

Principia Importer—Getting Started

The Principia Importer is now available. This free, standalone tool downloads to your computer and imports your clients and positions directly from your custodian to Principia. This new application eliminates the need for manual portfolio position updates. The Importer is initially available for accounts that are maintained through DST, Pershing, TD Ameritrade and Charles Schwab.

To download, please click on the E-Delivery link and follow the steps below:

E-Delivery site: <https://prnedelivery.morningstar.com>

1. Login to the E-Delivery site using your “Last Name” and “Subscription Id”.
2. The Principia Importer is located at the bottom of the “Software Downloads” section beneath all of the other Principia modules. To download and install, simply click “Download”.
3. The application will install on your machine and create an icon on your desktop. To launch the Importer, simply double click the “Principia Importer” icon.
4. Upon launch, you will see information for each of the available data providers: Charles Schwab, DST, TD Ameritrade and Pershing. (For information on getting set up with your custodian, please reference the “Help” section in the importer.)
5. Once set-up with your custodians, login to their site and retrieve your files. Download the files, and select your preferred location for them on your machine.
6. Once the files are downloaded, go to the “Import Options” tab of the Importer. Select all appropriate data providers and select “Create XML”. This will create the dbemstar.xml file in the Principia “User” folder. Note: the full path to the dbemstar.xml file will be displayed on-screen after the custodian files have been successfully processed.
7. Once the above is complete, launch Principia via the “Launch Principia” button and navigate to Portfolio Mode. From there, go to “File”, and “Import Portfolio”. Browse to the Principia “User” folder and select dbemstar.xml to begin the import process.

To view a tutorial on how to use the Principia Importer, please go to our Principia Customer Education and Training site — <http://principia.morningstar.com/Training/> and click on “Tutorials” on the left column and go to “Using the Principia Importer”.

We recommend making this part of your regular workflow. Update your client portfolios via the Importer when you receive your Principia updates either quarterly or monthly.

Need Help?

Call 312 424.4288

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