



VMAPS USER GUIDE
DIGITAL ACCEPTANCE

V.201803

This User Guide is designed to assist advice firms use the enhanced features of VMAPS.

DISCLAIMER

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DIGITAL ACCEPTANCE

- Paperless applications
- Faster on-boarding process
- Replaces the need for a signature on a printed application form
- Additional forms can be signed by the client and uploaded
(i.e. Binding beneficiary nomination, Employer contribution form)
- Visibility when client accepts the application
- Full transparency of application progress

COMPLETE THE APPLICATION

 Mr Jason Black	Ensure each client has a unique email address		
Name	Mr Jason Black	Create login	Yes
Email	jason.black@gmail.com	TFN	123456782
Phone	0400100333	Citizenship	AUSTRALIA
Home Address Registered	1 Main Street Sydney South, 2000 AUSTRALIA	Tax residence	AUSTRALIA
		Date of birth	01 Mar 1962

...and a **date of birth** recorded.

This information is required for digital acceptances

THE CHOICE IS YOURS – DIGITAL OR PAPER

How do you want to proceed?

Digital acceptance^{New} **Paper applications**

1. Confirm AML

I confirm that the applicants in this application are compliant with the relevant [anti money laundering regulations](#).

2. Send digital invitation

Send a signing invite which will prompt the investors to digitally accept the application.

Status **Signatory** **Last sent date** **Expiry date**

Investors

 Mr Jason Black ✓

Name	Mr Jason Black	Username	jason.black@gmail.com
Email	jason.black@gmail.com	TFN	123456782
Phone	0400100333	Citizenship	AUSTRALIA

Acknowledge
your AML
obligations

Or you can still download
the full application form as
a PDF, along with any
additional forms you might
need.

Once the application is
finalised, you can invite
your client to accept their
application electronically.

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ACCEPTANCE STATUS

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Digital acceptance New

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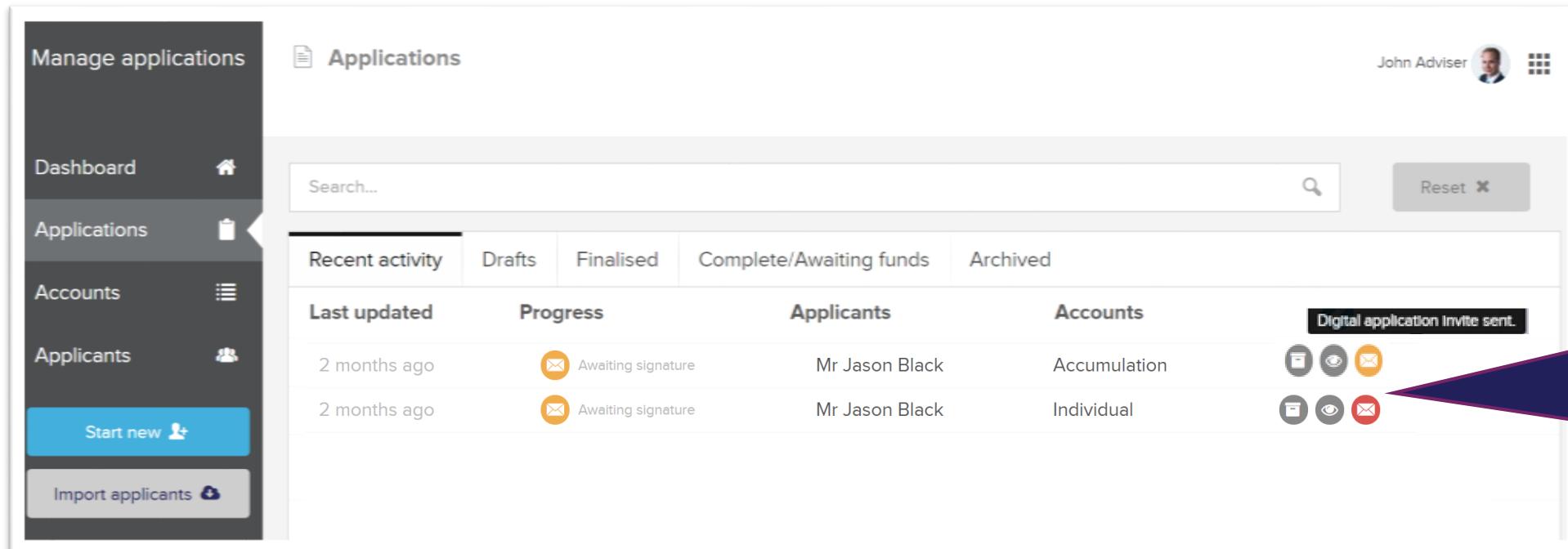
Status	Signatory	Last sent date	Expiry date
Pending	Mr Jason Black jason.black@gmail.com	3 days ago	08/02/2018 in a month

The application status updates to pending

Your clients have 30 days to accept the application before the invitation expires.

But you can easily resend the invitation

ACCEPTANCE STATUS – APPLICATIONS TAB



The screenshot shows the 'Applications' tab in the V MAPS digital acceptance interface. The left sidebar includes 'Manage applications' and links to 'Dashboard', 'Applications' (selected), 'Accounts', 'Applicants', 'Start new', and 'Import applicants'. The main area is titled 'Applications' with a search bar and a 'Reset' button. A navigation bar at the top of the list includes 'Recent activity', 'Drafts', 'Finalised', 'Complete/Awaiting funds', and 'Archived'. The list displays two applications, both last updated '2 months ago' and in 'Awaiting signature' status. The first application is associated with 'Mr Jason Black' and 'Accumulation' accounts, with a 'Digital application invite sent.' status message. The second application is also for 'Mr Jason Black' and 'Individual' accounts. Each application row includes a blue envelope icon (yellow for invite sent, red for expired).

Last updated	Progress	Applicants	Accounts
2 months ago	Awaiting signature	Mr Jason Black	Accumulation
2 months ago	Awaiting signature	Mr Jason Black	Individual

A colour coded envelope signifies the acceptance status

Yellow – Invite Sent

Red – Invite Expired

— HOW DOES YOUR CLIENT ACCEPT?



VMAPS

Your account acceptance is required

The invitation is sent to your client's email address

Dear Jason Black

We are in the final stage of processing your Ventura Managed Account Portfolios application and invite you to review and accept it online.

Review application

Or you can copy/paste the following link into your browser:

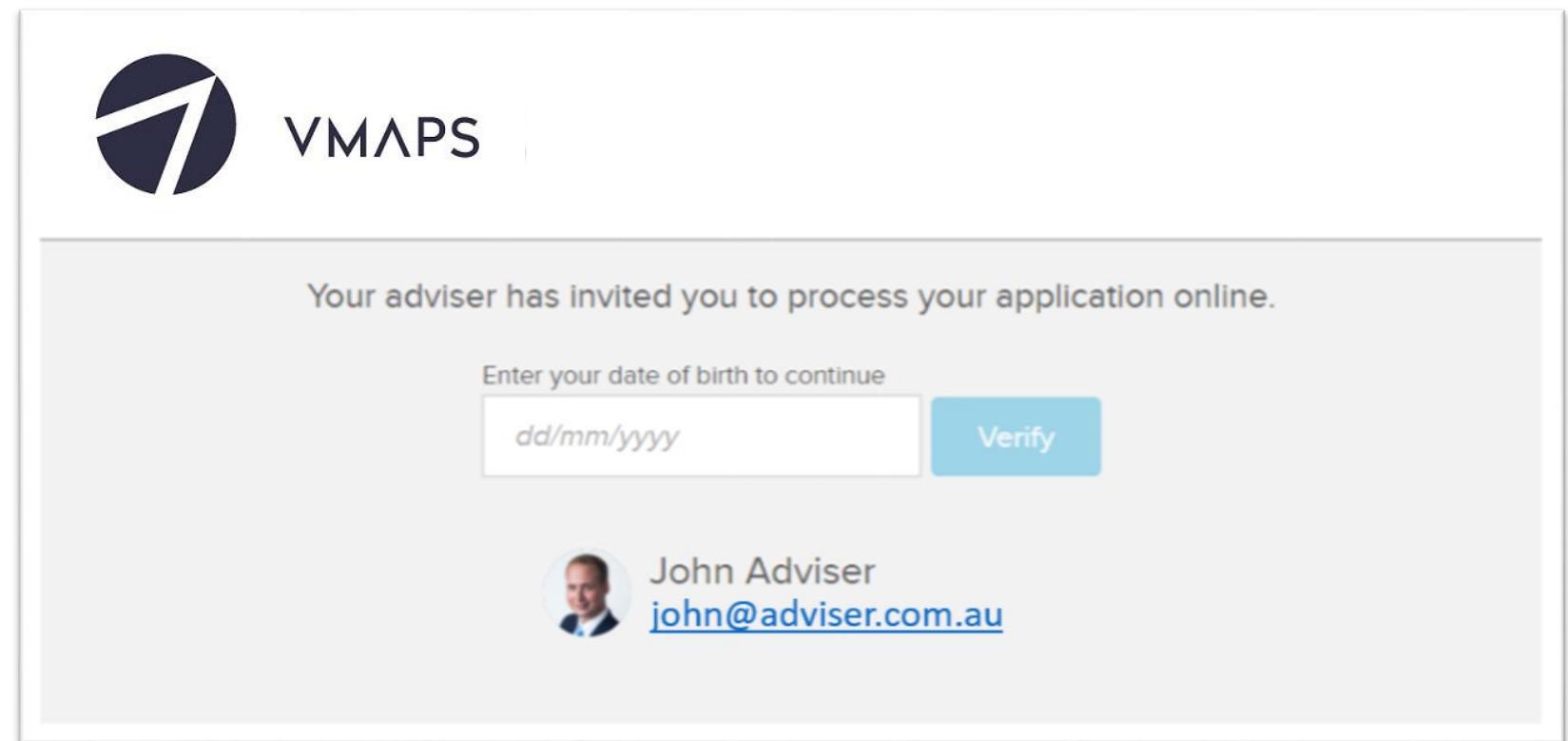
<https://engage.onpraeium.com/adviserportal/sign/df81d61255264fd6bd07c4694d75a0ebf8d351e24a414cdca3edb896360a8019d7164d3ae6ae432fa2a6c61fd1df46e2>

Should you have any queries in relation to your account, please contact your adviser John Adviser at john@adviser.com.au

They click to review their application

APPLICATION STATUS

Your client will need to confirm their date of birth to proceed to the acceptance screen.



CLIENT ACKNOWLEDGES Ts&Cs



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Here you can review and accept your account.

Jason Black (MAP00312978)
Individual account (Ventura Managed Account Portfolios)

Bank accounts:
Jason Black
033000 - 123456 used for cash contributions, cash withdrawals

Models:
Ventura Dimensional High Growth Plus

Initial investment:
Cash of \$5,000.00

I have read the information in the [Application](#) and confirm that it is true, accurate, current and complete.

I have read and accepted the [Product Disclosure Statement](#).

[Accept ✓](#)

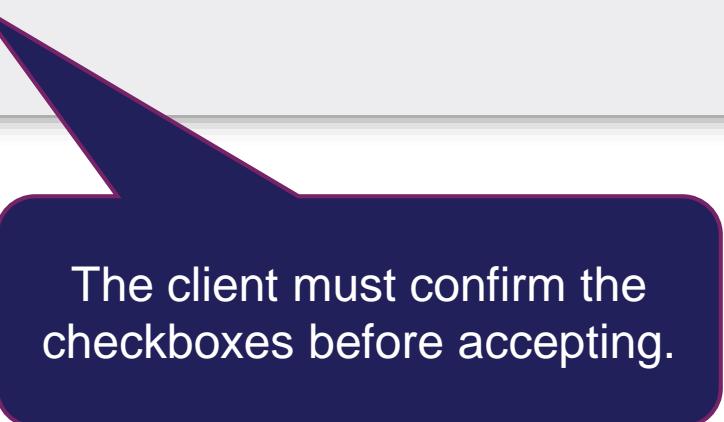
Contact your adviser if you have any questions or problems.

 John Adviser
john@adviser.com.au

 I have read the information in the [Application](#) and confirm that it is true, accurate, current and complete.

 I have read and accepted the [Product Disclosure Statement](#).

[Accept ✓](#)



The client must confirm the checkboxes before accepting.

TRACKING APPLICATION STATUS

Once accepted
the application
status is updated
to 'Signed'

2. Send digital invitation ✓

Send a signing invite which will prompt the investors to digitally accept the application.

Status	Signatory	Last sent date	Expiry date
Signed	Mr Jason Black jason.black@gmail.com	in 3 hours	in a month

The application has now been submitted for processing

EMAIL NOTIFICATIONS

You also receive confirmations by email when your client accepts and their account is approved



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Jason Black has accepted their account

Dear John Adviser,
Thank you for recommending Ventura Managed Account Portfolios.
We are pleased to advise that the digital acceptance for Jason Black has now been completed and the [application](#) sent for approval.
Please don't hesitate to contact us at support@praemium.com.au or on 1800 571 881 if you have any questions or need help. We look forward to working with you to help you achieve great outcomes for your clients and your business.

Kind Regards,

Client Services



VMAPS

New account has been approved: MAP00312978

Dear John Adviser,
We are nearly there with investing Jason Black into Ventura Managed Account Portfolios. The application has now been approved and is ready to receive funds. We will let all affiliated investors know when we receive the initial contribution and the investment is live. We would greatly appreciate if you could take a minute to check that jason.black@gmail.com is their correct email for communications.
Please don't hesitate to contact us at support@praemium.com.au or on 1800 571 881 if you have any questions or need help. We look forward to working with you to help you achieve great outcomes for your clients and your business.

Kind Regards,

Client Services

EMAIL NOTIFICATIONS



VMAPS

Your client and you receive an email when their account is funded which contain their login details

Your new Ventura Managed Account Portfolios is active: MAP00312978

Dear Jason,
Congratulations! Your initial contribution has been received and you are now invested into Ventura Managed Account Portfolios.

Please note the following account details for future reference:

Account name: **Jason Black**

Account number: **MAP00312978**

As part of our service we are pleased to provide you with your own online Investor Portal, where you can view all your account details including the underlying holdings of your portfolio.

To view your account online go to <https://login.onpraemium.com/vmaps/getstarted>

Your username is: jason.black@gmail.com

All future notifications will be sent to you via email, so please ensure you add our email to your address book.

Please contact your adviser John Adviser on 02 9999 9898 or john@adviser.com.au if you have any questions or need help.

Sincerely,
Patrick Jackson
Head of Operations
Centrepoin Alliance Limited

ADDITIONAL FORMS REQUIRING A SIGNATURE

How do you want to proceed?

Paper form

1. Get the forms

Download forms to be signed by the investor(s). [Email forms to adviser](#)

Download form 

Digital signature New

Don't forget, if there are additional forms requiring your client's signature, you can get them here.

Forms included

In-specie transfer

2. Upload signed forms

Scan and upload the signed application forms then submit for approval.

Choose files to upload 

And upload the signed versions here.

 Upload submission history

Submit for approval 

FAQs

What do I do about additional forms, such as in specie transfer forms?

Any additional form that still requires a physical or 'wet' signature, will still need to be signed by your account signatories and then sent/mailed to Praemium or uploaded from the **Paper applications** tab of the electronic application.

They can also download copies of the additional forms from the digital acceptance website, or you can download and send them copies from the **Paper applications** tab.

Who can accept an application electronically?

Each account applicant must have a unique email address and a date of birth recorded in the system. Without these, you cannot send an invitation to accept the application electronically.

How secure are these electronic acceptances?

Similar to the authorisation of other financial transactions, such as credit card transactions, digital acceptance has now become the standard. Like using a PIN code, the use of personal information to verify identity is widely accepted as a secure practice.

For piece of mind, every digital acceptance is time and date stamped, and meta data such as the acceptor's web browser and IP address is collected. This information is logged and fully auditable.

Who does the invitation email to my clients come from?

The email is sent from the Praemium system, but the From Address that your client receives is their adviser's email address, as recorded for them in Praemium. If they attempt to reply to the invitation, their reply will be sent to the adviser's recorded email address.

How long does an applicant have to accept an application?

From the time that you send the invite, your clients have 30 days to accept the invitation. After 30 days, the invite expires but you can easily send a new invitation from the application form screen.

What if my client doesn't want to accept the invitation electronically?

Your client may choose not to accept the application electronically. In this case, you may need to contact them and arrange for them to physically sign the application, which you can then post/email to Praemium or upload from the Paper applications tab on application form screen.

NEED MORE?

- VMAPS Central : vmaps.venturafm.com.au
- Client services 1300 738 421 or info@venturafm.com.au

VenturaFM representative:



Catherine Lavender
Investment Solutions Consultant
0403 133 181
catherine.lavender@cpal.com.au