

Advisor Portal User Guide

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# Contents

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<b>Contents</b> .....	<b>3</b>
<b>Getting Started</b> .....	<b>8</b>
Methods of Completing an Account Application .....	8
Steps in the Application Process .....	9
Invite a Client to Start an Electronic Application .....	10
Start a Semi-Electronic Application .....	13
Download Client Disclosures .....	15
Advisor and STL Accounts .....	15
Add an Advisor Account .....	16
Add an STL Account .....	16
Set Up a Client Template .....	17
Create or Edit a Client Account Template .....	17
Advisor Qualifications .....	18
Mailbox .....	21
Requirements for a Rackspace Mailbox .....	21
Additional Information .....	22
Additional Services Available from Rackspace .....	22
Create a CRM Mailbox .....	22
Disclaimer .....	23
Pending Client Accounts .....	23

---

Additional Advisor Authorizations .....	24
Grant and View Additional Advisor Authorizations .....	26
View Recent Activity .....	26
Download Outstanding Registration Tasks for Pending Client Accounts .....	27
Download Client Account Information .....	28
View and Open an Individual Contact .....	28
Add, Import and Export Contacts .....	29
Import Contacts from Excel or vCard .....	33
Filter Client Accounts by Account Status .....	35
View, Sort ,Search and Export Records .....	36
Advisor Client Fees .....	37
Overview of Advisor Client Fees .....	39
Caps and Limitations .....	43
Examples of Advisor Client Fees .....	43
Configure Advisor Client Fees .....	45
Specify Interest Markups or Markdowns .....	50
Apply a Saved Client Fee Template .....	50
High Water Mark .....	51
High Water Mark Example .....	51
Set Up High Water Marking .....	53
HFCIP Fees .....	56

---

Configure HFCIP Fees .....	57
Advisor Fee Cap Formulas .....	58
Client Authorization .....	59
Obtain authorization from an existing advisor client .....	59
Obtain authorization from a new advisor client .....	59
Charge Client Fees to Master .....	60
Client Fee Templates .....	61
Configure Client Fee Templates .....	61
View, Edit, or Delete Client Fee Templates .....	64
Apply Client Fee Templates .....	65
Invoicing .....	66
Submit Fee Invoices .....	66
Add Bulk Invoices .....	69
View, Update or Cancel Pending Invoice Requests .....	69
Download Processed Invoices .....	70
Upload and Download Invoices .....	70
Upload a .csv File with Multiple Client Invoices .....	74
Configure Invoice Notifications .....	75
Advisor Fee Reimbursements .....	77
Submit and Review Fee Reimbursements .....	77
Review Fee Reimbursements .....	80

---

Run a Report on Performance .....	80
Run a Report Based on Symbol .....	81
Run a Report on Transaction Count .....	84
View Current Members in CRM Dashboard Groups .....	86
Add, Edit or Delete a Group .....	86
Create a Household Group .....	88
Delete or Edit Groups .....	89
<b>Transaction History .....</b>	<b>90</b>
View Transaction History .....	90
View Transaction Details .....	93
<b>Index .....</b>	<b>95</b>
<b>Manage Clients/Funds/Traders .....</b>	<b>103</b>
Dashboard .....	105
Create and Link Accounts (for Advisors and Brokers) .....	106
Create .....	106
Client Application .....	107
Methods of Completing an Account Application .....	107
Steps in the Application Process .....	108
Invite a Client to Start an Electronic Application .....	108
Start a Semi-Electronic Application .....	112
Download Client Disclosures .....	114

---

Add Advisors, STL and Multiple Hedge Fund Accounts to a Fully Disclosed Broker Account	114
Adding an Advisor Account .....	115
Adding an STL Account .....	115
Adding a Multiple Hedge Fund Account .....	116
Rules for Three-Level Fully Disclosed Broker Accounts .....	117
Advisor and STL Accounts .....	121
Rules for Three-Level Advisor Accounts .....	122
Duplicate Client Accounts .....	127
Duplicated Account Settings .....	128
Client Account Templates .....	129
Advisor/Fund Investment Manager Client Templates .....	129
Set Up a Client Template .....	133

# Getting Started

The Advisor Portal allows you to easily store and view information about all of your contacts, including clients, prospects, former clients and other personal and professional relationships. Every record is considered a "contact" and you can designate contacts as being of a certain type (prospects, clients, etc.).

You can create and store emails, notes, tasks and documents for each contact. send bulk emails to multiple contacts and [organize contacts into groups](#). We do not store or have access to your emails, notes and tasks; they are stored at Rackspace, a third-party cloud management solution provider.

## Advisor Portal Home Page

**Pending Items**

Date	Account ID	Type	Account Title	Status
2019-05-07		Confirm ACH instruction Information		Needs Confirmation
2019-04-15		Confirm ACH instruction Information		Needs Confirmation
2019-02-05		Update Tax Forms	Applicant 2788103	Incomplete
2018-11-09		Update Tax Forms	Applicant 2830252	Incomplete
2016-12-22		Change in IRA Custodian	Applicant 2787965	Incomplete
2016-12-22		Change in IRA Custodian	Applicant 2787976	Incomplete
2016-12-22		Change in IRA Custodian	Applicant 2814278	Incomplete
2016-12-22		Change in IRA Custodian	Applicant 2783199	Incomplete
2016-12-22		Change in IRA Custodian	Applicant 2825575	Incomplete
2016-12-22		Change in IRA Custodian	Applicant 2828427	Incomplete

10 Results

Page 1 of 2

**Assets Under Management (AUM)**

434,189.53 USD Consolidated

Net Asset Value (USD) and Return (%) from Sep 18 to May 19.

## Methods of Completing an Account Application

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

- » Fully electronic
- » Semi-electronic

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

Account Structure	Available Methods of Completing an Account Application
Singles	Fully electronic
Advisor Master Users	Fully electronic Semi-electronic
Advisor Client Users	Fully electronic Semi-electronic
Investment Manager Master User	Fully electronic Semi-electronic
Fund	Fully electronic Semi-electronic
Separately Managed Account (SMA)	Semi-electronic
Proprietary Trading Group Master User	Fully electronic Semi-electronic
Proprietary Trading Group Sub User	Abbreviated electronic application

## Steps in the Application Process

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

1. Specify the customer type and base currency.
2. Enter financial information, including date of birth, investment objectives and experience, net worth and annual net income.

3. Select the account type and trading permissions, including products you want to trade and countries in which you want to trade.
4. Confirm the account configuration you selected in the previous steps.
5. Accept our ID Procedures.
6. Enter name, address and telephone information.
7. Enter mailing address information.
8. Enter personal information.
9. Specify individual regulatory information.
10. Complete a W-8BEN form.
11. Specify advisor fees.
12. Review the application for errors.

## Invite a Client to Start an Electronic Application

Send an email invitation to your client who then completes an account application electronically.

1. From the Home Dashboard, click **New Client Application**. The Application Type page opens.



**Note:** You can also access the new client application from the Contacts tab. Click **Send Application Invite**.

Application Type

We offer two methods for completing a client application: fully electronic and semi-electronic. Under the fully electronic method, you send an email invitation to the client and the client completes an electronic application. For the semi-electronic application, you complete the application electronically, print out a paper copy, your client signs the paper copy, and the application gets sent to us for processing.

**Fully Electronic Application** - Send an invitation to initiate the electronic application process.

**Semi Electronic Application** - Electronically complete application, print, and send to client for signature.

[CONTINUE](#)

2. Click **Fully Electronic Application**, then **Continue**.

The Client Invitation page opens.

3. Enter the client's name and email address and click **Continue**.

**Client Details**  
Provide information about the client below and click continue to proceed.

**Client Name**

**Client Email Address**

[BACK](#) [CONTINUE](#)

4. If you have account representatives configured, you can optionally assign them to the client.

Home > Client Invitation

**Configure Account Representatives**  
You may optionally select account representatives to add to your client's account. If specified, the Allocation % must be equal to 100% between all selected representatives.

Representative	Allocation %
<input type="checkbox"/> Michelle Gomez	0 <input type="text"/>
<input type="checkbox"/> Myriem Deshmoooo	0 <input type="text"/>
<input type="checkbox"/> Domenico brewster	0 <input type="text"/>
<input type="checkbox"/> Gerry Springsteen	0 <input type="text"/>
<input type="checkbox"/> Raquel Basurto	0 <input type="text"/>
<input type="checkbox"/> Patti Swanson	0 <input type="text"/>
Total: 0 %	

Would you like this information to be visible on the client's statement?

[BACK](#) [CONTINUE](#)

5. To use a client fee template, click **Yes**. The page expands to show the following options.

**Client Invitation**

Home / Client Invitation

**Choose Client Fee Template**  
You may choose one of your pre-configured templates for applying a fee structure to the client account.

Would you like to use a fee template?

Fee Template: Charge to Advisor - Fees

Template Name: Charge to Advisor - Fees

**Annualized Percentage of Net Liquidation**

Type	Fixed
Applied	Quarterly
Amount	1.2 %

**Invoicing**

Applied	Quarterly
Max Fee Per Billable Period	10,000.00

**Other Client Expenses**

Charge commissions to your own master account?	Yes
Charge other fees to your own master account?	Yes

#### 5. Select the type of fees for the client:

- **No Fee** - An advisor chooses not to charge his or clients a fee for services rendered.
- **Automatic billing** - A calculated fee is automatically billed to the client's account with blanket client authorization. Be aware that [Automatic Billing](#) is subject to certain caps and limitations.

Advisors can choose one of several client fee methods:

- Annualized Percentage of Net Liquidation Value
- Annualized Flat fee
- Percent of Profit and Loss (P&L)
- Fee per trade unit
- Monthly/Quarterly Invoicing - Advisors can submit electronic invoices for client fees. Invoices can be submitted for up to ten clients at a time, but only one invoice can be submitted per client account per day. Advisors can also upload a .csv file that contains multiple client invoices.

Click here for automatic billing examples.

- **Direct billing** - The Advisor bills the client directly. We will not remove funds from the client's account.

Regardless of the method chosen, advisors determine the fees at the time of the client's registration, and can modify them at any time. Advisor clients are required to acknowledge any fee increase with a signature.

In addition to the advisor client fees specified, clients will be charged a fee per trade commission for execution and clearing services provided by us.

6. Click **Continue**.

**Invitation Review**  
Review the information below and click continue to submit the invitation.

**Invitation Type** Fully Electronic Application

**Client Name** [REDACTED]

**Client Email Address** [REDACTED]

**Advisor Fees**

**Annualized Percentage of Net Liquidation**

<b>Type</b>	Fixed
<b>Applied</b>	Daily
<b>Amount</b>	25 %

**Charge to Advisor**

<b>Commissions</b>	No
<b>Other Fees</b>	No

**Account Representatives**

Representative	Allocation %
c c	100

Would you like this information to be visible on the client's statement?

BACK CONTINUE

7. Review the invitation information, then click **Continue**.

An email is sent to the client, inviting him or her to complete an account application electronically.

## Start a Semi-Electronic Application

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.

1. From the Home Dashboard click **New Client Application**.
2. Click **Semi Electronic Application** and **Continue**.

**Application Type**

We offer two methods for completing a client application: fully electronic and semi-electronic. Under the fully electronic method, you send an email invitation to the client and the client completes an electronic application. For the semi-electronic application, you complete the application electronically, print out a paper copy, your client signs the paper copy, and the application gets sent to us for processing.

**Fully Electronic Application** - Send an invitation to initiate the electronic application process.

**Semi Electronic Application** - Electronically complete application, print, and send to client for signature.

[CONTINUE](#)

## Semi Electronic Application ✕

You will now be redirected to the account application to electronically complete for your client. Click Proceed to Application to continue.

[CLOSE](#)

[PROCEED TO APPLICATION](#)

### 2. Click **Proceed To Application**.

The first page of the electronic registration system appears.

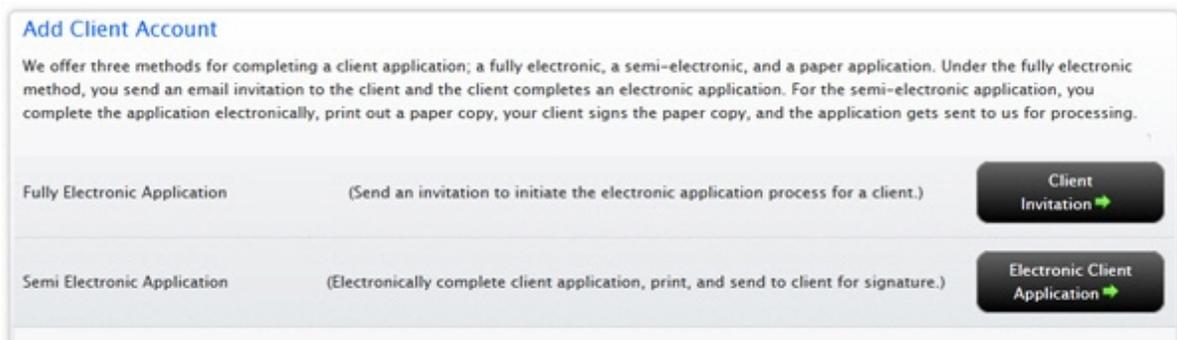
The screenshot shows the InteractiveBrokers registration page. At the top, the InteractiveBrokers logo is on the left, and 'English' with a dropdown arrow is on the right. Below the logo, the word 'Application' is displayed. The main form area contains three sections: 'Email Address' with a 'Required' text box; 'Register Your Username' with a 'Required' text box and a list of requirements: 'Length of 8 or 9 letters and numbers', 'Contain at least 3 letters and 3 numbers', 'Begin with a letter', and 'Lower case only, no spaces, no special characters'; and 'Country/Region' with a 'Residential Country' dropdown menu set to 'Choose One (Required)' and a 'NO' radio button followed by the question 'Is your country of legal residence different than the country above?'. On the right side, there is a sidebar with 'IBot FAQ' and 'ASK IBOT FAQ' buttons, and a 'Call Us' section with contact information: 'Monday - Friday', '+81 (3) 4588 9710', and '+81 (3) 4588 9700'. At the bottom right, there is a 'SAVE & CONTINUE' button.

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.

## Download Client Disclosures

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

1. Advisors and Brokers click *Manage Clients > Create and Link Accounts > New*.  
Fund Investment Managers click **Manage Funds > Create > New**.



2. In the Paper Application section of the Add Accounts page, click *Client Disclosures*. The Client Disclosures page opens.
3. Download zipped or unzipped client disclosure forms by clicking the appropriate button.

If you choose Zipped, you are prompted to save a zip file to your computer. The zip file is a large group of files compressed into a smaller file that must be unzipped before you read any files. If you choose unzipped forms, the forms appear in a PDF document that you can save to your computer and print.

## Advisor and STL Accounts

You can add the following types of institution accounts to your Advisor account structure from your master account:

- » [Advisor](#) - For Registered Investment Advisors that gather and manage other Advisors. For example, the second-level Advisor is a member of the same firm as the top-level Advisor, and has complete access to the client accounts that he or she manages. Another example is the second-level Advisor who is independent but works with the top-level Advisor.
- » [Proprietary Trading Group Separate Trading Limit \(STL\)](#) - For Advisors that want to run multiple trading strategies for the same customer.

These institution accounts can have their own client, sub or fund accounts, making your account structure a three-level account.

For detailed rules governing three-level Advisor accounts, see [Rules for Three-Level Advisor Accounts](#).

## Add an Advisor Account

1. From the Home Dashboard, click **New Client Application** to send an invitation to initiate a fully electronic application process. Currently, only fully electronic applications are available for adding an Advisor to an Advisor account.
2. The client begins his or her application by selecting **Financial Advisor** as the account type, and then completes an Advisor Account application. Financial and trading criteria are applied separately at the Advisor and Advisor client levels.
3. After the Advisor application has been approved, the second-level Advisor can log into Account Management with his own username and password, and then add one or more client accounts on the **Settings > Account Settings > Create, Move, Link or Partition an Account** page. Top-level Advisors cannot add client accounts to the second-level Advisor account.

## Add an STL Account

1. From the Home Dashboard, do one of the following:
  - Click **New Client Application** and then select **Fully Electronic Application** to send an invitation to initiate a fully electronic application process.
  - Click **New Client Application** and then select **Semi Electronic Application** to start the semi-electronic application process.
  - Click **Start Application** to print a paper application.
2. Choose one of the following:

- » If you selected the *fully electronic application*, the Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click **Continue**. The invitation will be sent to the email address you enter and the client completes the application.
  - » If you selected the *semi electronic application*, you will be prompted to select the account type for the new client. Select **Institution** as the account type, and then click **Continue**. The account application opens. This client will be the Proprietary Trading Group STL Master user.
  - » If you selected the *paper application*, you will be prompted to select the account type for the new client. Select **Institution** as the account type, and then click **Continue**. Complete the steps as described on the screen to print the paper application.
3. After the application has been completed and approved, the new client can log into Account Management with his own username and password, and then add sub accounts to the STL account.

The STL and its sub accounts belong to the same beneficiary.

## Set Up a Client Template

Many Advisors collect information from prospective clients on their own websites, and then send a client invitation to complete an electronic application. You can create a Client Account Template and add the template application link to your own website and include a custom ID that allows you to match the information in the client's application to the information that you've already collected on your website.

1. From the Home Dashboard, click **Settings > Account Settings**.
2. From the Configuration panel on the right, click the configuration icon next to **Client Account Templates**.

## Create or Edit a Client Account Template

1. From the Home Dashboard, click **Settings > Account Settings**.
2. From the Configuration panel on the right, click the configuration icon next to **Client Account Templates**.
3. Do one of the following:
  - » Click the Add "+" icon.
  - » Click the Edit icon (pencil) next to an existing account.

The Client Account Templates page opens.

Client Account Templates

Use this page to create client configuration templates for new client accounts. Client configuration templates let you re-use client information, including customer type, base currency and trading permissions, in multiple client account applications without having to re-enter the information in every application.

Template Name

---

**Account Details**

Customer Type

Base Currency

Trading Account Type

Fund My Account Later (skips funding step)

Any

Funding Type

4. Enter the Template Name.
5. Enter Account Details and then click **Continue**.

## Advisor Qualifications

The Professional Advisor Qualifications page lets you modify your advisor registration information. In order to be a Professional Advisor, you must qualify to trade Securities or Commodities Products. You do not need to qualify for both.

### To modify your advisor registration information

1. Click **Settings > Account Settings > Professional Advisor Qualification**.

Configure Professional Advisor Qualifications

IB offers two types of advisor accounts, FRIENDS AND FAMILY (generally for 15 or fewer client accounts with no regulatory registration) and Professional (generally, more than 15 accounts, with regulatory registration). In order to qualify for a FRIENDS AND FAMILY account, you must read and signify your acceptance at the bottom.

IN ORDER TO APPLY TO PARTICIPATE IN THE FRIENDS AND FAMILY ADVISOR PROGRAM YOU MUST RESEARCH THE SPECIFIC REGULATIONS IN YOUR STATE/COUNTRY AND DETERMINE WHETHER OR NOT YOU ARE REQUIRED TO REGISTER AS AN INVESTMENT ADVISOR (OR COMMODITY TRADING ADVISOR). YOU MAY ONLY PARTICIPATE IN THE FRIENDS AND FAMILY PROGRAM IF YOU ARE NOT REQUIRED TO BE REGISTERED. YOU ARE RESPONSIBLE FOR MAKING THIS DETERMINATION AND FOR COMPLYING WITH ALL STATE AND FEDERAL LAWS. INTERACTIVE BROKERS IS NOT RESPONSIBLE FOR DETERMINING WHETHER YOU MUST REGISTER AS A FINANCIAL ADVISOR.

In order to participate in Interactive Brokers' FRIENDS AND FAMILY Advisor Program, you must certify that:

- You have conducted research in your state/country and the states/countries of your advisees and you are not required to be registered as an Investment Advisor (or Commodity Trading Advisor);
- You have fewer than 15 paying advisees (or whatever lower number is used for exemption by the regulators in your state/country);
- The accounts you manage will have less than \$25 million total in assets; and
- You do not hold yourself out as an Investment Advisor (or Commodity Trading Advisor).

I certify all of the above is true and wish to participate in a **Friends and Family Group (Non-Registered)** Account.

I do not certify the above and wish to participate in an **Advisor (Registered)** Account.

Website Address

Continue

2. Select a **Friends and Family** or **Professional** and list a website address optionally. Then, click **Continue**.
3. If you are a Professional Advisor, select your product qualification, then click **Continue**.

Configure Professional Advisor Qualifications

To be a Professional Advisor, you must qualify to trade at least one of the following: Securities Products, Commodity Products, and/or Forex Contracts. Select all that apply.

Securities Qualification

Commodity (Futures) Qualification

Forex Qualification

Back Continue

4. Review your qualification details and make changes as needed, then click **Continue**.

Configure Professional Advisor Qualifications

Website Address

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**Commodity (Futures) Qualification Details**

Qualification Type

Disclosure **I certify that I have examined applicable state and federal regulations and I certify that I am not required to be registered with state or federal authorities as an Investment Advisor.**  
Please indicate the reason for your exemption from registration:

- I manage less than \$25 million in assets; and I am managing assets for fewer than 15 people (or whatever number is used for exemption by my state regulators); and I do not hold myself out as an Investment Advisor
- I am registered with the Securities and Exchange Commission as an Investment Advisor; and my business does not consist primarily of acting as a Commodity Trading Advisor; and I do not act as a Commodity Trading Advisor to any investment trust, syndicate, or similar form of enterprise that is engaged primarily in trading in any commodity for future delivery on or subject to the rules of any contract market or registered derivatives transaction execution facility.
- Other exemption (please provide a brief explanation below)

---

**Securities Qualification Details**

Qualification Type

Number

Registration

---

**Forex Qualification Details**

Qualification Type

Are you designated as a "Forex Firm" with the National Futures Association?

License or Registration Number

Name of Regulatory Authority

5. Review your Advisor Qualification details, then click Continue.

Review Professional Advisor Qualifications

<b>Website Address</b>	www.testwebsite.in
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**Commodity (Futures) Qualification Details**

<b>Qualification Type</b>	US Exempt
<b>Disclosure</b>	<p><b>I certify that I have examined applicable state and federal regulations and I certify that I am not required to be registered with state or federal authorities as an Investment Advisor.</b></p> <p>Please indicate the reason for your exemption from registration:</p> <p><input checked="" type="radio"/> I am registered with the Securities and Exchange Commission as an Investment Advisor; and my business does not consist primarily of acting as a Commodity Trading Advisor; and I do not act as a Commodity Trading Advisor to any investment trust, syndicate, or similar form of enterprise that is engaged primarily in trading in any commodity for future delivery on or subject to the rules of any contract market or registered derivatives transaction execution facility.</p>

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**Securities Qualification Details**

<b>Qualification Type</b>	US Registered (IARD, CRD, or RIA)
<b>Number</b>	2323
<b>Registration</b>	Securities and Exchange Commission Registered

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**Forex Qualification Details**

<b>Qualification Type</b>	Non-US Registered
<b>Are you designated as a "Forex Firm" with the National Futures Association?</b>	No
<b>License or Registration Number</b>	5623
<b>Name of Regulatory Authority</b>	testName

Back
Continue

6. The Completion screen appears. Click **Ok** to return.

## Professional Advisor Registration Requirements

### Mailbox

All Interactive Brokers notes and emails are hosted on Rackspace, a leading managed cloud solution provider.

#### Requirements for a Rackspace Mailbox

Rackspace Mailboxes use your own email address. Therefore, you must have a pre-existing email address at your own domain before your Rackspace Mailbox can be created. There are two ways to do this:

- » You already have your own email address at your own domain. For example, jsmith@acmeadvisors.com.

- » We will register a domain for you, which will include your own email address at that domain. To request this service, send us an email at [crm@interactivebrokers.com](mailto:crm@interactivebrokers.com). There will be a small cost associated with the registering of your domain.

To maintain the security of your emails stored on Rackspace, email addresses at public domains, such as Yahoo, Gmail, Hotmail or Outlook, are not allowed.

## Additional Information

- » A Rackspace mailbox costs \$1.20 per mailbox per month, subject to any change implemented by Rackspace.
- » Your Rackspace mailbox provides 25 GB of storage.
- » Once your Rackspace mailbox has been created, you will be notified in Pending Items in Account Management. You can then access your mailbox from the CRM page or from any individual CRM record.
- » You can update your Rackspace mailbox password at any time by accessing Settings from within your Rackspace mailbox.

## Additional Services Available from Rackspace

- » Upgrade to a Microsoft Exchange Mailbox for \$8 per month.
- » Archive your emails for \$3 per month.

To sign up for these services, send an email to [crm@interactivebrokers.com](mailto:crm@interactivebrokers.com).

## Create a CRM Mailbox

Create a mailbox on Rackspace for CRM and access your Rackspace mailbox once it has been created.

1. From Home, click the **Email** tab.
2. Read the instructions for requesting a Rackspace mailbox and then click the **Request Mailbox** button.

You will be presented with further instructions and information.

3. When your Rackspace mailbox has been created, we will notify you via Pending Items on the Account Management Home page.

The Rackspace email client looks like this:

### **Disclaimer**

Interactive Brokers will never access your CRM notes and emails. To the extent that the Customer uses Rackspace to transport data or communications, Interactive Brokers disclaims any liability for interception of any such data or communications. IB is not responsible, and makes no warranties regarding, the access, speed, availability or security of Rackspace, Internet or network services.

## **Pending Client Accounts**

In addition to viewing lists of all pending client accounts on the [Summary page](#), you can also go directly to the Client Account Details page, a detailed view of a pending client account. You can also view information about second account holders of joint client accounts on the Client Account Details page.

1. Go to the Home Dashboard.
2. In the Pending Items list, select a specific Account ID.

The Contact Information page opens.

The screenshot displays a web interface for client account details. At the top, there are tabs for 'Information', 'Agenda', 'Reports', and 'Transfer & Pay'. The 'Information' tab is active, showing a sub-section titled 'Information' with icons for email, print, and download. Below this, there are four main sections:

- Profile Information:** A table listing roles and their details.
 

IBLLC	Organization	[Edit]	[X]
Mr. William P Setwart Jr.	Signatory, Trader, Other Officer	[Edit]	[X]
Ms. test test	Owner	[Edit]	[X]
- Configuration:** A list of account settings.
  - Customer Type: Partnership
  - Legal Residence: Maine, United States
  - Application Method: Semi-Electronic (Filled by master)
  - Market Data Subscriber Status: Professional
  - Application Start Date: 2019-06-10
  - Account Status: Pending
  - Account Title: IBLLC
  - Username: [Redacted]
- Financial Information:** A table of financial metrics.
 

Annual Net Income	500,000 - 999,999 USD
Net Worth	> 50,000,000 USD
Liquid Net Worth	1,000,000 - 4,999,999 USD
Investment Objectives	Speculation
- Trading Experience & Permissions:** A table showing trading experience.
 

Stocks	6 - 10 Years of Experience	> 100 Trades per Year	Extensive Knowledge
--------	----------------------------	-----------------------	---------------------

## Additional Advisor Authorizations

Advisors can get specific authorization from a client to modify additional settings in the client account. These authorizations are listed on the Client Account Details page for open and pending client accounts.

### Authorization Categories and Specific Tasks

Here is a list of all of the tasks that an advisor can be authorized to perform in a client's account. The list is organized by category just as on the actual authorization form.

### Authorization to Update or Change Account Information, Account Settings, Trading Permissions and Tax Forms

- » Change Account Info (Name & Address, Email, Phone Number, Legal Residence, Mailing address, Personal Info, Employment Info, Financial Information, Regulatory Information, Trading objectives,
- » Change trading permissions and products
- » Change account settings (Base Currency, Account Type)
- » View and change account forms and tax forms.
- » W8/W9 functions

- » Change Investor Category (QIB, Accredited Investor, etc)
  - » Statement/Confirm Delivery Settings
  - » Trading Configuration
  - » Market Data
  - » Market Data Subscriber Status
  - » Alert Notification
  - » Paper Trading Account
- 

### Authorization to Provide or Change Banking and Transfer Instructions

- » ACH deposit information
  - » ACH and wire withdrawal bank information
  - » Position instructions for ACATS and FOP inbound transfers
  - » Settlement instructions
- 

### Authorization to Send Third Party Payments and Wires

- » Transmit payments or assets from the client account to third parties including wire transfers, ACH transfers and other transfers of funds or assets.
  - » Place limits on this authority by specifying a maximum amount and time period in months. For example, no more than \$5,000 per 3 month period.
- 

### Authorization to Vote Shares and Make Elections Regarding Positions

- » Corporate Actions should be sent to the advisor not the client.
  - » Proxy delivery and voting will be done by the advisor not the client.
- 

### Authorization for Special Programs and Alternative Investments

- » Hedge Fund Capital Introduction Program Agreement
  - » Enroll or un-enroll in the Stock Yield Enhancement Program
- 

### Request to Send Electronic Notices, Confirmations and Account Statements only to Advisor

Used by our Compliance department in the event that an advisor wants to control the email address used for the client account.

---

## Grant and View Additional Advisor Authorizations

1. Request a Supplemental Power of Attorney and Authorization from your sales representative or Customer Service.
2. The advisor client prints, completes and mails the Supplemental Power of Attorney and Authorization form to us to grant his or her advisor authorization to perform additional specific account configuration tasks for the client's account. Without this authorization, the advisor normally is not authorized to modify these account settings.
3. Once the authorizations are granted, the advisor can perform the additional tasks and can click **Manage Clients > Accounts > View** to drill down to the Client Account Details page for the authorizing client.

There will be section on the page that lists all of the client account tasks that have been authorized by the client.

### Additional Advisor Authorizations

You are authorized to perform the following tasks for this client:

- » Authorization to Send Third Party Payments and Wires
- » Authorization to View, Update or Change Account Information, Account Settings, Trading Permissions and Tax Forms
- » Authorization for Special Programs and Alternative Investments
- » Authorization to Provide or Change Banking and Transfer Instructions
- » Request to Send Electronic Notices, Confirmations and Account Statements only to Advisor
- » Authorization to Vote Shares and Make Elections Regarding Positions

## View Recent Activity

You can view all recent funding and account application activity that occurred in the past five days for all of your client or fund accounts. If no activity occurred during the last five days, a message to that effect appears instead of a list of activity. Like the other tabs on the Dashboard, the Recent Activity tab shows the number of items currently displayed on that page.

1. From the Dashboard, click the **Recent Activity** tab.

The screenshot displays a dashboard with the following components:

- Dashboard Header:** Includes a "NEW CLIENT APPLICATION" button.
- Pending Items:** A tab for viewing pending items.
- Recent Activity:** A section with a search bar and a message stating "No Recent Activity".
- Workflows:** A list of activities with columns for date, status, and details. The list shows activities from 2019-06-20 to 2019-06-21.
- Tasks:** A section for viewing tasks.
- Notifications:** A section for viewing notifications, including "Corporate Actions".
- Assets Under Management (AUM):** A section showing a total AUM of 434,189.53 USD and a chart of Net Asset Value (USD) and Return (%) from July 2018 to May 2019.

The Recent Activity page shows the date, account title, account number, username and for each activity. Activities can include funding, account opening or closing-related activities, and other types of client account activities.

2. Just as on other Dashboard pages, on the Recent Activity page you can use the Smart Search field to quickly search for client accounts by any column heading, and you can sort the list by any column heading.

## Download Outstanding Registration Tasks for Pending Client Accounts

You can download an Excel spreadsheet (.xls file) that includes all registration tasks for your pending client or fund accounts (i.e., all tasks related to the opening of all of your pending client or fund accounts). The Excel file shows the Account ID, tasks and current status of each tasks for all pending client or fund accounts.

1. From any page on the Dashboard, click the **Registration Tasks** button located at the top right of the screen.



2. You will be prompted to open or save a Microsoft Excel worksheet. Save the file to your computer.

## Download Client Account Information

You can download client account information as a Microsoft Excel .xls file from the [Summary page](#), then open the file in Excel.

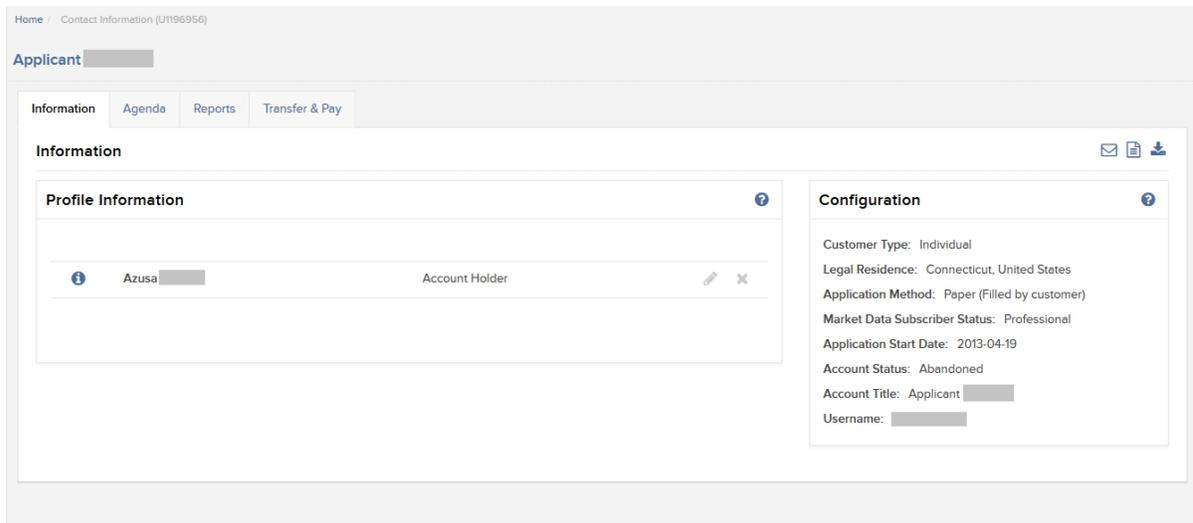
1. Click **Manage Clients > Accounts > View > Summary**.
2. Click the **Download** button.

You are prompted to open or save the file to your computer.

3. Save the .xls to your computer, then open the file in Microsoft Excel.

## View and Open an Individual Contact

1. From Home, click the **Contacts** tab.
2. Click the "i" Info icon next to a contact. The Contact Information page opens.



Individual CRM contact records can include:

- » Personal information
- » Prospect information
- » Financial information
- » Employment information
- » Trading experience
- » Client account invitations sent
- » Notes
- » Notifications
- » Configuration
- » Access to CRM emails hosted on Rackspace

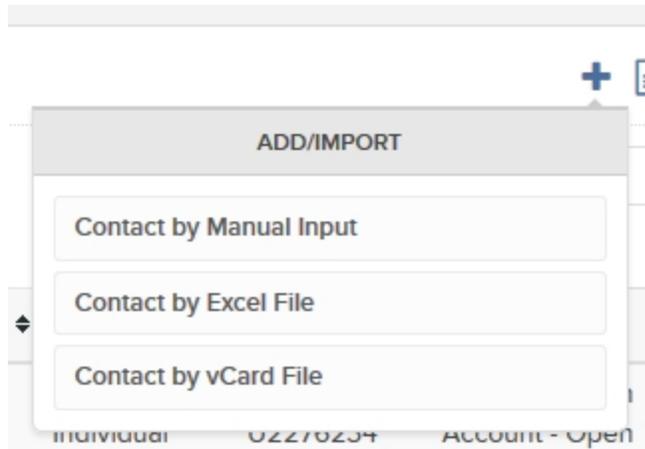
## Add, Import and Export Contacts

You can add contacts using the + icon on the Contacts tab and enter all contact information. Or, you can import multiple contacts using Excel or a vCard.

Export a list of contacts in .csv file format. The file contains all of the information you see on the Contacts page.

### Add Contacts

1. From the Home page, click the **Contacts** tab.
  2. Click the Add Contact + icon.
  3. Choose **Contact by Manual Input**.
-



The Configure Contact Profile page opens.

4. Fill out the form completely.

#### Configure Contact Profile

##### Contact Information

Prefix	Choose One ▾
First Name	Required
Middle Name	Optional
Last Name	Required
Suffix	Choose One ▾
Gender	Choose One ▾
Email Address	Optional
Phone Number	Optional

5. Click **Continue**.
6. Review the information you provided, then click **Ok**.
  - Optionally, click **Back** to return to a previous step or click **Home** from the breadcrumbs menu to return to the home dashboard.

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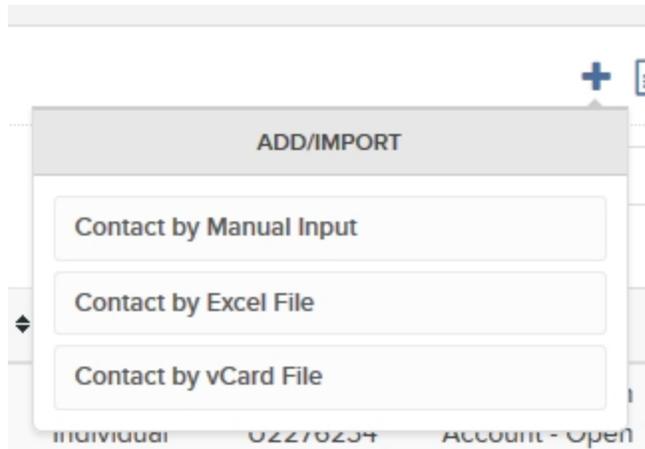
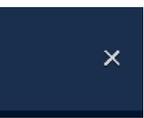
## Import Contacts

1. Create a Microsoft Excel file containing all of your contact information. The file should contain the following information for each person:
  - Salutation (Mr., Mrs. or Ms.)
  - First, middle and last name
  - Gender (Female or Male)
  - Date of birth (MM/DD/YYYY format)
  - Marital Status (Unknown, Single, Married, Divorced, Widow)
  - Number of Dependents
  - Legal Residence, including Street (two lines, one including unit or apartment number), City, Country, Country of Citizenship, State/Province, Zip/Postal Code
  - Contact Information, including Home, Work and Mobile Phone, Fax and Email
  - Employment Information, including Employment Type (Employed, Unemployed, Retired or Self-Employed), Name and Business of Employer, Employer Work Phone and Employer Address (same information as Legal Residence above)



**Note:** On the contact file import screen, there is a link to download a sample Excel file. This sample file contains all of the information you need to create your own contact file in Microsoft Excel.

2. From the Home screen, click the **Contacts** tab.
  3. Click the **Add/Import Contacts +** icon.
  4. Choose one of the following:
    - a. Contact by Excel file
    - b. Contact by vCard File
-



CLOSE

### Add Contacts with Excel



In order to add contacts to our system you must Download our Excel Template [↓](#). Your file must not exceed 5MB in size. All fields must follow the rules specified in the template. When you import the file, instructions will be provided if corrections are needed.

File Upload

Acceptable File Formats: XLSX

CHOOSE A FILE

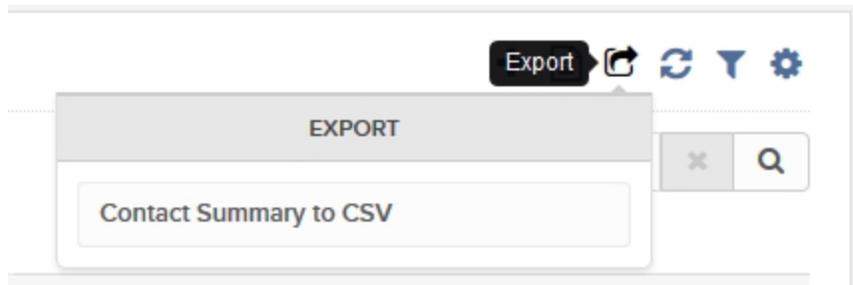
CLOSE

5. If necessary, click the link to download the sample Excel contacts file.
6. Click the **Choose A File** button to locate and select your contact file on your computer.
7. Click **Upload File**.

Your contacts will now be stored in Advisor Portal as individual records.

## Export Contacts

1. From the Home page, click the **Contacts** tab.
2. Click the **Export** icon.



- 3.
4. Click **Contact Summary to CSV**.
5. Choose one of the following:
  - » Open the file with Microsoft Excel or choose another program.
  - » Save the file.
6. Click **OK**.

---

## Import Contacts from Excel or vCard

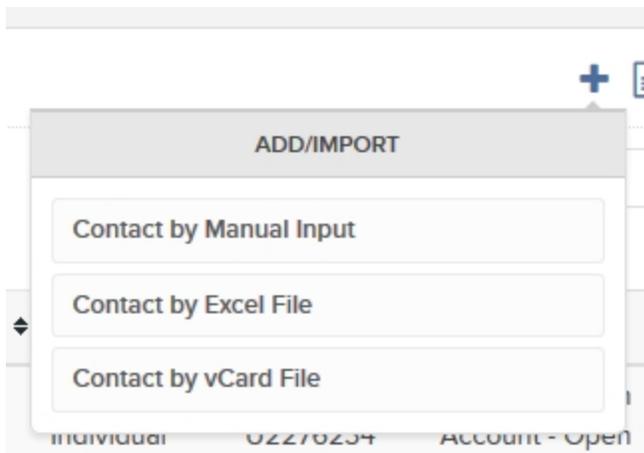
You can import lists of contacts from a Microsoft Excel or VCard (Virtual Contact File) file into Advisor Portal to save time entering information into an individual record.

1. Create a Microsoft Excel file containing all of your contact information. The file should contain the following information for each person:
  - Salutation (Mr., Mrs. or Ms.)
  - First, middle and last name
  - Gender (Female or Male)
  - Date of birth (MM/DD/YYYY format)
  - Marital Status (Unknown, Single, Married, Divorced, Widow)
  - Number of Dependents
  - Legal Residence, including Street (two lines, one including unit or apartment number), City, Country, Country of Citizenship, State/Province, Zip/Postal Code
  - Contact Information, including Home, Work and Mobile Phone, Fax and Email
  - Employment Information, including Employment Type (Employed, Unemployed, Retired or Self-Employed), Name and Business of Employer, Employer Work Phone and Employer Address (same information as Legal Residence above)



**Note:** On the contact file import screen, there is a link to download a sample Excel file. This sample file contains all of the information you need to create your own contact file in Microsoft Excel.

2. From the Home screen, click the **Contacts** tab.
3. Click the **Add/Import Contacts +** icon.
4. Choose one of the following:
  - a. Contact by Excel file
  - b. Contact by vCard File



In order to add contacts to our system you must Download our Excel Template [↓](#). Your file must not exceed 5MB in size. All fields must follow the rules specified in the template. When you import the file, instructions will be provided if corrections are needed.

File Upload

Acceptable File Formats: XLSX



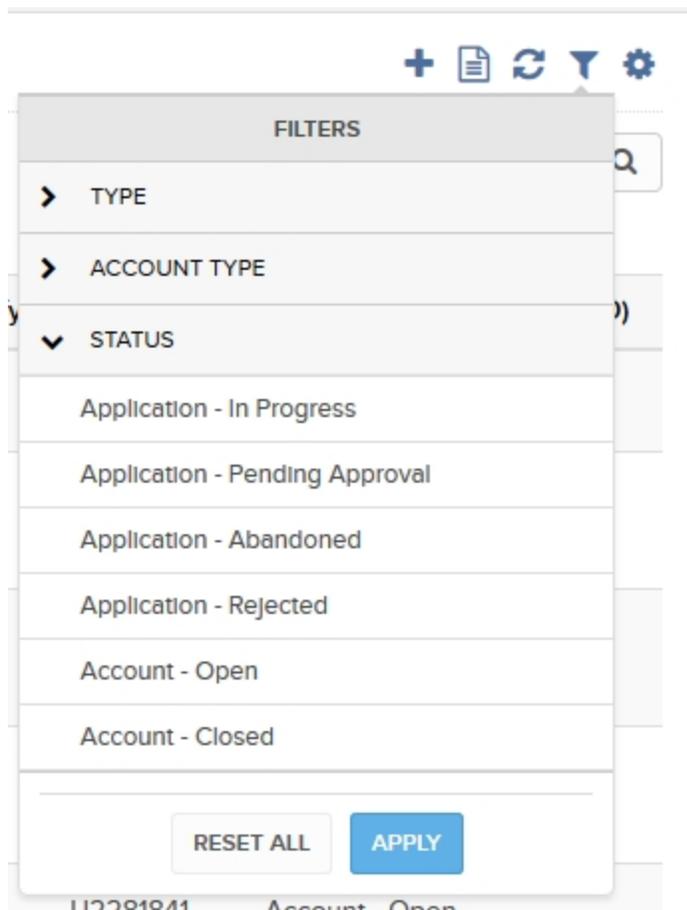
5. If necessary, click the link to download the sample Excel contacts file.
6. Click the **Choose A File** button to locate and select your contact file on your computer.
7. Click **Upload File**.

Your contacts will now be stored in Advisor Portal as individual records.

## Filter Client Accounts by Account Status

By default, the Contacts tab displays all of your client accounts. You can filter the list by account status using the Status drop-down.

1. From Home, click the **Contacts** tab.
2. In the upper right corner, click the filter icon. The Filters window opens.



3. Choose one of the options from the Status drop-down:

- » Application - In Progress
- » Application - Pending Approval
- » Application - Abandoned
- » Application - Rejected
- » Account - Open
- » Account - Closed

4. Click **Apply** to filter results.

## View, Sort ,Search and Export Records

Your saved contacts (or a subset of your contacts depending on how many contacts you have saved) are listed on the Advisor Portal home page sorted by Title, by default. Each item in the list also displays the type of record (Contact, Prospect or Client) and Account IDs for clients.

You can **view, sort, search and export** records in the following ways:

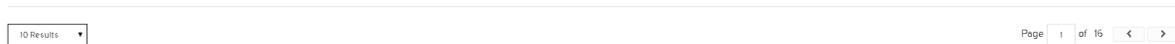
- » Sort the list of records by clicking any column heading (Title, Type or Accounts).
- » Search the list of records from the search bar.
- » Export the entire list of records

Info	Title	Email	Address	Type	Account Type	Account #	Status	NAV (USD)
	3333333, Test	ndhetrika@interactivebrokers.com		Prospect	---	---	---	---
	A, A	enegy@interactivebrokers.com		Prospect	Individual		Abandoned	
	A, A	enegy@ibkr.com		Prospect	Individual		Abandoned	
	A, A	enegy@ibkr.com		Prospect	IRA		Abandoned	

- » Search for records by name. Type the search word in the Search field at the top of the page and then click the **magnifying glass icon** or press **enter**.



- » If you have a lot of records, they are displayed on multiple pages. You can set the number of records to display on a single page using the control at the bottom of the page (display 10, 25, 50 or 100 records at a time). This control lets you see how many pages of contacts you have at a glance and which page you are looking at (for example, 1/31 lets you know that you are looking at page 1 of 31), and lets you quickly jump to the previous page and first page or to the next page and last page.



- » You can **export** your records into a downloaded spreadsheet by selecting the **right arrow icon** on your contacts tab.



**Note:** To download this information, you must have a [secure login device](#).

Info	Title	Email	Address	Type	Account Type	Account #	Status	NAV (USD)
	3333333, Test	ndhatrika@interactivebrokers.com		Prospect	---	---	---	---
	A, A	enagy@interactivebrokers.com		Prospect	Individual		Abandoned	
	A, A	enagy@ibkr.com		Prospect	Individual		Abandoned	
	A, A	enagy@ibkr.com		Prospect	IRA		Abandoned	

## Advisor Client Fees

Professional Advisors can charge fees to their clients for services rendered using one of the methods described below.

All advisor client fees are set up on the **Manage Clients > Fees > Configure** page in Account Management.

Types of Client Fees	Description
No Fee	An advisor chooses not to charge his or her clients a fee for services rendered.

Types of Client Fees	Description
<b>Client Fees</b>	<p>A calculated fee is automatically billed to the client's account with blanket client authorization. Be aware that client fees are subject to certain caps and limitations. Advisors can choose one of several methods of calculating client fees:</p> <ul style="list-style-type: none"> <li>○ Annualized Percentage of Net Liquidation Value, with posting frequencies of daily, monthly or quarterly</li> <li>○ Annualized Flat fee, with posting frequencies of daily, monthly or quarterly</li> <li>○ Percent of Profit and Loss (P&amp;L). The maximum percent of P&amp;L that you can charge for either period is 35%.</li> <li>○ Fee per trade unit - Not available for US or US protectorate legal residents due to regulatory restrictions, with the exception of US commodity-registered advisors, who are allowed a fee-per-trade schedule for futures.</li> </ul> <p>For Forex fee per trade unit, the mark-up is calculated on the second currency of an FX pair, so for example, if a client trades in EUR.USD, the markup is based on the USD and not the EUR.</p>
<b>Invoicing</b>	<p>Advisors can submit electronic invoices for client fees on a monthly or quarterly basis by entering a maximum amount, a maximum percentage of the amount of a client account's net asset value to be invoiced, or both. Invoices can be submitted for up to ten clients at a time, but only one invoice can be submitted per client account per day. Advisors can also upload a .csv file that contains multiple client invoices.</p>
<b>Direct billing</b>	<p>The Advisor does not configure fees in Account Management and bills the client directly. We will not remove funds from the client's account. Note that there is no Direct Billing option on the Configure Fees page in Account Management. If you plan to use direct billing for any client account, then you can either select the No Fee option or don't configure any fees at all in Account Management.</p>

Regardless of the method chosen, advisors determine the fees at the time of the client's registration and can modify them at any time. Advisor clients are required to acknowledge any fee increase with a signature.

In addition to the advisor client fees specified, we will charge our normal commissions to the client.

## Overview of Advisor Client Fees

With advisor client fees, a calculated fee is automatically billed to the client's account with blanket client authorization using any of the following in any combination:

Refer to [Examples of Advisor Client Fees](#) for examples of each advisor client fee.

### Percent of Net Liquidation Value

Enter this as an annualized percentage, applied on a daily, monthly or quarterly basis.



**Note:** Check Blended to charge a blended or unblended rate based on up to five ranges of your client's Net Asset Value (NAV).

### Flat Fee

Enter this as an annualized amount, applied on a daily, monthly or quarterly basis (apportioned by 252 days).

### Percent of P&L

A fixed percent is applied to the mark-to-market P&L (positive or negative) at the end of each period. Any changes made to the specified percent during a period will only be applied on a forward looking basis and will not be applied retroactively.

If you do make changes during a period, we break the period into two pieces and apply fees accordingly. If at the end of the billing period the accumulated fee calculation is negative, no fee will be charged. Two periods may be specified for this calculation:

- » Quarterly as of 3/31, 6/30, 9/30, and 12/31. Fees will be posted 10 days after the close of a quarter.
- » Annually as of 12/31. Fees will be posted 10 days after the close of the year.

For the purpose of calculating performance fees, P&L on FX trades is included solely on the dates at which the position is either open or closed and excludes the effect of any exchange rate fluctuations between those dates. On the open and close dates, P&L is calculated based upon the difference between the trade price and the end of day conversion rate.

### Fee per trade unit (shares, contracts, %) - Specified by currency/asset class

Advisors can set a fee per trade unit as one of the following:

- » An absolute markup over and above our standard commissions.
- » A percentage of our standard commission.
- » An absolute amount, from which our standard commissions will be subtracted.

Fee per trade unit is not available for US or US protectorate legal residents due to regulatory restrictions, with the exception of US commodity-registered advisors, who are allowed a per-trade schedule for futures.

The following rules apply to advisor client fees per trade:

- » Fees per trade unit may not exceed 15 times our commissions.
- » No fee per trade will be applied if the client calls us to close a trade.
- » When entering a fee per trade, an advisor must also enter a minimum fee per trade that cannot exceed the following limits:

Currency	Minimum Fee Per Trade Limit
USD	25
EUR	20
CHF	30
CZK	475
GBP	15
CAD	30

Currency	Minimum Fee Per Trade Limit
JPY	2500
HKD	20
SEK	175
SGD	30
MXN	250
KRW	20000
AUD	30

- » Futures and Futures Options Fee per Trade Unit may only be entered by currency and not product.
- » A global fee schedule is not applied to all client accounts by default, but may be copied from memory to make input of new client schedules easier.

### Automatic Invoicing - Setting Maximum Invoicing Amounts or Percentage Caps

When you configure client fees, you can include a maximum invoicing amount, a percentage cap or both on a monthly or quarterly basis. You can charge up to a maximum percentage annually. We calculate the daily equivalent of that limit by multiplying the maximum annual rate by the value of your account at the end of each business day of the previous month or quarter and dividing that by the average number of business days per year. The sum of those daily values over the course of the month or quarter is the maximum amount you can charge for that month or quarter.

You can set an amount, a percentage cap or both. If you set both the amount and the percentage cap, we will use the lower of the two amounts as the amount to be charged.

For percentage cap, we look back on the prior period to calculate the fee limit, while amount looks at the current period.

**(Fee Cap % x Ending Client NAV) / 252**

Where 252 is the average number of business days in a year.

For example:

- » If a client account is configured for a maximum invoicing amount of 500 USD on a monthly basis and you log into Account Management to submit an invoice for the client in July, the total amount processed in July cannot exceed 500 USD. You can submit multiple invoices but the total cannot exceed 500 USD for the month.
- » If a client account is configured for maximum invoicing amount of 1000 USD on a quarterly basis and you log into Account Management to submit an invoice for the client in July, the total amount processed between July and September cannot exceed 1000 USD. You can submit multiple invoices but the total cannot exceed 1000 USD for the quarter.
- » If a client account is configured for percentage cap on a monthly basis and you log into Account Management to submit an invoice for the client in April, the available fee amount is based on the client's daily NAV for March. You can submit multiple invoices but the total cannot exceed the limit for the period.
- » If a client account is configured for percentage cap on a quarterly basis and you log into Account Management to submit an invoice for the client in November, the available fee amount is based on the client's daily NAV from July to September. You can submit multiple invoices but the total cannot exceed the limit for the period.
- » If a client account is configured for both a maximum invoicing amount and a percentage cap, we calculate both and use the lower of the two amounts.

To view the amount of fees that you can deduct from the client, select **Manage Clients > Fees > Invoicing** and look at the Available Fees column.

### Monthly/Quarterly Invoicing

Before you can submit electronic fee invoices for client accounts, you must first configure Invoicing for the account(s) on the Client Fees page in Account Management. You must specify an amount or a percentage cap on a monthly or quarterly basis. Then, calculate the markup and submit an electronic invoice for each client account at any time, up to the specified limit. The invoice amount will be automatically transferred from the client account to the advisor account. Invoices submitted prior to 5:30 (17:30) PM EST will be processed by us the same day (U.S. night) and appear on that day's statements. Invoices submitted after

5:30 (17:30) PM EST will be processed by us on the next business day. You can submit invoices for up to ten clients at a time, but only one invoice per client account per day.

For more information on electronic invoices, see [Advisor Invoicing](#).

### High Water Marking

Advisors who select **Percent of P&L** as the basis of their client fees can apply High Water Marking to the billing period client fees to offset periods of losses in a volatile market. For more information, see [High Water Mark Setup](#).

### Performance Fee

Advisors who select a threshold set a static number or index/benchmark as a performance fee on an annual or quarterly basis. Your client's performance must exceed the threshold for the fee to be assessed to the client.

For example, if the Advisor charges an annual performance fee of 20% and sets a 10% threshold, he/she would not be paid a fee if the client account's annual money-weighted return is less than or equal to 10%. If the account's return for the year was 50%, the FA will receive a 20% performance fee on the excess return (20% of (50%-10%)).

### Caps and Limitations

Client fee schedules and electronic invoices are subject to the following limitations and caps. See the [Advisor Fees](#) page on our website for more details on caps.

- » Markups for advisors are limited to three times the IB commission if the client has an account balance of less than 25,000 USD.
- » Advisors' fees are not deducted from client accounts with balances below 3,000 USD.

### Examples of Advisor Client Fees

Fee Name	Description	Assumption	Calculation
<b>Percent of Net Liquidation</b>	Percentage of Net Liquidation Value entered as an	You specify 5% of Net Liquidation Value as an annualized percentage, and your client's previous day-ending	Your advisor client fees for the given day will be: $5\% * \$100,000 / 252 = \$19.84$ .

Fee Name	Description	Assumption	Calculation
<b>Value</b>	annualized percentage, applied on a daily basis (252 business days are applied in this calculation method).	equity is \$100,000.	
<b>Flat Fee</b>	Flat fee entered as an annualized amount, applied on a daily basis (apportioned by 252 days).	You specify \$1,000 as an annual flat fee for your client.	Your advisor client fees daily payment will be: $\$1,000/252=\$3.97$ .
<b>Percent of Annual P&amp;L</b>	Percentage of Annual Positive P+L entered as an annualized percentage, applied on an annual basis as of 12/31.	You specify 20% of annual positive P+L as your advisor client fees, and you made \$50,000 in P+L for your client for that year.	Your advisor client fees would be: $\$50,000*20%=\$10,000$ .
<b>Percent of Market-to-Market P&amp;L</b>	Percentage of Positive Market-to-Market P&L entered as a percentage, applied on a quarterly basis as	As an example, if you specify 2% of Market-to-Market P+L, you made \$50,000 in P+L for the last quarter.	Your client will be charged $\$50,000*2\%=\$1,000$ for the quarter.

Fee Name	Description	Assumption	Calculation
	of 3/31, 6/30, 9/30, and 12/31.		

## Configure Advisor Client Fees

1. From the home dashboard click **Fees > Configure Client Fees**.

The Configure Fees page opens.

**Client Fees** ⚙️

This fee configuration change has not yet been approved by your client. Your client must approve the fee change by logging in and electronically approving the change or by signing and returning a fee change form.

Advisor Fees for U

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**Invoicing**

Applied	Monthly
Max Fee Per Billable Period	GBP 3,200.00
Other Client Expenses	
Charge commissions to your own master account?	Yes
Charge other fees to your own master account?	No

- If necessary, use the Smart Search field to find client accounts by Account ID, Account Alias or Account Title. Type in the Search field; as you type, the list is reduced to display only those accounts that match your entry.
  - If you have a large number of client accounts, you can sort the list by any column heading, including Account Number, Account Alias, Account Name, Date Opened and Template. Simply click the arrows next to a column heading to sort the list by that heading.
2. Select one or more client accounts to view the existing fee schedule.

The page displays the fee schedule currently assigned to the selected client accounts, or displays a blank fee schedule if you have not yet assigned one to the selected accounts.

Configure Client Fees  
Use this section to configure fees that are charged for managing your client's account.

Fee Strategy Charge fees for managing this account

Annualized Percentage of Net Liquidation

Annualized Flat Fee

Percentage of P&L

Invoicing

Applied Monthly

Max Fee Per Billable Period 3200

Max Fee Per Billable Period as Percentage of NLV 0

Fee Per Trade Unit

Hedge Fund Capital Introduction Program (HFCIP)

Other Client Expenses  
Use this section to configure other client expenses including commissions, minimum monthly fees, market data and research fees.

Charge commissions to your own master account? YES NO

Charge other fees to your own master account? YES NO

CONTINUE

3. Click the configure (gear) icon next to the account to make fee changes.
4. Enter client fees in the fields provided:
  - To charge no fee at all, select **No Fee** from the dropdown menu. You can also select this option if you intend to bill your clients directly without using Account Management to configure the client's fees.
  - Enter client fee amounts and select invoicing caps in any combination as desired. For details on client fees, see [Overview of Advisor Client Fees](#).
  - For Annualized Percentage of Net Liquidation or Annualized Flat Fee, enter a percentage or amount and then select the frequency with which the percentage or flat fee is to be applied (Daily, Monthly or Quarterly).
  - For Percentage of P&L, click the check box and then click the blue pencil icon to choose between percentage of annual or percentage of quarterly P&L.
  - For Fee per trade unit, click the check box and then click the blue pencil icon to charge clients for services rendered based on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section as needed to set fees per trade.



**Note:** Fee per trade unit is not available for US or US protectorate legal residents due to regulatory restrictions, with the exception of US commodity-registered advisors, who are allowed a per-trade schedule for futures.

- To enter automatic invoicing, type the maximum invoice amount in the Amount field, enter a percentage cap (maximum percentage) on the amount of a client account's Net Asset Value to be invoiced in the Cap field, and select Monthly or Quarterly (how often the invoice amount will be charged). You can set both amount and percentage cap or just the cap; we apply the lower of the two. To view the amount of fees that you can deduct from the client, select **Fees > Invoicing** and look at the Available Fees column. For details on automatic invoicing, see [Overview of Advisor Client Fees](#).
  - To charge all commissions for a client account to your Advisor account, click the **Commissions** toggle buttons. If the Advisor Master account balance is below \$1000 when the commissions need to be posted, then the commission will be charged to the client account.
  - Minimum monthly fees, IRA account fees and market data and research fees are charged to client accounts by default. To charge these fees to your Advisor account for a client account, click the **Other Fees** toggle buttons.
5. If you selected Percentage of P&L, a window opens that lets you select and enter values for either Percentage of Annual P&L or Percentage of Quarterly P&L. As soon as you enter a value in either of these fields, the High Water Marking option appears. Click **Continue** when you are done. For more information, see [High Water Mark Setup](#).

The maximum percent of P&L that you can charge for either period is 35%.

Percentage of P&L

Applied	<input type="text" value="Yearly"/>
Percentage	<input type="text" value="10"/>
Configure Performance Threshold?	<input checked="" type="button" value="YES"/> <input type="button" value="NO"/>
Type	<input type="text" value="Fixed"/>
Threshold	<input type="text" value="10"/>
Configure High Water Mark?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>

6. If you selected Fee per trade unit, a window opens that lets you configure client fees on a fee-per-trade unit for each asset class (e.g. stocks, options, etc.), exchange and currency. These sections are displayed in expanding and collapsing sections. Click the gray bar to expand or collapse each section.

Fee Per Trade Unit

Bonds <span style="float: right; color: #0056b3;">✓</span>	FX	Contracts for Difference (CFDs)
Metals	Futures Options	Mutual Funds
Futures, SSFs	Stock & Index Options	Stocks
Warrants		

For Forex fee per trade unit, the mark-up is calculated on the second currency of an FX pair. For example, if a client trades in EUR.USD, the markup is based on the USD and not the EUR.

7. Expand and collapse each section as needed to set fees per trade as described below:
- To set a ticket charge, enter the amount in the Ticket Charge field for each desired product or currency. Remember that you cannot enter both a minimum fee per trade AND a ticket charge for a single product or currency.
  - To set a minimum fee per trade, enter the amount in the Min field for each desired product or 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 or currency. Remember that you can set the maximum fee per trade for all products and

currencies. Check the box under the Max column to configure maximum per order fee as percent of trade value.

- To set an absolute markup amount for a product, enter the amount in the Absolute Markup field for the desired product or currency. If you set this amount for a product or currency, you cannot set the Percent Markup or Absolute Amounts for the same product or currency. For example, to set a client fee of \$1.00, enter 1.00 in the Absolute Markup field for the desired product or currency. Note that this client fee is in addition to our commission.
- To set a markup percentage, enter the percentage amount without the decimal amount. (enter the amount as a whole number) in the % Markup field for the desired product or currency. For example, entering 100 indicates a 100% markup. If you set this amount for a product or currency, you cannot set the Absolute Markup or Absolute Amounts for the same product or currency. For example, to set a client fee of 25% of our commission, enter 25 in the % Markup field for the desired product or currency. Note that this client fee is in addition to our commission.
- To set absolute fees in a tiered schedule by volume level (also called Absolute Tiered Commissions), for each desired product or currency, enter the fee amount for each of the three tiers (Fee#1, Fee#2 and Fee#3 fields), then enter the volume level at which the fee changes in each of the three tiers (Vol#1, Vol#2 and Vol#3 fields). Note that Absolute Tiered Commissions include our commission.

Check the Unit column for the specific product or currency. You must enter absolute fees in the same units specified in the Unit column for that product or 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 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.



**Note:** Very small numbers may be displayed in E notation.

- To specify that all regulatory and exchange fees be added to an Absolute Tiered Commission schedule, click the check box for the desired product or currency.

## Specify Interest Markups or Markdowns

Specify interest markups or markdowns for a specific currency.

1. Click the **Pay Client No Credit Interest** check box to pay all credit and short proceeds credit interest to the broker.
2. In the Credit Markdown field, enter a percentage amount to be subtracted from the credit interest paid and given to the broker.
3. In the Debit Markup field, enter a percentage amount to be added to the debit interest. The maximum markup is 1%.
4. 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.
5. Specify credit markdowns and debit markups for interest associated with long and short CFDs and long and short index CFDs in the fields provided.
6. Click **Continue**

A review and confirmation page appears.

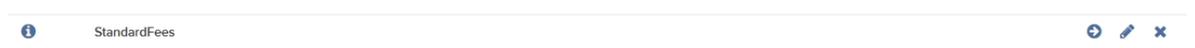
## Apply a Saved Client Fee Template

Apply a previously saved client fee template to selected accounts.

1. From Home, click the **Fee Administration** tab.
2. Click **Configure Client Fee Templates**.

The Configure Client Fee Templates page opens.

3. Select a template and then click the **Apply** arrow button.



The Apply Fee Template page opens.

- 4.

## High Water Mark

Advisors with SMA accounts who select Percent of P&L as the basis of their client fees can [apply High Water Marking](#) to the billing period client fees to offset periods of losses in a volatile market. Advisors cannot charge a profit-based fee as long as a cumulative loss exists. You set up High Water Marking on the Client Fees page when you select Percentage of P&L as client fee method.

High Water Marking lets you:

- » Specify a look-back period (in quarters or years, based on the period selection in the Percent of P&L fee schedule).

High Water Marking keeps track of cumulative losses per billing period within the specified look-back period. A loss in any period will be added to the look-back period's cumulative losses. A gain in any period will decrease the cumulative loss recorded to date. By default, the look-back period is zero, which means High Water Marking will not be in effect.

- » Pro-rate for withdrawals. If an advisor chooses to pro-rate, 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 pro-rated and deposits are not used to pro-rate 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	P1 Loss	P2 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.

## Set Up High Water Marking

Advisors who select Percent of P&L as the basis of their client fees can apply High Water Marking to the billing period client fees to offset periods of losses in a volatile market. Advisors cannot charge a profit-based fee as long as a cumulative loss exists. You set up High Water Marking on the Client Fees > Configure page when you select Percentage of P&L as the client fee method.

1. From the dashboard, click **Fees > Configure Client Fees**.

The Configure Fees page opens.

2. Click the account number at the top of the screen. The Accounts panel opens.
3. Select one or more client accounts and then click **Continue**.



**Note:** If you have a large number of client accounts, you can sort the list by any column heading, including Account Number, Account Alias, Account Name, Date Opened and Template.

Client Fees	
Advisor Fees for [REDACTED]	
<b>Percentage of P&amp;L</b>	
Applied	Quarterly (as of 3/31, 6/30, 9/30 and 12/31)
Percentage	10 %
<b>Performance Threshold</b>	
Type	Benchmark
Benchmark	iShares MSCI ACWI Index
<b>Other Client Expenses</b>	
Charge commissions to your own master account?	Yes
Charge other fees to your own master account?	Yes

- Click the Edit icon to make changes to your selected client(s) account.

Configure Client Fees

Use this section to configure fees that are charged for managing your client's account.

Fee Strategy Charge fees for managing this account

Annualized Percentage of Net Liquidation

Annualized Flat Fee

Percentage of P&L

Invoicing

Applied Monthly

Max Fee Per Billable Period 3200

Max Fee Per Billable Period as Percentage of NLV 0

Fee Per Trade Unit

Hedge Fund Capital Introduction Program (HFCIP)

**Other Client Expenses**

Use this section to configure other client expenses including commissions, minimum monthly fees, market data and research fees.

Charge commissions to your own master account? YES NO

Charge other fees to your own master account? YES NO

[CONTINUE](#)

- Select the **Percentage of P&L** check box. The Percentage of P&L options appear.

Percentage of P&L

Applied	<input type="text" value="Yearly"/>
Percentage	<input type="text" value="10"/>
Configure Performance Threshold?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>
Configure High Water Mark?	<input checked="" type="button" value="YES"/> <input type="button" value="NO"/>
Look Back Years	<input type="text" value="1"/>
Prorate for Withdrawals?	<input type="button" value="YES"/> <input checked="" type="button" value="NO"/>
Configure Previous Losses?	<input checked="" type="button" value="YES"/> <input type="button" value="NO"/>
<b>Previous Loss</b>	
Amount	<input type="text" value="Required"/>
Year	<input type="text" value="Choose One"/>
<input type="button" value="+ ADD"/>	

6. Use the drop down menu for either **Annual P&L** or **Quarterly P&L**, then enter a percentage in the field provided.

You can set up High Water Marking for both annual and quarterly P&L if you are using both as the basis of your billing of client fees.

The High Water Mark Setup toggle button appears.

7. Select **Yes** to "**Configure High Water Mark?**" The High Water Mark setup fields appear.

You set up High Water Marking separately for annual- and quarterly-based P&L fees.

8. 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).

If you are setting up High Water Marking for annual P&L, you can leave the Years field blank for perpetual look-back.

- High Water Marking keeps track of cumulative losses per billing period within the specified look-back period. A loss in any period will be added to the look-back period's cumulative losses. A gain in any period will decrease the cumulative loss recorded to date. By default, the look-back period is zero.
- Prorate - Select Yes to prorate or No if you do not want to prorate. If you choose to prorate, withdrawals in the current period reduce any cumulative losses that are carried over from previous periods. The losses are reduced in proportion to the percentage of equity that was withdrawn.

Current period losses are never adjusted by current period withdrawals, gains are not prorated and deposits are not used to prorate losses.

- Previous Losses - Initialize High Water Marking with previous periods' losses by entering the amount of the losses for one period. Click the Add link to add losses from additional previous periods.

Configure High Water Mark?	<input checked="" type="button" value="YES"/>	<input type="button" value="NO"/>
Look Back Quarters	<input type="text" value="Required"/>	
Prorate for Withdrawals?	<input checked="" type="button" value="YES"/>	<input type="button" value="NO"/>
Configure Previous Losses?	<input type="button" value="YES"/>	<input checked="" type="button" value="NO"/>

9. Click **Continue**. Your High Water Marking setup will be effective on the day we process the approved client agreement.

Your modified client account fee schedule is displayed. While pending you have the option to cancel the fee change or print the form to directly mail to the client.

## HFCIP Fees

Use this page to modify the fees you charge on the current value of the amount that your clients have invested in hedge funds who participate in our Hedge Fund Capital Introduction Program (HFCIP), which is part of our Investors' Marketplace. When you invest funds for your client at the Hedge Fund Investor Site

(available at the Marketplace), you will be able to enter the fees that you charge for that investment on the form that your client must approve and sign.

For each client who invests in a participating hedge fund, you can charge fees based on the Annualized Percentage of Net Liquidation Value of the current value of the client's investment in the Fund and/or the percentage of profit and loss of the client's investment in the Fund, as well as configure the fee posting frequency (monthly or quarterly). After you complete your entries on the page, you will be presented with a PDF form that your client must sign.

Fees entered for the first time in the middle of a period will be calculated and applied as of the date the fee agreement is approved and entered into the system. Fees changed during a period will take effect as of the beginning of the next monthly or quarterly period. If you change the frequency from monthly to quarterly, the change will take effect as of the next calendar quarter. If you change the frequency from quarterly to monthly, the change will take effect after the end of the current calendar quarter.

Hedge funds may offer advisor clients who invest in their funds a discount on the hedge fund's standard management fee. Check the Hedge Fund's listing at the Hedge Fund Investor Site or contact the Fund directly to see if they offer such a discount.

## Configure HFCIP Fees

1. Click **Fee Administration > Configure Client Fees**.

**Client Fees** ⚙️

This fee configuration change has not yet been approved by your client. Your client must approve the fee change by logging in and electronically approving the change or by signing and returning a fee change form.

Advisor Fees for U  

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**Invoicing**

Applied	Monthly
Max Fee Per Billable Period	GBP 3,200.00

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**Other Client Expenses**

Charge commissions to your own master account?	Yes
Charge other fees to your own master account?	No

2. Click the configure (gear) icon to edit fees for the selected account and click the check box next to HFCIP Fees.

**Hedge Fund Capital Introduction Program (HFCIP)**

For each Hedge Fund listed below, enter fees based on the Annualized Percentage of Net Liquidation Value (NLV) of the current value of the client's investment and/or the percentage of P&L of the client's investment.

Hedge Fund Name	Annualized Percentage of Net Liquidation Value	Percentage of P&L	Applied
<input checked="" type="checkbox"/> ACI Partnership Fund, LP			Monthly ▼
<input type="checkbox"/> Anebatic Fund LP			Monthly ▼
<input type="checkbox"/> Arquitos Capital Partners, LP			Monthly ▼

3. For each Fund in which the client has invested or plans to invest, click the **Enroll** check box, and then enter fees as follows:
  - In the **Annualized Percentage of Net Liquidation Value** field, enter a fee based on the Annualized Percentage of Net Liquidation Value (NLV) of the current value of the client's investment in the Fund. The percentage of equity fee must be between 0 and 1.
  - In the **Percentage of P&L** field, enter a fee based on the percentage of profit and loss of the client's investment in the Fund.
  - In the **Applied** column, select *Monthly* or *Quarterly*.
4. When you have completed entries for all applicable Funds, click **Continue**.
5. A summary of your fee entries appears. Click **Generate PDF** to print a PDF document that describes the new fee schedule, and then either keep it for your records or have your client sign the form. You can choose not to have your client sign the form because once you confirm the fees, the client receives a request to approve the fees under Pending Items. Depending on which method you choose, the client can either return the signed form to us or confirm the request in Account Management under Pending Requests. Instructions will be provided on the bottom of the PDF telling you where and how to send the form.

## Advisor Fee Cap Formulas

$$\text{Available Fee Cap Limit (Period X)} = (R * \text{Average Equity (Period X)}) - \text{Amount Paid (Period X)}$$

If Available Fee Cap Limit for any period is negative, no advisor fee will be charged.

Period X = 12 30-day cumulative periods over the last 360 days. If an account has been opened less than 360 days, all the even 30-day periods up to the time the account has been opened will be included. Or the Period X will be the exact number of days the account has been opened.

$$R (\text{Period X}) = ((0.252/360) * \text{Number of Days})^{1/2}$$

Available Equity = Average Equity over Period X

Amount Paid = Advisor Fees paid over Period X

For example, you have the client account open for one month\* and the average equity for this account over a month is \$10,000. You charged \$50 as advisor fees for that month. Your available fee cap would be:

$$((0.252/360)*30)1/2*\$10,000-\$50=\$671.69$$

\*30 days is used for this calculation.

## Client Authorization

Whenever an advisor submits a new client fee schedule or modifies an existing client fee schedule, the client must provide authorization as described below.

### Obtain authorization from an existing advisor client

1. Submit a new or modified fee schedule for the existing client on the Client Fees page in Account Management.
2. Obtain the client's authorization in any of the following ways:
  - o Print the fee schedule, have it signed by your client, and return it along with a current Government issued ID (passport, driver's license, etc.) to us for activation.
  - o Click the **Generate PDF for Current Fees** button at the bottom of the Client Fees page to print it, then send to your client for signature. Your client can then send the signed PDF directly to us for activation at the address/Fax number indicated on the form.
3. If the client does not want to submit the PDF, he or she can log into Account Management and provide authorization online in the Pending Items section on the Account Management Home page.

### Obtain authorization from a new advisor client

An advisor obtains authorization from a new client account as part of the client account invitation process, which begins on the CRM dashboard and selecting a contact.

- » Fully Electronic: The advisor or Fund Investment Manager specifies the monthly or quarterly limit and sends the invitation to their client(s). The client reviews and accepts the invitation electronically.

- » Semi-electronic: The advisor or Fund Investment Manager completes the fees section of the account application PDF by selecting the appropriate fee methodology (Monthly or Quarterly Invoicing) and specifying the limit. The advisor or Fund Investment Manager then prints the completed account application PDF and obtains client authorization (client signature) on the PDF and submits it to us at the address printed on the PDF.

## Charge Client Fees to Master

Minimum monthly fees, IRA account fees and market data and research fees are charged to Advisor client accounts by default. Use the Configure Client Fees page to elect to charge fees to your Advisor Master account.

If you elect to charge client fees to your Master account and your Master account balance is below \$1000 when fees need to be posted, the fees will be charged to the client account.

1. From the dashboard, click **Fee Administration > Configure Client Fees**.

The Configure Fees page opens. Select one or more client accounts by clicking the check box next to each one, then click **Continue**.

If you have a large number of client accounts, you can sort the list by any column heading, including Account Number, Account Alias, Account Name, Date Opened and Template.

Simply click the arrows next to a column heading to sort the list by that heading.

Other Client Expenses  
Use this section to configure other client expenses including commissions, minimum monthly fees, market data and research fees.

Charge commissions to your own master account?  YES  NO

Charge other fees to your own master account?  YES  NO

CONTINUE

2. Click the configure (gear) icon to make changes to your selected client(s) account.
3. From the Configure Other Client Expenses section, use the toggle buttons to charge commissions and other fees to the advisor.

The setting will apply to all existing client account and new client accounts. If you submit your election on a business day before 4:00 PM ET, the change will be effective on the next business day.

## Client Fee Templates

Client fee schedules can be applied to accounts individually or can be stored in *templates*. You can configure fees for one or more client accounts, or set up client fee schedules in templates, then assign the templates to client accounts. The use of templates allows you to easily maintain different fee schedules for multiple client accounts.

You create, modify and delete templates on the Templates page. If you are a new advisor (i.e., you just opened your account), then there will be a blank default client fee template, which you can then configure with your own fee schedule. If you are an existing broker, your old global fee schedule is now the default client fee template. You can modify the default template but you cannot delete it.

You are not required to create templates for client fee schedules. You can simply select one or more client accounts on the Configure Fees page, then create a fee schedule for those accounts without assigning a template to those accounts. If you do configure fees for client accounts without assigning a template, the Template column on the Configure Fees page will show Default as the template (even though you have not assigned a template to those accounts).

If you have more than one saved template, you can mark one of them as the default template. New accounts will automatically be assigned to the template that is marked as the default at the time the client account is opened. If you do mark one of your own templates as the default template, the template named Default remains in the system and the client accounts previously assigned to the named Default template will still be assigned to it.

From the Client Fee Templates page, you can do the following:

- » [View existing client fee templates](#)
- » [Create new templates](#)
- » [Edit or delete existing templates](#)
- » [Apply templates to client accounts](#)

## Configure Client Fee Templates

Select any of the links below to create, edit, delete or apply a template.

Create a Template

1. Click **Fees > Configure Fee Templates**.

The Configure Client Fee Templates page opens.

Configure Client Fee Templates			+
	StandardFees		
	BoNewWrapFee		
	BlendedTierRate		
	AdvisorPayComm		

The Templates page lists all of your saved client fee templates, if you have any.

2. Click the **+** icon. The Create a Client Fee Template page opens.
3. Click **Yes** or **No** to make this template the default.
4. Name your template and click **Continue**.

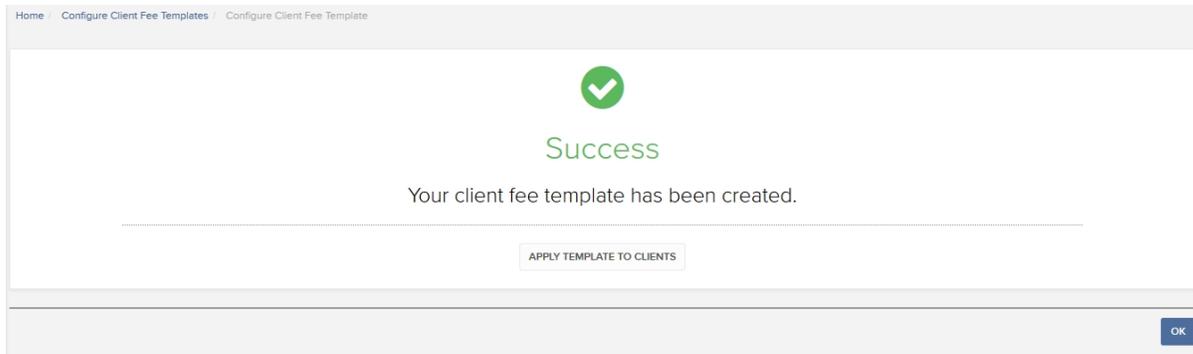
Create a Client Fee Template

A client fee template contains a pre-configured fee structure that you can apply to client accounts. To begin, enter a name for the new client fee template below and click continue.

Make template default?

Template Name

5. Determine your Fee Strategy. Choose one of the following:
  - » Do not charge any fees for managing this account
  - » Charge fees for this account outside of IBKR
  - » Charge fees for managing this account
6. For Charge commissions to your own master account: click **Yes** or **No**.
7. For Charge other fees to your own master account: click **Yes** or **No**.
8. Click **Continue**.
9. Review the template. If the changes are acceptable, click **Continue**.



10. To apply the template to current clients, click **Apply Template to Clients**.
11. To finish the template creation process, click **OK**.

## View, Edit, or Delete a Template

1. Click **Fees > Configure Client Fee Templates**.

The Templates page opens.

2. Do one of the following:
  - » To view a saved template, click the **blue information (i)** icon.
  - » To edit a template, click the **blue pen icon** next to the template.
  - » To delete a template, click the **X** next to the template.

## Apply a Template

1. Click **Fees > Configure Client Fee Templates**.
2. Click the **blue arrow icon** to apply your saved template to client accounts.

Configure Client Fee Templates			+
<b>i</b>	NAGGYYYYTEMP	<b>→</b> <b>✎</b> <b>✕</b>	
<b>i</b>	StandardFees	<b>→</b> <b>✎</b> <b>✕</b>	
<b>i</b>	Blended TierRate	<b>→</b> <b>✎</b> <b>✕</b>	
<b>i</b>	NagyFee	<b>→</b> <b>✎</b> <b>✕</b>	
<b>i</b>	fghffgfhgf	<b>→</b> <b>✎</b> <b>✕</b>	
<b>i</b>	BoNewWrapFee	<b>→</b> <b>✎</b> <b>✕</b>	
<b>i</b>	testtemp	<b>→</b> <b>✎</b> <b>✕</b>	
<b>i</b>	AdvisorPayComm	<b>→</b> <b>✎</b> <b>✕</b>	

3. Click **Add/Edit Accounts** to select the client accounts the fee template will be applied to.

4. The Accounts panel opens. Choose clients and then click **Continue**.
5. The Apply Fee Template page now lists the accounts you have chosen. Click **Continue**.
6. Review the confirmation screen and click **Ok** to return.

## View, Edit, or Delete Client Fee Templates

1. Click **Fees > Configure Client Fee Templates**.

The Templates page opens.

2. Click the **blue information (i)** icon to view a saved template.
3. Click the **blue pen icon** next to the template you want to edit.

- To delete a template, click the **X** next to the template.

## Apply Client Fee Templates

- Click **Fees > Configure Client Fee Templates**.
- Click the **blue arrow icon** to apply your saved template to client accounts.

Configure Client Fee Templates		
	NAGYYYYTEMP	
	StandardFees	
	BlendedTierRate	
	NagyFee	
	fghffghgf	
	BoNewWrapFee	
	testtemp	
	AdvisorPayComm	

- Click **Add/Edit Accounts** to select the client accounts the fee template will be applied to.

Apply Client Fee Template: StandardFees

Home / Configure Client Fee Templates / Apply Client Fee Template: StandardFees

Apply Fee Template

Add/Edit Clients

Select clients to apply your fee template.

Annualized Percentage of Net Liquidation

Type	Fixed
Applied	Monthly
Amount	16 %

Invoicing

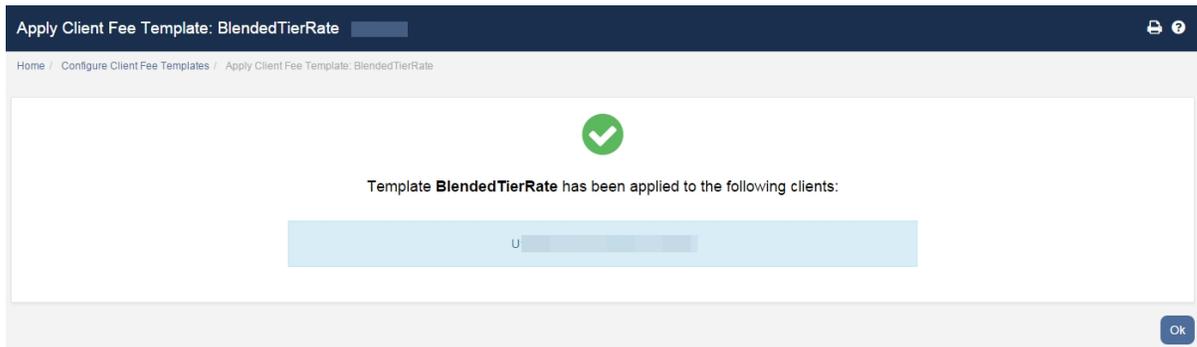
Applied	Monthly
Max Fee Per Billable Period	10,000.00

Other Client Expenses

Charge commissions to your own master account?	No
Charge other fees to your own master account?	No

- The Accounts panel opens. Choose clients and then click **Continue**.
- The Apply Fee Template page now lists the accounts you have chosen. Click **Continue**.

6. Review the confirmation screen and click **Ok** to return.



## Invoicing

The Invoicing page lets you submit advisor-calculated daily fee invoices for multiple client accounts, view and update pending invoices and review invoices processed in the past seven days. Invoices submitted prior to 5:30 (17:30) PM EST will be processed by us the same day (U.S. night) and appear on today's statements. Invoices submitted after 5:30 (17:30) PM EST will be processed by us on the next business day. You can upload a .csv file that contains invoices for multiple clients or submit invoices for ten clients at a time using the form on the page, but only one invoice per client account per day. You can also reimburse fees to your clients.

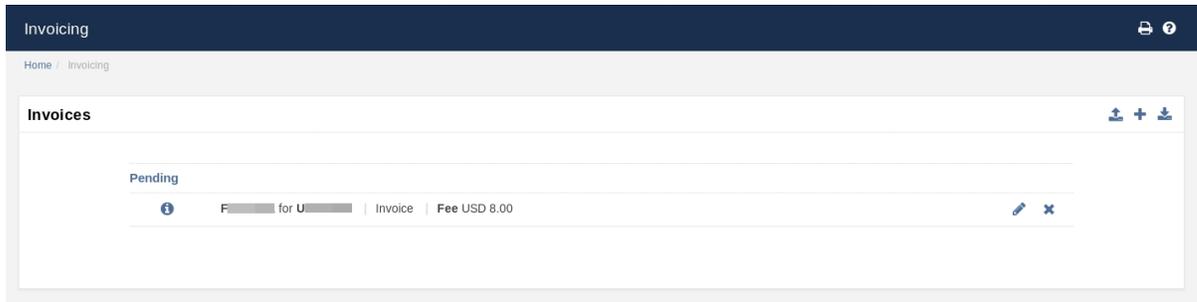
Before you can submit fee invoices for client accounts, you must first configure fees and invoice caps for the account(s) on the [Client Fees](#) page.

Advisors can also reimburse fees to clients on the Client Fees page. See [Advisor Fee Reimbursements](#) for detailed information.

## Submit Fee Invoices

1. A summary of your invoice requests opens. Click **Confirm** to confirm your request.  
Click **Cancel** to cancel the operation.
2. From the home dashboard, click **Fees > Invoicing**. The invoicing summary page opens.

Select your client account from the account selector, then click **Continue**.



3. From the summary screen, click the + icon to submit a new invoice.

Configure Invoices

- Invoices submitted prior to 5:30 (17:30) PM EST will be processed by IB the same day (U.S. night) and appear on that day's statements. Invoices submitted after 5:30 (17:30) PM EST will be processed by IB on the next business day.
- You can submit one invoice per client account per day.
- You cannot exceed the defined fee limit per period.
- The values in the Limit and Currency fields use the information defined on the Client Fees page.

---

Advisor's Account	<input type="text"/>
Client Account	<input type="text"/>
Limit	GBP 100.00
Available Fees	GBP 10.00
New Fees (GBP)	<input type="text" value="0"/>
Model	<input type="text" value="Optional"/>
Memo	<input type="text" value="Optional"/>

[CONTINUE](#)

If you are using Money Managers to trade for client accounts, the page looks like this:

**Client Invoicing**

**Upload New Invoices**

To upload a CSV file of new invoices for your client accounts, click *Upload New Invoices*.

[Upload New Invoices](#) ➔

**Submit New Invoices**

Select an account.  
Enter the fee. Note that the new fees (alone or combined with previously Requested Fees) cannot exceed the limit.  
Click *Add* to add the new invoice to the list. Repeat steps 1 and 2 above to add additional invoices for other accounts.  
Click *Continue* when all invoices have been added.

» Invoices submitted prior to 5:30 (17:30) PM EST will be processed by IB the same day (U.S. night) and appear on that day's statements. Invoices submitted after 5:30 (17:30) PM EST will be processed by IB on the next business day.

» You can submit invoices for up to ten clients at a time, but only one invoice per client account per day.

» You cannot exceed the defined fee limit per period.

» The values in the Limit and Currency fields use the information defined on the Client Fees page.

Advisor *	Client Account	New Fees	Memo	Requested Fees	Limit	Currency	Action
F [dropdown]	Select Account ID [dropdown]	[ ] - [ ]	[ ]	--			<a href="#">Add</a>

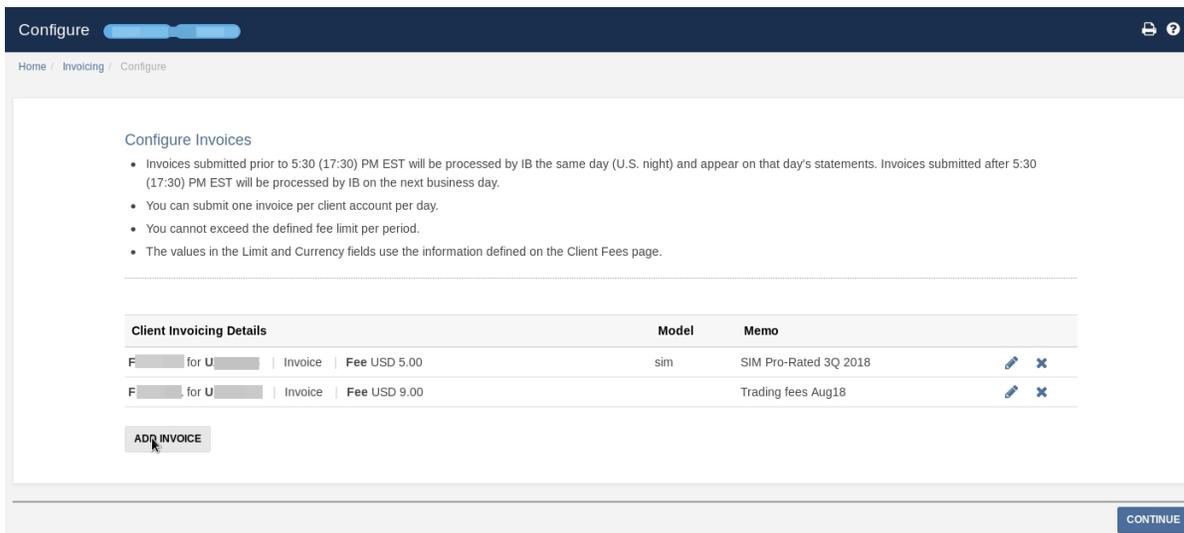
\* Advisor in this case is your own Financial Advisor Master Account (Wealth Manager) or a Money Manager Account.

Continue ➔
✖ Cancel

4. Enter invoices for each client account as follows:

- Select a client account from the Client Account list. The Limit and Available Fees fields are automatically filled with the information you entered on the Client Fees page.
  - If you are an Advisor using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.
- In the New Fees field, enter the amount of the invoice fee.
- Enter an optional note in the Model and Memo field.
- Click **Continue** and review the invoicing information.
- Click **Continue** to view the completion screen. Click **Ok** to return.

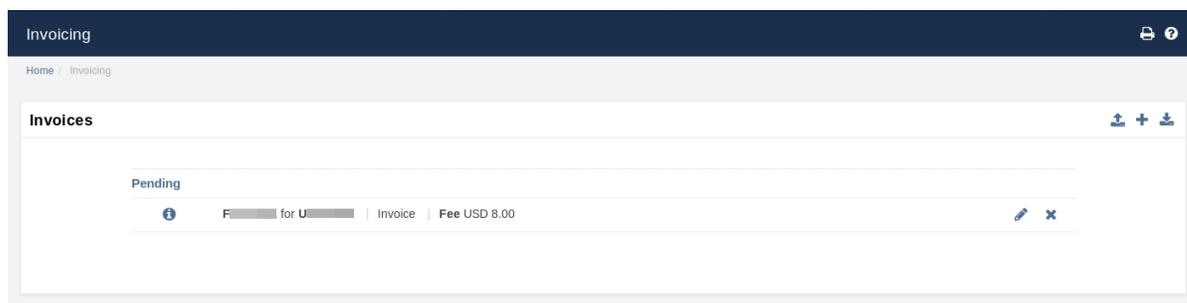
## Add Bulk Invoices



1. If you selected multiple client accounts, a list will appear on the invoicing summary page. Click **Add Invoice**.
2. In the popup window, complete the fields including New Fees, Model and Memo.
3. Click Add. The pending invoices will added to the list.
4. To download your invoices, click the Download icon on the top right of the screen.

## View, Update or Cancel Pending Invoice Requests

1. From Home, click **Fee Administration > Invoicing**. The Invoices page opens.



2. Click the information icon next to pending invoices to view a summary screen.
3. Click the pencil icon to edit pending invoices and click the x icon to delete pending invoices.

If you are an Advisor using Money Managers, select an Advisor account from the Advisor drop-down list (Financial Advisor accounts begin with the letter F; Money Manager accounts begin with the letter A), then select a client account from the Client Account drop-down list.

## Download Processed Invoices

1. From Home, click the **Fee Administration** tab.
2. Click **Invoicing**.
3. Click the **Download Processed Invoices** icon in the top right of the screen.
4. You will be prompted to open the downloaded .xls file with the program of your choosing.

The page displays the following information for each invoice:

- Requested Amount
  - Currency
  - Memo, if there is one
  - Post Date
  - Posted Amount
  - Error Reason, if there is an error
4. Click **Submit** to save your changes. Click **Cancel** to cancel the operation.

## Upload and Download Invoices

If you have multiple client invoices, you can create a bulk invoice file and upload it on this page. You will be able to verify the invoice details before they are submitted for processing.

### Upload Invoices

1. From Home, click the **Fee Administration** tab.
  2. Click **Invoicing**. The Invoices page opens.
  3. Click the **Upload** icon at the right of the screen. The Upload Invoice dialog box opens.
-

Upload Invoice
✕

The file must be a CSV (comma-separated values) file that contains the following fields in the order listed:

- Client Account Number
- Amount (in client's base currency)
- Memo (Optional field; this field can be left empty)
- Money Manager Account Number (Optional field; use this field if the invoice/reimbursement is to be paid to/collected from a Money Manager or else leave empty)
- Model (Optional field; this field can be left empty)

📁 BROWSE FOR FILE

---

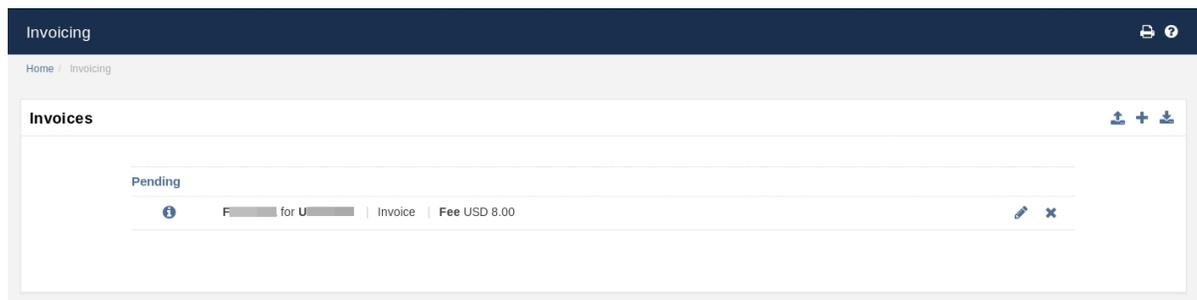
UPLOAD

4. Click **Browse for File**. The File Upload dialog box opens.
5. Browse for the file and click **Open**.
6. Click **Upload**.

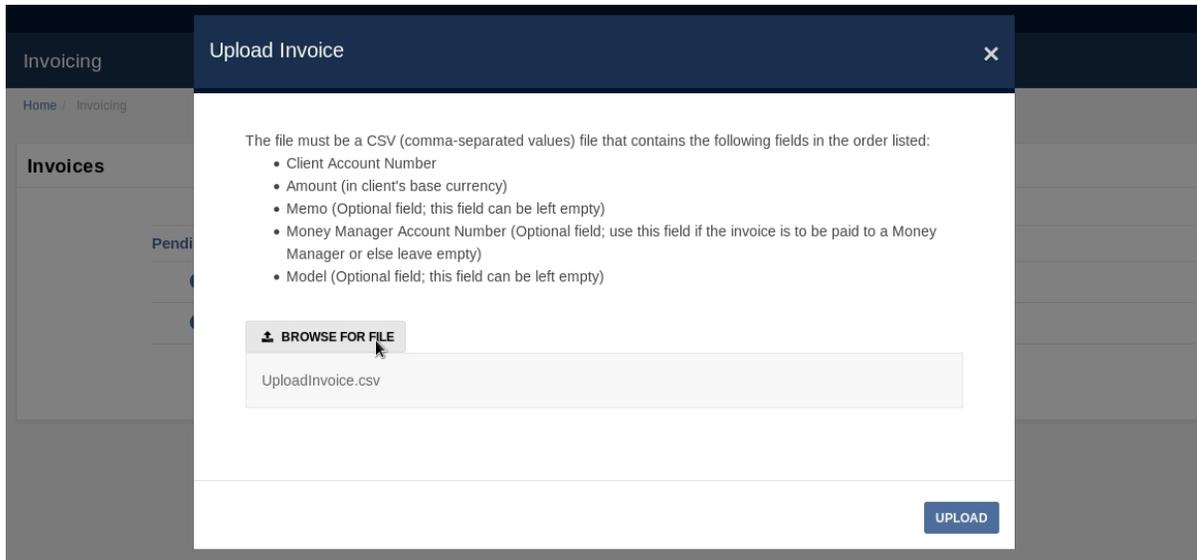
## Upload a CSV File with Multiple Invoices

1. Log in to Account Management, then from the home dashboard, click **Fees > Invoicing**. Fund Investment Managers click **Manage Funds > Fees > Invoicing**.

The Invoicing page opens.



2. Click the upload icon in the top right of the invoicing summary screen.



3. On the Upload Client Invoices page, click **Browse**, then locate and select your .csv invoice file.
4. Click **Upload**.
5. Do one of the following:
  - Click **Confirm** to confirm your upload.
  - If your uploaded file is marked invalid, or if you want to add more account invoices to your .csv file, click **Back**, then update your invoice file. Upload the updated file by clicking **Browse**, locate and select the updated file, then click **Upload**.
  - Click the x icon to exit and cancel the upload.

### Sample .cvs File

The following figure shows a sample .cvs file in Microsoft Excel with multiple invoices.

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. The ribbon includes sections for Clipboard (Cut, Copy, Paste, Format Painter), Font (Calibri, size 11, bold, italic, underline, text color, background color), and Alignment (left, center, right, justify, wrap text, merge & center). Below the ribbon, the spreadsheet shows a table with the following data:

	A	B	C	D	E	F	G	H	I
1	UXXXXXX	500	USD	Fees for July					
2	UXXXXXX	1250	EUR	Fees for Q2					
3	UXXXXXX	750	USD	Fees for July	AXXXXXX				
4	UXXXXXX	450	CAD	Fees for June		Growth			
5	UXXXXXX	850	USD						
6									
7									
8									
9									

## Download Invoices

1. From Home, click the **Fee Administration** tab.
2. Click **Invoicing**.
3. Click the **Download Processed Invoices** icon in the top right of the screen.
4. You will be prompted to open the downloaded .xls file with the program of your choosing.

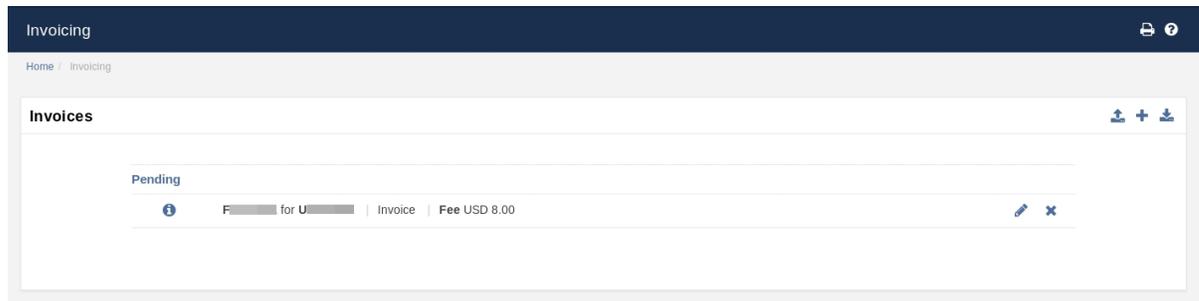
The page displays the following information for each invoice:

- Requested Amount
  - Currency
  - Memo, if there is one
  - Post Date
  - Posted Amount
  - Error Reason, if there is an error
4. Click **Submit** to save your changes. Click **Cancel** to cancel the operation.

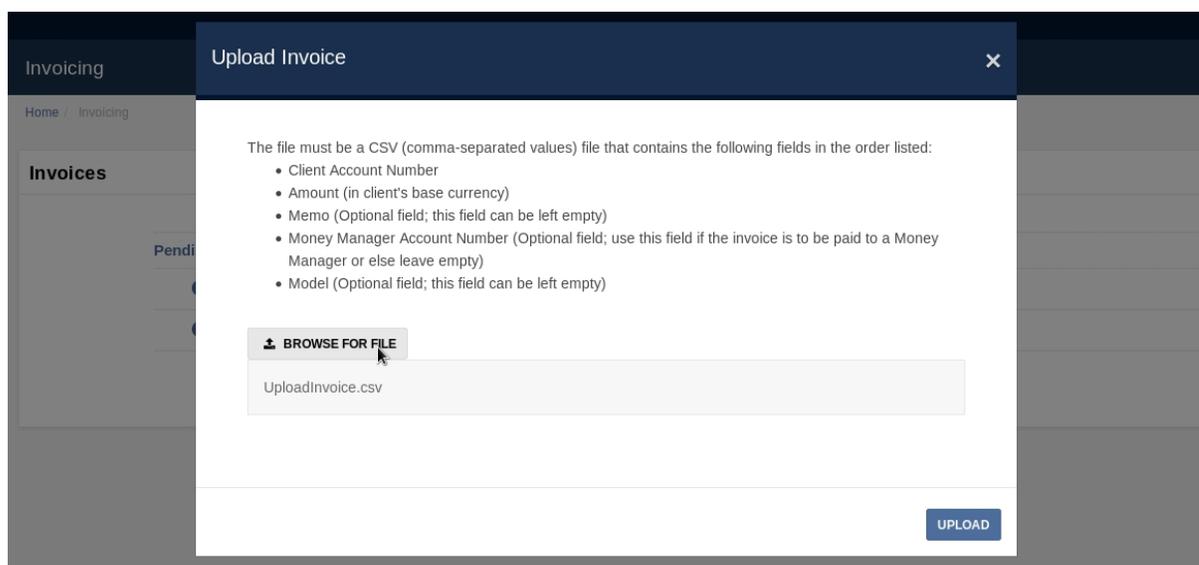
## Upload a .csv File with Multiple Client Invoices

1. Log in to Account Management, then from the home dashboard, click **Fees > Invoicing**. Fund Investment Managers click **Manage Funds > Fees > Invoicing**.

The Invoicing page opens.



2. Click the upload icon in the top right of the invoicing summary screen.



3. On the Upload Client Invoices page, click **Browse**, then locate and select your .csv invoice file.
4. Click **Upload**.
5. Do one of the following:
  - o Click **Confirm** to confirm your upload.

- If your uploaded file is marked invalid, or if you want to add more account invoices to your .csv file, click **Back**, then update your invoice file. Upload the updated file by clicking **Browse**, locate and select the updated file, then click **Upload**.
- Click the x icon to exit and cancel the upload.

### Sample .cvs File

The following figure shows a sample .cvs file in Microsoft Excel with multiple invoices.

	A	B	C	D	E	F	G	H	I
1	UXXXXXX	500 USD	Fees for July						
2	UXXXXXX	1250 EUR	Fees for Q2						
3	UXXXXXX	750 USD	Fees for July		AXXXXXX				
4	UXXXXXX	450 CAD	Fees for June			Growth			
5	UXXXXXX	850 USD							
6									
7									
8									
9									

## Configure Invoice Notifications

To help you meet your compliance obligations, we can notify all of your clients about advisory fees to be deducted from their accounts before those fees are actually charged. These notices describe the method used to calculate the fee, the amount of the fee and the period covered by the fee.

You can choose how we send these notices to all of your clients: by email, in the Customer Service Message Center, or no notification at all. By default, your clients will NOT receive any notification about fees; the fees will automatically be deducted from their accounts.

1. Click **Manage Clients > Fees > Invoicing**.

The Invoicing page opens.

**Invoicing**

To create new fee invoices for your client accounts, click *Submit New Invoices*.  
 To review, update and cancel pending invoices, click *Review Pending Invoices*.  
 To configure notifications, click *Configure Invoice Notifications*.  
 To view the status of submitted invoices including error messages, click *View Status*.

**Submit New Invoices** →
**Review Pending Invoices** ↗
**Configure Invoice Notifications**
**View Status**

**Advisor Fee Reimbursements**

This section is intended to allow advisors to reimburse their clients for prior invoices.

To submit new fee reimbursement requests for your client accounts, click *Submit Fee Reimbursements*.  
 To review, update and cancel pending fee reimbursement requests, click *Review Pending Fee Reimbursements*.  
 To view the status of submitted fee reimbursement requests including error messages, click *View Status*.

**Submit Fee Reimbursements** →
**Review Pending Fee Reimbursements** ↗
**View Status**

## 2. Click **Configure Invoice Notifications**

The Configure Invoice Notifications page opens.

**Client Invoicing**

**Configure Invoice Notifications**

To help investment advisors meet their compliance obligations, Interactive Brokers can provide your clients with notices informing them of advisory fees deducted from their accounts before those fees are charged. These notices will describe the method for calculating the fee, the amount of the fee and the period covered by the advisory fee. We can send these notices by email or through the Message Center. If you want us to send these messages to your clients, select one of the options below.

Do not send my clients notices summarizing advisory fees charged.

Send my clients notices summarizing advisory fees charged to the email address on record for the client's account.

Send my clients notices summarizing advisory fees charged through the Message Center.

**Submit** →
**Cancel**

## 3. Choose how we should send invoice notifications to all of your clients by clicking the appropriate radio button:

- Do not send my clients notices summarizing advisory fees charged. (This is the default selection and is in force if you make no selections.)
- Send my clients notices summarizing advisory fees charged to the email on record for the client's account.

- Send my clients notices summarizing advisory fees charged through the Customer Service Message Center.
4. Click **Submit** to save your changes. Click **Cancel** to cancel the operation.

## Advisor Fee Reimbursements

Advisors can reimburse fees to client accounts on the Invoicing page.

### Rules for Fee Reimbursements

- » You can reimburse fees for a 12-month period.
- » 50% of the trailing 12 months of invoices (net of any prior rebate) is the maximum amount that you can reimburse.
- » Multiple reimbursements cannot exceed the original 50% maximum for the trailing 12-month period. For example, if invoices in a 12-month period were \$12,000, you can reimburse a maximum of \$6,000 in invoices. So if you reimburse \$5,000 in invoices one week, you can only reimburse a maximum of \$1,000 in invoices the following week because  $\$5,000 + \$1,000 =$  the maximum reimbursement of \$6,000.
- » Fee reimbursements should be accounted for in the fee cap calculations, meaning a rebate of fees will increase the fee caps.
- » We process fee reimbursements by simultaneously debiting the master and crediting the client account.
- » If the master does not have the funds available to satisfy the requested fee reimbursement, the request will not be processed.

### Submit and Review Fee Reimbursements

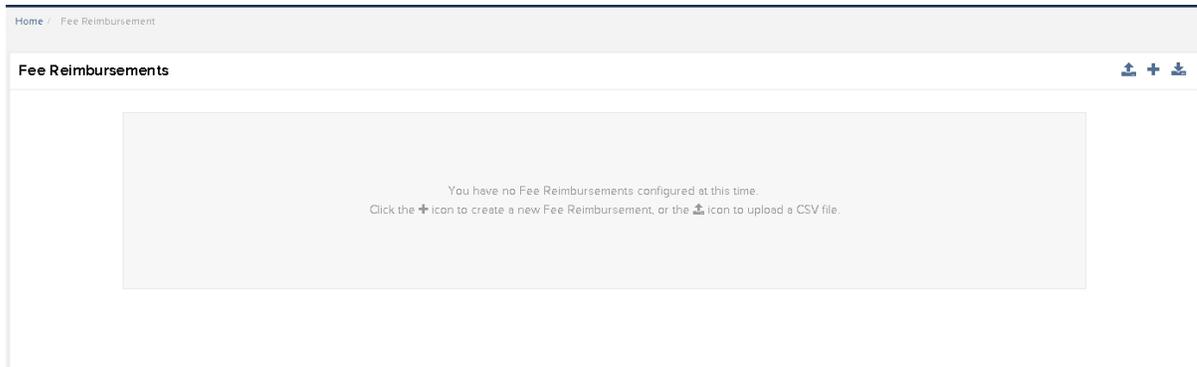
Advisors can reimburse fees to client accounts on the Advisor Invoicing page.

#### Submit Fee Reimbursements

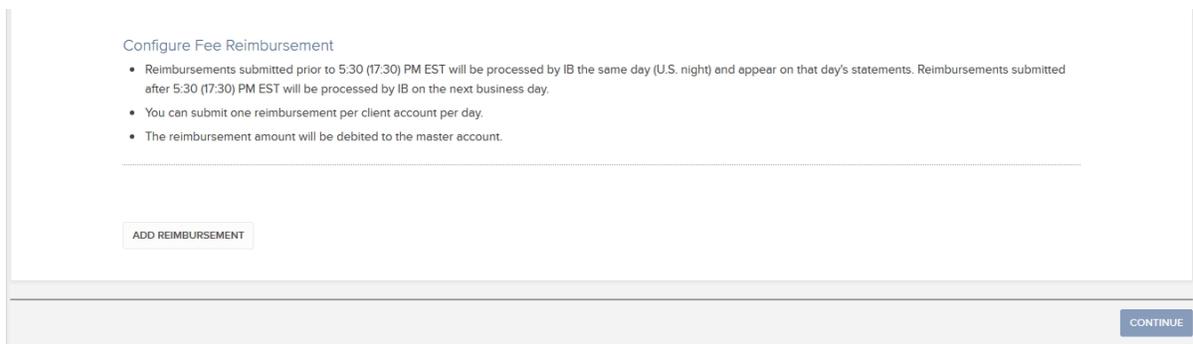
1. From Home, click the **Fee Administration** tab.
2. Click **Fee Reimbursement**.

The Fee Reimbursements page opens.

---



3. Click the **Create "+"** icon in the top right of the screen.



4. Click **Add Reimbursement**. The Add Reimbursement dialog box opens.

### Add Reimbursement ✕

Advisor's Account	<input type="text"/>
Client Account	<input type="text" value="Choose One"/>
New Reimbursement Amount (USD)	<input type="text" value="Required"/>
Model	<input type="text" value="Optional"/>
Memo	<input type="text" value="Optional"/>

5. Choose a **Client Account**.
6. Enter the following information:
  - » **New Reimbursement Amount:** Enter the amount of the fee reimbursement.
  - » **Model:** Enter a model.
  - » **Memo:** Enter an optional note.
7. Click **Add**.

Be aware of the following processing rules:

- » Reimbursements submitted prior to 5:30 (17:30) PM EST will be processed by us the same day (U.S. night) and appear on that day's statements.
- » Reimbursements submitted after 5:30 (17:30) PM EST will be processed by us on the next business day.
- » You can submit reimbursements for up to ten clients at a time, but only one reimbursement per client account per day.

---

## Review Fee Reimbursements

Review fee reimbursements and view reimbursements that have already been processed.

---

1. From Home, click the **Fee Administration** tab.
  2. Click **Invoicing**.
  3. Pending reimbursements will be displayed on the summary screen.
  4. Modify or cancel the fee reimbursement request:
    - » To modify the fee reimbursement request, click the pencil icon.
    - » To cancel a fee reimbursement, click the X icon.
- 

## Review Fee Reimbursements

Review fee reimbursements and view reimbursements that have already been processed.

1. From Home, click the **Fee Administration** tab.
2. Click **Invoicing**.
3. Pending reimbursements will be displayed on the summary screen.
4. Modify or cancel the fee reimbursement request:
  - » To modify the fee reimbursement request, click the pencil icon.
  - » To cancel a fee reimbursement, click the X icon.

## Run a Report on Performance

The report contains query accounts with performance greater than and/or less than a specified TWR.

1. From the Advisor Portal home page, click the **Tools** tab.
2. Click **Client Data Queries**.
3. In Report Type, select **Performance**.

**Run a Report** ?

Report Type

Period

Performance (%)

Format

4. Enter the following information:
  - a. In Period, select 12 Months or Year to Date.
  - b. In Performance, choose greater than (>), less than (<), less than or equal to (<=) or greater than or equal to (>=) and then enter a number for the percentage.
  - c. In Format, select HTML/Web, PDF or CSV.
5. Click **Run Report**.

The Performance Report appears.

Performance Report

Search Criteria	
Account(s)	All Accounts
Date(s)	2018-05-21 - 2019-05-20
Performance	< 20%
Performance Measure	Simple Return

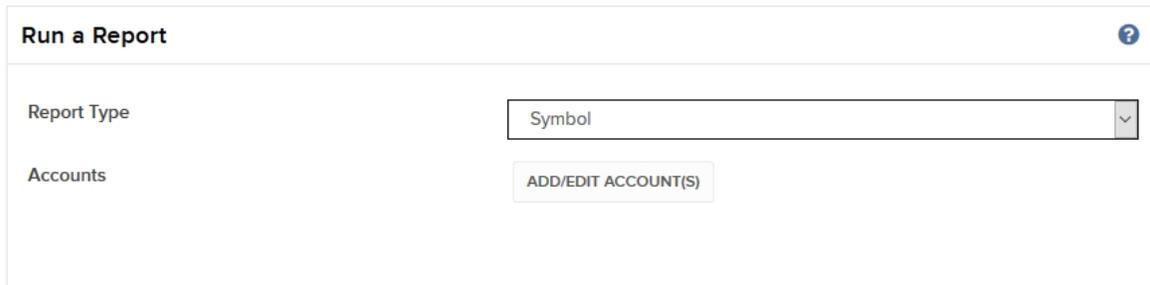
▼ Results

No data available.

## Run a Report Based on Symbol

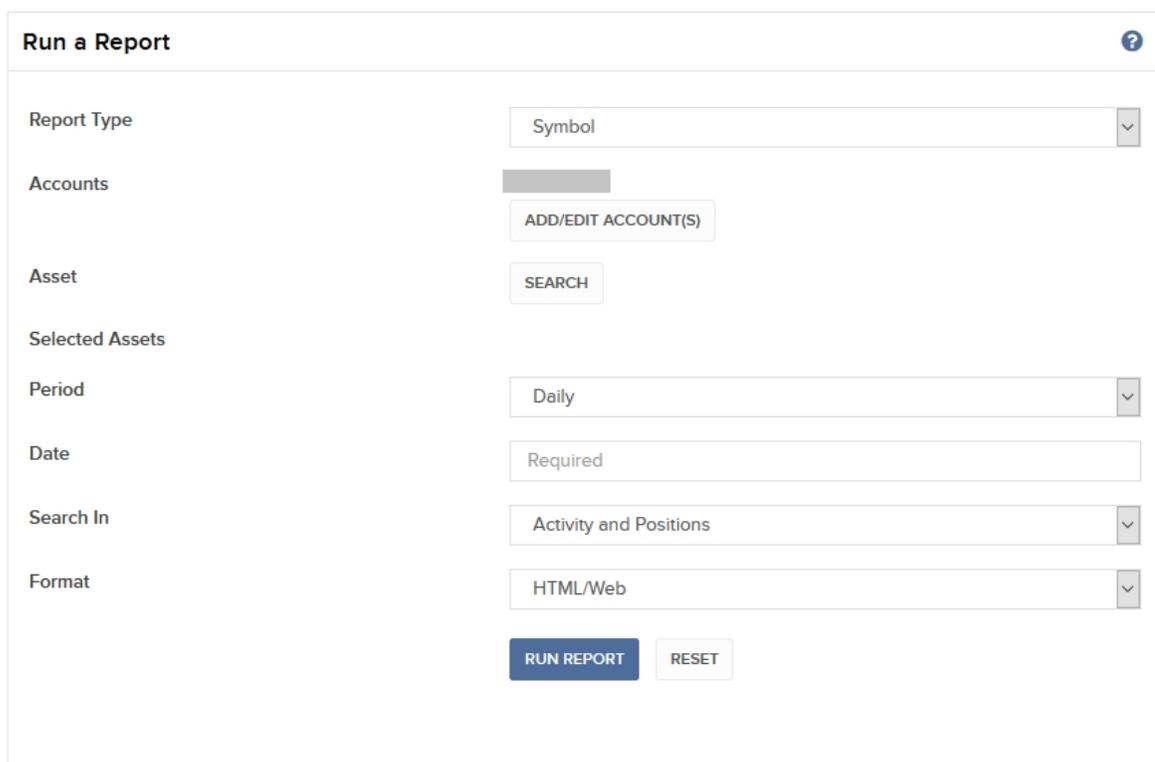
The report will display any activity in the symbol or if the position was held in the account during the selected time period.

1. From the Advisor Portal home page, click the **Tools** tab.
2. Click **Client Data Queries**.
3. In Report Type, select **Symbol**.



The screenshot shows a form titled "Run a Report" with a help icon in the top right corner. The form contains two main sections: "Report Type" and "Accounts". The "Report Type" section has a dropdown menu with "Symbol" selected. The "Accounts" section has a button labeled "ADD/EDIT ACCOUNT(S)".

4. Click **Add/Edit Account(s)**.
5. Select one or more accounts and click **Continue**.



The screenshot shows the "Run a Report" form with several fields filled out. The "Report Type" dropdown is set to "Symbol". The "Accounts" section has a greyed-out area and an "ADD/EDIT ACCOUNT(S)" button. The "Asset" section has a "SEARCH" button. The "Selected Assets" section is empty. The "Period" dropdown is set to "Daily". The "Date" field is set to "Required". The "Search In" dropdown is set to "Activity and Positions". The "Format" dropdown is set to "HTML/Web". At the bottom, there are two buttons: "RUN REPORT" (highlighted in blue) and "RESET".

6. In Accounts, you will see the account you selected. To add more accounts to the report, click **Add/Edit Account(s)**.

7. In Asset, click **Search**. In the asset type pop-up, select Stock, Option, Mutual Fund, Bond or Warrant.

Asset Search ×

Specify the details about the asset that you would like to add.

Asset Type	<input type="text" value="Stock"/>
Search Type	<input type="text" value="Search by Symbol"/>
Symbol	<input type="text" value="Required"/>
Exchange	<input type="text" value="Optional"/>

8. In Search Type, select one of the following:
  - » For Stock, Mutual Fund, and Warrant select from **Search by Symbol**, **Search by CUSIP**, or **Search by ISIN**.
  - » For Option, Search Type is not needed.
  - » For Bond, select from **Search by Symbol**, **Search by CUSIP**, **Search by ISIN** or **Search by CINS**.
9. For Option and Warrant:
  - a. In Option Type, select Put or Call.
  - b. (Optional) Enter Strike.
  - c. Enter an Expiration Date.
10. In the next field, enter the specific symbol.
11. (Optional) Enter the application Exchange.
12. Click **Search**.
13. If multiple assets matched your search, choose one. This stock information populates the Selected Assets field.

14. In Period, select **Daily** or **Date Range**.
  - » If you select Daily, click in the Date field and select a date from the calendar.
  - » If you select Date Range, in From Date enter a start date and in To Date enter an end date.
15. In Search In, select **Activity and Positions**, **Activity**, or **Positions**.
16. In Format, select the type of report output you would like: HTML/Web, PDF or CSV.
17. Click **Run Report**. The Symbol Report appears.

Symbol Report

Search Criteria	
Account(s)	
Date(s)	2018-05-18 - 2019-05-17
Section(s)	Activity
Symbol(s)	SIE

[Expand All](#) | [Contract All](#)

▼ Activity

No results found.

## Run a Report on Transaction Count

The report will show which activity surpasses the threshold. The activity can include trades, dividends and position transfers but does not include interest.

1. From the Advisor Portal home page, click the **Queries** tab.
2. In Report Type, select **Transaction Count**.
3. Click **Add/Edit Account(s)**.

4. Select one or more accounts and click **Continue**.

5. In Period, select **Daily** or **Date Range**.

- » If you select Daily, click in the Date field and select a date from the calendar.
- » If you select Date Range, in From Date enter a start date and in To Date enter an end date.

6. (Optional) Enter a Minimum Count.

7. In Format, select the type of report output you would like: HTML/Web, PDF or CSV.

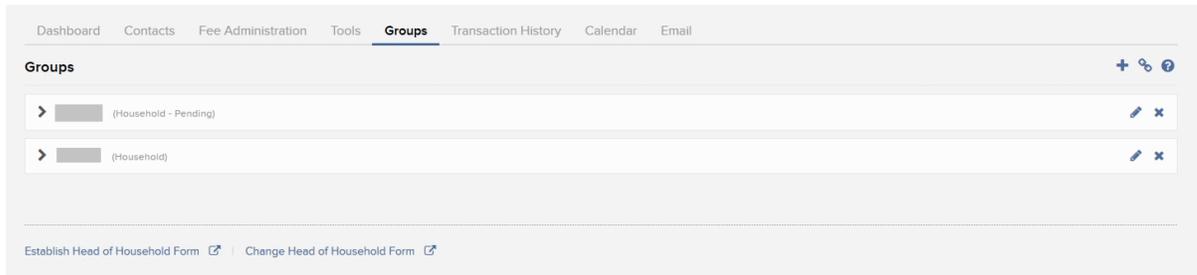
8. Click **Run Report**. The Transaction Count Report appears.

Transaction Count Report

Search Criteria			
Account(s)			
Date(s)	2018-05-18 - 2019-05-17		
Minimum Count	0		
Results			
Account ID	Account Name	Number of Transactions	NAV
	Applicant	431	932.01

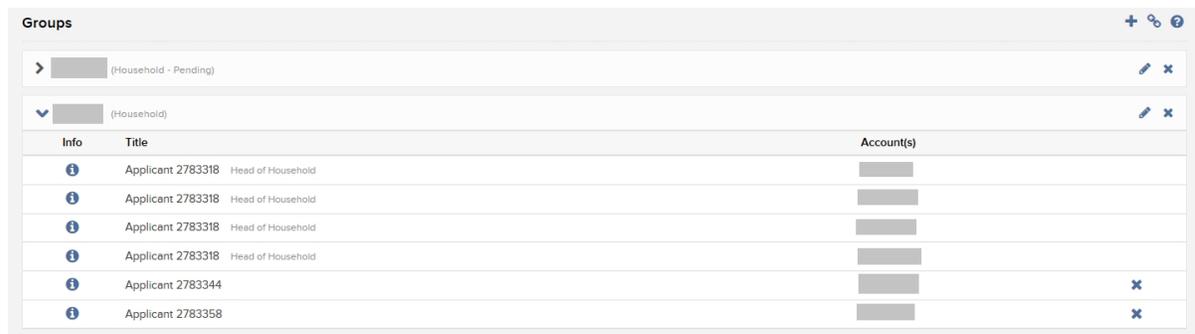
## View Current Members in CRM Dashboard Groups

1. From Home, click the **Groups** tab.



The Groups page opens. The Groups page lists all of your current groups, along with the members in each group.

2. Click the drop down arrow next to a group to see a list of its members.

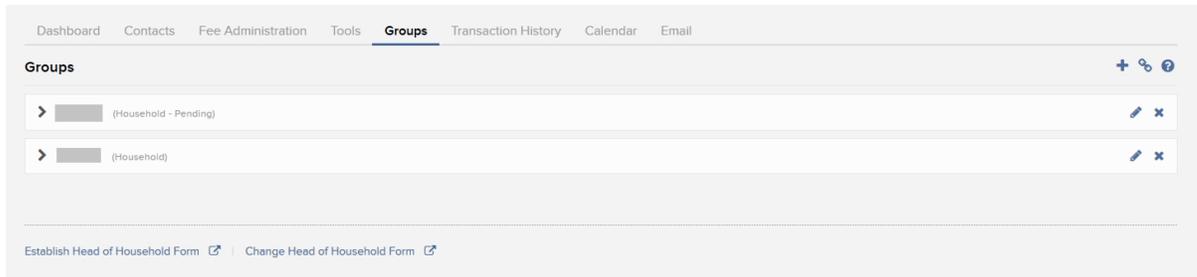


3. You can view each member of your group individually by clicking the **information icon** on the left.

## Add, Edit or Delete a Group

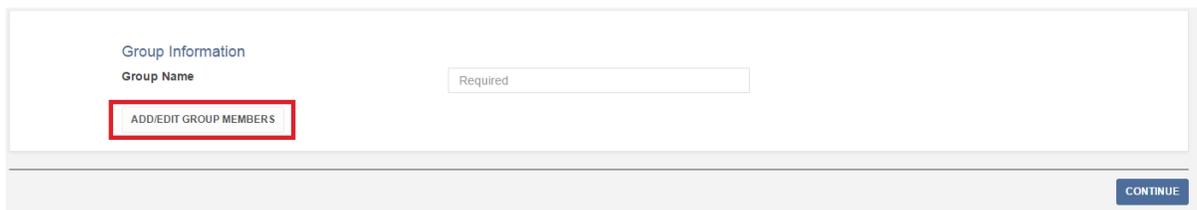
### Add a New Group

1. From Home, click the **Groups** tab.

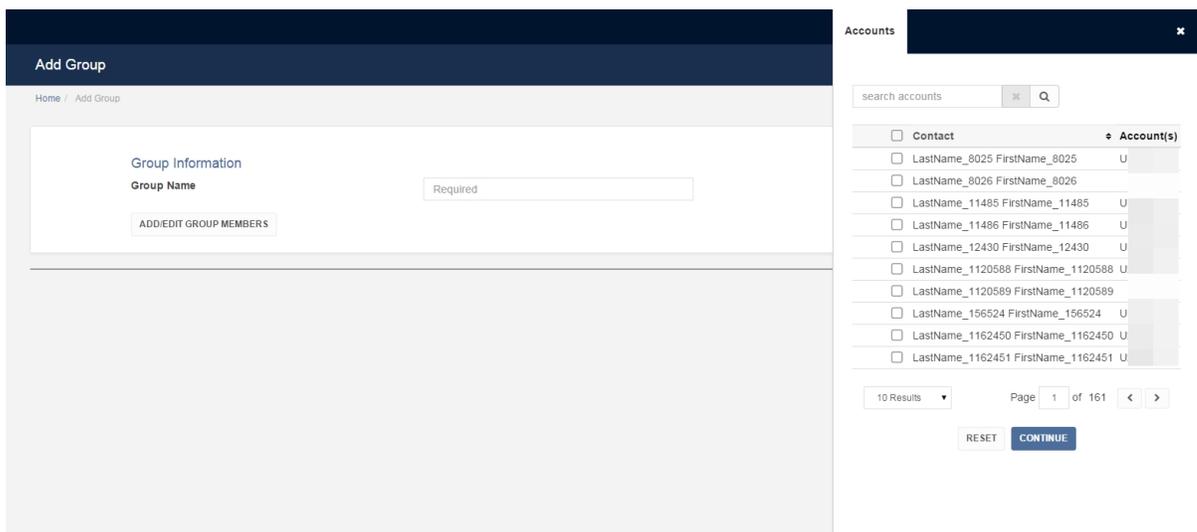


The Groups page opens.

2. Click the **Add Group** "+" icon in the upper right of the group list. The Add Group page opens.
3. Enter a **Group Name**.
4. Click **Add/Edit Group Members**.



5. Use the account selector to select accounts to add to the group you are creating, then click **Continue**.



6. The selections you made will be displayed. When you are finished adding members to your group, click **Continue**.

Group Information

Group Name

[ADD/EDIT GROUP MEMBERS](#)

Title	Account(s)
LastName_345083 FirstName_345083	U
LastName_156524 FirstName_156524	U
LastName_11485 FirstName_11485	U
LastName_12430 FirstName_12430	U
LastName_220661 FirstName_220661	U
LastName_1504994 FirstName_1504994	1
LastName_367448 FirstName_367448	U
LastName_367447 FirstName_367447	U

[CONTINUE](#)

## Delete or Edit Groups

1. View the Groups tab.
2. Do one of the following:
  - » To edit a group, click the blue pencil icon next to an existing group/household.
  - » To delete a group, click the x icon next to an existing group/household.

## Create a Household Group

Household groups are groups with members that share the same residential address. Household groups have additional features that allow you to specify a head of household that has specialized permissions to run a statement and other limited functions.

If you choose to specify a group as a household, you will only be able to add members that share the same address.

1. Follow the steps to [create a new group](#) and add members that are within the same residential address.
2. The CRM will ask if you want to create a household. Toggle the button to **Yes**, then click **Continue**.

3. Optionally, designate one user to be the *Head of Household*.
4. Click **Continue** to view your household group.

▼ Perlstein (Household)			
Info	Title	Account(s)	
	Applicant 2271310 Head of Household		
	Applicant 2271332		
	Applicant 2271354		
	Applicant 2278796		
	Applicant 2271233		

5. Click **Ok** to exit the completion screen.

## Delete or Edit Groups

1. View the Groups tab.
2. Do one of the following:
  - » To edit a group, click the blue pencil icon next an existing group/household.
  - » To delete a group, click the x icon next to an existing group/household.

# Transaction History

The Transaction History tab lets you view information about cash deposits, cash withdrawals, inbound and outbound position transfers and internal transfers for your account or for a client or sub account that you manage.

» [View Transaction History](#)

» [View Transaction Details](#)

## View Transaction History

1. From the Home screen, click the **Transaction History** tab.

Date Range (up to 90 days)

2018-06-03 2018-06-13

search transactions

TRANSACTION TYPE

METHOD

STATUS

Date	Status	Type	Amount/Position
2018-06-13	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-13	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-13	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-09	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-09	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-09	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-09	Pending	Inbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-09	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			
2018-06-08	Pending	Outbound Position	Partial Transfer
Your International Asset Transfer position transfer request has been accepted but not yet completed.			

10 Results

Page 1 of 2

2. By default, the Transaction History page shows all of your funding transactions for the past ten days. You can view transactions up to the past 90 days.
3. By default, transactions are displayed by date in descending order. Change the sort order by clicking any column heading. To change the sort order from descending to ascending, click the column heading again.

For example, if you want to view all deposits listed together, click the **Type** column heading.

4. Search for a specific transaction by Account ID, Account Title, Transaction Type (deposit, withdrawal, etc.), Transaction Method (check, wire, etc.), or Status by typing the search criteria in the Search field, and then clicking the **Search** (magnifying glass) icon. Search words are *not* case-sensitive.

For example, if you just want to view Bill Pay transactions, type "Bill pay" in the Search field and then click the **Search** icon.

The screenshot shows a search bar with the text "Bill pay" and a magnifying glass icon. Below the search bar is a filter menu with three options: "Transaction Type", "Method", and "Status". To the right of the search bar is a table with the following data:

Date	Type	Method	Amount/Position	Status
2017-05-02	Deposit	Bill Pay	AUD 1,000.00	Pending

5. Filter the transaction history by Transaction Type, Method or Status.
  - o Click the filter button on the left. For example, click **Method**.
  - o Click the filter criteria as required. A check mark appears next to your selected criteria. For example, to filter the transaction history by Wire transactions, click **Wire** under the Method filter.

The screenshot shows a search bar with the text "search transactions" and a magnifying glass icon. Below the search bar is a filter menu with three options: "Transaction Type", "Method", and "Status". The "Method" filter is expanded, showing three options: "Bill Pay", "Check", and "Wire". The "Wire" option is selected, indicated by a checkmark. Below the filter menu is an "Apply" button. To the right of the search bar is a table with the following data:

Date	Type	Method	Amount/Position	Status
2017-05-02	Deposit	Bill Pay	AUD 1,000.00	Pending
2017-05-02	Deposit	Wire	USD 50,000.00	Pending
2017-05-02	Deposit	Wire	USD 10,000.00	Pending
2017-04-04	Deposit	Wire	USD 10,000.00	Pending
2017-03-09	Deposit	Check	USD 4,000.00	Pending

- o Click **Apply**.

The screen updates to display only those transactions for the selected period that match your search criteria.

✕ 🔍

> Transaction Type

▼ Method

Bill Pay

Check

Wire ✓

Apply

> Status

Date	Type	Method	Amount/Position	Status
2017-05-02	Deposit	Wire	USD 50,000.00	Pending
2017-05-02	Deposit	Wire	USD 10,000.00	Pending
2017-04-04	Deposit	Wire	USD 10,000.00	Pending

To undo your filter, click the filter criteria again to remove the check mark, and then click **Apply**.

6. To print the transaction history as currently displayed, click the **Print** icon located in the upper right corner of the screen.
7. To export your transaction history to an XLS file (Microsoft Excel-compatible), click the **Export** icon located in the upper right corner of the page. You are prompted to save or download the .XLS page to your computer (depending on your web browser). Once saved, you can open that file in Microsoft Excel.
8. Click the **Configure** (gear) icon to configure the transaction history to display additional information, including Account ID, Account Title and Method.
  - Select the additional fields you want to display.
  - Click **Apply**.

Display Additional Info

Account ID

Account Title

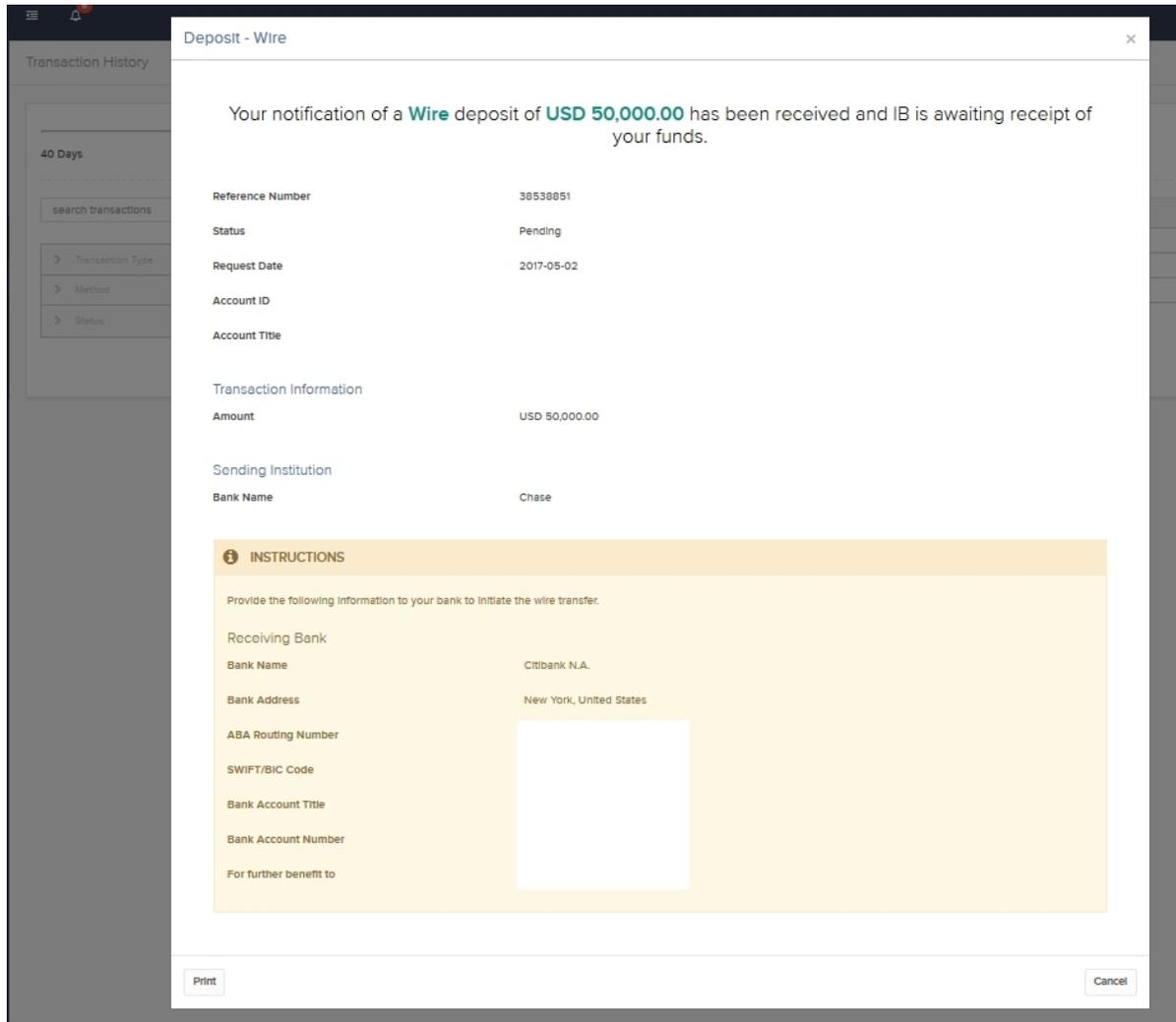
Method
✓

Apply

The screen updates to display the additional column(s) of information.

## View Transaction Details

1. Click anywhere on a transaction row. Details for the transaction appear in a popup window.



2. From the transaction detail popup window, you can perform any of the following operations:
  - Cancel any transaction that has a status of *Pending* by clicking **Cancel**. Click **Yes** to confirm the cancellation.
  - In some cases, you may need to modify a deposit notification before any funds have actually been moved. You can modify any check or wire deposit notification that you have already submitted and have a status of *Pending*. For example, you might submit a deposit notification for a wire deposit, but then realize that you typed the wrong amount.

- Print the transaction details by clicking **Print**.
- Stop payment on a check withdrawal.

Close the popup window by clicking the **X** icon in the upper corner.



**Note:**

**DO NOT CLICK THE CANCEL BUTTON UNLESS YOU WANT TO CANCEL THE TRANS ACTION.**

# Index

## A

add a client account 107

add new CRM group 86

adding a multiple hedge fund account to a fully disclosed broker 116

adding an advisor to a fully disclosed broker 16, 115

adding an advisor to an advisor account 15, 121

adding an STL account to a fully disclosed broker 115

adding an STL account to an advisor account 15-16, 121

additional advisor authorizations 24, 26

advisor

- adding to a fully disclosed broker 115

- adding to an advisor 16

advisor client fee authorization 59

advisor client fees 37, 45, 50

- examples 43

- for hedge fund investments 56

- overview 39

advisor client templates 129

advisor dashboard 105

advisor fee cap formulas 58

advisor fee reimbursement 77

advisor invoices

    uploaded 70, 74

Advisor Invoicing 66, 69-70

Advisor Portal 8

advisor qualifications 18

advisor registration information 18

advisors

    adding to a fully disclosed broker 114

Advisors fees

    maximum amount or percentage fee cap 41

application process 9, 108

automatic billing for advisor client fees 39

## **B**

broker client fees

    templates for; templates for broker client fees; client fee templates for brokers 61

broker dashboard 105

bulk advisor invoices 69-70

## **C**

cancel pending invoices 69

charge client fees to Advisor master account 60

client account templates

    using a custom ID 17, 129, 133

client accounts

    adding 107

    viewing 27, 35

Client Application 107

client authorization of advisor fees 59

client fee templates 61, 64-65

    edit 64-65

client fees

    authorization of advisor fees 59

    charging to Advisor account 60

    for advisors 45, 50

    high water mark setup 53

    high water marking 51

configure

    HFCIP fees 57

Configure Fees 45, 50

Create and Link Accounts menu 106

crm

    emails 21-22

    import contacts 33

**CRM 8**

- add a new group 86

- delete a group 89

- enter a new record 29

- household groups 88

- queries 80-81, 84

- view members of a group 86

- viewing and sorting records 36

**CRM mailbox 21**

- custom IDs for advisor and broker client applications 17, 129, 133

**Customer Relationship Management 8****D****Dashboard 105**

- recent activity 26

- view information about all clients 27, 35

- delete a CRM group 89

- downloading client account information 28

- downloading client disclosures 15, 114

- duplicate client account settings 128

- duplicate client accounts 127

**E**

- entering a new CRM record 29

example

high water mark 51

examples

advisor client fees 43

## F

fees for advisor clients 45, 50

fully disclosed brokers

adding Advisors, STLs and Multiple Hedge Funds 114

fund investment manager client account templates 129

## H

HFCIP Fees 56-57

configure 57

high water mark example 51

high water mark setup 53

high water marking 51

Households 88

## I

importing contacts into CRM 33

interest markdowns 50

interest markups 50

inviting clients to start electronic application 10, 108

invoice notifications 75

invoices

    configure notifications 75

    csv file 74

## **M**

Manage Clients > Create menu 106

Manage Clients menu 103

Manage Funds menu 103

Manage Traders menu 103

maximum invoice amounts for advisors 41

methods of completing an account application 8, 107

multiple hedge funds

    adding to a fully disclosed broker 114, 116

## **N**

navigating CRM pages 36

## **O**

open contact 28

## **P**

pending client accounts 23

Percent of P&L 51

percentage cap for Advisor fees 41

## **Q**

queries in CRM 80-81, 84

**R**

recent activity 26

reimburse fees

    submit 77

reimbursing fees

    review 80

reimbursing fees to advisor clients 77

review fee reimbursement 80

rule for three level advisor accounts 122

rules for three-level accounts 117

running queries in CRM 80-81, 84

**S**

searching CRM records 36

set up and use a CRM mailbox 22

setting up high water marking 53

specify

    interest markups or markdowns 50

starting a semi-electronic application 13, 112

steps in the application process 9, 108

STL account

    adding to a fully disclosed broker 115

    adding to an advisor account 16

**STL accounts**

- adding to a fully disclosed broker 114

- submit fee reimbursement 77

- submitting advisor fee invoices 66

**T**

- three-level advisor accounts 15, 121

- rules for 122

- three-level fully disclosed broker accounts 114

- rules for 117

- transaction history 90, 93

**U**

- update invoices 69

- uploading advisor invoices 70

**V**

- view contact 28

- view invoices 69

- view members of a CRM group 86

- view processed invoices 70

- viewing history of transactions 90, 93

- viewing pending client accounts 23

# Manage Clients/Funds/Traders

The functions in the Manage Clients menu allows Advisors, Brokers and Proprietary Trading Group STL Account Master Users to manage and configure client/fund/trader accounts.

Advisors and Brokers access this as the Manage Clients menu.

Multiple Fund Investment Managers access this as the Manage Funds menu.

Proprietary Trading Group STL Account Master Users access this as the Manage Traders menu.

## Who can access the Manage Clients menu?

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

- » Advisor Master User
  - » Fully Disclosed and Non-Disclosed Broker Master User
  - » SIPP Administrator
- 

## Who can access the Manage Funds menu?

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

- » Investment Manager Master User (Multiple Funds only)
- 

## Who can access the Manage Traders menu?

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

- » Proprietary Trading Group STL Account Master User
-

Your account structure determines which second-level (blue menu) and third-level menu items you will see.

Some menu items are also available in the Manage Account menu if you can apply those functions to your master account only. The functions in the Manage Clients/Manage Funds/Manage Traders menus are ONLY for Master Users to manage and configure client, fund and authorized trader sub accounts.

This chapter includes the following topics:

- » [Dashboard](#) - Advisors, Brokers and Multiple Fund Investment Managers can access information for all their client or fund accounts from a single point of access, as well as manage many aspects of each client account.
- » [Create and Link Accounts](#) (Advisors and Brokers) - Add client accounts, request up to five duplicate accounts for an existing client account and can create templates to save and re-use application information for new client/fund accounts, create and edit Households, link multiple individual and/or joint accounts for a client under a single username and password, and Non-Disclosed Brokers fill out or update an IRS Form W-8 or W-9 for their clients or close client accounts.
- » [Create](#) (Multiple Fund Investment Managers) - Add client accounts, request up to five duplicate accounts for an existing client account and can create templates to save and re-use application information for new client/fund accounts.
- » [Traders](#) (Proprietary Trading Group STL Account Masters) - View, add and close Authorized Trader accounts.
- » [Fees](#) - Set advisor and broker client fees.
- » [Settings](#) - Create aliases for client accounts and configure the transfer of excess margin funds between your securities and commodities account segments.
- » [Trading](#) - Enable or disable client trading, set trading permissions for client accounts and restrict your master account and your client/sub accounts from trading specific symbols.
- » [Security](#) - Master users can view Account Management requests from client accounts.
- » [Users](#) - Add users to your account, modify existing users' information or access rights to Account Management and delete users from your account.
- » [CRM](#) - Advisors can easily store and view information about their clients, prospects and contacts

## Dashboard

The Dashboard lets you quickly and easily access information about your clients from a single point of access, as well as manage many aspects of each client account.

The screenshot shows the Dashboard interface with a navigation bar at the top containing links for Dashboard, Contacts, Fee Administration, Tools, Groups, Transaction History, Calendar, and Email. Below the navigation bar, there are two main sections: 'Pending Items' and 'Recent Activity'. The 'Pending Items' section contains a table with the following data:

Date	Account ID	Type	Account Title	Status
2019-05-07	[REDACTED]	Confirm ACH instruction Information	[REDACTED]	Needs Confirmation
2019-04-15	[REDACTED]	Confirm ACH instruction Information	[REDACTED]	Needs Confirmation
2019-02-05	[REDACTED]	Update Tax Forms	Applicant 2788103	Incomplete
2018-11-09	[REDACTED]	Update Tax Forms	Applicant 2830252	Incomplete
2016-12-22	[REDACTED]	Change in IRA Custodian	Applicant 2787965	Incomplete
2016-12-22	[REDACTED]	Change in IRA Custodian	Applicant 2787976	Incomplete
2016-12-22	[REDACTED]	Change in IRA Custodian	Applicant 2814278	Incomplete
2016-12-22	[REDACTED]	Change in IRA Custodian	Applicant 2783199	Incomplete
2016-12-22	[REDACTED]	Change in IRA Custodian	Applicant 2825575	Incomplete
2016-12-22	[REDACTED]	Change in IRA Custodian	Applicant 2828427	Incomplete

At the bottom of the table, there is a search bar with the text 'search' and a magnifying glass icon. Below the table, there is a pagination control showing '10 Results' and 'Page 1 of 2' with navigation arrows.

Access the following information from the Dashboard:

- » [Pending Items](#): View a list of records that you can sort and search.
- » [View Recent Activity](#): view all recent funding and account application activity that occurred in the past five days for all of your client or fund accounts.
- » [Start a New Client Application](#)
- » [Notifications](#): Review information on upcoming corporation actions relating to positions held in the account.

- » [Assets Under Management](#): View the consolidated NAV of your AUM and the YTD return of your AUM.
- » [Master Account Balance](#): View the the total balance for the master account.
- » [Calendar](#): View a mini calendar where you can see upcoming events or schedule a new event.
- » [Workflows](#):
- » [Tasks](#): View, edit, delete or create tasks for your contacts.
- » [Notes](#): View, edit, delete or create notes for your contacts.
- » [Documents](#): Upload a document, or view or delete an existing document.

## Create and Link Accounts (for Advisors and Brokers)

The Create and Link Accounts menu includes the following menu items:

- » [Create](#) - Advisor Master Users and Broker Master Users can add client and fund accounts, request up to five duplicate accounts for an existing client account and can create templates to save and re-use application information for new client/fund accounts.
- » [Household](#) - Advisors and Fully Disclosed Brokers with multiple accounts for a single family or an individual can group those accounts into a household to more efficiently manage those accounts.
- » [Link Client Accounts](#) - Advisors and Fully Disclosed Brokers can link multiple individual and/or joint accounts for a client under a single username and password.
- » [Close](#) - Non-Disclosed Brokers can submit a request to close a non-disclosed client account .

## Create

The Create menu includes the following pages:

- » [New \(Add Client Account\)](#) - Advisor Master Users, Broker Master Users and Investment Manager Master Users can add client, sub and fund accounts.
- » [Duplicate](#) - Advisor Master Users, Broker Master Users and Investment Manager Master Users can request up to five duplicate accounts for an existing client account.
- » [Client Account Templates](#) - Advisor Master Users, Broker Master Users and Investment Manager Master Users can create templates to save and re-use application information for new client/fund accounts.

## Client Application

The Add Client Account page lets you add a client or sub account.

Advisors whose clients begin their application at the Advisor's own website can add a unique client ID to the Client Invitation sent to the client. For more information, see [Using a Custom ID for Advisor and Fully Disclosed Broker Client Applications](#).

### Methods of Completing an Account Application

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

- » Fully electronic
- » Semi-electronic

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

Account Structure	Available Methods of Completing an Account Application
Singles	Fully electronic
Advisor Master Users	Fully electronic Semi-electronic
Advisor Client Users	Fully electronic Semi-electronic
Investment Manager Master User	Fully electronic Semi-electronic
Fund	Fully electronic Semi-electronic
Separately Managed	Semi-electronic

Account Structure	Available Methods of Completing an Account Application
Account (SMA)	
Proprietary Trading Group Master User	Fully electronic Semi-electronic
Proprietary Trading Group Sub User	Abbreviated electronic application

### Steps in the Application Process

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

1. Specify the customer type and base currency.
2. Enter financial information, including date of birth, investment objectives and experience, net worth and annual net income.
3. Select the account type and trading permissions, including products you want to trade and countries in which you want to trade.
4. Confirm the account configuration you selected in the previous steps.
5. Accept our ID Procedures.
6. Enter name, address and telephone information.
7. Enter mailing address information.
8. Enter personal information.
9. Specify individual regulatory information.
10. Complete a W-8BEN form.
11. Specify advisor fees.
12. Review the application for errors.

### Invite a Client to Start an Electronic Application

Send an email invitation to your client who then completes an account application electronically.

1. From the Home Dashboard, click **New Client Application**. The Application Type page opens.



**Note:** You can also access the new client application from the Contacts tab. Click **Send Application Invite**.

**Application Type**

We offer two methods for completing a client application: fully electronic and semi-electronic. Under the fully electronic method, you send an email invitation to the client and the client completes an electronic application. For the semi-electronic application, you complete the application electronically, print out a paper copy, your client signs the paper copy, and the application gets sent to us for processing.

**Fully Electronic Application** - Send an invitation to initiate the electronic application process.

**Semi Electronic Application** - Electronically complete application, print, and send to client for signature.

[CONTINUE](#)

2. Click **Fully Electronic Application**, then **Continue**.

The Client Invitation page opens.

3. Enter the client's name and email address and click **Continue**.

**Client Details**

Provide information about the client below and click continue to proceed.

**Client Name**  Required

**Client Email Address**  Required

[BACK](#) [CONTINUE](#)

4. If you have account representatives configured, you can optionally assign them to the client.

Home / Client Invitation

### Configure Account Representatives

You may optionally select account representatives to add to your client's account. If specified, the Allocation % must be equal to 100% between all selected representatives.

Representative	Allocation %
<input type="checkbox"/> Michelle Gomez	0
<input type="checkbox"/> Myriam Deshmoooo	0
<input type="checkbox"/> Domenico brewster	0
<input type="checkbox"/> Gerry Springsteen	0
<input type="checkbox"/> Raquel Basurto	0
<input type="checkbox"/> Petti Swanson	0
Total: 0 %	

Would you like this information to be visible on the client's statement?

BACK CONTINUE

5. To use a client fee template, click **Yes**. The page expands to show the following options.

Client Invitation 🖨️ ?

Home / Client Invitation

### Choose Client Fee Template

You may choose one of your pre-configured templates for applying a fee structure to the client account.

Would you like to use a fee template? YES NO

Fee Template Charge to Advisor - Fees

Template Name Charge to Advisor - Fees

#### Annualized Percentage of Net Liquidation

Type	Fixed
Applied	Quarterly
Amount	1.2 %

#### Invoicing

Applied	Quarterly
Max Fee Per Billable Period	10,000.00

#### Other Client Expenses

Charge commissions to your own master account?	Yes
Charge other fees to your own master account?	Yes

5. Select the type of fees for the client:

- **No Fee** - An advisor chooses not to charge his or clients a fee for services rendered.

- **Automatic billing** - A calculated fee is automatically billed to the client's account with blanket client authorization. Be aware that [Automatic Billing](#) is subject to certain caps and limitations.

Advisors can choose one of several client fee methods:

- Annualized Percentage of Net Liquidation Value
- Annualized Flat fee
- Percent of Profit and Loss (P&L)
- Fee per trade unit
- Monthly/Quarterly Invoicing - Advisors can submit electronic invoices for client fees. Invoices can be submitted for up to ten clients at a time, but only one invoice can be submitted per client account per day. Advisors can also upload a .csv file that contains multiple client invoices.

[Click here for automatic billing examples.](#)

- **Direct billing** - The Advisor bills the client directly. We will not remove funds from the client's account.

Regardless of the method chosen, advisors determine the fees at the time of the client's registration, and can modify them at any time. Advisor clients are required to acknowledge any fee increase with a signature.

In addition to the advisor client fees specified, clients will be charged a fee per trade commission for execution and clearing services provided by us.

6. Click **Continue**.

**Invitation Review**  
Review the information below and click continue to submit the invitation.

**Invitation Type** Fully Electronic Application

**Client Name** [REDACTED]

**Client Email Address** [REDACTED]

**Advisor Fees**

**Annualized Percentage of Net Liquidation**

<b>Type</b>	Fixed
<b>Applied</b>	Daily
<b>Amount</b>	25 %

**Charge to Advisor**

<b>Commissions</b>	No
<b>Other Fees</b>	No

**Account Representatives**

Representative	Allocation %
c c	100

Would you like this information to be visible on the client's statement?

7. Review the invitation information, then click **Continue**.

An email is sent to the client, inviting him or her to complete an account application electronically.

### Start a Semi-Electronic Application

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.

1. From the Home Dashboard click **New Client Application**.
2. Click **Semi Electronic Application** and **Continue**.

**Application Type**

We offer two methods for completing a client application: fully electronic and semi-electronic. Under the fully electronic method, you send an email invitation to the client and the client completes an electronic application. For the semi-electronic application, you complete the application electronically, print out a paper copy, your client signs the paper copy, and the application gets sent to us for processing.

**Fully Electronic Application** - Send an invitation to initiate the electronic application process.

**Semi Electronic Application** - Electronically complete application, print, and send to client for signature.

## Semi Electronic Application ✕

You will now be redirected to the account application to electronically complete for your client. Click Proceed to Application to continue.

[CLOSE](#) [PROCEED TO APPLICATION](#)

## 2. Click **Proceed To Application**.

The first page of the electronic registration system appears.

InteractiveBrokers English

Application

Email Address  
Email Address Required

Register Your Username  
Username Required

- ✕ Length of 8 or 9 letters and numbers
- ✕ Contain at least 3 letters and 3 numbers
- ✕ Begin with a letter
- ✕ Lower case only, no spaces, no special characters

Country/Region  
Residential Country Choose One (Required)

NO Is your country of legal residence different than the country above?

IBot FAQ  
ASK IBOT FAQ

Call Us  
Monday - Friday  
+81 (3) 4588 9710  
+81 (3) 4588 9700

SAVE & CONTINUE

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.

## Download Client Disclosures

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

1. Advisors and Brokers click *Manage Clients > Create and Link Accounts > New*.  
Fund Investment Managers click **Manage Funds > Create > New**.



2. In the Paper Application section of the Add Accounts page, click *Client Disclosures*. The Client Disclosures page opens.
3. Download zipped or unzipped client disclosure forms by clicking the appropriate button.

If you choose Zipped, you are prompted to save a zip file to your computer. The zip file is a large group of files compressed into a smaller file that must be unzipped before you read any files. If you choose unzipped forms, the forms appear in a PDF document that you can save to your computer and print.

### Add Advisors, STL and Multiple Hedge Fund Accounts to a Fully Disclosed Broker Account

If you are a Fully Disclosed Broker, you can add the following types of institution accounts to your account structure from your master account:

- » [Advisor](#)
- » [Proprietary Trading Group Separate Trading Limit \(STL\)](#)
- » [Multiple Hedge Fund](#)

These institution accounts can have their own client, sub or fund accounts, making your account structure a three-level account.

For detailed rules governing three-level Fully Disclosed Broker accounts, see [Rules for Three-Level Fully Disclosed Broker Accounts](#).

For detailed rules governing three-level Fully Disclosed Broker accounts, see [Rules for Three-Level Fully Disclosed Broker Accounts](#).

## Adding an Advisor Account

### To add an Advisor to your Fully Disclosed Broker account

1. Click **Manage Clients > Create and Link Accounts > Create > New**.
2. Click **Client Invitation** to send an invitation to initiate a fully electronic application process. Currently, only fully electronic applications are available for adding an advisor to a Fully Disclosed Broker account.
3. The client begins his or her application by selecting **Financial Advisor** as the account type, and then completes an Advisor Account application. Financial and trading criteria are applied separately at the advisor and advisor client levels.
4. After the advisor application has been approved, the advisor can log into Account Management with his own username and password, and then add one or more client accounts on the **Manage Clients > Create and Link Accounts > Create > New** page. Fully Disclosed Brokers cannot add client accounts to the Advisor account; these must be added by the advisor.

As a Fully Disclosed Broker, your trading qualifications (products you are qualified to trade) determine the trading qualifications that are available to the new advisor and the advisor's clients.

## Adding an STL Account

### To add an STL account to your Fully Disclosed Broker account

1. Click **Manage Clients > Create and Link Accounts > Create > New**.
2. Do one of the following:
  - Click **Client Invitation** to send an invitation to initiate a fully electronic application process.
  - Click **Electronic Client Application** to start the semi-electronic application process.
  - Click **Start Application** to print a paper application.
3. If you selected the fully electronic application, the Broker Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click **Continue**. The invitation will be sent to the email address you enter and the client completes the application.

If you selected the semi electronic application, you will be prompted to selected the account type for the new client. Select **Institution** as the account type, and then click **Continue**. The account application opens. This client will be the Proprietary Trading Group STL Master user.

If you selected the paper application, you will be prompted to selected the account type for the new client. Select **Institution** as the account type, and then click **Continue**. Complete the steps as described on the screen to print the paper application.

4. After the application has been completed and approved, the new client can log into Account Management with his own username and password, and then add sub accounts from the **Manage Traders > Traders > Create > Authorized Trader** page. Fully Disclosed Brokers cannot add sub accounts to the STL account.

The STL and its sub accounts belong to the same beneficiary.

## Adding a Multiple Hedge Fund Account

### To add a Multiple Hedge Fund account to your Fully Disclosed Broker account

1. Click **Manage Clients > Create and Link Accounts > Create > New**.
2. Do one of the following:
  - Click **Client Invitation** to send an invitation to initiate a fully electronic application process.
  - Click **Electronic Client Application** to start the semi-electronic application process.
  - Click **Start Application** to print a paper application.
3. If you selected the fully electronic application, the Broker Client Invitation page opens. Complete this page, including entering the name and email of the applicant, and then click **Continue**. The invitation will be sent to the email address you enter and the client completes the application.

If you selected the semi electronic application, you will be prompted to selected the account type for the new client. Select **Multiple Funds** as the account type, and then click **Continue**. The account application opens. This client will be the Multiple Hedge Fund Investment Manager user.

If you selected the paper application, you will be prompted to selected the account type for the new client. Select **Multiple Funds** as the account type, and then click **Continue**. Complete the steps as described on the screen to print the paper application.

- Financial and trading criteria are applied separately at the Fund Investment Manager and fund levels.
4. After the multiple hedge fund application has been approved, the Fund Investment Manager can log into Account Management with his own username and password, and then add one or more fund or SMA accounts on the **Manage Funds > Funds > Create > New** page. Fully Disclosed Brokers cannot add fund or SMA accounts to the Multiple Funds account; these must be added by the Fund Investment Manager.

(missing or bad snippet)

» [Users' Guide](#)

» [Linking to an Advisor- or Broker-Managed Account](#)

#### Rules for Three-Level Fully Disclosed Broker Accounts

Fully Disclosed Broker accounts with Advisor, Proprietary Trading Group Separate Trading Limit (STL) and Multiple Hedge Fund accounts (three-level accounts) are subject to the following rules.

Function	Advisor Account	Proprietary Trading Group STL Account	Multiple Hedge Fund Account
<b>Trading</b>	<p>The Fully Disclosed Broker can trade for advisor client accounts.</p> <p>The Fully Disclosed Broker cannot allocate trades advisor client accounts.</p> <p>The advisor can trade for and allocate trades to Advisor client accounts.</p>	<p>The Fully Disclosed Broker can trade for the STL Master account but not for any of the STL sub accounts.</p> <p>The Fully Disclosed Broker can apply trading restrictions to the STL Master account but not to the STL sub accounts.</p>	<p>The Fully Disclosed Broker can trade for Fund accounts.</p> <p>The Fully Disclosed Broker cannot allocate trades to Fund accounts.</p> <p>The Fund Investment Manager can trade for multiple Funds in an Allocation Account and assign trades before</p>

	<p>The Fully Disclosed Broker can apply trading restrictions to the Advisor Master account but not to the Advisor clients accounts.</p> <p>The products that the Fully Disclosed Broker is approved to trade determine the products that the advisor can trade. In other words, the advisor cannot trade products that the broker has not been approved to trade.</p> <p>The advisor cannot link to money managers in a three-level broker account structure.</p>	<p>The products that the Fully Disclosed Broker is approved to trade determine the products that the STL Master can trade. In other words, the STL Master cannot trade products that the broker has not been approved to trade.</p>	<p>the end of the day to specific cleared Fund Accounts.</p> <p>The Fund Investment Manager can pre-trade allocate for fund accounts.</p> <p>The Fully Disclosed Broker can apply trading restrictions to the Fund Investment Manager account but not to Fund or SMA accounts.</p> <p>The products that the Fully Disclosed Broker is approved to trade determine the products that the Investment Manager can trade. In other words, the Investment Manager cannot trade products that the broker has not been approved to trade.</p>
<b>Margin</b>	Each advisor client account is individually margined.	The Broker Master account and client accounts are margined separately.	Each Fund account is individually margined.

<p><b>Markups and Fees</b></p>	<p>The broker can enter a markup schedule for the advisor just as they can for their fully disclosed broker clients.</p> <p>The advisor can enter fee and markup schedules for their clients.</p> <p>The advisor client will be charged both markup schedules. If there are two markups for Non-US Advisor clients, the markups will be combined into one markup. If there is a markup and an advisor client fee configured as a Percent of Net Liquidation Value, the fees will appear separately.</p> <p>Broker markups will be placed in the Broker Master account and swept to the broker's trading account at the end of the day.</p>	<p>The broker will enter a markup schedule for the STL Master account just as they can for organization client accounts.</p> <p>Markups for STL sub accounts are never placed in the STL Master account.</p> <p>Broker fees will be placed in the Broker Master account and swept to the broker's trading account at the end of each day.</p>	<p>The broker can enter a markup schedule for the Fund Investment Manager just as they can for their fully disclosed broker clients.</p>
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<b>Funding</b>	<p>Advisor client fees will be placed in the Advisor Master account.</p>	<p>Brokers can perform funding functions on behalf of an advisor but not the advisor's clients.</p>	<p>Brokers cannot perform any funding functions on behalf of an STL account.</p> <p>All existing standalone STL funding functions will be available to the STL under the broker.</p>	<p>Brokers can perform funding functions on behalf of a Multiple Hedge Fund Investment Manager (the Master account) but not the individual Fund accounts.</p>
<b>Reporting</b>	<p>Advisor clients may complete a deposit notification in Account Management if they have a username and password. If they don't, the advisor can also complete a deposit notification for his clients.</p>	<p>An advisor in a Fully Disclosed Broker account has access to all of the reports that are available to any Advisor Master.</p>	<p>Deposits and withdrawals must be made from the STL Master account and transferred to/from the sub accounts.</p>	<p>The Fund Investment Manager can deposit funds for individual fund accounts, and individual funds can deposit funds into their own accounts.</p>
	<p>The broker can view a consolidated statement for each Advisor group.</p>	<p>All tax reporting for the Advisor and his clients</p>	<p>The STL account under a broker has access to the same reports available as a standalone STL account.</p>	<p>The Fund Investment Manager has access to all of the reports that are available to any Multiple Fund Investment Manager.</p>
	<p>The broker can view a consolidated statement for each Advisor group.</p>	<p>The broker can see STL accounts on an individual and/or consolidated basis.</p>	<p>All tax reporting for the STL account will be</p>	

	will be performed by us.	performed by us.	
<b>White Branding</b>	White branding is supported for an advisor under a Fully Disclosed Broker account.	White branding is supported for an STL account under a Fully Disclosed Broker account.	White branding is supported for a Multiple Hedge Fund account under a Fully Disclosed Broker account.
<b>Manage Clients &gt; Accounts &gt; View Menu</b>	Fully Disclosed Brokers can view Summary and client account details for the Advisor Master account and its client accounts.	Fully Disclosed Brokers can view Summary and client account details for the STL Master account and its sub accounts.	Fully Disclosed Brokers can view Summary and client account details for the Fund Investment Manager account and its fund accounts.

### Advisor and STL Accounts

You can add the following types of institution accounts to your Advisor account structure from your master account:

- » [Advisor](#) - For Registered Investment Advisors that gather and manage other Advisors. For example, the second-level Advisor is a member of the same firm as the top-level Advisor, and has complete access to the client accounts that he or she manages. Another example is the second-level Advisor who is independent but works with the top-level Advisor.
- » [Proprietary Trading Group Separate Trading Limit \(STL\)](#) - For Advisors that want to run multiple trading strategies for the same customer.

These institution accounts can have their own client, sub or fund accounts, making your account structure a three-level account.

For detailed rules governing three-level Advisor accounts, see [Rules for Three-Level Advisor Accounts](#).

### Rules for Three-Level Advisor Accounts

Advisor accounts with Advisors as client accounts (three-level Advisor accounts) are subject to the following rules.

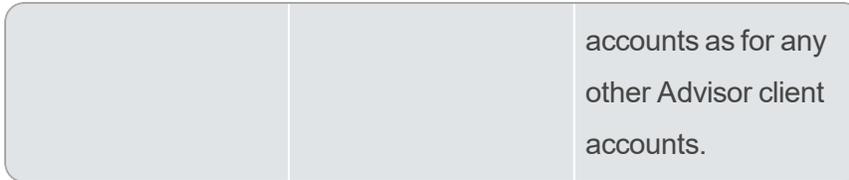
Function	Advisor Account	Proprietary Trading Group STL Account
<b>Trading</b>	<p>The top-level Advisor can trade for second-level Advisor's client accounts.</p> <p>The top-level Advisor cannot allocate trades to the second-level Advisor's client accounts. However, the second-level Advisor CAN allocate trades to his or her client accounts.</p> <p>The top-level Advisor or second-level Advisor can impose restrictions on clients.</p> <p>Trading criteria are applied separately to</p>	<p>The Advisor can trade for the STL Master account and for any of the STL sub accounts.</p> <p>The top-level Advisor or the STL Master account can apply trading restrictions to the STL sub accounts.</p> <p>Trading criteria are applied in the same manner as they are applied for single organization accounts.</p>

	<p>the second-level Advisor and to the client accounts.</p> <p>The products that the top-level Advisor is approved to trade determine the products that the second-level Advisor can trade.</p>	
<b>Margin</b>	<p>The second-level Advisor and his or her clients are margined in the same manner as a non-three-level Advisor account. As with existing Advisor accounts, the top-level Advisor Master and the second-level Advisor are margined separately.</p>	<p>The Advisor Master account and client accounts are margined separately. The STL and its sub accounts are margined in the same manner as a standalone STL account.</p>
<b>Markups and Fees</b>	<p>The top-level Advisor can enter a fee schedule for the second-level Advisor just as they</p>	<p>The Advisor will enter a fee schedule for the STL Master account just as they can for organization</p>

<p>can for their other client accounts.</p> <p>The second-level Advisor can enter fee and markup schedules for his or her clients.</p> <p>Clients must agree/sign off on Advisor fees as they currently do. The client will be charged both fee schedules and the fees should be labeled by type, not as Advisor 1 and/or Advisor 2 fee. That is, if there is a % of assets fee and a % of PNL fee, each fee is displayed separately on statements. Fees will be collected in the Master, and then swept back to the second-level Advisor account, where they originated according to the fee schedule.</p>	<p>client accounts.</p> <p>Advisor fees will be placed in the Advisor Master account and swept to the Advisor's trading account at the end of each day.</p>
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<p><b>Funding</b></p>	<p>Top-level Advisors cannot perform funding functions on behalf of a second-level Advisor or the second-level Advisor's clients.</p> <p>All existing Advisor funding functions are available to the second-level Advisor, include <a href="#">Additional Advisor Authorizations</a>.</p>	<p>Advisors can fund the STL Master account just as they can fund an organization client account.</p> <p>Deposits and withdrawals must be made from the STL Master account and transferred to/from the sub accounts.</p>
<p><b>Reporting</b></p>	<p>A second-level Advisor has access to all of the reports that are available to any Advisor Master.</p> <p>The top-level Advisor will be able to see Advisor accounts on an individual client and/or consolidated basis. Consolidated reporting is assumed to be for a particular second-level Advisor account structure</p>	<p>The STL account under an Advisor has access to the same reports available as a standalone STL account.</p> <p>The Advisor can see STL accounts on an individual and/or consolidated basis.</p> <p>All tax reporting for the STL account will be performed by us.</p>

	<p>only, meaning the top-level Advisor can view a consolidated report for each second-level Advisor group.</p> <p>All tax reporting for the first- and second-level Advisors and their clients will be performed by us.</p>	
<b>White Branding</b>	<p>White branding is supported for a second-level Advisor as long as the Advisor is registered.</p>	<p>White branding is supported for an STL account under an Advisor account, as long as the Advisor is registered.</p>
<b>Manage Clients &gt; Dashboard</b>	<p>Second-level Advisors have the access to the same Dashboard functions as the top-level Advisor.</p>	<p>The STL Master account has the same access to client accounts in Account Management as a stand-alone STL account.</p> <p>The Advisor has the same access to the STL Master and sub</p>



## Duplicate Client Accounts

The Duplicate Client Accounts page lets Advisor Masters, Broker Masters and Fund Investment Managers request up to five duplicate accounts for an existing client account. The request is processed overnight, but must first be acknowledged by the client. One application of maintaining duplicate client accounts is to create different trading strategies in the two accounts.

## Who can access the Duplicate Client Accounts page?

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

- » Advisor Master User Individual
- » Advisor Master User Organization
- » Friends and Family Group Master
- » Broker Master User (Fully Disclosed only)
- » Investment Manager Master User

## To request a duplicate client account:

1. Click **Manage Clients > Create and Link Accounts > Create > Duplicate**. Fund Investment Managers click **Manage Funds > Create > Duplicate**.



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

Information about the selected account appears.



- » Exchange caps
- » Commission
- » Flex queries
- » Delivery information
- » DVP instructions

*For Single Trading Limit sub accounts:*

- » Exchange caps
- » Commission
- » Flex queries
- » Delivery information

#### **For more information**

- » [Users' Guide](#)

## Client Account Templates

Many Advisors collect information from prospective clients on their own websites, and then send a client invitation to complete an electronic application from Account Management. You can create a Client Account Template and add the template application link to your own website and include a custom ID that allows you to match the information in the client's application to the information that you've already collected on your website.

### **Advisor/Fund Investment Manager Client Templates**

If you are an Advisor Master or Fund Investment Manager, you can [create](#), [modify](#) and [delete](#) re-usable client account templates.

#### **To create a client account template for advisor clients**

1. Click **Manage Clients > Create and Link Accounts > Create > Client Account Templates**.  
Fund Investment Managers click **Manage Funds > Create > Client Account Templates**.
2. In the Pick template list, click **Create**.

**Client Account Templates**

Use this page to create client configuration templates for new client accounts. Client configuration templates let you re-use client information, including customer type, base currency and trading permissions, in multiple client account applications without having to re-enter the information in every application.

Pick template:

New template name:

Customer Type:

Base Currency:

Funding Type:

Margin:

Products:

3. In the new Template name field, type the name of the template.
4. In the Customer Type list, select a customer type (*Individual, Joint, IRA, Trust* or *Organization*).
5. In the Base Currency list, select the base currency for the client account.
6. In the Funding Type list, select the type of deposit that will be used to fund client accounts using this template.
7. In the Margin list, select the type of margin account (*Reg T* for a Margin account, *Cash* for a Cash account, *Portfolio* for a Portfolio Margin account or *Guaranteed Dollars and/or Cash Collateral*).

The following screen displays the available Trading Permissions for the selected Margin account type.

Advisor Templates

**Pick template:** Create...

**New template name:** TemplateName

**Customer Type:** Crg

**Base Currency:** USD

**Margin:** Reg T

**Products:**

Country	Check All	Stocks	Fixed Income	Warrants	Options	Futures	Futures Options	Mutual Funds	Forex (Foreign Exchange)
Global	<input type="checkbox"/>	-	-	-	-	-	-	-	<input type="checkbox"/>
Australia	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-
Austria	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
Belgium	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	-	-	-
Canada	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	-	-	-
France	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	-	-	-
Germany	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-

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

Note that you use this screen the same way you use the Trading Permissions page in the *Manage Account > Trade Configuration > Permissions* menu.

9. Complete the Investment Objectives and Intended Purpose of Trading, Investment Experience and Financial Information sections on the next page. You can skip any individual section on this page by clicking the Skip button, or you can omit all of this information from the client account template by clicking **Skip All** at the bottom of the page. Click **Continue** to go to the next page, **Back** to go back to the previous page or **Delete** to delete the current template.

### Investment Objectives and Intended Purpose of Trading (Optional)

<input type="checkbox"/> Preservation of Capital	<input type="checkbox"/> Income
<input type="checkbox"/> Growth	<input type="checkbox"/> Trading Profits
<input type="checkbox"/> Speculation	<input type="checkbox"/> Hedging

[Skip](#)

Please provide trading experience for each product below, the product listed below are based on the permissions you selected on the previous page. Click the Back button if you need to make any changes.

### Investment Experience (Optional)

	Years Trading	Trades Per Year	Knowledge Level
Stocks	1 ▾	> 100 ▾	Good ▾

[Skip](#)

### Financial Information (Optional)

Enter only numbers and no commas, dollar signs, decimals, or cents.

Net Worth <small>(exclusive of residence)</small>	< 20,000 ▾	USD
Liquid Net Worth	< 20,000 ▾	USD
Annual Net Income	< 40,000 ▾	USD
Total Assets	< 20,000 ▾	USD

[Skip](#)

[← Back](#)

[✖ Delete](#)

[Skip All →](#)

[Continue →](#)

10. Select the advisor fee methodology by clicking the appropriate radio button, then click **Continue**.

Note that this page is identical to the Client Fees page for advisors in the *Manage Clients > Fees > Configure* menu.

11. Verify that all the information in the client template is correct, then click **Save**.

If any information is incorrect, click **Back**, then modify the information as required and click *Continue* until you return to the verification page.

When you begin the process of adding a new client account, you will be able to select your saved client account template.

### To modify an existing client account template

1. Click **Manage Clients > Create and Link Accounts > Create > Client Account Templates**.
2. In the Pick template list, click the existing template you want to modify.
3. Make changes as required, clicking **Continue** to advance through the pages.
4. Verify that all the information in the client template is correct, then click **Save**.

### To delete an existing client account template

1. Click **Manage Clients > Create and Link Accounts > Create > Client Account Templates**.
2. In the Pick template list, click the existing template you want to delete.
3. Click **Delete**, then click **OK**.

The template is deleted.

### For more information

» [Users' Guide](#)

### Set Up a Client Template

Many Advisors collect information from prospective clients on their own websites, and then send a client invitation to complete an electronic application. You can create a Client Account Template and add the template application link to your own website and include a custom ID that allows you to match the information in the client's application to the information that you've already collected on your website.

1. From the Home Dashboard, click **Settings > Account Settings**.
2. From the Configuration panel on the right, click the configuration icon next to **Client Account Templates**.

