National Philanthropic Trust

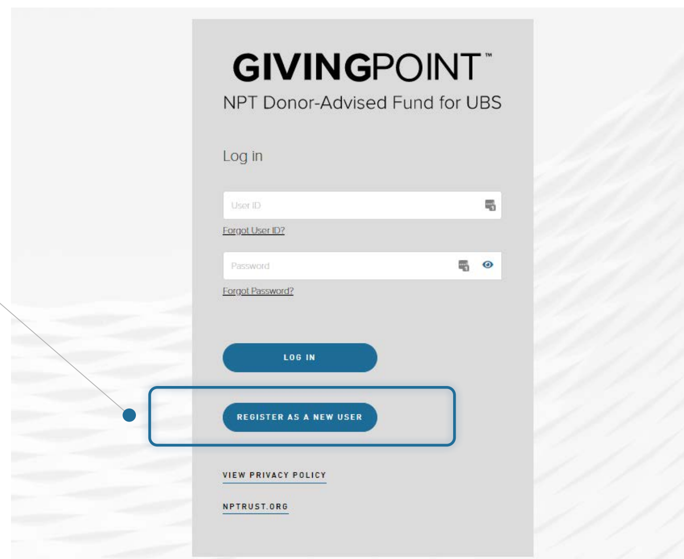
*Your partner in giving*

# How to Open a DAF Account Online

GivingPoint—National Philanthropic Trust's donor portal—allows UBS advisors like you to open, manage, update and administer NPT Donor-Advised Fund (DAF) accounts for your clients. This tutorial will guide you through the process of registering with GivingPoint and applying to establish a new DAF.

If you already had a login for the older donor portal, those credentials will work to access GivingPoint. If you have an active login, you may skip ahead to **OPEN A NEW DONOR-ADVISED FUND ACCOUNT** on page 2.

**TO BEGIN**: Visit the donor portal at donoradvisedfundgiving.org. If you do not already have a login for the portal, click the **Register as a New User** button.




## REGISTER AS A NEW USER

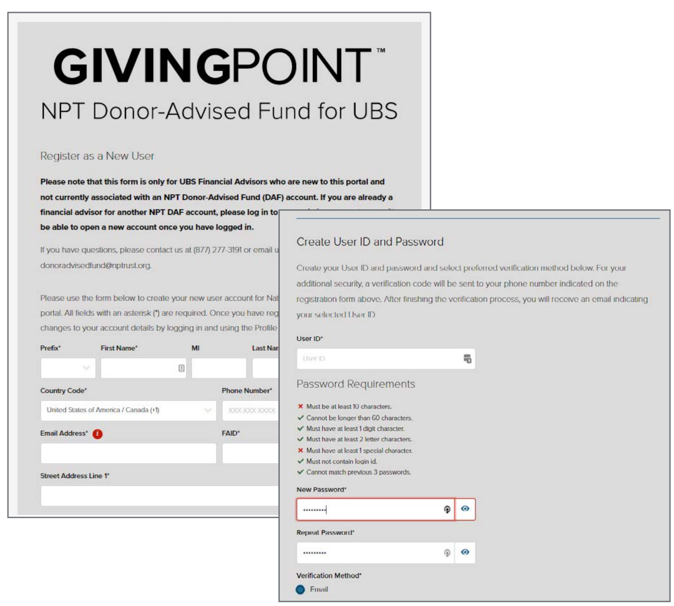
To register, you'll need your name, mailing address, FAID, phone number and a valid UBS email address.

Fill out the registration form as prompted. Required fields will be marked with an asterisk.

## CREATE USER ID AND PASSWORD

Set a user ID and create a password that meets the requirements listed.

The icons above the field will indicate whether your password meets each requirement.

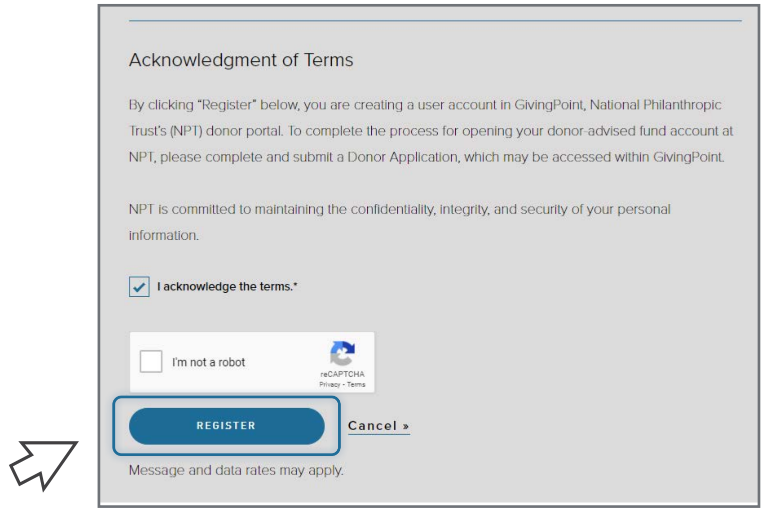


## ACKNOWLEDGE TERMS

At the bottom of the page, acknowledge the terms of the new user registration form and complete the CAPTCHA.

Click **Register** to complete your registration.

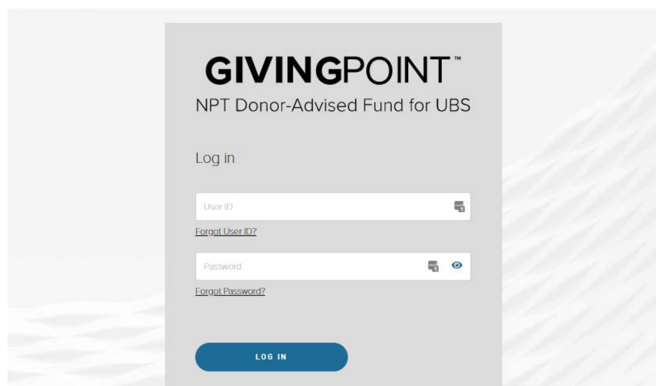
You will receive a verification email to your @ubs.com email address. Once you verify your identity, you will be able to log in to GivingPoint.




## OPEN A NEW DONOR-ADVISED FUND ACCOUNT

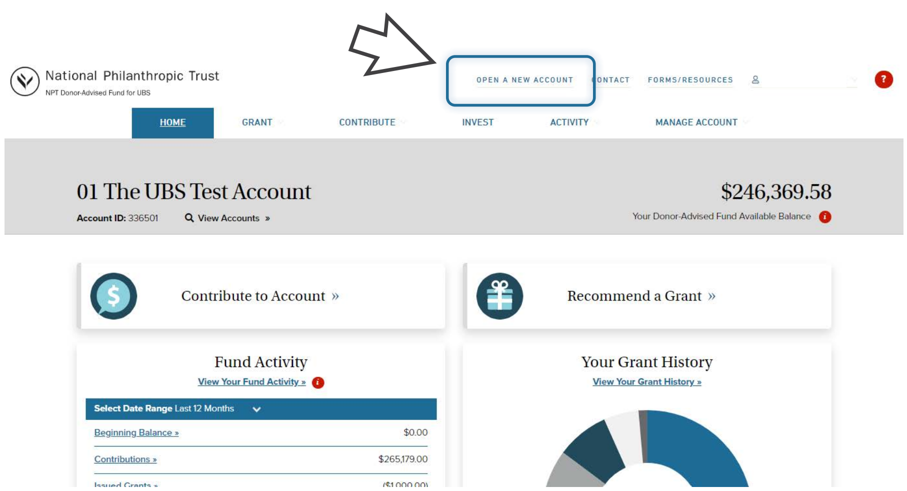
First log in to GivingPoint at donoradvisedfundgiving.org.

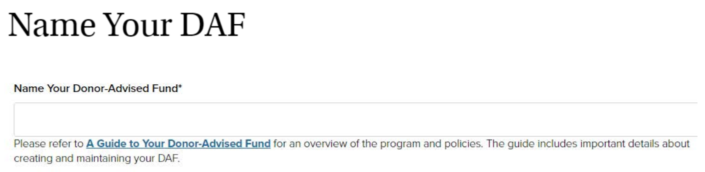
If you already have a client with an NPT DAF, you will be able to view their DAF information on the home page. If you are opening your first NPT DAF on your client's behalf, this page will appear blank.




At the top of the home page you will see an option to **Open a New Account**.

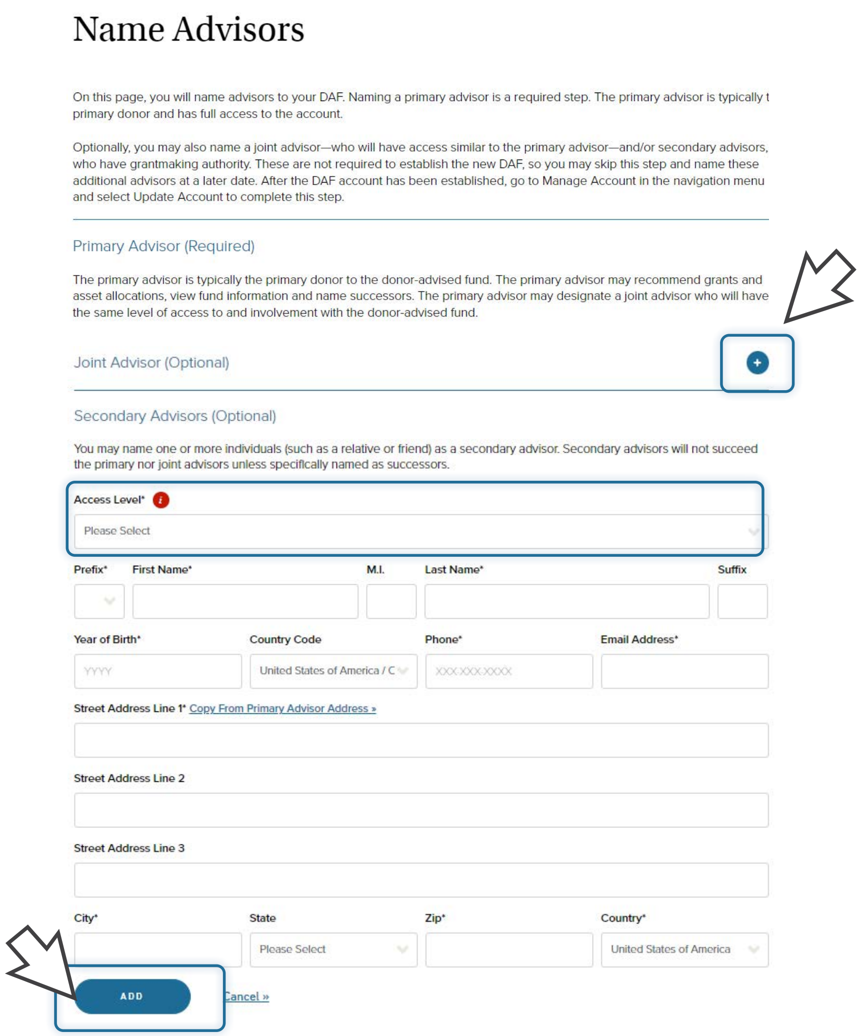
Click there to begin the process.




## NAME THE DAF

First, name the new donor-advised fund. Click **Next** at the bottom of the page to continue.


Here, you can name advisors to the DAF.

## PRIMARY ADVISOR

The primary advisor section is the only required section. Enter your client's information here.

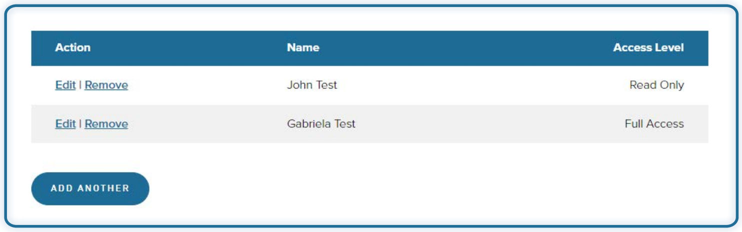
## JOINT ADVISOR

To add a joint advisor, click the plus sign to expand the section and fill in their information in the menu that is revealed. Required field will be marked with an asterisk. You can click **Copy from Primary Advisor Address** to duplicate address information if necessary.

## SECONDARY ADVISORS

For secondary advisors, click the plus sign to expand the section. Please note that secondary advisors do not succeed the primary and joint advisors unless they are also listed as individual successors in the Legacy Plan (see page 4).

Use the drop-down menu to specify the level of access to the DAF account the secondary advisor will have. Fill in their information. When you click **Add,** the secondary advisor will appear in the table. You can either click Add Another to include another individual on the DAF account, or click **Next** to continue.

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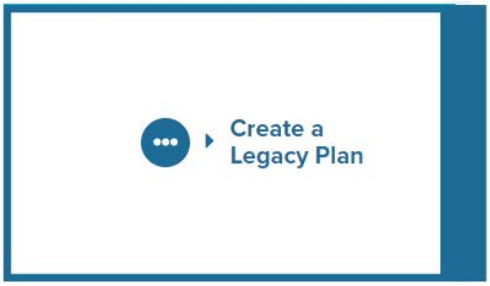



In this section, you can create a Legacy Plan for how the DAF assets will be handled beyond your client's lifetime.

This online form allows you to name individual successors—who will succeed the primary advisor on the DAF—and/or charitable beneficiaries, organizations that will receive grants made from the DAF upon the primary advisor's death.

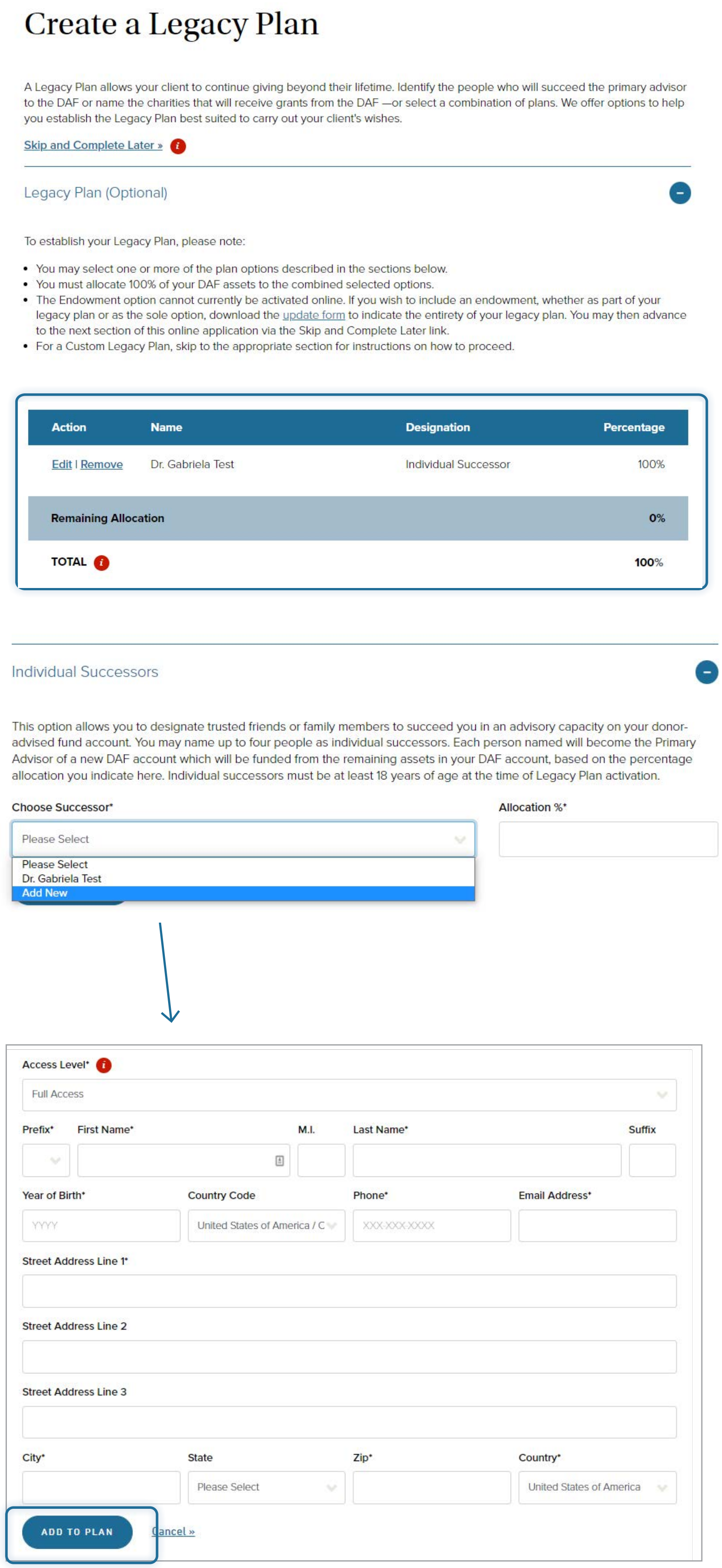
Other Legacy Plan options include endowment and specialized legacy plans; these cannot yet be activated online and must be completed via a paper form.

If your client is interested in these options as any part of their Legacy Plan, or if you are not ready to create the Legacy Plan now, click **Skip and Complete Later** to move on to the next section.

## INDIVIDUAL SUCCESSORS

To add an individual successor, use the drop-down menu; any secondary advisors will be available to select, or you can select **Add New** to reach a menu where you can enter information for a different individual.

Be sure to allocate the percentage of the DAF assets that your client would like the individual to advise in a new DAF upon activation of the Legacy Plan. Click **Add to Plan** and the selection will appear in the Legacy Plan Summary at the top of the screen.



## CHARITABLE BENEFICIARIES

To add a charitable beneficiary, click **Find a Charity**. Use the search functions to enter information about the organization you are looking for. To select a charity from the results, click **Select**.

If you cannot find the intended organization through the search function, click the **Recommend a New Charity** link at the end of the search results. Enter the charity's name and address to go forward. Click **Submit & Continue**.

After you select an organization, you will see it reflected in the Charitable Beneficiaries section. Allocate a percentage of the DAF assets to this beneficiary and click **Add to Plan**. If you wish to add another charitable beneficiary, repeat the process.

The beneficiaries you add to the plan will appear in the Legacy Plan Summary table at the top of the page.

## ENDOWMENT AND CUSTOM PLANS

The online form summarizes some of the Legacy Options available through NPT that cannot currently be activated online.

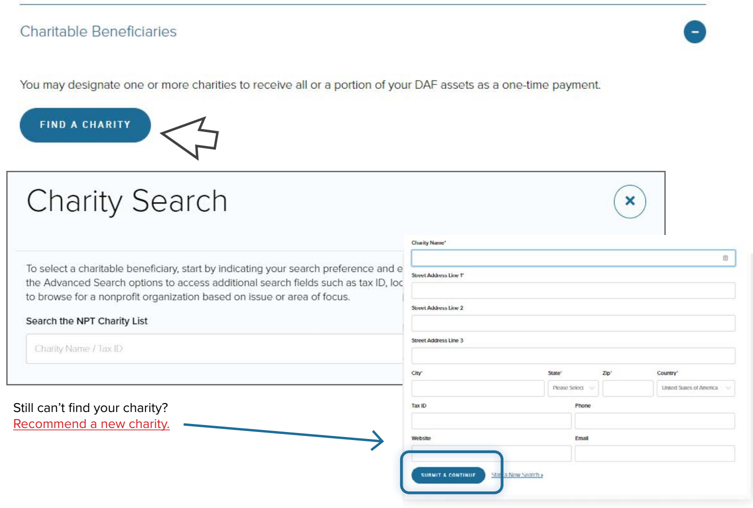
If you would like to include an endowment component as part of the plan, you can click **Download Form** to access a PDF application. Skip this section of the online form, but complete the PDF and submit it to NPT to create the new Legacy Plan.

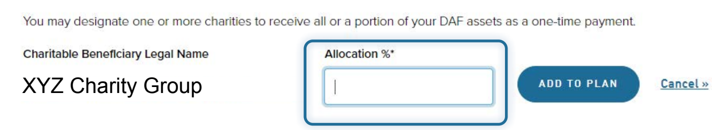
If you are interested in a customized option, skip this section of the online form and contact NPT to discuss the possibilities for the Legacy Plan.

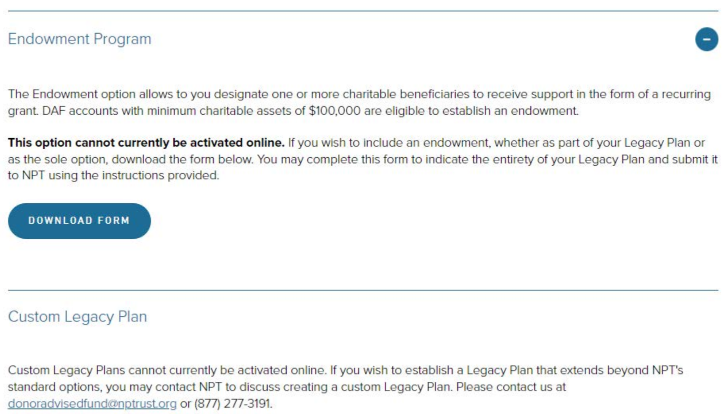
## FINISHING THE LEGACY PLAN

Review the Legacy Plan Summary table. You can use the action links to edit or remove components of the plan. The percentages designated to each component of the Legacy Plan must total 100 percent before you may proceed.

Click **Next** to move to the next section.




| Action | Name | Designation | Percentage |
|---|---|---|---|
| Edit \| Remove | Mr. John Test | Individual Successor | 25% |
| Edit \| Remove | Dr. Gabriela Test | Individual Successor | 25% |
| Edit \| Remove | XYZ Charity | Charitable Beneficiary | 50% |
| Remaining Allocation | | | 0% |
| TOTAL | | | 100% |

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In this section, you will indicate how you would like the DAF assets to be invested. To get started, click the link at the top of the page to view a PDF summarizing your options. You can click on the “information” icon *i* to access help tips describing the asset classes.

## UBS INVESTMENT OPTIONS

To invest in standard offerings, check the box next to the selected portfolio. If you prefer standard offerings, you will only be allowed to select one portfolio.

## PERSONALIZED MUTUAL FUND OPTIONS

To customize a selection of mutual fund investments, enter a percentage allocation next to the funds and portfolios in which you would like to invest.

**Note that the total allocation must equal 100% before you can proceed.**

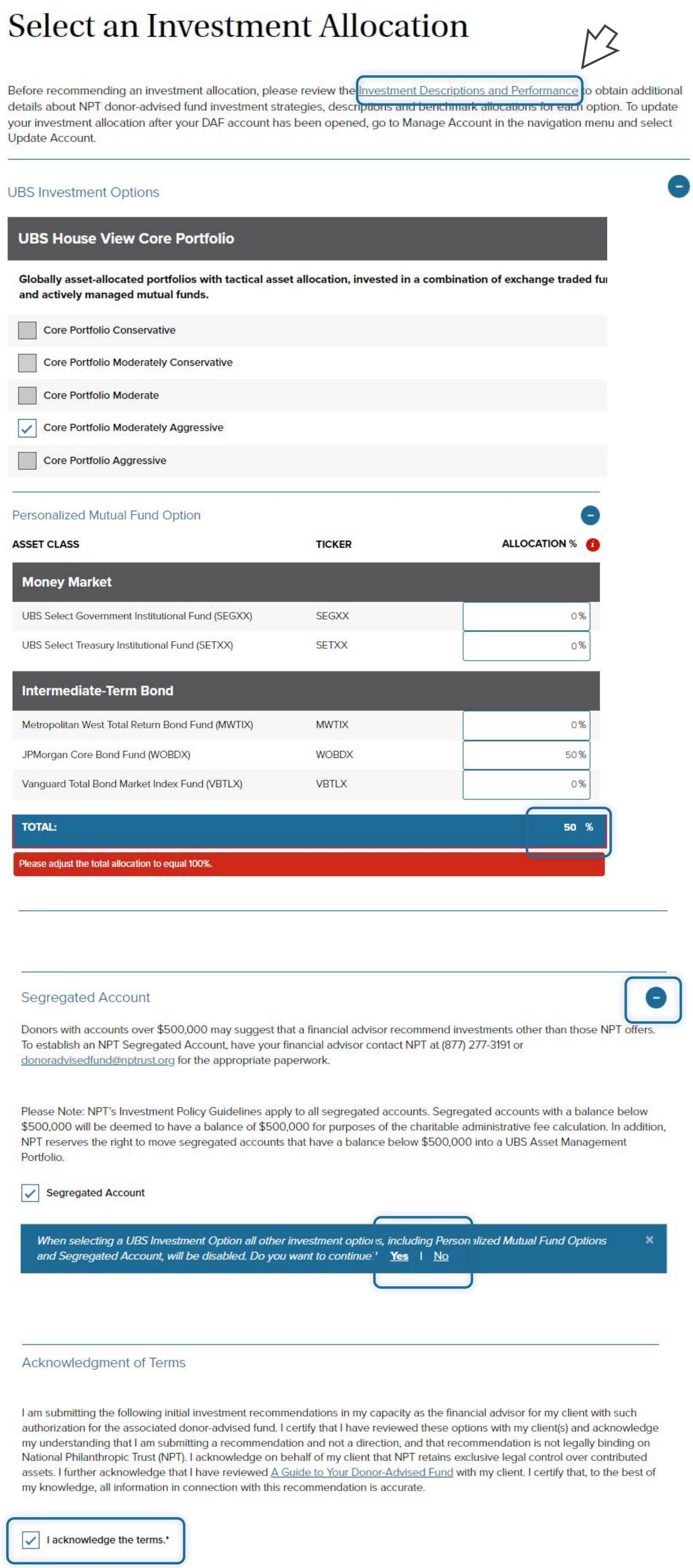
## SEGREGATED ACCOUNTS

For DAFs of $500,000 or more, NPT offers segregated accounts, which allow you to recommend investments for your client other than those that NPT offers.

Currently, segregated accounts cannot be activated online. If you wish to open a segregated account, click the plus sign to expand the section, then check the box to indicate your client’s interest. An alert bar will appear letting you know that this selection will clear any previous allocations; be sure to click **Yes** if you wish to proceed. After you complete the DAF application, a member of NPT’s Donor Relations team will reach out about next steps.

## FINISHING THE INVESTMENT ALLOCATION

When you have either allocated 100% of the DAF assets or indicated your interest in a segregated account, acknowledge the terms and click **Next** to continue.



Select an Investment Allocation

Before recommending an investment allocation, please review the Investment Descriptions and Performance to obtain additional details about NPT donor-advised fund investment strategies, descriptions and benchmark allocations for each option. To update your investment allocation after your DAF account has been opened, go to Manage Account in the navigation menu and select Update Account.

UBS Investment Options

**UBS House View Core Portfolio**

**Globally asset-allocated portfolios with tactical asset allocation, invested in a combination of exchange traded fu and actively managed mutual funds.**

- [ ] Core Portfolio Conservative
- [ ] Core Portfolio Moderately Conservative
- [ ] Core Portfolio Moderate
- [x] Core Portfolio Moderately Aggressive
- [ ] Core Portfolio Aggressive

Personalized Mutual Fund Option

| ASSET CLASS | TICKER | ALLOCATION % |
|---|---|---|
| **Money Market** | | |
| UBS Select Government Institutional Fund (SEGXX) | SEGXX | 0% |
| UBS Select Treasury Institutional Fund (SETXX) | SETXX | 0% |
| **Intermediate-Term Bond** | | |
| Metropolitan West Total Return Bond Fund (MWTIX) | MWTIX | 0% |
| JPMorgan Core Bond Fund (WOBDX) | WOBDX | 50% |
| Vanguard Total Bond Market Index Fund (VBTLX) | VBTLX | 0% |
| **TOTAL:** | | **50 %** |

Please adjust the total allocation to equal 100%.

Segregated Account

Donors with accounts over $500,000 may suggest that a financial advisor recommend investments other than those NPT offers. To establish an NPT Segregated Account, have your financial advisor contact NPT at (877) 277-3191 or donoradvisedfund@nptrust.org for the appropriate paperwork.

Please Note: NPT’s Investment Policy Guidelines apply to all segregated accounts. Segregated accounts with a balance below $500,000 will be deemed to have a balance of $500,000 for purposes of the charitable administrative fee calculation. In addition, NPT reserves the right to move segregated accounts that have a balance below $500,000 into a UBS Asset Management Portfolio.

- [x] Segregated Account

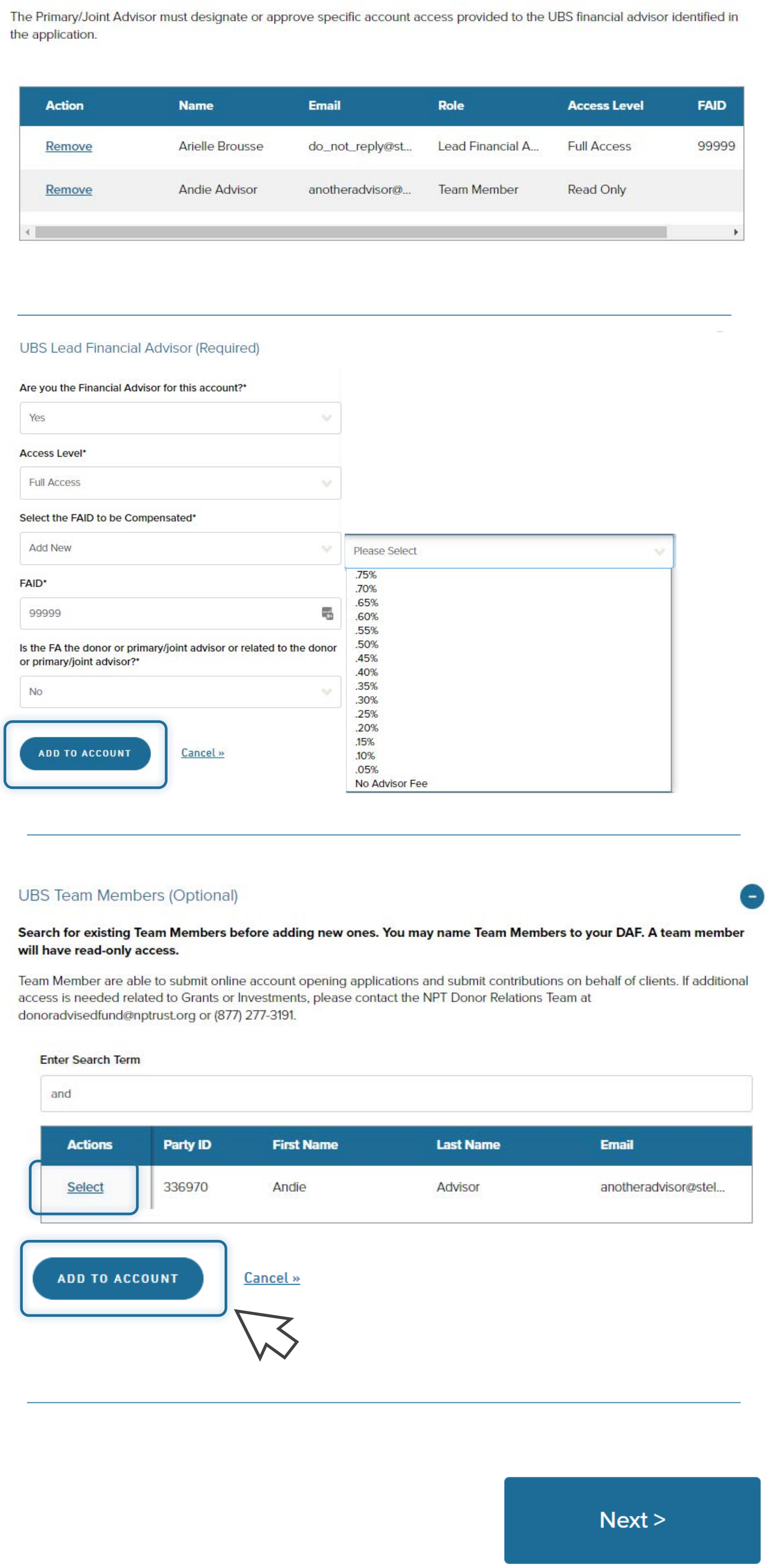
*When selecting a UBS Investment Option all other investment options, including Personalized Mutual Fund Options and Segregated Account, will be disabled. Do you want to continue?* Yes | No

Acknowledgment of Terms

I am submitting the following initial investment recommendations in my capacity as the financial advisor for my client with such authorization for the associated donor-advised fund. I certify that I have reviewed these options with my client(s) and acknowledge my understanding that I am submitting a recommendation and not a direction, and that recommendation is not legally binding on National Philanthropic Trust (NPT). I acknowledge on behalf of my client that NPT retains exclusive legal control over contributed assets. I further acknowledge that I have reviewed A Guide to Your Donor-Advised Fund with my client. I certify that, to the best of my knowledge, all information in connection with this recommendation is accurate.

- [x] I acknowledge the terms.*


# Add Financial Advisor/Team Members




In this section, you are able to name UBS Financial Advisors and Team Members who may help to manage the new DAF account.

## SELECT A LEAD FINANCIAL ADVISOR

Every NPT DAF must have one lead financial advisor (FA) listed. If you will serve as the lead FA, you may select yourself using the drop-down menu in the first question; if not, select **No**, and a search bar will appear where you can search the appropriate person by name, email address, or FAID.

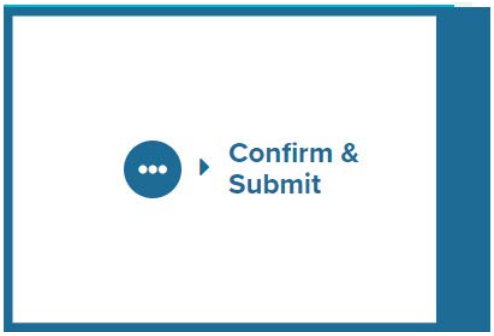
Answer the remaining questions, which will ask the Lead FA's access level to the DAF account (no access, read-only, or full access); the FAID to be compensated (select yours from the drop-down, or select Add New to enter manually); and whether the Lead FA is related to the primary and/or joint advisor. If there is a relation, another question will appear to clarify the FA/donor relationship.

Finally, select a financial advisor fee from the drop-down menu and click **Add to Account**. A profile for the Lead FA will be reflected in the table at the top of the page.

## UBS TEAM MEMBERS

If you wish to include additional UBS team members, expand the section and use the search bar to locate the appropriate person by name, email address, or FAID. If you find them in the results, click **Select** next to their name; their information will appear below for your verification, and you can click **Add to Account** to add them to the table at the top. If you are unable to locate the appropriate person, there is an **Add New** button below the search bar where you can enter information for a new team member's profile. Note that additional team members will have read-only access to the DAF account.

Use the table at the top to review your team members and make changes. When you are ready, click **Next** to continue.




The last section of the application will display a summary of the information you have provided so far.

Review it now. If anything looks inaccurate, click **Edit Details** to go back to the appropriate section and make changes.

When everything is in order, acknowledge the terms and click **Submit Account Application**.

## Confirm & Submit

Your Donor-Advised Fund — Edit Details »

**Your Donor-Advised Fund**

Demo DAF

Your Advisors — Edit Details »

| Name | Role | Access Level |
|---|---|---|
| Ms. Jane Test | Primary Advisor | Full Access |
| Not Included | Joint Advisor | - |
| Mr. John Test | Secondary Advisor | Read Only |
| Dr. Gabriela Test | Secondary Advisor | Full Access |

Your Legacy Plan — Edit Details »

| Name | Designation | Percentage |
|---|---|---|
| Mr. John Test | Individual Successor | 25% |
| Dr. Gabriela Test | Individual Successor | 25% |
| XYZ Charity | Charitable Beneficiary | 50% |

Your Investment Allocation — Edit Details »

- Global Selections ETF Aggressive (100%)

Your UBS Team — Edit Details »

| Name | Email | Role | Access Level | FAID |
|---|---|---|---|---|
| Arthee Advisor | reply@stell... | Lead Financial Advi... | Full Access | 99999 |
| Andie Advisor | anotheradvisor@st... | Team Member | Read Only | |

Your Financial Advisor — Edit Details »

Full Access

Arthur Advisor
555-555-5559
do_not_reply@stellartechsol.com
FAID: 99999

☑ I acknowledge the terms.*

You will have an opportunity to download a summary of your account details after you click Submit Account Application.

SUBMIT ACCOUNT APPLICATION    Cancel »

A confirmation page will appear where you can download a PDF of the completed application. You, along with any other individuals you listed on the account, will receive emails confirming your new roles.

The new DAF account will be visible on GivingPoint immediately. You may use the button at the bottom of the page to begin a Contribution Agreement.

**IF YOU HAVE ANY QUESTIONS**, please reach out to us at **donoradvisedfund@nptrust.org** or call **(877) 277-3191**.

## Account Confirmation

Thank you for establishing your donor-advised fund with National Philanthropic Trust. The primary advisor and all other named advisors will receive an email confirmation and login instructions. For assistance, please contact NPT's Donor Relations team at (888) 878-7900 or npt@nptrust.org. We are proud to be your partner in giving.

Your Donor-Advised Fund

**Your Donor-Advised Fund**

Demo DAF

**Account Number**

347087

Download Completed Application »

CONTRIBUTE TO ACCOUNT    Back to Home »