

# Online Account Opening Advisor Guide

## A guide to easily upload client accounts

Opening a my529 account for a new client or multiple clients just got easier. Now you can upload new accounts online at advisor.my529.org.

## Single Account Opening

### Step 1—Gather Information

#### Account Owner Information

- U.S. Social Security or Taxpayer Identification Number
- Date of birth
- Physical address

#### Beneficiary Information

- U.S. Social Security or Taxpayer Identification Number
- Date of birth
- Physical address

#### (Optional) Successor Owner Information

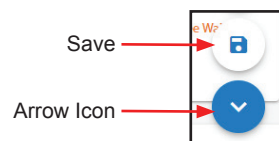
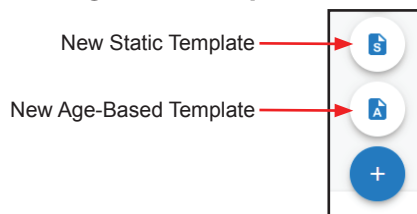
- U.S. Social Security or Taxpayer Identification Number
- Date of birth

### Step 2—Log in to advisor.my529.org. Account Access

### Step 3—Customized Templates (Optional)

Select a customized template to craft your client's investment option. If you do not wish to create a customized option, please go to Step 4.

- If you would like to select a customized template in the account opening process, follow these simple steps prior to opening your client accounts.
- Create and save a customized template.
  - Click on the Menu icon, then click **Templates**.
  - Click the "+" icon in the lower right corner and select **New Age-Based Template** or **New Static Template**.
  - Enter your desired percentage allocation for each fund you choose.
  - Name the template.
  - Click the arrow icon in the lower right hand corner and click **Save**.

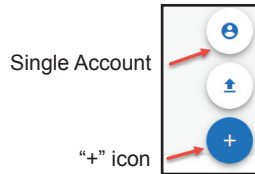


### Step 3—Customized Template

Fund Name	Expense Ratio	Percentage Allocated
<b>Global Blended Equity &amp; Fixed Income Portfolio</b>		
DIA Global Allocation 60/40 Portfolio †	0.28%	
DIA Global Allocation 25/75 Portfolio †	0.26%	
Subtotal for Global Blended Equity & Fixed Income Portfolio		
<b>Equity</b>		
Domestic Equity		
Vanguard Total Stock Market Index	0.02%	
Vanguard Institutional Index	0.02%	
Vanguard Value Index	0.04%	
DIA US Large Cap Value Portfolio	0.27%	
Vanguard Growth Index	0.04%	
Vanguard Mid-Cap Index	0.01%	
Vanguard Small-Cap Index	0.01%	
Vanguard Small-Cap Value Index*	0.06%	
DIA US Small Cap Value Portfolio*	0.52%	
Vanguard Small-Cap Growth Index*	0.06%	
DIA Real Estate Securities Portfolio* †	0.18%	
Vanguard FTSE Social Index	0.18%	
DIA US Sustainability Core 1 Portfolio	0.25%	
International Equity		
Vanguard Total International Stock Index	0.04%	
Vanguard Developed Markets Index	0.05%	
DIA International Value Portfolio*	0.41%	
Vanguard International Growth*	0.12%	
Vanguard Emerging Markets Stock Index*	0.09%	
Global Equity		
DIA Global Equity Portfolio †	0.3%	
Subtotal for Equity		
<b>Fixed Income</b>		
Domestic Fixed Income		
DIA One-Year Fixed Income Portfolio	0.17%	
Vanguard Short-Term Investment Grade	0.07%	
Vanguard Short-Term Bond Index	0.04%	
Vanguard Short-Term Inflation Protected Sec Index	0.04%	
Vanguard Total Bond Market Index	0.01%	
Vanguard High Yield Corporate*	0.11%	
International Fixed Income		
Vanguard Total International Bond Index	0.07%	
Global Fixed Income		
DIA Five-Year Global Fixed Income Portfolio	0.27%	

**Step 4**—Click **Accounts, New Accounts** from the menu icon in the top left corner.

**Step 5**—From the “+” icon select Single Account.



**Step 6**—Provide required information for Account Owner and Beneficiary, as well as the Successor Account Owner (optional).

**Step 7**—Select Investment Option and Access Level. If you are using a customized template, enter the name exactly as shown in Advisor Access.

**Step 8**—Click **Save Account**.



**Step 9**—Click the row menu icon (three dots on the right) and click **Review**.

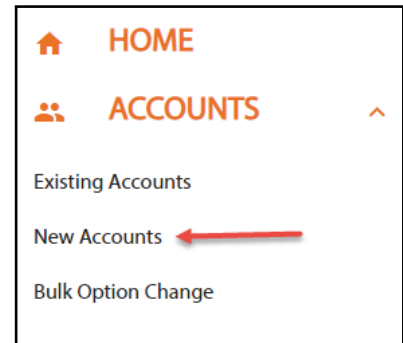
**Step 10**—Review client information for accuracy. Make edits if necessary.

**Step 11**—Click the icon in the lower right corner and click **Approve**.

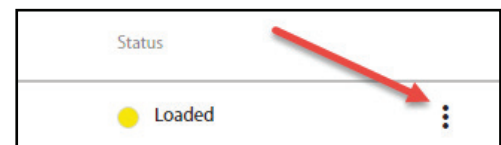
**NOTE:** After you approve the new accounts, my529 automatically sends an email to your clients that instructs them to verify the accuracy of the account application, confirm the level of LPOA authority, accept the Terms and Conditions of the Account Agreement and LPOA authorization, and establish a secure login.

Your client has 10 calendar days to review the email contents. Your clients are required to answer a series of security questions to verify their identity and protect their information. Upon acceptance, the account is activated and you are granted LPOA authority to perform specific transactions on your client’s behalf.

Step 4



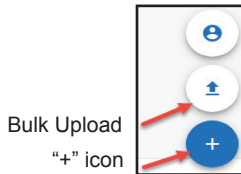
Step 9



## Multiple Account Opening

**Steps 1-4**—same as above

**Step 5**—From the “+” icon select **Bulk Upload**.



**Step 6**—Download the spreadsheet template

**Step 7**—Provide required client information on the template you downloaded and save the file to your computer.

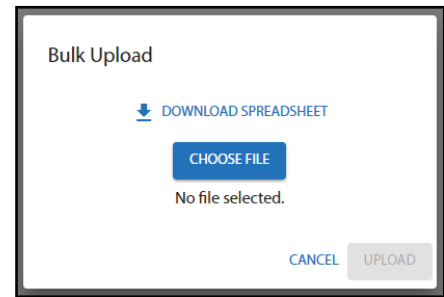
**Step 8**—Click **Choose File, Upload**

**Step 9**—Click the row menu icon (three dots on the right) and click **Review**.

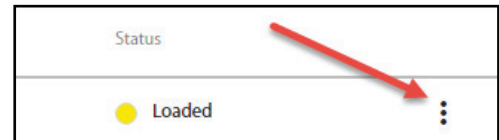
**Step 10**—Review client information for accuracy. Make edits if necessary.

**Step 11**—Click the icon in the lower right corner and click **Approve**. Steps 9-11 need to be repeated for each account you wish to open.

**Step 8**



**Step 9**



**NOTE:** After you approve the new accounts, my529 automatically sends an email to your clients that instructs them to verify the accuracy of the account application, confirm the level of LPOA authority, accept the Terms and Conditions of the Account Agreement and LPOA authorization, and establish a secure login.

Your client has 10 calendar days to review the email contents. Your clients are required to answer a series of security questions to verify their identity and protect their information. Upon acceptance, the account is activated and you are granted LPOA authority to perform specific transactions on your client's behalf.

*Investing is an important decision. Read the Program Description in its entirety for more information and consider all investment objectives, risks, charges, and expenses before investing. Call 800.418.2551 for a copy of the Program Description or visit [my529.org](http://my529.org).*

*Investments in my529 are not insured or guaranteed by my529, the Utah State Board of Regents, the Utah Higher Education Assistance Authority or any other state or federal agency. Your investment could lose value. However, Federal Deposit Insurance Corporation (FDIC) insurance is provided for the FDIC-insured accounts. Please read the Program Description to learn about the FDIC-insured accounts.*

*The state in which you or your beneficiary pays taxes or lives may offer a 529 plan that provides state tax or other benefits, such as financial aid, scholarship funds, and protection from creditors, not otherwise available to you by investing in my529. You should consider such benefits, if any, before investing in my529.*

*my529 does not provide legal, financial, investment, or tax advice, and the information provided in this document does not contain legal, financial, investment, or tax advice and cannot be construed as such or relied upon for those purposes. You should consult your own tax or legal advisor to determine the effect of federal and state tax laws on your particular situation.*