



Updating Person Account Clients in LeadersLink

The purpose of the “Client Update” is for anyone to log into LeadersLink, view a client, and make a change to that data. Any change to a “Person Account” can be made via the “Client 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.

- To start, from the “Person Account”, select “New Compliance Approval”.

Accounts Home Office Requests Books & Records Docs Invoices

Person Account
John T Client

Show Feed

Open Activities [0] | Activity History [9] | NAF [1] | Compliance Approvals (Client) [3] | Client Meeting [1] | Financial Accounts (Client) [3] | Holdings (Client) [4] | Books & Records Docs [3] | Notes & Attachments [3]

Compliance Approvals (Client) New Compliance Approvals

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

Household Member Type

- Select “Client 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 | **Client Update** ▼

Continue Cancel

Available Compliance Approvals Record Types

Record Type Name	Description
Client Update	
Trade Blotter	



- As you can see, the “Client Update” looks very similar to the layout of the “Person Account”.

Accounts Home Office Requests Books & Records Docs Invoices

Compliance Approvals Edit
New Compliance Approvals

Compliance Approvals Edit

Information

Client 
 Marital Status
 First Name
 Birthdate [11/30/2017]
 Middle Name
 Unique ID
 Last Name
 Suffix
 Advisor Name 

ID Info

ID Type
 ID State
 ID Number
 ID Exp Date [11/30/2017]

Contact Info

Phone Update
 Email Update

Address

Primary Street Address
 Primary City
 Primary State
 Primary Zip
 New Client Mailing Street
 New Client Mailing City
 New Client Mailing State
 New Client Mailing Zip

Employment Info

Employment Status
 Employer
 Type of Business
 Title
 Employer Address
 Employer City
 Employer State
 Employer Zip

Emergency Contact

Emergency Contact Name
 Emergency Contact Address
 Emergency Contact Phone Number
 Emergency Contact Email

- 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 “Person Account” you are updating.
- You only need to fill in the fields that you would like to update. All others you may leave blank.
- 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. If you need help with this process, please review the client creating procedures.
- Click the “Save” button at the top or the bottom when done.
- You should see the alert at the top indicating the “Compliance Approval has been saved”

Accounts Home Office Requests Books & Records Docs Invoices

Compliance Approvals
OM-1786

Compliance Approvals has been saved.

Open Activities | Activity History | Notes & Attachments | Compliance Approvals History | Approval History

Compliance Approvals Detail

Order Memo Name	OM-1786	Client Advisor	Bill Advisor
Client	John T Client	Marital Status	Divorced
First Name	Jonathan	Birthdate	
Middle Name	Thomas	Unique ID	
Last Name			
Suffix	Jr		
Advisor Name			

ID Info

ID Type	ID State
ID Number	ID Exp Date

Contact Info

Phone Update
Email Update

Address

Primary Street Address	New Client Mailing Street
Primary City	New Client Mailing City
Primary State	New Client Mailing State
Primary Zip	New Client Mailing Zip

Employment Info

Employment Status	Employer Address
Employer	Employer City
Type of Business	Employer State
Title	Employer Zip

Emergency Contact

Emergency Contact Name	Emergency Contact Phone Number
Emergency Contact Address	Emergency Contact Email
Emergency Contact City	
Emergency Contact State	
Emergency Contact Zip	

- Click “Submit for Approval”. **If you do not click this, the Accounts Management team will not be made aware that you would like to update a client’s record.**

Family Members with Accounts

Family Members with Accounts

Industry Affiliations

Industry Affiliations

10% shareholder

Position

Company

Created By [Bill Advisor](#), 11/30/2017 3:11 PM

Last Modified By [Bill Advisor](#), 11/30/2017 3:11 PM

 [Edit](#) [Delete](#) [Clone](#) [Sharing](#)

Open Activities

[New Task](#) [New Event](#)

No records to display

Activity History

[Log a Call](#) [Send an Email](#)

No records to display

Notes & Attachments

[New Note](#) [Upload Files](#)

No records to display

Compliance Approvals History

Date	User	Connection	Action
11/30/2017 3:12 PM	Bill Advisor		Record locked.
11/30/2017 3:11 PM	Bill Advisor		Changed Order Memo Name to OM-1786. Created.

Approval History

[Recall Approval Request](#)

Action	Date	Status	Assigned To	Actual Approver	Comments	Overall Status
Step: Accounts Management Review (Pending for first approval)						 Pending
	11/30/2017 3:12 PM	Pending	Account Management	Account Management		
Approval Request Submitted						
	11/30/2017 3:12 PM	Submitted	Bill Advisor	Bill Advisor		

[^ Back To Top](#)

Always show me fewer  /  more records per related list

- Once you click this button, our Accounts Management team will update your client record within 2 business days.