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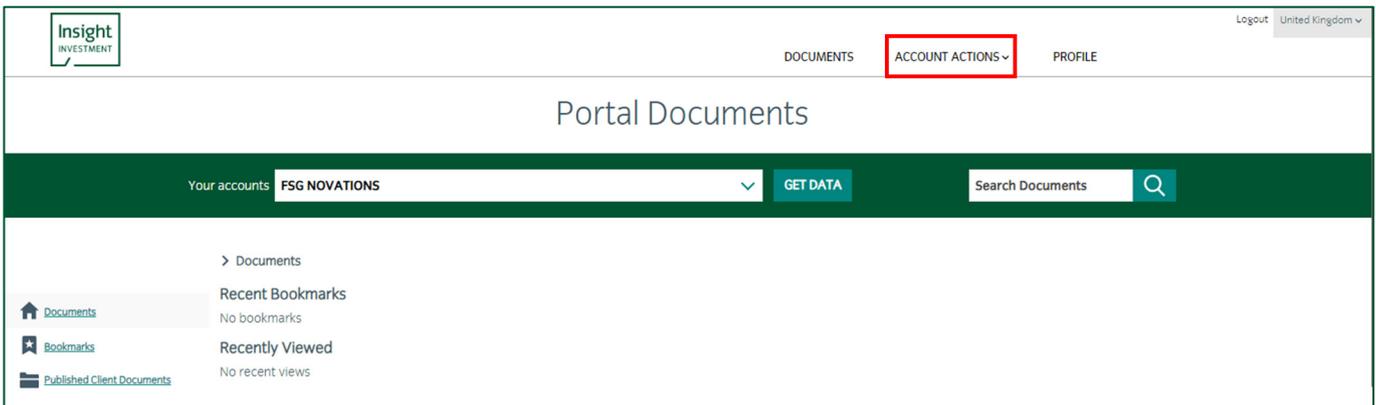
INSIGHT CLIENT PORTAL: A GUIDE TO SUBMITTING AUTHORIZED SIGNATORY LISTS

INTRODUCTION

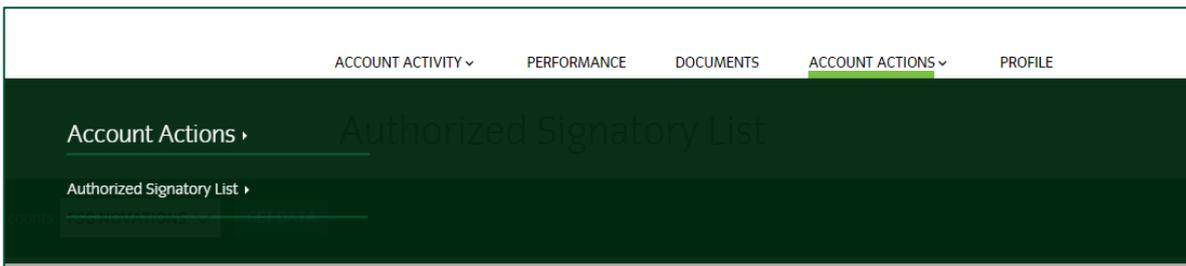
THIS USER GUIDE PROVIDES A STEP-BY-STEP GUIDE TO SUBMITTING AN AUTHORIZED SIGNATORY LIST TO INSIGHT USING THE INSIGHT CLIENT PORTAL.

STEP 1: NAVIGATE TO THE AUTHORIZED SIGNATORY LIST PAGE

CLICK ON THE **ACCOUNT ACTIONS** OPTION IN THE MENU BAR AT THE TOP OF THE SCREEN:



SELECT **AUTHORIZED SIGNATORY LIST** FROM THE **ACCOUNT ACTIONS** MENU OPTIONS:



YOU ARE PRESENTED WITH THE AUTHORIZED SIGNATORY LIST PAGE:

The image above shows the **Authorized Signatory List** page before any signature lists have been uploaded for this client.

There are 4 features available on this screen:

1. **Your Accounts:** This drop-down list will contain all the client accounts that you have access to. Most users will only have access to a single client account. If you have access to multiple accounts, then you will be able to select the appropriate account and click Get Data to retrieve the data for that account.
2. **Select Agreement:** If your client has multiple Agreements with Insight Investment then you will be able to filter the list of previously uploaded ASLs by Agreement.
3. **Upload New ASL button:** Click this to open the Upload New ASL window.
4. **Uploaded ASL History table:** Before any ASLs have been uploaded this table will be blank. See below for more details.

STEP 2: OPEN THE UPLOAD NEW ASL WINDOW

CLICK ON THE UPLOAD NEW ASL BUTTON TO OPEN THE WINDOW

From this window you can:

5. **Choose File button:** Click on this button to browse your device for the ASL file that you wish to upload. Files need to be smaller than 5MB and be in PDF format.
6. **Select Agreement(s) checkboxes:** If your client has multiple agreements then please tick the box(es) to which this ASL applies.
7. **Upload File Button:** When you have selected a file and entered all the relevant details into this form, click the Upload File button to submit your ASL file to the Insight Client Portal.

You will receive an on-screen success message when your ASL successfully uploads. If you receive an error message then please wait a few minutes and try again, if you continue to receive the error message, then please contact your Insight Investment Client Services Team for further advice.

When you have successfully uploaded an ASL you will return to the main Authorized Signatory List screen and you will see your uploaded ASL in the Authorized Signatory List Upload History table:

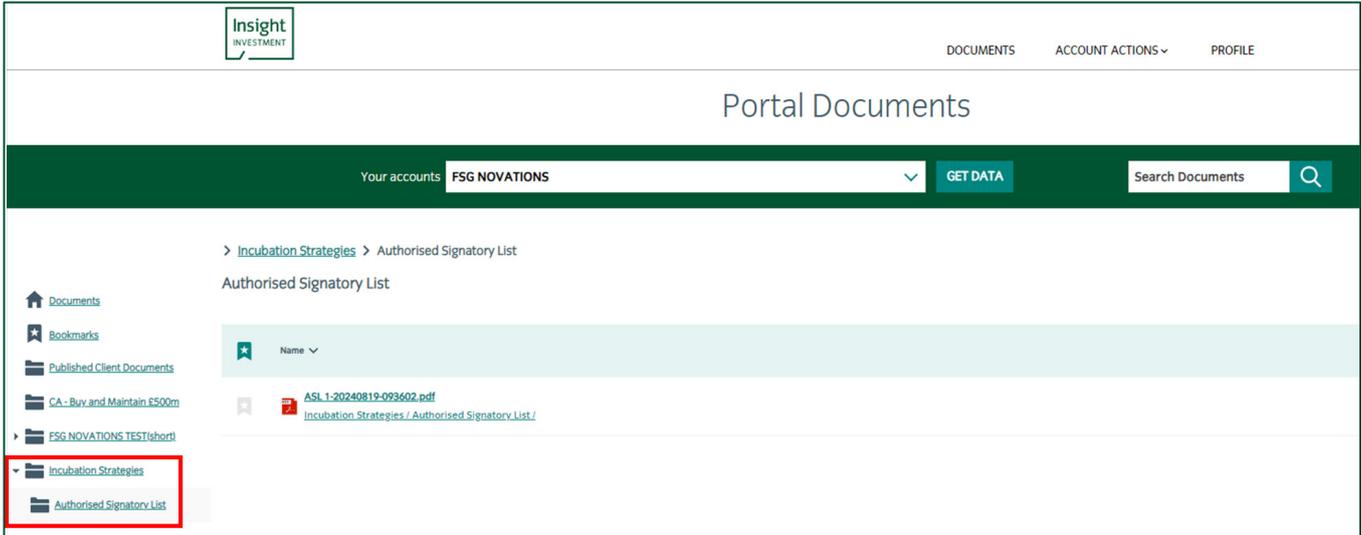
The Authorized Signatory List Upload History table provides you with a list of all the Authorized Signatory Lists that have been uploaded, along with useful information against each one. The contents of the table can be sorted by most of these data columns:

1. **ASL Reference:** This is the Insight Reference ID for the ASL. If you need to talk to us about a specific ASL then please quote this reference.
2. **ASL file:** A link to download the original uploaded ASL file.
3. **Uploaded by:** The email address of the user who uploaded the ASL.
4. **Date/Time Uploaded:** The date and the time that this ASL was uploaded.
5. **Agreement Name:** The name of the Agreement against which this ASL was uploaded. If you selected multiple agreements when uploading the ASL then you will see an independent row for each agreement to which it applied.
6. **Status:** The current status of the uploaded ASLs. Each ASL will have one of the following statuses:
 - a. **Uploaded:** Each uploaded ASL will start with this status and will remain at this status for a few minutes until Insight have confirmed that it has been received.
 - b. **Pending Approval:** The ASL has been received and Insight are in the process of validating and approving it.
 - c. **Approved:** Insight have approved the ASL, and it is now in force.
 - d. **Inactive:** This ASL is no longer active and will not be used for reviewing signatures.
 - e. **Rejected:** This means that Insight have not accepted your ASL. One of our Client Services Team will be in touch with you to discuss the reason that it has not been accepted.
 - f. **Error:** There has been an error when uploading the file. Please contact your Client Services Team to inform them of the issue.

- 7. **Make Inactive button:** Click this button make the selected ASL Inactive. ASLs which are no longer active will not be used to validate signatures on future documents sent to Insight Investment. Inactive ASLs will be removed from this table after a few days.
- 8. **Made Inactive by:** The email address of the user who made the ASL Inactive.

Click on the **Export History button** to export the contents of the Authorized Signatory List History table to a csv format file.

In addition to be able to view uploaded ASLs through the dedicated Authorized Signatory List screen, all your ASLs, including those that have been delivered to Insight via other means, can be viewed via the Documents page of the Portal. Navigate to the Documents page using the menu links at the top of any screen, select the agreement that you would like to view, and then select the Authorized Signatory List folder:



If you have any questions or comments about the Authorized Signatory features available on the Insight Client Portal then please contact your Client Services Team.