Account Management Users' Guide

Account Management Users Guide
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Getting Started

This chapter includes the following topics:

- About Account Management
- Account Management Access and Account Structures
- Logging In
- Home Page and Pending Items
- Using the Account Management Menus
- Getting Help
- Navigating Account Management Pages
- Client and Sub Account Selection
- Client PDF Forms
- Printing
- Logging Out

About Account Management

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

- Account Administration - lets you configure your IB account, including configuring financial and regulatory information, IP restrictions, pricing structures, advisor qualifications and base currency; set up user access rights; view, add and close broker or advisor client accounts; and change personal account information such as account title, name or address.
- Funds Management - lets you check the status of your deposits, transfers and withdrawals; set up fund transfers to your IB account; create settlement instructions for transferring positions; specify client fees for broker or advisor client accounts; submit advisor-calculated monthly fee invoices for client accounts; and authenticate pending withdrawal, wire or ACH/EFT instruction requests.
- Report Management - lets you customize and generate reports such as activity statements, margin reports, trade confirmations, and tax forms.
- Trading Access - lets you set up post-trade allocations; request additional products or countries to trade; upgrade to a margin account; enable or disable client trading; add market data subscriptions and change your market data subscription status; and create a paper trading account.
- User Management - lets you change your account password or email; change personal account information such as account title, name or address; apply for a security device to protect your account; share your authentication information with another user; and sign up to use the Features Poll on our website.
- Client PDF Forms - provides online access to Financial Management, Trading Access and Account Administration forms.
- Customer Service - Point of access for submitting and tracking Customer Service issues; initiating live chat; and accessing Customer Service tools.

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

For more information...

- Funds and Banking
- Account Configuration
- Trading Configuration
- User and Access Rights
- Statements and Reports

Account Management Access and Account Structures

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

Customer Types

There are two IB customer, or legal, types:

- **Single** - A single customer type 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 user.

IB offers the following account structures, which reflect your business:

Account Structure	Description
Individual, Joint, Trust and IRA	Individual, Joint, Trust and IRA users who manage their own accounts.
Small Businesses	Corporation, Partnership, Limited Liability Corporation and Unincorporated legal structures that manage their own accounts.
Friends and Family	Multiple accounts (15 or fewer) managed under a single login. Managed accounts can be all single and organization customer types.
Advisors	
Advisor Master User Individuals	Individual professional financial advisors who manage a group of master and/or client accounts.
Advisor Master User Organizations	Organizations who manage a group of master and/or client accounts.
Advisor Client User Individuals	Individuals whose accounts are managed by a professional financial advisor.
Advisor Client User Organizations	Organizations whose accounts are managed by a financial advisor.
Hedge and Mutual Funds	
Investment Manager Master Users	Investment managers who manage a single fund, multiple or omnibus funds.
Funds	Hedge or mutual funds managed by an investment manager.

Account Structure	Description
Registered Brokers and FCMs	
Broker Master Users	Registered brokers or FCMs who manage a group of broker master and/or broker client accounts.
Broker Fully Disclosed Client User Individuals	Fully disclosed individuals whose accounts are managed by a Broker Master User.
Broker Fully Disclosed Client User Organizations	Fully disclosed organizations whose accounts are managed by a Broker Master User.
Broker Non-Disclosed Client Users	Non-disclosed broker clients whose accounts are managed by a broker.
Broker Omnibus Client Users	Omnibus broker clients whose accounts are managed by a broker.
Proprietary Trading Groups	
Proprietary Trading Group Master Users	Proprietary trading accounts with jurisdiction over multiple accounts for banks, brokers, trading arcades or other institutions. A Proprietary Trading Group Master User can create sub accounts with separate trading limits for their employees.
Proprietary Trading Group Sub Users	Traders (employees of an institution) whose sub accounts are managed by a Proprietary Trading Group Master User.

For more information...

- Account Configuration
- Account Highlights
- Account Administration Rights - Individuals
- Account Administration Rights - Institutions

Account Management Access

For account structures with multiple accounts and users, you can grant limited access to a subset of Account Management functions (Account Administration, Funds Management, Report Management, Trading Access, and User Management). For example, you might want to give User A the ability to only trade, while you give 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.

For more information...

- Account Configuration
- User Management

Logging In

There are three ways to log into Account Management:

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

To log into Account Management from the IB website

1 From IB's web site, select **Account Management** from the Login dropdown list on the upper right corner.

2 In the **Username** field, type your account username.

3 In the **Password** field, type your account password.

4 Click the **Login** button. The Account Management Home page opens.

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://www.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. Click the **Login** button. The Account Management Home page opens.

Failed Login Attempts

After ten failed login attempts in 24 hours, your Account Management login will be disabled. If this happens, contact Customer Service.

Automatic Logoff

If you are logged into Account Management but don't do anything for 30 minutes (the system detects no activity), your Account Management session will automatically expire and you will have to log back in. A message appears warning you that you will automatically be logged out without further activity.

Once your session expires, another message appears informing you that your session has expired and you have been logged out. You must re-login to start a new Account Management session.

Home Page and Pending Items

When you log into Account Management, the Account Management Home page opens. The Home page displays a variety of information about any pending items, pending requests, and pending customer service inquiries that require you take some action or wait for an action to be taken.

To view the individual items on the Home Page, click the title bar of that section. The section expands to display all items included.

Pending Items and Pending Requests

If you have any pending items, such as outstanding document submissions, they will appear in the Pending Items section. If you have any pending requests, such as funding requests, they will appear in the Pending Requests section.

- If you have a master account, the client account selection control appears on the Home page. Use the radio buttons 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.

Notification Messages

If you have pending Customer Service inquiries, including messages in response to inquiry tickets, they will appear in the Notification Messages section of the Home page.

Corporate Actions

If you have corporate actions, they will appear in this section.

News at IB

The Home page also displays IB news items in the News at IB section of the Home Page.

Using the Account Management Menus

You access all the pages and functions of the Account Management system by using the menu in the left pane. Each main menu item contains a submenu that you can expand to access all the features of the Account Management system.

Click the a menu item to expand its submenu, and click the menu item again to collapse its submenu. For example, if you click **Account Administration**, all of the submenu items in that category become visible and you can click any one to access that page. If you click **Account Administration** again, the submenu is no longer visible.

Your account type determines the menus and submenus that you can access. You can assign Account Management access rights to client accounts using the User Management functions. Typical Account Management left panes for both a master account and a client account are shown below. In the Client Account example, clicking **Master Account** returns you to the home page for the master account.

Master Account

Client Account

For more information...

- Home Page and Pending Items

Getting Help

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

- Access this Users' Guide from within Account Management
- Explain links
- Contextual help for the menus
- Our website

Account Management Users' Guide

This Guide contains detailed instructions on how to use the different functions in Account Management. Access this guide from one of the two locations in Account Management:

- Access the online Account Management Users' Guide from the **Users Guide** link in the upper right corner of the Account Management screen (next to the **Print** and **Logout** links). You must be logged into Account Management to access this link.
- Access context-sensitive online help by clicking small green **Help** or link in the upper right corner of any Account Management page.

Explain Links

Many pages in Account Management contain additional brief information in the form of Explain links. Click an Explain link to display a popup window with additional information about a specific item on a page. For example, the following figure shows an Explain link on the Trade Confirmations page in the Report Management menu.

Accessing Contextual Help for the Menus

Contextual help is available for many of the menu items in the left pane. When contextual help is turned on, brief help text appears when you hold your mouse over each menu item.

To turn contextual help on and off

1. Click the **Turn On Contextual Help** link at the bottom of the left pane.

   The link changes to **Turn Off Contextual Help**.

2. To turn off contextual help, click the **Turn Off Contextual Help** link at the bottom of the left pane.

Our Website

The **My Account** menu on our website contains links to a wealth of information about accounts and Account Management, including pages that describe IB's policies on funds and banking, account and trading configuration, users and access rights, statements and reports, and forms and disclosures. Many of the topics in this Account Management Users Guide contain "For more information" links to these web pages when there is important supporting information.

Navigating Account Management Pages

Many Account Management functions contain several pages, which are connected by **Continue** and **Back** buttons.

- The **Continue** button indicates that there is another page that you must view and/or perform some action on to continue or complete the current task.
- The **Back** button indicates that you can go back one page. Typically you would use this button to go back and correct an error you might have made on the previous page.

Note: 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.

Client and Sub Account Selection

If you have a master account, many of the pages you access in Account Management either prompt you to select a specific client or sub account ID, or give you the opportunity to change the client/sub account ID. On these pages, you will see the Client/Sub Account Selection fields appear at the top of the page:

To select a client or sub account

- Use the **Filter By:** radio buttons to search for client/sub accounts by Account ID, Account Title or Account Alias. Matching client/sub accounts are displayed below the controls. If there is no account alias associated with a client/sub account, the Account ID + Account Title will be displayed instead.
- The account you selected will be the one affected by any changes you make on the current Account Management page.

Client PDF Forms

A variety of Account Management forms are available from the Client PDF Forms page. The forms available from this page are in PDF format and can be either be electronically completed by a client, or printed by an advisor and sent to the client to complete.

Who Can Access the Client PDF Forms Page?

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

- Advisor Master User
- Investment Manager Master User

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 Financial Advisor can log into Account Management and print the form for a client to complete.

To access client PDF forms

1. Click **PDF Forms** in the left pane.
2. Click the name of the form you want to access. The form displays in a new browser window. You can print the form from there.

Printing

You can print any Account Management page.

To print an Account Management page

1. Click the **Print** link in the upper right corner of the page.
2. In the Print dialog, set your printing properties, then click **OK**.

Logging Out

To log out of Account Management

1. Click the **Logout** link in the upper right corner of the page.

2

Account Administration

This chapter describes the Account Administration functions in Account Management system. It includes the following topics:

- Link Existing Accounts
- Client Accounts
- Create Additional Account
- Client OATS Settings
- Traders
- Trading Limits
- Add an Account
- Money Manager Assignment
- Duplicate Client Accounts
- Client Security
- Authorizations
- Wealth Manager Assignment
- User Access Rights
- IP Restrictions
- Update Your W-9
- Financial Information
- Regulatory Information
- Account Information
- Linking to an Advisor- or Broker-Managed Account
- Broker Declaration
- Pricing Structure
- Excess Funds Sweep
- Investor Category

- Transfer on Death
- Advisor Qualifications
- Accredited Investor Qualifications
- Private Placements
- White Branding
- Print Account Details
- Client Account Templates
- Account Alias
- Audit Trail
- Close an Account
- Base Currency
- Re-Open Account
- Closure Status
- Hedge Fund Capital Introduction Program - Third-Party Administrator

Link Existing Accounts

This page lets you link your multiple IB accounts under the single 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 consolidated 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).

Observe these guidelines when linking accounts in this way:

- To request a link to an existing account, all accounts must either have an IB Secure Login Device or be sharing one with another account.
- You must link ALL accounts associated with your account. You cannot link a subset of accounts.
- In order to request a link to an existing account, you must login to the account that has highest security device level. Where all accounts to be linked have the same security device level, you can login to any account and request linking from that account.
- 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 linked accounts.
- If you begin a new account application for an existing matching account, you will be asked to link the accounts.
- Interactive Brokers will link these accounts on Fridays.

Who Can Access the Link Existing Accounts Page?

You can access this page if you are a Single Customer Type (except Joint), an IRA User with multiple accounts, a Fully Disclosed Broker Client or an Advisor Client Individual (not Organization).

To link your account to an existing account

1 All accounts to be linked must either have an IB Secure Login Device or be sharing one with another account before you can request that they be linked.

If none of the accounts to be linked have a Secure Login Device, log into Account Management for at least one account to be linked, then click *Link Existing Account in* the Account Administration menu. Click **Request Security Device** to request the Secure Login Device.

2 Once the accounts to be linked either have a Secure Login Device or are sharing a Secure Login Device, log into Account Management with the account that has the highest level security device.

3 Click **Account Administration** in the left pane, then click *Link Existing Accounts*.

The page lists all accounts that can be linked along with their current Secure Login Device. Accounts with the highest level security device are marked with an asterisk. 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.

4 If you do have a Secure Login Device and it is shared with the user/account you want to link, select an account from the drop-down list.

5 Click **Link Accounts**.

6 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.

Enter the username and password for each account to be linked, then click **Continue**.

Use your Secure Login code card for authentication. Two card index numbers are shown on the screen. For each index number, look up the corresponding value on your Secure Login device, enter it in the Card Values field, then click **Continue**.

Repeat this step for each account to be linked.

7 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**.

8 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.

Client Accounts

The Client Accounts page lets you view the open and pending client accounts associated with your account. On this page, you can:

- View client account lists.
- Access Account Management functions for a specific client account.
- View the status of pending client applications.
- Continue a semi-electronic client application.
- Delete an application for a pending client account.
- View a list of closed client accounts.

Who Can Access the Client Accounts Page?

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

- Advisor Master User Individual
- Advisor Master User Organization. Advisors can view client accounts list and the status of pending client applications, as well as continue semi-electronic client applications.
- Broker Master User. Non-disclosed brokers can view client accounts list and modify client account trading permissions and market data subscriptions.

Fully-disclosed brokers can view client accounts list and the status of pending client applications.

- Investment Manager Master User
- Proprietary Trading Group Master User

For more information...

- Viewing Client Account Lists
- Accessing Account Management Functions for a Specific Client Account
- Pending Client Accounts
- Continuing a Semi-electronic Client Application
- Deleting an Application for a Pending Client Account
- Pending Requests for Client Accounts
- Users and Access Rights

Viewing Client Account Lists

You can view a list of all client accounts, including open accounts and pending applications.

To view information about client accounts

1. Click **Account Administration** in the left pane, then click *Client Accounts*.

   For each account listed, the Client Accounts page shows you:

Column	Description
Account Name	The name associated with the client account. You can click the name to enter a limited-functionality Account Management system for that account.
Account Number	The account number associated with the client account. You can click the PDF next to the account number to generate and view a PDF version of the IB Account Application for that account.
Contact Details	The client's telephone number and email address.
Account Type	The type of IB account: Individual, Joint, Trust, IRA, Partnership, Organization, Corporation, Limited Liability Company, or Unincorporated Business.
Account Status	The status of the account: Open, Incomplete, Approved Not Funded or Pending Approval.

Accessing Account Management Functions for a Specific Client Account

You can access a subset of Account Management functions for a specific client account from the Client Accounts page. The functions available in the left pane depends on the type of account and the access rights granted to that account.

To access Account Management for a specific client account

1. Click **Account Administration** in the left pane, then click *Client Accounts*.

2. Click the **Account Name** of the desired client account.

   Account Management reloads with a limited set of functions displayed in the left pane. The functions available depend on the type of account and the access rights assigned to the client account.

   The following figure shows a typical limited-function Account Management left pane for a client account.

3. To return to Account Management for the master account, click **Master Account** in the left pane.

Pending Client Accounts

You can view the status of any client account application with a status of *Pending Approval* on the Client Accounts page.

To view the status of a pending client application

1. Click **Account Administration** in the left pane, then click *Client Accounts*.
2. Click the **Account Name** link for the pending client account application.

   A page opens with information about the pending application, including what steps have been completed and what steps still need to be completed and, depending on the type of account and status of the application, links to generate a PDF application, view and modify individual application steps, return to Account Management, or logout.

For more information...

- Client Accounts

Continuing a Semi-electronic Client Application

You can continue filling out an incomplete semi-electronic client application from the Client Accounts page. These accounts are listed in the Pending Client Accounts section of the Client Account page and have an Account Status of *Incomplete*.

To continue a semi-electronic client application

1. Click **Account Administration** in the left pane, then click *Client Accounts*.
2. Click the **Account Name** link for the incomplete client account application to open the Application Progress pane on the left.
   - Items marked with a green check have been completed; you can click an checked item to review that portion of the application.
   - Items marked with a red "x" have not been completed. The first incomplete item listed is automatically displayed on the main page so you can immediately continue working on the application.

For more information...

- Methods of Completing an Account Application
- Client Accounts

Deleting an Application for a Pending Client Account

You can delete an application for a pending client account on the Client Accounts page. Be careful though; once the application is deleted, you must go through all of the steps required to submit a new application if you want to re-apply for an account.

To delete an application for a pending client account from the Client Accounts page

1. Click **Account Administration** in the left pane, then click *Client Accounts*.
2. Click the **Delete Application** link for the pending client account you wish to delete.
3. If you are sure you want to delete the account, click **Continue**.

To delete an application from the Account Management left pane

1. Click **Account Administration** in the left pane, then click *Client Accounts*.
2. Click the **Account Name** link for the account to open the application in progress.
3. Click the **Delete Application** button in the upper right corner of the page.

For more information...

- Client Accounts

Pending Requests for Client Accounts

If there are any pending items or requests for a client account, those items or requests are displayed on the screen when you select the client account from the Client Accounts page or from the master account Home page. You can return to the Master Account by selecting **Master Account** in the left pane.

You can get more information about the pending request, or cancel the request by clicking **Cancel**.

For more information...

- Client and Sub Account Selection

Viewing a List of Closed Client Accounts

You can view a list of all closed client accounts on the Client Accounts page.

To view a list of closed client accounts

1. Click **Account Administration** in the left pane, then click *Client Accounts*.
2. Click the plus sign next to **Closed Accounts**.

   A list of closed client accounts appears. Click the minus sign to hide the list.

Closed Accounts

Account Name	Account Number	Contact Details (Phone & Email)	Account Type	Date Closed
Applicant 68550	[illegible]	[illegible]	Individual	-
Applicant 68696	[illegible]	[illegible]	Individual	-
Applicant 87990	[illegible]	[illegible]	Individual	-

If you have no closed client accounts associated with your master account, the *Closed Accounts* link does not display.

Create Additional Account

This page lets you create new accounts that are linked to your account. Once you create linked accounts, you can access all of them in Account Management using a single user name. You can create any number of new 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. 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).You can also access linked accounts using a single user name in Trader Workstation, WebTrader, MobileTrader and iTWS. Note that if your account has linked accounts, they cannot have Transfer on Death beneficiaries.

Who Can Access the Create Additional Account Page?

Single Customer Types (except Joint accounts and accounts with Transfer On Death beneficiaries) and IRA Users can create and link new Individual and IRA accounts.

To create and link to an additional account

1. Log into Account Management.
2. Click **Account Administration** in the left pane, then click *Create Additional Account*.

3. Select the type of account you want to create and link from the Additional Account Type list. Select *Individual* or *IRA*.

   IRA is available only to legal residents of the United States who have not designated a Transfer on Death beneficiary.

4. Click **Create New Linked Account**. An abbreviated account application opens at the Trading Qualifications page.

5 Complete the account application for the new account. When the new account is activated and open, it will be linked to your original 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.

Note: To de-link a linked account, you must close the linked account. Select *Close an Account* in Account Administration.

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 and Link a New Account page.

To complete an unfinished account application for a new linked account

1 Log into Account Management.

2 Click **Account Administration** in the left pane, then click *Create Additional Account*.

3 Click **Finish Application**. The in-progress Account Application opens.

4 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 dropdown list of linked accounts located in the menu pane.

3. Perform any action you wish for the selected account by selecting an item fromthe Account Management menu.

Note: To de-link a linked account, you must close the linked account. Select *Close an Account* in Account Administration.

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 Setting Page?

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

- with Account Administration access
- and you are a member of FINRA and/or have clients who are members of FINRA
- and you want IB 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 **Account Administration** in the left pane, then click *Client OATS Settings*.

2 In the list of Open Client Accounts, click the desired Client Account number.

Open Client Accounts

Client Account	Account Type	Broker Dealer?	FINRA Member	MPID	TWS User can modify/delete OATS records	OATS Master Default Used	Enable OATS at TWS level	Default Alert	Broker Updated
[illegible]	ORG	N	NO	NA	N	Y	Y	NO	YES

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 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.

Client OATS Details

OATS Master Default Settings are as follows:

ACCOUNT TYPE = R (retail customers)
MEMBER TYPE = N (non-FINRA member)
MPID is null

Client Account	U452355
Account Type	WHOLESALE
FINRA Member	Yes
FINRA Member Type	OATS Reporting
MPID	
Enable OATS at TWS Level	Yes

Back Continue

To respond to flashing red alerts for pending client accounts

1. Click **Account Administration** in the left pane, then click *Client OATS Settings*.
2. An I-BROKER 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 I-BROKER would click the Approve link to respond to the alert.

Pending Client Accounts

Account Id	Username	Account type	Account Status	Broker Dealer	FINRA Member	MPID	Alert	Approval
		ORG	Not Open	Y	NO	NA	YES	Approve
		INDIVIDUAL	Not Open	N	NO	NA	NO	
		ORG	Not Open	Y	NO	NA	YES	

To modify OATS permissions for a specific client account.

1. Click **Account Administration** in the left pane, then click *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.

Traders

The Traders page lets you view and create sub accounts for authorized traders to access Trader Workstation and manage market data subscriptions in Account Management.

Who Can Access the Traders Page?

You can access this page if you are an Proprietary Trading Group Master User.

To view and create sub accounts for authorized traders

1. Click **Account Administration** in the left pane, then click *Traders*.

   The Trading Sub Accounts page opens, displaying all sub accounts for authorized traders, including the account name, account number, username and current status.

   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.

2. To create a new sub account, click the *Add Account* link, then follow the instructions on the screen to fill out the Authorized Trader Information form.

   Use the **Back** and **Continue** buttons to move backward and forward through the pages of the form.

For more information...

- Add an Account

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 if you are an Proprietary Trading Group Master User.

To view and set trading limits

1. Click **Account Administration** in the left pane, then click *Trading Limits*.
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 Order - 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 Order - 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.
   - Net Contract Limit - If you set this value, you must set it to 1.

4 To set order quantity limits, click to expand that section, then enter order quantity limits for: cash, stock (STK), futures (FUT), options (OPT), futures options (FOP), warrants (WAR), bonds, contracts for differences (CFD), or Dutch warrants (IOPT). 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 A confirmation number is sent to your email address of record. Enter the confirmation number on the next page, then click **Continue**.

A message appears informing you that your trading limit values have been successfully entered. Your changes will be effective as of the next business day.

Add an Account

The Add Account page lets you add a client or sub account. Depending on the type of account you have, from this page you can:

- Send an invitation to a client to start an electronic application.
- Start a semi-electronic application.
- Print a blank paper application for a client to complete.
- Download a copy of the client disclosures.
- Add a fully disclosed broker client account.
- Add a non-disclosed broker client account.
- Add an authorized trader to an institutional account.

Who Can Access the Add Account Page?

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

- Advisor Master User Individual
- Advisor Master User Organization
- Proprietary Trading Group Master User
- Broker Master User (non-disclosed only)
- Investment Manager Master User

For more information...

- Methods of Completing an Account Application
- Steps in the Application Process

Methods of Completing an Account Application

When you add an account, you start and complete the account application process. There are three methods of completing an account application:

- Fully electronically
- Semi-electronically
- Manually via paper application

The following table lists the methods of completing an application for all account structures.

Account Structure	Available Methods of Completing an Account Application
Individual, Joint, Trust and IRA Account Users	Electronically
Small Business Account Users	Electronically
Friends and Family Master Users	Electronically Semi-electronically Manually via paper application
Friends and Family Client Users	Electronically Semi-electronically Manually via paper application
Advisor Master Users	Electronically Semi-electronically Manually via paper application
Advisor Client Users	Electronically Semi-electronically Manually via paper application
Broker Master Users	Electronically Semi-electronically Manually via paper application
Broker Fully Disclosed Client Users	Electronically
Broker Non-Disclosed Client Users	Abbreviated electronic application
Broker Omnibus Client Users	None (client accounts are not required)
Investment Manager Master User	Electronically Semi-electronically Manually via paper application
Fund	Semi-electronically
Proprietary Trading Group Master User	Electronically Semi-electronically Manually via paper application
Proprietary Trading Group Sub User	Abbreviated electronic application

For more information...

- Steps in the Application Process
- Sending an Invitation to a Client to Start an Electronic Application
- Starting a Semi-Electronic Application
- Downloading Client Disclosures
- Adding a Fully Disclosed Broker Client Account
- Adding a Non-Disclosed Broker Client Account
- Adding an Authorized Trader

Steps in the Application Process

When you complete a fully electronic account application, the steps include:

- Specify the customer type and base currency
- Enter financial information, including date of birth, investment objectives and experience, net worth and annual net income.
- Enter funding information, including notifications of fund deposits and instructions for transfers.
- Select the account type and trading permissions, including products you want to trade and countries in which you want to trade.
- Confirm the account configuration you selected in the previous steps.
- Accept IB's ID Procedures.
- Enter name, address and telephone information.
- Enter mailing address information.
- Enter personal information.
- Specify individual regulatory information.
- Complete a W-8BEN form
- Specify advisor fees.
- Review the application for errors.

For more information...

- New Accounts
- Trading Configuration
- Add an Account
- Methods of Completing an Account Application

Sending an Invitation to 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.

To send an invitation to a client to start an electronic application

1 Click **Account Administration** in the left pane, then click *Add Account*.

2 Click **Client Invitation** for a Fully Electronic Application.

The Advisor Client Invitation page opens.

3 Select one of the following radio buttons, then click **Submit**:

- **ProTrack** - Select this option to invite a client to complete a ProTrack account application. The ProTrack application allows Individual, Joint, Trust, IRA and Small Business accounts to trade stocks, options, futures, forex, bonds, mutual funds and CFDs. When you select this option and click **Submit**, the Client Fees page opens. Select the advisor fee methodology to be applied to the new client account (No Fee, Automatic Billing or Direct Billing), then click **Continue**.
- **IB FastTrack US NonPro template** - Select this option to invite a client to complete a FastTrack account application. The FastTrack application allows Individual, Joint and IRA accounts to trade stocks in one geographic location (country of legal residence). You can add more products and markets after your client's account has been activated. Do NOT select this option if you want to set advisor client fees first. No client fees are set initially if you select FastTrack, but you will be able to set them after the account has been activated.
- **Client Account Template** - If you have created and saved a client account template, select it from the Client Account Templates list. Client account templates include a selected advisor fee methodology, so you don't have to specify wrap fees if you use a client account template. This field does not appear if you do not have any saved client account templates.

4 Enter the name and email address of the client, then click **Continue**.

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 Hedge Investment Manager, you can add an account using 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.

To start a semi-electronic application

1 Click **Account Administration** in the left pane, then click *Add Account*. The Add Account page opens.

If you are a Fund Investment Manager, the following page opens:

2 Click **Start Application** for a Semi Electronic Application.

3 If you are an Advisor Master User, the following page appears:

Click the radio button next to the type of account you wish to open, then click **Continue**.

The first page of the IB 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.

Printing a Paper Application

For a paper application, you print a paper application and disclosures forms, give them to your client to complete and sign, then send the completed application to Interactive Brokers for processing.

To print a paper application

1. Click **Account Administration** in the left pane, then click *Add Account*.

2. Click **Start Application** for a Paper Application.

3. Complete the steps as described on the screen to print a paper application.

Downloading Client Disclosures

You can download client disclosure forms from the Add Accounts page in Account Management.

To download client disclosures

1. Click **Account Administration** in the left pane, then click *Add Account*.
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 by 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.

For more information...

- Forms and Disclosures

Adding a Fully Disclosed Broker Client Account

To add a fully disclosed broker client account

1. Click **Account Administration** in the left pane, then click *Add Account*.

   The Broker Client Invitation page opens.

2. Enter the name and email address of the applicant, then click **Continue**.

   A confirmation page opens to inform you that the invitation has been sent to the applicant's email address.

3. If you have created and saved a client account template, select it from the Client Account Templates list. Client account templates include a selected advisor fee methodology, so you don't have to specify wrap fees if you use a client account template. This field does not appear if you do not have any saved client account templates.

4. Click **Continue**. The Pending Items page opens.

For more information...

- Forms and Disclosures

Adding a Non-Disclosed Broker Client Account

To add a non-disclosed broker client account

1 Click **Account Administration** in the left pane, then click *Add Account*.

The Add Non-disclosed Account page opens.

2 Complete the form, then click **Submit**.

3 Complete additional forms on the next pages.

When you are done, a confirmation page opens to inform you that your request to add the non-disclosed account was successful.

For more information...

- Forms and Disclosures

Adding an Authorized Trader

If you are an Institution Master User, use the Add Account feature to add authorized traders to your account.

To add an authorized trader

1. Click **Account Administration** in the left pane, then click *Add Account*.

   The Authorized Trader Information page opens.

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**.

For more information...

- Forms and Disclosures

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 are cannot add client accounts, fund client accounts, set client fees or set client trading permissions.

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 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.

2 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 in the Funds Management chapter.

You set up a separate fee schedule for a Money Manager when you set up the client accounts for the Money Manager.

3 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.

4 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.

5 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

Who Can Access the Money Manager Assignment Page?

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

- Advisors who are Registered Investment Advisors (RIAs)

Add a Money Manager

To add a Money Manager

1 Log into Account Management using your Master account username and password.

2 In the left pane click **Account Administration**, then select *Money Manager Assignments*.

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**.

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.

Set Up a Client Fee Schedule

As a Financial Advisor, you typically set the Client Fee schedule for all client accounts. As Wealth Manager, that Client Fee schedule represents the fees that will be paid to you as Wealth Manager when you trade for client accounts.

You define a separate fee schedule for a Money Manager when you set up the client accounts for a Money Manager. These are the fees that will be paid to the Money Manager when he or she trades for client accounts.

See the Client Fees topic in the Funds Management chapter for detailed instructions on how to set up a client fee schedule.

Set Up Client Accounts

After a Money Manager accepts the assignment as Money Manager, you must then set up client accounts for the Money Manager. This includes:

- Assign client accounts to the Money Manager.
- Set trading permissions for the client accounts assigned to the Money Manager.
- Set client fees for the client accounts assigned to the Money Manager. These are called Money Manager client fees and represent the amount of client fees paid to the Money Manager when he or she trades for the client accounts. This is different from Client Fees, which determine the fees paid to you when you trade for client accounts.

  You also can create a Client Fees Template, which lets you save a common client fee schedule and quickly apply it to multiple client accounts assigned to a Money Manager without having to set the client fees separately for each client account.

Clients are notified via email whenever any client fees are increased or decreased, and when a Money Manager is assigned to or removed from the clients' 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.

Note: When you set up client accounts for Money Managers, you are not changing the trading permissions and client fees for the original client accounts.

To set up client accounts for a Money Manager

1. Log into Account Management using your Master account username and password.
2. In the left pane click **Account Administration**, then select *Money Manager Assignments*.

3. Click the **Assign Client Accounts** tab.

4 Select a Money Manager from the dropdown list.

5 The Set Up Client Accounts page appears for the selected Money Manager.

You can make one of two selections on this page:

- **View and Remove Assigned Clients** - View the client accounts currently assigned to this Money Manager, and remove client accounts from the Money Manager.
- **Assign New Clients** - Add client accounts to the Money Manager. The clients you assign to the Money Manager on this page will be the clients for whom you configure trading permissions and client fees later in this procedure.

Click the plus sign next to **Assign New Clients**.

6 There are two boxes - Available Clients (client accounts you can add to the Money Manager) on the left, and Selected Clients (client accounts that you've already added to the Money Manager 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 at time.

Click **Select All** to select all Available Clients.

7 When you are finished adding client accounts to the list of Selected Clients for the Money Manager, click **Continue**.

8 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.

Add products and countries to 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.

Note: 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 Set Up Client 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.

Click the IMPORTANT INFORMATION link to view the following rules about Money Manager client fees:

- The client must sign the Client Fees agreement and send it back to Interactive Brokers.
- However, the Money Manager assigned is able to trade immediately in the Money Manager Client account, even if this agreement has not yet reached IB.
- Once we receive this agreement, we will retroactively post any client fees between the date on which Money Manager client fees were set and the date client approves the fee schedule.
- The maximum retroactive period is 10 days.
- This retroactive posting of client fees only applies when the Money Manager fees are first set; it does not apply when the Money Manager client fees are changed.
- In the latter case, the Money Manager fees will not be retroactively posted.
- In order to print Client Fees Agreement for given Money Manager Client, under Money Manager Assignment page, click Edit under Client Fees for given Money

Manager and then, select one client account for which you wish to print the agreement. Then, click on "Generate PDF for Current Fees" to generate the pdf.

9 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.

10 Click **Save and Continue**.

11 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.

- Automatic billing is calculated and automatically billed to the client's account by IB. 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, IB is not involved and you are responsible for billing your client(s) directly.

  See Client Fees for more information.

12 Click **Generate PDF for Current Fees** to generate a PDF file that includes the current fee schedule.

13 Click **Save and Continue**. A confirmation page appears. Click **Money Manager Assignment** to return to the main Money Manager Assignment page appears.

14 To immediately fund client accounts for a Money Manager, on the Money Manager Assignment page, click the *Funds* link in the Transfer Funds column for the Money Manager.

The Fund Transfers page appears. Add funds to the client accounts as you normally would.

To immediately transfer positions or cash to client accounts for a Money Manager, on the Money Manager Assignment page, click the *Positions* link in the Transfer Funds column for the Money Manager.

The Position Transfers page appears. Transfer positions and/or cash to the client accounts as you normally would.

Note: 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.

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. In the left pane click **Account Administration**, then select *Money Manager Assignments*.

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. In the left pane click **Account Administration**, then select *Money Manager Assignments*.

3 In the list of Active Money Managers, click the *Edit* link in the Client Fees column for a Money Manager.

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**.

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. In the left pane click **Account Administration**, then select *Money Manager Assignments*.

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**.

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.

Note: 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. In the left pane click **Account Administration**, then select *Money Manager Assignments*.

3 Click the **Assign Client Accounts** tab.

4 Select a Money Manager from the dropdown 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 at 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 at 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.

Set Client Trading Permissions for Money Manager, A

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

Edit Selection

Trading Permissions

Country		Stocks	Fixed Income	Warrants	Options	Futures	Futures Options	Single Stock Futures	CFD	Mutual Funds	Forex
	Check All	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Global	☐	-	-	-	-	-	-	-	-	-	☐
Australia	☐	☐	-	-	☐	☐	☐	-	☐	-	-
Austria	☐	☐	-	-	-	-	-	-	-	-	-
Belgium	☐	☐	-	-	☐	☐	-	-	-	-	-
Canada	☐	☐	-	-	☐	☐	-	-	-	-	-
France	☐	☐	-	☐	☐	☐	-	-	-	-	-
Germany	☐	☐	-	☐	☐	☐	☐	-	-	-	-
Hong Kong	☐	☐	-	-	☐	☐	-	-	-	-	-

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 previous page.

Add products and countries to those client accounts as required, then click **Save and Continue**.

Note: 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 Set Up Client 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.
- **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.

9 Click **Continue**.

10 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.

- Automatic billing is calculated and automatically billed to the client's account by IB. 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, IB is not involved and you are responsible for billing your client(s) directly.

  See Client Fees for more information.

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. In the left pane click **Account Administration**, then select *Money Manager Assignments*.

3. Click the *Remove* link in the Action column for the Money Manager you want to remove.

Duplicate Client Accounts

The Duplicate Client Accounts page lets Advisor Masters, Broker Masters and Separate Trading Limit Masters can 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.

Who Can Access the Duplicate Client Account Page?

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

- Advisor Master User Individual or Organization (registered only)
- Broker Master User (Fully-disclosed and Non-disclosed only)
- Fund Investment Managers
- Proprietary Trading Group Master User

To request a duplicate client account:

1 Click **Account Administration** in the left pane, then click *Duplicate Client Account*.

2 From the Client Account ID drop-down list, select the client account that you want to duplicate.

Information about the selected account appears.

3 Click **Duplicate**.

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
- 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 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):

- Advisor Master User Organization (advisor account only)
- Advisor Client User Organization (fund management authorization only)
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User Organization

To activate a security device for a client account:

1 Click **Account Administration** in the left pane, then click *Client Security*.

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 Trader Workstation, 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.

Authorizations

The Authorizations page lets you add a layer of security to user and fund management tasks in Account Management by designating some users as authorizers. Whenever a user management request (adding or modifying users, assigning access rights) or funding request is entered in Account Management, all specified authorizers will receive an authorization link in their list of pending items in Account Management. All authorizers must confirm each request before it can be approved.

You specify the number of authorizers when you complete an application for an account; the Authorizations page lets you specify additional authorizers, up to a maximum of three.

The Authorization setup process includes these steps:

1. Add users to the account and identify some as authorizers, either A Signatory or B Signatory.

2. Set the number of Account Administration and Funds Management authorizers required for your account.

When you first create your account as an organization customer type, you are automatically defined as an A Signatory authorizer and the default number of authorizers for your account is set to 1 by default (you haven't added any users to the account yet). This means that you can authorize user management and fund management requests. When you log into Account Management for the first time, you are given the opportunity to increase the number of authorizers. If you do increase the number of authorizers the first time you log in, you must immediately add users and identify them as authorizers as required by your authorization setup. In subsequent logins however, you must add users *before* increasing the number of authorizers.

Who Can Access the Authorizations Page?

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

- Advisor Master User Organization (advisor account only)
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To increase the number of authorizers for user and fund management

1. Click **Account Administration** in the left pane, then click *Authorizations*.

2. Enter the number of Total Authorizers and Total A Signatories for User and Fund Management by selecting a number in the appropriate list.

   The number of A Signatory authorizers must be the same number or less than the number of total authorizers in each category.

3. Click **Continue**.

   The User Access Rights page opens, giving you the opportunity to assign authorization privileges to existing users, modify authorization privileges for existing users or add new users and assign them authorization privileges.

4. Do one of the following:

   - To assign authorization privileges to a new user, click **Add User**.
   - To assign authorization privileges to an existing user, click the *Modify* link for the user.

- To modify authorization privileges for an existing user, click the *Modify* link for the user.

  In all cases, the Add New User and Access Rights page displays.

5 In the Functions section of the page, assign authorization privileges to the user for Account Administration and Funds Management by clicking the appropriate check boxes, then click the radio button next to A Signatory or B Signatory to specify the type of authorizer.

6 Click **Continue**, verify that the information is correct, then click **Continue** again.

If you need to make further changes, click **Back**, then make corrections before submitting.

7 On the Confirmation page, enter the confirmation number sent to you via email, then click **Continue**.

For more information...

- Authorizations
- User Access Rights

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.

To be able to trade for client accounts as a Money Manager:

1. Complete a separate Money Manager account application.

   Once your Money Manager account is activated, the Wealth Manager adds (assigns) you to his or her account.

2. Log into Account Management and use the Wealth Manager Assignment page to subscribe to the Wealth Manager (accept the assignment).

   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 de-activate 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 into Account Management.

2 If you have pending Wealth Manager assignments, the Wealth Manager Assignment page appears.

3 All pending Wealth Manager assignments are listed in the Pending Wealth Managers section of the page. Click *Activate Subscription* in the Action column.

To deactivate a Wealth Manager assignment

1 In Account Management, click **Account Administration** in the left pane, then click *Wealth Manager Assignment*.

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. In Account Management, click **Account Administration** in the left pane, then click *Wealth Manager Assignment*.

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.

User Access Rights

The User Access Rights page in Account Management 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.

User Access Rights

You may add, modify, or delete users by doing the following:

- Click on the **Add User** button below to add a new user for the account.
- Click on the **Modify** link next to a user to update functions for an existing user.
- You may add up to two usernames for an individual. To add a second user for an individual, click **2nd user**.
- Click on the **Delete** link next to a user to delete a username. Account Management access will be disabled instantly. Trading Access will be disabled by the next calendar day.

Your account currently has the following registered Users:

First Name	MI	Last Name	Username	Type	Master Account Functions	Client/Sub Account Functions	Status	Modify	Second User	Delete
Tim	--	Clark	--	Account Holder	--	--	--		2nd user	
First	--	Lady	[illegible]	TRADER	TA, UM	ALL	Open	Modify	2nd user	Delete
Test	--	Test	[illegible]	NON_EMPLOYEE	UM	U60996	Open	Modify	2nd user	Delete
aaaaaaaa	--	aaaaaaa	[illegible]	TRADER	RM, TA, UM	ALL	Pending User		2nd user	Delete
asda	--	asdad	[illegible]	NON_EMPLOYEE	RM, UM	ALL	Pending User		2nd user	Delete
asdasd	--	asdasd	[illegible]	NON_EMPLOYEE	RM, UM	ALL	Pending User		2nd user	Delete

Who Can Access the User Access Rights 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 (Individual, Joint, IRA)

- Advisor Master User Organization (advisor account only)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

The User Access Rights page displays information about all users registered with your account. This is a summary of the information entered when you added the user to your account, and includes the following:

Column	Description
First Name	The user's first name.
MI	The user's middle initial.
Last Name	The user's last name.
Username	The user's username.
Type	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.
Master Account Functions	A list of all Account Management functions to which the user has been given access.
Client/Sub Accounts	A list of the client/sub accounts to which the user has been given access. If the user has been given access to all client/sub accounts, this column will display "ALL."
Status	The status of the user. For example, "Open" or "Pending Confirmation."
Modify	Displays a *Modify* link for users' whose status is "Open." Click this link to modify the users' access rights. For more information, see Modifying User Access Rights for a User.
2nd User	Displays a *2nd User* link, which lets you add up to two usernames for a single user. For more information, see Adding Usernames to a User.
Delete	Displays a *Delete* link. Click this link to delete the user from your account. For more information, see Deleting a User.

Adding a User to the Account

You can add users to your account and grant them access to a subset of Account Management functions. You cannot grant access to User Management functions to a new user.

To add a user to the account

1. Click **Account Administration** in the left pane, then click *User Access Rights*.
2. Click **Add User**.
3. On the Add New User and Access Rights page, enter all required information, including name, five-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 Functions section. If a function is not checked, the user will not be able to access the function in Account Management:
   - Account Administration: When you check this box, the section expands to let you select or deselect individual Account Administration functions (Users & Accounts, Administration and User Management Authorization).
   - Funds Management: When you check this box, the section expands to let you select or deselect individual Funds Management functions (Funds Status; Deposit Notifications, Transfer Requests and Withdrawals; Settlement Instructions; and Funds Management Authorization).
   - Report Management: When you check this box, the user will have access to the Report Management functions in Account Management.
   - Trading Access: When you check this box, the user will have access to the Trading Access functions in Account Management.
   - User Management: You cannot assign access rights to User Management functions, nor can master users access any User Management functions for client or sub accounts. All users are given these rights automatically, only they can change their own information in the User Management section of Account Management.
5. On the same page, you can assign access rights to some or all sub/client accounts that you want the user to access, and specify which functions you want the user to be able to access for the sub/client accounts.
   - 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.

- Click the check box for each function you want the user to be able to access for the selected account(s).

6 Click **Continue**.

7 Verify that all the information is correct, then click **Continue.**

If you need to make further changes, click **Back**, then make corrections before submitting.

8 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.

9 Click **Cancel** to cancel your changes.

For more information...

- User Rules and Limitations
- User Access Rights
- Modifying User Access Rights for a User
- Authorizations

Modifying User Access Rights for a User

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 **Account Administration** in the left pane, then click *User Access Rights*.

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 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.

For more information...

- User Access Rights
- Adding a User to the Account

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 **Account Administration** in the left pane, then click *User Access Rights*.
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 **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

To delete a user from the account

1. Click **Account Administration** in the left pane, then click *User Access Rights*.
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.

IP Restrictions

This page lets you restrict user access to TWS by IP address. Limiting user access to TWS 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 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 Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization (advisor master account only)
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To add IP restrictions

1 Click **Account Administration** in the left pane, then click *IP Restrictions*.

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 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 **Account Administration** in the left pane, then click *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 **Account Administration** in the left pane, then click *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*.

Update Your W-9

The W-9 page lets an account holder fill out or update an IRS Form W-9, Request for Taxpayer Identification Number and Certification.

Who Can Access the Update W-9 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 account only)
- Advisor Master User Organization (advisor master account only)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To update your W-9

1. Click **Account Administration** in the left pane, then click *Update W-9*.
2. Complete the form, then click **Continue**.
3. To access the IRS instructions for the form, click the *Help* link in the upper right corner of the page.

The following figure shows part of the W-9 form.

Financial Information

The Financial Information page lets you change the following financial information for an individual client account, a combined joint account or a trust:

- 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 Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Broker Master User
- Proprietary Trading Group Master User
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To change your financial information

1. Click **Account Administration** in the left pane, then click *Financial Info*.

2. Update your investment objectives, investment experience and financial information as required, then click **Continue**.

   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**.

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.

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, Trust or IRA Account User
- Small Business Account User
- Friends and Family Master or Client User
- Advisor Master User Individual
- Advisor Client User Individual
- Broker Full Disclosed Client User

To update your regulatory information

1 Click **Account Administration** in the left pane, then click *Regulatory Info*.

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.

Account Information

The Account Information 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

Who Can Access the Account 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 Master or Client User
- Advisor Master User Individual (advisor master account only)
- Advisor Master User Organization (advisor master account only)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To update account information

1 Click **Account Administration** in the left pane, then click *Account Information*.

Account Details

The following individuals and/or entities are associated with your account: (explain)

Name/Title	Entity Type	Association	Status	Modify	Cancel	Delete
Carlo Ferguson	INDIVIDUAL	NON_EMPLOYEE	--	Modify	--	--
ted Mendoza	INDIVIDUAL	Account Holder	Pending Approval	--	Cancel	--

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.
- Add individuals or entities to the account and enter their account information.
- If you are a Trust account (Individual or Advisor Client), or a Partnership account, you can update the beneficiary ownership percentage.

2 Do one of the following:

- To modify your own information, click **Continue**, then modify the information on each page as required, clicking **Continue** when you are finished with each page.
- 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.
- To add an individual or entity to the account, click the appropriate button (**Add Individual** or **Add Entity**), then enter the information on each page as required, clicking **Continue** when you are finished with each page.

- To update the beneficiary ownership percentage (Individual or Advisor Client Trust accounts and Partnership accounts only), click the **Update Beneficiary Ownership** button, then update the percentages on the Beneficiary Ownership Information page so that the total percentage adds up to 100%. If your ownership percentage does not add up to 100%, you will prompted to update this information on each subsequent Account Management login.

3 Verify your information, 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.

Linking to an Advisor- or Broker-Managed Account

The Link Account page lets you link your full account, including all cash and positions, to an IB Advisor- or Broker- managed account.

Who Can Access this Page?

You can access the Link Account page if you are a(n):

- Individual, Joint, Trust or IRA Account User
- Small Business Account User
- Proprietary Trading Group Master User
- Single Hedge Fund (can link to an Advisor-managed account only)

and are not an Advisor Client User or Broker Client User.

To link your account to an Advisor- or Broker-managed account

1. Click **Account Administration** in the left pane, then click *Link Account to Advisor/Broker*.

2. 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.

3. Click **Continue**.

4. Sign each of the two required agreements and click **Continue** after signing each one.

5. You will be emailed a confirmation number. Enter that number on the Token Confirmation page, then click **Continue**.

6. An email will be sent to the broker or advisor, who then must log into Account Management and either accept or reject the request. IB will process all accepted link requests at 3pm every Friday.

Important Notes about Linking and De-Linking

- You cannot link your account to an advisor who has lesser trading permissions than you.
- When you link your account to an advisor account, you will no longer be able to log into Trader Workstation and your current market data subscriptions will be canceled.

Accredited Investor Qualifications

The Investor Category page lets you confirm your qualifications as an accredited investor. Accredited investors can access the Private Placements page from the Account Administration menu to receive offers.

Once you confirmed your qualification as an accredited investor, the link to this page will no longer appear in the Account Administration menu.

Who Can Access the Accredited Investor Qualifications 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 account only)
- Advisor Master User Organization (advisor master account only)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization

To qualify as an accredited investor

1. Click **Account Administration** in the left pane, then click *Accredited Investor Qualifications*.

2. Follow the instructions on the screen to answer all the four questions on the form, enter your electronic signature, then click **Continue**.

Private Placements

The Private Placements page lets accredited investors receive special offers. This page only appears if you have qualified as an accredited investor (filled out the form on the Accredited Investor Qualifications page).

Who Can Access the Private Placements 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 account only)
- Advisor Master User Organization (advisor master account only)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization

To open the Private Placements page

1. Click **Account Administration** in the left pane, then click *Private Placements*.

   The Private Placements page displays the following notice, followed by a list of current offerings:

   ALL INFORMATION CONTAINED ON THIS SITE IS STRICTLY CONFIDENTIAL.
   You have access to this section of the website because you have successfully completed the process to become a Qualified Accredited Investor. As a Qualified Accredited Investor you may view our Private Placement Site which describes our current offerings and will steer you through the mechanics of participating in our private placements entirely on-line.

For more information...

- Accredited Investor Qualifications

Broker Declaration

The Broker Declaration page lets you update your broker registration information.

Who Can Access the Broker Declaration Page?

You can access this page only if you are a Broker Master User (master account only).

To update your broker registration information

1 Click **Account Administration** in the left pane, then click *Broker Declaration*.

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.

Pricing Structure

The Pricing Structure page lets you modify your pricing structure for U.S. and Canadian stocks and ETFs. For US, we offer two cost-plus pricing structures: Flat Rate, which charges a flat IB rate per contract exclusive of exchange and regulatory fees, and Volume Tiered, which uses volume-tiered pricing. For all other (non-US) futures and futures options, we offer the choice between an all-in Bundled structure and the Unbundled structure..

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 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 **Account Administration** in the left pane, then click *Pricing Structure*.

2 Select **Bundled** or **Unbundled** for all stocks, ETFs and warrants.

3. Select **Flat Rate (US exchanges) / Bundled (Non-US exchanges)** or **Volume Tiered (US exchanges) / Unbundled (Non-US exchanges)** 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 for Futures and FOPs
- Commissions for Stocks, ETFs and Warrants

Excess Funds Sweep

Your Interactive Brokers Universal 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 IB Universal Account service, you have authorized IB to automatically transfer funds as necessary between your IB securities account and your IB futures account in order to satisfy margin requirements in either account.

Use the Excess Funds Sweep page to configure how you want IB 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 IB 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, IB 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 IB accounts can access this page EXCEPT:

- Advisor Master User
- Investment Manager Master User

To set your excess funds sweep method

1 Click **Account Administration** in the left pane, then click *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 IB securities account**
- **Sweep excess funds into my IB commodities account**

3 Click **Continue**. You setting is saved immediately.

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 helps IB 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 IB 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 **Account Administration** in the left pane, then click *Investor Category.*

Interactive Brokers has requested this information so that it can determine whether you qualify under applicable securities laws for a wider range of investment choices and financial options than would be available to a standard investor. If you qualify, you may be eligible to receive information and invest in classes of assets - such as hedge funds, over the counter products, non-US equity options, and complex stock transactions - that only certain classes of investors can access.

Accredited Investor

The answers you provided in your account application indicate that you may qualify as an Accredited Investor (as defined in Rule 501(a) of Regulation D of the Securities Act of 1933), which would allow you to participate in certain special programs. Would you like to answer a few questions so Interactive Brokers can determine if you are eligible to participate in these programs?

○ Yes ◉ No

Qualified Purchaser

You may be qualified as a Qualified Purchaser (as defined in Section 2(a)(51) of the Investment Company Act of 1940), which would allow you to participate in certain special programs. Would you like to answer a few questions so Interactive Brokers can determine if you are eligible to participate in these programs?

○ Yes ◉ No

Qualified Institutional Buyer

The answers you provided in your account application indicate that you may qualify as a Qualified Institutional Buyer (as defined in Rule 144A(a)(1) of the Securities Act of 1933), which would allow you to participate in certain special programs. Would you like to answer a few questions so Interactive Brokers can determine if you are eligible to participate in these programs?

○ Yes ◉ No

Eligible Contract Participant

The answers you provided in your account application indicate that you may qualify as an Eligible Contract Participant (as defined in Section 1a(12) of the Commodity Exchange Act), which would allow you to participate in certain special programs. Would you like to answer a few questions so Interactive Brokers can determine if you are eligible to participate in these programs?

○ Yes ○ No

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 IB-UK by email of any material changes therein. I authorize IB-UK to confirm the accuracy of the information as it deems necessary.

User Name: [redacted]
Account Title: [redacted]
Dated: Wednesday, 8 December 2010

Signature:

One of: [redacted]

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 IB-UK 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.

Continue

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.

For example, here is an example of the Accredited Investor section expanded:

3 Answer all questions in all sections by clicking the appropriate radio button.

4 Type your signature in the Signature field, then click **Continue**.

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 IB 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 IB 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.
- If your account has linked accounts, they cannot have Transfer on Death beneficiaries.

Note: 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 an:

- Individual Non-IRA User

To register a Transfer on Death beneficiary

1 Click **Account Administration** in the left pane, then click *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:

- For an individual beneficiary, the Add Beneficiary page displays.
- For an entity beneficiary, the Add Entity Beneficiary page displays.
- 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 entiry. 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.

- 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.

  Note: 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.

4 Click **Continue**.

The beneficiary whose information you just entered is displayed on the TOD Beneficiaries page.

Your account has the following TOD Beneficiaries registered:

First Name/Entity Name	Middle Initial	Last Name	Ownership %			
Joe		Jones	100%	INDIVIDUAL	Remove	Modify

5 Specify what to do if any primary beneficiary predeceases the account owner (or in the case of joint tenancy, the last surviving 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.

6 Click **Continue**.

7 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 **Continue**.

8 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 Interactive Brokers.

When we approve your request, your Transfer on Death beneficiary registration will be complete.

Note: You are also required to send us a new signed Transfer on Death Agreement anytime you change or remove TOD beneficiaries.

Removing or Modifying a TOD Beneficiary

To remove or modify a TOD beneficiary

1 Click **Account Administration** in the left pane, then click *Transfer on Death*.

Your account has the following TOD Beneficiaries registered:

First Name/Entity Name	Middle Initial	Last Name	Ownership %			
Joe		Jones	100%	INDIVIDUAL	Remove	Modify

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**.

Advisor Qualifications

The Professional Advisor Declaration 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 Advisor Qualifications?

You can access this page if you are an:

- Advisor Master User Individual or Organization

To modify your advisor registration information

1 Click **Account Administration** in the left pane, then click *Advisor Qualifications*.

2 Make changes as required, then click **Continue**.

3 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...

- Professional Advisor Registration Requirements

White Branding

We provide advisors and brokers with the ability to "white brand" or incorporate your own organization's identity on to our software and documentation in specific areas, including:

- Trader Workstation.
- WebTrader
- Account Management
- Registration System
- Statement banners and footnotes
- Trader Workstation Online Users Guide
- IB Contract Database

Set up your white branding on the White Branding page in Account Management.

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 (master account only)
- Investment Manager Master User (Multiple Funds Account)

Note: If Broker Masters and Investment Manager Masters configure Trader Workstation for white branding, then mobile devices will also be white-branded, including mobileTWS for Android, mobileTWS for iOS (iPhone and iPad in iPhone compatibility mode) and mobileTWS for BlackBerry.

To set up white branding

1. Click **Account Administration** in the left pane, then click *White Branding*.
2. Follow the instructions on the screen to complete the form for the category or categories of white branding you require.

The following figure shows part of the White Branding page.

3 Click **Submit** to apply your white branding. Note that each category of white branding has its own Submit button.

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.

For more information...

- White Branding

Print Account Details

The Account Details page displays a printable summary of the following information about your account, which you can modify on other pages in the Account Administration section of Account Management:

- Account configuration, including country, customer type and base currency
- 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 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 Master or Client User
- Advisor Master User Individual (advisor master account only)
- Advisor Master User Organization (advisor master account only)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To print account details

1. Click **Account Administration** in the left pane, then click *Print Account Details*.
2. Click the **Print** link at the top right corner of the page.

The following figure shows part of a typical Account Details page.

Print Account Details

This page displays a printable summary of your account

Account Configuration

Country of Legal Residence:	United States
Customer Type:	INDIVIDUAL
Base Currency:	USD

Financial Information

Investment Objectives:	Preservation
Net Worth:	100,000 USD
Liquid Net Worth:	100,000 USD
Annual Net Income:	100,000 USD

Investment Experience

Product	Years Trading	Trades Per Year	Knowledge Level
Stocks:	10	10	Extensive
Bonds:	N/A	N/A	
Options:	10	10	Extensive
Futures:	10	10	Extensive
Forex:	N/A	N/A	

Trading Permissions

Account Type:

Client Account Templates

Advisor and Broker Masters 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, 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 you create, modify and delete client account templates. When you add client accounts from within Account Management using the Add an Account page, you will have the option of selecting a saved client account template, which will prepopulate a portion of the client account application.

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

Advisor Client Templates

If you are an Advisor Master, you can create re-usable client account templates that include the following information about your clients:

- Customer type
- Base currency
- Account type
- Trading permissions
- Advisor client markups

To create a client account template for advisor clients

1. Click **Account Administration** in the left pane, then click *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 an customer type (*Individual*, *Joint*, *Trust* or *Org)*.
5. In the Base Currency list, select the base currency for the client account.

6 In the Margin list, select the type of margin account (*Reg T* for a Reg T 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.

7 Select the trading permissions by clicking the appropriate check boxes, then click **Continue**.

Note that you you use this screen the same way you use the Trading Configuration page in the Trading Access section of Account Management.

8 Select the advisor fee methodology (No Fee, Automatic Billing, or Direct Billing) by clicking the appropriate radio button, then click **Continue**.

Note that this page is identical to the Client Fees page for advisors in the Funds Management section of Account Management.

9 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 **Account Administration** in the left pane, then click *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 **Account Administration** in the left pane, then click *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 re-usable client account templates that include the following information about your clients:

- Customer type
- Base currency
- Account type
- Trading permissions
- Market data subscription status
- Market data subscriptions

To create a client account template for broker clients

1. Click **Account Administration** in the left pane, then click *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 an customer type (*Individual*, *Joint*, *Trust* or *Org)*.
5. In the Base Currency list, select the base currency for the client account.
6. In the Margin list, select the type of margin account (*Reg T* for a Reg T 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.

7 Select the trading permissions by clicking the appropriate check boxes, then click **Continue**.

Note that you you use this screen the same way you use the Trading Configuration page in the Trading Access section of Account Management.

8 Define the market data subscriber status for the template by clicking the appropriate radio button (**Professional** or **Non-Professional**), then click the **I agree** radio buttons to signify your agreement with the statements displayed on the page.

9 Click **Continue**.

10 Select news and market data subscriptions for the client templates by clicking the appriopriate check boxes, then click **Continue**.

Note that you you use this screen the same way you use the Information and Market Data Subscriptions page in the Trading Access section of Account Management.

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 **Account Administration** in the left pane, then click *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 **Account Administration** in the left pane, then click *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.

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. The following figure shows the Account Alias page for individual users.

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
- Friends and Family Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Broker Master User
- Investment Manager Master User
- Proprietary Trading Group Master User

To define an account alias

1. Click **Account Administration** in the left pane, then click *Account Alias*.
2. If you are a master user, 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 account for which you want to create an account alias.
3. Type the account alias in the *Account Alias* field, then click **Continue**.

   The page refreshes and displays a confirmation message.

Audit Trail

The Audit Trail page lets Master account users view Account Management for their own and their clients' 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 **Account Administration** in the left pane, then click *Audit Trail*.

2 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 desired account to view the pending items or requests for that account.

3 Select the number of days back you wish the audit trail to include by selecting *Select All*, *90* or *180* from the Days Back drop-down list.

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, REQUEST, PROCESSED, CANCELED).

Close an Account

Use the *Close Account* link on the Account Management menu 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, IB 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, IB will issue a check to your U.S. mailing address on file. For all non-USD based accounts, IB will issue a wire based on the banking instruction on file.

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 Master or Client User
- Advisor Master User Individual (advisor account only)
- Advisor Master User Organization (advisor account only)
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User (master and sub account)
- Broker Master User (master and non-disclosed client accounts)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To close an account from Account Management

1. Click **Account Administration** in the left pane, then click *Close Account*.

2. If you have a master account, the client account selection control appears on the Home page. Use the radio buttons 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.

   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, IB will inititate 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, IB 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.

For more information...

- Closing an Account

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.

Who Can Access the Base Currency Page?

Unless otherwise noted, you can modify the base currency only for your own account. 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 (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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

Note: Cash accounts cannot change their base currency.

To modify the base currency for an account

1. Click **Account Administration** in the left pane, then click *Base Currency*.

2. 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 desired account to view the pending items or requests for that account. Note that only Proprietary Trading Group Master Users and Broker Masters with Non-disclosed client accounts can modify the base currency for their sub/client accounts. All other account types (except Cash accounts) can ONLY change the base currency for their own account.

3 Select the radio button next to your desired base currency, then click **Continue**.

Note that base currency changes do not take effect until the next trading day.

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.

For more information...

- Trading Permissions

Re-Open Account

The Re-Open Account page lets you re-open an IB account that has been closed. If you close your account, you can continue to access Account Management with your IB account username and password. For example, you may want to access statements, check fund status or change your password after your IB account has been closed.

To submit a request to re-open your IB 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 Re-Open Account page in Account Management.
- Your account must be AML-compliant. This means that your account must meet IB's 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 Re-Open Account Page?

You can access this page if your IB 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 **Account Administration** in the left pane, then click *Re-Open Account*.

The Re-Open Account page displays.

Before you can submit your request to re-open your IB 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 thetrading 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 *Re-Open Account* in the Account Administration menu to display the Re-Open Account page again.

6 Click the *Update Market Data Subscriptions* link.

7 Follow the instructions on the screen to select market data subscriptions.

Note: 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 Re-Open Account page and complete your request.

8 Click *Re-Open Account* in the Account Administration menu to display the Re-Open Account page again.

9 Click **Continue**.

10 You will receive a confirmation number via email. Enter this confirmation number on the screen in the field provided on the Re-Open Account page.

The screen updates to inform you that your request has been submitted and is pending approval.

Closure Status

The Closure Status page lets customers who have submitted requests to close their IB accounts 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 **Account Administration** in the left pane, then click *Closure Status*.

   The Closure Status page displays.

   Any pending or outstanding items required to close your account are displayed on the screen.

Hedge Fund Capital Introduction Program - Third-Party Administrator

Interactive Brokers' Hedge Fund Capital Introduction Program is an online version of a traditional Capital Introduction program and is designed to help Hedge Funds who use IB as their exclusive 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 Capital Introduction Program.

When a Third-Party Administrator for a participating Hedge Fund logs into Account Management, only the following menus and menu options are available:

Who Can Access the Hedge Fund Capital Introduction Page in the Account Administration menu?

Third-Party Administrators for Hedge Funds participating in the Hedge Fund Capital Introduction Program.

To use the Hedge Fund Capital Introduction Program page

1. Log into Account Management with your Third-Party Administrator username and password.

2 Click **Account Administration** in the left pane, then click *Hedge Fund Capital Introduction Program*.

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 Interactive Brokers account.

6 Perform the steps in each section as required, following the instructions on the screen

3

Funds Management

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; set up fund transfers to your IB account; create bank and settlement instructions for cash and position transactions; and authenticate pending fund management requests.

This chapter includes the following topics:

- Fund Transfers
- Position Transfers
- IRA Conversion to a Roth Account
- IRA Recharacterization
- View Transaction History
- Soft Dollars
- Soft Dollars Disbursement
- Settlement Instructions
- Client Fees
- Advisor Invoicing
- Commission Markup Report

To access the Funds Management functions, click **Funds Management** in the Account Management left pane.

Fund Transfers

The Fund Transfers page lets you view the funds status of your account, and initiate deposit notifications and withdrawals. Specifically, you can:

- View funds status, including cash balance and cash available for withdrawal.
- Schedule recurring deposits and withdrawals
- Notify IB of a deposit of funds.
- Request a withdrawal of funds.
- Transfer Funds Internally.
- Create, edit and delete bank instructions.

Who Can Access the Fund Transfers Page?

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

Checking the Status of Your Funds

To check the status of your funds

1. Click **Funds Management** in the left pane, then click *Fund Transfers*.

2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device or temporary password to log into the Funds Status page:

   a Enter your username, then click **OK**.

   b Read the instructions on the screen carefully, then enter the response string from your security device and click **OK**.

3. 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

   Funds status for the selected account appears at the top of the page, as shown in the following figure. Move your mouse cursor over the *i*-links to view additional important information about funds status.

Cash Balance:	0.00	Cash Available for Withdrawal:	0.00	Withdrawable Cash Subject to Origination Restriction:	0.00	Deposit Not Yet Posted:	0.00

Funds Status

The Fund Transfers page displays the following fund status information:

Field	Description	Notes
Cash Balance	The current debit or credit balance of cash posted to your account. Shown in your account's base currency.	All non-base currency balances are converted into your base currency.
Cash Available for Withdrawal	The total amount of cash in your account that may be withdrawn. Shown in your account's base currency.	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 trades that have not yet settled. In addition, there is a withdrawal hold period of three business days placed on deposits made by either wire transfer or bank check.
Withdrawable Cash Subject to Origination Restriction	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.	For security purposes, ACH deposits initiated by the customer from the IB 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 the IB 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.
Deposit Not Yet Posted	The total balance of deposits received but subject to a credit hold. These deposits are not included in any other account balance displayed. Shown in your account's base currency.	Deposits made by ACH, Canadian Electronic Funds Transfer and check are subject to a credit hold period prior to those funds being posted to the customer's account.

For more information...

- View Transaction History
- Deposits

Recurring Transactions

When you set up deposit or withdrawal transactions, you can schedule the transaction to recur at monthly, quarterly or yearly intervals. Each recurring transaction requires that you first create a bank instruction, which can then be used for both recurring and non-recurring transactions. You can also view a list of all 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.

You select the frequency of such recurring transactions by selecting the appropriate choice in the Frequency drop-down list on the Fund Transfers page in Funds Management.

When you select Monthly, Quarterly or Yearly as the Frequency, you also specify:

- A start date, in the format mm/dd/yyyy. This indicates the first date that the recurring transaction should be processed. This field is required.
- An end date, in the format mm/dd/yyyy. This indicates the last date that the recurring transaction should be processed.

  If you do not specify an end date, the recurring transaction will not expire until you delete it.
- 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, by selecting the **None** check box.

Creating Recurring Transactions

To create a recurring transaction

1. Select *Fund Transfers* in the Funds Management menu.

2. Select a Transaction and Method, then create a new bank instruction for the recurring transaction by selecting *Add New Instruction* from the Instruction list.

3. Complete the bank instruction click **Continue**, then follow the instructions on the screen to verify the new instruction and confirm your request.

   The new bank instruction will appear in the Instruction list and can now be used for a recurring transaction of the same transaction type and method. Note that Wire, Check, Bill payment and ACH from Bank located at US deposits can use the same bank instruction.

4. Click **Create Recurring Transaction**.

5. Select how often you want the transaction to recur by selecting *Monthly*, *Quarterly* or *Yearly* from the Frequency list. You can also select *One-time (default)* to create a one-time, non-recurring transaction.

   If you are in middle of creating a deposit or withdrawal transaction (that is, you selected a Transaction, and/or a Method and/or an Instruction), and then you click the **Create Recurring Transaction** button, the Frequency drop-down list will be disabled.

   If your account is capable of internal funds transfers, and you select a frequency from the Frequency drop-down list, then you will no longer see Internal Transfers in the Transaction drop-down list. This is because recurring transactions apply only to deposits and withdrawals.

6 Enter the first date on which the recurring transaction should be processed in the Start Date field.

For start and end dates, click the field to display a drop-down calendar, which lets you quickly select dates without having to type them into the fields.

7 Enter the last date on which the recurring transaction should be processed in the End Date field (this is the expiration date of the recurring transaction), or select the **None** check box to let the transaction recur without expiring.

8 Create the deposit or withdrawal transaction that you want to recur. Select the bank instruction you created for the recurring transaction from the Instruction list.

Viewing Existing Recurring Transactions

All bank instructions for recurring transactions are displayed in the Recurring Transaction section of the Fund Transfers page.

To view a list of existing recurring transactions, on the Fund Transfers page, click **Recurring Transactions**. The section expands to display all saved bank instructions for recurring transactions.

Name	Frequency	Start Date	End Date	Method	Type	Amount	Action
sarvaniSigncli	MONTHLY	2009-01-01	-	WIRE	DEPOSIT	1	✕
test2	MONTHLY	2009-12-02	-	WIRE	DEPOSIT	1232112	✕
testWire	MONTHLY	2009-12-02	-	WIRE	DEPOSIT	100	✕
rec	QUARTERLY	2100-11-02	2009-11-02	WIRE	DEPOSIT	123	✕
recach	YEARLY	2009-12-31	2010-12-31	WIRE	DEPOSIT	123	✕

Cancelling a Recurring Transaction

To cancel a recurring transaction, click the corresponding red X in the list of recurring transactions on the Fund Transfers page. Clicking the X removes this recurring transaction instruction from the system and cancels all future recurring transactions that use the instruction.

If the recurring transaction you cancel is already in process, it will not be cancelled when you click the X on this page. You must also cancel the transaction in process on the View Transaction History page.

Depositing Funds

The Fund Transfers page lets you notify IB of a deposit of funds into your account. IB supports the following types of deposits:

- Wire
- Check (all checks, including retirement checks)
- Online bill payment check
- Automated Clearing House (ACH) transfer initiated by IB
- ACH transfer initiated by your bank
- Canadian Electronic Funds Transfer (EFT) initiated by IB (Canada only)
- Direct Rollover (IRA)
- Trustee-to-Trustee

To notify IB of a deposit

1. Click **Funds Management** in the left pane, then click *Fund Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device or temporary password to log into the Funds Status page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device and click **OK**.
3. 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.

4 In the Transaction list, select *Deposit Cash*.

5 In the Method list, select one of the deposit types listed in the table below, then follow the instructions in the table to complete the deposit request process.

- Click **Cancel** to cancel the transaction.

6 For *Wire*, *Check*, *ACH Initiated by IB* and *Canadian EFT Initiated by IB* deposits, select an existing bank instruction from the Please select list if you intend to set up a recurring transaction for that transaction method.

For all transaction methods EXCEPT *ACH Initiated by IB* and *Canadian EFT Initiated by IB*, select *Proceed with transaction* from the Instruction list if you do NOT want to set up a recurring transaction.

For *ACH Initiated by IB* and *Canadian EFT Initiated by IB* deposit transactions, if a bank instruction for the institution does not exist, select *Add New Instruction*, then create a new bank instruction as described in Adding Bank Instructions.

Select *Add New Instruction* also if you want to create a new recurring transaction.Recurring deposit transactions also require that you create a bank instruction before setting up the frequency and method of the transaction.

Deposit Type	Step 1	Step 2
Wire	Provide delivering institution details in these fields, then click **Confirm**: • IRA Deposit Type (IRA accounts only) Select *Contribution or Rollover*. • Amount • Currency • Sending Institution • Customer Reference Number or Payment ID (Optional, provided by your bank)	Instruct your bank to wire the funds to the institution displayed on the screen. Click **Print** to print a copy of the page for your records.

Deposit Type	Step 1	Step 2
Check	Provide check deposit details in these fields, then click **Confirm**: • IRA Deposit Type (IRA accounts only) Select *Contribution* or *Rollover*. • Amount (your base currency is displayed) • Sending Institution • Check Number • Bank Routing Number • Bank Account Number	Mail your check with a copy of the confirmation screen to the address displayed. Click **Print** to print a copy of the confirmation.
Bill payment	Provide bill payment check deposit details in these fields, then click **Confirm**: • IRA Deposit Type (IRA accounts only) Select *Contribution* or *Rollover*. • Amount (your base currency is displayed for you) • Sending Institution • Check Number	Mail your check with a copy of the confirmation screen to the address displayed. Click **Print** to print a copy of the confirmation.
ACH initiated by IB	Enter the following, then click **Confirm**: • Amount • IRA Deposit Type (IRA accounts only) Select *Contribution* or *Rollover*.	The deposit is submitted and no further action is required on the screen. Click **Print** to print a copy of the page for your records. There is a $20,000 limit on ACH deposits init at ed at IB for customers without an IB security device. This limit applies to the first ACH deposit only. No additional ACH deposits will allowed without a security device. For details about IB security devices, see the Secure Login System page.

Deposit Type	Step 1	Step 2
ACH from Bank located in US	Provide ACH deposit details in these fields, then click **Confirm**: • IRA Deposit Type (IRA accounts only) Select *Contribution* or *Rollover*. • Amount • Currency • Sending Institution	Instruct your bank to wire the funds to the institution displayed on the screen. Click **Print** to print a copy of the page for your records.
Canadian EFT initiated by IB	Enter the following, then click **Confirm**: • Amount • Currency	The deposit is submitted and no further action is required on the screen. Click **Print** to print a copy of the page for your records. There is a $20,000 limit on ACH deposits initiated at IB for customers without an IB security device. This limit applies to the first ACH deposit only. No additional ACH deposits will allowed without a security device. For details about IB security devices, see the Secure Login System page.
Direct Rollover (IRA)	Enter the following, then click **Confirm**: • Transferring Custodian Account Number • Broker, Trustee or Custodian Name • Estimated Amount • Transferring Custodian Broker or Trustee Mailing Address	Print and sign the Transfer-In Authorization Form. Choose a transfer method (Check or Wire Transfer) and follow the instructions on the form to complete your direct rollover.
Trustee-to-Trustee	Print and fill out the IRA Transfer In Authorization form.	Mail the form to Interactive Brokers at the address listed on the form.

7 Click **Close** to complete the process or **Transaction History** to display the View Transaction History page.

Click **Print** to print a copy of the page for your records. The following figures show examples of the pages that appear for a wire deposit.

For more information...

- Deposits and Transfers In
- Required Minimums
- Recurring Transactions

Withdrawing Funds

The Fund Transfers page lets you request a withdrawal of funds from your IB account or an internal fund transfer to another IB account. IB supports 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

To request a cash withdrawal from your IB account

1. Click **Funds Management** in the left pane, then click *Fund Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Withdrawals & Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. 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.
4. In the Transaction list, select *Withdraw Cash*.

5 In the Method list, select one of the withdrawal types listed in the table below, then follow the instructions in the table to complete the withdrawal request process.

- Click **Cancel** to cancel the transaction.

6 For *Wire*, *Check*, *ACH Initiated At IB*, *SEPA Initiated At IB* and *Canadian EFT* withdrawals, select an existing bank instruction from the Instruction list if you intend to set up a recurring transaction for that transaction method.

For check withdrawals, you do not have to select anything in the Please select list; simply complete the form on the page.

If a bank instruction for the institution does not exist, select *Add New Instruction*, then create a new bank instruction as described in Adding Bank Instructions.

Select *Add New Instruction* also if you want to create a new recurring transaction.Recurring deposit transactions also require that you create a bank instruction before setting up the frequency and method of the transaction.

Withdrawal Type	Step 1	Step 2
Wire	In the Amount field, enter the amount of the check, then click **Continue**. Your base currency is displayed for you.	First, verify that the withdrawal information is correct, then click **Continue**. Then confirm your identity by entering your username and password, and the confirmation number sent to you via email, then click **Confirm Request**. **Note:** If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.
ACH Initiated At IB	In the Amount field, enter the amount of the check, then click **Continue**.	Verify that the information on the screen is correct, then click **Continue**. Confirm your identity by entering your username and password, and the confirmation number sent to you via email, then click **Confirm Request**. **Note:** If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.

Withdrawal Type	Step 1	Step 2
Canadian EFT	In the Amount field, enter the amount of the check, then click **Continue**.	Verify that the information on the screen is correct, then click **Continue**. Confirm your identity by entering your username and password, and the confirmation number sent to you via email, then click **Confirm Request**. **Note:** If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.
Check	In the Amount field, enter the amount of the check, then click **Continue**. The mailing address associated with your account displays on the screen. If the address displayed on the screen is incorrect, you must first update your mailing address before requesting the check withdrawal. To do this, click **Cancel** to cancel the withdrawal, then click **Account Administration** and *Account Information* in the left pane to access the Account Information page.	Verify that the information on the screen is correct, then click **Continue**. Confirm your identity by entering your username and password, and the confirmation number sent to you via email, then click **Confirm Request**. **Note:** If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.
SEPA Initiated at IB	In the Amount field, enter the amount of the check, then click **Continue**.	Verify that the information on the screen is correct, then click **Continue**. Confirm your identity by entering your username and password, and the confirmation number sent to you via email, then click **Confirm Request**. **Note:** If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.

The following figures show examples of the pages that appear for a wire withdrawal.

View the status of your withdrawal request on the Transaction History page.

For more information...

- Withdrawals and Outbound Transfers
- Other Fees

Transfer Funds Internally

The Fund Transfers page lets you transfer funds internally from your IB account or an internal fund transfer to another IB account. IB supports 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.
- 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 IB account

1. Click **Funds Management** in the left pane, then click *Fund Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Withdrawals & Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. 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

4 In the Transaction list, select *Transfer Funds Internally*.

The following screen shows the internal funds transfer page for a Broker Master.

5 In the Method list, select *Transfer Funds*.

- Click **Cancel** to cancel the transaction.

Internal Fund Transfer Type	Step 1	Step 2
To Another IB Account	Provide fund transfer details in these fields, then click **Continue**: • Amount • Currency • Destination account number • Destination account username • Destination account password	First, verify the transfer information is correct, then click **Confirm**. Then confirm your identity by entering the confirmation number sent to you via email, then click **Confirm**. The transfer is initiated. **Note:** If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.

Internal Fund Transfer Type	Step 1	Step 2
Between Master and Sub	Provide transfer details in these fields, then click **Continue**: • Source account number • Amount • Currency • Destination account number	First, verify the transfer information is correct, then click **Confirm**. The transfer is initiated. Then confirm your identity by entering the confirmation number sent to you via email, then click **Confirm**. **Note:** If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.
To Client or Sub	Provide transfer details in these fields, then click **Continue**: • Destination account username • Destination account password	First, verify the transfer information is correct, then click **Confirm**. The transfer is initiated. Then confirm your identity by entering the confirmation number sent to you via email, then click **Confirm**. If you did not receive a confirmation number via email, click **Request Confirmation Number** to have a confirmation number sent to your email address on record.

View the status of your internal funds transfer on the Transaction History page.

For more information...

- Withdrawals and Outbound Transfers

Adding Bank Instructions

For some deposit notifications and cash withdrawals, you must create bank instructions. The Fund Transfers page lets you add, edit or delete a bank instruction for the following types of transactions:

- Wire - deposits and withdrawals
- ACH initiated by IB - deposits and withdrawals
- Canadian EFT initiated by IB deposit
- Canadian EFT withdrawal
- SEPA Initiated at IB withdrawal
- All recurring transactions

If you have not created any bank instructions, you will be unable to complete any of the transaction types listed above. For recurring transactions, you must first create bank instructions for the transaction types listed above, with the Frequency set to *One-time (default)*.

To add a bank instruction

1. Click **Funds Management** in the left pane, then click *Fund Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. In the Transaction list, select *Deposit Cash* or *Withdraw Cash*.
4. In the Method list, select one of the following:
   - For deposits: *Wire*, *Check*, *ACH Initiated At IB* or *Canadian EFT Initiated At IB*.
   - For withdrawals: *Wire, ACH Initiated At IB, Canadian EFT* or *SEPA Initiated at IB*.

5. In the Instruction list, select *Add New Instruction*.

6 For Wire withdrawals, select an instruction type by clicking the appropriate radio button:

- **Bank Wire Transfer**
- **Broker Wire Transfer**

7 Enter the following information:

- For an ACH Initiated At IB deposit or withdrawal, enter information in the fields as described below:

Field	Description
Recurring Transaction Fields	In bank instructions for recurring ACH Initiated At IB deposits and withdrawals, the following fields appear: • Recurring Transaction Name - Enter the name of the recurring transaction. This will appear in the drop-down list of recurring transactions. • Sending Institution - automatically filled in based on the one-time transaction bank instruction. • Amount - Enter the amount of the recurring transaction. • Currency - automatically filled in based on the one-time transaction bank instruction.
Create a nickname for this instruction	Enter the name that will appear in the Please select list (list of available bank instructions) when you need to use the instruction for an ACH Initiated At IB deposit or withdrawal. The nickname must be between five and 25 characters long.
Bank Country	The country in which the bank is located.
Currency of Bank Account	The base currency of the bank account.
Account Number at Your Bank	Enter your bank account number.
Re-enter Account Number for Confirmation	Enter your bank account number again for security purposes.
Do you have your bank's ABA Routing Number?	Select **Yes** or **No**. • If you select **Yes**, enter the ABA or SWIFT/BIC code, then click **Continue**. • If you select **No**, enter the bank's name, city and state, then click **Continue**.
Your Bank's 9-digit ABA routing number	Enter the ABA routing number for your bank.

Field	Description
Your Bank's Name	This field appears only if you selected **No** in the "Do you have your bank's ABA Routing Number?" field. Enter the name of your bank, then click **Continue**. • A screen appears with a list of banks that match the city, state and name you entered. Click the radio button in the Select column for the correct bank, then click **Continue**.
Your Bank's Location/City	This field appears only if you selected **No** in the "Do you have your bank's ABA Routing Number?" field. Enter the city in which your bank is located.
Your Bank's Location/State	This field appears only if you selected **No** in the Do you have your bank's ABA Routing Number?" field. Select the state in which your bank is located from the list.
Type of Instruction	This field appears only if you are requesting an ACH Initiated by IB withdrawal: Select one of the following: • ACH Debit & Credit (Initiated At IB) - Select this option to create a bank instruction for ACH Initiated At IB withdrawals and deposits between your IB account and your bank account. • ACH Credit Only (Initiated At IB) - Select this option to create a bank instruction for ACH Initiated At IB withdrawals from your IB account to your bank account. This bank instruction authorizes IB and your bank to electronically transfer funds. In one to three business days after you submit your new bank instruction, IB will verify your bank information by crediting two small test amounts and debiting one small equivalent test amount to your bank account. After you verify these test amounts, the instruction will be available for future ACH Initiated At IB withdrawal or deposit requests.

- For a Bank Wire Transfer instruction, enter information in the fields as described below:

Field	Description
Recurring Transaction Fields	In bank instructions for recurring Wire Transfer deposits and withdrawals, the following fields appear: • Recurring Transaction - Enter the name of the recurring transaction. This will appear in the drop-down list of recurring transactions. • Amount - Enter the amount of the recurring transaction. • Currency - automatically filled in based on the one-time transaction bank instruction.
Create a nickname for this instruction	Enter the name that will appear in the Destination list (list of available bank instructions) when you need to use the instruction for a bank wire transfer. The nickname must be between five and 25 characters long.
Currency of Instruction	Select the currency.
Bank's Location/Country	Select the country in which the bank is located.
Account Number at Your Bank	Enter your bank account number.

Field	Description
Re-enter Account Number for Confirmation	Enter your bank account number again for security purposes.
Do you know your bank's SWIFT/BIC Code (ABA Routing Number for US Banks)?	Select **Yes** or **No**. • If you select **Yes**, enter the ABA or SWIFT/BIC code, then click **Continue**. • If you select **No**, enter the bank's city, state and name, then click **Continue**.
Bank's ABA Number or SWIFT/BIC Code	This field appears only if you selected **Yes** in the "Do you know your bank's SWIFT/BIC Code?" field. Enter the ABA or SWIFT/BIC code for your bank.
Your Bank's Location/City	This field appears only if you selected **No** in the "Do you know your bank's SWIFT/BIC Code?" field. Enter the city in which your bank is located.
Enter Bank's Name	This field appears only if you selected **No** in the "Do you know your bank's SWIFT/BIC Code?" field. Enter the name of your bank, then click **Continue**. • A screen appears with a list of banks that match the city, state and name you entered. Click the radio button in the Select column for the correct bank, then click **Continue**.

- For a Broker Wire Transfer instruction, enter information in the fields as described below:

Field	Description
Recurring Transaction Fields	In bank instructions for recurring Wire Transfer deposits and withdrawals, the following fields appear: • Recurring Transaction - Enter the name of the recurring transaction. This will appear in the drop-down list of recurring transactions. • Amount - Enter the amount of the recurring transaction. • Currency - automatically filled in based on the one-time transaction bank instruction.
Create a nickname for this instruction	Enter the name that will appear in the Destination list (list of available bank instructions) when you need to use the instruction for a broker wire transfer. The nickname must be between five and 25 characters long.
Currency of Instruction	Select the currency from the list.
Account Number at Your Brokerage Firm	Enter your brokerage firm account number.
Brokerage Firm's Name	Enter the name of your brokerage firm.
Brokerage Firm's Location/Country	Select the country in which the bank is located from the list.
Brokerage Firm's Account Number at its Bank:	Enter your bank account number. **Note:** Your brokerage firm cannot receive funds directly and therefore maintains a bank account to which funds will be sent.
Re-enter Account Number for Confirmation	Enter your bank account number again for security purposes.
Do you know your Brokerage Firm's Bank's SWIFT/BIC Code (ABA Routing Number for US Banks)?	Select **Yes** or **No**. • If you select **Yes**, enter the ABA or SWIFT/BIC code, then click **Continue**. • If you select **No**, enter the bank's city, state and name, then click **Continue**.
Bank's ABA Number or SWIFT/BIC Code	This field appears only if you selected **Yes** in the "Do you know your Brokerage Firm's Bank's SWIFT/BIC Code?" field. Enter the ABA or SWIFT/BIC code for your bank.
Brokerage Firm's Bank's Location/State	This field appears only if you selected **No** in the "Do you know your Brokerage Firm's Bank's SWIFT/BIC Code?" field. Select the state in which your bank is located.

Field	Description
Brokerage Firm's Bank's Name	This field appears only if you selected **No** in the "Do you know your bank's SWIFT/BIC Code?" field. Enter the name of your bank, then click **Continue**. • A screen appears with a list of banks that match the city, state and name you entered. Click the radio button in the Select column for the correct bank, then click **Continue**.

If more than one bank meets the city and state you entered, you are prompted to select from a list of available banks. Click the radio button on the far right to select the desired bank.

For example, the following figure shows an example of a list of available banks.

- For a Check deposit or withdrawal, enter information in the fields as described below:

Field	Description
Recurring Transaction Fields	In bank instructions for recurring Wire Transfer deposits and withdrawals, the following fields appear: • Recurring Transaction - Enter the name of the recurring transaction. This will appear in the drop-down list of recurring transactions. • Amount - Enter the amount of the recurring transaction. • Currency - automatically filled in based on the one-time transaction bank instruction.
Create a nickname for this instruction	Enter the name that will appear in the Please select list (list of available bank instructions) when you need to use the instruction for a check deposit or withdrawal. The nickname must be between five and 25 characters long.
Bank Country	The country in which the bank is located.
Currency of Bank Account	The base currency of the bank account.
Account Number at Your Bank	Enter your bank account number.
Re-enter Account Number for Confirmation	Enter your bank account number again for security purposes.
Do you have your bank's ABA Routing Number?	Select **Yes** or **No**. • If you select **Yes**, enter the ABA or SWIFT/BIC code, then click **Continue**. • If you select **No**, enter the bank's name, city and state, then click **Continue**.
Your Bank's 9-digit ABA routing number	Enter the ABA routing number for your bank.
Your Bank's Name	This field appears only if you selected **No** in the "Do you have your bank's ABA Routing Number?" field. Enter the name of your bank, then click **Continue**. • A screen appears with a list of banks that match the city, state and name you entered. Click the radio button in the Select column for the correct bank, then click **Continue**.
Your Bank's Location/City	This field appears only if you selected **No** in the "Do you have your bank's ABA Routing Number?" field. Enter the city in which your bank is located.
Your Bank's Location/State	This field appears only if you selected **No** in the Do you have your bank's ABA Routing Number?" field. Select the state in which your bank is located from the list.

- For a Canadian EFT deposit or withdrawal, enter information in the fields as described below:

Field	Description
Recurring Transaction Fields	In bank instructions for recurring Wire Transfer deposits and withdrawals, the following fields appear: • Recurring Transaction - Enter the name of the recurring transaction. This will appear in the drop-down list of recurring transactions. • Amount - Enter the amount of the recurring transaction. • Currency - automatically filled in based on the one-time transaction bank instruction.
Create a nickname for this instruction	Enter the name that will appear in the Please select list (list of available bank instructions) when you need to use the instruction for a Canadian EFT IB deposit or withdrawal. The nickname must be between five and 25 characters long.
Bank Country	The country in which the bank is located.
Currency of Bank Account	The base currency of the bank account.
Account Number at Your Bank	Enter your bank account number.
Re-enter Account Number for Confirmation	Enter your bank account number again for security purposes.
Do you have your bank's ABA Routing Number?	Select **Yes** or **No**. • If you select **Yes**, enter the ABA or SWIFT/BIC code, then click **Continue**. • If you select **No**, enter the bank's name, city and state, then click **Continue**.
Your Bank's 9-digit ABA routing number	Enter the ABA routing number for your bank.
Your Bank's Name	This field appears only if you selected **No** in the "Do you have your bank's ABA Routing Number?" field. Enter the name of your bank, then click **Continue**. • A screen appears with a list of banks that match the city, state and name you entered. Click the radio button in the Select column for the correct bank, then click **Continue**.
Your Bank's Location/City	This field appears only if you selected **No** in the "Do you have your bank's ABA Routing Number?" field. Enter the city in which your bank is located.
Your Bank's Location/State	This field appears only if you selected **No** in the Do you have your bank's ABA Routing Number?" field. Select the state in which your bank is located from the list.

Field	Description
Type of Instruction	This field appears only if you are requesting an EFT withdrawal: Select one of the following: • EFT Debit & Credit - Select this option to create a bank instruction for EFT withdrawals and deposits between your IB account and your bank account. • EFT Credit Only - Select this option to create a bank instruction for EFT withdrawals from your IB account to your bank account. This bank instruction authorizes IB and your bank to electronically transfer funds. In one to three business days after you submit your new bank instruction, IB will verify your bank information by crediting two small test amounts and debiting one small equivalent test amount to your bank account. After you verify these test amounts, the instruction will be available for future EFT withdrawal or deposit requests.

- For a SEPA Initiated At IB withdrawal, enter information in the fields as described below:

Field	Description
Recurring Transaction Fields	In bank instructions for recurring Wire Transfer deposits and withdrawals, the following fields appear: • Recurring Transaction - Enter the name of the recurring transaction. This will appear in the drop-down list of recurring transactions. • Amount - Enter the amount of the recurring transaction. • Currency - automatically filled in based on the one-time transaction bank instruction.
Create a nickname for this instruction	Enter the name that will appear in the Please select list (list of available bank instructions) when you need to use the instruction for a SEPA Initiated At IB withdrawal. The nickname must be between five and 25 characters long.
Bank Country	The country in which the bank is located. The drop-down list contains only those countries with participating SEPA institutions.
Currency of Bank Account	The base currency of the bank account.
International Banking Account Number (IBAN)	Enter the IBAN number.

Field	Description
Do you know your bank's BIC?	Select **Yes** or **No**. • If you select **Yes**, enter the BIC code, then click **Continue**. • If you select **No**, enter the bank's name and city, then click **Continue**.
Bank's Location/City	This field appears only if you selected **No** in the "Do you have your bank's ABA Routing Number?" or "Do you know your bank's BIC?" field. Enter the city in which your bank is located.
Enter Bank's Name	This field appears only if you selected **No** in the "Do you know your bank's BIC?" field. Enter the name of your bank, then click **Continue**. • A screen appears with a list of banks that match the city and name you entered. Click the radio button in the Select column for the correct bank, then click **Continue**.
Amount	Fill in the amount of the withdrawal you want associated with the bank instruction.

8 Verify that the information displayed on the screen, then click **Continue**.

If you have your bank's information and it does not match the bank details displayed on the screen, click the *click here* link to display an empty form which you can fill in with your bank's information.

9 You are sent an email containing a confirmation number, and the Instruction Details page appears. This page displays the details about your Wire or ACH Bank Instruction.

10 The Instruction Details page appears. Do the following on this page to complete your new Bank Instruction:

- Enter your name in the Signature field. This is equivalent to signing the form.
- Enter your Account Management username and password where indicated.
- In the Confirmation Number field, enter the confirmation number that you received via email, then click **Confirm Request**.

  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.

View the status of your Bank Instruction on the Transaction History page.

For more information...

- Funds and Banking
- Fund Transfers

Editing a Bank Instruction

The Fund Transfers page lets you add, edit or delete a bank instruction when you request a wire or ACH cash withdrawal.

If you have not created any bank instructions, you will be unable to complete requests for wire or ACH cash withdrawals.

To edit a bank instruction

1. Click **Funds Management** in the left pane, then click *Fund Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. In the Transaction list, select *Deposit Cash* or *Withdraw Cash*.
4. In the Method list, select one of the following:
   - For deposits: *ACH Initiated At IB* or *Canadian EFT Initiated At IB*.
   - For withdrawals: *Wire* or *ACH Initiated At IB*.
5. Select the bank instruction you want to edit from the Source list (for deposits) or the Destination list (for withdrawals).
6. Click **View/Edit Instruction**.

   The following figure shows a typical Bank Instruction for an ACH Initiated At IB deposit.

7. Edit the information as required, then click **Continue**.
8. Verify that the information on the screen is correct, then click **Continue**.

   If the information is not correct, click **Cancel**, then correct the information as required.
9. The Verify Your Identity page appears. Do the following on this page to complete the modifications to your Bank Instruction:

- Enter your name in the Signature field. This is equivalent to signing the form.
- Enter your Account Management username and password where indicated.
- In the Confirmation Number field, enter the confirmation number that you received via email, then click **Confirm Request**.

  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.

View the status of your Bank Instruction on the Transaction History page.

Deleting a Bank Instruction

The Fund Transfers page lets you add, edit or delete a bank instruction when you request a wire or ACH cash withdrawal.

To delete a bank instruction

1. Click **Funds Management** in the left pane, then click *Fund Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. In the Transaction list, select *Deposit Cash* or *Withdraw Cash*.
4. In the Method list, select one of the following:
   - For deposits: *ACH Initiated At IB* or *Canadian EFT Initiated At IB*.
   - For withdrawals: *Wire* or *ACH Initiated At IB*.
5. Select the bank instruction you want to delete from the Source list (for deposits) or the Destination list (for withdrawals).
6. Click **Delete Instruction**.
7. Click **OK** to delete the instruction.

   The bank instruction is deleted.

Position Transfers

The Position Transfers page lets you transfer positions to and from your IB account. IB supports the following types of position transfers in Account Management:

- Automated Customer Account Transfer Service (ACATS)
- Free of Payment (FOP) for US stocks
- US futures
- Account Transfer on Notification (ATON) for Canadian securities
- European position transfers
- Asian position transfers
- Position Transfer Between Master and Sub
- Transfer Assets to an Advisor-Managed Account
- Transfer Positions Internally
- IRA Conversion to a Roth Account
- IRA Recharacterization

When you request an ACATS, FOP or ATON position transfer, you have the option of using a Position Transfer Instructions.

Who Can Access the Position Transfers Page?

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

Transferring Positions using ACATS

The Position Transfers page lets you transfer US stocks, options and cash held at another brokerage firm to IB through the National Securities Clearing Corporation's (NSCC) Automated Customer Account Transfer Service (ACATS).

Note: Your IB 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 transfer assets using ACATS

1. Click **Funds Management** in the left pane, then click *Position Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. 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.
4. In the Transfer Method list, select *ACATS - US Securities.*
5. In the Type list, select one of the following options:
   - *Full* - Select this option to transfer ALL of your assets from a third-party broker to your IB account.
   - *Partial* - Select this option to transfer some of your assets from a third-party broker to your IB account.
   - *Use Instruction* - Select this option to use an existing Position Transfer Instruction or create a new one. If you select this option then select Add New Instruction from the Instructions drop-down list, you will complete the Position Transfer Instruction before you complete the actual transaction request.

     See Position Transfer Instructions for more information.
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.

Position Transfers For Account ID
Transfer Method:
ACATS - US Securities
Type:
Partial
Source:
Choose One
Choose One
1st Discount Brokerage (Part. #: 0158)
1st Discount Brokerage, Inc. (Part. #: 0234)
1st Global Capital Corporation (Part. #: 0226)
508 Securities, Inc. (Part. #: 0501)
A & M Securities L.L.C. (Part. #: 0235)
A&F Financial Services, Inc. (Part. #: 0052)
Aaron Capital Inc. (Part. #: 0234)
AB Wong Capital LLC (Part. #: 0052)
Abbey National Securities Inc. (Part. #: 0642)
Abel/Noser Corp. (Part. #: 0100)
ABG Sundial Collier, Inc. (Part. #: 0103)
ABS Brokerage Services, L.L.C. (Part. #: 0161)
AC Trading, Inc. (Part. #: 0161)
ACAP Financial Inc. (Part. #: 0052)
ACAP Financial, Inc. (Part. #: 8072)
Access Securities, Inc. (Part. #: 0443)
Access Securities, Inc. (Part. #: 0501)
Acme Securities Inc. (Part. #: 0608)
Acosta Financial Services L.L.C. (Part. #: 0443)
Adie, Douglas Keith (Part. #: 0235)
Admanson Brothers, Inc. (Part. #: 0234)
Advanced Asset Trading, Inc. (Part. #: 0235)
Advanced Equities, Inc. (Part. #: 0443)
Advanced Planning Securities, Inc. (Part. #: 0235)
Advantage Capital Corporation (Part. #: 0443)
Advisory Group Equity Services Ltd. (Part. #: 0279)
AEB Corporation (Part. #: 0443)
Aegis Capital Corp. (Part. #: 0158)
Aegis Investments, Inc. (Part. #: 0750)

The ACATS Request page appears.

Deposits & Transfers/ACATS Request

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 Customer Type (i.e. individual, joint, Roth IRA) for your Interactive Brokers Account must exactly match the third-party broker account in order for the transfer to take place. Please note that 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.

Interactive Brokers Account Information

Account Title:	Applicant
Account Number:	
Tax Identification Number:	000000000
Customer Type:	INDIVIDUAL

Third-party Broker Account Information

Account Number:	Please enter your account number exactly as it appears on your statement from your delivering firm. An incorrect account number will delay the transfer of assets.

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

Continue Cancel

7 In the Interactive Brokers 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 these questions:

- Do you have a margin loan at your third-party broker?
- Does your third-party broker account hold any short positions?
- Does your third-party broker account hold any option positions?

10 Click **Continue**.

If you selected *Partial* in the Type list (Step 5), the Partial ACATS Transfer page appears.

a Specify which US stocks, options, mutual funds, bonds and cash to the transfer as described in the table below.

Or click **Cancel** to cancel the operation and return to the previous page.

To add US stocks:	Click **Add US Stocks**, then enter information about the stock you want to transfer in the following fields: • Exchange (optional field) • Symbol • Shares • Position - Click **Long** or **Short** to indicate the stock's position. Click **Add**. Repeat for each US stock you want to transfer.
To add US options:	Click **Add US Options**, then enter information about the option you want to transfer in the following fields: • Underlying Symbol • Number of Contracts • Position - Click **Long** or **Short** to indicate the option's position. • Strike • Put/Call • Expiration Date - Enter the option's expiration date in the format *yyyymmdd*. Click **Add**. Repeat for each US option you want to transfer.

To add US Mutual Funds:	Click **Add US Mutual Funds**, then enter information about the mutual fund you want to transfer in the following fields: • Exchange (optional field) • Symbol • Shares Click **Add**. Repeat for each US mutual fund you want to transfer.
To add US bonds:	Click **Add US Bonds**, then enter information about the bond you want to transfer in the following fields: • CUSIP Number • Quantity Click **Add**. Repeat for each US bond you want to transfer.
To add cash:	Click **Add Cash**, then enter information about the funds you want to transfer in the following fields: • Cash Balance or Margin Loan - Click the appropriate radio button. • Amount (in USD) Click **Add**.

b Your selections are displayed on the screen after you add them.

Remove assets from the list by clicking the *Delete* link in the Delete column.

When the list of assets to be transferred is complete, review the information on the page, then type your name in the Signature field. This is equivalent to a written signature.

c Click **Confirm**.

11 On the ACATS Signature page, review the information on the page, then type your name in the Signature field. This is equivalent to a written signature. Click **Continue**.

The Confirmation page appears.

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.

View the status of your transaction on the Transaction History page.

For more information…

- Funds and Banking

Transferring US Stock Positions using Free of Payment (FOP)

The Position Transfers page lets you transfer long US stock positions from another US bank or broker that is a member of the DTC to your IB account, (deposit) or from your IB account to another US bank or broker that is a member of the DTC (withdraw).

Note: Your IB 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 transfer US stock positions using FOP

1. Click **Funds Management** in the left pane, then click *Position Transfers*.

2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:

   a Enter your username, then click **OK**.

   b Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.

   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 (FOP) - US Stocks.*

4. In the Type list, select one of the following options:

   - *Withdraw* - Select this option to transfer US stock positions from your IB 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 IB account.

     You must contact your third-party broker to initiate a Deposit-type transfer.
   - *Use Instruction* - Select this option to use an existing Position Transfer Instruction or create a new one. If you select this option then select Add New Instruction from the Instructions drop-down list, you will complete the Position Transfer Instruction before you complete the actual transaction request.

     See Position Transfer Instructions for more information.

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. The following figure shows a typical FOP Request page for a withdrawal (outbound transfer of IB account US stock positions).

6 In the Interactive Brokers 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 Account Number field, 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 Click **Add US Stocks**.

9 Enter information about the stock you want to transfer in the following fields:

- Exchange (optional field)
- Symbol
- Shares

10 Click **Add**.

Or click **Cancel** to cancel the operation.

Your selections are displayed on the screen after you add them.

- Remove assets from the list by clicking the *Delete* link in the Delete column.

11 Repeat Steps 9 - 11 for each stock position you want to transfer.

When the list of stocks to be transferred is complete, review the information on the page, then type your name in the Signature field. This is equivalent to a written signature.

12 Click **Confirm**.

The Confirmation page appears. This page displays the details about your FOP transfer.

- Click **Close** to complete the process or **Transaction History** to display the View Transaction History page.
- Click **Print** print the page for your records.

For more information...

- Funds and Banking

Transferring US Futures

The Position Transfers page lets you transfer US futures positions and cash held from a third-party broker to your IB account. This process requires you to print out and complete a form, then fax the completed form to Interactive Brokers.

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 Interactive Brokers 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 IB account

1. Click **Funds Management** in the left pane, then click *Position Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. 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.
4. In the Transfer Method list, select *US Futures.*

   The Interactive Brokers Transfer of Assets Form appears.

Please fill-out the following form and **fax** it to Interactive Brokers.

FAX: (203)-618-5891
Attention: Account Transfers Dept.

Interactive Brokers
2 Pickwick Plaza
Greenwich, CT 06830

Interactive Brokers Transfer of Assets Form

This form authorizes the transfer of assets held at a brokerage firm to be moved to Interactive Brokers. 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 Interactive Brokers account receiving the assets. If the account types do not match, please visit our web site, www.InteractiveBrokers.com, to complete a new account application.

Please include a copy of your most recent account statement from your current firm.

Please note that Interactive Brokers accepts only products that it makes available for trading. Certain products, such as Mutual Funds and Limited Partnership units, cannot be held in your Interactive Brokers account.

Interactive Brokers Account Information	
Interactive Brokers Account ID	_____
User Name	_____
Account Title	_____
Address	_____
	_____
Social Security Number or Tax ID Number on Account	_____
Email Address	_____
Account to be Transferred to Interactive Brokers	
Name of Firm Currently Holding Your Account	_____

5 Print the form by scrolling down and clicking **Print**.

6 Complete the form, then fax it to Interactive Brokers at the fax number indicated on the upper left corner of the form.

For more information...

- Funds and Banking

Transferring Positions using Account Transfer on Notification (ATON)

The Position Transfers page lets you transfer US or Canadian stocks, options and cash held at another brokerage firm to IB through ATON, the Canadian equivalent of ACATS.

Note: Your IB 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 transfer assets using ATON

1. Click **Funds Management** in the left pane, then click *Position Transfers*.

2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:

   a Enter your username, then click **OK**.

   b Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.

3. 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.

4. In the Transfer Method list, select *ATON - Canadian Securities.*

5. In the Type list, select one of the following options:

   - *Full* - Select this option to transfer ALL of your assets from a third-party broker to your IB account.
   - *Partial* - Select this option to transfer some of your assets from a third-party broker to your IB account.
   - *Use Instruction* - Select this option to use an existing Position Transfer Instruction or create a new one. If you select this option then select Add New Instruction from the Instructions drop-down list, you will complete the Position Transfer Instruction before you complete the actual transaction request.

     See Position Transfer Instructions for more information.

6. In the Source list of Canadian brokers, 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.

Deposits & Transfers/ATON Request

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 Customer Type (i.e. individual, joint, Roth IRA) for your Interactive Brokers Account must exactly match the third-party broker account in order for the transfer to take place. Please note that 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.

Interactive Brokers Account Information

Account Title:	Applicant
Account Number:	
Tax Identification Number:	
Customer Type:	INDIVIDUAL

Third-party Broker Account Information

Account Number:	Please enter your account number exactly as it appears on your statement from your delivering firm. An incorrect account number will delay the transfer of assets.

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

Continue Cancel

7 In the Interactive Brokers 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 these questions:

- Do you have a margin loan at your third-party broker?
- Does your third-party broker account hold any short positions?
- Does your third-party broker account hold any option positions?

10 Click **Continue**.

If you selected *Partial* in the Type list (Step 5), the Partial ATON Transfer page appears.

a Specify which US or Canadian stocks and options and cash to the transfer as described in the table below.

Or click **Cancel** to cancel the operation and return to the previous page.

To add US stocks:	Click **Add US Stocks**, then enter information about the stock you want to transfer in these fields: • Exchange (optional field) • Symbol • Shares • Position - Click **Long** or **Short** to indicate the stock's position. Click **Add**. Repeat for each US stock you want to transfer.
To add Canadian stocks:	Click **Add Canadian Stocks**, then enter information about the stock you want to transfer in these fields: • Exchange (optional field) • Symbol • Shares • Position - Click **Long** or **Short** to indicate the stock's position. Click **Add**. Repeat for each Canadian stock you want to transfer.
To add US options:	Click **Add US Options**, then enter information about the option you want to transfer in these fields: • Underlying symbol • Number of contracts • Position - Click **Long** or **Short** to indicate the position. • Strike price • Put/Call • Expiration date (in the format *yyyymmdd*). Click **Add**.

To add Canadian options:	Click **Add Canadian Options**, then enter information about the option you want to transfer in these fields: • Underlying symbol • Number of contracts • Position - Click **Long** or **Short** to indicate the position. • Strike price • Put/Call • Expiration date (in the format *yyyymmdd*). Click **Add**.
To add cash:	Click **Add Cash**, then enter information about the funds you want to transfer in the following fields: • Cash Balance or Margin Loan - Click the appropriate radio button. • Amount • Currency - Select *Canadian Dollar* or *United States Dollar*. Click **Add**.

b Your selections are displayed on the screen after you add them.

Remove assets from the list by clicking the *Delete* link in the Delete column.

When the list of assets to be transferred is complete, review the information on the page, then type your name in the Signature field. This is equivalent to a written signature.

c Click **Confirm**.

On the ATON Signature page, review the information on the page, then type your name in the Signature field. This is equivalent to a written signature. Click **Continue**.

11 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.

View the status of your transaction on the Transaction History page.

For more information...

- Funds and Banking

Transferring European Positions

The Position Transfers page lets you transfer European positions. You can transfer European stocks, warrants, options and futures from Belgium, France, Germany, Italy, the Netherlands, Spain, Switzerland, and the UK to IB.

To transfer European positions to IB

1. Click **Funds Management** in the left pane, then click *Position Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. 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.
4. In the Transfer Method list, select *Transfer of Assets - European Bank/Broker.*

The Transfer of Assets Form appears. Note that the form is a PDF document.

5 Scroll down to the bottom of the page (not the form), then click **Print** to print the form.

You can also download the form as a PDF file to your computer by clicking link directly above the **Print** button.

6 Click **Confirm**.

or click **Cancel** to cancel the operation.

7 Complete the form manually, then fax it to IB.

For more information...

- Funds and Banking

Transferring Asian Positions

The Position Transfers page lets you request a manual transfer of Asian positions. You can transfer Asian stocks, warrants and ETFs from Hong Kong, Australia and Japan to your IB account.

To transfer Asian positions to IB

1. Click **Funds Management** in the left pane, then click *Position Transfers*.

2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:

   a Enter your username, then click **OK**.

   b Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.

3. 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.

4. In the Transfer Method list, select *Transfer of Assets - Asian Bank/Broker.*

   A page with instructions that describe how to request a transfer of Asian assets appears.

5. As indicated on the screen, you must submit an Inquiry Ticket using the IB Customer Service Message Center:

   a Click the Message Center icon at the top of the Account Management menu.

   b Create a new ticket.

c Enter "Asian Asset Transfer Request" in the summary and indicate the country of origin/exchange in the description field.

d You will receive a reply that indicates the specific details required from the counter-party in order to execute the transfer. Further actions (if necessary) will be posted on the same ticket.

For more information...

- Funds and Banking
- Creating a New Inquiry Ticket

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 **Funds Management** in the left pane, then click *Position Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
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 dropdown list, then click **Continue**.

6 Select the destination account from the dropdown 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...

- Funds and Banking

Transfer Assets to an Advisor-Managed Account

Individual account holders can transfer all of their assets from their existing account to an Advisor-managed account. When you do this, your existing account is automatically closed.

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.

   Note: 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 **Funds Management** in the left pane, then click *Position Transfers*.

5. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:

   a Enter your username, then click **OK**.

   b Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.

6. In the Transfer Method list, select *Transfer of Assets - To an IB Advisor-Managed Account*.

7. 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.

8. Click **Continue**.

9. 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.

Transfer Positions Internally

You can transfer some or all of your assets from one IB account to another IB account. The following rules apply to this type of position transfer:

- Account Titles of both accounts must match.
- The country of legal residence of both accounts must match.
- For US customers, the US tax ID (Social Security number) of both accounts must match.
- For non-US Individual customers, the ID number, ID type (passport, driver's license, national ID, or alien ID) and ID-issuing country must match. For joint non-US customers, the IDs of both first and second holder must match.
- For non-US Organization customers, the government-issued ID and issuing country of both accounts must match.
- Linked accounts can use this type of position transfer.

To transfer positions internally between matching IB accounts

1. Click **Funds Management** in the left pane, then click *Position Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device or temporary password and click **OK**.
3. In the Transfer Method list, select *Transfer Positions Internally*.
4. Click **Request New Transfer**.

5. Select the source account from the Transfer from account number list.
6. Select the destination account from Destination account number list.

7 Type the username and password of the destination account in the fields provided, then click **Continue**.

8 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**.

For any position that you do NOT want to transfer, leave the Transfer Quantity field blank.

9 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.

Position Transfer Instructions

Position Transfer Instructions are optional instructions that you can create and use when you create certain types of position transfers. A Position Transfer Instruction is a convenient way to re-use third-party broker information for future ACATS, FOP and ATON position transfers. When you request one of those types of position transfers, you have the option of creating a new Position Transfer Instruction or using an existing Position Transfer Instruction.

To create a new Position Transfer Instruction

1. Click **Funds Management** in the left pane, then click *Position Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page.
3. In the Transfer Method list, select one of the following types of position transfers:
   - ACATS
   - FOP
   - ATON
4. In the Type list, select *Use Instructions*. The Instructions drop-down appears.
5. Select *Add New Instruction* from the Instructions drop-down.

   The Create Instruction page appears. The following figure shows the ACATS Create Instruction page. The Create Instruction page for FOP and ATON position transfers look the same.

6 Enter a name for the instruction. This is the name that will appear in the Instructions drop-down.

7 Select your third-party broker from the Source list, then enter the account number of your third-party brokerage account.

8 Click **Continue**.

9 On the next page, enter your signature in the field provided, then click **Continue**. You must type your signature exactly as it appears on the page.

10 You will receive a confirmation number in your email address of record. On the next page, verify your identity by entering your IB account username, password and the confirmation number you received, then click **Confirm Request**.

If you did not receive a confirmation number, click **Resend Token** to receive a new one.

To use an existing Position Transfer Instruction

1. Click **Funds Management** in the left pane, then click *Position Transfers*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device to log into the Fund Transfers page.
3. In the Transfer Method list, select one of the following types of position transfers:
   - ACATS
   - FOP
   - ATON
4. In the Type list, select *Use Instructions*. The Instructions drop-down appears.
5. Select the instruction you wish to use from the Instructions drop-down. The page refreshes and displays the selected instructions along with the actual position transfer request form.
6. Complete the position transfer request the way you normally would, selecting positions and cash as allowed by the position transfer type.

IRA Conversion to a Roth Account

Use this page to perform a full conversion from your IB 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 IB Roth IRA account if you do not already have one.
- For IRA Conversions from an IB Traditional IRA or Rollover or SEP IRA account, you must open an IB Roth IRA if you do not already have one.
- IB only allows 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 an IB 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.

Note: If you are opening a new IB 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 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 **Funds Management** in the left pane, then click *IRA Conversion to Roth Account*.

   Or, click **Funds Management** in the left pane, then click *Position Transfers*, then select IRA Conversion - Transfer Assets to Roth Account.

3. Enter the username, password and account ID of the IB Roth IRA account to which you want to convert your Traditional, Rollover or SEP IRA account, then click **Continue**.

4. 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 Token** to receive a new confirmation number.

5. 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.

6 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.

IRA Conversion - Transfer Assets to Roth Account

Total Account Equity:	0.00	Cash Available for Withdrawal:	0.00

Federal Income Tax Withholding Election

- When converting to a Roth IRA, you are required to pay taxes on any converted amount. If total withholding is not adequate, you may be subject to estimated tax payments and/or tax penalties.
- If you elect to withhold from the conversion, the net conversion amount will be the gross amount requested minus the tax withheld.
- You may choose to pay any tax due from another source of funds. We strongly suggest you consult your tax advisor prior to conversion of IRA assets.
- You must have a sufficient cash balance in your Traditional IRA account to cover the specified withholding amount. If you do not have a sufficient cash balance, you must complete the conversion when your cash balance is sufficient to cover the specified withholding amount.
- Cash Available for Withdrawal should be greater than the total withholding amount by 2% since the Cash Available for Withdrawal is the value from the previous business day.
- Please refer to IRS Publication 590, Individual Retirement Arrangements (IRAs) and consult your tax advisor before deciding to convert your IRA.

◉	Do not withhold federal income tax.
○	Withhold federal income tax at the rate of 0 % of total account equity The withholding rate may not be less than 10%.
Federal Tax Withholding Amount:	0

State Income Tax Withholding Election

- If you elect federal income tax withholding, state income tax may be mandatory.
- Depending upon the state you live in, state income tax withholding may be required.
- You may also elect not to have state tax withholding apply or you may elect to increase the rate of state withholding above your state's required minimum percentage amount.
- Consult your tax advisor before you elect federal or state income tax withholding on your IRA Conversion.

State of legal residence:	VT

Note: For residents of VT, if federal income tax is withheld, then state tax withholding is mandatory. **The minimum requirement for the state of VT is 27 percent of federal income tax withholding.**

◉	Do not withhold state income tax.
○	Withhold State income tax at the rate of 0 % of total account equity.
State Tax Withholding Amount:	0

Continue Cancel

7 Click **Continue**. The status of your request appears on the screen.

For more information...

- IRA Types

Partial IRA Conversions

While IB only allows full IRA Conversions, you can following these steps to do perform a partial IRA conversion:

1. Log into Account Management for your Traditional, Rollover or SEP IRA account.
2. Click **Account Administration**, then select *Create Additional Account*.
3. Use the Create Additional Account function 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 use the *Position Transfers* page in the Funds Management menu to transfer the assets you want to convert into the new linked IRA account.
5. Once the assets have been transferred into the new IRA account, use the IRA Conversion to a Roth Account function to convert the newly-opened IRA account to a Roth account.

IRA Recharacterization

Use this page to perform a recharacterization from your IB Roth account to an IB Traditional, Rollover or SEP IRA account. 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.

The following rules apply to IRA recharacterizations:

- IB only allows full recharacterizations. For instructions on how to perform a partial recharacterization, see Partial IRA Recharacterizations
- If you request a recharacterization, your existing Roth IRA account will be closed upon completion of the transfer.
- Transfers of securities positions from a Roth IRA to an IB Traditional, Rollover or SEP IRA will only be accepted between accounts with matching names and taxpayer identification numbers.
- You must elect to recharacterize by your federal tax return due date of the year following the year of the conversion, including the additional maximum six-month extension allowed by the IRS.

Note: If you are opening a new IB 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 Recharacterization Page?

You can access this page if you are an IRA User with a Roth IRA account.

To perform an IRA recharacterization

1. Log into Account Management for the Roth IRA account you want to convert.
2. Click **Funds Management** in the left pane, then click *IRA Recharacterization*.

   Or, click **Funds Management** in the left pane, then click *Position Transfers*, then select IRA Recharacterization - Transfer Assets to Traditional/SEP Account.

3 Enter the username, password and account ID of the IB Traditional, Rollover or SEP IRA account to which you want to transfer your Roth IRA assets, then click **Continue**.

4 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 Token** to receive a new confirmation number.

5 Click **Continue**. The status of your request appears on the screen.

For more information...

- IRA Types

Partial IRA Recharacterizations

While IB only allows full IRA recharacterizations, you can following these steps to do perform a partial IRA recharacterization:

1 Log into Account Management for your Roth IRA account.

2 Click **Account Administration**, then select *Create Additional Account*.

3 Use the Create Additional Account function to create a new Roth IRA account that is linked to your IRA account.

4 Once the new Roth IRA Account is open, log into Account Management for your original IRA account, then use the *Position Transfers* page in the Funds Management menu to transfer the assets you want to convert into the new linked Roth IRA account.

5 Once the assets have been transferred into the new IRA account, use the IRA Recharacterization function to recharacterize the newly-opened Roth IRA account.

View Transaction History

The Transaction History page lets you view cash transactions, position transfers and bank instructions for your account or for a client or sub account that you manage.

Transaction History for

Cash Deposits | Cash Withdrawals | Position Transfers In | Position Transfers Out | Bank Instructions

TRANSACTION DETAIL				PROCESSING DATES						
TYPE	ID	Amount	Delivering Institution	Deposit Notification	Deposit Arrival	Credited To Equity	Available For Withdrawal - Restricted	Available For Withdrawal - Unrestricted	Current Status	Action
WIRE	4362109	USD 1000.00	CHASE	2009-02-03	-	-	-	-	Pending Receipt	
WIRE	4361767	USD 1000.00	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
WIRE	4361614	EUR 200.00	BARKLEY	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361613	USD 125.55	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361612	USD 100.01	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361611	USD 100.00	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361246	USD 10.00	WACHOVIA	2009-01-29	-	-	-	-	Cancelled	-
WIRE	4358877	HKD 444.55	Wachovia	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358876	EUR 150.00	Wachovia	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358875	CAD 444.55	Wachovia	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358874	USD 111.11	111111	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358873	AUD	qqq	2009-01-20	-	-	-	-	Pending	

The Transaction History page shows transaction history for the following types of transactions made during the past 45 days:

- Cash Deposits
- Cash Withdrawals
- Position Transfers In
- Position Transfers Out
- Bank Instructions

Transactions are displayed by date, in descending order.

You can also elect to stop payment on a check withdrawal, or cancel a transaction from this page.

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 Master or Client User
- Advisor Master User Individual
- Advisor Master User Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund
- Proprietary Trading Group Master User

Viewing Cash Deposits

Transaction History for

Cash Deposits | Cash Withdrawals | Position Transfers In | Position Transfers Out | Bank Instructions

TRANSACTION DETAIL				PROCESSING DATES						
TYPE	ID	Amount	Delivering Institution	Deposit Notification	Deposit Arrival	Credited To Equity	Available For Withdrawal - Restricted	Available For Withdrawal - Unrestricted	Current Status	Action
WIRE	4362109	USD 1000.00	CHASE	2009-02-03	-	-	-	-	Pending Receipt	
WIRE	4361767	USD 1000.00	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
WIRE	4361614	EUR 200.00	BARKLEY	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361613	USD 125.55	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361612	USD 100.01	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361611	USD 100.00	CHASE	2009-01-30	-	-	-	-	Pending Receipt	
CHECK	4361246	USD 10.00	WACHOVIA	2009-01-29	-	-	-	-	Cancelled	-
WIRE	4358877	HKD 444.55	Wachovia	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358876	EUR 150.00	Wachovia	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358875	CAD 444.55	Wachovia	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358874	USD 111.11	111111	2009-01-20	-	-	-	-	Pending Receipt	
WIRE	4358873	AUD	qqq	2009-01-20	-	-	-	-	Pending	

To view the history of cash deposits

1. Click **Funds Management** in the left pane, then click *View Transaction History*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device or temporary password to log into the Funds Status page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device and click **OK**.
3. 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
4. If the **Cash Deposits** tab is not showing, click that tab.

The **Cash Deposits** tab displays the following information for each deposit transaction made within the past 45 days:

Column	Description
TYPE	One of the following types of deposit transactions: • Check • Wire Transfer – Bank • Wire Transfer – Broker • Bill Payment Check • ACH - Bank Initiated • ACH - IB Initiated • Canadian EFT
ID	A unique identifier assigned to the transaction by IB.
Amount	The amount and currency of the transaction.
Institution	The bank or delivering institution where the transaction originated.
Notification	The date on which you notified IB of the deposit.
Arrival	The date on which the deposit arrived. This column appears blank for any transaction that has not arrived, has expired, has been cancelled by you or has been rejected by IB.
Credited to Equity	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-IB Initiated, ACH-Bank Initiated or Canadian EFT, this is the Arrival Date + four business days. This column appears blank for any transaction that has not arrived, has expired, has been cancelled by you or has been rejected by IB.
Available For Withdrawal - Restricted[1]	The date on which deposited funds subject to restrictions were or will be available.
Available For Withdrawal - Unrestricted	The date on which deposited funds not subject to restrictions were or will be available.

Column	Description
Current Status	The current status of the transaction. Can be one of the following: • *Hold* - The deposit has arrived but has not yet been credited to your account. • *Cancelled* - The deposit was cancelled. • *Rejected* - The deposit was rejected by IB. • *Expired* - The deposit expired before it arrived. All transactions that have not been confirmed expire after ten business days. • *Available* - The deposit has been credited to your account and the funds are now available. • *Pending Receipt* - You have notified IB of a deposit but it has not yet arrived, and the transaction has not expired, been cancelled or rejected.
Cancel Transaction	You can cancel transactions that have a Current Status of *Pending Receipt* by clicking the **X** button in this column.

1 For security purposes, ACH deposits initiated by customer via the IB 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 customer via the IB 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.

For more information...

- Funds and Banking

Viewing Cash Withdrawals

Cash Deposits | Cash Withdrawals | Position Transfers In | Position Transfers Out | Bank Instructions

TRANSACTION DETAIL				PROCESSING DATES			
TYPE	ID	Amount	Receiving Institution	Withdrawal Request	Sent(Debited from equity)	Current Status	Action
Internal Transfer	4362307	USD 1.00	U44110	2009-02-03	2009-02-03	Sent	-
Internal Transfer	4362296	USD 1.00	U44110	2009-02-03	2009-02-03	Sent	-
WIRE	4361610	USD 25.00	-	2009-01-30	-	Pending	
WIRE	4361194	EUR 1.01	-	2009-01-29	-	Pending	
CHECK	4361167	USD 1.00	-	2009-01-29	-	Pending	
ACH	4358905	USD 12.00	-	2009-01-20	-	Pending	
WIRE	4354646	USD 10.00	-	2008-12-26	-	Pending	
CHECK	4354429	USD 20.00	-	2008-12-24	-	Pending	
CHECK	4354427	USD 2.00	-	2008-12-24	-	Cancelled	-
CHECK	4354418	USD 20.00	-	2008-12-24	-	Pending	
CHECK	4354406	USD 1.00	-	2008-12-24	-	Pending	
CHECK	4354398	USD 20.00	-	2008-12-24	-	Cancelled	-
CHECK	4353790	USD 20,000.00	-	2008-12-23	-	Pending	

To view the history of cash withdrawals

1. Click **Funds Management** in the left pane, then click *View Transaction History*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device or temporary password to log into the Funds Status page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device and click **OK**.
3. 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.
4. Click the **Cash Withdrawals** tab.

The **Cash Withdrawals** tab displays the following information for each withdrawal transaction made within the past 45 days:

Column	Description
TYPE	One of the following types of withdrawal transactions: • Check • Wire Transfer – Bank • Wire Transfer – Broker • ACH - IB Initiated • Canadian EFT
ID	A unique identifier assigned to the transaction by IB.
Amount	The amount and currency of the transaction.
Institution	The bank or institution receiving the withdrawn funds.
Withdrawal Request	Date on which the withdrawal request was made.
Sent (Debited from equity)	The date on which funds were withdrawn from your account. This column appears blank for any transaction that has not been sent, has expired, has been cancelled by you or has been rejected by IB.
Current Status	The current status of the transaction. Can be one of the following: • *Sent* - The funds have been withdrawn from your account. • *Cancelled* - The withdrawal was cancelled. • *Rejected* - The withdrawal was rejected by IB. • *Expired* - The withdrawal expired before it was sent. All transactions that have not been confirmed expire after ten business days. • *Pending* - You have requested a withdrawal but the funds have not yet been withdrawn from your account, and the transaction has not expired, been cancelled or rejected.
Cancel Transaction	You can cancel transactions that have a Current Status of *Pending Receipt* by clicking the **X** button in this column.

For more information...

- Funds and Banking

Viewing Position Transfers In

To view the history of incoming position transfers

1. Click **Funds Management** in the left pane, then click *View Transaction History*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device or temporary password to log into the Funds Status page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device and click **OK**.
3. 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
4. Click the **Position Transfers In** tab.

The **Positions Transfers In** tab displays the following information for each inbound position transfer made within the past 45 days:

Column	Description
Type	One of the following types of inbound position transfers: • ACATS – US Securities • Free of Payment (FOP) – US Stocks • Direct Registration System (DRS) – US Stocks • US Futures • ATON – Canadian Securities • To Another IB Account • To an IB Advisor-Managed Account
ID	A unique identifier assigned to the transaction by IB.
Cash/Positions	Full Transfer or Partial Transfer. For Partial Transfers, moving your mouse over the text "Partial Transfer" displays details of the transfer.
Delivering Institution	The bank or institution where the transaction originated.
Transfer Notification	The date on which you notified IB of the transfer.
Transfer Arrival	The date on which the transfer arrived. This column appears blank for any transaction that has not arrived, has expired, has been cancelled by you or has been rejected by IB.
Credited to Equity	The date on which the transferred positions and/or funds were credited to your account. This column appears blank for any transaction that has not arrived, has expired, has been cancelled by you or has been rejected by IB.
Available For Withdrawal	The date on which the transferred positions and/or funds were or will be available. This is ten days after the arrival date. This column appears blank for any transaction that has not arrived, has expired, has been cancelled by you or has been rejected by IB.

Column	Description
Current Status	The current status of the transaction. Can be one of the following: • *Available* - The transferred positions and/or funds have been credited to your account and are now available. • *Cancelled* - The transfer was cancelled. • *Rejected* - The transfer was rejected by IB. • *Expired* - The transfer expired before it was sent. All transactions that have not been confirmed expire after ten business days. • *Acknowledged* - The contra broker has confirmed receipt of the ACATS or ATON transfer instructions. • *Resubmitted* - The contra broker was unable to confirm the initial instructions for the ACATS or ATON transfer. • *Pending Receipt* - The transfer has not yet arrived, and has not expired, been cancelled or rejected.
Cancel Transaction	You can cancel transactions that have a Current Status of *Pending Receipt* by clicking the **X** button in this column.

For more information...

- Funds and Banking

Viewing Position Transfers Out

To view the history of outgoing position transfers

1. Click **Funds Management** in the left pane, then click *View Transaction History*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device or temporary password to log into the Funds Status page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device and click **OK**.
3. 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
4. Click the **Position Transfers Out** tab.

The Position Transfers Out tab displays the following information for each outbound position transfer made within the past 45 days:

Column	Description
TYPE	One of the following types of inbound position transfers: • ACATS – US Securities • Free of Payment (FOP) – US Stocks • Direct Registration System (DRS) – US Stocks • US Futures • ATON – Canadian Securities • To Another IB Account • To an IB Advisor-Managed Account
ID	A unique identifier assigned to the transaction by IB.
Cash/Positions	Full Transfer or Partial Transfer
Receiving Institution	The bank or institution receiving the transferred positions and/or funds.
Transfer Notification	The date on which you notified IB of the transfer.
Sent	The date on which the positions and/or funds were transferred from your account. This column appears blank for any transaction that has not been sent, has expired, has been cancelled by you or has been rejected by IB.

Column	Description
Current Status	The current status of the transaction. Can be one of the following: • *Available* - The transferred positions and/or funds have been credited to your account and are now available. • *Cancelled* - The transfer was cancelled. • *Rejected* - The transfer was rejected by IB. • *Expired* - The transfer expired before it was sent. All transactions that have not been confirmed expire after ten business days. • *Acknowledged* - The contra broker has confirmed receipt of the ACATS or ATON transfer instructions. • *Resubmitted* - The contra broker was unable to confirm the initial instructions for the ACATS or ATON transfer. • *Pending Receipt* - The transfer has not yet arrived, and has not expired, been cancelled or rejected.
Cancel Transaction	You can cancel transactions that have a Current Status of *Pending Receipt* by clicking the **X** button in this column.

For more information...

- Funds and Banking

Viewing Bank Instructions

The Bank Instructions tab displays all requests to add new bank instructions.

Cash Deposits | Cash Withdrawals | Position Transfers In | Position Transfers Out | Bank Instructions

TRANSACTION DETAIL						
Date	Function	Transaction Method	Nickname	Institution	Current Status	Action
2009-02-04	ACH Instruction Change	DEBIT/CREDIT	wwwww	WACHOVIA BANK N.A.	Pending Confirmation	
2009-01-29	Wire Instruction Change	BANK	CHASE	JPMorgan Chase Bank, National As	Pending Confirmation	
2009-01-21	ACH Instruction Change	CREDIT	achtest	FIRST PIEDMONT FEDERAL S&L	Pending Confirmation	
2009-01-21	Wire Instruction Change	BANK	TESTER	WACHOVIA BANK NA OF CONNECTICUT	Cancelled	-
2009-01-05	ACH Instruction Change	DEBIT/CREDIT	myinstr	WACHOVIA BANK N.A.	Pending Confirmation	
2009-01-05	ACH Instruction Change	CREDIT	testin2	Savings and Loan	Cancelled	-
2008-12-26	Wire Instruction Change	BANK	abatest	CAMDEN NATIONAL BANK	Pending Confirmation	
2009-01-20	Wire Instruction Change	BANK	jpy instr	Bank of America, National Associ	Cancelled	-
2009-01-21	ACH Instruction Change	CREDIT	achtest	FIRST PIEDMONT FEDERAL S&L	Cancelled	-

To view bank instructions

1. Click **Funds Management** in the left pane, then click *View Transaction History*.
2. If the Secure Login System page opens, this means that your account is enrolled in the Secure Login System and you must use your security device or temporary password to log into the Funds Status page:
   - **a** Enter your username, then click **OK**.
   - **b** Read the instructions on the screen carefully, then enter the response string from your security device and click **OK**.
3. 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.
4. Click the **Bank Instructions** tab.

The Bank Instructions tab displays the following information for each bank instruction created within the past 45 days:

Column	Description
Date	The date the bank instruction was confirmed.
Function	The type of bank instruction. Can be one of the following: • Wire Instruction Change • ACH Instruction Change
Transaction Method	Can be one of the following transaction methods: • BANK - For Wire Instructions only. • CREDIT - Used to withdraw funds from IB. • DEBIT/CREDIT - Used to receive and send funds from/to your bank via instructions you provide to IB. These transactions are initiated by IB.
Nickname	The user-defined name assigned to this bank instruction.
Institution	The name of the bank or financial institution.
Current Status	The current status of the bank instruction. Can be one of the following: • *Approved* - The request to add, change or delete the bank instruction has been confirmed. • *Pending Confirmation* - A confirmation is required, or ACH test transactions are pending. • *Expired* - The bank instruction request has expired.
Cancel Transaction	You can cancel transactions that have a Current Status of *Pending Receipt* by clicking the **X** button in this column.

For more information...

- Funds and Banking

Stop Payment Requests

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

1 Click **Funds Management** in the left pane, then click *View Transaction History*.

Transactions that are eligible for a stop payment appear on the **Cash Withdrawals** tab of the Transaction History page.

2 Click **Stop Payment**.

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 View Transaction History page.

For more information...

- View Transaction History
- Checking the Status of Your Funds

Cancelling a Transaction

You can cancel the following transactions on the View Transaction History page:

- Cash deposits with a Current Status of *Pending Receipt.*
- Cash withdrawals with a Current Status of *Pending.*
- Inbound and outbound position transfers with a Current Status of *Pending Receipt*.
- Bank instructions with a Current Status of *Pending Confirmation.*

To cancel a transaction

1. Click **Funds Management** in the left pane, then click *View Transaction History*.
2. Click on the tab that contains the transaction you want to cancel.
3. Find the transaction you want to cancel, then click the red **X** in the *Action* column.
4. Click **OK** to close the confirmation message that appears.

   The status of the transaction changes to *Cancelled.*

Soft Dollars

Interactive Brokers offers 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. For example, suppose that mutual fund XYZ wants to buy research from the ABC brokerage firm. XYZ offers to pay for the research by agreeing to spend at least $10,000 in commissions for brokerage services in exchange for the research. This would be a soft dollar payment.

Request Soft Dollars

The first time you access the Soft Dollars feature in Account Management, only the *Request Soft Dollars* link appears in the Funds Management menu in the left pane. After you have signed and submitted the agreement, the Soft Dollars and Soft Dollars Disbursement links appear in the Funds Management menu in the left pane, giving you access to the Soft Dollars pages.

Soft Dollar Agreement

Interactive Brokers LLC Soft Dollar Agreement

This Soft Dollar Agreement ("Agreement") governs the arrangement described herein between the undersigned Customer (the "Company") and Interactive Brokers LLC ("IB").

IB agrees to provide soft dollar transaction services in equity securities pursuant to this agreement. Specifically, the agreed upon gross commission rate will be charged on the Company's transactions and the standard IB commission will be retained by IB as compensation for the execution and settlement of trades. Commissions charged in excess of the standard IB commission will be eligible to be paid to certain vendors approved by IB in accordance with this agreement. Soft dollar trades will receive the same execution services as are afforded to all IB customers.

The Company agrees to provide IB with a list of vendor firms ("Vendor(s)") that it expects to utilize,

CUSTOMER REPRESENTS THAT THE FOREGOING INFORMATION AND ALL OTHER INFORMATION PROVIDED DURING THE ACCOUNT APPLICATION PROCESS IS TRUE AND CORRECT AND AGREES TO NOTIFY IBLLC-US BY EMAIL OF ANY MATERIAL CHANGES THEREIN. CUSTOMER AUTHORIZES IBLLC-US TO CONFIRM THE ACCURACY OF THE INFORMATION AS IT DEEMS NECESSARY.

USER NAME: *funds964*
ACCOUNT TITLE: *Applicant 401961*
Dated: Wednesday, 25 March 2009

Signature:
One of:
TYPING NAME IS EQUIVALENT TO A 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

Soft Dollars Page

The Soft Dollars page lets you set up a five-tiered markup schedule for soft dollars. Markups must be between 0 and 0.05 dollars per share. 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.

Who Can Access the Soft Dollars Page?

You can access this page only if you are a Fund Investment Manager or Registered Professional Advisor and your soft dollar vendors have been set up with IB account numbers.

To set up soft dollar tiers

1. Contact an IB Sales representative to request that an IB Account Number be set up for each vendor to whom you want to disburse soft dollars.

2. Once the vendor accounts are set up, login to Account Management, then click **Funds Management** in the left pane. *Soft Dollars* and *Soft Dollars Disbursement* now appear in the menu.

3. Click *Soft Dollars.*

   The Soft Dollars page shows the current and last markup schedule for soft dollars for five tiers. The first time you use soft dollars in Account Management, these fields are set to 0 (zero).

4. Enter values in the Markup Schedule 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.

5. Click **Continue**.

6. Confirm your soft dollar markup schedules by clicking **Continue**. The Account Management home page opens.

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 Payments section of your statement. You can also choose to include or omit the Soft Payments section from activity statements when you create customized activity statement templates and Activity Flex queries.

For more information:

- Soft Dollars Disbursement
- Soft Dollar Highlights

Soft Dollars Disbursement

Use the Soft Dollars Disbursement page to view existing soft dollar disbursements to vendors with IB account numbers. This page is only accessible after soft dollar vendor accounts have been set up at IB.

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 Registered Professional Advisor and your soft dollar vendors have been set up with IB account numbers.

To request a Soft Dollar disbursement

1. Click **Funds Management** in the left pane, then click *Soft Dollars Disbursement*.
2. 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 vendor account you want to view. The Vendor Details page opens.

The Vendor Details page shows the current balance of the selected account, and:

- All past soft dollar disbursements to the selected vendor, including the vendor ID, name, and the total amount disbursed. If there are no past disbursements to the selected vendor, the total amount disbursed is shown as zero. The Amount Requested, Status and Cancel fields are left blank.
- All current soft dollar disbursements to the selected vendor, including the vendor ID, name, the total amount already disbursed to the vendor, the total amount currently requested and the status of the request.

For more information:

- Soft Dollars

Settlement Instructions

You create, edit and delete settlement instructions on the Settlement Instructions page for recurring transfers of funds or securities using one of the following:

- Delivery vs. Payment (DVP) and Receive vs. Payment (RVP) - DVP and RVP are instructions to deliver US stocks from one Depository Trust Account (DTC) to another in exchange for payment. DVP is from IB to another broker, RVP is from another broker to IB.
- Clearing Member Trade Agreement (CMTA) - CMTA is the securities options and US single stock futures equivalent of DVP/RVP and are cleared through the Options Clearing Corporation (OCC).
- GUS - GUS is a type of settlement instructions used to give up futures and futures options trades.

Who Can Access the Settlement Instructions Page?

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

- Individual, Joint, or Trust Account User (not available for IRA users)
- Small Business Account User
- Friends and Family Master or Client User
- Advisor Master User Individual (advisor master account only)
- Advisor Master User Organization (advisor 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

The Settlement Instructions page displays the following information for stocks, options, futures and futures options:

Column	Description
For DVP and RVP settlement instructions, the following columns are displayed:	
Default	Identifies this as the default settlement instruction. If no allocation is entered by the end of the trade day, the trade will be moved to the default instruction account.
Instruction Name	The eight-character instruction name. You will use this instruction name in TWS and post-trade allocations to identify this instruction.
NSCC/DTCID	The type of settlement instruction: NSCC (National Securities Clearing Corporation) or DTCID (Depository Trust and Clearing Corporation).
Participant ID	Information that defines the NSCC or DTCID institution or agent. When you create or modify a stock settlement instruction, this information is automatically saved with the selected institution or agent.
Agent ID	
Agent Name	
Firm ID	
Account ID	Your account ID at your agent bank/broker.
Role	The title of your account with your agent bank/broker. Note that IB will only transfer positions to an account with the same title as your IB account.
Status	The status of the settlement instruction.
Delete	Displays a *Delete* link, which lets you delete an existing settlement instruction.
For CMTA settlement instructions, the following columns are displayed:	

Column	Description
Default	Identifies this as the default settlement instruction. If no allocation is entered by the end of the trade day, the trade will be moved to the default instruction account.
Instruction Name	The eight-character instruction name. You will use this instruction name in TWS and post-trade allocations to identify this instruction.
Type	The type of settlement instruction. This is always CMTA (Clearing Member Trade Agreement).
Give-up Participant	The name of the selected give-up participant. When you create or modify an option settlement, this information is automatically saved with the selected participant.
Account ID	Your account ID at your agent bank/broker.
Role	The title of your account with your agent bank/broker. Note that IB will only transfer positions to an account with the same title as your IB account.
Status	The status of the settlement instruction.
Delete	Displays a *Delete* link, which lets you delete an existing settlement instruction.
For GUS settlement instructions, the following columns are displayed:	
Default	Identifies this as the default settlement instruction. If no allocation is entered by the end of the trade day, the trade will be moved to the default instruction account.
Instruction Name	The eight-character instruction name. You will use this instruction name in TWS and post-trade allocations to identify this instruction.
Type	The type of settlement instruction. This is always GUS
Give-up Participant	The name of the selected give-up participant. When you create or modify a futures or futures option settlement, this information is automatically saved with the selected participant.
Account ID	Your account ID at your agent bank/broker.
Role	The title of your account with your agent bank/broker. Note that IB will only transfer positions to an account with the same title as your IB account.
Status	The status of the settlement instruction.
Delete	Displays a *Delete* link, which lets you delete an existing settlement instruction.

To use the Settlement Instructions page

1. Click **Funds Management** in the left pane, then click *Settlement Instructions*.
2. To add a new instruction:
   a. Click the **Add** button in the Stocks, Options, Futures or Futures Options section of the page.

b Follow the instructions on the screen to create the new settlement instruction, then click **Continue**.

If you need to select a different type of settlement instruction or change information, click **Back**, then make the necessary changes.

c 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.

3 To change the name of an existing instruction:

- Click the name of the settlement instruction you want to change, then modify the name of the instruction.

4 To modify any information in an existing instruction, first delete the existing instruction by clicking the *Delete* link for the instruction, then add a new instruction.

For more information...

- Settlement Instructions

Client Fees

The Client Fees page lets you specify fees for products and currencies for advisor or broker client accounts. You can specify a global fee schedule for all client accounts, and you can specify individual fee schedules that apply to specific client accounts. If no fee schedule is set for individual client accounts, then the global fee schedule applies.

Who Can Access the Client Fees/Sub Account Fee Page?

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

- Advisor Master User Individual
- Advisor Master User Organization
- Broker Master User

Types of Client Fees

The Client Fees page is organized by asset class (product) and currency. For Broker Master Users, the Client Fees page also includes exchanges. Note that each type of fee is color-coded to help you identify the type of fee you wish to set.

- For all asset classes, you can set the minimum and maximum fee per trade.
- For stocks, warrants, stock and index options, futures, futures options and SSFs, forex and bonds, you set one of the following types of client fees:
    - **Absolute markup** - The amount added to Interactive Brokers' commission. For example, if you want to charge $1.00 as your client fee, you enter 1.00 in the Absolute Markup field for the desired Currency/Product.
    - **Percent markup** - The amount added to Interactive Brokers' commission, computed as a percentage of IB's commission. For example, if you want to charge 25% of IB's commission as a client fee, you enter 25 in the % Markup field for the desired Currency/Product.
    - **Absolute amount** - An absolute amount that includes both IB's commission and your client fee. This type of fee requires that you enter from one to three fees (Fee#1, Fee#2, Fee#3) that are specified by volume breaks (Vol#1, Vol#2) on a per trade basis.

      You can also specify that all regulatory and exchange fees be added to any absolute amounts you enter. These are called *Pass through Fees*.
- For futures by product, you can only set absolute amounts.
- Brokers can set absolute amounts for products and specific exchanges.
- For interest rates, you can set mark-down credit and short proceeds credit interest and mark-up debit interest.

For more information...

- Markups
- Interest Markups and Markdowns

Specifying Client Fees for Advisor Client Accounts

To specify client fees if you are an Advisor Master User

1. Click **Funds Management** in the left pane, then click *Client Fees* (or *Sub Account Fees*).

2. 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 desired account to view the current client fee setup for that account.

3 Select an advisor fee methodology (No Fee, Automatic Billing, or Direct Billing) by selecting the appropriate radio button.

If you select Automatic Billing, click the check box next to each billing option that applies and enter the appropriate fee amount in the fields provided.

Note: Advisors who select Percent of P&L as the basis for their automatic billing can apply High Water Marking to a client fee schedule to offset losses in annual or quarterly billing periods. For more information, see High Water Mark Setup.

4 Click **Continue**.

- If you did not select "Fee per trade as specified on the next page" in the Automatic Billing section, you are prompted to print a PDF document with the new fees by clicking **Generate PDF**.

  In order to activate any client schedule, you must print the fee schedule, have it signed by your client, and return to Interactive Brokers for activation. Send the generated PDF document to your client for signature. Your client can then send directly to IB for activation at the address/Fax number indicated on the form.

- If you selected "Fee per trade as specified on the next page" in the Automatic Billing section, the following page opens:

5 Set fees per trade as described below:

- 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 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 IB's 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 IB's commission, enter 25 in the % Markup field for the desired product/currency. Note that this client fee is in addition to IB's 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 IB's 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.
- 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.

7 Click **Continue**.

Your modified client account fee schedule is displayed. Note that very small numbers may be displayed in E notation.

8 Print this page for your records, then click **Continue**.

For more information...

- Advisor Client Markups

High Water Mark Setup

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 page when you select Percentage of P&L in Automatic Billing.

High Water Marking lets an Advisor:

- 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 that 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.

Period	Ending Equity	Deposits	Actual P&L	Gains	Period Loss	P-1 Loss	P-2 Loss
0	1000	1000	0	0	0	0	0
1	900	0	-100	0	-100	0	0
2	920	0	20	0	0	-80	0
3	910	0	-10	0	-10	0	-80
4	920	0	10	0	0	0	0
5	930	0	10	10	0	0	0
6	980	0	50	50	0	0	0
7	940	0	-40	0	-40	0	0
8	990	0	50	10	0	0	0
9	1000	0	10	10	0	0	0
10	1000	150	-150	0	-150	0	0
11	1010	0	10	0	0	-140	0
12	1020	0	10	0	0	0	-130
13	1030	0	10	10	0	0	0

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.

To set up High Water Marking

1. Click **Funds Management** in the left pane, then click *Client Fees* (or *Sub Account Fees*).

2. 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 desired account to view the current client fee setup for that account.

   The advisor client fee setup for the selected account appears.

3. If it's not already selected, click **Automatic Billing** to expand that section.

4. Select the **Percentage of P&L** check box.

5. 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 automatic billing of client fees.

   The High Water Mark Setup check box appears.

6. 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.

7 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).

  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 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.

- 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.

8 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.

9 Click **Continue**.

Your modified client account fee schedule is displayed. Note that very small numbers may be displayed in E notation.

Specifying Client Fees for Broker Client Accounts

Client fees set by Broker Master Users are always based on fees per trade.

To specify client fees if you are a Broker Master User

1. Click **Funds Management** in the left pane, then click *Client Fees* (or *Sub Account Fees*).

2. To set fees for all client accounts, select *Global Schedule* in the list at the top of the page.

3. To set fees for a specific client account, select an account ID from the list at the top of the screen, then click **Change Account**.

   or

   If you have many client/sub accounts, use the Search Account feature to use that account. In the Enter Account ID field, type the account ID of the client or sub account you want to use, then click **Search Account**.

4. Set fees per trade as described below:

   - 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.
- 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 IB's 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 IB's commission, enter 25 in the % Markup field for the desired product/currency. Note that this client fee is in addition to IB's 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 IB's 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.
- 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. Note that you can set absolute fees, tiered schedules and specify pass through fees for specific products and specific exchanges only in the global fee schedule.

Currency/ Exchange/ Product	Unit	Min	Max	Absolute Markup	% Markup	Absolute Amount					
						Fee#1	Vol#1	Fee#2	Vol#2	Fee#3	Pass through Fees*
STOCKS											
USD	Shares	10.0	.05	.25							☐
EUR	%	10.0			250						☐
CHF	%										☐
GBP	%										☐
CAD	Shares										☐
SEK	%										☐
JPY	%										☐
HKD	%										☐
AUD	%										☐
MXN	%										☐
STOCKS by EXCHANGE											
IBIS stocks(%)											☐

- 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.

5 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.

6 Click **Continue**.

Your modified client account fee schedule is displayed. Note that very small numbers may be displayed in E notation.

7 Print this page for your records, then click **Continue**.

For more information...

- Markups
- Client Fees

Advisor Invoicing

The Advisor 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 (7) days. Invoices submitted prior to 5:30 (17:30) PM EST will be processed by IB the same day (U.S. night) and appear on tha today's statements. Invoices submitted after 5:30 (17:30) PM EST will be processed by IB 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.

Note: Before you can submit fee invoices for client accounts, you must first configure Automatic Billing for Monthly/Quarterly Invoicing for the account(s) on the Client Fees page.

Who Can Access the Advisor Invoicing Page?

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

- Advisor Master User Individual
- Advisor Master User Organization

To submit a fee invoice for client accounts

1 Click **Funds Management** in the left pane, then click *Advisor Invoicing*.

The Advisor Invoicing page appears.

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:

a Select a client account from the Account list. The Limit and Currency fields are automatically filled with the information you entered on the Client Fees page.

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.

b In the New Fee Request field, enter the amount of the invoice fee.

c Enter an optional note in the Memo field.

d Click the *Add* link in the Action column.

Note: 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 advisor 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 appears. Click **Confirm** to confirm your request.

Click **Cancel** to cancel the operation.

To view, update or cancel pending invoice requests

1 Click **Funds Management** in the left pane, then click *Advisor Invoicing*.

The Advisor 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**.

For more information...

- Advisor Client Markups

To view invoice status

1 Click **Funds Management** in the left pane, then click *Advisor Invoicing*.

The Advisor 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:

- Requested Amount
- Currency
- Memo, if there is one
- Post Date
- Posted Amount
- Error Reason, if there is an error

For more information...

- Advisor Client Markups

Commission Markup Report

The Commission Markup Report page displays commission markup schedules for a Broker Master's client accounts. The Commission Markup 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 Commission Markup Report Page?

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

To view the Commission Markup Report

1 Click **Funds Management** in the left pane, then click *Commission Markup Report*.

The Commission Markup Report appears.

Funds Management/Commission Markup Report

Help

This report displays unique commission markup schedules and the accounts associated with the schedules. The accounts associated with the global schedule are highlighted as such.

Account ID	Account Title
U	Applicant

Currency / Description	Unit	Min	Max	Absolute Markup	% Markup	Absolute Amount Fee#1	Vol#1	Fee#2	Vol#2	Fee#3	Pass Through Fees
Stocks											
USD	Shares	10.00	-	-	-	0.07	1,000	0.05	-	-	

Account ID	Account Title
U	Applicant

Currency / Description	Unit	Min	Max	Absolute Markup	% Markup	Absolute Amount Fee#1	Vol#1	Fee#2	Vol#2	Fee#3	Pass Through Fees
Stocks											
USD	Shares	10.00	-	-	-	0.07	1,000	0.05	-	-	

Account ID	Account Title
U	Applicant

For more information...

- Specifying Client Fees for Broker Client Accounts

4

Report Management

This chapter describes how to use the Report Management functions in the Account Management system. Report Management lets you customize and generate reports such as activity statements, margin reports, trade confirmations, and provides access to important tax forms.

This chapter includes the following topics:

- Activity Statements
- Activity Downloads
- Margin Reports
- Advisor & Broker Summaries
- Quarterly Summaries
- Broker Exception Reports
- Trade Confirmations
- Trade Allocations
- Delivery Settings
- Tax Forms
- Activity Flex
- Trade Confirms Flex
- Advisor Fee Cap
- Value at Risk
- Stress Test Report
- Inbound Position Transfer Cost Basis
- Tax Basis Declaration
- Customer Activity Monitor
- PortfolioAnalyst

To access the Report Management functions, click **Report Management** in the Account Management left pane.

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.

There are two default statements for viewing Activity Statements: Full Default and Simple Default. Select Full Default to include ALL sections of an activity statement; this is the only template that supports the Yearly period. Select Simple Default to specify fields to use and exclude some sections that you do not want to use.

Who Can Access the Activity Statements?

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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Non-Disclosed Client User
- Investment Manager Master User
- Fund

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

Activity Statement Availability by Account Type	
Individuals	One statement for each Individual Account.
Advisors	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.
Mutual and Hedge Funds	Fund Advisors can view statements for their master account, fund accounts, and a consolidated statement including some or all accounts.
Trading Groups	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.
Fully and Non-Disclosed Broker	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.
Omnibus Brokers	Statements will be provided for the long, short, master, and consolidated accounts.

For more information...

- Activity Statements
- Customized Statements
- Viewing an Activity Statement

Customized Statements

IB lets you create and save customized statements that enable you to exclude unnecessary information from activity statements. When you create a customized statement, you select only those sections that you want to include in your activity statement.

To create a customized statement for activity statements

1. Click **Report Management** in the left pane, then click *Activity Statements*.

2. Click the *Customize Statements* bar to expand that section of the page.

3. Select *Create New*, then enter a name for the template. You can also edit an existing template and save it under a new name.

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 statement template.

5. Select the check box next to the Optional Sections listed if you want to include them in your statement template.

6. Select the check box next to *Hide Lot Detail for Positions and Transactions* to apply that option to your statement template.

7. In the Profit and Loss list, select the profit and loss format for the statement template. Select Realized & Unrealized and MTM, Realized & Unrealized only, MTM only, or None.

8. If you are an IBExecutions Services customer, in the Statement Type list, 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.

   If you are an IBPrime Services customer, in the Statement Type list, select *Activity Statement*, *Prime Settlement* or *Projected Prime Settlement*. Prime Settlements show activity by settlement date; Projected Prime Settlements show activity by projected settlement date.

   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.

9. In the Account Segments list, select *All*, *Cleared Only* or *Guaranteed Only*.

10. Click **Save** to save your statement template.

    Click **Cancel** if you do not want to save your template.

Selecting Profit and Loss

Profit and loss across all transactions, positions and asset types is calculated under First In, First Out (FIFO) and Mark-to-Market (MTM) methodologies by default.

- FIFO accounting is used for stocks, security options, single stock futures and FOREX.
- MTM accounting is used for futures and futures options.

With the FIFO method, a closing transaction is matched with the cost basis of the earliest transaction in the position to determine realized profit or loss (the difference between your entry execution cost and exit execution cost). MTM shows how much profit or loss was made in current trading. The MTM calculations assume all open positions and transactions are settled at the end of the day and new positions are opened the next day.

However, you can change FIFO to LIFO or Maximize Losses on the Tax Basis Declaration page in Report Management. Your profit and loss selection (Realized and Unrealized) in your Activity Statement customized template will reflect your selection on the Tax Basis Declaration page.When you set up your customized activity statements, you can select Realized and Unrealized and MTM, Realized and Unrealized Only, MTM Only or None.

Settings for Delivered Statements

You can specify additional information for customized activity statement templates that you want to be sent via email at the bottom of the Activity Statements page. Enter the following information for templates that will be delivered via email:

- Account: Select account ID, *ALL* or *CONSOLIDATED*. Select *ALL* to apply the template 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, IB recommends 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 subaccount.
- Activity Period: Select *Daily* or *Monthly*.
- Format: Select *HTML/WEB* or *PDF*.
- Language: Select your language from the list.

You select customized activity statement templates for delivery on the Delivery Settings page.

For more information...

- Statements and Reports

Viewing an Activity Statement

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.

Activity Statement Archive Policy

We provide access to activity statements as follows:

- Daily account statements are available for the entire previous calendar year and from the start of the current calendar year. That means that if it is December 31st, you can view daily activity statements for the entire year up to that date AND for the entire previous calendar year, essentially giving you up to two years of data.
- Monthly account statements are available for the two prior years.
- Annual account statements are available for the three prior years.
- You can obtain account statements older than this for a processing fee of $100 for the first statement requested, plus $25 for additional statements requested at the same time.

To view an activity statement from Account Management

1 Click **Report Management** in the left pane, then click *Activity Statements*.

- To include activity from accounts you have recently closed, select the *Include Closed Accounts* check box.

2 In the View Statements section make the following selections:

- In the Template list, select the statement template you want to use for the statement. Select *Full Default* to include all sections in the statement, *Simple Default* to view a simpler monthly or daily view that excludes some sections from the statement, or select one of your own customized statement templates.

Note that Consolidated monthly statements are available only with the Full Default template.

- In the Date(s) field, select the period (Daily, Custom Date Range, Monthly or Calendar Year). 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.
- In the Account(s) field, select the account to report on, or select *Consolidated* to include all accounts. If you chose to include closed accounts, those accounts appear in the list.
- In the Format field, select either *HTML/WEB* or *PDF*, depending on how you want to view the statement.
- In the Language field, select your desired language.

3 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.

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.

The following figures show two views of a typical HTML/WEB-based activity statement. The first figure shows the statement with all sections collapsed, while the second shows the statement with some sections expanded. Note the links in the upper right corner of the statement; these links let you expand all sections in the statement, collapse all sections in the statement, and print the statement.

Interactive Brokers
The Professional's Gateway to the World's Markets

Activity Statement

Activity Statement for October 27, 2010

Expand All | Contract All | Print

INTERACTIVE BROKERS LLC, Two Pickwick Plaza, Greenwich, CT 06830

Click on the slate blue bars to expand sections, or the cream color summary lines to expand details.

Account Information

Name	Joe Customer
Account	U000000X
Account Type	Individual
Customer Type	Individual
Account Capabilities	Reg T Margin
Trading Permissions	Stocks, Options, Warrants, Bonds, Forex
Base Currency	USD

Net Asset Value (NAV) In Base Currency (October 27, 2010)

	Current Period			Prior Period	
	Total	Long	Short	Total	% Change
Cash	94,649.94	94,649.94	0.00	98,532.76	-3.94%
Stock	-36,320.35	2,431.65	-38,752.00	-41,176.39	11.79%
Interest Accruals	-449.42	0.00	-449.42	-407.57	-10.27%
Total	**57,880.17**	**97,081.59**	**-39,201.42**	**56,948.80**	**1.64%**

Net Asset Value (NAV) Time Series (October 27, 2010)

Mark-to-Market Performance Summary in Base (October 27, 2010)

	Quantity		Price		Mark-to-Market Profit and Loss					
Symbol	Prev Close	Close	Prev Close	Close	Transaction	Prior Open	Corp Action	Commissions	Dividends	Total
Stocks										
CROX	-500	-500	14.4100	14.1900	0.00	110.00	0.00	0.00	0.00	110.00
HLYS	-500	-500	1.7900	1.7100	3.00	48.00	0.00	-0.52	0.00	50.48

For more information...

- Statements and Reports
- Activity Statements

Activity Downloads

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

- Microsoft Word
- Microsoft Excel
- Microsoft Money
- Quicken
- Captools
- Tradelog
- GainsKeeper
- PortfolioCenter® (intended for institutional accounts; you must request downloadable files from your IB Sales Representative first)

For a complete list of offerings for institutional accounts, including PortfolioCenter®, see the Statements and Reports page. Click the Downloads link on the Activity Statements tab.

Who Can Access the Activity Downloads?

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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

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

To download activity statements

1 Click **Report Management** in the left pane, then click *Activity Downloads*.

- To include activity from accounts you have recently closed, select the *Include Closed Accounts* check box.

2 To download a daily activity statement, in the Daily Activity section, select the Account, Date and Format, then click **Download**.

For PortfolioCenter® files, you can download all six files in a single zip file.

3 To download a monthly activity statement, in the Monthly Activity section, select the Account, Date and Format from the lists, then 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.

For more information...

- Activity Downloads (Single Accounts)
- Activity Downloads (Institutional Accounts)
- Activity Statements

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?

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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization

- Investment Manager Master User
- Fund

To generate a margin report

1. Click **Report Management** in the left pane, then click *Margin Reports*.
2. On the Margin Reports screen, make the following selections:
   - In the Account ID list, select the account for which you want to generate a margin report.
   - In the Report Date field, select the date for the report.
   - In the Format field, select *HTML/WEB*.
   - In the Language field, select your language.
3. Click **View** to generate the report.

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.

Interactive Brokers
The Professional's Gateway to the World's Markets

Margin Report

Margin Report as of 2010-12-09, 16:15:00 EST

Expand All | Contract All | Print

Click on the slate blue bars to expand sections, or the cream color summary lines to expand details.

Account Information

Name	Jane Customer
Account Alias	LMW U000000X
Account	U000000X
Investment Advisor	Acme Wealth LLC
Account Type	Advisor Client
Customer Type	Individual
Account Capabilities	Reg T Margin
Trading Permissions	SSF,Stocks,Options,Warrants,Bonds,Forex,Futures,Futures Options
Base Currency	USD

Margin Summary

	Security	Futures	Total
Base Currency			
Equity with Loan Value	2,132,970.30	0.00	2,132,970.30
Cash Value	144,495.62	0.00	144,495.62
Stock and Bond Value	1,503,367.36	0.00	1,503,367.36
Span Option Value	0.00	0.00	0.00
Commodities	0.00	0.00	0.00
Interest Payable/Receivable Value	0.00	0.00	0.00
Dividend Payable/Receivable Value	19,766.32	0.00	19,766.32
Net Liquidation Value	2,132,970.30	0.00	2,132,970.30
Non Span Option Value	0.00	0.00	0.00
Reg T Equity with Loan Value	2,132,970.30	0.00	2,132,970.30

For more information...

- Margin Reports

Advisor & Broker Summaries

The Advisor and Summary page provides access to the following reports:

- Advisor and Summary Report - Advisors and Brokers 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.
- The Revenue and Expense Summary Report - Broker Masters only can 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 Advisor and Broker Summary Report?

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

- Advisor Master User Individual with Report Management access
- Advisor Master User Organization with Report Management access
- Advisor Client User Individual with Report Management access
- Broker Master User with Report Management access (only Brokers can run the Revenue and Expense Summary Report)
- Investment Manager Master User

To generate an Advisor and Summary report

1 Click **Report Management** in the left pane, then click *Advisor & Broker Summaries*.

2 On the Advisor and Broker Summary Reports screen, make the following selections:

- In the Account ID list, select the account for which you want to generate the report.
- In the Report Date field, select the date for the report.
- In the Format field, select either *HTML/WEB*.

3 Click **Download** 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.

To generate a Revenue and Expense Summary report

Note: Only Broker Masters will see this section of the page.

1 Click **Report Management** in the left pane, then click *Advisor & Broker Summaries*.

2 In the Revenue & Expense Summary Reports section of the page, make the following selections:

- In the Account ID list, select the account for which you want to generate the report.
- In the Report Date field, select the date for the report.
- In the Format field, select either *HTML/WEB*.

3 Click **download** 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.

For more information...

- Advisor Broker Summary Reports

Quarterly Summaries

The Quarterly Summaries page lets advisor clients generate a Brokerage Account Quarterly Activity Summary, which is simplified activity statements 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.

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 **Report Management** in the left pane, then click *Quarterly Summaries*.
2. On the Quarterly Summaries page, make the following selections:
   - In the Account ID list, select the account for which you want to generate a quarterly summary.
   - 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.

The Quarterly Summary PDF includes the following sections:

- Account Information
- Net Asset Value (NAV) In Base Currency

- Current Account Positions
- Transactions Summary
- Year to Date Performance Summary in Base
- Cash Report
- Change in Position Value
- Other Information
- Codes

A typical quarterly summary is shown on the next page.

Broker Exception Reports

The IBroker Exception Report provides snapshots of your top 40-performing clients over different time periods and based on specific criteria. View Daily, Month-to-Date (MTD) and Year-to-Date (YTD) reports of your top 40 Highest Commissions customers, top 40 Highest P/L customers, and top 40 Lowest P/L customers. Daily reports also include the top 40 Highest Equity customers.

Who Can Access the IBroker Exception Report?

You can access this page if you are a:

- Broker Master User with Report Management access.

To generate an IBroker Exception report

1. Click **Report Management** in the left pane, then click *Broker Exception Reports*.
2. Select the date for the report from the Date field dropdown, then click **View**. The report will appear in a new browser window.

For more information...

- Broker Exception Report

Trade Confirmations

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 entire previous calendar year and from the start of the current calendar year. That means that if it is December 31st, you can view trade confirmations for the entire year up to that date AND for the entire previous calendar year, essentially giving you up to two years of data.

Who Can Access Trade Confirmations?

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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To generate a trade confirmation report

1. Click **Report Management** in the left pane, then click *Trade Confirmations*.
2. On the Trade Confirmations screen, make the following selections:
   - In the Account ID list, select the account for which you want to generate a margin report.
   - In the From and To Date fields, select the dates for the report.
   - In the Format field, select either *HTML/WEB* or *PDF*, depending on how you want to view the statement.
3. Click **View Trade Confirmations** 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.

For more information...

- Trade Confirmations

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 Trade Allocations?

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 **Report Management** in the left pane, then click *Trade Allocations*.

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.
- 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.

Delivery Settings

The Delivery Settings page lets you set up notification preferences for Activity Statements and Trade Confirmation reports, and your preferred method for your customized Activity Statements, Activity Flex Queries and Trade Confirmation Flex Queries. You will only see Activity Statement Flex and/or Trade Confirmation Flex sections of the page if you have created Flex queries. Non-disclosed Broker Masters can also specify delivery settings for client statements.

Who Can Access Delivery Settings?

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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Non-Disclosed Client User
- Investment Manager Master User
- Fund

To enter notification and delivery settings

1. Click **Report Management** in the left pane, then click *Delivery Settings*.

2. Set your Activity Statement and Trade Confirmation report notification preferences:

   - For End-of-Day Trade Confirmations, select the **Email Notification with Statement** check box to receive notification with the actual report via email, and/or the **Customer Service Message Center** check box to receive notification in the Customer Service Message Center. Email Notification Only is not available for Trade Confirmations.
   - For Activity Statements, select your preferred method of notification by clicking the radio button for **Email Notification Only**, **Email Notification with Statement** or **Customer Service Message Center**.

     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.

Notification Defaults

Set your Activity Statement and Trade Confirmation report notification preferences below. Select default email notification, email notification with the statement or report attached or notification in IB's Customer Service Message Center.

Type	Email Notification Only	Email Notification with Statement	Customer Service Message Center
End-of-Day Trade Confirmation	N/A	☐	☐
Daily Activity Statement	◉	○	○
Monthly Activity Statement	◉	○	○

3. Select your preferred delivery method and enable delivery for each customized statement and/or Flex Query that you have created. Note that if you have not created any customized statements or Flex Queries, these sections do not appear on the Delivery Settings page.

   - Select **Email** or **FTP** as the Delivery Mode.
   - Click the Encryption check box to encrypt your statements.

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

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

Note: *Although email and FTP delivery methods are available, IB recommends 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, you will get an emailed statements for each client or subaccount.*

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 IB to enable FTP delivery.
- Select a language from the Language drop-down.

  While IB uses 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, IB 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 Enable SMS (Short Message Service) to receive alerts on your mobile telephone. This option is only available if you have set up a valid SMS address on the Alert Notification page in the Trading Access menu.

6 Click **Submit**.

For more information...

- Statements and Reports- Delivery Settings
- Using the Flex Web Service

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 in real-time.

Who Can Access the Flex Web Service?

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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To use the Flex Web Service

1. Click **Report Management** in the left pane, then click *Delivery Settings*.
2. Click the *Flex Webservice* link.

3 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.

4 Generate a new token:

a 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.

b 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.

c 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.

5 Initiate an automated Flex Web Service request:

a 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.

b Type the following URL in your browser's Address field:

https://www.interactivebrokers.com/Universal/servlet/FlexStatementService.SendRequest?t=<TOKEN>&q=<QUERY_ID>

Where <TOKEN> is your current token and <QUERY_ID> is the Flex Query ID.

You will receive an XML response from IB 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 get back "INVALID REQUEST" (without the quoted) as the code.

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

Here is a sample XML response:

```
<FlexStatementResponse timestamp="27 October, 2005 02:00 PM EDT">
<code>12345</code>
<url>https://www.interactivebrokers.com/Universal/servlet/FlexStatementService.
GetStatement </url>
</FlexStatementResponse>
```

6 Retrieve the Flex data:

a Be sure that you have your current token number, and the reference code you received as part of the response to your initial request.

b Type the following URL in your browser's Address field:

https://www.interactivebrokers.com/Universal/servlet/FlexStatementService.GetStatement?q=<REFERENCE_CODE>&t=<TOKEN>&v=<SERVICE_VERSION>

Where:
<REFERENCE_CODE> is the code you received as part of the response when you placed the request
<TOKEN> is your current token and
<SERVICE_VERSION> is set to **2** for activity Flex or trade confirmation Flex, or **1** or left blank for legacy Flex.

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.

For more information...

- Statements and Reports - FlexWeb Service

Tax Forms

You can view and print annual tax forms from 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.
- Non-US and non-Canadian individuals, primary joint account holders and trusts will receive Forms 1042S as well as a Dividend Report.

Note: For information about when these tax forms are made available, go to our Tax Information and Reporting page, then click the **Reporting Dates** tab.

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 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To view and print tax forms

1. Click **Report Management** in the left pane, then click *Tax Forms*.
2. In the Accounts list, select the account ID, then click **Change Account**, or

   Type the account ID in the Enter Account ID field, then click **Search Account**.
3. For each tax form you want to view, select the year and display format (HTML/Web or MS Excel), then click **View Report**.

Activity Flex

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 or Trade Confirmation report, 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 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. If you have no saved Activity Flex Queries, the Activity Flex Queries page looks like this:

Who Can Access the Activity 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 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To use activity Flex queries

1 Click **Report Management** in the left pane, then click *Activity Flex*.

Any Activity Flex Queries that you previously created are listed in the Saved Flex Queries section of the page.

2 Do any of the following:

- 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 **Add Default Trades Query**.
  To add the Default Positions query, click **Add 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.
- To create a new query, click **Create a New Flex Query**, complete the form as required to select the fields to include in the report, and click **Save Query**.

  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).

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

For more information...

- Activity Downloads
- Statements and Reports - Flex Queries
- Using the Flex Web Service

Trade Confirms Flex

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.

Who Can Access the Trade Confirms Flex 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 Full Disclosed Client User
- Broker Fully Disclosed
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To use Trade Confirm Flex queries

1 Click **Report Management** in the left pane, then click *Trade Confirms Flex*.

Any Trade Confirm Flex Queries that you previously created are listed on the page.

2 Do any of the following:

- 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 the default query to the list, the button disappears from the page. If you delete the default query from the list, the button re-appears.
- To create a new query, click **Create New Flex Query**, complete the form as required to select the fields to include in the report, and click **Save Query**.

  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).

For more information...

- Trade Confirmations
- Statements and Reports - Flex Queries
- Using the Flex Web Service

Advisor Fee Cap

IB caps 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 an:

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

To generate an advisor fee cap report

1. Click **Report Management** in the left pane, then click *Advisor Fee Cap*.
2. On the Advisor Fee Caps 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...

- Statements and Reports - Advisor Fee Cap
- Advisor Wrap Fees

Value at Risk

The Value at Risk report computes your Value at Risk (VAR) at 99, 99.5 and 100% confidence levels using Principle Component Analysis. Because of the complexity of the calculations required, this report is completed overnight and is only available once a day. If you need real-time VAR, use the IB Risk Navigator℠ in Trader Workstation, which uses a simpler computation methodology. This report is based on account and, where applicable, subportfolios, and supports consolidated data for Advisor and Broker client accounts.

Who Can Access the Value at Risk 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 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To generate a Value at Risk Summary report

1. Click **Report Management** in the left pane, then click *Value at Risk*.
2. Select an account ID, date and language, then click **View**.

For more information...

- Statements and Reports - Value at Risk Summary Report

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 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 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To generate a Stress Test Summary report

1. Click **Report Management** in the left pane, then click *Stress Test Summary*.
2. In the Account ID list, select the account for which you want to generate the report.
3. In the Date field, select the date for the report.
4. 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.

Note: 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 Summary report, with -30% selected.

Stress Test Report for

Positions Including Activity Up To the End of Business on March 03, 2009

NOTES:

- The following report shows the change in value of your positions under the assumption that 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%. These results are based on theoretical pricing models and do not take into account coincidental changes in volatility or other variables that affect derivative prices.
- Certain positions are shown in this report but not valued under the stress scenarios of -30%, -20%, -10%, -5%, -3%, +3%, +5%, +10%, +20% and +30% changes in the underlying price. You must evaluate your own risk for these positions and include them in the totals provided.
- The PNL numbers are expressed in USD.
- Equity includes stock and its derivatives, equity index derivatives and mutual funds.

Account has equity positions(s).

Net Liq Value (NLV) on the close: 62,682,923.69 USD
Cash balance: 85,775,391.89 USD

Product Category	Measure	-30%	-20%	-10%	-5%	-3%	+3%	+5%	+10%	+20%	+30%
Equity	PNL	-1,283,873.39	-443,982.11	+96,261.35	+155,946.44	+118,657.12	-76,180.79	-173,543.57	-377,192.07	-421,433.33	+159,624.03

Equity

Qty	Und.	Type	Exp.	Strike	Right	Symb	Listing Exchange	Mult.	Price		Curr.	Exch. Rate	PNL in USD
									Close	-30%			-30%
47,200	ACE	STK					NYSE		33.95	23.76	USD		-480,732.00
44,084	ACGL	STK				NMS	NASDAQ		51.34	35.94	USD		-678,981.77
87,597	AHL	STK					NYSE		20.12	14.08	USD		-528,735.49
94,400	AXS	STK					NYSE		20.27	14.19	USD		-574,046.40
177,510	BAC	STK					NYSE		3.65	2.56	USD		-194,373.45
-1,776	BP	OPT	20090320	40	PUT	BP	CBOE+	100	5.99	16.10	USD		-1,795,678.08
1,776	BP	OPT	20090320	50	CALL	BP	CBOE+	100	0.00	0.00	USD		-71.04
227,615	COF	STK					NYSE		10.20	7.14	USD		-696,501.90
[illegible]	[illegible]	STK					NYSE		[illegible]	15.19	USD		[illegible]

For more information...

- Statements and Reports - Stress Test Report
- Margin Requirements

Inbound Position Transfer Cost Basis

The Inbound Position Transfer Cost Basis page lets you specify the cost basis for positions transferred into your IB account using ACATS (Automated Customer Account Transfer Service), ATON (Account Transfer Online Notification) or Free of Payment (FOP). 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 Inbound Position Transfer 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 Users Individual
- Advisor Master Users Organization
- Advisor Client Users Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

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

1 Click **Report Management** in the left pane, then click *Position Transfer Basis*.

You can run this report only if you have eligible ACATS, ATON or FOP transactions. If there are no eligible transactions, the page displays a message to that effect. Clicking **Back** displays the Account Management Home page for your account, and displays any pending items.

If there are eligible transactions, the following page opens:

Position Transfer Basis (explain)

Transfer Dates

Select an ACATS, ATON or FOP transfer date and click **Continue**.

Date

August 27, 2008

Continue

2 Select a transfer date from the list, then click **Continue**.

A page that displays all the tax lots for the position appears.

Edit Positions

Edit your cost basis for ACATS, ATON or FOP transfers. Enter the number of shares or contracts, the acquisition date, and the cost basis (in USD) for each tax lot. Click the **Add Lot** link to create additional tax lots. Click **Continue** to verify your changes.

Transfer Date: 09/18/2011

Symbol	Quantity	Acquisition Date	Cost (USD)	Action/Message
IBM	100.0			Add Lot
	2.0	08/19/2009	99.0	Delete
	1.0	10/08/2009	11.0	Delete
	5.0	12/15/2009	0.0	Delete
	1.0	09/13/2010	123.0	Delete
	1.0	09/14/2010	0.0	Delete
	1.0	11/09/2010	0.0	Delete
	30.0	01/01/2011	12.0	Covered security
	1.0	01/04/2011	22.0	Covered security
	5.0	03/10/2011	55.0	Covered security
	8.0	07/24/2011	456.0	Covered security
	5.0	09/18/2011	68.0	Covered security

Back Continue

3 Update the cost basis for each tax lot your ACATS, ATON or FOP transfer. You can enter the cost basis information for non-covered securities only.

- Enter the number of shares or contracts for the position in the Quantity field.
- Enter the date of purchase for the position in the Acquisition Date field.

- Enter the total cost basis for the entire position in the Cost field.
- Optionally delete a tax lot by clicking the *Delete* link.

4 Click the *Add Lot* link to add a tax lots.

5 Click **Continue**.

6 Verify that your information is correct, then click **Submit**.

Tax Basis Declaration

The Tax Basis Declaration page lets you change the tax basis for your account. Your change is effective immediately and the newly selected tax basis is applied to all subsequent trades.

You can select one of these tax basis methodologies:

- **First In, First Out (FIFO) -** For taxation purposes, FIFO assumes that assets remaining in inventory are matched to the most recently purchased or produced assets. This is the default option.
- **Last In, First Out (LIFO) -** LIFO assumes that an entity sells, uses or disposes of its newest inventory first. If an asset is sold for less than its purchase price, then the difference is considered a capital loss. If an asset is sold for more than its purchase price, then the difference is considered a capital gain.
- **Maximize Losses -** This methodology maximizes the tax benefit of losses and if there are no losses, minimizes the tax on gains.

How We Calculate Maximize Losses

To calculate Maximize Losses for every closing trade, we create all possible opening transaction combinations that could include trades that produce different gains or losses and different long-term and short-term characteristics.

For each closing trade, we calculate a Tax Amount as follows:

Tax Amount = ((Long Term Gains * 0.15) + (Short Term Gains * 0.35)
+ (Long Term Losses * 0.35) + Short Term losses * 0.35))

Long-term losses use a rate of 0.35 because they can be used to offset short-term gains that use a rate of 0.35. Tax amounts are calculated for all possible combinations, and we pick the most negative or least positive Tax Amount combination.

Notes: Changing your tax basis on this page does not affect closing trades that have already been placed.

If a trade uses a non-FIFO tax declaration, we display either ML or LI (LIFO) in the Code column of the Trades section in the Activity Statement.

Who Can Access the Tax Basis Declaration Page?

All users with access to Account Management.

To access the Tax Basis Declaration page from Account Management

1. Click **Report Management** in the left pane, then click *Tax Basis Declaration*.
2. The default tax basis is *First In, First Out (FIFO)*. To change the tax basis, click the appropriate radio button, then click **Continue**.

   The page refreshes, and your new tax basis selection is displayed in the yellow box at the top of the page.

Customer Activity Monitor

You can access the IB Customer Activity Monitor (CAM) from the Report Management section of Account Management. The Customer Activity Monitor helps professional advisors and brokers quickly find and view all client activities, including the complete order history and its routing sequence. The CAM user interface displays real-time queries, audit trails and account status.

Note: For detailed instructions on how to use the Customer Activity Monitor, see our Customer Activity Monitor Users' Guide.

Who Can Access the Customer Activity Monitor in Account Management?

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

- Advisor Master User
- Broker Master User

To access the Customer Activity Monitor from Account Management

1. Click **Report Management** in the left pane, then click *CAM*.
2. You are prompted to save the CAM installer on your computer. Save the installer, then run it to install the CAM.

3. After the CAM installation is complete, you can run it from your computer.

For more information...

- Customer Activity Monitor

PortfolioAnalyst

PortfolioAnalyst allows you to evaluate the performance of your IB portfolio by creating and saving reports based on a set of measurement criteria and optionally comparing their data to selected industry benchmarks. You can create Detailed PDF reports, which let you select any combination of report sections for a variety of performance analyses, or Snapshot PDF reports, which are one-page summaries of an account's return, NAV, asset allocation and distribution of returns. Once you create and save reports, you can run, edit or delete them.

Who Can Access PortfolioAnalyst in Account Management?

All account users with Report Management access.

Creating a Snapshot PDF Report

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.

To create and run a Snapshot PDF report in PortfolioAnalyst

1. Click **Report Management** in the left pane, then click *PortfolioAnalyst*. The PortfolioAnalyst main page.

If you have previously created and saved Snapshot PDF reports, they are listed on this page in the Saved Reports section. PortfolioAnalyst includes default Snapshot PDF reports, including a 2010 Annual, 30-Day Snapshot and a 12-Month Snapshot. Run these reports or any other in the list by clicking the **Run** icon.

2 Click **Create New**. The Snapshot Report settings appear.

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

3 Select a time period:

a Select **Daily**, **Monthly, Quarterly**, **Month To Date** or **Year To Date**, depending on how you want to view the data.

b If you selected a daily time period, select a starting and ending date (up to a maximum of 60 days). 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.

4 If you are a Master account user responsible for client or sub accounts, select one or more accounts from the list of Available accounts. Use the green arrow buttons to move accounts between the Available and Included in Analysis lists. Your report will analyze the performance of the accounts you select.

- 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.

5 Select **Snapshot** as the report type.

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

Click **Cancel** to cancel the report.

7 View the report by clicking the *Run* icon in the list of saved reports. Your report appears in a new window.

Advisor, Brokers and any users with a multiple-account structure who select two accounts or more for a report will be prompted to save a zip file, which includes a separate PDF file for each selected account.

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, one- and three-month return percentages, 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.

Creating a Detailed PDF Report

To create and run a Detailed PDF report in PortfolioAnalyst

1 Click **Report Management** in the left pane, then click *PortfolioAnalyst*. If you do not have any saved PDF reports, the PortfolioAnalyst main page appears.

If you have previously created and saved Detailed PDF reports, they are listed in the Saved Reports section. PortfolioAnalyst includes a default 2010 Annual Detailed PDF report. Click the **Run** icon to run this or any report in the list.

2 Click **Create New**. The Detailed PDF Report settings appear.

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

4 Select a time period:

a Select **Daily**, **Monthly, Quarterly**, **Month To Date** or **Year To Date**, depending on how you want to view the data.

b If you selected a daily time period, select a starting and ending date (up to a maximum of 60 days). 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.

5 If you are a Master account user responsible for client or sub accounts, select one or more accounts from the list of Available accounts. Use the green arrow buttons to move accounts between the Available and Included in Analysis lists. Your report will analyze the performance of the accounts you select.

6 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.

7 Select **Detailed** as the report type.

8 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.

Note: See Available Reports in Detailed PDF Reports for descriptions of these reports.

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

Select up to three industry benchmarks from the list of Available 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.

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

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

11 View the report by clicking the *Run* icon in the list of saved reports. Your report appears in a new window.

Advisor, Brokers and any users with a multiple-account structure who select two accounts or more for a report will be prompted to save a zip file, which includes a separate PDF file for each selected account.

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:

Report	Description
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 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 positions that have the highest market value, and the five positions with the highest unrealized P/L. 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, unrealized P/L, the percent of your total Net Asset Value for that position and the current value and unrealized P/L in your account's base currency. If you select this report but there are no open positions at the end of the specified time period, the report will be omitted from your results.
Allocation by Asset Class	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 at the end of the specified time period, the report will be omitted from your results.
Allocation by Sector	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 at the end-of-day for any data points within the specified period, the report will be omitted from your results.
Time Period Benchmark Comparison	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.

Report	Description
Cumulative Benchmark Comparison	Select up to three global industry benchmarks against which you want to compare cumulative performance results over a specified time period. 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, aggregating the return percentage for each successive day, month or quarter in the time period.
Time Period Performance Statistics	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 in the Account Overview report.
Cumulative Performance Statistics	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.
Risk Measures	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.

Report	Description
Risk Measures Benchmark Comparison	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.
Performance Attribution	Shows how your asset allocation and selection of securities affects your portfolio's performance when compared to the performance of the S&P 500 Index over a specified time period. This report includes a summary table, line and bar charts, and a scatter plot that shows how you outperformed or underperformed the S&P 500. For more information about this report, see Running a Performance Attribution Report.
Deposits and Withdrawals	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.
Fee Summary	Lists all fees that were charged to your account in the specified time period. Each line item includes the date, description and amount of the fee. The amounts are totaled at the bottom of the list.

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. This report includes summary tables, a line chart, a bar chart, and a scatter plot, which shows how your portfolio outperformed or underperformed the selected S&P 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:

Period Return x Beginning Weight = 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 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:

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

Editing and Deleting Saved PortfolioAnalyst Reports

To delete a saved report

1. Click **Report Management** in the left pane, then click *PortfolioAnalyst*.
2. Do one of the following:
   - Click the **Snapshot PDF Reports** tab to delete a previously saved Snapshot PDF Report.
   - Click the **Detailed PDF Reports** tab to delete a previously saved Detailed PDF Report.
3. Click the **Delete** icon in the list of saved reports to delete the report.

To edit a saved report

1. Click **Report Management** in the left pane, then click *PortfolioAnalyst*.
2. Do one of the following:
   - Click the **Snapshot PDF Reports** tab to edit a previously saved Snapshot PDF Report.
   - Click the **Detailed PDF Reports** tab to edit a previously saved Detailed PDF Report.
3. Click the **Edit** icon in the list of saved reports, then modify the report as required.
4. Click **Save**.

5

Trading Access

This chapter describes how to use the Trading Access functions in the Account Management system. Trading Access lets you add market data subscriptions, enable or disable client trading, request additional products or countries to trade, and create a paper trading account.

This chapter includes the following topics:

- Post Trade Allocations
- Trading Configuration
- Trading Restrictions
- Client Trading
- Information and Market Data Subscriptions
- Asia Gateway Access
- Professional Status
- Arbitration Agreement
- Alert Notification
- Paper Trading
- Hedge Fund Capital Introduction Program
- Hedge Fund Investor Site

To access the Trading Access functions, click **Trading Access** in the Account Management left pane.

Post Trade Allocations

The Post Trade Allocations page lets you allocate some or all of your US stock and options 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 in the Funds Management section of Account Management before you can allocate any trades post-trade. To activate the Post Trade Allocation feature, please contact your IB Sales Representative.

Note: For complete instructions on using the Post Trade Allocations page in Account Management, see the Post Trade Allocations chapter in this guide.

Who Can Access the Post Trade Allocations Page?

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

- Proprietary Trading Group Master User - Institutional accounts with IBExecution services can compress, split, and give-up trade executions to third-party brokers and IB cleared accounts.
- Investment Manager Master User
- Fund

To allocate trades post-trade

1 Click Trading Access on the left pane, then click Post Trade Allocations.

The Post Trade Allocations page opens, showing trades and allocations.

2 Perform any of the following post trade allocation tasks:

- Allocate trades post-trade.
- Unallocate trades before the end of the day.
- Configure re-usable allocation templates that let you quickly allocate one or multiple trades to a pre-defined clearing broker or set of clearing brokers.
- View the allocation summary page.
- Import allocations from a .csv file.
- Create a custom Average Price trade.
- Define configuration preferences, including allocation settings, display preferences and symbol display.
- Manage odd lots allocation.

Trading Configuration

Trading permissions specify which products you can trade and in which locations. You use the Trading Configuration page to view or modify existing trade permissions, subscribe to new permissions, or upgrade your account to a margin account. When specifying permissions, you will be asked to sign any risk disclosures required by local regulatory authority.

Who Can Access the Trading Configuration 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 Client User Individual
- Advisor Client User Organization
- Advisor Master User Individual/Organization (can only view)
- Proprietary Trading Group Master User
- Broker Master User (master and non-disclosed accounts only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization

- Investment Manager Master User (can only view)
- Funds

The Trading Configuration page is available in PDF format for advisor clients.

To use the Trading Configuration page

1 Click **Trading Access** in the left pane, then click *Trading Configuration*.

The Trading Configuration page opens, showing the Institutional Services, Account Type and current trading permissions for the selected account ID.

2 If you are a master account holder, you can select the client/sub account whose trading configuration you wish to change. In the Client/Sub Account Selection section, select a different Account ID and click **Change Account**.

3 If you are an institutional account holder or an individual organization, you can change your Institutional Service on this page to IBCleared, IBPrime or IBExecution institutional services by clicking the appropriate check box. If you select IBExecution, you must also select a service configuration.

- To upgrade your Account Type from a Cash account to a Margin account, or to upgrade a Reg T Margin account to a Portfolio Margin account, select either *Reg T Margin* or *Portfolio Margin* in the Account Type field, then click **Continue**.

The Trading Permissions section of the page lists all of the IB 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.

Trading Permissions

Check all products that you wish to trade and the countries in which you want to trade them so we can provide you with the required disclosures and agreements.

Country		Stocks	Fixed Income	Warrants	Options	Futures	Futures Options	Single Stock Futures	CFD	Metals	Forex (Foreign Exchange)
	Check All	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Global	☐	-	-	-	-	-	-	-	☐	☐	☑
Australia	☐	☑	-	-	☑	☑	☑	-	☐	-	-
Austria	☐	☐	-	-	-	-	-	-	-	-	-
Belgium	☐	☑	-	-	☑	☑	-	-	-	-	-
Canada	☐	☑	-	-	☑	☑	-	-	-	-	-
France	☐	☑	-	-	☑	☑	-	-	-	-	-
Germany	☐	☑	-	☐	☑	☑	☑	-	-	-	-
Hong Kong	☐	☑	-	-	☑	☑	-	-	-	-	-
Italy	☐	☐	-	-	☑	☑	-	-	-	-	-
Japan	☐	☑	-	-	☑	☑	☑	-	-	-	-
Korea	☐	-	-	-	☑	☑	-	-	-	-	-
Mexico	☐	☐	-	-	☐	☐	☐	-	-	-	-
Singapore	☐	-	-	-	-	☑	☑	-	-	-	-
Spain	☐	☐	-	-	☑	☑	☑	☐	-	-	-
Sweden	☐	☑	-	-	☑	☑	-	-	-	-	-
Switzerland	☐	☑	-	-	☑	☑	-	-	-	-	-
The Netherlands	☐	☑	-	☐	☑	☑	-	-	-	-	-
United Kingdom	☐	☑	-	-	☑	☑	☑	☐	-	-	-
United States	☐	☑	☐	-	☑	☑	☑	☐	-	-	-
United States (Algorithmic Execution Venue)	☐	☐	-	-	-	-	-	-	-	-	-
United States (Floor Based Exchanges)	☐	-	-	-	-	☑	☑	-	-	-	-

= Approved = Pending

Continue

4 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. For example, approval for Forex trading requires a minimum of two years Forex trading experience or completion of the IB Options Teaching Exam. If you request approval for Forex trading but do not have the required trading experience, a link to the exam appears 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 Acknowledgements/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.

Note: Trading permission upgrade requests received by 11:00AM ET on a business day will be reviewed by the next business day under normal circumstances.

For more information...

- Trading Permissions

Upgrading Your Institutional Services

Interactive Brokers gives institutional customers the flexibility to execute and/or clear trades on our platform or with numerous third-party brokers via the following services:

- **IBClear -** Customers 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.
- **IBPrime** - Customers execute and clear with Interactive Brokers, and also take in trades executed with other third-party brokers.
- **IBExecution** - Trades are executed at Interactive Brokers using our superior price execution technology, and then given up to a third-party broker. If you select *IBExecution*, you must also select a service configuration.

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.

To upgrade or change your institutional service

1 Click **Trading Access** in the left pane, then click *Institutional Services*.

The Institutional Services page opens for the selected account ID.

2 Select the check box next to the IB Institutional Service to which you want to subscribe.

3 When you select the *IBExecution* check box, select one of the following options:

- *Cash Collateral* - Cash collateral will be required during the settlement period until the trade settlement is locked.
- *Guarantee Dollars and/or Cash Collateral* - A credit line will be applied during the settlement period utnil the trade settlement is locked. Note that only clients with more than $20 million in Net Assets Under Management will be considered this service configuration and you must first apply for a credit line with an IB Sales person.

4 Make any other changes on the page as required to modify your trading permissions, then click **Continue.**

5 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**.

6 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 Acknowledgements/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 UK CFDs and Metals

If you meet the eligibility requirements, you can request permission to trade United Kingdom CFDs and/or Metals. Currently, IB offers Over-the-Counter Gold (OTC Gold) trading in the Metals product category. When you elect to trade one or both of these products, IB creates a special IB-UKL account for you.

UK CFDs Eligibility Requirements

IB Customer	Eligible to Trade UK CFDs
All US customers.	No
All Canadian customers.	No
Customers from countries other than the US and Canada.	Yes
Japanese and Indian customers who trade through IB-UK.	Yes
IB-SJ and IB-India customers who do not trade through IB-UK.	No
Fully-disclosed Broker Clients of non-US and non-Canadian Brokers. The clients must meet the country eligibility requirements.	Yes
Non-disclosed and Omnibus Broker Clients,whose Master Account satisfies all other eligibility rules.	Yes
Fully-disclosed Broker Clients of US and Canadian Brokers.	No

Metals Eligibility Requirements

IB Customer	Eligible to Trade OTC Gold
US-based Eligible Contract Participants (ECPs). Complete the questions on the Investor Category page in Account Management > Trading Access to determine if you are eligible.	Yes
All US customers who are NOT Eligible Contract Participants.	No
All Canadian customers.	No
Customers from countries other than the US and Canada.	Yes
Japanese and Indian customers who trade through IB-UK.	Yes
IB-SJ and IB-India customers who do not trade through IB-UK.	No
Fully-disclosed Broker Clients of non-US and non-Canadian Brokers.	Yes
Non-disclosed and Omnibus Broker Clients, but only if their Master Account satisfies all other eligibility rules.	Yes
Fully-disclosed Broker Clients of US and Canadian Brokers.	No‘

To trade UK CFDs and/or Metals if You are an Advisor Master User

1 Log in to Account Management. The following screen appears if you meet the eligibility requirements to trade these products:

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.
- 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.

Once the IB-UKL account is approved, funds will automatically be transferred from your Uxxxxxx account when orders are placed.

3 Optionally, you can fund the IB-UKL account separately:

- Log into Account Management.
- Click **Funds Management** in the left pane, then click *Cash 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 IB 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. The Trading Configuration page appears if you meet the eligibility requirements to trade these products.

2. Read the note about trading these products, then click the check box ONLY if you do not want to trade these products.

3. In the Trading Permissions section of the page:

   - Click the Metals check box for Global to trade metals.
   - Click the CFD check box for the United Kingdom to trade UK CFDs.

4. Click **Continue**. The following page appears:

Application to Open an Interactive Brokers (U.K.) Ltd. Metals and/or CFDs Trading Account

Please check all the boxes below, review the relevant documents and agreements, and then type your signature below:

I Agree:

- ☐ I have read the Interactive Brokers (U.K.) Ltd. Metals Trading Risk Disclosure and I understand the risks described therein. I understand that metals trading, especially using leverage, is inherently risky, and I represent that I am willing and financially able to assume the risks of metals trading.
- ☐ I have read the Interactive Brokers (U.K.) Ltd. CFDs Trading Risk Disclosure and I understand that CFDs trading, especially using leverage, is inherently risky, and I represent that I am willing and financially able to assume the risks of CFDs trading.
- ☐ I will be classified as a Professional Client under U.K. rules. I have read and I understand and agree to the terms and conditions set forth in the *Interactive Brokers (U.K. Ltd.) Professional Client Notification*.
- ☐ Interactive Brokers (U.K.) Ltd. is regulated by the U.K. Financial Services Authority and my funds and assets held with Interactive Brokers (U.K.) Ltd. will be protected under U.K. laws and regulations relating to client money and assets, and not U.S. laws and regulations. I acknowledge that Interactive Brokers (U.K.) Ltd. is **not** regulated by the U.S. Securities and Exchange Commission or the U.S. Commodities Futures Trading Commission. I acknowledge that Interactive Brokers (U.K.) Ltd. is **not** a member of the U.S. Financial Industry Regulatory Authority or the National Futures Association.
- ☐ I understand that Interactive Brokers (U.K.) Ltd. is not a member of the U.S. Securities Industry Protection Corporation ("SIPC") and that money and assets held with Interactive Brokers (U.K.) Ltd. are **not** covered by SIPC.

I hereby acknowledge that I have read and understand and agree to all of the provisions above. If the Interactive Brokers account is an account for a trust or a corporation or a partnership or other entity or organization, I hereby represent that I have the proper authority to act on behalf of that entity or organization to open an Interactive Brokers (U.K.) Ltd. forex trading account and to bind the entity or organization to the terms and conditions set forth above.

5. Click the links to read the trading disclosures, then click every check box on the page to signify agreement with all the conditions required to open your IB-UKL account.

6. Click **Continue**, 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.

Once the IB-UKL account is approved, funds will automatically be transferred from your Uxxxxxx account when orders are placed.

7 Optionally, you can fund the IB-UKL account separately:

- Log into Account Management.
- Click **Funds Management** in the left pane, then click *Cash 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 IB 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:

Interactive Brokers
The Professional's Gateway to the World's Markets

Print Logout

Help Me!

Interactive Brokers LLC Registration - Broker Master

Dear Interactive Brokers Client

U.S. Regulators Impose New Leverage Limits for Metals Trading

Regulators in the U.S. have recently adopted rules that will limit the amount of leverage your clients will be able to use when trading through U.S. broker-dealers like Interactive Brokers LLC. When the new rules take effect, customers will be limited to leverage of 4:1 when trading Metals/CFDs.

Opening a Metals/CFDs Trading Account with Interactive Brokers (U.K.) Ltd.

Our affiliate in the United Kingdom, Interactive Brokers (U.K.) Ltd., offers metals/CFDs trading using the same IB platform, software and liquidity providers that IB uses in the U.S, with the same narrow spreads and the same low commission structure. **Interactive Brokers (U.K.) Ltd. is not affected by the new U.S. metals/CFDs restrictions.** Interactive Brokers (U.K.) Ltd. is regulated by the U.K. Financial Services Authority and is under common management and ownership with Interactive Brokers in the U.S.
The application to open a metals/CFDs account with Interactive Brokers (U.K.) Ltd. is simple and we will use the information and documents we already have on file for you and your clients.

Seamless Integration of Your Clients' Interactive Brokers (U.K.) Ltd. Metals/CFDs Account With Their Existing IB Trading

If your clients open a Metals/CFDs account with Interactive Brokers (U.K.) Ltd., they will still be able to trade all other products (stocks, bonds, options, futures, etc.) through their existing U.S. IB account. And we have changed our platform to make transfers of funds between the U.S. trading account and the U.K. trading account easy so your clients will not lose the benefits of IB's Universal Trading Platform. If your clients open a Metals/CFDs account with Interactive Brokers (U.K.) Ltd., trades done with leverage greater than 3:1 will be done with Interactive Brokers (U.K.) Ltd., and trades done with less than 3:1 leverage can be done at Interactive Brokers LLC (U.S.) or Interactive Brokers (U.K.) Ltd., at their choice.

We will be contacting affected individual clients and providing them with an easy online form to open an Interactive Brokers (U.K.) Limited account.

If you have any questions regarding these changes, please contact IB Customer Service. As always, we very much appreciate your business and we look forward to continuing to serve all of your investment and trading needs.

The Interactive Brokers Team
Please Note: Interactive Brokers (U.K.) Ltd. is regulated by the U.K. Financial Services Authority, but it is not regulated by the U.S. Securities and Exchange Commission, Commodities Futures Trading Commission, National Futures Association or U.S. Financial Industry Regulatory Authority. Interactive Brokers (U.K.) Ltd. is not a member of the Securities Industry Protection Corporation ("SIPC") and assets held with Interactive Brokers (U.K.) Ltd. are not covered by SIPC.

☐ I acknowledge that I have read and understand all information provide above

Continue

2 Read the information on the page, then click the check box at the bottom of the page to indicate acknowledgement 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.

Once the IB-UKL account is approved, funds will automatically be transferred from your Uxxxxxx account when orders are placed.

3 Optionally, you can fund the IB-UKL account separately:

- Log into Account Management.
- Click **Funds Management** in the left pane, then click *Cash 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 IB 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 Restrictions

The Trading Restrictions page lets master account users restrict their own accounts and their client/sub accounts from trading specific symbols. When you add a trading restrictions for a stock symbol, all derivatives of that stock will also be restricted, including options, futures, and so on. The Trading Restrictions page also displays all current symbols that the master account and client/sub accounts are restricted from trading.

Rules for Setting Trading Restrictions

The following rules apply to trading restrictions:

- Trading restrictions can be applied by a master account user to an entire account family (master account and all client/sub accounts), to the master account only or to specific client or sub accounts.
- Client and sub account users cannot set trading restrictions.
- When restrictions are applied to an entire account family, client and sub accounts *inherit* the restrictions.
- When restrictions are applied to an entire account family, any existing restrictions on specific client or sub accounts are overridden.
- Trading restrictions can be applied to specific client or sub accounts to override restrictions inherited from account family restrictions.
- Inherited restrictions cannot be deleted at the client/sub account level but can be overridden by the master account user.
- Overridden restrictions can be deleted but will be replaced by restrictions inherited from account family restrictions.
- Master account users can delete restrictions at the master account level.
- Restrictions set by IB operators can only be modified or deleted by the operator.

Who Can Access the Trading Restrictions Page?

You can access this page if you are an Advisor Master User, a Broker Master User, a Fund Investment Manager Master User or a Proprietary Trading Group Master User.

To add a trading restriction

1 Click **Trading Access** in the left pane, then click *Trading Restrictions*.

The Trading Restrictions page opens.

2 To set trading restrictions at the master account level (apply restrictions to the entire account family), in the Client/Sub Account Selection section, select the master Account ID, then click **Change Account**.

To set trading restrictions at the client or sub account level, in the Client/Sub Account Selection section, select the client/sub Account ID, then click **Change Account**.

3 Enter the symbol you want to restrict in the *Symbol* field, then click **Submit**. The Add or Edit Restrictions page appears, and displays available stocks and bonds for the symbol you entered.

The following figure shows an example of the Add or Edit Restrictions page. In this example, a master account user entered the symbol *IBM* on the Trading Restrictions page.

4 Select the check box next to each asset type you want to restrict. If you select the stock, all derivatives of that stock will also be restricted, including options and futures.

5 In the TIF list, select the Time in Force for the restriction. Selct *GTC (Good-Til-Canceled)* or *GTD (Good-Til-Date)*.

- If you select *GTD (Good-Til-Date)*, you must also enter the beginning and ending dates for the restriction. Employees will be restricted from trading the selected symbol and assets for the dates you enter.

6 Click **Submit** to activate the trading restriction, which will be added to the list of existing restrictions displayed on the Trading Restrictions page.

7 On the Trading Restrictions page, click a symbol in the list of existing restrictions to display all issuer names associated with that symbol.

The following figures shows a master account with trading restrictions.

Trading Restrictions

Client/Sub Account Selection

Select Account ID | Change Account | Enter Account ID | Search Account

Selected Account: Test Test

To add a new trading restriction or update an existing one, start by entering a stock symbol and clicking the *Submit* button. Note, all changes to restrictions take effect on the next trading day.

Add or Edit Restriction

Symbol | Submit Query

Restrictions have been processed successfully.

Below are the current restrictions. Please note the following:

- All derivatives of the restricted stock(s) are also restricted (options, futures, etc.)
- Restrictions with GTD that have expired will be highlighted in *red*.
- Click on any symbol to expand the Issuer details.
- To remove any restricted symbol(s), select the appropriate checkboxes and click the *Delete* button.
- Restrictions can be applied throughout the account family. To enable, select the appropriate checkbox below and click the *Submit* button.

Current Restrictions

Apply to entire account family | Submit Query

Symbol	Issuer(s)	TIF	Begin Date	End Date	Delete
A		GTC	--	--	
OP		GTC	--	--	

Delete

Editing a Trading Restriction

To edit an existing trading restriction, enter the symbol in the *Symbol* field on the Trading Restrictions page and click **Sumbit** just as you would if adding a new restriction. Modify any of the restriction information on the Add or Edit Restrictions page, then click **Submit**. The modified restriction will appear on the list of existing restrictions displayed on the Trading Restrictions page.

Deleting a Trading Restriction

To remove existing restriction, you must delete it from the Trading Restrictions page. In the Existing Restrictions list, select the check box for the restriction you want to remove, then click **Delete**.

Remember the following rules:

- Inherited restrictions cannot be deleted at the client/sub account level but can be overridden by the master account user.
- Overridden restrictions can be deleted but will be replaced by inherited restrictions.
- Master account users can delete restrictions at the master account level.
- Restrictions set by IB operators can only be modified or deleted by the operator.

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 an:

- Advisor Master User Individual
- Advisor Master Users Organization

To enable or disable client trading

1 Click **Trading Access** in the left pane, then click *Client Trading*.

The Client Trading page opens, showing the Account Type and current trading permissions for the selected account ID.

2 In the Select Account section, use the radio buttons to search for client accounts, then select the client account whose trading access you wish to change.

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.

For more information...

- Trading Configuration

Information and Market Data Subscriptions

IB provides real-time streaming market data for free or at the price we are charged by the exchange. The Information and Market Data Subscriptions page lets you sign up for additional market data subscriptions such as NASDAQ TotalView and NYSE Open Book, and news and information services such as Reuters Worldwide Fundamentals, or unsubscribe from market data. You can also search for any market data subscription using the Market Data Assistant.

Who Can Access the Information and Market Data 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 Master or Client User
- Advisor Master User Individual (advisor master account only)
- Advisor Master Users Organization (advisor master account only)
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master and non-disclosed accounts only)
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Broker Non-Disclosed Client User
- Broker Omnibus Client User
- Investment Manager Master User
- Fund

Subscribing to News and Information Services

To subscribe to news and information services

1. Click **Trading Access** in the left pane, then click *Information and Market Data Subscriptions*.

   The Information and Market Data Subscriptions page opens, listing all available news and information services and their monthly prices, including those to which you are currently subscribed.

   The following figure shows the first Information and Market Data Subscriptions page.

2 To sign up for additional news and information services, click the check box for each service you wish to add, then click **Continue**.

To unsubscribe from news and information services, click the check box for the subscription to clear the check mark, then click **Continue**.

The second page opens. This page lists all available Market Data Subscriptions.

Subscribing to Market Data

To subscribe to market data subscriptions

1 Click **Trading Access** in the left pane, then click *Information and Market Data Subscriptions*.

The first Information and Market Data Subscriptions page opens, listing all available news and information services and their monthly prices, including those to which you are currently subscribed (indicated by a selected check box).

2 Sign up for news and information services as required, then click **Continue**.

3 The second page opens.

This page lists all available market data subscriptions, displayed on separate tabs for different regions, including those to which you are already subscribed (indicated by a selected check box). Your current market data subscriber professional status (Professional or Non-Professional) is displayed in the page title.

Click a tab then click the check box for each market data subscription you want to sign up for. Be sure to make selections on ALL tabs.

4 To subscribe to Quote Booster Packs, click the Quote Limits tab, then enter the number of packs you want up to a maximum of ten. Click **Continue** when you are finished.

- Each Booster Pack provides an additional 100 Level I + 2 Level II quotes.
- The additional quotes apply to both the desktop platform and the API.
- Market data for each booster pack subscription is available immediately. If you cancel a booster pack subscription, market data remains available until the start of the next billing cycle.

5 Click **Continue** when you are finished adding market data subscriptions and/or Quote Booster Packs.

6 To unsubscribe from market data, click the check box for the subscription to clear the check mark, then click **Continue**.

7 Read and complete any Subscriber Agreement that appears, then click **Continue**.

The Market Data Subscription 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.

Searching for Market Data Subscriptions

To search for market data subscriptions

1 On the Information and Market Data Subscriptions page, click **Continue**.

2 Click the **Market Data Assistant** button.

3 Enter the desired stock symbol and exchange (or use an ISIN or CUSIP).

The search results will show which IB market data subscription(s) provide the real-time market data for all combinations of professional/non-professional, top-of-book, and deep-book data.

The Market Data Assistant tool is also available from the Customer Service Tools page.

For more information...

- Market Data, Fundamental Analysis and News Subscriptions
- Professional Status

Notes About Market Data Subscription Fees

Here are a few important things to remember about market data subscription fees:

- Market data fees for each month are charged to your account during the first week of the subsequent month.
- Some market data subscriptions a free if you meet certain commission requirements:
- US Commodities Exchanges Professional market data subscription is free to clients who generate more than 30 US dollars in commissions per month.
- US Securities & Commodities Non-Professional Bundle (Includes all Stock, Options, Futures and Bond markets) subscription is free to non-professionals who generate more than 30 US dollars in commissions per month.
- Real-time Reuters News Feeds are free to clients who generate more than 30 US dollars in commissions per month.
- If you want to cancel a market data subscription, do it by the end of the month.
- Customers without enough cash to pay market data fees will have positions liquidated to cover the fees. Customers without enough equity to pay market data fees will have their remaining equity applied to the market data fees, and then the account will be closed.
- Partial month subscriptions are charged at the full month's rate.
- Trading accounts with less than 500 US dollar (or USD equivalent) in equity will have their market data turned off.

For more information...

- Market Data, Fundamental Analysis and News Subscriptions

Asia Gateway Access

This page lets customers based in China select their delivery source for market data and regional services.

Who Can Access this 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 **Trading Access** in the left pane, then click *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**.

Professional 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 Professional 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 Information and Market Data Subscriptions page.

Who Can Access the Professional 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 Master or Client User
- Advisor Master User Individual (Friends and Family advisor master account only)
- Broker Full Disclosed Client User
- Broker Non-Disclosed Client User
- Broker Omnibus Client User

To change your market data subscriber professional status

1. Click **Trading Access** in the left pane, then click *Professional Status*.

   - 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 Customer Service Message Center to request the status change.

     Click **Message Center** in the Customer Service section in the Account Management left pane, 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.

Market Data Subscriber Status

Many securities exchanges use a two-tier pricing structure for market data based on whether or not the customer fits the definition of a "Non-Professional". If the customer does not fit the definition of a "Non-Professional", he or she is considered a "Professional" and is charged a higher rate for market data than a "Non-Professional". In addition, "Professionals" must have their names and addresses submitted to all applicable securities exchanges. There is no requirement to subscribe to market data in order to trade, and customers are free to receive market data from another IB account or vendor.

Non-Professional Subscriber- Any natural person* who qualifies as a "Non-Professional Subscriber", as determined by a market data vendor, and who is not:

- Registered or qualified with the Securities and Exchange Commission, the Commodities Futures Trading Commission, any state securities agency, any securities exchange or association, or any commodities or futures contract market or association.
- Engaged as an "investment advisor" as that term is defined in Section 201(11) of the Investment Advisor's Act of 1940 (whether or not registered or qualified under that Act).
- Employed by a bank or another organization that is exempt from registration under Federal and/or state securities laws to perform functions that would require him or her to be so registered or qualified if he or she were to perform such functions for an organization not so exempt.

Any person who does meet the above criteria is considered a Professional Subscriber.

* The definition of a natural person excludes corporations, trusts, organizations, institutions and partnership accounts. Notwithstanding this definition, certain trusts may qualify for the Non-Professional market data fee if the trustee is a Non-Professional and accesses such market data for his or her personal use.

According to the definition above, your 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

Back Continue

2 Click **Continue**.

For more information...

- Information and Market Data Subscriptions
- Non-Professional/Professional Subscriber Definitions

Arbitration Agreement

The Arbitration Agreement page lets you sign and submit Interactive Brokers Arbitration Agreement. You do not have to sign this agreement to maintain an account with IB. However, declining this agreement may result in reduced trading limits.

Who Can Access the 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 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Fund

To sign and submit the Interactive Brokers Arbitration Agreement

1. Click **Trading Access** in the left pane, then click *Arbitration Agreement*.
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**.

I ACCEPT THE ARBITRATION AGREEMENT ◉
I DECLINE THE ARBITRATION AGREEMENT ○

(Note: Declining the arbitration agreement may result in reduced trading limits).

SIGNATURE:

CUSTOMER REPRESENTS THAT THE FOREGOING INFORMATION AND ALL OTHER INFORMATION PROVIDED DURING THE ACCOUNT APPLICATION PROCESS IS TRUE AND CORRECT AND AGREES TO NOTIFY INTERACTIVE BROKERS LLC BY EMAIL OF ANY MATERIAL CHANGES THEREIN. CUSTOMER AUTHORIZES INTERACTIVE BROKERS LLC TO CONFIRM THE ACCURACY OF THE INFORMATION AS DEEMS NECESSARY.

USER NAME:
ACCOUNT TITLE: *Applicant*
Dated: Tuesday, 4 November 2008

Signature:
One of:
TYPING NAME IS EQUIVALENT TO A HANDWRITTEN SIGNATURE

BY TYPING MY SIGNATURE AND SENDING IT VIA THE INTERNET, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE FOI DOCUMENT; THAT I INTEND INTERACTIVE BROKERS LLC 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.

SIGNATURE

Alert Notification

The Alert Notification 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 Alert Notification 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 Users 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To set your alert preferences

1 Click **Trading Access** in the left pane, then click *Alert Notification*.

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:

a Click the *Create SMS Address* link.

The SMS Address page opens.

b Enter the SMS address in the format 1231234567@mail.net.

For non-US residents, the address must begin with your country code.

c Click **Submit**.

d 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.

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 IB trading facilities in a simulated environment using real market conditions. Use this test environment to learn Trader Workstation 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. Sign up for a paper trading account on the Paper Trading Account Activation page in Account Management.

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 Master or Client User
- Advisor Master User Individual
- Advisor Master Users Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User (master account only)
- Broker Full 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 **Trading Access** in the left pane, then click *Paper Trading*.

2 Click the *Yes* radio button and click **Continue**.

The following page opens:

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 **Continue**. The system will generate a full username for you when you click **Continue**.

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.

For more information...

- PaperTrader
- Account Management for Paper Trading Accounts

Account Management for Paper Trading Accounts

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:

- **Trading Access:** *Paper Trading Account Reset* - All paper trading accounts start with 1,000,000 USD of paper trading equity. This page lets you reset the cash equity of your paper trading account. Note that if you want to flatten the account positions, you must trade out of them before requesting a paper trading account reset.
- **Trading Access:** *WebTrader* - Quickly launch WebTrader, IB's HTML-based trading platform designed for customers who prefer a less complicated trading environment.
- **Report Management:** *Activity 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.
- **Report Management:** Activity Flex - 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 of the report.
- **Report Management:** Trade Confirms Flex - 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 format of the report.
- **User Management:** *Password* - Lets you change your paper trading account password.

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 **Trading Access** in the left pane, then click *Paper Trading Account Reset*.
3. In the Select Reset Amount list, select the amount of equity you wish, then click **Continue**. A page verifying your request appear.

   Reset requests received by 1600 hours ET are processed by the next day.

WebTrader

The *Webtrader* menu item launches WebTrader, IB's HTML-based trading platform designed for customers who prefer a less complicated trading environment. WebTrader opens in a new browser window. Login with your IB account username and password.

For more information about Webtrader, see the WebTrader pages on our web site.

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 **Report Management** in the left pane, then click *Activity Statements*.
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. Click **View/Download**.

- If you selected *HTML/Web* as the format, your statement will appear in a new browser window.
- If you selected *MS Word* or *MS Excel* as the format, you will be prompted to save the Word or Excel file to your computer. Open the downloaded file in the appropriate application.

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 Confirms Flex Query

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.

Password Change

Use the Password Change 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.
2. Click **User Management** in the left pane, then click *Password*.
3. Click **Request Confirm#**. You will receive an email containing a coded confirmation number.
4. 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.
5. Retype the new password.
6. In the Confirmation Number field, type the confirmation number from the email you received.
7. Click **Submit**. The password change is effective immediately.

Hedge Fund Capital Introduction Program

Interactive Brokers' Hedge Fund Capital Introduction Program is an online version of a traditional Capital Introduction program and is designed to help Hedge Funds who use IB as their exclusive Prime Broker market their Funds to IB customers who are Accredited Investors and Qualified Purchasers.

IB's Hedge Fund Capital Introduction Program is provided free of charge to all Hedge Funds who use IB as their exclusive Prime Broker and have at least $3 million in assets under management.

The Hedge Fund Capital Introduction Program page in Account Management provides the following functions:

- Eligible Hedge Funds who use IB as their exclusive Prime Broker 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.

Who Can Access the Hedge Fund Capital Introduction Program Page?

You can access this page if you are a:

- Hedge Fund who uses IB as your exclusive Prime Broker.

  or
- Third-Party Administrator identified in the Hedge Fund Capital Introduction Program application.

Applying for Participation in the Program - Single Fund Accounts

Single Hedge Fund accounts that meet the eligibility requirements can apply to join the program in Account Management.

To participate in the Hedge Fund Capital Introduction Program

1. Log into Account Management.
2. Click **Trading Access** in the left pane, then click *Hedge Fund Capital Introduction Program*.

   Note: If you do not see the Hedge Fund Capital Introduction Program link in the Trading Access menu, then you do not qualify for the program.

Hedge Fund Capital Introduction Program

We appreciate your interest in Interactive Brokers' Capital Introduction Program. Before accepting any Fund into the program, Interactive Brokers is required to conduct basic due diligence. Complete this application and provide the requested documentation so that we can determine if you are eligible to participate in the Program and enroll your Fund.

All information provided will be kept confidential in accordance with IB's Privacy Policy.

Does the Fund have an IB trading account in which all of its positions and assets are carried by IB (i.e. a "cleared" or prime brokerage account in which the Fund conducts all of its trading and holds all of its securities)? Yes No

3 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**.

4 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.

5 A list of required documents appears on the last page of the application. Follow the instructions on the page to provide Interactive Brokers with the required documents, which will complete your application.

Interactive Brokers 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/objectives, 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 Program - Multiple Fund Accounts

IB Multiple Hedge Fund accounts that meet the eligibility requirements can apply to join the program in Account Management on behalf of one or a family of funds.

To participate in the Hedge Fund Capital Introduction Program

1 Log into Account Management.

2 Click **Trading Access** in the left pane, then click *Hedge Fund Capital Introduction Program*.

Note: If you do not see the Hedge Fund Capital Introduction Program link in the Trading Access menu, then you do not qualify for the program.

3 To apply on behalf of only one fund:

- Click the **Single Fund** radio button.
- Select the Fund you want to join the program from the dropdown list.
- Read the question displayed below the dropdown 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 familiy of funds:

- 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 dropdown list.
- Read the question displayed below the dropdown 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**.

4. 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.

5. A list of required documents appears on the last page of the application. Follow the instructions on the page to provide Interactive Brokers with the required documents, which will complete your application.

   Interactive Brokers 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/objectives, 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.

Hedge Fund Capital Introduction Account Management

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.

To use the Hedge Fund Capital Introduction Account Management Features

1. Log into Account Management.

2. Click **Trading Access** in the left pane, then click *Hedge Fund Capital Introduction Program*.

   Note: If you are a Multiple Fund account and one or more Funds are not participating in the Hedge Fund Capital Introduction Program, you can apply on behalf of those Funds who are not currently participating.

3. The Hedge Fund Capital Introduction Program 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.

4 The Account Management page displays two groups of expanding and collapsing sections that represent the actions you can perform:

- **Hedge Fund Capital Introduction Program Administration** - Lets you performa variety of administration tasks, including uploading documents, setting the fund open to new investments, and reviewing and approving IB customer investment and redemption requests.
- **Change Information Provided in Hedge Fund Capital Introduction Application** - Lets you modify information provided in the program application, including changing the contact person or banking information.

5 Click the **Hedge Fund Capital Introduction Program Administration** bar to expand that section:

- **Upload Information or Document to Posted for Review by Potentional 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 IB customers to transfer a redemption from your Fund to their Interactive Brokers account.
- **Review Pending and Submitted Requests to Fund's Administrator** - Lets you view all pending and submitted investment and redemption requests.

- **Remove Fund from Capital Introduction Program** - Lets you remove a Fund from the Capital Introduction Program. Note that if you remove a Fund from the program and want to rejoin later, the Fund will have to reapply for admission to the program.

6 Perform the steps in each section as required, following the instructions on the screen.

7 Click the **Change Information Provided in Hedge Fund Capital Introduction 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, rate of return 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.

8 Perform the steps in each section as required, following the instructions on the screen.

Hedge Fund Capital Introduction Program - For Third Party Administrators

Investment and redemption requests from investors require two levels of approval. The first level of approval is the Investment Manager (Master user) of the target Fund. The second level of approval is the Third Party Administrator(s) identified in the application. For details about a Third Party Administrator's role in the Hedge Fund Capital Introduction Program, see Hedge Fund Capital Introduction Program - Third-Party Administrator.

Hedge Fund Investor Site

Interactive Brokers customers who are Accredited Investors or Qualified Purchasers under SEC rules can view information about independent Hedge Funds available on the Hedge Fund Investor Site page.

Who is Eligible to Invest in Participating Hedge Funds?

- IB customers who are Accredited Investors and Qualified Purchasers.
- US customers.
- Customers in all other countries EXCEPT Canada, IB India and IBSJ. Indian and Japanese customers are eligible only if they have IB LLC accounts.
- Fully Disclosed Broker subaccounts are eligible only if they are Accredited Investors and Qualified Purchasers and non-Canadian. Non-disclosed and Omnibus Broker subaccounts are NOT eligible.

If you are eligible to invest in participating Funds, you will have access to the Hedge Fund Investor Site page in Account Management.

Required Minimums

Eligible investors can invest a minimum of $25,000 in a Fund.

You can redeem a minimum of $25,000 or your balance in the Fund, whichever is lower.

Risks of Hedge Fund Investing

All potential Hedge Fund investors should be aware of the following:

- The funds listed in IB's 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.

To use the IB Hedge Fund Investor Site

1 Log into Account Management.

2 Click **Trading Access** in the left pane, then click *Hedge Fund Investor Site*.

Note: If you do not see the Hedge Fund Investor Site link in the Trading Access menu, then you are not eligible to invest in participating Funds.

3 All available IB Families of Funds and Single Funds are displayed. Select the Fund in which you are interested.

You can also search for a Hedge Fund by typing its name in the Search field.

For example, the following screen shows a single Hedge Fund called "Test Partnership."

The next page displays a group of expanding and collapsing sections that represent the actions you can perform.

4 Click a bar to expand that section, then follow instructions on the screen where applicable:

- **Contact this Fund** - Lets you contact the Fund or request that the Fund contact you.
- **Invest in this Fund by transferring money from my IB account** - Lets you transfer funds directly from your IB 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 IB 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

User Management

This chapter describes how to use the User Management functions in the Account Management system. User Management lets you change your account password or email; change personal account information such as account title, name or address; apply for a security device to protect your account; share your authentication information with another user; and sign up to use the Features Poll on our website.

This chapter includes the following topics:

- Change Your Password
- Change Your Email Address
- User Information
- Secure Login System
- Secure Login Device Sharing
- Voting Subscription

To access the User Management functions, click **User Management** in the Account Management left pane.

Change Your Password

You can change your account password any time using the Password Change page in Account Management.

Who Can Access the Password Change Page?

- All users.

To change your account password

1. Click **User Management** in the left pane, then click *Password*.
2. Click **Request Confirm #** to receive a confirmation number. You will need this confirmation number to complete your password change.
3. Type your current password in the field provided.
4. Type a new password in the field provided, then type it again in the Re-enter New Password field. The password must be six to eight characters long, and must contain at least one number and no spaces.
5. Type the confirmation number you received in the field provided, then click **Submit**.

   The password change is effective immediately.

Change Your Email Address

You can change the email address associated with your account on the E-mail Address Change page in Account Management.

Who Can Access the Change 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 Master or Client User
- Advisor Master User Individual
- Advisor Master Users Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Master User
- Proprietary Trading Group Sub User
- Broker Master User
- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To change your email address

1. Click **User Management** in the left pane, then click *Email Address*.

2. To change your email address, IB 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, IB sends the confirmation number to your existing email address, then displays the following page.

   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 IB sent to you.

5. Click **Submit**.

User Information

The User Information page lets you change your name, address and other personal information. There are two Information change pages: the first page lets you change your name, address and telephone number; the second page lets you change your personal information, legal identification and employment information.

Who Can Access the User 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 Master or Client User
- Advisor Master User Individual
- Advisor Master Users Organization
- Advisor Client User Individual
- Advisor Client User Organization
- Proprietary Trading Group Sub User
- Broker Master User

- Broker Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Proprietary Trading Group Master User
- Proprietary Trading Group Master User

To change your user information

1. Click **User Management** in the left pane, then click *User Information*.
2. Change your name, address or phone number as required, then click **Continue**.
3. Change your personal information, legal identification document information or employment information, then click **Continue**.

   Click **Back** to go back to the previous page without submitting your information.
4. You personal information is displayed for your verification. If all the information is correct, click **Continue** to submit your request.

   If any information is incorrect, click **Back**, then correct the information.

Secure Login System

IB provides 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 an IB 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. 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 Secure Login System 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 an IB Security Device.
- Existing customers who have opted out of the program but who now want to participate can request an IB Security Device.

Who Can Access the Secure Login System 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 Users 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To activate your IB Security Device the first time you log into Account Management

1. Click **User Management** in the left pane, then click *Activate IB Security Device*.
2. Follow the instructions on the screen to activate your security device.

Note: You have 14 days from the day we mail you your IB 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 Trader Workstation 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 TWS.

To apply for an IB Security Device if you are an existing customer and are not enrolled in the Secure Login System

1. Click **User Management** in the left pane, then click *Secure Login System*. The following screen appears:

2 Do one of the following:

- To obtain your IB Security Device, click the **Yes** radio button, then click **Continue**. You will be prompted to read some important information about the Secure Login System and the security device, verify your address, and select a Platinum or Gold Security Device.

  After you receive the security device, log into Account Management, select **User Management** in the left pane, then click *Security Code Card Activation* and follow the instructions on the screen to activate your security device.

- To opt out of the Secure Login System, click the **No** radio button, then click **Continue**. You will be prompted to sign the electronic opt out form, shown below. Sign the form then click **Continue**. Click **Continue** again to confirm your selection.

Secure Login System Opt Out Form

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.

Select one:

If you choose to benefit from the extra protection offered by our Secure Login System, you don't need to do anything and IB will deliver you a Security Device and instructions for its activation. If you do NOT wish to participate in the Secure Login System, please confirm by acknowledging the following and signing below.

If you have set up a recurring transaction using the security device, opting out the Secure Login System will result in deleting of the instruction when the transaction runs again. Delete and recreate the recurring transaction instruction with no security device after opting out.

WAIVER

I will NOT participate in the Secure Login System and I acknowledge that IB will NOT credit my account in the event that my account is compromised by hackers or identity thieves.
If you choose NOT to participate, please sign your name exactly as it appears below:

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 IBLLC-US by email of any material changes therein. I authorize IBLLC-US to confirm the accuracy of the information as it deems necessary.

- If you would like to delay participation or non-participation in the Secure Login System, clickthe **Show me later** radio button, then click **Continue**. The next three times you log into Account Management, the same screen with the three radio buttons will appear when you first log in. On the fourth successive login, you will no longer see the **Show me later** option and you will be required to select Yes or No.

- If you already have a security device and you select **Yes** from the initial Secure Login System screen, the following page appears:

From this screen, you can request a new security device, activate a new or existing security device, share your security device or indicate that you are away from your security device.

To apply for an IB Security Device if you have already opted out

1. Click **User Management** in the left pane, then click *Secure Login System*.

2. The screen informs you that you have opted out of the program. Click **Cancel**.

3. On the next screen, click the **Yes** radio button then click **Continue**.

4. Read the information on the page carefully, then click **Continue**.

   If your address of record displayed on the page is incorrect, click the link provided to update your address using the Account Information page in **Account Administration** before requesting the IB Security Device.

5. Verify the information on the screen, then click **Confirm**.

   If you change your mind, click **Cancel**. The IB Security Device will NOT be sent to you.

   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. You can view this tracking number by clicking the *Activate IB Security Device* link available in Account Management after that time.

6 After you receive the security device, log into Account Management, select **User Management** in the left pane, then click *Security Code Card Activation*.

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:

- Interactive Brokers 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 IB Customer Agreement, customers are responsible for all transactions initiated using their user name and password.

If you choose not to participate in the Secure Login System, you are required to sign a Notice and Acknowledgement agreement confirming your understanding and agreement with these terms (this is the Opt Out Form described earlier in this topic). You do this electronically in Account Management or by contacting Customer Service.

For more information...

- Secure Login Device Sharing
- Secure Login System
- How to Operate a Bronze (Bingo) Security Device
- How to Operate a Silver (Alpine) Security Device
- How to Operate a Gold Security Device

Secure Login 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. You request this feature on the Secure Login Device Sharing page in Account Management.

Who Can Access the Secure Login 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 Master or Client User
- Advisor Master User Individual
- Advisor Master Users 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To share a security device with multiple accounts

1. Click **User Management** in the left pane, then click *Secure Login Device Sharing*.
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 Interactive Brokers staff will be required prior to processing your request.
3. Click **Continue** to submit your request.

For more information...

- Secure Login System (in Account Management)
- Secure Login System (web page)

Voting Subscription

IB Voting provides several forums where you can express their your opinion and vote for your favorite commercial tools, freelance tools, programming consultants, third-party tutors and new features. You subscribe to IB Voting on the Voting Subscription page in Account Management.

Who Can Access the Voting Subscription 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 Users 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 Full Disclosed Client User
- Broker Fully Disclosed Client User Organization
- Investment Manager Master User
- Fund

To subscribe to IB Voting

1. Click **User Management** in the left pane, then click *Voting Subscription*. A portion of the Voting Subscription page is shown below.

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**.

Note: 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.

For more information...

- Technology Partner Programs
- Education Partner Programs
- IB Features Poll

7

Post Trade Allocations

Log into Account Management to quickly and easily allocate some or all of your trades to defined clearing brokers. Note that you must define settlement instructions via the Funds Management section of Account Management before you will be able to allocate post trade.

This chapter describes the updated Post Trade Allocations feature in Account Management, and includes the following topics:

- Feature Summary
- Open the Post Trade Allocations Window
- Allocate Trades
- Create Allocation Templates
- Odd Lot Designations
- View the Allocation Summary
- Import Allocations
- Configure Post Trade Allocation Settings

Feature Summary

Use the Post Trade Allocations screen to specify post-trade clearing instructions at any time during the trading day, from minutes after execution until 6:00 pm ET.

- Access PTA by logging into **Account Management** from the IB website and expanding the *Trading Access* category.
- 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.

For more information...

- Funds Management

Open the Post Trade Allocations Window

Access the Post Trade Allocations by logging into Account Management from the IB web site.

Who Can Access the Post Trade Allocations Page?

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

- Proprietary Trading Group Master User - Institutional accounts with IBExecution services can compress, split, and give-up trade executions to third-party brokers and IB cleared accounts.
- Investment Manager Master User
- Fund

To access the PTA window

1. Select *Account Management* from the Login dropdown list on the IB web site.
2. Enter your IB username and password and click **Login**.
3. In the left pane of the Account Management window, click **Trading Access**, then click *Post Trade Allocations*.
   The Post Trade Allocations window opens in the right pane 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:

Color	Description
Yellow	Trades are unallocated.
Blue	Trade has been partially allocated.
Green	Trade is completely allocated.
Lavender	Identifies legs for an Average Price trade.

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:

Color	Description
Yellow	Trades for the account are unallocated.
Blue	Some trades for the account have been allocated.
Green	All trades for the account have been allocated.
White	There are no available trades for this account.

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.

Note: 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 makes changes. Allocated trades are displayed alphabetically in the Allocation Summary.

Note: 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 dropdown 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 makes 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 trade 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:

- Unallocate equities up until 6:00 pm ET.
- Unallocate options up until 15 minutes after the allocation was made (or 5:15 PM, whichever comes first).

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**.

Note: 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* dropdown 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 <u>not</u> 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.

To view the Allocation Summary

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

Use the Allocation Account list to view a summary for a single clearing broker.

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 via a .csv file. Imported files must adhere to the following guidelines:

- The file must be a .csv file.
- Imported allocations will all be given today's trade date.
- The allocation quantity must be equal to the quantity available for a given Trading Account ID, Symbol, Side, and executing broker.
- The file must use the format as illustrated below:

	A	B	C	D	E	F
1	U42607	5	IBM	B	IBKR	300
2						

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.

Imported successfully.
Browse...
Import
Account Name
Symbol
Side
Quantity
Price
Commiss
U42607 ALC Bought 300 9.690000 10.19
DU42607@ ALC Bought 100 9.690000 3.40
U42607 IBM Bought 200 65.341000 39.40
DU42607@ IBM Bought 11 65.341000 2.17

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.

8

Customer Service

This chapter describes the Customer Service tools available from Account Management. The following topics are included:

- Customer Service Overview
- Customer Service Message Center
- Customer Service Live Chat
- Customer Service Tools

Customer Service Overview

Account Management gives you access to several Customer Service functions:

- Customer Service Message Center
- Customer Service Live Chat
- Customer Service Tools

You access these Customer Service functions by clicking the appropriate Customer Service icon at the top of the left pane:

Note: You can also access the Customer Service Message Center and Live Chat from the **Help** menu in Trader Workstation.

Customer Service Message Center

Click the **Message Center** icon in the Account Management left pane to access to our Customer Service Message Center, also known as the Client Inquiry Management System (CIMS), which lets you submit questions directly to IB Customer Service using inquiry tickets and track the status of your Customer Service inquiries.

The Customer Service 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 IB 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 IB 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 IB 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.

Use the Customer Service Message Center to:

- Create a new inquiry ticket, and attach a file to the ticket.
- View the status of existing inquiry tickets.
- Modify an existing inquiry ticket.
- Cancel or close a inquiry ticket.
- Reopen a inquiry ticket.
- View corporate actions.
- Submit a Tax Reporting Correction Form.
- Request a trade cancellation.

The Message Center Window

When you click the **Message Center** icon in the Customer Service section of the Account Management left pane, the Customer Service Message Center window appears.

Note: If you access the Customer Service Message Center from Trader Workstation's Help menu, an additional button, **Logout**, appears to the right of the **Help** button, and the vertical bar used to expand the Message Center does not appear.

Viewing Tickets and Unread Messages

- View a list of the most recent inquiry tickets and unread messages by clicking the appropriate tab in the Customer Service 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 IB Customer Service), and the status.
- View an individual inquiry ticket or message by clicking anywhere on the item in the list.
- 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.
- 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:

Viewing the Legend

The Customer Service Message Center Legend shows what all the possible inquiry statuses and icons mean. To view the Legend, click the **Legend** button.

Creating a New Inquiry Ticket

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 the **Message Center** icon in the Customer Service section of the Account Management left pane.

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 IB 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, 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.

Your new inquiry is listed on the **Tickets** tab, along with the ticket reference number and a status of *New*.

Categories and Subcategories

There are so many possible questions that our IB staff cannot possibly know all answers to all the possible questions equally well. We have provided a list of Categories and Subcategories for you to select when you create your inquiry ticket. When you submit an inquiry ticket, you must select a Category. We strongly recommend taking a few extra minutes to select the best combination of category and subcategory to let us assign the best qualified expert to your inquiry. This small time investment will be rewarded by a faster and higher quality response.

The following table lists all the possible categories and subcategories.

Category	Subcategories
Account Security and Protection	**Security Device: Enrollment/Termination/Replacement**
	Security Device: How to Use
	Unauthorized Trade or Withdrawal
	Account Info Change Request
	Password
Account Services	**Close Account**
	Corporate Actions/Dividends
	Account Configuration/Permissions
	Regulatory
	Complaints
	Market Data
	Educational and Interactive Tools
Funds & Banking	**Cash Deposits**
	Position Transfers
	Cash Withdrawals
	Transaction Status
	Hold Period/Withdrawal Restrictions
How to Use	**TWS**
	Web Trader
	Mobile Trader
	Interactive Analytics
	Charts
	Account Management

Category	Subcategories
Products	**Request New Product**
	Exchange Information/Request
	Mutual Funds
	Stocks/ETFs
	Options/Warrants
	Bonds
	Futures/Options on Futures
	Forex
Professional Services	**Financial Advisor**
	Prime Brokerage
	Broker
	Institutional
Technical Assistance	**Installation (TWS, Web Trader, Mobile Trader)**
	Connectivity
	TWS, Web Trader, Mobile Trader Operation
	Other
	API
Trade Issues	**Order Status**
	Execution inquiry
	Margin
	Liquidation
	Other Trade Problem
Activity & Tax Statements	**Archived Statement Request**
	Statement Explanation
	How to Locate/Download a Statement
	Tax Forms
	W8/W9
	Flex Statements
Commissions, Fees & Interest	**Bundled/Unbundles Commissions**
	Monthly Activity Fee
	Order Cancellation/Modification
	Other Fees
	Interest
New Accounts/Applications	**Application Status**

Category	Subcategories
	Document Request
	Assistance with Online Applications
	Contact Sales Representative

Setting Ticket Notification Preferences

If you prefer, you can tell IB to send you additional notification when an inquiry ticket is updated. You can be notified via email, TWS or SMS (Short Message Service) on your mobile telephone.

To set ticket notification preferences

1. Click the **Message Center** icon in the Customer Service section of the Account Management left pane.

2. In the Customer Service Message Center, click **Preferences**. The Manage Preferences window appears.

3. For each Message Type, select one or more the three available notification methods (TWS, Email or SMS) by clicking the appropriate check box.

4. 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.

5. Select your country from the *Country Codes* list, then click **Save**.

Closing a Ticket

You can close open inquiry tickets in the Customer Service 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. IB Customer Service 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 the **Message Center** icon in the Customer Service section of the Account Management left pane.

2. In the Message Center, click the **Tickets** tab, then open the ticket you want to cancel by clicking the desired ticket row.

3. Click **Close Ticket** to cancel the ticket.

4. You can view the closed inquiry ticket 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 Customer Service 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 the **Message Center** icon in the Customer Service section of the Account Management left pane.

2. In the Message Center, 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 Customer Service Tools page.

The following figure shows an example of a corporate action notification.

Any stock or option symbols displayed are for illustrative purposes only and are not intended to portray a recommendation.

Submitting a Tax Reporting Correction Form

You can submit a Tax Reporting Correction form from the Customer Service 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.

To submit a Tax Reporting Correction Form

1. Click the **Message Center** icon in the Customer Service section of the Account Management left pane.

2. In the Message Center window, select *Tax Correction Form* from the list, then click **Create**.

The Tax Reporting Correction Form opens.

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.

For more information...

- Tax Information and Reporting

Requesting a Trade Cancellation

You can bust a trade using the Order Cancellation Request form in the Customer Service 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 recomment that traders find and report problematic trades using this tool and thereafter follow up immediately, contacting IB 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 Customer Service Tools page.

To request a trade cancellation

1. Click the **Message Center** icon in the Customer Service section of the Account Management left pane.

2. In the Message Center window, select *Trade Cancellation Request* from the list, then click **Create**.

   The Order Cancellation Request form appears.

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 contract 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 select contract 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...

- Erroneous Trade Policy

Customer Service Live Chat

Customer Service Live Chat lets you communicate directly with an IB Customer Service representative in real time. Because it is authenticated and uses secure communications, IB staff are able to provide account specific information in a secure manner. Transcripts are available on demand. We recommend using the Customer Service Live Chat for funding/banking and account application inquiries.

To access Customer Service Live Chat

1. Click the **Chat** button at the top of the left pane.

2. In the Customer Service Live Chat window, select a category from the *Category* list. This is the subject on which you are seeking assistance.

   For a complete list of all categories and subcategories, see Categories and Subcategories.

3. Select a subcategory from the *Sub-Category* list.

4. Select your language from the *Language* list, then click **Submit**.

   An IB Customer Service representative will appear online in a few moments.

Customer Service Tools

Click the **Tools** icon at the top of the left pane to access the Customer Service Tools page. This page provides a list of useful links, including the Short Stock Availability Tool, Market Data Assistant and Corporate Action Tool, as well as contact instructions, tips for getting the best service, and more.

Tools	
Contact Us	Get our contact phone numbers, hours of service, and other general Customer Service information.
Tips for Best Service	IB offers a variety of ways to get assistance and information including phone support, web forms, and chat. While you can ask the same question using any of these channels, you will get the best and most efficient service by using the methods recommended here.
Message Center	Our secure web-from system ideally suited for non-urgent issues. Inquiries are sent directly to our main client database system where it is routed to the specialist or team within IB Customer Service that is certified in the particular area of inquiry. You will get an immediate reference number for the ticket, and know which agent in IB is working on your problem. You can enter follow-up information and attachments and also rate the quality of our service at the end.
IB-Chat (Live)	Our interactive chat service, accessible to clients from Account Management. Because it is authenticated and uses secure communications, IB staff are able to provide account specific information in a secure manner. Transcripts are available on demand. We recommend IB-Chat for Funding/Banking and Account Application inquiries.
Trade Cancellation Request	Use this web form to inform IB of problem or erroneous trades. We will then report them onwards to the appropriate exchange *on a best efforts basis*. THIS IS A TIME SENSITIVE PROCESS. Most exchanges have very short time periods during which they will accept a request for cancellation, as little as 8 minutes. We recommend that traders find and report problematic trades using this tool and thereafter follow up immediately, contacting IB by telephone. In addition to uncertainties in answer speed, trade cancellation requests initiated by telephone are prone to delays identifying the correct account and transactions.
Tax Form Correction	Use this form to request changes or report problems with one of the tax statements (1099, 1042, T3/T5, etc). By using this special form instead of the general web ticket, you will assist us to get your requested corrections processed as quickly as possible.
Short Stock (SLB) Availability	Use this tool to check on real-time availability of stocks from IB's SLB desk for borrowing/shorting purposes. Where available, we will also provide indicative borrow rates. These are rates at which dealers in the Securities Lending/Borrowing Market are willing to transact today. Stock transactions executed today will settle in 3 business days and the borrow rates may change during this time, sometimes significantly.
IB Market Data Assistant	This search tool helps traders select the appropriate IB market data subscription service for the stock(s) and derivatives they wish to trade. The search results also shows all exchanges, pro/non-pro, and depth-of-market variations so traders can select only what they need and economize on exchange data fees.
Corp Actions	This tool allows traders to review information on upcoming corporate actions relating to positions held in the account. This will include both mandatory and voluntary action types. This tool will also allow traders to submit elections to IB for voluntary offers.

For more information...

- Creating a New Inquiry Ticket
- Submitting a Tax Reporting Correction Form
- Requesting a Trade Cancellation

Short Stock Availability Tool

Use the Short Stock Availability tool to get the number of shares available of a particular stock for shorting and the current indicative borrow rate.

Note: This tool is ONLY available from the Customer Service Tools page in Account Management.

Using this tool, you can:

- Search for any stock by symbol and exchange, ISIN or CUSIP number.
- View availability, number of lenders, and current indicative borrow rate.
- View historical indicative borrow rates and download these rates in a comma-separated values (.csv) file, which you can open in Microsoft Excel.
- Find short stock availability for a single symbol, or for multiple symbols uploaded in a bulk request file.

Here's an example of using the Short Stock Availability tool to find the availability and indicative borrow rate for DELL.

Any stock or option symbols displayed are for illustrative purposes only and are not intended to portray a recommendation.

To use the Short Stock Availability tool

1. Click the **Tools** icon in the Customer Service section of the Account Management left pane to display the Customer Service Tools page.

2. Click **Short Stock (SLB) Availability**.

   The Short Stock Availability tool opens, showing the Short Stock (SLB) Search form.

3. Search for a stock by entering the symbol and exchange, the ISIN number or the CUSIP number, then click **Search**:

   - Type the symbol and exchange in the *Symbol* and *Exchange* fields, respectively.

     or

   - Type the ISIN number in the *ISIN* field.

     or

   - Type the CUSIP number in the *CUSIP* field.

   The search results are displayed below the search fields. The following figure shows an example of search results for the symbol DRYS.

Search Result		Todays Availability		Historical Rates				
Name	DryShips Inc	Time	Quantity/Shares Available	Date	Was Available	Indicative Rate Mean	Minimum Rate	Maximum Rate
Number of Lenders with Inventory	6	03:00	0					
		03:30	0					
Symbol @ Exchange	DRYS @ NASDAQ	04:00	0					
		04:30	0					
ISIN Code	MHY2109Q1017	05:00	0					
		05:30	0					
CUSIP		06:00	0					
		06:30	0					
Country	United States	07:00	100'000					
Quantity Available	55'000 shares	07:30	100'000					
		08:00	100'000					
		08:30	100'000					
Current Indicative Rate	-20.38	09:00	100'000					
		09:30	100'000					
		10:00	50'000					

Historical Rates

Any stock or option symbols displayed are for illustrative purposes only and are not intended to portray a recommendation.

4 To view the historical indicative borrow rates, click **Historical Rates**. The historical rates are displayed.

Search Result

Name	DryShips Inc
Number of Lenders with Inventory	6
Symbol @ Exchange	DRYS @ NASDAQ
ISIN Code	MHY2109Q1017
CUSIP	
Country	United States
Quantity Available	55'000 shares
Current Indicative Rate	-20.38

Todays Availability

Time	Quantity/Shares Available
03:00	0
03:30	0
04:00	0
04:30	0
05:00	0
05:30	0
06:00	0
06:30	0
07:00	100'000
07:30	100'000
08:00	100'000
08:30	100'000
09:00	100'000
09:30	100'000
10:00	50'000

Historical Rates

Date	Was Available	Indicative Rate Mean	Minimum Rate	Maximum Rate
16-JAN-09	Yes	-21.00	-21.62	-20.38
15-JAN-09	Yes	-21.62	-21.62	-21.62
14-JAN-09	Yes	-20.94	-21.62	-20.25
13-JAN-09	Yes	-20.25	-20.25	-20.25
12-JAN-09	Yes	-18.63	-20.25	-17.00
11-JAN-09	Yes	-17.00	-17.00	-17.00
10-JAN-09	Yes	-17.00	-17.00	-17.00
09-JAN-09	Yes	-17.50	-18.00	-17.00
08-JAN-09	Yes	-16.19	-18.00	-14.38
07-JAN-09	Yes	-14.25	-14.38	-14.12

Download

5 Download a comma-separated value (.csv) file containing the historical indicative rates by clicking **Download**, then saving the file to your computer. You can open this file in any spreadsheet program that imports .csv files, including Microsoft Excel.

To use the Short Stock Bulk Request

1 Click the **Tools** icon in the Customer Service section of the Account Management left pane to display the Customer Service Tools page.

2 Click **Short Stock (SLB) Availability** at the bottom of the page.

The Short Stock Availability tool opens.

3 Click the **Bulk** tab to open the Short Stock(SLB) Bulk Request form.

Old Version

IB makes an extensive list of stocks available for shorting. Clients who short stock pay a fee expressed as a reduced interest on the sale proceeds. Details of the short sale rebate rates are available here. For an overview of the general availability around the world you can refer to the main web site.

Click here for downloadable lists of shortable stocks, grouped by country.

Search | Bulk

Short Stock(SLB) Bulk Request

Click Browse to upload the bulk request file: Browse... (max 2MB)

Process

Note: Please ensure that pop ups are enabled.

File Format Instructions For Bulk Request

Your file must include a header indicating which format your file is using.
The header must begin with the pound "#".
The following headers are acceptable (use only one per file)
#SYMBOL
#CUSIP
#ISIN
Each row must have SYMBOL,CUSIP or ISIN and the EXCHANGE.
Use the semi-colon ";" as the delimiter for each row.
Use the Sample buttons below to see the example files.

Click one of the buttons below to download the sample files

SYMBOL Sample | ISIN Sample | CUSIP Sample

4 Create your bulk request file as a text file according to the following rules, which are also displayed on the Bulk Request page:

- Each bulk request file must include a header that indicates the format you are using. Headers must be one of the following (one per file):

  ```
  #SYMBOL
  #CUSIP
  #ISIN
  ```

- Each row in the bulk request file must include the following:

  SYMBOL, CUSIP or ISIN, and the exchange.

- Use a semi-colon (;) as the delmiter for each row.

Here is an example of a SYMBOL bulk request file. It is one of the three sample files available for download on the Short Stock (SLB) Request form:

```
#SYMBOL
AA;NYSE
IBM;ARCA
WIND:NASDAQ
```

If you use the sample bulk request files on a Windows platform, we recommend doing any editing in Wordpad instead of Notepad.

5 Click the **Browse** button to locate the bulk request file on your computer that you want to upload.

6 Click **Process**.

If you are using Firefox, you are prompted to save or download the results.

If you are using Internet Explorer 7, the results display on a new tab in the browser.

For more information...

- Shortable Stocks

Market Data Assistant

Use this search tool to search for the appropriate IB market data subscription for a specific symbol that you want to trade. The search results also shows all exchanges, pro/non-pro, and depth-of-market variations so you can select only what you need and economize on exchange data fees.

The Market Data Assistant tool is also available from the Market Data Subscription page in the Trading Access menu.

To search for market data subscriptions

1. Click the **Tools** icon in the Customer Service section of the Account Management left pane to display the Customer Service Tools page.

2. Click **IB Market Data Assistant**.

3. Enter the desired stock symbol and exchange (or use an ISIN or CUSIP).

   The search results will show which IB market data subscription(s) provide the real-time market data for all combinations of professional/non-professional, top-of-book, and deep-book data.

Corporate Action Tool

This tool allows traders to review information on upcoming corporate actions relating to positions held in the account. This will include both mandatory and voluntary action types. This tool will also allow traders to submit elections to IB for voluntary offers.

You can also use access the Voluntary Corporate Action tool from within the Customer Service Message Center.

To use the Corporate Action Election tool

1 Click the **Tools** icon in the Customer Service section of the Account Management left pane to display the Customer Service Tools page.

2 Click **Corp Actions**.

Choice Corporate Actions | Sub Acct Choice CA | Other Corporate Actions

Voluntary Corporate Actions

Deadline (LOCAL)	Symbol/Exchange	Description	Type	Eligible POS	State	Action
20100802 05:00	901/SEHK	RADFORD CAPITAL INVESTMENT	Rights Issue	0	Closed	View
20100803 03:00	RARE/EBS	MONDOBIOTECH	Rights Issue	0	Closed	View
20100803 05:00	8070/SEHK	ZHONGYU GAS HOLDINGS LTD	Tender Issue	0	Closed	View
20100804 02:00	P6J2/FWB	POLYUS GOLD-ADR	Tender Issue	0	Closed	View
20100804 03:00	TAM/ASX	TANAMI GOLD NL	Rights Issue	0	Closed	View
20100804 03:00	B7E/IBIS	BLUE CAP AG	Rights Issue	0	Closed	View
20100804 03:00	IEF/ASX	ING REAL ESTATE ENTERTAINMENT	Rights Issue	0	Closed	View
20100804 13:00	AHOM/OTCBB	AMERICAN HOMEPATIENT INC	Tender Issue	0	Closed	View
20100804 13:00	STST/NASDAQ	ARGON ST INC	Tender Issue	0	Closed	View
20100805 09:00	P6J2/FWB	POLYUS GOLD-ADR	Tender Issue	0	Closed	View
20100806 03:00	SAI/ASX	SAI GLOBAL LTD	Rights Issue	0	Closed	View
20100806 03:00	MST/ASX	METAL STORM LIMITED	Rights Issue	0	Closed	View
20100806 13:00	CASY/NASDAQ	CASEY'S GENERAL STORES INC	Tender Issue	0	Closed	View
20100808 09:00	O4B/IBIS	OVB HOLDING AG	Tender Issue	0	Closed	View

Voluntary corporate actions appear on the **Choice Corporate Actions** tab. Master account users can view voluntary corporate actions for their client/sub accounts on the **Sub Acct Choice CA** 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.

The Voluntary CA Election box appears.

The Voluntary CA Election box includes the following:

- CA description – This section is located in the upper left of the box and provides the term details on the corporate action.
- CA summary – This section is located in the upper right corner of the box and provides a quick snapshot of the relevant dates on the action, including corporate action type, security information, effective date of the action and the deadline for submitting instructions on the account.
- Position – This section provides a summary of the current position in the account as well as the number of shares currently unallocated to the voluntary offer. Shares which remain unallocated at the deadline of the offer will be automatically allocated by IB to the default choice.
- Choice table – This table lists the options that are available under the given corporate action as well as the current position allocated to a given option. Each line displays:
    - Description of the option available.
    - Elected position (%) – reports the quantity of shares previously submitted to the option as well as that quantity as a percentage of the current available position
    - New election (%) – field in which you enter the number of shares you wish to submit to the option.

4 To allocate shares to a voluntary corporate action, enter the number of shares you wish to allocate to a given option in the New Election field. The share quantity you enter will be added to any previously allocated quantity.

5 Click the acknowledgement check box, then click **Save**. Your instructions will be submitted to IB for processing.

IB will send confirmation to the IB Message Center within 30 seconds of accepting your submitted choice. If you do not receive confirmation, contact IB immediately as non-confirmed elections are not processed.

Note: If no election is submitted and acknowledged by IB, the default allocation will be processed for the non-electing shares.

For more information…

- Corporate Action Information

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