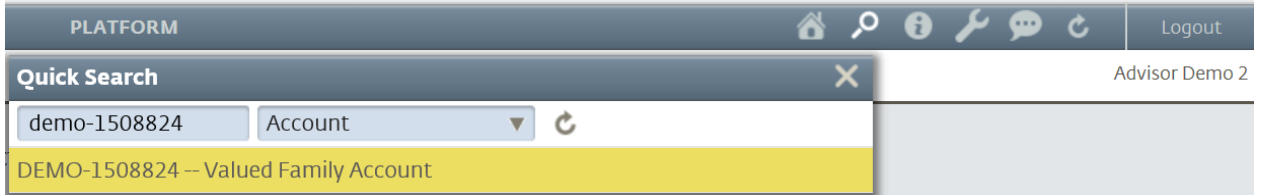
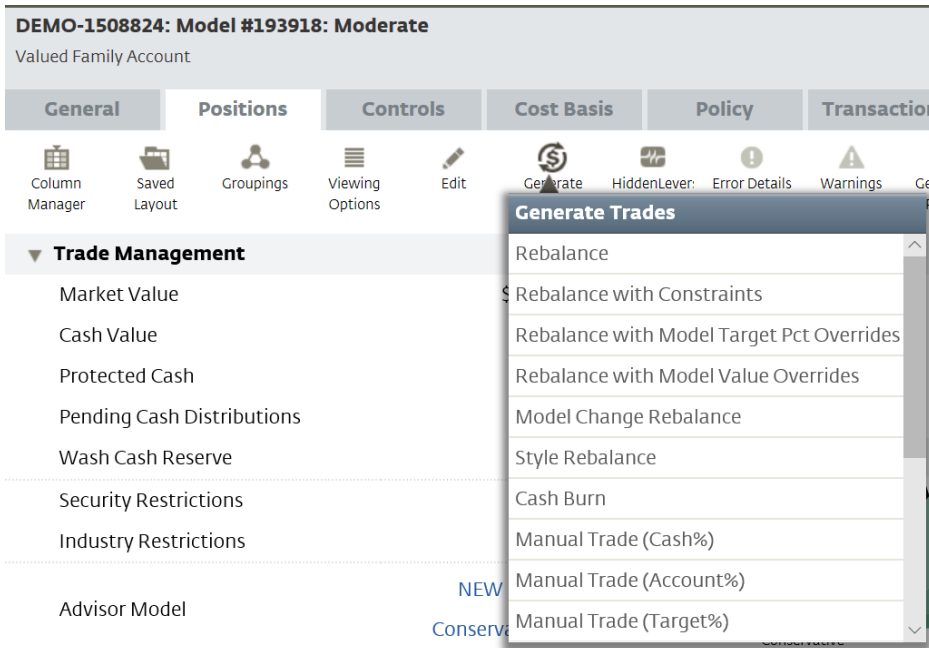


REBALANCE ACCOUNT

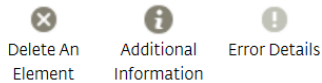
1. Search for the account via quick search or Client Tab



2. Rebalance: Navigate to the **Positions Tab** (account level)
 - Select the icon **“Generate Trades”**
 - Select **Rebalance**



3. Generate Trades: Click **Generate Trades**



Generate Trades

Once the trade settings shown below have been reviewed, use the **Generate Trades** button to create trades.



4. Trade Summary:

- Review Trades
- Once Reviewed, Click **View Trades**

| Trade Summary | | View Trades |
|------------------------------|----|-----------------------------|
| Total Portfolios | 1 | |
| Total Portfolios Reviewed | 1 | |
| Total Portfolios with Trades | 1 | |
| Total Portfolios Excluded | 0 | |
| Total Trades Recommended | 22 | |

5. Trade Generation:

- Pro Tip – we always encourage that trades are staged, especially when rebalancing accounts. Reference Staging Trades in the Trading section to learn more.
- Select **Manage Trades**, then click **Submit Trades**

Trade Generation

Portfolios
Trades

Delete An Element
Search Filters
Column Manager
Saved Layout
Groupings
Additional Information
Accounts With Trade
Generate A PDF File
Generate A CSV File
Trade Summary

| Account | Client | Account Name |
|---------------------------------------|----------------|----------------------|
| Totals | | |
| <input type="checkbox"/> DEMO-1508824 | Client, Valued | Valued Family Accour |
| <input type="checkbox"/> DEMO-1508824 | Client, Valued | Valued Family Accour |
| <input type="checkbox"/> DEMO-1508824 | Client, Valued | Valued Family Accour |

Global Actions

Submit Trades

Waive Fees

Reset Waive Fees

Global Cancel

Cancel All Trades