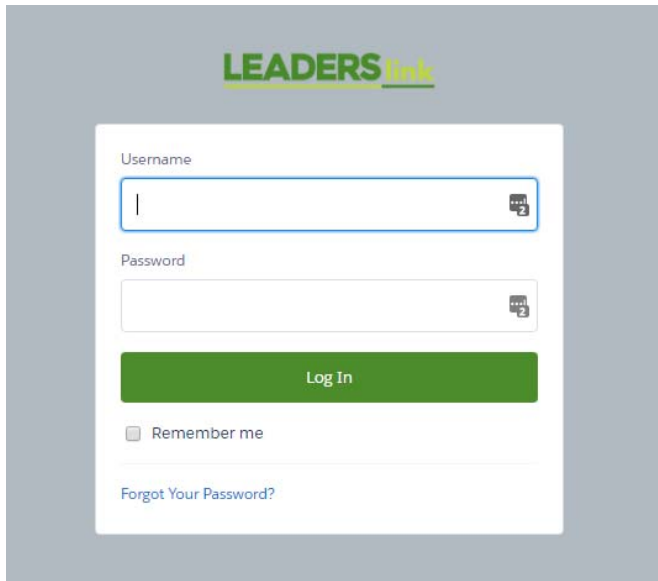


LEADERSlink

LaserApp Procedures for LEADERSlink

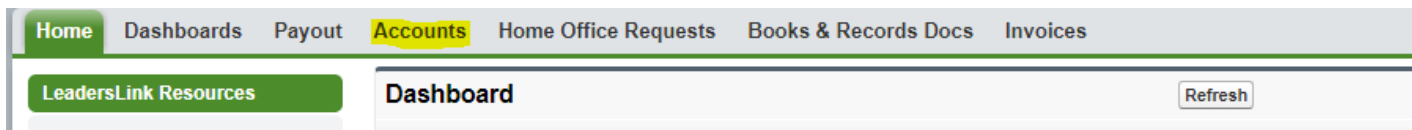
If you are already logged into LEADERSLink and on a client record, skip to step 5. If you are logged In and on the Home tab, skip to step 2.

1. Log into LEADERSLink by going to leadersgroup.net/link.



The screenshot shows the LEADERSlink login interface. At the top, the logo "LEADERSlink" is displayed. Below it, there is a white login form with a grey border. The form contains a "Username" field with a blue border and a small icon on the right. Below the username field is a "Password" field with a white border and a small icon on the right. A green "Log In" button is positioned below the password field. Underneath the button is a "Remember me" checkbox and a "Forgot Your Password?" link.

2. After successfully logging in, proceed to click on the accounts tab (highlighted in yellow below).



- Once on the Accounts tab, select the drop down next to View: and click "clients". This will display a list of current clients.

Home Dashboards Payout **Accounts** Home Office Requests Books & Records Docs Invoices

Create New... Accounts Home

Shortcut

Calendar

View: **Clients** Go! Clone | Create New View

- Select the client you are opening an account for and click on their name.

New Account Mass Delete Mass Edit Mass Update Create Invoices Create Recurring Invoices Create Payments

Action	Account Name ↑	Unique ID	Type	Advisor	Phone	Last / Next Meeting	Rating	Client Age
<input type="checkbox"/> Edit +	Acme Company	987654321	401(k)-PSP	Bill Advisor	(303) 797-9080			
<input type="checkbox"/> Edit +	Advisor, Bill G	113456789		Bill Advisor	(303) 797-9080		B	42.9
<input type="checkbox"/> Edit +	Childs	258657898		Bill Advisor	(303) 555-5555		B	18.1
<input type="checkbox"/> Edit +	Client Test	123121234		Bill Advisor	(369) 369-9999		B	0.3
<input type="checkbox"/> Edit +	Client, Jane	123456788	Client	Bill Advisor	(555) 555-5555		B	37.6
<input type="checkbox"/> Edit +	Client, John T	456789445	Client	Bill Advisor	(785) 456-1125	3/1/2017 1:00 PM	B	33.9
<input type="checkbox"/> Edit +	Client, Test	234567890		Bill Advisor	(303) 797-9080	8/14/2017 11:08 AM	B	60.2
<input type="checkbox"/> Edit +	Client, Test A, Jr	123456787		Bill Advisor	(303) 797-9080		B	42.8
<input type="checkbox"/> Edit +	Coupe, Rita A	205529059	Client	Bill Advisor			B	57.6
<input type="checkbox"/> Edit +	Mr Test 1000	147258369		Bill Advisor	(321) 456-7899		B	
<input type="checkbox"/> Edit +	test						B	
<input type="checkbox"/> Edit +	Test	565689785		Bill Advisor	(303) 555-5555		B	42.6
<input type="checkbox"/> Edit +	Test Business	999999999	Corporation	Bill Advisor	(303) 555-5555			
<input type="checkbox"/> Edit +	Test, Client J	555612451			(303) 777-7777		B	0.6
<input type="checkbox"/> Edit +	Test, Client J	555612452		Bill Advisor	(303) 333-3333		B	0.5
<input type="checkbox"/> Edit +	Test, John H	4444		Bill Advisor	(303) 111-1111		B	0.1
<input type="checkbox"/> Edit +	Tester, Another						B	
<input type="checkbox"/> Edit +	Wickersham, Test R						B	-4.3

5. Once on the client record page, click on the “Launch LaserApp Anywhere” button (highlighted in yellow below).

 Person Account
John T Client

 Show Feed

[« Back to List: Accounts](#)

[Open Activities \[0\]](#) | [Activity History \[9\]](#) | [NAF \[1\]](#) | [Compliance Approvals \(Client\) \[1\]](#) | [Client Meeting \[1\]](#) | [Financial Accounts \(Client\) \[3\]](#) | [Holdings \(Client\) \[5\]](#) |

Person Account Detail

[Edit](#) [Client Meeting](#) [Create Action Plan](#) [Launch Laser App Anywhere](#)

Account Name John T Client

Account Record Type

Marital Status Married

Advisor

Birthdate 12/22/1983

Soc Sec Number

Unique ID  456789445

Households [John T Client Household](#)

Household Member Type

ID Info

ID Type Driver License

ID State

ID Number 123456789

ID Exp Date

Contact Info

Phone (785) 456-1125

Email Opt Out

Email sysadmin@leadersgroup.net

6. After clicking “Launch Laserapp Anywhere”, Laserapp will launch and automatically log you in and populate the client information. To see the client information and make any necessary edits, click on “Client data” on the left hand side (highlighted in yellow below).



Dashboard **Saved Forms**

Launched by:
Sycamore Company

Forms

- Search for Forms
- Recent Forms ▾
- LeadersLink Published Groups ▾
- Personal Form Groups ▾
- Saved Forms ▾




Active Form Data

- User Data
- Firm Data
- Client Data**

Dashboard - Latest News

HOME EVENTS FORMS NEWS

New Features

-  **Recent Forms** **NEW** **WATCH**
Laser App Anywhere now records the last set of forms you have selected making it easier to select the forms you use the most.
-  **Easier and Faster Form Selection** **NEW** **WATCH**
Find the forms you need faster. Forms are searchable by Service Type, Document Type, and Product to help drill down to just the forms you need out of our massive library of forms.
-  **Custom Forms** **NEW**
This new feature allows you to have Laser App program your forms for your office. Our custom forms website is available now, check it out here: [Custom Forms](#)

7. If any of the data on the Client Data screen is incorrect, this is where you can fix it. If it is all correct, there is nothing you will need to do on this step. Click on “dashboard” to go back to the previous screen.

Client

BASIC INFO

Last Name/Co:	Mi:	First Name:		
Client	T	John		
Address:	Apt#:	City:	State:	Zip:
123 Test street 2		Denver	CO	80120
SSN:	DOB:	Home Phone:	Cell Phone:	
456789445	12/22/1983	(785) 456-1125	(303) 555-5555	

ID NUMBERS

Drivers Lic#:	Drivers Exp.:	Drivers Lic Issue Date:	Drivers Lic. Jur.:
123456789	3/1/2020		CA
Passport#:	Passport Exp.:	Passport Issue Date:	Passport Country:
Green Card#:	Green Card Exp.:	Green Card Issue Date:	Green Card Jurisdiction:

MISC

Salutation:	Sex:	Marital Status:		
		Married		
Email:	Citizenship:	Country of Residence:	Client#:	
sysadmin@leadersgroup.net	USA			
Legal Address:	Legal Apt/Suite:	Legal City:	Legal State:	Legal Zip:
123 Juniper Street		Longmont	CO	80504

EMPLOYMENT

Employer Name:	Occupation:	Employer Phone:	Phone Ext.:	
McDonalds	Store Manager	(303) 797-9080		
Employer Address:	Employer Suite:	Employer City:	Employer State:	Employer Zip:
15623 E 98th Pl		Commerce City	CO	80022

8. To view The Leaders Group form packets, click on “LeadersLink Published Groups”

The screenshot shows the Laser App Anywhere dashboard. At the top, there are three navigation tabs: "Dashboard" (highlighted in orange), "Current Contact", and "Saved Forms". Below the tabs, the main content area is titled "Dashboard - Latest News". On the left side, there is a sidebar menu with the following sections:

- Forms**: Search For Forms, Recent Forms, **LeadersLink Published Groups** (highlighted in yellow), Personal Form Groups, Saved Forms.
- Active Form Data**: User Data, Firm Data, Client Data.
- My Account Settings**: Account Settings, Insurance States, Adjust Theme, Data Collection.

The main content area features a navigation bar with buttons for HOME, EVENTS, FORMS, and NEWS. Below this is a "New Features" section with five items:

- Recent Forms** (NEW, WATCH): Laser App Anywhere now records the last set of forms you have selected making it easier to select the forms you use the most.
- Easier and Faster Form Selection** (NEW, WATCH): Find the forms you need faster. Forms are searchable by Service Type, Document Type, and Product to help drill down to just the forms you need out of our massive library of forms.
- Custom Forms** (NEW): This new feature allows you to have Laser App program your forms for your office. Our custom forms website is available now, check it out here: [Custom Forms](#)
- Continue working on saved forms that have been updated** (NEW): When an individual form in a group of saved forms is marked expired, Laser App Anywhere now will preserve forms which are still active to prevent data loss. This means you can still open a set of saved forms that have an expired form as part of the group, allowing you to retrieve the information originally typed onto the form.
- Home Office Forms Expiration** (NEW, WATCH): Control out of date forms and data with the Saved Forms Settings. Now you can choose the

9. Select the form packet that suits your needs.

The screenshot displays a web dashboard interface. At the top, there are three navigation tabs: "Dashboard" (highlighted in orange), "Current Contact", and "Saved Forms". Below the tabs, the main content area is titled "Dashboard - Latest News". It features four navigation buttons: "HOME", "EVENTS", "FORMS", and "NEWS".

On the left side, there is a sidebar menu with the following sections:

- Launched by:** Sycamore Company
- Forms**
 - Search For Forms
 - Recent Forms
 - LeadersLink Published Groups
 - Leaders Group Form Packets** (highlighted with a dropdown menu)
 - Change of Dealer Packet
 - Entity Change of Dealer Packet
 - Indexed Annuity Packet
 - Mutual Fund Packet
 - Variable Annuity Packet
 - Variable Life Packet
 - Groups
 - Saved Forms
- Active Form Data**
 - User Data
 - Firm Data
 - Client Data
- My Account Settings**
 - Account Settings
 - Insurance States
 - Adjust Theme
 - Data Collection

The main content area contains several news items:

- Recent Forms** (NEW WATCH): Laser App Anywhere now records the last set of forms you have selected making it easier to find the most recent forms.
- Collection** (NEW WATCH): Forms are searchable by Service Type, Document Type, and more. Just the forms you need out of our massive library of forms. Examples include: THE LEADERS GROUP: Request to Switch Mutual Fund Investments and THE LEADERS GROUP: Retail New Account Form.
- Custom Forms** (NEW): This new feature allows you to have Laser App program your forms for your office. Our custom forms website is available now, check it out here: [Custom Forms](#)
- Continue working on saved forms that have been updated** (NEW): When an individual form in a group of saved forms is marked expired, Laser App Anywhere now will preserve forms which are still active to prevent data loss. This means you can still open a set of saved forms that have an expired form as part of the group, allowing you to retrieve the information originally typed onto the form.
- Home Office Forms Expiration** (NEW WATCH): Control out of date forms and data with the Saved Forms Settings. Now you can choose the

10. After you select the form packet, the forms in that packet will be put into the “Queue.” To find a carrier, click on the “Business Channel” dropdown list.

The screenshot displays a web application interface for managing forms. At the top, there are two tabs: "Dashboard" and "Saved Forms". Below the tabs, the user's profile information is shown: "Launched by: Sycamore Company".

The main content area is titled "Search available forms library". It features a "Filter by:" section with a dropdown menu currently set to "Business Channel".

On the left side, there is a sidebar with three main sections:

- Forms:** Contains buttons for "Current Forms Queue", "Recent Forms", "LeadersLink Published Groups", "Personal Form Groups", and "Saved Forms".
- Active Form Data:** Contains buttons for "User Data", "Firm Data", and "Client Data".
- My Account Settings:** Contains a button for "Account Settings".

On the right side, there is a panel titled "Forms in Queue" with a large green number "3" indicating the count. Above the list is a "Clear ALL" link. The list contains three items, each with a "REMOVE" icon and text:

- THE LEADERS GROUP [Mutual Fund Packet] Mutual Fund Worksheet
- THE LEADERS GROUP [Mutual Fund Packet] Request to Switch Mutual Fund Investments
- THE LEADERS GROUP [Mutual Fund Packet] Retail New Account Form

At the bottom right of the interface, there is a large green button labeled "Open Forms".

11. Select the appropriate Business Channel, and that filter will be applied.

Dashboard Current Contact Saved Forms

Launched by:
Sycamore Company

Forms

- Current Forms Queue
- Recent Forms
- LeadersLink Published Groups
- Personal Form Groups
- Saved Forms

Active Form Data

- User Data
- Firm Data
- Client Data

My Account Settings

- Account Settings




Search available forms library


Filter by:

- Business Channel
- Business Channel
- ANNUITIES
- BROKER DEALER
- CLEARING FIRM
- INSURANCE
- RIA
- SECURITIES**

3 Forms in Queue

Clear ALL

-  **THE LEADERS GROUP**
[Mutual Fund Packet] Mutual Fund Worksheet
-  **THE LEADERS GROUP**
[Mutual Fund Packet] Request to Switch Mutual Fund Investments
-  **THE LEADERS GROUP**
[Mutual Fund Packet] Retail New Account Form

 **Open Forms**

12. The companies associated with the Business Channel you selected will be available in the “Company” picklist. Once you select the company of choice, the forms available from that company will show below the filters.

The screenshot displays a web application interface for searching available forms. At the top, there are three navigation tabs: "Dashboard", "Current Contact", and "Saved Forms". Below the tabs, the page is titled "Search available forms library".

On the left side, there is a sidebar with the following sections:

- Launched by:** Sycamore Company
- Forms**
 - Current Forms Queue
 - Recent Forms
 - LeadersLink Published Groups
 - Personal Form Groups
 - Saved Forms
- Active Form Data**
 - User Data

The main content area features a search bar with the text "Filter by: SECURITIES" and a dropdown menu for "Company". The dropdown menu is open, showing a list of companies:

- Company
- Company
- ALLIANZ FUNDS
- AMERICAN CENTURY
- AMERICAN FUNDS
- AQUILA GROUP OF FUNDS
- BLACKROCK
- BRIGHT DIRECTIONS 529 PLAN
- BRINKER CAPITAL
- CALVERT GROUP
- CLS INVESTMENT FIRM LLC
- COLLEGECOUNTS 529 FUND
- CONSTELLATION TRUST
- DELAWARE
- DEUTSCHE ASSET MANAGEMENT
- DIREXION FUNDS
- DREYFUS
- EATON VANCE
- FEDERATED
- FIDELITY FINANCIAL ADVISOR SOLUTIONS
- FIRST EAGLE FUNDS

On the right side, there is a section titled "Forms in Queue" with a large green number "3" indicating the count. Below this, there is a "Clear ALL" link and a list of forms in the queue:

- THE LEADERS GROUP** [Mutual Fund Packet] Mutual Fund Worksheet
- THE LEADERS GROUP** [Mutual Fund Packet] Request to Switch Mutual Fund Investments
- THE LEADERS GROUP** [Mutual Fund Packet] Retail New Account Form

Each form entry in the queue has a "REMOVE" button with a trash icon.

13. There are 2 ways to find the form you are looking for. 1. Search for keywords in the form title. 2. Browse through all the available forms until you find the one you are looking for. To select the form and add it to the “Queue,” click on the green + sign to the left of the form title.

Dashboard Current Contact Saved Forms

Launched by:
Sycamore Company

Forms

- Current Forms Queue
- Recent Forms
- LeadersLink Published Groups
- Personal Form Groups
- Saved Forms

Active Form Data

- User Data
- Firm Data
- Client Data

My Account Settings

- Account Settings

Search available forms library

Filter by: SECURITIES AMERICAN FUNDS

Select Other Business Channel

All Service Types Selected

Filter results: Form Title Search in Form Title Clear

Form Title	Form Number
Certificate of Incumbency	MFGEFM-036-10160
Change of Dealer Authorization	MFGEFM-003-01140
CollegeAmerica Account Application	CAIDFM-002-0317M
CollegeAmerica Account Application (for Multiple Beneficiaries)	CAIDFM-009-03170
CollegeAmerica Account Change Request	CAIDFM-006-09170
CollegeAmerica Account Options/FundsLink	CAGEFM-009-09160

Showing 11 to 20 of 91 entries (filtered from 16,249 total entries)

Previous Next

4 Forms in Queue

Clear ALL

- THE LEADERS GROUP [Mutual Fund Packet] Mutual Fund Worksheet
- THE LEADERS GROUP [Mutual Fund Packet] Request to Switch Mutual Fund Investments
- THE LEADERS GROUP [Mutual Fund Packet] Retail New Account Form
- AMERICAN FUNDS CollegeAmerica Account Application

Open Forms

14. Assuming all the forms that are needed are in the “queue,” click “Open Forms.” The below image will show up. The drop down with the form title will allow you to navigate between forms.

4 Forms loaded Print Preview Send to DocuSign Save Reload

Toggle below to switch between active forms

THE LEADERS GROUP : Mutual Fund Worksheet ^


THE LEADERS GROUP : Mutual Fund Worksheet

THE LEADERS GROUP : Request to Switch Mutual Fund Investments

THE LEADERS GROUP : Retail New Account Form

AMERICAN FUNDS : CollegeAmerica Account Application

Page 1



The Leaders Group, Inc.

Mutual Fund Investment Packet

This mutual fund investment packet is applicable to new mutual fund investments where the *source of funds* is anything other than checking/savings or current income.

Owner: Jt. Owner:

	Old Investment	New Investment
Product Sponsor		
Sales Charge	%	%
Share Class		
Investment Expenses	%	%
Product Benefits		
Investment Amount		\$
Source of Funds		

Please describe the reason for the new investment:

I have been informed of the following: (check all that apply)

Breakpoint discounts

Rights of accumulation

Possible loss of benefits, such as income guarantee or death benefit

I will incur a capital gain tax liability

I will not incur a capital gain tax liability

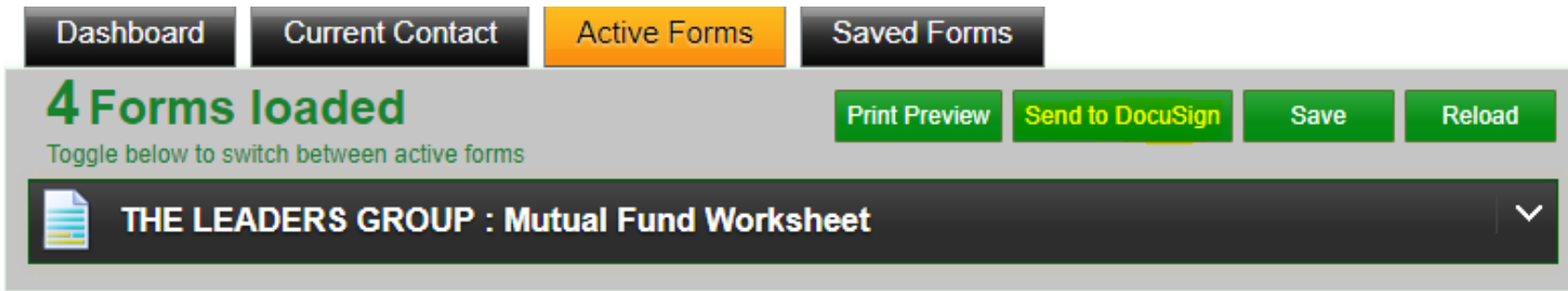
My investment professional will receive a commission on the new account

There may be tax implications should I need to withdraw the money early

My new product has fees different from the account that I'm moving from

Risks may include market risk, inflation risk, issuer credit risk

15. Once all of the information is input into the forms, click “Send to DocuSign.”



15. After clicking “Send to DocuSign,” the below image will display. Fill out the email subject and body first. Then, be sure to move the clients email to the 1st option under “Recipient list” To do this, click on the client email and click the green “up” button. Click “Ok” once finished and the forms will be sent via email to the client to sign. After the client signs the forms, they will then be sent to the Advisor automatically.

A screenshot of a 'DocuSign Accounts' configuration window. The window has a title bar 'DocuSign Accounts'. Below the title bar, there are several fields and controls: 'Accounts: The Leaders Group, Inc.' with a dropdown arrow; '*Email Subject: This is a test' in a text box; 'Email Body: Please review these documents and sign when you are finished.' in a text area; 'Force Signature Routing Order: Yes' with a dropdown arrow; 'Recipient List:' with a list box containing 'John T Client sysadmin@leadersgroup.net' and 'Bill Advisor support@leadersgroup.net'; three green buttons labeled 'Up', 'Down', and 'Edit'; and a tooltip that says 'Move the selected recipient signing order/priority up.'; and finally, 'Ok' and 'Cancel' buttons at the bottom.