

# Orion Portfolio Solutions

## Appendix 1 of Form ADV Part 2A

### The Wrap Brochure

17605 Wright St  
Omaha, NE 68130  
(859) 426-2000  
<https://www.orionportfoliosolutions.com/>

Updated: March 30, 2020

Orion Portfolio Solutions, LLC (“OPS”, “we,” “us,” or “our”), formerly known as FTJ FundChoice, is an investment advisor that is registered with the United States Securities and Exchange Commission (“SEC”). Registration with the SEC does not imply a certain level of skill or training.

This brochure provides information about the qualifications and business practices of OPS. For more information about the brochure and the type of information that is required to be disclosed, see the “General Instructions for Part 2 of Form ADV” by visiting [www.sec.gov/rules/final/2010/ia-3060.pdf](http://www.sec.gov/rules/final/2010/ia-3060.pdf). If you have any questions about the contents of this brochure, please contact us at 800-379-2513 or 859-426-2000. The information in this brochure has not been approved or verified by the SEC or by any state securities authority.

Additional information about OPS is also available on the SEC’s website at: [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Item 2 - Material Changes

This Brochure is dated March 30, 2020. Our last annual filing was on March 29, 2019. Since our last annual filing, the following updates were made:

- On April 15, 2019, we filed an update to change information regarding enhancements made to OPS’s services for non-ERISA retirement plan clients. As part of these enhancements, and in accordance with the updated OPS Terms of Use, your advisor and OPS are now each a co-advisor to accounts assigned to the Strategist Program. Previously, OPS provided a platform to facilitate the management of your account, but we were not an advisor on your account. By serving as a co-advisor, OPS will have a more active role in the timing and execution of trades for your account, which we believe will improve trade execution. While we expect for this change to improve your experience on the OPS platform, it will not impact the investment strategy you selected or the fees you are charged.
- In September 2019 our name was changed to Orion Portfolio Solutions, LLC.
- As of January 2020, we no longer utilize Rocaton Investment Advisors (“Rocaton”) to conduct due diligence over the Strategists. These reviews are now conducted by our OPS portfolio managers and due diligence analysts. Accordingly, references to Rocaton have been removed from this Brochure.

## Item 3 - Table of Contents

Item 2 - Material Changes.....	2
Item 3 - Table of Contents .....	2
Item 4 - Services, Fees and Compensation .....	3
Item 5 - Account Requirements and Types of Clients.....	11
Item 6 - Portfolio Manager Selection and Evaluation .....	12
Item 7 - Client Information Provided to Strategists.....	14
Item 8 - Client Contact with the Strategists .....	14
Item 9 - Additional Information.....	14

## **Item 4 - Services, Fees and Compensation**

### **Overview of Our Advisory Services**

The wrap fee program (the “Program”) described in this brochure is offered through investment advisor representatives (“IAR” or “IARs”) affiliated with registered investment advisory firms (“Investment Advisor” or “Investment Advisors”). To participate in the program, the client will enter into an Application and a Terms of Services and Use Agreement that outlines the services to be performed by the Investment Advisor, the authority of the Investment Advisor and the client over transactions in the client’s account, the compensation to be paid by the client, and other important provisions governing participation in the Program. It is the responsibility of the Investment Advisor to evaluate the client’s investment needs and objectives, as well as consult with the client to determine suitability of the various investment options provided in the Program.

A wrap fee program is an investment advisory program in which you pay one fee for both investment advisory services and transaction costs in your account. The wrap fee is not based directly upon the actual transaction or execution costs for the transactions within your account.

The Program offers the following investment options: a Stock/ETF Strategist Program or Separately Managed Account Program.

### **Stock/ETF Strategist Program**

OPS provides a fee-based platform for Investment Advisors to develop their own model portfolios or utilize OPS’s selected institutional portfolio strategists (the “Stock/ETF Strategist Program”). For the Stock/ETF Strategist Program, we retain third-party investment managers that, with exception to CLS Investments, LLC (“CLS”), are not affiliated with OPS (“Strategists”), to design and manage model portfolios that Investment Advisors utilize to manage client assets. Our Stock/ETF Strategist Program provides access to asset allocation models developed by OPS or the Strategists (“Strategist Models”).

We engage Strategists to develop and manage Strategists Models, and the Strategists determine which investments to include in the Strategists Models. The Strategist will periodically adjust and rebalance the Model Portfolio investments to remain consistent with their investment strategies. In the Stock/ETF Strategist Program, the Strategists are not acting as your investment advisor and do not possess knowledge of your individual information or investment goals and objectives. Further, the Strategists do not provide personalized investment advice to you. You remain the owner of all securities held in your Model Portfolio account and have all ownership rights associated with these securities. Any modification to the Strategists Models by the Strategists are conducted through the sale and purchase of securities in your account, which may create tax ramifications for you. Visit [orionportfoliosolutions.com/strategists](http://orionportfoliosolutions.com/strategists) to review the investment managers we have engaged as Strategists.

We make available Strategist Models of various risk profiles and creates and manages the models using investments available through our platform. It is up to you and your Investment Advisor to select the most appropriate Strategist Model offered by our Stock/ETF Strategist Program. You

can elect to utilize multiple Strategist Models within a single custodial account, where each Strategist Model allocation is assigned to a unique subaccount or “sleeve”. This structure is known as a unified managed account (“UMA”). Your account will be invested in accordance with the Strategist Model you select with your Investment Advisor. Once you and your Investment Advisor have selected a Strategist Model, we will provide trading, reporting and administrative services. When a Strategist suggests a transaction in any Strategist Model, we have the authority to conduct trading activity to reflect the transaction in your account, as outlined in the Terms of Services and Use Agreement. Please read that document carefully, as it contains important information on how your account will be managed. When opening an account with us, you will be required to consent to that agreement.

In the event a Strategist or Strategists Model is removed from the Program, OPS will notify your Investment Advisor of the change and request that action be taken to reassign the account by a specified date. If no action is taken by you or your Investment Advisor, OPS reserves the right to map your account to an alternative Strategists Model. No action on the part of the Investment Advisor is considered consent to the recommended alternative Strategists Model.

To the extent you or your Investment Advisor place any restrictions or reject any changes to the Strategist Model, your account will no longer be managed in accordance with the Strategist Model, and it will be you or your Investment Advisor’s responsibility to manage the account in a different manner. In such cases, you will no longer be charged the Strategist Fee.

If you or your Investment Advisor decide that the model portfolio no longer meets your investment needs, the account can be reassigned to a cash model or another type of Strategist Model portfolio. If you or your Investment Advisor want to reassign your holdings to an alternative model portfolio, the trades will be included in the next trade file after the request has been received.

### **Trading – Stock/ETF Strategist Program**

Trading will occur through the brokerage account you establish with the custodian. Strategists will provide OPS with instructions to rebalance or reallocate the Model Portfolios depending on their asset allocation philosophy or investment manager selection process. The adjustments to the asset allocations will result in transactions in your account. A minimum amount of five dollars per security is required on contributions and rebalance trades, and all Model Portfolio allocations must contain a minimum 1% allocation to cash. For distributions, positions are redeemed pro-rata unless otherwise specified. All stock and exchange-traded fund (“ETF”) trades are grouped and blocked by Strategist and allocated by block on a pro-rata basis. This includes rebalances as well as reassignment into or out of a Model Portfolio. Although stocks and ETFs held in Model Portfolios may be traded throughout the day at market prices, the last trade file will be sent to the custodian at or around 3 pm EST. You or your Investment Advisor shall instruct OPS that your account will be invested in accordance with the Model Portfolio as indicated on the New Account Application, Investment Direction Addendum, or other relevant OPS form and/or reassignment process. If the Model Portfolio changes, OPS will rebalance your account to align with the selected Model Portfolio. Your Investment Advisor or you may instruct OPS to terminate the use of the Model Portfolios at any time. You will receive notification of all transactions in your account in the form of an account statement provided by the custodian. OPS has policies and procedures in

place to monitor best execution practices at the custodian. OPS will direct all trade execution to the custodian unless otherwise directed by the client. In certain circumstances, better execution may be available from broker-dealers other than the custodian, however, OPS reserves the right to accept or reject such accounts based on its ability to provide adequate account monitoring and best execution. With respect to accounts within the Stock/ETF Strategist Program, it may be impractical to execute transactions in a single day in response to a Model Portfolio change; you also instruct, authorize and direct that such accounts be traded in accordance with instructions on timing and price levels given by OPS to the custodian. All stock and ETF dividends will be paid to cash unless specifically requested.

### **Separately Managed Account Program**

The Separately Managed Account (“SMA”) Program is managed by Strategists we have selected. Investment Advisors are responsible for assisting clients in selecting the SMA Strategist and completing a suitability review. The SMA Strategists direct clients’ investments in individual securities accordingly. Similar to the Stock/ETF Strategist Program, you remain the owner of all securities held in your SMA with all associated ownership rights.

You and your Investment Advisor will select the SMA Strategist based on your risk profile and investment objective(s), and the SMA Strategists will manage your account accordingly using various investment options and strategies. You will receive, or have received, the Form ADV Part 2A of any SMA Strategist selected by you and your Investment Advisor. It is recommended that you review that document carefully.

In the event a Strategist is removed from the SMA Program, OPS will notify your Investment Advisor of the change and request that action be taken to reassign the account by a specified date. If no action is taken by you or your Investment Advisor, OPS reserves the right to map your account to an alternative model portfolio. No action on the part of the Investment Advisor is considered consent to the recommended alternative model portfolio.

### **Trading – SMA Program**

Trading will occur through the brokerage account you establish with the custodian. Strategists in the SMA Program have discretionary authority to buy, sell, or otherwise effect transactions in stocks, options, bonds, mutual funds, exchange traded funds, and any other securities in the brokerage account. You will receive notification of all transactions in your account in the form of an account statement provided by the custodian. Strategists or OPS will submit trade instructions directly to the custodian, though Strategists may choose to execute trades through brokers or dealers other than the Custodian. This shall not obligate the Strategist to solicit competitive bids for each transaction or to seek the lowest commission cost available, as long as the Strategist reasonably believes the broker or dealer selected on the particular transaction can be expected to obtain a “best execution” market price and determines in good faith that the cost is reasonable relative to the value of the brokerage services provided by the broker to the Strategist, as may be consistent with applicable rules promulgated by the SEC. In particular, the Strategist may, in accordance with Section 28(e) of the Securities Exchange Act of 1934, cause brokers executing transactions to be paid commissions in excess of those another broker or dealer might charge, after

determining in good faith that such amount of commission is reasonable in relation to the value of the services provided to the Strategist by broker. It is also understood that the Strategist may combine transactions with those of other clients and may request the broker executing such transactions record the price as the average of the prices at which the broker executes such transactions.

### **ERISA Accounts**

OPS does not currently offer the wrap fee program to ERISA covered retirement plans.

## **Program Portfolio Fees**

Fees for our services include Administration Fees, Account Maintenance Fees, Termination Fees, Strategist Fees, and Trading and Custody Fees. Fees will be deducted from your account monthly in arrears. Unless indicated below, fees are based on the average daily account balance (“ADB”) for the previous month. If your account was not open for the entire month, then the fee will be pro-rated.

You should carefully review all fees charged by us, your Investment Advisor, and any funds you are invested in to fully understand the total amount of fees that are paid. It is your responsibility to verify the accuracy of the fee we charge to your account. The fee we collect will appear on your custodial statement, though the custodian does not determine whether the fee has been properly calculated. In addition, a fee summary is available to you through our website. Fees charged by us are separate and distinct from fees and expenses charged by your Investment Advisor, mutual funds or ETFs traded within the Strategist Models, or a Strategist providing a model portfolio. A description of mutual fund or ETF fees and expenses are available in each fund’s prospectus.

Our service may be terminated by either party in accordance with the Terms of Services and Use Agreement. You are responsible to pay for services rendered until the termination of the agreement.

The fees listed below are our standard rates. Fees may vary by custodian. Fees are also negotiable. For certain Investment Advisors we offer some or all of their clients discounted fees based on the amount of assets an individual client or the Investment Advisor has on our platform, the efficiencies gained by managing multiple clients for the same Investment Advisor, and our relationship with the Investment Advisor. Please refer to your account application for the exact fees you will be charged.

### **Administration Fee**

You will pay an annual Administration Fee to us for providing our reporting and accounting services. The tiered annual Administration Fee schedule for accounts opened after November 30, 2015, unless a different arrangement has been mutually agreed upon, is shown in the following table:

From	To	%
\$0.00	\$50,000.00	0.45%
\$50,000.01	\$100,000.00	0.30%
\$100,000.01	\$500,000.00	0.20%
\$500,000.01	\$1,000,000.00	0.15%
\$1,000,000.01	\$5,000,000.00	0.10%
Over \$5,000,000.00		0.08%

To calculate the Administration Fee, all accounts in your household are aggregated and we apply that aggregate balance of accounts to the Administration Fee Schedule, as well as any Investment Advisor breakpoint or tiered schedule. A household is defined as all registrations at the same residential address. The aggregation of your household accounts may reduce the total Administration Fee you pay to us.

We distribute a portion of the Administration Fee to certain Investment Advisors who have significant assets invested in our platform or for other reasons, at the discretion of OPS. The amount of any distribution is individually negotiated with each Investment Advisor. Any Administration Fee distributed to an Investment Advisor is retained by that Investment Advisor and does not constitute a reduction in the Administration Fee for you.

### **Account Maintenance Fee**

In addition to the Administration Fee, the current Account Maintenance Fee for accounts is \$25.00 or \$50.00 per account annually. If you elect to receive statements electronically, then the annual fee is \$25 per account or sleeve. If you elect to receive mailed statements and have a sleeved account, then the annual fee is \$50 for the first sleeve and \$25 for each additional sleeve. If you elect to receive mailed statements and have a non-sleeved account, then the annual fee is \$50 per account. The OPS Account Maintenance Fee will be waived for accounts assigned to the tiered OPS Administration Fee schedule in households with \$400,000 or more in assets.

We also charge miscellaneous fees associated with administrative services, such as processing wire or ACH transfers, check fees, low balance fees, asset transfers, or overnighting checks. Contact us for a list of these fees.

### **Termination Fee**

The current Termination Fee is \$75 per account for full outgoing distributions or non-ACAT transfers. The Termination Fee may be discounted for Investment Advisors who have a significant amount of assets invested on our platform. Any discount is individually negotiated with each Investment Advisor at our discretion.

### **Strategist Fee**

Strategist Fees vary and are in addition to the Administration Fees charged by us and the fees charged by your Investment Advisor. Strategist Fees are billed and collected in the same manner

as the Administration Fee. Please refer to your account application for the applicable Strategist Fees. In some instances, we will retain all of the Strategist Fee. These Strategists include:

- Appleton Partners
- Clark Capital

The Strategist Fee charged by certain Strategists is retained by OPS and is offset against the OPS Administrative Fees. If this applies to the strategy you select it will be disclosed on the Application Addendum. In addition, some Strategists select affiliated mutual funds when developing their Strategist Model. Certain of these Strategists share a portion of the fees they collect from mutual funds they manage with us. Below are the Strategists who share these fees with us:

- Advanced Asset Management Advisors
- Loring Ward
- Meeder Investment Management
- Ocean Park Asset Management
- PIMCO
- Toews Corporation

These fee sharing arrangements create a conflict of interest since we have an incentive to continue to recommend these Strategists for the ETF Strategist or SMA Programs. Additionally, Strategists may refer or recommend their clients to invest via our mutual fund or exchange-traded fund platform. Finally, the Strategist Fee may be discounted for Investment Advisors who have a significant amount of assets invested on our platform. The amount of the discount is individually negotiated with each Investment Advisor at our discretion. To mitigate these conflicts, our Investment Committee does not take revenue sharing payments into account when determining whether to retain Strategists.

**Trading and Custody Fee**

A Trading and Custody Fee will be assessed on the aggregate amount of stock or ETF assets that are part of a Model Portfolio per the schedule below. This fee covers general charges for trading execution costs and certain administration fees that may be charged by the custodian.

Asset Value	Percentage
\$0.00 - \$250,000.00	0.20%
\$250,000.01 - \$500,000.00	0.15%
Over \$500,000.00	0.10%

The Trading and Custody Fee is billed and collected in the same manner as the Administration Fee. We may at our discretion distribute a portion of the Trading and Custody fee to the RIA.



## **Advisory Fees**

Your Investment Advisor will charge an Advisory Fee for the services they provide. OPS does not receive any portion of the Advisory Fee as it relates to your account. Your Advisory Fee will be authorized by you during the account opening process and may only be increased by your written approval. Based on the schedule of Advisory Fees provided to OPS, OPS will calculate and deduct the Advisory Fees from your account in the manner specified in the OPS Terms of Services and Use Agreement. You should review the fees charged by your Investment Advisor which are outlined in your Investment Advisor's Form ADV Part 2A. Fees paid to your Investment Advisor are in addition to any fees charged by us.

## **Other Issues Relating to Fees**

OPS believes that its Trading and Custody fees are competitive with fees charged by other investment advisors for comparable services, especially in consideration of the fact that the costs of the Trading and Custody fees are included. Comparable services may be available, however, from other sources for lower fees.

## **Mutual Fund and ETF Expenses**

Mutual funds and ETFs held in your account impose internal administrative charges, fees or expenses, which may include management and administrative fees, 12b-1 fees and related servicing or marketing expenses, sub-transfer agent fees, deferred sales charges and other fees or expenses.

Some of these fees may not be billed to you directly but could impact the returns on individual mutual funds or ETFs held in your model portfolio account. Please consult the applicable prospectus or statement of additional information relating to your investments for more information.

## **Cost of Program Compared to Separate Purchase of Services**

If the investment advisory services, brokerage, and custody services are paid separately, it is possible that independently the cost of those services may be less than the fees you pay for the Program. We urge you to evaluate the costs relative to your unique personal circumstance.

## **Fees for Additional Services**

The fees discussed above do not cover certain charges associated with securities transactions in clients' accounts, including: (a) dealer markups, markdowns or spreads charged on transactions in over-the-counter securities; (b) costs relating to trading in certain foreign securities; (c) the internal charges and fees that may be imposed by any funds, (such as fund operating expenses, management fees, redemption fees, 12b-1 fees and other fees and expenses); (d) brokerage commissions or other charges imposed by broker-dealers or entities other than the custodian if and when trades are cleared by another broker-dealer; and (e) the charge to carry tax lot information on transferred mutual funds or other investment vehicles, postage and handling charges, returned check charges,

transfer taxes; stock exchange fees or other fees mandated by law. Further information regarding charges and fees assessed by funds may be found in the appropriate prospectus or offering document.

In addition to the redemption fee above, a client may incur redemption fees when the Strategist to an investment strategy determines that it is in the goals of the investment strategy, to divest from certain funds prior to the expiration of the minimum holding period of the funds. Some mutual funds also assess redemption fees to investors upon the short-term sale of its funds. Depending on the particular mutual fund, this may include sales for rebalancing purposes. Please see the prospectus for the specific mutual fund for detailed information regarding such fees.

The Trading and Custody Fee does not cover certain custodial fees that may be charged for specific account services, such as ACAT transfers, electronic fund and wire transfer charges, and for other optional services elected by clients.

### **Payments to Financial Professionals and Firms**

Your Investment Advisor may receive compensation as a result of your participation in the Program. In addition, based on the economic relationship between OPS and your Investment Advisor, your Investment Advisor may receive certain marketing allowances or a portion of the program fee we collect from you. Since the compensation your Investment Advisor receives may be more than what they received in another program or purchasing these services separately, your Investment Advisor may have a financial incentive to offer this Program over others.

### **Custody Services**

Custodian services will be provided by an independent qualified custodian. The investments in each model portfolio for non-qualified accounts may be held in either a separate brokerage account or a UMA brokerage account with sleeves at your custodian. The custodian typically receives a shareholder servicing fee from the load-waived mutual funds held by the client accounts. This compensation ranges from 0.0% to 0.40% per annum of the amount invested through the Strategist Program in mutual funds.

OPS participates in the TD Ameritrade Institutional program. TD Ameritrade Institutional is a division of TD Ameritrade, Inc. (“TD Ameritrade”) member FINRA/SIPC. TD Ameritrade is an independent SEC-registered broker-dealer. TD Ameritrade and OPS are unaffiliated. TD Ameritrade offers services to OPS, which include custody of securities, trade execution, and clearance and settlement of transactions. OPS receives some benefits from TD Ameritrade through its participation in the TD Ameritrade Institutional program.

OPS provides the custodian certain services in respect to custody arrangements. As such, the custodian will reimburse OPS for certain costs associated with the Program. The custodian will send statements directly to you no less than quarterly. You should carefully review and compare these statements to any account information provided by us or your Investment Advisor.

OPS reserves the right to pass on to you clearing related fees and other charges imposed by the custodian in connection with your account. Please refer to the TDA Institutional Maximum Fee, Commissions and Limits at [www.orionportfoliosolutions.com](http://www.orionportfoliosolutions.com) for the most current list of fees.

## **Item 5 - Account Requirements and Types of Clients**

### **Minimum Account Size**

Stock/ETF Strategist Program accounts may be comprised of stocks, ETFs, mutual funds, and cash and are subject to a \$25,000 minimum account size per sleeve.

SMA may be comprised of any security type and are subject to account minimums as specified by each SMA Program Strategist.

### **Types of Clients**

OPS makes this program available to individuals, high net-worth individuals, corporations and other business entities, trusts, foundations, and endowments. This program is not available to qualified retirement plan clients including 401k, 457, and 403(b) plans.

### **Funding Your Account**

You have four choices to fund your account:

1. Check
2. ACH (Automated Clearing House)
3. ACAT (Automated Customer Account Transfer Service)
4. Wire Transfer

Once the custodian receives your funds, you will not be able to withdraw new deposits from your account for seven business days to provide for proper check clearance. If you select ACAT as your funding choice, your assets at the previous custodian will be “transferred in-kind”. Consult your Investment Advisor prior to an ACAT transfer regarding permissible assets.

### **Withdrawal from the Program**

You may terminate the Program at any time by providing written notice to us. We require that you have an Investment Advisor to participate in the Program. If you are unable to find a replacement, OPS has the right to terminate your participation in the Program.

## **Trade Error Policy**

We have internal controls for the prevention of trade or model portfolio allocation errors, however, on occasion, errors may occur. We recommend that you regularly review your custodial statements. In the event you identify an error, you have 45 days from your statement date to notify us of its existence. Upon notification, we will perform an analysis of the reported discrepancy. If OPS is responsible for the error, we will seek to correct the error in a way that returns your account to where it would have been had the error not occurred. In the event an error results in a gain, OPS or your custodian will retain such gains.

Our Chief Compliance Officer will maintain a record of identified errors, including details of the original transaction and the corrective actions.

## **Item 6 - Portfolio Manager Selection and Evaluation**

### **Methods of Analysis, Investment Strategies and Risk of Loss**

We utilize specific qualitative and quantitative screening criteria to identify appropriate Strategists for the Program. The quantitative review focuses on the performance and track record of the Strategist as compared against benchmarks. Our qualitative analysis reviews information surrounding the operations of the Strategists, including history, experience, firm size and structure, investment analysis and decision-making process, and portfolio risk review. Qualitative screening includes a review of each Strategist's organizational history and stability including: depth/experience of investment team and research group, investment process and strategy, internal resource allocation, legitimacy of track record, experience with taxable clients, client servicing capabilities, relationship with OPS, and other characteristics.

Each Strategist is reviewed and analyzed in detail by the OPS Investment Committee. On at least an annual basis, the Investment Committee will review the performance of each Strategist Model along with any organizational changes that may have occurred during the year.

As mentioned above, in addition to third-party Strategist Models, OPS makes available certain strategies that are managed by us. We offer the MCAM Portfolios which are portfolios managed by OPS and composed of Strategist funds or Models. We also make available certain direct indexing strategies, which replicate broad market indexes through the direct purchase of individual securities – rather than purchasing the index itself. These strategies seek to replicate the performance of the target index and create tax alpha by harvesting tax losses to offset taxes on capital gains elsewhere.

To monitor Strategists and manage the OPS strategies, we utilize a proprietary risk scoring methodology. This tool assists Investment Advisors in developing and selecting model portfolios by assigning a risk score to each Strategist Model on the OPS platform. The tool also defines each Strategist Model according to their investment style or mandate.

As your Investment Advisor determines the Strategist model to utilize based on your investment needs, you should consult their Investment Advisor's Form ADV Part 2A for a full description of

their investment analysis to determine how the Model Portfolio selected best suits your investment needs and risk tolerance.

### **Risk of Loss**

The description contained herein is an overview of the risks entailed in our Stock/ETF Strategist Program and is not intended to be complete. All investing involves a risk of loss and the Strategist program could lose money over short or long periods. Performance could be hurt by a number of different market risks including but not limited to:

**Investing in securities is inherently risky.** An investment in mutual funds, exchange-traded funds, or stocks could lose money. OPS and the Strategists cannot give any guarantee that they will achieve their investment objectives or that any client will receive a return of its investment. Although money market funds are considered low risk, they are affected by other types of risk, mainly interest-rate risk and inflation risk. The underlying value of the instruments within the money market fund may change depending on the direction of interest rates.

*Alternative investment mutual funds are speculative and involve substantial risks. It is possible that investors may lose some or all of their investment. Please review the mutual fund prospectus for the risks associated with each alternative mutual fund that you are considering for investment in a Strategist Model.*

**No Guarantees.** The value of your investment could decline and be worth less than the principal initially invested. And while a money market fund seeks a stable share price, its yield fluctuates. In addition, mutual funds are not insured or guaranteed by an agency of the U.S. government. Bond funds, unlike purchasing a bond directly, will not re-pay the principal at a set point in time.

The Stock/ETF Strategist Program generates multiple levels of fees and expenses. By investing through the Stock/ETF Strategist Program, the investor bears fees charged at different levels as described under *Fees and Compensation*. Thus, investors will be subject to higher operating expenses than if he or she invested in the same funds directly.

### **Performance-Based Fees and Side-by-Side Management**

Performance based fees are based on a share of capital gains on, or capital appreciation of, the assets of a client. An advisor charging performance fees to some accounts face a variety of conflicts because the advisor can potentially receive greater fees from its accounts having a performance-based compensation structure than from those accounts it charges a fee unrelated to performance (e.g., an asset-based fee). As a result, the advisor may have an incentive to direct the best investment approach, or to allocate or sequence trades in favor of the account that pays a performance fee. OPS does not charge performance based fees.

## **Proxy Voting**

We will not exercise proxy voting authority. The obligation to vote proxies shall at all-times rest with you. Our Custodial Partner will send all proxy information directly to you. You should contact your Investment Advisor if you have questions about voting proxies.

## **Item 7 - Client Information Provided to Strategists**

Except as specified in the description of the SMA Program, although the Strategists remain responsible for managing the model portfolios, they are not provided your individual information or investment goals and objectives, and do not have a direct relationship with you.

## **Item 8 - Client Contact with the Strategists**

Any questions regarding the management of the model portfolios or your account should be directed to your Investment Advisor, or our Customer Service Representatives at 800.379.2513.

## **Item 9 - Additional Information**

### **Disciplinary Information**

OPS, including all employees, has not been involved in any legal or disciplinary events in the past 10 years that would be material to a client's evaluation of the company or its personnel.

### **Other Financial Industry Activities and Affiliations**

OPS is a subsidiary of Orion Advisor Solutions, LLC ("Orion"). Orion also has the following affiliates: Advizr, Inc., CLS Investments, LLC ("CLS"), Orion Advisor Technology, LLC ("OAT"), and Constellation Trust Company. Our executive officers also serve as officers and directors of the other Orion affiliates.

CLS is an investment adviser registered with the SEC. On the OPS platform, CLS serves as a Strategist that makes certain model portfolios available as part of our Strategist and SMA Programs. Due to the fact CLS is an affiliate, OPS has an incentive to continue to include CLS as a Strategist. In addition, the compensation our sales team receives for new assets on the platform is higher if you invest in a CLS strategy. We are not affiliated with any other Strategists within the Stock/ETF Strategist Program. However, certain Strategists will share fees with us as discussed above in *Fees and Compensation*. These fees are negotiated between us and the Strategist. Given this arrangement we have an incentive to continue to make available Strategists that share fees with us. OPS addresses these conflicts of interest by the application of its policies and procedures related to the selection and oversight of Strategists and disclosure of the fee receipt and affiliation through this Brochure. Furthermore, Investment Advisors, which are not affiliated with OPS, are responsible for working with you to select the most appropriate Strategist. Investment Advisors are able to utilize any Strategist made available as part of the Stock/ETF Strategist Program.

OPS employees perform certain operational services for CLS's advisory clients, such as trading and fee billing. For performing these services, we receive a portion of CLS's advisory fee.

CLS serves as the investment adviser to the AdvisorOne Funds. Certain CLS models on the OPS platform utilize the AdvisorOne Funds. CLS receives a management fee from the Affiliated Funds they manage. Please consult the AdvisorOne Funds prospectus, which is available at [www.advisoronefunds.com](http://www.advisoronefunds.com), for additional information.

We utilize the back-office system provided by OAT for trade processing, account management, and performance reporting. We also make available to you financial planning tools from Advizr. OPS believes that the utilization of OAT and Advizr do not create a conflict of interest.

### **Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

We have adopted a Code of Ethics ("Code") pursuant to Rule 204A-1 under the Investment Advisers Act of 1940. The Code establishes rules of conduct for all of our employees and is designed to, among other things, govern personal securities trading activities in the accounts of our employees. The Code contains general ethical principles and personal securities reporting provisions for our employees. In summary, the Code prohibits our employees from taking inappropriate advantage of their positions and the access to information concerning the investments or our investment intentions for our clients, or our ability to influence such investment intentions, for personal gain or in a manner detrimental to the interests of our clients. A copy of the Code is available upon request by contacting us at (859) 426-2000.

We and our employees occasionally buy or sell securities identical to those recommended to you. It is our express policy that any person employed by us is prohibited from profiting at the expense of our clients and from competing with our clients.

The Code and other procedures adopted by us contain the following provisions to handle conflicts of interest:

- 1) We maintain records of all securities holdings for our clients, our self, our employees and affiliated parties. These holdings are reviewed on a regular basis by our compliance personnel.
- 2) No individual shall cause or attempt to cause any of our clients to purchase, sell or hold any interest in a security in a manner calculated to create any personal benefit or benefit any employee account. None of our officers or employees shall buy or sell securities for their personal portfolio(s) where their decision is substantially derived, in whole or in part, by reason of his or her employment unless the information is also available to the investing public upon reasonable inquiry.
- 3) Each of our employees submits quarterly reports and acknowledges the firm's policies and procedures with respect to the Code on an annual basis.
- 4) Each employee's personal trading accounts are reviewed on a regular basis by compliance personnel.

5) Any employee not in observance of the above will be subject to disciplinary action, and possible termination.

### **Review of Accounts**

Strategist portfolios are subject to quantitative and qualitative reviews initially, and periodically thereafter by our Investment Committee. It is you or your Investment Advisor's responsibility to review your account. Please review your Investment Advisor's Form ADV Part 2A to understand their review process over your account.

We make quarterly performance evaluations available to you that describe your current investment information. We use this information as the primary reference for managing your account. If your goals or investment objectives have changed, you are instructed to promptly notify your Investment Advisor. If the information is current, no further action is required. You also have access to your account information at all times via our website where you can view important information regarding the management of your account.

Account reviews are facilitated through an arrangement with OAT, one of our affiliates. We have engaged OAT to provide a "back office" system which enables us to gather and aggregate client data from multiple platforms and providers, maintain portfolio models, review models and accounts for variances, analyze account performance, generate quarterly statements and other reports, facilitate the trading of client accounts and make information available on-line via the internet, in a secure manner, to you and your Investment Advisor.

### **Client Referrals and Other Compensation**

We do not compensate any person for client referrals. We compensate Investment Advisors for certain approved marketing reimbursement expenses, including but not limited to client appreciation events. Certain investment advisory firms are paid a fee for the administrative and due diligence expenses incurred in offering OPS's services to clients of their Investment Advisors. These fees are either a flat dollar amount or based upon a percentage of the value of new or existing accounts referred to OPS by the applicable Investment Advisors. These fees may also be used to sponsor conferences hosted by Investment Advisors or their investment advisory firms. Investment Advisors are invited to attend seminars and meetings hosted by OPS. The purpose of these meetings is to provide general market and industry information as well as information about OPS's services. For certain Investment Advisors, we bear the full costs associated with Investment Advisors attendance of such meetings.

OPS participates in TD Ameritrade's Institutional customer program and we recommend TD Ameritrade to clients for custody and brokerage services. There is no direct link between OPS's participation in the program and the services it gives to its clients, although OPS receives economic benefits through its participation in the program that are typically not available to TD Ameritrade retail investors. These benefits include the following products and services (provided without cost or at a discount): receipt of duplicate client statements and confirmations; research related products and tools; consulting services; access to a trading desk serving OPS participants; access to block trading (which provides the ability to aggregate securities transactions for execution and then



allocate the appropriate shares to client accounts); the ability to have advisory fees deducted directly from client accounts; access to an electronic communications network for client order entry and account information; access to mutual funds with no transaction fees and to certain institutional money managers; and discounts on compliance, marketing, research, technology, and practice management products or services provided to Advisor by third-party vendors. These benefits include various technological tools. TD Ameritrade may also have paid for business consulting and professional services received by OPS's related persons. Some of the products and services made available by TD Ameritrade through the program may benefit OPS but may not benefit its client accounts. These products or services may assist OPS in managing and administering client accounts, including accounts not maintained at TD Ameritrade. Other services made available by TD Ameritrade are intended to help OPS manage and further develop its business enterprise. The benefits received by OPS or its personnel through participation in the program do not depend on the amount of brokerage transactions directed to TD Ameritrade. Clients should be aware that the receipt of economic benefits by OPS or its related persons in and of itself creates a potential conflict of interest and may indirectly influence OPS's choice of TD Ameritrade for custody and brokerage services.

OPS also receives certain additional economic benefits ("Additional Services") from TD Ameritrade that may or may not be offered to any other independent investment advisors participating in the program. The Additional Services include OPS's fees for utilizing OAT and certain other vendors that facilitate management of your account. Specifically, the Additional Services include OAT, Advisory World, TSCI, Refintiv, and Wilshire Associates. TD Ameritrade provides the Additional Services to OPS in its sole discretion and at its own expense, and OPS does not pay any fees to TD Ameritrade for the Additional Services. OPS and TD Ameritrade have entered into a separate agreement ("Additional Services Addendum") to govern the terms of the provision of the Additional Services.

OPS's receipt of Additional Services raises potential conflicts of interest. In providing Additional Services to OPS, TD Ameritrade most likely considers the amount and profitability to TD Ameritrade of the assets in, and trades placed for, OPS's client accounts maintained with TD Ameritrade. TD Ameritrade has the right to terminate the Additional Services Addendum with OPS, in its sole discretion, provided certain conditions are not met. Consequently, in order to continue to obtain the Additional Services from TD Ameritrade, OPS may have an incentive to recommend to its clients that assets be held in custody with TD Ameritrade and to place transactions for client accounts with TD Ameritrade. OPS's receipt of Additional Services does not diminish its duty to act in the best interests of its clients, including to seek best execution of trades for client accounts.

### **Financial Information**

OPS has never filed for bankruptcy and is not aware of any financial condition that is expected to affect its ability to manage your account.