

LEADERS link

Home Office Request: Adding an Outside Business Activity (OBA)

1. Log in to Leaderslink
2. Navigate to the 'Home Office Requests' tab:

The screenshot displays the LeadersLink dashboard interface. At the top, the 'LEADERS link' logo is visible on the left, and a search bar is on the right. Below the logo, a navigation menu includes 'Home', 'Dashboards', 'Payout', 'Accounts', 'Home Office Requests' (highlighted), 'Compliance Approvals', and 'Books & Records Docs'. The left sidebar contains sections for 'LeadersLink Resources' (with links to Advizr, RightBridge, Training Videos, Starlight Portfolios, and FINRA Manual), 'Create New...', 'Shortcut' (with a link to Calendar), 'Recent Items' (with links to John Test, BRD-3325, Test Business, Household, Test Household, and Test), and 'Messages and Alerts'. The main content area is titled 'Dashboard' and includes a 'Refresh' button. Below this, there are three tables: 'Compensation Overview', 'Compensation Activity', and 'Hold/Suspense Report'. The 'Compensation Overview' table shows various balance and payable amounts, all currently at \$0. The 'Compensation Activity' table shows weekly and monthly net amounts, also at \$0. The 'Hold/Suspense Report' table shows a total commission payable of 0.00. Below the tables, there is a 'My Tasks' section with a 'New' button and a message stating 'You have no open tasks scheduled for this period.' At the bottom, there is a 'Calendar' section with a 'New Event' button and a message stating 'You have no events scheduled for the next 7 days.' A calendar widget for October 2017 is visible in the bottom right corner, showing the current date as Friday, October 13th.

LeadersLink Bill Advisor

LEADERS link Search... Search

Home Dashboards Payout Accounts **Home Office Requests** Compliance Approvals Books & Records Docs

LeadersLink Resources

- Advizr
- RightBridge
- Training Videos
- Starlight Portfolios
- FINRA Manual

Create New...

Shortcut

- Calendar

Recent Items

- John Test
- BRD-3325
- Test Business
- Household
- Test Household
- Test

Messages and Alerts

Dashboard Refresh

As of 10/10/2017 2:24 PM. Displaying data as Bill Advisor.

Compensation Overview		Compensation Activity		Hold/Suspense Report		
Beginning Balance:	\$0	Current Week (Net):	\$0	Client	Hold Reason	Sum of Commission Payable
Change Since Last Payout:	\$0	Previous Week (Net):	\$0			
Gross Commission Payable:	\$0	Month-to-Date (Net):	\$0	Total 0.00		
Less Amount On Hold:	\$0	Quarter-to-Date (Net):	\$0			
Net Commission Payable:	\$0	Year-to-Date (Net):	\$0			

My Tasks New All Open

You have no open tasks scheduled for this period.

Calendar New Event

Today 10/13/2017

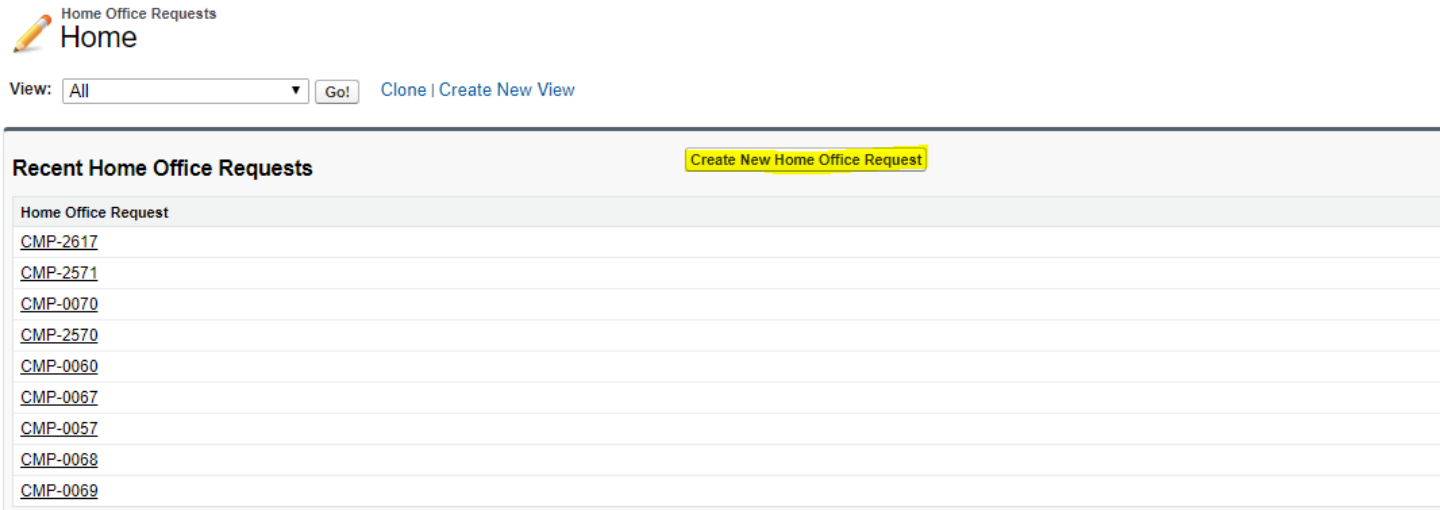
You have no events scheduled for the next 7 days.

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

1 7 31

3. Once on the 'Home Office Requests' tab, click 'Create New Home Office Request':



Home Office Requests
Home

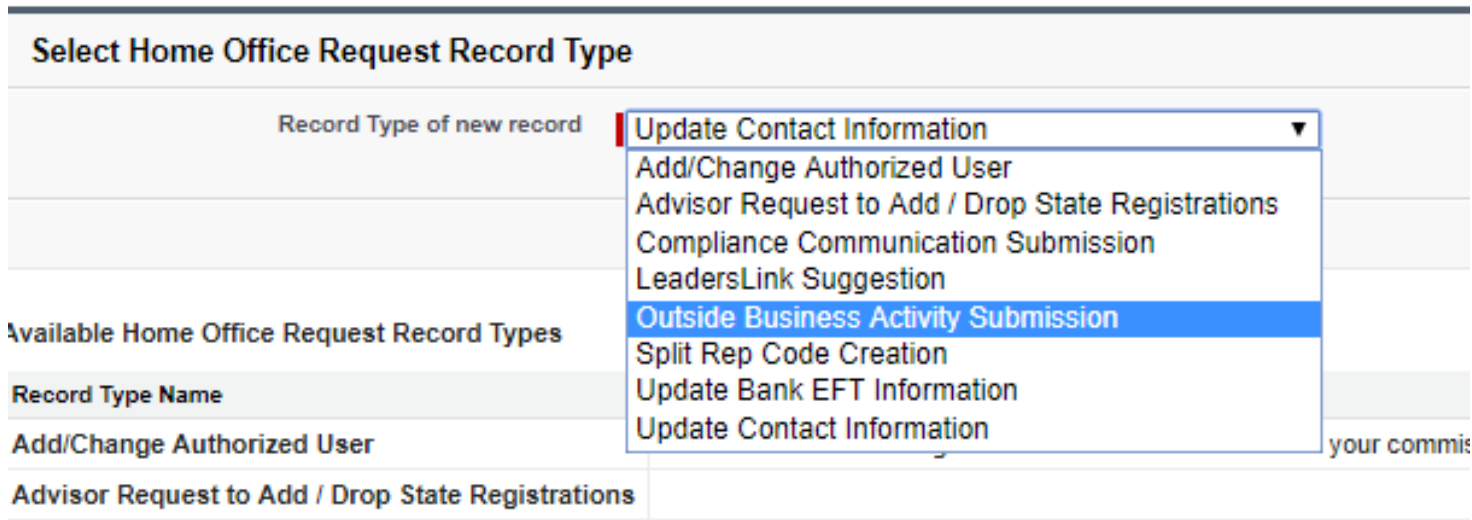
View: [Clone](#) | [Create New View](#)

Recent Home Office Requests [Create New Home Office Request](#)

Home Office Request
CMP-2617
CMP-2571
CMP-0070
CMP-2570
CMP-0060
CMP-0067
CMP-0057
CMP-0068
CMP-0069

4. After the 'Create New Home Office Request' button is clicked, select "Outside Business Activity Submission":

Select a record type for the new home office request.



Select Home Office Request Record Type

Record Type of new record

- Update Contact Information
- Add/Change Authorized User
- Advisor Request to Add / Drop State Registrations
- Compliance Communication Submission
- LeadersLink Suggestion
- Outside Business Activity Submission**
- Split Rep Code Creation
- Update Bank EFT Information
- Update Contact Information

Available Home Office Request Record Types


Record Type Name
Add/Change Authorized User
Advisor Request to Add / Drop State Registrations

- Once one is chosen, click 'continue'
- On the following screen that shows up, complete any information that you have, please keep in mind any field with a red bar next to them are required before moving on:

 Home Office Request Edit
New Home Office Request

Home Office Request Edit Save Save & New Cancel

Information

Advisor  Owner Bill Advisor

Signed By Submission Status

Outside Business Activity

Name of Outside Business Activity

Anticipated Start Date

Describe nature of outside business

Sponsors Name

Address

Home Phone

Contact Person

Duties and Responsibilities

What is your capacity?

How will you be compensated?

Briefly describe your duties:

Compliance Questions

Securities-Related Business

Will current TLG clients be contacted?

Clearly identified as not affiliated

of hours per month on OBA

Estimate Securities Trading Hours

Save Save & New Cancel

- Make sure all the information is complete and accurate

8. Once the fields are filled out, click 'save'
9. This will automatically submit the request for approval.
10. To check on the status of the request, scroll down to the 'Approval History' area to see where the request is at:

Home Office Request
CMP-6341

[Show Feed](#)

[← Back to List: Home Office Requests](#)

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

Home Office Request Detail

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

Owner [Bill Advisor \[Change\]](#)
 Submission Status **Submitted**

Home Office Request	CMP-6341
Advisor	Bill Advisor
Signed By	Bill Advisor

Outside Business Activity

Name of Outside Business Activity	Shark Photographer
Anticipated Start Date	9/10/2018
Describe nature of outside business	Take pictures of sharks
Sponsors Name	Animal Planet
Address	123 Main Street
Home Phone	(303) 123-4567
Contact Person	

Duties and Responsibilities

What is your capacity?	Photographer
How will you be compensated?	Seashells
Briefly describe your duties:	Dive in the ocean and take pictures of Sharks in their natural habitat

Compliance Questions

Securities-Related Business	No
Will current TLG clients be contacted?	No Yes
Clearly identified as not affiliated	Yes No
# of hours per month on OBA	30 10
Estimate Securities Trading Hours	10 10

Created By [Bill Advisor](#) 9/7/2018 2:24 PM

Last Modified By [Bill Advisor](#) 9/7/2018 2:24 PM

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

Approval History

Action	Date	Status	Assigned To	Actual Approver	Comments	Overall Status
Step: registrations (Pending for first approval)						
	9/7/2018 2:24 PM	Pending	Registrations	Registrations		Pending
Approval Request Submitted						
	9/7/2018 2:24 PM	Submitted	Bill Advisor	Bill Advisor		

11. Repeat these steps for other available Home Office Requests.

If you have any questions, please email support@leadersgroup.net.