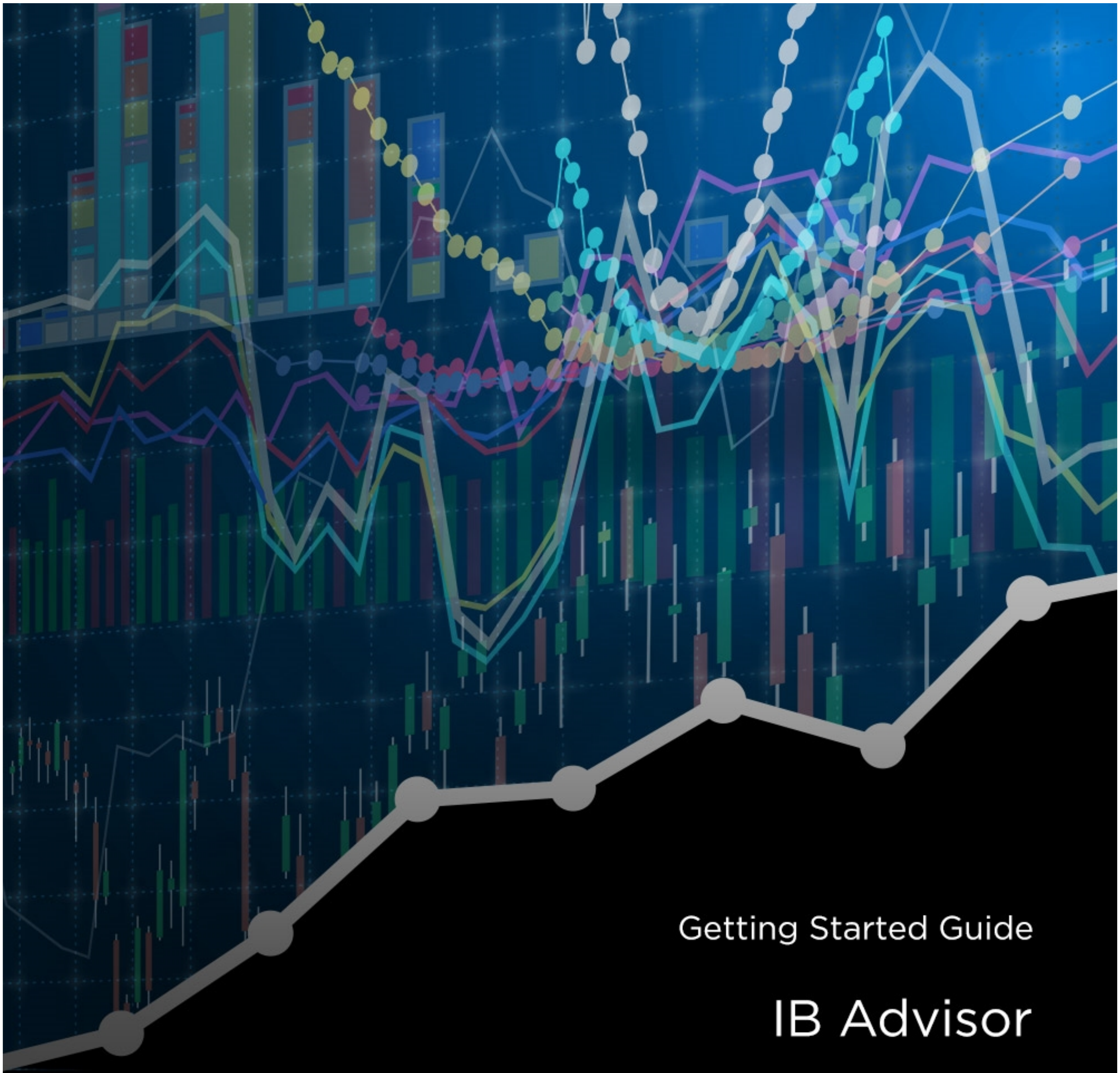

Getting Started Guide

IB Advisor

Interactive Brokers

Getting Started Guide: IB Advisor

February 2016

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1

Getting Started as an Advisor

This **Getting Started** guide provides an overview of the tasks you will want to complete as a new IB Advisor. This guide is designed as a reference for new users and comprises a very small subset of the information and features available to you through IB.

The guide assumes the following:

- That the Master account has been approved and funded.
- That you **are** the Advisor master.
- That you opened a trading account for your own personal trading.

Must Consider:

- Understand how to Log In to Account Management
- Activate your Secure Login System device
- Understand the process and timing of account funding, including:
    - Master Account Funding
    - Trading Account Funding
    - Initial Funding for Client Accounts
- Add and manage client accounts:
    - Add Client Accounts
    - Specify Client Fees
    - Set Trading Permissions
    - View Client Account Funds Status
    - Use the Dashboard to view and manage client accounts
- Trade:
    - Subscribe to Market Data
    - Log in to TWS
    - Add Market Data Lines

  - Define Allocation Groups and Methods
  - Trade and Allocate for Clients
  - Use Real-time Activity Monitoring
- Familiarize yourself with activity statements and other features of our reporting system

May Want to Consider:

- Money Managers
- Opening a Paper Trading Account
- White Branding
- Enabling Additional Traders
- Additional Advisor Authorizations
- Link Client Accounts
- Adding Administrators
- Customer Activity Monitor
- Investors' Marketplace

2

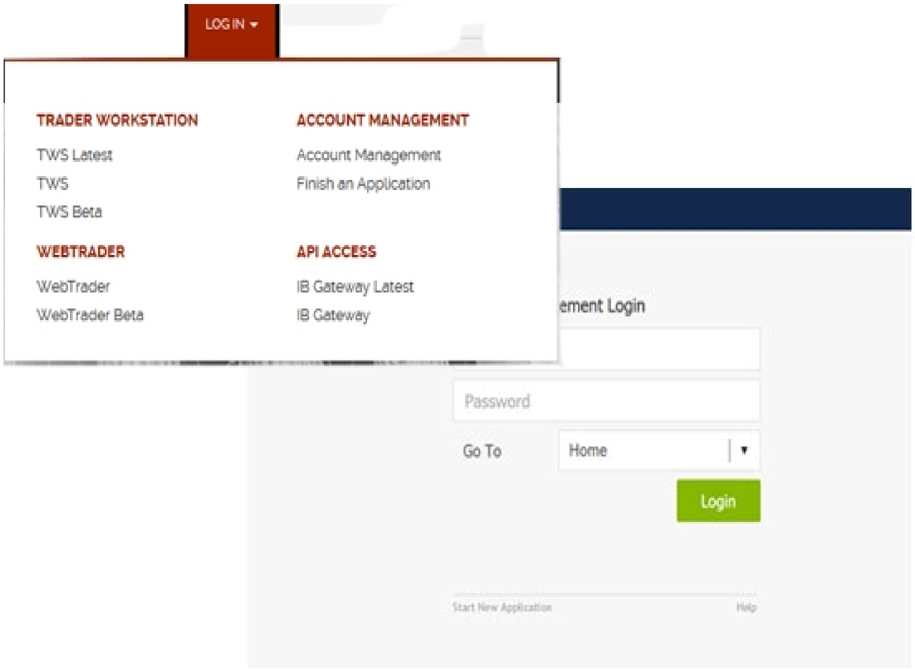
Log In to Account Management

There are two ways to access Account Management:

- Log in from the IB website.
- Access the home page from the Trader Workstation.

To log in to Account Management from the IB website

1. From IB’s website, select **Account Management** from the Login dropdown list in the upper right corner.


LOG IN
TRADER WORKSTATION
TWS Latest
TWS
TWS Beta
WEBTRADER
WebTrader
WebTrader Beta
ACCOUNT MANAGEMENT
Account Management
Finish an Application
API ACCESS
IB Gateway Latest
IB Gateway
ement Login
Password
Go To
Home
Login
Start New Application
Help

2. Enter your IB **Username** and **Password**, and click *Login*. The Account Management home page opens.

To access Account Management from Trader Workstation

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

For more information

- Failed Login Attempts
- Automatic Logoff

Failed Login Attempts

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

Automatic Logoff

If you are logged into Account Management and the system detects no activity for 30 minutes, your Account Management session will automatically expire and you will have to log back in. A message appears warning you that you will automatically be logged out without further activity.

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

Secure Login System

Once your account is approved and funded, IB will mail you a Secure Login Device at the address you specified in your application. You will need to use this device anytime you log in to TWS or Account Management. This added level of security helps to ensure that your IB account information remains secure. Please note that your device must be activated before you can use it.

You have 14 days from the day we mail you your IB Security Device to activate the device in Account Management. After 14 days, you are required to use the device to log into Account Management and Trader Workstation. If you receive the device before 14 days, you can access Account Management and Trader Workstation without using the device until you activate it or until 14 days have passed. Once you activate the device, you must use it to log into Account Management and TWS.

If you use an iPhone, you can also choose to use IB Key, our digital security device. For more information, see our Knowledge Base article.

To activate your Secure Login Device

1. Login to Account Management.
2. Click **Manage Account > Security > Secure Login System**.
3. Follow the instructions on the screen to activate your security device.

For more information

- To learn more about our Secure Login System, including detailed instructions on how to use each type of security device, see the Account Management Users' Guide.

3

Funding

Your Advisor account structure contains multiple accounts at different levels, and can include multiple users who have permissions to manage one or multiple accounts. The Master account is used to receive client fees, to receive and pay commissions on allocated trades, and to pay market data and other fees.

This section includes the following topics:

- Master Account Funding
- Trading Account Funding
- Initial Funding for Client Accounts

For more information

- For complete information on account funding, see the Funding Reference on our website.

Master Account Funding

While it is not mandatory to fund the master account, we recommend you do this because certain fees, including market data fees, are withdrawn directly from the master account. Should your master account accrue a negative balance at any time, market data will be terminated.

We suggest funding the master account with a minimum of $500.00, or the estimated amount of one year’s market data fees.

To deposit funds into your IB account, log in to Account Management, then click **Funding > Fund Transfers***.* For more information on depositing funds, see the Depositing Funds topic in the Funding section of the Account Management Users’ Guide.

For more information

- For complete information on account funding, see the Funding Reference on our website.

Trading Account Funding

Many Financial Advisors elect to open a 'trading account' during their master account application. There are two ways to fund your trading account:

- Fund the trading account directly (IB recommends this option).
- Deposit funds into the master account, then transfer funds to the trading account.

For more information

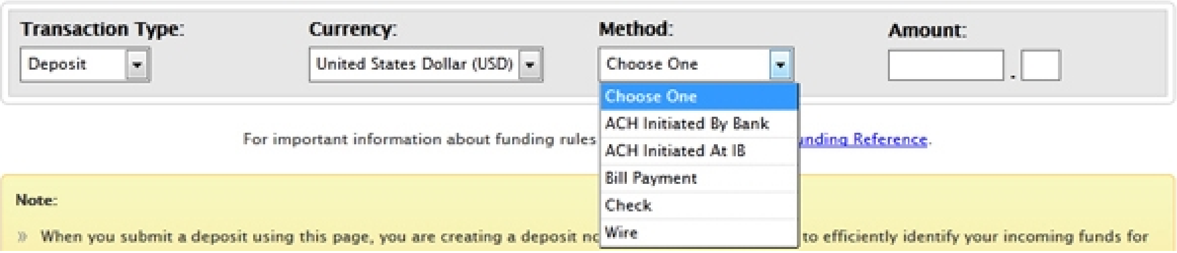
- For complete information on account funding, see the Funding Reference on our website.

Direct Funding

In order to fund your trading account, IB recommends funding the account directly through one of our available banking methods, such as Wire, Check, etc.

To deposit funds directly into your trading account

1. Log in to your Master account via Account Management.
2. Click **Funding > Fund Transfers**.
3. Select your trading account in the Account Selector at the top of the page.
4. From the **Transaction Type** list, select *Deposit*.
5. Select your currency from the Currency list.
6. From the **Method** list, select a deposit type (*Wire*, *Check,* and so on).



Transaction Type: Deposit
Currency: United States Dollar (USD)
Method: Choose One
Amount:

For important information about funding rules unding Reference.

Note:

When you submit a deposit using this page, you are creating a deposit nc to efficiently identify your incoming funds for

7. Type the amount of your intended deposit in the Amount field. Note that you do not enter an amount when you first set up an ACH Initiated At IB or Canadian EFT Initiated at IB

deposit.

8. Select one of the following:

   - **Yes - Use saved bank information for new transfer request**
     Select this option if you want to use previously saved bank information for this deposit request.
   - **No - Create new transfer request with new bank information**
     Select this option if you want to save new bank information for this deposit request. This option is automatically selected if you do not have any saved any bank information.
   - **No - Create new bank information only**
     Select this option if you only want to create new saved bank information without transferring any funds (for example, if you are a non-US customer who is closing an account).

8. If you select either No option, complete all the fields that appear, which vary depending on the withdrawal method you selected. The fields vary depending on your previous selections.

   Be sure to enter a Name for the bank instruction that will be saved with your bank information. You will be able to use this bank instruction for future deposit notifications without having to re-enter your bank information.

9. Verify that all deposit information is correct and make note of any special instructions that appear on the screen.

   - For example, for a wire deposit, you will have to instruct your bank to wire the funds to the institution shown on the screen.
   - For a check deposit, you will have to mail your check with a copy of the confirmation screen to the address shown on the screen.

10. Decide if you want to save the information as a recurring transaction.

If you would like to save this as a recurring transaction, click Yes, then complete all the fields and selections in that section.

11. Click **Continue** to submit your deposit notification.
    Or click **Cancel** to cancel the transaction.

    Depending on the type of deposit notification you selected, a page appears with additional instructions that describe what you need to provide to your bank to complete the actual deposit of funds.

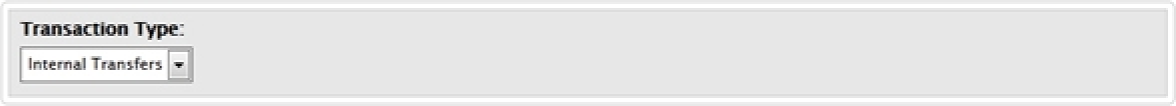
Transferring Funds from the Master Account

You can also use the Fund Transfers page in the Funding menu of Account Management to transfer cash from the Master account to your personal trading account.

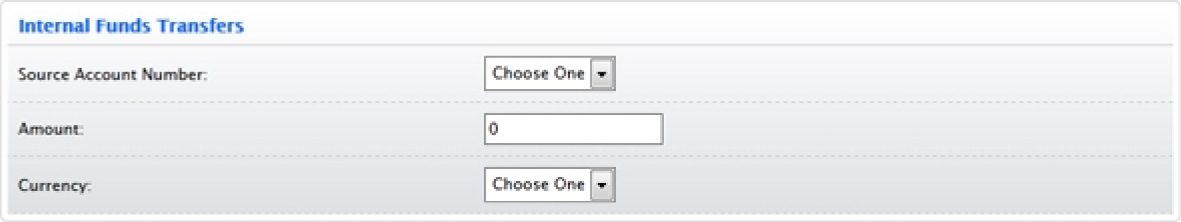
Funds which are deposited to the master account are subject to our stated hold periods. This could cause a delay in the processing of an internal transfer to your trading account. IB recommends funding the trading account directly

To transfer funds from the Master account to your trading account

1. Log in to your Master account via Account Management.
2. Click **Funding > Fund Transfers**.
3. Select the Master account in the Account Selector at the top of the page. The master account is identified with the prefix “F” and sub accounts with the prefix “U.”
4. From the **Transaction Type** list, select *Internal Transfer*.



The Internal Funds Transfers section appears.

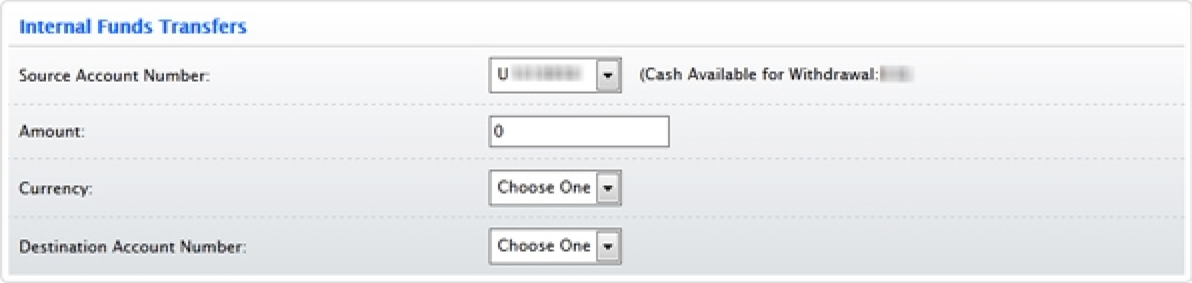


Internal Funds Transfers

Source Account Number:	Choose One
Amount:	0
Currency:	Choose One

5. Select the source account number from the Source Account Number drop-down list.

   If there are any destination accounts eligible to receive an internal funds transfer, the Destination Account Number drop-down list appears.



Internal Funds Transfers

Source Account Number:	U[redacted] (Cash Available for Withdrawal: [redacted]
Amount:	0
Currency:	Choose One
Destination Account Number:	Choose One

6. Enter the amount of the transfer, the currency and select the Destination Account Number.
7. Click **Continue**.

   Click **Cancel** at any time to cancel the transaction.

8. Verify that the details of the internal funds transfer are correct, then click **Continue**.

   You will immediately receive an email notification containing a confirmation number. Enter the confirmation number where indicated on the Internal Funds Transfer page, then click **Confirm**.

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

Initial Funding for Client Accounts

The process of funding client accounts is the same as depositing funds into the master account. Fund deposits into client accounts can be made in a number of ways, including Wire, Check, ACATS, and so on. To prevent any delays in an account's funding, it is important that your clients complete the funding information portion of application. In addition, it is important for both you and your client to understand the credit periods for deposits as this will determine when you will be able to start trading. The credit period varies based on the deposit method. For example, checks require seven business days after they are deposited, while a wire transfer may be credited as quickly as the same day.

While IB does not require that a client set up banking instructions at this time, we recommend that advisors encourage their clients to do so. This will help prevent any potential future delays when clients want to withdraw funds. Once banking instructions have been created in Account Management, advisors can can use them to process withdrawals on the client’s behalf.

For more information

- For complete information on account funding, see the Funding Reference on our website.

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Client Accounts

This section details the steps that you will need to take to add client accounts, specify fees and configure trading permissions.

The following topics are included:

- Add Client Accounts by having your clients submit an application to IB.
- Specify Client Fees
- Set Trading Permissions
- View Client Account Funds Status
- Manage client accounts using the Dashboard
- Additional Advisor Authorizations
- Link Client Accounts

For more information

- To learn more about adding and configuring client accounts, see the Account Management Users' Guide.

Client Applications

To trade for your clients, you must first “add” them to your Advisor account. As the Advisor Master, you are the only one who can add clients to your Advisor account. Adding a client requires that you:

- Add an account by having the client apply for an IB account.
- Configure client fees
- Set trading permissions
- Have the client fund the account
- Check client account funds status

To add an existing IB customer as an advised client, the client needs to log into Account Management and select *Link Account to Advisor/Broker* from the Account Administration menu. Note that requests to link accounts must be approved by advisors prior to 2:00 PM on Friday. Those requests which are approved will be processed every Friday at 3:00 PM.

Advisors have two options for completing client applications; however, some may be limited to the fully electronic method due to regulatory and other considerations. Decide which method to use based on the characteristics and preferences of you and your client:

- **Fully Electronic** (for fastest processing) - You send an invitation to your client, who completes an electronic application online. Advisors can create client account templates in Account Management to save and re-use certain information for new client account applications.
- **Semi-Electronic with paper signature** - You and your client complete an electronic application online. At the end of the process you print the application for your client to review and complete the deposit instructions and the security questions and answers section. The client then signs the application and sends it to IB Account Processing.

You can log into Account Management at any time to see the status of your clients' applications. Advisors who want to open additional accounts for themselves at a later time must use one of the three methods listed above.

In all cases, the completed application must be sent to IB for processing.

For additional information on all of the application methods, see the Add an Account topic in the Account Management Users’ Guide.

Fully Electronic Account Application

As the Advisor, you initiate an email invitation to your potential client, who is then required to complete the application online.

To initiate a client invitation email

1. Log in to Account Management.
2. Click **Manage Clients > Create and Link Accounts > Create > New**.
3. Click **Client Invitation** in the **Fully Electronic Application** row.
4. Specify Client Fees for the new account, and enter the name and email of the potential client.
5. Click **Continue** to send the client application invitation.

An email invitation is sent to the client inviting them to apply for an account at IB, with a link to the application start page. The application will automatically be associated with your advisor account.

Adding IRA Trust Accounts

U.S. Advisors can add IRA Trust accounts as client accounts. An IRA Trust Account is an IRA account held at a designated Third Party Trustee.

Adding an IRA Trust Account requires the following steps:

1. Add a Third Party Custodian from the **Investors' Marketplace > Advertise Services > Third Party Custodian**page in Account Management.
2. Complete a brief Third Party Custodian application.
3. Submit a letter or other form of documentation to Interactive Brokers that proves the relationship between the Advisor and the Third Party Custodian.
4. While IB approves the letter or documentation, the new Third Party Custodian appears in the list on the Third Party Custodian page.

5. Once the proof has been accepted by IB, send an invitation to an IRA Asset Trust client from the **Manage Clients > Create and Link Accounts > Create > New** page to start a fully electronic account application.

Semi-Electronic Account Application

For clients who need some assistance completing an application, or if you prefer to meet with your clients for a personal touch, you work with your client to complete the application. This process is completely electronic up until the point that client reviews, completes and signs the application.

To complete a client application electronically

1. Log in to Account Management.
2. Click **Manage Clients > Create and Link Accounts > Create > New**.
3. Click **Electronic Client Application** in the Semi Electronic Application row.
4. Select *Individual* as the account type and *Continue*.
5. Complete the Advisor Client application following instructions shown.
6. Send the completed application via print or email to your potential client.
7. Click **Client Disclosures** to download and print the Client Disclosures.
8. Send all pages to your potential client.
9. Once complete, return the application to IB for processing.

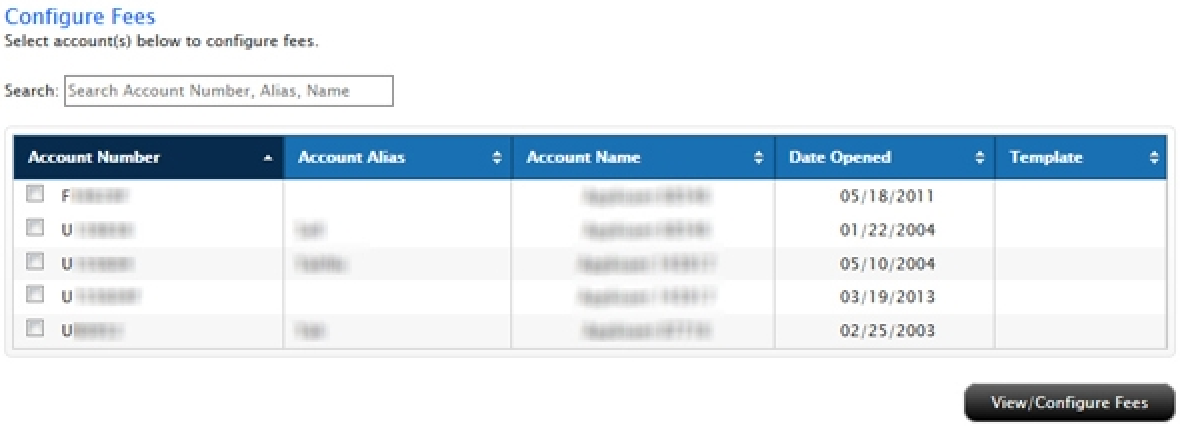
Specify Client Fees

You can elect to charge your clients for services rendered through one of our available billing methods. You specify advisor fees at the time of your client's registration, but you can modify or add them at any time on the Configure Fees page Account Management. All fee modifications must first be submitted electronically in Account Management and will become effective only after the signed PDF has been received and processed by us. Please note that fee changes are not retroactive.

Client fee schedules can be applied to accounts individually or can be stored in templates. As an advisor, you can configure fees for one or more client accounts, or set up client fee schedules in templates, then assign the templates to client accounts. The use of templates allows you to easily maintain different fee schedules for multiple client accounts. If you are a new advisor (i.e., you just opened your IB account), then there will be a blank default client fee template, which you can then configure with your own fee schedule.

You set client fees in Account Management using the **Manage Clients > Fees > Configure** page. On this page, you can:

- View and sort all client accounts.
- Select one or more client accounts, then view (and if necessary, modify) the current fee schedule for those accounts.
- Select one or more client accounts, then configure and apply a fee schedule to those accounts.
- Select one or more client accounts, then apply a previously saved client fee template to those accounts.
- Charge all commissions for a client account to the Advisor account by clicking the Charge Commissions to Advisor Account check box. Note that 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.



Configure Fees

Select account(s) below to configure fees.

Search: Search Account Number, Alias, Name

Account Number	Account Alias	Account Name	Date Opened	Template
☐ F[redacted]		[redacted]	05/18/2011	
☐ U[redacted]	[redacted]	[redacted]	01/22/2004	
☐ U[redacted]	[redacted]	[redacted]	05/10/2004	
☐ U[redacted]		[redacted]	03/19/2013	
☐ U[redacted]	[redacted]	[redacted]	02/25/2003	

Automatic billing is calculated and automatically billed to the client’s account by IB. We offer a variety of methods that can be used, including Percentage of an account's value, Percentage of

P&L, or a Flat Fee. You can also apply High Water Marking to the billing period client fees to offset periods of losses in a volatile market.

If you choose to use Direct Billing, IB is not involved and you are responsible for billing your client(s) directly.

You can also charge minimum monthly fees and IRA account fees for their clients to your Advisor Master account. Click **Manage Clients > Fees > Charge Fees to Master** to select this option.

Electronic Invoices and Fee Reimbursements

For electronic invoices, you calculate the markup and submit an invoice electronically to IB on the Advisor Invoicing page in Account Management, and that amount will automatically be transferred from the client account to your account. Invoices submitted prior to 5:30 (17:30) PM EST will be processed 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 on the next business day. Submit invoices for up to ten clients per day, but only one invoice per client account per day.

For client accounts that have been configured for electronic invoices, you can reimburse fees to client accounts up to a maximum of 50% of invoices (net of any prior rebate) for the trailing 12-month period. Advisors can also modify or cancel pending fee reimbursements and view the details of fee reimbursements that have already been processed.

Click **Manage Clients > Fees > Invoicing** to configure client invoices and fee reimbursements.

For additional information about all our available billing methods, see Advisor Client Fees topic in the Account Management Users' Guide.

Charge Commissions and Client Fees to the Advisor

As an Advisor, you can elect to charge client commissions to your own Advisor master account when configuring fees for a client account. Commission charges will revert to the client account if the Advisor master account has a balance of less than 1000 USD or equivalent when the commission charges are posted.

By default, minimum monthly fees, IRA account fees and market data and research fees are charged to Advisor client accounts. However, Advisors can elect to charge these fees to their own Master account. Client fees will be charged to the client account if the Advisor master account has a balance of less than 1000 USD or equivalent when fees are posted.

Charge Fees on Client Investments in Hedge Funds

You can also charge fees 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. If you have already invested funds for your client at the Hedge Fund Investor Site (available at the Marketplace), the invested hedge fund will automatically be enabled for the fee program.

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). Your clients must approve the fee schedule by signing a form.

To set fees based on the value of your clients' Hedge Fund investments, click **Manage Clients > Fees > HFCIP Fees**.

High Water Marking

Advisors who select Percent of P&L for their client fees can apply High Water Marking to the billing period client fees to offset periods of losses in a volatile market. You set up High Water Marking when you select Percentage of P&L in Automatic Billing. High Water Marking lets an Advisor:

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

High Water Marking keeps track of cumulative losses per billing period within the specified look-back period. A loss in any period will be added to the look-back period's cumulative losses. A gain in any period will decrease the cumulative loss recorded to date. By default, the look-back period is zero, which means no High Water Marking.

Prorate for withdrawals. If an advisor chooses to prorate, withdrawals in the current period reduce any cumulative losses that are carried over from previous periods. The losses are reduced in proportion to the percentage of equity that was withdrawn.

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

Optionally initialize High Water Marking with previous periods' losses by entering the amount of the losses. These losses may have been incurred for the client in another account or with another broker. Gains are applied to the oldest losses first.

High Water Marking is effective on the day we process the approved client agreement.

If you have assigned Money Managers to direct trading and investment activity for client accounts, then you specify Wealth Manager fees as described above, and have separate fee schedules for Money Managers. Wealth Manager fees are those fees paid to you when you trade for client accounts. Money Manager fees are fees paid to a Money Manager when he or she trades for client accounts, and you set those client fees on the Money Manager Assignment page in Account Management. For more information, see Money Managers.

Trading Permissions

Each client is responsible for configuring the Trading Permissions on their account. Trading permissions identify the products the client wishes to trade and the countries in which he or she wants to trade them.

Clients configure their and trading permissions in Account Management by clicking **Manage Clients > Trading > Permissions**.

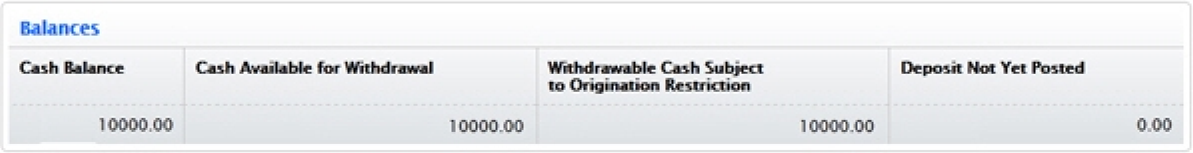
For more information

- To learn more about trading permissions, see the Choosing and Configuring Your Account page on our website.

Client Account Funds Status

You can check the funds status of your client accounts at any time using the **Funding > Fund Transfers** page in Account Management. Select the account whose status you want to check using the Account Selector.

The page displays the Cash Balance, Cash Available for Withdrawal, Withdrawable cash that is subject to any origination restrictions (including ACH deposits initiated by the customer via the IB website) and the amount of any pending deposit that has not yet posted to the account.



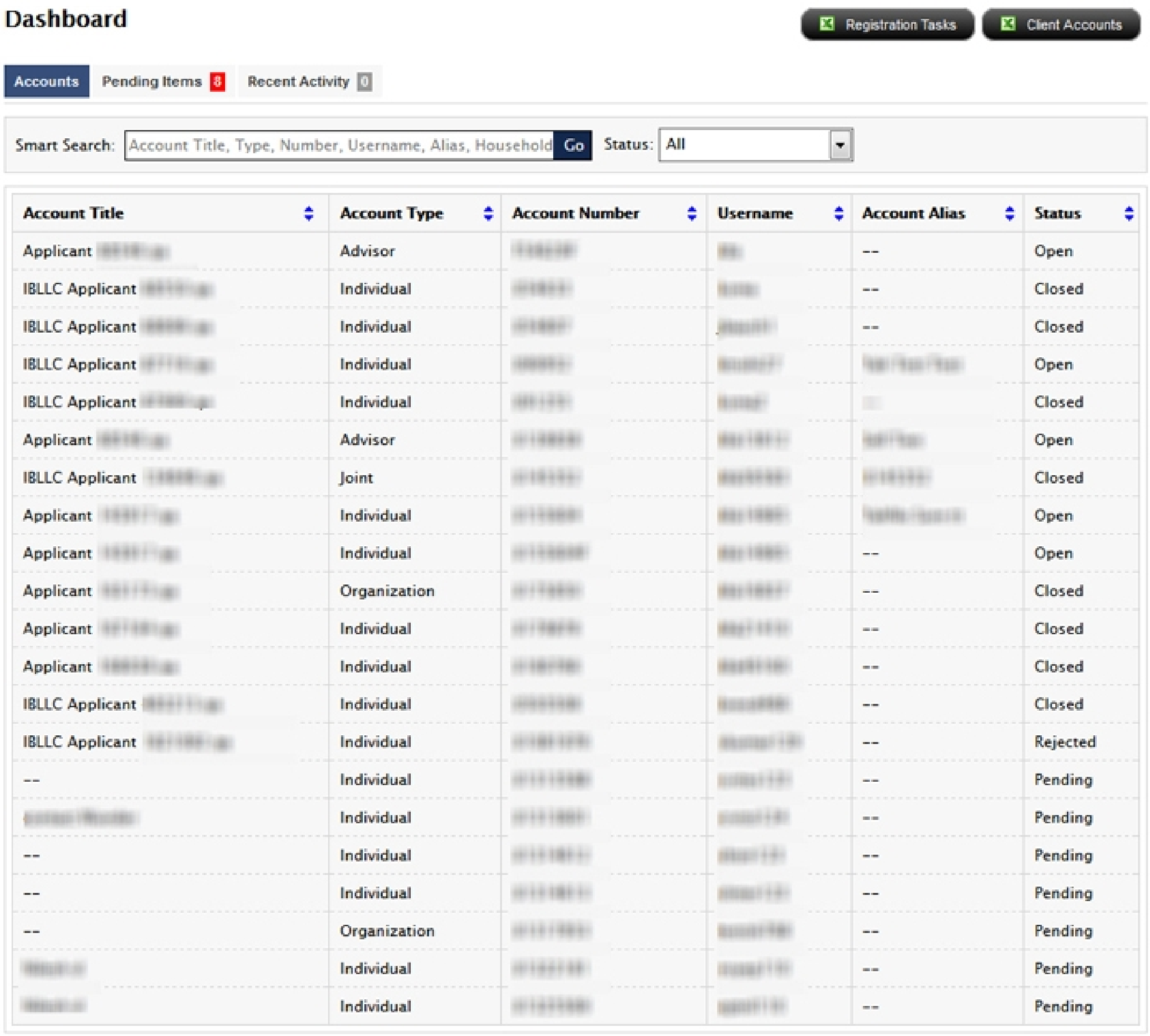
Balances

Cash Balance	Cash Available for Withdrawal	Withdrawable Cash Subject to Origination Restriction	Deposit Not Yet Posted
10000.00	10000.00	10000.00	0.00

You can also check a client's account balances from the Client Account Details page for that account, which is accessible from the Dashboard.

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.



Status: All

Account Title	Account Type	Account Number	Username	Account Alias	Status
Applicant [redacted]	Advisor	[redacted]	[redacted]	--	Open
IBLLC Applicant [redacted]	Individual	[redacted]	[redacted]	--	Closed
IBLLC Applicant [redacted]	Individual	[redacted]	[redacted]	--	Closed
IBLLC Applicant [redacted]	Individual	[redacted]	[redacted]	[redacted]	Open
IBLLC Applicant [redacted]	Individual	[redacted]	[redacted]	[redacted]	Closed
Applicant [redacted]	Advisor	[redacted]	[redacted]	[redacted]	Open
IBLLC Applicant [redacted]	Joint	[redacted]	[redacted]	[redacted]	Closed
Applicant [redacted]	Individual	[redacted]	[redacted]	[redacted]	Open
Applicant [redacted]	Individual	[redacted]	[redacted]	--	Open
Applicant [redacted]	Organization	[redacted]	[redacted]	--	Closed
Applicant [redacted]	Individual	[redacted]	[redacted]	--	Closed
Applicant [redacted]	Individual	[redacted]	[redacted]	--	Closed
IBLLC Applicant [redacted]	Individual	[redacted]	[redacted]	--	Closed
IBLLC Applicant [redacted]	Individual	[redacted]	[redacted]	--	Rejected
--	Individual	[redacted]	[redacted]	--	Pending
[redacted]	Individual	[redacted]	[redacted]	--	Pending
--	Individual	[redacted]	[redacted]	--	Pending
--	Individual	[redacted]	[redacted]	--	Pending
--	Organization	[redacted]	[redacted]	--	Pending
[redacted]	Individual	[redacted]	[redacted]	--	Pending
[redacted]	Individual	[redacted]	[redacted]	--	Pending

Advisors can view information about all of their clients:

- View lists of all open, pending, closed and rejected client accounts.
- View pending items for all client accounts on a single screen.
- View recent activity for the past five days for all client accounts.
- Search for and sort client accounts by account title, account type, account number, username or account alias.
- Select the number of account rows you want to view at one time, and easily navigate between multiple pages of client accounts.

- Download a list of outstanding registration tasks for all pending client accounts to Microsoft Excel.
- Download information about all client accounts to Microsoft Excel.

and can view and manage individual client account details:

- Click any client account to drill down to the account details, balances, positions and transaction history for that client.
- View pending items.
- Perform account management tasks, including:
- Edit account alias, advisor or broker fees, and other settings;
- Running activity statements and PortfolioAnalyst reports
- Print account details;
- Generate a PDF version of the account application;
- View all registration tasks.
- Advisors can get special authorizations from clients to modify additional account settings for that client.

Client Account Details

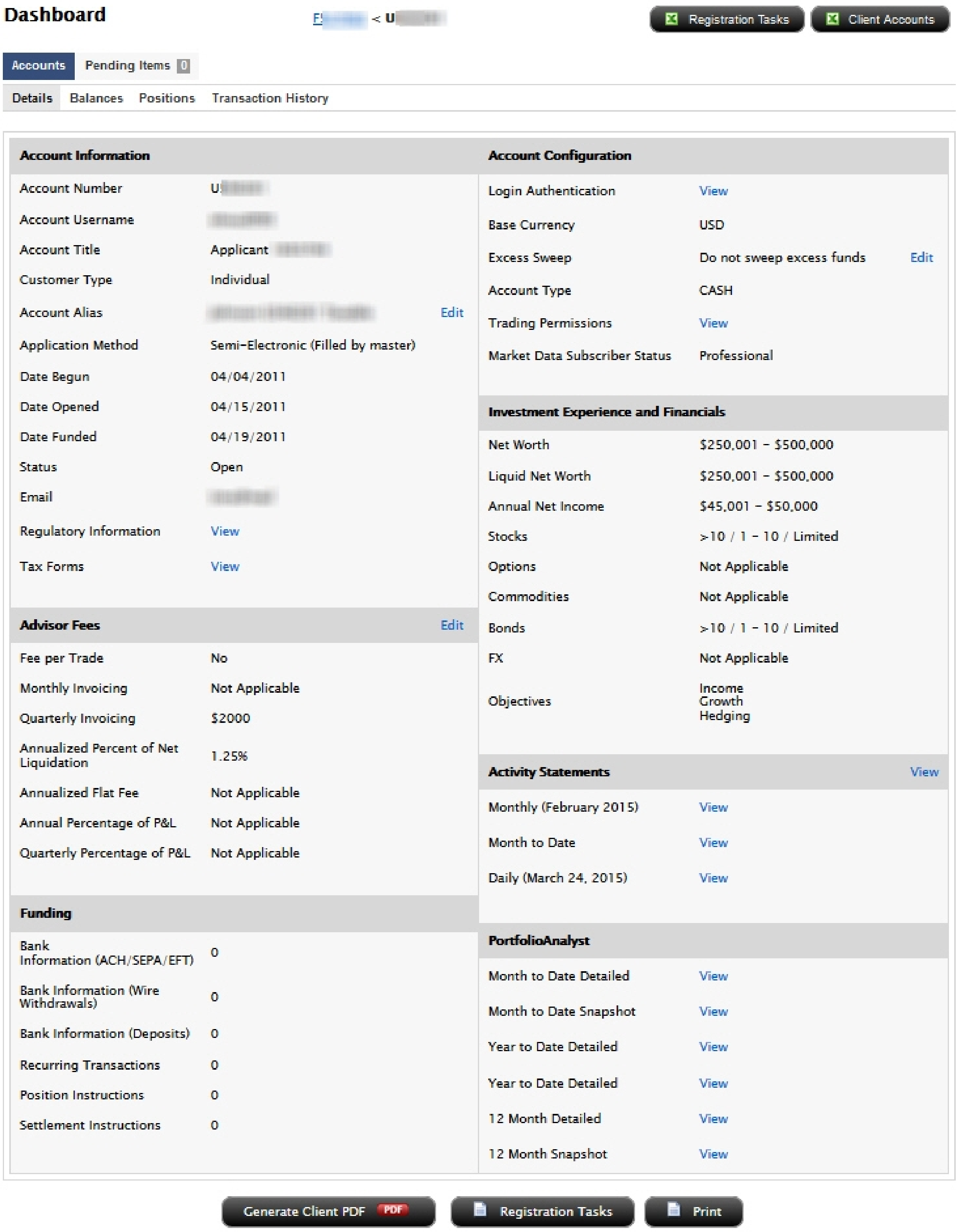
As an Advisor, you can view the details of any of your client accounts in from the Dashboard in Account Management. Access account details for any open, pending, closed or rejected client account by clicking **Manage Clients > Dashboard**, and then clicking any client account on any tabbed page in the Dashboard.

On the Client Account Details page, you can:

- Drill down to account details for any client account.
- View pending items for a client account.
- Edit account alias, advisor fees, and other settings for a client account.
- Run activity statements and PortfolioAnalyst reports for a client account.
- Print client account details.
- Delete an application for a pending client account.

- Generate a PDF version of the client account application.
- View all registration tasks for a client account.

Quickly return to the main Dashboard page by clicking your master Account ID in the breadcrumb link located in the middle of the top of the page.


Dashboard
F[redacted] < U[redacted]
Registration Tasks
Client Accounts
Accounts
Pending Items 0
Details
Balances
Positions
Transaction History

Account Information

Account Number	U[redacted]	
Account Username	[redacted]	
Account Title	Applicant [redacted]	
Customer Type	Individual	
Account Alias	[redacted]	Edit
Application Method	Semi-Electronic (Filled by master)	
Date Begun	04/04/2011	
Date Opened	04/15/2011	
Date Funded	04/19/2011	
Status	Open	
Email	[redacted]	
Regulatory Information	View	
Tax Forms	View	

Advisor Fees Edit

Fee per Trade	No
Monthly Invoicing	Not Applicable
Quarterly Invoicing	$2000
Annualized Percent of Net Liquidation	1.25%
Annualized Flat Fee	Not Applicable
Annual Percentage of P&L	Not Applicable
Quarterly Percentage of P&L	Not Applicable

Funding

Bank Information (ACH/SEPA/EFT)	0
Bank Information (Wire Withdrawals)	0
Bank Information (Deposits)	0
Recurring Transactions	0
Position Instructions	0
Settlement Instructions	0

Account Configuration

Login Authentication	View	
Base Currency	USD	
Excess Sweep	Do not sweep excess funds	Edit
Account Type	CASH	
Trading Permissions	View	
Market Data Subscriber Status	Professional	

Investment Experience and Financials

Net Worth	$250,001 - $500,000
Liquid Net Worth	$250,001 - $500,000
Annual Net Income	$45,001 - $50,000
Stocks	>10 / 1 - 10 / Limited
Options	Not Applicable
Commodities	Not Applicable
Bonds	>10 / 1 - 10 / Limited
FX	Not Applicable
Objectives	Income Growth Hedging

Activity Statements View

Monthly (February 2015)	View
Month to Date	View
Daily (March 24, 2015)	View

PortfolioAnalyst

Month to Date Detailed	View
Month to Date Snapshot	View
Year to Date Detailed	View
Year to Date Detailed	View
12 Month Detailed	View
12 Month Snapshot	View

Generate Client PDF
PDF
Registration Tasks
Print

Additional Advisor Authorizations

An advisor 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. Note that not all of these tasks affect an operation within Account Management.

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

- Also allow withdrawals of cash and ACH to third parties in addition to named account holder using third-party withdrawal system.

Authorization to Vote Shares and Make Elections Regarding Positions (does not affect Account Management)

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

Authorization for Special Programs and Alternative Investments

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

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

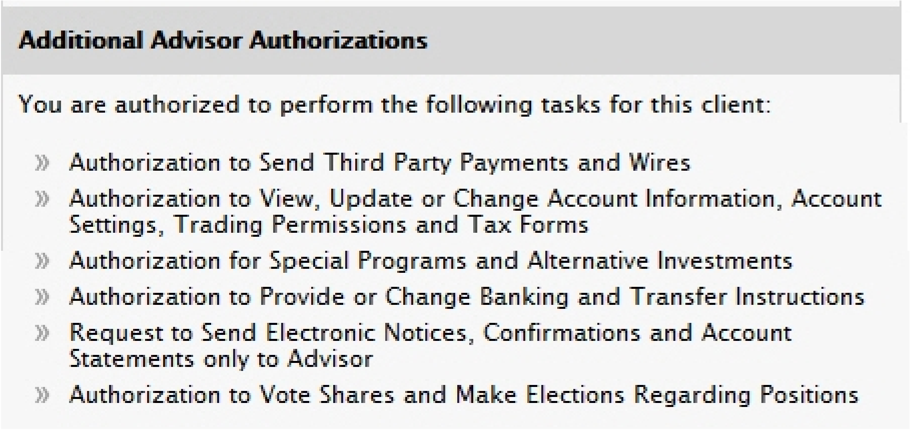
- Used by our Compliance department in the event that an advisor wants to control the email address used for the client account.

To grant and view additional advisor authorizations

1. The advisor client logs into Account Management and clicks **Support > Paper Forms**.
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. The advisor also has access to this form on the Support > Paper Forms page.

3. Once the authorizations are granted, the advisor can perform the additional tasks and can click **Manage Clients > Dashboard** to drill down to the Client Account Details page for the authorizing client.

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



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

Link Client Accounts

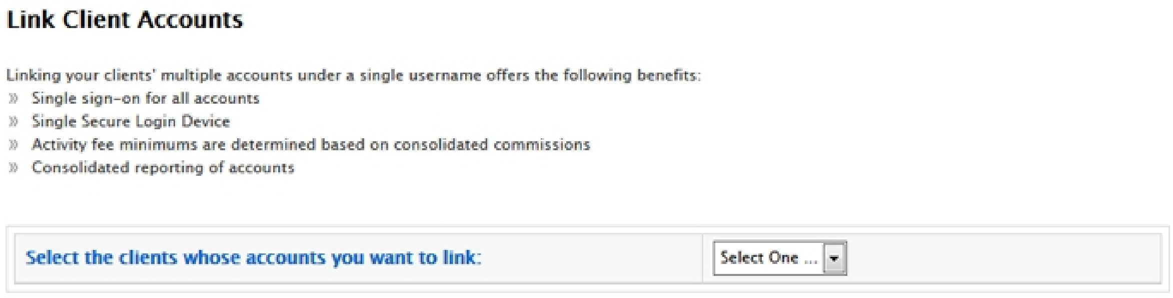
Advisors can link multiple individual and/or joint accounts for a client under a single username and password. Once these client accounts are linked, they will be able to access Trader Workstation, WebTrader, IB TWS for iOS, Android and Blackberry, and Account Management for any of the linked accounts using a single username and password. For example, you might have a client who maintains more than one account.

Linking multiple client accounts under a single username and password offers these benefits:

- Single sign-on for all accounts;
- Single Secure Login device;
- Activity fee minimums based on consolidated commission;
- Consolidated reporting of accounts.

To link existing client accounts

1. Log into Account Management with your username and password, then enter the codes from your Secure Login Device as instructed on the login screen.
2. Click **Manage Clients > Create and Link Accounts > Link Existing Accounts**.



Link Client Accounts

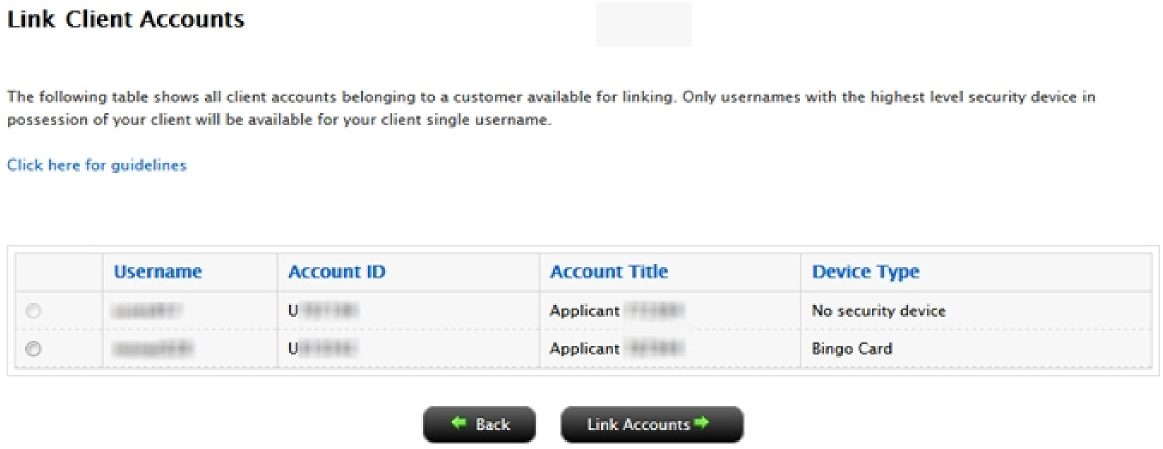
Linking your clients' multiple accounts under a single username offers the following benefits:

- Single sign-on for all accounts
- Single Secure Login Device
- Activity fee minimums are determined based on consolidated commissions
- Consolidated reporting of accounts

Select the clients whose accounts you want to link: Select One ...

3. From the drop-down, select the client whose multiple accounts you want to link. Note that only eligible client accounts will appear in the drop-down.

   A list of all accounts for this client appears.



Link Client Accounts

The following table shows all client accounts belonging to a customer available for linking. Only usernames with the highest level security device in possession of your client will be available for your client single username.

Click here for guidelines

	Username	Account ID	Account Title	Device Type
○	[redacted]	U[redacted]	Applicant [redacted]	No security device
○	[redacted]	U[redacted]	Applicant [redacted]	Bingo Card

4. Click the radio button next to the account whose username you want to use for all linked accounts. This will be the username you use to log into Account Management and our trading platforms.
5. Click **Link Accounts**.

A page opens that displays the individual and financial information for the client accounts to be linked .

6. Review each of the line items below and, where differences exist, select the radio button next to the entry which is correct. Note that this information must be identical across all accounts in or the account will not be linked.

   If none of the entries provided are correct, your client can correct the information on the **Manage Account -> Account Information -> Details -> Profile** page and the **Manage Account -> Account Information -> Details -> Financial Information** page.

7. If there is saved bank information for both accounts being linked, you are prompted to select which bank information to save.

8. After you have entered the username, password and authentication values for each account to be linked, a screen appears that displays the individual and financial information that you maintain for the accounts to be linked. Click **Continue**.

   A screen appears confirming your request. If you wish to cancel your link request, click the *here* link on the page.

5

Trading

The Trader Workstation (TWS) is a robust platform which allows access to a variety of powerful trading tools. Information about all of the tools which IB offers can be found on the Trader Workstation Highlights page on the IB web site.

This section of the guide will focus on TWS basics and will show you how to:

- Subscribe to Market Data;
- Log in to TWS;
- Add Market Data Lines (ticker lines) to the TWS trading window;
- Define Allocation Groups and Methods in TWS;
- Trade and Allocate for Clients using the methods you defined;
- Monitor clients' trade activity, positions and P&L, and account balances using our Real-time Activity Monitoring tools.

For more information

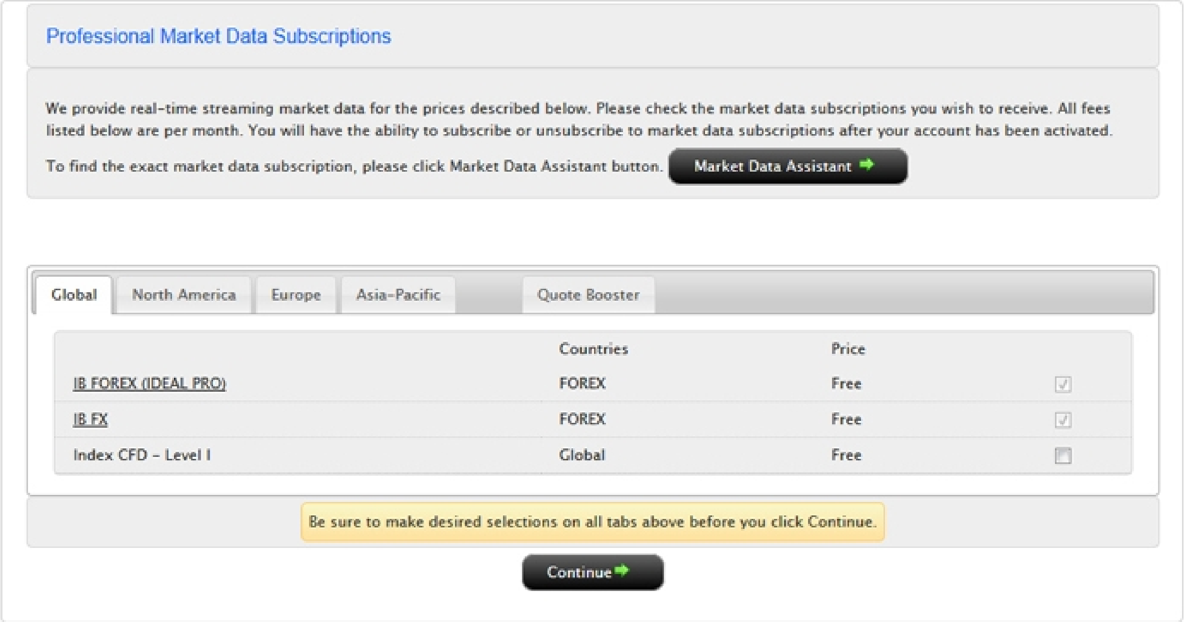
- For complete information on Trader Workstation, see the Trader Workstation Users' Guide.

Subscribe to Market Data

Before you begin trading for your clients, you will want to subscribe to market data through Account Management. Although you can trade without data, IB does not recommend it.

To subscribe to Market Data

1. Login to Account Management.
2. Click **Manage Account > Trade Configuration > Market Data**.



Professional Market Data Subscriptions

We provide real-time streaming market data for the prices described below. Please check the market data subscriptions you wish to receive. All fees listed below are per month. You will have the ability to subscribe or unsubscribe to market data subscriptions after your account has been activated.

To find the exact market data subscription, please click Market Data Assistant button.

	Countries	Price	
IB FOREX (IDEAL PRO)	FOREX	Free	☑
IB FX	FOREX	Free	☑
Index CFD - Level I	Global	Free	☐

Be sure to make desired selections on all tabs above before you click Continue.

Your current market data subscriber status (Professional or Non-Professional) is displayed in the page title. Market data subscriptions are organized by region (North America, Europe, Asia-Pacific).

3. Check the subscriptions you would like to receive on each tab.

   Market data fees are automatically withdrawn from the Master account monthly, and data may be suspended if the master account does not have sufficient funds to cover market data expenses.

4. Click **Continue**.
5. Read and complete the necessary Subscriber Agreements, and then click **Continue**.

   Most market data subscription requests and changes take effect immediately. Certain market data subscriptions, such as the subscription to the NYSE data, require approval from the exchange and therefore will not take effect immediately.

Log in to TWS

The first time you log in to TWS, you'll need to take a little time to populate your screens with data, understand the different allocation methods you can use, and finally practice creating orders.

We strongly recommend that you open a paper trading account as described in Opening a Paper Trading Account to familiarize yourself with Trader Workstation's many features without accidentally submitting a trade.

You can run TWS directly from your Internet browser (recommended), or download the software to your PC and launch it directly from your desktop as a standalone application. For more information, see the Trader Workstation page on the IB web site.

To download and log in to TWS for the first time (Windows)

1. From the LOG IN menu in the upper right corner of the IB website, select *TWS* or *TWS Latest* from the drop-down list.
2. Click the DOWNLOAD button on the TWS page that opens to install TWS on your computer and to view download/installation instructions.
3. When the installation is complete, click the TWS icon on your desktop to log in. This launch method is fast, but may occasionally take a few seconds longer when TWS or Java runtime updates are published.
4. In the Login box, enter your username and password and click *Login*.

For subsequent sessions, you can log in to TWS simply by clicking the TWS icon on your desktop.

For more information

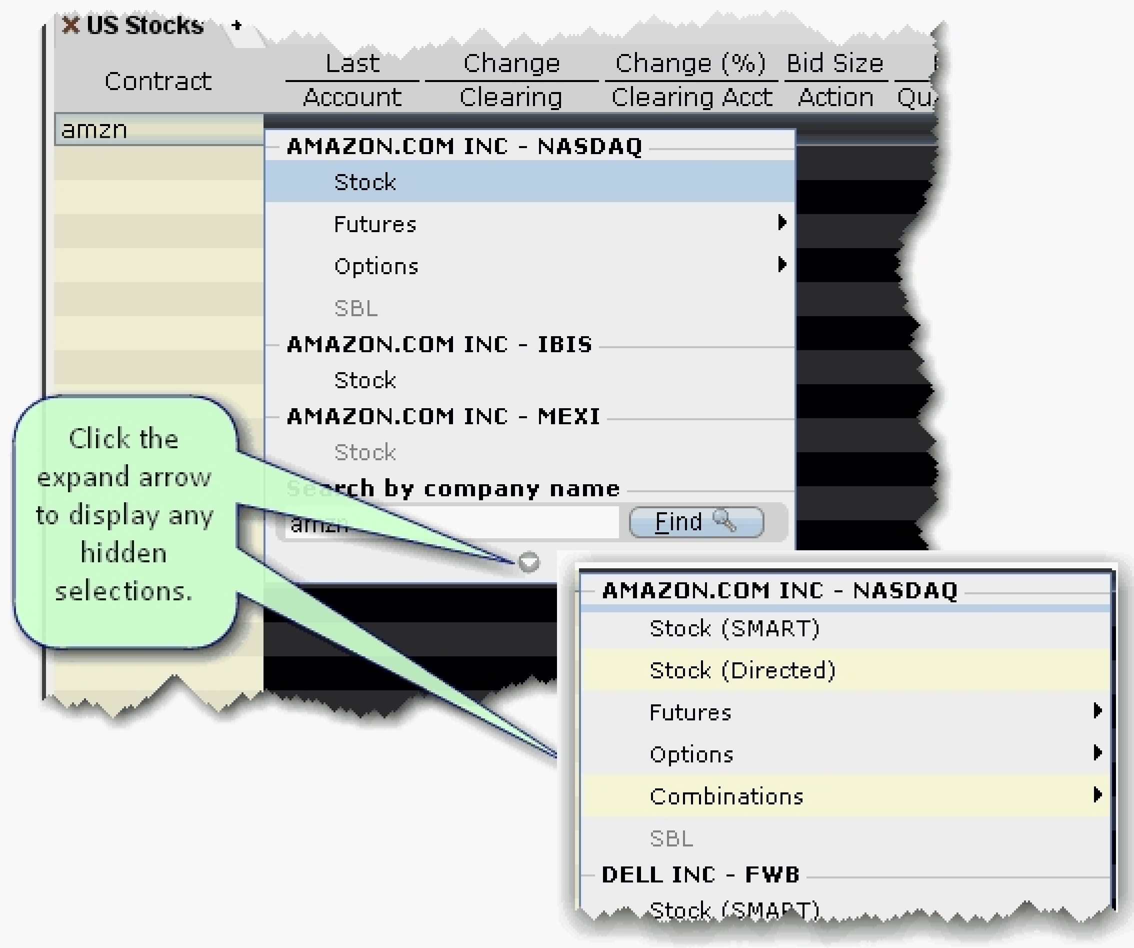
» To learn more about using the browser-based TWS versus the standalone version, see the TWS Users' Guide.

Add Market Data

Next, you’ll want to add market data, or ticker lines, for the products you want to trade. Although you can trade without market data, we don’t recommend it.

To add market data lines to the Quote Monitor

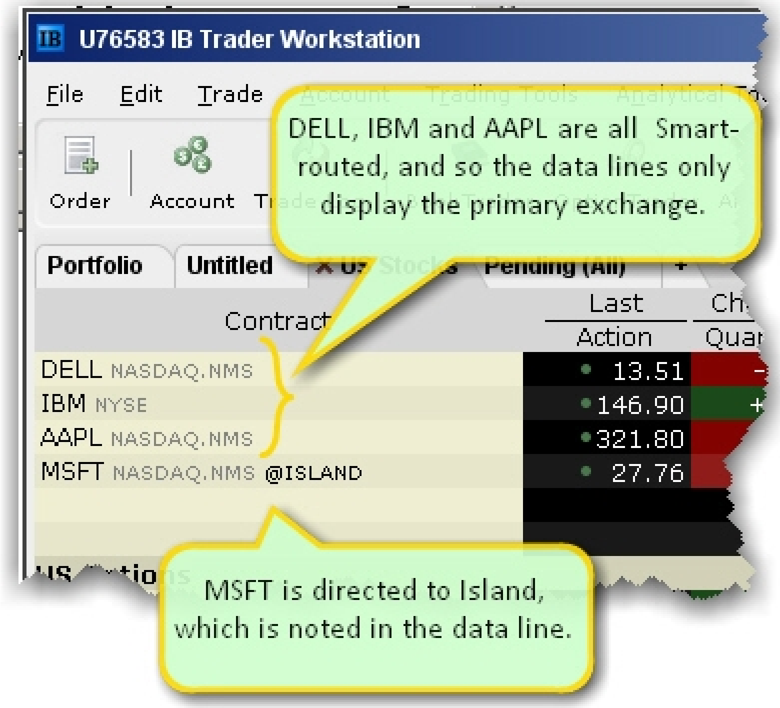
1. Click in the *Contract* field in an empty row.
2. Enter an underlying symbol and press **Enter**.



US Stocks
Contract
Last
Account
Change
Clearing
Change (%)
Clearing Acct
Bid Size
Action
Qu
amzn
AMAZON.COM INC - NASDAQ
Stock
Futures
Options
SBL
AMAZON.COM INC - IBIS
Stock
AMAZON.COM INC - MEXI
Stock
Search by company name
amzn
Find
AMAZON.COM INC - NASDAQ
Stock (SMART)
Stock (Directed)
Futures
Options
Combinations
SBL
DELL INC - FWB
Stock (SMART)

Click the expand arrow to display any hidden selections.

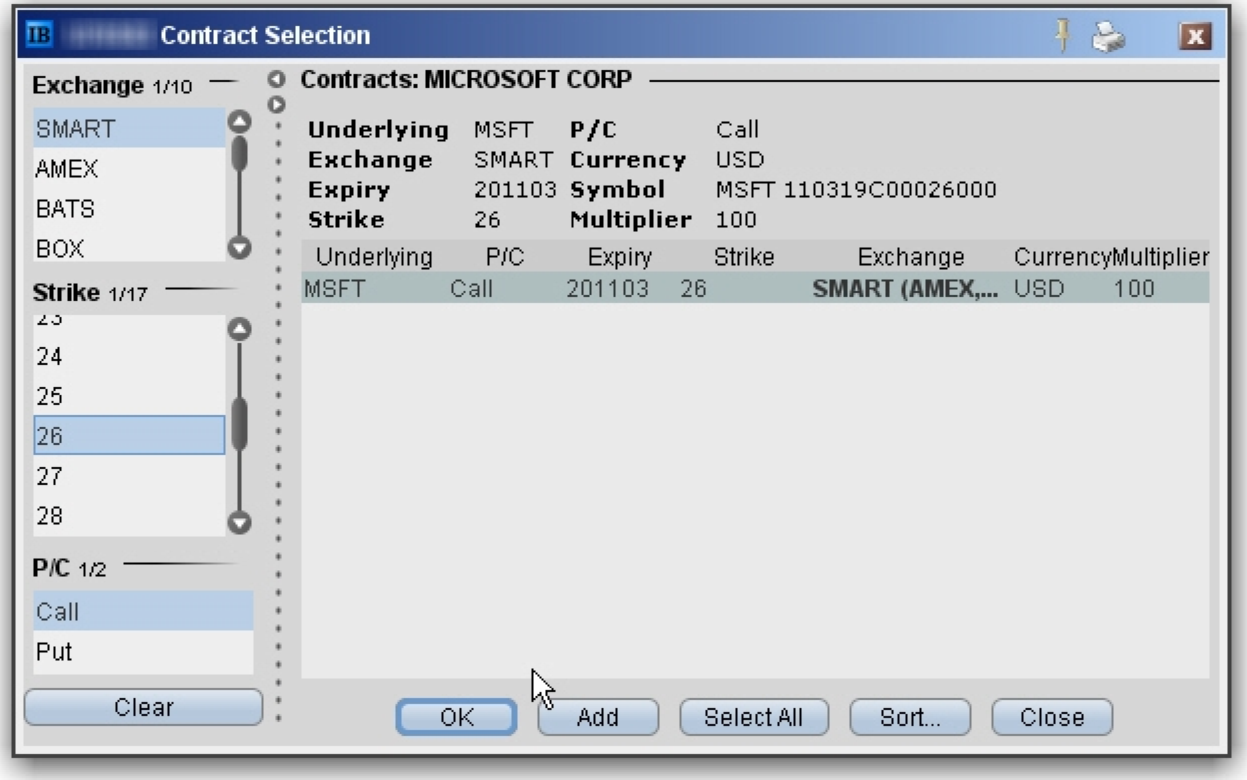
3. Select an asset type from the picklist on the trading screen. For instruments that require an expiry, choose a month and year, or select All to open the contract selection box.


U76583 IB Trader Workstation
File
Edit
Trade
Order
Account
Portfolio
Untitled
Pending (All)
Contract
Last
Action
Ch
Quan
DELL NASDAQ.NMS 13.51
IBM NYSE 146.90
AAPL NASDAQ.NMS 321.80
MSFT NASDAQ.NMS @ISLAND 27.76

DELL, IBM and AAPL are all Smart-routed, and so the data lines only display the primary exchange.

MSFT is directed to Island, which is noted in the data line.

If you choose Smart as the exchange (rather than selecting Directed and then picking a destination) the market data is aggregated and the default order routing is Smart. From a display perspective, ticker lines that use aggregated Smart data do not display Smart in the data line. TWS will only show the exchange if you elect to direct route. When you create an order, regardless of the market data selection you can modify the order routing destination on a per-order basis using the Destination field.


IB [redacted] Contract Selection
Exchange 1/10
SMART
AMEX
BATS
BOX
Strike 1/17
24
25
26
27
28
P/C 1/2
Call
Put
Clear
Contracts: MICROSOFT CORP
OK
Add
Select All
Sort...
Close

Underlying MSFT **P/C** Call
Exchange SMART **Currency** USD
Expiry 201103 **Symbol** MSFT 110319C00026000
Strike 26 **Multiplier** 100

Underlying	P/C	Expiry	Strike	Exchange	Currency	Multiplier
MSFT	Call	201103	26	**SMART (AMEX,...**	USD	100

4. In the **Contract Selection** box, choose a contract(s) and click OK. You can limit the contracts displayed in the right pane by selecting criteria from the Filter section. Choose Smart as the exchange to use SmartRouting.

For more information

- For more information on market data in TWS, see the TWS Users' Guide.

Define Allocation Groups and Methods

IB offers advisors a number of ways to allocate trades across multiple accounts based on a single order entry. By using our Account Groups, you can allocate to your accounts by allowing IB to calculate the distribution based on: a specified percent change of an existing position, the amount of available equity with loan value per account, the net liquidation value per account, or as an equal split between all accounts in a group.

Additionally, using our Profiles, you can manually define how a trade will allocate orders among a group of accounts, by number or percent of shares.

For more information

- Account Groups
- Create Allocation Profiles
- Set Allocation Defaults

Account Groups

Account Groups will automatically calculate ratios and allocate order shares to a pre-defined group of accounts based on the selected allocation method. When you create an order and choose a group, the order uses the default method to allocate shares amongst the accounts in the group.

To create an Account Group

1. On the **Edit** menu, select *Global Configuration.*
2. On the Configuration screen, click *Advisor* in the left pane to expand that selection, then select *Account Groups.*
3. Click the **Create** button on the right side of the window.
4. Enter a Group name. Do not use the name "All" since this is reserved by the system.

Note: You may want to include a prefix such as "AG" in the name to identify the choice as an Account Group when it appears in the order selection list.

5. Select a default allocation method. You can change the allocation method for each order. Select from one of the following:

   PctChange - This method increases or decreases an already existing position by the specified percentage. Do not specify an order size. **The quantity is calculated by the system and is displayed in the Quantity field after the order is acknowledged.** Positive percents will increase a position, negative percents will decrease a position.

BUY ORDER	*Positive Percent*	*Negative Percent*
Long Position	Increases position	No effect
Short Position	No effect	Decreases position
SELL ORDER	*Positive Percent*	*Negative Percent*
Long Position	No effect	Decreases position
Short Position	Increases position	No effect

Example 1: Assume that three of the six accounts in this group hold long positions in stock XYZ. **Client A** has 100 shares, **Client B** has 400 shares, and **Client C** has 200 shares. You want to increase their holdings by 50%, so you enter "50" in the percentage field. The system calculates that your order size needs to be equal to 350 shares. It then allocates 50 shares to Client A, 200 shares to Client B, and 100 shares to Client C.

Example 2: You want to close out all long positions for three of the five accounts in a group. You create a sell order and enter "-100" in the Percentage field. The system calculates 100% of each position for every account in the group that holds a position, and sells all shares to close the positions.

AvailableEquity - This method distributes shares based on the amount of equity with loan value currently available in each account. Requires you to specify an order size. The system calculates ratios based on the Equity with Loan value in each account and allocates shares based on these ratios.

Example: You transmit an order for 700 shares of stock XYZ. The account group includes three accounts, A, B and C with available equity in the amounts of $25,000, $50,000 and $100,000 respectively. The system calculates a ratio of 1:2:4 and allocates 100 shares to Client A, 200 shares to Client B, and 400 shares to Client C.

NetLiq - This method distributes shares based on the net liquidation value of each account. Requires you to specify an order size. The system calculates ratios based on the Net Liquidation value in each account and allocates shares based on these ratios.

Example: You transmit an order for 700 shares of stock XYZ. The account group includes three accounts, A, B and C with Net Liquidation values of $25,000, $50,000 and $100,000 respectively. The system calculates a ratio of 1:2:4 and allocates 100 shares to **Client A**, 200 shares to **Client B**, and 400 shares to **Client C**.

EqualQuantity - This method distributes shares equally between all accounts in the group. Requires you to specify an order size.

Example: You transmit an order for 400 shares of stock ABC. If your Account Group includes four accounts, each account receives 100 shares. If your Account Group includes six accounts, each account receives 66 shares, and then 1 share is allocated to each account until all are distributed.

6. The list of accounts in the *Non Group Accounts* section includes all accounts available to you. To add an account to the group, select a Non Group account and click **Add**.
7. Click **OK** to save the group and its settings.

Create Allocation Profiles

Using our Profiles, you can manually specify how an order will allocate among a group of accounts by predetermining the number of shares/contracts, or defining specific percentages or ratios at which a trade will allocate.

To create a share allocation profile

1. On the **Edit** menu, select *Global Configuration.*
2. On the Configuration screen, click *Advisor* in the left pane to expand that selection, then select *Allocation Profiles.*
3. Click **Create** and enter a profile name, preferably one based on the way you plan to allocate shares between clients.

Note: You may want to include a prefix such as "AP" in the name to identify the choice as an Allocation Profile when it appears in the order selection list.

4. In the **Allocation Profile specifies** area, select a method of allocating shares between accounts:
   - **Percentages** - this method will split the total number of shares in the order between listed accounts based on the percentages you indicate. For example, an order for 1000 shares using a profile with four accounts at 25% each would allocate 250 shares to each listed account in the profile.
   - **Ratios** - this method calculates the allocation of shares based on the ratios you enter. For example, an order for 1000 shares using a profile with four accounts set to a ratio of 4, 2, 1, 1 would allocate 500, 250, 125 and 125 shares to the listed accounts, respectively.
   - **Shares** - this method allocates the absolute number of shares you enter to each account listed. If you use this method, the order size is calculated by adding together the number of shares allocated to each account in the profile.
5. Click in the *Account* field to view all accounts. Select an account and tab over to the *Value* field.
6. Enter the percent, ratio or number of shares to be allocated to the selected account (you may need to delete the current value). Tab to create a new account line.

Note: If you use percentages to allocate shares, percentages allocated must equal 100. If you use ratios, The system automatically calculates these percentages.

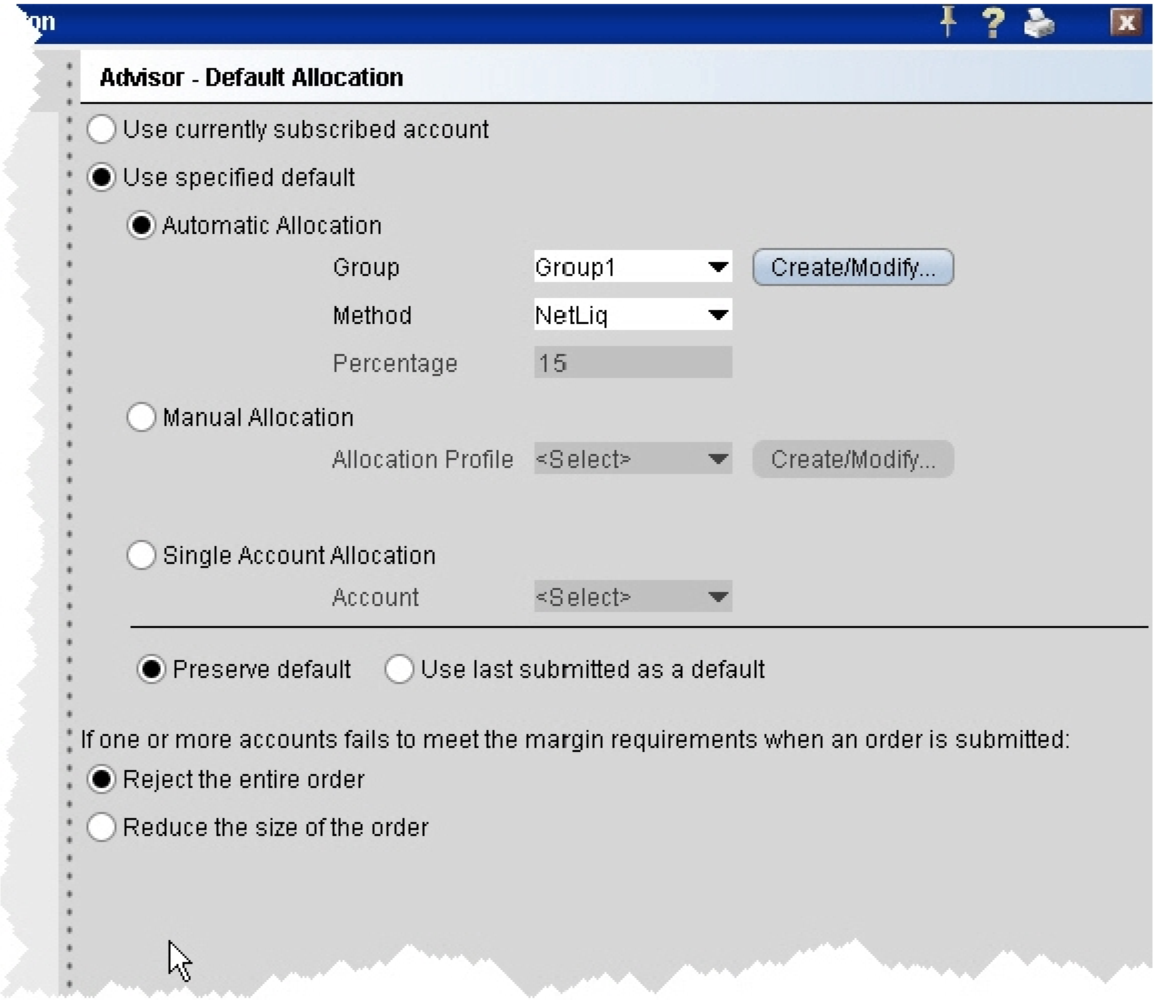
7. Continue until you have listed all the desired accounts for the current profile, and click **OK**.

Set Allocation Defaults

The default allocation refers to the allocation that will be used automatically when you create an order. You can modify the allocation on a per trade basis, and change the default allocations at any time.

To set default allocations

1. On the **Edit** menu, select *Global Configuration.*
2. On the Configuration screen, click *Advisor* in the left pane to expand that selection, then select *Default Allocation.*



Advisor - Default Allocation

○ Use currently subscribed account
● Use specified default
● Automatic Allocation
Group: Group1
Method: NetLiq
Percentage: 15
○ Manual Allocation
Allocation Profile: <Select>
○ Single Account Allocation
Account: <Select>
● Preserve default ○ Use last submitted as a default

If one or more accounts fails to meet the margin requirements when an order is submitted:
● Reject the entire order
○ Reduce the size of the order

3. Select default settings, which are described below:

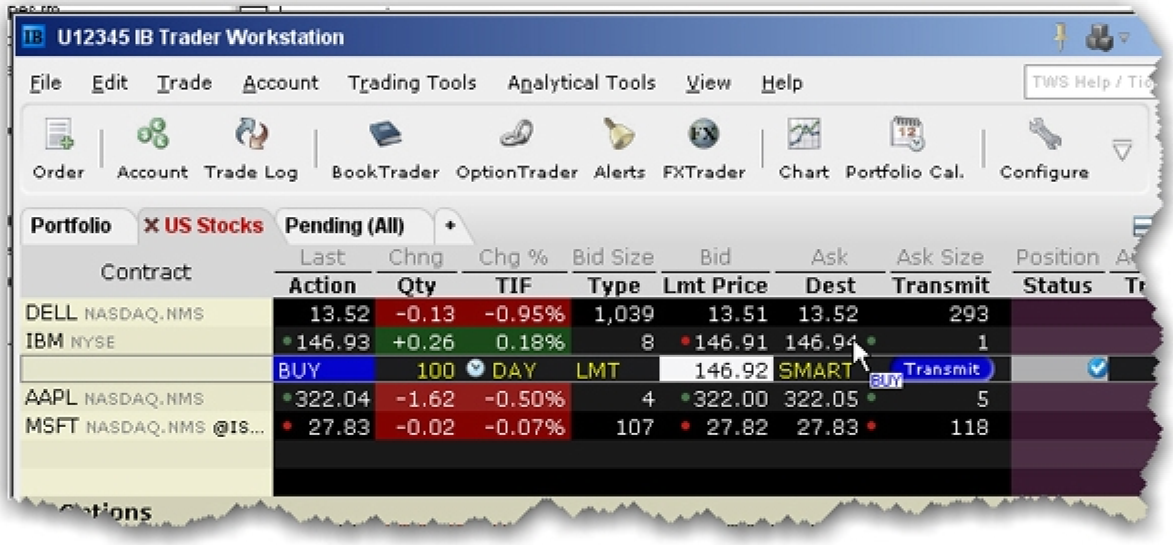
- **Use currently subscribed account** - check this button to automatically allocate trades to the account or group selected in the *Select Account* dropdown on the trading window, as shown in the image above.
- **Use specified default** - check this button to set a specified absolute default allocation.
  - Automatic Allocation - choose a user-defined Account Group and method to use for default allocation.
  - Manual Allocation - choose an Allocation Profile to use as the default.
  - Single Account Allocation - choose an individual account to use as the default allocation. NOTE: To allow the last selected individual account to be used for the default allocation going forward, select the *Use currently subscribed account* radio button at the top of the page.
- **Preserve default** - select to always use the default set up in the Default Allocation window regardless of changes you make on a per-order basis. If this is checked, you will need to use this window to modify the default allocation.
- **Use last submitted as a default** - select if you want the default allocation to change to the allocation you set on a per-order basis. If this is checked, the default allocation automatically changes when you change the allocation on an order.
- **If one or more accounts fails to meet the margin requirements when an order is submitted** - For each order, all accounts designated for order allocation are vetted before the order is submitted, to ensure that each account has the capacity to support the designated allocation. In cases where one or some account(s) cannot hold the allocation as specified, the advisor can elect to:
  - **Reject the entire order** - The entire order is rejected.
  - **Reduce the size of the order** - The order size is reduced by the quantity that cannot be held, and this quantity is deactivated.

Note that once the order has been submitted and is working, the quantity of the working order may still change. For example, if an unrelated fill results in one or more of the accounts no longer being able to support the allocation, the order size will be reduced by that quantity. In an opposite scenario, if an account whose allocation was deactivated can now support the allocation, a quantity that was deactivated during the initial order submission may be reactivated and submitted.

Trade and Allocate for Clients

Once you have ticker lines in Quote Monitor and defined your account groups and/or allocation profiles, you're ready to start trading. There are many different ways to create and send orders from within TWS, but at this point we will focus on creating and sending orders directly from the ticker line in the Quote Monitor.

You create an order from the Quote Monitor by clicking the bid or ask on the ticker line of the asset you want to trade. TWS automatically creates the order directly beneath the related ticker. We call this a double-line display, and it's helpful to understand that the double row of headers along the top of the window corresponds to the double-line market data/order row display in the body of the window. The column headings in the top row correspond to data in ticker line.


U12345 IB Trader Workstation
File
Edit
Trade
Account
Trading Tools
Analytical Tools
View
Help
TWS Help / Ti
Order
Account
Trade Log
BookTrader
OptionTrader
Alerts
FXTrader
Chart
Portfolio Cal.
Configure
Portfolio
US Stocks
Pending (All)
BUY
Transmit

Contract	Last	Chng	Chg %	Bid Size	Bid	Ask	Ask Size	Position
	Action	Qty	TIF	Type	Lmt Price	Dest	Transmit	Status
DELL NASDAQ.NMS	13.52	-0.13	-0.95%	1,039	13.51	13.52	293	
IBM NYSE	146.93	+0.26	0.18%	8	146.91	146.94	1	
	BUY	100	DAY	LMT	146.92	SMART	Transmit	☑
AAPL NASDAQ.NMS	322.04	-1.62	-0.50%	4	322.00	322.05	5	
MSFT NASDAQ.NMS @IS...	27.83	-0.02	-0.07%	107	27.82	27.83	118	

Imagine now that I click the Ask price in the IBM ticker line. An order to buy 100 shares of IBM stock is created directly below the ticker, and the column titles on the bottom row apply to these fields, with the Allocation = Group 1, Method = Avail, TIF = DAY and so on.

To create and transmit an order for multiple clients

1. Click the "Ask" or "Bid" price of an asset to create an Order Management line directly below the asset’s ticker.
   - Clicking the **Ask** will create a **Buy** order.
   - Clicking the **Bid** will create a **Sell** order.
2. Use the Allocation field drop-down list to select an Account Group, Account Profile, a single account or All accounts.
   or
   Right-click on the order and select **Modify** then select **Share Allocation**.
3. In the Allocation dialog box, select an Account Group in the Automatic Allocation area, an Account Profile in the Manual Allocation area, or select a single account.
   - For the Account Group, modify the allocation method if necessary. If you choose the PctChange method, enter a positive or negative value in the Percentage field. All other automatic allocation methods are calculated using the order size.
   - If you use an Allocation Profile, select a group name.
   - To allocate all shares to one account, select a single account.
4. Click **OK** to complete the order.
5. To Transmit, click the red "**T**" in the Transmit field.

Real-time Activity Monitoring

The Account window lets you monitor every aspect of your client account activity. The Account window displays, among other things, the values of your positions, the funds available for trading and the amount of margin cushion an account has before it may become subject to a liquidation, all with real-time values.

The Account window is divided into the following sections:

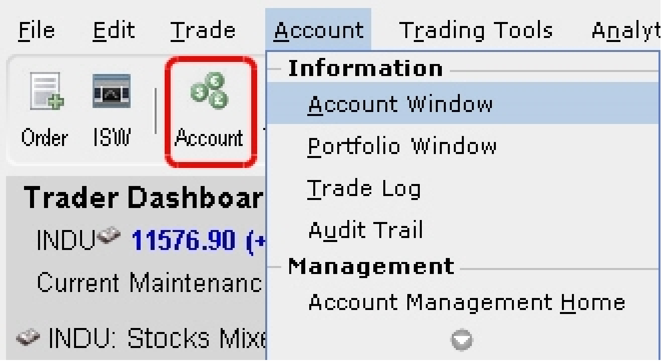
- Balances, which shows your account balances for securities, commodities and in total. These balances don't include margin requirements.

- Margin Requirements, which show your initial and maintenance margin requirements based on your current portfolio.
- Available for Trading, which tells you what you have for additional trades and cushion before liquidation, based on your balance information and margin requirements.
- Market Value, shows the total value of all positions, sorted by currency.
- FX Portfolio, which shows activity for currency pair trades only. The value in the Position field only reflects trades executed in the FX market. Please note that these do not reflect real-time FX positions, since the non-base currency conversions are not included.
- Portfolio, which lists all current positions sorted by underlying, and displays the total current market value for each position.

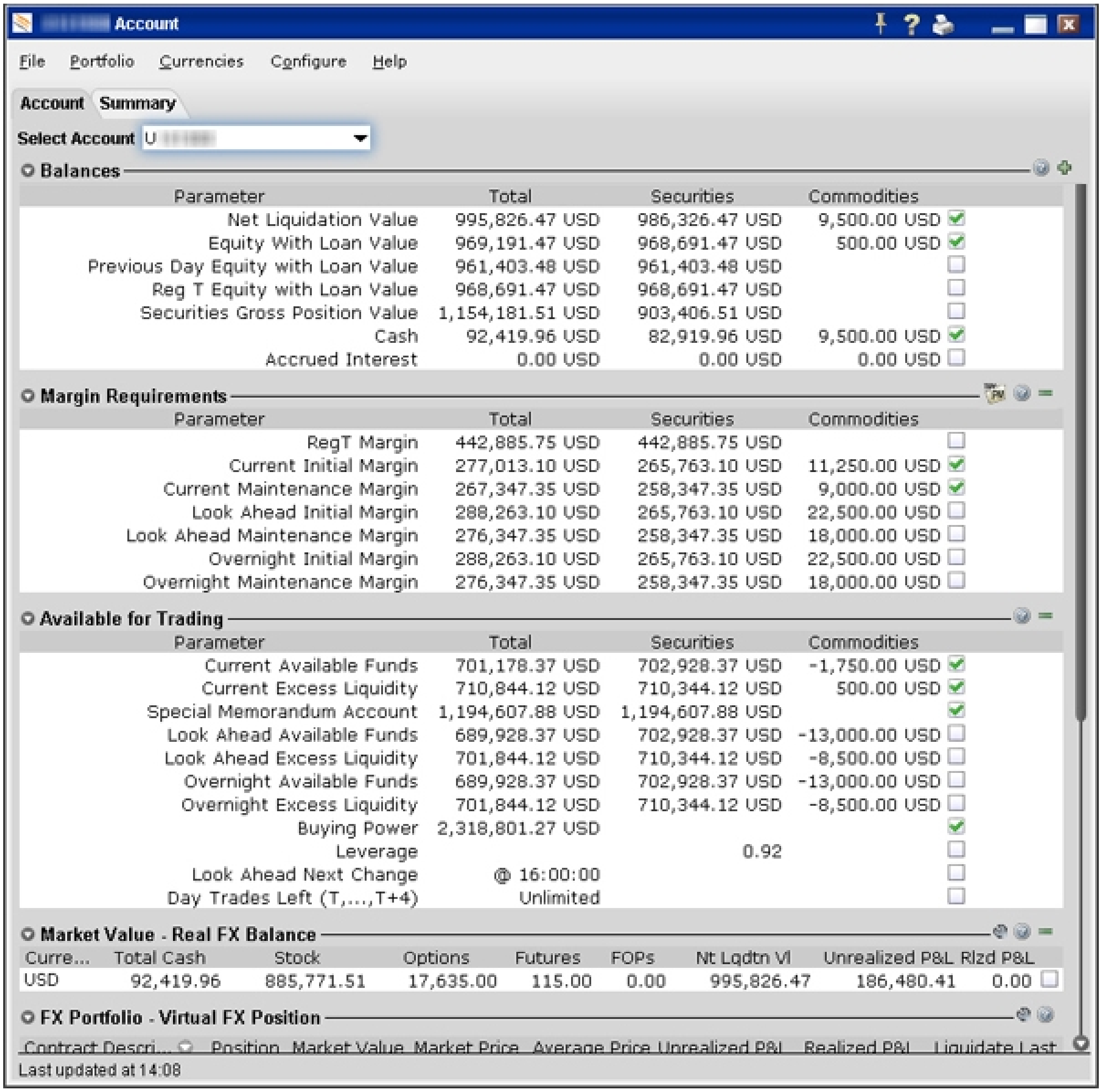
For more information on all of the parameters displayed in the TWS Account Window, see The Account Window section in the TWS Users' Guide.

To open the Account window

1. On the main trading Toolbar, click the **Account** icon, or select *Account Window* from the **Account** menu.


File
Edit
Trade
Account
Trading Tools
Analyt
Order
ISW
Account
Information
Account Window
Portfolio Window
Trade Log
Audit Trail
Management
Account Management Home
Trader Dashboar
INDU 11576.90 (+
Current Maintenanc
INDU: Stocks Mixe

The first time you open the Account window, "key" account values display by default (this default view is shown in the illustration below). The sections can be expanded and customized by clicking the green “+” sign to the right of each section and using the checkboxes to specify those fields you want set as your default view.



Select Account U [redacted]

Balances

Parameter	Total	Securities	Commodities	
Net Liquidation Value	995,826.47 USD	986,326.47 USD	9,500.00 USD	☑
Equity With Loan Value	969,191.47 USD	968,691.47 USD	500.00 USD	☑
Previous Day Equity with Loan Value	961,403.48 USD	961,403.48 USD		☐
Reg T Equity with Loan Value	968,691.47 USD	968,691.47 USD		☐
Securities Gross Position Value	1,154,181.51 USD	903,406.51 USD		☐
Cash	92,419.96 USD	82,919.96 USD	9,500.00 USD	☑
Accrued Interest	0.00 USD	0.00 USD	0.00 USD	☐

Margin Requirements

Parameter	Total	Securities	Commodities	
RegT Margin	442,885.75 USD	442,885.75 USD		☐
Current Initial Margin	277,013.10 USD	265,763.10 USD	11,250.00 USD	☑
Current Maintenance Margin	267,347.35 USD	258,347.35 USD	9,000.00 USD	☑
Look Ahead Initial Margin	288,263.10 USD	265,763.10 USD	22,500.00 USD	☐
Look Ahead Maintenance Margin	276,347.35 USD	258,347.35 USD	18,000.00 USD	☐
Overnight Initial Margin	288,263.10 USD	265,763.10 USD	22,500.00 USD	☐
Overnight Maintenance Margin	276,347.35 USD	258,347.35 USD	18,000.00 USD	☐

Available for Trading

Parameter	Total	Securities	Commodities	
Current Available Funds	701,178.37 USD	702,928.37 USD	-1,750.00 USD	☑
Current Excess Liquidity	710,844.12 USD	710,344.12 USD	500.00 USD	☑
Special Memorandum Account	1,194,607.88 USD	1,194,607.88 USD		☑
Look Ahead Available Funds	689,928.37 USD	702,928.37 USD	-13,000.00 USD	☐
Look Ahead Excess Liquidity	701,844.12 USD	710,344.12 USD	-8,500.00 USD	☐
Overnight Available Funds	689,928.37 USD	702,928.37 USD	-13,000.00 USD	☐
Overnight Excess Liquidity	701,844.12 USD	710,344.12 USD	-8,500.00 USD	☐
Buying Power	2,318,801.27 USD			☑
Leverage		0.92		☐
Look Ahead Next Change	@ 16:00:00			☐
Day Trades Left (T,...,T+4)	Unlimited			☐

Market Value - Real FX Balance

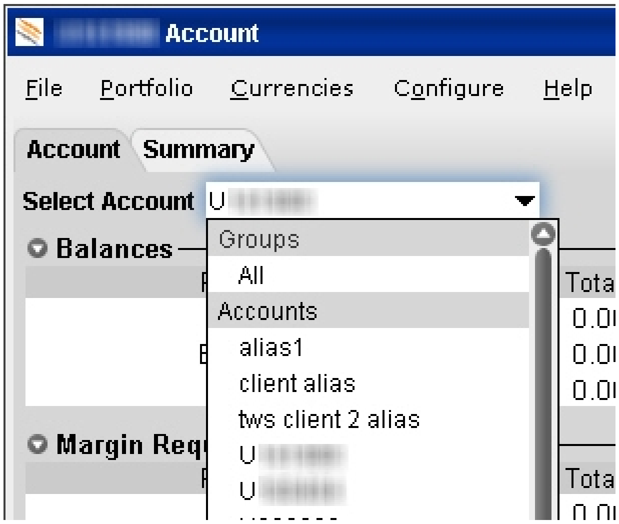
Curre...	Total Cash	Stock	Options	Futures	FOPs	Nt Lqdtn Vl	Unrealized P&L	Rlzd P&L	
USD	92,419.96	885,771.51	17,635.00	115.00	0.00	995,826.47	186,480.41	0.00	☐

FX Portfolio - Virtual FX Position

Contract Descri...	Position	Market Value	Market Price	Average Price	Unrealized P&L	Realized P&L	Liquidate Last

Last updated at 14:08

Advisors and other multi-client account holders will see a drop-down *Select Account* field on the *Account* and *Summary* tabs to select either an individual account or an account group.


[redacted] Account
File
Portfolio
Currencies
Configure
Help
Account
Summary
Select Account U [redacted]
Balances
Groups
All
Accounts
alias1
client alias
tws client 2 alias
U [redacted]
U [redacted]
Margin Req
Tota
0.0
0.0
0.0
Tota

On the Account page, elect to display account information for All accounts, any individual account including the Master, or a user-defined Account Group, which includes a subset of accounts (in the image above, **Group 1** is a user-defined account groups).

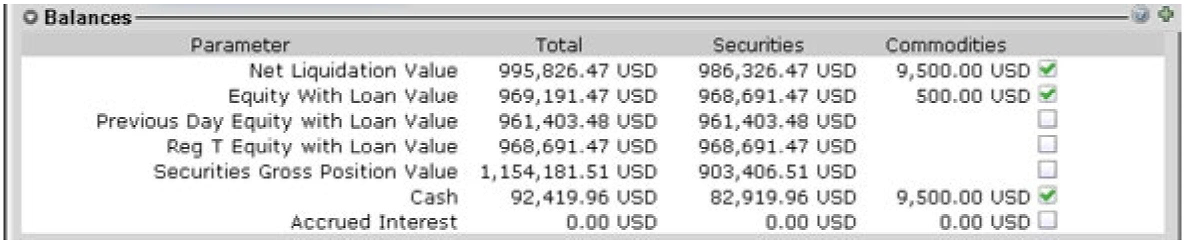
On the Summary page, choose to view the account summary for All accounts, or for any Account Group.

Advisors can also print the summary page by selecting *Print Summary* from the **File** menu.

View Account Balances

The Balances section shows your account balances for securities, commodities and in total. These balances don't include margin requirements.

To view all *Balances* values, expand the section using the green plus (+) sign. To customize this view to show only the values you want to see, put a check next to these parameters and click the green minus (-) sign to contract the section.



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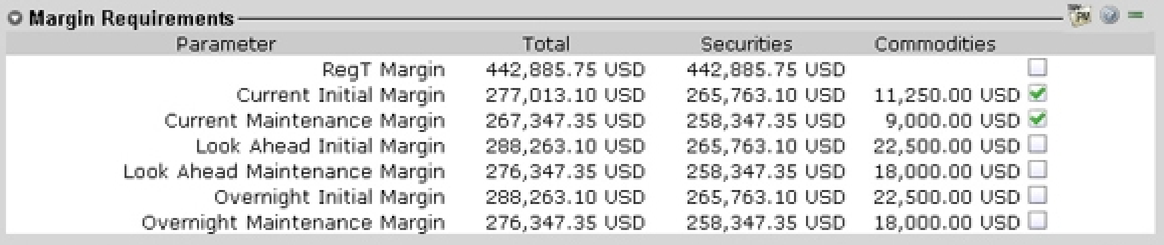
Accrued Interest	0.00 USD	0.00 USD	0.00 USD	☐

Real-time Margin Monitoring

Use real-time margin monitoring to see your current margin requirements at a glance, and to understand the margin implications of any transaction before you transmit an order. The Account window shows your account details, including the current market value and portfolio. Use the *Margin Requirements and Trading Limits* section to monitor your margin.



Margin Requirements

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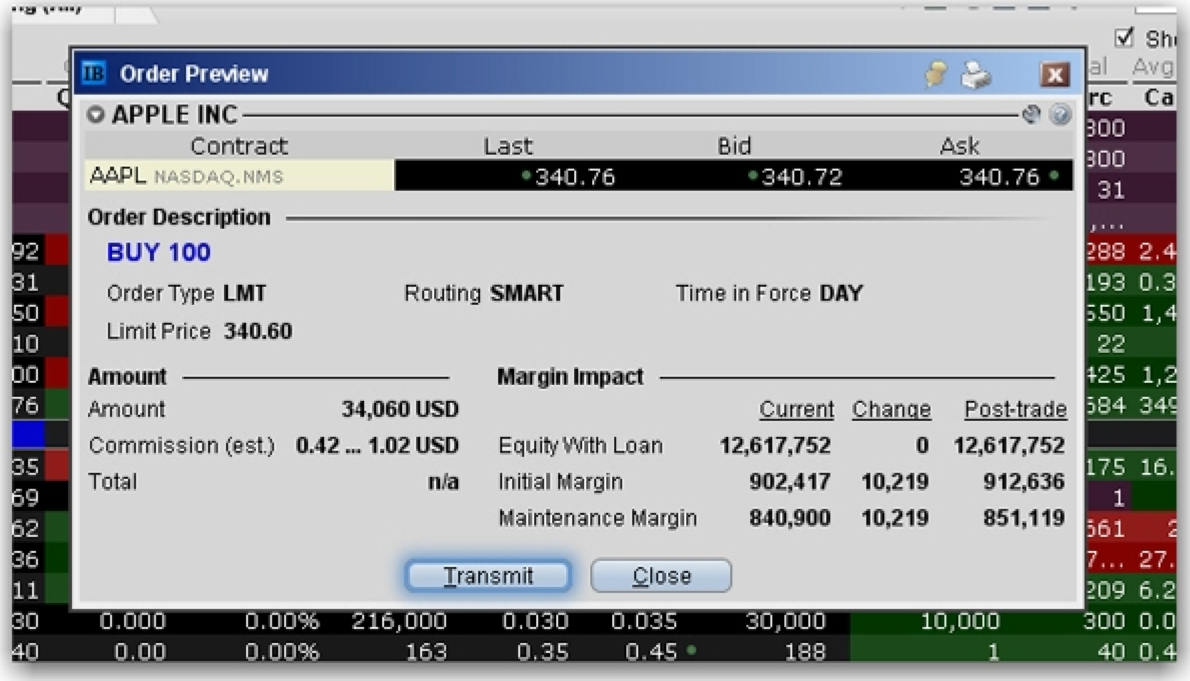
Overnight Initial Margin	288,263.10 USD	265,763.10 USD	22,500.00 USD	☐
Overnight Maintenance Margin	276,347.35 USD	258,347.35 USD	18,000.00 USD	☐

You can also see the margin impact for a single order using the right-click *Preview Order* command from an order line on the trading window. An example of the Order Preview window is shown below.



Order Preview

APPLE INC

Contract	Last	Bid	Ask
AAPL NASDAQ.NMS	340.76	340.72	340.76

Order Description

BUY 100

Order Type **LMT** Routing **SMART** Time in Force **DAY**

Limit Price **340.60**

Amount

Amount	34,060 USD
Commission (est.)	0.42 ... 1.02 USD
Total	n/a

Margin Impact

	Current	Change	Post-trade
Equity With Loan	12,617,752	0	12,617,752
Initial Margin	902,417	10,219	912,636
Maintenance Margin	840,900	10,219	851,119

To preview margin impact

1. Use the right-click menu from an order line to select **Check Margin**.
2. View the order details before you transmit, including commissions, margin impact and the order description.
3. Click **Transmit** to send the order from the Preview window, or **Close** to modify before sending.

Note: This feature is valid only for single-account orders. It does not work for allocated orders.

Monitor Margin Requirements

Margin is calculated at three periods during the day: the market's open, the market's close, and overnight. The *Margin Requirements* section shows your Current, Look Ahead and Overnight margin (valid for futures only) calculations.

- The *Current* margin is your real-time requirement right now. If you happen to be viewing this screen at 1:00 AM, your current and overnight margin values for your futures positions will be identical. If you're viewing this screen during trading hours, your current margin requirements for futures will be less than or equal to the overnight requirement.
- The *Look Ahead* projects what your margin requirements will be at the **next** margin calculation, based on what you have in your portfolio now. If you're viewing this screen at 2:00 PM, the **next** calculation will be at the close. If you're viewing this screen at 1:00 AM, the **next** calculation will be at the open.
- *Overnight* is the requirement after regular market hours and only applies to futures.

To view all *Margin Requirements* values, expand the section using the green plus (+) sign. To customize this view to show only the values you want to see, put a check next to these parameters and click the green minus (-) sign to contract the section.

Try PM

Click to see how your margin requirements would be different if you had a portfolio margin account instead of a RegT margin account.

Margin Warnings

To help you stay on top of your margin requirements, we provide pop-up messages and color-coded information to notify you that you are approaching a serious margin deficiency. TWS will highlight the row whose value is in the distress state:

- ***Yellow*** - You have only a 5% cushion above the margin requirement
- ***Orange*** - Your margin cushion is depleted and you have a short time to enter into margin-reducing trades before your positions are liquidated. During this time you should be able to enter a trade that will decrease your margin requirement, but not increase.
- ***Red*** - Your positions will shortly start to be liquidated as necessary to bring your account back within the margin limits.

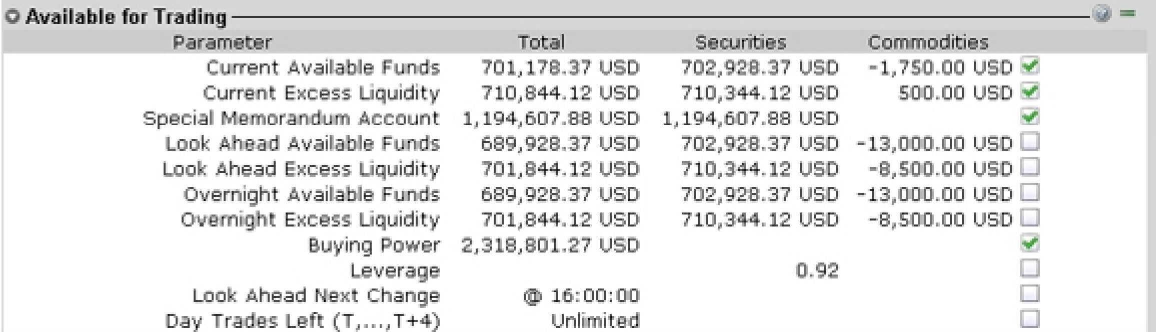
For more information

- See the Margin pages on the IB website for details on margin calculations.

View Available for Trading Values

If you look at nothing else on the Account Screen, the Available for Trading values let you know the state of your account at a glance. Your Available Funds tells you if you can put on a trade. Your Excess Liquidity tells you whether you have sufficient cushion to maintain your current positions, and your Buying Power tells you how much you have at your disposal including your equity and IB's margin.

To view all *Available for Trading* values, expand the section using the green plus (+) sign. To customize this view to show only the values you want to see, put a check next to these parameters and click the green minus (-) sign to contract the section.



Parameter	Total	Securities	Commodities	
Current Available Funds	701,178.37 USD	702,928.37 USD	-1,750.00 USD	☑
Current Excess Liquidity	710,844.12 USD	710,344.12 USD	500.00 USD	☑
Special Memorandum Account	1,194,607.88 USD	1,194,607.88 USD		☑
Look Ahead Available Funds	689,928.37 USD	702,928.37 USD	-13,000.00 USD	☐
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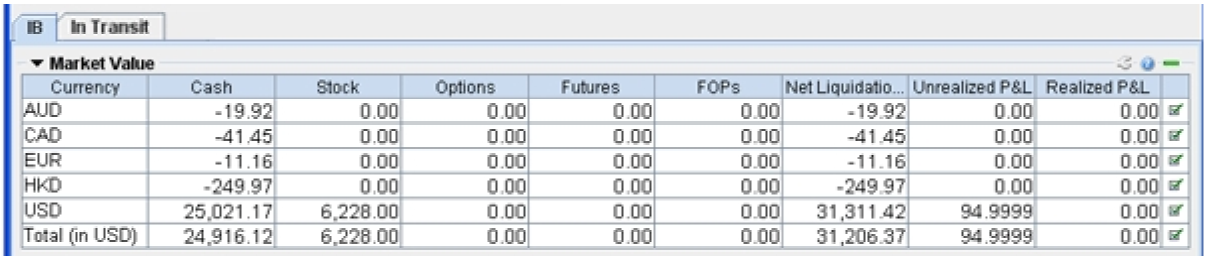
Overnight Available Funds	689,928.37 USD	702,928.37 USD	-13,000.00 USD	☐
Overnight Excess Liquidity	701,844.12 USD	710,344.12 USD	-8,500.00 USD	☐
Buying Power	2,318,801.27 USD			☑
Leverage		0.92		☐
Look Ahead Next Change	@ 16:00:00			☐
Day Trades Left (T,...,T+4)	Unlimited			☐

View Market Value

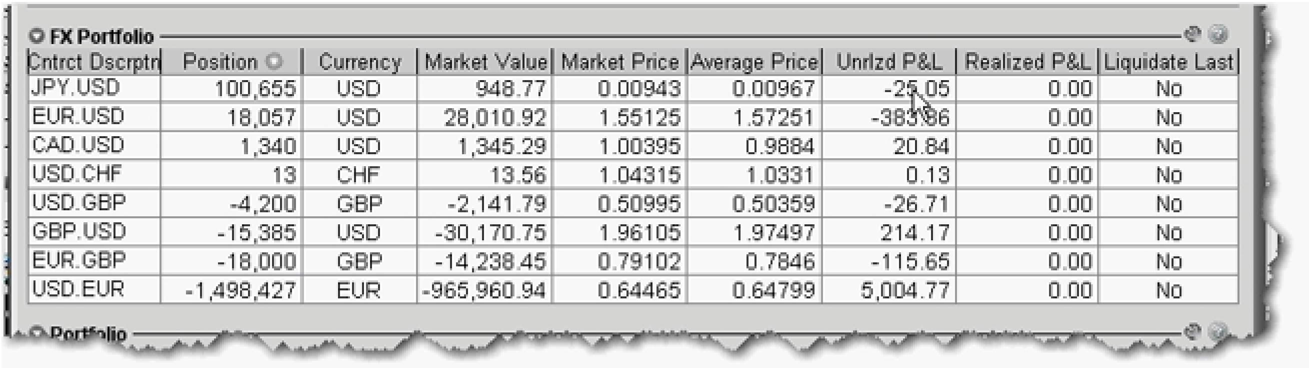
The Market Value section shows you total value for all assets sorted by currency. Accounts with the ability to make transfers between brokers will also have an *In Transit* tab to monitor DVPs and other position transfers. In addition, the Cash column of this section is where you can view your real-time FX position information.



Currency	Cash	Stock	Options	Futures	FOPs	Net Liquidatio...	Unrealized P&L	Realized P&L
AUD	-19.92	0.00	0.00	0.00	0.00	-19.92	0.00	0.00
CAD	-41.45	0.00	0.00	0.00	0.00	-41.45	0.00	0.00
EUR	-11.16	0.00	0.00	0.00	0.00	-11.16	0.00	0.00
HKD	-249.97	0.00	0.00	0.00	0.00	-249.97	0.00	0.00
USD	25,021.17	6,228.00	0.00	0.00	0.00	31,311.42	94.9999	0.00
Total (in USD)	24,916.12	6,228.00	0.00	0.00	0.00	31,206.37	94.9999	0.00

View FX Portfolio Values

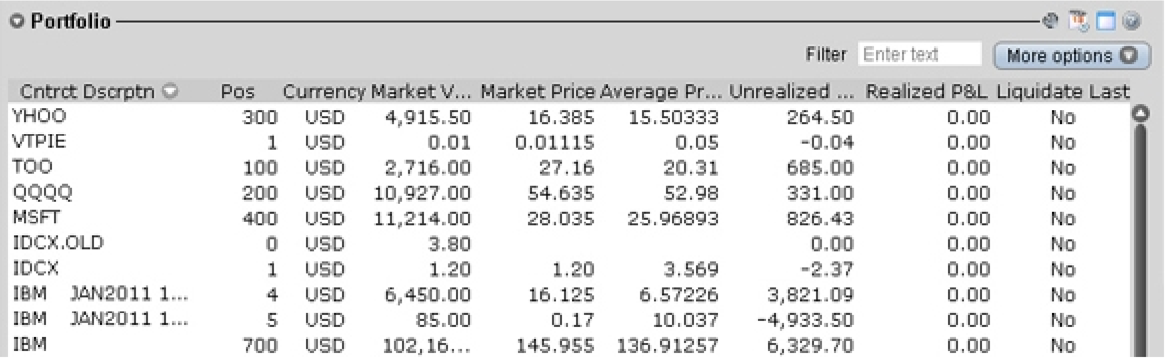
This section shows activity only for currency pair trades. The "Position" value reflects the sum of trades executed in the FX market only, and consequently does not reflect a real-time FX position. Check the value in the *Cash* field of the Market Value section for real-time FX position information.



Cntrct Dscrptn	Position	Currency	Market Value	Market Price	Average Price	Unrlzd P&L	Realized P&L	Liquidate Last
JPY.USD	100,655	USD	948.77	0.00943	0.00967	-25.05	0.00	No
EUR.USD	18,057	USD	28,010.92	1.55125	1.57251	-383.86	0.00	No
CAD.USD	1,340	USD	1,345.29	1.00395	0.9884	20.84	0.00	No
USD.CHF	13	CHF	13.56	1.04315	1.0331	0.13	0.00	No
USD.GBP	-4,200	GBP	-2,141.79	0.50995	0.50359	-26.71	0.00	No
GBP.USD	-15,385	USD	-30,170.75	1.96105	1.97497	214.17	0.00	No
EUR.GBP	-18,000	GBP	-14,238.45	0.79102	0.7846	-115.65	0.00	No
USD.EUR	-1,498,427	EUR	-965,960.94	0.64465	0.64799	5,004.77	0.00	No

View Portfolio Values

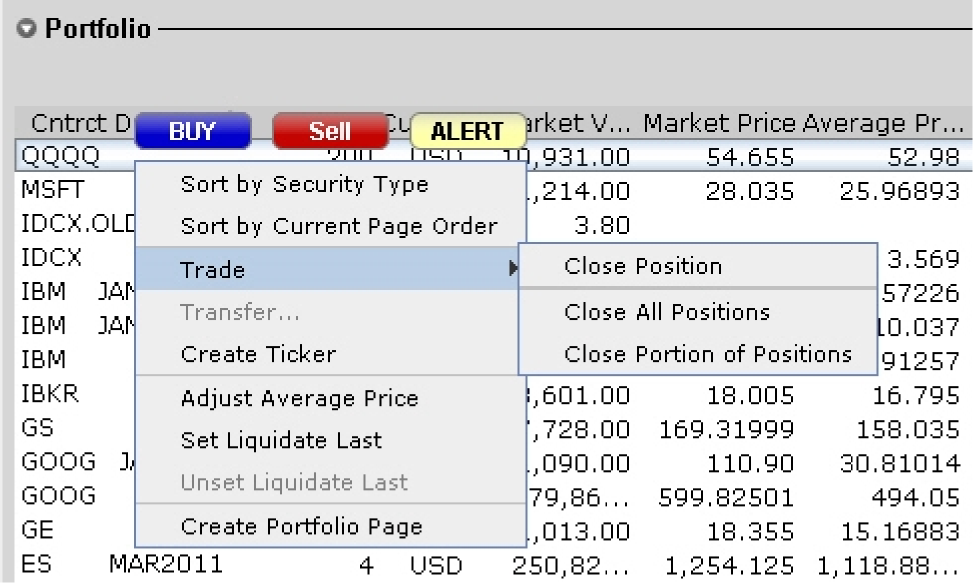
The Portfolio section shows the current value of each position and allows you to mark any position to be liquidated last in the event of a margin call. Accounts with the ability to make transfers between brokers will also have an *In Transit* tab to monitor DVPs and other position transfers.


Portfolio
Filter
Enter text
More options

Cntrct Dscrptn	Pos	Currency	Market V...	Market Price	Average Pr...	Unrealized ...	Realized P&L	Liquidate Last
YHOO	300	USD	4,915.50	16.385	15.50333	264.50	0.00	No
VTPIE	1	USD	0.01	0.01115	0.05	-0.04	0.00	No
TOO	100	USD	2,716.00	27.16	20.31	685.00	0.00	No
QQQQ	200	USD	10,927.00	54.635	52.98	331.00	0.00	No
MSFT	400	USD	11,214.00	28.035	25.96893	826.43	0.00	No
IDCX.OLD	0	USD	3.80			0.00	0.00	No
IDCX	1	USD	1.20	1.20	3.569	-2.37	0.00	No
IBM JAN2011 1...	4	USD	6,450.00	16.125	6.57226	3,821.09	0.00	No
IBM JAN2011 1...	5	USD	85.00	0.17	10.037	-4,933.50	0.00	No
IBM	700	USD	102,16...	145.955	136.91257	6,329.70	0.00	No

The Right-Click Portfolio Menu

If you select an asset in the Portfolio section and click your right mouse button, you will have access to a BUY and SELL buttons as well as the following menu items.


Portfolio
Cntrct D
BUY
Sell
ALERT
arket V...
Market Price
Average Pr...
QQQQ
MSFT
IDCX.OLD
IDCX
IBM JAN
IBM JAN
IBM
IBKR
GS
GOOG J
GOOG
GE
ES MAR2011 4 USD 250,82... 1,254.125 1,118.88...
Sort by Security Type
Sort by Current Page Order
Trade
Transfer...
Create Ticker
Adjust Average Price
Set Liquidate Last
Unset Liquidate Last
Create Portfolio Page
Close Position
Close All Positions
Close Portion of Positions

For more information

- To learn more about other real-time activity monitoring tools, including the Trades window, Portfolio Rebalance tool, Audit Trails, and Bulletins and System Status, see the TWS Users' Guide.

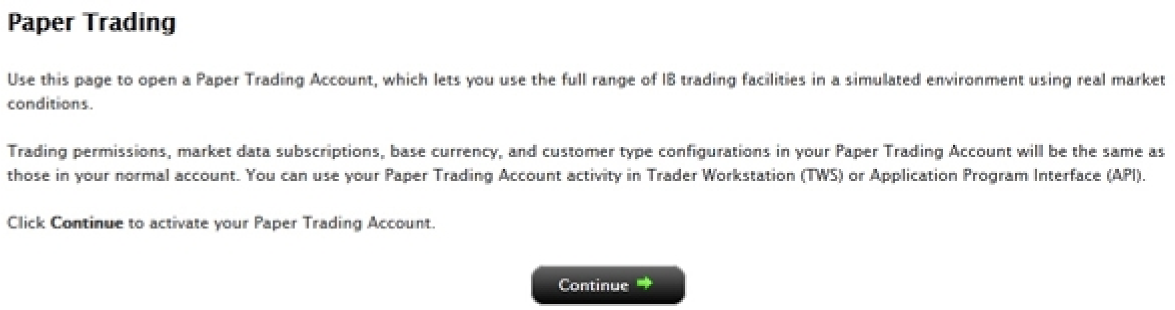
Opening a Paper Trading Account

Once your regular trading account has been approved and funded, you are eligible to open a Paper Trading Account. All paper trading accounts start with 1,000,000 USD of paper trading equity, which allows you experiment with the full range of IB trading facilities in a simulated environment which uses real market conditions.

Once you complete the application, the paper trading account is available within 24 hours under normal business circumstances. You will be notified by email when the account is ready for trading.

To apply for a paper trading account

1. Log in to Account Management.
2. Click **Manage Account > Settings > Paper Trading**.



Paper Trading

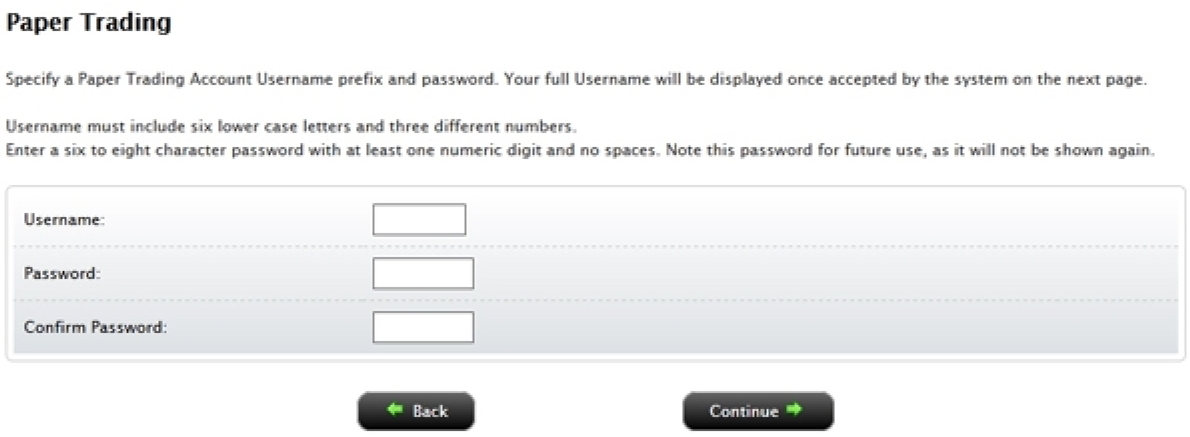
Use this page to open a Paper Trading Account, which lets you use the full range of IB trading facilities in a simulated environment using real market conditions.

Trading permissions, market data subscriptions, base currency, and customer type configurations in your Paper Trading Account will be the same as those in your normal account. You can use your Paper Trading Account activity in Trader Workstation (TWS) or Application Program Interface (API).

Click **Continue** to activate your Paper Trading Account.

3. Click **Continue**.

   The following page opens:



Paper Trading

Specify a Paper Trading Account Username prefix and password. Your full Username will be displayed once accepted by the system on the next page.

Username must include six lower case letters and three different numbers.
Enter a six to eight character password with at least one numeric digit and no spaces. Note this password for future use, as it will not be shown again.

Username:
Password:
Confirm Password:

4. Type a five-character paper trading account username in the field provided.
5. Type a paper trading account password in the field provided. The password must be from six to eight characters and must contain at least one number and no spaces.
6. Re-type the password in the field provided, then click **Continue**. The system will generate a full username for you when you click **Continue**.
7. You are prompted to click **Yes** to confirm your request for a paper trading account, or click **No** to cancel your request.

   Be sure to write down your username and password; your password will not be shown on the screen again.

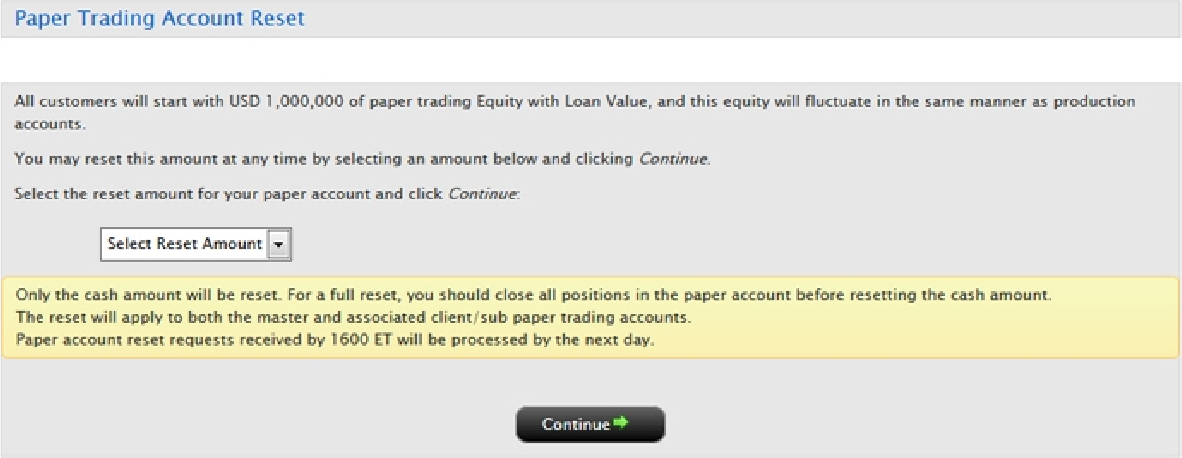
For more information

- For details on managing your PaperTrader account, see the Account Management User's Guide.

Paper Trading Account Reset

All paper trading accounts start with 1,000,000 USD of paper trading equity. You may reset this equity at any time using the Paper Trading Account Reset page in Account Management.

Simply log in to Account Management with your paper trading account username and password, then click **Trade > Paper Trading Account Reset**.



Paper Trading Account Reset

All customers will start with USD 1,000,000 of paper trading Equity with Loan Value, and this equity will fluctuate in the same manner as production accounts.

You may reset this amount at any time by selecting an amount below and clicking *Continue*.

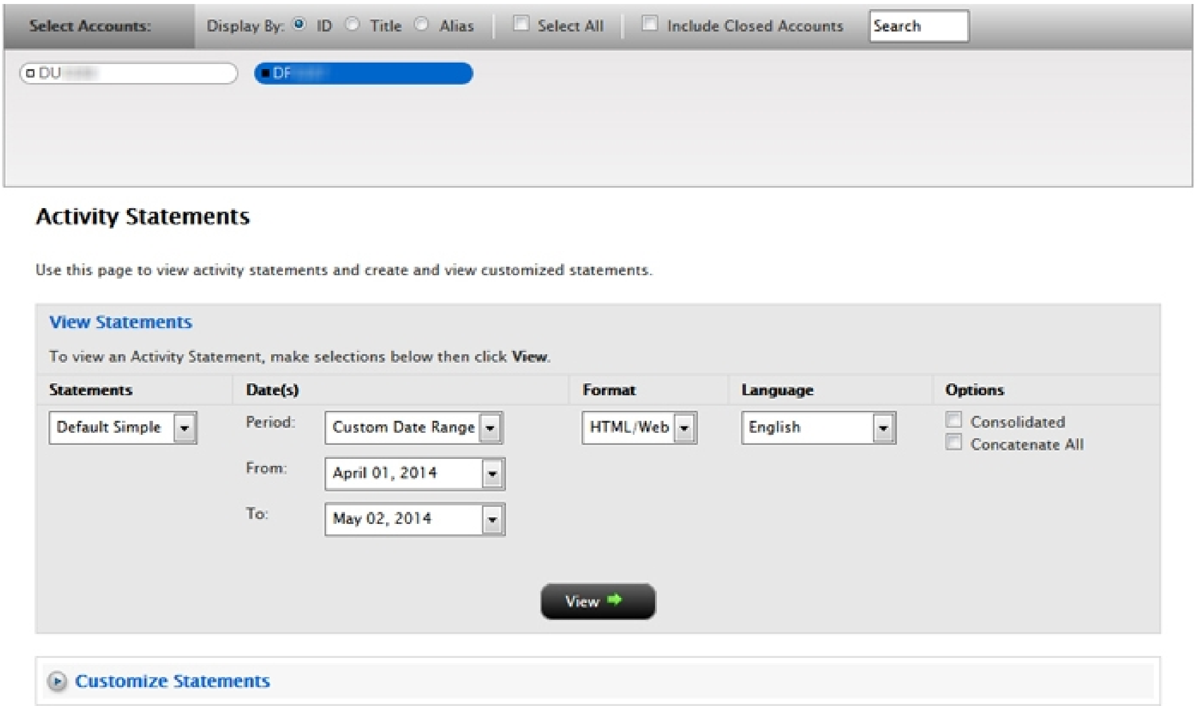
Select the reset amount for your paper account and click *Continue*:

Only the cash amount will be reset. For a full reset, you should close all positions in the paper account before resetting the cash amount.
The reset will apply to both the master and associated client/sub paper trading accounts.
Paper account reset requests received by 1600 ET will be processed by the next day.

Paper Trading Account Statements

The Paper Trading Account Statements page lets you view and print daily statements for your paper trading account, and download trade information to Microsoft Word and Microsoft Excel. Daily statements cover the last 45 days.

Log into Account Management with your paper trading account username and password, then click **Reports > Activity > Statements**.



Select Accounts: Display By: ● ID ○ Title ○ Alias ☐ Select All ☐ Include Closed Accounts

DU[redacted] DF[redacted]

Activity Statements

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

View Statements

To view an Activity Statement, make selections below then click **View**.

Statements: Default Simple
Period: Custom Date Range
From: April 01, 2014
To: May 02, 2014
Format: HTML/Web
Language: English
Options: ☐ Consolidated ☐ Concatenate All

Reporting

This section describes the account statements and reports available to you from within Account Management, including the following:

- Activity Statements
- Customized Statements
- Activity Downloads
- Trade Confirmations
- Flex Queries
- Margin Reports
- Stress Test Report
- Value at Risk Report
- Client Summary Report
- P/L Markup Report
- Advisor Fee Cap Report
- PortfolioAnalyst
- Statement Access for Clients

For more information

- For complete details on all of the statements and reports available, see the Reporting Guide.

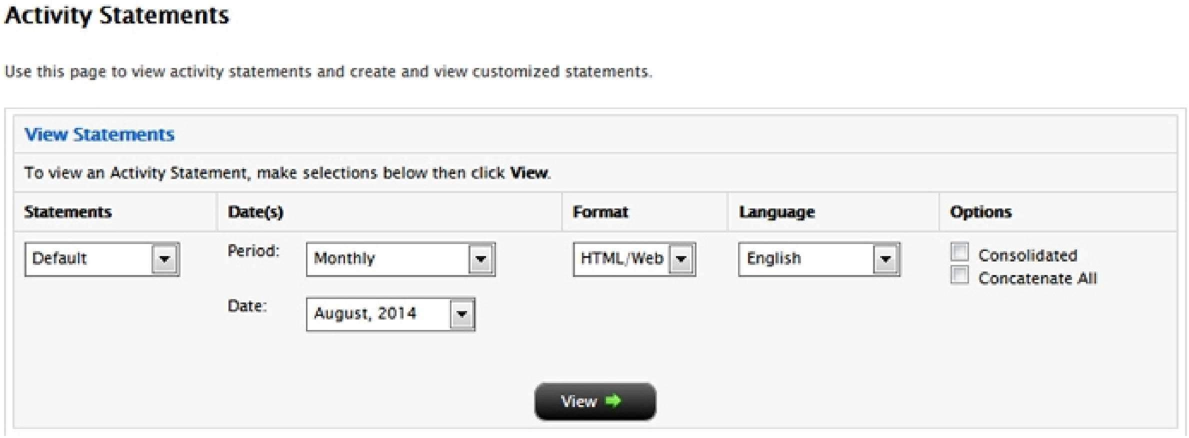
Activity Statements

Activity statements contain information about account activity, such as positions, cash balances and transactions. Statements are generated daily, monthly, and yearly for all accounts. As a Advisor, you can view statements for your advisor account, for individual client accounts, or a consolidated statement which can include some or all of your accounts. In addition, clients also have the ability to access their statements electronically through Account Management.

- Activity Statements include these features:
- Expandable and contractible sections with click-down detail.
- Performances summary by asset class for a quick view of an account's profitability.
- Profit and loss across all transactions, positions, underlying instrument and asset class, under First In, First Out (FIFO), Last In, First Out (LIFO), Maximize Losses and Mark-to-Market (MTM) calculation methods, depending on the client's selection.
- Details of change in position value for the statement period.
- Calculation of FX translation gains and losses for accounts with multiple currencies.

To generate an activity statement

1. Log in to your Master account via Account Management.
2. Click **Reports > Activity > Statements**.



Activity Statements

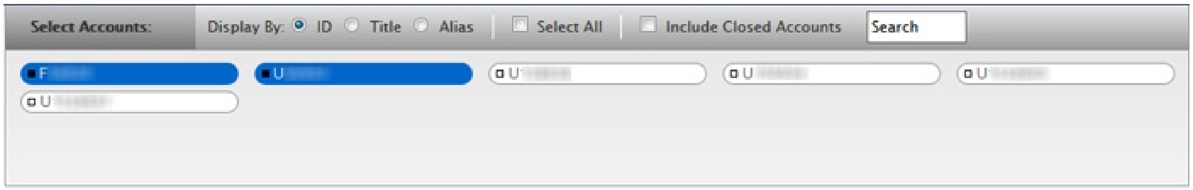
Use this page to view activity statements and create and view customized statements.

View Statements

To view an Activity Statement, make selections below then click **View**.

Statements	Date(s)	Format	Language	Options
Default	Period: Monthly Date: August, 2014	HTML/Web	English	☐ Consolidated ☐ Concatenate All

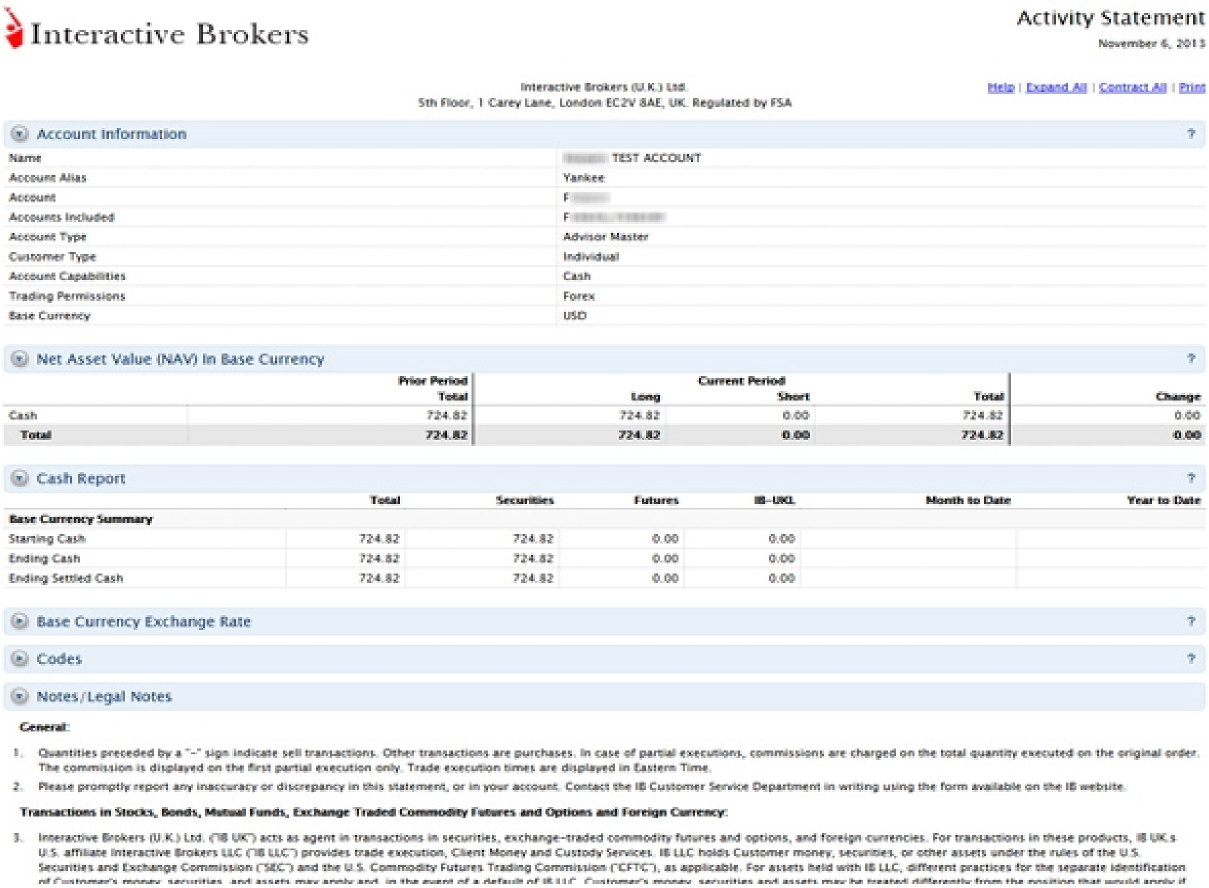
3. Use the Account Selector at the top of the page to select one or more accounts on which to report. To include activity from accounts you have recently closed, select the Include Closed Accounts check box. If you choose to include closed accounts, those accounts appear in the Account Selector.



Select Accounts: Display By: ● ID ○ Title ○ Alias ☐ Select All ☐ Include Closed Accounts

4. In the View Statements section of the page, make the following selections:
   - In the Statements list, select the statement you want to use for the statement.
   - In the Date(s) field, select the period (*Daily*, *Custom Date Range*, *Monthly* or *Calendar Year*). For Custom Date Range, select the From and To dates, which define the period covered by the statement. For Daily statements, you can select a specific date or the last business day. For Monthly statements, you can select the last month or a specific month. For Calendar Year (annual) statements, you can select a specific year.
   - In the Format field, select either HTML/WEB, PDF or Excel, depending on how you want to view the statement.
   - In the Language field, select your desired language.
   - If you selected more than one account in the Account Selector, and want to view a consolidated statement, select the **Consolidate Selected** check box. This check box ONLY appears if you selected more than one account in the Account Selector (or if you selected one or more accounts in a Household in the selector). You can also generate statements for all accounts in a single statement (multiple statements are joined together in a single statement) if you select your own master account in the Account Selector and then select the **Concatenate All** check box.
   - If you select your own master account in the Account Selector, you have access to client-only consolidated and concatenated statements.
5. Click **View** to generate the activity statement. If you selected *PDF* as the Format, you will be prompted to open the generated report or save it to your computer.

Here is an example of an HTML-based Activity Statement.



Activity Statement

November 6, 2013

Interactive Brokers (U.K.) Ltd.
5th Floor, 1 Carey Lane, London EC2V 8AE, UK. Regulated by FSA

Account Information

Name	[redacted] TEST ACCOUNT
Account Alias	Yankee
Account	F[redacted]
Accounts Included	F[redacted]
Account Type	Advisor Master
Customer Type	Individual
Account Capabilities	Cash
Trading Permissions	Forex
Base Currency	USD

Net Asset Value (NAV) In Base Currency

	Prior Period	Current Period			
	Total	Long	Short	Total	Change
Cash	724.82	724.82	0.00	724.82	0.00
Total	**724.82**	**724.82**	**0.00**	**724.82**	**0.00**

Cash Report

	Total	Securities	Futures	IB-UKL	Month to Date	Year to Date
Base Currency Summary						
Starting Cash	724.82	724.82	0.00	0.00		
Ending Cash	724.82	724.82	0.00	0.00		
Ending Settled Cash	724.82	724.82	0.00	0.00		

Base Currency Exchange Rate

Codes

Notes/Legal Notes

General:

1. Quantities preceded by a "-" sign indicate sell transactions. Other transactions are purchases. In case of partial executions, commissions are charged on the total quantity executed on the original order. The commission is displayed on the first partial execution only. Trade execution times are displayed in Eastern Time.
2. Please promptly report any inaccuracy or discrepancy in this statement, or in your account. Contact the IB Customer Service Department in writing using the form available on the IB website.

Transactions in Stocks, Bonds, Mutual Funds, Exchange Traded Commodity Futures and Options and Foreign Currency:

3. Interactive Brokers (U.K.) Ltd. ("IB UK") acts as agent in transactions in securities, exchange-traded commodity futures and options, and foreign currencies. For transactions in these products, IB UK's U.S. affiliate Interactive Brokers LLC ("IB LLC") provides trade execution, Client Money and Custody Services. IB LLC holds Customer money, securities, or other assets under the rules of the U.S. Securities and Exchange Commission ("SEC") and the U.S. Commodity Futures Trading Commission ("CFTC"), as applicable. For assets held with IB LLC, different practices for the separate identification of Customer's money, securities, and assets may apply and, in the event of a default of IB LLC, Customer's money, securities and assets may be treated differently from the position that would apply if

For more information

- To learn more about activity statements, including an explanation of each statement section, see the Reporting Guide.

Customized Activity Statements

For those who require a simpler statement format, IB allows you to create and save customized statement. These customized statements allow you to include or exclude specific statement sections as well as set a variety of additional statement options.

You create customized activity statements on the Activity Statements page Account Management.

For more information

- For more information on how to create a customized activity statement, see Customized Statements in the Reporting Guide.

Third-Party Downloads

IB offers a number of special download formats for activity statements so you can integrate your statements with third-party applications, including:

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

In addition, the following downloads are available upon request:

- Daily Captools Downloads - Daily Captools downloads are available for customers upon request. Send your request to enable Captools downloads to reportingintegration@interactivebrokers.com. Note that Captools downloads are not available to Non-Disclosed Broker Clients. If you request Daily Captools Downloads, the Activity Downloads page will contain an additional section for Daily Captools Downloads.
- PortfolioCenter® (intended for institutional accounts; you must request downloadable files from your IB Sales Representative first).

Access these download formats in Account Management by clicking **Reports > Activity > Downloads** .

For more information

- For more information about activity downloads, see the Third-Party Downloads topic in the Reporting Guide.

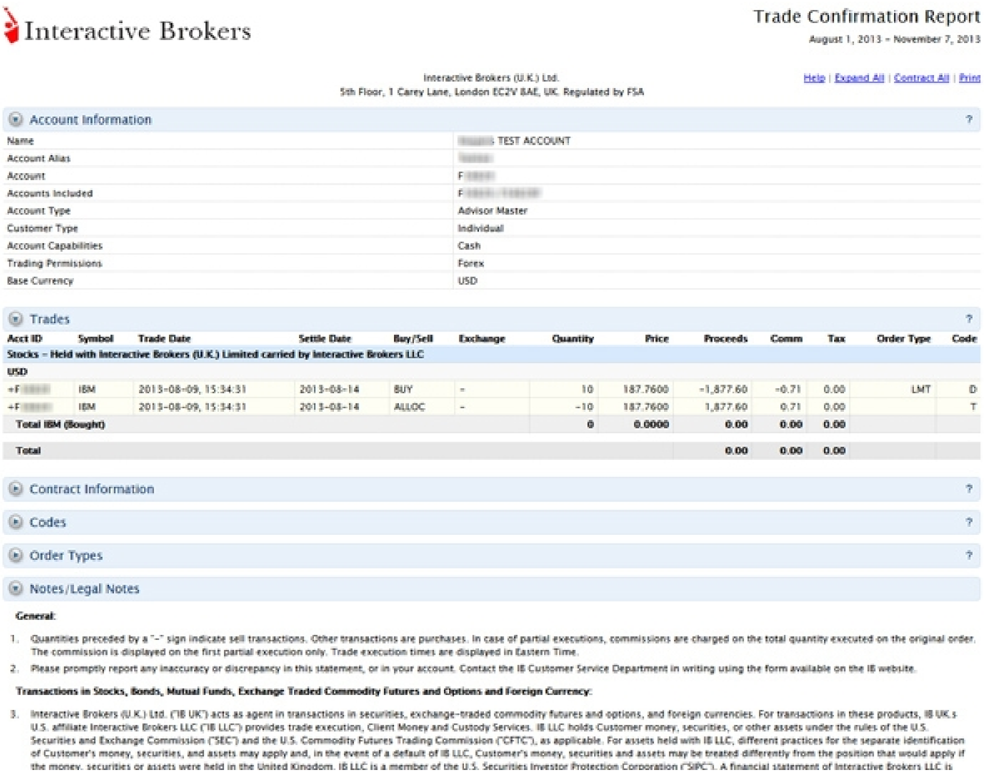
- For a complete list of offerings for institutional accounts, including PortfolioCenter®, open the Reference Menu in Account Management (click **Reference** in the lower right corner of any screen in Account Management), then click **Reports > Third Party Integration**.

Trade Confirmations

Real-time trade confirmations are generated for all executions. The Trade Confirmation report will list trade executions separately, by asset class. Trade confirmations are available for the entire previous calendar year and from the start of the current calendar year.

Access Trade Confirmations in Account Management by clicking **Reports > Trade Confirmations > Reports**.

Here is an example of a Trade Confirmation report.



Interactive Brokers

Trade Confirmation Report
August 1, 2013 - November 7, 2013

Interactive Brokers (U.K.) Ltd.
5th Floor, 1 Carey Lane, London EC2V 8AE, UK. Regulated by FSA

Account Information

Name	[redacted] TEST ACCOUNT
Account Alias	[redacted]
Account	F[redacted]
Accounts Included	F[redacted]
Account Type	Advisor Master
Customer Type	Individual
Account Capabilities	Cash
Trading Permissions	Forex
Base Currency	USD

Trades

Acct ID	Symbol	Trade Date	Settle Date	Buy/Sell	Exchange	Quantity	Price	Proceeds	Comm	Tax	Order Type	Code
Stocks - Held with Interactive Brokers (U.K.) Limited carried by Interactive Brokers LLC												
USD												
+F[redacted]	IBM	2013-08-09, 15:34:31	2013-08-14	BUY	-	10	187.7600	-1,877.60	-0.71	0.00	LMT	D
+F[redacted]	IBM	2013-08-09, 15:34:31	2013-08-14	ALLOC	-	-10	187.7600	1,877.60	0.71	0.00		T
Total IBM (Bought)						**0**	**0.0000**	**0.00**	**0.00**	**0.00**		
Total								**0.00**	**0.00**	**0.00**		

Notes/Legal Notes

General:

1. Quantities preceded by a "-" sign indicate sell transactions. Other transactions are purchases. In case of partial executions, commissions are charged on the total quantity executed on the original order. The commission is displayed on the first partial execution only. Trade execution times are displayed in Eastern Time.
2. Please promptly report any inaccuracy or discrepancy in this statement, or in your account. Contact the IB Customer Service Department in writing using the form available on the IB website.

Transactions in Stocks, Bonds, Mutual Funds, Exchange Traded Commodity Futures and Options and Foreign Currency:

3. Interactive Brokers (U.K.) Ltd. ("IB UK") acts as agent in transactions in securities, exchange-traded commodity futures and options, and foreign currencies. For transactions in these products, IB UK's U.S. affiliate Interactive Brokers LLC ("IB LLC") provides trade execution, Client Money and Custody Services. IB LLC holds Customer money, securities, or other assets under the rules of the U.S. Securities and Exchange Commission ("SEC") and the U.S. Commodity Futures Trading Commission ("CFTC"), as applicable. For assets held with IB LLC, different practices for the separate identification of Customer's money, securities, and assets may apply and, in the event of a default of IB LLC, Customer's money, securities and assets may be treated differently from the position that would apply if the money, securities or assets were held in the United Kindom. IB LLC is a member of the U.S. Securities Investor Protection Corporation ("SIPC"). A financial statement of Interactive Brokers LLC is

For more information

- See the Trade Confirmations topic in the Reporting Guide.

Flex Queries

Flex Queries let you specify exactly which fields you want to view in your Activity Statement or Trade Confirmation report, the time period you want the report to cover, the order in which you want the fields to display, and the display format, TEXT or XML, in which you want to view your report.

You can create multiple templates with different fields for each statement. All of your templates are stored in and run from Account Management. An Activity Flex Query is different from an Activity Statement customized template in that you can customize a flex query at the field level, allowing you to include and exclude detailed field information. Activity Statement customized templates only let you include and exclude sections.

You generate and run Activity Flex Queries from the Activity Flex page. You generate and run Trade Confirms Flex Queries from the Trade Confirmation Flex page. Both are accessible from the **Reports** menu in Account Management.

For more information

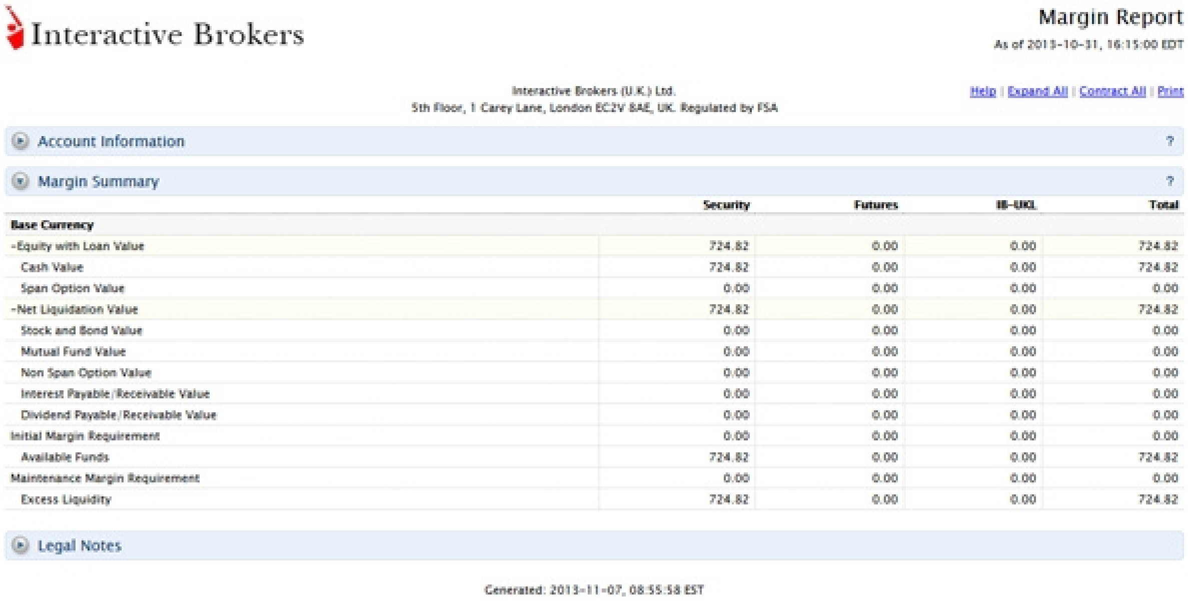
- For detailed instructions, see the Reporting Guide.

Margin Reports

While the real-time margin summary is displayed in the Account Window in Trader Workstation, our Margin Report provides you with a detailed breakdown of your positions and their corresponding margin requirements. In order to view this detail, you must generate the Margin Report from Account Management. The information contained in the Margin Report is based on the margin and equity values which are obtained daily at approximately 16:15 ET for all positions across all asset classes. Margin reports show the margin requirements for all open single and combination positions and are available for the previous 90 days.

Margin Reports can be accessed from the **Reports > Risk > Margin** menu in Account Management.

Here is an example of a margin report for an Advisor client.



Interactive Brokers

Margin Report

As of 2013-10-31, 16:15:00 EDT

Interactive Brokers (U.K.) Ltd.
5th Floor, 1 Carey Lane, London EC2V 8AE, UK. Regulated by FSA

	Security	Futures	IB-UKL	Total
Base Currency				
-Equity with Loan Value	724.82	0.00	0.00	724.82
Cash Value	724.82	0.00	0.00	724.82
Span Option Value	0.00	0.00	0.00	0.00
-Net Liquidation Value	724.82	0.00	0.00	724.82
Stock and Bond Value	0.00	0.00	0.00	0.00
Mutual Fund Value	0.00	0.00	0.00	0.00
Non Span Option Value	0.00	0.00	0.00	0.00
Interest Payable/Receivable Value	0.00	0.00	0.00	0.00
Dividend Payable/Receivable Value	0.00	0.00	0.00	0.00
Initial Margin Requirement	0.00	0.00	0.00	0.00
Available Funds	724.82	0.00	0.00	724.82
Maintenance Margin Requirement	0.00	0.00	0.00	0.00
Excess Liquidity	724.82	0.00	0.00	724.82

Generated: 2013-11-07, 08:55:58 EST

For more information

- For detailed instructions on how to view a margin report, see the Margin Reports topic in the Reporting Guide.

Stress Test Report

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

You access the Stress Test report by clicking **Reports > Risk > Stress Test** in Account Management.

For more information

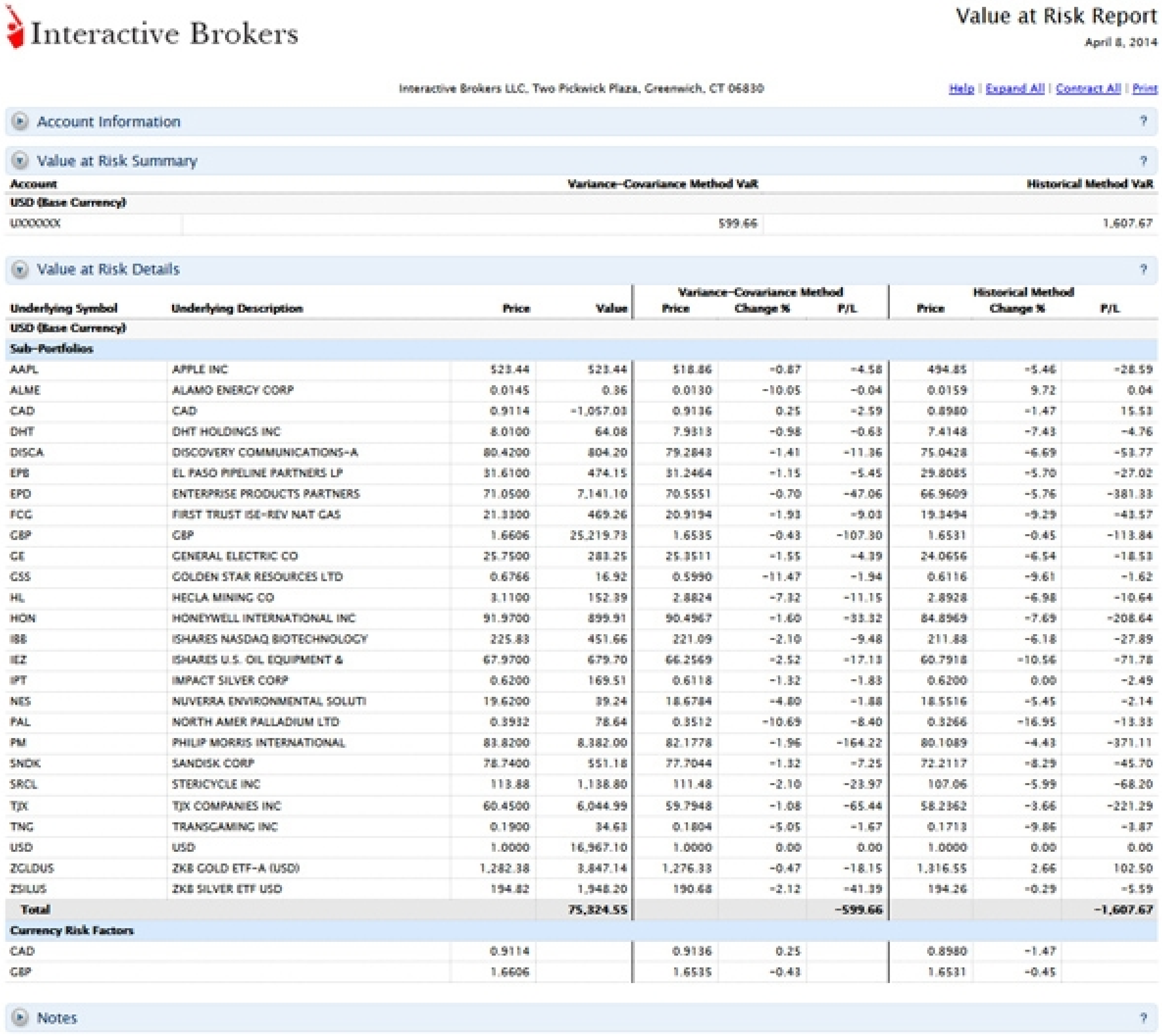
- For detailed instructions, see the Stress Test Report topic in the Reporting Guide.

Value at Risk Report

The Value at Risk Summary report calculates your Value at Risk (VAR) at a 99, 99.5 and 100% confidence levels using Principle Component Analysis. Because of the complexity of the calculations required, this report is completed overnight and is only available once a day. If you need real-time VAR, use the IB Risk Navigator^{SM} in Trader Workstation, which uses a simpler calculation.

Access the Value at Risk report in Account Management by clicking **Reports > Risk > Value at Risk**.

Here is an example of a Value at Risk report.



Interactive Brokers

Value at Risk Report

April 8, 2014

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

Account	Variance-Covariance Method VaR	Historical Method VaR
USD (Base Currency)		
UXXXXXX	599.66	1,607.67

				Variance-Covariance Method			Historical Method		
Underlying Symbol	**Underlying Description**	**Price**	**Value**	**Price**	**Change %**	**P/L**	**Price**	**Change %**	**P/L**
USD (Base Currency)									
Sub-Portfolios									
AAPL	APPLE INC	523.44	523.44	518.86	-0.87	-4.58	494.85	-5.46	-28.59
ALME	ALAMO ENERGY CORP	0.0145	0.36	0.0130	-10.05	-0.04	0.0159	9.72	0.04
CAD	CAD	0.9114	-1,057.03	0.9136	0.25	-2.59	0.8980	-1.47	15.53
DHT	DHT HOLDINGS INC	8.0100	64.08	7.9313	-0.98	-0.63	7.4148	-7.43	-4.76
DISCA	DISCOVERY COMMUNICATIONS-A	80.4200	804.20	79.2843	-1.41	-11.36	75.0428	-6.69	-53.77
EPB	EL PASO PIPELINE PARTNERS LP	31.6100	474.15	31.2464	-1.15	-5.45	29.8085	-5.70	-27.02
EPD	ENTERPRISE PRODUCTS PARTNERS	71.0500	7,141.10	70.5551	-0.70	-47.06	66.9609	-5.76	-381.33
FCG	FIRST TRUST ISE-REV NAT GAS	21.3300	469.26	20.9194	-1.93	-9.03	19.3494	-9.29	-43.57
GBP	GBP	1.6606	25,219.73	1.6535	-0.43	-107.30	1.6531	-0.45	-113.84
GE	GENERAL ELECTRIC CO	25.7500	283.25	25.3511	-1.55	-4.39	24.0656	-6.54	-18.53
GSS	GOLDEN STAR RESOURCES LTD	0.6766	16.92	0.5990	-11.47	-1.94	0.6116	-9.61	-1.62
HL	HECLA MINING CO	3.1100	152.39	2.8824	-7.32	-11.15	2.8928	-6.98	-10.64
HON	HONEYWELL INTERNATIONAL INC	91.9700	899.91	90.4967	-1.60	-33.32	84.8969	-7.69	-208.64
IBB	ISHARES NASDAQ BIOTECHNOLOGY	225.83	451.66	221.09	-2.10	-9.48	211.88	-6.18	-27.89
IEZ	ISHARES U.S. OIL EQUIPMENT &	67.9700	679.70	66.2569	-2.52	-17.13	60.7918	-10.56	-71.78
IPT	IMPACT SILVER CORP	0.6200	169.51	0.6118	-1.32	-1.83	0.6200	0.00	-2.49
NES	NUVERRA ENVIRONMENTAL SOLUTI	19.6200	39.24	18.6784	-4.80	-1.88	18.5516	-5.45	-2.14
PAL	NORTH AMER PALLADIUM LTD	0.3932	78.64	0.3512	-10.69	-8.40	0.3266	-16.95	-13.33
PM	PHILIP MORRIS INTERNATIONAL	83.8200	8,382.00	82.1778	-1.96	-164.22	80.1089	-4.43	-371.11
SNDK	SANDISK CORP	78.7400	551.18	77.7044	-1.32	-7.25	72.2117	-8.29	-45.70
SRCL	STERICYCLE INC	113.88	1,138.80	111.48	-2.10	-23.97	107.06	-5.99	-68.20
TJX	TJX COMPANIES INC	60.4500	6,044.99	59.7948	-1.08	-65.44	58.2362	-3.66	-221.29
TNG	TRANSGAMING INC	0.1900	34.63	0.1804	-5.05	-1.67	0.1713	-9.86	-3.87
USD	USD	1.0000	16,967.10	1.0000	0.00	0.00	1.0000	0.00	0.00
ZGLDUS	ZKB GOLD ETF-A (USD)	1,282.38	3,847.14	1,276.33	-0.47	-18.15	1,316.55	2.66	102.50
ZSILUS	ZKB SILVER ETF USD	194.82	1,948.20	190.68	-2.12	-41.39	194.26	-0.29	-5.59
Total			**75,324.55**			**-599.66**			**-1,607.67**
Currency Risk Factors									
CAD		0.9114		0.9136	0.25		0.8980	-1.47	
GBP		1.6606		1.6535	-0.43		1.6531	-0.45	

For more information

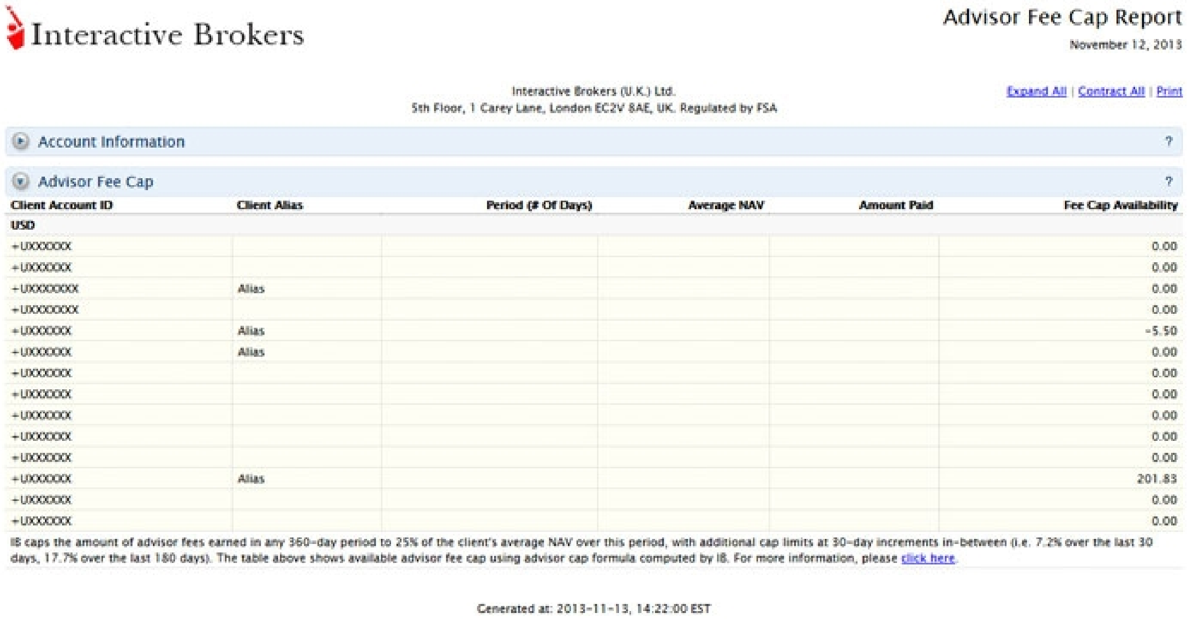
- For additional information on how to generate the report, see the Value at Risk topic in the Reporting Guide.

Advisor Fee Cap Report

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

Access this report by clicking **Reports > Supplemental > Fee Cap** in Account Management.

Here is an example of an Advisor Fee Cap report:



Advisor Fee Cap Report

November 12, 2013

Interactive Brokers (U.K.) Ltd.
5th Floor, 1 Carey Lane, London EC2V 8AE, UK. Regulated by FSA

Client Account ID	Client Alias	Period (# Of Days)	Average NAV	Amount Paid	Fee Cap Availability
USD					
+UXXXXXX					0.00
+UXXXXXX					0.00
+UXXXXXXX	Alias				0.00
+UXXXXXXX					0.00
+UXXXXXX	Alias				-5.50
+UXXXXXX	Alias				0.00
+UXXXXXX					0.00
+UXXXXXX					0.00
+UXXXXXX					0.00
+UXXXXXX					0.00
+UXXXXXX					0.00
+UXXXXXX	Alias				201.83
+UXXXXXX					0.00
+UXXXXXX					0.00

IB caps the amount of advisor fees earned in any 360-day period to 25% of the client's average NAV over this period, with additional cap limits at 30-day increments in-between (i.e. 7.2% over the last 30 days, 17.7% over the last 180 days). The table above shows available advisor fee cap using advisor cap formula computed by IB. For more information, please click here.

Generated at: 2013-11-13, 14:22:00 EST

For more information

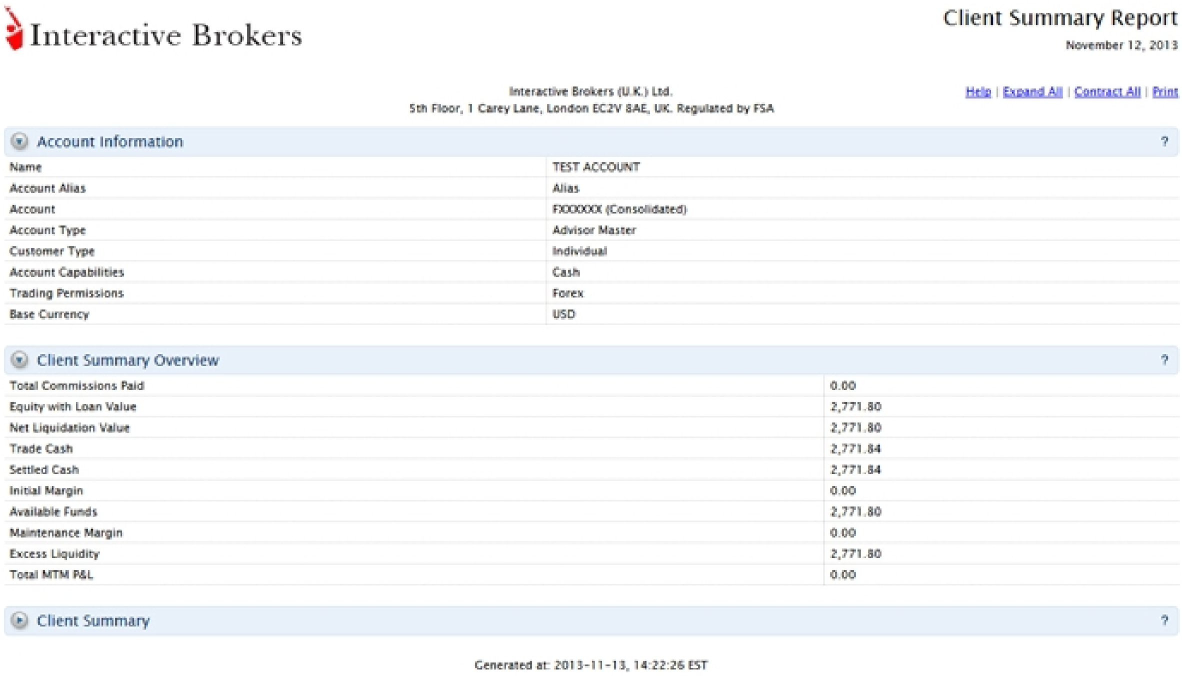
- For additional information on how to generate the report, see the Advisor Fee Cap topic in the Reporting Guide.

Client Summary Report

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

Access this report by clicking **Reports > Supplemental > Client Summary** in Account Management.

Here is an example of a Client Summary report:



Interactive Brokers

Client Summary Report
November 12, 2013

Interactive Brokers (U.K.) Ltd.
5th Floor, 1 Carey Lane, London EC2V 8AE, UK. Regulated by FSA

Account Information

Name	TEST ACCOUNT
Account Alias	Alias
Account	FXXXXXX (Consolidated)
Account Type	Advisor Master
Customer Type	Individual
Account Capabilities	Cash
Trading Permissions	Forex
Base Currency	USD

Client Summary Overview

Total Commissions Paid	0.00
Equity with Loan Value	2,771.80
Net Liquidation Value	2,771.80
Trade Cash	2,771.84
Settled Cash	2,771.84
Initial Margin	0.00
Available Funds	2,771.80
Maintenance Margin	0.00
Excess Liquidity	2,771.80
Total MTM P&L	0.00

Client Summary

Generated at: 2013-11-13, 14:22:26 EST

For more information

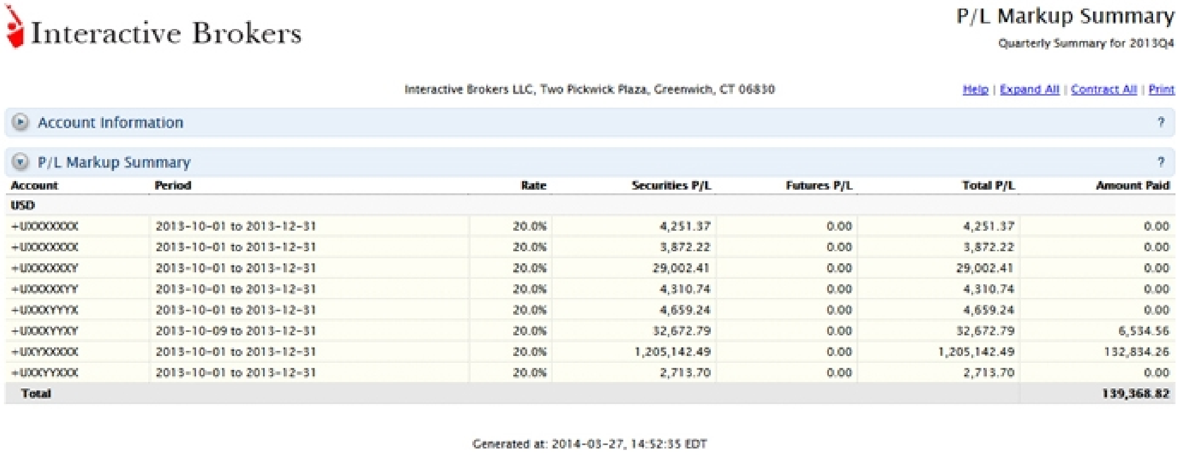
» For additional information on how to generate the report, see the Client Summary Report topic in the Reporting Guide.

P/L Markup Summary Report

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

Access this report by clicking **Reports > Supplemental > P/L Markup** in Account Management.

Here is an example of a Client Summary report:



P/L Markup Summary

Quarterly Summary for 2013Q4

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

P/L Markup Summary

Account	Period	Rate	Securities P/L	Futures P/L	Total P/L	Amount Paid
USD						
+UXXXXXXX	2013-10-01 to 2013-12-31	20.0%	4,251.37	0.00	4,251.37	0.00
+UXXXXXXX	2013-10-01 to 2013-12-31	20.0%	3,872.22	0.00	3,872.22	0.00
+UXXXXXXY	2013-10-01 to 2013-12-31	20.0%	29,002.41	0.00	29,002.41	0.00
+UXXXXXYY	2013-10-01 to 2013-12-31	20.0%	4,310.74	0.00	4,310.74	0.00
+UXXXYYYX	2013-10-01 to 2013-12-31	20.0%	4,659.24	0.00	4,659.24	0.00
+UXXXYYXY	2013-10-09 to 2013-12-31	20.0%	32,672.79	0.00	32,672.79	6,534.56
+UXYXXXXX	2013-10-01 to 2013-12-31	20.0%	1,205,142.49	0.00	1,205,142.49	132,834.26
+UXXYYXXX	2013-10-01 to 2013-12-31	20.0%	2,713.70	0.00	2,713.70	0.00
Total						139,368.82

Generated at: 2014-03-27, 14:52:35 EDT

For more information

- For additional information on how to generate the report, see the P/L Markup Summary Report topic in the Reporting Guide.

PortfolioAnalyst

PortfolioAnalyst allows you to evaluate the performance of your IB portfolio by creating and saving reports based on a set of measurement criteria and optionally comparing their data to selected industry benchmarks. You can create Detailed Reports, which let you select any combination of report sections for a variety of performance analyses, or Snapshot Reports, which are one-page summaries of an account's return, NAV, asset allocation and distribution of returns. Once you create and save reports, you can run, edit or delete them.

Advisors can also create and save cover letters called *synopses* and assign them to Detailed PDF reports.

Access PortfolioAnalyst in Account Management by clicking **Reports > PortfolioAnalyst**.

For more information

- For detailed instructions on using PortfolioAnalyst, see the Reporting Guide.

Statement Access for Clients

Management themselves, with their username and password:

- Activity Statement
- Trade Confirmation report
- Margin report
- Activity and Trade Confirmation Flex Queries
- Value at Risk Summary report
- Stress Test Summary report
- PortfolioAnalyst

Advisors may also access their client's statements and reports through Account Management, print them, and send them to the client.

7

Other Features

This section introduces you to some of the other features available to Advisors at IB, including the following:

- Advisor White Branding
- Enabling Additional Traders
- Customer Activity Monitor
- Money Managers
- Administrators
- Investors' Marketplace

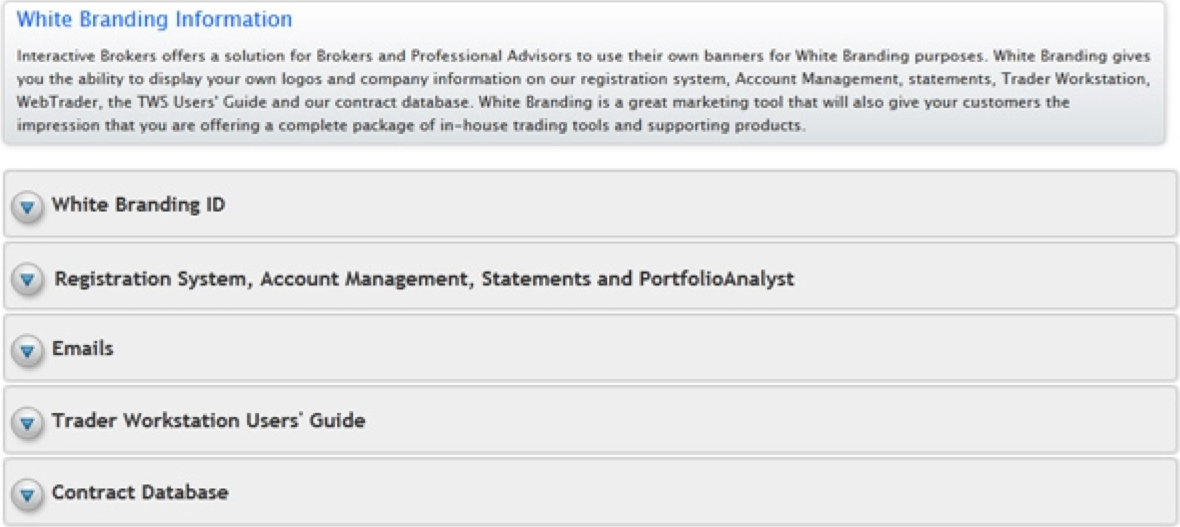
Advisor White Branding

We provide Advisors with the ability to “White Brand” specific areas of our software and documentation. White Branding gives you the ability to display your own logos and company information on our trading platforms and reporting systems, including Trader Workstation, WebTrader, Account Management, statements, our registration system and the TWS Users’ Guide.

You set up your White Branding from the White Branding page in the Account Administration section of Account Management.

To set up white branding

1. Log in to Account Management.
2. Click **Manage Account > Settings > White Brand**.
3. Follow the instructions on the screen to complete the form for the category or categories of White Branding you require.



White Branding Information

Interactive Brokers offers a solution for Brokers and Professional Advisors to use their own banners for White Branding purposes. White Branding gives you the ability to display your own logos and company information on our registration system, Account Management, statements, Trader Workstation, WebTrader, the TWS Users' Guide and our contract database. White Branding is a great marketing tool that will also give your customers the impression that you are offering a complete package of in-house trading tools and supporting products.

▼ White Branding ID

▼ Registration System, Account Management, Statements and PortfolioAnalyst

▼ Emails

▼ Trader Workstation Users' Guide

▼ Contract Database

4. Click **Submit**. Note that each category of White Branding has its own Submit button.

   Under normal circumstances, White Branding changes/requests made before 5:00 PM EST go into effect by 8:00 PM EST the same day. Changes made after 5:00 PM EST will take effect the following day 8:00 PM EST.

For more information

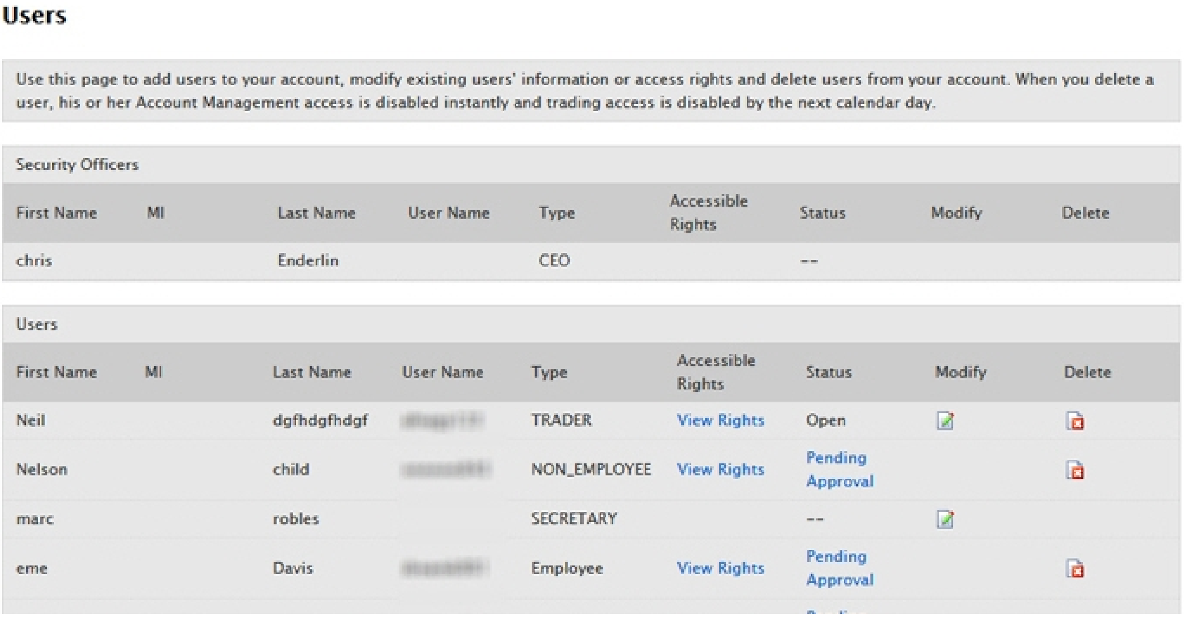
- For additional information about White Branding for other systems and features, see the Account Management Users' Guide.
- For issues regarding White Branding, send us an email at *whitebranding@interactivebrokers.com*.

Enabling Additional Traders

You can add users to your Advisor account and grant them access to a subset of Account Management functions using our User Access Rights system. For example, you can add grant trading access to additional traders, reporting access for auditors, and so on.

To add a user to the account

1. Log In to Account Management.
2. Click **Manage Account > Access Rights > Users**.



Users

Use this page to add users to your account, modify existing users' information or access rights and delete users from your account. When you delete a user, his or her Account Management access is disabled instantly and trading access is disabled by the next calendar day.

Security Officers

First Name	MI	Last Name	User Name	Type	Accessible Rights	Status	Modify	Delete
chris		Enderlin		CEO		--		

Users

First Name	MI	Last Name	User Name	Type	Accessible Rights	Status	Modify	Delete
Neil		dgfhdgfhdgf	[redacted]	TRADER	View Rights	Open	✎	✖
Nelson		child	[redacted]	NON_EMPLOYEE	View Rights	Pending Approval		✖
marc		robles		SECRETARY		--	✎	
eme		Davis	[redacted]	Employee	View Rights	Pending Approval		✖

3. Click **Add User**.
4. On the Add New User and Access Rights page, enter all required information, including name, five-character username prefix, password, and email address.
5. On the same page, assign Account Management functions to the user for the Master account by clicking the appropriate check boxes in the Functions section. If a function is not checked, the user will not be able to access the function in Account Management.
6. On the same page, you can assign access rights to some or all sub/client accounts that you want the user to access, and specify which functions you want the user to be able to access for the sub/client accounts.
7. Click **Continue**.
8. Verify that all the information is correct, then click **Continue**.

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

9. Enter the confirmation number sent to you via email, then click **Continue**.

If you have not received a confirmation number, click **Request Confirm #** to have a confirmation number sent to your email address on record.

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

    Once the user has been successfully created, the process is not complete until the new user completes additional verification steps by logging into Account Management with the username and password which were created.

For more information

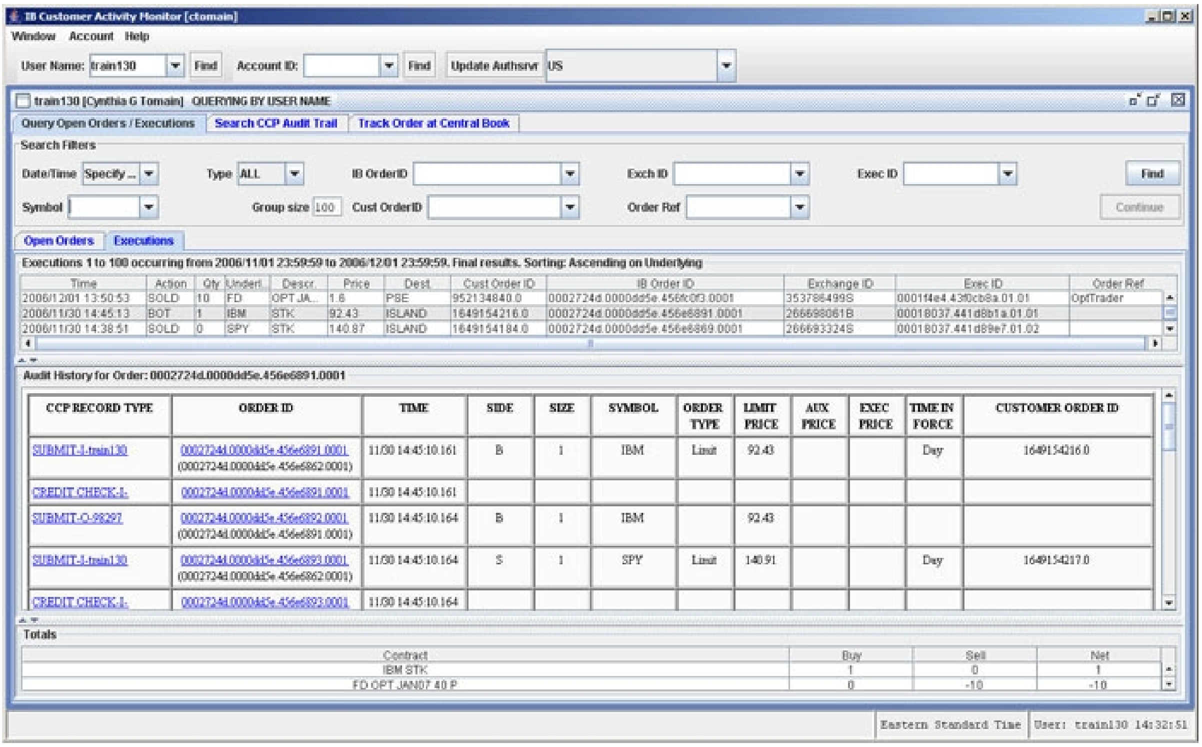
- To learn more about user access rights, see the User Access Rights Guide.

Customer Activity Monitor

The IB Customer Activity Monitor (CAM) helps Advisors quickly find and view all client activities, including the complete order history and its routing sequence. Our robust user interface displays:

- Real-time Queries: IB CAM communicates directly with the IB order routing system, which ensures real-time data results for order and execution queries. Flexible search filters let you narrow your queries to include specific criteria, and you can view search results in ascending or descending order by date, underlying, price, and so on.
- Audit Trails: Track up to five days' order history, from order initiation to order execution, including modified, cancelled and rejected orders. Also, export queries to any spreadsheet application.
- Account Status: Find account information for any of your clients, including real-time account balances, margin requirement and trading limits, market value and portfolio.

Access the IB CAM from the Customer Activity Monitor page on our website, or from the **Reports** menu in Account Management. The username and password for accessing the CAM will be the same as the ones created during the master account opening process.



User Name: train130

Account ID:

US

train130 [Cynthia G Tomain] QUERYING BY USER NAME

Date/Time: Specify ...

Type: ALL

IB OrderID:

Exch ID:

Exec ID:

Symbol:

Group size: 100

Cust OrderID:

Order Ref:

Executions 1 to 100 occuring from 2006/11/01 23:59:59 to 2006/12/01 23:59:59. Final results. Sorting: Ascending on Underlying

Time	Action	Qty	Underl.	Descr.	Price	Dest.	Cust Order ID	IB Order ID	Exchange ID	Exec ID	Order Ref
2006/12/01 13:50:53	SOLD	10	FD	OPT JA...	1.6	PSE	952134840.0	0002724d.0000dd5e.456fc0f3.0001	353786499S	0001f4e4.43f0cb8a.01.01	OptTrader
2006/11/30 14:45:13	BOT	1	IBM	STK	92.43	ISLAND	1649154216.0	0002724d.0000dd5e.456e6891.0001	266698061B	00018037.441d8b1a.01.01	
2006/11/30 14:38:51	SOLD	0	SPY	STK	140.87	ISLAND	1649154184.0	0002724d.0000dd5e.456e6869.0001	266693324S	00018037.441d89e7.01.02	

Audit History for Order: 0002724d.0000dd5e.456e6891.0001

CCP RECORD TYPE	ORDER ID	TIME	SIDE	SIZE	SYMBOL	ORDER TYPE	LIMIT PRICE	AUX PRICE	EXEC PRICE	TIME IN FORCE	CUSTOMER ORDER ID
SUBMIT-I-train130	0002724d.0000dd5e.456e6891.0001 (0002724d.0000dd5e.456e6862.0001)	11/30 14:45:10.161	B	1	IBM	Limit	92.43			Day	1649154216.0
CREDIT CHECK-I-	0002724d.0000dd5e.456e6891.0001	11/30 14:45:10.161									
SUBMIT-O-98297	0002724d.0000dd5e.456e6892.0001 (0002724d.0000dd5e.456e6891.0001)	11/30 14:45:10.164	B	1	IBM		92.43				
SUBMIT-I-train130	0002724d.0000dd5e.456e6893.0001 (0002724d.0000dd5e.456e6862.0001)	11/30 14:45:10.164	S	1	SPY	Limit	140.91			Day	1649154217.0
CREDIT CHECK-I-	0002724d.0000dd5e.456e6893.0001	11/30 14:45:10.164									

Contract	Buy	Sell	Net
IBM STK	1	0	1
FD OPT JAN07 40 P	0	-10	-10

Eastern Standard Time

User: train130 14:32:51

For more information

- For detailed instructions on how to use the Customer Activity Monitor, see our Customer Activity Monitor Users' Guide.

Money Managers

All Professional Financial Advisors are considered to be Wealth Managers. As a Wealth Manager, you can optionally add Money Managers to trade for your client accounts. Money Managers direct trading and investment activity in client accounts. They cannot add client accounts, fund client accounts, set client fees or set client trading permissions.

A Money Manager must first complete a separate Money Manager account application. Once a Money Manager’s account is activated, you can add him or her to your Advisor account, then assign client accounts to the Money Manager for trading purposes, set trading permissions and set client fees. Both Money Managers and Wealth Managers can trade for client accounts.

To add a Money Manager

1. Access the Money Manager Marketplace and shop for available Money Managers. Either contact a Money Manager directly or request that a Money Manager contact you.
2. Once you and the Money Manager have agreed to do business together, add the Money Manager to your account by using the Add button in the Money Manager Marketplace. You can also add a Money Manager on the **Manage Account > Money Manager > Administration** page if you know the Money Manager's Account ID.

Note: Money Managers must log into Account Management with their username and password to accept assignments from Wealth Manager on the Wealth Manager Assignment page (only Money Managers can view this page).

3. **Set Up a Client Fee Schedule** - This fee schedule represents the fees that will be paid to you, the Wealth Manager, when you trade for client accounts. Typically, you will have already done this for your client accounts on the **Manage Clients > Fees > Configure** page in Account Management.

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

4. **Set Up Client Accounts** - After a registered Money Manager accepts your assignment, you can set up the client accounts for each Money Manager. This setup includes assigning client accounts to a Money Manager, setting trading permissions for the Money Manager and setting Money Manager client fees (fees that will be paid when the Money Manager trades for client accounts). The client setup process takes you through a series of pages in Account Management. You start the setup process on the **Manage Account > Money Manager > Administration** page in Account Management.

   - Money Managers can start trading the next business day (client assignments and trading permissions require one business day to take effect). But Money Manager client fees will be collected from client accounts and transferred to the Money Manager only

after the client signs the Money Manager client agreement.
- Note that fee per trade unit is NOT available for Money Managers.
- Client accounts assigned to a Money Manager can only receive trading permissions for products and countries that they already have permission to trade as Advisor clients. For example, if a client account can trade stocks as an Advisor client, and you assign trading permissions for a Money Manager that gives the same client account trading permissions for stocks and options, then the Money Manager will only be able to trade stocks for that client account.

5. **Create a Client Fees Template** - Optionally, create a common client fee schedule to for Money Managers without having to set client fees separately for each Money Manager. You can create a client fees template on the **Manage Account > Money Manager > Administration** page in Account Management.
6. **Fund Client Accounts** - When you assign a client account to a Money Manager, we create a second version of the client account that is linked to the Money Manager. When you fund or transfer positions into a client account for a Money Manager, you are actually funding or moving positions into the linked client account.

Other Tasks You Can Perform as a Wealth Manager

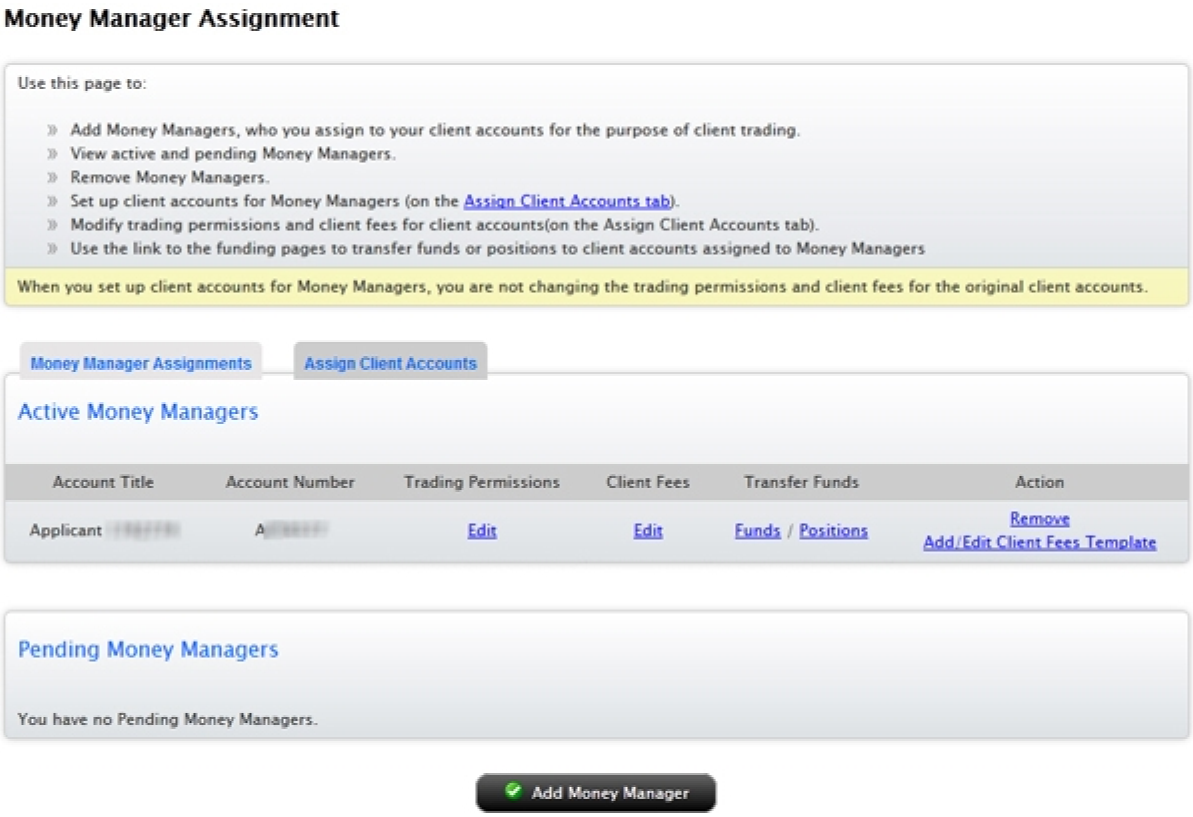
In addition, Advisors acting as Wealth Managers can perform the following optional steps, all available on the Money Manager Assignment page in Account Management:

- **Modify Client Fees for a Money Manager** - You can edit the client fees for one or more client accounts assigned to a Money Manager. Note that any changes to Money Manager fees require approval from the client.
- **Modify Trading Permissions** - You can edit the trading permissions for one or more client accounts assigned to a Money Manager.
- **Change Money Manager Client Account Assignments** - You change Money Manager client account assignments at any time by adding or removing client accounts from the Money Manager. Before you can remove a client account from a Money Manager, you must

first move all cash and positions from the Money Manager-linked client account back to the client account.

- **Remove a Money Manager** - When you remove a Money Manager, all client accounts assigned to that Money Manager will be closed. Remember to move all cash and positions from the Money Manager-linked client account linked back to the client account before you remove a Money Manager.

The **Manage Account > Money Manager > Administration** page in Account Management is shown below.



Money Manager Assignment

Use this page to:

- Add Money Managers, who you assign to your client accounts for the purpose of client trading.
- View active and pending Money Managers.
- Remove Money Managers.
- Set up client accounts for Money Managers (on the Assign Client Accounts tab).
- Modify trading permissions and client fees for client accounts(on the Assign Client Accounts tab).
- Use the link to the funding pages to transfer funds or positions to client accounts assigned to Money Managers

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

Active Money Managers

Account Title	Account Number	Trading Permissions	Client Fees	Transfer Funds	Action
Applicant [redacted]	A[redacted]	Edit	Edit	Funds / Positions	Remove Add/Edit Client Fees Template

Pending Money Managers

You have no Pending Money Managers.

For more information

- For more information about Money Managers, see the Money Manager topic in the Account Management Users' Guide.

Money Manager Marketplace

IB’s Money Manager Marketplace, available by clicking **Investors’ Marketplace > Search Services > Investing > Money Manager** in Account Management, is an electronic forum designed to connect Wealth Managers with Money Managers.

- Advisors acting as Wealth Managers can view information about Money Managers, review their background information and specify their preferred contact method.
- Money Managers access the **Investors' Marketplace > Advertise Services > Investing > Money Manager** page to enter information about themselves and their trading services, including their education, certification, assets and products traded, which will be available to Wealth Managers who access the Money Manager Marketplace; and to review contact requests from Wealth Managers.

For more information

- To learn more about the Money Manager Marketplace, see the Account Management Users' Guide.

Administrators

Administrators are users who have registered with Interactive Brokers for the purpose of performing third-party administration such as reporting for other accounts. Administrators open their own accounts and you can shop for Administrators in the Administrator Marketplace.

- An Administrator account applicant completes the Administrator registration process. Information entered into the application is added to the Administrator Marketplace upon account approval.
- The Administrator logs into Account Management and modifies his or her Marketplace information if necessary.
- You open the Administrator Marketplace in Account Management to search for an Administrator.
- You select an Administrator in the Marketplace and a request is sent to the Administrator.

- You can also link directly to a selected Administrator by entering the Administrator's account number.
- The Administrator is notified of the linking request and accepts (or rejects) the request in Account Management. Once accepted, the Administrator is linked to the requesting account.
- You assign client accounts to the linked Administrator.

For more information

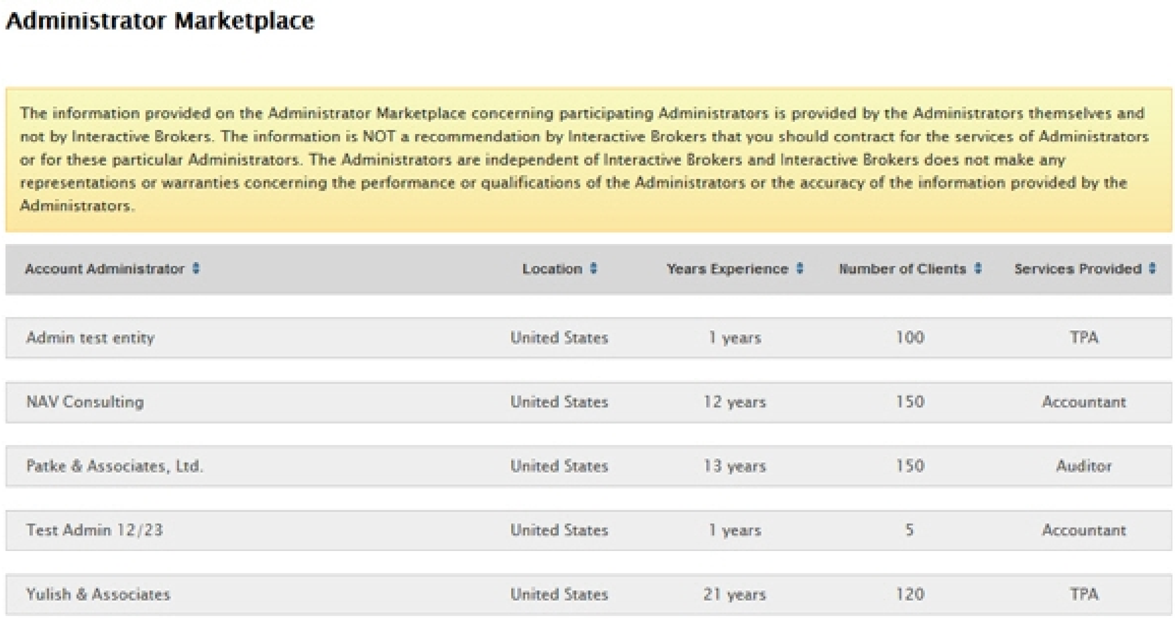
- To learn more about Administrators, see Administrators in the Account Management Users' Guide.

Administrator Marketplace

Use the Administrator Marketplace to:

- Browse available Administrators.
- Select a preferred method of being contacted by selected Administrators and send contact requests.
- Add Administrators (send link requests).

Access the Administrator Marketplace by clicking **Investors’ Marketplace > Search Services > Administrators** in Account Management.



Administrator Marketplace

The information provided on the Administrator Marketplace concerning participating Administrators is provided by the Administrators themselves and not by Interactive Brokers. The information is NOT a recommendation by Interactive Brokers that you should contract for the services of Administrators or for these particular Administrators. The Administrators are independent of Interactive Brokers and Interactive Brokers does not make any representations or warranties concerning the performance or qualifications of the Administrators or the accuracy of the information provided by the Administrators.

Account Administrator	Location	Years Experience	Number of Clients	Services Provided
Admin test entity	United States	1 years	100	TPA
NAV Consulting	United States	12 years	150	Accountant
Patke & Associates, Ltd.	United States	13 years	150	Auditor
Test Admin 12/23	United States	1 years	5	Accountant
Yulish & Associates	United States	21 years	120	TPA

For more information

- To learn more about the Administrator Marketplace, see Administrator Marketplace in the Account Management Users' Guide.

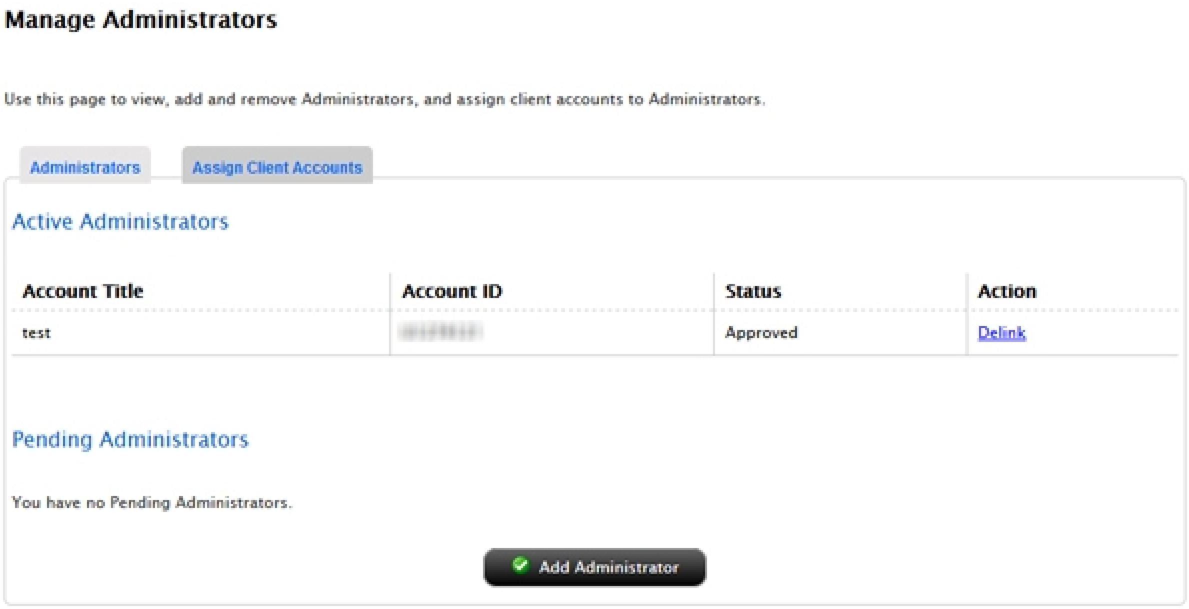
Managing Administrators

Use the Manage Administrator page in Account Management to:

- Add an Administrator by entering his or her account number.
- View active and pending Administrators.
- Delink an Administrator from your account.
- Assign client accounts to an Administrator.
- Remove client accounts from an Administrator.

Access the Manage Administrators page by clicking **Investors' Marketplace > Search Services > Administration > Manage Administrators**.

The following image shows the Manage Administrators page.



Manage Administrators

Use this page to view, add and remove Administrators, and assign client accounts to Administrators.

Active Administrators

Account Title	Account ID	Status	Action
test	[redacted]	Approved	Delink

Pending Administrators

You have no Pending Administrators.

For more information

To learn more about Administrators, see the Account Management Users' Guide.

Investors' Marketplace

Investors' Marketplace is a free online forum where IB customers can form connections with service providers and do business together on Interactive Brokers' platform. Advisors can search for service providers on the IB website or within Account Management. Advisors can advertise their own services to potential clients on Investors' Marketplace within Account Management, or can advertise other third-party services that they offer, such as analyst research or software tools.

From the IB website, Investors' Marketplace is available by clicking the link at the bottom of any page. Browse the different categories of service providers and, when you find a service provider with whom you want to do business, you can contact the provider directly or log into Account Management to connect, depending on the type of service provider.

In Account Management, search for service providers from the **Investors' Marketplace > Search Services** menu. Advisors can advertise their own services on the Advisor Marketplace, available from the **Investors' Marketplace > Advertise Services** menu in Account Management.

In Account Management, service providers available to advisors are organized into categories:

- Investing - Advisors can search for and link to Money Managers, and if they are Accredited Investors or Qualified Purchasers under SEC rules, they can view information and about and invest in independent Hedge Funds.
- Research -Search for and connect with third-party providers of institutional-caliber research directly in the Trader Workstation trading platform; educators who have expertise in trading, specific products and other topics; and news wires and research feeds for Trader Workstation.
- Technology - Search for and connect with large and small third-party vendors who have potentially complementary software programs to expand the functionality of TWS, and programming consultants who may be able to assist API and FIX CTCI customers by offering their programming expertise.
- Administration - Search for and link to registered Administrators, third-party compliance firms, and manage your linked Administrators.
- Business Development - Search for and connect with third-party providers of advertising and marketing services, business analysts, and individual job seekers.

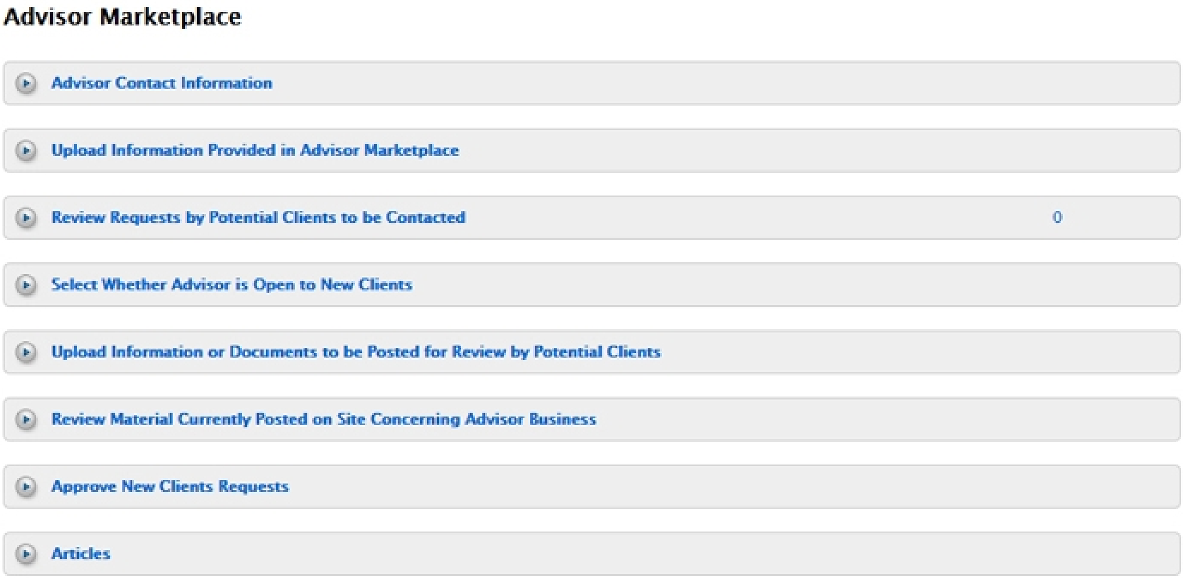
Advisors who also provide research, technology, business development services or have open positions to fill can advertise those services on Investors' Marketplace from within Account Management.

Advertise Your Services

Advisors can market their services on the Advisor Marketplace. Once an advisor adds information to the Broker Marketplace, other IB customers can log into Account Management and browse the marketplace and either request that the advisor contact them or request that the advisor add them as a client.

The Advisor Marketplace lets you advertise your services as follows:

- Modify your contact information
- Add information about you and your business
- Review contact requests by potential clients
- Select whether or not you are open to new clients
- Add PDF documents to your marketplace entry
- Review PDF materials already posted to your marketplace entry
- Approve new client requests
- Add text-based articles to your marketplace entry



Advisor Marketplace

- Advisor Contact Information
- Upload Information Provided in Advisor Marketplace
- Review Requests by Potential Clients to be Contacted 0
- Select Whether Advisor is Open to New Clients
- Upload Information or Documents to be Posted for Review by Potential Clients
- Review Material Currently Posted on Site Concerning Advisor Business
- Approve New Clients Requests
- Articles

To join the Advisor Marketplace

1. In Account Management, click **Investors' Marketplace > Advertise Services > Investing > Advisors**.
2. An electronic agreement opens. Read the agreement, type your signature in the field provided, and then click **Submit**.
3. While you wait for us to approve the agreement, you can add information about yourself in the Upload Information Provided in Advisor Marketplace section, upload information or

documents or add text-based articles. Your contact information is added in the Advisor Contact Information section automatically.

4. As soon as we approve your agreement, your information appears in the Advisor Marketplace and customers shopping for an advisor can request that you contact them or automatically add them as clients.

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