

Basic Website Setup - 30 Day Process

Advisor Checklist



FMG's goal is to get you up and running with your Suite of marketing tools as quickly as possible. Your key step is in Week One: Start the process of transferring your domain to FMG. That way, once compliance has finished its work, we can take your site live.

Week 1 - Create

- You send FMG your logo (png or jpeg format preferred), headshots and other photos
- You start the process to transfer your domain to FMG *(See email from your sales rep)*

Week 2 - Connect

- You log-in to the FMG Suite Dashboard (<https://secure.fmgsuite.com>)
- You connect your social media accounts to your FMG Suite account *(If you ordered Social)*
- You upload list of emails for your video newsletter *(If you ordered Video Newsletter)*
- You watch the video tutorial on how to use your FMG Suite Dashboard

Week 3 - Compliance

- You check the daily digest email for an alert that compliance has approved or requested changes to your site. If compliance has requested changes, you make changes or call FMG Suite (888.364.1260 OPT 1) for help
- Once compliance has approved your site, call FMG Suite (888.364.1260 OPT 1) to get your site live

Week 4 - Launch

- You take any other required actions to transfer your domain to FMG *(See email from your sales rep)*
- You make any new changes to your site and submit any new material to compliance for approval