Quick Start Checklist

Time Frame	Goal Due Date	Done	Task	For more information, see:	Time Needed to Complete
Before Applying			Complete all CFP or PFS coursework		
Before Applying			Complete due diligence on ACA		2 weeks to 18 months
Before Applying			Complete and submit ACA application		
Milestone #1 - Apply to ACA					
App Process			Interview with ACA Membership Committee	Application Receipt Email	
Once Approved			Complete ACA Intellectual Property Agreement	Application Receipt Email	
Once Approved			Complete Cambridge Success Program Training Agreement	Application Receipt Email	
Once Approved			Complete Payment Agreement & Authorization	Application Receipt Email	1 to 2 weeks
Milestone #2 - ACA Membership Activated (1 to 2 weeks)					
Orientation			Test Intranet Password	Exec. Dir. Welcome	
Orientation			Set up Subscriptions for eGroups	Exec. Dir. Welcome	
Orientation			Update/complete your member record on ACA Intranet	Exec. Dir. Welcome	
Orientation			Review Welcome Box, **notify ACA if anything damaged or missing**	Packing List	2 weeks
Orientation			Schedule New Member Welcome call with Arlene	Exec. Dir. Welcome	
Orientation			Complete Zoomerang Internet survey	Admin - Zoomerang Email	
Milestone #3 - Begin Cambridge Success Program Self-Study & Virtual Classroom (2 to 8 months to complete)					
ASAP			**Work through Administrative module of Self-Study Manual	Self-Study Manual	
ASAP			Select your business name	Admin Module	
ASAP			Select your business structure (Partnership, Sole-Proprietor, C corp, S Corp, LLC, LLP)	Admin Module	
ASAP			Register your business entity and name	Admin Module	
ASAP			Select & register website domain name	Admin Module & Successful Marketing	
ASAP			Set up email to match domain name	Successful Marketing	
ASAP			File any required business licenses with city, county or state	Admin Module	
ASAP			Apply for EIN (Fed, State, Local)	Admin Module	
ASAP			Establish a business checking account	Admin Module	
ASAP			Enroll to accept credit cards	Admin Module	
ASAP			**Select office location	Admin Module	
ASAP			Secure Business Liability Insurance	Admin Module	
ASAP			**Register as an Investment Advisor with your state	Admin Module	
ASAP			Request RIA registration material from State	"	
ASAP			Request FINRA Entitlement Packet	"	2 to 4 months to complete
ASAP			Fund FINRA account (E-Pay)	"	
ASAP			Submit ADV Part I to FINRA	"	

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Time Frame	Goal Due Date	Done	Task	For more information, see:	Time Needed to Complete
ASAP			Submit ADV Part II to FINRA	"	process
ASAP			**Customize client retainers	Admin Module	
ASAP			**Set initial Pricing Structure (fee ranges, per hour, AUM)	Admin Module	
ASAP			**Register for tax class, if needed		
1st month			Download all Core Tools from ACA Intranet	Admin Module	
1st month			Decide on filing system - paperless or not?	Admin Module	
1st month			**Make technology purchases (computer, printer, scanner, phone, etc.)	Admin Module	
1st month			Purchase tax prep/planning software	Admin Module	
1st month			CALF ONLY: Register with CTEC		
1st month			Get your PTIN from the IRS		
1st month			File a form 8633 (eFile)		
1st month			**Complete Preliminary & Presentation Appointment modules	Self-Study Manual	
2nd month			**Work through the *Successful Marketing* manual	Successful Marketing	
2nd month			**Print a basic marketing package	Successful Marketing	
2nd month			Have professional portrait taken	Successful Marketing	
2nd month			Select a design template from the Marketing Tool Kit	Successful Marketing	
2nd month			Have business cards printed	Successful Marketing	
2nd month			Draft Bio	Successful Marketing	
2nd month			Hire designer to insert your name into Sell Sheet, then print	Successful Marketing	
2nd month			Have letterhead & announcement cards printed	Successful Marketing	
2nd month			Complete & Submit Web Brochure Order Form	Successful Marketing	up to 4 wks
2nd month			**Complete Tax and Investment modules	Self-Study Manual	
3rd month			Establish & test computer back-up process	Admin Module	
3rd month			Insert your name/logo on all spreadsheets and templates, customize as desired.	Admin Module	
3rd month			**Complete Insurance & Estate Planning Modules	Self-Study Manual	
3rd month			**Complete Record Keeping & Goal Setting Modules	Self-Study Manual	
3rd month			Secure E&O insurance	Admin Module	
3rd month			Choose Asset Custodian	Admin Module	
3rd month			Develop initial marketing plan	Successful Marketing	
3rd month			Prepare NAPFA sample plan, submit plan and application	Admin Module	up to 40 hours to complete plan

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Time Frame	Goal Due Date	Done	Task	For more information, see:	Time Needed to Complete
3rd month			Develop or outsource Compliance Manual	Admin Module	
3rd month			Create 1 page strategic business plan		
Per Schedule			**Take CFP Exam, if needed		
Per Schedule			**Attend Virtual Classroom Sessions	Training	see schedule for sessions
Milestone #4 - Attend Success Program Group Instruction					
Per Schedule			Register for Casey Truffo "Crafting Your Message" Class	Successful Marketing	4-session class over 4 - 6 weeks
Per Schedule			Register for the ACA annual conference		
Per Schedule			Register for an Visiting Advisor Week		
As needed			Amend ADV for changes made including pricing revisions.		
** Items marked with a double asterisk are required to be completed prior to attending the Success Program Group Instruction					
Following acceptance of 10th client			Register for Matt Anderson Referral Coaching Group		6-session class over 3 months
As completed			Notify Kim when you complete the following:		
			RIA Approval		
			Tax Class		
			NAPFA Member		
			CFP Exam passed		
			Authorized to use the CFP designation		
			Success Program		
As completed			Notify Arlene when you complete your Tax Class		