

# 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  
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**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  
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## 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 Madison Franklin  
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# HOW WE SERVE.

## NFA PREMIER ADMIN PROGRAM VS. LPL SOLUTIONS ADMIN SOLUTIONS SCOPE LIST UPDATED 2024

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	X	X
MOVE MONEY	Initiate and follow-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	LIMITED
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	

