Principia Importer Instructions for DST Fan Mail

DST FAN Mail is a transfer service that provides data processing for numerous mutual fund, variable annuities, VUL, and REIT investments. The Principia Importer extracts data from client files retrieved electronically from DST and creates a compatible file that can be imported into Principia.

Getting Started

Establishing a DST Account
Contact DST via phone, or click on the Enroll in FAN Mail button on the home page of their Web site to establish an account with DST. Be prepared to provide the following information to initiate the enrollment process.

Determine the level of account
A Representative level account allows you to download data files for clients assigned to one rep. If Principia stores data for multiple reps, signing up for a Branch level account is recommended.

To request mutual fund data
Individual broker/dealer number(s) for each management company.
Branch number(s) registered with each management company. The name and rep number of each rep that enrolls.
One client's Social Security number for each management company for each rep that enrolls.

The name of your broker/dealer
Note: Some broker/dealers require pre-authorization to download client data from DST FAN Mail. If instructed, you must provide the authorization form prior to completing the enrollment process.
When completing the Registration Information, select Principia CAMS as your software vendor.

Requesting Data Files
The Importer requires specific files from DST to generate the import file for Principia. They are the Account Master Position (AMP), Security/Price, and Balance files. The Account Master Position file contains a full list of client account numbers and names, and the Security/Price file contains the holding names and cusip numbers. When creating the initial XML file, the Balance file matches against the AMP and Security/Price files to link account/cusip numbers with the correct client and holding to populate the current balance. On subsequent imports, the system uses the Balance file to update positions.
Note: If the import cannot match client names and account numbers, the client is imported using the account number as the name. The record must be manually updated inside of Principia.

Important Notes

Provider Balance files are only available at the beginning of each month (containing month-end balances); therefore, it is only possible to update Principia client accounts processed through DST on a monthly basis.

Although an AMP file is normally generated by each provider after your account has been established, we recommend a follow-up phone call with them to verify this.

When you contact DST to request data files, they must be compiled in a Principia CAMS format in order for the Importer to recognize them.

Downloading Provider Data

Downloading Data through DST

1. Login to the DST Web site www.dstfanmail.com.
2. In the Existing User Sign In box, enter your FAN Mail ID and Password. Click Go to initiate the login process.
   Note: The first time you log in to the download directory, you may be required to install an Active X system add-on. Click the notification bar at the top of the page and select Run Add On, and then Run again. The site may return an Online Transaction Error message. If this occurs, close the browser and re-open; login again. When prompted, select Install to add the control. The download directory opens and you are ready to continue.
3. From the My Directory folder, the files are preselected and ready for download. Establish the download path by manually entering the location.
   Note: This is the directory where the Importer looks to retrieve the files. Click the Download button to retrieve the data files.
4. Return to the Importer to convert the files for import into Principia.

DST Fan Mail Contact Information

DST Systems, Inc.
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Email fanmail@dstsystems.com
Visit   Corporate Site