#### SEI Advisor Desktop<sup>SM</sup>

# Modify Strategy Assignment

SEI New ways. New answers.\*

#### Use of Feature

Modify Strategy Assignment will allow you to replace or remove a strategy on an account's portfolio

Please note: in order to change the strategy on an SEI Managed Account or DFS Account, you must continue to submit the appropriate SEI form.

## **Navigating to Modify Strategy Assignment**

From the Assets Under Management landing page, you can access the Modify Strategy Assignment page from a Client or Account view.

Search for your client or account by using the **Search** bar along the top of the screen. You may then choose a client's name or an account number. And then, proceed by selecting **Actions**, then **Modify Strategy Assignment**.

AND					- 1	-	
austs Under Mariagement						-	
farket Value by Asset Class -				Exemple resources		entav i i	i Pee
Summary \$21,303,142.63				Corrections International Analysis and a	57		
Cheve & Castingen				C Automatic		19.00.200	122
Cierts / Accounts	Market Volume	Denestic Statilities	Carristia	Colors Carlos	in a loss case ( a	Otaryw	108. B
O Buth, George	\$156,500,00	\$0.00		ani MARANI	America		
O Carter Jimmy	\$1,392,639.46	\$865.662.25		#1.900	Transactions		Adventitation
O Coner, Rosalyn	\$667,478.81	\$0.00	3	Lenk tale	and the second second		and the second se
O Charles Weiler Resocates	\$3,864,212.55	\$84,800.00		415, 412 5	The property of the second		I Marage Cast Social
O Coverand, Frances	\$440,796,83	\$454,281105		\$5,457.)	The Roberton Card Second	0	The rest frequencies
O Coverant Grover	\$2 NO 879 20	81.070.050.07		58.214.1	The factories		The barrier becaming to determine the
					E frem finen for		The state of the second s
					- tonto and		Million American Streement

Then, the steps are:

- 1) Choose Account & Portfolio
- 2) Choose Strategy
- 3) View Est. Tax Impact (For Taxable Accounts Only)
- 4) Verify Changes
- 5) View & Print Confirmation

Each of the steps is described on the following page.

## **Choose Account & Portfolio**

- **Select Choose Account** Choose the account for which you would like to replace or remove a strategy.
- Select Portfolio Select a portfolio within the account for modification.
- Strategy Target Allocation Once the portfolio is selected, you will see the donut chart depicting the current strategy allocation.
- Next Selecting the Next button will move you forward with the modification to the Choose Strategy screen.

hoose Ac Portfolio	Choose Strategy	0	Choose Options	0	View Est. Tex impect	0	Verify Changes	0	View & Print Confirmation	(
Choose	Account	Natalió	Romanova	35161	0					. 7
Select P	ortfolio				3	Strat	egy Target /	Allocatio	on	
Select	Portfolio Name					F	SEI Private Client Mo	lent iderate		
0	Holding MMKT (Capita	i)						-		
۲	SEI Strategy (Capital)						ax are			
						12%		35	×	
							÷.			
					1.6	14%				
						N	/			
							26%			
							26%			

#### **Choose Strategy**

Choose Replacement Strategy Family – Select the strategy family from the dropdown. Below is a description of each strategy family available.

**Custom Strategy** – This is not a valid option to select at this time as there are not yet strategies associated with this family.

**Firm – Custom Strategies** – This strategy family will be an option if your firm is entitled to create firm level custom strategies. However, if your firm has yet to make any custom strategies, there will be no custom strategies to select within this strategy family.

**Firm – UMA Strategies –** This will only appear if your firm is entitled to open SEI Managed Accounts. However, this is not a valid option to select.

**SEI Institutional** – This strategy family will allow you to further select one of SEI's Institutional strategies.

**SEI Operational Strategies** – Selecting this strategy family will allow you to further select the Cash Only Model Liquidation strategy. Adding the Cash Only Model Liquidation strategy allows you to liquidate the portfolio through rebalancing.

SEI Private Client - This strategy family will allow you to further select one of SEI's Private Client strategies.

SEI Tax Sensitive - This strategy family will allow you to further select one of SEI's Tax Sensitive strategies.

**None** – This option will remove any strategy held on the portfolio without liquidating the assets. This will become a **Funds Only** portfolio and will no longer rebalance quarterly.

- 6 Choose Replacement Strategy After selecting the Strategy Family, you will now select the new strategy.
- Choose Rebalance Option This dropdown will default to Immediate, but also includes the options of As Per Schedule, which would be on the next quarterly rebalancing schedule, Begins Next Business Day and No Rebalance.
- 8 Next Once you have made all of your selections, select the Next button to take you to the View Est. Tax Impact screen.

Choose Account O Choose Account Strat	tegy View Est. Tax Impact	Verify Changes	View & Print Confirmation			
Choose Replacement Strategy Family	SEI Private Client					
Choose Replacement Strategy	Private Client Aggressive					
Choose Rebalance Option	Immediate					
Strategy Target SEI Private Private Client 1 122 142 26	s Allocation Client Moderate	Replacement Stra SEI Pr Private C	tegy Target Allocation Ivate Client ent Aggressive			
			<b>0</b>			

#### **View Est. Tax Impact**

Next - Once you have viewed the applicable Estimated Gain / Losses and if they will cause a Wash Sale, select the Next button to take you to the Verify Changes screen.

Portfollo Choose Strategy	View Est. Tax impa	ct	Verify Changes	View & Confirm	Print Continue	
Client Tax Information Realized G Trade Set Information Estimated	iain/Loss (YTD) Net Gain/Loss		\$0.00 Short \$214.98 Short	S	22,892.92 Long \$69,438.61 Long	
Asset	Estimated Trade Size	Buy / Sell	Estimated Short Term G/L	Estimated Long Term G/L	Wash Sale?	
SEI Multi-Asset Inflation Managed Fun d 783925134   SIFAX	\$141,194.18	Sell	(\$538.50)	(\$8,443.44)	No	
SEI Institutional Managed Trust - Real Return Fund 783925233   SRAAX	\$55,182.16	Sell	(\$17.95)	(\$1,453.41)	No	
SEI Institutional Managed Trust - Multi -Strategy Alternative Fund 783925167   SMSAX	\$118,385,81	Sell	(\$133,54)	(\$982.68)	No	
SEI Daily Income Trust Short-Duration						
Cancel				O Previous	Next O	

# **Verify Changes**

Submit Request - At this point, you could press the Previous button to go back and make changes, or continue with the modification by pressing the Submit Strategy Assignment Modification button.

hoose Account Portfolio	0	Choose Strategy	0	View Est. Tax Impect	O Verity Changes	View & Print O Confirmation
erify Changes						
Strategy Target	Alloca	tion				•
Strategy Family SEI Private Clien	t				81 14	
Strategy Name Private Client M	oderate				12% 33	*
					145 265	
Replacement St	rategy	Target Allocat	lon			
Strategy Family SEI Private Clien	t					
Strategy Name Private Client Ag	gressiv	•				
•					0.0000	

#### **View & Print Confirmation**

IDs are not generated for strategy modifications unless you require an approval by an Authorized Approver at your firm. If you do select the option to rebalance, an activity ID for the rebalance will be generated. You can view that activity ID by navigating to the Activities tab within either the Client or Account context, or navigating to the firm level Tasks and Activities Dashboard.

