

Compliance Review Guide



Compliance Review Guide – For New Website Launch and Site Updates

RIA-Only Advisors

1. Obtain screenshots of any new website pages, or existing website updates.
2. Login to the **GVA Intranet**.
3. After logging in, from the homepage, click on the menu button (top right corner, next to search), then click on the blue button “Submit Marketing Request” (under “RIA Only Marketing Requests”).
4. After clicking the blue button you will be taken to Salesforce. There you will create a new ticket. In the top navigation click on “Ticket” then choose “MRR – Publication”. Click “Next” and complete all fields. In the subject and description fields simply enter “RIA-Only Website Update”. Click “Save”.
5. Salesforce will open the page for your newly created ticket. In the top right hand of that page click on the “Upload Files” button, and once uploaded click “Submit”.
6. You will receive an email from the GVA Compliance Team requesting additional information or providing approval. Please alert GVA’s Marketing Team at marketing@greatvalleyadvisors.com when a response is received. And remember, please do not use the items in review prior to obtaining final approval 😊

Please note depending on your service package, GVA Marketing may submit to Compliance Review for you.

Additional questions? Please reach out to the **GVA Compliance Team** compliance@greatvalleyadvisors.com.