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Step Forward Financial LLC

CRD No: 334730

233 Terrace Blvd

Lewistown, PA 17044

Phone: 714-603-6877

<https://stepforwardfinancial.com>

Form ADV Part 2A – Firm Brochure

July 4, 2025

This brochure provides information about the qualifications and business practices of Step Forward Financial LLC. If you have any questions about the contents of this brochure, please contact us at 714-603-6877. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission ("SEC") or by any state securities authority.

Step Forward Financial LLC is a Registered Investment Adviser with the State of Pennsylvania. Registration of an Investment Adviser does not imply any specific level of skill or training. This brochure provides information about the Firm to assist you in determining whether to retain the Adviser.

Additional information about Step Forward Financial LLC (Firm's CRD No: 334730) is available on the SEC's website at <https://adviserinfo.sec.gov/>.

Item 2: Material Changes

The hourly fee payment option (Item 5.A) and no required payment in advance (Item 5.B) are added.

Item 3: Table of Contents

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Item 4: Advisory Business

A. Firm Information

Step Forward Financial LLC is a Pennsylvania limited liability company founded in January of 2025. Nyi Nyi Htoon is the principal owner of the firm.

B. Advisory Services Offered

In providing financial planning and investment consultation services, we consider client situations holistically by taking into account their current financial status, short- and long-term investment goals, time horizon, investment knowledge, and tolerance for risk. Through collaborations with clients, we help them educate and set objectives so as to achieve their long-term goals. Based on this assessment, we develop financial plans according to their circumstances and update them as they go through different stages in their lives.

C. Client Account Management

We provide advice only services tailored to client needs.

D. Wrap Fee Programs

We do not participate in any wrap fee programs.

E. Assets Under Management

We do not manage client assets.

Item 5: Fees and Compensation

A. Fees for Advisory Services

Clients may choose to pay fee either annually or hourly; the annual fee is \$720 and the hourly fee is \$72. It is the only fee clients pay. If they are not satisfied with our services, they can notify us in writing within 90 days from their date of payment, and a full refund will be issued.

B. Payment of Fees

We do not require payment in advance. Clients may pay fee either by electronic funds transfer (EFT) on our website or by check payable to Step Forward Financial LLC.

C. Other Fees and Expenses

In addition to the advisory fees in Item 5.A, clients pay fees or expenses such as custodian fees or mutual fund/exchange-traded fund expenses described in the respective fund's prospectus. We do not receive any fees and charges imposed by third parties.

D. Prepayment of Fees and Termination

Either party may terminate the Agreement at any time upon written notice to the other, and prepayment of fees, if any, will be refunded.

The Client has a right to terminate the Agreement without penalty within 5 business days of entering into the engagement.

E. Compensation for Sales of Securities

We do not accept compensation for the sale of securities or other investment products.

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

We do not charge performance-based fees and do not engage in side-by-side management.

Item 7: Types of Clients

We provide financial planning and investment consultation services to individuals and families from all walks of life. We do not have a minimum account size requirement.

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

A. Methods of Analysis

In formulating investment advice, we consider client situations holistically by taking into account their current financial status, short- and long-term investment goals, time horizon, investment knowledge, and tolerance for risk. Based on this assessment, we recommend proper asset allocations tailored to their circumstances.

B. Investment Strategies

We only use low-cost index mutual funds and exchange-traded funds as our primary investment strategy; it is simple, market-tracking, diversified, tax-efficient, and low-cost compared to other alternatives.

C. Risk of Loss

We will assist clients in determining an appropriate strategy based on their tolerance for risk and other relevant factors. However, **there is no guarantee that a client will meet their investment goals.**

Investing in securities, including index mutual funds or exchange-traded funds, involves investment risks. Securities may fluctuate in value or lose value. Clients should be prepared to bear the potential risk of loss and are reminded to discuss these risks with us if applicable.

Item 9: Disciplinary Information

Neither Step Forward Financial LLC nor its management has been involved in any legal or disciplinary event.

Item 10: Other Financial Industry Activities and Affiliations

- A. Neither Step Forward Financial LLC nor any of its management persons are registered, or have an application pending to register, as a broker-dealer or a registered representative of a broker-dealer.
- B. Neither Step Forward Financial LLC nor any of its management persons are registered, or have an application pending to register, as a futures commission merchant, commodity pool operator, commodity trading advisor, or an associated person of the foregoing entities.
- C. Neither Step Forward Financial LLC nor any of its management persons have any relationship or arrangement with any related person.
- D. Step Forward Financial LLC does not recommend or select other investment advisers for its clients and does not receive compensation from those advisers that creates a material conflict of interest. It

does not have other business relationships with those advisers that create a material conflict of interest.

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

A. Code of Ethics and Personal Trading

In order to serve the best interests of our clients as a fiduciary, Step Forward Financial LLC has adopted a Code of Ethics that follows CFP® Codes and Standards. We will provide a copy of our Code of Ethics to any client or prospective client upon request.

We have neither discretion nor custody of client funds, and we only use low-cost index mutual funds and exchange-traded funds as our primary investment strategy; accordingly, potential conflicts of interest are mitigated to a certain extent. However, when they arise, we uphold our fiduciary duty, and disclose and manage them according to our Code of Ethics.

B. Personal Trading with Material Interest

Neither Step Forward Financial LLC nor any of its related persons recommend to clients, or buy or sell for client accounts, securities in which we or any related persons have a material financial interest.

C. Personal Trading in Same Securities as Clients

Neither Step Forward Financial LLC nor any of its related persons invest in the same securities (or related securities) that we or any related persons recommend to clients.

D. Personal Trading at Same Time as Client

Neither Step Forward Financial LLC nor any of its related persons recommend to clients, or buy or sell for client accounts, securities at or about the same time that we or any related persons buy or sell the same securities for our own respective accounts.

Item 12: Brokerage Practices

A. Recommendation of Custodians and/or Broker-Dealers

We have no authority to select or recommend broker-dealers for client transactions.

B. Trade Aggregation and Allocation

We do not trade client accounts. The client is responsible for trading.

Item 13: Review of Accounts

A. Frequency and Nature of Periodic Reviews

Client financial plans are generally reviewed at least annually and as needed based on major changes in Client's circumstances.

B. Factors Triggering a Non-Periodic Account Review

The trigger factors generally include changes in personal and financial circumstances (employment, family status, disability, death) as well as material market, economic and political events.

C. Client Reporting

Other than financial plans, we do not provide written reports to clients. We will provide updated financial plans whenever there are major changes in Client's circumstances.

Item 14: Client Referrals and Other Compensation

A. Other Compensation

Step Forward Financial LLC does not receive any economic benefit from anyone other than its clients for providing investment advice or other advisory services to them.

B. Client Referrals

Neither Step Forward Financial LLC nor any of our related persons compensates any person who is not our supervised person for client referrals.

Item 15: Custody

We do not have custody of client funds or securities.

Clients will receive account statements from their custodians.

Item 16: Investment Discretion

We do not accept discretionary authority to manage securities accounts on behalf of clients.

Item 17: Voting Client Securities

We do not have authority to vote client securities. Clients will receive their proxies directly from their custodian and they can contact us with proxy-related questions; however, the Client retains the sole responsibility for proxy decisions and voting.

Item 18: Financial Information

We neither require nor solicit prepayment of more than \$1,200 in fees per client, six months or more in advance.

Item 19: Requirements for State-Registered Advisers

- A. Nyi Nyi Htoon is the principal owner of Step Forward Financial LLC. His education and business background are provided in Item 2 of ADV Part 2B.
- B. Other business information is provided in Item 10.
- C. Neither Step Forward Financial LLC nor any of its supervised persons are compensated for advisory services with performance-based fees.
- D. Neither Step Forward Financial LLC nor any of its management persons have been involved in any arbitration claim, and any civil, self-regulatory organization, or administrative proceeding.
- E. Neither Step Forward Financial LLC nor any of its management persons have any relationship or arrangement with any issuer of securities that is not listed in Item 10.C of Part 2A.

Item 1: Cover Page



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Form ADV Part 2B – Brochure Supplement

July 4, 2025

This brochure supplement provides information about Nyi Nyi Htoon that supplements the Step Forward Financial LLC (Firm's CRD No: 334730) brochure. You should have received a copy of that brochure. Please contact Nyi Nyi Htoon if you did not receive a copy or if you have any questions about the contents of this supplement.

Additional information about Nyi Nyi Htoon (Individual's CRD No: 8033087) is available on the SEC's website at <https://adviserinfo.sec.gov/>.

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Item 2: Educational Background and Business Experience

Nyi Nyi Htoon

Born: 1974

Education

2000 – BA Math/Computer Science, Monmouth College

2005 – MS Actuarial Science/Finance, University of Nebraska, Lincoln

Business Experience

01/2025-Present, Step Forward Financial, Founder and Owner

01/2014-07/2024, Prudential Financial, Investment Associate

06/2005-09/2012, Pacific Life, Actuarial Staff Analyst

07/2000-04/2002, MarketFirst Software, Product Release Engineer

Professional Designations

The **Chartered Financial Analyst® (CFA®)** is a globally recognized investment professional designation awarded by the CFA Institute. The curriculum is a graduate-level self-study program with three levels of exams. The charterholder must pass all three exams, have acceptable professional investment experience, and uphold the Institute's Code of Ethics and Standards of Professional Conduct (Code and Standards).

The **Associate of the Society of Actuaries (ASA)** is a professional designation awarded by the Society of Actuaries (SOA). Attaining the designation requires a) passing relevant exams covering probability and statistics, financial mathematics, and statistical modeling, b) validating educational experience (statistics, economics, accounting and finance), c) practicing actuarial applications, and d) upholding the Society's Code of Professional Conduct and Standards of Practice. The Society advances actuaries as leaders in measuring and managing risks (life and annuity, retirement, health and general insurance) to improve financial outcomes for individuals, organizations, and the public.

Item 3: Disciplinary Information

Nyi Nyi Htoon has not been involved in any legal or disciplinary event.

Item 4: Other Business Activities

Nyi Nyi Htoon is not involved in other business activities.

Item 5: Additional Compensation

Nyi Nyi Htoon does not receive any economic benefit from anyone for providing advisory services.

Item 6: Supervision

Nyi Nyi Htoon, the owner and Chief Compliance Officer, is responsible for supervision.

Item 7: Requirements for State-Registered Advisers

Nyi Nyi Htoon has not been involved in any arbitration claim, any civil, self-regulatory organization or administrative proceeding, or any bankruptcy petition.