

# Changes to Level Four Advisory Accounts

Follow these steps to make updates to current Level Four ICA Advisory accounts held at Raymond James.

If the account is a new account, do not use this process. Instead, follow the steps for opening a new account found in Step-by-Step guides: COB, RJ Supplemental Forms and Level Four New Account Forms.

1. **On the Level Four Intranet**, search for Form LFAS202 under Advisory Forms (harborfs1.com)
2. **Form LFAS202** can be used for the following changes to a current Advisory account
  - a. Portfolio management change from LFCM to Rep-managed
  - b. Portfolio management change from Rep-managed to LFCM-managed
  - c. Fee Changes
  - d. Removing Advisory and converting accounts to brokerage
3. **Section 1: Portfolio Selection Change**
  - a. Complete Section 1 with portfolio selections
  - b. Gather required signatures
    - i. *Client(s) signature is required in section 1A for changes to a portfolio/investment objective that is more than one up or one down*
    - ii. *Client(s) signature is required in section 1A if the account is transitioning from LFCM-managed to Rep-managed or Rep-managed to LFCM-managed*
    - iii. *Client(s) signature is not required for changes that are only one up or down*
    - iv. *Advisor(s) signature is required in section 1B for all portfolio changes requested under this section.*
  - c. If no portfolio changes are being made, this section is not required
4. **Section 2: Fee change**
  - a. Complete Section 2 with fee changes
  - b. Gather required signatures
    - i. *Client(s) signature is required in section 2B for a fee increase*
    - ii. *Client(s) signature is not required for a fee decrease*
    - iii. *Advisor(s) signature is required in section 2B for all fee changes requested under this section.*
  - c. If no fee changes are being made, this section is not required
5. **Section 3: ICA Advisory to Brokerage – RJ Accounts**
  - a. Complete Section 3 with accounts that are converting from Advisory to Brokerage
  - b. Gather required signatures
    - i. *Client(s) signature is not required in section 3*
    - ii. *Advisor(s) signature is required in section 3B for all conversions to brokerage*
  - c. If no conversion to brokerage is being made, this section is not required

### Account Changes to Level Four Advisory Accounts (LFAS202)

6. **Prepare (populate) form LFAS202** and save as a PDF on your computer (or in the client's folder, if available)
  
7. **Send form for signatures**
  - a. Review steps 3 – 5 to determine if client will need to sign
  - b. Form must be signed by Advisor in applicable sections
  - c. If sending via Level Four DocuSign:
    - i. *Use DocuSign Template LFAS202*
    - ii. *Pull signature and date tabs from the left side of DocuSign to any place where signatures are needed*
    - iii. *If assistance is needed to add DocuSign tabs, contact [AdvisorSupport@levelfourfinancial.com](mailto:AdvisorSupport@levelfourfinancial.com)*