

An overview of the financial profile fact finder

Functions addressed in this document:

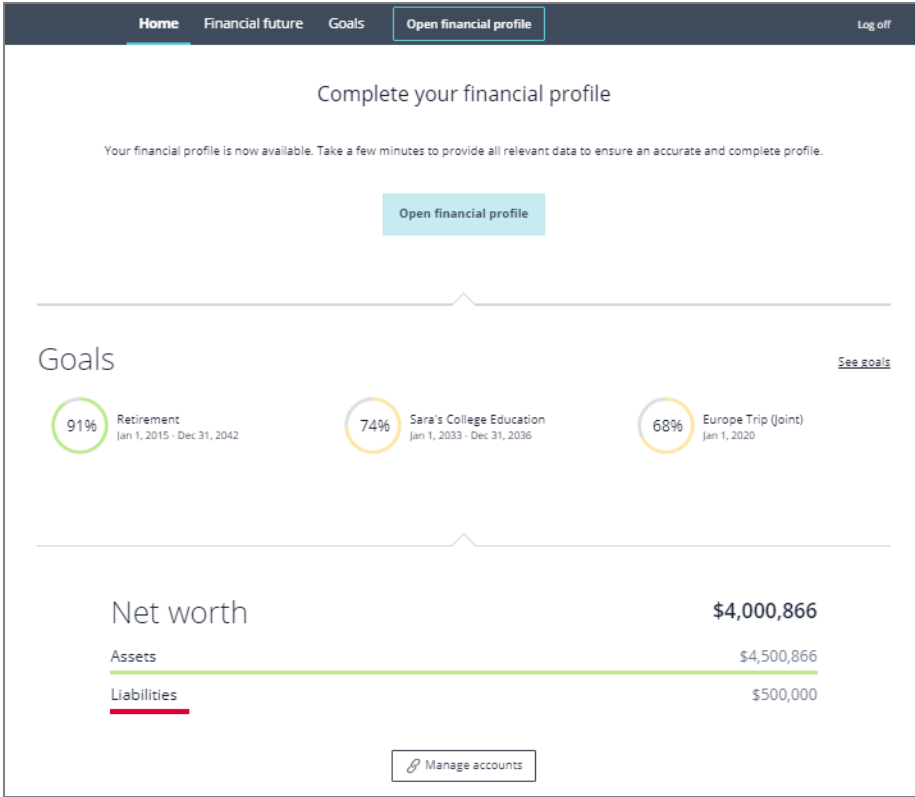
- A step-by-step walk through of the financial profile fact finder.
- How data entry is presented to the client within the financial profile fact finder.
- How clients can add and manage their aggregated held-away accounts for use in the financial profile fact finder.
- How a client can review and submit their data to your NaviPlan® system.

The NaviPlan client portal can save you time and effort, reduce the risk of paper fact finders being lost, and minimize potential missed data by utilizing the financial profile fact finder for client data collection. The financial profile fact finder is an option available to any client who has the client portal (if you have set up a client click [here](#) to learn more).

As the financial profile fact finder is digital, clients may have questions as they fill it out. This document will provide you with a clear understanding of every section of the financial profile fact finder, and how its information will be sent over to your own NaviPlan for review.

Welcome page and navigation

When a client first opens their client portal they will be greeted by "welcome", the basic launch point of your client. If a financial profile fact finder has been sent to the user, a message will be waiting for them to begin their financial profile.



The screenshot shows the client portal interface. At the top, there are navigation tabs: Home, Financial future, Goals, Open financial profile (highlighted), and Log off. Below the tabs, the main heading is "Complete your financial profile" with a sub-message: "Your financial profile is now available. Take a few minutes to provide all relevant data to ensure an accurate and complete profile." A prominent "Open financial profile" button is centered. Below this is a "Goals" section with three progress indicators: "91% Retirement (Jan 1, 2015 - Dec 31, 2042)", "74% Sara's College Education (Jan 1, 2033 - Dec 31, 2036)", and "68% Europe Trip (Joint) (Jan 1, 2020)". A "See goals" link is on the right. The "Net worth" section shows a total of \$4,000,866, with Assets at \$4,500,866 and Liabilities at \$500,000. A "Manage accounts" button is at the bottom.

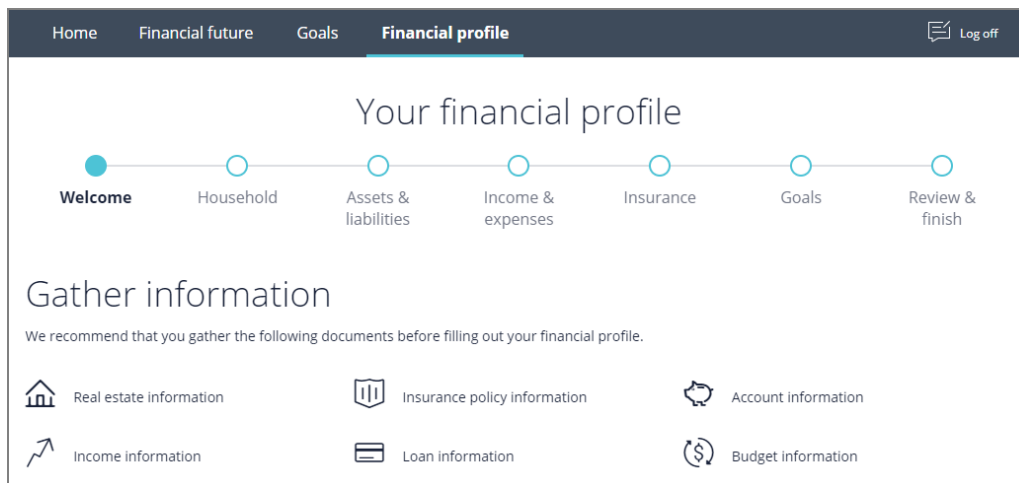
Client portal - "Welcome" page

Navigation for the user is controlled through the top navigation bar, with each button guiding the user to one of the main sections of the client portal. To access their financial profile, clients will click "open financial profile", located in the center of the page or on the navigation bar.

DID YOU KNOW If your client is unsure what do on a page, they can click the "help" button located in the top right of their screen for more help and information.

Your financial profile

Clicking "open financial profile" will lead clients to the "your financial profile" home page.

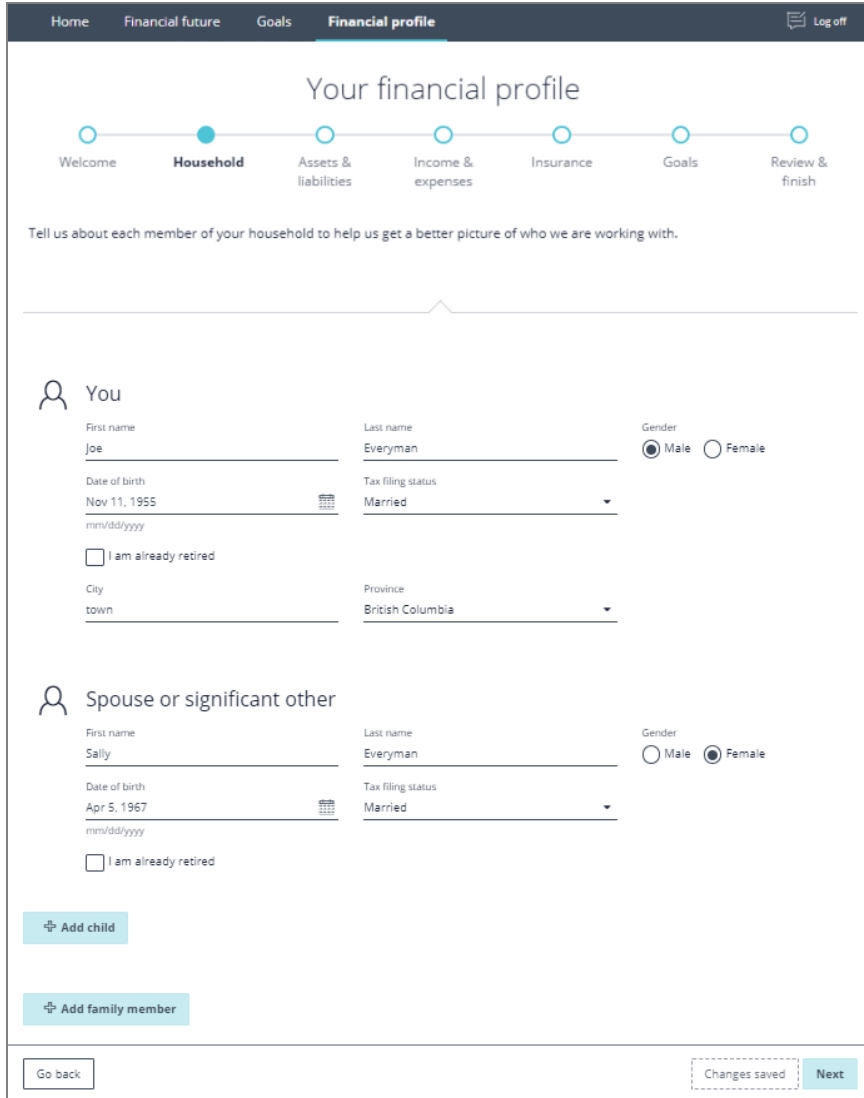


Client portal - "Your financial profile" - "Your financial profile" page

Clients will be presented with information about the types of documents they may need to complete their financial profile.

Demographics

Once "next" is clicked, clients will be brought to the "demographics" page.



Home Financial future Goals **Financial profile** Log off

Your financial profile

Welcome **Household** Assets & liabilities Income & expenses Insurance Goals Review & finish

Tell us about each member of your household to help us get a better picture of who we are working with.

You

First name: Joe
 Last name: Everyman
 Gender: Male Female

Date of birth: Nov 11, 1955
 Tax filing status: Married

I am already retired

City: town
 Province: British Columbia

Spouse or significant other

First name: Sally
 Last name: Everyman
 Gender: Male Female

Date of birth: Apr 5, 1967
 Tax filing status: Married

I am already retired

[+ Add child](#)

[+ Add family member](#)

[Go back](#) Changes saved [Next](#)

Client portal - "Your financial profile" - "Demographics" page

Clients will first provide basic information about themselves; including their name, gender, date of birth, marital status, city, and province. The client may also check the **Already retired?** if they are only doing mid-retirement planning.

NOTE: Selecting the "I am already retired" will force NaviPlan to start plans in retirement mode. This means pre-retirement cannot be adjusted and several retirement strategies will not be available during planning. Let clients know to clear this box if you want to have access to all potential strategies in NaviPlan for their plan.

DID YOU KNOW Clients may also click the  button to select a date instead of typing it in.


If clients have a spouse or significant other, and they are not already present in the portal, they will click "add spouse or significant other". Doing so will generate a new data entry section for their spouse or significant other.

Spouse or Significant Other

First Name Sally	Last Name Everyman	Gender <input type="radio"/> Male <input checked="" type="radio"/> Female
Date of Birth Apr 5, 1967 <small>mm/dd/yyyy</small>	Marital Status Married	

I am already retired

Client portal - "Your financial profile" - "Demographics" page - "Spouse or significant other" section

Information required for the spouse or significant other is their name, gender, and date of birth. Depending on clients' marital status, they may or may not be able to edit the spouse's marital status. Clients may also want to check "I am already retired" if their spouse or significant other is retired. If the spouse or significant other was added into the portal by the client, clients can click the  button to remove a spouse or significant other from their financial plan.


If Clients have any children or family members that they wish to include in their financial profile click "add child" or "add family member" to include them in the plan.

Child 

First name Sammy	Last Name Everyman	
Date of Birth May 9, 2007 <small>mm/dd/yyyy</small>	Relationship Son	Dependent Of Both

+ Add Child


Client portal - "Your financial profile" - "Demographics" page - "Child" section

Family Member 

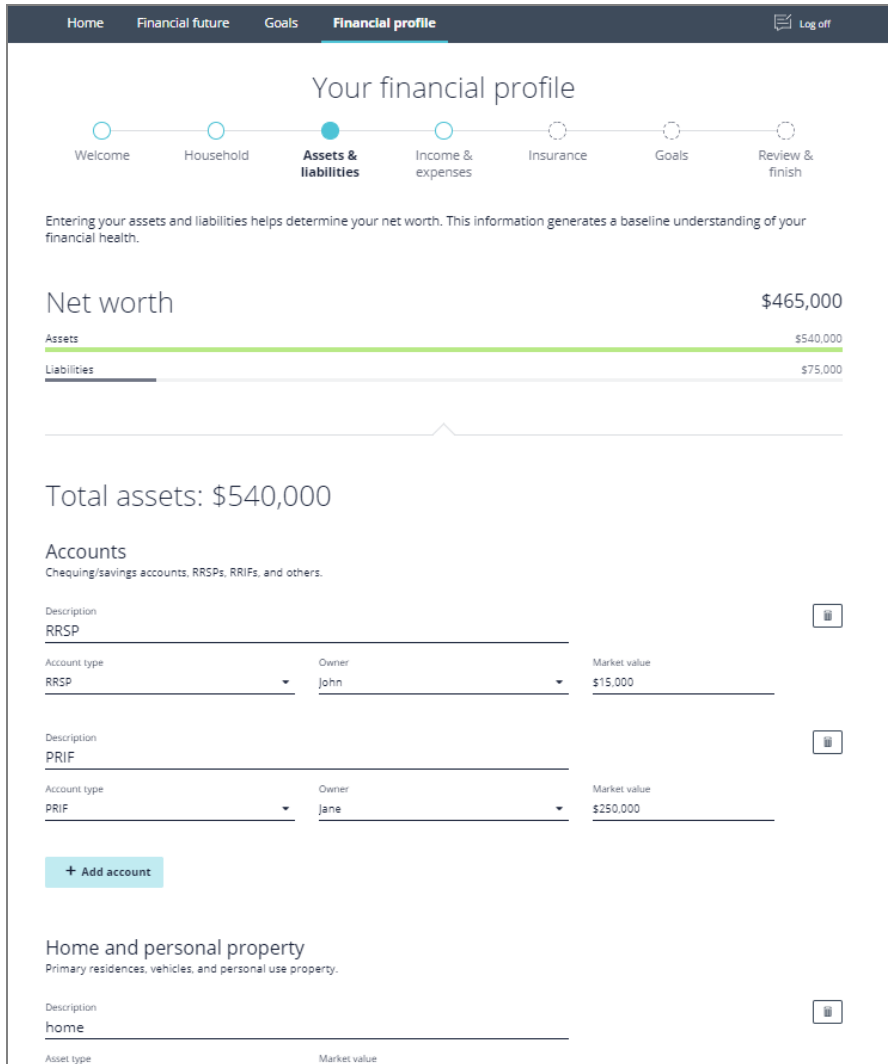
First name Eunice	Last Name Everyman	
Date of Birth Dec 31, 1933 <small>mm/dd/yyyy</small>	Relationship Mother	Dependent Of You

+ Add Family Member

Client portal - "Your financial profile" - "Demographics" page - "Family member" section

Information required for children or family members is their name, last name (if different), date of birth, relationship and which client they are a dependent on. Clients can remove any children or family members from their financial profile by clicking the  button.

Assets & liabilities



Your financial profile

Welcome Household **Assets & liabilities** Income & expenses Insurance Goals Review & finish

Entering your assets and liabilities helps determine your net worth. This information generates a baseline understanding of your financial health.

Net worth \$465,000

Assets	\$540,000
Liabilities	\$75,000

Total assets: \$540,000

Accounts
Checking/savings accounts, RRSPs, RRIAs, and others.


Description	Account type	Owner	Market value
RRSP	RRSP	John	\$15,000
PRIF	PRIF	Jane	\$250,000

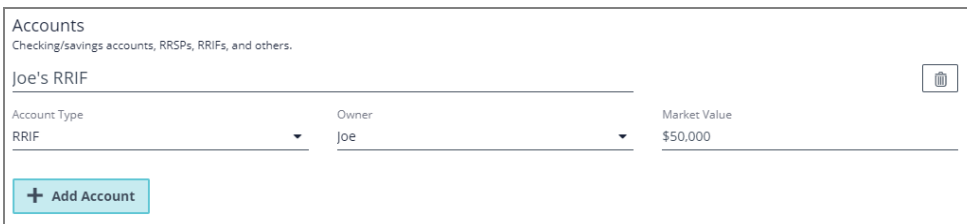
[+ Add account](#)

Home and personal property
Primary residences, vehicles, and personal use property.

Description	Asset type	Market value
home		

Client portal - "Your financial profile" - "Assets & liabilities" page

Assets is the first set of financial data for entry. Clicking "add" under "accounts", "home and personal property", or "real estate" will generate a data entry section for that specific asset type. Clients can click the "add" button as many times as needed to properly reflect the number of accounts they have. As with the "demographics" page, clicking the  button will remove any assets the client no longer wants to include in their financial profile.



Accounts
Checking/savings accounts, RRSPs, RRIAs, and others.

Joe's RRIF

Account Type	Owner	Market Value
RRIF	Joe	\$50,000

[+ Add Account](#)

Client portal - "Your financial profile" - "Assets & liabilities" page - "Account" section

Account entry requires clients to enter a description, select an account type, select the owner of the account, and set a market value. All account types available in NaviPlan are also available within the client portal. Clients might not be familiar with all account types available, and may have questions about which type is the best fit for them.

Home and Personal Property
Primary residences, vehicles, and personal use property

Principal Residence 🗑️

Asset Type	Market Value
Principal Residence ▼	\$250,000

+ Add Home and Personal Property

Client portal - "Your financial profile" - "Assets & liabilities" page - "Home and personal property" section

Home and personal property entry is very similar to the account entry. Clients will need to enter a description, select the type of asset, and enter a market value of the property. All home and personal property types available in NaviPlan are also available within the client portal.

Real Estate
Real estate assets and rental incomes.

Property 🗑️

Real Estate Investment	Market Value	Rental income
Property ▼	\$150,000	\$1,200

Frequency
Monthly ▼

+ Add Real Estate

Client portal - "Your financial profile" - "Assets & liabilities" page - "Real estate" section

Real estate entry is very similar to home and personal property entry. Clients will need to enter a description, select the real estate asset type, and the market value.

Liabilities data entry is identical to assets. Clients can click "add liability" as many times as needed to properly reflect the number of liabilities they have, and can click the 🗑️ button to remove any liabilities the client no longer wants to include in their financial profile.

Mortgage 🗑️

Liability Type	Balance	Interest
Fixed Mortgage ▼	\$75,000	5.000%

Payment
\$500.00

Frequency
Monthly ▼

+ Add Liability

Client portal - "Your financial profile" - "Assets & liabilities" page - "Liabilities" section

Clients will need to select a liability type and enter a description, a balance, an interest percentage, and a monthly payment amount. Interest entry will automatically reformat to a percentage, so clients do not need to worry about manually format their interest percentages.

After each asset or liability is entered into the financial profile, "total assets/liabilities:", found on the top of each respective asset section, will automatically calculate the total value of assets and liabilities respectively. This is useful for clients to see how their various accounts, assets, and liabilities impact their net worth.

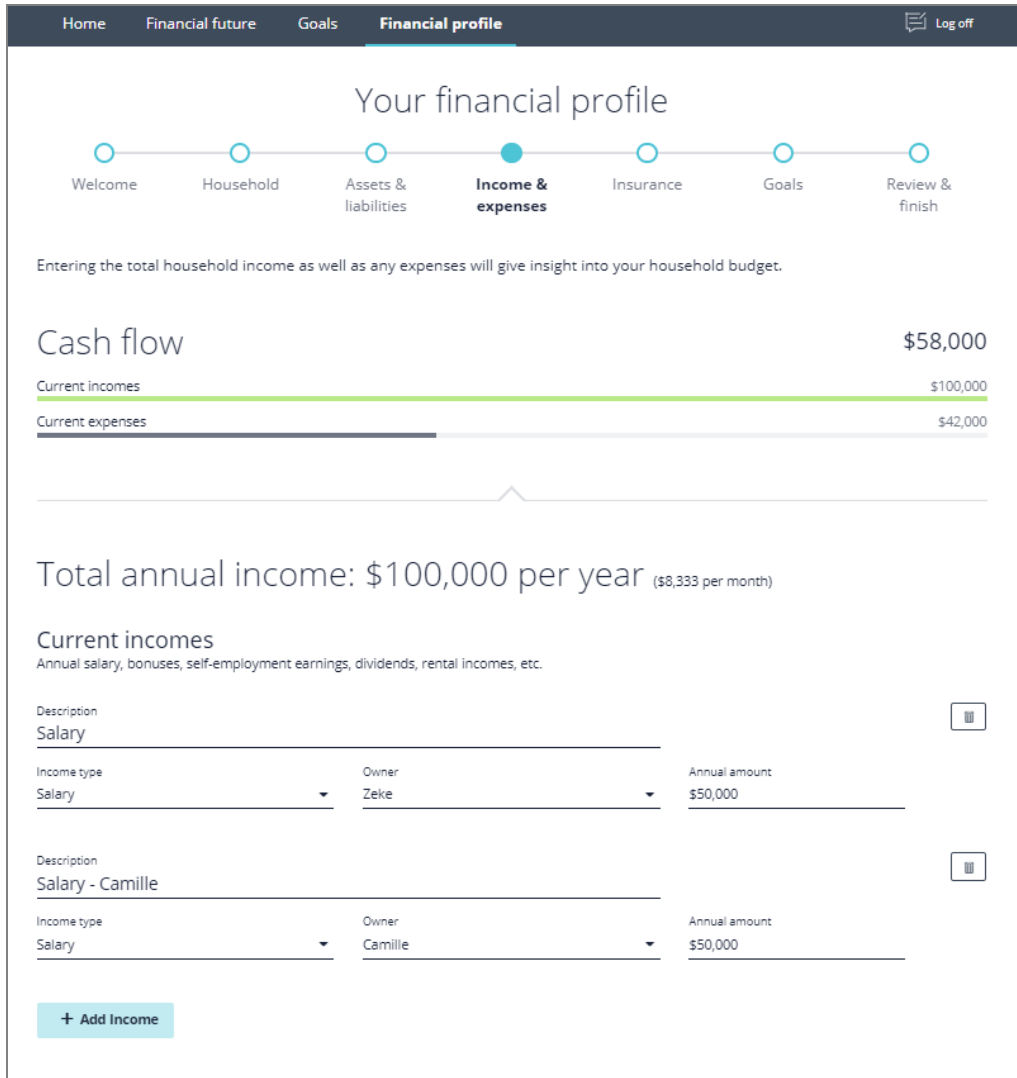
Total assets: \$5,500,866

Total liabilities: \$500,000

Client portal - "Your financial profile" - "Assets & liabilities" page

NOTE: All data fields included in the financial profile must be filled in or deleted. Blank data fields will cause an error message and prevent progress.

Income & expenses



Home Financial future Goals **Financial profile** Log off

Your financial profile

Welcome Household Assets & liabilities **Income & expenses** Insurance Goals Review & finish

Entering the total household income as well as any expenses will give insight into your household budget.

Cash flow \$58,000

Current incomes \$100,000

Current expenses \$42,000

Total annual income: \$100,000 per year (\$8,333 per month)


Current incomes

Annual salary, bonuses, self-employment earnings, dividends, rental incomes, etc.

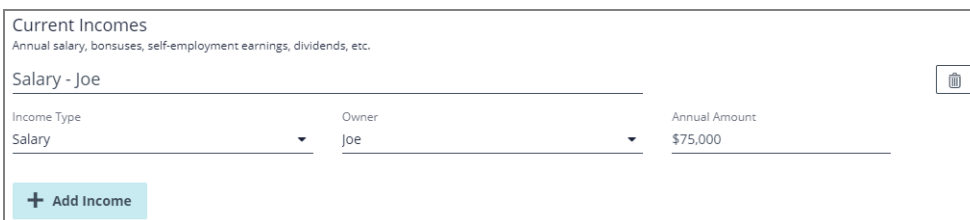
Description	Income type	Owner	Annual amount
Salary	Salary	Zeke	\$50,000
Salary - Camille	Salary	Camille	\$50,000

[+ Add Income](#)

Client portal - "Your financial profile" - "Incomes & expenses" page

Income entry is similar to assets and liabilities entry, click "add income" or "add pension" will add a data entry field for an income or pension respectively. Clients can click the "add" button as many times as needed to properly reflect the number of incomes they have. Clicking the  button will remove any incomes clients no longer wishes to include in their financial profile.

NOTE: All previously added rental incomes or liabilities included on the "assets and liabilities" page will be automatically added to this page.



Current Incomes

Annual salary, bonuses, self-employment earnings, dividends, etc.

Description	Income Type	Owner	Annual Amount
Salary - Joe	Salary	Joe	\$75,000

[+ Add Income](#)

Client portal - "Your financial profile" - "Incomes & expenses" page - "Current incomes" section

Income entry requires clients to enter a description, select an income type, assign the correct owner to the income, and set an annual amount for the income. All available income types in NaviPlan are also available within the client portal. Clients might not be familiar with all income types available, and may have questions about which type is the best fit for them.

Future Retirement Defined Benefit Pensions
Benefit pension incomes

Pension 🗑️

Income Type	Owner	Annual Amount
Defined Benefit Pension	Joe	\$35,000

+ Add Pension

Client portal - "Your financial profile" - "Incomes & expenses" page
"Future retirement defined benefit pensions" section

Defined benefit pensions are entered the same as income, requiring clients to enter a description, select an income type, assign the correct owner to the income and set an annual amount for the income. The key difference between future defined benefit incomes and current incomes is when they begin.

NOTE : If a client is currently receiving a pension, it should be added to the current incomes section. Only pensions that begin in retirement should be added to the future retirement defined benefit pension section.

Click "add expense" to add an expense data field. Clients can click the 🗑️ button to remove any expenses the client no longer wants to include in their financial profile.

Housing (e.g. utilities, repairs) 🗑️

Expense Type	Amount	Frequency
Lifestyle Expense	\$80,000	Annually

Client portal - "Your financial profile" - "Incomes & expenses" page - "Expenses" section

Expense entry requires clients to enter a description, select an expense type, and to set an annual amount for the expense. All expense types available in NaviPlan are also available within the client portal, including those for detailed tax scenarios. Clients with expenses that might fit these tax scenarios should be made aware of these options.



Other expenses		
Life - 5 year	Amount \$100	Frequency Monthly
LTC Insurance - Sally	Amount \$150	Frequency Monthly
Group LTD	Amount \$300	Frequency Monthly
Mortgage	Amount \$500	Frequency Monthly

Client portal - "Your financial profile" - "Incomes & expenses" page -
"Other expenses" section

If the client entered a liability in their plan on the "assets & liabilities" page, or if the client added insurance expenses on the "insurance" page, additional expenses will appear in the expense section. These fields cannot be directly edited on this page and must be adjusted on the page that the expense was initially entered. These expenses will change automatically based on changes applied to their source.

After each asset or liability is entered into the fact finder, the "cash flow" graph, found on the top of

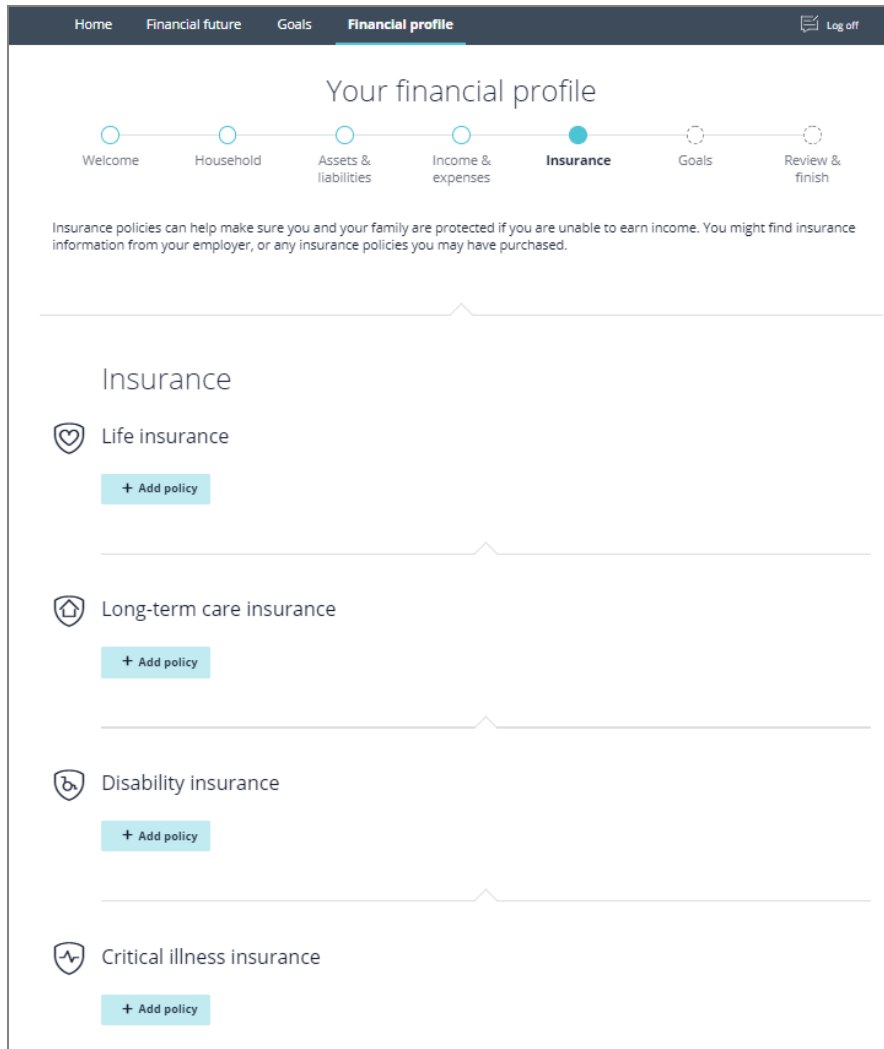
each respective asset section, will dynamically calculate the total value of their assets and expenses respectively. This is useful for clients to see how their assets and expenses add up.

Cash flow		- \$140,000
Current incomes		\$130,000
Current expenses		\$270,000


Client portal - "Your financial profile" - "Incomes & expenses" page

Insurance

Clients will only need to fill in the types of insurance that they have. If a client has no insurance policies, this page can be skipped.



Client portal - "Your financial profile" - "Insurance" page

Click "add policy, under any insurance section will generate a data gathering field for that specific section. Clients can click "add policy" as many times as needed to properly capture all policies for the profile. Clicking the  button will remove any insurance policies clients no longer wishes to include in their financial profile.

Life Insurance			
Enter details for life insurance policies (such as term or universal policies).			
Life - 5 year 			
Policy Type	Insured	Benefit	
Term 5 Life	Joe	\$100,000	
Beneficiary	Premium	Frequency	
Sally	\$100	Monthly	
+ Add Policy			

Client portal - "Your financial profile" - "Insurance" page - "Life insurance" section

Life insurance requires clients to select the policy type, the insured client, and the beneficiary of the policy, and enter a description, the total benefit payout, the beneficiary of the policy, and monthly premium. All insurance types available in NaviPlan are also available within the client portal.

Long-Term Care Insurance
Enter details for long-term care insurance policies.

LTC Insurance - Sally 🗑️

Policy Type	Insured	Benefit
Long-term Care Insurance ▾	Sally ▾	\$150
Frequency	Premium	Frequency
Daily ▾	\$150	Monthly ▾

+ Add Policy

Client portal - "Your financial profile" - "Insurance" page - "Long term care insurance" section

Long-term care insurance requires clients to select the policy type and insured client, and enter a description, the daily benefit payout, and monthly premium. The financial profile assumes the long-term care insurance policy will pay out for a year.

Disability Insurance
Enter details for disability insurance policies (such as group, long or short term policies).

Group LTD 🗑️


Policy Type	Insured	Benefit
Group Long-term Disability ▾	Joe ▾	\$5,000
Frequency	Premium	Frequency
Monthly ▾	\$300	Monthly ▾

+ Add Policy

Client portal - "Your financial profile" - "Insurance" page - "Disability insurance" section

Disability care insurance requires clients to select the policy type and insured client, and enter a description, the monthly benefit payout, and monthly premium. All insurance types available in NaviPlan are also available within the client portal. The financial profile assumes the disability insurance policy will pay out for a year.

Critical Illness Insurance
Enter details for critical illness insurance policies (such as employee provided medical coverage policies).

Medical Coverage - Joe 

Policy Type	Insured	Benefit
Medical Coverage	Joe	\$25,000
Premium	Frequency	
\$75	Monthly	

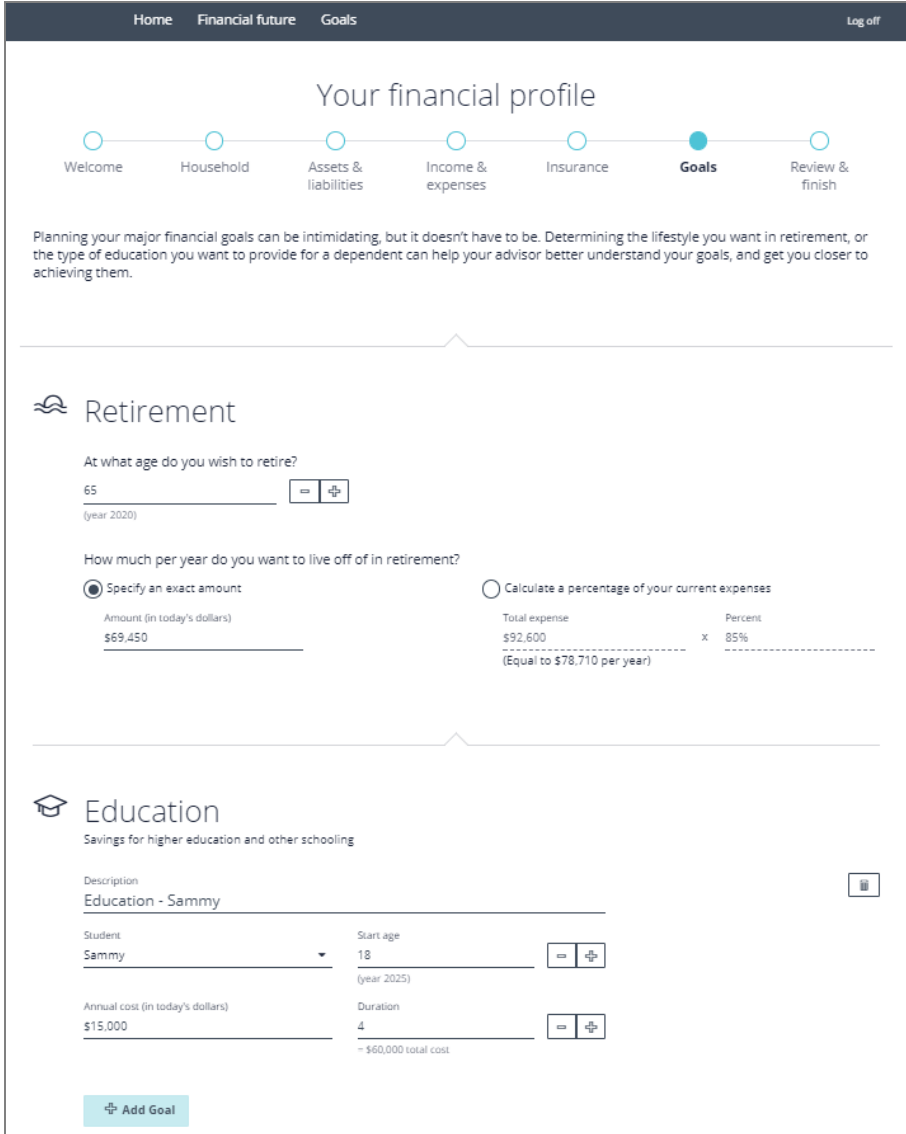
[+ Add Policy](#)

Client portal - "Your financial profile" - "Insurance" page - "Critical illness insurance" section

Critical illness care insurance requires clients to select the policy type and insured client, and enter a description, the monthly benefit payout, and monthly premium. All insurance types available in NaviPlan are also available within the client portal.

Goals

After data collection, clients will then enter their desired goals. Retirement is the only required goal within the financial profile, if your clients would like to plan for an education or major expense goal they may also fill in those corresponding sections on this page.



Client portal - "Your financial profile" - "Goals" page

The retirement goal will be automatically created for clients when they reach this page. Clients can adjust their desired retirement age, and their expense goals during their retirement years.

<p>At what age do you wish to retire?</p> <p>65 <input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/></p> <p><small>(year 2020)</small></p>	<p>At what age does Sally wish to retire?</p> <p>65 <input type="text"/> <input type="button" value="-"/> <input type="button" value="+"/></p> <p><small>(year 2032)</small></p>
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Clients can use the and buttons to adjust their retirement age one year at a time or they can manually enter their desired retirement age. On the right-side of the age field, the year of retirement is presented.

Client portal - "Your financial profile" - "Goals" page - "Retirement" section

Clients can set their annual retirement expense as an annual sum or as a percentage of their current income. All fields may be edited to best match their retirement needs.

How much per year do you want to live off of in retirement?


Specify an exact amount
 Amount (in Today's Dollars)
 \$90,000


Calculate a percentage of your current expenses
 Total Expense: \$92,600 x Percent: 75%
 (Equal to \$69,450 per year)

Client portal - "Your financial profile" - "Goals" page - "Retirement" section

Education Goals

Savings for higher education and other schooling



Education - Sammy 

Student: Sammy Start Age: 18 (year 2025)  

Annual Cost (in Today's Dollars): \$15,000 Duration: 4 (= \$60,000 total cost)  


 Add Goal

Client portal - "Your financial profile" - "Goals" page - "Education" section

Education goals require clients to enter a description of the goal, to select a student for the goal, the start age of the student, an annual cost (without inflation factored in) and the duration of the goal. Both start age and duration can be selected via the  and  buttons or by manually entering the value in the field. The "start age" section will list the year that the goal begins in case the client would prefer to calculate their start age this way. The total cost of the goal will be listed to the side of the duration section for easy calculation.


Major Expense Goals

Travel, car, boat, real estate purchases.

New Car 

Type: Vehicle Owner: Sally Target date: May 8, 2019 Total Amount Needed: \$32,000

m/m/dd/yyyy

 Add Goal

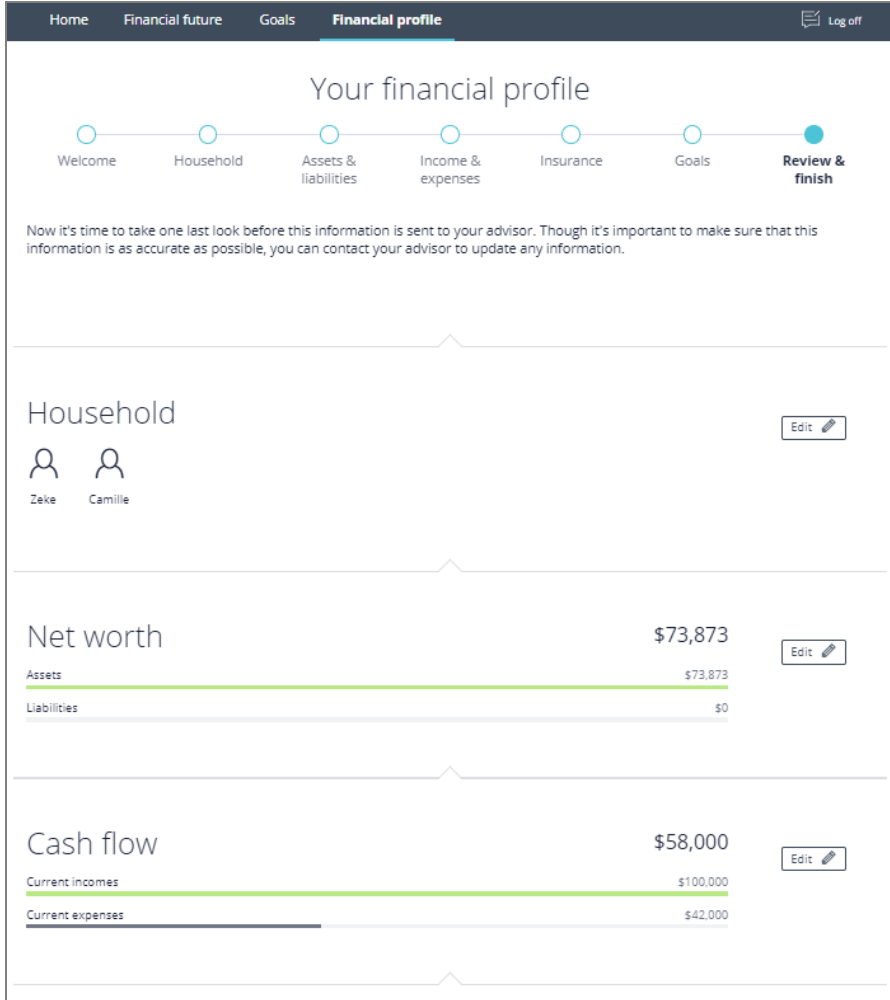
Client portal - "Your financial profile" - "Goals" page - "Major expense" section

Major expense goals require clients to enter a description, to select a major expense type, an owner of the goal, the target date of the goal, and the total amount needed for the goal. All major purchase types available in NaviPlan are also available within the client portal.

DID YOU KNOW Clients may also click the  icon to select a date instead of typing it in.

Review & finish

After all data entry is complete, clients will be taken to the "review & finish" page. This page allows clients to review their data results and make sure everything looks correct. If any section has some incorrect information, clients can click the "edit" button for that section to be taken to adjust values for accuracy.



Home Financial future Goals **Financial profile** Log off

Your financial profile

Welcome Household Assets & liabilities Income & expenses Insurance Goals **Review & finish**

Now it's time to take one last look before this information is sent to your advisor. Though it's important to make sure that this information is as accurate as possible, you can contact your advisor to update any information.

Household

Zeke Camille Edit

Net worth

\$73,873 Edit

Assets	\$73,873
Liabilities	\$0

Cash flow

\$58,000 Edit

Current incomes	\$100,000
Current expenses	\$42,000

Client portal - "Financial profile fact finder" - "Review & finish" page

After the review is complete, clients can click "finish and submit to advisor". This will send the fact finder to your NaviPlan system, and will notify you through "alerts" . To learn more about accepting client fact finders and how to convert them into plans click [here](#).