MML Investors Services
a MassMutual company

MMLIS Systems: User Access, Proxy Access, & Firm Access

REFERENCE GUIDE

Overview

This document provides an overview of MML Investors Services (MMLIS) systems as well as outlines the entitlement process to obtain user access, proxy access, and/or firm/agency management access for registered representatives (RRs), investment adviser representatives (IARs), and non-registered fingerprinted (NRF) firm staff.

User access provides an individual access, proxy access allows a user to impersonate another user, and firm/agency management access allows a user to impersonate and/or perform administrative functions for all individuals within a firm/agency.

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MMLIS Systems

System	Business Use	Location	Entitlement Process
Advisor360°	Advisor360° is a holistic platform that offers an award-winning best-in-class experience for financial professionals and their clients through three components: • **Client360°:** Offers financial professionals a comprehensive view of each client's complete financial life, incorporating all aspects of their portfolio, from protection through wealth management. • **Practice360°:** Integrates a financial professional's business (all their individual client views) into a single, powerful dashboard, streamlining operations and workflow management, allowing for client segmentation, alerts/workflow, and reporting. • **Investor360°:** Can be made available by a financial professional for their client to access their portfolio and see much of the same information that the financial professional sees.	The Advisor360° Platform	Refer to Your Guide to Finding Advisor360° Resources for information regarding: • Best practices for setting up Advisor360° • Reference materials • User guides • And more

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DocuSign	DocuSign collects electronic signatures for financial professionals and their clients via email as well as routes completed forms to the appropriate area for processing.	The Advisor360° Platform	**AA:** RRs receive automatic access when they register with MMLIS. **AE:** RRs and NRFs receive automatic access when they register with MMLIS. **TIP:** If you experience access issues, contact the firm's agency security administrator (ASA).
MMLIS Distance Learning	MMLIS Distance Learning is the MMLIS platform and product learning management system for RRs and NRFs.	FieldNet home page/ Quick Tools/ Training/ MMLIS Distance Learning	**AA:** RRs receive automatic access when they register with MMLIS. **AE:** NRFs can email MMLIS Training. Provide the following information: • Full name • AE number • If you receive an error message when attempting to log on, please include a screenshot of the error message **AA/AE:** Individuals with both AA and AE numbers must access MMLIS Distance Learning via their: • AA number to complete required training in order to run proposals • AE number to conduct administrative functions
MMLIS Wealth Management Services (WMS) Platform and Programs	The MMLIS WMS Platform is an asset management platform that utilizes Envestnet's technology capabilities with trade execution and custodial services provided by National Financial Services (NFS).	FieldNet home page/ Quick Tools/ Submit New Business/ Unified Account Opening (Wealthscape) – from the Wealthscape Menu Tools section, select Proposals	**AA platform access:** The MMLIS WMS Platform is available to MMLIS Investment adviser representatives (IA-Reps). **AA program access:** After completing the required WMS program training on MMLIS Distance Learning, IA-Reps receive automatic program access within 24-48

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			hours. Refer to the WMS Licensing and Training Reference Sheet to learn more. **AE platform access:** The MMLIS WMS Platform is available to CRIA access persons. CRIA access persons can email the Entitlements team. Provide the following information: • Full name • AE number • **Proxy access:** include the name(s) and rep ID(s) for the IA-Rep(s) along with proof of approval • **Firm access:** include proof of approval from the general agent or managing partner
MMLIS Workbench	The MMLIS Workbench provides access to commission statements, daily sales blotters, the split code application, and MMLIS-related reports.	Quick Link in the Advisor360° Platform	**AA:** RRs receive automatic access when they register with MMLIS. **AE:** Agency staff may receive proxy access for a single RR or for multiple RRs in a firm. Contact the firm's agency security administrator (ASA). Refer to the Field Security Requesting Proxy Access Guide on FieldNet to learn more. **TIP:** If any aspect of access is missing from a proxy's view, the registered representative should view his or her MMLIS Workbench security profile to confirm he or she did not block or disable any permissions.
Wealthscape	Wealthscape is MMLIS' online research and trading solution for the brokerage platform.	FieldNet home page/ Quick Tools/ Submit New Business/ Unified Account Opening (Wealthscape)	**AA:** RRs receive automatic access when they register with MMLIS.

<table>
<tr><td></td><td>Wealthscape access includes access to Unified Account Opening (UAO).).</td><td></td><td>AE: RRs and NRFs can email the Entitlements team. Provide the following information:
Full name
AE number
Proxy access: include the name(s) and rep ID(s) for the RR(s) along with proof of approval
Trading access: include proof of approval from the RR(s)
Firm access: include proof of approval from the general agent or managing partner
TIP: Refer to the Brokerage Market Data and Research Packages section on the Brokerage FieldNet page to learn more.</td></tr>
<tr><td>Wealthscape Investor</td><td>MMLIS brokerage investors can self-register for Wealthscape Investor access, which provides them online account access as well as offers a mobile application.</td><td>Quick Link in the Advisor360° Platform</td><td>Clients: Refer to Your Guide to Using Wealthscape Investor (mi1023).
For trustees on trust accounts, self-enroll using his or her date of birth and social security number
For entity accounts listed under a tax identification number, the registered representative must email the Entitlements team and include the client/entity name and account number
An investor may grant view-only access to an authorized individual by submitting the Wealthscape Investor View Registration Form or by emailing a letter of instruction to the Entitlements team</td></tr>
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Variable Annuity Order Entry (VAOE)	RRs utilize VAOE for variable annuity transactions. RRs enter client information via the Advisor360° Client Account Wizard (CAW) and transactional information via VAOE.	Quick Link in the Advisor360° Platform	**AA:** RRs receive automatic access when they register with MMLIS. **AE:** Agency staff may receive proxy access and/or agency management access. Contact the firm's agency security administrator (ASA). Refer to the Field Security Requesting Proxy Access Guide on FieldNet to learn more.