

# Assign Fees Guide.

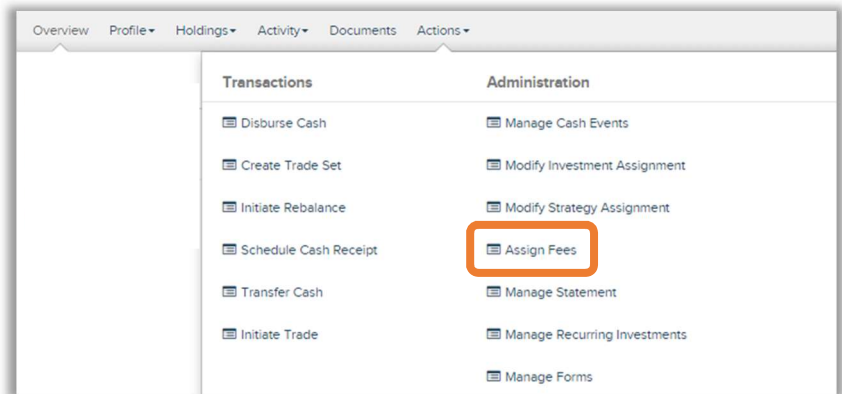


## Use of Feature

The **Assign Fees** action allows a user to replace, add, or remove an existing fee package on an Account or Fee Group. As well as add, modify, or remove a discount on an Account or Fee Group. *SEI Private Trust Company will continue to add the account level fees per the application.*

## Navigating to Assign Fees

Search for the account by using the **Account Search** bar along the top of the screen. Select the account from the drop down list. From the Actions drop down select **Assign Fees**.



## Action Help

To access **Action Help** on Assign Fees, select the “?” icon within the header bar of the action window. Here you will be presented with four options, including the most recent Action Guide, a guided tour of the action, Best Practice information, and a video walk-thru.



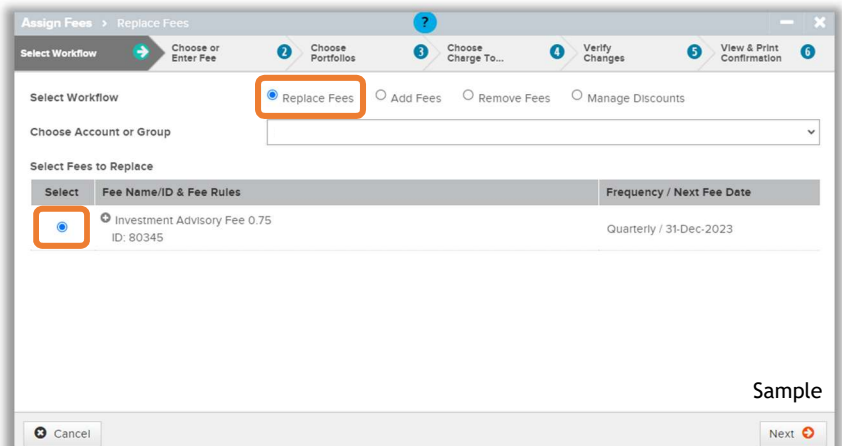
## Replace Fees

Replace Fees allows you to replace the Advisory Fee currently assigned to the Account or Fee Group.

**Choose Account or Group:** Choose the Account or Fee Group you will be replacing the Advisory Fee on.

**Select Fees to Replace:** Choose the Advisory Fee that you want to replace.

**Fee Name & Fee Rules:** Expand the Plus Sign icon to view additional information about the current Advisory Fee.



## Replace Fees - Choose or Enter Fee

**Fee to Replace:** The current Advisory Fee assigned to the Account or Fee Group will display.

**Choose Fee to Add:** Choose the new Advisory Fee that will be replacing the current Advisory Fee. The Frequency will default to the Fee Collection period based on your Firm settings. The Start Date will default to the beginning of the next Fee Collection period.

When selecting Enter Flat Fee, you will be able to enter the Advisory Fee percentage.

**Replacement Fee Details:** Details on the replacement Advisory Fee will be displayed.

Assign Fees > Replace Fees

Select Workflow | Choose or Enter Fee | Choose Portfolios | Choose Charge To... | Verify Changes | View & Print Confirmation

**Fee to Replace**  
Investment Advisory Fee 0.75

**Choose Fee to Add**  
Tiered .8/1M, .5/3.5M, .3 | 5639948

**Frequency**  
Quarterly

**Start Date**  
01-Oct-2023

**Replacement Fee Details**  
Rate Type  
Tiered Percentage  
Rule Description/Annualized Rate  
Tiered .8/1M, .5/3.5M, .3  
Fee Type  
Investment Advisory Fee

Lower Limit	Higher Limit
0.00 USD	1,000,000.00 USD
> 1,000,000.00 USD	3,500,000.00 USD
> 3,500,000.00 USD	Above

Sample

**Fee to Replace**  
Investment Advisory Fee 0.75

**Choose Fee to Add**  
Enter Flat Fee

**Frequency**  
Quarterly

**Start Date**  
01-Oct-2023

**Enter Replacement Fee**  
1.00 %

**Fee**  
1.00 %

**Select Fee to Add**

Select	Fee Name/ID & Fee Rules
<input checked="" type="radio"/>	Investment Advisory Fee 1.00

Sample

## Replace Fees - Choose Portfolios

**Select All Portfolios:** By checking this box all of the existing portfolios will be included in the fee calculation for the Advisory Fee. Any new portfolios added to the Account or Fee Group will automatically be added.

**Select Individual Portfolios:** By checking any of these boxes, you are indicating which portfolios to include in the fee calculations for the Advisory Fee.

Assign Fees > Replace Fees

Select Workflow | Choose or Enter Fee | Choose Portfolios | Choose Charge To... | Verify Changes | View & Print Confirmation

**Choose Calculation Portfolios**

Account Name/Number	Portfolio Name	
		<input checked="" type="checkbox"/> All Portfolios
	Portfolio-2 (Capital)	<input type="checkbox"/>
	Portfolio-3 (Capital)	<input type="checkbox"/>
	Portfolio-1 (Capital)   Private Client Moderate	<input type="checkbox"/>

Sample

*The Client Directed portfolio will not display and is never included in the calculation of the Advisory Fee.*

## Replace Fees - Choose Charge To...

### Choose Charge To:

**Direct Charge to This Account/Group:** Allows you to choose which Portfolio within an Account or which Account within a Fee Group to collect the Advisory Fee from. When replacing an Advisory Fee on a Fee Group, the Collect Fee From option will appear.

The screenshot shows the 'Choose Charge To...' dialog box. The 'Direct Charge to This Account' radio button is selected. Below, the 'Select Portfolios to Charge' table is visible:

Select	Portfolio Name	Allocation
<input type="checkbox"/>	SEI Strategy (Capital)   Private Client Moderate	0 %
<input type="checkbox"/>	SEI Strategy - 2 (Capital)   Private Client Market Growth	0 %
<input checked="" type="checkbox"/>	Transitory Cash (Capital)	100 %

**Charge to Another Account:** Allows you to search for a taxable account outside of the fee group and choose that account to have the fees collected from.

The screenshot shows the 'Choose Charge To...' dialog box. The 'Charge to Another Account' radio button is selected. Below, the 'Choose Account' search field is visible.

### Collect Fee From:

**All Accounts in This Group:** Allows you to choose which portfolio(s) to collect the fees from for each of the accounts within the fee group.

**One Account in This Group:** Allows you to choose the portfolio(s) to collect from for one specific account within the fee group.

The screenshot shows the 'Collect Fee From...' dialog box. The 'All Accounts in This Group' radio button is selected. Below, the 'Select Account & Portfolios to Charge' table is visible:

Select	Account	Portfolio Name	Allocation
<input checked="" type="checkbox"/>	Acct-Name-		100%
<input type="checkbox"/>		AdvisorGuided (Capital)	100 %
<input type="checkbox"/>		Portfolio-1 (Capital)   Private Client Core Market	0 %
<input checked="" type="checkbox"/>	Acct-Name-		100%
<input type="checkbox"/>		AdvisorGuided (Capital)   CASH ONLY FOR MODEL LIQUIDATION	0 %
<input type="checkbox"/>		Portfolio-4 (Capital)	50 %
<input type="checkbox"/>		Portfolio-3 (Capital)	50 %

**Select Account & Portfolios to Charge:** Enter the percentage amount next to the portfolio(s) you would like the collection of the Advisory Fee to occur. When entering percentages for multiple portfolios, the amount will need to add up to 100%. If the account only holds one portfolio, that portfolio will default to 100% for that account. For any account with an “!” icon, you will need to provide the percentage(s) of which portfolio(s) to collect from. A green check mark will appear when the account has the percentage(s) accurately provided.

*When an account has an Overlay assigned, the Transitory Cash portfolio will be established. If you are looking to collect the Advisory Fees across the portfolios within the Overlay, you will want to enter 100% for the Transitory Cash portfolio.*

## Add Fees

Add Fees allows you to add a fee to the Account or Fee Group.

**Choose Account or Group:** Choose the account or fee group you will be replacing the Advisory Fee on.

**Fee Name & Fee Rules:** Expand the Plus Sign icon to view additional information about the current Advisory Fee.

Fee Name/ID & Fee Rules	Frequency / Next Fee Date
No Fees Found.	

## Remove Fees

Remove Fees allows you to remove the Advisory Fee currently assigned to the Account or Fee Group.

**Choose Account or Group:** Choose the Account or Fee Group you will be replacing the Advisory Fee on.

**Select Fees to Remove:** Expand the Plus Sign icon to view additional information about the current Advisory Fee.

Select	Fee Name/ID & Fee Rules	Frequency / Next Fee Date
<input checked="" type="checkbox"/>	Investment Advisory Fee 0.50 ID: 80320	Quarterly / 31-Dec-2023

## Verify Changes

The Verify Changes page will provide details of the workflow you have followed (Replace, Add, or Remove).

**Previous:** Select the Previous button to go back to a previous screen to make any changes.

**Submit Fee Modification:** This will submit the Fee Modification and move you to the View & Print Confirmation page.

## Manage Discounts

Manage Discounts allows you add, modify, or delete Advisory Fee discounts on an Account or Fee Group. Please note that if a fee discount is added to an Account or Fee Group, you must remove it before removing the Advisory Fee.

**Choose Account or Group:** Choose the Account or Fee Group you will be managing the Advisory Fee discount on.

**Choose Fee Type:** Choose the fee type to apply the discount to.

**Enable Fee Discount:** Choose Yes to add a new fee discount or choose Modify to edit an existing fee discount.

**Discount to Apply:** Choose percentage.

**Discount Percentage / Amount:** Enter the percentage for the discount.

**Effective Date:** Choose the start date for the discount (any chosen date in the quarter applies to the entire quarter).

**Expiration Date:** Choose the date you want the fee discount to end if it is temporary.

The image displays two screenshots of the 'Assign Fees > Manage Discounts' software interface. The top screenshot shows the 'Select Workflow' step with 'Manage Discounts' selected. The bottom screenshot shows the 'Choose or Enter Fee' step with 'Investment Advisory Fee' selected, 'Enable Fee Discount' set to 'Yes', and discount details: 'Discount to Apply' (Percentage), 'Discount Percentage' (10), 'Effective Date' (01-Dec-2023), and 'Expiration Date' (29-Feb-2024).

## View & Print Confirmation

The View & Print Confirmation page displays a message stating that the action was successfully submitted and provides the ability to print the information for your records.

**View & Print Confirmation:** You will receive a message stating the submission was successful. If your firm requires approvals, once you select **Submit Fee Modification**, you will also see a message indicating the activity is now awaiting approval.

*Approvals are routed based on Replacing and Adding the Advisory Fee to the Account or Fee Group. There are no approvals routed for Removing an Advisory Fee.*

*You can close this screen by selecting the "X" in the upper right corner of the action or by selecting Exit*