

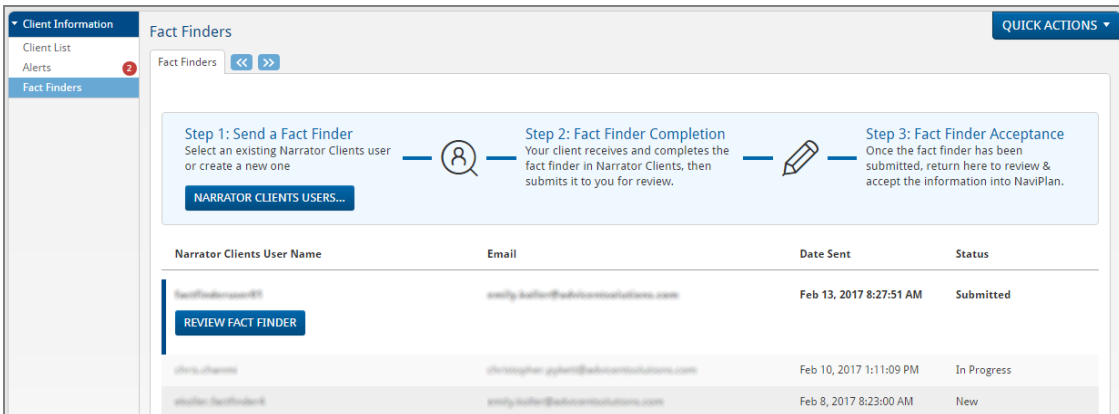
# Financial Profiles in NaviPlan®: An Overview

## Functions Addressed in this Document:

- What to expect when a client submits a Financial Profile fact finder to NaviPlan®
- How to turn a blank financial profile into a plan
- How to turn a pre-populated financial profile into a plan

As clients complete a financial profile in the NaviPlan client portal, eventually they will submit their financial profile to NaviPlan. After the financial profile is received, it must be converted into an editable plan. Options and controls available for conversion vary based on which type of financial profile was submitted (blank or pre-populated). This document will go through the steps of conversion and go through the options on what can be adjusted based on profile type.

## What to Expect When a Client Submits a Financial Profile Fact Finder to NaviPlan



**Client Information** | **Fact Finders** | QUICK ACTIONS ▾

Client List | Alerts | **Fact Finders**

**Fact Finders** << >>

**Step 1: Send a Fact Finder**  
Select an existing Narrator Clients user or create a new one  
[NARRATOR CLIENTS USERS...](#)

**Step 2: Fact Finder Completion**  
Your client receives and completes the fact finder in Narrator Clients, then submits it to you for review.

**Step 3: Fact Finder Acceptance**  
Once the fact finder has been submitted, return here to review & accept the information into NaviPlan.

Narrator Clients User Name	Email	Date Sent	Status
<a href="#">Narrator Clients User</a>	email.address@advicentsolutions.com	Feb 13, 2017 8:27:51 AM	Submitted
<a href="#">Client Name</a>	clientname@gmail.com	Feb 10, 2017 1:11:09 PM	In Progress
<a href="#">Another Fact Finder</a>	email.address@advicentsolutions.com	Feb 8, 2017 8:23:00 AM	New

### Client Information - Fact Finders

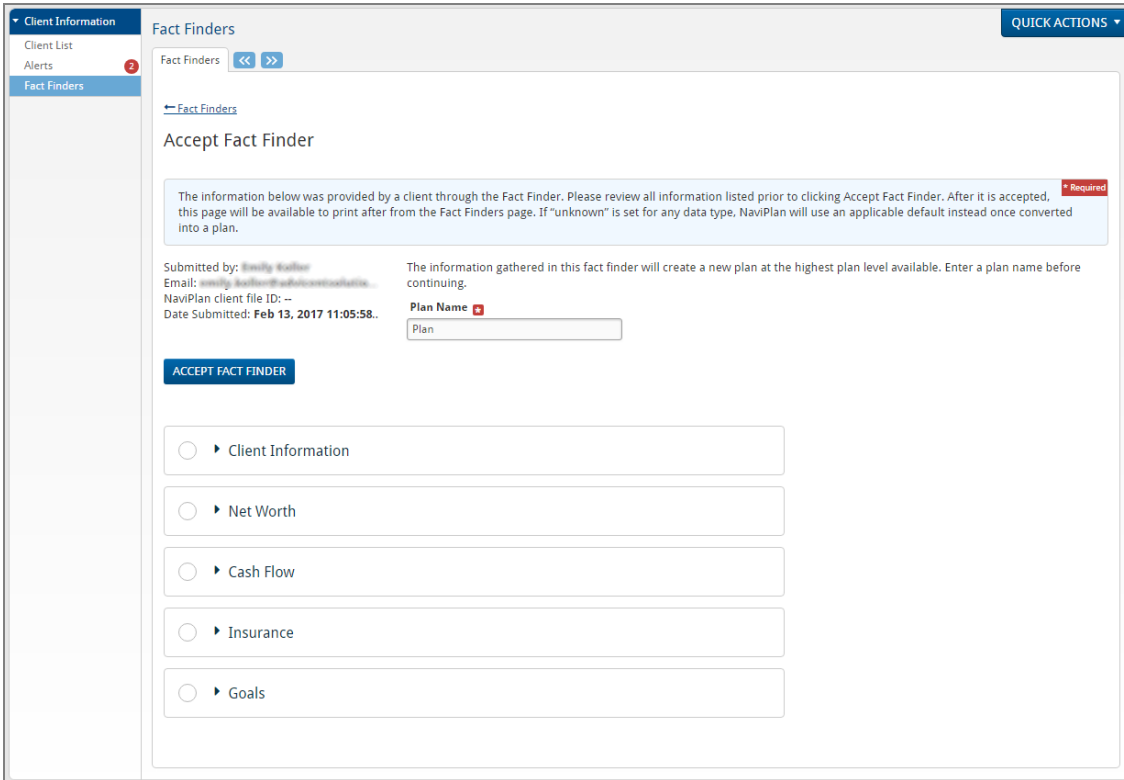
When a client first submits a financial profile to you, you will receive a notification on the **Alerts** page that a financial profile is now ready for review on the **Fact Finders** page. All fact finders that have been sent to clients will appear on this page, and depending on their completion progress, will have a status present. Statuses are defined as:

Status:	Description:
New	Financial profiles that have been sent to a client but have not been opened
In Progress	Financial profiles that have been viewed by a client, data entry has begun
Submitted	Plans that have been submitted back to NaviPlan by the clients and are ready for review
Archived	Financial profiles that have already been approved and are now read-only

To convert a submitted profile into a financial plan, click **Review Financial Fact Finder**.

## How to turn a blank financial profile into a plan

After clicking **Review Fact Finder**, you will be brought to the **Accept Fact Finder** page. This page allows review to what the client has entered into their submitted financial profile, the ability to accept the financial profile (which will convert the financial profile into a plan), and to name the future plan to be something that can be easily remembered and located within NaviPlan.



**Client Information** | **Fact Finders** | QUICK ACTIONS ▾

Client List  
Alerts  
Fact Finders

Fact Finders << >>

Fact Finders

### Accept Fact Finder

The information below was provided by a client through the Fact Finder. Please review all information listed prior to clicking Accept Fact Finder. After it is accepted, this page will be available to print after from the Fact Finders page. If "unknown" is set for any data type, NaviPlan will use an applicable default instead once converted into a plan. \* Required

Submitted by: Emily Kuller  
Email: emily.kuller@advicent.com  
NaviPlan client file ID: --  
Date Submitted: Feb 13, 2017 11:05:58.

The information gathered in this fact finder will create a new plan at the highest plan level available. Enter a plan name before continuing.

**Plan Name** \*

**ACCEPT FACT FINDER**

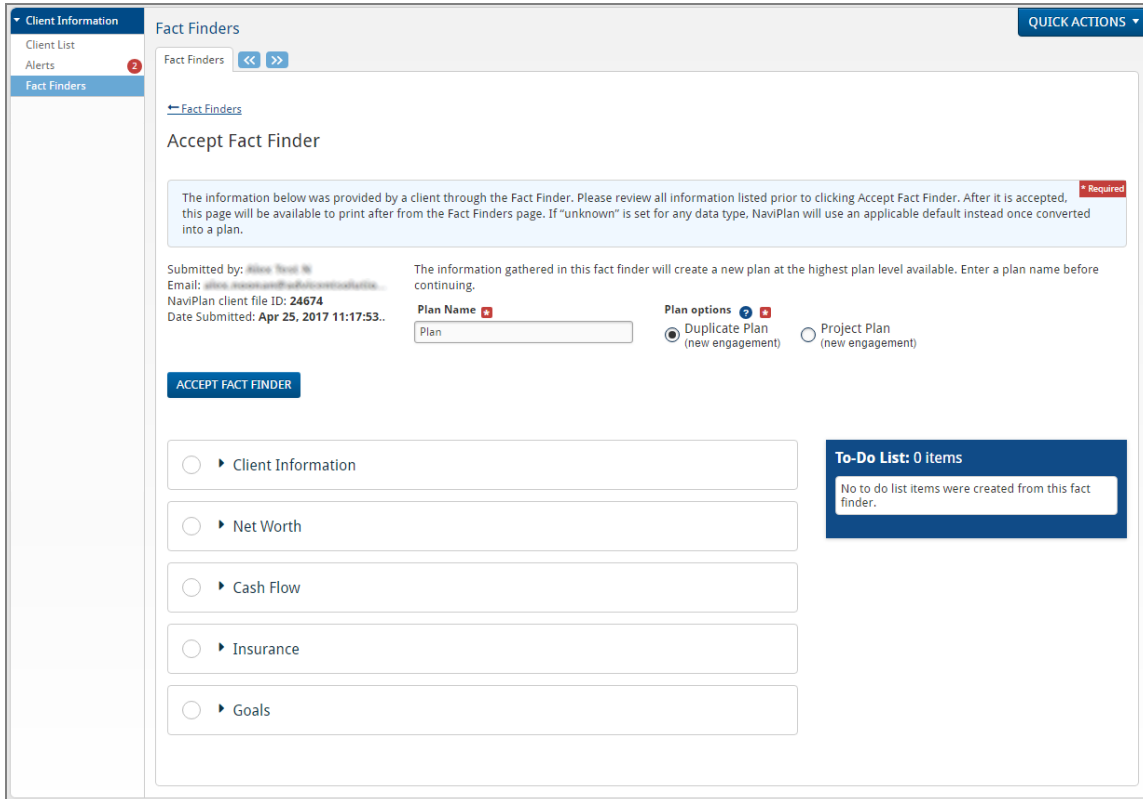
- Client Information
- Net Worth
- Cash Flow
- Insurance
- Goals

Client Information - Fact Finders - Accept Fact Finders (Blank)

To view details of each filled in section of the financial profile click the drop-down arrows. Client data will be presented in an read-only format. After reviewing all sections, click **Accept Fact Finder** to convert the financial profile into a plan.

## How to turn a Pre-populated financial profile into a plan

Similar to a blank financial profile, pre-populated financial profiles allow you to send a financial review of their previously approved plans as a financial profile. Clients can review their existing data and make any essential edits to keep it up-to-date to current values. As the financial profile carries over data from NaviPlan into the client portal, clients will be able to view all previously entered accounts, incomes, insurance policies, and goals that were attached to the plan, and will be able to modify those values or add new ones. Once their review is complete they can submit their pre-populated financial profile back to NaviPlan.



**Client Information** | **Fact Finders** | QUICK ACTIONS

Client List  
Alerts  
Fact Finders

Fact Finders << >>

Fact Finders

### Accept Fact Finder

The information below was provided by a client through the Fact Finder. Please review all information listed prior to clicking Accept Fact Finder. After it is accepted, this page will be available to print after from the Fact Finders page. If "unknown" is set for any data type, NaviPlan will use an applicable default instead once converted into a plan. \* Required

Submitted by: **Missy Tracy M**  
 Email: **missy.tracy@advicent.com**  
 NaviPlan client file ID: **24674**  
 Date Submitted: **Apr 25, 2017 11:17:53.**

The information gathered in this fact finder will create a new plan at the highest plan level available. Enter a plan name before continuing.

**Plan Name** \*

**Plan options** ? \*

Duplicate Plan (new engagement)  Project Plan (new engagement)

**ACCEPT FACT FINDER**

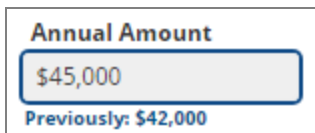
- ▶ Client Information
- ▶ Net Worth
- ▶ Cash Flow
- ▶ Insurance
- ▶ Goals

**To-Do List: 0 items**  
 No to do list items were created from this fact finder.

Client Information - Fact Finders - Accept Fact Finders (Pre-populated)

During profile acceptance for pre-populated financial profiles, several additional actions may be taken compared to a blank fact finder. A pre-populated profile can be set as a copy of an existing plan, or as a projected plan. The main difference between a duplicated copy and a projected plan is how NaviPlan defines the plan year. A duplicated plan will copy the previously delivered plan and not change any dates, while a projected plan will take the delivered plan and push the plan year by one year.

Additionally the **To-Do List** featured on the right side of the screen will give you a list of changes or notifications that may require action prior to accepting the financial profile.



**Annual Amount**

**\$45,000**

**Previously: \$42,000**

Within the drop-down sections for each category, information will be presented in a read-only state. Any section that has been manually changed or added since the previous financial profile will be highlighted in blue. Below the highlighted sections the value that was previously entered will be presented, this value is for reference only and will not impact the current profile.

Client Information - Fact Finders - Accept Fact Finders (Pre-populated)

After the review is complete, click **Accept Fact Finder** to convert the financial profile into a plan.