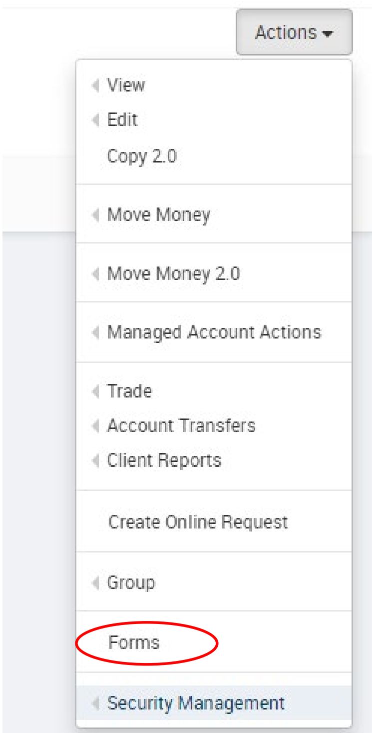
Adobe Sign Instructions for Sending the HPAG Wealth Management Services Agreement (WMSA)

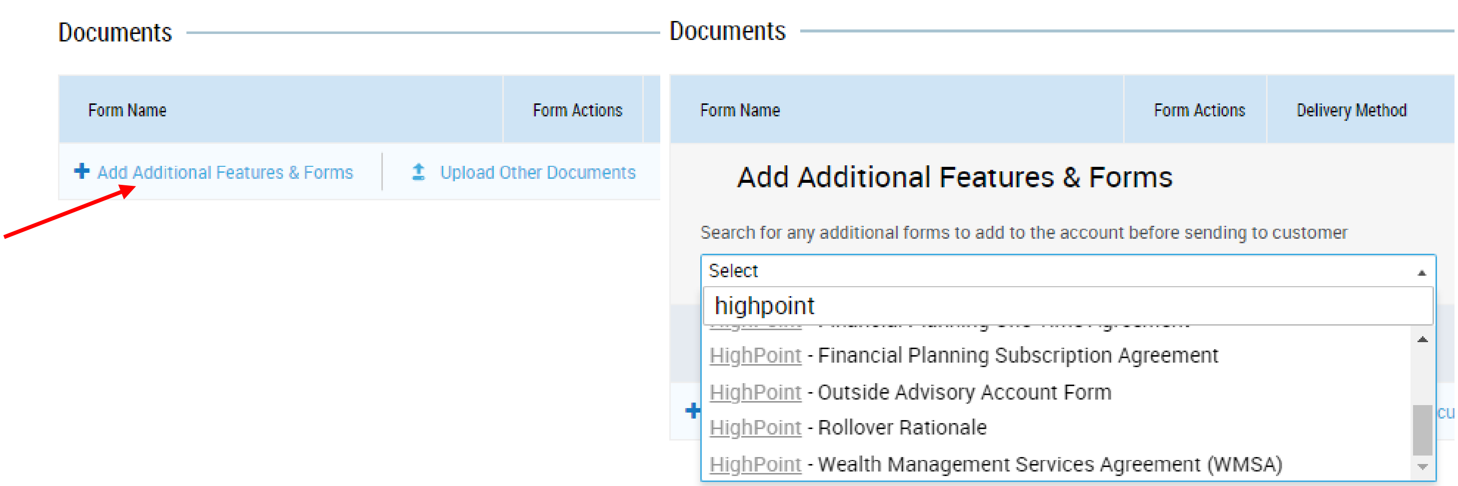
When sending the WMSA (formerly known as the DAMA) through eSignature, you must send the WMSA separately from the other account paperwork in its own envelope. Unlike the LPL forms, the WMSA must be reviewed by our compliance department of HighPoint. Once that has been completed it will be sent to Michelle Juras for signature, whereas all other account paperwork is reviewed by the LPL Home Office and is signed either by the OSJ, OSJ Delegate, or home office compliance department.

Steps to Send the WMSA

Step 1: Log into ClientWorks. To open an e-signature document in Adobe Sign, you must enter through the clients' profile page. Once on the client profile select Actions drop down, Forms.



Step 2: Add Additional Features & Forms, search for 'HighPoint' templates, select 'Add Selected Forms'



Step 3: First couple spaces will be automatically populated with the client profile info. Complete the necessary spaces, for Branch Manager enter Michelle Juras, michelle.juras@hiptpartners.com, access code 2651

HighPoint - Wealth Management Services Agreement (WMSA)

Account Number

[redacted]

Rep ID

[redacted]

Primary Client Name

[redacted]

Secondary Client Name

Client Mailing Address

[redacted]

Email Address - By providing an email address, client consents to electronic delivery, as described in Section 24 of the attached disclosure document.

☐ Check this box if the account is being funded through a rollover from an employer-sponsored retirement plan. The Rollover Rationale Form must be submitted if this box is checked.

Investment Advisor Representative 1

[redacted]

Investment Advisor Representative 2

Fees:

HPAG Annual Fee* %

0

LPL Financial Advisory Fee (if applicable) %**

Signature Section

Branch Manager Name

Branch Manager Email Address

Branch Manager Access Code

Services

☐ Financial Planning and Consulting Services

Step 4: Next select ‘Prepare for eSignature’

Documents

Documents pertaining to this account are listed below.

Documents

Form Name	Form Actions	Delivery Method	Attachment Actions	Status	
HighPoint - Wealth Management Services Agreement (WMSA)	Print | Edit	eSignature	---	---	

+ Add Additional Features & Forms | Upload Other Documents | Print All Documents

Prepare for eSignature   Mark Complete

Step 5: Add an Admin Reviewer and then click Add Recipient.

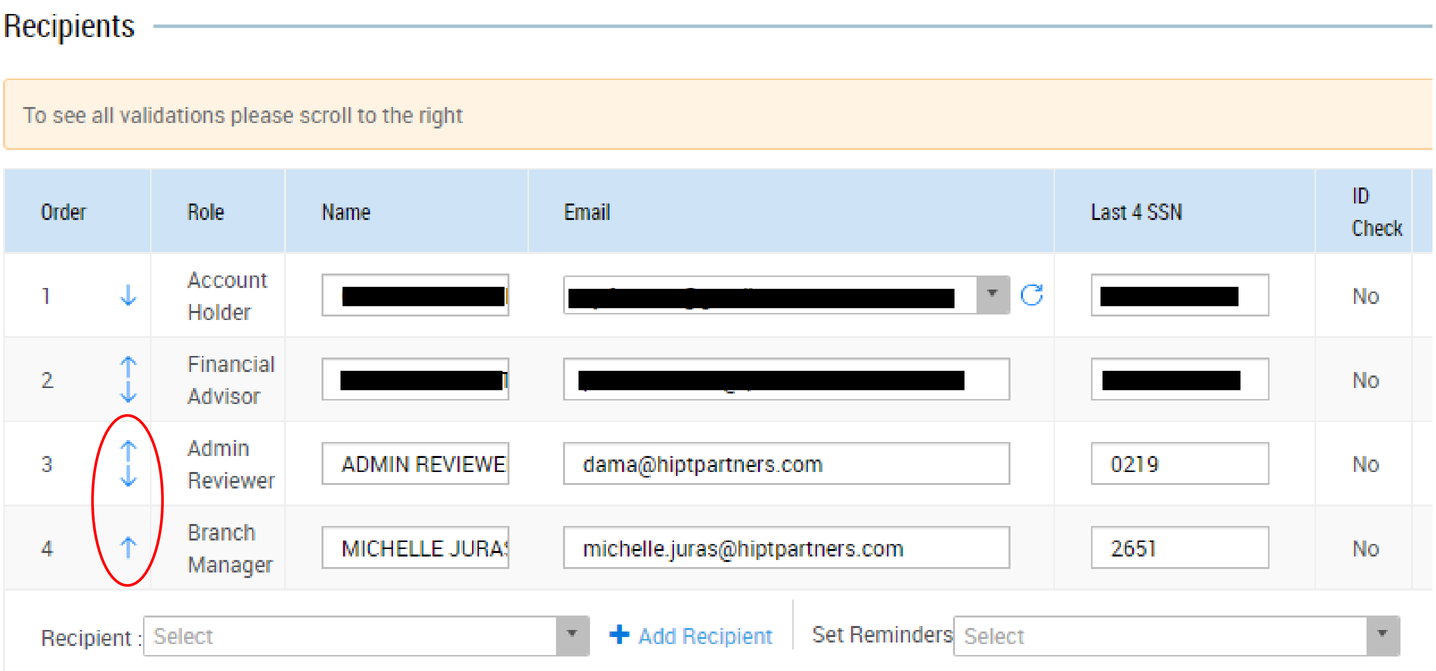
Recipients

To see all validations please scroll to the right

Order	Role	Name	Email	Last 4 SSN	ID Check
1	Account Holder	[redacted]	[redacted]	[redacted]	No
2	Financial Advisor	[redacted]	[redacted]	[redacted]	No
3	Branch Manager	MICHELLE JURAS	michelle.juras@hiptpartners.com	2651	No

Recipient : Admin Reviewer   + Add Recipient   Set Reminders Select

Step 6: Enter the Admin Reviewer email (dama@hiptpartners.com) and access code (0219) . Using the arrows on the left, adjust the lines so the Admin Reviewer receives the document before the Branch Manager. (If these lines are not in the correct order, the signing of the agreement will be delayed and possibly rejected.



Recipients

To see all validations please scroll to the right

Order	Role	Name	Email	Last 4 SSN	ID Check
1	Account Holder	[redacted]	[redacted]	[redacted]	No
2	Financial Advisor	[redacted]	[redacted]	[redacted]	No
3	Admin Reviewer	ADMIN REVIEWE	dama@hiptpartners.com	0219	No
4	Branch Manager	MICHELLE JURAS	michelle.juras@hiptpartners.com	2651	No

Recipient : Select + Add Recipient Set Reminders Select

Step 7: Complete