

Manage Fees.

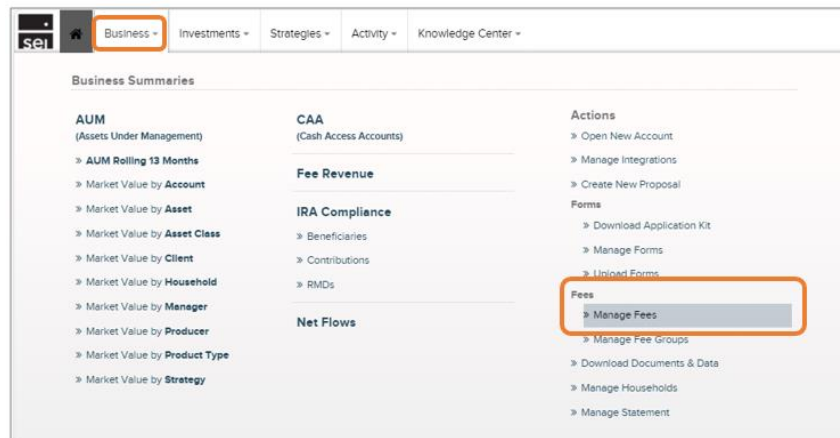


Overview

The **Manage Fees** action allows you to easily create Fee Packages (Schedules) without having to complete a form.

These Fee Packages include both **Flat Dollar Amounts** and **Tiered Percentages** with the ability to exclude specific assets from the fee package. The Fee Packages can be used on a single account or fee group, or can be assigned to multiple accounts and fee groups.

This action can be accessed through the **Business** tab in Advisor Center.



Fee Details

The **Fee Details** screen allows you to select the basic characteristics of your fee package.

Manage Fees

Enter Fee Details → Add Qualifier → Verify Changes → View and Print Confirmation →

Select Workflow Create Fee

Fee Type: Select

Include Cash: Yes

Currency: USD

Computation Basis: Select

Rate Type: Select

Cancel Next

Fee Type

Investment Advisory Fee

Investment Advisory Fee

Investment Advisor Fee is currently the only available selection.

Include Cash ? **Currency**

Yes

Yes

No

USD

Choose whether or not to include cash positions in your fee computation.

Computation Basis

Flat Charge

Flat Charge

Market Value as of

Select **Flat Charge** if you wish to specify a flat dollar amount to be collected. Select **Market Value as of** if you wish to specify breakpoint values and corresponding fee rates for a tiered percentage fee package.

If selecting **Flat Charge**, you'll be prompted to enter the flat yearly dollar amount in the **Flat Amount** field that appears. The **Rate Type** field will automatically default to **Flat Amount**, and you can select **Next** to proceed. You can now skip ahead to page 3 of this guide.

Flat Amount

USD

Rate Type

Select

Flat Amount

Tiered Percentage

If you selected **Market Value as of** in the **Computation Basis** field, you'll select **Tiered Percentage** for the **Rate Type**.

****If you choose Flat Amount in this field, the Computation Basis of Market Value as of will be overridden, and you will be prompted to enter a Flat Amount.****

Manage Fees

Enter Fee Details

Add Qualifier

Verify Changes

View and Print Confirmation

Select Workflow

Create Fee

Fee Type

Investment Advisory Fee

Include Cash ?

Yes

Currency

USD

Computation Basis

Market Value as of

Rate Type ?

Tiered Percentage

Lower Breakpoint	Higher Breakpoint	Fee Rate
> 0.00 USD	100,000.00 USD	1.25 %
> 100,000.00 USD	1,000,000.00 USD	1 %
> 1,000,000.00 USD	2,500,000.00 USD	.8 %
> 2,500,000.00 USD	∞ USD	%

Cancel

Sample

Next

Once **Tiered Percentage** is selected, a **Breakpoint Schedule** will appear. Enter the **Higher Breakpoint** values for each tier, as well as the corresponding **Fee Rate**. Lower Breakpoints will automatically populate based on what you enter into the **Higher Breakpoint** column. When complete, select **Next**.

Add Qualifier

Whether your fee package is a **Flat Amount** or a **Tiered Percentage**, the next screen will provide you with the option of excluding specific assets from the fee computation.

The screenshot shows a software interface titled "Manage Fees" with a progress bar at the top. The progress bar has four steps: "Enter Fee Details" (completed), "Add Qualifier" (current step), "Verify Changes", and "View and Print Confirmation". Below the progress bar, there are four main fields: "Qualifier Type" (set to "Exclude"), "Qualifier" (set to "Asset"), "Select" (set to "TICKER"), and "Select Asset" (with a search prompt "Click to begin search."). A dropdown menu is open under the "Select" field, showing options: "CUSIP", "ISIN", "Name", "SEDOL", and "TICKER". Below these fields is a table with columns "Qualifier Type", "Qualifier", "Value", and "Actions". At the bottom of the window are "Cancel", "Previous", and "Next" buttons.

The **Qualifier Type** field will default to Exclude and the **Qualifier** field will default to Asset, as these are the only selections currently available. The **Select** field allows you to choose how you'd like to search for your asset from a drop down menu. The **Select Asset** field is where you'll enter your search criteria.

The screenshot shows a "Select Asset" dialog box. At the top, it says "Sample". Below that is a search bar containing "All Selected". There is a "Select All" checkbox and a text input field containing "SEIC". A "Done" button is highlighted with an orange box. Below the search bar is a list of assets, with the first item "SEIC | SEI Investments Co | NASDAQ/NGS (Global Select Market)" selected, indicated by a checkmark in a box and a blue background.

Type in your search criteria, then select the check box next to the asset you'd like to exclude. Select **Done** to add to exclusion list.

You can repeat these steps to exclude multiple assets. If you don't want to exclude any assets, you can skip these steps and select **Next**.

Verify Changes

The **Verify Changes** page will provide a summary of the details of the Fee Package you're about to create. Verify that all information is correct before proceeding.

Please take note of the **Fee Name**, as this is how you'll identify the package when assigning it to accounts or fee groups.

If everything is correct, select **Submit Fee Modification**.

The screenshot shows the 'Verify Changes' step in the 'Manage Fees' process. The 'Fee Name' field is highlighted with an orange box, showing 'Tiered 1.25/0.1M 1/1M 0.8/2.5M 0.5'. The 'Submit Fee Modification' button is also highlighted with an orange box.

Lower Breakpoint	Higher Breakpoint	Fee Rate
\$0.00	\$100,000.00	1.25%
\$100,000.00	\$1,000,000.00	1.00%
\$1,000,000.00	\$2,500,000.00	0.80%
\$2,500,000.00	∞	0.50%

Qualifier Type	Qualifier	Qualifier Value
Exclude	Asset	SEI Investments Co 784117103 SEIC

Once submitted, you'll receive a **Confirmation** page that includes the **Activity ID**, as well as the option to print the details of the transaction.

You can assign the new fee package to accounts or fee groups by using the **Assign Fees** action. For more information on the **Assign Fees** action, click [HERE](#).