

Easy steps to applying for a new Nucleus Isa

If you're looking for a quick reminder on how to key a new Isa application these are the steps to follow (lump sum or regular contribution).

1 Add the client to the platform or choose an existing client. For help on how to add a client, please refer to the [New clients and new business user guide \(0061\)](#).

2 Select 'start application' for a new client or 'top up/add investment' for existing clients.

3 Select 'Isa' from the 'new accounts' dropdown menu.

4 Select 'payments', and input the annual advice fee.

5 Select the amount, payment method and/or 'add a regular payment' and input the amount, frequency and first payment date. Enter the initial fee, if applicable.

6 Select the assets.

You can use a model portfolio, select individual assets or choose from your 'favourite assets' list. To set up a model portfolio, please see the [Model portfolios user guide \(0319\)](#).

7 Submit the application.

Before this stage you can illustrate and review the application for accuracy.

8 Print the system generated pre-populated forms and send to Nucleus client relations. The 'i' button will tell you what these are. Remember to include the application summary which is printed separately.

Documents can be accepted via Jira Messaging

If applying for an Isa for the first time we'll require a completed declaration. If an annual advice fee or initial fee has been keyed during the application process, this will appear in the fees section of the pre-populated declaration and receipt of the signed declaration will allow us to pay the fee.

Alternatively, you can process an ad-hoc fee on the account once funds have been applied, a letter will be issued to the client to confirm once it has been paid.

9 Arrange payment

When posting paperwork including cheques, we recommend sending via a tracked service. Where possible, clients should avoid sending cheques and use electronic payment methods such as BACS instead. Please make sure the client's direct credit payment is referenced with their Nucleus account number.

Please note that if a payment is being sent in multiples due to banking limits, we'll need separate commitments keyed for each amount being sent. If you need to key a further commitment after the account has been created, please call us to have the account activated first. If not, the first amount received will buy into the intended assets with the remaining payments being applied as 100% cash. If this happens we'll notify you via Jira.



More information

For help on setting up an Isa, please speak to your client relations manager on [0131 226 9535 \(option 2\)](#). See our ['Sending payments to Nucleus, a guide for clients \(0618\)'](#) a handy one pager which details our bank account information that you can pass onto your clients.

For help on how to add a client, please refer to the [New clients and new business user guide \(0061\)](#).

We accept electronic signatures for new business and client instructions. Take a look at our [e-signatures guide \(0331\)](#).

We can accept scanned documentation via Jira messaging. Please see our [scanned documentation guide \(0534\)](#) for more details.

Analysing your clients

Use the 'Isa contributions' report (available from the ['Reports'](#) tab) to view your clients' current Isa allocation status.