CLIENT
ONBOARDING

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Your Dedicated Team

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Onboarding Flow

1. Administrative

Week 0

- Contract execution
- Payment

2. Onboarding

Week 1

- Complete online onboarding form
- Kickoff call

3. Data Upload / Datafeed Setup

Week 1-2

- Upload ePDF statements for data processing
- Establish contact with datafeed provider

4. ePDF Data Processing

Week 3

- Canopy Data Team to cleanse and process data

5. Platform Training

Week 4

- Functionality training and portfolio walkthrough

6. Datafeed Integration

Week 3-6*

- Technical integration of datafeed

  *Progress is highly dependent on datafeed provider

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Onboarding Form

- Go through onboarding form responses

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Statements to Upload

HISTORICAL UPLOAD

- Month-end holdings
    - For the <u>month-end preceding account inception</u> (If account inception is 1 Jan 2019, please provide holdings summary as of 31 Dec 2018)
    - For the most recent month-end
- Transaction details
    - From day of account inception until the most recent month-end
- Current account activities
    - From day of account inception until the most recent month-end

ONGOING UPLOAD

- Month-end holdings
- Transaction details
- Current account activities

STATEMENTS MUST NOT BE SCANNED

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How to Upload?

- Demo

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Next Steps

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