

TRADING ON FOLIO INVESTING

We offer the ability to trade individual stocks, funds and ETF's, individually or as a whole basket (what we call a "folio") with the following order types:

- **Window Trades:** Orders executed twice daily including orders for fractions of shares placed in dollar amounts (as opposed to shares).
- **Market/Limit/Stop Trades:** Traditional market, limit, stop and stop-limit orders which can be executed at any time throughout the trading day.
 - o Market/Limit/Stop trades must be for whole shares.

To trade individual securities, select **Trade** from the Folio Quick Links drop down menu and choose **GO**, or click the **Trade** link next to the name of the folio on your Accounts page. The trading page will be displayed.

The screenshot displays the Folio Investing web interface. At the top, there's a navigation bar with links for Accounts, Settings, Statements & Tax Records, and Market Research. The main heading is "Accounts for FN-testretail02 LN-testretail02". Below this, there's a table of folios. The first section, "Folios (Add New Folio)", lists several folios with their values. A red circle highlights the "Trade" link in the "Folio Quick Links" dropdown menu for the "Aggressive (Trade)" folio. The second section, "Watch Account (Rules)", lists folios to watch. The right sidebar contains a "Message Center" and "More Info" links.

AccountName-MA6211800U (Acct# MA6211800U)	Value
3 security test (Trade)	\$29.64
RTG Aggressive (Trade)	\$10.78
RTG Aggressive2 (Trade)	\$0.00
Club Portfolio Test 1 (Trade)	\$0.00
Non-Folio Holdings (Trade)	\$0.00
Cash (Deposit or Withdraw Money)	\$27.25
Total Market Value	\$67.67

Watch Account (Rules)	Value
BetterInvesting Test 1 (Trade)	\$0.00
RTG Defensive Strategy (Trade)	\$1,052.23
Total Market Value	\$1,052.23

For buys you must either: i) have cash in your account to pay for the buy (we show you the cash available for trading in the **Folio Details** section, below) or ii) have sell orders entered that will produce sufficient funds to pay for the buy.

In addition to this Guide, more help is available under the **Ways to Trade** tab.

Folio Investing

Accounts Settings Statements & Tax Records Market Research Help Search

Aggressive: Trade & Manage Holdings

Quick Links ▾

Folio Details

Market Value:	\$10.29
Amounts Available to Buy: ⓘ	
Stocks & ETFs: (Includes amount below for Funds)	\$2,054.13
Most Mutual Funds:	\$2,054.13

Trade Individual Stocks & Funds Trade Entire Folio

Window Market/Limit/Stop

+ Add Securities

Symbol	Quote	Shares	Holdings	Current %	Action	Dollars	Shares
1 BBY	\$39.97	0.00266	\$0.11	1.03%	None ▾	\$	
2 BRFS	\$20.09	0.01642	\$0.33	3.21%	None ▾	\$	

To Buy or Sell a Single Security

Step 1: To buy or sell a single security, you must first add it to, or choose it from a folio. You can do so from either the **Trade Individual Stocks and Funds** or **Trade Entire Folio** tabs on the Trading page. Next, select **+ Add Securities**.

Folio Investing

Accounts Settings Statements & Tax Records Market Research Help Search

3 security test: Trade & Manage Holdings

Quick Links ▾

Folio Details

Market Value:	\$29.76
Amounts Available to Buy: ⓘ	
Stocks & ETFs: (Includes amount below for Funds)	\$27.24
Most Mutual Funds:	\$27.24

★ The following securities are halted: A, AAPL, KEYS, MSFT

Trade Individual Stocks & Funds Trade Entire Folio

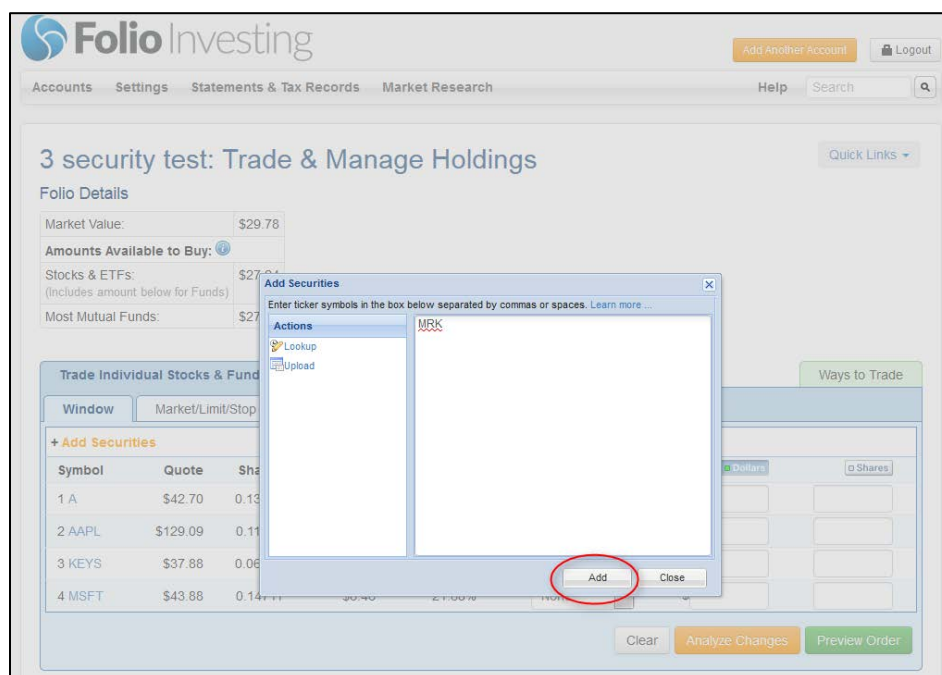
Window Market/Limit/Stop

+ Add Securities

Symbol	Quote	Shares	Holdings	Current %	Action	Dollars	Shares
1 A ★	\$42.25	0.13607	\$5.75	19.32%	Buy ▾	\$ 10.00	
2 AAPL ★	\$129.91	0.11571	\$15.03	50.52%	Sell ▾	\$ 5.00	
3 KEYS ★	\$37.32	0.06804	\$2.54	8.53%	None ▾	\$	
4 MSFT ★	\$43.75	0.14711	\$6.44	21.63%	None ▾	\$	

Clear Analyze Changes Preview Order

Step 2: If you know the ticker of the security to add to the folio, just add it. You can add multiple securities separated by commas or copy and paste here whole lists of tickers if you like. Choose **Lookup** if you need help with the tickers: type all or part of the company name to find the ticker. When you have entered all desired tickers, choose **Add**.



Step 3: New securities will be added to the top of the list of securities displayed on the selected trading tab. You can then place a window trade or market order following the instructions provided in the next section.

To Place a Window Trade for One or a Specific Set of Securities in a Folio

Step 1: Select the **Window** tab on the Trading page (see below).

Step 2: Next to each security you wish to trade, select buy, sell or sell all from the drop down menu that appears, enter *either* a dollar or share amount to buy or sell, then choose **Preview Order**.

3 security test: Trade & Manage Holdings

Folio Details

Market Value: \$29.76

Amounts Available to Buy: \$27.24

Stocks & ETFs: \$27.24

Most Mutual Funds: \$27.24

The following securities are halted: A, AAPL, KEYS, MSFT

Trade Individual Stocks & Funds | Trade Entire Folio

Window | Market/Limit/Stop

Ways to Trade

Symbol	Quote	Shares	Holdings	Current %	Action	\$ Dollars	0 Shares
1 A	\$42.25	0.13607	\$5.75	19.32%	Buy		
2 AAPL	\$129.91	0.11571	\$15.03	50.52%	None		
3 KEYS	\$37.32	0.06804	\$2.54	8.53%	None		
4 MSFT	\$43.75	0.14711	\$6.44	21.63%	None		

Clear | Analyze Changes | **Preview Order**

Step 3: After reviewing the trade details on the **Preview Order** screen, choose **Place Order** to complete your trades.

Aggressive: Preview Order

Preview Order Details

Trade Type:	Window Trade	Change
Order Type:	Dollar-based	Change
Buy:	\$100.00	
Sell:	\$0.00	
Commissions:	\$0.00	
SRO Fees:	\$0.00	
Net Change in Cash Fund:	(\$100.00)	
Cancel order limit:	No Limit	Change
Window Trades this Month:	3	
Market Trades this Month:	0	

Due to rounding, the total price of each security may not match exactly to the order amount. To change your order, go to the **Order** section and select **Cancel** or **Modify**.

Action	Symbol	Security	Shares	Share Price	Total Price
1 Buy	BBY	BEST BUY INC	2 501.88	\$39.97	\$100.00

Total Commission: \$0.00

Cancel | Convert to Market and Order | Modify Order | **Place Order**

By selecting Place Order, you assume responsibility for the risks associated with the trading of low-price or low-volume securities. [Learn More](#)

To Place a Market/Limit/Stop Trade

Step 1: Select the **Market/Limit/Stop** tab on the Trading page.

Folio Investing

Accounts Settings Statements & Tax Records Market Research Help Search

3 security test: Trade & Manage Holdings

Folio Details

Market Value: \$29.76

Amounts Available to Buy: \$27.24

Stocks & ETFs: \$27.24 (Includes amount below for Funds)

Most Mutual Funds: \$27.24

The following securities are halted: A, AAPL, KEYS, MSFT

Trade Individual Stocks & Funds Trade Entire Folio Ways to Trade

Window **Market/Limit/Stop**

+ Add Securities

Symbol	Quote	Shares	Action	Order Type	Shares	Stop Price	Limit Price	Term*
1 A	\$42.25	0.0	None	Market	0	\$	\$	
2 AAPL	\$129.91	0.0	None	Market	0	\$	\$	
3 KEYS	\$37.32	0.0	None	Market		\$	\$	
4 MSFT	\$43.75	0.0	None	Market		\$	\$	

Clear Analyze Changes **Preview Order**

*We do not offer All-Or-None (AON) limit, day term orders. As a result, your order may be partially filled if you place a limit, day order for securities.
Good-Until-Canceled (GTC) limit orders are handled as AON orders. Even if your price target is met, there is a chance that your GTC order will not be filled, since all unrestricted orders at that price must be filled first.

Step 2: Choose the **Action** to perform on each security (buy, sell, or sell all) and the **Order Type** (market, limit, stop, stop-limit) from the drop down menus. Enter the number of **Shares** to buy or sell. For limit, stop, and stop-limit orders enter the **Stop Price**, **Limit Price**, and the **Term** (either for Day or GTC). Then choose **Preview Order**.

Folio Investing

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3 security test: Preview Order

Preview Order Details

Trade Type: Direct Trade

Buy: \$21.20

Sell: \$0.00

Commissions: \$3.00

SRO Fees: \$0.00

Net Change in Cash Fund: (\$24.20)

Window Trades this Month: 0

Market Trades this Month: 0

Due to rounding, the total price of each security may not match exactly to the order amount. To change your order, go to the **Order** section and select **Cancel** or **Modify**.

Action	Symbol	Order Type	Shares	Stop Price	Limit Price	Term	Total Price
1 Buy	ASC	Market	2.00000				\$21.20

Total Commissions: \$3.00

Cancel Modify Order **Place Order**

By selecting Place Order, you assume responsibility for the risks associated with the trading of low-price or low-volume securities. [Learn More](#)

Step 3: After reviewing the trade details on the **Preview Order** screen, choose **Place Order** to complete your trades.

To Trade an Entire Folio

Select the **Trade Entire Folio** tab on the Trading page.

Folio Investing

Accounts Settings Statements & Tax Records Market Research Help Search

3 security test: Trade & Manage Holdings

Quick Links

Folio Details

Market Value:	\$29.77
Amounts Available to Buy:	
Stocks & ETFs:	\$27.24
(Includes amount below for Funds)	
Most Mutual Funds:	\$27.24

★ The following securities are halted: ICE, A, AAPL, KEYS, MSFT

Trade Individual Stocks & Funds **Trade Entire Folio** Ways to Trade

Buy More Sell Some or All Update & Exchange

1 Choose how you want to add money to securities in your 3 security test Folio

- ☐ Buy Express: Add money at current weights. (Info)
- ☐ Buy Dollar Cost Average: Add money at target weights. (Info)
- ☐ Buy-Only Rebalance: Add money and attempt to rebalance to target weights. (Info)
- ☒ Buy and Rebalance: Add money and rebalance to target weights. (Info)

2 Enter how much money to add: \$

3 Click Analyze Changes or Preview Order to continue:
(You will be able to modify any changes before placing your order)

+ Add Securities | ± Edit Target Weights

Symbol	Quote	Shares	Holdings	Current Weight	Target Weight	Change in Weight
1 ICE ★	\$237.27	0.00000	\$0.00	0.00%	N/A	N/A
2 A ★	\$42.31	0.13607	\$5.76	19.33%	33.34%	14.01%
3 AAPL ★	\$129.88	0.11571	\$15.03	50.48%	33.33%	-17.15%
4 KEYS ★	\$37.35	0.06804	\$2.54	8.55%	0.00%	-8.55%
5 MSFT ★	\$43.82	0.14711	\$6.45	21.64%	33.33%	11.69%

Preview Order Analyze Changes

- To buy more shares in an existing folio: Choose the **Buy More** tab under the **Trade Entire Folio** tab, select how you would like to invest more money in the securities in your folio, enter a dollar amount to invest, then choose **Preview Order**. After reviewing the trade details on the **Preview Order** screen, choose **Place Order** to complete your trades.

- **To sell some or all shares in an existing folio:** Choose the **Sell Some or All** tab under the **Trade Entire Folio** tab, select how you want to sell securities in your folio and enter a dollar amount to sell, then choose **Preview Order**. After reviewing the trade details on the **Preview Order** screen, choose **Place Order** to complete your trades.

Folio Investing

Accounts Settings Statements & Tax Records Market Research Help Search

3 security test: Trade & Manage Holdings

Folio Details

Market Value:	\$29.77
Amounts Available to Buy:	
Stocks & ETFs:	\$27.24
(Includes amount below for Funds)	
Most Mutual Funds:	\$27.24

★ The following securities are halted: ICE, A, AAPL, KEYS, MSFT

Trade Individual Stocks & Funds **Trade Entire Folio** Ways to Trade

Buy More **Sell Some or All** Update & Exchange

1 Choose how you want to sell securities in your 3 security test Folio

- ☐ **Sell Express:** Sell at current weights. (Info)
- ☐ **Sell-Only Rebalance:** Sell and attempt to rebalance to target weights. (Info)
- ☐ **Sell and Rebalance:** Sell and rebalance to target weights. (Info)
- ☐ **Sell All:** Sell all holdings in the folio. (Info)
(The folio will remain open. To close your Folio, complete this Sell All and then select Close Folio from Settings page.)

2 Enter how much to sell: \$

3 Click Analyze Changes or Preview Order to continue:
(You will be able to modify any changes before placing your order)

+ Add Securities | ± Edit Target Weights

Symbol	Quote	Shares	Holdings	Current %	Target %	Change in %
1 ICE ★	\$237.27	0.00000	\$0.00	0.00%	N/A	N/A
2 A ★	\$42.31	0.13607	\$5.76	19.33%	33.34%	14.01%
3 AAPL ★	\$129.88	0.11571	\$15.03	50.48%	33.33%	-17.15%
4 KEYS ★	\$37.35	0.06804	\$2.54	8.55%	0.00%	-8.55%
5 MSFT ★	\$43.82	0.14711	\$6.45	21.64%	33.33%	11.69%

Analyze Changes **Preview Order**

- To update or exchange shares in an existing folio: Choose the **Update & Exchange** tab under the **Trade Entire Folio** tab, then select how you want to buy and sell securities in your folio. You can:
 1. *Rebalance a folio* to bring the [security weighting](#) in line with target weights;
 2. *Exchange among folios* by buying and selling securities in the folio as required to set its weights to the target weights of a [Ready-To-Go \(RTG\)](#);
 3. *Exchange from a [Watch Folio](#)* by buying and selling securities in the folio as required to match the target weights of a watch folio.

3 security test: Trade & Manage Holdings

Folio Details

Market Value:	\$29.77
Amounts Available to Buy:	
Stocks & ETFs:	\$27.24
(Includes amount below for Funds)	
Most Mutual Funds:	\$27.24

★ The following securities are halted: ICE, A, AAPL, KEYS, MSFT

Trade Individual Stocks & Funds | **Trade Entire Folio** | Ways to Trade

Buy More | Sell Some or All | **Update & Exchange**

1 Choose how you want to buy and sell securities in your 3 security test folio

☐ **Rebalance:** Buy and sell so that your current weights equal your folio's target weights. (info)

☐ **Update:** Buy and sell as needed to update this folio's holdings to the current Ready-to-Go folio's target weights. (info)

☐ **Exchange Among folios:** Buy and sell as needed to exchange this folio for another Ready-to-Go folio (at the Ready-to-Go folio's target weights):
 Aerospace (info)

☐ **Exchange from Watch Folio:** Buy and sell as needed to exchange this folio for your watch folio (at the watch folio's target weights):
 Defensive Strategy Only available if you created a watch folio. (info)

2 Click Analyze Changes or Preview Order to continue:
(You will be able to modify any changes before placing your order)

Symbol	Quote	Shares	Holdings	Current %	Target %	Change in %
1 ICE ★	\$237.27	0.00000	\$0.00	0.00%	N/A	N/A
2 A ★	\$42.31	0.13607	\$5.76	19.33%	33.34%	14.01%
3 AAPL ★	\$120.88	0.11571	\$15.03	50.48%	33.33%	-17.15%
4 KEYS ★	\$37.35	0.06804	\$2.54	8.55%	0.00%	-8.55%
5 MSFT ★	\$43.82	0.14711	\$6.45	21.64%	33.33%	11.69%

Analyze Changes | **Preview Order**

After reviewing the trade details on the **Preview Order** screen, choose **Place Order** to complete your trades.