

DOWNLOADING DST FANMAIL FILES FOR PORTFOLIOCENTER HOSTED™

DST Systems' Financial Advisor Network® Mail (FAN Mail®) service enables a download for more than 180 participating management companies, FAN Mail offers downloads of mutual fund, variable annuity, variable universal life, and real estate investment trust (REIT) customer account information.

SETTING UP THE DST FAN MAIL DOWNLOAD

Use the checklist below to complete all the tasks required to ensure your download works correctly each day.

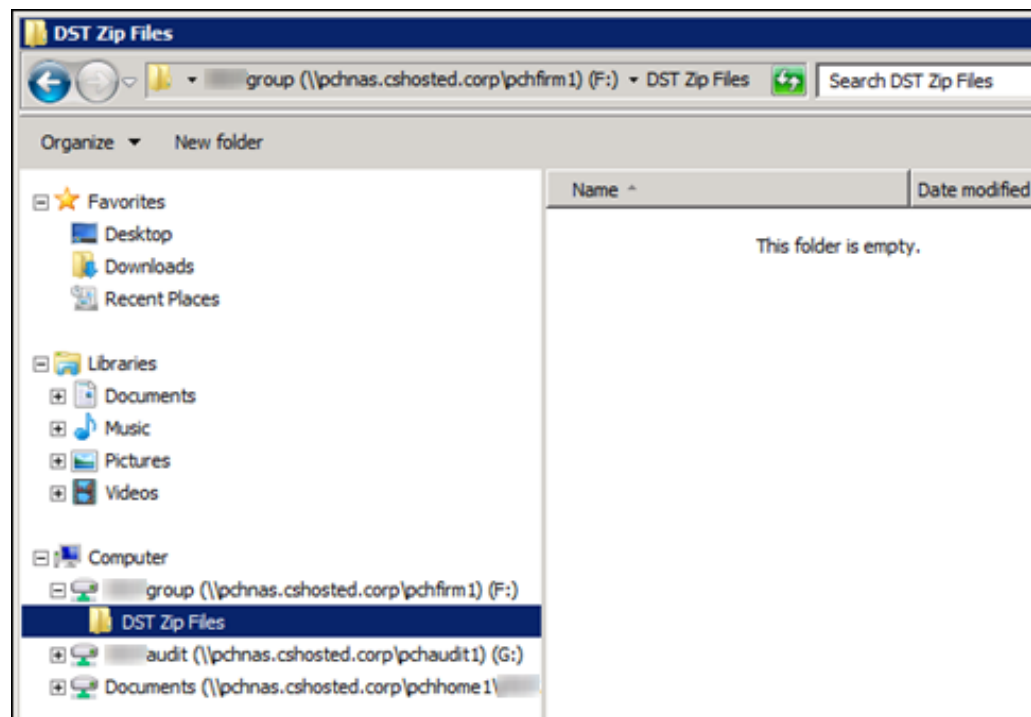
1 Request Fund Families from DST FAN Mail.

Before you can download anything, you must request the fund families make the files available to you. Wait until all fund families are reporting in before downloading for the first time.

2 Create a ZIP folder.

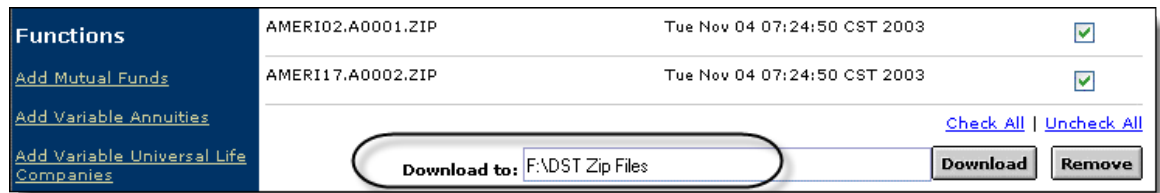
The downloaded files are zipped and must be extracted. Create a folder called DST Zip Files on your PortfolioCenter Hosted Virtual Desktop, as shown in the path below.

F:\DST Zip Files



3 Enter the Download To directory on the DST FAN Mail website

At the bottom of the DST FAN Mail website, enter the path for the ZIP folder you created.

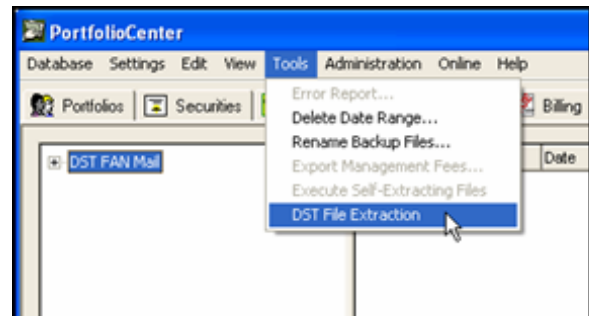


DAILY DOWNLOAD PROCEDURE

- 1 Login to DST FAN Mail: <http://www.dstfanmail.com>



- 2 Download files from the website into your local ZIP folder.
- 3 Open PortfolioCenter and click the Interfaces tab.
- 4 Select the DST Interface on the left side of the window.



- 5 From the menu bar, go to:
Tools | DST File Extraction

- 6 Press F5 to refresh the view.

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