

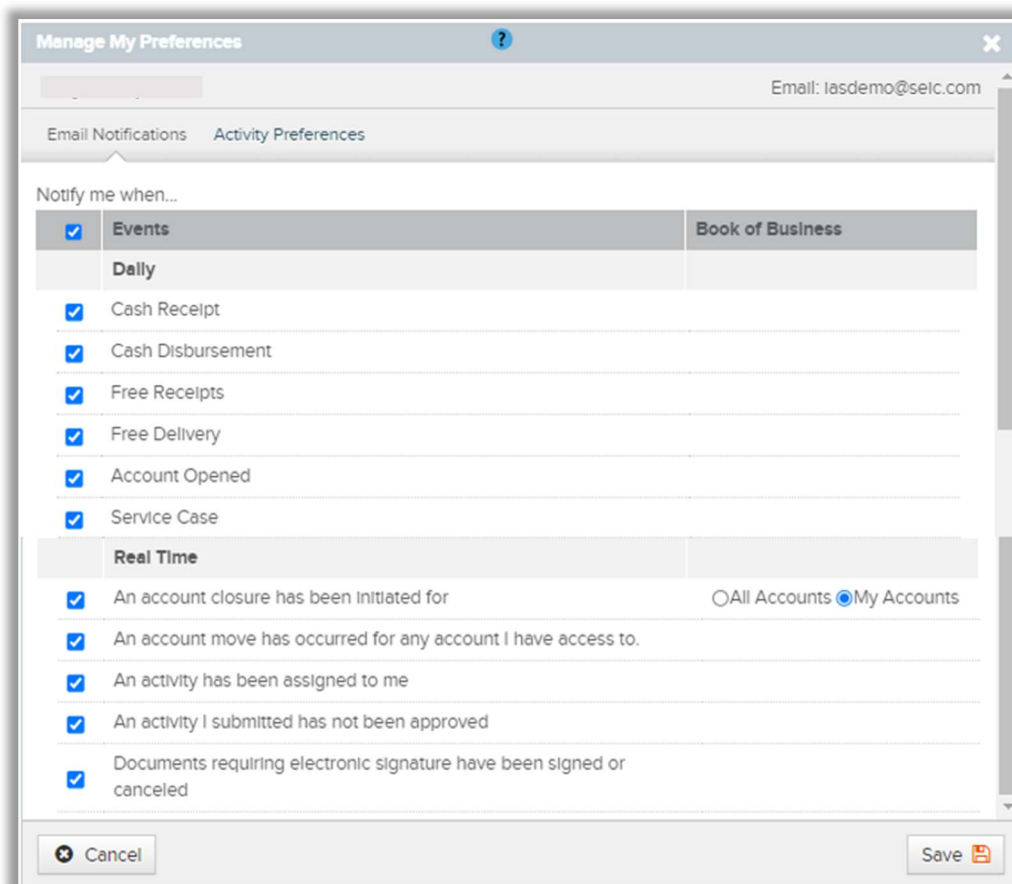
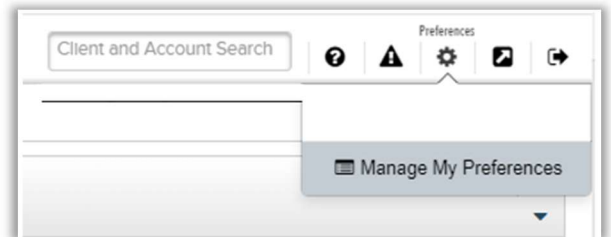
Email Notifications.



Email Notifications are optional notifications that can be subscribed to. Each of the events selected will generate an email notification differently. This guide will display the email notifications based on two groups. Page two will provide information on the events included in a Daily, once a day email and page three will provide information on the events sent Real Time, throughout the day.

The **Email Notifications** page can be found from within the **Manage My Preferences** icon.

By selecting the check box to the left of an Email Notification Event, you will be opted in to receive an email.



Daily - Email Notification Events

The following Email Notification Events will be included in a Daily, once a day email sent each morning containing the completed transactions from the prior day. You may choose to include any of the six to be included in that daily email. It is important to note that this email will contain the completed transactions value as opposed to the estimate values that may display on SEI Advisor Center within the submitted activity. The transactions displayed in your email will be based on your account entitlements. **Service Case** is not included in the Daily Notifications email and as Service Cases are created, they are sent in their own separate emails.

Notify me when...

Events	Book of Business
Daily	
<input checked="" type="checkbox"/> Cash Receipt	
<input checked="" type="checkbox"/> Cash Disbursement	
<input type="checkbox"/> Free Receipts	
<input type="checkbox"/> Free Delivery	
<input checked="" type="checkbox"/> Account Opened	
<input checked="" type="checkbox"/> Service Case	

The Daily Notifications email will list out each of the transaction types that you had opted into. Certain details will display based on the transaction type. For **Account Open**, you will see the Client's last name, the last three digits of the account number, and the date of the transaction. For the **Cash Disbursement**, **Cash Receipt**, **Free Delivery**, and **Free Receipt** transactions, you will see the client's last name, the last three digits for the account number, the date of the transaction, plus the transaction amount and the transaction ID. If there were no transactions of a specific type processed on the previous day, a **No activity completed during the last business day** message will appear.

Based on the Account Open application submitted. The SEI processing team will create the activity for the account.

Based on the SEI Advisor Center Action or SEI Private Trust Company form submitted.

An activity is created either by submitting a SEI Advisor Center Action or by the SEI processing team when a form is submitted.

Once an activity is completed the transaction will be created and displayed within the Daily Notification email.

These represent the In-kind movements and transfers, either initiated by a SEI Private Trust Company form or from an external custodian's form .

SEI New ways. New answers.®

Daily Notifications

Please see your clients' completed activity below. If you have any questions, please call SEI Private Trust Company at 800-734-1003.

Account Open		
Client Last Name	Client Account Number	Date
Archbald	XXXXXXXX968	27-Oct-2020
Archbald	XXXXXXXX360	27-Oct-2020
Ezzat	XXXXXXXX013	27-Oct-2020
Mettlen	XXXXXXXX887	27-Oct-2020

Cash Disbursement				
Client Last Name	Client Account Number	Date	Amount	Transaction ID
Firstenberg	XXXXXXXX591	27-Oct-2020	-\$1.00	1002553128
Rida	XXXXXXXX544	27-Oct-2020	-\$125.00	1002896117

Cash Receipt				
Client Last Name	Client Account Number	Date	Amount	Transaction ID
Keddy	XXXXXXXX531	03-Nov-2020	\$300,000.00	1003319300
Keddy	XXXXXXXX531	03-Nov-2020	\$500,000.00	1003319305
Nordby	XXXXXXXX541	03-Nov-2020	\$1,000.00	1003319425
Nordby	XXXXXXXX541	03-Nov-2020	\$400,000.00	1003319390

Free Delivery	
No activity completed during the last business day.	

Free Receipt	
No activity completed during the last business day.	

Real Time - Email Notification Events

The following Email Notification Events will be sent based on the activity status of the following events. Each of these options will send a separate email notification and could be sent at any time throughout the day. It is important to note that some of these options will require you to take action on the activity within SEI Advisor Center. The emails sent will be based on your account entitlements.

Notify me when...	
Real Time	
<input type="checkbox"/>	An account closure has been initiated for <input type="radio"/> All Accounts <input type="radio"/> My Accounts
<input type="checkbox"/>	An account move has occurred for any account I have access to.
<input checked="" type="checkbox"/>	An activity has been assigned to me
<input type="checkbox"/>	An activity I submitted has not been approved
<input checked="" type="checkbox"/>	Documents requiring electronic signature have been signed or canceled

When are each of these events emailed?

- › **An account closure has been initiated for:** When an account changes from an Open status to a Pre-Close status. This option also can be designated for All Accounts that you have access to or My Accounts, which would be any accounts that you are tagged as a Financial Advisor or that you have an Administrator role, which is associated to the Financial Advisor on the account.
- › **An account move has occurred for any account I have access to:** This would only apply to an account that would go through SEI's Account Set Move function, which occurs when an account moves from one Firm to another.
- › **An activity has been assigned to me:** This occurs when activity is assigned to a person within the firm or to a team that you are associated with. When a firm is utilizing approvals, an activity would be assigned to the Authorized Approver team and this email would notify everyone assigned to that team. This notification will also occur when the activity is cancelled and assigned back to the original submitter.
- › **An activity I submitted has not been approved:** This notification will occur when the activity is marked as Not Approved by a firm's Authorized Approver. The activity may be assigned back to the original submitter and may need their action to cancel the activity.
- › **Documents requiring electronic signature have been signed or canceled:** This notification will occur when an action is sent to the client for electronic signatures and the client either successfully signs or declines the document.