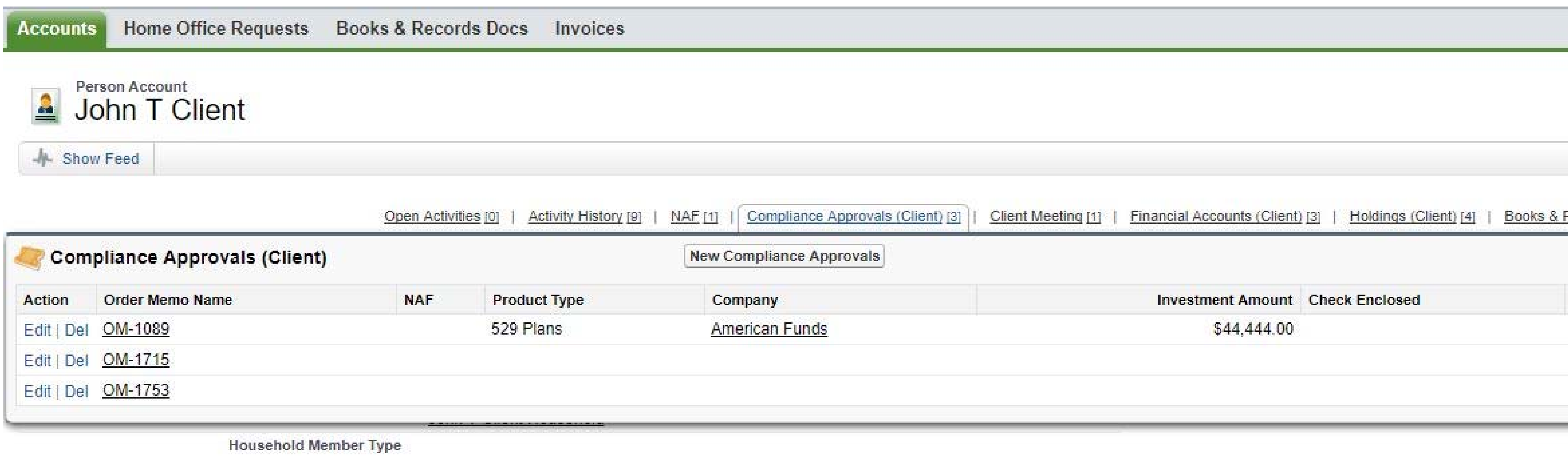
Adding a Compliance Approval (Business Account Update) to Leaderslink

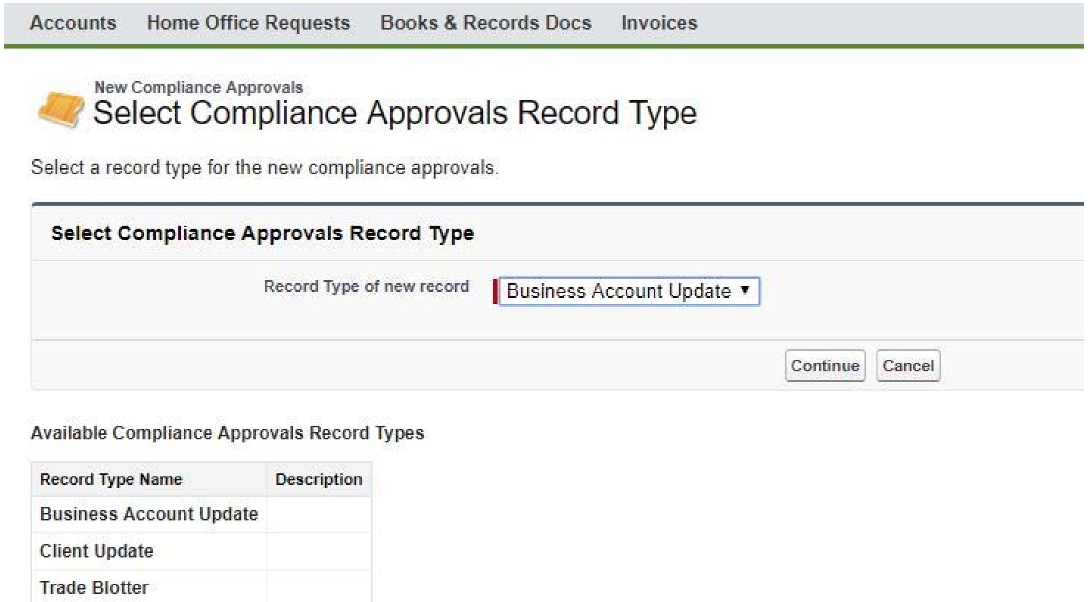
The purpose of the “Business Account Update” is for anyone to log into LeadersLink, view a client, and make a change to that data. Any change to a “Business Account” can be made via the “Business Account Update”. While this process won’t instantaneously update your client’s information, it will notify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

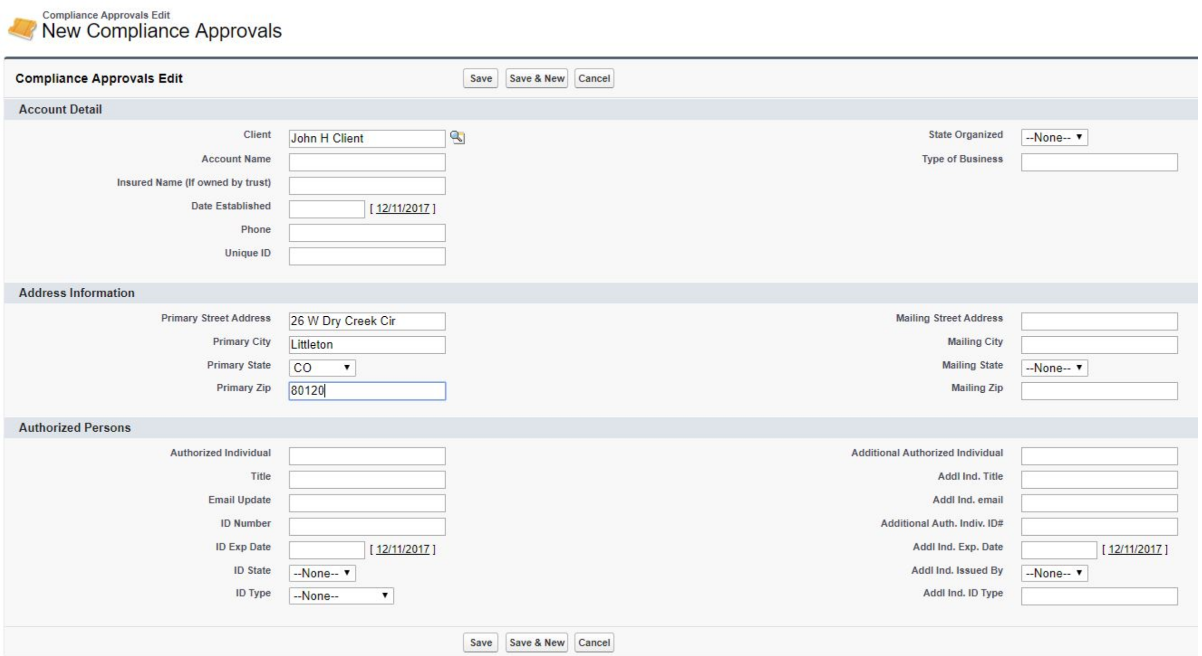
1. To start, from the “Business Account”, select “New Compliance Approval”.



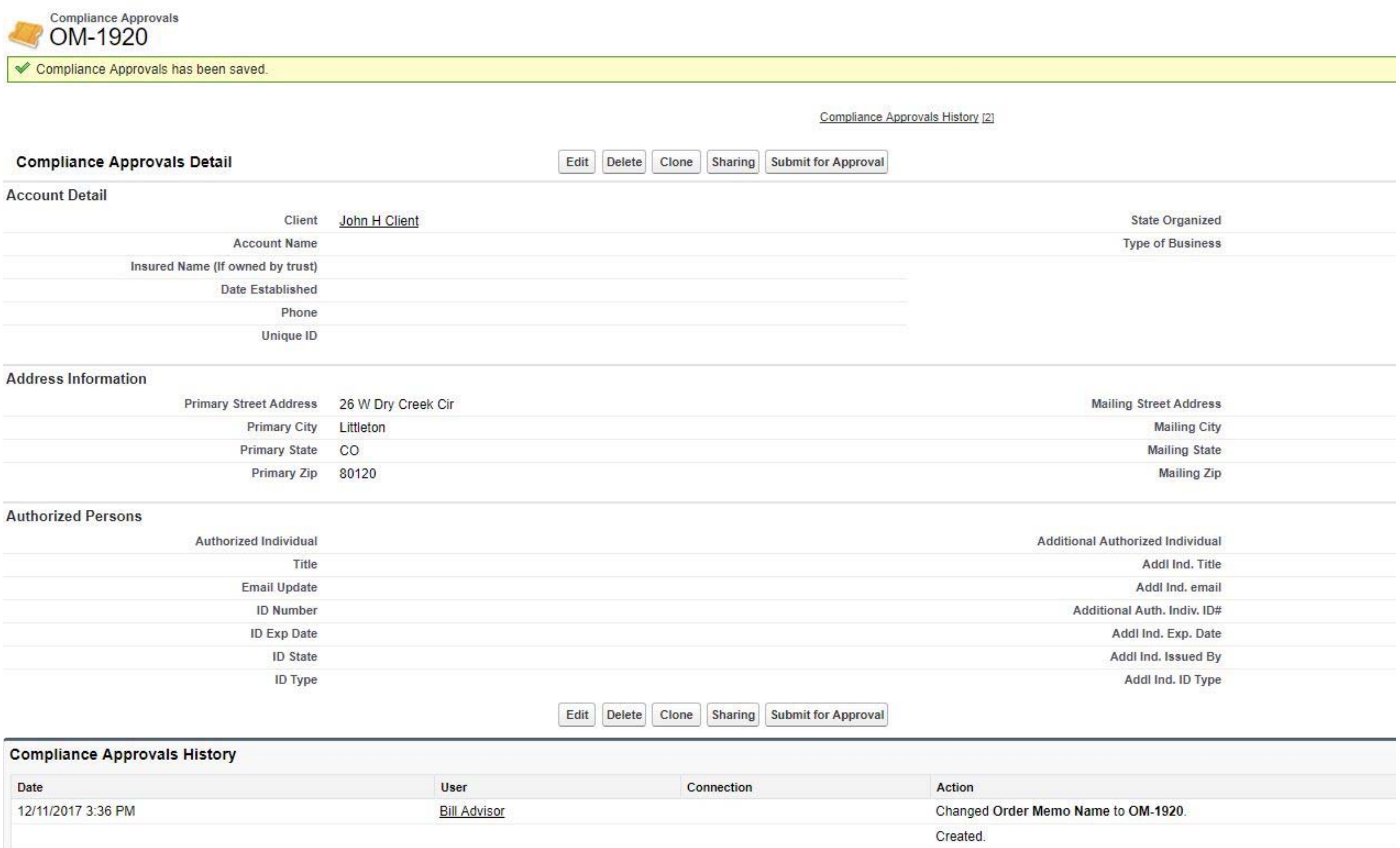
2. Select "Business Account Update"



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



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. Indiv. 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.***

Accounts | Home Office Requests | Books & Records Docs | Invoices

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. Indiv. 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

Approval History

Submit for Approval

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