

# Data Services Set Up / Change Form

**Instructions:** Please complete this form to establish, modify, or remove a data feed from **www.SEIAdvisorCenter.com** or to a third party software/services provider. All information must be provided to establish a data feed. If you have questions about how to complete this form, contact a member of your Service Team at 1-800-734-1003.

- When establishing a data feed from **www.SEIAdvisorCenter.com**, a valid **www.SEIAdvisorCenter.com** user ID is required to access and download files. If the person listed below is not a registered user, please visit **www.SEIAdvisorCenter.com** to register for online access; the registration form should be submitted along with this form.
- When establishing a data feed to a third party software/services provider ("Data Feed Sent Direct", below), you are authorizing SEI Private Trust Company ("SPTC") to send your data directly to a third party by completing this form.

This form should be submitted electronically via **www.SEIAdvisorCenter.com** by selecting Actions>Manage Forms. For additional contact information, please select Help>Resources>Contact SEI from the home page of **www.SEIAdvisorCenter.com**.

**1 Data Feed Request Type** (Select one)

- New     Change/Modify/Update     Delete

**2 System Selection** (Select one)

**Data Feed Sent to www.SEIAdvisorCenter.com**

- Advisors Assistant (format: PortfolioCenter)
- Asset Book (format: PortfolioCenter)
- Junxure (format: PortfolioCenter)
- Morningstar Office (format: Morningstar)
- PortfolioCenter (format: PortfolioCenter)

**Data Feed Sent Direct**

- Addepar (format: dbCams)
- Advyzon (format: PortfolioCenter)
- Albridge (format: dbCAMS) Provide Broker-dealer Name **(required)**

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- AppCrown (format: PortfolioCenter)
- AXIS Retirement Plan Analytics Platform (format: dbCAMS)
- Blueleaf (format: PortfolioCenter)
- ByAllAccounts (format: PortfolioCenter)
- Circle Black (format: Advent/PortfolioCenter)
- Ebix (format: dbCAMS)
- Envestnet/Tamarac (format: PortfolioCenter)
- Fi360 (format: dbCAMS)
- GeoWealth (format: PortfolioCenter)
- IncomeConductor (format: PortfolioCenter)
- Investigo (format: PortfolioCenter) Provide Broker-dealer Name **(required)**

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- Jaccomo (format: dbCAMS)
- Orion (format: dbCAMS)
- Panoramix (format: PortfolioCenter)
- Portfolio Pathway (format: dbCams)
- RIA in a Box
- RightCapital (format: PortfolioCenter)
- Skience (format: dbCams)

**3 Recipient Information** Must be completed only if a selection was made in section 2 to send the data feed to www.SEIAdvisorCenter.com.

Recipient's Name	Recipient's SEIAdvisorCenter User ID	
Advisor Firm Name	Broker/Dealer Name (if applicable)	Telephone Number
Advisor Firm Address	City, State, Zip Code	

**4 Data Selection Criteria** (Select one)

Individual Advisor

Advisor Representative's Name	Sample SEI Account Number(s)	Sample SEI Account Name(s)
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Advisor Firm

Advisor Firm Name	Sample SEI Account Number(s)	Sample SEI Account Name(s)
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Broker/Dealer

Broker/Dealer Name	Sample SEI Account Number(s)	Sample SEI Account Name(s)
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**5 Authorization**

We, the Advisor Firm and each of its Advisor representatives identified herein, hereby instruct SPTC as our agent on our behalf to either: 1) deliver in an encrypted data file via a secure FTP site to the Data Feed Sent Direct specified above or 2) deliver in a data file in a format specified above to the www.SEIAdvisorCenter.com website that can be exported to the indicated Data Feed, all of our customers' account information, including non-public personal information (as defined by regulation S-P), that SPTC currently provides to us as the custodian of our clients' investor accounts. For purposes of this form, Data Feed and Data Feed Sent Direct are defined as the "Service."

In consideration of SPTC's provision of this information to the Service, we hereby agree that SPTC shall not have any liability to us and we shall hold SPTC, its affiliates and subsidiaries harmless from any and all potential, threatened or pending claims, actions, proceedings, losses, damages, liabilities, costs or expenses (including attorney's fees) (collectively "Losses") related to this Authorization. Without limiting the generality of the foregoing, we hereby agree to indemnify and hold harmless SPTC, and its affiliates and subsidiaries from any losses as a result of the transfer to or receipt by the Service of our customer data or data files from SPTC, including, without limitation as a result of: (i) SPTC's release of our clients' non-public personal information and other information hereunder to the Service; or (ii) any permissible or impermissible release, disclosure, loss or use of any information provided pursuant to this instruction by the Service, whether intentionally or otherwise.

We hereby warrant and represent that: (i) we act as the Advisor Firm (or perform similar financial service functions) to every customer with an account at SPTC covered by this instruction pursuant to an agreement with such customer; (ii) this instruction is properly given by our authorized representative and has been duly authorized by us; (iii) the Service is our service provider (as contemplated under regulation S-P) performing services for us related to our clients' investor accounts at SPTC, which services require the release of our customers' account information to the Service; (iv) the Service has contractually agreed with us not to disclose or use any customer information provided hereby other than for the purposes for which we have authorized you to disclose the information hereby; (v) the Service has appropriate information security and privacy controls; and (vi) we have the authority under applicable law and regulation to provide this data to the Service and/or to instruct SPTC to release this information to the Service on our behalf.

In addition, we hereby acknowledge that we may provide the Service with access to this information through our Advisor Center login ID and the provisions set forth below shall apply to the Service's receipt of our customer data through the use of our login information and I further acknowledge consent to the **www.SEIAdvisorCenter.com** Terms and Conditions of Use, as set forth on that site, which are made part hereof.

The Authorization shall remain in full force and effect until revoked in writing providing SPTC reasonable opportunity to act upon said revocation.

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Name of Submitter (please print)

\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Person (please print)

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date