PRIVATE CLIENT SERVICES
MEMBER FINRA, SIPC
A Registered Investment Advisor
Let our independence ignite yours.™

Using Existing Client Data from jaccomo in Docupace

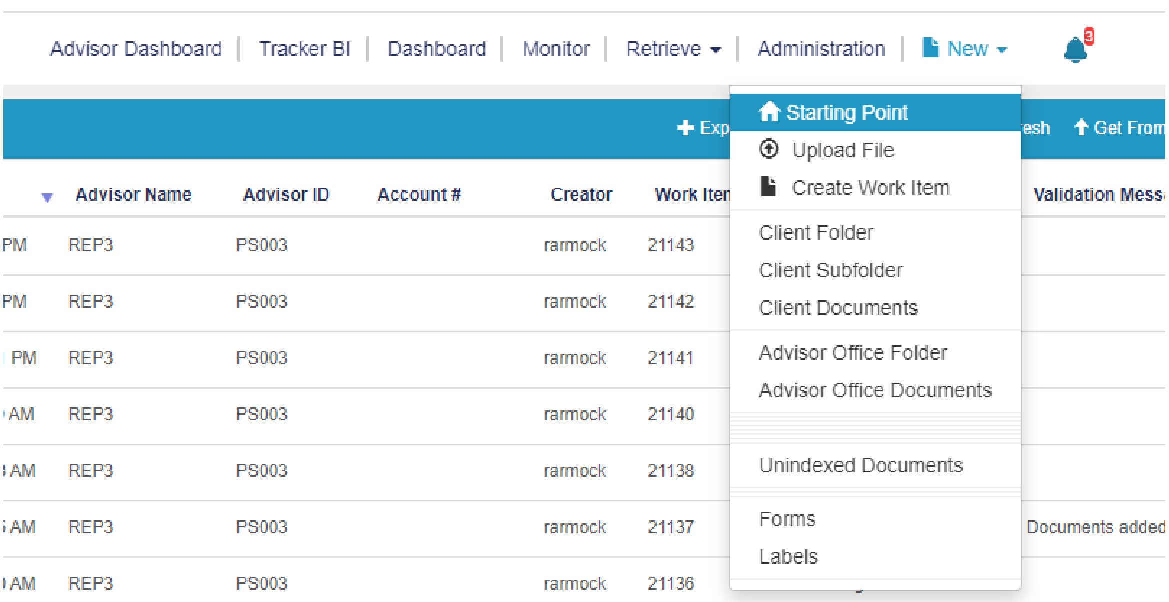
This new functionality allows you to import client information from existing clients you can see in jaccomo's jpass and use it to populate documents within Docupace. Only client information that exists in jaccomo will import. If a field does not import, it either does not currently have any data associated to it or the field cannot be mapped to Docupace. The following fields are eligible to import to Docupace:

First Name	Email Address	Expiration Date
Last Name	Phone Numbers	Annual Income
Social Security Number	Employment Status	Annual Expenses
Marital Status	Occupation	Net Worth
Date of Birth	Employer	Liquid Net Worth
Address	Id Type	Tax Bracket
City	ID#	Liquidity Need
State	State Issued	Investment Experience
Zip Code	Issue Date	

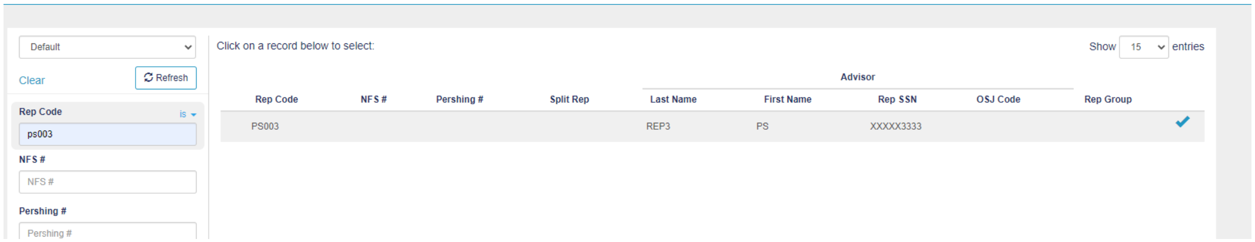
New Account for an Existing Client not in Docupace

This process uses client data for a client that does not currently exist in Docupace but is an existing client in jaccomo. To refresh data or bring in additional information not in Docupace for a client that already exists in Docupace, see 'New Account for an Existing Client in Docupace' on page 9 of this document.

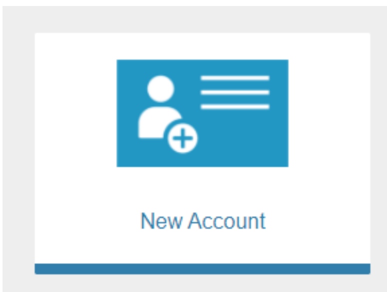
Click on New > Starting Point.



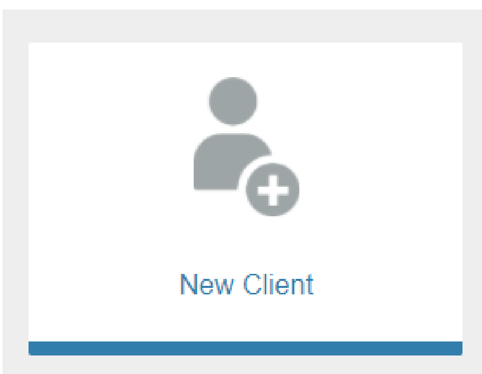
Select the rep code.



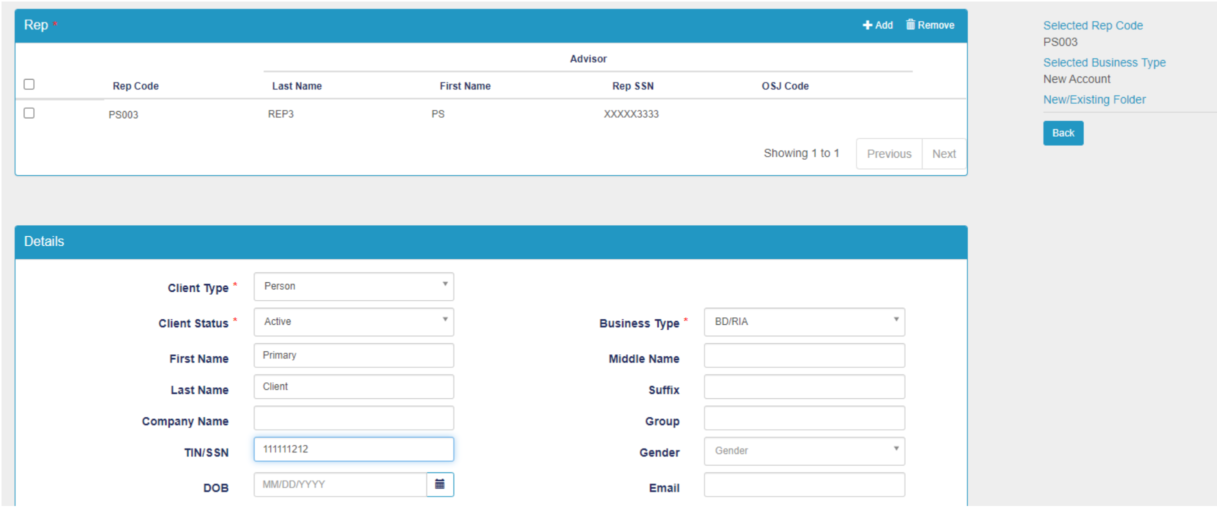
Select the New Account tile.



Select the New Client tile.

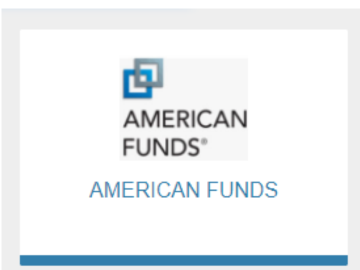


Enter the existing client’s First Name, Last Name and SSN.

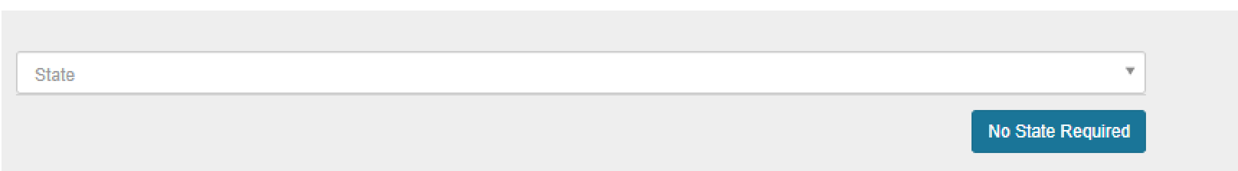


Click Save. 

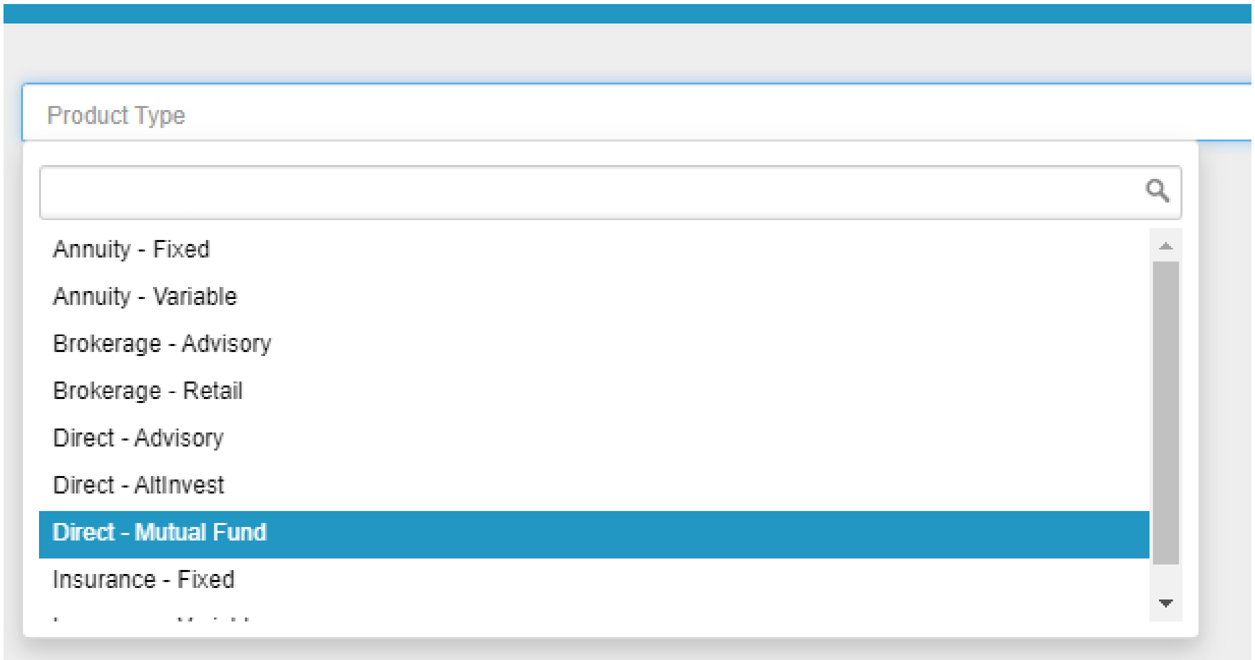
Select the appropriate Sponsor tile.



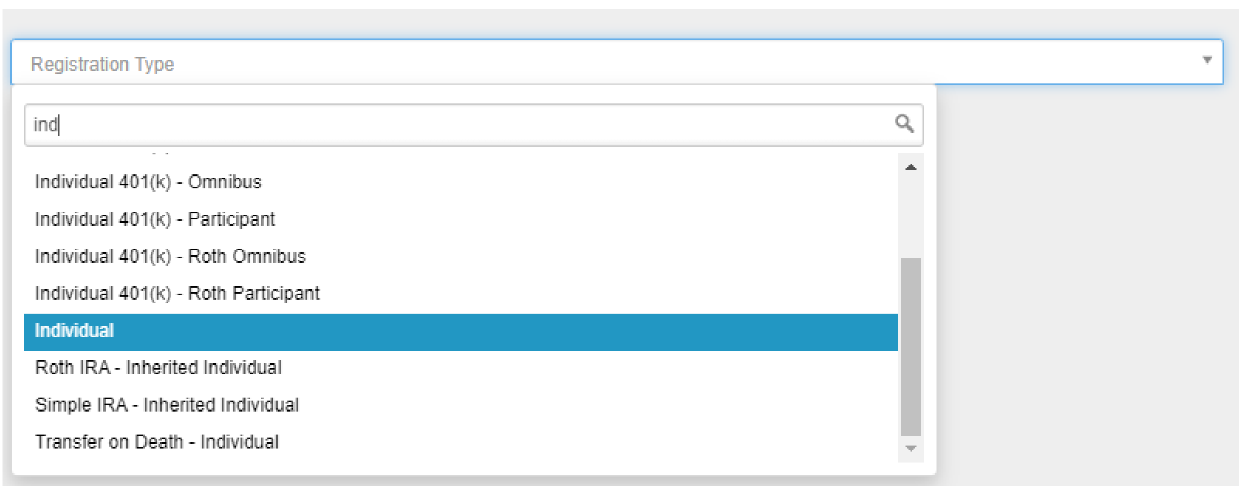
Select the State or click No State Required.



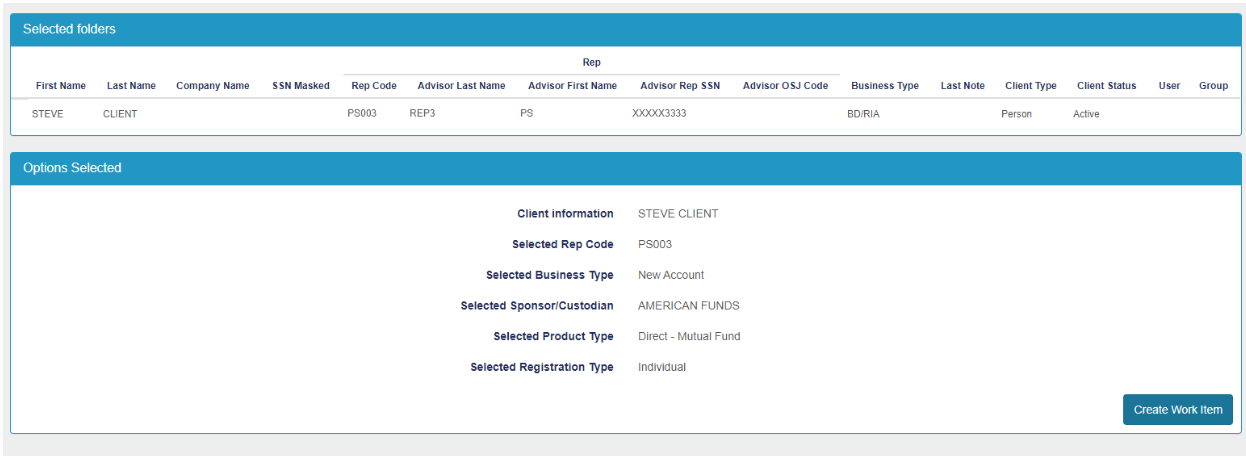
Select the Product Type.



Select the Registration Type.

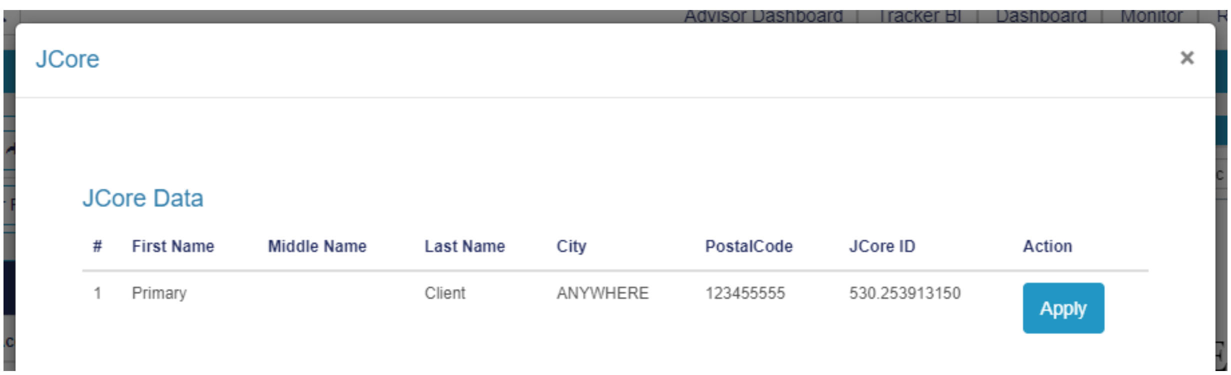


Click Create Work Item.

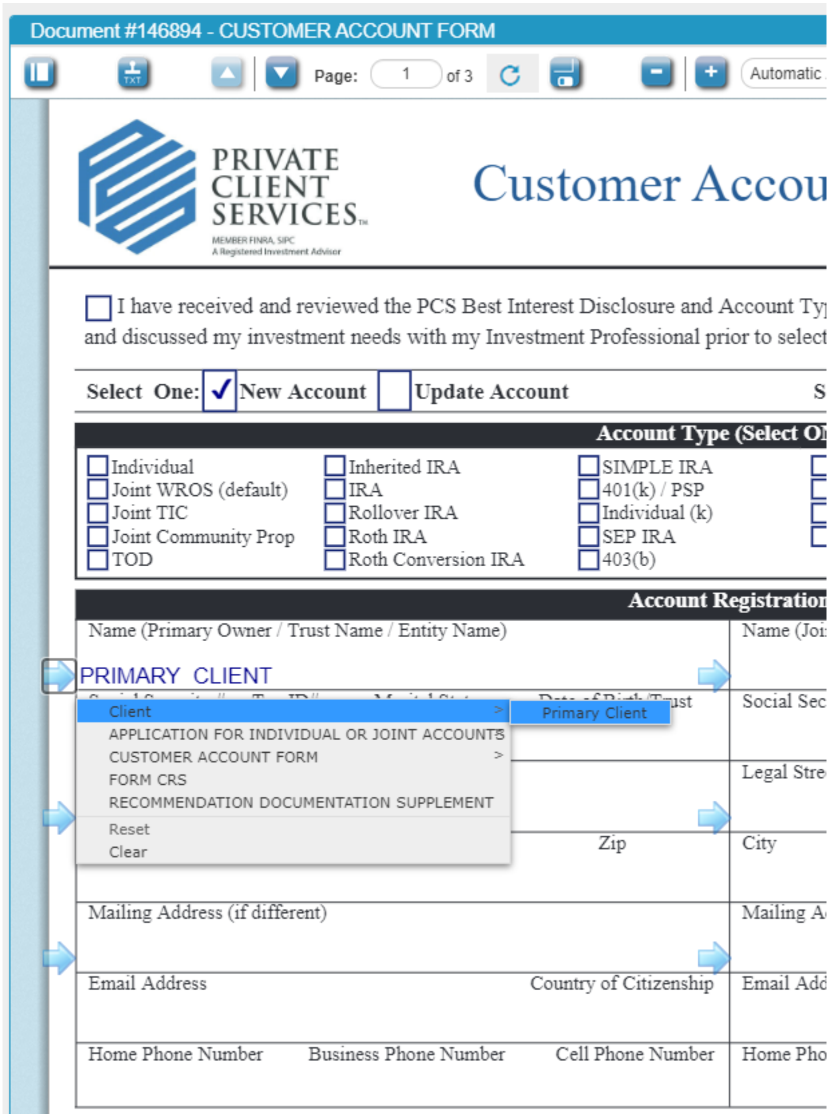


In the Client Work Item header bar, click Get Jcore Data.

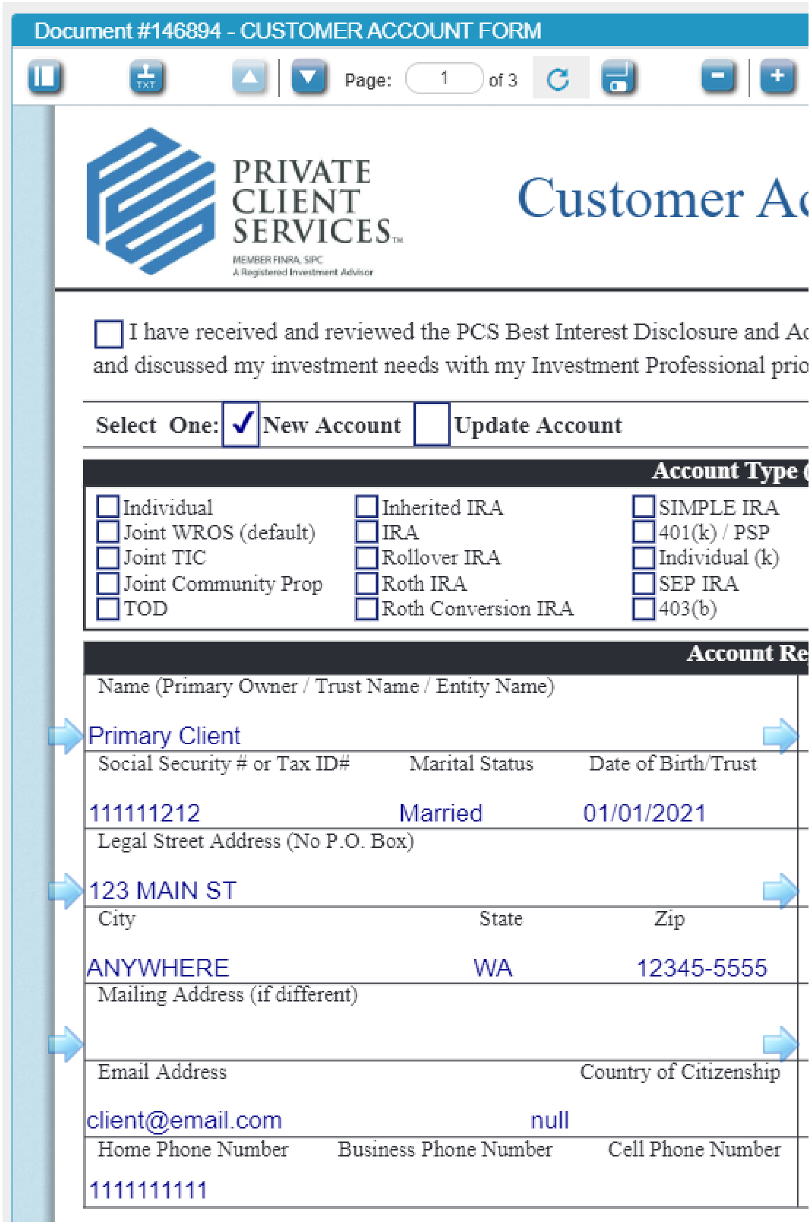
If the client exists in jaccomo, the client will display in the Jcore pop-up box. Click Apply.



On the Customer Account Form in Docupace, click on the first blue arrow and go to Client and select the client's name.



The client data in jaccomo will populate the appropriate fields on the Customer Account Form.


Document #146894 - CUSTOMER ACCOUNT FORM

Page: 1 of 3

PRIVATE CLIENT SERVICES

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Customer Ac

☐ I have received and reviewed the PCS Best Interest Disclosure and Ac
and discussed my investment needs with my Investment Professional prio

Select One: ☑ New Account ☐ Update Account

Account Type (

☐ Individual	☐ Inherited IRA	☐ SIMPLE IRA
☐ Joint WROS (default)	☐ IRA	☐ 401(k) / PSP
☐ Joint TIC	☐ Rollover IRA	☐ Individual (k)
☐ Joint Community Prop	☐ Roth IRA	☐ SEP IRA
☐ TOD	☐ Roth Conversion IRA	☐ 403(b)

Account Re

Name (Primary Owner / Trust Name / Entity Name): Primary Client

Social Security # or Tax ID#	Marital Status	Date of Birth/Trust
111111212	Married	01/01/2021

Legal Street Address (No P.O. Box): 123 MAIN ST

City	State	Zip
ANYWHERE	WA	12345-5555

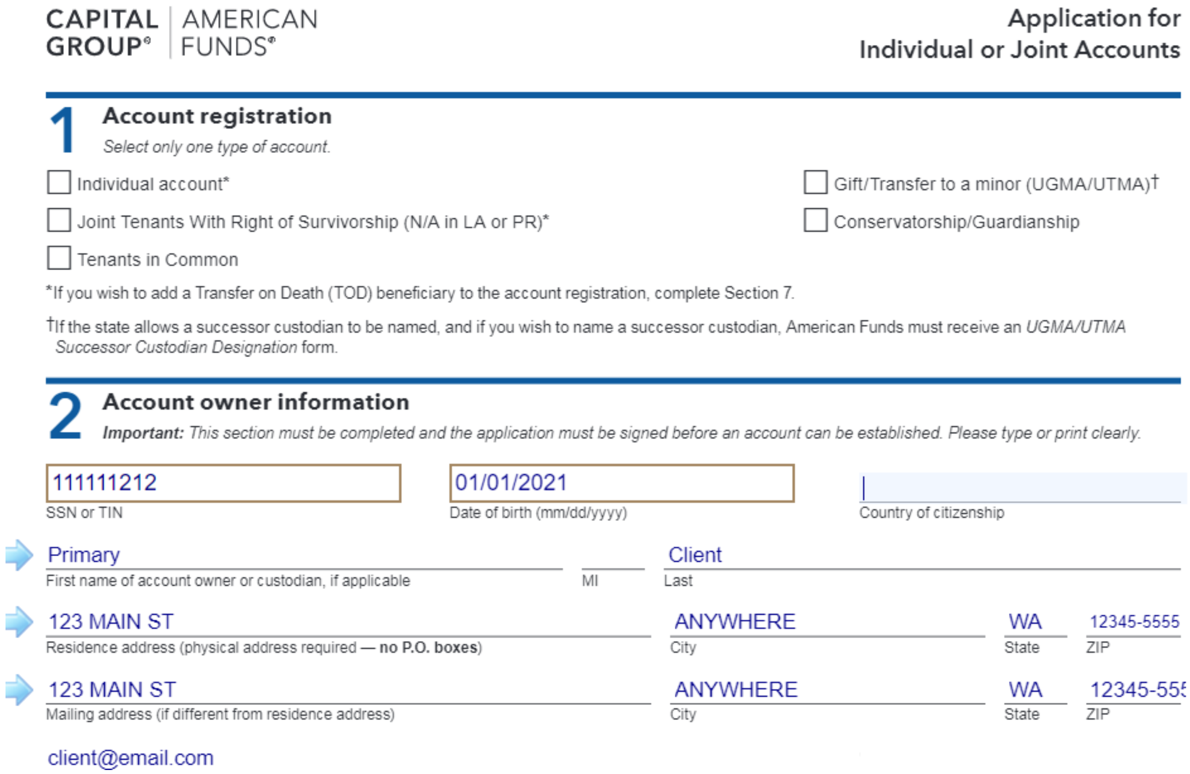
Mailing Address (if different):

Email Address	Country of Citizenship
client@email.com	null

Home Phone Number	Business Phone Number	Cell Phone Number
1111111111		

When finished filling any remaining fields on the Customer Account Form, click the Save icon  at the top of the fillable form.

Information from the Customer Account Form should carry over to other forms in the Work Item.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Application for Individual or Joint Accounts

1 Account registration

Select only one type of account.

- ☐ Individual account*
- ☐ Gift/Transfer to a minor (UGMA/UTMA)†
- ☐ Joint Tenants With Right of Survivorship (N/A in LA or PR)*
- ☐ Conservatorship/Guardianship
- ☐ Tenants in Common

*If you wish to add a Transfer on Death (TOD) beneficiary to the account registration, complete Section 7.

†If the state allows a successor custodian to be named, and if you wish to name a successor custodian, American Funds must receive an *UGMA/UTMA Successor Custodian Designation* form.

2 Account owner information

Important: *This section must be completed and the application must be signed before an account can be established. Please type or print clearly.*

111111212
SSN or TIN

01/01/2021
Date of birth (mm/dd/yyyy)

Country of citizenship

Primary
First name of account owner or custodian, if applicable

MI

Client
Last

123 MAIN ST
Residence address (physical address required — **no P.O. boxes**)

ANYWHERE
City

WA
State

12345-5555
ZIP

123 MAIN ST
Mailing address (if different from residence address)

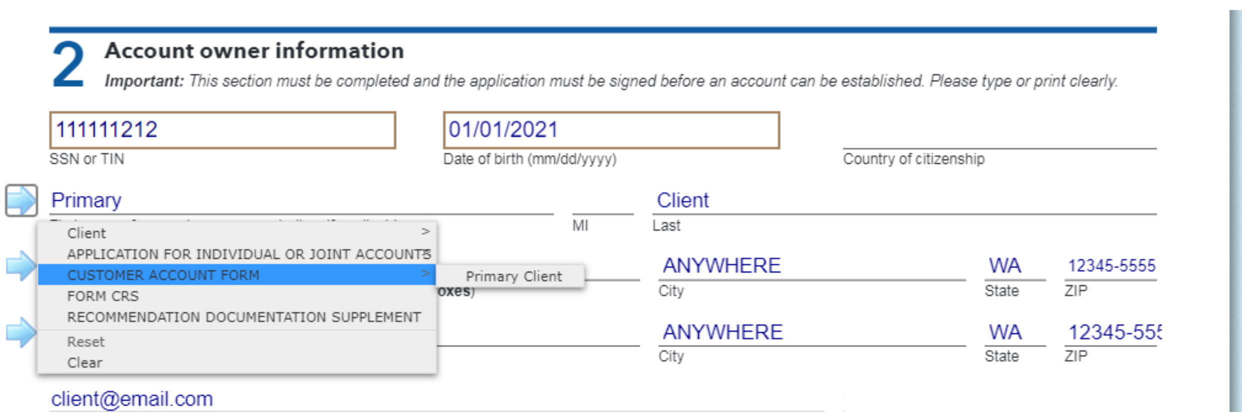
ANYWHERE
City

WA
State

12345-555
ZIP

client@email.com

If information is available and does not populate the form, click on the blue arrow next to the field, select Customer Account Form and the client name to insert the data.


2 Account owner information

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111111212
SSN or TIN

01/01/2021
Date of birth (mm/dd/yyyy)

Country of citizenship

Primary

MI

Client
Last

Client >
APPLICATION FOR INDIVIDUAL OR JOINT ACCOUNTS
CUSTOMER ACCOUNT FORM >
Primary Client
FORM CRS
RECOMMENDATION DOCUMENTATION SUPPLEMENT
Reset
Clear

oxes)

ANYWHERE
City

WA
State

12345-5555
ZIP

ANYWHERE
City

WA
State

12345-555
ZIP

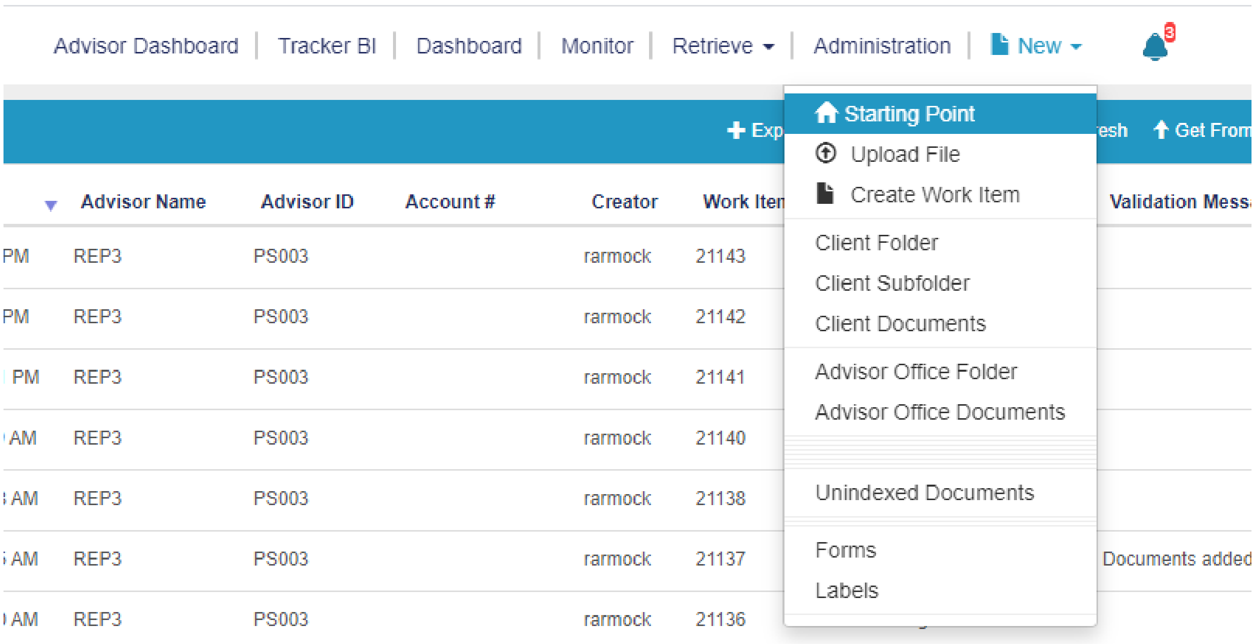
client@email.com

Be sure to click save after completing each form.

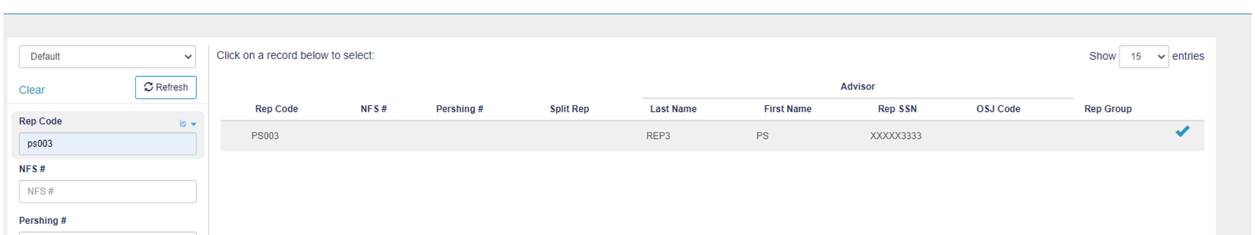
After completing all forms in the Work Item, go through the appropriate signature process and submit the Work Item.

New Account for an Existing Client in Docupace

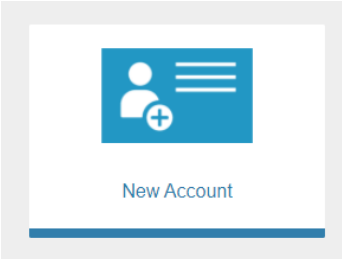
Click on New > Starting Point.



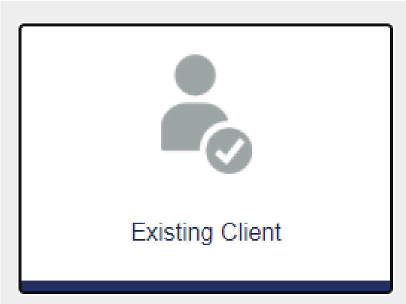
Select the rep code.



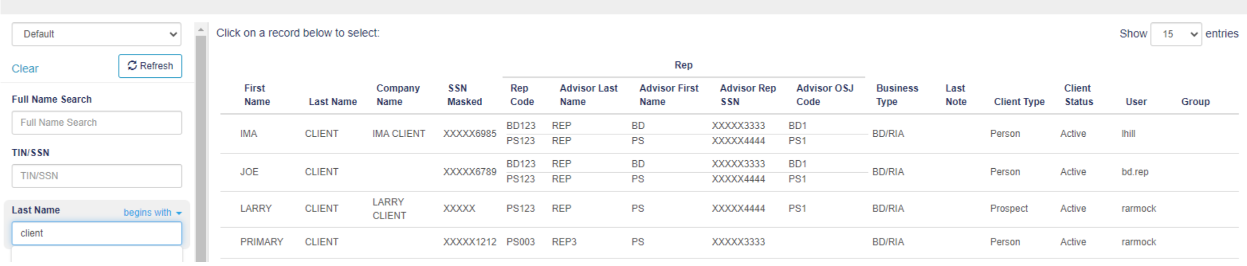
Select the New Account tile.



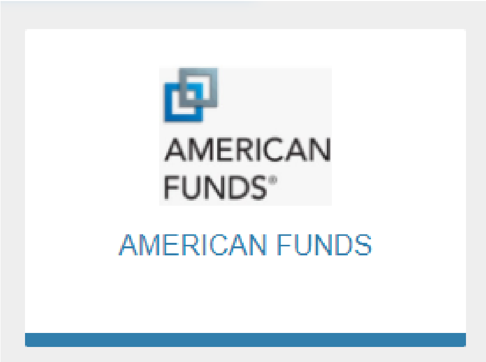
Select the Existing Client tile.



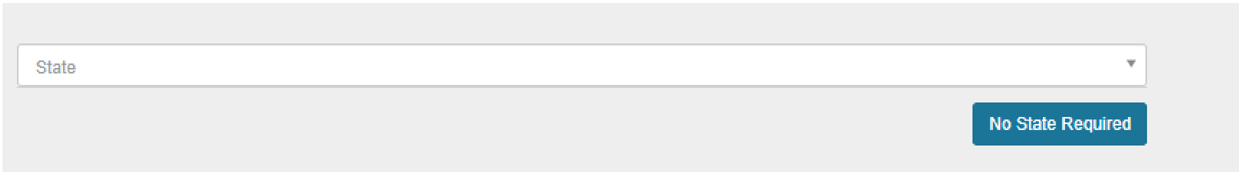
Search for and select the existing client.



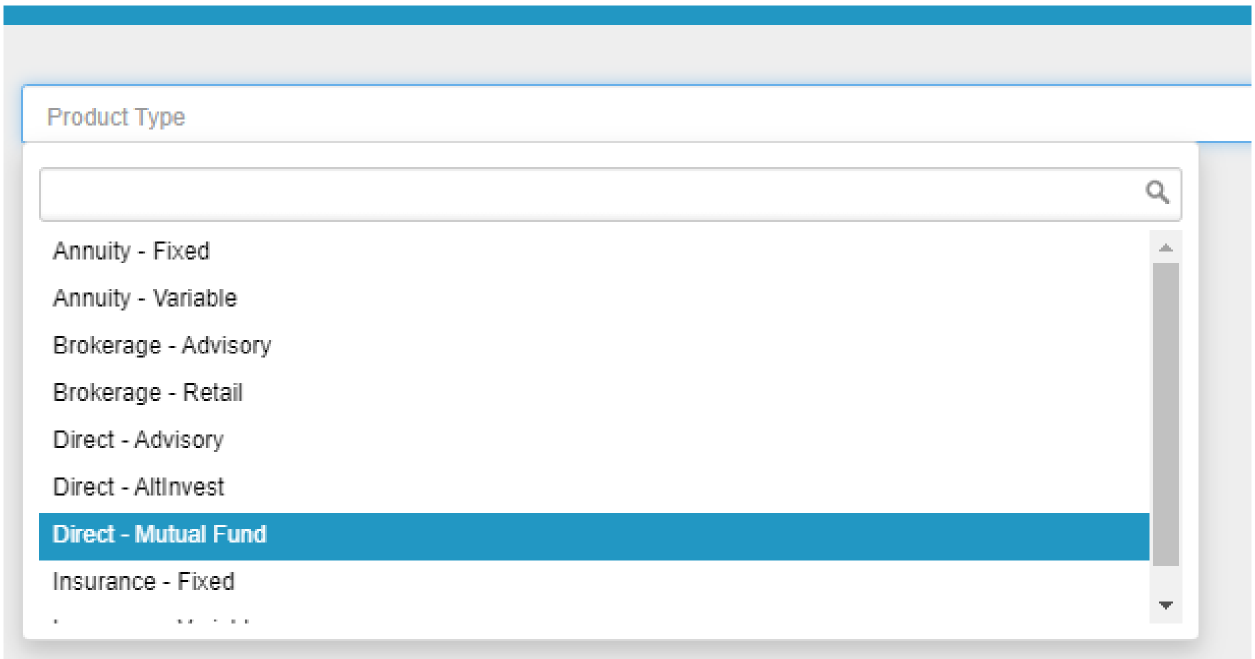
Select the appropriate Sponsor tile.



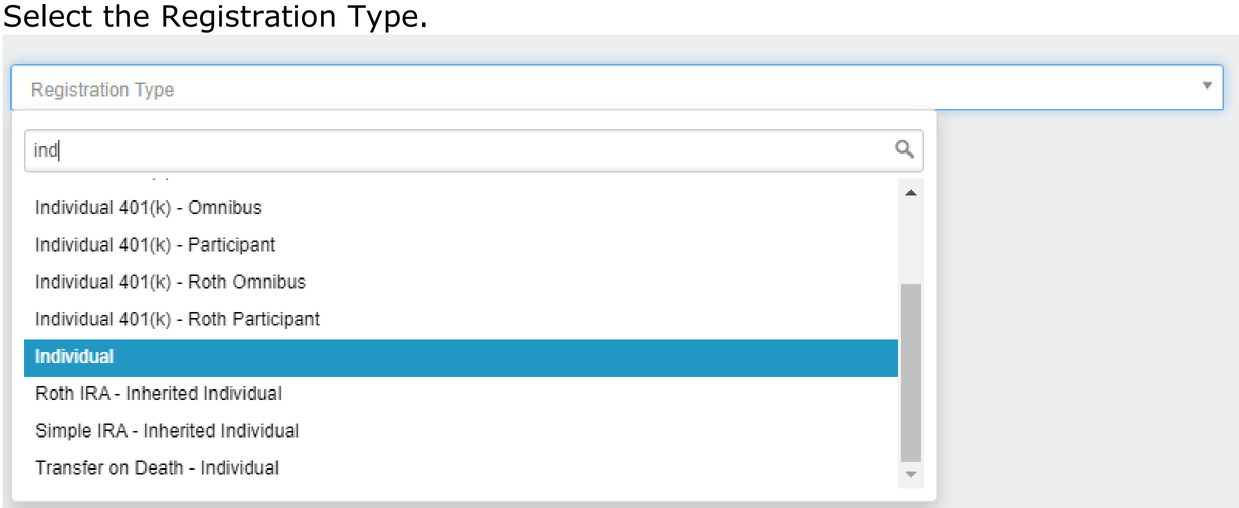
Select the State or click No State Required.



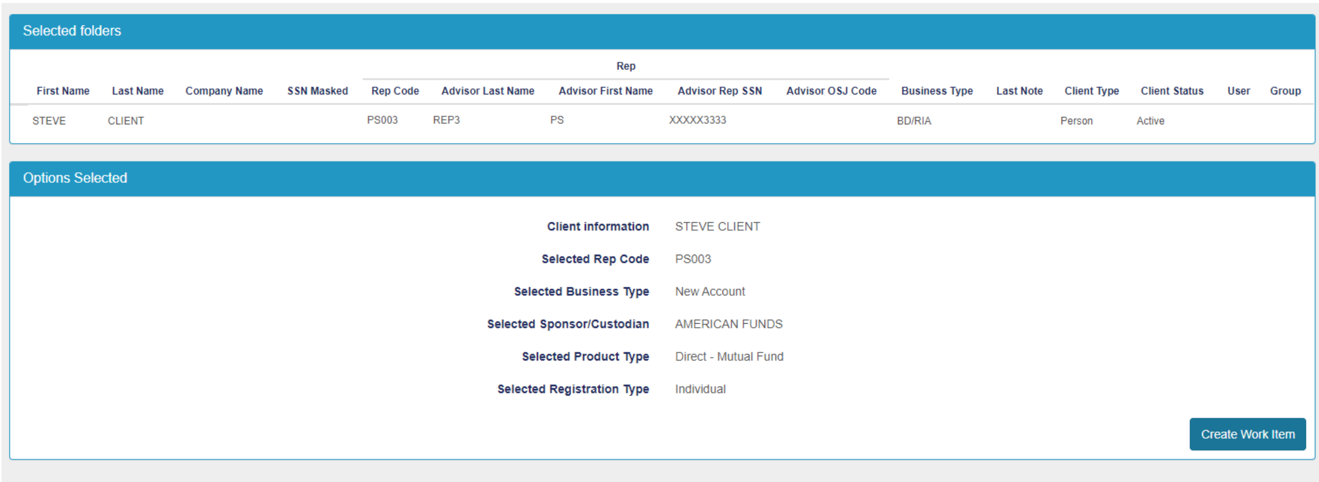
Select the Product Type.



Select the Registration Type.



Click Create Work Item.



In the Client Work Item header bar, click Get Jcore Data.

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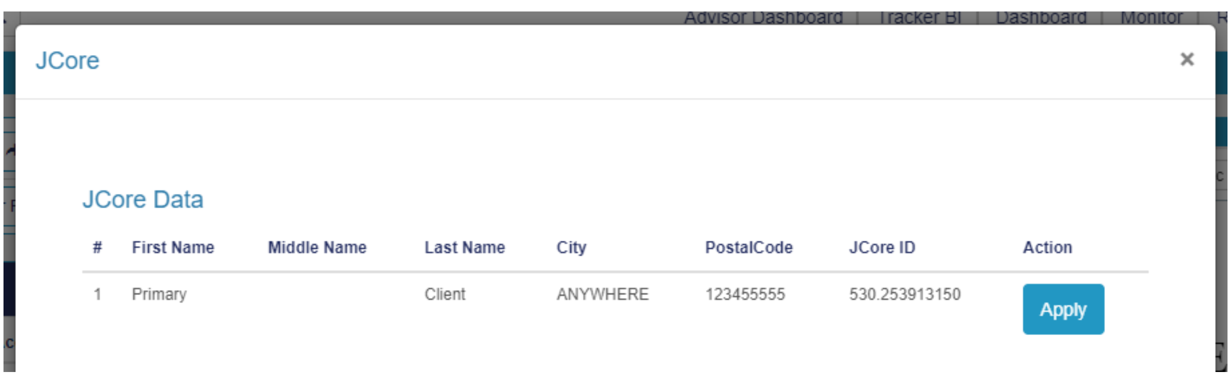
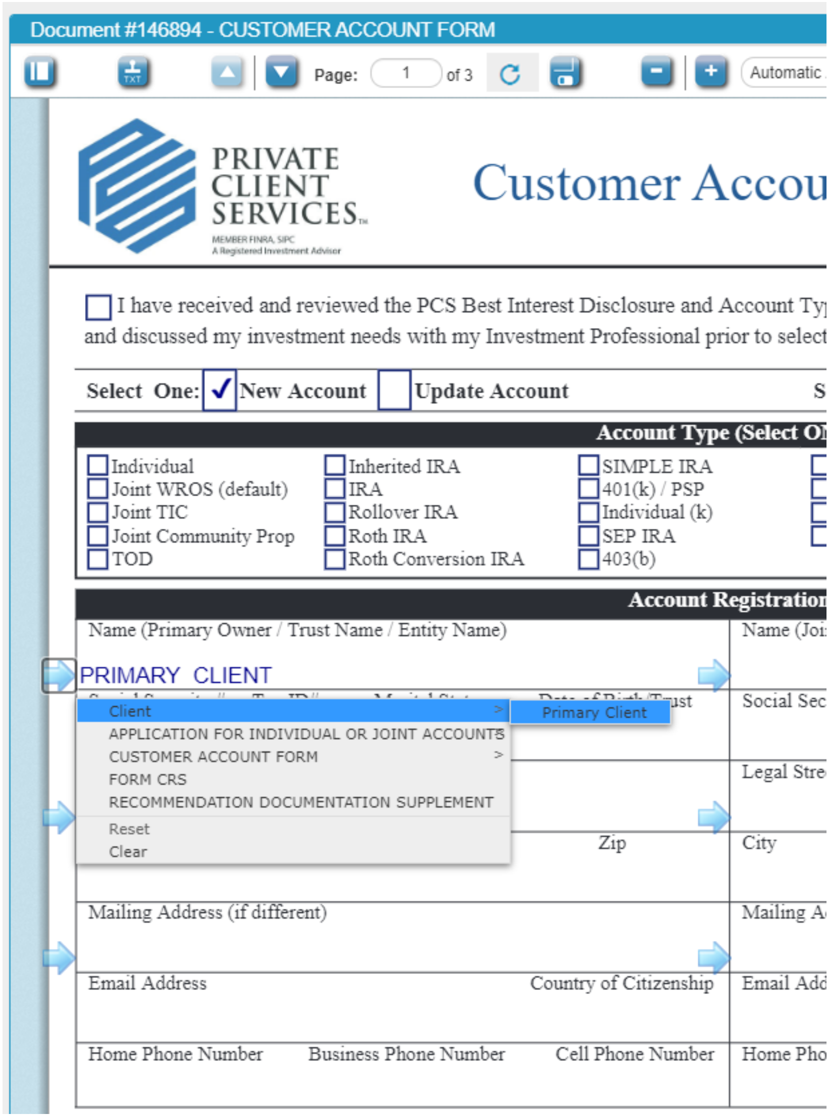
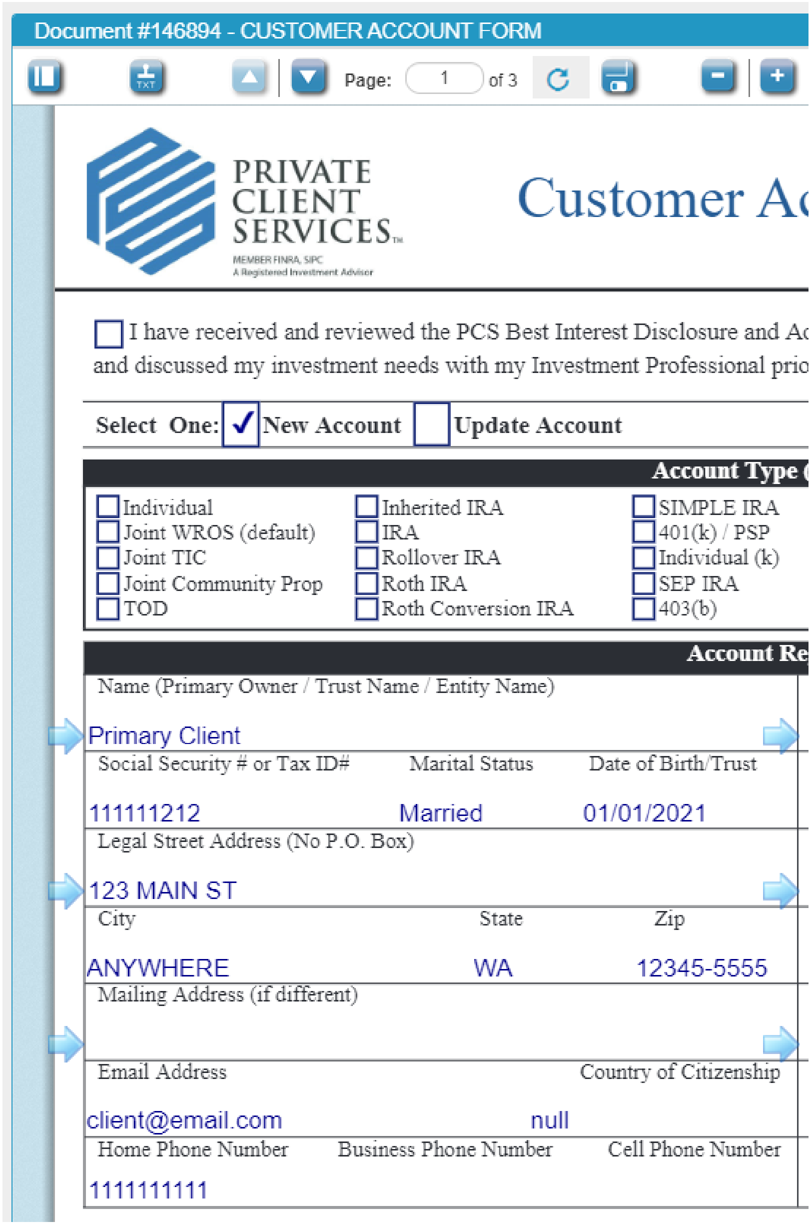


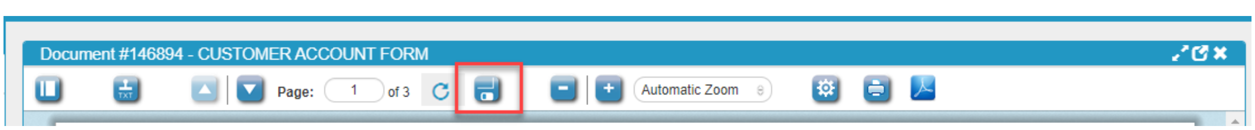
On the Customer Account Form in Docupace, click on the first blue arrow and go to Client and select the client's name.



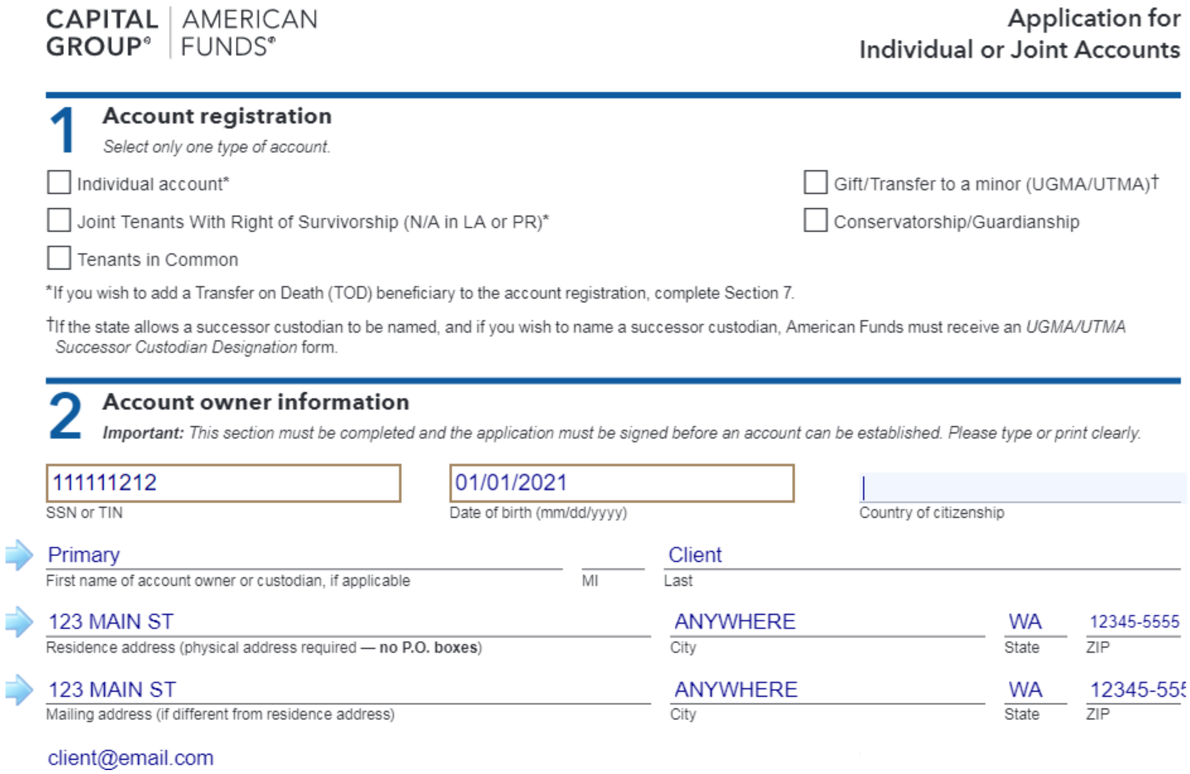
The client data in jaccomo will populate the appropriate fields on the Customer Account Form.



When finished filling any remaining fields on the Customer Account Form, click the Save icon  at the top of the fillable form.



Information from the Customer Account Form should carry over to other forms in the Work Item.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Application for Individual or Joint Accounts

1 Account registration

Select only one type of account.

- [ ] Individual account*
- [ ] Joint Tenants With Right of Survivorship (N/A in LA or PR)*
- [ ] Tenants in Common
- [ ] Gift/Transfer to a minor (UGMA/UTMA)†
- [ ] Conservatorship/Guardianship

*If you wish to add a Transfer on Death (TOD) beneficiary to the account registration, complete Section 7.

†If the state allows a successor custodian to be named, and if you wish to name a successor custodian, American Funds must receive an *UGMA/UTMA Successor Custodian Designation* form.

2 Account owner information

Important: *This section must be completed and the application must be signed before an account can be established. Please type or print clearly.*

111111212 — SSN or TIN

01/01/2021 — Date of birth (mm/dd/yyyy)

Country of citizenship

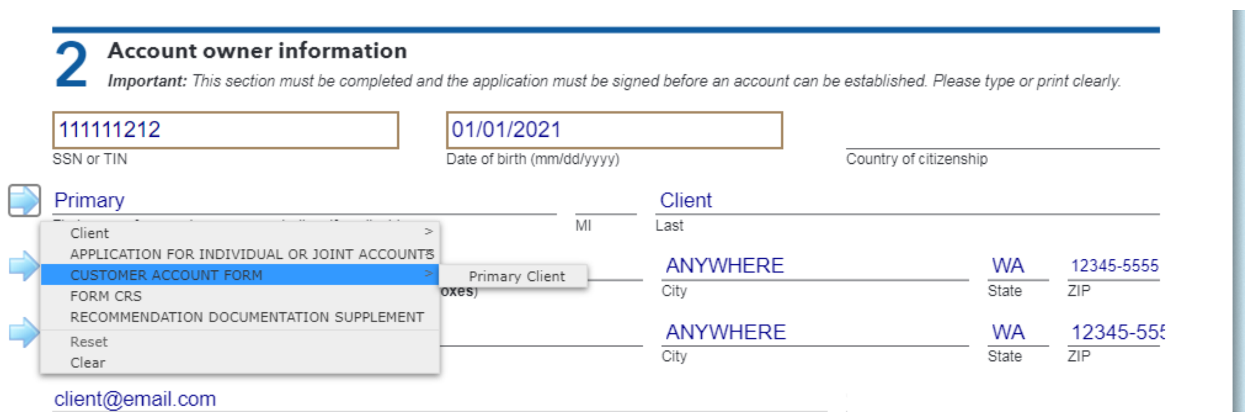
Primary — First name of account owner or custodian, if applicable; MI; Client — Last

123 MAIN ST — Residence address (physical address required — **no P.O. boxes**); ANYWHERE — City; WA — State; 12345-5555 — ZIP

123 MAIN ST — Mailing address (if different from residence address); ANYWHERE — City; WA — State; 12345-555 — ZIP

client@email.com

If information is available and does not populate the form, click on the blue arrow next to the field, select Customer Account Form and the client name to insert the data.


2 Account owner information

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111111212 — SSN or TIN

01/01/2021 — Date of birth (mm/dd/yyyy)

Country of citizenship

Primary; MI; Client — Last

Client >
APPLICATION FOR INDIVIDUAL OR JOINT ACCOUNTS >
CUSTOMER ACCOUNT FORM > Primary Client
FORM CRS
RECOMMENDATION DOCUMENTATION SUPPLEMENT
Reset
Clear

oxes); ANYWHERE — City; WA — State; 12345-5555 — ZIP

ANYWHERE — City; WA — State; 12345-555 — ZIP

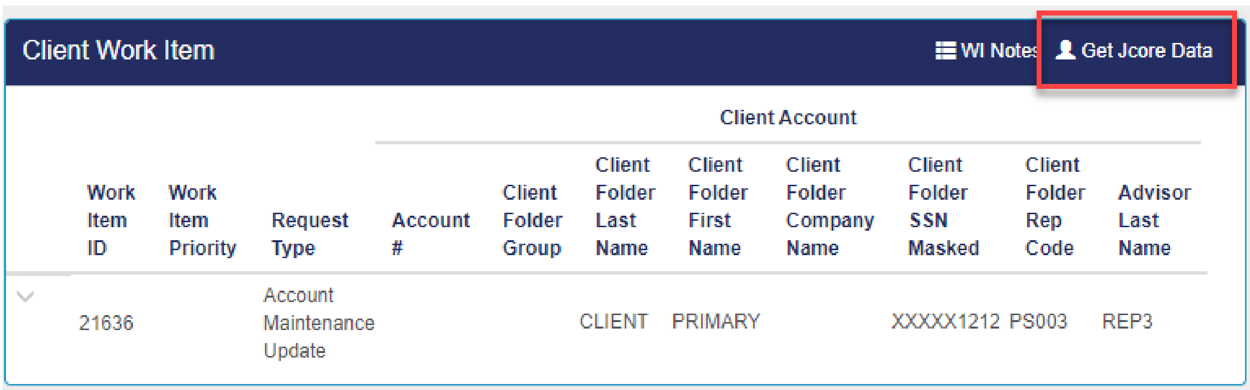
client@email.com

Be sure to click save after completing each form.

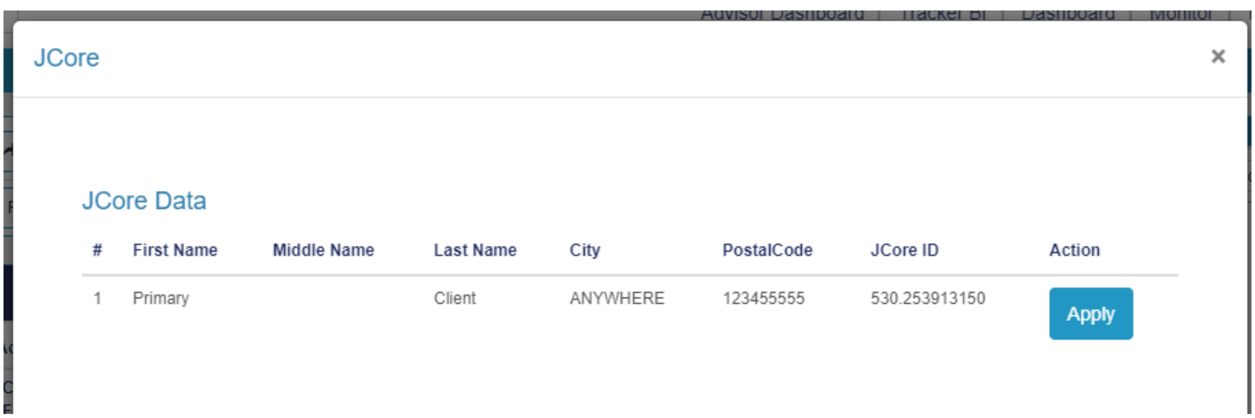
After completing all forms in the Work Item, go through the appropriate signature process and submit the Work Item.

Get Jcore Data Button in other Work Item Types

The Get Jcore Data Button can be used in any Client Work Item to retrieve data from jaccomo.



By clicking Apply, you will bring in current data for that Work Item from jaccomo.



You can then use the blue arrow to select and populate the applicable fields on the form.