SmartLink for MoneyGuidePro
User Guide

SmartOffice®

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Introduction

This guide outlines the use of the MoneyGuidePro Integration for SmartOffice® version 5.1.3 and higher. The integration of this application involves exporting data from SmartOffice to the MoneyGuidePro financial planning software, saving time creating financial plans with client data. This module is available as a separate add-on to SmartOffice. For information on obtaining SmartLink for MoneyGuidePro, please contact E-Z Data's Sales Department at (800) 777-9188. For more information, visit www.ezdata.com. For more information on the MoneyGuidePro application, visit www.moneyguidepro.com.

Requirements for the MoneyGuidePro Integration

- MoneyGuidePro
- SmartOffice 5.1.3 Spring Release 2 or higher
- Register for SmartLink for MoneyGuidePro
- Access to the Policy Tracking and Investment Modules (optional)

Registering for SmartLink for MoneyGuidePro

You must phone an E-Z Data customer service representative and register for SmartLink for MoneyGuidePro before accessing this feature. The ability to access this feature is provided on a per user basis within an office.

SmartLink for MoneyGuidePro runs on E-Z Data's DataXchange Online service platform. If this is the first DataXchange Online service being subscribed to, your SmartOffice user information must be synchronized with DataXchange Online. The DataXchange Online synchronization information will be sent by e-mail, as shown below.

Dear Phil Anderson:

Thank you for registering with DataXchange (DXO). The login information below will allow you to access the DXO system and establish you as a user. After that, you can begin using your subscribed data handling services.

First, log into SmartOffice. Then just click on the DXO button in the lower right-hand corner of your SmartOffice home page. From there, please fill in the pop-up window with the following information:

DXO User Name: **MYSO3_California_Phil**
Password: **L74J20**
Encryption Key: **0980f70a3390cc0850d86e405d3b0e34**

Once you click OK, the server will establish you as a DXO user. After that, simply click on the DXO button (again) and you will be able to access your list of data handling services and proceed from there.

Sincerely,
The DX Online Team

* This e-mail was sent from a notification-only address and cannot accept incoming e-mail.
If you feel you have received this email in error,please click here to notify it to DXO website administrator.

Once SmartLink for MoneyGuidePro has been enabled, the DataXchange Online button will display in the SmartOffice bottom bar.

1. Select **User Management** from the expanded **User Setup** menu to open the User Search Options dialog box.
2. Click the **Search** button to display the User Summary.
3. Tag the user who will be doing the DataXchange uploads for SmartLink for MoneyGuidePro.
4. Click the **User Roles/Licenses** tab.
5. In the right pane, scroll all the way to the bottom and then select the **SI.Adapter DataXchange Online** option.
6. Click the **Save** button.
7. Once the license has been enabled, the DataXchange Online (DXO) button will display in the SmartOffice bottom bar.
8. Click the **DataXchange Online** (**DXO**) button to open the Sync – DXO User dialog box.

9. Enter the User Name, Password, and Encryption Key with the information from the e-mail (similar to the one above) and then click the **OK** button.

   Tip*:* To ensure that the login information is entered correctly, copy/paste it from the e-mail message making sure not to include any spaces.
10. The Success/Fail message will display after authentication. If an error message displays, try entering the login information again.

Setting up SmartOffice

In order to begin creating financial plans directly from SmartOffice, verify the following:

- The client contact records have their demographic data entered in SmartOffice.
- The household record is created and linked to the client contact record.
- Household members, such as spouse and children have their demographic data entered in SmartOffice.
- The client and their spouse's policies are downloaded/entered in SmartOffice.
- The client and their spouse's investments are downloaded/entered in SmartOffice.
- Your advisor record has your information entered in SmartOffice.

Setting up Data in SmartOffice

In order to begin the process of creating a financial plan in MoneyGuidePro, make sure of the following:

- Primary Advisor must be specified for the client's contact record.
- Household must be created and linked to the client's contact record.

The data must also be entered correctly in SmartOffice; otherwise, the data will be populated inconsistently for each contact record.

Data can be entered for the following:

• Client	Main contact used for the financial plan.
• Spouse	Household member listed as spouse, husband, wife, or domestic partner.
• Participants	Household member listed as child, daughter, son, step-daughter, or step-son.
• Policies	Policies pertaining to the client and spouse will be transferred to MoneyGuidePro.
• Investments	Investments held by the client, spouse, and jointly will be transferred to MoneyGuidePro.
• Primary Advisor	Primary advisor specified in the client's contact record. The advisor's information will be included in the financial plan.

Contacts

The following information pertaining to the client and his/her household members (if any) will be transferred to MoneyGuidePro. The table below details the fields to populate in SmartOffice in order to be automatically populated in MoneyGuidePro.

SmartOffice Fields	Comments	MoneyGuidePro		
Contact (P) tab		Client	Spouse	Participants
First Name		First Name	First Name	Name
Last Name		Last Name	Last Name	
Birth Date		Date of birth	Date of birth	Date of birth
Gender		Gender	Gender	Gender
Marital		What is your marital status?		

SmartOffice Fields	Comments	MoneyGuidePro		
E-mail	Make sure to select the **Preferred** option.	E-mail Address		

Investments

Investments held by the client, spouse, and jointly will be transferred to MoneyGuidePro.

Tip: Ensure that the accounts are validated for the household prior to opening SmartLink for MoneyGuidePro.

SmartOffice Fields	Comments	MoneyGuidePro
Account		**Investment Assets**
Account Name		Description
Account #		
How Held		Type
Net Value		Value
Interested Party	Role with Primary Contact or Owner	Owner
Position		**Product Summary**
Investment Name		Name of Investment
		Type of Product
Symbol		Ticker
CUSIP		CUSIP
Current Value		Value
Cost (Total)	Total of all positions	Total Plan Value

Policies

Policies owned by the client and spouse will be transferred to MoneyGuidePro.

Note: Variable Universal Life, Term Life, Whole Life, and Universal Life policies will be transferred to MoneyGuidePro.

SmartOffice Fields	Comments	MoneyGuidePro
Policy		**Insurance Policies**
Description	Carrier Name – Plan Name	Description
Plan Type		Type
Owner of Policy	Interested Party where Role is set to Owner	Owner
Annualized Premium		Premium Amount
Cash Value	Noted on the Benefits tab	Current Cash Value
Basic Face Amount		Death Benefit

Advisors

SmartOffice Fields	Comments	MoneyGuidePro
Personal tab		**User Profile**
First Name		First Name
Last Name		Last Name
Primary Business Address		
Address Block	Make certain to select the **Primary Business Address** option.	Address
City		City
State		State
ZIP Code		Zip
Primary Business Phone Number	Make certain to select the **Primary Business Phone** option.	Phone
Primary Business Phone Extension		
Preferred E-mail Address	Make certain to select the **Preferred** option.	Email

Working with MoneyGuidePro

Once all of the data is entered in the appropriate fields in SmartOffice, a financial plan can be created.

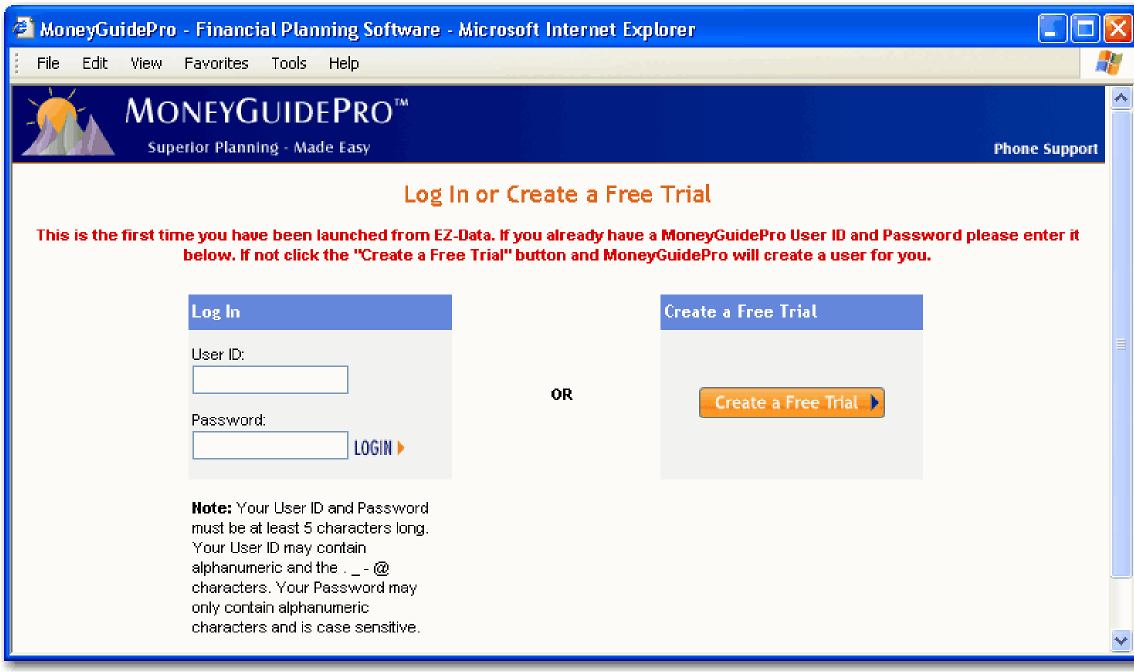
To Open MoneyGuidePro from SmartOffice

1. Find the appropriate Contact or Household record and either:
   - Select the record (contact or household) from the Summary tab.
   - Open the record (contact or household).
2. Click the **DXO** button from the Contact or Household toolbar.

   Note that if the DXO dialog box does not display, make sure to hold the **CTRL** key + the **DXO** button. This is because the pop-up blocker is turned on; the blocker will not allow the DXO dialog box to display.
3. From the Service List, select **SmartLink for MoneyGuidePro**.

   Note that if MoneyGuidePro does not open within a few seconds, make sure to hold the **CTRL** key + **SmartLink for MoneyGuidePro**.
4. Enter the broker/dealer's Institution ID provided by MoneyGuidePro in the Institution ID field and then click the **OK** button.

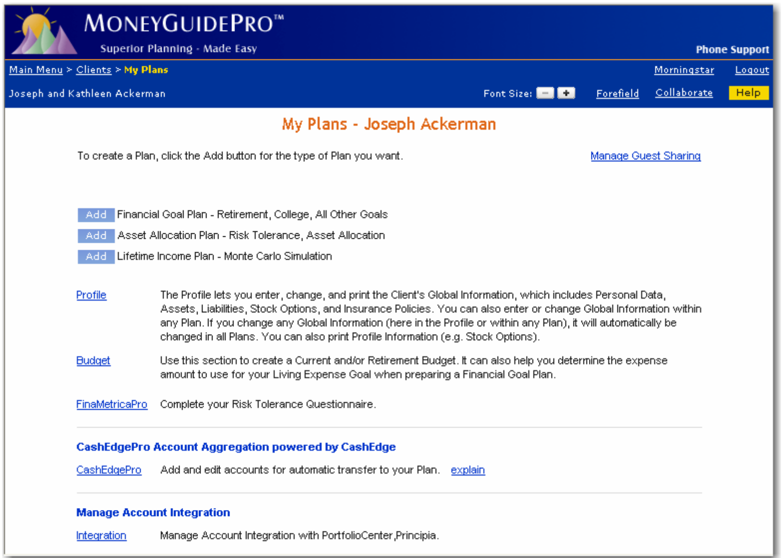
5. If this is the first time using MoneyGuidePro from SmartOffice, a prompt will display to log in or register for MoneyGuidePro.
   - With a login to MoneyGuidePro, enter the existing User ID/Password and then click the **Login** button.
   - If not yet registered but the login information has been received, click the **Free Trial** button.



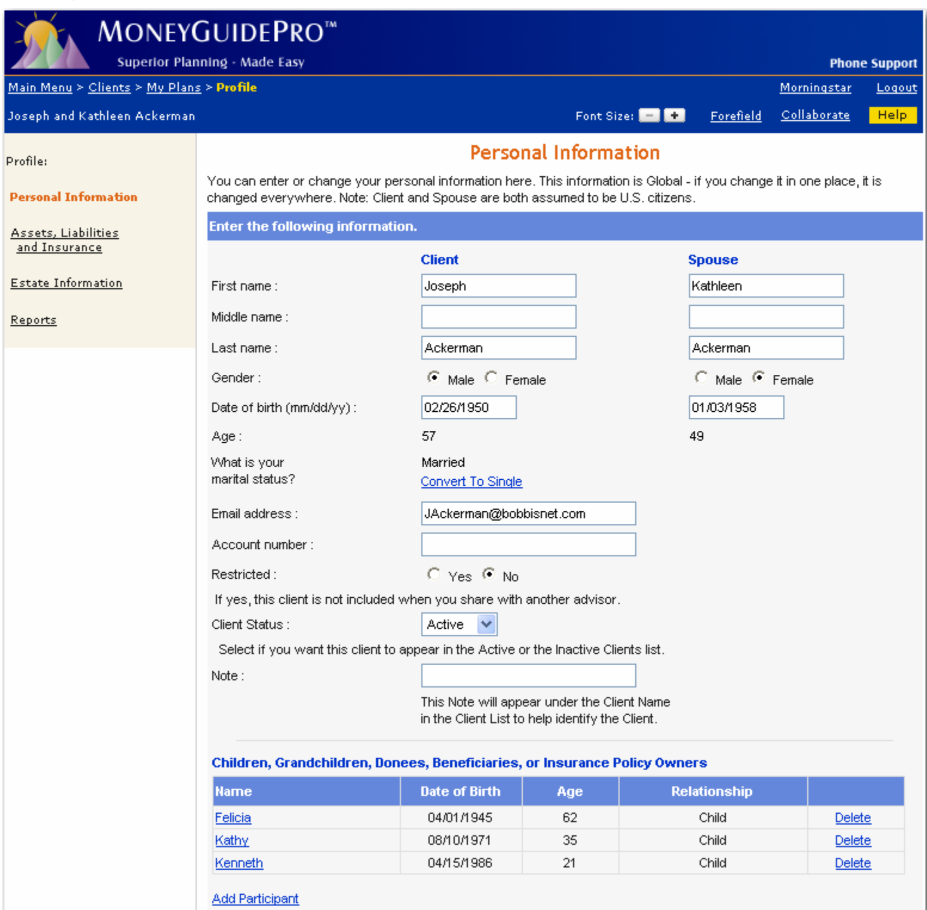
   Note: A prompt will display to return to SmartOffice and open MoneyGuidePro. Repeat Steps 2-3 to open SmartLink for MoneyGuidePro. This is only necessary during the first log in to MoneyGuidePro from SmartOffice.

6. If the selected contact/head of household already exists in MoneyGuidePro, a prompt will display the following message: **Do you want to update the client's information?**
   - Click the **Yes** button to update the client's information in MoneyGuidePro.
   - Click the **No** button to ***not*** update the client's information in MoneyGuidePro.

7. MoneyGuidePro will open with the information already populated within the appropriate sections.



8. Click the **Profile** hyperlink to review the data that has been transferred from SmartOffice to MoneyGuidePro.



9. To review information that has been transferred to MoneyGuidePro, click the following hyperlinks.

Name of Hyperlink	Description
Profile	Provides access to the selected contact, spouse, and children's demographic information, investments, and insurance policies. Clicking the **Profile** hyperlink will display the selected client's demographics.
Assets, Liabilities, and Insurance	Provides access to the selected contact and spouse's investments and insurance policies. Clicking the **Assets, Liabilities, and Insurance** hyperlink will display the selected client and his/her spouse's investments.
Investment Assets	Displays the selected contact and his/her spouse's investments.
Insurance Policies	Displays the selected contact and his/her spouse's insurance policies.

10. Fill out the remaining information to complete the Financial Plan process.