

# FundsAUM Guide

The FundsAUM portal (serviced by Atlantic Fund Services) is designed for an organization’s staff and consultants to view information about their account(s) including, AUM, transactions, statements, etc. The FundsAUM portal is for users who are not the authorized user for the OLA portal, where transactions are made. The FundsAUM portal does not allow you to transact in your account.

This guide will help you complete the FundsAUM form which is required in order to grant staff and consultants access to the portal. The [FundsAUM Designation Form](#) can be found on the [CBIS Funds Transformation Tool Kit](#).



## Intermediary Security Manager Designation Form

INTERMEDIARY NAME (Legal Entity Name):

INTERMEDIARY ADDRESS:

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|  |
|  |
|  |

Provide your organization's name and address (also known as Intermediary).

| 1. Security Manager’s Details (required)           |  |
|--|--|
| Last Name:   |  |
| First Name:  |  |
| Title:   |  |
| Security Manager Signature:                        |  |
| Telephone No.:                                     |  |
| E-mail Address:                                    |  |
| 2. Alternate Security Manager’s Details (required) |  |
| Last Name:   |  |
| First Name:  |  |
| Title:   |  |
| Alternate Security Manager Signature:              |  |
| Telephone No.:                                     |  |
| E-mail Address:                                    |  |

In this section, provide contact information for your authorized signers (also known as your security manager).

Atlantic Fund Services requires at least two authorized signers or security managers to be listed, but you can assign three security managers for a back up. Please complete all fields.

**SECTION II: AUTHORIZED USERS**

NOTE: user ID's and passwords cannot be shared across persons. Inactive user ID's are subject to periodic review and revocation.

| Last Name | First Name | Email Address | Phone |
|-----------|------------|---------------|-------|
|           |            |               |       |
|           |            |               |       |
|           |            |               |       |
|           |            |               |       |
|           |            |               |       |

If you would like to allow other individuals to access to the account, please complete the table under Authorized Users.

If more than five users require access, you may include an additional page with their contact information when submitting this form.

Once completed, please email the completed form to [crifund@seic.com](mailto:crifund@seic.com)

Need help?

Before December 5, 2021 please call your CBIS representative or Investment Concierge

After December 5, 2021, Please call 1-866-348-6466 (toll-free) to speak with a representative who can assist you.

**Please note: You will not be able to access FundsAUM portal until December 6, 2021.**

**You may submit this form prior to December 6, 2021**