Transition Checklist

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Discover

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Welcome to Financial Gravity Transition Checklist

Financial Gravity

Welcome to Financial Gravity

Transition Checklist

Alignment Sessions with FG Specialist

- ☐ **Book of Business Pre-Evaluation:** Complete the evaluation form used to begin your transitioning plan
- ☐ **Transition Process:** Step-by-step overview of the onboarding journey, brochures, and webinar resources.
- ☐ **Financial Gravity Overview:** Introduction to our mission, structure, and unique value.
- ☐ **The Family Office Advantage:** How clients and advisors benefit from Financial Gravity's Family Office model.
- ☐ **FG Asset Management:** Investment models, Risk Meter, and Transition Allocation.
- ☐ **FG Fee Overview and Questions:** Review the client fee structure and how to effectively address questions.

Transition Team

- ☐ **Kickoff Meeting:** Overview of the Transition Plan, Transition Team, and Key Steps
- ☐ **Detailed Planning Meetings:** Recurring planning meetings with your Transition Partner
- ☐ **Marketing & Compliance Meeting:** Walkthrough of the marketing offerings, questions, and client webinar.
- ☐ **Client Communication Prep:** Review client webinar emails and
- ☐ **Compliance Onboarding:** Preparation and submission of U4 and ADV Part 2B for approval.
- ☐ **Webinar Practice Run:** Preview the webinar flow and address presentation tips.
- ☐ **Webinar Final Rehearsal:** Full end-to-end dry run to ensure readiness.
- ☐ **Final Ops Meeting:** Finalize open items, tech access, and client data readiness.
- ☐ **Client Success Introduction Call:** Meet with Jill Henderson, Discuss the ongoing Client Check-In Call process.

Time 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.

Family Office Integration - Within the First 30 days

- ☐ **Client Onboarding Workflow:** Contacts, Accounts, Deals, and Tickets within our system.
- ☐ **Maps:** "Taxes First, Then Math" Analysis
- ☐ **Financial Planning Process:** Overview of RightCapital and CRM workflows.
- ☐ **Client Check-In Call Process:** 30-day post-onboarding introductory call handled by FG's CST
- ☐ **Branding & Tech Suite:** Overview of Financial Gravity's branding support and integrated tech platform.
- ☐ **Client Portal & Reporting:** Demo of client portal and performance tools.
- ☐ **Ongoing Client Review Process:** Process for annual reviews
- ☐ **Tax Services Offering:** Process for providing tax services to clients
- ☐ **Legacy Services:** Estate, trust, and generational planning services.
- ☐ **Seminar Offerings:** Seminar opportunities designed to build book of business

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