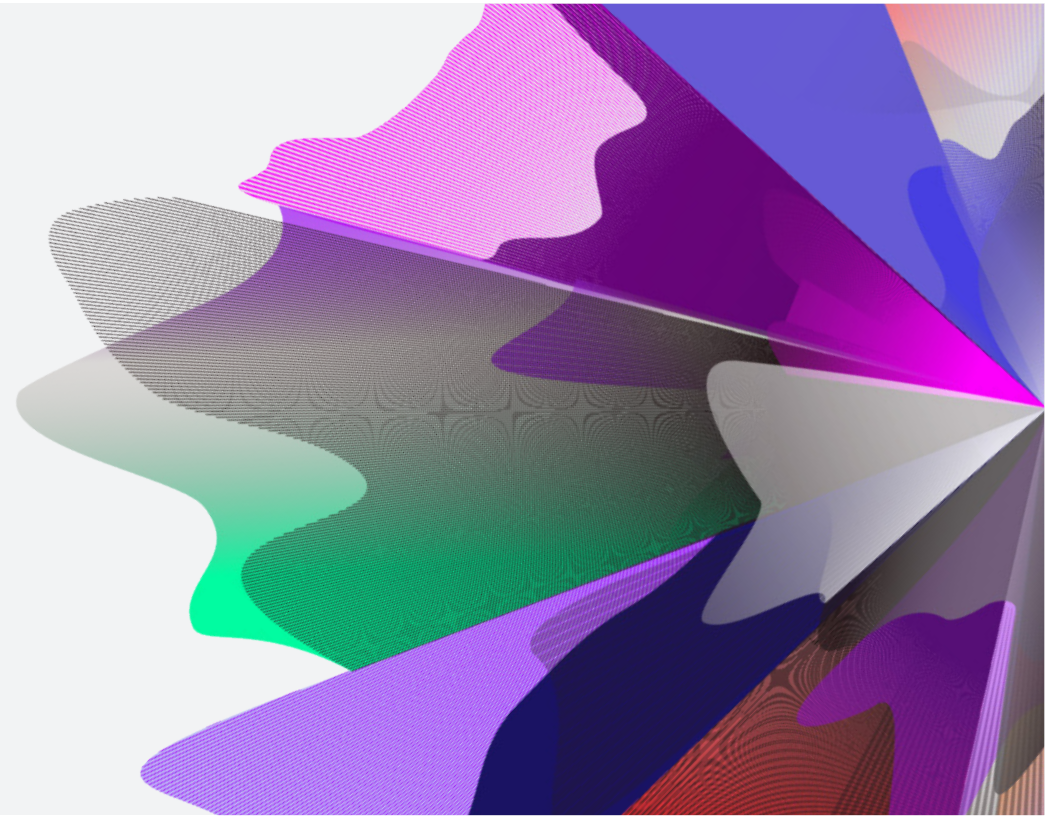




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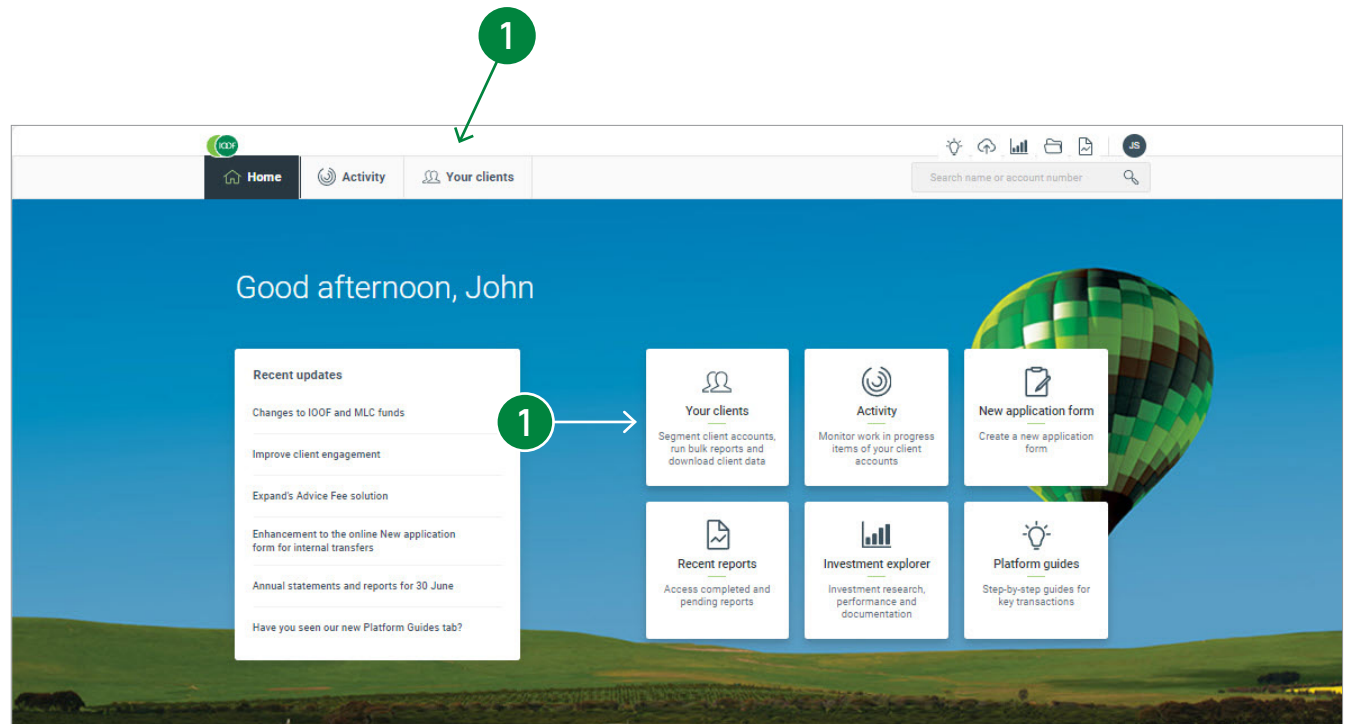
Expand Functionality – Buy, sells and reweights

August 2025
myexpand.com.au

Investments: Select client account

- 1 Select the account you wish to make a switch, trade or reweight to, by searching the account name or number using **Your clients**.

This section provides a way to look at your entire client list and utilise categories to filter your clients for reports and extracting data based on the search criteria.



Buy/Sells

- 2** From the Summary page, navigate to the Investments page. Here you can toggle between a Portfolio or a Consolidated view.

The Portfolio view shows the investments held within the account, as a dollar and percentage. It categorises them by investment type i.e., Cash Account, Managed Portfolio Service, Separately Managed Accounts (SMA), Managed Investments, Listed Investments and Maturing Investments.

The Consolidated view displays a consolidated view of the investments held within the account, including the underlying investments in a MPS and SMA. It categorises them by investment type i.e., Cash Investments, Managed Investments, Listed Investments and Maturing Investments.

Please note that trading is disabled in the consolidated view.

- 3** To sell or purchase additional units of existing asset holdings from available cash, select the **Buy** or **Sell** button on the right of each investment.

- 4** To buy a new managed investment, listed or maturing investment from available cash, select the investment from the relevant drop-down list by entering the name or code. Enter the amount to invest and select the **Add** button.

Buy and sells occurs simultaneously which will allow you to use the proceeds of a sell immediately to buy an investment.

The screenshot displays the 'Investments' page in a web application. The top navigation bar includes tabs for 'Summary', 'Account details', 'Investments' (which is the active tab), 'Transactions', 'Fees', 'Insurance', 'Beneficiaries', 'Move money', and 'Reports'. Below this, there are two sub-tabs: 'Portfolio' (selected) and 'Consolidated'. The main content area is organized into several sections. The 'Cash Account' section shows an 'Amount available to invest' of -\$975.49, an 'Investment performance (%)' of 3.85%, a 'Current value' of \$93.49, and a 'Current % of portfolio' of 0.1. The 'Managed Portfolio Service' section indicates 'You have no managed discretionary account holdings'. The 'Separately Managed Accounts' section also shows 'You have no separately managed account holdings'. The 'Managed investments' section features a table with the following data:

Investment name	Investment performance (%)	Current value	Units	Unit price (\$)	Price date	Current % of portfolio
MLC WS Index Plus Balanced Portfolio MLC7387AU	4.04%	\$106,805.36	92,960.72	1.1489	24/11/2023	99.9

To the right of the table, there are 'Buy' and 'Sell' buttons. Below the table, there is a section 'Add a new managed investment' with a search bar and an 'Add' button. Numbered callouts 2, 3, and 4 point to the Investments tab, the Buy/Sell buttons, and the Add button respectively.

Buys/Sells (cont.)

For SMAs

Buying into a new SMA

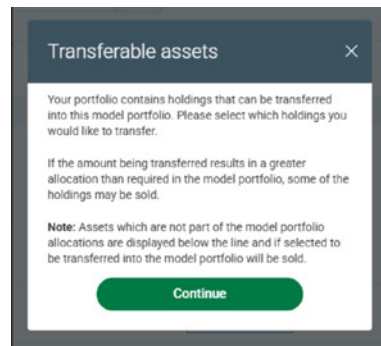
- 5 Input the amount from available cash to invest in the SMA and select **Add**.
- 6 Where available, you will have the option to transfer current portfolio holdings into the SMA.

You can either transfer 100% of the holding value or you can specify a dollar amount.

Minimum investments for SMAs

The minimum initial investment is different for each Model Portfolio. For minimum initial investment refer to the individual SMA PDS.

There is no minimum for additional investments in a SMA model portfolio.



5

Separately Managed Accounts

You have no separately managed account holdings

Selected investment

SMA Antares Dividend Builder (NUN0052AU)

Holdings available to transfer	Value of units No. of units	Transfer into model	Estimated value to be transferred
Cash Amount available to invest	\$288,020.04	\$ <input type="text"/> <input type="checkbox"/> All	\$0.00
BHP Group Limited BHP	\$101,354.50 2,515 @ \$40.3000 per unit	\$ <input type="text"/> <input type="checkbox"/> All	\$0.00 0 units
The below assets are not part of the model portfolio's allocation and will be sold if selected			
Woodside Energy Group Ltd WDS	\$5,607.95 295 @ \$19.0100 per unit	\$ <input type="text"/> <input type="checkbox"/> All	\$0.00 0 units
Total amount			\$0.00 Cancel Add

6

Buys/Sells (cont.)

Buying, selling, or transferring out of an existing SMA

7 Input the amount you wish to buy or sell and select **Add**.

There is a maximum redemption value for partial SMA sells. This amount will be shown when you input an amount. For partial sells, the cash will be deducted from SMA cash and will be made available. Once cash is transferred out of SMA cash, a SMA model rebalance is triggered.

8 To sell the total balance of the SMA and its underlying assets, select the **All** tick box. This will then transfer the proceeds to SMA model cash which will then be transferred to cash on platform.

9 To transfer out of the SMA model, you can select to **Unlink** your SMA, which is available on the ellipses menu button next to Sell. This will transfer (in-specie) the underlying assets to platform, no investments are sold when you unlink. Available cash and the listed investments will be available immediately. From here you can then follow the steps above to proceed with the sell. **Note: This option is not available for Expand Essential accounts.**

Buys/Sells (cont.)

- 10** Once all Buys and Sells have been entered, click on the **Review order** button to proceed. You will also have the option to save or delete the draft order.

Any saved draft orders can also be found under the Activity Monitor on your adviser dashboard.

The screenshot displays a financial software interface with a portfolio summary and draft orders. The top section shows a table of investments with columns for Portfolio, Consolidated, Investment performance (%), Current value, Units, Unit price (\$), Price date, and Current % of portfolio. Below this, there are sections for Pending transactions total, SMA investments, and Managed investments. At the bottom, there is a 'Your draft order' section with buttons for 'Delete draft', 'Save draft', and 'Review order'. A green circle with the number 10 points to the 'Review order' button.

Portfolio	Consolidated	Investment performance (%)	Current value	Units	Unit price (\$)	Price date	Current % of portfolio	Buy	Sell
NUN0054AU		1.98%	\$36,474.18				5.3	Buy	Sell
Pending transactions total -\$4,466.66									
SMA JBWere Income	JPL0001AU	1.52%	\$41,075.92				5.9	Buy	Sell
Pending transactions total \$254.74									
SMA Perennial Value Shares for Income	NUN0053AU	0.88%	\$31,737.22				4.6	Buy	Sell
SMA MLC Premium High Growth 98 NUN8186AU Draft transfer \$73,800.50 Edit Delete									
Add a new SMA investment Start typing a name or code...									
Managed investments									
Ausbil Australian Active Equity Fund	AAP0103AU	4.10%	\$24,598.91	6,325.5782	3.8888	10/03/2024	3.5	Buy	Sell
BlackRock Global Allocation Fund (Aust)	MAL0018AU	4.73%	\$24,732.77	21,803.28	1.1344	24/11/2023	3.6	Buy	Sell
Your draft order									
Buys (1)		Sells		Transfers (1)		Cash impact			
-\$50,000.00		\$0.00		\$23,800.50		-\$50,000.00		Delete draft Save draft Review order	

10

Buys/Sells (cont.)

11 The **Review and confirm** side panel will display the impact of the switch instruction for review. Also, the order instructions can be downloaded by selecting the **Download order instruction** pdf link. Panel will appear and show buys and sells for the transaction. To submit the instruction, enter your password and click on **Submit Order**.

12 When the order has been submitted, the order confirmation can be downloaded by selecting the **Order documentation** link. At this window panel, you can change standing instructions if required.

11

Review and confirm [Download order instruction pdf](#)

Net cash movement [?] **-\$50,000.00** Total brokerage **\$0.00**

Holding	Units	Unit price (\$)	Impact (\$)
Separately managed accounts			
✓ SMA MLC Premium High Growth 98 NUN8186AU			▲ 73,800.50

[Save draft](#) [Show](#) **Submit order**

Please enter your password to proceed

12

✓

Your order has been submitted

Please note changes to your investment holdings do not automatically update your Standing Instructions. You can change your Standing Instructions via the Investments page or using the buttons below:

[Deposit Instruction](#)
[Cash Account Preferences](#)
[Income Preference](#)

Order documentation

[16829881_order_confirmation.pdf](#)

EXPAND Extra

Order Confirmation

Address: **M & S O'Shea Super Fund**
 (Rodgers Family Superannuation Fund)
 Mr Greg Pateamo Brye 16829881

Net Cash Movement **-\$50,000.00**

Date/Time: 20 Mar 2024 09:41 AM
 Tax optimisation method: First in first out

Separately Managed Accounts	Trans. Type	Order Type	Units	Unit price \$	Brokerage \$	Impact \$ (inc. costs)	Estimated assessable net gain/loss \$
SMA MLC Premium High Growth 98 NUN8186AU	SMA buy	Dollars	-	-	-	-\$73,800.50	-
Cash Account	SMA transfer in	Dollars	-	-	-	-\$50,000.00	-
Fairview Equity Partners Emerging Companies Fund ANT0002AU	SMA transfer in	Units	12,227.9597	\$ 1.95	-	-\$23,800.50	-

Estimated brokerage **\$0.00**

Order status: Submitted
 Requested by: M & S O'Shea Super Fund

Reweight

Reweightings can be applied to managed funds, SMAs and listed securities. **NOTE:** If the account holds investments in a Managed Discretionary Account (MDA), the reweight feature is not available.

13 Within the **Investments** tab, navigate to the bottom of the page and select **Reweight Portfolio**. The Reweight portfolio panel will appear.

14 In the **Future** column, enter the weightings for the reweight of the portfolio. New investments can be added by searching the investment fund name, APIR code, ASX code or Listed Security Asset name in the search at the bottom of the reweight panel.

An automatic reweight, can also be set up for the account. To set up these preferences, select the link at the top of the Reweight portfolio panel.

Setting up new automatic reweights and SMAs

Setting up new automatic reweights and SMAs Automatic reweights will only apply if the SMA has met the initial investment amount.

Reweight (cont.)

- 15** The Automatic Reweight frequency can be set to run quarterly, half-yearly and yearly, on the 20th of your chosen month at a 0% tolerance level, based on your Future allocation selection. Once the options and commencement date are set, select the **Save** button.

Note: Investments that do not offer daily redemptions cannot be included in an automatic reweight.

- 16** When all the reweight information is entered, select the **Next** button on the reweight panel.

- 17** Prior to submitting a reweight, you can also elect to perform a reweight now as well as scheduling future reweights.

The screenshot shows the 'Portfolio' tab with 'Market exposure' selected. The account name is 'Mr Ricky Fayer', account number is '16655819', and the balance is '\$94,727.67'. The 'Auto reweight' is set to 'Quarterly'. A green banner states: 'Automatic reweight has been set up and will only be processed after order submission'.

Holding	Current	Future	Impact
Transurban Group TCL	1.31% \$1,239.00	1.31% \$1,239.00	
Vanguard Aust Prop Securities Index ETF VAP	3.10% \$2,940.80	3.10% \$2,940.80	
Vanguard US Total Market Share Index ETF VTS	6.23% \$5,899.00	6.23% \$5,899.00	
Westpac Banking Corporation WBC	3.14% \$2,970.00	3.14% \$2,970.00	
Woolworths Group Limited WOW	4.61% \$4,370.00	4.61% \$4,370.00	
ADBRI Limited ABC		0.00% \$0.00	

A green banner at the bottom indicates 'Valid 100.00 %'. Below this is a search bar with the placeholder 'Start typing a name or code...'. At the bottom right, there is a 'Review Order' button.

15 points to the 'Auto reweight: Quarterly' dropdown menu. A sub-menu is shown with options: 'Half-Yearly', 'Quarterly', 'Half-Yearly' (highlighted), and 'Yearly'.

16 points to the 'Automatic reweight settings' dialog box. It contains a 'Reweight frequency' dropdown (set to 'Quarterly'), a 'Commencement date' field (will start on 20th of the chosen month), and a 'Submit instructions' section with two radio buttons: 'Reweight now and update future automatic reweight instruction' (selected) and 'Update future automatic reweight instruction only'. There are 'Go back' and 'Continue' buttons.

17 points to the 'Review Order' button.

TIP: Once you submit your order, you can download a PDF reweight confirmation (see 11 – next page). **Please download this PDF as there is no opportunity to download it again if you close this window.**

Reweight (cont.)

- 18** The reweight instructions can be downloaded by selecting the link at the top of the Review and confirm panel. A PDF copy will generate.

IMPORTANT: Please download this PDF as there is no opportunity to download it again if you close this window.

- 19** The reweight and/or auto reweight instructions will be submitted once your password is entered and the **Submit Order** button selected.

HINT:

You have the option at this stage to save the Draft Re-weight rather than submit and return at a later date.

To help assist you and your clients with investment information, support and tools, you can refer to the [Investment Central](#) website.

Review and confirm

↓ Download reweight instruction pdf

Net cash movement \$748.28

Total brokerage \$0.00

Tax optimisation: First in first out

Investment orders Target allocation

Holding	Units	Unit price (\$)	Impact (\$)
Managed investments			
Fidelity Australian Opportunities Fund FID0021AU	-	19.805200 ▼	-1,266.76
Magellan Global Fund - Open Class Units (Managed Fund) MGE0001AU	-	2.446000 ▲	518.48

Review investment orders above before you submit this order.

Please enter your password to proceed

Save draft Enter your password Show Submit order

EXPAND Essential

Reweight Instruction

Account Balance: \$234,947.77

Holdings

Asset class	Current %	Target %	Impact \$
Cash Account	234,947.77	100.00	40.00
Managed Investments	0.00	0.00	140,515.87
EXPAN Multi-Asset Australian Shares Trust	0.00	0.00	140,515.87

Market exposure

Current

Future

Asset class	Current Portfolio %	Amount \$	Future Portfolio %	Amount \$
Australian Equity	0.00	0.00	58.81	140,515.87
International Equity	0.00	0.00	0.00	0.00
Global Property	0.00	0.00	0.00	0.00
United Property	0.00	0.00	0.00	0.00
Australian Fixed Interest	0.00	0.00	0.00	0.00
International Fixed Interest	0.00	0.00	0.00	0.00
Cash	100.00	234,947.77	40.19	94,431.90
Other	0.00	0.00	0.00	0.00
Total	100%	\$234,947.77	100%	\$234,947.77

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