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| **Procedure Name:** | **BD Rep Change** |  | |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** | Katie Weinschenk |

**Description**

When an advisor wishes to take over already established accounts for clients, we need to do a BD Rep Change for each account.

**Assumptions**

N/A

**Procedure**

1. Prepare a Signature Page for the client’s signature
2. Create the client and each account in eQuipt (available for most commission, brokerage, and advisory accounts)
3. Send the paperwork via eQuipt for e-signature or call the client to schedule an appointment or mail the paperwork to them to physically sign the paperwork
4. Once the client has signed all paperwork, upload Signature Page to ServiceNet and fax/email BD Change Forms to the appropriate fund companies
5. Confirm the accounts have moved over to the appropriate rep

**References**

N/A

**Revision History**

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| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
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