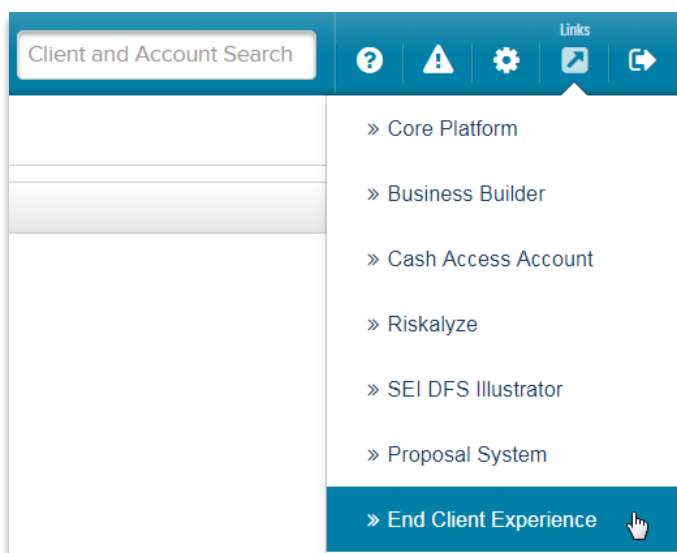


GETTING STARTED

Go to AccessMyPortfolio.com from SEIAdvisorCenter.com

1. Log in to SEIAdvisorCenter.com. Select the **external links** icon and select **End Client Experience**.



QUICK REFERENCE

For your ongoing use of AccessMyPortfolio, read more about each website section below:


1. **Select a Client**
2. **Navigation**
 - › **Settings** (Linked Accounts, Portfolios, Groups, Change Panels, Tips and Quicken Access)
 - › **Profile** (Contact Information, Investor Communication Delivery Method and Log Out)
 - › **AccessMyPortfolio Help and Support**
3. **Dashboard**
 - › **Summary of Accounts**
 - › **How My Money Is Invested**
 - › **My Accounts**
 - › **My Investment Value Over Time**
4. **Investments**
5. **Analytics**
6. **Goals**
7. **Realized Gain/Loss**
8. **Transactions**
9. **Documents**
10. **CAA**
11. **SBLOC**
12. **Authorize Quicken Access**
13. **Investor Communication Delivery Method**

1. Select a Client

Enter the full or partial name of a client and click **Search**. Search results will include all clients meeting the criteria. You may view existing users of AccessMyPortfolio by clicking on the **View User icon**. The client's Dashboard will be displayed.

To search for a new client, select the **magnifying glass** on the bottom left of the page.


2. Navigation

 The **icons** at the top right of the page will allow you to **customize your site view, update your information** and contact **Help and Support**.

Under the **Settings** section you can show or hide **Linked Accounts** and **Portfolios**. The site default is to show **Linked Accounts** and hide **Portfolios**. Here your client can select the panels that they want to see on the Dashboard as well as create custom **account groups** for their accounts and any accounts linked to them. Your client can also authorize access to Quicken in this section.

The **Profile** section allows you to view and update your contact information and investor communication delivery method under **My Profile**. You can also use this section to log out of **AccessMyPortfolio**.


The **Help and Support** section allows you to contact our support team.


 The **Main Menu** icon located at the top left corner of the pages will allow you to quickly access the pages you want to view.

3. DASHBOARD

The **Dashboard** is the first page that a client sees after logging in. It provides summaries of, or quick access to, key information available within the website, such as:

- > **Account Balances**
- > **Total Asset Allocation**
- > **Account Value** over a 13-month period
- > **Linked Accounts** (accounts that you have access to but are not an owner)

 These **icons** located on the top of the page allow you to **print** and **view the last updated time** of the page.

You can **customize your Dashboard** view by selecting the panels you would like to see. Select the  **settings** icon in the top right of the screen and then select **Change Panels**. Drag the panels to the location in which you would like to see them on the Dashboard.


4. INVESTMENTS


The **Investments** page displays the assets your clients hold in their investment accounts.

View all of their accounts, or a single account, by using the **account selector** in the upper left hand corner.

You can use the **Group By** drop down above the table to group assets by various categories.

You may also sort account holdings by time periods by using the **Current Holdings** drop down.

 Reference the **glossary** located at the top right of the page for more information.

 These various **icons** located on the top of the page allow you to **search, customize the columns** in tables, **download, print** and **view the last update time** of the page.

5. ANALYTICS


The **Analytics** page provides a graphical overview of your clients investment accounts.

View all of their accounts, or a single account, by using the **account selector** in the upper left corner.

The **Market Value Since Inception** is a graphical view of the historical market values of the portfolio and net investment.

The **Net Flows** graph reflects cash and securities flowing in and out of their account(s).

The **How My Money Is Invested** graph provides a breakdown of how their account(s) are invested by asset class.


 This **icon** located on the top of the page allows you to view the last update time of the page.

6. GOALS

If your client has multiple goals, the **Goals Summary** page will provide a summary of their progress toward their goals. Click on **Detailed View** to see each goal individually. You can switch between goals by using the **goal selector** in the upper left corner.

The **Detailed View** displays the list of accounts and portfolios that make up the goal, any additions to and withdrawals from the goal, and the goal start value.

You can use the **Change Chart Type** drop down to switch between the Goal Progress and How My Money is Invested graphs to see specific details related to their goal.


 This **icon** located on the top of the page allows you to view the last update time of the page.






7. REALIZED GAIN/LOSS

The **Realized Gain/Loss** page displays the amount of gains and losses resulting from the sale of securities or capital gain distributions.

The **Detail** view will display all transactions that resulted in a gain or loss. You may view this data for the current year or use the filter at the top of the table to view previous years gains and losses.

The **Summary** view will provide a summary of their short-term and long-term gains and losses for the current year and previous year, as well as display their unrealized gains and losses.

 Reference the **glossary** located at the top right of the page for more information.


     These various **icons** located on the top of the page allow you to **customize the columns** in tables, **download**, **print** and **view the last update time** of the page.






8. TRANSACTIONS

This is a summarized view of the transactions in your clients account(s).

You may view the transactions for all of their accounts or for a single account by using the **account selector** in the upper left hand corner.

You can also sort the transactions by the transaction type by using the **drop down** in the left hand corner.

 Reference the **glossary** located at the top right of the page for more information.

     These various **icons** located on the top of the page allow you to **search**, **download**, **print** and **view the last update time** of the page.


9. DOCUMENTS


The **Documents** page provides access to the online document library. Here you can view the statements and documents applicable to your clients account(s).

You can view the documents by selecting either the **Statements** or **Tax Documents** folders.

Click on the **PDF icon** to open the document in a new browser tab. Once open, you can **view**, **print**, or **save** a copy of the document.

You may view the documents for all of your client's accounts or for a single account by using the **account selector** in the upper left corner.

 Reference the **glossary** located at the top right of the page for more information.


 The **icon** located on the top of the page allows you to view the last update time of the page.




10. CAA

The **Cash Access Accounts** page will be available if your client has a Cash Access Account at Bancorp Bank linked to their SEI account. If your client has multiple CAA accounts you can view them by changing the account in the **account selector** in the upper left hand corner.

You will be able to view their **CAA account number** and **linked SEI account**. Additionally, you will see their **current cash market value**, **interest rate**, **target minimum** and **target maximum**.

Transactions that have been posted to the CAA account are able to be sorted by transaction type and date.


 Reference the **glossary** located at the top right of the page for more information.



   These various **icons** located on the top of the page allow you to **download**, **print** and **view the last update time** of the page.

11. SBLOC

The **Securities Backed Line of Credit** page will be available if your client has an SBLOC account linked to their SEI account. If your client has multiple SBLOC accounts you can view them by changing the account in the **account selector** in the upper left hand corner.

The SBLOC page will provide you with their **SBLOC account number** and the **linked SEI account(s)**. You will also be able to view their **commitment amount**, **used amount** and the **interest rate** on their SBLOC.

 Reference the **glossary** located at the top right of the page for more information.

  These **icons** located on the top of the page allow you to **print** and **view the last update time** of the page.

12. AUTHORIZE QUICKEN ACCESS

To establish a secure connection with Quicken, your client must first authorize access by navigating to **Authorize Quicken Access** under settings in the upper right hand corner. The client will click the **Authorize Now** button below to initiate a **Direct Connect** integration with their Quicken application. Once your client authorizes the integration, they may add their AccessMyPortfolio account by entering their **User ID** and **Password** within the Quicken application. Note that this authorization will expire after 30 minutes.

After the initial successful integration, all future updates will be performed automatically within their Quicken application. Please note that your client will need to perform these steps again if they install Quicken on a new device or transfer their Quicken data file to a new device.

13. INVESTOR COMMUNICATION DELIVERY METHOD

Your client may sign up for **e-Delivery** of investor communications (statements, proxy and prospectus) by clicking on the **profile icon** in the upper right hand corner. They can update their delivery method to **e-Delivery** and click **Save**.

An email will be sent to your clients email address on file. To complete the **e-Delivery change**, your client must **open this email** and select the **link** to indicate they successfully received the email.

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