Download Application Kit.



Use of Feature

Download Application Kit provides an easy way to generate blank account open forms. Kits can be customized to include only the firms you need for various account types.

Generate a **Preassigned Account Number** for tracking.

Navigating to Download Application Kit

From your home landing page, select the Business menu drop down. Under the Forms section select **Download Application Kit**.

Business *	Investments *	Strategles +	Activity +	Knowledge Center *		
Business Summ	naries					
AUM		CAA			Actions	
(Assets Under Management)		(Cash Access Accounts)			» Open New Account	
» AUM Rolling 13 Months					» Manage Integrations	
» Market Value by Account		Fee Revenue			» Create New Proposal	
» Market Value by	Asset	IRA Co	mpliance		Forms	
Market Value by Asset Class Market Value by Client Market Value by Household		 » Beneficiaries » Contributions » RMDs 			 » Download Application Kit » Manage Forms » Upload Forms 	
» Market Value by		# RMD5			Fees	
		Net Flo	ws		» Manage Fees	
» Market Value by Producer				Manage Fee Groups		
» Market Value by	Product Type				» Download Documents & Data	
» Market Value by	Strategy				» Manage Households	
					» Manage Statement	

Download Application Kit

Select the **Primary Advisor** of the account. If applicable, additional advisors can be identified within the Advisor Information section on the application.

 Download Application Kit
 Preassigned Account Number

 Primary Advisor

 Advisor, SEI Test

Select the **Application Type**. If you are unsure which application to choose please reach out to the SEI Service Team.

Application types will vary based on broker dealer approval and user entitlements.

Standard Application	
Non-IRA Mutual Fund	Non-IRA Managed Account
Non-IRA Distribution Focused Strategy	IRA Distribution Focused Strategy
IRA Mutual Fund	IRA Managed Account
Non-IRA Custom High Net Worth	IRA Custom High Net Worth
SIMPLE IRA Mutual Fund	SIMPLE IRA Managed Account
Qualified Plan Mutual Fund	 Qualified Plan Managed Account
403(b)(7) Mutual Fund	
Simple IRA Custom HNW	
Personal Trust Services	Donor Advised Fund Program
PTS Managed Account Discretionary	O Donor Advised Fund Individual
PTS Custom High Net Worth Discretionary	O Donor Advised Fund Organization
PTS Custom High Net Worth Agent for Trustee	
PTS Custom High Net Worth Investment Directed	
PTS Mutual Fund Agent for Trustee	
PTS Managed Account Agent for Trustee	

Select **Additional Forms** you need to build your application kit. Options will vary based on application type.

You may select **Generate Documents** once you have selected an application.

Additional Forms	
Beneficiary	
Automatic Investment Program	
Distribution	
Cash Access Account	
Cash Access Account (Trust)	
Cash Access Account (Entity)	
Securities-Backed Line of Credit	
Power of Attorney	
ransfer Forms	
1 🗸	
G Cancel	Generate Documents

Preassigned Account Number

Select the **Primary Advisor** of the account. If applicable, additional advisors can be identified within the Advisor Information section on the application.

Creating a **Reference Name** will help you match the preassigned account number to a client account however the field is optional.

Select +Additional Account to create more preassigned account numbers.

• ƏI		
	Download Application Kit	Preassigned Account Number
Primary Adviso	я ()	
Advisor, S	EI Test	~
Preassigne	d Account Number Reference Name	- Option
1.	Sample Account 1	
	Reference Name	- Optior
2.	Sample Account 2	
Cancel		Create Account Number

Select **Create Account Number**. Save your preassigned account number(s) for future use. Be sure to add the preassigned account number to the forms in your application kit.

sei		
	Download Application Kit	Preassigned Account Number
Preassign	ed Account Number	
Here are you	ur Pre-assigned Account Numbers. Please save these for future reference (e.g. p	rint or screen-shot).
	Sample Account 1-1604852	
1.	Sample Account F1004032	

Upload to SEI

Once your account open kit has been signed by your client you can upload the packet to SEI for processing.

Navigating to Upload Forms

From your home landing page, select the Business menu drop down. Under the Forms section select **Upload Forms**.

Business - Investments -	Strategies - Activity - Knowledge C	enter *
Business Summaries		
AUM	CAA	Actions
(Assets Under Management)	(Cash Access Accounts)	» Open New Account
» AUM Rolling 13 Months		» Manage Integrations
» Market Value by Account	Fee Revenue	» Create New Proposal
» Market Value by Asset	IRA Compliance » Beneficiaries	Forms
» Market Value by Asset Class		» Download Application Kit
» Market Value by Client	» Contributions	> Manage Forms
» Market Value by Household		» Upload Forms
	» RMDs	Fees
» Market Value by Manager	Net Flows	» Manage Fees
» Market Value by Producer	Her Hows	» Manage Fee Groups
» Market Value by Product Type		» Download Documents & Data
» Market Value by Strategy		» Manage Households
		» Manage Statement

Select Form Type & Upload Documents

The form type will default to **New Account**. Search the preassigned account number you created, you can search by the reference name or account number.

Drag and drop or browse to attach your application kit. Select **Upload**. Once the file has been uploaded select **Submit**.

	Upload Forms					
Upload Forms	Select Form Type					
	New Account	Investment Change	Account Maintenance	Advisor Admin		
Select Form Type	Search Preassigned Account					
New Account	Sample Account 1					
	I do not have a preassigned account Upload Documents					
Search Preassigned Account						
Sample Account			+			
Sample Account	CCOUNT La					
Gample Account 2		or prow	se to choose me(s)			
#1604853		Please Re-	ad Before Uploading			
Sample Account 1	Sample Document.docx			Upload 💼		
#1604852						
Upload Documents						
	Drag and drop n or browse to choo					
	Please Read Before	Uploading				
Sample Document.docx			٢	Successfully Uploaded		
Cancel				Submit 오		