Accessing the Disclosure Page

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This page in SIPS provides the disclosure policy for running a hypothetical report. The content here corresponds with the notes page when using the report feature. Below are step-by-step instructions for opening and viewing the disclosure page.

Step 1: Log In: Log into SIPS.



Step 2: Go To Your Case List: Click on either the Goto Your Case List button or click on the Your Case List Heading to take you to your case list.

	YOUR CASE LIST	SETTINGS	HELP	SIGN OUT
10711 mag	1			
Welcome Goto Your Case List>				
Expiry date:				
Number of cases:				

Step 3: View All Cases: Click on the green View All Cases button undnerneath the Your Case List heading.

		YOUR CAS	LIST SETTINGS	HELP SIGN OUT
Your Case	See List			
Search for Case				
Case	Initial Plan Date	Revised Date Tags		Active
		Ro Please use View All Cases or Search Using Selection to view one or more cases	vs Per Page 50	K Vo records > >

			YOUR CASE LIST	ETTINGS HELP SIGN OUT
Add Case View All Cases Search Using Selection				
Search for Case				
Case	Initial Plan Date	Revised Date	Tags	Active
				A K K K K K K K K K K K K K K K K K K K
			Rows Per Page	𝔅 Page 1 of 1 > >>

Step 4: Case Selection: Click on the case you would like to open up.

Step 5: Disclosure: Click on the Disclosure subheading, which remains accessible across all pages within the client dashboard. The client dashboard pages include client information, incomes, assets, goals and objectives, recommendations, advisor notes, and disclosure.

								YOUR CASE LIST SETTINGS	HELP SIGN
CLIENT DASHB	OARD STRUCTU	JRED INCOME PLANNING	CASH FLOW AND TAX ADVISOR	ASSET ALLOCATION AND N	ET WORTH GRAPHS	REPORTS TO	JLS	PREPARED INITIAL PLAN DA REVISED PLAN DA	BY: ITE: ITE:
Client Edit Goto In	Informa comes >>	ation		CLI	IENT INFORMATION INC	COMES ASSETS	GOALS AND OBJECTIVES	RECOMMENDATIONS ADVISOF	
Case Title Description							Selection tags		Acti e
Client one	Last	Initial plan age	First Client two	Last Date of birth	Initial plan age	Short name Client2	Revision date Address City, State, Zip		
	Current age	Retirement age	Gender Female ~	Current age 0	Retirement age 0	Gender Female ∨	Email Phone Cell Phone Cell Phone		
List Clients	Beneficiaries	(optional)							

Step 6: Disclosure Statement: The information on this screen represents the disclosure statement that appears in the report, corresponding to the cover page.



Step 7: Logout: To log out of SIPS click on the Sign Out heading that is located in the upper righthand side of the screen.

		YOUR CASE LIST SETTINGS HELP	SIGN OUT
CLIENT DASHBOARD	CASH FLOW AND TAX ADVISOR ASSET ALLOCATION AND NET WORTH GRAPHS REPORTS TOOLS	PREPARED BY: INITIAL PLAN DATE: REVISED PLAN DATE:	1
Disclosure	CLIENT INFORMATION INCOMES ASSETS GOALS AND OBJECTIVES	RECOMMENDATIONS ADVISOR NOTES	
-	Important Note - the values shown in orange on various screens and reports indicate hypothetical This page is the 'Cover page' and must be included with all presentations made to Preferred Client.	values	

If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or support@planscout.com.