

COMET Guide: Starting Point



Starting Point is a tool inside COMET that assists with paperwork preparation and sets up the COMET work item for processing. Starting Point acts as a guide to pull required paperwork for the client folder/subfolder as well as allows an Advisor to add optional forms to the work item. Once paperwork is pulled for the client folder/subfolder the Advisor also has the option of creating a Work Item.

Following the step by step guide for Starting Point is a breakdown of the forms for each type of option chosen in Step 3. This is meant to give an outline of the logic behind Starting Point and an additional reference point for Advisor to see required forms and commonly used optional forms.

To utilize Starting Point follow the below steps:

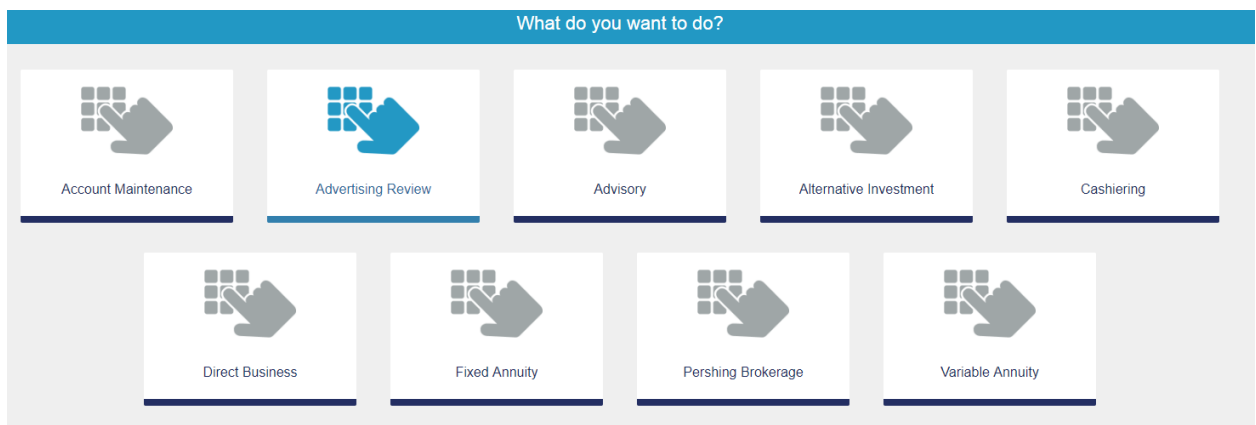
1. Click on “New” at the top of the COMET screen (upon login)



2. Click on “Starting Point”



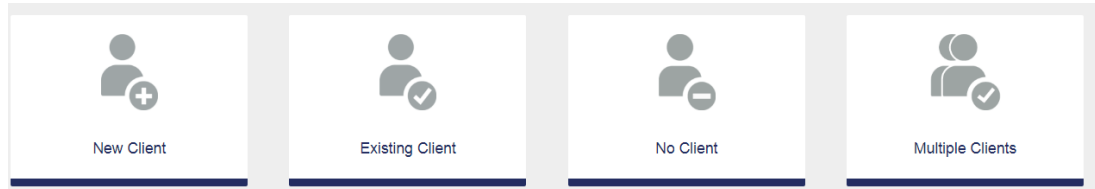
3. From this screen, choose the action you are looking to complete
- 4.



- a. Account Maintenance: Action that is needed on an existing client account (ex. Address change, beneficiary change, money manager change)
- b. Advisory: Advisors that are Series 65 or 66 licensed that are looking to set up a new account that is fee based

- c. Alternative Investment: Advisors that are Series 6 or Series 7 licensed that are looking to set up a new Alternative Investment account
- d. Cashiering: Asset movement work items (distribution, contributions, journal)
- e. Direct Business: Advisors that are Series 6 or Series 7 licensed that are looking to populate paperwork/work item that are going to a direct mutual fund company
- f. Fixed Annuity: Advisor that are insurance licensed and looking to set up a new account using a Fixed Indexed Annuity
- g. Pershing Brokerage: Advisors that are Series 6 or Series 7 licensed that are looking to populate paperwork/work item that are being held directly with Pershing
- h. Variable Annuity: Advisors that are Series 6 or Series 7 licensed that are looking to populate Variable Annuity paperwork/work item that are held directly with an Insurance (Annuity) company.

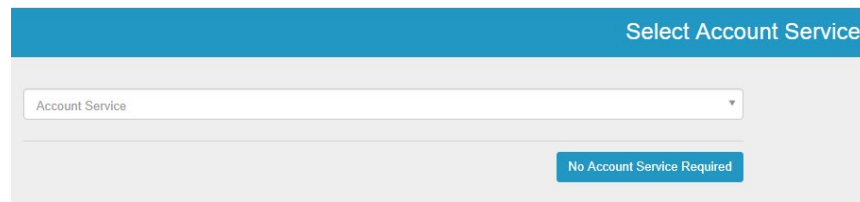
5. The next step will allow you to choose the client information



- a. New Client: this will allow you to enter in the information for a new client folder and subfolder if not already in COMET
 - b. Existing Client: this will allow you to choose an already existing client folder/subfolder that it is COMET
 - c. No client: this will allow you to pull blank documents with no client information included
 - d. Multiple Clients: this will allow you to choose multiple client folders/subfolders that are already existing clients in COMET
6. Depending on the client choice you clicked on, you will be provided with a search screen if looking to use a client that is already in COMET. If you are entering in a new client folder/subfolder you will have the ability to enter in this information.
7. Next you will be prompted to choose the vendor or custodian the account is held at. The options will be based on the request group previously chosen.
8. The next screen will prompt you to choose a state. If there is no state required for the transaction, click on "No State Required".

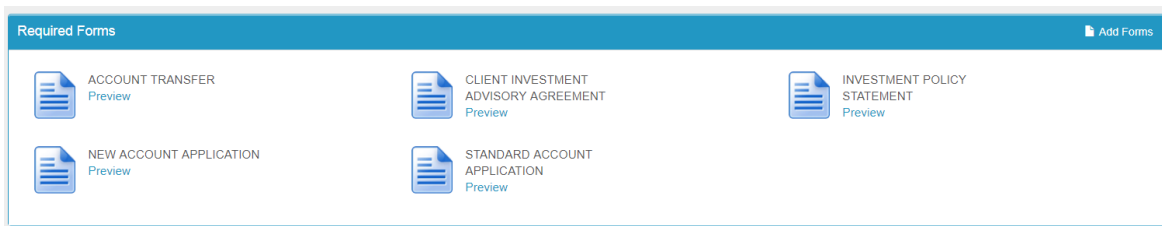
 A screenshot of a web form titled "Select a State" in a blue header bar. Below the header is a white dropdown menu with the word "State" and a downward arrow. At the bottom right of the form is a blue button with the text "No State Required".

9. The next screen will give you the option of selecting an additional account service. If no account service is needed, click “No Account Service Required”

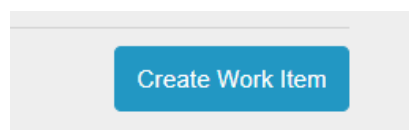


- a. This is where you would choose if you are setting an account up for Asset Based Pricing (annual fee is charged to client account on a quarterly basis, this fee is a percentage of the portfolio balance to cover ticket charges in addition to Money Manager or Advisor fees, and is custodian specific).
 - b. For Account Maintenance this is the section you will choose the action you are looking to take on the existing account.
 - c. For Cashiering this is the section you will choose what kind of asset movement you are looking to take on the existing account.
10. You will now see a review summary that will show any client information being used along with a preview of required forms.

- a. You can add optional forms from this screen by clicking on the “Add Forms” in the Required Forms section



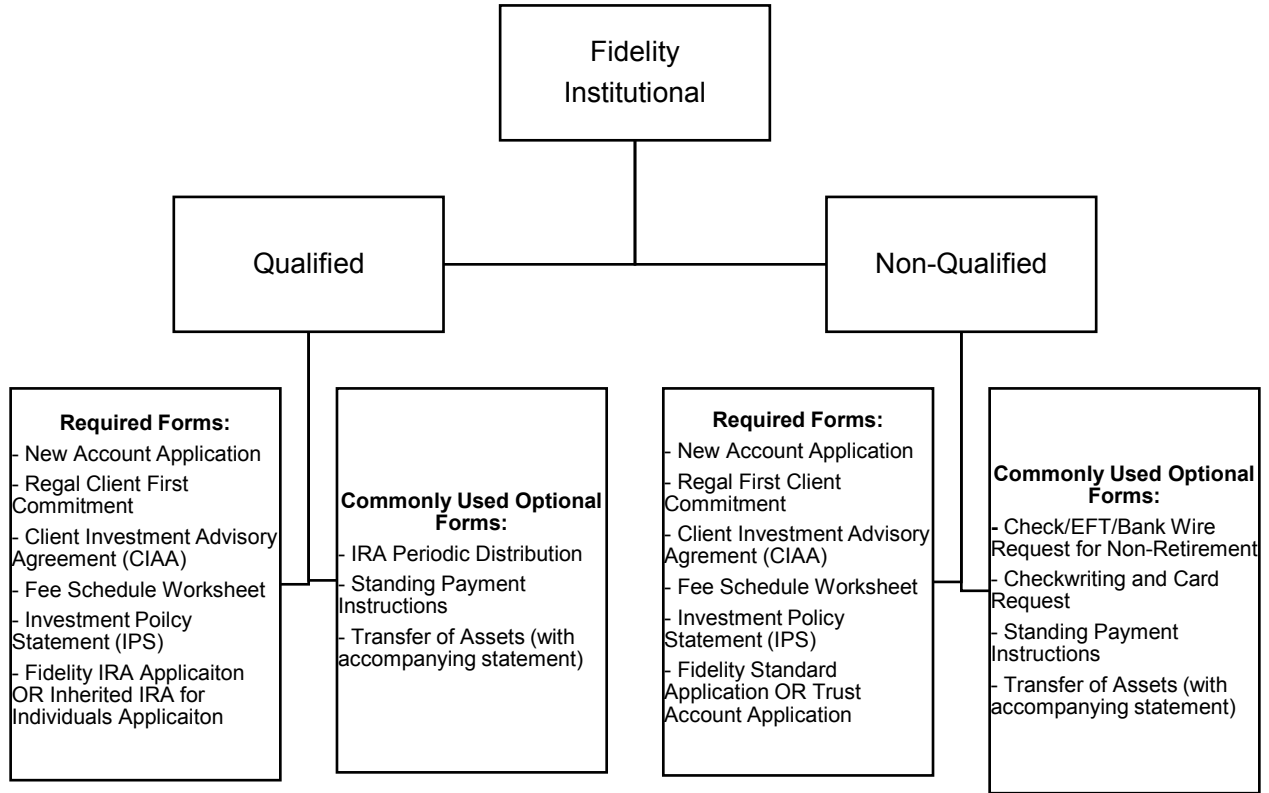
- b. From this screen the documents will not reflect any populated information, you will have to create a Work Item in order to see/edit this information.
11. At the bottom of the page click on “Create Work Item” and this will allow you to see the populate paperwork and creates a COMET Work Item for you to submit after the client documents are completed and signed.



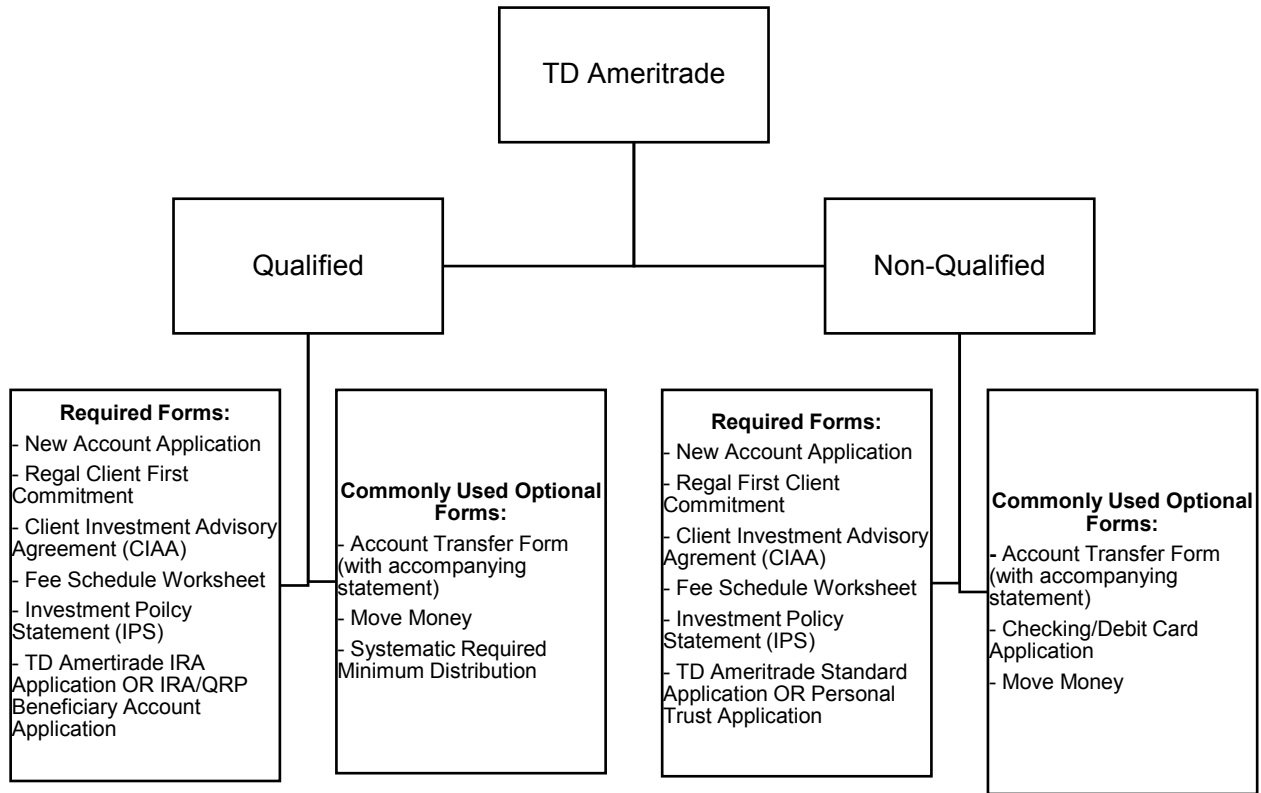
After the Work item is created it will appear on the “Dashboard” for easy viewing, editing and sending to the Back Office for review/processing.

In addition to the forms specified in each of the below diagrams, an unexpired client *government ID* is required to be on file for each client.

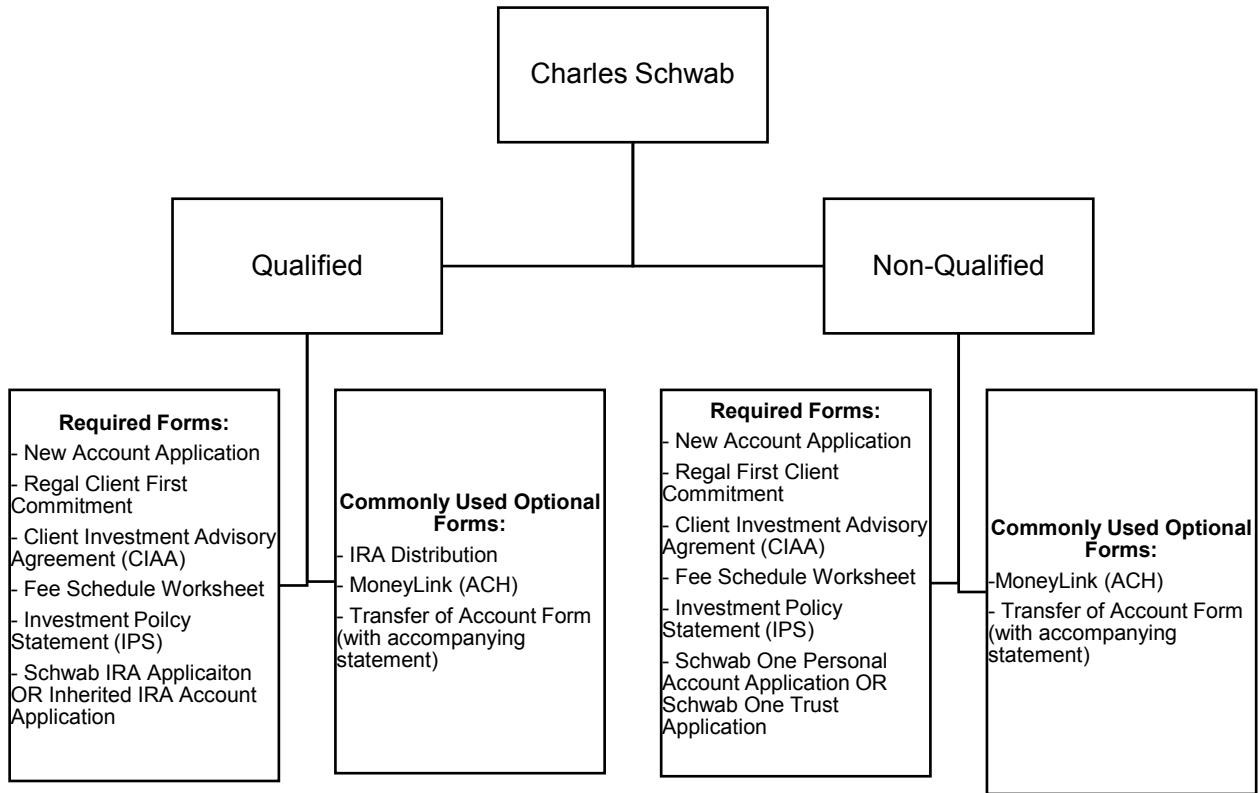
New Account (Advisory) – Fidelity



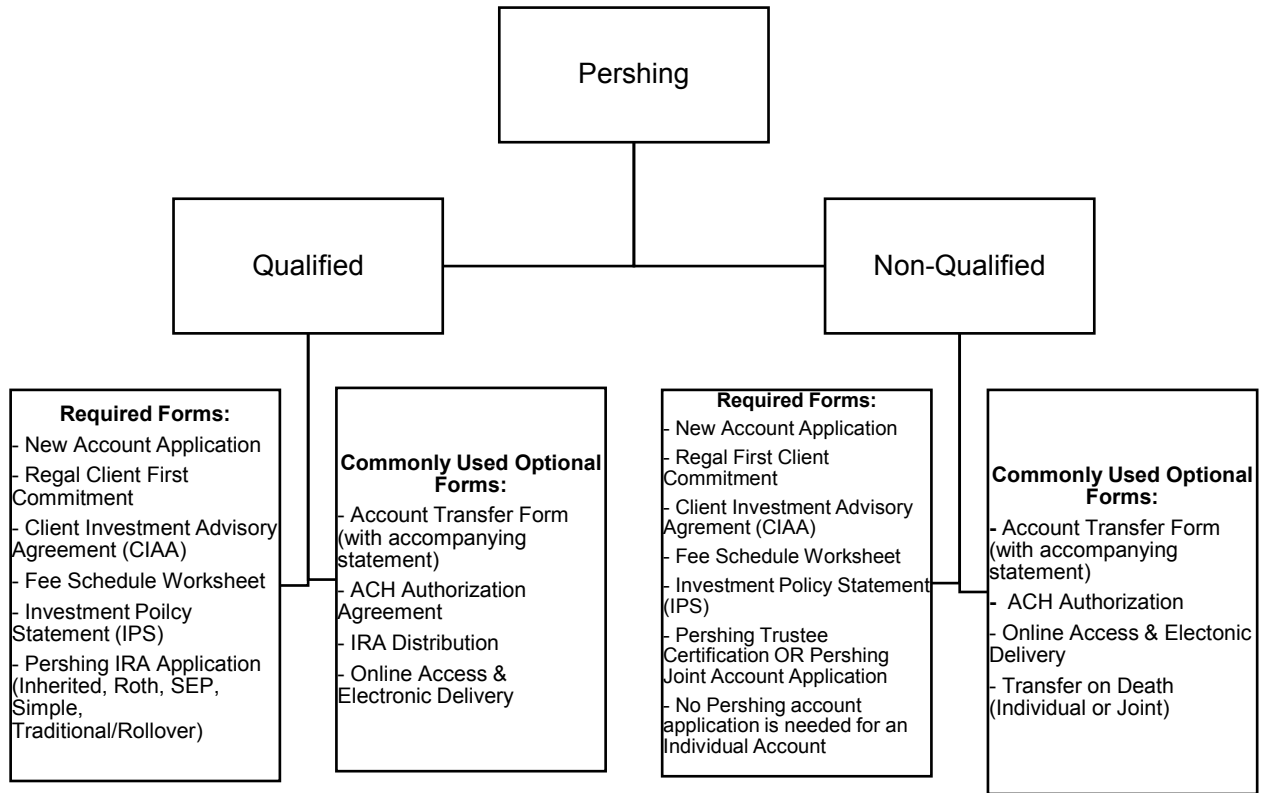
New Account (Advisory) – TD Ameritrade



New Account (Advisory) – Charles Schwab

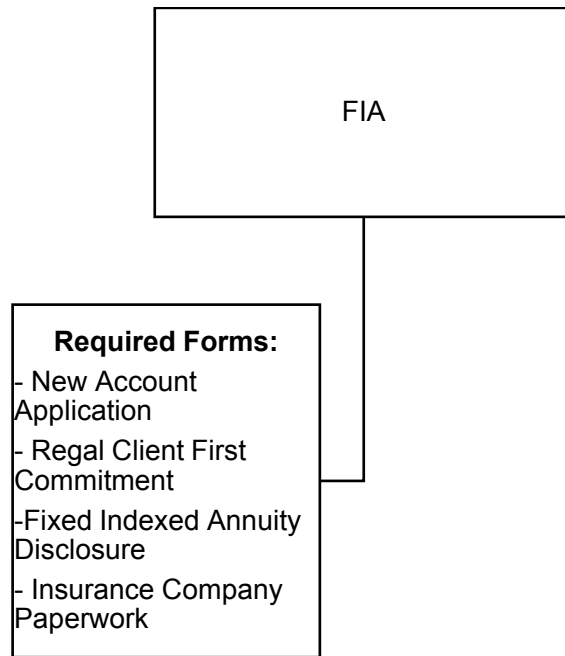


New Account (Advisory) – Pershing

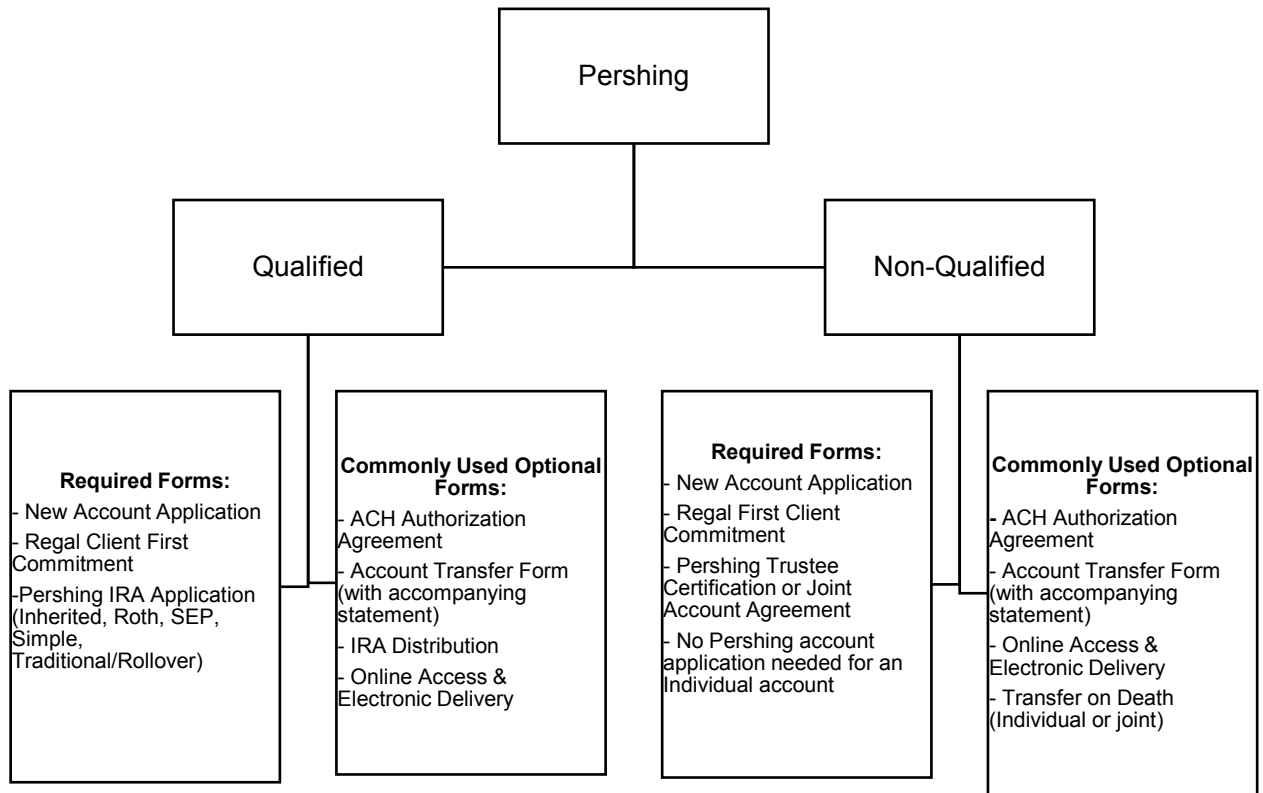


**Pershing will also require additional supporting documents for Corporate accounts and Trust accounts to document individuals allowed to sign for the entity.

New Account – Fixed Indexed Annuity

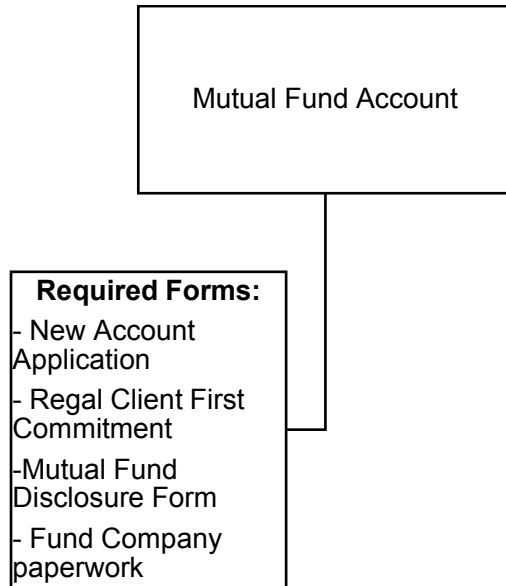


New Account (Broker/Dealer) – Pershing



**Pershing will also require additional supporting documents for Corporate accounts and Trust accounts to document individuals allowed to sign for the entity.

New Account (Broker/Dealer) – Direct Mutual Funds Vendor Account (Direct Business)



New Account (Broker/Dealer) – Variable Annuity Vendor

