

# SEI Private Trust Company

## SEI Wealth Platform User Registration/Change Form

### Instructions:

This form is designed for granting individuals in your firm access to the **www.SEIAdvisorCenter.com** website (the "Website"). This form must be signed by a Registered Investment Advisory Firm ("Firm") Authorized Representative. All information must be provided to establish access. SEI will establish each User ID within two business days. Once the User ID for the **www.SEIAdvisorCenter.com** is established, two e-mails will be sent to the e-mail address provided on the form (one will contain the User ID and the other will contain the password). The user will need to register his/her User ID and password at **www.SEIAdvisorCenter.com**.

If you have questions about this form, call your Service Team at 1-800-734-1003.

Forward completed form to:

SEI Private Trust Company  
Attention: Independent Advisor Solutions by SEI (Service Team)  
P.O. Box 1098  
Oaks, PA 19456-9907  
**OR Fax:** 610-676-1021

### Section 1 Request Type

Indicate whether this request is to grant a new user access, or to modify or delete an existing user's access, to the Website.

### Section 2 User Information

Provide all user information requested.

### Section 3 User Access and Entitlements

Indicate the roles/functionality being requested for the user.

### Section 4 Additional Roles

Roles that can be assigned in conjunction with other roles to allow the user additional permissions.

### Section 5 Transaction Approval

Indicate whether the user must have his/her transactions approved by an Authorized Approver within the firm. **Failure to indicate this will result in rejection of this form by SEI Private Trust Company.** All transactions initiated via the website by a user who requires approval will need to be approved by an individual in one of the Financial Advisor roles or any individual within the firm who is entitled to view the client/account and has been marked as an Authorized Approver. **Note:** Users cannot approve transactions that they have submitted themselves.

### Section 6 Authorization

This form must be signed by a Firm Authorized Representative.

# SEI Private Trust Company

Scan as: Internet – Advisor (SWP)

## SEI Wealth Platform User Registration/Change Form

### 1 Request Type (select one)

- New User ID
- Modify Existing User ID      SEI User ID: \_\_\_\_\_
- Delete Existing User ID      SEI User ID: \_\_\_\_\_

### 2 User Information

**All information is required.** Upon enrollment a password and User ID will be e-mailed to the address provided below. The last four digits of your Taxpayer Identification Number ("TIN") and your mother's maiden name will be used to verify your identity if you forget your password or have any inquiries about your internet access privileges.

User's First Name	User's Last Name	E-Mail Address	
Cell Phone Number	Work Phone Number	Last Four Digits of TIN	Mother's Maiden Name
Firm Name	Doing Business As Name (if applicable)		Broker-dealer Name (if applicable)
Firm Address		City, State, Zip Code	

Additional notes, if applicable: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3 User Access and Entitlements** – Choose the appropriate role from the grid below. **Note: All roles listed, including those designated as “Read Only”, will have the ability to create households, upload forms, “Launch and Print” all maintenance forms, and download documents and data from the SEI Wealth Platform. Additionally, all roles will allow a user to “Launch and Submit” account applications. Advisor and client signature will be obtained electronically if allowed by the user's firm.\***

		Role Name	Submit Launched Forms	Trades	Cash Management	Portfolio Strategy Management	Fees	Client Maintenance	Restricted Account Access	View Only Access
			Ability to submit forms directly to SEI online via Forms Management	Ability to submit buys, sells, trade order sets, tax harvesting, and access to any future online trade enhancements	Ability to disburse cash, transfer cash between SEI accounts, manage recurring investments, and access to any future online cash processing enhancements	Ability to modify strategy assignments, initiate rebalances, manage recurring investments, and access to any future online strategy management enhancements	Ability to modify assigned fees, take one-time fees, and access to any future online fee enhancements	Ability to modify client contact information, contact purposes, and access to any future online client maintenance enhancements	Ability to view all employee and highly private clients and accounts	Read only access to all accounts the user is entitled to. No online transaction access
Add	Remove									
<input type="checkbox"/>	<input type="checkbox"/>	<b>Compliance Oversight</b> View Only access to all clients and accounts within the firm. The signature of an Authorized Person is required for this level of access.							X	X
<input type="checkbox"/>	<input type="checkbox"/>	<b>Firm Process Oversight</b> Access to all clients and accounts within the firm. <b>Note: This role allows the user access to create, modify, and delete firm custom strategies.</b> The signature of an Authorized Person is required for this level of access.	X	X	X	X	X	X	X	

For the roles below, please indicate the appropriate level of access:

Full Firm (the signature of an Authorized Person is required for this level of access)

Works for the following advisors: \_\_\_\_\_

Add Remove

<input type="checkbox"/>	<input type="checkbox"/>	<b>Read Only</b> Access to all accounts to which the user is tagged or to all accounts for the Advisor to whom the user is assigned.								X
<input type="checkbox"/>	<input type="checkbox"/>	<b>All Processing</b> Select access level at which the user should be entitled to perform transactions.	X	X	X	X	X	X		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Trades</b> Select access level at which the user should be entitled to perform transactions.		X						
<input type="checkbox"/>	<input type="checkbox"/>	<b>Disbursements</b> Select access level at which the user should be entitled to perform transactions.			X					
<input type="checkbox"/>	<input type="checkbox"/>	<b>Strategy</b> Select access level at which the user should be entitled to perform transactions.				X				
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fees</b> Select access level at which the user should be entitled to perform transactions.					X			
<input type="checkbox"/>	<input type="checkbox"/>	<b>Maintenance</b> Select access level at which the user should be entitled to perform transactions.						X		

\*Accounts utilizing SEI's Personal Trust Administration Service will have limited self-service entitlements regardless of the role selected.

**4 Additional Roles** - The roles listed below are optional and must be used in conjunction with another role selected in section 3. More than one of these roles may be added for any user.

- Authorized Approver** - Indicate if the user should have the ability to approve any transactions submitted by other users on any clients and/or accounts that he/she is entitled to view. Any user who has been assigned either the Financial Advisor or the Financial Advisor-Read Only role is automatically assigned the Authorized Approver role as well.
- Investment Manager** - This role will grant the user access to create and manage firm’s custom strategies.
- Forms Submitter** - Indicate here if the role you selected in section 3 does not include the ability to submit launched forms through SEI form processing and the user needs this additional functionality. **Note:** All users have the ability to retrieve, prefill, and submit to SEI via Upload.
- Fee Dashboard View** - This role will grant the user access to view the Fee Revenue Dashboard, which includes a summary of advisory fees taken over the previous 15 months and the detail of those fees for each of the clients and accounts that the user has access to view. **Note: This role is automatically included if the user is being given any of the following roles: Compliance Oversight, Firm Process Oversight, Financial Advisor or Financial Advisor – Read Only.**
- SEI Connect Investor Portal Admin** - This role will grant the user access to the SEI Connect Investor Portal Admin page where the user will be able to customize the experience for clients and prospects. Customization options include the ability to white label, create a custom invitation template, and access to any future Admin page enhancements. **Note:** This role is automatically included if the user is being given any of the following roles: Compliance Oversight, Firm Process Oversight, Firm - All Processing, Firm - Trades, Firm - Disbursements, Firm - Strategy, Firm - Fees or Firm - Maintenance.

**5 Transaction Approval Required**

Check one of these boxes to indicate whether or not transactions performed by the user listed in section 2 should be routed to an Authorized Approver before processing. If selecting yes, confirm that there is an Authorized Approver available within the user’s firm.

- Yes, transactions performed by this user should be sent to an Authorized Approver before processing.
- No, transactions performed by this user should not be sent to an Authorized Approver before processing.

**6 Authorization**

I acknowledge that, by using the Website, I consent to the **www.SEIAdvisorCenter.com** Terms and Conditions of Use, as set forth on the Website, which are made part hereof.

\_\_\_\_\_  
User's Name

\_\_\_\_\_  
User's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Person's Name and Title \*\*

\_\_\_\_\_  
Authorized Person's Signature\*\*

\_\_\_\_\_  
Date

\*\*This person is an authorized signer for the Firm and should not be the same person as the requestor unless he/she is the authorized signer for the Firm.