

# Engage Advising

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**Form ADV Part 2A – Firm Brochure**

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**This Brochure provides information about the qualifications and business practices of Engage Advising, “Engage”. If you have any questions about the contents of this Firm Brochure, please contact us at 415.226.9773. The information in this Firm Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority. Engage Advising is registered as an Investment Adviser with the State of California. Registration of an Investment Adviser does not imply any level of skill or training.**

Additional information about Engage is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) which can be found using the firm’s identification number (CRD) 285695.

## **Item 2: Material Changes**

### **Annual Update**

The Material Changes section of this brochure will be updated annually when material changes occur since release of this Firm Brochure.

### **Material Changes Since Last Update**

The following Material Changes have been made to this version of the document:

The Adviser has added an Outside Manager in Item 4, and corresponding fees associated with the Use of that Outside Manager in Item 5.

### **Full Brochure Available**

Should you wish to receive a complete copy of our Firm Brochure, please contact us by email at [greg@engageadvising.net](mailto:greg@engageadvising.net), by telephone at 415.226.9773, or on the website at [www.engageadvising.net](http://www.engageadvising.net) under the “Disclosure” link.

## Item 3: Table of Contents

### Contents

|   |    |
|---|----|
| <u>Item 1: Cover Page</u>   | 1  |
| <u>Item 2: Material Changes</u>   | 2  |
| <u>Item 3: Table of Contents</u>  | 3  |
| <u>Item 4: Advisory Business</u>  | 5  |
| <u>Item 5: Fees and Compensation</u>  | 9  |
| <u>Item 6: Performance-Based Fees and Side-By-Side Management</u>                                       | 12 |
| <u>Item 7: Types of Clients</u>   | 13 |
| <u>Item 8: Methods of Analysis, Investment Strategies and Risk of Loss</u>                              | 13 |
| <u>Item 9: Disciplinary Information</u>   | 16 |
| <u>Item 10: Other Financial Industry Activities and Affiliations</u>                                    | 16 |
| <u>Item 11: Code of Ethics, Participation or Interest in Client Transactions &amp; Personal Trading</u> | 17 |
| <u>Item 12: Brokerage Practices</u>   | 19 |
| <u>Item 13: Review of Accounts</u>  | 20 |
| <u>Item 14: Client Referrals and Other Compensation</u>   | 20 |
| <u>Item 15: Custody</u>   | 21 |
| <u>Item 16: Investment Discretion</u>   | 22 |
| <u>Item 17: Voting Client Securities</u>  | 22 |
| <u>Item 18: Financial Information</u>   | 22 |
| <u>Item 19: Requirements for State-Registered Advisers</u>  | 23 |
| <u>Brochure Supplement (Part 2B of Form ADV)</u>  | 26 |

**Important notice:** Throughout this document, Engage Advising shall also be referred to as “Engage,” “the firm,” “firm,” “our,” “we” or “us.” These terms are utilized for the reader’s ease of use while reviewing the brochure and are not meant to imply the firm may be larger than it actually is at the time of publication. The client or prospective client may be also referred to as “you,” “your,” etc., and refers to a client engagement involving of a single person as well as two or more persons. In addition, the term “advisor” and “adviser” are used interchangeably where accuracy in identification is necessary (i.e., Internet address, etc.).



## **Item 4: Advisory Business**

### **Description of Advisory Firm**

Gregory W. Knight, CFP® is the owner of the California domiciled investment advisory firm doing business as Engage Advising. Engage Advising is registered as an Investment Adviser with the State of California. Engage was founded October 2016 and as of October 31, 2016 the firm currently has zero discretionary and zero non-discretionary assets under management.

### **Types of Advisory Services**

#### **Investment Management Services**

Engage is in the business of managing individually tailored investment portfolios. Engage provides continuous advice to a client regarding the investment of client funds based on the individual needs of the client. Through consultation in which goals and objectives based on a client's particular circumstances are established, Engage develops a client's personal investment policy or investment plan with an asset allocation target and creates and manages a portfolio based on that policy and allocation target. During the data-gathering process, we determine the client's individual objectives, time horizons, risk tolerance, and liquidity needs. Engage may also review and discuss a client's prior investment history, as well as family composition and background.

Account supervision is guided by the stated objectives of the client (e.g., maximum capital appreciation, growth, income, or growth and income), as well as tax considerations. Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors. Fees pertaining to this service are outlined in Item 5 of this brochure.

We offer investment advisory services through use of third-party money managers ("Outside Managers" and "Sub-Advisers") for portfolio management services. We assist clients in selecting an appropriate allocation model, completing the Outside Manager's investor profile questionnaire, interacting with the Outside Manager and reviewing the Outside Manager. Our review process and analysis of outside managers is further discussed in Item 8 of this Form ADV Part 2A. Additionally, we will meet with the client on a periodic basis to discuss changes in their personal or financial situation, suitability, and any new or revised restrictions to be applied to the account. Fees pertaining to this service are outlined in Item 5 of this brochure.

#### **XY Investment Solutions ("XYIS")**

XY Investment Solutions ("XYIS") builds investment models through a technology solution, and supports financial planners with investment strategies based on research, experience, and sound rationale. XYIS primarily allocates client assets among various mutual funds, exchange-traded funds ("ETFs"). XYIS may also allocate client assets in individual debt and equity securities, options and independent investment managers. XYIS's services are based on long-term

investment strategies incorporating the principles of Modern Portfolio Theory. XYIS manages client investments in model portfolios on a discretionary basis.

## **Financial Planning**

Engage provides financial planning services on topics such as retirement planning, risk management, college savings, cash flow, debt management, work benefits, and estate and incapacity planning.

Financial planning is a comprehensive evaluation of a client's current and future financial state by using currently known variables to predict future cash flows, asset values and withdrawal plans. The key defining aspect of financial planning is that through the financial planning process, all questions, information and analysis will be considered as they impact and are impacted by the entire financial and life situation of the client. Clients purchasing this service will receive either a written or an electronic report (or both), providing the client with a detailed financial plan designed to achieve his or her stated financial goals and objectives. The client is under no obligation to act upon recommendations by Engage.

In general, the financial plan will address any or all of the following areas of concern. The client and advisor will work together to select the specific areas to cover. These areas may include, but are not limited to, the following:

**Cash Flow and Debt Management:** We will conduct a review of your income and expenses to determine your current surplus or deficit along with advice on prioritizing how any surplus should be used or how to reduce expenses exceeding your income. Advice may be provided on which debts to pay first based on factors such as the interest rate of the debt and any income tax ramifications. We may also recommend what we believe to be appropriate cash reserves for emergencies and other financial goals, along with a review of accounts (such as money market funds, certificates of deposit) for such reserves, plus strategies to save desired amounts.

**College Savings:** Includes projecting the amount anticipated to achieve college or other post-secondary education funding goals, along with advice on ways for you to save the desired amount. Recommendations as to savings strategies are included, and, if needed, we will review your financial situation as it relates to eligibility for financial aid or the best way to contribute to student recipients.

**Employee Benefits Optimization:** If requested, we will provide review and analysis as

to whether you, as an employee, are taking the maximum advantage possible of your employee benefits. If you are a business owner, we will consider and/or recommend the various benefit programs that can be structured to meet both business and personal retirement goals.

**Estate Planning:** This usually includes an analysis of your exposure to estate taxes and your current estate plan, which may include whether you have a will, powers of attorney, trusts and other related documents. Our advice also typically includes ways for you to minimize or avoid future estate taxes by implementing appropriate estate planning strategies such as the use of applicable trusts.

We are not attorneys and always recommend that you consult with a qualified attorney when you initiate, update, or complete estate planning activities. We may provide you with contact information for attorneys who specialize in estate planning when you wish to hire an attorney for such purposes. From time-to-time, we will participate in meetings between you and your legal counsel with your approval or request.

**Financial Goals:** We will help clients identify financial goals and develop a plan to reach them. We will identify what you plan to accomplish, what resources you will need to make it happen, how much time you will need to reach the goal, and how much you should budget for your goal.

**Insurance:** Review of existing policies to ensure proper coverage for life, health, disability, long-term care, liability, home and automobile.

**Investment Analysis:** This may involve developing an asset allocation strategy to meet clients' financial goals and risk tolerance, providing information on investment vehicles and strategies, reviewing employee equity grants (stock options, employee stock purchase plans, etc.), as well as assisting you in establishing your own investment account at a selected broker/dealer or custodian. The strategies and types of investments we may recommend are further discussed in Item 8 of this brochure.

**Retirement Planning:** Our retirement planning services typically include projections of your likelihood of achieving your financial goals, typically focusing on financial independence as the primary objective. For situations where projections show less than the desired results, we may make recommendations, including those that may impact the original projections by adjusting certain variables (e.g., working longer, saving more, spending less, taking more risk with investments).

If you are near retirement or retired, advice may be given on appropriate distribution strategies

or reallocation of investments to minimize the likelihood of running out of money or having to adversely alter spending during your retirement years.

**Risk Management:** A risk management review includes an analysis of your exposure to major risks that could have a significantly adverse effect on your financial health, such as premature death, disability, property and casualty losses, or the need for long-term care planning. Advice may be provided on ways to minimize such risks and about weighing the costs of purchasing insurance versus the benefits of doing so and, likewise, the potential cost of not purchasing insurance (“self-insuring”).

**Tax Planning Strategies:** Advice may include ways to minimize current and future income taxes as a part of your overall financial planning picture. For example, we may make recommendations on which type of account(s) or specific investments should be owned based in part on their “tax efficiency,” with consideration that there is always a possibility of future changes to federal, state or local tax laws and rates that may impact your financial situation.

We recommend that you consult with a qualified tax professional before initiating any tax planning strategy, and we may provide you with contact information for accountants or attorneys who specialize in this area if you wish to hire someone for such purposes. We will participate in meetings between you and your tax professional with your approval.

## **Ongoing Financial Planning**

Financial planning is an important step to building a sound and healthy financial future, regardless of whether you have assets under management. For those just starting out, a financial planner can provide the guidance and structure for long-term success. A financial planner can provide advice on employee equity plans, or strategic saving for a goal like starting your own business, or purchasing a first home or paying for a child’s education.

If you are already a saver, a financial planner can provide monitoring and review to support your ongoing financial health. A financial planner can add value by assessing and analyzing approaches such as funding education for a child, reviewing 401(k) and/or 403(b) strategies, and assessing client risk and making recommendations to mitigate such risk.

## **Educational Workshops**

Engage is open to offering periodic educational seminar sessions for those desiring general advice on personal finance and investing. Topics may include issues related to general financial

planning, educational funding, retirement strategies, implications involving changes in marital status, and various other current economic or investment topics. Our workshops are educational in nature and do not involve the sale of insurance or investment products. Information presented will not be based on any one person's need nor do we provide individualized investment advice to attendees during a general session.

### **Client Tailored Services and Client Imposed Restrictions**

We offer the same suite of services to all of our clients. However, specific client financial plans and their implementation are dependent upon a client's needs as determined by their suitability and risk tolerance questionnaire. Investment Policy Statement, which outlines each client's current situation (income, tax levels, and risk tolerance levels) and is used to construct a client specific plan to aid in the selection of a portfolio that matches restrictions, needs, and targets.

### **Wrap Fee Programs**

We do not participate in wrap fee programs.

### **CCR Section 260.235.2 Disclosure**

For clients who receive our Financial Planning services, we must state when a conflict exists between the interests of our firm and the interests of our client. The client is under no obligation to act upon our recommendation. If the client elects to act on any of the recommendations, the client is under no obligation to effect the transaction through our firm.

### **Item 5: Fees and Compensation**

Please note, unless a client has received the firm's disclosure brochure at least 48 hours prior to signing the investment advisory contract, the investment advisory contract may be terminated by the client within five (5) business days of signing the contract without incurring any advisory fees and without penalty. How we are paid depends on the type of advisory service we are performing. Please review the fee and compensation information below.

### **Investment Management Services**

Our standard advisory fee for assets that are managed by Engage Advising is based on the market value of the assets under management but shall not exceed 3% (three percent) and is calculated as follows:

| <b>Account Value</b>     | <b>Annual Advisory Fee</b> |
|--------------------------|----------------------------|
| <b>Up to \$1,000,000</b> | <b>0.95%</b>               |

|                                   |                   |
|-----------------------------------|-------------------|
| <b>\$1,000,001 - \$3,000,000</b>  | <b>0.85%</b>      |
| <b>\$3,000,001 - \$5,000,000</b>  | <b>0.75%</b>      |
| <b>\$5,000,001 - \$10,000,000</b> | <b>0.45%</b>      |
| <b>Above \$10,000,001</b>         | <b>Negotiable</b> |

Account fees for investment management services provided by Engage Advising are paid quarterly and may be due either in advance or arrears depending on the selected custodian. Engage Advising fees will be calculated based on the reporting period ending value of your account (e.g., the last market day of the quarter), and account asset values are in consonance with the statement you will receive from your custodian of record for the purpose of verifying the computation of our advisory fee.

Your first billing cycle will begin once your agreement is executed and account assets have settled into your account held by the custodian of record. Fees for partial quarters will be prorated based on the remaining days in the reporting period in which Engage Advising services the account. Fee payments will generally be assessed within 15 days of the beginning of each billing cycle.

Our investment management services fees will be noted on your quarterly account statement that you will receive from your custodian of record. By signing our firm's engagement agreement, as well as the selected custodian account opening documents, you will be authorizing the withdrawal of advisory fees and transactional charges from your account. Please note that you share in the responsibility to verify the accuracy of fee calculations; the custodian may not verify the accuracy of advisory fee assessments for you.

When an outside manager is utilized, the Outside Manager (Sub-Adviser) will debit the client's account for the Outside Manager's fee, and Engage's advisory fee will be debited separately. Please note, the above fee schedule does include the Outside Manager's fee. No increase in the annual fee shall be effective without agreement from the client by signing a new agreement or amendment to their current advisory agreement.

### **Additional Client Fees**

Any transactional or service fees (sometimes termed brokerage fees), individual retirement account fees, qualified retirement plan fees, account termination fees, or wire transfer fees will be borne by the account holder and per the fee schedule of your custodian of record. Fees paid by our clients to our firm for our advisory services are separate from any of these fees or other similar charges. In addition, advisory fees for our firm's services are separate from any

transactional charges a client may pay, as well as those for mutual funds, exchange-traded funds (ETFs), exchange-traded notes (ETNs), index mutual funds or other investments of this type.

Per annum interest at the current maximum statutory rate may be assessed on fee balances due more than 30 days; we may refer past due accounts to collections or legal counsel for processing. We reserve the right to suspend some or all services once an account is deemed past due.

Additional information about our fees in relationship to our brokerage practices is noted in Item 12 of this document.

### **External Compensation for the Sale of Securities to Clients**

We do not charge or receive a commission or mark-up on your securities transactions, nor do we receive “trailer” or SEC Rule 12b-1 fees from an investment company that we may recommend. Fees charged by issuers are detailed in prospectuses or product descriptions and you are encouraged to read these documents before investing. You retain the option to purchase recommended or similar investments through your own selected service provider.

### **Financial Planning Hourly Fee**

Financial Planning will generally be offered on an hourly fee basis. In special circumstances, it may be offered on a fixed-fee arrangement. The fixed-fee can range between \$2,400 and \$5,000, negotiable. If the fixed-fee arrangement is chosen, half of the fee is due at the beginning of the engagement and the remaining balance due upon completion of the work. However, Engage will not bill an amount above \$500 more than 6 months in advance. The hourly rate for financial planning is between \$125.00 and \$185.00 per hour, billed in 6-minute increments, depending on complexity of the project and client arrangement. The fee may be negotiable in certain cases and is due upon completion of the engagement. In the event of early termination by client, any fees for the hours already worked will be due.

### **Ongoing Financial Planning**

Ongoing Financial Planning is a service offered for those paying an upfront charge of between \$399 and \$1,750, and an ongoing monthly fee. However, Engage will not bill an amount above \$500 more than 6 months in advance. The ongoing monthly fee ranges from \$100 to \$500 per month and is dependent on complexity of the engagement, term, and client needs. The fee may be negotiable in certain cases. Ongoing Financial Planning may be terminated with a 30-day notice. Upon termination of the engagement, the fee will be prorated and any unearned fee will be refunded to the client. Fees for work already performed will be due to us.

### **Other Types of Fees and Expenses**

Our fees are exclusive of brokerage commissions, transaction fees, and other related costs and

expenses that may be incurred by the client. Clients may incur certain charges imposed by custodians, brokers, and other parties such as custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Mutual fund and exchange traded funds also charge internal management fees, which are disclosed in a fund's prospectus. Such charges, fees and commissions are exclusive of and in addition to our fee, and we shall not receive any portion of these commissions, fees, and costs. Further, Engage Advising is not responsible for reimbursing clients for these additional fees or charges imposed by the aforementioned third parties.

Item 12 further describes the factors that we consider in selecting or recommending broker-dealers for client transactions and determining the reasonableness of their compensation (e.g., commissions).

We do not accept compensation for the sale of insurance, annuities, securities or other investment products including asset-based sales charges or service fees from the sale of mutual funds. Further, Engage Advising will not bill an amount exceeding \$500 more than six months in advance.

### **CCR Section 260.238(j) Disclosure**

Please note, lower fees for comparable services may be available from other sources.

### **Item 6: Performance-Based Fees and Side-By-Side Management**

We do not offer performance-based fees. Further, Engage Advising does not base fees on side-by-side management.

### **Item 7: Types of Clients**

We provide financial planning and portfolio management services to individuals and high net worth individuals.

We do not have a minimum account size requirement.

### **Item 8: Methods of Analysis, Investment Strategies and Risk of Loss**

Our primary methods of investment analysis are fundamental and passive investing.

**Fundamental analysis** involves analyzing individual companies and their industry groups, such as a company's financial statements, details regarding the company's product line, the experience, and expertise of the company's management, and the outlook for the company's industry. The resulting data is used to measure the true value of the company's stock compared to the current market value. The risk of fundamental analysis is that information obtained may be

incorrect and the analysis may not provide an accurate estimate of earnings, which may be the basis for a stock's value. If securities prices adjust rapidly to new information, utilizing fundamental analysis may not result in favorable performance.

### **Passive Investment Management**

We primarily practice passive investment management. Passive investing involves building portfolios that are comprised of various distinct asset classes. The asset classes are weighted in a manner to achieve a desired relationship between correlation, risk and return. Funds that passively capture the returns of the desired asset classes are placed in the portfolio. The funds that are used to build passive portfolios are typically index mutual funds or exchange traded funds.

Passive investment management is characterized by low portfolio expenses (i.e. the funds inside the portfolio have low internal costs), minimal trading costs (due to infrequent trading activity), and relative tax efficiency (because the funds inside the portfolio are tax efficient and turnover inside the portfolio is minimal).

In contrast, active management involves a single manager or managers who employ some method, strategy or technique to construct a portfolio that is intended to generate returns that are greater than the broader market or a designated benchmark. Academic research indicates most active managers underperform the market.

### **Material Risks Involved**

**All investing strategies we offer involve risk and may result in a loss of your original investment which you should be prepared to bear.** Many of these risks apply equally to stocks, bonds, commodities and any other investment or security. Material risks associated with our investment strategies are listed below.

**Market Risk:** Market risk involves the possibility that an investment's current market value will fall because of a general market decline, reducing the value of the investment regardless of the operational success of the issuer's operations or its financial condition.

**Strategy Risk:** The Adviser's investment strategies and/or investment techniques may not work as intended.

**Small and Medium Cap Company Risk:** Securities of companies with small and medium market capitalizations are often more volatile and less liquid than investments in larger companies. Small and medium cap companies may face a greater risk of business failure, which could increase the volatility of the client's portfolio.

**Turnover Risk:** At times, the strategy may have a portfolio turnover rate that is higher than

other strategies. A high portfolio turnover would result in correspondingly greater brokerage commission expenses and may result in the distribution of additional capital gains for tax purposes. These factors may negatively affect the account's performance.

**Limited markets:** Certain securities may be less liquid (harder to sell or buy) and their prices may at times be more volatile than at other times. Under certain market conditions we may be unable to sell or liquidate investments at prices we consider reasonable or favorable, or find buyers at any price.

**Concentration Risk:** Certain investment strategies focus on particular asset-classes, industries, sectors or types of investment. From time to time these strategies may be subject to greater risks of adverse developments in such areas of focus than a strategy that is more broadly diversified across a wider variety of investments.

**Interest Rate Risk:** Bond (fixed income) prices generally fall when interest rates rise, and the value may fall below par value or the principal investment. The opposite is also generally true: bond prices generally rise when interest rates fall. In general, fixed income securities with longer maturities are more sensitive to these price changes. Most other investments are also sensitive to the level and direction of interest rates.

**Legal or Legislative Risk:** Legislative changes or Court rulings may impact the value of investments, or the securities' claim on the issuer's assets and finances.

**Inflation:** Inflation may erode the buying-power of your investment portfolio, even if the dollar value of your investments remains the same.

### **Risks Associated with Securities**

Apart from the general risks outlined above which apply to all types of investments, specific securities may have other risks.

**Commercial Paper** is, in most cases, an unsecured promissory note that is issued with a maturity of 270 days or less. Being unsecured the risk to the investor is that the issuer may default.

**Common stocks** may go up and down in price quite dramatically, and in the event of an issuer's bankruptcy or restructuring could lose all value. A slower-growth or recessionary economic environment could have an adverse effect on the price of all stocks.

**Corporate Bonds** are debt securities to borrow money. Generally, issuers pay investors periodic interest and repay the amount borrowed either periodically during the life of the security and/or at maturity. Alternatively, investors can purchase other debt securities, such as zero coupon bonds, which do not pay current interest, but rather are priced at a discount from their face values and their values accrete over time to face value at maturity. The market prices of debt securities fluctuate depending on such factors as interest rates, credit quality, and maturity. In general,

market prices of debt securities decline when interest rates rise and increase when interest rates fall. The longer the time to a bond's maturity, the greater its interest rate risk.

**Municipal Bonds** are debt obligations generally issued to obtain funds for various public purposes, including the construction of public facilities. Municipal bonds pay a lower rate of return than most other types of bonds. However, because of a municipal bond's tax-favored status, investors should compare the relative after-tax return to the after-tax return of other bonds, depending on the investor's tax bracket. Investing in municipal bonds carries the same general risks as investing in bonds in general. Those risks include interest rate risk, reinvestment risk, inflation risk, market risk, call or redemption risk, credit risk, and liquidity and valuation risk.

**Exchange Traded Funds** prices may vary significantly from the Net Asset Value due to market conditions. Certain Exchange Traded Funds may not track underlying benchmarks as expected.

**Investment Companies Risk.** When a client invests in open end mutual funds or ETFs, the client indirectly bears its proportionate share of any fees and expenses payable directly by those funds. Therefore, the client will incur higher expenses, many of which may be duplicative. In addition, the client's overall portfolio may be affected by losses of an underlying fund and the level of risk arising from the investment practices of an underlying fund (such as the use of derivatives). ETFs are also subject to the following risks: (i) an ETF's shares may trade at a market price that is above or below their net asset value; (ii) the ETF may employ an investment strategy that utilizes high leverage ratios; or (iii) trading of an ETF's shares may be halted if the listing exchange's officials deem such action appropriate, the shares are de-listed from the exchange, or the activation of market-wide "circuit breakers" (which are tied to large decreases in stock prices) halts stock trading generally. The Adviser has no control over the risks taken by the underlying funds in which client's invest.

## **Item 9: Disciplinary Information**

### **Criminal or Civil Actions**

Engage Advising, or its management, has not been involved in any criminal or civil action.

### **Administrative Enforcement Proceedings**

Engage Advising, or its management, has not been involved in any administrative enforcement proceedings.

### **Self-Regulatory Organization Enforcement Proceedings**

Engage Advising, or its management, has not been involved in any legal or disciplinary events that are material to a client's or prospective client's evaluation of Engage Advising or the integrity of its management.

## **Item 10: Other Financial Industry Activities and Affiliations**

No Engage Advising employee is registered, or has an application pending to register, as a broker-dealer or a registered representative of a broker-dealer.

No Engage Advising employee is registered, or has an application pending to register, as a futures commission merchant, commodity pool operator or a commodity trading advisor.

Engage Advising does not have any related parties. As a result, we do not have a relationship with any related parties.

Engage Advising only receives compensation directly from clients. We do not receive compensation from any outside source. We do not have any conflicts of interest with any outside party.

## **Recommendations or Selections of Other Professionals**

Upon your request, you may be provided a referral to various professionals, such as an accountant or an attorney. While these referrals are based on the best information made available, we do not guarantee the quality or adequacy of the work provided by these referred professionals. There is no agreement with these entities nor are referral fees received from these professionals for such informal referrals. Any fees charged by these other entities for their services are completely separate from fees charged by our firm and are the sole responsibility of the client.

## **Disclosure of Material Conflicts**

All material conflicts of interest under CCR Section 260.238(k) are disclosed regarding Engage Advising, its representatives or any of its employees, which could be reasonably expected to impair the rendering of unbiased and objective advice.

## **Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

As a fiduciary, our firm and its associates have a duty of utmost good faith to act solely in the best interests of each client. Our clients entrust us with their funds and personal information, which in turn places a high standard on our conduct and integrity. Our fiduciary duty is a core aspect of our Code of Ethics and represents the expected basis of all of our dealings. The firm also adheres to the Code of Ethics and Professional Responsibility adopted by the CFP® Board of Standards Inc., and accepts the obligation not only to comply with the mandates and requirements of all applicable laws and regulations but also to take responsibility to act in an ethical and professionally responsible manner in all professional services and activities.

This code does not attempt to identify all possible conflicts of interest, and literal compliance with each of its specific provisions will not shield associated persons from liability for personal trading or other conduct that violates a fiduciary duty to advisory clients. A summary of the Code of Ethics' Principles is outlined below.

- Integrity - Associated persons shall offer and provide professional services with integrity.
- Objectivity - Associated persons shall be objective in providing professional services to clients.
- Competence - Associated persons shall provide services to clients competently and maintain the necessary knowledge and skill to continue to do so in those areas in which they are engaged.
- Fairness - Associated persons shall perform professional services in a manner that is fair and reasonable to clients, principals, partners, and employers, and shall disclose conflict(s) of interest in providing such services.
- Confidentiality - Associated persons shall not disclose confidential client information without the specific consent of the client unless in response to proper legal process, or as required by law.
- Professionalism - Associated persons' conduct in all matter shall reflect credit of the profession.
- Diligence - Associated persons shall act diligently in providing professional services.

Our firm will provide of copy of its Code of Ethics to any client or prospective client upon request.

Our firm and its "related persons" (associates, their immediate family members, etc.) may buy or sell securities the same as, or similar to, or different from, those we recommend to clients for their accounts. A recommendation made to one client may be different in nature or timing from a recommendation made to a different client. Clients often have different objectives and risk tolerances. At no time will our firm or any related party receive preferential treatment over our clients. Further, we do not intend to buy or sell securities for clients in which an adviser or related person has a material interest. However, should securities in which an adviser or related person has an interest be recommended to the client, the client will be advised of this fact at that time.

In an effort to reduce or eliminate certain conflicts of interest involving the firm or personal trading, our policy may require that we restrict or prohibit associates' transactions in specific securities transactions. Any exceptions or trading pre-clearance must be approved in advance of the transaction and our firm will maintain the required personal securities

transaction records.

## **Item 12: Brokerage Practices**

### **Factors Used to Select Custodians and/or Broker-Dealers**

Gregory Knight and/or Engage Advising do not have any affiliation with Broker-Dealers. Specific custodian recommendations are made to clients based on their need for such services. We recommend custodians based on the reputation and services provided by the firm.

#### **1. Research and Other Soft-Dollar Benefits**

We currently do not receive soft dollar benefits.

#### **2. Brokerage for Client Referrals**

We receive no referrals from a broker-dealer or third party in exchange for using that broker-dealer or third party.

#### **3. Clients Directing Which Broker/Dealer/Custodian to Use**

We do recommend a specific custodian for clients to use, however, clients may custody their assets at a custodian of their choice. Clients may also direct us to use a specific broker-dealer to execute transactions. By allowing clients to choose a specific custodian, we may be unable to achieve most favorable execution of client transaction and this may cost clients' money over using a lower-cost custodian.

### **The Custodian and Brokers We Use (TD Ameritrade)**

Advisor 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 [and unaffiliated] SEC-registered broker-dealer. TD Ameritrade offers to independent investment Advisors services which include custody of securities, trade execution, clearance and settlement of transactions. Advisor receives some benefits from TD Ameritrade through its participation in the program. (Please see the disclosure under Item 14 below.)

### **Aggregating (Block) Trading for Multiple Client Accounts**

Generally, we combine multiple orders for shares of the same securities purchased for advisory accounts we manage (this practice is commonly referred to as "block trading"). We will then distribute a portion of the shares to participating accounts in a fair and equitable manner. The distribution of the shares purchased is typically proportionate to the size of the account, but it is not based on account performance or the amount or structure of management fees. Subject to our discretion, regarding particular circumstances and market conditions, when we combine orders, each participating account pays an average price per share for all transactions and pays a

proportionate share of all transaction costs. Accounts owned by our firm or persons associated with our firm may participate in block trading with your accounts; however, they will not be given preferential treatment.

### **Item 13: Review of Accounts**

Gregory Knight, sole proprietor and owner of Engage Advising, will work with clients to obtain current account information regarding the client's assets and investment holdings. This information will be reviewed at least quarterly, bi-annually, or at any time requested by clients, as part of our financial planning services. The account is reviewed with regards to the client's investment goals and risk tolerance levels. Events that may trigger a special review would be unusual performance, addition or deletions of client imposed restrictions, excessive draw-down, volatility in performance, or buy and sell decisions from the firm or per client's needs.

Clients will receive trade confirmations from the broker(s) for each transaction in their accounts as well as monthly or quarterly statements and annual tax reporting statements from their custodian showing all activity in the accounts, such as receipt of dividends and interest.

Engage may provide written reports as the result of a review to clients via email, mail, or shared documents via a web-based service should unusual events (as described above) occur that may impact the client's financial plan or investment goal. We may also contact the client directly by telephone, Skype, or in person to discuss unusual account changes as needed.

### **Item 14: Client Referrals and Other Compensation**

We do not receive any economic benefit, directly or indirectly from any third party for advice rendered to our clients. Nor do we directly or indirectly compensate any person who is not advisory personnel for client referrals.

As disclosed under Item 12, above, Advisor participates in TD Ameritrade's institutional customer program and Advisor may recommend TD Ameritrade to Clients for custody and brokerage services. There is no direct link between Advisor's participation in the program and the investment advice it gives to its Clients, although Advisor 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 Advisor 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. TD Ameritrade may also have paid for business consulting and professional services received by Advisor's related persons. Some of the products and services made available by TD Ameritrade through the program may benefit Advisor but may not benefit its Client accounts. These products or services may assist Advisor in managing and administering Client accounts, including accounts not maintained at TD Ameritrade. Other services made available by TD Ameritrade are intended to help Advisor manage and further develop its business enterprise. The benefits received by Advisor or its personnel through participation in the program do not depend on the amount of brokerage transactions directed to TD Ameritrade. As part of its fiduciary duties to clients, Advisor endeavors at all times to put the interests of its clients first. Clients should be aware, however, that the receipt of economic benefits by Advisor or its related persons in and of itself creates a potential conflict of interest and may indirectly influence the Advisor's choice of TD Ameritrade for custody and brokerage services.

### **Item 15: Custody**

Engage does not accept custody of client funds. Clients should receive at least quarterly statements from their broker dealer, bank or other qualified custodian that holds and maintains client's investment assets. We urge you to carefully review such statements and compare such official custodial records to the account statements or reports that we may provide to you. Our statements or reports may vary from custodial statements based on accounting procedures, reporting dates, or valuation methodologies of certain securities.

For client accounts in which the client authorizes us to directly debit the advisory fee:

- i. Engage will send a copy of its invoice to the custodian at the same time that it sends the client a copy.
- ii. The custodian will send at least quarterly statements to the client showing all disbursements for the account, including the amount of the advisory fee.
- iii. The client will provide written authorization to Engage, permitting them to be paid directly for their accounts held by the custodian.

### **Item 16: Investment Discretion**

For those client accounts where we provide investment management services, we maintain discretion over client accounts with respect to securities to be bought and sold and the amount of securities to be bought and sold. Investment discretion is explained to clients in detail when an advisory relationship has commenced. At the start of the advisory relationship, the client will execute a Limited Power of Attorney which will grant our firm discretion over the account for which Engage provides investment management services. Additionally, the discretionary relationship will be outlined in the advisory contract executed by the client. Clients may impose reasonable restrictions on investing in certain securities, types of securities, or industry sectors.

## **Item 17: Voting Client Securities**

Engage does not vote client proxies. Therefore, Clients maintain exclusive responsibility for: (1) voting proxies, and (2) acting on corporate actions pertaining to the Client's investment assets. The Client shall instruct the Client's qualified custodian to forward to the Client copies of all proxies and shareholder communications relating to the Client's investment assets. If the client would like our opinion on a particular proxy vote, they may contact us at the number listed on the cover of this brochure.

In most cases, you will receive proxy materials directly from the account custodian. However, in the event we were to receive any written or electronic proxy materials, we would forward them directly to you by mail, unless you have authorized our firm to contact you by electronic mail, in which case, we would forward you any electronic solicitation to vote proxies.

## **Item 18: Financial Information**

Registered Investment Advisers are required in this Item to provide you with certain financial information or disclosures about our financial condition. We have no financial commitment that impairs our ability to meet contractual and fiduciary commitments to clients, and we have not been the subject of a bankruptcy proceeding.

We do not have custody of client funds or securities or require or solicit prepayment of more than \$500 in fees per client six months in advance.

## **Item 19: Requirements for State-Registered Advisers**

### **Gregory W. Knight**

Born: 1968

### **Educational Background**

- 2014 – Bachelor of Arts – Humanities, Thomas Edison State College, Trenton, NJ
- 2002 – Certificate in Financial Planning, Florida State University, Tallahassee, FL

### **Business Experience**

- 2016 – Present, Engage Advising, Owner
- 1998 – 2011, Baker & McKenzie LLP, Paralegal, Global Equity Services

## **Professional Designations, Licensing & Exams**

The CERTIFIED FINANCIAL PLANNER™, CFP® and federally registered CFP (with flame design) marks (collectively, the “CFP® marks”) are professional certification marks granted in the United States by Certified Financial Planner Board of Standards, Inc. (“CFP Board”).

The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 75,600 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board’s studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor’s Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board’s financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;

Examination – Pass the comprehensive CFP® Certification Examination. The examination includes case studies and client scenarios designed to test one’s ability to correctly diagnose financial planning issues and apply one’s knowledge of financial planning to real world circumstances;

Experience – Complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year); and

Ethics – Agree to be bound by CFP Board’s Standards of Professional Conduct, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the Code of Ethics and other parts of the Standards of Professional Conduct, to maintain competence and keep up with developments in the financial planning field; and

Ethics – Renew an agreement to be bound by the Standards of Professional Conduct. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board’s enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

**Other Business Activities**

Gregory Knight is not involved with outside business activities.

**Performance Based Fees**

Engage is not compensated by performance-based fees.

**Material Disciplinary Disclosures**

No management person at Engage has ever been involved in an arbitration claim of any kind or been found liable in a civil, self-regulatory organization, or administrative proceeding.

**Material Relationships That Management Persons Have With Issuers of Securities**

Neither Engage Advising nor Gregory Knight, has any relationship or arrangement with issuers of securities.

## Engage Advising

2924 California Street, Oakland, CA

415-226-9773

[www.engageadvising.net](http://www.engageadvising.net)

November 18, 2016

### **Item 1 - Form ADV Part 2B – Brochure Supplement**

*For*

**Gregory W. Knight, CFP®**

Engage Advising

2924 California Street, Oakland, CA

[www.engageadvising.net](http://www.engageadvising.net)

415-226-9773

This brochure supplement provides information about Gregory Knight that supplements the Engage Advising, “Engage”, brochure. A copy of that brochure precedes this supplement. Please contact Gregory Knight if the Engage brochure is not included with this supplement or if you have any questions about the contents of this supplement.

Additional information about Gregory Knight is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov) which can be found using the identification number 6720395.

## **Item 2 - Educational Background and Business Experience**

### **Gregory W. Knight, CFP®**

Born: 1968

#### **Educational Background**

- 2014 – Bachelor of Arts – Humanities, Thomas Edison State College, Trenton, NJ
- 2002 – Certificate in Financial Planning, Florida State University, Tallahassee, FL

#### **Business Experience**

- 2016 – Present, Engage Advising, Owner
- 1998 – 2011, Baker & McKenzie LLP, Paralegal, Global Equity Services

#### **Professional Designations, Licensing & Exams**

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The CFP® certification is a voluntary certification; no federal or state law or regulation requires financial planners to hold CFP® certification. It is recognized in the United States and a number of other countries for its (1) high standard of professional education; (2) stringent code of conduct and standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, more than 75,600 individuals have obtained CFP® certification in the United States.

To attain the right to use the CFP® marks, an individual must satisfactorily fulfill the following requirements:

Education – Complete an advanced college-level course of study addressing the financial planning subject areas that CFP Board’s studies have determined as necessary for the competent and professional delivery of financial planning services, and attain a Bachelor’s Degree from a regionally accredited United States college or university (or its equivalent from a foreign university). CFP Board’s financial planning subject areas include insurance planning and risk management, employee benefits planning, investment planning, income tax planning, retirement planning, and estate planning;

Examination – Pass the comprehensive CFP® Certification Examination. The examination includes case studies and client scenarios designed to test one’s ability to correctly diagnose financial planning issues and apply one’s knowledge of financial planning to real world circumstances;

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Ethics – Agree to be bound by CFP Board’s Standards of Professional Conduct, a set of documents outlining the ethical and practice standards for CFP® professionals.

Individuals who become certified must complete the following ongoing education and ethics requirements in order to maintain the right to continue to use the CFP® marks:

Continuing Education – Complete 30 hours of continuing education hours every two years, including two hours on the Code of Ethics and other parts of the Standards of Professional Conduct, to maintain competence and keep up with developments in the financial planning field; and

Ethics – Renew an agreement to be bound by the Standards of Professional Conduct. The Standards prominently require that CFP® professionals provide financial planning services at a fiduciary standard of care. This means CFP® professionals must provide financial planning services in the best interests of their clients.

CFP® professionals who fail to comply with the above standards and requirements may be subject to CFP Board’s enforcement process, which could result in suspension or permanent revocation of their CFP® certification.

### **Item 3 - Disciplinary Information**

Gregory Knight has never been involved in an arbitration claim of any kind or been found liable in a civil, self-regulatory organization, or administrative proceeding.

### **Item 4 - Other Business Activities**

Gregory Knight is not involved with outside business activities.

### **Item 5 – Additional Compensation**

Gregory Knight does not receive any additional compensation from non-clients for providing advisory services.

### **Item 6 - Supervision**

Gregory Knight, as owner, is responsible for supervision. He may be contacted at the phone number on this brochure supplement.

### **Item 7 – Requirements for State-Registered Advisers**

#### **Self-regulatory Organization or Administrative Proceedings**

Gregory Knight has not been involved in any Self-regulatory Organization or Administrative Proceedings.

Mr. Knight has not been found liable in an arbitration claim or found liable in civil, self-regulatory organization, or administrative proceeding, alleging damages or an award, in excess of \$2,500 in any of the following: an investment or investment related business activity, fraud, false statement(s) or omissions, theft, embezzlement, or other wrongful taking of property, bribery, forgery, counterfeiting, extortion, or dishonest, unfair or unethical practices.

**Bankruptcy Petitions**

Gregory Knight has not been involved in a bankruptcy petition.