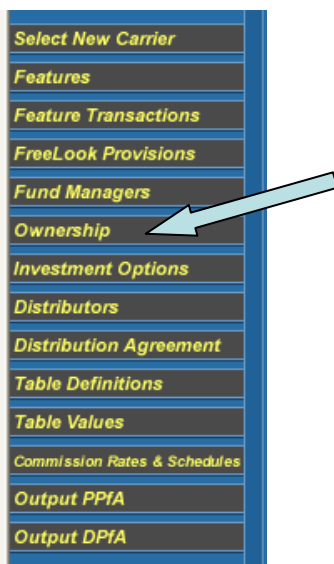# Adding Ownership

Procedures to 'Add' an Ownership to VTXml:

These procedures show how to add an ownership to VTXml. If you are a WIN client, it is very important to always follow the WIN Best Practices Guide. Refer to that document if you have any questions.

1. **Add an ownership:**
   a. From the Product Profiles, select Ownership from the Left Navigation.

   b. Click on the Add button

2. Input the ownership information
   a. Add Ownership/Plan Name. This is information specific to the ownership plan and displays as a comment in the PPfA. It should include any information to make a feature easily identifiable from other ownerships. For example, Non Qualified Joint and Non Qualified Individual.
   b. Select whether exceptions to age limits are permitted from the list box.

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c. Select whether inherited contracts are permitted from the dropdown list.
d. If using WIN functionality, skip the Policy Products box for now. It is better to create the ownership (without the policy products) and cleanup the WIN to add the ownership to the ownership inventory. Then create a *new* WIN to associate the policy products, test the ownership and make any adjustments to the ownership in this *new* WIN.
e. Add Jurisdiction Approvals if there are jurisdiction restrictions for the ownership (for example, ownership not approved in TX but product is)

3. Add Allowed Relationship Restriction pop up information. Click Add and input required information in steps 3a through 3j. For 2.20 PPfAs, make sure to include all minimum and maximum age and number requirements.

(Allowed Relationships) Related Roles
    a. Select an Originating Role (Participant Based On) from the dropdown list.
    b. Select a Related Role from the dropdown list.
    c. Click on the Relationship(s) that are applicable to the ownership.
    d. Add the minimum number of related roles.
    e. Add the maximum number of related roles.
    f. Add the minimum age of related roles.
    g. Add the maximum age of related roles.
    h. Select whether all related roles age are validated from the dropdown list.
    i. Select the opposite gender indicator from the dropdown list.
    j. Click Save & Return and continue entering the ownership.

4. Owner Information
    a. Select whether both joint and contingent Owners are allowed from the dropdown list.
    b. Add minimum number of primary owners.
    c. Add maximum number of primary owners.
    d. Add maximum number of contingent owners.
    e. Add minimum issue age (for all contract entities).
    f. Add maximum issue age (for all contract entities).
    g. Add maximum age of Owner(s) to accept subsequent premium.
    h. Add minimum issue age: primary owner.
    i. Add maximum issue age: primary owner.
    j. Add minimum issue age: joint (second) owner.
    k. Add maximum issue age: joint (second) owner.
    l. Add minimum issue age: contingent owner(s).
    m. Add maximum issue age: contingent owner(s).

5. Annuitant/Insured Information
    a. Select whether both joint and contingent annuitants are allowed from the dropdown list.
    b. Add minimum number of primary annuitants.

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   c. Add maximum number of primary annuitants.
   d. Add maximum number of contingent annuitants.
   e. Add minimum issue age: all annuitants.
   f. Add maximum issue age: all annuitants.
   g. Add maximum age of annuitant to accept subsequent premium.
   h. Add minimum issue age: primary annuitant.
   i. Add maximum issue age: primary annuitant.
   j. Add minimum issue age: joint annuitant.
   k. Add maximum issue age: joint annuitant.
   l. Add minimum issue age: contingent annuitant.
   m. Add maximum issue age: contingent annuitant.

Annuitant/Insured Information	
Are Both Joint and Contingent Annuitants Allowed?	
Minimum Number of Primary Annuitants	
Maximum Number of Primary Annuitants	
Maximum Number of Contingent Annuitants	
Minimum Issue Age: ALL Annuitant(s)	
Maximum Issue Age: ALL Annuitant(s)	
Maximum Age of Annuitant to Accept Subsequent Premium	
Minimum Issue Age: Primary Annuitant	
Maximum Issue Age: Primary Annuitant	
Minimum Issue Age: Joint Annuitant	
Maximum Issue Age: Joint Annuitant	
Minimum Issue Age: Contingent Annuitant	
Maximum Issue Age: Contingent Annuitant	

6. Beneficiary Information
    a. Add maximum number of primary beneficiaries.
    b. Add maximum number of contingent beneficiaries.
    c. Add maximum number of combined beneficiaries.
    d. Select whether irrevocable beneficiaries are allowed from the dropdown list.

Beneficiary Information	
Maximum Number of Primary Beneficiaries	
Maximum Number of Contingent Beneficiaries	
Maximum Number of Combined Beneficiaries	
Do You Allow Irrevocable Beneficiaries?	

7. Premium Limits
    a. Select whether exceptions to minimum premiums are allowed from the dropdown list.
    b. Select whether exceptions to maximum premiums are allowed from the dropdown list.
    c. Add maximum add on duration (if applicable).
    d. Select the duration qualifier from the dropdown list.
    e. Add minimum initial premium amount.
    f. Add maximum initial premium amount.
    g. Add minimum contribution for subsequent premiums.
    h. Add minimum contribution for subsequent premiums received via EFT.
    i. Add maximum contribution allowed to subsequent premiums.
    j. Add maximum cumulative premium amount.

      k. Add maximum cumulative premium net of withdrawals.

Premium Limits

Are Exceptions to Minimum Premiums Allowed?	
Are Exceptions to Maximum Premiums Allowed?	
Maximum Add On Duration	
Duration Qualifier	
Minimum Initial Premium Amount	$
Maximum Initial Premium Amount	$
Minimum Contribution for Subsequent Premiums	$
Minimum Contribution for Subsequent Premiums Received via EFT	$
Maximum Contribution Allowed to Subsequent Premiums	$
Maximum Cumulative Premium Amount	$
Maximum Cum Premium Net of Withdrawals	$

8. Funding Source Methods Allowed
    a. Add Funding Source Methods Allowed pop up information. Click Add and input required information in steps 8b through 8k.

Funding Source Methods Allowed

List of Funding Source Methods Allowed

Description	Modified On
	[Add]

(Funding Source Methods) Popup
    b. Add Funding Source Methods Allowed description (to differentiate the funding source from funding sources in the ownership).
    c. Add a Marketing Name. The Marketing Name is output in the PPfA.
    d. Click on the applicable source of funds from the check box.
    e. Select the financial activity type from the list box.
    f. Click on the applicable payment forms in the check box.
    g. Click 'Add' on the Allowed Transaction Types popup box.

(Funding Source Methods) Allowed Transaction Types Popup

   h. Select a transaction type from the dropdown list box.
   i. Select a sub type (if applicable) from the dropdown list box.
   j. Click Save & Return to save the allowed transactions.
   k. Click Save & Return to save the funding source method and repeat these steps to add all of the funding source methods.
   l. When all funding sources are created, continue with the steps below to resume creating the ownership.

9. Applicable Plan Types
   a. Add Applicable Plan Types pop up information. Click Add and input required information in steps 9b through 9u.

(Applicable Plan Types) Popup Box

   b. Type in a Carrier Facing Description (CFD) to describe the applicable plan type. (i.e. Non Qualified Individual or Non Qualified Joint)

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c. Click on the applicable plan types that are relevant to the plan in the check box. This check box is used in the 2.16 transforms.
d. Click the (applicable) account designations in the check box.
e. Click 'Add' in the Qualified Plan Options (2.20) popup.

(Applicable Plan Types) Qualified Plan Options (2.20) Popup

f. Select a Qualified Plan from the list box.
g. Select a qualified plan sub type from the list box.
h. Click on the Inherited Timing Allowed from the check box.
i. Click Save & Return to save the 2.20 qualified plan type.
j. Repeat these steps to add all of the qualified plan types applicable to this ownership.

(Applicable Plan Types) Organization Forms Popup

k. Click 'Add' in the Organizational Forms popup.
l. Select an allowable party type (person or organization) from the list box. If allowable party type is person, skip steps m and n.
m. If allowable party type is 'Organization' select an allowable organization from the list box.
n. If the allowable organization is 'Trust', click on the allowable trust types from the check box.

o. Click Save & Return to save the organization forms.

(Applicable Plan Types) Market Popup
   p. Click 'Add' in the Market popup.
   q. Select a market type from the list box.
   r. Click Save & Return to save the market.
   s. Click Save & Return to save the Qualified Plan Options.
   t. Click Save & Return to save the Ownership