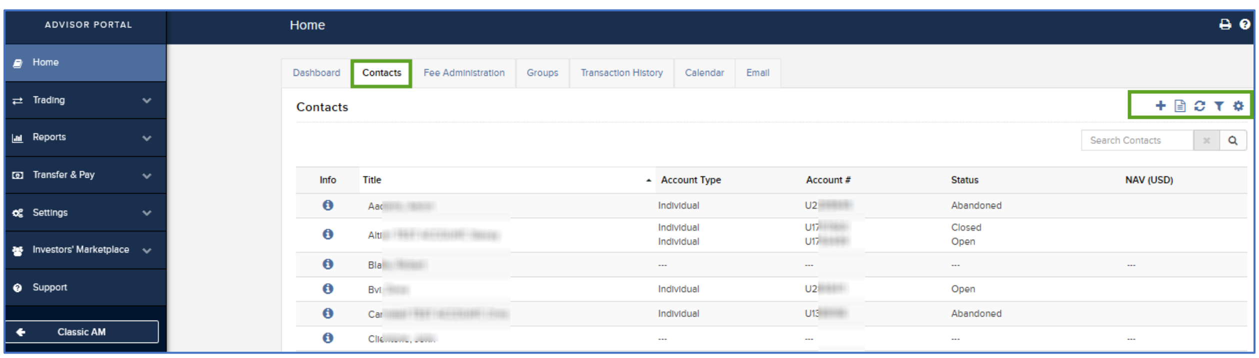
Traders' Academy
Online Courses

InteractiveBrokers

Advisor Portal - How to Add Contacts and Prospects – Study Notes

Adding Contacts & Prospects

- Let's start by adding prospects from the Advisor Portal's Contacts Tab.
- Entries can be made individually or by importing via Excel spreadsheet.
- Icons to the right allow users to Add, Send Application Invitations, Refresh the page, Filter and Configure the display.
- Click the gear icon to see available column headers to appear at the top of the page.
- Check those you want to appear, and you will see them instantly appear and disappear from the display.



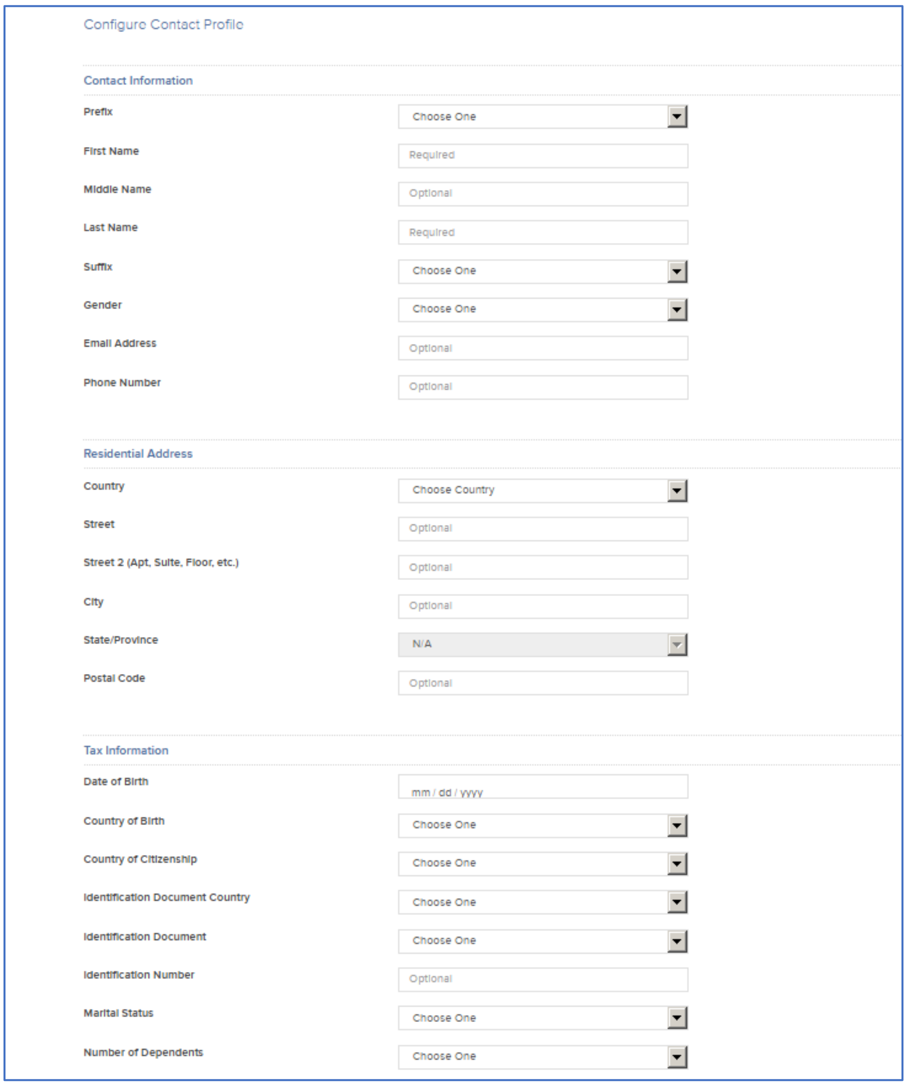
- Click on the Filter icon to see that Contacts may be described as Prospects or Clients. Expand the Account type field to see those available to sort on.
- The Status filter offers six stages of account or application progress.
- When you have entered client or prospect details, these filters will enable you to easily display only the information you want, such as prospects only, hedge fund clients only or the subset of prospects with account applications in progress.
- To manually add an individual, click on the Add button.
- Note the additional choices to add by Excel file or by vCard file.
- Select the Manual Input button to expand the Configure Contact Profile entry sheet.
- The more data you can enter about a prospect the better, and this can help save you time when it comes to sending account Invitations to prospects.
- When creating those invitations, the Account Application will prefill with inputs added to the prospect's record.

- The prospect can then review and modify any incorrect information.

You can see that some are freeform input fields, while others have a dropdown menu to offer selections.

These input fields cover:

- Contact Information
- Residential Address
- Tax Information
- Employment Information
- Prospect Information – this allows you to assign Account type, priority and a marketing source for each entry



Configure Contact Profile

Contact Information

Prefix	Choose One
First Name	Required
Middle Name	Optional
Last Name	Required
Suffix	Choose One
Gender	Choose One
Email Address	Optional
Phone Number	Optional

Residential Address

Country	Choose Country
Street	Optional
Street 2 (Apt, Suite, Floor, etc.)	Optional
City	Optional
State/Province	N/A
Postal Code	Optional

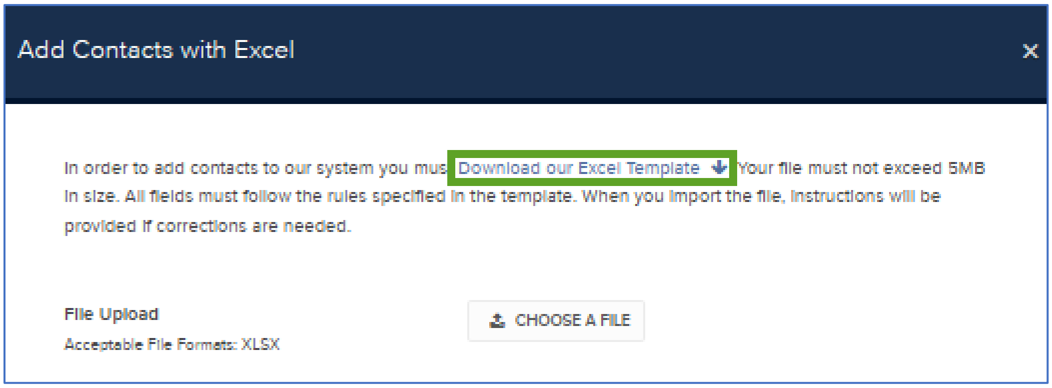
Tax Information

Date of Birth	mm / dd / yyyy
Country of Birth	Choose One
Country of Citizenship	Choose One
Identification Document Country	Choose One
Identification Document	Choose One
Identification Number	Optional
Marital Status	Choose One
Number of Dependents	Choose One

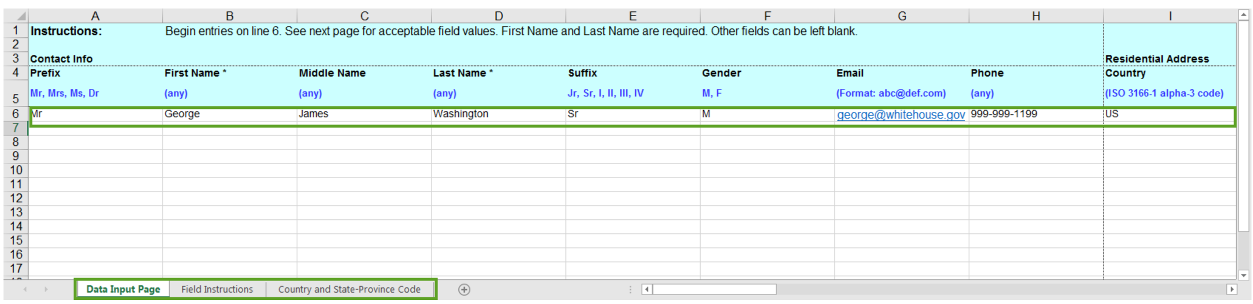
- Click continue at the bottom right of the page.
- Review and click ok to complete.
- Enter the name in the search bar to check if the new prospect appears.

Adding Contacts using Excel

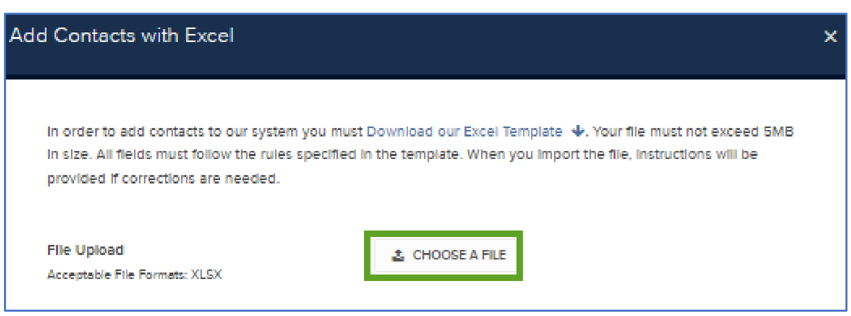
- This requires users to download an Excel Template, which is prepopulated with field headers to organize the database properly.



- There are several tabs.
- Create contact information using the Data Input Page.
- The additional tabs guide users with abbreviations and examples.



- Here is a sample entry in the first line of the spreadsheet.
- Large amounts of prospect data in an existing database or spreadsheet may need to be mapped to this new format.
- Save the updated spreadsheet.
- Click on the button to Choose a File and locate the spreadsheet you just saved.



- The software will alert you to the location of any input errors in the sheet.
- You must fix these before the sheet can be uploaded.
- When done, you will see a message stating the number of contacts that have been added.
- Close the dialogue box and you can then search for a specific contact in the Search bar.

- Lastly, contacts can be created from vCards, also known as VCF or Virtual Contact Files, a format for electronic business cards.

You can see that whether adding data for individuals or by using Excel or vCard, the Advisor Portal Contact database can be configured to contain plenty of valuable information that can aid the sales cycle.

Remember that information entered into a prospect’s record will **prefill the Account Application** when it comes time to sending Application Invites.

Hedge Funds are highly speculative, and investors may lose their entire investment.