

Getting Started in NaviPlan®

The features discussed in this quick reference guide outline the process of creating a new client file in NaviPlan. This guide follows NaviPlan's major sections and provides a checklist of tasks.

Client Management

This section allows you to create a new client, enter or edit basic personal information for your clients, as well as select the plan type to best suit their financial needs.

Once you have finished this section, you will have:

- Entered detailed information for the client, spouse, and any dependents.
- Selected a **Financial Assessment, Asset Allocation Assessment, Level 1 Plan, or Level 2 Plan**.
- Selected which financial goals (modules) to include in the plan.

Plan Management

This section allows you to edit which modules you include in the plan, to enter basic assumptions for your client, and to establish their asset allocation mix using the **Asset Allocation** questionnaire.

Note: This guide assumes you are using Ibbotson Asset Allocation.

Once you have finished this section, you will have:

- Entered the inflation rate, annual account fees, retirement age, client's life expectancy, client's financial history, and portfolio setting.
 - Completed the **Asset Allocation** questionnaire with your clients to determine their investment preferences.
- OR

Selected the client's investment profile manually under the **Profile** tab.

Enter Financial Data

Use this section to enter your client's data on net worth, cash flow, savings strategies, insurance coverage, and tax details.

Tip: You can also turn the data entry process into a dialogue with your client by using the **Presentation Module**. You may find your client provides more detailed information in a discussion.

Once you have finished this section, you will have:

- Entered all assets and liabilities.
- Entered all registered and non-registered accounts.
- Entered any holding companies the client may own.
- Established the client's asset class weightings.
- Entered all sources of revenue, expenses, benefits, and pensions.
- Directed savings to appropriate registered or non-registered accounts.
- Established any fixed withdrawal or surplus strategies.
- Entered any insurance policies (Life, Disability, Critical Illness, etc.) the client has.
- Entered any tax deductions or tax credits.

Tip: Before beginning this section, ask clients what matters to them financially. Asking feeling questions to clients may reveal more detailed information and

held-away assets, thereby helping create a realistic goal that also meets their wishes.

Set Goals

Use this section to establish clients' financial goals. The goals available under this section correspond to the modules you previously chose to include in the plan under the **Plan Management** section.

Once you have finished this section, you will have:

- Allocated accounts from the **Net Worth** category to fund objectives.
- Established start and end dates for goal funding.
- Entered expenses and liquidation strategies for retirement goals.
- Entered any insurance goals (Life, Disability, Critical Illness, etc.) the client has.

Results

This section is where you analyze the ability of your client's current plan to meet the desired goal and view NaviPlan's suggestions for better coverage.

Once you have finished this section, you will have:

- Analyzed your clients' progress toward their goals.
- Compared the current plan to NaviPlan's recommended plan in **Scenario Manager**.
- Chosen which options work best for your client with the **Alternative Plan** options.
- Generated the relevant reports or graphs to present your work to clients.