

The background of the cover is a dark blue/black gradient. It features a complex overlay of financial data visualizations. In the upper half, there are several line charts with various colored markers (yellow, cyan, purple, grey, blue, red) and some bar charts. In the lower half, there are candlestick charts with green and red bars. A prominent, thick, grey line with circular markers starts from the bottom left and trends upwards towards the right, crossing over the candlestick charts.

Getting Started Guide

# IB Advisor

 **InteractiveBrokers**

## **Advisors Getting Started Guide**

**February 2019**

© 2019 Interactive Brokers LLC. All Rights Reserved

Any symbols displayed within these pages are for illustrative purposes only, and are not intended to portray any recommendation.

# Contents

---

<b>Contents</b>	<b>i</b>
<b>Advisors Getting Started Guide</b>	<b>5</b>
Getting Started as an Advisor	5
Must Consider:	5
May Want to Consider:	6
<b>Log In to Account Management</b>	<b>7</b>
Failed Login Attempts	8
Automatic Logoff	8
Secure Login System	8
<b>Funding</b>	<b>11</b>
Master Account Funding	11
Trading Account Funding	12
Direct Funding	12
Transferring Funds from the Master Account	14
Initial Funding for Client Accounts	15
<b>Client Accounts</b>	<b>17</b>
Client Applications	17
Fully Electronic Account Application	18
Semi-Electronic Account Application	20
Specify Client Fees	22

High Water Marking .....	26
Trading Permissions .....	27
Client Account Funds Status .....	27
Dashboard .....	27
Client Account Details .....	29
Additional Advisor Authorizations .....	31
<b>Trading .....</b>	<b>35</b>
Subscribing to Market Data .....	35
Log in to TWS .....	36
Add Market Data .....	36
Define Allocation Groups and Methods .....	37
Account Groups .....	37
Create Allocation Profiles .....	39
Set Allocation Defaults .....	40
Trade and Allocate for Clients .....	42
Real-time Activity Monitoring .....	44
View Account Balances .....	45
Real-time Margin Monitoring .....	45
Monitor Margin Requirements .....	46
Try PM .....	47
Margin Warnings .....	47
View Available for Trading Values .....	47

View Market Value .....	48
View FX Portfolio Values .....	48
View Portfolio Values .....	49
The Right-Click Portfolio Menu .....	49
<b>Reporting .....</b>	<b>51</b>
Activity Statements .....	51
Customized Activity Statements .....	53
Third-Party Downloads .....	53
Trade Confirmations .....	54
Flex Queries .....	55
Margin Reports .....	55
Stress Test Report .....	56
Value at Risk Report .....	56
Advisor Fee Cap Report .....	56
Client Summary Report .....	57
P/L Markup Summary Report .....	57
PortfolioAnalyst .....	57
Statement Access for Clients .....	58
<b>Other Features .....</b>	<b>59</b>
Opening a Paper Trading Account .....	59
Reset Paper Trading Account .....	60
Paper Trading Account Statements .....	62

---

Advisor White Branding .....	62
Enabling Additional Traders .....	64
Additional Advisor Authorizations .....	67
Customer Activity Monitor .....	69
Money Managers .....	70
Other Tasks You Can Perform as a Wealth Manager .....	72
Money Manager Marketplace .....	73
Investors' Marketplace .....	74
Advertise Your Services .....	75
Administrators .....	76
Administrator Marketplace .....	76
Managing Administrators .....	77
<b>Index .....</b>	<b>79</b>

# Advisors Getting Started Guide

## Getting Started as an Advisor

This **Getting Started** guide provides an overview of the tasks you will want to complete as a new IBKR 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 IBKR.

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 the Advisor Portal](#)
- » 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
  - Link Client Accounts
  - Add Client Templates
- » 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:

- » [Opening a Paper Trading Account](#)
- » [White Branding](#)
- » [Enabling Additional Traders](#)
- » [Additional Advisor Authorizations](#)
- » [Customer Activity Monitor](#)
- » [Money Managers](#)
- » [Investors' Marketplace](#)
- » [Adding Administrators](#)



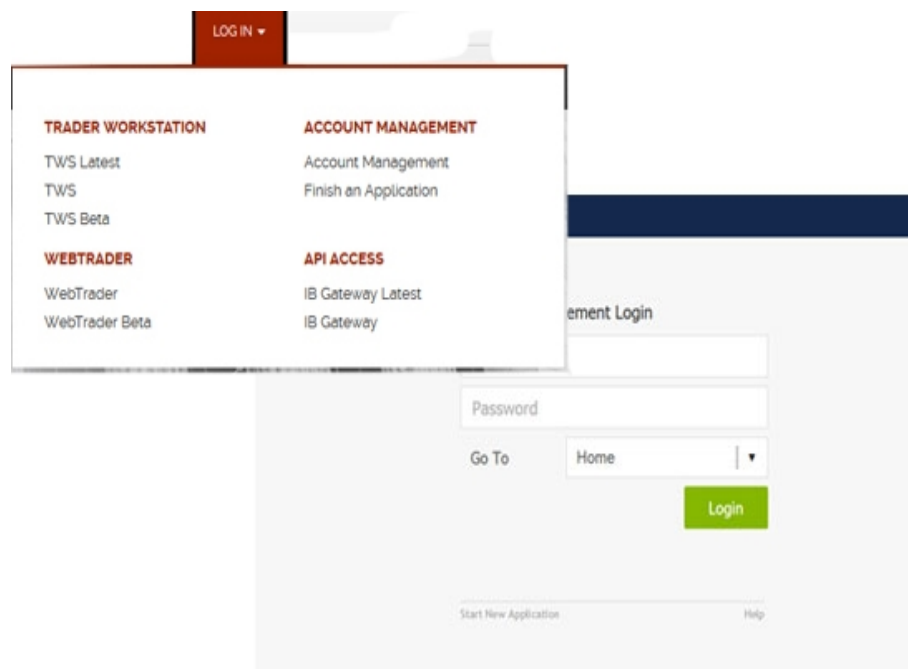
# Log In to Account Management

There are two ways to access Account Management:

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

## To log in to Account Management from the IB website

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



2. Enter your IBKR **Username** and **Password**, and click *Login*. The Advisor Portal 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 Advisor Portal and the system detects no activity for 30 minutes, your 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 session.

## Secure Login System

Once your account is approved and funded, IBKR 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 Advisor Portal. This added level of security helps to ensure that your IBKR 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 IBKR Security Device to activate the device in Advisor Portal. After 14 days, you are required to use the device to log into Advisor Portal and Trader Workstation. If you receive the device before 14 days, you can access Advisor Portal 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 Advisor Portal and TWS.

If you use a smartphone, you can also choose to use IB Key via IBKR Mobile, our digital security device. For more information, see our [Users' Guide](#).

### **To activate your Secure Login Device**

1. [Login to Advisor Portal](#).
2. Click **Settings > > User Settings > 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](#).



# 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

- » [Short Video - Funding for Advisors](#)
- » 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 IBKR account, log in to the Advisor Portal, then click **Transfer & Pay > 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, IBKR 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 Advisor Portal.
2. Click **Transfer & Pay > Fund Transfers**.
3. From the top of the page, select the Deposit Funds tab.
4. Select your currency from the Currency list.
5. From the **Method** list, select a deposit type (*Wire, Check*, and so on).

Transfer Funds

**Deposit Funds** Withdraw Funds

### Choose a New Deposit Method

Currency  
United States Dollar (USD)

**Bank Wire**  
Contact your bank or financial institution to wire funds to your account  
Timing: 1 business day or less once you provide your bank with instructions  
Limits: No Limits  
▶ Additional Details

**How to Wire Funds**

**Deposit Funds FAQs**  
Do I need to fund in the base currency of my account?  
How soon after funding my account can I initiate trading?  
How do I cancel a deposit notification?  
If I transfer funds to my trading account will IBKR automatically convert?  
Show More

6. Type the amount of your intended deposit in the Amount field.
7. 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.

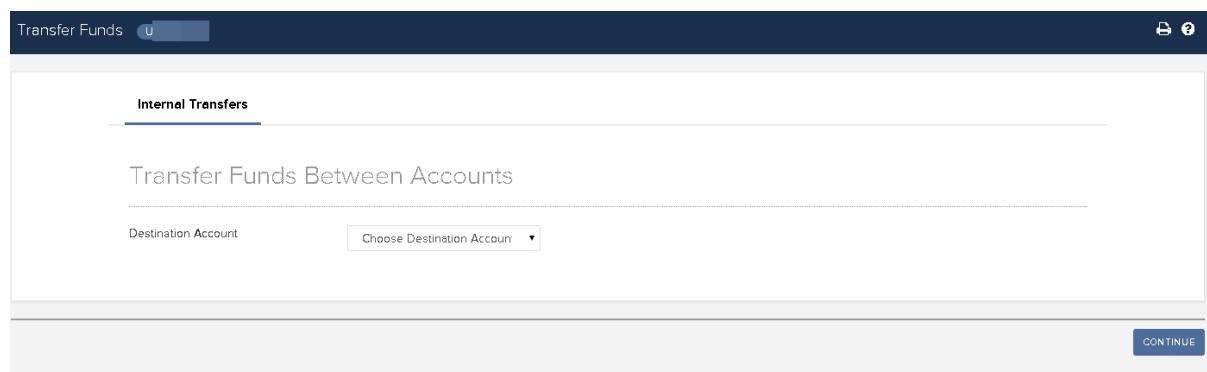
## Transferring Funds from the Master Account

You can also use the Fund Transfers page in the Transfer & Pay menu in the Advisor Portal 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. IBKR 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 Advisor Portal.
2. Click **Transfer & Pay > 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 tab menu, select *Internal Transfer*. Then, select the destination account.

The screenshot shows the 'Transfer Funds' page in the Advisor Portal. At the top, there's a dark blue header with 'Transfer Funds' and a user icon. Below this, a tab menu has 'Internal Transfers' selected. The main content area is titled 'Transfer Funds Between Accounts'. It features a 'Destination Account' label and a dropdown menu labeled 'Choose Destination Account'. A 'CONTINUE' button is located at the bottom right of the form area.

The Internal Funds Transfers section appears.



The screenshot shows a web interface titled "Transfer Funds" with a sub-header "Internal Fund Transfers" and "Transfer Funds Between Accounts". The form includes the following fields:

- Destination Account: U1865478
- Currency: United States Dollar (USD) (dropdown menu)
- Cash Available for Transfer: A visual progress bar showing approximately 75% completion.
- Amount: Required (text input field)

On the right side, there is a "Funds Transfer" section with a "Time to Arrive" note: "Requests submitted during regular trading hours will transfer immediately. Requests submitted outside of regular trading hours will be processed the next business day."

At the bottom, there are "BACK" and "CONTINUE" buttons.

5. In the Transaction Information section, select the currency and enter the amount to transfer.
6. Click **Continue**.

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

7. 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 IBKR 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 Advisor Portal, advisors 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.

# 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](#)

## 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 IBKR account.
- » Configure client fees
- » Set trading permissions
- » Have the client fund the account
- » Check client account funds status

To add an existing IBKR customer as an advised client, the client needs to log into their account and select *Create, Move, Link or Partition an Account* from the **Settings >Account Settings** section. 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 the Advisor Portal 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 IBKR Account Processing.

You can log into the Advisor Portal 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 IBKR 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

If you are an Advisor Master User, you can send an email invitation to your client, who then completes an account application electronically.

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

1. From the Contacts tab in the CRM home dashboard click the document icon **Send Application Invite**.

**Application Type**

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

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

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

[CONTINUE](#)

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

The Advisor Client Invitation page opens.

**Client Details**

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

**Client Name**  Required

**Client Email Address**  Required

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

3. Enter the client's name and email address
4. If the advisor has account representatives configured, optionally assign to the client.
5. Select the type of fees for the client:
  - **No Fee** - An advisor chooses not to charge his or clients a fee for services rendered.
  - **Automatic billing** - A calculated fee is automatically billed to the client's account with blanket client authorization. Be aware that [Automatic Billing](#) is subject to certain caps and limitations.

Advisors can choose one of several client fee methods:

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

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

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

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

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

6. Click **Continue**.

The screenshot shows a web form titled "Invitation Review" with the instruction: "Review the information below and click continue to submit the invitation." The form is divided into several sections:

- Invitation Type:** Fully Electronic Application
- Client Name:** Jason Terranova
- Client Email Address:** jterrano@mail.timberhill
- Advisor Fees:**
  - Annualized Percentage of Net Liquidation:**
    - Type:** Fixed
    - Applied:** Daily
    - Amount:** 25 %
  - Charge to Advisor:**
    - Commissions:** No
    - Other Fees:** No
- Account Representatives:**

Representative	Allocation %
c c	100

At the bottom of the form, there is a checkbox labeled "Would you like this information to be visible on the client's statement?" which is currently unchecked. Navigation buttons "BACK" and "CONTINUE" are located at the bottom of the form.

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

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

## Semi-Electronic Account Application

If you are an Advisor Master User you can add an account using a semi-electronic application.

### To start a semi-electronic application

1. From the Contacts tab in the CRM home dashboard click the document icon **Send Application Invite**.

**Application Type**

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

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

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

CONTINUE

## Semi Electronic Application



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

CLOSE

PROCEED TO APPLICATION

2. Select Semi Electronic Application type, then click **Proceed To Application**.

The first page of the electronic registration system appears.

The screenshot shows the InteractiveBrokers 'Application' page. The form is divided into three main sections: 'Email Address', 'Register Your Username', and 'Country/Region'. The 'Email Address' section has a required text input field. The 'Register Your Username' section has a required text input field followed by four bullet points: 'Length of 8 or 9 letters and numbers', 'Contain at least 3 letters and 3 numbers', 'Begin with a letter', and 'Lower case only, no spaces, no special characters'. The 'Country/Region' section has a dropdown menu labeled 'Residential Country' with the text 'Choose One (Required)' and a 'NO' checkbox followed by the question 'Is your country of legal residence different than the country above?'. On the right side, there is a sidebar with links for 'IBot FAQ', 'ASK IBOT FAQ', and 'Call Us' with contact information: 'Monday - Friday +81 (3) 4588 9710' and '+81 (3) 4588 9700'. At the bottom right, there is a 'SAVE & CONTINUE' button.

4. Follow the instructions on the screen to complete the electronic application. Your progress during the process is displayed in the left pane, showing you the steps you have completed and the steps you have yet to complete.
5. When you have completed the electronic application process, print the completed application and send it to your client for his or her signature.

## 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 in the Advisor Portal. All fee modifications must first be submitted electronically and will become effective only after the agreement 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 home CRM dashboard **Fee Administration > Configure Client Fees** 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 Client Fees

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

Fee Strategy Charge fees for managing this account ▼

☐ Annualized Percentage of Net Liquidation

☐ Annualized Flat Fee

☐ Percentage of P&L

☒ Invoicing

Applied Monthly ▼

Max Fee Per Billable Period 3200

Max Fee Per Billable Period as Percentage of NLV 0

☐ Fee Per Trade Unit

☐ Hedge Fund Capital Introduction Program (HFCIP)

Other Client Expenses

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

Charge commissions to your own master account? YES NO

Charge other fees to your own master account? YES NO

CONTINUE

Automatic billing is calculated and automatically billed to the client's account by IBKR. 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.
- » Add a performance fee threshold to set a static number or index/benchmark as a performance fee on an annual or quarterly basis. Your client's performance must exceed the threshold for the fee to be assessed to the client.

If you choose to use No Fee, IBKR 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.

### Setting Maximum Invoicing Amounts or Percentage Caps

When you configure client fees or create a client fee template, you can include a maximum invoicing amount or percentage cap on a monthly or quarterly basis. The percentage cap is the maximum percentage of the amount of a client account's Net Asset Value (NAV) to be invoiced. You can set an amount or a percentage cap or both. If you set both the amount and the percentage cap, we will use the lower of the two amounts as the amount to be charged.

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

### 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**.

### **For more information**

» [Short Video - Managing Client 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 **Settings > Account Settings > 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 CRM dashboard in the Advisor Portal. Select the account using the contacts tab in the dashboard.

When you select a contact, a tab menu appears that includes PortfolioAnalyst and Margin Requirements. Use these tabs in the client dashboard to view their NAV, Reports and Margin implications.

## Dashboard

The Advisor Portal and the Customer Relationship Management Dashboard (CRM) allows Advisors to easily store and view information about all of their contacts, including clients, prospects, former clients and other personal and professional relationships. The database-driven CRM is a convenient way for Advisors to view all current clients, prospective clients and other contacts from a single screen in The Advisor Portal, and to turn a prospect into a client. You can easily navigate within the Advisor Portal to manage existing client accounts. Every record in CRM is considered a "contact" and you can designate contacts as being of a certain type (prospects, clients, etc.).

CRM allows you to create and store emails, notes, tasks and documents for each contact. We do not store or have access to your emails, notes and tasks; they are stored at Rackspace, a third-party cloud management solution provider.

### Who can access the Advisor Portal page?

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

## Advisor Portal Home Page

**ACCOUNT MANAGEMENT** Home

Dashboard Contacts Fee Administration Transaction History Calender Email

Dashboard

Pending Items Recent Activity

Info	Date	Account ID	Type	Account Title	Status
2018-09-11			Confirm Fee Change	IBLLC Pavel Shchukin IBLLC Test	Needs Client Approval
2018-08-22			Confirm Fee Change	Violeta Petrova Test Account and Test Test	Needs Client Approval
2018-08-22			Confirm Fee Change	Violeta Petrova Test Account and Test Test	Needs Client Approval
2018-06-11			Confirm Fee Change	Violeta Petrova Test Account	Needs Client Approval
2018-06-05			Confirm Fee Change	IBLLC Kaspars Truhins Test Account	Needs Client Approval
2016-12-02			Confirm Fee Change	IBLLC Kaspars Truhins Test Account	Needs Client Approval
2016-07-29			Confirm Fee Change	Violeta Petrova Test Account and Test Test	Needs Client Approval
2005-01-24			Confirm Fee Change	UK Organization	Needs Client Approval
2004-04-22			Confirm Fee Change	IBLLC Aruba L One T and Aruba U One rwe	Needs Client Approval
2004-02-02			Confirm Fee Change	Hardeep Mehta and Asdsa Dad	Needs Client Approval

10 Results Page 1 of 2

**Notifications** Corporate Actions

**Assets Under Management (AUM)**

Net Asset Value (USD) YTD Return (%)

Calendar January 16, 2019

## Individual CRM Contacts

Contact Information Account

Information Agenda Reports Transfer & Pay Portfolio Analyst Margin Requirements

**Information**

**Profile Information**

Mr. Kaspars Truhins Test Account	Account Holder, OCR Account Controller
jieming test	Non Employee

**Financial Information**

Annual Net Income	120,000 USD
Net Worth	1,300,000 USD
Liquid Net Worth	410,000 USD
Stocks	10 - 10 Years of Experience
Options	2 Years of Experience
Futures	3 Years of Experience
Bonds	Not Applicable
Forex	Not Applicable

**Configuration**

Customer Type: Individual  
 Legal Residence: CT, Australia  
 Application Method: Fully Electronic  
 Market Data Subscriber Status: Non-Professional  
 Application Start Date: 2015-03-04  
 Account Open Date: 2015-03-06  
 Account Funded Date: 2015-03-04  
 Account Status: Closed  
 Account Title: IBLLC Kaspars Truhins Test Account

For more information,

Refer to the [Account Management Users' Guide](#).

If you have any questions about CRM and the Advisor Portal, send us an email at [crm@interactivebrokers.com](mailto:crm@interactivebrokers.com).

## 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

E &lt; U

Registration Tasks

Client Accounts

Accounts

Pending Items 0

Details Balances Positions Transaction History

Account Information		Account Configuration	
Account Number	U	Login Authentication	<a href="#">View</a>
Account Username		Base Currency	USD
Account Title	Applicant	Excess Sweep	Do not sweep excess funds <a href="#">Edit</a>
Customer Type	Individual	Account Type	CASH
Account Alias	<a href="#">Edit</a>	Trading Permissions	<a href="#">View</a>
Application Method	Semi-Electronic (Filled by master)	Market Data Subscriber Status	Professional
Date Begun	04/04/2011	<b>Investment Experience and Financials</b>	
Date Opened	04/15/2011	Net Worth	\$250,001 – \$500,000
Date Funded	04/19/2011	Liquid Net Worth	\$250,001 – \$500,000
Status	Open	Annual Net Income	\$45,001 – \$50,000
Email		Stocks	>10 / 1 – 10 / Limited
Regulatory Information	<a href="#">View</a>	Options	Not Applicable
Tax Forms	<a href="#">View</a>	Commodities	Not Applicable
<b>Advisor Fees</b> <a href="#">Edit</a>		Bonds	>10 / 1 – 10 / Limited
Fee per Trade	No	FX	Not Applicable
Monthly Invoicing	Not Applicable	Objectives	Income Growth Hedging
Quarterly Invoicing	\$2000	<b>Activity Statements</b> <a href="#">View</a>	
Annualized Percent of Net Liquidation	1.25%	Monthly (February 2015)	<a href="#">View</a>
Annualized Flat Fee	Not Applicable	Month to Date	<a href="#">View</a>
Annual Percentage of P&L	Not Applicable	Daily (March 24, 2015)	<a href="#">View</a>
Quarterly Percentage of P&L	Not Applicable	<b>Portfolio Analyst</b>	
<b>Funding</b>		Month to Date Detailed	<a href="#">View</a>
Bank Information (ACH/SEPA/EFT)	0	Month to Date Snapshot	<a href="#">View</a>
Bank Information (Wire Withdrawals)	0	Year to Date Detailed	<a href="#">View</a>
Bank Information (Deposits)	0	Year to Date Detailed	<a href="#">View</a>
Recurring Transactions	0	12 Month Detailed	<a href="#">View</a>
Position Instructions	0	12 Month Snapshot	<a href="#">View</a>
Settlement Instructions	0		

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 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



# 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](#).

## Subscribing to Market Data

We provide real-time streaming market data for free or at the price we are charged by the exchange. The Market Data Subscriptions screen displays your current market data subscriptions, lets you sign up for additional market data subscriptions such as NASDAQ TotalView and NYSE Open Book, and lets you unsubscribe from market data. Note that market data subscriptions are terminated if you have not logged into Trader Workstation for 60 days.

For more information, refer to the [Account Management Users' Guide](#).

## 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 IBKR 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.

### 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.

<b>BUY ORDER</b>	<i>Positive Percent</i>	<i>Negative Percent</i>
Long Position	Increases position	No effect
Short Position	No effect	Decreases position
<b>SELL ORDER</b>	<i>Positive Percent</i>	<i>Negative Percent</i>
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:  

Method:

Percentage:

☐ Manual Allocation

Allocation Profile:  

☐ Single Account Allocation

Account:

☒ 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.



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:

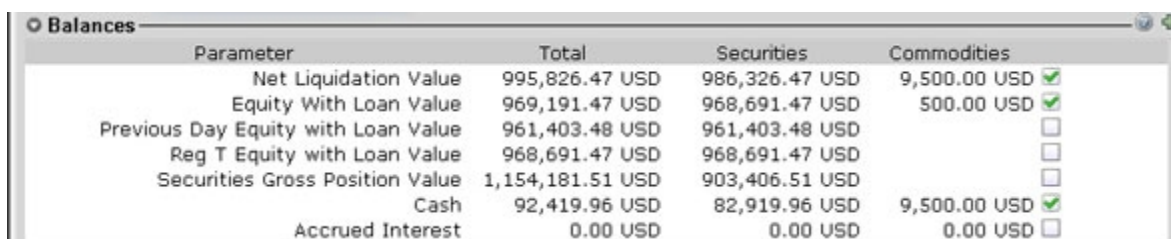
- » [Balances](#), which shows your account balances for securities, commodities and in total. These balances don't include margin requirements.
- » [Margin Requirements](#), which show your initial and maintenance margin requirements based on your current portfolio.
- » [Available for Trading](#), which 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](#).

## View Account Balances

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

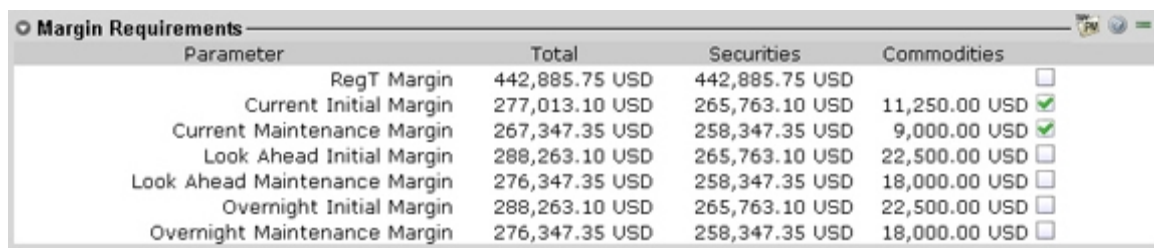
To view all *Balances* values, expand the section using the green plus (+) sign. To customize this view to show only the values you want to see, put a check next to these parameters and click the green minus (-) sign to contract the section.



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

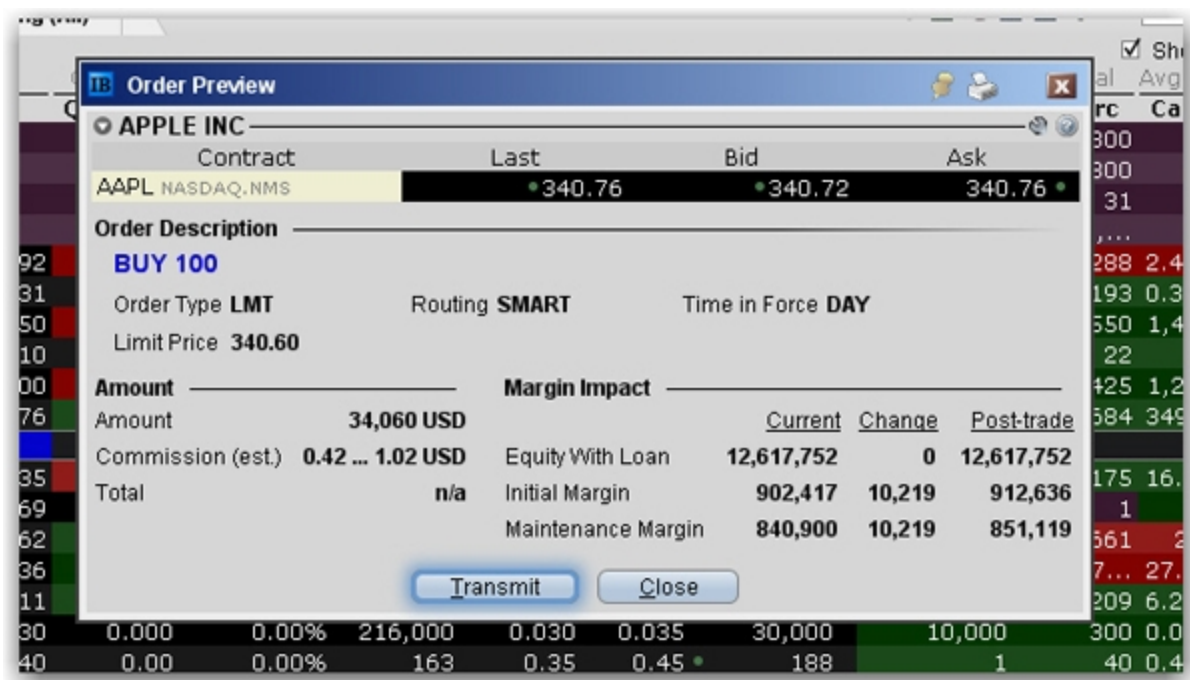
## Real-time Margin Monitoring

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.



Parameter	Total	Securities	Commodities
RegT Margin	442,885.75 USD	442,885.75 USD	<input type="checkbox"/>
Current Initial Margin	277,013.10 USD	265,763.10 USD	11,250.00 USD <input checked="" type="checkbox"/>
Current Maintenance Margin	267,347.35 USD	258,347.35 USD	9,000.00 USD <input checked="" type="checkbox"/>
Look Ahead Initial Margin	288,263.10 USD	265,763.10 USD	22,500.00 USD <input type="checkbox"/>
Look Ahead Maintenance Margin	276,347.35 USD	258,347.35 USD	18,000.00 USD <input type="checkbox"/>
Overnight Initial Margin	288,263.10 USD	265,763.10 USD	22,500.00 USD <input type="checkbox"/>
Overnight Maintenance Margin	276,347.35 USD	258,347.35 USD	18,000.00 USD <input type="checkbox"/>

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.



### 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.

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

## 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.

IB In Transit									
Market Value									
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	<input checked="" type="checkbox"/>
CAD	-41.45	0.00	0.00	0.00	0.00	-41.45	0.00	0.00	<input checked="" type="checkbox"/>
EUR	-11.16	0.00	0.00	0.00	0.00	-11.16	0.00	0.00	<input checked="" type="checkbox"/>
HKD	-249.97	0.00	0.00	0.00	0.00	-249.97	0.00	0.00	<input checked="" type="checkbox"/>
USD	25,021.17	6,228.00	0.00	0.00	0.00	31,311.42	94.9999	0.00	<input checked="" type="checkbox"/>
Total (in USD)	24,916.12	6,228.00	0.00	0.00	0.00	31,206.37	94.9999	0.00	<input checked="" type="checkbox"/>

## View FX Portfolio Values

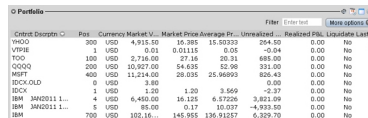
This section shows activity only for currency pair trades. The "Position" value reflects the sum of trades executed in the FX market only, and consequently does not reflect a real-time FX position. Check the value in the *Cash* field of the Market Value section for real-time FX position information.



Contract Description	Position	Currency	Market Value	Market Price	Average Price	Unrealized 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

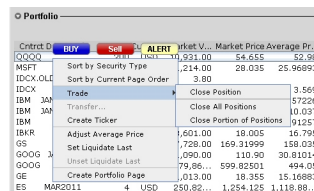
The Portfolio section shows the current value of each position and allows you to mark any position to be liquidated last in the event of a margin call. Accounts with the ability to make transfers between brokers will also have an *In Transit* tab to monitor DVPs and other position transfers.



Contract Description	Pos	Currency	Market V.	Market Price	Average Price	Unrealized P&L	Realized P&L	Liquidate Last
IBO	200	USD	4,915.10	15.285	15.3033	284.50	0.00	No
VPIE	1	USD	0.01	0.0115	0.05	-0.04	0.00	No
TOO	200	USD	2,718.00	27.18	26.31	685.00	0.00	No
QOQO	200	USD	10,927.00	54.635	52.98	331.00	0.00	No
MOFT	400	USD	11,214.00	28.035	25.9699	826.40	0.00	No
IDCX.OLD	0	USD	3.80	3.80	3.80	0.00	0.00	No
IDCX	4	USD	1.00	1.00	3.569	-2.57	0.00	No
IBM 3M2011 L...	4	USD	6,450.00	16.125	6.5726	3,821.09	0.00	No
IBM 3M2011 L...	4	USD	81.00	0.17	10.037	-4,933.50	0.00	No
IBM	700	USD	100.10...	141.95	136.9127	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.



Contract Description	BUY	SELL	ALERT	Market V.	Market Price	Average Price	Unrealized P&L	Realized P&L	Liquidate Last
QOQO				10,927.00	54.635	52.98	331.00	0.00	No
MOFT				11,214.00	28.035	25.9699	826.40	0.00	No
IDCX.OLD				3.80	3.80	3.80	0.00	0.00	No
IDCX				1.00	1.00	3.569	-2.57	0.00	No
IBM 3M				6,450.00	16.125	6.5726	3,821.09	0.00	No
IBM 3M2011 L...				81.00	0.17	10.037	-4,933.50	0.00	No
IBM				100.10...	141.95	136.9127	6,329.70	0.00	No

## 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](#).



# 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 Advisor Portal.
2. Click **Reports > Statements**.

3. Use the Account Selector at the top of the page to select one or more accounts on which to report.
4. In the View Statements section of the page, make the following selections:
5. Select a Default Statement Type, a Custom Statement Type or a Third-Party Download Type from the drop-down. The selections available here depend on the Statement Type you selected.
6. Select the Period you want the report to cover. Select Daily, Custom Date Range, Monthly, Annually or Year to Date.
7. Select a date. If you selected Custom Date Range, enter From and To Dates.

8. Select the format for the generated statement: HTML/Web, PDF or CSV (comma-separated values). A CSV file is compatible with Microsoft Excel and similar programs.
9. In the Options drop-down, select how you want the statement to be configured for multiple selected accounts and/or partitions. Consolidated statements combine the data for multiple accounts into a single statement.
10. Select the language you want for the report.
11. Click **Run Statement**.  
Click **Reset** to clear all the fields.
12. If you selected PDF or CSV as the Format, you will be prompted to save the file to your computer. If you selected HTML as the Format, the statement will open inside Account Management.

**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, IBKR 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 in the Advisor Portal.

**For more information**

- » For more information on how to create a customized activity statement, see [Create a Custom Statement](#) in the Account Management Users' 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](mailto: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 > Statements**.

#### 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 the Advisor Portal. 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 > Other Reports** menu in the Advisor Portal.

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

### 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 10%, 20% and 30% and independently increases by 10%, 20% and 30%.

You access the Stress Test report by clicking **Reports > Other Reports** in the Advisor Portal.

### 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<sup>SM</sup> in Trader Workstation, which uses a simpler calculation.

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

### 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 > Other Reports > Fee Cap** in the Advisor Portal.

### 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 the Advisor Portal.

### 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 > Other Reports > P/L Markup** in the Advisor Portal.

### 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 [PortfolioAnalyst Users' 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.

# Other Features

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

- » [Opening a Paper Trading Account](#)
- » [Advisor White Branding](#)
- » [Enabling Additional Traders](#)
- » [Additional Advisor Authorizations](#)
- » [Customer Activity Monitor](#)
- » [Money Managers](#)
- » [Investors' Marketplace](#)
- » [Administrators](#)

## 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 open a new paper trading account

1. Click **Settings > Account Settings**.
2. In the Configuration panel, click the Configure (gear) icon for Paper Trading Account.

Paper Trading Account

Account Settings / Paper Trading Account

Paper Trading Account

Paper Trading Username

Paper Trading Account Number

Share real-time market data subscriptions with paper trading account? ☒

Select the username whose market data you want shared

\*Note that due to regulatory laws, only one of these accounts can have an active session at any given time.

RESET PAPER TRADING PASSWORD SAVE


3. Type a five-character paper trading account username in the field provided.
4. Type a paper trading account password in the field provided. The password must be from six to eight characters and must contain at least one number and no spaces.
5. Re-type the password in the field provided, then click **Continue**.
6. Your request will be confirmed for processing. If we receive your request by 4:00 PM Eastern Time on any normal business day, it will be processed by the next business day under normal circumstances.

### For more information

- » For details on managing your PaperTrader account, see the [Account Management User's Guide](#).

## Reset Paper Trading Account

Use this page to reset the Equity with Loan Value amount from your production account.

-  **Note:** Only the cash amount will be reset. For a full reset, close all of the positions in your paper account before resetting the cash amount.

### Who can access the Reset Paper Trading Account Password page?

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

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

- » Advisor Master User Individual
- » Advisor Master User Organization
- » Advisor Client User Individual
- » Advisor Client User Organization
- » Proprietary Trading Group Master User
- » Proprietary Trading Group Sub User
- » Broker Master User (master account only)
- » Broker Fully Disclosed Client User
- » Broker Fully Disclosed Client User Organization
- » Broker Non-Disclosed Client User
- » Broker Omnibus Client User
- » Investment Manager Master User
- » Fund

### To reset your paper trading account

1. Log into Account Management with your regular account username and password.
2. Click **Settings > Account Settings** and go to the Configuration panel. Then, click the configure (gear) icon next to **Paper Trading Account Reset**.

The screenshot shows the 'Paper Trading Account Reset' configuration page. At the top, there's a dark blue header with the title 'Paper Trading Account Reset' and a gear icon. Below the header, a breadcrumb trail shows 'Account Settings > Paper Trading Account Reset'. The main content area has the title 'Paper Trading Account Reset' followed by a paragraph: 'All customers will start with EUR 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*.' Below this is a label 'Select Reset Amount' and a dropdown menu with 'Choose One' selected. A light gray box contains two bullet points: '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.' and 'Paper account reset requests received by 1600 ET will be processed by the next day.' At the bottom right, there is a blue 'CONTINUE' button.

3. Select the reset amount from the drop down menu.
4. Click **Continue**.

## 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

### 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 Simple	Period: Custom Date Range From: April 01, 2014 To: May 02, 2014	HTML/Web	English	<input type="checkbox"/> Consolidated <input type="checkbox"/> Concatenate All

**View**

[Customize Statements](#)

## 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 Settings section of the Advisor Portal.

### To set up white branding



1. Click **Settings > Account Settings** and from the Configuration panel click the configuration (gear) icon next to White Branding.

White Branding Enabled

White Branding ID <span style="float: right;">⚙️ ?</span>	Account Management Color Scheme
<div style="display: flex; justify-content: space-between;"> <span>White Branding ID</span> <span>54629</span> </div>	Section Under Construction

**Registration System, Account Management, Statements and PortfolioAnalyst** ⚙️ ✕ ↺ ?

White Branding Name	
Banner	
Hide the Investors' Marketplace?	Yes
Hide IB Customer Service Tools?	Yes
Customer Service URL	

**Emails** ⚙️ ✕ ↺ ?

Return Email Address	
Email Signature	
Keep the settings above but disable white branding emails?	No

2. Click **White Branding ID** and enter a White Branding ID from six to ten characters long including letters, numbers and underscore characters ( \_ ). You can change your White Branding ID at any time.

Edit White Branding ID
✕

Your ID must be six to ten characters long and can include letters, numbers and underscore characters ( \_ ). To send white branded SMS communications, your ID must not exceed seven characters.

Note: Remember to update all your white branding URLs with your new ID.

White Branding ID

54629

CLOSE

SAVE

3. Click **Save**.
4. Click each section that represents the category you want to white brand, then follow the instructions in the section to enter the required information. Click **Save** in each section to enter the information into our system.


Changes made before 5:00 PM EST go into effect 8:00 PM EST the same day. Changes made after 5:00 PM EST will take effect the following day 8:00 PM EST.

### 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](mailto:whitebranding@interactivebrokers.com).

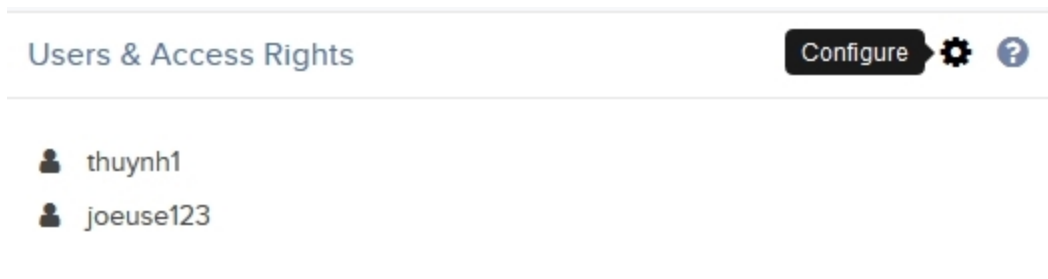
## Enabling Additional Traders

You can add users to your account after it is approved and funded and grant them access to a subset of Account Management functions, including granting access to functions for one or more sub accounts.

 **Note:** New users log in to Account Management with their own username and password and will be asked to confirm their information, email and change their password.







### To add a user and assign access rights

1. Click **Settings > Account Settings**.
2. The Users & Access Rights panel shows all of the users you have added to your account.




Click the Configure (gear) icon.

The Users & Access Rights screen opens. The Users panel shows all of the users you have added to your account along with their relationship to the primary account holder. The User Roles panel shows all user roles that you have created. Institution accounts will see additional panels for Authorizers and Additional Security Officer Approvals.

Users			 	
	thuynh1	Account Holder, Employee		
	joeuse123 Pending	Non Employee		

3. Click the Add (+) icon in the Users panel title bar.

The Add User screen opens.

User Information	
Username	<input type="text" value="Required"/>
Password	<input type="password" value="Required"/>
Confirm Password	<input type="password" value="Required"/>
Is this a secondary user for the primary account holder?	<input type="checkbox"/> <input checked="" type="checkbox"/> NO
Contact Information	
Salutation	<input type="text" value="Choose One"/> 
First Name	<input type="text" value="Required"/>
Middle Initial	<input type="text" value="Optional"/>
Last Name	<input type="text" value="Required"/>
Suffix	<input type="text" value="Optional"/>
Relationship to Account Holder	<input type="text" value="Required"/>
Email Address	<input type="text" value="Required"/>
Confirm Email Address	<input type="text" value=""/>

4. The process of adding a user and assigning access rights is divided into several screens. When you complete each screen, click **CONTINUE** to advance to the next screen. If you want to make changes to a previous screen, click **Back**.
  - On the first screen, enter information about the user, including the username, password, name, relationship to the primary account holder and email address.
  - On the next screen, select a user role, if you have saved any. User roles automatically apply a set of previously configured access rights to the new user. If you do this, you can skip any additional screens and continue to the review screen.

The screenshot shows a web interface titled "User Roles". Below the title is a descriptive paragraph: "A user role contains a set of access rights to the functions in Account Management that you can apply to new users without having to grant individual access rights across several screens. If you have created any user roles, you can apply one to the new user below." Below this text is a question: "Would you like to assign a user role?". To the right of the question is a blue button labeled "YES" and an empty white checkbox. Below the question is a label "User Role" followed by a dropdown menu. The dropdown menu is currently open, showing the option "Reporting User" with a downward arrow icon. At the bottom of the screen, there are two buttons: "Back" on the left and "Continue" on the right.

- Each screen that follows lets you give the new user rights to access a specific group of functions, organized to match the main menu of Account Management: User Settings, Trading, Reporting, Funding and Account Settings. On each screen, grant access to functions by clicking the box next to each one.
5. The last screen in the process lets you review all of the information about the new user, including access rights. Rights that have been assigned to the new user are shown checked and in green; rights that have not been assigned to the new user are shown crossed out. Click **CONTINUE** if everything is correct. Click **Back** to make changes.
  6. If you do not participate in the Secure Login System for two-factor authentication, you will receive an email with a confirmation number. Enter the confirmation number sent to you via email, then click **CONTINUE**. If you have not received a confirmation number, click **Request Confirmation Number** to have a new confirmation number sent to your email address.

7. Click **Ok** to save the new user, which will appear in the Users panel on the Users & Access Rights screen and in the Users & Access Rights panel of the Account Settings screen.

**For more information**

To learn more about user access rights, see the [User Access Rights Guide](#).

## 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

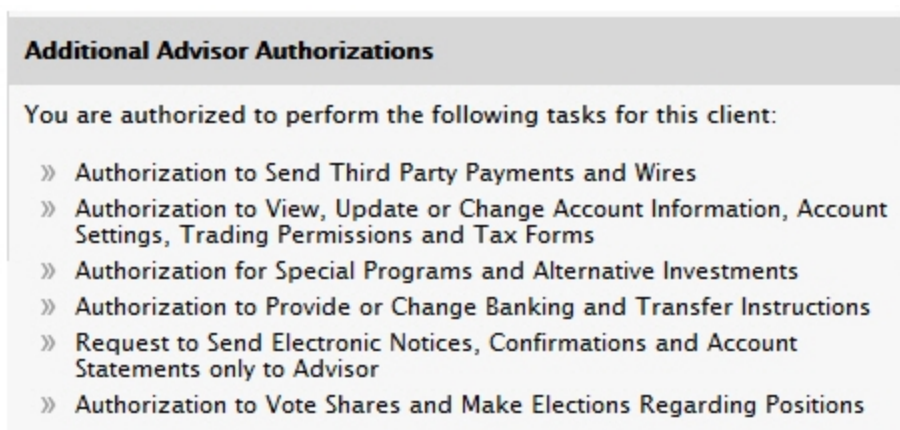
#### Request to Send Electronic Notices, Confirmations and Account Statements only to Advisor

- » 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 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.



## 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.

IB Customer Activity Monitor [ctomain]

Window Account Help

User Name: train130 Find Account ID: Find Update Authsvr US

train130 [Cynthia G Tomain] QUERYING BY USER NAME

Query Open Orders / Executions Search CCP Audit Trail Track Order at Central Book

Search Filters

Date/Time Specify... Type ALL IB OrderID Exch ID Exec ID Find

Symbol Group size 100 Cust OrderID Order Ref Continue

Open Orders Executions

Executions 1 to 100 occurring 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
2006/11/01 13:50:53	SOLD	10	FD	OPT JA	1.6	PSE	952134840.0	0002724d.0000d5e.456e6891.0001	353768499S	000114e4.430dcb9a.01.01	OptTrader
2006/11/30 14:45:13	BOT	1	IBM	STK	92.43	ISLAND	1649154216.0	0002724d.0000d5e.456e6891.0001	266688061B	00018037.441d8b1a.01.01	
2006/11/30 14:38:51	SOLD	0	SPY	STK	140.87	ISLAND	1649154184.0	0002724d.0000d5e.456e6891.0001	266683324S	00018037.441d8b1a.01.02	

Audit History for Order: 0002724d.0000d5e.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.0000d5e.456e6891.0001 (0002724d.0000d5e.456e6891.0001)	11/30 14:45:10.161	B	1	IBM	Limit	92.43			Day	1649154216.0
CREDIT CHECK-I	0002724d.0000d5e.456e6891.0001	11/30 14:45:10.161									
SUBMIT-O-99297	0002724d.0000d5e.456e6891.0001 (0002724d.0000d5e.456e6891.0001)	11/30 14:45:10.164	B	1	IBM		92.43				
SUBMIT-I-train130	0002724d.0000d5e.456e6891.0001 (0002724d.0000d5e.456e6891.0001)	11/30 14:45:10.164	S	1	SPY	Limit	140.91			Day	1649154217.0
CREDIT CHECK-I	0002724d.0000d5e.456e6891.0001	11/30 14:45:10.164									

Totals

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 **Settings > Account Settings > Money Manager** 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.

Money Manager Assignments

Assign Client Accounts

### Active Money Managers

Account Title	Account Number	Trading Permissions	Client Fees	Transfer Funds	Action
Applicant 11111111	Account 11111111	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Funds / Positions</a>	<a href="#">Remove</a> <a href="#">Add/Edit Client Fees Template</a>

### Pending Money Managers

You have no Pending Money Managers.

 Add Money Manager

## For more information

- » For more information about Money Managers, see the [Money Manager](#) topic in the Account Management Users' Guide.
- » [Short Video - Assigning Money Managers](#)

## 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](#).

## 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 the Advisor Portal, search for service providers from the **Investors' Marketplace > Find Services** menu. Advisors can advertise their own services on the Advisor Marketplace, available from the **Investors' Marketplace > Advertise Services** menu.

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 CTCL 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 in 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

### To join the Advisor Marketplace

1. In Account Management, click **Investors' Marketplace > Find 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.

## 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 > Administration > Third-Party Administrators** in the Advisor Portal.

## Administrator Marketplace

The information and services accessible through this Marketplace are prepared and offered by independent third-party firms (the "Third-Party Providers") and not by Interactive Brokers. The information is NOT a recommendation by Interactive Brokers that you or your clients should contract for the services of the Third-Party Providers or for these particular Third-Party Providers. The Third-Party Providers are independent of Interactive Brokers and Interactive Brokers does not make any representations or warranties concerning the services provided by the Third-Party Providers.

Collapse

Service Provided ▼ Clear

Sort by ▼

<b>Partnership Name</b> ADMIN United States Services: Administrator, Accountant, Auditor, Compliance, Legal, Tax IN BUSINESS 20 Years CLIENTS 30 More Information	<b>United States</b> ADMIN Services: Administrator IN BUSINESS 11 Years CLIENTS 1 More Information	<b>United States</b> ADMIN Services: Administrator, Compliance IN BUSINESS 2 Years CLIENTS 54 More Information
---	---	---

### 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.


[Administrators](#) [Assign Client Accounts](#)

### Active Administrators

Account Title	Account ID	Status	Action
test	10178822	Approved	<a href="#">Delink</a>

### Pending Administrators

You have no Pending Administrators.

Add Administrator

## For more information

To learn more about Administrators, see the [Account Management Users' Guide](#).



# Index

## A

- Account Balances 45
- account groups 37
- Account Window
  - Account Balances 45
  - Available for Trading 47
  - Margin Requirements 45
  - View FX Portfolio Values 48
  - View Market Value 48
  - View Portfolio Values 49
- activity statements 51
- adding users 64
- additional advisor authorizations 31, 67
- Administrator Marketplace 76
- administrators 76
  - managing 77
- advertising your services on Traders' Marketplace 75
- Advisor Fee Cap Report 56
- Advisor Portal 27

- allocation defaults 40

- allocation groups

  - defining 37

- allocation profiles 39

- automatic logoff 8

- Automatically allocate trades 41

- Available for Trading section 47

## B

- Broker Marketplace 75

## C

- CAM 69

- client account details 29

- client account funds status 27

- client accounts 17

  - fully electronic applications 18

  - semi-electronic applications 20

  - viewing details about 29

- client fees 22

  - high water marking 26

- client statements 58

Client Summary Report 57

creating allocation profiles 39

creating an account group 37

CRM 27

Customer Activity Monitor 69

Customer Relationship Management 27

customized activity statements 53

## D

define allocation groups and methods 37

direct funding 12

downloading statements 53

## E

enabling additional traders 64

expiring sessions 8

## F

failed login attempts 8

Flex Queries 55

fully electronic client applications 18

funding 11

    client accounts 15

    master account 11

    trading account 12

    transferring funds from the master  
        account 14

funding your trading account directly 12

funds status for client accounts 27

## G

Getting Started 5

## H

high water marking 26

## I

initial funding for client accounts 15

Investors' Marketplace 74

## L

logging in 7

    failed login attempts 8

logging in to TWS 36

login device 8

login security 8

## M

managing administrators 77

Margin reports 55

margin requirements

    monitoring 46

Margin Requirements 45

Margining 45

market data

    adding 36

market data subscriptions 35

market date lines 36

master account funding 11

Money Manager Marketplace 73

Money Managers 70

monitoring margin 46

## **O**

other features 59

## **P**

P/L Markup Summary Report 57

paper trading account 59

    reset 60

    statements 62

PortfolioAnalyst 57

Preserve default allocation 42

## **Q**

quick start 5

## **R**

real-time activity monitoring 44

reporting 51

reports for clients 58

resetting

    paper trading account 60

right-click Portfolio menu 49

## **S**

Secure Login System 8

semi-electronic client applications 20

setting allocation defaults 40

specifying client fees 22

starting to trade 35

statements 51

    customizing 53

    for clients 58

statements for paper trading accounts 62

Stress Test Report 56

subscribing

    market data 35

## **T**

third-party downloads 53

ticker lines 36

trade and allocate for clients 42

trade and allocate for funds 42

trade confirmations 54

Traders' Marketplace 75

trading 35

trading account funding 12

trading permissions 27

transferring funds from the master  
account 14

TWS

logging in 36

## U

Use currently subscribed account 41

Use last submitted as a default  
allocation 42

## V

Value At Risk report 56

View FX Portfolio Values 48

View Market Value 48

View Portfolio Values 49

viewing account balances 45

## W

What if margin 45

white branding 62