Overlay Models

Non-Qualified accounts only (IRA, Trust, Individual, Joint, etc)

To assign an account to or change an overlay model, use **Sleeve Maintenance**

To put multiple accounts into the same overlay model, use **Account Assignment**

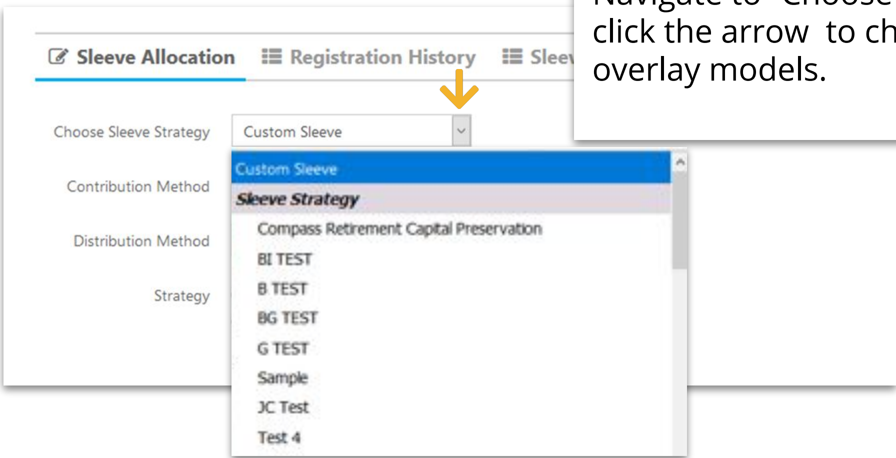
To create or edit an overlay model, navigate to the main dashboard and select **Work Center > Overlay Model Management**

To move an overlay model into cash, use **Sleeve Maintenance**

To move multiple overlay models into cash, please contact your Service Team

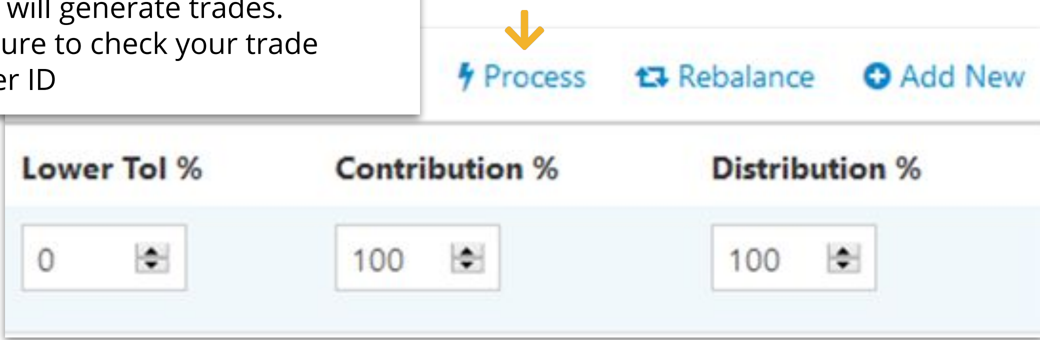
Assign or Change an Overly Model

Navigate to “Choose Sleeve Strategy” and click the arrow to choose from the menu of overlay models.



Once the overlay model has been updated, click **Process** to save changes.

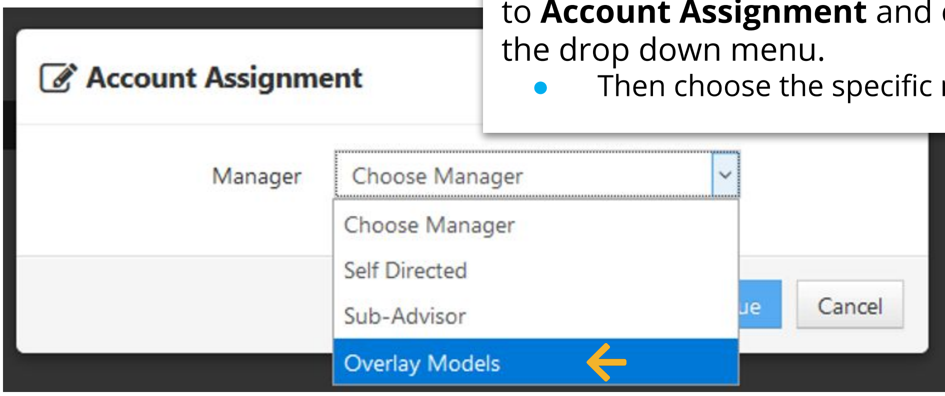
- This will generate trades.
- Be sure to check your trade order ID



Assigning Multiple Accounts to the same Overlay Model

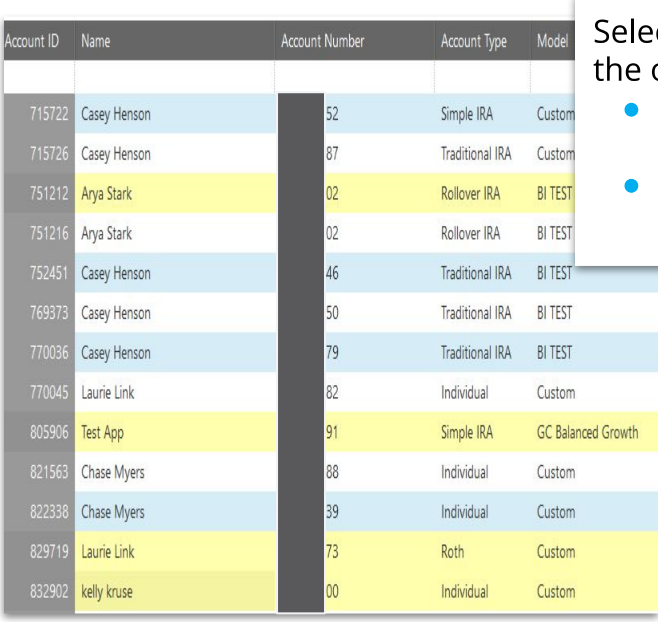
To assign multiple accounts to the same overlay model, go to **Account Assignment** and choose Overlay Model from the drop down menu.

- Then choose the specific model and click continue

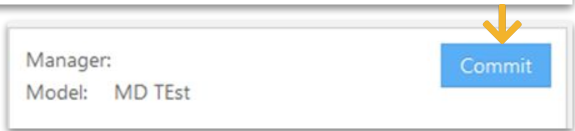


Select all accounts that should be moved to the overlay model.

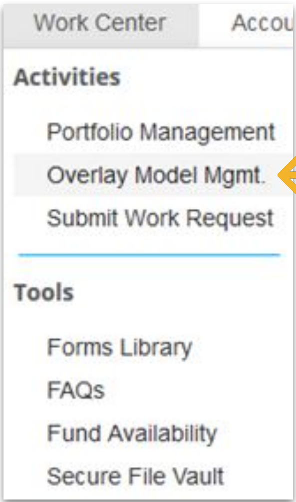
- To select more than one, hold CNTRL while clicking the client names.
- Once all accounts are selected click **Commit.**



Account ID	Name	Account Number	Account Type	Model
715722	Casey Henson	[redacted]52	Simple IRA	Custom
715726	Casey Henson	[redacted]87	Traditional IRA	Custom
751212	Arya Stark	[redacted]02	Rollover IRA	BI TEST
751216	Arya Stark	[redacted]02	Rollover IRA	BI TEST
752451	Casey Henson	[redacted]46	Traditional IRA	BI TEST
769373	Casey Henson	[redacted]50	Traditional IRA	BI TEST
770036	Casey Henson	[redacted]79	Traditional IRA	BI TEST
770045	Laurie Link	[redacted]82	Individual	Custom
805906	Test App	[redacted]91	Simple IRA	GC Balanced Growth
821563	Chase Myers	[redacted]88	Individual	Custom
822338	Chase Myers	[redacted]39	Individual	Custom
829719	Laurie Link	[redacted]73	Roth	Custom
832902	kelly kruse	[redacted]00	Individual	Custom

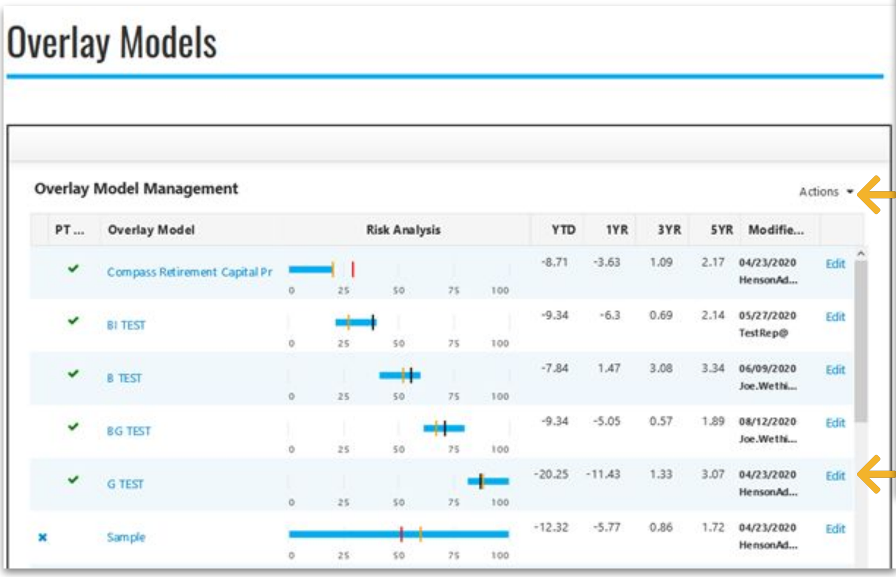


Creating or Updating an Overlay Model



To create or edit an overlay model, go to the main dashboard.

- Navigate to the Work Center tab
- Select **Overly Model Mgmt** from the drop down menu



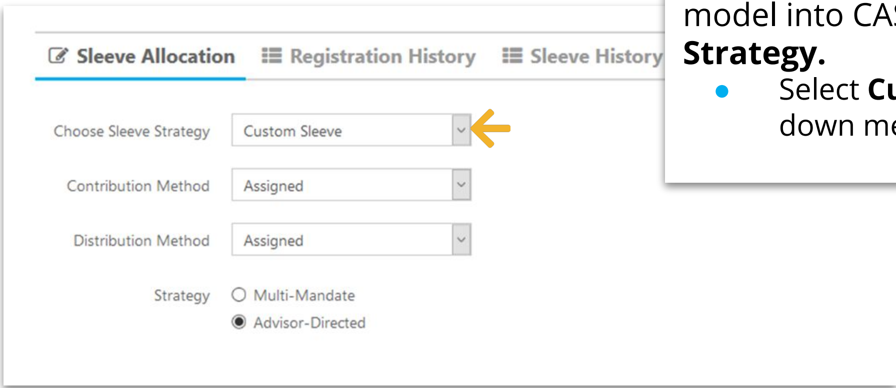
View a list of current overlay models.

- To create a new overlay model, click on the **Actions** tab and select **New Overlay Model** from the drop down menu
- To edit by model, simply click **Edit**
- For additional assistance with creating or editing overlay models, please reach out to your dedicated sales team

Moving an account to Cash

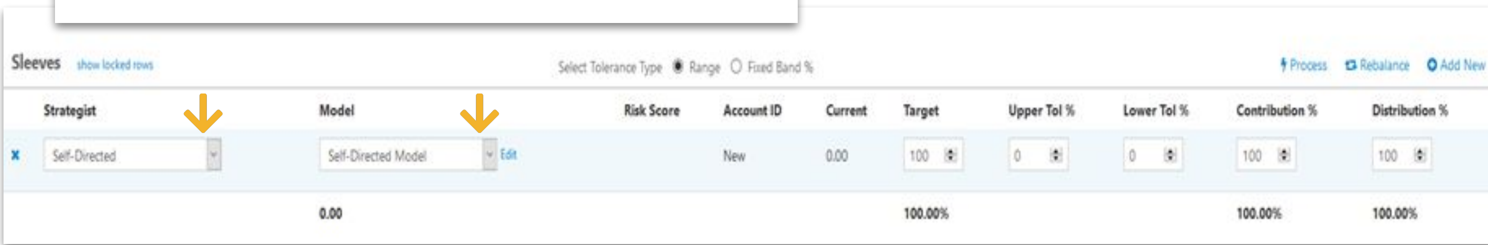
To move an account assigned to an overlay model into CASH, go to **Choose Sleeve Strategy.**

- Select **Custom Sleeve** from the drop down menu



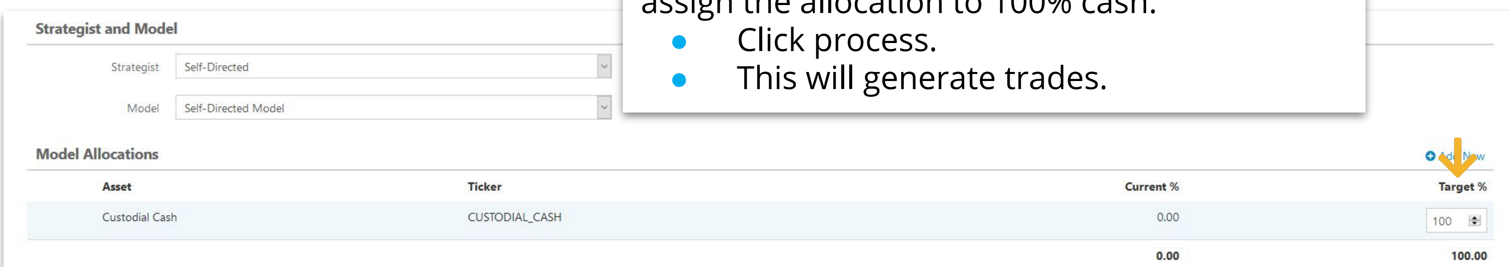
Update the strategist and model to Self-Directed.

- If self-directed is not available, use the Orion Portfolio Solutions Money Market



Upon choosing the Self-Directed model, assign the allocation to 100% cash.

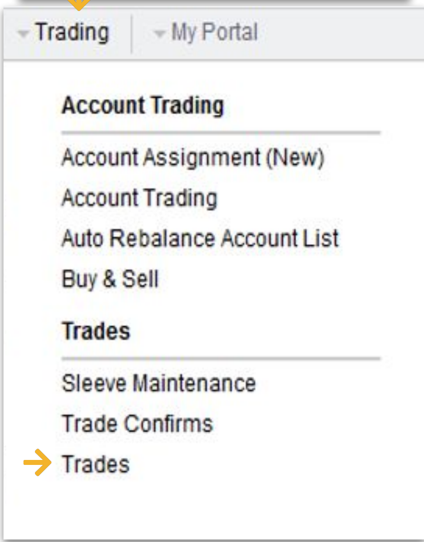
- Click process.
- This will generate trades.



Checking your Trade Order ID

Go to the Trading tab

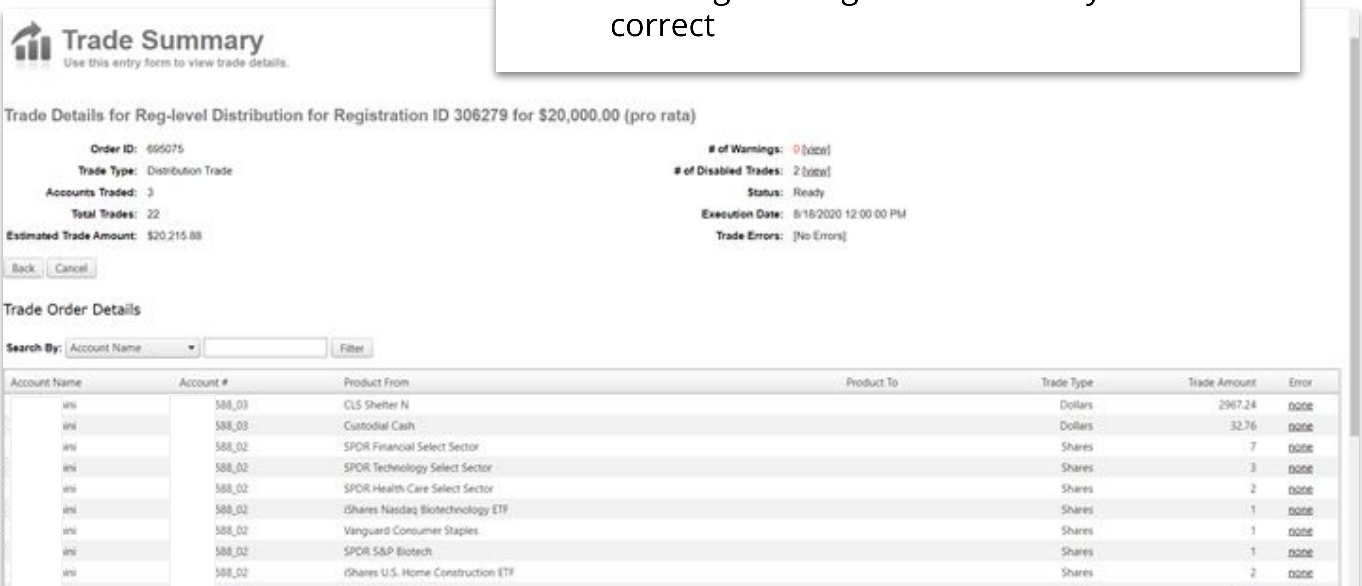
- Select Trades



Confirm trades executed as expected by searching your trade order ID:

On the **Trade Summary** page, confirm the underlying detail to ensure the account traded as intended.

- Additionally, check the account after the trades go through to ensure they are also correct



Account Name	Account #	Product From	Product To	Trade Type	Trade Amount	Error
ini	588_03	CLS Shelter N		Dollars	2967.24	none
ini	588_03	Custodial Cash		Dollars	32.76	none
ini	588_02	SPDR Financial Select Sector		Shares	7	none
ini	588_02	SPDR Technology Select Sector		Shares	3	none
ini	588_02	SPDR Health Care Select Sector		Shares	2	none
ini	588_02	iShares Nasdaq Biotechnology ETF		Shares	1	none
ini	588_02	Vanguard Consumer Staples		Shares	1	none
ini	588_02	SPDR S&P Biotech		Shares	1	none
ini	588_02	iShares U.S. Home Construction ETF		Shares	2	none