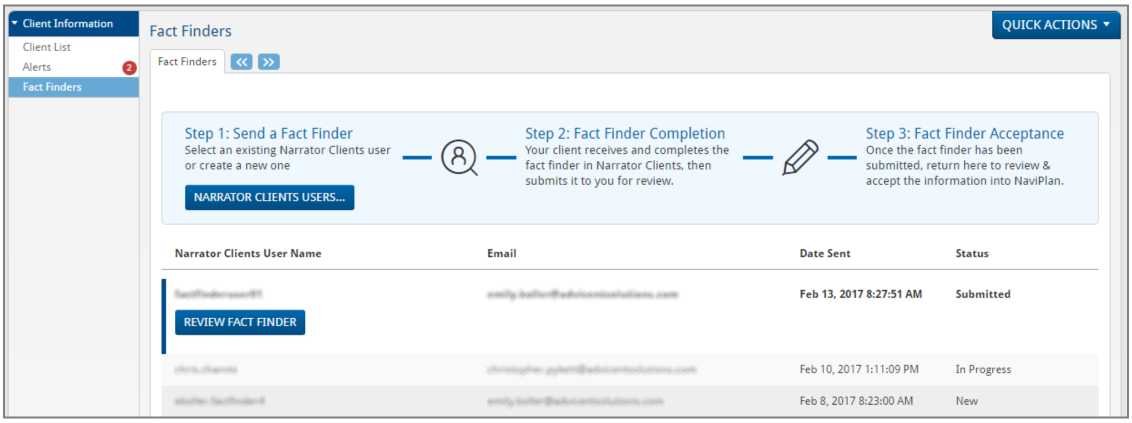
Financial Profiles in NaviPlan®: An Overview

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 of 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

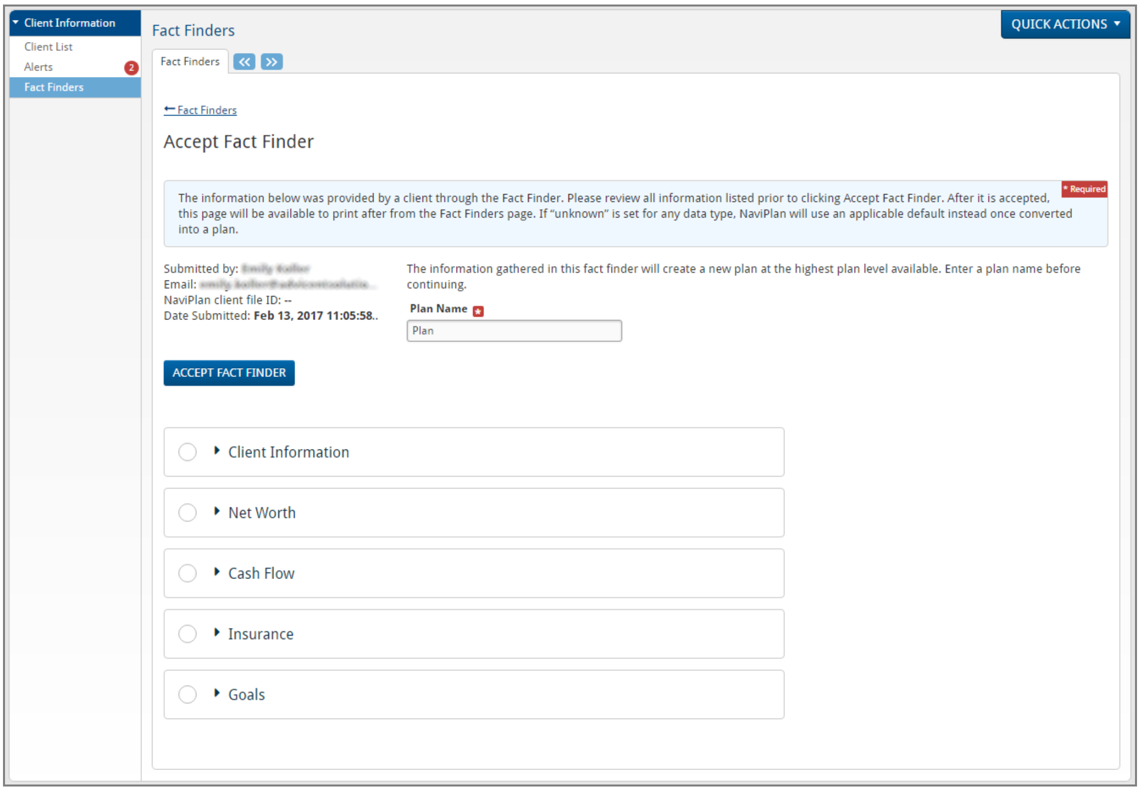
When a client first submits a financial profile to you, you will receive a notification on the Alerts page that a financial profile is now ready for review on the Fact Finders page. All fact finders that have been sent to clients will appear on this page, and depending on their completion progress, will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

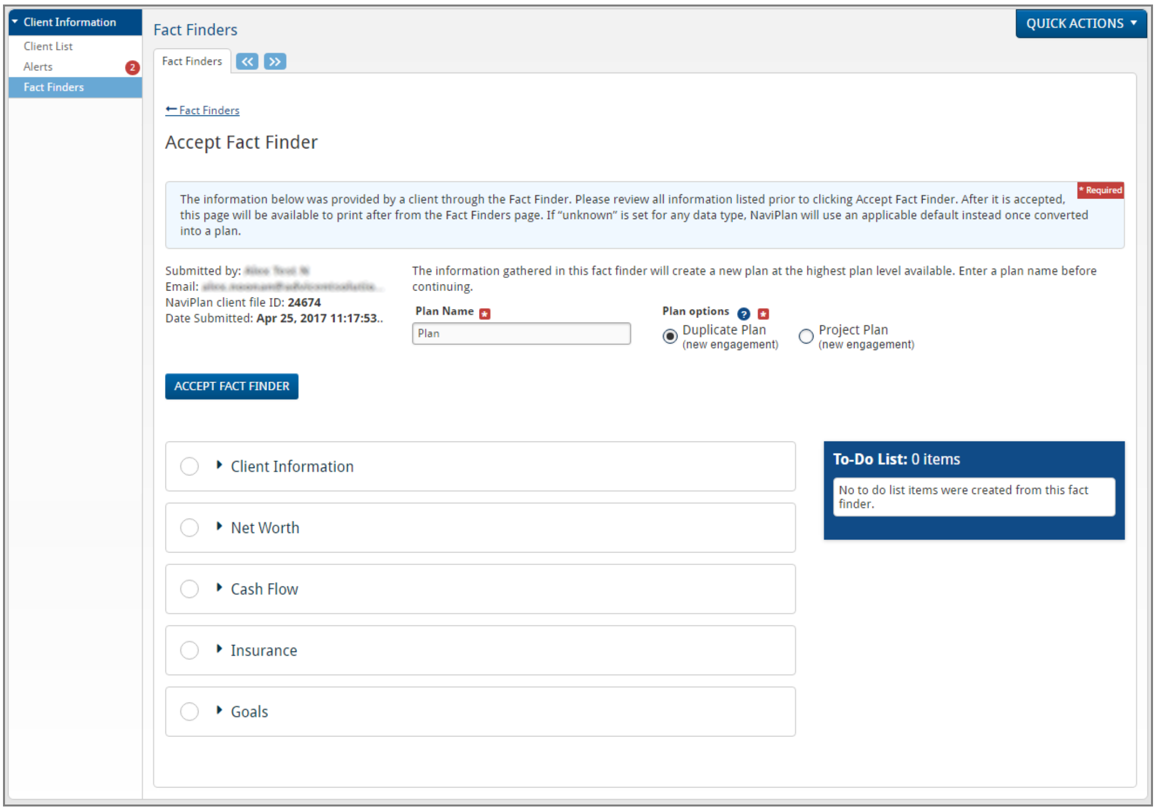


Client Information - Fact Finders - Accept Fact Finders (Blank)

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

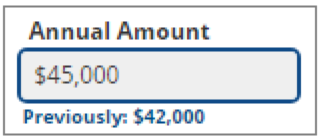
Similar to a blank financial profile, pre-populated financial profiles allow you to send a financial review of their previously approved plans as a financial profile. Clients can review their existing data and make any essential edits to keep it up-to-date to current values. As the financial profile 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 - 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.



Within the drop-down sections for each category, information will be presented in an 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.