



Adding a Compliance Approval (Business Account Update) to Leaderslink

The purpose of the “Business Account Update” is for anyone to log into LeadersLink, view a client, and make a change to that data. Any change to a “Business Account” can be made via the “Business Account Update”. While this process won’t instantaneously update your client’s information, it will notify the Accounts Management team of the information that should be updated, and it will be updated within a timely manner.

If for any reason, there is an update that needs to happen right away, please complete this process then email the Accounts Management team at accounts@leadersgroup.net and they can make it a priority.

1. To start, from the “Business Account”, select “New Compliance Approval”.

The screenshot shows the Leaderslink interface for a client named John T Client. The navigation bar includes 'Accounts', 'Home Office Requests', 'Books & Records Docs', and 'Invoices'. The client's profile is visible, including a 'Show Feed' button. The main content area displays a list of 'Compliance Approvals (Client)' with a 'New Compliance Approvals' button. The table below shows the details of the approvals.

Action	Order Memo Name	NAF	Product Type	Company	Investment Amount	Check Enclosed
Edit Del	OM-1089		529 Plans	American Funds	\$44,444.00	
Edit Del	OM-1715					
Edit Del	OM-1753					

Household Member Type

2. Select “Business Account Update”

Accounts Home Office Requests Books & Records Docs Invoices

New Compliance Approvals
Select Compliance Approvals Record Type

Select a record type for the new compliance approvals.

Select Compliance Approvals Record Type

Record Type of new record

Available Compliance Approvals Record Types

Record Type Name	Description
Business Account Update	
Client Update	
Trade Blotter	

3. As you can see, the “Business Account Update” is very similar to the layout of the “Business Account”.

Compliance Approvals Edit
New Compliance Approvals

Compliance Approvals Edit

Account Detail

Client State Organized

Account Name Type of Business

Insured Name (If owned by trust)

Date Established

Phone

Unique ID

Address Information

Primary Street Address Mailing Street Address

Primary City Mailing City

Primary State Mailing State

Primary Zip Mailing Zip

Authorized Persons

Authorized Individual Additional Authorized Individual

Title Addl Ind. Title

Email Update Addl Ind. email

ID Number Additional Auth. Indiv. ID#

ID Exp Date Addl Ind. Exp. Date

ID State Addl Ind. Issued By

ID Type Addl Ind. ID Type

4. The “Client” field at the top should automatically populate the client record in which you want to update. **Please do not change this as it is a reference to which “Business Account” you are updating.**
5. You only need to fill in the fields that you would like to update. All others you may leave blank.
6. Things to remember:
 - For SSN’s, ID Number, and phone, please only type in the number, no punctuation is needed.
 - If you have a split rep that should be on this client, please use the lookup button next to the “Advisor Name” to find it.
7. Click the “Save” button at the top or the bottom when done.
8. You should see the alert at the top indicating the “Compliance Approval has been saved”

Compliance Approvals
OM-1920

✓ Compliance Approvals has been saved.

[Compliance Approvals History \(2\)](#)

Compliance Approvals Detail

[Edit](#) [Delete](#) [Clone](#) [Sharing](#) [Submit for Approval](#)

Account Detail

Client	John H Client	State Organized
Account Name		Type of Business
Insured Name (If owned by trust)		
Date Established		
Phone		
Unique ID		

Address Information

Primary Street Address	26 W Dry Creek Cir	Mailing Street Address
Primary City	Littleton	Mailing City
Primary State	CO	Mailing State
Primary Zip	80120	Mailing Zip

Authorized Persons

Authorized Individual	Additional Authorized Individual
Title	Addl Ind. Title
Email Update	Addl Ind. email
ID Number	Additional Auth. Individ. ID#
ID Exp Date	Addl Ind. Exp. Date
ID State	Addl Ind. Issued By
ID Type	Addl Ind. ID Type

[Edit](#) [Delete](#) [Clone](#) [Sharing](#) [Submit for Approval](#)

Compliance Approvals History

Date	User	Connection	Action
12/11/2017 3:36 PM	Bill Advisor		Changed Order Memo Name to OM-1920. Created.

9. To finish the process, click the “Submit for Approval” button. ***If you do not click submit, the Accounts Management team will not be made aware that you would like to update a client’s record and it will not be updated.***

Compliance Approvals
OM-1920

[Approval History \[2\]](#) | [Notes & Attachments \[0\]](#) | [Compliance Approvals History \[3\]](#)

Compliance Approvals Detail

[Edit](#) [Delete](#) [Clone](#) [Sharing](#) [Submit for Approval](#)

Account Detail

Client	John H. Client	State Organized
Account Name		Type of Business
Insured Name (If owned by trust)		
Date Established		
Phone		
Unique ID		

Address Information

Primary Street Address	26 W Dry Creek Cir	Mailing Street Address
Primary City	Littleton	Mailing City
Primary State	CO	Mailing State
Primary Zip	80120	Mailing Zip

Authorized Persons

Authorized Individual		Additional Authorized Individual
Title		Addl Ind. Title
Email Update		Addl Ind. email
ID Number		Additional Auth. Individ. ID#
ID Exp Date		Addl Ind. Exp. Date
ID State		Addl Ind. Issued By
ID Type		Addl Ind. ID Type

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Approval History

[Submit for Approval](#)

Action	Date	Status	Assigned To	Comments	Overall Status
Step: Accounts Management Review					
	12/11/2017 3:38 PM	Approved	Account Management		Approved
Approval Request Submitted					
	12/11/2017 3:36 PM	Submitted	Bill Advisor		