Morningstar Institutional Data Manager

What is Institutional Data Manager?

Institutional Data Manager (IDM) is a web-based data acquisition interface for Morningstar's surveyed datasets, through which asset managers update their vehicle, strategy, and firm-level data. IDM is linked to Morningstar's internal databases and data automatically flows through to Morningstar products with quality assurance checks along the way. With IDM, firms can review and edit the data submitted, track progress towards reporting deadlines through status dashboards, as well as submit and monitor new requests (e.g., new activations).

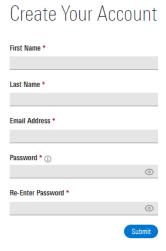
Currently, IDM supports data reporting for separate accounts, models, collective investment trusts (CITs), hedge funds, pooled funds (Canada), private funds, strategies, firm-level data, and research surveys.

How do I request access for my firm?

- If your firm already has funds that are included in Morningstar's institutional universes, then your firm may already have an IDM account set up.
- If not, we can set one up. Alternatively, we have a <u>section on the IDM platform</u> where you can request access.

How do I get access so I can submit data to IDM?

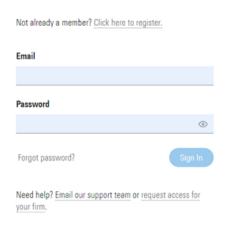
- If you are already registered for any of Morningstar's products, we can add your email address to your firm's account once set up.
- Email <u>idm@morningstar.com</u> details of your firm, the universes you would like to submit data for, and the email address(es) you would like to get added, including any colleagues that will also need access. They will also need to register or already have access to a Morningstar product.
- If you do not already have access to a product, then you will first need to **register your email address** before we can set you up, then you can email us the request.



How do I login to IDM?

- Once your account is set up you can simply visit https://idm.morningstar.com/ login and start submitting your data.
- Once you have logged in successfully there is a <u>Help Center</u> and an <u>F.A.Q Section</u> that can assist you with the basics of submitting data via the platform.

Sign In to Institutional Data Manager



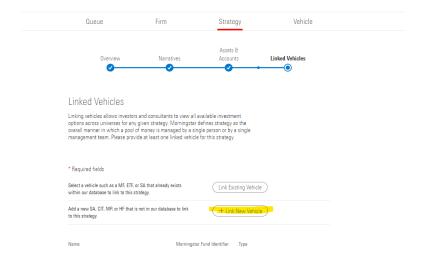
How do I add vehicle to IDM?

- We encourage you to sign in on our IDM platform and add your products. https://idm.morningstar.com/
- Click on 'Add Vehicle' at Vehicle Lineup Page and select an investment type;



• Click 'Create a New Strategy', provide required strategy information, then click 'Link New Vehicle'; if you are trying to add the vehicle with existing strategy, please search the strategy and start to continue with adding the vehicle.





• You will be navigated to the vehicle adding page, at this page you are able to clone the existing vehicle information, or you can add a new vehicle.



- After this you will get two pages to submit the strategy and vehicle both. Please submit both and we will then approve it on our end.
- Once added, the Products will be available on IDM immediately, and on Morningstar Direct in 48 hrs.