

Advisers Guide to the Secure Avalon Website

This is a quick guide to getting to know your way around the Avalon Secure website and how to use the features within it.

The log on screen can be found by selecting “IFA” on the home page and then following the shortcut on the left hand side menu called “login to the secure site.” Make certain that you select the correct log in screen for the products your client holds.

By clicking this link a new page will open called IMVS VOLe shown below. Clicking this will open a new window showing the screen below.

imvs
VOLe
Valuations Online

User / Client ID Memorable Information Logged on

Username:
Password:

brewer

If you are not able to read the security image above, click the cycle icon to move to the next image.

Enter the word as it is shown in the box above.

Here you will be asked for your username and password. Following this you will be asked to enter a security word which is embedded into an image, in the example above the word is brewer

If you have problems with your details not being excepted , this can sometimes be down to a Internet Explorer Security setting which is blocking the ‘Cookies’ that our site sends to your computer so we can log activity on our site. Please call us and we can help resolve this for you.

After this stage you will be asked to enter selected letters from your memorable word, this will then complete the logging in process.

imvs
VOLe

User / Client ID Memorable Information Logged on

Enter your Memorable Information

Entering your Memorable Information in this way improves your security.

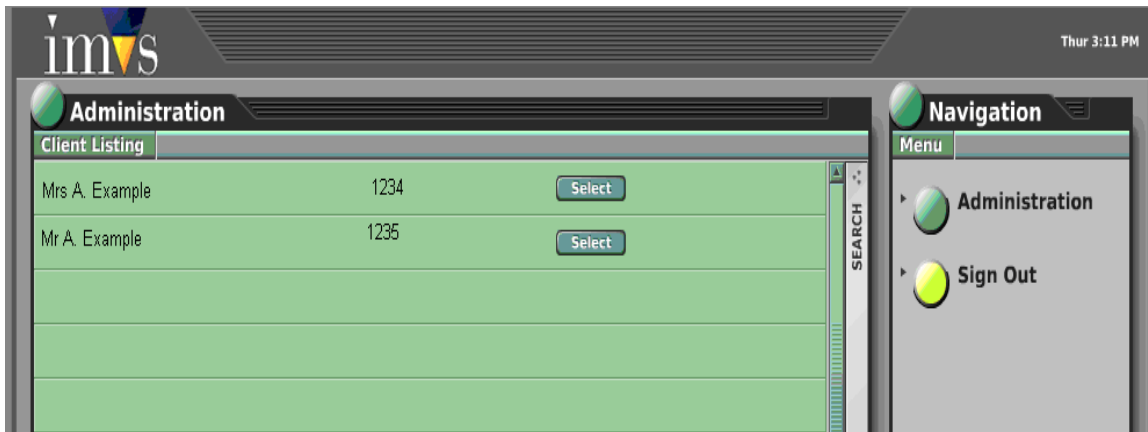
Welcome

Please enter characters 2, 3 and 4 from your Memorable Word

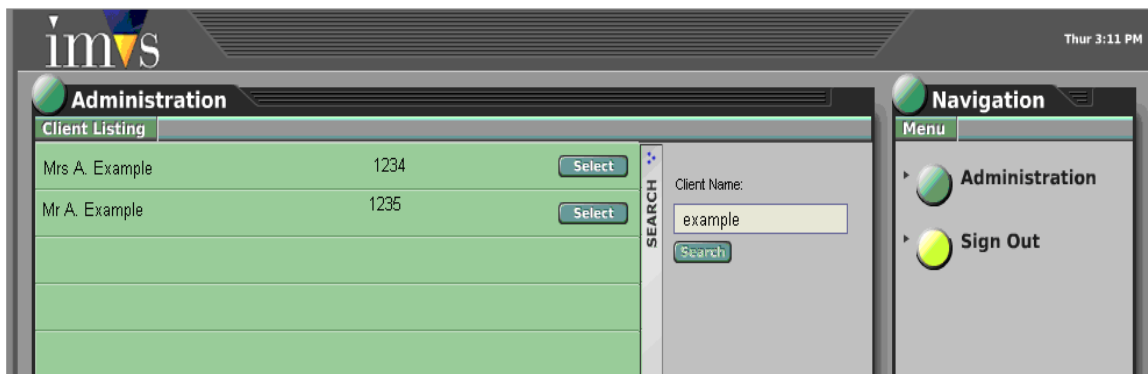
characters (2) characters (3) characters (4)

[Forgotten your Memorable Information?](#)

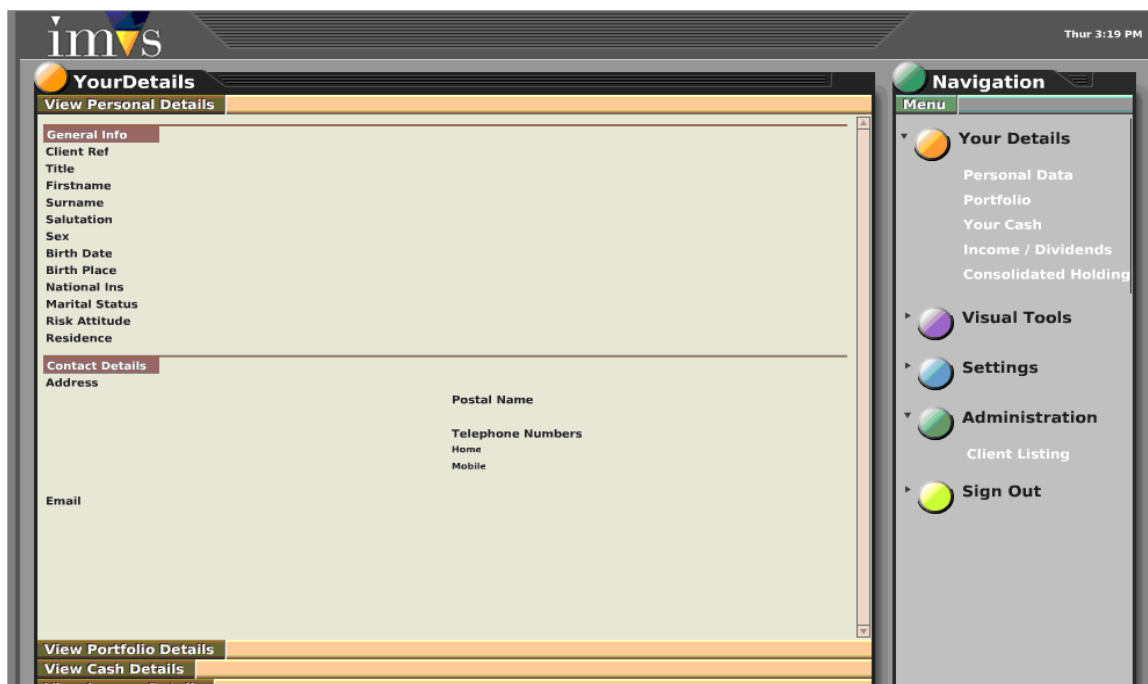
After successfully logging onto the secure website the first screen you see will be a summary of all your clients.



You can click on the word 'Search' to reveal a menu.



Upon selecting a client from the list you will be taken to the 'Your Details' menu. This area provides a summary of the client's personal data and details the clients' holdings. The first screen shows personal data. Please note this data cannot be amended online.



By selecting 'Portfolio' from the menu on the right hand side you will then be given the option to view total holdings or view the individual components of the portfolio, this is done by clicking the product to reveal expanded information as seen below.

Value of all Portfolios	Total Holdings	Total Cash	Total Portfolio Value	
Click here to view breakdown of portfolios	3,718.39	32.55	3,750.94	
Freedom Maxi ISA Monthly #17	£ 0.00	0.00	0.00	
Freedom ISA	£ 3,718.39	32.55	3,750.94	

Instrument	Units	Cost	Value	% Gain/Loss	% Value
CF Mgrs. CF Milton Special Sits Portfolio A Acc	653.4277	926.70	1,011.24	9.12	27.20
Jupiter Emerging European Opps (Acc)	175.9959	370.51	445.36	20.20	11.98
Jupiter Income Trust (Inc)	175.9182	916.23	823.56	-10.11	22.15
Schroder European Alpha Plus A (Acc)	561.115	556.18	604.88	8.76	16.27
Standard Life Select Property Fund (Acc)	1,381.3115	940.78	833.35	-11.42	22.41

The 'Your Cash' menu shows a list of the most recent cash transactions on the account. Each product features a Capital and Income account which can be viewed separately.

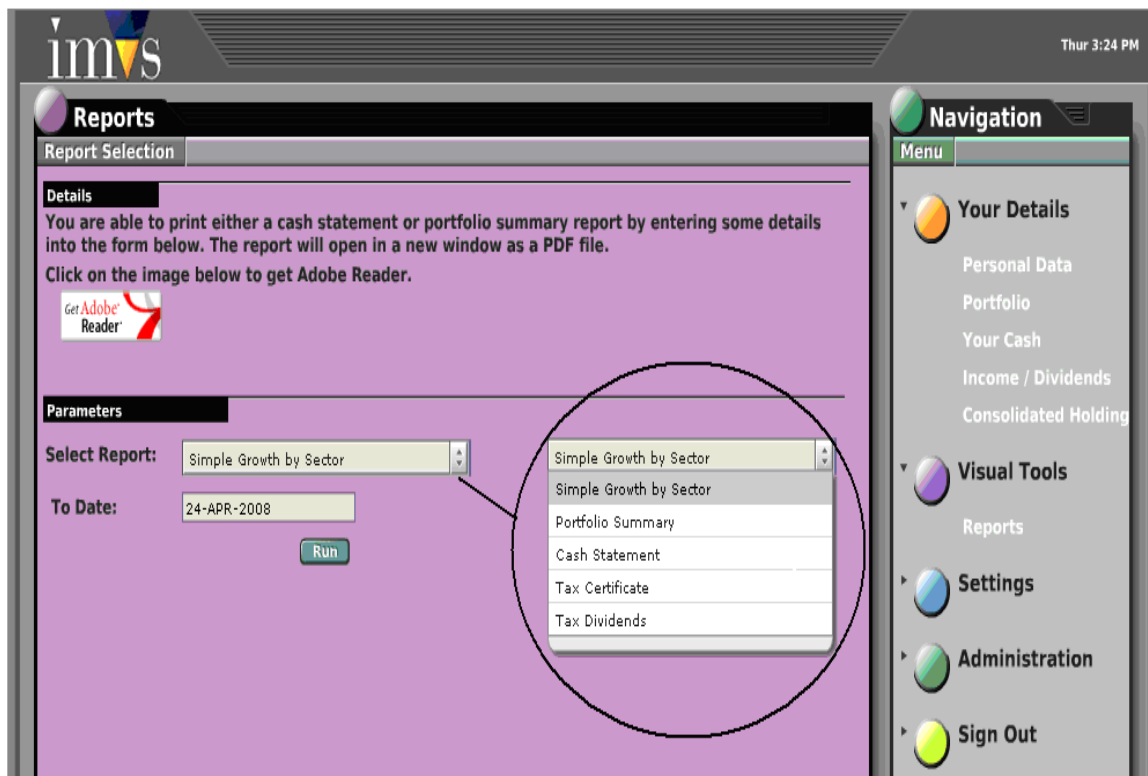
Transaction Type	Description	Transaction Date	Settlement Date	Currency	Credit / Debit	Balance
Purchase	15.3391 CF Mgrs. CF Milton Special	14-04-2008	21-04-2008	£	-24.00	1.08
Purchase	13.3768 Schroder European Alpha I	11-04-2008	18-04-2008	£	-14.40	25.08
Purchase	5.0554 Jupiter Income Trust (Inc) @	11-04-2008	18-04-2008	£	-24.00	39.48
Purchase	3.7213 Jupiter Emerging European	11-04-2008	18-04-2008	£	-9.60	63.48
Purchase	39.5561 Standard Life Select Prope	11-04-2008	18-04-2008	£	-24.00	73.08
Transfer	Sweep from Old PEP/ISA to New Ser	08-04-2008	08-04-2008	£	1.07	97.08

The Income/Dividends tab provides a breakdown of any income/dividend payments which have been credited to the account showing Gross and Actual amounts received and consolidated holdings shows you the value of all the stocks and shares that you currently hold.

'Visual tools'

These enable you to produce a selection of reports which can be printed or saved in PDF format. The drop down menu reveals the available reports. It is also possible to generate back dated reports.

NB some PopUp blockers will need to be temporarily turned off in order for the reports to generate as they open in a new window.



‘Settings’

Gives you the opportunity to change your password and memorable word, before making any changes to these details it is important that you contact us so that we can keep our records up to date incase you lose or forget you password in the future.

‘Administration’

Returns you to the home screen to a list of all of your clients

‘Sign Out’

This button is used once you have decided you no longer need to be logged in. As an added security measure if you do not click the sign out button you will still be logged off after a period of inactivity.

Please remember if you have any problems using the Avalon website or have any suggestions or criticisms feel free to contact us and we will be happy to assist you.