Client Valuations using Adviser Office

PRINCIPAL
Investment Management Limited

User Guide

Accessing Adviser Office

To register please complete and return the registration form which can be found on the Principal website at **www.principalinvestment.co.uk**.

Once you have registered, Principal will issue you with a User ID and Password.

Plan Coverage

The available Principal plan types are detailed opposite.

Set-up

When you have received your User ID and Password from Principal, you will need to log into Adviser Office to enable the Update Service for each user requiring access to the Outside Services Module, from the Adviser Office Toolbar.

You should then choose the 'Fund Updates' option from the left hand menu and then click on 'New Services' and select the Principal Feed logo.

Input your Principal User ID and Password when prompted.

Your organisation can now obtain Principal plan valuations.

Matching

When running the Update facility in Adviser Office, the system will attempt to match items to existing client and plan information. Therefore, please ensure that the correct Principal plan number is appended to the appropriate client's details in Adviser Office.

PLAN TYPE	EXTERNAL SCHEME NAME
Charity Client	CHARITY
Company Investment Portfolio	COMPANY
Fund Unapproved Retirement Benefit	FURB
General PEP	GENPEP
Investment Portfolio	INVESTMENT
Lloyds Portfolio	LLOYDS
Maxi ISA	MAXI
Maxi ISA - Overseas Resident	MAXI-OSEAS
Merchant Investors VIP	MI VIP
Mini ISA	MINI
Mini ISA - Overseas Resident	MINI-OSEAS
Offshore Bond	OSBOND
Open Annuity	OPENANN
Pension Fund	PENSION
Portfolio	PORTFOLIO
PPF - Investment Bond	PPF
Self Invested Personal Pension	SIPP
Small Self Administered Scheme	SSAS
Trust	TRUST-T
Trust	TRUST-B
Unit & Investment Trust Service	POOLED
Unit Trusts Only	POOLEDUT

Please consult the Adviser Office User Guide, found at www.1stsoftware.com and the Help Files available in Adviser Office for further information.

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ADVISER OFFICE Professional

Principal Investment Management Limited
Authorised and regulated by the Financial Services Authority
FSA Registration No: 122588 Registered in England and Wales No: 2041819