



USER GUIDE

Emotomy Integration

Sept 2017



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Emotomy Integration Overview

Trust Company of America (TCA) is now integrated with Emotomy, a digital wealth management platform. With this real time integration, Emotomy offers:

1. Advisor Account Opening

Create a new TCA account that includes:

- Models
 - Add models manually
 - Add models automatically
- Fees
 - Adding a Fee Schedules
 - Adding a Fee Family
- Beneficiaries
 - Adding a beneficiary
 - Creating a new beneficiary
- Sending the following document types to be electronically signed using DocuSign.
 - TCA forms
 - Advisor forms
 - Uploading additional forms from users computer

2. Investor Account Opening

Optionally give an investor a self-serve 'pure-robo' link to open a TCA account

3. Features for Existing TCA accounts

- Viewing transactions
- Viewing positions
 - This is updated every 20 minutes
- Changing an address
- Downloading statements
- Downloading tax forms
- Beneficiary
 - Viewing existing Liberty beneficiaries
 - Editing existing Liberty beneficiary's information
 - Adding an existing Liberty beneficiary to a pending account
- Statement Family
 - Searching for a statement family

- Viewing the associated accounts
- Models
 - Viewing all available TCA models, along with the details of their underlying securities and composite sub models
 - Changing investment models on an account.
- eSignature
 - Sending documents the client for eSignature
 - Viewing the status of existing DocuSign envelopes
 - Viewing completed DocuSign envelopes.
- Viewing TCA account types
- Bulletins
 - Viewing bulletins
 - Deleting bulletins
- Performance reporting coming soon!

Note: Emotomy is a highly configurable platform. Not all Advisors will choose to implement features represented in this user guide.

TCA's integration with Emotomy underscores our commitment to helping advisors deliver exceptional client service, while also creating efficiencies in everyday work activities.

Integration Set Up

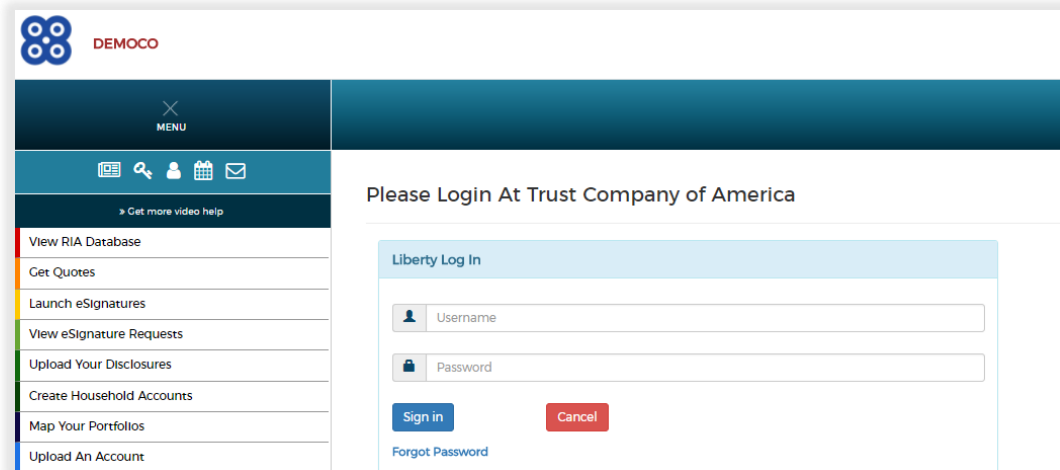
1. Complete and return the TCA Third Party Software Export and Integration form to your TCA Relationship Manager. The form can be accessed here, <http://www.trustamerica.com/advisor-forms>.
2. Access Emotomy, <https://www.emotomy.com/emotomy/> and select Login. Enter your Emotomy credentials.



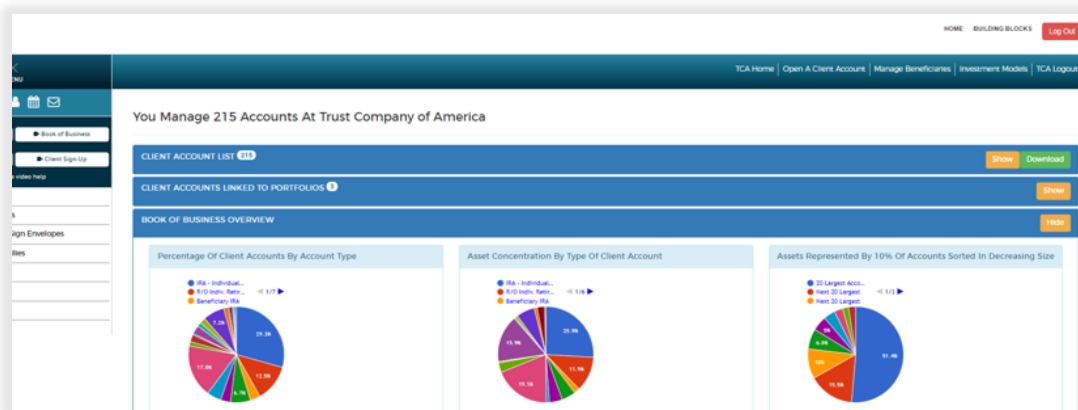
3. Select TCA on the top right.



4. Enter your Liberty username and password then select, Sign In.



5. An Emotomy TCA home page will appear indicating your integration is complete.

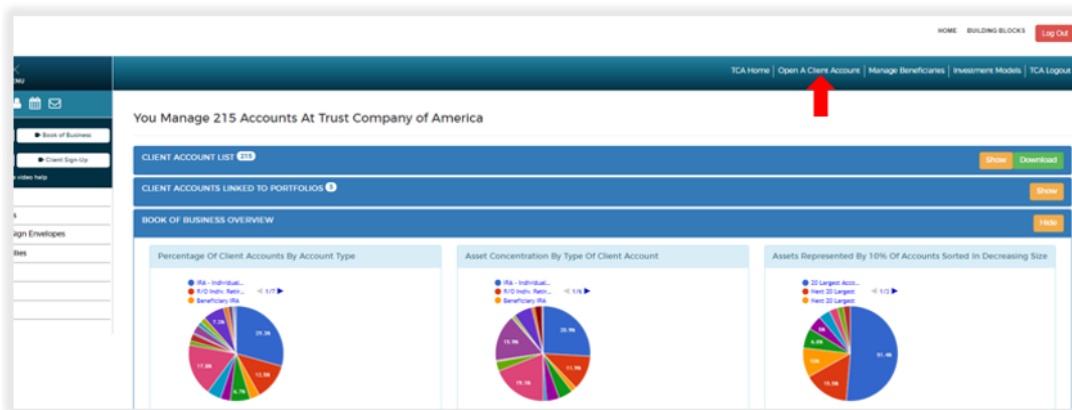


Advisor Account Opening

Advisors can create a new account in TCA that includes:

- Models
- Fees
- Beneficiaries
- eSignature through DocuSign.

1. To get started, select the Open a Client Account tab, from the Emotomy TCA Home page.



2. Enter your client's information.

Note: You can leverage your client profile in Redtail to prefill this information. See [Leverage Redtail Contacts to Open a TCA account](#)

Open A New Account At Trust Company of America

Let's Start With Information About The Account Owner

1. Exclude all dashes or other special characters in dates, tax IDs and phone numbers.
2. Note that telephone numbers are optional, except that at least one phone number must be entered.
3. All other fields are required except where noted.
4. Make sure the address is correct as account creation will fail if the zip code does not match city and state.

First Name

Last Name

Street address

Address Line 2

Address Line 3

City

State

Zip

Email address

Birthday

Tax ID

Account type

Home phone

Business phone

Work phone

Cell phone

Fax number

Other phone

Allow online account access

3. **Investment Models (optional)** – To manually assign investment models, select a model from the drop down. Set the target allocation, deviation, target of contributions and source of distributions. Repeat this process until the account contains all desired models. Then select Continue. If you do not want to assign models while opening an account select Skip. If investment models are not assigned during the account creation process, you will have the ability to manually add them after the account is open.

Note: Based on the Advisor's configuration preference, the option to manually assign models may not be available and models may be assigned automatically.

Select Investment Models For This New Account (Optional)

Hints On Selecting Models

1. You may skip this step entirely and assign models after the account is opened.
2. If you select models, the total target allocation must equal 100 percent.
3. The 'Target of contributions' column lets you select how new cash into the account gets allocated across models. The total must equal 100 percent.
4. The 'Target of distributions' column lets you select how cash required to pay a distribution is harvested across models. The total must equal 100 percent.

Model description	Target allocation	Deviation	Target of contributions	Source of distributions
BALANCED GROWTH AND INCOME ▼	70% ▼	1% ▼	70% ▼	70% ▼
DOMESTIC GROWTH FUND A ▼	30% ▼	1% ▼	30% ▼	30% ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
AGGRESSIVE GROWTH FUND A ▼	0 ▼	0 ▼	0 ▼	0 ▼
TOTAL ALLOCATION:	100			

Continue Skip Models

4. **Fees (optional)** – To assign a Fee Family or Fee Schedules, select either a Fee Family or a Fee Schedule then Continue. Just like models, you can Skip fees and you will have the ability to assign them after the account is open.

Select Fee Families And Schedules For Your New Account

Hints On Applying Fees To New Accounts

1. You may skip this step entirely and assign fees after the account is opened.
2. If you need fee families or schedules not listed here, you will need to create them separately before creating this account. Please contact your relationship manager should
3. You may select one fee family and several fee schedules, although it is more common to choose either one fee family or a set of fee schedules.
4. By default, each fee schedule you select will be applied to all models in this account. You will have an opportunity to modify that on the next screen.

Fee Family
None ▼

Fee schedules

- ☒ Advisor Fee Schedule 12
- ☐ Advisor Fee Schedule 1145
- ☐ Advisor Fee Schedule 1146
- ☐ Advisor Fee Schedule 1147
- ☐ Advisor Fee Schedule 4003
- ☐ Advisor Fee Schedule 4004
- ☐ Advisor Fee Schedule 4005
- ☐ Advisor Fee Schedule 4006

Continue Skip Fees

5. **Beneficiaries (optional)**
- a. **Select Beneficiaries** - This option is for selecting beneficiaries that are already on Liberty. Select your beneficiary, then set them as primary or contingent beneficiary, set their percentage and indicate if they are a

6. Select additional settings for the account. Then select Create Account.

Select Options For This New Account

Last Step Before Creating Your New Account

Send me copies of statements	<input checked="" type="radio"/> Yes <input type="radio"/> No
Write my name as a representative on statements	<input checked="" type="radio"/> Yes <input type="radio"/> No
My share of fees on this account	<input type="radio"/> 0 <input checked="" type="radio"/> 100%

[Create Account](#)

7. Your TCA account number will display.

Your New Account Was Created Successfully

A New Account Has Been Created for Barbara Innis

The following account number has been created:

The account will only be opened after the required signed account forms have been received and approved by Trust Company of America. To create an envelope of the required account forms that your client can sign electronically, select the Electronic Signatures link below. You may also do this later by clicking 'Launch eSignature' on the left-side menu of the page.

[View All My Accounts](#)

[Request Electronic Signatures From Barbara Innis](#)

8. eSignatures (optional) - Next, you can choose to continue on to request eSignatures from your client, or exit by selecting View All my Accounts.

Your New Account Was Created Successfully

A New Account Has Been Created for Barbara Innis

The following account number has been created:

The account will only be opened after the required signed account forms have been received and approved by Trust Company of America. To create an envelope of the required account forms that your client can sign electronically, select the Electronic Signatures link below. You may also do this later by clicking 'Launch eSignature' on the left-side menu of the page.

[View All My Accounts](#)

[Request Electronic Signatures From Barbara Innis](#)

- a. eSignature Get Started - Select Get Started and this will start the eSignature DocuSign process.

Request An Electronic Signature For Account

Send Your Signature Request In 4 Easy Steps

Step 1

Select the pre-populated TCA forms for inclusion in your envelope.

Step 2

Upload other documents if needed.

Step 3

Enter recipients and send your envelope out for eSignature.

Step 4

Receive confirmation that your envelope was sent.

[Get started](#)

- b. eSignature Select TCA Forms - You can select the TCA forms you wish to send to your client. To include optional TCA forms, simply check the corresponding checkbox of the form you wish to include.

Select The TCA Forms To Be Signed By Your Client

Step 1. There Are 7 Forms Available For Account 800092

1. Required forms will be included in your request automatically.
 2. Select additional forms if needed.
 3. Only one copy of some forms may be sent per envelope. Multiple copies of other forms may be included
 4. Where available, indicate the number of copies of each form to include in the envelope.

	Number of copies	Form description	Form is required
<input checked="" type="checkbox"/>	1	Client Application	Yes
<input type="checkbox"/>	1	Transfer Form	No
<input type="checkbox"/>	1	Advisor Authorizations for Distributions	No
<input type="checkbox"/>	1	Non-Retirement Account Distribution Request	No
<input type="checkbox"/>	1	Non-Retirement Account One-Time ACH Deposit	No
<input type="checkbox"/>	1	Non-Retirement Account Systematic Request	No
<input type="checkbox"/>	1	Statement Family Request	No

Continue

- c. eSignature Advisory Service Documents - Next, you can select the advisory service documents to send to your client (if applicable).

Select The Advisory Services Documents To Be Signed By Your Client

Step 2. Select The Advisory Documents That Need To Be Signed

Form description	Form is required
<input type="checkbox"/> Financial Planning Agreement	No
<input type="checkbox"/> Investment Management Agreement	No
<input type="checkbox"/> Investment Policy Statement	No

Skip

- d. eSignature Additional Forms - You can also browse your computer to upload additional form.

Upload Other Forms You Wish To Include In Your Document Envelope

Step 2. Other Forms

File name	File size	Remove	Email copy
Additional Account Information.pdf	0.51MB		
Consent for Electronic Delivery of Notices.pdf	0.04MB		

Browse

Upload

Continue Skip

- e. eSignature Recipients - Next, validate your recipients. You can add or adjust entries as needed by selecting the Editable pencil icon.

Enter Or Select Recipients For Your Electronic Signature Request

Step 3. Recipients

1. Please complete all highlighted fields by clicking inside the cells. Press the 'ENTER' key to save an entry.
 2. If you enter a name where none was present, you will need to provide a recipient email address. You may also need to provide a phone number if a phone authorization is required for that recipient.
 3. If you delete a name, the recipient will not be included in the envelope regardless of whether an email or phone number are listed.

Recipient	Recipient is required	Name	Email	Phone number	Phone authorization is required	Editable
Creator	Yes			a.com	No	
First Client	Yes		ca.com		Yes	
Second Client	No				Yes	
Third Client	No				Yes	
RIA First Copy	No				No	
RIA First Reviewer	No				No	
RIA Second Copy	No				No	
RIA Second Reviewer	No				No	
RIA Third Copy	No				No	
RIA Third Reviewer	No				No	
RIA Fourth Copy	No				No	
RIA Fourth Reviewer	No				No	
TCA Copy	No				No	
TCA Reviewer	No				No	

Create envelope Cancel

- f. eSignature DocuSign Envelope Sent - Once you select Create Envelope, the DocuSign process is complete and your documents are on their way to your client for their eSignature. Selecting Continue will conclude this process.

A DocuSign Envelope Is Ready For Your Client

A DocuSign envelope has been successfully created and has been sent to the following address: sboulter@trustamerica.com.

Please review the envelope in your inbox. Once you finish your review, the envelope will automatically be sent to your client.

[Continue](#)

Advisor Account Opening – Leveraging Your Redtail Contacts

You can leverage your Redtail contacts to populate your client's data to open a TCA account.

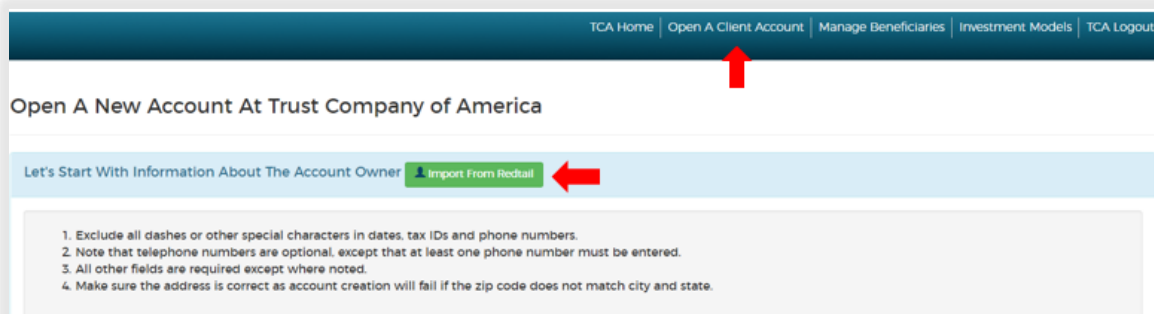
1. Access the Redtail tab.



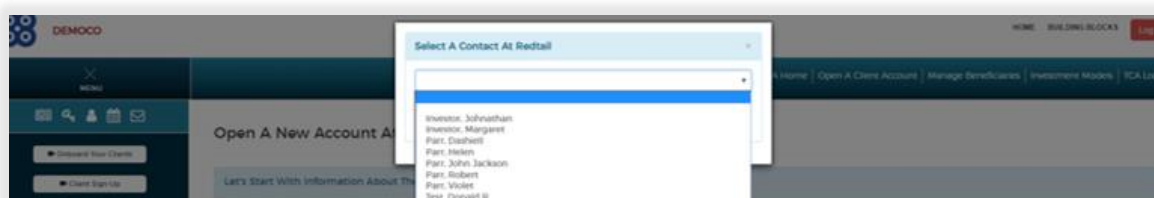
2. Then access the TCA tab.



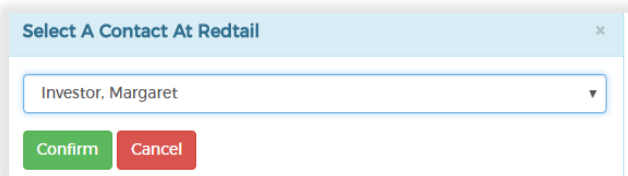
3. Access the Open a Client Account tab. Select the Import from Redtail tab.



4. Search for your Redtail contact.



5. Select Confirm.



6. Your Redtail contact information will be imported to start the TCA create account process.

Open A New Account At Trust Company of America

We have retrieved and populated the information available for Margaret Investor. Please check that it is accurate and that all required fields are completed.

Let's Start With Information About The Account Owner [Import From Redtail](#)

First Name	Margaret
Last Name	Investor
Street address	1234 Anywhere Lane
Address Line 2	Optional
Address Line 3	Optional
City	Beverly Hills
State	California ▼
Zip	90210
Email address	
Birthday	04/12/1983
Tax ID	
Account type	403B ▼
Home phone	XXXXXXXXXX (Option)
Business phone	
Work phone	XXXXXXXXXX (Option)
Cell phone	XXXXXXXXXX (Option)
Fax number	XXXXXXXXXX (Option)
Other phone	XXXXXXXXXX (Option)
Allow online account access	Yes ▼

[Continue](#) [Cancel](#)

Investor Account Opening (Robo)

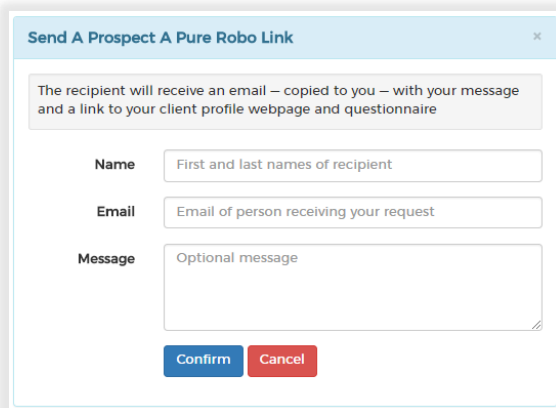
As an advisor, you have the ability to send an investor a link that will allow them to onboard and create a new TCA account on their own. This feature is optional per advisor.

1. First, the Investment Advisor will select the Send a Pure Robo Invitation tab.

[Invite A Client](#) | [Send A Pure Robo Invitation](#) | [Request A Client Profile](#) | [Request A Signed Client Profile](#) | [Send Comparison Request](#) | [Create A Proposal](#)

[TCA](#) | [SCHWAB](#) | [VEO®](#) | [INTERACTIVE BROKERS](#) | [REDTAIL](#)

- Next, enter the investor's information and select Confirm.



Send A Prospect A Pure Robo Link

The recipient will receive an email – copied to you – with your message and a link to your client profile webpage and questionnaire

Name

Email

Message

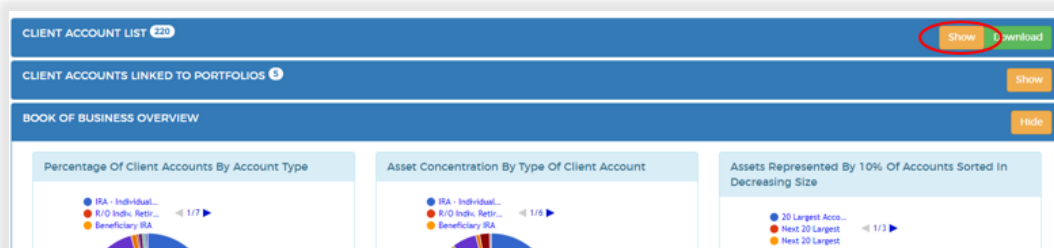
Confirm **Cancel**

- An email invitation sent to the investor. The invitation will prompt the investor to complete a profile and seamlessly walk them through the TCA account creation process. This process varies by advisor.

Transactions

Users can view transactions on their TCA accounts.

- To view transactions select Show from the Emotomy TCA home page.



CLIENT ACCOUNT LIST 225 **Show** **Download**

CLIENT ACCOUNTS LINKED TO PORTFOLIOS 1 **Show**

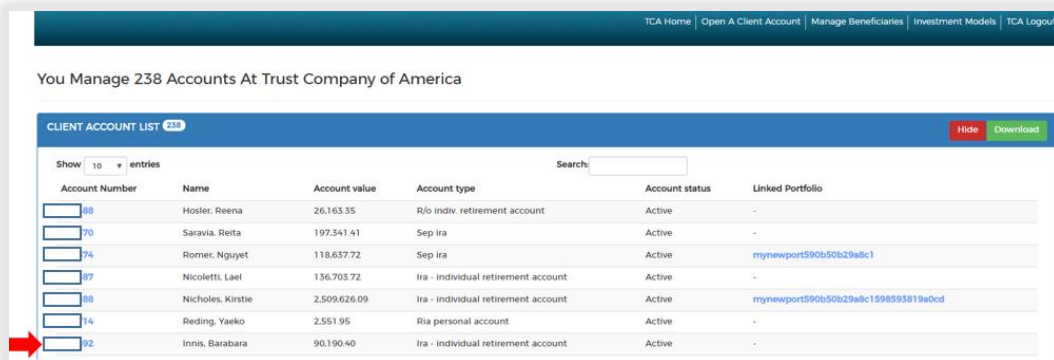
BOOK OF BUSINESS OVERVIEW **Hide**

Percentage Of Client Accounts By Account Type

Asset Concentration By Type Of Client Account

Assets Represented By 10% Of Accounts Sorted In Decreasing Size

- Select an account from the list or search for your TCA account.



TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

You Manage 238 Accounts At Trust Company of America

CLIENT ACCOUNT LIST 235 **Hide** **Download**

Show 10 entries Search:

Account Number	Name	Account value	Account type	Account status	Linked Portfolio
68	Hosler, Reena	26,163.35	R/o indiv. retirement account	Active	-
70	Saravia, Reita	197,341.41	Sep ira	Active	-
74	Romez, Nguyet	118,637.72	Sep ira	Active	mynewport590b50b29a8c1
87	Nicoletti, Lael	136,703.72	Ira - individual retirement account	Active	-
88	Nicholes, Kirstie	2,509,626.09	Ira - individual retirement account	Active	mynewport590b50b29a8c1598593819a0cd
114	Reding, Yaeiko	2,551.95	Ria personal account	Active	-
192	Innis, Barbara	90,190.40	Ira - individual retirement account	Active	-

3. Select the Transactions tab.

TCA Home | Open A Client Account | Manage Beneficiaries | Inv

Account At TCA

TCA Home | **Transactions** | Tax Forms | Statements | Create IPS | Request eSignatures | Link To A Portfolio

Account General Information

Account number	<input type="text" value="92"/>	Representative name	Arlene Messer
Type of account	IRA - Individual Retirement Account	Account status	Active
Account value	90,868.30	Account name	Barabara Innis
Value invested	86,258.37	First name	Barabara
Cash balance	4,609.93	Last name	Innis
Invested percentage	94.9%	E-mail	
Cash percentage	5.1%	Phone	-
Account data as of	2017-09-20	Birthdax	1948-07-14

4. Transactions will display

TCA Home | Back To Client Account | Download Transactions | View Pending Transactions

Review The 129 Transactions In Account 210892

Show entries

Search:

	Transaction ID	Post date	Activity	Security	Quantity	Price	Gross amount	Cost basis	Model ID	Model description
1.	485107861	2017-08-31	Bank Interest		0		0.08		25	Domestic Model
2.	482691095	2017-08-09	Dividend Cash	SJNK	0		35.05		25	Domestic Model
3.	482575787	2017-08-08	Dividend Cash	VCSH	0		14.44		25	Domestic Model
4.	482295056	2017-08-07	Dividend Cash	IEF	0		13.88		25	Domestic Model
5.	482279273	2017-08-07	Dividend Cash	TIP	0		5		25	Domestic Model
6.	482272594	2017-08-07	Dividend Cash	HYEM	0		10.76		25	Domestic Model
7.	481311826	2017-08-02	Reinvested Dividend	CSAWX	1.404	9.54	0	13.4	25	Domestic Model
8.	481310102	2017-08-02	Reinvested Dividend	CSHIX	5.197	6.63	0	34.46	25	Domestic Model
9.	480782897	2017-07-31	Bank Interest		0		0.08		25	Domestic Model
10.	479530920	2017-07-18	Advisor Fee Paid		0		-222.06		25	Domestic Model

Showing 1 to 10 of 129 entries

Previous 1 2 3 4 5 ... 13 Next

Positions

Users can view positions on their TCA accounts. Positions are updated every 20 minutes.

1. To view positions, select Show from the Emotomy TCA home page.

CLIENT ACCOUNT LIST 220 **Show** Download

CLIENT ACCOUNTS LINKED TO PORTFOLIOS 1 Show

BOOK OF BUSINESS OVERVIEW Hide

Percentage Of Client Accounts By Account Type

Asset Concentration By Type Of Client Account

Assets Represented By 10% Of Accounts Sorted In Decreasing Size

2. Select an account from the list or search for your TCA account.

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

You Manage 238 Accounts At Trust Company of America

CLIENT ACCOUNT LIST 238 Hide Download

Show 10 entries Search:

Account Number	Name	Account value	Account type	Account status	Linked Portfolio
88	Hosler, Reena	26,163.35	R/o indiv. retirement account	Active	-
70	Saravia, Reita	197,541.41	Sep ira	Active	-
74	Romer, Nguyet	118,637.72	Sep ira	Active	mynewport590b50b29a8c1
97	Nicoletti, Lael	136,703.72	Ira - individual retirement account	Active	-
88	Nicholes, Kirstie	2,509,626.09	Ira - individual retirement account	Active	mynewport590b50b29a8c1598993819a0cd
14	Reding, Yaeko	2,551.95	Ria personal account	Active	-
92	Innis, Barbara	90,190.40	Ira - individual retirement account	Active	-

3. Then scroll down to the Account Position section, and positions will display.

Account Positions

Show 10 entries Search:

Symbol	Name	Assets	Percentage of account	Shares	Price per share	Asset class	Cusip
Cash	-	4,525.49	5%	-	-	-	-
DJP	Barclays Bank Plc Ipath Exchanged Traded Jones - Alg Commodity Index Total Return	1,809.50	2%	77.0	23.5	Alternative Investments	06738C778
CEM	Goldman Sachs Etf Tr Activebeta Emerging Mkts Equity Etf	2,417.43	2.7%	70.4	34.34	International Equity	381430206
CSAWX	Goldman Sachs Long/short Credit Strats Fund Instl Class	7,577.34	8.4%	795.9	9.52	Alternative	38145L257
CSHIX	Goldman Sachs High Yield Fund Inst Class	7,571.59	8.3%	1,149.0	6.59	Bonds-taxable	38141W679
HYEM	Vaneck Vectors Etf Tr Emerging Markets High Yield Bond	2,237.56	2.5%	90.3	24.78	Taxable Bond	92189F353
IEF	Ishares Tr Barclays 7-10 Yr Treas Bd Etf	9,045.96	10%	84.0	107.69	Bonds-domestic	464287440

Change an Address

1. To change an address on a TCA account, select Show from the Emotomy TCA home page.

CLIENT ACCOUNT LIST 238 Show Download

CLIENT ACCOUNTS LINKED TO PORTFOLIOS 1 Show

BOOK OF BUSINESS OVERVIEW Hide

Percentage Of Client Accounts By Account Type	Asset Concentration By Type Of Client Account	Assets Represented By 10% Of Accounts Sorted In Decreasing Size
<ul style="list-style-type: none"> IRA - Individual... R/O Indiv. Retir... Beneficiary IRA 	<ul style="list-style-type: none"> IRA - Individual... R/O Indiv. Retir... Beneficiary IRA 	<ul style="list-style-type: none"> 20 Largest Acco... Next 20 Largest Next 20 Largest

2. Select an account from the list or search for your TCA account.

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

You Manage 238 Accounts At Trust Company of America

CLIENT ACCOUNT LIST 238 Hide Download

Show 10 entries Search:

Account Number	Name	Account value	Account type	Account status	Linked Portfolio
88	Hosler, Reena	26,163.35	R/o indiv. retirement account	Active	-
70	Saravia, Reita	197,541.41	Sep ira	Active	-
74	Romer, Nguyet	118,637.72	Sep ira	Active	mynewport590b50b29a8c1
97	Nicoletti, Lael	136,703.72	Ira - individual retirement account	Active	-
88	Nicholes, Kirstie	2,509,626.09	Ira - individual retirement account	Active	mynewport590b50b29a8c1596893819a0cd
14	Reding, Yaeko	2,551.95	Ria personal account	Active	-
92	Innis, Barabara	90,190.40	Ira - individual retirement account	Active	-

3. Select the Change Address button.

TCA Home | Open A Client Account | Manage Beneficiaries | In

Account 92 At TCA

TCA Home Transactions Tax Forms Statements Create IPS Request eSignatures Link To A Portfolio

Account General Information

Account number	92	Representative name	Arlene Messer
Type of account	IRA - Individual Retirement Account	Account status	Active
Account value	90,868.30	Account name	Barabara Innis
Value invested	86,258.37	First name	Barabara
Cash balance	4,609.93	Last name	Innis
Invested percentage	94.9%	E-mail	
Cash percentage	5.1%	Phone	-
Account data as of	2017-09-20	Birthday	1948-07-14
Number of models	2	Address	109 Village Street
Number of asset classes	9		Kennedale, TX 76060
Number of positions	16	Investment portfolio	This account is not linked to any of your current portfolios

Change Address

4. Update the address and select Confirm. This will update the address on your TCA account.

Change The Address Of This Account Owner

Address: 109 Village Street

Address line 2:

Address line 3:

City: Kennedale

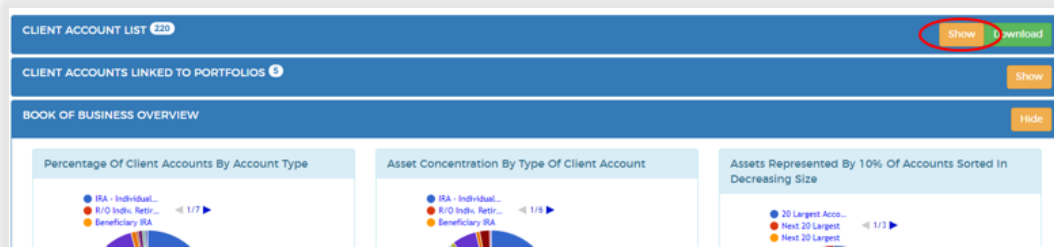
State: TX

Zip code:

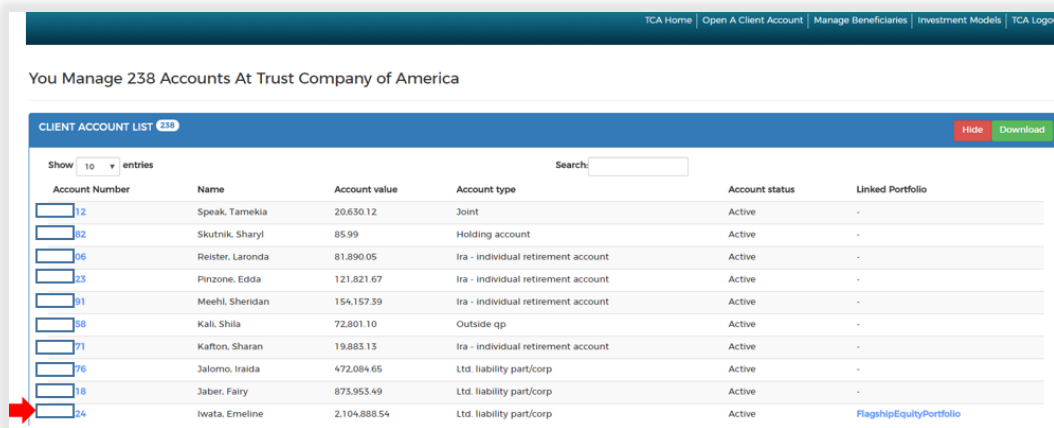
Confirm Cancel

Statements

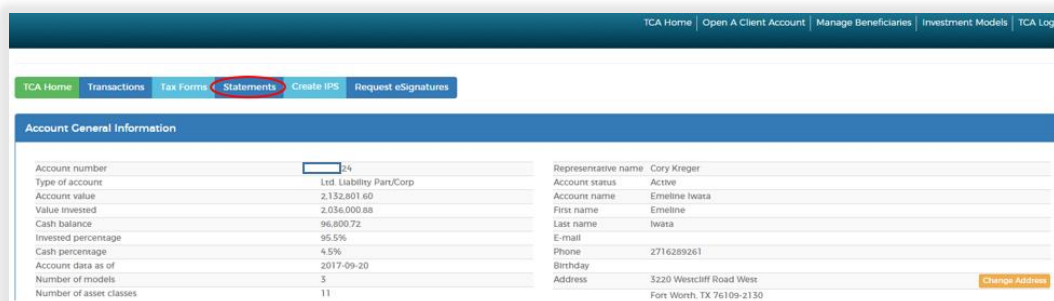
1. To download statements, select Show from the Emotomy TCA home page.



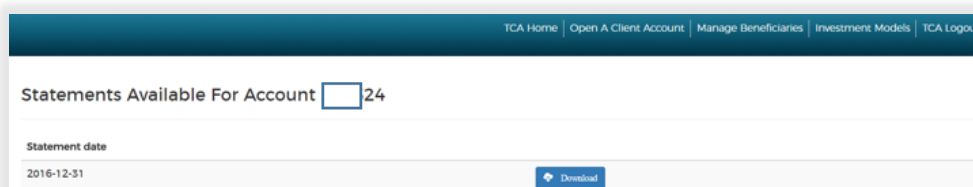
2. Select an account from the list or search for your TCA account.



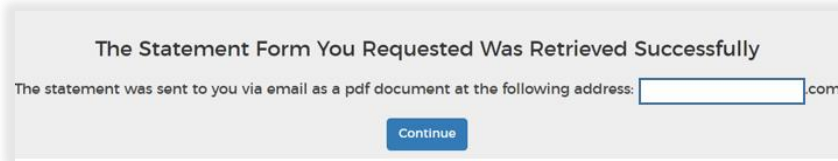
3. Select Statements.



4. If statements are available, the user will see a list of available statements with the option to Download.



- Once Download is selected, a message displays indicating the statement has been emailed to email address on file with Emotomy.

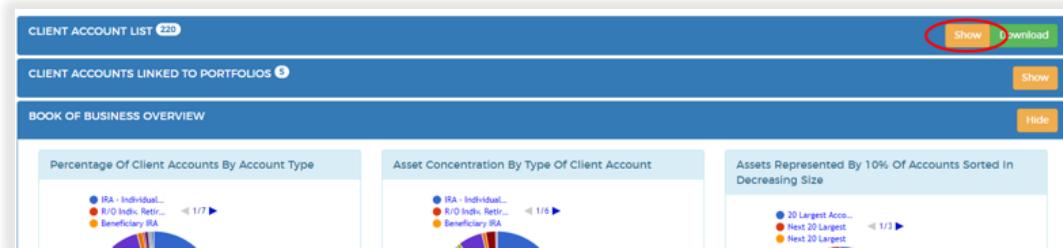


- If statements are not available, messaging will display.

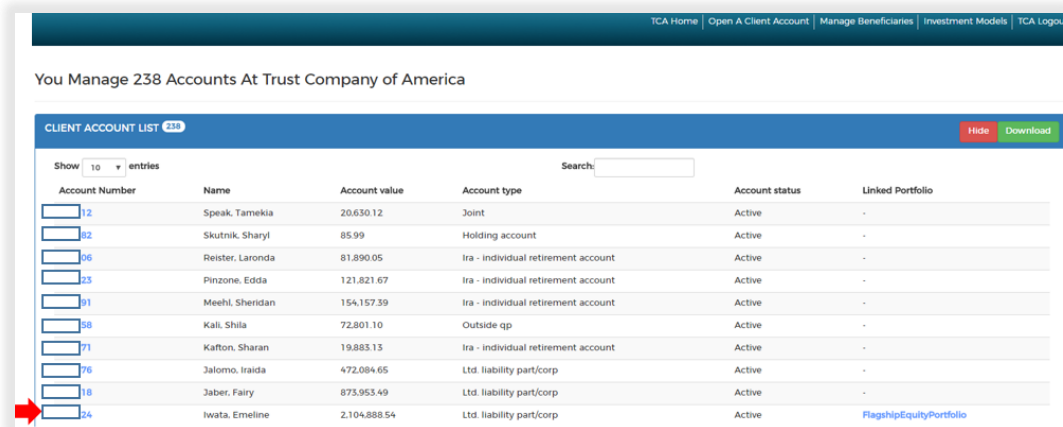


Tax Forms

- To download tax forms, select Show from the Emotomy TCA home page.



- Select an account from the list or search for your TCA account number.



3. Select Tax Forms.

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Log

TCA Home | Transactions | **Tax Forms** | Statements | Create IPS | Request eSignatures

Account General Information

Account number	24	Representative name	Cory Kruger
Type of account	Ltd. Liability Part/Corp	Account status	Active
Account value	2,132,801.60	Account name	Emeline Iwata
Value invested	2,036,000.88	First name	Emeline
Cash balance	96,800.72	Last name	Iwata
Invested percentage	95.5%	E-mail	
Cash percentage	4.5%	Phone	271 6289261
Accounts data as of	2017-09-20	Birthday	
Number of models	3	Address	3220 Westcliff Road West Fort Worth, TX 76109-2130
Number of asset classes	11		

[Change Address](#)

4. If tax forms are available, the user will see a list of available tax forms along with an option to Download.

TCA Home | Back To Client Account | TCA Log

Tax Forms Available For Account 24

Tax Year	Form	
2013	1099BDivIntInsert	Download
2013	1099bdim	Download
2014	1099BDivIntInsert	Download
2014	1099bdimo	Download
2015	1099BDivIntInsert	Download
2015	1099bdimo	Download
2016	1099BDivIntInsert	Download
2016	1099bdimo	Download

5. Once Download is selected, a message displays indicating the tax form has been emailed to email address on file with Emotomy.

The Tax Form You Requested Was Retrieved Successfully

It was sent to you as an email attachment at: .com.

[Continue](#)

6. If tax forms are not available, messaging will display.

No Tax Forms Were Found For Account

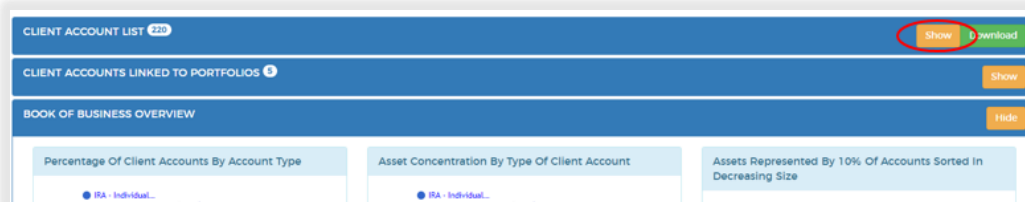
Please contact your advisor if you believe that tax forms should be available.

[Continue](#)

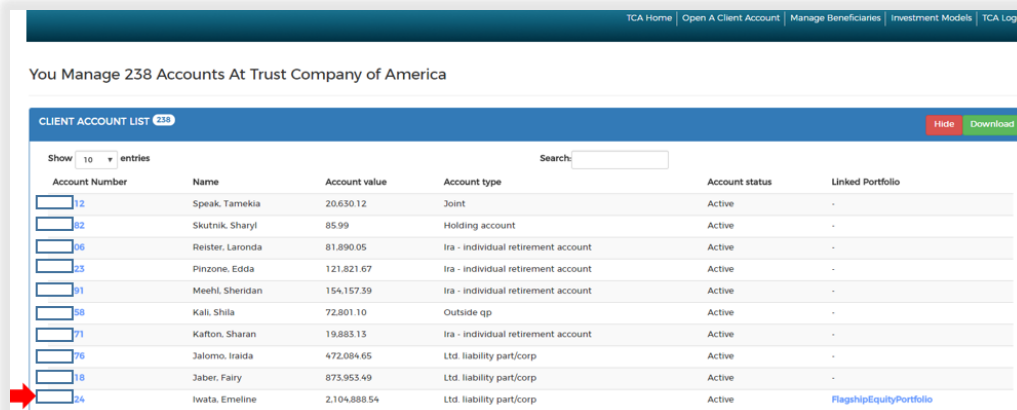
Beneficiaries

Users can view, edit or add beneficiaries to pending accounts.

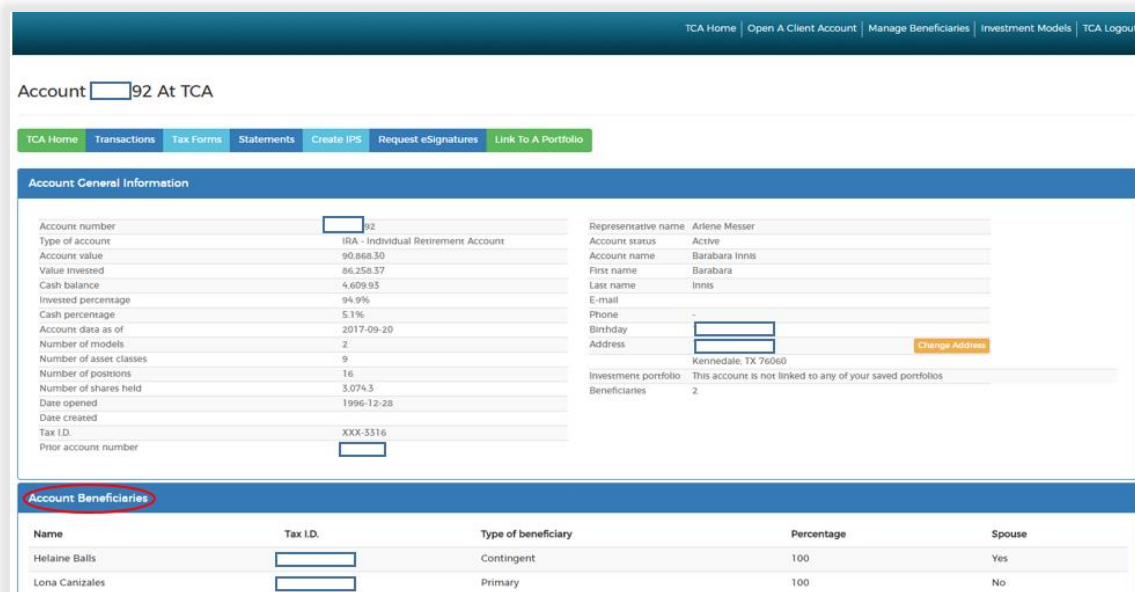
1. View Beneficiaries on an Existing TCA account.
 - a. To view beneficiaries on an existing TCA account, select Show from the Emotomy TCA home page.



- b. Select an account from the list or search for your TCA account.



- c. Beneficiaries will appear below the Account General Information.

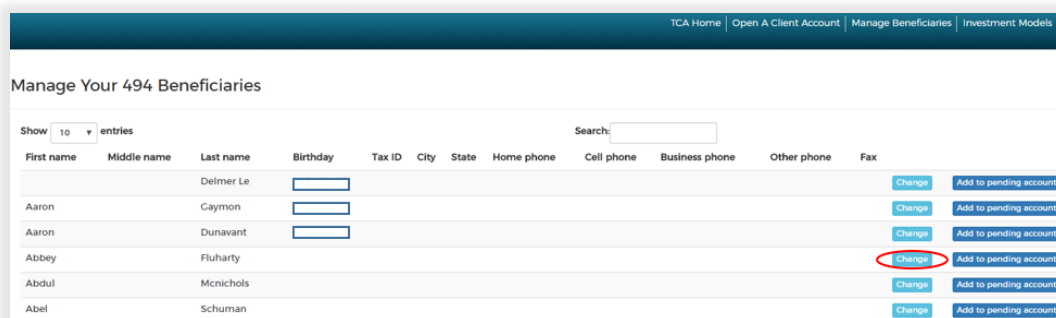


2. Edit Beneficiary Information

- a. Select Manage Beneficiaries from the Emotomy TCA home page.



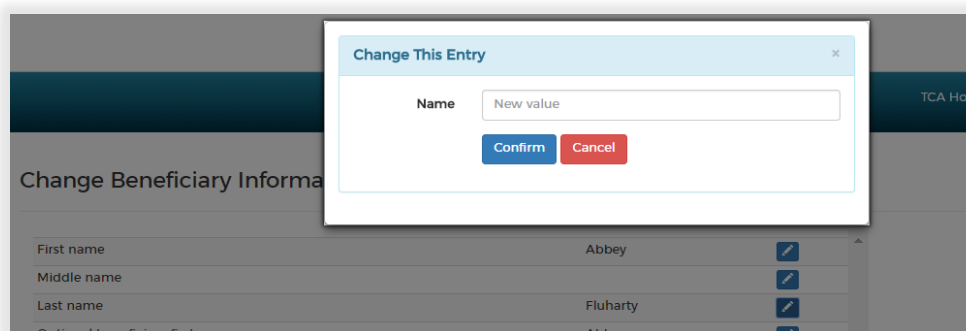
- b. Select Change.



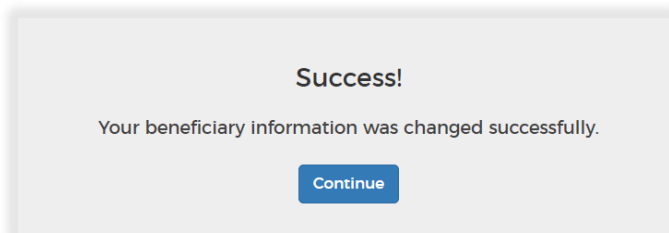
- c. Select the pencil icon to edit information on the beneficiary.



- d. Enter in the new value and Confirm.



- e. A success message will display.

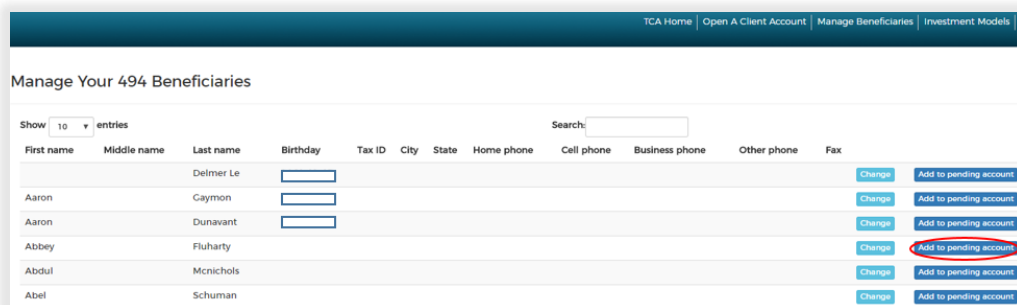


3. Add a Beneficiary to a Pending Account

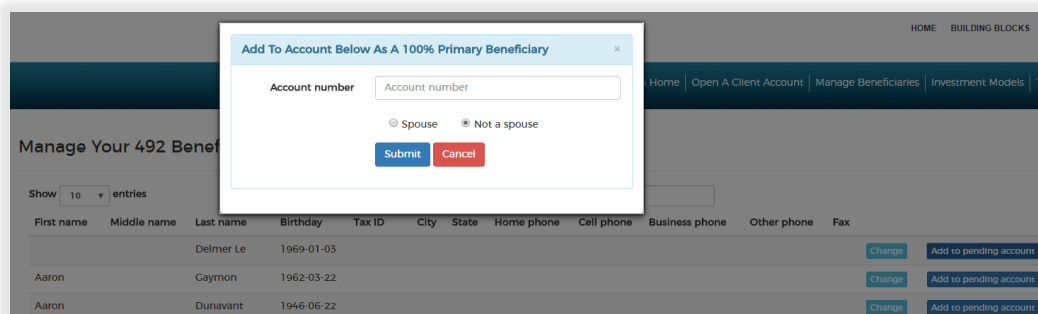
- a. Select Manage Beneficiaries from the Emotomy TCA home page.



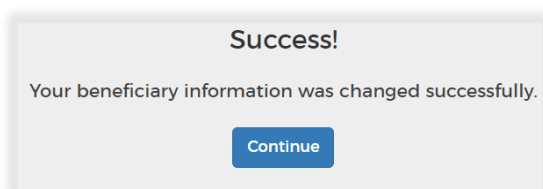
- b. Select Add to Pending Account.



- c. Enter the TCA account number and indicate if they are a spouse or not, then select Submit.



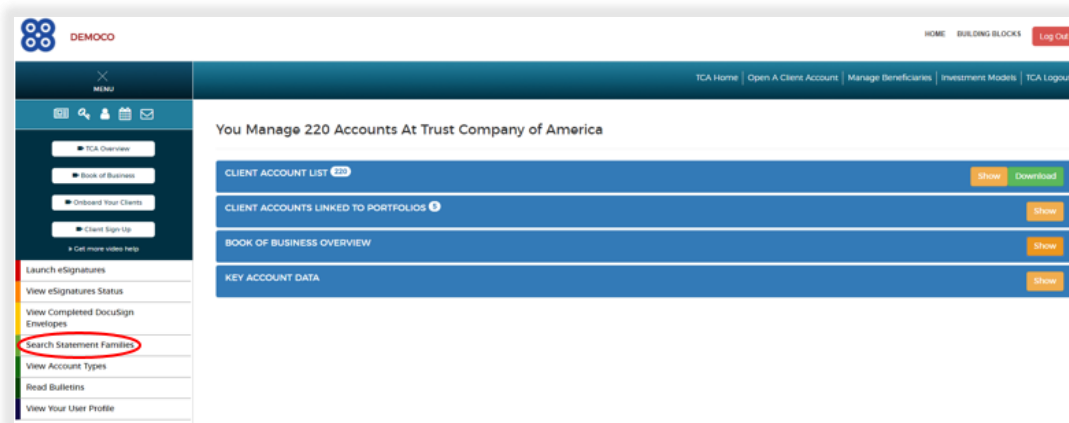
- d. A success message will display.



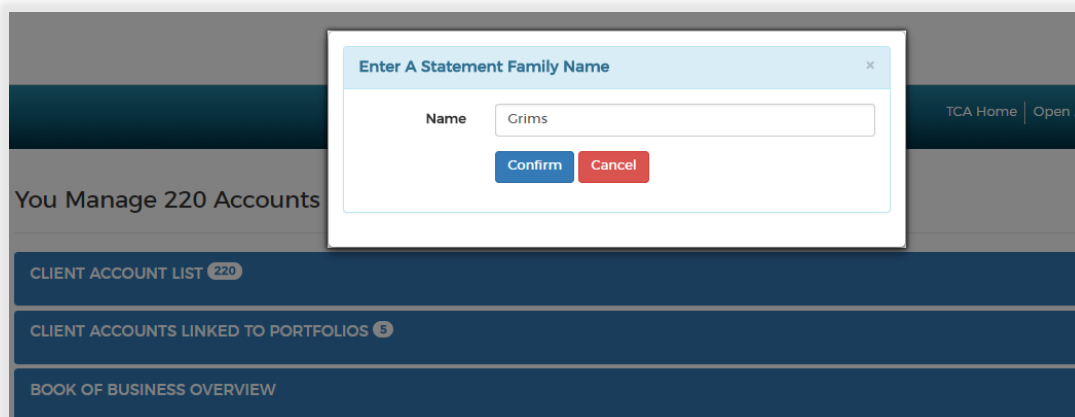
Statement Family

You can search for a TCA Statement Family and see all the associated accounts.

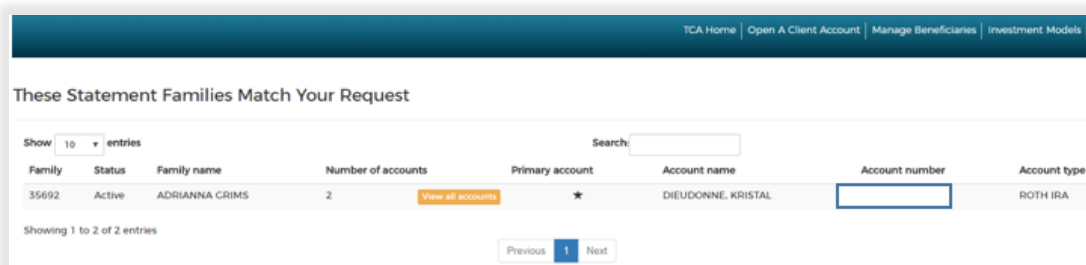
1. Select Search Statement Families from the Emotomy TCA home page.



2. Search for a Statement Family name, then Confirm.



3. Details of the Statement Family display.



4. Select View all Accounts, to show all accounts associated with the Statement Family

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

These Statement Families Match Your Request

Show 10 entries Search:

Family	Status	Family name	Number of accounts	Primary account	Account name	Account number	Account type
35692	Active	ADRIANNA CRIMS	2	Hide accounts	DIEUDONNE, KRISTAL		ROTH IRA
35692	Active	ADRIANNA CRIMS		*	NORRINGTON, MELVIN		IRA - Individual Retirement Account

Showing 1 to 2 of 2 entries

Previous 1 Next

Models

Users have the ability to view a list of available TCA investment models along with details of the underlying securities, as well as change investment models on a TCA account.

1. View TCA Investment Models

- To view an available list of TCA investment models and their details, select Investment Models from the TCA Emotomy page.



- Click on the description.

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models

Here Are The 28 Investment Models Available At Trust Company of America

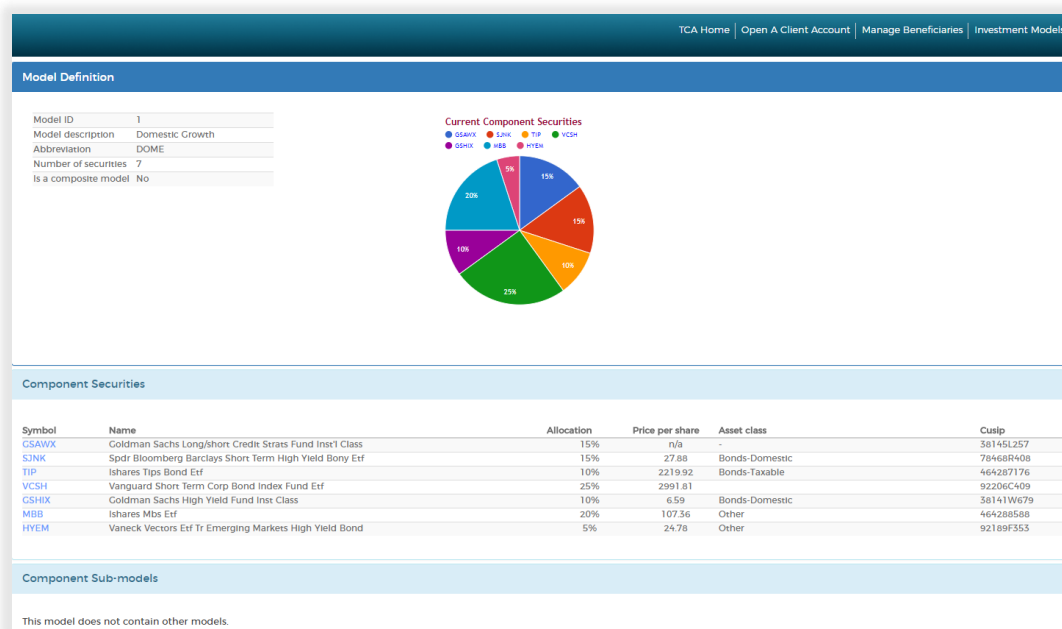
Show 10 entries Search:

Model ID	Abbreviation	Description	Model type	Number of sub-models	Number of securities
0	OTH	Other Assets	Hold	-	-
1	DOGE	Domestic Growth	Standard	-	-
2	DOGE	Domestic Model	Standard	-	-
3	DOGE	Domestic Growth Fund A	Standard	-	-
4	QUAL	Quality Portfolio	Standard	-	-
5	INTE	International Growth Fund	Standard	-	-
7	MODE	Moderate Growth Fund	Standard	-	-
16	INTE	International Income Portfolio	Standard	-	-
17	STAN	Standard Income And Risk	Standard	-	-
18	DYNA	Dynamic Fund B	Standard	-	-

Showing 1 to 10 of 28 entries

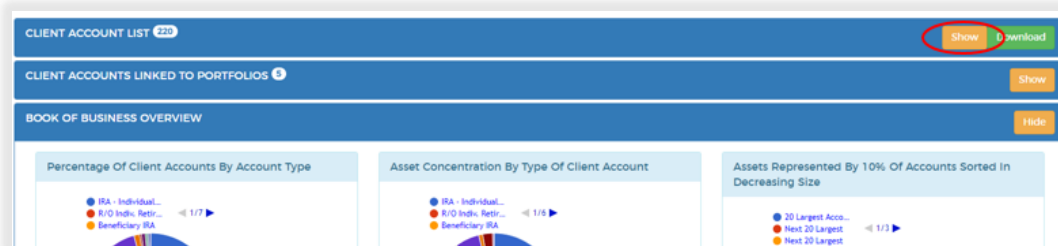
Previous 1 2 3 Next

- c. The model's underlying securities or composite sub-models will display.



2. Change Models on a TCA Account

- a. To change models, select Show from the Emotomy TCA home page.



- b. Select an account from the list or search for your TCA account number.

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

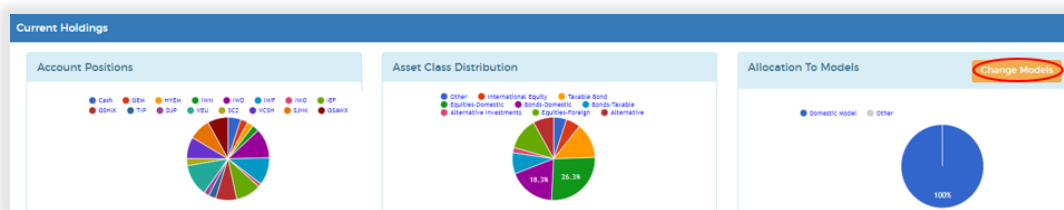
You Manage 238 Accounts At Trust Company of America

CLIENT ACCOUNT LIST 238 Hide Download

Show 10 entries Search:

Account Number	Name	Account value	Account type	Account status	Linked Portfolio
<input type="text" value="12"/>	Speak, Tamekia	20,630.12	Joint	Active	-
<input type="text" value="82"/>	Skutnik, Sharyl	85.99	Holding account	Active	-
<input type="text" value="36"/>	Reister, Laronda	81,890.05	Ira - individual retirement account	Active	-
<input type="text" value="23"/>	Pinzone, Edda	121,821.67	Ira - individual retirement account	Active	-
<input type="text" value="91"/>	Meehl, Sheridan	154,157.39	Ira - individual retirement account	Active	-
<input type="text" value="38"/>	Kali, Shila	72,801.10	Outside qp	Active	-
<input type="text" value="71"/>	Kafton, Sharan	19,883.13	Ira - individual retirement account	Active	-
<input type="text" value="76"/>	Jalomo, Iralda	472,084.65	Ltd. liability part/corp	Active	-
<input type="text" value="18"/>	Jaber, Fairy	873,953.49	Ltd. liability part/corp	Active	-
<input type="text" value="24"/>	Iwata, Emeline	2,104,888.54	Ltd. liability part/corp	Active	FlagshipEquityPortfolio

- c. Scroll down to Current Holdings and select Change Models.



- d. Update the investment model on the account and select Continue.

TCA Home

Change Investment Models In Account Number

Select A New Model Allocation

Model description	Target allocation	Deviation	Target of contributions	Source of distributions
BALANCED GROWTH AND INCOME	<input type="text" value="100%"/>	<input type="text" value="0"/>	<input type="text" value="100%"/>	<input type="text" value="100%"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
AGGRESSIVE GROWTH FUND A	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL ALLOCATION:	<input type="text" value="100"/>			

Continue Cancel

- e. A success message displays.

Investment Models In Account Were Changed Successfully

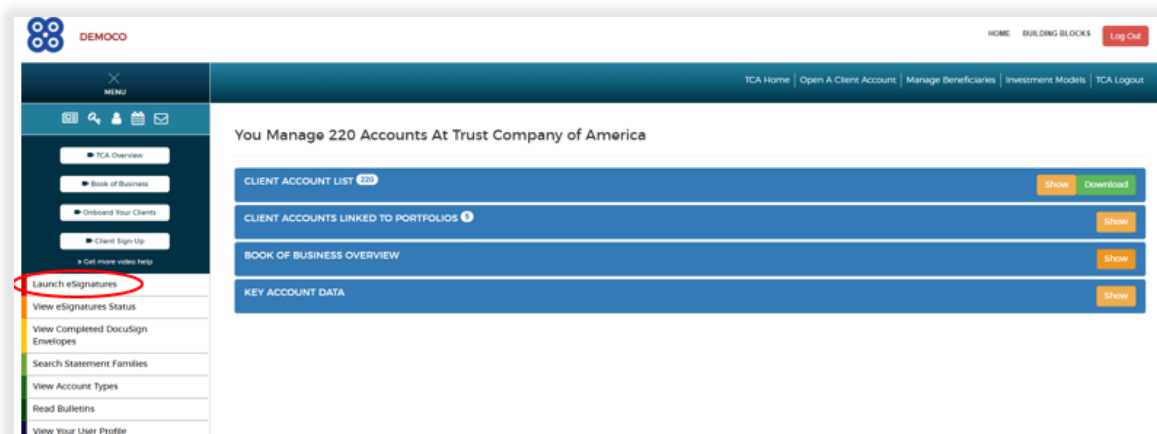
Continue

eSignature

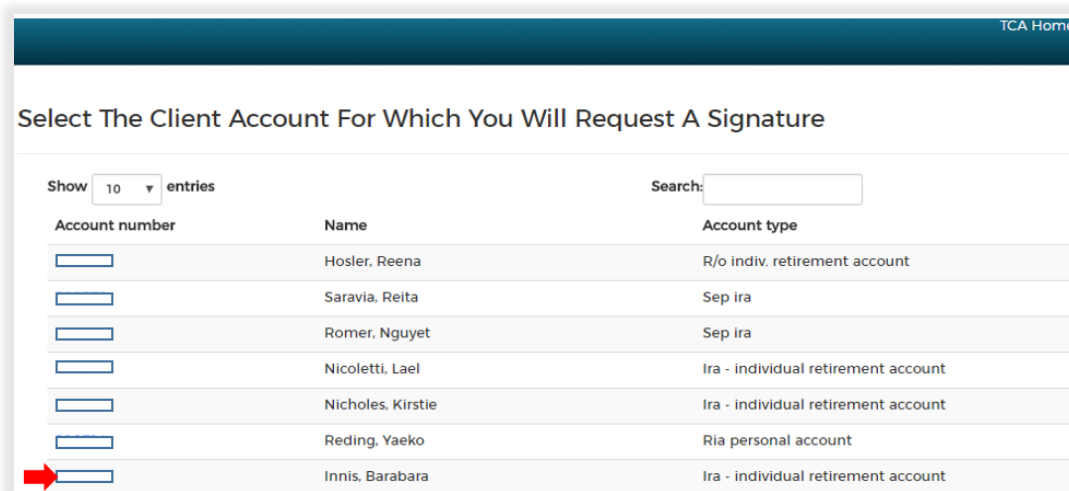
Users have the ability to send documents to the client and for eSignature on an existing account, view the status of existing DocuSign envelopes and view completed DocuSign envelopes.

1. Request an eSignature

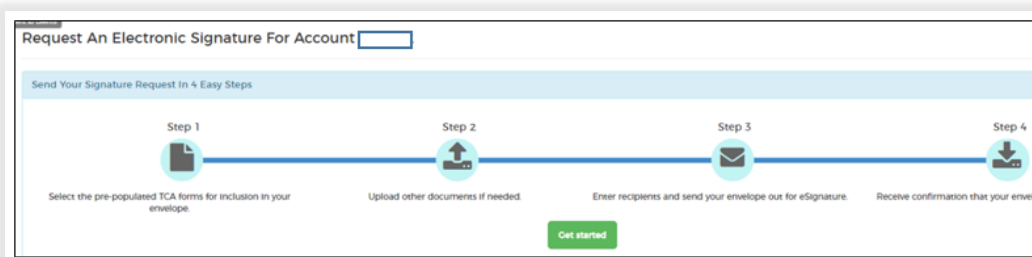
- a. From the Emotomy TCA home page, select Launch eSignature.



- b. Select an account.

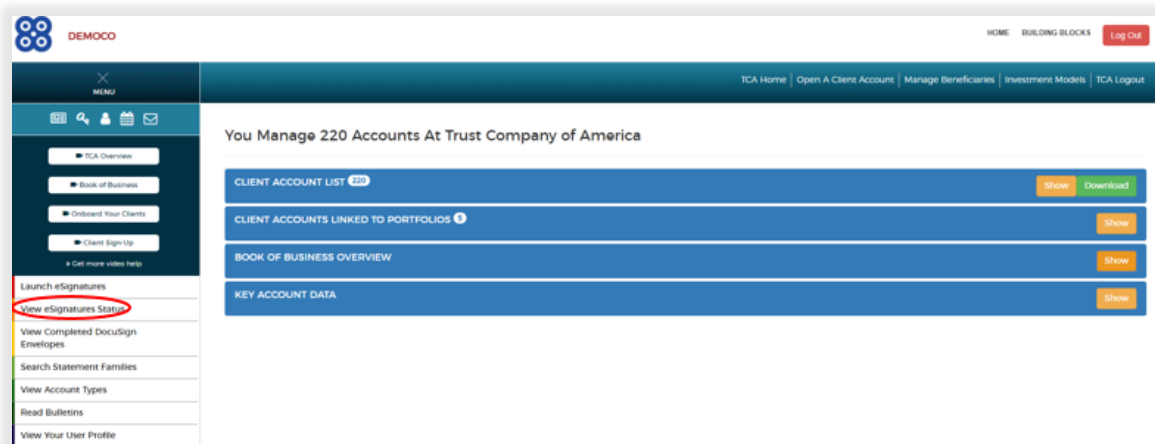


- c. The DocuSign process starts. Refer to [eSignature](#) for the full process.



2. View Envelope Status

- a. From the Emotomy TCA home page, select View eSignature Status.



- b. The envelope status will display.

List Of DocuSign Envelopes You Prepared For Your Clients

Show 10 entries Search:

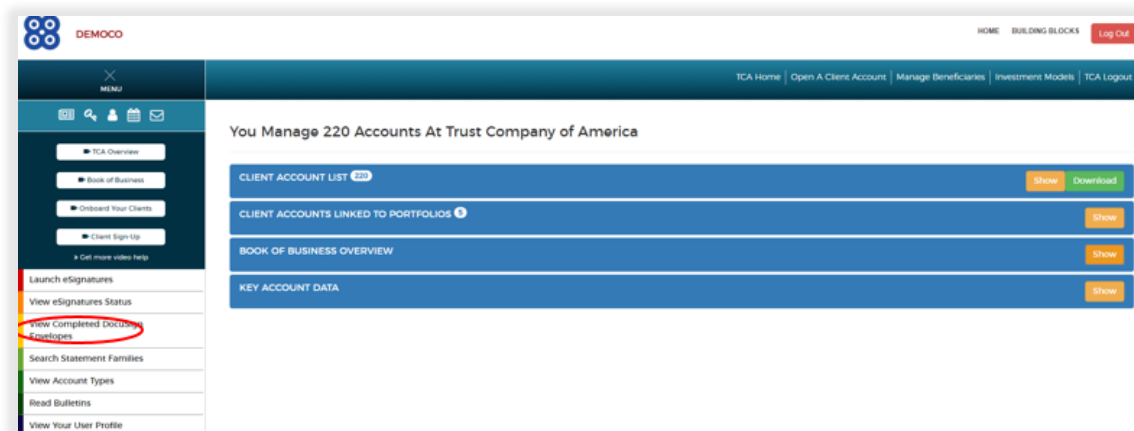
Date sent	Envelope status	Subject	Details	Resend	Retrieve
2017-08-29	Voided	Account paperwork for Margaret Investor			
2017-08-29	Voided	Account paperwork for Margaret Investor			
2017-08-29	Voided	Account paperwork for Margaret Investor			
2017-08-29	Voided	Account paperwork for Margaret Investor			
2017-09-08	Voided	Account paperwork for Barbara Innis			
2017-09-12	Voided	Account paperwork for Barbara Innis			
2017-09-12	Voided	Account paperwork for Barbara Innis			

Showing 1 to 7 of 7 entries

Previous 1 Next

3. View Completed DocuSign Envelopes

- a. From the Emotomy TCA home page, select View Completed DouSign Envelopes and a list of completed envelopes will display.



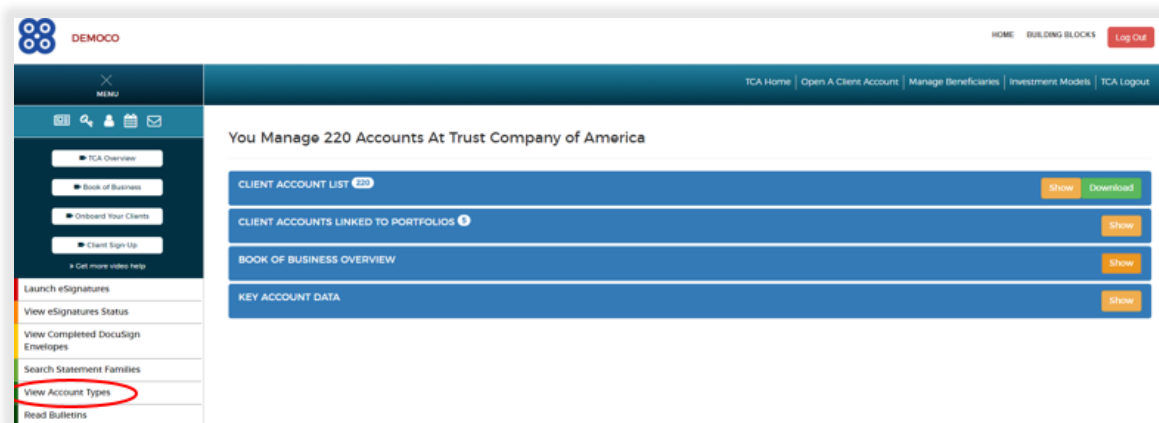
- b. If completed envelope are not available, messaging will display.

No DocuSign Envelopes Have Been Completed By Your Clients.

Continue

Account Types

1. To view a list of TCA account types select View Account Types from the Emotomy TCA home page.



2. A list of TCA account types will display.

DEMOCO

HOME BUILDING BLOCKS Log Out

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

There Are 24 Account Types Available At Trust Company of America

Description	For qualified accounts	For taxable accounts	Birth date required at account opening	
Beneficiary IRA	Yes	No	Yes	More
Qualified Plan	Yes	No	No	More
Exempt Other	No	No	No	More
Individual	No	Yes	Yes	More
Outside QP	Yes	No	No	More
IRA - Individual Retirement Account	Yes	No	Yes	More
UCMA & UTMA	No	Yes	Yes	More
Company (Unincorporated)	No	Yes	No	More
Beneficiary ROTH IRA	Yes	No	Yes	More
Bank Custody	No	No	No	More
Legal (Conservator, Guardian, Court)	No	Yes	Yes	More

Bulletins

- To view or delete bulletins select Read Bulletins from the Emotomy TCA home page.

DEMOCO

HOME BUILDING BLOCKS Log Out

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

You Manage 220 Accounts At Trust Company of America

CLIENT ACCOUNT LIST 220 [Show](#) [Download](#)

CLIENT ACCOUNTS LINKED TO PORTFOLIOS 1 [Show](#)

BOOK OF BUSINESS OVERVIEW [Show](#)

KEY ACCOUNT DATA [Show](#)

Launch eSignatures

View eSignatures Status

View Completed DocuSign Envelopes

Search Statement Families

View Account Types

Read Bulletins

View Your User Profile

- A list of TCA bulletins will display where you can read or delete the bulletin.

TCA Home | Open A Client Account | Manage Beneficiaries | Investment Models | TCA Logout

There Are 59 Bulletins Available To Read

Reference ID	Date	Time	Subject	Must read before deletion		
1385134	2017-09-20	01:02:36am	Terminating Accounts	No	Read	Delete
1385143	2017-09-20	01:25:34am	Open Intermodel Transfers	✓	Read	Delete
1385151	2017-09-20	01:31:21am	Pending Systematic Distributions	No	Read	Delete
1385108	2017-09-19	01:02:56am	Terminating Accounts	No	Read	Delete
1385115	2017-09-19	01:25:42am	Open Intermodel Transfers	✓	Read	Delete

Performance Reporting

Coming soon!

The Emotomy platform will soon have time-weighted performance statistics and performance reporting for TCA accounts.