



Stairway Partners LLC is registered with the Securities and Exchange Commission (SEC) as an investment advisor. Investment advisory and brokerage services and fees differ, and it is important to understand the difference. We provide advisory accounts and services to retail investors rather than brokerage accounts and services. Free and simple tools are available to research firms and financial professionals at [Investor.gov/CRS](https://www.investor.gov/crs), which also provides educational materials about broker-dealers, investment advisers, and investing.

This document gives you a summary of the types of services we provide and how you pay. Please ask us for more information. There are different ways you can get help with your investments. You should carefully consider which types of accounts and services are right for you.

What investment services and advice can you provide me?

Given my financial situation, should I choose investment advisory services? Why or why not?

How will you choose investments to recommend to me?

What is your relevant experience, including your licenses, education and other qualifications?

What do these qualifications mean?

- We offer investment advisory services to retail investors, including asset allocation and risk management of your portfolio held at an unaffiliated custodian.
- If you open an advisory account with us, you will grant us full authority to supervise and direct the investment of your assets without asking you in advance (a “**discretionary account**”).
- In order for you to open an account with us, we require you to have a minimum of \$1 million in assets to be managed by us.
- We will discuss your investment goals, design an investment strategy with you, and regularly monitor your account. We will contact you (in-person, by phone, or e-mail) at least annually to discuss your portfolio.
- If you open an advisory account, each quarter you will pay an on-going **asset-based fee** for our services, based on the value of the cash and investments in your advisory account.
- The investment selections we will make for you involve primarily open-end mutual funds and exchange traded funds. Other firms could provide advice on a wider range of choices, some of which might have lower costs.
- The two senior Managing Principals responsible for investment strategy, portfolio monitoring and performance, have over 50 years combined investment advisory services experience and are both Chartered Financial Analyst (CFA), a globally recognized professional organization in the investment services industry.

Our Obligations to You. We must abide by certain laws and regulations in our interactions with you.

What are your legal obligations to me when acting as my investment adviser?

- We are held to a fiduciary standard that covers our entire investment advisory relationship with you. For example, we are required to monitor your portfolio, investment strategy, and investments on an ongoing basis.
- Our interests can conflict with your interests. We must eliminate these conflicts or tell you about them in a way you can understand, so that you can decide whether or not to agree to them. More detailed information can be found in our Form ADV.

Conflicts of Interest. We benefit from the advisory services we provide to you.

How else does your firm make money?

How might your conflicts of interest affect me, and how will you address them?

- ***When we act as your investment advisor***, we have to act in your best interest and not put our interest ahead of yours (fiduciary standard). At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you.
- Here is an example to help you understand what this means: We receive fees for managing account types we have recommended such as IRA roll over accounts. We therefore have an incentive to recommend that you roll over your IRA account.
- Our only source of compensation is the fees paid to us by our clients. We do not receive payments from 3rd-parties, distribution or marketing fees from mutual funds, or any portion of the fees that you pay to a broker dealer or custodian.
- We do not trade financial instruments with Stairway's own money (called "***proprietary trading***"). We do not buy investments from you, or sell investments to you, from our own account (called "***acting as principal***").
- More detailed information about conflicts of interest is available in our Form ADV Part 2A.

Fees and Costs. Fees and costs affect the value of your account over time. Please ask your financial professional to give you personalized information on the fees and costs that you will pay.

What fees will I pay?

Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?

- The amount paid by you to our firm does not vary based on the type of investments we select on your behalf. The asset-based fee reduces the value of your account and will be deducted from your account.
- Some investments (such as mutual funds) impose additional fees that will reduce the value of your investment over time.
- The amount you pay will depends on the value of assets in your account. ***Please view our fee schedule*** on page 5 of our Form ADV by clicking the "About Us" tab on our [**website**](#).
- You will pay a transaction fee when we buy and sell an investment for you. You could also pay fees to a broker-dealer or bank that will hold your assets (called "***custody***") depending on the custodian you select.
- The more assets you have in the advisory account, including cash, the more you will pay us. We therefore have an incentive to increase the assets in your account in order to increase our fees. You will pay fees and costs whether you make or lose money on your investments.

Additional Information. We encourage you to seek additional information.

Do you or your financial professionals have any legal or disciplinary history?

Who is my primary contact person?

Who can I talk to if I have concerns about how this person is treating me?

- No for Stairway Partners; no for our financial professionals. **Visit Investor.gov/CRS** for a free and simple search tool to research us and our financial professionals. ***The firm's CRD number is 133157.***
- ***For additional information*** on our advisory services, ***view our ADV brochure***, including brochure supplements about our financial professionals, by clicking on the "About Us" tab on our [**website**](#). Our Form ADV is also available on IAPD at Investor.gov.
- To report a problem to the SEC, visit Investor.gov or call the SEC's toll-free investor assistance line at (800) 732-0330. If you have a problem with your investments, account, or financial professional, ***contact the Chief Compliance Officer*** in writing at 209 South LaSalle Street, Suite 504, Chicago, IL 60604.
- ***Contact the Chief Compliance Officer*** at (630) 371-2717 to request additional information or Form CRS.