



## User Guide – Fund Switch

Fund switches are made directly on the platform. If you need assistance in accessing a fund you can't see on the platform, please contact the YOUR Platform team at [Questions@YOUR-Platform.co.uk](mailto:Questions@YOUR-Platform.co.uk)

**This guide is for fund switching only and not for changing, accessing or leaving MPS models. See the specific guide to model portfolios for that.**

### Step by step:

- Access the account in question on the platform from either the 'Clients' button at the top of the page or the search on any screen and clicking into the required account.
- To instigate the trading, click on the 'Account actions' button at the top right of the screen.
- To switch from one fund to another select 'Sell'.
  - You can sell either proportionally from all funds, a full sale of all funds, or bespoke sales.
  - For proportional, select this option and enter the value to be sold.
    - Please note, the value will be converted into units at the current price and the number of units sold, so if a set value is required, allow for a small buffer and increase the amount selling down.
    - For bespoke, you will see the funds held, enter the number of units or pound value you wish to switch out. Again, the number of units shown will be sold, so allow for a small buffer if a set amount is required.
  - Under 'Assign sale proceeds' select the 'Reinvest' option for the proceeds.
  - Search for the required fund(s) to switch to and enter the percentage of sale proceeds to go to each fund, any remainder will stay in cash.
  - Press 'Review' and once happy, click 'Submit'.
- To invest from cash, select 'Invest' from the 'Account actions' button.
  - Enter the value to be invested.
  - Search for the fund(s) to be bought.

- Enter the percentage amount of the investment to purchase in each fund and click 'Review'.
- Once happy with the trade details, click 'Submit'.
- Trades are instructed for any sales and any buys will be placed once cash is available or once the corresponding sales are confirmed to allow settlement on the same day.
- Clients will receive an email notification once trades complete and the contract notes will be available in the 'Notifications' area on the platform.