

Financial Planning Training for eMoney Users



v06 Updated 03/08/2023

Introduction

Client Experience

eMoney Reports and Presentations

User Guidelines

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Final Exam

Thank You!

Introduction



The purpose of this Financial Planning Training course is to familiarize you with the philosophy of Planning at First Republic.

Navigation Tips for Accordion: Click on the plus (+) sign to view more. Click on the minus (-) sign to close.

After completing this training, you will recognize: —

- how to provide a consistent financial planning experience for clients and prospects; and
- the requirements for proper use of the eMoney software.

If you have any questions about this content, please email FPProgram@firstrepublic.com.





Complete the content above before advancing.

Client Experience

Standards and Best Practices

At First Republic we use the CFP® Board Code and Standards as a reference to ensure clients receive a consistent experience with an emphasis on competency and ethics.

- Act with honesty, integrity, competence and diligence.
- Act in the client's best interests.
- Avoid or disclose and manage conflicts of interest.
- Maintain confidentiality and protect the privacy of client information.
- Act in a manner that reflects positively on First Republic.

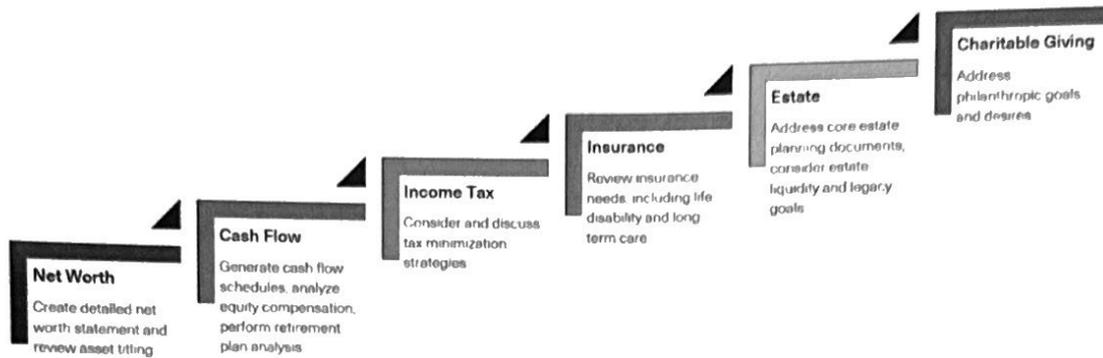
Financial Planning encompasses multiple aspects of the client's financial life. A holistic view of the client's situation may include:

- A number of relevant elements specific to the client's personal and financial circumstances;
- A summary of all financial assets that may affect the plan;
- Details of both short- and long-term goals;
- Consideration of overall exposure to risk if the plan is implemented.

CONTINUE

The Relevant Elements of Planning

Relevant elements of personal and financial circumstances vary from client to client, and typically include:



Click on image to zoom in; click again to zoom out.

CONTINUE

A Holistic Review

Navigation Tips for Accordion: Click on the plus (+) sign to view more. Click on the minus (-) sign to close.

Relevant Planning Elements

- Planning engagements should cover the relevant elements based on the client's situation and priorities.
- Not all the elements will apply to all client situations, but as a best practice, consider each and consciously eliminate those that are not applicable.
- Prioritize the topic(s) of most concern to the client. This ensures the client is aware of the variables involved in a comprehensive plan while allowing them to focus on their initial motivation for seeking help.

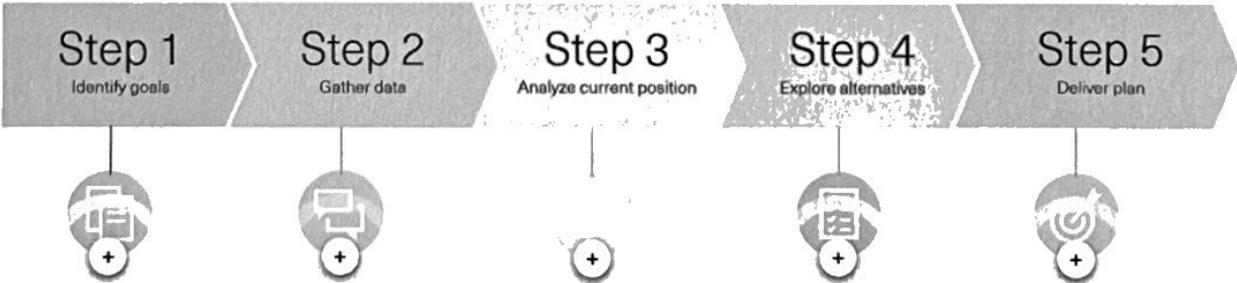
1

 Complete the content above before advancing.

The Planning Process

Financial planning is a process, and these steps ensure a consistent experience for clients and prospects. Some steps may be combined, but each step is an important part of creating a holistic financial plan.

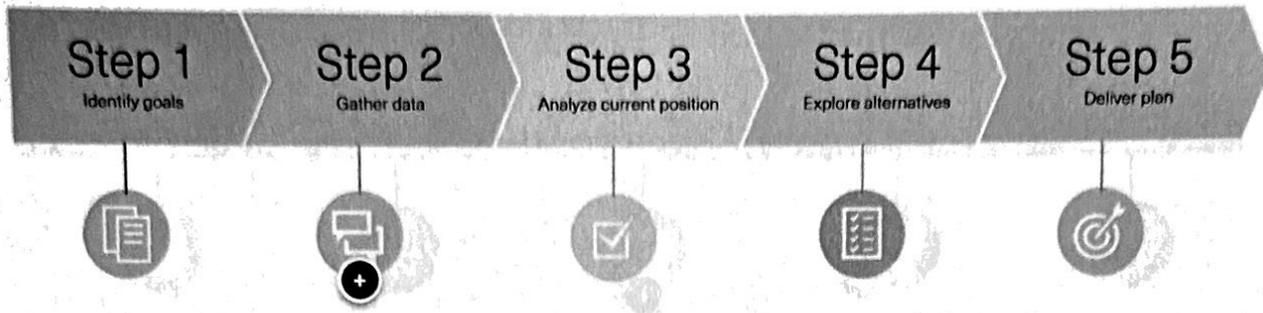
Navigation Tips for Labeled Graphic: Click on each of the plus (+) signs to view more. Use the less than (<) and greater than (>) signs to move backward or forward, respectively. To close, click on the plus (+) sign again or anywhere outside the box.





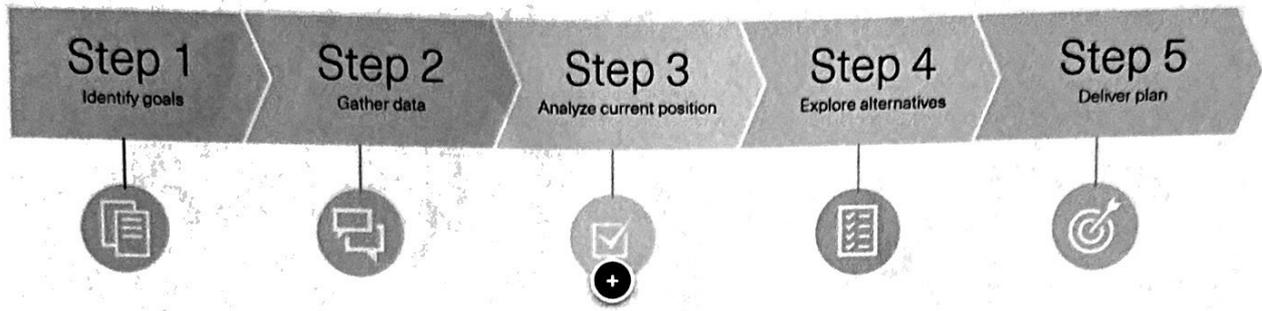
Step 1

Meet with the client or prospect to discuss goals and planning objectives



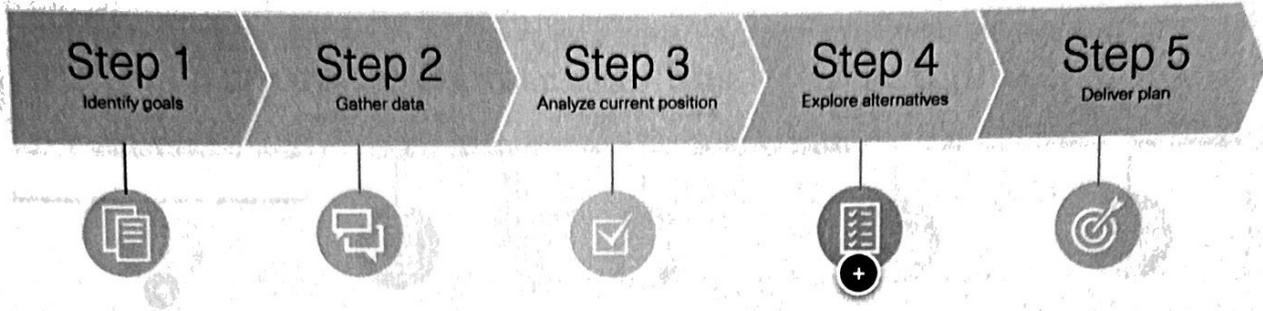
Step 2

Request documents, statements and information; Develop a net worth statement



Step 3

Analyze current situation; Consider possible alternative solutions



Step 4

Model alternatives; Stress test the plan

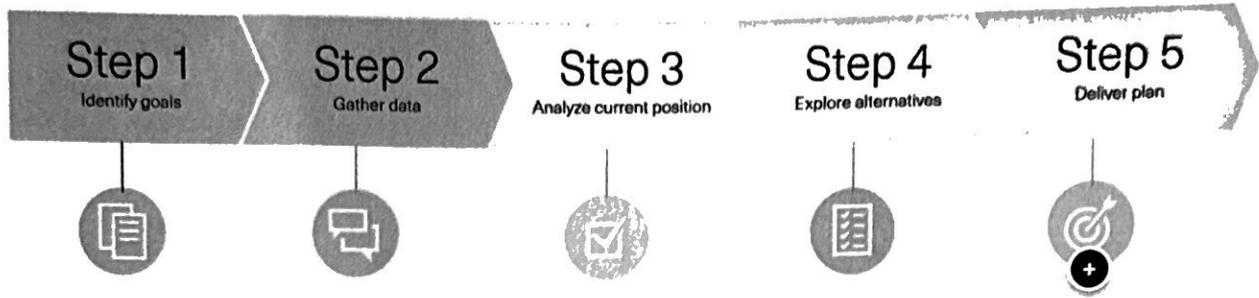
Navigation: Home > Financial Planning > Step 4 > Model alternatives; Stress test the plan

Single Top Window

- Step 4 is a single top window & specific client information
- Financial Planning Agreement NOT required

Financial Planning Analysis (FPA)

- Creating & High-level analysis of the client's financial situation
- Financial Planning Agreement, NOT required



Step 5

Discuss plan results; Decide on next steps



Complete the content above before advancing.

eMoney Reports and Presentations

Plan Types

There are several presentation types that have been defined to help streamline the process of delivering a plan to your clients.

Navigation Tips for Accordion: Click on the plus (+) sign to view more. Click on the minus (-) sign to close.

Single Topic Plan —

- Covers a single topic to answer a specific client question
- Financial Planning Agreement **NOT** required

Personal Financial Analysis (PFA) —

- Covers a high-level overview of the client's current financial situation
- Financial Planning Agreement **NOT** required

Comprehensive Plan —

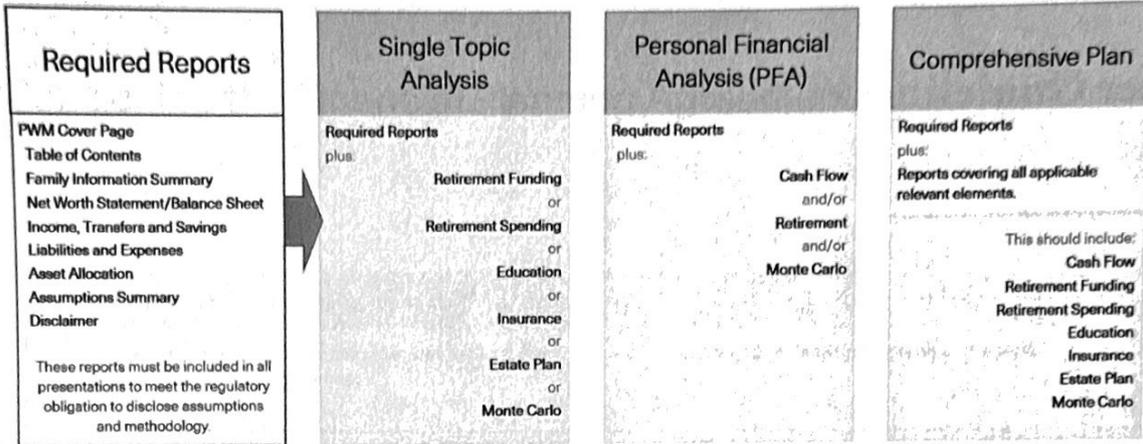
- Covers all relevant elements based on the client situation
- Financial Planning Agreement **REQUIRED**



Complete the content above before advancing.

Templates

First Republic has implemented several requirements to ensure the client experience is consistent and all regulatory requirements are met or exceeded. This includes a clear disclosure of all assumptions and required disclaimers.



Click on image to zoom in; click again to zoom out.

CONTINUE

User Guidelines

Before You Present: Financial Planning Agreement

Determine if a Financial Planning Agreement is required

Navigation Tips for Accordion: Click on the plus (+) sign to view more. Click on the minus (-) sign to close.

Financial Planning Engagements

- A Financial Planning Agreement (FPA) is not required for plans that cover only one topic.
- A FPA must be used for presentations that include more than one topic or analysis report.
- The Personal Financial Analysis (PFA) template is an exception and does not require an FPA.
- If required, email a copy of the FPA to: FPPProgram@firstrepublic.com. A copy of the FPA must be submitted or on file for plan approval.



Complete the content above before advancing.

Positioning the Financial Planning Agreement

The Financial Planning Agreement (FPA)

Is a formal agreement describing services to be provided, exclusions, data sharing, fee arrangements and other legal parameters of the engagement.

Position the FPA

As an acknowledgement of the value of planning;
To frame the time commitment required of both the client and the advisor;
To strengthen your client's commitment to participate in the data gathering process.

Fees

Will not be assessed for planning services offered by Wealth Manager teams as outlined in the FPA Schedule A.

Click on image to zoom in; click again to zoom out.

CONTINUE

Use the current Financial Planning Agreement (FPA) found in the PWM Document Library on Collaborate. Do not save a copy to your desktop; downloading from Collaborate ensures you have the most recent version.

Navigation Tips for Step-by-Step Process: Click on the greater than (>) sign to view the next step. Click on the lesser than (<) sign to view the previous step. Click on any

of the numbers to view that specific step. Click on image to zoom in; click again to zoom out.

Step 1

The screenshot shows a SharePoint homepage with a dark theme. At the top, there is a search bar labeled "Search in SharePoint" and a navigation bar with links for "Collaborate", "Find a Department", "Read Company News", "Access Client Resources", "myResources", and "Phonebook". Below the navigation bar, the word "Collaborate" is prominently displayed. The main content area features several news tiles: a large tile for "Celebrate Black History Month 2023: Upcoming Events and Zoom Backgrounds", a tile for "First Republic Expands Financial Wellness Program...", a tile for "Feb. 10: DEI Dialogues and 2023 DEI Learning Series", a tile for "Making Collaborate Our Homepage", and a tile for "Feb. 27 - Mar. 3: America Saves Week Workshops: Share...". On the right side, there is a "Code of the Day" section with a "Reveal Code" button, and a "Request Help" section with a "Colleague Service Center" link and a description: "Submit a request to Administrative Services, Human Resources or IT."

Step 2

Technology

Digital Channels
Eagle Intelligence
Enterprise Portfolio Office
Enterprise Data & Client Insights
Information Services

Lending

Business Banking
Collateral Valuations
Credit Approval & Administration
Eagle Lending
Lending Services
Lending Strategy, Products and Sales

Accounting & Finance

Accounting
Procurement
Finance

Private Wealth Management

PWM Homepage
PWM Department Directory

Marketing & Communicatio...

Marketing & Communications
Affinity Group
Investor Relations

Risk Management

Bank Secrecy Act / Anti-Money Laundering
Information Security
Corporate Security & Investigations
Enterprise Risk Management
Fraud Investigations
Internal Audit
Office of the General Counsel
Physical Security

Step 3



About Us

PWM is comprised of investment management, brokerage, trust, financial planning, foreign exchange and insurance professionals. We have a full platform of services that provides

Your Private Wealth Management Tools

 PWM Department Directory

 Standards & Guidelines (PWM Use Only)

Complete the presentation and submit for review.

Review the presentation and approve.

Finalize the presentation using the 'Request Completion' button.

Approve the presentation and submit for review.

and have your presentation reviewed for a final review by our business review team.

Step 4

The screenshot shows the SharePoint interface for a document library. At the top, the 'SharePoint' logo is on the left, and a search bar contains the text 'fpa'. Below the search bar is a navigation bar with links: 'Collaborate', 'Find a Department', 'Read Company News', 'Access Client Resources', 'myResources', and 'Phonebook'. The main header area features the 'Private Wealth Management' logo and title, with a 'Not following' indicator on the right. Below the title are navigation links: 'Home', 'Department Directory', 'Products & Services', 'PWM Resources', 'Document Library' (which is underlined), 'Site contents', and 'Edit'. At the bottom of the header, there are 'Automate' and 'Integrate' options, and an 'All Documents' dropdown menu.

Step 5

Name	Title	Doc Description	Content Type	Document Type
Financial_Planning_Agreement.pdf	Financial Planning Agreement (PRM Wealth Manager)	This form is used for Financial planning engagements and used by Wealth Managers	Form Client Related	Form



Complete the content above before advancing.

Before You Present: Approvals

Finalize the presentation using the “Request Compliance Approval” option in eMoney to remove the DRAFT watermark and have your presentation approved for delivery based on our business requirements.

Navigation Tips for Step-by-Step Process: Click on the greater than (>) sign to view the next step. Click on the lesser than (<) sign to view the previous step. Click on any of the numbers to view that specific step. Click on image to zoom in; click again to zoom out.

Step 1

Actions

- View Online Presentation
- Request Printable Presentation
- Rename this Presentation
- Save as a Template
- Save as an Office Template

1

Print the presentation - this creates a draft document in the Client Vault

Step 2

Vault

Files

Name

  To Do

  Taxes

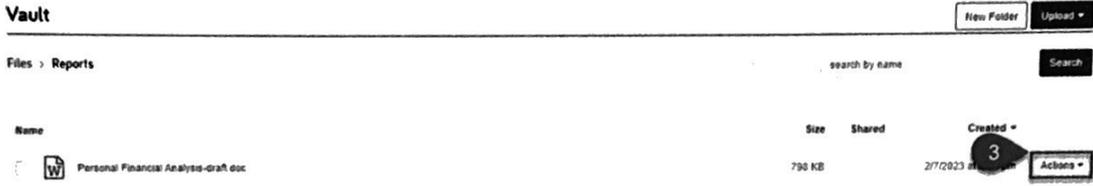
  Shared Documents

  Reports



Navigate to the "Reports" folder in the Client Vault

Step 3



Click on the "Actions" dropdown menu associated with your report

Step 4

Shared

Created ▾

7/7/2023 at 2:42 pm

Actions ▾

Copy

Move

Rename

Share with Client

Request Compliance Approval

Delete



ginal, legal docum

4

Select the "Request Compliance Approval" option

After submitting your plan for approval:

- The Financial Planning Platform & Operations team will be automatically notified of your request.
- When approved, a final draft will appear in the "Reports" folder with the DRAFT watermark removed.
- Please allow 24-48 hours to ensure approval is complete ahead of a client meeting.



Complete the content above before advancing.

ⓘ ALL presentations, including presentations delivered digitally, must be submitted and approved to ensure our records are complete and accurate.

CONTINUE



Requirements of Plan Delivery

Navigation Tips for Accordion: Click on the plus (+) sign to view more. Click on the minus (-) sign to close.

FRIM Capital Market Assumptions —

All plans **MUST** include a base case scenario utilizing FRIM Capital Market Assumptions data; comparison scenarios may be used to show hypothetical return assumptions.

Presentation Approval —

All client or prospect facing eMoney presentations must be submitted and approved prior to delivery; this includes presentations delivered digitally.

Regulatory Requirements —

- If a Financial Planning Agreement is provided, it must be delivered with
 - ADV Part II A
 - ADV Part II B (Wealth Manager)

- Form CRS (if applicable)
- Submit a copy of the FPA to Financial Planning (FPPProgram@firstrepublic.com).

Terminations —

- If the termination of a Financial Planning Agreement is necessary, the Wealth Manager must notify the client in writing (email).
- Send documentation of the Termination to Financial Planning (FPPProgram@firstrepublic.com).



Complete the content above before advancing.

Best Practices

✓ Do	DO include all required reports
	DO submit your Presentation for approval, allow 24-48 hours
	DO obtain a Financial Planning Agreement when covering more than one topic
✗ Don't	DON'T make modifications to reports
	DON'T modify or change CMA data
	DON'T present your plan before it has been approved

Click on image to zoom in; click again to zoom out.

CONTINUE

Best Practices

Use Standard Templates

Follow the Financial Planning 5 step process

Address all relevant elements for your client's situation

Obtain a Financial Planning Agreement for applicable planning engagements

Complete the provided Case Study to familiarize yourself with software navigation, location of facts, planning modules and reports

When delivering a Financial Planning Agreement, use a DocuSign template with Form CRS*, FPA, WM ADV Part II B

Click on image to zoom in; click again to zoom out.

*Form CRS must appear first

CONTINUE

Resources



Navigation Tips for Accordion: Click on the plus (+) sign to view more. Click on the minus (-) sign to close.

Read and understand the policies and procedures: —

[Financial Planning Program eMoney Services Guidelines](#)

Familiarize yourself with the software by reviewing: —

[eMoney Knowledge Center - Core Concepts](#)

For specific questions related to building a plan, use the eMoney Help Line: —

(888) 362-8482

For additional guidance and/or to request an eMoney Success Coach, email: —

FPProgram@firstrepublic.com

Financial Planning Agreement (FPA) on Collaborate: —

[Financial Planning Agreement \(FRIM Wealth Manager\)](#)



Complete the content above before advancing.

Financial Planning Platform and Operations Contact Information

Navigation Tips for Carousel: Use the less than (<) and greater than (>) sign to move backward or forward, respectively.



(212) 506-7709



860-470-8833

Brian Araki, Managing Director



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Sam Pell, Assistant Director



(653) 268-1307

Albert Smith, Senior Associate



Complete the content above before advancing.

Final Exam

Please take the following quiz about Financial Planning Platform: Financial Planning Training for eMoney Users. You must score 80% or better to pass.

Question

01/10

Read the statement below, then select the correct response.

What is the first step in the Planning Process?

- Gather data
- Complete the questionnaire
- Identify goals
- Create a balance sheet and net worth statement

Question

02/10

Read the statement below, then select the correct responses.

The Planning Process includes (choose all that apply):

- Identify goals
- Explore alternatives
- Gather data
- Deliver plan
- Customize investment strategy

Question

03/10

Read the statement below, then select "True" or "False".

All Relevant Planning Elements will apply to all client situations.

True

False

Question

04/10

Read the statement below, then select the correct response.

A base case scenario using the FRIM CMA data is _____.

- not required if using custom returns
- required in all presentations
- is optional based on Wealth Manager's discretion

Question

05/10

Read the statement below, then select "True" or "False".

A Comprehensive Plan covers a single topic and does not require a Financial Planning Agreement.

True

False

Question

06/10

Read the statement below, then select "True" or "False".

As described in the Financial Planning eMoney Service Guideline, a plan that covers only one topic requires a FPA.

True

False

Question

07/10

Read the statement below, then select "True" or "False".

A single topic plan is not required to be submitted for approval.

True

False

Question

08/10

Read the statement below, then select "True" or "False".

A Financial Planning Agreement must be used for plan presentations that include more than one topic or analysis report.

True

False

Question

09/10

Read the statement below, then select "True" or "False".

All plans presented to prospects or clients must be submitted for approval.

True

False

Question

10/10

Read the statement below, then select "True" or "False".

Required Reports in a plan presentation can be omitted based on the discretion of the Wealth Manager.

True

False

Lesson 8 of 8

Thank You!

**You have now completed the course:
Financial Planning Training for eMoney Users ✓**