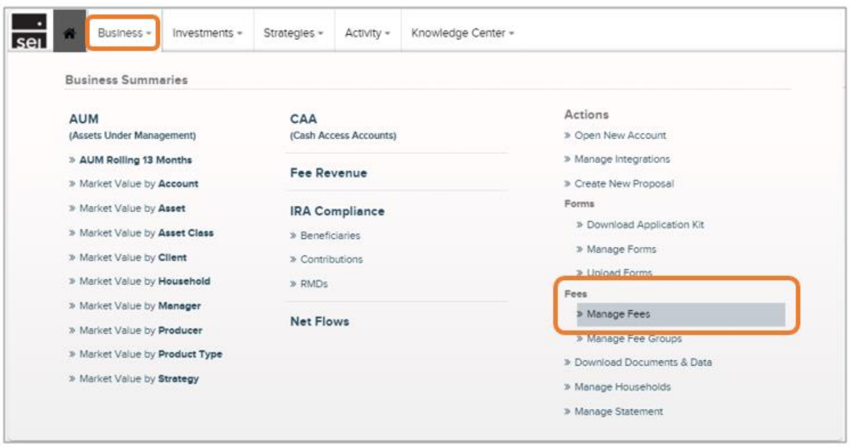
Manage Fees.

Overview

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

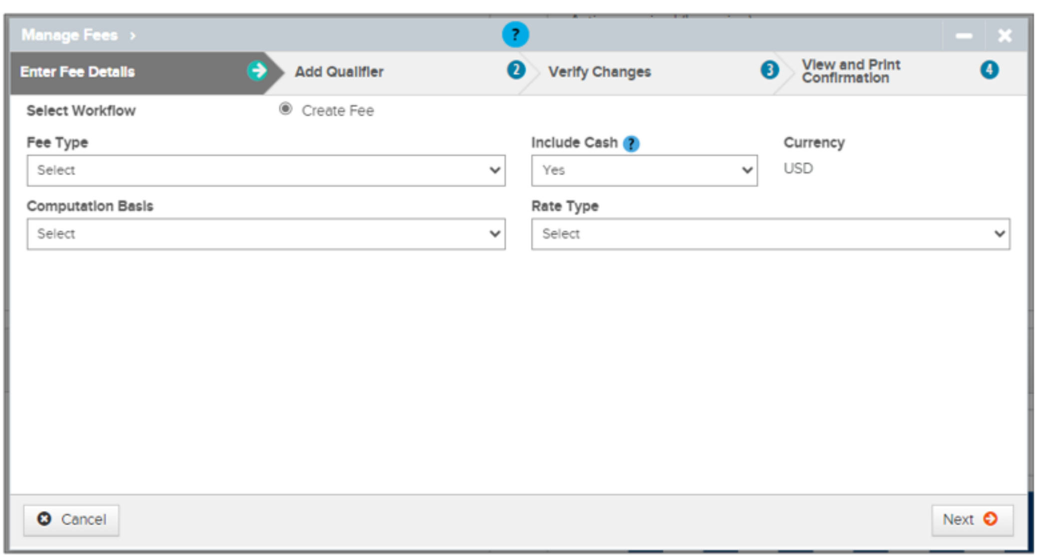
These Fee Packages include both **Flat Dollar Amounts** and **Tiered Percentages** with the ability to exclude specific assets from the fee package. The Fee Packages can be used on a single account or fee group, or can be assigned to multiple accounts and fee groups.

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



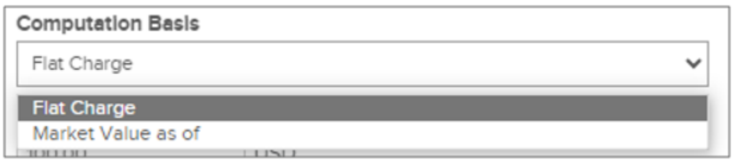
Fee Details

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



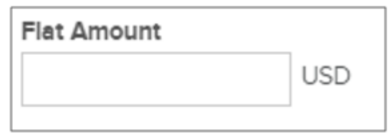
Investment Advisor Fee is currently the only available selection.

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



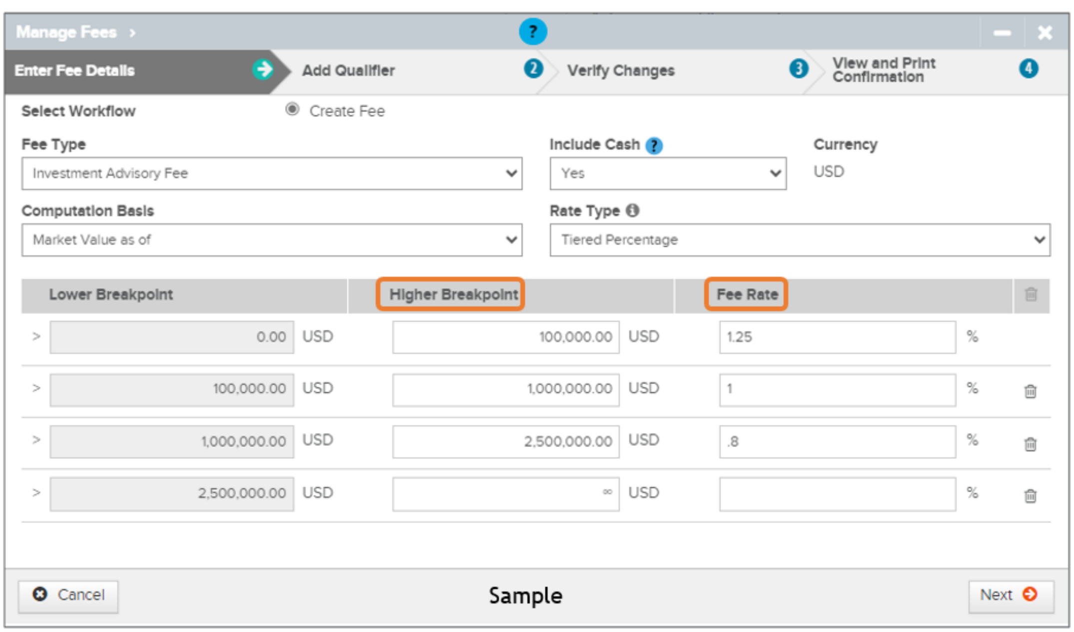
Select **Flat Charge** if you wish to specify a flat dollar amount to be collected. Select **Market Value as of** if you wish to specify breakpoint values and corresponding fee rates for a tiered percentage fee package.

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.



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

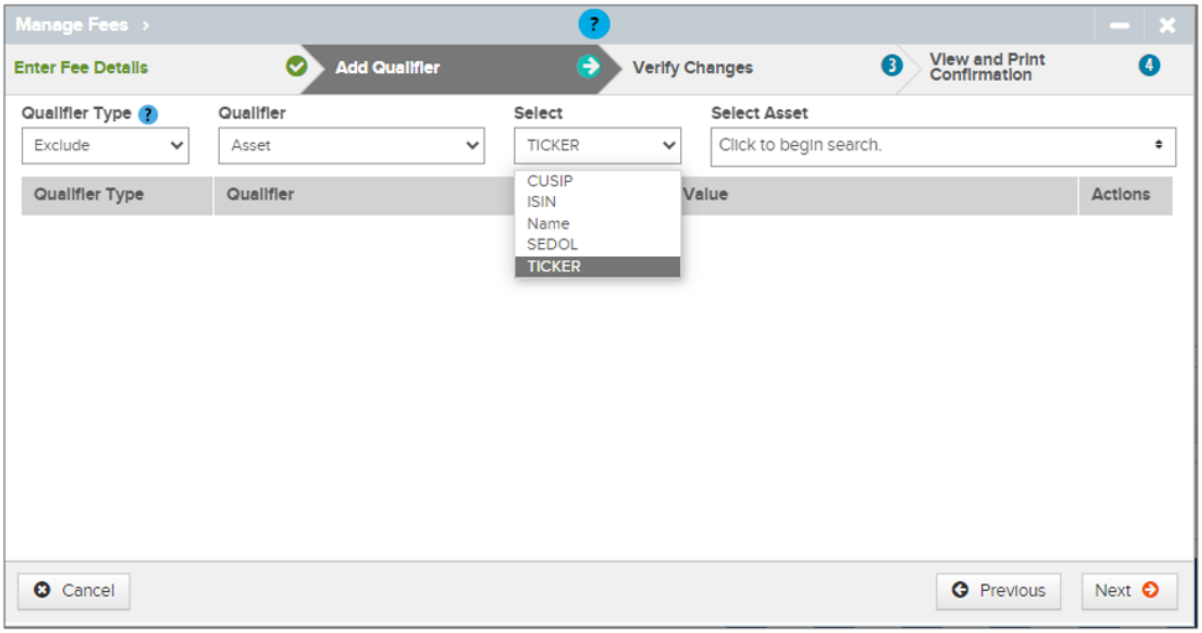
If you choose **Flat Amount** in this field, the Computation Basis of **Market Value as of** will be overridden, and you will be prompted to enter a **Flat Amount**.



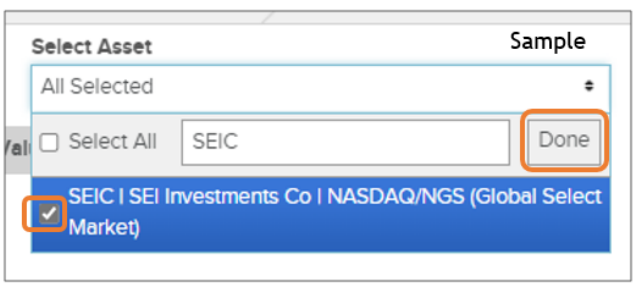
Once **Tiered Percentage** is selected, a Breakpoint Schedule will appear. Enter the Higher Breakpoint values for each tier, as well as the corresponding Fee Fate. Lower Breakpoints will automatically populate based on what you enter into the Higher Breakpoint column. When complete, select **Next**.

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 **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.



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

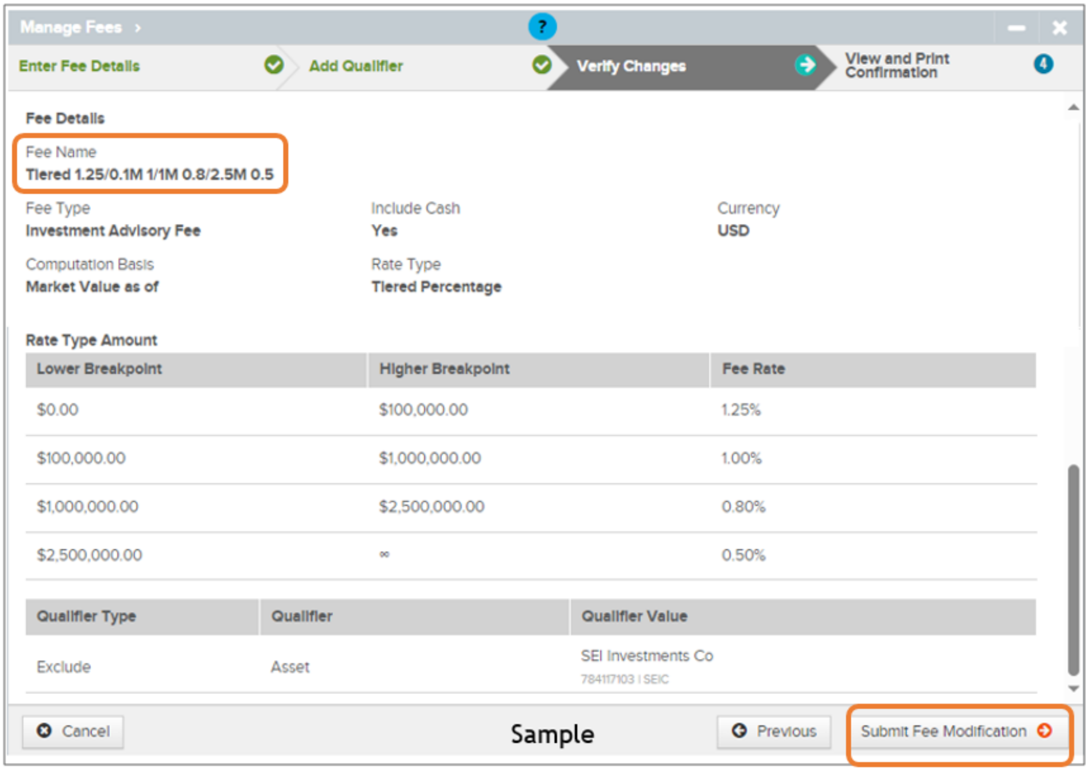
You can repeat these steps to exclude multiple assets. If you don't want to exclude any assets, you can skip these steps and select **Next.**

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**.



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**.