ADVISOR ONBOARDING

6-WEEK TRANSITION PLAN

Convergence Financial
Investing. Planning. Service.

6 Weeks to Transition

The path to achieving any goal starts with a single step. The first step to supercharging your practice is through the transition process, where new systems, policies, and the way of doing business is overhauled. This process sets the foundation for years to come and is worth putting time and careful planning toward. In this guide you'll find Convergence Financial's plan for the six weeks leading up to transition day, including tasks to be performed by the advisor and by the firm, and the timing in which those tasks should happen.

Prior to your transition, you'll be introduced to your transition consultant, who will serve as your main point of contact throughout the transition process. Your consultant will work with you to schedule phone calls, complete paperwork, and will be able to answer any questions you might have while going through the transition process.

WEEK 1

Weekly Call Agenda:

On the initial call, your transition consultant will schedule recurring weekly check in calls leading up to the transition date. The real estate team will also be present to discuss your and your new office's needs, and will outline any action items to get the ball rolling. The team will also cover any Convergence and LPL legal and administrative items as well as tasks for the week.

Assignee	Task
Advisors	Advisors complete profile submission kit at www.joinlpl.com
Advisors	Advisors sign Convergence offer letter
Advisors	Advisors sign LPL offer letter
LPL	LPL notifies advisors upon receipt of compliance approval
Consultant	Transition Consultant to get inventory of technology equipment needed

WEEK 2

Weekly Call Agenda:

During the Week 2 call, the team will cover the transition spreadsheet and how it should be filled out leading up to the transition. You'll also discuss your technology needs and your Transition Consultant will schedule a call with your IT Provider. The team will talk to you about your marketing needs and consult on which projects should be worked on prior to the transition date (eg website, stationery, branding, etc) . Ongoing real estate items will also be covered, and the Investment Team intro call will be scheduled for this week.

Assignee	Task
Consultant	Transition Consultant to send spreadsheet
Advisors	Advisors sign LPL secondary documents
Consultant	Review states with trust accounts to determine eSignature capability
Investment Team	WAM introduction call
Advisors	Establish EIN for any DBAs, create legal documents, operating agreements
Consultant	Establish phone number through RingCentral for marketing materials
Advisors	Choose office, sign lease, inventory of office furniture

WEEK 3

Weekly Call Agenda:

On the call, you'll verify your chosen technology stack and your transition consultant will ensure that all of your licenses are secured and user information is generated prior to transition day. You'll cover any marketing, branding, and website topics that come up and ensure your domain is secured. This week, your Transition Consultant will schedule a time to have your IT provider set up any networking and hardware in your new office, and will schedule an introduction call with Convergence Insurance.

Assignee	Task
LPL	LPL notifies advisors on DBA approval
Advisors	Advisors to work on client spreadsheet
Insurance Team	Call with Convergence Insurance to consult for contracting options
Consultant	Marketing to create tombstone/announcement letter
Consultant	Marketing to secure domain on GoDaddy
Advisors	Advisors to select titles
IT Provider	Networking equipment wiring install if needed in real estate space
Real Estate Team	Real Estate team to order office furniture

WEEK 4

Weekly Call Agenda:

During Week 4's call, the group will discuss your admins' onboarding procedures if applicable, will answer any questions that may have arisen about the transition spreadsheet, and will schedule an introduction call with Convergence Insurance during the week.

Assignee	Task
Advisors	Advisors to work on client spreadsheet
Consultant	Marketing to upload stationery to Advertising Review Tool
Consultant	Marketing to upload announcement letter and any press releases to compliance
Consultant	Marketing to obtain final approval from Advisors on all marketing items
IT Provider	IT provider to order technology equipment (phones, printers, computers, monitors, docking stations, keyboards)
Investment Team	Send eligible funds list and Adv/Brk misc. fees schedule
Advisors	Advisors sign Convergence Transition & Payroll Documents
Advisors	Advisors complete required training courses for LPL (Branch Office Security Policy, Trade Activation, ClientWorks: Annuity Activation, FINRA Rule 2273)

WEEK 5

Weekly Call Agenda:

This week, your Transition Consultant will show you the "intake form" used for new clients and new accounts for any requests you have of the operations team that may come up once you've joined the firm. This will assist in streamlining the process and will help ensure nothing slips through the cracks. The group will also cover any specific LPL forms that will be used during transition and will talk about necessary disclosures that must be sent with client account opening packets.

Assignee	Task
Advisors	Advisors to work on client spreadsheet
Consultant	Prepare insurance appointment paperwork and send to advisor for completion
Advisors	Advisors to get fingerprinted
Consultant	Send ADV brochures to advisors for final review
Consultant	Marketing to obtain final website approval from compliance
Consultant	Convergence to order marketing materials (business cards/stationery/misc deliverables)

WEEK 6

Weekly Call Agenda:

Since this is the last week prior to transition, this week's call will be the best time to tie up any loose ends, discuss any further questions you may have, and go over any additional training. Your Transition Consultant will do a "dry run" with you on how you'll create a request for a new household's accounts to be opened and transferred over so that the group is ready for the workload ahead. Any other final training in Redtail, ClientWorks, eMoney or any other software will happen or be scheduled on this call.

Assignee	Task
Consultant	Convergence to finalize transition process
Consultant	Convergence final review of transition docs received
Consultant	Convergence to review announcement letter process with advisor
Advisors	Advisors to submit outstanding docs to LPL/Convergence
Consultant	Confirm receipt of business cards
Consultant, Advisors	Review resignation day procedures with LPL Onboarding Consultant
LPL	LPL to confirm all training has been completed
Consultant	Final review of client spreadsheet
Consultant	Convergence to print announcement/mail merge letter for clients
LPL	LPL to confirm all documentation has been received

WEEK 6

Assignee	Task
IT Provider	Convergence to back up calendar and contacts
IT Provider	Convergence will be onsite to make sure systems are set up correctly for final tech setup
Real Estate Team	Convergence to set up and install office furniture

TRANSITION DAY

Assignee	Task
Advisors	Advisors to submit resignation to manager including FINRA notice
Advisors	Advisors to inform LPL and Convergence of resignation
Advisors	Schedule client appointments
Consultant	Set up RingCentral voicemails and fax coversheets
Consultant	Marketing to send announcement/tombstone letters and emails
LPL	LPL to remind to advisors to only use LPL email going forward
Advisors	Advisors to submit VA appointment paperwork
Advisors	Advisors to submit client spreadsheet to Convergence
Advisors	Establish bank accounts for DBA
Consultant	Convergence to go live with social media/website pages
Transitions Team	Convergence Transitions Team will be onsite to assist with paperwork/eSignature review working from advisors' office during the first few days of the transition
Advisors	Advisors' goal will be to schedule as many client appointments as possible the first 30-45 days and/or call each client to gather missing info for account applications