BFG Initial Client Onboarding Process

BFG Financial Advisors
A division of Brotman Financial Group, Inc.

Introductory Call 1

(10-15 minutes)

- Discuss client goals and objectives
- Discuss BFG planning process
- Schedule introductory meeting
- Obtain information needed to send welcome kit to new prospective client

Initial Meeting 2

(90 minutes - 2 hours)

- Complete initial interview
- Review completed questionnaire and client documents
- Determine agenda and timeline for initial financial planning process
- Schedule Planning Meeting I (and possibly other future intake meetings)

Planning Meeting I 3

(2-3 hours)

- Execute planning agreement to initiate client engagement
- Initial client planning fee due
- Introduce initial model
- Review analysis and recommendations on risk management and insurance issues
- Discuss cash flow, emergency funds, and existing debt
- Determine need for banking, mortgage, legal or tax planning specialists
- Schedule Planning Meeting II

Planning Meeting II 4

(2-3 hours)

- Review updated model, including progress since Planning Meeting I
- Review retirement accumulation or income hypothetical illustrations
- Review goals for college education funding or other major items prior to retirement
- Discuss investment portfolio design and aggregated allocations
- Begin implementation process or schedule an Implementation Meeting

Implementation Meeting 5

(30-60 minutes)

- If necessary, use this meeting to complete all outstanding paperwork to implement the decisions made in Planning Meetings I and II

45-60 Day Follow-up 6

(30-60 minutes)

- Verify implementation
- Review financial model
- Initiate online access and paperless statements
- Schedule Annual Strategy Meeting for Q1 or Q2 of following year

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