SEI CLIENTCONNECT
USER GUIDE
JULY 2015

SEI New ways. New answers.®

SEI ClientConnect

Contents

Purpose

This document covers the core functionality of SEIClientConnect as well as various screenshots and suggestions or best practice suggestions.

You will be using SEIClientConnect to quickly access your real-time account information as needed.

Mobile Access

We created SEIClientConnect specifically for you. SEIClientConnect is a browser-based solution designed to deliver a pleasant and consistent experience across all of your devices, be it a desktop/laptop, a tablet or a smartphone. You are not required to download or maintain an app from an app store but rather always have the latest version of the website at your disposal.

SEI ClientConnect Core Functionality

SEIClientConnect has a core set of functionality that includes the following pages:

- My Accounts
- Account Profile
- Account Summary
  - Pending Activity
  - Realized Gain/Loss
- Holdings Detail
- Transaction History
- Taxlot Detail
- My Documents
- Download to Quicken

Login Process

You will access SEIClientConnect using SEI's login page and our Multi-factor authentication (MFA) process. Please be aware that the look and feel of the login and MFA screens are updated. The functionality will remain exactly the same. This same look and feel will also carry over to tablets and smartphones.

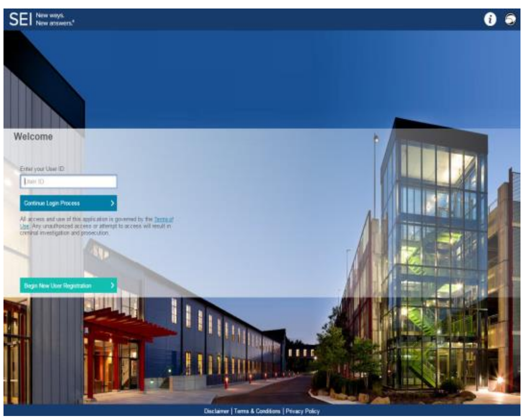
Step 1: Enter your **ID**.

Step 2: Enter your **password**.

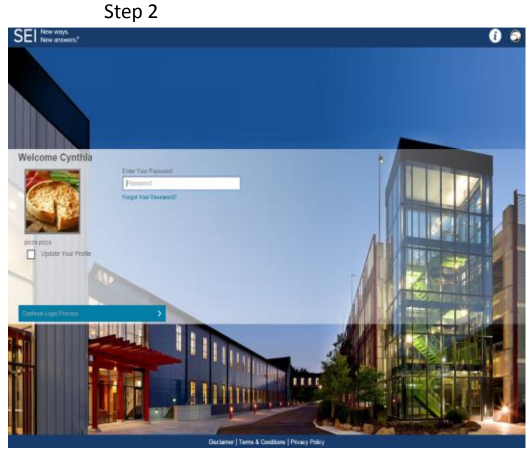
Step 3: If this is your first time logging on to the URL with a new device, **answer two security questions** and register your device.

Step 4: Re-enter your **password** to be logged in.

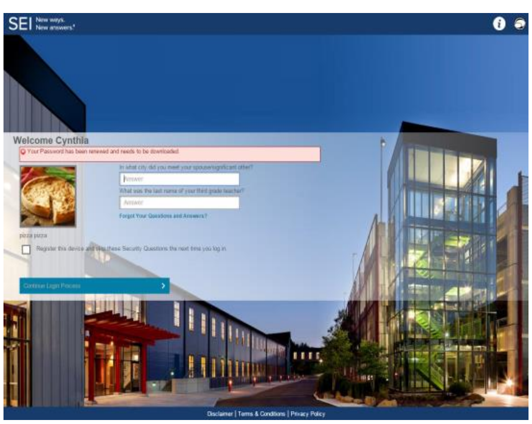
Step 1



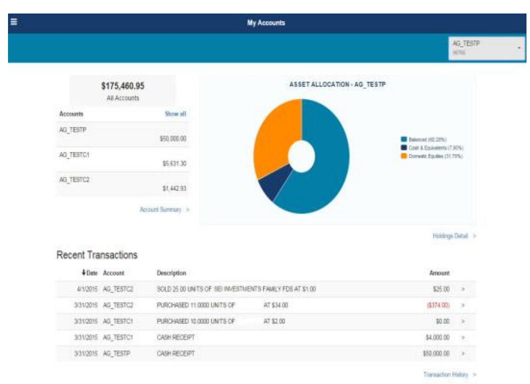
Step 2



Step 3



Step 4

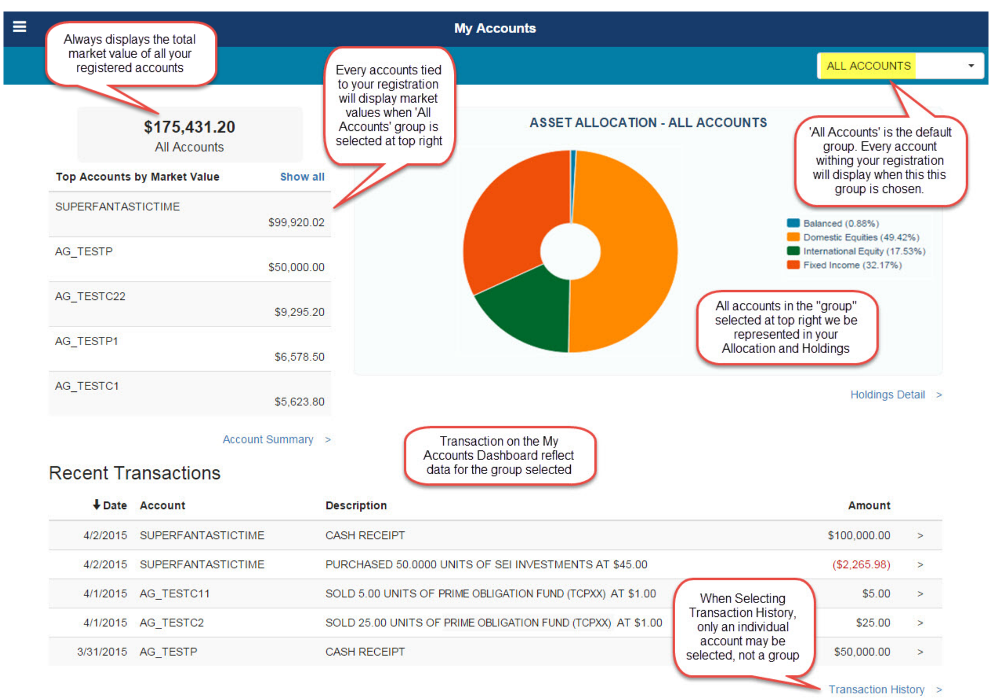


If you have to select **Forget Password** or **Reset Password** because you get locked out, you will follow the same process. The main difference is that after answering your two security questions correctly, you will be emailed a one-time password that you must enter back into the URL. Next, you will create and confirm a new password and then you will be logged in.

Home Page — My Accounts

With your new SEIClientConnect site, one of the first things you will notice is the new layout and navigation. Your default home screen is referred to as your **My Accounts** page and your view will default to all of your registered accounts. The drop-down menu in the top right corner of the page will indicate your account or group of accounts. All information on the My Accounts page will reflect all of your accounts and can be changed to other groups or individual accounts. The page consists of three sections:

- **Total Accounts by Market Value** — This section lists the top five accounts in decending market value order. If you need to view more than five accounts, click on **Show All**. The **All Accounts** value at the top left will always be the total market value of all your registered accounts.
- **Asset Allocation** — Represents the breakdown of your investments by asset class.
- **Recent Transactions** — Lists your last five transactions. For additional transactions, click on **Transaction History**.



From the My Accounts page, you can link directly to several other pages. Namely an Account Summary page, your Holdings Detail and your Transaction History.

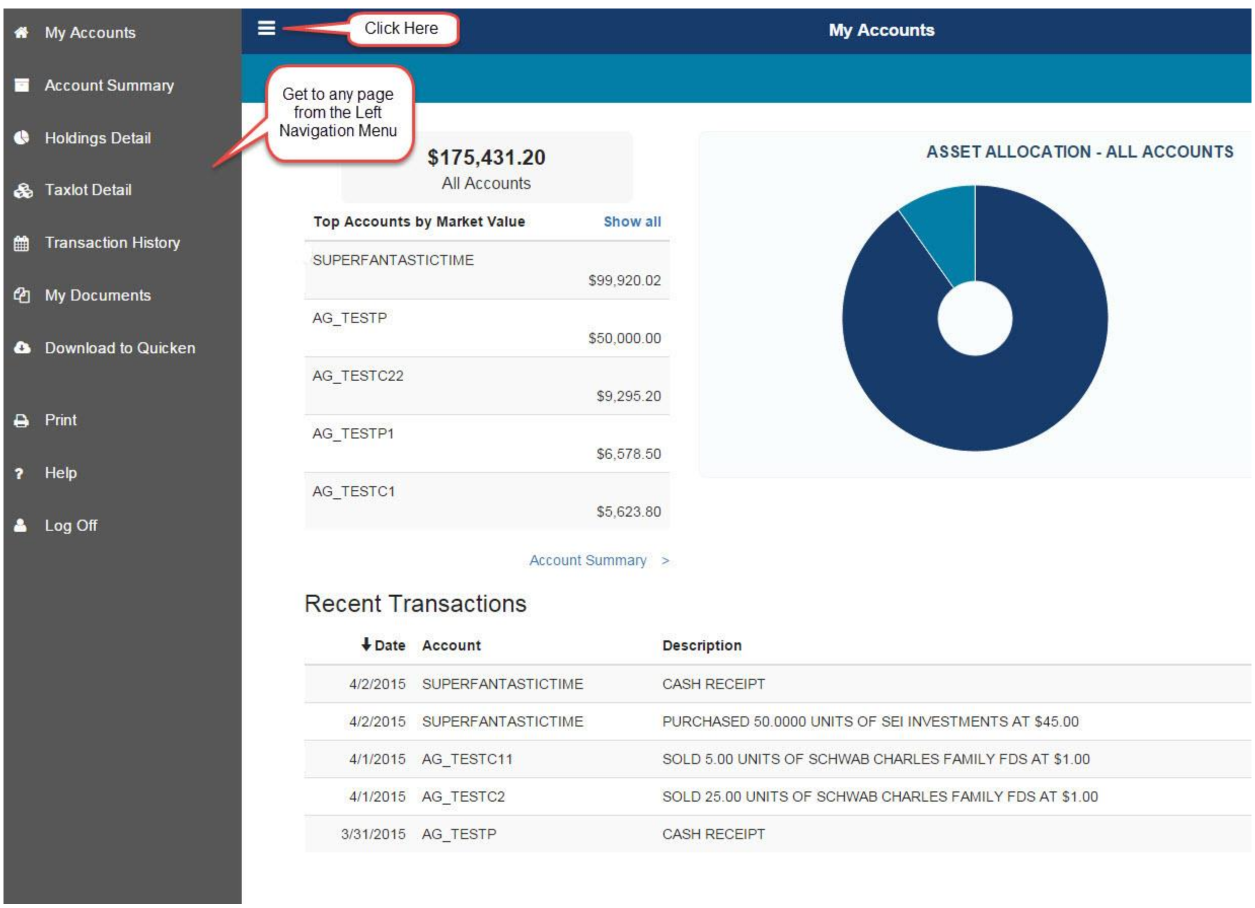
Navigation

In addition to your ability to navigate from your home page by clicking on the provided links, you also have access to a left navigation tool or “hamburger,”  which is always available throughout your navigation of the site.

Simply click on the hamburger and the menu will become available.

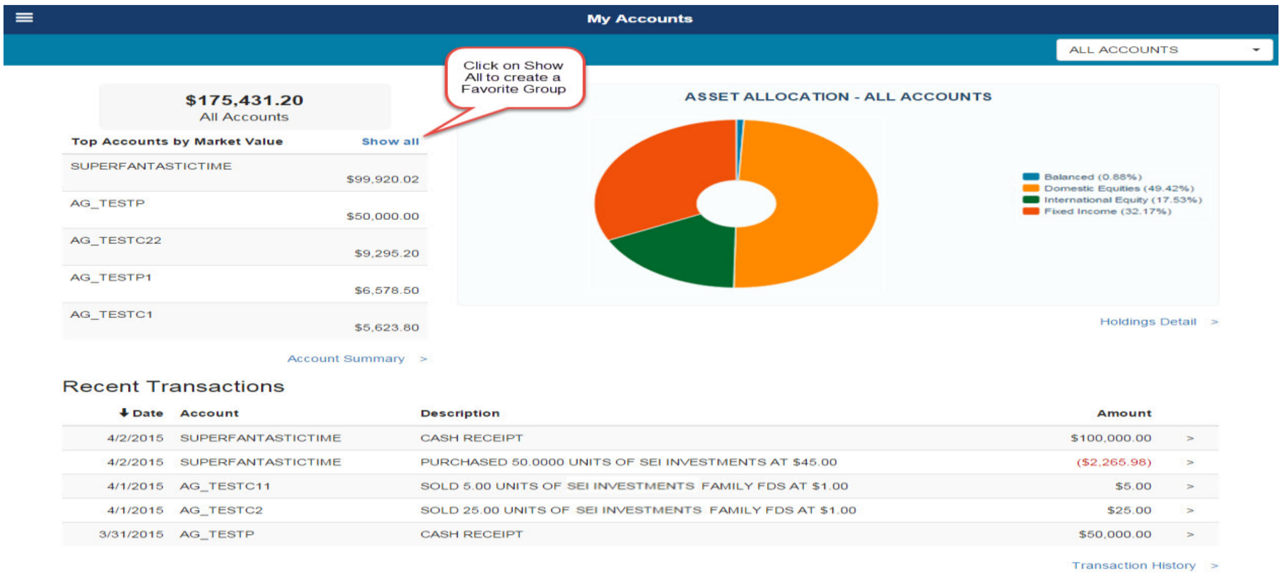
Use this navigation to access your statements in **My Documents** or to print necessary information.

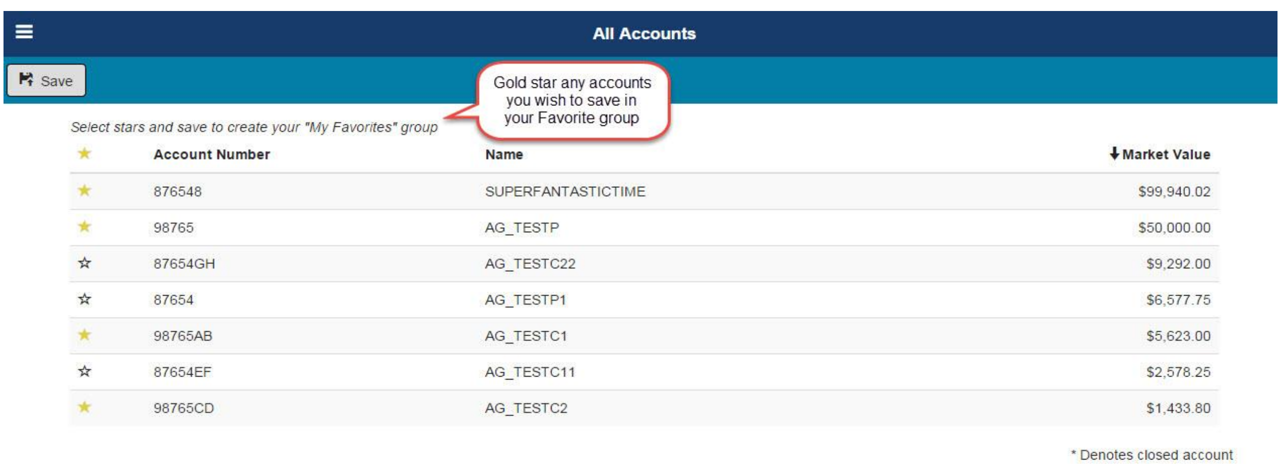
The menu you are presented is dynamic and offers you options that are available to you only from that page. For example, once in a Transaction Detail page, the left navigation menu would also present the option to **Export** (to Excel).



Creating a My Favorites Group

Groups are a convenient aspect of any user experience. With ClientConnect, we have designed a maintenance-free grouping experience as well as the ability to create one **My Favorite** group. As shown below, from the My Accounts page, you can click on **Show All** to both see your full list of accounts and their market value as well as choose accounts for a favorite group.





Select any account(s) from your list by clicking on the star to the left of the account number. Once saved, you will now have a **My Favorites** group available in your drop-down menu to view an aggregated list such as a Summary or Holdings, whether they areIRAs, taxable accounts, a child's accounts, etc.

The My Favorite grouping functionality can be updated dynamically and within seconds to compare and contrast information from say IRA and taxable accounts or view dependents' aggregated information.

Viewing Automated Groups

With a simple-to-use interface, you can update your My Favorites any time, including within a single login experience so you can see multiple views of your same accounts.

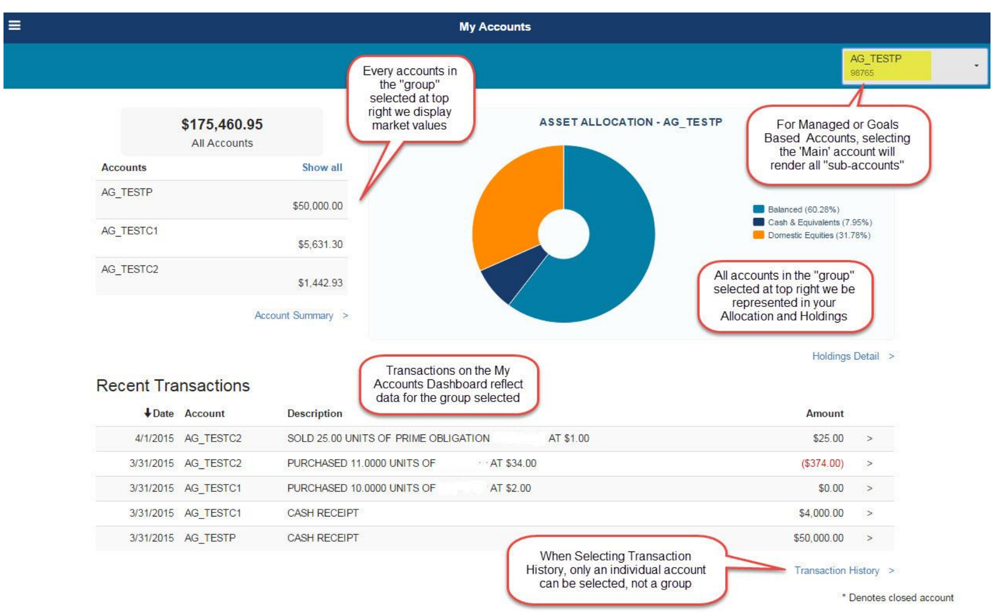
In addition to the **All Accounts** group that SEI sets up and maintains and the My Favorites functionality — which allows you to create and edit a group yourself as often as you'd like — other specific groups are auto-created for you.

If you used our Managed Account and/or our Goals-Based Accounts you most likely have sub-accounts (for example, 98765 as a main account and 98765A, 98765B or 98765AE, 98765EE as sub-accounts). If so, SEI now automatically aggregates those sub-accounts in one group under the main account.

As an example, if you have a Managed Account (98765) that has two sub-accounts (98765AE and 98765EE) if you select the main account, you will see an aggregated view of the entire Managed Account.

In the example below, you can see that while one account (the main account) was selected, three accounts (the main account plus the two sub-accounts) show up in the **Account Value** section at the top left section of the page and are represented in the **Asset Allocation** and **Recent Transaction** section.

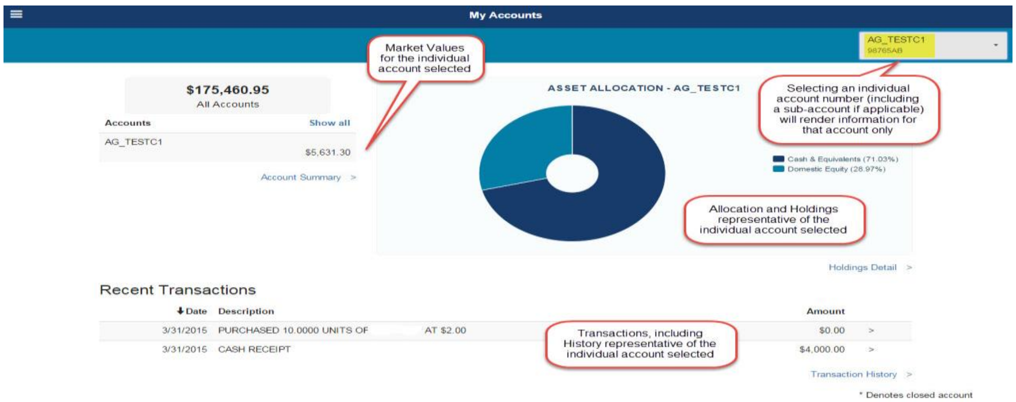
Furthermore, any additional sub-accounts that are opened will be added to your registration automatically.



Viewing Individual Accounts

In addition to viewing aggregated data for a Managed or Goals-Based Account (as shown above), select an individual sub-account within the group to view data specific to that sub-account.

As with every screen, the information reflected in all three areas of your My Accounts home page reflect the account (or group) chosen.



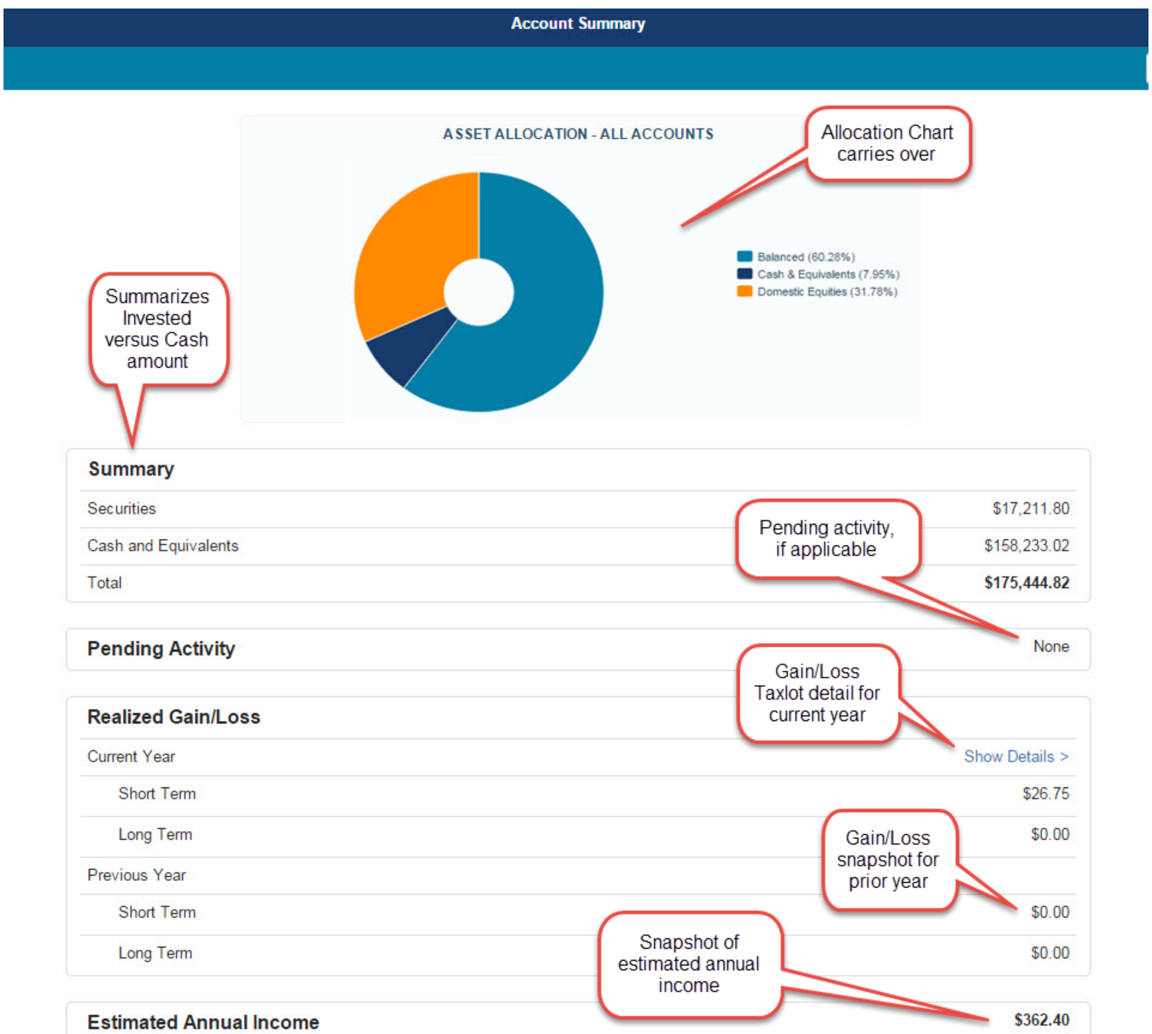
Account Summary Page

This page displays the Asset Allocation chart with allocations by security type as well as dollar amount.

Any pending activity can be viewed, and exported, under the **Pending Activity link** and **Show Detail,** if available. Pending activity is any monetary activity (a trade, a transfer, etc.) that has not started and is not yet completed. If there are no pending activities within SMAC, the word **None** will appear instead of **Show Detail**.

You can also view the realized gain/loss summary for the current year and the previous year. A drill down to the taxlot level detail is provided by clicking on the **Current Year** while the **Previous Year** is a snapshot.

The last item on this page is the **Estimated Annual Income**.



Holdings Detail

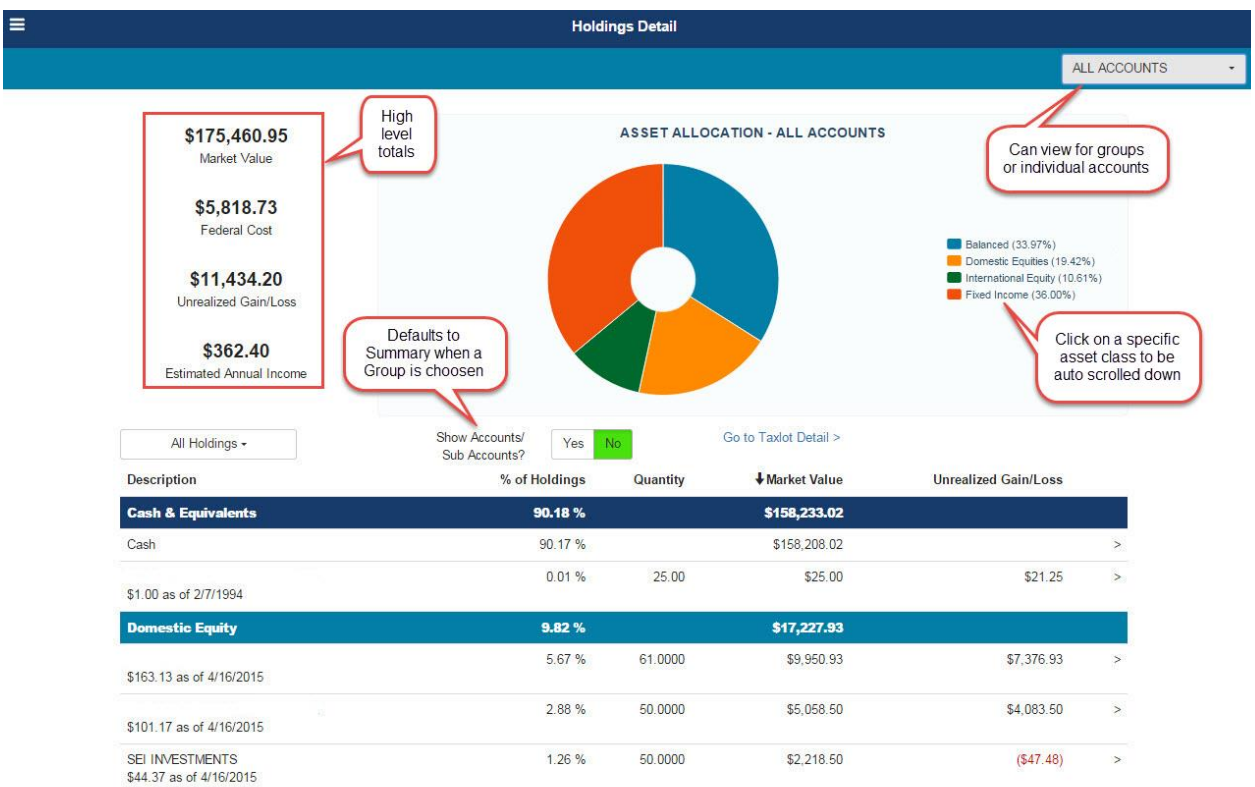
You can link to your Holdings Detail from either your My Accounts page or the hamburger at the top left.

The information you see depends on the context from which you enter the screen. In the example below, the user is in **All Accounts**. As a result, the user is seeing all holdings. If they wish to see only single accounts, they can and should select that account.

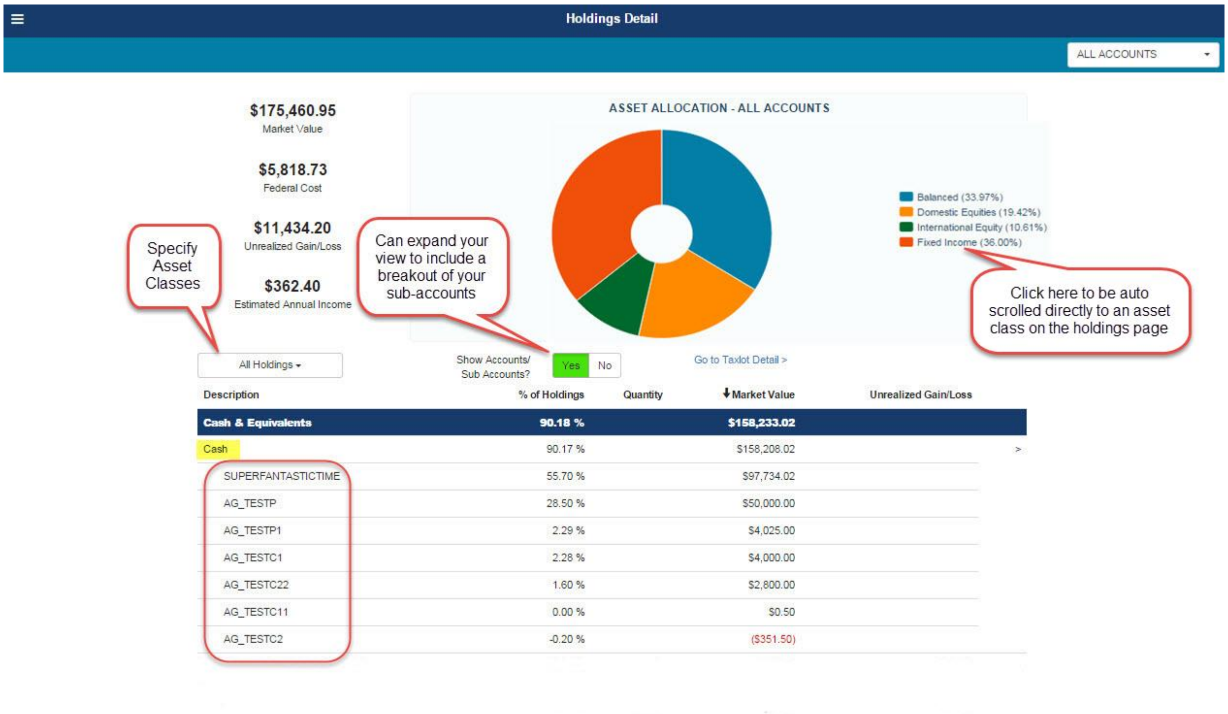
When entering the Holdings Detail from the context of a group, the default is to aggregate the positions and show all asset classes as seen below.

To see a breakdown of how an asset or assets are distributed across accounts, change the default setting for **Show Accounts/Sub-Accounts** from **No** to **Yes,** as shown on the next page.

To isolate a specific asset class, either click on that asset class in the **Asset Allocation** matrix and you will be auto-scrolled down to that section or you can change your filter from **All Holdings** to the **Asset Class(es)** you wish to see, as shown on the next page.



Holdings Detail (Continued)



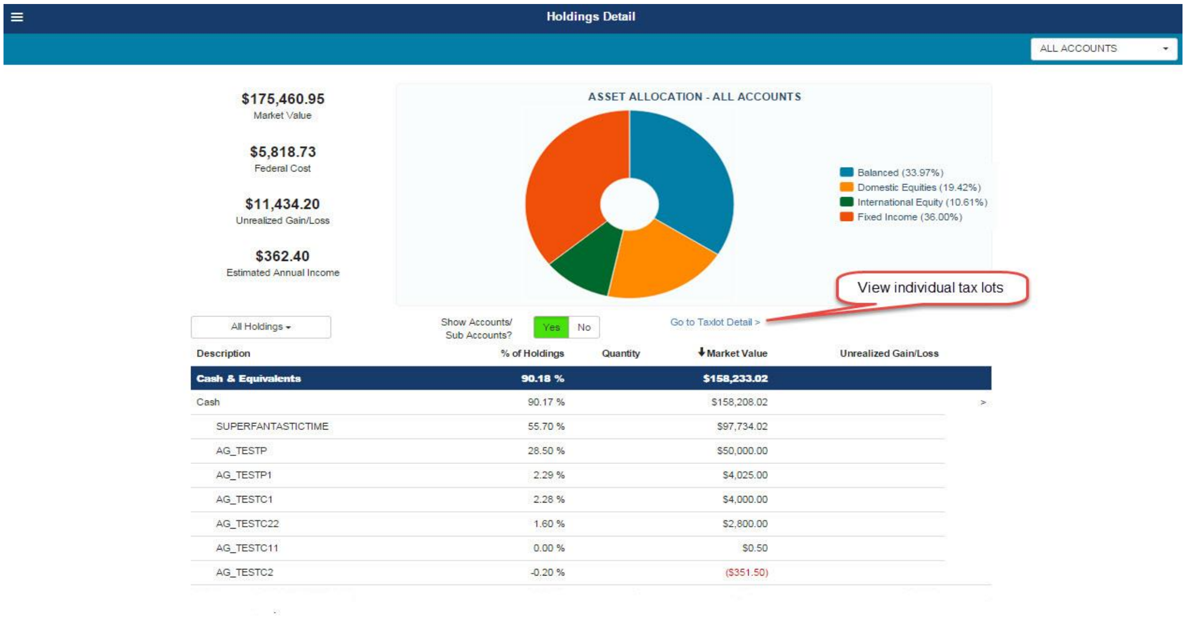
All holdings are listed out by security type along with other important information. You also have the ability to drill down to additional detail (shown below) by clicking anywhere within the line of a particular security.

×

Description:	MULTI-ASSET CAP STAB FUND(SCLAX)
Asset ID:	88
Quantity:	716.500
% of Holdings:	19.33 %
Price:	$10.24 as of 6/15/2015
Market Value:	$7,336.93
Federal Cost:	$7,187.64
Unrealized Gain/Loss:	$149.29
Estimated Annual Income:	$3.30

Taxlot Detail

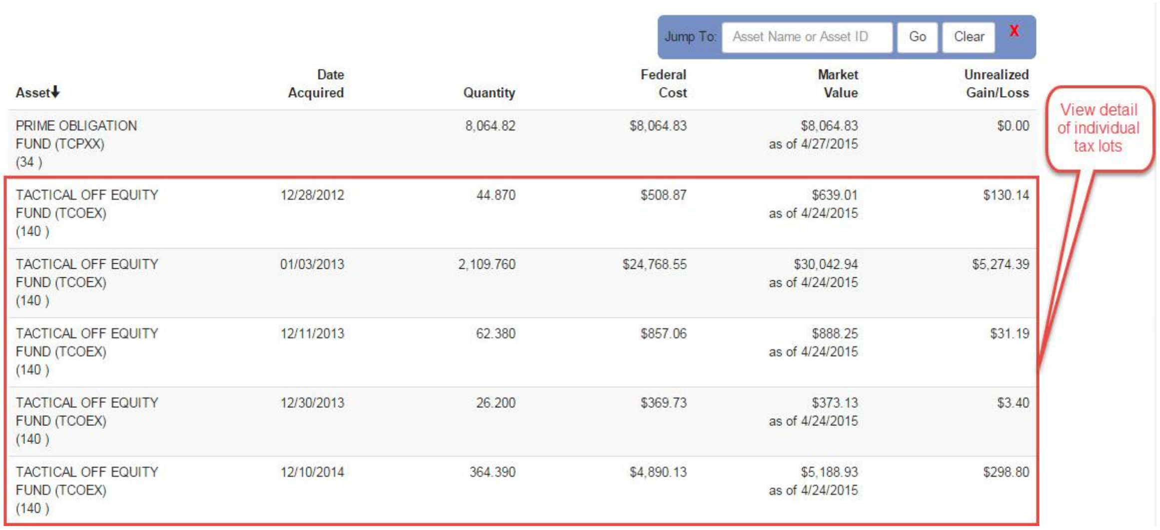
From your Holdings page, you can drill down into your taxlot detail and view specific assets and taxlots.



When viewing taxlot detail, you can review the gain/loss associated with your account purchases.

The information available in the taxlot page is exportable to edit in Excel.

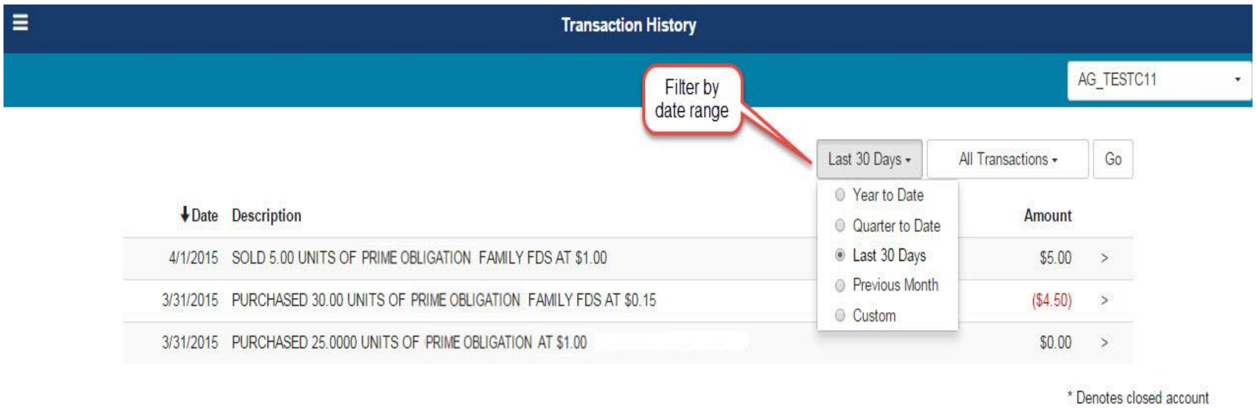
The **Jump To** feature allows you to find a particular asset quickly without searching or scrolling. You can also cancel that security and start a new search. To close the **Jump To** search, just click on the red **X**.



Asset	Date Acquired	Quantity	Federal Cost	Market Value	Unrealized Gain/Loss
PRIME OBLIGATION FUND (TCPXX) (34)		8,064.82	$8,064.83	$8,064.83 as of 4/27/2015	$0.00
TACTICAL OFF EQUITY FUND (TCOEX) (140)	12/28/2012	44.870	$508.87	$639.01 as of 4/24/2015	$130.14
TACTICAL OFF EQUITY FUND (TCOEX) (140)	01/03/2013	2,109.760	$24,768.55	$30,042.94 as of 4/24/2015	$5,274.39
TACTICAL OFF EQUITY FUND (TCOEX) (140)	12/11/2013	62.380	$857.06	$888.25 as of 4/24/2015	$31.19
TACTICAL OFF EQUITY FUND (TCOEX) (140)	12/30/2013	26.200	$369.73	$373.13 as of 4/24/2015	$3.40
TACTICAL OFF EQUITY FUND (TCOEX) (140)	12/10/2014	364.390	$4,890.13	$5,188.93 as of 4/24/2015	$298.80

Transaction Detail

This page provides transaction history that you can filter by date range or transaction type. The default view is the last 30 days for all transactions. Like the Holdings Detail page, this page allows you to customize your view by selecting specific time frames as well as specific transaction types (see screenshots below). This page was designed to allow users to view transactions in the context of a single account.

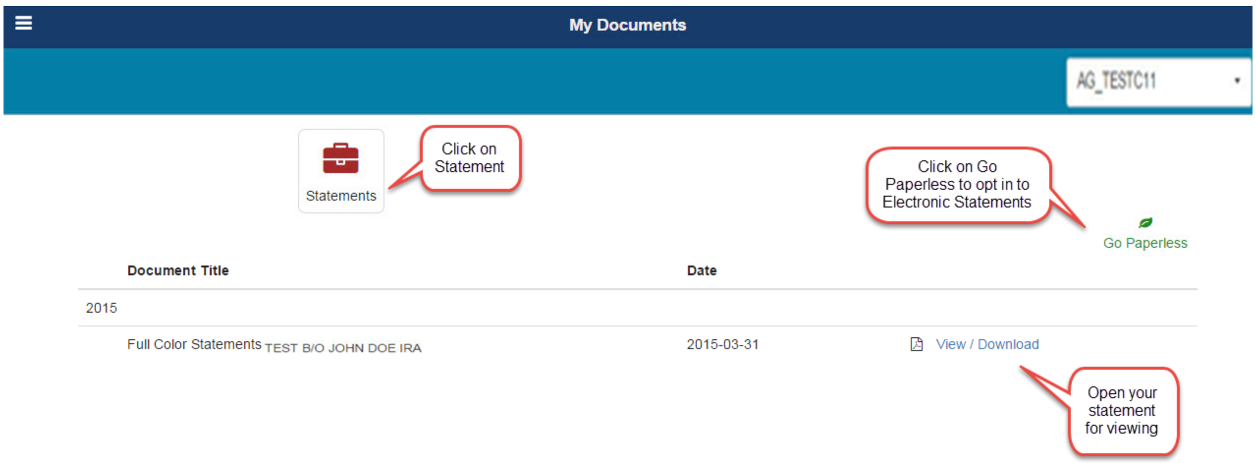


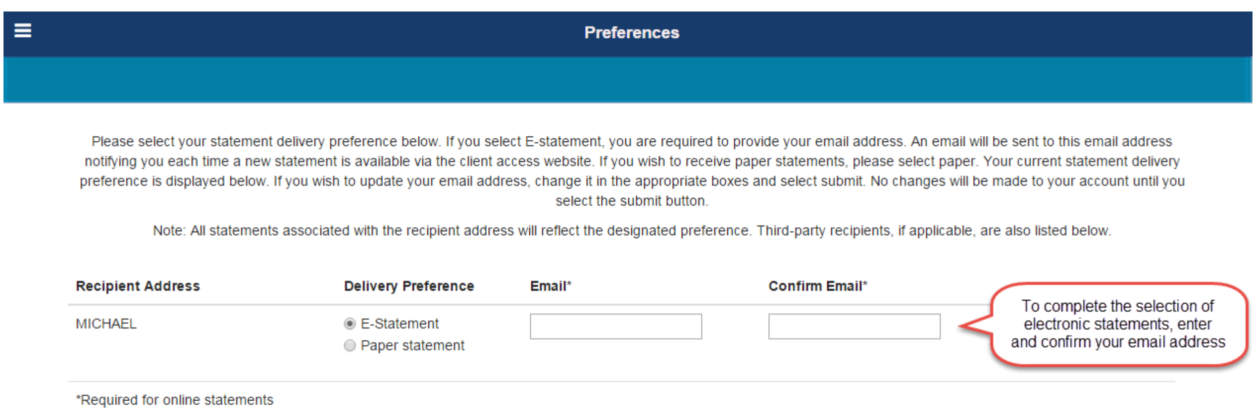
You can also filter by a specific type of transaction you want to see (or both).

My Documents Page — Statements

View your Activity and Perfomance Statements online by going to theleft navigation menu, and then click on **Statements** to pull up the statements available viewing or download.

There is also an icon titled **Go Paperless,** allowing you to easily opt in to electronic delivery of statements. Simply click on the green leaf, select **E-Statements** and enter your email (see image at the bottom of this page) and accept the conditions associated with electronic delivery.





Download to Quicken

Like our previous site, you can download your account information into Quicken by selecting the accounts and date range you want to see.