Sleeved Accounts

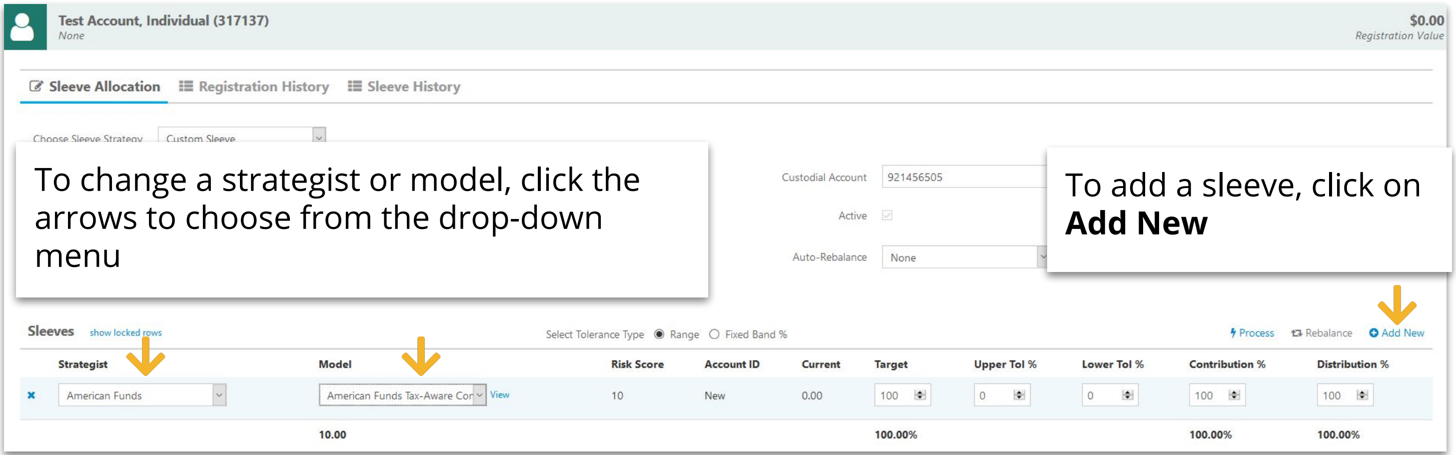
Non-Qualified accounts only (IRA, Trust, Individual, Joint, etc)

To add or update strategist models, use **Sleeve Maintenance**

Additionally, **Sleeve Maintenance** will also be used for the following:

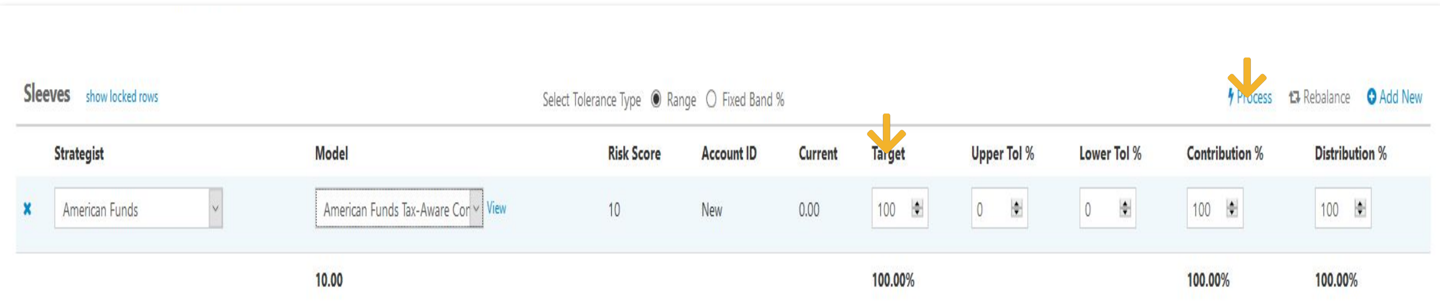
- Update target percentages
- Update contribution/distribution method
- Establish an annual/semiannual auto-rebalance
- Initiate a one-time registration rebalance

Add, Remove, or Change a Sleeve



To change a strategist or model, click the arrows to choose from the drop-down menu

To add a sleeve, click on **Add New**



The target percentage must total 100% between all sleeves.

- Once target percentages are established, click **process**
- Changing, adding, or removing a sleeve will generate trades
- Check your trade order ID when finished

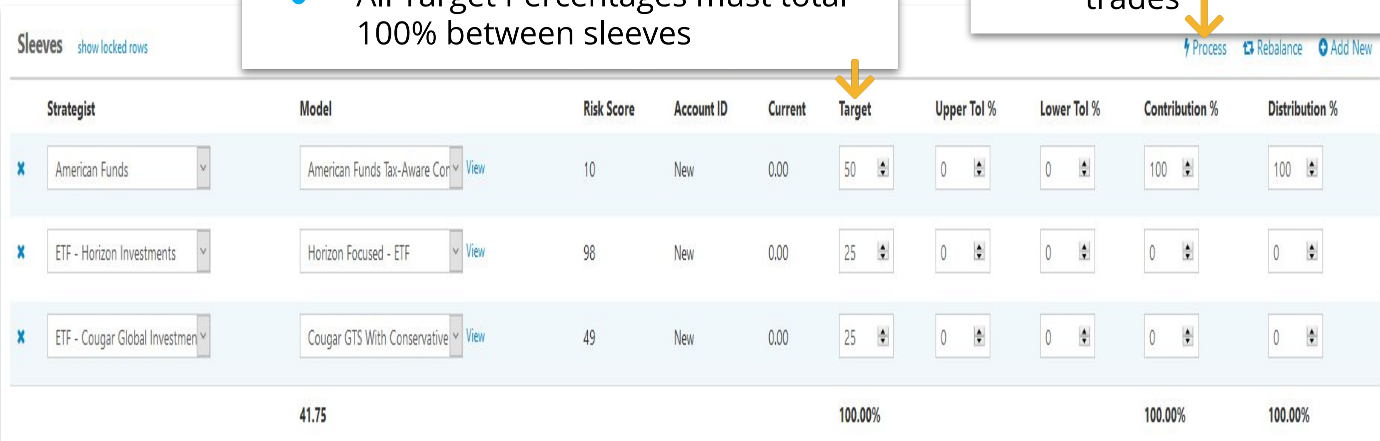
Updating Target Percentages on Sleeves

Update target percentages within the Target column.

- All Target Percentages must total 100% between sleeves

Click process to save target percentages.

- This will generate trades



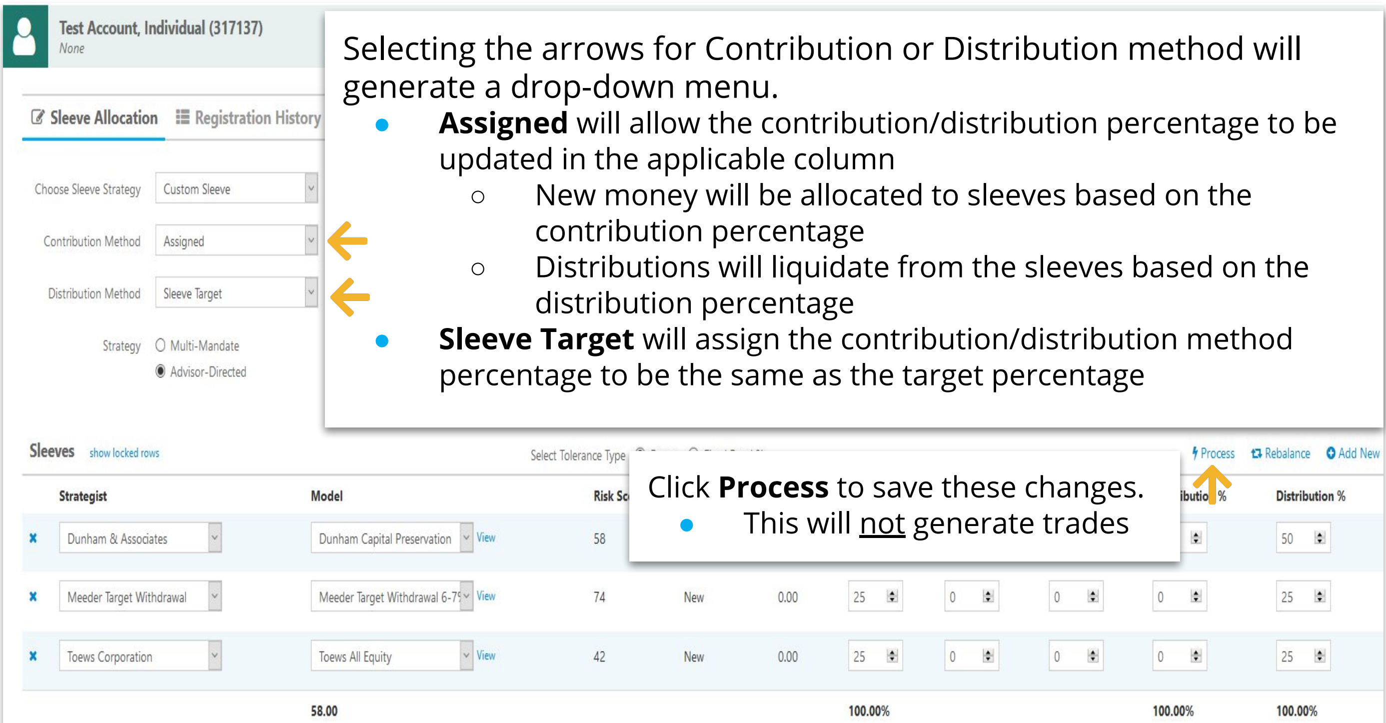
Updating the Contribution or Distribution Method

Selecting the arrows for Contribution or Distribution method will generate a drop-down menu.

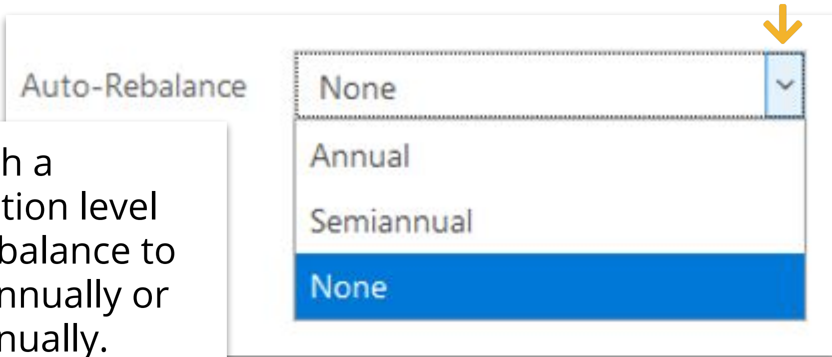
- **Assigned** will allow the contribution/distribution percentage to be updated in the applicable column
  - New money will be allocated to sleeves based on the contribution percentage
  - Distributions will liquidate from the sleeves based on the distribution percentage
- **Sleeve Target** will assign the contribution/distribution method percentage to be the same as the target percentage

Click **Process** to save these changes.

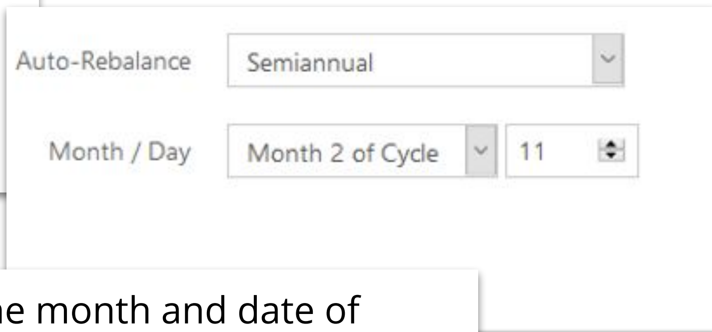
- This will not generate trades



Rebalancing a Sleeved Account



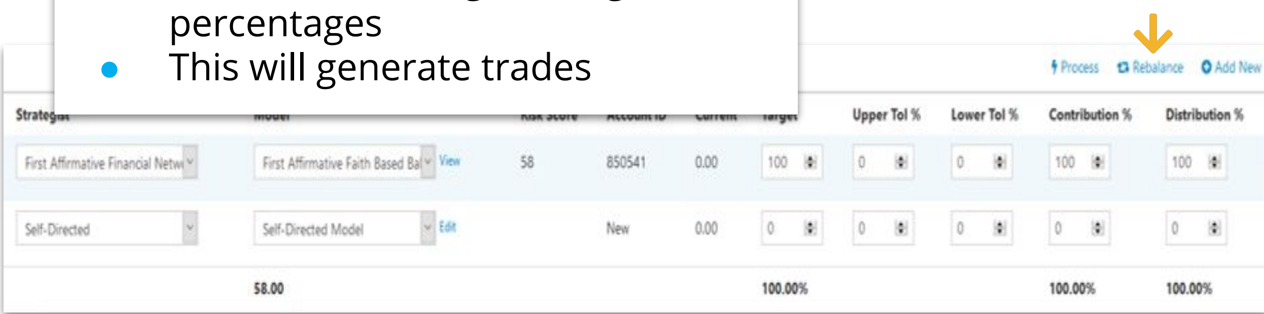
Establish a registration level auto-rebalance to occur annually or semiannually.



Choose the month and date of recurring rebalance.

To initiate a one-time rebalance across sleeves, click Rebalance.

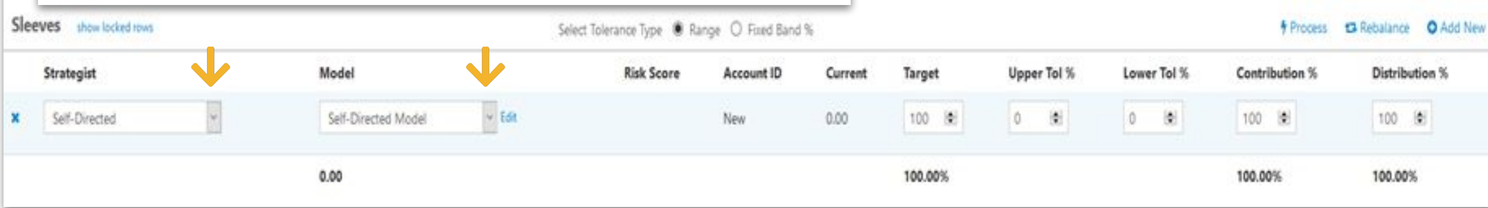
- This will adjust all sleeves to be in line with their original target percentages
- This will generate trades



Moving a Sleeved Account to Cash

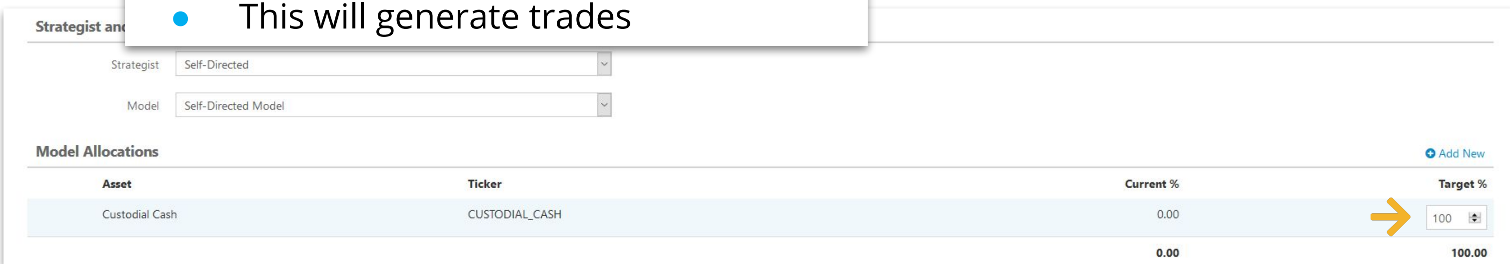
To move an account to cash (or a portion of the account), update the sleeve to Self-Directed.

- 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.

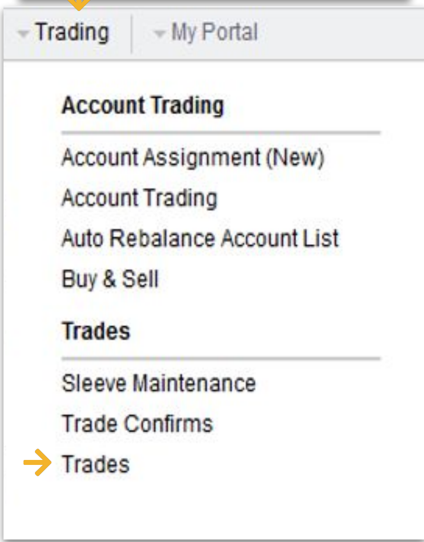
- Click process
- This will generate trades



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.