## **Transition Checklist**

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Discover

Tagsfg

**Welcome to Financial Gravity Transition Checklist** 



## **Welcome to Financial Gravity**

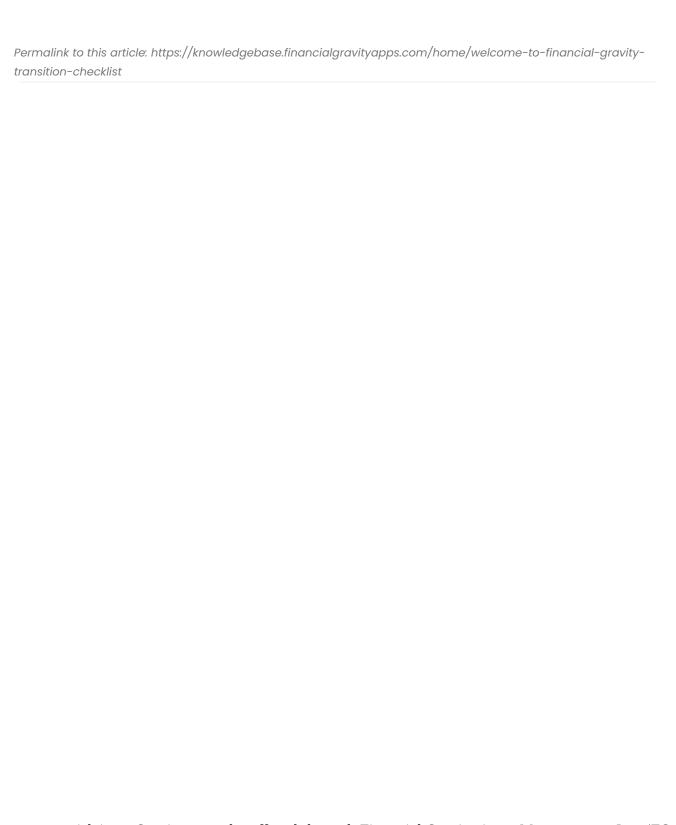
Transition Checklist

gnment Sessions with FG Specialist
<ul> <li>■ Book of Business Pre-Evaluation: Complete the evaluation form used to begin your transitioning plan</li> <li>■ Transition Process: Step-by-step overview of the onboarding journey, brochures, and webinar resources.</li> <li>■ Financial Gravity Overview: Introduction to our mission, structure, and unique value.</li> <li>■ The Family Office Advantage: How clients and advisors benefit from Financial Gravity's Family Office model.</li> <li>■ FG Asset Management: Investment models, Risk Meter, and Transition Allocation.</li> <li>■ FG Fee Overview and Questions: Review the client fee structure and how to effectively address questions.</li> </ul>
nsition Team
<ul> <li>■ Kickoff Meeting: Overview of the Transition Plan, Transition Team, and Key Steps</li> <li>■ Detailed Planning Meetings: Recurring planning meetings with your Transition Partner</li> <li>■ Marketing &amp; Compliance Meeting: Walkthrough of the marketing offerings, questions, and client webinar.</li> <li>□ Client Communication Prep: Review client webinar emails and</li> <li>□ Compliance Onboarding: Preparation and submission of U4 and ADV Part 2B for approval.</li> <li>□ Webinar Practice Run: Preview the webinar flow and address presentation tips.</li> <li>□ Webinar Final Rehearsal: Full end-to-end dry run to ensure readiness.</li> <li>□ Final Ops Meeting: Finalize open items, tech access, and client data readiness.</li> <li>□ Client Success Introduction Call: Meet with Jill Henderson, Discuss the ongoing Client Check-In Call process.</li> </ul>
ne to Transition
□ Submit Resignation: Send your resignation notice to Compliance@financialgravity.com □ Registration Completion: The Compliance Team will finalize your registration and necessary filings. □ System Access: Access to your login credentials and instructions for accessing Financial Gravity's platforms. □ Email Launch & Reminder: Use new email to remind clients about the webinar. □ Upload Documentation: Upload Docs: Add client folders and transition template to shared drive. □ Begin System Training: Review the technology training materials and familiarizing yourself with the platforms □ KnowledgeBase Access: Logging in and navigating the KnowledgeBase □ Risk Meter & Capital Gains Training: Learn to use the Risk Meter and Capital Gains tools. □ Client Webinar: Host webinar to introduce the transition and its value. □ Meet the Team: Introduction with the Planning Team, Tax Services Team, and Legacy Services Team. □ Client Meetings & Risk Assessments: Conduct meetings to complete risk assessments and start transitions. □ Transition Timeline: Investments typically take 2–4 weeks, depending on client, custodian, and asset type.
nily Office Integration - Within the First 30 days
<ul> <li>Client Onboarding Workflow: Contacts, Accounts, Deals, and Tickets within our system.</li> <li>Maps: "Taxes First, Then Math" Analysis</li> <li>Financial Planning Process: Overview of RightCapital and CRM workflows.</li> <li>Client Check-In Call Process: 30-day post-onboarding introductory call handled by FG's CST</li> <li>Branding &amp; Tech Suite: Overview of Financial Gravity's branding support and integrated tech platform.</li> <li>Client Portal &amp; Reporting: Demo of client portal and performance tools.</li> <li>Ongoing Client Review Process: Process for annual reviews</li> <li>Tax Services Offering: Process for providing tax services to clients</li> <li>Legacy Services: Estate, trust, and generational planning services.</li> <li>Seminar Offerings: Seminar opportunities designed to build book of business</li> </ul>

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