, Joint persons, a corporate entity, a corporate trust or an individual trust.

Each type of applicant requires different information to be captured.

3. Once you have saved the client details you will need to decide on the type of RSP you require. There are two options: Life Assurance or Capital Redemption. The product literature details the differences between the two.

The Life Assurance version allows you to have up to two lives assured. There are no life assured details required to be entered for the Capital Redemption (99 year) version.

4. Once you have chosen your preferred product option you will be asked to complete payment options, lump sum options, withdrawal requirements, assumed growth rates and adviser fees.

**Payment options:** There are drop down selections to choose payment term in years. This ranges from 25 years to 5 years and is driven by the age of the oldest applicant or life assured for the Life Assured version. There are four payment frequencies: Monthly, Quarterly, Half Yearly and Yearly. The payment amount that is required subject to the minimum amount as per the product rules.

**Lump sum option:** The lump sum option when selected (by clicking the toggle button) allows you to enter an amount and the date you want to invest the additional money. You can add up to 10 additional payments into your plan for the purpose of the illustrations system.

**Withdrawals:** The withdrawal option when selected (by clicking the toggle button) allows you to choose the purpose for your withdrawal from a drop down list, the frequency, the type (fixed or variable), the amount, whether you want to increase the withdrawal, when you want it to start and end by. You can add up to 6 withdrawals.

**Growth rates:** You can choose to illustrate your investments based on a low, medium and high rate. These rates can vary from -10% to +10%. These rates are used to show how your money will grow based on a return for each of the low, mid and high rates. The system shows various graphical and table views and included within each is an illustration rate of 0% to show the impact of the charges on your plan.

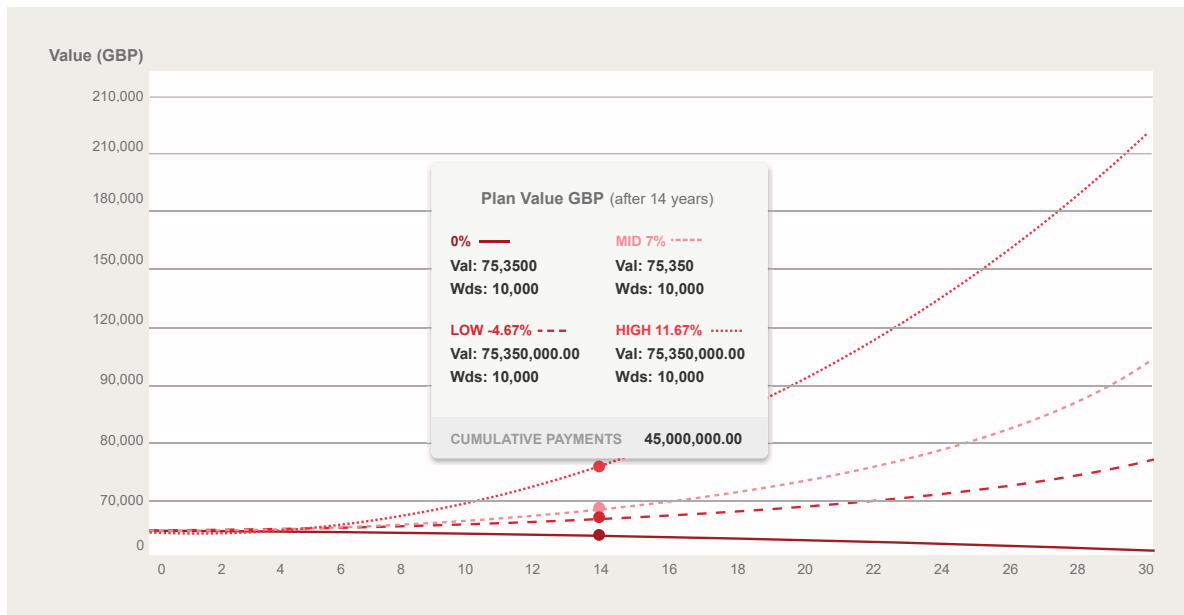
**Adviser fees:** There are two optional adviser fees available: financial adviser fee and investment adviser fee.

- Having completed all the required information on the plan details screen you will be presented with a screen that defaults to displaying a growth rates comparison graph. Selecting the Illustrations Values option will show the monetary amounts in a table version rather than the graph option

**Plan Values:** The default graph shows you the zero, low, mid and high growth rate projections over a period of time (this can be set in the output options tab).

**Exit Charge:** Selecting this option redraws the graph to show you the effect of charges should you decide to cancel the plan during the chosen payment term.

**Important note:** The graph is interactive – sliding the cursor up and down the graph shows you more details (as per image below) about a particular point on the graph for the view you are in.



- At the top of the main illustration screen (showing the graph or illustrative table) there are four tabs that you can select to update: plan details, withdrawals, commission/fees and output settings.



**Plan Details tab:** This tab allows you to update the plan details previously selected at the start of the illustration.

**Withdrawals tab:** This tab allows you to add, remove and update your withdrawal requirements.

**Commission/Fees tab:** This tab allows you to update the establishment period, financial adviser fee and investment adviser fee.

**Output tab:** The output tab allows you to set the projection years between 22 and 70 years and to reset the low, mid and growth percentages.

Once updated the options within a specific tab click on the apply button to save the settings and recalculate the illustration values in the graph/table views.

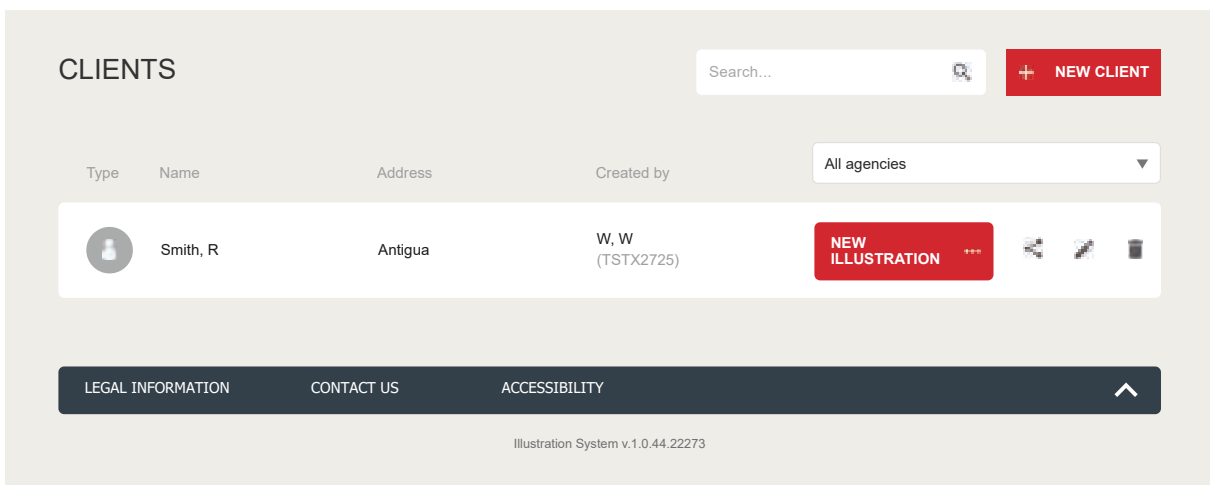
- Once you have completed all your options click on the Save and Illustrate button. This will produce two documents as well as saving your quote against your client details.

**Illustration:** A PDF will be generated in a separate browser tab that will show all the information about your client, their plan choices and an illustrated table detailing the amount of money invested, selected growth rates and the performance against those rates. The projected values take into account the effects of the product charges and adviser fees.

**Key Information Document (KID):** A PDF is generated in a separate browser tab that shows all the information about your client, the plan choices, withdrawals, lump sum investments and a table detailing all the product charges and adviser fees that are deducted and when.

### Returning to the Illustration system

When you select the New online Illustration System option after the first use you will be presented with a list of clients.



**Reviewing previous quotes:** Simply click on the client's name this will present you with a new screen showing all the previous quotes (in a tile format) you have prepared for that client. You can then click on the ILLUSTRATE button to review the outputs (Illustration document and KID). Clicking on ADD SIMILAR button will create a copy of this illustration and then take you into the illustration system screens so that you can amend the details, review the projections and save a copy.

Alternatively from the client screen you can do the following:

**New Client:** Click on this button to create a new client. Once created you will be taken into the illustration system to produce a quote for the client.

**New Illustration:** Click on this button and select the product to prepare a new illustration for this client.

**Pencil:** Clicking on the Pencil icon allows you to edit the client details and save your changes.

**Trash:** Clicking on the Trash Can icon will ask you to confirm that you want to delete the client and ALL the previous illustrations prepared for this client.

### Returning to Client View

When you are inside the illustration system you can return to the client view at any time by clicking on the **Illustration Home >** text, which is located at the top left hand side of the screen directly under the RL360 logo.

