AUGUST 2024



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:

			DOCUMENTS	ACCOUNT ACTIONS ~	PROFILE		Logout United Kin	igdom 🗸
		Portal Docum	ents					
Yı	pur accounts FSG NOVATIONS	×	GET DATA	Search D	ocuments	Q		
Documents Bookmarks Published Client Documents	Documents Recent Bookmarks No bookmarks Recently Viewed No recent views							

SELECT AUTHORIZED SIGNATORY LIST FROM THE ACCOUNT ACTIONS MENU OPTIONS:

		ACCOUNT ACTIVITY ~	PERFORMANCE	DOCUMENTS	ACCOUNT ACTIONS ~	PROFILE
	Account Actions >					
counts	Authorized Signatory List >					

YOU ARE PRESENTED WITH THE AUTHORIZED SIGNATORY LIST PAGE:

		ACCOUNT ACTIVIT	Y - PERFORM	IANCE DOCUME	NTS ACCOUNT ACTION	IS ~ PROFILE
		Author	rized Sig	natory Li	st	
Your accounts	FSG NOVATIONS	GET DATA				
F:	5G NOVATIONS					
	This page shows a history of A full list, including those ASL	Authorized Signatory Lists which have s which have been provided to Insight	been uploaded to the Ins	ight Client Portal. n be found in the Document	s section of the Portal.	
	Agreement select label	All agreements 2	~	EXPORT	HISTORY UPLOAD	NEW ASI
	Authorized Signatory Lis	t Upload History				
4	ASL Reference	Uploaded By 🗢	Uploaded Date/Time	Agreement ÷	Approval 🗢 Make ASL Inact Status	Made tive inactive By

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:

Insight			ACCOUNT ACTIVITY ~	PERFORMA	NCE DOCUMEN	ITS ACCOUNT ACTIONS	ç∽ PROFILE
			Authoriz	ed Sigr	natory Lis	st	
	Your accounts FSG NOVATION	IS 🗸 GET DATA					
	FSG NOVATION	15					
	This page shows A full list, includi	a history of Authorized Sig	gnatory Lists which have beer been provided to Insight outs	n uploaded to the Insig ide of this Portal, can I	ht Client Portal. be found in the Documents	s section of the Portal.	
	Agreement s	elect label All agre	ements	~	EXPORT H	IISTORY UPLOAD N	IEW ASL
	Authorized Sig	natory List Upload H	listory				
	ASL Reference	ASL File 🗢	Uploaded By 🗢	Uploaded Date/Time	Agreement name	pproval Status 🗢 Make ASL Inactiv	Made /e Inactive By
	ASL-0000019- 000	ASL 5- 20240820- 094551.pdf	insi.test3@gledhow- consulting.co.uk	08/20/2024 09:45:52	FSG NOVATIONS TEST(short)	Pending MAKE Approval INACTIVE	

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:

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			Portal Docume	nts			
		Your accounts FSG NOVATIONS	~	GET DATA	Search Do	cuments	Q
A Documents	> Incub Author	bation Strategies > Authorised Signatory List rised Signatory List					
Bookmarks Published Client Documents		Name 🗸					
CA - Buy and Maintain 2500m SG NOVATIONS TEST(short) Calculation Strategies Authorised Signatory List	R	ASL 1-20240819-093602.pdf Incubation Strategies / Authorised Signatory.List /					

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.