

Getting Started Guide

Investment Manager

Allocation Fund Account



Allocation Fund Investment Manager Getting Started Guide

February 2018

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Allocation Fund Investment Manager Getting Started Guide

Getting Started: IB Investment Manager - Allocation Fund Account

This Getting Started guide provides a comprehensive collection of the tasks you will want to complete as a new IB Investment Manager of a Hedge and Mutual Fund Account - Allocation Fund Account. The guide assumes that you **are** the investment manager.

As an IB Investment Manager of an Allocation Fund Account, you manage a single Allocation Hedge or Mutual Fund account for trade executions that allows for end of day give-up of trades to accounts at third-party prime brokers. An Allocation Fund Account functions like an IB non-cleared account; there is no money in the account, and IB provides execution services only. This means that you trade in TWS, then give up trades to third-party brokers using the post-trade allocations feature in Account Management. In an Allocation Fund account, a credit line is applied during the settlement period until trade settlement is locked. Only clients with more than \$50 million in Net Assets Under Management will be considered for this service configuration and you must first apply for a credit line with an IB Sales person.

Please note that this guide is designed as a reference for new users, and comprises a very small subset of the information and trading features available to you through IB and the TWS.

Must Consider:

- » Understand how to [Log in to Account Management](#).
- » [Activate your Secure Login System security device](#).
- » Understand the process and timing of [account funding](#).
- » Configure permissions:
- » [Trade](#):
 - [Configure Trading Permissions](#)
 - [Subscribe to Market Data](#)

- [Log in to TWS](#)
- [Add Market Data Lines](#)
- » [Use Post-Trade Allocations](#)
- » Familiarize yourself with activity statements and other features of our [reporting system](#).

May Want to Consider:

- » [Add Users to the Account](#)
- » [Open a Paper Trading Account](#)
- » [Investors' Marketplace](#)

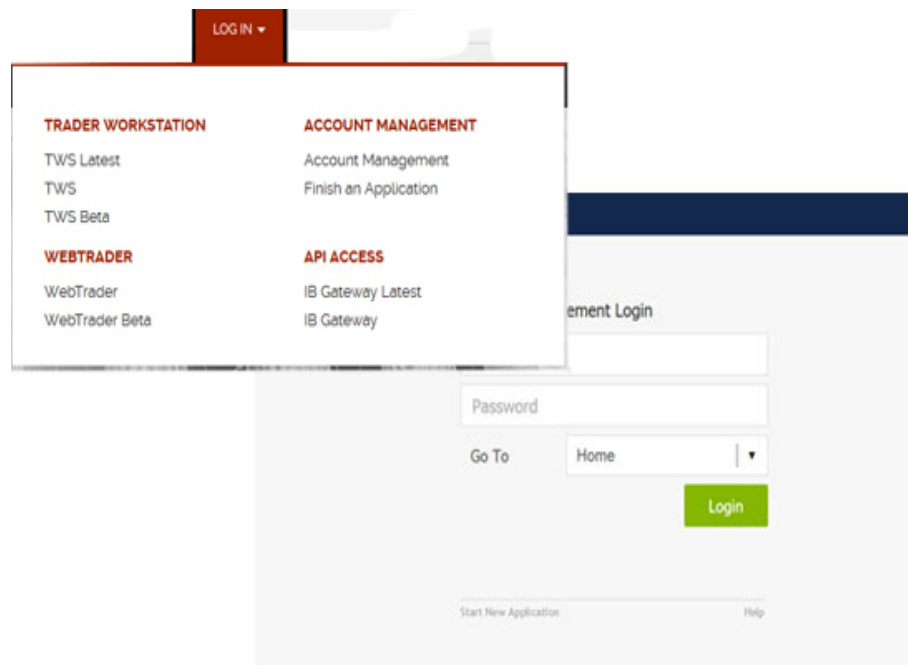
Log In to Account Management

There are two ways to access Account Management:

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

To log in to Account Management from the IB website

1. From IB's website, select **Account Management** from the LOG IN menu.



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

To access Account Management from Trader Workstation

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

For more information

- » [Failed Login Attempts](#)
- » [Automatic Logoff](#)

Failed Login Attempts

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

Automatic Logoff

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

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

Secure Login System

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

You have 14 days from the day we mail you your IB Security Device to activate the device in Account Management. After 14 days, you are required to use the device to log into Account Management and Trader Workstation. If you receive the device before 14 days, you can access Account Management and

Trader Workstation without using the device until you activate it or until 14 days have passed. Once you activate the device, you must use it to log into Account Management and TWS.

If you use 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 Account Management](#).
2. Click **Manage Account > Security > Secure Login System**.
3. Follow the instructions on the screen to activate your security device.

For more information

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

Funding

You do not fund an Allocation Fund Account. A credit line will be applied during the settlement period until trade settlement is locked. Only clients with more than \$50 million in Net Assets Under Management will be considered for this service configuration and you must first apply for a credit line with an IB Sales person.

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](#) page of the IB web site.

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

- » [Configure Trading Permissions](#)
- » [Subscribe to Market Data](#);
- » [Log in to TWS](#);
- » [Add Market Data Lines](#) (ticker lines) to the TWS trading window;

For more information

- » For complete information on Trader Workstation, see the [Trader Workstation Users' Guide](#).

Configure Trading Permissions

As Investment Manager of an Allocation Fund Account, you are responsible for configuring the Trading Permissions for your account. Trading permissions identify the products you wish to trade and the countries in which you want to trade them. You can also elect to participate in certain trading programs, such as the Stock Yield Enhancement Program, when you configure trading permissions.

Configure trading permissions in Account Management by clicking **Manage Account > Trade Configuration > Permissions**.

Trade Permissions

Check the products that you wish to trade and the countries in which you want to trade them and we will provide you with the required disclosures and agreements.

Country	Stocks	Bonds	Warrants	Stock Options	Index Options	Futures	Futures Options	Single Stock Futures	CFD	Mutual Funds	Metals	Leveraged Forex	FX Conversion
Global	-	-	-	-	-	-	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Australia	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	-	-	-
Austria	<input type="checkbox"/>	-	-	-	-	-	-	-	-	-	-	-	-
Belgium	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
Canada	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	-	-	-	-	-	-
Europe	-	<input type="checkbox"/>	-	-	-	-	-	-	-	<input type="checkbox"/>	-	-	-
France	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
Germany	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-
Hong Kong	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
Italy	<input checked="" type="checkbox"/>	-	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="checkbox"/>	-	-	-	-	-
Japan	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-
Korea	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
Mexico	<input type="checkbox"/>	-	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-
Norway	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
Singapore	<input type="checkbox"/>	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-
Spain	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-
Sweden	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-
Switzerland	<input type="checkbox"/>	-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-	-	-	-	-

For more information

- » For more information about trading permissions, see the [Permissions](#) topic in the Account Management Users' Guide.

Subscribe to Market Data

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

To subscribe to Market Data

1. [Login to Account Management](#).
2. Click **Manage Account > Trade Configuration > Market Data**.

Professional Market Data Subscriptions

We provide real-time streaming market data for the prices described below. Please check the market data subscriptions you wish to receive. All fees listed below are per month. You will have the ability to subscribe or unsubscribe to market data subscriptions after your account has been activated. To find the exact market data subscription, please click Market Data Assistant button: [Market Data Assistant](#)

Global North America Europe Asia-Pacific Quote Booster

	Countries	Price	
IB FOREX (IDEAL PRO)	FOREX	Free	<input checked="" type="checkbox"/>
IB FX	FOREX	Free	<input checked="" type="checkbox"/>
Index CFD - Level I	Global	Free	<input type="checkbox"/>

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

[Continue](#)

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

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



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

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

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

Log in to TWS

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

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

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

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

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

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

For more information

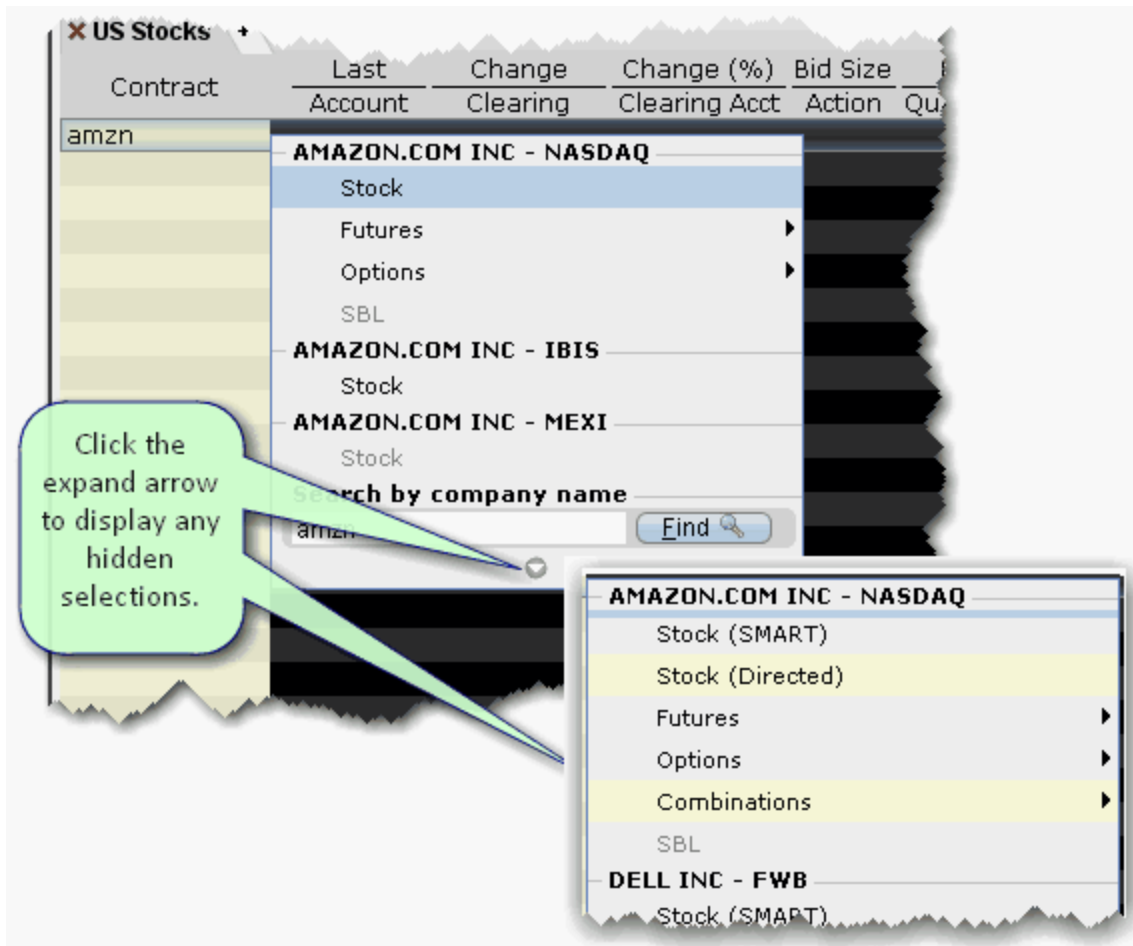
- » To learn more about using the browser-based TWS versus the standalone version, see the [TWS Users' Guide](#).

Add Market Data

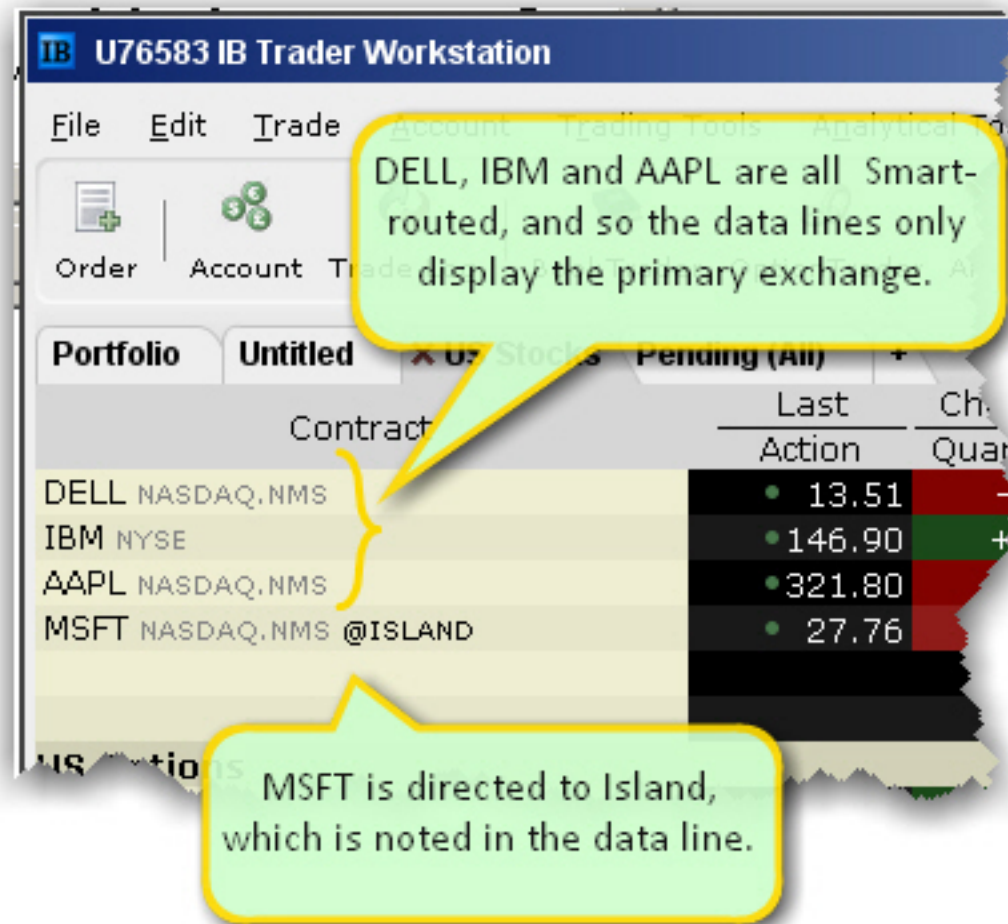
Next, you'll want to add market data, or ticker lines, for the products you want to trade. Although you can trade without market data, we don't recommend it.

To add market data lines to the Quote Monitor

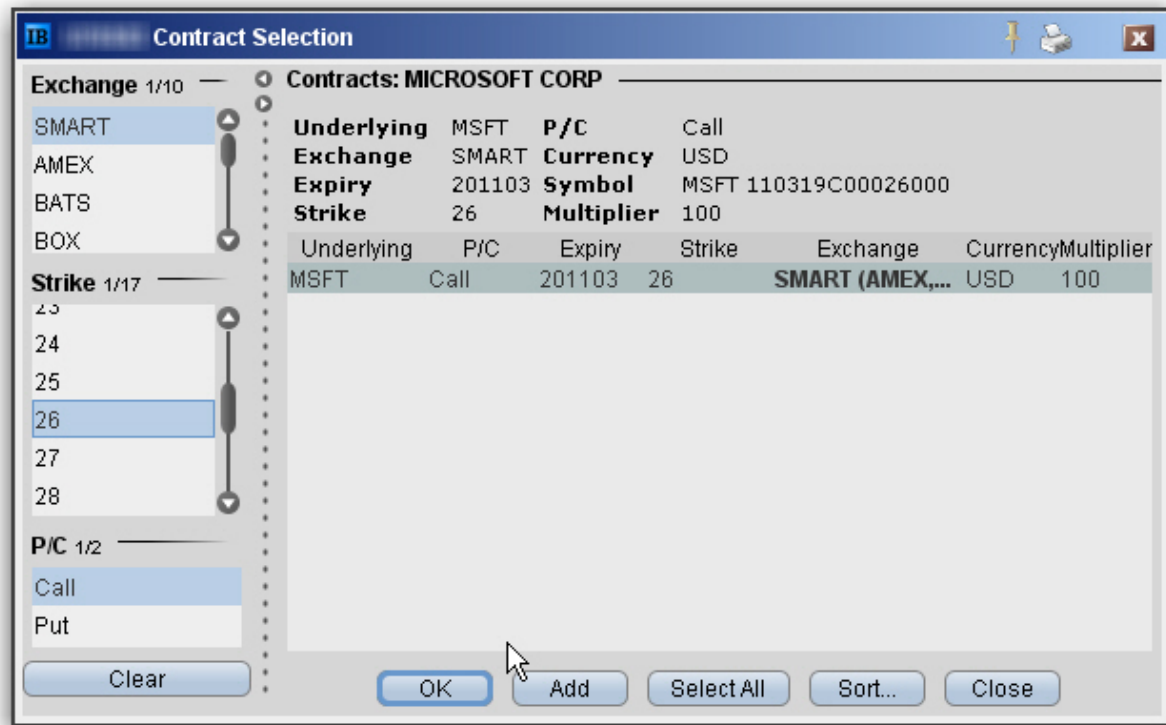
1. Click in the *Contract* field in an empty row.
2. Enter an underlying symbol and press **Enter**.



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



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



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

For more information

- » For more information on market data in TWS, see the [TWS Users' Guide](#).

Use Post Trade Allocations

Post trade allocations let Investment Managers for Allocation Fund accounts quickly and easily allocate some or all trades to defined clearing brokers.

You must define settlement instructions via the Funds Management section of Account Management before you will be able to allocate post trade. You typically do this as part of the account application process.

Post Trade Allocations
 Trade Date: 08/27/2008
 Equities Settlement Date: 08/27/2008
 Options Settlement Date: 08/27/2008

Select the trades you want to allocate. By default, all trades with the same symbol, side etc are grouped into an Average Price trade with expandable sub-trades

[Configuration](#) [Allocation Summary](#)

<input type="checkbox"/>	Avg	Symbol	Side	O/C	Quantity	Price	Commission	SEC Fee	Amount(USD)	Exch.	Allocated
<input type="checkbox"/>		GPY JUL 65 P	Bought	O	10	100.100000			100100.00		Yes
<input type="checkbox"/>		IBM	Bought		300	65.341000	-	-	19605.81		No

Unallocate Average Price

Choose a Template:

<input checked="" type="checkbox"/>	Account Name	Equity	Odd Lots	Percent	Odd Lots
<input checked="" type="checkbox"/>	CMTA_1			0.00	
<input checked="" type="checkbox"/>	DU42607@	25.00			
<input checked="" type="checkbox"/>	U42607	75.00		0.00	
		100.00		0.00	

Continue

Approved clearing brokers are displayed. Select a template with pre-defined allocations, or manually set allocations by checking the account(s) you want to use and entering the allocation percent for each selected account.

Access post trade allocations by clicking **Trade > Post Trade Allocations** in Account Management. You can specify post-trade clearing instructions at any time during the trading day, from minutes after execution until 6:00 pm ET. Post trade allocations let you:

- » Allocate any time during the day up until 6:00 pm ET. After this time, your trades will automatically be allocated using the selected default clearing destination.
- » Quickly unallocate any trades before 6:00 pm ET.

- » Configure re-usable allocation templates that allow you to quickly allocate one or multiple trades to a pre-defined clearing broker or set of clearing brokers.
- » Import allocations from a properly-formatted .csv file.
- » Create a custom Average Price trade by selecting trades for the same symbol and side where only the price differs. By default an average price display is expandable to show actual trades and trade prices.
- » Define configuration preferences including allocation settings, display preferences and symbol display.
- » Manage odd lots allocations. By default, the feature is set to allow round lots only.

For more information

- » [Short Video - Using Post Trade Allocations](#)
- » Learn more about post-trade allocations in the [Account Management Users' Guide](#).
- » For more information about settlement instructions, see the [Settlement Instructions](#) page on our website.

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](#)
- » [PortfolioAnalyst](#)

For more information

- » For complete details on all of the statements and reports available, see the [Reporting Guide](#).

Activity Statements

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

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

To generate an activity statement

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

Activity Statements

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

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

4. In the View Statements section of the page, make the following selections:
 - In the Statements list, select the statement you want to use for the statement.
 - In the Date(s) field, select the period (*Daily, Custom Date Range, Monthly or Calendar Year*). For Custom Date Range, select the From and To dates, which define the period covered by the statement. For Daily statements, you can select a specific date or the last business day. For Monthly statements, you can select the last month or a specific month. For Calendar Year (annual) statements, you can select a specific year.
 - In the Format field, select either HTML/WEB, PDF or Excel, depending on how you want to view the statement.
 - In the Language field, select your desired language.

- If you selected more than one account in the Account Selector, and want to view a consolidated statement, select the **Consolidate Selected** check box. This check box **ONLY** appears if you selected more than one account in the Account Selector (or if you selected one or more accounts in a Household in the selector). You can also generate statements for all accounts in a single statement (multiple statements are joined together in a single statement) if you select your own master account in the Account Selector and then select the **Concatenate All** check box.
 - If you select your own master account in the Account Selector, you have access to client-only consolidated and concatenated statements.
5. Click **View** to generate the activity statement. If you selected *PDF* as the Format, you will be prompted to open the generated report or save it to your computer.

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

Interactive Brokers Activity Statement
November 6, 2013

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

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

Account Information

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

Net Asset Value (NAV) In Base Currency

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

Cash Report

	Total	Securities	Futures	IB-U.K.L.	Month to Date	Year to Date
Base Currency Summary						
Starting Cash	724.82	724.82	0.00	0.00		
Ending Cash	724.82	724.82	0.00	0.00		
Ending Settled Cash	724.82	724.82	0.00	0.00		

Base Currency Exchange Rate

Codes

Notes/Legal Notes

General:

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

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

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

For more information

- » To learn more about activity statements, including an explanation of each statement section, see the [Reporting Guide](#).

Customized Activity Statements

For those who require a different statement format, IB allows you to create and save customized statements. 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 Reports > Activity > Statements page in Account Management.

For more information

- » For more information on how to create a customized activity statement, see [Customized Statements](#) in the Reporting Guide.

Third-Party Downloads

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

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

In addition, the following downloads are available upon request:

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

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

For more information

- » For more information about activity downloads, see the [Third-Party Downloads](#) topic in the Reporting Guide.

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

Trade Confirmations

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

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

Here is an example of a Trade Confirmation report.

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

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

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

Account Information

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

Trades

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

Contract Information

Codes

Order Types

Notes/Legal Notes

General:

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

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

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

For more information

- » For detailed instructions on how to view trade confirmations, see the [Trade Confirmations](#) topic in the Reporting Guide.

Flex Queries

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

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

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

For more information

- » For detailed instructions, see the [Reporting Guide](#).

Margin Reports

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

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

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

Interactive Brokers

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

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

Help | Expand All | Contract All | Print

Account Information ?

Margin Summary ?

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

Legal Notes

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

For more information

- » For detailed instructions on how to view a margin report, see the [Margin Reports](#) topic in the Reporting Guide.

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.

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

You access PortfolioAnalyst in Account Management by clicking **Reports > PortfolioAnalyst**.

For more information

- » For detailed instructions on using PortfolioAnalyst, see the [Reporting Guide](#).

Other Features

This section introduces you to some of the other features available to Hedge Fund Investment Managers at IB, including the following:

- » [Add Users to the Account](#)
- » [Open a Paper Trading Account](#)
- » [Investors' Marketplace](#)

Use Post Trade Allocations

Post trade allocations let Investment Managers for Allocation Fund accounts quickly and easily allocate some or all trades to defined clearing brokers.

You must define settlement instructions via the Funds Management section of Account Management before you will be able to allocate post trade. You typically do this as part of the account application process.

Post Trade Allocations
 Trade Date: 08/27/2008
 Equities Settlement Date: 08/27/2008
 Options Settlement Date: 08/27/2008

[Configuration](#) [Allocation Summary](#)

<input type="checkbox"/>	Avg	Symbol	Side	O/C	Quantity	Price	Commission	SEC Fee	Amount(USD)	Exch.	Allocated
<input type="checkbox"/>		GPY JUL 65 P	Bought	O	10	100.100000			100100.00		Yes
<input type="checkbox"/>		IBM	Bought		300	65.341000	-	-	19605.81		No

Unallocate Average Price

Choose a Template: TechStocks

<input checked="" type="checkbox"/>	Account Name	Equity	Options
<input checked="" type="checkbox"/>	Account Name	Percent	Odd Lots
<input checked="" type="checkbox"/>	CMTA_1		0.00
<input checked="" type="checkbox"/>	DU42607@	25.00	
<input checked="" type="checkbox"/>	U42607	75.00	0.00
		100.00	0.00

Continue

Select the trades you want to allocate. By default, all trades with the same symbol, side etc are grouped into an Average Price trade with expandable sub-trades

Approved clearing brokers are displayed. Select a template with pre-defined allocations, or manually set allocations by checking the account(s) you want to use and entering the allocation percent for each selected account.

Access post trade allocations by clicking **Trade > Post Trade Allocations** in Account Management. You can specify post-trade clearing instructions at any time during the trading day, from minutes after execution until 6:00 pm ET. Post trade allocations let you:

- » Allocate any time during the day up until 6:00 pm ET. After this time, your trades will automatically be allocated using the selected default clearing destination.
- » Quickly unallocate any trades before 6:00 pm ET.
- » Configure re-usable allocation templates that allow you to quickly allocate one or multiple trades to a pre-defined clearing broker or set of clearing brokers.
- » Import allocations from a properly-formatted .csv file.
- » Create a custom Average Price trade by selecting trades for the same symbol and side where only the price differs. By default an average price display is expandable to show actual trades and trade prices.
- » Define configuration preferences including allocation settings, display preferences and symbol display.
- » Manage odd lots allocations. By default, the feature is set to allow round lots only.

For more information

- » [Short Video - Using Post Trade Allocations](#)
- » Learn more about post-trade allocations in the [Account Management Users' Guide](#).
- » For more information about settlement instructions, see the [Settlement Instructions](#) page on our website.

Add Users to the Account

As an Fund Investment Manager, you can add users to the Master account and grant them access to a subset of Account Management functions, such as, trading access for additional traders, report management access for auditors, and so on.

To add a user to the account

1. [Log in](#) to Account Management.
2. Click **Manage Account > Access Rights > Users**.

Users

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

Security Officers								
First Name	MI	Last Name	User Name	Type	Accessible Rights	Status	Modify	Delete
Andre		Devine		Signatory		--		

Users								
First Name	MI	Last Name	User Name	Type	Accessible Rights	Status	Modify	Delete
Bob				TRADER	View Rights	Open		
Nicole				TRADER	View Rights	Open		
don				TRADER	View Rights	Pending Approval		
Steve				TRADER	View Rights	Pending Approval		
varoon				TRADER	View Rights	Pending Approval		
Dobrin				TRADER	View Rights	Pending Approval		

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

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

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

If you do not receive a confirmation number within a few minutes, you can request a new confirmation number on the same page.

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

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

For more information

- » For more information on adding users and other user rights topics, see the [User Access Rights Guide](#).

Opening a Paper Trading Account

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

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

To apply for a paper trading account

1. [Log in to Account Management](#).
2. Click **Manage Account > Settings > Paper Trading**.

Paper Trading

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

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

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

Continue →

3. Click **Continue**.

The following page opens:

Paper Trading

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

Username must include six lower case letters and three different numbers.

Enter a six to eight character password with at least one numeric digit and no spaces. Note this password for future use, as it will not be shown again.

Username:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

← Back Continue →

4. Type a five-character paper trading account username in the field provided.
5. Type a paper trading account password in the field provided. The password must be from six to eight characters and must contain at least one number and no spaces.
6. Re-type the password in the field provided, then click **Continue**. The system will generate a full user-name for you when you click **Continue**.

7. You are prompted to click **Yes** to confirm your request for a paper trading account, or click **No** to cancel your request.

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

For more information

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

Paper Trading Account Reset

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

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

Paper Trading Account Reset

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

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

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

Select Reset Amount ▾

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

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**.

The screenshot shows a header section with the following elements:

- Select Accounts:** A dropdown menu currently showing 'DU'.
- Display By:** Radio buttons for 'ID' (selected), 'Title', and 'Alias'.
- Select All**
- Include Closed Accounts**
-

Activity Statements

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

The screenshot shows the 'View Statements' form with the following fields and options:

- View Statements** (Section Header)
- To view an Activity Statement, make selections below then click **View**.
- Statements:** Default Simple (dropdown)
- Date(s):**
 - Period: Custom Date Range (dropdown)
 - From: April 01, 2014 (dropdown)
 - To: May 02, 2014 (dropdown)
- Format:** HTML/Web (dropdown)
- Language:** English (dropdown)
- Options:**
 - Consolidated
 - Concatenate All
- View** (button)
- [Customize Statements](#) (link)

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. Hedge Fund Investment Managers can search for service providers, including Financing Firms, on the IB website or within Account Management. Investment Managers can advertise other third-party services that they offer, such as research or software tools.

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

In Account Management, search for service providers from the **Investors' Marketplace > Search Services** menu. Service providers available to Hedge Funds are organized into categories:

- » Research - Search for and connect with third-party providers of institutional-caliber research directly in the Trader Workstation trading platform; educators who have expertise in trading, specific products and other topics; and news wires and research feeds for Trader Workstation.
- » Technology - Search for and connect with large and small third-party vendors who have potentially complementary software programs to expand the functionality of TWS, and programming consultants who may be able to assist API and FIX CTCI customers by offering their programming expertise.
- » Administration - Search for and link to registered Administrators, third-party compliance firms, and manage your linked Administrators.
- » Business Development - Search for and connect with third-party providers of advertising and marketing services, financing firms, business analysts, and individual job seekers.

Hedge Funds 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 these services from the **Investors' Marketplace > Advertise Services** menu in Account Management.

Visit the Investors' Marketplace on our website [here](#).

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