

AUGUST 2024

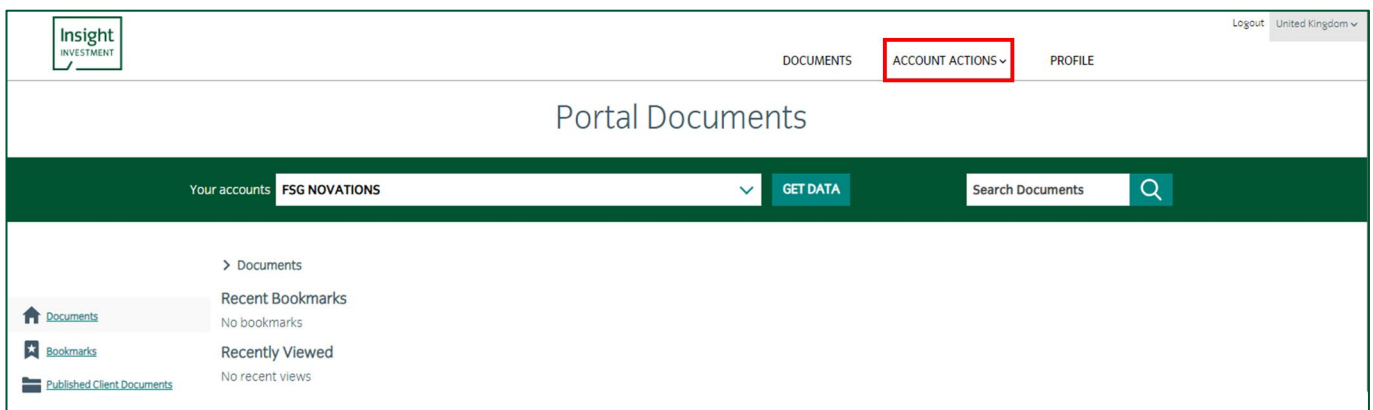
# INSIGHT CLIENT PORTAL: A GUIDE TO SUBMITTING AUTHORISED SIGNATORY LISTS

## INTRODUCTION

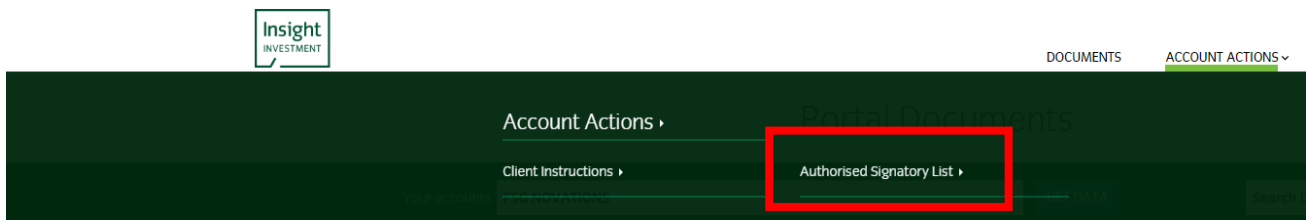
THIS USER GUIDE PROVIDES A STEP-BY-STEP GUIDE TO SUBMITTING AN AUTHORISED SIGNATORY LIST TO INSIGHT USING THE INSIGHT CLIENT PORTAL.

### STEP 1: NAVIGATE TO THE AUTHORISED SIGNATORY LIST PAGE

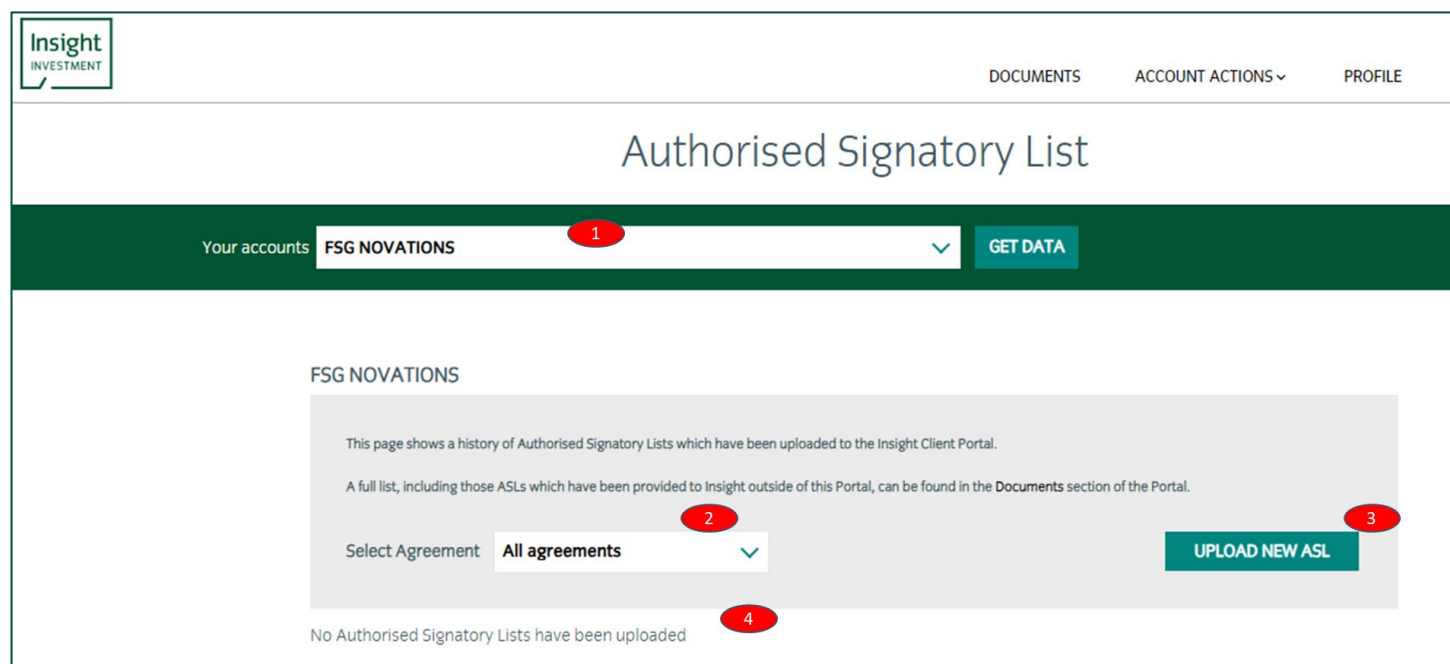
CLICK ON THE **ACCOUNT ACTIONS** OPTION IN THE MENU BAR AT THE TOP OF THE SCREEN:



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



## YOU ARE PRESENTED WITH THE AUTHORISED SIGNATORY LIST PAGE:



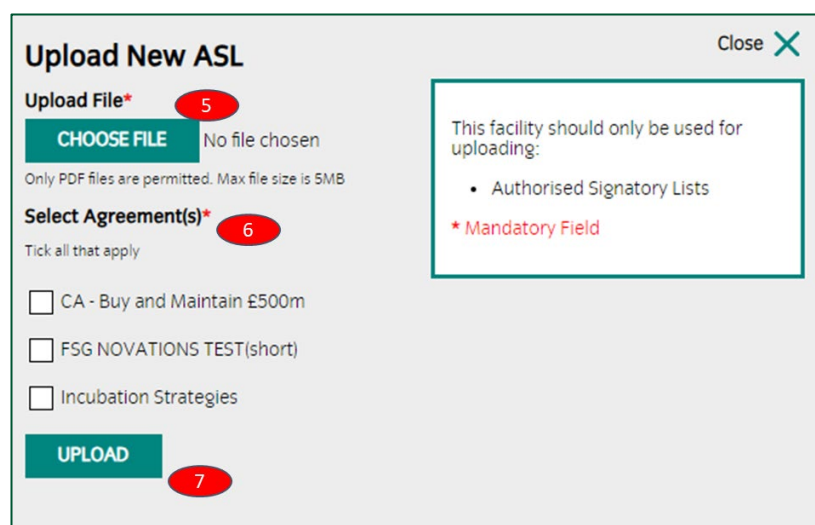
The image above shows the **Authorised Signatory List** page before any signature lists have been uploaded for this client.

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 Authorised Signatory List screen and you will see your uploaded ASL in the Authorised Signatory List Upload History table:



DOCUMENTSACCOUNT ACTIONS ▾PROFILE

Authorised Signatory List

Your accounts

FSG NOVATIONS ▾

GET DATA

FSG NOVATIONS

This page shows a history of Authorised Signatory Lists which have been uploaded to the Insight Client Portal.



A full list, including those ASLs which have been provided to Insight outside of this Portal, can be found in the Documents section of the Portal.

Select AgreementAll agreements ▾

EXPORT HISTORY

UPLOAD NEW ASL

Authorised Signatory List Upload History

ASL Reference ▾	ASL File ▾	Uploaded By ▾	Uploaded Date/Time ▾	Agreement name ▾	Approval Status ▾	Make ASL Inactive	Made Inactive By
ASL-0000013-000	 <a href="#">ASL 1-20240819-093602.pdf</a>	insi.test13@gledhow-consulting.co.uk	19/08/2024 09:36:05	Incubation Strategies	 Pending Approval	<div>MAKE INACTIVE</div>	

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Displaying items: 1 - 1 of 1

The Authorised Signatory List Upload History table provides you with a list of all the Authorised 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 Authorised Signatory List History table to a csv format file.

In addition to be able to view uploaded ASLs through the dedicated Authorised 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 Authorised Signatory List folder:

The screenshot shows the Insight Investment Portal interface. At the top, there's a header with the Insight Investment logo and navigation links for DOCUMENTS, ACCOUNT ACTIONS, and PROFILE. Below this is a 'Portal Documents' section. A dark green bar contains 'Your accounts' with a dropdown menu showing 'FSG NOVATIONS', a 'GET DATA' button, and a search bar labeled 'Search Documents'. The main content area shows a breadcrumb trail: '> Incubation Strategies > Authorised Signatory List'. On the left, a sidebar menu lists various document categories, with 'Incubation Strategies' and its sub-item 'Authorised Signatory List' highlighted by a red box. The main area displays a table with a header 'Name' and a single entry: 'ASL 1-20240819-093602.pdf' with a link to 'Incubation Strategies / Authorised Signatory List /'.

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