**How to Fully Integrate Your CRM**

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| **CRM INTEGRATION** | **COMPLETED** |
| **Client Households Set Up – Basic Information** ❒ Names & Contact Information  ❒ Clients Classified & Lead Advisor Identified ❒ Basic Personal Information  ❒ Other – Add/Customize Fields & Views |  |
| **Client Views – Detailed Information** ❒ Family, Occupation & Recreation ❒ Financial Planning ❒ Investment  ❒ Insurance ❒ Estate & Tax Planning ❒ Notes, History & Activities (usually pre-defined) ❒ Other –Add/Customize Fields & Views |  |
| **Generating Reports & Searching** ❒ Reporting by Client Type  ❒ Reporting by Wealth Engagement & Solutions  ❒ Reporting by Personal Interest  |  |
| **Action Plans or Work Flows** ❒ Client Experience Automated  ❒ Client Onboarding Automated ❒ Client Rebranding Automated ❒ Account Administration Automated |  |
| **Other Features**  ❒ Practice or Advisor Dashboard  ❒ Opportunities Pipeline  ❒ Document Storage/Company Library |  |
| **Advanced Integration** ❒ Email Integration ❒ Outlook Calendar Integration  ❒ Voice to Text Integration |  |
| **Individual User-Preferences**  ❒ Set up preferred views for individual use |  |

This checklist I’ll provide your CRM Manager with many of the core aspects of full CRM Integration.