Flourish

Flourish + Addepar Integration Guide

The Flourish + Addepar integration gives advisors the ability to view Flourish account data, including positions and transactions, right within Addepar[Δ]. This integration only needs to be set up once for your entire firm.

If you are an advisor with this integration already set up, you can skip to the Account Linking section.

Total estimated time: ~1-2 days

Step 1: Check account permissions

In order to set up the Flourish + Addepar Integration, you will need to have the proper access on both applications.

- Addepar: Confirm that you have the appropriate permissions
  - You can check your permissions by going to “Firm Management” and confirming you can see “Users” under “User Permissions”. You will need the ability to create a new User to complete the setup of this integration.
- Flourish: Confirm that you are an “Executive” user type
  - When logged into your Flourish account, check that you can see the “Advisors” tab to the right of the “Clients” tab. If you cannot see this tab, contact an Executive at your firm or email integrations@flourish.com

Once you have confirmed that you have the proper permissions, you can move to Step 2 to begin setting up the integration.

Step 2: Set up integration-specific users

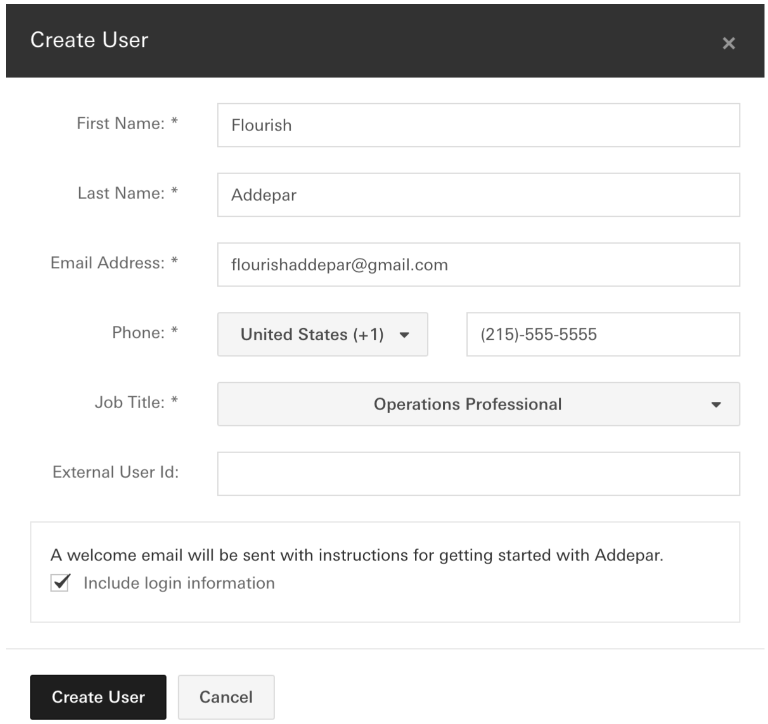
The first step to setting up this integration involves creating an integration-specific user account and email address for the setup. This helps avoid disruptions to the integration.

Create an integration-specific user in Addepar

1. When you are logged into your Addepar account, go to Firm Administration > Users > Create User.
2. Name the user after the integration and fill in the user details. For example, the

name might be “Flourish Addepar” and the email address “flourishaddepar@[yourfirm.com]”.

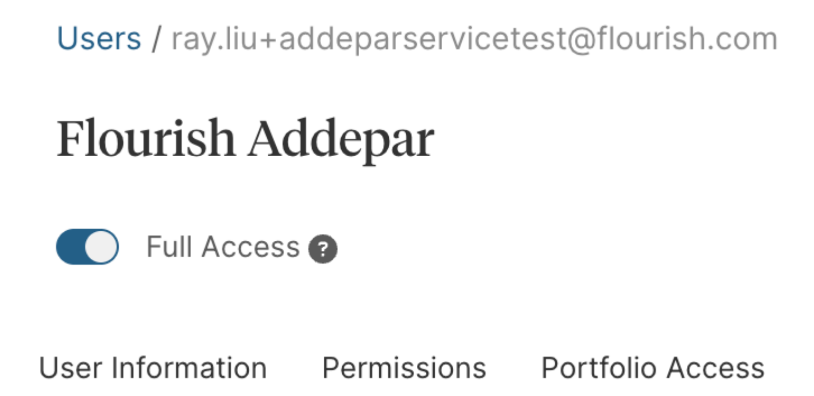
   a. Ensure that you have access to the email address used



3. Check the box to include the login information in the welcome email and create the user.

Set user permissions

4. In the Firm Administration -> Users section, grant the integration-specific user the Full Access, or the following user permissions. Note that portfolio access determines which data can sync to Flourish.

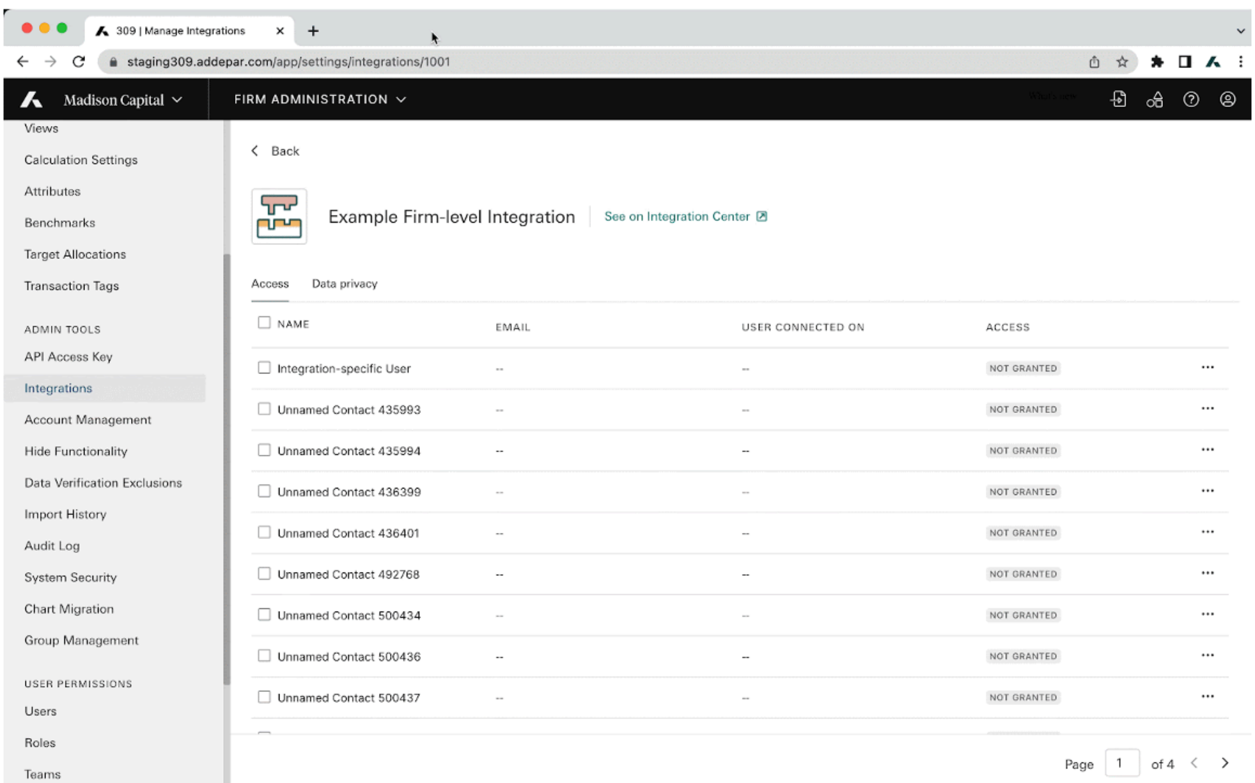


a. Analysis Tool
b. Transactions Tool
c. Reports
d. Data Management -> Accounts

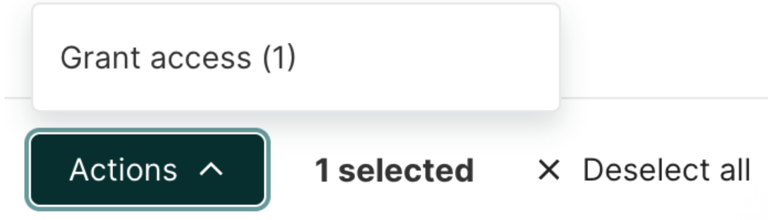
5. Open the welcome email from Addepar and sign in with the temporary password. Then, reset the user's password and store it securely.
6. Start the integration setup signed in as the new user.

Grant access to the integration-specific user

Give Addepar access to the integration-specific user created to set up the integration. Because this integration is set up at the firm-level, no other users should need access through Addepar Firm Administration. You can disconnect the integration from the user’s Personal Settings.



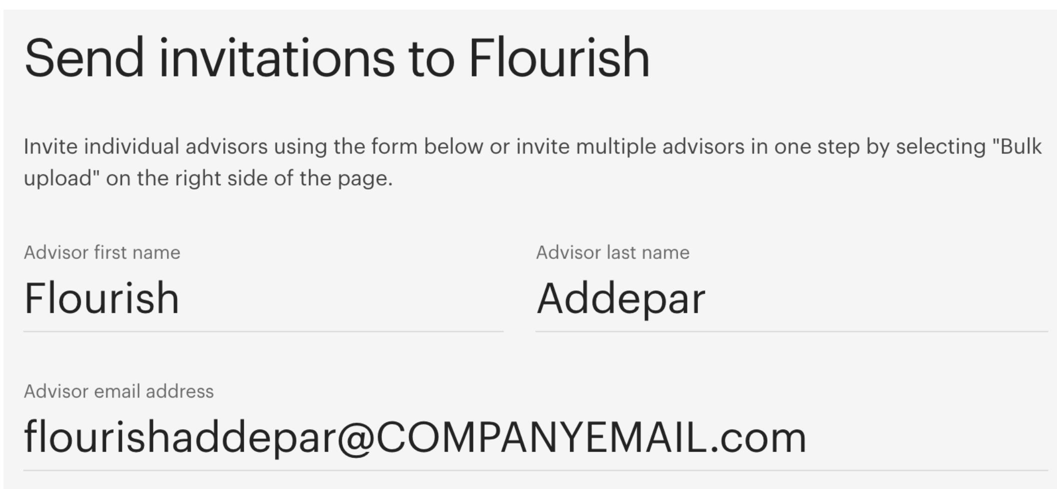
1. Go to Firm Administration > Integrations. Select the Flourish integration.
2. Grant access to the integration-specific user by selecting and clicking on Actions -> Grant Access on the bottom of the screen.



Create an integration-specific user in Flourish

The Flourish integration-specific user will be set up as a brand new advisor account.

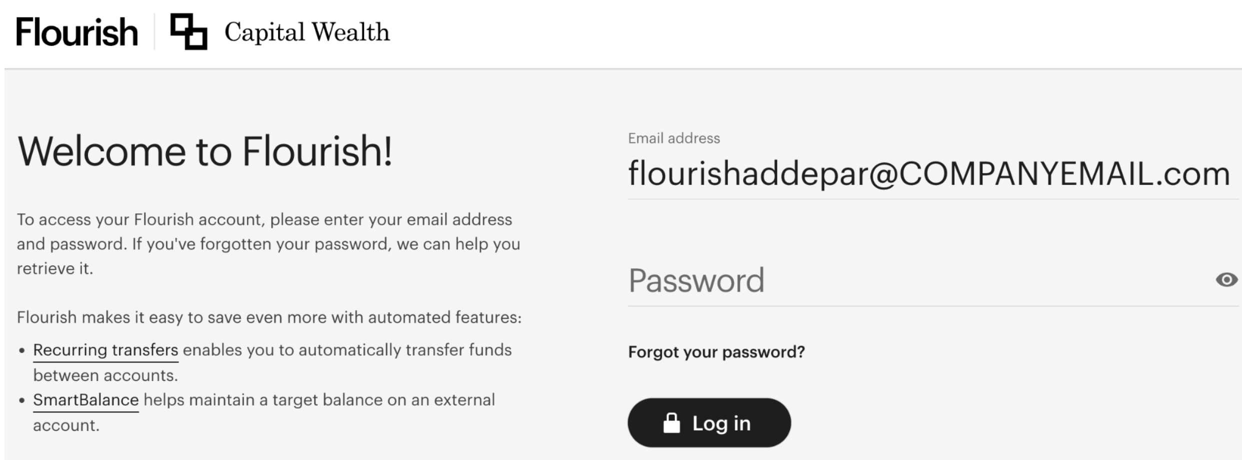
1. When logged into your Flourish executive account, go to the “Advisors” tab and click “Invite”
    a. Because this account will only be used for the Flourish + Addepar integration, we recommend entering in a distinctive advisor first and last name
2. For the advisor email address, use an email address that you have access to but which differs from any email addresses currently in use



3. Click “Invite” at the bottom of this page
4. Follow the instructions in the email that you receive to finish setting up the advisor account.
    a. You may need to log out of your normal Flourish account or open the email link in an incognito window.

Step 3: Connect Addepar to Flourish

1. After both integration-specific users are set up, go to Flourish.com and log in to the Flourish integration-specific account you set up in the previous step.



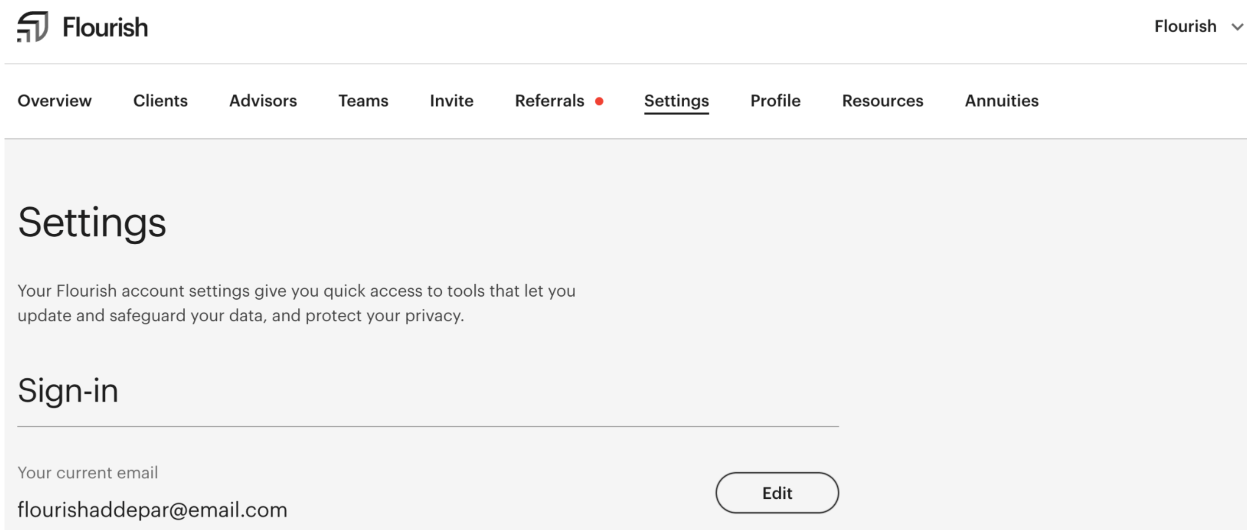
2. Click on [this Integration Connection Link](#).

   IMPORTANT: Ensure that you are logged into the integration-specific users that you set up in the previous step before clicking on this link or you may have to re-do the integration.

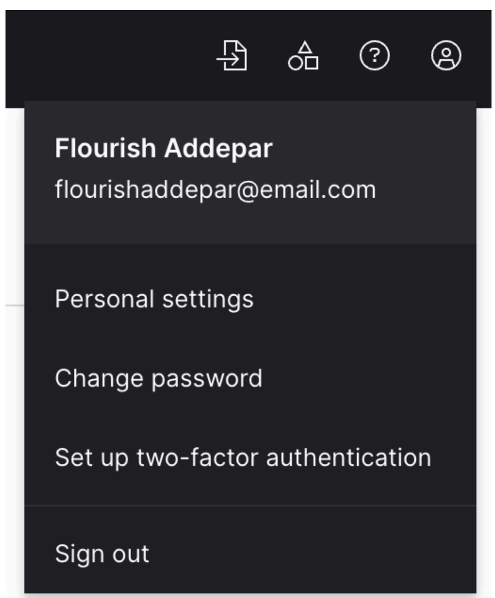
   We recommend using an Incognito (Chrome, Edge) or Private window (Safari, Firefox) for this step.

   Ensure you are logged into the integration-specific user on both Flourish and Addepar. You should be able to see the screenshots below.

   To confirm you are on the correct account on Flourish, click on the “Settings” tab. You should see the integration user’s email as shown below.

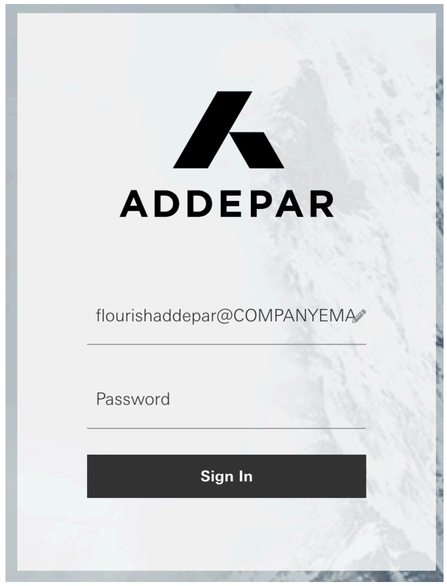


To confirm you are on the correct account on Addepar, click on the Profile icon in the upper right of your screen. You should see the integration user's email as shown below.

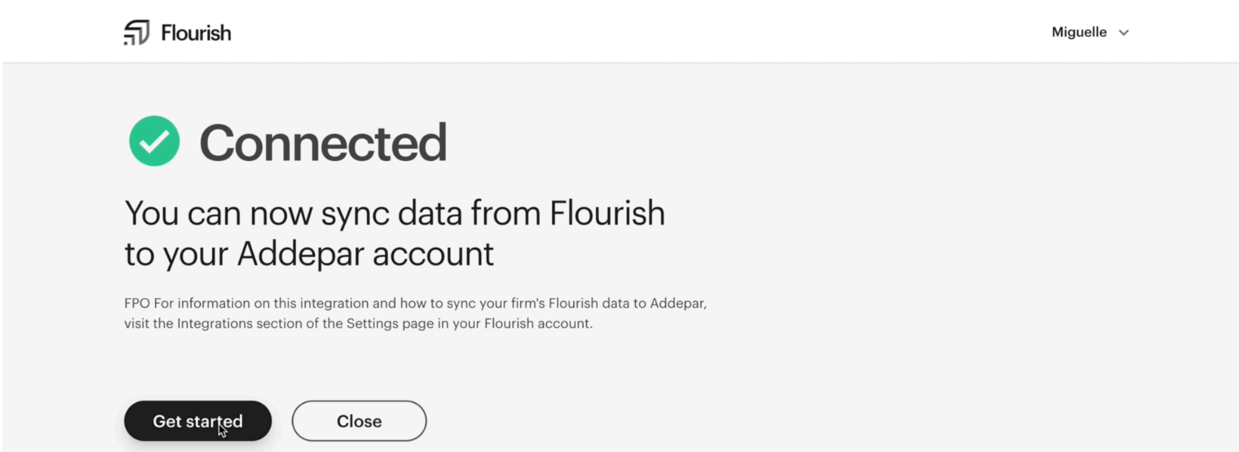


3. Read through the terms & conditions, and accept by clicking on "Connect".

4. This should now bring you to an Addepar login page. Log in to the Addepar integration-specific user you set up in the previous step.



5. You should now see the below screen confirming that the Flourish + Addepar integration has been successfully set up.



Step 4: Configure Addepar

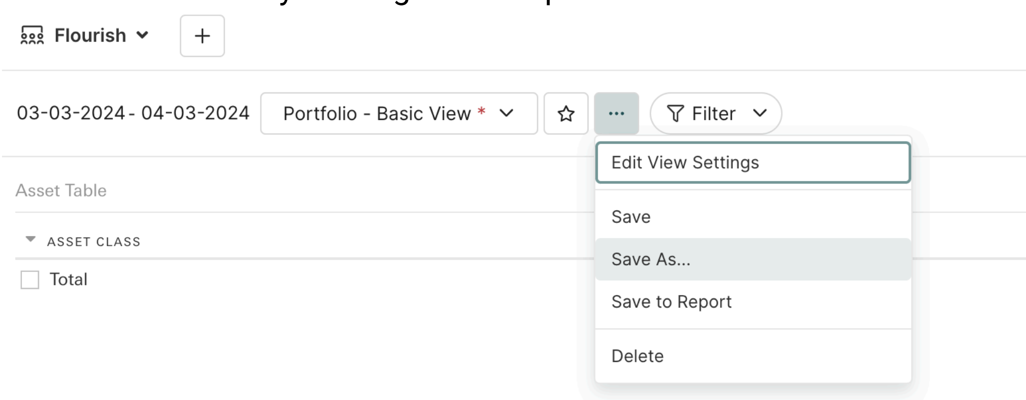
Note: The Flourish + Addepar integration will sync account information on a daily basis. Because this sync happens in the morning everyday, at this point in the setup process, you will need to wait for the next day to complete the rest of this guide.

Create the Flourish Account View

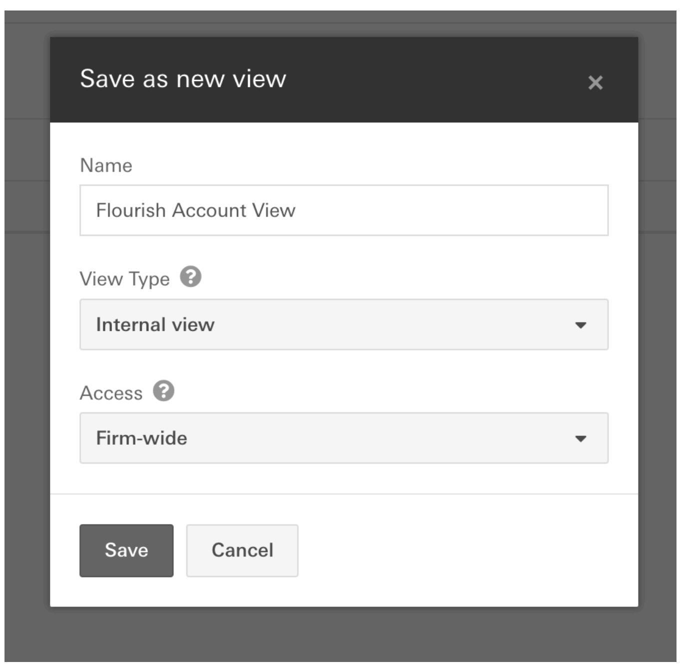
1. Click on “Analysis and Reporting” in the top left drop down

2. Click on Groups and search for “Flourish” - This should be set up at the firm level.
    a. If you are having trouble finding this group, see note below Step 4. You may have to wait until the next morning for your Flourish data to sync.

3. Create a new View by clicking on the triple dots and “Save As…”

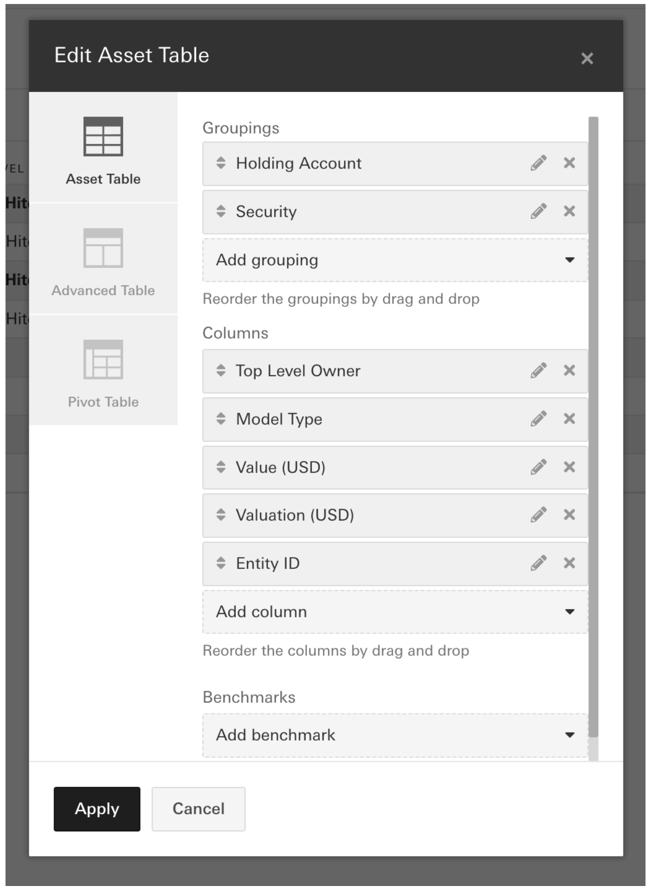


4. Name it ‘Flourish Accounts View’ and make it Firm-wide

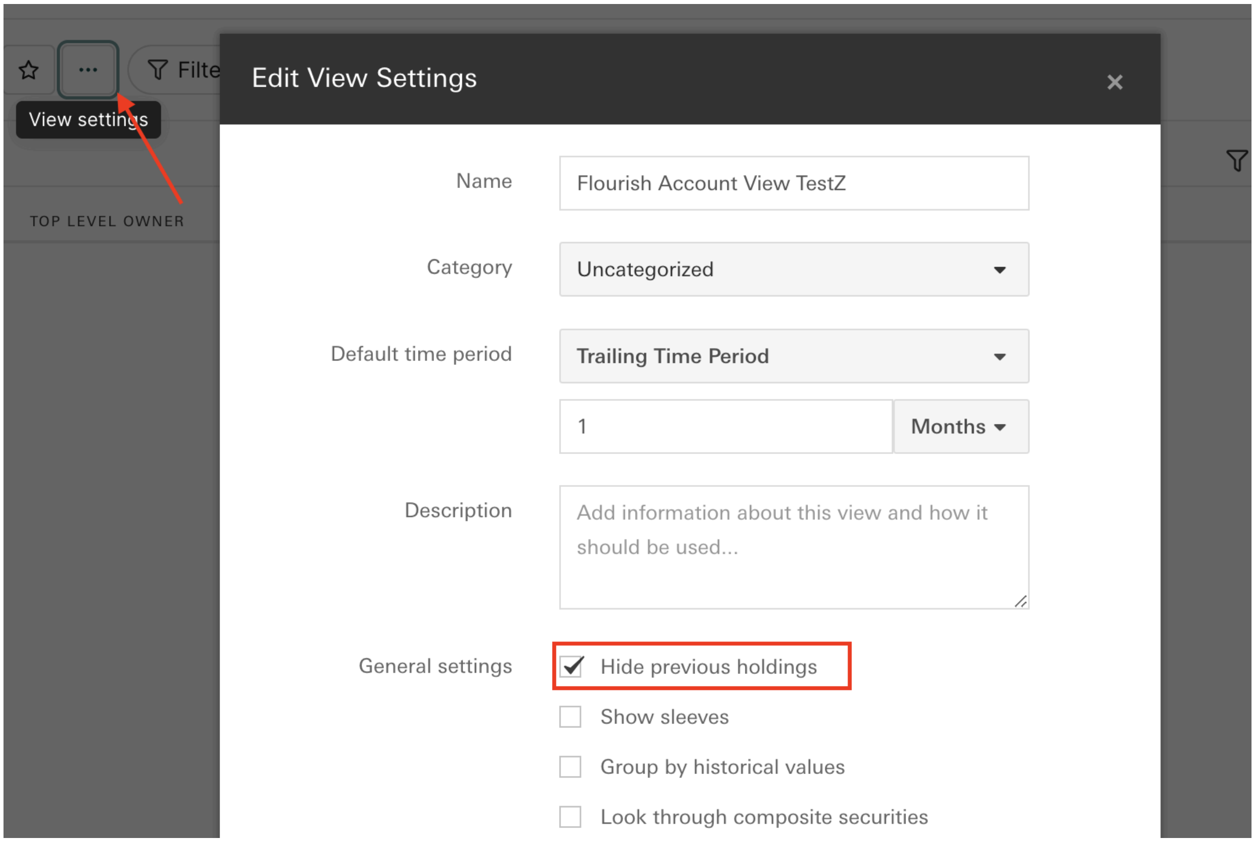


5. Click on the Edit icon and add the following groupings and columns. Click

"Apply".



6. Turn off hide previous holdings from the view settings



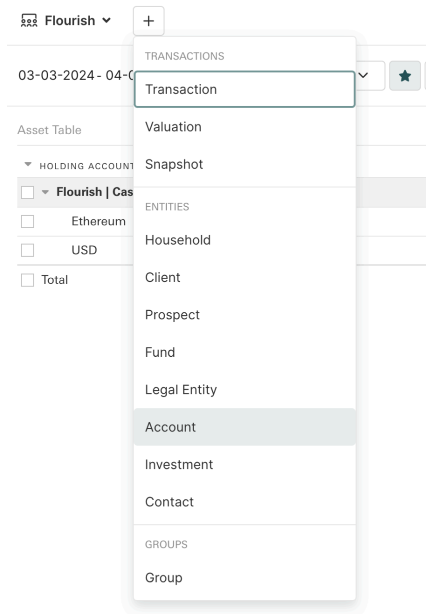
7. The view should present the list of holding accounts that needs to be linked with the client
    a. If unlinked, the top level owner will be empty
    b. If linked, the top level owner will have an owner specified

Account Linking

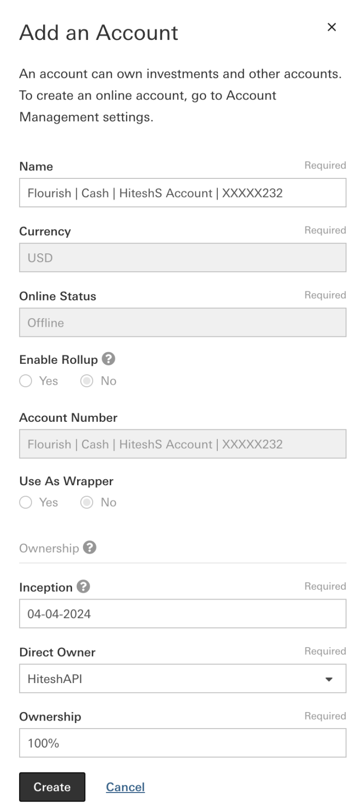
Linking Flourish accounts to the corresponding Addepar top level owner only has to be done once for each account. This step does not need to be done all at once, and other advisors can adjust the linking for their accounts that they have access to later on as well.

1. To link holding account with a top level client, click on the + next to entity name and select Account

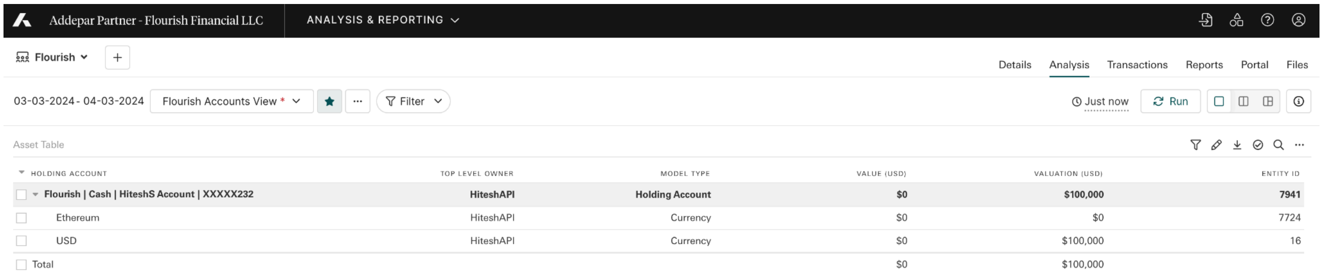
Flourish



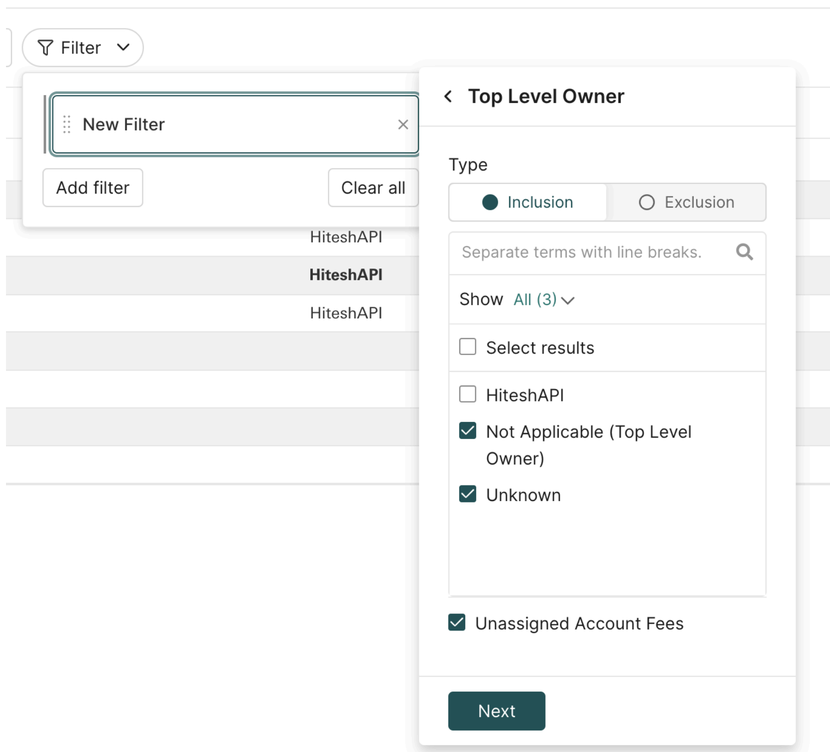
2. Search for the unlinked Account Name and ensure Inception Date, Direct Owner and Ownership % are filled in. Click Create.



3. Refresh to view to ensure that the top level owner is now populated.



4. To see only the unlinked, you can add a filter for Top Level Owner and select ‘Unknown’ and/or Not Applicable (Top Level Owner)



Questions / Support

- For any other questions, please reach out to support@flourish.com

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