

WEEKLY COMMUNICATIONS

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January 20-26, 2025



LOCAL RESOURCES FOR TECH VENDORS

As a part of our new website revamp, we are compiling a list of tech vendors that our branches use for IT support. We will be sending a brief survey to all advisors early next week (via Microsoft Forms) asking about the vendors your offices work with.



TIPS & NEW VIDEO

[CLICK HERE](#) for our new training video on Advertising submissions!
It is also available on our website and YouTube channel

OTHER ATLAS TIPS:

If you have 2 clients on a CIP, please be sure you enter them as a JOINT NAF. This updates both clients at once and keeps them associated with the same submission.

For Home Office Requests, be sure to "title" submissions with the relevant documents. We have noticed an uptick in submission titles that are not relevant to what is uploaded, which makes it difficult to find paperwork afterwards. Please refer to the attached document for paperwork naming tips.



COMPLIANCE CORNER

We've observed an increase in fraudulent account activity this week. Individuals are calling companies, impersonating clients, and successfully passing security protocols. Then they are attempting to update contact information to their own and attempting to do transactions within the account using the client's identity. If you encounter this situation with one of your clients, please notify Harbour immediately so we can document the fraudulent account in Atlas.



DOCUSIGN SCAM

THIS WEEK WE WERE INFORMED OF ANOTHER ADVISOR BEING IMPERSONATED, BUT THIS TIME THROUGH A DOCUSIGN ENVELOPE

Looks the same

To the naked eye, the document looks the same as a true DocuSign envelope including the blue DocuSign header at the top of the e-mail and grey box with disclosures at the bottom

Watch for the signs

In this instance, the advisor immediately noticed the date listed on the envelope was written with the year first which is a typical sign that it was from outside of the US

This email also had some other warning signs:

- Strange subject line, not listed the same as how DocuSign sends their envelopes
- "Document for" only had the e-mail address it was sent to, not an actual name
- No signature line from the advisor, only instructions to click the link and sign the "document"
- No description of what is actually enclosed in the envelope

Happy Birthday

January 20

Marshall Mennenga - Madison, WI

January 21

Aaron Tachon - Stoughton, WI

January 24

Jerome Jedynek - Franklin, WI

January 26

Mark Waldoch - Geneva, IL

Happy Anniversary

January 23

Michael Baer - Madison, WI

January 25

Kendra Erkamaa - West Des Moines, IA