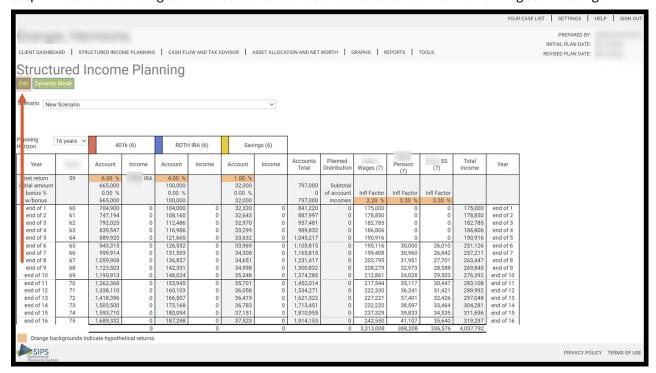
## Replicating an Existing Account and Income Item

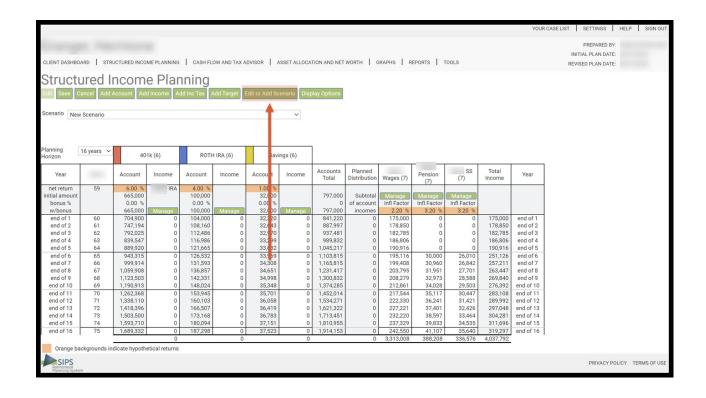
09/17/2024 1:43 pm EDT

Within the structured income plan, you can replicate/copy an individual account and income from the manage scenario page. Below is a step-by-step guide for replicating/copy and individual account and/or income.

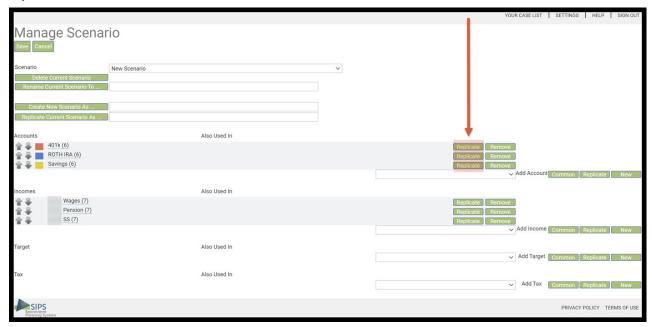
Step 1: Edit: Click on the green Edit button underneath the Structured Income Planning sub-heading.



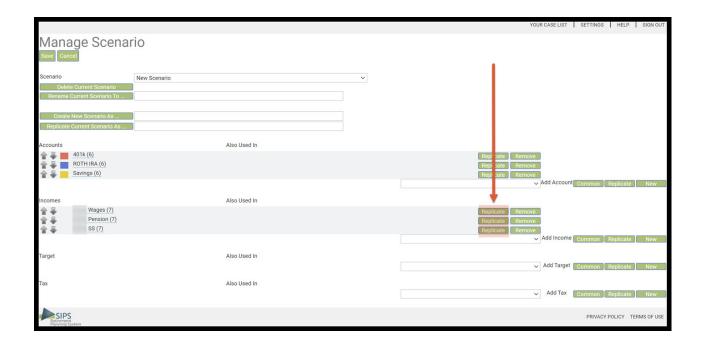
Step 2: Edit or Add Scenario: Click on the green Edit or Add Scenario button underneath the Structured Income Planning sub-heading.



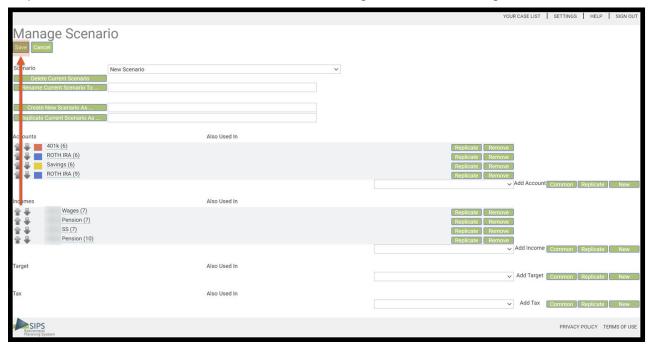
Step 3: Replicate Account: Click on the green Replicate button for the individual account you would like to replicate.



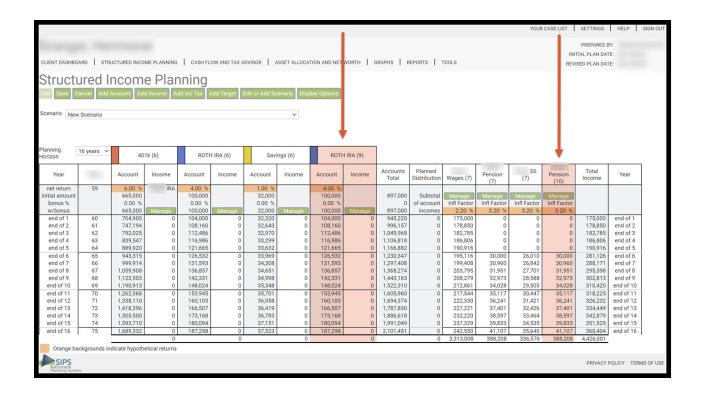
Step 4: Replicate Income: Click on the green Replicate button for the individual income you would like to replicate.



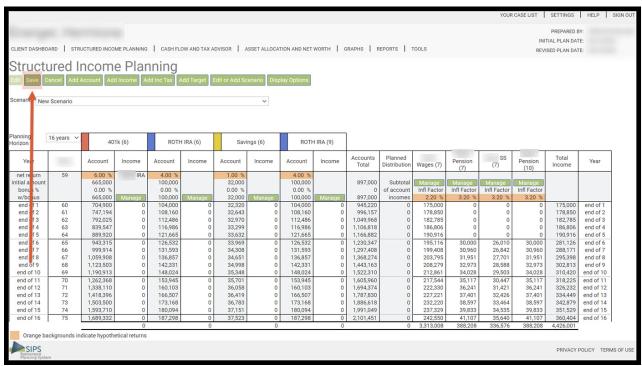
Step 5: Save: Click on the Save button underneath the Manage Scenario subheading.



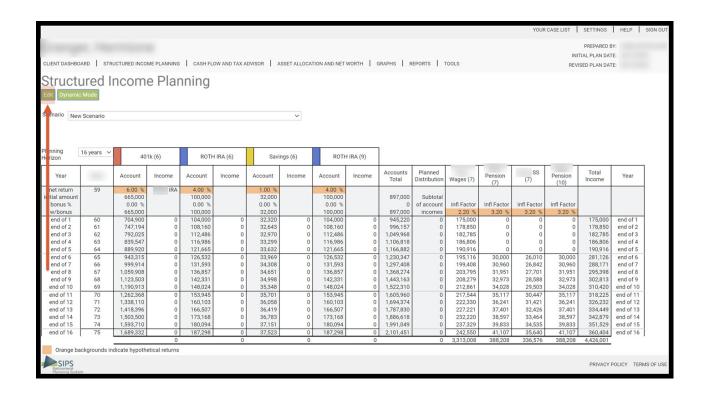
Step 6: Structured Income Plan: The new replicated accounts and incomes should have new columns in the structured income plan.



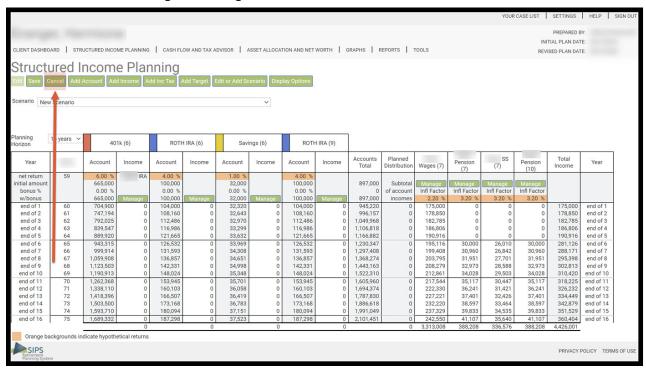
Step 7: Saving the Structured Income Planning Scenario: Click the green Save button underneath the Structured Income Planning subheading.



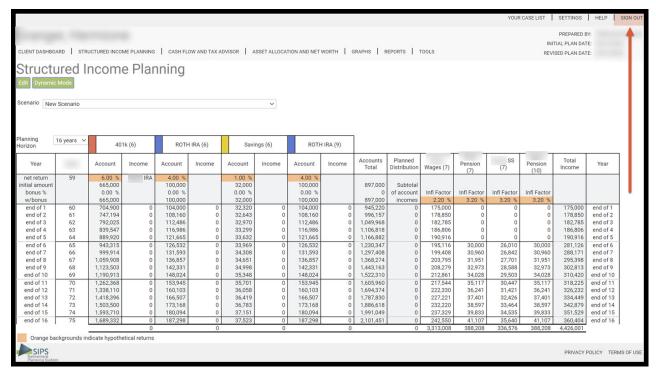
Step 8: Edit: If you need to make an edit to the structured income plan click on the green edit button underneath the Structured Income Planning subheading.



Step 9: Cancel: If you need to go back to the previous page, click on the green Cancel button underneath the Structured Income Planning subheading.



Step 10: Logout: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand 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.