

PREMIER ADMIN GROUP

Focused on Your Success



NFA's Premier Admin Program offers advisors the unique opportunity to build their business while benefiting from being part of our NFA team. With access to back office staff and a wide range of support, advisors and agents are able to grow their business while our dedicated team handles the day to day operations of their practice. Let us help you achieve your vision of financial and business success.

THE PREMIER ADMIN TEAM



JOSLIN BURR
Advisor Support Manager
D: 210-202-1882



BRANDY BARELA
Business Relationship Manager II
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JESSICA LLANAS
Business Relationship Manager II
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TAYLOR SWEET
Business Relationship Manager II
210-737-7800 ext. 106

THE PREMIER ADMIN PACKAGE

Account Maintenance

- Account Opening and Closing
- Move Money (Contributions/Distribution/Transfers)
- Notifications
- Share Class Conversions

Direct Business

- SEP/Simple/401(k)/403(b)
- Networking
- Alternative Investments
- Outside Account Paperwork

Client Support

- Required Minimum Distributions (RMD)
- Account View Setup
- E-Signature (Docu-Sign)

Meeting Preparation

- Documents/Reports

Reception

- Phone Services
- Message Taking
- Document Support

Compliance Max

- Uploads/Updates

CRM Management

- RedTail
- Wealthbox

Additional Support

- Trading
- Premier Wealth Management
- AOE Support
- Guaranteed Backup Support
- Life Insurance & Illustrations
- Schwab/TDA/LPL Custodians

For more information regarding the Premier Admin Program
Please Contact Stella Pena
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HOW WE SERVE.

NFA PREMIER ADMIN PROGRAM VS. LPL SOLUTIONS

ADMIN SOLUTIONS SCOPE LIST UPDATED 2025

NFA Premier
Admin

LPL Solutions

ACCOUNT MAINTENANCE

CLIENTWORKS	Account maintenance and functionality	X	X
ACCOUNT OPENING	Opening accounts, including collecting pertinent data from clients	X	X
ACCOUNT TRANSFERS	Initiate and follow-up on incoming transfers Initiate and follow-	X	X
MOVE MONEY	up on Move Money requests (ACH, Checks, Journal)	X	X
NOTIFICATIONS	Review and resolution of notifications	X	X
SHARE CLASS CONVERSIONS	Advisor must provide detailed instructions	X	X

DIRECT BUSINESS

SEP/ SIMPLE/401(K)/403(B)	Clerical Support	X	LIMITED
NETWORKING	Networking outside direct business accounts	X	X
ALTERNATIVE INVESTMENT	Obtain & complete paperwork, advisor must provide suitability info	X	X
PAPERWORK DIRECT BUSINESS	Obtain outside account statements, applications and change of advisor paperwork	X	LIMITED

CLIENT SUPPORT

REQUIRED MINIMUM DISTRIBUTIONS (RMD)	Proactive outreach to advisor and clients regarding RMDs	X	X
ACCOUNT VIEW SETUP	Provide instructions and guidance to clients to assist with setup	X	X
E-SIGNATURE	Initiate and follow-up on e-Signature forms	X	X

MEETING PREPARATION

DOCUMENTS/REPORTING	Obtain account statements, run reports	X	X
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RECEPTION

PHONE SERVICES	Answer incoming office calls and direct as needed	X	LIMITED
MESSAGE TAKING	Obtain necessary messages or information for advisors	X	
DOCUMENT SUPPORT	Update/Edit PDF files and Letterheads	X	LIMITED

COMPLIANCE MAX

COMPLIANCE MAX	Entry of materials provided by advisor	X	X
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COMPLIANCE MAX

REDTAIL/WEALTHBOX	Maintain client information, create workflows, assign tasks, generate notes and client document filing	X	X
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WHAT SETS US APART.

THE NFA PREMIER ADMIN PROGRAM OFFERS ADDITIONAL SUPPORT IN THE FOLLOWING AREAS
ADDITIONAL SUPPORT

TRADING	Team available to place trades	X	
PREMIER WEALTH MANAGEMENT	Asset Management and Case design at additional cost	X	
AOE SUPPORT	AOE access for new annuity business	X	
GUARANTEED BACKUP SUPPORT	Full office staff available	X	
ADVISOR LICENSING & REGISTRATIONS	RegEd Support	X	
INSURANCE APPOINTMENTS	Confirm and follow up with insurance carrier appointment paperwork	X	
LIFE INSURANCE & ILLUSTRATIONS	Run quotes on different scenarios/Initiate requests for illustrations	X	
COMMISSIONS REPORTS	Available upon request	X	
SCHWAB/TDA/LPL CUSTODIANS	Full support	X	

LIMITED



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