

# Modify Investment Assignment.



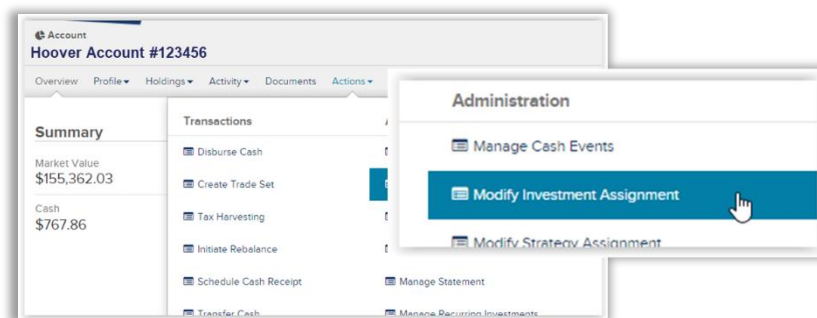
The **Modify Investment Assignment** action will allow for adding, modifying, and removing the investment strategy on the account. This includes a single strategy, multiple strategies, and multiple managers. Allows the Risk Tolerance Questions (RTQ) to be stored, which removes the need for a new Risk Tolerance Questionnaire when the modification is within the same risk level and investment cost for up to two years. Provides Investment Cost, Risk Score, RTQ, recent modifications, plus more, all in one view.

The **Modify Investment Assignment** action also has the ability for a client or authorized signer to electronically sign through the use of DocuSign, where applicable. The **Electronic Signature** feature is discussed in the Signature section.

Please note that existing **Risk Tolerance Questionnaires** are not stored and will need to be added through the **Modify Investment Assignment** action as a part of a future modification.

The term **UMA Model** that is referenced in this document represents the allocation assigned over multiple strategies or multiple managers. Previously referred to as an Overlay (over multiple portfolios).

The **Modify Investment Assignment** action can be launched from the Actions dropdown at the Account level.



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## Modify Investment Assignment Overview

1. Displays **Account Name & Number**, **Account Type**, and **Account Market Value**. An Activity ID will also display when the strategy is going through a change.
2. **Account Risk** will display the current Risk Tolerance Questionnaire (RTQ); however, this will only apply to new RTQs added through this action.
3. **Investment Summary** will include the Current Investment, Model Investments, and Non Model Investments. The **Edit** option is used to add, modify, or remove SEI strategies, custom strategies, and managers. Example below includes a Custody Only account and a Managed Account Solutions account. The **Create Non Model Portfolios** will allow you to simply open an Advisor Guided, Client Directed, or Holding Money Market portfolio.
  - **Current Investment** includes Risk, Cost, and Investment Allocation
  - **Model Investment** includes the current strategy or strategies assigned to the account
  - **Non Model Investments** include a list of the assets held within the account, based on the portfolio, but outside of the strategy
4. **Account Rebalance Settings** include a listing of all the strategies on the account, with an indication of if rebalance is On or Off and when the rebalance will occur. There is an option to **Edit Settings** for this section, which will allow for turning on or off rebalancing for appropriate strategies. **Adhoc Rebalance** will rebalance one or all the strategies and UMA models on the account.
5. **Risk** indication chart displays the Risk Tolerance and current Investment risk.
6. **Asset Allocation Overview** displays a chart of the asset allocation breakdown of the account. Hovering over this chart will display the percentages.
7. **Investment Record** displays a record of the changes that have occurred within the account. There is a drill down when selecting the Activity ID.

**Modify Investment Assignment**

<b>Account Name &amp; Number</b> Hoover 123456	<b>Account Type</b> Non-IRA	<b>Account Market Value</b> \$7,633.25
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**Account Risk** ▼

○ Questionnaire

**Investment Summary** Edit ▼

○ **Current Investment**

Investment Risk	High
Investment Cost	0.97%
0.97% Fund Expense + 0.00% Management Fee + 0.00% Platform Fee	
<b>Total Investment Allocation</b>	100% EQ   0% FI   0% ALT   0% Multi   0% Cash

**Model Investments** \$6,264.09 ▼

<b>Institutional Equity</b>	
Strategy Risk	High
Investment Cost	1.09%
1.09% Fund Expense + 0.00% Management Fee + 0.00% Platform Fee	
<b>Allocations</b>	100% EQ   0% FI   0% ALT   0% Multi   0% Cash
<b>Strategy Assets</b>	\$6,264.09
<b>Non-Strategy Assets</b>	\$0.00

**Non Model Investments** \$1,369.16 >

Use the arrow to expand the section details

**Account Rebalance Settings** Adhoc Rebalance ▼

Institutional Equity	On	Advisor Market - Quarterly	Edit Settings
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SAMPLE

■ Risk Tolerance ■ Investment

LOW	MED	HIGH
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**Asset Allocation Overview**

**Investment Record**

Investment Change	12-Nov-2020 04:17 pm EST
MMT-256	

1234560V		<b>\$340,726.30</b>
Tax Overlay Service	No	
UMA Model Risk	High	
Investment Minimum	\$180,000.00	
Investment Cost	0.97%	
Allocations 100% EQ   0% FI   0% ALT   0% Multi   0% Cash		
		<b>Target    Current</b>
Equity	Sample Manager 1	30.86%    21.87%
	Sample Manager 2	31.84%    44.26%
	Sample Manager 3	36.53%    33.92%
Cash	Government Fund	0.77%    0.12%
	Government Fund	0.00%    100.00%
<b>Non-Model Assets</b>	Government Fund	<b>-0.17%</b> 100.00%

If you have questions, please contact the SEI Service Team at 800-734-1003

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## Account Risk

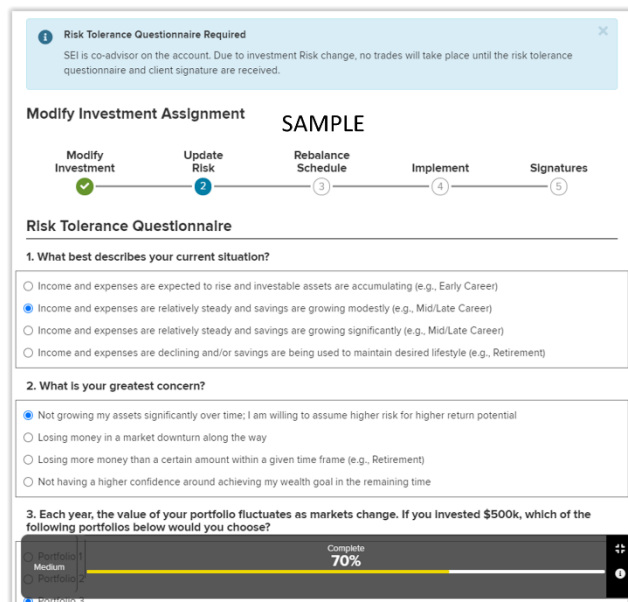
If applicable, the **Account Risk** will be stored to the account. If this is the first time modifying the account strategy, or if it has been over two years since the last questionnaire has been completed, the Questionnaire will be needed regardless if the modification matches the current risk of the account. Once stored, a client signature will not be needed if the new strategy matches the account's current investment risk.



Account Risk ▼

Questionnaire (Not Started)

The **Risk Tolerance Questionnaire** is built into the Modify Investment Assignment workflow. The **Update Risk** workflow step will include the Risk Tolerance Questions and a Heads-Up Display provides the progress and risk.



**1 Risk Tolerance Questionnaire Required**  
SEI is co-advisor on the account. Due to investment Risk change, no trades will take place until the risk tolerance questionnaire and client signature are received.

Modify Investment Assignment **SAMPLE**

Modify Investment  Update Risk  Rebalance Schedule  Implement  Signatures

**Risk Tolerance Questionnaire**

1. What best describes your current situation?

- Income and expenses are expected to rise and investable assets are accumulating (e.g., Early Career)
- Income and expenses are relatively steady and savings are growing modestly (e.g., Mid/Late Career)
- Income and expenses are relatively steady and savings are growing significantly (e.g., Mid/Late Career)
- Income and expenses are declining and/or savings are being used to maintain desired lifestyle (e.g., Retirement)

2. What is your greatest concern?

- Not growing my assets significantly over time; I am willing to assume higher risk for higher return potential
- Losing money in a market downturn along the way
- Losing more money than a certain amount within a given time frame (e.g., Retirement)
- Not having a higher confidence around achieving my wealth goal in the remaining time

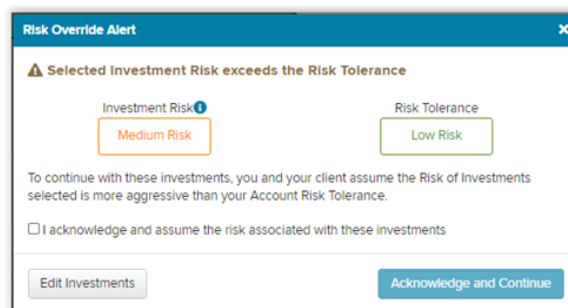
3. Each year, the value of your portfolio fluctuates as markets change. If you invested \$500k, which of the following portfolios below would you choose?

Complete **70%**

Electronic Signatures are available within the **Signatures** workflow step. If you choose not to utilize electronic signatures, a print option is available. See the **Signatures** section below for more details.

Please note that no trades will take place until the risk tolerance questionnaire and client signature are received.

When the new investment risk does not match the risk of the risk tolerance questionnaire, an option to acknowledge and assume the risk associated with these investments will be available. The overridden risk will then be stored for future investment change decisions.



**Risk Override Alert**

**Selected Investment Risk exceeds the Risk Tolerance**

Investment Risk **Medium Risk** Risk Tolerance **Low Risk**

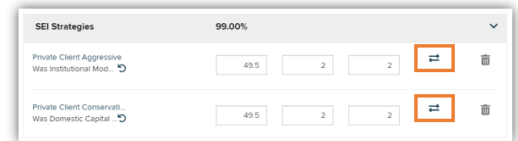
To continue with these investments, you and your client assume the Risk of Investments selected is more aggressive than your Account Risk Tolerance.

I acknowledge and assume the risk associated with these investments

## Investment Summary - Edit

1. **Modify Investment Assignment Workflow** will display the steps needed to complete the assignment. Example below includes a Custody Only account and a Managed Account Solutions account.
2. **Risk** indication chart displays the Risk Tolerance and current Investment risk.
3. **Model Investments**

- **Add to UMA** will allow you to add multiple strategies/managers and create a UMA Model
- **Edit** will allow you to add to or edit the strategies or managers within a UMA Model. Within **Edit**, when editing a non-managed UMA Model, you have the ability to swap one strategy for another using the **Investment Swap**



- **Replace** will allow you to replace the existing strategy with a different strategy. Replace is also used to move from a Managed Account Solutions product to a Mutual Fund Implementation and vice versa
- **Edit Preferences** will allow you to assign State Preferences for Bonds.
- **Trash Can** will allow you to delete the strategy and either hold the assets or move to cash

## 4. Non Model Investments

- **Replace** will allow you to add a strategy and use the existing assets to fund it (not available when cash is held in a Holding MMKT or Asset Transit portfolio).
5. **Additional Investment** will allow you to add a strategy to the account, which will need to be funded after completion.

**Modify Investment Assignment**

1. Modify Investment → 2. Rebalance Schedule → 3. Implement

Risk: LOW MED HIGH

**Model Investments**

**Institutional Equity**

Low	EQ	FI	ALT	Multi	Cash
	0%	0%	0%	0%	0%

Add to UMA Replace

**Non Model Investments**

**Portfolio-1 (Capital)**

N/A	0.38%
	Inv. Cost

Show 6 Assets

Replace

Additional Investment

**Modify Investment Assignment**

1. Modify Investment → 2. Update Risk → 3. Rebalance Schedule → 4. Implement → 5. Signatures

Risk: LOW MED HIGH

123456 UMA Model 10.Jan.2021 11.13 \$340,726.30

High	\$180K Min.	0.97% Inv. Cost	EQ	FI	ALT	Multi	Cash
			100%	0%	0%	0%	0%

Show Less

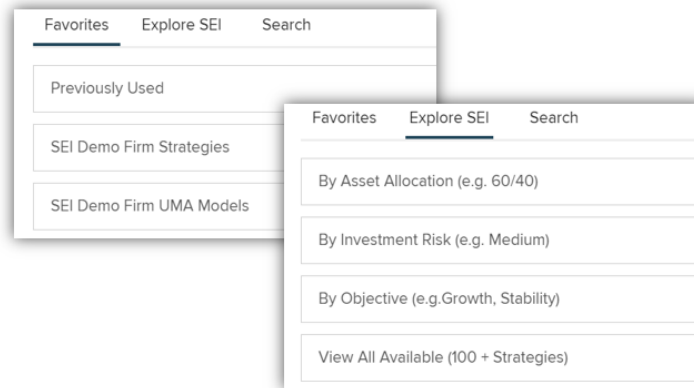
<b>Equity</b>	Sample Manager 1	30.86%
	Sample Manager 2	31.84%
	Sample Bond	36.53%
<b>Cash</b>	Government Fund	0.77%
	Government Fund	0%

Edit Replace Edit Preferences

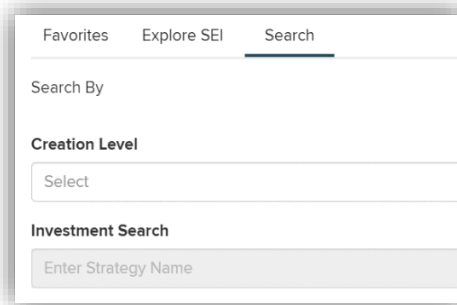
Additional Investment

Additional Investment	Total View Estimated To <b>\$426K</b>	Min <b>\$250K</b>	Fund Exp 0.47% Mgmt Fee 0.38% Platform Fee 0% Inv Cost <b>0.85%</b>
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The **Replace**, and **Additional Investment** buttons will display the **Favorites**, **Explore SEI**, and **Search** tabs. The **Favorites** tab will display Previously Used and the Firm's custom strategies. The **Explore SEI** tab will display different options for selecting strategies and managers based on Asset Allocations, Investment Risk, Objective, and View All Available.



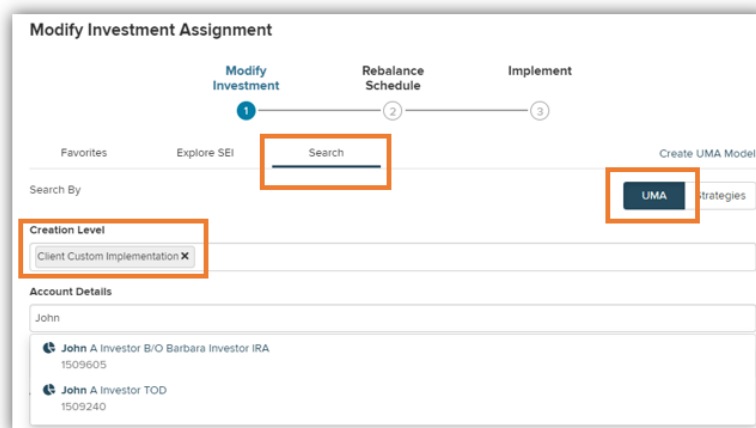
The **Search** tab allows you to create a template of a UMA Model allocation that is currently assigned to an account and apply it to another account.



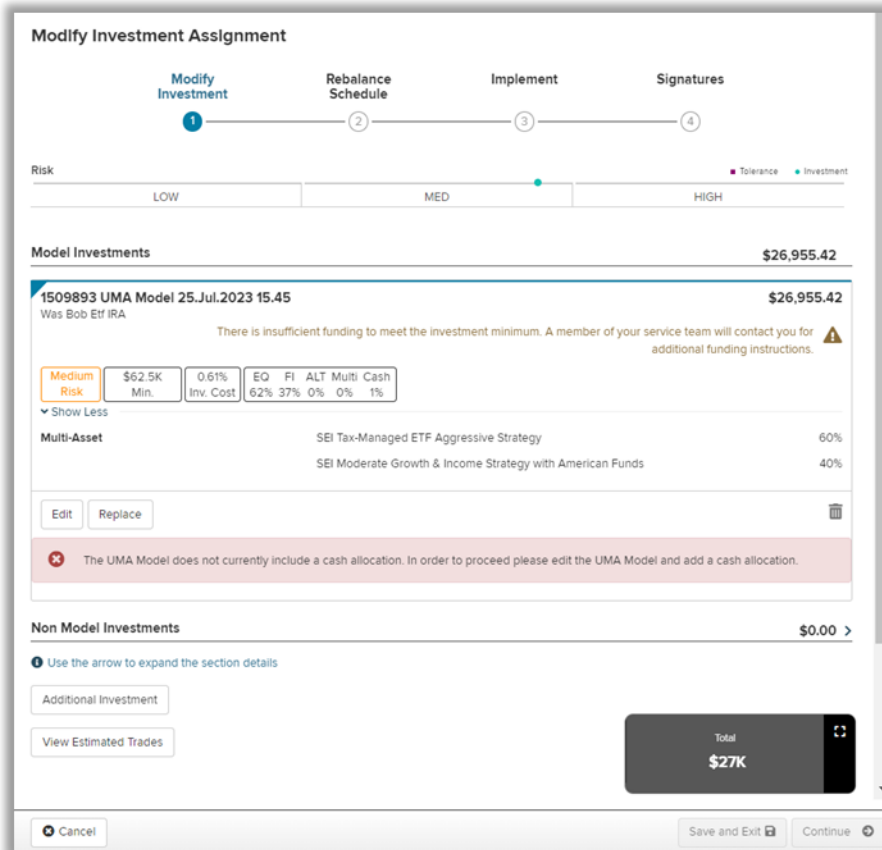
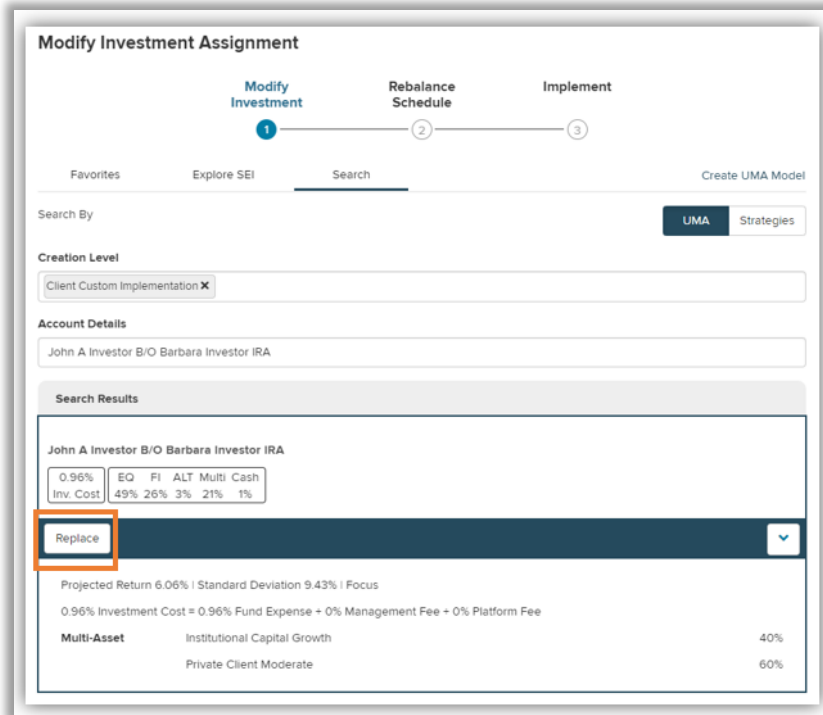
Click on the **Search** Tab.

**Creation Level:** Select Client Custom Implementation

**Account Details:** Search for another account number or name that has a UMA Model allocation that you would like to use as a template.

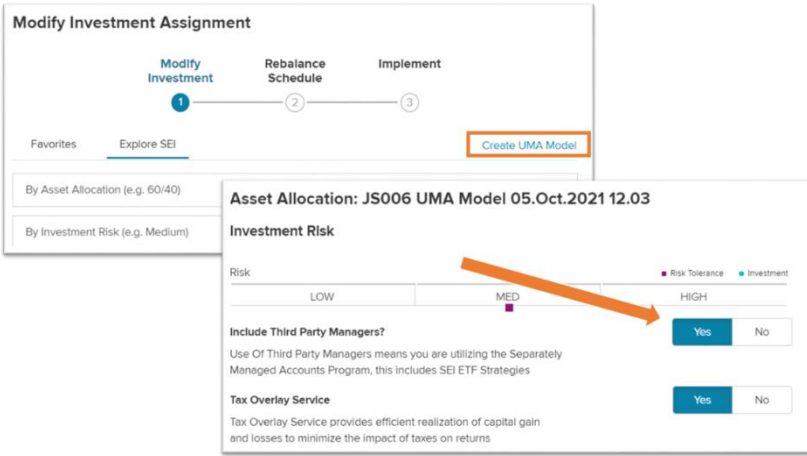


After selecting the account that you want to use as a template, select **Replace**.



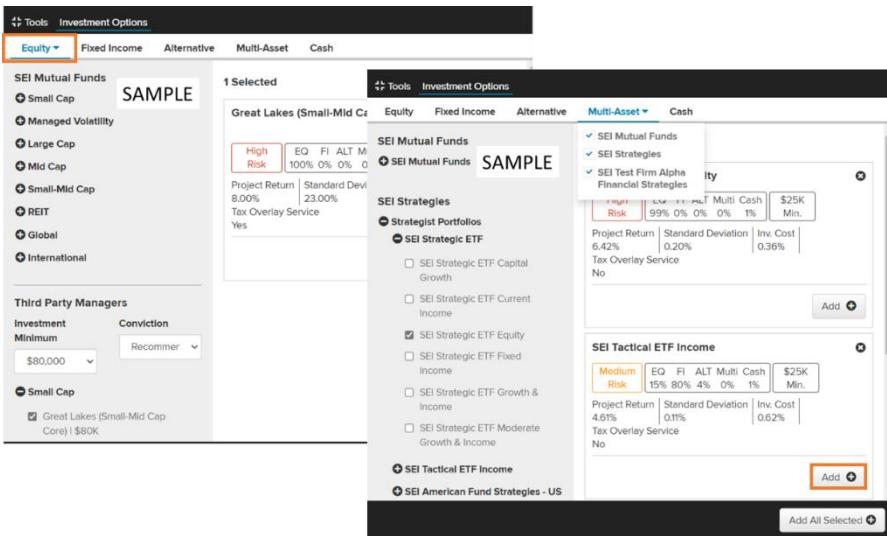
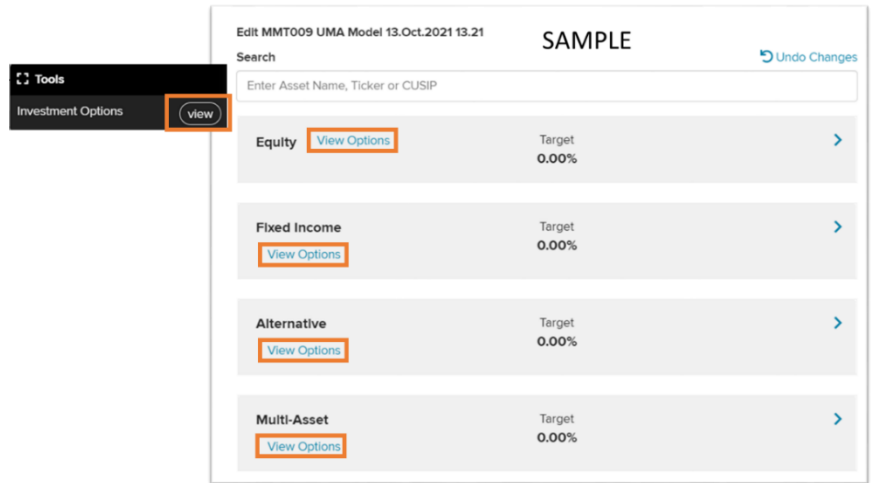
The investment summary will show the UMA Model Allocation. The user can edit the allocation to make changes or continue.

\*Please note if the UMA Model allocation does not contain an allocation to cash, the user will be required to add a minimum of 1.00% before proceeding.



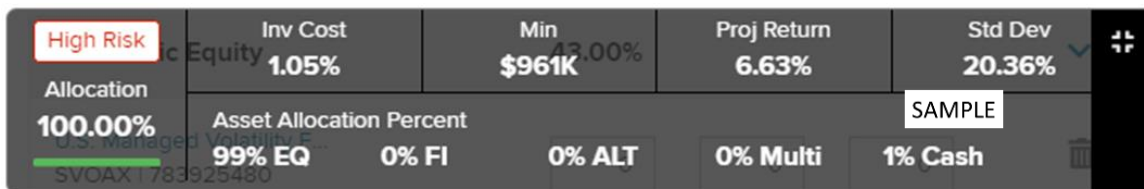
Using **Replace**, you can also replace an existing strategy with a UMA Model by selecting **Create UMA Model**. This is also used to switch between Managed Account Solutions product types and Mutual Fund Implementation products and vice versa. You will need to indicate whether you want to **Include Third Party Managers** and use the toggle for **Yes** or **No**.

The **Edit** button will allow you to add, remove, or modify the assets, strategies, or managers within the UMA model. You can simply update targets within the allocation or select **View** or **View Options** to find new investments to add to the allocation. Selecting either of these buttons will open the Tools flyout.



SEI assets, SEI Strategies, ETF Strategies, Managers, etc. can be found within the Asset Class tabs and by expanding the Sub Classification results.

As strategies and managers are modified or added, the **Heads-Up Display** will update to provide the total market value of the strategy, any minimum requirements, and the percentages of the Fund Exposure, Management Fee, Platform Fee, and Investment Cost.



## Signature

When a client signature is required, the **Modify Investment Assignment** action will allow for SEI's electronic signature process through DocuSign. This action follows the Pin Authentication process for both text message and phone call options. Learn more about SEI's electronic signature process through DocuSign by searching for 'DocuSign' within the Help Menu of SEI Advisor Center.

**Modify Investment Assignment** **SAMPLE**

Modify Investment Update Risk Rebalance Schedule Implement Signatures

E-Signature Print Documents

All Signers E-Signed Via via Email In Person

Hoover, Herbert

Preference Home

Preference Home

Email E-sign Invitation sample@demo.com

Authentication Phone Number 5551234567

Text Call

When electronic signatures are not used, the **Print Documents** option is available. When choosing the print documents option, all signatures will have to be captured & uploaded before any processing can occur. You will need to download the document provided on the **Activity Status Signatures** page, and then once signed, upload the signed document on SEI Advisor Center.

E-Signature Print Documents

By choosing to print documents, all signatures will have to be captured & uploaded before any processing can occur

Confirmation

Your changes have been Successfully Submitted. Please visit the Activity status page. Activity ID is MMT-514 Submitted by Sample Submitter on 11-Dec-2020 11:17 am EST

MMT-514 Print

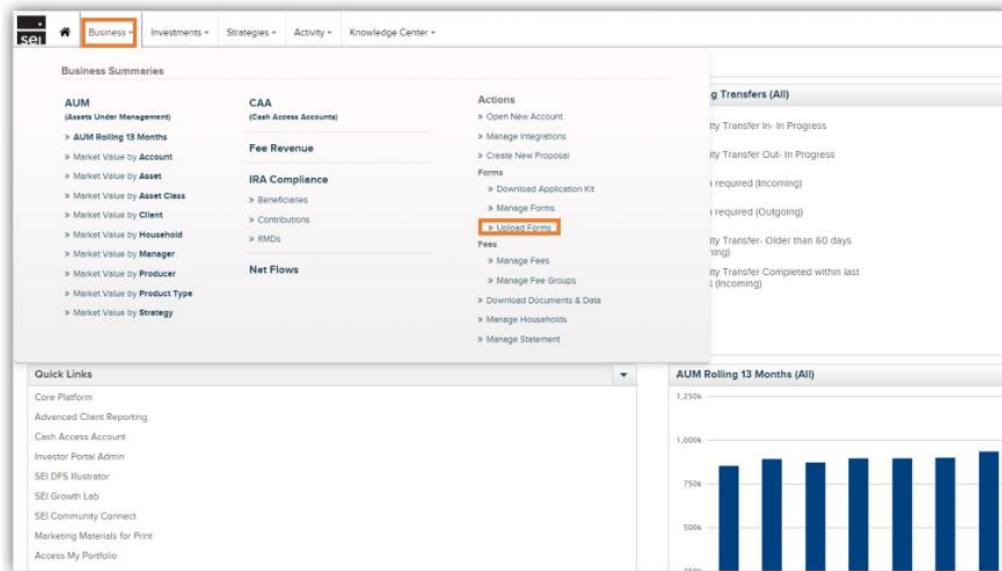
Signatures In Progress

**SAMPLE**

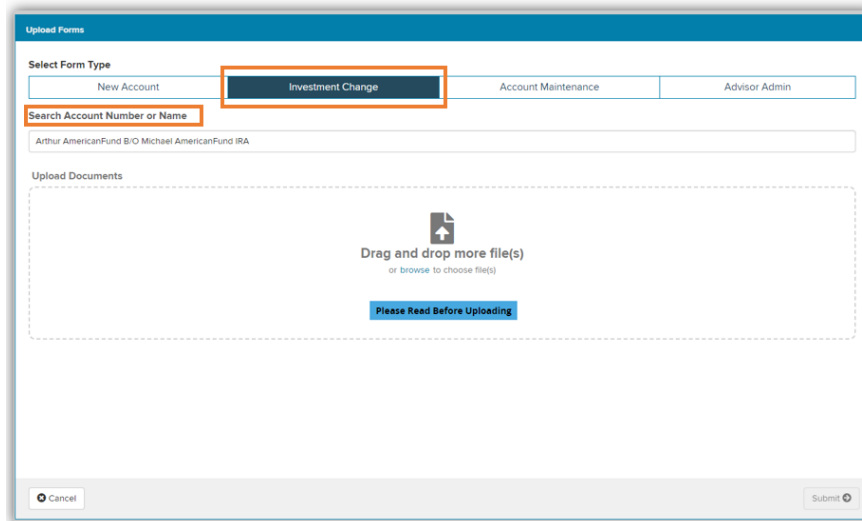
Documents	Date Created	Download
14216240_MMT-514_20201211155133.pdf	11-Dec-2020	Download



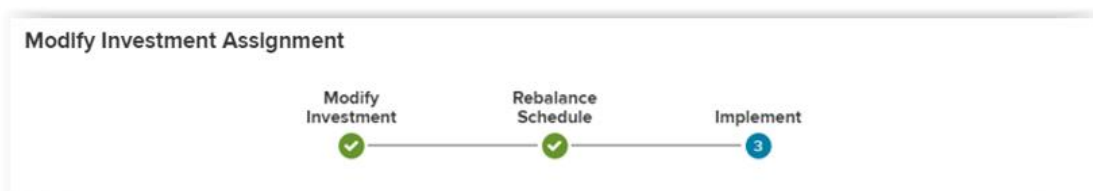
To upload your signed document, navigate to the **Business** tab on your SEI Advisor Center dashboard. From the drop down menu, under **Forms**, choose **Upload Forms**. Be sure you are choosing **Upload Forms** rather than Manage Forms to ensure your activity is completed successfully.



On the **Upload Forms** window, choose **Investment Change**, then search for the account using the **Account Number or Name**. Once the account is chosen, you'll be given the option to **Upload Documents**.



When client signatures are not needed, the **Signature** step in the workflow will not display and the modifications will occur when implemented.



## Account Rebalance Settings and Rebalance Schedule

This section will display the strategy on the account, along with if the strategy is turned **On** or **Off** for rebalancing. The rebalance can be turned **On** or **Off** from the **Edit Settings** link. Please note: the ability to turn off an SEI strategy is unavailable.

The screenshot displays the 'Modify Investment Assignment' interface for account 'SAMPLE'. The 'Account Rebalance Settings' section shows 'Sample Strategy Name' with a toggle set to 'On' and a frequency of 'Advisor Market - Quarterly'. An 'Edit Settings' link is visible. A modal window titled 'Edit Rebalance Settings' is open, showing the same strategy name and frequency, with 'On' and 'Off' toggle buttons and a 'Submit' button. An orange arrow points from the 'Edit Settings' link in the main view to the modal. Another orange arrow points from the 'On' toggle in the modal to the 'On' toggle in the main view.

As a part of the **Modify Investment Assignment** workflow, there is a **Rebalance Schedule** step. This step in the workflow allows for turning **On** or **Off** the rebalance for the strategy.

1. When multiple strategies display, this top option will allow for turning all, either **On** or **Off**
2. Allows for turning that strategy's rebalance **On** or **Off**

The screenshot shows the 'Rebalance Schedule' step in the 'Modify Investment Assignment' workflow for account 'SAMPLE'. The workflow progress bar indicates that 'Modify Investment' and 'Update Risk' are completed (green checkmarks), while 'Rebalance Schedule' is the current step (blue circle with '3'). Below the progress bar, the 'Rebalance Schedule' section is highlighted in blue. It contains two rows of settings. The first row has a green circle with '1' and 'On' and 'Off' toggle buttons. The second row has a green circle with '2' and 'On' and 'Off' toggle buttons. Below the second row, there is a text field containing '123456 UMA Model 10.Jan.2021 11.13' and a dropdown menu for 'Rebalance Frequency' set to 'Advisor Market - Quarterly'.

## Investment Record and Activity IDs

Activity IDs created by the **Modify Investment Assignment** action will display with MMT preceding a numeric value (Ex. MMT-123). This Activity ID is displayed under the **Investment Record**, within the **Activity Status** page, and on the Firm, Household, Client, and Account **Activity** pages. The activity ID is also displayed in the top left corner of the **Modify Investment Assignment** action when the activity is in a **Draft** or **In Progress** status. Selecting the Activity ID will open the **Activity Status** page.

The image shows two screenshots illustrating where Activity IDs are found. The top screenshot shows the 'Modify Investment Assignment' action in a 'Draft' status, with the Activity ID 'MMT-514' highlighted in an orange box. The bottom screenshot shows the 'Activity' page for account 'Hoover #123456', with the Activity ID 'MMT-514' highlighted in an orange box. The Activity page also displays a table of activity records.

Description	Details	Status & Reason Description	Initiator / Created Date	Due Date & Time	Activity/Ref ID	Actions
Investment Change	Hoover, Hebert Hoover #123456 Producer: Sample Advisor Name	In Progress	Sample 11-Dec-2020 10:51:30 AM EST	12-Dec-2020 10:51:30 AM EST	MMT-514	

An **Activity Status** page is available to view when selecting the Activity ID. The **Activity Status** page will provide additional information regarding the **Investment Change**, the **Signature** status, and the **In Progress** status. A printable form is available to **Download** at the bottom of the page.

The image shows the 'Activity Status' page for MMT-256. The page displays the account name and number (Hoover 123456), account type (IRA), account market value (\$112,683.32), and advisors (Sample Advisor Name). It also shows the investment change details, including the original and new account asset allocations, and the changes invoking trades.

Submitted Date and Time	Submitted By
23-Oct-2020 02:20 PM EST	Sample Submitter Name

Original Account Asset Allocation	New Account Asset Allocation
Private Client Core Market \$112,683.32	Private Client Core Market \$112,683.32
	Private Client Short Term \$50,000.00

Changes Invoking Trades	
Private Client Core Market	\$112,683.32
Private Client Short Term	\$50,000.00

## Activity Actions

From the **Signature** stepper of the **Activity Status** you'll have the option to perform two actions; **Edit** or **Delete**. **Edit** will take you back to the Modify Investment Assignment action to make changes. **Delete** will allow you to cancel the Investment Change. Also, if the request is in a Pending electronic signature status, you will also have the option to **Resend Notification**, which will re-trigger another DocuSign email to your client.

Please note: These actions are only available on the **Signature** stepper as shown below.

The screenshot displays the 'Activity Status' interface for 'MMT-378: In Progress'. The account name is 'SAMPLE'. The account type is 'Non-IRA' and the account market value is '0.00'. The advisors are 'Stecklel, Alan'. The interface shows three steps: 'Investment Change' (completed with a green checkmark), 'Signatures' (current step with a blue dot), and 'In Progress' (not started with a grey circle). An orange arrow points from the 'Signatures' stepper to a dropdown menu containing 'Edit' and 'Delete' options. Below this, the 'Form Upload' section shows 'Pending Upload'. A second orange arrow points from the 'Signatures' stepper to a table of signers. The table has two columns: 'Signer Name' and 'Signer E-mail Address'. One signer is listed: 'Smith, John L' with email 'Sample'. An orange arrow points to a 'Resend Notification' button located at the bottom left of the signer table. A 'Download' button is also visible at the bottom right of the interface.

Signer Name	Signer E-mail Address
Smith, John L	Sample

*No mention of particular securities should be construed as a recommendation or considered an offer to sell or a solicitation to buy any securities.*

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