Enabling the Schwab Overnight Import Process for Morningstar Advisor Workstation

Overview

This guide explains how Advisor Workstation users can enable the overnight import process from Charles Schwab. This guide will address the following sections:

- ► Set Up
- ► Completing the Authentication Process
- ► Considerations to Keep in Mind

Set Up

For a user's data to begin appearing in Advisor Workstation via the automated overnight batch import, the following steps must be completed:

- Complete the enrollment process at Schwab by filling out a Schwab form. Once the enrollment form (which simply authorizes Schwab to transmit data for the Master Accounts indicated on the form to Advisor Workstation) is submitted, it can take up to three business days for the data to begin transmitting.
- Complete the Authentication process within Advisor Workstation. This can be done via the User Profile window within Advisor Workstation. For details, see the next section.
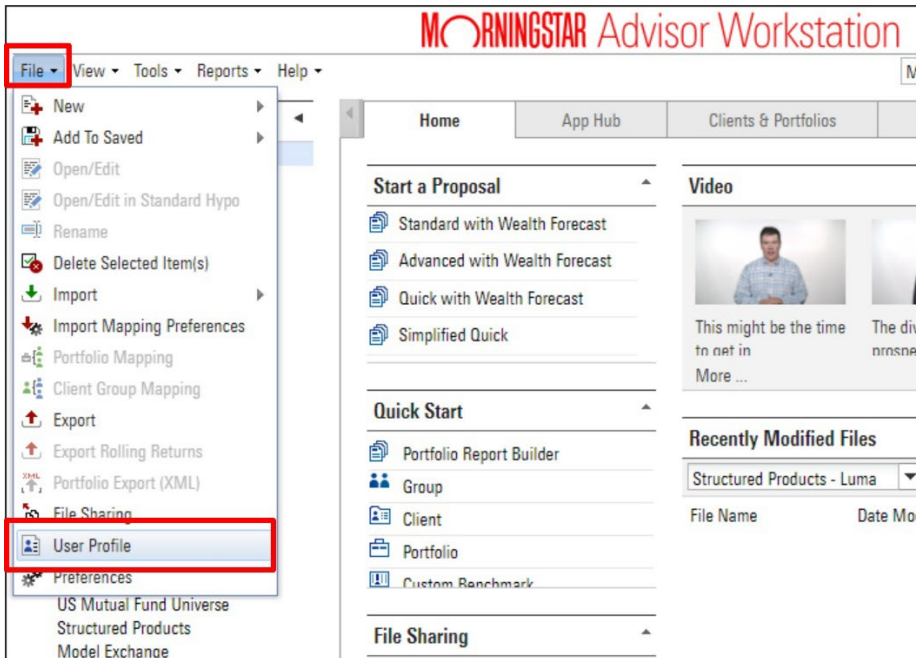
The above steps can be completed in either order, but it is recommended to complete the form first, as it will take three business days to process. Once the above steps are completed, no further action is required from the user to enable the automated overnight batch import for Schwab.

Completing the authentication process

To enable the overnight batch process within Advisor Workstation, do the following:

1. Log in to Advisor Workstation
2. From the menu bar, select **File > User Profile**. The User Profile window opens.

3. Select the **Integrations** tab, then toggle to see **Client Integrations**. Initially you are shown as "Not Authenticated," which means none of your Master Accounts are being maintained within Advisor Workstation.

4. Click **Authenticate**. You are redirected to the Schwab authentication gateway.
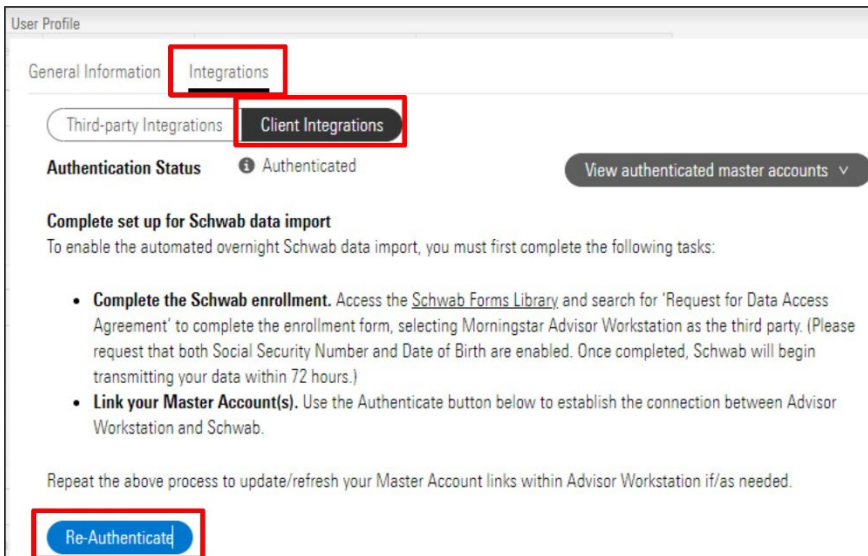

5. Enter your **Schwab credentials**, then click **Continue**. Once these are validated, the Enrollment Use Agreement opens.

   Please Note: The email address of the **advisor** should be entered in as the user, as opposed to any supporting party's email address.

6. Read the agreement. When you scroll to the bottom, **check the box** to acknowledge reading and agreeing to the agreement.

7. Click **Continue**, then **Accept** when the Endpoint Agreement opens.
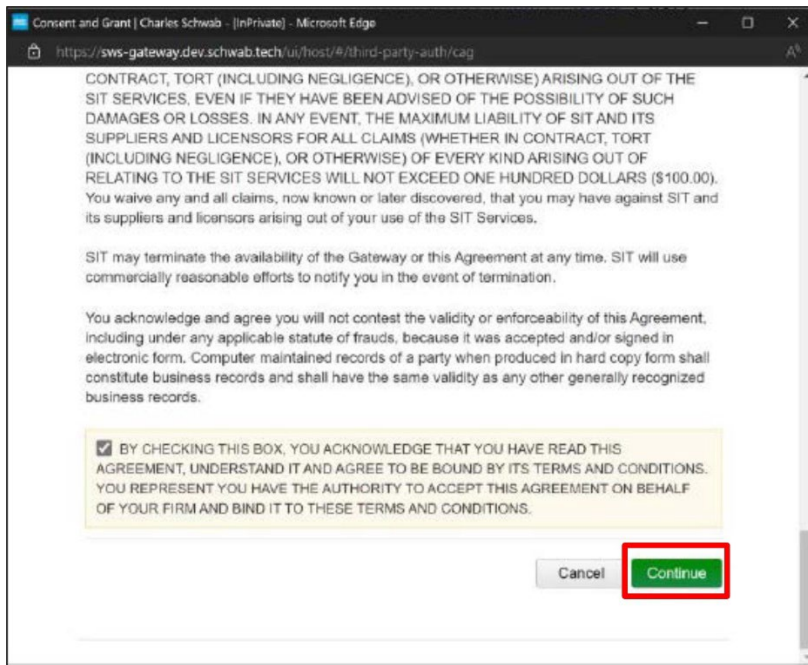
Considerations to Keep in Mind

Once the setup is complete and data begins importing to Advisor Workstation, users may need to take the following actions over time:

- If the overnight batch process results in unrecognized securities from Schwab to Advisor Workstation, users will need to map these unrecognized securities to Morningstar-tracked investments in Advisor Workstation. These mappings are saved, so this work will need to be done only once for a given security.

- To refresh the list of authorized Master Accounts—whether that means to add or remove Master Accounts sending data to Advisor Workstation—users can click the Re-authenticate button in the User Profile window. This automatically removes any existing Master Accounts a user is no longer authorized to receive, as well as adds any new Master Accounts created/authorized since the last authentication. Remember, too, to resubmit an enrollment form with Schwab indicating which new or existing Master Accounts should be added or removed.