

**Firm Brochure**  
(Part 2A of Form ADV)

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This brochure provides information about the qualifications and business practices of Access Financial Resources, Inc. ("AFR"). If you have any questions about the contents of this brochure, please contact us at: 405-848-9826, or by email at: [info@afradvice.com](mailto:info@afradvice.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission, or by any state securities authority.

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

## MATERIAL CHANGES

### **Material Changes to the Firm Brochure since March 14, 2017**

Beth DuToit has taken her husband's surname and is now known as Beth Lewis. Beth Lewis' disciplinary history has been updated. Michael P. Dunham's disciplinary history has been updated.

### **Annual Update**

The Material Changes section of this brochure will be updated annually in connection with the annual update when material changes occur since the date of the last annual update of the Firm Brochure.

### **Full Brochure Available**

Whenever you would like to receive a complete copy of our Firm Brochure, please contact us by telephone at: 405-848-9826 or by email at: [info@afRADVICE.com](mailto:info@afRADVICE.com)

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## ADVISORY BUSINESS

### **Firm Description**

Access Financial Resources, Inc. (“AFR”) was founded in 1991. AFR provides personalized confidential financial planning and asset management services to individuals, pension and profit sharing plans, trusts, estates, charitable organizations, and small businesses.

Advice is provided through consultation with the client and an AFR investment adviser representative and may include: determination of financial objectives, identification of financial problems, cash flow management, tax planning, insurance review, asset management, education funding, retirement planning, and estate planning.

AFR is mainly structured as a “fee-based” asset management and financial planning firm. To that end, AFR is in the business of providing objective advice regarding annuities, insurance, stocks, bonds, mutual funds, limited partnerships, insurance, or other asset vehicles for a fee, which is paid by the client to AFR. However, some clients are not interested in paying a fee to review and recommend annuity and/or other insurance products, etc. As a result, some of AFR’s investment adviser representatives are also licensed to sell certain insurance products through various insurance companies. As a result, a “fee-based” investment adviser representative may also be paid a commission from a non-client third- party in the event the client decides to purchase the recommended insurance product. This commission could be in addition to any fee paid by the client to AFR.

AFR also allows an investment adviser representative to be “fee-only.” In that case, the “fee-only financial adviser representative” receives no commission, directly or indirectly, from the sale of any insurance product or security, and neither does AFR. Moreover, AFR does not directly or indirectly compensate any third party for client referrals.

Investment advice and management is an integral part of financial planning. Investment advice is provided in two ways:

#### Non-Discretionary Authority.

Under this option, the adviser makes recommendations based upon the needs of the client under an investment policy statement or client suitability form. If such recommendations are accepted by the client, the adviser will then buy or sell the security in the account as directed by the client. The client is always at liberty to follow or disregard, wholly or partially, any information, recommendation, or advice given by the Adviser under this option.

#### Discretionary Authority

Under this option, the adviser will direct which securities to buy or sell in the account, subject to limitations a client may impose by notice in writing. This option allows the adviser, without prior consultation with the client, to buy or sell any security in the account, in the adviser’s sole discretion.

Regardless of either option elected by the client, AFR does not act as a custodian of client assets, and the client always maintains asset control. AFR places trades for clients under a limited power of attorney.

As a general rule, a written evaluation of each client's initial situation is provided to the client, often in the form of a net worth statement or an asset allocation sheet. Periodic reviews of client accounts are conducted no less frequently than annually and are also communicated to provide reminders of the specific courses of action that need to be taken. More frequent reviews occur, but are not necessarily communicated to the client, unless immediate changes are recommended. Other professionals (e.g., lawyers, accountants, insurance agents, etc.) are engaged directly by the client on an as-needed basis. Conflicts of interest will be disclosed to the client in the event they should occur.

The initial meeting, which may be by telephone, is at no charge and is considered an exploratory interview to determine the extent to which financial planning and asset management may be beneficial to the client.

#### **Principal Owners**

Troy E. Jones owns 100% of AFR.

#### **Types of Advisory Services**

AFR provides financial planning and asset management services. Regarding such services, AFR may furnish advice to clients on matters such as financial problems, cash flow management, tax planning, insurance review, education funding, retirement planning, and estate planning.

##### Financial Planning

A financial plan is designed to help the client with all aspects of financial planning without ongoing asset management.

The financial plan may include, but is not limited to: a net worth statement; a cash flow statement; a review of investment accounts, including reviewing asset allocation and providing repositioning recommendations; strategic tax planning; a review of retirement accounts and plans including recommendations; a review of insurance policies and recommendations for changes, if necessary; one or more retirement scenarios; estate planning review and recommendations; and education planning with funding recommendations. Because financial planning is a discovery process, situations occur wherein the client is unaware of certain financial exposures or predicaments. To that end, specific recommendations are provided as part of a financial plan. However, implementation of the recommendations is always at the discretion of the client. AFR and its investment adviser representatives do not have any discretionary investment authority when offering financial planning.

After delivery of a financial plan, future meetings/conversations may be scheduled as necessary for up to one month; otherwise, the investment adviser representative will take no further actions on your behalf or notify you of changes in the law, etc., unless you contact the investment adviser representative in the future and request the investment adviser representative to do so.

### Investment Advisory Services

Most clients choose to have AFR manage their assets on an ongoing basis. All aspects of the client's financial affairs are usually considered and reviewed. Realistic and measurable goals are set and objectives to reach those goals are defined. As goals and objectives change over time, investment suggestions are made and implemented on an ongoing basis.

The scope of work and fees for advisory services is provided to the client in writing prior to the start of the relationship. Assets are held primarily in no-load or low-load mutual funds and exchange-traded funds, usually through discount brokers or fund companies. Investments may also include: equities (stocks), warrants, corporate debt securities, commercial paper, certificates of deposit, municipal securities, investment company securities (variable life insurance, variable annuities, and mutual funds shares), U. S. government securities, notes and mortgages, real estate, direct investments, options contracts, futures contracts, and interests in partnerships. However, initial public offerings (IPOs) are not available through AFR.

### **Tailored Relationships**

Each of the advisory services AFR offers is tailored to and designed to meet a client's individual investment goals and objectives, financial needs and tolerance of risk. They are drawn from research and analysis we believe to be reliable and appropriate to a client's financial circumstances. Clients may impose restrictions on investing in certain securities or types of securities.

### **Assets Under Management**

As of 9/30/2017, AFR manages approximately \$358,760,985.94 in assets for approximately 784 clients. Approximately \$313,664,012.65 is managed on a discretionary basis and \$45,096,976.29 is managed on a non-discretionary basis.

### **FEES AND COMPENSATION**

#### **Description**

AFR bases its fees on a percentage of assets under management, hourly charges, commissions (e.g., annuities and insurance), and/or retainer (i.e., ongoing fixed fees). Some fees may be priced based on the complexity of work, especially when asset management is not the most significant part of the relationship. Financial plans are priced on an hourly basis, and the time spent is according to the degree of complexity associated with the client's situation. Fees are negotiable.

#### **Hourly Fee Billing for Financial Planning Services**

For financial planning services, the fee ranges from \$95 to \$300 per hour depending on the investment adviser representative and is generally negotiable. There may be an initial start-up fee, not to exceed \$500.00, for setting up a client's file. This is to defer the cost of incidentals such as multiple meetings, completing all necessary financial documentation, help with any necessary government forms, and any mandatory administrative needs that may arise.

Fees for financial plans are not billed in advance, but are usually billed monthly, in arrears, throughout the financial planning process, with the balance due upon delivery of the financial plan. Any follow-up consulting work regarding a client's



implementation of a financial plan is billed separately at the hourly rate agreed to in the client agreement, monthly, in arrears.

#### **Asset Based Percentage Fee Billing for Investment Advisory Services**

Fees for advisory services are typically based on the value of assets under management and will vary depending on account size as follows:

<b>Net Market Value of Client Account</b>	<b>Annual Percent</b>	<b>Quarterly Percent</b>
\$0 - \$100,000	2.0%	.50%
\$100,001 - \$200,000	1.5%	.375%
\$200,001 - \$500,000	1.0%	.25%
\$500,001 – and up	0.75%	.188%
Negotiable	TBD %	TBD %

Asset based fees for investment advisory services are billed quarterly, in arrears. Payment in full is expected upon invoice presentation. Fees are usually deducted from a designated client account to facilitate billing, which is the default option in the client investment advisory agreement.

#### **Retainer Fee Billing for Financial Planning Services and/or Investment Advisory Services**

Under certain limited circumstances, AFR may provide financial planning and/or investment advisory services on a retainer fee basis. Retainer fees (i.e., ongoing fixed fees) are billed in arrears on a monthly, quarterly, semi-annual, or annual basis, as elected in the client agreement.

#### **Additional Fee Billing Disclosure**

AFR, in its sole discretion, may waive its fees and/or charge a higher/lesser fee, from what is listed on the fee billing schedule, based upon certain criteria (e.g., historical relationship, type of assets, anticipated future earning capacity, anticipated future additional assets, dollar amounts of assets to be managed, related accounts, account composition, negotiations with clients, financial planning complexity, etc.). Also, for other asset holdings under management by AFR such as real estate, notes and mortgages, annuities, etc., the fair market value of such holdings are included in assets under management for the purposes of calculation of asset based fees. Also, third-party administrators for retirement plans charge additional fees for outside holdings. So, please review the values of each outside holding for accuracy.

#### **Expense Ratios and Brokerage Fees**

Fund companies generally charge fund shareholders management fees to cover the fund's annual operating expenses. Total annual fund operating expenses are reflected in a fund's prospectus as an expense ratio. An expense ratio of, for example, 0.5% means that the fund company charges an annual fee of 0.5% of average net assets. These fees are in addition to the fees paid by you to AFR. Performance figures quoted by mutual fund companies in various publications are after their fees have been deducted. Discount brokerages may charge a transaction fee for the purchase of some funds. Moreover, stocks and bonds may be purchased or sold through a brokerage account when appropriate. The brokerage firm charges a fee for stock and bond

trades; however, AFR does not receive any compensation from fund companies or brokerage firms.

#### Other Fees

Custodians may charge transaction fees on purchases or sales of certain mutual funds and exchange-traded funds. These transaction charges are usually small and incidental to the purchase or sale of a security for one-time purchases, but can be significant for ongoing transactions. A fund's share class and transaction fee status, etc. must be taken into account to determine the best avenue to select for investment. The loads for Class A shares are waived by Fidelity Investments; however, each Class A share has a 12b-1 fee (that Fidelity keeps), which causes the expense ratio to be higher than another share class for the same fund. However, the same fund in a different share class may have a transaction fee associated with it (e.g., \$20) for each purchase, but a lower expense ratio. For ongoing transactions, it may, under certain circumstances, be less expensive to purchase a Class A share (waived load), and subsequently convert to a different share class with a lower expense ratio once a certain value in Class A shares is reached. To that end, the purchase of mutual fund class shares with a higher expense ratio, like a Class A share, may be utilized to avoid having the client incur a transaction fee in a lower expense share classes. However, not converting Class A shares into another share class that does not have 12b-1 fees once a certain value is reached, could result in higher overall and reoccurring expenses due to the higher expense ratio.

Again, AFR, in its sole discretion, may waive its fees and/or charge a higher/lesser fee based upon certain criteria (e.g., historical relationship, type of assets, anticipated future earning capacity, anticipated future additional assets, dollar amounts of assets to be managed, related accounts, account composition, negotiations with clients, financial planning complexity, etc.).

For Clients using a third-party SMA (separately managed account by a third party manager), such as Envestnet/Placemark, additional overlay asset management fee, in addition to AFR's fees, are charged separately by Envestnet or Placemark, usually ranging somewhere from 10 basis points to 40 basis points, and the model portfolio adviser charges an additional separate investment management fee (fees vary), which is further in addition to the underlying expense ratio of the individual holding (e.g., mutual fund, exchange trade fund, stock transaction charge, etc). For example, a client with \$400,000 under management using an SMA might have the following expense structure:

AFR fee	1.00% (adviser fee)
Placemark overlay fee	0.10% (allocated to mutual funds & ETFs only)
Model portfolio manager fee	0.40% (e.g., Hays management fee)
Expense of individual holdings	0.40% (e.g., ALPS Sector Div Dogs -SDOG)
sample fee	Total 1.90%

It is important for the Client to understand that it is possible for the Client to perhaps hold the very same individual holdings without incurring the additional overlay and model portfolio fees.

**Termination of Agreement**

The Client has a right to terminate the relationship for a complete refund of fees within five (5) business days of the Client's signing the agreement. Either party has the right to terminate the agreement at any time upon thirty (30) days written notice. In the event of termination, the Client is entitled to a prorated refund of any prepaid fees calculated from the effective date of termination. Work requested to be completed by AFR after the effective termination date shall be billed at the hourly rate (minimum hourly rate is \$95.00 per hour) set forth in the agreement

**PERFORMANCE-BASED FEES**

Neither AFR nor any of its supervised persons accepts performance-based fees.

**TYPES OF CLIENTS****Description**

AFR generally provides investment advice to individuals, banks or thrift institutions, investment companies, pension and profit sharing plans, trusts, estates, or charitable organizations, corporations or business entities. Client relationships vary in scope and length of service.

**Account Minimums**

AFR does not have account minimums.

**METHODS OF ANALYSIS, INVESTMENT STRATEGIES AND RISK OF LOSS****Methods of Analysis**

Security analysis methods may include charting, fundamental analysis, technical analysis, and cyclical analysis.

The main sources of information include financial newspapers and magazines, inspections of corporate activities, research materials prepared by others, corporate rating services, timing services, annual reports, prospectuses, filings with the Securities and Exchange Commission, conferences, and company press releases. Other sources of information that AFR may use include Morningstar mutual fund and stock information, the World Wide Web, etc.

**Investment Strategies**

The investment strategy for a specific client is based upon the objectives stated by the client during consultations. The client may change these objectives at any time. Each client executes an Investment Policy Statement that documents their objectives and their desired investment strategy. AFR investment adviser representatives may choose their own research methods, investment style and management philosophy to implement an investment strategy seeking to achieve client's objectives. AFR's investment adviser representatives may, for example, implement a strategic asset allocation utilizing a core and satellite approach. This means that core investments comprising the majority of your portfolio, and then add actively-managed funds and other securities and assets as satellite allocations to implement a tactical approach where there are greater opportunities in the market. Portfolios may also be globally diversified to control the risk associated with traditional markets. Other strategies may include low volatility portfolios, long-term purchases, short-term purchases,

trading, short sales, margin transactions, and option writing (including covered options, uncovered options or spreading strategies).

### **Risk of Loss**

All investment programs have certain risks that are borne by the investor. Our investment approach constantly keeps the risk of loss in mind. Investors face the following investment risks:

- Interest-rate Risk: Fluctuations in interest rates may cause investment prices to fluctuate. For example, when interest rates rise, yields on existing bonds become less attractive, causing their market values to decline.
- Market Risk: The price of a security, bond, or mutual fund may drop in reaction to tangible and intangible events and conditions. This type of risk is caused by external factors independent of a security's particular underlying circumstances. For example, political, economic and social conditions may trigger market events.
- Inflation Risk: When any type of inflation is present, a dollar today will not buy as much as a dollar next year, because purchasing power is eroding at the rate of inflation.
- Currency Risk: Overseas investments are subject to fluctuations in the value of the dollar against the currency of the investment's originating country. This is also referred to as exchange rate risk.
- Reinvestment Risk: This is the risk that future proceeds from investments may have to be reinvested at a potentially lower rate of return (i.e. interest rate). This primarily relates to fixed income securities.
- Business Risk: These risks are associated with a particular industry or a particular company within an industry. For example, oil-drilling companies depend on finding oil and then refining it, a lengthy process, before they can generate a profit. They carry a higher risk of profitability than an electric company, which generates its income from a steady stream of customers who buy electricity no matter what the economic environment is like.
- Liquidity Risk: Liquidity is the ability to readily convert an investment into cash. Generally, assets are more liquid if many traders are interested in a standardized product. For example, Treasury Bills are highly liquid, while real estate properties are not.
- Financial Risk: Excessive borrowing to finance a business' operations increases the risk of profitability, because the company must meet the terms of its obligations in good times and bad. During periods of financial stress, the inability to meet loan obligations may result in bankruptcy and/or a declining market value.

### **DISCIPLINARY INFORMATION**

#### **Legal and Disciplinary**

AFR has not been involved in legal or disciplinary events related to past or present clients.

Michael P. Dunham violated NASD rules 2110, 2510(b): Mr. Dunham exercised discretion in customers' accounts, without written authorization from the customers and acceptance of the accounts by his member firm as discretionary while associated with LPL Financial. Also, Mr. Dunham attempted to settle a customer's anticipated complaint through the payment of checks totaling \$20,000, to compensate the customer for margin interest she had been charged in her account, without notifying the firm of the customer's concerns or the fact that he had given payment of checks to settle, and Mr. Dunham did not have permission from his firm to settle customer complaints. The customer did not cash the checks given by Mr. Dunham and subsequently filed a complaint with the firm. Without admitting or denying the findings, Mr. Dunham consented to the described sanctions and to the entry of findings; he was fined \$10,000 and suspended from association with any FINRA member in any capacity for 20 business days. The suspension was in effect from May 3, 2010, through May 28, 2010. Moreover, Mr. Dunham was under heightened supervision from January 1, 2009 to December 31, 2013. If this supplement is delivered electronically, and any supervised person under the firm has a disciplinary history, the details of any disclosure may be found on either the Financial Industry Regulatory Authority's (FINRA) BrokerCheck system ([www.finra.org/brokercheck](http://www.finra.org/brokercheck)) or the IAPD ([www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)) by entering the supervised person's name or CRD number in the individual search tab and clicking the search button.

Beth E. Lewis, while Lewis was associated with Edward Jones, had customers sign a blank form to facilitate the transfer of multiple accounts to Edward Jones rather than have the customers sign transfer request forms for each of the accounts transferred. Ms. Lewis was permitted to resign during Edward Jones's internal review of these forms. Ms. Lewis then became associated with United Planners. Thereafter, Ms. Lewis falsified the signature of a customer on an electronic transfer form moving funds from a husband's checking account to the couple's joint brokerage account. In view of the foregoing, Ms. Lewis caused her FINRA member firms to maintain inaccurate books and records, in violation of FINRA rules 4511 and 2010. State of Oklahoma Department of Securities ordered a six (6) months' suspension from January 1, 2016 to June 30, 2016 and two (2) years heightened supervision and FINRA ordered a \$5,000 fine and a three (3) months' suspension from associating with any FINRA member firm in all capacities. If this supplement is delivered electronically, and any supervised person under the firm has a disciplinary history, the details of any disclosure may be found on either the Financial Industry Regulatory Authority's (FINRA) BrokerCheck system ([www.finra.org/brokercheck](http://www.finra.org/brokercheck)) or the IAPD ([www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)) by entering the supervised person's name or CRD number in the individual search tab and clicking the search button.

#### OTHER FINANCIAL INDUSTRY ACTIVITIES AND AFFILIATIONS

##### **Financial Industry Activities**

AFR is not registered as a securities broker-dealer, or a futures commission merchant, commodity pool operator or commodity trading advisor.

## Affiliations

AFR has arrangements that may be considered material to its advisory business or its clients with the following related persons:

- Advisors Plan Administrators, LLC, which is owned 100% by Access Financial Resources, Inc.;
- William P. Atkinson, III, Attorney at Law;
- Capstone Financial Group, Inc., owned 100% by Michael Dunham;
- Capstone Retirement Services, LLC, owned 50% by Michael Dunham;

AFR is not directly affiliated with any broker/dealer or other investment advisor. Troy E. Jones, Robert Lee Woody, Beth Lewis, Mike Dunham, John Clement, and Sherry Prader are also licensed to sell certain insurance products through various insurance companies. AFR also may recommend the use of Advisor's Plan Administrators, LLC or Capstone Retirement Plan Services, LLC, both third-party administrators, for retirement plan design and annual administration. Access Financial Resources, Inc. owns 100% of Advisor's Plan Administrators, LLC, a third-party administrator. Michael P. Dunham owns 50% of Capstone Retirement Plan Services, LLC, a third-party administrator, on which he spends <20% of his time. AFR does not offer legal services; however, William P. Atkinson, III, is a licensed attorney operating independently as a sole proprietor, for which he charges a separate legal fee for work performed. Moreover, Advisor's Plan Administrators, LLC, a third-party administrator that is wholly owned by AFR, may charge an accounting/review fee of \$150.00 per outside asset per plan year.

## CODE OF ETHICS, PARTICIPATION OR INTEREST IN CLIENT TRANSACTIONS & PERSONAL TRADING

AFR has adopted a code of ethics that includes guidelines regarding personal securities transactions of its employees and investment adviser representatives. The Code of Ethics is available for review by clients and prospective clients upon request. The firm will provide a copy of the Code of Ethics to any client or prospective client upon request.

AFR and its employees and investment adviser representatives may buy or sell securities that are also held by clients. This presents a conflict of interest because trading by an employee or investment adviser representative in a personal securities account in the same security on or about the same time as trading by a client can disadvantage the client. AFR addresses these conflicts by providing in its code of ethics that its employees and investment adviser representatives may not trade their own securities ahead of client trades and by requiring that its employees and investment advisory representatives report certain personal securities transactions. AFR has procedures to review personal trading accounts for front-running or other conflicts. The personal trading reviews also ensure that the personal trading of employees and investment adviser representatives do not affect the markets. Since most employee and investment adviser representatives' trades are small mutual fund trades or exchange-traded fund trades, the trades do not affect the securities markets.

## BROKERAGE PRACTICES

### Selecting Brokerage Firms

AFR does not have any affiliation with product sales firms. Specific custodian recommendations are made to Clients based on their need for such services. AFR recommends custodians based on the proven integrity and financial responsibility of the firm and the best execution of orders at reasonable commission rates. AFR recommends discount brokerage firms and trust companies (qualified custodians). AFR has an arrangement with National Financial Services LLC and Fidelity Brokerage Services LLC (collectively, and together with all affiliates, "Fidelity") through which Fidelity provides AFR with "institutional platform services." The institutional platform services include, among others, brokerage, custody, and other related services. Fidelity's institutional platform services assist AFR in managing and administering clients' accounts include software and other technology that (i) provide access to client account data (such as trade confirmations and account statements); (ii) facilitate trade execution and allocate aggregated trade orders for multiple client accounts; (iii) provide research, pricing and other market data; (iv) facilitate payment of fees from its clients' accounts; and (v) assist with back-office functions, recordkeeping and client reporting. Fidelity also offers other services intended to help AFR manage and further develop its advisory practice. Such services include, but are not limited to, performance reporting, financial planning, contact management systems, third party research, publications, access to educational conferences, roundtables and webinars, practice management resources, access to consultants and other third-party service providers who provide a wide array of business related services and technology with whom AFR may contract with directly. AFR is independently operated and owned and is not affiliated with Fidelity. Fidelity generally does not charge its advisor clients separately for custody services, but is compensated by account holders through commissions and other transaction-related or asset-based fees for securities trades that are executed through Fidelity or that settle into Fidelity accounts (i.e., transactions fees are charged for certain no-load mutual funds, commissions are charged for individual equity and debt securities transactions). Fidelity provides access to many no-load mutual funds without transaction charges and other no-load funds at nominal transaction charges. However, Fidelity keeps the 12b-1 fee associated with mutual funds on their platform and does not rebate the 12b-1 fee back to the client account.

### Best Execution

AFR usually reviews the execution of trades at each custodian each quarter. Trading fees charged by the custodians are also usually reviewed on an annual basis. AFR does not receive any portion of the trading fees. Please note that Fidelity keeps any 12b-1 fee associated with any fund on their platform and is not rebated to the account.

### Soft Dollars

Fidelity provides AFR with certain brokerage and research products and services that qualify as "brokerage or research services" under Section 28(e) of the Securities Exchange Act of 1934 ("Exchange Act"). AFR receives software (WealthScape) and maintenance from Fidelity Investments, Inc. because some client assets are held at Fidelity. All clients benefit from this software as it reduces the firm's overall expenses. The selection of Fidelity Investments, Inc. as a custodian for clients is not affected by this software and maintenance.

**Order Aggregation**

AFR generally does not aggregate transactions. If investment adviser representatives do not aggregate orders, some clients purchasing equity or fixed income securities around the same time may receive a less favorable price than other clients. This means that this practice of not aggregating may cost clients more money. Please ask your investment adviser representative if you would like more information on our practices in this respect. However, most trades are mutual funds or exchange-traded funds where trade aggregation does not garner any client benefit.

**REVIEW OF ACCOUNTS****Periodic Reviews**

Account reviews are performed by that client's adviser. Account reviews are usually performed on an annual basis, or more frequently when market conditions dictate.

**Review Triggers**

Client accounts also may be reviewed on an other-than-periodic basis. Conditions that may trigger a review are changes in the tax laws, new investment information, and changes in a client's personal situation.

**Regular Reports**

Account reviews are performed by that client's adviser. They are instructed to consider the client's current security positions and the likelihood that the performance of each security will contribute to the investment objectives of the client.

Clients receive periodic communications on at least an annual basis. Investment Advisory Service clients may receive written quarterly updates. The written updates may include a net worth statement, portfolio statement, tax reports, and a summary of objectives and progress towards meeting those objectives.

**CLIENT REFERRALS AND OTHER COMPENSATION****Incoming Referrals**

AFR has been fortunate to receive many client referrals over the years. The referrals came from current clients, estate planning attorneys, accountants, employees, personal friends of employees and other similar sources. The firm does not compensate referring parties for these referrals.

**Referrals Out**

AFR does not accept referral fees or any form of remuneration from other professionals when a prospect or client is referred to them.

**CUSTODY****Account Statements**

All client accounts having assets that are held at a qualified custodian will receive account statements directly from the custodian to their address of record at least quarterly. If the client does not receive an account statement, then they are urged to contact the custodian immediately.



**Performance Reports**

Clients are urged to compare the account statements received directly from their custodians to any report provided by AFR.

**Detailed Balance Sheets**

Clients are frequently provided net worth statements and net worth graphs that are generated from our client relationship management system. Net worth statements contain approximations of bank account balances provided by the client, as well as the value of land and hard-to-price real estate. The net worth statements are usually used for long-term financial planning where the exact values of assets are not material to the financial planning tasks.

The client approves the custodian to be used and the commission rates paid to the custodian. AFR does not receive any portion of the transaction fees or commissions paid by the client to the custodian on trades.

**INVESTMENT DISCRETION****Discretionary Authority**

AFR accepts discretionary authority to manage securities accounts on behalf of clients. AFR has the authority to determine, without obtaining specific client consent, the securities to be bought or sold, and the amount of the securities to be bought or sold.

Discretionary trading authority facilitates placing trades in your accounts on your behalf so that we may promptly implement the investment policy that you have approved in writing.

**Limited Power of Attorney**

A limited power of attorney is a trading authorization for this purpose. You sign a limited power of attorney so that we may execute the trades that you have approved.

**VOTING CLIENT SECURITIES****Proxy Votes**

AFR does not vote proxies on securities. Clients are expected to vote their own proxies. When assistance on voting proxies is requested, AFR will provide recommendations to the Client. If a conflict of interest exists, it will be disclosed to the Client.

**FINANCIAL INFORMATION****Financial Condition**

AFR does not have any financial impairment that will preclude the firm from meeting contractual commitments to clients.

AFR does not require prepayment of fees of more than \$1,200 per client, and six months or more in advance. An independent public accountant conducts an annual surprise examination of client funds and securities for assets AFR has custody.

## BUSINESS CONTINUITY PLAN

### General

AFR has a Business Continuity Plan in place that provides detailed steps to mitigate and recover from the loss of office space, communications, services or key people.

### Disasters

The Business Continuity Plan covers natural disasters such as snow storms, hurricanes, tornados, and flooding. The Plan covers man-made disasters such as loss of electrical power, loss of water pressure, fire, bomb threat, nuclear emergency, chemical event, biological event, communications line outage, Internet outage, railway accident and aircraft accident. Electronic files are backed up daily and archived offsite.

Contacting Us - If after a significant business disruption you cannot contact us as you usually do at 405-848-9826, you should call our alternative numbers: Troy E. Jones, 405-642-3891, 405-400-7048, or [troy@afRADVICE.com](mailto:troy@afRADVICE.com); R. Lee Woody, 405-830-4988, 405-301-8803, or [lee@afRADVICE.com](mailto:lee@afRADVICE.com); William P. Atkinson III, 405-664-8877, 405-301-8796, or [bill@apaplanS.com](mailto:bill@apaplanS.com); Jeff Ashford, 405-650-1618, 405-331-6794, or [jeff@afRADVICE.com](mailto:jeff@afRADVICE.com); Mike Dunham, 405-255-8155, or [md@capfinancial.com](mailto:md@capfinancial.com); John Clement 405-315-6176, 405-301-8791, or [john@afRADVICE.com](mailto:john@afRADVICE.com); Beth Lewis, 405-657-6858, 405-301-8789, or [beth@afRADVICE.com](mailto:beth@afRADVICE.com); and Sherry Prader, 405-881-0026, 405-301-8792, or [sherry@afRADVICE.com](mailto:sherry@afRADVICE.com). You may directly access your investments through the individual providers through their phone numbers and website information provided to you on the brokerage statements.

### Alternate Offices

Alternate offices are identified to support ongoing operations in the event the main office is unavailable. It is our intention to contact all clients within five days of a disaster that dictates moving our office to an alternate location.

### Loss of Key Personnel

At this point, AFR does not have a signed a Business Continuation Agreement with another financial advisory firm to support AFR. However, AFR has multiple Advisors, which assist each other.

## INFORMATION SECURITY PROGRAM

### Information Security.

AFR maintains an information security program to reduce the risk that your personal and confidential information may be breached.

### Privacy Notice

Access Financial Resources, Inc. is committed to safeguarding the confidential information of its clients. To that end, we hold all personal information provided to our firm in the strictest confidence. These records include all personal identifiable information that is collected from you or received from third parties regarding any of the financial services provided through your advisor including, from time to time, phone recordings. We will not disclose information to non-affiliated third parties, except as required or permitted by law. If we were to anticipate an adverse material change in firm policy, we will provide you with notice before we implement the change in policy. As you know, we use health and financial information that you

provide us to help you meet your personal financial goals, while guarding against any real or perceived infringements of your rights of privacy. Our policy with respect to your personal information is listed below.

First, we limit staff and agent access to information only to those who have a business or professional reason for knowing, only to non-affiliated parties as required or permitted by law. For example, federal regulations permit us to share a limited amount of information about you:

- when required to execute transactions for your account or otherwise provide services that you have requested (this includes communicating with your trustee, accountant, third-party administrator, or lawyer who is acting in a fiduciary capacity on your behalf);
- when you have specifically authorized us to do so in writing;
- to provide information to agencies assessing our firm's compliance with industry standards, and to our attorneys, accountants, and auditors;
- to respond to a regulator's examination of our firm;
- to defend against a client allegation, or
- to comply with a civil, criminal, or regulatory investigation by federal, state or local authorities.

Second, we strive to maintain a secure office and computer environment to ensure that your personal information is not placed at risk. The AFR location maintains its hard copy and/or electronic books and records at 3621 NW 63rd Oklahoma City, OK 73116 for the first 2 years. Thereafter, such file may be maintained in storage. The AFR backs up its records to an off-site location. The Capstone location maintains its hard copy books and records and its electronic records at 13919 Quail Pointe Dr., Oklahoma City, OK 73116. The Capstone hard copies are located and stored at their site for current and previous years. The Capstone location backs up its records to an off-site location.

Third, the categories of nonpublic personal information that we collect from a client depend upon the scope of the client engagement. It will include information about your personal finances, information about your health to the extent that it is needed for the planning process, and information about transactions between you and third parties.

Fourth, we do not provide your personally identifiable information to mailing list vendors or solicitors for any purpose.

Fifth, personally identifiable information about you will be maintained during the time you are a client, and for the required time thereafter that such records are required to be maintained by federal and state securities laws. After this required period of record retention, all such information will be destroyed.

Should you have any questions about our privacy statement or wish to opt out of a particular method regarding how we use or store your information, then please write or call William P. Atkinson, III, 3621 NW 63<sup>rd</sup> Oklahoma City, OK 73116 405-848-9826.

Brochure Supplement (Part 2B of Form  
ADV)

ACCESS FINANCIAL RESOURCES,  
INC.

3621 NW 63RD STREET, SUITE A-1

OKLAHOMA CITY, OK 73116

405-848-9826 PHONE

405-848-1431 FAX

WWW.AFRADVICE.COM

**Education and Business Standards**

AFR requires that advisors in its employ have a bachelor's degree or equivalent coursework demonstrating knowledge of financial planning and/or asset management. Examples of acceptable coursework include: an MBA, a CFP®, a CFA, a ChFC, a JD, a CTFA, a CIMA, a AAMS, a EA, a CRPS or CPA. Moreover, advisors must hold the Series 65 Investment Adviser Representative license or its equivalent. Additionally, advisors must have work experience that demonstrates their aptitude for financial planning and asset management.

**Professional Certifications**

Certain employees/advisors have earned certifications and credentials that are required to be explained in further detail.

Certified Financial Planner (CFP): Accredited by the National Commission for Certifying Agencies (NCCA), this designation is issued by the Certified Financial Planner Board of Standards, Inc. (CFPBS) and is granted to individuals who complete a CFP Certification Examination and as well as to meet the following prerequisites: bachelor's degree from an accredited college of university and three years of full time personal financial planning experience. In order to qualify, the candidate must complete a CFP-board registered program or hold one of the following titles: CPA, ChFC, Chartered Life Underwriter (CLU), CFA, PhD in business economics, Doctor of Business Administration or Attorney's License. Once issued, the candidate is required to complete 30 hours of continuing education every two years and must continuously meet the standards administered by CFPBS.

Certified Investment Management Analyst (CIMA): The CIMA certification signifies that an individual has met initial and on-going experience, ethical, education, and examination requirements for asset management consulting, including advanced asset management theory and application. Prerequisites for the CIMA certification are three years of financial services experience and an acceptable regulatory history. To

obtain the CIMA certification, candidates must pass an online Qualification Examination, successfully complete a one-week classroom education program provided by a Registered Education Provider at an AACSB accredited university business school, and pass an online Certification Examination. CIMA designees are required to adhere to IMCA's Code of Professional Responsibility, Standards of Practice, and Rules and Guidelines for Use of the Marks. CIMA designees must report 40 hours of continuing education credits, including two ethics hours, every two years to maintain the certification. The designation is administered through Asset Management Consultants Association (IMCA).

**Qualified Pension Administrator (QPA):** The Qualified Pension Administrator (QPA) credential was created by ASPPA to recognize professionals who are qualified to perform the technical and administrative functions of qualified plan administration. QPA's assist employers, actuaries, and consultants in performing functions such as determination of eligibility benefits, computation of benefits, plan recordkeeping, trust accounting and disclosure, and compliance requirements. Currently the QPA requires that successful completion of the following examinations: Retirement Plan Fundamentals Part 1 (RPF-1), Retirement Plan Fundamentals Part 2 (RPF-2), Defined Contribution Administrative Issues – Basic Concepts (DC-1), Defined Contribution Administrative Issues – Compliance Issues (DC-2), Defined Contribution Administrative Issues – Advanced Topics (DC-3), and Administrative Issues of Defined Benefit Plans (DB). minimum of two years' experience in retirement plan related matters is required along with completion of ASPPA's QPA examination series to be a candidate for this credential. All credentialed members must acquire 40 hours of Continuing Professional Education (CPE) credits (2 of these must be Ethics) in a two-year-cycle as well as renew your ASPPA Membership annually to retain credentials.

**Certified Pension Consultant (CPC):** The Certified Pension Consultant (CPC) credential is conferred by ASPPA to benefits professionals working in plan administration, pension actuarial administration, insurance, and financial planning. CPCs work alongside employers to formulate, implement, administer and maintain qualified retirement plans. Earning ASPPA's CPC credential requires successful completion of the following exams: Retirement Plan Fundamentals Part 1 (RPF-1), Retirement Plan Fundamentals Part 2 (RPF-2), Defined Contribution Administrative Issues – Basic Concepts (DC-1), Defined Contribution Administrative Issues – Compliance Issues (DC-2), Defined Contribution Administrative Issues – Advanced Topics (DC-3), Administrative Issues of Defined Benefit Plans (DB), Certified Pension Consultant Modules, and Certified Pension Consultant (CPC). Individuals with at least three years of retirement plan related experience may apply to the ASPPA Board of Directors for the CPC credential. All credentialed members must acquire 40 hours of Continuing Professional Education (CPE) credits (2 of these must be Ethics) in a two-year- cycle as well as renew your ASPPA Membership annually to retain credentials.

**Qualified Plan Financial Consultant (QPFC):** Qualified Plan Financial Consultant (QPFC) is conferred by ASPPA as a credential for financial professionals who sell, advise, market or support qualified retirement plans. The QPFC program provides an understanding of general retirement planning concepts, terminology, distinctive features of qualified plans and the role of retirement plan professionals. QPFC is not an entry-level credential. A candidate will be expected to demonstrate a general proficiency of plan administration, compliance, investment, fiduciary, and ethics

issues. ASPPA also offers a certificate program, the Plan Financial Consulting certificate, which is earned after successful completion of the Plan Financial Consulting-1 (PFC-1) examination (offered 2012 and beyond). All credentialed members must acquire 40 hours of Continuing Education (CE) credits (2 of these must be Ethics) in a two-year cycle as well as renew ASPPA Membership annually to retain credentials.

Accredited Asset Management Specialist (AAMS): Individuals who hold the AAMS® designation have completed a course of study encompassing investments, insurance, tax, retirement, and estate planning issues. The program is designed for approximately 120-150 hours of self-study. The program is self-paced and must be completed within one year from enrollment. Individuals are required to pass an online, timed and proctored end-of-course examination with a 70% score or higher. The examination tests the individual's ability to relate complex concepts and apply theoretical concepts to real-life situations.

Masters of Business Administration (MBA): The Master of Business Administration (MBA or M.B.A.) is a master's degree in business administration. The core courses in the MBA program are designed to introduce students to the various areas of business such as accounting, finance, marketing, human resources, operations management, etc. Candidates in MBA programs have the option of taking general business courses throughout the program or can select an area of concentration and focus approximately one-fourth of their studies in this subject. Accreditation bodies exist specifically for MBA programs to ensure consistency and quality of graduate business education. Business schools in many countries offer MBA programs tailored to full-time, part-time.

Juris Doctor (JD): A Juris Doctor or Juris Doctorate represents professional recognition that the holder has a doctoral degree in law. The J.D. program requires a bachelor's degree for entry. It is an intensive study of the substantive law and its professional applications. It requires at least three academic years of full time study. To sit for the Oklahoma Bar Exam, all applicants must have the JD degree from a law school accredited by the American Bar Association. All requirements for graduation must be completed prior to the date of the bar exam. The law school must provide certification that the JD degree has been completed and a final law school transcript showing the grades and degree must be received in the office of the Board of Bar Examiners prior to the exam. As a professional training ground, it provides sufficient training for entry into practice after successful passing of the bar exam.

Chartered Retirement Plan Specialist<sup>SM</sup> (CRPS®): Individuals who hold the CRPS® designation have completed a course of study encompassing design, installation, maintenance and administration of retirement plans. Additionally, individuals must pass an end-of-course examination that tests their ability to synthesize complex concepts and apply theoretical concepts to real-life situations. All designees have agreed to adhere to Standards of Professional Conduct and are subject to a disciplinary process. Designees renew their designation every two-years by completing 16 hours of continuing education, reaffirming adherence to the Standards of Professional Conduct and complying with self-disclosure requirements.

**Troy E. Jones, CFP®**

Date of Birth: May 1957

Educational Background:

Oklahoma City University, Oklahoma City, OK, BA Degree 1994

College for Financial Planning, Denver, CO, June 1986; Certified Financial Planner Designation (CFP)

Business Experience:

Troy, a CERTIFIED FINANCIAL PLANNER™ practitioner is the President and Founder of Access Financial Resources, Inc. (December 1991 - Present). Troy is currently a national Ambassador for the Certified Financial Planner Board of Standards. Troy served on the Board of Directors of the National Financial Planning Association and has been an active member for 30 years. He was chair of the National Financial Planning Association's "Ethics Committee" in 2010. The FPA is an organization that serves 26,000 members. He has also helped with the National Institutional Ethics Task Force, the 2008 National Retreat Task Force and is privileged to be invited to offer regular feedback on issues of significance to the public and our profession. Troy also is the past chairman of the Oklahoma State Association of Certified Financial Planners®, the Past President of the Central Oklahoma Society of Certified Financial Planners and a former President of the Bethany Chamber of Commerce. He works with many business owners and professionals including dentists, physicians, bankers, attorneys, accountants, and insurance agents. Individuals desiring a supportive bottoms-up financial relationship make up the balance of his clientele. He holds a business degree from Oklahoma City University. Troy has been a CERTIFIED FINANCIAL PLANNER™ practitioner since 1986. He served as adjunct professor at Oklahoma City University June 1998 - May 2006, where he taught CFP Financial Planning and Insurance. (2501 N. Blackwelder, Oklahoma City, OK 73106) He also taught financial planning classes at the University of Oklahoma's College of Family Medicine and College of Dentistry. Troy has been attending the National Financial Planning Association Annual Educational Retreats since 1986. He has completed the Seven Stages of Money Maturity Facilitator training, attended Dale Carnegie "Human Relations" instructor training, and most recently completed "Compassionate Communication" training. He's been a member of the Financial Planning Association since 1985, the Nazrudin Project since 1998 and the human race since 1957. Troy has authored "The 5 Questions Everyone Should Ask About Their Money", "Being with Money," and "Integral Ethics". He has presented programs from San Diego to Boston to Sydney, Australia. He is a regular contributor to numerous local and national media sources.

Access Financial Resources, Inc., December 1991 - Present, Investment Adviser Representative 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

Access Investments, Inc., January 1997 - March 2015, Registered Representative 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

Disciplinary Information:

None

Other Business Activities:

Independent Insurance Agent

Additional Compensation:

Troy E. Jones is also licensed insurance agent. Supervision:

Troy E. Jones is self-supervised. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system.

**Michael P. Dunham, CFP®, CPC, QPFC**

Date of birth: February 1956

Educational Background:

Oklahoma State University, Stillwater, OK, August 1974 - December 1975 University of Oklahoma, Norman, OK January 1976-May 1977

Oklahoma State University, Stillwater, OK, August 1977 - May 1978; BA Psychology  
Oklahoma City University, Oklahoma City, OK, January 1980 - May 1982; MBA Finance

College for Financial Planning, Denver, CO, June 1986; Certified Financial Planner Designation (CFP®)

Qualified Pension Administrator, September 1992; Qualified Pension Administrator Designation (QPA)

Certified Pension Consultant, May 1996; Certified Pension Consultant Designation (CPC)

Qualified Plan Financial Consultant, January 2014 Qualified Plan Financial Consultant Designation (QPFC)

Business Experience:

Mike Dunham has over 38 years of experience in banking, investments, financial planning and pension consulting and administration. Mike started out of college as a management trainee with The First National Bank and Trust Company of Oklahoma City in January of 1979. Mike had several positions in the investment division of the Bank and the bank's holding company after completing the management training program during his four-year tenure. Mike founded Capstone Financial Group, Inc. in 1983 as Mike Dunham and Associates, Inc., and has operated as an independent adviser representative specializing in financial planning and corporate retirement plans since that time. Furthermore, Mike is affiliated with the following associations: American Society of Pension Actuaries and Professionals (ASPPA). Last, Mike obtained his MBA in finance from Oklahoma City University, and holds the following professional designations: Certified Pension Consultant (CPC), Certified Financial Planner (CFP), Qualified Pension Administrator (QPA), Accredited Asset Management Specialist (AAMS), and Qualified Plan Financial Consultant (QPFC).



Access Financial Resources, Inc., December 2008–Present, Investment Adviser Representative, 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

Capstone Financial Group, Inc., President, June 1984 – Present, 13919 Quail Pointe Drive, Oklahoma City, OK. 73134

Capstone Retirement Services, LLC, June 2007 – Present 13919 Quail Pointe Drive, Oklahoma City, OK. 73134

Access Investments, Inc., January 2009– December 2010, Registered Representative, 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

Linsco/Private Ledger Corp., October 1996–December 2008, Investment Advisor Representative/ Registered Representative, 13919 Quail Pointe Drive, Oklahoma City, OK. 73134

Disciplinary Information:

Michael P. Dunham violated NASD rules 2110, 2510(b): Mr. Dunham exercised discretion in customers' accounts, without written authorization from the customers and acceptance of the accounts by his member firm as discretionary while associated with LPL Financial. Also, Mr. Dunham attempted to settle a customer's anticipated complaint through the payment of checks totaling \$20,000, to compensate the customer for margin interest she had been charged in her account, without notifying the firm of the customer's concerns or the fact that he had given payment of checks to settle, and Mr. Dunham did not have permission from his firm to settle customer complaints. The customer did not cash the checks given by Mr. Dunham and subsequently filed a complaint with the firm. Without admitting or denying the findings, Mr. Dunham consented to the described sanctions and to the entry of findings; he was fined \$10,000 and suspended from association with any FINRA member in any capacity for 20 business days. The suspension was in effect from May 3, 2010, through May 28, 2010. Moreover, Mr. Dunham was under heightened supervision from January 1, 2009 to December 31, 2013. If this supplement is delivered electronically, and any supervised person under the firm has a disciplinary history, the details of any disclosure may be found on either the Financial Industry Regulatory Authority's (FINRA) BrokerCheck system ([www.finra.org/brokercheck](http://www.finra.org/brokercheck)) or the IAPD ([www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)) by entering the supervised person's name or CRD number in the individual search tab and clicking the search button.

Other Business Activities:

Michael P. Dunham owns 50% of Capstone Retirement Plan Services, LLC, a third-party administrator, on which he spends <20% of his time. Michael P. Dunham is licensed as an insurance agent.

Additional Compensation:

Michael P. Dunham owns 50% of Capstone Retirement Plan Services, LLC, a third-party administrator, on which he spends <20% of his time. Michael P. Dunham is licensed as an insurance agent.

Supervision:

Michael P. Dunham is self-supervised. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system.

**R. Lee Woody, MBA**

Date of birth: January 1973

Educational Background:

University of Oklahoma, Norman, OK, August 1991 - December 1996; Bachelors of Business Administration

University of Central Oklahoma, Edmond, OK, June 1999 - August 2000; Masters of Business Administration (MBA)

Business Experience:

Lee received his undergraduate degree in Business Administration from the University of Oklahoma. In August of 2000, he completed his Masters of Business Administration from the University of Central Oklahoma. He also holds the following securities licenses: 7 and 66. Furthermore, Lee specializes in developing and implementing retirement plans for business owners. Moreover, Lee helps clients develop an overall strategy for their personal financial plan by focusing mainly on debt reduction, loan evaluations, retirement projections, and employee benefits planning. He is active with the Oklahoma Dental Association and partners with his father and brother, W. Paul Woody, CPA and W. Grant Woody, CPA, for speaking engagements.

Access Financial Resources, Inc., October 2001 - Present, Investment Advisor, 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

Access Investments, Inc., October 2001 - December 2010, Registered Representative, 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

Woody & Associates, PLLC, from January 1991 to December 2014, 3205 NW 63rd, Oklahoma City, OK 73116

Financial Planning Resources, August 2000 to October 2001, Financial Planner, 2250 E. 73rd St. STE 650, Tulsa, OK 74136

Disciplinary Information:

None.

Other Business Activities:

R. Lee Woody is also licensed insurance agent.

Additional Compensation:

R. Lee Woody is also a licensed insurance agent.

Supervision:

R. Lee Woody is self-supervised. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system.

**Jeff A. Ashford, CFP®**

Date of Birth: September 1968

Educational Background:

Certified Financial Planner™ Program, Oklahoma City University, Oklahoma City, OK December 2002; Certificate of Completion December 2005, Certified Financial Planner Designation (CFP®)

Business Experience:

Jeff A. Ashford, CFP® has been with Access Financial Resources, Inc. since January of 2003. He is involved in financial planning, and investment research. His clients are typically individuals and business owners. He earned his Certified Financial Planner™ Professional License in 2005. Moreover, he is a member of the Financial Planning Association and two-time past president of the local Financial Planning Association chapter. He has also been on the board of the local chapter of the Jumpstart Coalition for Personal Financial Literacy. Over the past 27 years Jeff has been and remains involved in several small businesses including small loans and real estate.

Access Financial Resources, Inc., January 2003 - Present, Investment Advisor, 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

A-1 Loan Co., Inc., December 1986 to May 2012, Supervisor, Secretary / Treasurer, 331 NW 4th, Oklahoma City, OK 73102

Island Time, Inc., July 1998 - 2014, Business auditor and advisor, President, 19608 Crest Ridge Dr., Edmond, OK 73012

Disciplinary Information:

None.

Other Business Activities:

Island Time, Inc., July 1998 - 2014, Business auditor and advisor, President, 19608 Crest Ridge Dr., Edmond, OK 73012

Additional Compensation:

Jeff A. Ashford receives compensation from his mother's business, JKA Enterprises, LLC, as a consultant.

Supervision:

Jeff A. Ashford is self-supervised. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system.

**William P. Atkinson, III, CFP®, JD**

Date of Birth: May 1972

Educational Background:

University of Central Oklahoma, Edmond, OK, August 1993 - December 1996; BA Finance Degree 1996

College for Financial Planning, Denver, CO, December 14999; Certified Financial Planner Designation (CFP®)

Oklahoma City University School of Law, Oklahoma City, OK, August 2001 - May 2005  
Juris Doctor

Business Experience:

Bill received his undergraduate degree in Finance from the University of Central Oklahoma. He completed the CFP® Professional Education Program from the College of Financial Planning in September 1998. Moreover, he obtained a Juris Doctor degree from Oklahoma City University School of Law, and is a Merit Scholar and member of Phi Delta Phi. In addition, Bill has served as an adjunct instructor for Oklahoma City University's Certified Financial Planner's program and has taught Time Value of Money concepts and theory to CFP® candidates through the College of Financial Planning. Last, Bill is a member of the Financial Planning Association and the Oklahoma Bar Association.

Access Financial Resources, Inc., March 1996 - Present, Investment Advisor, 3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

Access Investments, Inc., January 1997 - December 2010, Registered Representative  
3621 NW 63rd Street Suite A1, Oklahoma City, OK 73116

William P. Atkinson, III, April 2006 - Present, Attorney at Law, 2410 W. Memorial Rd. Suite C-150, Oklahoma City, OK 73134

Oklahoma City University, September 1998 - August 2000, Adjunct CFP Investment Instructor, 2501 N. Blackwelder, Oklahoma City, OK 73106

Disciplinary Information:

None.

Other Business Activities:

William P. Atkinson, III is a licensed attorney in Oklahoma.

Additional Compensation:

William P. Atkinson, III may receive additional compensation as a licensed attorney.

Legal Representation Disclaimer:

William P. Atkinson, III serving as your IAR does not create an attorney-client relationship. An attorney-client relationship can only be created by the mutual assent of both parties and only after a consultation. Communication of information during an

IAR client meeting: (1) does not create or constitute an attorney-client relationship, (2) is not intended as a solicitation to create an attorney-client relationship to provide legal services as to any particular matter, and (3) is not intended to convey or constitute legal advice, or to provide a substitute for obtaining legal advice from a qualified attorney. If you are interested in obtaining legal representation by William P. Atkinson, III, please contact him at 405-664-8877 or billatkinsonlaw@gmail.com. After completion of any separate engagement, there may be changes in applicable laws or regulations, or new legislation or court decisions, that could have an impact upon you, your future rights and liabilities, or the matter for which we are engaged hereunder. William P. Atkinson, III does not monitor new legislation, court decisions, or changes in laws or regulations that occur after completion of the separate engagement, and he disclaims responsibility for advising you of any such new legislation or court decisions, or changes in laws or regulations.

Supervision:

William P. Atkinson, III is self-supervised. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system. His work is reviewed through frequent office interactions as well as remote interactions.

**Beth Lewis, CRPS®**

Date of Birth: September 1971

Educational Background:

University of Oklahoma, Bachelors of Business Administration, 1993

CRPS (Chartered Retirement Plan Specialist), College for Financial Planning, Denver, CO

Business Experience:

Beth received her degree in Business Administration from the University of Oklahoma in 1993. Beth holds a series 65 and is a Chartered Retirement Plan Specialist. Beth has over 21 years of experience working in the retirement plan industry. Beth started out of college in a management training program with Aetna Retirement Services and spent 17 years helping financial advisors learn about and implement retirement plans. Beth became a financial advisor in 2011 in order to specialize in retirement plans for business owners and financial planning for individuals.

October 2015 – present, Access Financial Resources, Investment Advisor, 3621 NW 63<sup>rd</sup> Street, Suite A1, Oklahoma City, OK, 73116

May 2015 – September 2015, United Planners, Investment Advisor Representative 2425 Westport Dr, Norman, OK 73069

October 2011 – April 2015, Edward Jones, Financial Advisor, 3770 W Robinson, # 108, Norman, OK 73072

February 2004 – September 2011, Oppenheimer Funds, Inc, Vice-President, 6803 S. Tucson Way, Centennial, CO 80112

Disciplinary Information:

Beth E. Lewis, while Lewis was associated with Edward Jones, had customers sign a blank form to facilitate the transfer of multiple accounts to Edward Jones rather than have the customers sign transfer request forms for each of the accounts transferred. Ms. Lewis was permitted to resign during Edward Jones's internal review of these forms. Ms. Lewis then became associated with United Planners. Thereafter, Ms. Lewis falsified the signature of a customer on an electronic transfer form moving funds from a husband's checking account to the couple's joint brokerage account. In view of the foregoing, Ms. Lewis caused her FINRA member firms to maintain inaccurate books and records, in violation of FINRA rules 4511 and 2010. State of Oklahoma Department of Securities ordered a six (6) months' suspension from January 1, 2016 to June 30, 2016 and two (2) years heightened supervision and FINRA ordered a \$5,000 fine and a three (3) months' suspension from associating with any FINRA member firm in all capacities. If this supplement is delivered electronically, and any supervised person under the firm has a disciplinary history, the details of any disclosure may be found on either the Financial Industry Regulatory Authority's (FINRA) BrokerCheck system ([www.finra.org/brokercheck](http://www.finra.org/brokercheck)) or the IAPD ([www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov)) by entering the supervised person's name or CRD number in the individual search tab and clicking the search button.

Outside Business Activities:

Independent Insurance Agent. Additional Compensation: Beth is a licensed insurance agent.

Supervision:

Beth Lewis is self-supervised; but is currently under heightened supervision by William P. Atkinson, III ending 02/25/2018. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system.

**John T Clement, CFP®**

Date of Birth: January 1950

Educational Background:

University of Central Oklahoma, Edmond, OK, BA Degree 1991  
College for Financial Planning, Denver, CO, June 2005; Certified Financial Planner Designation (CFP)

Business Experience:

John, a CERTIFIED FINANCIAL PLANNER™ practitioner is an Investment Advisor Representative with Access Financial Resources. John served as the President of the Financial Planning Association of Central Oklahoma in 2014 and currently serves on the Board of Directors. He holds a degree from the University of Central Oklahoma. John has been a CERTIFIED FINANCIAL PLANNER™ practitioner since 2005. John was employed by Merrill Lynch from 1985-1989, Fidelity Investments 1996-2009, Chase Investments 2009-2011, Arvest Asset Management 2011-2015. John has worked as an investment advisor, a consultant, and instructor. In February of 2015, he joined Access Financial Resources, Inc.

Disciplinary Information: None

Other Business Activities: Independent Insurance Agent

Additional Compensation: John T Clement is also licensed insurance agent.

Supervision:

John T Clement is self-supervised. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system.

**Sherry Prader**

Date of Birth: April 1957

Educational Background:

No degree earned after high school

Business Experience:

December 2016 – present, Access Financial Resources, Investment Advisor, 3621 NW 63rd Street, Suite A1, Oklahoma City, OK 73116

January 2008 to October 2016 – Client-Advisor-Investments – Arvest Wealth Management, 1366 W. Lindsey St., Norman, OK 73069

Disciplinary Information:

None

Other Business Activities:

Independent Insurance Agent

Additional Compensation:

Sherry Prader is also licensed insurance agent.

Sherry Prader is self-supervised. An IAR's work may also be reviewed through frequent office interactions as well as remote interactions and through AFR's client relationship management system.