smartMonday Adviser Portal

User guide

About this guide

This guide provides an overview of the items registered smartMonday Advisers can view within the smartMonday Adviser Portal.

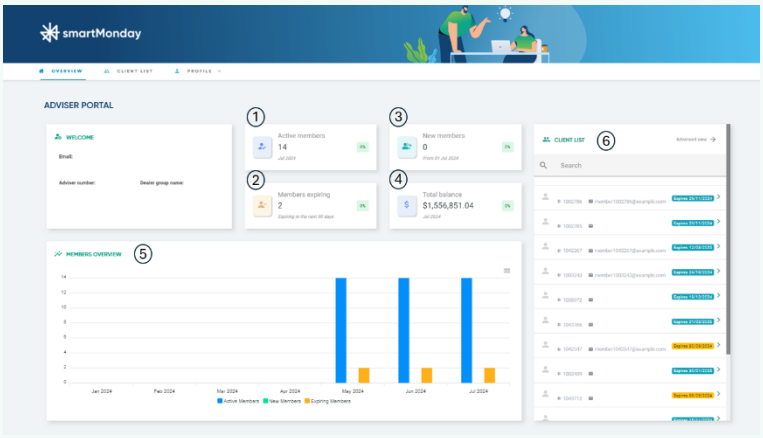
The portal allows you to view and act on behalf of clients, where you have an active authority to do so.

Clients without an active authority recorded against their smartMonday account will not be visible to you in the smartMonday Adviser Portal.

Data within the Adviser Portal is updated daily.

Overview

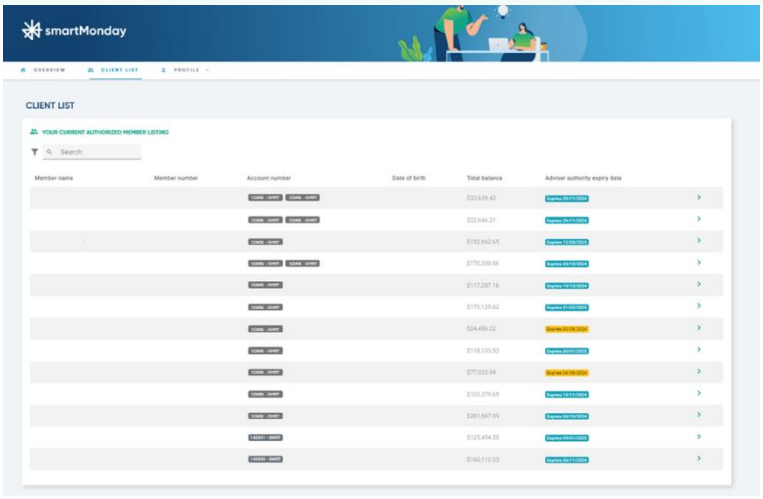
The overview page (your portal dashboard) contains aggregated data about your smartMonday clients. The different values provided are:



1. Active Members - the number of smartMonday clients you have active authority for.
2. Members Expiring - the number of smartMonday clients you have with an active authority that expires within the next 90 days.
3. New Members - the number of new Authorities that have been put in place in the current month.
4. Total Balance - the total balance of all smartMonday accounts that you have an active authority for.
5. Members Overview - A graph to track the number of members you have serviced in the fund over the past 6 months.
6. Client List - A full listing of current clients, with the ability to search for individual clients and click through to their account.

Client list

The Client List screen allows you to see all your smartMonday clients on one page. You can click through from this page to individual client's accounts.

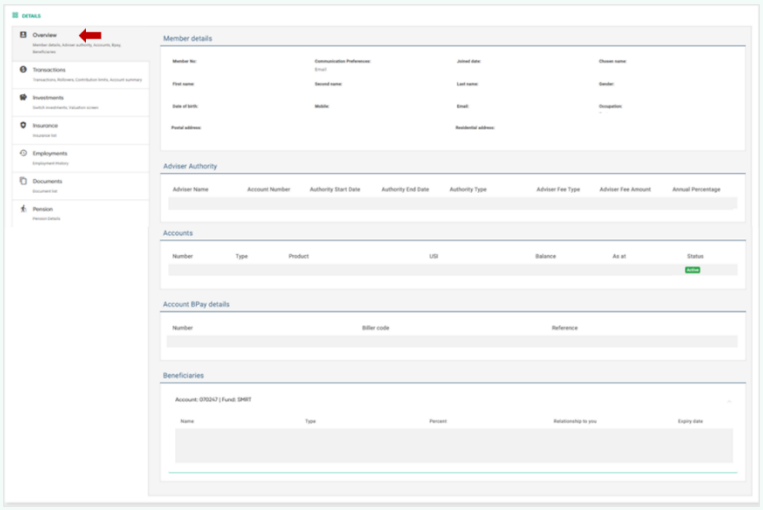


Individual Client Accounts

Overview

The overview screen displays your client's details, details of the current active Authority, plus your clients' smartMonday account balances and BPAY details.

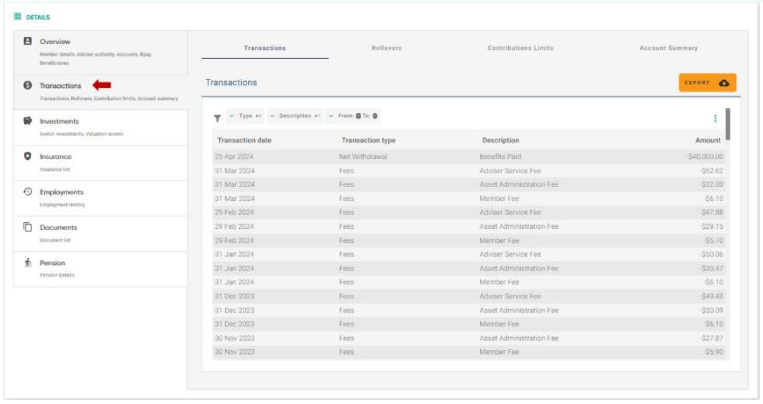
Note: if a smartMonday member has multiple accounts and you only have an active Authority on one of their accounts, you will only see the details of this account. If the member has multiple accounts and you have authorities on multiple accounts, details of all accounts will be displayed.



Transactions

The transactions list displays a list of transactions that have occurred on your client's smartMonday account.

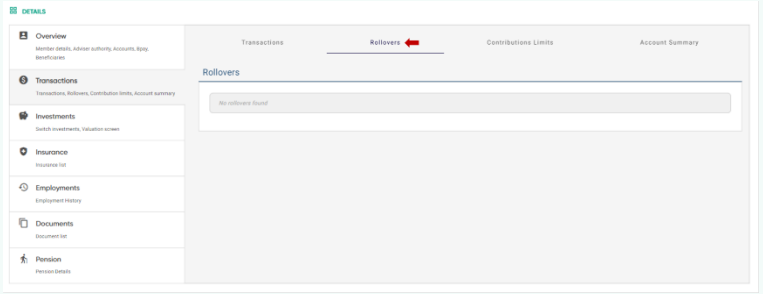
The list of transactions can be exported into a CSV file.



Rollovers

The rollovers screen displays details of all rollovers into your client's account.

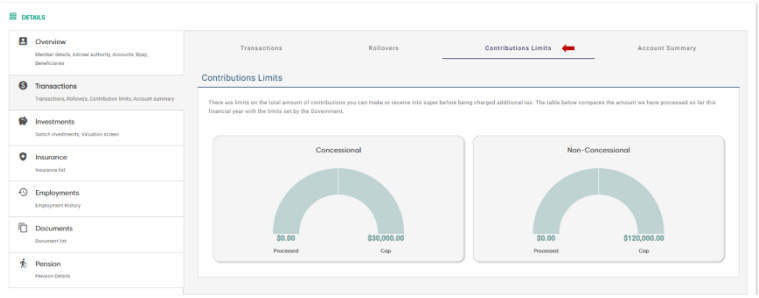
Any rollover that has been requested and is in progress will be visible here. Completed rollovers, including the value, can also be viewed in this section.



Contribution Limits

This is a tally of contributions to your client's smartMonday account against the Contribution Limits for the current financial year.

Note: Any Personal Contributions that have had a tax deduction claimed on them in the current financial year, will be moved from the Non-Concessional total to the Concessional total.



Account Summary

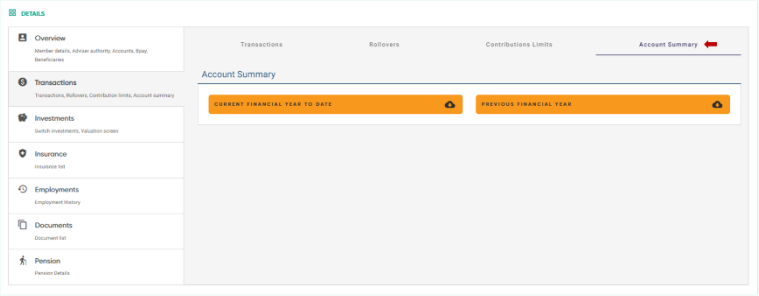
The account summary section allows you to download a one-page summary of your client's smartMonday account for either the current or previous financial year.

The summary is produced as a PDF document that you can download.

When the orange button is pressed a PDF document will be created and will be available in your download folder.

The one-page account summary contains the following data.

- Product
- Adviser details
- Member name, address, member number and date joined fund
- Investment information as at current date or final day of previous financial year dependant on the chosen year
- Details of insurance cover
- Member fees (asset administration percentage based fee and the fixed annual member fee)
- Beneficiary details
- Contribution cap amounts for the chosen year
- Transaction history for the period the account summary relates to



Investments

1. The investments page will display switches submitted by you or your client through the Member Portal.

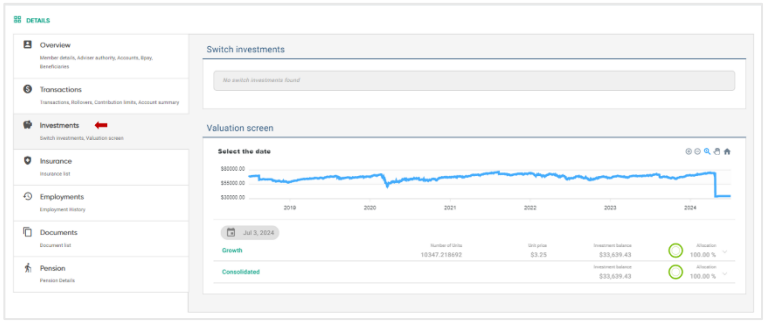
The valuation screen shows a graph of your client's smartMonday account balance for the timeframe historical balances are available.

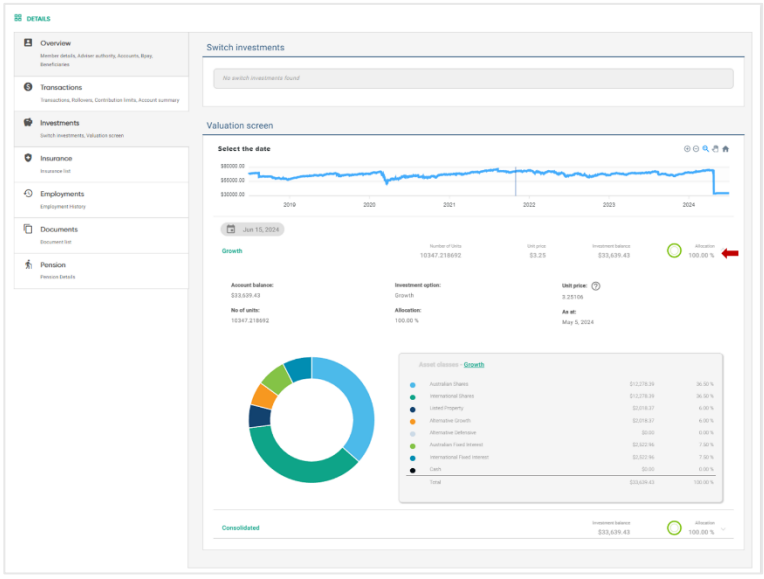
By clicking anywhere on the graph, the balance at the date selected is shown. The table at the bottom of the page will update to a listing of the investment options your client's account was invested in at the time.

2. Selecting the drop-down arrow next to the investment option will show the asset classes for the investment option.

Selecting the drop-down arrow next to the consolidated item will show an overall view of the balance.

3. The data used to create your client's account balance graph is available to be downloaded by selecting the three lines to the right of the graph. Data can be downloaded in svg, png or csv format.



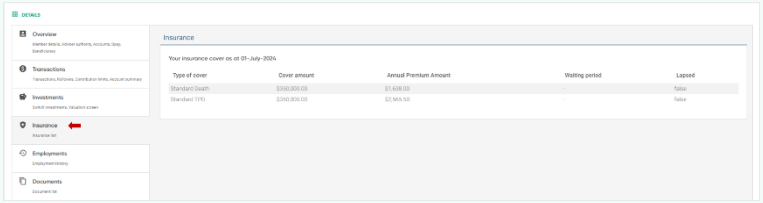




Insurance

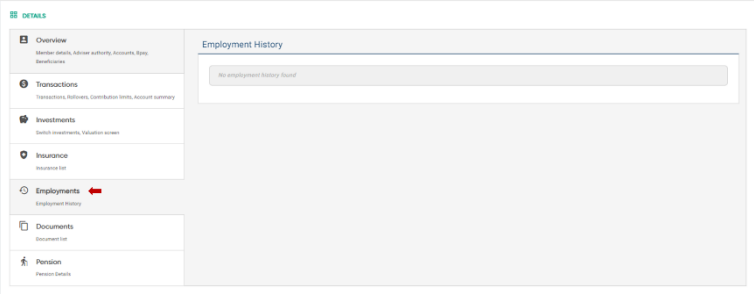
Your client's current insurance through their smartMonday account will be displayed here. The type of cover, amount of cover, premium amount and any waiting periods (for IP Cover) will be displayed.

Each type of cover held will be displayed separately. If your client has standard and voluntary cover, this will be displayed separately.



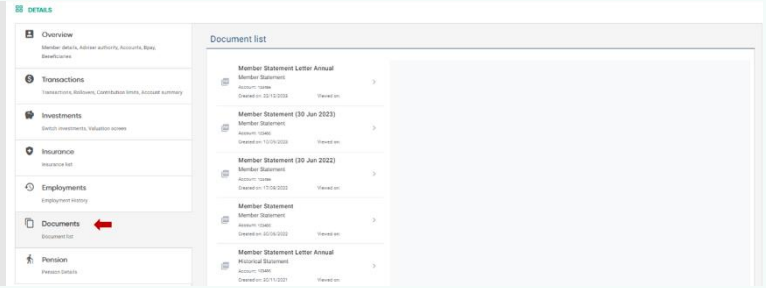
Employments

Your client's employment history will be displayed here.



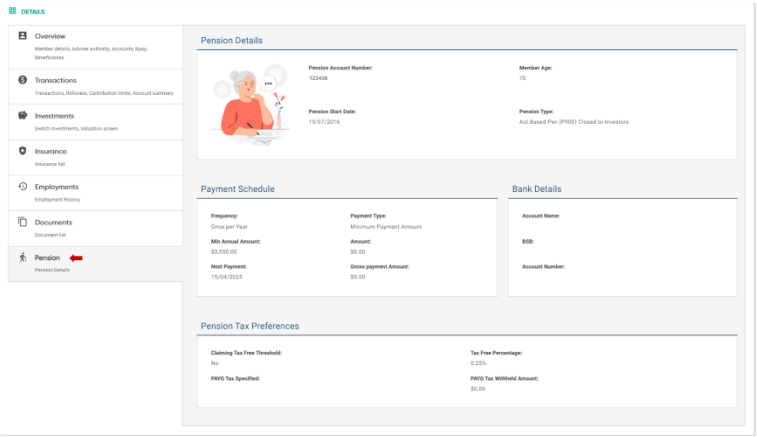
Documents

All member documents available will be displayed here. Documents can be selected and previewed in this screen or downloaded.



Pension

For your clients with a smartMonday pension account, you will be able to see similar information as detailed above for their pension account in this section.



Got questions?

For **questions about the Adviser Portal and member accounts**, please call the smartMonday contact centre on 1300 614 644 from 8.30am to 5.00pm (AEST/AEDT), Monday to Friday or email adviser@smartmonday.com.au.

Prepared by smartMonday Solutions Limited ABN 48 002 288 646, AFSL 236667, the sponsor of the Smart Future Trust ABN 68 964 712 340 RSE Registration No R1000566.