



**LEGAL & FINANCIAL**

Interactive websites for Professionals



## **“MY MULTIFUNDS SHOP”**

### **STEP-BY-STEP GUIDE TO SETTING UP “ My MultiFUNDS Shop ON YOUR WEBSITE**

1. Firstly, you need to be registered with the Skandia Extranet.

If you are not, you need to register:

- a. Go to <https://www.skandia-life.co.uk/beacon/frameset/uk/index.htm>
- b. Click 'Register Now' and go through the sign up process.

*If your firm is not part of a network which has already signed up with Skandia, you will have to sign and return the Terms and Conditions Skandia will send you, before they will set you up.*

*Skandia will also need the principal of your firm to give them the names, in writing, of the employees authorised to use the service.*

- c. Once Skandia has set up your account, you will get an email from them telling you that you are authorised.
  - d. Please let us know when you are registered.**
2. Please contact Skandia and ask for the paperwork to enable you to sign up for 'My Multifundshop.' If your firm is a member of a network, the network will also have to sign a one-off set of Terms and Conditions.
  3. Once you have dealt with this paperwork and Skandia are satisfied, they will set you up with access to the 'My Multifundshop' system through the extranet and send you an email to advise you of this.
  4. You then need to set up 'My Multifundshop' for your firm – go to <https://www.skandia-life.co.uk/beacon/frameset/uk/index.htm> and log in
  5. Click 'My Multifundshop', then click 'Build My Multifundshop'  
***You can save your work at any time by clicking the 'save' button***
  6. On the screen that appears, go through steps 1 – 3 inclusive (choose contracts/portfolios/funds)

7. Click 'Customise My Multifundshop look'

*Enter (to complement your main website):*

*Colour scheme  
Logo background  
Navigation background  
Navigation text  
Heading text  
Font*

*Legal & Financial will supply the code for your logo, which you should copy into the relevant field*

On this screen you will also need to complete sections 2, 3 and 4

8. Click OK
9. Click 'Tell us about your website', complete and click 'OK'
10. Click 'Build'
11. You will now see a screen which tells you that your 'My Multifunds' shop is now built and ready for sign-off. Please read the instructions and note that you will be able to preview your 'MyMultifunds' site at this stage and edit it where necessary.
12. After your compliance officer is satisfied, click 'Submit to Skandia'.
13. You will receive an email from Skandia, containing information which Legal & Financial needs in order to complete the integration of your 'My Multifunds' shop into your website - please forward this email to us at  
[support@legal-financial.co.uk](mailto:support@legal-financial.co.uk)
14. We will then complete the process, including adding an image link to the entry page of your main website, which, when clicked, will take you to your 'MyMultifunds' site.

**Please contact Anton Halpern if you have any questions.**

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