



Welcome Aboard The WealthPlan LLC!

Client Onboarding Guide

PART 1 · HOW WE WORK TOGETHER

1. Easy Online Scheduling



Book meetings anytime
calendly.com/thewealthplan · also in my email footer and on my website

Book a Meeting →

I suggest booking our next meeting before we wrap up, but **how often we meet is up to you.**

2. Communication

Call, Text, or Email Me

(516) 400-7111
david@thewealthplan.com

I'm in meetings during the day, so texting is quickest. I aim to respond within 24 to 48 hours, usually sooner.

CurrentClient

Updates and reminders come from (516) 613-5552. Save it as mine. It's broadcast-only, so don't reply; reach me at (516) 400-7111.



Meeting Summaries

After every meeting, I send a summary email with what we discussed, your action items, and next steps, so you can focus on the conversation.

ENCYRO

I use Encyro for secure document delivery. The email arrives from **David Warshaw** or **Amy Fike via Encyro**. Click "**Access & Let Expire**" to download, no login needed. Access expires after 5 business days.

To securely send me a file, use this link:
encyro.com/thewealthplan

3. Website & Content

Bookmark www.thewealthplan.com for up-to-date information. Between meetings, I also share:



YouTube Videos

Also shared on **Facebook**, **Instagram**, **TikTok**, and **LinkedIn**.



Monthly Newsletters

Timely insights, planning ideas, and seasonal reminders delivered straight to your inbox.



Written Guides

When a topic comes up in our meetings, I'll often send a guide you can refer back to.

4. What We'll Need From You



Here's what we'll collect in **Salesforce**, our CRM, to open your account and start your plan:

To open your Schwab account

Used to open your account and verify your identity.

- Full legal name & date of birth
- Social Security number
- Mobile phone & email
- Mailing address
- Occupation & employer address
- Beneficiary names & birthdates
- Unexpired photo ID (driver's license or passport)

Send your ID securely at encyro.com/thewealthplan, never by text or regular email.

5. Your Schwab Accounts



See our **Schwab Guide** in the **Client Resources** section of my website.

Once we have your information, we set up your Schwab account(s) in one of two ways:



Verified by security questions and a text code.

DocuSign emails will arrive as **Amy Fike via DocuSign**

From: dse_na2@docuSign.net

Reply-To: amy@yourfinancialva.com



Digital Workflow: sign directly through Schwab. The envelope expires in 30 days.

Emails arrive as **THE WEALTHPLAN LLC**

From: donotreply@mail.schwab.com

Subject: *ACTION REQUESTED: Documents from THE WEALTHPLAN LLC are ready for your review. Click Review Envelope.*



Amy Fike, Client Service Associate

Amy handles operations and Schwab paperwork, is your emergency contact when I'm out of office, and can be reached at amy@thewealthplan.com.

Schwab Account Timelines

1–2

BUSINESS DAYS

Link an existing Schwab account

2–3

BUSINESS DAYS

New account setup

7–10

BUSINESS DAYS

Transfers from outside firms

➤ 6. Moving Money In & Out

To move money in or out, we use Schwab's **MoneyLink paperwork** to connect your bank to your Schwab account. Schwab can link your bank with any one of these: a **voided check**, a **checking account statement**, or a **savings account statement**. If you send a statement, I'll also need your bank's **routing number**. When you need funds, I sell the necessary securities and send the proceeds to your bank.

5-7

BUSINESS DAYS

Money distributions

For every distribution, I confirm with a quick **call** plus something **in writing** (text or email) to avoid any errors.

🔄 7. 401(k) Rollovers

Rolling over a **401(k)**, **403(b)**, **457**, or other employer plan? We'll confirm it's right for you before any money moves. Don't call your sponsor alone. **Reach out to me first.**

1

We Call Together

You and I call your plan sponsor at the same time.

2

I Confirm It's Right for You

I ask my due diligence questions live on the call.

3

We Start the Rollover

By phone if the sponsor allows it; otherwise, we complete their paperwork.

10-14 BUSINESS DAYS

Typical time to receive the rollover check. Varies by sponsor; phone requests are usually faster.

📺 8. Cash & Outside Accounts



Flourish Cash

Keep your everyday checking where it is, and put extra cash to work in a **high-yield savings account**. I offer **Flourish Cash**. Ask me for details.

Have accounts elsewhere? We may call those firms together to keep your full picture coordinated.

You've made a great decision, and I'm excited to get to work. Until we meet again, call or text anytime.

MORE IN THIS SERIES



Four Seasons Conversations

Meeting guides for each season of your financial plan.



Documents We Need For Your Plan

The full checklist to gather before we build your plan.



Charles Schwab & Flourish Cash Guides

Step-by-step help with your Schwab and Flourish Cash accounts.



Portfolio Reporting

Clear reports on your performance, holdings, allocation, and balances.

David Warshaw, CFP®

FOUNDER & PRIVATE WEALTH ADVISOR

The WealthPlan LLC

📞 (516) 400-7111

✉ david@thewealthplan.com

🌐 www.thewealthplan.com

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