



User Guide
Wealthscope For Advisor
April 2024

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Quick Start

Landing Page

On the landing page, you have three points of entry: **Advisor Dashboard**, **Client Management**, and **Add Client**.

Application Design

There are two views: **Advisor** and **Client**. The top-right corner of each page tells you which view you are in: when it is **light blue**, you are in Advisor view (hence “ME” in brackets); when it is **navy blue**, you are in Client view (with your client’s name). There will also be a **purple** border around the entire screen when you are in Client view.

Advisor View



Client View



There is a menu bar at the top of the application, denoting the feature segments available for the advisor and each client. On the left-hand side of the application, there is a navy blue navigation bar, with important destination points, such as the Advisor Dashboard, Client Management.

Feature Segments

There are four integrated segments: **ACCOUNTS**, **PORTFOLIOS**, **PLANNING**, and **TOOLS** on the top menu bar. These segments are available in Advisor view (for you to test drive ideas) and in Client view. In Client view, everything that you save is saved for that client only.

IMPORTANT: To get started, we suggest that you save your model portfolios first in Advisor View. In **PORTFOLIOS**, we offer several Portfolio Builders and the ability for you to designate portfolios as **Model Portfolios**. This designation allows you to compare different portfolios to your models and conduct portfolio simulations in **PLANNING**, for all of your clients.

Please follow these steps:

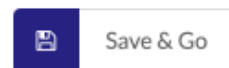
- i. In **Advisor** view, create and analyze a portfolio using any one of the Portfolios Builders.

- ii. Save the portfolio by selecting the **Save** icon on the left-hand-side panel of the Wealthscope Portfolio Scorecard. Please see the [Icon Legend](#) on the last page of this guide for reference.
- iii. To designate a saved portfolio as a model portfolio, revisit your saved portfolio (**PORTFOLIOS** -> *Revisit a saved portfolio*) and toggle it as a Model. This function is only available in **Advisor** view.
- iv. Your models will now show up in portfolio dropdown menus in select tools, in all Client views.

1. Landing Page

1.1 Add Client

This is where you enter a new client and their information. First name, last name, and email address are the only required fields. The email address serves as a unique identifier only - rest assured that we will not email your clients. Once the information is entered, click the 'Save & Go' button.



You will then immediately enter the view of the client you have just created. You can start linking and analyzing their investment accounts and building portfolio ideas and retirement plans for the client. See Section 3 "Feature Segments" below for your choices.

Note: If you would like to link and automatically update your clients' information from your portfolio management provider, please email us (contact@wealthscope.ca) and we will do our best to set up a connection with them.

1.2 Client Management

This is where you can search and access a client. The arrow highlighted in purple to the right of a client's name allows you to enter the Client view.



You may group different clients' investment accounts together as a family for analysis by selecting the 'Add New Family' button.

Once in "Add New Family", you must designate a client to be the "Family Head". The name of the family will be represented by the surname of the family head. Next, you can add family members by selecting the "Add New Family Member" button. For family grouping, only the portfolio analysis functionality is available. Here, you can analyze all family members' investment accounts together or in specific groupings. **Note:** clients cannot belong to multiple families.



To revisit a family, click the “Home” icon highlighted in orange to the left of the client whose family you would like to view.

1.3 Advisor Dashboard

This dashboard displays your aggregated client information at the top and a high-level summary of individual clients at the bottom. After you have added clients, click the “Go to Client View” button to enter Client view for a specific client.



2. Application Design

2.1. Menu Bar

It is important to remember that the feature segments, **ACCOUNTS**, **PORTFOLIO**, **PLANNING**, and **TOOLS**, are available to the advisor for testing as well as to each client. When an action is performed inside Client view, any information saved will be attached only to that specific client’s record. You will not see this information anywhere else. Likewise inside Advisor view, except for portfolios designated as model portfolios.

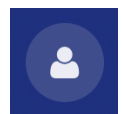
2.2 Navigation Bar

The Navigation Bar is the navy column found on the left-hand side of the application.

There is a Client Management icon. You can manage individual clients and/or households there.

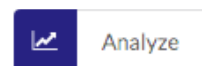


When in Client view, this advisor icon allows you to return to Advisor view and will route you back to the Advisor Dashboard.



3. Feature Segments

There are four integrated segments: **ACCOUNTS**, **PORTFOLIOS**, **PLANNING**, **TOOLS** and **UPDATES** (top menu bar).

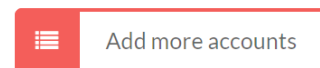


3.1 Accounts

See a consolidated view of your client's investments across different financial institutions and have them analyzed on demand. The securities currently supported in the analysis are U.S. stocks, ETFs, and mutual funds (except private funds - contact us if you want to set up a data feed).

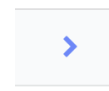
See below to enter your client's account information. Account values are updated daily.

Manually enter accounts: once you have added a client, go to their "Client View" and then "Accounts" in the top menu bar.



- i. Enter the institution name, account type (e.g., Roth IRA, 401(k), cash...etc.).
- ii. Search and select holdings; adding cash (non-interest-bearing) is optional.
- iii. Enter the holdings' corresponding quantities (number of shares/units)...etc.
- iv. You can also add CDs and their corresponding fixed interest rate.
- v. You can add a custom advisor fee (as a percentage) here to show in the "Fees" tab of the Portfolio Scorecard. We will display the advisor fee in addition to the fund fees. Note that the advisor fee is not taken into account in determining the Fees grade in the Scorecard; only fund fees (if any) will be considered.

Once you have added accounts, the "Overview" tab on the left of the screen will display an aggregation of key account information across all accounts added. Individual tabs below will also appear for each investment account.





Click on an account to view a dashboard with basic account information. The table here has several columns, so do not forget to scroll right using the blue arrow to see more.

To generate your **Wealthscope Portfolio Scorecard** (details in Section 4 below) for an investment account, click the "Analyze" button in the top right corner.

1. Toggle "Group accounts?" to select and analyze a specific group of accounts. Once you are done selecting accounts, click "Analyze". When grouping accounts in different currencies, USD accounts are converted to CAD.
2. On each account dashboard (with the exception of "Overview"), there are two functionalities in the dropdown menu when you select the "More" (three dots) button next to "Analyze".
 - i. **Rebalancing:** Keep track of whether account holding weights are in line with specified target weights. Note: You will need to update the target weights whenever there are changes in the holdings.



- ii. **Cash:** Include non-interest bearing cash within an account in the Scorecard to see the impact of cash drag.
 - iii. **Assign (Advisor-View only):** While viewing an account in Advisor view, click 'Assign' to attach the corresponding account to a client's profile. This feature is for Advisors who want to share the same account with multiple clients.
3. **Compare** an account with a portfolio previously saved in the **PORTFOLIOS** segment (see Section 3.2 below) or with a "What-if" portfolio you specify on the fly. The 'Compare' function (the 'Scale' icon) can be found on the red panel of the Portfolio Scorecard on the left. 
4. **Replace** an excluded holding due to its short history with a proxy in the Scorecard using the 'Replace' (two-way arrows) icon. **Note:** The Replace icon will only appear beside holdings that have been excluded due to short history. To read Wealthscope's exclusion rules, hover over "Guidelines" in the Scorecard near the top. 

3.2 Portfolios

There are several portfolio builders designed for your research in the Portfolios segment. Select "Create a New Portfolio".

- **DIY Portfolio Builder:** A quick way to test portfolio ideas by inputting any Canadian and U.S. stocks, ETFs, and Canadian mutual and segregated funds (except private funds) using their tickers/fund codes and corresponding weights. You can also allocate weights to Bitcoin and/or Ethereum here to see their impact.

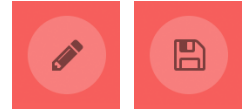
The following portfolio builders are developed by Wealthscope (hence the logo next to their names):

- **ETF Portfolio Builder:** Pick your own asset mix from different asset classes. You can see the ETFs that track each asset class by clicking the "View ETFs" above the Portfolio Overview list on the left side of the Portfolio Scorecard. This is an excellent place to build benchmark or core portfolios.
- **Asset Allocation Using Machine Learning Builder:** Input your desired holdings and use a technique called Hierarchical Risk Parity (HRP) to determine the optimal portfolio weights to achieve diversification. (Note: Holdings must have at least 3 years of history.)

Notes:

- i. Once you have built a portfolio, you will automatically receive a Wealthscope portfolio scorecard.

- ii. You can **edit/save** these portfolios using the icons on the left panel of the Wealthscope Portfolio Scorecard. Once saved, you can use them to compare against your actual investments or against other saved portfolios (using the 'Compare' function in the Scorecard, which is the "Scale" icon on the left), or for use in **PLANNING** to simulate returns.



Note: To use the portfolio simulation feature in our **PLANNING tools, you should save your model portfolios (for 5 risk profiles) first. You also have the option to use Wealthscope's models; see them in the [Portfolios](#) segment.**

- iii. Select 'Revisit a saved portfolio' to see portfolios saved from portfolio builders. In Advisor view, you have the option to toggle a saved portfolio to make it an advisor's 'Model Portfolio'. These portfolios will then appear for all clients in their 'Revisit a saved portfolio', and importantly, available for use in the **PLANNING** segment to simulate returns and for portfolio comparisons.

3.3 Planning

There are tools crafted separately for the accumulation and the decumulation phases of retirement planning. The target saving tool is multi-purpose and can be used for general financial planning, such as saving for children's education.

3.3.1 Accumulation

1. Target Wealth is a nestegg estimator with a short workflow, using a model portfolio of your choice to simulate 10,000 outcomes.
2. Target Saving is another short workflow tool that uses your client's actual portfolio or one of your models for simulations. Given a saving goal and a target date, estimate how much saving needs to be put into the portfolio every month.

3.3.2 Decumulation

1. Select "Portfolio Longevity" to see how long your client's savings will last in retirement, versus their conditional life expectancy, using different investment options. This is a great tool for lead generation and to explain the idea of longevity risk.
2. Select "Probability of RUIN" to estimate the probability that you will outlive your retirement savings based on your current circumstances and withdrawal rate.

3.4 Tools

Wealthscope also provides useful tools to help you better understand your investments and complete investment research so you can make informed decisions before your next trade. Navigate to the Tools tab to see the tools available.

Stock Exposure Lookup - Complete a reverse lookup of your exposure to any stock across all of your accounts in Wealthscope (linked & manually entered). Click the blue bars to see a breakdown of your direct and indirect exposure. You can also toggle to see your exposure expressed in a “%” (percentage of all accounts) or “\$” (actual dollar amount).

Fund Lookup - Search for key facts and other pertinent information about any North American ETFs or Canadian Mutual Funds. Enter the Fund Code/Ticker or name of the fund in the search bar to see the fund facts, historical performance, the fund breakdown and the top 10 holdings in the fund. For bond funds, Wealthscope will also display the Credit Quality of the holdings.

Fund Comparison - Compare up to 4 North American ETFs or Canadian Mutual Funds in a side-by-side comparison table. Enter the Fund Code/Ticker or name of the fund to add them to your comparison. Fund Comparison has 6 key sections: Key Facts, Fund Growth, Annual Returns, Breakdown, Top 10 Holdings, and Fund Metrics. Use this tool to compare funds and decide between funds with greater precision.

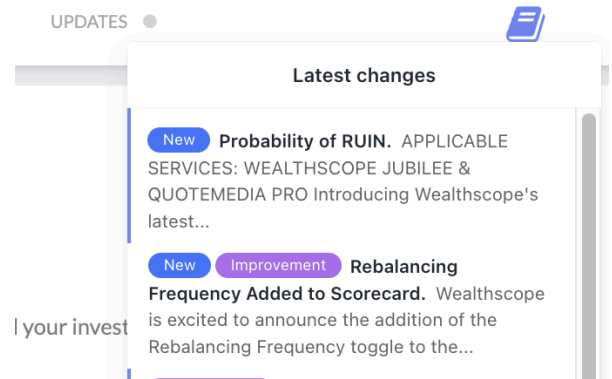
Correlation Matrix - Estimate the correlation amongst a set of up to 5 securities to see how closely they move together over time. Simply enter the Ticker/name of the fund into the search bar to start adding them to the Correlation Matrix. This tool is great for investors looking to improve diversification in their portfolios, and ultimately minimize portfolio risk. If a correlation coefficient is closer to +1, including both assets in the portfolio will not be effective in lowering risk.

Charting Tool - Search for a ticker/name to start charting the growth of up to 5 securities and compare their historical returns over time. The chart will go back as far as the longest *common* history of the securities you have charted. Click the ‘Portfolio’ (folder icon) to add portfolios you have saved in the **PORTFOLIOS** module to the chart.

Fund Allocator - Use this tool when setting up a new investment account. Tell Wealthscope how much you plan to invest, and the allocation (%) to each security you want to invest in. We’ll calculate how many shares of each holding you should buy to achieve your target portfolio, based on the previous business day’s closing prices.

3.5 Updates

Click the 'Updates' tab to see Wealthscope's newest features and latest improvements. When a new update has been applied, you will see a red notification beside 'Updates'. Click on a heading to view the full update. Click 'Wealthscope for Advisors Updates' at the bottom of the updates list to view Wealthscope's full changelog.



4. Wealthscope Portfolio Scorecard

A portfolio will be given an overall letter and percentage grade, as well as graded on 6 important portfolio dimensions: **risk-adjusted performance, downside protection, diversification, fund fees, income, and ESG**. Click on any letter grade in the Portfolio Scorecard to see a short article about why and how we score portfolios. The Overall Score is a simple average of all the dimension scores.

Overview
Performance
Downside
Fees
Income
Diversification
ESG

Include income score [?]

Yes No

Include ESG score [?]

Yes No

Change Equity Benchmark [?]

Canada

Rebalancing Frequency [?]

Monthly

Portfolio Overview Print/PDF Guidelines Overall Score [?] 86% **A** 04/2007 - 07/2023

National Bank Direct RRSP

XSP:CA iShares Core S&P 500 Index ETF	25.84%
VDY:CA Vanguard FTSE Canadian High Dividend Yield Index ETF	21.86%
MDLZ Mondelez International Inc.	21.5%
XIU:CA iShares S&P/TSX 60 Index ETF	15.94%
GLDM SPDR Gold MiniShares Trust	8.1%
RY:CA Royal Bank of Canada	6.77%

The radar chart displays scores for six dimensions: Performance, Downside Protection, Diversification, Low Fees, Income, and ESG. The overall score is 86%, represented by a blue shaded area within the chart's axes.

4.1 Control Panel

The control panel allows you to customize your scorecard.

i. Include All & Replace

Wealthscope scores a portfolio in each dimension based on how well the portfolio has performed during the specific time period in question. The period is dictated by how far the securities go back in history. If the securities are relatively new, they may be filtered out (see "Guidelines" to the left of

“Overall Score” to learn more) and displayed with a red outline. To accommodate these holdings, you can replace them with a similar proxy by clicking the two-way arrow to access the “Replace” function. Alternatively, toggle “Include All Holdings” to “Yes” in the top control panel to override the guidelines. For some ETFs with a short history, we use the underlying index returns (minus the MER) prior to inception in the portfolio analysis.

If included, short history holdings can potentially skew the analysis and the Scorecard should be interpreted with caution.

ii. Include Income Score

The default is YES, meaning that the income score is included in the calculation of the Overall score. You can toggle to NO to exclude it if income is not an important goal for the portfolio.

iii. Rebalancing Frequency

By default, the Scorecard assumes the portfolio will be rebalanced to its current weights each month. The “Rebalancing Frequency” toggle allows you to dynamically change the default assumption to “Quarterly” or “Monthly” and generate an analysis that more accurately matches your investment strategy.

iv. Custom Benchmark

Your portfolio is analyzed against a benchmark for Performance and Downside Protection, which is selected automatically depending on which one of the eleven asset allocations your portfolio is closest to (100% equity, 90% equity 10% fixed income to 10% equity 90% fixed income, 100% fixed income). The default equity portion of the benchmark is the S&P/TSX Capped Composite ETF, but you can choose a global equity index instead (see dropdown at the top-right of Overview page). Or, you can create a custom benchmark.

v. ESG Score

Wealthscope partners with Owl Analytics to bring you ESG scores for each of your holdings as well as your portfolio as a whole. The default of this toggle is set to NO. You should always check the ESG coverage for the portfolio’s holdings first by clicking on the ESG tab at the top, before including the ESG score in the Overall Score.

4.2 Dimension Scores

Click on each tab at the top of the scorecard to see the details for each dimension.

Performance – an evaluation of past performance based on risk-adjusted returns as well as annualized returns relative to the benchmark, which is a portfolio of two index ETFs that has a similar asset allocation of stocks and bonds to your portfolio. A higher score is more desirable.

Downside Protection – an evaluation of the portfolio’s ability to limit losses when there is a stock market downturn. Downside capture, maximum drawdown, and downside risk relative to the benchmark portfolio are used for this score. A higher score is more desirable.

Diversification – an evaluation of your portfolio’s ability to diversify risk, scored in terms of the portfolio’s weighted average pairwise correlation and the following three dimensions, across regional stock markets, macroeconomic factors, and global business sectors. A higher score means that your portfolio’s risk exposures are more spread out. A higher score is more desirable.

Fund Fees – an evaluation based on your portfolio’s weighted average management expense ratio (MER). MER is a fee charged by ETFs and mutual funds. Depending on the series (e.g., A), it may include a trailing commission that compensates the advisor who sold the fund. Note that fund returns are reported net of MER. Additional advisory or trading fees are not included in this score. When a MER is unavailable for a given fund, it will be replaced by the category average; this will be indicated in a message to the right of the MER value. A higher score indicates lower fund fees, which is more desirable. The maximum is set at 3%, meaning that a portfolio with a MER of 3% or more will receive a score of 0%.

Income – this refers to income such as dividends and fund distributions. It is the weighted average yield of the portfolio. The maximum is set at 5%, meaning that a portfolio with a yield of 5% or more will receive a score of 100%. A higher score represents a higher income yield. Depending on your client’s needs at their current life stage, they may or may not be looking for income from their investments.

ESG - ESG ratings for stocks and funds are powered by OWL Analytics, a big data analytics firm specializing in ESG research. Note that ESG ratings are not evenly distributed. For example, very few stocks and funds have ESG ratings above 80 on a 0-100 scale currently. Wealthscope takes this into account and rescale the ratings when grading the ESG dimension of the portfolio. Please note that not all holdings have ESG coverage.

Note: The analysis only goes back to April 2007 because the global sector risk attribution analysis under the Diversification tab uses global sector ETF data, and the earliest common inception date for these ETFs was in early 2007.

On the Portfolio Overview tab, there is the option to print or download as a PDF the entire scorecard output. In the Advisor edition of Wealthscope, there is an option to remove the grades and percentages here.



Disclaimer: The Wealthscope Portfolio Scorecard is based on an objective, data-driven evaluation of each portfolio dimension. It provides a useful tool for analyzing and comparing portfolios within the same risk category or asset allocation to help you identify opportunities for further research. It should not be considered recommendations to buy or sell individual securities or portfolios. And the usual disclaimer applies – past performance is not necessarily indicative of future performance.

5. Prospecting Tool

Wealthscope for Advisors has developed a digital lead generation tool that can be easily integrated into your marketing website. To learn more, please visit <https://www.wealthscope.ca/prospecting-tool>.

To begin setting up your Prospecting Tool, get in touch with our team at contact@wealthscope.ca.

6. FAQs

How do I remove a client?

Enter the **Client** view of the client you wish to remove. Hover over their name at the right-side of the top menu bar and click 'Profile' in the dropdown. Here, you will be able to remove a client.

Am I able to customize the PDF exports to display my firm's logo?

This is planned for phase two of the Advisor edition, depending on demand from our users. Let us know this is a desired feature.

How do I delete an investment account?

You can delete manually entered accounts. Go to the account you wish to delete. At the bottom of the holdings table, there is a 'Delete' button. Once an account is deleted, it cannot be recovered.








How do I edit the positions or weightings in an account?








You can only edit the positions and/or weights of manually-entered accounts. Go to the account. At the bottom of the holdings table, there is an "Edit" button. Remember to save your changes.



How can I ensure the security of my clients' data?

The Wealthscope platform has gone through rigorous vulnerability assessments and we use bank-level security to protect the information we collect. User data is stored on Amazon Web Services (AWS) servers and is encrypted using the AES-256 algorithm. All passwords are hashed (meaning not even we can tell what it is!)

7. Icon Legend

		<p>Hover over the question mark icon for more information on a particular subject.</p>	<p>Beside certain text.</p>
		<p>Click the multiple-person icon found on the navigation bar to the left to enter Client Management.</p>	
		<p>Click the individual person icon found on the navigation bar to the left to enter Advisor view.</p>	
		<p>Click the pencil icon found on the red navigation panel when viewing a Portfolio Scorecard to edit the asset allocation or positions of a portfolio from the portfolio builders.</p>	
		<p>Click the disc (save) icon found on the red navigation panel when viewing a Portfolio Scorecard to save a portfolio from the portfolio builders</p>	
		<p>Click the scale icon found on the red navigation panel when viewing a Portfolio Scorecard to compare an account or portfolio with previously saved portfolios</p>	
		<p>Click the purple arrow button to access a client (i.e., enter client view) while in the Client Management workflow.</p>	

		Click the yellow house icon to enter 'household view' while in the Client Management workflow.	
		Click the sticky note to the right of the client account's name when selected to add a note to a specific client-account.	
		Click the YouTube play button to view our multimedia educational content on YouTube; explaining financial concepts with simple videos	
		When you see a red exclamation mark to the right of the security name in the Scorecard, this means the security has been excluded in the analysis because it has insufficient history or other errors	
		Click the two-way arrow to the right of a specific holding in the Overview tab of the Scorecard to 'Replace' a holding that has been excluded in the analysis with a proxy security instead.	
		The yellow exclamation mark on an individual account tab means that one or more weights exceed their maximum deviation in its rebalancing model, or when holdings have been sold or added.	On an account tab.
		The intersecting arrow icon on an individual account tab Indicates that a rebalancing system has been set up for an account	On an account tab.

		<p>The link icon on an individual account tab indicates that account syncing with financial institution has failed</p>	<p>On an account tab.</p>
		<p>Click the bot bubble in the bottom right of every Wealthscope page to use the Wealthscope AI Assistant to ask questions about the application.</p>	<p>Bottom right of every page.</p>

8. Grading Scheme

<p>A</p>	<p>80 - 100</p>
<p>B</p>	<p>70 - 79</p>
<p>C</p>	<p>56 - 69</p>
<p>D</p>	<p>21 - 55</p>
<p>F</p>	<p>Below 21</p>

9. Need help?

This guide only serves as an introduction. If you need further assistance or would like to have a demo via Zoom, please contact Wealthscope at contact@wealthscope.ca.