

PORTFOLIO Design Services

122 N 2nd Street, River Falls, WI 54022 brad@pdsadvisors.com 715-629-9095 fax 540-400-0054

Client disclosure statement of Business Continuity Plan

Updated February 20, 2020

Portfolio Design Services LLC (PDS) has in place a business continuity plan on how we will respond to events that significantly disrupt our business. Since the timing and impact of disasters is unpredictable, we will have to be flexible in responding to actual events as they occur.

Business Continuity Plan: Portfolio Design Services LLC (PDS) plans to quickly recover and resume business operations by safeguarding our employees and property, making a financial and operational assessment, protecting the firms books and records, and allows our customers to transact business.

The plan addresses data backup and recovery

- Portfolio Design Services, LLC. Is required to backup Client and business records in a geographically separate area
- All mission critical systems,
- Financial and operational assessments,
- Alternative communications with customers,
- Employees and regulators, alternative physical location of employees,
- Critical supplier,
- Bank and counter-party impact,
- Regulatory reporting,
- Assuring our customers of prompt access to their funds and securities if we are unable to business.

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The Custodians of your assets

- Schwab Institutional (888) 468-4965 PO Box 628290 Orlando, FL 32862-8290
- TD Ameritrade (866) 446-2630 7801 Mesquite Bend Drive Suite 112 Irving TX 75063-6043
- E*Trade formerly Trust Company of America) (303) 705-6000
PO Box 6675 Englewood, CO 80155-6675

The objective of each Custodian is to restore their own operations, complete existing transactions, and accept new transactions and payments within a reasonable time.

Orders and requests for funds and securities could be delayed during this period.

In addition, if there should be a death or disability of the key persons for Portfolio Design Services the following individuals will assist in continuation of the business:

Bruce Swanson (540-400-0053)	Ty Boggs (303-325-6514)
Bradley Olson (715-441-0259)	Tonya Swinnea (340-277-6976)
Michael Cummins (407-758-7502)	

In the event of death or incapacity of one of the key persons, notification will be made within 24 hours via the IARD/CRD system and to the Virginia Division of Securities and Retail Franchising.

Notification to Clients will be given within five days from the death or incapacity of key persons.