

In this user guide, we will demonstrate how to set Fact defaults. The Settings link allows the user to customize aspects of the system such as general preferences, the overview page, and Fact defaults. Setting Fact defaults will help streamline the data entry process.

1. From the upper right corner, click **Settings**.

The screenshot shows the emX dashboard for a client named Chelsea Maguire. The top navigation bar includes links for Home, Clients, Connections, Applications, More, Settings (circled in red), Help, and Sign Out. Below the navigation bar, the client's name 'Chelsea Maguire' is displayed, along with a search bar for clients and an 'Add Client' button. The main content area is divided into two sections: 'Assets Under Management' and 'Financial Feed'. The 'Assets Under Management' section lists five categories with their respective values: Cash Equivalent (\$0), Qualified Retirement (\$0), Life Insurance (\$0), Taxable Investment (\$0), and Other (\$0). A large circular graphic in the center displays 'TOTAL \$0'. The 'Financial Feed' section shows 'There are no events to display.'

Please Note:

- This functionality is ONLY available in the Advisor Role.
- After setting the defaults, any client added to the system from that point forward will include these default values (previously added clients will NOT be affected).
- Default values can be adjusted on a client by client basis by editing the client specific fact finder.

2. Click **Assumptions - Growth Rates** under Fact Defaults.

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Retirement Assets

Pre-Retire Gross Growth: By Asset Mix ▼

Post-Retire Gross Growth: By Asset Mix ▼

Taxable Investments

Pre-Retire Gross Growth: By Asset Mix ▼

Post-Retire Gross Growth: By Asset Mix ▼

Cash Equivalents

Pre-Retire Gross Growth: By Asset Mix ▼

Post-Retire Gross Growth: By Asset Mix ▼

529 Plans

Pre-Retire Gross Growth: By Asset Mix ▼

Post-Retire Gross Growth: By Asset Mix ▼

Life Insurance Plans

Cash Value Growth Rate: Inflation (3.72%) ▼

Proceeds Reinvested at: Inflation (3.72%) ▼

Save

- Use **Assumptions – Misc. Retirement & Death** to set default values for assumed ages of Semi-Retirement, Retirement, Retirement, Advanced Years, Probate Tate, Final Expenses, Mortality Affects on Monte Carlo simulations, and the illustration of Split Death.

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Assumptions - Misc

You can adjust the default miscellaneous assumptions used in the client fact finder below. Make any des
Changes will only apply to new clients – existing client assumptions will not be updated.

Retirement & Death
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Client Default

Semi-Retirement Age:

Retirement Age:

Advanced Age:

Assumed Age of Death:

Monte Carlo Affects Mortality:

Probate Rate:

Final Expenses:

Spouse Default

Semi-Retirement Age:

Retirement Age:

Advanced Age:

Assumed Age of Death:

Monte Carlo Affects Mortality:

Probate Rate:

Final Expenses:

General

Illustrate Reports with Split Death:

[Save](#)

4. The **Tax Rates** tab can be used to set default values for; Estate Tax Law, Income Tax Law, State and Local Taxes, Tax Rates for Other Heirs and IRD.

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Assumptions - Misc

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Retirement & Death
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State and Local Taxes

State Income Tax Rate:

Local Income Tax Rate:

Apply State Income Tax to...

Non-Taxable Income from Taxable Investments? No ▼

Qualified Retirement Plans? Yes ▼

Deferred Compensation Plans? Yes ▼

Use State Death Tax Credit Table? No ▼

Client's State Death Tax Rate:

Spouse's State Death Tax Rate:

Additional State Death Tax Amount:

State Death Tax Exemption Amount:

Other Rates

Heirs Income Tax Rate (IRD):

Default Income Tax Rate for Entities:

Save

5. The **Simulation** tab can be used to set default values for when the Simulation Starts, Core Cash Growth Rate, Minimum Asset Level for Solving Purposes, and Foreign Estate Tax Rates.

Assumptions - Misc

You can adjust the default miscellaneous assumptions used in the client fact finder below. Make any changes will only apply to new clients – existing client assumptions will not be updated.

Retirement & Death Tax Rates **Simulation** Intestacy Fees

Cash Flow in Simulation Starts: Jan 1 of This Year ▼

Core Cash Account Growth Rate: No Growth (0.00%) ▼

Minimum Asset Level for Solving Purposes:

Foreign Estate Tax Rate: 40%

Save

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6. The **Intestacy** tab can be used to set default values for Community Property State, Decedent's Separate Property, 1st Dollar Amount to Spouse, and Percent of Community Property to Spouse.

Preferences	<h3>Assumptions - Misc</h3> <p>You can adjust the default miscellaneous assumptions used in the client fact finder below. Make any Changes will only apply to new clients – existing client assumptions will not be updated.</p> <p>Retirement & Death Tax Rates Simulation Intestacy Fees</p> <p>Is State of Residence a Community Property State? <input type="text" value="No"/></p> <p>Percent of Decedent's Separate Property to Spouse: <input type="text" value="100.00%"/></p> <p>1st Dollar Amount of Decedent's Estate to Spouse: <input type="text" value="\$0"/></p> <p>Percent of Decedent's Community Property to Spouse: <input type="text" value="100.00%"/></p> <p>Save</p>
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7. Use the **Fees** tab to establish default values for an advisor fee schedule.

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Assumptions - Misc

You can adjust the default miscellaneous assumptions used in the client fact finder below. Make any desired additions or changes and Changes will only apply to new clients – existing client assumptions will not be updated.

[Retirement & Death](#)
 [Tax Rates](#)
 [Simulation](#)
 [Intestacy](#)
 Fees

Advisor Fee Income Tax Deduction
 Specify the percentage of our advisor fee and any other advisor fees that the client will be able to deduct on their income tax return.

% of **Our** Advisor Fees Eligible for Deduction:

% of **Other** Advisor Fees Eligible for Deduction:

Advisor Fee Schedule
 Create a fee schedule based upon assets under management by defining the upper end and fee for each fee range with the controls below and clicking **Insert**.

Use Graduated Schedule? Yes No

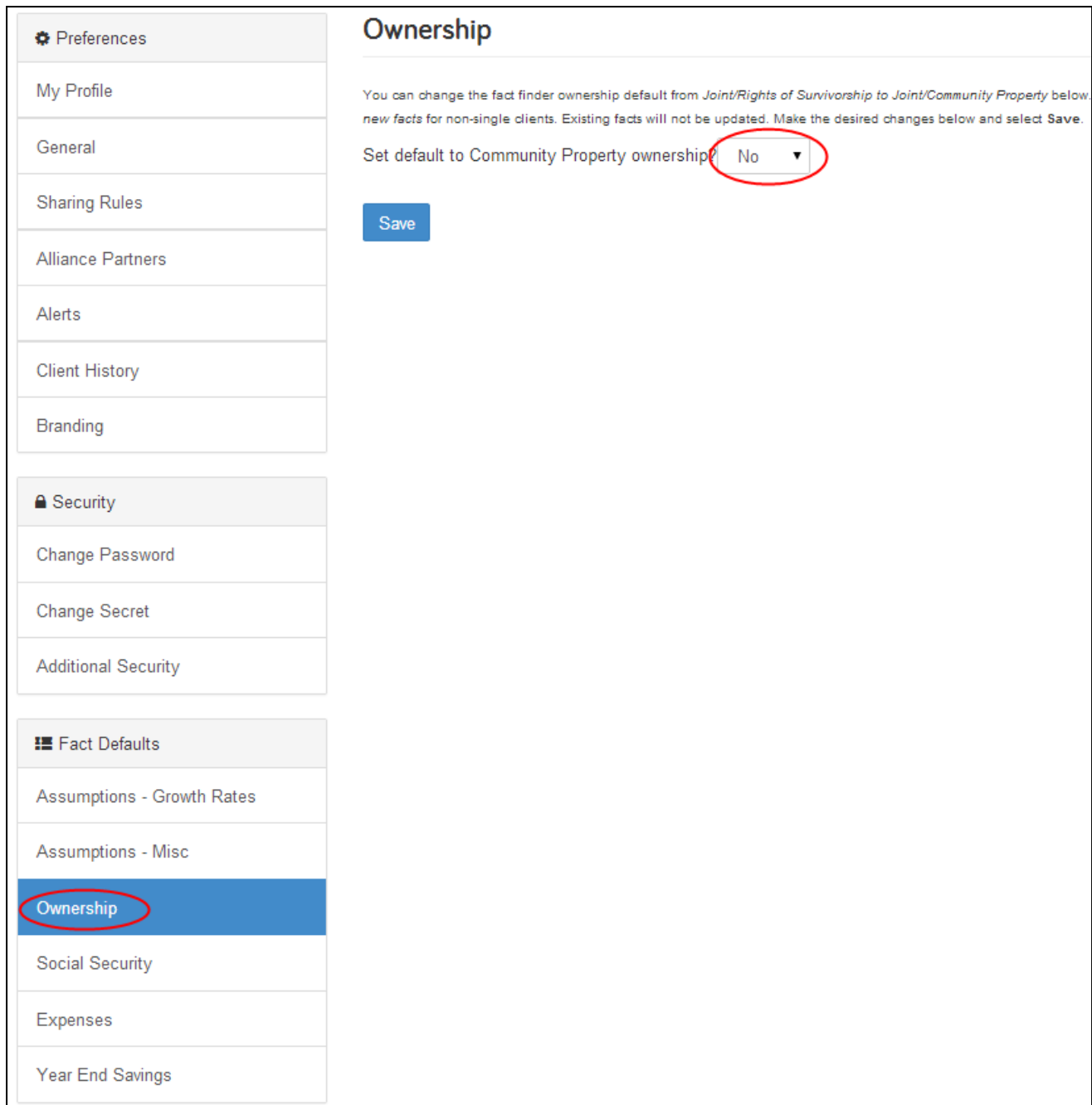
Insert a new fee range

Assets from:

up to: Fee:

No fee schedule has been defined.

8. Under **Ownership**, the default handling of asset ownership with respect to Community property may be changed.



Ownership

You can change the fact finder ownership default from *Joint/Rights of Survivorship* to *Joint/Community Property* below *new facts* for non-single clients. Existing facts will not be updated. Make the desired changes below and select **Save**.

Set default to Community Property ownership? **No** ▼

Save

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- Under **Social Security**, defaults can be set for the calculation of the benefit, when the benefit begins, and when to start indexing the benefit for both client and spouse.

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Social Security

You can adjust the default social security defaults used in the fact finder below. Make any desired defaults will only be applied to new clients– social security for existing clients will not be changed.

Client Default

Benefit is: Estimated from Income

Benefit Begins at age:

Indexed At: Inflation (3.72%)

Start Indexing: Immediately

Annual Retirement Benefit:

Annual Disability Benefit:

Annual Surviving Child Benefit:

Spouse

Benefit is: Estimated from Income

Benefit Begins at age:

Indexed At: Inflation (3.72%)

Start Indexing: Immediately

Annual Retirement Benefit:

Annual Disability Benefit:

Annual Surviving Child Benefit:

[Save](#)

10. **Expenses:** On the **Basic** tab, defaults can be set for Living Expense Growth Rates and the Liquidation Strategy.

Expenses

You can adjust the default living expense and liquidation strategy defaults on the Basic tab. *These changes will only be applied to the current client.* The Basic tab allows you to create an itemized expense worksheet which will be available to load for all clients in the fact finder. Select the tab for any additions or changes.

Basic [Worksheet](#)

Expenses

Living Expenses Will Grow At: Inflation (3.72%)

Liquidation Strategy

Current Strategy: By Type

Retirement Strategy: By Type

Qualified Spending Ratio:

[Save](#)

11. **Expenses:** On the **Worksheet** tab, a default Expense Worksheet can be built to use as a template for all clients.

Expenses

You can adjust the default living expense and liquidation strategy defaults on the Basic tab. These changes will only be applied to new clients. The Worksheet tab allows you to create an itemized expense worksheet which will be available to load for all clients in the fact finder. Select Save on each Tab after making additions or changes.

Basic **Worksheet**

Description	Type	Req'd	Custom Growth Rate
Property Taxes	Property Taxes	<input type="checkbox"/>	<input type="text"/> <input type="button" value="✖"/>
Basic Expenses	Basic Expenses	<input type="checkbox"/>	<input type="text"/> <input type="button" value="✖"/>

Description dropdown menu items:

- Alimony
- Associations/Dues
- Automobile Fuel
- Automobile Insurance
- Automobile Maintenance
- Automobile Payments
- Basic Expenses
- Cable/Internet
- Charity
- Child Care
- Child Support
- Clothing/Dry Cleaning
- Clothing/Purchases
- Country Club/Other Memberships
- Discretionary Expenses

Buttons: Add an Expense, Save

Left Sidebar: Expenses (highlighted)

12. Under **Year End Savings**, the default can be set to either **Save** or **Spend** remaining cash at year end to the core cash account.

Year End Savings

You can adjust the year end savings defaults in the client fact finder below. Make any desired additions or changes and *will only be applied to new clients – existing client year-end savings will not be updated.*

How should year-end savings be handled for **all** years?

Save 100%

Leave all savings at the end of the year in the Core Cash Account.

Spend 100%

Savings will be cleared from the Core Cash Account at the end of each year.

Save

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