

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

The screenshot shows a web interface titled "Fact Finders" with a "Quick Actions" dropdown menu. Below the title is a breadcrumb "Fact Finders" with navigation arrows. The main content area displays a three-step process:

- Step 1: Send a Fact Finder** (Icon: Person with magnifying glass): "Send a fact finder to your client in the client portal." A button labeled "Send Fact Finder..." is visible.
- Step 2: Fact Finder Completion** (Icon: Pencil): "Your client receives and completes the fact finder in the client portal, then submits it to you for review."
- Step 3: Fact Finder Acceptance** (Icon: Checkmark): "Once the fact finder has been submitted, return here to review and accept the information into a new plan."

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.

Review & Accept Fact Finder

Review & edit

Review and edit the submitted fact finder in a new tab

[Open Fact Finder](#)

Assign a name

Plan Name
Plan

Choose how to create the plan

Create a **duplicate** of the existing plan and add it to a new engagement

Project the existing plan forward and add it to a new engagement

Accept **Cancel**

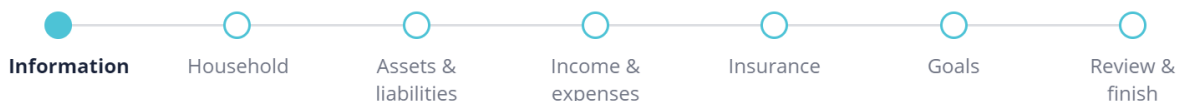
Client Information - Fact Finders - Accept Fact Finders (Blank)

To view details of each filled in section of the financial profile click **Open Fact Finder**. 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.

Your financial profile



Review Fact Finder

In this window, view the fact finder your client submitted and make any necessary changes. After reviewing, click the **Finish Editing** button to save the changes that were made. Once back in NaviPlan, you can then accept the plan.

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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

\$55,000

Previously: \$50,000

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.