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Overview

This chapter introduces you to Account Management and provides an overview of common functions. The following topics are included:

- About Account Management
- Account Management Access and Account Structures
- Logging In
- Home Page
- Menus
- Getting Help
- Navigating Account Management Pages
- Changing the Active Account
- Account Selector
- Changing the Display Language
- Printing
- Logging Out

About Account Management

Our Account Management system lets you configure and manage your account from a single window, and gives you convenient access to these account and website functions:

- **Trade** - All accounts can launch Trader Workstation and WebTrader, trade within Account Management using QuickTrade, and some multiple account structures can access Post-Trade Allocations.
Reports - Customize and generate reports such as activity statements, margin reports, trade confirmations, and tax forms.

Funding - Set up fund and position transfers to and from your account, check the status of your deposits, transfers and withdrawals; specify client fees for broker or advisor client accounts; submit advisor-calculated fee invoices for client accounts; authenticate pending bank instruction requests; and more.

Manage Account - Configure your account, including account- and user-level settings. These include personal, financial and regulatory information; IP restrictions; pricing structures; base currency; master account functions; adding users and defining their access rights; viewing, adding and closing broker or advisor client accounts; and much more.

Manage Clients/Funds/Traders - Advisors, Brokers (Fully Disclosed and Non-Disclosed) and SIPP account administrators access this menu to configure their client accounts. Hedge Fund Investment Managers who manage multiple funds access this menu as Manage Funds. Proprietary Trading Group STL Account Master Users access this as the Manage Traders menu. Functions include viewing and adding client accounts and fund accounts; configuring client account trading permissions; specifying client fees for broker or advisor client accounts and SMA accounts; submitting fee invoices for client accounts; and much more.

Investors’ Marketplace - Eligible account holders can access our Hedge Fund Investor Site, eligible hedge funds can participate in Hedge Fund Capital Introduction program, and other accounts can access the Money Manager, Administrator marketplaces and Third Party Custodian pages.

Support - Point of access for submitting and tracking Client Services issues; initiating live chat; and accessing Client Services tools.

Reference - Access important information from our website, including our product and exchange listings and detailed information on margin and order types.

When navigating through the different pages in Account Management, do NOT use your browser’s Back button. If you do, you may be logged out of the system. Instead, use the Back button provided on the Account Management pages.

Account Management Access and Account Structures

Access to the many features in Account Management is based on your customer type and account structure.
Customer Types

There are two main customer, or legal, types:

- Single - An individual is classified as individual, joint (two individuals), trust, or IRA.
- Organization - An organization is classified as a corporation, partnership, limited liability corporation (LLC), or unincorporated business.

Account Structures

Access to the many functions in Account Management depends on your account structure. For example, you might be an advisor or broker master user, an advisor or broker client user, proprietary trading group master user or an institution sub user, or an individual trader or investor.

We offer the following account structures, which reflect your business:

<table>
<thead>
<tr>
<th>Account Structure</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Traders and Investors</strong></td>
<td></td>
</tr>
<tr>
<td>Individual, Joint, Trust, and IRA and Custodial (UGMA/UTMA)</td>
<td>Individual, Joint, Trust and IRA users who manage their own accounts, and UGMA/UTMA account custodians who manage accounts for minors.</td>
</tr>
<tr>
<td>Small Business</td>
<td>Single Corporations, Partnerships, Limited Liability Corporations and Unincorporated legal structures that manage their own accounts.</td>
</tr>
<tr>
<td>Friends and Family Group Group</td>
<td>Multiple accounts (15 or fewer) managed under a single login. Managed accounts can be single and/or organization customer types, including family office and small business accounts.</td>
</tr>
<tr>
<td>RSP and TFSA (IB Canada only)</td>
<td>IB Canada offers Regular RSP, Spousal RSP and TSFA accounts for individuals only. RSP accounts require a minimum equity size of 10K USD equivalent. A Spousal RSP account allows spouse or common law partner to contribute to your RSP and receive the benefit of the tax deductions for such contributions.</td>
</tr>
<tr>
<td>Account Structure</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Advisors</strong></td>
<td></td>
</tr>
<tr>
<td>Advisor Master User Individuals</td>
<td>Individual financial advisors who manage a group of master and/or client accounts.</td>
</tr>
<tr>
<td>Advisor Master User Organizations</td>
<td>Organizations who manage a group of master and/or client accounts.</td>
</tr>
<tr>
<td>Advisor Client User Individuals</td>
<td>Individuals whose accounts are managed by a professional financial advisor.</td>
</tr>
<tr>
<td>Advisor Client User Organizations</td>
<td>Organizations whose accounts are managed by a financial advisor.</td>
</tr>
<tr>
<td>Pension Plan Trust Accounts</td>
<td>These client accounts are trust accounts that hold assets for a qualified Pension Plan (as specified in Section 401(a) of the Internal Revenue Service Code).</td>
</tr>
<tr>
<td><strong>Hedge and Mutual Funds</strong></td>
<td></td>
</tr>
<tr>
<td>Investment Manager Master Users</td>
<td>Investment managers who manage a single fund, multiple funds, or an allocation (give-up) fund. A single fund can add one or more authorized traders to represent different fund strategies; this changes the Single Fund account into a Fund Strategy account (behaves like a Proprietary Trading Group STL account).</td>
</tr>
<tr>
<td>Funds</td>
<td>Hedge or mutual funds managed by an investment manager.</td>
</tr>
<tr>
<td>Separately Managed Accounts</td>
<td>Separately Managed Accounts (SMAs) that are part of a multiple hedge fund account structure. SMAs can be Individuals or Organizations.</td>
</tr>
<tr>
<td><strong>Registered Brokers and FCMs</strong></td>
<td></td>
</tr>
<tr>
<td>Broker Master Users</td>
<td>Introducing brokers or broker/dealers who manage a group of broker master and/or broker client accounts.</td>
</tr>
<tr>
<td>Broker Fully Disclosed Client User Individuals</td>
<td>Fully disclosed individuals whose accounts are managed by a Broker Master User.</td>
</tr>
<tr>
<td>Account Structure</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Broker Fully Disclosed Client User Organizations</td>
<td>Fully disclosed organizations whose accounts are managed by a Broker Master User.</td>
</tr>
<tr>
<td>Broker Non-Disclosed Client Users</td>
<td>Non-disclosed broker clients whose accounts are managed by a broker.</td>
</tr>
<tr>
<td>Broker Omnibus Client Users</td>
<td>Omnibus broker clients whose accounts are managed by a broker.</td>
</tr>
</tbody>
</table>

**Proprietary Trading Groups**

<table>
<thead>
<tr>
<th>Proprietary Trading Group Master Users</th>
<th>Proprietary trading accounts with jurisdiction over multiple accounts for banks, brokers, trading arcades or other institutions. A Proprietary Trading Group Master User with a Separate Trading Limit (STL) account can create sub accounts with separate trading limits and different trading strategies for their employees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proprietary Trading Group Sub Users</td>
<td>Traders (employees of an institution) whose sub accounts are managed by a Proprietary Trading Group Master User.</td>
</tr>
</tbody>
</table>

**SIPP Accounts**

<table>
<thead>
<tr>
<th>SIPP Administrator</th>
<th>A SIPP Administrator is the Master User of a SIPP account. A SIPP Administrator's clients can open sub accounts and trade their SIPP through Interactive Brokers (UK) Limited.</th>
</tr>
</thead>
</table>

**Administrators**

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Third-party administrators, auditors and outside legal counsel log in once to perform reporting and other administrative tasks for multiple client accounts.</th>
</tr>
</thead>
</table>

**Referrers**

<table>
<thead>
<tr>
<th>Referrer</th>
<th>An individual or a firm that participates in our Referral Program and receives flat fee- or commission-based payouts by referring eligible clients to IB. A referrer typically specializes</th>
</tr>
</thead>
</table>
in providing training and coaching, trading information, systems and tools, and professional services to clients through public or private channels. Flat fee-based referrers must be individuals while commission-based referrers must be organizations.

The following table shows the Account Structure Key. We reference these account structures throughout this guide to identify who can access each function in Account Management.

<table>
<thead>
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<th>Account Structure</th>
<th>Description</th>
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<tbody>
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<td>I</td>
<td>Individual, Joint, Trust and IRA account users</td>
</tr>
<tr>
<td>SB</td>
<td>Corporate, Partnership, LLC and Unincorporated Businesses</td>
</tr>
<tr>
<td>FF</td>
<td>Friends and Family Group account users</td>
</tr>
<tr>
<td>AM</td>
<td>Advisor Master Individual</td>
</tr>
<tr>
<td>AMO</td>
<td>Advisor Master Organization</td>
</tr>
<tr>
<td></td>
<td>(Corporate, Partnership, LLC, Unincorporated business)</td>
</tr>
<tr>
<td>AC</td>
<td>Advisor Client Individual</td>
</tr>
<tr>
<td></td>
<td>(Individual, Joint, IRA with electronic access)</td>
</tr>
<tr>
<td>ACO</td>
<td>Advisor Client Organization</td>
</tr>
<tr>
<td></td>
<td>(Corporate, Partnership, LLC, Unincorporated business with electronic access)</td>
</tr>
<tr>
<td>BM</td>
<td>Broker Master</td>
</tr>
<tr>
<td>BFC</td>
<td>Broker Fully Disclosed Client</td>
</tr>
<tr>
<td></td>
<td>(Individual, Joint, IRA)</td>
</tr>
<tr>
<td>BFCO</td>
<td>Broker Fully Disclosed Client Organization</td>
</tr>
<tr>
<td></td>
<td>(Corporate, Partnership, LLC, Unincorporated business)</td>
</tr>
<tr>
<td>BNC</td>
<td>Broker Non-Disclosed Client</td>
</tr>
<tr>
<td>BOC</td>
<td>Broker Omnibus Client</td>
</tr>
<tr>
<td>FIM</td>
<td>Fund Investment Manager Master</td>
</tr>
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<td>F</td>
<td>Fund</td>
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Chapter 1

Logging In

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<th>Proprietary Trading Group Master</th>
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<td>PTGS</td>
<td>Proprietary Trading Group Sub</td>
</tr>
<tr>
<td>ALLOC</td>
<td>Allocator</td>
</tr>
</tbody>
</table>

For more information...

Account Configuration

Logging In

There are three ways to log into Account Management:

- From our website.
- From Trader Workstation.
- By typing the Account Management Login URL in your web browser.

To log into Account Management from our website

1. From our web site, select Account Management from the Login drop-down list on the upper right corner.

   The Account Management login screen appears.
2. In the Username field, type your account username.
3. In the Password field, type your account password.
4. Choose Live Account or Paper Account. You can use your live or paper trading account username and password to log in to your paper trading account.
5. Optionally select a specific destination in Account Management from the Go To drop-down.
If you have a Secure Login System security device, you are prompted to use your security device for authentication before clicking the **Login** button. Two index numbers are shown; for each index number, look up the corresponding value on your security device and enter them in the field provided.

6. Click the **Login** button. Account Management opens.

If you are having difficulty logging into Account Management, click the *Login Problems* link. This link opens a page that contains useful login troubleshooting information.

Your web browser must have cookies enabled before you can log into Account Management.

**To log into Account Management from Trader Workstation**

1. Log into Trader Workstation.
2. From the Account menu, select **Account Management Home**. The Account Management Home page opens.

**To log into Account Management using the Login URL**

1. Open your web browser.
2. Type the following URL in your browser’s address field:

   https://gdcdyn.interactivebrokers.com/Universal/servlet/AccountAccess.Login

   The Account Management Login screen appears.

3. In the Username field, type your account username.
4. In the Password field, type your account password.
5. Choose *Live Account* or *Paper Account*. You can use your live account username and password to log in to your paper trading account.

6. Optionally select a specific destination in Account Management from the *Go To* drop-down.

7. Click the Login button. Account Management opens.

**Failed Login Attempts**

After ten failed login attempts in 24 hours, your Account Management login will be disabled. If this happens, contact [Client Services](mailto:clientservices@example.com).

**Home Page**

The Account Management Home page includes the following tabbed pages:

- **Summary** - The Real-time Summary appears by default on the Home page and includes current balances, margin requirements and available funds for your account, or in the case of a multiple account structure, for the selected account.

- **Positions** - The Positions tab displays all of the positions in your account, or in the case of a multiple account structure, in the selected account.

- **Pending Items** - The Pending Items tab displays all pending items, including outstanding document submissions or funding requests for your account, or in the case of a multiple account structure, for the selected account. The current number of pending items appears on the Pending Items tab.

- **Messages** - The Messages tab displays all current Client Services messages, such as responses to inquiries, for your account, or in the case of a multiple account structure, for the selected account. The current number of messages appears on the Message Center tab.

- **Corporate Actions** - The Corporate Actions tab displays all current corporate actions for your account, or in the case of a multiple account structure, for the selected account. The current number of corporate actions appears on the Corporate Actions tab.

To return to the Home page from any place in Account Management, simply click the red icon on the left side of the Account Management menu.

The Home page also includes the following:
Your Account Name and ID are displayed on the bottom left side of the page. Individuals with linked accounts can use this field to switch between accounts; when you switch to a linked account, Account Management reloads with data for the selected account.

The latest news and scheduled webinars are displayed on the right side of the Home page.

At the bottom right side of the screen, you also have access to dynamic help, the Reference menu and a PDF link. Click the PDF link to create a PDF file of the currently displayed Account Management page.
Real-Time Summary

The Real-time Summary gives you a snapshot of important account values for your account or, for multiple account structures, for the selected account, in real time on the Account Management Home page. The exact time of the current data is displayed at the top of the page, along with a Refresh button that you can click to update all values on the page.

You can only click the Refresh button once every 60 seconds. The first "click" of the button occurs when you first log into Account Management and the Home page appears; this automatically disables the button for 60 seconds. After 60 seconds, you can click the button again to refresh the data on the Home page.

The Real-time Summary includes the following tables:

**Balances**

The Balances table displays the current Net Liquidation Value, Equity With Loan Value and Cash for your account. Depending on where your account is based (US, Canada, UK, Japan or India), you will see columns that reflect your account.

<table>
<thead>
<tr>
<th></th>
<th>Securities</th>
<th>Futures</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Liquidation</td>
<td>-100.00</td>
<td>0.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>Equity With Loan</td>
<td>-100.00</td>
<td>0.00</td>
<td>-100.00</td>
</tr>
<tr>
<td>Cash</td>
<td>-100.00</td>
<td>0.00</td>
<td>-100.00</td>
</tr>
</tbody>
</table>
Margin Requirements

The Margin Requirements table displays the Current Initial Margin and Current Maintenance Margin requirements for your account. Depending on where your account is based (US, Canada, UK, Japan or India), you will see columns that reflect your account.

<table>
<thead>
<tr>
<th>Current Margin Requirements (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securities</td>
</tr>
<tr>
<td>Initial</td>
</tr>
<tr>
<td>Maintenance</td>
</tr>
</tbody>
</table>

Available for Trading

Displays the Current Available Funds, Current Excess Liquidity, Buying Power and SMA for your account. Depending on where your account is based (US, Canada, UK, Japan or India), you will see columns that reflect your account.

<table>
<thead>
<tr>
<th>Current Available for Trading (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securities</td>
</tr>
<tr>
<td>Available Funds</td>
</tr>
<tr>
<td>Excess Liquidity</td>
</tr>
<tr>
<td>Buying Power</td>
</tr>
<tr>
<td>SMA</td>
</tr>
</tbody>
</table>

For more information

Learn more about these and other important account values in the The Account Window topic in the Trader Workstation Users' Guide.
Positions

The Positions tab displays all of the positions and cash in your account, or in the case of a multiple account structure, in the selected account. You can hover your mouse cursor over a symbol to display the full name of the position in a popup box. Positions are grouped by asset class.

Currently, the Positions tab is only visible to Individual, Joint, Trust, and IRA accounts that are NOT Advisor or Fully Disclosed clients. If you are a master user in an institution account (Advisor, Broker, Multiple Hedge Fund, Proprietary Trading Group STL), you can view Positions for your clients, funds or sub accounts in the Manage Clients/Funds/Traders menu under Accounts > View > Summary.

For example, here is the Positions tab for an account with cash in several currencies.

<table>
<thead>
<tr>
<th>CASH</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>CNH</td>
<td>7,480.20</td>
</tr>
<tr>
<td>EUR</td>
<td>-13,066.01</td>
</tr>
<tr>
<td>GBP</td>
<td>-223.24</td>
</tr>
<tr>
<td>JPY</td>
<td>921,284.93</td>
</tr>
<tr>
<td>USD</td>
<td>119,590.77</td>
</tr>
<tr>
<td>Total (EUR)</td>
<td>85,518.79</td>
</tr>
</tbody>
</table>

Pending Items

The Pending Items page shows items such as outstanding document submissions or pending funding requests for your account or, for multiple account structures, for the selected account.
A quick glance at the Pending Items tab under the Home menu lets you know how many pending items you have.

![Pending Items Tab]

The page displays a "No Pending Items" message if you do not have pending items.

![No Pending Items]

Institutional accounts with pending changes to user access rights or access rights configuration can move their mouse over those pending items to see a popup with Eligible Security Officers displayed:

![Pending Items Popup]

### Messages

The Messages tab displays pending Client Services inquiries for your account or, for multiple account structures, for the selected account. Pending Client Services inquiries include messages from Client Services in response to inquiry tickets. A quick glance at the Message Center tab under the Home menu lets you know how many Client Services messages you have.

The page displays a "No Messages" message if you do not have any Client Services messages.

![No Messages]

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Chapter 1: Messages

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Account Management Users' Guide
Corporate Actions

The Corporate Actions tab displays notifications of all upcoming corporate actions that may affect your account or, for multiple account structures, for the selected account, based on the positions held in the account. This means for example, that regardless of whether you hold a stock, option, bond, or SSF position in ABC company, you will receive notification of any and all upcoming corporate actions on ABC stock. We notify you of impending actions up to three months out, and track 14 different types of voluntary and mandatory corporate actions, including dividends, forward and reverse splits, spinoffs and issuances, mergers, name/symbol changes, and a variety of tenders and offers.

If you have any notifications of corporate actions, they appear on the Corporate Actions page. A quick glance at the Corporate Actions tab under the Home menu lets you know how many corporate actions you have.

The page displays a "No Messages" message if you do not have any corporate actions.

Menus

You access all Account Management functions from the menu bar. You can return to the Home page any time by clicking the red icon on the left side of the menu.

Here is the Account Management menu for Individual accounts and some institution accounts (Single Funds, Omnibus Brokers, Proprietary Trading Group Pool accounts):

The Account Management menu for all other multiple account structures contains an additional menu, Manage Clients:

Each item on the main menu contains a submenu with individual functions and in some cases, additional levels of menus.
Throughout this guide, we use the convention "Menu > Second-level menu" to describe locations of functions and pages in Account Management. For example, "Reports > Activity" means the Activity blue menu item under the Reports menu.

**Navigating the Account Management Menus**

Getting around in Account Management is easy. Simply click an item on the top-level menu to display the available blue menu items.

1. Using the Reports menu as an example, first move your mouse directly over the word "Reports" in the main menu. The second-level menu drops down in a menu panel:

2. Next, move your mouse over the first menu item under Reports, which is Activity. Activity is highlighted in grey and shows an arrow, indicating that there are additional menu items. Note that at this point, the current page that is displayed in Account Management does not change (for example, if you started on the Home page, the Home page is still displayed at this point).

3. Click **Activity** to view the additional pages available in that menu:
4. **Activity** is now highlighted in blue, and you can move your mouse over all of the pages available under Activity.

5. Click any page in the Activity menu to display that page. In the image below, the **Reports > Activity > Statements** page is displayed. As soon as the selected page opens, the menu panel hides from view.
6. You can now switch to a different page in the Reports > Activity menu by moving your mouse over Reports to display the menu panel, then moving your mouse over the desired page under Activity.
Getting Help

You can get additional information about Account Management in the following ways:

- Dynamic Help
- Reference Menu
- Users’ Guide

Access Dynamic Help and the Reference Menu using the two icons located on the upper right portion of the Account Management screen.
Dynamic Help

On most pages, you can display a help panel that contains simple step-by-step instructions. To display the How To help panel, click the blue and white question mark symbol on the upper right corner of the page. The help panel slides in from the left side of the screen.

To close the help panel, click the red X.

Account Management Users' Guide

This Guide contains detailed instructions on how to use the different functions in Account Management. Access this guide from within most dynamic help topics, or from the Reference Menu, or from the Documentation page in the Traders' University on our website.

Navigating Account Management Pages

Many Account Management functions contain a sequence of multiple pages, which are connected by Continue and Back buttons. The presence of a Continue button means that there is another page that
contains information that you need to view or a form that you need to complete. You can use the Back button to return to the previous page in the sequence.

When navigating through the different pages in Account Management, do NOT use your browser's Back button. If you do, you may be logged out of the system. Instead, use the Back button provided on the Account Management pages.

You can also use the menus to navigate to any other page in Account Management, or click the red icon on the left side of the menu to return to the Account Management Home page.

**Changing the Active Account**

If you have multiple linked accounts or account partitions and you log in to Account Management, only one account will be the active account. You can quickly change the active account to another linked account or account partition from any page in Account Management using the account switching tool at the bottom of the screen. You can switch between accounts and switch back at any time in Account Management.

This is not the same thing as using the Account Selector at the top of some Account Management pages. Changing the active account affects all of Account Management while the Account Selector lets you choose accounts on which to perform certain tasks on specific pages.

**Change the Active Account**

1. If you have multiple linked accounts or account partitions, a down arrow displays next to the Account ID. Click the down arrow to display a list of your available accounts by Account ID.
2. Click the account that you want to make the active account. Account Management reloads for the selected account, which means any task you perform will now be performed in that account. On the Home page, the account values always apply to the active account. If you have account partitions, click the account listed below the line that says "Partition."

Change the Display in the Account Switching Tool

By default, the account switching tool displays your Account Title. You can also display your different accounts by Account ID or Account Alias if you prefer.

1. Click the down arrow to display a list of your available accounts.

2. Click the left-facing arrow on the left side of account list.

3. Change the display of accounts by selecting the desired radio button. Click ID to display your account list by Account Title or Alias to display your account list by Account Alias (if you have assigned account aliases to your account).
4. You can now change the active account or close the account switching tool and change the active account later.

**Account Selector**

If you have a master account or any other multiple-account structure, including linked accounts, many of the pages you access in Account Management, including the Home page, allow you to select or change the account in which to perform a given task. On these pages, you will see the Account Selector appear at the top of the page:

*Using the Account Selector*

Within the Account Selector, there are several ways to search for and select accounts:

- Click the client or sub account ID to select it. Use the scroll bar to view more accounts.
- Use the Search field to search for specific accounts. Enter an Account ID one character at a time to view dynamic search results.
- Use the Display By: radio buttons to search for accounts by Account ID, Account Title or Account Alias. Matching accounts are displayed below the controls.

If you choose to search by Account Alias and there is no account alias associated with any client or sub accounts, the Account ID + Account Title will be displayed instead.
On some Account Management pages, you can also search for closed accounts. For example, if you are an Advisor and you want to generate a statement for a closed client account, you can select the Include Closed Accounts check box to display closed accounts in the Account Selector.

There are different varieties of the Account Selector, depending on which Account Management page is currently displayed and what kind of account you have:

Most pages allow to you select a single account, then make changes that affect only that one account. On these pages, you make changes to one account at a time, then click the tab at the top of the page to display the Account Selector, which you use to change accounts. After you select a client or sub account on one page then switch to another page, the account you previously selected will remain the active account until you change it.

The following image shows the Fund Transfers page with the Account Selector tab for a Fully Disclosed Broker account. The information on the page pertains to only the account number shown on the tab.

The Account Selector expands after you click the tab, allowing you to select another account:
Some pages allow you to select and make changes to more than one account at a time. On these pages, you use the Account Selector to select multiple accounts, clicking the check boxes next to each account you wish to select then clicking the View Accounts button.

The following image shows the Account Selector for the Activity Statements page in an Advisor account. When you select Reports > Activity Statements from the Account Management menu, the page opens with the multiple selection Account Selector open. Click one or more accounts to select them; the accounts turn blue in the Account Selector.

The following image shows a version of the Account Selector that appears on the Manage Clients > Settings > Account Alias and Manage Clients > Settings > Excess Funds Sweep pages.
This Account Selector lets you select more than one account, but you must click the Select Accounts button to load the page with your selected accounts.

To select different accounts on these pages, click the Account Selector tab, then click the Reload Accounts button to clear your selections from the Account Selector.

Some pages allow Advisors and Fully Disclosed Brokers to search for and select households. Once a household is selected in the Account Selector, the names of the members of the household will appear in the Selector.

To search for a household

1. Click the drop-down menu located in the upper left corner the Account Selector, and then click Households. The Account Selector will update to display only households.
2. Click a household to display all of the accounts in that household. For some pages allow you to select more than one account in a household.

Click Accounts from the drop-down to search for accounts instead of households.
The following pages in Account Management support searching and selecting by household:

- Activity Statements
- Activity Flex Queries
- Quarterly Summaries
- Trade Confirmation Flex Queries
- PortfolioAnalyst
- Tax Forms
- Client Invoicing
- Account Alias

**Account Selector for Three-Level Accounts**

If you are a Fully Disclosed Broker with a three-level account (you have one or more Advisor Master, Proprietary Trading Group Separate Trading Limit Master or Multiple Hedge Fund Investment Manager in your account structure), the Account Selector you use on some Account Management pages will let you select an Advisor, STL or Multiple Hedge Fund Master account, or their client/sub/fund accounts.

You will see this Account Selector behavior on the following pages in Account Management:

- In the Reports menu:
  - Activity Statements
  - Activity Downloads
  - Activity Flex Queries
  - Trade Confirmations
  - Trade Confirmation Flex Queries
  - Margin Reports
  - Stress Test Reports
  - Tax Forms
In the Manage Clients menu:
Accounts > View > Open/Pending/Closed/Rejected

To use the Account Selector on these pages

Select one or more accounts from the Account Selector. In the image below, the Account Selector displays a large number of "F" accounts, which in this case are Advisors.

If the account you selected is an Advisor with client accounts, a Proprietary Trading Group Master account with its own STL sub accounts, or a Multiple Hedge Fund Investment Manager with Fund accounts, you are prompted to select that account or view the client/sub/fund accounts associated with that account.

If you click Select Account, the page loads for the selected account. If you click View Clients, the Account Selector displays the client/sub/fund accounts associated with the selected account. At this point, you can select one or more of the client accounts.

For more information

[Adding Advisors, STL Accounts and Multiple Hedge Funds to a Fully Disclosed Broker Account]
Changing the Display Language

You can change the display language in Account Management and the Client Services Message Center using the Language Menu located at the top right of the screen.

To change the display language

1. Log into Account Management.
2. Move your mouse over the globe icon located at the far right of the menu bar.
3. Click the language you want to change.
4. Click the language to which you want to switch the display.
   
   A message appears in two languages - the original language and the newly selected language.

For example, if you change the display language from English to Spanish (Espanol), the following message appears:

5. Click the green check mark to save your changes and dismiss the message.
If you change your mind, click the red X. Your changes will NOT be saved and the display language will remain unchanged.

**Printing**

You can print any Account Management page using your web browser’s Print functions.

**Logging Out**

To log out of Account Management

1. Click the **Logout** button in the upper right corner of the screen.
Trade

The Trade menu gives you quick access to trading platforms and Post Trade Allocations.

This chapter includes the following topics:

- QuickTrade
- WebTrader
- Post Trade Allocations

QuickTrade

QuickTrade gives you easy access to a simplified trading interface, where you can quickly place orders for a variety of asset types from within Account Management. QuickTrade works the same way as the Order Management Panel in WebTrader.

For more information about using the Order Management Panel in WebTrader, see the WebTrader Users’ Guide.
WebTrader

This menu item launches WebTrader in a new browser window. WebTrader is our HTML-based trading platform.

For more information about WebTrader, see the WebTrader page on our website.

Post Trade Allocations

The Post Trade Allocations page lets you allocate some or all of your US stock, options and US corporate bond trades to defined clearing brokers. Make allocations any time during the trading day, from seconds after execution up until 6:00 PM ET. Note that you must first define settlement instructions (located on the Funding > Instructions page) before you can allocate any trades post-trade.

To activate the Post Trade Allocation feature, you must first have IB Execution services enabled. Contact us at primeserve@interactivebrokers.com for more information.

Who can access the Post Trade Allocations page?

You can access this page if you are have an account with IB Execution Services configured. For more information, see Institutional Services

Use post-trade allocations to:
Allocate any time during the day: up until 6:00 pm ET for equities and up until 5:15 PM ET for options; After this time, your trades will automatically be allocated using the selected default clearing destination.

Quickly unallocate any trades before the end of the day.

Configure re-usable allocation templates that allow you to quickly allocate one or multiple trades to a pre-defined clearing broker or set of clearing brokers.

Import allocations from a properly-formatted .csv file.

Create a custom Average Price trade by selecting trades for the same symbol and side where only the price differs. By default an average price display is expandable to show actual trades and trade prices.

Define configuration preferences including allocation settings, display preferences and symbol display.

Manage odd lots allocations. By default, the feature is set to allow round lots only.

Open the Post Trade Allocations Window

To access the Post Trade Allocations window

1. Select Account Management from the Login menu on our web site.
2. Enter your username and password and click Login.
3. Click Trade > Post Trade Allocations.

The Post Trade Allocations window opens, displaying trades on the top and the allocations layout on the bottom.

Allocate Trades

The allocation screen is composed of two sections. The top displays the day’s trades that have been allocated or are available for allocation. This section is color-coded for quick reference as follows:

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>Trades are unallocated.</td>
</tr>
<tr>
<td>Blue</td>
<td>Trade has been partially allocated.</td>
</tr>
<tr>
<td>Green</td>
<td>Trade is completely allocated.</td>
</tr>
<tr>
<td>Lavender</td>
<td>Identifies legs for an Average Price trade.</td>
</tr>
</tbody>
</table>
The check box at the beginning of each line is used to select the trade for post-trade allocation; to unallocate if the trade has already been allocated, and to create an average price trade.

If you have several trading accounts, you must select a single account of interest from the Trading Account list, which appears as shown below. If you do not have several trading accounts, the Trading Account list does not display.

The trading accounts are sorted by color in the Trading Account list as follows:

<table>
<thead>
<tr>
<th>Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>Trades for the account are unallocated.</td>
</tr>
<tr>
<td>Blue</td>
<td>Some trades for the account have been allocated.</td>
</tr>
<tr>
<td>Color</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>Green</td>
<td>All trades for the account have been allocated.</td>
</tr>
<tr>
<td>White</td>
<td>There are no available trades for this account.</td>
</tr>
</tbody>
</table>

The bottom section includes a list of approved clearing brokers defined for the account, and provides entry fields where you enter the percent of each trade you want to allocate.
To manually allocate a trade

1. Select the trade(s) you want to allocate using the check box(es) in the trades list.
2. In the bottom matrix, check the clearing account(s) to which you want to allocate the trade(s) or a portion of the trade(s).
3. For each selected account, enter a percent value of the trade to allocate.

   You must define an Odd Lots recipient to which odd lot allocation amounts will be sent.

4. Click Continue to review your trade allocations.
5. Review your allocations and click **Allocate**, or click **Cancel** to make changes. Allocated trades are displayed alphabetically in the **Allocation Summary**.

The Allocation review window pictured above has two display modes: Accounts as Columns (default) and Accounts as Rows (shown above). Change the display mode by clicking the Flip Display button at the top of the allocation data. Change the default display mode using the **Configuration** page.

To make the post trade allocation process easier and more efficient, create re-usable allocation templates from the Configure page.

**To allocate trades using a template**

1. Select the trade(s) you want to allocate using the check box(es) in the trades list.
2. Choose a template from the drop-down list. This template will be applied to all trades you selected in Step 1.
3. Click Continue to review your trade allocations.
4. Review your allocations and click Allocate, or click Cancel to make changes. Allocated trades are displayed alphabetically in the Allocation Summary.

**Average Price Trades**

By default, all trades on the same underlying with the same side are grouped and displayed as an average price trade. You can create a custom Average Price trade on any subset of trades with the same underlying and side.

**To create an Average Price trade**

1. Expand the default Average Price trade by clicking the “+” sign next to a symbol.
2. Use the check boxes to select the subset of trades you want to group together.
3. Click the Average Price button.
An average price trasade line is created in the Trades matrix. Note that if you elect to allocate an Average Price trade, the Allocation Summary will display a single allocation. If you elect to individually allocate the components of an average price trade, the Allocation Summary will display a group of allocated trades. In the preceding figure, the default Average Price trade for 200 IBM has been expanded to show the leg trades. We’ve selected three to create a new, custom average price trade.

**Unallocate Trades**

You can unallocate trades before the end of the day as follows:
To unallocate a trade

1. From the Trades matrix select any allocated or partially trade by checking the check box at the beginning of the trade line.
2. Click the Unallocate button and click OK on the confirmation message if you’re certain you want to unallocate the selected shares.

3. The trade line now displays in yellow and shows No in the Allocated field.

Create Allocation Templates

Templates allow you to quickly define allocations with a single selection.

To create a template
1. From the top right corner of the Post Trade Allocation window, click Configuration.

2. In the Configurations page, enter a name for your new template in the Template Name field. The allocation matrix seen below displays asset types along the top row, and destination accounts in the farthest left column. The number of columns/row that you see will depend on the approved pairs of asset types/clearing instructions defined for the account.

3. Enter allocation percentages and click Save.
4. Select an **Odd Lots** recipient to which odd lot allocation amounts will be sent. The saved template will now be available in the Choose a Templates drop-down list on the Post Trade Allocations page.

**Odd Lot Designations**

There are several odd lot settings to be aware of for post trade allocations. By default, the setting to Allocate in Round Lots only is active.

---

**Allocate in Round Lots**

When this is checked, allocation percents are applied to an order as defined, and the calculations are then rounded up or down to the nearest round lot (i.e. for stocks, to the closest 100 shares). The remaining shares are then allocated to the account designated for odd lots (specified by the Odd Lots radio button on the allocations page).

For example, if you allocate a 1000 share trade across three accounts, A, B and C, with percentages of 33%, 33%, and 34% respectively, and account A is designated for odd lots, the allocations shall be calculated as follows: A = 400 shares, B = 300 shares, and C = 300 shares.

**Allow Odd Lots Allocation**

When the check box is not selected, allocation percents are applied to an order as defined, but the calculations are not rounded to the nearest round lot. However, you must still designate an odd lots account that is used when the quantity does not divide evenly among accounts. The remaining shares are allocated to this account.
Using the same premise as the above example, in this case the allocations would be calculated as: \( A = 330 \) shares, \( B = 330 \) shares, and \( C = 340 \) shares.

In another example, if you allocated 349 shares evenly across three accounts (116.33 shares each), the calculations are each rounded down to 116, and 116 shares are allocated to two accounts and 117 shares are allocated to the odd lots account.

**View the Allocation Summary**

The Allocation Summary page display all trades allocated today. Use the Allocation Account list to view a summary for a single clearing broker.

**To view the Allocation Summary**

1. From the top right of the Allocation window, click *Allocation Summary*.

The following figure shows the Allocation Summary screen for a customer with multiple trading accounts. If you only have a single trading account, you will not see the Trading Account list.
Import Allocations

You can import allocations using a comma-separated values (.csv) file. Imported files must adhere to the following guidelines:

Where the required order and content of columns is:

- **Column A** - Trading Account ID
- **Column B** - Allocation account ID
- **Column C** - Symbol
- **Column D** - Side (B = Buy, S = Sell, SS = Short Sell, BC = Covered Buy)
- **Column E** - Executing broker
- **Column F** - Quantity, which must equal the quantity available for allocation for that symbol, side, trading account ID and executing broker.
To import allocations

1. In the import field, enter the name of the .csv file to import, or click the Browse button and navigate to the file.
2. Click the Import button.
3. If the file is successfully imported, it will be displayed alphabetically in the Allocation Summary as shown below.

Configure Post Trade Allocation Settings

You can configure the layout and some display items as well as allocation settings from the Configuration page.
To access configuration settings

1. From the top right corner of the Allocation window, click Configuration.
2. From the Configuration page, click Display Settings.

Configuration Settings

Allocation Settings

The Allocation Settings page is where you define whether to allow allocation in round lots only, the desired number of decimal places for numeric display, and creation of or changes to allocation templates. If you have several trading accounts, you can select a single account of interest from the Trading Account list. If you do not have several trading accounts, the Trading Account list does not display (as shown below).
Display Preferences

The settings you specify in the Display Preferences page are for default settings; they can be modified at any time, and in some cases the layout can be changed on the page itself.
### Chapter 2

**Display Preferences**

**Configuration**

<table>
<thead>
<tr>
<th>Allocation Settings</th>
<th>Display Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Include Account numbers in displays</td>
<td>□ Option Symbol</td>
</tr>
<tr>
<td>□ Include Tracking ID's in displays</td>
<td>□ OPRA Code</td>
</tr>
<tr>
<td>□ Option Symbol &amp; OPRA code</td>
<td></td>
</tr>
</tbody>
</table>

**Default Allocation Display:** After Allocating go to:
- Accounts as Rows
- Accounts as Columns
- Allocation Summary
- Post Trade Allocations

**Symbol Display:** Options:
- Option Symbol
- OPRA Code
- Option Symbol & OPRA code

*If checked, the Account Number is displayed in the Allocation matrix, and the Tracking ID is displayed in the Trades matrix.*

*Option Symbol* displays just the underlying symbol for options trades, i.e. GFY JUL 65P, OPRA Code displays just the Options Price Reporting Authority code, i.e. GPYGM. *Option Symbol & OPRA code* displays both, i.e. GFY JUL 65P (GPYGM).

**Default Allocation Display** determines the default layout for reviewing allocations. Use the File > Display button on the actual page to toggle between layouts.

Specify which page to open after allocating trades.
IPO Subscriptions

This page lets you access a list of currently active IPOs available in Account Management.

IPO Subscriptions

All currently active IPOs are listed below. To enter a conditional offer to buy for an IPO, click the Enter IPO link(s) below.

Your email address of record is: email

Important: It will be sending additional information relating to offerings by email. If this is not the correct email address, please click Manage Account/Security/Change Email Address in the navigation bar on the top to update your email address for this account.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Symbol</th>
<th>Lead Underwriter</th>
<th>Min Quantity For Conditional Offers to Buy</th>
<th>Target Price Range</th>
<th>Expected Total Offering Size</th>
<th>Expected Closing Date</th>
<th>Status</th>
<th>View/Add/Modify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Company</td>
<td>TEST</td>
<td>JPM</td>
<td>100</td>
<td>$25.00 - $25.00</td>
<td>1,000,000</td>
<td>Week of October 30, 2017</td>
<td>OPEN</td>
<td>Enter IPO</td>
</tr>
<tr>
<td>Another Test</td>
<td>ANTEST</td>
<td>Goldman</td>
<td>100</td>
<td>$10.00 - $12.00</td>
<td>1,000,000</td>
<td>Week of October 30, 2017</td>
<td>TESTING</td>
<td>Enter IPO</td>
</tr>
<tr>
<td>Allocation Inc</td>
<td>ALLOC</td>
<td>JPM</td>
<td>1</td>
<td>$5.00 - $10.00</td>
<td>1,000,000</td>
<td>November 5, 2017, 11:40 AM ET</td>
<td>ALLOCATED</td>
<td>Enter IPO</td>
</tr>
<tr>
<td>Resurrect Inc</td>
<td>REZ</td>
<td>JPMorgan</td>
<td>100</td>
<td>$5.00 - $100.00</td>
<td>1,000,000</td>
<td>Week of November 13, 2017</td>
<td>OPEN</td>
<td>Enter IPO</td>
</tr>
</tbody>
</table>

Customers may not enter a conditional offer to buy valued (using an offering price of 120% of the top of the Target Price Range) at greater than the excess net liquidation value of their account, and accounts that do not meet this criterion during the IPO offering period will have their conditional offer to buy reduced.

To view the details of your credits availability, click the Credit Report button below.

To Enter an IPO

1. Log in to Account Management and go to Trade > IPO Subscription.
2. Click Enter IPO next to the desired offering.
### Conditional offers to buy

<table>
<thead>
<tr>
<th>Company</th>
<th>Test Company (TEST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Underwriter</td>
<td>JPM</td>
</tr>
<tr>
<td>Expected Close Date</td>
<td>Week of October 30, 2017</td>
</tr>
<tr>
<td>Target Price Range</td>
<td>USD 20.00 - USD 25.00</td>
</tr>
<tr>
<td>Min. Quantity for Conditional Offers to Buy</td>
<td>100</td>
</tr>
<tr>
<td>Expected Total Offering Size</td>
<td>1,000,000 Shares</td>
</tr>
</tbody>
</table>

To add a new conditional offer to buy, click on the + Add button at the bottom of the screen.
To modify an existing conditional offer to buy, click on the corresponding icon.
To cancel an existing conditional offer to buy, click on the corresponding icon.

To view details/history, click on the +/- Details link.
Please note that the underwriter(s) will require you to re-confirm your conditional offer to buy from time to time. In those circumstances, you will see a Reconfirm link. You must click this link to re-confirm your conditional offer to buy or it will be deemed cancelled and you will be unable to participate in the IPO.

<table>
<thead>
<tr>
<th>Conditional Offer to Buy</th>
<th>Authorized Quantity</th>
<th>Pending Quantity</th>
<th>Cumulative Quantity</th>
<th>Modify/Cancel</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.00 - 20.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>+ Details</td>
<td></td>
</tr>
<tr>
<td>14.00 - 26.00</td>
<td>1,000</td>
<td>1,100</td>
<td>1,100</td>
<td>+ Details</td>
<td></td>
</tr>
<tr>
<td>14.00 - 28.00</td>
<td>5,000</td>
<td>5,100</td>
<td>5,100</td>
<td>+ Details</td>
<td></td>
</tr>
</tbody>
</table>

3. To **Modify or Cancel**, click the corresponding icon in the column.
4. To add a new conditional offer to buy, click **Add**.
Conditional offer to buy

<table>
<thead>
<tr>
<th>Company</th>
<th>Test Company (TEST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Underwriter</td>
<td>JPM</td>
</tr>
<tr>
<td>Expected Close Date</td>
<td>Week of October 30, 2017</td>
</tr>
<tr>
<td>Target Price Range</td>
<td>USD 20.00 - USD 25.00</td>
</tr>
<tr>
<td>Min Quantity for Conditional Offers to Buy</td>
<td>100</td>
</tr>
<tr>
<td>Expected Total Offering Size</td>
<td>1,000,000 Shares</td>
</tr>
</tbody>
</table>

Please enter quantity and click the Continue button to verify your entry.

<table>
<thead>
<tr>
<th>Conditional Offer to Buy Price Range</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.00 - 26.00 1</td>
<td>100 Shares</td>
</tr>
</tbody>
</table>

1 You are making a conditional offer to buy shares in the initial public offering of Test Company (TEST); this offer is conditioned on (1) the registration statement pursuant to which these shares are being offered being declared effective, and (2) the final offering price being within the range specified above. No offer to buy the securities can be accepted and no part of the purchase price can be received until the registration statement has become effective, and any such offer may be withdrawn or revoked, without obligation or commitment of any kind, at any time prior to notice of its acceptance given after the effective date. We will give you advance notice of when we expect the registration statement to be declared effective, based on information we receive from the lead underwriter. We will notify you again that the registration statement has become effective, once we receive notice from the lead underwriter.

If you are allocated shares in the offering, you will receive shares at the public offering price determined by the underwriters. That price is currently expected to be within the Target Price Range, but may be above or below the Target Price Range. By entering a conditional offer to buy above, you acknowledge that the price you pay may be higher than the Target Price Range above, but will not in any event be higher than the top of the Conditional Offer Price range shown above, nor lower than the bottom of the Conditional Offer Price range.

5. Read the terms and conditions of the offer, then enter the quantity of shares to buy. Click Continue.
Conditional offers to buy

<table>
<thead>
<tr>
<th>Company</th>
<th>Test Company (TEST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Underwriter</td>
<td>JPM</td>
</tr>
<tr>
<td>Expected Close Date</td>
<td>Week of October 30, 2017</td>
</tr>
<tr>
<td>Target Price Range</td>
<td>USD 20.00 - USD 25.00</td>
</tr>
<tr>
<td>Min Quantity for Conditional Offers to Buy</td>
<td>100</td>
</tr>
<tr>
<td>Expected Total Offering Size</td>
<td>1,000,000 Shares</td>
</tr>
</tbody>
</table>

Confirm Subscription
Please verify quantity and click on the Submit button to submit your interest.

<table>
<thead>
<tr>
<th>Conditional Offer to Buy Price Range</th>
<th>Quantity</th>
<th>Estimated Total Cost¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.00 - 26.00</td>
<td>100 Shares</td>
<td>USD 2,600.00</td>
</tr>
</tbody>
</table>

¹ Solely for the purpose of determining whether you have sufficient funds and/or available margin to authorize your conditional offer to buy, we value your offer as if you would be purchasing the full quantity of shares specified in your offer at the top end of the Conditional Offer Price range. Pursuant to the Securities Exchange Act of 1934 and the rules thereunder, any shares purchased by you in this offering will be subject to 100% margin for at least 90 days following the date on which the shares begin trading in the secondary market.

6. Review the conditional offer screen, then click Submit to return to the IPO summary screen.
Reports

This chapter describes the reporting features of Account Management, including activity statements, trade confirmation reports and supplemental reports such as margin reports.

This chapter includes the following topics:

- Activity Statements
- Trade Confirmation Reports
- PortfolioAnalyst
- Transaction Cost Analysis
- Risk
- Supplemental Reports
- Tax
- Settings

Activity

The Reports > Activity menu includes the following pages:

- **Statements** - View and create activity statements. You can run default statements or create your own customized statements.
- **Third-Party Downloads** - Download activity statements in one of several formats, such as Quicken.
- **Flex Queries** - Create highly customized activity statements in text or XML format.
- **Batch Reports** - View the status of reports queued for batch processing, and run batch reports.
- **Models** - Advisors and their clients view Model Statements.

About Activity Statements

Activity Statements include information about your account activity, which can be generated on a daily, monthly, and yearly basis for all accounts.
Information included in an Activity Statement is presented in expandable and collapsible sections with click-down detail, and you can create customized statements to include or exclude individual sections. You can also choose to include closed accounts in your statement. You are notified via email when there is account activity.

Activity Statements in Mobile Account Management include information about your account activity, which can be generated on a daily or monthly basis and for a custom date range for all accounts.

Prices in statements are displayed with a minimum of four decimal places to a maximum of seven decimal places. Sections that display price include Trades and Open Positions.

**Statement Cutoff Times**

Statement cutoff time is the time each day at which we stop including executed trades in your statement for the day. Here are the current statement cutoff times:

- Commodities - 5:15 PM EST
- Securities - 8:20 PM EST
- Forex - 5:00 PM EST
- IB-JP clients - 6:00 AM ET.

Any trades executed before the cutoff times for the asset classes and clients listed above will be reflected in the statement for that day.

**Activity by Account Type**

The following figure shows what kind of activity statements are available for each account type.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals</td>
<td>One statement for each Individual Account.</td>
</tr>
<tr>
<td>Advisors</td>
<td>Clients can access their statements electronically. Advisors can view statements for their advisor accounts, client accounts, and a consolidated statement including some or all accounts.</td>
</tr>
<tr>
<td>Mutual and Hedge Funds</td>
<td>Investment Managers can view statements for their master account, fund accounts, and a consolidated statement including some or all accounts.</td>
</tr>
<tr>
<td>Proprietary Trading Groups</td>
<td>Supervisory users can view statements for the master account, sub accounts if applicable, and a consolidated statement including some or all accounts. Sub users can view statements for their sub accounts.</td>
</tr>
<tr>
<td>Fully and Non-Disclosed</td>
<td>Clients can access their statements electronically. Brokers can view statements for the master account, client accounts, and a consolidated statement including some or all accounts.</td>
</tr>
<tr>
<td>Brokers</td>
<td>Statements will be provided for the long, short, master, and consolidated accounts.</td>
</tr>
</tbody>
</table>
Activity Statement Archive Policy

We provide access to activity statements as follows:

- Daily account statements are available for the four previous calendar years and from the start of the current calendar year.
- Monthly account statements are available for the five previous years (60 prior months).
- Annual account statements are available for the five previous years.
- Custom Date Range account statements are available for the four previous calendar years and from the start of the current calendar year.
- You can obtain account statements older than this for a processing fee. See the Other Fees page on our website for more information.

Viewing Activity Statements

Activity Statements include information about your account activity, and can be generated on a daily, monthly, and yearly basis for all accounts.

You view activity statements from Account Management or from the View menu in Trader Workstation.

Make a note of the following guidelines when viewing activity statements:

- Multi-account structures (Advisor, Broker, Institutions) can select one or more accounts from the Account(s) list.
- Monthly statements are generally available by five business days after the close of a month.
- Annual statements are available by January 31 under normal circumstances.

Who can access the Statements page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Proprietary Trading Group Sub User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Broker Non-Disclosed Client User
Investment Manager Master User
Fund

and you have been granted Reporting access rights.

Default Statements

There are several default statements available for viewing Activity Statements:

Partition Summary - This default statement is available for account holders who have divided their accounts into partitions. It contains summary sections at the top for each partition, followed by concatenated statements for each partition.

Default - The primary default statement. It includes Net Asset Value (NAV), Realized and Unrealized and Mark-to-Market (MTM) performance summaries, deposit and withdrawals, dividends, interest, fees, and other summary information related to changes in NAV. This default statement supports the Calendar Year period. For accounts with models, the Default statement includes a Model Summary at the top of the statement followed by the full Activity Statement for the account.

Realized Summary - A simpler statement that includes NAV, Positions and realized P&L summaries as well as other summary information related to changes in NAV.

MTM Summary - A simpler statement that includes NAV and Position and MTM profit and loss summaries as well as other summary information related to changes in NAV.

Commodities Regulatory - The Commodities Regulatory statement breaks out domestic (US) and foreign cash/holdings for the Commodities segment of your account (required by the CME Group). This type of statement is available for any accounts that trade futures or futures options.

You can also select one of our legacy default statements:
Legacy Full - This statement includes ALL sections of an activity statement; this is the only default statement that supports the Yearly period.

Legacy Simple - A simpler statement that includes details but excludes MTM P&L.

Legacy Summary - A simple summary statement that includes only a few sections.

Multi-Account Summary - A summary statement for linked accounts and multi-account structures.

To view an activity statement from Account Management

1. Click Reports > Activity > Statements.
   The Statements page appears by default.

   **Activity Statements**

   Use this page to view activity statements and create and view customized statements.

   ![View Statements Image]

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select one or more accounts on which to report. To include activity from accounts you have recently closed, select the Include Closed Accounts check box. If you choose to include closed accounts, those accounts appear in the Account Selector.

   ![Select Accounts Image]

2. In the Statements list, select the default statement or one of your own saved customized statements that you want to view.
3. In the Date(s) fields, select the Period (Daily, Custom Date Range, Monthly or Calendar Year) and a Date.
○ For Custom Date Range, select the From and To dates, which define the period covered by the statement.
○ For Daily statements, you can select a specific date or the last business day.
○ For Monthly statements, you can select the last month or a specific month.
○ For Calendar Year (annual) statements, you can select a specific year.
○ For Commodity Regulatory Statements, you can select Daily or Custom Date Range. Data is available from 5/29/2015 forward.

4. If you have a multiple account structure, selected more than one account in the Account Selector, and want to view a consolidated statement, select the Consolidate Selected check box. This check box ONLY appears if you selected more than one account in the Account Selector (or if you selected one or more accounts in a Household in the selector). You can also generate statements for all accounts in a single statement (multiple statements are joined together in a single statement) if you select your own master account in the Account Selector and then select the Concatenate All check box.

Advisors, Money Managers and Brokers and master account users with reporting access rights who select their own master account in the Account Selector have access to client-only consolidated and concatenated statements. Select Consolidated (Clients-Only) to generate activity data for all clients combined into a single statement, or Concatenate All (Clients-Only) to generate statements for all client accounts in a single statement (multiple client statements are joined together in a single statement).

5. In the Format list, select either HTML/WEB, PDF, CSV or Excel (Legacy), depending on how you want to view the statement. For our clients who want a format compatible with Microsoft Excel, we recommend selecting CVS; however, we will continue to make the Excel (Legacy) format available.

6. In the Language list, select your desired language.

7. Click View to generate the activity statement.

If you selected PDF as the Format, you will be prompted to open the generated report or save it to your computer.

8. You can expand and collapse each section of the statement individually. Click the slate blue section heading bar to expand a section, and click it again to collapse it.
Creating Customized Statements

We let you create and save customized statements that enable you to exclude unnecessary information from activity statements. Customized statements let you select only those sections that you want to include in your activity statement, as well as additional statement options. If you want your customized statements delivered by email or FTP on a daily or monthly basis, you can also select delivery settings to be saved with the statement.

To create a customized statement

1. Click Reports > Activity > Statements.

   The Statements page appears by default.

   **Activity Statements**

   Use this page to view activity statements and create and view customized statements.

   ![View Statements](image)

2. Click the **Customize Your Statements** bar to expand that section.
3. In the Create New/Select to Edit list, select Create New, then enter a name for the statement in the Statement Name field, or select one of the default statements as the basis for your customized statement (Default, MTM Summary, Realized Summary or Multi-Account Summary).

4. You can also edit an existing statement and save it under a new name. To edit an existing customized statements, select it from the Create New/Select to Edit list.

4. Select the check box next to each section you want to include in an activity statement. Select ALL to include all sections in your customized statement.

5. In Optional Sections, select the check box next to each section you want to include in your statement.

6. In Section Configurations, select the check box next to each option you want to apply to your statement.
7. In the Profit and Loss list, select the profit and loss format for the statement. Select MTM and Realized P/L, Realized P/L Only, MTM Only, or None.

8. Select one of the following from the Statement Type list:

9. If you are an Executions Services customer, select either Activity Statement or Execution Settlement.

Execution Settlements show activity by settlement date instead of trade date. If you select Execution Settlement, filter the settlement by broker name or broker account using the fields provided.

10. If you are a Prime Services customer, select Activity Statement, Settlement or Projected Settlement. Prime Settlements show activity by settlement date; Projected Prime Settlements show activity by projected settlement date.

11. If you want to view your statements on your mobile device, in the Statement Type list, select Mobile Summary. The Mobile Summary is a scaled-down statement designed to be viewed on a mobile device.

12. In the Customize Statements Delivery Settings section, specify additional information for customized activity statement that you want to be sent via email. Enter the following information for customized statements that will be delivered via email:

   - **Account**: Select account ID, ALL or CONSOLIDATED. Select ALL to apply the statement to the master account and all sub accounts (or linked accounts). A separate email will be sent for each account. (If you select FTP on the Delivery Settings page in Report Management, all files will be delivered to the FTP site, but the directory will be appended with the report date for organizational purposes.)

   Although email and FTP delivery methods are available, we recommend that Advisors and Brokers choose FTP as their delivery method for customized statements with ALL accounts selected. Advisors and Brokers who select email as the delivery method for customized statements with ALL accounts selected, you will get an emailed statements for each client or sub account.

   - **Activity Period**: Select Daily or Monthly.
   - **Format**: Select HTML/WEB, PDF or Excel.
   - **Language**: Select your language from the list.
13. Click **Save** to save your statement template.

Your customized statement will now appear in the Available Statements drop-down in the View Statements section of the page.

**Customized Statements Profit and Loss Selection**

When you create a customized statement, you can select one of the following Profit and Loss options:

- MTM and Realized P/L
- Realized P/L Only
- MTM Only
- None

Your selection affects which sections and which columns appear in certain sections in your statement. Note that default statements use the MTM and Realized P/L Profit and Loss setting.

The following figure shows how your profit and loss selection affects customized Activity Statements.
### Third-Party Downloads

The Activity Downloads page lets you download daily and monthly activity statements into any one of the following software:

- Microsoft Word
- Microsoft Money
- Quicken
- Tradelog
- GainsKeeper
- Captools (Legacy)

In addition, the following downloads are available upon request:

- Daily Captools Downloads - Daily Captools downloads are available for customers upon request.
- Send your request to enable Captools downloads to reportingintegration@interactivebrokers.com.
- Note that Captools downloads are not available to Non-Disclosed Broker Clients. If you request Daily

<table>
<thead>
<tr>
<th>Statement Sections Affects</th>
<th>Profit and Loss Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MTM and Realized P/L</td>
</tr>
<tr>
<td>Mark to Market Performance Summary in Base</td>
<td>Included</td>
</tr>
<tr>
<td>Realized &amp; Unrealized Performance Summary in Base</td>
<td>Included</td>
</tr>
<tr>
<td>Month &amp; Year to Date Performance Summary in Base</td>
<td>Included</td>
</tr>
<tr>
<td>Change in Position Value</td>
<td>Included</td>
</tr>
</tbody>
</table>

### Notes

1. Long Open Positions and Short Open Positions sections never include MTM P/L.

---

Chapter 3

Third-Party Downloads

Account Management Users' Guide
Captools Downloads, the Activity Downloads page will contain an additional section for Daily Captools Downloads.

Daily PortfolioCenter®/MorningstarDownloads for Advisors (for advisor accounts only).

PortfolioCenter is a product of Schwab Performance Technologies, a subsidiary of The Charles Schwab Corporation.

If you are downloading your statements for use in a proprietary program that requires a set format, use Activity Flex Queries instead of Activity Downloads.

**Who can access the Activity Downloads page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund
- Administrator who is subscribed (linked) to a client account.

**To download activity statements**

1. Click Reports > Activity > Downloads.

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account on which to report. To download
a statement for a closed account, select the **Include Closed Accounts** check box, and then select the closed account.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. Make the following selections:
   - In the Date fields, select the Period (Daily, Monthly or Custom Date Range) and a Date. For Custom Date Range, select the From and To dates, which define the period covered by the statement you want to download. Note that downloads to Quicken (.OFX format) can go back 90 days.
   - Select a download format from the Format drop-down. Advisors can download to PortfolioCenter/Morningstar; they can download all six files in a single zip file.

3. Click **Download**.

   A new browser window opens, informing you that the report was generated successfully.
4. Open the generated report with the appropriate application, or download the report to your computer.
If You are Downloading a Zip File Using Internet Explorer 7 or 8

If you are downloading a Zip file using Internet Explorer 7 or 8, verify that automatic prompting for file downloads is enabled.

To verify that automatic prompting for file downloads is enabled

1. In Internet Explorer, select Internet Options from the Tools menu.
2. In the Internet Options dialog box, select the Security tab.
3. Click the Custom Level... button.
4. Scroll down to the Downloads section.
5. Automatic prompting for file downloads should be enabled.

Activity Flex Queries

The Activity Flex Queries page lets you create highly customized report templates for activity statements. Flex queries let you specify exactly which fields you want to view in your Activity Statement, the time period you want the report to cover, the order in which you want the fields to display, and the display format, TEXT or XML, in which you want to view your report.

You can create multiple Flex Queries with different fields for each statement. All of your Flex Queries are stored in Account Management, and can be easily run from the Activity Flex Queries page. An activity Flex Query is different from a customized activity statement in that you can customize a Flex Query at the field level, allowing you to include and exclude detailed field information. Customized statements only let you include and exclude sections.

The Flex Queries page lets you create a new Flex Query or edit an existing Flex Query. Existing Flex Queries are displayed in the Saved Flex Queries section of the page. You can also edit default Flex Queries for Trades and Positions, then use those queries as the basis for your own Flex Queries.

Saved Flex Queries are available for the four previous calendar years and from the start of the current calendar year.

Who can access the Flex Queries page?

You can access this page if you are a(n):
Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User
Advisor Master User Individual
Advisor Master User Organization
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Proprietary Trading Group Sub User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund
To create an activity Flex Query

1. Click Reports > Activity > Flex Queries.

   **Activity Flex Queries**
   
   Use this page to create Activity Flex Queries, which are highly customized text- or XML-based report templates for activity statements.

   ![Create New Flex Query](image)
   ![Create Default Trades Flex Query](image)
   ![Create Default Positions Flex Query](image)

   **Saved Flex Queries**
   
   You do not have any saved Flex Queries. Click one of the buttons above to create a new Flex Query.

2. Do any of the following:

   To create a new query, click **Create New Flex Query**.
   To run an existing query, click **Run** for the query.
   To edit an existing query, click **Edit** for the query, then make your changes to the query and click **Save Query**.
   To delete an existing query, click **Delete**.
   To add the Default Trades query, click **Create Default Trades Query**.
   To add the Default Positions query, click **Create Default Positions Query**.

   Note that when you add a default query to the list, the button disappears from the page. If you delete a default query from the list, the button re-appears.

   **Activity Flex Queries**
   
   Use this page to create Activity Flex Queries, which are highly customized text- or XML-based report templates for activity statements.

   ![Create New Flex Query](image)
   ![Create Default Positions Flex Query](image)

   **Saved Flex Queries**
   
<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Run</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>44007</td>
<td>DefaultTrades</td>
<td><img src="image" alt="Run" /></td>
<td><img src="image" alt="Edit" /></td>
<td><img src="image" alt="Delete" /></td>
</tr>
<tr>
<td>61104</td>
<td>Test</td>
<td><img src="image" alt="Run" /></td>
<td><img src="image" alt="Edit" /></td>
<td><img src="image" alt="Delete" /></td>
</tr>
<tr>
<td>44006</td>
<td>Tester</td>
<td><img src="image" alt="Run" /></td>
<td><img src="image" alt="Edit" /></td>
<td><img src="image" alt="Delete" /></td>
</tr>
</tbody>
</table>
3. If you clicked Create New Flex Query, a new page appears on which you create your new Flex Query.

If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select one or more accounts on which to report. To include activity from accounts that you have recently closed, select the Include Closed Accounts check box. If you choose to include closed accounts, those accounts appear in the Account Selector.

4. Make selections and set options in the General Configuration and Date Configuration sections.
In the Query Name field, enter the name of the Flex Query.

In the Output Format list, select Text or XML. If you select Text, you must also choose a delimiting character (comma, pipe or tab character), and optionally choose to include header and trailer records; column headers; and section code and line descriptors.

Select other options as required. Note that the **Consolidated** and **All** options are only available when the master account has been selected in the Account Selector.

In the Date Configuration section, select the period for the Flex Query, or enter a range of dates in the From Date and To Date fields. The following periods are available:

- Last Business Day
- Last Month
- Last 30 Calendar Days
- Last 365 Calendar Days
- Month to Date
- Year to Date
- Last Business Week (Mon-Fri)
- Last N Calendar Days (when you select this option, you must then select a number from 1 to 365 from a drop-down)

In the Date Configuration section, select a Date Format, Time Format and Date/Time Separator:

Available date formats are:

- yyyyMMdd (default)
- yyyy-MM-dd
- MM/dd/yyyy
- MM/dd/yy
- dd/MM/yyyy
- dd/MM/yy
- dd-MM-MM-yy

Available time formats are:
HHmmss (default)
HH:mm:ss

Available date/time separators are:

; (semi-colon, the default)
, (comma)
" (single-spaced)
No separator

Advisors, Money Managers and Brokers and master account users with reporting access rights who select their own master account in the Account Selector have access to client-only consolidated and concatenated statements. Select **Consolidated (Clients-Only)** to generate activity data for all clients combined into a single statement, or **Concatenate All (Clients-Only)** to generate statements for all client accounts in a single statement (multiple client statements are joined together in a single statement).

5. Advisors who have created models in Trader Workstation can include model information in their Activity Flex Queries. In the Models section of the page, select one of these options:

   - **All** - Include data for all models joined together. If you select this option, accounts that do not have models will also be included.
   - **Consolidated** - Include consolidated data for all models and a single account.
   - **Select a Model** - Select this check box to view available models in the Model drop-down list. Select a model from the drop-down to view a statement for a single model. Only models that have been created in Trader Workstation for the selected account(s) will appear. If you select the Independent model, accounts that do not have models will also be included.

6. To specify which fields in which sections to include, click each section to expand it, then select the fields to include in the Flex Query in each section by highlighting the fields in the Fields Available list, then using the green right arrow to move the fields to the Fields Included list. Use the green left arrow to move fields from the Fields Included list (and exclude the fields from the report).
7. Click **Save Query**.

The saved query will now appear in the list of saved queries on the Activity Flex Queries page.

For more information

[Users' Guide](#)

[Activity Flex Query Reference](#)

**Batch Reports**

Requests for Activity Statements and Activity Flex Queries with a large amount of activity are placed in a queue for batch processing. Specifically, any Activity Statement or Activity Flex Query request that includes over 20,000 activities (activities are mostly trades but can also include transfers, dividend payments, corporate actions, etc.) or over 250 accounts will be automatically submitted for batch processing. If you try to view one of these reports, you will receive a message indicating that it has been submitted for batch processing.
**Note:** We no longer batch-process statements that are larger than 100 MB due to problems that this causes on our web server. You can request that your account be configured for FTP delivery of such statements by contacting us at reportingintegration@interactivebrokers.com.

You can view the status of these requests on the Batch Reports page. Activity Statements and Activity Flex Queries listed on the Batch Reports page have one of the following statuses:

- **Queued** - The report has been placed in the queue and will be generated as soon as possible.
- **In Progress** - The report is currently being generated.
- **Completed** - The report has been generated and can be viewed/downloaded. Completed batch reports are available for seven days.
- **Failed** - The report generation failed.

### Available Batch Reports

<table>
<thead>
<tr>
<th>Requested By</th>
<th>Request Date</th>
<th>Statement Type</th>
<th>Statement Summary</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-11-15</td>
<td>Activity Statement</td>
<td>Custom Trades; U: 20120402-20121114</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-15</td>
<td>Activity Statement</td>
<td>Custom Trades; U: (Consolidated); 201210</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-15</td>
<td>Activity Flex</td>
<td>DefaultTrades; U: (Consolidated); 20121114</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-15</td>
<td>Activity Statement</td>
<td>Default; U: 20120801-20121114</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-15</td>
<td>Activity Flex</td>
<td>DefaultTrades; U: (All); 20121001-20121031</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-16</td>
<td>Activity Flex</td>
<td>P/A; U: 20120102-20121115</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-16</td>
<td>Activity Statement</td>
<td>Default; U: 20120801-20121115</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-16</td>
<td>Activity Statement</td>
<td>DefaultActivityDownload; U: (Consolidated); 20121116-20121115</td>
<td>Completed</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>2012-11-19</td>
<td>Activity Statement</td>
<td>Default; U: 20120702-20121116</td>
<td>Queued</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-11-19</td>
<td>Activity Flex</td>
<td>Trades and Positions; U: (All); 20121022-20121116</td>
<td>Queued</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Request submitted on behalf of customer by operator

**To view the status of reports queued for batch processing**

1. Click **Reports > Activity > Batch Reports**.
2. Any report with a status of **Completed** can be viewed and/or downloaded immediately. Click the **View** link to view an HTML or PDF report or download a PDF report or Flex Query.
3. If a batch report has a status of Failed, try running the report again. If it fails again, contact Client Services.

4. Click the Refresh link in the lower right corner of the page to refresh the list of available batch reports.

Models

Models provide an efficient method for advisors to manage multiple trading strategies for their clients without requiring them to open multiple accounts. Client investments are allocated among instruments in the Model based on the Model's allocation ratios as defined by the advisor.

Advisors and their clients can view Model Statements in Account Management on the Models page, provided models have been created in Trader Workstation. Model Statements include additional information about the selected model in the Account Information section.

Who can access the Models page?

You can access this page if you are a Financial Advisor, a Money Manager or an Advisor Client, or a Fund Investment Manager or a Fund AND models have been created and saved in your trading platform.

To view a Model statement

1. Click Reports > Activity > Models.

If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account on which to report. To view a model statement for a closed account, select the Include Closed Accounts check box, and then select the closed account.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.
2. In the Period field, select Daily, Custom Date Range or Monthly.
3. In the Date field, select a date or a month, depending on your Period selection. If you selected Custom Date Range, enter a From and a To date.
4. In the Format field, select either HTML/WEB or PDF, depending on how you want to view the statement.
5. In the Language field, select your desired language.
6. Select options:
   - **Consolidated** - View a consolidated Model Statement for all models and a single account.
   - **Concatenate All** - View a Model Statement that shows data for all models joined together in a single statement.
   - **Summary** - View a Model Summary statement that summarizes data for all models for one or more accounts.
   - **Select a Model** - Select this check box to view available models in the Model drop-down list. Select a model from the drop-down to view a statement for a single model. Only models that have been created in Trader Workstation for the selected account(s) will appear.
7. Click **View** to generate the statement.

**Quarterly Summaries**

The Quarterly Summaries page lets advisor clients generate a Brokerage Account Quarterly Activity Summary, which is a simplified activity statement for quarterly periods. Advisor Masters can view quarterly
summaries for their clients. Each quarter you will receive a hard-copy of the summary by mail. Using the form on this page, you can download the summary in PDF format.

There are two versions of the Quarterly Advisor Client Activity Summary - a default version and a version for Advisors who have been granted additional advisor authorizations ("full-service" advisors).

The Quarterly Summary PDF includes the following sections:

- Account Information
- Net Asset Value including Change in NAV
- Open Positions
- Trades
- Deposits and Withdrawals (for Advisors who have been granted additional advisor authorizations only)
- Other Information
- Codes

**Who can access the Quarterly Summaries page?**

You can access this page if you are a(n):

- Advisor Master User Individual (view only)
- Advisor Master User Organization (view only)
- Advisor Client User Individual
- Advisor Client User Organization

**To view a quarterly summary**

1. Click Reports > Activity > Quarterly Summaries.

   If you are an Advisor Master User, use the Account Selector at the top of the page to select an account on which to report.
The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. In the Date field, select the fiscal quarter.

3. Click View to generate the summary.
   The quarterly summary is generated and displayed as a PDF file in a new browser window.

**Trade Confirmations**

The Trade Confirmations menu includes the following tabbed pages:

- **Reports** - View trade confirmation reports.
- **Trade Allocations** - View pre-trade and post-trade allocation details.
- **Flex Queries** - Create highly customized trade confirmation reports in text or XML format.

Real-time trade confirmations are generated for all executions. You can view a trade confirmations report, which lists trade confirmations separately by asset class.

Trade confirmations are available for the four previous calendar years and from the start of the current calendar year.

**Who can access the Trade Confirmations page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
Trade Confirmation Reports

To generate a trade confirmation report

1. Click Reports > Trade Confirmations > Reports.

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account on which to report. To generate a Trade Confirmation report for a closed account, select the Include Closed Accounts check box, and then select the closed account.

   The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. Make the following selections:
In the Date fields, select the dates for the report.
In the Format field, select HTML/Web or PDF.
In the Language list, select your desired language.

To view a Trade Confirmation report, make selections below then click View.

**Trade Confirmations**

Use this page to view trade confirmation reports.

<table>
<thead>
<tr>
<th>Period</th>
<th>Format</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>HTML/Web</td>
<td>English</td>
</tr>
<tr>
<td>Date: April 16, 2014</td>
<td>Format: HTML/Web</td>
<td>Language: English</td>
</tr>
</tbody>
</table>

Advisors, Money Managers and Brokers and master account users with reporting access rights who select their own master account in the Account Selector have access to client-only consolidated and concatenated reports. Select **Consolidated (Clients-Only)** to generate trade confirmations for all clients combined into a single report, or **Concatenate All (Clients-Only)** to generate statements for all client accounts in a single report (multiple client reports are joined together in a single report).

3. Click View to generate the report.

If you selected PDF as the Format, you will be prompted to open the generated report or save it to your computer.

Summary rows are marked with a plus sign. Click a summary row to display detail rows; click the summary row again to close the detail rows.
Trade Allocations

The Trade Allocation Report provides pre-trade and post-trade allocation details. Post-trade allocations should be available by 6:15 PM Eastern time for the current trading day.

Who can access the Trade Allocations page?

You can access this page if you are a Proprietary Trading Group Master or Sub Account and subscribe to our IBExecution Service.

To run the Trade Allocations report

1. Click Reports > Trade Confirmations > Trade Allocations.
Trade Allocations

The Trade Allocation Report provides pre-trade and post-trade allocation details. Post-trade allocations should be available by 6:15 PM Eastern time for the current trading day.

2. On the Trade Confirmations screen, make the following selections:
   - In the Account ID list, select the account for which you want to generate the report.
     If you are a Master User, the Account list will not appear. Instead, use the Account Selector to select an account. The most recent account you selected is the current account when you come to this page. You can switch accounts after you select an account by clicking the Account Selector tab, then selecting a different account.
   - In the From and To Date fields, select the dates for the report.
   - To filter the report by a specific broker name, select a broker name in the Broker Name field. Select All to include all broker names in the report.
   - To filter the report by a specific broker account, select All in the Broker Name field and select a specific broker account in the Broker Account field. Select All to include all broker accounts in the report.

3. Click View to generate the report.
Trade Confirmation Flex Queries

The Trade Confirms Flex page lets you create multiple, customized report templates for trade confirmations. A trade confirmation Flex Query lets you specify the exact fields you want to view in your report, the time period you want the report to cover, the order in which you want the fields to appear in the report, and the display format for the report.

You can create multiple Flex Queries with different fields for each query. All of your Flex queries are stored in Account Management. You can also add a default Flex Query, then use it as the basis for your own by editing it.

The Flex Queries page lets you create a new flex query or edit an existing Flex Query. Existing Flex Queries are displayed in the Saved Flex Queries section of the page. You can also edit the default Flex Query to use it as the basis for your own Flex Query.

Saved Flex Queries are available for the four previous calendar years and from the start of the current calendar year.

Who can access the Trade Confirmation Flex Queries page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

and you have been granted Reporting access rights.
To create a trade confirmation flex query

1. Click Reports > Trade Confirmations > Flex Queries.

2. Do any of the following:
   - To create a new query, click Create New Flex Query.
   - To run an existing query, click Run for the query.
   - To edit an existing query, click Edit for the query, then make your changes to the query and click Save Query.
   - To delete an existing query, click Delete.
   - To add the Default Trade Confirmation Flex Query, click Create Default Flex Query.

Note that when you add a default query to the list, the button disappears from the page. If you delete a default query from the list, the button re-appears.

Trade Confirmation Flex Queries

Use this page to create Trade Confirmation Flex Queries, which are highly customized text- or XML-based report templates for Trade Confirmation reports.
3. If you clicked **Create New Flex Query**, a new page appears on which you create your new Flex Query.

If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select one or more accounts on which to report. To include accounts that you have recently closed, select the **Include Closed Accounts** check box. If you choose to include closed accounts, those accounts appear in the Account Selector.

4. Make selections and set options in the Configuration sections as follows:
In the Query Name field, enter the name of the flex query.

In the Output Format list, select Text or XML. If you select Text, you must also choose a delimiting character (comma, pipe or tab character), and optionally choose to include header and trailer records; column headers; and section code and line descriptors.

Select other options as required. Note that the **Consolidated** and **All** options are only available when the master account has been selected in the Account Selector.
In the Date Configuration section, select the period for the Flex Query, or enter a range of dates in the From Date and To Date fields. The following periods are available:

- Today
- Last Business Day
- Last Month
- Last 30 Calendar Days
- Last 365 Calendar Days
- Month to Date
- Year to Date
- Last Business Week (Mon-Fri)
- Last N Calendar Days (when you select this option, you must then select a number from 1 to 365 from a drop-down)

In the Date Configuration section, select a Date Format, Time Format and Date/Time Separator:

Available date formats are:
- yyyyMMdd (default)
- yyyy-MM-dd
- MM/dd/yyyy
- MM/dd/yy
- dd/MM/yyyy
- dd/MM/yy
- dd-MMM-yyyy

Available time formats are:
- HHmmss (default)
- HH:mm:ss

Available date/time separators are:
- ; (semi-colon, the default)
- , (comma)
- " (single-spaced)
- No separator

Advisors, Money Managers and Brokers and master account users with reporting access rights who select their own master account in the Account Selector have access to client-only consolidated and concatenated reports. Select Consolidated (Clients-Only) to generate trade
confirmations for all clients combined into a single report, or Concatenate All (Clients-Only) to generate statements for all client accounts in a single report (multiple client reports are joined together in a single report).

5. In the Trade Confirmation Configuration section, Select the fields to include in the Flex Query in by highlighting the fields in the Fields Available list, then using the green right arrow to move the fields to the Fields Included list. Use the green left arrow to move fields from the Fields Included list (and exclude the fields from the report).

6. In the Trade Confirmation Configuration section, select your desired level of detail: Symbol Summary, Order or Execution. Execution is the default setting.

7. Click Save Query.

The saved query will now appear in the list of saved queries on the Trade Confirmation Flex Queries page.

For more information

User’s Guide

PortfolioAnalyst

PortfolioAnalyst allows you to evaluate the performance of your portfolio by creating and saving reports based on a set of measurement criteria and optionally comparing their data to selected industry benchmarks. Once you create and save reports, you can run, edit or delete them.

Institutional account Master users (Advisor Masters, Broker Masters, Fund Investment Managers and Proprietary Trading Group Masters) can also create and save synopses, which are text-based cover letters that you can assign to PortfolioAnalyst reports.

PortfolioAnalyst lets you:

Create Detailed Reports - Select any combination of reports for a variety of performance analysis. Save your reports in PDF or comma-separated values (CSV) format.

Create Snapshot PDF reports - One-page summaries of an account's return, NAV, asset allocation and distribution of returns.

View your portfolios of external investment accounts
You can also create your own custom benchmarks and select them when creating a Snapshot or Detailed report.

**Who can access the PortfolioAnalyst page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Non-Disclosed Client User
- Investment Manager Master User
- Fund

and you have been granted Reporting access rights.

Here is the PortfolioAnalyst main page:
PortfolioAnalyst currently includes the ability to view your portfolios and positions held at other institutions.

Institution accounts will see an extra tabbed page for creating and managing synopses).
Snapshot PDF Reports

The Snapshot is a one-page report that displays graphs and charts representing an account’s return, Net Asset Value (NAV), asset allocation and distribution of returns. The Snapshot gives you a downloadable and printable summary of an account’s performance and is suitable for presentation to advisor and broker clients. Optionally, you can include a benchmark comparison to compare your own performance against an industry standard benchmark or your own custom benchmark.

To create and run a Snapshot PDF report in PortfolioAnalyst

1. Click Reports > PortfolioAnalyst.

   PortfolioAnalyst includes default Snapshot PDF reports. These are displayed on the Default Reports tab, which appears when you first open PortfolioAnalyst. Run these reports or any other in the list by clicking the PDF icon in the Snapshot column of the Default Reports tab.

2. Click the Custom Reports tab. This tab lists all of your previously created and saved custom PortfolioAnalyst reports.
3. Click **CREATE REPORT**.

4. If you are a Master account user responsible for client or sub accounts or you have multiple linked accounts, select one or more accounts in the Account Selector.

![Account Selector](image)

The report settings appear.

![Report Settings](image)

5. Type the name of the new report in the Name field.

6. If you are a Master account user, the Assign Synopsis button appears. Optionally, assign previously created *synopses* to the PortfolioAnalyst report:
Click Assign Synopsis.

In the Assign Synopsis dialog, select a previously-saved synopsis, select the accounts whose reports to which you want to attach the synopsis, then click Assign. Click Apply to apply your selections.

7. Select a time period:

- Select Daily, Monthly, Quarterly, Previous Month, Previous Quarter, Month To Date, Year To Date or Since Inception (since the inception of your account), depending on how you want to view the data.
- If you selected a daily time period, select a starting and ending date (up to a maximum of 60 days) using the calendar popup. If you selected a monthly time period, select a starting and ending month. If you selected a quarterly time period, select a starting and ending quarter. Click the icons next to the Starting Period and Ending Period fields to pick dates from a calendar.

Analysis results include data available from January 2008 to the present.

8. For Performance Measure, select Time Weighted Return or Money-Weighted Return.

- **Time-Weighted Return (TWR):** Select this metric to view the percent return produced over time independent of contributions or withdrawals. TWR eliminates the impact of the timing of fund cash flows and isolates the portion of a portfolio's return that is attributable solely to the manager's actions. TWR is typically used for public fund managers because they normally do not control cash flowing into or out of their funds.

- **Money-Weighted Return (MWR):** Select this metric to view the performance of your portfolio during the specified report period. MWR is calculated using the Modified Deitz method and is influenced by the time of decisions to contribute or withdraw funds, as well as the decisions made by the portfolio manager of a fund.

9. Select Snapshot as the Report Type.

10. Choose how you want your account number to appear on your report in the Account Number Display section:
Use Account Number: Select this option to include your Account ID on your report.
Use Account Alias: Select this option to include your Account Alias on your report if you want to hide the actual Account ID.

11. If you are an Advisor, Money Manager, Broker, Proprietary Trading Group STL Account Master or you have multiple linked accounts and you have selected multiple accounts in the Account Selector, you have the option of created a consolidated Snapshot report for all of the selected accounts.

- Click the Consolidate check box to create a consolidated Snapshot report, which includes a single set of data from all of the accounts that you have selected.
- If you select only one account in the Account Selector, click the Consolidate All check box to create a consolidated report which includes a single set of data from all accounts.

12. Optionally, you can include a benchmark comparison in your Snapshot report. When you select the Snapshot radio button, the Select Benchmarks section appears.

Select up to three benchmarks from the list of Available benchmarks (including your own custom benchmarks) then click the right arrow button to move them into the Selected list. Select one or more benchmarks using the Ctrl+click keyboard combination. Move benchmarks out of the Selected list by selecting them then clicking the left arrow button.

13. Click SAVE to save the report. Once you save a report, it will appear in the list of saved PDF reports.
14. Click CANCEL to cancel the report.
15. View the report by clicking the Run icon in the list of saved reports. Your report appears in a new window.

If there is a negative Net Asset Value during the time period you select for your Snapshot report, the report will not be generated.

The Snapshot includes the following sections:
**Account Information**: Displays your account name and number, account alias if you have one, your base currency, account type and the specified time period.

**Return Over Time**: Displays a line chart showing the account's return percentage over the specified time period.

**Net Asset Value**: Displays a bar chart showing the account’s Net Asset Value over the specified time period.

**Distribution of Returns**: Displays a bar chart showing the range of return percentage for each day, month or quarter in the specified time period and the number of times the return performance fell within that range for the entire period.

**Key Statistics**: Displays several statistics for the specified time period, including beginning and ending NAV, return percentages (depending on your selected time period), the best return and the worst return.

**Asset Allocation**: Displays two pie charts, one representing the account's asset allocation at the beginning of the specified time period and one representing the account's asset allocation at the end of the specified time period.

The following example shows a typical Snapshot report.
Detailed PDF Reports

Detailed PDF reports let you select any combination of reports, including benchmark comparisons, for a variety of performance analyses. You can also create your own custom benchmarks.

To create and run a Detailed report in PortfolioAnalyst
1. Click **Reports > PortfolioAnalyst**.

PortfolioAnalyst includes default PDF and CSV-formatted Detailed reports. These are displayed on the Default Reports tab, which appears when you first open PortfolioAnalyst. Run these reports or any other in the list by clicking the PDF or CSV icons in the Detailed column of the Default Reports tab.

<table>
<thead>
<tr>
<th>Name</th>
<th>Detailed</th>
<th>Snapshot</th>
</tr>
</thead>
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<tr>
<td>1 Month to Date</td>
<td></td>
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<tr>
<td>30 Day</td>
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<tr>
<td>Previous Month</td>
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<tr>
<td>Previous Quarter</td>
<td></td>
<td></td>
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<tr>
<td>Year to Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Since Inception</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Click the **Custom Reports** tab. This tab lists all of your previously created and saved custom PortfolioAnalyst reports.

<table>
<thead>
<tr>
<th>Name</th>
<th>Run</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webinar Test Detailed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webinar Test Detailed2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webinar Test Snapshot</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webinar Test Snapshot2</td>
<td></td>
<td></td>
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<td>gage</td>
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<td></td>
</tr>
<tr>
<td>test1</td>
<td></td>
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</tr>
</tbody>
</table>

3. Click **Create Report**.
4. If you are a Master account user responsible for client or sub accounts or you have multiple linked accounts, select one or more accounts in the Account Selector.

![Account Selector](image)

The report settings appear.

![Report Settings](image)

5. Type the name of the new report in the Name field.

6. If you are a Master account user, the Assign Synopsis button appears. Optionally, assign previously created *synopses* to the PortfolioAnalyst report:

   - Click **Assign Synopsis**.
   - In the Assign Synopsis dialog, select a previously-saved synopsis, select the accounts whose reports to which you want to attach the synopsis, then click **Assign**. Click **Apply** to apply your selections.
7. Select a time period:
   - Select Daily, Monthly, Quarterly, Previous Month, Previous Quarter, Month To Date, Year To Date or Since Inception (since the inception of your account), depending on how you want to view the data.
   - If you selected a daily time period, select a starting and ending date (up to a maximum of 60 days) using the calendar popup. If you selected a monthly time period, select a starting and ending month. If you selected a quarterly time period, select a starting and ending quarter. Click the icons next to the Starting Period and Ending Period fields to pick dates from a calendar.

Analysis results include data available from January 2009 to the present.

8. Select Detailed as the Report Type.
9. Select the output format for the report (CSV or PDF).
10. For Performance Measure, Time-Weighted Return (TWR) is already selected for you, select Time Weighted Return or Money-Weighted Return.
   - **Money-Weighted Return (MWR)**: Select this metric to view the performance of your portfolio during the specified report period. MWR is calculated using the Modified Deitz method and is influenced by the time of decisions to contribute or withdraw funds, as well as the decisions made by the portfolio manager of a fund.
   - **Time-Weighted Return (TWR)**: Select this metric to view the percent return produced over time independent of contributions or withdrawals. TWR eliminates the impact of the timing of fund cash flows and isolates the portion of a portfolio’s return that is attributable solely to the man-
ager’s actions. TWR is typically used for public fund managers because they normally do not control cash flowing into or out of their funds.

11. Choose how you want your account number to appear on your report:
   - **Use Account Number**: Select this option to include your Account ID on your report.
   - **Use Account Alias**: Select this option to include your Account Alias on your report if you want to hide the actual Account ID.

12. Optionally, you can include cover page and table of contents with your Detailed PDF report by checking the appropriate Optional Pages check boxes.

13. If you are an Advisor, Money Manager, Broker, Proprietary Trading Group STL Account Master or you have multiple linked accounts and you have selected multiple accounts in the Account Selector, you have the option of created a consolidated Snapshot report for all of the selected accounts.
   - Click the **Consolidate** check box to create a consolidated Detailed report, which includes a single set of data from all of the accounts that you have selected.
   - If you select only one account in the Account Selector, click the **Consolidate All** check box to create a consolidated report which includes a single set of data from all accounts.

If you have selected the **Consolidate** or **Consolidate All** check box, you can select the Breakdown of Accounts report, which provides key account values for the accounts that you have chosen to consolidate.

14. Detailed PDF reports can contain the following distinct reports for each selected account. Click the check box to include a report. Note that this section is not available in Snapshot reports.
See Available Reports in Detailed PDF Reports for descriptions of these reports.

15. If you select any of the benchmark reports, the Select Benchmarks section appears.

Select up to three benchmarks from the list of Available benchmarks (including your own custom benchmarks) then click the right arrow button to move them into the Selected list. Select one or more benchmarks using the Ctrl+click keyboard combination. Move benchmarks out of the Selected list by selecting them then clicking the left arrow button.

The same set of benchmarks will apply to all the benchmark reports that you select.

16. Click **Save** to save the report. Once you save a report, it will appear in the list of saved reports.

17. View the report by clicking the **Run** icon in the list of saved reports. Your report appears in a new window. For CSV-formatted reports, you will be prompted to save the report to your computer, where you can open the file in a program like Microsoft Excel.
If there is a negative Net Asset Value during the time period you select for your Detailed report, the report will not be generated.

Available Reports in Detailed PDF Reports

When create a Detailed PDF Report, you can select any of the following reports to include in the final PDF report:

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakdown of Accounts</td>
<td>Available only to institution accounts and multiple linked accounts who have selected multiple accounts and the Consolidate option, this report shows the Beginning and Ending NAV, Return, and the total amounts of Deposits, Withdrawals, Dividends, Interest and Fees for each selected account.</td>
</tr>
</tbody>
</table>
| Account Overview            | Displays general settings, including account name and number, account alias, base currency and the specified time period. It also displays the performance of your portfolio for the specified time period, including beginning and ending Net Asset Value (NAV) and return percentage based on your selected time period and performance measurement (TWR or MWR).  

A color-coded bar chart plots NAV over time, and a color-coded line chart shows the return percentage (TWR or MWR) over the same time scale. Additional performance statistics are also included in the Overview section.  |
| Open Position Summary       | Shows all current open positions in the selected account(s). The report output shows two pie charts: the five long open positions that have the highest market value, and the five short positions with the highest market value.  

The output also displays a table of all open positions sorted by product, then currency, then symbol. The table includes the quantity, closing price, current market value and the percent of your total Net Asset Value for that position.  |

If you select this report but there are no open positions during the
<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>specified time period, the report will be omitted from your results.</td>
</tr>
<tr>
<td>Allocation by Asset Class</td>
<td>Displays a color-coded bar chart and table that illustrates the NAV of all assets in your portfolio for each day, month or quarter in the specified time period. If you select this report but there are no open positions during the specified time period, the report will be omitted from your results.</td>
</tr>
<tr>
<td>Allocation by Sector</td>
<td>Displays a color-coded bar chart and table that illustrates the NAV of stocks and options in your portfolio by sector for each day, month or quarter in the specified time period. If you select this report but there are no open positions during the specified period, the report will be omitted from your results.</td>
</tr>
<tr>
<td>Allocation by Region</td>
<td>Displays color-coded pie charts and accompanying tables. One pair of pie charts shows the percentage and amount of the portfolio’s long and short positions allocated to assets in those regions. The second pair of pie charts shows the countries with the highest percentage and amount of long and short position allocation to assets (Weight %). The tables display the same data. If there are more than five countries to which positions are allocated, the additional countries appear in the Other category.</td>
</tr>
<tr>
<td>Time Period Performance Statistics</td>
<td>Shows the performance of your portfolio for a specified time period as a line chart and a text summary. The line chart plots the return percentage for the selected performance measure (TWR or MWR) over time. The text summary includes the beginning and ending NAV, the return percentage (TWR or MWR) for the time period, the one-and three-month return percentage (the three-month return only appears if the time period is at least six months), and the best and worst return percentage of the period. Reports with a monthly time period display one- and three-month returns. Reports with a daily time period display five- and ten-day returns. Reports with a quarterly time period display one- and two-quarter returns. The line chart and text summary are identical to those</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Time Period Benchmark Comparison</td>
<td>Select up to three global industry benchmarks against which you want to compare your performance results over a specified time period. The report output displays a color-coded line chart comparing the return percentage (TWR or MWR) of your portfolio over time with that of the selected benchmarks. The line chart plots the return percentage for each day, month or quarter over the specified time period, and also displays the average return percentage for the entire time period. Returns for ETFs and indices selected as benchmarks include dividends.</td>
</tr>
<tr>
<td>Cumulative Performance Statistics</td>
<td>Shows the cumulative performance of your portfolio over a specified time period as a line chart and a text summary. The line chart plots the return percentage for the selected performance measure (TWR or MWR) over time. The text summary includes the beginning and ending NAV, the return percentage (TWR or MWR) for the time period, the one- and three-month return percentage (the three-month return only appears if the time period is at least six months), and the best and worst return percentage of the period. Reports with a monthly time period display one- and three-month returns. Reports with a daily time period display five- and ten-day returns. Reports with a quarterly time period display one- and two-quarter returns. The line chart and text summary are identical to those in the Account Overview report.</td>
</tr>
<tr>
<td>Cumulative Benchmark Comparison</td>
<td>Select up to three global industry benchmarks against which you want to compare cumulative performance results over a specified time period.</td>
</tr>
<tr>
<td></td>
<td>The report output displays a color-coded line chart comparing the cumulative return percentage (TWR or MWR) of your portfolio over time with that of the selected benchmarks. The line chart plots the cumulative return percentage over the specified time period,</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
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</tr>
<tr>
<td></td>
<td>aggregating the return percentage for each successive day, month or quarter in the time period. Returns for ETFs and indices selected as benchmarks include dividends.</td>
</tr>
<tr>
<td>Risk Measures</td>
<td>Shows the current risk of your portfolio in a line chart and text summary. The line chart plots Value-Added Monthly Index (VAMI) over the specified time period. VAMI is an index that tracks the monthly performance of your portfolio based on a hypothetical initial $1000 investment. The text summary shows a variety of risk measures, including Max Drawdown, Peak-to-Valley Drawdown, Recover, Sharpe Ratio, Sortino Ratio, Calmar Ratio, Standard Deviation, Downside Deviation, Mean Return, Positive Periods and Negative Periods. In addition, this report includes a Distribution of Returns bar chart showing the range of return percentage for each day, month or quarter in the specified time period and the number of times the return performance fell within that range for the entire period.</td>
</tr>
<tr>
<td>Risk Measures Benchmark Comparison</td>
<td>Select up to three global industry benchmarks against which you want to compare the current risk of your portfolio in a line chart and text summary. The line chart plots Value-Added Monthly Index (VAMI) over the specified time period for your portfolio and for your selected benchmarks. VAMI is an index that tracks the monthly performance of your portfolio based on a hypothetical initial $1000 investment. The text summary shows a variety of risk measures for your portfolio and for your selected benchmarks, including Max Drawdown, Peak-to-Valley Drawdown, Recover, Sharpe Ratio, Sortino Ratio, Calmar Ratio, Standard Deviation, Downside Deviation, Mean Return, Positive Periods and Negative Periods. In addition, this report includes a Distribution of Returns bar chart showing the range of return percentage for each day, month or quarter in the specified time period and the number of times the return performance fell within that range for the entire period.</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
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<tr>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Report</td>
<td>showing the range of return percentage for each day, month or quarter in the specified time period and the number of times the return performance fell within that range for the entire period. Returns for ETFs and indices selected as benchmarks include dividends.</td>
</tr>
<tr>
<td>Performance Attribution</td>
<td>Shows how your asset allocation and selection of securities affects your portfolio’s performance when compared to the performance of the S&amp;P 500 Index over a specified time period. This report includes a summary table that shows how you outperformed or underperformed the S&amp;P 500, as well as two charts and a scatter plot. For more information about this report, see Running a Performance Attribution Report.</td>
</tr>
<tr>
<td>Performance by Asset Class</td>
<td>Displays a color-coded bar chart that illustrates the cumulative contribution to your portfolio's return by asset class for each day, month or quarter in the specified time period. Each color-coded bar in the chart represents the contribution of all asset classes to each day/month/quarter in the specified time period. The table shows the return for each asset class for each day/month/quarter in the specified time period.</td>
</tr>
<tr>
<td>Performance by Sector</td>
<td>Displays a color-coded bar chart and table that illustrate the contribution to your portfolio's return by sector for each day, month or quarter in the specified time period. The bars in the bar chart are color-coded by sector. The table shows the values depicted in the chart.</td>
</tr>
<tr>
<td>Performance by Symbol</td>
<td>Displays four charts, a table and two heat maps representing the performance of the symbols in your portfolio:</td>
</tr>
<tr>
<td></td>
<td>Top Five Contributors - This chart displays the five symbols with the highest contribution to your portfolio's return.</td>
</tr>
<tr>
<td></td>
<td>Bottom Five Contributors - This chart displays the five symbols with the lowest contribution to your portfolio's return.</td>
</tr>
<tr>
<td></td>
<td>Contribution by Sector - This bar chart displays the con-</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Contribution of each sector to your portfolio's return.</td>
</tr>
<tr>
<td></td>
<td>Contribution by Asset Class - This bar chart displays each</td>
</tr>
<tr>
<td></td>
<td>the contribution of each asset class to your portfolio's return.</td>
</tr>
<tr>
<td></td>
<td>Table - Shows data for all open or closed symbols grouped by asset class, including sector, Average Weight, Return, Contribution to Return,</td>
</tr>
<tr>
<td></td>
<td>Unrealized and Realized P&amp;L in dollar amounts.</td>
</tr>
<tr>
<td></td>
<td>Sector Composition Heat Map - This is a visual representation of each sector’s contribution to return. Each sector block shows the contribution to return.</td>
</tr>
<tr>
<td></td>
<td>Portfolio Heat Map - This is a visual representation of the contribution to return of each symbol in your portfolio. Green indicates a positive return while red indicates a negative return.</td>
</tr>
<tr>
<td>Historical Performance</td>
<td>Shows the history of your portfolio's performance in a variety of charts and tables on three pages:</td>
</tr>
<tr>
<td></td>
<td>The first page of the report includes two charts, a History bar chart that shows the cumulative return percentage at different points in time in the history of your account (MTD, QTD, YTD, 1 year, 3 year, 5 year and since inception), a table that displays the same data as the History chart, and a line chart that shows the cumulative return percentages since the inception of your account.</td>
</tr>
<tr>
<td></td>
<td>The second page of the report includes two tables. One table displays the monthly returns of your account for the past five years (or since the inception of your account if it is less than five years old). The second table shows the quarterly returns of your account for the last five years (or since the inception of your account if it is less than five years</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Historical Performance Benchmark Comparison</td>
<td>Select up to three global industry benchmarks against which you want to compare the history of your portfolio's performance. This report includes the same charts and tables as the Historical Performance Report described above. Returns for ETFs and indices selected as benchmarks include dividends. This report will only include 1 Year, 3 Year, 5 Year, Yearly, Quarterly and Monthly returns if there is data available for the account/benchmark for the full period.</td>
</tr>
<tr>
<td>Trade Summary</td>
<td>Shows information for all trades made in the selected time period, grouped by asset type and then by currency. Information includes symbol; description; sector; and quantity, average price and proceeds from buys and sells.</td>
</tr>
<tr>
<td>Deposits and Withdrawals</td>
<td>Shows the inbound and outbound cash and position transfers (including cash deposit and withdrawals) in your account for a specified time period. This report displays a table that includes the date, type, description and amount of each inbound and outbound cash and position transfer in the time period of the report.</td>
</tr>
<tr>
<td>Dividends</td>
<td>The Dividends report shows all dividends that occurred in your account during a specified time period, including dividend payments, dividend cancellations, payments in lieu, short term and long term</td>
</tr>
</tbody>
</table>
Running a Performance Attribution Report

The Performance Attribution Report helps you determine how your asset allocation and selection of securities affects your portfolio’s performance when compared to the performance of the S&P 500 Index.

To run a Detailed PDF Report with the Performance Attribution Report, set up your Detailed PDF Report as you normally would, and select Performance Attribution in the Select Report(s) section of the page.

Understanding the Performance Attribution Report Table

The first part of the Performance Attribution Report contains two tables:

- Weighting by Sector
- Returns and Attribution Effects by Sector
**Weighting by Sector**

This table shows how your portfolio is allocated among ten different sectors, cash and unclassified (anything not included in one of the other sectors), and how that allocation compares to the S&P 500 Index. The table has three parts: Beginning Weight, Ending Weight and Average Weight.

These tables show the beginning, ending and average weight for each sector in your portfolio and the S&P 500, and the difference (positive or negative) between the two, represented by a percentage. You can use this table to see how under or overweighted your portfolio is in each sector compared to the S&P 500.

**Returns and Attribution Effects by Sector**

This table lets you compare your returns in each of the ten sectors, plus cash and unclassified, to those of the S&P 500, and view the attribution effects of your sector allocation and stock selection within each sector. Attribution effects let you see why your returns in a particular sector were better or worse than those of the S&P 500.

The Period Return part of the table shows the absolute return percentage for each sector in your portfolio and for the S&P 500, and the difference (positive or negative) between the two.

The Contribution to Return part of the table measures the contribution of each sector to the overall return. The table also illustrates the contribution of return for the account of each sector versus the S&P 500. The standard calculation used to derive the Contribution to Return is:

\[
\text{Period Return} \times \text{Beginning Weight} = \text{Contribution to Return}
\]

The attribution effect part of the table shows the attribution effects of sector allocation (Allocation column), the attribution effects of security selection within each sector (Selection column), and the total attribution effects for the period of the report. The attribution effect dissects the return and illustrates the reason for your outperformance or underperformance.

The allocation effect determines whether the overweighting or underweighting of sectors relative to a benchmark contributes positively or negatively to the the account’s return. Positive allocation occurs when the portfolio is overweighted in a sector that outperforms the benchmark, and underweighted in a sector that underperforms the benchmark.
The selection effect measures the account’s ability to select securities within a sector relative to the benchmark. A positive selection will occur if the account made better stock selections within the sector compared to the benchmark.

**Understanding the Performance Attribution Charts**

The second page of the Performance Attribution Report shows two charts:

- Cumulative Attribution Effect - This line chart that plots return percentage over time and covers the entire time period of the report.
- Attribution Effect - This chart that shows the allocation, selection and total attribution effect percentages for each period in the report.

**Understanding the Performance Attribution Scatter Plot**

The third page of the Performance Attribution Report displays a scatter plot that shows average weight versus percent contribution return for each sector plus cash and unclassified. The scatter plots lets you see at a glance how your weighting (sector allocation) and contribution to return for each sector compares to the S&P 500 for the period of the return.

There are four quadrants in the scatter plot; each sector is represented somewhere in the four quadrants based on its average weight and contribution to return (both values are taken from the tables on the first page of this report).

The following illustration shows how to interpret the scatter plot results; depending on the quadrant in which each sector appears, its average weight percent and contribution to return percent either under- or overperformed the S&P 500 for the period of the report.
Creating Custom Benchmarks

While PortfolioAnalyst provides a large number of standard industry benchmarks for you to choose in a Snapshot or Detailed Report against which your portfolio's performance can be compared, there may be situations when a standard benchmark does not provide an adequate basis for comparison. In these situations, you can create your own custom benchmarks in PortfolioAnalyst.

About Custom Benchmarks

Custom benchmarks allow you to combine existing benchmarks already available in PortfolioAnalyst, the combined weight of which must equal 100%. When you select benchmarks for a specific benchmark comparison report, you can choose up to three existing benchmarks including any of your own custom benchmarks.

The return formula for a custom benchmark is calculated as:

\[ \sum (\text{Benchmark Weight} \times \text{Benchmark Return}) \]

Here is an example of a custom benchmark. In this example, a custom benchmark has been created by combining three existing standard benchmarks:

<table>
<thead>
<tr>
<th>Index</th>
<th>Weight</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell 2000</td>
<td>40%</td>
<td>20.00%</td>
</tr>
<tr>
<td>S&amp;P 500</td>
<td>40%</td>
<td>10.00%</td>
</tr>
<tr>
<td>S&amp;P US High Yield Corporate Bond</td>
<td>20%</td>
<td>6.00%</td>
</tr>
</tbody>
</table>

Based on the weights and returns of each component benchmark, the return for this custom benchmark is 13.20%, calculated as:

\[(.40 \times .20) + (.40 \times .10) + (.20 \times .06) = 13.20\%\]

Observe the following guidelines when creating custom benchmarks:
You cannot use an existing custom benchmark as part of a new custom benchmark. Only the standard benchmarks can be used when creating a custom benchmark.

You must include at least two standard benchmarks when creating a custom benchmark.

You can add any number of standard benchmarks to a custom benchmarks, as long as the total weight equals 100%.

Each standard benchmark included in a custom benchmark must have a weight between 0 and 100.

No standard benchmark in a custom benchmark can have a weight of either 0 or 100.

You can add multiple standard benchmarks at a time to a custom benchmark.

**To create a custom benchmark**

1. Click **Reports > PortfolioAnalyst**.
2. Click the **Custom Benchmarks** tab. The Custom Benchmarks tab lists all of your saved custom benchmarks. If you have not saved any custom benchmarks, the list will be empty. For example, the abbreviation for the S&P 500 Index is SPX.

3. Click **Create Custom Benchmark**.

4. Type the name of the custom benchmark in the Name field, and type an abbreviation in the Abbreviation field.
5. In the list of available benchmarks, select the first benchmark you would like to include, and then click **Add Benchmark**. You can type the first few characters of the desired benchmark in the entry box.
above the list of benchmarks or type the abbreviation of the desired benchmark. Note that you can select multiple standard benchmarks at a time and add them all at once to your custom benchmark.

The benchmark is added to the Selected list.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Weight</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;P 500 Stock Index (SPX)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iShares Russell 2000 Index (IWM)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Continue selecting and add benchmarks to your custom benchmark as required. Click the X to delete a benchmark from the list of selected benchmarks.

7. When you have finished adding benchmarks, enter the weight of each benchmark in the field provided. All benchmark weights must equal 100.

<table>
<thead>
<tr>
<th>Benchmark</th>
<th>Weight</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;P 500 Stock Index (SPX)</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>iShares Russell 2000 Index (IWM)</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>

8. Click **Save** to save your custom benchmark. It will now be listed on the Custom Benchmarks tab, where you can edit or delete it.

9. When you select benchmarks for a Detailed report, you will be able to select your custom benchmark. Custom benchmarks are always listed first in the list of benchmarks.
Synopses

Institutional account Master users (Advisor Masters, Broker Masters, Fund Investment Managers and Proprietary Trading Group Masters) can create and save synopses, which are text-based cover letters, and then assign them to PortfolioAnalyst reports.

Creating and Saving a Synopsis

You can create, save, edit or delete a synopsis from within PortfolioAnalyst.

To create and save a synopsis

1. Click Reports > PortfolioAnalyst.
2. Click CREATE REPORT or click the edit icon for any saved report.
3. Click the Synopses tab. The Manage Synopses tab displays all of your previously saved synopses.
   From this tabbed page, you can view or edit an existing synopsis, delete a synopsis or create a new synopsis.

4. Click CREATE SYNOPSIS.
5. Enter the name of the synopsis in the Title field.
6. Type the text of the synopsis in the Text area up to a maximum of 3000 characters.
7. Click **SAVE**. Click **CANCEL** to cancel the operation.

You will now be able to assign this synopsis to a PortfolioAnalyst report.

**Assigning a Synopsis to a Report**

When you are creating a new PortfolioAnalyst report or editing an existing report AND you have selected multiple client, sub or linked accounts in the Account Selector, you can attach a synopsis (cover letter) to the report.

**To assign a synopsis to a report**

1. Click **Reports > PortfolioAnalyst**.
2. Click **CREATE REPORT** or click the edit icon for any saved report.
3. If you are a Master account user responsible for client or sub accounts or you have multiple linked accounts, select one or more accounts in the Account Selector.
4. Enter or edit the report settings as required.
5. Click **Assign Synopsis**.
6. In the Assign Synopsis dialog, select a previously-saved synopsis, select the accounts whose reports to which you want to attach the synopsis, then click **Assign**.
7. Click Apply to apply your selections to the report.
8. Finish entering or editing the PortfolioAnalyst report settings as required, then save the report.

**Editing and Deleting Saved PortfolioAnalyst Reports**

**To delete a saved report**

1. Click Reports > PortfolioAnalyst.
2. Click the Custom Reports tab.

3. Click the Delete icon in the list of saved reports to delete the report.

**To edit a saved report**

1. Click Reports > PortfolioAnalyst.
2. Click the **Custom Reports** tab.

### PortfolioAnalyst

<table>
<thead>
<tr>
<th>Name</th>
<th>Run</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webinar Test Detailed</td>
<td>![run]</td>
<td>![edit]</td>
<td>![delete]</td>
</tr>
<tr>
<td>Webinar Test Detailed2</td>
<td>![run]</td>
<td>![edit]</td>
<td>![delete]</td>
</tr>
<tr>
<td>Webinar Test Snapshot</td>
<td>![run]</td>
<td>![edit]</td>
<td>![delete]</td>
</tr>
<tr>
<td>Webinar Test Snapshot2</td>
<td>![run]</td>
<td>![edit]</td>
<td>![delete]</td>
</tr>
<tr>
<td>gegegegegegegegege</td>
<td>![run]</td>
<td>![edit]</td>
<td>![delete]</td>
</tr>
<tr>
<td>test1</td>
<td>![run]</td>
<td>![edit]</td>
<td>![delete]</td>
</tr>
</tbody>
</table>

3. Click the **Edit** icon in the list of saved reports, then modify the report as required.
4. Click **SAVE** when you are done editing the report.

### Viewing External Accounts

PortfolioAnalyst lets you view accounts held at financial institutions, including investment and non-investment accounts, other than Interactive Brokers at a glance, and drill down to see the value of the positions.

To do this, you use the following two tabbed pages in PortfolioAnalyst:

- **Summary** - View the prior value, current value, percent change in value and returns for your IB and external accounts, and drill down to view the value of individual positions.
- **External Accounts** - Add, view, edit and delete investment accounts from financial institutions other than Interactive Brokers.

External accounts are currently NOT available to Advisor and Broker Masters, Money Managers and Non-disclosed Broker clients. Advisors and Brokers can view their clients' external accounts if the client has provided authorization to do so.
Account Summaries

The PortfolioAnalyst Summary tab lets you:

- View the current and prior values and returns for your IB and external accounts. View a consolidated summary of all accounts or view a summary for each financial institution.
- Drill down to view the current and prior values of each position in each asset class. View a consolidated summary of all positions for all accounts or view specific positions for each financial institution.
- Drill down to view transactions for any symbol.

To use the Summary tab

1. Click **Reports > PortfolioAnalyst**.
2. Click the **Summary** tab.

By default, the Summary tab displays the categories in which you have added external accounts (Banking, Credit Cards, Investment, etc.), along with prior and current values for all of your accounts in each category. This is the Consolidated view.
If you have not added any external accounts, the Summary page will show your account(s) held here by default.

3. Click a category to view all financial institutions that you have added.

---

## PortfolioAnalyst

PortfolioAnalyst lets you analyze the performance of your portfolio and generate customizable, presentation-ready PDF reports.

### Account Summary

<table>
<thead>
<tr>
<th>Time Period:</th>
<th>Prior Value</th>
<th>Current Value</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>651,546.36</td>
<td>653,584.34</td>
<td>2,037.98</td>
</tr>
</tbody>
</table>

### Financial Institutions

<table>
<thead>
<tr>
<th>Financial Institution</th>
<th>Last Updated</th>
<th>Prior Value</th>
<th>Current Value</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Schwab US - Investments Services</td>
<td>2016-01-08, 04:24:11</td>
<td>238,198.20</td>
<td>238,747.30</td>
<td>-549.90</td>
</tr>
<tr>
<td>E*Trade Financial - Investments</td>
<td>2016-01-08, 01:14:49</td>
<td>823,110.05</td>
<td>789,456.85</td>
<td>-18,651.20</td>
</tr>
<tr>
<td>Scottrade</td>
<td>2016-01-07, 06:11:51</td>
<td>1,004,503.13</td>
<td>958,584.23</td>
<td>-45,918.88</td>
</tr>
<tr>
<td>TD Ameritrade</td>
<td>2016-01-07, 06:14:43</td>
<td>546,561.57</td>
<td>535,116.97</td>
<td>-11,444.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,607,372.95</strong></td>
<td><strong>2,527,307.37</strong></td>
<td><strong>-80,065.58</strong></td>
<td></td>
</tr>
</tbody>
</table>
4. Select the current time period from the Time Period drop-down:
   - Daily
   - Month to Date
   - Year to Date
   - Custom Period - When you select this option, you must also enter a starting and ending date.
   
The values and percent change in value will reflect your time period selection.

5. Change the view in the View By drop-down (by default, the view shows financial institutions):
   - Consolidated - Displays prior and current values and percent change for all asset classes in all accounts.
   - Financial Institution - Displays prior and current values and percent change for each financial institution. Click the down arrow next to a financial institution to display all of the accounts that you have under for that institution.

   If you have multiple accounts for a financial institution, you can click the name of the institution to expand the view to include all accounts.

6. You can drill down to view positions in both the Consolidated and Financial Institution views:
   - In Financial Institution view, click the individual account to display the asset classes in that account.
Then click an asset class to drill down to the individual positions. Click a link in the breadcrumb display to quickly go back to a previous view. You can also change the Time Period.

In Consolidated view, click an asset class to view all of the positions in that asset class for all of your accounts. Click a link in the breadcrumb display to quickly go back to a previous view. You can also change the Time Period.
**External Accounts**

The PortfolioAnalyst External Accounts tab lets you:

- **Add** external investment accounts;
- **View and edit** external investment accounts that you have already added;
- **Delete** external investment accounts from PortfolioAnalyst.

**Adding an External Account**

**To add an external investment account to PortfolioAnalyst**

1. Click Reports > PortfolioAnalyst.
2. Click the **External Accounts** tab.

![PortfolioAnalyst User Interface]

3. Click **Add Accounts**.
4. A disclaimer opens in a popup window. Read the disclaimer and then click **Yes** to close the window.
5. Select the financial institution from the list.
You can type the name of financial institution where the external account is maintained in the search field. This is a smart search field; once you start typing the name of the institution, matching institutions appear in the list below the field.

6. Once you have selected your financial institution from the list, click **Next**.
7. Type the username and password for your account at the selected financial institution. Type your password a second time, and then click **Next**
8. Select the accounts held at the selected financial institution that you want to add to PortfolioAnalyst. For example, you may have several different accounts at another financial institution but you only want to add one of them to PortfolioAnalyst.

Click the check box next to each account that you want to add.

For each account that you want to add, select the type of account: *Investment:*Brokerage or *Investment:*Retirement. Click the down arrow to view the drop-down menu, and then make your selections. Each type has several additional types associated with it. For example, you can select Retirement and then select IRA as the type of Retirement.
9. If the account is successfully added, a confirmation screen opens that lists the account(s) you just added, including the account ID and current balance.
10. Click **Close** to stop adding accounts or **Add More Accounts** to add more external accounts.

It usually takes until the next business day to load your external account portfolio data, which you can see on the Summary tab.

**Vewing and Editing External Accounts**

The Manage Accounts screen lets you view and edit the external accounts that you have added to PortfolioAnalyst.

**To view and edit external accounts**

1. Click **Reports > PortfolioAnalyst**.
2. Click the **External Accounts** tab.

All external accounts that you have added to PortfolioAnalyst are listed along with their current balances. Icons on the right side of the display let you add or delete accounts under each financial institution.
4. To change the account type of an external account:
   - Click the down arrow on the left side of the account number whose type you want to change. The account expands to display the current account type.
   - Use the drop-down menus to change the account type.
   - Click **Save** when you have made all of your changes.

5. To add or delete accounts under a financial institution:
   - Delete all accounts under a financial institution by clicking the red minus sign icon on the financial institution row (the gray-colored row with multiple icons).
   - Delete an individual account under a financial institution by clicking the minus sign icon on the specific account row.
   - To add an account under an existing financial institution, click the plus sign icon. You will be prompted to add an account as described [here](#).

6. To log in to an external account that you have added to PortfolioAnalyst, click the window icon on the financial institution row (the last icon on the right). The login page for that account will open in a new browser page.

**Deleting External Accounts**

You can easily delete external accounts from PortfolioAnalyst. For example, you may no longer maintain an external account that you previously added.

**To delete external accounts**

1. Click **Reports > PortfolioAnalyst**.
2. Click the **External Accounts** tab.
3. To delete ALL external accounts from PortfolioAnalyst, click **DELETE ALL ACCOUNTS**.

   Click **Yes** in the confirmation popup that opens to complete the operation.

4. To delete individual accounts (for example, you may have added multiple accounts under a specific financial institution but no longer maintain one of them):
   - Click **Manage Accounts**.
   - Clicking the red minus sign icon on the specific account row.
   - In the confirmation popup, click **Delete Institution** to complete the operation.

**Transaction Cost Analysis**

Transaction Cost Analysis is a dynamic and interactive analysis of your trades marked to various benchmarks grouped in different categories or on a per-order basis. Transaction Cost Analysis applies to trades of any instrument type and is typically available ten minutes after a trade is executed. Performance metrics are expressed as basis points (bps) of value traded.

Each executed trade in the period of the analysis is marked to a series of performance benchmarks with the results displayed in multiple interactive tables. You can drill down in a variety of categories, including trade date, order side, exchange, trade price and underlying, to see how each trade performed when compared to the benchmark. The performance of a trade is calculated by marking the trade price to each benchmark. A positive number indicates that the trade worked in your favor; a negative number indicates that the trade did not work in your favor.

You can also add or remove columns from tables using the Configure Columns feature.

Combinations are not supported in the Transaction Cost Analysis.
See Understanding the Transaction Cost Analysis for a complete description of each column heading and performance benchmark used in the analysis results.

Who can access the Transaction Cost Analysis page?

You can access this page if you have trading access and you have been granted Reporting access rights.

To run a Transaction Cost Analysis

1. Click Reports > Transaction Cost Analysis.

Transaction Cost Analysis

Use this screen to view the Transaction Cost Analysis.

<table>
<thead>
<tr>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date: November 17, 2014</td>
</tr>
<tr>
<td>To Date: November 25, 2014</td>
</tr>
</tbody>
</table>

2. Select a start date and an end date from the From Date and To Date drop-down lists, then click Submit to generate your analysis.

The page displays the results of your analysis in the Instrument Type and Marketability section in the Summary Analysis. All performance numbers are in basis points, and volume is in shares or contracts, as applicable. Negative numbers appear in parentheses.

Sort the data by any column by clicking the column heading.

Here is an example of transaction cost analysis Summary Analysis results.

3. Click a category (expanding items are indicated by a plus sign) to drill down to view more detailed data by instrument type and marketability. Detailed results are displayed in additional tables:
Chapter 3  
Transaction Cost Analysis

- By Trade Date
- By Trade Side
- By Exchange
- By Trade Size
- By Trade Price
- By Underlying
- By Order Live Time in Seconds
- By Order Type
- By Average Delta

In addition, an Outlier Analysis is added to the results in the bottom half of the screen. The Outlier Analysis shows an analysis of the Top and Bottom orders for each of the performance benchmarks. You can jump quickly to the Outlier Analysis from the link at the top of the screen.

4. Filter the results further within each of the detailed breakdowns by clicking the appropriate category.

5. Remove individual filters by clicking the X icon next to a filter link in the Current Active Filters display located at the top of the screen. You can remove any filter in any order at any time. The report data refreshes to reflect the change in the Current Active Filters.

For example, suppose your Current Active Filters display looks like this:
You remove the *Trade Size: 500 → 1000* filter by clicking the X icon to the left of the filter link. The Current Active Filters changes to look like this (and the report data refreshes to indicate the new Current Active Filters):

- To return to the original Summary Analysis table and remove all filters, click the X icon next to *Remove All* in the Current Active Filters display.
- To choose a different date range, click *Change Date Range* in the upper right corner of the page.

6. View detailed data for the orders in the current view by clicking the *View Order Details* link at the top of the screen.

   Click the *Back* link at the upper right corner of the screen to return to the original report view. Order Details shows data only for the orders that are visible in the current view using the current active filters. For example, if you are viewing all marketable stock orders and there are 300 orders, the Order Details will include details for those 300 orders. If your current active filters are showing only ten orders, then the Order Details will include details for those ten orders.
7. You can configure columns for the Summary Analysis table, for all of the detailed tables, for the Outlier Analysis tables and for the Order Details table. When you configure columns for the detail tables, your changes apply to all detail tables.

- Click the Configure Columns link located above and to the right of each configurable table.

  - All current columns are listed in the Columns Included box on the right. Columns that you can add are listed in the Columns available box on the left. To add a column, click the column name on the left to select it, and then click the green right-facing arrow to move the selected column name to the list of Columns Included. To remove a column, click the column name on the right to select it.
and then click the left-facing arrow to move the selected column name to the list of Columns Available. You can select more than one column name at a time using the Control+click keyboard-mouse combination.

- Click Save to update the tables with the modified columns.

When you log in for the first time, we display all columns by default. If you choose to remove all columns, we will still display the default columns. Any changes applied to Summary Analysis columns will also be applied to the Details table columns and vice versa.

8. Optionally, print the current view of the report by clicking the Print link in the upper right corner of the screen, including the Order Details page.

**Understanding the Transaction Cost Analysis**

Transaction Cost Analysis lets you analyze the cost of the decision to trade over a specified time period with respect to various benchmarks.

Each executed trade in the period of the analysis is marked to a series of performance benchmarks with the results displayed in multiple interactive tables. You can drill down in a variety of categories, including trade date, order side, exchange, trade price and underlying, to see how each trade performed when compared to the benchmark. The performance of a trade is calculated by marking the trade price to each benchmark. A positive number indicates that the trade worked in your favor; a negative number indicates that the trade did not work in your favor.

**Marketability**

Indicates whether an order was marketable or not. A marketable order is either a market order or is an order that is bought at a price that is greater than or equal to the prevailing ask price (or sold at a price that is less than or equal to the prevailing bid price) when the order is submitted.

**Transaction Cost**

Every trade has costs associated with the transaction. There are explicit costs like commissions and exchange fees etc, and there are implicit costs that depend primarily on the characteristics of the trade relative to prevailing market conditions and trading strategy.
The Transaction Cost Analysis report compares trades to various industry standard benchmarks and some unique measures, allowing you to evaluate the quality of the executions.

**Basis Points**

Unit of measure that describes the percentage change in the value or rate of a financial instrument. One basis point = 0.01%, or 0.0001 in decimal form. Performance metrics are expressed as basis points (bps) of value traded.

**Currency**

All commissions are in your account's base currency. When we add notional value and total premium, those will also be in account's base currency. The trade price will stay in traded currency.

**Methodology**

We mark each trade to a series of benchmarks such as price improvement, arrival price and more. We aggregate trades weighted by volume and present overall performance as well as various tables that show performance broken down by various criteria such as trade date, trade price, underlying, exchange and more.

Negative numbers are indicated by parentheses.

You can drill down into reports by clicking categories, essentially filtering the results as required; the current active filters are always displayed at the top of the page and you can remove any individual filter by clicking the X icon next the filter. Detailed tables show data for the following:

- By Trade Date
- By Trade Side
- By Exchange
- By Trade Size
- By Trade Price
- By Underlying
- By Order Live Time in Seconds
- By Order Type
- By Average Delta

You can also view the details of each order in the Order Details table, which opens on a new page.
Outliers for each performance benchmark are displayed in the Outlier Analysis section, which shows an analysis of the Top and Bottom symbols for all performance benchmarks.

**Report Columns**

The following table shows all of the columns in the Transaction Cost Analysis report and their descriptions, including all of the performance benchmarks.

<table>
<thead>
<tr>
<th>Column</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders</td>
<td>Number of executed orders.</td>
</tr>
<tr>
<td>Total%</td>
<td>In Detail views, this column follows the Orders column. It shows the line item's percentage of the total number of executed orders. For example, in the By Trade Side breakdown, suppose there are 40 Buy orders and 60 Sell orders. The Total% of Buy orders would be 40, or 40% of the total number of orders, and the Total% of Sell orders would be 60, or 60% of the total number of orders.</td>
</tr>
<tr>
<td>Trades</td>
<td>Number of individual fills/executions.</td>
</tr>
<tr>
<td>Total%</td>
<td>In Detail views, this column follows the Trades column. It shows the line item's percentage of the total number of fills/executions. For example, in the By Trade Side breakdown, suppose there are 232 trades that were Buys and 341 trades that were Sells. The Total% of Buy trades would be 40.5, or 40.5% of the total number of trades, and the Total% of Sell trades would be 59.5, or 59.5% of the total number of trades.</td>
</tr>
<tr>
<td>Qty</td>
<td>Number of executed shares/contracts.</td>
</tr>
<tr>
<td>Total%</td>
<td>In Detail views, this column follows the Quantity column. It shows the line item's percentage</td>
</tr>
</tbody>
</table>
of the total number of shares or contracts executed. For example, in the By Trade Side breakdown, suppose there are 79,853 shares traded that were Buys and 11,662 shares traded that were Sells. The Total% of Buy shares would be 40.5, or 40.5% of the total number of shares traded, and the Total% of Sell shares would be 59.5, or 59.5% of the total number of shares executed.

### Performance Benchmarks

<table>
<thead>
<tr>
<th>Basis Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Improvement</strong></td>
<td>Basis points that your orders were filled better (worse) than then National Best Bid (for sell orders) or Offer (for buy orders) at time each order was submitted. Market prices may change while the order is executing, particularly if the order is executed in parts. A negative number does not mean that the order was not submitted at the National Best Bid and Offer.</td>
</tr>
<tr>
<td><strong>Arrival Price</strong></td>
<td>Basis points that your orders were filled better (worse) than the midpoint of the National Best Bid and Offer at time each order was submitted. Market prices may change while the order is executing, particularly if the order is executed in parts. A negative number does not mean that the order was not submitted at the National Best Bid and Offer.</td>
</tr>
<tr>
<td><strong>vs Trade +1 min</strong></td>
<td>Basis points that your orders were filled better (worse) than the midpoint of the National Best Bid and Offer one minute after each trade.</td>
</tr>
<tr>
<td><strong>vs Trade +10 min</strong></td>
<td>Basis points that your orders were filled better (worse) than the midpoint of the National Best Bid and Offer ten minutes after each trade.</td>
</tr>
<tr>
<td>vs Close</td>
<td>Basis points that your orders were filled better (worse) than the Close price of each security on the day the order was executed.</td>
</tr>
<tr>
<td>vs VWAP</td>
<td>Basis points that your orders were filled better (worse) than the VWAP (volume weighted average price) for each order’s security measured between the time of each order’s submission and the time the order is completed or cancelled.</td>
</tr>
<tr>
<td>vs Daily VWAP</td>
<td>Basis points that your orders were filled better (worse) than the VWAP (volume weighted average price) for each order’s security measured over the entire day of trading that the order was executed.</td>
</tr>
</tbody>
</table>
| vs Daily Range | Percentage of today’s High and Low price range that the trade captured. For example, a buy at the day’s low captures 100% of the daily range. This is calculated as the average across included orders of:  
Buy Orders: \((\text{Daily High} - \text{Execution Price}) / (\text{Daily High} - \text{Daily Low})\)  
Sell Orders: \((\text{Execution Price} - \text{Daily Low}) / (\text{Daily High} - \text{Daily Low})\) |

### Fill Rates

| Filled/Total Qty | Average across included orders of:  
Fill Quantity/Total Quantity. |
| Fill Rate/sec | Average across included orders of:  
Fill Quantity / Total Quantity per second. |
| Feasible Fill Rate | Percentage of an order that could be filled considering the size available at the NBBO. |

### Commissions
### Risk

The Risk menu gives you access to the following reports:

- Margin Reports
- Stress Test Report
- Value at Risk Report

## Margin Reports

You can see real-time margin summary amounts displayed in the Account window in Trader Workstation. For position margin requirements, however, you can view margin reports in Account Management. At 16:15 ET each day, we record your margin and equity information for positions across all asset classes and exchanges for the margin report.
Margin reports show the margin requirements for all open single and combination positions. The report displays Available Funds (to determine if you can put on a new trade) and Excess Liquidity (when excess is depleted, you risk liquidation). Note that because information on your statements is displayed "as of" the cut-off time for each individual exchange, the information in your margin report may be different from that displayed on your statements.

Margin reports in Account Management are the only place where you can view the margin requirements for combination/spread positions. Margin reports are available for the previous 180 days.

**Who can access the Margin Reports page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

**To generate a Margin report**

1. Click Reports > Risk > Margin. The Margin Reports page appears by default.

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account on which to report. To generate a Margin report for a closed account, select the Include Closed Accounts check box, and then select the closed account.
The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. On the Margin Reports screen, make the following selections:

   - In the Type field, select Default or Commodities Regulatory. The Commodities Regulatory Margin report breaks out domestic (US) and foreign cash/holdings for the Commodities segment of your account (required by the CME Group). This type of margin report is available for any accounts that trade futures or futures options.
   - In the Report Date field, select the date for the report.
   - In the Format field, select HTML/WEB, PDF or CSV (for a comma-separated values file).
   - In the Language field, select your language.

**Margin Reports**

Use this page to view a Margin Report, which displays your margin requirements for single and combination positions as well as available and excess liquidity.

3. Click **View** to generate the report.

   If you selected PDF or CVS as the Format, you will be prompted to save the file to your computer.

   You can expand and collapse each section of the report individually. Click the slate blue section heading bar to expand a section, and click it again to collapse it.

   The following figures show two views of a typical Margin report. The first figure shows the report with all sections collapsed, while the second shows the Margin Detail section of the report expanded.
Note the links in the upper right corner of the report; these links let you expand all sections in the report, collapse all sections in the report, and print the report.

For more information

Margin Report Reference

Stress Test Report

The Stress Test report lets you see the change in the Profit and Loss (PNL) of your positions if the underlying price of each of your positions declines by 3%, 5%, 10%, 20% and 30% and independently increases by 3%, 5%, 10%, 20% and 30%.

Who can access the Stress Test page?

You can access this page if you are a(n):
Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User
Advisor Master User Individual
Advisor Master User Organization
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Proprietary Trading Group Sub User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

To generate a Stress Test report

1. Click **Reports > Risk > Stress Test.**

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account on which to report.

   ![Account Selector](image)

   The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. In the Date field, select the date for the report.
3. Click View to generate the report.

**Using the Stress Test Summary Report**

The Stress Test Summary report lets you see the change in the PNL of your positions if the underlying price of each of your positions declines by 3%, 5%, 10%, 20% and 30% and independently increases by 3%, 5%, 10%, 20% and 30%. The results are based on theoretical pricing models and do not take into account coincidental changes in volatility or other variables that affect derivative prices.

The report shows:

- The Net Liquidation Value (NLV) of your account on the close, in USD.
- The cash balance of your account, in USD.
- Equity of all stock and derivatives, equity index derivatives and mutual funds, with P&L (displayed as “PNL” in the report) in USD.

To use the report, click the radio button that corresponds to the up or down price change you want to see (+/- 3, 5, 10, 20 or 30%). The PNL for each position is updated by the selected percentage.

Certain positions are shown in the report but not valued under the stress scenarios of -30%/+30% changes in the underlying price. You must evaluate your own risk for these positions and include them in the totals provided.

The following figure shows an example of a Stress Test report, with -30% selected.
Chapter 3
Value At Risk Report

For more information

Stress Test Report Reference

Value At Risk Report

Value at Risk is a number that represents an estimate of how much your portfolio may lose due to market movements for a particular time horizon and for a given confidence level (probability of occurrence). This report is completed overnight for a one-day horizon only. The report is based on account and, where applicable, sub-portfolios, and supports consolidated data for Advisor and Broker client accounts.

To find on-demand VAR, use the VaR tab in the Risk Navigator in IB TWS. On-demand VAR supports multi-day VaR, shows the Expected Shortfall, and allows you to choose between Monte Carlo and Historical VaRs.

Confidence Level

The Value at Risk report computes your Value at Risk (VaR) at a 99.5% confidence level using two simulation methods, Variance-Covariance and Historical. A 99.5% confidence levels means that 99.5% of
the time, your losses will be lower than the VAR number (shown in this report as P/L), while 0.5% of the time, your portfolio will experience greater losses.

**Value At Risk Simulation**

The Value at Risk report breaks your portfolio into sub-portfolios, each with exposure to a distinct set of risk factors. These numbers are generated by simulating scenarios of risk factor movements (e.g. stock price, FX rates, etc), using historical volatility and correlation experienced in the recent past.

For each symbol in a sub-portfolio and for each currency, we compute the simulated price, the percent difference between the price and the simulated price, and the monetary difference between the simulated value and the closing value. The simulations show the market outcome that was found at the 99.5% confidence level. Specifically, it shows the price of the underlying in that scenario, the percentage price change versus the previous close and the P&L for the sub-portfolio (the underlying and its derivatives) that results from that market outcome.

**Who can access the Value At Risk Report page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
To generate a Value at Risk Summary report

1. Click Reports > Risk > Value at Risk.

If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account on which to report.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. Select a date and language, then click View. Note that this report is always generated as an HTML/Web page.

Value at Risk Report

Use this page to view the Value at Risk Report, which computes your Value at Risk (VAR) using Variance-Covariance and Historical methods at a 99.5% confidence level.

Here is an example of a Value at Risk report.
Value at Risk Report

April 8, 2014

Interactive Brokers LLC, Two Pickwick Plaza, Greenwich, CT 06830

Help | Expand All | Contract All | Print

Account Information

Value at Risk Summary

Account

<table>
<thead>
<tr>
<th>USD (Base Currency)</th>
<th>Variance-Covariance Method Val</th>
<th>Historical Method Val</th>
</tr>
</thead>
<tbody>
<tr>
<td>UX999999</td>
<td>599.66</td>
<td>1,607.67</td>
</tr>
</tbody>
</table>

Value at Risk Details

<table>
<thead>
<tr>
<th>Underlying Symbol</th>
<th>Underlying Description</th>
<th>Price</th>
<th>Value</th>
<th>Variance-Covariance Method</th>
<th>Historical Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAPL</td>
<td>Apple Inc</td>
<td>523.44</td>
<td>523.44</td>
<td>518.86 -0.87 -4.58</td>
<td>494.81 -4.46 -28.59</td>
</tr>
<tr>
<td>ALMO</td>
<td>Alamo Energy Corp</td>
<td>0.0145</td>
<td>0.06</td>
<td>0.0100 -10.05 -0.04</td>
<td>0.0153 3.72 0.04</td>
</tr>
<tr>
<td>CAD</td>
<td>CAD</td>
<td>0.9314</td>
<td>1.0573</td>
<td>0.9316 0.25 -2.59</td>
<td>0.8980 -1.47 15.53</td>
</tr>
<tr>
<td>DHT</td>
<td>DHT Holdings Inc</td>
<td>8.6010</td>
<td>64.36</td>
<td>7.9313 -0.68 -0.63</td>
<td>7.4146  -4.2  -4.76</td>
</tr>
<tr>
<td>DISCA</td>
<td>DISCOVERY COMMUNICATIONS-A</td>
<td>80.2000</td>
<td>804.20</td>
<td>79.2843 -1.94 -11.36</td>
<td>75.0423 -6.98 -53.77</td>
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<tr>
<td>EPB</td>
<td>EL PASO PIPELINE PARTNERS LP</td>
<td>31.6100</td>
<td>474.15</td>
<td>31.2464 -1.15 -5.45</td>
<td>29.0805 -9.78 -2702</td>
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<td>EPO</td>
<td>ENTERPRISE PRODUCTS PARTNERS</td>
<td>71.0050</td>
<td>7,141.10</td>
<td>70.5551 -0.70 -47.06</td>
<td>66.9609 -15.76 -381.33</td>
</tr>
<tr>
<td>GBP</td>
<td>GBP</td>
<td>1.6606</td>
<td>26.2197</td>
<td>1.5755 -0.46 -107.03</td>
<td>1.6535  -45 -113.84</td>
</tr>
<tr>
<td>GE</td>
<td>General Electric Co</td>
<td>25.7500</td>
<td>288.30</td>
<td>25.3511 -0.55 -4.99</td>
<td>24.0656 -5.48 -38.53</td>
</tr>
<tr>
<td>GLD</td>
<td>Golden Star Resources Ltd</td>
<td>0.6766</td>
<td>16.572</td>
<td>0.5990 -11.47 -1.94</td>
<td>0.6116  -8.61 -1.62</td>
</tr>
<tr>
<td>HG</td>
<td>Helca Mining Co</td>
<td>3.1100</td>
<td>152.19</td>
<td>2.8824 -7.32 -11.15</td>
<td>2.8922 -6.98 -10.64</td>
</tr>
<tr>
<td>HON</td>
<td>Honeywell International Inc</td>
<td>91.9700</td>
<td>899.31</td>
<td>90.9697 -1.02 -33.32</td>
<td>84.9693 -7.69 -208.64</td>
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<tr>
<td>IVE</td>
<td>IVE</td>
<td>225.83</td>
<td>451.66</td>
<td>221.09 -2.10 -9.48</td>
<td>211.82 -18.27 -28.39</td>
</tr>
<tr>
<td>IEX</td>
<td>IEX</td>
<td>67.9700</td>
<td>799.70</td>
<td>66.2569 -7.52 -17.15</td>
<td>60.7913 -10.56 -71.78</td>
</tr>
<tr>
<td>IFT</td>
<td>Impact Silver Corp</td>
<td>0.6200</td>
<td>169.15</td>
<td>0.6178 -0.12 -1.83</td>
<td>0.6200 0.00 -2.49</td>
</tr>
<tr>
<td>INO</td>
<td>Inovio Environmental Solusi</td>
<td>19.6200</td>
<td>394.20</td>
<td>185.7844 -1.80 -6.88</td>
<td>18.5514 -15.45 -2.14</td>
</tr>
<tr>
<td>PM</td>
<td>North Amer Palladium Ltd</td>
<td>0.3932</td>
<td>78.64</td>
<td>0.3512 -10.69 -8.40</td>
<td>0.3266 -16.95 -13.33</td>
</tr>
<tr>
<td>SPX in</td>
<td>SPX</td>
<td>83.8200</td>
<td>8,382.10</td>
<td>82.1778 -1.66 -164.22</td>
<td>80.1089 -4.43 -371.11</td>
</tr>
<tr>
<td>SRCLE</td>
<td>Stericycle Inc</td>
<td>113.88</td>
<td>1,138.00</td>
<td>111.48 -2.39 -29.97</td>
<td>107.06 -5.99 -68.20</td>
</tr>
<tr>
<td>TJK</td>
<td>TJK</td>
<td>60.4000</td>
<td>6,044.99</td>
<td>59.7948 -0.64 -65.44</td>
<td>58.2362 -8.66 -221.29</td>
</tr>
<tr>
<td>TCNC</td>
<td>Transcaning Inc</td>
<td>0.1900</td>
<td>34.53</td>
<td>0.1804 -5.05 -1.67</td>
<td>0.1713 -9.86 -3.87</td>
</tr>
<tr>
<td>USD</td>
<td>USD</td>
<td>1.0000</td>
<td>16.6771</td>
<td>1.0000 0.00 0.00</td>
<td>1.0000 0.00 0.00</td>
</tr>
<tr>
<td>ZGLDUS</td>
<td>ZKB Cold ETF-A (USD)</td>
<td>1,282.38</td>
<td>3,847.14</td>
<td>1,263.33 -0.47 -18.15</td>
<td>1,316.51 -6.26 -102.50</td>
</tr>
<tr>
<td>ZSUS</td>
<td>ZKB Silver ETF USD</td>
<td>194.82</td>
<td>1,948.20</td>
<td>190.68 -2.12 -41.09</td>
<td>194.26 -2.99 -5.59</td>
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<tr>
<td>Total</td>
<td></td>
<td>75,324.55</td>
<td>-599.66</td>
<td></td>
<td>-1,607.67</td>
</tr>
</tbody>
</table>

Currency Risk Factors

<table>
<thead>
<tr>
<th>CAD</th>
<th>GBP</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.9314</td>
<td>0.9136</td>
</tr>
<tr>
<td>0.06</td>
<td>0.0395</td>
</tr>
</tbody>
</table>

For more information

Value At Risk Report Reference

Supplemental Reports

The Supplemental menu gives you access to the following reports:

- Compliance Reports
- Advisor Fee Cap Report
- Client Summary Report
- P/L Markup Summary Report
Compliance Reports

Advisors use the Compliance Reports page to view and download Form 13F (Information Required of Institutional Investors) and Form 13D/G (Beneficial Ownership Report) compliance reports.

Who can access the Compliance Reports page?

You can access this page if you are a Registered Investment Advisor.

To use the Compliance Reports page

1. Click Reports > Supplemental > Compliance.

2. For each report, select the date and the output format (.CSV or MS Excel), and then click View Report.

You will be prompted to view or save the report file to your computer.

Advisor Fee Cap

We cap the amount of fees an advisor can charge a client, up to a maximum of 25% of the client’s average equity in a given year. The Advisor Fee Cap report displays the amount of available fee cap by client.
Who can access the Advisor Fee Cap page?

You can access this page if you are a(n):

- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Investment Manager Master User

To generate an advisor fee cap report

1. Click Reports > Supplemental > Fee Cap.

2. On the Advisor Fee Cap page, make the following selections:

   In the Account(s) list, select the account for which you want to generate the report.
   In the Date(s) field, select the date for the report.
   In the Section(s) field, select ALL.

3. Click View to generate the report.

For more information

- Advisor Client Markups
- Advisor Fee Cap Report Reference

Client Summary Report

Advisors, Brokers and Fund Investment Managers can run this snapshot of client balances and performance over a one-day period. Because information on client’s statements is displayed “as of” the
cut-off time for each individual exchange, it should be noted that information on your client summary report may not equal information on your client’s statements.

**Who can access the Client Summary page?**

You can access this page if you are a(n):

- Advisor Master Users
- Advisor Client Users (Individuals) with Report Management access
- Broker Master User
- Fund Investment Manager

**To generate a Client Summary report**

1. Click **Reports > Supplemental > Client Summary.**

   ![Client Summary](Image)

   The Client Summary report is a summary of client account balances and performance over a one day period. Make selections below, then click **View** to generate the report.

<table>
<thead>
<tr>
<th>Date</th>
<th>Format</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15, 2014</td>
<td>HTML/WEB</td>
<td>English</td>
</tr>
</tbody>
</table>

   ![View Button](Image)

2. Make the following selections:
   - In the Date field, select the date for the report.
   - In the Language field, select your language.

3. Click **View** to generate the report.

**For more information**

[Client Summary Report Reference](#)
P/L Markup Summary

This report shows a summary of client profit and loss (P/L) used to determine quarterly and annual performance fees paid to an Advisor for a single client account or for all client accounts.

Who can access the P/L Markup Summary page?

You can access this page if you are an Advisor Master User.

To generate a P/L Markup Calculation Summary report

1. Click Reports > Supplemental > P/L Markup.
2. Use the Account Selector at the top of the page to select an account on which to report. To view a model statement for a closed account, select the Include Closed Accounts check box, and then select the closed account.

To change the selected account, click the tab to open the Account Selector, and then click a different account.

3. Make the following selections:
   - In the Date field, select the date for the report.
   - In the Language field, select your language.

P/L Markup Summary

The P/L Markup Summary report is a supplemental statement that explains the performance fees paid to advisors. Make selections below, then click View to generate the report.
4. Click View to generate the report.

For more information

P/L Markup Summary Report Reference

Advisor Fee Invoices

Advisors use the Fee Invoices page to view fee invoices for specific clients and dates.

To view fee invoices:

1. Click Reports > Supplemental > Fee Invoice.
2. Select an account from the Account Selector.

3. Select a date, and then click View.

The invoice for the selected account appears in a new browser tab or window.
Broker Client Revenue and Expense Summary

Brokers run this report to view a snapshot of client daily, month-to-date and year-to-date expenses, revenues, net revenue, gross margin and aggregate client MTM.

Who can access the Broker Client Revenue and Expense Summary page?

You can access this page if you are a Broker Master.

To generate a Revenue and Expense Summary report

1. Click Reports > Supplemental > Client Revenue & Expense.
Chapter 3

2. Make the following selections:
   - In the Report Date field, select the date for the report.
   - In the Language field, select your language.

3. Click View to generate the report.

For more information

Broker Client Revenue and Expense Summary Report Reference

Tax

The Tax menu gives you access to the following pages:

- Tax Optimizer
- Tax Forms
- Position Transfer Basis
- Forex Cost Basis

Tax Optimizer

Use the Tax Optimizer page to launch the Tax Optimizer Java-based application, which lets you manage your stock, option, bond, warrant and single-stock future gains and losses for tax purposes. Specifically, the Tax Optimizer lets you select one of several tax lot-matching algorithms to:

- Change the default tax lot-matching method for your account.
- Change the default tax lot-matching method for the current or prior trading day.
- Change the default tax lot-matching method for a specific symbol for the current or prior trading day.
- Run real-time "what if" scenarios that let you change the lot-matching method on the fly to immediately see the effect on your gains and losses.
- Manually match specific sales to open tax lots for the current or prior trading day.

Who can access the Tax Optimizer page?

All users can access the Tax Optimizer except Canadian customers, whose accounts are automatically
assigned to our IB Canada (IB-CA) entity.

To run the Tax Optimizer

You must have the Java Runtime Environment minimum version 1.6 installed on your computer to be able to run the Tax Optimizer.

1. Click Reports > Tax > Tax Optimizer.

2. Select either the current or prior trading day from the Trading Day drop-down.
3. Click Launch.
4. You are prompted to open the file taxoptimizer.jnlp. Depending on your web browser, click Open or OK to open the file.

The Tax Optimizer opens.
If you log out of Account Management while the Tax Optimizer is open, you will not be able to save your changes in the Tax Optimizer.

For complete instructions on using the Tax Optimizer, see the Tax Optimizer Users Guide.

**Tax Forms**

You can view and print annual tax forms for the last five years on the Tax Forms page. Note that tax forms are not required or generated for US corporations. Tax forms available on this page include:

- Individuals, joint account holders and trusts in the United States will have access to 1099 forms, a Gain Loss Report and a Dividend Report.
Canadian individuals, primary joint account holders and trusts will have access to Forms T3, T5, and T5008 as well as a Dividend Report. Quebec residents will also receive a Form RL-3.

Some Canadian accounts have two separate sets of 2013 tax forms that correspond to two separate accounts, one open account and one closed account. We only display the set of tax forms for one of those accounts on this page. To see the tax forms for your other account, use the Account Selector at the top of this page as follows:

1. Click the tab to open the Account Selector.
2. Click the Include Closed Accounts check box to see your closed account.
3. Click the account in the Account Selector. The tax forms for that account will now appear on the page.

If you do not see the Account Selector, then you only have one set of tax forms.

Non-US and non-Canadian individuals, primary joint account holders and trusts will receive Forms 1042S as well as a Dividend Report.

**Who can access the Tax Forms page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
To view and print tax forms

1. Click Reports > Tax > Tax Forms.

If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account on which to report. To view tax forms for a closed account, select the Include Closed Accounts check box, and then select the closed account.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. For each tax form you want to view, select the year and display format (HTML/Web or MS Excel), then click View Form or View Report.

Here is an example of the Tax Forms page. The Tax Forms page for your account may have different forms available.
For more information

Tax Reporting

Position Transfer Basis

The Position Transfer Cost Basis page lets you specify the cost basis for positions transferred into your account using ACATS (Automated Customer Account Transfer Service), ATON (Account Transfer Online Notification), or FOP (Free of Payment). Under the FIFO cost basis accounting method, a closing transaction is matched with the cost basis of the earliest transaction in the position to determine realized profit or loss. The FIFO cost basis method is used throughout the US for stocks, security options, single stock futures and Forex.

Who can access the Position Transfer Basis page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Proprietary Trading Group Sub User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

To specify the position transfer basis for an ACATS, ATON or FOP transfer

1. Click Reports > Tax > Position Transfer Basis.

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account.

   The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. If there are eligible transactions, select a transfer date from the list, then click Continue.
3. Update the cost basis for your transfer:
   - Enter the number of shares or contracts for the position in the Quantity field.
   - Enter the date of purchase for the position in the Date field.
   - Enter the total cost basis for the entire position in the Total Cost field.
   - Select a currency for the position. You can select the asset trading currency, your base currency or USD. Available selectable currencies are the asset trading currency, your base currency and USD. For new tax lots, the asset trading currency is the default currency. The asset trading currency is displayed on the symbol row. For old tax lots that may not have a currency, USD is the default currency.
   - Optionally delete a tax lot by clicking the Delete link.

4. Click the Edit link to break the position into multiple purchase dates and times.
5. Click Continue to submit your cost basis update.

**Forex Cost Basis**

This page lets you update the cost basis for your Forex balances as of December 31, 2009.

**Who Can Access the Forex Cost Basis Page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

To update your Forex cost basis

1. Click Reports>Tax > Forex Cost Basis.

If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account.

To change the selected account, click the tab to open the Account Selector, and then click a different account.

The Forex Cost Basis page opens, displaying all of your Forex balances as of December 31, 2009.

**Forex Cost Basis**

Use this page to update the cost basis for your Forex balances as of December 31, 2009.

<table>
<thead>
<tr>
<th>Currency</th>
<th>Quantity</th>
<th>Cost Basis (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUR</td>
<td>162.00</td>
<td>-56.00</td>
</tr>
</tbody>
</table>

If you do not have any Forex balances as of December 31, 2009, a message to that effect appears, and there will be nothing that you can do on this page.

2. Click Edit.
3. Enter the cost basis for each Forex balance in the fields provided. Be sure to enter the cost basis in the opposite sign of the balance. That is, if the quantity is a positive number, enter a negative cost basis.

4. Click **Update**.

## Settings

The Reports > Settings menu gives you access to report-related settings, including delivery settings, on the following pages:

- **Activity Statements and Trade Reports** - Select notification and delivery settings for your customized activity statements.
- **SMS Alerts** - Enable SMS (Short Message Service) alerts to be able to receive alerts on your mobile device.
- **Flex Queries** - Set notification and delivery settings for your saved Flex Queries.
- **Flex Web Service** - Access your pre-configured flex queries via HTTPS protocol without logging into Account Management.
- **Third Party Services** - Activate or deactivate third-party services such as Mint, which let you download your activity data to those services.
- **Trader ID** - Enable the Trader ID field in Activity Statements, Activity Flex Queries, Trade Confirmation Reports and Trade Confirmation Flex Queries.
- **Broker Client Activity Statements** - Brokers can select delivery settings for the their clients' activity statements.
- **Client OATS Settings** - Broker Master Users can configure the OATS settings their client accounts.
Delivery

The Report > Settings > Delivery menu contains the following pages:

- **Activity Statements and Trade Reports** - Select notification and delivery settings for your customized activity statements.
- **SMS Alerts** - Enable SMS (Short Message Service) alerts to be able to receive alerts on your mobile device.
- **Flex Queries** - Set notification and delivery settings for your saved Flex Queries.
- **PortfolioAnalyst** - Configure delivery settings for your PortfolioAnalyst reports.
- **Broker Client Activity Statements** - Brokers can select delivery settings for their clients’ activity statements.

**Delivery Settings for Activity Statements and Trade Reports**

The Activity Statements and Trade Reports page lets you set up notification preferences for daily and monthly Activity Statements and for Daily Trade Reports, and specify your preferred delivery method for your customized Activity Statements. Non-disclosed Broker Masters can also specify delivery settings for client statements.

**Additional Guidelines**

Notifications are delivered only when there is trading activity.

In multi-account structures (for example, Registered Advisors, Fully Disclosed Brokers or Non-disclosed Brokers), these notifications are for the master account only. They are not consolidated across all client accounts.

Using a Registered Advisor as an example, the daily Activity Statement or Daily Trade Report would only be delivered to the master account user if there were trade allocations. The daily Activity Statement or Daily Trade Report would not be delivered to a Fully Disclosed or Non-disclosed Broker Master.

Multi-account structures looking to receive daily or monthly statements on a consolidated basis should set up a customized activity statement for the master account user.
Who can access the Activity Statements and Trade Confirmations page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Client User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund
To enter notification and delivery settings

1. Click Reports > Settings > Delivery > Activity Statements & Trade Reports.

**Delivery Settings for Activity Statements and Trade Reports**

Use this page to set your notification preferences for Activity Statements and Daily Trade Reports, and your preferred delivery mode for your saved customized Activity Statements.

<table>
<thead>
<tr>
<th>Notification Defaults</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Email Notification Only</td>
</tr>
<tr>
<td>Daily Activity Statement</td>
<td></td>
</tr>
<tr>
<td>Monthly Activity Statement</td>
<td></td>
</tr>
<tr>
<td>Daily Trade Report</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Daily Activity Statement Delivery**

If you have any saved customized Daily Activity Statements, select your preferred delivery method and enable delivery for each statement below. If you want your statements delivered via FTP, you must request it before that option is available. You can also encrypt your statements, but you must first request encryption and provide a public key to enable the option below.

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>FTP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Encryption</th>
<th>Enable Delivery</th>
</tr>
</thead>
</table>

**Monthly Activity Statement Delivery**

You have not saved any customized Monthly Activity Statements. Go to Reports > Activity > Customize Statements to create and edit your own customized Monthly Activity Statements.

2. Set your Activity Statement and Trade Report notification preferences:

- Daily Trade Reports, select the Email Notification with Statement check box to receive notification with the actual report via email, or select **Disable Notification** if you do not want to be notified when a new Daily Trade Report is available. Note that the Client Services Message Center and Email Notification Only options are not available for Daily Trade Reports.
- For Activity Statements, select your preferred method of notification by clicking the radio button for Email Notification Only, Email Notification with Statement or Client Services Message Center. Note that you cannot disable notification for Monthly Activity Statements.

Registration is immediate upon submitting the page, and you will receive daily statements.
beginning the next business day, and monthly statements within the first week following the end of the month.

3. Select your preferred delivery method and enable delivery for each customized statement that you have created.
   - Select Email or FTP as the Delivery Mode.
   - Click the Encryption check box to encrypt your statements.

You must request FTP delivery and Encryption to enable those options. Contact your Sales Representative to make these requests.
   - For each statement listed, click the Enable Delivery check box to enable delivery using the selected delivery mode.

Although email and FTP delivery methods are available, we recommend that Advisors and Brokers choose FTP as their delivery method for customized statements with ALL accounts selected on the Activity Statements page. Advisors and Brokers who select email as the delivery method for customized statements with ALL accounts selected will get an emailed statement for each client or sub account.

4. If you are a Broker Master with non-disclosed clients, specify delivery settings for your client accounts in the Statement Delivery section:
   - FTP is the default Delivery Mode. You must send a request to us to enable FTP delivery.

Files delivered to the FTP site are removed after 100 days.
   - Select a language from the Language drop-down.

   While we use English as the default language for Activity Statements for legal purposes, you have the option of selecting a different language. If you select a different language, we will provide statements in two languages, English, and your selected language.
   - Select the Enable Delivery check box to enable delivery of Daily and Monthly Client Activity Statements to the Master account. Daily statements are delivered only when there is activity in the client account.
5. Click Submit.

**SMS Alerts**

This page lets you enable delivery of alerts via SMS (Short Message Service) on your mobile device. This option is only available if you have set up a valid SMS address on the Alert Notification page.

**Who can access the SMS Alerts page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Client User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

---

**To enable delivery of SMS alerts**

1. Click Reports > Settings > Delivery > SMS Alerts.
2. Click the check box for each alert you want to receive via SMS.
3. Click Submit.

**Flex Queries**

Use this page to set your preferred delivery mode for your Activity Flex Queries and Trade Confirmation Flex Queries. Note that delivery settings are only available on this page for your saved Flex Queries.

**Who can access the Flex Queries Delivery Settings page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Client User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund
To configure delivery settings for your saved Flex Queries

1. Click **Reports > Settings > Delivery > Flex Queries**.

2. Select your preferred delivery method and enable delivery for each saved Flex Query that you have created.

3. Select **Email** or **FTP** as the Delivery Mode.

4. Click the Encryption check box to encrypt your statements.

   You must request FTP delivery and Encryption to enable those options. Contact your Sales Representative to make these requests.

5. For each Flex Query listed, click the **Enable Delivery** check box to enable delivery using the selected delivery mode.

3. Click **Submit**.

**Portfolio Analyst Delivery Settings**

Use this page to set your preferred delivery mode for default PortfolioAnalyst reports and your saved PortfolioAnalyst reports that have a time period of MTD, YTD, or since inception. Advisor Masters, Money
Managers and Broker Masters can set their preferred delivery mode for consolidated default reports and their own saved consolidated reports with YTD and MTD time periods.

Selected reports are delivered as follows:

<table>
<thead>
<tr>
<th>Time Period of Report</th>
<th>Delivery Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTD</td>
<td>Daily</td>
</tr>
<tr>
<td>YTD</td>
<td>Daily</td>
</tr>
<tr>
<td>Since Inception</td>
<td>Daily</td>
</tr>
<tr>
<td>Default Consolidated Reports</td>
<td></td>
</tr>
<tr>
<td>30 Day Consolidated</td>
<td>Daily</td>
</tr>
<tr>
<td>1 Quarter Consolidated</td>
<td>Quarterly</td>
</tr>
<tr>
<td>12 Month Consolidated</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

**Who can access the PortfolioAnalyst Delivery Settings page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Broker Non-Disclosed Client User
Investment Manager Master User
Fund

and you have been granted Reporting access rights.

To configure delivery settings for PortfolioAnalyst

1. Click Reports > Settings > Delivery > PortfolioAnalyst.

   The Delivery Settings for PortfolioAnalyst page opens.

   **Delivery Settings for PortfolioAnalyst**

   Use this page to set your preferred delivery mode for your PortfolioAnalyst reports. Note that delivery settings are only available on this page for your saved PortfolioAnalyst reports that have a selected time period of MTD or YTD along with the default PortfolioAnalyst reports. Select your preferred delivery method and enable delivery for each listed PortfolioAnalyst report below. If you want your PortfolioAnalyst reports delivered via FTP, you must request FTP before that option is available. You can also encrypt your PortfolioAnalyst reports, but you must first request encryption and provide a public key to enable the option.

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th>Email</th>
<th>FTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encryption</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name of PortfolioAnalyst Report</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month to Date Consolidated Detailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month to Date Consolidated Snapshot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year to Date Consolidated Detailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year to Date Consolidated Snapshot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Day Consolidated Detailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Day Consolidated Snapshot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Quarter Consolidated Detailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Quarter Consolidated Snapshot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Month Consolidated Detailed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Month Consolidated Snapshot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTDFe00052</td>
<td></td>
<td></td>
</tr>
<tr>
<td>customConsolidated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   2. Select your preferred delivery method and enable delivery for each PortfolioAnalyst report listed on the page.
○ Select Email or FTP as the Delivery Method.
○ Click the Encryption check box to encrypt your statements.

You must request FTP delivery and Encryption to enable those options. Contact your Sales Representative to make these requests.

○ For each report listed, click the check box to enable delivery using the selected delivery mode.

3. Click Submit.

**Broker Client Activity Statements**

If you are a Broker Master with non-disclosed clients, you can specify delivery settings for your clients’ statements on the Delivery Settings for Broker Client Activity Statements page.

You can specify these delivery settings:

   Enable FTP delivery of daily and monthly client activity statements. Daily statements are delivered only when there is activity in the client account.
   Select a language other than English.

**Who can access the Delivery Settings for Broker Client Activity Statements page?**

You can access this page if you are a Non-Disclosed Broker Master User.

**To specify delivery settings**

1. FTP is the default delivery method for broker client activity statements. You must send a request to us to enable FTP delivery. To do this, click Support, then create a ticket in the Message Center to send your request to us.
2. When FTP delivery has been enabled, log into Account Management, then click Reports > Settings > Broker Client Activity Statements.

   The Delivery Settings for Broker Client Activity Statements page opens.
Chapter 3

Using the Flex Web Service

3. Select a language from the Language drop-down.
   
   While we use English as the default language for Activity Statements for legal purposes, you have the option of selecting a different language. If you select a different language, we will provide statements in two languages, English, and your selected language.

4. Select the Enable Delivery check box to enable delivery of Daily and Monthly Client Activity Statements to the Master account. Daily statements are delivered only when there is activity in the client account.

Using the Flex Web Service

The Flex Web Service lets you access your pre-configured flex queries via HTTPS protocol without logging into Account Management. This feature lets you write automated client software in your preferred language, which can request previously defined Flex queries.

There are currently two versions of the Flex Web Service available:

- **Version 2** - Version 2 is the default version if you do not specify a specific version in your query.
- **Version 3** - Version 3 returns more meaningful error messages.

Who Can Access the Flex Web Service Page?

You can access this page if you are a(n):
Individual, Joint, Trust or IRA Account User  
Small Business Account User  
Friends and Family Master or Client User  
Advisor Master User Individual  
Advisor Master User Organization  
Advisor Client User Individual  
Advisor Client User Organization  
Proprietary Trading Group Master User  
Proprietary Trading Group Sub User  
Broker Master User (master account only)  
Broker Fully Disclosed Client User  
Broker Fully Disclosed Client User Organization  
Investment Manager Master User  
Fund  

For more information  

Users' Guide  

Flex Web Service Version 2  

To use the Flex Web Service Version 2  

1. Click Reports > Settings > FlexWeb Service.  

Flex Web Service  

Use this page to activate or deactivate the Flex Web Service. You will need generate a token to initiate Flex Query requests and retrieve Flex Queries using this service.  

<table>
<thead>
<tr>
<th>Flex Web Service Status</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to Activate</td>
<td></td>
</tr>
</tbody>
</table>

2. Activate the Flex Web Service by clicking the Click Here to Activate link.  
The page refreshes, indicating a status of ACTIVE for the Flex Web Service, and lets you generate a confirmation number, which you will need to initiate Flex requests and retrieve Flex reports.

Account Management Users' Guide
3. Generate a new token:
   - In the Should Expire After list, select the amount of time before the token expires. The token is valid for a 6 hour period by default.
   - In the Valid For IP Address field, enter an IP address to restrict the token to that IP address. If you leave this field blank, there will be no IP address restrictions.
   - Click **Generate New Token**.
     The page refreshes, updating the Current Token Details section with information about your newly-generated token. When you generate a new token, you invalidate the current token.

4. Initiate an automated Flex Web Service request:
   - Make sure you have the following information:
     - Your current token (displayed in the Current Token Details section of the page)
     - The Flex Query ID generated when you created the Flex query.
     Programmatic access requires the User-Agent HTTP header to be set. Accepted values are: Blackberry or Java.
○ Type the following URL in your browser’s Address field:

Where:
  TOKEN is your current token
  QUERY_ID is the Flex Query ID
  v=2 specifies that you are using Flex Web Service Version 2. Note that if you omit this parameter, the system will use Version 2.

You will receive an XML response from us containing the following information:

○ *Reference Code* - If the request was successful, the XML response will contain a numeric reference code. This code will be used to retrieve the generated Flex query. If the request was unsuccessful, you will receive an error message as the code.

○ *Response URL* - This is the URL to be used to retrieve the Flex report.

Here is a sample successful XML response using Version 2:

```
<FlexStatementResponse timestamp="28 August, 2012 11:26 AM EDT">
  <code>5372466165</code>
</FlexStatementResponse>
```

Here is a sample unsuccessful XML response Version 2:

```
<FlexStatementResponse timestamp="28 August, 2012 11:26 AM EDT">
  <code>Invalid request or unable to validate request.</code>
</FlexStatementResponse>
```
5. Retrieve the Flex data:

- Be sure that you have your current token number, and the reference code you received as part of the response to your initial request.
- Type the following URL in your browser’s Address field:

  &v=VERSION

Where:
REFERENCE_CODE is the code you received as part of the response when you placed the request
TOKEN is your current token
VERSION is the version of the Flex Web Service Version you are using. You can set this to 2 or 3. Note that if you do not specify a Version, the system will use Version 2.

You will receive the Flex data as the response if the request was successful. Otherwise, you will receive a XML based response informing you that the request was invalid. Here is an example of an unsuccessful request to retrieve the Flex data:

```xml
<FlexStatementResponse timestamp="28 August, 2012 11:26 AM EDT">
   <Code>Invalid Request or unable to validate request</Code>
</FlexStatementResponse>
```

**Flex Web Service Version 3**

**To use the Flex Web Service Version 3**

1. Click Reports > Settings > FlexWeb Service.

**Flex Web Service**

Use this page to activate or deactivate the Flex Web Service. You will need generate a token to initiate Flex Query requests and retrieve Flex Queries using this service.

<table>
<thead>
<tr>
<th>Flex Web Service Status</th>
<th>Inactive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click here to Activate</td>
<td></td>
</tr>
</tbody>
</table>
2. Activate the Flex Web Service by clicking the *Click Here to Activate* link.
   The page refreshes, indicating a status of *ACTIVE* for the Flex Web Service, and lets you generate a
   confirmation number, which you will need to initiate Flex requests and retrieve Flex reports.

**Flex Web Service**

*Use this page to activate or deactivate the Flex Web Service. You will need generate a token to initiate Flex Query requests and retrieve Flex Queries using this service.*

<table>
<thead>
<tr>
<th>Flex Web Service Status</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Click here to Deactivate</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Current Token Details**

<table>
<thead>
<tr>
<th>Current Token</th>
<th>4627274046:*********</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid For IP Address</td>
<td></td>
</tr>
</tbody>
</table>

**Generate New Token**

*Generating a new token will invalidate the current token.*

- **Will Expire After**: 6 Hrs
- **Valid For IP Address**: (leave blank for no IP-based restriction)

3. Generate a new token:
   - In the Should Expire After list, select the amount of time before the token expires. The token is valid for a 6 hour period by default.
   - In the Valid For IP Address field, enter an IP address to restrict the token to that IP address. If you leave this field blank, there will be no IP address restrictions.
   - Click **Generate New Token**.
     The page refreshes, updating the Current Token Details section with information about your newly-generated token. When you generate a new token, you invalidate the current token.

4. Initiate an automated Flex Web Service request:
   - Make sure you have the following information:
     - Your current token (displayed in the Current Token Details section of the page)
     - The Flex Query ID generated when you created the Flex query.
Programmatic access requires the User-Agent HTTP header to be set. Accepted values are: Blackberry or Java.

- Type the following URL in your browser’s Address field:
  

  Where:  
  TOKEN is your current token
  QUERY_ID is the Flex Query ID
  v=3 specifies that you are using Flex Web Service Version 3. Note that if you do not specify a Version, the system will use Version 2.

You will receive an XML response from us containing the following information:

  - **Status** - If the request was successful, Status will be Success. If the request was unsuccessful, Status will be Fail.
  - **Reference Code** - If the request was successful, the XML response will contain a numeric reference code. This code will be used to retrieve the generated Flex query.
  - **Response URL** - This is the URL to be used to retrieve the Flex report.

Here is a sample successful XML response Version 3:

```
<FlexStatementResponse timestamp="28 August, 2012 10:37 AM EDT">
  <Status>Success</Status>
  <ReferenceCode>1234567890</ReferenceCode>
</FlexStatementResponse>
```

If the request was unsuccessful, the response will contain the following parameters:

```
<Status>Fail</Status>
```
<ErrorCode>XXXX</ErrorCode>
where XXXX = a numeric error code.

<ErrorMessage>TEXT</ErrorMessage>
Where TEXT is a text description of the specific error.

See [Version 3 Error Codes](#) for a list of all error codes and error messages.

Here is a sample unsuccessful XML response Version 3:

```xml
<FlexStatementResponse timestamp="28 August, 2012 10:37 AM EDT">
  <Status>Fail</Status>
  <ErrorCode>1012</ErrorCode>
  <ErrorMessage>Token has expired.</ErrorMessage>
</FlexStatementResponse>
```

5. Retrieve the Flex data:

   - Be sure that you have your current token number, and the reference code you received as part of the response to your initial request.
   - Type the following URL in your browser’s Address field:
     

     Where:
     
     - REFERENCE_CODE is the code you received as part of the response when you placed the request
     - TOKEN is your current token
     - VERSION is the version of the Flex Web Service Version you are using. You can set this to 2 or 3. Note that if you do not specify a Version, the system will use Version 2.

You will receive the Flex data as the response if the request was successful. Otherwise, you will receive a XML based response informing you that the request was invalid. Here is an example of an unsuccessful request to retrieve the Flex data using Version 3:

```xml
<FlexStatementResponse timestamp="28 August, 2012 10:37 AM EDT">
  <Status>Fail</Status>
  <ErrorCode>1015</ErrorCode>
</FlexStatementResponse>
```
<ErrorMessage>Token is invalid.</ErrorMessage>

</FlexStatementResponse>

Version 3 Error Codes

The following table lists all of the error codes and error descriptions returned in the ErrorCode and ErrorMessage parameters used by Version 3 of the Flex Web Service.

<table>
<thead>
<tr>
<th>ErrorCode</th>
<th>ErrorMessage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Statement could not be generated at this time. Please try again shortly.</td>
</tr>
<tr>
<td>1003</td>
<td>Statement is not available.</td>
</tr>
<tr>
<td>1004</td>
<td>Statement is incomplete at this time. Please try again shortly.</td>
</tr>
<tr>
<td>1005</td>
<td>Settlement data is not ready at this time. Please try again shortly.</td>
</tr>
<tr>
<td>1006</td>
<td>FIFO P/L data is not ready at this time. Please try again shortly.</td>
</tr>
<tr>
<td>1007</td>
<td>MTM P/L data is not ready at this time. Please try again shortly.</td>
</tr>
<tr>
<td>1008</td>
<td>MTM and FIFO P/L data is not ready at this time. Please try again shortly.</td>
</tr>
<tr>
<td>1009</td>
<td>The server is under heavy load. Statement could not be generated at this time. Please try again shortly.</td>
</tr>
<tr>
<td>1010</td>
<td>Legacy Flex Queries are no</td>
</tr>
<tr>
<td>ErrorCode</td>
<td>ErrorMessage</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>1011</td>
<td>Service account is inactive.</td>
</tr>
<tr>
<td>1012</td>
<td>Token has expired.</td>
</tr>
<tr>
<td>1013</td>
<td>IP restriction.</td>
</tr>
<tr>
<td>1014</td>
<td>Query is invalid.</td>
</tr>
<tr>
<td>1015</td>
<td>Token is invalid.</td>
</tr>
<tr>
<td>1016</td>
<td>Account in invalid.</td>
</tr>
<tr>
<td>1017</td>
<td>Reference code is invalid.</td>
</tr>
<tr>
<td>1018</td>
<td>Too many requests have been made from this token. Please try again shortly. Limited to one request per second, 10 requests per minute (per token).</td>
</tr>
<tr>
<td>1019</td>
<td>Statement generation in progress. Please try again shortly.</td>
</tr>
<tr>
<td>1020</td>
<td>Invalid request or unable to validate request.</td>
</tr>
<tr>
<td>1021</td>
<td>Statement could not be retrieved at this time. Please try again shortly.</td>
</tr>
</tbody>
</table>

**Third-Party Services**

Use this page to [activate](#) or [deactivate](#) third-party services, which lets customers download their activity data. Currently, we support the following third-party services for activity data:
Mint Service
CashEdge/Fiserv Aggregation Services
TradeLog

Who Can Access the Third-Party Services Page?

You can access this page if you are a(n):

Individual, Joint, Trust or IRA Account User

To activate a third-party service

1. Click Reports > Settings > Third-Party Services.

   The Third-Party Services page opens.

   **Third-Party Services**

   Use this page to activate or deactivate the Third-Party Services.

   ![Third-Party Services Table]

2. Click the *Activate* link for the third-party service you want to use.

   The Service Credentials appear and the *Activate* link changes to *Deactivate*. These include a unique token and a query ID. The status of the service is also added to the Flex Query Delivery Settings page.

   ![Service Credentials]

Account Management Users' Guide
Because third-party services use the Flex Web Service, when you activate a third-party service, the Flex Web Service is also activated. For the purpose of using the third-party service, you do not have to do anything with the Flex Web Service. For more information about the Flex Web Service, see Using the Flex Web Service.

3. Write down the Token and Query ID.
4. Log into the third-party service that you are using and follow the instructions there to retrieve your activity data.

To deactivate a third-party service

1. Click Reports > Settings > Third-Party Services.
   
   The Third-Party Services page opens.

2. Click the Deactivate link for the third-party service.
   
   The service is deactivated and the Deactivate link changes to Activate. Also, the third-party service status is updated on the Flex Query Delivery Settings page.

   When you deactivate a third-party service, the Flex Web Service is also deactivated. You can still activate the Flex Web Service without activating a third-party service if you need to use the Flex Web Service.
Trader ID

Trader ID identifies the person who executed a trade without revealing his or her username. Institutional account master users use this page to enable Trader ID and view a list of all Trader IDs and their corresponding users, usernames and account IDs.

Once enabled, all users for the master and client/sub accounts will be assigned a unique Trader ID; and the Trader ID field will be displayed in the Activity and Trade Confirmation Flex Queries.

Trader ID Rules

Trader IDs consist of a letter prefix followed by a number in sequence for each username. The letter prefixes are:

- M - Indicates a username associated with the Master account.
- C - Indicates a username associated with a client or sub account.

Who can access the Trader ID page?

You can access this page if you are a(n):

- Advisor Master User
- Proprietary Trading Group Master User (STL accounts)
- Broker Master User
- Investment Manager Master User (multiple fund accounts)

To enable Trader ID

1. Click Reports > Settings > Trader ID.
2. Click the **Enable** radio button.
3. Click **Submit**.

All users associated with the master account and client/sub accounts will be assigned a unique Trader ID. Once assigned, the Trader IDs will appear on the Trader ID page as shown above.
Trades reported on Activity Statements, Trade Confirmations and Flex Queries will show the Trader ID associated with the username of the person who submitted the trade.

**Client OATS Settings**

The Financial Industry Regulatory Authority (FINRA) established the Order Audit Trail System (OATS) as an integrated audit trail of order, quote and trade information for Nasdaq securities. I-BROKERS are required to supervise the OATS settings of their client accounts. The Client OATS Settings page displays all open and pending client accounts and the OATS Master Default Settings. You use this page to configure the OATS settings for your client accounts:

- **Override the Master Default Settings for institutional accounts.**
- **Respond to flashing red alerts for pending client accounts.**
- **Modify OATS permissions for a specific client account.**

**Who can access the Client OATS Settings page?**

You can access this page if you are a Broker Master User

and you are a member of FINRA and/or have clients who are members of FINRA

and you want us to do OATS reporting to FINRA for you and/or your clients.

**To override the OATS Master Default Settings for an institutional account**

1. Click **Reports > Client OATS Settings.**
2. In the list of Open Client Accounts, click the desired Client Account number.

3. In the Account Type list, select RETAIL or WHOLESALE. If you select WHOLESALE, the FINRA Member list becomes available.

4. In the FINRA Member list, select YES or NO. If you select YES, the FINRA Member Type list becomes available.

5. In the FINRA Member Type list, select NO, OATS Reporting or OATS Non-Reporting. If you select OATS Reporting or OATS Non-Reporting, the MPID field becomes available.

6. In the MPID field, type the Market Participant Identifier code to be used for this client account.

7. In the Enable OATS at IB TWS Level list, select Yes or No as required. Click Continue to save your changes.

   Click Back to return to the Client OATS Settings page without saving your changes.
To respond to flashing red alerts for pending client accounts

1. Click Reports > Client OATS Settings.
2. An IBroker must resolve all alerts marked in the list of pending accounts that have a flashing red ‘YES’ in the ALERT column. In the example below, an IBroker would click the Approve link to respond to the alert.

To modify OATS permissions for a specific client account.
1. Click Reports > Client OATS Settings.
2. Click the OATS Permissions tab.

3. Click the Modify link for the client whose permissions you wish to change.

4. Modify the settings on the page as required. Click Continue to save your changes.
   If you need to make further changes, click Back, then make corrections before submitting.
Funding

This chapter describes how to use the Funds Management functions in the Account Management system. Funds Management lets you check the status of your deposits, transfers and withdrawals; enter deposit notifications and set up withdrawals; create bank instructions for fund and position transfers, settlement instructions for cash and position transactions and recurring instructions for recurring transactions; and authenticate pending fund management requests.

This chapter includes the following topics:

- Viewing Transaction History
- Fund Transfers
- Position Transfers
- Instructions
- Soft Dollars Disbursement

Viewing Transaction History

The Transaction History page lets you view information about cash deposits, cash withdrawals, inbound and outbound position transfers and internal transfers for your account or for a client or sub account that you manage.

On the Transaction History page, you can:

- View summary information about your transactions, and adjust the time period for which you want to view transactions from the past 10 days to the past 90 days using a slider.
- Search for any transaction by Account ID, transaction type or transaction method.
- Sort the list of transactions by any column.
- View additional details about each transaction in a popup window.
- Cancel a transaction from the details popup window.
- Modify a pending deposit notification.
- Elect to stop payment on a check withdrawal.
Export the transaction history to Microsoft Excel.
Print the transaction history.

Who can access the Transaction History page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

Click the following links to see complete descriptions of the fields displayed in the details popup window for each type of transaction.

- Cash Deposits
- Cash Withdrawals
- Position Transfers
- Internal Transfers (including hedge fund investment and redemption requests from the Hedge Fund Investor Site)

To view summary information about your transactions

1. Click Funding > Transaction History.
2. By default, the Transaction History page shows all of your funding transactions for the past ten days. You can adjust that up to the past 90 days by adjusting the time slider. Click and drag the ball on the slider right or left with your mouse to change the time. The page updates to display all of your funding transactions for the selected period.

3. By default, transactions are displayed by date in descending order. Change the sort order by clicking any column heading. To change the sort order from descending to ascending, click the column heading again.

   For example, if you want to view all deposits listed together, click the **Type** column heading.

4. Search for a specific transaction by Account ID, Account Title, Transaction Type (deposit, withdrawal, etc.) or Transaction Method (check, wire, etc.) by typing the search criteria in the Smart Search field. The Smart Search starts searching as soon as you begin typing (you do not have to type an entire ID or word). Search words are *not* case sensitive.

5. View additional details about any transaction by clicking the transaction row. Transaction details appear in a popup window.
6. From the transaction detail popup window, perform any of the following optional operations:

   o Print the transaction details by clicking Print button.
   o Cancel any transaction that has a status of Pending or Not Confirmed.
   o In some cases, you may need to modify a deposit notification before any funds have actually been moved. You can modify any check or wire deposit notification that you have already submitted and have a status of Pending. For example, you might submit a deposit notification for a wire deposit, but then realize that you typed the wrong amount.
   o Stop payment on a check withdrawal

Close the popup window by clicking the red X icon in the upper corner.

Note:

DO NOT CLICK THE CANCEL BUTTON AS THAT WILL CANCEL THE TRANSACTION.

To cancel a transaction

1. Find the funding transaction that you want to cancel. If necessary, re-sort the columns or use the smart search to find the transaction.
2. Click the transaction to open the details popup window.

For example, here are the details of a pending wire withdrawal.
3. Click the **Cancel** button. Do not click the red X icon as that only closes the popup window.
4. Click **OK** when prompted to confirm your cancel request.
5. Click the red X icon to close the popup window. Note that the status of the transaction on the Transaction History page has changed to *Cancelled*.

**To modify a deposit notification**

Remember, deposit notifications do not actually move your funds. They only notify us of your intention to deposit funds using the deposit method you selected.

1. Find the funding transaction that you want to modify. If necessary, re-sort the columns or use the smart search to find the transaction.
2. Click the transaction to open the details popup window.
3. Click **Modify**. Editable fields change to text boxes.

<table>
<thead>
<tr>
<th>Pending Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Wire deposit notification has been accepted, and IB is awaiting receipt of your funds.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Date Requested:</strong></th>
<th>2014-11-21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transaction ID:</strong></td>
<td>20333140</td>
</tr>
<tr>
<td><strong>Account ID:</strong></td>
<td>*******</td>
</tr>
<tr>
<td><strong>Account Title:</strong></td>
<td>Interactive Brokers LLC Applicant</td>
</tr>
<tr>
<td><strong>Amount:</strong></td>
<td>USD 23021.00</td>
</tr>
<tr>
<td><strong>Delivering Institution:</strong></td>
<td>ASF</td>
</tr>
<tr>
<td><strong>Account Number:</strong></td>
<td>ADSasd</td>
</tr>
<tr>
<td><strong>Routing Number:</strong></td>
<td>ADSasd</td>
</tr>
</tbody>
</table>

4. Modify the information that you need to change, then click **Submit**.

5. Click **OK** when prompted to confirm your request.

6. Click the red **X** icon to close the popup window.
Request a stop payment of a check withdrawal

You can submit a request to stop payment of a check withdrawal on the Transaction History page. Stop payment requests are subject to the following rules:

- Stop payments can only be requested for check withdrawals.
- You can request a stop payment for check withdrawals from the last 90 days only. On the Transaction History page, all check withdrawals from the last 90 days are displayed.
- You cannot request more than one stop payment for a single check withdrawal.
- The option to stop payment only appears when a check withdrawal transaction’s status is Processing.

To request a stop payment of a check withdrawal

1. Click any check withdrawal to display the transaction details in a popup window.

![Withdrawal (CHECK)](image)

2. Click the **Stop Payment** button.
3. A confirmation message appears. Click OK to continue with your stop payment request.
4. Select a reason for the stop payment, then click Continue. Available reasons include:
   - Non-receipt
   - Incorrect address
   - Lost/stolen/damage
   - I did not request
5. Read the Stop Payment Affidavit, then type your name in the field provided and click Continue. This indicates that you are signing the affidavit.
An email containing a confirmation number is sent to you.

6. Enter the confirmation number from the email, then click Continue to complete the stop payment request process and return to the Transaction History page.

To export the transaction history to Microsoft Excel

Click the Export button located in the upper right section of the page. You are prompted to save or download the .XLS page to your computer (depending on your web browser). Once saved, you can open that file in Microsoft Excel.

To print the transaction history

Click the Print button located in the upper right section of the page. The Transaction History as currently displayed will print.

For more information

Cash Deposit Details

Cash deposit details display the following information for each deposit transaction listed on the Transaction History page:
<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>The deposit type appears at the top of the transaction details popup window:</td>
</tr>
<tr>
<td></td>
<td>Check</td>
</tr>
<tr>
<td></td>
<td>Wire (could be a bank or broker wire)</td>
</tr>
<tr>
<td></td>
<td>Bill Payment Check</td>
</tr>
<tr>
<td></td>
<td>ACH - Initiated at Your Bank</td>
</tr>
<tr>
<td></td>
<td>ACH - Initiated at IB</td>
</tr>
<tr>
<td></td>
<td>Canadian EFT</td>
</tr>
<tr>
<td>Action Buttons</td>
<td>Depending on the type and status of the transaction, one or more of the following buttons appear at the top of the transaction details popup window:</td>
</tr>
<tr>
<td></td>
<td>Print - Click to print the transaction details.</td>
</tr>
<tr>
<td></td>
<td>Modify - Click to modify a transaction.</td>
</tr>
<tr>
<td></td>
<td>Submit - Click to submit changes to a transaction.</td>
</tr>
<tr>
<td></td>
<td>Cancel - Click to cancel a transaction.</td>
</tr>
<tr>
<td>Current Status</td>
<td>The current status of the transaction. Can be one of the following:</td>
</tr>
<tr>
<td>Account Management Users' Guide</td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cancelled</td>
<td>The deposit was cancelled.</td>
</tr>
<tr>
<td>Rejected</td>
<td>The deposit was rejected by us.</td>
</tr>
<tr>
<td>Expired</td>
<td>The deposit expired before it arrived. All transactions that have not been confirmed expire after ten business days.</td>
</tr>
<tr>
<td>Funds Received</td>
<td>The transaction was processed and the funds have been received.</td>
</tr>
<tr>
<td>Pending Receipt</td>
<td>You have notified us of a deposit but it has not yet arrived, and the transaction has not expired, been cancelled or rejected.</td>
</tr>
<tr>
<td>Hold</td>
<td>The deposit has arrived but has not yet been credited to your account.</td>
</tr>
<tr>
<td>Available</td>
<td>The deposit has been</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>credited to your account and the funds are now available.</td>
</tr>
<tr>
<td>Date Requested</td>
<td>The date on which you notified us of the deposit.</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>A unique identifier assigned to the transaction by us.</td>
</tr>
<tr>
<td>Account ID</td>
<td>Your Account ID.</td>
</tr>
<tr>
<td>Account Title</td>
<td>The name of your account.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount and currency of the transaction.</td>
</tr>
<tr>
<td>Delivering Institution</td>
<td>The bank or delivering institution where the transaction originated.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Your account number at your bank or delivering institution.</td>
</tr>
<tr>
<td>Routing Number</td>
<td>The ABA or routing number at your bank or delivering institution.</td>
</tr>
<tr>
<td>Check Number</td>
<td>For check deposits, the</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>number printed on the check.</td>
<td></td>
</tr>
<tr>
<td>IRA Deposit Type</td>
<td>The type of IRA deposit: Contribution, Rollover. And for a Rollover, the type of IRA: Traditional IRA, Roth IRA, SEP IRA.</td>
</tr>
<tr>
<td>Tax Year of Contribution</td>
<td>The tax year of the IRA contribution.</td>
</tr>
<tr>
<td>Date Received</td>
<td>The date on which the deposit arrived.</td>
</tr>
<tr>
<td>Date Available for Trading</td>
<td>The date on which the deposited funds were credited to your account: For checks and bill payment checks, this is the Arrival Date + seven business days. For bank checks, bank wire transfers and broker wire transfers, this is the same as the Arrival Date. For ACH - Initiated at IB, ACH at Your Bank or Canadian.</td>
</tr>
</tbody>
</table>
### Column Details

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Available For Withdrawal</td>
<td>The date on which the deposited funds are available for you to withdraw.</td>
</tr>
<tr>
<td>Date Available For Withdrawal - Orginal Bank</td>
<td>For ACH Initiated by Us and Canadian EFT deposits only, this is the date on which deposited funds are available to withdraw to the bank or delivering institution where the deposit originated.</td>
</tr>
<tr>
<td>Date Available For Withdrawal - Other Bank¹</td>
<td>For ACH Initiated by Us and Canadian EFT deposits only, the date on which deposited funds are available to withdraw to a bank that is not where the deposit originated.</td>
</tr>
</tbody>
</table>

¹For security purposes, ACH deposits initiated by the customer via our website are restricted from being sent to anywhere other than originating bank/bank account for 40 business days. This withdrawal hold period is not applicable if the transfer was initiated via the customer’s bank or if the funds are being sent back to the originating bank and bank account. Similarly, Canadian Electronic Funds Transfers initiated by the customer via the website are restricted from being sent to anywhere other than originating bank/bank.
account for 60 business days. This withdrawal hold period is not applicable if the transfer was initiated via
the customer’s bank or if the funds are being sent back to the originating account, bank and deposit
method.

Cash Withdrawal Details

Cash withdrawal details display the following information for each deposit transaction listed on the
Transaction History page:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>The withdrawal type appears at the top of the transaction details popup window:</td>
</tr>
<tr>
<td></td>
<td>Check</td>
</tr>
<tr>
<td></td>
<td>Wire Transfer – Bank</td>
</tr>
<tr>
<td></td>
<td>Wire Transfer – Broker</td>
</tr>
<tr>
<td></td>
<td>ACH at IB</td>
</tr>
<tr>
<td></td>
<td>Canadian EFT</td>
</tr>
<tr>
<td>Action Buttons</td>
<td>The following buttons appear at the top of the</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Column Description

**Transaction Details Popup Window:**
- **Print** - Click to print the transaction details.
- **Modify** - Click to modify a transaction.
- **Cancel** - Click to cancel a transaction.

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The current status of the transaction. Can be one of the following:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cancelled</strong> - The transaction was cancelled.</td>
<td></td>
</tr>
<tr>
<td><strong>Rejected</strong> - The transaction was rejected by us.</td>
<td></td>
</tr>
<tr>
<td><strong>Expired</strong> - The withdrawal expired before it was sent. All transactions that have not been confirmed expire after ten business days.</td>
<td></td>
</tr>
<tr>
<td><strong>Not Confirmed</strong> - Your funding request has not been confirmed. This also may include &quot;The required number of Financial...&quot;</td>
<td></td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Authorizers</td>
<td>Authorizers have not authorized this request.&quot; if your account requires deposit transactions to be authorized.</td>
</tr>
<tr>
<td>Pending</td>
<td>Pending - Your withdrawal request has been received and is being reviewed.</td>
</tr>
<tr>
<td>Pending Advisor</td>
<td>Pending Advisor - Your withdrawal request has been received by us, but has not been approved by your advisor.</td>
</tr>
<tr>
<td></td>
<td>If your advisor doesn't approve within three business days, the funds will automatically be released.</td>
</tr>
<tr>
<td>Sent</td>
<td>Sent - The funds have been withdrawn from your account.</td>
</tr>
<tr>
<td>CallClient</td>
<td>Call Client Services - There is an issue with your transaction request that you must resolve by calling Cli-</td>
</tr>
</tbody>
</table>
## Cash Withdrawal Details

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Requested</td>
<td>The date on which you requested the withdrawal.</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>A unique identifier assigned to the transaction by us.</td>
</tr>
<tr>
<td>Account ID</td>
<td>Your Account ID.</td>
</tr>
<tr>
<td>Account Title</td>
<td>The name of your account.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount and currency of the transaction.</td>
</tr>
<tr>
<td>Federal Tax Withholding Amount</td>
<td>The amount of Federal taxes (and tax rate) withheld from a withdrawal from an IRA account.</td>
</tr>
<tr>
<td>State Tax Withholding Amount</td>
<td>The amount of state taxes (and tax rate) withheld from a withdrawal from an IRA account.</td>
</tr>
<tr>
<td>Receiving Institution</td>
<td>The bank or delivering institution where the funds are</td>
</tr>
</tbody>
</table>
Position Transfers Details

ACATS

Position Transfer (ACATS)

Date Requested: 2014-10-17
Transaction ID: 20268370
Account ID: [Redacted]
Account Title: Interactive Brokers LLC Applicant
Transfer Type: Partial Transfer IN
Delivering Institution: 1st Global Capital Corporation

Cash/Positions
» 70 Stock: AAPL Description: APPLE INC
» 20 Stock: IBKR Description: INTERACTIVE BROKERS GRO-CL A
» 1 Stock: GM Description: GENERAL MOTORS CO
» 5 Stock: IBM Description: INTL BUSINESS MACHINES CORP
» USD 50

Position transfer details display the following information for each inbound and outbound position transfer listed on the Transaction History page:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>One of the following types of inbound or outbound position transfers:</td>
</tr>
<tr>
<td></td>
<td>ACATS – US Secur-</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Description</td>
<td>ities&lt;br&gt;Free of Payment (FOP) – US Stocks&lt;br&gt;Direct Registration System (DRS) – US Stocks&lt;br&gt;Deposit/Withdraw at Custodian (DWAC)&lt;br&gt;ATON – Canadian Securities&lt;br&gt;To Another IBAccount&lt;br&gt;To an Advisor-Managed Account&lt;br&gt;Free Delivery - A free delivery transaction not initiated in Account Management.</td>
</tr>
<tr>
<td>Action Buttons</td>
<td>The following buttons appear at the top of the transaction details popup window:</td>
</tr>
<tr>
<td></td>
<td>Print - Click to print the transaction details.</td>
</tr>
<tr>
<td></td>
<td>Modify - Click to modify a transaction.</td>
</tr>
<tr>
<td></td>
<td>Cancel - Click to cancel a transaction.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Current Status</td>
<td>The current status of the transaction. Can be one of the following:</td>
</tr>
<tr>
<td></td>
<td>Cancelled - The transfer was cancelled.</td>
</tr>
<tr>
<td></td>
<td>Rejected - The transfer was rejected by us.</td>
</tr>
<tr>
<td></td>
<td>Expired - The transfer expired before it was sent. All transactions that have not been confirmed expire after ten business days.</td>
</tr>
<tr>
<td></td>
<td>Acknowledged - The contra broker has confirmed receipt of the ACATS or ATON transfer instructions.</td>
</tr>
<tr>
<td></td>
<td>Resubmitted - The contra broker was unable to confirm the initial instructions for the ACATS or ATON transfer.</td>
</tr>
<tr>
<td></td>
<td>Pending Receipt - The transfer has not yet arrived, and has</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>not expired, been cancelled or rejected.</td>
</tr>
<tr>
<td></td>
<td>Available - The transferred positions and/or funds have been credited to your account and are now available.</td>
</tr>
<tr>
<td></td>
<td>Hold - The transfer is on hold. Contact Client Services.</td>
</tr>
<tr>
<td></td>
<td>Click <strong>Support &gt; Contacts</strong> for instructions on contacting Client Services.</td>
</tr>
<tr>
<td>Date Requested</td>
<td>The date on which you requested the position transfer.</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>A unique identifier assigned to the transaction by us.</td>
</tr>
<tr>
<td>Account ID</td>
<td>Your Account ID.</td>
</tr>
<tr>
<td>Account Title</td>
<td>The name of your account.</td>
</tr>
<tr>
<td>Cash/Positions</td>
<td>Full Transfer or Partial Transfer. For Partial Transfers, moving your mouse over the text “Partial Transfer” displays details</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Delivering Institution</td>
<td>For inbound transfers only - The bank or institution where the transaction originated.</td>
</tr>
<tr>
<td>Account Number at Institution</td>
<td>The account number at the bank or institution where the transaction originated.</td>
</tr>
<tr>
<td>Receiving Institution</td>
<td>The bank or institution receiving the transferred positions and/or funds.</td>
</tr>
<tr>
<td>Date Processed</td>
<td>For outbound transfers only - The date on which we processed the transfer.</td>
</tr>
<tr>
<td>Date Available for Trading</td>
<td>For inbound transfers only - The date on which the transferred positions and/or funds were credited to your account. This is the arrival date.</td>
</tr>
<tr>
<td>Date Available For Withdrawal</td>
<td>For inbound transfers only - The date on which the transferred positions and/or funds were or will be available. This is ten days after the arrival date.</td>
</tr>
</tbody>
</table>
Internal Transfer Details

<table>
<thead>
<tr>
<th>Internal Transfer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Date Requested:</td>
<td>2014-10-31</td>
</tr>
<tr>
<td>Transaction ID:</td>
<td>20293264</td>
</tr>
<tr>
<td>Account ID:</td>
<td></td>
</tr>
<tr>
<td>Account Title:</td>
<td>Interactive Brokers LLC Applicant</td>
</tr>
<tr>
<td>Amount:</td>
<td>AUD 100.00</td>
</tr>
<tr>
<td>From:</td>
<td></td>
</tr>
<tr>
<td>To:</td>
<td></td>
</tr>
</tbody>
</table>

Internal transfer details display the following information for each internal transfer listed on the Transaction History page:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Buttons</td>
<td>The following buttons appear at the top of the transaction details popup window:</td>
</tr>
<tr>
<td></td>
<td>- Print - Click to print the transaction details.</td>
</tr>
<tr>
<td></td>
<td>- Modify - Click to modify a transaction.</td>
</tr>
<tr>
<td></td>
<td>- Cancel - Click to cancel a transaction.</td>
</tr>
<tr>
<td>Current Status</td>
<td>The current status of the transaction. Can be one of the following:</td>
</tr>
<tr>
<td></td>
<td>- Approved - The</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>internal transfer has been approved and the funds have been transferred.</td>
</tr>
<tr>
<td></td>
<td>Cancelled - The transaction was cancelled.</td>
</tr>
<tr>
<td></td>
<td>Rejected - The transaction was rejected by us.</td>
</tr>
<tr>
<td></td>
<td>Pending - The funds have not yet been transferred to the destination account.</td>
</tr>
<tr>
<td>Date Requested</td>
<td>The date on which you requested the internal transfer.</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>A unique identifier assigned to the transaction by us.</td>
</tr>
<tr>
<td>Account ID</td>
<td>Your Account ID.</td>
</tr>
<tr>
<td>Account Title</td>
<td>The name of your account.</td>
</tr>
<tr>
<td>Amount</td>
<td>The amount and currency of the transaction.</td>
</tr>
<tr>
<td>From</td>
<td>The source account of the internal transfer.</td>
</tr>
<tr>
<td>To</td>
<td>The destination account of the internal transfer.</td>
</tr>
</tbody>
</table>
Fund Transfers

The Fund Transfers menu lets you view the funds status of your account, and initiate deposit notifications, withdrawals and internal fund transfers. Specifically, you can:

- **Check the status of your funds**, including cash balance and cash available for withdrawal.
- **Notify us of a deposit of funds**
- **Request a withdrawal of funds**
- **Transfer Funds Internally**

In addition, you can:

- **Save bank information**
- **Create recurring transactions**
- **Request a wire withdrawal of funds from your account to a third party**

Who can access the Fund Transfers page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Organization (master and client account)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Non-Disclosed Client User
- Investment Manager Master User
- **Fund**

For more information
Checking the Status of Your Funds

To check the status of your funds

1. Click **Funding > Fund Transfers**.
2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account whose fund status you want to view.

Funds status for the selected account appears at the top of the page.

### Funds Status

The Fund Transfers page displays the following fund status information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance</td>
<td>The current debit or credit balance of cash posted to your account. Shown in your account’s base currency.</td>
<td>All non-base currency balances are converted into your base currency.</td>
</tr>
<tr>
<td>Cash Available for Withdrawal (assuming margin loan)</td>
<td>The total amount of cash in your account that may be withdrawn, assuming you have a margin loan. Shown in your account’s base currency.</td>
<td>The balance available for withdrawal may be less than your total Cash Balance. For example, for a margin account, cash balances are being used to satisfy your margin requirement, or for a cash account, any portion of that balance represents proceeds from</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Trades that have not yet settled.</td>
<td></td>
<td>In addition, there is a withdrawal hold period of three business days placed on deposits made by either wire transfer or bank check.</td>
</tr>
<tr>
<td>Withdrawable Cash</td>
<td>The total amount of cash in your account that may be withdrawn with restrictions on where the withdrawal can be sent. Shown in your account’s base currency.</td>
<td>For security purposes, ACH deposits initiated by the customer from our website are restricted from being sent anywhere other than to the originating bank/bank account for 40 business days. This withdrawal hold period is not applicable if the transfer was initiated from the customer’s bank or if the funds are being sent back to the originating bank and bank account. Similarly, Canadian Electronic Funds Transfers initiated by the customer from our website are restricted from being sent anywhere other than to the originating bank/bank account for 60 business days. This withdrawal hold period is not applicable if the transfer was initiated via the customer’s bank or if the funds are being sent back to the originating account, bank and deposit method.</td>
</tr>
</tbody>
</table>
### Depositing Funds

The Fund Transfers page lets you notify us of a deposit of funds into your account. A deposit notification does not actually move funds; you must make arrangements with your bank or broker to deposit the funds.

We support the following types of deposits:

- **Wire**
- **Check** (all checks, including retirement checks)
- **Online bill payment check**
- **Automated Clearing House (ACH) transfer initiated at IB**
- **Canadian Electronic Funds Transfer (EFT) initiated by IB** (Canada only)
- **AUD Bill payment (BPAY - for Australian Dollars only)**
- **Direct Rollover (IRA accounts only)**
- **Trustee-to-Trustee (IRA accounts only)**

Deposit notifications are easy to complete. All required information appears as a form that you complete on a single page - as you fill in a field or make a selection, the next part of the notification form appears.

**Short Video**

To notify us of a deposit
1. Click **Funding > Fund Transfers**.

2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then select the desired client or sub account.

3. In the Transaction Type list, select **Deposit**.

4. Select your currency from the Currency list.

5. In the Method list, select a deposit type.

6. Type the amount of your intended deposit in the Amount field. Note that you do not enter an amount when you first set up an ACH Initiated At IB or Canadian EFT deposit.
7. You are asked if you want to use previously saved bank information.

Select one of the following:

- **Yes - Use saved bank information for new transfer request**
  
  Select this option if you want to use previously saved bank information for this deposit request.

- **No - Create new transfer request with new bank information**
  
  Select this option if you want to save new bank information for this deposit request. This option is automatically selected if you do not have any saved any bank information.

If you select **No**, complete all the fields that appear, which vary depending on the withdrawal method you selected.
The fields vary depending on your previous selections.

8. Be sure to enter a Name for the bank instruction that will be saved with your bank information. You will be able to use this bank instruction for future deposit notifications without having to re-enter your bank information.

You can view all of your saved bank instructions on the Bank Information page.

9. Decide if you want to save the information as a recurring transaction.

If you would like to save this as a recurring transaction, click Yes, then complete all the fields and selections in that section.

You can view all of your saved recurring transactions on the Recurring Transactions page.

If you do not want to save this transaction as a recurring transaction, click No.

10. Click Continue to submit your deposit notification.
Or click **Cancel** to cancel the transaction.

Depending on the type of deposit notification you selected, a page appears with additional instructions that describe what you need to provide to your bank to complete the actual deposit of funds.

11. Click **Funding > View Transaction History** at any time to view the status of your deposit notification.

For more information

**Funding Reference** - pages on our website that provide complete details on all funding transactions.

### Withdrawing Funds

The Fund Transfers page lets you request a withdrawal of funds from your account or an internal fund transfer to another IB account. We support the following kinds of withdrawal requests:

- **Wire**
- US ACH transfer initiated at IB (US accounts only)
- Check (only available for US currency; your mailing address must be in the US)
- Canadian EFT transfer (Canadian accounts only)
- SEPA (Single Euro Payments Area) Initiated at IB
- BACS (available for GBP withdrawals only)
- GIRO/ACH (available for HKD, CNH, and SGD)
- NZD ACH (available for NZD withdrawals only)

For important information about ACH Initiated at IB and Canadian EFT withdrawals, see [ACH Initiated at IB and Canadian EFT Transactions](#).

The following rules apply to withdrawals:

Accounts that do not participate in our Secure Login System are limited in the amount of money that can be withdrawn. Account holders without a security device are limited to a maximum withdrawal of
50,000 USD per day and a maximum withdrawal of 100,000 USD in five business days. For more information, see Withdrawal Limits.

Typically withdrawal requests submitted prior to the cut-off will be sent that day, under normal business circumstances; however, in certain cases a withdrawal request may be subject for further review which may result in a delay. We apologize for any inconvenience.

There is no charge for the first withdrawal (of any kind) in a calendar month; however, we will charge withdrawal fees for any subsequent withdrawal.

All withdrawals will be sent in the name of the account holder.

To request a cash withdrawal from your account

1. Click Funding > Fund Transfers.
2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then select the desired client or sub account.
3. In the Transaction Type list, select Withdraw.
4. Select your currency from the Currency list.
5. In the Method list, select a withdrawal type.
6. Type the amount of your withdrawal in the Amount field. Note that you do not enter an amount when you first set up an ACH Initiated At IB or Canadian EFT deposit.

![Transaction Form](Image)

7. If you have previously saved any bank information as bank instructions, you are asked if you want to use one.

![Saved Bank Information](Image)

Select one of the following:

- **Yes - Use saved bank information for new transfer request**
  Select this option if you want to use previously saved bank information for this withdrawal request.

- **No - Create new bank information only**
  Select this option if you only want to create new saved bank information without transferring any funds (for example, if you are a non-US customer who is closing an account).

The following image shows a Wire withdrawal using a saved bank instruction.
Chapter 4

Withdrawing Funds

If you select No, complete all the fields that appear, which vary depending on the withdrawal method you selected.

If you select Wire as the withdrawal method, you are prompted to select a Wire Type:
Then you are prompted to select your bank's country:

8. If you do not know your bank's routing number, click the Search button next to the routing number field.

Then enter information about your bank in the popup window and click Continue.

A list of all banks along with their routing numbers appears. Select your specific bank. The routing number for the bank you select will be entered into the routing number field for you.

9. Be sure to enter a Name for the bank instruction that will be saved with your bank information. You will be able to use this bank instruction for future withdrawals without having to re-enter your bank information.

You can view all of your saved bank instructions on the Bank Information page.

10. Decide if you want to save the information as a recurring transaction.
11. If you would like to save this as a recurring transaction, click Yes, then complete all the fields and selections in that section.

If you do not want to save this transaction as a recurring transaction, click No.

12. Click Continue to submit your withdrawal request. An email with a confirmation number is immediately sent to your email address.

Or click Cancel to cancel the transaction.

The Verify Your Identity page appears with additional information about your withdrawal request.

13. Enter your username, password and the confirmation number sent to your email address. Click Confirm.

If you did not receive a confirmation number, click the Resend button to receive a new one.

14. Click Funding > View Transaction History at any time to view the status of your deposit notification.
For more information

Funding Reference - pages on our website that provide complete details on all funding transactions.

ACH Initiated at IB and Canadian EFT Transactions

The process of requesting ACH Initiated at IB and Canadian EFT deposit notifications and withdrawals is somewhat different from other transaction methods.

The process for these transactions is described below:

1. On the Funding > Fund Transfers page, after you select the transaction type, currency and the transaction method, you enter and save your bank information just as you would for any other funding deposit or withdrawal method. Note that you do not enter an amount.
2. Once you submit this request, which authorizes us and your bank to electronically transfer funds between the two accounts, we will issue test transactions in the form of small debit and credit amounts to your bank account. Note that this request does not actually move your funds.
3. You must then verify these test transactions. This verification process ensures that the person entering bank information is the legitimate owner of the bank account to be used in the transaction.
4. Now that the verification process has been completed, you can submit an ACH Initiated at IB deposit or Canadian EFT deposit notification or withdrawal request on the Fund Transfers page using the bank information that you’ve already saved. This request will include the actual amount and will move your funds.

Transferring Funds Internally

The Fund Transfers page lets you transfer funds internally from your account or an internal fund transfer to another IB account. We support the following kinds of internal fund transfers:

- Internal fund transfer to another IB account (all account structures) with matching Account Name, Account Title, and Tax ID.
- Linked accounts can use this type of transfer. However, multiple accounts that are eligible to be linked but are not currently linked cannot use this type of transfer; these account holders will receive an error message.
Internal fund transfer between a master and sub account. The account types are eligible:
Proprietary Trading Groups - Separate Trading Limit accounts.
Non-disclosed Brokers.
Separate Trading Limit accounts can also transfer funds between two sub accounts.
Internal fund transfer to a client or sub account. The following account types are eligible:
Advisor Masters can transfer funds to a client account with trading privileges or a client account with a matching Account Name, Account Title and Tax ID.
Investment Manager Masters (Fund Advisors) can transfer funds to an Omnibus Fund sub account, and to any client/sub account with a matching Account Name, Account Title and Tax ID.
Fully Disclosed Brokers.

To request a cash withdrawal from your account

1. Click Funding > Fund Transfers.
2. In the Transaction list, select Internal Transfers.

3. Select the source account number from the Source Account Number drop-down list.

If there are any destination accounts eligible to receive an internal funds transfer, the Destination Account Number drop-down list appears.
4. Enter the amount of the transfer, the currency and select the Destination Account Number.
5. Click **Continue**.
   - Click **Cancel** at any time to cancel the transaction.
6. Verify that the details of the internal funds transfer are correct, then click **Continue**.
7. You will immediately receive an email notification containing a confirmation number. Enter the confirmation number where indicated on the Internal Funds Transfer page, then click **Confirm**
   - If you did not receive a confirmation number, click **Resend Confirmation Number** to receive a new one.

**For more information**

[Funding Reference](#)

**Saving Bank Information**

As the name implies, bank information contains information about the financial institution involved in a funding transaction in your account.

When you set up a deposit notification or withdrawal on the Fund Transfers page, you are prompted to save the information about your financial institution. This bank information is saved as a bank instruction and you can view all of your bank instructions on the Funding > Bank Instructions page.

For example, the following image shows a wire deposit being set up for the first time. After you select the transaction type, currency, enter the amount of the transaction and select the method, you are prompted to enter information about your bank, including the name of the bank instruction to be saved.
All deposit and withdrawal types EXCEPT check withdrawals require that you enter your bank information, including a name for the bank instruction, before you submit the transaction. You can still save bank information for check withdrawals as bank instructions, however.

Once your transaction request has been submitted, the bank information you entered is saved as a bank instruction. The next time you set up a funding transaction and complete the first four fields (Transaction Type, Currency, Amount and Method), you will be prompted to use a saved bank instruction, as shown in the following image.

If you answer no, you will be prompted to enter bank information, including a bank instruction name, which will be saved when you submit the transaction request.

If you answer yes, you are prompted to select a saved bank instruction, as shown in the image below. In this example, there are three bank instructions already saved.
Use the Bank Information page to delete bank instructions you no longer need to use.

For more information

About Recurring Transactions

The last step in setting up a deposit or withdrawal transaction before you submit the transaction request is the option to create a recurring transaction based on your transaction request.

You can view and delete existing recurring transactions.

You can set up all deposit and withdrawal transaction types to be recurring transactions EXCEPT Direct Rollovers and Trustee-to-Trustee deposits, which are only available for IRA accounts.

In a funding transaction request, after you enter all of the information about your financial institution, you are prompted to create a recurring transaction:

If you answer no, you can submit the transaction request and no recurring transaction will be created. If you answer yes, the recurring transaction fields appear:

To set up a recurring transaction, you specify the following information:

A name. This is the name of the saved recurring transaction and it appears in the list on the Recurring Transactions page.

Frequency - Schedule the transaction to recur at monthly, quarterly or annual intervals.
A start date, in the format mm/dd/yyyy, or use the calendar icon to select a date. This indicates the first date that the recurring transaction should be processed.

An end date, in the format mm/dd/yyyy, or use the calendar icon to select a date. This indicates the last date that the recurring transaction should be processed.

If you have an IRA account, you must also specify:

For deposits, tax year (current only) and deposit type (Contribution only).

For withdrawals, the percentage of tax to be withheld the distribution type.

You can also specify that a recurring transaction has no end date and therefore will not expire until you delete it. You do this by selecting the Endless check box.

When you submit your transaction request, the recurring transaction information you entered will also be saved and the transaction will recur at the frequency and on the start date that you entered.

In the event the transaction falls on a US non-business day under normal circumstances, we will process the request on the business day prior to the recurring transaction date. In the even this processing leads to multiple withdrawals during the same month, the account holder will be assessed withdrawal fees.

**Canceling a Recurring Transaction**

To cancel a recurring transaction, delete the recurring transaction from the [Recurring Transaction](#) page.

**For more information**

[Funding Reference](#)

**Withdrawing Funds to a Third Party**

The Fund Transfers page lets you request a wire withdrawal of funds from your account to an eligible third party. Only wire withdrawals are allowed. A third-party withdrawal is a two-step process:

1. Enter third-party information and submit it to us for approval.
2. Upon approval of the payee information, create and submit a third-party withdrawal request using the approved information as the bank information for the withdrawal. Note that the actual withdrawal request is also subject to approval.

**Who is eligible to withdraw funds to a third party?**
The following IB LLC, IB UK, IB HK and IB Canada accounts are eligible to withdraw funds to a third party:

Individual, Joint and Trust accounts - The primary account holder and any account user with funding access rights in an Individual account, either account holder in a Joint account, and any trustee in a Trust account with funding access rights can enter third-party withdrawal payee information and initiate third-party wire withdrawals.

Advisor accounts - Only the Registered Advisor is allowed to enter third-party withdrawal payee information and initiate third-party withdrawal requests.

Proprietary Trading Group STL account master users and Pool accounts - The master user and any account user with funding access rights can enter third-party withdrawal payee information and initiate third-party wire withdrawals. Officers, traders or owners of the proprietary trading organization are not eligible unless they have funding access rights.

Hedge Fund Accounts - The Fund Investment Manager and any account user with funding access rights can enter third-party withdrawal payee information and initiate third-party wire withdrawals. The Hedge Fund can request third-party withdrawals to vendors and administrators but not to individual investors of the Fund or the Investment Manager.

Fully Disclosed Broker accounts - The individual users with funding access rights can enter third-party withdrawal payee information and initiate third-party wire withdrawal requests.

The following accounts are NOT eligible to withdraw funds to a third party:

Master and client accounts under an unregistered Advisor account (Friends and Family account and Family Office account with an unregistered Advisor)
IRA accounts
Non-disclosed and Omnibus Broker accounts

In a Proprietary Trading Group account, any user OTHER than the master user and other than users with funding access rights.

To enter third-party information and submit it to us

1. Click **Funding > Fund Transfers**.
2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then select the desired client or sub account.
3. In the Transaction Type list, select **Third Party Withdrawal**.
4. Select your currency from the Currency list.

5. In the Wire Type section, select a wire type.

6. Select the country of the financial institution that will receive the wire on behalf of the third party.
7. Fill in the rest of the information about the financial institution that will receive the wire on behalf of the third party.

![Wire Withdrawal Form](image)

8. If you do not know your bank’s routing number, click the **Search** button next to the routing number field.

Then enter information about your bank in the popup window and click **Continue**.

![Provide Your Banks Location](image)

A list of all banks along with their routing numbers appears. Select your specific bank. The routing number for the bank you select will be entered into the routing number field for you.

9. Fill in the information about the third-party payee.
10. Enter a Name for the bank instruction that will be saved with your bank information.

11. Click Continue to submit the third-party payee information to us for approval.

You will be notified when we approve the information.

To withdraw funds to a third party via a wire transfer

1. Click Funding > Fund Transfers.
2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then select the desired client or sub account.
3. In the Transaction Type list, select Third Party Withdrawal.
4. Select your currency from the Currency list.

Wire is preselected for you as the withdrawal method.
5. You are asked if you want to use previously saved bank information. From the drop-down, select the approved bank information that you previously submitted for your third-party withdrawal.

6. Type the amount of your withdrawal in the Amount field.

7. Click Continue to submit your third-party withdrawal request.

### Position Transfers

The Position Transfers menu lets you transfer positions to and from your account. We support the following types of position transfers in Account Management:

- Automated Customer Account Transfer Service (ACATS)
- Account Transfer on Notification (ATON) for Canadian securities
- DRS - Direct Registration System
- DWAC - Deposit/Withdraw at Custodian
- Transfer Assets to an Advisor-Managed Account
- Transfer International Assets
- Free of Payment (FOP) for US stocks
- US futures
- Transfer Positions Internally
- Position Transfer Between Master and Sub

When you request an ACATS, ATON or FOP position transfer, you have the option of creating and/or using a Position Instruction.

### Who can access the Position Transfers page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Organization (master and client account)
- Advisor Client User Individual
ACATS Transfers

The Position Transfers page lets you transfer US stocks, warrants, options US mutual funds, US bonds and cash held at another brokerage firm to us through the National Securities Clearing Corporation’s (NSCC) Automated Customer Account Transfer Service (ACATS).

When you select ACATS as the transfer method on the Position Transfers page, you can:

- **Request a Full ACATS transfer**, in which all of your assets are transferred from a third-party broker to your account.
- **Request a Partial ACATS transfer without a Position Instruction**, in which you transfer only some of your assets and cash from a third-party broker to your account and you do not use an optional Position Instruction.
- **Request a Partial ACATS transfer using a Position Instruction**, in which you use a previously-created Position Instruction to transfer only some of your assets and cash from a third-party broker to your account.
- **Create a new Position Instruction**, which lets you save and reuse third-party broker information for future Partial ACATS transfers.

Your Account Name, Tax Identification Number and Customer Type (i.e. individual, joint, Roth IRA), must exactly match the third-party broker account in order for the transfer to take place.
For more information

Funding Reference

Requesting a Full ACATS Transfer

To request a full ACATS transfer

1. Click Funding > Position Transfers.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select ACATS.
4. In the Type list, select Full.

The Check Eligibility button appears.

5. Optionally, check the eligibility of your positions by clicking the Check Eligibility button. For details, see Checking Position Eligibility for a Full ACATS of ATON Transfer.
6. In the Source list, select your third-party broker. You can type the first two or three letters of the broker’s name to quickly jump to that broker in the list.
Chapter 4

Requesting a Full ACATS Transfer

The ACATS Request page appears.
Position Transfers – U

<table>
<thead>
<tr>
<th>Transfer Method:</th>
<th>Type:</th>
<th>Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACATS</td>
<td>Full</td>
<td>1st Discount Brokerage (User # 9158)</td>
</tr>
</tbody>
</table>

Deposits & Transfers – ACATS

This form authorizes the transfer of assets held at a Third Party Broker to be moved to Interactive Brokers.

» Your Account Name, Tax Identification Number, and Interactive Brokers Account Customer Type (i.e. individual, joint) must exactly match the Third Party Broker account for the transfer to take place.

» Interactive Brokers accepts only products that it makes available for trading. Certain products, such as some Mutual Funds and Limited Partnership units cannot be held in your Interactive Brokers account. You may check product availability via the Contract Search tool or submit a current copy of an account statement of your transferring broker to Customer Service who will review product eligibility on your behalf.

» The transfer of options positions during the week of expiration is generally not allowed in order to minimize balancing issues should an exercise or assignment occur while the transfer is in process. As a transfer may reject should the request include unsettled trades, account holders are encouraged to avoid trading in the account being transferred from during the transfer process. Delivering brokers will often 'freeze' the account from trading to minimize the chance of the transfer rejecting.

» Your transfer is subject to a credit check upon arrival to ensure that your IB account remains margin compliant following transfer completion. If the effect of the transfer would create a margin deficiency, the transfer will be rejected.

Interactive Brokers Account Information

<table>
<thead>
<tr>
<th>Account Title:</th>
<th>Applicant 1749186</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
<td>U1004079</td>
</tr>
<tr>
<td>Tax Identification Number:</td>
<td>000000000</td>
</tr>
<tr>
<td>Customer Type:</td>
<td>INDIVIDUAL</td>
</tr>
</tbody>
</table>

Third Party Broker Account Information

<table>
<thead>
<tr>
<th>Account Number:</th>
<th></th>
</tr>
</thead>
</table>

Assets to be Transferred

Do you have a margin loan at your third-party broker?  ○ Yes  ○ No

Does your third-party broker account hold any short positions?  ○ Yes  ○ No

Does your third-party broker account hold any option positions?  ○ Yes  ○ No

7. In the Account Information section, verify that your Account Title, Account Number, Tax ID Number and Customer Type exactly matches the information in your third-party broker account.

8. In the Account Number field, type the account number for your third-party broker account exactly as it appears on your statement from your delivering firm.

9. In the Assets To Be Transferred section, click the appropriate radio button to answer Yes or No to the three questions.

10. Click Continue.

11. On the page that appears, type your signature in the Signature field, and then click Continue.
12. On the Confirmation page, enter the confirmation number that you received via email in the Confirmation Number field, then click **Confirm**. If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages. Or click **Resend Confirmation Number** to receive another confirmation email. Or click **Cancel** to cancel the transfer request.

For more information

[Funding Reference](#)

**Requesting a Partial ACATS Transfer without a Position Instruction**

See [Position Instructions](#) for information about viewing and deleting position instructions. ACATS Position Instructions can only be used with Partial ACATS transfers.

**To request a partial ACATS transfer without a Position Instruction**

1. Click **Funding > Position Transfers**.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select **ACATS**.
4. In the Type list, select **Partial**.
5. In the Source list, select your third-party broker. You can type the first two or three letters of the broker’s name to quickly jump to that broker in the list.

   The ACATS Request page appears.

6. In the Account Number field, type the account number for your third-party broker account exactly as it appears on your statement from your delivering firm.
7. In the Assets To Be Transferred section, click the appropriate radio button to answer Yes or No to the three questions.

8. Click **Continue**.

   The Partial ACATS Transfer page appears.
9. Select an asset type to transfer, then click the Add button.
10. Enter the required information for each asset to be transferred, then click Add.

Each time you click Add, the partial asset you specified is added to the list of assets to transfer.

11. Click Remove to remove an asset from the list.
12. When the list of assets to be transferred is complete, click Finish.
13. Repeat the steps above for each asset type.
14. On the ACATS Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click Continue.

15. On the Confirmation page, enter the confirmation number that you received via email in the Confirmation Number field, then click Confirm. If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages. Or click Resend Confirmation Number to receive another confirmation email. Or click Cancel to cancel the transfer request.

For more information

Requesting a Partial ACATS Transfer Using an Existing Position Instruction

See Position Instructions for information about viewing and deleting position instructions. ACATS Position Instructions can only be used with Partial ACATS transfers.

To request a partial ACATS transfer using an existing Position Instruction

1. Click Funding > Position Transfers.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select ACATS.
4. In the Type list, select Use/Create Instruction. This option allows you to use an existing Position Instruction or create a new one.
5. In the Instruction list, select a previously-created Position Instruction from the list. The instruction details appear on the screen and you can immediately begin adding assets to your partial ACATS transfer.
6. Select an asset type to transfer, then click the **Add** button.
7. Enter the required information for each asset to be transferred, then click **Add**.

Each time you click **Add**, the partial asset you specified is added to the list of assets to transfer.
8. Click **Remove** to remove an asset from the list.
9. When the list of assets to be transferred is complete, click **Finish**.
10. Repeat Steps 6-9 for each asset type.
11. On the ACATS Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click **Continue**.
12. On the Confirmation page, enter the confirmation number that you received via email in the Confirmation Number field, then click **Confirm**.
   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   Or click **Resend Confirmation Number** to receive another confirmation email.
   Or click **Cancel** to cancel the transfer request.

**For more information**

**Creating a Position Instruction for a Partial ACATS Transfer**

See [Position Instructions](#) for information about viewing and deleting position instructions. ACATS Position Instructions can only be used with Partial ACATS transfers.

**To create a new Position Instruction**

1. Click **Funding > Position Transfers**.
2. If you have a master account, in the Client/Sub Account Selection area, use the radio buttons to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account whose transaction history you want to view.
3. In the Transfer Method list, select **ACATS**.
4. In the Type list, select **Use/Create Instruction**. This option allows you to use an existing Position Instruction or create a new one.
5. In the Instruction list, select **Add New Instruction**.
   If you select this option, you will be prompted to create and save the new instruction first, and then you will have to start a new position transfer request and select the instruction you just created. Note that you can only use Position Instructions for partial ACATS transfers.
6. Read the important information on the screen, then enter the name of the new Position Instruction. This is the name that will appear in the Instruction list after the new instruction is saved.

7. Select your third-party broker from the Source list, then enter your account number with the selected broker.

8. In the Assets To Be Transferred section, click the appropriate radio button to answer Yes or No to the three questions.

9. Click **Continue**.

10. On the ACATS Signature page, review the information on the page, and then type your name in the Signature field and click **Continue**.

11. On the next page, verify your identity by typing your password and the confirmation number we emailed you in the fields provided.

   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.

   Or click **Resend Confirmation Number** to receive another confirmation email.
12. Your new Position Instruction has been created. Now return to the Funding > Position Transfers page and begin a new **partial ACATS transfer using your newly-created Position Instruction**.

**For more information**

**ATON Transfers**

The Position Transfers page lets you transfer US or Canadian stocks, options and cash held at another brokerage firm to us through ATON, the Canadian equivalent of ACATS.

When you select ATON as the transfer method on the Position Transfers page, you can:

- **Request a Full ATON transfer**, in which all of your assets are transferred from a third-party broker to your account.
- **Request a Partial ATON transfer without a Position Instruction**, in which you transfer only some of your assets and cash from a third-party broker to your account and you do not use an optional Position Instruction.
- **Request a Partial ATON transfer using a Position Instruction**, in which you use a previously-created Position Instruction to transfer only some of your assets and cash from a third-party broker to your account.
- **Create a new Position Instruction**, which lets you save and reuse third-party broker information for future Partial ATON transfers.

Your Account Name, Tax Identification Number and Customer Type (i.e. individual, joint, Roth IRA), must exactly match the third-party broker account in order for the transfer to take place.

**For more information**

- **Funding Reference**

**Requesting a Full ATON Transfer**

To request a full ATON transfer
1. Click Funding > Position Transfers.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select ATON.
4. In the Type list, select Full.

The Check Eligibility button appears.

5. Optionally, check the eligibility of your positions by clicking the Check Eligibility button. For details, see Checking Position Eligibility for a Full ACATS of ATON Transfer.

6. In the Source list, select your third-party broker. You can type the first two or three letters of the broker’s name to quickly jump to that broker in the list.

The ATON Request page appears.
7. In the Account Information section, verify that your Account Title, Account Number, Tax ID Number and Customer Type exactly matches the information in your third-party broker account.

8. In the Third Party Broker Account Information section, type the account number for your third-party broker account exactly as it appears on your statement from your delivering firm.

9. In the Assets To Be Transferred section, click the appropriate radio button to answer Yes or No to the three questions.

10. Click Continue.

11. On the page that appears, type your signature in the Signature field, and then click Continue.
12. On the Confirmation page, enter the confirmation number that you received via email in the Confirmation Number field, then click Confirm.
   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   Or click Resend Confirmation Number to receive another confirmation email.
   Or click Cancel to cancel the transfer request.

For more information

Funding Reference

Partial ATON Transfers without Instructions

See Position Instructions for information about viewing and deleting position instructions. ATON Position Instructions can only be used with Partial ATON transfers.

To request a partial ATON transfer without a Position Instruction

1. Click Funding > Position Transfers.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select ATON.
4. In the Type list, select Partial.
5. In the Source list, select your third-party broker. You can type the first two or three letters of the broker’s name to quickly jump to that broker in the list.
   
   The ATON Request page appears.
6. In the Third Party Broker Account Information section, type the account number for your third-party broker account exactly as it appears on your statement from your delivering firm.

7. In the Assets To Be Transferred section, click the appropriate radio button to answer Yes or No to the three questions.

8. Click **Continue**.
   
   The Partial ATON Transfer page appears.
9. Select an asset type to transfer, then click the Add button.

10. Enter the required information for each asset to be transferred, then click Add.

Each time you click Add, the partial asset you specified is added to the list of assets to transfer.

11. Click Remove to remove an asset from the list.

12. When the list of assets to be transferred is complete, click Finish.

13. Repeat Steps 10-14 for each asset type.
14. On the ATON Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click Continue.

15. On the Confirmation page, enter the confirmation number that you received via email in the Confirmation Number field, then click Confirm. If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages. Or click Resend Confirmation Number to receive another confirmation email. Or click Cancel to cancel the transfer request.

For more information

Partial ATON Transfers with Existing Instruction

See Position Instructions for information about viewing and deleting position instructions. ATON Position Instructions can only be used with Partial ATON transfers.

To request a partial ATON transfer using an existing Position Instruction

1. Click Funding > Position Transfers.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select ATON.
4. In the Type list, select Use/Create Instruction. This option allows you to use an existing Position Instruction or create a new one.
5. In the Instruction list, select a previously-created Position Instruction from the list. The instruction details appear on the screen and you can immediately begin adding assets to your partial ATON transfer.
6. Select an asset type to transfer, then click the **Add** button.

7. Enter the required information for each asset to be transferred, then click **Add**.

Each time you click **Add**, the partial asset you specified is added to the list of assets to transfer.
8. Click **Remove** to remove an asset from the list.
9. When the list of assets to be transferred is complete, click **Finish**.
10. Repeat Steps 6-9 for each asset type.
11. On the ATON Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click **Continue**.
12. On the Confirmation page, enter the confirmation number that you received via email in the Confirmation Number field, then click **Confirm**.
   - If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   - Or click **Resend Confirmation Number** to receive another confirmation email.
   - Or click **Cancel** to cancel the transfer request.

**For more information**

**Creating an ATON Position Instruction**

See [Position Instructions](#) for information about viewing and deleting position instructions. ATON Position Instructions can only be used with Partial ATON transfers.

**To create a new ATON Position Instruction**

1. Click **Funding > Position Transfers**.
2. If you have a master account, in the Client/Sub Account Selection area, use the radio buttons to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account whose transaction history you want to view.
3. In the Transfer Method list, select **ATON**.
4. In the Type list, select **Use/Create Instruction**. This option allows you to use an existing Position Instruction or create a new one.
5. In the Instruction list, select **Add New Instruction**.
   - If you select this option, you will be prompted to create and save the new instruction first, and then you will have to start a new position transfer request and select the instruction you just created. Note that you can only use Position Instructions for partial ATON transfers.
6. Read the important information on the screen, then enter the name of the new Position Instruction.
   - This is the name that will appear in the Instruction list after the new instruction is saved.
7. Select your third-party broker from the Source list, then enter your account number with the selected broker.

Create ATON Instruction

Provide the following information to create a(n) ATON Instruction. This form authorizes the transfer of assets held at a Third Party Broker to be moved to Interactive Brokers.

- Your Account Name, Tax Identification Number, and Interactive Brokers Account Customer Type (i.e. individual, joint) must exactly match the Third Party Broker account for the transfer to take place.
- Interactive Brokers accepts only products that it makes available for trading. Certain products, such as some Mutual Funds and Limited Partnership units cannot be held in your Interactive Brokers account. You may check product availability via the Contract Search tool or submit a current copy of an account statement of your transferring broker to Customer Service who will review product eligibility on your behalf.
- The transfer of option positions during the week of expiration is generally not allowed in order to minimize balancing issues should an exercise or assignment occur while the transfer is in process. As a transfer may reject should the request include unsettled trades, account holders are encouraged to avoid trading in the account being transferred from during the transfer process. Delivering brokers will often "freeze" the account from trading to minimize the chance of the transfer rejecting.
- Your transfer is subject to a credit check upon arrival to ensure that your IB account remains margin compliant following transfer completion. If the effect of the transfer would create a margin deficiency, the transfer will be rejected.

Interactive Brokers Account Information

<table>
<thead>
<tr>
<th>ATON Instruction Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title:</td>
<td>Applicant:</td>
</tr>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
<tr>
<td>Tax Identification Number:</td>
<td></td>
</tr>
<tr>
<td>Customer Type:</td>
<td>INDIVIDUAL</td>
</tr>
</tbody>
</table>

Third Party Broker Account Information

<table>
<thead>
<tr>
<th>Source:</th>
<th>Choose One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
</tbody>
</table>

8. In the Assets To Be Transferred section, click the appropriate radio button to answer Yes or No to the three questions.

9. Click Continue.

10. On the ATON Signature page, review the information on the page, and then type your name in the Signature field and click Continue.

11. On the next page, verify your identity by typing your password and the confirmation number we emailed you in the fields provided.

   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.

   Or click Resend Confirmation Number to receive another confirmation email.

12. Your new Position Instruction has been created. Now return to the Funding > Position Transfers page and begin a new partial ATON transfer using your newly-created Position Instruction.
For more information

Checking Position Eligibility for a Full ACATS or ATON Transfer

Whenever you want to request a full ACATS or full ATON position transfer, you can perform a position eligibility check to verify that the positions you want to transfer are eligible for your selected transfer method.

There are two ways to check position eligibility:

- Manually enter position details
- Upload a .CSV file

To manually check position eligibility for a full ACATS or full ATON position transfer

1. Click **Funding > Position Transfers**.
2. Select either **ACATS** or **ATON** as the Transfer Method.
3. Select **Full** as the Type.

   The Check Eligibility button appears.

   ![Transfer Method Table]

   *Transfer Method*: ACATS, *Source*: Choose One

4. Click **Check Eligibility**.
5. Click **Enter Contract Details**.

6. Select the asset class (type of position) from the drop-down.
7. Add positions by filling in the fields for each symbol, then clicking the **Add** button.
8. When you are done, click **Submit**.

The Transfer Eligibility Summary opens.

**Transfer Eligibility Summary**

A summary of the transfer eligibility of your positions is shown below.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Shares</th>
<th>Position</th>
<th>Non-US</th>
<th>Exchange</th>
<th>Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBM</td>
<td>100</td>
<td>long</td>
<td>N</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>aapl</td>
<td>100</td>
<td>long</td>
<td>N</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

[Images and buttons for exporting, printing, and finishing are shown on the page.]
The Transfer Eligibility Summary lists all of the positions you entered and marks eligible positions with a check mark in the Eligible column. The Eligible column is blank for ineligible positions.

9. Perform one of these optional steps:
   - Click Export to save the data to a .CSV file, which you can use to submit a partial ACATS or ATON request.
   - Click Print to print the list.

10. Click Finish to complete the eligibility check.
11. If all of the positions you entered are eligible for the transfer, you can submit a new request for a full ACATS or a full ATON transfer.

To upload positions in a .CSV file

1. Click Funding > Position Transfers.
2. Select either ACATS or ATON as the Transfer Method.
3. Select Full as the Type.

   The Check Eligibility button appears.

4. Click Check Eligibility.
5. Click **Upload File**.

6. Be sure you have already prepared and reviewed your .CSV file. The Upload File window lists the formatting requirements for your .CSV file.

   To avoid errors, you should also review the **rules for uploading positions in a .CSV file** before you upload your file.

7. Click **Browse**, then select the .CSV file you have prepared for this position transfer request. The name of the file that you select will appear next to the Browse button.

8. Click **Upload**.

   A summary of the positions in your .CSV file and their eligibility for your selected transfer method appears in the Transfer Eligibility Summary window.
9. Optionally, click Print to print the eligibility summary.
10. Click Finish.

For more information

Funding Reference

DRS Transfers

The Position Transfers page lets you transfer stocks and warrants using DRS (Direct Registration System) between a Transfer Agent and your account. DRS provides registered owners with the option of holding their assets on the books and records of the Transfer Agent in book-entry form. Through DRS, assets can be electronically transferred to and from the transfer agent and broker/dealer.

Your Account Name, Tax Identification Number and Customer Type (i.e. individual, joint, Roth IRA), must exactly match the third-party broker account in order for the transfer to take place.

To request a DRS transfer

1. Click Funding > Position Transfers.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select DRS - Direct Registration System.
4. In the Type list, select Deposit.

The DRS Request page appears.
5. In the Account Information section, verify that your Account Title, Account Number, Tax ID Number and Customer Type exactly matches the information in your third-party broker account.

6. In the Transfer Agent Account Information section enter the account number for your Transfer Agent account, then click Continue.

The DRS Transfer page appears.
7. Select an asset type to transfer, then click the Add button.
8. Enter the required information for each asset to be transferred, then click Add.

Each time you click Add, the asset you specified is added to the list of assets to transfer.

9. Click Remove to remove an asset from the list.
10. When the list of assets to be transferred is complete, click Finish.
11. Repeat Steps 7-10 for each asset type.
12. On the DRS Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click Continue.
13. On the next page, verify your identity by typing your password and the confirmation number we emailed you in the fields provided.
   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   Or click Resend Confirmation Number to receive another confirmation email.
   Or click Cancel to cancel the transfer request.

For more information
**Funding Reference**

**DWAC Transfers**

The Position Transfers page lets you transfer stocks and warrants using DWAC (Deposit/Withdrawal at Custodian) between a Transfer Agent and your account. DWAC is an automated system for deposits and withdrawals of securities at DTC.

**Note:** The cut-off time for submitting a DWAC transfer request is 3:45 PM EST. Any requests submitted after that time will be processed on the next business day.

Your Account Name, Tax Identification Number and Customer Type (i.e. individual, joint, Roth IRA), must exactly match the third-party broker account in order for the transfer to take place.

**To request a DWAC transfer**

1. Click **Funding > Position Transfers**.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select **DWAC - Deposit/Withdrawal at Custodian**.
4. In the Type list, select one of the following:
   - **Deposit** - Select this option to transfer assets from a Transfer Agent to your account.
   - **Withdraw** - Select this option to transfer assets from your account to a Transfer Agent.

The DWAC Request page appears.
5. In the Account Information section, verify that your Account Title, Account Number, Tax ID Number and Customer Type exactly matches the information in your third-party broker account.

6. In the Transfer Agent Account Information section enter the account number for your Transfer Agent account, then click Continue. Optionally enter a Reference ID.

   The DWAC Transfer page appears.

7. Select an asset type to transfer, then click the Add button.

8. Enter the required information for each asset to be transferred, then click Add.
Each time you click **Add**, the asset you specified is added to the list of assets to transfer.

9. Click **Remove** to remove an asset from the list.
10. When the list of assets to be transferred is complete, click **Finish**.
11. Repeat Steps 7-10 for each asset type.
12. On the DWAC Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click **Continue**.
13. On the next page, verify your identity by typing your password and the confirmation number we emailed you in the fields provided.
   - If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   - Or click **Resend Confirmation Number** to receive another confirmation email.
   - Or click **Cancel** to cancel the transfer request.

**For more information**

**Funding Reference**
Transferring Positions to an Advisor-Managed Account

Individual account holders can transfer all or some of their assets from their existing account to an Advisor-managed account or segment.

**To transfer all of your assets into an Advisor-managed account**

1. Identify an Advisor-managed account you want to join as a client, then request that Advisor to initiate a client account invitation.
2. Complete or have the Advisor complete the Advisor Client Account Application.
   - The Account Titles and Tax IDs for your existing account and the new Advisor Client account must match.
3. Once your Advisor Client Account is open, log into Account Management with the username and password of your original account.
4. Click **Funding > Position Transfers**.
5. In the Transfer Method list, select **Advisor-Managed Account Asset Transfer**.
6. Enter the following information in the fields provided:
   - The username of the destination account (the destination account is the Advisor-Managed account).
   - The password of the destination account.
   - The account ID of the destination account.
7. Click **Continue**.
8. Confirm your identity by entering the confirmation number sent to you via email, then click **Confirm**.
   - Your original account will be closed when your assets are transferred to an Advisor-managed account.

You can also create a new Advisor- or Broker-managed account or account partition while retaining your existing account. For more information see [Linking to an Advisor- or Broker-Managed Account](#).
Transfer International Assets

The Position Transfer page lets you transfer assets from Asia and Europe into your account. You can requests inbound international transfers only. As part of this request process, you must use a previously-create Position Instruction or create a new instruction.

At any time during this procedure, you can click Cancel to cancel the request and start over.

Advisors and Fully Disclosed Brokers can request inbound international asset transfers for a client account but the client must create a position transfer instruction first and the Advisor or Broker must use those instructions.

To request an inbound transfer of Asian or European positions

1. Click Funding > Position Transfers.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select International Assets.
4. In the Type list, select Deposit.
5. You must create a Position Instruction to transfer international assets. In the Instruction list, do one of the following:
   - If you have not yet created a Position Instruction, select Add New Instruction.
   - If you have already created a Position Instruction (for example, you created a new instruction as part of a previous request to transfer international assets), select the instruction.

Position Transfers

6. If you selected Add New Instruction, complete the Create Transfer Instruction section. After you complete your transfer request, the instruction will be saved in our system and available to you for future international position transfers.
7. Complete the Third Party Broker Account Information section, and then click **Continue**. This section describes the brokerage firm where the positions to be transferred are currently located.

8. On the next page, select the search criteria for the assets you to be transferred from the Search for drop-down. Search for Stocks/ETFs, Bonds, Structured Products or Options.
9. Complete all relevant fields for the assets to be transferred, and then click **Search**.

   - For Stocks, you can choose to search by Symbol, ISIN or CUSIP.
   - For Bonds and Structured Products, you can search by ISIN.
   - For Options, you can search by underlying symbol.

   For example, to search for stocks by symbol, select the Search by Symbol radio button and then enter the symbol and quantity and optionally, the exchange and currency, and then click **Search**.

   ![Asset Transfer](image1)

   To search for options, enter the underlying symbol, quantity, select Put or Call, and enter the strike and expiration date, and then click **Search**.

   ![Asset Transfer](image2)

10. A popup appears with all possible asset matches. Click the radio button that corresponds to the correct asset.
11. The asset is added to the screen. Add more assets to transfer by selecting another item from the Search for drop-down and clicking **Search**.

12. To remove an asset from the screen (for example, if for any reason you decide not to transfer a particular asset or if you selected the wrong asset), click the **X** next to the asset.

13. When you are finished adding assets, click **Continue**.

14. Click **OK**.

**For more information**
FOP Transfers

The Position Transfers page lets you use a Free of Payment (FOP) transfer to move long US stock, warrant and US Bond positions from another US bank or broker that is a member of the DTC to your account, (deposit) or from your account to another US bank or broker that is a member of the DTC (withdraw).

When you select FOP as the transfer method on the Position Transfers page, you can:

- Request an FOP transfer without a Position Instruction, in which you request an FOP transfer without using an FOP Position Instruction.
- Request a FOP transfer using a Position Instruction, in which request an FOP transfer using a previously-created Position Instruction.
- Create a new Position Instruction, which lets you save and reuse third-party broker information for future FOP transfers.

Your Account Name, Tax Identification Number and Customer Type (i.e. individual, joint, Roth IRA), must exactly match the third-party broker account in order for the transfer to take place.

For more information

Funding Reference

FOP Transfer without Instruction

See Position Instructions for information about viewing and deleting position instructions.

To request an FOP transfer without using a Position Instruction
1. Click **Funding > Position Transfers**.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select **Free of Payment**.
4. In the Type list, select one of the following options:
   - **Withdraw** - Select this option to transfer US stock positions from your account to a US bank or broker that is a member of the DTC.
   - **Deposit** - Select this option to transfer US stock positions from a US bank or broker that is a member of the DTC to your account.

You must contact your third-party broker to initiate a Deposit-type transfer.

5. In the Source list, select your third-party broker. You can type the first two or three letters of the broker’s name to quickly jump to that broker in the list.

The FOP Request page appears.
6. In the Account Information section, verify that your Account Title, Account Number, Tax ID Number and Customer Type exactly matches the information in your third-party broker account.

7. In the Third Party Broker Account Information section, type the account number for your third-party broker account exactly as it appears on your statement from your delivering firm, then click **Continue**.

The FOP Transfer page appears.

8. Select an asset type to transfer, then click the **Add** button.

9. Enter the required information for each asset to be transferred, then click **Add**.

Each time you click **Add**, the asset you specified is added to the list of assets to transfer.
10. Click **Remove** to remove an asset from the list.
11. When the list of assets to be transferred is complete, click **Finish**.
12. Repeat Steps 8-11 for each asset type.
13. On the FOP Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click **Continue**.
14. On the next page, verify your identity by typing your password and the confirmation number we emailed you in the fields provided.
   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   Or click **Resend Confirmation Number** to receive another confirmation email.
   Or click **Cancel** to cancel the transfer request.

**For more information**

**FOP Transfer Using Existing Instruction**

See [Position Instructions](#) for information about viewing and deleting position instructions.

**To request an FOP transfer without using a Position Instruction**

1. Click **Funding > Position Transfers**.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select **Free of Payment**.
4. In the Type list, select **Use Instruction**. This option allows you to use an existing Position Instruction or create a new one.
5. In the Instruction list, select a previously-created Position Instruction from the list. The instruction details appear on the screen.

![Transfer Method and Instruction Details](image)

6. Select **Withdraw** or **Deposit** as the FOP Type, then begin adding assets to your FOP transfer.
7. Select an asset type to transfer, then click the **Add** button.
8. Enter the required information for each asset to be transferred, then click **Add**.

![FOP Stock Input Deposits](image)

Each time you click **Add**, the asset you specified is added to the list of assets to transfer.
9. Click **Remove** to remove an asset from the list.
10. When the list of assets to be transferred is complete, click **Finish**.
11. Repeat Steps 7-10 for each asset type.
12. On the FOP Signature page, review the information on the page. Delete assets from the list or add more assets to transfer as required. Then type your name in the Signature field and click **Continue**.
13. On the next page, verify your identity by typing your password and the confirmation number we emailed you in the fields provided.
   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   Or click **Resend Confirmation Number** to receive another confirmation email.
   Or click **Cancel** to cancel the transfer request.

**For more information**

**Creating Position Instruction for an FOP Transfer**

See [Position Instructions](#) for information about viewing and deleting position instructions.

**To create a new FOP Position Instruction**

1. Click **Funding > Position Transfers**.
2. If you have a master account, in the Client/Sub Account Selection area, use the radio buttons to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account whose transaction history you want to view.
3. In the Transfer Method list, select **Free of Payment**.
4. In the Type list, select *Use/Create Instruction*. This option allows you to use an existing Position Instruction or create a new one.

5. In the Instruction list, select *Add New Instruction*.
   
   If you select this option, you will be prompted to create and save the new instruction first, and then you will have to start a new position transfer request and select the instruction you just created.

6. Read the important information on the screen, then enter the name of the new Position Instruction. This is the name that will appear in the Instruction list after the new instruction is saved.

7. Select your third-party broker from the Source list, then enter your account number with the selected broker.

```
Transfer Method: Free of Payment
Type: Use/Create Instruction
Instruction: Add New Instruction

Create FOP Instruction

Provide the following information to create a(n) FOP Instruction. This instruction can be used to do FOP Withdrawal and FOP Deposit Notifications. You must contact your third-party broker to initiate the transfer.

- Your Account Name, Tax Identification Number, and Interactive Brokers Account Customer Type (i.e., individual, joint) must exactly match the Third Party Broker account for the transfer to take place.
- Interactive Brokers accepts only products that it makes available for trading. Certain products, such as some Mutual Funds and Limited Partnership units cannot be held in your Interactive Brokers account. You may check product availability via the Contract Search Tool or submit a current copy of an account statement of your transferring broker to Customer Service who will review product eligibility on your behalf.
- The transfer of option positions during the week of expiration is generally not allowed in order to minimize balancing issues should an exercise or assignment occur while the transfer is in process. As a transfer may reject should the request include unsettled trades, account holders are encouraged to avoid trading in the account being transferred from during the transfer process. Delivering brokers will often “freeze” the account from trading to minimize the chance of the transfer rejecting.
- Your transfer is subject to a credit check upon arrival to ensure that your IB account remains margin compliant following transfer completion. If the effect of the transfer would create a margin deficiency, the transfer will be rejected.

Interactive Brokers Account Information

FOP Instruction Name: FOP-2
Account Title: Applicant
Account Number: ********
Tax Identification Number: 000000000
Customer Type: individual

Third Party Broker Account Information

Enter your Third-Party Broker Account Number below, then click Continue. Confirm the DTC Participant # with your sending broker so as not to delay the processing of your FOP delivery.

Source: Choose One
Account Number: 1234
```
8. Click **Continue**.
9. On the FOP Signature page, review the information on the page, and then type your name in the Signature field and click **Continue**.
10. On the next page, verify your identity by typing your password and the confirmation number we emailed you in the fields provided.
   If you do not receive a Confirmation Number by email, please check your junk email folder as sometimes email filters block messages.
   Or click **Resend Confirmation Number** to receive another confirmation email.
11. Your new Position Instruction has been created. Now return to the Funding > Position Transfers page and begin a new **FOP transfer using your newly-created Position Instruction**.

**For more information**

**US Futures Transfers**

The Position Transfers page lets you transfer US futures positions and cash held from a third-party broker to your account. This process requires you to print out and complete a form, then fax the completed form to us.

If you are transferring more than one account, please complete one form for each account that you are transferring. The type of account at your current broker should match the account receiving the assets. If the account types do not match, please visit our [web site](#) to complete a new account application.

**To transfer US futures to your account**

1. Click **Funding > Position Transfers**.
2. If you have a master account or multiple accounts, use the Account Selector to search for and select the account for which you want to request a position transfer.
3. In the Transfer Method list, select **US Futures**.
   The Transfer of Assets Form appears.
4. Print the form.
5. Complete the form, then fax it to us at the fax number indicated on the upper left corner of the form.

For more information

Transferring Positions Between Master and Sub Accounts

Non-disclosed brokers and STL account users with fund management access for the Master Account can transfer positions between the master account and its sub accounts, and between two sub accounts. Requests submitted during regular trading hours will transfer immediately. Requests submitted outside of regular trading hours will be processed the next business day.

To transfer positions between master and sub accounts

1. Click **Funding > Position Transfers**.
2. If you have a master account, in the Client/Sub Account Selection area, use the radio buttons to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account whose transaction history you want to view.
3. In the Transfer Method list, select **Position Transfer Between Master and Sub**.
   The screen displays all position transfers for your account.
4. To request a new position transfer between your master account and a sub account, click **Request New Transfer**.

5. Select the source account from the drop-down list, then click **Continue**.

6. Select the destination account from the drop-down list, then click **Continue**.
   
   The screen displays the symbol, asset class and available quantity of all positions held by the source account.

7. Provide transfer details as follows:

   - To transfer all positions to the selected sub account, select the Transfer all positions check box, then click **Continue**.
   - To transfer some but not all positions to the selected sub account, enter the number to transfer in the Transfer Quantity field for each symbol listed, then click **Continue**.
   - For symbols whose positions you do not want to transfer, leave the Transfer Quantity field blank.

8. Verify that the transfer information is correct, then click **Confirm**.

9. Confirm your identity by entering the confirmation number sent to you via email, then click **Confirm**.

   The positions are transferred.

**For more information**

**Transferring Positions Internally**

The Fund Transfers page lets you transfer positions internally from your IB account to another IB account. The following rules apply to internal position transfers:

- Account Titles of both accounts must match.
- The country of legal residence of both accounts must match.
- For US account holders, the US tax ID (Social Security number) of both accounts must match.
- For non-US Individual account holders, the ID number, ID type (passport, driver’s license, national ID, or alien ID) and ID-issuing country must match. For joint non-US account holders, the IDs of both first and second holder must match.
- For non-US Organization account holders, the government-issued ID and issuing country of both accounts must match.
- Linked accounts can use this type of position transfer.
Position Transfer Requests are processed during regular trading hours. Requests submitted outside regular trading hours will be processed the next business day.
The receiving account must be funded prior to the position transfer.

To transfer positions internally

1. Click **Funding > Position Transfers**.
2. In the Transaction list, select **Transfer Positions Internally**.

The Internal Position Transfers page appears.

- Select the source account from the Origin Account Number list, then click **Continue**.
  - Or click **Cancel** to cancel the transaction.

4. Select the destination account from Destination account number list, then click **Continue**.
5. Type the username and password of the destination account in the fields provided, then click **Continue**.
6. All available positions in the destination account are displayed on the screen, including symbol, asset class and available quantity. Complete the position transfer information by entering the number of each symbol that you want to transfer in the Transfer Quantity field, then click **Continue**.
7. For any position that you do NOT want to transfer, leave the Transfer Quantity field blank.
8. Verify the position transfer information, then click **Continue** to complete your internal position transfer request.
Position transfer requests are processed during regular business hours. Requests submitted at other times will be processed on the next business day.

For more information

Using CSV Files for Position Transfers

When you want to submit a position transfer request, you can prepare and upload a .CSV (comma-separated values) file to:

- **Submit a partial ACATS, ATON, DRS, DWAC or FOP position transfer:**
- **Check if the positions you want to transfer in a full ACATS or ATON position transfer are eligible** to be transferred (this does not actually transfer positions).

We recommend using Microsoft Excel to create your upload file, then saving the file as a *.csv file.

You do not have to upload a CSV file to do a partial position transfer or check the eligibility of your positions for a full transfer. You can still manually enter positions in partial position transfer, and you can manually enter positions to check their eligibility for a full ACATS or ATON position transfer.

For more information

Uploading Positions in a CSV File for Partial Position Transfers

You can upload a *.CSV (comma-separated values) file to submit a partial position transfer request for any of the following position transfer methods:

- ACATS
- ATON
- DRS
- DWAC
- FOP

To upload positions in a .CSV file for a partial position transfer
1. Follow the instructions for starting a partial position transfer request using ACATS or ATON, a position transfer deposit or withdrawal using DWAC or FOP, or a position transfer deposit using DRS.

2. After you complete the required information for your position transfer request on the first page and click Continue, the Transfer page for your selected transfer method opens.

Here is an image of the Transfer page for an FOP position transfer:

3. Click Upload File.

The Upload File window opens. This window is identical for all eligible position transfers.

4. Be sure you have already prepared and reviewed your .CSV file. The Upload File window lists the formatting requirements for your .CSV file.
To avoid errors, you should also review the rules for uploading positions in a .CSV file before you upload your file.

5. Click Browse, then select the .CSV file you have prepared for this position transfer request. The name of the file that you select will appear next to the Browse button.

6. Click Upload.
   - If your CSV file contains option entries for which our system has found multiple matching assets (this may happen if you have a mini-option and an option with matching details), the following window opens:

   **Multiple Assets Detected**

   ![Multiple Assets Detected table]

   - This window lists all of the options in your .CSV file with multiple matching assets. For each underlying, select the correct instrument in the Select Contract column. Click Continue when you are done.

Provided there are no errors, a summary of the positions in your .CSV file and their eligibility for your selected transfer method appears in the Transfer Eligibility Summary window.

**Transfer Eligibility Summary**

![Transfer Eligibility Summary table]
7. To include a position that is marked as Eligible in your position transfer, click the check box under the Include in Transfer column.

   To include all positions, click the check box located at the far right of the asset class heading.

8. Optionally, click Print to print the eligibility summary.

9. Click Finish.

For more information

Rules for Uploading Positions in a CSV File

Observe the following rules when creating your *.CSV (comma separated values) file for either a position eligibility check for a full transfer or for a partial ACATS, ATON, DRS, DWAC or FOP position transfer:

- The file you upload must a CSV-formatted file. Although we will process any uploaded file that is formatted as a CSV file, including files saved with a .txt extension, a .csv extension, or no extension, we recommend that you create your upload file in Microsoft Excel and save it as a *.csv file.
- Enter all dates using the yyyyMMdd format.
- All entries are case-insensitive (i.e. short = SHORT = ShOrT, etc).
- All quantities and cash amounts can accept the word All to indicate to transfer everything.
- When adding a stock, the Non-US indicator:
  - Defaults to N if not provided;
  - Will include US and Non-US exchanges if set to Y in an ACATS request;
  - Will only include Canadian exchanges if set to Y in an ATON request;
  - Is ignored in DRS, DWAC, and FOP transfers.
- When adding an option, the Non-US indicator:
  - Defaults to N if not provided;
  - Will only include Canadian instruments if set to Y in an ATON request;
  - Is ignored in ACATS, DRS, DWAC, and FOP transfers.
- When adding Cash, the currency field:
  - Defaults to USD;
  - Can be set to CAD or USD in ATON requests;
  - Is ignored in ACATS requests.
ACATS supports stocks, warrants, options, mutual funds, bonds and cash.
ATON supports stocks, warrants, options and cash.
DRS, DWAC and FOP support stocks, warrants and bonds.

Instructions

The Instructions menu includes the following tabbed pages:

- **Bank Information** - View and delete saved bank information used for deposits and withdrawals.
- **Recurring Transactions** - View and delete instructions for recurring transactions.
- **Position** - Create, edit and delete optional position instructions for ACATS, ATON, FOP, DRS and DWAC position transfers.
- **Settlement** - View settlement instructions for recurring transfers of US stocks.

Bank Information

The Bank Information page lets you view and delete saved bank information. You cannot create new bank information on this page. You save bank information when you set up a deposit notification or a withdrawal on the Fund Transfers page.

Saved bank information contains information about a financial institution that you use in deposit notifications and/or withdrawals.

To view and delete bank information

1. Click Funding > Instructions > Bank Information.

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account.
To change the selected account, click the tab to open the Account Selector, and then click a different account.

Bank information is grouped into categories: Deposits, Withdrawals and information that can be used for both deposits and withdrawals (ACH/SEPA Initiated by Us).

**Bank Information**

Use this page to manage saved bank information.

<table>
<thead>
<tr>
<th>IB Initiated ACH/SEPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>testme</td>
</tr>
<tr>
<td>TestInstructionAch</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deposits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
</tr>
<tr>
<td>Test Master Transfer</td>
</tr>
<tr>
<td>testdeaddes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default</td>
</tr>
<tr>
<td>TestHM</td>
</tr>
<tr>
<td>testwire</td>
</tr>
</tbody>
</table>

2. Click the bank information you want to view to expand it.

<table>
<thead>
<tr>
<th>Deposits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sending Institution:</th>
<th>Citi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Routing Number:</td>
<td></td>
</tr>
<tr>
<td>Account Number:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Master Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>testdeaddes</td>
</tr>
</tbody>
</table>

3. To change the name of saved bank information, click the blue pencil icon on that row, then type a new name from 5 to 25 characters long. Click Submit to save your change.

4. To delete bank information, click the X on that row, then click OK to confirm the deletion.

**To modify bank information**
You cannot modify saved bank information. You must delete the bank information, then save bank information when prompted on the Fund Transfers page during deposit or withdrawal transactions.

**Bank Information Fields**

The following table shows all the information that is saved in a bank instruction for each type of transaction. Note that check withdrawals do not require that you enter and save bank information.

<table>
<thead>
<tr>
<th>Transaction Type and Method</th>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ACH from US Bank</strong></td>
<td>Sending Institution</td>
<td>The name of the financial institution that will be sending the funds to your Account.</td>
</tr>
<tr>
<td></td>
<td>Bank's ABA Number or SWIFT/BIC Code</td>
<td>The routing or transit number for your bank.</td>
</tr>
<tr>
<td></td>
<td>Bank Account Number or IBAN</td>
<td>For countries outside the US. This field is optional.</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>The name of the instruction. This appears on the Bank Instructions</td>
</tr>
<tr>
<td>Transaction Type and Method</td>
<td>Field</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td><strong>Bank Country</strong></td>
<td>The country in which the bank is located.</td>
</tr>
<tr>
<td></td>
<td><strong>Bank Account Number</strong></td>
<td>Your bank account number.</td>
</tr>
<tr>
<td></td>
<td><strong>Bank Account Type</strong></td>
<td>Checking or Savings.</td>
</tr>
<tr>
<td></td>
<td><strong>Bank Routing Transit Number (RTN)</strong></td>
<td>This is also known as ABA Routing Number (ABA).</td>
</tr>
<tr>
<td></td>
<td><strong>Type of Instruction</strong></td>
<td>One of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACH Debit &amp; Credit - For future deposits and withdrawals between us and your bank.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACH Credit Only - For future withdrawals.</td>
</tr>
<tr>
<td>Transaction Type and Method</td>
<td>Field</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>drawals</strong> from your account with us to your bank.</td>
</tr>
</tbody>
</table>

| Name                        | The name of the instruction. This appears on the Bank Instructions page. |

| **Bill Payment**            | Sending Institution           | The name of the financial institution that will be sending the funds to your Account. |
|                             |                               | **Bank’s ABA Number or SWIFT/BIC Code**                               | The routing or transit number for your bank. |
|                             |                               | **Bank Account Number or IBAN**                                       | For countries outside the US. This field is optional. |

| **Check**                   | Sending Institution           | The name of the financial institution                                  |
| (Information for check deposits only) |                               |                                                                      |

Account Management Users' Guide
<table>
<thead>
<tr>
<th>Transaction Type and Method</th>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wire</td>
<td>Sending Institution</td>
<td>The name of the financial institution that will be sending the funds to your Account.</td>
</tr>
<tr>
<td>Bank’s ABA Number or SWIFT/BIC Code</td>
<td></td>
<td>The routing or transit number for your bank.</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td>The name of the instruction. This appears on the Bank Instructions page.</td>
</tr>
<tr>
<td>Bank Account Number or IBAN</td>
<td></td>
<td>This field is optional.</td>
</tr>
<tr>
<td>Bank’s ABA Number or SWIFT/BIC Code</td>
<td></td>
<td>The routing or transit number for your bank.</td>
</tr>
<tr>
<td>Name</td>
<td></td>
<td>The name of the instruction.</td>
</tr>
</tbody>
</table>
## Bank Information Fields

<table>
<thead>
<tr>
<th>Transaction Type and Method</th>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Notes</td>
<td>This appears on the Bank Instructions page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Withdrawals

<table>
<thead>
<tr>
<th>ACH Initiated at IB</th>
<th>Bank Country</th>
<th>The country in which the bank is located.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bank Account Number</td>
<td>Your bank account number.</td>
</tr>
<tr>
<td></td>
<td>Bank Account Type</td>
<td>Checking or Savings.</td>
</tr>
<tr>
<td></td>
<td>Bank Routing Transit Number (RTN)</td>
<td>This is also known as ABA Routing Number (ABA).</td>
</tr>
<tr>
<td></td>
<td>Type of Instruction</td>
<td>One of the following: ACH Debit &amp; Credit - For future deposits and withdrawals between us and your bank.</td>
</tr>
<tr>
<td>Transaction Type and Method</td>
<td>Field</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>The name of the instruction. This appears on the Bank Instructions page.</td>
</tr>
<tr>
<td>Wire</td>
<td>Wire Type</td>
<td>One of the following: Bank, Mutual Fund, Brokerage Firm, Credit Union, Other</td>
</tr>
<tr>
<td></td>
<td>Bank Country</td>
<td>The country in which the bank is located.</td>
</tr>
<tr>
<td></td>
<td>Account Number</td>
<td>Your account number.</td>
</tr>
</tbody>
</table>
## Recurring Transactions

The Recurring Transactions page lets you view and delete instructions for saved recurring transactions. **You cannot create new recurring transactions on this page.** When you delete an instruction for a recurring transaction, you also cancel the recurring transaction. You are always given the opportunity to create a recurring transaction when you finish setting up a deposit notification or a withdrawal on the Fund Transfers page using saved bank information (also called a bank instruction).

A recurring transaction contains instructions to us about a transaction that you want to repeat on a regular basis. It includes the frequency of recurrence, amount of the transaction, transaction type, start and end dates and an instruction name.

For each saved recurring transaction, the Recurring Transactions page displays:

<table>
<thead>
<tr>
<th>Transaction Type and Method</th>
<th>Field</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>International Banking Account Number (IBAN)</td>
<td>For countries outside the US where applicable.</td>
</tr>
<tr>
<td></td>
<td>SWIFT/BIC Code</td>
<td>Where applicable.</td>
</tr>
<tr>
<td></td>
<td>ABA Routing Number</td>
<td>Where applicable.</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>The name of the instruction. This appears on the Bank Instructions page.</td>
</tr>
</tbody>
</table>
The name of the instruction that you entered on the Fund Transfers page.
The frequency of recurrence (Monthly, Quarterly or Annually).
The date on which the recurring transaction starts.
The date on which the recurring transaction ends.
The transaction method (Wire, ACH, etc.)
The amount of the transaction.

To delete a recurring transaction

1. Click Funding > Instructions > Recurring Transactions.

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account.

   To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. Click the X in the Action column for the recurring transaction that you want to delete.

   Recurring Transactions

   Use this page to manage recurring transactions.

   Deleting a transaction removes the recurring transaction from the system and cancels all future transactions. If a recurring transaction is already in progress, you must cancel it via the Transaction History page.

<table>
<thead>
<tr>
<th>Name</th>
<th>Frequency</th>
<th>Start Date</th>
<th>End Date</th>
<th>Method</th>
<th>Type</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>q</td>
<td>QUARTERLY</td>
<td>11/13/2013</td>
<td></td>
<td>WIRE</td>
<td>WITHDRAWAL</td>
<td>34 AUD</td>
<td></td>
</tr>
</tbody>
</table>

   3. Click OK to confirm the deletion.

   The Action column for the deleted recurring transaction will now display Deleted and the recurring transaction is now canceled. The next time you open the Recurring Transactions page, the deleted item will no longer be displayed.

   To modify a recurring transaction
You cannot modify a recurring transaction. If you want to modify a recurring transaction, you must delete the recurring transaction, then create a new recurring transaction on the Fund Transfers page when you finish setting up the deposit or withdrawal using saved bank information (also called a bank instruction).

**Position Instructions**

Position Instructions are optional instructions that you can create and use when you create certain types of position transfers. The Position Instructions page lets you view and delete existing Position Instructions.

You cannot create a new instruction on Position Instruction page. You can only create a Position Instruction on the Position Transfer page after you select either ACATS, FOP or ATON as the transfer method.

A Position Instruction is a convenient way to re-use third-party broker information for the following types of position transfers:

- Automated Customer Account Transfer Service (ACATS) - Partial transfers only
- Free of Payment (FOP) for US stocks
- Account Transfer on Notification (ATON) for Canadian securities - Partial transfers only

When you request one of those types of position transfers on the Position Transfers page, you have the option of creating a new Position Instruction or using an existing Position Instruction.

**Who can access the Position Instructions page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Organization (master and client account)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
To use the Position Instructions page

1. Click **Funding > Instructions > Position**.

   If you have a multiple account structure such as an institution account or multiple linked accounts, use the Account Selector at the top of the page to select an account.

   To change the selected account, click the tab to open the Account Selector, and then click a different account.

   The page displays all ACATS, ATON and FOP position instructions that you have created, sorted by transfer type.
2. Click the pen icon to view an instruction.

Note that you cannot directly modify the instruction. To modify an existing instruction, you must first delete the instruction on this page, then create a new instruction on the Position Transfer page.

3. To delete an existing instruction, click the X for the instruction.

For more information

**Settlement Instructions**

Use this page to view available settlement instructions for your account. To contact us with questions or to add, remove or edit this information, contact us at primeserve@interactivebrokers.com.

**Who can access the Settlement Instructions page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
Advisor Master User Organization (master and client account)
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Non-Disclosed Client User
Investment Manager Master User
Fund

**Settlement Instructions**

Use this page to view available settlement instructions for your account. To contact us with questions or to add, remove, or edit this information, send an email to primeserve@interactivebrokers.com.

<table>
<thead>
<tr>
<th>Stocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds</td>
</tr>
<tr>
<td>Options</td>
</tr>
<tr>
<td>Futures</td>
</tr>
<tr>
<td>Futures Options</td>
</tr>
</tbody>
</table>

**Soft Dollars Disbursement**

Use the Soft Dollars Disbursement page to request disbursements to soft dollars vendors and view existing disbursements and invoices and elect to pay market data subscriptions with accumulated soft dollars. This page is only accessible after soft dollar vendor accounts have been set up here.

The Soft Dollars page only appears AFTER you have signed and submitted the Soft Dollars Agreement on the Request Soft Dollars page.

**Who can access the Soft Dollars Disbursement page?**

You can access this page only if you are a Fund Investment Manager or a Registered Professional Advisor and your soft dollar vendors have been set up and approved.
To request a Soft Dollar disbursement

1. Click Funding > Soft Dollars Disbursement.
2. Use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the account whose soft dollar disbursements you want to view.

The Soft Dollars page opens.

**Soft Dollars**

Use this page to view your accumulated soft dollars, soft dollar disbursements to existing vendors and elect to use accumulated soft dollars to pay for market data fees.

Current Balance as of yesterday for [Account ID] is: 26,738.40 USD

<table>
<thead>
<tr>
<th>Vendor Details</th>
<th>Total Disbursed Amount (in USD)</th>
<th>Details</th>
<th>Request Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCA Research Inc.</td>
<td>15,000.00</td>
<td>View Breakdown</td>
<td>Request Disbursement</td>
</tr>
<tr>
<td>Fredco Holdings, Inc.</td>
<td>708.00</td>
<td>View Breakdown</td>
<td>Request Disbursement</td>
</tr>
<tr>
<td>Richard W. Arms</td>
<td>6,000.00</td>
<td>View Breakdown</td>
<td>Request Disbursement</td>
</tr>
<tr>
<td>The Financial Research Publishing Inc.</td>
<td>265.00</td>
<td>View Breakdown</td>
<td>Request Disbursement</td>
</tr>
<tr>
<td>Value Line Publishing, LLC</td>
<td>3,300.00</td>
<td>View Breakdown</td>
<td>Request Disbursement</td>
</tr>
</tbody>
</table>

**Use Soft Dollars to Pay Market Data**

If you choose to use soft dollars to pay for market data subscriptions, the market data fees will be paid from soft dollars only if enough soft dollars are available at the time the fee is charged.

If you pay for market data for client accounts, then you cannot use soft dollars to pay for that market data.

<table>
<thead>
<tr>
<th>Use soft dollars to pay market data</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

The page shows:

- The total accumulated soft dollars for the selected account (Current Balance);
All past soft dollar disbursements to each soft dollars vendor, including the vendor name and the total amount disbursed. If there are no past disbursements to the selected vendor, the total amount disbursed is shown as zero.

3. View all soft dollar payments to a specific vendor by clicking the View Breakdown button. A popup window opens to show all payments to that vendor. Click the red X to close the popup window.

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Account Number</th>
<th>Invoice ID</th>
<th>Requested On</th>
<th>Amount in USD</th>
<th>Status</th>
<th>Invoice Details</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20858251</td>
<td>32</td>
<td>11</td>
<td>2015-09-15</td>
<td>222.00</td>
<td>Requested</td>
<td>View</td>
<td>Cancel</td>
</tr>
<tr>
<td>20855147</td>
<td>343</td>
<td>343</td>
<td>2015-09-14</td>
<td>333.00</td>
<td>Requested</td>
<td>View</td>
<td>Cancel</td>
</tr>
<tr>
<td>20855146</td>
<td>123</td>
<td>58</td>
<td>2015-09-14</td>
<td>25.00</td>
<td>Requested</td>
<td>View</td>
<td>Cancel</td>
</tr>
<tr>
<td>20843219</td>
<td>5235</td>
<td>4523</td>
<td>2015-09-09</td>
<td>52.00</td>
<td>Requested</td>
<td>View</td>
<td>Cancel</td>
</tr>
<tr>
<td>20838969</td>
<td>12354</td>
<td>5236</td>
<td>2015-09-04</td>
<td>12.00</td>
<td>Requested</td>
<td>View</td>
<td>Cancel</td>
</tr>
<tr>
<td>20824405</td>
<td>89</td>
<td>123</td>
<td>2015-08-27</td>
<td>25,000.00</td>
<td>Requested</td>
<td>View</td>
<td>Cancel</td>
</tr>
<tr>
<td>20824402</td>
<td>232</td>
<td>2331</td>
<td>2015-08-27</td>
<td>22.00</td>
<td>Requested</td>
<td>View</td>
<td>Cancel</td>
</tr>
<tr>
<td>20417774</td>
<td>1223</td>
<td>36</td>
<td>2015-01-09</td>
<td>150.00</td>
<td>Rejected by Compliance</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>

4. View any individual invoice for a specific vendor by clicking the View link in the Invoice Details column.

5. Request a disbursement to a soft dollar vendor by clicking the Request Disbursement button for a specific vendor.

6. In the dialog, enter information into all fields. Upload your invoice by clicking the Browse button in the Upload Invoice field, and then selecting the invoice file on your computer. Click Submit.
7. In the Use Soft Dollars to Pay Market Data section, click the **Yes** radio to pay your market data fees with accumulated soft dollars.

- Your market data fees will be paid out of your accumulated soft dollars ONLY if there are enough accumulated soft dollars at the time the market data fee is charged. If there is not enough accumulated soft dollars at the time the market data fee is charged to your account, soft dollars will NOT be used. Also, if you pay for market data for client accounts, then you cannot use soft dollars to pay for that market data.
- Click the **No** radio button if you do not want to use your accumulated soft dollars to pay for your market data fees.
8. Click **Submit** to complete your request.

For more information

[Request Soft Dollars](#)
Manage Account

This chapter describes how to configure your account using the different account- and user-level settings in the Manage Account menu.

This chapter includes the following topics:

- **Account Information** - Modify personal information for individuals or entities associated with your account, modify your financial and regulatory information, update your W8 or W9 tax form, print a summary of your account details, view client accounts and invite clients to open accounts, and more.
- **Settings** - Configure all settings for your account, including base currency, pricing structure, margin account upgrades, paper trading account, account aliases, white branding and more.
- **Trade Configuration** - Access all trade-related configuration functions, including trading permissions, research and market data subscriptions.
- **Security** - Configure security-related settings for your account, including your account password, IP restrictions, sign up to vote in our online polls, request or share a Secure Login Device, and more.
- **Access Rights** - Add users and set their Account Management access rights, create user roles, and Security Officers can view account-level access rights and configure the number of authorizers.
- **Add or Link Accounts** - Create new accounts that are linked to your account, link existing multiple IB accounts under a single username and password, or link your account to an Advisor- or Broker-managed account. Proprietary Trading Group Master Users (Pool account) and Single Hedge Funds can also add sub accounts for authorized traders to their organizations.
- **Research Services** - Access research provider websites with your IB account email address to get additional services.
- **Money Manager** - Advisors acting as Wealth Managers can shop for Money Managers at the Money Manager Marketplace and assign them to trade client accounts, while Money Managers can sell their trading expertise to Wealth Managers.
- **Trader Referral** - Lets our clients earn a cash bonus by referring new clients.

**Account Information**

The Account Information menu includes the following pages:
Details - Modify personal, financial and regulatory information, and print a summary of your account settings.
Trading Sub Accounts - Proprietary Trading Group Master Users can view and create sub accounts for authorized traders.
Broker Declaration - Update your broker registration information.
Advisor Qualifications - Update your advisor registration information.
Transfer on Death - Register Transfer-On-Death beneficiaries.
Investor Category - Answer a series of questions to determine if you qualify to trade a wider range of trading products.
Large Trader Identification - Add SEC Large Trader ID’s to your account.
EMIR and LEI Information - Account holders who are subject to the EMIR regulation can change their EMIR election.
Tax Information - Update your W-8/W-9 tax form.
Registration Information - Create accounts in multiple advisory jurisdictions.

Details

The Details menu includes the following pages:

Account Details - View and print a summary of your account settings.
Profile - Change personal information, such as name and address, and your regulatory information for any individual or entity associated with your account.
Financial Information - Change financial information such as investment objectives and net worth.
Regulatory Information - Update the regulatory information for your account.

In addition, you can enable or disable dividend reinvestment for your own account from the Account Details page.

Account Details

The Print Account Details page lets you view and print a summary of all of your account settings. The following information is included in the account summary:
Account configuration, including country, customer type and base currency
Individual and Single Hedge Fund accounts can enable and disable Dividend Reinvestment.
Customer type and, for Master account users, an account structure diagram.
Financial information, including investment objectives, net worth and annual income
Investment experience
Trading permissions, including the account type
Market data, including products, countries and bundles
Account holder details, including name, address and other personal information
Accredited investor qualifications
Regulatory information

**Who can access the Print Account Details page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

**To view account details**

1. Click Manage Account > Account Information > Details > Account Details.
2. Do one of the following:
To print your account details, click the **Print Account Details** button.

To print a PDF file of your account application, click **PDF Account Application**.

To view your account details, click a section heading to expand that section.

You can open this page by clicking the **Account Details** link in the Account ID menu, located in the upper right corner of the screen.

The following figure shows a typical Account Details page.
Profile

The Profile page lets you modify information for individuals or entities associated with your account. You can modify the following information:

- Name and address
- Personal information such as birthday and marital status
- Legal identification
- Employment information
- Regulatory information
- Phone numbers
- Tax Identification Number

Who can access the Profile page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To update information on the Profile page

1. Click Manage Account > Account Information > Details > Profile.
Depending on the type of account you have, you can:

Modify your own account information.

Modify the account information for an existing individual or entity associated with your account.

If you are a Trust account (Individual or Advisor Client), or a Partnership account, you can update the beneficiary ownership percentage. Trust accounts can add Entity Trustees, including Employee information.

2. Do one of the following:

To modify the account information for an existing individual or entity associated with your account, click the appropriate Modify link, then modify the information on each page as required, clicking Continue when you are finished with each page.

Add individual or entity account users by clicking the Add Individual or Add Entity button, respectively. If you add an entity trustee, you also can add information about an employee of that entity on an additional page.
To update the regulatory information for an existing individual or entity associated with your account, click the appropriate *Modify* link, then click *Continue* until the Regulatory Information page opens. Click *Continue* when you are finished updating the information.

### Account Details

If you are requesting a change in name, a *Proof of Name Change* document may be required.

**Name and Address**

Tips: your name exactly as it appears on your bank statement. If the name you enter below does not match the name on your bank statement, we may have problems accepting incoming wire transfers and your bank may have problems accepting outgoing wire transfers from us.

- **Salutation**: Mrs.
- **First Name**: John
- **Middle Initial** (Optional): 
- **Last Name**: 
- **Suffix** (optional): (e.g.: Jr or Jr)
- **Name Change Reason**: Added salutation
- **Association**: Account Holder

**Residential Address**

(Regulatory restrictions prevent us from accepting a P.O Box or an "in care of" address)

- **Country**: Japan
- **Zip/Postal Code**: 
- **Street #1**: 
- **Street #2** (optional, e.g.: Apt, Suite, Floor, etc.): 48th Floor
- **City**: 
- **State**: Ehime

Is your mailing address different from the address provided above? **Yes** **No**

**Phone Number(s)**

- **Number Type**: Home
- **Country**: Japan
- **Number**: 
- **Use for Messaging**: 

![Add Additional Number](image)

3. To add or edit phone numbers, and to designate a phone number as the one you want to use to receive messages from us, click *Edit Phone Numbers*. 
On the Edit Phone Numbers page, select the type of phone number (Home, Work, Mobile, etc.), your country and the number.

- Click **Add Number** to add a new number to your account. For example, if you want to add a new mobile phone number.
- Click the Use for Messaging check box to designate a mobile phone as the one you want to use to receive text messages from us.
- Click **Time** to indicate a specific period of time during which you want to use a specific phone number, and a time zone.

4. Click **Continue** to make more changes on the next page, which includes date of birth, country of citizenship, Tax ID numbers and other similar identifying information.
### Account Details

**Personal Information**

**Date of Birth**: 09/25/1957

**Marital Status**: Single

**Number of Dependents**: 0

**Country Of Citizenship**: Canada

**First Tax ID Country**

- Tax ID or tick checkbox if not applicable
- I don't have a tax identification number.

**Second Tax ID Country**

- Choose One

---

**Legal Identification Document**

If you are a U.S. citizen, a U.S. resident or have a U.S. Social Security Number,

- U.S. Social Security Number

- Identification number

- Country of issuance United States

- Identification number 000000000

---

**Employment Information**

**Employment Type**: Employed by Another

**Occupation**: --

**Employer**: --

**Nature of Business**: --

**Employer Street #1**: --

**Employer Street #2 (optional)**: --

**Employer City**: --

**Employer State/Province**: CT

**Employer Zip/Postal Code**: 11111

**Employer Country**: United States

**Employer Telephone #**: 123456789

(Includes area code and country code)
5. Click **Continue** when you have finished making changes.

6. Verify your information on the next page, and then click **Back**.

   If you need to make further changes, click **Back**, then make corrections before submitting.

7. Enter the confirmation number sent to you via email, then click **Continue**.

   If you have not received a confirmation number, click **Request Confirmation Number** to request that a new confirmation number be sent to your email address on record.

**Financial Information**

The Financial Information page lets you change the following financial information for your account, which you originally entered into your account application:

- Investment objectives
- Investment experience
- Net worth and annual income

**Who can access the Financial Information page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund
To change your financial information

1. Click Manage Account > Account Information > Details > Financial Information.

2. Update your investment objectives, investment experience and financial information as required, then click Back.

   Single and Joint account customers also access a section called Additional Sources of Income. Select one or more additional sources of income from the list of possible sources, then enter the annual percent of income and description for each selected income source.

3. Verify your changes, then click Continue.

4. If you need to make further changes, click Back, then make corrections before submitting.

5. Enter the confirmation number sent to you via email, then click Continue.
If you have not received a confirmation number, click Request Confirmation Number to have a confirmation number sent to your email address on record.

Regulatory Information

The Regulatory Information page lets you update the regulatory information for your account.

Who can access the Regulatory Information page?

You can access this page if you are a(n):

Individual, Joint or Trust Account User

To update your regulatory information

1. Click Manage Account > Account Information > Details > Regulatory Information.

2. Update your regulatory information as required, then click Continue. For each question on the page, answer Yes or No using the radio buttons.

3. Verify your changes, then click Continue.

   If you need to make further changes, click Back, then make corrections before submitting.

4. Enter the confirmation number sent to you via email, then click Continue.

If you have not received a confirmation number, click Request Confirm # to have a confirmation number sent to your email address on record.
**Dividend Reinvestment**

Dividend reinvestment is an option that lets you automatically invest cash dividends from common and preferred stocks in the underlying stock. You can turn automatic dividend reinvestment on or off at the account level only; that is, you cannot choose which dividends to reinvest. Dividend reinvestment is disabled by default.

**Rules**

- Dividend Reinvestment is available to IB LLC and IB UK clients only.
- Only US and Canada listed common and preferred stocks are eligible for Dividend Reinvestment.
- On the morning of the trading day following confirmation of the our receipt of a dividend payment on a stock, we will use the dividend payment (or cash-in-lieu of dividend payment if you have a margin account and your shares are on loan at the time of the dividend payment) to purchase additional shares of that stock.
- We will charge our customary commission for the purchase.
- Purchased shares will be allocated to clients on a pro rata basis (based on the dividend amount to which each participating client is entitled). In the event that the purchase executes in multiple smaller trades, you will receive the weighted-average price of such shares.
- If your account is in a margin deficit and can’t initiate new positions, dividends will not be reinvested, even if you have dividend reinvestment enabled.

**To enable and disable automatic dividend reinvestment**

1. Depending on your account, access the dividend reinvestment option from the following pages in Account Management:

   - Individual, Joint, Trust, IRA, Small Business Accounts - Manage Account > Account Information > Details > Account Details. Enable dividend reinvestment by clicking the Edit link in the Account Configuration section.
   
   - Proprietary Trading Group STL Master User - Manage Traders > Traders > View. Enable automatic reinvestment for an individual trading sub account by clicking the blue pen icon in the Dividend Reinvestment column.
 Advisor and Broker Master Users - Manage Clients > Dashboard. On the Dashboard, click the account row for the desired client account to open the Client Account Details page. Enable dividend reinvestment by clicking the Edit link in the Account Configuration section.

2. In the popup window that opens, read the important information, type your signature in the field provided, and then click Continue. Click the X in the upper right corner to close the popup window.

Automatic dividend reinvestment is effective the next day.

3. To disable automatic dividend reinvestment, click the same link you used to enable the option.
4. In the popup window that opens, click Unsubscribe. Click the X in the upper right corner to close the popup window.
Trading Sub Accounts

The Trading Sub Accounts page lets you view sub accounts for authorized traders to access Trader Workstation and manage market data subscriptions in Account Management.

Who can access the Trading Sub Accounts page?

You can access this page only if you are a Proprietary Trading Group Master User.

To view trading sub accounts

1. Click Manage Account > Account Information > Trading Sub Accounts.

   The Trading Sub Accounts page opens, displaying all sub accounts for authorized traders, including the account name, account number, username and current status.

2. If the current status of a sub account is “Application in progress,” a link may appear in the Status column that lets you complete the next step in the application process.
Broker Declaration

The Broker Declaration page lets Broker Master Users update their broker registration information.

Who can access the Broker Declaration page?

You can access this page if you are a Broker Master User.

To update your broker registration information

1. Click Manage Account, Account Information, then click Broker Declaration.

![Broker Declaration form]

2. Modify the information in the form as required, then click Continue.
3. Verify that the information is correct, then click Continue.

If you need to make further changes, click Back, then make corrections before submitting.
4. Enter the confirmation number that was sent to you via email, then click **Continue** to submit your changes.

**Advisor Qualifications**

The Professional Advisor Qualifications page lets you modify your advisor registration information. In order to be a Professional Advisor, you must qualify to trade Securities or Commodities Products. You do not need to qualify for both.

**Who can access the Advisor Qualifications page?**

You can access this page if you are an Advisor Master User Individual or Organization.

**To modify your advisor registration information**

1. Click **Manage Account > Account Information > Advisor Qualifications.**
2. Make changes as required, then click **Back**.

3. Verify your information, then click **Back** to submit your changes.

   If you need to make further changes, click **Back**, then make corrections before submitting.

**For more information**

[Professional Advisor Registration Requirements](#)
Transfer on Death

Use the Transfer on Death page to register one or more beneficiaries (called “TOD Beneficiaries”) to whom you want to directly pass your account assets upon your death without having to go through probate. When you register a Transfer on Death beneficiary, the executor or administrator of your estate will only have to submit a Transfer on Death Beneficiary Distribution Form with a certified copy of the death certificate to ensure that your assets transfer to the beneficiary or beneficiaries that you have designated.

The following rules apply to Transfer on Death registration:

- Only United States-based Single accounts are eligible for Transfer on Death registration. IRA accounts are NOT eligible.
- Your beneficiary (or beneficiaries) can be a natural person or other entity, such as a trust, corporation or guardianship. Minors can be beneficiaries only if a custodian, trustee, or guardian is named for the minor.
- You must designate at least one and up to six Primary beneficiaries, and can designate one or more optional contingent or Secondary beneficiaries. When you register a beneficiary, you select the percent ownership of your assets to that beneficiary. The percent ownership among all Primary beneficiaries must equal 100%. The percent ownership of all Secondary beneficiaries, if you choose to include them in your Transfer of Death registration, must also equal 100%.
- If you are married and reside in a community property state, you must obtain your spouse’s consent if you are not naming your spouse as the sole primary beneficiary. You and your spouse should consult a legal and tax professional.
- When you complete the Transfer on Death registration, the title of your account will be amended to include your Transfer on Death Beneficiary (for example, “John Doe, TOD Mary Smith”). At the completion of the online registration process, you will be prompted to complete a Transfer On Death Agreement and send it to us. Be sure to send us a new signed Agreement anytime you change or remove TOD beneficiaries.

Some US states do not allow Transfer on Death registration or may have specific restrictions. You and your spouse should consult a legal and tax professional.

Who can access the Transfer on Death page?

You can access this page if you are a(n):
US-based Individual Account User with a single account or multiple linked accounts. Joint, Trust and IRA Accounts cannot access this page.

To register a Transfer on Death beneficiary

1. Click **Manage Account > Account Information > Transfer On Death**.

2. Select a beneficiary type to begin the registration process:
   - Click **Add Individual Beneficiary** to register an individual person as a beneficiary.
   - Click **Add Entity Beneficiary** to register an entity such as a trust, corporation or guardianship as a beneficiary.

3. Enter information about the beneficiary in the fields on the next page:
4. For an individual beneficiary, the Add Beneficiary page displays.

To update your marital status, click **Manage Account > Account Information > Details**.
5. For an entity beneficiary, the Add Entity Beneficiary page displays.

6. If you are registering only one beneficiary, enter 100 in the Percent of Ownership field to assign all of your assets to that person or entity. If you plan on registering additional beneficiaries, enter the appropriate percent amount of ownership for this beneficiary. The percent of ownership for all beneficiaries must equal 100.

7. You must designate at least one and up to six Primary beneficiaries, and can designate one or more optional contingent or Secondary beneficiaries.

   In the Beneficiary Type field, select Primary to make this person or entity the primary beneficiary, or Secondary to make this person or entity a contingent beneficiary.

   If you are a non-U.S resident, you will be required to provide a copy of the national identification document that shows the identification number that you have provided. The document must include person’s photograph and date of birth.

8. Click Back.
The beneficiary whose information you just entered is displayed on the TOD Beneficiaries page.

<table>
<thead>
<tr>
<th>First Name OR Entity Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Ownership %</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Joe</td>
<td>Doe</td>
<td>100%</td>
<td>PRIMARY</td>
</tr>
</tbody>
</table>

9. Specify what to do if any primary beneficiary predeceases the account owner by selecting one of the radio buttons on the TOD Beneficiaries page:
   - Pass the shares to the remaining primary beneficiary(s) pro rata (proportionate to the designated percentages).
   - Pass the shares to the secondary beneficiaries.

10. Click Back.

11. You will receive an email containing a confirmation number that must be entered to confirm your TOD beneficiary registration. Once you have entered the confirmation number, click Back.

12. Click the Transfer on Death Agreement link. A prepopulated form displays. Read the agreement carefully, then print the form, sign it and send it to us.

   When we approve your request, your Transfer on Death beneficiary registration will be complete.

You are also required to send us a new signed Transfer on Death Agreement anytime you modify or remove TOD beneficiaries. To do this, see Removing or Modifying a TOD Beneficiary.

Removing or Modifying a TOD Beneficiary

To remove or modify a TOD beneficiary

1. Click Manage Account > Account Information > Transfer On Death.
2. To remove a beneficiary, on the TOD Beneficiaries page, click the Remove link on the row listing the beneficiary.

3. To modify a beneficiary, on the TOD Beneficiaries page, click the Modify link on the row listing the beneficiary, then modify the information as required and click Continue.

   If prompted, enter the confirmation number sent to your email address and click Continue.

**Investor Category**

The Investor Category page lets you answer a series of questions to determine if you qualify to trade a wider range of trading products than would be available to a standard investor. You see will this as a Pending Item on the Account Management home page until you complete the page.
The Investor Category page presents four different investment categories:

Accredited Investor
Qualified Purchaser
Qualified Institutional Buyer
Eligible Contract Participant

Each section contains questions that help us determine whether you qualify to trade additional products. If you answer "Yes" in any section, the section expands with additional questions, which you must also answer.

**Who can access the Investor Category page?**

ALL account structures can access this page EXCEPT:

IB Canada customers, IB India customers, IBSJ customers, and all Non-Disclosed and Omnibus Broker Client accounts.

**To use the Investor Category page**

1. Click Manage Account > Account Information > Investor Category.
2. In each section, answer the question by clicking the Yes or No radio button.

   If you answer yes, the section expands displays additional questions which vary based on your account structure and financial information.

3. Answer all questions in all sections by clicking the appropriate radio button.

4. Type your signature in the Signature field, then click Continue.

**Large Trader Identification**

A "Large Trader" is any U.S. or non-U.S. person or entity that trades or controls trading (in one or more accounts) in U.S. exchange-listed stock AND option transactions equaling or exceeding:
2 million shares or $20 million during any calendar day;
20 million shares or $200 million during any calendar month.

Use this page to:

Add one or more SEC Large Trader ID Numbers to your account.
Add a Large Trader ID "Suffix" to a Large Trader ID Number (usually used to distinguish separate entities in a corporate structure).
Deactivate, reactivate or terminate an existing Large Trader ID Number.

For security purposes, you cannot change a Large Trader ID Number or Suffix online once you have provided it to us. If a Large Trader ID Number or Suffix listed above for your account is incorrect contact Client Services.

Who can access the Large Trader Identification page?

You can access this page if you are a(n):

Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User
Advisor Master User
Proprietary Trading Group Master User (STL accounts)
Broker Master User (Fully Disclosed and Non-Disclosed)
Broker Fully Disclosed Client User
Investment Manager Master User (Multiple Fund Account)

To add a Large Trader ID Number to your account

1. Click Manage Account > Account Information > Large Trader Identification.

If you have not yet added a Large Trader ID to your account, a page with general information about Large Trader IDs appears.
Chapter 5  Large Trader Identification

Large Trader Identification

In 2011, the U.S. Securities and Exchange Commission enacted a "Large Trader Reporting" rule, which requires "Large Traders" to register with the SEC by filing SEC Form 13H and then receiving a Large Trader ID Number from the SEC. The Large Trader is then required to provide its SEC large Trader ID Number to all brokerage firms used by the Large Trader.

A "Large Trader" is any U.S. or non-U.S. person or entity that trades or controls trading (in one or more accounts) in U.S. exchange-listed stock and option transactions equaling or exceeding:
- 2 million shares or $20 million during any calendar day;
- 20 million shares or $200 million during any calendar month.

Use the below menu if you need to add one or more SEC Large Trader ID Numbers to your account, to add a Large Trader ID "Suffix" to a Large Trader ID Number (usually used to distinguish separate entities in a corporate structure) or if you need to inactivate, reactivate or terminate an existing Large Trader ID Number.

For more information on the SEC Large Trader Reporting Rule or to obtain Form 13H and a Large Trader ID Number, visit the SEC website at www.sec.gov.

Note: For security purposes, you cannot change a Large Trader ID Number or Suffix online once you have provided it to Interactive Brokers. If a Large Trader ID Number or Suffix listed above for your account is incorrect contact IB Customer Service.

If you have already added Large Trader ID's to your account, a page appears with all of your Large Trader IDs displayed.

<table>
<thead>
<tr>
<th>Large Trader IDs</th>
<th>Identification Number</th>
<th>Suffix</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Large Trader ID</td>
<td>******</td>
<td></td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Large Trader ID 2</td>
<td>******</td>
<td></td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Large Trader ID 3</td>
<td>******</td>
<td></td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Large Trader ID 4</td>
<td>******</td>
<td></td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Large Trader ID 5</td>
<td>******</td>
<td></td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Large Trader ID 6</td>
<td>******</td>
<td></td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

2. Click the **Add Large Trader ID** button.
3. In the Add Large Trader ID dialog, enter the Large Trader ID that you received from the SEC.
4. Optionally, add a suffix to your Large Trader ID Number. For example, you might want to add suffixes to Large Trader ID’s to distinguish separate entities in a corporate structure.

5. Click **OK**. The newly-added Large Trader ID (and optional suffix) is added to the list of IDs on the main page.

**To add a suffix to Large Trader ID Number**

You can add suffixes to Large Trader IDs only if you have not already done so.

1. Click **Manage Account > Account Information > Large Trader Identification**.
2. Click the **Add Suffix** button for each Large Trader ID to which you want to add a suffix.
3. In the Add Suffix dialog, type the suffix then click **OK**.

The suffix is added to the Large Trader ID and appears on the main page.

**To deactivate, reactivate or terminate a Large Trader ID Number**

1. Click **Manage Account > Account Information > Large Trader Identification**.
2. Click the blue pen icon in the Status column for the Large Trader ID that you want to deactivate, reactivate or terminate.
3. Click the appropriate radio button, then click **OK**.

Active IDs give you the choice of Deactivate or Terminate. Inactive IDs give you the choice of Activate or Terminate.
EMIR and LEI Information

The EMIR and LEI Information page in Account Management lets account holders who are subject to the EMIR regulation change their EMIR election.

About EMIR and LEI

European Markets and Infrastructure Regulations (EMIR) is a European Union regulation designed to make the derivatives markets more transparent by requiring counterparties to derivatives transactions to report trades, positions, collateral and valuations to the European Securities and Markets Authority (ESMA), the European regulatory body. All counterparties with reporting obligations under EMIR must have a Legal Entity Identifier (LEI) in order to report.

All of our clients who are subject to the EMIR regulation will see or will have already seen the EMIR Election Form upon logging into Account Management. After you have completed the EMIR Election process, you will be granted access to the full Account Management, AND will be able to access the EMIR and LEI Information page to change your EMIR election, depending on your original EMIR election. Note that you will only see the EMIR Election Form once upon logging into Account Management; once you make your election, you will not see the form again upon subsequent Account Management logins.

Who is Subject to the EMIR Regulation?

All of our entities’ clients established in the European Union operating non-individual accounts are required to comply with EMIR. In this context, non-individual means any account which is owned by one or two individuals as stated in the account title. Individual accounts in the name of a single person are not subject to EMIR and so will not have access to this page.

The following account structures established in the European Union ARE subject to EMIR:
Fully Disclosed, Non-Disclosed and Omnibus Broker master accounts
Non-Individual Fully Disclosed and Omnibus Broker sub accounts
Single and Multiple Hedge Fund accounts
Financial Advisor non-individual client accounts
Proprietary Trading Groups (all types on standalone non-individual accounts)

Original EMIR Elections

If you are subject to the EMIR regulations and have not already made your EMIR election, when you log into Account Management, you will be prompted to do so.

If you have an IBUK account; or an IBUK sub, client or linked account, you can elect to:

Instruct us to apply for an LEI on your behalf. You will be prompted to fill out a simple form and sign an agreement.
Provide your LEI, which you have already obtained. You will be prompted to enter your LEI.
Do nothing (you do not have an LEI and you are not subject to the EMIR regulation).

If you do not have an IBUK account; or an IBUK sub, client or linked account, but are still subject to the EMIR regulation, you can elect to:

Instruct us to apply for an LEI on your behalf and delegate your EMIR reporting to us. You will be prompted to fill out a simple form and sign an agreement.
Provide your LEI, which you have already obtained. You will be prompted to enter your LEI.
Do nothing (you do not have an LEI and you are not subject to the EMIR regulation).
The EMIR and LEI Information Page in Account Management

This page allows account holders who have already made an EMIR election to change their election.

If you have an IBUK account; or an IBUK sub, client or linked account and previously asked us to provide an LEI, you will simply see your LEI displayed on the page. There is nothing more to do.

If you do not have an IBUK account; or an IBUK sub, client or linked account and previously asked us to provide an LEI and do your EMIR reporting for you, you will see your LEI displayed on the page and be able to change your delegated reporting choice and/or change your Counterparty Type.

If you are subject to the EMIR regulation and previously chose to do nothing, you will see the original election form in its entirety and you can change your EMIR election.

Changing Your Initial EMIR Election If You Previously Chose To Do Nothing

If you are subject to the EMIR regulation and previously chose the third option on the original EMIR and LEI Information form (I do not have an LEI and do not want Interactive Brokers to apply for an LEI on my behalf as the account holder is not subject to EMIR), you will see the original election form in its entirety on the EMIR and LEI Information page in Account Management.

To change your initial EMIR election if you previously chose the third EMIR election option:

1. Click Manage Account > Account Information > EMIR and LEI Information.
2. Read the form completely and be sure that you understand all of the information contained therein.
3. Scroll all the way to the bottom of the page, and then review your EMIR election.
4. If you have an IBUK account; or an IBUK sub, client or linked account, you can elect to:
   - Instruct us to apply for an LEI on your behalf. You will be prompted to fill out a simple form and sign an agreement.
   - Provide your LEI, which you have already obtained. You will be prompted to enter your LEI.
   - Do nothing (you do not have an LEI and you are not subject to the EMIR regulation).
If you do not have an IBUK account; or an IBUK sub, client or linked account, but you are still subject to the EMIR regulation, you can elect to:

- Instruct us to apply for an LEI on your behalf and delegate your EMIR reporting to us. You will be prompted to fill out a simple form and sign an agreement.
- Provide your LEI, which you have already obtained. You will be prompted to enter your LEI.
- Do nothing (you do not have an LEI and you are not subject to the EMIR regulation).

5. Click **Continue**.
6. Do one of the following:

   - If you have an IBUK account; or an IBUK sub, client or linked account and you selected the first option (*I do not have an LEI but would like Interactive Brokers to apply for LEI on my behalf.*), fill out the form completely, and then click **Continue**.
Chapter 5
Changing Your Initial EMIR Election If You Previously Chose To Do Nothing

EMIR and LEI Information

You have elected to have Interactive Brokers apply for an LEI on your behalf. In order to undertake this, we need additional details from you, which are required for the LEI application. Please note that Interactive Brokers will submit the application to a third party for processing and LEI generation.

**WARNING:** Please be aware that the LEI is unique to a specific organisation or entity. Therefore, if your organisation has multiple accounts with Interactive Brokers, only one LEI application should be submitted. Once an LEI has been created for your organisation, you can then enter this on the other accounts held for the same organisation from your Account Management. If you submit multiple LEI applications for the same organisation, you may be subject to multiple LEI application fees levied by the LEI issuing party. Interactive Brokers does not control or issue these fees.

| Legal Name |  |
| Address Line 1 |  |
| Address Line 2 |  |
| City |  |
| State |  |
| Country | Choose One |
| Postal Code |  |
| Legal Form |  |

**INTERACTIVE BROKERS (U.K.) LIMITED**

**EMIR DELEGATED TRANSACTION REPORTING AGREEMENT**

This EMIR Delegated Transaction Reporting Agreement ("Agreement"), effective as of the date below, is between Interactive Brokers (U.K.) Limited ("IB UK") and _____ ("Customer").

1. Customer has entered into and/or intends to enter into derivative transactions with IB UK or its affiliates. Under the European Market Infrastructure Regulation and related rules and regulations ("EMIR"), IB UK and Customer are required to report the details of certain derivative transactions ("Transactions") to a trade repository recognized under EMIR. EMIR permits one party that is subject to the transaction-reporting obligation to delegate the submission of the transaction report ("Transaction Report") to the counterparty or a third party.

2. Customer hereby appoints IB UK to submit the Transaction Reports in accordance with this Agreement. Subject to Clause 3 below, IB UK’s appointment under this Agreement shall be effective upon execution of this Agreement, and such appointment shall continue until terminated in

**Signature**

I acknowledge that the foregoing information and all other information provided during the account application process is true and correct and agree to notify Interactive Brokers by email of any material changes therein. I authorize Interactive Brokers to confirm the accuracy of the information as it deems necessary.

User Name:  
Account Title:  
Dated: Monday, 3 February 2014  
Signature:  

Typing your name is equivalent to your handwritten signature.

By typing my signature and sending it via the Internet, I acknowledge that I have read and understand all information provided during the application process; that I intend Interactive Brokers to rely upon it; that I intend to be bound thereby; and that I understand and agree that my electronic signature is the equivalent of a manual written signature.
If you do not have an IBUK account; or an IBUK sub, client or linked account, but you are still subject to the EMIR regulation, and you selected the first option (*I do not have an LEI but would like Interactive Brokers to apply for LEI and to do EMIR reporting on my behalf*), fill out the form completely, type your name in the Signature field below the agreement, and then click **Continue**.
Chapter 5

Changing Your Initial EMIR Election If You Previously Chose To Do Nothing

EMIR and LEI Information

You have elected to have Interactive Brokers apply for an LEI and to do EMIR reporting on your behalf. In order to undertake this, we need additional details from you, which are required for the LEI application. Please note that Interactive Brokers will submit the application to a third party for processing and LEI generation. Interactive Brokers will only submit the LEI application if your account has available funds required to meet the costs of obtaining an LEI.

WARNING: Please be aware that the LEI is unique to a specific organisation or entity. Therefore, if your organisation has multiple accounts with Interactive Brokers, only one LEI application should be submitted. Once an LEI has been created for your organisation, you can then enter this on the other accounts held for the same organisation from your Account Management. If you submit multiple LEI applications for the same organisation, you may be subject to multiple LEI application fees levied by the LEI issuing party. Interactive Brokers does not control or issue these fees.

Legal Name:
Address Line 1:
Address Line 2:
City:
State:
Country:
Postal Code:
Legal Form:
Counterparty Type:

INTERACTIVE BROKERS (U.K.) LIMITED

EMIR DELEGATED TRANSACTION REPORTING AGREEMENT

This EMIR Delegated Transaction Reporting Agreement ("Agreement"), effective as of the date below, is between Interactive Brokers (U.K.) Limited ("IB UK") and sung Daniel ("Customer").

1. Customer has entered into and/or intends to enter into derivative transactions with IB UK or its affiliates. Under the European Market Infrastructure Regulation and related rules and regulations ("EMIR"), IB UK and Customer are required to report the details of certain derivative transactions ("Transactions") to a trade depository recognized under EMIR. EMIR permits one party that is subject to the transaction-reporting obligation to delegate the submission of the transaction report ("Transaction Report") to the counterparty or a third party.

2. Customer hereby appoints IB UK to submit the Transaction Reports in accordance with this Agreement. Subject to Clause 1 below, IB UK's appointment under this Agreement shall be effective upon execution of this Agreement, and such appointment shall continue until terminated.

Signature

I acknowledge that the foregoing information and all other information provided during the account application process is true and correct and agree to notify Interactive Brokers by email of any material changes therein. I authorize Interactive Brokers to confirm the accuracy of the information as it deems necessary.

User Name: 3596lcon
Account Title: Applicant 1849213
Dated Tuesday, 11 February 2014

Signature:
sung Daniel
One of: sung Daniel

Typing your name is equivalent to your handwritten signature.

By typing my signature and sending it via the Internet, I acknowledge that I have read and understand all information provided during the application process, that I intend Interactive Brokers to rely upon it, that I intend to be bound thereby, and that I understand and agree that my electronic signature is the equivalent of a manual written signature.
If you have an IBUK account; or an IBUK sub, client or linked account and you selected the second option (*I have already obtained an LEI and wish to provide it*), fill out the form completely, and then click **Continue**.

If you do not have an IBUK account; or an IBUK sub, client or linked account, but you are still subject to the EMIR regulation, and you selected the second option (*I have already obtained an LEI and wish to provide it*), fill out the form completely, and then click **Continue**. You can also elect to delegate your EMIR reporting to us by selecting the option, then signing the agreement.
Chapter 5

Changing Your Initial EMIR Election If You Previously Chose To Do Nothing

EMIR and LEI Information

You have elected to have Interactive Brokers apply for an LEI and to do EMIR reporting on your behalf. In order to undertake this, we need additional details from you, which are required for the LEI application. Please note that Interactive Brokers will submit the application to a third party for processing and LEI generation. Interactive Brokers will only submit the LEI application if your account has available funds required to meet the costs of obtaining an LEI.

**WARNING:** Please be aware that the LEI is unique to a specific organisation or entity. Therefore, if your organisation has multiple accounts with Interactive Brokers, only one LEI application should be submitted. Once an LEI has been created for your organisation, you can then enter this on the other accounts held for the same organisation from your Account Management. If you submit multiple LEI applications for the same organisation, you may be subject to multiple LEI application fees levied by the LEI issuing party. Interactive Brokers does not control or issue these fees.

<table>
<thead>
<tr>
<th>Legal Name*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Choose One</td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>Legal Form*</td>
<td></td>
</tr>
<tr>
<td>Counterparty Type*</td>
<td>Choose One</td>
</tr>
</tbody>
</table>

**INTERACTIVE BROKERS (U.K.) LIMITED**

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This EMIR Delegated Transaction Reporting Agreement (“Agreement”), effective as of the date below, is between Interactive Brokers (U.K.) Limited (“IB UK”) and sung Daniel (“Customer”).

1. Customer has entered into and/or intends to enter into derivative transactions with IB UK or its affiliates. Under the European Market Infrastructure Regulation and related rules and regulations (“EMIR”), IB UK and Customer are required to report the details of certain derivative transactions (“Transactions”) to a trade depository recognized under EMIR. EMIR permits one party that is subject to the transaction-reporting obligations to delegate the submission of the transaction report (“Transaction Report”) to the counterparty or a third party.

2. Customer hereby appoints IB UK to submit the Transaction Reports in accordance with this Agreement. Subject to Clause 1 below, IB UK’s appointment under this Agreement shall be effective upon execution of this Agreement, and such appointment shall continue until terminated.

**Signature**

I acknowledge that the foregoing information and all other information provided during the account application process is true and correct and agree to notify Interactive Brokers by email of any material changes therein. I authorize Interactive Brokers to confirm the accuracy of the information as it deems necessary.

User Name: 3566409
Account Title: Applicant 1849213
Dated Tuesday, 11 February 2014
Signature: sung Daniel
One of: sung Daniel

Typing your name is equivalent to your handwritten signature.

By typing my signature and sending it via the Internet, I acknowledge that I have read and understand all information provided during the application process, that I intend Interactive Brokers to rely upon it, that I intend to be bound thereby, and that I understand and agree that my electronic signature is the equivalent of a manual written signature.
7. A confirmation number is immediately sent to your email address of record. Enter the confirmation number into the field provided, then click **Confirm**.

If you did not receive a confirmation number, click **Resend Confirmation Number** to receive a new one.

---

**Changing Your Delegated Reporting Choice**

If you do not have an IBUK account; or an IBUK sub, client or linked account and you asked us to provide an LEI and do your EMIR reporting for you, you will see your LEI displayed on the EMIR and LEI Information page and be able to change your delegated reporting choice and/or change your Counterparty Type.

**To change your delegated reporting choice and/or change your Counterparty Type**

1. Click **Manage Account > Account Information > EMIR and LEI Information**.
2. Change your EMIR delegated reporting choice from **Yes** to **No** by clicking the appropriate radio button.
3. Optionally, change your Counterparty Type by selecting a different option from the drop-down list.
4. If you choose Financial Counterparty (FC) as the Counterparty Type, you are prompted to select a Financial Counterparty type.

**EMIR and LEI Information**

5. Sign the agreement, then click **Continue**.

7. A confirmation number is immediately sent to your email address of record. Enter the confirmation number into the field provided, then click **Confirm**.

If you did not receive a confirmation number, click **Resend Confirmation Number** to receive a new one.

**Tax Information**

The Tax Information menu includes the following pages:
**Tax Form Collection** - Review important tax-related information and update your W-8/W-9 tax form.

**Withholding Statement** - Proprietary Trading Group and Small Business accounts verify information about and modify the ownership percentages of all of the owners of their organization.

## Tax Form Collection

The Tax Form Collection page lets account holders review and update important tax-related information and lets account holders who are legal residents and citizens of the US (the US is your country of organization formation and organization registration) fill out or update an IRS Form W-9, Request for Taxpayer Identification Number and Certification or, if you are not a US legal resident and not a US citizen, IRS Form W-8.

New owners who have been recently added to an organization must log in to Account Management and complete this form.

### Who can access the Tax Form Collection page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

---

**To use the Tax Form Collection page**
1. Click **Manage Account > Account Information > Tax Information > Tax Forms.**

The Tax Form Collection page opens, displaying a form with tax-related information that should already be completed (unless you are a new owner who has been recently added to an organization, in which case you must fill out the form).

![Tax Form Collection](image)

- **Organization Information**
  - Name
  - Country of Formation
  - Street #1
  - Street #2 (optional, e.g.: Apt, Suite, Floor, etc.)
  - City
  - State Province
  - Zip/Postal Code
  - Country
  - Is your mailing address different from the address provided above?

- **Phone Number(s)**
  - Number Type: Business
  - Country: United States
  - Number
  - Use for Messaging

- **Tax Residency**
  - Legal Entity Registration Number:
  - In what country is the organization a resident for tax purposes?
  - Taxpayer Identification Number

- **Additional Information**
  - If the organization is a tax resident in a second jurisdiction, please select the appropriate country. Otherwise, you may leave this selection blank.

- [Continue](#)
Advisors and brokers can check the status of client updates to this page on the Dashboard Pending Items tab.

2. Review the information and update as required. Click Back.
3. IRS Form W-9 or W-8 opens.
4. To access the IRS instructions for the form, click the Form Instructions link in the upper right corner of the page.

The following figure shows part of the W-9 form.

<table>
<thead>
<tr>
<th>Form W-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (as shown on your income tax return)*</td>
</tr>
<tr>
<td>Business name/disregarded entity name, if different from above</td>
</tr>
<tr>
<td>Check appropriate box for federal tax classification:*</td>
</tr>
<tr>
<td>☐ Individual/Sole Proprietor</td>
</tr>
<tr>
<td>☐ C Corporation</td>
</tr>
<tr>
<td>☐ S Corporation</td>
</tr>
<tr>
<td>☐ Partnership</td>
</tr>
<tr>
<td>☐ Trust/Estate</td>
</tr>
<tr>
<td>☐ Limited liability company. Enter the tax classification:</td>
</tr>
<tr>
<td>☐ Other (see instructions)</td>
</tr>
<tr>
<td>Address (number, street, and apt. or suite no.)*</td>
</tr>
</tbody>
</table>

Withholding Statement

For each owner, this page displays:

- Name and address
- Tax Identification Number
- Tax statuses
- Percentage of ownership

**Who can access the Withholding Statement page?**

You can access this page if you are a:
Adding an Owner to an Organization

Proprietary Trading Group Master User
Small Business Account User

To use this page

1. Click **Manage Account > Account Information > Tax Information > Withholding Statement**.
2. Verify all of the information.
3. Enter an effective date.
4. If necessary, modify the ownership percentages. Note that the total ownership percentage for all owners must equal 100.
5. Type your signature and then click **Continue**.

If the status of any owner is INCOMPLETE, that owner has not completed the form on the **Tax Form Collection page**, a regulatory requirement for all owners of organizations. All owners of an organization will be prompted to complete this form upon logging into Account Management. Once the Tax Form Collection page has been completed and submitted, it will remain available in Account Management for that owner.

For more information about adding owners to your organization in Account Management, see **Adding an Owner to an Organization**.

**Withholding Statement**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>EIN</th>
<th>IRS Tax Form</th>
<th>FAFCA Status</th>
<th>Chapter 7 Status</th>
<th>Lottery Benefits</th>
<th>Percentage of Owners</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLC</td>
<td>123 Main St, Anytown, USA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limited</td>
<td></td>
<td></td>
<td>IN-DC</td>
<td></td>
<td>ASST</td>
<td></td>
<td>5.5%</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ASST</td>
<td></td>
<td>US ENTRY</td>
<td></td>
<td>4.0%</td>
<td>COMPLETE</td>
</tr>
</tbody>
</table>

**Signature**

I acknowledge that the foregoing information and all other information provided during the account application process is true and correct and agree to notify Interactive Broker by email of any material changes therein. I authorize Interactive Broker to confirm the accuracy of the information as in these documents.

User Name:
Account Title:
Date: Thursday, 5 December 2015
Signature:

Taping your name is equivalent to your handwritten signature.

**Adding an Owner to an Organization**

Proprietary Trading Group Master account users and Small Business account users can add owners to their organizations in Account Management.
To add an owner to an organization

1. Click Manage Account > Account Information > Details > Profile.

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Entity Type</th>
<th>Association</th>
<th>Status</th>
<th>Modify</th>
<th>Cancel</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Clark</td>
<td>INDIVIDUAL</td>
<td>TRACER</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Magnus Alecia</td>
<td>INDIVIDUAL</td>
<td>TRACER</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Mr. Aefjock Test 2</td>
<td>INDIVIDUAL</td>
<td>Account Holder</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Mr. Aefjock Test 2</td>
<td>INDIVIDUAL</td>
<td>Account Holder</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>mmim Saranico</td>
<td>INDIVIDUAL</td>
<td>TRACER</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

2. Add a new owner (individual or entity) by clicking the Add Individual or Add Entity button.
3. Fill in all required fields on all pages.
   - For Association Type, select Owner.
   - Enter the ownership percentage of the new owner.

4. Once you have completed and submitted the new owner information, the new owner receives his or her own username and password.
5. The new owner logs in to Account Management, completes the one-time required Tax Form Collection page.
6. Verify that the new owner and ownership percentage has been added to your account on the Withholding Statement page by clicking Manage Account > Account Information > Tax Information > Withholding Statement.

Jurisdiction

The Jurisdiction page lets all advisor master accounts record which regulatory jurisdictions they are registered. By having multiple jurisdiction spanning different countries, you may be eligible to open different accounts to accommodate and accept clients from other IB entities.

Who can access the Jurisdiction page?

You can access this page if you are a(n):
To use the Jurisdiction page

1. Click Manage Account > Account Information > Registration Information.

The Jurisdiction page opens, displaying a table that shows which active accounts you currently have open with the option to see what additional qualifications you may be eligible for.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Username</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>F (IB-UK)</td>
<td>Kwa</td>
<td>Open</td>
</tr>
<tr>
<td>F (IB-UK)</td>
<td>elect154</td>
<td>Open</td>
</tr>
</tbody>
</table>

You may be eligible to accept clients from other IB entities not listed here. Click Continue to see if you qualify.

2. Click Continue.

3. Select from the following options and select the countries of which you are licensed or registered:

**Advisor Regulators**

Are You Licensed Or Registered With A Regulator To Provide Advisory Services?

Interactive Brokers offers two types of advisor accounts:

- Accounts for advisors that are licensed or registered with a regulatory agency to provide professional advisory services.
- Unregistered advisors and "friends and family" groups (advisors that are not required to be licensed or registered). These advisors are typically limited to 15 or fewer accounts.

Please list all of the countries in which you are licensed or registered with a regulator to provide advisory services.

**Only list countries in which you are actually licensed or registered. Do NOT list countries in which you are operating under an exception or exemption from licensing or registration.**

- This advisor is NOT licensed or registered with any regulatory agency.
- This advisor is licensed or registered in a single country.
- This advisor is licensed or registered in multiple countries.

Select up to ten countries where you are licensed or registered:

- Hauduras
- Hungary
- Israel
- India
- Indonesia
- United States
- Hong Kong SAR
4. Click **Save and Continue**, then click **Continue** to confirm your selection.

**Advisor Regulators**

*Please confirm that you are licensed or registered in the following countries.*
*This list should only contain countries in which you are actually licensed or registered.*
Countries in which you are operating under an exemption or exemption from licensing or registration should not be listed.

- United States
- Hong Kong SAR

[Go back and correct list of countries] [Confirm]

5. Based on your selection, you may be asked to list the regulators you are registered with and provide your registration credentials.
Advisor Regulators

**Regulator's Country: United States**

List up to 4 regulators in United States you are registered with:

Regulator #1:
Securities Exchange Commission

(Please select all that apply)

- Broker/Dealer
- Financial/Investment Advisor

- Other

Regulator #2 (optional):
Choose One

Regulator #3 (optional):
Choose One

Regulator #4 (optional):
Choose One

**Regulator's Country: Hong Kong SAR**

List up to 2 regulators in Hong Kong SAR you are registered with:

Regulator #1:
SFC Securities and Futures Commission

What is your Registration Capacity? (select all that apply)

- Financial/Investment Advisor

- Other

Regulator #2 (optional):
Choose One
6. Click **Confirm**. You will be returned to the home screen and your pending information requested will be processed for review.

### Settings

The Account Settings menu includes account-level configuration functions on the following pages:

- **Configure Account** - Opens a submenu that lets you configure your base currency, institutional services and account type (upgrade to a margin account).
- **Fees** - Opens a submenu that lets you select your pricing structure and configure soft dollars.
- **Compliance** - Advisors can subscribe to RIA Compliance Initiative Section 13 monitoring and reporting.
- **Mobile** - Enable read-only mode in trading platforms.
- **Paper Trading Account** - Open a paper trading account.
- **Account Alias** - Create an alias for your account.
- **White Branding** - Configure advisor and broker white branding.
- **Close Account** - Close your account, view the status of your account closure, or re-open a closed account.
- **IRA** - Opens a submenu that lets you perform full or partial conversions to a Roth IRA account, and perform full recharacterizations from a Roth IRA account.

### Configure Account

The Configure Account tab includes the following pages:

- **Base Currency** - Modify the base currency for your account.
- **Services** - Institutional account holders can change their institutional services (IBClear, IBPrime or IBExecution).
- **Account Type** - Upgrade a cash account to a Margin account, or upgrade a Margin account to a Portfolio Margin account.
- **Excess Funds Sweep** - Configure the transfer of excess margin funds between your securities and commodities account segments.
Base Currency

The Base Currency page lets you modify the base currency for your account. Your base currency determines the currency of translation for your statements, the currency used for determination of margin requirement, and for a Cash Account, the currency of products you are allowed to trade. In addition, charges related to market data and research, inactivity fees, and commissions on Forex trades are also charged in your base currency.

Who can access the Base Currency page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User (can modify the base currency for the master and sub accounts)
- Broker Master User (can modify the base currency for the master and non-disclosed client accounts)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To modify the base currency for an account

1. Click **Manage Account > Settings > Configure Account > Base Currency**. The Base Currency appears by default.
2. Select the radio button next to your desired base currency, then click Continue.
3. Verify your selection, then click Continue to submit your currency change request.
   If you need to make further changes, click Back, then make corrections before submitting.
   Note that base currency changes do not take effect until the next trading day.

Institutional Services

We give institutional clients the flexibility to execute and/or clear trades on our platform or with numerous third-party brokers via the following services:

- **IBClear** - Clients requiring the lowest transaction costs, real-time risk management and efficient trade processing can both execute, clear, and hold custody of their trades at Interactive Brokers. This service is available to Canadian clients.
- **IBPrime** - Clients execute and clear with Interactive Brokers, and also take in trades executed with other third-party brokers. This service is available to Canadian clients.
**IBExecution** - Trades are executed at Interactive Brokers using our superior price execution technology, and then given up to a third-party broker. This service is not available to Canadian clients.

These services can be mixed and matched, and added at any time to fit with our institutional customers’ changing needs. All services utilize our real-time margin system which prevents unauthorized trading by continuously enforcing limits for each account, and automatically liquidating positions if any individual account violates its limits at any time.

**Who can access the Institutional Services page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User (master user cannot change the Account Type of the master account)
- Advisor Master User (can only view the Account Type of client accounts and cannot change it for the master account)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Fully Disclosed Client User
- Investment Manager Master User (can only view the Account Type of client accounts and cannot change it for the master account)
- Fund

**To upgrade or change your institutional service**

1. Click **Manage Account > Settings > Configure Account > Institutional Services**

   The Institutional Services page opens for the selected account ID.
2. Select the check box next to the Institutional Service to which you want to subscribe.

3. Make any other changes on the page as required to modify your trading permissions, then click Continue.

4. Depending on the products that you have requested permission to trade, you are prompted to sign a risk disclosure, as required by law. Complete the online Disclosure Form(s) by typing your name in the Signature field, then click Continue.

5. Click the link(s) to read the complete agreements and/or disclosures, then click the Accept radio button to acknowledge your acceptance of the terms of the agreements and disclosures and click Continue.

A Final Acknowledgments/Confirmation page opens, listing your current and requested trading permissions and the current status of each. If approved, your trading permissions will be listed with a status of Approved.

Account Type

Use the Account Type page to upgrade your Cash account to a Margin account, or upgrade your Margin account to a Portfolio Margin account. Before you can upgrade to a margin account, you must meet the eligibility requirements of those accounts.

Who can access the Account Type page?

You can change your account type on this page if you are a(n):
Chapter 5

Excess Funds Sweep

Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User (master user cannot change the Account Type of the master account)
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Broker Master User (can also change the Account Type of Non-Disclosed client accounts)
Broker Fully Disclosed Client User
Fund

To upgrade to a margin account

1. Click Manage Account > Settings > Configure Account > Account Type.

2. In the Account Type drop-down, select the type of margin account to which you want to upgrade.
   To upgrade to a Portfolio Margin account, you must be approved to trade options.

3. Click Continue.

Excess Funds Sweep

Your Interactive Brokers Account is authorized to trade both securities products and commodities/futures products and therefore consists of two underlying accounts or account segments: a securities account governed by rules of the U.S. Securities and Exchange Commission (SEC) and a futures account governed by rules of the U.S. Commodity Futures Trading Commission (CFTC). As part of the service,
you have authorized us to automatically transfer funds as necessary between your securities account and your futures account in order to satisfy margin requirements in either account.

Use the Excess Funds Sweep page to configure how you want us to handle the transfer of your excess funds between the two segments of your account. You can choose to sweep the funds to either the securities account or the commodities account, or choose not to sweep funds at all.

Note the following:

All customer deposits are initially received into your securities account and will remain in that account unless you choose to sweep excess funds to your commodities account.

If you are identified as a securities pattern day trader, then we strongly recommend that you choose to sweep excess funds into your securities account.

Regardless of your choice, we will generally keep a small buffer of excess margin funds in each account in order to prevent excessive transfers back and forth as your margined securities and futures positions fluctuate in value.

This feature is not available in IB-India and IB-UKL accounts.

**Who can access the Excess Funds Sweep page?**

All accounts can access this page EXCEPT:

- Advisor Master User
- Investment Manager Master User

**To set your excess funds sweep method**

1. Click **Manage Account > Settings > Configure Account > Excess Funds Sweep.**
2. Read the important information on the page, then select a sweep method by clicking one of the radio buttons.
   - Do not sweep excess funds
   - Sweep excess funds into my securities account
   - Sweep excess funds into my commodities account

3. Click **Continue**. Your setting is saved immediately.

**Fees**

The Fees tab includes the following pages:

- **Pricing Structure** - Select your pricing structure for stocks/ETFs/Warrants and for futures.
- **Soft Dollar Configuration** - Configure your soft dollars, if you are participating in our Soft Dollars program.
Pricing Structure

The Pricing Structure page lets you modify your pricing structure for stocks, warrants and ETFs; and futures.

Who can access the Pricing Structure page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Investment Manager Master User
- Fund

To modify the pricing structure for your account

1. Click Manage Account > Settings > Fees > Pricing Structure.

2. Select Fixed or Tiered for all stocks, ETFs and warrants.
3. Select Fixed or Tiered for futures, then click Continue.

4. Verify your information, then click Continue to submit your changes.
   If you need to make further changes, click Back, then make corrections before submitting.

For more information

[Commissions]

Request Soft Dollars

We offer registered professional advisors and hedge and mutual funds the flexibility to offset the costs of purchasing approved research products and services using soft dollars. Soft dollars are brokerage commissions that are used to purchase research products and services from vendors. You can set up soft dollar payments in five tiers for stocks and for options.

Contact us to set up soft dollar vendors and to disburse accumulated soft dollars to vendors by sending an email to softdollarsgroup@interactivebrokers.com.

Who can access the Request Soft Dollars page?

You can access this page if you are a(n):

- Registered Professional Advisor
- Multiple Hedge Fund Investment Manager Master User or Single Hedge Fund

Request Soft Dollars

The first time you access the Soft Dollars feature in Account Management, only the Request Soft Dollars link appears in the Manage Account > Settings > Fees menu.
Soft Dollars Page

The Soft Dollars page lets you set up a five-tiered schedule for soft dollars. Markups must be between 0 and 0.05 dollars per share for stocks. At the time of your trade, you specify which soft dollar tier to use; the soft dollar amount will be based on the tier you select. Currently, only US stocks and options are eligible for soft dollars.

The Soft Dollars page only appears AFTER you have signed and submitted the Soft Dollars Agreement on the Request Soft Dollars page.
Chapter 5  Soft Dollars Page

**Soft Dollar Configuration**

<table>
<thead>
<tr>
<th>STOCKS</th>
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<tbody>
<tr>
<td>USD</td>
</tr>
<tr>
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</tr>
<tr>
<td>Tier 2</td>
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<td>Tier 3</td>
</tr>
<tr>
<td>Tier 4</td>
</tr>
<tr>
<td>Tier 5</td>
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<table>
<thead>
<tr>
<th>OPTIONS</th>
</tr>
</thead>
<tbody>
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</tr>
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<tr>
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</tr>
<tr>
<td>Tier 3</td>
</tr>
<tr>
<td>Tier 4</td>
</tr>
<tr>
<td>Tier 5</td>
</tr>
</tbody>
</table>

To set up soft dollar tiers

1. In Account Management, click **Manage Account > Settings > Fees > Request Soft Dollars**. Type your signature in the field provided on the agreement, and then submit the form electronically.
2. Contact us via email at softdollarsgroup@interactivebrokers.com to request that accounts be set up for each vendor to whom you want to disburse soft dollars.
3. Once the vendor accounts are set up, log in to Account Management, then click **Manage Account > Settings > Fees > Soft Dollar Configuration**.

The Soft Dollars page shows the current and last soft dollar commission schedules for stocks and options. There are five tiers of soft dollar commissions for stocks and for options. The first time you use soft dollars in Account Management, these fields are set to 0 (zero).

4. Enter values in the Soft Dollar Commission fields for each tier. Values are in dollars per share and must be between 0 and 0.05.

The dollar amounts for the five tiers must be in ascending order, with the lowest amount in Tier 1 and the highest amount in Tier 5. If you enter soft dollar amounts in non-ascending order, the system automatically rearranges the amounts in ascending order for you.
Please note that this tier selection is used to calculate the total gross commissions, and the soft dollar disbursement amount is the remainder once all commissions have been deducted. Let's look at a simple example on a stock order using the Fixed Rate commission structure. Suppose you set a soft dollar Tier 5 for stocks to 0.05. In IB TWS, on a stock order for 1000 shares with Tier 5 selected, total client commissions would be 1000 shares x 0.05 (Tier Rate) = $50.00. The Fixed Rate commission on this order of $.005/share is 1000 x .005 = $5.00. The soft dollar amount would be equal to $45.00 for this order.

5. Click Back.

**Soft Payments in Activity Statements**

If you have set up and are using soft dollars, your activity statements will show all of your soft dollar payments in the Soft Dollar Activity section of your statement. You can also choose to include or omit this section when you create customized activity statements and Activity Flex queries.

**For more information**

**Compliance for Advisors**

Through our Advisor Compliance Obligations Reporting System, we now provide Section 13 monitoring, alerts and on-demand reporting for advisors trading through us that they may need to file Form 13F or Schedules 13D/13G with the U.S. Securities and Exchange Commission (SEC) because of the types and amount of positions held in their client and proprietary accounts. This system was designed to support Form 13F and Schedule 13D/G monitoring and reporting for advisory firms with multiple advisors.

You must **activate the service** before you can subscribe to alerts and on-demand reporting. Once you subscribe to this service, we monitor your aggregate sub account and proprietary positions for thresholds specified in Section 13 of the Exchange Act. You can elect to receive alerts and/or reports when your positions exceed these thresholds. You are then required to file the appropriate form or schedule with the SEC.

We currently support the following filings:
Form 13F - Reporting equity positions in managed portfolios of more than $100 million.
Schedules 13D/13G - Reporting significant acquisition and ownership positions.

The Compliance menu includes these pages, which represent different functions in our Advisor Compliance Initiative system:

Section 13 Subscription Election
Section 13 Monitoring Groups
Section 13 Handshake Requests
Section 13 On Demand Report Request
Section 13 Designate Aggregated Report Recipients

Who Can Subscribe to this Service?

You are eligible to subscribe to this service if you are an account user with Compliance Functions user access rights for one of the following types of advisor accounts:

Registered Advisor
Non-Registered Advisor
Friends and Family Advisor
Hedge Fund Investment Manager
Family Office Advisor
Money Manager

Using the Service for the First Time

If you have never used our Section 13 monitoring and reporting service before, the next time you log in to Account Management, you will be given the opportunity to activate the service.

Upon logging in, the Section 13 Subscription Election page opens. To activate the service, click the Yes radio button. If you select No, we send you a message in the Message Center confirming your choice (you can always subscribe later). If you select Ask me later, you will continue to see this page when you log in to Account Management.
Section 13 Subscription Election

This page lets advisors subscribe to Form 13F and Schedule 13D/13G alerts. Note that advisors must subscribe to a report on this page before they can enable their account to receive the report on the Section 13 Designate Aggregated Report Recipients page.

To subscribe to these alerts:

1. Click Manage Account > Settings > Compliance > Section 13 > Subscription Election.

   **Section 13 Subscription Election**

   To help your advisory firm meet its compliance obligations, Interactive Brokers will alert and remind advisors when they may need to make certain filings (i.e., Form 13F and Schedules 13D or 13G) with the U.S. Securities and Exchange Commission ("SEC").

   Would you like to receive some or all of these filing alerts and reminders?

   - [ ] Yes
   - [ ] No, thank you

   Click **Continue**.

2. Click **Yes** or **No** and then click **Continue**.

3. Click **Yes** or **No** for each type of alert, reminder and report that you would like to receive.

4. Choose how you would like to receive these alerts: via email and in the Message Center or only in the Message Center.

   Click **Confirm**.
Section 13 Filing Alerts and Reports

Please select the types of alerts, reminders and reports you would like to receive.

<table>
<thead>
<tr>
<th>Alert Type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule 13D/13G Amendment Filing Alerts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule 13D/13G Initial Filing Alerts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule 13D/13G PreWarning Filing Alerts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule 13D Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 13F Filing Alerts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form 13F Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please select how you would like to receive these alerts:

- Please send me the alerts by Email and through the IB Message Center
- Please only send the alerts through the IB Message Center

Section 13 Monitoring Groups

This page lets advisors and their Compliance Users group advisor accounts for the purpose of aggregating their associated client accounts' positions and trades. These groups are called "monitoring groups."

A monitoring group is based on a monitoring type: Form 13F or Schedule 13D/G.

On the Section 13 Monitoring Groups page, you can:

- Create a new monitoring group
- Add advisor accounts with the same tax ID to a monitoring group
- Remove an account from a monitoring group
- Delete a monitoring group
- Initiate a handshake request to add other advisors with different Tax IDs from your own to a monitoring group

Rules for Monitoring Groups

An account can only belong to one group of a specific monitoring group, i.e. an account cannot belong to two Form 13F groups or two Schedule 13D/13G groups.

Once an account is removed from a group or the entire group is deleted, the account is available for inclusion into another group.
An account with the same tax ID as the account creating a group can be included in the group either by the special selection or by handshake. Accounts that do not have the same tax ID can only be included through a handshake.

Two groups of the same monitoring type cannot have the same name.

You can create as many groups of the same monitoring type as needed.

**To create a new monitoring group**

You must create a monitoring group before you add accounts to it.

1. Click **Manage Account > Settings > Compliance > Section 13 > Monitoring Groups.**

   **Section 13 Monitoring Groups**

   ![Section 13 Monitoring Groups](image)

   2. Enter a group name.
   3. Select the monitoring type: **Form 13** or **Schedule 13D/13G.**
   4. Click **Create.**

     The new group appears in Details of Groups table.

**To add advisor accounts with the same tax ID to a monitoring group**
After you have created a monitoring group, you can add one or more advisor accounts with the same tax ID to the group.

1. Click Manage Account > Settings > Compliance > Section 13 > Monitoring Groups.
2. In the table, click the Edit icon (pencil) for the group to which you want to add an account.

![Monitoring Group Table]

3. Click Add Accounts.

The Monitoring Group Account Aggregation page opens, and displays your account ID along with the account IDs of advisors with the same tax ID. All account IDs are checked by default.

4. Make sure that only the advisor account IDs that you want to add to the group are checked, and then click Submit.

The Monitoring Groups page opens with the selected advisor account ID added to the group in the table.

To remove an account from a monitoring group

1. Click Manage Account > Settings > Compliance > Section 13 > Monitoring Groups.
2. In the table, click the Edit icon (pencil) for the group from which you want to delete an account.

The members of the selected group are displayed above the buttons.
3. Click the **Delete** icon (cylinder with the red x) next to the account you want to remove from the group, and then click **Save**.

**To delete a monitoring group**

1. Click **Manage Account > Settings > Compliance > Section 13 > Monitoring Groups**.
2. In the table, click the **Delete** icon (cylinder with the red x) for the group you want to delete.

**Initiate a handshake request**

In some cases, you may want to a monitoring group to include advisor accounts whose tax IDs do not match the tax IDs of the other accounts in the group. In these cases, you initiate a handshake request to add the advisor to the monitoring group. For example, your advisory firm may use consulting advisors who have their own tax IDs.

1. Click **Manage Account > Settings > Compliance > Section 13 > Monitoring Groups**.
2. In the table, click the **Edit** icon (pencil) for the group to which you want to add an account.
3. Click **Add Accounts**.

The Monitoring Group Account Aggregation page opens, showing all advisor accounts with matching tax IDs. They are checked by default.

**Section 13 Monitoring Group Account Aggregation**

Interactive Brokers has aggregated the positions managed by your advisory firm and those of the following firm(s) with IB accounts listing the same tax ID. If you want any of those firm’s positions aggregated with your firm’s, please check the check box next to that advisory firm. If you do not want currently selected accounts, please remove them from Manage Accounts -> Settings -> Compliance -> Section 13 -> Monitoring Groups.

Would you like your firm's positions aggregated with the positions managed by any other advisor account held at IB for Section 13 reporting purposes?

4. Click **Yes** to indicate that you would like your firm's positions aggregated with the positions managed by any other advisor account held at IB for Section 13 reporting purposes (i.e., those whose tax IDs do not match the other accounts in the monitoring group).
Section 13 Monitoring Group Account Aggregation

Group Name: Test IF Group FA
Monitoring Type: Form 13F

Interactive Brokers has aggregated the positions managed by your advisory firm and those of the following firm(s) with @ accounts listing the same tax ID. If you want any of these firms’ positions aggregated with your firm’s, please check the check box next to that advisory firm. If you do not want currently selected accounts, please remove them from Manage Accounts -> Settings -> Compliance -> Section 13 -> Monitoring Groups.

Account Number

Would you like your firm’s positions aggregated with the positions managed by any other advisor account held at @ for Section 13 reporting purposes? 

Add Account Information

Advisory firms’ Interactive Broker account number

Advisory firm name

Search

Please note that the other firm must agree to have its positions aggregated with yours before we can aggregate the firms’ positions for Section 13 purposes.

Please also keep in mind that the other firm(s) you list will be able to receive Section 13 alerts containing your firm’s positions.

Back to Group Management

5. Enter the account ID of the other advisor and the name of the other advisor’s firm.
6. Click Search to view the matching account.
7. Type a note to the other advisor in the text box that appears, and then click Submit.
8. Click Manage Account > Settings > Compliance > Section 13 > Handshake Requests to confirm that your request was submitted.
9. The other advisor will receive your request as a message in the Message Center the next time he or she logs in to Account Management. This other advisor will accept or decline the request on the Section 13 Handshake Requests page. Once the other advisor accepts the request, his or her account will be included in the monitoring group.

Section 13 Handshake Requests

Use this page to view all of your handshake requests, which you initiate from the Monitoring Groups page to add other advisors whose tax IDs are not the same as your own to a monitoring group. Advisors who receive handshake requests view them and accept or decline them on this page.
Section 13 On Demand Report Request

Use this page to submit requests for Form 13F and Schedules 13D/G reports and view the status of all report requests. There are two ways to request a report:

- **Select a monitoring group** from a drop-down list of available groups. This lets you request a report for a group of which you are not a member but are the owner (creator).
- **Select a monitoring type** (Form 13F or Schedules 13D/G) and enter report parameters. The system will get the associated group for your account (you are the user that requested the report) and will run the report on that group. If your account is not part of a group, the system will run the report for your advisor account.

You can [cancel a report request] whose status is *Pending*.

**Rules for On Demand Report Generation**

If you submit a report request by monitoring group, only the members of that group will be able to view the report.

A group owner (the advisor who created the monitoring group) can make an on demand report request for that group.

If you submit a report request by monitoring type, the system automatically selects the monitoring group of that type of which you are a member. If you are not a member of a group and you request a report monitoring type, the system will run the report for only you and your clients.

For Schedule 13D/G reporting, the starting date must be one year or less from the current date.

For Schedule 13D/G reporting, the date range must not exceed 60 days.

You cannot submit duplicate report requests (report requests with identical parameters) for reports that are pending generation. Once the report is generated, you can submit another report request with the same parameters.

**To submit an on demand report request by group**

1. Click **Manage Account > Settings > Compliance > Section 13 > On Demand Reporting**.

   The Section 13 On Demand Report Request page opens, showing all current report requests.
Section 13 On Demand Report Request

Please select either group or monitoring type to submit the on demand report Request.

Select Group Info

Select the monitoring type

Form 13F

<table>
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<th>No.</th>
<th>Group</th>
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<th>Status</th>
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<td>4</td>
<td>2016</td>
<td>Generated</td>
<td>--</td>
</tr>
<tr>
<td>3</td>
<td>ERIK Test Group F_13F</td>
<td>4</td>
<td>2016</td>
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Schedules 13D/G

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<td>2016-12-16</td>
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<td>2016-12-21</td>
<td>2016-12-25</td>
<td>Generated</td>
<td>--</td>
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<tr>
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<td>2016-12-25</td>
<td>Generated</td>
<td>--</td>
</tr>
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<td>dfhdshdsh</td>
<td>2017-01-20</td>
<td>2017-01-20</td>
<td>Failed</td>
<td>--</td>
</tr>
</tbody>
</table>

2. Select a monitoring group from the Select Group info drop-down. The Monitoring Type will be automatically set to the correct monitoring type for that group.
   - For Form 13F, select the year and quarter.
   - For Schedules 13D/G, enter a CUSIP, a starting date and an ending date.

3. Click Generate Report.


To submit an on demand report request by monitoring type
1. Click Manage Account > Settings > Compliance > Section 13 > On Demand Reporting.
2. Select a monitoring type from the drop-down.
3. If you selected Form 13F, select the year and quarter.

If you selected Schedules 13D/G, enter a CUSIP, a starting date and an ending date.

4. Click Generate Report.
5. View the report on the Reports > Supplemental > Compliance page in Account Management.

To cancel a report request

1. Click Manage Account > Settings > Compliance > Section 13 > On Demand Reporting.
2. In the list of report requests, click the red X icon in the Actions column to cancel any report request whose status is Pending.

Section 13 Designate Aggregated Report Recipients

Use this page to enable or disable aggregated reports for specific accounts in monitoring groups. For example, if you set up a monitoring group for Form 13F reporting with three advisors, but you only want two of the advisors in the group to receive the aggregated reports, you would come to the Section 13 Designate Aggregated Report Recipients page to disable reporting for the advisor in the monitoring group who you do not want to receive the report. The advisor for whom you disable reporting on this page will still get the
report that is specific to his or her clients, but will not have access to the client positions associated with the other advisors in the group.

**Rules for Designating Aggregated Report Recipients**

You cannot enable an account to be a report recipient if that group is not subscribed to the service on the [Section 13 Subscription Election](#) page.

You cannot select a monitoring group that has no members.

**To enable or disable an account to be a report recipient**

1. Click **Manage Account > Settings > Compliance > Section 13 > Report Recipients**.
2. Select the monitoring group from the drop-down. The Monitoring Type for the selected group is automatically selected.
3. In the list of members of the selected group, select *Enable* or *Disable* in the Actions column as desired.

**Trading Platforms Read-Only Access**

This page lets you enable or disable read-only access to trading platforms.

Read-only access gives you access to your account in any trading platform without requiring you to log in. When your account is in read-only mode, you will be able to view real-time market data, account balances and activity in our trading platform. **To trade, you will need to log in.**

When read-only access is enabled, it can be activated and deactivated from the Configuration screen. When disabled, the feature is not accessible.

**Who can access the Trading Platforms Read-Only Access page?**
To enable or disable Read-Only Access

1. Click Manage Account > Settings > Mobile.

   ![Trading Platforms Read-Only Access](image)

   Read-only access gives you quick, read-only access to your account without requiring you to log in. When your account is in read-only mode, you will be able to view real-time market data, account balances and activity. To trade you will need to log in.

   When read-only access is enabled, it can be activated and deactivated from the Configuration page. When disabled, the feature is not accessible.

2. Do one of the following:
   - To enable read-only access, click the Enable radio button.
     When read-only mode is enabled, "Enable" changes to "Enabled."
     Read-only mode is enabled by default.
   - To disable read-only access, click the Disable radio button.
     When read-only mode is disabled, "Disable" changes to "Disabled."

3. Click Continue.

4. When read-only access is enabled, when you open a trading platform, you will be asked if you want to use read-only mode. When you have in read-only access enabled, you will not have to log back into the trading platform to view market data, account balances or activity.

**Paper Trading**

Paper trading lets you use the full range of trading facilities in a simulated environment using real market conditions. Use this page to request a Paper Trading Account. Use this test environment to learn trading features such as order types without risk, learn market dynamics in new exchanges and products, and simulate and test trading strategies. When you use a paper trading account, you have limited access to Account Management functions. Paper trading accounts are created within 24 hours under normal business circumstances. You will be notified by email when the account is ready for trading.
Who can access the Paper Trading page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Non-Disclosed Client User
- Broker Omnibus Client User
- Investment Manager Master User
- Fund

To open a paper trading account

1. Click Manage Account > Settings > Paper Trading.

   Paper Trading

   If your regular trading account has been approved and funded, you can open a Paper Trading Account, which lets you use the full range of trading facilities in a simulated environment using real market conditions. Your Paper Trading Account will have its own password and username, separate from your normal account. Trades entered in your Paper Trading Account will not actually execute on any exchange or settle at a clearing house. However, the price of your executions will be determined by real market prices and sizes.

   Trading permissions, market data subscriptions, base currency, and customer type configurations in your Paper Trading Account will be the same as those in your normal account. You can use your Paper Trading Account activity in Trader Workstation (TWS) or Application Program Interface (API).

   Click the Continue button to activate your Paper Trading Account.
2. Read the text on the page, which contains important information about paper trading accounts, then click Continue.

**Paper Trading**

Please specify a Paper Trading Account Username prefix and password. Your full Username will be displayed once accepted by the system on the next page.

Enter a nine character username. Must include six lower case letters and three different numbers.

Username: 

Enter a six to eight character password with at least one numeric digit and no spaces. Please note this password for future use, as it will not be shown again.

Password: 

Confirm Password: 

3. Type a five-character paper trading account username in the field provided.
4. Type a paper trading account password in the field provided. The password must be from six to eight characters and must contain at least one number and no spaces.
5. Re-type the password in the field provided, then click **Back**. The system will generate a full username for you when you click **Back**.
6. You are prompted to click **Yes** to confirm your request for a paper trading account, or click **No** to cancel your request.

Be sure to write down your username and password; your password will not be shown on the screen again.

**About Paper Trading Accounts**

Paper Trading Accounts work as described below.

It works just like your production account. You can use most order types, trade all instruments available through IB TWS, and experiment with almost every aspect of the platform.

The PaperTrader interface clearly indicates that you are working in a simulated account. If you do not see this, you are trading in your production account and will be liable for all trades that fill.

New individual account holders automatically receive a paper trading account. Existing account holders with a paper trading account can log in to TWS with their production account and select either production or paper trading account without having to use their paper trading account login credentials.
Note that Advisors, Brokers, Advisor and Broker clients, Hedge Funds, Administrators, Referrers and residents of India and Japan will still have to log in to their paper trading accounts with their paper trading account credentials.

Trades entered into this paper trading account will not actually execute on any exchange or settle at a clearing house. However, the price of your executions will be determined by real market prices and sizes.

Trading permissions, market data subscriptions, base currency, and other account configurations are the same as specified for your regular account.

A paper trading account statement will be provided each day and is available by logging into Account Management with your Paper Trading Account login and accessing the Reports menu.

All paper trading accounts start with USD 1,000,000 of paper trading Equity with Loan Value, and this equity will fluctuate as if the trades had executed in the real market.

You may reset your cash equity at any time in Account Management for your Paper Trading Account. You can reset your paper trading cash equity to up to five times your production account value. Please note that reset requests should be entered before 16:00 ET in order to take effect for the next business day.

**Paper Trading Account Limitations**

Although a Paper Trading Account simulates most aspects of a production account, you may encounter some differences due to its construction as a simulator with no execution or clearing abilities. These differences include but are not limited to:

- No support for some order types including: VWAP, Auction, RFQ, and Pegged to Market.
- Fills are simulated from the top of the book; no deep book access.
- Limited combo and EFP trading.
- Stops and other complex order types are always simulated in paper trading; this may result in slightly different behavior from a production account.
- Penny trading for US Options is not supported. You will be able to submit the order but it will not receive a penny fill.
- The trade simulator will reject the remainder of any exchange-directed market order that partially executes. This may or may not match behavior of a real-world exchange. Market orders received while
there is no quote on the opposite side will be held until the market data arrives (i.e. until the first partial fill).

Mutual Fund trading is not supported in a Paper Trader Account.

**Account Management for a Paper Trading Account**

When you use a paper trading account, you have limited access to Account Management functions. With a paper trading account, you are limited to the following Account Management menus and functions:

**Trade > Paper Trading Account Reset:** *Paper Trading Account Reset* lets you reset the cash equity of your paper trading account. All paper trading accounts start with 1,000,000 USD of paper trading equity. Note that if you want to flatten the account positions, you must trade out of them before requesting a paper trading account reset.

**Trade > WebTrader:** *WebTrader* lets you quickly launch WebTrader, our HTML-based trading platform designed for traders who prefer a less complicated trading environment.

**Reports > Activity > Statements:** *Statements* lets you view and print daily statements for your paper trading account, and download trade information to Microsoft Word and Microsoft Excel. Daily statements cover the last 45 days.

**Reports > Activity > Flex Queries:** *Flex Queries* lets you create highly customized report templates for Activity Statements called Flex Queries. Flex Queries let you specify exactly which fields you want to view in your Activity Statement, the time period you want the report to cover, the order in which you want the fields to display, and the format of the report.

**Reports > Trade Confirmations > Flex Queries:** *Trade Confirms Flex* lets you create multiple, customized report templates for trade confirmations. A trade confirmation flex query lets you specify the exact fields you want to view in your report, the time period you want the report to cover, the order in which you want the fields to appear in the report, and the format of the report.

**Manage Account > Security > Reset Paper Trading Account Password:** Lets you change your paper trading account password by logging into Account Management with your production account (in the event that you have forgotten your paper trading password).

**Manage Account > Security > Individual > Password:** *Password* lets you change your paper trading account password by logging into Account Management with your paper trading account.
Paper Trading Account Reset

All paper trading accounts start with 1,000,000 USD of paper trading equity. You may reset this equity at any time using the Paper Trading Account Reset page in Account Management.

To reset your paper trading account

1. Log into Account Management with your paper trading account username and password.
2. Click Trade. The Paper Trading Account Reset page opens.
3. In the Select Reset Amount list, select the amount of equity you wish, then click Back. A page verifying your request appear.
   Reset requests received by 1600 ET are processed by the next day.

WebTrader

The Trade > Webtrader menu item launches WebTrader, Our HTML-based trading platform designed for traders who prefer a less complicated trading environment. WebTrader opens in a new browser window. Login with your account username and password.

Paper Trading Activity Statements

The Paper Trading Activity Statements page lets you view and print daily statements for your paper trading account, and download trade information to Microsoft Word and Microsoft Excel. Daily statements cover the last 45 days.
To view and print paper trading activity statements

1. Log into Account Management with your paper trading account username and password.
2. Click Reports, then click Activity. The Activity Statements page opens.
3. In the Date list, select one or more dates:
   - Select one or more non-contiguous dates using the Ctl+click keyboard/mouse combination.
   - Select a range of dates by using the Shift+click keyboard/mouse combination.
4. In the Format list, select HTML/Web to view the statement in your browser.
   - Select MS Word or MS Excel to save the statement in Microsoft Word or Microsoft Excel formats.
5. In the Language list, select your preferred language.
6. Click View.
   - If you selected HTML/Web as the format, your statement will appear in a new browser window.
   - If you selected PDF as the format, you will be prompted to save the PDF file to your computer.

Activity Flex Query

The Activity Flex Queries page lets you create highly customized report templates for Activity Statements. Flex Queries let you specify exactly which fields you want to view in your Activity Statement, the time period
you want the report to cover, the order in which you want the fields to display, and the format, TEXT or XML, of the report.

You can create multiple templates with different fields for each statement. All of your templates are stored in Account Management, and can be easily run from the Activity Flex Queries page. An Activity Flex Query is different from an Activity Statement customized template in that you can customize a flex query at the field level, allowing you to include and exclude detailed field information. Activity Statement customized templates only let you include and exclude sections.

You can also add default Flex Queries for Trades and Positions, then use those queries as the basis for your own by editing them.

---

**Trade Confirmations Flex Query**

The Trade Confirmations Flex page lets you create multiple, customized report templates for trade confirmations. A trade confirmation Flex query lets you specify the exact fields you want to view in your report, the time period you want the report to cover, the order in which you want the fields to appear in the report, and the display format for the report. You can create multiple Flex Queries with different fields for each query. All of your Flex Queries are stored in Account Management.

You can also add a default Flex query, then use it as the basis for your own by editing it.
Change Password

Use the Change Password page to change your paper trading account password.

To change your paper trading account password

1. Log into Account Management with your paper trading account username and password.
3. Type your current password, then type your new password. Choose a password that is from six to eight characters long and contains at least one number and no spaces.
4. Retype the new password.
5. In the Confirmation Number field, type the confirmation number from the email you received.
6. Click Submit. The password change is effective immediately.

Account Alias

The Account Alias page lets you define an alias for your account. For example, you might want to define an account alias that is easier to remember than your account ID. If you are a master user, you can define an alias for any client or sub accounts that you manage. If you create an account alias, it will appear on your
account statements and if your an Advisor Master, the account aliases will also be reflected in our trading platform.

**Who can access the Account Alias page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Advisor Master User (master account only)
- Proprietary Trading Group Master User (master account only)
- Broker Master User (master account only)
- Investment Manager Master User (master account only)

**To define an account alias**

1. Click **Manage Account > Settings > Account Alias**.

2. Type the account alias in the Account Alias field, then click Continue.

   The page refreshes and displays a confirmation message.

**White Branding**

We give Advisors and Brokers the ability to "white brand" or incorporate their own organization's identity into our software and documentation in specific areas, including:

- Trader Workstation
- WebTrader
Who can access the White Branding page?

You can access this page if you are a(n):

- Advisor Master User Individual
- Advisor Master User Organization
- Broker Master User

Do not use the Interactive Brokers banner as a template for your White Branding Banner. IB cannot endorse any Broker, and using a banner based on our corporate banner would give that impression. Please note that white branding of statements can take up to 24 hours from the time you upload your images.

To set up white branding


   The following figure shows the White Branding page for Brokers and Fund Investment Managers.
Interactive Brokers offers a solution for Brokers and Professional Advisors to use their own banners for White Branding purposes. White Branding gives you the ability to display your own logos and company information on our registration system, Account Management, Statements, PortfolioAnalyst, Trader Workstation, WebTrader, the TWS Users’ Guide and our contract database. White Branding is a great marketing tool that will also give your customers the impression that you are offering a complete package of in-house trading tools and supporting products.

2. Click **White Branding ID** to open that section, then enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters (_). You can change your White Branding ID at any time.
3. Click **Submit**.

4. Click each section that represents the category you want to white brand, then follow the instructions in the section to enter the required information. Click **Submit** in each section to enter the information into our system.

Changes made before 5:00 PM EST go into effect 8:00 PM EST the same day. Changes made after 5:00 PM EST will take effect the following day 8:00 PM EST.

**White Branding Trader Workstation**

We give Brokers the ability to customize the Trader Workstation (IB TWS) platform so it displays your logo and useful company information to be presented on IB TWS, i.e. a link to your company's Homepage, Client Services, Technical Support, and Sales Representative's contact information. Note that Advisors cannot white brand Trader Workstation.

If Broker Masters configure Trader Workstation for white branding, then mobile devices will also be white-branded, including IBKR Mobile for Android and iOS.

To set up white branding for Trader Workstation, you perform the following steps:

1. **Enter TWS white branding information in Account Management**.
2. Provide a link on your website for your clients to download and install TWS.

**To enter IB TWS white branding information in Account Management**

1. Log into Account Management.
2. Click **Manage Account > Settings > White Branding**.
3. Click **White Branding ID** to open that section, then enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters ( _ ). You can change your White Branding ID at any time.
4. Click Submit.
5. Click Trader Workstation to open that section.
6. Follow the instructions to enter General Information (including entering the URL to your own 16 x 16 pixel gif Logo Image), Help Desk Contact Information and Useful Links, as required.

7. Click **Submit**.

   Your initial white branding request may take up to 48 hours to take effect. Changes made before 5:00 PM EST go into effect 8:00 PM EST the same day. Changes made after 5:00 PM EST will take effect the following day 8:00 PM EST.

8. Provide one of the following links on your website for your clients to download and install TWS:

   - Latest TWS version, Updatable - This link points to a TWS installer that will automatically update and will always have the latest functions:

where MYBROKERWBID is your actual White Branding ID

Latest "Offline" TWS. This URL links to the installer for a static TWS where the version does not change unless the user manually downloads and installs TWS again:


where MYBROKERWBID is your actual White Branding ID

If you have previously configured your website with .jnlp files, replace the old JNLP link on your website with one of the links above and verify that the White Branding logo is the correct size on the download page and that you can download and install TWS successfully.

**White Branding WebTrader**

We give Brokers the ability to white brand WebTrader. WebTrader is our HTML-based trading interface, which allows our customers to access market data and transmit orders from behind a firewall where access to IB TWS may be impossible. The WebTrader may also be easier to use for customers who don't need all of the capabilities of the Trader Workstation.

Brokers and their customers may use the WebTrader if we are not the designated OATS Reporting Party under an Order Sending Organization (OSO) Agreement for that broker.

Note that advisors cannot white brand WebTrader.

**To white brand WebTrader**

1. Log into Account Management.
2. Click **Manage Account > Settings > White Branding**.
3. Click **White Branding ID** to open that section, then enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters ( _ ). You can change your White Branding ID at any time.
4. Click **Submit**.
5. Click **WebTrader** to open that section.
6. Follow the instructions to enter the information, including uploading your own 318 x 63 pixel jpg, gif or png file.

7. Click Submit.

Changes made before 5:00 PM EST go into effect 8:00 PM EST the same day. Changes made after 5:00 PM EST will take effect the following day 8:00 PM EST.

White Branding Emails

We give Brokers and Professional Advisors the ability to white brand emails that are sent to customers from the Registration System, Account Management and Client Services.

To white brand emails

1. Log into Account Management.
2. Click Manage Account > Settings > White Branding.
3. Click **White Branding ID** to open that section, then enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters ( _ ). You can change your White Branding ID at any time.

4. Click **Submit**.

5. Click **Emails** to open that section.

6. Follow the instructions to enter the required information.

7. Click **Save Email Settings**.

   Email white branding takes effect within 24 hours.

**White Branding Account Management, the Registration System and Statements**

We give Brokers and Professional Advisors the ability to upload their own banners to white brand Account Management, the Registration System (account application), the statements that they provide to their customers, and PortfolioAnalyst. The main banner requires a 650x80 jpg or png image. All images need to be less than 50KB in size.
Upgrade existing banner images to png format to apply the most recent style to statements. For more information, contact us at whitebranding@interactivebrokers.com.

To white brand Account Management, the Registration System and Statements

1. Log into Account Management.
2. Click Manage Account > Settings > White Branding.
3. Click White Branding ID to open that section, then enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters ( _ ). You can change your White Branding ID at any time.

4. Click Submit.
5. Click Registration System, Account Management, Statements and PortfolioAnalyst to open that section.
6. Follow the instructions to enter the required information, including uploading your own 650 x 80 pixel jpg or png file.
   You can also choose to hide the Investors' Marketplace by selecting the appropriate check box.

7. Click **Submit**.

   Account Management and Registration System white branding takes effect the next time you or your client(s) log in (you may have to refresh the browser cache). Statements will be white branded within 24 hours.

**White Branding Reference Table**

The following table lists the white branding capabilities for the various elements of Account Management, the Registration System and statements.
<table>
<thead>
<tr>
<th>Statements and PortfolioAnalyst</th>
<th>Advisors</th>
<th>Fully Disclosed Brokers</th>
<th>Non-Disclosed Brokers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements and PortfolioAnalyst</td>
<td>Yes — Only the banner can be white branded. Advisors cannot delete, change or white brand any footnotes or legal notes.</td>
<td>Yes — The banner can be white branded. Fully Disclosed Brokers cannot delete, change or white brand any footnotes or legal notes.</td>
<td>Yes. Non disclosed Brokers can delete footnotes EXCEPT the following footnote: &quot;Interactive Brokers LLC, member Securities Investor Protection Corporation (SIPC), provides execution, clearing and carrying services for your account pursuant to an agreement with INSERT INTRODUCING BROKER NAME&quot;</td>
</tr>
<tr>
<td>Email notices of statement availability</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Account approval and documentation</td>
<td>No</td>
<td>Yes EXCEPT: The Customer Agreement or any other agreement cannot be white branded.</td>
<td></td>
</tr>
</tbody>
</table>
White Brand the IB TWS Users' Guide

We give Brokers and Professional Advisors the ability to white brand the IB TWS User's Guide. You can replace the company name and acronym, trade system name and acronym, trading tool name and logo with your own information and logo.

The main steps in the process are:

1. Create a 100 x 22 jpg or gif image with a maximum size of 50KB.
2. Create a link to the User's Guide on your website that uses the following URL:


3. Log into Account Management.
4. Click Manage Account > Settings > White Branding.
5. Click White Branding ID to open that section, then enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters (_). You can change your White Branding ID at any time.
6. Click **Submit**.
7. Click **Trader Workstation Users' Guide** to open that section.

8. Follow the instructions to enter the required information, including uploading your own 100 x 22 pixel jpg, gif or png file for the Users' Guide banner image.
9. Click **Submit**.

Changes made before 5:00 PM EST go into effect 8:00 PM EST the same day. Changes made after 5:00 PM EST will take effect the following day 8:00 PM EST.
White Branding the Contract Database

We give Brokers and Professional Advisors the ability to white brand the Contract Database on the IB website by entering information in Account Management. Any change will take effect within 12 hours.

To white brand the Contract Database

1. Log into Account Management.
2. Click Manage Account > Settings > White Branding.
3. Click White Branding ID to open that section, then enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters (_). You can change your White Branding ID at any time.

4. Click Submit.
5. Click Contract Database to open that section.
6. Follow the instructions to enter the required information.
7. Click Submit.

Your submission will take effect within 12 hours.

How to Close Your Account

Complete the following steps to close your account at IB. Note that for USD-based accounts, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, you will have the opportunity to select one. If you do not have any ACH bank instructions, we will issue a check to your U.S. mailing address on file. For all non-USD based accounts, we will issue a wire based on the banking instruction on file.

1. Liquidate or Transfer Positions

Accounts with positions cannot be closed. You must either liquidate, or transfer all positions to another brokerage firm. Please contact your broker for transfer instructions.
To check your positions, log in to Account Management and select **Reports > Activity**. View your latest statement to verify that all positions have been liquidated or transferred.

2. **Convert Foreign Currencies**

Closing withdrawals may only be made in your base currency. You must convert any foreign currency you may hold back to your account's base currency. Be sure to check your statement and consider any dividend or interest accruals. The conversion can be processed using the Trader Workstation FXTrader. IB will automatically convert non-Base currency balances when you submit a close account request and the balances are below USD 1,000 equivalent. If you need assistance with the conversion process please contact our Trade Desk.

3. **Verify Bank Wire Instructions**

For all non-USD based accounts, we will issue a wire based on the saved bank information (instruction) on file. If you do not have any saved bank information (instruction) for a Wire Withdrawal, create one.

4. **Return Secure Login Device**

If you participate in the Secure Login System, you must return your secure login device. Cash balances will be reduced by the cost of the device (between USD 20 and USD 150 depending on device) until the secure login device is returned.

For more information regarding how to return the device please contact our Technical Assistance Department or visit our web site: [http://ibkb.interactivebrokers.com/node/975](http://ibkb.interactivebrokers.com/node/975)

5. **IRA Accounts Withdrawals**

IRA account holders will need to complete an IRA Withdrawal on the **Funding > Fund Transfers** page in Account Management and specify the type of withdrawal for government tax reporting purposes.
6. **Ensure Recent Deposits Have Cleared**
   
   All recent deposits, such as ACH, check and wire transfers, must have time to clear according to the Customer Deposit Credit and Hold Periods policy before your request to close your account can be honored.
   
   See the [Funding Reference](#) for details on credit and hold periods:

7. **Check Statements and Tax Forms**
   
   To access activity statements and tax forms, log in to Account Management and open the Reports menu.
   
   This information will only be available for a limited time after your account is closed. You will need to save your username and password for future access to statements.

8. **Close Account**
   
   1. After you have completed all of the previous steps, log in to Account Management and select **Manage Account > Settings > Close Account**.

   For USD-based accounts only, we will initiate an ACH transfer if you have an existing ACH bank instruction. If you have more than one ACH bank instruction, select the ACH bank instruction you wish to use from the drop-down list on the Close Account page.

   For USD-based accounts only, if you do not have an existing ACH bank instruction, you can either create one in Account Management on the Fund Transfers page or we will issue a check to your U.S. mailing address on file. In the latter case, confirm that we have your correct U.S. mailing address by checking the address displayed on the Close Account page.

   To make changes, open the Profile page in Account Management by selecting **Manage Account > Account Information > Details**.
2. Specify the reason you are closing your account by clicking the appropriate check boxes.

3. Click the Submit button to submit your request.

Your account will generally be held open for up to three months after you receive your closing withdrawal to collect any possible future fees, dividends, interest, or corporate actions. After that time, your account will be closed permanently.

4. Check back to see if any balance has been created on future statements.

5. You can view the status of your request to close your account by logging in to Account Management and selecting Manage Account > Settings > Close Account > Status.

If the above criteria are not met, our system will be unable to process your account closure request. Inactivity fees will continue to be deducted from an account until the above steps are completed, including the return of any Secure Login System device. Also note that funds held to secure the return of the security device may not be withdrawn until the device has been returned, and will be applied to meet any inactivity or market data fees.

Close Account

Use the Close Account page to submit a request to close an account. If you have one or more open client accounts, your request to close your account will not be processed until all client accounts are closed.

For USD-based accounts, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, you will have the opportunity to select one. If you do not have any ACH bank instructions, we will issue a check to your U.S. mailing address on file. For all non-USD based accounts, we will issue a wire based on the banking instruction on file.

These instructions describe how to use the Close Account page in Account Management. The instructions on the Close Account page summarize the steps that you must take to close your account. For a more detailed description of the account closure process, see How to Close Your Account.
Who can access the Close Account page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User (master account only)
- Broker Master User (master and non-disclosed client accounts)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To close an account from Account Management

1. Click Manage Account > Settings > Close Account. The Close Account Request page appears by default.
2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account you want to close.

You must close all client accounts that you manage before you can close your own account.

3. Read the instructions on the page carefully. If your account is USD-based, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, select the one you want to use from the drop-down list.

If you do not have an ACH bank instruction on file, we will issue a check. Verify your US mailing address displayed on the screen.

4. Specify the reason you are closing your account by clicking the appropriate check boxes.

5. Click Submit.

6. Click Cancel on the next page if you change your mind and do not want to close the account.

The Close Account page will display the status of your request.

**Account Closure Status**

The Closure Status page lets our clients who have submitted requests to close their accounts view the status of their request. Only those accounts will have access to this page.
To check the status of account closure request

1. Log into Account Management. Note that Account Management for closed accounts displays an abbreviated menu.
2. Click Manage Account > Settings > Closure Status.
   The Closure Status page displays.
   Any pending or outstanding items required to close your account are displayed on the screen.

Reopening a Closed Account

The Reopen Account page lets you re-open an account that has been closed. If you close your account, you can continue to access Account Management with your account username and password. For example, you may want to access statements, check fund status or change your password after your account has been closed. Only closed accounts have access to this page.

To submit a request to reopen your account, you must meet the following requirements:

- The date your account was originally opened must be after January 1, 2002. If your account was opened before that date, you cannot re-open it using the Reopen Account page in Account Management.
- Your account must be AML-compliant. This means that your account must meet our Anti-Money Laundering requirements. (Most closed accounts meet this requirement, but some may not.)
- If you are submitting a request to re-open a client or sub account, the Master account must be open.

Who can access the Reopen Account page?

You can access this page if your account is closed or a request to close your account has been submitted, and you meet the requirements listed above.

To submit a request to re-open your account

1. Login into Account Management. Note that Account Management for closed accounts displays an abbreviated menu.
2. Click Manage Account > Settings > Reopen Account.
   The Reopen Account page displays.
Before you can submit your request to re-open your account, you must update your trading permissions (which products you want to trade in which countries), and your market data subscriptions.

3. Click the Update Trading Permissions link.
4. Follow the instructions on the screen to select the products you wish to trade and the countries in which to trade them.
   
   If the account does not meet the trading experience, knowledge or financial criteria required to trade the products you select, we provide a specific error message and a link to submit a request to update this information.

5. Click Manage Account, Account Settings, Close Account, then Reopen to display the Reopen Account page again.
6. Click the Update Market Data Subscriptions link.
7. Follow the instructions on the screen to select market data subscriptions.
   
   If your account has an expired W-8 form (if it was completed more than four years before the date of your re-open request), an Update W-8 link appears. Click the link and submit an updated W-8, then return to the Reopen Account page and complete your request.

8. Click Manage Account, Account Settings, Close Account, then Reopen to display the Reopen Account page again.
9. Click Back.
10. You will receive a confirmation number via email. Enter this confirmation number on the screen in the field provided on the Reopen Account page.
   
   The screen updates to inform you that your request has been submitted and is pending approval.

**IRA**

The IRA tab includes the following pages:

- [IRA Conversion to a Roth Account](#) - Perform a full conversion from your Traditional, Rollover or SEP IRA account to a Roth IRA account.
- [Partial IRA Conversion](#) - Perform a partial IRA conversion.
IRA Recharacterization - Perform a recharacterization from your Roth account to an Traditional, Rollover or SEP IRA account.

Partial IRA Recharacterization - Perform a partial IRA recharacterization.

For more information about our IRA accounts, see IRA Reference.

IRA Conversion to a Roth Account

Use this page to perform a full conversion from your Traditional, Rollover or SEP IRA account to an IB Roth IRA account. In a full conversion, all assets in your Traditional or SEP IRA account are transferred to your Roth IRA account.

The following rules and procedures apply to IRA conversions:

For IRA Conversions from another Custodian/Trustee, you must open an Roth IRA account if you do not already have one.

For IRA Conversions from a Traditional IRA or Rollover or SEP IRA account, you must open a Roth IRA if you do not already have one.

We only allow full conversions. For instructions on how to perform a partial conversion, see Partial IRA Conversions.

If you request a full conversion, your existing Traditional/SEP IRA account will be closed upon completion of the transfer.

A conversion to a Roth IRA is subject to federal and possibly state income tax withholding, unless you elect not to have withholding apply. You may either elect not to withhold federal income tax or you may elect to withhold at a rate not less than 10%.

If federal income tax is withheld, state income tax may also be withheld. Where state income tax applies, the rate will be no less than the state's minimum withholding requirement. Your state of residence (the legal address for your IRA account), will determine your state income tax withholding requirement.

Consult your tax advisor about your tax withholding requirement.

To qualify for an IRA conversion, the total cash available in your Traditional or SEP IRA account must be greater than the federal tax amount + the state tax amount + 2% of total assets being converted.

Stated as an equation, this requirement is:
Total Cash Available > Federal Tax Amount + State Tax Amount + 2% of total assets being converted.

Transfers of securities positions from a Traditional or SEP IRA to a Roth IRA will only be accepted between accounts with matching names and taxpayer identification numbers.

Refer to IRS Publication 590, Individual Retirement Arrangements and consult your tax advisor regarding your individual tax situation when deciding to convert.

If you are opening a new account for the purpose of doing an IRA conversion or recharacterization, you should select the funding option IRA Conversion or Recharacterization in the Funding section of the account application.

**Who can access the IRA Conversion to a Roth Account page?**

You can access this page if you are an IRA User with a Traditional, Rollover or SEP IRA account.

**To perform an IRA conversion to an IB Roth IRA account**

1. Log into Account Management for the Traditional or SEP IRA account you want to convert.
2. Click Manage Account > Settings > IRA > IRA Conversion to Roth Account.
3. In the Transfer Method list, select IRA Conversion - Transfer Assets to Roth Account.
4. Enter the username, password and account ID of the Roth IRA account to which you want to convert your Traditional, Rollover or SEP IRA account, then click Continue.
5. A confirmation number is sent to your email address of record. Enter the number on the next screen, then click Confirm.

If you did not receive a confirmation number, click Request Confirmation Number to receive a new confirmation number.

6. Be sure to read and understand the important rules governing IRA conversions before you make your Federal and State Income Tax withholding elections.

Enter your Federal Income Tax withholding rate or elect not to have Federal Income Tax withheld. The tax rate is a percentage of your total account equity. Click the appropriate radio button to indicate your choice.

7. On the same screen, enter your State Income Tax withholding rate or elect not to have Federal Income Tax withheld. The tax rate is a percentage of your total account equity. Click the appropriate
radio button to indicate your choice.

8. Click **Continue**. The status of your request appears on the screen.

**Partial IRA Conversions**

While we only allows full IRA Conversions, you can follow these steps to perform a partial IRA conversion:

1. Log into Account Management for your Traditional, Rollover or SEP IRA account.
2. Click **Manage Account > Add Accounts > Add an Account**.
3. Use the Add an Account page to create a new Traditional, Rollover or SEP IRA account that is linked to your IRA account.
4. Once the new Traditional, Rollover or SEP IRA Account is open, log into Account Management for your original IRA account, then click **Funding > Position Transfers** to transfer assets into the new IRA account.
5. Once the assets have been transferred into the new IRA account, use the **IRA Conversion to a Roth Account** page to convert the newly-opened IRA account to a Roth account.

**IRA Recharacterization**

Effective January 1, 2018, pursuant to the Tax Cuts and Jobs Act (Pub. L. No. 115-97), a conversion from a traditional IRA, SEP or SIMPLE to a Roth IRA cannot be recharacterized. The new law also prohibits recharacterizing amounts rolled over to a Roth IRA from other retirement plans, such as 401(k) or 403(b) plans.

**Partial IRA Recharacterizations**

Effective January 1, 2018, pursuant to the Tax Cuts and Jobs Act (Pub. L. No. 115-97), a conversion from a traditional IRA, SEP or SIMPLE to a Roth IRA cannot be recharacterized. The new law also prohibits recharacterizing amounts rolled over to a Roth IRA from other retirement plans, such as 401(k) or 403(b) plans.

**IRA Reference**

This section includes general information on our Individual Retirement Accounts (IRAs) accounts. The following topics are included:
IRA Account Types
IRA Transfer Methods
Conversions and Recharacterizations

For more information, see our IRA FAQs.

IRA Account Types

This topic describes the different types of IRA accounts that are available.

IRA Margin Accounts

US resident customers may open cash or margin Individual Retirement Accounts (IRAs). The following rules apply to IRA margin accounts:
- IRA margin accounts are afforded all the benefits of a margin account, such as the ability to day trade and the ability to trade multiple currencies and multiple currency products, but are subject to the following limitations:
  - IRA accounts cannot borrow cash (i.e. have a debit balance or short stocks).
  - IRA accounts may be opened in any base currency, but when trading in a non-base currency product a currency trade must be executed first as you cannot borrow currencies.
  - IRA accounts can only cross-margin single stock futures, not stocks and options.
  - IRA accounts cannot borrow currencies.

Customers are advised to consult a tax specialist for further details on IRA rules and regulations.

IRA Account Types

When you open an IRA account with us, you must select a type of IRA account. The following IRA types are available:

- Traditional
- Traditional Rollover
- Traditional Inherited
- Roth
IRA Transfer Methods

Transfer methods describe the way an IRA account is funded. All of the following transfer methods are cash transactions, and Trustee-to-Trustee transfers can also use an ACATS position transfer in Account Management.

**Contribution** - The dollar amount of assets you are contributing to an IRA account, subject to certain limits based upon your age and the year of the contribution. Contributions are reported to the Internal Revenue Service (IRS).

**Rollover** - A transfer of funds from an IRA account with another trustee/custodian, within 60 days following a distribution, to an IB-IRA account. Rollovers are required to be reported to the IRS. IRA account types must be the same in order to rollover assets, for example if the originating account is a Roth IRA, your account must also be a Roth IRA.

**Direct Rollover** - A transfer of funds from a qualified plan (pension, 401(k) or other qualified retirement plan) with an employer to an IB IRA account. In a Direct Rollover, the trustee/custodian of your employer qualified plan (401(k) or pension) transfers your retirement assets directly to us. In general, no withholding tax or penalties apply to a Direct Rollover, however Direct Rollovers are reported to the IRS.

**Trustee-to-Trustee** - A transfer of funds from an IRA account held with another trustee/custodian to an IB IRA account, where the assets are transferred directly trustee/custodian to trustee/custodian, with no distribution of assets to you. ACATs position transfers are available, however the IRA account type and Tax ID must match in order to execute the transfer. Trustee-to-trustee transfers are not required to be reported to the IRS.

Refer to the **Tax Reporting** page on our website for information on IRS forms you will receive when transferring retirement plan assets.

The following table lists all available IRA types and applicable transfer methods.

<table>
<thead>
<tr>
<th>IRA Type</th>
<th>Description</th>
<th>Applicable Transfer Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td>A retirement savings plan that allows an individual</td>
<td>Contribution</td>
</tr>
</tbody>
</table>

Roth Inherited
Simplified Employee Pension (SEP)
<table>
<thead>
<tr>
<th>IRA Type</th>
<th>Description</th>
<th>Applicable Transfer Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>taxpayer to contribute earnings until they are withdrawn.</td>
<td>Rollover</td>
</tr>
<tr>
<td></td>
<td>Contributions are subject to annual limits depending on the age of the account owner and may or may not be deductible depending on the individual's circumstances.</td>
<td>Direct</td>
</tr>
<tr>
<td></td>
<td>Earnings accumulate tax deferred until distributed to you at which time the earnings are subject to tax upon withdrawal. A spouse may contribute to a separate account subject to the same limits.</td>
<td>Rollover</td>
</tr>
<tr>
<td></td>
<td>Withdrawals made prior to age 59½ are subject to a 10% penalty unless certain special circumstances apply. Distributions must begin by the account owner’s required beginning date (RBD), which is April 1 following the year you turn age 70½. Once you reach age 70½, you must withdraw at least a minimum amount – an annual Required Minimum Distribution (RMD) - by December 31 of each year. If an account owner fails to withdraw the full amount of the RMD annually, or fails to withdraw the RMD, there is a 50% tax penalty on the amount not withdrawn.</td>
<td>Trustee-to-Trustee</td>
</tr>
<tr>
<td>Traditional Rollover</td>
<td>A traditional IRA account that receives assets directly from an employer-sponsored plan such as a 401(k) or pension plan within 60 days of distribution from the plan. As long as no other assets are contributed to the Traditional Rollover IRA, the monies may be rolled over into a new employer’s plan. A traditional rollover IRA is commonly used if you are changing jobs or retiring.</td>
<td>Contribution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rollover</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trustee-to-Trustee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IRA Conversion</td>
</tr>
<tr>
<td>IRA Type</td>
<td>Description</td>
<td>Applicable Transfer Method</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Traditional Inherited</td>
<td>An IRA account you may set up as the beneficiary of a Traditional IRA you inherited from a spouse or other IRA account owner who has died, to receive a transfer of beneficiary IRA assets.</td>
<td>Trustee-to-Trustee</td>
</tr>
<tr>
<td>Roth</td>
<td>A retirement savings plan that allows an individual taxpayer to contribute earnings, subject to certain income limits. Earnings accumulate tax-free and contributions are nondeductible. Unlike Traditional IRAs, a Roth IRA account owner may continue to contribute after age 70½ if they have earned income. Withdrawals prior to age 59½ are subject to a 10% penalty unless special circumstances apply. There are no age requirements when an account owner must begin taking distributions. Contributions are subject to annual limits depending on the age of the account owner.</td>
<td>Contribution, Rollover, Trustee-to-Trustee, IRA Recharacterization</td>
</tr>
<tr>
<td>Roth Inherited</td>
<td>An IRA account you may set up as the beneficiary of a Roth IRA you inherited from a spouse or other IRA account owner who has died, to receive a transfer of beneficiary IRA assets.</td>
<td>Trustee-to-Trustee</td>
</tr>
<tr>
<td>Simplified Employee Pension (SEP)</td>
<td>A tax-deferred retirement plan for small businesses and self-employed individuals where an employee can set aside a percentage of pre-tax income into the plan. Annual contributions an employer makes to an employee's SEP-IRA cannot exceed the lesser of 25% of compensation, or $52,000 for 2013 and $53,000 for 2014. The same limits apply to contributions made to a self-employed individual's SEP-IRA. There is 100% vesting of all plan contributions. Distributions generally follow the same rules that apply to IRAs.</td>
<td>Contribution, Rollover, Trustee-to-Trustee, IRA Conversion</td>
</tr>
<tr>
<td>IRA Type</td>
<td>Description</td>
<td>Applicable Transfer Method</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Simplified Employee Pension (SEP) Inherited</td>
<td>An IRA account you may set up as the beneficiary of a SEP IRA you inherited from a spouse or other IRA account owner who has died, to receive a transfer of beneficiary IRA assets.</td>
<td>Trustee-to-Trustee</td>
</tr>
</tbody>
</table>

**Conversions and Recharacterizations**

**IRA Conversion**

An IRA conversion is a transfer of Traditional, Traditional Rollover or SEP IRA assets to a Roth IRA with the same custodian or as a trustee-to-trustee transfer or rollover. A conversion is subject to Form 1099-R reporting for the distribution from the non-Roth and Form 5498 for the contribution to the Roth IRA.

**Eligibility Requirements**

You are eligible to convert to a Roth IRA if your modified adjusted gross income (MAGI) does not exceed $100,000 (not including the IRA conversion amount) in the year you convert. This rule applies to both single and joint tax filers. Married individuals filing separate tax returns are not eligible to convert to a Roth IRA unless they have lived apart from their spouse for the entire tax year.

**2010 Changes**

If you convert in 2010, neither the MAGI limit nor the requirement that married filing separately spouses live apart for the year will apply. Generally, when you convert to a Roth IRA, you are required to pay taxes on any taxable converted amount including deductible contributions and any investment earnings. If you convert in 2010, the income taxes may be spread over 2011 and 2012, with 50% of the taxes due being paid in each of those years. Furthermore, if you convert your Traditional IRA to a Roth IRA, the taxable portion of your Traditional IRA will not be subject to a 10% penalty tax regardless of your age at the time of the conversion unless the full amount of the distribution is not converted (for example, if you elect to withhold taxes and the amount withheld is not replaced.)

The deadline to convert to a Roth IRA is December 31 of the year you choose to convert.
IRA Recharacterization

An IRA recharacterization is a transfer of converted Roth IRA assets back to a new or existing Traditional IRA account. Roth IRA converted amounts from a SEP IRA may also be recharacterized back to a SEP IRA account. IRS reporting is required for the distribution from the Roth IRA and the contribution to the non-Roth IRA.

Timing

Election to recharacterize must be made by the tax return due date, plus the maximum six-month extension period (whether or not the return is actually extended). The deadline to recharacterize a 2010 Roth conversion is October 15, 2010. An IRA recharacterization is a transfer back to a new or existing Traditional IRA of converted Roth assets. Roth IRA converted amounts from a SEP IRA may also be recharacterized back to a SEP. IRS reporting is required for the distribution from the Roth and the contribution to the non-Roth IRA. Timing Election to recharacterize must be made by the tax return due date, plus the maximum six-month extension period (whether or not the return is actually extended).

The deadline to recharacterize a 2010 Roth conversion is October 15, 2010.

Reconversion

Reconversion is defined as a second conversion (following a Recharacterization) from a non-Roth IRA to a Roth IRA. Taxpayer has already made a first conversion from a non-Roth to a Roth IRA and then recharacterized the conversion amount (including net earnings) back to a non-Roth IRA. You may not convert, recharacterize and then reconvert in the same tax year. IRS reporting is required.

A taxpayer cannot reconvert back to a Roth IRA until the later of:

- January 1 of the tax year following the year of the first conversion, or
- 30 days after the recharacterization to a non-Roth IRA

If the taxpayer makes a reconversion within the same tax year or before the 30 day waiting period, the reconversion is disregarded and the taxpayer must use the value of the non-Roth IRA at the time of the first conversion to calculate the taxable income for the year.
Additional Information

If you are age 70½ or older and you have not taken a Required Minimum Distribution (RMD) from your IRA, you must do so prior to converting to a Roth IRA.

For IRA Conversions from a traditional IRA (or IRA rollover) account, you first must open an IB Roth IRA if you do not already have one.

Your existing traditional IRA account will be closed upon completion of a full conversion transfer.

Please note that transfers of securities positions from a Traditional IRA to a Roth IRA will only be accepted between accounts with matching names and taxpayer identification numbers.

You cannot revoke or modify your election to Recharacterize after the election has been made.

An election to Recharacterize must be made by the federal tax return due date, plus the maximum six-month extension period, for example, October 15, 2011.

Consult your tax advisor before you decide to convert to a Roth IRA.

Trade Configuration

The Trade Configuration menu includes the following tabbed pages:

- **Permissions** - Configure your trading permissions.
- **Research** - Subscribe to news and information services.
- **Market Data** - Subscribe to market data.
- **Subscriber Status** - Set your market data subscriber status.
- **Alerts** - Select the default method of receiving email alerts.
- **Trading Limits** - Proprietary Trading Group Master users control the size and amounts that their authorized traders (sub accounts) can trade.
- **Restrictions** - Master account users restrict their own accounts and their client/sub accounts from trading specific symbols.
- **IB FYI** - Set notifications and automatic actions in your trading account based on portfolio and order history to help you stay on top of relevant dates and events.
- **Futures Arbitration Agreement** - Sign and submit the Arbitration Agreement.
- **Asia Gateway Access** - Customers based in China select their delivery source for market data and
Permissions

Trading permissions specify the products you can trade where you can trade them. You use the Permissions page to view or modify existing trade permissions or subscribe to new permissions. When specifying permissions, you will be asked to sign any risk disclosures required by local regulatory authority.

Who can access the Permissions page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual/Organization (can only view)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User (can only view)
- Fund

The Permissions page is available in PDF format for advisor clients.

To set trading permissions

1. Click Manage Account > Trade Configuration > Permissions. The Trading Permissions page appears by default.

2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the desired account to view the pending items
or requests for that account.

3. In the Trading Programs section of the page, sign up for a trading program
   - The Stock Yield Enhancement Program offers participating accounts the opportunity to earn additional income from fully paid shares by allowing us to borrow those shares from you in exchange for cash collateral, and then lend the shares to traders who want to sell them short and are willing to pay interest. For more information, see our Securities Financing page. Note that if you unenroll from this program, you must wait 90 days before you can re-enroll in the program.
   - Portfolio Margin customers can also sign up for our Pre-Borrow Program, which lets you pre-borrow stocks for short sales in Trader Workstation instead of waiting three days until the settlement date. Note that we will charge you the indicative borrow rate for each day up to the settlement date beginning with the trade date, and you can find this rate on your daily Activity Statement.

4. The Trading Permissions section of the page lists all of the products you can trade and the countries in which you can trade them. Currently approved products are shown in green and products with pending approval are shown in pink.

**Note:** Clients who are eligible to trade CFDs and Forex CFDs (all clients except residents of the USA, Canada, Hong Kong and Australia), will also see those products displayed.
To modify your trading permissions, click the check box for the product you wish to trade in the country or countries in which you wish to trade them.

- Click the **Global** check box to request permission for all products in all countries.
- Click the **Check All** check box next to a country name to request permission to trade all products in that country.
- Click the **Check All** check box below a specific product name to request permission to trade a specific product in all countries.

5. Click **Continue**.

The Financial Information page opens.

6. Review your investment objectives, investment experience and financial information, then click **Continue**.
Some products require specific investment experience, which you can also modify on this page.

7. Depending on the products that you have requested permission to trade, you are prompted to sign a risk disclosure, as required by law. Complete the online Disclosure Form(s) by typing your name in the Signature field, then click Continue.

8. Click the link(s) to read the complete agreements and/or disclosures, then click the Accept radio button to acknowledge your acceptance of the terms of the agreements and disclosures and click Continue.

A Final Acknowledgments/Confirmation page opens, listing your current and requested trading permissions and the current status of each. If approved, your trading permissions will be listed with a status of Approved.

Trading permission upgrade requests received by 11:00 AM ET on a business day will be reviewed by the next business day under normal circumstances.

Trading UK CFDs and Metals

If you meet the eligibility requirements, you can request permission to trade United Kingdom CFDs, and/or Metals. Currently, we offer Over-the-Counter Gold (OTC Gold) trading in the Metals product category. When you elect to trade one or both of these products, we create a special IB-UKL account for you. You must fund this account separately to trade these products.

This topic includes the following procedures:

- Trading UK CFDs and/or Metals if You are an Advisor Master User
- Trading UK CFDs and/or Metals if You are an Advisor Client User, Broker Client User or Single User
- Trading UK CFDs and/or Metals if You are a Broker Master User

UK CFDs Eligibility Requirements

The following customers are eligible to trade UK CFDs:

<table>
<thead>
<tr>
<th>Customer</th>
<th>Eligible to trade UK CFDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>All US customers</td>
<td>No</td>
</tr>
</tbody>
</table>

Account Management Users' Guide
<table>
<thead>
<tr>
<th>Customer</th>
<th>Eligible to trade UK CFDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Canadian customers</td>
<td>No</td>
</tr>
<tr>
<td>Customers from countries other than:</td>
<td>Yes</td>
</tr>
<tr>
<td>- US</td>
<td></td>
</tr>
<tr>
<td>- Canada</td>
<td></td>
</tr>
<tr>
<td>- Hong Kong</td>
<td></td>
</tr>
<tr>
<td>- Israel</td>
<td></td>
</tr>
<tr>
<td>- New Zealand</td>
<td></td>
</tr>
<tr>
<td>Japanese and Indian customers who trade through IB-UK</td>
<td>Yes</td>
</tr>
<tr>
<td>Japanese and Indian customers who do not trade through IB-UK</td>
<td>No</td>
</tr>
<tr>
<td>Fully-disclosed Broker Clients of non-US and non-Canadian Brokers. The clients must meet the country eligibility requirements</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-disclosed and Omnibus Broker clients whose Master Account satisfies all other eligibility rules</td>
<td>Yes</td>
</tr>
<tr>
<td>Fully-disclosed Broker Clients of US and Canadian Brokers</td>
<td>No</td>
</tr>
</tbody>
</table>

**Metals Eligibility Requirements**

The following customers are eligible to trade Metals:

<table>
<thead>
<tr>
<th>Customer</th>
<th>Eligible to trade Metals</th>
</tr>
</thead>
<tbody>
<tr>
<td>US-based Eligible Contract Participants (ECPs)</td>
<td>Yes</td>
</tr>
<tr>
<td>Customer</td>
<td>Eligible to trade Metals</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>All US customers who are NOT Eligible Contract Participants</td>
<td>No</td>
</tr>
<tr>
<td>All Canadian customers</td>
<td>No</td>
</tr>
<tr>
<td>Customers from countries other than:</td>
<td></td>
</tr>
<tr>
<td>○ US</td>
<td>Yes</td>
</tr>
<tr>
<td>○ Canada</td>
<td></td>
</tr>
<tr>
<td>○ Australia</td>
<td></td>
</tr>
<tr>
<td>○ Hong Kong</td>
<td></td>
</tr>
<tr>
<td>○ Japan</td>
<td></td>
</tr>
<tr>
<td>Indian customers who trade through IB-UK</td>
<td>Yes</td>
</tr>
<tr>
<td>Indian customers who do not trade through IB-UK</td>
<td>No</td>
</tr>
<tr>
<td>Fully-disclosed Broker Clients of non-US and non-Canadian Brokers</td>
<td>Yes</td>
</tr>
<tr>
<td>Non-disclosed and Omnibus Broker Clients, but only if their Master Account satisfies all other eligibility rules</td>
<td>Yes</td>
</tr>
<tr>
<td>Fully-disclosed Broker Clients of US and Canadian Brokers</td>
<td>No</td>
</tr>
</tbody>
</table>

To trade UK CFDs and/or Metals if You are an Advisor Master User

1. Log in to Account Management.
2. Do one the following:
   - Click **Yes** then **Continue** if you want to trade UK CFDs and/or Metals. Your Advisor Clients must log in separately to elect to trade these products.
   - Click **No** then **Continue** if you do not want to trade UK CFDs and/or Metals. If you answer No, your Advisor Clients will not be able to trade these products either.
Chapter 5  Trading UK CFDs and Metals

- Click Ask me later if you do not want to trade UK CFDs and/or Metals now, but might in the future. This screen will reappear until you answer Yes or No.

A special IB-UKL account is created for your Advisor Master User account. The account ID is identical to your Advisor Master User account ID, with the addition of the letter F appended to the end.

3. Once the IB-UKL account is approved, you must fund it separately to trade UK CFDs and metals:
   - Log into Account Management.
   - Click Funding > Fund Transfers.
     - To deposit funds directly into the IB-UKL account, select the account ending in “F” from the Account list, then select Deposit Cash from the Transaction list and select the deposit method of your choice. Complete the deposit notification to fund the account.
     - To transfer funds from your existing account to the IB-UKL account, select Transfer Funds Internally from the Transaction list, then select Funds Transfer from the Method list and complete and submit the funds transfer form to transfer funds into the IB-UKL account.

To trade UK CFDs and/or Metals if You are an Advisor Client User, Broker Client User or Individual User

1. Log in to Account Management.
2. In the Trading Permissions section of the page:
   - Click the Metals check box for the country in which you want to trade metals.
   - Click the CFD check box for the country in which you want to trade UK CFDs.
3. Click Continue. The following page appears:
4. Click Back, and read and provide your electronic signature on the trading agreements and disclosures that appear.

On the last screen, which summarizes all of your trading permissions, look for the section entitled “Trading Permissions for your UKL account.”
A special IB-UKL account is created for your account. The account ID is identical to your regular account ID, with the addition of the letter F appended to the end.

7. Once the IB-UKL account is approved, you must fund it separately to trade UK CFDs and metals:

   ○ Log into Account Management.
   ○ Click **Funding > Fund Transfers**.
   ○ To deposit funds directly into the IB-UKL account, select the account ending in “F” from the Account list, then select *Deposit Cash* from the Transaction list and select the deposit method of your choice. Complete the deposit notification to fund the account.
   ○ To transfer funds from your existing account to the IB-UKL account, select *Transfer Funds Internally* from the Transaction list, then select *Funds Transfer* from the Method list and complete and submit the funds transfer form to transfer funds into the IB-UKL account.

**To trade UK CFDs and/or Metals if You are an Broker Master User**

1. Log in to Account Management. If you meet the eligibility requirements to trade these products, the following page appears:
2. Read the information on the page, then click the check box at the bottom of the page to indicate acknowledgment and click **Continue**.

   A special IB-UKL account is created for your account. The account ID is identical to your regular account ID, with the addition of the letter F appended to the end.

3. Once the IB-UKL account is approved, you must fund it separately to trade UK CFDs and metals:

   ○ Log into Account Management.
   ○ Click **Funding > Fund Transfers**.
   ○ To deposit funds directly into the IB-UKL account, select the account ending in “F” from the Account list, then select *Deposit Cash* from the Transaction list and select the deposit method of your choice. Complete the deposit notification to fund the account.
   ○ To transfer funds from your existing account to the IB-UKL account, select *Transfer Funds Internally* from the Transaction list, then select *Funds Transfer* from the Method list and complete and submit the funds transfer form to transfer funds into the IB-UKL account.
Trading Cash Forex

Cash Forex lets you borrow to establish a Forex position (i.e., trade Forex on a leveraged basis). If you meet the eligibility requirements listed below, you can request permission to trade Cash Forex.

Cash Forex Eligibility Requirements

In order to be eligible to trade Cash Forex, you must be an Eligible Contract Participant (ECP).

**Note:** Clients with IBLLC accounts or IB UK accounts carried by IBLLC, and Fully Disclosed Broker Clients must be Eligible Contract Participants to be eligible to trade Cash Forex. An Eligible Contract Participant is generally an individual or organization with assets of over $10 MM (or $5 MM if trades are hedging). The complete definition is located in Section 1a(18) of the Commodity Exchange Act. For more information about the Commodity Exchange Act, see the U.S. Commodity Futures Trading Commission website, or read the complete definition here.

### Cash Forex Eligibility Requirements

<table>
<thead>
<tr>
<th>Customer</th>
<th>ECP Required to Trade Cash Forex</th>
</tr>
</thead>
<tbody>
<tr>
<td>IB LLC customers</td>
<td>Yes</td>
</tr>
<tr>
<td>IB-UK customers introduced by IB LLC on a fully disclosed basis</td>
<td>Yes</td>
</tr>
<tr>
<td>Customer accounts handled solely by IB UK (with no involvement by IB LLC)</td>
<td>No</td>
</tr>
<tr>
<td>All IB Canada customers</td>
<td>No</td>
</tr>
<tr>
<td>All IB Hong Kong customers</td>
<td>No</td>
</tr>
<tr>
<td>All IB Japan customers</td>
<td>No</td>
</tr>
<tr>
<td>All IB India customers</td>
<td>No</td>
</tr>
<tr>
<td>Fully-disclosed Broker clients</td>
<td>Yes</td>
</tr>
<tr>
<td>All Non-disclosed and Omnibus Broker clients</td>
<td>No</td>
</tr>
</tbody>
</table>
To request permission to trade Cash Forex

1. Click Manage Account > Trade Configuration > Permissions. The Trading Permissions page appears by default.
2. Request permission to trade Cash Forex by selecting the appropriate check box(es).
3. Click Continue.
4. Review and your investment objectives, investment experience and financial information, modifying information where required, and then click Continue.
5. If you are not already an Eligible Contract Participant (ECP), you are prompted to complete a brief questionnaire to become an ECP.
6. We will review your request. Once approved as an ECP, you will be able to trade Cash Forex.

Market Data

We provide subscriptions to real-time streaming market data directly from exchanges, quote aggregators and index providers. The Market Data Subscriptions page lets you sign up for additional market data subscriptions such as NASDAQ TotalView and NYSE Open Book or unsubscribe from market data. You can also search for any market data subscription using the Market Data Assistant.

Market data subscriptions are terminated if you have not logged into Trader Workstation for 60 days. Click here for detailed market data termination rules.

For important information about market data fees, see the Market Data Fees page on our website.

Who can access the Market Data page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual (advisor master account only)
- Advisor Master User Organization (advisor master account only)
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
Broker Master User
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Broker Omnibus Client User
Investment Manager Master User
Fund

To use the market data page

1. Click **Manage Account > Trade Configuration > Market Data**.
   
   Your current market data subscriber status (Professional or Non-Professional) is displayed in the page title. Market data subscriptions are organized by region (North America, Europe, Asia-Pacific).

   The Market Data page appears.

   ![Market Data Subscription Table]

2. To sign up for additional market data subscriptions, click the tab for the region you want, click the check box for each subscription you wish to add, then click **Back**.

3. If you have additional linked, duplicate or consolidated accounts, the Billable Account section appears on the page. Use this section to change the account that is billed for market data.
Select the account you want to be billed for market data, then click **Change Billing Account**. Beginning with the next billing cycle, your market data subscriptions will be billed to the account you selected.

4. To unsubscribe from market data, click the check box for the subscription to clear the check mark, then click **Back**. Read and complete any Subscriber Agreement that appears, then click **Back**.

The Market Data page opens again, with your new selections updated and any pending subscriptions identified as such. Market Data subscription updates take effect immediately under normal circumstances.

**Market Data and Research Subscription Termination Rules**

If you do not log into Trader Workstation (IB TWS) for 60 days, your active market data subscriptions will be terminated according to the following rules:

If you do not log into Trader Workstation (IB TWS) for 60 days (counting from the last day on which you logged into IB TWS), your active market data and research subscriptions will be added to the market data termination list. You will be notified via email and on the Market Data Subscriptions and Research pages the next time you log into Account Management.

You can keep your market data and research subscriptions active by clicking the **Continue Subscriptions** button on the Market Data Subscriptions and Research pages within 30 days of being notified of the pending termination (or 90 days since your last IB TWS login).

If you do not click **Continue Subscriptions**, the subscription will expire on the last day of the current month.

If you log into IB TWS at any time before the subscription expires due to the termination rules listed above, the subscription will be removed from the termination list and will remain active.
Research

The Research page lets you sign up for IBIS - Interactive Brokers Information System and other news and information services such as Reuters Worldwide Fundamentals.

Research subscriptions are terminated if you have not logged into Trader Workstation for 60 days. Click here for more information.

Who can access the Research page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual (Master account only)
- Advisor Master User Organization (Master account only)
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Omnibus Client User
- Investment Manager Master User
- Fund

To subscribe to news and information services

1. Click Manage Account > Trade Configuration > Research.
   The Research page displays all available news and information services and their monthly prices, including those to which you are currently subscribed.
2. To sign up for additional news and information services, click the check box for each service you wish to add, then click **Continue**.

3. To unsubscribe from news and information services, click the check box for the subscription to clear the check mark, then click **Continue**.

**Subscriber Status**

Many exchanges classify customers as non-professional or professional. Exchange rules require that trusts and organizations (e.g. corporations, partnerships, LLCs and unincorporated businesses) must be classified as professional. NYSE, Amex, and TSE Professional Market Data require prior approval from the exchange.
The Market Data Subscriber Status page in Account Management lets you change your market data subscriber professional status from Non-Professional to Professional or from Professional to Non-Professional. Your market data subscriber status is displayed on the Market Data page.

**Who can access the Subscriber Status page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual (Friends and Family Group advisor master account only)
- Broker Fully Disclosed Client User
- Broker Non-Disclosed Client User
- Broker Omnibus Client User

**To change your market data subscriber professional status**

1. Click *Manage Account > Trade Configuration > Subscriber Status*. The Market Data Subscriber Status page appears by default.

   ![Market Data Subscriber Status](image)

   Use this page to change your market data subscriber status. Click the Help icon for more information.

   **Status**
   
   Your current market data subscriber status is:
   
   - Non-Professional
   - Professional

   **Permitted Use**
   
   If Subscriber is a Non-Professional Subscriber, he or she shall receive Market Data solely for his or her personal, non-business use.
   
   - I agree
   - I decline

   **Change in Non-Professional Status**
   
   Subscriber shall notify Vendor promptly of any change in his or her circumstances that may cause him or her to cease to qualify as a Non-Professional Subscriber by modifying this through Account Management on our website.
   
   - I agree
   - I decline

   ![Save and Continue](image)
To change your status from Non-Professional to Professional, click the **Professional** radio button, then read the Permitted Use and Change in Non-Professional Status statements and click the **I agree** radio button in each section.

To downgrade your status from Professional to Non-Professional, you must submit a ticket in the Client Services Message Center to request the status change:

Click **Support > Message Center** to display the Client Services Message Center, then click **Create** in the Message Center, and select **Account Services** and **Account Configuration/Permissions** as the categories. You must include the reason for the change.

2. Click **Continue**.

**Market Data Assistant**

Use the Market Data Assistant to search for market data subscriptions.

**To search for market data subscriptions**

1. On the Market Data Subscriptions page, click **Market Data Assistant**.
2. Enter the desired stock symbol and exchange (or use an ISIN or CUSIP).

The search results will show which market data subscription(s) provide the real-time market data for all combinations of professional/non-professional, top-of-book, and deep-book data.
Trading Limits

The Trading Limits page lets Proprietary Trading Group Master users control the size and amounts that their authorized traders (sub accounts) can trade.

Who can access the Trading Limits page?

You can access this page only if you are a Proprietary Trading Group Master User.

To view and set trading limits

1. Click Manage Account > Trade Configuration > Trading Limits.

Trading Limits

Use this page to view or edit trading limits for an existing sub account. Select the sub account below to view or edit trading limits.

Client Account ID: 

2. From the Client Account ID drop-down, select the sub account for which you want to set trading limits. The page updates to display three expandable trading limit sections:
3. To set order value limits, click to expand that section, enter values and click **Continue**.
   
   - **Dollar Value Per Order** - The total value of any one order, in millions of dollars. For example, a value of .5 = a limit of 500,000 USD.
   - **Net Dollar Value Per Day** - The net value of buys and sells for an entire trading day, in millions of dollars. For example, if you bought 50 million and sold 15 million in a day, the net dollar value for that day would be 35 million.
   - **Gross Dollar Value Per Day** - The aggregate value of buys and sells for an entire trading day. For example, if you bought 50 million and sold 15 million in a day, the gross dollar value for that day would be 65 million.

4. To set order quantity limits, click to expand that section, then enter order quantity limits. Click **Continue** when you are done entering values.
5. To set Exchange for Physical Limits, click to expand that section, then enter values for any of the following and click Continue.

- Maximum Nominal Exchange for Physical Per Order - The total value of any one Exchange for Physical (EFP) order, in millions of dollars.
- Maximum Net Exchange for Physical Per Trades - The net value of EFP buys and sells for an entire trading day, in millions of dollars.
- Maximum Gross Exchange for Physical Trades - The aggregate value of EFP buys and sells for an entire trading day. For example, if you bought 50 million and sold 15 million in a day, the gross dollar value for that day would be 65 million.

6. Verify your changes on the Verify Trading Limits, then click Continue. Click Back if you need to make further changes.
7. A confirmation number is sent to your email address of record. Enter this number on the Confirmation page that appears, then click Continue.

New trading limits and changes to existing trading limits go into effect on the next business day.

Restrictions

Set all trading restrictions in the Pre-Trade Compliance tool. Click the Launch Pre-Trade Compliance button to open the program.

For more information about the Pre-Trade Compliance tool, see the Pre-Trade Compliance Tool Users' Guide.

IB FYI

FYIs are notifications and automatic actions in your trading account based on your portfolio, order history and trading activity that are designed to help you stay on top of relevant dates and events. FYIs are intended as a convenience; do not rely on them as a comprehensive or primary source of information.

The IB FYI page includes the following notifications and automatic actions:

Notifications

Borrow Availability - Notifies you when a borrow becomes available in shares that you were unable to short last week.

Option Expiration Notification - Notifies you three days before US options expire.

Takeovers - Notifies you that a company in which you hold positions is the target of a takeover. This notification is turned on by default.

Earnings - Notifies you of upcoming earnings announcements from any of your holdings.

Mutual Fund Advisory - Notifies you if there is an ETF comparable to your mutual fund holding.

Dividends - Notifies you if a US option position is projected to be economically beneficial for early exercise or assignment.

Automatic Actions
**Dividends** - Automatically exercise US dividend-related stock and ETF options. If you select this Automatic Action, IB’s system will determine whether is likely to be beneficial to you to exercise call options early, using predefined mathematical criteria and based on well-established theories of option pricing and efficient markets. The system will then send you a notification two days before the stock trades ex-dividend and, if the determination remains favorable, automatically exercise the option early with no action required from you.

All customers who can trade US dividend-related options are eligible for this automatic action EXCEPT:

- Japan accounts
- India accounts
- UK passport country residents
- UKL standalone accounts
- Hong Kong residents
- Australian residents

**Economic Event Order Suspension** - Twenty seconds before a major economic event, pauses all of your active orders for 40 seconds. Once you enable this automatic action in Account Management, you will receive bulletins inside the trading platform which report the times and descriptions of the economic events. Economic events include GDP, non-farm payrolls, PPI, CPI and so on.

**Who can access the IB FYI page?**

All accounts except Advisor Clients.

**To set FYI options**

1. Click Manage Accounts > Trade Configuration > IB FYI.
2. Click the check box next to the notification and/or automatic action you want to enable. Deselect a check box to disable a notification and/or automatic action.

3. Click **Submit**.

## Alerts

The Alerts page lets you select your default method of receiving email alerts. You can select your default email address, or set an SMS (Short Message Service) address to receive SMS text message alerts on your mobile telephone device.

### Who can access the Alerts page?

You can access this page if you are a(n):
Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User
Advisor Master User (master account only)
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

To set your alert preferences

1. Click Manage Account > Trade Configuration > Alerts.

2. To change your alert preference, select the radio button next to your preferred alert destination (Email or SMS Address).
3. If you have not yet created an SMS address for your account, perform these steps:
   1. Click the Create SMS Address button. The SMS Address page opens.
   2. Enter the SMS address in the format 1231234567@mail.net.
      For non-US residents, the address must begin with your country code.
   3. Click Submit.
A verification code is immediately sent to the specified address. Type the code in the field provided, then click Confirm.

Click Request Confirmation Number to request a new verification code to be sent to your SMS address.

Click Cancel to cancel the creation of the SMS address with your account.

4. To modify an existing SMS address, click the Modify SMS Address button, then enter the new SMS address where indicated on the page that appears.

5. Click Save to save your changes.

Futures Arbitration Agreement

The Arbitration Agreement page lets you sign and submit our Arbitration Agreement. You do not have to sign this agreement to maintain an account with us. However, declining this agreement may result in reduced trading limits.

Who can access the Futures Arbitration Agreement page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Client User Individual (available in PDF format)
- Advisor Client User Organization (available in PDF format)
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Fund

To sign and submit the Arbitration Agreement
1. Click **Manage Account > Trade Configuration > Futures Arb.**
2. Read the agreement carefully, then accept the agreement by clicking the appropriate radio button.
3. Sign the agreement by typing your name in the field provided, then click **Signature.**

### Asia Gateway Access

This page lets account holders based in China select their delivery source for market data and regional services.

**Who can access the Asia Gateway Access page?**

You can access this page if your address is located in China (including Hong Kong).

### To select your delivery source for market data and regional services in China

1. Click **Manage Account > Trade Configuration > Asia Gateway Access.**
   The Account Configuration/Asia Gateway Access page appears. It displays your current delivery source for market data and regional services.
2. Select one of the following options:
   - (a) Market data and other regional services are delivered from the site closest to the exchange.
     Select this option if you have a fast Internet connection to our US, Europe and Asia sites.
   - (b) Market data and other regional services are delivered via the Asia gateway.
     Select this option if you have a slow Internet connection.
3. Click **Continue.**

### Security

The Security menu includes the following pages:

- **IP Restrictions** - Restrict user access to IB TWS by IP address.
- **Change Password** - Change your account password.
- **Change Email Address** - Change your email address or the email address of any user associated with your account.
Change Security Questions - Change the security questions in the account application.
Security Login System - Enroll in IB's Secure Login Program, and share your security device with a second, matching user.
Voting Subscription - Sign up to vote in our online voting forums.
Client Security - Activate a security device for a client account.
Audit Trail - View requests generated in Account Management for your own account.

IP Restrictions

This page lets you restrict user access to IB TWS by IP address. Limiting user access from a specific list of IP addresses adds a layer of security to your account. If no restrictions are specified for a trader, he or she may log into IB TWS from any IP address.

Who can access the IP Restrictions page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Proprietary Trading Group Master User
- Broker Master User
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To add IP restrictions

Manage IP Address Restrictions

In order to provide an add layer of security, you may restrict user access to TWS from only a specific list of IP addresses. Click the Add IP Restriction button below to add as many IP addresses as you like. If no restrictions are specified for a trader, the trader is allowed to login from any IP Address.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Username - Account ID</th>
<th>Restrictions</th>
<th>Pending Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant 1614627</td>
<td></td>
<td>No restrictions</td>
<td>-</td>
</tr>
<tr>
<td>Mr. Frank Zornes</td>
<td></td>
<td>No restrictions</td>
<td>-</td>
</tr>
<tr>
<td>Katelynne Flinstone</td>
<td></td>
<td>No restrictions</td>
<td>-</td>
</tr>
</tbody>
</table>

This page displays a list of all your account users and their current IP restrictions, including full name, username, account ID, the IP address(es) to which the user is restricted, and the IP address(es) in any pending request. For users with no IP restrictions, the Restrictions column displays “No restrictions.”

2. On the Manage IP Address Restrictions page, click the Add IP Address Restriction link.
3. In the Trader drop-down, select a trader.
4. In the IP Address field, enter an IP address. This will be the IP address from which the selected trader will be able to access IB TWS. Click Submit.
5. You will receive an email containing a confirmation number that must be entered to confirm your IP Restriction request. Once you have entered the confirmation number, the trader will only be allowed to trade from the specified IP address.

To delete IP restrictions

You can delete an IP restriction by clicking the Delete link. You can cancel or confirm a pending IP restriction request by clicking the Cancel or Confirm link.

1. Click Manage Account > Security > IP Restrictions.
   Each IP address listed has a Delete link displayed next to it.
2. Click the Delete link for each IP address you wish to remove. Once you delete the IP address, the user will no longer be restricted to that IP address.

To confirm or cancel pending IP restriction requests

1. Click Manage Account > Security > IP Restrictions.
For each pending IP address restriction request, the Pending Requests column displays the IP address and Confirm and Cancel links.

- To confirm a pending request, click Confirm.
- To cancel a pending request, click Cancel.

**Change Password**

This page lets you change your account password.

**Who can access the Change Password page?**

All users.

**To change your account password**

1. Click Manage Account > Security > Change Password.

2. Type your current password in the field provided.
3. Type a new password in the field provided, then type it again in the Confirm Password field. The password must be six to 40 characters long, must contain at least one number and no spaces, and is case-sensitive.

4. Click **Submit**.

5. You will immediately receive a confirmation number at your email address of record. Type the confirmation number you received in the field provided, then click **Submit**.

The password change is effective immediately.

**Reset Paper Trading Account Password**

Use this page to change your paper trading account password from your production account. For example, if you have forgotten your paper trading password, you can log into Account Management with your production account credentials and change your paper trading account password using the procedure described below.

**Who can access the Reset Paper Trading Account Password page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Friends and Family Group Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Non-Disclosed Client User
- Broker Omnibus Client User
To reset your paper trading account password

1. Log into Account Management with your regular account username and password.

3. Type a new password, then re-type your new password in the fields provided. Choose a password that is from 6 to 40 characters long and contains at least one number and no spaces.
4. Click Submit.
5. Click OK in the confirmation message.

Change Email Address

The Change Email Address page lets you change the email address associated with your account.

Who can access the Email Address page?

You can access this page if you are a(n):

Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User
Advisor Master User Individual
Advisor Master User Organization
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Proprietary Trading Group Client User
Broker Master User
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

To change your email address

1. Click Manage Account > Security > Change Email Address.

Change Email Address

To change your email address, you will need the confirmation number sent to your email address of record. Do you still have access to this email address?

- Yes I do
- No I do not

Submit

2. To change your email address, we must first send a secure confirmation number to your existing email address of record.

   - If you still have access to this email address, select Yes I do from the list, then click Submit.
   - If you no longer have access to this email address, select No I do not from the list, then click Submit.

3. If you selected Yes I do in the previous step, we send the confirmation number to your existing email address, then display a page with fields for you to enter a new email address.
If you answered No I do not in the previous step, you are prompted to enter your current password and your new email address.

4. Type your password and your new email address in the fields provided, then re-type your new email address and enter the confirmation number that we sent to you.

5. Click Submit.

Change Security Questions

In some cases, we ask our clients to identify themselves by answering the security questions that they provided in their account application. If you have forgotten these questions and answers, you can use the Change Security Questions page to change them.

Who can access the Change Security Questions page?

You can access this page if you:

Have an Individual account (not Joint or IRA);
Are not and Advisor or Broker client;
Are using a Secure Login device (except a temporary device) or IB Key (via IBKR Mobile) for two-factor authentication;
The Net Liquidation Value of your account is less than 1 million USD.

To change the security questions
1. Click **Manage Account > Security > Change Security Questions**.

![Change Security Questions Form](image)

2. Select three different security questions and enter three answers in the fields provided.

3. Click **Submit**.

**Note:** There may be cases where your account is eligible to change the security questions online but you receive the message "User is not allowed to use this functionality. Please call customer service". If this happens, it means that you probably launched Account Management from TWS rather than logging in directly. Try logging into Account Management directly (from our website, select LOG IN > Account Management), and then try changing the questions.

**Secure Login System**

We provide additional protection to your account against fraudulent transactions via our Secure Login System. As soon as your account is funded, the Secure Login System sends you a security device free of charge, which is a passcode card the size of a small credit card with a list of random codes to be used in conjunction with your username and password to access secure areas. You can also use our IB Key security via IBKR Mobile app, which functions as a security device on your phone.

The Secure Login System menu includes the following items:

- **Security Device** - Perform all Secure Login System administrative tasks, including requesting or activate your Secure Login device, or sharing a device.
Security Device Sharing - Share your Secure Login device with another user.

SLS Opt Out - Opt out of the Secure Login System.

For detailed instructions on using IB Key instead of a physical security device, refer to Knowledge Base Article 2260.

For more information

About Security Devices
Withdrawal Limits
When Will I Receive My Device?

Security Device

If you are an existing customer and are not enrolled in the Secure Login System, or have opted out of the program in the past and now want to enroll, you can use the Secure Login System page to apply for an IB security device.

Use the Activate/Request Security Device page in Account Management as follows:

New customers can activate their security device the first time they log into Account Management. After 14 days, the device is automatically activated.

Existing customers who have never had the opportunity to participate or opt out of the Secure Login System can request a Security Device.

Share your security device with multiple accounts as long as the user identification of the accounts is identical.

Existing customers who have opted out of the program but who now want to participate can request a Security Device.

Who can access the Security Device page?

You can access this page if you are a(n):

Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User
To apply for a Security Device if you are an existing customer and are not enrolled in the Secure Login System


**Request Security Device**

We have developed a Secure Login System and offer this additional security to our customers. Clients can receive one of several types of small security devices, at no charge or for a nominal fee. These security devices are physical cards or electronic number generators that are used to produce unique passwords required to login and trade or conduct financial transactions through us. Because physical possession of a customer's security device is required in order to conduct transactions in your account, internet hackers or identity thieves that have stolen only your user name and password online will not be able to conduct trades or remove funds from your account.

Although participation is not mandatory, we STRONGLY urge our customers to participate in the Secure Login System. Be aware, however, that if you choose NOT to accept a security device and NOT to participate in the Secure Login System, you must understand and acknowledge that we will NOT compensate you or credit your account in the event it is compromised by hackers or identity thieves.

For company policy reasons, we do not allow you to opt out.

- **Yes, I want to participate in the Secure Login System**
- **No, I do NOT want to participate in the Secure Login System**

[Continue]

2. To obtain your Security Device, click the **Yes** radio button, then click **Back**. An online security code card appears that you should use until you receive your Security Device from us. Click **Print** to print...
the card, and then click Confirm.

After you receive the security device, log into Account Management, click Manage Account > Security > Secure Login System > Security Device and follow the instructions on the screen to activate your security device.

Secure Login System

Interactive Brokers detects that you have an Online Secure Code Card.

We have developed a Secure Login System and offer this additional security to our customers. Clients can receive one of several types of small security devices, at no charge or for a nominal fee. These security devices are physical cards or electronic number generators that are used to produce unique passwords required to login and trade or conduct financial transactions through us. Because physical possession of a customer’s security device is required in order to conduct transactions in your account, internet hackers or identity thieves that may have stolen only your user name and password online will not be able to conduct trades or remove funds from your account.

To activate your Security Device the first time you log into Account Management


Secure Login System

Interactive Brokers detects that you have an Online Secure Code Card.

We have developed a Secure Login System and offer this additional security to our customers. Clients can receive one of several types of small security devices, at no charge or for a nominal fee. These security devices are physical cards or electronic number generators that are used to produce unique passwords required to login and trade or conduct financial transactions through us. Because physical possession of a customer’s security device is required in order to conduct transactions in your account, internet hackers or identity thieves that may have stolen only your user name and password online will not be able to conduct trades or remove funds from your account.
2. Click the **Activate my new/existing Secure Login Device** radio button to activate your security device, and then click **Continue**.

3. Follow the instructions on the screen to complete the activation process.

You have 14 days from the day we mail you your Security Device to activate the device in Account Management. After 14 days, you are required to use the device to log into Account Management and Trader Workstation. If you receive the device before 14 days, you can access Account Management and our desktop trading platform without using the device until you activate it or until 14 days have passed. Once you activate the device, you must use it to log into Account Management and our desktop trading platform.

You will be asked to follow a series of steps which require that you supply information sent to you upon subscription to confirm your identity and register your personal device. In addition, depending upon the type of device provided you may be required to create a Personal Identification Number and perform a test login to verify possession of the device.

Once your device has been activated, each login attempt to either Account Management or Trader Workstation will require the two authentication factors – your user name and password combination and the security code generated by your device.

### To share your Security Device


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**Secure Login System**

Interactive Brokers detects that you have an Online Secure Code Card.

We have developed a Secure Login System and offer this additional security to our customers. Clients can receive one of several types of small security devices, at no charge or for a nominal fee. These security devices are physical cards or electronic number generators that are used to produce unique passwords required to login and trade or conduct financial transactions through us. Because physical possession of a customer’s security device is required in order to conduct transactions in your account, internet hackers or identity thieves that may have stolen only your user name and password online will not be able to conduct trades or remove funds from your account.

Your Online Secure Code Card will expire on 2014-05-30

- Activate my new/existing Secure Login Device
- Share a Secure Login Device
- Request a new Secure Login Device
- Currently away from my Secure Login Device

---

**Chapter 5**

**Security Device**

**Account Management Users' Guide**

493
2. Click the **Share a Secure Login Device** radio button to share your security device, and then click **Continue**.

3. Enter the username and password of the user with whom you want to share the security device in the fields provided.
   - As noted on the page, the security device that you want to share must be of equal or greater security strength than the requesting user’s current security device.
   - Please note that for some customers, review and approval by our staff will be required prior to processing your request.

3. Click **Continue** to submit your request.

**To apply for a Security Device if you have already opted out**

2. The screen informs you that you have opted out of the program. Click **Cancel**.

   The Request Security Device page opens.

**Request Security Device**

Interactive Brokers has developed a Secure Login System and offers its customers, at no charge or for a nominal fee, one of several types of small security devices. These security devices are physical cards or electronic number generators that are used to produce unique passwords required to login and trade or conduct financial transactions through IB. Because physical possession of a customer’s security device is required in order to conduct transactions in an IB account, internet hackers or identity thieves that may have stolen only your user name and password online will not be able to conduct trades or remove funds from your account.

Although participation is not mandatory, IB STRONGLY URGES our customers to participate in the Secure Login System. Be aware, however, that if you choose **NOT** to accept a security device and **NOT** to participate in the Secure Login System, you must understand and acknowledge that IB will **NOT** compensate you or credit your account in the event it is compromised by hackers or identity thieves.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, I want to participate in the Secure Login System</td>
<td>No, I do <strong>NOT</strong> want to participate in the Secure Login System</td>
</tr>
</tbody>
</table>

3. To obtain your Security Device, click the **Yes** radio button, then click **Back**. An online security code card appears that you should use until you receive your Security Device from us. Click **Print** to print the card, and then click **Confirm**.

   After you receive the security device, log into Account Management, click **Manage Account >**
Security > Secure Login System > Security Device and follow the instructions on the screen to activate your security device.

Secure Login System

Interactive Brokers detects that you have an Online Secure Code Card.

We have developed a Secure Login System and offer this additional security to our customers. Clients can receive one of several types of small security devices, at no charge or for a nominal fee. These security devices are physical cards or electronic number generators that are used to produce unique passwords required to login and trade or conduct financial transactions through us. Because physical possession of a customer’s security device is required in order to conduct transactions in an account, internet hackers or identity thieves that may have stolen only your user name and password online will not be able to conduct trades or remove funds from your account.

Your Online Secure Code Card will expire on 2014-05-30

- Activate my new/existing Secure Login Device
- Share a Secure Login Device
- Request a new Secure Login Device
- Currently away from my Secure Login Device

Your security device will be express shipped to you on the same day if your request has been completed prior to 13:00 ET on a US business day. Otherwise, the device will be shipped on the following business day. Depending on your location and the capabilities of the shipper, a delivery tracking number will be made available after 18:00 ET on the shipping date.

4. After you receive the security device, log into Account Management, click Manage Account > Security > Secure Login System > Security Device and follow the instructions on the screen to activate your security device.

You will be asked to follow a series of steps which require that you supply information sent to you upon subscription to confirm your identity and register your personal device. In addition, depending upon the type of device provided you may be required to create a Personal Identification Number and perform a test login to verify possession of the device.

Once your device has been activated, each login attempt to either Account Management or Trader Workstation will require the two authentication factors – your user name and password combination and the security code generated by your device.

If You Choose Not to Participate in the Secure Login System

If you choose not to participate in the Secure Login System, be aware of the following:
We will not compensate you or credit your account in the event it is compromised by hackers or identity thieves.

You can only withdraw a maximum of 50,000 USD in any one day.

You must wait 10 days to wire funds from your account after any change to the banking instructions for your account, and you must wait 10 days to withdraw funds by check after any change to your address information.

Under the Customer Agreement, customers are responsible for all transactions initiated using their user name and password.

**When Will I Receive My Device**

The delivery schedule depends on the type of security device you will be receiving.

- Security Code Cards are shipped several times per week via regular mail.
- Digital Security Cards are shipped several times per week via regular mail.
- Gold/Platinum Devices are shipped every day via Express mail for requests that have been completed prior to 13:00 ET on a US business day.

Depending upon your location and the capabilities of the shipper, a delivery tracking number will be made available after 18:00 ET on the shipping date. You can view this tracking number by clicking Manage Account > Security > Secure Login System in Account Management after that time or by calling technical assistance at 1-877-442-2757, Option 2, then 6.

**Security Device Sharing**

A common security device obtained through our Secure Login System can be used to access multiple accounts as long as the user identification of the accounts is identical. Use the Security Device Sharing page to share a security device with a linked account.

This page is identical to selecting the Share a Secure Login Device option on the main Secure Login Device page.

**Who can access the Security Device Sharing page?**

You can access this page if you are a(n):
Individual, Joint, Trust or IRA Account User
Small Business Account User
Friends and Family Group Master or Client User
Advisor Master User Individual
Advisor Master User Organization
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Proprietary Trading Group Sub User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

To share a security device with multiple accounts


   Security Device Sharing

   > Authentication token sharing will only be permitted where users are the same person as documented in the account application.
   > If the various logins use different types of security devices, the shared device must be the “stronger” (more secure) type (click here for explanation of the various security devices in use).
   > For some customers, review and approval by our staff will be required. Processing will take place at the end of the business day, U.S. Eastern Time.

   Requesting Username
   Requesting Account Title
   Username With Security Device To Share
   Password For This User

   Continue

2. Enter the username and password of the user with whom you want to share the security device in the fields provided.
As noted on the page, the security device that you want to share must be of equal or greater security strength than the requesting user's current security device.

Please note that for some customers, review and approval by our staff will be required prior to processing your request.

3. Click **Continue** to submit your request.

**About Security Devices**

Click one of the following links to learn more about our using your security device:

- **Security Code Cards** - Recommended for accounts with a balance less than 500,000 USD. This is a credit card-like device with 224 alpha-numeric codes.
- **Digital Security Card+** - Recommended for accounts with a balance greater than 500,000 USD. An enhanced version of the Digital Security Card, this model adds an extra layer of security through the use of a challenge code and a higher count of possible code permutations.

**Security Code Cards**

It's easy to securely log into any of our applications using your Security Code Card. Simply find and enter the correct values from your card into the PassCode Authentication Box on the IB website.

**To login with your Security Code Card**

1. Start by logging into your application as always, using your username and password.

   The PassCode Card Authentication box pops up.

2. Locate the first Index number in the authentication box.

   In our image below, the first Index number is "100."

3. Using your Security Code Card, locate that Index number, and look immediately to the right to find its corresponding card value.

   In the image below, the Index number "100" has a corresponding card value of **A3D**.
4. Type that value in the entry field of the PassCode Card Authentication box on the website.

5. Follow steps 2 and 3 above for the next Index number, then type that value into the entry field of the PassCode Card Authentication box on the website.

   In the image below, the second Index number is "50" and its corresponding card value is Z3V.

6. Click the Submit button.

Digital Security Card+

It's easy to securely log into any of our applications using your Digital Security Card. Simply enter your pin into the device to generate a string of randomly-generated characters, and enter these characters into the Security Code field in the login box.

To login with your Digital Security Card
Only the large "press" button requires pressure. All others, including the numbers, the back arrow and the "OK" button, require only a light tap.

1. Press the round "press" button until the Pn symbol appears in the digital display (about two seconds).
2. Using the numbers keyboard on the card, enter the four-digit PIN you specified, and then press OK.
3. When the Ch symbol appears in the digital display, enter the six-digit challenge code (with no spaces) shown on the login or entry screen, and then press OK.
4. The first five digits of the eight-digit passcode appear in the digital display. Enter these digits in the Secure Token Passcode field on the login or entry screen.
5. Press OK to see the remaining three digits, and enter these three digits in the Secure Token Passcode field to complete the eight-digit passcode.
6. The sets of five and three digits will automatically toggle every ten seconds. To manually toggle between the first five and last three digits, press the OK button. If the passcode expires, start over from Step 1 above.

The Security Code field will look slightly different depending on the application you're logging into. "A" below shows the Account Management login. "B" shows the IB TWS login.

Withdrawal Limits

Accounts that do not participate in the Secure Login System are limited in the amount of money that can be withdrawn or transferred in one day and in any five day period. The table below lists the withdrawal limits.
for each available security device and for customers with no security device.

Withdrawal Limits for IB Customers

<table>
<thead>
<tr>
<th>Security Device</th>
<th>Maximum Withdrawal Per Day</th>
<th>Maximum Withdrawal in Five Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>50,000 USD</td>
<td>100,000 USD</td>
</tr>
<tr>
<td>SMS</td>
<td>200,000 USD</td>
<td>600,000 USD</td>
</tr>
<tr>
<td>IB Key</td>
<td>200,000 USD</td>
<td>600,000 USD</td>
</tr>
<tr>
<td>Security Code Card¹</td>
<td>200,000 USD</td>
<td>600,000 USD</td>
</tr>
<tr>
<td>Digital Security Card¹</td>
<td>1,000,000 USD</td>
<td>1,500,000 USD</td>
</tr>
<tr>
<td>Digital Security Card+</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Gold¹</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Platinum¹</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

¹ Represents a legacy device no longer being issued and in the process of being replaced with a version of the Digital Security Card. See Knowledge Base Article 975 for details.

SLS Opt Out

The SLS Opt Out page lets you opt out of our Secure Login System.
While our Secure Login System is, in most instances, voluntary, we strongly recommend that each user on an account participate. In addition to the enhanced protection, participation offers benefits such as increased daily and weekly withdrawal limits as well as immediate and straight-through processing of your account information updates. Moreover, account owners who elect not to participate are required to execute an opt out agreement through which full responsibility for losses associated with theft or misuse of login information is assumed.

We offer a partial opt-out only. Once you partially opt out, a Secure Login device is required to log into Account Management only. You will be able to use your username and password without a security device to log into any of our trading platforms.

The SLS Opt Out page displays a complete list of users associated with your account on whose behalf you have the authority to opt out of the Secure Login System, along with the type of user and the current state of their enrollment in the Secure Login System. In the case of an individual account, only the account owner has the ability to opt out of the Secure Login System. For organizational accounts that may include multiple employee users, the decision to opt out of the Secure Login System rests with the owner user and any users who the owner has designated as a security officer and granted the permission to control user access rights.

**Rules for Opting Out**

You will not be allowed to request a partial opt out if any of the following conditions is true:

- The account is not open.
- The user is not enrolled in the Secure Login System. Having an online security card is not sufficient.
- The user has an expired temporary security device.
- The user does not have required access rights to opt out.

A user will be allowed to opt into the Secure Login System only if he or she has previously opted out.

**To request that an account user opt out of the Secure Login System**

1. Click **Manage Account > Security > Secure Login System > SLS Opt Out**.
2. Read the important information and rules about opting out.
3. In the list of account users, do any of the following:
Select the radio button in the Partial column for each user who wants to partially opt out.
Select the radio button in the Opt Back In column for each user who wants to opt back in.

Radio buttons are grayed out (not available) if a user is ineligible for that option.

4. Click Continue.

Client Security

The Client Security page lets you activate the security device for a client account. The security device is part of the Secure Login System. You can also set a temporary security code to be used by the client account. You might choose to do this, for example, if the client’s security device has not been received.

Who can access the Client Security page?

You can access this page if you are a(n):

- Broker Master User (Non-disclosed clients only)

To activate a security device for a client account:

2. In the Select Account list, select the client account.
3. To activate the security device for the selected account:

   a. Select the Activate Security Code Card radio button.
   b. Type the serial number of the security device in the field provided.
   c. Type the serial number again in the second field provided, then click Submit.

If the client does not have a security device but requires access to Account Management or our trading platform, you can set a temporary security code for the selected client account by selecting the Set Temporary Security Code radio button, then clicking Submit. A confirmation appears on the page, including the account ID, user name and temporary password. Clients can use this temporary password until they receive their security device.

**Voting Subscriptions**

IB Voting provides a Features Poll and Traders’ Chat on our website. To participate, you enter a voting username and password on the Voting Subscription page. Note that these are different from your IB account username and password.

**Who can access the Voting Subscriptions page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
Friends and Family Group Master or Client User
Advisor Master User Individual
Advisor Master User Organization
Advisor Client User Individual
Advisor Client User Organization
Proprietary Trading Group Master User
Proprietary Trading Group Sub User
Broker Master User (master account only)
Broker Fully Disclosed Client User
Broker Fully Disclosed Client User Organization
Investment Manager Master User
Fund

To subscribe to IB Voting

1. Click Manage Account > Security > Voting Subscription.

2. Enter a voting username and password in the fields provided.

   When you vote in any of our voting forums or polls, you will be prompted to enter your voting username and password.

3. Enter your account username and password in the fields provided.

4. Click Submit.
Your voting subscription automatically expires after one year, at which time you can re-subscribe by clicking the Reactivate button, which only appears when your subscription has expired.

Audit Trail

The Audit Trail page lets Master account users view Account Management requests for their own accounts.

Who can access the Audit Trail page?

You can access this page if you are a(n):

- Advisor Master User Individual
- Advisor Master User Organization (can view Audit Trail for advisor master account only)
- Proprietary Trading Group Master User (can view Audit Trail for master and sub accounts)
- Broker Master User (can view Audit Trail for master and non-disclosed client accounts)
- Investment Manager Master User

To view the audit trail

1. Click Manage Account > Security > Audit Trail.
2. Select the number of days back you wish the audit trail to include by selecting All, Previous 90 Days or Previous 180 Days from the Show requests drop-down list, then click Submit.

The page refreshes with the updated information.

The audit trail displays type of request, the date and time of the request, the date and time the request was updated (if applicable), and the state of the request (CONFIRMED, ACKNOWLEDGED, PROCESSED, CANCELED).

Access Rights

The Access Rights tab includes the following pages:

Configure - Security Officers can view account-level access rights to Account Management functions and set the number of Primary and Secondary authorizers
**Users** - Add users to your account, modify existing users' information or access rights to Account Management and delete users from your account

**User Roles** - Create and delete user roles.

For more information

- [Access Rights Overview](#)
- [Security Officers](#)
- [Access Rights Reference](#)

## User Access Rights Guide

### Access Rights Overview

We give our clients the ability to create users through User Access Rights. The assignment of users and their access rights is controlled by an organization's Security Officer(s). Individual accounts can also add users and assign access rights to them, but these accounts do not have access to the full range of user access rights functionality available to Security Officers for institutional accounts.

Institutional accounts can add up to 250 users, including employees and non-employees. Access rights to the different functions in Account Management can be limited for each of those users. In addition, we also offer an authorization feature to institutional accounts wherein multiple users must approve certain Account Management requests, such as funding transactions.

### User Access Rights Availability

The complete User Access Rights system, including the ability to select Security Officers and use authorizations, is available to the following account structures:

- Professional Advisors
- Brokers
- Proprietary Trading Groups
- Fund Investment Managers
- Small Business Accounts (Corporation, Partnership, LLC or unincorporate legal structure)
ALL account structures have the ability to add users to an account and assign them access rights to Account Management functions EXCEPT:

- Broker Non-Disclosed Clients
- Broker Omnibus Clients
- Proprietary Trading Group Sub Accounts

**Access Rights and Access Groups**

User access rights are organized into access groups that correspond to these Account Management menus:

- Trade
- Funding
- Reports
- Manage Account

Individual account holders cannot grant Funding rights to new users that they add. Security Officers for institutional accounts CAN however grant Funding rights.

Each access group contains several functions, which themselves correspond to the individual functions in Account Management. When assigning access rights to a user, you can assign access rights to an entire access group and all of its individual functions, or you can assign access rights to the individual functions themselves.

All account users automatically get rights to Security-related functions in Account Management (Password, Secure Login System, Secure Login System Device Sharing, and Voting Subscriptions), and the functions in the Manage Account > Settings access group (User Information and Change Email Address).

Security Officers for account structures with multiple users and client accounts can grant limited access to a subset of user functions or accounts. For example, a Security Officer might want to give User A the ability to only trade, while giving User B only the ability to look at account statements. User C might only be able to trade client accounts 1-5, while User D can trade client accounts 6-10.

Assign user access rights to users when you add them to your account on the Manage Account > Access Rights > Users page in Account Management.
Security Officers

The assignment of access rights to users is controlled by an organization's Security Officer. Security Officers are designated employees who can assign access rights and authorize functions. The Security Officer can also add, modify and delete users.

Institutional account holders can add Security Officers to their account during the account application process, if they require additional Security Officers for authorization purposes. To add Security Officers after your account is open, you must send a paper form request to us.

Security Officer Approvals

As an added layer of security, you can require that any changes made by one Security Officer be approved by one or two other Security Officers. To change the number of Security Officer approvals required, you must complete and submit a request form.

Account-Level Access Rights

Security Officers can view account-level access rights on the Access Rights > Configure page in Account Management but cannot change them without a special request to us.

User Roles

A user role is a set of user access rights saved with a unique name. User roles allow Security Officers (and individual account holders) to save a set of user access rights and quickly apply them to users. This is useful if you have multiple users to add to an account. User roles work the same way as user access rights: functions are organized into access groups based on the Account Management menu structure, and you expand each access group to view and assign rights to functions located in second-level menus. You can select a user role only if you have created and saved at least one.

Create user roles on the Manage Account > Access Rights > User Roles page in Account Management.

Primary and Secondary Authorizers

If your organization requires additional security for Account Management functions, you can appoint authorizers to approve requests. Authorizers are users who provide additional layers of security for different Account Management functions such as funding requests.
There are two levels of authorizers: Primary and Secondary. These levels of authorization let you match your organization’s approval process to our Account Management system. A Primary Authorizer is the highest level of approval while a Secondary Authorizer is the next level of approval. For example, your CEO might be the Primary Authorizer and the CIO might be the Secondary Authorizer in your organization.

You set up authorizations on the Manage Account > Access Rights > Configuration page in Account Management.

Primary and Secondary Authorizers authorize pending changes on the Home > Pending Items page.

User Access Rights Summary

Organizations can follow these steps to set up a user access rights implementation that includes Security Officers and authorizations.

1. During your account application process, designate one or more persons to be Security Officers.
   - As the account owner, you are automatically designated as a Security Officer.
   - If you forgot to do this, or you want to add more Security Officers to your account, send a request to us.
   - If you need an additional layer of security, you can require that changes submitted by one Security Officer must be approved by other Security Officers. You set the number of these Security Officer approvals during the application process.

2. After your account has been approved, your Security Officer logs into Account Management and creates and saves user roles to be able to apply reusable sets of access rights to more than one account users.

3. Your Security Officer adds users to your account, granting them access rights to the different functions in Account Management to correspond to the users and functions in your organization. At this time, the Security Officer will also apply any saved user roles to the new users.

4. Your Security Officer sets the number of Primary and Secondary Authorizers for specific functions in Account Management. On the same page in Account Management, the Security Officer can view the current account-level access rights.
About Security Officers

The assignment of users and their access rights is controlled by an organization's Security Officer(s). Security Officers are designated employees who can assign access rights and authorize functions. The Security Officer can also add, modify and delete users.

Creating Security Officers During the Account Application Process

During the account application process, the owner of the account (the account applicant; who is automatically assigned the role of Security Officer) can select additional Security Officers, then assign each Security Officer access rights to the various functions in Account Management. Only Organization customer type accounts can create security officers.

If you need an additional layer of security, you can require that any changes made by one Security Officer be approved by one or two other Security Officers. You can set the number these Security Officer approvals during the application process. Any Security Officer can function as a Security Officer approver.

Adding and Deleting Security Officers

To add Security Officers after your account is open, you can add a new user to your account and designate that user as a Security Officer, designate an existing user as a Security Officer (on the Manage Account > Access Rights > Users page), or send a request to us. You can access the request form on the Support > Paper Forms page of Account Management.

You can delete Security Officers from your account on the Manage Account > Access Rights > Users page of Account Management, but only if such removal does not change the number of required Security Officer approvals set in your account application. For example, if your account currently has three security Officers but requires only two, you can delete one of them from within Account Management. If your account currently has two Security Officers and requires two, you cannot delete one.

Security Officers and Account Management

Once you have designated a Security Officer for your account, that person will have access rights to the Account Management functions that were assigned during the account application process. The Security Officer is the only person who can view and access the following security-related functions in Account Management:
Manage Account > Access Rights > Configuration - View account-level access rights for an account and set the number of Primary and Secondary Authorizers for Account Management, including funding. This function is available only to institutional accounts.

Manage Account > Access Rights > Users - Add, delete and modify users and assign access rights to Account Management functions. Note that individual accounts (Individual, Joint, Trust, etc. customer types) also have access to this page.

The Security and Access rights menus in Manage Account, and the Change Email Address function (these rights are preselected in the account application).

Configure Access Rights

When your account is first opened, it will have the ability to access all functions in Account Management. Security Officers for your account use the Access Rights Configuration page to:

- View account-level access rights for your account. Account-level access rights identify which functions your account can access.
- Set the number of Primary/Secondary authorizers required for Account Management functions.

Account access rights are organized into access rights groups that correspond to the Account Management menus.

Access to each function in an access rights group is displayed as either granted or denied. Denied functions will not appear in the Account Management menus. Because the account applicant is automatically a Security Officer, he or she has access to all functions in Account Management. When your account is first opened, account-level access rights to ALL Account Management functions are granted by default.

To change your account access rights, including granting or denying access to Account Management functions, you must send a request to us.

Who can access the Access Rights Configuration page?

You can access this page if you are a Security Officer for any institutional customer types.

To view account access rights and set the number of primary and secondary authorizers
1. Log into Account Management.
2. Click Manage Account > Access Rights. The Configuration page appears by default.

The page displays the number of Security Officer approvals required for your account. This number indicates the number required to approve any changes made by a Security Officer.

3. To view account-level access rights, select any item in the Access Right drop-down. Access groups correspond to Account Management menus. Note that you cannot select the top-level menu in the drop-down.

4. The screen displays the total number of currently active authorizers for each function (remember, these correspond to pages in the corresponding Account Management menu). Select the number of required Primary and Secondary authorizers for each function as required.

5. If necessary, set the number or authorizers for Advisor/Broker functions in the Account Information access group.
Select Account Information from the Select Access Group drop-down.
Select the number of required Primary and Secondary authorizers for Advisor Qualifications, Financial Information and Broker Declaration functions as required.
Click Continue when you are done.

6. Sub and client account holders (who function as their own Security Officers) can assign account-level access rights to their Master Users.
7. If you are a sub or client account holder, select an access group from the drop-down, then select the check box in the Master User Access column for each function that you want your Master User to be able to access.
8. Click Continue to save your changes.

You can view your pending changes to access rights configuration on the Home > Pending Items page.
Move your mouse over those pending items to see a popup with Eligible Security Officers displayed:

Users

The Users page lets you:

Add users to an account.
Modify Account Management access rights for existing users.
Add up to two usernames for a user.
Delete users from an account.
Add a Security Officer

Who can access the Users page?

All users and Security Officers can access this page except Broker Non-Disclosed Clients and Broker
Omnibus Clients.

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<td>First Name</td>
<td>The user’s first name.</td>
</tr>
<tr>
<td>MI</td>
<td>The user’s middle initial.</td>
</tr>
<tr>
<td>Last Name</td>
<td>The user’s last name.</td>
</tr>
<tr>
<td>User Name</td>
<td>The user’s user name.</td>
</tr>
<tr>
<td>Type</td>
<td>Depending on the type of account you have, this corresponds to the Type and Entity Relationship field on the Add New User and Access Rights page. It could be Employee or Non-employee or a specific role in your company, such as CEO or Treasurer.</td>
</tr>
<tr>
<td>Accessible Rights</td>
<td>Click View Rights to displays a popup summary of the user's access rights.</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the user. For example, “Open” or “Pending Confirmation.”</td>
</tr>
<tr>
<td>Modify</td>
<td>Displays a Modify link for users’ whose status is “Open.” Click this link to modify the users’ access rights.</td>
</tr>
<tr>
<td>Delete</td>
<td>Displays a Delete link. Click this link to delete the user from your account.</td>
</tr>
</tbody>
</table>

Adding a User

You can add users to your account and grant them access to a subset of Account Management functions, including granting access to functions for one or more sub accounts. You cannot grant access to Funding functions to a new user.
To add a user to the account

1. Click **Manage Account > Access Rights > Users**.
2. Click **Add User**.
3. On the Add User page, enter all required information, including name, six-character username prefix, password, and email address.
4. On the same page, assign Account Management functions to the user by clicking the appropriate check boxes in the Access Rights section. Access groups correspond to Account Management menus.
   - To designate the user as a Security Officer, click the **I'd like to have this person designated as a Security Officer** check box.
   - To designate the user as an Account Representative, select the **I'd like to have this person designated as an Account Representative** check box.
   - If you have created any User Roles, optionally select a User Role. The access rights saved with the User Role will be applied to the new user.
   - Click an access group to expand the section, then click check boxes to grant access to individual functions.
   - To grant access to all functions within an access group, click the check box next to the access group name. If a function is not checked, the user will not be able to access the function in Account Management:
5. If you are adding a user to a multiple account structure, when you click a check box for an Access group or for an individual function inside an Access group, the Assign Accounts box opens.

Use the Assign Accounts box to select which accounts you want this user to be able to access for the selected function or group of functions. You can select:

- **All for** all accounts, including the Master and all sub accounts;
- **Master** to grant access to only the Master account;
- **Sub All** to grant access to all sub accounts;
- **Sub Specific**, to grant access to individual sub accounts.
Click **Continue** to save your account assignments.

All account users automatically get rights to Security functions (Password, Secure Login System Secure Device Sharing, and Voting Subscriptions), which are located in the Manage Account > Security access group, and the functions in the Manage Account > Settings access group (User Information and Email Address).

The following figure shows an example of an access rights configuration. In this example, a user is being granted access to all functions in the Trade and Reports > Activity menus of Account Management.
6. On the same page, you can select the accounts to which the access rights are assigned.
   - Highlight one or more individual sub/client accounts in the list (Ctrl+ click to select multiple non-adjacent accounts in the list; Shift+click to select multiple adjacent accounts in the list). Click the All Sub/Client Accounts check box to select ALL accounts.

7. Click **Continue**.

8. Verify that all the information is correct, then click **Continue**.
   - If you need to make further changes, click **Back**, then make corrections before submitting.

9. Enter the confirmation number sent to you via email, then click **Continue**.
   - If you have not received a confirmation number, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.

10. Click **Cancel** to cancel your changes.
Chapter 5  Viewing Pending User Access Rights

Viewing Pending User Access Rights

Click *Pending Authorization* in the Status column for any Security Officer listed to view a popup that displays the pending user access rights.

Viewing Eligible Security Officers on Pending Items

On the Users page, you can move your mouse over the Status of any Security Officer listed with a status of Pending Authorization to see a popup with Eligible Security Officers displayed:

![Users table](image)

You can view your pending changes to user access rights on the **Home > Pending Items** page. Move your mouse over those pending items to see a popup with Eligible Security Officers displayed:

![Pending Items table](image)

Modifying User Access Rights

You can modify Account Management access rights for an existing user on the User Access Rights page. For example, if you add a user to your account, you may want to modify the user’s access rights at a later date.
To modify access rights for an existing user

1. Click Manage Account > Access Rights > Users.
2. Click the Modify link next to the user whose access rights you want to modify.
3. On the next page, modify the access rights for the user by selecting or deseleting check boxes next to the available Account Management functions, including changing any authorization privileges you may have assigned or need to assign.
   - To designate the user as a Security Officer, click the I'd like to have this person designated as a Security Officer. check box.
   - To designate the user as an Account Representative (or remove the designation from the user), select (or deselect) the I'd like to have this person designated as an Account Representative check box.
   - Click an access group to expand the section, then click check boxes to grant access to individual functions.
   - To grant access to all functions within an access group, click the check box next to the access group name. If a function is not checked, the user will not be able to access the function in Account Management:
4. If you are modifying a user in a multiple account structure, click Modify Accounts for any individual function inside an Access group. The Assign Accounts box opens.

Use the Assign Accounts box to change which accounts you want this user to be able to access for the selected function or group of functions. You can select:

- All for all accounts, including the Master and all sub accounts;
- Master to grant access to only the Master account;
- Sub All to grant access to all sub accounts;
- Sub Specific, to grant access to individual sub accounts.
Click **Continue** to save your account assignments.

5. Verify that all the information is correct, then click **Continue**.
   If you need to make further changes, click **Back**, then make corrections before submitting.

6. Enter the confirmation number sent to you via email, then click **Continue**.
   If you have not received a confirmation number, click **Request Confirm** to have a confirmation number sent to your email address on record.

7. Click **Cancel** to cancel your changes.

**Adding Usernames to a User**

Account Management lets you assign up to two usernames for each individual user. For example, an individual user might want to add a second user name in order to log in on two different machines for testing purposes.

**To add a username for a user**

1. Click **Manage Account > Access Rights > Users**.
2. Click the 2nd User link next to the user for whom you want to add a second user name.

3. On the next page, enter information for the second username, then click Back.

4. Verify that all the information is correct, then click Continue. If you need to make further changes, click Back, then make corrections before submitting.

5. Enter the confirmation number sent to you via email, then click Continue. If you have not received a confirmation number, click Request Confirmation Number to have a confirmation number sent to your email address on record.

6. Click Cancel to cancel your changes.

Deleting a User

To delete a user from the account

1. Click Manage Account > Access Rights > Users.

2. Click the Delete link next to the user you want to delete.

Account Management access for that user is disabled instantly and Trading Access is disabled by
the next calendar day.

Add a Security Officer

You can add Security Officers after your account is open by:
- Adding a new user to your account and designating that user as a Security Officer.
- Designating an existing user as a Security Officer by modifying the user’s access rights.

Sending a request to us. You can access the request form on the Support > Paper Forms page of Account Management.

User Roles

A user role contains a set of access rights to Account Management functions. You can quickly assign access rights to new users by selecting an existing user role when you add the new users to your account. For example, you could create a user role that has access only to funding and reporting functions, then add a user to your account and assign the funding/reporting role to that new user.

The User Roles page lets you:
- Add a new user role
- Delete a user role
- View user role details

Who can access the User Roles page?

All users and Security Officers can access this page except Broker Non-Disclosed Clients and Broker Omnibus Clients.

Adding a User Role

To add a user role to the account

1. Click Manage Account > Access Rights > User Roles.
Chapter 5  Adding a User Role

2. Click Add Role.

3. Enter the name of the new user role in User Role Name field.

4. Assign Account Management functions to the user role by clicking the appropriate check boxes in the Access Rights section. Access groups correspond to Account Management menus.

   ○ Click an access group to expand the section, then click check boxes to grant access to individual functions.

5. To grant access to all functions within an access group, click the check box next to the access group name. If a function is not checked, any user that you add to your account with this user role will not have access to the function in Account Management.

6. Click Continue.

7. Verify that the access rights assignments are correct, then click Continue.
8. Confirm your request for the creation of the new user role by entering the confirmation number that we sent to your email address of record into the field provided.

9. Click Continue.

Modifying a User Role

You can modify a user role if you want

To add a user role to the account

1. Click Manage Account > Access Rights > User Roles.
2. Click the Modify link next to the user role you want to modify.
3. On the next page, modify the access rights for the user role by selecting or deselecting check boxes next to the available Account Management functions, including changing any authorization privileges you may have assigned or need to assign. Click Continue.
4. Verify that all the information is correct, then click Continue.
   If you need to make further changes, click Back, then make corrections before submitting.
5. Enter the confirmation number sent to you via email, then click Continue.
   If you have not received a confirmation number, click Request Confirm to have a confirmation number sent to your email address on record.
6. Click Cancel to cancel your changes.

Deleting a User Role

You can delete a user role when it is no longer needed.

To delete a user role

1. Click Manage Account > Access Rights > User Roles.
2. Click the Delete link next to the user role you want to delete.

The user role is deleted from the system.

View User Role Details

To view user role details

1. Click Manage Account > Access Rights > User Roles.
2. Click the View Role Info link in the Action column for a specific role.

The Role Details popup window opens, showing the details for the role.

3. To close the popup window, click the X in the upper right corner.
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Add or Link Accounts

The Add Accounts menu gives you access to the following pages:

- **Create Linked Account** - Create a new account that is linked to your account under the same username and password.
- **Link Existing Account** - Link multiple IB accounts under a single username and password.
- **Authorized Trader** - Proprietary Trading Group Master Users (Pool account) and Single Hedge Funds can add sub accounts for authorized traders in their organization.

In addition, you can link your account to an Advisor- or Broker-managed account or divide your account into two partitions, one of which will be managed by an Advisor or a Broker on the [Move, Link or Partition an Account](#) page. You access this page when you choose to link to an Advisor in the Advisor Marketplace or a Broker in the Broker Marketplace.

Create Linked Account

This page lets you create new accounts that are linked to your account. New linked accounts have the following characteristics:

- You can access all of the linked accounts in Account Management using a single user name.
- You can create multiple linked accounts.
- Once you create a linked account and log into Account Management, you can perform any action, such as modify trading permissions or transfer funds, for a specific linked account.
- Linked accounts must be separately funded.
Market data fees are charged once for linked accounts under a single username rather than charged separately for each linked account (market data subscriptions are charged per terminal/computer). However, additional users will be charged separate market data fees.

You can access linked accounts using a single user name in Trader Workstation, WebTrader and IBKR Mobile solutions.

**Who can access the Create Linked Account page?**

You can access this page if you are a(n):

- Individual, Joint, Trust and IRA Account User with a single account or multiple accounts.

**To create and link to an additional account**

1. Click Manage Account > Add or Link Accounts > Create Linked Account.

   ![Create Additional Account](image)

   Use this page to create a new account that is linked to your account. Once you create linked accounts, you can access all of them using a single user name in Trader Workstation, WebTrader, MobileTrader, ITWS and Account Management. You can create any number of new linked accounts. Perform any action for linked accounts in Account Management, such as modify trading permissions or transfer funds, by logging in with a single user name and password, then selecting a specific linked account.

   **What does this do?**
   - It creates a new account that is automatically linked to your existing account. You will have two linked accounts.
   - It will let you access both accounts in Trader Workstation and Account Management using a single username and password.

   **What does this NOT do?**
   - It does not create a new, independent account application or replace your current account.
   - It does not create a paper trading account.

   **Additional Account Type**

   Please select

   ![Create New Linked Account](image)

2. Select the type of account that want to create from the Additional Account Type drop-down: *Individual*, *IRA* or *Joint*. If you select *Joint*, you are prompted to select the type of Joint account (*Joint Tenants with Rights of Survivorship*, *Community Property* or *Tenants in Common)*.

3. Click **Create New Linked Account**. An abbreviated account application opens at the Trading Qualifications page.

4. Complete the account application for the new account.
If for any reason you must log out of the new account application, you can finish it later and complete the linking process. You must either complete the new account application or delete it before you can create and link another account.

To de-link a linked account, you must close the linked account. Select Close an Account in the Manage Account > Account Settings menu to close the linked account.

When the new account is activated and open, it will be linked to your original account. You will be able to log into Account Management and any of our trading platforms with a single username. In Account Management, you can switch between accounts using the Account ID display at the bottom left of the screen.

Create Linked Account Scenarios

You can create new linked accounts in any of the scenarios listed below.

**Individual or IRA Account Holder Creates New Linked Individual or IRA Account**

In this scenario, an individual account holder creates a new linked Individual account for himself. For example, you might want to maintain two linked accounts for two different trading strategies.
Individual or IRA Account Holder Creates New Linked Joint Account

In this scenario, the account holder of the original Individual or IRA account becomes the primary user of the new Joint account. For example, John Smith has an Individual account and creates a new linked Joint account for his wife and himself. John will be the primary user of the new Joint account.
Joint Account Holder Creates New Linked Individual or IRA Account

In this scenario, either the primary or secondary user of the original Joint account becomes the account holder of the new Joint account. For example, John and Mary Smith have a Joint account. John creates a new linked Individual account for himself.
Joint Account Holder Creates New Linked Joint Account

In this scenario, the primary or secondary user of the original Joint account creates a new linked Joint account in which he or she is the primary user. The secondary user of the new Joint account is a new account applicant. For example, John and Mary Smith have a Joint account in which John is the primary user. John creates a new linked Joint account in which he will be the primary user but his brother James will be the secondary user.
If You Do Not Finish the New Account Application

You can log out of the Account Application for the new linked account and finish it later by logging into Account Management and accessing the Create Linked Account page.

To complete an unfinished account application for a new linked account

1. Click Manage Account > Add Accounts. The New page appears by default.
2. Click Finish Application. The in-progress Account Application opens.
3. Complete the Account Application for the new account.

When the new account is activated and open, it will be linked to your original account.

Account Management for Linked Accounts

After you have created a linked account, you can perform any action in Account Management for that account as long as that account has a status of Open, such as modify trading permissions or transfer funds, by first selecting the linked account.

To perform an action for a linked account

1. Log into Account Management with the single user name and password.
2. Select a linked account from the Account ID displayed in the bottom left of the screen. For example, if your individual account is linked to a joint account, you can switch between those accounts.

   Account Management reloads with the selected linked account as the new active account.

3. Perform any action you wish for the selected account by selecting an item from the Account Management menus.
4. To de-link a linked account, you must close the linked account. Select **Close an Account** in the Manage Account > Account Settings menu to close the linked account.

**Link Existing Account**

This page lets you link your multiple IB accounts under the single username and password associated with your account, including accounts that are managed by an Advisor or a Broker. Once these accounts are linked, you will be able to access Trader Workstation, WebTrader, IBKR Mobile solutions and Account Management for any of the linked accounts using a single username and password. In addition, market data subscriptions are charged once for linked accounts rather than charged separately for each linked account (market data subscriptions are charged per terminal/computer).

**Guidelines for Linking Existing Accounts**

Observe these guidelines when linking accounts in this way:

- To request a link to an existing account, you must have an IB Secure Login System security device.
- The email addresses, account titles, tax IDs, legal IDs and physical addresses associated with the accounts you want to link must be the same.
- You must link ALL accounts associated with you. You cannot link a subset of accounts.
- Once the accounts have been linked, the unique usernames and passwords for the accounts to be linked with this account will no longer function. The username and password associated with your account will function for all inked accounts.
- Once the accounts have been linked, the highest level security device among the linked accounts will automatically become the active security device.
- If you begin a new account application for an existing matching account, you will be asked to link the accounts.
- We will link these accounts on Fridays.

Advisors and fully disclosed brokers can link existing individual and joint client accounts on the **Manage Clients > Accounts > Link Existing Accounts** page.

Three-level account linking is also supported as follows:
An existing individual account holder can link to an existing second-level Advisor or a second level Multiple Hedge Fund Investment Manager in a three-level Advisor or Fully Disclosed Broker account. An existing Advisor or Multiple Hedge Fund Investment Manager with clients can link to a top-level Advisor or a second level Multiple Hedge Fund Investment Manager in a three-level Advisor or Fully Disclosed Broker account. In this scenario, the entire Advisor/Hedge Fund account structure, including all of the existing client accounts, get moved to the three level account structure and all clients whose accounts are moving must sign agreements before the linking can be completed.

Who can access the Link Existing Account page?

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User with multiple accounts
- Individual, Joint, Trust or IRA Account User with a stand-alone account AND an Advisor- or Broker-managed account.
- Friends and Family Group Client User
- Fully Disclosed Broker Client User
- Advisor Client User Individual (not Organization)

To link your account to an existing account

1. Log into Account Management with your username and password, then enter the codes from your Secure Login Device as instructed on the login screen.
2. Click Manage Account > Add or Link Accounts > Link Existing Account.

The page lists all of your current accounts that are eligible to link, along with their usernames and current Secure Login Device. When you link these accounts, the unique username and password associated with your other accounts will no longer function; you will access all accounts with a single username and password.
Link Existing Accounts

Use this page to share market data subscriptions and a single security device across the accounts listed below under the username and password associated with your account. Once these accounts are linked, you will be able to access Trader Workstation, WebTrader, MobileTrader, ITWS and Account Management for any of the linked accounts using a single username and password.

Click here for guidelines

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<td>Bingo Card</td>
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3. Click the radio button next to the account whose username you want to use for all linked accounts. This will be the username you use to log into Account Management and our trading platforms.

4. Click Link Accounts.

5. A series of pages appears to prompt you to enter the username and password for each account to be linked, followed by additional authentication using your Secure Login device.

6. After you have entered the username, password and authentication values for each account to be linked, a screen appears that compares the individual and financial information that you maintain for the accounts to be linked. If any information between the two accounts to be linked is not the same, edit that information directly on the compare screen so that the information in both accounts matches.

7. Click Continue.

A screen appears confirming your request. If you wish to cancel your link request, click the here link on the page.

Once your accounts have been linked under your single username and password, you can perform Account Management tasks for any linked account by logging into Account Management under your username and password, then selecting one of the linked accounts.

Link Existing Account Scenarios

You can link existing accounts in any of the scenarios listed below. Click here for a list of important rules about linking existing accounts.

Individual, Trust or IRA Account Holder Links to Existing Individual, Trust or IRA Account
In this scenario, an individual, trust or IRA account holder has a second individual, trust or IRA account in his name and links the two accounts under a single username.
Individual or IRA Account Holder Links to Existing Joint Account

In this scenario, an individual or IRA account holder is also the primary or secondary user of a Joint account, so he or she links the accounts under a single username.
Joint Account Links to Existing Individual or IRA Account

In this scenario, the primary or secondary user of a Joint account also has an individual or IRA account, so he or she links the accounts under a single username.
Joint Account Links to Existing Joint Account with the same Primary and Secondary Users

In this scenario, the primary and secondary user of one Joint account are also the primary and secondary user of another Joint account, so the primary user links the accounts under a single username. For example, John and Mary Smith have two Joint accounts for two different trading strategies, and they want to use a single username to access both accounts.
Joint Account Links to Existing Joint Account with Different Secondary User

In this scenario, the primary user of one Joint account is also the primary user of another Joint account, so he links the accounts under a single username. In this scenario, the secondary users in the two Joint accounts are different. For example, John Smith is the primary user of a Joint account he has with his wife Mary. He is also the primary user of a second Joint account with his brother James. John links to the two accounts under a single username, giving him access to both Joint accounts.

Individual, Joint, Trust or IRA Account Holder Links to Existing Advisor- or Broker-Managed Account

In this scenario, an Individual, Joint, Trust or IRA account holder has a second account in his name that is managed by an Advisor or a Broker and links the two accounts under a single username.
Individual, Joint, Trust or IRA Account Holder Creates a New Linked Account to an Existing Advisor or Broker

In this scenario, an Individual, Joint, Trust or IRA account holder links his or her existing account to a new account that will be managed by an Advisor or a Broker.
Individual, Joint, Trust or IRA Account Holder Links to an Existing Advisor or Multiple Hedge Fund Investment Manager in a three-level Advisor or three-level Fully Disclosed Broker account.

In this scenario, an existing Individual, Joint, Trust or IRA account holder moves his or her account to an existing Advisor or a Multiple Hedge Fund Investment Manager who is the second level of a three-level Advisor or Fully Disclosed Broker account.
Advisor or Multiple Hedge Fund Investment Manager Links to an Existing Advisor or Multiple Hedge Fund Investment Manager in a three-level Advisor or three-level Fully Disclosed Broker account.

In this scenario, an existing Advisor or Multiple Hedge Fund Investment Manager with clients link to an Advisor or a Multiple Hedge Fund Investment Manager who is the top level of a three-level Advisor or Fully Disclosed Broker account. All existing clients move with the Advisor or Multiple Hedge Fund Investment Manager.

**Note:** All clients must sign off on this request before the Advisor or Investment Manager can move to a Financial Advisor or Broker.
**Account Management for Linked Accounts**

After you have created a linked account, you can perform any action in Account Management for that account as long as that account has a status of Open, such as modify trading permissions or transfer funds, by first selecting the linked account.

**To perform an action for a linked account**

1. Log into Account Management with the single user name and password.
2. Select a linked account from the Account ID displayed in the bottom left of the screen. For example, if your individual account is linked to a joint account, you can switch between those accounts.

Account Management reloads with the selected linked account as the new active account.

3. Perform any action you wish for the selected account by selecting an item from the Account Management menus.
4. To de-link a linked account, you must close the linked account. Select **Close an Account** in the Manage Account > Account Settings menu to close the linked account.

**Move, Link or Partition an Account**

This page lets you:

- Move your existing account, including all cash and positions, to an Advisor- or Broker- managed account, or
- Create a new account that will be managed by an Advisor or Broker and keep your existing account.

The new Advisor- or Broker-managed account will be linked to your existing account.
Divide your account into two partitions: one that will be managed by you and one that will be managed by an Advisor or Broker.

This page also appears when you link directly to an Advisor or Broker using the Investors’ Marketplace.

**Who can access the Move, Link or Partition an Account page?**

You can access this page if you are a(n):

- Individual, Joint, Trust or IRA Account User with a single account or multiple accounts
- Small Business Account User
- Proprietary Trading Group Master User
- Single Hedge Fund
- Advisor Master User (can link to Broker only on this page)
- Multiple Hedge Fund Investment Manager (can link to Broker only on this page)
- Proprietary Trading Group STL Master User (can link to Broker only on this page)

and you are not an Advisor Client User or Broker Client User.

**Important Notes about Linking and DeLinking**

You cannot link your account to an advisor who has lesser trading permissions than you.
When you move your entire account to an Advisor, you will no longer be able to log into Trader Workstation and your current market data subscriptions will be canceled.
When you move your entire account to a Broker, you will keep the ability to log in to Trader Workstation, and your current trading permissions will remain in effect.
When you create a new linked Advisor- or Broker-managed account and keep your existing account, the trading permissions for your existing account will also apply to the new Advisor- or Broker-managed account, but any permission to which the Advisor or Broker is not entitled will be removed. Future permissions changes for the new account must be done individually for each child account.
Client trading in a linked account managed by an Advisor or a Multiple Hedge Fund Investment Manager cannot be enabled.
Market data subscriptions are charged once for linked accounts rather than separately for each linked account (market data subscriptions are charged per terminal/computer).
If you choose to create a new account partition under an Advisor/Broker, that partition will be created overnight.
Complete account moves to an Advisor/Broker-managed account are completed every Friday at 2:00 PM.
When you choose to link your existing account to an Advisor/Broker-managed account, the Advisor or Broker must confirm the link request. The new linked account will be open and ready to be funded by 6:00 PM on the same business day. If you submit your link request after 4:00 PM, the linked account will be open and ready to be funded by 6:00 PM on the next business day.

About Partitions

When you choose to create a new account partition that will be managed by an Advisor or Broker, you are essentially creating a parent-child account relationship. Your existing account becomes the "parent partition" and your new Advisor- or Broker-managed partition becomes the "child partition." The following guidelines apply to these partitions:

The trading permissions for your existing account partition will also apply to the new Advisor- or Broker-managed partition, but any permission to which the Advisor or Broker is not entitled will be removed. Future permissions changes for child partitions should be done individually for each partition. Market data subscriptions are charged once for account partitions rather than charged separately for each partition. The child partition will be open and ready to be funded by 6:00 PM on the same business day. If you submit your request after 4:00 PM, the child partition will be open and ready to be funded by 6:00 PM on the next business day.

When you create a new Advisor- or Broker-managed child partition, the Advisor or Broker cannot reject the request.
You fund the child partition by transferring cash and or positions from the parent partition to the child partition once the child partition is open. Use internal fund transfers or internal position transfers to do this.
The Advisor or Broker will determine and configure fees for the new child partition just as they would for any of their client accounts.
Commissions are charged separately for each partition.
Clients receive read only access to trading applications. The Advisor or Multiple Hedge Fund Investment Manager has the ability to enable client trading.
The Advisor- or Broker-managed partition can be closed just like any other advisor or broker client account. The parent partition (your original existing account) cannot be closed until all child partitions are closed. You will be unable to delink the Advisor- or Broker-managed partition. To delink the partition from the Advisor or Broker, you must first transfer all funds and assets to the parent partition (your original account), and then close the Advisor- or Broker-managed partition. You can only link to one Advisor- or Broker-managed partition, but you can link multiple accounts to the same Advisor or Broker.

To move, link or partition an account

1. Click Manage Account > Add or Link Accounts > Advisor/Broker Account Setup.

Move, Link or Partition an Account

Use this page to move, link or partition an account:

- **Divide my account into two partitions, one of which will be managed by the Advisor/Broker identified below.**
  - I will have a single account divided into two partitions, a parent partition managed by me and a child partition managed by the Advisor or Broker identified below. Trading permissions for the parent partition will also apply to the child partition, but any permissions to which the Advisor or Broker is not entitled will be removed.
  - I understand that the Advisor or Broker identified below will not be able to trade in the accounts he or she manages, and that I will still be able to trade in my existing standalone accounts.
  - Once my account has been divided, fees may be debited from my account as specified by the Advisor or Broker. The new partition will be open and ready to be funded by 6:00 PM on the next business day.

- **Move my entire account to an account managed by the Advisor/Broker identified below.**
  - Transfer all of my cash and positions to the Advisor/Broker-managed account.
  - If I move my entire account to an Advisor, I will no longer be able to log into Trader Workstation, and my current market data subscriptions will be canceled.
  - If I move my entire account to a Broker, I will retain my ability to log into Trader Workstation, and my current market data subscriptions will not be canceled.
  - Once my account has been moved, fees may be debited from my account as specified by the Advisor or Broker and my current OTC orders will not be canceled. Accounts are moved every Friday 2:00 PM. (Only to move all of the following accounts)
  - I'd like to move all of the following accounts.
  - I only want to move [ ]

- **Create a new linked account that will be managed by the Advisor/Broker identified below.**
  - I will have two linked accounts that I can access using a single username and password. Trading permissions for my existing account will also apply to the new Advisor- or Broker-managed account, but any permissions to which the Advisor or Broker is not entitled will be removed.
  - I understand that the Advisor or Broker identified below will not be able to trade in the accounts he or she manages, and that I will still be able to trade in my existing standalone account.
  - Once my account has been linked, fees may be debited from my account as specified by the Advisor or Broker. The selected Advisor or Broker must approve the link request and the new linked account will be open by 6:00 PM on the next business day. Note that if you submit a request for a new linked account after 4:00 PM, the account will be open by 6:00 PM on the next business day.

Advisor/Broker Information

| Advisor/Broker-managed Account ID: |  |
| Advisor/Broker-managed Account Title: |  |

Continue ➔
2. Select from the following options by clicking the appropriate radio button:

- **Move my entire account to an account managed by the Advisor/Broker identified below.**
- **Create a new linked account that will be managed by the Advisor/Broker identified below.**
- **Divide my account into two partitions, one of which will be managed by the Advisor/Broker identified below.**

3. Type the Account ID and Account Title of the Advisor- or Broker-managed account in the fields provided.
4. Click **Continue**.
5. Enter the account ID and title of the broker or advisor account to which you want to link in the fields provided. For example, account ID 1123456 and account title Applicant XYZ. If you already selected the Advisor or Broker in the Investors' Marketplace, these fields will already be filled in.
6. Click **Continue**.
7. Sign each of the two required agreements and click **Continue** after signing each one.

You will be emailed a confirmation number. Enter that number on the Confirmation Number page, then click **Continue**.

**Confirmation Number**

The request will be placed after you confirm your identity by entering the confirmation number that has been sent to you by email, and clicking **Continue**. If you have not received a Confirmation Number, click **Request Confirmation Number** below to have a Confirmation Number sent to your email address on record. Allow a few minutes for your Internet Service Provider to deliver your confirmation number.

![Confirmation Number Input Field](image)

8. An email will be sent to the Advisor or Broker to inform him or her of your request.

**To access this page from Investors' Marketplace**

You can use Investors' Marketplace to identify the Advisor or Broker, and then can access the Move, Link or Partition an Account page from the Marketplace.
1. Use the Advisor Marketplace or Broker Marketplace to search for and select an Advisor or Broker.

2. Click the Link button in the individual Advisor or Broker listing. The Advisor/Broker Account Setup page opens.

### Advisor/Broker Account Setup

Use this page to link your existing account to an Advisor/Broker-managed account using one of the methods listed below.

- **Move my entire account to an account managed by the Advisor/Broker identified below.**
  
  Transfer all of my cash and positions to the Advisor/Broker-managed account. I will no longer be able to log into Trader Workstation, and my current market data subscriptions will be canceled. Once my account has been linked, fees may be deducted from my account as specified by the Advisor or Broker. Accounts are moved every Friday 2:00 PM.

- **Create a new linked account that will be managed by the Advisor/Broker identified below.**
  
  I will have two linked accounts that I can access using a single username and password. Trading permissions for my existing account will also apply to the new Advisor- or Broker-managed account, but any permission to which the Advisor or Broker is not entitled will be removed. Once my account has been linked, fees may be deducted from my account as specified by the Advisor or Broker. The selected Advisor or Broker must approve this link request and the new linked account will be open by 6:00 PM on the same business day. Note that if you submit a request for a new linked account after 4:00 PM, the account will be open by 6:00 PM on the next business day.

- **Divide my account into two partitions, one of which will be managed by the Advisor/Broker identified below.**
  
  I will have a single account divided into two partitions: a parent partition managed by me and a child partition managed by the Advisor or Broker identified below. Trading permissions for the parent partition will also apply to the child partition, but any permission to which the Advisor or Broker is not entitled will be removed. Once my account has been linked, fees may be deducted from my account as specified by the Advisor or Broker. The new partition will be open and ready to be funded by 6:00 PM on the same business day. Note that if you submit a request for a new partition after 4:00 PM, the partition will be open and ready to be funded by 6:00 PM on the next business day.

#### Advisor/Broker Information

<table>
<thead>
<tr>
<th>Advisor/Broker-managed Account ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor/Broker-managed Account Title:</td>
</tr>
</tbody>
</table>

[Continue]

3. Click the radio button that corresponds to your choice. Read the descriptions carefully to understand the difference between the options.

4. Enter the account ID and title of the broker or advisor account to which you want to link in the fields provided. For example, account ID I123456 and account title Applicant XYZ. If you already selected the Advisor or Broker in the Investors' Marketplace, these fields will already be filled in.

5. Click Continue.

6. Sign each of the two required agreements and click Continue after signing each one.

7. You will be emailed a confirmation number. Enter that number on the Confirmation Number page, then click Continue.
8. An email will be sent to the Advisor or Broker to inform him or her of your request. Advisors and Brokers do not have to confirm requests for new partitions.

For more information

Rules for Linking to and Delinking from an Advisor or Multiple Hedge Fund

Authorized Trader

If you are a Proprietary Trading Group Master User (Pool account), a Single Hedge Fund, an organization sub account of a broker, or an individual or joint client under a Registered Advisor, use the Authorized Trader page to add sub accounts for authorized traders. If you have any of these accounts and you add an Authorized Trader, your account becomes a Proprietary Trading Group Separate Trading Limit (STL) account and you can take advantage of maintaining different sub accounts for different trading strategies and consolidated margin for maintenance and liquidation purposes.

Who can access the Authorized Trader page?

You can access this page only if you are a Proprietary Trading Group Pool Account Master User, a Single Hedge Fund, an Organization Sub Account of a Broker or an Individual or Joint account holder under a Registered Advisor.

To add an authorized trader

1. Click Manage Account > Add or Link Accounts > Authorized Trader.

   The Authorized Trader Information page opens.
Authorized Trader Information

Use this page to add a sub account for an authorized trader in your organization.

Name of Authorized Trader
First Name: [ ]
MI [ ]
Last Name: [ ]
Suffix (e.g. Jr.): [ ]

Date of Birth
Month(MM): [ ]
Day(DD): [ ]
Year(YYYY): [ ]

Residential Address
Street: [ ]
City: [ ]
Street #2: [ ]
State/Province (Use Abbreviations for U.S. States e.g. NY for New York): [ ]
Zip/Postal Code: [ ]
Country: [ ]
E-mail Address: [ ]
Re-enter E-mail Address: [ ]

Phone Number(s)
Number Type: [ ]
Country: [ ]
Number: [ ]
Use for Messaging: [ ]

Add Additional Number

Citizenship and Identification Number
Country of Citizenship: [ ]
If you are a U.S. Citizen or a U.S. resident, please provide your 9-digit Social Security or Tax Identification Number (Please do not use dashes)

If you are not a U.S. resident, please provide one (1) of the following numbers and the country that issued the number (Please do not use dashes)
Passport No.: [ ]
Driver’s License No.: [ ]
National Identity Card No.: [ ]
Alien Identification (Green Card) No.: [ ]

Country of Issuance: [ ]

As part of the account application process, you will be required to provide a copy of the passport, national identity card, driver’s license or alien identification card (Green Card) that includes the number provided above and the photograph and date of birth of the person for whom it was provided.

Select Username and Password
Type a nine character username with six alphabetic characters and three different numeric characters. The first character must be alphabetic.
Username: mchoke565

Type a six- to eight-character password with at least one number and no spaces. Record this password in a secure location for future use, as it will not be shown again.
Password: [ ]
Confirm Password: [ ]

Note that the username and password entered above are for the use of the Authorized Trader only and not to be used for your own account.
2. Enter all required information, then **Back**.

   The Trader added page opens, which confirms your request and contains a link to the Trader Authorization Form.

3. Click **Trader Authorization Form**.
4. Read the form carefully, then sign the form by typing your name in the field provided.
5. Click **Continue**.

---

**Rules for Linking to and Delinking from an Advisor or Multiple Hedge Fund**

If your account is linked to an Advisor-managed or Multiple Hedge Fund Investment Manager-managed account, you may decide to delink that account and/or link to a different Advisor or Investment Manager (relink). Before doing so, familiarize yourself with the following restrictions on linking and relinking.

**Restrictions**

- Trading Sub accounts cannot be delinked or relinked.
- Proprietary Accounts for Broker-Dealers cannot be delinked or relinked.
- Client accounts with Money Manager-attached accounts cannot be delinked or relinked.
- Client accounts with a UKL segment cannot relink to a Financial Advisor without a UKL segment.
- Client accounts cannot relink from a Financial Advisor or Friends and Family Advisor to a Hedge Fund.
- Only Fund accounts can be relinked from a Multiple Fund Investment Manager to another Multiple Fund Investment Manager.
- When delinking accounts from or relinking accounts to a Financial Advisor, you can delink or relink all accounts or one or more accounts.
- Partitioned accounts cannot be delinked or relinked.
- Hedge Fund clients of a Multiple Hedge Fund account cannot be delinked.

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**Research Services**

The Research Services menu includes the following items:
Research Website Login

This page lets you get access to research provider websites in order to get more services. You use your IB account email address but a unique password to access provider websites.

To use this page

1. Click Manage Account > Research Services > Research Website Login.
2. Select a research provider from the drop-down list.
3. Type a unique password in the field provided. You will use this password along with your IB account email address to access the selected research provider’s website.
   - The password must be unique; it cannot be the same as your IB account password.
   - The password should be between 6 and 20 characters.
4. Click Submit. It takes one business day to process your request.

Money Manager

Our Money Manager program lets Professional Advisors acting as Wealth Managers shop for Money Managers at the Money Manager Marketplace and assign them to trade client accounts, and lets Money Managers sell their trading expertise to Wealth Managers.

The Money Manager menu includes the following tabbed pages:

   Money Manager Assignment - Once a Wealth Manager and a Money Manager agree to do business, the Wealth Manager uses this page to assign client accounts, set trading permissions and client fees for the Money Manager.

   Wealth Manager Assignment - Money Managers use this page to accept trading assignments from Wealth Managers.

Money Manager Marketplace

Money Managers can market their services by registering at the Money Manager Marketplace. Once this is done, Wealth Managers can shop for and connect with the Money Manager at the Money Manager.
Marketplace, located in the Investors' Marketplace > Search Services > Investing menu.

Adding a Money Manager

There are two ways for Wealth Manager to add a Money Manager in Account Management:

- On the Manage Account > Money Manager > Administration page.
- From the Money Manager Marketplace (Investors’ Marketplace > Search Services > Investing > Money Manager).

Money Manager Assignment

All Professional Financial Advisors are considered to be Wealth Managers. As a Wealth Manager, you can optionally add Money Managers to trade for your client accounts. Money Managers direct trading and investment activity in client accounts. They cannot add client accounts, fund client accounts, set client fees or set client trading permissions.

Advisors who are part of a three-level broker account structure cannot link to Money Managers.

Who Can Access the Money Manager Assignment Page?

You can access this page if you are an Advisor who is a Registered Investment Advisor (RIA), including second-tier Advisors (under a Fully Disclosed Broker), unregistered Advisors and Friends and Family account Advisors.

A Money Manager must first complete a separate Money Manager account application. Once a Money Manager’s account is activated, you can add him or her to your account, then assign client accounts to them for trading purposes, set trading permissions and set client fees. Both Money Managers and Wealth Managers can trade for client accounts. After the Money Manager’s account has been activated, you as a Wealth Manager perform the following steps:

1. Access the Money Manager Marketplace and shop for available Money Managers. Either contact a Money Manager directly or request that a Money Manager contact you.
2. Once you and the Money Manager have agreed to do business together, add the Money Manager to your account by using the Add button in the Money Manager Marketplace, or use the Money Man-
3. **Add a Money Manager**

   - Money Managers must log into Account Management with their username and password to accept assignments from Wealth Manager. See [Wealth Manager Assignment](#) for more information.
   - The first time a Wealth Manager adds a Money Manager, the Wealth Manager must enter a code up to four letters long called a Mnemonic that will be used as part of a Virtual Account Number in place of the Wealth Manager Account ID on all reports, and when setting up client fees and client trading permissions. This is a security feature to protect the WM account ID.

   The Money Manager must also enter a code up to four letters long when he or she accepts the Wealth Manager Assignment. This Mnemonic will be used in place of the Money Manager Account ID in the Virtual Account Number on all reports.

4. **Set Up a Client Fee Schedule** - This fee schedule represents the fees that will be paid to you, the Wealth Manager, when you trade for client accounts. Typically, you will have already done this for your client accounts and this is the same procedure described in the [Client Fees](#) topic.

   You set up a separate fee schedule for a Money Manager when you set up the client accounts for the Money Manager.

5. **Set Up Client Accounts** - This step includes assigning client accounts to a Money Manager, setting trading permissions and Money Manager client fees (fees that will be paid when the Money Manager trades for client accounts).

   Money Managers can start trading the next business day (client assignments and trading permissions require one business day to take effect). But Money Manager client fees will be collected from client accounts and transferred to the Money Manager only after the client signs the Money Manager client agreement.

6. **Create a Client Fees Template** - Optionally, create a common client fee schedule to for Money Managers without having to set client fees separately for each Money Manager. Client fees will be enabled for a client account only after the client has submitted a signed fee agreement, if applicable.

7. **Fund Client Accounts** - See [Fund Transfers](#) or [Position Transfers](#) for detailed instructions.
When you assign a client account to a Money Manager, we create a second version of the client account that is linked to the Money Manager. When you fund or transfer positions into a client account for a Money Manager, you are actually funding or moving positions into the linked client account.

In addition, Wealth Managers can perform the following optional steps:

- **Modify Client Fees for a Money Manager**
- **Modify Trading Permissions**
- **Change Money Manager Client Account Assignments**
- **Remove a Money Manager**

**Add a Money Manager**

**To add a Money Manager**

1. Log into Account Management using your Master account username and password.
2. Click **Manage Account > Money Manager > Administration**.

**Money Manager Assignment**

Use this page to:
- Add Money Managers, who you assign to your client accounts for the purpose of client trading.
- View active and pending Money Managers.
- Remove Money Managers.
- Set up client accounts for Money Managers (on the Assign Client Accounts tab).
- Modify trading permissions and client fees for client accounts (on the Assign Client Accounts tab).
- Use the link to the funding pages to transfer funds or positions to client accounts assigned to Money Managers.

When you set up client accounts for Money Managers, you are not changing the trading permissions and client fees for the original client accounts.
3. The Money Manager Assignment page contains two tabs: Money Manager Assignments and Assign Client Accounts. The Money Manager Assignments tab appears by default and lists all currently assigned Money Managers.

Click **Add Money Manager**.

4. On the Money Manager Assignment - Add Money Manager page, enter the Account ID of the Money Manager in the field provided, then click **Submit**.

5. The first time you add a Money Manager, you must enter a four-letter code that will be used in place of your Wealth Manger Account ID on all reports, and when setting up client fees and client trading permissions. This code will be part of a Virtual Account Number, which is a security feature to protect your Wealth Manager Account ID. Enter a code up to four letters long in the Wealth Manager Mnemonic field.

Money Managers also enter a mnemonic to protect their own account ID’s when they accept assignments on the Wealth Manager Assignment page. The Money Manager mnemonic is also part of the Virtual Account Number.

Virtual Account Numbers appear on client reports and consist of the client Account ID, the Wealth Manager Mnemonic and the Money Manager Mnemonic. On their reports, clients will see one of the following in place of their Account ID:

- If no Account Alias is used: *Client Account ID-WM Mnemonic-MM Mnemonic*
- If an Account Alias is used: *Client Account Alias-WM Mnemonic-MM Mnemonic*

Before you can assign client accounts or set up trading permissions and fees for client accounts assigned to a Money Manager, the Money Manager must log into Account Management and accept the assignment.
Create a Client Fees Template

A Client Fees Template lets you create and save a common client fee schedule, then apply it to multiple client accounts assigned to a Money Manager without having to set the client fees separately for each client account. You create a Client Fees Template from the Money Manager Assignment page.

To create a Client Fees Template

1. Log into Account Management using your Master account username and password.
2. Click Manage Account > Money Manager > Administration.
3. In the list of Active Money Managers, click the Add/Edit Client Fees Template link in the action column for a Money Manager.
4. Set client fees the way you normally would, selecting one of the options on the screen, then entering values as required.
5. Click Continue.

The Client Fees Template will now be available to assign to multiple client accounts when you set Money Manager fees as described in Set Up Client Accounts.

6. Repeat this procedure to edit an existing Client Fees Template.

Modify Client Fees for a Money Manager

You can edit the client fees for one or more client accounts assigned to a Money Manager. Note that any changes to Money Manager fees require approval from the client.

To modify Client Fees for a Money Manager

1. Log into Account Management using your Master account username and password.
2. Click Manage Account > Money Manager > Administration.
Money Manager Assignment

Use this page to:

- Add Money Managers, who you assign to your client accounts for the purpose of client trading.
- View active and pending Money Managers.
- Remove Money Managers.
- Set up client accounts for Money Managers (on the Assign Client Accounts tab).
- Modify trading permissions and client fees for client accounts (on the Assign Client Accounts tab).
- Use the link to the funding pages to transfer funds or positions to client accounts assigned to Money Managers.

When you set up client accounts for Money Managers, you are not charging the trading permissions and client fees for the original client accounts.

Active Money Managers

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Trading Permissions</th>
<th>Client Fees</th>
<th>Transfer Funds</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Account Name</td>
<td>Edit</td>
<td>Edit</td>
<td>Funds / Positions</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Assign Client Accounts

Pending Money Managers

You have no Pending Money Managers.

Add Money Manager

3. In the list of Active Money Managers, click the *Edit* link in the Client Fees column for a Money Manager.

Edit Client Fees For Money Manager, Applicant

To view previously assigned client fees schedule, pick only one client.

Click here for important information about money manager client fees.

Clients Assigned to Money Manager

Selected Clients

Select all

Edit Client Fees for Selected Clients

4. Select one or more client accounts assigned to the Money Manager whose client fees you want to modify, then click the right arrow button to move those client accounts into the Selected Clients box.
5. Click **Edit Client Fees for Selected Clients.**

   
   ![Set Up Money Manager Client Accounts](image)

   
   ![Money Manager Fees](image)

6. Select one of the following radio buttons:

   - **Use existing Money Manager Client fee template schedule** - Select this option to apply an existing Money Manager Client Fee Template to this Money Manager. If you do not have any existing Client Fee Templates, this option is unavailable. See Create a Client Fees Template for more information about Money Manager Client Fee Templates.

   - **Add new fee schedule** - Select this option to create a new fee schedule, which specifies the fees to be charged when this Money Manager trades for the selected client accounts.

     If you selected Add new fee schedule, select a fee methodology (No Fee, Automatic Billing, or Direct Billing) by selecting the appropriate radio button. Client fee setup for Money Manager fees is identical as the client fee setup for Financial Advisors.
7. Click **Save and Continue**. A confirmation page appears.

**Modify Trading Permissions**

You can edit the Money Manager trading permissions for one or more client accounts assigned to a Money Manager.

**To modify trading permissions for a Money Manager**

1. Log into Account Management using your Master account username and password.
2. Click **Manage Account > Money Manager > Administration**.
3. In the list of Active Money Managers, click the *Edit* link in the Trading Permissions column for a Money Manager.
Select one or more client accounts assigned to the Money Manager whose trading permissions you want to modify, then click the right arrow button to move those client accounts into the Selected Clients box.

4. **Click Edit Trading Permissions for Selected Clients.**
Use this page to set or modify trading permissions for selected client accounts assigned to this Money Manager.

Client accounts assigned to a Money Manager can only receive trading permissions for products and countries for which they already have trading permissions as Advisor clients.

For example, if a client account can trade stocks as an Advisor client, and you assign trading permissions same client account under Money Manager trading permissions for stocks and options, then the Money Manager will only be able to trade stocks for that client account.

### Selected Client Accounts

<table>
<thead>
<tr>
<th>Account</th>
<th>Permissions</th>
<th>Check All</th>
<th>Stocks</th>
<th>Options</th>
<th>Single Stock Futures</th>
<th>Mutual Funds</th>
<th>FX Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global</td>
<td></td>
<td></td>
<td>-</td>
<td>-</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Australia</td>
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</tr>
<tr>
<td>Austria</td>
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<tr>
<td>Belgium</td>
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<tr>
<td>Canada</td>
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<tr>
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<td>Germany</td>
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<td>Hong Kong</td>
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<td>Italy</td>
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<td>Japan</td>
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<tr>
<td>Korea</td>
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<td>Mexico</td>
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<tr>
<td>Singapore</td>
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<tr>
<td>Spain</td>
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<td>Sweden</td>
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<td>Switzerland</td>
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<tr>
<td>The Netherlands</td>
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<tr>
<td>United Kingdom</td>
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<td></td>
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<tr>
<td>United States</td>
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<tr>
<td>United States (Algorithmic Execution Venue)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>United States example (Stock Yield Enhancement Program)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- Approved
- Pending
5. The client accounts for whom you are adding trading permissions are displayed in the Selected Client Accounts box. These are the client accounts that you assigned to the Money Manager on the previous page.

Modify products and countries for those client accounts as required, then click **Save and Continue**.

To change the client account assignments, click the **Edit Selection** link, then click **OK** in the message box. You will be returned to the Assign Client Accounts page and you will lose any client assignments you already made.

Client account assigned to a Money Manager can only receive trading permissions for products and countries that they already have permission to trade as Advisor clients. For example, if a client account can trade stocks as an Advisor client, and you assign trading permissions for a Money Manager that gives the same client account trading permissions for stocks and options, then the Money Manager will only be able to trade stocks for that client account.

**Change Money Manager Client Account Assignments**

You change Money Manager client account assignments at any time by adding or removing client accounts from the Money Manager.

**To change Money Manager client assignments**

1. Log into Account Management using your Master account username and password.
2. Click **Manage Account > Money Manager > Administration**.
3. Click the **Assign Client Accounts** tab.

4. Select a Money Manager from the drop-down list.

5. The Set Up Client Accounts page appears for the selected Money Manager.
To remove client accounts from the Money Manager, click the plus sign next to **View and Remove Assigned Clients**. Select the client accounts you want to remove, then click **Remove**. You can use the Ctrl+click or Shift+click keyboard combinations to select more than one account at a time.

When you assign a client account to a Money Manager, we create a second version of the client account that is linked to the Money Manager. When you fund or transfer positions into a client account for a Money Manager, you are actually funding or moving positions into the linked client account. Therefore, before you can remove a client account from a Money Manager, you must first move all cash and positions from the linked client account back to the client account.
To add client accounts to the Money Manager, click the plus sign next to **Assign New Clients**. Move client accounts from the Available Clients list to the Selected Clients list by selecting the client account(s) on the left then clicking the right arrow button. You can use the Ctrl+click or Shift+click keyboard combinations to select more than one account at a time.

Click **Select All** to select all Available Clients.

6. **Click Save and Continue**.

If you added client accounts to the Money Manager, the Client Trading Permissions page appears.
7. The client accounts for whom you are adding trading permissions are displayed in the Selected Client Accounts box. These are the client accounts that you assigned to the Money Manager on the pre-
Add products and countries to those client accounts as required, then click **Save and Continue**.

Client account assigned to a Money Manager can only receive trading permissions for products and countries that they already have permission to trade as Advisor clients. For example, if a client account can trade stocks as an Advisor client, and you assign trading permissions for a Money Manager that gives the same client account trading permissions for stocks and options, then the Money Manager will only be able to trade stocks for that client account.

The Money Manager Fees page appears. This page lets you set client fees for the client accounts assigned to this Money Manager, which are displayed in the box at the top of the page.

8. Select one of the following radio buttons:

   - **Use existing Money Manager Client fee template schedule** - Select this option to apply an existing Money Manager Client Fee Template to this Money Manager. If you do not have any existing Client Fee Templates, this option is unavailable. See Create a Client Fees Template for more information about Money Manager Client Fee Templates.
- **Set new client fees** - Select this option to create a new fee schedule, which specifies the fees to be charged when this Money Manager trades for the selected client accounts.

9. Click **Continue**.

10. If you selected **Add new fee schedule**, select a fee methodology by selecting the appropriate radio button. Client fee setup for Money Manager fees is identical as the client fee setup for Financial Advisors.

![Money Manager Fees](image)

○ **Automatic billing** is calculated and automatically billed to the client’s account by us. We offer a variety of methods that can be used, including Percentage of an account’s value, Percentage of P&L, or a Flat Fee. Click the check box next to each billing option that applies and enter the appropriate fee amount in the fields provided. If you select Fee per trade, set maximum fees per trade on the next page that appears after you click the Continue button.

If you choose to use Direct Billing, we are not involved and you are responsible for billing your client(s) directly.

11. **Click Save and Continue**. The main Money Manager Assignment page appears.
Remove a Money Manager

You can easily remove a Money Manager if that person no longer trades for client accounts. When you remove a Money Manager, all client accounts assigned to that Money Manager will be closed. Remember to move all cash and positions from the Money Manager-linked client account linked back to the client account before you remove a Money Manager.

To remove a Money Manager

1. Log into Account Management using your Master account username and password.
2. Click Manage Account > Money Manager > Administration.

3. Click the Assign Client Accounts tab.

<table>
<thead>
<tr>
<th>Active Money Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have no Active Money Managers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pending Money Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have no Pending Money Managers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Money Manager Assignments</th>
<th>Assign Client Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account Number</th>
<th>Trading Permissions</th>
<th>Client Fees</th>
<th>Transfer Funds</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>******</td>
<td>Edit</td>
<td>Edit</td>
<td>Funds / Positions</td>
<td>Remove</td>
</tr>
</tbody>
</table>
4. Click the Remove link in the Action column for the Money Manager you want to remove.

Wealth Manager Assignment

Money Managers direct trading and investment activity in client accounts. Financial Advisors acting as Wealth Managers add Money Managers to trade for client accounts. As a Money Manager, you cannot add client accounts, fund client accounts, set client fees or set client trading permissions. Both Money Managers and Wealth Managers can trade for client accounts. Money Managers can market their trading services to Wealth Managers by registering at the Money Manager Marketplace.

To be able to trade for client accounts as a Money Manager:

1. Complete a separate Money Manager account application.
2. Once your Money Manager account is activated, the Wealth Manager shops for Money Managers in the Money Manager Marketplace and either prepares to contact you, requests that you contact him, or adds you to his or her account.
3. Log into Account Management and use the Money Manager Marketplace page in the Investors' Marketplace menu to review requests by Wealth Managers (move your mouse cursor over a Wealth Manager to see his or her contact information).
4. Once you and the Wealth Manager have agreed to do business together, the Wealth Manager adds you to his account.
5. Log into Account Management and use the Wealth Manager Assignment page to subscribe to the Wealth Manager who has added you.

After you subscribe to the Wealth Manager, the Wealth Manager then assigns client accounts to you for trading purposes, sets trading permissions and sets client fees. After the Wealth Manager completes these tasks, you can trade for client accounts assigned to you.

You can also deactivate Wealth Manager assignments.

Who Can Access the Wealth Manager Assignment Page?

You can access this page if you have completed the Money Manager account application and your account has been opened and activated.

To subscribe to a Wealth Manager
1. Log in to Account Management.

2. If you have pending Wealth Manager assignments, the Wealth Manager Assignment page appears.

   ![Wealth Manager Assignments](image)

   Use this page to view all active and pending Wealth Manager assignments, and all client accounts currently assigned to you.

   **Pending Wealth Managers**

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are no pending Wealth Managers.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Subscribed Wealth Managers**

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>ACTIVE</td>
<td>[Deactivate Subscription]</td>
</tr>
</tbody>
</table>

3. All pending Wealth Manager assignments are listed in the Pending Wealth Managers section of the page. Click *Activate Subscription* in the Action column.

4. The first time you activate a Wealth Manager assignment, you must enter a code up to four letters long that will be used in place of your Money Manager Account ID on all reports. This code will be part of a Virtual Account Number, which is a security feature to protect your Money Manager Account ID. Enter the four letter code in the Money Manager Mnemonic field.

   ![Activate Subscription for Wealth Manager Account ID](image)

   **Money Manager Mnemonic:**

   Wealth Managers also enter a mnemonic to protect their own account ID’s when they add Money Managers on the Money Manager Assignment page. The Wealth Manager mnemonic is also part of the Virtual Account Number.

   Virtual Account Numbers appear on client reports and consist of the client Account ID, the Wealth Manager Mnemonic and the Money Manager Mnemonic. On their reports, clients will see one of the following Virtual Account Numbers in place of their Account ID:

   - If no Account Alias is used: *Client Account ID-WM Mnemonic-MM Mnemonic*
   - If an Account Alias is used: *Client Account Alias-WM Mnemonic-MM Mnemonic*
To deactivate a Wealth Manager assignment

1. In Account Management, click Manage Account > Wealth Manager > Administration.
2. All current Wealth Manager assignments are listed in the Subscribed Wealth Managers section of the page. Click Deactivate Subscription.

Deactivating a Wealth Manager subscription deletes all of your trading capabilities from all clients currently enabled for trading by this Wealth Manager.

3. Click OK in the warning message.

To view current client accounts assigned to you

1. Click Manage Account > Money Manager > Administration.
2. Clicks the Client Assignments tab.

All current Wealth Manager assignments are listed with their assigned client accounts. These are the client accounts for which you can trade.
Trader Referral Program

The Trader Referral Program lets you send an invitation to somebody you know to open an account with us, and in return you receive a bonus of up to $200. There is no limit to the number of referral bonuses you can receive.

Who can access the Trader Referral Program page?

Individual, Joint, Trust or IRA Account User (but not an Advisor or Broker Client)

Note: If you are a Financial Advisor who also has an individual account, you cannot participate in the Trader Referral Program.

Trader Referral Payout Rules

Payouts to referring customers in the United States are subject to the following rule:

Each referred client must open an IB account using the invite link and maintain a balance of at least $10,000 USD for one year.

Payouts to referring customers in non-US countries are subject to the following rules:

The first payment of $100.00 will be sent when the referred account reaches $333.34 in commissions. The second payment of $100.00 will be sent when the referred account reaches $666.67 in commissions.
You are eligible to receive the referral bonus up to one year from the opening of the referred account only if the commission minimums listed above are met.

**Note:** You cannot refer members of your own household. We cannot pay referral fees for referred customers who live in Spain.

**To participate in the Trader Referral Program**

1. Click **Manage Account > Trader Referral**.

2. Enter the first name, last name and email address of the person to whom you want to send an invitation to open an account with us.

3. Click **Submit**.

4. Repeat these steps for each person you want to refer.

You will receive a bonus based on the payout rules listed above.
Manage Clients/Funds/Traders

The functions in the Manage Clients menu allows Advisors, Brokers and Proprietary Trading Group STL Account Master Users to manage and configure client/fund/trader accounts.

Advisors and Brokers access this as the Manage Clients menu.

Multiple Fund Investment Managers access this as the Manage Funds menu.

Proprietary Trading Group STL Account Master Users access this as the Manage Traders menu.

Who can access the Manage Clients menu?

You can access this menu if you are a(n):
Advisor Master User
Fully Disclosed and Non-Disclosed Broker Master User
SIPP Administrator

Who can access the Manage Funds menu?

You can access this menu if you are a(n):

Investment Manager Master User (Multiple Funds only)

Who can access the Manage Traders menu?

You can access this menu if you are a(n):

Proprietary Trading Group STL Account Master User

Your account structure determines which second-level (blue menu) and third-level menu items you will see.

Some menu items are also available in the Manage Account menu if you can apply those functions to your master account only. The functions in the Manage Clients/Manage Funds/Manage Traders menus are ONLY for Master Users to manage and configure client, fund and authorized trader sub accounts.

This chapter includes the following topics:

Dashboard - Advisors, Brokers and Multiple Fund Investment Managers can access information for all their client or fund accounts from a single point of access, as well as manage many aspects of each client account.

Create and Link Accounts (Advisors and Brokers) - Add client accounts, request up to five duplicate accounts for an existing client account and can create templates to save and re-use application information for new client/fund accounts, link multiple individual and/or joint accounts for a client under a single username and password, and Non-Disclosed Brokers fill out or update an IRS Form W-8 or W-9 for their clients or close client accounts.

Note: We reserve the right to limit duplicate accounts to less than five.
Create (Multiple Fund Investment Managers) - Add client accounts, request up to five duplicate accounts for an existing client account and can create templates to save and re-use application information for new client/fund accounts.

Note: We reserve the right to limit duplicate accounts to less than five.

Traders (Proprietary Trading Group STL Account Masters) - View, add and close Authorized Trader accounts.

Fees - Set advisor and broker client fees.

Settings - Create aliases for client accounts and configure the transfer of excess margin funds between your securities and commodities account segments.

Trading - Enable or disable client trading, set trading permissions for client accounts and restrict your master account and your client/sub accounts from trading specific symbols.

Security - Master users can view Account Management requests from client accounts.

Users - Add users to your account, modify existing users' information or access rights to Account Management and delete users from your account.

CRM - Advisors can easily store and view information about their clients, prospects and contacts

Dashboard

The Dashboard lets Advisors, Brokers and Multiple Hedge Fund Investment Managers quickly and easily access information about their clients from a single point of access, as well as manage many aspects of each client account.

The following image shows the Dashboard for an Advisor.
The following image shows the Dashboard for a Fully Disclosed Broker.
Chapter 7

Dashboard

Short Video

Advisors, Fully Disclosed and Non-Disclosed Brokers, and Multiple Fund Investment Managers can view information about all of their clients:

- View a list of all client accounts.
- View recent activity for the past five days for all client accounts.
- Search for and sort client accounts by account title, account type, account number, username or account alias.
- Filter all client accounts by account status.
- If you have multiple pages of accounts, you can quickly jump to any page.
- Advisors can view pending items for all client accounts on a separate tabbed page.
Fully Disclosed Brokers can also view application and options trading approvals for all accounts in the Approvals column if they have enabled **Client Approvals**.
All brokers can view the user responsible for deleted applications in the Approvals column.
Download a list of outstanding registration tasks for all pending client accounts to Microsoft Excel.
Download information about all client accounts to Microsoft Excel.
**Non-Disclosed Brokers can upload documents for pending client applications.**

and can view and manage individual **client account details**:

- Drill down to account details, balances, positions and transaction history for any client.
- View pending items.
- View Client Services messages and corporate actions.
- Perform account management tasks, including:
  - Edit account alias, advisor or broker fees, and other settings;
  - Running activity statements and PortfolioAnalyst reports
  - Print account details;
  - Generate a PDF version of the account application;
- View all registration tasks.
- Fully Disclosed Brokers can also approve or reject pending client applications and pending client options trading permissions if they have enabled **Client Approvals**.
- Brokers can edit Registered Representatives.
- Advisors can get special authorizations from clients to modify additional account settings for that client.

**Who can access the Dashboard?**

You can access this page if you are a(n):

- Advisor Master User
- Fully Disclosed and Non-Disclosed Broker Master User
- Multiple Hedge Fund Investment Manager
View Information About All Clients

Advisors, Brokers and Multiple Hedge Fund Investment Managers use the Dashboard to view information about all of their clients from a single point of access:

- View and search for client accounts.
- Filter all client accounts by account status.
- View recent activity for the past five days for all client accounts.
- Download a list of outstanding registration tasks for all pending client accounts to Microsoft Excel.
- Download information about all client accounts to Microsoft Excel.

In addition, Advisors can view pending items for all accounts on the Pending Items tab.

To view and search for client accounts

When you first open the Dashboard, it displays a lists of all client or fund accounts. The number of accounts on each tab appears next to the tab name.

1. Click Manage Clients > Dashboard. Multiple Hedge Fund investment Managers click Manage Funds > Dashboard.

   All client or fund accounts are listed by Account Title, and each account shows the account type, account number, username, account alias, account status (Open, Pending, Closed and Rejected), and approval status.

   For example, here is a dashboard for a fully disclosed broker.
2. On any page in the Dashboard, you can search for accounts by any column heading. Just type the first letters of the search criteria into the Smart Search field and then click Go. To change your search criteria, click the X in the Smart Search field.

For example, if you are a Fully Disclosed Broker and you want to search for all Individual account types, type ind in the Smart Search field, and then click Go. The list of accounts will update to show only Individual client accounts:

Account Management Users' Guide
3. Sort lists on any page by clicking a column heading.
4. If you have multiple pages of accounts, you can quickly jump to any Dashboard page using the pagination feature located in the upper right. This feature displays the total number of pages of client accounts and a field where you can enter the page number you want to display.

5. Fully Disclosed Brokers can view application and options trading approvals in the Approvals column. Approvals are marked with a small green check mark and show the username of approver and the date of the approval. Rejected applications and option trading requests are marked with a small red X along with the username of the rejecter and the date of rejection.
To filter all client accounts by account status

By default, the Dashboard displays all of your client accounts. You can filter the list by account status using the Status drop-down.

1. Click Manage Clients > Dashboard. Multiple Hedge Fund investment Managers click Manage Funds > Dashboard.
2. Select an option from the Status drop-down (All, Open Accounts, Pending Applications, Closed Accounts, Rejected Applications, Deleted Applications or Open Not Funded). The number of accounts with each status appears in the drop-down. All is the default selection.

To view recent activity for the past five days for all client accounts

You can view all recent funding and account application activity that occurred in the past five days for all of your client or fund accounts. If no activity occurred during the last five days, a message to that effect
appears instead of a list of activity. Like the other tabs on the Dashboard, the Recent Activity tab shows the number of items currently displayed on that page.

1. Click Manage Clients > Dashboard. Multiple Hedge Fund investment Managers click Manage Funds > Dashboard.
2. Click the Recent Activity tab.

The Recent Activity page shows the date, account title, account number, username and for each activity. Activities can include funding, account opening or closing-related activities, and other types of client account activities.

3. Just as on other Dashboard pages, on the Recent Activity page you can use the Smart Search field to quickly search for client accounts by any column heading, and you can sort the list by any column heading.
To download a list of outstanding registration tasks for all pending client accounts to Microsoft Excel

You can download an Excel spreadsheet (.xls file) that includes all registration tasks for your pending client or fund accounts (i.e., all tasks related to the opening of all of your pending client or fund accounts). The Excel file shows the Account ID, tasks and current status of each task for all pending client or fund accounts.

1. From any page on the Dashboard, click the **Registration Tasks** button located at the top right of the screen.

2. You will be prompted to open or save a Microsoft Excel worksheet. Save the file to your computer.

To download information about all client accounts to Microsoft Excel

You can download an Excel spreadsheet (.xls file) that includes all of the information about all of your client or fund accounts.

1. From any page on the Dashboard, click the **Client Accounts** button located at the top right of the screen.

2. You will be prompted to open or save a Microsoft Excel worksheet. Save the file to your computer.

View Client Account Details

In addition to viewing lists of all open, pending, closed and rejected client or fund accounts on the main Dashboard page, Advisors, Brokers and Multiple Hedge Fund Investment Managers can drill down to view the details of any client or fund account on the Client Account Details page, and perform certain functions for that account. Advisors, Fully Disclosed and Non-Disclosed Brokers can also view information about second account holders of joint client accounts on the Client Account Details page.
On the Client Account Details page, you can:

- **Drill down to account details for any client or fund account, including client balances, positions or transaction history.**
- **Advisors and Brokers** can enable or disable dividend reinvestment for a client account.
- **View pending items for a client or fund account.**
- **Edit** account alias, advisor or broker fees, and other settings for a client or fund account.
- **Run activity statements and PortfolioAnalyst reports for a client or fund account.**
- **Print** client or fund account details.
- **Delete an application for a pending client account.**
- **Generate a PDF version of the client or fund account application.**
- **View all registration tasks for a client or fund account.**
- **Jump to a client's CRM record.**

In addition:

- **Brokers can edit Registered Representatives.**
- Fully Disclosed Brokers can approve or reject pending client applications and pending client options trading permissions if they have enabled [Client Approvals](https://wwwACCOUNTMANAGEMENTGUIDE).**
- Fully Disclosed Brokers can opt into the Full Service Program to modify additional account settings for that client.
- **Advisors can get special authorizations from clients to modify additional account settings for that client.**
- View a client’s Social Security Number, Passport Number and Driver’s License IF you use two-factor authentication (Secure Login Device or the IB Key Security via IBKR Mobile app) to log into your account. If you do not use two-factor authentication to log into your account, you will not be able to see this information.
- Advisors can [invest in a hedge fund on behalf of an eligible client](https://wwwACCOUNTMANAGEMENTGUIDE) via the Dashboard.
- Advisors and Brokers can [change a client’s access to our trading platform](https://wwwACCOUNTMANAGEMENTGUIDE).
- Advisors, Brokers and Fund Managers can [duplicate client accounts](https://wwwACCOUNTMANAGEMENTGUIDE).
- Advisors and Brokers can [enroll their clients into the Debit Card program](https://wwwACCOUNTMANAGEMENTGUIDE).

**To view account details for any client or fund account**
1. Click **Manage Clients > Dashboard**. Multiple Hedge Fund investment Managers click **Manage Funds > Dashboard**.

The Dashboard Open Accounts tab opens. All open client or fund accounts are listed by Account Title, and each account shows the account type, account number, username and account alias, if one exists.

![Dashboard](image)

2. Use the Smart Search field to search for any client or fund account by any column heading, and then click the account row whose details you want to view.

The Client Account Details page opens for that account.
3. Many items on the Client Account Details page have a View link that lets you view more details.

For example, you can click View next to Regulatory Information to view a client or fund account's regulatory information in a popup window.
4. Click the **Balances** tab to view account balances, current margin requirements and current available for trading for the client or fund account you are viewing.

5. Click the **Positions** tab to view all of the positions currently held by the client or fund account you are viewing.

6. Click the **Transaction History** tab to view the transaction history for the client or fund account you are viewing. The Transaction History tab functions in the same way as the **Funding** > Transaction History page.

7. Click the **Messages** tab to view all Client Services messages for the account you are viewing.

8. Click the **Corporate Actions** tab to view all corporate actions for the account you are viewing.

9. To navigate back to the main Dashboard page, click the master Account ID link in the breadcrumb display in the middle of the top of the page.

In the following image, like all of the images in this guide, the Account ID’s have been obscured to protect the account holder’s identity.

![Dashboard Image](image-url)

To view pending items for any client or fund account

1. Click **Manage Clients** > **Dashboard**. Multiple Hedge Fund investment Managers click **Manage Funds** > **Dashboard**.

2. Search or sort the account list to find the account of interest, and then click the account row to display
the Client Account Details page.

3. Click the Pending Items tab to view all pending items for the account.

To edit account alias and other settings for any client or fund account

1. Click Manage Clients > Dashboard. Multiple Hedge Fund investment Managers click Manage Funds > Dashboard.
2. Search or sort the account list to find the account of interest, and then click the account row to display the Client Account Details page.
3. Some individual items include an Edit link, such as Account Alias.

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Number</strong></td>
</tr>
<tr>
<td><strong>Account Username</strong></td>
</tr>
<tr>
<td><strong>Account Title</strong></td>
</tr>
<tr>
<td><strong>Customer Type</strong></td>
</tr>
<tr>
<td><strong>Account Alias</strong></td>
</tr>
<tr>
<td><strong>Application Method</strong></td>
</tr>
<tr>
<td><strong>Date Begun</strong></td>
</tr>
<tr>
<td><strong>Date Opened</strong></td>
</tr>
<tr>
<td><strong>Date Funded</strong></td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong>Options Approved By</strong></td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Regulatory Information</strong></td>
</tr>
<tr>
<td><strong>Tax Forms</strong></td>
</tr>
</tbody>
</table>
Click the *Edit* link to go directly to the Account Alias page, where you can enter or modify the account alias for the client account. Click Submit to enter your changes, and then click the **Back to Details** button to return to the Client Account Details page.

![Account Alias](image)

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Account Name</th>
<th>Account Type</th>
<th>Account Alias</th>
</tr>
</thead>
<tbody>
<tr>
<td>U *********</td>
<td>First Last</td>
<td>Individual</td>
<td>Test Test</td>
</tr>
</tbody>
</table>

4. Some sections on the Client Account Details page, such as Broker Fees or Advisor Fees, have an *Edit* link in the section heading. Click that link to go directly to the Configure Fees page, where you can enter or modify client fees.

![Broker Fees](image)

**To run activity statements and PortfolioAnalyst reports for any client or fund account**

1. Click **Manage Clients > Dashboard**. Multiple Hedge Fund investment Managers click **Manage Funds > Dashboard**.
2. Search or sort the account list to find the account of interest, and then click the account row to display the Client Account Details page.
3. In the Activity Statements section of the Client Account Details page, you can view a Monthly statement, Month to Date or Daily statement for the currently displayed client or fund account. Click the **View** link to generate the desired HTML-formatted activity statement.
4. In the PortfolioAnalyst section of the Client Account Details page, you can view a variety of Snapshot or Detailed PDF reports for the currently displayed client or fund account by clicking the **View** link next to the desired report.
To print client or fund account details

From the Client Account Details page for any client or fund account, click the **Print** button located at the bottom of the page.

To delete an application for a pending client account

You can delete any pending client or fund account application from the Client Account Details page for the pending account.

1. Click **Manage Clients > Dashboard**. Multiple Hedge Fund investment Managers click **Manage Funds > Dashboard**.
2. Click the **Pending Accounts** tab.
3. Search or sort the account list to find the account of interest, and then click the account row to display the Client Account Details page.
4. Click the **Delete Application** button at the bottom of the page to open the application.

   If you are sure you want to delete the account, click **Continue**.
If you change your mind and do not want to delete the application, click Back.

Generate a PDF version of the client or fund account application

From the Client Account Details page, you can also generate a PDF of the client or fund account application and view a list of all registration tasks by clicking the Generate Client PDF button at the bottom of the page. Once the PDF application opens, you can print it.

View all registration tasks for the account.

1. Click Manage Clients > Dashboard. Multiple Hedge Fund investment Managers click Manage Funds > Dashboard.
2. Search or sort the account list to find the account of interest, and then click the account row to display the Client Account Details page.
3. At the bottom of the Client Account Details page, click the Registration Tasks button.

A popup showing all registration tasks for the client or fund account opens. Click the red X in the upper right corner to close the popup.

When viewing registration tasks, Fully Disclosed Brokers can also view supporting documents sent by a client and received by us.
To jump to a client's CRM record

You can jump directly to the Accounts tab in a client's CRM record (if one exists) by clicking the CRM button at the top right corner of the Client Account Details page.
For more information, see CRM.

To change a Broker or Advisor client's access to our trading platform

By default, your clients do not have access to our trading platform. However, you can allow each client to access our trading platform either with the ability to trade or without the ability to trade.

1. Click Manage Clients > Dashboard.
2. Search or sort the account list to find the account of interest, and then click the account row to display the Client Account Details page.
3. In the Account Configuration section of the page, find Client Account Access Privileges.

5. Click the radio button next to the type of trading access you want to give to the client, and then click *Submit*.
   - Read-Only Access - Your client can access the trading platform but cannot trade.
   - Trading Access - Your client can access trading platform and can trade.
   - Access Disabled - Your client cannot access the trading platform.

   The change will be effect on the next business day.

To Enroll Your Client into the Interactive Brokers Debit Card Program
Advisors and Brokers can enroll clients with the following qualifications:

- US Social Security Number
- US Mailing Address
- Verified Phone Number

1. Click Manage Clients > Dashboard > Special Programs.

2. Click Enroll.

3. A confirmation popup window opens confirming the debit card will be sent to your client.

Changing Account Representatives

Fully Disclosed Broker Master Users can view and change the Account Representatives for their clients from the client account details page. An Account Representative is a person who manages the relationship between a broker and his or her client(s). Fully Disclosed Brokers can assign one or more Account Representatives to a single client.

To change the Account Representative for an open or pending client account

1. Click Manage Clients > Accounts > View > Summary, then click an individual client account on any tabbed page.
   
   or

   Click Manage Clients > Accounts > View > Open or Manage Clients > Accounts > View > Pending, then use the Account Selector to select an individual account.

   The client account details page opens.
2. To view the Account Representative(s) assigned to the client, click the View link in the Account Representatives section.

2. To change the Account Representative(s) assigned to the client section, click the plus sign icon.
The Edit Account Representative window opens.

3. If you have users who are designated as Account Representatives, they will be listed in the Account Representatives box.

4. Click **Add** to assign the Account Representative to the new client.

5. Enter an allocation percentage, which must total 100%. If you assign one Account Representative, then the allocation will be 100. If you assign more than one Account Representative to the new client, the total allocation must add up to 100%. If you change your mind, click the X to remove the Account Representative from the new client.

6. If you want the Account Representative(s) to appear on the client's statements, click the check box.
   - If a specific Account Representative is not listed in the drop-down, click the X to close the window, then add one by designating an account user as an Account Representative using the Manage Account > Access Rights > Users page.

7. Click **Submit**.

For more information

**Additional Advisor Authorizations**

Advisors can get specific authorization from a client to modify additional settings in the client account. These authorizations are listed on the Client Account Details page for open and pending client accounts.

**Authorization Categories and Specific Tasks**

Here is a list of all of the tasks that an advisor can be authorized to perform in a client's account. The list is organized by category just as on the actual authorization form.

**Authorization to Update or Change Account Information, Account Settings, Trading Permissions and Tax Forms:**

- Change Account Info (Name & Address, Email, Phone Number, Legal Residence, Mailing address, Personal Info, Employment Info, Financial Information, Regulatory Information, Trading objectives, Change trading permissions and products
- Change account settings (Base Currency, Account Type)
- View and change account forms and tax forms.
W8/W9 functions
Change Investor Category (QIB, Accredited Investor, etc)
Statement/Confirm Delivery Settings
Trading Configuration
Market Data
Market Data Subscriber Status
Alert Notification
Paper Trading Account

Authorization to Provide or Change Banking and Transfer Instructions

ACH deposit information
ACH and wire withdrawal bank information
Position instructions for ACATS and FOP inbound transfers
Settlement instructions

Authorization to Send Third Party Payments and Wires

Transmit payments or assets from the client account to third parties including wire transfers, ACH transfers and other transfers of funds or assets.
Place limits on this authority by specifying a maximum amount and time period in months. For example, no more than $5,000 per 3 month period.

Authorization to Vote Shares and Make Elections Regarding Positions (does not affect Account Management)

Corporate Actions should be sent to the advisor not the client.
Proxy delivery and voting will be done by the advisor not the client.

Authorization for Special Programs and Alternative Investments

Hedge Fund Capital Introduction Program Agreement
Enroll or un-enroll in the Stock Yield Enhancement Program

Request to Send Electronic Notices, Confirmations and Account Statements only to Advisor
Used by our Compliance department in the event that an advisor wants to control the email address used for the client account.

To grant and view additional advisor authorizations

1. The advisor requests a Supplemental Power of Attorney and Authorization from his or sales representative or Client Services.
2. The advisor client prints, completes and mails the Supplemental Power of Attorney and Authorization form to us to grant his or her advisor authorization to perform additional specific account configuration tasks for the client's account. Without this authorization, the advisor normally is not authorized to modify these account settings.
3. Once the authorizations are granted, the advisor can perform the additional tasks and can click Manage Clients > Accounts > View to drill down to the Client Account Details page for the authorizing client.

There will be a section on the page that lists all of the client account tasks that have been authorized by the client.

<table>
<thead>
<tr>
<th>Additional Advisor Authorizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are authorized to perform the following tasks for this client:</td>
</tr>
<tr>
<td>» Authorization to Send Third Party Payments and Wires</td>
</tr>
<tr>
<td>» Authorization to View, Update or Change Account Information, Account Settings, Trading Permissions and Tax Forms</td>
</tr>
<tr>
<td>» Authorization for Special Programs and Alternative Investments</td>
</tr>
<tr>
<td>» Authorization to Provide or Change Banking and Transfer Instructions</td>
</tr>
<tr>
<td>» Request to Send Electronic Notices, Confirmations and Account Statements only to Advisor</td>
</tr>
<tr>
<td>» Authorization to Vote Shares and Make Elections Regarding Positions</td>
</tr>
</tbody>
</table>

Additional Broker Authorizations

Fully Disclosed Brokers can opt into this program to modify additional settings in the client account. These authorizations are listed on the Client Account Details page for open and pending client accounts.

Authorization Categories and Specific Tasks

Here is a list of all of the tasks that a broker can be authorized to perform in a client's account. The list is
organized by category just as on the actual authorization form.

Authorization to Update or Change Account Information, Account Settings, Trading Permissions and Tax Forms:

- Change Account Info (Name & Address, Email, Phone Number, Legal Residence, Mailing address, Personal Info, Employment Info, Financial Information, Regulatory Information, Trading objectives, Change trading permissions and products
- Change account settings (Base Currency, Account Type)
- View and change account forms and tax forms.
- W8/W9 functions
- Change Investor Category (QIB, Accredited Investor, etc)
- Statement/Confirm Delivery Settings
- Trading Configuration
- Market Data
- Market Data Subscriber Status
- Alert Notification
- Paper Trading Account

Authorization to Provide Banking and Transfer Instructions

- Create Deposit Notification
- Submit Position Transfers
- Make Internal Transfers
- Provide Settlement Instructions

Authorization to Send Third Party Payments and Wires

- Transmit payments or assets from the client account to third parties including wire transfers, ACH transfers and other transfers of funds or assets.
- Place limits on this authority by specifying a maximum amount and time period in months. For example, no more than $5,000 per 3 month period.

Authorization to Vote Shares and Make Elections Regarding Positions (does not affect Account Management)
Corporate Actions should be sent to the broker not the client.
Proxy delivery and voting will be done by the broker not the client.

Authorization for Special Programs and Alternative Investments

Hedge Fund Capital Introduction Program Agreement
Enroll or un-enroll in the Stock Yield Enhancement Program

To grant and view additional broker authorizations

1. The broker goes to Manage Clients > Settings > Full Service.
   The Full Service Broker Program Election pages appears.

2. The broker clicks Enable in the following table:

<table>
<thead>
<tr>
<th>Would you like to enable full service?</th>
<th>Enable</th>
<th>Disable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

3. The broker clicks Continue to save their choice to opt in for full service.

Invest in a Hedge Fund for a Client

Registered Investment Advisors can invest in a hedge fund at the Hedge Fund Marketplace on behalf of an eligible client, and charge fees on the current value of the amount that their clients have invested at the same time. The Advisor can begin this process from the Dashboard.

To be eligible to invest in a Hedge fund at the Hedge Fund Investor Site, a client must be an Accredited Investor or Qualified Purchase under SEC rules. Click here to see additional eligibility requirements and rules for hedge fund investing.

To invest in a Hedge Fund on behalf of an eligible client
1. Click **Manage Clients > Dashboard**.
2. Use the search, sort or Account Status filter to locate the client for whom you want to invest in a hedge fund, and then click the client row.

<table>
<thead>
<tr>
<th>Date Began</th>
<th>01/06/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Opened</td>
<td>03/19/2013</td>
</tr>
<tr>
<td>Date Funded</td>
<td>--</td>
</tr>
<tr>
<td>Status</td>
<td>Open</td>
</tr>
<tr>
<td>Email</td>
<td>times@email</td>
</tr>
<tr>
<td>Regulatory Information</td>
<td>View</td>
</tr>
<tr>
<td>Tax Forms</td>
<td>View</td>
</tr>
</tbody>
</table>

### Personal Information

- **Date of Birth**: // (mm/dd/yyyy)
- **Country Of Citizenship**: United Kingdom
- **Number of Dependents**: 0
- **Marital Status**: Married
- **Gender**: Male
- **Employment Type**: Unemployed
- **Address**: 4 Testuser Lane, London, London, 2222

### Investment Experience and Financials

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Worth</td>
<td>$111,111 - $111,111,111</td>
</tr>
<tr>
<td>Liquid Net Worth</td>
<td>$22,222,222 - $22,222,222</td>
</tr>
<tr>
<td>Annual Net Income</td>
<td>$3,333,333 - $3,333,333</td>
</tr>
<tr>
<td>Stocks</td>
<td>2 / 22 - 22 / Extensive</td>
</tr>
<tr>
<td>Options</td>
<td>2 / 44 - 44 / Extensive</td>
</tr>
<tr>
<td>Commodities</td>
<td>&gt;10 / &gt;100 / Extensive</td>
</tr>
<tr>
<td>Bonds</td>
<td>&gt;10 / &gt;100 / Extensive</td>
</tr>
<tr>
<td>FX</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Objectives</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

### Special Programs

- **Hedge Fund Marketplace**

3. On the Client Account Details page, look for the Special Programs section, and then click the *Hedge Fund Marketplace* link in that section.
4. The Hedge Fund Marketplace opens, with the client's Account ID included in the page title.
All available Funds are displayed in a table. The name of the Fund is displayed and selectable; also displayed are annual rates of return for five years, amount of assets under management, the minimum investment required and a summary of the investment strategy. Each column is sortable and you can hover your mouse cursor over a column header for more information.

Some Funds have public articles that they have uploaded; these Funds are marked with a document icon. Click the document icon to read the article.

5. Click the name of the Fund in which you are interested.
6. The next page displays a group of expanding and collapsing sections that represent the actions you can perform.
7. Click a bar to expand a section. When you are ready to invest in the fund on behalf of the client and enter fees based on the current amount of the client's investment in the fund, click **Invest in this Fund by transferring money from my IB account**.

The section expands.

8. Select the currency from the Currency drop-down, and then enter the amount of the investment in the Amount field. (minimum of $25,000, although some Funds require larger investments).
9. Optionally, enter fees to charge on the amount of the client’s investment in the fund:

   If you have already set the fees (for example, you can set these fees on the HFCIP Fees page), the fee fields are already filled in.

   - In the Annualized Percentage of Net Liquidation Value field, enter a fee based on the Annualized Percentage of Net Liquidation Value (NLV) of the current value of the client’s investment in the Fund. The percentage of equity fee must be between 0 and 1.
   - In the Percentage of P&L field, enter a fee based on the percentage of profit and loss of the client’s investment in the Fund.
   - Select Monthly or Quarterly from the Frequency drop-down.

10. Click Continue.

11. When your request has been successfully submitted, a confirmation box opens. Click OK to close the box, or click Generate PDF to print a PDF of your investment/fee changes for your client’s signature.

12. Clients must approve hedge fund investments that you make for them if they have never invested in this fund before. If you included fee changes with the investment, the client can approve both the investment and the fee changes at the same time on the Pending Items page, available from the Account Management Home page. Once the client confirms the investment on the Pending Items page, he or she will be asked to enter a signature on a confirmation page.

   As the advisor, you can view any pending hedge fund investments for a client by clicking the Pending Items tab from the Dashboard. You can also cancel any requests with a status of Pending Client Approval or Pending Hedge Fund Approval, as long as you are the user that created the request. You can also click the pending transaction to view the transaction details. You can print a PDF of your investment/fee changes for your client’s signature from the transaction details popup box.
Duplicate Client Accounts

The Duplicate Client Accounts page lets Advisor Masters, Broker Masters and Fund Investment Managers request up to five duplicate accounts for an existing client account. The request is processed overnight, but must first be acknowledged by the client. One application of maintaining duplicate client accounts is to create different trading strategies in the two accounts.

**Note:** We reserve the right to limit duplicate accounts to less than five.

**Who can access the Duplicate Client Accounts page?**

You can access this page if you are a(n):

- Registered or unregistered Advisor
- Broker Master User (Fully Disclosed only)
- Investment Manager Master User

**To request a duplicate client account:**

1. Click **Manage Clients > Dashboard > Account Details > Duplicate Client Accounts.** Fund Investment Managers click **Manage Funds > Dashboard > Account Details > Duplicate Client Accounts.**
2. Click **Add**.

The Duplicate Client Accounts screen appears.

**Duplicate Client Accounts**

Use this page to create up to five duplicate accounts for an existing client account. Duplicate client accounts are useful for maintaining different trading strategies in different accounts. Your request to create a duplicate client account must be acknowledged by the client before it can be processed.

Click [here](#) to see which account settings are duplicated.
2. Click "Click here to see which account settings are duplicated".

**Duplicate Client Accounts**

Use this page to create up to five duplicate accounts for an existing client account. Duplicate client accounts are useful for maintaining different trading strategies in different accounts. Your request to create a duplicate client account must be acknowledged by the client before it can be processed.

Click here to see which account settings are duplicated.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Username Authentication</th>
<th>Contact Details (Phone &amp; Email)</th>
<th>Account Status</th>
<th>Trading Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant U</td>
<td></td>
<td>k</td>
<td></td>
<td>0</td>
<td>Stock, Stock Options, Futures - Margin</td>
</tr>
</tbody>
</table>

3. Review the information, then Click **Duplicate**.
4. Click **OK** to confirm your request.

An email is sent to the client associated with the selected client account stating that the master account user has requested a duplicate account. The client must first acknowledge the request, then the request is processed overnight.

**Duplicated Account Settings**

When your request has been processed, the following account settings are duplicated:

*For Advisor clients:*

- SMA configuration
- Exchange caps
- Commission
- Client fees
- Flex Queries
- Delivery information
- DVP instructions
For Broker clients:

- Exchange caps
- Commission
- Flex queries
- Delivery information
- DVP instructions

For Single Trading Limit sub accounts:

- Exchange caps
- Commission
- Flex queries
- Delivery information

Upload Documents for Pending Non-Disclosed Broker Clients

Non-Disclosed Brokers can view and upload documents for pending client accounts from the Dashboard.

To view and upload documents for pending Non-Disclosed Broker clients

1. Click Manage Clients > Dashboard.

   The Dashboard Open Accounts tab opens. All open client accounts are listed by Account Title, and each account shows the account type, account number, username and account alias, if one exists.

2. Click the Pending Items tab.

3. For any item, click View in the Action column.
Create and Link Accounts (for Advisors and Brokers)

The Create and Link Accounts menu includes the following menu items:

- **Create** - Advisor Master Users and Broker Master Users can add client and fund accounts, up to five duplicate accounts for an existing client account and can create templates to save and re-use application information for new client/fund accounts.

  **Note:** We reserve the right to limit duplicate accounts to less than five.

- **Household** - Advisors and Fully Disclosed Brokers with multiple accounts for a single family or an individual can group those accounts into a household to more efficiently manage those accounts.

- **Link Client Accounts** - Advisors and Fully Disclosed Brokers can link multiple individual and/or joint accounts for a client under a single username and password.

- **Close** - Fully-Disclosed and Non-Disclosed Brokers can submit a request to close a client account.
Create

The Create menu includes the following pages:

**New (Add Client Account)** - Advisor Master Users, Broker Master Users and Investment Manager Master Users can add client, sub and fund accounts.

**Duplicate** - Advisor Master Users, Broker Master Users and Investment Manager Master Users can request up to five duplicate accounts for an existing client account.

**Note:** We reserve the right to limit duplicate accounts to less than five.

**Client Account Templates** - Advisor Master Users, Broker Master Users and Investment Manager Master Users can create templates to save and re-use application information for new client/fund accounts.

**Open IB Asset Management accounts for Advisor clients** - Advisors can connect their clients to Interactive Advisors Money Managers for the purpose of investing in Interactive Advisors Smart Beta Portfolios.

Add Client Account

The Add Client Account page lets you add a client or sub account. Depending on the type of account you have, from this page you can:

- **Methods of completing an account application**
- **Steps in the application process**
- **Send an invitation to a client to start an electronic application**
- **Start a semi-electronic application**
- **Download a copy of the client disclosures**
- **Add a Fully Disclosed Broker client account**
- **Add Advisor, STL and Multiple Hedge Fund accounts to a Fully Disclosed Broker account**
- **Add an Advisor or STL account to an Advisor account**
- **Add a Non-disclosed Broker client account**
Methods of Completing an Account Application

Add a Fund account or a Separately Managed Account (SMA) to a Multiple Hedge Fund account
Add an Advisor or STL account to a Multiple Hedge Fund account

Advisors and Fully Disclosed Brokers whose clients begin their application at the Advisor's or Broker's own website can add a unique client ID to the Client Invitation sent to the client. For more information, see Using a Custom ID for Advisor and Fully Disclosed Broker Client Applications.

Who can access the Add an Account page?

You can access this page if you are a(n):

Advisor Master User Individual
Advisor Master User Organization
Broker Master User (non-disclosed only)
Investment Manager Master User

Methods of Completing an Account Application

When you add an account, you start and complete the account application process. There are two methods of completing an account application:

Fully electronic
Semi-electronic

The following table lists the methods of completing an application for all account structures.

<table>
<thead>
<tr>
<th>Account Structure</th>
<th>Available Methods of Completing an Account Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles</td>
<td>Fully electronic</td>
</tr>
<tr>
<td>Advisor Master Users</td>
<td>Fully electronic</td>
</tr>
<tr>
<td></td>
<td>Semi-electronic</td>
</tr>
<tr>
<td>Advisor Client Users</td>
<td>Fully electronic</td>
</tr>
<tr>
<td></td>
<td>Semi-electronic</td>
</tr>
<tr>
<td>Broker Master Users</td>
<td>Fully electronic</td>
</tr>
</tbody>
</table>
## Account Structure | Available Methods of Completing an Account Application
---|---
Semi-electronic
Broker Fully Disclosed Client Users | Fully electronic
Broker Non-Disclosed Client Users | Abbreviated electronic application
Broker Omnibus Client Users | None (client accounts are not required)
Investment Manager Master User | Fully electronic
Fund | Fully electronic
Separately Managed Account (SMA) | Semi-electronic
Proprietary Trading Group Master User | Fully electronic
Proprietary Trading Group Sub User | Abbreviated electronic application

### Steps in the Application Process

When you complete a fully electronic account application, the steps include:

1. Specify the customer type and base currency
2. Enter financial information, including date of birth, investment objectives and experience, net worth and annual net income.
3. Select the account type and trading permissions, including products you want to trade and countries in which you want to trade.
4. Confirm the account configuration you selected in the previous steps.
5. Accept our ID Procedures.
6. Enter name, address and telephone information.
7. Enter mailing address information.
8. Enter personal information.
9. Specify individual regulatory information.
10. Complete a W-8BEN form.
11. Specify advisor fees.
12. Review the application for errors.

Inviting a Client to Start an Electronic Application

If you are an Advisor Master User, you can send an email invitation to your client, who then completes an account application electronically. Fully Disclosed Brokers can also send email invitations to clients. See Adding a Fully Disclosed Broker Client Account.

To send an invitation to a client to start an electronic application

1. Advisors and Brokers click Manage Clients > Create and Link Accounts > Create > New. Fund Investment Managers click Manage Funds > Create > New.

The Add Client Account page opens.

2. Click Client Invitation for a Fully Electronic Application.

The Advisor Client Invitation page opens.
3. Select the type of application for your client:

- **ProTrack** - This is a full account application for Individual, Joint, IRA, Trust and Small Business clients who want to trade stocks, options, futures, forex, bonds, mutual funds, and CFDs.
- **Client Account Templates** - Select this option if you want to use a Client Account Template that you have created, and then select the desired template from the drop-down menu. If you select ProTrack, you will be asked to set client fees.
- **IB FastTrack US NonPro template** - This is a short application for Individual, Joint and IRA clients who want to trade only stocks in their country of legal residence.

4. Click **Submit**.

The Client Fee Setup page opens.

5. Select the type of fees for the client:

- **No Fee** - An advisor chooses not to charge his or clients a fee for services rendered.
- **Automatic billing** - A calculated fee is automatically billed to the client’s account with blanket client authorization. Be aware that **Automatic Billing** is subject to certain caps and limitations.

Advisors can choose one of several client fee methods:

- Annualized Percentage of Net Liquidation Value
- Annualized Flat fee
- Percent of Profit and Loss (P&L)
- Fee per trade unit
Chapter 7

Starting a Semi-Electronic Application

- Monthly/Quarterly Invoicing - Advisors can submit electronic invoices for client fees. Invoices can be submitted for up to ten clients at a time, but only one invoice can be submitted per client account per day. Advisors can also upload a .csv file that contains multiple client invoices.

Regardless of the method chosen, advisors determine the fees at the time of the client's registration, and can modify them at any time. Advisor clients are required to acknowledge any fee increase with a signature.

In addition to the advisor client fees specified, clients will be charged a fee per trade commission for execution and clearing services provided by us.

6. Click Continue.

[Image: Advisor Client Invitation]

7. Enter the client's name and email address, then click Submit.

An email is sent to the client, inviting him or her to complete an account application electronically.

Starting a Semi-Electronic Application

If you are an Advisor Master User or a Fund Investment Manager, you can add an account using a semi-electronic application. Fund Investment Managers can add fund accounts or separately-managed accounts (SMAs). For this type of application, you complete the application electronically, print out a paper copy for the client to sign, then send the signed application to us for processing. Fully Disclosed Brokers can also add clients using a semi-electronic application. See Adding a Fully Disclosed Broker Client Account for details.

To start a semi-electronic application
1. Click **Manage Clients > Create and Link Accounts > Create > New.**

   **Add Client Account**

   We offer three methods for completing a client application; a fully electronic, a semi-electronic, and a paper application. Under the fully electronic method, you send an email invitation to the client and the client completes an electronic application. For the semi-electronic application, you complete the application electronically, print out a paper copy, your client signs the paper copy, and the application gets sent to us for processing.

<table>
<thead>
<tr>
<th>Fully Electronic Application</th>
<th>(Send an invitation to initiate the electronic application process for a client.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi Electronic Application</td>
<td>(Electronically complete client application, print, and send to client for signature.)</td>
</tr>
</tbody>
</table>

   Fund Investment Managers click **Manage Funds > Create > New.**

   **Add Hedge Fund Client Account**

   We offer two methods for completing a Hedge Fund application; a fully-electronic and a semi-electronic. For the semi-electronic application, you complete the application electronically, print out a paper copy, your client signs the paper copy, and the application gets sent to us for processing.

<table>
<thead>
<tr>
<th>Fully Electronic Application</th>
<th>(Send an invitation to initiate the electronic application process for a client.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Electronic Application</td>
<td>(Electronically complete client application, print, and send to client for signature.)</td>
</tr>
</tbody>
</table>

   Download a copy of the client disclosures. Paper applications sent to the client must include this disclosure.

   **Add SMA Account**

   We offer two methods for completing a SMA application; fully-electronic and semi-electronic. For the semi-electronic application, you complete the application electronically, print out a paper copy, your client signs the paper copy, and the application gets sent to us for processing.

<table>
<thead>
<tr>
<th>Fully Electronic Application</th>
<th>(Send an invitation to initiate the electronic application process for a client.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi Electronic Application</td>
<td>(Electronically complete client application, print, and send to client for signature.)</td>
</tr>
</tbody>
</table>

   **Add an Allocation Fund account**

2. Advisors click **Electronic Client Application** for a Semi Electronic Application.

   Fund Investment Managers click **Start Application** for either a new Hedge Fund account or a separately managed Individual account.

3. Select the type of client account you wish to open, then click **Continue**

   The first page of the electronic registration system appears.
4. Follow the instructions on the screen to complete the electronic application. Your progress during the process is displayed in the left pane, showing you the steps you have completed and the steps you have yet to complete.

5. When you have completed the electronic application process, print the completed application and send it to your client for his or her signature.

**Downloading Client Disclosures**

You can download client disclosure forms from the Add Accounts page in Account Management.

**To download client disclosures**

1. Advisors and Brokers click Manage Clients > Create and Link Accounts > New.
   Fund Investment Managers click **Manage Funds > Create > New**.
2. In the Paper Application section of the Add Accounts page, click Client Disclosures. The Client Disclosures page opens.

3. Download zipped or unzipped client disclosure forms by clicking the appropriate button.

   If you choose Zipped, you are prompted to save a zip file to your computer. The zip file is a large group of files compressed into a smaller file that must be unzipped before you read any files. If you choose unzipped forms, the forms appear in a PDF document that you can save to your computer and print.

Adding a Fully Disclosed Broker Client Account

Fully Disclosed Brokers can add client accounts from their Broker master account.

To add a fully disclosed broker client account

1. Click Manage Clients > Create and Link Accounts > Create > New.

   The Broker Client Invitation page opens.
2. Click **Client Invitation** to send an invitation to initiate a fully electronic application process for a client. The broker client will be able to select the type of account at the very beginning of his or her application.

You can also select **Electronic Client Application** to initiate a semi-electronic application. For this type of application, you complete the application electronically, print out a paper copy for the client to sign, then send the signed application to us for processing.

3. Enter the name and email address of the applicant, then click **Continue**.

4. If you have created and saved a client account template, select it from the Client Account Templates list. Client account templates include a selected fee methodology, so you don’t have to specify fees if you use a client account template. This field does not appear if you do not have any saved client account templates.

5. Broker Master Users can assign one or more Account Representatives to a new client. An Account Representative is a person who manages the relationship between a broker and his or her client(s). Broker Master Users must first designate an account user as an Account Representative on the Manage Account > Access Rights > Users page.
If you have users who are designated as Account Representatives, they will be listed in the Account Representatives box. Click Add to assign the Account Representative to the new client.

- Enter an allocation percentage, which must total 100%. If you assign one Account Representative, then the allocation will be 100. If you assign more than one Account Representative to the new client, the total allocation must add up to 100%.
- If you change your mind, click the X to remove the Account Representative from the new client.
- If you want the Account Representative(s) to appear on the client’s statements, click the check box.

5. Click Continue. The Pending Items page opens.

Adding Advisors, STL and Multiple Hedge Fund Accounts to a Fully Disclosed Broker Account

If you are a Fully Disclosed Broker, you can add the following types of institution accounts to your account structure from your master account:

- **Advisor (including Friends and Family Advisor)**
- **Proprietary Trading Group Separate Trading Limit (STL)**
- **Multiple Hedge Fund**

These institution accounts can have their own client, sub or fund accounts, making your account structure a three-level account.

For detailed rules governing three-level Fully Disclosed Broker accounts, see Rules for Three-Level Fully Disclosed Broker Accounts.

**Adding an Advisor Account**

**To add an Advisor to your Fully Disclosed Broker account**

1. Click Manage Clients > Create and Link Accounts > Create > New.
2. Click Client Invitation to send an invitation to initiate a fully electronic application process. Currently, only fully electronic applications are available for adding an advisor to a Fully Disclosed Broker account.
3. The client begins his or her application by selecting Financial Advisor as the account type, and then completes an Advisor Account application. Financial and trading criteria are applied separately at the advisor and advisor client levels.

4. After the advisor application has been approved, the advisor can log into Account Management with his own username and password, and then add one or more client accounts on the Manage Clients > Create and Link Accounts > Create > New page. Fully Disclosed Brokers cannot add client accounts to the Advisor account; these must be added by the advisor.

As a Fully Disclosed Broker, your trading qualifications (products you are qualified to trade) determine the trading qualifications that are available to the new advisor and the advisor’s clients.

Adding an STL Account

To add an STL account to your Fully Disclosed Broker account

1. Click Manage Clients > Create and Link Accounts > Create > New.
2. Do one of the following:
   - Click Client Invitation to send an invitation to initiate a fully electronic application process.
   - Click Electronic Client Application to start the semi-electronic application process.
   - Click Start Application to print a paper application.
3. If you selected the fully electronic application, the Broker Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click Continue. The invitation will be sent to the email address you enter and the client completes the application.

   If you selected the semi electronic application, you will be prompted to select the account type for the new client. Select Institution as the account type, and then click Continue. The account application opens. This client will be the Proprietary Trading Group STL Master user.

   If you selected the paper application, you will be prompted to select the account type for the new client. Select Institution as the account type, and then click Continue. Complete the steps as described on the screen to print the paper application.

4. After the application has been completed and approved, the new client can log into Account Management with his own username and password, and then add sub accounts from the Manage Account Management Users' Guide
Adding a Multiple Hedge Fund Account

To add a Multiple Hedge Fund account to your Fully Disclosed Broker account

1. Click Manage Clients > Create and Link Accounts > Create > New.

2. Do one of the following:
   - Click Client Invitation to send an invitation to initiate a fully electronic application process.
   - Click Electronic Client Application to start the semi-electronic application process.
   - Click Start Application to print a paper application.

3. If you selected the fully electronic application, the Broker Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click Continue. The invitation will be sent to the email address you enter and the client completes the application.

   If you selected the semi electronic application, you will be prompted to selected the account type for the new client. Select Multiple Funds as the account type, and then click Continue. The account application opens. This client will be the Multiple Hedge Fund Investment Manager user.

   If you selected the paper application, you will be prompted to selected the account type for the new client. Select Multiple Funds as the account type, and then click Continue. Complete the steps as described on the screen to print the paper application.

   - Financial and trading criteria are applied separately at the Fund Investment Manager and fund levels.

4. After the multiple hedge fund application has been approved, the Fund Investment Manager can log into Account Management with his own username and password, and then add one or more fund or SMA accounts on the Manage Funds > Funds > Create > New page. Fully Disclosed Brokers cannot add fund or SMA accounts to the Multiple Funds account; these must be added by the Fund Investment Manager.

For more information
### Linking to an Advisor- or Broker-Managed Account

#### Rules for Three-Level Fully Disclosed Broker Accounts

Fully Disclosed Broker accounts with Advisor, Proprietary Trading Group Separate Trading Limit (STL) and Multiple Hedge Fund accounts (three-level accounts) are subject to the following rules.

<table>
<thead>
<tr>
<th>Function</th>
<th>Advisor Account</th>
<th>Proprietary Trading Group STL Account</th>
<th>Multiple Hedge Fund Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trading</strong></td>
<td>The Fully Disclosed Broker can trade for advisor client accounts. The Fully Disclosed Broker cannot allocate trades for advisor client accounts. The advisor can trade for and allocate trades to Advisor client accounts. The Fully Disclosed Broker can apply trading restrictions to the Advisor Master account but not to the Advisor clients accounts. The products that the Fully Disclosed Broker is approved to trade determine the products that the advisor can trade. In other words, the advisor cannot trade</td>
<td>The Fully Disclosed Broker can trade for the STL Master account but not for any of the STL sub accounts. The Fully Disclosed Broker can apply trading restrictions to the STL Master account but not to the STL sub accounts. The products that the Fully Disclosed Broker is approved to trade determine the products that the STL Master can trade. In other words, the STL Master cannot trade products that the broker has not been approved to trade.</td>
<td>The Fully Disclosed Broker can trade for Fund accounts. The Fully Disclosed Broker cannot allocate trades to Fund accounts. The Fund Investment Manager can trade for multiple Funds in an Allocation Account and assign trades before the end of the day to specific cleared Fund Accounts. The Fund Investment Manager can pre-trade allocate for fund accounts. The Fully Disclosed Broker can apply trading restrictions to the Fund Investment Manager account but not to Fund or SMA accounts.</td>
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<tr>
<td>products that the broker has not been approved to trade.</td>
<td>The products that the Fully Disclosed Broker is approved to trade determine the products that the Investment Manager can trade. In other words, the Investment Manager cannot trade products that the broker has not been approved to trade.</td>
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<tr>
<td>The advisor cannot link to money managers in a three-level broker account structure.</td>
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<tr>
<td><strong>Margin</strong></td>
<td>Each advisor client account is individually margined.</td>
<td>Each Fund account is individually margined.</td>
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<tr>
<td><strong>Markups and Fees</strong></td>
<td>The Broker Master account and client accounts are margined separately.</td>
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<tr>
<td>The broker can enter a markup schedule for the advisor just as they can for their fully disclosed broker clients.</td>
<td>The broker will enter a markup schedule for the STL Master account just as they can for organization client accounts. Markups for STL sub accounts are never placed in the STL Master account. Broker fees will be placed in the Broker Master account and swept to the broker’s trading account at the end of each day.</td>
<td>The broker can enter a markup schedule for the Fund Investment Manager just as they can for their fully disclosed broker clients.</td>
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</tr>
<tr>
<td>The advisor can enter fee and markup schedules for their clients.</td>
<td>The advisor client will be charged both markup schedules. If there are two markups for Non-US Advisor clients, the markups will be combined into one markup. If there is a markup and an advisor</td>
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<tr>
<td><strong>Funding</strong></td>
<td>Brokers can perform funding functions on behalf of an advisor but not the advisor's clients. Advisor clients may complete a deposit notification in Account Management if they have a username and password. If they don't, the advisor can also complete a deposit notification for his clients.</td>
<td>Brokers cannot perform any funding functions on behalf of an STL account. All existing standalone STL funding functions will be available to the STL under the broker. Deposits and withdrawals must be made from the STL Master account and transferred to/from the sub accounts.</td>
<td>Brokers can perform funding functions on behalf of a Multiple Hedge Fund Investment Manager (the Master account) but not the individual Fund accounts. The Fund Investment Manager can deposit funds for individual fund accounts, and individual funds can deposit funds into their own accounts.</td>
</tr>
<tr>
<td><strong>Reporting</strong></td>
<td>An advisor in a Fully Disclosed Broker account has access to all of the reports that are available as a broker has access to the same reports.</td>
<td>The STL account under a broker has access to all of the reports that are available as a broker has access to the same reports.</td>
<td>The Fund Investment Manager has access to all of the reports that are available to any Multiple Hedge Fund.</td>
</tr>
</tbody>
</table>
available to any Advisor Master.
The broker can view a consolidated statement for each Advisor group. All tax reporting for the Advisor and his clients will be performed by us.

<table>
<thead>
<tr>
<th>White Branding</th>
<th>White branding is supported for an advisor under a Fully Disclosed Broker account.</th>
<th>White branding is supported for an STL account under a Fully Disclosed Broker account.</th>
<th>White branding is supported for a Multiple Hedge Fund account under a Fully Disclosed Broker account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Clients &gt; Accounts &gt; View Menu</td>
<td>Fully Disclosed Brokers can view Summary and client account details for the Advisor Master account and its client accounts.</td>
<td>Fully Disclosed Brokers can view Summary and client account details for the STL Master account and its sub accounts.</td>
<td>Fully Disclosed Brokers can view Summary and client account details for the Fund Investment Manager account and its fund accounts.</td>
</tr>
</tbody>
</table>

### Adding a Non-Disclosed Broker Client Account

Non-disclosed Brokers can add non-disclosed client accounts from their Broker master account.

To add a non-disclosed broker client account

1. Click Manage Clients > Create and Link Accounts > Create > New.

   The Add Non-disclosed Account page opens.
2. Complete the form, then click **Submit**. A confirmation page opens to inform you that your request to add the non-disclosed account was successful.

**Client Account Templates**

Advisors, Fully Disclosed Brokers and Fund Investment Managers can create client account templates in Account Management to save and re-use application information for new client accounts. Client account templates let you enter information such as customer type, base currency and trading permissions (including participation in our Stock Yield Enhancement Program), then quickly add that information to a client account application without having to re-enter the same information for multiple applications.
The Client Account Templates page lets Advisors, Fully Disclosed Brokers and Fund Investment Managers create, modify and delete client account templates. When you add client accounts from within Account Management, you will have the option of selecting a saved client account template, which will prepopulate a portion of the client account application.

Advisors and Fully Disclosed Brokers whose clients begin their application at the Advisor’s or Broker’s own website can add a unique client ID to the Client Invitation sent to the client. For more information, see Using a Custom ID for Advisor and Fully Disclosed Broker Client Applications.

Who can access the Client Account Templates page?

You can access this page if you are a(n):

- Advisor Master User Individual
- Advisor Master User Organization
- Broker Master User (Fully Disclosed only)

Click for more information:

- Advisor Client Templates
- Broker Client Templates

Advisor/Fund Investment Manager Client Templates

If you are an Advisor Master or Fund Investment Manager, you can create, modify and delete re-usable client account templates.

To create a client account template for advisor clients

1. Click Manage Clients > Create and Link Accounts > Create > Client Account Templates. Fund Investment Managers click Manage Funds > Create > Client Account Templates.
2. In the Pick template list, click Create.
3. In the new Template name field, type the name of the template.
4. In the Customer Type list, select a customer type (Individual, Joint, IRA, Trust or Organization).
5. In the Base Currency list, select the base currency for the client account.
6. In the Funding Type list, select the type of deposit that will be used to fund client accounts using this template.
7. In the Margin list, select the type of margin account (Reg T for a Margin account, Cash for a Cash account, Portfolio for a Portfolio Margin account or Guaranteed Dollars and/or Cash Collateral).

The following screen displays the available Trading Permissions for the selected Margin account type.
Client Account Templates

Use this page to create client configuration templates for new client accounts. Client configuration templates let you re-use client information, including customer type, base currency and trading permissions, in multiple client account applications without having to re-enter the information in every application.

Pick template: Create...
New template name: 

Customer Type: Organization
Base Currency: Choose One
Funding Type: Any
Margin: Choose One
Products:

<table>
<thead>
<tr>
<th>Country</th>
<th>Stocks</th>
<th>Bonds</th>
<th>Options</th>
<th>Mutual Funds</th>
<th>FX Trading</th>
<th>FX Conversion</th>
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Back  |  Continue
8. Select the trading permissions by clicking the appropriate check boxes, then click Continue.

Note that you use this screen the same way you use the Trading Permissions page in the Manage Account > Trade Configuration > Permissions menu.

9. Complete the Investment Objectives and Intended Purpose of Trading, Investment Experience and Financial Information sections on the next page. You can skip any individual section on this page by clicking the Skip button, or you can omit all of this information from the client account template by clicking Skip All at the bottom of the page. Click Continue to go to the next page, Back to go back to the previous page or Delete to delete the current template.
10. Select the advisor fee methodology by clicking the appropriate radio button, then click **Continue**.

   Note that this page is identical to the Client Fees page for advisors in the *Manage Clients > Fees > Configure* menu.

11. Verify that all the information in the client template is correct, then click **Save**.

   If any information is incorrect, click **Back**, then modify the information as required and click **Continue** until you return to the verification page.

   When you begin the process of adding a new client account, you will be able to select your saved client account template.

**To modify an existing client account template**

1. Click *Manage Clients > Create and Link Accounts > Create > Client Account Templates*.
2. In the Pick template list, click the existing template you want to modify.
3. Make changes as required, clicking **Continue** to advance through the pages.
4. Verify that all the information in the client template is correct, then click **Save**.

**To delete an existing client account template**

1. Click *Manage Clients > Create and Link Accounts > Create > Client Account Templates*.
2. In the Pick template list, click the existing template you want to delete.
3. Click **Delete**, then click **OK**.

   The template is deleted.

**Broker Client Templates**

If you are a Broker Master, you can **create**, **modify** and **delete** re-usable client account templates

**To create a client account template for broker clients**

1. Click *Manage Clients > Create and Link Accounts > Create > Client Account Templates*.
2. In the Pick template list, click **Create**.
3. In the new Template name field, type the name of the template.
4. In the Customer Type list, select a customer type (Individual, Joint, IRA, Trust or Organization).
5. In the Base Currency list, select the base currency for the client account.
6. In the Funding Type list, select the type of deposit that will be used to fund client accounts using this template.
7. In the Margin list, select the type of margin account (Reg T for a Margin account, Cash for a Cash account, Portfolio for a Portfolio Margin account or Guaranteed Dollars and/or Cash Collateral).

The following screen displays an example of available Trading Permissions for a new broker client template.
## Client Account Templates

Use this page to create client configuration templates for new client accounts. Client configuration templates let you re-use client information, including customer type, base currency and trading permissions, in multiple client account applications without having to re-enter the information in every application.

### Pick template:

Create...

### New template name:


### Customer Type:

- Organization

### Base Currency:

Choose One

### Funding Type:

Any

### Margin:

Choose One

### Products:

<table>
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</table>

### Back  Continue
8. Select the trading permissions by clicking the appropriate check boxes, then click Continue.

Note that you use this screen the same way you use the Trading Permissions page in the Manage Account > Trade Configuration > Permissions menu.

9. Complete the Investment Objectives and Intended Purpose of Trading, Investment Experience and Financial Information sections on the next page. You can skip any individual section on this page by clicking the Skip button, or you can omit all of this information from the client account template by clicking **Skip All** at the bottom of the page. Click **Continue** to go to the next page, **Back** to go back to the previous page or **Delete** to delete the current template.
10. If you chose any Customer Type other than Organization, the next page that opens lets you select the market data subscriber status (Non-Professional or Professional). Click I agree in two places if you selected Non-Professional, then click Continue.

11. Select news and market data subscriptions for the client templates by clicking the appropriate check boxes, then click Continue.

Note that you use this screen the same way you use the Market Data Subscriptions page in the Manage Clients > Fees > Configure menu.

12. Enter the client fees on a fee-per-trade basis and interest markups and markdowns that will be associated with this client account template, then click Continue.

13. Verify that all the information in the client template is correct, then click Save.

If any information is incorrect, click Back, then modify the information as required and click Continue until you return to the verification page.

When you begin the process of adding a new client account, you will be able to select your saved client account template.

To modify an existing client account template
1. Click Manage Clients > Create and Link Accounts > Create > Client Account Templates.
2. In the Pick template list, click the existing template you want to modify.
3. Make changes as required, clicking Continue to advance through the pages.
4. Verify that all the information in the client template is correct, then click Save.

To delete an existing client account template

1. Click Manage Clients > Create and Link Accounts > Create > Client Account Templates.
2. In the Pick template list, click the existing template you want to delete.
3. Click Delete, then click OK.

The template is deleted.

Set Up a Client Template with a Custom ID

Many Advisors and Fully Disclosed Brokers collect information from prospective clients on their own websites, and then send a client invitation to complete an electronic application from Account Management. You can create a Client Account Template and add the template application link to your own website and include a custom ID that allows you to match the information in the client's application to the information that you've already collected on your website.

To set up a client template using a custom ID for client applications started on your own website

1. Create a Client Account Template on the Manage Clients > Create and Link Accounts > Create > Client Account Templates page.
2. Send yourself a fully electronic client application invitation:
   - Click Manage Clients > Create and Link Accounts > Create > New, then click the Client Invitation button.
   - Select the Client Account Templates radio button and then select the client account template you created in Step 1. Click Continue.
   - Enter your name and email address, then click Submit. An email containing the link to the client application is sent to you. You can add this link to your website as is for the client to complete the application using the selected Client Account Template.
3. To use a custom ID, add the custom ID to the link to the client application by adding \&externalID=XXXXXXX (where XXXXXX is the custom ID) to the end of the link as shown below:

https://www.clientam.com/Universal/servlet/formWelcome?partnerID=abctest12&invitation_id=7380044&token=66104&invitedBy=cHN2ZmE0ODA%3D&externalId=1234567

We will store the custom ID that you provide.

4. We will return the custom ID field along with all the other client data collected in the client application to you as an XML schema via FTP delivery. The data is encrypted and you will have to provide a PGP key to access it.

Households

Advisors and Fully Disclosed Brokers with multiple accounts for a single family or an individual can group those accounts into a household to more efficiently manage those accounts. Individuals and Advisor and Broker clients can request that their accounts be grouped into a household to reduce the amount of paper mail they receive and to view consolidated reporting and account details in Account Management. The primary user of the household, called the Head of Household, is allowed to view reporting and account information of the other accounts in the household.

The Household page in Account Management lets Advisors and Fully Disclosed Brokers:

- Create a household
- Add an account to a household
- Edit the name of a household
- Delete a household
- Change the Head of Household
- Remove an account from a household

Who can access the Household page?

You can access this page if you are a(n):

- Advisor Master User
- Fully Disclosed Broker Master User
Rules for Creating Households

Household groups are subject to the following rules:

Once the Advisor or Broker creates a household, a paper form will be generated that can be submitted to the Advisor or Broker client if they choose to be included in the household. If the paper form is not submitted, the household will exist for the benefit of the Advisor or Broker only.

Individuals who want to group their multiple accounts into a household can access Create Household PDF form by clicking a button at the bottom of the Household page. Use this form to submit a request to create a household. Advisor and Broker clients who want their accounts grouped into a household must ask their Advisor or Broker to initiate the household process.

Accounts linked within a household remain separate, segregated customer accounts. Customers retain control over and are responsible for their individual accounts whether or not they are grouped in a household.

Any account in a household is free to decide that he or she no longer wants to be linked to the other accounts in this household. If you remove an account from a household, the Head of the Household will no longer have any access to information about the account(s) removed.

Accounts with the same last name with the same home address can be grouped in a household.

The Advisor or Broker can designate a primary user as the Head of Household. This user will have the ability to access certain information about the other accounts in the household.

Account holders in the same family but with different last name who are living at the same home address and who are in a dependent relationship can be grouped in a household.

Organization accounts can be grouped in a household if the underlying organization is solely owned by or established for the benefit of the family members.

Trust accounts can be grouped in a household if the current trust beneficiary’s is the family.

To create a household

1. Click Manage Clients > Create and Link Accounts > Household.
2. If necessary, use the Search field to find the account number, account alias or account titles that you want to group together into a household. Type in the Search field; as you type, the list is reduced to display only those accounts that match your entry.

Once you have created households, you can search for households on Account Management pages that includes the Smart Search field.

3. Click the check box next to each account that you want to include in the new household.

4. Click Create Household.

5. In the Create Household dialog, type the name of the new household group. The accounts that you have selected to be included in the new household are displayed in the dialog. Click Create.

6. Click the Click here link in the Success popup to open a PDF form.
You can also access any of the required forms by clicking the appropriate button at the bottom of the page.

7. Complete the form, email it to your clients for their digital signatures and then submit the completed form to us.
8. Click **OK** in the Success popup to close the popup.

The new household is added to the list of households.
To add accounts to a household

1. Click Manage Clients > Accounts > Household.
2. If necessary, use the Search field to find the account number, account alias or account titles that you want to add to a household. Type in the Search field; as you type, the list is reduced to display only those accounts that match your entry.
3. Click the check box next to each account that you want to add to a household.
4. Click Add Accounts to Household.
5. In the Add Accounts to Household dialog, select the household to which you want to add the selected accounts, and then click Add.

6. Click the Click here link in the popup to open a PDF form.

You can also access any of the required forms by clicking the appropriate button at the bottom of the page.
7. Complete the form, email it to your clients for their digital signatures and then submit the completed form to us.

8. Click OK in the Success popup to close the popup.

To edit the name of a household

1. Click Manage Clients > Accounts > Household.

2. In the list of households, click the blue pencil icon for the household whose name you want to edit.

3. In the Edit Household dialog, type the new name of the household, then click Edit.

The household name is changed immediately.

To delete a household

1. Click Manage Clients > Accounts > Household.

2. In the list of households, click the X icon for the household you want to delete.

3. In the Edit Household dialog, type the new name of the household, then click Edit.
4. In the Delete Household dialog, confirm that you want to delete the household by clicking **Delete**. Click **Cancel** if you change your mind.

   The household no longer appears in the Household Name section of the page.

**To change the Head of Household**

1. Click **Manage Clients > Accounts > Household**.
2. Click the **Change Head of Household** button to display the correct PDF form.

   ![PDF Create Household](image1)
   ![PDF Change Head of Household](image2)
   ![PDF Remove Account from Household](image3)

3. Complete the form, email it to your clients for their digital signatures and then submit the completed form to us.

**To remove an account from a household**

The advisor, broker or head of household has the authority to remove non-head of household accounts from the Household page in Account Management.

1. Click **Manage Clients > Accounts > Household**.
2. In the list of households, click a household to expand it and display a list of accounts in that household.
3. Click the X icon for the account you want to remove from the household.
4. Click Delete in the Remove Account from Household popup.

If you have a stand-alone account:

If you have a stand-alone account such as an Individual account and you want to remove an account from your household, you must use the form accessible via the Remove Account from Household button at the bottom of the page.

**Link Client Accounts/Users**

Advisors and Fully Disclosed Brokers can link multiple individual and/or joint accounts for a client under a single username and password. Once these client accounts are linked, they will be able to access our trading platforms and Account Management for any of the linked accounts using a single username and password. For example, you might have a client who maintains more than one account.

Linking multiple client accounts under a single username and password offers these benefits:

- Single sign-on for all accounts;
- Single Secure Login device;
- Activity fee minimums based on consolidated commission;
- Consolidated reporting of accounts.

**Who can access the Link Existing Client Accounts page?**
You can access this page if you are a(n):

- Advisor Master User
- Fully Disclosed Broker Master User

To link existing client accounts

1. Log into Account Management with your username and password, then enter the codes from your Secure Login Device as instructed on the login screen.
2. Click Manage Clients > Create and Link Accounts > Link Client Accounts.

Link Client Accounts

Linking your clients' multiple accounts under a single username offers the following benefits:
- Single sign-on for all accounts
- Single Secure Login Device
- Activity fee minimums are determined based on consolidated commissions
- Consolidated reporting of accounts

3. From the drop-down, select the client whose multiple accounts you want to link. Note that only eligible client accounts will appear in the drop-down.

A list of all accounts for this client appears.

4. Click the radio button next to the account whose username you want to use for all linked accounts. This will be the username you use to log into Account Management and our trading platforms.
5. Click Link Accounts.

A page opens that displays the individual and financial information for the client accounts to be linked.

6. Review each of the line items below and, where differences exist, select the radio button next to the entry which is correct. Note that this information must be identical across all accounts in or the account will not be linked.

If none of the entries provided are correct, your client can correct the information on the Manage Account > Account Information > Details > Profile page and the Manage Account > Account Information > Details > Financial Information page.

7. If there is saved bank information for both accounts being linked, you are prompted to select which bank information to save.

8. After you have entered the username, password and authentication values for each account to be linked, a screen appears that displays the individual and financial information that you maintain for the accounts to be linked. Click Continue.

A screen appears confirming your request. If you wish to cancel your link request, click the here link on the page.

Close Account

Broker Master Users and Proprietary Trading Group STL Master Users use this Close Account page to submit a request to close a non-disclosed client account or sub account. If you have one or more open client/sub accounts, your request to close your account will not be processed until all client/sub accounts are closed.

For USD-based accounts, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, you will have the opportunity to select one. If you do not have any ACH bank instructions, we will issue a check to your U.S. mailing address on file. For all non-USD based accounts, we will issue a wire based on the banking instruction on file.

These instructions describe how to use the Close Account page in Account Management. The instructions on the Close Account page summarize the steps that you must take to close your account. For a more detailed description of the account closure process, see How to Close Your Account.
Who can access the Close Account page in the Manage Clients menu?

You can access this page if you are a(n):

- Broker Master User (fully disclosed and non-disclosed client accounts)
- Proprietary Trading Group STL Master User

To close an account from Account Management

1. Click Manage Clients > Create and Link Accounts > Close. Proprietary Trading Group STL Master Users click Manage Traders > Close.

2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account you want to close.

   You must close all client accounts that you manage before you can close your own account.

3. Read the instructions on the page carefully. If your account is USD-based, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, select the one you want to use from the drop-down list.

   If you do not have an ACH bank instruction on file, we will issue a check. Verify your US mailing address on the page and submit your request. You will receive an email notification when your account has been closed.
address displayed on the screen.
4. Specify the reason you are closing your account by clicking the appropriate check boxes.
5. Click **Submit**.
6. Click **Cancel** on the next page if you change your mind and do not want to close the account.

The Close Account page will display the status of your request.

**Close a Non-Disclosed Broker Client Account**

Complete the following steps to close a non-disclosed broker client account. Note that for USD-based accounts, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, you will have the opportunity to select one. If you do not have any ACH bank instructions, we will issue a check to your U.S. mailing address on file. For all non-USD based accounts, we will issue a wire based on the banking instruction on file.

1. **Liquidity or Transfer Positions**
   Accounts with positions cannot be closed. You must either liquidate, or transfer all positions to another brokerage firm. Please contact your broker for transfer instructions.
   
   To check your positions, log in to Account Management and select **Reports > Activity**. View your latest statement to verify that all positions have been liquidated or transferred.

2. **Convert Foreign Currencies**
   Closing withdrawals may only be made in your base currency. You must convert any foreign currency you may hold back to your account's base currency. The conversion can be processed using the FXTrader in our desktop trading platform. If you need assistance with the conversion process please contact our Trade Desk.

3. **Verify Bank Wire Instructions**
   For all non-USD based accounts, we will issue a wire based on the saved bank information (instruction) on file. If you do not have any saved bank information (instruction) for a Wire Withdrawal, create
Chapter 7  Close a Non-Disclosed Broker Client Account

one.

4.  **Cancel Market Data Subscriptions**
You need to cancel your market data subscriptions when you close your account.

To cancel subscriptions, log in to Account Management, then select **Manage Account > Trade Configuration > Market Data**. Deselect checkboxes to cancel your subscriptions, then click Continue.

5.  **Return Secure Login Device**
If you participate in the Secure Login System, you must return your secure login device. Cash balances will be reduced by the cost of the device (between USD 20 and USD 150 depending on device) until the secure login device is returned.

For more information regarding how to return the device please contact our Technical Assistance Department or visit our web site: [http://ibkb.interactivebrokers.com/node/975](http://ibkb.interactivebrokers.com/node/975)

6.  **IRA Accounts Withdrawals**
IRA account holders will need to complete an IRA Withdrawal on the **Funding > Fund Transfers** page in Account Management and specify the type of withdrawal for government tax reporting purposes.

7.  **Ensure Recent Deposits Have Cleared**
All recent deposits, such as ACH, check and wire transfers, must have time to clear according to the Customer Deposit Credit and Hold Periods policy before your request to close your account can be honored.

8.  **Check Statements and Tax Forms**
To access activity statements and tax forms, log in to Account Management and open the Reports menu.

This information will only be available for a limited time after your account is closed. You will need to save your username and password for future access to statements.
9. **Close Account**

1. After you have completed all of the previous steps, log in to Account Management and select **Manage Clients > Close Account**.

For USD-based accounts only, we will initiate an ACH transfer if you have an existing ACH bank instruction. If you have more than one ACH bank instruction, select the ACH bank instruction you wish to use from the drop-down list on the Close Account page. For USD-based accounts only, if you do not have an existing ACH bank instruction, you can either create one in Account Management on the Fund Transfers page, or we will issue a check to your U.S. mailing address on file. In the latter case, confirm that we have your correct U.S. mailing address by checking the address displayed on the Close Account page.

To make changes, open the Profile page in Account Management by selecting **Manage Account > Account Information > Details**.

2. Specify the reason you are closing your account by clicking the appropriate check boxes.
3. Click the **Submit** button to submit your request.

Your account will be held open for three months after you receive your closing withdrawal to collect any possible future fees, dividends, interest, or corporate actions. After that time, your account will be closed permanently.

4. Check back to see if any balance has been created on future statements.
5. You can view the status of your request to close your account by logging in to Account Management and selecting **Manage Clients > Account Closure Status**.
If the above criteria are not met, our system will be unable to process your account closure request. Inactivity fees will continue to be deducted from an account until the above steps are completed, including the return of any Secure Login System device. Also note that funds held to secure the return of the security device may not be withdrawn until the device has been returned, and will be applied to meet any inactivity or market data fees.

**Account Closure Status**

The Closure Status page lets Non-Disclosed Brokers who have submitted requests to close a client's account view the status of their request.

**To check the status of account closure request**

1. Login into Account Management. Note that Account Management for closed accounts displays an abbreviated menu.
2. Click **Manage Clients > Accounts > Close Account**. The Closure Status page displays.

   Any pending or outstanding items required to close your account are displayed on the screen.

**Opening Interactive Brokers Asset Management Accounts for Advisor Clients**

Advisors acting as Wealth Managers can select IB Asset Management Money Managers and assign clients to them for the purpose of investing in IB Asset Management portfolios.

**To add a IB Asset Management Money Manager and assign clients to the IB Asset Management Money Manager:**

1. Access the Money Manager Marketplace in Account Management by clicking **Investors' Marketplace > Search Services > Investing > Money Manager**.
2. Search for a IB Asset Management Money Manager, and then click the More Information button on the selected Money Manager's ad.

3. Click the Contact This Money Manager to Open a New Account button to request a link to IB Asset Management.

4. IB Asset Management logs in to Account Management and is presented with the Wealth Manager Assignment page.
Create (for Multiple Fund Investment Managers)

The Create menu includes the following pages:

- **New (Add Client Account)** - Advisor Master Users, Broker Master Users and Investment Manager Master Users can add client, sub and fund accounts.

- **Duplicate** - Advisor Master Users, Broker Master Users and Investment Manager Master Users can request duplicate accounts for an existing client account.

- **Client Account Templates** - Advisor Master Users, Broker Master Users and Investment Manager Master Users can create templates to save and re-use application information for new client/fund accounts.

Add Client Account

The Add Client Account page lets you add a client or sub account. Depending on the type of account you have, from this page you can:

- Methods of completing an account application
- Steps in the application process
- Send an invitation to a client to start an electronic application
- Start a semi-electronic application
- Download a copy of the client disclosures
- Add a Fully Disclosed Broker client account
- Add Advisor, STL and Multiple Hedge Fund accounts to a Fully Disclosed Broker account
- Add an Advisor or STL account to an Advisor account
- Add a Non-disclosed Broker client account
Add a Fund account or a Separately Managed Account (SMA) to a Multiple Hedge Fund account
Add an Advisor or STL account to a Multiple Hedge Fund account

Advisors and Fully Disclosed Brokers whose clients begin their application at the Advisor’s or Broker’s own website can add a unique client ID to the Client Invitation sent to the client. For more information, see Using a Custom ID for Advisor and Fully Disclosed Broker Client Applications.

Who can access the Add an Account page?

You can access this page if you are a(n):

- Advisor Master User Individual
- Advisor Master User Organization
- Broker Master User (non-disclosed only)
- Investment Manager Master User

Methods of Completing an Account Application

When you add an account, you start and complete the account application process. There are two methods of completing an account application:

- Fully electronic
- Semi-electronic

The following table lists the methods of completing an application for all account structures.

<table>
<thead>
<tr>
<th>Account Structure</th>
<th>Available Methods of Completing an Account Application</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Fully electronic</td>
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<tr>
<td>Advisor Master Users</td>
<td>Fully electronic Semi-electronic</td>
</tr>
<tr>
<td>Advisor Client Users</td>
<td>Fully electronic Semi-electronic</td>
</tr>
<tr>
<td>Broker Master</td>
<td>Fully electronic</td>
</tr>
</tbody>
</table>
### Steps in the Application Process

When you complete a fully electronic account application, the steps include:

1. Specify the customer type and base currency
2. Enter financial information, including date of birth, investment objectives and experience, net worth and annual net income.

<table>
<thead>
<tr>
<th>Account Structure</th>
<th>Available Methods of Completing an Account Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
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</tr>
<tr>
<td>Broker Fully Disclosed Client Users</td>
<td>Fully electronic</td>
</tr>
<tr>
<td>Broker Non-Disclosed Client Users</td>
<td>Abbreviated electronic application</td>
</tr>
<tr>
<td>Broker Omnibus Client Users</td>
<td>None (client accounts are not required)</td>
</tr>
<tr>
<td>Investment Manager Master User</td>
<td>Fully electronic</td>
</tr>
<tr>
<td></td>
<td>Semi-electronic</td>
</tr>
<tr>
<td>Fund</td>
<td>Fully electronic</td>
</tr>
<tr>
<td></td>
<td>Semi-electronic</td>
</tr>
<tr>
<td>Separately Managed Account (SMA)</td>
<td>Semi-electronic</td>
</tr>
<tr>
<td>Proprietary Trading Group Master User</td>
<td>Fully electronic</td>
</tr>
<tr>
<td></td>
<td>Semi-electronic</td>
</tr>
<tr>
<td>Proprietary Trading Group Sub User</td>
<td>Abbreviated electronic application</td>
</tr>
</tbody>
</table>
3. Select the account type and trading permissions, including products you want to trade and countries in which you want to trade.
4. Confirm the account configuration you selected in the previous steps.
5. Accept our ID Procedures.
6. Enter name, address and telephone information.
7. Enter mailing address information.
8. Enter personal information.
9. Specify individual regulatory information.
10. Complete a W-8BEN form
11. Specify advisor fees.
12. Review the application for errors.

Inviting a Client to Start an Electronic Application

If you are an Advisor Master User, you can send an email invitation to your client, who then completes an account application electronically. Fully Disclosed Brokers can also send email invitations to clients. See Adding a Fully Disclosed Broker Client Account.

To send an invitation to a client to start an electronic application

1. Advisors and Brokers click Manage Clients > Create and Link Accounts > Create > New. Fund Investment Managers click Manage Funds > Create > New.

   The Add Client Account page opens.

2. Click Client Invitation for a Fully Electronic Application.

   The Advisor Client Invitation page opens.
3. Select the type of application for your client:
   
   - **ProTrack** - This is a full account application for Individual, Joint, IRA, Trust and Small Business clients who want to trade stocks, options, futures, forex, bonds, mutual funds, and CFDs.
   - **Client Account Templates** - Select this option if you want to use a Client Account Template that you have created, and then select the desired template from the drop-down menu. If you select ProTrack, you will be asked to set client fees.
   - **IB FastTrack US NonPro template** - This is a short application for Individual, Joint and IRA clients who want to trade only stocks in their country of legal residence.

4. Click **Submit**.

   The Client Fee Setup page opens.

5. Select the type of fees for the client:
   
   - **No Fee** - An advisor chooses not to charge his or clients a fee for services rendered.
   - **Automatic billing** - A calculated fee is automatically billed to the client’s account with blanket client authorization. Be aware that **Automatic Billing** is subject to certain caps and limitations.

   Advisors can choose one of several client fee methods:
   
   - Annualized Percentage of Net Liquidation Value
   - Annualized Flat fee
   - Percent of Profit and Loss (P&L)
   - Fee per trade unit
Monthly/Quarterly Invoicing - Advisors can submit electronic invoices for client fees. Invoices can be submitted for up to ten clients at a time, but only one invoice can be submitted per client account per day. Advisors can also upload a .csv file that contains multiple client invoices.

Regardless of the method chosen, advisors determine the fees at the time of the client’s registration, and can modify them at any time. Advisor clients are required to acknowledge any fee increase with a signature.

In addition to the advisor client fees specified, clients will be charged a fee per trade commission for execution and clearing services provided by us.

6. Click **Continue**.

7. Enter the client's name and email address, then click **Submit**.

An email is sent to the client, inviting him or her to complete an account application electronically.

### Starting a Semi-Electronic Application

If you are an Advisor Master User or a Fund Investment Manager, you can add an account using a semi-electronic application. Fund Investment Managers can add fund accounts or separately-managed accounts (SMAs). For this type of application, you complete the application electronically, print out a paper copy for the client to sign, then send the signed application to us for processing. Fully Disclosed Brokers can also add clients using a semi-electronic application. See [Adding a Fully Disclosed Broker Client Account](#) for details.

To start a semi-electronic application
1. Click **Manage Clients > Create and Link Accounts > Create > New.**

![Add Client Account](image)

Fund Investment Managers click **Manage Funds > Create > New.**

![Add Hedge Fund Client Account](image)

![Add SMA Account](image)

![Add an Allocation Fund account](image)

2. Advisors click **Electronic Client Application** for a Semi Electronic Application.
   Fund Investment Managers click **Start Application** for either a new Hedge Fund account or a separately managed Individual account.

3. Select the type of client account you wish to open, then click **Continue**
   
The first page of the electronic registration system appears.
4. Follow the instructions on the screen to complete the electronic application. Your progress during the process is displayed in the left pane, showing you the steps you have completed and the steps you have yet to complete.

5. When you have completed the electronic application process, print the completed application and send it to your client for his or her signature.

**Downloading Client Disclosures**

You can download client disclosure forms from the Add Accounts page in Account Management.

**To download client disclosures**

1. Advisors and Brokers click Manage Clients > Create and Link Accounts > New.
   Fund Investment Managers click Manage Funds > Create > New.
2. In the Paper Application section of the Add Accounts page, click Client Disclosures. The Client Disclosures page opens.

3. Download zipped or unzipped client disclosure forms by clicking the appropriate button.

   If you choose Zipped, you are prompted to save a zip file to your computer. The zip file is a large group of files compressed into a smaller file that must be unzipped before you read any files. If you choose unzipped forms, the forms appear in a PDF document that you can save to your computer and print.

Adding a Fully Disclosed Broker Client Account

Fully Disclosed Brokers can add client accounts from their Broker master account.

To add a fully disclosed broker client account

1. Click Manage Clients > Create and Link Accounts > Create > New.

   The Broker Client Invitation page opens.
2. Click **Client Invitation** to send an invitation to initiate a fully electronic application process for a client. The broker client will be able to select the type of account at the very beginning of his or her application.

You can also select **Electronic Client Application** to initiate a semi-electronic application. For this type of application, you complete the application electronically, print out a paper copy for the client to sign, then send the signed application to us for processing.

3. Enter the name and email address of the applicant, then click **Continue**.

4. If you have created and saved a client account template, select it from the Client Account Templates list. Client account templates include a selected fee methodology, so you don’t have to specify fees if you use a client account template. This field does not appear if you do not have any saved client account templates.

5. Broker Master Users can assign one or more Account Representatives to a new client. An Account Representative is a person who manages the relationship between a broker and his or her client(s). Broker Master Users must first designate an account user as an Account Representative on the Manage Account > Access Rights > Users page.
Adding Advisors, STL and Multiple Hedge Fund Accounts to a Fully Disclosed Broker Account

If you are a Fully Disclosed Broker, you can add the following types of institution accounts to your account structure from your master account:

- Advisor (including Friends and Family Advisor)
- Proprietary Trading Group Separate Trading Limit (STL)
- Multiple Hedge Fund

These institution accounts can have their own client, sub or fund accounts, making your account structure a three-level account.

For detailed rules governing three-level Fully Disclosed Broker accounts, see Rules for Three-Level Fully Disclosed Broker Accounts.

Adding an Advisor Account

To add an Advisor to your Fully Disclosed Broker account

1. Click Manage Clients > Create and Link Accounts > Create > New.
2. Click Client Invitation to send an invitation to initiate a fully electronic application process. Currently, only fully electronic applications are available for adding an advisor to a Fully Disclosed Broker account.

If you have users who are designated as Account Representatives, they will be listed in the Account Representatives box. Click Add to assign the Account Representative to the new client.

Enter an allocation percentage, which must total 100%. If you assign one Account Representative, then the allocation will be 100. If you assign more than one Account Representative to the new client, the total allocation must add up to 100%.

If you change your mind, click the X to remove the Account Representative from the new client.

If you want the Account Representative(s) to appear on the client’s statements, click the check box.

5. Click Continue. The Pending Items page opens.
3. The client begins his or her application by selecting Financial Advisor as the account type, and then completes an Advisor Account application. Financial and trading criteria are applied separately at the advisor and advisor client levels.

4. After the advisor application has been approved, the advisor can log into Account Management with his own username and password, and then add one or more client accounts on the Manage Clients > Create and Link Accounts > Create > New page. Fully Disclosed Brokers cannot add client accounts to the Advisor account; these must be added by the advisor.

As a Fully Disclosed Broker, your trading qualifications (products you are qualified to trade) determine the trading qualifications that are available to the new advisor and the advisor’s clients.

Adding an STL Account

To add an STL account to your Fully Disclosed Broker account

1. Click Manage Clients > Create and Link Accounts > Create > New.
2. Do one of the following:
   - Click Client Invitation to send an invitation to initiate a fully electronic application process.
   - Click Electronic Client Application to start the semi-electronic application process.
   - Click Start Application to print a paper application.
3. If you selected the fully electronic application, the Broker Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click Continue. The invitation will be sent to the email address you enter and the client completes the application.

   If you selected the semi electronic application, you will be prompted to selected the account type for the new client. Select Institution as the account type, and then click Continue. The account application opens. This client will be the Proprietary Trading Group STL Master user.

   If you selected the paper application, you will be prompted to selected the account type for the new client. Select Institution as the account type, and then click Continue. Complete the steps as described on the screen to print the paper application.
4. After the application has been completed and approved, the new client can log into Account Management with his own username and password, and then add sub accounts from the Manage Account Management Users' Guide
**Adding a Multiple Hedge Fund Account**

**To add a Multiple Hedge Fund account to your Fully Disclosed Broker account**

1. Click **Manage Clients > Create and Link Accounts > Create > New.**
2. Do one of the following:
   - Click **Client Invitation** to send an invitation to initiate a fully electronic application process.
   - Click **Electronic Client Application** to start the semi-electronic application process.
   - Click **Start Application** to print a paper application.
3. If you selected the fully electronic application, the Broker Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click **Continue.** The invitation will be sent to the email address you enter and the client completes the application.

   If you selected the semi electronic application, you will be prompted to select the account type for the new client. Select **Multiple Funds** as the account type, and then click **Continue.** The account application opens. This client will be the Multiple Hedge Fund Investment Manager user.

   If you selected the paper application, you will be prompted to select the account type for the new client. Select **Multiple Funds** as the account type, and then click **Continue.** Complete the steps as described on the screen to print the paper application.

   - Financial and trading criteria are applied separately at the Fund Investment Manager and fund levels.
4. After the multiple hedge fund application has been approved, the Fund Investment Manager can log into Account Management with his own username and password, and then add one or more fund or SMA accounts on the **Manage Funds > Funds > Create > New** page. Fully Disclosed Brokers cannot add fund or SMA accounts to the Multiple Funds account; these must be added by the Fund Investment Manager.

**For more information**
## Linking to an Advisor- or Broker-Managed Account

### Rules for Three-Level Fully Disclosed Broker Accounts

Fully Disclosed Broker accounts with Advisor, Proprietary Trading Group Separate Trading Limit (STL) and Multiple Hedge Fund accounts (three-level accounts) are subject to the following rules.

<table>
<thead>
<tr>
<th>Function</th>
<th>Advisor Account</th>
<th>Proprietary Trading Group STL Account</th>
<th>Multiple Hedge Fund Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trading</strong></td>
<td>The Fully Disclosed Broker can trade for advisor client accounts. The Fully Disclosed Broker cannot allocate trades for advisor client accounts. The advisor can trade for and allocate trades to Advisor client accounts. The Fully Disclosed Broker can apply trading restrictions to the Advisor Master account but not to the Advisor clients accounts. The products that the Fully Disclosed Broker is approved to trade determine the products that the advisor can trade. In other words, the advisor cannot trade</td>
<td>The Fully Disclosed Broker can trade for the STL Master account but not for any of the STL sub accounts. The Fully Disclosed Broker can apply trading restrictions to the STL Master account but not to the STL sub accounts. The products that the Fully Disclosed Broker is approved to trade determine the products that the STL Master can trade. In other words, the STL Master cannot trade products that the broker has not been approved to trade.</td>
<td>The Fully Disclosed Broker can trade for Fund accounts. The Fully Disclosed Broker cannot allocate trades to Fund accounts. The Fund Investment Manager can trade for multiple Funds in an Allocation Account and assign trades before the end of the day to specific cleared Fund Accounts. The Fund Investment Manager can pre-trade allocate for fund accounts. The Fully Disclosed Broker can apply trading restrictions to the Fund Investment Manager account but not to Fund or SMA accounts.</td>
</tr>
<tr>
<td>Chapter 7</td>
<td>Rules for Three-Level Fully Disclosed Broker Accounts</td>
<td></td>
<td></td>
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<tr>
<td>-----------</td>
<td>-------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Margin</strong></td>
<td>Each advisor client account is individually margined.</td>
<td>The Broker Master account and client accounts are margined separately.</td>
<td>Each Fund account is individually margined.</td>
</tr>
<tr>
<td><strong>Markups and Fees</strong></td>
<td>The broker can enter a markup schedule for the advisor just as they can for their fully disclosed broker clients. The advisor can enter fee and markup schedules for their clients. The advisor client will be charged both markup schedules. If there are two markups for Non-US Advisor clients, the markups will be combined into one markup. If there is a markup and an advisor</td>
<td>The broker will enter a markup schedule for the STL Master account just as they can for organization client accounts. Markups for STL sub accounts are never placed in the STL Master account. Broker fees will be placed in the Broker Master account and swept to the broker’s trading account at the end of each day.</td>
<td>The broker can enter a markup schedule for the Fund Investment Manager just as they can for their fully disclosed broker clients.</td>
</tr>
</tbody>
</table>
client fee configured as a Percent of Net Liquidation Value, the fees will appear separately.

Broker markups will be placed in the Broker Master account and swept to the broker's trading account at the end of the day.

Advisor client fees will be placed in the Advisor Master account.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Brokers can perform funding functions on behalf of an advisor but not the advisor’s clients. Advisor clients may complete a deposit notification in Account Management if they have a username and password. If they don't, the advisor can also complete a deposit notification for his clients.</th>
<th>Brokers cannot perform any funding functions on behalf of an STL account. All existing standalone STL funding functions will be available to the STL under the broker. Deposits and withdrawals must be made from the STL Master account and transferred to/from the sub accounts.</th>
<th>Brokers can perform funding functions on behalf of a Multiple Hedge Fund Investment Manager (the Master account) but not the individual Fund accounts. The Fund Investment Manager can deposit funds for individual fund accounts, and individual funds can deposit funds into their own accounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting</td>
<td>An advisor in a Fully Disclosed Broker account has access to all of the reports that are</td>
<td>The STL account under a broker has access to the same reports available as a</td>
<td>The Fund Investment Manager has access to all of the reports that are available to any Multiple</td>
</tr>
</tbody>
</table>
Adding Advisor and STL Accounts to an Advisor or Multiple Hedge Fund Account

If you are a Registered Investment Advisor or a Multiple Hedge Fund Investment Manager, you can add the following types of institution accounts to your account structure from your master account.

**Advisor** - For Registered Investment Advisors that gather and manage other Advisors. For example, the second-level Advisor is a member of the same firm as the top-level Advisor, and has complete access to the client accounts that he or she manages. Another example is the second-level Advisor who is independent but works with the top-level Advisor.

**Proprietary Trading Group Separate Trading Limit (STL)** - For Advisors that want to run multiple trading strategies for the same customer.

Multiple Hedge Fund
These institution accounts can have their own client, sub or fund accounts, making your account structure a three-level account.

Note: Friends and Family Advisors who are unregistered cannot add Advisor, STL or Multiple Hedge Fund accounts to their own Friends and Family account structure.

For detailed rules governing three-level Advisor/Hedge Fund accounts, see Rules for Three-Level Advisor Accounts.

Adding an Advisor Account

To add an Advisor to your Advisor account

1. Click Manage Clients > Create and Link Accounts > Create > New.
2. Click Client Invitation to send an invitation to initiate a fully electronic application process. Currently, only fully electronic applications are available for adding an Advisor to an Advisor or Multiple Hedge Fund account.
3. The client begins his or her application by selecting Financial Advisor as the account type, and then completes an Advisor Account application. Financial and trading criteria are applied separately at the Advisor and Advisor client levels.
4. After the Advisor application has been approved, the second-level Advisor can log into Account Management with his own username and password, and then add one or more client accounts on the Manage Clients > Create and Link Accounts > Create > New page. Top-level Advisors cannot add client accounts to the second-level Advisor account.

Adding an STL Account

To add an STL account to your Advisor account

1. Click Manage Clients > Create and Link Accounts > Create > New.
2. Do one of the following:
   ○ Click Client Invitation to send an invitation to initiate a fully electronic application process.
   ○ Click Electronic Client Application to start the semi-electronic application process.
3. If you selected the fully electronic application, the Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click Continue. The invitation will
be sent to the email address you enter and the client completes the application.

If you selected the semi electronic application, you will be prompted to selected the account type for the new client. Select **Institution** as the account type, and then click **Continue**. The account application opens. This client will be the Proprietary Trading Group STL Master user.

4. After the application has been completed and approved, the new client can log into Account Management with his own username and password, and then add authorized trader sub accounts to the STL account.

The STL and its sub accounts belong to the same beneficiary.

**For more information**

**Rules for Three-Level Advisor or Multiple Hedge Fund Accounts**

Advisor or Multiple Hedge Fund accounts with Advisors as client accounts (three-level Advisor accounts) are subject to the following rules.

<table>
<thead>
<tr>
<th>Function</th>
<th>Advisor/ Multiple Hedge Fund Account</th>
<th>Proprietary Trading Group STL Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading</td>
<td>The top-level account cannot allocate trades to the second-level Advisor's client accounts. However, the second-level Advisor CAN allocate trades to his or her client accounts. The top-level account or second-level Advisor can impose restrictions on clients. Trading criteria are applied separately to the second-level Advisor and to the client accounts.</td>
<td>The account can trade for the STL Master account and for any of the STL sub accounts. The top-level account or the STL Master account can apply trading restrictions to the STL sub accounts. Trading criteria are applied in the same manner as they are applied for single organization accounts.</td>
</tr>
</tbody>
</table>
The products that the top-level account is approved to trade determine the products that the second-level Advisor can trade.

<table>
<thead>
<tr>
<th>Margin</th>
<th>The second-level Advisor and his or her clients are margined in the same manner as a non-three-level Advisor account. As with existing Advisor accounts, the top-level account and the second-level Advisor are margined separately.</th>
<th>The Advisor Master account and client accounts are margined separately. The STL and its sub accounts are margined in the same manner as a standalone STL account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Markups and Fees</td>
<td>The top-level account can enter a fee schedule for the second-level Advisor just as they can for their other client accounts. The second-level Advisor can enter fee and markup schedules for his or her clients. Clients must agree/sign off on Advisor fees as they currently do. The client will be charged both fee schedules and the fees should be labeled by type, not as Advisor 1 and/or Advisor 2 fee. That is, if there is a % of assets fee and a % of PNL fee, each...</td>
<td>The Advisor or Hedge Fund Investment Manager will enter a fee schedule for the STL Master account just as they can for organization client accounts. Advisor fees will be placed in the Advisor Master account and swept to the Advisor’s trading account at the end of each day.</td>
</tr>
<tr>
<td>Funding</td>
<td>Top-level account cannot perform funding functions on behalf of a second-level Advisor or the second-level Advisor's clients. All existing top-level account funding functions are available to the second-level Advisor, include Additional Advisor Authorizations.</td>
<td>Advisors can fund the STL Master account just as they can fund an organization client account. Deposits and withdrawals must be made from the STL Master account and transferred to/from the sub accounts.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Reporting</td>
<td>A second-level Advisor has access to all of the reports that are available to any Advisor Master. The top-level account will be able to see Advisor accounts on an individual client and/or consolidated basis. Consolidated reporting is assumed to be for a particular second-level Advisor account structure only, meaning the top-level account can view a</td>
<td>The STL account under an Advisor or Hedge Fund Investment Manager has access to the same reports available as a standalone STL account. The top-level account can see STL accounts on an individual and/or consolidated basis. All tax reporting for the STL account will be</td>
</tr>
</tbody>
</table>
consolidated report for each second-level Advisor group.

All tax reporting for the first- and second-level Advisors and their clients will be performed by us.

**White Branding**

White branding is supported for a second-level Advisor as long as the Advisor is registered.

- White branding is supported for an STL account under an Advisor account, as long as the Advisor is registered.

**Manage Clients > Dashboard**

Second-level Advisors have the access to the same Dashboard functions as the top-level account.

The STL Master account has the same access to client accounts in Account Management as a stand-alone STL account.

The top-level account has the same access to the STL Master and sub accounts as for any other Advisor client accounts.

---

### Adding a Non-Disclosed Broker Client Account

Non-disclosed Brokers can add non-disclosed client accounts from their Broker master account.

**To add a non-disclosed broker client account**

1. Click **Manage Clients > Create and Link Accounts > Create > New.**

   The Add Non-disclosed Account page opens.
2. Complete the form, then click **Submit**. A confirmation page opens to inform you that your request to add the non-disclosed account was successful.

Add a Fund Account or an SMA Account

Fund Investment Managers with Multiple Hedge Fund accounts can add Fund accounts and can add Separately Managed Accounts (SMAs) to their account.

To add a Fund Account

1. Click **Manage Funds > Funds > Create > New**.
2. In the Add Hedge Fund Account section, click the button that corresponds to the type of application you wish to begin:

   - Fully Electronic Application - Click Client Invitation to initiate the electronic application process for a fund account.
   - Semi-Electronic Application - Click Start Application to begin the semi-electronic application process.

3. Complete the application process as required.

To add a Separately Managed Account

Before you can add a client SMA account, you must qualify to trade Securities Products, Commodities Products, and/or Forex Contracts. You must qualify for at least one set of products.

1. Click Manage Funds > Funds > Create > New.
2. In the Add SMA Client Account section, click the button that corresponds to the type of application you wish to begin:

   - Fully Electronic Application - Click **Client Invitation** to initiate the electronic application process for an SMA client account.
   - Semi-Electronic Application - Click **Electronic Client Application** to initiate the electronic application process.

3. The Advisor Qualifications page opens. Before you can add a client SMA account, you must qualify to trade Securities Products, Commodities Products, and/or Forex Contracts. You must qualify for at least one set of products.

   Select at least one set of products to trade and complete that section of the page, then click **Continue**.
Once your request has been processed, you can add Separately Managed Accounts.

4. Once you are qualified to trade Securities Products, Commodities Products, and/or Forex Contracts, log back into Account Management and click **Manage Funds > Funds > Create > New**, then click the appropriate button to begin a fully electronic, semi-electronic or paper SMA client account application.
Duplicate Client Accounts

The Duplicate Client Accounts page lets Advisor Masters, Broker Masters and Fund Investment Managers request up to five duplicate accounts for an existing client account. The request is processed overnight, but must first be acknowledged by the client. One application of maintaining duplicate client accounts is to create different trading strategies in the two accounts.

**Note:** We reserve the right to limit duplicate accounts to less than five.

**Who can access the Duplicate Client Accounts page?**

You can access this page if you are a(n):

- Registered or unregistered Advisor
- Broker Master User (Fully Disclosed only)
- Investment Manager Master User

To request a duplicate client account:
1. Click **Manage Clients > Dashboard > Account Details > Duplicate Client Accounts**. Fund Investment Managers click **Manage Funds > Dashboard > Account Details > Duplicate Client Accounts**.

   ![Dashboard](image)

   **Dashboard**

2. Click **Add**.

   The Duplicate Client Accounts screen appears.

   **Duplicate Client Accounts**

   Use this page to create up to five duplicate accounts for an existing client account. Duplicate client accounts are useful for maintaining different trading strategies in different accounts. Your request to create a duplicate client account must be acknowledged by the client before it can be processed.

   Click here to see which account settings are duplicated.
2. Click "Click here to see which account settings are duplicated".

**Duplicate Client Accounts**

Use this page to create up to five duplicate accounts for an existing client account. Duplicate client accounts are useful for maintaining different trading strategies in different accounts. Your request to create a duplicate client account must be acknowledged by the client before it can be processed.

Click here to see which account settings are duplicated.

3. Review the information, then Click **Duplicate**.
4. Click **OK** to confirm your request.

An email is sent to the client associated with the selected client account stating that the master account user has requested a duplicate account. The client must first acknowledge the request, then the request is processed overnight.

**Duplicated Account Settings**

When your request has been processed, the following account settings are duplicated:

*For Advisor clients:*

- SMA configuration
- Exchange caps
- Commission
- Client fees
- Flex Queries
- Delivery information
- DVP instructions
For Broker clients:

- Exchange caps
- Commission
- Flex queries
- Delivery information
- DVP instructions

For Single Trading Limit sub accounts:

- Exchange caps
- Commission
- Flex queries
- Delivery information

Client Account Templates

Advisors, Fully Disclosed Brokers and Fund Investment Managers can create client account templates in Account Management to save and re-use application information for new client accounts. Client account templates let you enter information such as customer type, base currency and trading permissions (including participation in our Stock Yield Enhancement Program), then quickly add that information to a client account application without having to re-enter the same information for multiple applications.

The Client Account Templates page lets Advisors, Fully Disclosed Brokers and Fund Investment Managers create, modify and delete client account templates. When you add client accounts from within Account Management, you will have the option of selecting a saved client account template, which will prepopulate a portion of the client account application.

Advisors and Fully Disclosed Brokers whose clients begin their application at the Advisor’s or Broker’s own website can add a unique client ID to the Client Invitation sent to the client. For more information, see Using a Custom ID for Advisor and Fully Disclosed Broker Client Applications.

Who can access the Client Account Templates page?

You can access this page if you are a(n):
Advisor Master User Individual  
Advisor Master User Organization  
Broker Master User (Fully Disclosed only)  

Click for more information:  

Advisor Client Templates  
Broker Client Templates  

Advisor/Fund Investment Manager Client Templates  

If you are an Advisor Master or Fund Investment Manager, you can create, modify and delete re-usable client account templates.  

To create a client account template for advisor clients  

1. Click Manage Clients > Create and Link Accounts > Create > Client Account Templates.  
Fund Investment Managers click Manage Funds > Create > Client Account Templates.  
2. In the Pick template list, click Create.  

3. In the new Template name field, type the name of the template.  
4. In the Customer Type list, select a customer type (Individual, Joint, IRA, Trust or Organization).
5. In the Base Currency list, select the base currency for the client account.

6. In the Funding Type list, select the type of deposit that will be used to fund client accounts using this template.

7. In the Margin list, select the type of margin account (Reg T for a Margin account, Cash for a Cash account, Portfolio for a Portfolio Margin account or Guaranteed Dollars and/or Cash Collateral).

The following screen displays the available Trading Permissions for the selected Margin account type.
# Client Account Templates

Use this page to create client configuration templates for new client accounts. Client configuration templates let you re-use client information, including customer type, base currency and trading permissions, in multiple client account applications without having to re-enter the information in every application.

**Pick template:**

**New template name:**

**Customer Type:**
- Organization

**Base Currency:**
- Choose One

**Funding Type:**
- Any

**Margin:**
- Choose One

**Products:**

<table>
<thead>
<tr>
<th>Country</th>
<th>Stocks</th>
<th>Bonds</th>
<th>Options</th>
<th>Mutual Funds</th>
<th>FX Trading</th>
<th>FX Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global</td>
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<td>(Stock Yield Enhancement Program)</td>
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</tbody>
</table>

[Back] [Continue]
8. Select the trading permissions by clicking the appropriate check boxes, then click Continue.

Note that you use this screen the same way you use the Trading Permissions page in the Manage Account > Trade Configuration > Permissions menu.

9. Complete the Investment Objectives and Intended Purpose of Trading, Investment Experience and Financial Information sections on the next page. You can skip any individual section on this page by clicking the Skip button, or you can omit all of this information from the client account template by clicking Skip All at the bottom of the page. Click Continue to go to the next page, Back to go back to the previous page or Delete to delete the current template.
10. Select the advisor fee methodology by clicking the appropriate radio button, then click **Continue**.

    Note that this page is identical to the Client Fees page for advisors in the **Manage Clients > Fees > Configure** menu.

11. Verify that all the information in the client template is correct, then click **Save**.

    If any information is incorrect, click **Back**, then modify the information as required and click Continue until you return to the verification page.

    When you begin the process of adding a new client account, you will be able to select your saved client account template.

**To modify an existing client account template**

1. Click **Manage Clients > Create and Link Accounts > Create > Client Account Templates**.
2. In the Pick template list, click the existing template you want to modify.
3. Make changes as required, clicking **Continue** to advance through the pages.
4. Verify that all the information in the client template is correct, then click **Save**.

**To delete an existing client account template**

1. Click **Manage Clients > Create and Link Accounts > Create > Client Account Templates**.
2. In the Pick template list, click the existing template you want to delete.
3. Click **Delete**, then click **OK**.

The template is deleted.

**Broker Client Templates**

If you are a Broker Master, you can **create**, **modify** and **delete** re-usable client account templates

**To create a client account template for broker clients**

1. Click **Manage Clients > Create and Link Accounts > Create > Client Account Templates**.
2. In the Pick template list, click **Create**.
3. In the new Template name field, type the name of the template.
4. In the Customer Type list, select a customer type (*Individual*, *Joint*, *IRA*, *Trust* or *Organization*).
5. In the Base Currency list, select the base currency for the client account.
6. In the Funding Type list, select the type of deposit that will be used to fund client accounts using this template.
7. In the Margin list, select the type of margin account (*Reg T* for a Margin account, *Cash* for a Cash account, *Portfolio* for a Portfolio Margin account or *Guaranteed Dollars and/or Cash Collateral*).

The following screen displays an example of available Trading Permissions for a new broker client template.
**Client Account Templates**

Use this page to create client configuration templates for new client accounts. Client configuration templates let you re-use client information, including customer type, base currency and trading permissions, in multiple client account applications without having to re-enter the information in every application.

Pick template:  
Create...

New template name:  

Customer Type:  
Choose One

Base Currency:  
Choose One

Funding Type:  
Any

Margin:  
Choose One

Products:

<table>
<thead>
<tr>
<th>Country</th>
<th>Stocks</th>
<th>Bonds</th>
<th>Options</th>
<th>Mutual Funds</th>
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<td>(Stock Yield Enhancement Program)</td>
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</tbody>
</table>

< Back  
Continue >
8. Select the trading permissions by clicking the appropriate check boxes, then click Continue.

Note that you use this screen the same way you use the Trading Permissions page in the Manage Account > Trade Configuration > Permissions menu.

9. Complete the Investment Objectives and Intended Purpose of Trading, Investment Experience and Financial Information sections on the next page. You can skip any individual section on this page by clicking the Skip button, or you can omit all of this information from the client account template by clicking Skip All at the bottom of the page. Click Continue to go to the next page, Back to go back to the previous page or Delete to delete the current template.
10. If you chose any Customer Type other than Organization, the next page that opens lets you select the market data subscriber status (Non-Professional or Professional). Click I agree in two places if you selected Non-Professional, then click Continue.

11. Select news and market data subscriptions for the client templates by clicking the appropriate check boxes, then click Continue.

Note that you use this screen the same way you use the Market Data Subscriptions page in the Manage Clients > Fees > Configure menu.

```
<table>
<thead>
<tr>
<th>Separate Data Services</th>
<th>Monthly Fee</th>
<th>Subscribe</th>
</tr>
</thead>
<tbody>
<tr>
<td>- CUSIP (P)</td>
<td>2.00 USD</td>
<td></td>
</tr>
<tr>
<td>- Reuters Fundamentals (explain)</td>
<td>55.00 USD</td>
<td></td>
</tr>
<tr>
<td>- Reuters Basic Newsfeed (explain)</td>
<td>65.00 USD</td>
<td></td>
</tr>
<tr>
<td>- Wall Street Horizons (explain)</td>
<td>20.00 USD</td>
<td></td>
</tr>
<tr>
<td>- Marketwatch Research (explain)</td>
<td>Free</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>REGION/EXCHANGE</th>
<th>COUNTRIES</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>North America</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Cndty (P) (explain)</td>
<td>United States</td>
<td>Subject to Waiver (explain)</td>
</tr>
<tr>
<td>AMEX (P,L1) (explain)</td>
<td>United States</td>
<td>30.20 USD</td>
</tr>
<tr>
<td>AMEX Options (P,L2)</td>
<td>United States</td>
<td>60.00 USD</td>
</tr>
<tr>
<td>Arcabook Eqty. (P) (explain)</td>
<td>United States</td>
<td>Free</td>
</tr>
<tr>
<td>Arcabook Opt. (P,L2) (explain)</td>
<td>United States</td>
<td>60.00 USD</td>
</tr>
</tbody>
</table>
```

12. Enter the client fees on a fee-per-trade basis and interest markups and markdowns that will be associated with this client account template, then click Continue.

13. Verify that all the information in the client template is correct, then click Save.

If any information is incorrect, click Back, then modify the information as required and click Continue until you return to the verification page.

When you begin the process of adding a new client account, you will be able to select your saved client account template.

To modify an existing client account template
1. Click Manage Clients > Create and Link Accounts > Create > Client Account Templates.
2. In the Pick template list, click the existing template you want to modify.
3. Make changes as required, clicking Continue to advance through the pages.
4. Verify that all the information in the client template is correct, then click Save.

To delete an existing client account template

1. Click Manage Clients > Create and Link Accounts > Create > Client Account Templates.
2. In the Pick template list, click the existing template you want to delete.
3. Click Delete, then click OK.

The template is deleted.

Set Up a Client Template with a Custom ID

Many Advisors and Fully Disclosed Brokers collect information from prospective clients on their own websites, and then send a client invitation to complete an electronic application from Account Management. You can create a Client Account Template and add the template application link to your own website and include a custom ID that allows you to match the information in the client's application to the information that you've already collected on your website.

To set up a client template using a custom ID for client applications started on your own website

1. Create a Client Account Template on the Manage Clients > Create and Link Accounts > Create > Client Account Templates page.
2. Send yourself a fully electronic client application invitation:
   - Click Manage Clients > Create and Link Accounts > Create > New, then click the Client Invitation button.
   - Select the Client Account Templates radio button and then select the client account template you created in Step 1. Click Continue.
   - Enter your name and email address, then click Submit. An email containing the link to the client application is sent to you. You can add this link to your website as is for the client to complete the application using the selected Client Account Template.
3. To use a custom ID, add the custom ID to the link to the client application by adding \texttt{&externalID=XXXXXXX} (where XXXXXX is the custom ID) to the end of the link as shown below:

\texttt{https://www.clientam.com/Universal/servlet/formWelcome?partnerID=abctest12&invitation_id=7380044&token=66104&invitedBy=cHN2ZmE0ODA%3D&externalId=1234567}

We will store the custom ID that you provide.

4. We will return the custom ID field along with all the other client data collected in the client application to you as an XML schema via FTP delivery. The data is encrypted and you will have to provide a PGP key to access it.

\textbf{Traders}

The Manage Traders > Traders menu is accessible to Proprietary Trading Group (PTG) STL Master Users and includes the following pages:

- **View** - View a summary of all of your trading sub accounts.
- **Create** - Add authorized traders.
- **Close** - Close sub accounts.

\textbf{Traders}

The Trading Sub Accounts page lets Proprietary Trading Group STL Account Master Users view all current Authorized Trading sub accounts and add Authorized Trading sub accounts, as well as enable and disable dividend reinvestment.

\textbf{Who can access the Trading Sub Accounts page?}

You can access this page if you are a(n):

- Proprietary Trading Group STL Account Master User

\textbf{To view Authorized Trading sub accounts}

1. Click **Manage Traders > Traders > View**.
The Trading Sub Accounts page opens, displaying all sub accounts for authorized traders, including the account name, dividend reinvestment option, account number, username and current status of the account.

2. If the current status of a sub account is “Application in progress,” a link may appear in the Status column that lets you complete the next step in the application process.

3. To create a new sub account, click the Add Trading Sub Account button, then follow the instructions on the screen to fill out the Authorized Trader Information form.

**Authorized Trader**

The Authorized Trader page lets you create sub accounts for authorized traders to access Trader Workstation and manage market data subscriptions in Account Management.

**Who can access the Authorized Trader page?**

You can access this page only if you are a Proprietary Trading Group STL Account Master User.
To add an authorized trader

1. Click Manage Traders > Traders > Create > Authorized Trader.

The Authorized Trader Information page opens.
Authorized Trader Information

Use this page to add a sub account for an authorized trader in your organization.

Name of Authorized Trader
First Name: [ ]
MI: [ ]
Last Name: [ ]
Suffix (e.g. Jr.): [ ]

Date of Birth
Month (MM): [ ]
Day (DD): [ ]
Year (YYYY): [ ]

Residential Address
Street: [ ]
City: [ ]
Street #2: [ ]
State/Province (Use abbreviations for U.S. States e.g. NY for New York): [ ]
Zip/Postal Code: [ ]
Country: [ ]
E-mail Address: [ ]
Re-enter E-mail Address: [ ]

Phone Number(s)
Number Type: [Home]
Country: [Choose One]
Number: [ ]
Use for Messaging: [ ]

Add Additional Number

Citizenship and Identification Number
Country of Citizenship: [Choose One]
If you are a U.S. Citizen or a U.S. resident, please provide your 9-digit Social Security or Tax Identification Number. (Please do not use dashes)
If you are not a U.S. resident, please provide one (1) of the following numbers and the country that issued the number. (Please do not use dashes)
Passport No.: [ ]
Driver's License No.: [ ]
National Identity Card No.: [ ]
Alien Identification (Green Card) No.: [ ]
Country of Issuance: [Choose One]

As part of the account application process, you will be required to provide a copy of the passport, national identity card, driver's license or alien identification card (Green Card) that includes the number provided above and the photograph and date of birth of the person for whom it was provided.

Select Username and Password
Type a nine character username with six alphabetic characters and three different numeric characters. The first character must be alphabetic.
Username: [mcatee565]

Type a six- to eight-character password with at least one number and no spaces. Record this password in a secure location for future use, as it will not be shown again.
Password: [ ]
Confirm Password: [ ]

Note that the username and password entered above are for the use of the Authorized Trader only and not to be used for your own account.
2. Enter all required information, then Continue.

   The Trader added page opens, which confirms your request and contains a link to the Trader Authorization Form.

3. Click Trader Authorization Form.

4. Read the form carefully, then sign the form by typing your name in the field provided.

5. Click Continue.

**Close Account**

Broker Master Users and Proprietary Trading Group STL Master Users use this Close Account page to submit a request to close a non-disclosed client account or sub account. If you have one or more open client/sub accounts, your request to close your account will not be processed until all client/sub accounts are closed.

For USD-based accounts, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, you will have the opportunity to select one. If you do not have any ACH bank instructions, we will issue a check to your U.S. mailing address on file. For all non-USD based accounts, we will issue a wire based on the banking instruction on file.

These instructions describe how to use the Close Account page in Account Management. The instructions on the Close Account page summarize the steps that you must take to close your account. For a more detailed description of the account closure process, see How to Close Your Account.

**Who can access the Close Account page in the Manage Clients menu?**

You can access this page if you are a(n):

- Broker Master User (fully disclosed and non-disclosed client accounts)
- Proprietary Trading Group STL Master User

**To close an account from Account Management**

1. Click Manage Clients > Create and Link Accounts > Close. Proprietary Trading Group STL Master Users click Manage Traders > Close.
2. If you have a master account, use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the client or sub account you want to close.

You must close all client accounts that you manage before you can close your own account.

3. Read the instructions on the page carefully. If your account is USD-based, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have more than one ACH bank instruction on file, select the one you want to use from the drop-down list.

If you do not have an ACH bank instruction on file, we will issue a check. Verify your US mailing address displayed on the screen.

4. Specify the reason you are closing your account by clicking the appropriate check boxes.

5. Click Submit.

6. Click Cancel on the next page if you change your mind and do not want to close the account.

The Close Account page will display the status of your request.

Close a Non-Disclosed Broker Client Account

Complete the following steps to close a non-disclosed broker client account. Note that for USD-based accounts, we will initiate an ACH transfer based on an ACH bank instruction you have on file. If you have
more than one ACH bank instruction on file, you will have the opportunity to select one. If you do not have any ACH bank instructions, we will issue a check to your U.S. mailing address on file. For all non-USD based accounts, we will issue a wire based on the banking instruction on file.

1. **Liquidate or Transfer Positions**
   Accounts with positions cannot be closed. You must either liquidate, or transfer all positions to another brokerage firm. Please contact your broker for transfer instructions.
   
   To check your positions, log in to Account Management and select **Reports > Activity**. View your latest statement to verify that all positions have been liquidated or transferred.

2. **Convert Foreign Currencies**
   Closing withdrawals may only be made in your base currency. You must convert any foreign currency you may hold back to your account's base currency. The conversion can be processed using the FXTrader in our desktop trading platform. If you need assistance with the conversion process please contact our Trade Desk.

3. **Verify Bank Wire Instructions**
   For all non-USD based accounts, we will issue a wire based on the saved bank information (instruction) on file. If you do not have any saved bank information (instruction) for a Wire Withdrawal, create one.

4. **Cancel Market Data Subscriptions**
   You need to cancel your market data subscriptions when you close your account.
   
   To cancel subscriptions, log in to Account Management, then select **Manage Account > Trade Configuration > Market Data**. Deselect checkboxes to cancel your subscriptions, then click **Continue**.

5. **Return Secure Login Device**
If you participate in the Secure Login System, you must return your secure login device. Cash balances will be reduced by the cost of the device (between USD 20 and USD 150 depending on device) until the secure login device is returned.

For more information regarding how to return the device please contact our Technical Assistance Department or visit our web site:
http://ibkb.interactivebrokers.com/node/975

6. IRA Accounts Withdrawals
IRA account holders will need to complete an IRA Withdrawal on the Funding > Fund Transfers page in Account Management and specify the type of withdrawal for government tax reporting purposes.

7. Ensure Recent Deposits Have Cleared
All recent deposits, such as ACH, check and wire transfers, must have time to clear according to the Customer Deposit Credit and Hold Periods policy before your request to close your account can be honored.

8. Check Statements and Tax Forms
To access activity statements and tax forms, log in to Account Management and open the Reports menu.

This information will only be available for a limited time after your account is closed. You will need to save your username and password for future access to statements.

9. Close Account

1. After you have completed all of the previous steps, log in to Account Management and select Manage Clients > Close Account.

For USD-based accounts only, we will initiate an ACH transfer if you have an existing ACH bank instruction. If you have more than one ACH bank instruction, select the ACH bank instruction you wish to use from the drop-down list on the Close Account page.
For USD-based accounts only, if you do not have an existing ACH bank instruction, you can either create one in Account Management on the Fund Transfers page, or we will issue a check to your U.S. mailing address on file. In the latter case, confirm that we have your correct U.S. mailing address by checking the address displayed on the Close Account page.

To make changes, open the Profile page in Account Management by selecting Manage Account > Account Information > Details.

2. Specify the reason you are closing your account by clicking the appropriate check boxes.
3. Click the Submit button to submit your request.

Your account will be held open for three months after you receive your closing withdrawal to collect any possible future fees, dividends, interest, or corporate actions. After that time, your account will be closed permanently.

4. Check back to see if any balance has been created on future statements.
5. You can view the status of your request to close your account by logging in to Account Management and selecting Manage Clients > Account Closure Status.

If the above criteria are not met, our system will be unable to process your account closure request. Inactivity fees will continue to be deducted from an account until the above steps are completed, including the return of any Secure Login System device. Also note that funds held to secure the return of the security device may not be withdrawn until the device has been returned, and will be applied to meet any inactivity or market data fees.
Account Closure Status

The Closure Status page lets Non-Disclosed Brokers who have submitted requests to close a client’s account view the status of their request.

To check the status of account closure request

1. Login into Account Management. Note that Account Management for closed accounts displays an abbreviated menu.
2. Click Manage Clients > Accounts > Close Account.
   The Closure Status page displays.
   Any pending or outstanding items required to close your account are displayed on the screen.

Client Fees

The Client Fees menu gives advisors and brokers access to client fee schedules. The following pages are included in the Client Fees menu:

- Configure Fees - Advisors and Brokers use this page to set up client fees.
- Invoicing - Advisors and Brokers use this page to submit daily fee invoices for multiple client accounts, view and update pending invoices and review invoices. Advisors can also reimburse fees to clients.
- Templates - Advisors and Brokers use this page to create and edit client fee templates.
- Markup Summary - Displays a commission markup summary for broker client accounts.
- HFCIP Fees - Advisors can charge client fees based on clients' investments in Hedge Funds available through our Hedge Fund Marketplace.

Advisor Client Fees

Advisors can charge the following types of fees to their clients:

- No fee - The advisor does not charge a client fee.
- Client fees - A calculated advisor fee is automatically billed to the client's account with blanket client authorization using one method or a combination of several methods:
- Annualized Percentage of Net Liquidation Value, with posting frequencies of daily, monthly or quarterly
- Annualized Flat fee, with posting frequencies of daily, monthly or quarterly
- Percent of Profit and Loss (P&L). The maximum percent of P&L that you can charge for either period is 35%.
- Fee per trade - For non-US advisors and commodity-registered advisors in the US and US protectorates (futures only). Note that you cannot select fee per trade for Money Managers.

Advisors can also submit electronic invoices in Account Management for client fees.

**Broker Client Fees**

Brokers can set individual fee schedules that apply to specific client accounts or create fee schedule templates and apply them to one or more client accounts.

Brokers can charge the following types of fees to their clients:

- Minimum and maximum fee per trade
- Ticket charge per trade
- Client markups
- Absolute fees for specific products and exchanges
- Regulatory and exchange fees (pass-through fees)
- Interest markups and markdowns

Brokers can also submit electronic invoices in Account Management for client fees.

**Advisor Client Fees**

Professional Advisors can charge fees to their clients for services rendered using one of the methods described below.

The information in this topic also applies to Multiple Fund Investment Managers with Separately Managed Accounts (SMAs). These Fund Investment Managers can charge the same types of fees to SMAs in their account structure as Advisors can charge to their advisor clients.
All advisor client fees are set up on the Manage Clients > Fees > Configure page in Account Management.

**No Fee** - An advisor chooses not to charge his or clients a fee for services rendered.

**Client Fees** - A calculated fee is automatically billed to the client’s account with blanket client authorization. Be aware that client fees are subject to certain caps and limitations.

Advisors can choose one of several methods of calculating client fees:
- Annualized Percentage of Net Liquidation Value, with posting frequencies of daily, monthly or quarterly
- Annualized Flat fee, with posting frequencies of daily, monthly or quarterly
- Percent of Profit and Loss (P&L). The maximum percent of P&L that you can charge for either period is 35%.
- Fee per trade unit - Not available for US or US protectorate legal residents due to regulatory restrictions, with the exception of US commodity-registered advisors, who are allowed a fee-per-trade schedule for futures.

For Forex fee per trade unit, the mark-up is calculated on the second currency of an FX pair, so for example, if a client trades in EUR.USD, the markup is based on the USD and not the EUR.

**Invoicing** - Advisors can submit electronic invoices for client fees on a monthly or quarterly basis by entering a maximum amount, a maximum percentage of the amount of a client account’s net asset value to be invoiced, or both. Invoices can be submitted for up to ten clients at a time, but only one invoice can be submitted per client account per day. Advisors can also upload a .csv file that contains multiple client invoices.

[Click here for client fee examples.](#)

Regardless of the method chosen, advisors determine the fees at the time of the client’s registration, and can modify them at any time. Advisor clients are required to acknowledge any fee increase with a signature.

In addition to the advisor client fees specified, We will charge our normal commissions to the client.
Fee Reimbursement

Advisors can reimburse fees to client accounts. Twelve months of fees are eligible for reimbursement, up to a maximum (net of any prior rebate) of 50% of the trailing 12 months. The following additional rules apply to client fee reimbursements:

- A rebate of fees increases the fee caps and are reflect as such in reports.
- Fee reimbursements are processed as a simultaneous debit to the Advisor Master account and a credit to the client account.
- If the Master account does not have the sufficient funds to satisfy the fee reimbursement, the fee reimbursement request will fail.

Advisors can submit and review fee reimbursements on the Client Invoicing page.

Charge Commissions and/or Client Fees to the Advisor Master Account

Advisors can elect to charge commissions as well as minimum monthly fees, market data and research fees to their own Master account instead of to their client accounts. Advisors can make these elections for individual client accounts on the Configure Fees page.

Client Fee Templates

Client fee schedules are stored as templates. As an advisor, you can configure fees for one or more client accounts, or set up client fee schedules in templates, then assign the templates to client accounts. The use of templates allows you to easily maintain different fee schedules for multiple client accounts.

For more information, see Client Fee Templates.

Overview of Advisor Client Fees

With advisor client fees, a calculated fee is automatically billed to the client’s account with blanket client authorization using any of the following in any combination:

- Fund Investment Managers with Separately Managed Accounts (SMAs) can also configure fees based for their SMA accounts.

See examples of advisor client fees below.

Percent of Net Liquidation Value
Enter this as an annualized percentage, applied on a daily, monthly or quarterly basis.

**Note:** Check Blended to charge a blended or unblended rate based on up to five ranges of your client's Net Asset Value (NAV).

**Flat Fee**

Enter this as an annualized amount, applied on a daily, monthly or quarterly basis (apportioned by 252 days).

**Percent of P&L**

A fixed percent is applied to the mark-to-market P&L (positive or negative) at the end of each period. Any changes made to the specified percent during a period will only be applied on a forward looking basis and will not be applied retroactively.

If you do make changes during a period, we break the period into two pieces and apply fees accordingly. If at the end of the billing period the accumulated fee calculation is negative, no fee will be charged. Two periods may be specified for this calculation:

- Quarterly as of 3/31, 6/30, 9/30, and 12/31. Fees will be posted 10 days after the close of a quarter.
- Annually as of 12/31. Fees will be posted 10 days after the close of the year.

For the purpose of calculating performance fees, P&L on FX trades is included solely on the dates at which the position is either open or closed and excludes the effect of any exchange rate fluctuations between those dates. On the open and close dates, P&L is calculated based upon the difference between the trade price and the end of day conversion rate.

**Fee per trade unit (shares, contracts, %) - Specified by currency/asset class**

Advisors can set a fee per trade unit as one of the following:

- An absolute markup over and above our standard commissions.
- A percentage of our standard commission.
- An absolute amount, from which our standard commissions will be subtracted.

Fee per trade unit is not available for US or US protectorate legal residents due to regulatory restrictions, with the exception of US commodity-registered advisors, who are allowed a per-trade schedule for futures.
The following rules apply to advisor client fees per trade:

Fees per trade unit may not exceed 15 times our commissions.
No fee per trade will be applied if the client calls us to close a trade.
When entering a fee per trade, an advisor must also enter a minimum fee per trade that cannot exceed the following limits:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Minimum Fee Per Trade Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td>25</td>
</tr>
<tr>
<td>EUR</td>
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</tr>
<tr>
<td>CHF</td>
<td>30</td>
</tr>
<tr>
<td>CZK</td>
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<tr>
<td>KRW</td>
<td>20000</td>
</tr>
<tr>
<td>AUD</td>
<td>30</td>
</tr>
</tbody>
</table>

Futures and Futures Options Fee per Trade Unit may only be entered by currency and not product.
A global fee schedule is not applied to all client accounts by default, but may be copied from memory to make input of new client schedules easier.

**Automatic Invoicing - Setting Maximum Invoicing Amounts or Percentage Caps**
When you configure client fees, you can include a maximum invoicing amount, a percentage cap or both on a monthly or quarterly basis. You can charge up to a maximum percentage annually. We calculate the daily equivalent of that limit by multiplying the maximum annual rate by the value of your account at the end of each business day of the previous month or quarter and dividing that by the average number of business days per year. The sum of those daily values over the course of the month or quarter is the maximum amount you can charge for that month or quarter.

You can set an amount or a percentage cap or both. If you set both the amount and the percentage cap, we will use the lower of the two amounts as the amount to be charged.

For percentage cap, we look back on the prior period to calculate the fee limit, while amount looks at the current period.

\[(\text{Fee Cap} \% \times \text{Ending Client NAV}) / 252\]

where 252 is the average number of business days in a year.

For example:

If a client account is configured for a maximum invoicing amount of 500 USD on a monthly basis and you log into Account Management to submit an invoice for the client in July, the total amount processed in July cannot exceed 500 USD. You can submit multiple invoices but the total cannot exceed 500 USD for the month.

If a client account is configured for maximum invoicing amount of 1000 USD on a quarterly basis and you log into Account Management to submit an invoice for the client in July, the total amount processed between July and September cannot exceed 1000 USD. You can submit multiple invoices but the total cannot exceed 1000 USD for the quarter.

If a client account is configured for percentage cap on a monthly basis and you log into Account Management to submit an invoice for the client in April, the available fee amount is based on the client’s daily NAV for March. You can submit multiple invoices but the total cannot exceed the limit for the period.

If a client account is configured for percentage cap on a quarterly basis and you log into Account Management to submit an invoice for the client in November, the available fee amount is based on the client’s daily NAV from July to September. You can submit multiple invoices but the total cannot exceed the limit for the period.
If a client account is configured for both a maximum invoicing amount and a percentage cap, we calculate both and use the lower of the two amounts.

To view the amount of fees that you can deduct from the client, select Manage Clients > Fees > Invoicing and look at the Available Fees column.

**Monthly/Quarterly Invoicing**

Before you can submit electronic fee invoices for client accounts, you must first configure Invoicing for the account(s) on the Client Fees page in Account Management. You must specify an amount or percentage cap on a monthly or quarterly basis, then calculate the markup and submit an electronic invoice for each client account at any time, up to the specified limit. The invoice amount will be automatically transferred from the client account to the advisor account. Invoices submitted prior to 5:30 (17:30) PM EST will be processed by us the same day (U.S. night) and appear on that day’s statements. Invoices submitted after 5:30 (17:30) PM EST will be processed by us on the next business day. You can submit invoices for up to ten clients at a time, but only one invoice per client account per day.

For more information on electronic invoices, see Advisor Invoicing.

**High Water Marking**

Advisors who select Percent of P&L as the basis of their client fees can apply High Water Marking to the billing period client fees to offset periods of losses in a volatile market. For more information, see High Water Mark Setup.

**Performance Fee**

Advisors who select a threshold set a static number or index/benchmark as a performance fee on an annual or quarterly basis. Your client’s performance must exceed the threshold for the fee to be assessed to the client.

For example, if the Advisor charges an annual performance fee of 20% and sets a 10% threshold, he/she would not be paid a fee if the client account’s annual money weighted return is less than or equal to 10%. If the account’s return for the year was 50%, the FA will receive a 20% performance fee on the excess return. (20% of (50%-10%)).
Caps and Limitations

Client fee schedules and electronic invoices are subject to the following limitations and caps. See the Advisor Fees page on our website for more details on caps.

Markups for advisors are limited to three times the IB commission if the client has an account balance of less than 25,000 USD.
Advisors fees are not deducted from client accounts with balances below 3,000 USD.

Examples

Percent of Net Liquidation Value

Description:
Percentage of Net Liquidation Value entered as an annualized percentage, applied on a daily basis (252 business days are applied in this calculation method).

Assumption:
You specify 5% of Net Liquidation Value as an annualized percentage, and your client’s previous day ending-equity is $100,000.

Calculation:
Your advisor client fees for the given day will be: 5%*$100,000/252=$19.84.

Flat Fee

Description:
Flat fee entered as an annualized amount, applied on a daily basis (apportioned by 252 days).

Assumption:
You specify $1,000 as an annual flat fee for your client.

Calculation:
Your advisor client fees daily payment will be: $1,000/252=$3.97.
Percent of Annual P&L

Description:
Percentage of Annual Positive P+L entered as an annualized percentage, applied on an annually basis as of 12/31.

Assumption:
You specify 20% of annual positive P+L as your advisor client fees, and you made $50,000 in P+L for your client for that year.

Calculation:
Your advisor client fees would be: $50,000*20%=$10,000.

Percent of Market-to-Market P&L

Description:

Assumption:
As an example, if you specify 2% of Market-to-Market P+L, you made $50,000 in P+L for the last quarter.

Calculation:
Your client will be charged $50,000*2%=$1,000 for the quarter.

Configure Advisor Client Fees

Advisors configure client fee schedules on the Configure Fees page. Use the Configure Fees page to:

- View and sort all client accounts.
- Select one or more client accounts, then view (and if necessary, modify) the current fee schedule for those accounts.
- Select one or more client accounts, then configure and apply a fee schedule to those accounts.
Select one or more client accounts, then apply a previously saved client fee template to those accounts.

Fund Investment Managers with Separately Managed Accounts (SMAs) can also configure fees for their SMA accounts.

To configure client fees

1. Click Manage Clients > Fees > Configure. Fund Investment Managers with SMA accounts click Manage Funds > Fees > Configure.

   The Configure Fees page opens.

   - If necessary, use the Smart Search field to find client accounts by Account ID, Account Alias or Account Title. Type in the Search field; as you type, the list is reduced to display only those accounts that match your entry.
   - If you have a large number of client accounts, you can sort the list by any column heading, including Account Number, Account Alias, Account Name, Date Opened and Template. Simply click the arrows next to a column heading to sort the list by that heading.

2. Select one or more client accounts by clicking the check box next to each one, then click View/Configure Fees.

   The page displays the fee schedule currently assigned to the selected client accounts, or displays a blank fee schedule if you have not yet assigned one to the selected accounts.
3. Enter client fees in the fields provided:

- To charge no fee at all, click the **No Fee** check box. You can also select this option if you intend to bill your clients directly without using Account Management to configure the client's fees.
- Enter client fee amounts and select invoicing caps in any combination as desired. For details on client fees, see [Overview of Advisor Client Fees](#).
- For Annualized Percentage of Net Liquidation or Annualized Flat Fee, enter a percentage or amount and then select the frequency with which the percentage or flat fee is to be applied (Daily, Monthly or Quarterly).
  - Advisors can also charge a blended rate for up to five NAV ranges with a corresponding fee percentage.
- For Percentage of P&L, click the check box and then click the blue pencil icon to choose between percentage of annual or percentage of quarterly P&L.
- For Fee per trade unit, click the check box and then click the blue pencil icon to charge clients for services rendered based on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section as needed to set fees per trade.

**Note:** Fee per trade unit is not available for US or US protectorate legal residents due to regulatory restrictions, with the exception of US commodity-registered advisors, who are allowed a per-trade schedule for futures.

- To enter automatic invoicing, type the maximum invoice amount in the Amount field, enter a percentage cap (maximum percentage) on the amount of a client account's Net Asset Value to be invoiced in the Cap field, and select Monthly or Quarterly (how often the invoice amount will be...
charged). You can set both amount and percentage cap or just the cap; we apply the lower of the two. To view the amount of fees that you can deduct from the client, select Manage Clients > Fees > Invoicing and look at the Available Fees column. For details on automatic invoicing, see Overview of Advisor Client Fees.

- To charge all commissions for a client account to your Advisor account, click the Commissions check box. If the Advisor Master account balance is below $1000 when the commissions need to be posted, then the commission will be charged to the client account.
- Minimum monthly fees, IRA account fees and market data and research fees are charged to client accounts by default. To charge these fees to your Advisor account for a client account, click the Other Fees check box.

4. If you checked the pencil icon for Blended in the Annualized Percentage of Net Liquidation field, a window opens that lets you select and enter annualized fee percentages on up to five ranges of your client's Net Asset Value (NAV). The total blended rate is the sum of the fee amount for each range up to the client's current NAV.

5. If you selected Percentage of P&L, a window opens that lets you select and enter values for either Percentage of Annual P&L or Percentage of Quarterly P&L. As soon as you enter a value in either of
these fields, the High Water Marking option appears. Click **Continue** when you are done. For more information, see [High Water Mark Setup](#).

The maximum percent of P&L that you can charge for either period is 35%.

6. If you selected Fee per trade unit, a window opens letting you configure client fees on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section.
For Forex fee per trade unit, the mark-up is calculated on the second currency of an FX pair, so for example, if a client trades in EUR.USD, the markup is based on the USD and not the EUR.

Expand and collapse each section as needed to set fees per trade as described below:

- To set a ticket charge, enter the amount in the Ticket Charge field for each desired product/currency. Remember that you cannot enter both a minimum fee per trade AND a ticket.
charge for a single product/currency.

- To set a minimum fee per trade, enter the amount in the Min field for each desired product/currency. Remember that you can set the minimum fee per trade for all products and currencies.
- To set a maximum fee per trade, enter the amount in the Max field for each desired product/currency. Remember that you can set the maximum fee per trade for all products and currencies. Check the box under the Max column to configure maximum per order fee as percent of trade value.
- To set an absolute markup amount for a product, enter the amount in the Absolute Markup field for the desired product/currency. If you set this amount for a product/currency, you cannot set the Percent Markup or Absolute Amounts for the same product/currency. For example, to set a client fee of $1.00, enter 1.00 in the Absolute Markup field for the desired product/currency. Note that this client fee is in addition to our commission.
- To set a markup percentage, enter the percentage amount without the decimal amount. (enter it as a whole number) in the % Markup field for the desired product/currency. For example, entering 100 indicates a 100% markup. If you set this amount for a product/currency, you cannot set the Absolute Markup or Absolute Amounts for the same product/currency. For example, to set a client fee of 25% of our commission, enter 25 in the % Markup field for the desired product/currency. Note that this client fee is in addition to our commission.
- To set absolute fees in a tiered schedule by volume level (also called Absolute Tiered Commissions), for each desired product/currency, enter the fee amount for each of the three tiers (Fee#1, Fee#2 and Fee#3 fields), then enter the volume level at which the fee changes in each of the three tiers (Vol#1, Vol#2 and Vol#3 fields). Note that Absolute Tiered Commissions include our commission.

Check the Unit column for the specific product/currency. You must enter absolute fees in the same units specified in the Unit column for that product/currency. For example, if the Unit column displays a percent sign (%), be sure to enter the percentage and not the absolute dollar amount.

For example, suppose you want you wanted to charge 0.4% for up to 500 shares, 0.3% for up to 1,000 shares, and 0.2% above 1,000 shares of GBP stocks. You would enter 0.4 in the Fee#1
field, 500 in the Vol#1 field, 0.3 in the Fee#2 field, 1000 in the Vol#2 field, and 0.2 in the Fee#3 field. In this example, you would leave the Vol#3 field blank.

Very small numbers may be displayed in E notation.

- Broker Master Users can set absolute amounts for products and specific exchanges. To do this, scroll down the list of products and enter the amount in the field next to the desired product or exchange in the applicable currency. You can also enter absolute fees in a tiered schedule as described in the previous bullet.

- To specify that all regulatory and exchange fees be added to an Absolute Tiered Commission schedule, click the check box for the desired product/currency.

6. To specify interest markups or markdowns for a specific currency:

- Click the Pay Client No Credit Interest check box to pay all credit and short proceeds credit interest to the broker.

- In the Credit Markdown field, enter a percentage amount to be subtracted from the credit interest paid and given to the broker.

- In the Debit Markup field, enter a percentage amount to be added to the debit interest. The maximum markup is 1%.

- In the Short Credit Markdown field, enter a percentage amount to be subtracted from the short proceeds credit interest paid and given to the broker.

- Specify credit markdowns and debit markups for interest associated with long and short CFDs and long and short index CFDs in the fields provided.

7. Click **Continue**.

A confirmation page appears.

8. Click the PDF icon to print the fees schedule for your records or for your client signature, then click **Continue**.

**To apply a previously saved client fee template to selected accounts**

1. Click **Manage Clients > Fees > Configure**.

The Configure Fees page opens.
2. Select one or more client accounts by clicking the check box next to each one, then click View/Configure Fees.

3. Select a template from the Template drop-down, then click the Apply Template button.

4. Click Continue at the bottom of the page.

**High Water Mark**

Advisors and Fund Investment Managers with SMA accounts who select Percent of P&L as the basis of their client fees can apply High Water Marking to the billing period client fees to offset periods of losses in a volatile market. Advisors cannot charge a profit-based fee as long as a cumulative loss exists. You set up High Water Marking on the Client Fees page when you select Percentage of P&L as client fee method.

High Water Marking lets you:

- Specify a look-back period (in quarters or years, based on the period selection in the Percent of P&L fee schedule).

High Water Marking keeps track of cumulative losses per billing period within the specified look-back period. A loss in any period will be added to the look-back period’s cumulative losses. A gain in any period will decrease the cumulative loss recorded to date. By default, the look-back period is zero, which means High Water Marking will not be in effect.

Prorate for withdrawals. If an advisor chooses to prorate, withdrawals in the current period reduce any cumulative losses that are carried over from previous periods. The losses are reduced in proportion to the percentage of equity that was withdrawn.

Note that current period losses are never adjusted by current period withdrawals, gains are not prorated and deposits are not used to prorate losses.

Optionally initialize High Water Marking with previous periods' losses by entering the amount of the losses. These losses may have been incurred for the client in another account or with another broker. Gains are applied to the oldest losses first.

High Water Marking is effective on the day we process the approved client agreement.
High Water Mark Example

The following example shows how losses are offset after two periods.

<table>
<thead>
<tr>
<th>Period</th>
<th>Ending Equity</th>
<th>Deposits</th>
<th>Actual P&amp;L</th>
<th>Gains</th>
<th>Period Loss</th>
<th>P1 Loss</th>
<th>P2 Loss</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0</td>
</tr>
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<td>0</td>
<td>-100</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
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<td>0</td>
</tr>
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<td>10</td>
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<td>0</td>
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</tr>
<tr>
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<td>0</td>
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<td>10</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

The following list describes the example period by period.

1. Period 1: Loss of 100 is added to the cumulative losses.
2. Period 2: The gain of 20 is applied to the 100 loss from period 1. This leaves a loss of 80 that needs to be recovered before advisor client fees are applied.
3. Period 3: Loss of 10 is added to the list of cumulative losses.
4. Period 4: The remaining loss of 80 from period 1 is dropped. The loss of 10 from period 3 is carried over. The gain of 10 is applied to the loss from period 3.

5. Period 5: There are no losses carried forward. The gain of 10 is subject to incentive fees.

6. Period 10: The loss of 150 is added to the list of cumulative losses

7. Period 11: The gain of 10 is applied to the period 10 loss, leaving a 140 loss that needs to be recovered

8. Period 12: The gain of 10 is applied to the period 10 loss, leaving 130 of the original 150 loss.

9. Period 13: The loss from period 10 is dropped. The gain of 10 is subject to incentive fees.

`Setting Up High Water Marking`

Advisors who select Percent of P&L as the basis of their client fees can apply High Water Marking to the billing period client fees to offset periods of losses in a volatile market. Advisors cannot charge a profit-based fee as long as a cumulative loss exists. You set up High Water Marking on the Client Fees > Configure page when you select Percentage of P&L as the client fee method.

Fund Investment Managers with Separately Managed Accounts (SMAs) can also apply High Water Marking to fees for their SMA accounts.

**To set up High Water Marking**

1. Click **Manage Clients > Fees > Configure**. Fund Investment Managers with SMA accounts click **Manage Funds > Fees > Configure**.

   The Configure Fees page opens.
If you have a large number of client accounts, you can sort the list by any column heading, including Account Number, Account Alias, Account Name, Date Opened and Template. Simply click the arrows next to a column heading to sort the list by that heading.

2. Select one or more client accounts by clicking the check box next to each one, then click View/Configure Fees.

The page displays the fee schedule currently assigned to the selected client accounts, or displays a blank fee schedule if you have not yet assigned one to the selected accounts.

3. Select the Percentage of P&L check box. The Percentage of P&L options window opens.
4. Select the check box for either **Annual P&L** or **Quarterly P&L**, then enter a percentage in the field provided.

You can set up High Water Marking for both annual and quarterly P&L if you are using both as the basis of your billing of client fees.

The High Water Mark Setup check box appears.

5. Select the **High Water Setup** check box. The High Water Mark setup fields appear.

You set up High Water Marking separately for annual- and quarterly-based P&L fees.

The following image shows the High Water Mark setup fields for both annual and quarterly-based P&L fees.
6. Enter the following information:

- **Quarters/Years** - Specify the number of look-back periods (in quarters or years, based on the period selection in the Percent of P&L fee schedule).

**Note:** If you are setting up High Water Marking for annual P&L, you can leave the Years field blank for perpetual look-back. Enter 0 in this field for no look-back.

- **High Water Marking** keeps track of cumulative losses per billing period within the specified look-back period. A loss in any period will be added to the look-back period’s cumulative losses. A gain in any period will decrease the cumulative loss recorded to date. By default, the look-back period is zero.

- **Prorate** - Select Yes to prorate or No if you do not want to prorate. If you choose Yes to prorate, withdrawals in the current period reduce any cumulative losses that are carried over from
previous periods. The losses are reduced in proportion to the percentage of equity that was withdrawn.

Current period losses are never adjusted by current period withdrawals, gains are not prorated and deposits are not used to prorate losses.

- Previous Losses - Initialize High Water Marking with previous periods’ losses by entering the amount of the losses for one period. Click the Add link to add losses from additional previous periods.

7. Click **Generate PDF for Current Fees** to create a PDF file containing your current advisor client fee schedule.

Your High Water Marking setup will be effective on the day we process the approved client agreement.

8. Click **Continue**.

Your modified client account fee schedule is displayed. Note that very small numbers may be displayed in E notation.

**Advisor Fee Cap Formulas**

\[
\text{Available Fee Cap Limit (Period X)} = (R \times \text{Average Equity (Period X)}) - \text{Amount Paid (Period X)}
\]

If Available Fee Cap Limit for any period is negative, no advisor fee will be charged.

Period X = 12 30-day cumulative periods over the last 360 days. If an account has been opened less than 360 days, all the even 30-day periods up to the time the account has been opened will be included. Or the Period X will be the exact number of days the account has been opened.

\[
R \text{ (Period X)} = ((0.252/360) \times \text{Number of Days})^{1/2}
\]

Available Equity = Average Equity over Period X

Amount Paid = Advisor Fees paid over Period X

For example, you have the client account open for one month* and the average equity for this account over a month is $10,000. You charged $50 as advisor fees for that month. Your available fee cap would be:
[((0.252/360)*30)1/2*$10,000-$50=$671.69

*30 days is used for this calculation.

**Client Authorization**

Whenever an advisor or a Multiple Fund Investment Manager with an SMA account submits a new client fee schedule or modifies an existing client fee schedule, the client must provide authorization as described below.

**To obtain authorization from an existing advisor client or SMA**

1. Submit a new or modified fee schedule for the existing client on the Client Fees page in Account Management.
2. Obtain the client's authorization in any of the following ways:
   - Print the fee schedule, have it signed by your client, and return it along with a current Government issued ID (passport, driver's license, etc.) to us for activation.
   - Click the **Generate PDF for Current Fees** button at the bottom of the Client Fees page to print it, then send to your client for signature. Your client can then send the signed PDF directly to us for activation at the address/Fax number indicated on the form.
3. If the client does not want to submit the PDF, he or she can log into Account Management and provide authorization online in the Pending Items section on the Account Management Home page.

**To obtain authorization from a new advisor client or SMA**

An advisor or Fund Investment Manager obtains authorization from a new client/SMA account as part of the client account invitation process, which begins on the Manage Clients/Funds > Accounts > Create > New page:

- Fully Electronic: The advisor or Fund Investment Manager specifies the monthly or quarterly limit and sends the invitation to their client(s). The client reviews and accepts the invitation electronically.
- Semi-electronic: The advisor or Fund Investment Manager completes the fees section of the account application PDF by selecting the appropriate fee methodology (Monthly or Quarterly Invoicing) and specifying the limit. The advisor or Fund Investment Manager then prints the completed account applic-
Advisor Client Invoicing

The Invoicing page lets you submit advisor-calculated daily fee invoices for multiple client accounts, view and update pending invoices and review invoices processed in the past seven days. Invoices submitted prior to 5:30 (17:30) PM EST will be processed by us the same day (U.S. night) and appear on today’s statements. Invoices submitted after 5:30 (17:30) PM EST will be processed by us on the next business day. You can upload a .csv file that contains invoices for multiple clients or submit invoices for ten clients at a time using the form on the page, but only one invoice per client account per day. You can also reimburse fees to your clients.

Who Can Access the Invoicing Page?

You can access this page if you are a(n):

- Advisor Master User Individual
- Advisor Master User Organization
- Multiple Fund Investment Manager with at least one Separately Managed Account (SMA)

Before you can submit fee invoices for client accounts, you must first configure fees and invoice caps for the account(s) on the Client Fees page.

Advisors can also reimburse fees to clients on the Advisor Invoicing page. See Advisor Fee Reimbursements for detailed information.
To submit a fee invoice for client accounts

1. Click **Manage Clients > Fees > Invoicing**. Fund Investment Managers click **Manage Funds > Fees > Invoicing**.
   The Invoicing page opens.

   ![Invoicing](image)

   - To create new fee invoices for your client accounts, click **Submit New Invoices**.
   - To review, update and cancel pending invoices, click **Review Pending Invoices**.
   - To configure notifications, click **Configure Invoice Notifications**.
   - To view the status of submitted invoices including error messages, click **View Status**.

   ![Submit New Invoices](image)

   ![Review Pending Invoices](image)

   ![Configure Invoice Notifications](image)

   ![View Status](image)

   ![Advisor Fee Reimbursements](image)

   - This section is intended to allow advisors to reimburse their clients for prior invoices.

   - To submit new fee reimbursement requests for your client accounts, click **Submit Fee Reimbursements**.
   - To review, update and cancel pending fee reimbursement requests, click **Review Pending Fee Reimbursements**.
   - To view the status of submitted fee reimbursement requests including error messages, click **View Status**.

   ![Submit Fee Reimbursements](image)

   ![Review Pending Fee Reimbursements](image)

   ![View Status](image)

2. Click **Submit New Invoices**.
   The page displays information about entering invoices.
If you are using Money Managers to trade for client accounts, the page looks like this:
3. Enter invoices for each client account as follows:

- Select a client account from the Client Account list. The Limit and Currency fields are automatically filled with the information you entered on the Client Fees page.
  - If you are an Advisor using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.
- In the New Fees field, enter the amount of the invoice fee.
- Enter an optional note in the Memo field.
- Click the Add link in the Action column.

The fee request (alone or combined with previously requested fees) cannot exceed the fee limit per period which you defined on the Client Fees page. The Requested Fees field shows the fees requested for the period to date.

The invoice is added to the list and a new invoice row is added to the table.
4. Continue adding fee invoices as required.

5. Click Remove in the Action column to remove any invoices from the list before you submit the request.

6. When all fee requests have been added, click Continue to submit your advisor invoicing request.
   
   Click Cancel to cancel the operation.

7. A summary of your invoice requests opens. Click Confirm to confirm your request.
   
   Click Cancel to cancel the operation.

8. On the next page, click Print to print a copy of the invoices.

To view, update or cancel pending invoice requests

1. Click Manage Clients > Fees > Invoicing. Fund Investment Managers click Manage Funds > Fees > Invoicing.

   The Invoicing page opens.
2. Click **Review Pending Invoices**.

3. Select the account for which you want to view pending fee invoices from the Account list. The Limit and Currency fields are automatically filled for you.

   If you are an Advisor using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.

4. Select the month and year of the pending fee invoice from the Month-Year list.

5. You can update fee invoices that have been submitted but not yet processed. To update the fee invoice, enter the new fee in the New Fee Request field, then click **Confirm**.

6. To cancel a pending fee invoice request, enter 0 in the New Fee Request field, then click **Confirm**.

**To view invoices that have been processed**

1. Click **Manage Clients > Fees > Invoicing**. Fund Investment Managers click **Manage Funds > Fees > Invoicing**.

   The Invoicing page opens.
2. Click View Status.

3. Select the account for which you want to view the status of fee invoices for the past seven days from the Account list. The Limit and Currency fields are automatically filled for you.

   If you are an Advisor using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.

   The page displays the following information for each invoice:

   - Requested Amount
   - Currency
   - Memo, if there is one
   - Post Date
   - Posted Amount
   - Error Reason, if there is an error

**Uploading Invoices**

If you have multiple client invoices, you can create a bulk invoice file and upload it on this page. You will be able to verify the invoice details before they are submitted for processing.

The file must be a CSV (comma-separated values) file that contains the following fields:
Client Account Number (Required)
Amount (Required)
Memo (Optional field; this field can be left empty)
Money Manager Account Number (Optional field; use this field if the invoice is to be paid to a Money Manager or else leave empty)
Model (Optional field; this field can be left empty)

Additional Rules for Uploading Invoices

If you leave the Model field empty, the model will default to "Core."

To upload a .csv file with multiple client invoices

1. Prepare your .csv invoice file based on the rules listed above.
2. Log into Account Management, then click Manage Clients > Fees > Invoicing. Fund Investment Managers click Manage Funds > Fees > Invoicing.
   The Invoicing page opens.

3. Click Submit New Invoices.
   The page displays information about entering invoices.
4. Click **Upload New Invoices**.

   **Invoicing**

   The file must be a CSV (comma-separated values) file that contains the following fields in the order listed:
   - Client Account Number
   - Amount (in client’s base currency)
   - Memo (Optional field; this field can be left empty)
   - Money Manager Account Number (Optional field; use this field if the invoice is to be paid to a Money Manager or else leave empty)
   - Model (Optional field; this field can be left empty)

   ![Choose File](Choose File) | No file chosen

   ![Upload](Upload)

5. On the Upload Client Invoices page, click **Browse**, then locate and select your .csv invoice file.

6. Click **Upload**.

7. Do one of the following:
   - Click **Continue** to confirm your upload.
   - If your uploaded file is marked invalid, or if you want to add more account invoices to your .csv file, click **Reload**, then update your invoice file. Upload the updated file by clicking **Browse**, locate and select the updated file, then click **Upload**.
   - Click **Cancel** to cancel the upload completely.

**Sample .csv File**

The following figure shows a sample .csv file in Microsoft Excel with multiple invoices.
Configure Invoice Notifications

To help Advisors who bill advisory fees using one of our Automatic Calculation options meet their compliance obligations, we can send your clients invoices detailing the advisory fees automatically calculated and deducted from their accounts at their request when those fees are actually charged. These notices describe the method used to calculate the fee, the amount of the fee and the period covered by the fee.

You can choose how we send these notices to all of your clients: by email, in the Client Services Message Center, or no notification at all. By default, your clients will NOT receive these notices. All advisory fees processed through us are reflected on the client's Activity Statements.

To configure invoice notifications

1. Click Manage Clients > Fees > Invoicing.
   The Invoicing page opens.
2. Click **Configure Invoice Notifications**

   The Configure Invoice Notifications page opens.

3. Choose how we should send invoice notifications to all of your clients by clicking the appropriate radio button:
   - Do not send my clients notices summarizing advisory fees charged. (This is the default selection and is in force if you make no selections.)
○ Send my clients notices summarizing advisory fees charged to the email on record for the client’s account.
○ Send my clients notices summarizing advisory fees charged through the Client Services Message Center.

4. Click **Submit** to save your changes. Click **Cancel** to cancel the operation.

**Advisor Fee Reimbursements**

Advisors can reimburse fees to client accounts on the Invoicing page.

**Rules for Fee Reimbursements**

You can reimburse any client fees for a 12-month period. 
50% of the trailing 12 months of advisor fees (net of any prior rebate) is the maximum amount that you can reimburse.
Multiple reimbursements cannot exceed the original 50% maximum for the trailing 12-month period. For example, if invoices in a 12-month period were $12,000, you can reimburse a maximum of $6,000 in invoices. So if you reimburse $5,000 in invoices one week, you can only reimburse a maximum of $1,000 in invoices the following week because $5,000 + $1,000 = the maximum reimbursement of $6,000.
Fee reimbursements should be accounted for in the fee cap calculations, meaning a rebate of fees will increase the fee caps.
We process fee reimbursements by simultaneously debiting the master and crediting the client account.
If the master does not have the funds available to satisfy the requested fee reimbursement, the request will not be processed.

On the Client Invoicing page, an advisor can:

- **Submit fee reimbursements.**
- **View, modify or cancel** pending fee reimbursements.
- **View fee reimbursements that have been processed.**

**To submit fee reimbursements**

Advisors can reimburse fees to client accounts on the Advisor Invoicing page.
1. Click **Manage Clients > Fees > Invoicing.**

The Invoicing page opens.

![Invoicing section](image)

---

2. Click **Submit Fee Reimbursements.**
3. Enter fee reimbursements for each client account as follows:

   a. Select an Advisor from the Advisor list. This will be either your own Master account or a Money Manager account.
   b. Select a client account from the Client Account list. The Currency field is automatically filled.
   c. In the New Reimbursement Amount field, enter the amount of the fee reimbursement.
   d. Enter an optional note in the Memo field.
   e. Click the Add link in the Action column.

The fee reimbursement is added to the list and a new row is added to the table.
4. Continue adding fee reimbursements as required.
5. Click Remove in the Action column to remove any invoices from the list before you submit the request.
6. When all reimbursements have been added, click Continue to submit your request.
   Click Cancel to cancel the operation.
7. A summary of your fee reimbursement requests opens. Click Confirm to confirm your request.
   Click Cancel to cancel the operation.

Be aware of the following processing rules:

Reimbursements submitted prior to 5:30 (17:30) PM EST will be processed by us the same day (U.S. night) and appear on that day’s statements.
Reimbursements submitted after 5:30 (17:30) PM EST will be processed by us on the next business day.
You can submit reimbursements for up to ten clients at a time, but only one reimbursement per client account per day.

To review fee reimbursements

1. Click Manage Clients > Fees > Invoicing.

   The Invoicing page opens.
2. Click **Review Pending Fee Reimbursements**.

3. Select the account for which you want to view pending fee invoices from the Account list. The Limit and Currency fields are automatically filled for you.

4. Modify or cancel the fee reimbursement request:

   To modify the fee reimbursement request, enter a new fee reimbursement in the New Fee Reimbursement field.
   
   To cancel a fee reimbursement, enter '0' in the New Fee Reimbursement field.

3. Click **Confirm**.

**To view fee reimbursements that have been processed**

1. Click **Manage Clients > Fees > Invoicing**.

   The Invoicing page opens.

   ![Invoicing Page](image)

2. Click **View Status** in the Fee Reimbursements section.

3. Select the account for which you want to view the status of fee invoices for the past seven days from the Account list. The Limit and Currency fields are automatically filled for you.
The page displays the following information for each fee reimbursement:

- Requested Amount
- Currency
- Memo, if there is one
- Post Date
- Posted Amount
- Error Reason, if there is an error

**Broker Client Fees**

Brokers can charge their clients for services rendered based on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. The trade unit is determined by the unit we use for our commissions charges and can be on a per-share, per-contract, or percent of trade value basis.

Brokers set up client fee schedules on the **Manage Clients > Fees > Configure** page.

For descriptions of all types of broker client fees, see [Types of Broker Client Fees](#).

**Rules for Broker Client Fees**

The following general rules apply to broker client fee schedules:

- If a broker has not created a fee schedule for an individual account, then the default client fee template will automatically apply to that account.
- If a broker has not created any fee schedule at all, either a client fee template or fee schedules for individual accounts, then our standard commissions will be charged with no markup for the broker.
Client markups are limited to 15 times IBKR’s highest tier rate plus external fees. For US stocks, the highest tiered rate would be USD 0.0035 per share. USD-denominated bonds are subject to a separate cap on markups. US option markups are limited to 10% of trade value. These limits are subject to change and specific products may have an additional limit in place.

No markups are applied if the client calls IBKR to close a trade.

Brokers can also specify fees per trade for specific products and exchanges but only in the global fees schedule.

For Forex fee per trade unit, the mark-up is calculated on the second currency of an FX pair, so for example, if a client trades in EUR.USD, the markup is based on the USD and not the EUR.

**Client Fee Templates**

Client fee schedules can be applied to accounts individually or can be stored in templates. As a broker, you can configure fees for one or more client accounts, or set up client fee schedules in templates, then assign the templates to client accounts. The use of templates allows you to easily maintain different fee schedules for multiple client accounts. If you are a new broker (i.e., you just opened your account), then there will be a blank default client fee template, which you can then configure with your own fee schedule. If you are an existing broker, your old global fee schedule is now the default client fee template.

For more information, see [Client Fee Templates](#).

**Choice of Pricing Structures for Client Accounts**

When configuring fees for a single client, multiple clients or a client fee template, brokers can choose from three pricing structures:

- **Tiered Pricing Structure with No Markups** - Clients will be charged tiered commissions but no additional markups. This is the default selection.
- **Tiered Pricing Structure with Markups** - Clients will be charged tiered commissions with additional markups as specified by the broker.
- **Fixed Pricing Structure with Markups** - Clients will be charged a fix commission with additional markups as specified by the broker.

The selected pricing structure will be applied to all securities and commodities in a client's account.

For more information about tiered and fixed commissions, see the [Commissions](#) page on our website.
Markup Summary

Brokers can view all commission markup schedules for their client accounts on the Markup Summary page, which sorts information by fee schedule and displays client accounts that use the global markup schedule together.

The Markup Summary is available in the Manage Clients > Fees menu.

Types of Broker Client Markups

For each asset class/currency, a broker can select one of the fee-per-trade client markup types listed below, one markup type per asset class/currency.

Note: Client markups are limited to 15 times IBKR’s highest tier rate plus external fees. For US stocks, the highest tiered rate would be USD 0.0035 per share. USD-denominated bonds are subject to a separate cap on markups. US option markups are limited to 10% of trade value. These limits are subject to change and specific products may have additional limits in place.

Minimum Amount

Brokers can specify a minimum amount to charge per trade. The minimum amount cannot exceed the following limits:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Minimum Fee Per Trade Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>USD</td>
<td>25</td>
</tr>
<tr>
<td>EUR</td>
<td>20</td>
</tr>
<tr>
<td>CHF</td>
<td>30</td>
</tr>
<tr>
<td>GBP</td>
<td>15</td>
</tr>
<tr>
<td>CAD</td>
<td>30</td>
</tr>
<tr>
<td>JPY</td>
<td>2500</td>
</tr>
<tr>
<td>HKD</td>
<td>20</td>
</tr>
<tr>
<td>SEK</td>
<td>175</td>
</tr>
<tr>
<td>Currency</td>
<td>Minimum Fee Per Trade Limit</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>MXN</td>
<td>250</td>
</tr>
<tr>
<td>KRW</td>
<td>20000</td>
</tr>
<tr>
<td>AUD</td>
<td>30</td>
</tr>
</tbody>
</table>

Note that you cannot enter both a minimum amount per trade and a ticket charge. You can enter one or the other.

**Example**

For example, a broker enters 1 in the Min column for Stocks/CAD for an individual client account. The minimum broker client fee for a stock trade in CAD for that client will be 1.00. A broker would typically set the Minimum Amount in conjunction with other types of client markups for a specific asset class/currency.

**Maximum Amount**

Brokers can specify a maximum amount to charge per trade. They can also configure the Maximum Amount as a percent of trade value for stocks in USD and CAD by clicking the check box below the Max entry field on the Client Fees page in Account Management.

**Example**

For example, a broker enters 5 in the Max column for Stocks/CAD for an individual client account. The maximum broker client fee for a stock trade in CAD for that client will be 5.00. A broker would typically set the Maximum Amount in conjunction with other types of client markups for a specific asset class/currency.
In another example, a broker enters 1 in the Max column for Stocks/CAD for an individual client account, and selects the check box below the Max field, indicating that this Maximum Amount will be calculated as a percentage of trade value of Stocks/CAD. The maximum broker client fee for a stock trade in CAD for the client will be 1% of the stock trade value.

**Ticket Charge**

Brokers can specify a ticket charge per trade. A ticket charge is simply an additional flat fee. You cannot specify both a minimum amount AND a ticket charge for a single asset class/currency.

**Example**

For example, a broker enters 25 in the % Markup column for Stocks/CHF and then enters 1 in the Ticket Charge column for an individual client. The broker markup for a stock trade in Swiss Francs for this client will be 25% of our commission + 1CFH.
Absolute Markup

Brokers can charge an Absolute Markup per trade. Absolute Markup is a specific amount added to our commission. Brokers enter an Absolute Markup in the currency or exchange of the asset class. On the Client Fees page in Account Management, the units listed in the Currency/Exchange/Product Unit column indicate if the absolute markup gets applied to shares, contracts, or % of notional value. Absolute Markup amounts can include up to three decimal places.

Example

For example, a broker enters 1 as the Absolute Markup for USD Stock and Index Options. Later, one Smart option contract is executed. The client will be charged $2 ($1 IB commission + $1 Absolute Markup).
Tiered Absolute Amount

Brokers can charge an Absolute Amount from which our commission is subtracted. You can set up to three tiers for Absolute Amount based on volume breaks.

Brokers should monitor their customers' commissions as it is possible for us to charge more than the client fee. To set an Absolute Amount, enter one to three fees (Fee#1, Fee#2, Fee#3), and enter volume breaks (Vol#1, Vol#2) on a per trade basis on the Client Fees page in Account Management. The units listed in the Currency/Exchange/Product Unit column indicate if the absolute markup gets applied to shares, contracts, or %. Absolute Amounts can include up to three decimal places.

Our standard UK fees of .1%, and stamp tax of .5% would be subtracted from the absolute fee specified above.

Customer Absolute Tiered Commissions are mutually exclusive from our Tiered Commissions. They can be combined with our Tiered Commissions, or one customer absolute rate can be used with our Tiered Commissions.

Example
For example, a broker wants to charge 0.05 USD for up to 500 shares of stock, 0.03 USD for up to 1,000 shares, and 0.002 USD above 1,000 shares, along with a ticket charge of 1 USD. The broker is only using three tiers but can use up to five tiers. The entries on the Client Fees page would look like this:

<table>
<thead>
<tr>
<th>Currency/Exchange</th>
<th>Min</th>
<th>Max</th>
<th>Absolute Markup</th>
<th>% Markup</th>
<th>Fee</th>
<th>Vol</th>
<th>Fee</th>
<th>Vol</th>
<th>Fee</th>
<th>Vol</th>
<th>Fee</th>
<th>Vol</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD ($)</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>CAD (shares)</td>
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<td>CHF ($)</td>
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<tr>
<td>CNY ($)</td>
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<td>EUR ($)</td>
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<td>GBP ($)</td>
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<td>HKD ($)</td>
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<td>JPY ($)</td>
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<tr>
<td>MXN ($)</td>
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<tr>
<td>NOK ($)</td>
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<tr>
<td>SGD ($)</td>
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</tr>
<tr>
<td>USD (shares)</td>
<td>1</td>
<td></td>
<td>0.05</td>
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</tr>
</tbody>
</table>

% Markup

Brokers can specify a percentage of our standard commission to charge per trade. Enter % Markup as a percentage without the decimal point.

Example

For example, a broker enter 100 in the % Markup column for Stocks/EUR for an individual client, indicating that stock trades for this client will carry a broker markup of 100% of our commission. If we charge 10 EUR for a stock trade, the % Markup will be 10 EUR (100% * 20 EUR). The client will be charged a total of 20 EUR for a stock trade (10 EUR IB Commission + 10 EUR % Markup).
Exchange and Regulatory Fees

In addition to (or on top of) an absolute fee, a broker can pass any exchange or regulatory fees through to the customer by selecting the Exchange & Regulatory Fees option. These fees can only be entered when Absolute Amounts are set. Brokers can also specify a tiered commission schedule and Exchange & Regulatory Fees for specific products and specific exchanges.

Example

For example, 1,000 shares @ $.05 per share + Exchange Fee of $.003 per share = (1,000 * .03) + (1,000 * $.003) = Total Fee charged of $33.00.
Interest Markups and Markdowns

Brokers can mark down credit and short proceeds credit interest, and markup debit interest. Markups and Markdowns are specified percentages along with the following options:

Pay Client No Credit Interest - All credit and short proceeds credit interest will be paid to the broker and the client will not receive any revenue.

Credit Markdown - A percentage amount will be subtracted from the credit interest paid and given to the broker. Clients will not be charged negative interest so if the markdown is greater than the currently available credit interest rate then no interest will be paid.

Debit Markup - A percentage amount will be added to the debit interest. The maximum markup is 5%, and we will charge 25% of the debit interest markup over 1%.

Short Credit Markdown - A percentage amount will be subtracted from the short proceeds credit interest paid and given to the broker.

Interest markups and markdowns are rounded to two decimals.
Markups on Borrow Fees

Brokers can charge markups to their clients based on our stock borrow rates, entered as a variable or fixed percentage of our borrow rate. You can enter both types of markups and our system will apply the markup rate that results in the larger total amount.

Variable borrow fee markup - This is a variable percentage of our borrow rate. The total cost to your client is calculated as follows:

**Borrow Rate \( (1 + \text{Variable Markup Percentage}) \)**

The range of acceptable values that you can enter is 0 - 25%.

Fixed borrow fee markup - This is a fixed percentage of our borrow rate. The total cost to your client is calculated as follows:

**Borrow Rate + Fixed Markup Percentage**

The range of acceptable values that you can enter is 0 - 1%.

**Borrow Markup Fee Example 1**

Symbol ABC Borrow Rate = 35%
Variable Borrow Markup = 20%
Fixed Borrow Markup = 1%

Calculating the total cost to your client, we have:

Variable markup

\[35\% \times (1 + 20\%) = 42\% \text{ total cost to your client.}\]

or

\[0.35 \times 1.2 = 0.42\]

Fixed markup

\[35\% + 1\% = 36\% \]

or

\[0.35 + 0.01 = 0.36\]

Our system applies the larger total amount, so in this example, we would apply the Variable Borrow Markup and the total cost to your client is 42%, which includes our borrow rate plus your borrow markup.

**Borrow Markup Fee Example 2**
Symbol XYZ Borrow Rate = 0.25%
Variable Borrow Markup = 20%
Fixed Borrow Markup = 0.75%

Calculating the total cost to your client, we have:

Variable markup
0.25% (1 + 20%) = 0.30% total cost to your client.

or
0.0025 (1.2) = 0.003

Fixed markup
0.25% + 0.75% = 1%

or
0.0025 + 0.0075 = 1.00

Our system applies the larger amount, so in this example, we would apply the Fixed Borrow Markup and the total cost to your client is 1%, which includes our borrow rate plus your borrow markup.

**Take Up Fees for Prime Trades**

Brokers can charge markups on prime trades of certain currency/product units in the Take Up Fees section on the Configure Fees page. This section only appears for brokers who have at least one client who subscribes to our IB Prime institutional service.

You specify the take up fee in the Ticket Charge field for the specific currency/product unit; for example, US Stock. A take up fee is simply a flat fee.

**Configure Broker Client Fees**

Brokers configure client fee schedules on the Configure Fees page. Use the Configure Fees page to:

- View and sort all client accounts.
- Select one or more client accounts, then view (and if necessary, modify) the current fee schedule for those accounts.
- Select one or more client accounts, then configure and apply a fee schedule to those accounts.
Select one or more client accounts, then apply a previously saved client fee template to those accounts.

Client fees set by Broker Master Users are always based on fees per trade.

To configure client fees

1. Click Manage Clients > Fees > Configure.

The Configure Fees page opens.

If you have a large number of client accounts, you can sort the list by any column heading, including Account Number, Account Alias, Account Name, Date Opened and Template. Simply click the arrows next to a column heading to sort the list by that heading.

You can also search for client accounts by entering all or part of the client's account number, account alias or name. The list of matching client accounts updates automatically.

2. Select one or more client accounts by clicking the check box next to each one, then click View/Configure Fees.

The page displays the fee schedule currently assigned to the selected client accounts, or displays a blank fee schedule if you have not yet assigned one to the selected accounts.
3. Select one of three pricing structures for the selected client account(s):
   - Tiered Pricing Structure with No Markups (this is the default selection)
   - Tiered Pricing Structure with Markups
   - Fixed Pricing Structure with Markups

4. If you selected Tiered Pricing Structure with No Markups, click **Continue**.

5. If you selected a pricing structure with markups, you will be able charge your clients for services rendered based on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section.
Expand and collapse each section as needed to set fees per trade as described below:

- To set a ticket charge, enter the amount in the Ticket Charge field for each desired product/currency. Remember that you cannot enter both a minimum fee per trade AND a ticket charge for a single product/currency.
Configure Broker Client Fees

- To set a minimum fee per trade, enter the amount in the Min field for each desired product/currency. Remember that you can set the minimum fee per trade for all products and currencies.
- To set a maximum fee per trade, enter the amount in the Max field for each desired product/currency. Remember that you can set the maximum fee per trade for all products and currencies. Check the box under the Max column to configure maximum per order fee as percent of trade value.
- To set an absolute markup amount for a product, enter the amount in the Absolute Markup field for the desired product/currency. If you set this amount for a product/currency, you cannot set the Percent Markup or Absolute Amounts for the same product/currency. For example, to set a client fee of $1.00, enter 1.00 in the Absolute Markup field for the desired product/currency. Note that this client fee is in addition to our commission.

For Forex fee per trade unit, the mark-up is calculated on the second currency of an FX pair, so for example, if a client trades in EUR.USD, the markup is based on the USD and not the EUR.

- To set a markup percentage, enter the percentage amount without the decimal amount. (enter it as a whole number) in the % Markup field for the desired product/currency. For example, entering 100 indicates a 100% markup. If you set this amount for a product/currency, you cannot set the Absolute Markup or Absolute Amounts for the same product/currency. For example, to set a client fee of 25% of our commission, enter 25 in the % Markup field for the desired product/currency. Note that this client fee is in addition to our commission.
- To set absolute fees in a tiered schedule by volume level (also called Absolute Tiered Commissions), for each desired product/currency, enter the fee amount for each of the three tiers (Fee#1, Fee#2 and Fee#3 fields), then enter the volume level at which the fee changes in each of the three tiers (Vol#1, Vol#2 and Vol#3 fields). Note that Absolute Tiered Commissions include our commission.

Check the Unit column for the specific product/currency. You must enter absolute fees in the same units specified in the Unit column for that product/currency. For example, if the Unit column displays a percent sign (%), be sure to enter the percentage and not the absolute dollar amount.

For example, suppose you want to charge 0.4% for up to 500 shares, 0.3% for up to
1,000 shares, and 0.2% above 1,000 shares of GBP stocks. You would enter 0.4 in the Fee#1 field, 500 in the Vol#1 field, 0.3 in the Fee#2 field, 1000 in the Vol#2 field, and 0.2 in the Fee#3 field. In this example, you would leave the Vol#3 field blank.

Very small numbers may be displayed in E notation.

- Broker Master Users can set absolute amounts for products and specific exchanges. To do this, scroll down the list of products and enter the amount in the field next to the desired product or exchange in the applicable currency. You can also enter absolute fees in a tiered schedule as described in the previous bullet.
- To specify that all regulatory and exchange fees be added to an Absolute Tiered Commission schedule, click the check box for the desired product/currency.

- To specify interest markups or markdowns for a specific currency:
  - Click the Pay Client No Credit Interest check box to pay all credit and short proceeds credit interest to the broker.
  - In the Credit Markdown field, enter a percentage amount to be subtracted from the credit interest paid and given to the broker.
  - In the Debit Markup field, enter a percentage amount to be added to the debit interest. The maximum markup is 5%, and we will charge 25% of the debit interest markup over 1%. The 25% Charge Over 1% column shows the interest markup that we will earn. For example, if you enter 1 (for 1%) in the Debit Markup field, then 0 will appear in the 25% Charge Over 1% field. If you enter 5 (for 5%) in the Debit Markup field, 1 will appear in the 25% Charge Over 1% field (25% of 4%, the amount of Debit Markup over 1%, is 1%).
  - In the Short Credit Markdown field, enter a percentage amount to be subtracted from the short proceeds credit interest paid and given to the broker.
  - Specify credit markdowns and debit markups for interest associated with long and short CFDs and long and short index CFDs in the fields provided.
  - Specify borrow fee markup percentages in the Variable Borrow Markup and Fixed Borrow Markup fields. Acceptable values for the Variable Borrow Markup must be between 0 and 25% (you do not enter the percent sign). Acceptable values for the Fixed Borrow Markup must be between 0 and 1% (you do not enter the percent sign).

For more information about borrow markups, see Types of Broker Client Fees.
To set a take up fee on trades for clients who subscribe to our IB Prime institution service, expand the Take Up Fees section, and then enter the amount in the Ticket Charge field for each desired product/currency.

- If you selected multiple clients and all of the clients are IB Prime customers, then the Take Up Fees section appears. If you selected multiple clients and one of the clients is not an IB Prime customer, then the Take Up Fees section does NOT appear.

6. Click **Continue**.

A confirmation page appears.

7. Print this page for your records, then click **Continue**.

**To apply a previously saved client fee template to selected accounts**

1. Click **Manage Clients > Fees > Configure**.

   The Configure Fees page opens.

2. Select one or more client accounts by clicking the check box next to each one, then click **View/Configure Fees**.

3. Select a template from the Template drop-down, then click the **Apply Template** button.

4. Click **Continue** at the bottom of the page.

**Client Invoicing**

The Client Invoicing page lets you submit broker-calculated daily fee invoices for multiple client accounts, view and update pending invoices and review invoices processed in the past seven days. Invoices submitted prior to 5:30 (17:30) PM EST will be processed by us the same day (U.S. night) and appear on today's statements. Invoices submitted after 5:30 (17:30) PM EST will be processed by us on the next business day. You can submit invoices for up to ten clients per day, but only one invoice per client account per day.

**Who can access the Client Invoicing page?**

You can access this page if you are a(n):
Fully Disclosed Broker Master

The Broker Invoicing page lets a Fully Disclosed Broker:

- **Configure Invoices**
  - Submit a fee invoice for client accounts.
  - View, upload or cancel pending invoice requests.
  - Upload invoices for multiple clients in a single .csv file.

Before you can submit fee invoices for client accounts, you must first configure client fees and invoice caps for the account(s).

**To configure invoices for client accounts**

1. Click **Manage Clients > Fees > Invoicing**.
   
   The Client Invoicing page appears.

2. Click **Configure Invoicing**.
   
   The Configure Invoicing page appears.
If you have a large number of client accounts, you can sort the list by any column heading, including Account Number, Account Alias, Account Name and Date Opened. Simply click the arrows next to a column heading to sort the list by that heading.

You can also search for client accounts by entering all or part of the client’s account number, account alias or name. The list of matching client accounts updates automatically.

3. Select one or more client accounts by clicking the check box next to each one, then click View/Configure Invoicing.

4. Enter the maximum monthly or quarterly fee amount in the fields provided. This fee is calculated by you and removed from the client account on a monthly or quarterly basis, depending on your entry.

5. Click Continue.

The fee request (alone or combined with previously requested fees) cannot exceed the fee limit per period which you defined on the Client Fees page. The Requested Fees field shows the fees requested for the period to date.

6. On the Confirmation of Fees page, click Generate PDF to print a PDF document with the new invoicing. To activate this monthly/quarterly invoicing the client can sign the printed PDF form or the client can confirm the request in Account Management under Pending Requests.
To submit a new invoice request

1. Click **Manage Clients > Fees > Invoicing**

   The Broker Invoicing page appears.

2. Click **Submit New Pending Invoices**.

3. Enter invoices for each client account as follows:

   - Select a client account from the Client Account list. The Limit and Currency fields are automatically filled with the information you entered on the Client Fees page.

   If you are an Advisor using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.

   - In the New Fees field, enter the amount of the invoice fee.
   - Enter an optional note in the Memo field.
   - Click the **Add** link in the Action column.
The fee request (alone or combined with previously requested fees) cannot exceed the fee limit per period which you defined on the Client Fees page. The Requested Fees field shows the fees requested for the period to date.

The invoice is added to the list and a new invoice row is added to the table.

<table>
<thead>
<tr>
<th>Account</th>
<th>New Fee Request</th>
<th>Memo</th>
<th>Requested Fees</th>
<th>Limit</th>
<th>Currency</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.00</td>
<td>test</td>
<td>0.21</td>
<td></td>
<td>USD</td>
<td>Remove</td>
</tr>
<tr>
<td></td>
<td>1.00</td>
<td>test</td>
<td>--</td>
<td>Monthly - 25.0</td>
<td>USD</td>
<td>Remove</td>
</tr>
</tbody>
</table>

4. Continue adding fee invoices as required.
5. Click Remove in the Action column to remove any invoices from the list before you submit the request.
6. When all fee requests have been added, click Continue to submit your advisor invoicing request.
   Click Cancel to cancel the operation.
7. A summary of your invoice requests appears. Click Confirm to confirm your request.
   Click Cancel to cancel the operation.
8. On the next page, click Print to print a copy of the invoices.

To view, update or cancel pending invoice requests

1. Click Manage Clients > Fees > Invoicing
   The Broker Invoicing page appears.
2. Click **Review Pending Invoices**.
3. Select the account for which you want to view pending fee invoices from the Account list. The Limit and Currency fields are automatically filled for you.

If you are using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.

4. Select the month and year of the pending fee invoice from the Month-Year list.
5. You can update fee invoices that have been submitted but not yet processed. To update the fee invoice, enter the new fee in the New Fee Request field, then click **Confirm**.
6. To cancel a pending fee invoice request, enter 0 in the New Fee Request field, then click **Confirm**.

**To view invoice status**

1. Click **Manage Clients > Fees > Invoicing**
   The Broker Invoicing page appears.

2. Click **View Status**.
3. Select the account for which you want to view the status of fee invoices for the past seven days from the Account list. The Limit and Currency fields are automatically filled for you.

If you are using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.

Invoice status displays the following information for each invoice:
Uploader Amount
○ Currency
○ Memo, if there is one
○ Post Date
○ Posted Amount
○ Error Reason, if there is an error

Uploading Invoices

If you have multiple client invoices, you can create a bulk invoice file and upload it on this page. You will be able to verify the invoice details before they are submitted for processing.

The file must be a CSV (comma-separated values) file that contains the following fields:

Client Account Number
Amount (in client account's base currency)
Money Manager Account Number (only if the invoice is to be paid to a Money Manager)

The following optional field may also be included:

Memo.

To upload a .csv file with multiple client invoices

1. Prepare your .csv invoice file based on the rules listed above.
2. Log into Account Management, then click Manage Clients > Fees > Invoicing
   The Broker Invoicing page appears.

3. Click Submit New Invoices.
   The page displays information about entering invoices.
4. Click **Upload New Invoices**.

The file must be a CSV (comma-separated values) file that contains the following fields in the order listed:

- **Client Account Number**
- **Amount** (in client's base currency)
- **Memo** (Optional field; this field can be left empty)
- **Money Manager Account Number** (Optional field; use this field if the invoice is to be paid to a Money Manager or else leave empty)
- **Model** (Optional field; this field can be left empty)

5. On the Upload Client Invoices page, click **Browse**, then locate and select your .csv invoice file.

6. Click **Upload**.

7. Do one of the following:

   - Click **Continue** to confirm your upload.
   - If your uploaded file is marked invalid, or if you want to add more account invoices to your .csv file, click **Reload**, then update your invoice file. Upload the updated file by clicking **Browse**, locate and select the updated file, then click **Upload**.
   - Click **Cancel** to cancel the upload completely.

**Markup Summary**

The Markup summary displays commission markup schedules for a broker's client accounts. The report sorts information by fee schedule, and displays an extra line for those client accounts that use the global markup schedule.

**Who can access the Markup Summary page?**

You can access this page if you are a Broker Master User.

**To view the Markup Summary**

1. Click **Manage Clients > Fees > Markup Summary**.

   The Markup Summary page appears.
Client Fee Templates

The Templates page lets Brokers, Advisors and Multiple Fund Investment Managers with Separately Managed Accounts (SMAs) view existing client fee templates, create new templates, and edit or delete existing templates.

Overview of Client Fee Templates

Client fee schedules can be applied to accounts individually or can be stored in templates. You can configure fees for one or more client accounts, or set up client fee schedules in templates, then assign the templates to client accounts. The use of templates allows you to easily maintain different fee schedules for multiple client accounts.

You create, modify and delete templates on the Templates page. If you are a new broker or advisor (i.e., you just opened your account), then there will be a blank default client fee template, which you can then configure with your own fee schedule. If you are an existing broker, your old global fee schedule is now the default client fee template. You can modify the default template but you cannot delete it.

You are not required to create templates for client fee schedules. You can simply select one or more client accounts on the Configure Fees page, then create a fee schedule for those accounts without assigning a template to those accounts. If you do configure fees for client accounts without assigning a template, the Template column on the Configure Fees page will show Default as the template (even though you have not assigned a template to those accounts).

Brokers can select one of three pricing structures for a client fee template:
Tiered Pricing Structure with No Markups (this is the default selection)
Tiered Pricing Structure with Markups
Fixed Pricing Structure with Markups

If you have more than one saved template, you can mark one of them as the default template. New accounts will automatically be assigned to the template that is marked as the default at the time the client account is opened. If you do mark one of your own templates as the default template, the template named Default remains in the system and the client accounts previously assigned to the named Default template will still be assigned to it.

Default Client Fee Templates

Advisors get a default client fee template, which they can modify as required. When a client chooses to link to an advisor from the Investors’ Marketplace, that client will automatically be assigned the default fees that the advisor has set in the default template. The client has to sign off on the fees before he can move/partition/create a new account under the advisor.

To create a client fee template

1. Click Manage Clients > Fees > Templates. Fund Investment Managers click Manage Funds > Fees > Templates.

The Templates page opens.

To create a new template for future use click the “Create New Template” button below.

The Templates page lists all of your saved client fee templates, if you have any, as well as a default client fee template.
2. Click **Create New Template**.
3. Enter the template name.
4. Brokers can charge clients for services rendered based on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section as needed to set fees per trade.

Brokers select a pricing structure:

- If you selected Tiered Pricing Structure with No Markups, click **Continue**.
- If you selected a pricing structure with markups, you will be able charge your clients for services rendered based on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section as needed to set fees per trade.
5. Advisors set fees and invoicing limits in the fields provided.

○ For Percentage of P&L, click the check box and then click the blue pencil icon to choose between percentage of annual or percentage of quarterly P&L.

○ For Fee per trade unit, click the check box and then click the blue pencil icon to charge clients for services rendered based on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section as needed to set fees per trade:

Advisors will see the following screen for Fee per trade unit:

Here is the same screen with the Stocks section expanded:
Brokers will see the following screen for Fee per trade unit:
6. When you have entered all client fee information, enter the name of the template in the Template Name field.

7. Click the Yes check box if you want your new template to become the default template client fees template. New accounts will automatically be assigned to the template that is marked as the default at the time the client account is opened.

8. Click Save Template.

To edit or delete a client fee template

1. Click Manage Clients > Fees > Templates. Fund Investment Managers click Manage Funds > Fees > Templates.

   The Templates page opens.

2. Click the blue pen icon next to the template you want to edit.

3. To delete a template, click the X next to the template.

4. To mark a template as the default template, click the radio button in the Make Default column.

5. Modify the fee schedule as required, then click Save Template.

Fees for SMAs in Multiple Hedge Fund Accounts

Fund Investment Managers with Multiple Hedge Fund accounts can set client fees for any Separately Managed Accounts (SMAs) associated with their Hedge Fund account.
**Client fee setup** for an SMA in a Multiple Hedge Fund account is IDENTICAL to the client fee setup for Advisors. Fund Investment Managers can:

- Set up **client fees and configure monthly/quarterly invoices** for SMAs, including Percent of Net Liquidation Value, Flat Fee, Percent of P&L, and Fee per trade unit, just like Advisors.
- Set up **High Water Marking** for fees based on Percent of P&L, just like Advisors.
- Create **client fee templates** on the Manage Clients > Fees > Templates page.
- Submit Fund Investment Manager-calculated **daily fee invoices** for SMAs, just like Advisors.

SMA accounts in a Multiple Hedge Fund account must also provide **authorization** whenever a Fund Investment Manager submits a new fee schedule or modifies an existing fee schedule.

Note that the automatic billing fee caps and limitations that apply to Advisor client accounts also apply to SMAs in a Multiple Hedge Fund account.

For detailed instructions on configuring fees for SMAs in a Multiple Hedge Fund account, see the Advisor Client Fees section of this guide (click the links above for more information). The step-by-step procedures are identical for SMAs EXCEPT that the Fund Investment Manager accesses the Fees pages from the Manage Funds menu.

**HFCIP Fees**

Advisors use this page to modify the fees they charge on the current value of the amount that their clients have invested in hedge funds who participate in our Hedge Fund Capital Introduction Program (HFCIP), which is part of our Investors’ Marketplace. When you invest funds for your client at the Hedge Fund Investor Site (available at the Marketplace), you will be able to enter the fees that you charge for that investment on the form that your client must approve and sign.

For each client who invests in a participating hedge fund, you can charge fees based on the Annualized Percentage of Net Liquidation Value of the current value of the client’s investment in the Fund and/or the percentage of profit and loss of the client’s investment in the Fund, as well as configure the fee posting frequency (monthly or quarterly). After you complete your entries on the page, you will be presented with a PDF form that your client must sign.

Fees entered for the first time in the middle of a period will be calculated and applied as of the date the fee agreement is approved and entered into the system. Fees changed during a period will take effect as of the
beginning of the next monthly or quarterly period. If you change the frequency from monthly to quarterly, the change will take effect as of the next calendar quarter. If you change the frequency from quarterly to monthly, the change will take effect after the end of the current calendar quarter.

Hedge funds may offer advisor clients who invest in their funds a discount on the hedge fund’s standard management fee. Check the Hedge Fund’s listing at the Hedge Fund Investor Site or contact the Fund directly to see if they offer such a discount.

**Who can access the HFCIP Fees page?**

You can access this page if you are a(n):

- Advisor Master

**To configure HFCIP fees for a client account**

1. Click **Manage Clients > Fees > HFCIP Fees**.

2. Optionally use the Smart Search to locate a specific client account (by Account ID, Account Alias, Account Name or Household). Click any column heading to sort the list of client accounts by that column.

3. Click anywhere on a client account row.
4. For each Fund in which the client has invested or plans to invest, click the **Enroll** check box, and then enter fees as follows:

   - In the **Annualized Percentage of Net Liquidation Value** field, enter a fee based on the Annualized Percentage of Net Liquidation Value (NLV) of the current value of the client’s investment in the Fund. The percentage of equity fee must be between 0 and 1.
In the Percentage of P&L field, enter a fee based on the percentage of profit and loss of the client's investment in the Fund.

In the Frequency column, select Monthly or Quarterly.

5. When have completed entries for all applicable Funds, click Continue.

6. A summary of your fee entries appears. Click Generate PDF to print a PDF document that describes the new fee schedule, and then either keep it for your records or have your client sign the form. You can choose not to have your client form because once you confirm the fees, the client receives a request to approve the fees under Pending Items. Depending on which method you choose, the client can either return the signed form to us or confirm the request in Account Management under Pending Requests. Instructions will be provided on the bottom of the PDF telling you where and how to send the form.

Settings

The Settings menu includes the following pages:

- **Account Alias** - Create aliases for client accounts.
- **Client Approvals** - Fully Disclosed Broker Masters can enable or disable the approval of all client applications and options trading permissions for all clients.
- **Excess Funds Sweep** - Configure the transfer of excess margin funds between your securities and commodities account segments.
Account Alias

The Manage Clients > Account Alias page lets a master user define aliases for client/sub/fund accounts. To define an Account Alias for your own master account, use the Account Alias page in the Manage Account menu. If you create an account alias, it will appear on your account statements and if you are an Advisor Master, the account aliases will also be reflected in IB TWS.

Who can access the Account Alias page?

You can access this page if you are a(n):

- Advisor Master User
- Broker Master User
- Investment Manager Master User

To define an account alias

1. Click Manage Clients > Settings > Account Alias.
2. Use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the check boxes next to each account for which you want to create an account alias. Click Select Accounts to load the Account Alias page with your selected accounts.

To select different accounts on these pages, click the Account Selector tab, click Reload Accounts in the Account Selector to clear your selections, and then select different accounts.
3. Type the account alias in the Account Alias field for each selected account, then click Continue.

**Account Alias**

*Use this page to define an alias for your account. An account alias can be anything that is easier to remember than your Account ID, for example, your first name or a nickname.*

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Account Alias</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uxxxxxx</td>
<td></td>
</tr>
<tr>
<td>Uxxxxxxx</td>
<td></td>
</tr>
<tr>
<td>Uxxxxx</td>
<td></td>
</tr>
</tbody>
</table>

The page refreshes and displays a confirmation message.

**Broker Client Approvals**

Fully Disclosed Broker Masters use this page to enable or disable the approval of all client applications and options trading permissions for all clients. If you enable approval, all client applications and all client requests for options trading permissions must be approved by you before they are submitted to us.

You must enable or disable both types of approvals at the same time; you cannot enable client application approval and disable client option trading permissions separately. Once you enable client approvals on this page, you can view completed and pending approvals for all accounts on the Manage Clients > Dashboard page, or view pending client applications that need to be approved on the Approvals tab of the Manage Clients > Dashboard page.

**Who can access the Client Approvals page?**

Broker Master Users with Fully Disclosed Clients

**To enable or disable client approvals**

1. Click Manage Clients > Settings > Client Approvals.
2. To enable both client application approvals and client options trading permissions, click the Enable radio button. As the Broker Master, you will now be responsible for approving all client account applications and all client requests for options trading permissions.

To disable both client application approvals and client options trading permissions, click the Disable radio button. Client applications and client requests for options trading permissions will go directly to us for approval.

3. Click Submit.

The page refreshes with a message informing you that your setting has been saved.

4. Click Manage Clients > Dashboard to view application and client options trading approvals on the Open Accounts tab.
Click any client account row with a status of Approve to view the details of that account.

The detailed view of the client account opens. At the bottom of the screen, click Accept and submit for approval to approve the client request, or click Reject application to reject the client request. Click Registration Tasks to view a list of all completed and incomplete registration tasks.

5. Click Manage Clients > Dashboard, then click the Approvals tab to view all pending client application approvals.
Click any client account row with a status of Approve to view the details of that account.

The detailed view of the client account opens. At the bottom of the screen, click Accept or Reject Application to approve or reject the client application, or click Accept or Reject Options to accept or reject the options trading for the client. Click Registration Tasks to view a list of all completed and incomplete registration tasks.

**Excess Funds Sweep**

Your account is authorized to trade both securities products and commodities/futures products and therefore consists of two underlying accounts or account segments: a securities account governed by rules of the U.S. Securities and Exchange Commission (SEC) and a futures account governed by rules of the U.S. Commodity Futures Trading Commission (CFTC). As part of our account service, you have authorized us to automatically transfer funds as necessary between your securities account and your futures account in order to satisfy margin requirements in either account.
Use the Manage Clients > Excess Funds Sweep page to configure how you want us to handle the transfer of excess funds between the two segments of your client’s account. You can choose to sweep the funds to either the securities account or the commodities account, or choose not to sweep funds at all.

Note the following:

All customer deposits are initially received into your securities account and will remain in that account unless you choose to sweep excess funds to your commodities account.

If you are identified as a securities pattern day trader, then we strongly recommend that you choose to sweep excess funds into your securities account.

Regardless of your choice, we will generally keep a small buffer of excess margin funds in each account in order to prevent excessive transfers back and forth as your margined securities and futures positions fluctuate in value.

This feature is not available in IB-India and IB-UKL accounts.

**Who can access the Excess Funds Sweep page in the Manage Clients menu?**

You can access this page if you are a Broker Master Users with Disclosed and Non-Disclosed Clients.

**To set your excess funds sweep method**

1. Click Manage Clients > Settings > Excess Funds Sweep.
2. Use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the check boxes next to each account for which you want to set Excess Funds Sweep options. Click **Select Accounts** to load the Excess Funds Sweep page with your selected accounts.

![Select Accounts](image)

To select different accounts on these pages, click the Account Selector tab, click the **Reload Accounts** button in the Account Selector to clear your selections, and then select different accounts.
3. Read the important information on the page, then select a sweep method for each selected account by clicking one of the radio buttons.

**Excess Funds Sweep**

Your Universal Account is authorized to trade securities products, commodities/futures products and Foreign Exchange ("forex") transactions and therefore consists of two underlying accounts, a securities account governed by rules of the U.S. Securities and Exchange Commission (SEC) and a futures account governed by rules of the U.S. Commodity Futures Trading Commission (CFTC).

Whether you have assets in a securities or a futures account with us, your assets are protected by U.S. federal regulations governing how brokers must protect your property and funds. In the securities account, your assets are protected by SEC and SIPC rules. In the futures account, your assets are protected by CFTC rules requiring segregation of customer funds. You are also protected by our strong financial position and our conservative risk management philosophy. See our Strength & Security page.

As part of our Universal Account service, you have authorized us to automatically transfer funds as necessary between your securities account and your futures account in order to satisfy margin requirements in either account.

**Note:**
- All customer deposits are initially received into the securities account and will remain in that account unless you choose commodities sweep below.
- Selecting "securities" sweep below is strongly recommended for any customer identified as a securities pattern day trader.
- Regardless of your choice, we will generally keep a small buffer of excess margin funds in each account in order to prevent excessive transfers back and forth as your margined securities and futures positions fluctuate in value.

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Sweep Method</th>
<th>Do not sweep excess funds</th>
<th>Sweep excess funds into my securities account</th>
<th>Sweep excess funds into my commodities account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

○ Do not sweep excess funds
○ Sweep excess funds into my securities account
○ Sweep excess funds into my commodities account

4. Click **Continue**. Your setting is saved immediately.

**Debit Card For Advisor Clients**

Advisors can enable debit card applications in Account Management for their clients.
Who can access the Debit Card for Clients page in the Manage Clients menu?

You can access this page if you are a Financial Advisor with Advisor Clients.

To enable Debit Card for Clients

1. Click **Manage Clients > Settings > Debit Card for Clients**.
2. Click the radio button to **Yes**.
3. Click **Continue**.

<table>
<thead>
<tr>
<th>Debit Card Signup for clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clients are now eligible to apply for a debit card.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you want to allow your clients to signup for the debit card?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Trade Configuration

The Trade Configuration menu includes the following pages:

- **Base Currency** - Change the base currency for client accounts.
- **Account Type** - Upgrade client accounts from a cash account to a Margin account, or from a Margin account to a Portfolio Margin account.
- **Configuration (Client Trading)** - Master users can enable or disable trading for client accounts.
- **Permissions** - Configure client account trading permissions.
- **Restrictions** - Master account users restrict their own accounts and their client/sub accounts from trading specific symbols
- **Trading Limits** - Proprietary Trading Group Master users control the size and amounts that their authorized traders (sub accounts) can trade.

Base Currency

The Base Currency page lets you modify the base currency for your account. Your base currency determines the currency of translation for your statements, the currency used for determination of margin
requirement, and for a Cash Account, the currency of products you are allowed to trade. In addition, charges related to market data and research, inactivity fees, and commissions on Forex trades are also charged in your base currency.

**Who can access the Base Currency page in the Manage Clients menu?**

You can access this page if you are a(n):

- Broker Master User (can modify the base currency for non-disclosed client accounts)
- Proprietary Trading Group STL Master User

**To modify the base currency for an account**

1. Click **Manage Clients > Trading > Base Currency**. Proprietary Trading Group Master Users click **Manage Traders > Trading > Base Currency**.
2. Use the Account Selector to search for a client or sub account by Account ID, Account Title or Account Alias, then click the desired account.
3. Select the radio button next to your desired base currency, then click Continue.
4. Verify your selection, then click **Continue** to submit your currency change request. If you need to make further changes, click **Back**, then make corrections before submitting. Note that base currency changes do not take effect until the next trading day.

**Account Type**

Use the Account Type page to upgrade client accounts from a Cash account to a Margin account, or from a Margin account to a Portfolio Margin account. Before you can upgrade to a margin account, you must meet the eligibility requirements of those accounts. For more information on margin accounts, see the Margin pages, available from the Reference menu.

**Who can access the Account Type page in the Manage Clients menu?**

You can access this page if you are a(n):

- Advisor Master User (can only view the Account Type of client accounts and cannot change it for the master account)
- Broker Master User (can also change the Account Type of Non-Disclosed client accounts)
Investment Manager Master User (can only view the Account Type of client accounts and cannot change it for the master account)

To upgrade to a margin account

1. Click Manage Clients > Trading > Account Type.

   If you are an Advisor, Broker or Investment Manager, use the Account Selector at the top of the page to select an account whose Account Type you want to view.

   The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

2. View the Account Type setting for the selected account.

Client Trading

The Client Trading page lets you enable or disable trading for a specific client account. Changes made on this page do not take effect until the next business day.

Who can access the Client Trading page?

You can access this page if you are a(n):
Chapter 7  Permissions

Advisor Master User Individual
Advisor Master User Organization
Multiple Funds Hedge Fund Investment Manager

To enable or disable client trading

1. Click Manage Clients > Trading > Configuration.
2. Use the Account Selector to search for a client account by Account ID, Account Title or Account Alias, then click the desired account.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

The Client Trading page opens.

Client Trading

The current trading status (Enabled or Disabled) of the selected client account appears.

3. To enable trading for the client account, click the Enable link.
   To disable trading for the client account, click the Disable link.

Permissions

Trading permissions specify which products you can trade and in which locations. You use the Permissions page to view or modify existing trade permissions or subscribe to new permissions. When specifying permissions, you will be asked to sign any risk disclosures required by local regulatory authority.
Who can access the Permissions page in the Manage Clients/Funds menu?

You can access this page if you are a(n):

- Advisor Master User Individual/Organization (can only view)
- Broker Master User (Non-disclosed Broker Masters can modify the trading permissions of client accounts)
- Investment Manager Master User (can only view)

The Permissions page is available in PDF format for advisor clients.

To set trading permissions

1. Click Manage Clients/Funds > Trading > Permissions. The Trading Permissions page appears by default.
2. Use the Account Selector to search for client or sub accounts by Account ID, Account Title or Account Alias, then click the desired account to view the pending items or requests for that account.

   ![Account Selector](image)

   The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

3. In the Trading Programs section of the page, view the trading programs in which the selected account is participating.

   - The Stock Yield Enhancement Program allows us to borrow shares from you in exchange for cash collateral, and then lend the shares to traders who want to sell them short and are willing to pay a fee to borrow them. For more information, see our [Stock Yield Enhancement Program highlights](#).
   - Portfolio Margin customers can also sign up for our Pre-Borrow Program, which lets you pre-borrow stocks for short sales in Trader Workstation instead of waiting three days until the settlement date. Note that we will charge you the indicative borrow rate for each day up to the settlement date beginning with the trade date, and you can find this rate on your daily Activity Statement.
4. The Trading Permissions section of the page lists all of the products that the selected account can trade and the countries in which it can trade them.

Restrictions

Set all trading restrictions in the Pre-Trade Compliance tool. Click the Launch **Pre-Trade Compliance** button to open the program.
For more information about the Pre-Trade Compliance tool, see the [Pre-Trade Compliance Tool Users' Guide](#).

## Trading Limits

The Trading Limits page lets Proprietary Trading Group Master users control the size and amounts that their authorized traders (sub accounts) can trade.

### Who can access the Trading Limits page?

You can access this page only if you are a Proprietary Trading Group Master User.

### To view and set trading limits

1. Click **Manage Traders > Trading > Limits**.
2. Use the Account Selector to search for a client account by Account ID, Account Title or Account Alias, then click the desired account.

   ![Account Selector](#)

   The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

   The page updates to display three expandable trading limit sections.

### Trading Limits

Use this page to view or edit trading limits for an existing sub account.

- **Order Value Limits** (in 1,000,000's of USD)
- **Order Quantity Limits**
- **Exchange for Physical Limits**

New trading limits and changes to existing trading limits go into effect on the next business day.
3. To set order value limits, click to expand that section, enter values and click **Continue**.
   - Dollar Value Per Order - The total value of any one order, in millions of dollars. For example, a value of .5 = a limit of 500,000 USD.
   - Net Dollar Value Per Day - The net value of buys and sells for an entire trading day, in millions of dollars. For example, if you bought 50 million and sold 15 million in a day, the net dollar value for that day would be 35 million.
   - Gross Dollar Value Per Day - The aggregate value of buys and sells for an entire trading day. For example, if you bought 50 million and sold 15 million in a day, the gross dollar value for that day would be 65 million.

4. To set order quantity limits, click to expand that section, then enter order quantity limits. Click **Continue** when you are done entering values.
5. To set Exchange for Physical Limits, click to expand that section, then enter values for any of the following and click **Continue**.

- **Maximum Nominal Exchange for Physical Per Order** - The total value of any one Exchange for Physical (EFP) order, in millions of dollars.
- **Maximum Net Exchange for Physical Per Trades** - The net value of EFP buys and sells for an entire trading day, in millions of dollars.
- **Maximum Gross Exchange for Physical Trades** - The aggregate value of EFP buys and sells for an entire trading day. For example, if you bought 50 million and sold 15 million in a day, the gross dollar value for that day would be 65 million.

![Exchange for Physical Limits](image)

6. Verify your changes on the Verify Trading Limits, then click **Continue**.

   Click **Back** if you need to make further changes.

7. A confirmation number is sent to your email address of record. Enter this number on the Confirmation page that appears, then click **Continue**.

   New trading limits and changes to existing trading limits go into effect on the next business day.

**Security**

The Security menu includes the following pages:

- **Audit Trail** - Master users can view Account Management requests from client accounts.

**Audit Trail**

The Audit Trail page lets Master account users view Account Management requests from client accounts.
Who can access the Audit Trail page?

You can access this page if you are a(n):

- Advisor Master User
- Broker Master User

To view the audit trail

1. Click Manage Clients > Security > Audit Trail.
2. Use the Account Selector to search for a client account by Account ID, Account Title or Account Alias, then click the desired account.

   ![Account Selector](image)

   The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

3. Select the number of days back you wish the audit trail to include by selecting All, Previous 90 Days or Previous 180 Days from the Show requests drop-down list, then click Submit.

   The page refreshes with the updated information.
The audit trail displays type of request, the date and time of the request, the date and time the request was updated (if applicable), and the state of the request, including:

**Users**

The Users page lets you:

- **Add users** to an account.
- **Modify** Account Management access rights for existing users.
- **Add up to two usernames for a user.**
- **Delete users** from an account.

**Who can access the Users page in the Manage Clients menu?**

You can access this page if you are a(n):
## Advisor Master User

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>The user's first name.</td>
</tr>
<tr>
<td>MI</td>
<td>The user's middle initial.</td>
</tr>
<tr>
<td>Last Name</td>
<td>The user's last name.</td>
</tr>
<tr>
<td>User Name</td>
<td>The user's user name.</td>
</tr>
<tr>
<td>Type</td>
<td>Depending on the type of account you have, this corresponds to the Type and Entity Relationship field on the Add New User and Access Rights page. It could be Employee or Non-employee or a specific role in your company, such as CEO or Treasurer.</td>
</tr>
<tr>
<td>Accessible Rights</td>
<td>Click View Rights to displays a popup summary of the user's access rights.</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the user. For example, “Open” or “Pending Confirmation.”</td>
</tr>
<tr>
<td>Modify</td>
<td>Displays a Modify link for users’ whose status is “Open.” Click this link to modify the users’ access rights.</td>
</tr>
<tr>
<td>Delete</td>
<td>Displays a Delete link. Click this link to delete the user from your account.</td>
</tr>
</tbody>
</table>
Adding a User

You can add users to your account and grant them access to a subset of Account Management functions, including granting access to functions for one or more sub accounts. You cannot grant access to Funding functions to a new user.

To add a user to the account

1. Click Manage Clients > Users.
2. Use the Account Selector to search for a client account by Account ID, Account Title or Account Alias, then click the desired account.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

The Users page opens.

3. Click Add User.
4. On the Add User page, enter all required information, including name, six-character username prefix, password, and email address.

5. On the same page, assign Account Management functions to the user by clicking the appropriate check boxes in the Access Rights section. Access groups correspond to Account Management menus.
   - If you have created any User Roles, optionally select a User Role. The access rights saved with the User Role will be applied to the new user.
   - Click an access group to expand the section, then click check boxes to grant access to individual functions.
   - To grant access to all functions within an access group, click the check box next to the access group name. If a function is not checked, the user will not be able to access the function in Account Management:

6. If you are adding a user to a multiple account structure, when you click a check box for an Access group or for an individual function inside an Access group, the Assign Accounts box opens.

Use the Assign Accounts box to select which accounts you want this user to be able to access for the selected function or group of functions. You can select:
   - All for all accounts, including the Master and all sub accounts;
   - Master to grant access to only the Master account;
○ *Sub All* to grant access to all sub accounts;
○ *Sub Specific*, to grant access to individual sub accounts.

If you select this option, two lists of client accounts - Available and Selected - appears. To select individual client accounts, highlight them in the Available Accounts box and click the right arrow button to move them into the Selected Clients box. Remove client accounts from the Selected Accounts box by highlighting them then clicking the left arrow button.

Click **Continue** to save your account assignments.

All account users automatically get rights to Security functions (Password, Secure Login System Secure Device Sharing, and Voting Subscriptions), which are located in the Manage Account > Security access group, and the functions in the Manage Account > Settings access group (User Information and Email Address).
Chapter 7
Adding a User

The following figure shows an example of an access rights configuration. In this example, a user is being granted access to all functions in the Reports > Activity menu of Account Management.

7. On the same page, you can select the accounts to which the access rights are assigned.
   - Highlight one or more individual sub/client accounts in the list (Ctrl+ click to select multiple non-adjacent accounts in the list; Shift+click to select multiple adjacent accounts in the list). Click the All Sub/Client Accounts check box to select ALL accounts.

8. Click Continue.

9. Verify that all the information is correct, then click Continue.
   If you need to make further changes, click Back, then make corrections before submitting.

10. Enter the confirmation number sent to you via email, then click Continue.
    If you have not received a confirmation number, click Request Confirmation Number to have a confirmation number sent to your email address on record.

11. Click Cancel to cancel your changes.
Viewing Pending User Access Rights

Click *Pending Authorization* in the Status column for any Security Officer listed to view a popup that displays the pending user access rights.

Viewing Eligible Security Officers on Pending Items

On the Users page, you can move your mouse over the Status of any Security Officer listed with a status of Pending Authorization to see a popup with Eligible Security Officers displayed:

![Screenshot of users page with pending authorization status]

You can view your pending changes to user access rights on the **Home > Pending Items** page. Move your mouse over those pending items to see a popup with Eligible Security Officers displayed:

![Screenshot of pending items page with popup]

Modifying User Access Rights

You can modify Account Management access rights for an existing user on the User Access Rights page. For example, if you add a user to your account, you may want to modify the user’s access rights at a later date.
Chapter 7
Modifying User Access Rights

To modify access rights for an existing user

1. Click Manage Clients > Users.
2. Use the Account Selector to search for a client account by Account ID, Account Title or Account Alias, then click the desired account.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

3. Click the Modify link next to the user whose access rights you want to modify.
4. On the next page, modify the access rights for the user by selecting or deselecting check boxes next to the available Account Management functions, including changing any authorization privileges you may have assigned or need to assign.
   - Click an access group to expand the section, then click check boxes to grant access to individual functions.
   - To grant access to all functions within an access group, click the check box next to the access group name. If a function is not checked, the user will not be able to access the function in Account Management:

5. If you are modifying a user in a multiple account structure, click Modify Accounts for any individual function inside an Access group. The Assign Accounts box opens.
Use the Assign Accounts box to change which accounts you want this user to be able to access for the selected function or group of functions. You can select:

- *All* for all accounts, including the Master and all sub accounts;
- *Master* to grant access to only the Master account;
- *Sub All* to grant access to all sub accounts;
- *Sub Specific* to grant access to individual sub accounts.

If you select this option, two lists of client accounts - Available and Selected - appears. To select individual client accounts, highlight them in the Available Accounts box and click the right arrow button to move them into the Selected Clients box. Remove client accounts from the Selected Accounts box by highlighting them then clicking the left arrow button.

Click **Continue** to save your account assignments.

6. Verify that all the information is correct, then click **Continue**.
   
   If you need to make further changes, click **Back**, then make corrections before submitting.

7. Enter the confirmation number sent to you via email, then click **Continue**.
   
   If you have not received a confirmation number, click **Request Confirm** to have a confirmation number sent to your email address on record.

8. Click **Cancel** to cancel your changes.
Adding Usernames to a User

Account Management lets you assign up to two usernames for each individual user. For example, an individual user might want to add a second user name in order to log in on two different machines for testing purposes.

To add a username for a user

1. Click Manage Clients > Users.
2. Use the Account Selector to search for a client account by Account ID, Account Title or Account Alias, then click the desired account.

![Account Selector](image)

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

3. Click the 2nd User link next to the user for whom you want to add a second user name.
4. On the next page, enter information for the second username, then click Continue.
5. Verify that all the information is correct, then click Continue.
   - If you need to make further changes, click Back, then make corrections before submitting.
6. Enter the confirmation number sent to you via email, then click Continue.
   - If you have not received a confirmation number, click Request Confirmation Number to have a confirmation number sent to your email address on record.
7. Click Cancel to cancel your changes.

Deleting a User

To delete a user from the account
1. Click Manage Clients > Users.
2. Use the Account Selector to search for a client account by Account ID, Account Title or Account Alias, then click the desired account.

The Account Selector is closed once you select an account. To change the selected account, click the tab to open the Account Selector, and then click a different account.

3. Click the *Delete* link next to the user you want to delete.

**Users**

Use this page to add users to your account, modify existing users' information or access rights and delete users from your account. When you delete a user, his or her Account Management access is disabled instantly and Trading Access is disabled by the next calendar day.

<table>
<thead>
<tr>
<th>First Name</th>
<th>MI</th>
<th>Last Name</th>
<th>User Name</th>
<th>Type</th>
<th>Accessible Rights</th>
<th>Status</th>
<th>Modify</th>
<th>2nd user</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rico</td>
<td></td>
<td>Schmo</td>
<td></td>
<td>NON_EMPLOYEE</td>
<td></td>
<td>--</td>
<td></td>
<td>2nd user</td>
<td></td>
</tr>
<tr>
<td>Jorie</td>
<td></td>
<td>smolka</td>
<td></td>
<td>NON_EMPLOYEE</td>
<td>View Rights</td>
<td>Open</td>
<td></td>
<td>2nd user</td>
<td></td>
</tr>
<tr>
<td>Rob</td>
<td></td>
<td>osoka</td>
<td></td>
<td>NON_EMPLOYEE</td>
<td>View Rights</td>
<td>Pending Approval</td>
<td>2nd user</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account Management access for that user is disabled instantly and Trading Access is disabled by the next calendar day.

**CRM**

Customer Relationship Management (CRM) allows Advisors and Brokers to easily store and view information about all of their contacts, including clients, prospects, former clients and other personal and professional relationships. The database-driven CRM is a convenient way for Advisors and Brokers to view all current clients, prospective clients and other contacts from a single screen in Account Management, and to turn a prospect into a client by inviting the person to complete a client account application that has been prefilled with data from CRM. You can easily navigate within Account
Management to manage existing client accounts. Every record in CRM is considered a "contact" and you can designate contacts as being of a certain type (prospects, clients, etc.).

CRM allows you to create and store emails, notes, tasks and calendar events for each contact; send bulk emails to multiple contacts and organize contacts into groups. We do not store or have access to your emails, notes and tasks; they are stored at Rackspace, a third-party cloud management solution provider.

**Who can access the CRM page?**

CRM access is configured through user access rights. For more information, see our users' guide.
From the CRM home page, Advisors and Brokers can:

- View, sort and perform a simple search of contacts and set the number to view on a single page.
- Enter a new contact.
- View and open an individual contact.
- Set and reset a password for notes and tasks.
- View current tasks and scheduled events.
- Create and access a Rackspace mailbox for all of your CRM emails.

Access the Advanced Search page to enter a variety of search criteria, add contacts to an existing group, remove contacts from an existing group and send bulk email to multiple contacts.

Access and configure reports from a selection of fields and filters.

- Organize your contacts into groups.
- Send bulk email to multiple contacts or groups;
- Import contacts from an Excel file.

Icons on CRM pages give you access to the most important functions in CRM. For more information, see CRM Icon Reference.

### Individual CRM Contacts

Use the sorting and searching methods on the CRM home page to find a specific contact, and then click the contact in the list to display that individual record.

Individual CRM contact records can include:

- Personal information;
- Prospect information;
- Financial information;
- Employment information;
- Trading experience;
- Client account invitations sent;
- Notes;
- Access to CRM emails hosted on Rackspace;
- Tasks;
Events;
Documents;

From an individual contact record, you can perform many additional functions, including:

- **Edit** the information stored in the contact record;
- View, add, sort and delete notes;
- Add prospect information to a contact, which changes the contact to a prospect;
- Enter a new contact;
- View all emails that have been sent to the contact;
- Send an email;
- Send a prospect electronic invitation to open a client account, with information from CRM already entered into the new application for you.
- Add, update and delete tasks.
- Delete and print;
- Export to a Microsoft Excel spreadsheet;
- Generate a VCard (Microsoft Outlook-compatible);

**Schedule events:**

- Upload documents associated with a specific contact, prospect or client;
- Go to the Dashboard to view account details for an existing client’s open account.
- View all accounts for a specific client.

**Sharing CRM with Another User**

Advisors and Brokers who have additional users associated with their master account can allow these users to access all of CRM. To enable CRM access for these users, send an email to **crm@interactivebrokers.com** and include your account number the name of the primary master account user. Once enabled, these additional users will have access all CRM features.

Note that only one user can edit a CRM contact at one time. A second user will not be able to edit a contact that is currently being edited by another user. If this happens, a message appears to inform the second user that the record is locked for editing.

**Short Videos**
**Adding and Importing Records**

**Adding Notes, Tasks and Events to Records**

**Sending Emails and Creating Groups**

If you have any questions about CRM, send us an email at crm@interactivebrokers.com.

**View, Sort and Search Records**

Your saved CRM contacts (or a subset of your contacts depending on how many contacts you have saved) are listed on the CRM home page sorted by Title by default. Each item in the list also displays the type of record (Contact, Prospect or Client) and Account IDs for clients.

You can view, sort and search for records in the following ways:

Sort the list of records by clicking any column heading (Title, Type or Accounts).

Use the letters at the top to view records that begin with a specific letter. Click a letter to view only those records whose Title begins with that letter.

Search for records by name. Type the search word in the Search field at the top of the page and then click **Search**.

Filter the list to display only Prospects, only Contacts, only Clients or All records using the Filter drop-down. You can use the Filter drop-down in conjunction with the search field to narrow your search. Select the record type and then click **Search** to filter the list of records.
If you have a lot of records, they are displayed on multiple pages. You can set the number of records to display on a single page using the control at the bottom of the page (display 20, 30, 40 or 50 records at a time). This control lets you see how many pages of contacts you have at a glance and which page you are looking at (for example, 1/31 lets you know that you are looking at page 1 of 31), and lets you quickly jump to the previous page and first page or to the next page and last page.

View Current Tasks and Events

You can view all current tasks and a calendar showing all events for the current month on the CRM home page. You can also:

- Sort tasks by status
- Display a specific event by clicking a date on the calendar
- Navigate to different months and years on the calendar

To sort tasks by status

1. In My Tasks, select one of the statuses from the View Tasks by drop-down:
   - All
   - Pending
   - In Progress
   - Completed
   - Suspended
2. The list of tasks displayed in My Tasks updates accordingly.
3. You can also click any task displayed in My Tasks to jump to the Tasks tab for individual record for whom the task was created.

To display a specific event

My Events displays a calendar view of all events for the current month. Dates on which an event is scheduled appear in light blue.

1. Select a specific date on the My Events calendar to display a description and date and time of the event(s) scheduled for that day.
2. The selected date appears in a darker blue on the calendar.
3. You can also click the event description below the calendar to jump to the individual record for whom the event was created.

To navigate to different months and years on the calendar

Do any of the following to display a different month and year on the My Events calendar:

- Use the month drop-down to select a different month.
- Use the year drop-down to select a different year.
- Use the small blue arrows on the left and right of the top bar of the calendar to quickly display the previous and next month, respectively.

**Entering a New Contact, Prospect or Client**

CRM is built on a database that contains a record for each contact, prospect and client.

To enter a new contact, prospect or client

1. Click **Manage Clients > CRM**.
2. Click the New Record icon.

The New Record page opens.

3. Select the type of relationship you want to add from the drop-down at the top of the page.
4. Fill out the form completely.

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name (optional)</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Suffix (optional)</td>
<td>(e.g.: Jr., Sr., II)</td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Date of birth (MM/DD/YYYY)</td>
<td></td>
</tr>
<tr>
<td>Marital status</td>
<td></td>
</tr>
<tr>
<td>Number of dependents</td>
<td>0</td>
</tr>
<tr>
<td>SIN</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Residence</th>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>City</td>
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<td>State/Province</td>
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<tr>
<td>Zip/Postal Code</td>
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<td>Country</td>
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<td>Country of citizenship</td>
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<table>
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<th>Contacts</th>
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<tbody>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Phone2</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Save | Exit
5. Click **Save**.
6. Optionally, do one of the following:
   - Click **Exit** or the **Home** icon (located in the upper right corner of the page), to return to the CRM main screen.

You can also enter a new record by clicking the **New Record** icon from any existing individual record.

**Edit an Existing Contact, Prospect or Client**

**To edit an existing contact, prospect or client**

1. Click **Manage Clients > CRM**.
2. Use the search function to find the contact, prospect or client you want to edit, then click the name of the person you want to edit.

The complete record opens.

![Image of a contact record screen](image)

**Client:**

**Contact Information**

- **Address:**
- **Date Of Birth:**
- **Dependents:** 0
- **Citizenship:**
- **Identification Document:**
- **Identification Document Number:**
- **Country Of Issuance:**
- **Home:**
- **Work:**
- **Mobile:**
- **Fax:**

**Employment Information**

**Groups**

**Prospect Information**

**Financial Information**

**Trading Experience**
3. By default, the record opens with all sections expanded. Collapse all sections by clicking **Collapse All** at the top of the record. Expand all sections by clicking **Expand All**.

Expand an individual section by clicking the section heading.

To edit the next record, click the **Next Record** button. To edit the previous record, click the **Previous Record** button.

4. Edit information in any section by clicking the blue pencil icon located in the section heading.

The complete record opens, with each field editable.
5. Edit information in the record as required.
6. Change the type of record from contact to prospect using the drop-down field at the top of the page.
7. Click Save to save your changes, Exit to return to the record without saving your changes, or the Home icon to return to the CRM main screen.

Additional Functions for Individual Records

In addition to viewing lists of clients, prospects and contacts and entering and editing records, Advisors can perform the following tasks from individual records:

- Go to the previous or next record.
- View, add, sort and delete notes.
- Add Prospect Information to a contact record. This changes the contact to a prospect.
- Enter a new record.
Send an email to a contact, prospect or client.

View all emails sent to a person.

Send a prospect or a contact an invitation to open a client account. The information already entered in CRM for the prospect or contact is automatically entered into the new client application.

Add, update and delete tasks.

Delete and print individual records.

Export an individual record to a Microsoft Excel spreadsheet by downloading them as a .CSV (comma-separated values) file.

Generate a VCard for an individual record (Microsoft Outlook-compatible .VCF file)

View all accounts for a specific client.

Schedule events with a specific contact, prospect or client.

Upload documents associated with a specific contact, prospect or client.

Go to the Dashboard, where you can drill down to view account details for any client account.

To go to the previous or next record

1. On the CRM home page, click the title of the record you want to view.
2. Click the Previous Record or Next Record button to view the previous or next CRM record.

To view, add, sort and delete notes

We do not store or have access to your notes; they are stored on Rackspace. Before you can add notes to a CRM record, you must set a Notes password from the CRM home page. See Set and Reset Your Notes Password for details.

1. On the CRM home page, use the search function to find the client, prospect or contact to whose record you want to add a note.
2. Click the title of the record to which you want to add a note.
   The record opens.
3. Click the **Notes** tab.

The Notes tab lists all of your existing notes.

4. Click the **Create Note** button in the Client Communications section. The Note box opens.
5. Start typing a note in the space provided in the Note box.
6. Click the Save icon in the Note box to save your note. Click the X icon to close the Note box.
7. To sort the list of notes, select Newest or Oldest from the Sort drop-down.
8. Delete a note by clicking the X icon below the note.

To add Prospect Information to a contact record

1. On the CRM home page, use the search function to find contact to whose record you want to add prospect information.
2. Click the title of the record.
   The record opens.
3. Click the icon located in the Add Prospect Information heading. Note that this is only available in Contact records with no Prospect Information.

4. The complete record opens, allowing you to add information in ALL sections.

5. Click **Save** when you are done editing.

   On the CRM home screen, the record type is now listed as a Prospect.

**To enter a new record**

1. Click the **New Record** icon from any individual record.
2. Create the new record by completing the form, and then clicking **Save**.

You can also enter a new record by clicking **New Record** on the main CRM screen.
To send an email to a contact, prospect or client

We do not store or have access to your CRM emails; they are stored on Rackspace. Before you can send an email to a CRM contact, prospect or client, you must request a Rackspace Mailbox from the CRM home page. See Set Up and Use a CRM Mailbox for details.

1. On the CRM home page, use the search function to find the client, prospect or contact whose record you want to view.
2. Click the title of the record.
   The record opens.
3. Click the Emails tab.
   All of the emails you have sent to this contact, prospect or client appears on this page.

To send a prospect or a contact an invitation to open a client account

1. On the CRM home page, use the search function to find the contact or prospect to whom you want to send an account invitation.
2. Click the title of the record.
   The record opens.
3. Do one of the following:
   - Click the Application Invite link to send a fully electronic client application invitation. The Advisor Client Invitation page opens.
Select the type of application for the new client, then click **Submit**.

On the Client Fee Setup page, select the type of fees for the new client, then click **Continue**. For more information, see [Inviting a Client to Start an Electronic Application](#).

Follow the instructions on the screens that appear to complete the client account invitation process. Note that the application already contains information from the CRM record.

An email is sent to the new client, inviting him or her to complete an account application electronically.

- Click the *Semi-electronic Invite* link to send a semi-electronic client application invitation.
- Click **Electronic Client Application** for a Semi Electronic Application. For more information, see [Starting a Semi-Electronic Application](#).
- Select the type of client account, and then click **Continue**.
- Follow the instructions on the screen to complete the electronic portion of the application, which already contains information from the CRM record.
- When you have completed the electronic application process, print the completed application and send it to your new client for his or her signature.

**To add, update and delete tasks**

You can add important reminders to CRM records in the form of tasks, which can easily be added, updated or deleted. Like Notes, Tasks are stored on Rackspace. You must set a notes/tasks password before you can add notes and tasks to a record. You can view a summary of current tasks in My Tasks on the CRM home page.

1. On the CRM home page, use the search function to find the client, prospect or contact whose record you want to update with a task.
2. Click the title of the record.
   
   The record opens.
3. Click the **Tasks** tab.

![Prospect: Nilesh D](#)

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Priority</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="#" alt="Add Task" /></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
4. To add a task:
   - Click **Add Task**. The Add Task section appears at the bottom of the page.
     - In the first drop-down from the left, select the status of the task (*Pending*, *In Progress*, *Completed*, or *Suspended*). *Pending* is the default status.
     - In the second drop-down from the left, select the priority of the task (*Low*, *Medium* or *High*). *Medium* is the default priority.
     - Type a name for the task.
     - The date field displays today’s date by default. Click in the date field to display a calendar, which lets you select a different date.
     - Click **Save**. The new task appears in the task list.

5. To update a task:
   - Click the radio button for the task. The Update Task section appears at the bottom of the page.
   - Update the task status, priority, name or date, and then click **Save**. The task is updated in the task list.

6. To delete a task, click the X icon for the task, and then click **OK** in the confirmation popup.

**To delete an individual record**

1. On the CRM home page, use the search function to find the client, prospect or contact whose record you want to delete.
2. Click the title of the record.
   The record opens.
3. Click the *Delete* link.

**To print an individual record**

1. On the CRM home page, use the search function to find the client, prospect or contact whose record you want to print.
2. Click the title of the record.
   The record opens.
3. Click the *Print* link.

**To export an individual record to Excel in a .CSV file**

You can download any CRM record to a .CSV (comma-separated values) file, which can then be opened in Microsoft Excel or a similar program.

1. On the CRM home page, use the search function to find the client, prospect or contact whose record you want to export to a .CSV file.
2. Click the title of the record.
   The record opens.
3. Click the *Export* link located.
4. You are prompted to save the file to a location on your computer.

**To generate a VCard for an individual record (Microsoft Outlook-compatible .VCF file)**

You can download any CRM record to a .VCF file, which is a VCard that can be opened in Microsoft Outlook.

1. On the CRM home page, use the search function to find the prospect, contact or client whose record you want to export to a .VCard.
2. Click the title of the record.
   The record opens.
3. Click the *VCard* link located.
4. You are prompted to save the file to a location on your computer.
5. See Microsoft Outlook's instructions to learn how to import the VCard and add the contact to your Outlook contacts.

**To view all accounts for a specific client**
1. On the CRM home page, use the search function to find the client, prospect or contact whose record you want to view.
2. Click the title of the record.
   The record opens.
3. Click the Accounts tab to view all accounts for the client, including Account Title, Account ID, Account Type, Date Applied, Date Open, Date Funded, Date Closed (if applicable) and Status for each account.

To upload documents associated with a specific contact, prospect or client

You can upload one or more documents associated with a contact, prospect or client from an individual CRM record. Each document must be between 0 and 2 MB and cannot be an executable (.exe) file.

1. On the CRM home page, use the search function to find a client, prospect or contact.
2. Click the title of the record.
   The record opens.
3. Click the Documents tab. This tab lists all previously uploaded documents that are currently stored with the contact, prospect or client record.
4. Click the Choose File button, and then search for and select the document you want to upload. The document must be no larger than 2 MB.
5. Click Submit.
   The document appears in the list of documents.
6. To delete a previously uploaded document, click the X icon on the document row.

To jump to the Dashboard

1. On the CRM home page, use the search function to find the client, prospect or contact whose record you want to view.
2. Click the title of the record.
   The record opens.
3. Click the **Accounts** tab.
4. Click the **Dashboard** button located on the upper right corner of the screen. The **Dashboard** main page opens.

### Set and Reset Your Notes/Tasks Password

You can add notes and tasks to any individual CRM record. We do not store or have access to your CRM notes; they are stored on Rackspace.

Before you can add notes and tasks to CRM records, you must set a password from the CRM home page.

**To set and reset your CRM notes/tasks password**

1. Click **Manage Clients > CRM**.
2. Click the **Set/Reset Notes/Tasks Password** icon near the top of the page.

---

**Set/Reset password to access notes and tasks**

You can add notes and tasks to any individual CRM record. Before you can add notes and tasks to CRM records, you must set a password below. We do not store or have access to your CRM notes and tasks; they are stored and encrypted on Rackspace. Once you set your password, you will automatically be logged into Rackspace when you access Notes and Tasks in CRM.

[Save]
3. Enter a password and then click **Save**. (Note that you can return to the main CRM page by clicking the Home icon located on the right side of the screen.

You will now be able to access the Notes and Tasks features in any individual CRM record.

4. To reset your notes/tasks password, click the **Set/Reset Notes/Tasks Password** button on the CRM home page, and then enter a new password and click **Save**.

**Set Up and Use a CRM Mailbox**

All Interactive Brokers CRM notes and emails are hosted on Rackspace, a leading managed cloud solution provider.

**Requirements for a Rackspace Mailbox**

Rackspace Mailboxes use your own email address. Therefore, you must have a pre-existing email address at your own domain before your Rackspace Mailbox can be created. There is one way to do this:

You already have your own email address at your own domain. For example, jsmith@acmeadvisors.com.

To maintain the security of your CRM emails stored on Rackspace, email addresses at public domains, such as Yahoo, Gmail, Hotmail or Outlook, are not allowed.

**Additional Information**

A Rackspace mailbox costs $1.20 per mailbox per month, subject to any change implemented by Rackspace.

Your Rackspace mailbox provides 25 GB of storage.

Once your Rackspace mailbox has been created, you will be notified in Pending Items in Account Management. You can then access your mailbox from the CRM page or from any individual CRM record.

You can update your Rackspace mailbox password at any time by accessing Settings from within your Rackspace mailbox.

Once you submit your Rackspace mailbox request, you will be charged for that period. Rackspace does not offer refunds for canceled mailboxes.
Additional Services Available from Rackspace

Archive your emails for $3 per month.

To sign up for this service, send an email to crm@interactivebrokers.com.

To create a mailbox on Rackspace for CRM and to access your Rackspace mailbox once it has been created

1. Click **Manage Clients > CRM**.
2. Click the **Show Email** icon on the CRM home page.

3. A page opens with instructions on how to request a Rackspace mailbox. Read the instructions completely, and then click the **Request Mailbox** button.

   You will be presented with further instructions and information.

4. When your Rackspace mailbox has been created, we will notify you via Pending Items on the Account Management Home page.

   The Rackspace email client looks like this:

   ![Rackspace Mail Client](image)

Disclaimer

Interactive Brokers will never access your CRM notes and emails. To the extent that the Customer uses Rackspace to transport data or communications, Interactive Brokers disclaims any liability for interception
of any such data or communications. IB is not responsible, and makes no warranties regarding, the access, speed, availability or security of Rackspace, Internet or network services.

**Events**

The Events tab, available from any individual CRM record, lets Advisors and Brokers schedule events using an interactive calendar with daily, weekly and monthly views. Events can be anything from scheduled meetings to phone calls to personal tasks. You can also view currently scheduled events on the My Events calendar on the CRM home page.

**To schedule an event**

1. On the CRM home page, use the search function to find the client, prospect or contact to whose record you want to add a note.
2. Click the title of the record to which you want to add a note.
   - The record opens.
3. Click the **Events** tab. The weekly event calendar opens.
4. Use the buttons on the upper right to change the calendar view: **Day** for daily, **Week** for weekly or **Month** for monthly. Click the **Today** button to display today's date on the calendar. Use the right and left buttons on the upper left to navigate between days, weeks or months.

5. You can enter a new event in any calendar view: Daily, Weekly or Monthly. Click the day and time at which you want to schedule the new event.

The Enter Event box opens.
6. Enter the title of the event, and then select a start and end time. Click in the Start field to open the interactive calendar.

Click the desired start time on the right side of the interactive calendar, using the scroll bar to scroll to earlier or later times. You can also schedule the event to occur on any day using the interactive calendar. Once you click a time, the interactive calendar closes.

Repeat for the event end time.
7. To schedule an all-day event, simply click the **All Day** check box.

8. Click **Ok** to save the event and add it to the calendar.

9. To edit an event that is already scheduled (for example, to change the scheduled start and end times), click the event on the calendar, and edit the information in the Edit Event box. Click **Save** to save the event and close the box.
10. To delete an event that is already scheduled, click the event on the calendar, and then click **Delete** in the Edit Event box.

**CRM Advanced Search**

While the CRM home page lets you perform simple searches name or type of record, the Advanced Search page lets you:

- Conduct a detailed search by entering a variety of search criteria;
- Add or remove one of more contacts to or from an existing group;
- Send a bulk email to one or more contacts.
- **Open an individual record.**
You can also collapse the Search Criteria by clicking anywhere in the Search Criteria header bar.

To conduct an advanced search

1. From the CRM home page, click the Advanced Search button or the Advanced Search icon.

2. Enter search criteria into one or more of the Search Criteria fields, and then click **Search**.
3. To begin a new search, click **Reset**.

**To add or remove one of more contacts to or from an existing group**

1. Conduct an advanced search. In the list of records that appears, Note the Groups column. You can click the Groups column heading to sort the list by group, making it easier to view your groups.

2. Click the check box for each contact in the list that you want to add or remove from an existing group. As soon as you select one check box, the Add To Group and Remove From Group buttons become active.

3. To add the selected contacts to an existing group, click **Add to Group**, and then choose the desired group from the drop-down in the Add To Group box. Click **Save** to close the box and save your changes.
4. To remove the selected contacts from an existing group, click Remove From Group, and then choose the desired group from the drop-down in the Remove From Group box. Click Remove to remove the selected contact(s) from the selected group and close the box.

To send a bulk email

Bulk emails let you send a single email to multiple contacts at the same time. Bulk email is available only to customers with a Rackspace mailbox in CRM.

1. Conduct an advanced search.
2. Click the check box for each contact in the list to whom you want to send a bulk email. The Bulk Email button becomes active.
3. Click Bulk Email.

A blank email with the To field already filled in with the selected contact emails opens.
4. Enter a subject, optionally enter email addresses in the Cc: field, enter the text of your email, and optionally attach files, using the Browse button to search and select files on your computer.

5. Click **Submit** to send your email to all of recipients.

Attachments are NOT saved in your Rackspace Sent folder. CC yourself to keep a copy of the email with the attachments.

**To open an individual record**

1. Conduct an advanced search.
2. In the list of records, click the Title of the record you want to open.
CRM Groups

You can organize your contact records into groups. On the CRM home page and Advanced Search page, the list of records can be sorted by Group. On the Advanced Search page, you can add and remove one or more contacts to and from existing groups or send bulk email to members of a group.

Use the Manage Groups page to:

- View the current members of any group.
- Add a new group and add members to the new group;
- Delete an existing group;
- Rename a group;
- Send a bulk email to all members of a group.

To view the current members in any group

1. From the CRM home page, click the View Groups icon.

The Manage Groups page opens. The Manage Groups page lists all of your current groups, along with the number of contact records in each group in parentheses next to the group name.
2. Click the name of the group whose members you want to view. The Manage Groups Membership page opens, displaying the expanded Advanced Search Criteria panel at the top of the page and the members of the selected group below.
To add a new group and add members to the group

1. From the CRM home page, click the View Groups icon.

The Manage Groups page opens.
2. Click the Plus Sign icon on the upper right of the group list.

3. In the Create Group box, type the name of the new group, and then click Save.

   ![Create Group Box]

The new group appears in the group list.

4. Click the name of the new group to open the Manage Groups Membership page.
5. Use the Search Criteria panel to search for the contact records that you want to add to the new group. Enter criteria into the desired search fields, and then click **Search**. The list of contact records updates to match your search.

6. Click the check box next to each contact that you want to add to the new group. As soon as you select one record in the list, the Add to Group button becomes active.

7. Click **Add to Group**.

8. In the Add to Group box, select the new group from the drop-down and then click **Save**.
The contacts you selected are now part of the new group you created.

To delete an existing group

1. From the CRM home page, click the View Groups icon.

   ![Icon](image)

   The Manage Groups page opens.

2. Click the Edit Group icon on the row for the group you want to delete.

   ![Icon](image)

   The Edit Group bar opens.

3. Click the red X icon to delete the group. Click the blue arrow to close the Edit Group bar.

4. Click OK in the confirmation message.

   The group is deleted.

To rename a group

1. From the CRM home page, click the View Groups icon.

   ![Icon](image)

   The Manage Groups page opens.

2. Click the Edit Group icon on the row for the group you want to delete.
3. The Edit Group bar opens.

![Manage Groups](image)

4. Type a new name for the group in the text field, and then click the green check mark icon to rename the group. Click the blue arrow to close the Edit Group bar.

**To send a bulk email to all members of a group**

1. From the CRM home page, click the View Groups icon.

![Group Icon](image)

The Manage Groups page opens.

2. Click the Bulk Email icon on the row for the group you want to delete.

![Email Icon](image)

The Manage Groups Membership page opens with the list of contacts who are members of the selected group.

3. Click the check box next to each contact to whom you want to send a bulk email. As soon as you select one record in the list, the Bulk Email button becomes active.

4. Click **Bulk Email**.

A blank email with the To field already filled in with the selected contact emails opens.
5. Enter a subject, optionally enter email addresses in the Cc: field, enter the text of your email, and optionally attach files, using the Browse button to search and select files on your computer.

6. Click Submit to send your email to all of recipients.

   Attachments are NOT saved in your Rackspace Sent folder. CC yourself to keep a copy of the email with the attachments.

**Import Contacts**

You can import lists of contacts from a Microsoft Excel file into CRM to save time entering information into individual records. You can also import a VCard (*.VCF) file into an individual record.

**Excel File Information**

Each Excel file can contain a maximum of 100 contacts. If you want to import more than 100 contacts, you must create and upload more Excel files, one for each 100 contacts.
On the contact file import screen, there is a link to download a sample Excel file. This sample file contains all of the information you need to create your own contact file in Microsoft Excel.

The file should contain the following information for each person:

- Salutation (Mr., Mrs. or Ms.)
- First, middle and last name
- Gender (Female or Male)
- Date of birth (MM/DD/YYYY format)
- Marital Status (Unknown, Single, Married, Divorced, Widow)
- Number of Dependents
- Legal Residence, including Street (two lines, one including unit or apartment number), City, Country, Country of Citizenship, State/Province, Zip/Postal Code
- Contact Information, including Home, Work and Mobile Phone, Fax and Email
- Employment Information, including Employment Type (Employed, Unemployed, Retired or Self-Employed), Name and Business of Employer, Employer Work Phone and Employer Address (same information as Legal Residence above)

**To import contacts**

1. Click Manage Clients > CRM.
2. Click the Import Contacts icon.

The Import Contacts page opens.
Chapter 7

CRM Icon Reference

3. Click **Browse** for the type of file you want to import, and then select the desired Excel or VCard file.
4. Click **Upload File**.
5. In the popup, Identify the type of CRM record that this will be by selecting **Contact** or **Prospect**, and then click **Save**.

Your contacts will now be stored in CRM as individual records.

**CRM Icon Reference**

You can use the icons to perform certain functions from the CRM home page and from an individual record.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Home Icon" /></td>
<td>Return to the CRM home page.</td>
</tr>
<tr>
<td><img src="image" alt="Add User Icon" /></td>
<td>Create a new record.</td>
</tr>
<tr>
<td><img src="image" alt="Up Arrow Icon" /></td>
<td>Send a prospect or a client an electronic invitation to open a new account.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>💌</td>
<td>Open your email in Rackspace in a new browser tab. If you have not set up a Rackspace email, you will see the email setup instructions page.</td>
</tr>
<tr>
<td>👥</td>
<td>Open the Groups page, where you can view all of your groups, create, rename and delete groups.</td>
</tr>
<tr>
<td>📄</td>
<td>Set a password to access Notes and Tasks.</td>
</tr>
<tr>
<td>🔍</td>
<td>Open the Advanced Search page.</td>
</tr>
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</table>
Investors' Marketplace

This section describes the options available in the Investors' Marketplace menu. The Investors' Marketplace lets Individual, Broker, Advisor, Hedge Fund, Money Manager and Administrator account holders form connections with each other and with other third-party service providers to do business on our platform.

There are actually several different marketplaces within Investors' Marketplace and you access them through the following options:

- **Search Services** - This menu allows customers to access different marketplaces where service providers advertise their services.
- **Advertise Services** - This menu allows customers and other service providers to advertise their services on the different marketplaces.

You can also access the Investors' Marketplace on the IB website by clicking the link at the bottom of any web page.

**Search Services**

The Search Services menu allows customers to search in several different marketplaces for participating Advisors, Brokers, Money Managers, Administrators and other third parties who have products and services to offer. Customers who are Accredited Investors or Qualified Purchasers under SEC rules can view information and about and invest in independent Hedge Funds on the Hedge Fund Investor Site.

The Search Services menu is organized into categories, each of which contains one or more distinct marketplaces:

- **Investing**
- **Research**
- **Technology**
- **Administration**
- **Business Development**
Investing

The Investors' Marketplace > Search Services > Investing menu lets customers search for and do business with the following types of investment service providers:

- **Advisor Marketplace** - Search for and connect with Professional Registered Investment Advisors (RIAs) and Commodity Trading Advisors (CTAs).
- **Broker Marketplace** - Search for and connect with Fully Disclosed Brokers.
- **Hedge Fund Marketplace** - Customers who are Accredited Investors or Qualified Purchasers under SEC rules can view information and about and invest in independent Hedge Funds.
- **Money Manager** - Advisors acting as Wealth Managers can view information about registered Money Managers, review their background information and specify your preferred contact method.

**Advisor Marketplace**

The Advisor Marketplace lets customers shop for, request contact from and automatically link to Advisors (RIAs).

Access the Advisor Marketplace by clicking **Investors' Marketplace > Search Services > Investing > Advisors**.

You can only view Advisors for your own country. For example, US residents can only view US-based Advisors.
Filter and View Advisors

You can filter the list of available advisors by products traded (bonds, stocks, etc.), asset class registrations (Securities, Commodities, etc.) and strategy types. Click the desired products, registrations and/or strategy types in the drop-down lists provided. Click **Clear** to clear the current filter criteria.

You can sort the provider display by Name, Location, AUM (Assets Under Management) or Years by clicking the **Sort by** button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the **More Information** button for any provider to view that provider's detailed information in a popup window.
Link to an Advisor

If you know that you want to become a client of a specific advisor, expand the advisor's listing, and then click the Link button. The Advisor/Broker Account Setup page opens.
If you have linked accounts of your own, you can choose to link those to the advisor as well. Click Continue to begin the linking process.

Links are activated every Friday. Your Advisor must confirm the link before 2:00 pm on Friday.

Once your account has been linked, log into Account Management to end any market data subscriptions if you no longer want to maintain them.

Once your account has been linked, fees may be debited from your account as specified by your Advisor.

Download Review Materials

View additional PDF documents provided by the advisor by clicking Download Review Materials, and then clicking the link to a document. Typically these are brochures and FAQ documents.

Broker Marketplace

The Broker Marketplace lets customers shop for and automatically link to Fully Disclosed Brokers.
Access the Broker Marketplace by clicking Investors' Marketplace > Search Services > Investing > Brokers.

Filter and View Brokers

You can filter the list of available brokers by language using the Language drop-down list. Click Clear to clear the current filter criteria.

You can sort the provider display by Name, Location, Country or Years by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Simply click the More Information button for any provider to view that provider’s detailed information in a popup window.
Link to a Broker

If you know that you want to become a client of a specific broker, expand the broker's listing, and then click the Link button. The Advisor/Broker Account Setup page opens.
If you have linked accounts of your own, you can choose to link those to the broker as well. Click **Continue** to begin the linking process.

Links are activated every Friday. Your Broker must confirm the link before 2:00 pm on Friday.

Once your account has been linked, log into Account Management to end any market data subscriptions if you no longer want to maintain them.

Once your account has been linked, fees may be debited from your account as specified by your Broker.

**Download PDF Review Materials**

View additional PDF documents provided by the broker by clicking **Download PDF Review Materials**, and then clicking the link to a document. Typically these are brochures and FAQ documents.

**Hedge Fund Marketplace**

Customers who are Accredited Investors or Qualified Purchasers under SEC rules can view information about independent Hedge Funds available on the Hedge Fund Marketplace page.
Who is Eligible to Invest in Participating Hedge Funds?

Customers who are Accredited Investors and Qualified Purchasers.

US customers.

Customers in all other countries EXCEPT Canada, India and Japan. Indian and Japanese customers are eligible only if they have IB LLC accounts.

Advisors can invest in participating funds for their clients who are Accredited Investors and Qualified Purchasers.

Fully Disclosed Broker sub accounts are eligible only if they are Accredited Investors and Qualified Purchasers and non-Canadian. Non-disclosed and Omnibus Broker sub accounts are NOT eligible. Hedge Funds who have already opened their funds to investment in the Hedge Fund Marketplace.

If you are eligible to invest in participating Funds, you will have access to the Hedge Fund Marketplace in Account Management.

IRA accounts are not eligible to invest in participating Hedge Funds.

Required Minimums

Eligible investors can invest a minimum of $25,000 in a Fund. Note that some Funds require larger investments.

You can redeem a minimum of $25,000 or your remaining balance in the Fund, whichever is lower, and subject to the Fund's own requirements.

Risks of Hedge Fund Investing

All potential Hedge Fund investors should be aware of the following:

The funds listed in our Hedge Fund Investor Site have not been registered under the securities laws of the United States, any state, or any other jurisdiction. The Hedge Fund Investor Site is not an offer to sell shares of any of the Funds. Rather, the offer to invest in the Funds may only be made by the private placement memorandum for the relevant Fund, and only to investors who meet certain eligibility requirements.

An investment in a Hedge Fund is speculative and involves a high degree of risk. Only sophisticated, high net worth investors with a high risk tolerance should participate.
The Hedge Funds listed on the website are independent from Interactive Brokers and Interactive Brokers will not supervise their trading decisions or be liable for losses.

Advisor Client Investments in Hedge Funds

Hedge funds can offer advisor clients who invest in their funds a discount on the hedge fund’s standard management fee to encourage investments by financial advisors and their clients. Funds may offer discounts of up to 1% of AUM and/or 5% of profits. For details, see HFCIP Fees.

Advisors can invest in a hedge fund on behalf of an eligible client via the Dashboard.

To use the Hedge Fund Investor Site

1. Log into Account Management.
2. Click Investors' Marketplace > Search Services > Investing > Hedge Funds.
   If you do not see the Hedge Fund Marketplace link in the menu, then you are not eligible to invest in participating Funds.
3. All available Funds are displayed in a table. The name of the Fund is displayed and selectable; also displayed are annual rates of return for five years, amount of assets under management, the minimum investment required and a summary of the investment strategy. Each column is sortable and you can hover your mouse cursor over a column header for more information.

Some Funds have public articles that they have uploaded; these Funds are marked with a document icon. Click the document icon to read the article.
Chapter 8  Advisor Client Investments in Hedge Funds

Hedge Fund Marketplace

Welcome to the Hedge Fund Marketplace. This site contains information regarding participating Hedge Funds (and Families of Funds), recent return statements, and investment strategy.

The following Hedge Funds are available for investment. The information shown below (including performance data) is provided solely by the Hedge Funds and has not been audited or verified by Interactive Brokers. The performance data shown represents past performance, which is not a guarantee of future results.

Families of Funds
If you would like to learn more about a specific family of Funds, click the name of the Family.

<table>
<thead>
<tr>
<th>Family of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patton Funds</td>
</tr>
</tbody>
</table>

Funds
If you would like to learn more about a specific Fund, click the name of the Fund.

<table>
<thead>
<tr>
<th>Rates of Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returns as reported by Hedge Fund and Not Interactive Brokers</td>
</tr>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>------</td>
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<tr>
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</tbody>
</table>

Click the name of the Fund in which you are interested.

The next page displays a group of expanding and collapsing sections that represent the actions you can perform.

Hedge Fund Marketplace

Hedge Fund: [Show Details]

- Review Material Currently Posted on Site Concerning Fund
- Fund Details and Contact Information
- Invest in this Fund by transferring money from my IB account
- Request a redemption transferred to your IB account from this Fund

4. Click a bar to expand that section, then follow instructions on the screen where applicable (not all items listed below will appear for all participating Funds):
- Review Material Currently Posted on Site Concerning Fund - Lets you view and download PDF files uploaded by the Fund.
- Fund Details and Contact Information - Lets you view miscellaneous fund details as well as contact the Fund or request that the Fund contact you.
- Contact this Fund - Lets you contact the Fund or request that the Fund contact you.
- Invest in this Fund by transferring money from my account - Lets you transfer funds directly from your account to the Fund. Follow the instructions on the screen to request the transfer. Note that requests for investment must be approved by the Fund Investment Manager and the Fund’s Third-Party Administrator.
- Request a redemption transferred to your IB account from this Fund - Lets you request a redemption from the Fund, which is a direct transfer from the Fund to your account. Follow the instructions on the screen to request the redemption. Note that requests for redemption must be approved by the Fund Investment Manager and the Fund’s Third-Party Administrator.

6. Click Main to return to the previous screen.

Money Manager Marketplace

Advisors acting as Wealth Managers can view information about registered Money Managers, review their background information and specify your preferred contact method.

Who can access the Money Manager Marketplace page?

You can access this page if you are an Advisor who is a Registered Investment Advisor (RIA) acting as a Wealth Manager or if you have opened a Money Manager account. Second-tier Advisors (under a Fully Disclosed Broker) can also access the Money Manager Marketplace and link to Money Managers. Unregistered Advisors and Friends and Family account Advisors can also access this page.

To use the Money Manager Marketplace page if you are a Wealth Manager

1. Log into Account Management using your Master account username and password.
2. Click Investors' Marketplace > Search Services > Investing > Money Manager.
3. The first time you access this page, you must sign the Money Manager Agreement. You cannot access the Money Manager Marketplace until you submit the signed agreement online.
Simply type your name in the Signature field, then press **Submit**.

4. The Money Manager Marketplace appears.

5. Sort the provider display by Name, Location, AUM (Assets Under Management) or Years by clicking the **Sort by** button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

6. Click the **More Information** button for any provider to view that provider’s detailed information in a popup window.
7. Do any of the following:
   
   ○ Click **Contact This Money Manager** in the upper right corner of the popup window, and then enter your name, email address and phone number. Enter the security text, and then click **Submit**.
   
   ○ Click **Link** to add a new Money Manager. The **Money Manager Assignment** page appears.

**Research**

The Investors' Marketplace > Search Services > Research menu lets customers search for and do business with the following types of third-party providers:

   **Research** - Search for and connect with third-party providers of institutional-caliber research directly in the Trader Workstation trading platform. In addition, providers may also present live webinar events through us.
Education & Coaches - Search for and connect with professionals who have expertise in trading, specific products and other topics.

News Feeds - Search for and access news wires for Trader Workstation.


Research Marketplace

The Research Marketplace provides third-party institutional-caliber research directly in the Trader Workstation trading platform. In addition, providers may also present live webinar events through us.

Filter and View Providers

You can sort the provider display by Name, Ratings, Votes and Date by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider. Subscribe to the research provider on the Manage Account > Trade Configuration > Research page in Account Management.

Rating a Provider

You can also vote for a provider by clicking the Rate this Provider icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

Education & Coaches

The Education & Coaches Marketplace connects you with professionals who have expertise in trading, specific products and other topics. In addition, providers may also present live webinar events.

Access the Education & Coaches Marketplace by clicking Investors' Marketplace > Search Services > Research > Education & Coaches.
Filter and View Providers

You can sort the provider display by Name, Type, Ratings, Votes and Date by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider, including contact information.
Rating a Provider

You can also vote for a provider by clicking the Rate this Provider icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

**News Feeds**

The News Feeds Marketplace gives you access to news wires for Trader Workstation.

News Feeds Marketplace

The News Feed Marketplace gives all customers access to newswires for Trader Workstation (TWS).

Filter and View Providers

You can sort the provider display by Name, Ratings, Votes and Date by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider. To subscribe to a news wire, click the Subscribe button.
Rating a Provider

You can also vote for a provider by clicking the **Rate this Provider** icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

Trading Publications

The Trading Publications Marketplace provides access to bookshout.com, where you can search for and purchase investing-related books at a discount.

Access the Traders' Library by clicking Investors' Marketplace > Search Services > Research > Trading Publications.
Technology

The Investors' Marketplace > Search Services > Technology menu lets customers search for and do business with the following types of technology service providers:

- **Software Vendors** - Search for and connect with large and small third-party vendors who have potentially complementary software programs to expand the functionality of IB TWS.
- **Programming Consultants** - Search for and connect with developers who may be able to assist API and FIX CTCI customers by offering their programming expertise.

**Software Vendors**

The **Search Services > Software Tools** page in the Investors' Marketplace provides links to large and small third-party vendors who have potentially complementary software programs to expand the functionality of IB TWS.
Software Vendors Marketplace

The Software Vendors section provides links to large and small third-party vendors who have potentially complementary software programs to expand the functionality of Trader Workstation (TWS).

Filter and View Providers

You can sort the provider display by Name, Type, Ratings, Votes and Date by clicking the *Sort by* button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the *Sort by* button.

Click the desired provider to see more information about the provider, including contact information.
Rating a Provider

You can also vote for a provider by clicking the Rate this Provider icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

**Programming Consultants**

The Programming Consultant Marketplace offers contact information for developers who may be able to assist API and FIX CTCI customers by offering their programming expertise.

Programming Consultant Marketplace

The Programming Consultants section offers contact information for developers who may be able to assist API and FIX CTO customers by offering their programming expertise.

Filter and View Providers

You can sort the provider display by Name, Ratings, Votes and Date by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider, including contact information.
Rating a Provider

You can also vote for a provider by clicking the **Rate this Provider** icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

**Administration**

The Investors' Marketplace > Search Services > Administration menu lets customers search for and do business with the following types of administration service providers:

- **Accountant Marketplace** - Search for and link to Administrators who provide accounting services.
- **Auditor Marketplace** - Search for and link to Administrators who provide auditing services.
**Compliance Marketplace** - Search for and connect to compliance firms in the Administrator Marketplace for the purpose of doing business together. Clicking this menu item takes you to the Administrator Marketplace.

**Legal Services Marketplace** - Search for and link to Administrators who provide legal services.

**Tax Firm Marketplace** - Search for and link to Administrators who provide tax services.

**Administrator Marketplace** - Search for and link to registered Administrators in the Administrator Marketplace.

All of the above display the Administrator Marketplace with Services Provided set to the selected type of Administrator. The Services Provided drop-down lets you select **Accountant**, **Administrator**, **Auditor**, **Compliance**, **Legal** or **Tax** to view only those types of Administrators, or you can select **All** to view Administrators of all types.

**Administrator Marketplace**

In addition, Advisors, Hedge Fund Investment Manager, Brokers, Proprietary Trading Group Masters and Individual account holders who are linked to Administrators can access the following page:

**Manage Administrators** - Perform a variety of Administrator management tasks.
Accountant Marketplace

The Administrator Marketplace lets eligible accounts (Advisors, Brokers, Hedge Funds, Proprietary Trading Groups and Individuals) browse for Administrators who provide third-party accounting services.

The Services Provided drop-down lets you select Accountant, Administrator, Auditor, Compliance, Legal or Tax to view only those types of Administrators, or you can select All to view Administrators of all types.

For more information, see the Administrator Marketplace topic.

Auditor Marketplace

The Administrator Marketplace lets eligible accounts (Advisors, Brokers, Hedge Funds, Proprietary Trading Groups and Individuals) browse for Administrators who provide third-party auditing services.

The Services Provided drop-down lets you select Accountant, Administrator, Auditor, Compliance, Legal or Tax to view only those types of Administrators, or you can select All to view Administrators of all types.
For more information, see the Administrator Marketplace topic.

Compliance Marketplace

The Administrator Marketplace lets eligible accounts (Advisors, Brokers, Hedge Funds, Proprietary Trading Groups and Individuals) browse for Administrators who provide third-party compliance services.

The Services Provided drop-down lets you select Accountant, Administrator, Auditor, Compliance, Legal or Tax to view only those types of Administrators, or you can select All to view Administrators of all types.
For more information, see the Administrator Marketplace topic.

Legal Services Marketplace

The Administrator Marketplace lets eligible accounts (Advisors, Brokers, Hedge Funds, Proprietary Trading Groups and Individuals) browse for Administrators who provide third-party legal services.

The Services Provided drop-down lets you select Accountant, Administrator, Auditor, Compliance, Legal or Tax to view only those types of Administrators, or you can select All to view Administrators of all types.
For more information, see the Administrator Marketplace topic.

**Tax Firm Marketplace**

The Administrator Marketplace lets eligible accounts (Advisors, Brokers, Hedge Funds, Proprietary Trading Groups and Individuals) browse for Administrators who provide third-party tax services.

The Services Provided drop-down lets you select Accountant, Administrator, Auditor, Compliance, Legal or Tax to view only those types of Administrators, or you can select All to view Administrators of all types.
For more information, see the [Administrator Marketplace](#) topic.

**Administrator Marketplace**

The Administrator Marketplace is an electronic forum where eligible accounts (Advisors, Brokers, Hedge Funds, Proprietary Trading Groups and Individuals) browse for registered Administrators for the purpose of adding third-party administrative services.

Once an Administrator is registered (the account is approved and open), his or her information becomes available at the Administrator Marketplace. Advisors, Brokers, Hedge Fund Investment Managers and Proprietary Trading Group master users search for, request contact from or request a link to Administrators.

Eligible accounts access the Administrator Marketplace to:

- Browse available Administrators.
- Select a preferred method of being contacted by selected Administrators and send contact requests.
- Add Administrators (send link requests).

**Who can access the Administrator Marketplace page?**
Chapter 8

Administrator Marketplace

You can access this page if you are a(n):

- Advisor Master User
- Fully Disclosed and Non-Disclosed Broker Master User
- Investment Manager Master User
- Proprietary Trading Group Master User
- Individual Administrator

To use the Administrator Marketplace


The Administrator Marketplace opens.

Administrator Marketplace

The information and services accessible through this Marketplace are prepared and offered by independent third-party firms (the “Third-Party Providers”) and not by Interactive Brokers. The information is NOT a recommendation by Interactive Brokers that you or your clients should contract for the services of the Third-Party Providers or for these particular Third-Party Providers. Interactive Brokers does not make any representations or warranties concerning the services provided by the Third-Party Providers.

Filter and View Advisors
Change the type of Administrator that you are looking for by making a selection in the Services Provided drop-down. In addition to Administrator, you can select Accountant, Auditor, Compliance, Legal or Tax to view only those types of Administrators, or you can select All to view Administrators of all types.

You can sort the provider display by Name, Location, Clients (number of current clients), and Years (years in business) by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider, including contact information.

Request that an Administrator Contact You

To request that the administrator contact you, click the Contact This Admin icon in the upper right corner of the provider pop-up window. Select your preferred method of contact (Email, Phone, or Either Email or Phone), and then click Submit. The Administrator will contact you using your preferred method.

Link to an Administrator
If you know that you want to do business with a particular administrator, click the **Link** button. The Administrator will be notified of your request and will either accept or reject it. A confirmation page opens.

Click **Continue** on the Confirmation page to complete your request. Click **Back** to return to the Administrator Marketplace. Once your request is accepted, the Administrator will be linked to your account, and you can assign client/fund/sub accounts to the Administrator.

**Manage Administrators**

This page lets eligible Advisor, Hedge Fund, Proprietary Trading Group and Individual accounts:

- **Add an Administrator by entering his or her account number.**
- **View active and pending Administrators.**
- **Delink an Administrator from your account.**
- **Assign client accounts to an Administrator.**
- **Remove client accounts from an Administrator.**

**Who can access the Manage Administrators page?**

You can access this page if you are a(n):

- Advisor Master User
- Proprietary Trading Group Master User
Add an Administrator

Advisors, Hedge Fund Investment Managers and Proprietary Trading Group master users and Individual account holders can add Administrators whose account ID’s they already know without having to shop for them in the Administrator Marketplace. For example, an Advisor, Hedge Fund Investment Manager or Proprietary Trading Group master user may already have a relationship with an Administrator, so they could simply obtain the Administrator’s account ID that way.

To add an Administrator by entering an account ID

1. Click Investors’ Marketplace > Search Services > Administration > Manage Administrators.

Manage Administrators

Use this page to view, add and remove Administrators, and assign client accounts to Administrators.

<table>
<thead>
<tr>
<th>Active Administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title</td>
</tr>
<tr>
<td>test</td>
</tr>
</tbody>
</table>

Pending Administrators

You have no Pending Administrators.

2. Click Add Administrator.

The Add Administrator screen opens.
3. Type the account ID of the Administrator you want to add in the field provided, then click **Submit**.

Your link request will be sent to the Administrator, and the Administrator will be listed in the Pending Administrator section of the Manage Administrators page. Once the Administrator accepts your request, he or she will be linked to your account, and you can assign client/fund/sub accounts to the Administrator.

**View Administrators**

Advisors, Hedge Fund Investment Managers and Proprietary Trading Group master users and Individual account holders can view all active and pending Administrators (Administrators to whom you have sent link requests but have not yet responded) on the Manage Administrators page.

**To view Administrators**

1. Click **Investors' Marketplace > Search Services > Administration > Manage Administrators**.
2. All Active and Pending Administrators are listed on the page in separate sections.

**Delink an Administrator**

Advisors, Hedge Fund Investment Managers and Proprietary Trading Group master users and Individual account holders can delink Administrators from their accounts. For example, if your relationship with an Administrator has ended (he or she is no longer performing administrative services for your clients), you can delink the Administrator from the Manage Administrator page.

**To delink an Administrator**

1. Click **Investors' Marketplace > Search Services > Administration > Manage Administrators**.
Assign Client Accounts to Administrators

2. In the list of Active Administrators, locate the Administrator you want to delink, then click Delink in the Action column.

The Administrator will be delinked from your account and from all of the assigned client, fund or sub accounts.

Assign Client Accounts to Administrators

After an Administrator has been linked to your Advisor, Hedge Fund or Proprietary Trading Group account, the next step is to assign client, fund and sub accounts to the Administrator.

To assign client, fund and sub accounts to an Administrator

1. Click Investors' Marketplace > Search Services > Administration > Manage Administrators.
Manage Administrators

Use this page to view, add and remove Administrators, and assign client accounts to Administrators.

Active Administrators

<table>
<thead>
<tr>
<th>Account Title</th>
<th>Account ID</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td></td>
<td>Approved</td>
<td>Delink</td>
</tr>
</tbody>
</table>

Pending Administrators

You have no Pending Administrators.

2. Click the **Assign Client Accounts** tab.

Assign Client Accounts to Administrator

This page lets you assign client accounts to and remove client accounts from Administrator. First, select an Administrator.

Select Administrator

Choose One

3. Select the desired Administrator from the drop-down.

4. The Assign Client Accounts to Administrator page opens.
Assign Client Accounts to Administrators

You can make one of two selections on this page:

- **View and Remove Assigned Clients** - View the client accounts currently assigned to this Administrator, and remove client accounts from the Administrator.
- **Assign New Clients** - Add client accounts to the Administrator. The Administrator will be able to perform reporting functions for the assigned accounts.

Click the plus sign next to **Assign New Clients**.

5. There are two boxes - Available Clients (client accounts you can add to the Administrator) on the left, and Selected Clients (client accounts that you’ve already added to the Administrator on this page) on the right.
Move client accounts from Available Clients to Selected Clients by selecting the client account(s) on the left then clicking the right arrow button. You can use the Ctrl+click or Shift+click keyboard combinations to select more than one account at a time.

Click **Select All** to select all Available Clients.

6. When you are finished adding client accounts to the list of Selected Clients for the Administrator, click **Continue**.

The Administrator will now be able to log into Account Management and perform reporting tasks for the client accounts to which he or she has been assigned.

**Remove Client Accounts from Administrators**

You can remove client, fund and sub account assignments from an Administrator at any time on the Manage Administrators page.

**To remove client, fund and sub accounts from an Administrator**

1. Click **Investors' Marketplace > Search Services > Administration > Manage Administrators**.
Chapter 8

Remove Client Accounts from Administrators

Manage Administrators

Use this page to view, add and remove Administrators, and assign client accounts to Administrators.

Active Administrators

<table>
<thead>
<tr>
<th>Account Title</th>
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</table>

Pending Administrators

You have no Pending Administrators.

2. Click the Assign Client Accounts tab.

Assign Client Accounts to Administrator

This page lets you assign client accounts to and remove client accounts from Administrator. First, select an Administrator.

Select Administrator

Choose One

3. Select the desired Administrator from the drop-down.

The Assign Client Accounts to Administrator page opens.
4. Click the plus sign next to View and Remove Assigned Clients.

5. Remove client accounts from the Administrator by selecting the client account(s) in the box, then clicking Remove. You can use the Ctrl+click or Shift+click keyboard combinations to select more than one account at a time.

6. Click Yes to confirm.

7. When you are finished removing client accounts from the Administrator, click Back to return to the Manage Administrators page.

**Business Development**

The Investors' Marketplace > Search Services > Business Development menu lets customers search for and do business with the following types of business development service providers:
Advertising - Search for and connect with third-party providers of advertising and marketing services.

Business Analysts - Search for and connect with third-party business analysts.

Financing Firms - Hedge Funds can search for and connect with venture capital firms and third-party financing services.

Careers - Search for open positions at the Jobs Marketplace, or look to fill your own open positions at the Careers Marketplace.

Corporate Access Providers - Allows Advisors, Brokers and Hedge Fund Investment Managers to search for and connect to corporate access providers, who facilitate meetings, roadshows and conference calls between institutional investors and companies looking for potential investors.

Advertising

The Advertising Marketplace offers contact information for third-party marketing, promotion and advertising firms.

Advisors, brokers and hedge funds access the Advertising Marketplace by clicking Investors' Marketplace > Search Services > Business Development > Advertising.

Advertising Marketplace

Third party marketing, promotion and advertising firms apply to and create a profile in this marketplace.

Filter and View Providers
You can sort the provider display by Name, Ratings, Votes and Date by clicking the **Sort by** button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider, including contact information.

### Rating a Provider

You can also vote for a provider by clicking the **Rate this Provider** icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting username and password, get one by clicking Manage Account > Security > Voting Subscription.

**Business Analyst Marketplace**

The Business Analyst Marketplace gives Advisors, Hedge Funds and Brokers access to third-party business analysts.

Filter and View Providers

You can sort the provider display by Name, Ratings, Votes and Date by clicking the **Sort by** button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider, including contact information.
Rating a Provider

You can also vote for a provider by clicking the **Rate this Provider** icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

**Financing Firms**

The Financing Marketplace gives Hedge Funds access to venture capital firms and third-party financing services.

Access the Financing Marketplace by clicking Investors' Marketplace > Search Services > Business Development > Financing Firms.
Financing Marketplace

The Financing Marketplace gives Hedge Funds access to venture capital firms and third-party financing services.

Filter and View Providers

You can sort the provider display by Name, Ratings, Votes and Date by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider, including contact information.
Rating a Provider

You can also vote for a provider by clicking the Rate this Provider icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

Careers Marketplace

There are two versions of this marketplace, depending on what you are looking for:

The Careers Marketplace lets account holders who are not Advisors, Hedge Funds, Proprietary Trading Group Masters or Brokers search for open positions.

The Careers Marketplace lets Advisors, Hedge Funds, Proprietary Trading Group Masters and Brokers look for individual job-seekers to fill open positions.
Access the Job Seekers Marketplace by clicking Investors' Marketplace > Search Services > Business Development > Careers.

View all open positions or job seekers in expanding and collapsing sections. Simply click a single listing to expand the section, which shows a description of the position or job seeker and additional contact information.

Only Advisors, Brokers, Proprietary Trading Group Master Users and Hedge Fund Investment Managers can view job seekers at the Job Seekers Marketplace in Account Management. Job Seekers are not visible at the Investors' Marketplace on our website.

Corporate Access Providers Marketplace

The Corporate Access Providers Marketplace gives Advisors, Brokers and Hedge Funds access to corporate access providers. These vendors facilitate meetings, roadshows and conference calls between institutional investors and companies looking for potential investors. Some of these corporate access providers use browser-based platforms based on proprietary algorithms to connect institutional investors and companies based on shared interests.


Corporate Access Provider Marketplace
Filter and View Providers

You can sort the provider display by Name, Ratings, Votes and Date by clicking the Sort by button. You can also view the providers in ascending or descending orders by clicking the arrow icon next to the Sort by button.

Click the desired provider to see more information about the provider, including contact information.

Rating a Provider

You can also vote for a provider by clicking the Rate this Provider icon located in the upper right corner of the provider window.
In the Evaluation Voting dialog, log in with your Voting username and password, and then select a ranking. If you do not have a Voting user name and password, get one by clicking Manage Account > Security > Voting Subscription.

**Advertise Services**

The Advertise Services menu allows customers to advertise their services to other customers within Account Management.

The Advertise Services menu gives you access to the following pages:

- **Hedge Funds** - Our online version of a traditional Capital Introduction program is designed to help Hedge Funds who use us as their principal Prime Broker market their Funds to customers who are Accredited Investors and Qualified Purchasers.
Money Manager - Money Managers access the Money Manager Marketplace, where they can register to market their services to Wealth Managers.

Administrators - Administrators access the Administrator Marketplace here to upload their information, review contact requests and accept new link requests.

In addition, eligible customers can advertise services in the following areas:

Investing Services - Advisors and Brokers can advertise their services.
Software Vendors - Allows customers to advertise potentially complementary software programs that expand the functionality of IB TWS to other customers.
Programming Consultants - Allows customers who may be able to assist API and FIX CTCI customers to offer their programming expertise to other customers.
Research - Allows customers to advertise third-party institutional-caliber research for our trading platform as well as offer to present live webinar events through us.
Education & Coaching - Allows customers who have expertise in trading, specific products and other topics to offer education and coaching services to other customers.
Business Development - Allows customers to advertise their third-party business development services.

Guidelines for Advertising Software Tools, Programming Consulting, Analyst Research and Educator Services

We do not warrant or guarantee the operation of your product or service.
The description you provide of your product or service should be short and factual.
Since we do not verify the accuracy of your product or service descriptions, you must generally avoid adjectives or statements that go beyond a simple factual description. Do not use words or phrases such as "cutting-edge," "high-performance," "amazing," "unique," etc.
The description cannot promise or guarantee trading success and should not contain any statements about returns or profits.
The description should avoid references to the speed of your service or product, as Interactive Brokers will not and cannot verify this. Avoid terms such as "immediate," "lightning-fast," or "high-speed".
The description must avoid references to day trading as we do not promote day trading.
Interactive Brokers reserves the right to amend the description you provide before posting it on the IB website, or to remove or change references to your product from the IB website for any reason. Applications are reviewed on a monthly basis.

If you are already a member of one of these four marketplaces and need to make changes to your information, email them to: commercialtools@interactivebrokers.com

Investing

The Investors’ Marketplace > Advertise Services > Investing menu lets customers join Investors’ Marketplace to advertise their services to other customers:

- **Advisors** - Advisors (RIAs and CTAs) can upload contact and other information about themselves and their services, as well as written articles for potential clients. Advisors can also review contact requests from potential clients, select whether or not to accept new clients, and approve new client requests.

- **Brokers** - Brokers can upload contact and other information about themselves and their services, as well as written articles for potential clients. Advisors can also review contact requests from potential clients, select whether or not to accept new clients, and approve new client requests.

- **Hedge Fund Marketplace** - Our online version of a traditional Capital Introduction program is designed to help Hedge Funds who use us as their principal Prime Broker market their Funds to our customers who are Accredited Investors and Qualified Purchasers.

- **Money Managers** - Money Managers access the Money Manager Marketplace, where they can register to market their services to Wealth Managers.

Advisor Marketplace

Advisors can market their services at the Advisor Marketplace. Once an advisor adds information to the Advisor Marketplace, other customers can log into Account Management and browse the marketplace and either request that the advisor contact them or request that the advisor add them as a client.

Advisors must have a minimum of 1,000,000 USD assets under management (AUM), with 70% of your AUM at Interactive Brokers to be eligible to join the Advisor Marketplace.

Advisor Marketplace lets an Advisor:
Joining the Advisor Marketplace

Modify your contact information
Add information about you and your business
Review contact requests by potential clients
Select whether or not you are open to new clients
Add PDF documents to your marketplace entry
Review PDF materials already posted to your marketplace entry
Approve new client requests
Add text-based articles to your marketplace entry

Who can access the Advertise Services > Investing > Advisor Marketplace page?

You can access this page only if you are a Registered Professional Advisor.

Joining the Advisor Marketplace

To join the Advisor Marketplace

1. Click Investors’ Marketplace > Advertise Services > Investing > Advisors.
2. An electronic agreement opens. Read the agreement, type your signature in the field provided, and then click Submit.
3. While you wait for us to approve the agreement, you can add information about yourself in the Upload Information Provided in Advisor Marketplace section, upload information or documents or add text-based Articles. Your contact information is added in the Advisor Contact Information section automatically.

As soon as we approve your agreement, your information appears in the Advisor Marketplace and customers shopping for an advisor can request that you contact them or add them as clients.
To modify your contact information

1. On the Investors' Marketplace > Advertise Services > Investing > Advisors page, click Advisor Contact Information to expand that section.

Some information already appears.
2. Click Modify, then edit the information as required.
3. Click Submit to save your changes.

To add information about you and your business

1. On the Investors’ Marketplace > Advertise Services > Investing > Advisors page, click Upload Information Provided in Advisor Marketplace to expand that section.
2. Enter information and select options that you want potential clients to see in the Advisor Marketplace, then click Submit.

To review contact requests
1. On the Investors' Marketplace > Advertise Services > Investing > Advisors page, click Review Requests by Potential Clients to be Contacted to expand that section.

<table>
<thead>
<tr>
<th>Client</th>
<th>Request Date</th>
<th>Contact Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant 1846988</td>
<td>09/01/2014</td>
<td>Phone: [Redacted] Delete</td>
</tr>
</tbody>
</table>

2. All potential clients who have requested contact is listed along with the date of the request and their contact information (for example, a phone number). You can contact the person directly if you would like to discuss adding him as a client or you can click Delete to delete the request if you do not want to contact him.

To select whether you are open to new clients

1. On the Investors' Marketplace > Advertise Services > Investing > Advisors page, click Select Whether Advisor is Open to New Clients to expand that section.

2. By default, Open is selected, which means that you are currently accepting new clients. Click Closed if you are not accepting new clients at this time. You can change your selection at any time. If you select Closed, your information will not appear in the Advisor Marketplace until you change your selection.

3. Click Submit.

To add PDF documents

1. On the Investors’ Marketplace > Advertise Services > Investing > Advisors page, click Upload Information or Documents to be Posted for Review by Potential Clients to expand that section.
You can upload three PDF files of the types listed, one at a time. These are: Brief Description for Applicant, Summary of Investment Management Services for Applicant, and Summary of Financial Planning Services for Applicant.

2. For each file you want to upload, do the following:
   - Select the radio button next to the type of file you want to upload.
   - Click the Browse button, then select the appropriate PDF file on your computer.
   - Click Submit.

The files you upload will appear in your Advisor Marketplace entry for potential clients to review.

To review PDF materials

1. On the Investors’ Marketplace > Advertise Services > Investing > Advisors page, click Review Material Currently Posted on Site Concerning Advisor Business to expand that section.

2. PDF documents that you have uploaded in the Upload Information or Documents to be Posted for Review by Potential Clients section appear here. Click a document to open it and review it.

To approve new client requests

1. On the Investors’ Marketplace > Advertise Services > Investing > Advisors page, click Approve New Client Requests to expand that section.
2. Each person listed has requested that you add them as a client. Approve or decline each request by clicking the appropriate link. Once you approve a new client request, that person becomes one of your clients.

To add articles

1. On the Investors’ Marketplace > Advertise Services > Investing > Advisors page, click Articles to expand that section.

   Guidelines for Posting Articles on the Marketplace

   Please be sure that the articles or commentary you post are limited to objective analysis and do not contain any recommendations or advice, including a recommendation of a security, pattern of trading or advisor, hedge fund or other entity. Here are a few general guidelines:

   » The commentary must reflect recent market events or past trends about the market. It should not draw conclusions from those trends.
   » The commentary can provide an analysis of the trading occurring in the market but cannot endorse a strategy or make a recommendation.
   » The commentary should not contain any statements predicting, projecting or guaranteeing returns or profits or discussing whether a particular strategy has been successful in the past.
   » The commentary cannot state what the analyst believes an issuer, advisor or hedge fund or other entity does better than competitors.

   Please keep in mind that Interactive Brokers reserves the right to amend the commentary you provide or remove it from the IB website.

2. Click Add Article to expand that section.
3. Enter a title for the article in the Title field, then write the article in the Article Body field. You can copy and paste text from another program if you wish. All articles are text-based and can be a maximum of 800 characters.

4. Click Submit.

5. Click View Your Articles to expand that section and view all of the text-based articles that you have submitted and which will be available to potential clients in the Advisor Marketplace.

For more information

Broker Marketplace

Fully Disclosed Brokers can market their services at the Broker Marketplace. Once a broker adds information to the Broker Marketplace, other customers can log into Account Management and browse the marketplace and either request that the broker contact them or request that the broker add them as a client.

Broker Marketplace lets a Broker:

- Modify your contact information
- Add information about you and your business
- Review contact requests by potential clients
- Select whether or not you are open to new clients
Joining the Broker Marketplace

To join the Broker Marketplace

1. Click Investors' Marketplace > Advertise Services > Investing > Brokers.
2. An electronic agreement opens. Read the agreement, type your signature in the field provided, and then click Submit.
3. While you wait for us to approve the agreement, you can add information about yourself in the Upload Information Provided in Broker Marketplace section, upload information or documents or add text-based Articles. Your contact information is added in the Broker Contact Information section automatically.

As soon as we approve your agreement, your information appears in the Broker Marketplace and customers shopping for an broker can request that you contact them or add them as clients.

Who can access the Advertise Services > Investing > Broker Marketplace page?

You can access this page only if you are a Fully Disclosed Broker Master.
To modify your contact information

1. On the Investors’ Marketplace > Advertise Services > Investing > Brokers page, click Broker Contact Information to expand that section.

   Some information already appears.

   ![Broker Contact Information](image)

   2. Click Modify, then edit the information as required.

   3. Click Submit to save your changes.

To add information about you and your business

1. On the Investors’ Marketplace > Advertise Services > Investing > Brokers page, click Upload Information Provided in Broker Marketplace to expand that section.
2. Enter information and select options that you want potential clients to see in the Advisor Marketplace, then click Submit.

**To review contact requests**

1. On the Investors' Marketplace > Advertise Services > Investing > Brokers page, click Review Requests by Potential Clients to be Contacted to expand that section.

2. All potential clients who have requested contact is listed along with the date of the request and their contact information (for example, a phone number).
You can contact the person directly if you would like to discuss adding him as a client or you can click Delete to delete the request if you do not want to contact him.

To select whether you are open to new clients

1. On the Investors' Marketplace > Advertise Services > Investing > Brokers page, click Select Whether Broker is Open to New Clients to expand that section.

2. By default, Open is selected, which means that you are currently accepting new clients. Click Closed if you are not accepting new clients at this time. You can change your selection at any time.

   If you select Closed, your information will not appear in the Advisor Marketplace until you change your selection.

3. Click Submit.

To add PDF documents

1. On the Investors' Marketplace > Advertise Services > Investing > Brokers page, click Upload Information or Documents to be Posted for Review by Potential Clients to expand that section.
You can upload three PDF files of the types listed, one at a time. These are: Brief Description for Applicant, Summary of Investment Management Services for Applicant, and Summary of Financial Planning Services for Applicant.

2. For each file you want to upload, do the following:
   - Select the radio button next to the type of file you want to upload.
   - Click the Browse button, then select the appropriate PDF file on your computer.
   - Click Submit.

   The files you upload will appear in your Broker Marketplace entry for potential clients to review.

To review PDF materials

1. On the Investors’ Marketplace > Advertise Services > Investing > Brokers page, click Review Material Currently Posted on Site Concerning Brokerage to expand that section.

   ![Review Material Currently Posted on Site Concerning Brokerage](image)

2. PDF documents that you have uploaded in the Upload Information or Documents to be Posted for Review by Potential Clients section appear here. Click a document to open it and review it.

To approve new client requests

1. On the Investors’ Marketplace > Advertise Services > Investing > Brokers page, click Approve New Client Requests to expand that section.

   ![Approve New Clients Requests](image)

2. Each person listed has requested that you add them as a client. Approve or decline each request by clicking the appropriate link. Once you approve a new client request, that person becomes one of your clients.
To add articles

1. On the Investors’ Marketplace > Advertise Services > Brokers page, click Articles to expand that section.

2. Click Add Article to expand that section.

3. Enter a title for the article in the Title field, then write the article in the Article Body field. You can copy and paste text from another program if you wish. All articles are text-based and can be a maximum of 800 characters.
4. Click **Submit**.
5. Click **View Your Articles** to expand that section and view all of the text-based articles that you have submitted and which will be available to potential clients in the Broker Marketplace.

**Hedge Fund Marketplace**

The Hedge Fund Marketplace gives you access to our online version of a traditional Capital Introduction program and is designed to help Hedge Funds who use us as their principal Prime Broker market their Funds to our customers who are Accredited Investors and Qualified Purchasers, as well as other Hedge Funds who have opened their funds to investing by qualified IB clients.

The Hedge Fund Marketplace is provided free of charge to all Hedge Funds who use us as their principal Prime Broker and have at least $3 million in assets under management. In addition, eligible Hedge Fund accounts must be have a demonstrated track record of trading for at least one year.

The Hedge Fund Marketplace page in Account Management (**Investors' Marketplace** > **Advertise Services** > **Hedge Funds**) provides the following functions:

- Eligible Single Hedge Fund accounts use this page to apply for participation in the program.
- Eligible Multiple Hedge Fund accounts use this page to apply for participation in the program.
- Once a Hedge Fund is accepted into the program, the Fund’s Investment Manager uses this page to perform administrative functions, including uploading new Fund documentation for potential investors, require minimum investment sizes, identify a Fund as open or closed to new investments, and add or remove Funds.
- Each participating Hedge Fund account identifies at least one Third-Party Administrator, who functions as a second level of approval for investment and redemption requests. Third-Party Administrators for participating Funds use this page to approve investment and redemption requests, as well as review Fund documentation.

**Advisor Client Investments in Hedge Funds**

Hedge funds can offer advisor clients who invest in their funds a discount on the hedge fund’s standard management fee to encourage investments by financial advisors and their clients. Funds may offer discounts of up to 1% of AUM and/or 5% of profits.
Who can access the Hedge Fund Marketplace page?

You can access this page if you are a(n):

- Hedge Fund who uses us as your principal Prime Broker.

or

- Third-Party Administrator identified in the Hedge Fund Capital Introduction Program application.

Applying for Participation in the Hedge Fund Marketplace - Single Fund Accounts

Single Hedge Fund accounts that meet the eligibility requirements can apply to open their funds to investment at the Hedge Fund Marketplace in Account Management.

To participate in the Hedge Fund Marketplace

1. Log into Account Management.
2. Click Investors' Marketplace > Advertise Services > Investing > Hedge Funds.

   If you do not see the Hedge Funds link in the Investors' Marketplace menu, then you do not qualify for the program.

Hedge Fund Marketplace

Thank you for your interest in the Hedge Fund Marketplace, where you can participate in the Interactive Brokers Hedge Fund Capital Introduction Program. The program is open to hedge funds with IB accounts that meet IB's due diligence parameters and the following principal requirements:

- $3MM USD assets under management held at IB
- A documented 12-month track record or 12 months of trading at IB
- The Fund must use Interactive Brokers as its principal prime broker

Interactive also generally requires that the Fund:
- Has retained a reputable Third-Party Administrator that is willing to access the HFCI and approve investment and redemption transfers
- Have a commitment from a reputable accounting firm to do a year-end audited financial statement
- Has retained reputable outside counsel

If you do not meet one or more of these requirements and feel that you should still be eligible for the IB Capital Introduction Program, contact your sales representative or send an email to hfci@interactivebrokers.com

Incomplete Fund Applications

Would you like to apply your remaining Funds to the Hedge Fund Capital Introduction Program?  

3. Optionally, do one of the following:
Apply for Participation in the Hedge Fund Marketplace - Multiple Fund Accounts

4. To apply for participation in the program:
   - Read the question on the screen and click either Yes or No to answer.
     If you answer No, a message appears informing you that you are not eligible to participate in the Hedge Fund Capital Introduction Program.
     - If you answered Yes to the question, click Continue.

5. Complete the entire application, which comprises several pages. Click Continue to advance to the next page in the application; click Back if you need to correct an error on a previous page.

6. A list of required documents appears on the last page of the application. Follow the instructions on the page to provide us with the required documents, which will complete your application.

We will review your application as follows:

- Confirmation of a third-party administrator.
- We will ensure that you have provided proof of commitment from an auditor to complete an audited financial statement for the following year.
- Our Compliance department will review your fund’s trading history, investment strategy/objects, regulatory/legal history and registration status.
- Our Compliance department will review your Fund Management entity, including searches on the company, contact person and officers/directors, and third-party professionals.

Applying for Participation in the Hedge Fund Marketplace - Multiple Fund Accounts

Multiple Hedge Fund accounts that meet the eligibility requirements can apply to open their funds to investment at the Hedge Fund Marketplace in Account Management on behalf of one or a family of funds.

To participate in the Hedge Fund Marketplace

1. Log into Account Management.
2. Click Investors’ Marketplace > Advertise Services > Investing > Hedge Funds.
If you do not see the Hedge Funds link in the Investors' Marketplace menu, then you do not qualify for the program.

**Hedge Fund Marketplace**

Thank you for your interest in the Hedge Fund Marketplace, where you can participate in the Interactive Brokers Hedge Fund Capital Introduction Program. The program is open to hedge funds with IB accounts that meet IB's due diligence parameters and the following principal requirements:

- $50MM USD assets under management held at IB
- A documented 12-month track record or 12 months of trading at IB
- The Fund must use Interactive Brokers as its principal prime broker

Interactive also generally requires that the Fund:

- Has retained a reputable Third-Party Administrator that is willing to access the HFCI and approve investment and redemption transfers
- Has a commitment from a reputable accounting firm to do a year-end audited financial statement
- Has retained reputable outside counsel

If you do not meet one or more of these requirements and feel that you should still be eligible for the IB Capital Introduction Program, contact your sales representative or send an email to hfcp@interactivebrokers.com

**Incomplete Fund Applications**

Would you like to apply your remaining Funds to the Hedge Fund Capital Introduction Program?  
☐ Yes  ☐ No

3. Optionally, do one of the following:

   - Click **Application Checklist** to view a list of information that you will be asked to provide in the application.
   - Click **Hedge Fund Marketplace FAQs** to view a list of frequently asked questions about the program.

4. To apply on behalf of only one fund:

   - Click the **Fund** radio button.
   - Select the Fund you want to join the program from the drop-down list.
   - Read the question displayed below the drop-down list and click either **Yes** or **No** to answer.
     - If you answer No, a message appears informing you that you are not eligible to participate in the Hedge Fund Capital Introduction Program.
     - If you answered Yes to the question, click **Continue**.

   or

   To apply on behalf of a family of funds:
Chapter 8

Applying for Participation in the Hedge Fund Marketplace - Multiple Fund Accounts

- Click the **Family of Funds** radio button.
- Enter the name of the Family of Funds in the field provided.
- Select the Funds you want to join the program from the drop-down list.
- Read the question displayed below the drop-down list and click either **Yes** or **No** to answer.
  
  If you answer No, a message appears informing you that you are not eligible to participate in the Hedge Fund Capital Introduction Program.
- If you answered Yes to the question, click **Continue**.

5. Complete the entire application. Application steps are presented as expanding/collapsing sections. Click a section to expand it and complete the information in that section. Click **Continue** to advance to the next page in the application; click **Back** if you need to correct an error on a previous page.

6. A list of required documents appears on the last page of the application. Follow the instructions on the page to provide us with the required documents, which will complete your application.

We will review your application as follows:

- Confirmation of a third-party administrator.
- We will ensure that you have provided proof of commitment from an auditor to complete an audited financial statement for the following year.
- Our Compliance department will review your fund’s trading history, investment strategy/objects, regulatory/legal history and registration status.
- Our Compliance department will review your Fund Management entity, including searches on the company, contact person and officers/directors, and third-party professionals.

- If you have already applied for at least one Fund in your account, additional options appear on the page.

- If you are have a Multiple Fund Account and there are any active applications that are incomplete, you will see the Incomplete Fund Application section. In this section, you can select an applicant with an incomplete application, then click **Complete** to complete the application. You will not see this section if you do not have any incomplete applications.

- If you are have a Multiple Fund Account and at least one of your Funds has not yet applied to participate in the program, you will see the question **Would you like apply your remaining Funds to the Hedge Fund Marketplace?** Click **Yes** to apply for the remaining Funds, or **No** if you do
not want to apply for the remaining Funds. If you click **Yes**, you are prompted to select Fund or Family of Funds, as in Step 3 above.

**Hedge Fund Marketplace - Account Management for Participating Hedge Funds**

Once your Hedge Fund has been accepted into the program, your Fund Investment Manager can log into Account Management to perform administrative functions, including uploading new Fund documentation for potential investors, require minimum investment sizes, identify a Fund as open or closed to new investments, and add or remove Funds.

**Rules for Updating Your Fund Information**

At the end of a quarter, participating Hedge Funds have 30 days to enter updates. If they do not update their information by that time, the Fund will be moved to the bottom of the list of available funds on the Hedge Fund Marketplace.

If a Fund has not provided any updates after two quarters and 30 days, the Fund will be hidden from view on the Hedge Fund Marketplace.

If a Fund has not provided any updates for four quarters and 30 days, the Fund will be removed from the Hedge Fund Marketplace.

**To use the Hedge Fund Marketplace Account Management Features**

1. Log into Account Management. Click **Investors' Marketplace > Advertise Services > Hedge Funds**.

   If you are a Multiple Fund account and one or more Funds are not participating in the Hedge Fund Marketplace, you can apply on behalf of those Funds who are not currently participating.

2. The Hedge Fund Marketplace page appears.
   - If you are a Single Fund Account, click **Single Fund Account Management** to continue.
   - If you a Multiple Fund Account, click **Multiple Fund Account Management**, then select either a Single Fund or a Family of Funds and a Fund within that Family of Funds.

   The Account Management page for the selected Fund appears.
3. The Account Management page displays two groups of expanding and collapsing sections that represent the actions you can perform:

- **Hedge Fund Marketplace Program Administration** - Lets you perform a variety of administration tasks, including uploading documents, setting the fund open to new investments, and reviewing and approving customer investment and redemption requests.

- **Change Information Provided in Hedge Fund Marketplace Application** - Lets you modify information provided in the program application, including changing the contact person or banking information.

- **Articles** - Lets you add and edit text articles.

4. Click the **Hedge Fund Marketplace Administration** bar to expand that section.

- **Upload Information or Document to Posted for Review by Potential Investors** - Lets you enter and submit a brief description of the Fund to be posted for review by potential investors.
Review Material Currently Posted on Site Concerning Fund - Lets you view or download and save PDF-format materials and documentation about the Fund. Click an item in this section to download and save it to your computer.

Select Whether Fund is Open for New Investments - Lets you specify whether or not the Fund is open for new investments.

Review Requests by Potential Investors to be Contacted - Lets you view all requests by potential investors to be contacted by the Fund. Each request includes the name of the potential investor, the date of the request and the preferred contact method.

Approve IB Customer Requests to Transfer Investment from IB Account - Lets you view and approve requests from IB customers to transfer money from their IB accounts to your Fund as an investment.

Approve Redemption Requests from Investors with IB Accounts - Lets you view approve requests from customers to transfer a redemption from your Fund to their account.

Review Pending and Submitted Requests to Fund’s Administrator - Lets you view all pending and submitted investment and redemption requests.

Remove Fund from Marketplace - Lets you remove a Fund from the Hedge Fund Marketplace. Note that if you remove a Fund from the Marketplace and want to rejoin later, the Fund will have to reapply for admission to the Marketplace.

5. Perform the steps in each section as required, following the instructions on the screen.

6. Click the Change Information Provided in Hedge Fund Marketplace Application bar to expand that section.
○ **Contact Person for “NAME OF FUND”** - Lets you view and modify information about the contact person for the Fund.

○ **Fund Investment Strategy and Status** - Lets you enter information about the Fund’s strategy and status, including the number of staff, risk management procedures, all saved rates of return including the current rate of return, whether or not each rate of return has been audited, percentage rates of return (year-to-date, last 12 months, last three years, last five years, and from inception to date) and current assets.

○ **Third-Party Administrator** - Lets you designate a Third-Party Administrator.

○ **Outside Auditor/Accounting Firm** - Lets you view and modify information about the outside auditor or accounting firm used by the Fund.

○ **Outside Legal Counsel** - Lets you view and modify information about the outside legal counsel used by the Fund.

○ **Administration/Communications from Investors** - Lets you set the frequency and method of delivery of investor return reports and statements to investors, as well as the frequency of reporting to the Fund’s Third Party Administrator.

○ **Banking Information** - Lets you view and modify the Fund’s banking information.

○ **Recent Legal or Regulatory Issues** - Lets you enter updated information about any recent legal or regulatory issues that affecting the Fund.

7. Perform the steps in each section as required, following the instructions on the screen.

8. Click the **Articles** bar to expand that section.

○ **Add Article** - Lets you enter a text-based article to be viewed by investors at the Hedge Fund Investor Site. Enter a title and the body of the article, up to 800 characters. Articles must be approved before they are made available to potential investors.

○ **View Your Articles** - Lets you view the articles that you have entered, and delete articles. Delete an article by clicking the X icon.

9. Perform the steps in each section, following the instructions on the screen.

**Hedge Fund Marketplace - Third Party Administrator**

Our Hedge Fund Marketplace is an online version of a traditional Capital Introduction program and is designed to help Hedge Funds who use IB as their principal Prime Broker market their Funds to IB customers who are Accredited Investors and Qualified Purchasers.
Each participating Hedge Fund account identifies at least one Third-Party Administrator, who functions as a second level of approval for investment and redemption requests. Third-Party Administrators for participating Funds use this page to approve investment and redemption requests, as well as review Fund documentation. For more information, see Hedge Fund Marketplace.

**Who can access this page?**

You can access this page if you are a Third-Party Administrators for Hedge Funds participating in the Hedge Fund Marketplace.

**To use the Hedge Fund Marketplace page if you are a Third-Party Administrator**

1. Log into Account Management with your Third-Party Administrator username and password.
2. Click Investors' Marketplace > Advertise Services > Investing > Hedge Funds.

3. Click Funds to display the fund for which you have been designated as Third-Party Administrator.

4. Click the Fund to view more details.

5. Click one of the following links to perform Third-Party Administrator tasks for the selected Hedge Fund:
   - **Review Material Currently Posted on Site Concerning Fund** - Lets you view or download and save PDF-format materials and documentation about the Fund.
○ **Approve IB Customer Requests to Transfer Investment from IB Account** - Lets you view and approve requests from IB customers to transfer money from their IB accounts to your Fund as an investment.

○ **Approve Redemption Requests from Investors with IB Accounts** - Lets you view approve requests from IB customers to transfer a redemption from the Fund to their account.

6. Perform the steps in each section as required, following the instructions on the screen.

### Money Manager Marketplace

Money Managers can market their services by registering at the Money Manager Marketplace, where their information can be viewed by Wealth Managers.

Money Managers access this page to enter information about themselves and their trading services, including their education, certification, assets and products traded, which will be available to Wealth Managers who access the Money Manager Marketplace; and to review contact requests from Wealth Managers.

#### To register at the Money Manager Marketplace

1. Log into Account Management using your Master account username and password.
2. Click **Investors’ Marketplace > Advertise Services > Investing > Money Manager**.
3. The first time you access this page, you must sign the Money Manager Agreement. You cannot access the Money Manager Marketplace until you submit the signed agreement online.

   Simply type your name in the Signature field, then press **Submit**.

   If you do not want your information to appear in the Money Manager Marketplace, do not sign and submit the agreement.

   The Money Manager Marketplace Registration page opens.
4. Enter all of the information that you want to appear in the Money Manager Marketplace:

   - Click **Money Manager Contact Information** to open that section, then complete the form and click **Submit**.

   - Click **Upload Information to be posed to the Money Manager Marketplace for review by Wealth Managers** to open that section, then complete the form and click **Submit**.
Click **Review Requests by Wealth Managers to be Contacted** to open that section, then complete the form and click **Submit**.
5. Click **Select Whether Money Manager is Open to New Client** to open that section, then click **Open** or **Closed** and click **Submit**.

Select **Closed** if you do not want your information to appear in the Money Manager Marketplace. You will still be able to be selected by Wealth Managers but they will not be able to use the Money Manager Marketplace to shop for your services.

---

**Research**

The Investors' Marketplace > Advertise Services > Research menu lets customers join Investors' Marketplace to advertise their research services to other customers:

- **Research** - Allows customers to advertise third-party institutional-caliber research for our desktop trading platform as well as offer to present live webinar events through us.
- **Education & Coaches** - Allows customers who have expertise in trading, specific products and other topics to offer those services to other customers.

**Research Application**

The Research Application page in Account Management allows customers to advertise third-party institutional-caliber research for IB TWS as well as offer to present live webinar events through us.

Complete and submit the Research Application on this page to advertise your services in the Research Marketplace. Be sure to follow the [guidelines](#) for third-party providers.

Access the Research Application page by clicking [Investors' Marketplace > Advertise Services > Research > Research](#).
Education & Coaches Application

The Education & Coaches Application page allows customers who have expertise in trading, specific products and other topics to offer those services to other customers.

Complete and submit the Educator Application on this page to advertise your services in the Education & Coaches Marketplace. Be sure to follow the guidelines for third-party providers.

Access the Education & Coaches Application page by clicking Investors’ Marketplace > Advertise Services > Research > Education & Coaches.

Technology

The Investors’ Marketplace > Advertise Services > Technology menu lets customers join Investors’ Marketplace to advertise their technology services to other customers:

- **Software Tools** - Allows customers to advertise potentially complementary software programs that expand the functionality of IB TWS to other customers.
- **Programming Consultants** - Allows customers who may be able to assist API and FIX CTCI customers to offer their programming expertise to other customers.

Software Vendors Application

The Advertise Services > Technology > Software Vendors page in the Investors' Marketplace allows our customers to advertise potentially complementary software programs that expand the functionality of our desktop trading platform to other customers.

Complete and submit the Software Vendors Application on this page to advertise your services in the Investors’ Marketplace. Be sure to follow the guidelines for third-party providers.

Programming Consultant Application

The Programming Consultant Application page allows customers who may be able to assist API and FIX CTCI customers to offer their programming expertise to other customers.

Complete and submit the Programming Consultant Application on this page to advertise your services in the Programming Consultant Marketplace. Be sure to follow the guidelines for third-party providers.
Access the Programming Consulting Application page by clicking Investors' Marketplace > Advertise Services > Technology > Programming Consultants.

Administration

The Investors' Marketplace > Advertise Services > Administration menu lets Administrators and other third-party administration service providers join Investors' Marketplace to advertise their services to other customers:

- **Administrators** - Third-Party Administrators (with Administrator accounts) upload their information, review contact requests, accept new link requests and view client assignments.
- **Manage Clients** - Administrators view all linked accounts and client assignments, and delink from linked accounts.

**Administrator Marketplace for Administrators**

Administrators access the Administrator Marketplace to:

- Upload information to the Marketplace
- Review contact requests (which can also be done on the Summary tab of the Home page)
- Decide whether to accept new link requests (for example, you may not be currently accepting new clients)

**To use the Administrator Marketplace**

1. Click Investors' Marketplace > Advertise Services > Administration > Marketplace Information.

The Administrator Marketplace opens.
2. To upload or modify information to the Marketplace about the services you offer, click the **Upload Information to the Administrator Marketplace** bar.

The section expands to display your current information.

- Modify fields as required, then click **Submit**. After a brief review, your updated information will be visible in the Administrator Marketplace.

3. To review contact requests from eligible accounts who found you in Administrator Marketplace, click the **Review Contact Requests** bar.

The section expands to display the name, request date and contact method (email, phone, or both) for each requester.

- Move your mouse cursor over the Client Name to display the account’s information in a popup window.
- If you would like to contact the person, record his or her information, then contact the person using method indicated.
After you contact the person and agree to accept a request to link to his or her account for the purpose of providing administrative services, come back to this page and click the Delete link in the Action column to delete the contact request.

What if you don't want to contact the person?

4. To indicate whether or not you are accepting new link requests, click the Accepting New Link Requests? bar.

The section expands to display two radio buttons.

- Select Open if you are still accepting new clients or Closed if you are not accepting new clients, then click Submit. If you select Closed, eligible accounts will no longer be able to send you link requests.

**Account Management for Administrators**

Administrators can log into Account Management to access the following functions:

**Home Page**

Contact Requests- Available from the Account Management Home page, this is where Administrators can view contact requests and accept or reject linking requests from eligible accounts.

**Reports Menu**

Administrators can access the Reports menu to run reports, PortfolioAnalyst and Tax Optimizer for the master account and for linked client, fund and sub accounts.
Manage Account Menu

- **Profile** - Allows an Administrator to change his or her contact information.
- **Close Account** - Allows an Administrator to close his or her account.
- **Change Password** - Allows an Administrator to change his or her account password.
- **Change Email Address** - Allows an Administrator to change his or her email address of record.
- **Secure Login System** - Allows an Administrator to request or activate a security device.
- **Access Rights** - Allows and Administrator to add users and user roles to the account and set and modify the users' access rights.

Investors' Marketplace Menu

- **Advertise Services > Administration > Administrators** - Allows an Administrator to modify his or her information that appears in the Administrator Marketplace, upload information to the Marketplace, review contact requests and prevent their information from being visible in the Marketplace.
- **Investors' Marketplace > Advertise Services > Administration > Marketplace Information** - Allows an Administrator to view all active and pending linked accounts and client/fund/sub account assignments.

Manage Clients

This page lets Administrators:

- View all active and pending linked accounts.
- Delink from a linked account.
- View client, fund and sub accounts to which they are currently assigned.

Who can access the Manage Clients page?

You can access this page if you are an Administrator or an Administrator account user with access rights to this page.

To use the Manage Clients page

1. Click **Investors' Marketplace > Advertise Services > Administration > Manage Clients**.

   The Manage Clients page opens.
2. On the Assignments tab, view a list of all pending links and active linked accounts.

3. Click **Delink** to delink yourself from a specific account. Your Administrator account will immediately be delinked from the account and you will no longer be able to perform reporting functions for the client, fund or sub accounts to which you were assigned by the account.

4. To view a list of client, fund and sub accounts to which you are assigned, click the Client Assignments tab.

### Business Development

The Investors' Marketplace > Advertise Services > Business Development menu lets third-party business development service providers join Investors' Marketplace to advertise their services to other customers:
Advertising - Allows customers to offer their third-party advertising and marketing services to other customers.

Business Analysts - Allows customers to offer their third-party business analysis services to other customers.

Financing Firms - Allows customers who are venture

Careers - Allows customers looking for employment to post their resumes and other pertinent information to other customers who are looking to fill positions.

Corporate Access Providers - Allows corporate access providers to advertise their services. Corporate access providers facilitate meetings, roadshows and conference calls between institutional investors and companies looking for potential investors.

Advertising Application

The Advertising Application page in the Investors' Marketplace allows customers to offer their advertising and marketing services to other customers.

Complete and submit the Advertising Application on this page to offer your advertising services in the Advertising Marketplace. Be sure to follow the guidelines for third-party providers.


Business Analyst Application

The Business Analyst Application page in the Investors' Marketplace allows customers to offer their business analysis services to other customers.

Complete and submit the Business Analyst Application on this page to advertise your services in the Business Analyst Marketplace. Be sure to follow the guidelines for third-party providers.

Financing Firms Application

The Financing Firms Application page in the Investors' Marketplace allows customers to offer their financing services to other customers.

Complete and submit the Financing Firms Application on this page to offer your services in the Financing Firms Marketplace. Be sure to follow the guidelines for third-party providers.

Access the Advertising Application page by clicking Investors' Marketplace > Advertise Services > Business Development > Financing Firms.

Careers Application

There are two versions of this application, depending on what you are looking for:

- The Careers Application lets Advisors, Hedge Funds, Proprietary Trading Group Masters or Brokers post open positions.
- The Careers Application lets account holders who are not Advisors, Hedge Funds, Proprietary Trading Group Masters and Brokers post their resumes.

Access the Careers Marketplace by clicking Investors' Marketplace > Advertise Services > Business Development > Careers.

Complete and submit the application on this page to either post an open position or post your resume. Be sure to follow the guidelines for third-party providers.

Only Advisors, Brokers, Proprietary Trading Group Master Users and Hedge Fund Investment Managers can post jobs and they must be logged into Account Management to do so.

Corporate Access Providers Marketplace

The Corporate Access Providers Application page in the Investors' Marketplace allows corporate access providers to offer their services to other customers.

Complete and submit the application on this page to offer your services in the Corporate Access Providers Marketplace. Be sure to follow the guidelines for third-party providers.
Access the Advertising Application page by clicking **Investors' Marketplace > Advertise Services > Business Development > Corporate Access Providers.**
Support

The Support menu gives you quick access to our Client Services offerings.

This chapter includes the following topics:

- Message Center
- Live Chat
- Contacts
- Service Tips
- Knowledge Base
- Tools
- System Status
- Paper Forms

Client Services Message Center

The Client Services Message Center lets you submit questions directly to Client Services using inquiry tickets and track the status of your Client Services inquiries.

Use the Client Services Message Center to:

- Create a new inquiry ticket, and attach a file to the ticket
- Modify an existing inquiry ticket
- Set Ticket Notification Preferences
- Cancel or close a inquiry ticket
- View corporate actions
- Submit a Tax Reporting Correction Form
- Request a trade cancellation

The Client Services Message Center includes the following features:

- Every inquiry is assigned a reference number, called a ticket. This reference number can be used to efficiently track the progress of the inquiry.
The real-time status of an inquiry is always displayed in the main Message Center window. You will know if the issue has been picked up by an service expert, which expert is handling your issue, and whether it is being addressed by our main help team or by a specialty team.

Both customers and staff can refine or add information to the ticket, permitting easy clarifications or follow up to the original inquiry. In addition, customers can cancel or close tickets once the issue has been addressed, giving them greater control over the process.

History of both open and completed inquiries.

Fast response - Tickets are assigned to an representative usually within a few minutes and always within 2 hours during European and North American trading hours. During Asian trading hours, response times may be longer.

Message Center Window

When you click **Support > Message Center**, the Message Center appears.
Viewing Tickets and Unread Messages

View a list of the most recent inquiry tickets and unread messages by clicking the appropriate tab in the Client Services Message Center window.

For each ticket or message in the list, the Message Center displays the Ref# (unique for each message), the date and time, a summary of the ticket or message, the most recent update, the person or group assigned (usually IBCS for Client Services), and the status.

View an individual inquiry ticket or message by clicking anywhere on the item in the list.

View the status of an inquiry ticket in the Status column. The Legend defines all possible statuses.

Sort a list of tickets or messages by clicking on any column heading.

Sort the list by read and unread items by clicking the Sort Read/Unread button.

Update the list of messages or tickets by clicking the Refresh button.

Use the Search function to search for specific tickets or messages on the current tab. Type the word or phrase you want to find, then click Search Active Tab.
Delete old items from the list by checking the check box on the left side of an item, then click the **Delete Selected** button at the bottom of the window.

**Changing the Display Language**

You can change display language to any of the following languages by clicking the map icon, then selecting the appropriate flag icon:

![Map Icon]

**Viewing the Legend**

The Client Services Message Center Legend shows what all the possible inquiry statuses and icons mean. To view the Legend, click the Legend button.

![Legend Window]
Creating a New Ticket

You create a new ticket in the Message Center. Before you create a new ticket, make sure that pop-ups are allowed in your web browser.

To create a new inquiry ticket

1. Click Support. The Message Center appears.
2. In the Message Center window, make sure New Ticket is selected in the list, then click Create.

The New Ticket window opens.
3. Select a category and subcategory for the inquiry. The combination of categories and subcategories let us route your inquiry to the Expert who is specialized or is most experienced for your particular issue.
4. In the Brief Summary field, modify the brief description of your inquiry. This is the text that appears in the Summary column of the list of tickets in the main Message Center window.

5. In the Detailed Description field, modify the detailed description or question. Please be as specific and complete as possible (for example, exact dates/times, IB TWS version, and so on), as this lets us accurately research your inquiry to give you the best and fastest response. The Detailed Description field expands as you type, so don’t worry about running out of space in which to describe your issue.

6. Optionally attach up to two files to your inquiry using the Attach Files fields. Click the Browse button to select a file on your computer. You can attach files with a total size of 3MB, and each file you attach must not be more than 2MB.

7. Click **Send**, then click **OK** to dismiss the confirmation message that appears.

   Click **Cancel** if you change your mind and do not want to submit the ticket, or **Reset Form** to reset all the fields in the New Ticket to blank.

8. Your new inquiry is listed on the Tickets tab in the Message Center, along with the ticket reference number and a status of NEW.
Modifying a Ticket

To modify an existing inquiry ticket

1. Click **Support**. The Message Center appears.
2. Click the Tickets tab to view all of your tickets.
3. Click the row that contains the ticket you want to modify. The View Ticket window opens.

4. Click **Reply**. The Edit Ticket window opens.
5. In the text box, replace the text "Additional comments here" with your own text, and attach any additional files using the File fields at the bottom of the window.

6. Click Submit.

Setting Ticket Notification Preferences

If you prefer, you can tell us to send you additional notification when an inquiry ticket is updated. You can be notified via email, IB TWS or SMS (Short Message Service) on your mobile telephone.

To set ticket notification preferences

1. Click Support. The Message Center appears.
2. Click Preferences in the top right corner of the Message Center.
   
The Message Preferences window appears.
3. Select a primary and secondary language for messages.
4. For each Message Type, select one or more of the three available notification methods (IB TWS, Email or SMS) by clicking the appropriate check box.
5. For email and SMS notification, select Secure or Non-Secure by clicking the appropriate radio button.
   - Secure notification - you will be send a generic notification that contains no private information.
   - Non-secure notification - you will receive the actual reply content. Note that this option may result in the content being viewable by an unauthorized third party.
6. Click Save.

**Closing a Ticket**

You can close open inquiry tickets in the Client Services Message Center.

Close an open ticket when your inquiry has been resolved (for example, an exchange access problem that has already been fixed), or you if you have received a satisfactory answer. This changes the status of the ticket Closed. Close tickets as soon as possible once you are satisfied. Client Services managers may
close tickets in cases where the ticket appears to be fully answered but has not been closed by the customer.

**To close an open inquiry ticket**

1. Click **Support**. The Message Center appears.
2. In the Message Center, click the Tickets tab.
3. Click the row that contains the ticket you want to close. The View Ticket window opens.
4. Click **Close Ticket** to cancel the ticket.
5. View closed inquiry tickets on the Tickets tab by clicking the **Show All** radio button.

**Viewing Corporate Actions**

You can view and participate in corporate actions from the Corporate Actions tab in the Client Services Message Center. You can view notification of all upcoming corporate actions that may affect you, based on the positions you hold. This means for example, that regardless of whether you hold a stock, option, bond,
or SSF position in ABC company, you will receive notification of any and all upcoming corporate actions on ABC stock. We notify you of impending actions up to three months out, and track 14 different types of voluntary and mandatory corporate actions, including dividends, forward and reverse splits, spinoffs and issuances, mergers, name/symbol changes, and a variety of tenders and offers.

**To view corporate actions**

1. Click **Support**. The Message Center appears.
2. Click the Corp Actions tab.
3. Each notification is displayed on a separate line along with the View and Edit icons in the Functions column. Do one of the following:
   - Click the **View** icon to display details and a full description of the corporate action.
   - Click the **Edit** icon to open the Voluntary Corporate Action (CA) Election tool, which lets you submit instructions on voluntary corporate actions during an open election period. You can also access Corporate Actions using the Corporate Action Tool, available on the Client Services Tools page.

The following figure shows an example of a corporate action notification.
Submitting a Tax Reporting Correction Form

You can submit a Tax Reporting Correction form from the Client Services Message Center. Use this form to request changes or report problems with one of the tax statements (1099, 1042, T3/T5, etc). By submitting this special form instead of submitting a normal inquiry ticket, you will help us process your requested corrections as quickly as possible.

You can also access the Tax Reporting Correction form from the Support > Tools page.

To submit a Tax Reporting Correction Form

1. Click Support. The Message Center appears.
2. Select Tax Correction Form from the drop-down, then click Create.

The Tax Reporting Correction Form opens.

[Image of Tax Reporting Correction Form]

[Image of Tax Reporting Correction Form (continued)]
3. Select the tax year for which you wish to report a correction from tax year list.
4. Select your taxpayer status by clicking the appropriate radio button:
   - U.S taxpayer
   - Canadian taxpayer
   - Non-U.S. taxpayer

   All available tax forms for your selected taxpayer status display in the form.
5. Click the check box for each tax form that you wish to correct.

   The form displays additional options for each box in the selected tax form that can be corrected.
6. Click each check box that corresponds to the tax form box you wish to correct.
7. In the Security Details section, select the tax form you wish to correct from the Form list, then enter any underlying, the exchange, transaction date and reason for correction in the fields provided.
8. Type any additional information in the Reason for correction text field, then click Send to submit the completed form.

**Requesting a Trade Cancellation**

You can bust a trade using the Order Cancellation Request form in the Client Services Message Center. After you submit this form to inform us of problem or erroneous trades, we will report these trades to the appropriate exchange on a best efforts basis. Please note that this is a time-sensitive process. Most exchanges have very short time periods (as little as 8 minutes), during which they will accept a request for cancellation.

We recommend that traders find and report problematic trades using this tool and thereafter follow up immediately, contacting us by telephone. In addition to uncertainties in response speed, trade cancellation requests initiated by telephone are prone to delays identifying the correct account and transactions.

You can also access the Order Cancellation Request form from the Support > Tools page.

**To request a trade cancellation**

1. Click Support. The Message Center appears.
2. Select Trade Cancellation Request from the drop-down, then click Create.
The Order Cancellation Form opens.

3. Select the date of the problem or erroneous trade from the Trade Date list. Trade dates are based on EST (Eastern Standard Time).
4. Select the type of instrument involved in the trade from the Contract Type list. Select Stock, Future, FutureOption, Option, Warrant, Cash or Bond.
5. Type the reason for the request in the Reason for Request box.
6. Click Get Trades to display all available trades of the selected instrument type on the selected date.
7. Read the statement at the bottom of the form, then click the check box to confirm your agreement.
8. Click Send to submit the form.

For more information
Live Chat

Client Services Live Chat lets you communicate directly with an Client Services representative in real time. Because it is authenticated and uses secure communications, staff are able to provide account specific information in a secure manner. Transcripts are available on demand. We recommend using the Client Services Live Chat for funding/banking and account application inquiries.

To access Client Services Live Chat

1. Click Support > Client Services > Live Chat. The Live Chat window opens.

2. In the Client Services Live Chat window, select a category from the Category list. This is the subject on which you are seeking assistance.

3. Select a subcategory from the Sub-Category list.
4. Select your language by clicking the appropriate flag. A flag with a green dot below it indicates that support is currently available in that language. A flag with a red dot indicates that support is NOT currently available in that language.

5. Click **Proceed**.

A Client Services representative will appear online in a few moments.

**Client Services Contact Information**

This page gives you all the information you need to contact our Client Services department.

**To access the Contacts page**

1. Click **Support > Client Services > Contacts.**

---

**Phone**

IB offers 24-hour customer service via regional Customer Service Centers located throughout America, Europe and Asia. While there's an agent always available to assist with your inquiries, answers can oftentimes be found quickest and without a phone call directly from IB's website and Knowledge Base. The list of Quick Tips below contains responses to the most common questions and answers to others can be found by entering keywords associated with your inquiry into the search engine above.

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Select your local time zone from the drop-down list below to determine which Service Center is currently available to take your call. Calls received by a given Service Center outside local operating hours will be automatically routed to an available agent at another Service Center.


<table>
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<td>1 Existing Accounts</td>
</tr>
<tr>
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<td>1 (312) 542-0900 Direct dial</td>
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<td>1/1 Trade Related Issues</td>
</tr>
</tbody>
</table>

Calls to Interactive Brokers’ Service Desks may be recorded for quality control purposes.
Service Tips

The Service Tips page contains information to help you get the most out of your experience with Client Services.

To view the Service Tips page

1. Click Support > Client Services > Service Tips.

Knowledge Base

The Knowledge Base is a repository of how-to articles, troubleshooting tips and guidelines designed to assist customers with the management of their accounts.

To access the Knowledge Base from Account Management

1. Click Support then click Knowledge Base.

The Knowledge Base opens in a new window.
To locate information, enter one or more of the keywords best describing your inquiry into the search field at the top of the page, then click **Search**. A list of content links associated with your search criteria appears, with the top search results listed first.

You can also click the **Article**, **Video** or **Glossary** links at the top of the page for an alphabetical index of content by type. The list of Tags to the right is sorted in order of those representing the most popular searches.

### Client Services Tools

This page displays a list of links to useful Client Services information and tools.

**To access the Tools page**

1. Click **Support** then click **Tools**.
2. Click an icon or its text label to open a specific page or tool.
   Use the scroll bar to view more tools.
# System Status

This page lets you see the status of our system at a glance.

**To view the System Status page**

1. Click **Support** then click **System Status**.

   The System Status page automatically displays in a new window.
Paper Forms

A variety of Account Management forms are available on this page. The forms available from this page are in PDF format and can be electronically completed by a client, or printed by an advisor and sent to the client to complete.

Who can access the Paper Forms page?

You can access this page if you are a(n):
Using Account Management Forms

Clients can log into Account Management with their personal username and password and access and print a form then manually complete it, or a master account user can log into Account Management and print the form for a client to complete.

To access paper forms

2. Click the name of the form that you want to access. The form displays in a new browser window. You can print the form from there.
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