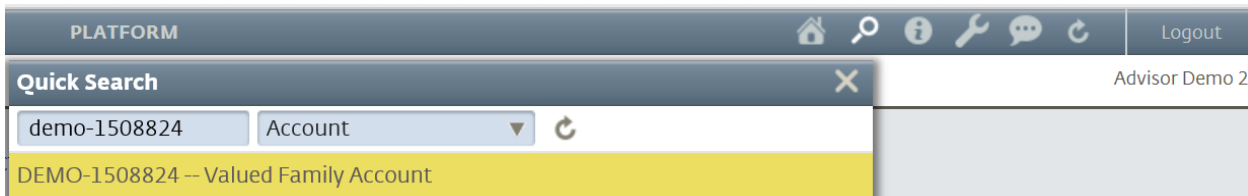
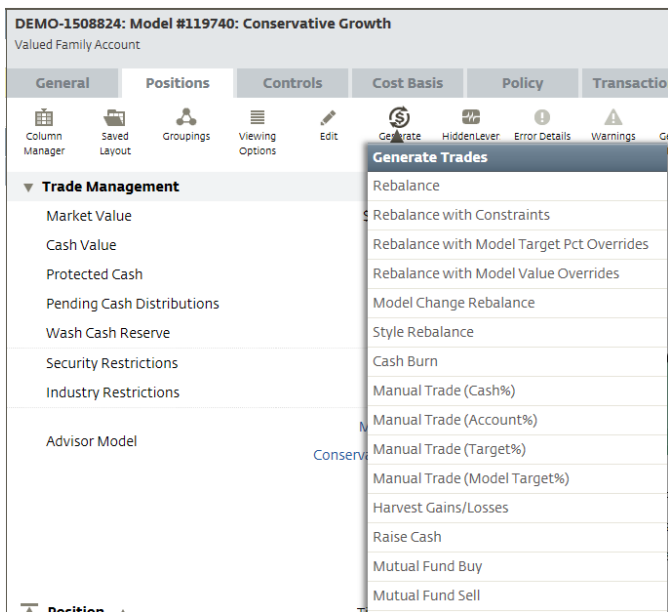


SINGLE ACCOUNT TRADING – Mutual Funds

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



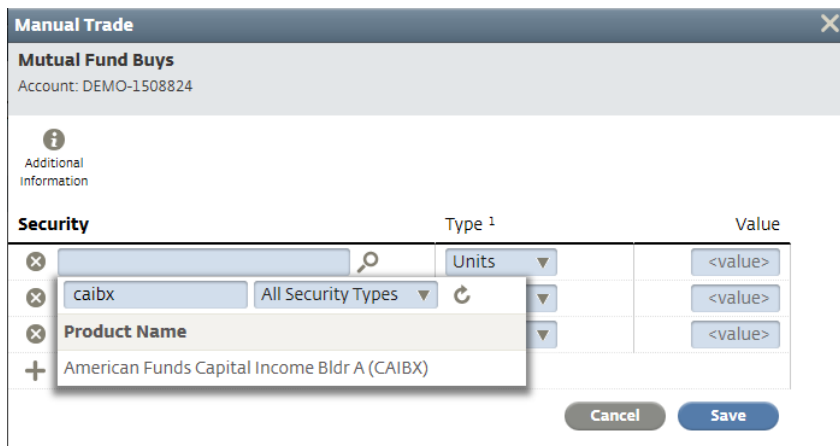
2. Generate Trades: Navigate to the **Positions Tab**
  - Select the icon **“Generate Trades”**
  - Select **Mutual Fund Buy** or **Mutual Fund Sell**



SINGLE ACCOUNT TRADING – Mutual Funds

3. A) Manual Trade: **Mutual Fund Buy**

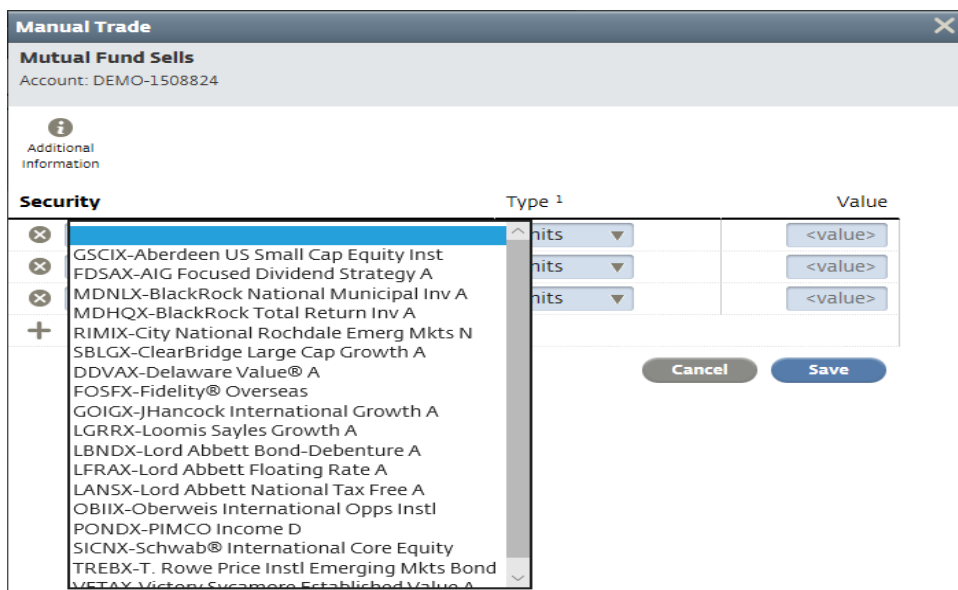
- Enter Mutual Fund Ticker by clicking on “Magnifying glass”
  - You can enter multiple tickers at the same time. They must be Mutual Funds.
- Select Units or Amount
- Enter the Value, Click **Save**



The screenshot shows the 'Manual Trade' window for 'Mutual Fund Buys' on account DEMO-1508824. It features a table with columns for Security, Type 1, and Value. A search dropdown is open over the 'Security' column, showing a search for 'caibx' and a list of results including 'American Funds Capital Income Bldr A (CAIBX)'. The 'Type 1' column has a dropdown set to 'Units', and the 'Value' column has input fields with '<value>' placeholders. 'Cancel' and 'Save' buttons are at the bottom.

B) Manual Trade: **Mutual Fund Sell**

- Select the Mutual Fund from the dropdown
  - All of the available mutual funds to sell in the account will populate
  - You can sell multiple tickers in one order
- Enter the Units, Amount, or Percentage
- Enter the Value, Click **Save**



The screenshot shows the 'Manual Trade' window for 'Mutual Fund Sells' on account DEMO-1508824. It features a table with columns for Security, Type 1, and Value. A dropdown menu is open over the 'Security' column, listing various mutual funds such as 'GSCIX-Aberdeen US Small Cap Equity Inst' and 'FDSAX-AIG Focused Dividend Strategy A'. The 'Type 1' column has a dropdown set to 'Units', and the 'Value' column has input fields with '<value>' placeholders. 'Cancel' and 'Save' buttons are at the bottom.

SINGLE ACCOUNT TRADING – Mutual Funds

4. Trade Generation:

- Review Proposed Trades at the bottom
  - The Account Risk will change appropriately, based on the proposed trades
- Select **Manage Trades**, then click **Submit Trades**

**DEMO-1508824: Model #119740: Conservative Growth**  
Valued Family Account

General | Positions | Controls | Cost Basis | Policy | Transactions

Column Manager | Saved Layout | Groupings | Viewing Options | Edit | Generate Trades | HiddenLever | Error Details | Warnings | Generate A PDF File | Generate A CSV File | **Manage Trades**

**Trade Management**

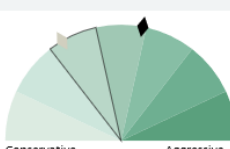
Market Value	\$ 268,338.35
Cash Value	2,950.87
Protected Cash	\$ 0.00
Pending Cash Distributions	\$ 0.00
Wash Cash Reserve	\$ 0.00
Security Restrictions	0
Industry Restrictions	0

Advisor Model: Model #119740: Conservative Growth

**Gains and Losses**

Realized net gains	\$
Unrealized gains	3,6
Unrealized losses	-5

**Assessed Risk**



Account Risk: Moderate (56)  
Model Risk: Conservative Growth (33)  
Target Risk: Conservative Growth (30 - 43)

**Proposed Trades**

	Description	Units	Total	Lot Reference	ST G/L	LT G/L	Projected	Target
DEMO-1508824					\$ 0.00	\$ 177.18		
Sells								
	FOSFX Fidelity® Overseas	19.9084	\$ 1,000.00		\$ 0.00	\$ 177.18	3.94 %	0.00 %
Cash								
	Cash		\$ 1,000.00				1.5 %	30.0 %



SINGLE ACCOUNT TRADING – Mutual Funds