



Wrap third party access User guide

Online access to your clients' Wrap accounts

Introducing Macquarie Wrap Third Party Access (TPA)

Wrap TPA is a convenient and simple way to view your clients' account information, investments and transactions by generating account reports online.

- Direct access to view your clients' up to date financial information
- Efficiency and accuracy: access information directly, at any time

Wrap TPA reporting menu

Wrap TPA allows you to view details of your clients' accounts by generating online transaction and investment reports.

Wrap's extensive reporting menu includes:

Investment Management Reports

- Portfolio Snapshot
- Portfolio valuation
- Performance Over Time
- Asset Allocation
- Detailed Asset Allocation
- Portfolio Summary
- Investment Transactions
- Available Cash and Pending Transactions
- Tax Reports
- Instalment Warrant Details
- Income and Expenses
- Dividend Distribution Details – Accrual basis
- Dividend Distribution Details – Cash Receipts basis
- Unrealised Gains/Loses
- Realised Gains/Loses
- Cash Transactions
- Account Details

Pension Reports

- Pension Details
- Pension Portfolio Snapshot
- Pension Portfolio valuation
- Pension Performance Over Time
- Summary Pension Asset Allocation
- Detailed Pension Asset Allocation
- Portfolio Summary
- Pension Div/Dist Details – Accrual basis
- Pension Tax Calculation
- Instalment Warrant Details
- Pension Investment Transactions
- Pension Periodic Member Statement
- Account Details
- Pension Cash Transactions
- Advice to Centrelink/Veterans Affairs

Superannuation Reports

- Superannuation Details
- Superannuation Portfolio Snapshot
- Superannuation Portfolio valuation
- Superannuation Performance Over Time
- Summary Superannuation Asset Allocation
- Detailed Superannuation Asset Allocation
- Portfolio Summary
- Superannuation Investment Transactions
- Superannuation Tax Calculation
- Instalment Warrant Details
- Superannuation Div/Dist Details – Accrual basis
- Superannuation Unrealised Gains/Loses
- Superannuation Periodic Member Statement
- Superannuation Realised Gains/Loses
- Superannuation Cash Transactions
- Superannuation Order Confirmation
- Account Details

Datafeeds and Manual Downloads

- Transaction downloads
- Account Details
- Account Details and Listing
- Esi Set up

Frequently asked questions

Who are the Wrap third parties?

Wrap third parties are parties other than advisers and their staff who want to have access to view their client Wrap accounts. Examples include accountants, tax adviser, SMSF administrator and margin lender.

How do I register as a third party?

To view your clients' Wrap accounts online you must first register as a third party with Macquarie Adviser Services.

To register as a third party and nominate your staff access levels, please complete the Macquarie Wrap **third party online access: registration** form, available online at macquarie.com.au/advisers > products and platforms > tools > forms > broking and other services > register for other services

You will then receive:

- an email containing your Wrap third party code. Your clients should quote this code when completing the authorisation form.
- a letter containing your Macquarie Access Code (MAC). You will need this to log into Wrap Online.

Can you provide access to a company instead of an individual, for example for a SMSF administration firm where the client may not have one specific representative?

Yes, for firms such as SMSF administrators or margin lenders, clients can authorise access to the firm rather than to one specific person.

What different access levels exist?

There are two levels of access in Wrap TPA.

Primary Staff – individuals (such as accountants) who are specifically authorised for third party access by clients. The client must quote the Primary Staff's Wrap third party code in the authorisation form.

One firm could have many primary staff members, each with access to their own clients' accounts.

However, for firms such as SMSF administrators or margin lenders, only one Primary Staff should be set up as the client will authorise the firm for third party access, instead of one individual.

Admin Staff – individuals (such as office support staff) who require access to all authorised clients in your firm, in order to support the work of all Primary Staff. Clients are made aware of this access level in the authorisation form.

How can my clients grant me access to view their accounts?

Once you are a registered third party with Macquarie Adviser Services, your clients can grant you access to view their accounts online by completing the **Third party online access: authorisation** form, available online at macquarie.com.au/advisers > products and platforms > tools > forms > broking and other services > register for other services. Clients must quote your Wrap third party code on the form.

When your account is linked and your service active, you will receive a letter containing your password.

How do I log in?

Wrap TPA is accessed from the Wrap website. See the *Getting started* section below for further information.

How do I view a report?

Once you have logged in to Wrap as a third party, select the account for which you wish to generate a report.

Select your required date range, report types and format, and click *generate*. Your report(s) will appear in a pop-up window on your screen

How do I download transactions for an account?

Once you have logged in to Wrap as a third party, select the account for which you wish to download transactions for. Transactions must be downloaded one account at a time.

Select your required date range and desired reporting options, and select *download*. When the transaction download is complete, you will be able to open, save or cancel the information.

How do I generate a download of my client's account details?

Once you have logged in to Wrap as a third party, select *Data feeds* from the left hand menu, and then select *downloads*. (Alternatively, select *download files* from the Data feeds homepage.)

Select your desired account download option and click *download*. When the download is complete, you will be able to open, save or cancel the information.

What if my report or downloads does not generate?

You may have 'Pop-Up Blockers' activated on your computer. You will need to switch off the Pop-Up Blockers to be able to view the reports and downloads in Wrap TPA.

What is esi?

The External Systems Interface (esi) service enables you to set up Wrap data feeds which can be automatically retrieved by compatible external systems.

Wrap data feeds allow client data to be automatically transferred to your external system(s). For further information, please see the esi setup section in *Getting started*.

Getting started

1. Registering as a third party

To view your clients' Wrap accounts online you must first register as a third party with Macquarie Adviser Services. To register as a third party and nominate your primary staff and admin staff, please complete the **Third party online access: registration** form, available online at macquarie.com.au/advisers > products and platforms > tools > forms > broking and other services > register for other services.

We will then issue you a TPA Macquarie Access Code, which you can use to log in to the website.

2. Client authorisation

Once you are a registered third party with Macquarie Adviser Services, your clients can grant you access to view their accounts by completing the **Third party online access: authorisation** form, available at macquarie.com.au/advisers > products and platforms > tools > forms > broking and other services > register for other services.

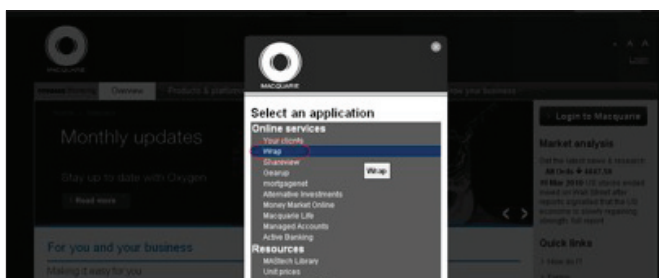
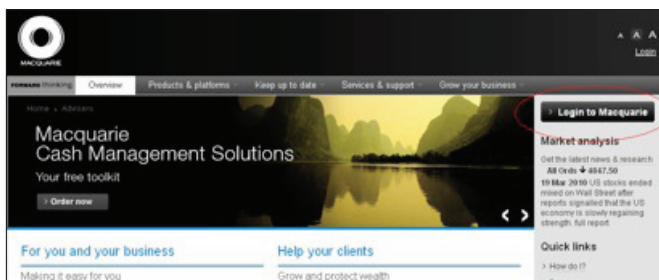
Clients must quote your Wrap third party code on the form.

3. Logging on to the Wrap TPA website and generating reports.

macquarie.com.au/advisers

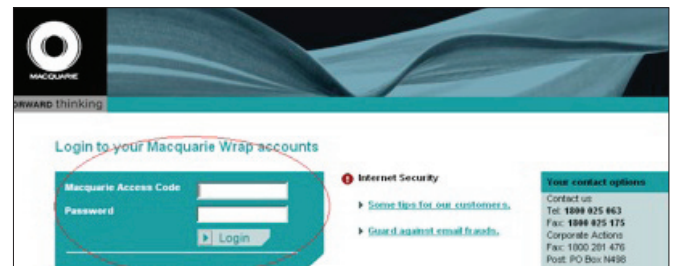
Macquarie Advisers homepage

Select Login to *Macquarie* and select Wrap from the list



Login page

Enter your MAC and password



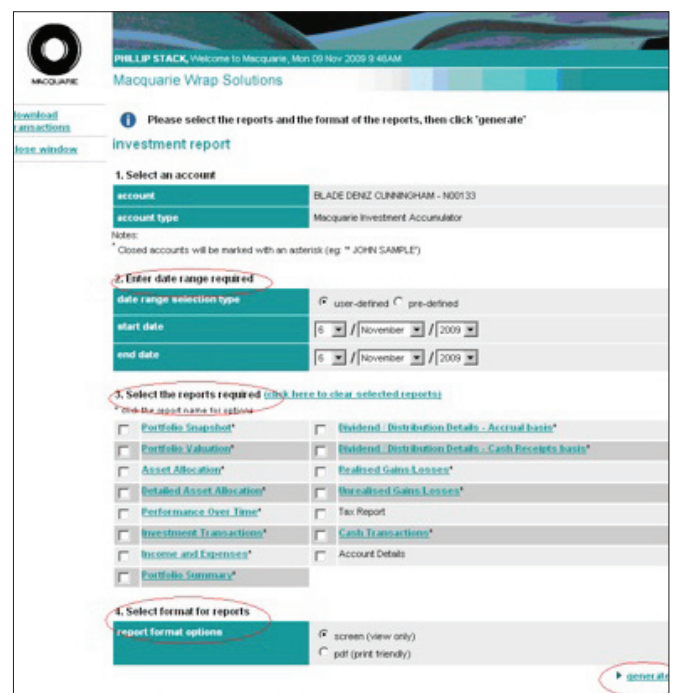
Home page

The accounts for which you have third party access are listed alphabetically by client name. Select an account from the list.



Reports menu

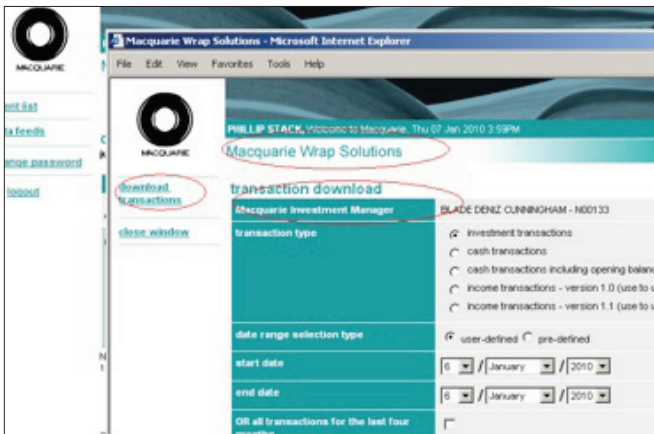
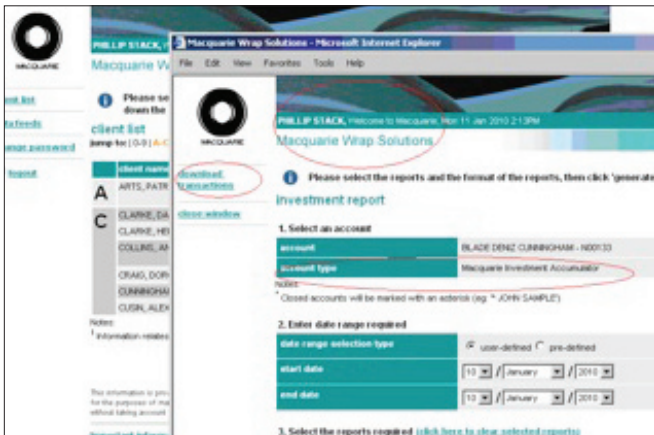
Specify your required report date range, type and format for the selected account and select generate. Your report will generate in a new screen.



Getting started

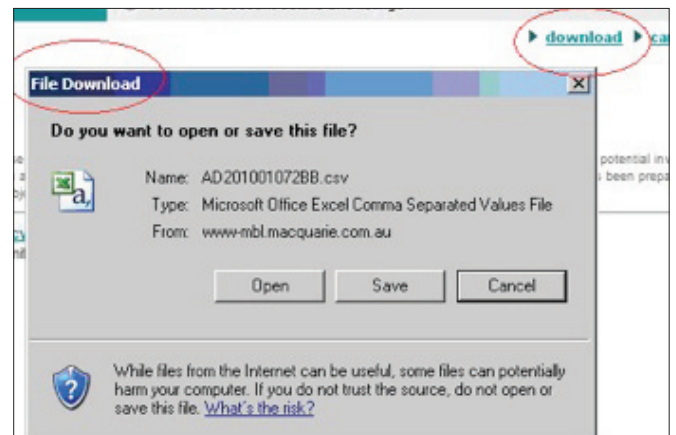
Download transactions for an account

Specify your required date range and run time options then click *download*. Once the download completes, you will be able to open or save the results.



Data feeds menu

Select *downloads* select one of the download functions and click *download*. Once the download completes, you will be able to open or save the results.

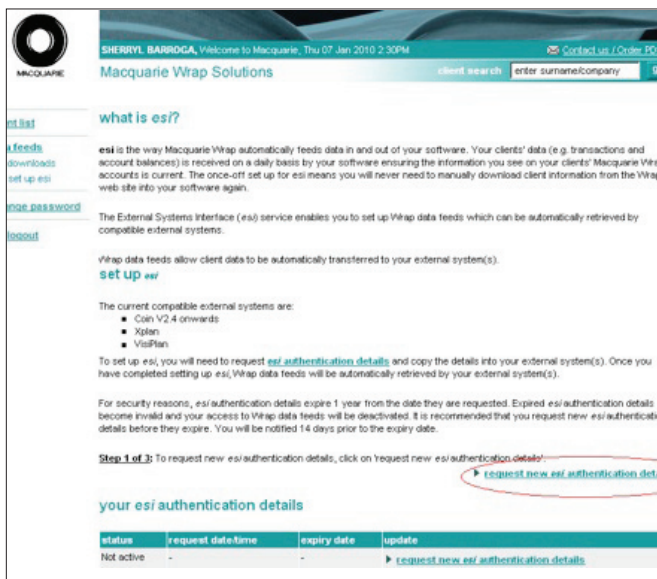


Getting started

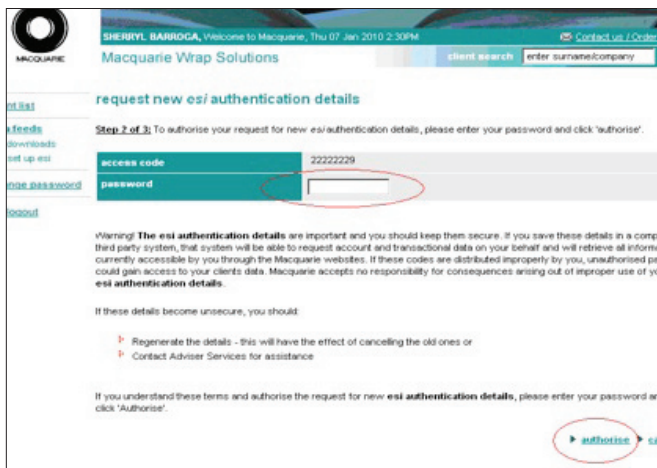
esi setup

To generate your esi authentication code and password for your compatible external system, follow these three steps:

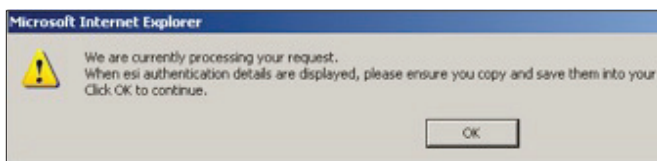
1. Select *request new esi authentication details* link



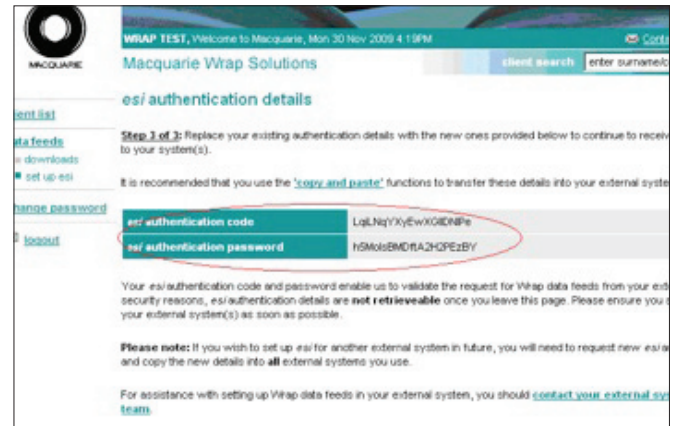
2. Enter your password and select *authorise*



Click OK



3. Your authentication details are generated. Please save these details in your external system(s) as soon as possible. Your esi authentication code and password enable us to validate the request for Wrap data feeds from your external system(s).



If you require further information regarding Wrap TPA, please contact Adviser Services on 1800 025 063.

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