



## Working with Held Away Assets and Consolidations in Portfolio Explorer


With Wealth Passport, you can create a customized financial picture for an individual, family or entity that you can save and return to easily.

Within Portfolio Explorer, **Accounts & Holdings** provides features to allow you to incorporate and manage your held away assets\* as well as create and modify your account consolidations.

### HOW TO CREATE A HELD AWAY ASSET ACCOUNT


1. In **Accounts & Holdings**, click on the **Create Account** button at the bottom of the page to add held away assets.
2. The **Account List** will open with a **Select Action** dropdown menu in the upper right hand corner.
3. Click on the **dropdown arrow**.
4. Select **Create Account**.
5. Follow the prompts to establish your new held away account and then add assets such as your boat, art collection or real estate.
6. Click **Save** when complete.

### HOW TO DELETE A HELD AWAY ASSET ACCOUNT


1. In **Accounts & Holdings**, expand your accounts and groupings by clicking on the **Expand All Accounts and Groupings** button (see at right). 
2. Select an account to delete by placing a check in the box beside the account.
3. Click the **Delete** button.


**Tip:** You may also edit or delete an account by choosing **Account List**, placing a check in the box beside the account you wish to edit, and selecting **Edit Account** or **Delete Account** from the **Select Action** dropdown.

### HOW TO EDIT DETAILS

1. In **Accounts & Holdings**, expand your accounts and groupings by clicking on the **Expand All Accounts and Groupings** button (see at right). 
2. Select an account to edit by placing a check in the box beside the account.
3. Click on **Edit Account Details** at the bottom of the page to open the **Edit Account** window.
4. Select your preferences within the **Edit Account** window and click **Save**.

### HOW TO ASSIGN TO CONSOLIDATIONS

1. In **Accounts & Holdings**, expand your accounts and groupings by clicking on the **Expand All Accounts and Groupings** button (see at right). 
2. Select the account you want to assign to a consolidation.
3. Click on the **Assign to Consolidations** button at the bottom of the page to open the **Consolidation List** page.
4. Click on the dropdown arrow in the upper right hand corner and select **Add Accounts to Consolidations**.
5. You will open the window that allows you to add selected account(s) to an available consolidation.
6. Click **Save** to save your changes

You can also access the **Assign to Consolidations** feature via the **Action Menu**. Click on the row of any account or group to unlock the **Actions** menu. The **Actions** menu is located at the end of the row () and in the upper right hand corner of the **Details Panel** for easy access.

\*"Held away assets" is the term used throughout Wealth Passport to describe assets and liabilities held at institutions other than Northern Trust.





#### ADDITIONAL CONSOLIDATION LIST PAGE FEATURES

The **Consolidation List** page allows you to perform additional functions related to consolidations. In addition to assigning accounts, you can **Create** a new consolidation, **Export** a consolidation or **Print** a consolidation. Additionally you can **Create an Alert**, **Delete**, **Edit** or **View** all accounts within a consolidation by selecting an action at the end of the row of a consolidation name.

#### NEED HELP?

If you have any questions or would like more information, call the Northern Trust Passport® Help Center at 888-635-5350 (312-557-5900 outside the United States) Monday through Friday from 7:00AM – 9:00PM Central Time, Saturday and Sunday from 7:00AM – 3:30PM Central Time.

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