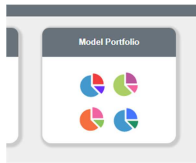# How to conduct a Rebalance
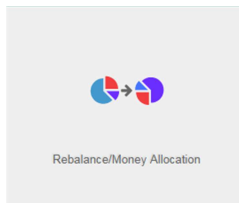
One

Click on the **Model Portfolio** icon.
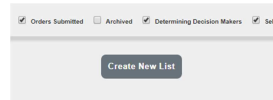

Two

Go to **Rebalance/Money Allocation**.

Three

Click on **Create New List** and choose **Money Allocation** from the next screen.

Four

You'll be presented with a list of client accounts that are linked to your available Model Portfolios. You have the option of selecting all accounts by clicking on the tick-box in the top left-hand corner, or you can search for particular clients by scrolling through the list or using the search box. Tick the client accounts you wish to select and click **Attach Selected Client Accounts to Rebalance List**.

Five

Click Generate Orders.

Six

On clicking **Generate Orders** you will be brought back to the Model Portfolio menu screen. You will need to click on Rebalance card again to complete the process. You can do this once the 'Processing' bar has disappeared.

Seven

Any accounts being excluded from the rebalance (eg if there are currently uncompleted trades in said account) will be displayed at the top of the screen with a note to indicate the reason for the exclusion. To exclude the accounts, tick the box displayed. Now scroll down to the bottom of the page.

Eight

Assuming you're happy with the summary of proposed trades, click **Confirm Orders** to complete the Rebalance.

Five

On clicking **Generate Orders** you will be brought back to the Model Portfolio menu screen. **You will need to click on the Money Allocation card again to complete the process**. You can do this once the 'Processing' bar has disappeared.

Six

Any accounts being excluded from the Money Allocation (eg if there are currently uncompleted trades in said account) will be displayed at the top of the screen with a note to indicate the reason for the exclusion.

To exclude the accounts, tick the box displayed. Now scroll down to the bottom of the page Assuming you're happy with the summary of proposed trades, click **Confirm Orders** to complete the Money Allocation.