FinaMetrica

Risk Tolerance Profiling

# Automatic Client Registration Functional Specification Document (v1.4)

# Linking to the FinaMetrica Website:

# Automatic Client Registration
# Functional Specification Document

## Version 1.4  October 2016

## Contents | Page

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Risk Tolerance Profiling

## 1. PURPOSE

The automatic client registration (ACR) integration, allows advisors to bypass the process of registering a new client at www.finametrica.com (FM.com). Client data is sent from the advisor website to FM.com, which will automatically register the client and log them into FM.com, where they can complete their risk questionnaire and view their risk report.

The purpose of this document is to provide advisors with all the necessary information they need to implement the ACR process into their website.

## 2. SUMMARY

In order to register a new client to complete a risk tolerance test, FM.com requires advisors to log in and submit the client's details.

However, if these details are sent directly to FM.com, the client can be automatically registered (and logged in) without the advisor having to log into FM.com. This can be achieved using a HTTP post request, from the advisor website to FM.com, to send all the necessary information required.

**Important:** a new client will be created with each submission. Consequently, for advisors who want to re-profile a client, or for clients who want to re-do a questionnaire, the advisor must log in separately to create the second profile.

## 3. ASSUMPTIONS

| # | Assumption |
|---|---|
| 1 | All data sent to and from FM.com must use HTTPS |
| 2 | Advisor is responsible for all delivery timeframes, whether in the development / deployment / delivery process. |
| 3 | Advisor is responsible for all development on their website, in order to implement the ACR. |
| 4 | Advisor website needs the capacity to make HTTP post requests (via the internet) using a secure connection (SSL). |
| 5 | Advisor must have a current subscription to the FinaMetrica service. |
| 6 | Advisor must accept FinaMetrica's Terms and Conditions by way of a clickwrap licence agreement before accessing any of the FinaMetrica functionality. |
| 7 | ACR is designed only to register clients under the one advisor account. |

## 4. ACCESS REQUIREMENTS

In order to utilise the ACR, advisors must have:

- The capacity to make HTTP post requests (via the internet) using a secure connection (SSL)
- A current subscription to FM.com

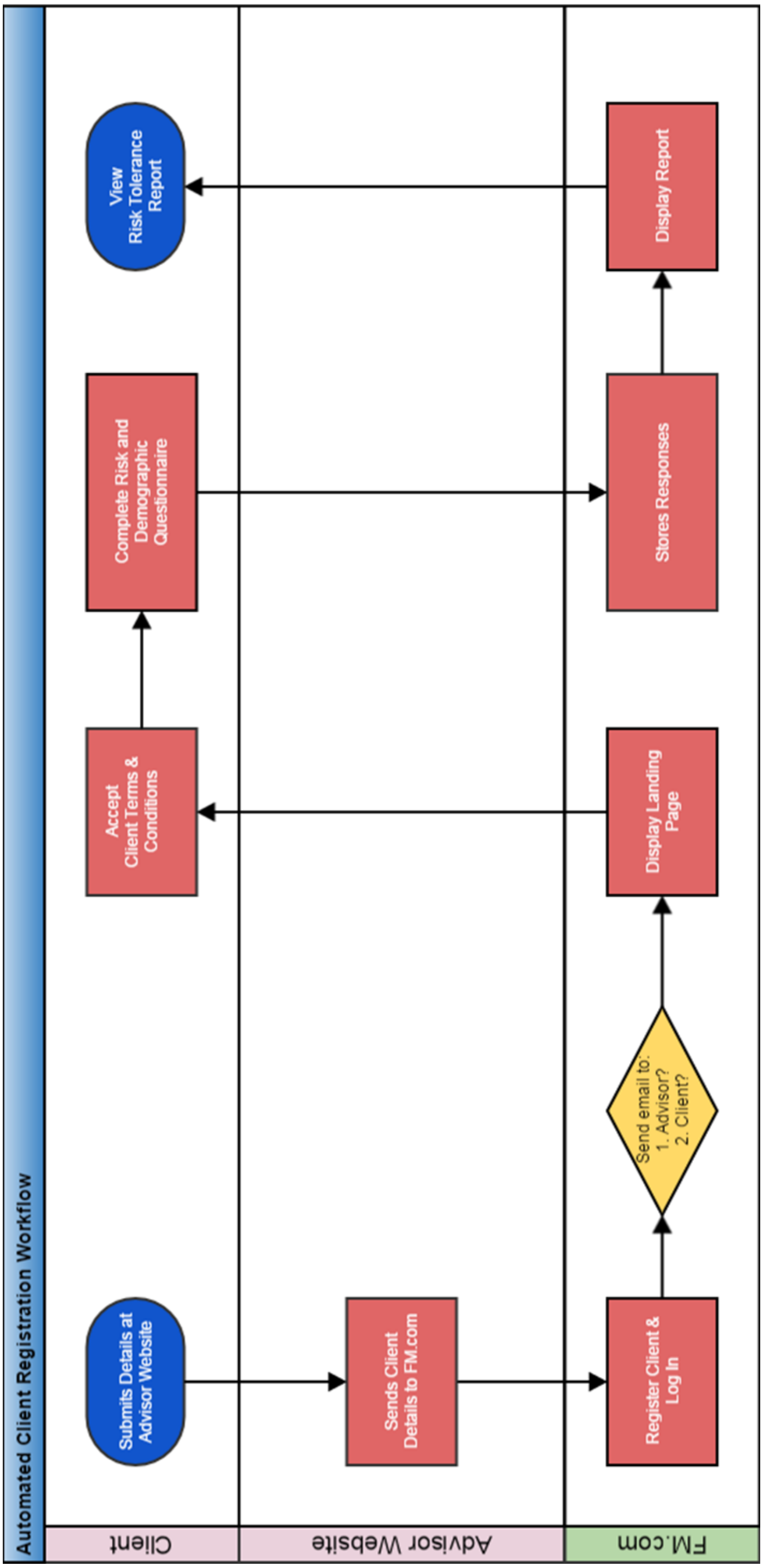
The ACR doesn't require any software to be installed, it just needs the advisor to send variable over the Internet to FM.com.

## 5. DATA STORAGE AND PRIVACY

Advisors will still need to log into www.finametrica.com to access clients' completed questionnaires and risk reports.

All required data sent via the ACR will be stored at FM.com and will be covered by FinaMetrica's standard privacy policy. For more information, please visit www.riskprofiling.com/privacy/privacy_policy

## 6. WORKFLOW


Automated Client Registration Workflow
Client
Advisor Website
FM.com
Submits Details at Advisor Website
Sends Client Details to FM.com
Register Client & Log In
Send email to: 1. Advisor? 2. Client?
Display Landing Page
Accept Client Terms & Conditions
Complete Risk and Demographic Questionnaire
Stores Responses
Display Report
View Risk Tolerance Report

## 7. FUNCTIONAL REQUIREMENTS

The advisor's website will need to send the following values, using HTTP post, to the FinaMetrica website. All eight (8) values are required.

**Important:** the ACR must be first activated in the FinaMetrica system before the advisor can start submitting HTTP posts.

| Value Name | Description | Type/Format | Notes |
|---|---|---|---|
| p1 | Client's First Name | nvarchar(100) | |
| p2 | Client's Last Name | nvarchar(100) | |
| p3 | Email Address | nvarchar(250) | |
| p4 | Country Code | nvarchar(10) | AUS, US, UK, CAE, CAF, GER, IE, IND, ZAE and ZAA. ***See Appendix 1 for a full explanation.*** |
| p5 | FM role | nvarchar(50) | This is a static value and depends on **Option 3.** |
| p6 | FM code | int | **FM to provide upon setup.** |
| p7 | FinaMetrica action | nvarchar(10) | This is a static value set to "create". |
| p8 | Version Number | char(20) | The value determines which version of the questionnaire – the 25-question test or the 12-question test – is to be registered for the client.<br><br>Use either "v2.0" for the 25-question test, or "S1.0" for the 12-question test. ***See Appendix 1.*** |

For example:
www.finametrica.com/Login.aspx?
p1=jane&p2=doe&p3=client@email.com&p4=AUS&p5=client&p6=12&p7=create&p8=v2.0

See Appendix 2 for a sample form we've created.

## 8. NON FUNCTIONAL REQUIREMENTS

### a. Email Notifications

When a new client is registered at FM.com, the website has a built in functionality to send an email notification to both the client and the advisor. Please specify if you want to:

**Option 1:** Email the client his/her login details at the time of registration? YES/NO
**Option 2:** Email yourself (the advisor) a notification when a new client has been registered? YES/NO

If you do not have a specification, the default for both options will be set to NO.

### b. Client Access

After a client completes the questionnaire, he/she will be able to view the risk tolerance report. You can however, choose to not allow the client to view the report after completion.

**Option 3:** Do you want the client to have access to their risk profile & completed questionnaire? YES/NO

If you do not have a specification, the default for option 3 will be set to YES.

### c. Landing Page

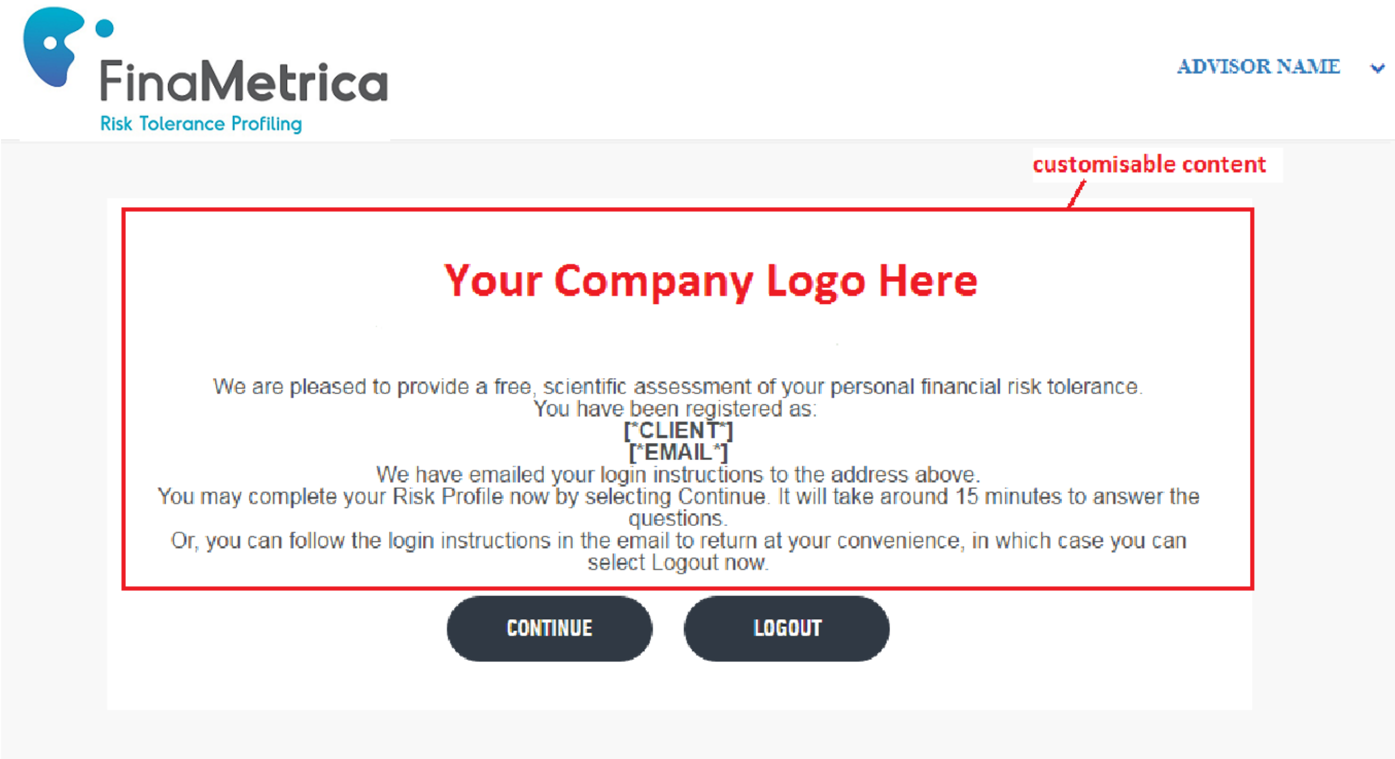
When a client has been successfully registered, they will be presented with a Landing Page at the FinaMetrica website. The content of this page (see sample below) can be customised to suit the advisor, including the use of their logo.

**Option 4:** Please provide us with the content (including logo) you'd like to see on the Landing Page.

In addition to your choice of wording, we can also display the following special fields (Just specify in the Landing Page content if and where you want to include any of these fields:

- Client's Name
- Client's Email
- Client's Username

Sample:



## Appendix 1: Country Codes and Version Numbers

Use the following values for p4 (country code) and corresponding p8 (version), to specify which version of the questionnaire to register for the client.

For example, if you want to register an American client to do our full 25-question test, p4=US and p8=v2.0.

If you want to register an Australian client to do the 12-question test, p4-AUS and p8=s1.0, and so on.

### 25-Question Test

| Country Name | Country Code | Version |
|---|---|---|
| Australia/New Zealand | AUS | v2.0 |
| Canada – English | CAE | v2.0 |
| Canada – French | CAF | v2.0 |
| Germany - German | GER | v2.0 |
| India – English | IND | v2.0 |
| Republic of Ireland | IE | v2.0 |
| South Africa- English | ZAE | v2.0 |
| South Africa- Afrikaans | ZAA | v2.0 |
| United Kingdom | UK | v2.0 |
| United States of America | US | v2.0 |

### 12-Question Test

| Country Name | Country Code | Version |
|---|---|---|
| Australia/New Zealand | AUS | s1.0 |
| Canada – English | CAE | s1.0 |
| Canada – French | CAF | s1.0 |
| Germany - German | GER | s1.0 |
| India – English | IND | s1.0 |
| Republic of Ireland | IE | s1.0 |
| South Africa- English | ZAE | s1.0 |
| South Africa- Afrikaans | ZAA | s1.0 |
| United Kingdom | UK | s1.0 |
| United States of America | US | s1.0 |

## Appendix 2: Sample Form

Below is the HTML of a basic form that we typically create for an advisor once we've activated the ACR functionality for them.

```
<form target="_blank" action="https://staging.finametrica.com/Login.aspx?" method="get" class="dataForm">
<table width="100%" border="0" align="center" cellpadding="1" cellspacing="1">
<tr>
<td width="105">First Name</td>
<td width="880"><input type="text" name="p1" size="25" /></td></tr>

<tr>
<td width="105">Last Name</td>
<td width="880"><input type="text" name="p2" size="25" /></td></tr>
<tr>
<td width="105">E-mail Address</td><td width="880"><input type="text" name="p3" size="40"/></td></tr>

<tr>
<td width="105">Country</td>
<td width="880"><select size="1" name="p4">
        <option selected>-Select-</option>
        <option value="AUS">AUSTRALIA/NEW ZEALAND</option>
        <option value="CAE">CANADA - ENGLISH</option>
        <option value="CAF">CANADA - FRENCH</option>
        <option value="ZAE">SOUTH AFRICA - ENGLISH</option>
        <option value="UK">UNITED KINGDOM</option>
        <option value="US">UNITED STATES</option>
      <option value="GER">GERMANY</option></select></td></tr>
<tr>
<td> </td>
<td><div align="left"><input type="submit" value="Submit" /></div></td></tr>
<input type="hidden" name="p5" value="client">
<input type="hidden" name="p6" value="[finametrica to provide]">
<input type="hidden" name="p7" value="create">
<input type="hidden" name="p8" value="v2.0">
<tr><td align="center" colspan="2"> </td></tr>
</table></form>
```

CLIENTS FOR LIFE