

Onboarding + Financial Plan Setup

Workflow Template Steps

1 Create client folder and save signed agreement

Priority: High

Due: No due date

Assigned to: Contact Owner

2 Add to State Registration Tracker Spreadsheet

Description: https://docs.google.com/spreadsheets/d/1gfougFCza_LHACozOc9d8LHd9HC4ZKO4oZxe-g19WAs/edit#gid=0

Priority: High

Due: 1 day after previous step completed

Assigned to: Contact Owner

3 Update client address, contact information, client status

Priority: Medium

Due: No due date

Assigned to: Contact Owner

4 Check box for any business owners

Priority: Medium

Due: 1 day after previous step completed

Assigned to: Contact Owner

5 Add to email list

Description: <https://app.mailerlite.com/dashboard>

Priority: Medium

Due: No due date

Assigned to: Contact Owner

6 Send scheduling email

Priority: High

Due: No due date

Assigned to: Contact Owner

7 Confirm that first meeting is scheduled

Priority: High

Due: 2 days after previous step completed

Assigned to: Contact Owner

8 Send invoice for payment

Description: <https://app.advicepay.com/dashboard>

Priority: High

Due: 1 day after previous step completed

Assigned to: Contact Owner

9 Send RightCapital onboarding email

Priority: High

Due: No due date

Assigned to: Contact Owner

10 Invite to RightCapital

Priority: High

Due: 1 day after previous step completed

Assigned to: Contact Owner

11 Create thank you gift todo if client was a referral

Priority: Medium

Due: No due date

Assigned to: Contact Owner

12 MEETING #1: "Get Organized" Meeting

Description: Review financial dashboard and fill in gaps. Get accounts linked up. - Confirm income - Confirm expenses - Confirm financial independence age - Bank accounts - Investment accounts - Investment account statements - Most recent tax return - College Savings - Property - Cars - Businesses - Other property - Life insurance - Disability insurance - Credit cards - Car loans - Student loans - Other debt - Tax return - Estate - Accountant - Attorney - Insurance agent - Reason for building wealth - Send risk questionnaire

Priority: High

Due: No due date

Assigned to: Contact Owner

13 Schedule Meeting #2: Goal Exploration

Description: <https://calendly.com/elevationfinancial/moneybrief>

Priority: High

Due: No due date

Assigned to: Contact Owner

14 Send Investment Questionnaire

Priority: High

Due: No due date

Assigned to: Contact Owner

15 Update contact record(s) with date of birth

Priority: Medium

Due: No due date

Assigned to: Contact Owner

16 Set up new accounts

Priority: High

Due: No due date

Assigned to: Contact Owner

17 Upload tax returns to Holistiplan

Priority: Medium

Due: No due date

Assigned to: Contact Owner

18 MEETING #2: Goal Exploration

Priority: High

Due: No due date

Assigned to: Contact Owner

19 Schedule Meeting #3: Plan Review

Description: <https://calendly.com/elevationfinancial/planreview>

Priority: High

Due: No due date

Assigned to: Contact Owner

20 Apply fee billing schedule to household

Priority: High

Due: No due date

Assigned to: Contact Owner

21 Enter client social security numbers into CRM

Priority: None

Due: 1 day after previous step completed

Assigned to: Contact Owner

22 Process account transfers

Priority: None

Due: 1 day after previous step completed

Assigned to: Contact Owner

23 Create financial plan: Short-term Savings Recommendation

Description: Recommend establishing a three-month emergency fund as a first priority (\$X,000). It's even better if this is stored at a separate bank to create a separation between your emergency fund and your everyday operating account. This separation can keep the funds psychologically "protected" for the intended purpose.

Priority: High

Due: 3 days after previous step completed

Assigned to: Contact Owner

24 Create Financial Plan: Will & Estate Docs Recommendation

Description: Recommend establishing a basic set of estate planning documents, including a Last Will & Testament, Power of Attorney, and Living Will & Health Care Proxy. Also recommend reviewing beneficiaries on all financial accounts and update as needed.

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

25 Create Financial Plan: Life Insurance Recommendation

Description: Life insurance is designed to provide financial security for your family if you were to pass. If anyone else is financially dependent on you, then it is recommended that you have life insurance. Recommendation is: \$X in 20-year term life insurance on XXX \$X in 20-year term life insurance on XXX

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

26 Create Financial Plan: Disability Insurance Recommendation

Description: Disability insurance is designed to provide financial security for your family if you were to become disabled. It provides an income during the time you are not able to work. Recommendation is: \$X monthly benefit for XXX with a XXX-day elimination period \$X monthly benefit for XXX with a XXX-day elimination period It is better to pay for disability insurance directly (outside of your employer). When premiums are paid with after-tax dollars, this means the benefit (if used) is tax-free, therefore replacing net income more accurately.

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

27 Create Financial Plan: Long-term Care Insurance Recommendation

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

28 Create Financial Plan: Auto & Home Insurance Recommendation

Description: Compare current deductibles to short-term savings to see if it can be lowered to save money on premiums.

Priority: None

Due: 1 day after previous step completed

Assigned to: Contact Owner

29 Create Financial Plan: Umbrella Insurance Recommendation

Priority: None

Due: 1 day after previous step completed

Assigned to: Contact Owner

30 Create Financial Plan: Debt Repayment Recommendation

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

31 Create Financial Plan: Investing Rate Recommendation

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

32 Create Financial Plan: College Savings Plan Recommendation

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

33 Create Investment Policy Statement

Priority: High

Due: Same day as previous step completed

Assigned to: Contact Owner

34 Send IPS Delivery email

Priority: High

Due: 1 day after previous step completed

Assigned to: Contact Owner

35 Create and send video walk-through of financial plan

Priority: High

Due: 1 day after previous step completed

Assigned to: Contact Owner

36 MEETING #3: Plan Review & Implementation Phase

Description: Review financial plan and start implementation.

Priority: High

Due: No due date

Assigned to: Contact Owner

37 Apply portfolios to all accounts

Priority: High

Due: 1 day after previous step completed

Assigned to: Contact Owner

38 Set up quarterly recurring planning invoices in AdvicePay

Priority: High

Due: 1 day after previous step completed

Assigned to: Contact Owner

39 Place into Annual Client Service Calendar Workflow

Priority: Medium

Due: 1 day after previous step completed

Assigned to: Contact Owner