

# Direct Advisory New Business Submission

## REFERENCE SHEET

### Overview

This reference sheet explains the account opening requirements to establish a Corporate Registered Investment Advisor (CRIA) Direct Advisory account with various program and product sponsors.

For a complete list of programs offered, visit the [Corporate RIA Programs List](#) FieldNet page.

### Paperwork Requirements

To establish an account with a product sponsor, paperwork from MMLIS and the product sponsor must be completed and distributed by the IA-Rep to the client and the MMLIS home office.

All Direct Advisory New Accounts require the **Direct Advisory New Account Form (MI1078)**, which is located in the Forms Library in Practice360°.

For a complete list of available registrations and required paperwork, refer to each sponsor's program manual on FieldNet. These are the Direct Advisory Program Manuals: 1

- [Asset Mark - Direct Advisory Program Manual](#)
- [Brinker Capital - Direct Advisory Program Manual](#)
- [Money Manager Referral and Solicitor Program Manual](#) <sup>1</sup>
- [Morningstar Managed Portfolios - Direct Advisory Program Manual](#)
- [SEI Investments – Direct Advisory Program Manual](#)

<sup>1</sup>Includes: BNY Mellon Wealth Management, CIBC National Trust (formerly known as Atlantic Trust), J.P. Morgan (non-qualified only), LCMG, and Wilmington Trust.

#### NOTE!

- Product sponsor specific forms may be obtained from the program's website.
- For more information about the Forms Library, refer to the [Forms Library Overview Reference Sheet](#).

### Creating a New Account

The Account Opening tool in Advisor360° assists with the account opening process. For direct advisory accounts, the Account Opening tool enables the creation of new account profiles.

To access the Account Opening tool, go to the **Practice360° > Households** tab. Then, select a specific client Household Name. A pop-up window will display next to the client **Household Name**. In the **Portfolio** category, select **Account Profile**. Client360° appears. Expand the dropdown to make an **Account/Group** selection, and select **+ Create Account**. If applicable, select and submit the MSA to the client for a signature.

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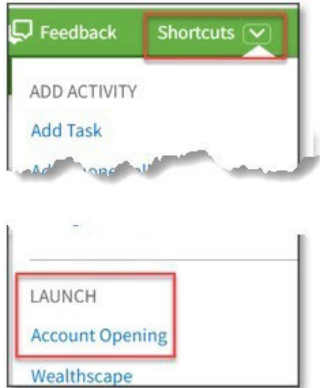
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## NOTE!

- To open a new account using the Account Opening tool, a Household must already exist in Practice360°.
- For more information about Households, refer to the [Open New Accounts Using the Account Opening Tool Reference Guide](#).
- The Account Opening tool can also be accessed via the **Client360° Beta** new advisor experience. When in a Household, expand the **Shortcuts** dropdown, and select **Account Opening** (in **Launch** section).



**Tip!** Upon completion of the steps in the Account Opening tool, the required MMLIS forms will be generated, with existing information filled in automatically. These forms do not need to be completed if they were completed on the provider's website.

To learn more about how to access and use the Account Opening tool, refer to the [Open New Accounts Using the Account Opening Tool Reference Guide](#).

## Paperwork Submission

New account paperwork may be submitted to the MML Investors Services (MMLIS) home office in one of the following ways:

Account Opening tool within Practice360°	In the Account Opening tool, go to the <b>Sign &amp; Submit</b> screen. In the <b>Signature &amp; Delivery</b> section, select either <b>DocuSign Delivery (eSign)</b> or <b>PDF Download</b> .
eSignature	For details on submitting via eSignature, refer to the <a href="#">Advisor360° and Electronic Signatures with DocuSign Reference Guide</a> .
Mail	For current contact information for submission, consult the <a href="#">MMLIS Contact List</a> .

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## Viewing Status of New Brokerage Accounts

The status of MMLIS new business submissions may be viewed in the **Cases** tab within Practice360°. Upon MMLIS Home Office receipt of the new business paperwork, a case will be created within the Advisor360° Platform. The Cases section provides the home office processing status of the submitted application and displays notes if additional information is needed.

**Tip!** A snapshot showing the last seven days of case statuses may be viewed in the **Cases** widget on the Advisor360° dashboard.

There are three case categories:

Case Category	Description
Work In Progress	Works In Progress cases include new case submissions that the MMLIS home office has received and that are in process. Open cases remain in this status until complete.
Follow Up Required	Follow Up Required cases are NIGO or cannot be processed until additional information and/or documentation needed to close the case is provided to MMLIS home office. Open cases remain in this category until the necessary information is provided and the case can be closed.
Work Completed	Work Completed cases are fully completed and/or cancelled and closed cases.

To learn more about Cases, refer to the [Practice360 Cases Reference Guide](#).