

Liberty Portal Instructions

The easiest way to get to the Liberty portal is to start at SEMWealth.com and click on the Axos logo.



Home Models



Upon login, you will see important activity on your accounts such as accounts opened, cash deposits or withdrawals, transfers, and closures.

BULLETINS

Viewing 3 results

All	Must Read	Date	Subject	
<input checked="" type="checkbox"/>	No	11/30/2018 01:02:51am	Transfers Initiated	View Details
<input checked="" type="checkbox"/>	No	11/29/2018 01:02:35am	Accounts Opened	View Details
<input checked="" type="checkbox"/>	No	11/26/2018 01:19:46am	Cash Withdrawals	View Details

(1 of 1) << 1 >>

The primary landing page provides a summary of your accounts. The bottom of the page offers various analytics on the advisor (or office's) book of business, including a listing of all accounts which can be sorted by account value or even MTD, QTD, or YTD performance. Clicking on the Qualified or Non-Qualified boxes shows just those account types. From there you can export a list of clients to a CSV or Excel file.

The dashboard features a navigation bar with tabs: Analytics, Client Management, Prospecting Tools, Documents, and My Profile. Below the navigation bar are links for Summary, Averages, Leaderboard, and Growth. A notification bell icon is present in the top right corner.

You are viewing information for [redacted]

Axos Advisor Services Qualified and Non-Qualified Accounts
\$7,119,023.29
Total Active Account Value[†]
53
Number of Active Accounts

Axos Advisor Services Qualified Accounts
\$6,554,116.10
Total Active Account Value[†]
43
Number of Active Accounts

Axos Advisor Services Non-Qualified Accounts
\$564,907.19
Total Active Account Value[†]
10
Number of Active Accounts

Average Active Account Value	\$134,321.19	New Unfunded Accounts	18	Closing Accounts	0	First Funding	02/14/2017	Active Offices	n/a
Median Active Account Value	\$18,000.00	Pending Transfers In	\$3.00	Closing Accounts Value	\$0.00	Most Recent Funding	07/08/2022	Active Representatives	n/a

ACTIVITY OVER TIME

ANALYTICS DETAIL
Viewing 71 total accounts (53 Active)

Account Name Open Date YTD Returns [Export data](#)

The header contains a search box to find clients by name or account number. It also includes buttons to return to the searched account list and to create a new account.



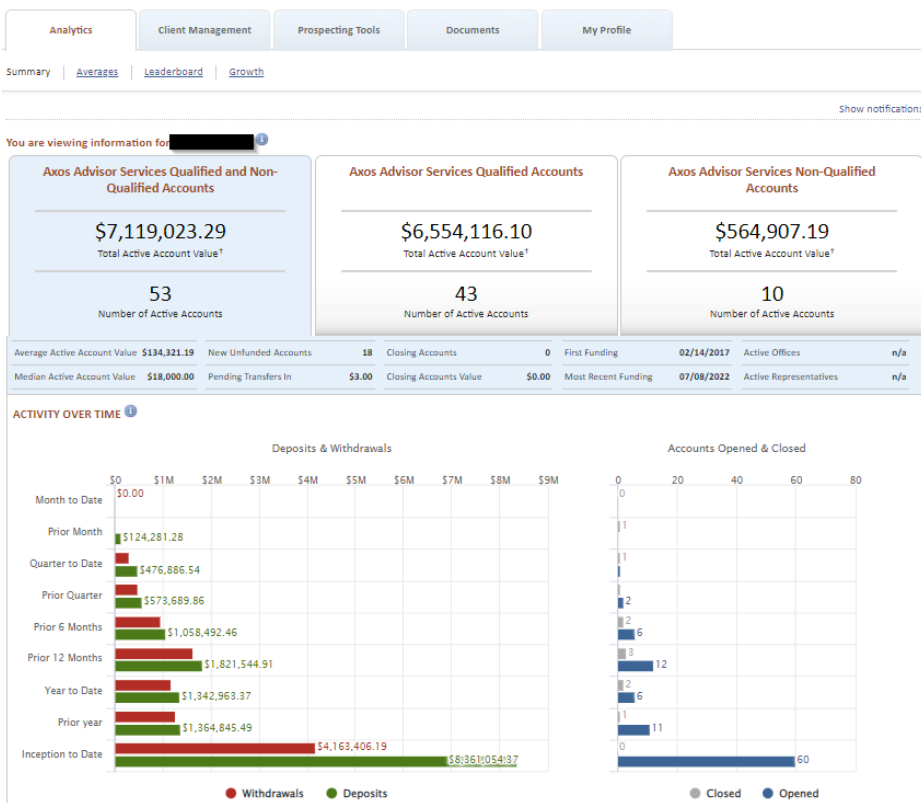
Account number or name or tax ID Search + Closed Select a list Back to account list Create Account

Analytics Client Management Prospecting Tools Documents My Profile

Summary Averages Leaderboard Growth

The Analytics tab contains a summary of your book of business. Under the charts are a list of clients sorted by size with links to take you directly to their accounts.

The Analytics tab also includes reports to view different metrics for your business at the custodian.



The Client Management tab is the best place to keep track of your accounts. You can view “all accounts” or those based on the status.

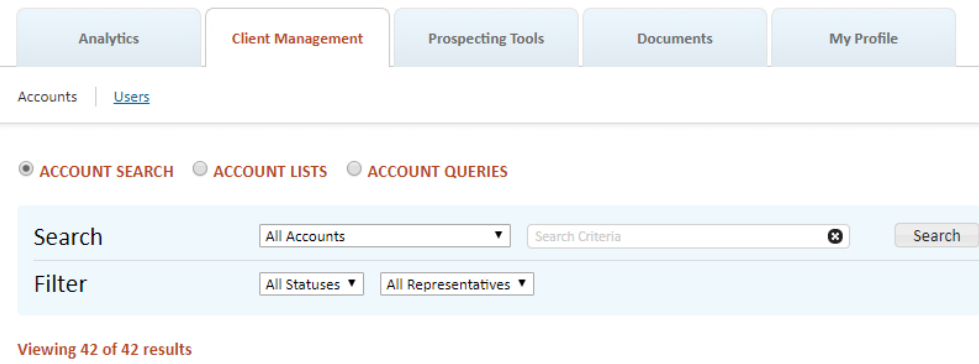
Pending = Accounts created in Liberty, with no paperwork submitted yet

Open = Paperwork Submitted to custodian

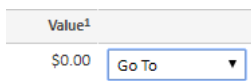
Active = Accounts funded

Clicking on the account number in the list takes you to that account.

Note: If you do not see any accounts, you can change the search to “All Accounts” and hit the “SEARCH” button.



Off to the right of the account list are ways you can navigate to different areas of Liberty for that particular account. The most relevant is “Account Details”, which takes you to the account information section (name, address, social security number, email, etc). From there you can get to the FORMS section as well.



The Account Details section shows the required fields to open an account in Liberty (which changes based on the account type selected.) After entering the required information **click SAVE** at the bottom of the page (not CONTINUE). Note if SAVE is greyed out there is some missing information.



Registration Steps

- Account Details
- Model Allocations
- Representatives
- Interested Parties
- Beneficiaries
- Fees
- Forms

Opened Account Number
n/a [Redacted]

Account Type: Select Account Type [Dropdown] Entity Tax ID, EIN or SSN: [Text Box]

REGISTRATION INFORMATION

Name: Name on Account [Text Box] Find [Button]
 Create a Contact for this client

Name 2: [Text Box]
 Name 3: [Text Box]

Address line 1: [Text Box]
 Address line 2: [Text Box]
 Address line 3: [Text Box]

City: [Text Box] State: Select State [Dropdown] Zip: [Text Box]

ASSOCIATED CONTACT

[None](#)

Mailing name: [Text Box]
 Mailing name 2: [Text Box]
 Sort name as: [Text Box]
 Date of birth: [Text Box]

This tab is also where you can change the address, email, or phone number for the account. Note the client will receive notification at both the old and new addresses (both physical and email). You can also change the “Mailing Name” (how it appears on the envelope for statements) and

the “Sort Name” (how it appears in Liberty when you view accounts). [Again remember to hit **SAVE** when done editing.]

The Model Allocation tab contains details on how the portfolio is being managed. **DO NOT EDIT ANYTHING IN THIS SCREEN** — SEM is responsible for ensuring all models are properly allocated to. This screen can give you information on where distributions or contributions are set as well as the composition of any “composite” models (SEM managed blends of multiple models such as our Platinum portfolios.)

Account Details

- Model Allocations
- Representatives
- Interested Parties
- Beneficiaries
- Fees
- Forms

VIEW MODEL ALLOCATIONS | VIEW MODEL INSTRUCTIONS | Export data

Type	Model	Allocation	Deviation	Contribution	Distribution	Market Value
Standard	23-AG-GRW-AmeriGuard Growth	20.00%	5.00%	50.00%	20.00%	\$26,653.31
Standard	10-DAG-Dynamic Aggr. Growth	0.00%	0.00%	0.00%	0.00%	\$0.00
Standard	9-DBA-Dynamic Balanced Alloc.	30.00%	5.00%	0.00%	30.00%	\$32,299.50
Hold	20-NDAH-Non-Discretionary Asset Holding	0.00%	0.00%	0.00%	0.00%	\$0.00
Standard	0-OTH-Other Assets	0.00%	0.00%	0.00%	0.00%	\$0.00
Composite	26-PPP-Platinum Preservation Portfolio	50.00%		0.00%	50.00%	\$55,088.96
Hold	37-SIIA-Special Individual Invest. Alloc.	0.00%	0.00%	50.00%	0.00%	\$7,776.38
		100.00%		100.00%	100.00%	\$121,818.15

Icon represents models that are terminating. Click on the icon to view comments on a model. Edit

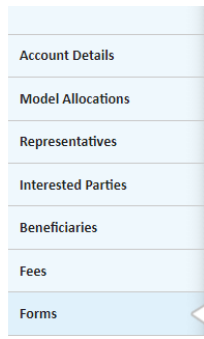
COMPOSITE MODEL DETAILS | Export data

Type	Model	Member Model Goal	Account Allocation	Account Deviation	Member Model Contribution	Account Contribution	Member Model Distribution	Account Distribution
Standard	33-PBTS-BTS Select Bond (Platinum)	20.00%	10.00%	1.00%	20.00%	0.00%	20.00%	10.00%
Standard	32-PCLK2D-Clark Navigator 20-80 (Platinum)	15.00%	7.50%	1.00%	15.00%	0.00%	15.00%	7.50%
Standard	7-DIA-Dynamic Income Alloc.	15.00%	7.50%	1.00%	15.00%	0.00%	15.00%	7.50%
Standard	1-INAI-Income Allocator	15.00%	7.50%	1.00%	15.00%	0.00%	15.00%	7.50%
Standard	33-POPB-Ocean Park Balanced (Platinum)	15.00%	7.50%	1.00%	15.00%	0.00%	15.00%	7.50%
Standard	34-PTHI-Toevis High Income (Platinum)	20.00%	10.00%	1.00%	20.00%	0.00%	20.00%	10.00%
		100.00%	50.00%		100.00%	0.00%	100.00%	50.00%

- Representatives
- Interested Parties
- Beneficiaries
- Fees

The Representatives, Interested Parties, Beneficiaries, & Fees are all informational areas. These sections will be filled out after the paperwork is submitted. **EXCEPTION: If you are an “Office Manager” (not representative) user you MUST enter a Representative and click SAVE or you won’t be able to view the account (contact SEM if you forget).**

The FORMS tab shows all the relevant forms for the account. For new accounts it lists the required forms. Clicking on the form name pulls up the form with the account information already filled in. This can be used for on-going service items such as beneficiary changes or withdrawal requests.



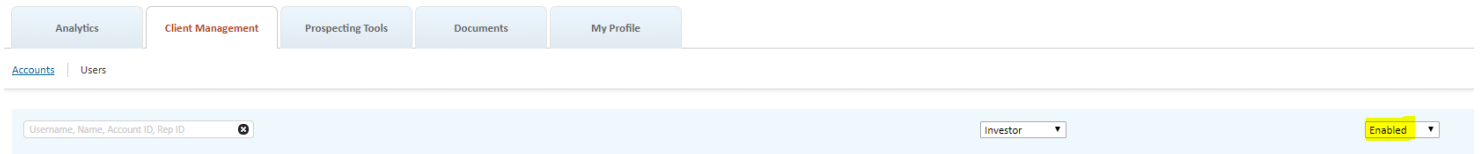
AVAILABLE FORMS

Required	Form Name
yes	Qualified Account Application
no	Beneficial Ownership Information
no	General Terms & Conditions
no	Statement Family Request
no	Transfer Form

Form Name	Form Description	Required
<input type="checkbox"/> 0 Beneficial Ownership Information	Beneficial Ownership Information	no
<input checked="" type="checkbox"/> 1 Qualified Account Application	Qualified Plan Account Application	yes
<input type="checkbox"/> 0 Statement Family Request	Statement Family Request	no
<input type="checkbox"/> 0 Transfer Form	Transfer Form	no

In the bottom right-hand corner is an eSignature button (if you would like this enabled, please contact SEM). To start a DocuSign envelope, simply select the forms you would like included with the check boxes. (This can be used for service forms, not just new accounts). Under ADVISOR

FORMS you can select to include SEM’s New Account form as part of the envelope. “Other forms” is can be used to add your B/D required forms (detailed eSignature instructions are available) Click ENTER RECIPIENTS to view the paperwork flow. PLEASE DO NOT CHANGE the “SEM Approval”, “Suitability Check”, and “Final Copy” entries.



Also under the CLIENT MANAGEMENT tab is the “Users” link. This is where you can view their username & reset their password. Note you may need to change the drop down box on the right-hand side of the page to “ALL” instead of “ENABLED” for clients that have locked themselves out of their accounts inadvertently or their password has expired.

Use the radio button next to the client’s username (Acct#) and choose “EDIT” at the bottom of the page. You can enter & confirm the new temporary password for the client and hit “SAVE”. The client will be required to change this on the next login.

CHANGE PASSWORD

CHOOSE A NEW PASSWORD

CONFIRM PASSWORD

Going back to the “accounts” link, Click on the account number to take you to the OVERVIEW tab. Here you can see recent performance, transactions, investment models, holdings, etc. On the right

Overview*
Net Assets: \$121,818

Holdings
Securities: 88% | Cash: 2%

Performance
View performance and income

Transactions
View transactions, actions and transfers

About your account
Account Information, Documents & Settings

Totals & Trends
Total Value over the last 92 days: \$125K to \$120K

LATEST ACCOUNT ACTIVITY

Transaction	Statement Date	Trade Date	Post Date	Symbol	Security
Bank Interest			11/30/2018	n/a	Non-Security
Reinvested Dividend	11/29/2018	11/30/2018		CHYDX	CMG FUNDS TACTICAL BOND FUND CLASS I
Reinvested Dividend	11/29/2018	11/30/2018		CHYDX	CMG FUNDS TACTICAL BOND FUND CLASS I
Reinvested Dividend	11/29/2018	11/30/2018		SIIRX	SIERRA TACTICAL CORE INCOME FUND CLASS R
Reinvested Dividend	11/29/2018	11/30/2018		SIIRX	SIERRA TACTICAL CORE INCOME FUND CLASS R
Total Transactions					

TOP ASSET CLASSES

Asset Class	Unrealized Gain/Loss	Value	% of Total Holdings
Taxable Bond	(\$2,866.27)	\$61,443.11	50.44%
U.S. Equities	(\$603.17)	\$39,858.71	32.72%
Sector Equity	(\$471.76)	\$7,590.46	6.23%
Alternative	(\$300.28)	\$7,278.88	5.98%
Other Asset Classes	(\$12.17)	\$5,646.99	4.64%
All Asset Classes	(\$4,253.65)	\$121,818.15	100.00%

TOP MODELS

Models	Unrealized Gain/Loss	Value	% of Total Holdings
Dynamic Balanced Alloc.	\$119.34	\$32,299.50	26.51%
AmeriGuard Growth	(\$962.24)	\$26,653.31	21.88%
BTS Select Bond (Platinum)	(\$869.73)	\$11,859.16	9.74%
Toews High Income (Platinum)	(\$880.41)	\$11,148.92	9.15%
Other Models	(\$1,660.61)	\$39,857.26	32.72%
All Models	(\$4,253.65)	\$121,818.15	100.00%

ABOUT YOUR ACCOUNT

Your Investment Manager
SEM Wealth Management
7367 E Tanque Verde Rd
Tucson, AZ 85715

Your Financial Advisor
Jeff Hybiak, CFA
SEM Wealth Management
7367 E Tanque Verde Rd
Tucson, AZ 85715
t:520-750-7308
jhybiak@stratequity.com

Latest Statement
09/2018

Latest Tax Forms
No tax forms available

Your Address
[Redacted]

Primary Beneficiaries
No information

Secondary Beneficiaries
No information

Account List
View account lists

PORTFOLIO REPORT

REPORTS TO INCLUDE:
All Reports
Account List
Dashboard

MODEL TO INCLUDE:
All Models

REPORT BY:
Asset Class

-hand side of the page you can view the investment Manger information (SEM), the Financial Advisor listed on the account, a link to the current statement, the address of record, beneficiaries, etc. You can also generate multiple reports.

The HOLDINGS tab allows you to view the allocation to the investment models or by asset classes. Clicking on the checkbox next to the model allows you to view the allocation for just that model.

Please note if you view by Asset Class, the asset classes are determined by Morningstar, not SEM or the custodian.

You can also filter by models or asset classes or pull up historic positions by changing the date.

Overview*
Net Assets: \$121,818

Holdings
Securities: 98% | Cash: 2%

Performance
View performance and income

Transactions
View transactions, actions and transfers

About your account
Account Information, Documents & Settings

Filter
Holdings as of: 12/01/2018
All Asset Classes | All Models | Limit to a Symbol | Limit to a Name

VIEW BY MODEL | **VIEW BY ASSET CLASS** | **VIEW BY ASSET SUBCLASS**

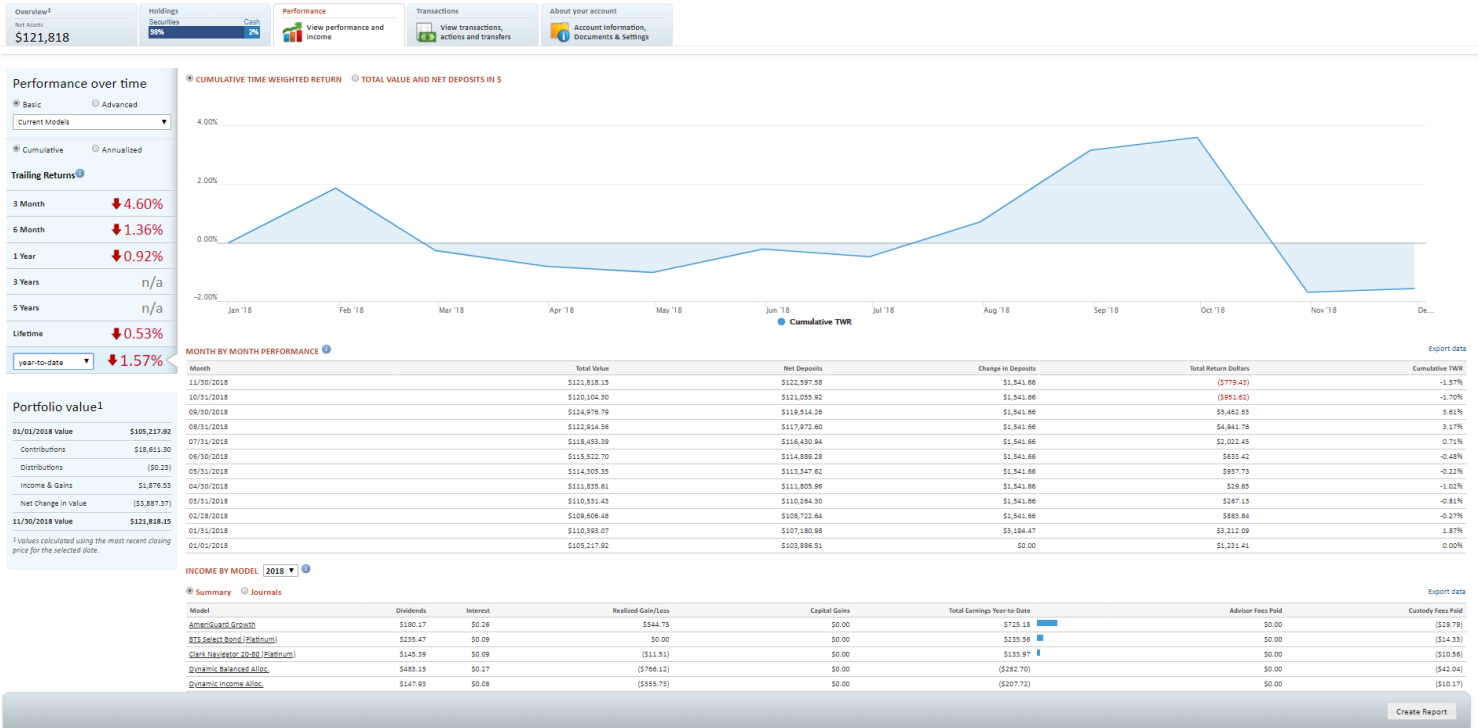
Models	Cost Basis	Unrealized Short-Term Gain/Loss ¹	Unrealized Long-Term Gain/Loss ¹	Unrealized Gain/Loss ¹	Market Value	Allocation %	% of Total Holdings
AmeriGuard Growth	\$27,004.64	(\$962.24)	n/a	(\$962.24)	\$26,653.31	20.00%	21.88%
BTS Select Bond (Platinum)	\$12,523.51	(\$87.57)	(\$782.16)	(\$869.73)	\$11,859.16	10.00%	9.74%
Clark Navigator 20-80 (Platinum)	\$8,876.65	(\$25.27)	(\$576.26)	(\$601.53)	\$8,487.14	7.50%	6.97%
Dynamic Balanced Alloc.	\$31,458.81	(\$257.16)	\$376.50	\$119.34	\$32,299.50	30.00%	26.51%
Dynamic Income Alloc.	\$7,434.13	(\$62.32)	(\$30.79)	(\$93.11)	\$7,498.98	7.50%	6.16%
Income Allocator	\$7,898.57	(\$50.69)	(\$40.67)	(\$91.36)	\$7,964.11	7.50%	6.54%
Ocean Park Balanced (Platinum)	\$8,348.70	(\$31.06)	(\$371.79)	(\$402.85)	\$8,130.65	7.50%	6.67%
Special Individual Invest. Alloc.	\$8,062.22	(\$471.76)	n/a	(\$471.76)	\$7,776.38	0.00%	6.38%
Toews High Income (Platinum)	\$11,760.71	(\$29.60)	(\$850.81)	(\$880.41)	\$11,148.92	10.00%	9.15%
All Models	\$123,367.94	(\$1,977.67)	(\$2,275.98)	(\$4,253.65)	\$121,818.15	100.00%	100.00%

¹ Unrealized gains/loss data is only available as of 12/01/2018.

HOLDINGS WITHIN ALL MODELS

Symbol	Security Name	Quantity	Price	Unrealized Short-Term Gain/Loss ¹	Unrealized Long-Term Gain/Loss ¹	Unrealized Gain/Loss ¹	Unrealized Gain/Loss % ¹	Market Value	% of Total Holdings
CASH	CASH	2,703.8600	\$0.00	n/a	n/a	n/a	n/a	\$2,703.86	2.22%
FFICX	AMERICAN FUNDS INVESTMENT COMPANY OF AMERICA CLASS F-3	130.5530	\$39.89	(\$291.57)	n/a	(\$291.57)	-5.30%	\$5,207.76	4.28%
BLQK	AMPLIFY TRANSFORMATIONAL DATA SHARING BLOCCHAIN LEADERS ETF	104.0000	\$16.81	(\$233.79)	n/a	(\$233.79)	-11.80%	\$1,748.24	1.44%
QMNIX	AQR EQUITY MARKET NEUTRAL FUND CLASS I	32.4490	\$10.43	(\$6.33)	(\$66.93)	(\$73.26)	-17.79%	\$338.44	0.28%

The performance tab allows you to view all kinds of performance information. The default is to show performance for all current models. You can toggle the various models inside the accounts



by changing the drop down menu. You can also change the time frame for the chart and other data with the other toggle buttons.

The bottom section contains data regarding deposits, withdrawals and income sources. This can help with tax planning purposes throughout the year.

The TRANSACTIONS tab allows you to view pending & recent transactions. You can also filter by transaction type or date range as necessary. Towards the bottom shows pending systematics as well as has links to any transfers including the status. Clicking on the custodian name pulls up the transfer details.

Transactions over time

Past 30 Days | All Date Type | Trade

Transaction Types

- INTRA-ACNT Shares Transfer (1)
- Purchase (12)
- Sold (14)
- Cash Deposit (1)
- Bank Interest (1)
- Reinvested Dividend (10)
- All Transactions (39)

PENDING TRANSACTIONS FOR All Models

Individual Transactions | Model Summaries

No records found.

TRANSACTIONS FROM 11/01/2018 THRU 12/01/2018

Transaction	Statement Date	Trade Date	Post Date	Symbol	Security	Quantity	Amount	Transaction ID
Bank Interest		11/30/2018	n/a		Non-Security	0.0000	\$0.27	85249268
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	CMG	CMG FUNDS TACTICAL BOND FUND CLASS I	0.1170	\$0.00	852416576
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	CMG	CMG FUNDS TACTICAL BOND FUND CLASS I	0.0370	\$0.00	852416149
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	SIERRA	SIERRA TACTICAL CORE INCOME FUND CLASS R	0.1700	\$0.00	852412862
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	SIERRA	SIERRA TACTICAL CORE INCOME FUND CLASS R	0.0810	\$0.00	852413511
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	SIERRA	SIERRA TACTICAL CORE INCOME FUND CLASS R	0.5780	\$0.00	852413522
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	TIMPS	TOWERS UNCONSTRAINED INCOME FUND	0.0210	\$0.00	852418921
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	TOWERS	TOWERS TACTICAL INCOME FUND	0.1290	\$0.00	852411851
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	TOWERS	TOWERS TACTICAL INCOME FUND	0.0650	\$0.00	852410201
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	TOWERS	TOWERS TACTICAL INCOME FUND	0.8420	\$0.00	852410028
Reinvested Dividend	11/29/2018	11/30/2018	11/30/2018	HULSDX	JP MORGAN LIMITED DURATION BOND FUND CLASS I	0.4160	\$0.00	852413821
Purchase	11/16/2018	11/20/2018	11/20/2018	ETPM	ETPMG ALTERNATIVE HARVEST ETF	49.0000	(\$1,512.67)	851480190
Purchase	11/16/2018	11/19/2018	11/19/2018	VLMGX	VANGUARD TAX-MANAGED SMALL-CAP FUND ADMIRAL CLASS	1.8180	(\$115.39)	851283714
Purchase	11/16/2018	11/19/2018	11/19/2018	VWAGX	VANGUARD US GROWTH FUND INVESTOR CLASS	7.4140	(\$294.09)	851283700
Purchase	11/16/2018	11/19/2018	11/19/2018	VWSSX	VANGUARD SMALL-CAP GROWTH INDEX FUND INVESTOR CLASS	3.8050	(\$178.39)	851284014
Total Transactions						1,444.9990	(\$476.74)	

SCHEDULED ACTIONS

No records found.

ASSETS IN TRANSFER

Transferring Firm	Status	Opened	Closed	Pending Cash	Pending Assets	Total Received	Total Expected Value
TD Ameritrade	Closed	10/19/2017	10/19/2017	\$0.00	\$0.00	\$102,394.38	\$102,394.38
TD Ameritrade	Closed	11/02/2017	11/03/2017	\$0.00	\$0.00	\$0.29	\$0.29
Total Assets in Transfer				\$0.00	\$0.00	\$102,394.67	\$102,394.67

The ABOUT YOUR ACCOUNT tab provides links to 2 years' of statements, tax documents, and other account details saved on file.

The screenshot shows a dashboard with four main tabs: 'Cash' (2%), 'Performance' (View performance and income), 'Transactions' (View transactions, actions and transfers), and 'About your account' (Account Information, Documents & Settings). Below the tabs is a 'Statements' section with a table:

Period Ending	Description	Statement
09/30/2018	Quarterly statement for period ended 09/30/2018	view
06/30/2018	Quarterly statement for period ended 06/30/2018	view
03/31/2018	Quarterly statement for period ended 03/31/2018	view
12/31/2017	Quarterly statement for period ended 12/31/2017	view

Below the table are several expandable menu items: EFT Statements, Tax Documents, Document Delivery Options, Account Details, Beneficiaries, Authorizations, and Account Lists.

There are also links at the top for “Account Details”, “View Other Accounts” (Statement Family form submitted), and “CompleteView” (Account Aggregation).

[Account Details](#) ▶ [View Other Accounts](#) ▶ [CompleteView](#) ▶

Account Details: takes you back to the name, address, email, etc section discussed earlier.

View Other Accounts (Statement Family): Allows you to either switch to other household accounts

The screenshot shows a selection interface with a 'Name' column and a 'View Combined(2)' button. The list includes:

- Name
- HYBIAK, JEFFREY
- HYBIAK, JEFFREY
- HYBIAK, BRANDI
- HYBIAK, BRANDI
- SEM 401K (HYBIAK, BRANDI)
- SEM 401K (HYBIAK, JEFFREY)*
- Total of all accounts

for that family or lets you select MULTIPLE accounts and then “View combined”. This gives you a consolidated view of the asset values, holdings, and performance. Navigation is similar to when viewing a single account. You can toggle back to single accounts or add more accounts with the links at the top of the page.

Welcome back, sign out.

Jeff Hybiak, CFA

[Home](#) :: [Bulletins](#) **03** :: [Forms](#) :: [User Guides](#) :: [Agreement](#) :: [Diagnostics](#)

Finally, at the top of every page you can sign out of your account, view the Bulletins related to your accounts, pull up all blank custodial forms, and various User Guides. The User Guides provide step-by-step instructions to a wide range of related items and we encourage you to check them out.

The Liberty Portal is a powerful tool that literally should become your irreplaceable dashboard in working with your SEM clients. There is a lot more information in there, including the “Documents” tab. Please refer to the User Guides or contact SEM for assistance on what reports you can pull for your clients.