



Modify Investment Assignment

Frequently Asked Questions.

This document provides Frequently Asked Questions for the Modify Investment Assignment action and the tracking of investment changes.

Frequently Asked Questions

Q: Should I be using the current Modify Strategy Assignment action for adding, modifying, or removing an investment on my account?

A: No, all strategy/model updates should be completed through the new Modify Investment Assignment action.

Q: Can I make changes for a SEI ETF strategy or SEI American Funds strategy?

A: Yes, these product types are found within the Strategist Portfolios category.

Q: What does UMA Model mean?

A: UMA Model refers to the Unified Managed Account Model or the percentages created across multiple assets and/or strategies (multiple portfolios). For Custody Only accounts this is referred to as a Custody Only UMA Model and for the Managed Account Solutions products, this is referred to as a MAS UMA Model (Also referred to as an Overlay).

Q: Can SEI Mutual Fund or Firm custom strategies be mixed with Managed Account Solution products?

A: No, this is currently unavailable and the Modify Investment Assignment action will not allow for this.

Q: Will current on file Risk Tolerance Questionnaires (RTQ) be added to the Modify Investment Assignment action?

A: No, the RTQ will not be stored on the account until after a submitted model change occurs through the Modify Investment Assignment action.

Q: I printed the paperwork to have the client sign. How do I submit the signed document?

A: The signed document must be upload through the Upload Form action, found under the Business tab of the Blue Header bar. Select the Investment Change tab, search and select the account, then attach the document.

Q: I submitted a change. When will the new strategy/model be updated on the account?

A: For single (portfolio) strategy changes, when adding or modifying a strategy, the system will make those updates automatically (as done today). For changes that include adding a new UMA Model, or making allocation changes to a UMA Model, the request will flow to the SEI processing team to complete.

Q: When adding a new strategy, I must include a proposed funding amount. Does this need to be the exact amount?

A: No, this amount helps the system to provide you with a risk, when applicable. Once the portfolio is added to the account, you may fund the new strategy either through the Transfer Cash action, through the Schedule Cash Receipt action, etc. During the actual funding process, you will have the option to invest into the strategy or leave the funding in cash.

Q: Can I use the new Modify Investment Assignment action to replace a Mutual Fund Strategy with a Managed Account Solutions strategy?

A: Yes, you will use the Replace option and either continue with 'Create UMA Model', and make sure to select the option for 'Include third party managers' or explore the SEI ETF and American Funds Strategies under the 'View All Available' search option. All addendum paperwork will be including in the generated paperwork. Please refer to the Modify Investment Assignment Guide for additional help.

Q: Can I remove a UMA (or Overlay) but keep my underlying strategies intact?

A: Yes, please select the Trash Can icon next to the UMA, then select 'Hold Assets'. Also, you can use the rebalancing on/off option to discontinue overlay rebalancing, but leave the overlay for you to use as a liquidation and invest cash option.

Q: Do I have to allocate a percent of my account to cash when making an investment change?

A: For operational cash purposes, you must hold at least .25% in cash. You may make this adjustment when using the modify investment assignment action.

Q: When will a form still be needed?

A: Until all investment changes can be made through the new online action, the following situations will still require a paper form. Risk tolerance will not be stored, and the client will be required to sign if needed.

- I. UMA Strategy removals, when no replacement is chosen, and you wish to go to cash

Q: How can I add Special Instructions to my Investment Change activity?

A: If anything is needed to take place at the time of association, such as a money movement, asset movement in-kind, hold for additional funds, etc., There will be an option to add Special Instructions on the Implement workflow step. Please use ticker symbols wherever available.

Please note: This section cannot be used for full account liquidations/closings nor Dollar Cost Averaging instructions.

Modify Investment Assignment

Account Market Value: \$2,333.50

Workflow: Modify Investment (✓) → Rebalance Schedule (✓) → **Implement** (1) → Signatures (1)

Include Special Instructions: No

Special instructions 1

Enter Special Instructions to Middle Office here

Special instructions is required while the toggle is switched to yes.

Implementation method for Investment Assignment Changes

New! Special Instructions

The new 'Special Instructions' functionality can be utilized for the following:

- Provide funding instructions
- Asset substitutions (Provide ticker and only 1 substitution per asset class allowed)
- Apply social screens
- Provide list of assets not to purchase/sell (Provide ticker)
- Provide Tax Transition Analysis (Provide which scenario should be followed)