

GDX360 Investor Questionnaire (GDXiQ)

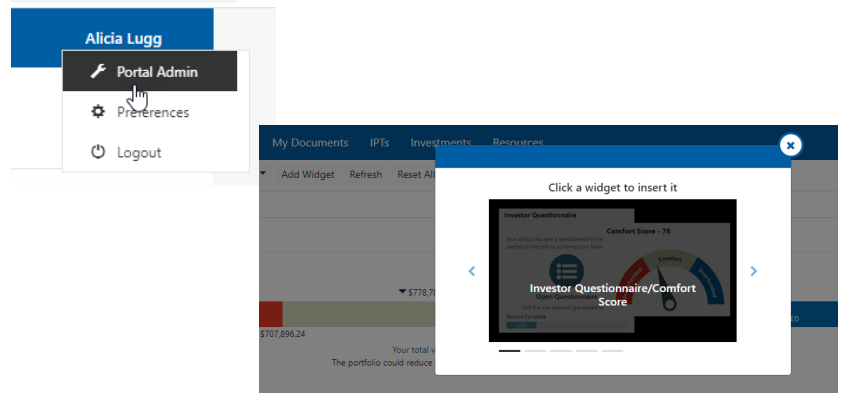
What is GDXIQ?

It is a client-facing online questionnaire designed to be completed in just a few minutes and will provide you with some basic personal and financial information for a prospect. These inputs will form the basis of a GDX360 plan.

Portal Admin

Verify that GDXIQ is available for your prospects by making sure the Investor Questionnaire/Comfort Score widget is enabled for your Client Portal in Portal Admin.

- Choose *Portal Admin* from the dropdown next to your name in the upper right-hand corner of GDX360
- Choose *Edit Mode*
- Choose *Add Widget*
- Click on the *Investor Questionnaire /Comfort Score* widget to insert it.

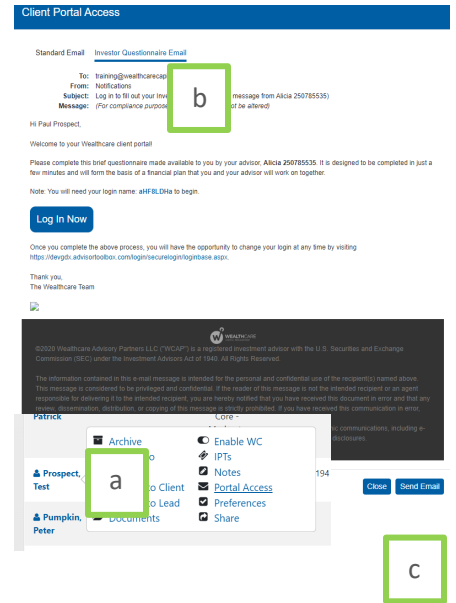


Get started using GDXIQ with a prospect or client:

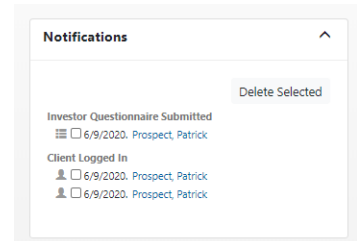
1. *Add a Prospect* – (a client should already be in your list)
 - Choose *Prospect* from the Add dropdown on your advisor dashboard
 - Type *First Name, Last Name, Date of Birth, Gender, State, and Email Address* for the primary client. These are required fields to begin using GDXIQ. The client will have the opportunity to verify or change your data and add a spouse/partner and dependents while in the questionnaire.
 - *Save Changes*

2. Send your new Prospect or Client the *Investor Questionnaire Email*

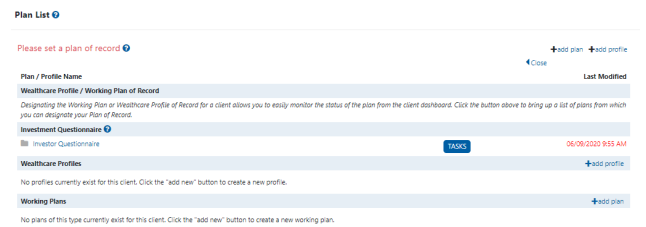
- (a) Hover over your new prospect/clients name on your Advisor Dashboard and select *Portal Access* from the task menu
- (b) Choose *Investor Questionnaire Email* from the top of the sample email
- (c) Click *Send Email*
- *Email Successfully Sent* notification should appear
- GDXIQ is simple for a prospect/client to use and doesn't require additional explanation however a client facing step-by-step guide is available in the GDX360 resource center



3. Check the *Notifications* section on your advisor dashboard daily to see if prospect/clients have submitted their investor questionnaire or logged in to their client portal



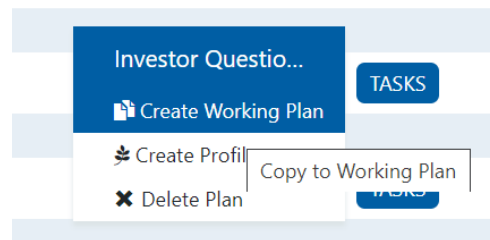
4. View the *submitted Investor Questionnaire in the Prospects Plan List in their Client Snapshot*



5. To convert the questionnaire into a Working Plan:

- *Hover over the Task menu* to the right of the Investor Questionnaire in the Plan List
- Choose *Copy to Working Plan*

ur Plan of Record.



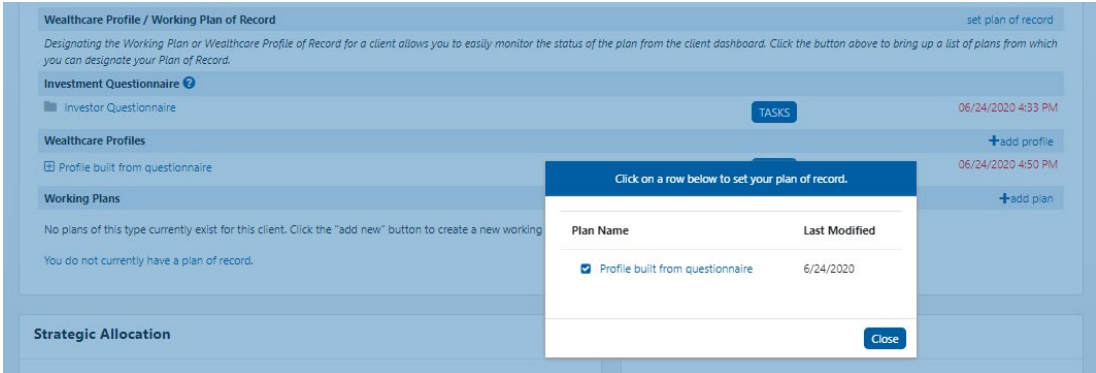
- The original investor questionnaire will remain in your plan list (for now)
- Remember to delete the questionnaire once you have created your plan and reviewed all the data captured to keep your plan list clean.

6. Verify on the household profile page that the *Plan End Person* is correct by choosing the plus sign next to Advanced Options. Your plan end person should be the last to die.

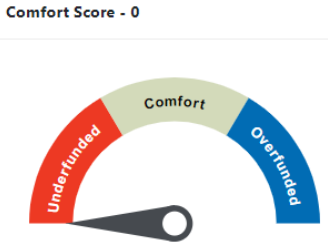


7. Savings, Sources of Income, and Assets have been created for each of the types included in the questionnaire. These were added to aid advisors in conversations about potential savings and sources of income. The non-investment asset savings was added so the advisor is aware of the client saving to those accounts but should be deleted once noted. Please review all inputs and delete those that do not need to remain. Assets created as part of GD XIQ cannot be edited or deleted until the questionnaire is removed.

8. Once you have modified and reviewed the new profile/plan, *set it as the Plan of Record*.



9. *Delete the Investor Questionnaire*. Until the questionnaire is deleted, the prospect/client will have the ability to make changes or view the questionnaire in the portal. Once deleted, they will begin seeing the Comfort Score widget in its place.



10. If your Propect becomes a Client, remember to *Convert your Prospect to a Client* by hovering over your prospects name on the advisor dashboard and choosing Convert to Client from the task menu.

Contact support@wealthcarecapital.com with GD XIQ questions.