

Guideline to copoloffcentrale: WConnect Investments

You have been provided with a Fundserv code. This 4- digit code identifies you as the representative for your Segregated Fund Clients (*excluding RBC Insurance and La Capitale*). You must indicate your FundServ code on all Seg fund applications as well as when contacting Head Offices.

Pop up Blocker must be disabled for use in Wconnect – (we recommend using Internet Explorer)

- Go to Tools → Select “Pop up blocker” → Turn “OFF Pop up blocker”

STEP 1: GETTING STARTED

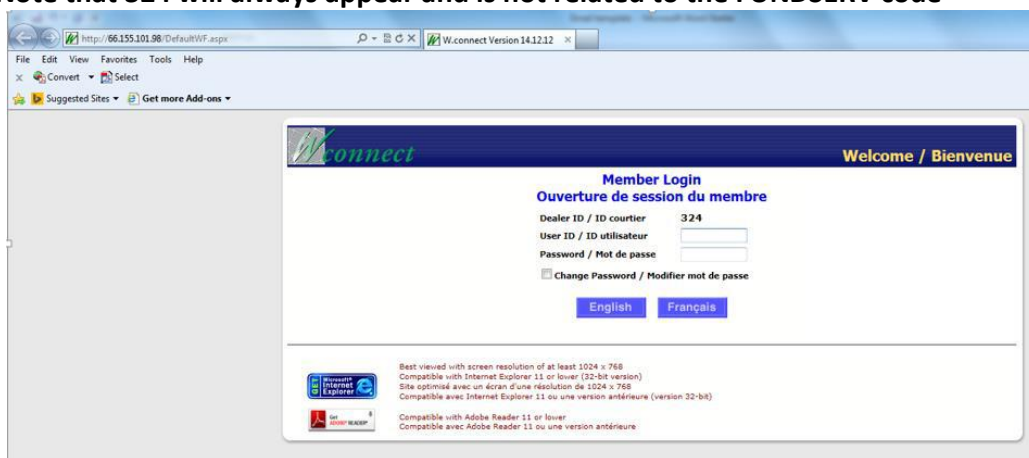
- Go to www.copoloffcentrale.com
- Select investments

copoloffcentrale



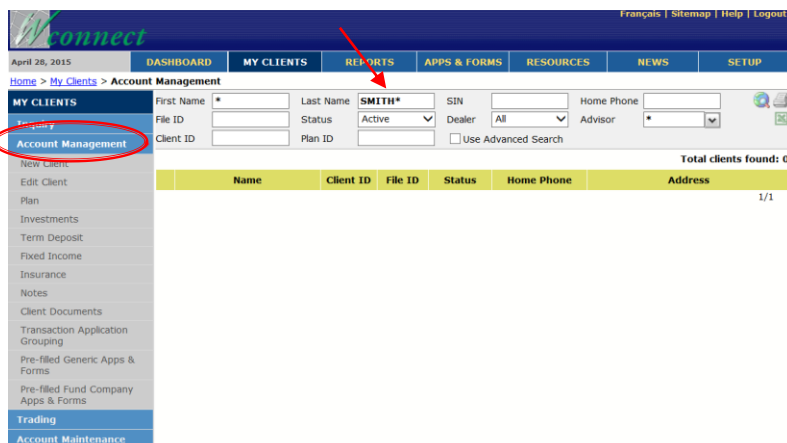
Step 2: LOGGING IN

- Enter your USER ID and password
- Choose your preferred language
- Note that 324 will always appear and is not related to the FUNDSERV code



Step 3: FIND YOUR CLIENTS

- Select Account Management and search by either first or last name
 - You may also search by partial name if you put a star (*) i.e. If you search S*, all your clients with the last name beginning with “S” will be found.



Always remember to click on  to search

Select your client

Home > My Clients > Inquiry

MY CLIENTS	First Name	j*	Last Name	SMITH*	SIN		Ho
New Client	File ID		Status	Active	Dealer	All	Ac
Inquiry	Client ID		Plan ID		<input type="checkbox"/> Use Advanced Search		
Plans	Total clients selected: 1						
Investments	<input checked="" type="checkbox"/>	Name	Client ID	File ID	Status	Home Phone	
Transactions	<input checked="" type="checkbox"/>	Smith, John	1		Active	() -	

Select the plan

MY CLIENTS

Inquiry

Account Management

New Client

Edit Client

Plan

Include Deleted and Inactive Plans

Include M.R.S. Non Mutual Fund Products

Grand Total: \$127,388.38

Plan	Description	%	Market Value
<input checked="" type="radio"/> OPEN 1/3008-	Individual	0.00 %	\$0.00

Select Investments

Investments

MCB3208

Manulife Dividend Income(S)

N/A 25.01 % 4241.9104 \$11.8509 \$50,270.46

STEP 4: VIEW CLIENT DOCUMENT

- Document Type "All" → Category "All" → Click Open

Home > My Clients > Account Management > Client Documents

MY CLIENTS

Inquiry

Account Management

New Client

Edit Client

Plan

Investments

Term Deposit

Fixed Income

Insurance

Notes

Client Documents

Name: GROSS, MARLA

File ID:

Document Type: All

Category: All

Include Inactive

Category	Document Type	Description	View	Last Modified Date	Date
<input checked="" type="radio"/> Transaction (3052375 326347)	Additional deposit		Open	01/27/2015	01/27/2015

1/1

STEP 5: VIEW NOTES

- Select "Notes" → Choose Date Range → Category "All" → Type "All" → Search 

Home > My Clients > Inquiry > Notes

MY CLIENTS

New Client

Inquiry

Plans

Investments

Transactions

Trust Account

Seg Reset Transactions

Notes

Category: All

Type: All

Include Expired

First Name: *

Last Name: gross

From: 01/01/2015 To: 04/30/2015

SIN:

Home Phone:

File ID:

Dealer: All

Advisor: *

Plan ID:

Plan Type: All

Registered In: All

Intermediary:

Int. Account #:

Total records found: 1

STEP 6: CONSOLIDATED STATEMENT

- Select "Reports"

May 5, 2015 DASHBOARD MY CLIENTS **REPORTS** APPS & FORMS RESOURCES NEWS SETUP

Home > Reports > Client

REPORTS First Name: M* Last Name: gross* SIN: Home Phone: File ID: Status: Active Dealer: All Advisor: * Client ID: Plan ID: Use Advanced Search

Total clients selected: 1 Total clients found: 1

<input checked="" type="checkbox"/>	Name	Client ID	File ID	Status	Home Phone	Address
<input checked="" type="checkbox"/>	GROSS, MARLA	420		Active	() -	

1/1

There are Two Options:

- 1) Account Summary Report
- 2) Client ROR report

January 14, 2015 DASHBOARD MY CLIENTS **REPORTS** APPS & FORMS RESOURCES NEWS SETUP

Home > Reports > Client

REPORTS First Name: * Last Name: SIN: Home Phone: File ID: Status: Active Dealer: All Advisor: * Client ID: Plan ID: Use Advanced Search

Total clients selected: 0 Total clients found: 0

	Name	Client ID	File ID	Status	Home Phone	Address
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1/1

Set Preferences: The following are recommended

- 1) Account Summary Report:

Report Parameters Report Options **Save Report Configuration** Generate Report

View Portfolio For: Current Page Tagged Clients

Portfolio Type: Current Historical As of: 12/01/2014

Calculation: Since Inception Since: 12/01/2014

Report Format: Acrobat (PDF)

Plans/Accounts: Dealer: All, Plan Status: Active, Equity Sales Status: Active, Term Deposits Status: Active

Report Parameters **Report Options** **Save Report Configuration** Generate Report

Address Options: Default

Product Description Format: S.Name-P.Code-P.Name

Include Matured Term Deposits

Exclude Return Mail

Hide Zero Balance Accounts

Show Spousal Name

Show Total By Account #

Separate Joint Plans

MRS Products:

Non CSS Mutual Funds

Term Deposits

LPs

Stocks

Bonds

Mortgages

Cash

Once complete, save configuration and [Generate Report](#)

2) Client ROR:

Report Parameters
Report Options
Save Report Configuration
Generate Report

Run Date **Time**

View Portfolio For

Report Format

Portfolio Type
 Current
 Historical As of

Rate Formula

Calculation
 Since Inception Since

Transactions

Since Inception Since

Since January of the current year

Last 12 Months

Plans/Accounts

Plan

Plan Advisor

Plan Status

Plan Type

Equity Sales Status

Term Deposits Status

Products

Mutual Fund

Term Deposits

LPs

Stocks/Bonds

Fixed Income

Insurance

Cash Accounts (SD Banks Only)

MRS Products

Non CSS Mutual Funds

Term Deposits

LPs

Stocks

Bonds

Mortgages

Cash

Report Parameters
Report Options
Save Report Configuration
Generate Report

Show Gain / Loss in \$ in %

Product Description Format

Show rate type

Extra Column 1

Extra Column 2

Treat Cash Distribution As

Address Options

Sort Clients by

Separate Joint Plans

Group By File Id

Group By Category

Use Gross Transaction Amounts

Include Terms In Invested And Withdrawal

Include Matured Terms

Exclude Cashed-Out Terms

Exclude Zero Balance Equity Sales

Include Switch In/Out

Self Directed Plans Only

Exclude Return Mail

New Page After Plan

Show Historical Rate Summary

Show Plan Description

Show Plan RoR (XIRR)

Show Plan Summary

Show Portfolio Summary

Show Zero Balance Equity Sales

Show Labour Sponsored Funds

Show Seg Funds

Show Account Notes

Show Product Allocation Graph

Show Category Allocation Graph

Show Systematic Plans Summary

STEP 7: DASHBOARD – Provides total Assets under Management

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April 29, 2015
DASHBOARD
MY CLIENTS
REPORTS
APPS & FORMS
RESOURCES
NEWS
SETUP

[Home](#) > [My Clients](#)

MY CLIENTS

[New Client](#)

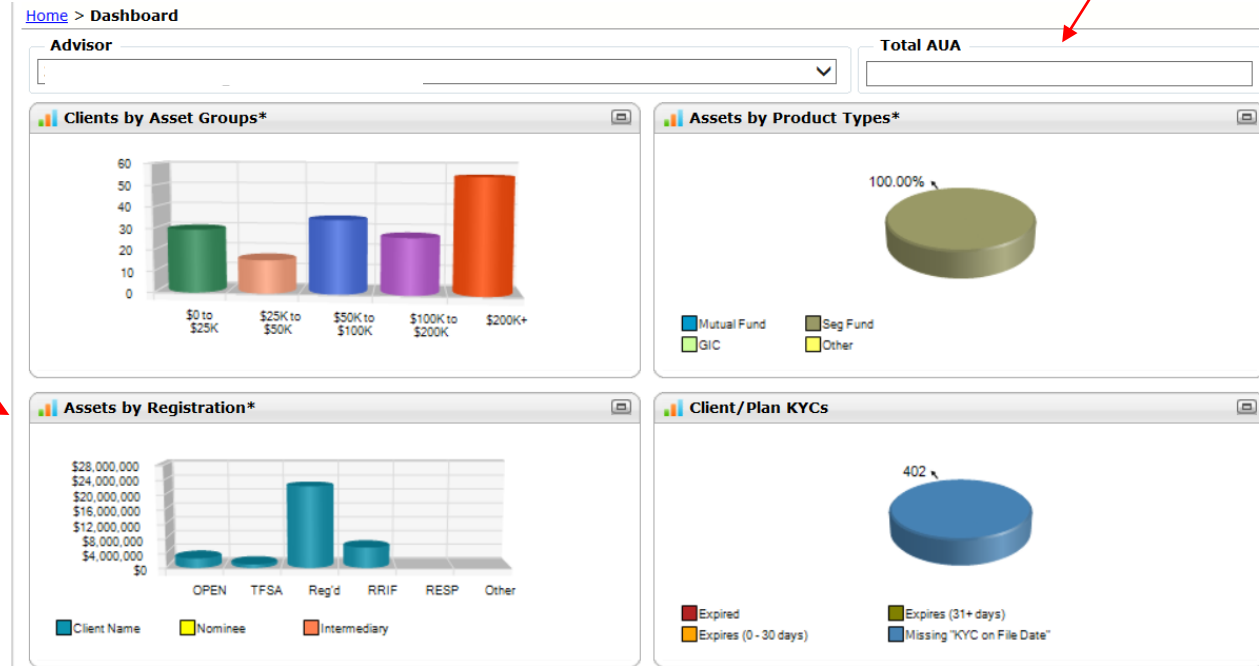
[Inquiry](#)

[Account Management](#)

[Trading](#)

[Account Maintenance](#)

Can break your clients down by Asset Groups, by Company and/or Registration



Watch the Training Video [HERE](#)

For assistance please contact the Copoloff Investment Team : investments@copoloff.com