SOCIAL SECURITY
PRO

Getting Started

PlanFacts and Social Security Pro

Social Security Pro applies all of the new rules in the Bipartisan Budget Act of 2015. The new rules involve the use of the "File Restricted" strategy. The new rules are age based and either limits the use of these strategies, the selection of certain strategies based on the age and date of filing, or eliminates their use altogether. Social Security Pro applies these rules as applicable.

Impact

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Getting Started With PlanFacts

PlanFacts is a 'Case' based system. Think of a case as a document. Cases are stored in your PlanFacts Dashboard. Each 'Case' contains data that can be used by any PlanFacts application (App).

When you first use PlanFacts, your dashboard won't contain any cases. The screenshot below shows how the Dashboard looks when you first login to PlanFacts.
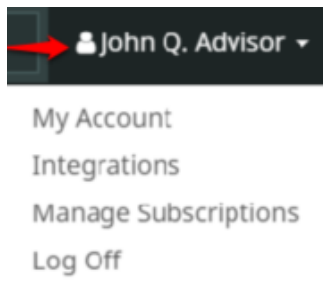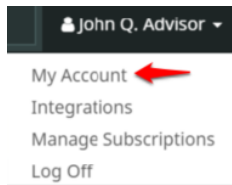
Dashboard
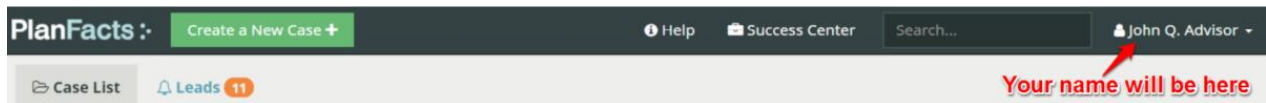
Click on your name to edit your profile (including any Broker/Dealer disclaimers you are required to display), manage your PlanFacts subscription, and to log off.

You should log off any time you will be away from your computer so others can't access confidential client information!
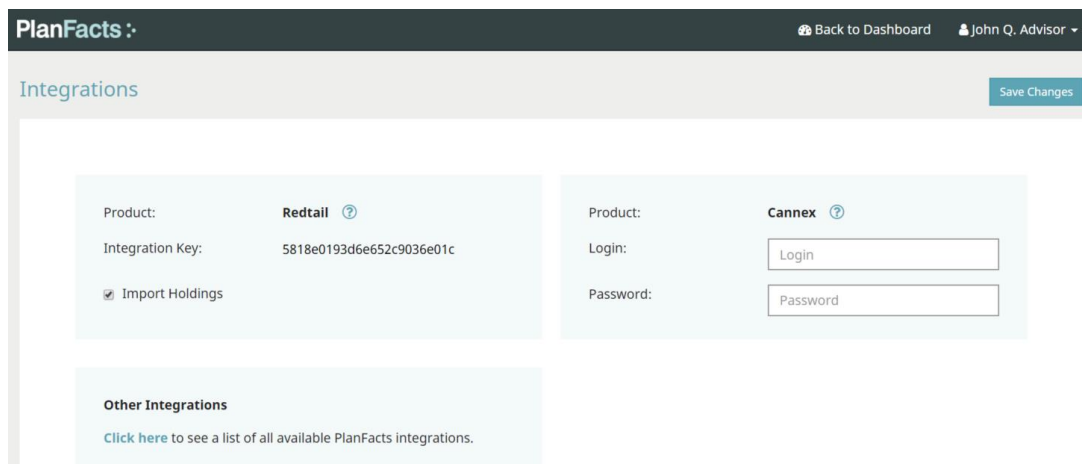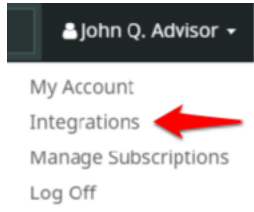
USER SETTINGS

Click your name and then click **My Account**

1. Your information that is displayed. Contact Impact Support to change.

2. View billing information, past invoices or to cancel subscription.

3. Change your password

4. Click your software product to add broker disclosure to report or user interface.

Click your name then select **Integrations**

This is where you would come to start, complete or update the integration. For instructions on how to integrate with other products please reference the tutorials in the PlanFacts Success Center: https://success.planfacts.com/integrations/

Click your name then select **Manage Subscriptions**

Just like the (2) in **My Account**, this will allow you to view billing information, past invoices or to cancel subscription.

Select **Create a New Case +**
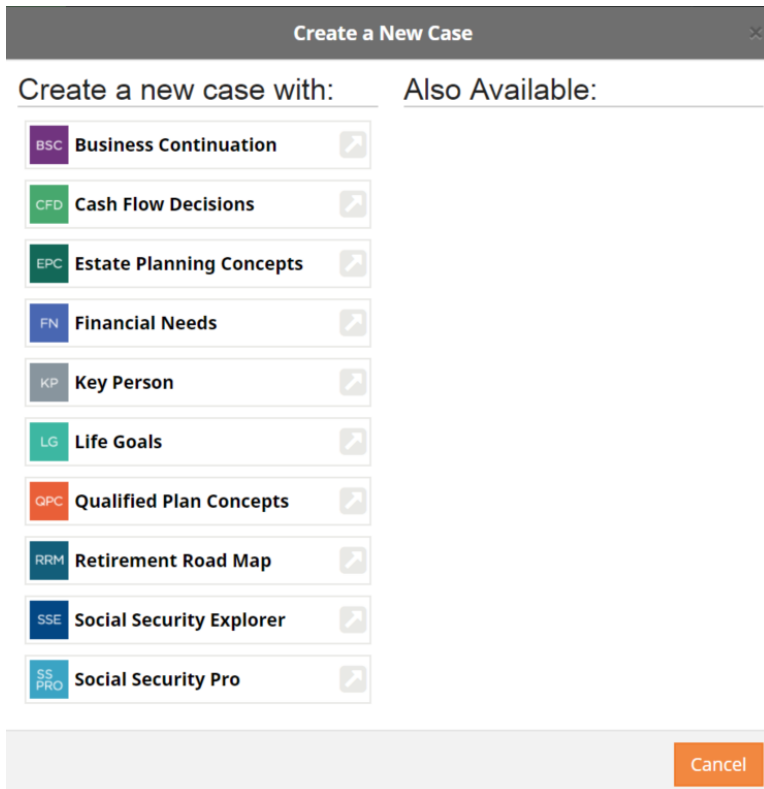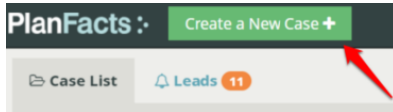
Click on "Create a New Case" to create a new document. You'll then see all the Apps you are subscribed to, under "My Apps". Other apps that are available that you might consider subscribing to are listed under "Also Available." If you click on any of the "Also Available" apps, you'll go to the sales page for that app that describes the app and has the subscription information.

WORKING WITH CASES

Once you have created one or more cases you'll see them in the Dashboard. The annotations explain the features of the Dashboard case listing.

1. Each case is listed by case name. You can edit the case name by clicking on it.

2. The listing of cases is ordered by the Modified date. The most recently modified case in the list will be first and the rest in descending order by date.

3. Every app you use with a case is indicated by the app logo symbol. If you click on one of the app logos that case will open in the app you clicked on. For example, in the first case in this list we've used Social Security Pro and Retirement Road Map. If I click on the SSPro symbol the case will open in Social Security Pro.

4. If you want to use this case data with another app, click the plus (+) symbol and select the app you want by choosing it in the popup menu.

5. Click the trash symbol to delete a case. We'll ask you to confirm before deleting, but if you confirm, it's gone forever!

6. You can search for a case by typing any part of a case name. Every case that contains the search term will be displayed sorted by last modified date.

Social Security Pro

This is a quick start guide to Social Security Pro. Be sure to join one of our live online training sessions, [The Best of Impact's Social Security Pro and Cash Flow Decisions](#).[The Best of Impact's Social Security Pro and Cash Flow Decisions](#).[The Best of Impact's Social Security Pro and Cash Flow Decisions](#).[The Best of Impact's Social Security Pro and Cash Flow Decisions](#).
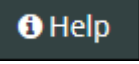
This guide is just a beginning. The best way to learn Social Security Pro is to play with it. Click things and experiment. You can't break it!

SOCIAL SECURITY PRO
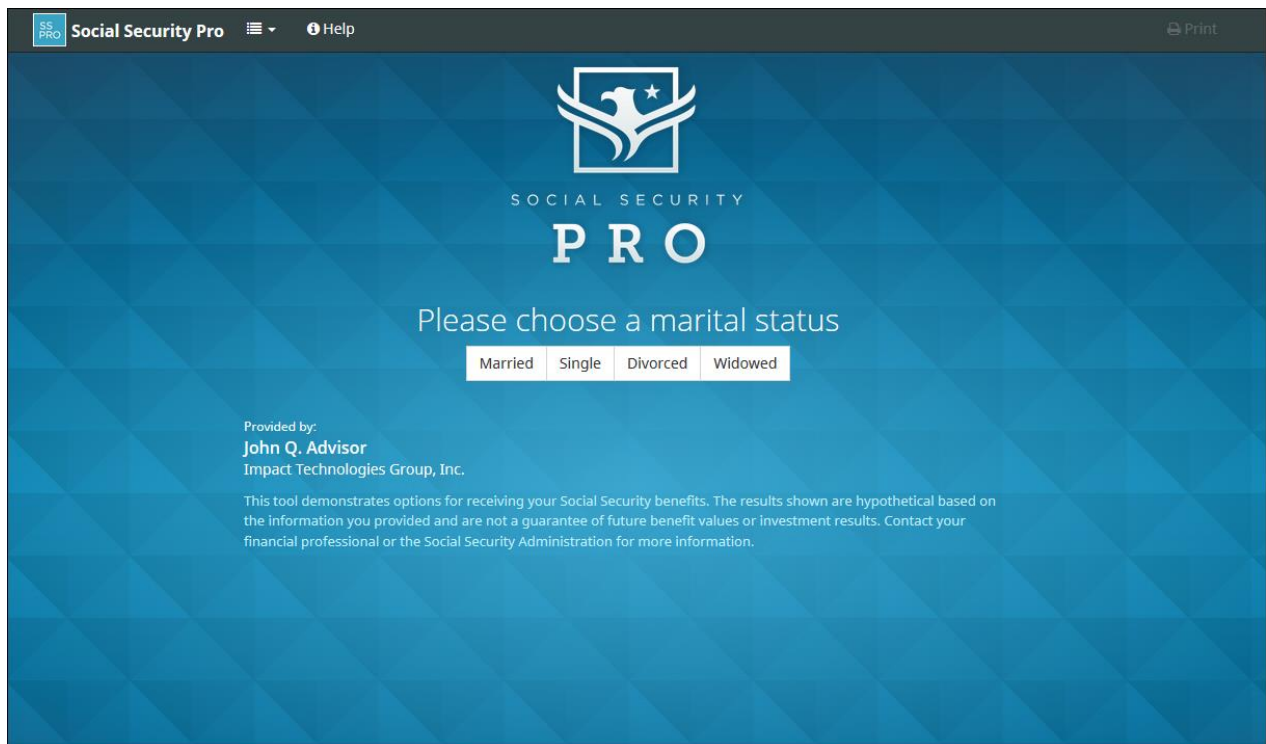
Social Security Pro is a multi-screen application. The first screen, when you start a new case, lets you select your client's marital status so that the following screens display information specific to their specific status.

NAVIGATING SSPRO

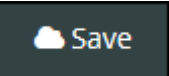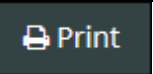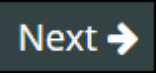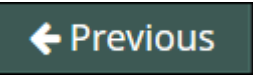|	
[≡ ▾]	Click to open the PlanFacts Navigation Menu. From here you can go Back to Dashboard, Duplicate this case, open the Success Center, or open another one of your available MY APPS.
[❶ Help]	Click to access general help for Social Security Pro.
[☁ Save]	Once you've entered any information the "Save" link is activated. When you save a case is created and you may get back to it from the Dashboard.
[🖨 Print]	Notice the faint "Print" link. It's not active until there is enough information to create a report.
[Next ➜] [← Previous]	Once you have entered the household information, click "Next" to continue. Notice the "Previous" link is a faint grey. That indicates there is not a previous screen to return to. That may seem strange, since you obviously got here from a page before this one when you first started. That's because the first screen is just an introduction; it didn't have any selections that can't be modified from here.

HOUSEHOLD INFORMATION

Once marital status is selected on the opening screen, you're automatically taken to the household information screen. If you made a mistake selecting the marital status, you may change it from here. If you select "Yes" for either spouse, to indicate one or both have a pension based on earnings not covered by Social Security, the next screen ("Pensions for earnings not covered by Social Security" below) will contain questions and instructions for making adjustments that will be applied to their benefits.

If a client is within certain age ranges and eligible for Social Security benefits, the following prompts will appear for that client.

SAVING A CASE
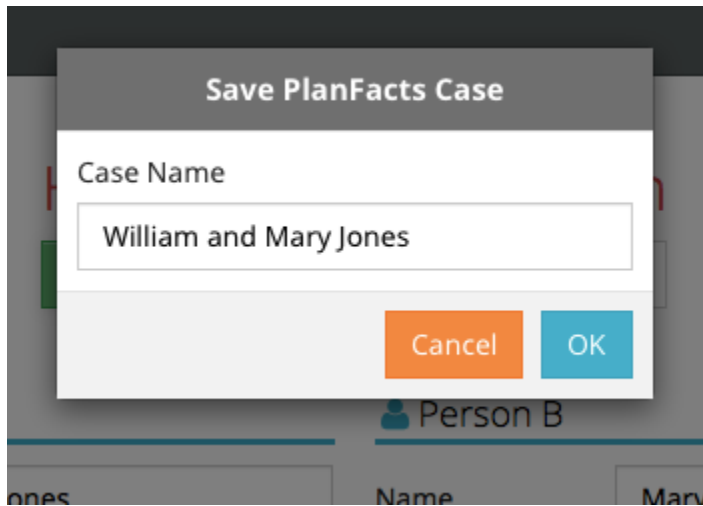
When you click "Save" the first time after creating a new case, the save dialog will open asking for a Case Name. It will default to the first names and last name. You may change the default to anything you want, but we recommend that you leave the client names as part of the case name to make it easy to find them in the future. One technique is to append information to the client names. For example, "William and Mary Jones - initial presentation".

PENSIONS FOR EARNINGS NOT COVERED BY SOCIAL SECURITY

This screen only appears after the Household Information screen if one or both clients have "Yes" selected for pensions for earnings not covered by Social Security.

- Enter the information requested.

- Click the WEP Calculator link to use the Social Security Administration's calculator to calculate the estimated adjusted benefit.

- Enter the result from the ssa.gov calculator in the last prompt. Click "Next" to continue.

Please note that the sample case on the following screen is assuming neither client receives pension.

INITIAL INTERACTIVE GRID

After the Household Information (and the WEP/GPO screen if applicable) the interactive grid screen is displayed. It's the last screen in the Social Security Pro application. You know it's the last screen because the "Next" link is inactive.

When you first get to this screen, the grid is greyed out. That's because we don't have any benefit information yet. Once you enter enough benefit information to calculate, the grid will display information.

INTERACTIVE GRID IN ACTION
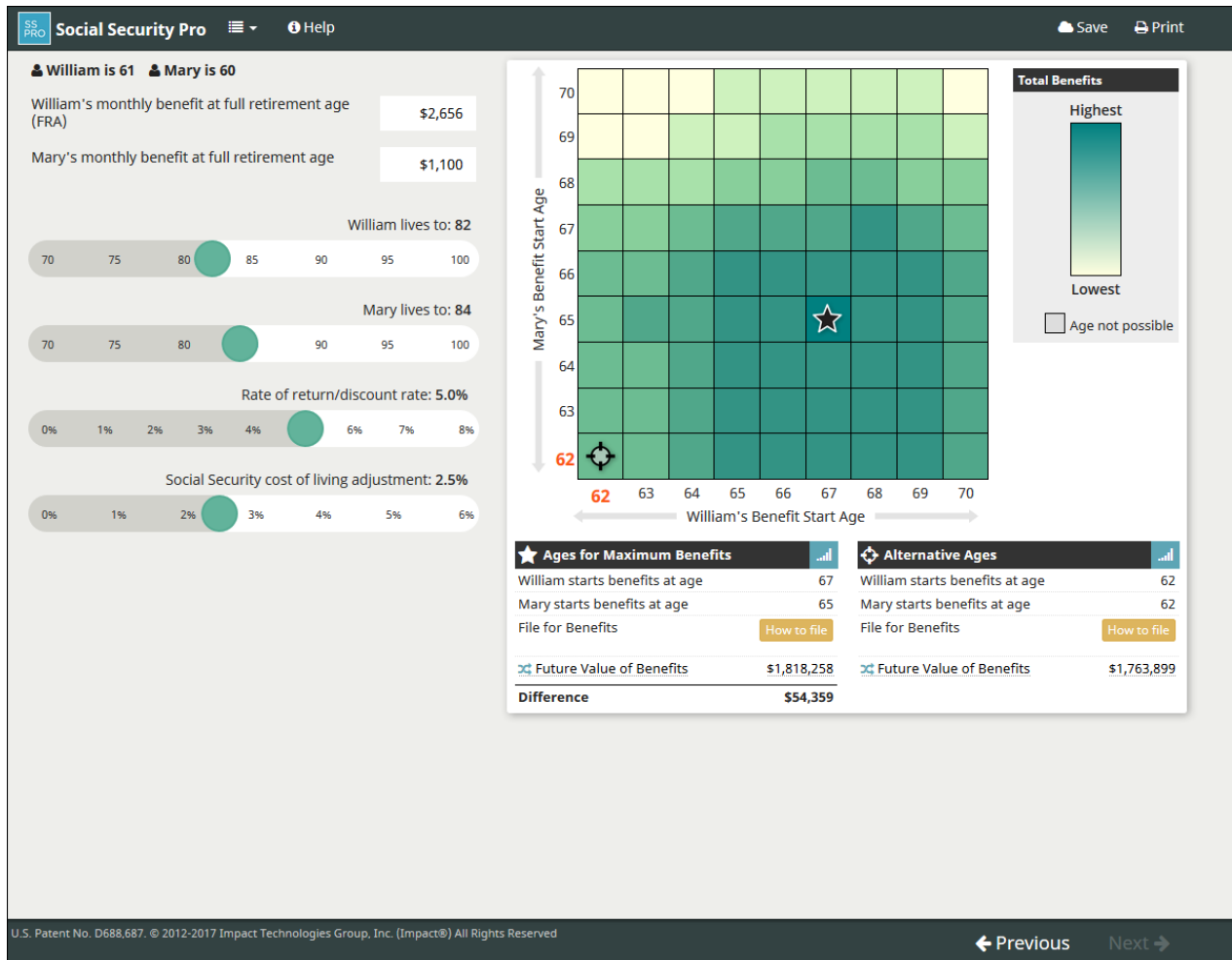
The interactive grid screen has been extensively researched to provide a lot of information in a compact easy to consume display. Please take a moment to look over everything it has to offer.

- Every time an input is changed, or a slider is moved, Social Security Pro runs through hundreds of calculations applying the thousands of Social Security rules to determine what ages and filing method would provide the most cumulative benefits for the assumed lifetimes (set by the sliders). The result of that calculation is indicated by the star Social Security Pro automatically places in the grid.

- You can click (or touch if you're on a tablet or phone) any other grid to set an alternative filing age combination to compare to the optimal that Social Security Pro automatically calculated. The earliest possible start ages are initially selected by Social Security Pro as

the alternative. The alternative start ages are indicated by the 'target' symbol. When you click /touch a square in the grid, the target symbol moves to that square and that becomes the new alternative age combination.

- The area on the left below the graph shows the detailed information that is calculated for filing to obtain the maximum benefits over assumed lifetime. You can click the graph symbol to get a complete look at monthly benefits and when the benefits would change due to steps in the filing method.

- The area on the right below the graph shows the detailed information that is calculated for the alternative start ages. You can click the graph symbol to get a complete look at monthly benefits and when the benefits would change due to steps in the filing method.

- Click "How to file" see the steps involved with the filing method for this selection.

- Initially Social Security Pro defaults to a discount rate of 0% and shows all lifetime benefits as cumulative benefits. If you move the slider to set a discount rate greater than zero, we say future value instead of cumulative value. If you click the crossed arrow symbol we toggle to present value. Clicking the crossed arrow again will toggle back. **Whatever this is set to when you click "Print" will determine whether the printed report shows future values or present values.**

- If you click the crossed arrow symbol in the grid legend, the grid will change to a grid that displays the relative amount of future value of benefits (or NPV). Click again to toggle back to the regular grid display.

- Click the "Print" link to produce a printed report. A dialog will be displayed that lets you select options for printing.
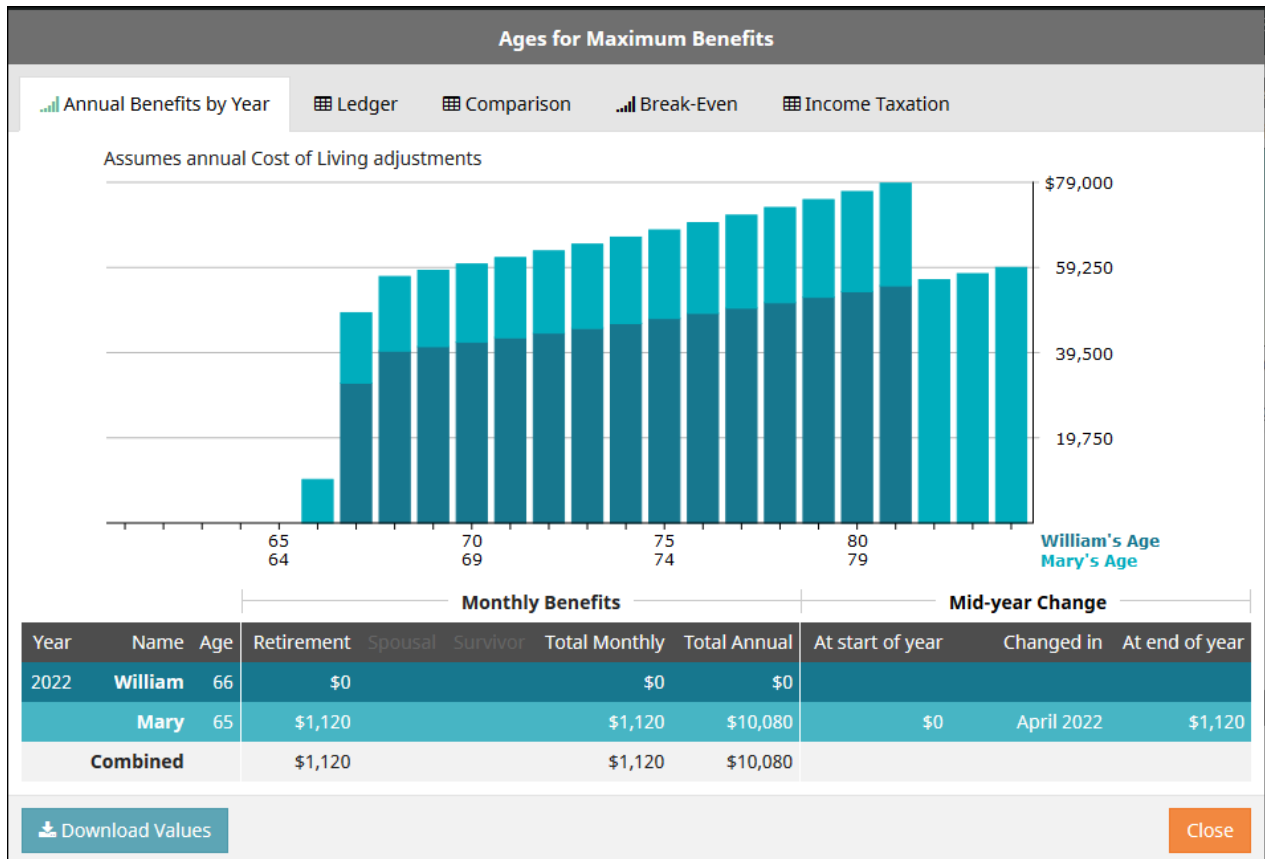
When you click the graph symbol for either the "Ages for Maximum Benefits" or the "Alternative Ages", you'll get this display. **While the graph is displayed you can move your mouse over a bar (or touch it if using a table or phone) to see the monthly benefit details for that year.**

- Click the "Ledger" tab at the top to see a ledger display of benefits by year.

- The "Comparison" tab shows a ledger of annual benefits and cumulative benefits for the optimal ages, alternative ages, and starting as early as possible and at age 70.

- The "Break-Even" tab shows line graphs for the comparison values plus "Latest" filing alternative. See the online help for more information about this graph.

- The "Income Taxation" tab ledger has inputs for an effective income tax rate and an assumption for modified adjusted gross income. It displays benefit totals before assumed tax, the amount of tax, and total after tax.

Print Options

Social Security Pro always prints an analysis of the starred start ages and the alternative start ages. If you don't want to print an alternative, just click on the star to set the alternative start ages to be the same as the star ages.

You can also click the check boxes to include an analysis of filing as soon as possible (Earliest) and waiting until age 70 (Latest).

Under the Supplemental Pages you may choose to print an action plan (recommended) and the comparison ledger and the assumed taxation ledger.

- The dropdown lets you chose which start age you want to use as the "Selected Strategy" in your printed report. The Action Plan (if included) will give the action dates and details for that selection.

- Other selections will allow you to print all of the graphs and ledgers that have been represented on the screens.

- You may choose to "Print of Behalf of Another Advisor". In that case the "Presented by" information will be what you have filled into the box on the screen. The "Disclosure" will be added to the end of the "Important Notes".

- If you click "Download Monthly Values" a comma delimited value (CSV) file will be created and downloaded to your computer. That file contains detailed values for every month for the input as it was when you selected the download. That file can be opened in Excel or nearly any other spreadsheet. Once downloaded, we recommend that you rename the file so you'll remember what it is.