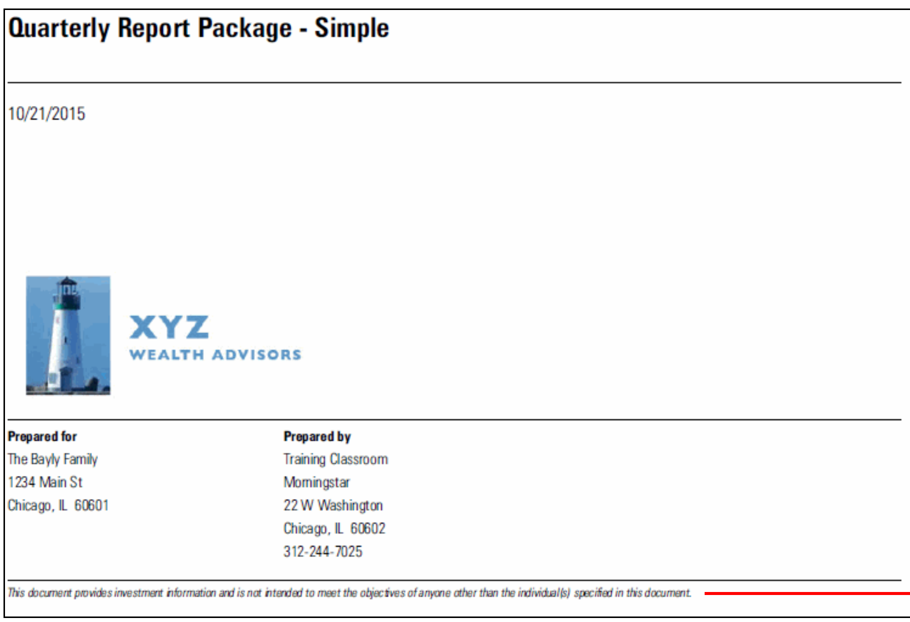
Morningstar® Office Tip Sheet: Creating a Report Cover Page Disclosure

Overview

As a new RIA, you want to make sure your clients receive all the necessary information to interpret their account data. This includes vital disclosure information which informs your clients about confidentiality and compliance. You can include this disclosure information directly on the cover page of the package of reports you produce in Morningstar Office.

When thinking about the content to include in your cover page disclosure, be sure to talk to your compliance officer or home office to ensure that all the necessary messaging is correct and inclusive.

Once you create a cover page disclosure, you can then attach it to your Morningstar Office Default Report Settings, or add them to the cover page of a batch report.


Quarterly Report Package - Simple

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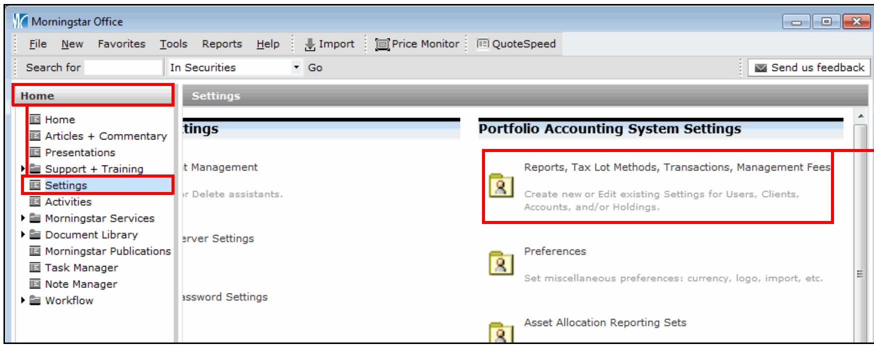
This document provides investment information and is not intended to meet the objectives of anyone other than the individual(s) specified in this document.

You can include disclosure information directly on the cover page for a report (or package of reports)

How do I create report cover page disclosures?

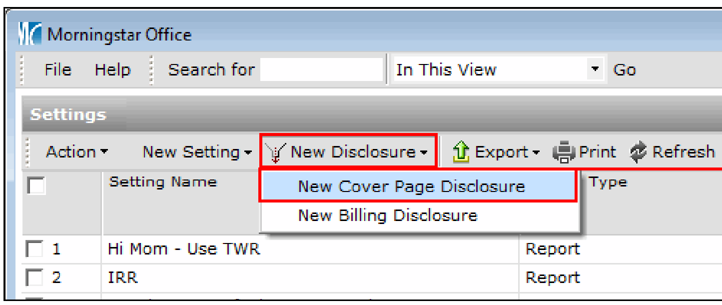
Report cover page disclosures are created from the Settings page under the Home tab. To create a cover page disclosure, do the following:

1. From the Settings page, click **Reports, Tax Lots, Transactions and Management Fees**. A new window will open.



Click here to begin

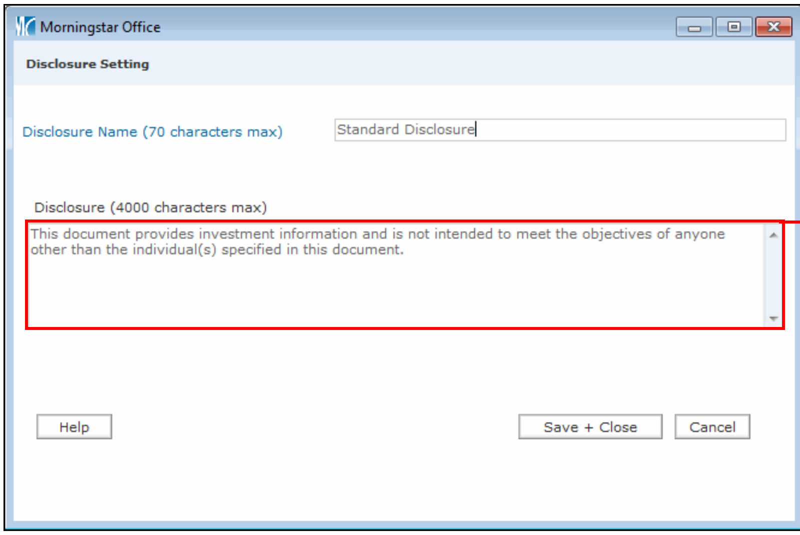
2. From the toolbar, select **New Disclosure…New Cover Page Disclosure**. The Disclosure Setting dialog box opens.



Select this option

3. In the **Disclosure Name** field, type a name for your disclosure.

4. In the **Disclosure** text box, type your disclosure text.



Your disclosure text can include a maximum of 4000 characters

5. Click **Save + Close**. While the disclosure statement now exists, you must still assign it at the practice, client, or account level. See the next video and tip sheet for instructions on how to use the disclosure statement you created for your cover pages.

► Click here to view a companion video to this topic.