

Manage Forms.

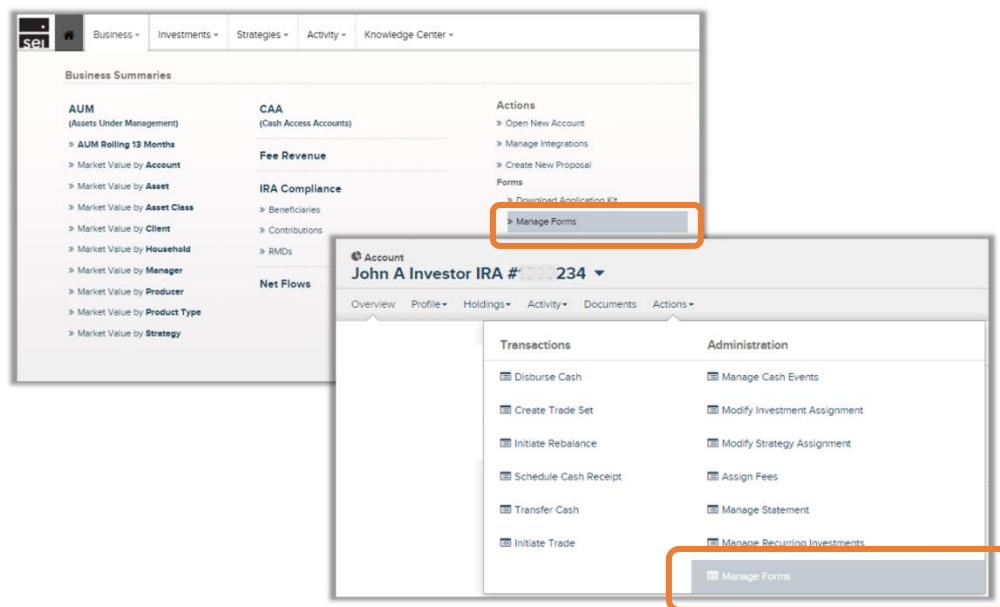


Use of Feature

The **Manage Forms** action will allow you to Launch and Upload SEI Private Trust Company forms when the option to submit your request is not an option through one of the Online Actions. Forms should be submitted through the Manage Forms whenever possible, in place of faxing or mailing the form to SEI.

Navigating to the Manage Forms action

You can access the **Manage Forms** action from the **Business Summary** dropdown as well as the **Household, Client and Account** levels.



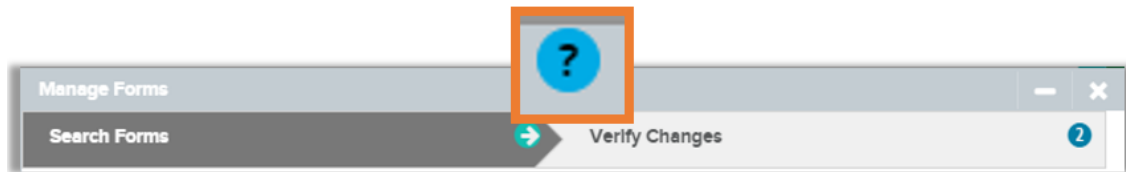
From here, the steps are:

- Pg 1) Action Help
- Pg 2) Search Forms
- Pg 3) Launching Forms
- Pg 4) Uploading Forms
- Pg 5) Account Open Forms - Launch and Upload
- Pg 7) Received Correspondence
- Pg 7) Activity Management

Each of the steps are described below.

Action Help

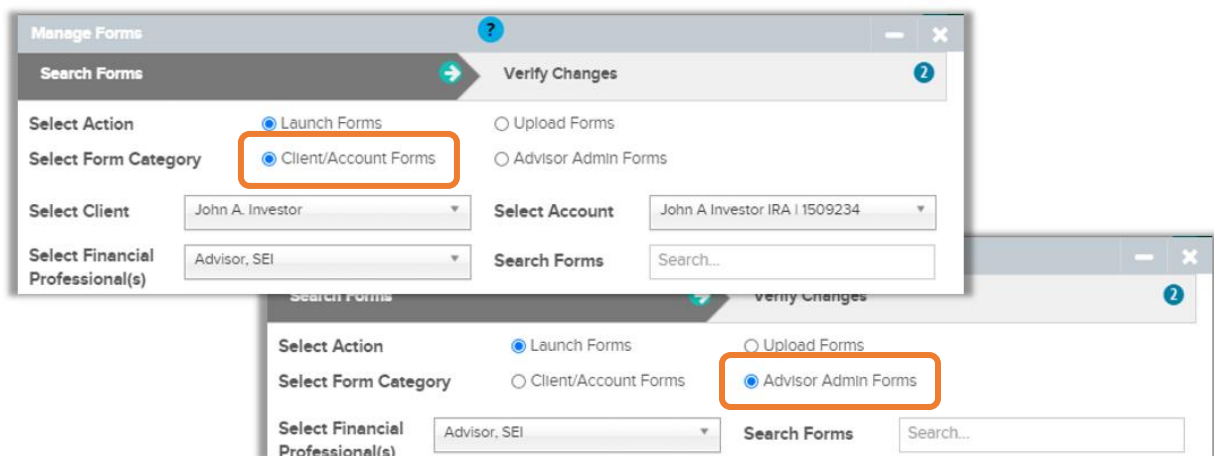
To access **Action Help** on Manage Forms, select the “?” icon within the header bar of the action window. Here you will be presented with four options, including the most recent Action Guide, a guided tour of the action, Best Practice information, and a video walk-thru.



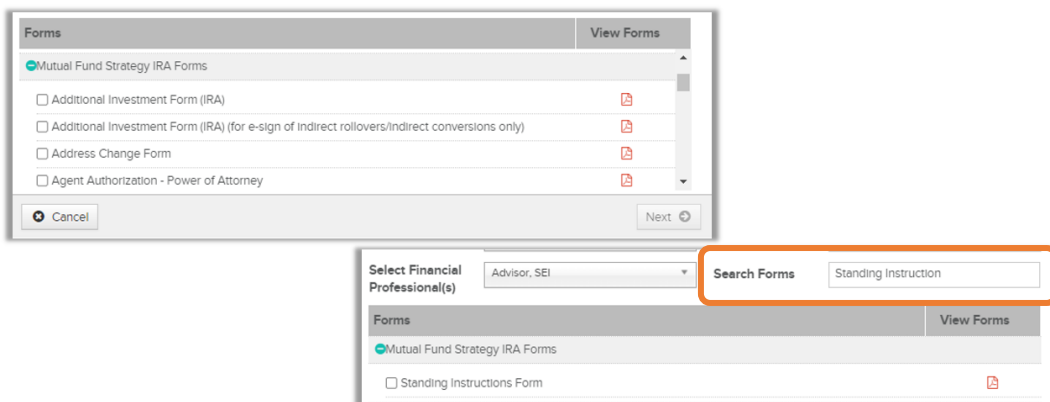
Search Forms

The Manage Forms action allows you to Launch forms, which utilize LaserApp™ and prefill fields based on Advisor, Client, and Account information, as well as Upload forms that are completed and ready to be submitted to SEI. Forms are grouped within the Client/Account, Advisor Admin, and Account Open Form categories.

- **Client/Account Forms** will allow you to specify your client and account prior to selecting the applicable forms
- **Advisor Admin Forms** will ask you to select a financial professional (financial advisor)



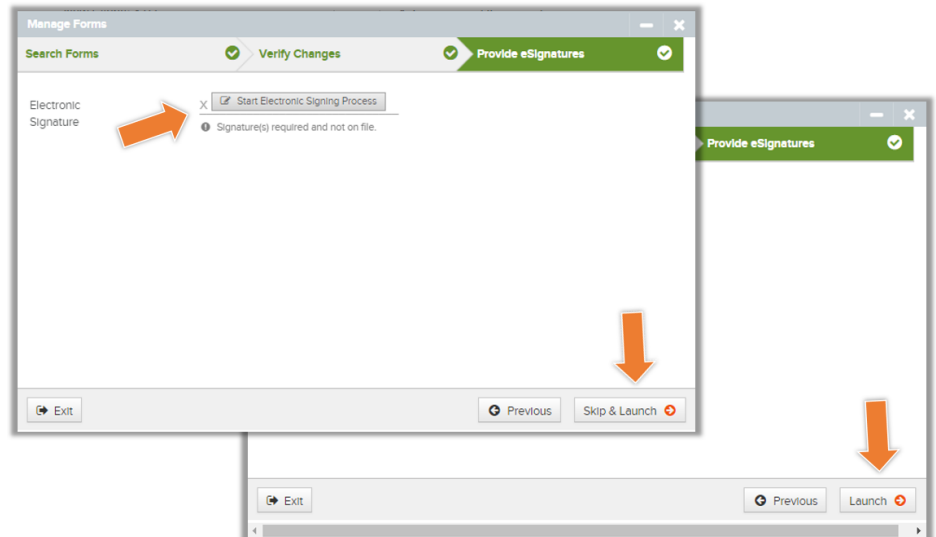
- Forms will display within Account and Product categories, and can be expanded to allow for checking the box next to the form(s) that are needed
- When searching for a form within the **Search Forms** field, results will be filtered based on the Account and Product type



Launching Forms - Client/Account and Advisor Admin

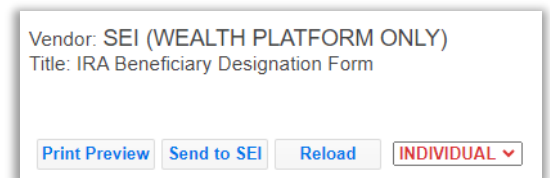
Forms launched that require a client signature will provide the option to utilize Electronic Signatures. Here you will have the option to **Start the Electronic Signature Process** and then **Launch** the form. In cases when a form does not require a client signature or you would like to print the form, then the **Launch** or **Skip & Launch** button can be selected.

- Provide eSignature
- When the client signature is required, you can **Start Electronic Signature Process** or **Skip & Launch**
- **Skip & Launch** will allow you to print the form
- If the **Start Electronic Signature Process** is Complete or the form does not require a client signature, then the option to **Launch** will display

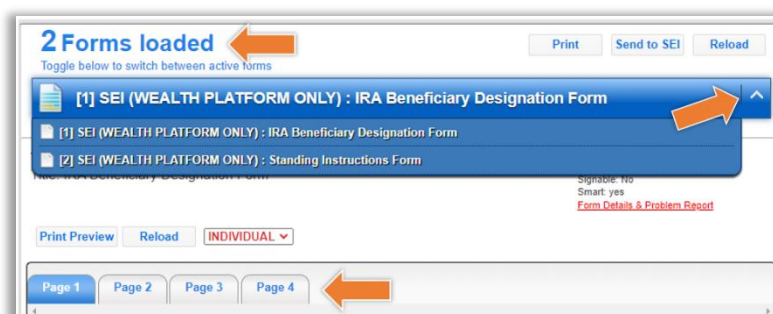


Forms launched, will open with LaserApp™ and prefill fields based on Advisor, Client, and Account information within the Advisor Desktop.

- If the **Skip & Launch** option is selected, the **Send to SEI** button is not available and the only option will be to **Print Preview**
- If the **Start Electronic Signature Process** is Complete or the form does not require a client signature, then the **Send to SEI** button will be available for electronic submission to SEI. **Note:** When electronic signatures are being used, the form is route to the client prior to sending to SEI for processing.



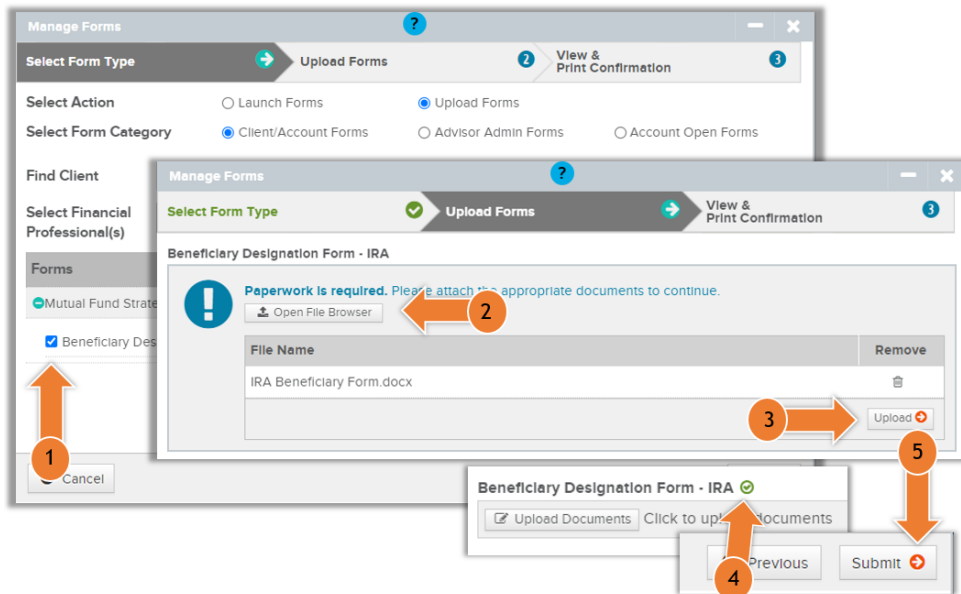
The number of forms launched will be indicated at the top of the LaserApp™ form and the number of pages available for that specific form will be indicated by the Page number tabs.



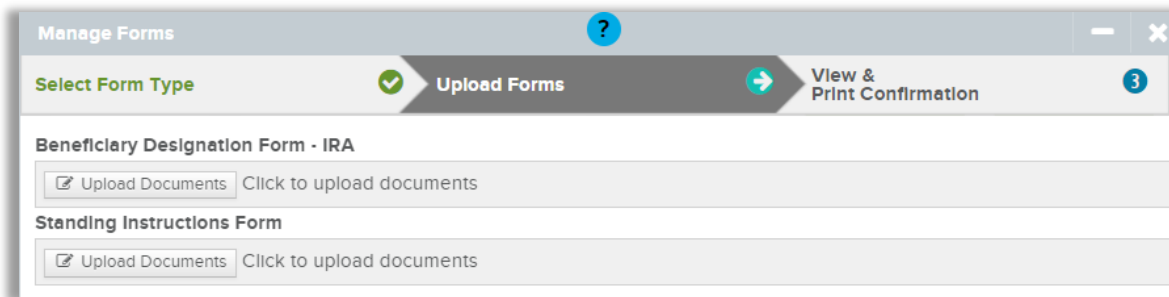
Uploading Forms - Client/Account and Advisor Admin

Forms can be uploaded via the Manage Forms action in place of faxing and mailing the form to SEI. Select the form(s) from the grouped within the Client/Account or Advisor Admin categories.

1) After checking the box next to the form(s) you will be uploading, 2) either drag and drop the form or Open the File Browser to select the form. Once the form is attached, 3) select Upload and a 4) green check mark will appear. Finally, by 5) selecting Submit, the form will route to SEI for process. **Note:** When uploading multiple forms, it is important to attach the forms to their separate form designations. Forms are routed to the appropriate processing queue based on the forms checked.



When uploading multiple forms ensure each file you upload represents one single document. When uploading multiple forms, please ensure that each form is uploaded as a separate file. Ensure that the check-boxes you select on this page match the actual document type you are uploading.



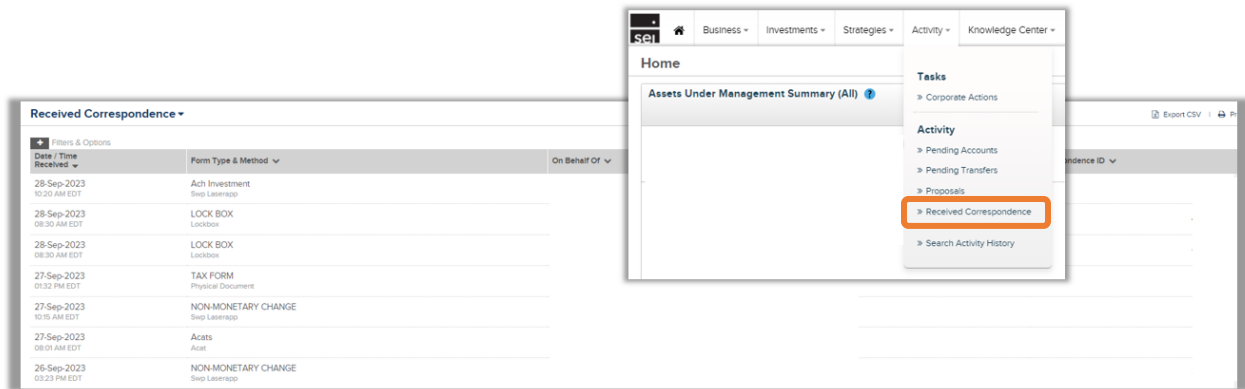
Account Open Forms - Launch and Upload

The ability to launch Account Open forms through the Manage Forms action will be going away in the near future.

The Open New Account action, found under the Business menu, provides account type specific selections with the option to save as you go. If you need a blank fillable application, they are available with the Download Application Kit action.

Received Correspondence

The **Received Correspondence** page allows you to confirm that a document you submitted by either Launch/Upload through Manage Forms has been received by SEI.



- The Received Correspondence page is found under Activity
- Forms submitted through Manage Forms will appear with a Form Method of **Swp Laserapp**
- There is no ability to view the document on this page, but you can view the form from the Documents page of the specific account
- Information on account applications is not available on this page
- There is no ability to view a form if it is faxed or mailed to SEI

Activity Management

Once a form is submitted via the Manage Forms action, an activity is created. The activity provides an activity ID number, the attached form, and the status, which will display as received. These activities are the instructions for the SEI processing team to follow.

If the form was submitted for electronic signature, the form will not be saved to the activity until the form is signed.

Activity Name

- All forms activities will display with a description name of **Submitted Form** and provide you with the attached form, which can be opened by selecting the paperclip icon

Description	Details	Status & Reason Description	Initiator / Created Date	Due Date & Time
Trade Set	Snow, Jennifer Jennifer & Sam Snow JTWROS Producer: Grey, Ryan	In Progress	Blasco, Ben 04-Aug-2017 11:41:17 AM EDT	04-Aug-2017 11:59:59 PM EDT
Submitted Form	DEMO Elm Tree Financial Services	Waiting For Esignature	Blasco, Ben 03-Aug-2017 01:45:46 PM EDT	04-Aug-2017 12:00:00 AM EDT
Submitted Form	DEMO Elm Tree Financial Services	Waiting For Esignature	Blasco, Ben 03-Aug-2017 01:22:01 AM EDT	03-Aug-2017 12:00:00 AM EDT
Address Change	Taft, William Hoover Producer: Jones, Greg	In Progress	Blasco, Ben 02-Aug-2017 03:04:19 PM EDT	03-Aug-2017 12:00:00 AM EDT
Cash Disbursement	Hoover, Herbert Herbert Hoover (IRA) Transitory Cash (Capital) Producer: Grey, Ryan	In Progress	Blasco, Ben 02-Aug-2017 02:55:32 PM EDT	03-Aug-2017 12:00:00 AM EDT
Submitted Form	Hoover, Herbert Herbert Hoover (IRA) Producer: Grey, Ryan	Completed	Blasco, Ben 02-Aug-2017 02:55:07 PM EDT	03-Aug-2017 12:00:00 AM EDT

Submitted Form

Activity ID 104429