ALIGNED
capital partners inc.

Digital Submissions

Please use this link to submit your ink signed documents:

https://www.alignedcapitalpartners.com/digitalsubmissons/

- Manual Account Openings
  - Manual Account Opening **with a Client ID** (to be used when NBIN Client ID is assigned)
  - Manual Account Opening **without a Client ID** (to be used when a New NBIN Client ID is required)
- Know Your Client (KYC) Submissions
- Dealer/Rep Change KYCs
- Submit Fee-Based Addendums
  - Document Naming Convention:

    AUG NTXX JANE SMITH

    Starting Month of the Fee Run
    Rep Code
    Client Name

    AUG NTXX JANE SMITH.pdf

Step 1: Choose the specific form based on your submission.

Manual Account Opening

Use your CE Team link below to submit your wet-signed applications.

Note:

In the section labelled Your Name fill in the advisor Rep Code, NBIN ID and Client Name. The Advisors email is to be entered in the section marked Your Email. If a final signed copy of the documents is to be received by the client or another associate fill in the remaining fields with their names and emails.

CE Team 1

CE Team 2

CE Team 3

CE Team 4

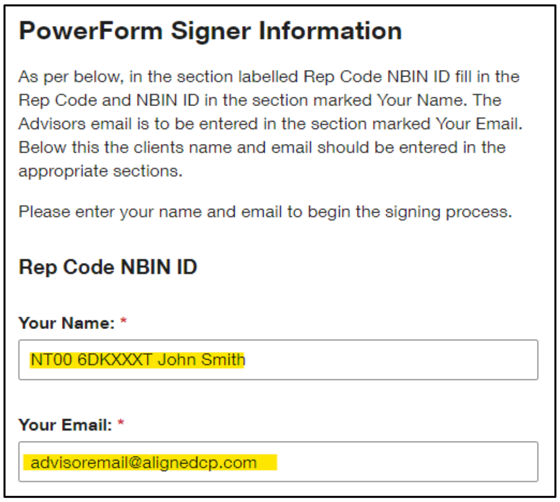
Transitions

Step 2:

Your Name Field must contain the following:

1. IA Code
2. Account Number (when one is available)
3. Client Name

Your Email Field must contain advisor email **ONLY**.



PowerForm Signer Information

As per below, in the section labelled Rep Code NBIN ID fill in the Rep Code and NBIN ID in the section marked Your Name. The Advisors email is to be entered in the section marked Your Email. Below this the clients name and email should be entered in the appropriate sections.

Please enter your name and email to begin the signing process.

Rep Code NBIN ID

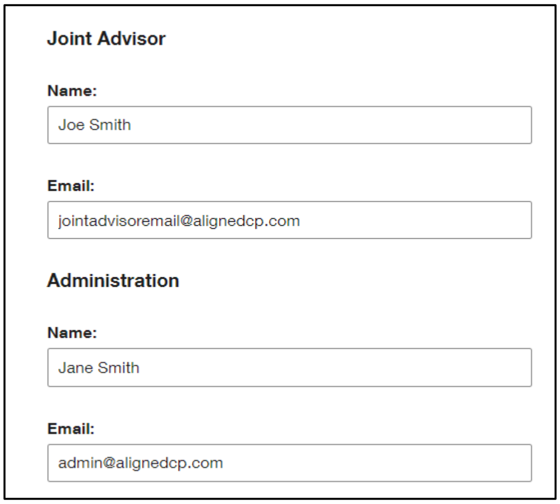
Your Name: *

NT00 6DKXXXT John Smith

Your Email: *

advisoremail@alignedcp.com

Step 3: Should clients and/or office administrators/associates require copy of the fully signed documents please ensure their names and emails are entered under Client Name/Joint Advisor/Administration Fields of the form.



Joint Advisor

Name:

Joe Smith

Email:

jointadvisoremail@alignedcp.com

Administration

Name:

Jane Smith

Email:

admin@alignedcp.com