What to Expect

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Discover

Tags FG

What to Expect in your Family Office Onboarding

Welcome to Financial Gravity! We are excited that you are interested in joining our family office.

In this video we go over what you can expect during your Family Office onboarding with Financial Gravity.

Ready to move forward? Complete the Transition Evaluation Form here!

Below are the slides we go over in this video:

What to Expect in your Family Office Onboarding.pdf

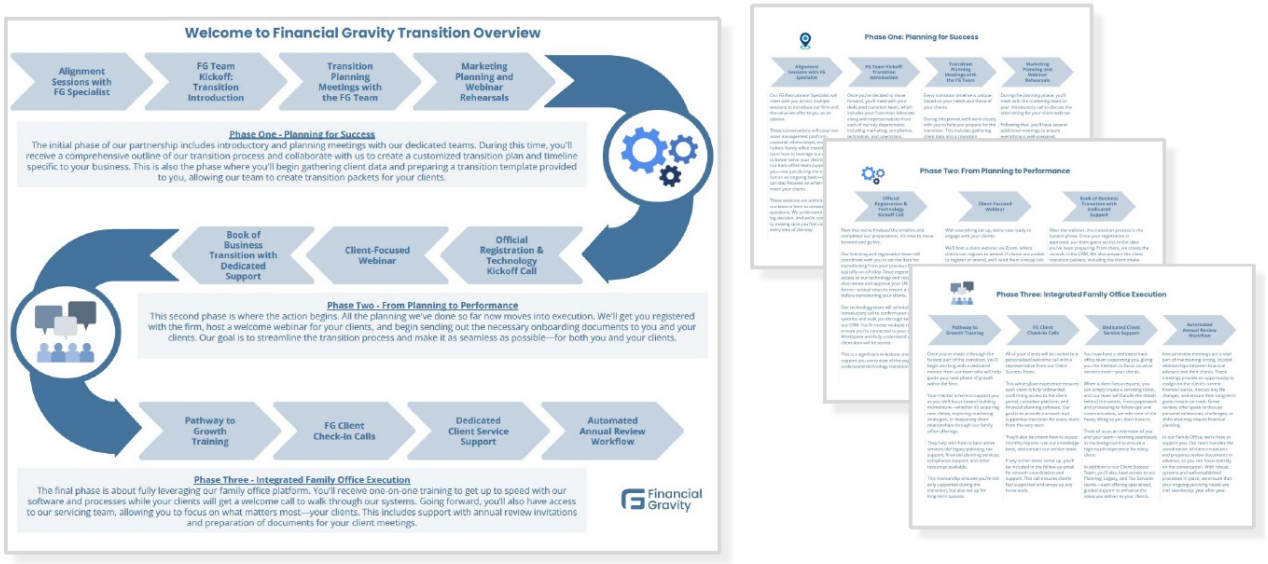
Welcome to Financial Gravity Transition Flowchart.pdf

Financial Gravity

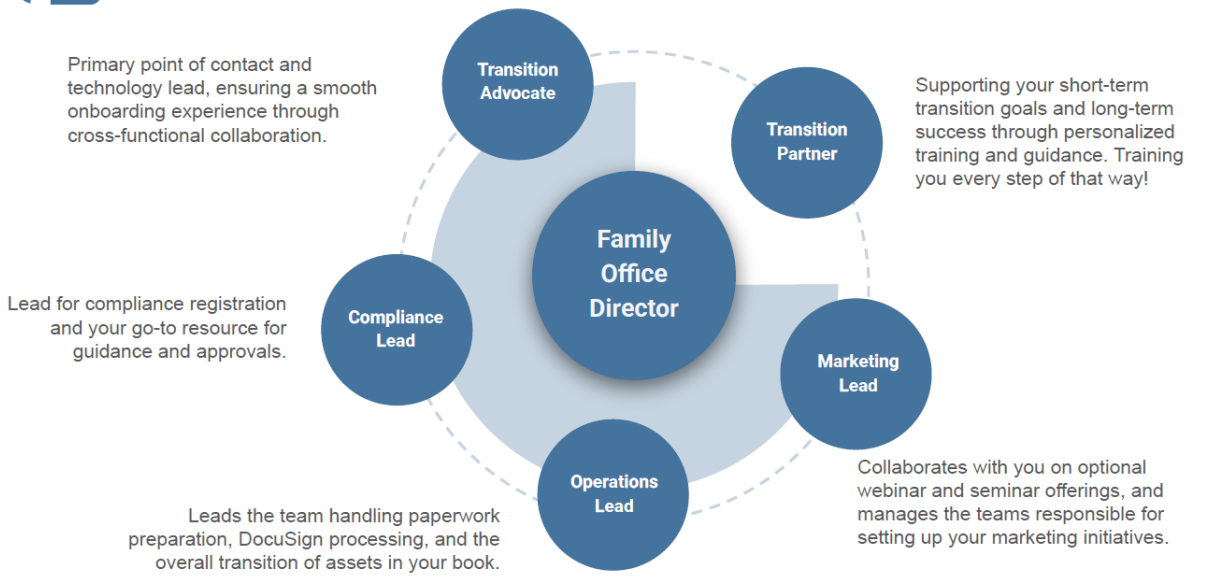
What to Expect in your Family Office Onboarding

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Overview of the Transition Path



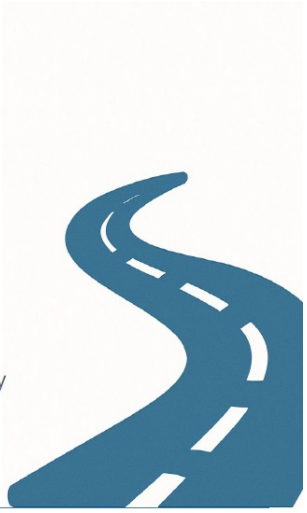
FG Transition Team Introductions



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Phase One: Alignment Sessions

- **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.



Phase One: FG Team Kickoff Call

Once you've decided to move forward, you'll meet with your dedicated transition team, which includes your Transition Advocate along with representatives from our key departments including marketing, compliance, technology, and operations. This meeting ensures that everything you discussed with your Recruitment Representative is seamlessly handed off, so your transition is aligned, efficient, and fully supported.

We'll guide you through your personalized "***Welcome to Your Family Office Transition Plan***" to kick off the planning process and walk you through how the transition will work—for both you and your clients.

During this meeting we will CONFIRM the following:

- Your resignation date and registration date
- Determine if a webinar is needed (usually for larger transitions)
- Answers any questions regarding the transition



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Phase One: Transition Planning

During this period, we'll work closely with you to help you prepare for the transition. This includes gathering client data and exporting any necessary information from your current firm and custodian **PRIOR** to your resignation. For larger transitions, we will require a transition template to be completed.

Below are helpful documents needed for each of your clients:

- A copy of their prior profile documents
- Their most recent account statement
- Relevant money movement documents, such as a voided check, bank letter, deposit slip, or bank statement
- Prior year's tax statements

Below are helpful reports needed from the custodians:

- Current Year's RMD Information
- Systematic Withdrawal Details
- Cost Basis Data



Taking these steps ahead of time will help facilitate a seamless transition and help prevent NIGOs from occurring.

You will get a detailed guide on the Account Opening Process.

Phase One: Transition Planning

Compliance Planning

Before registration, you'll need to complete your onboarding packets and review your U4 and ADV2B to ensure everything is ready for the transition.

Sharing Data

You'll receive access to a secure shared Google folder for uploading client-specific information. Templates and sample documents will be provided as needed.

Historical Data

Be sure to export all relevant data from your current system, as it won't transfer to the new firm. Securing this information early is essential for a smooth transition.

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Phase One: Marketing Planning

If you choose to host a webinar for your clients, you'll be scheduled for several additional meetings to ensure everything is fully prepared. You'll also receive a copy of the webinar slide deck, allowing you to review and customize your individual slide as needed. These meetings will include a practice run and a final dry rehearsal to closely simulate the live webinar experience.

Webinars are strongly recommended for large transitions, as they help provide clarity and build trust with clients. For smaller transitions, where clients are already informed and ready to proceed, webinars are optional.



Phase Two: Registration & Tech



Resignation

You'll formally submit your resignation to your current firm and then forward a copy of that resignation to our compliance team via email.

Registration

On the next market day, we will officially register you with our firm. Once approved, you'll be cleared to begin securely sharing client data with our team.

Technology Access

After registration, you'll receive access to our systems. We use a secure password manager to provide credentials for all necessary applications. You'll also be scheduled for a detailed technology onboarding session to ensure you're fully set up and ready to go.

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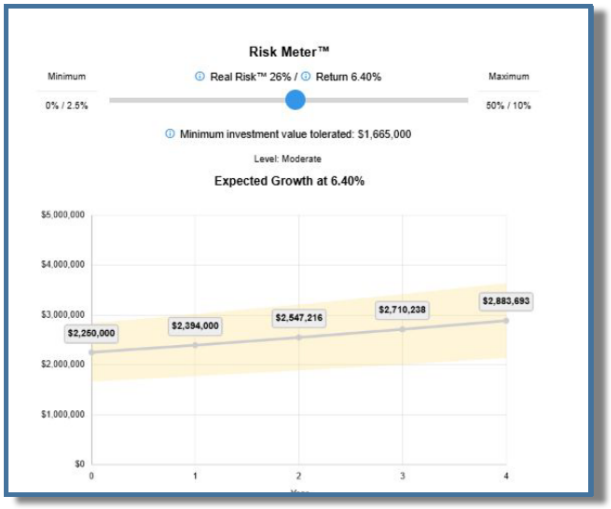
Phase Two: Client Webinar

Client Webinar

Our team will co-host a client webinar, which is optional based on your unique transition, with you to introduce Financial Gravity, explain your transition, highlight the family office benefits, and outline next steps. At the end, clients will be encouraged to schedule a one-on-one meeting with you.

Client-Driven Risk Assessment

In those meetings, you'll guide clients through the Risk Meter to determine a comfortable risk level. Once completed, you'll upload the Risk Meter to their CRM folder. Our team will then prepare the onboarding packet—first sending it to you for review, then to the client for completion.



Phase Two: Book Transition

The Transition Process: Key Responsibilities



The transition phase is the most intensive part of the onboarding journey.

Below are your key responsibilities during this phase of the transition:

- Conducting client meetings
- Learning the CRM system and completing Risk Meter assessments
- Reviewing and signing DocuSign onboarding packets
- Reviewing and approving capital gains analysis for all non-qualified accounts
- Providing ongoing support to your clients throughout the transition
- Meeting with key members of the FG Offering Teams, including:
  - Planning Team Lead
  - Tax Services Team Lead
  - Client Success Team Advisor

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Phase Three: Overview

Pathway to Growth: After your transition, you'll be paired with a mentor to support your next phase—whether it's client acquisition, marketing, or leveraging family office services. They'll help you navigate resources like tax, legacy, planning, and compliance to set you up for long-term success.

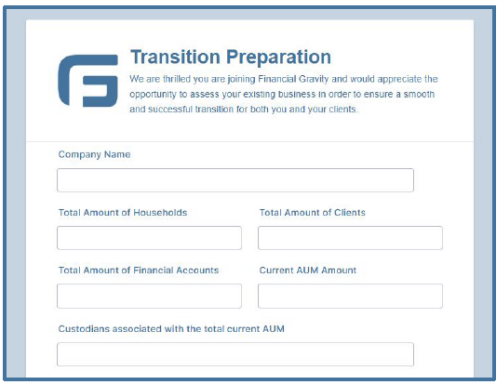
FG Client Check-In Calls: Each client receives a welcome call from our Client Success Team to ensure smooth onboarding, including portal access, key tools, and support guidance. You'll be looped in on any follow-ups for seamless coordination.

Dedicated Client Service Support: Our back-office team handles servicing tickets—paperwork, processing, and follow-ups—so you can focus on clients. You'll also have access to our Planning, Legacy, and Tax Services teams for added support.

Automated Annual Review Workflow: We coordinate annual review invitations and prep materials so you can focus on valuable client conversations that strengthen relationships and align financial goals.

Ready to move forward?

If you're ready to take the next step, we invite you to begin by completing the Transition Evaluation Form. This form is designed to help us better understand your current situation and ensure a smooth and tailored transition process.



If you have any additional questions or need further guidance at any point in the process, please don't hesitate to reach out. Your Financial Gravity Alignment Specialist or your dedicated Transition Partner is here to support you and provide personalized assistance every step of the way. We're committed to making your transition as smooth and successful as possible.

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