



Primary & Secondary Advisor Duties

August 5, 2026

Investment advisory services offered through intellicents investment solutions, inc., an SEC registered investment adviser.

Primary Advisor

Own the client relationship and overall financial planning strategy.

Key Responsibilities

- Lead the client relationship and oversee the client's long-term financial planning strategy.
- Lead client meetings and present planning recommendations in conjunction with Secondary Advisor.
- Partner with the Secondary Advisor to deliver an exceptional client experience.
- Provide guidance and oversight on planning recommendations and client service matters.
- Make strategic planning decisions and address complex client needs.
- Maintain ultimate accountability for the client relationship and overall financial planning outcomes.
- For households without a Secondary Advisor, perform all Secondary Advisor responsibilities in addition to Primary Advisor responsibilities.

Secondary Advisor

Own the ongoing service and execution for assigned client households.

Key Responsibilities

Pre-Meeting Prep

- Prepare all client meeting materials (playbook, snapshot, financial planning outputs, etc.).
- Review SOA, meeting recommendations and materials with the Primary Advisor before client meetings.

Ongoing Service & Client Meetings

- Participate in client meetings and assist with presenting recommendations.
- Provide proactive client service and outreach throughout the year.
- Ensure outputs and client experience aligns with Client Tier.
- Respond to client service requests, copying the Primary Advisor on all client communications.

Post-Meeting Follow-Up

- Send follow-up email to client outlining action items and next steps.
- Complete note dictations using Jump AI and ensure all follow-up tasks are accurately documented.
- Assign, track, and ensure completion of all client follow-up tasks.
- Monitor and execute timely planning items such as RMDs, SS enrollments, Medicare enrollments, etc.
- Escalate planning or relationship matters to the Primary Advisor when appropriate.