

# Client Portal User Guide

**Version 4 - 2020**

Please direct any enquiries related to the  
client portal to 1800 679 000



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# What is the client portal?

The Client Portal is a web based tool designed for clients to securely access their portfolio information online. It also serves as an interactive tool for The Investment Collective to contact clients regarding share recommendations and for clients to respond with an Authority to Proceed (ATP).

Prices shown in the client portal for ASX listed investments are the closing price available for the previous day. Prices are updated between 4.30pm and 5.00pm each weekday. The previous day's transaction information sourced from bank accounts linked to portfolios are imported every morning.

Clients can retrieve and print documents from any location where they have internet access. The functions and reports available include:

- The current values of the portfolio
- Archived quarterly reports
- Archived tax reports
- Reports set to your specified parameters
- Reviewing and approving 'Authority to Proceed' documents

**NOTE:** Ensure adequate virus protection is installed on any computer where you are logging into your client portal.

# Login and passwords

The Investment Collective clients receive a username and password upon request when their portfolio is established.

## **Forgotten your username or password?**

If you have forgotten, or would like to change or have any questions regarding your username and/or password, please contact The Investment Collective on:

Free call 1800 679 000

**NOTE:** You will need to answer some specific questions to enable our staff to make any changes to your login details.

# Getting started

To access The Investment Collective Client Portal, please follow the steps below:

1. Search for The Investment Collective either through a search engine (e.g. Google) or by typing [www.investmentcollective.com.au](http://www.investmentcollective.com.au) into the address bar at the top of your screen.
2. From the home page of The Investment Collective website, click the client login button at the top right of your screen. This will take you to the login page.



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A collaborative, stress free  
approach to your finances...  
The Investment Collective

[MAKE AN APPOINTMENT](#)



PERSONAL  
WEALTH



BUSINESS HEALTH  
& WEALTH



INVESTING & FUTURE  
PLANNING



WHAT WE  
INVEST IN

3. Once you have entered your login details, you will be able to see a list of options on the top left of the screen. They will include:
  - Portfolio Summary
  - Reports
  - Recommendations
  - Analysis Tools etc.
4. You can also access all linked Portfolios from the 'Select Your Portfolio' prompt on the top right of your screen.

# Reports

Your reports can be run with preferred parameters including date range, period, year or as at a specific date.

Report descriptions as follows:

## **1. Portfolio Valuation**

Provides a list of investments held in the Portfolio Administration System (PAS) and the cost base and market value of those securities, as well as any cash held in the portfolio.

## **2. Income and Expenses**

This report provides a summary of all “income” and “expenses” for a specified period and the financial year. Total income less Realised Gains/Losses less Fee Rebate is equal to the Total Gross Income shown in the Income Summary report.

## **3. Income Summary**

This report shows details of income received for each investment over the specified period.

## **4. Mark-to-Market**

This report shows the starting balance for each investment as at 1 July, movements in the balance and the balance as at 30 June.

## **5. Investment Transactions**

This is a list of all investment transactions and relevant values for the portfolio over the specified period. Capital Returns: A “Capital Return” is often a tax deferred element which forms part of a distribution but reduces the cost base of the security for capital gains purposes. This is common with Property and Infrastructure Trusts. A “Capital Return” can also be a return of capital.

## **6. Cash Transactions**

This report shows all cash inflows and outflows for the period in the bank accounts linked to the portfolio. “Description” broadly categorises each transaction. “Source” is intended to clearly show the origin of the transaction.

## **7. Distribution Summary**

This report shows all investment distributions, grouped by the investment’s asset class. Trust distributions are allocated by applicable financial year (entitlement basis), not the date received (cash basis).

## **8. Investor Movements**

This report shows any contributions or drawdowns that members of the portfolio made over the specified period.

# Reports

## 9. Realised Gain/Loss

This report shows Profit or Loss on investments that were disposed of during the period. The Total is also shown in the Income and Expenses report.

## 10. S/F Member Movements (Superannuation Funds only)

This report details a list of all contributions or drawdowns that members of the portfolio made over the specified period. It includes a number of components used by superannuation funds.

## 11. Unrealised Gain/Loss

This report is a list of investments held in the portfolio as at 30 June and the nominal gain or loss that would have been made if the securities were sold at that date.

After running your report, the following functions are available at the top of the screen by hovering your cursor over the text:

- Export to Excel
- Export to PDF (best format for printing)
- Increase the size of the text using the Larger and Smaller Functions or Fit to Screen.

Export to **Excel** or **PDF**

**Downloading the PDF** is recommended for print use as it is better formatted for paper. Please consider the environment before printing this report.

Size: **Larger** | **Smaller** | **Fit to screen** | **Reset**

# 'Authority to Proceed' Requests

When a recommendation to buy or sell shares is processed in our system, you will either receive an email or a letter in the post to notify you of the details of the recommendation. To accept the recommendation/s online please follow the steps below:

## If you have received your notification via letter:

1. Open The Investment Collective website [www.investmentcollective.com.au](http://www.investmentcollective.com.au)
2. Click the client login button and enter your login details on the client login page
3. Under the recommendations tab, you will now be able to view your outstanding, in progress and complete recommendations. The recommendation that you have received should be available in the outstanding section
4. From here simply follow the prompts and make any necessary notes before submitting for further processing

## If you have received your notification via email:

1. Follow the link from your email directly to The Investment Collective website [www.investmentcollective.com.au](http://www.investmentcollective.com.au)
2. Click the client login button and enter your login details on the client login page.
3. Under the recommendations tab, you will now be able to view your outstanding, in progress and complete recommendations. The recommendation that you have received should be available in the outstanding section.
4. From here simply follow the prompts and make any necessary notes before submitting for further processing.

**NOTE:** If you receive your quarterly and taxation reports via post, your recommendations will also be sent by post. If you prefer to receive your reports and recommendations via email, please contact us by phone or email to let us know.

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