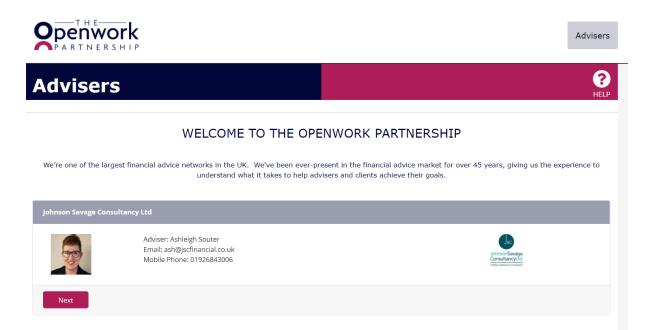


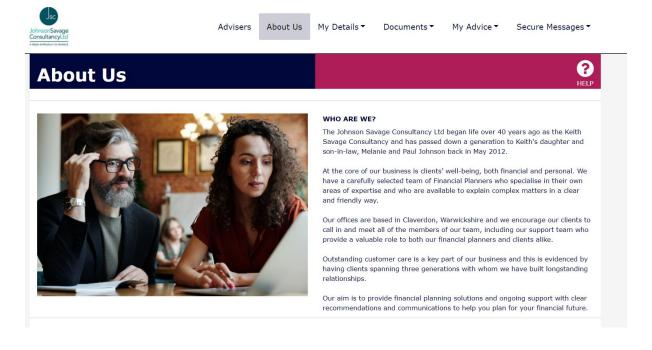
## **How to complete the Attitude to Risk Questionnaire:**

Step 1: Login to your client portal



Step 2: Click 'Next' underneath your advisers picture

You should then see the 'about us' screen



**Step 3**: On the tabs along the top, click on 'My Advice' and you will have the option to click on Attitude to Risk



Step 4: You will see a 'start questionnaire' button, click on this



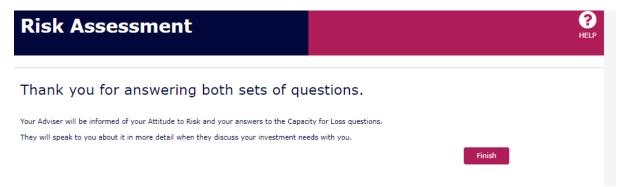
**Step 5:** This will then open the questionnaire for you to complete the questions. There are 2 sets of questions to complete the first set assesses your Attitude to Risk, the second your Capacity for Loss:



**Step 6:** Once you have completed the first set of questions, you will see the below screen. Click on the 'Continue Questionnaire' to move to the second set of questions:

## Attitude to Risk Results Thank you for completing the questionnaire. Your responses suggest an attitude to risk of: Limited Risk There is a 5% chance of being Cautious There is a 5% chance of being undefined You are likely to require an investment where the chance of a fall in value is minimal, although you accept that some loss of capital is possible as the value of your investments could fall or rise. You would normally keep your money in a bank account or building society. However, you recognise that inflation, especially over the long term, is likely to reduce the real value of your money so you are willing to consider other types of investment. As a limited risk investor, you may not have high levels of knowledge and experience of financial matters, or show interest in keeping up-to-date with them. Investors who wish to limit risk can take a relatively long time to make up their mind on investment matters and can often feel concerned when investment decisions turn out badly. Please refer to the "Making More of Your Money Booklet" which explains this in more detail. An electronic version of this document can be found in the Openwork Documents section of the Document Library. You will find the Document Library under the Documents tab Typical Asset Mix Capital Guarantee Investment Continue Questionnaire

**Step 7:** once you have completed both sets of questions you will see the below screen. Please click Finish, and this will send the results back through to your adviser:



**Step 8:** Now that you have completed the questionnaire – if you go back to the attitude to risk tab through the 'My advice tab as seen in step 3, you will see your completed questionnaire available to view:

