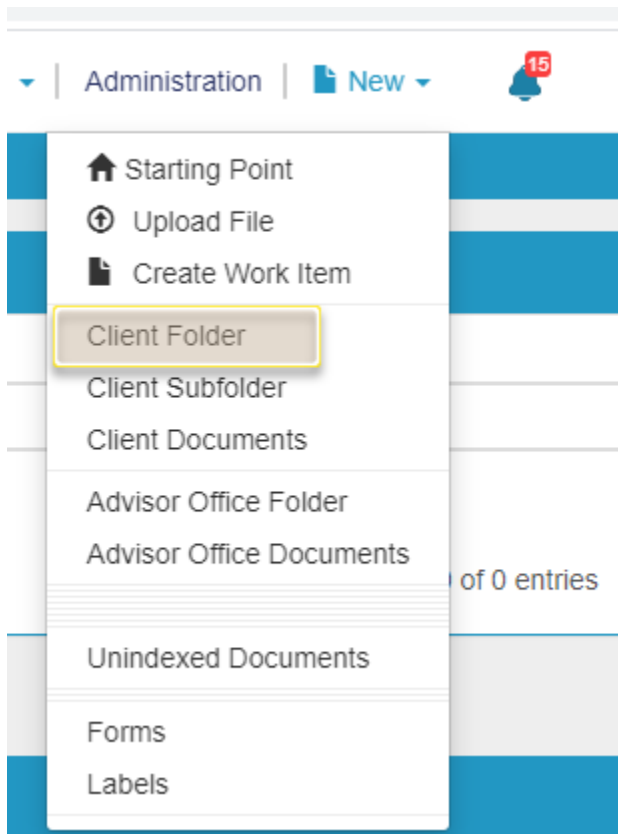


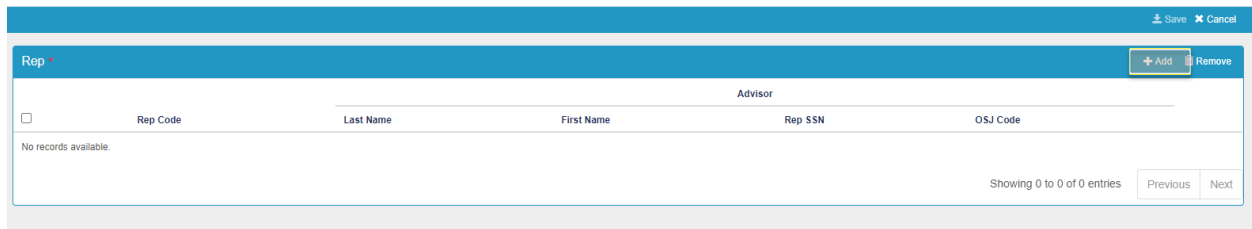
Adding a Client Folder and Subfolder

This step-by-step guide will walk you thru the process of adding a client folder and subfolder to Docupace.

Click on New – Client Folder



Click Add in the Rep section.



Check the appropriate Rep Code the client folder should be under and click Select.

Select Cancel Show 15 entries

	Rep Code	NFS #	Pershing #	Split Rep	Advisor			OSJ Code	Rep Group
					Last Name	First Name	Rep SSN		
<input checked="" type="checkbox"/>	PS003				REP3	PS	XXXXX3333		

Fill in as much information as possible for the client folder and click Save in the upper right corner. For a Person, First Name, Last Name and TIN/SSN are required. For Business/Entity, only Company Name is required.

Rep + Add Remove

	Rep Code	Last Name	First Name	Rep SSN	OSJ Code
<input type="checkbox"/>	PS003	REP3	PS	XXXXX3333	

Showing 1 to 1

Details

<p>Client Type * Business/Entity</p> <p>Client Status * Active</p> <p>First Name</p> <p>Last Name</p> <p>Company Name Armock Inc Simple</p> <p>TIN/SSN 852741147</p> <p>DOB MM/DD/YYYY</p> <p>Legal Address</p> <p>Legal State Legal State</p> <p>Legal Country Legal Country</p> <p>Copy Legal to Mailing</p> <p>Mailing City</p> <p>Mailing Zip</p>	<p>Business Type * BD/RIA</p> <p>Middle Name</p> <p>Suffix</p> <p>Group</p> <p>Gender Gender</p> <p>Email</p> <p>Legal City</p> <p>Legal Zip</p> <p>Legal Province</p> <p>Mailing Address</p> <p>Mailing State Mailing State</p> <p>Mailing Country Mailing Country</p>
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The Client Folder and a General Client Subfolder are created. To add another subfolder, click Add New.

Dashboard / Client Folder #102885 ← Back

Client Folder ↑ Starting Point

Rep														
First Name	Last Name	Company Name	SSN Masked	Rep Code	Advisor Last Name	Advisor First Name	Advisor Rep SSN	Advisor OSJ Code	Business Type	Last Note	Client Type	Client Status	User	Group
		ARMOCK INC SIMPLE	XXXXXX147	PS003	REP3	PS	XXXXX3333		BD/RIA		Business/Entity	Active	ramock	

Client Subfolder

Client Folder															
Rep															
Client Subfolder Type	Registration Type	Product Type	Vendor/Custodian	Account #	Last Note	Other Description	First Name	Last Name	Company Name	Rep Code	Advisor Last Name	Advisor First Name	Advisor Rep SSN	Advisor OSJ Code	User
<input type="checkbox"/>	General								ARMOCK INC SIMPLE	PS003	REP3	PS	XXXXX3333		ramock

Showing 1 to 1

Add as much information available for the subfolder.

Details

Business Type *	BD/RIA	Registration Type	IRA - SIMPLE x
Client Subfolder Type *	Direct Business	Vendor/Custodian	AMERICAN FUNDS x
Product Type	Direct - Mutual Fund x	Account #	
Other Description		ACH bank routing #	
Notes		Bank Name	
Subfolder Status	Subfolder Status	Bank State	Bank State
ACH bank account			
Bank City			
Short Name			

Client Folder + Add Remove

<input type="checkbox"/>	First Name	Last Name	Company Name
<input type="checkbox"/>			ARMOCK INC SIMPLE

Showing 1 to 1 Previous Next

Scroll down and click Add under the Rep Section.

Rep + Add Remove

<input type="checkbox"/>	Rep Code	Last Name	First Name	Rep SSN	OSJ Code
No records available.					

Showing 0 to 0 of 0 entries Previous Next

Check the appropriate Rep Code for the subfolder and click Select.

Select Cancel Create New Show 15 entries

<input type="checkbox"/>	Rep Code	NFS #	Pershing #	Split Rep	Last Name	First Name	Rep SSN	OSJ Code	Rep Group
<input checked="" type="checkbox"/>	PS003				REP3	PS	XXXXX3333		

Click Save in the upper right corner.

Save Cancel

This is now an existing Client Folder and Subfolder that you can use in any of the Client workflow processes.