Stein Wealth Advisors Client Process

Meeting Type	Time Needed	What to Bring
Consultation & Data Gathering Meeting(s):	1 - 1.5 Hours	
1. Discuss your specific financial objectives		A list of your questions
2. Review Fact Finder		Fact Finder and attached documentation (If not sent ahead of time)
3. Discuss Financial Planning Process		Usernames, passwords & pin numbers for pertinent banking and investment accounts
4. Discuss services offered		
5. Establish relationship and agree on next steps		
Analysis and Implementation Meeting(s):	1.5 Hours - 2 Hours	
1. Review current financial situation		Usernames, passwords & pin numbers for pertinent banking and investment accounts
2. Detailed recommendations of financial goals & investments		Names, birthdays and Social Security numbers of beneficiaries
3. Education and discussion around recommendations		Driver's license
4. Implementation of recommendations		Checkbook
Wrap up Meeting:	1 Hour	
1. Review implementation of recommendations		Usernames, passwords & pin numbers for pertinent banking and investment accounts
2. Provide online access and sign on		Names, birthdays and Social Security numbers of beneficiaries
3. Review communications (statements and other documents)		Driver's license
4. Determine items that will need to be addressed in the future		Checkbook
5. Set up service schedule		
6. Discuss what to expect moving forward		
Review Meeting:	1 Hour	
1. Review changes since last meeting and address your concerns		Usernames, passwords & pin numbers for all banking and investment accounts
2. Reconfirm goals, needs and priorities		Names, birthdays and Social Security numbers of beneficiaries
3. Present and discuss recommendations		Driver's license
Tracking Checkpoint Phone Call:	15-30 minutes	
1. Recap general investment status		N/A
2. Summarize any financial changes and updates		

Meeting 1:
Consultation & Data Gathering

Meeting 2:
Analysis & Implementation

Meeting 3:
Wrap up Meeting