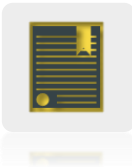


# Social Patrol:

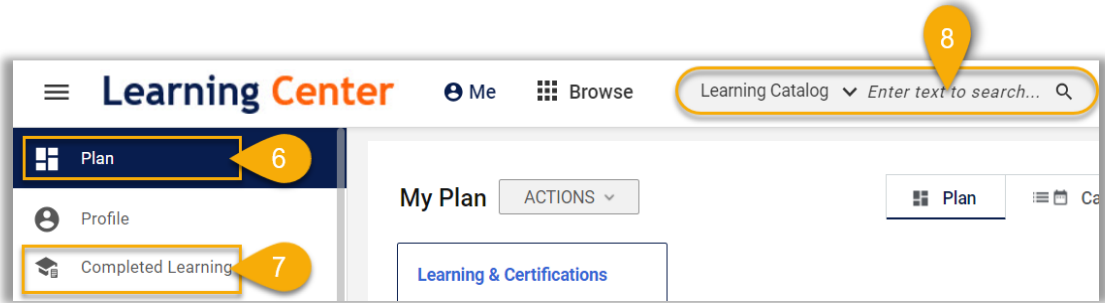
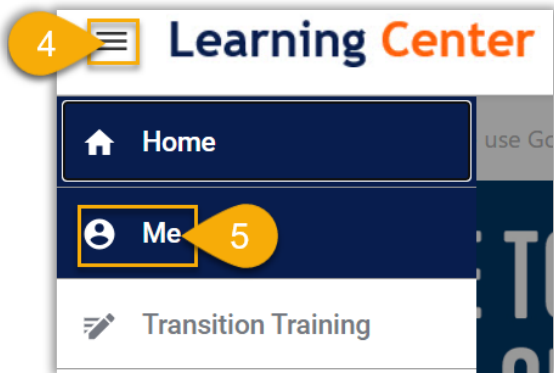
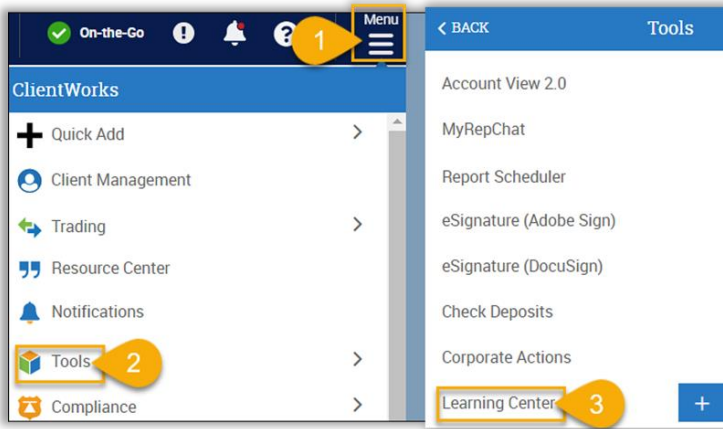
## Social Media Onboarding Process

All LPL Financial and hybrid advisors and their staff must meet all LPL requirements, including registered and non-registered assistants, part-time staff, and interns who use social media for their securities or advisory business communications.



### Did you complete the Social Media training course?

The completed Social Media course is a requirement for authorizing Social Patrol to monitor your social media accounts for business.



### Check for Social Media training course completion:

1. Access the **Menu** in ClientWorks
2. Then choose **Tools** from the menu options
3. Click on **Learning Center**

4. On the top left corner, click on the **menu**
5. When the menu expands, select **Me**

6. Your **Plan** will display all in-progress training courses. Look for the **Social Media** training course and complete it, *if needed*.
7. If you completed the course already, you can verify by checking your **Completed Learning**
8. If the course is neither in your Plan nor Completed Learning, then use the **search bar** to find "Social Media" and complete it.

# Social Patrol:

## Social Media Onboarding Process



### How to submit the Social Media Onboarding Form

The screenshot shows the ClientWorks application interface. On the left is a 'Menu' sidebar with options like 'Quick Add', 'Client Management', 'Trading', 'Resource Center', 'Notifications', and 'Compliance'. The 'Compliance' option is highlighted with a yellow box and a callout '2'. On the right is the 'Compliance' section with a 'Menu' button (callout '1') and a list of options: 'Trade Blotter', 'Trade Supervision', 'MyComplianceOffice', 'Communication', 'Proactive Surveillance', 'Advertising Review Tool', 'gEd Xchange', and 'Social Media/Electronic Communications'. The 'Social Media/Electronic Communications' option is highlighted with a yellow box and a callout '3'.

1. Access the Menu
2. Then choose Compliance
3. Click on Social Media / Electronic Communications

The screenshot shows the 'SocialMedia' section of the ClientWorks application. It displays a list of 'Quick Views' including 'Social Media Onboarding - Com...' and 'Social Media Onboarding - Drafts'. A 'New Social Media Onboarding Form' button is highlighted with a yellow box and a callout '4'. The top of the screen shows 'ClientWorks - Electronic Communication(eComm) ...' and 'On-the-Go' status.

4. On the right, click on New Social Media Onboarding Form

The screenshot shows the 'Social Media Onboarding Request Form' with the question 'Who are you submitting this request for?'. There are two radio button options: 'Self' (highlighted with a blue box) and 'On Someone Else's Behalf' (highlighted with a yellow box). A callout 'Identify who is enrolling then click Next' points to the 'Next' button. There is also a 'Save' button and a 'Cancel' button.

The screenshot shows the 'Social Media Onboarding Request Form' with the 'User Information' and 'Calculation' sections. The 'User Information' section has fields for 'Rep ID' and 'User Name'. The 'Calculation' section has a table for 'Social Media Channels' with columns for 'Number of Accounts' and 'Estimate total charge per year'. The table includes rows for Facebook, Twitter, LinkedIn, and Instagram. The 'Number of Accounts' column has input boxes with the value '0'. A callout 'Fill in the number of social media accounts that you are requesting monitoring for to calculate the total estimate charge per year' points to the input boxes. The 'Estimate total charge per year' field has a value of '0' and a dollar sign. There are 'Cancel' and 'Next' buttons at the bottom.

The screenshot shows the 'Social Media Onboarding Request Form' with the 'Intended Payer Information' section. It has fields for 'Rep ID' and 'Email Address'. A callout 'Choose Intended Payer's RepID' points to the 'Rep ID' field. There is a section for 'Authorization to bill back for this service' with a checkbox and a text area. A callout 'Enter initials of person who is submitting the request' points to the 'User's Initials' field. There are 'Save', 'Cancel', and 'Next' buttons at the bottom.

The screenshot shows the 'Social Media Onboarding Request Form' with a completion message: 'Looks like you already completed the training, you can go ahead and submit this form now.' There are 'Cancel' and 'Submit' buttons at the bottom.



If the enrollee is a Registered Assistant or Non-licensed Associate, there is no cost and no intended payor box.

# Social Patrol:

## Social Media Onboarding Process

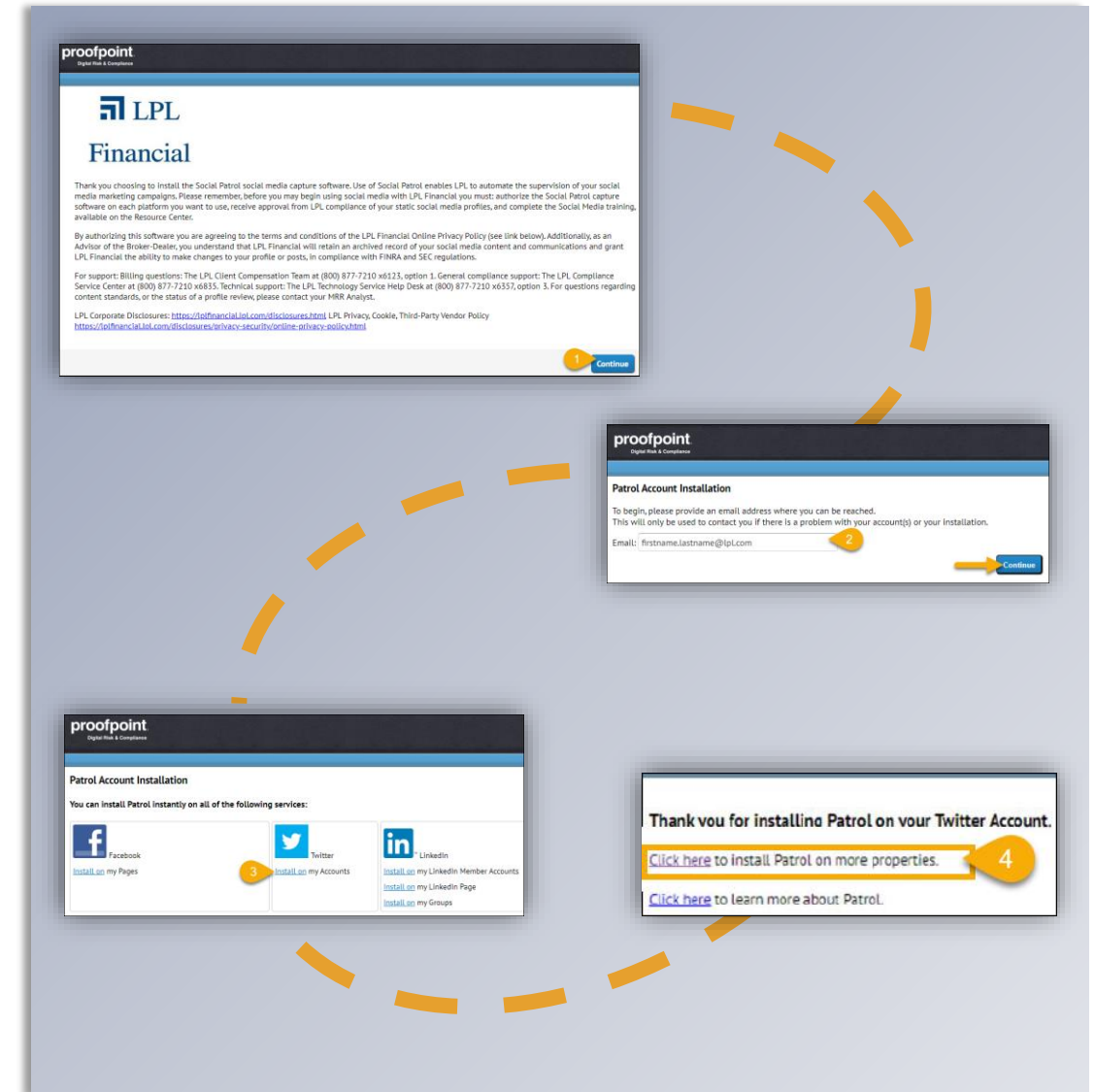


### Install and Authorize Social Patrol on your Social Accounts

After you complete the Social Media training course and submit your Social Media Onboarding Form, the Social Patrol account is created and an email is sent from socialpatrol-noreply@lpl.com to you with the installation link.

[https://suite.us2.nexgate.com/install\\_patrol/INSTALL-uDpSB9j31HFfFC6sAoNq](https://suite.us2.nexgate.com/install_patrol/INSTALL-uDpSB9j31HFfFC6sAoNq)

1. Click on Social Patrol link above to begin authorization process. Read the disclosures on the landing page then click **Continue**.
2. Enter your LPL.com email then click **Continue**.
3. When you select the **"Install on"** link for the desired platform, you are directed away from Social Patrol and asked to sign into that platform. Use your social media account credentials to log in. You will be asked to authorize the Social Patrol application; please provide all permissions that are requested. Repeat this step for every other social account, as needed.



4. Upon completion, you'll see a message thanking you for installing Patrol on that account. A link is available on the "thank you" screen to install Social Patrol on other social media accounts.

*\*Please sign into ClientWorks before clicking on Social Media User Guide*

