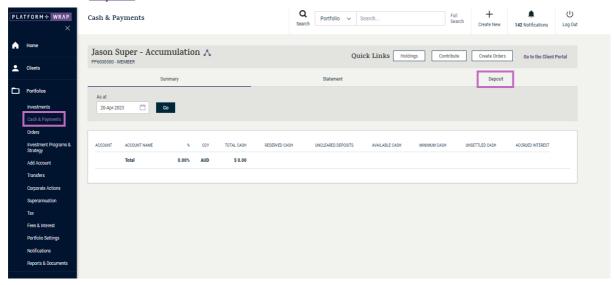


Creating an ongoing Direct Debit in an Accumulation Account

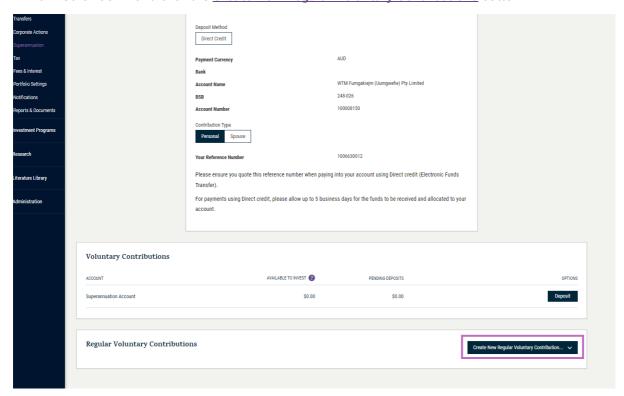
Adviser guide only.

This guide provides instructions on how to create an ongoing direct debit in an accumulation account.

- 1. Once in the client portfolio, click on **Cash & Payments** in the main menu
- 2. Click **Deposit**

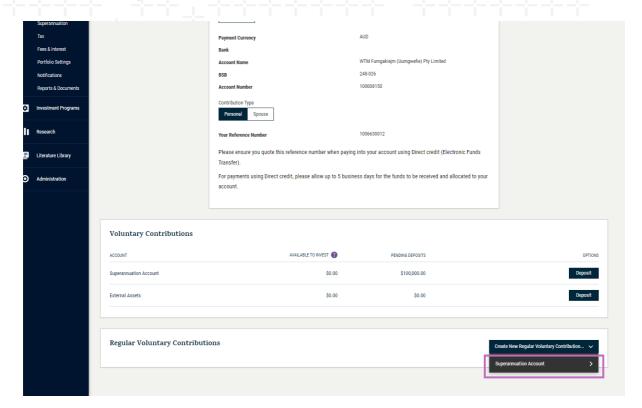


3. Scroll down and click the Create New Regular Voluntary Contributions button

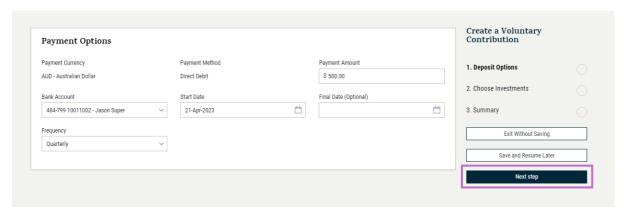




4. Click on Superannuation Account



5. Complete the Payment Options box and click Next step

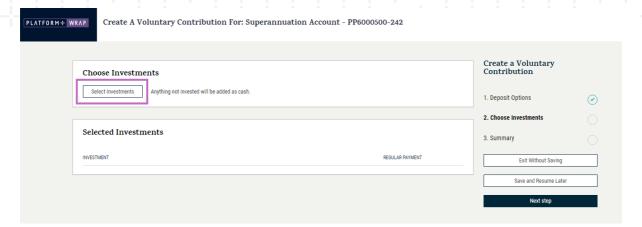


NOTE: If you *are* utilising the invest excess cash option, you do not need to complete the **Choose Investments** box. The funds will automatically be invested as per the invest excess cash option.

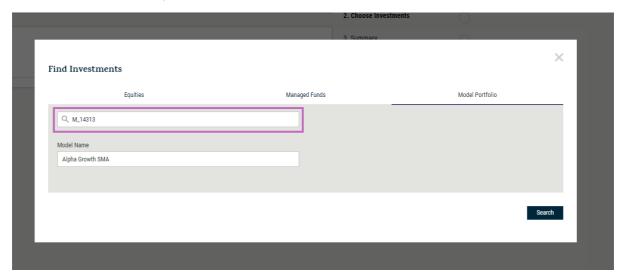
If you are not utilising the invest excess cash option, or would like this deposit to be invested in an alter way:

1. Click Select Investments.

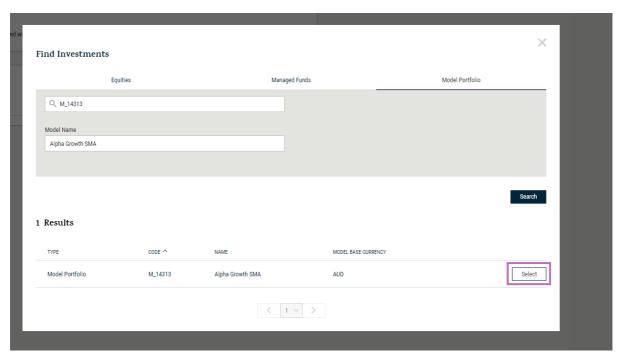




2. Search for the required investments

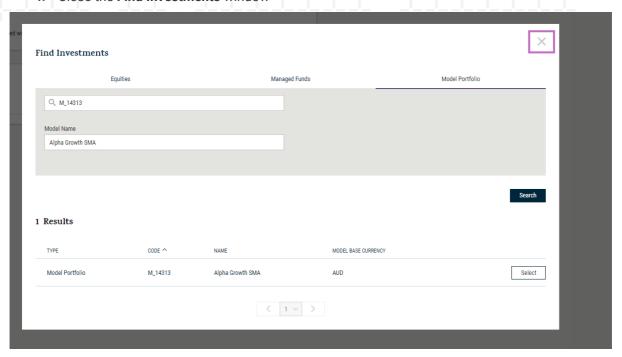


3. Click on Select

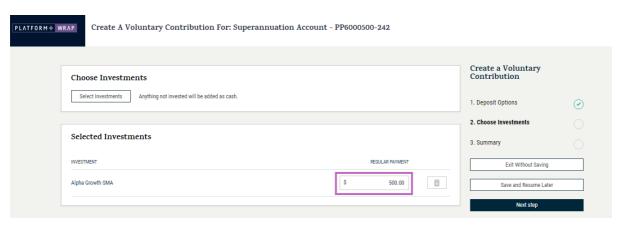




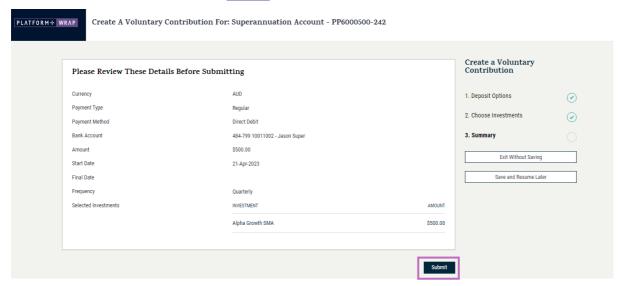
4. Close the Find Investments window



5. Enter the amount you wish to be invested from the voluntary contribution

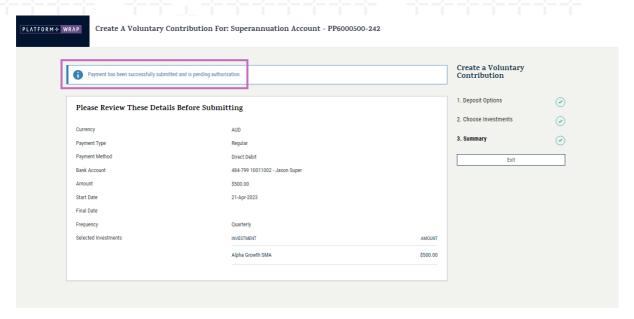


6. Review the details and click Submit





7. You will see a message confirming the payment has been successfully submitted and is pending authorisation



NOTE: The client will need to log in to their client portal and accept the payment. Please refer to the client guide on accepting a direct debit.

Should you have any questions or require any additional information in relation to this guide, please contact the PlatformplusWRAP Support Team on 1300 191 952 or support@platformplus.com.au.