Making It All Work **Together**

Weekly Rep Call

Click HERE to listen to a recording of this week's rep call.

Call Notes (Click on the red links to learn more):

Compliance and Administration Updates

Compliance Topics

Sending secure emails in SMARSH.
- When adding the word secure or encrypt in the subject line of an email make sure it is spelled correctly
  - In the past, you could spell these words wrong and the email would still be encrypted, this is no longer accurate.
  - Any misspelling of these words will not trigger the email to be encrypted.
- If you are adding an admin, all requests should go through your OSJ as the forms to add someone to your office are now done through DocuSign only.
- When to send paperwork to sponsor companies
  - Paperwork should only be sent to the sponsor once it has been approved by your OSJ or Cambridge if it is a 529 or Alternative Investment
  - If you receive a check you have three options
    - Hold the check
      - You should only hold the check for the appropriate time
      - Checks should be stored in a secure and locked location
    - Send the check to the sponsor
      - This can only be done once you have OSJ approval for the trade key
    - Send the check to Cambridge
      - If you do not want to hold the clients check, you can always send it directly to Cambridge
      - Make sure to include a routing slip if you choose this option

Practice Management

The third wave of financial planning and upcoming changes to CLIC!
- This week we discussed the evolution of financial planning and the integration between financial planning and technology.

- Think advisor article mentioned on the call
- With the third wave of financial planning, Cambridge is getting involved in a very big way
    - Later this year, CLIC core services will include an integrated version of eMoney. The version that will be included is emX. This version will be at a huge discount to the normal price.
    - If you already have eMoney you will get a pro-rated refund and all of your information will be migrated into the new system
    - There will be a beta test program that is open to interested advisors. Please let us know if you would like to participate in the beta.

Annual Branch Meeting

Registration and Hotel block is now OPEN!

- This year's meeting will be May 1st - 3rd
    - The starting time will be May the 1st at 1:00 PM
    - The event will wrap up on the 3rd at 12:30 PM

The meeting will be at the Reunion Resort in Orlando

- Registration is now open "CLICK HERE"
- To make your hotel reservation "CLICK HERE"
    - Our group rate will be available prior to the 1st and after the 3rd if you would like to arrive early or leave after the 3rd
    - We recommend getting your airfare ASAP

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