



# Traders' Academy Online Courses



## Advisor Portal - How to Invite a prospect to open an account – Study Notes

### Sending Application Invites

- Log in to the Advisor Portal and open the Contacts Tab.
- Click on the “i” icon for a prospect, then locate the icons above the search.
- Next to the Add Contact icon is the Send Application Invite icon.
- Or, you can go back to the main page and locate the icons at the top right and click send an invite.

Info	Title	Account Type	Account #	Status	NAV (USD)
i	Aac...	Individual	U2...	Abandoned	
i	Alt...	Individual	U7...	Closed	
i	Bl...	...	...	...	...
i	Bv...	Individual	U2...	Open	
i	Car...	Individual	U1...	Abandoned	
i	Cl...	...	...	...	...

See that Interactive Brokers offers two methods for completing a client application:

- Fully Electronic
- Semi-electronic

**Client Invitation**

Home / Client Invitation

### 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**

- For fully electronic, you send an email invitation to the prospect, and the prospect completes an electronic application.
- For the semi-electronic application, you as the Advisor complete the application, print, and send to the prospect for signature and return. The application may then be sent to Interactive Brokers for processing.

## Fully Electronic Application

- Enter the client name and email address, then click Continue.
- Next you may use a Fee Template.
- If you have previously configured a template and wish to use it, click Yes.
- If you click Yes, you may select from one of the templates in the dropdown menu.
- Or if you wish to configure manually, select NO and then Continue.
- Here you may determine a Fee Strategy from the dropdown menu.
- Here, should you select to charge fees for managing this account, you will be offered five alternative methods.
- More on this when we review the *Using templates and setting client fees* lesson.
- The Other Client Expenses area allows you to determine how expenses such as commissions, minimum monthly fees, market data and research fees are charged.
- After you make those choices and click Continue, review the invitation **before** sending by clicking the Continue button.
- Then you will see a message confirming that the invitation was sent successfully to the email address entered.

## Semi-Electronic Application

- If you want to send a **semi-electronic** application to the prospect, click OK to return to the Contacts page.
- Click the Send Invitation icon once again, but this time select the semi-electronic application button.
- This time, you will go through the online application form where you must enter **client type and other information** before it can be printed to send to the applicant for verification and document signature.

Use the Advisor Portal dashboard to view client status & recent activity for the past five days for all client accounts. Pending items can include funding, account opening or closing-related activities, transfers and other types of client account activities.

The screenshot displays the Advisor Portal dashboard with a dark blue sidebar on the left and a main content area on the right. The sidebar contains navigation options: Home, Trading, Reports, Transfer & Pay, Settings, Investors' Marketplace, Support, and a 'Classic AM' button. The main content area is titled 'Home' and includes a sub-menu with 'Dashboard' (highlighted), 'Contacts', 'Fee Administration', 'Groups', 'Transaction History', 'Calendar', and 'Email'. A 'NEW CLIENT APPLICATION' button is located in the top right of the dashboard area.

The 'Dashboard' section is divided into two tabs: 'Pending Items' and 'Recent Activity'. The 'Recent Activity' tab is active and shows a table of account activities:

Info	Date	Account ID	Account Title	Activity
	2019-05-15	US-XXXXXX	IBLLC Test Account	Account Opened
	2019-05-13	US-XXXXXX	IBLLC Trader Marketing Test IV	Account Opened

Below the activity table is a 'Tasks' section with a '+', a refresh icon, and an information icon. It currently displays 'No tasks.' Below that is a 'Notes' section with a '+', a refresh icon, and an information icon. It contains a note created on 2018-10-02 13:41:06 with the text 'Let's launch new AM on 10/10.' and a link to 'Test Account'.

On the right side of the dashboard, there are three widgets:
 

- Notifications:** Shows 'Corporate Actions' with a refresh icon.
- Assets Under Management (AUM):** Displays a total of 5,883.13USD for the Master Account. It includes a dual-axis chart showing 'Net Asset Value (USD)' as blue bars and 'Return (%)' as an orange line from June 2018 to April 2019.