Schwab/Black Diamond
Setup Instructions

MIDLAND ADVISORY
Issued by Midland National® Life Insurance Company

1 Establish a stand alone account to house the assets allocated to the Midland Constance CDA

2 Establish a new FA Master to house all Midland CDA Covered Asset accounts

- Work directly with your Schwab representative to establish the new FA Master account
- **Ensure the account only encompasses the Covered Asset account(s) established**
- Note the new FA Master Account Number

3 Submit a Request for a Data Access Agreement to Schwab via the Schwab Advisor Center (SAC)

- Complete the Request for Data Access Agreement form on the Account Management page of SAC, under the Forms Library. Advisors must complete the fields related to the advisor, additional contact, master account and service provider.
  - **Advisor:** firm name; name and email address of authorized signer
  - **Additional Contact:** name, phone number, and email address of the submitter of the form
  - **Master Account(s):** list the FA master account to be included in the request

Third-Party Data Recipient: select **Black Diamond** from the dropdown list and enter in the vendor's name, signer's name as **Rob Kirkeby** and email address of **data@blackdiamondreporting.com**

4 Sign the Data Access Agreement

- Schwab creates the Data Access Agreement and shares it with the authorized signer for each party—advisor and Black Diamond—via DocuSign. An email notifies each authorized signer that the agreement is ready to review and sign. Notifications can be sent to other email addresses if requested.
- Once signed, a copy of the completed, signed agreement will be sent to all parties.
- Schwab completes the setup of specified master account and sends a confirmation email to the service provider who was provided access to download data.

5 Advise Midland National via email that the setup has been completed.

Send an e-mail **riaservice@sfgmembers.com** with "Constance Schwab Custodial Connection" in the subject and the Firm Name, the FA Master Account # and Certificate Owner in the body of the email.

6 Midland will request access to the account data and as soon as it is confirmed, the CDA contract will be issued.

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