

ACR INSTRUCTIONS

1. If your Harbour rep code is not already populated, search for it in the “Select Advisor” field.
2. In the “Payout Run” drop-down menu, select the desired payout week you’d like to run.
 - a. Click “Run”
3. You will see 3 tabs populate- **Payout Run, YTD, and Prior YTD:**

a. Payout Run

- i. This report tab shows you commissions from the current payout run.
- ii. The left rows show specifics regarding your payout that week such as gross & net, expenses paid, commission paid, etc.

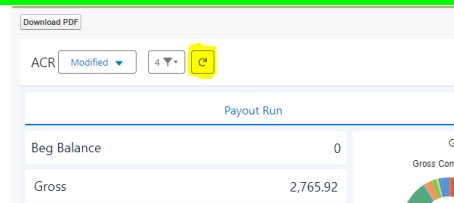
| | |
|-------------|------------------|
| Beg Balance | 0 |
| Gross | 2,765.92 |
| Net | 2,765.92 |
| Payable | 0 |
| Expenses | No Results Found |
| Payments | No Results Found |
| End Balance | 0 |

- iii. There are several pie charts for you to click through:



1. Gross Commission by Payor
 2. Gross Commission by Trail
 3. Gross Commission by Client
 4. Gross Commission by LOB
 5. Gross Commission by Commission Hold
 6. Gross Commission by Override
- iv. If you click a piece of a pie chart, it’ll change the other charts to show specific data regarding that pie piece.

1. To revert to the original pie chart view, you can click on the pie piece again and it’ll revert things to normal.
2. Or you can click the small reverse arrow above it to revert it:



v. Below the pie charts is the standard commission report.

1. To export this standard report:

a. Hover in the top-right corner of the green chart:

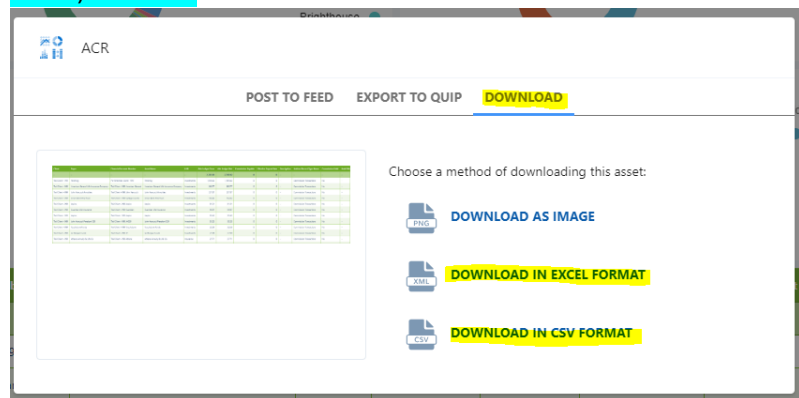
i. FYI - You can sort standard report columns by clicking on the darker-green column title!

| Adv Ledger Net | Commission Payable | Effective Payout Rate | Description | Advisor Record Type Name | Commission Hold | Hold |
|----------------|--------------------|-----------------------|-------------|--------------------------|-----------------|------|
| 2,765.92 | 0 | 0 | - | - | - | - |
| 1,539.42 | 0 | 0 | - | Commission Transactions | No | - |
| 365.77 | 0 | 0 | - | Commission Transactions | No | - |
| 237.87 | 0 | 0 | - | Commission Transactions | No | - |

b. Click the upside-down triangle (highlighted) and click "Share"

| Adv Ledger Net | Commission Payable | Effective Payout Rate | Description | Advisor Record Type Name | Commission Hold | Hold |
|----------------|--------------------|-----------------------|-------------|--------------------------|-----------------|------|
| 2,765.92 | 0 | 0 | - | - | - | - |
| 1,539.42 | 0 | 0 | - | Commission Transactions | No | - |
| 365.77 | 0 | 0 | - | Commission Transactions | No | - |
| 237.87 | 0 | 0 | - | Commission Transactions | No | - |

c. Then, click "Download" and select "Download in CSV (or Excel) Format"

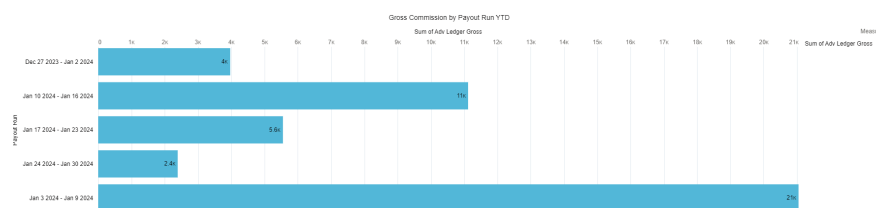


d. Once you click either of those download links, it will export the file to your computer for your use/review.

b. YTD

- i. This report tab shows information for your YTD commissions.
- ii. There are more pie charts in this report – charts differ due to the payout run timeframe.
 - 1. Like above, if you click a piece of a pie chart, it'll change the other charts to show specific data regarding that pie piece.
 - a. To revert charts back to normal, see above instructions highlighted in green.

iii. There is also a bar chart provided at the bottom:



1. This chart shows you each payout run YTD so you can see which run you had the most commissions.
- iv. Below the bar chart is another standard report showing your YTD commissions.
1. To export this standard report, please refer to the above instructions highlighted in **blue**.

c. Prior YTD

Disclaimer: Financial data was in Wealthserv for the first few months of 2023. This affects YTD reports in Atlas.

- i. This report tab shows your commissions for all years *prior* to the YTD.
- ii. There are more pie charts in this report – charts differ due to the payout run timeframe.
 1. Like above, if you click a piece of a pie chart, it'll change the other charts to show specific data regarding that pie piece.
 - a. To revert charts back to normal, see above instructions highlighted in **green**.
- iii. Below the pie charts is another standard report for your Prior YTD.
 1. To export this standard report, please refer to the above instructions highlighted in **blue**.

****If you have questions on running your commission report, please email atlas@harbourinv.com**

****If you have questions on your actual commissions, please email commissions@harbourinv.com**

****This report is a huge step forward for Atlas's Commission Report. However, it's important to note that we will continue making enhancements to the report to give users the best data, and visibility of that data, possible.*

****These ACR instructions stand until further enhancements are made. We will send out revised instructions to reps at that time.*