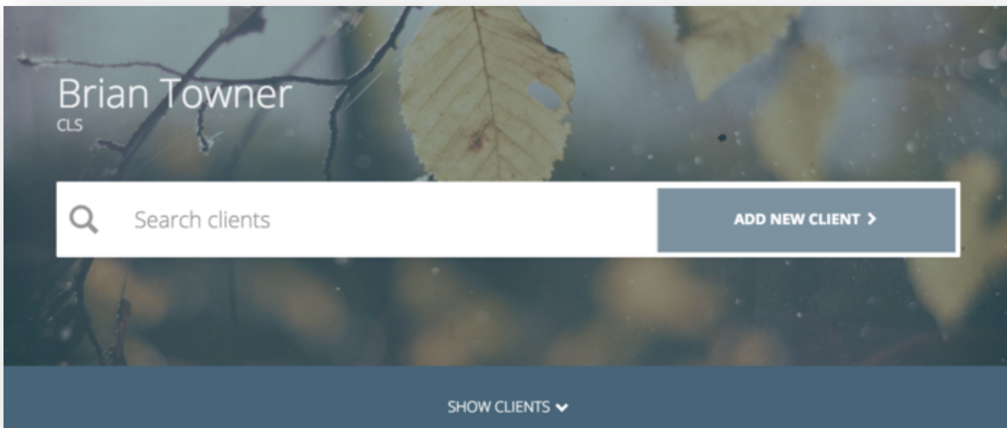
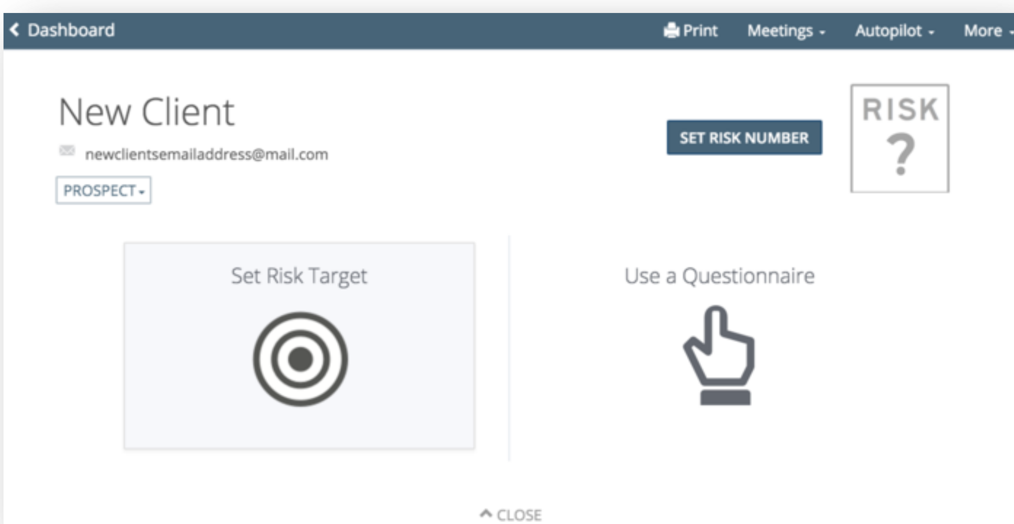
AUTOPILOT
POWERED BY CLS & RISKALYZE

Advisor Driven Account Opening (Migration)

1. Log in to your advisor dashboard and search for the client you wish to migrate.
2. If the client doesn't exist within your dashboard, select "Add New Client". If the client already has a profile in your dashboard skip to step 4.



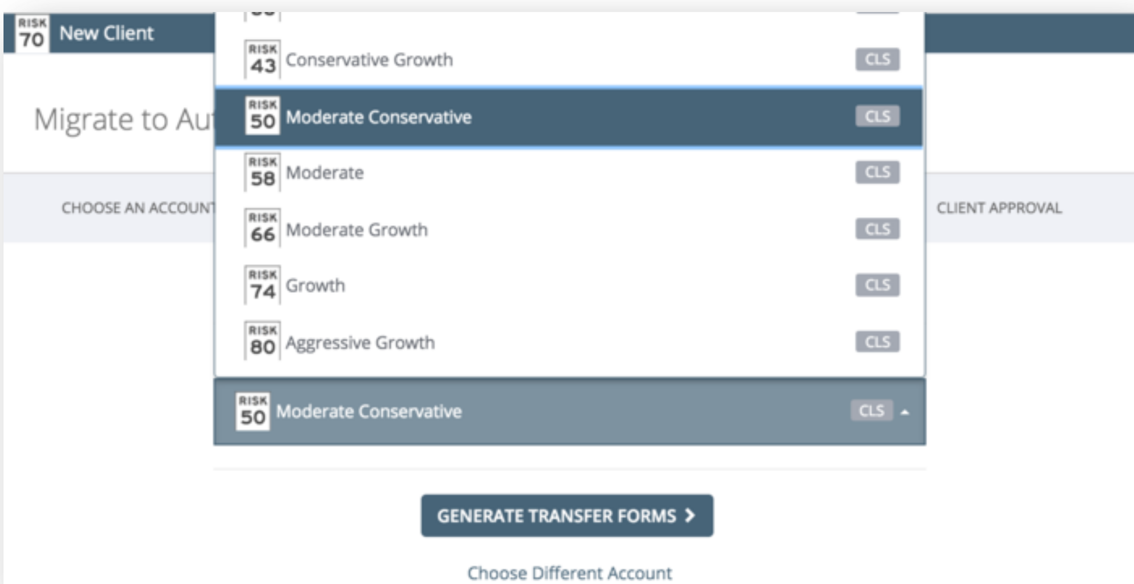
3. Input the clients email below their name and click "Set Risk Number". If you already have an indication of what your client's Risk Number is you can set their Risk Number manually. Otherwise, select "Use a Questionnaire" and email or launch the questionnaire for the client to complete.



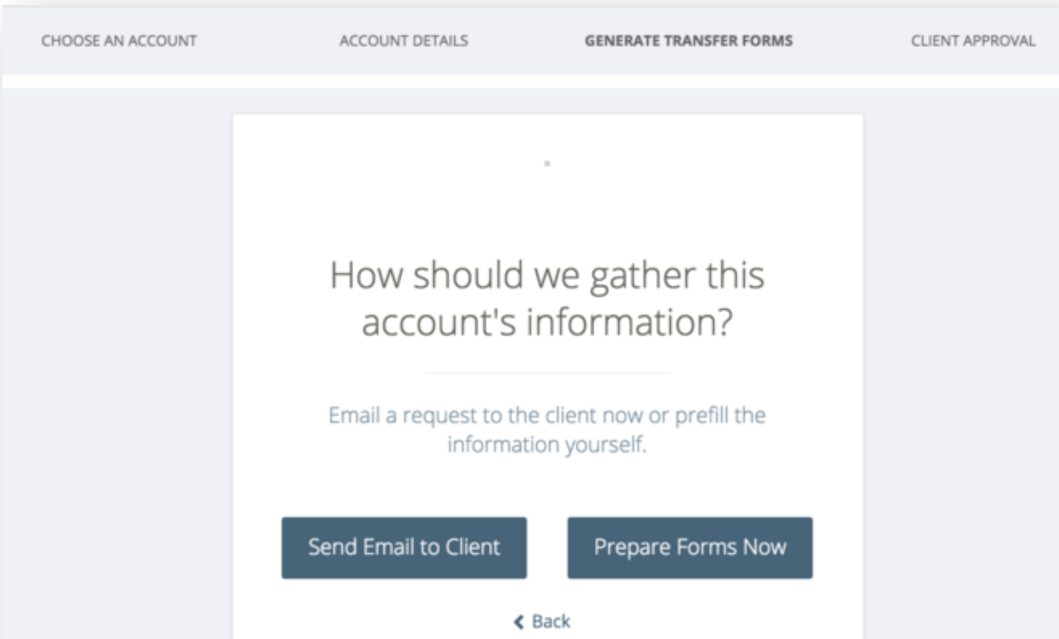
4. Once client name, email, and Risk Number have been input click “Autopilot” and “Migrate Account to Autopilot” on the upper right corner of their profile screen.

5. If the client has additional accounts within their profile, click "MIGRATE" next to the account you want to migrate. Otherwise select “Add New Account”.

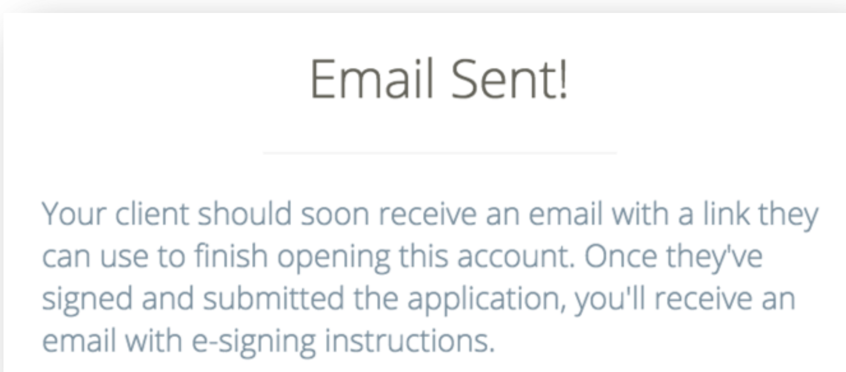
6. Choose a model from the drop-down, then click "Generate Transfer Forms."



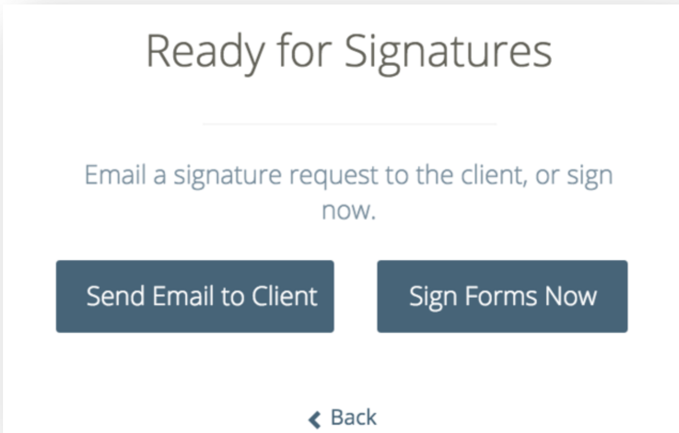
7. Once you select the registration type you'll have the option to send an email to your client or you can prepare the forms now. If an email is sent to your client, they will input their account owner information and e-sign the documents.



8. If you elect to send an email to your client your portion of the migration is complete.



9. If you elect to prepare the forms now, you'll have the option at the end of the process to send an email to your client with completed documents for their review and signature. If the client is with you, your client can sign the documents directly from your advisor dashboard.



Once your client has reviewed and signed the documents, you'll receive an email with instructions to counter sign. Please view the Advisor Driven Account Opening training video for additional information.