## INVESTMENT ADVISOR NEW/MODIFY SYSTEM USER FORM



			FOR E*TRADE ADVISOR SER	FOR E*TRADE ADVISOR SERVICES COMPANY USE ONLY			
SECTION 1: A. REQUESTOR							
nvestment Advisor Firm Na	me		-			_	
IIVESIIIEIII AUVISOI FIIIII Na	ille						
Requestor Name			C. SYSTEM USER #3		·	_	
Telephone number	Email Address		Select one: New user	r 🔲 Disab		Modify Permissions	
relephone number	Lillali Addicss		Full Name		Email Add	dress	
			Social Security #		Date of B	irth	
SECTION 2: Access Infor	mation		Username (for Disable or M	Modify Permis	sions only)		
A. SYSTEM USER #1 Select one: New user	☐ Disable user ☐ M	odify Permissions	Home Address			T	
Full Name	Email Add	dress	City Sta		ate Zip		
Social Security # Date of Birth		irth	User Type Permissions (select all that apply)				
Username (for Disable User or Modify Permissions only)			View Only User		Accounts		
Home Address							
0.1	1011	T	Advanced User	Account	•		
City	State	Zip		Reporting Trading	9		
					anager XChar	200 A00000	
User Type	Permissions (select all th	at apply)		in Money M	anager Achar	ige Access	
	П						
Пи. <b></b>	View Accounts						
View Only User	Reporting		D. SYSTEM USER #4				
Advanced User	Advanced User Account Setup/'Edit		Select one: Nev	w User 🔲 D	isable use	Modify Permissions	
	Reporting		Full Name		Email Add	dress	
☐ Trading							
	Money Manager XChai	nge Access	Social Security #		Date of B	irth	
B. SYSTEM USER #2			Username (for Disable or N	Modify Permiss	sions only)		
Select one: New user	□ Disable user □ M	odify Permissions					
Full Name	Email Add	dress	Home Address				
			City	Ctata		7:	
Social Security # Date of Bi		irth	- City	State		Zip	
Username (for Disable or Mo	odify Permissions only)						
Hama Addus as			User Type	Dormiccione	s (select all th	at annivi	
Home Address			user rype		•	ат арріу)	
City	State	Zip	View Only User	☐ View Acc			
					9 		
			Advanced User	Account 9	Setup/'Edit		
User Type	User Type Permissions (select all that apply)			Reporting	9		
2301 1300				Trading			
View Only User	View Accounts Reporting			Money M	anager XChar	nge Access	
<u> </u>	Ц .,						
Advanced User	Account Setup/'Edit						
-	Reporting						
	Trading						
	Money Manager XChai	nge Access					
	, ,	-					

## INVESTMENT ADVISOR NEW/MODIFY SYSTEM USER FORM



### SECTION 3: Signature

By signing below I give my authority to provide access to the above users as indicated and I acknowledge that it is my responsibility to ensure these users protect private client data. E\*TRADE Advisor Services will not be liable for any direct, indirect, special or consequential damage suffered in connection with the access given to these users or for any delay in disabling user access.

Investment Advisor Signature	Date
Print Name	

- End of Form

### INVESTMENT ADVISOR NEW/MODIFY SYSTEM USER FORM

# EXTRADE ADVISOR SERVICES

#### **General Instructions**

Use these instructions to complete the New System User Form.

**Purpose of this form.** This form is for Investment Advisor level access and is required to authorize someone on your staff as a new user, modify existing user permissions or to disable existing users.

All fields are required unless noted. All fields are required unless designated as 'if applicable'.

You must **complete all required fields and provide all required additional forms and documentation** to expedite processing and to avoid requests for additional information.

**Print or type all entries.** Print clearly in all CAPITAL LETTERS to complete this form or use the fillable PDF version. (You can obtain the fillable version from your relationship manager.)

### **Section 1: Requestor**

Enter the requestor's contact information.

### **Section 2: Access Information**

For each user, select the action you want to take with this request – create a new user, change the access for an existing user, or disable a user. Then enter the user's information as needed.

**New user.** For new users, add their information and select the user type and permissions.

**Disable user.** To disable a user, enter the username only.

NOTE: Please notify E\*TRADE Advisor Services immediately if you want to disable a user. E\*TRADE Advisor Services will not be liable for any direct, indirect, special or consequential damage suffered in connection with the delay of disabling a user.

**Modify Permissions.** To modify permissions, enter the username only and select user type and permissions appropriate to user.

### Section 3: Signature

An authorized party of the investment advisor must sign the form.

Then fax the signed form to (303) 705-6490 or scan and email the form to your relationship manager using appropriate security measures.