

## **Index**

» New

2

### » New

#### What can I find on this page?

On this page, you can choose the main account and the Level 1 accounts, to make a new structure and get to know the sweep schedule, in other words, the schedule of the instruction for withdraw funds from the selected accounts.

#### How can I obtain the information I am interested in?

The page consists of the following sections:

##### 1. New structure information

- Enter the name of the new structure. It can be different from the client's name.
- Enter the available accounts, select the main account.

##### 2. Schedule

- A section with five schedule options is displayed.
- You must choose one sweep schedule at least; you can choose up to five different schedules.
- The range of available schedules goes from 8:00 am to 9:40 pm; there must be at least 30 minutes of difference between one sweep schedule and the other.
- The field *Last sweep block* indicates whether the accounts of the structure can or cannot make other operations after the last set sweep.

##### 3. Operating accounts

- It consists of the following lists:
  - Account number
  - Branch
  - Account
  - Name
  - Minimum balance
  - Nature
- By clicking "Add", you can incorporate accounts to the structure. The option *New structure* is the only one that allows you to register Level 1 accounts.
- If you want to add more levels to the structure, once the structure registration process has ended, choose the option *Modify* in the *Structure* menu.
- When you choose the account you want to add to the structure, you will also be able to define the minimum balance that must remain in the account after the sweep.
- An account that is already part of another structure as a link/operative account cannot be registered again in a structure as a link/operative account.
- It is necessary to validate the information that is displayed on the sections *Structure* and *Operating Accounts*.

By clicking "Back", you can make modifications.

By clicking "Accept", you can proceed with the transaction.

**Note:** The structure starts to operate the next working day, in the first sweep schedule set, once the schedule has been released. To activate such schedule, you must choose the option *Suspend/Activate* on the section Sweeps.

By clicking "Print", you can obtain your registration receipt.