Editing the Maximum Percentage Amounts on the Allocation Codes

12/20/2024 4:04 pm EST

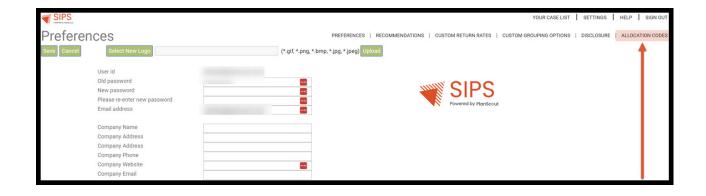
Underneath the Settings subheading, you'll find the allocation codes. On the allocation codes list page, you can edit the maximum percentage amounts, which are set to 5% by default that is written in code line 10903. Once you update the maximum percentage amount, the allocation code id that you select will automatically adopt the new maximum percentage. Below are examples of updating the maximum percentages for the allocation codes.

Step 1: Log In: Log in into SIPS.

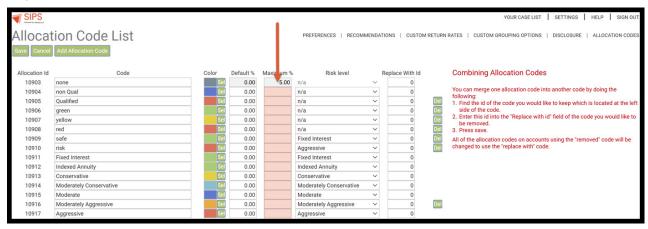


Step 2: Settings: Click on the settings button located on the right-hand side of your screen.

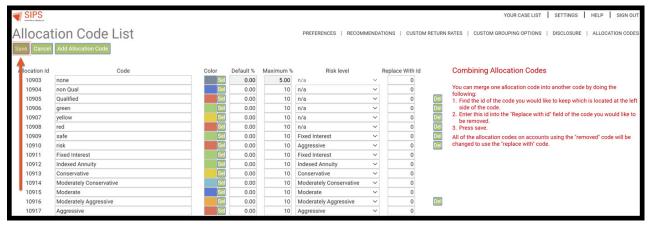




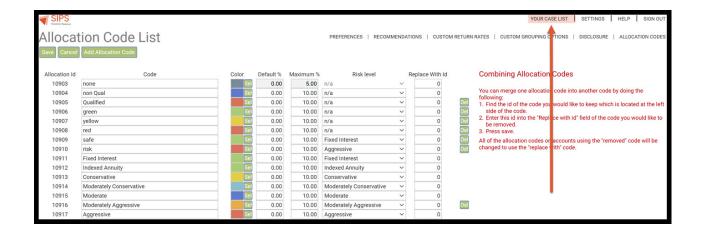
Step 4: Maximum %: Edit the Maximum % amounts.



Step 5: Save: Click the green Save button underneath the Allocation Code List.



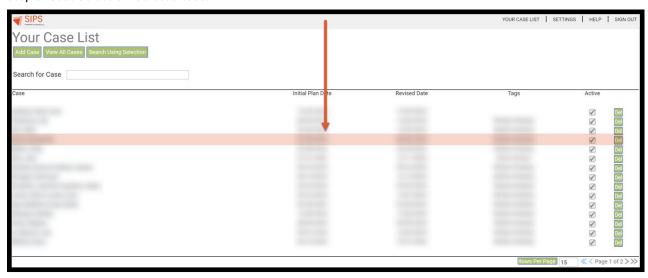
Step 6: Your Case List: Click on the Your Case List button located on the left-hand side of the screen.



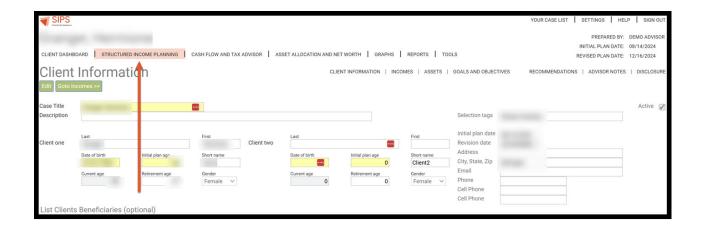
Step 7: View All Cases: Click on the green View All Cases button underneath Your Case List heading.



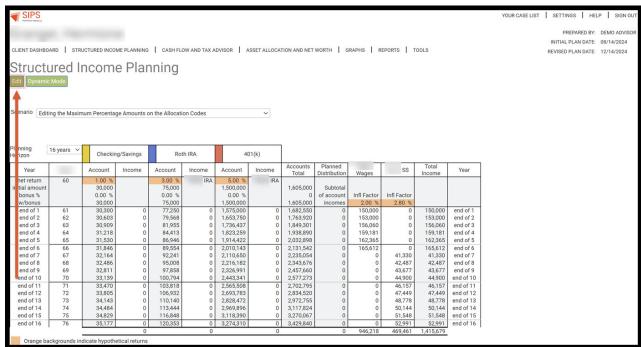
Step 8: Case Selection: Select a case.



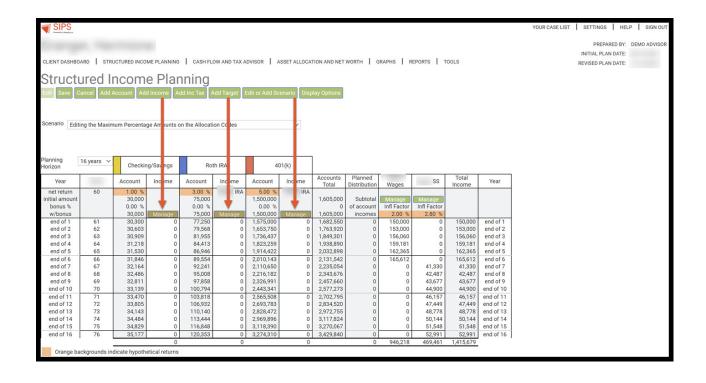
Step 9: Structured Income Planning: Click on the Structured Income Planning Button underneath the Client's name heading.



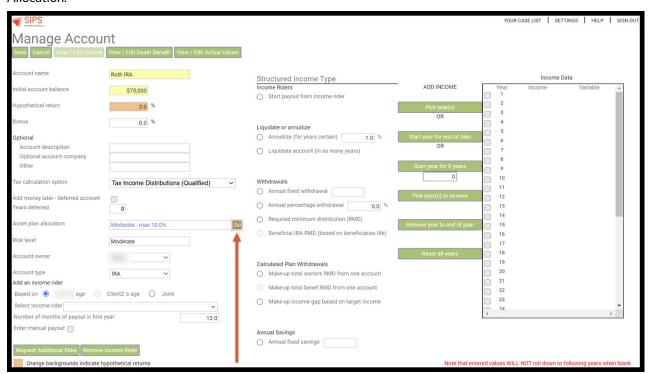
Step 10: Edit: Click on the green Edit button underneath the Structured Income Planning heading.



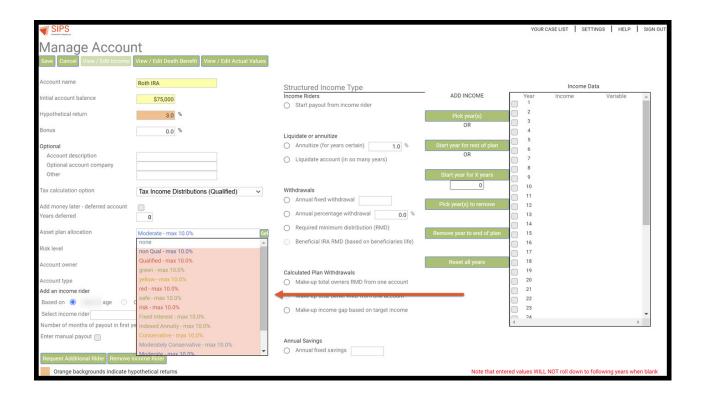
Step 11: Manage: Click in the green Manage button within the income column of the account.



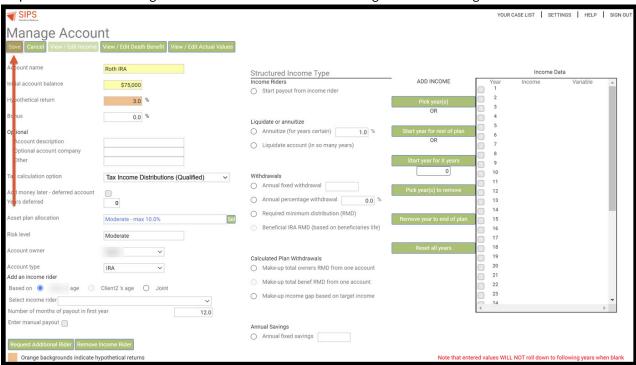
Step 12: Sel: Click on the green Sel button next to the Asset Plan Allocation text box and select the asset plan Allocation.



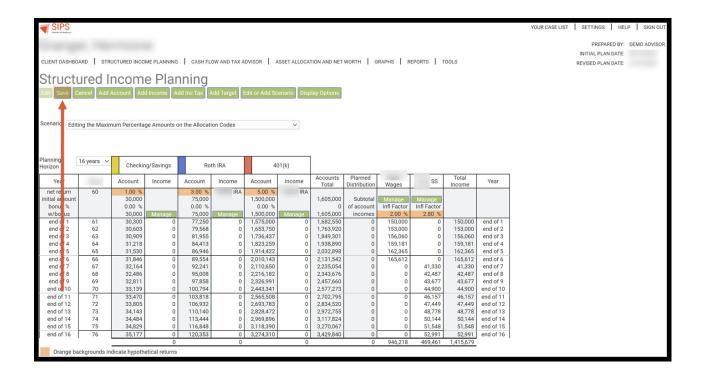
Step 13: Asset Plan Allocation Code: The text box should display the allocation code and the Maximum % limit.



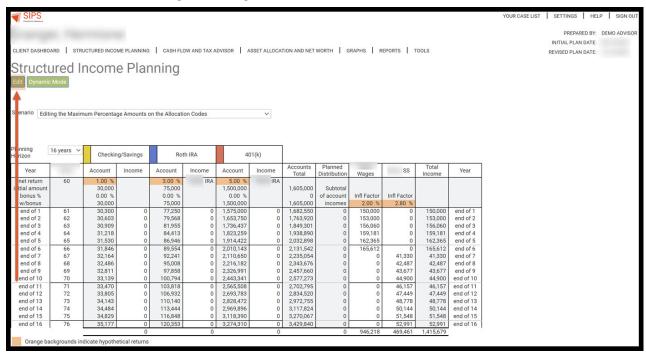
Step 14: Save: Click on the green save button underneath the manage account heading.



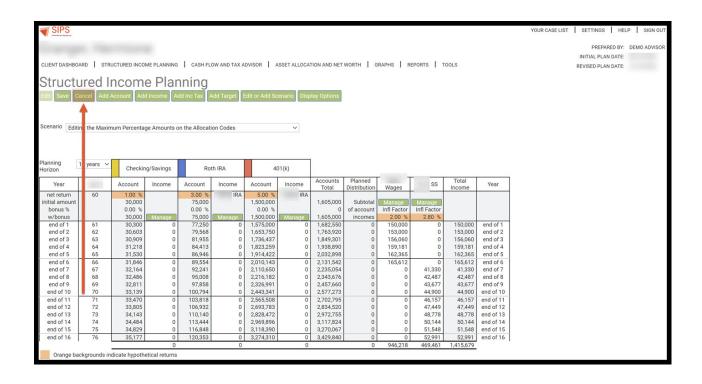
Step 15: Saving the Structured Income Planning Scenario: Click the green Save button underneath the Structured Income Planning subheading.



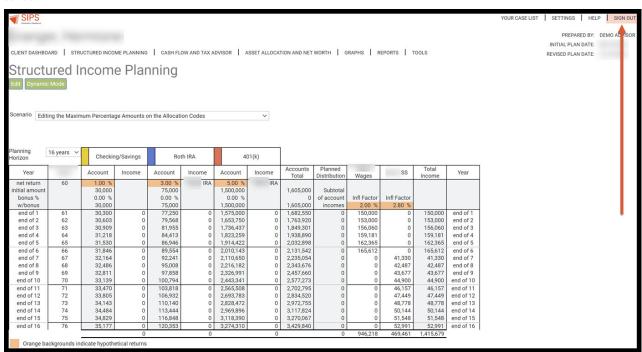
Step 16: Edit: If you need to make an edit to the structured income plan click on the green edit button underneath the Structured Income Planning subheading.



Step 17: Cancel: If you need to go back to the previous page, click on the green Cancel button underneath the Structured Income Planning subheading.



Step 18: Logout: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand side of the screen.



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