

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

Create User

×

First Name: *

Flourish

Last Name: *

Addepar

Email Address: *

flourishaddepar@gmail.com

Phone: *

United States (+1) ▾

(215)-555-5555

Job Title: *

Operations Professional ▾

External User Id:

A welcome email will be sent with instructions for getting started with Addepar.

☒ Include login information

Create User

Cancel

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.

[Users](#) / ray.liu+addeparservicetest@flourish.com

Flourish Addepar

☒ Full Access ?

User Information

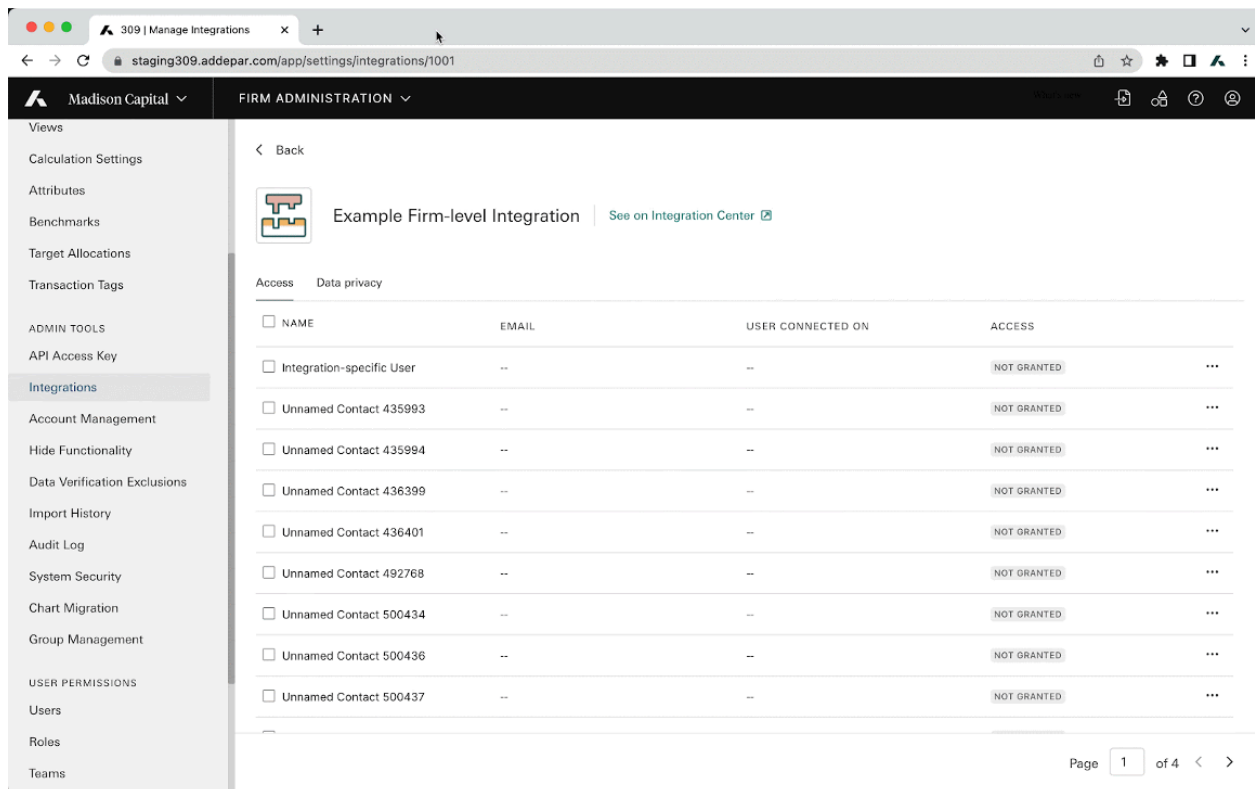
Permissions

Portfolio Access

- 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.



The screenshot shows the Addepar Firm Administration interface. The left sidebar contains a navigation menu with categories like Views, ADMIN TOOLS, and USER PERMISSIONS. The main content area is titled 'Example Firm-level Integration' and displays a table of users with their access status.

NAME	EMAIL	USER CONNECTED ON	ACCESS
<input type="checkbox"/> Integration-specific User	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 435993	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 435994	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 436399	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 436401	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 492768	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 500434	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 500436	--	--	NOT GRANTED
<input type="checkbox"/> Unnamed Contact 500437	--	--	NOT GRANTED

Page 1 of 4

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.

Grant access (1)

Actions ^

1 selected

× Deselect all

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

Send invitations to Flourish

Invite individual advisors using the form below or invite multiple advisors in one step by selecting "Bulk upload" on the right side of the page.

Advisor first name

Flourish

Advisor last name

Addepar

Advisor email address

flourishaddepar@COMPANYEMAIL.com

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.

Flourish |  Capital Wealth

Welcome to Flourish!

To access your Flourish account, please enter your email address and password. If you've forgotten your password, we can help you retrieve it.

Flourish makes it easy to save even more with automated features:

- Recurring transfers enables you to automatically transfer funds between accounts.
- SmartBalance helps maintain a target balance on an external account.

Email address

flourishaddepar@COMPANYEMAIL.com

Password



[Forgot your password?](#)

 Log in

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.

Settings

Your Flourish account settings give you quick access to tools that let you update and safeguard your data, and protect your privacy.

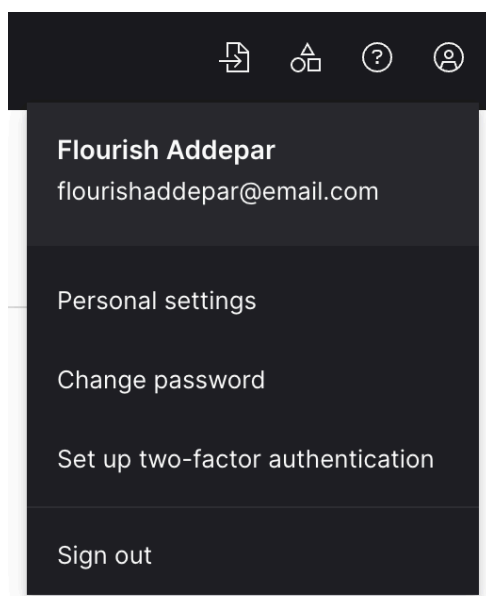
Sign-in

Your current email

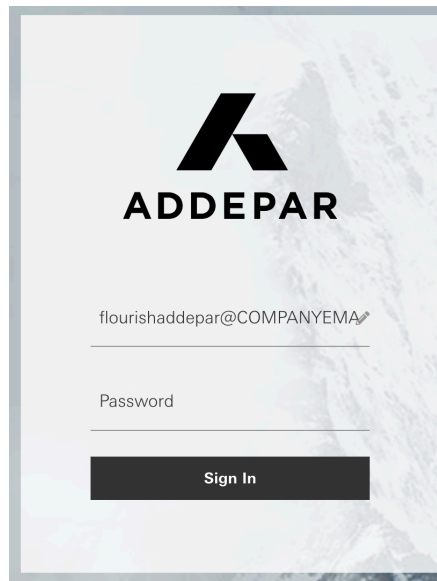
flourishaddepar@email.com

[Edit](#)

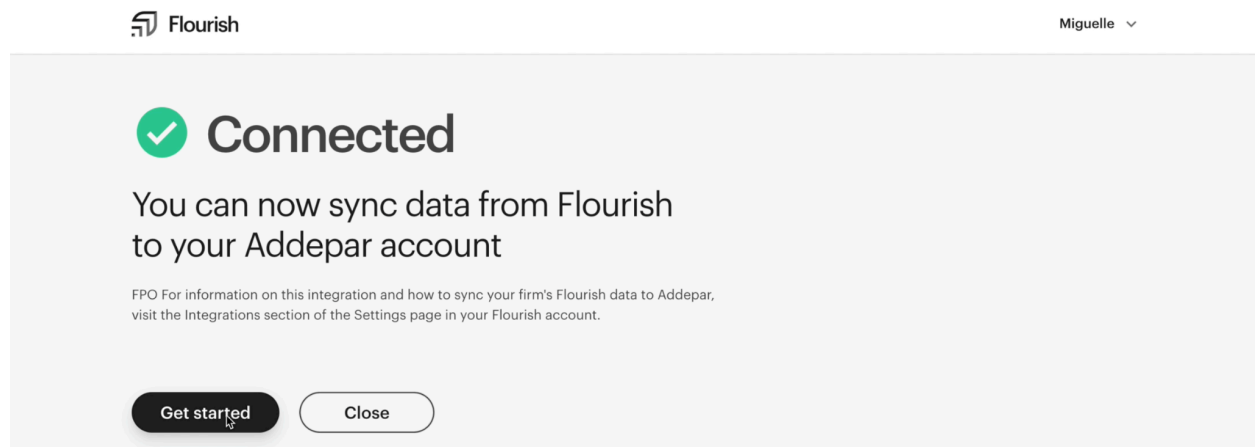
To confirm you are on the correct account on Addepar, click on the Profile icon in the upper right of your screen. You should see the integration user's email as shown below.



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


Adddepar Partner - Flourish Financial LLC


ANALYSIS & REPORTING

Select a portfolio
+

Flourish Accounts

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...”


Flourish
+

03-03-2024 - 04-03-2024
Portfolio - Basic View *
Filter

Asset Table

ASSET CLASS

☐ Total

Edit View Settings
Save
Save As...
Save to Report
Delete

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

Save as new view

Name
Flourish Account View

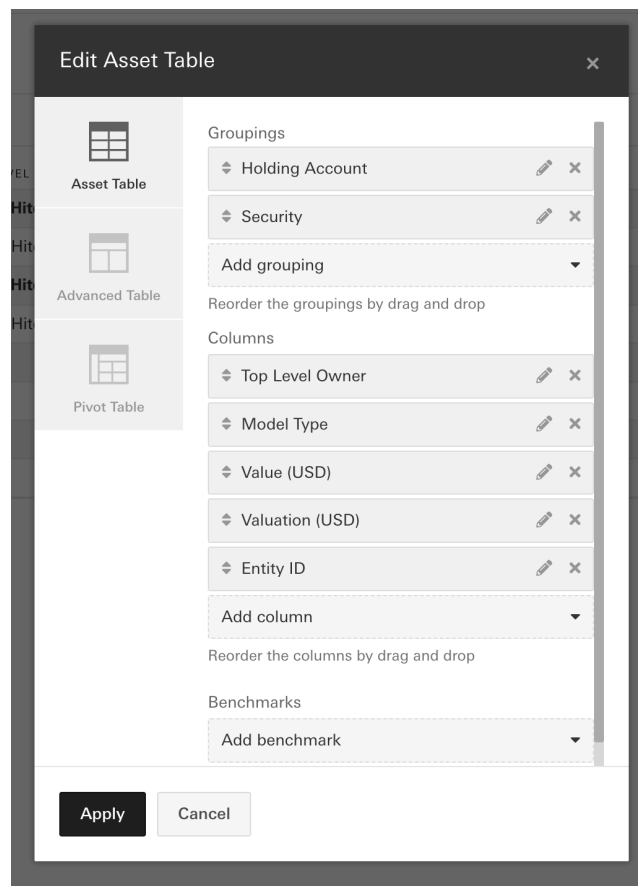
View Type ?
Internal view

Access ?
Firm-wide

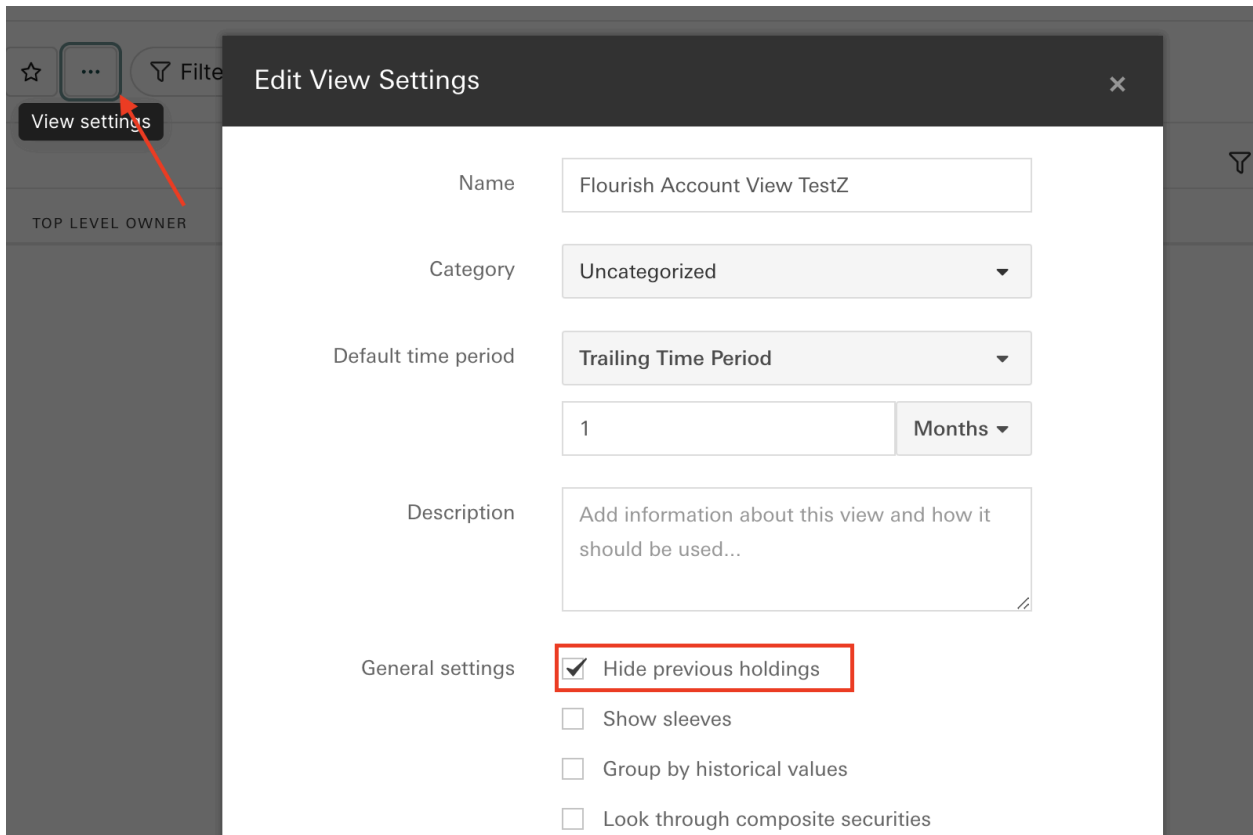
Save
Cancel

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



View settings

TOP LEVEL OWNER

Edit View Settings

Name: Flourish Account View TestZ

Category: Uncategorized

Default time period: Trailing Time Period

1 Months

Description: Add information about this view and how it should be used...

General settings:

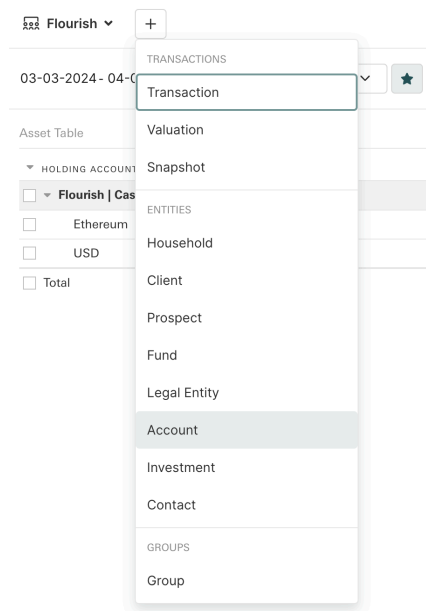
- ☒ Hide previous holdings
- ☐ Show sleeves
- ☐ Group by historical values
- ☐ Look through composite securities

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



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

Add an Account

An account can own investments and other accounts.
To create an online account, go to Account Management settings.

Name	Required
<input type="text" value="Flourish Cash HiteshS Account XXXXX232"/>	
Currency	Required
<input type="text" value="USD"/>	
Online Status	Required
<input type="text" value="Offline"/>	
Enable Rollup 	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Account Number	
<input type="text" value="Flourish Cash HiteshS Account XXXXX232"/>	
Use As Wrapper	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Ownership 	
Inception 	Required
<input type="text" value="04-04-2024"/>	
Direct Owner	Required
<input type="text" value="HiteshAPI"/>	
Ownership	Required
<input type="text" value="100%"/>	
<input type="button" value="Create"/> Cancel	

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

Adddepar Partner - Flourish Financial LLC

ANALYSIS & REPORTING

Flourish

+

Details

Analysis

Transactions

Reports

Portal

Files

03-03-2024 - 04-03-2024

Flourish Accounts View

Filter

Just now

Run

Asset Table

HOLDING ACCOUNT	TOP LEVEL OWNER	MODEL TYPE	VALUE (USD)	VALUATION (USD)	ENTITY ID
Flourish Cash HiteshS Account XXXXX232	HiteshAPI	Holding Account	\$0	\$100,000	7941
Ethereum	HiteshAPI	Currency	\$0	\$0	7724
USD	HiteshAPI	Currency	\$0	\$100,000	16
Total			\$0	\$100,000	

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)

Filter

New Filter

Add filter

Clear all

HiteshAPI

HiteshAPI

HiteshAPI

Top Level Owner

Type

Inclusion

Exclusion

Separate terms with line breaks.

Show All (3)

Select results

HiteshAPI

Not Applicable (Top Level Owner)

Unknown

Unassigned Account Fees

Next

Questions / Support

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



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