Adding a new entity client to LEADERSlink

When logged into **LEADERSlink** search for the entity client by SSN/TIN or name - for a person account, see client procedures

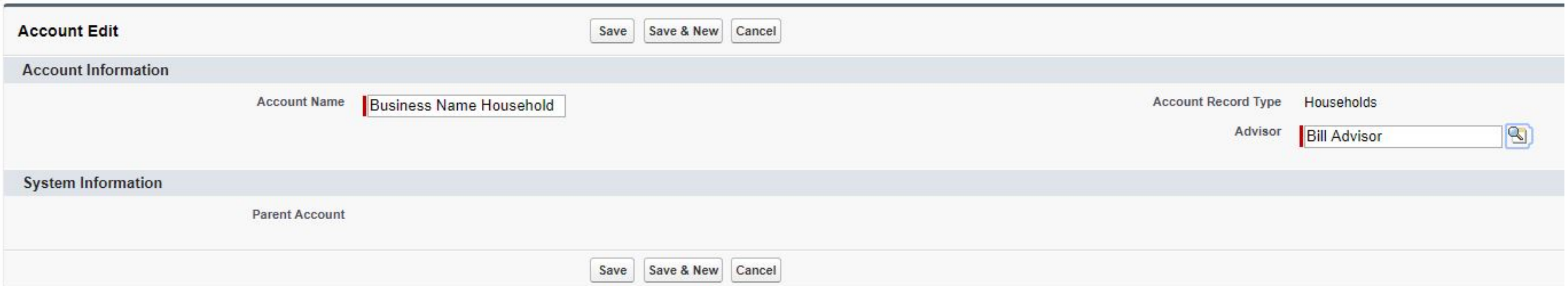
If the entity account record comes up, then see procedures for "Updating a Client". If nothing comes up, then click on Create New and select Account.

As of 5/11/2018, we are required by FINRA and the SEC to attain the information for the beneficial owners of all entities (refer to Entity New Account Investment Profile). In order to fulfill this requirement, we will now ask you to create a "Household" to establish the relationship between 3 different account types: **Business Account**, **Control Person**, and **Beneficial Owner**.

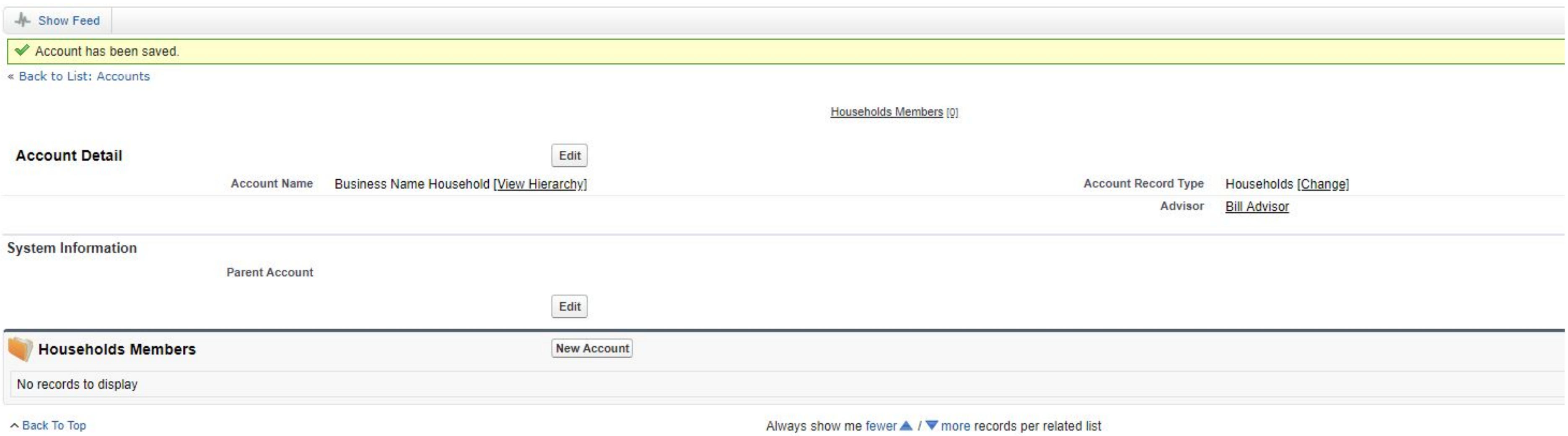
To start, select Create New… on the left side of your screen and select Account

In the dropdown, select "Households"

Enter the business name and the word “Household”. Adding the word Household in the title helps distinguish between a household record and a client record.

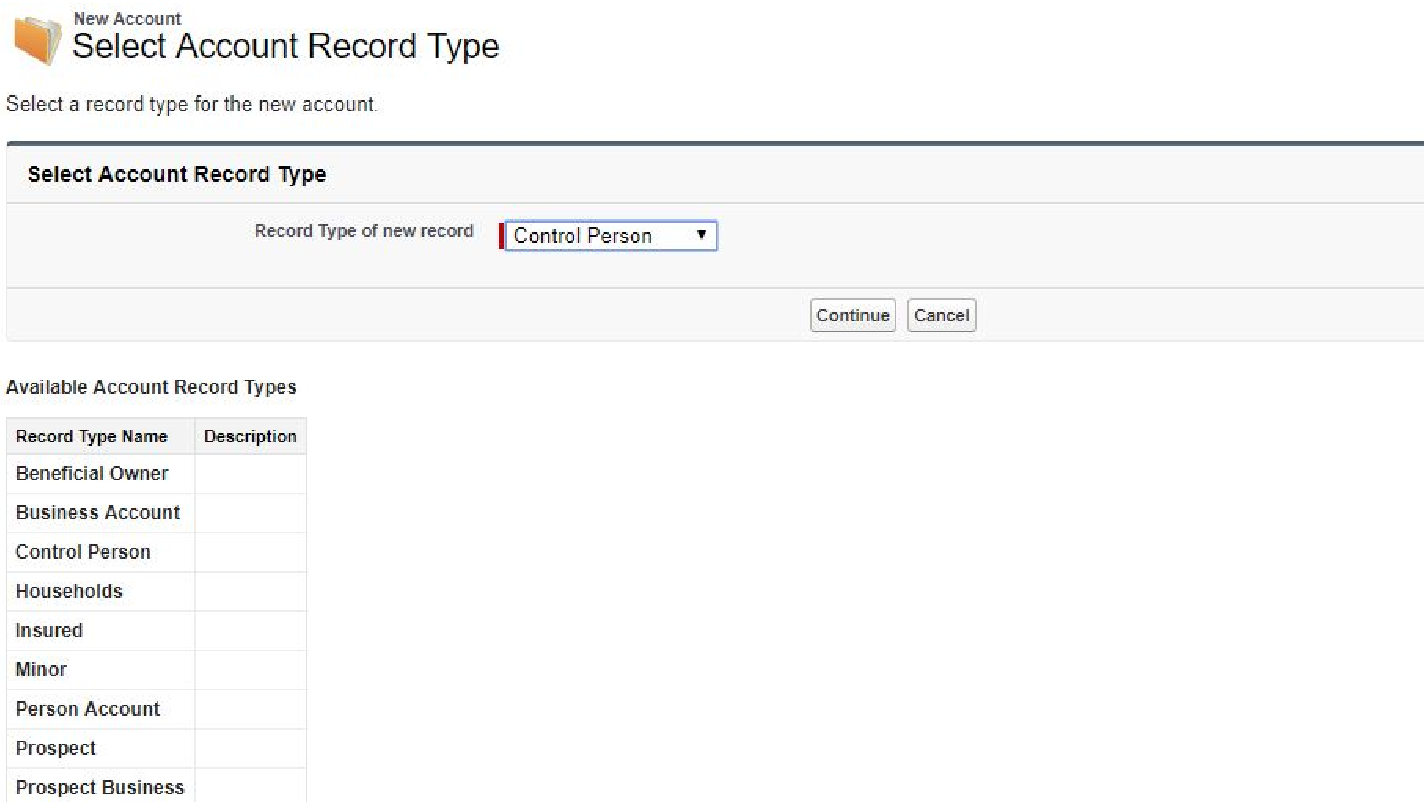


Once complete, your screen should look like this. From here, you will create the 3 types of accounts: **Business Account**, **Control Person**, and **Beneficial Owner**

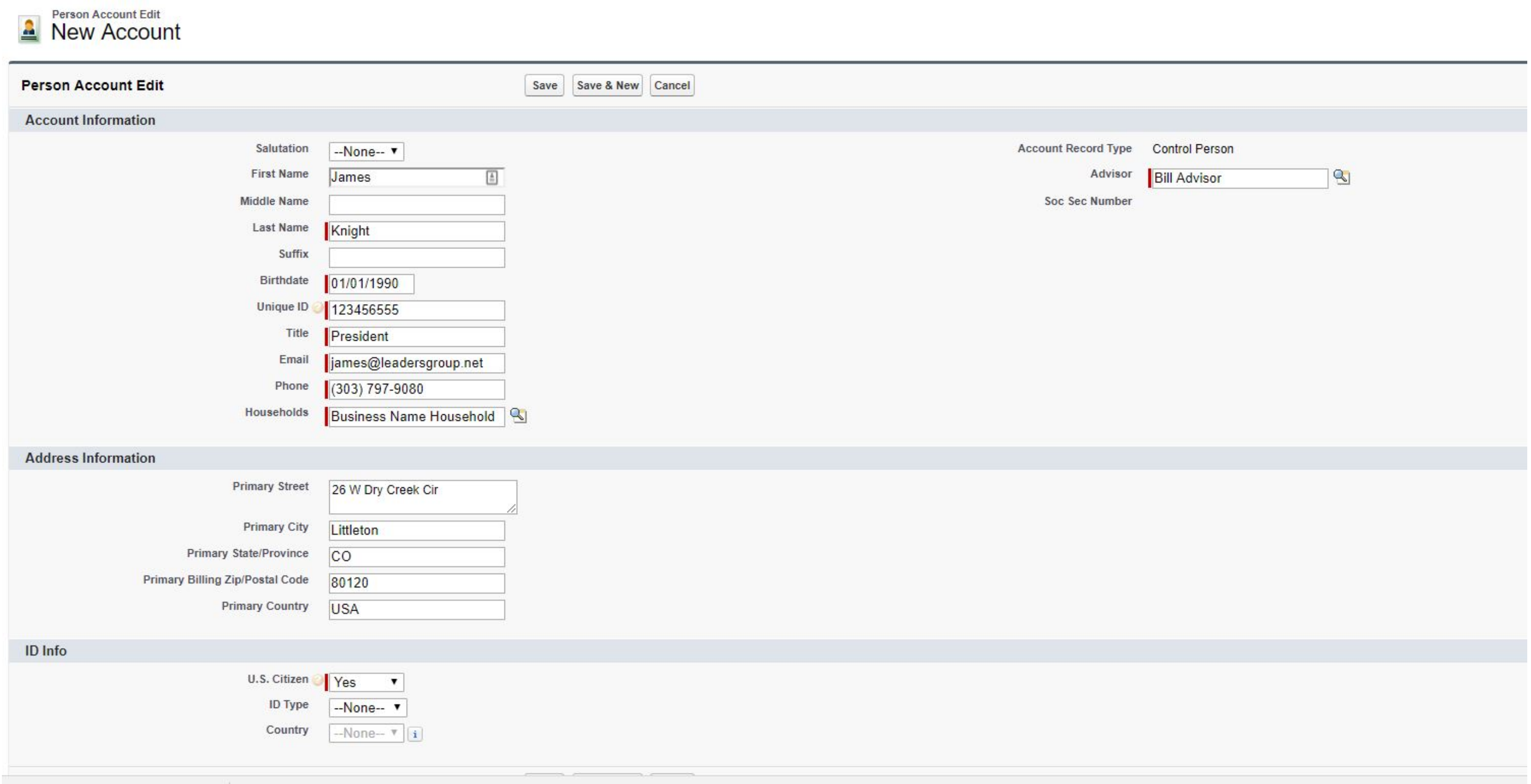


To create a control person, click the “New Account” button in the “Households Members” section (under the edit button in the image above)

From the dropdown, select “Control Person” and press continue

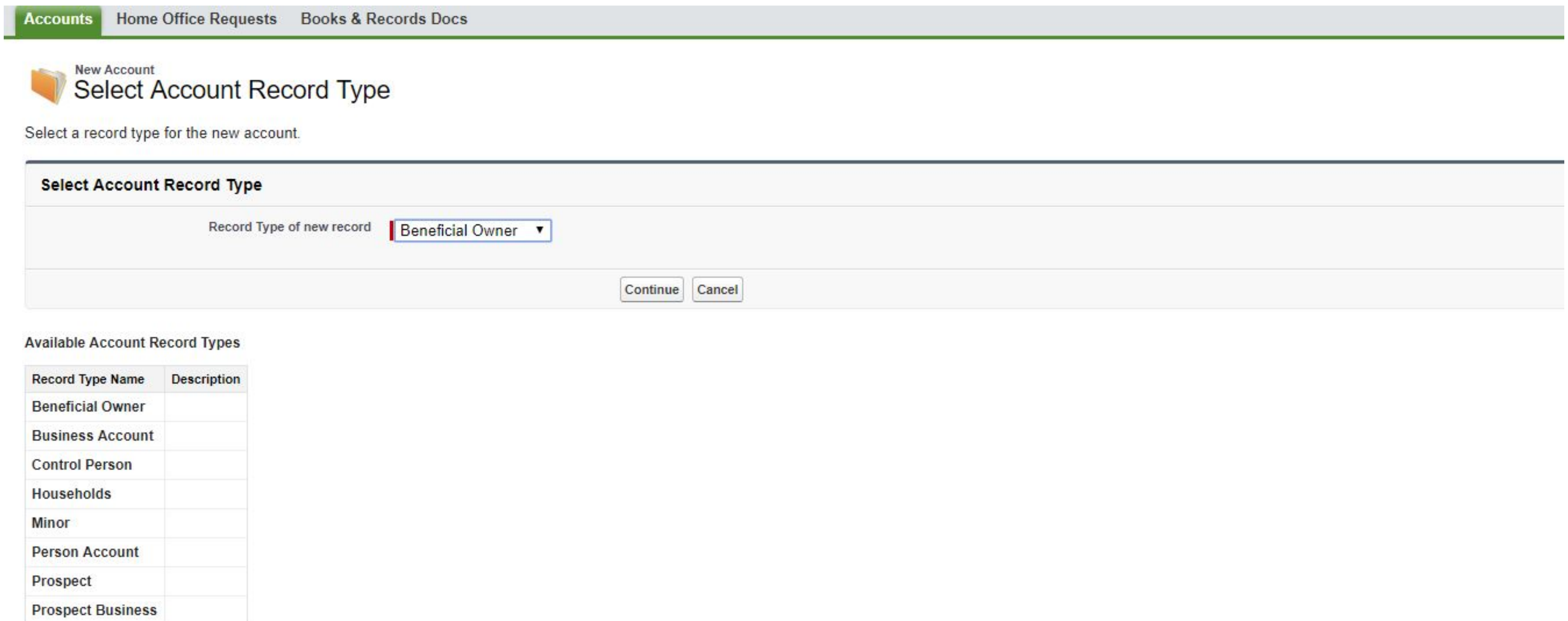


Enter in the information for the control person. If they are not a US citizen, you will have to provide their country of citizenship as well as their passport number as the unique ID if they do not have a SSN.

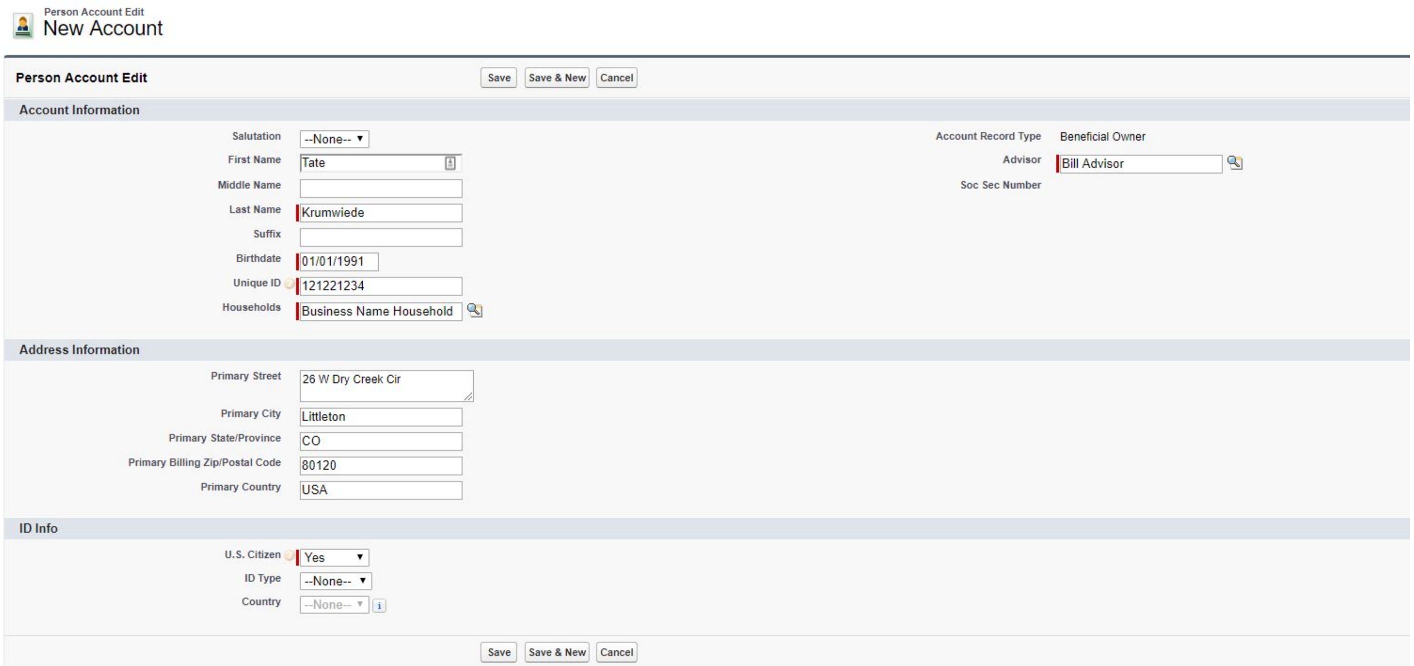


After clicking save, click on the household to bring you back to the household record. You will create all accounts from the household.

For the Beneficial Owner information, you may have to repeat this process up to 4 times depending on how many beneficial owners are listed on the Entity New Account Investment Profile.



Just like for the Control Person, fill out the beneficial owner information. If they are not a US citizen, you will have to provide their country of citizenship as well as their passport number as the unique ID if they do not have a SSN.



After clicking save, click on the household to bring you back to the household record. You should repeat this process for as many beneficial owners that are listed. Once you are done creating all of the Beneficial Owners, you should now create the Business Account from the Household.

From the Household record, select new account, and choose the Business Account in the drop down. Select continue.

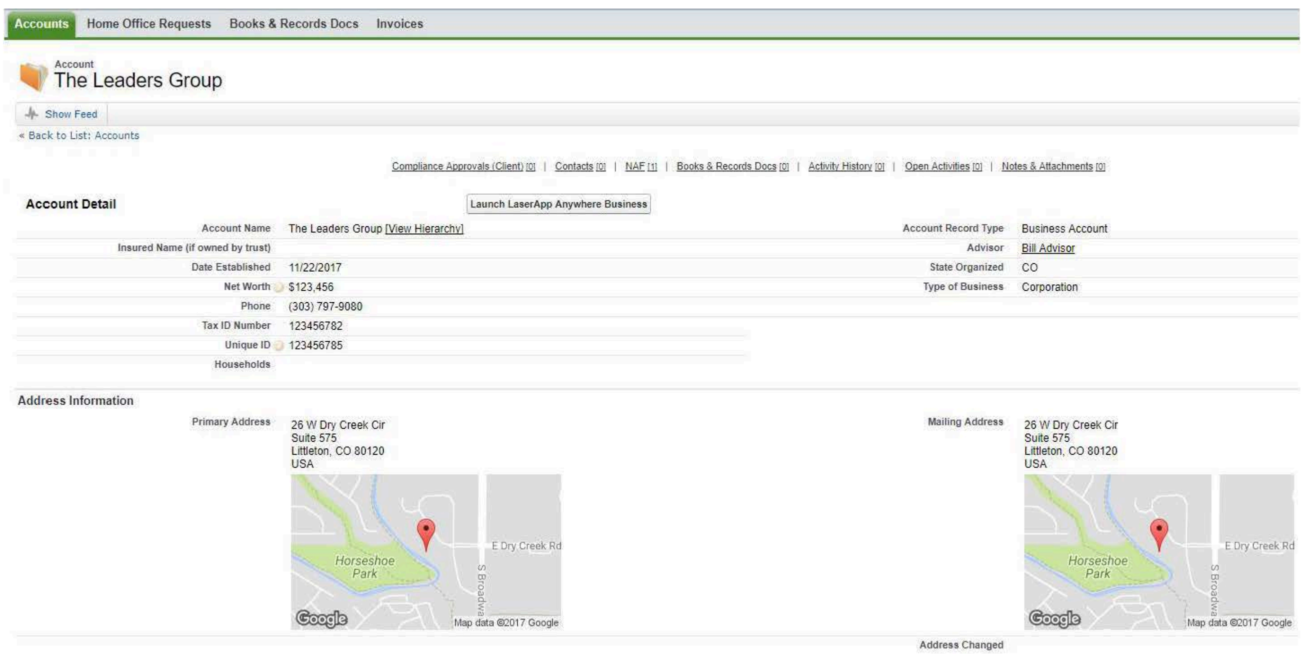
From the Entity New account Profile form, enter the following data.

1. Account Information
    a. Account Name
    b. Insured Name (if owned by a Trust)
    c. Date Established
    d. Tax ID Number
    e. Unique ID – (if this field errors out due to the trustee having their own personal account, then add a lower case “ ***e*** “ to the end of the Tax ID Number)
    f. Advisor (this will be the same Advisor code used when setting up the Household)
    g. State Organized
    h. Type of Business
        i. For most 401(k)’s, choose “Corporation”

2. Address Information
    a. Primary Street
    b. Primary City
    c. Primary State/Province
    d. Primary Billing Zip/Postal Code
    e. Primary Country
    f. If the entity has a separate mailing address, then also complete the Mailing Street, Mailing City, Mailing State/Province, Mailing Zip/Postal Code and Mailing Country fields
        i. If Primary Address is the same as the Mailing Address, click the “Copy Primary Address to Mailing Address” on the right hand side (in blue text)

Click Save

Here is what a completed Business Account should look like



From the Business Account, you will create a BRD record and upload your documents there. Please see the separate procedures for that.

By clicking on the Household from the Business Account, you can go back to see everyone related to the business account in one area. If done correctly, the household record should look something like this: