

# Viewing Accounts

Your Accounts page lists information about all the accounts linked to our firm. For each account, you can view:

- Account number
- Account type
- Current Value
- Inception date

## 1. Accounts

Accounts are listed in plain type. These show details for a single account.

## 2. Groups

Groups are listed in bold type. Generally, there are two types of groups:

- Consolidated: Lists the aggregate for all your accounts.
- M Statement or Q Statement: Lists the aggregate for all accounts for which you are billed.

To see what accounts make up a group, click the arrow to the left of the group name to expand the details.

## 3. Searching Accounts

You can search the list of displayed accounts according to the terms entered in the Search box. When you are finished with your search or to change the criteria of the view filters or the search terms, click Clear to reset the list back to show all accounts/groups.

Account Name	Account Number	Account Type	Current Value	Inception Date
> Abbey, Michael	12345678	Individual Brokerage	769,054.64	01/01/00
> Georgia Abbey IRA Rollover	12345678	IRA Rollover	32,687.12	01/01/00
> Georgia Abbey SEP-IRA	12345678	SEP-IRA	69,785.88	01/01/00
> <b>Abbey, Michael &amp; Georgia - Consolidated</b>	12345678	All Consolidated Group	1,899,482.37	01/01/00
> <b>Abbey, Michael &amp; Georgia - M Statement</b>		Monthly Statement	1,866,795.25	01/01/00
> Michael Abbey SEP-IRA	12345678	Individual Brokerage	985,265.32	01/01/00
> Michael Abbey IRA Contributory	12345678	IRA Contributory	42,689.41	01/01/00

Accounts in Group	Account Number	Account Type	Current Value	Inception Date
Georgia Abbey IRA Rollover	12345678	IRA Rollover	69,785.88	01/01/00
Abbey, Michael	12345678	Individual Brokerage	769,054.64	01/01/00
Abbey, Georgia	12345678	Individual Brokerage	985,265.32	01/01/00
Michael Abbey IRA Contributory	12345678	IRA Contributory	32,687.12	01/01/00
Michael Abbey SEP-IRA	12345678	SEP-IRA	42,689.41	01/01/00

Search accounts

1-7 of 7 accounts

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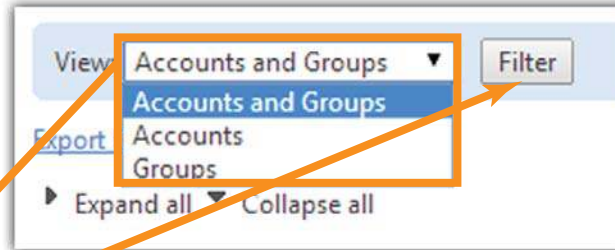
## 4. Account Views

There are two key ways to sort the list of Accounts in the Accounts view.

### Filter by Accounts or Group

One way to filter the view is by groups, accounts or both. To view by filter:

- Select the view in the View List
- Click Filter to display only the accounts in that category.



### Sorting the View

You can sort the displayed list of accounts using the column headers. The default lists accounts in ascending order by name.

- Click a column header to sort the view by that column.
- To reverse the sort order, click the column header again.
- The arrow indicates whether the list sort is ascending or descending.
- The orange bar indicates the column the list is sorted by.

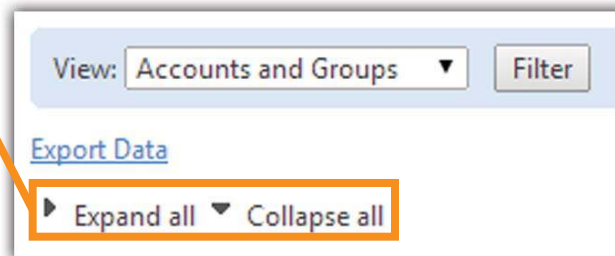
Account Name	Account Number
> Abbey, Michael	12345678

Account Name	Account Number
> Abbey, Michael	12345678

### Expand/Collapse All

- Clicking Expand All will show the details on all accounts in the list.
- Clicking Collapse All will minimize the details, returning your list to the default view of just account names.



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## 5. Access Account Reports

From the Accounts page, you can access reports for any of the accounts listed.

- Expand the account to see account details.
- Select a Report from the drop-down list.
- Click the View Report button

Account Name	Account ID	Report Type	Balance	Effective Date
Abbey, Michael & Georgia - M Statement	12345678	Monthly Statement	1,866,795.25	01/01/00
Abbey, Michael & Georgia - IRA Rollover	12345678	IRA Rollover	69,785.88	01/01/00
Abbey, Michael & Georgia - Individual Brokerage	12345678	Individual Brokerage	769,054.64	01/01/00
Abbey, Michael & Georgia - Individual Brokerage	12345678	Individual Brokerage	985,265.32	01/01/00
Michael Abbey IRA Contributory	12345678	IRA Contributory	32,687.12	01/01/00
Michael Abbey SEP-IRA	12345678	SEP-IRA	42,689.41	01/01/00

**Note:** The report will open in the Reports section. To go back to the list of your accounts, click Accounts in the menu bar.

## 6. Exporting Account Information

You can export account information as an Excel spreadsheet.

- Click the Export Data link located in the upper left, under the blue bar. A prompt will appear.
- If desired, change the file name for your download.
- Pick the location where you want your download to save.
- Click the Save button.

