

Manage Recurring Investments.



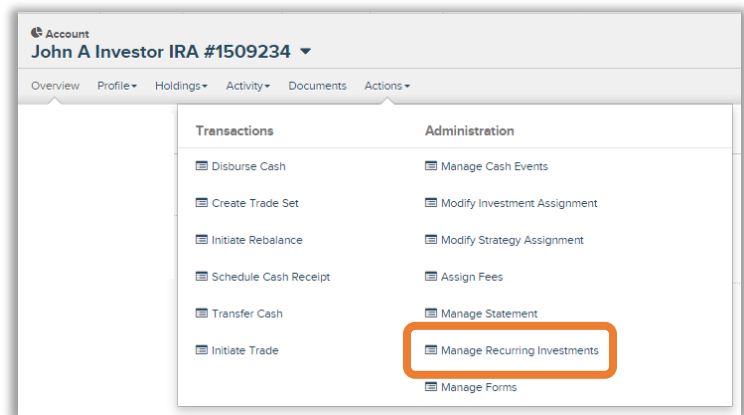
Use of Feature

The Manage Recurring Investments action will allow you to create a scheduled recurring Investment from the DCA (Dollar Cost Averaging) portfolio to a strategy within an account. You can also modify and deleting an existing recurring investment.

If a DCA (Dollar Cost Average) portfolio does not exist on the account, this action will create one automatically.

Navigating to the Manage Recurring Investments action

You can access the Manage Recurring Investments action from the Client or Account levels from within the Actions drop down.



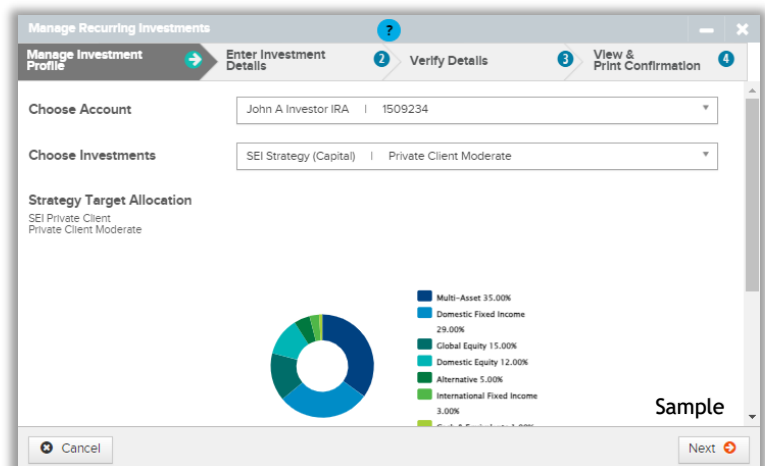
Action Help

To access **Action Help** on Manage Recurring Investments, 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.



Manage Investment Profile (Creating a New Recurring Investment)

Account and Investment - Choose the account and portfolio that you will be setting up the recurring investment for.



Enter Investment Details

Total Investment Amount - Enter the **total** amount to be invested into the previously selected portfolio.

Frequency & Date - Select the frequency and date the investment will occur.

Next Occurrence - The Next Occurrence will automatically calculate to the next available business date.

Choose Calculation Method - Choose whether you will have the investment calculate based on a Periodic Investment Amount or Term.

Periodic Investment Amount - Enter the amount of cash that will be invested each occurrence. The term will automatically calculate.

Or

Term - Enter the amount of time/term the cash will be invested over. The periodic investment amount will automatically calculate based on the Total Investment Amount, Frequency and Calculation Method.

Invest Remaining Balance - Allows you to invest any remaining residual cash balances during the last investment.

Manage Recurring Investments

Manage Investment Profile ✓ Enter Investment Details → Verify Details View & Print Confirmation 4

Total Investment Amount 50,000.00 USD

Frequency & Date Monthly 12/21/2023

Next Occurrence

Choose Calculation Method Periodic Investment Amount Periodic Investment Amount Term

Sample

Cancel Previous Next

Choose Calculation Method Periodic Investment Amount 2,000.00 USD

Term 25 months

Invest Remaining Balance

Choose Calculation Method Term Months 12

Periodic Investment Amount 4,166.67 USD

Invest Remaining Balance

Verify Details

The **Verify Changes** screen will display the Investment details for your review and where you can confirm the changes you will be making for the client.

Previous - Select the **Previous** button to go back and make changes if needed.

Submit - Selecting the **Submit** button will advance you to the View & Print page

Manage Recurring Investments

Manage Investment Profile ✓ Enter Investment Details ✓ Verify Details View & Print Confirmation 4

Verify Changes

Account John A Investor TOD | 1509240

Investments SEI Strategy (Capital) | Private Client Tax-Managed Equity

Strategy Target Allocation
SEI Private Client
Private Client Tax-Managed Equity

Domestic Equity 57.00%
International Equity 42.00%
Cash & Equivalents 1.00%

Total Investment Amount 50,000.00 USD

Frequency Monthly

Next Occurrence 22-Dec-2023

Term 10 months

Periodic Investment Amount 5,000.00 USD

Invest Remaining Balance Yes

Sample

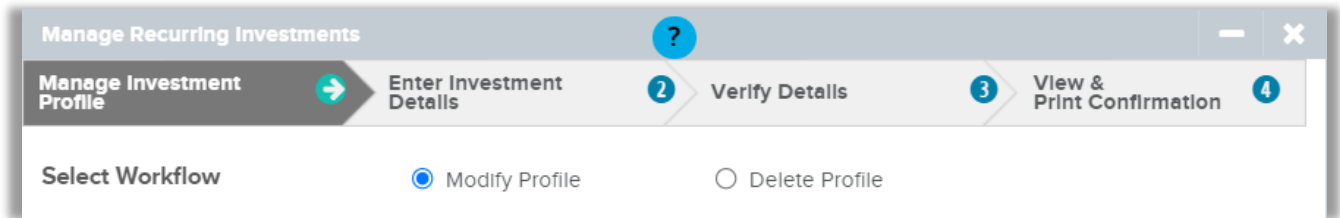
Cancel Previous Submit

View & Print Confirmation

Print Confirmation - The View & Print Confirmation screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Recurring Investments** unless they require an approval. If there are no approvals needed, the recurring investment will immediately update.

Manage Investment Profile (Modify Profile)

Select Workflow - When an account is set up with a recurring investment, you will have the option to modify the profile.

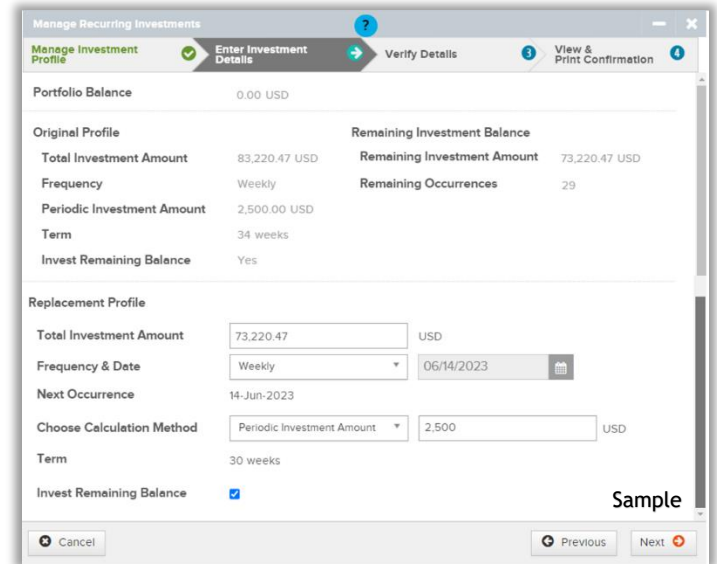


Enter Investment Details

Portfolio Balance – Will display the available money market cash within the DCA portfolio.

Original Profile – Displays the original details of how the recurring investment was set up.

Replacement Profile – Allows you to modify the fields of the investment details.

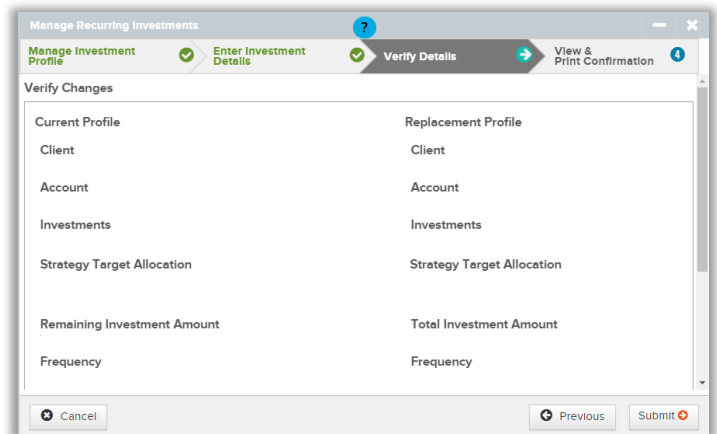


Verify Details

The **Verify Changes** screen will display the current profile, the replacement profile and confirm the changes you will be making for the client.

Previous - Select the **Previous** button to go back and make changes if needed.

Submit - Selecting the **Submit** button will advance you to the View & Print.

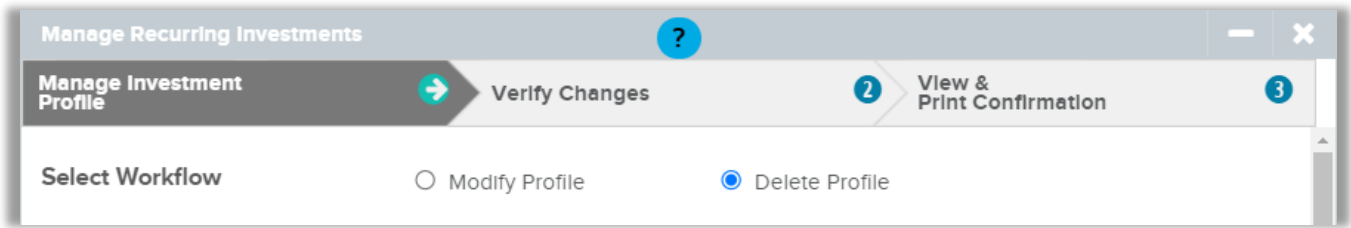


View & Print Confirmation

Print Confirmation - The View & Print Confirmation screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Recurring Investments** unless they require an approval. If there are no approvals needed, the recurring investment will immediately update.

Manage Investment Profile (Delete Profile)

Select Workflow - When an account is set up with a recurring investment, you will have the option to delete the profile.



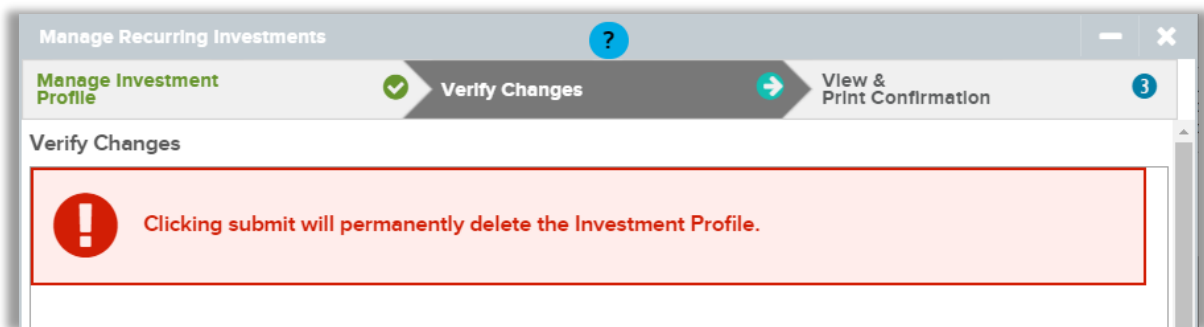
Verify Changes

The **Verify Changes** screen will display a message confirming that you would like to delete the Investment Profile.

Message - A warning message will display stating “Clicking submit will permanently delete the Investment Profile.”

Previous - Select the **Previous** button to go back and make changes if needed.

Submit - Selecting the **Submit** button will advance you to the View & Print.



View & Print Confirmation

Print Confirmation - The View & Print Confirmation screen will provide a confirmation page, which can be printed for your records. Activity IDs are not generated for **Manage Recurring Investments** unless they require an approval. If there are no approvals needed, the recurring investment will immediately update.