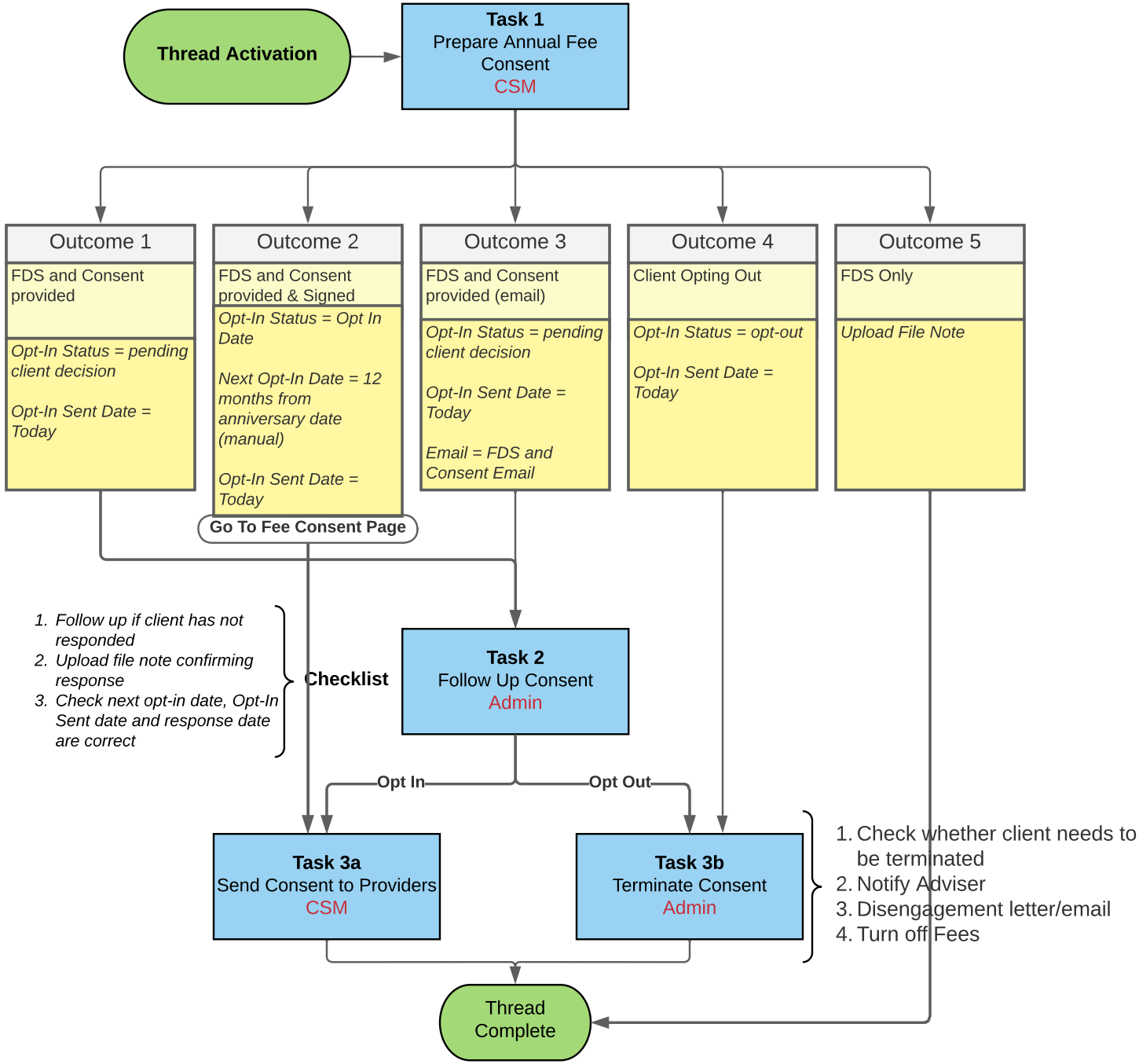
Thread Activation
Task 1
Prepare Annual Fee Consent
CSM
Outcome 1
FDS and Consent provided
Opt-In Status = pending client decision
Opt-In Sent Date = Today
Outcome 2
FDS and Consent provided & Signed
Opt-In Status = Opt In Date
Next Opt-In Date = 12 months from anniversary date (manual)
Opt-In Sent Date = Today
Go To Fee Consent Page
Outcome 3
FDS and Consent provided (email)
Opt-In Status = pending client decision
Opt-In Sent Date = Today
Email = FDS and Consent Email
Outcome 4
Client Opting Out
Opt-In Status = opt-out
Opt-In Sent Date = Today
Outcome 5
FDS Only
Upload File Note
1. Follow up if client has not responded
2. Upload file note confirming response
3. Check next opt-in date, Opt-In Sent date and response date are correct
Checklist
Task 2
Follow Up Consent
Admin
Opt In
Opt Out
Task 3a
Send Consent to Providers
CSM
Task 3b
Terminate Consent
Admin
1. Check whether client needs to be terminated
2. Notify Adviser
3. Disengagement letter/email
4. Turn off Fees
Thread Complete