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| **Procedure Name:** | **Turn Off Billing for AMP Equity /**  **Mutual Fund / CD Positions** | **A picture containing text, clipart  Description automatically generated** | |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** | Katie Weinschenk |

**Description**

Use the following procedure when we wish to exclude a non-cash position from billing in an AMP account.

**Assumptions**

N/A

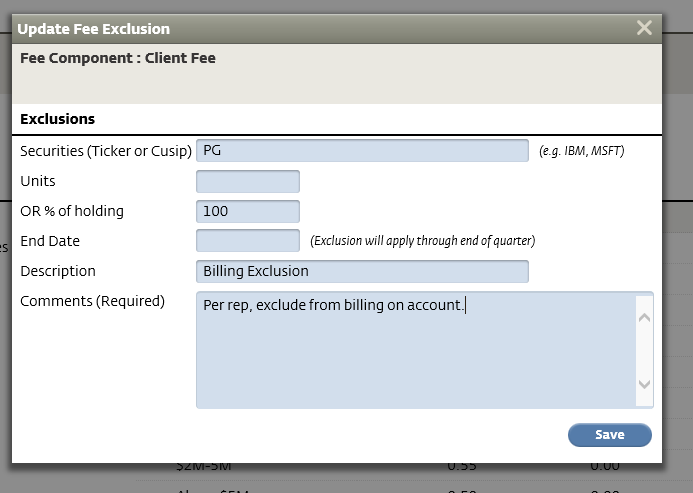
**Procedure**

1. In WMP, pull up the account you wish to exclude from billing
2. Click on the Billing Tab
3. Click on the Billing Group Name hyperlink
4. Under the correct account number, click View Fee Schedule
5. Click the Client Fee link

Graphical user interface, text, application, table, email

Description automatically generated

1. Click the + Add on the top of the screen and select Asset Category
2. On the following screen, you will complete the following:
   1. Securities (Ticker or CUSIP)
   2. % of holding: 100
   3. End Date: BLANK
   4. Description: TICKER Billing Exclusion
   5. Comment: Per rep, exclude from billing on account



1. Click Save
2. You can confirm the cash exclusion is on an account on the Client Fee page under Exclusions

**References**

N/A

**Revision History**

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| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
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