

Manage Fees.

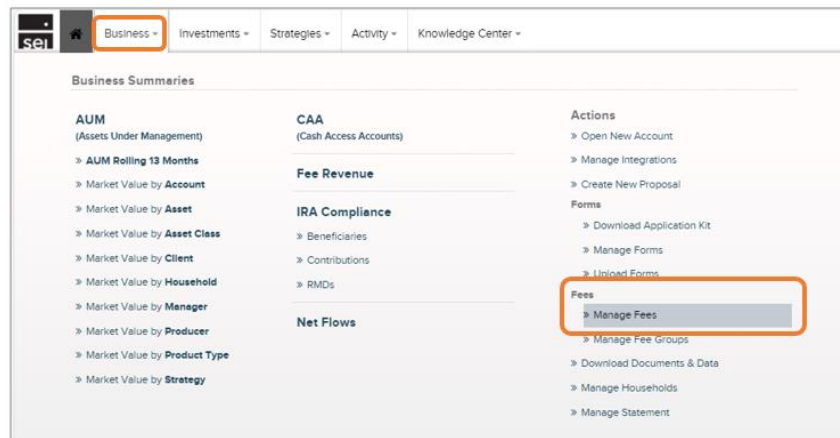


Overview

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

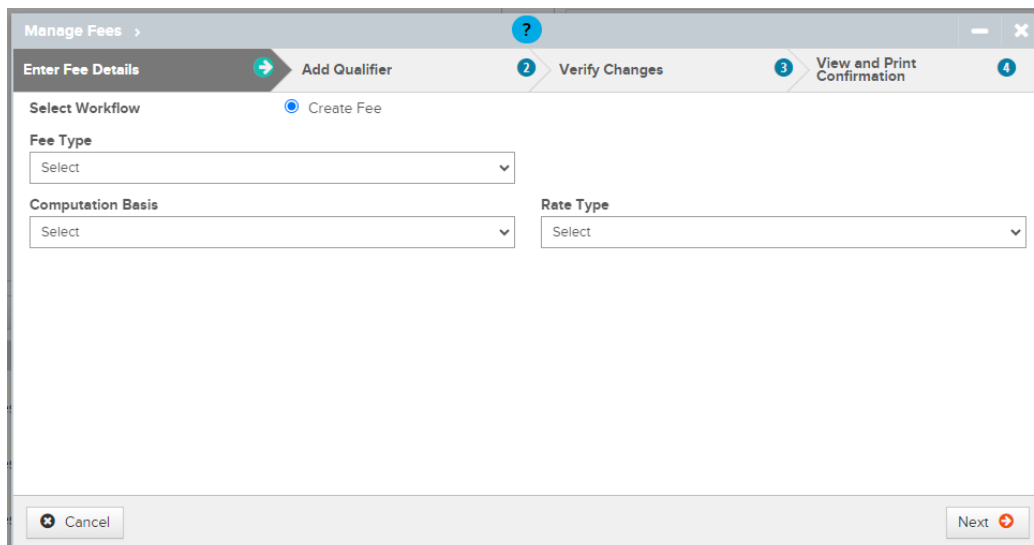
These Fee Packages include both **Flat Dollar Amounts** and **Tiered Percentages** with the ability to exclude specific assets from the fee package. The Fee Packages can be used on a single account or fee group, or can be assigned to multiple accounts and fee groups.

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.



Fee Type

Investment Advisory Fee

Investment Advisory Fee

Investment Advisory Fee is currently the only available selection.

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

Tiered Percentage

Tiered Percentage

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

Manage Fees

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

Select Workflow: Create Fee

Fee Type: Investment Advisory Fee

Computation Basis: Market Value as of

Rate Type: Tiered Percentage

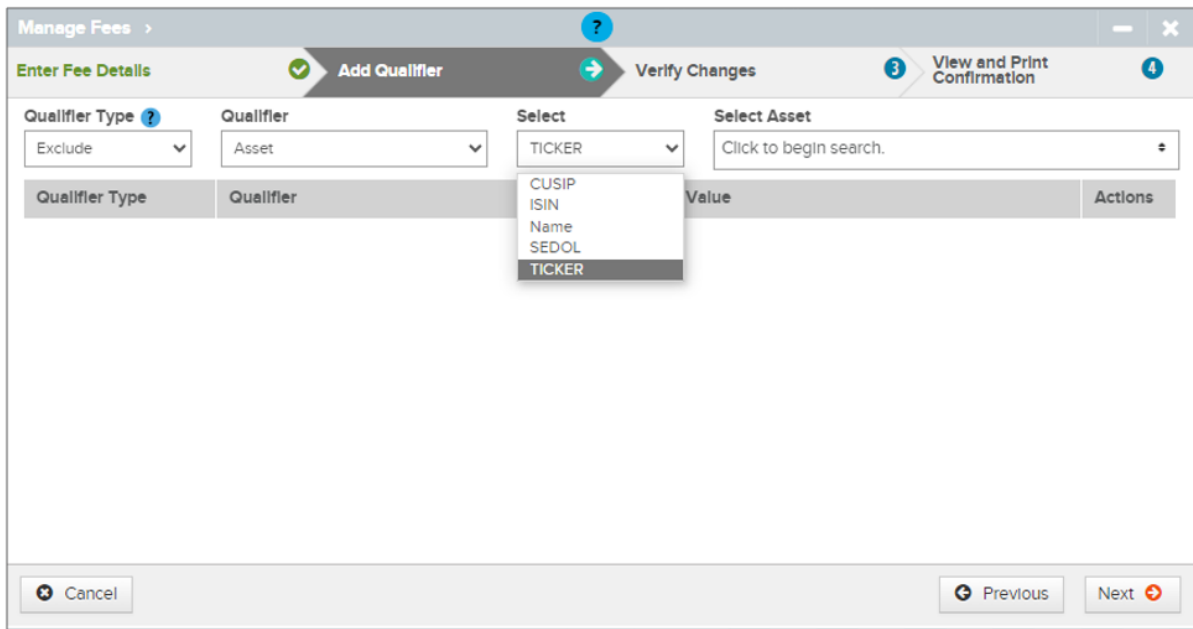
Lower Breakpoint	Higher Breakpoint	Fee Rate
> 0.00 USD	100,000.00 USD	1.25 %
> 100,000.00 USD	1,000,000.00 USD	1 %
> 1,000,000.00 USD	2,500,000.00 USD	.8 %
> 2,500,000.00 USD	∞ USD	%

Cancel Sample Next

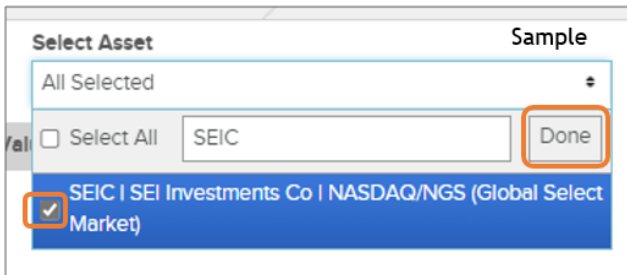
Once **Tiered Percentage** is selected, a Breakpoint Schedule will appear. Enter the Higher Breakpoint values for each tier, as well as the corresponding Fee Rate. Lower Breakpoints will automatically populate based on what you enter into the Higher Breakpoint column. When complete, select **Next**.

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 **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, 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**.

Manage Fees >

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

Fee Details

Fee Name
Tiered 1.25/0.1M 1/1M 0.8/2.5M 0.5

Fee Type
Investment Advisory Fee

Currency
USD

Computation Basis
Market Value as of

Rate Type
Tiered Percentage

Rate Type Amount

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
78417103 | SEIC

Cancel Sample Previous 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](#).