Adding a New Case

08/23/2024 4:38 pm EDT

This guide will go over the big picture of how to add a new case in SIPS. The data that you will need before you can start planning is the clients demogrpahic information (name and age), financial information, (income, assets, and liabilities) and the clients financial goals and objectives. More detailed instructions for each specific page is under the client dashboard section.

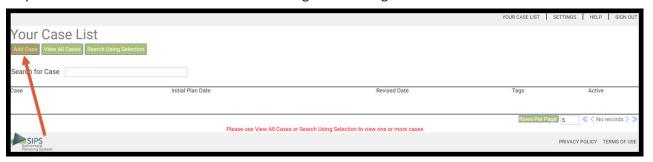
Step 1: Logging In: Log into SIPS at https://www.sipsplanning.net/.



Step 2: Welcome Page: There are two different ways to get to the Your Case List Heading screen. You can either click on the GoTo Your Case List button underneath the Welcome heading or click on Your Case List Heading in the upper right hand side. Both will take you to the same Your Case List Page.



Step 3: Add Case: Under the Your Case List heading click on the green add case button.

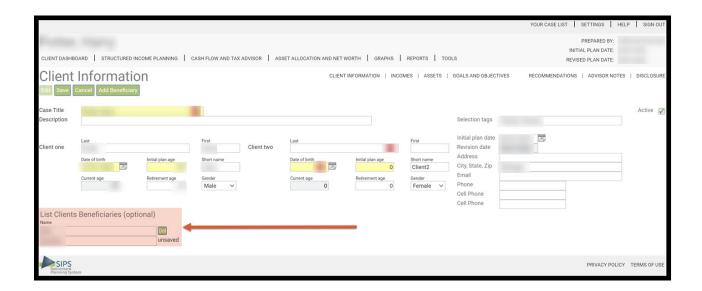


Step 4: Client Information: Click in the Case Title text box to start entering in the information. The yellow text boxes are mandatory text boxes that need data to be enering into to proceed to the next page.

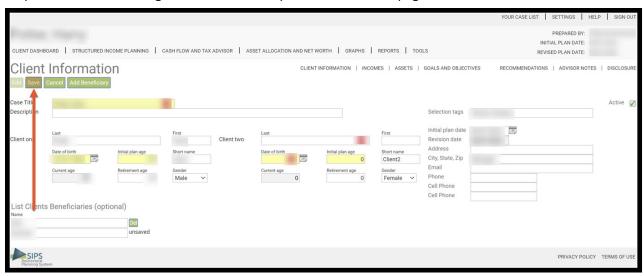
									YOUR CASE LIST	SETTINGS HELI	P SIGN OUT
	12.7	0					199			PREPARED BY:	
CLIENT DASHBOA	CLIENT DASHBOARD STRUCTURED INCOME PLANNING CASH FLOW AND TAX ADVISOR ASSET ALLOCATION AND NET WORTH GRAPHS REPORTS TOOLS INITIAL PLAN DATE:										
201200000									REVISE	D PLAN DATE:	
Client I	nformation	1			CLIENT	NFORMATION INCO	MES ASSETS	GOALS AND OBJECTIVES	RECOMMENDATIONS	ADVISOR NOTES	DISCLOSURE
	ancel Add Beneficiary										
Case Title											Active 🗸
Description								Selection tags			
									-		
Client one	Last		First	Client two	Last		First	Initial plan date Revision date	and a		
				Olient two				Address			
	Date of birth	Initial plan age	Short name Client1		Date of birth	Initial plan age	Short name Client2	City, State, Z.			
	Current age	Retirement age	Gender		Current age	Retirement age	Gender	Email	1.00		
	0	0	Male ~		0	0	Female ~	Phone			
								Cell Phone Cell Phone			
Liet Cliente	Beneficiaries (optio	nal)						Cell Filolie			
List Ollerits E	beneficiaries (optio	iidi)									
SIPS Retirement Planning System	15									PRIVACY POLICY	TERMS OF USE

Step 5: Add Beneficiary: If the client has beneficiaries, click on the green add beneificary button.

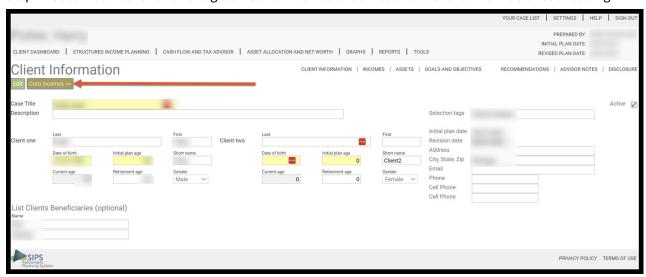
									YOUR CASE LIST SETTINGS	HELP SIGN OUT
PREPARED BY: CLIENT DASHBOARD STRUCTURED INCOME PLANNING CASH FLOW AND TAX ADVISOR ASSET ALLOCATION AND NET WORTH GRAPHS REPORTS TOOLS INITIAL PLAN DATE: REVISED PLAN DATE:										
	Informatio				CLIENT	INFORMATION INCOM	MES ASSETS	GOALS AND OBJECTIVES	RECOMMENDATIONS ADVISOR NOT	TES DISCLOSURE
Case Title Description								Selection tags		Active 📝
Client one	Last		First	Client two	Last		First	Initial plan date Revision date		_
	Date of birth	Initial plan age	Short name Client1		Date of birth	Initial plan age	Short name Client2	Address City, State, Zip Email		
	Current age 0	Retirement age 0	Gender Male ∨		Current age 0	Retirement age	Female V	Phone Cell Phone Cell Phone		
List Clients	Beneficiaries (opti	onal)								
SIPS Retirement Planning Syste	em								PRIVACY POL	ICY TERMS OF USE



Step 6: Save: Click on the green save button to proceed to the next page.



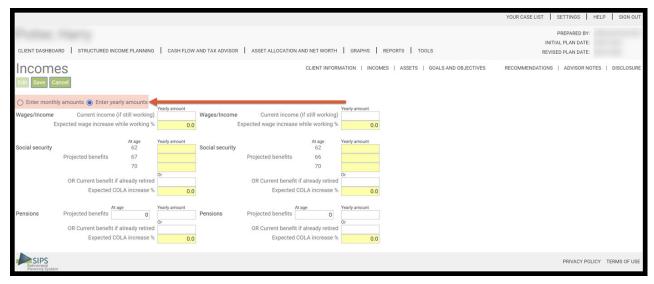
Step 7: Goto Incomes: Click on the green GoTo Incomes underneath the Client Information subheading.



Step 8: Edit: Click on the green Edit button underneath the Incomes subheading.

						YOUR CASE LIST SETTINGS HELP SIGN OUT
CLIENT DASHB	OARD STRUCTURED INCOME PLANNING	CASH FLOW AND	D TAX ADVISOR ASSET ALLOCATION AND NET	WORTH GRAPHS	REPORTS TOOLS	PREPARED BY: INITIAL PLAN DATE: REVISED PLAN DATE:
Incom Edit Goto A	nes ssets >>	201	CLIEN	TINFORMATION INC	COMES ASSETS GOALS AND OBJECTIVES	RECOMMENDATIONS ADVISOR NOTES DISCLOSURE
W ges/Income	Expected wage increase while working	0.0	ages/Income Current income (if still v Expected wage increase while wo	orking % 0	.0	
Sccial security	At age 62 Projected benefits 67 70	Yearly amount Sc	ocial security 6: 6: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7: 7:	5		
	OR Current benefit if already retire Expected COLA increase		OR Current benefit if alread Expected COLA inc		.0	
P∉nsions	Projected benefits 0 OR Current benefit if already retire Expected COLA increase	Or	ensions Projected benefits Arage OR Current benefit if alread Expected COLA inc		.0	
SIPS Retirement Planning Syst	tem					PRIVACY POLICY TERMS OF USE

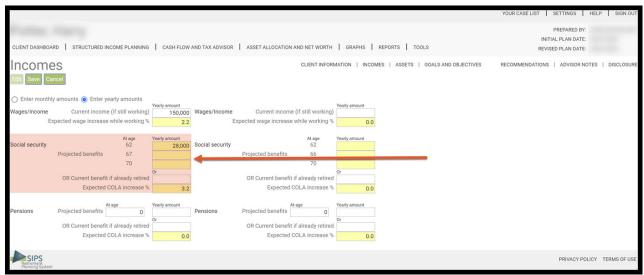
Step 9: Radio Button: Select which amounts you will be putting the monetary data in, yearly or monthly amount.



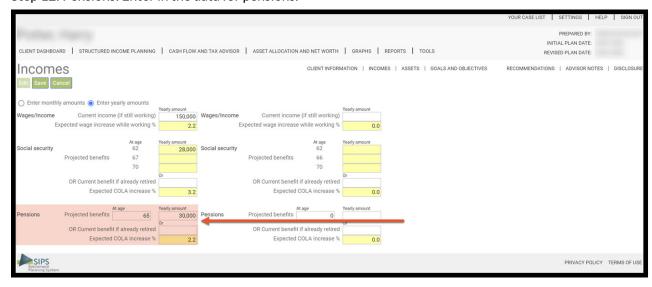
Step 10: Wages/Income: Enter in the data in the wages/income sections.

									YOUR CASE I	LIST SETTINGS	S HELF	SIGN OUT
CLIENT DASHBO	OARD STRUCTURED INCOME PLANNIN	g CASH FLOW	AND TAX ADVISOR	ASSET ALLOCATION AND NET WO	RTH C	SRAPHS REPORTS	TOOLS			PREPARE INITIAL PLAN I REVISED PLAN I	DATE:	
Incom Edit Save	Cancel			CLIENT IN	IFORMATIO	N INCOMES AS	SSETS GOA	ALS AND OBJECTIVES	RECOMMEND	ATIONS ADVIS	OR NOTES	DISCLOSURE
O Enter mont	thly amounts Enter yearly amounts	Market			W							
Wages/Income	e Current income (if still working	Yearly amount 150,000	Wages/Income	Current income (if still work	(ing) Yearly	amount						
	Expected wage increase while working	% 2.2	•	Expected wage increase while worki	ng %	0.0						
Social security	At age 62 Projected benefits 67 70	Yearly amount	Social security	At age 62 Projected benefits 66 70	Yearly	amount						
	OR Current benefit if already retir	Or ed		OR Current benefit if already re	Or tired							
	Expected COLA increase	% 0.0		Expected COLA increa	se %	0.0						
Pensions	Projected benefits At age OR Current benefit if already retir Expected COLA increase		Pensions	Projected benefits OR Current benefit if already re Expected COLA increa	0 Or tired	amount						
	Expected COLA literase	% 0.0		Expected COLA Iliciea	00 /0	0.0						
SIPS Retirement Planning Syste	em									PRIVAC	CY POLICY	TERMS OF USE

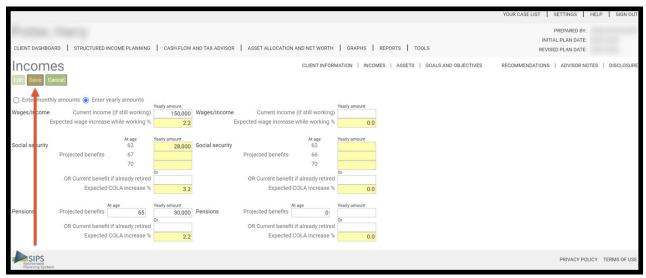
Step 11: Social Security: Enter in the data for the Social Security sections.



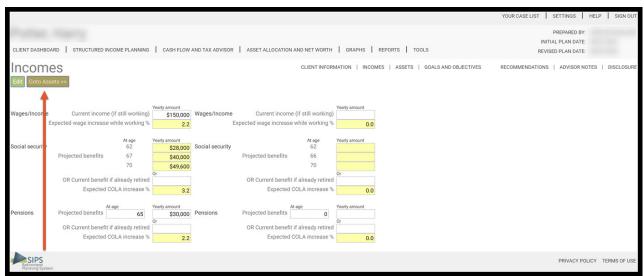
Step 12: Pensions: Enter in the data for pensions.



Step 13: Save: Click on the green Save button underneath the Incomes subheading.



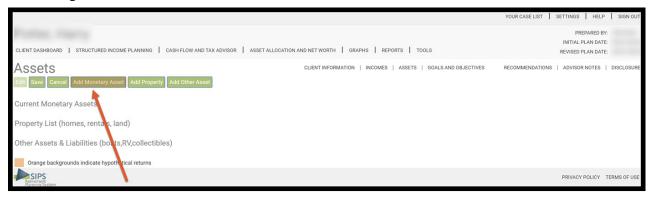
Step 14: Goto Assets: Click on the green GoTo Assets button underneath the Incomes subheading.



Step 15: Edit: Click on the green Edit button underneath the Assets subheading.



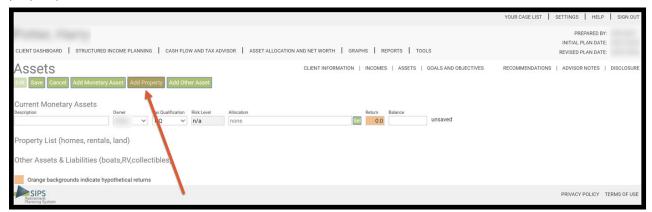
Step 16: Add Monetary Assets: Click on the green Add monetary Assets button underneath the Assets subheading.



Step 17: Current Monetary Assets: Filter in the data.



Step 18: Add Property: Click on the green add property button underneath the Assets subheading if there is property to be added.



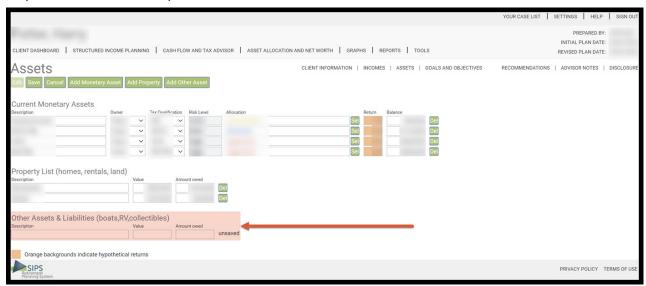
Step 19: Property List Description: Filter in the in data.



Step 20: Add Other Asset: Click on the greed Add Other Asset if there are other assets that to be added.



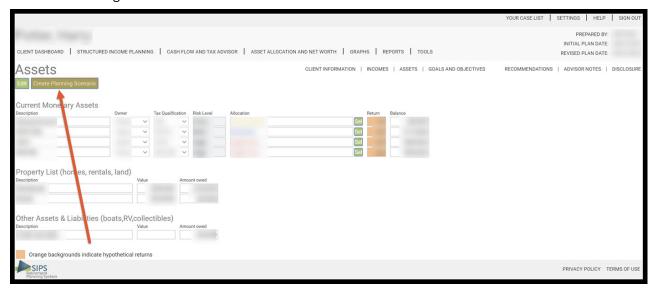
Step 21: Other Asset description: Filter in the data.



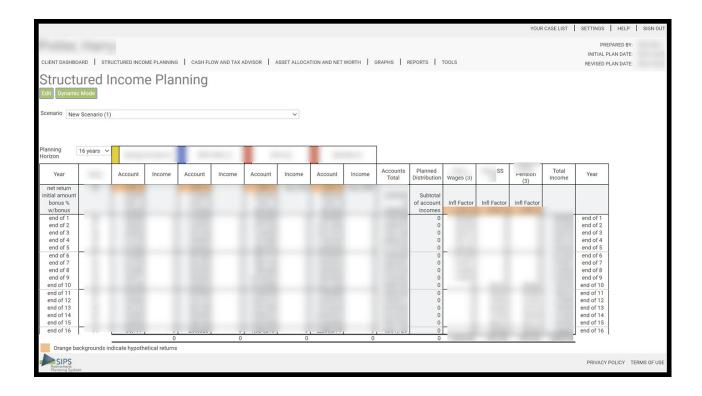
Step 22: Save: Click on the green Save button underneath the Assets subheading.



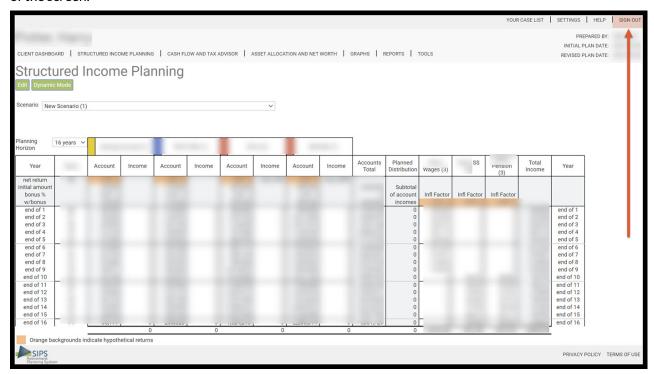
Step 23: Create Planning Scenario: Click on the green create planning scenario button underneath the Assets subheading.



Step 24: Structured Income Planning Page: view the structured income plan.



Step 25: Log Out: To log out of SIPS click on the Sign Out heading that is located in the upper righthand side of the screen.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or support@planscout.com.