

In this training guide we will demonstrate how to use eMoney For Office (EFO). The eMoney Excel Add-In allows you to automatically import eMoney data into a spreadsheet. The eMoney data can then be used in formulas or other calculations, and can be automatically updated by clicking a single button.

#### 1. System Requirements:

In order to use eMoney for Office, your system must have the following:

- An Internet connection
- A valid eMoney User License
- An eMoney User Name and Password - EFO is not yet compatible with versions of eMoney that use Single Sign On (SSO)
- Windows XP or Windows Vista with all current system updates
- Microsoft Outlook 2007
- Internet Explorer 7 or newer
- 512MB RAM of memory and 200MB of free disk space

*Please Note:* If it is not already installed, EFO will install Windows Installer 3.1, Microsoft .NET Runtime 3.5, Microsoft Office 2007, Primary Interop Assemblies, and Visual Studio Tools for Office 3.0 Runtime.

***Please note:* eMoney for Office is currently an UNSUPPORTED, BETA product. Use of this software may damage your computer or data.**

2. Installation:

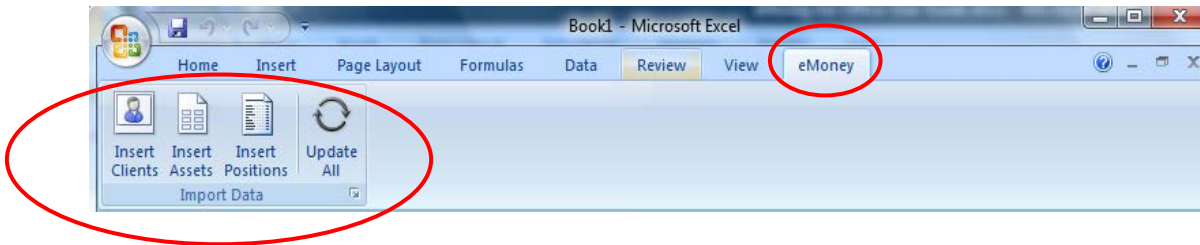
- A. Click on the link below

<http://content.emaplan.com/eMoneyForOffice/ema/Excel/setup.exe>

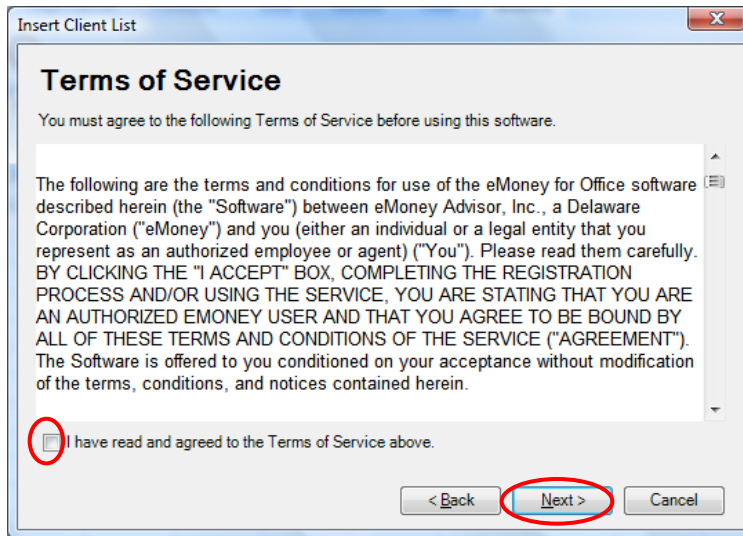
*Please Note: You will need to install eMoney For Excel separately from eMoney For Outlook*

3. Setting up Excel and eMoney

- A. Start Microsoft Excel; there will be a new eMoney Tab on the Office Ribbon Bar.
- B. To set up access to eMoney, Click on any of the buttons.



- C. Check the box and click “Next” after reading and agreeing to the Terms of Service.



D. Enter your login information for eMoney and click “Next”.

**Logon URL** – must be the URL that you use to log into eMoney. Note that different partners will use different URLs.

**Insert Client List**

**Enter your eMoney login information**

Please enter the information that you use to log into eMoney.

Logon URL:

User Name:

Password:

Remember User Name and Password

**User Name** – the user name that you use to log into eMoney.  
*Please Note:* partners that use Single Sign On are not currently supported by EFO.

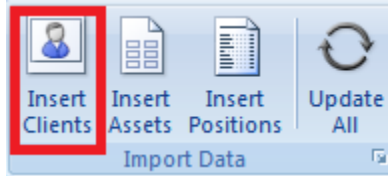
**Password** – the password that you use to log into eMoney.

**Remember User Name and Password** – check this box if you wish EFO to remember your user name and password after you close Excel. Your credentials are encrypted by your Windows login and cannot be accessed by anyone who does not have your Windows password.

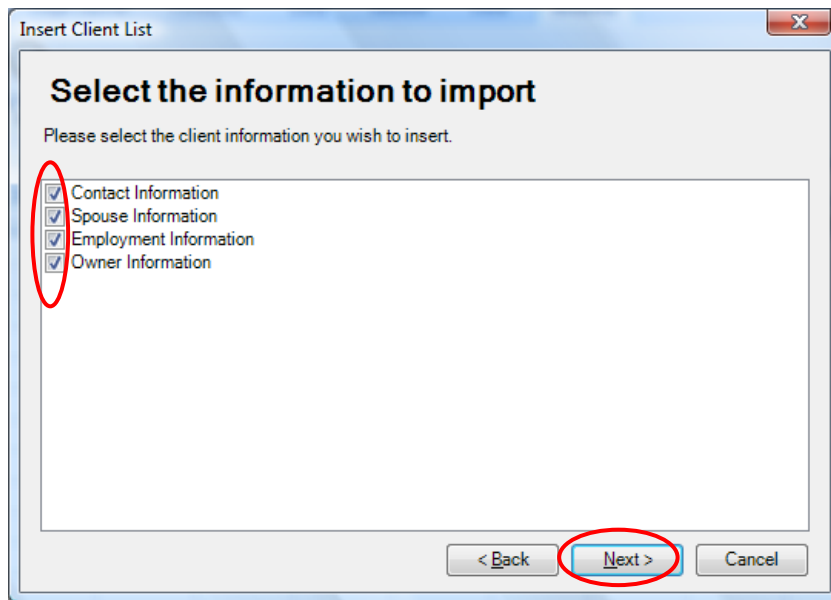
*Please Note:* even if you do not check this box, your credentials are remembered until you close Excel.

4. Importing Client Data

- A. Select an empty area of a workbook and click “Insert Client”.



- B. Select the information to import and click “Next”.



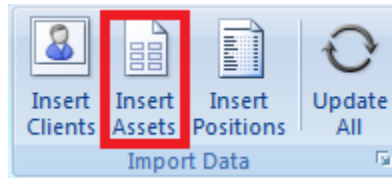
- C. EFO will automatically create a table with client data.

	A	B	C	D	E	F	G
1	Logon ID	Last Name	First Name	Spouse Last Name	Spouse First Name	Cell Phone	Business Phone
2		Frank	Adams			(319) 926-0124	
3		Minsky	Steve	Minsky	Mindy	(610) 227-2831	
4		Winters	Edward	Winters	Chris	(243) 234-3243	(215) 342-2342 x999

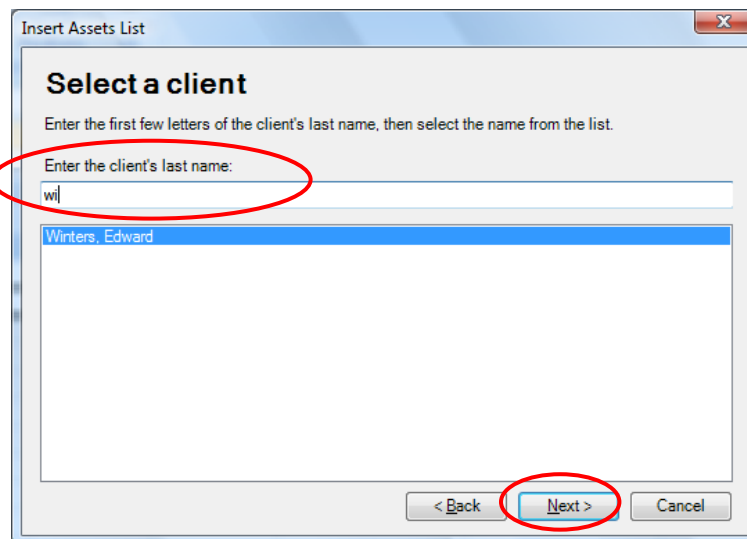
*Please note:* The top left cell in the table contains a comment that includes data that automatically links the data to the eMoney system. Modifying or deleting this comment will prevent EFO from automatically updating the data.

5. Import Asset Data

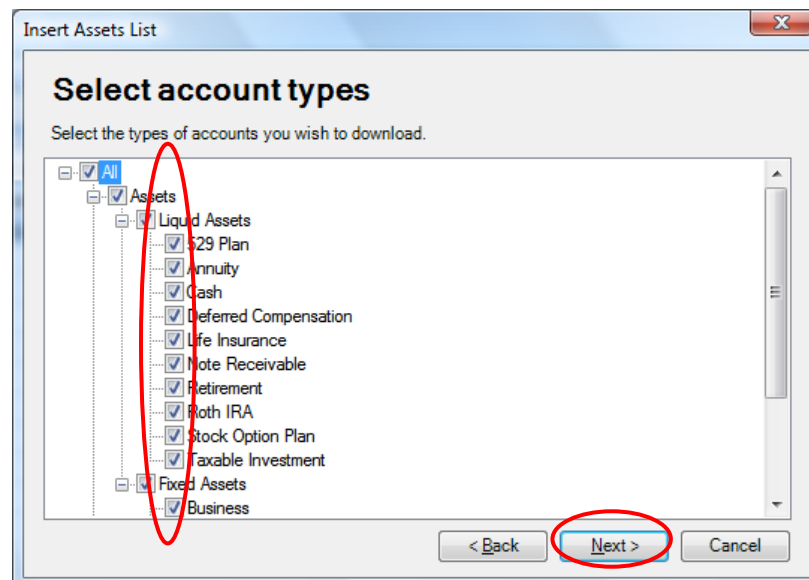
- A. Select an empty portion of a spreadsheet and click the “**Insert Assets**” button.



- B. Enter the first few letters of the client’s last name and select the client. Click “**Next**”.



- C. Select types of assets to download and click, “**Next**”.



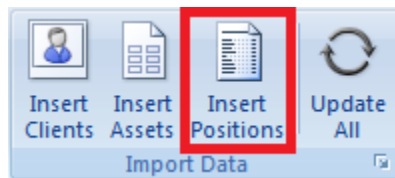
- D. The system will automatically download the asset data and place it in a table. The data can then be sorted and filtered or used in other formulas.

Type	Institution	As Of	Death Benefit	Surrender Value	Cost Basis	Cash Balance	Holdings Value	Margin Balance	Total Value
TaxableInvestment	Barclays	1/17/2008				0	586776	0	586776
TaxableInvestment	Fidelity	1/17/2008			345251	0	543280	0	543280
TaxableInvestment	Fidelity	1/17/2008			412536	0	597756	0	597756

*Please note:* The top left cell in the table contains a comment that includes data that automatically links the data to the eMoney system. Modifying or deleting this comment will prevent EFO from automatically updating the data.

6. Importing Position Data

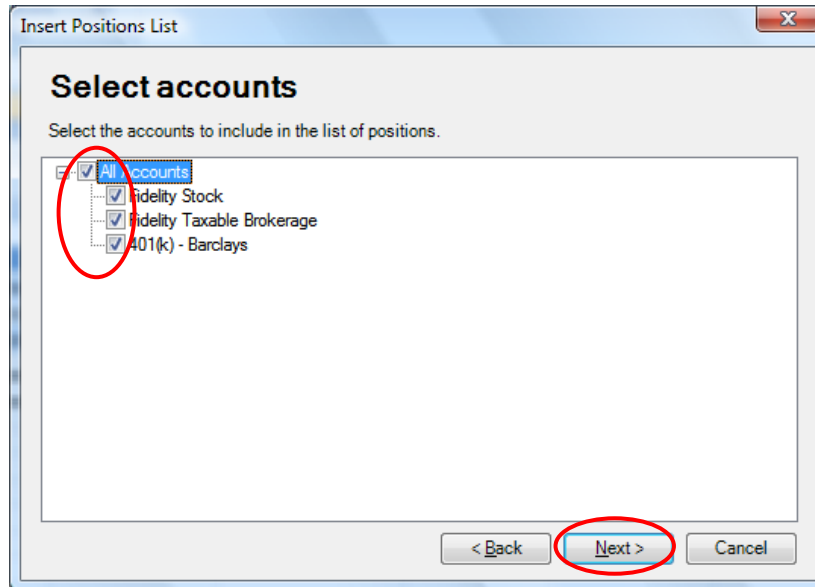
- A. Select an empty portion of a spreadsheet and click the “**Insert Positions**” button.



- B. Enter the first few letters of the client’s last name and select the client. Click “**Next**”.

The image shows a dialog box titled 'Insert Assets List'. It has a section titled 'Select a client' with the instruction: 'Enter the first few letters of the client's last name, then select the name from the list.' Below this is a text input field containing 'wi'. A list box below the input field shows 'Winters, Edward' selected. At the bottom of the dialog, there are three buttons: '< Back', 'Next >' (circled in red), and 'Cancel'.

- C. Select the types of accounts, and click “Next”.



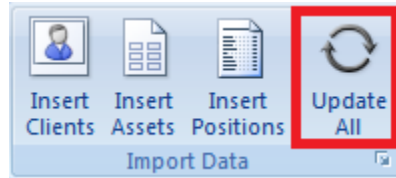
- D. The system will automatically download the asset data and place it in a table. The data can then be sorted and filtered or used in other formulas.

Account Name	Ticker	CUSIP	Description	Holding Type	Acquire Date	Cost Basis	As Of	Units	Market Price	Value
401(k) - Barclays	IYR	464287739	iShares:Dow US RI Est	Cash			1/17/2008	2000	60.09	120180
401(k) - Barclays	NDAQ	631103108	Nasdaq Stock Market Incorporated	Cash			1/17/2008	5200	38.18	198536
401(k) - Barclays	SPY	78462F103	SPDR Trust;1	Cash			1/17/2008	2000	134.03	268060
Fidelity Stock	JNJ	478160104	Johnson & Johnson	Cash		400000	1/17/2008	8000	67.91	543280
Fidelity Taxable Brokerage	EPP	464286665	iShares:MSCI Pac Ex-Jp	Cash		90000	1/17/2008	1200	136.88	164256
Fidelity Taxable Brokerage	IWB	464287622	iShares:Russ 1000 Idx	Cash		80000	1/17/2008	2500	72.8	182000
Fidelity Taxable Brokerage	SHY	464287457	iShares:Lehm 1-3 Trs	Cash		120000	1/17/2008	2000	83.15	166300

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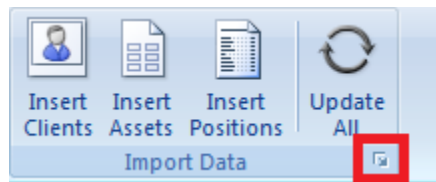
## 7. Updating all Data

- i. Click the “**Update All**” button. The system will connect to eMoney to get the latest data.



## 8. Updating Settings

- i. To change the logon credentials for eMoney, click the eMoney options button in Excel. This is the small icon at the bottom of the eMoney Tab in the Office Ribbon.



*Please note:* clicking this button will open the option screen for credentials and you may change your logon information on your credentials.