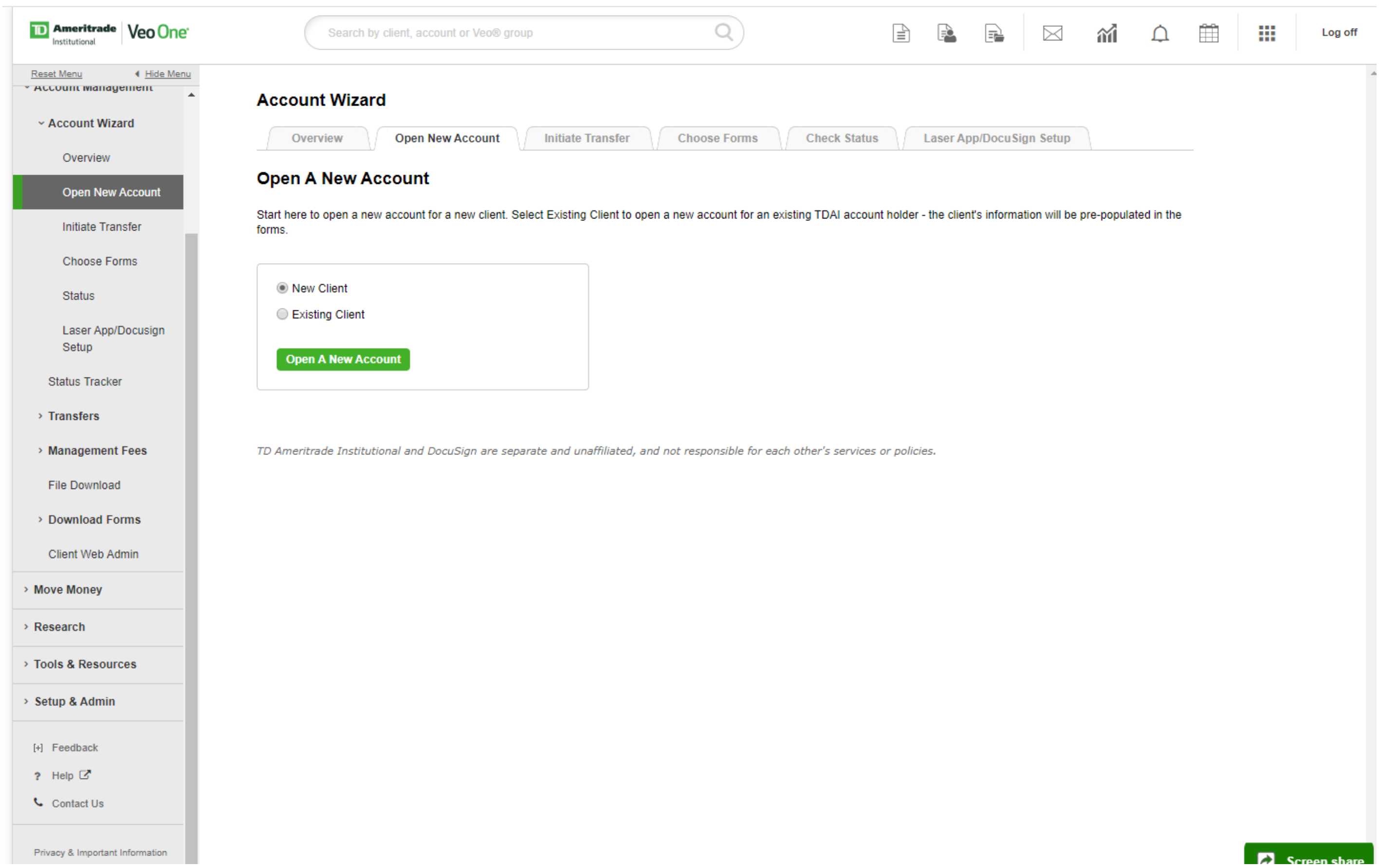
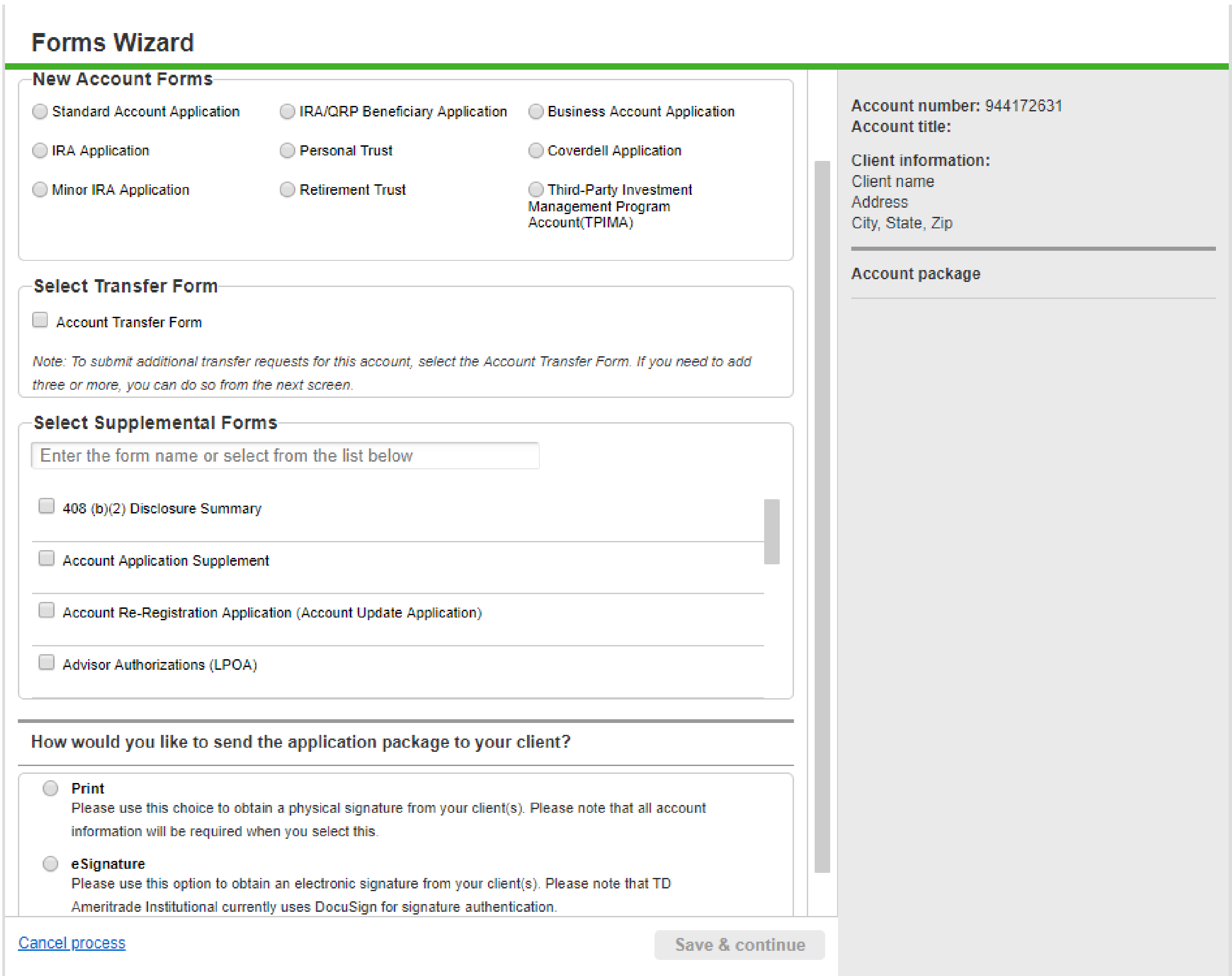
Opening a New TD Ameritrade Account

On the main screen there is a menu bar on the left side. To create an account you need to go to Account Management>Account Wizard>Open New Account. Select “New Client”



A pop up application will appear (you will have to allow pop ups). Then you will fill it out accordingly. If you need a transfer form it is right in the middle, and then it allows you to add supplemental forms. When just establishing an account the most notable “supplemental forms” would be the Move Money Authorization(If they want to contribute/distribute) and the LPOA Advisor Authorization for FTA to trade on the account. At the bottom you can see you can either Print or use eSignature. Then Save & Continue.



Forms Wizard

New Account Forms

- Standard Account Application
- IRA/QRP Beneficiary Application
- Business Account Application
- IRA Application
- Personal Trust
- Coverdell Application
- Minor IRA Application
- Retirement Trust
- Third-Party Investment Management Program Account(TPIMA)

Select Transfer Form

- Account Transfer Form

Note: To submit additional transfer requests for this account, select the Account Transfer Form. If you need to add three or more, you can do so from the next screen.

Select Supplemental Forms

Enter the form name or select from the list below

- 408 (b)(2) Disclosure Summary
- Account Application Supplement
- Account Re-Registration Application (Account Update Application)
- Advisor Authorizations (LPOA)

How would you like to send the application package to your client?

- **Print**
  Please use this choice to obtain a physical signature from your client(s). Please note that all account information will be required when you select this.
- **eSignature**
  Please use this option to obtain an electronic signature from your client(s). Please note that TD Ameritrade Institutional currently uses DocuSign for signature authentication.

Cancel process

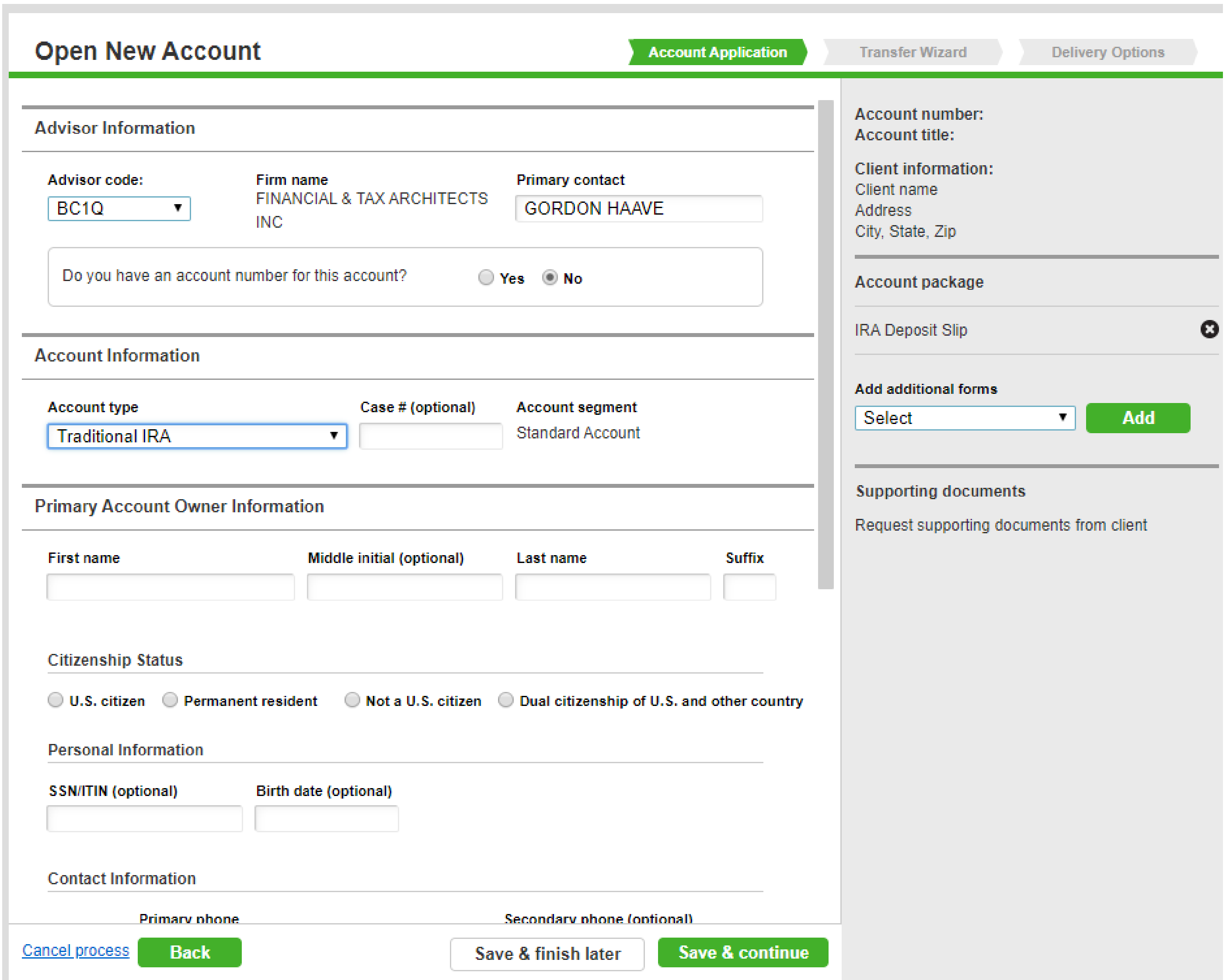
Save & continue

Account number: 944172631
Account title:

Client information:
Client name
Address
City, State, Zip

Account package

This is the next screen, fill out the required info. Then Save & Continue.


Open New Account

Account Application | Transfer Wizard | Delivery Options

Advisor Information

Advisor code: BC1Q

Firm name: FINANCIAL & TAX ARCHITECTS INC

Primary contact: GORDON HAAVE

Do you have an account number for this account? Yes / No

Account Information

Account type: Traditional IRA

Case # (optional)

Account segment: Standard Account

Primary Account Owner Information

First name | Middle initial (optional) | Last name | Suffix

Citizenship Status

U.S. citizen | Permanent resident | Not a U.S. citizen | Dual citizenship of U.S. and other country

Personal Information

SSN/ITIN (optional) | Birth date (optional)

Contact Information

Primary phone | Secondary phone (optional)

Cancel process | Back | Save & finish later | Save & continue

Account number:

Account title:

Client information:

Client name

Address

City, State, Zip

Account package

IRA Deposit Slip

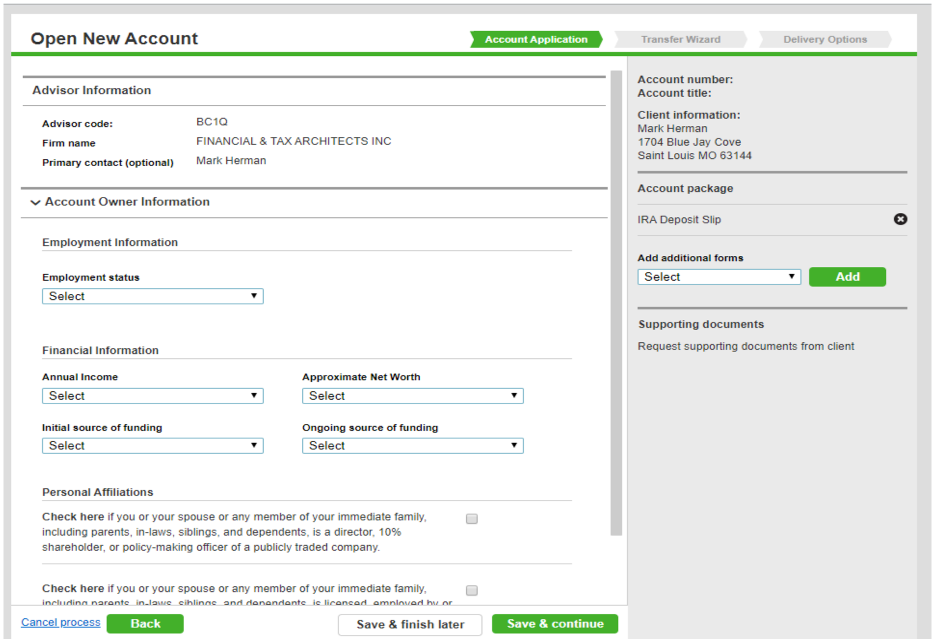
Add additional forms

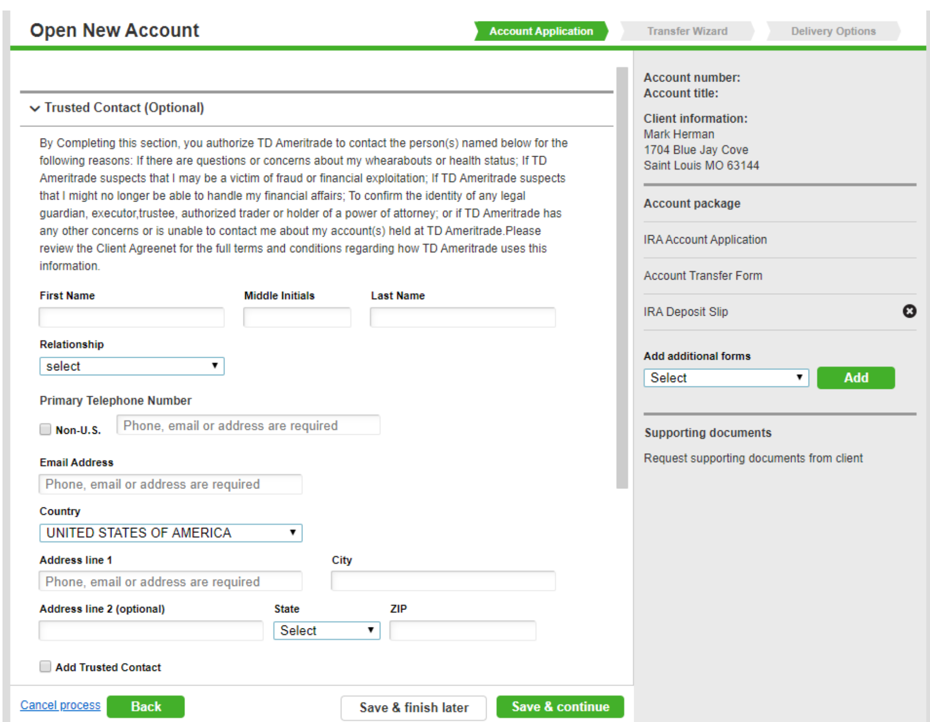
Select | Add

Supporting documents

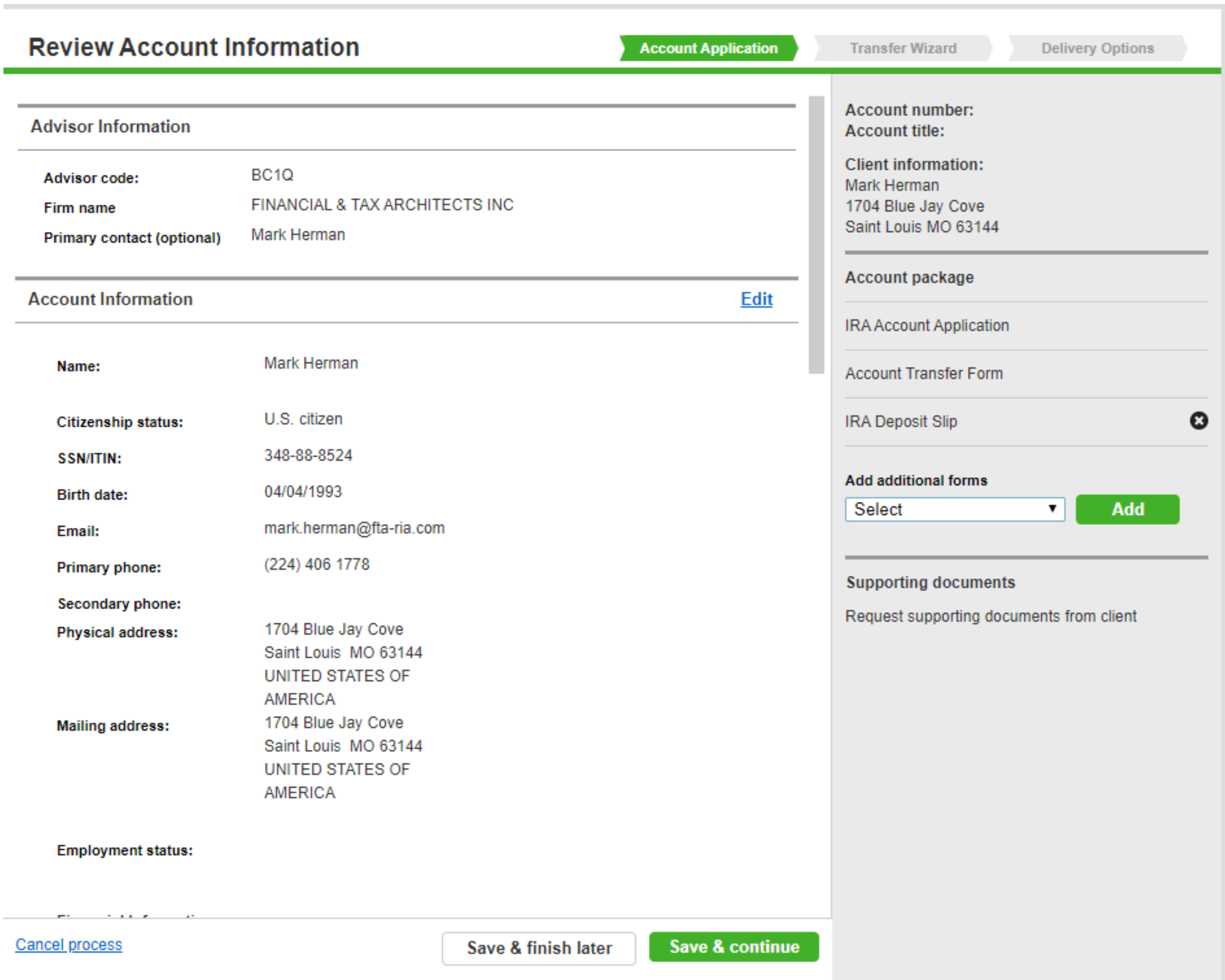
Request supporting documents from client

The next two screens are employment info and then Trusted Contact(optional). Then Save & Continue.

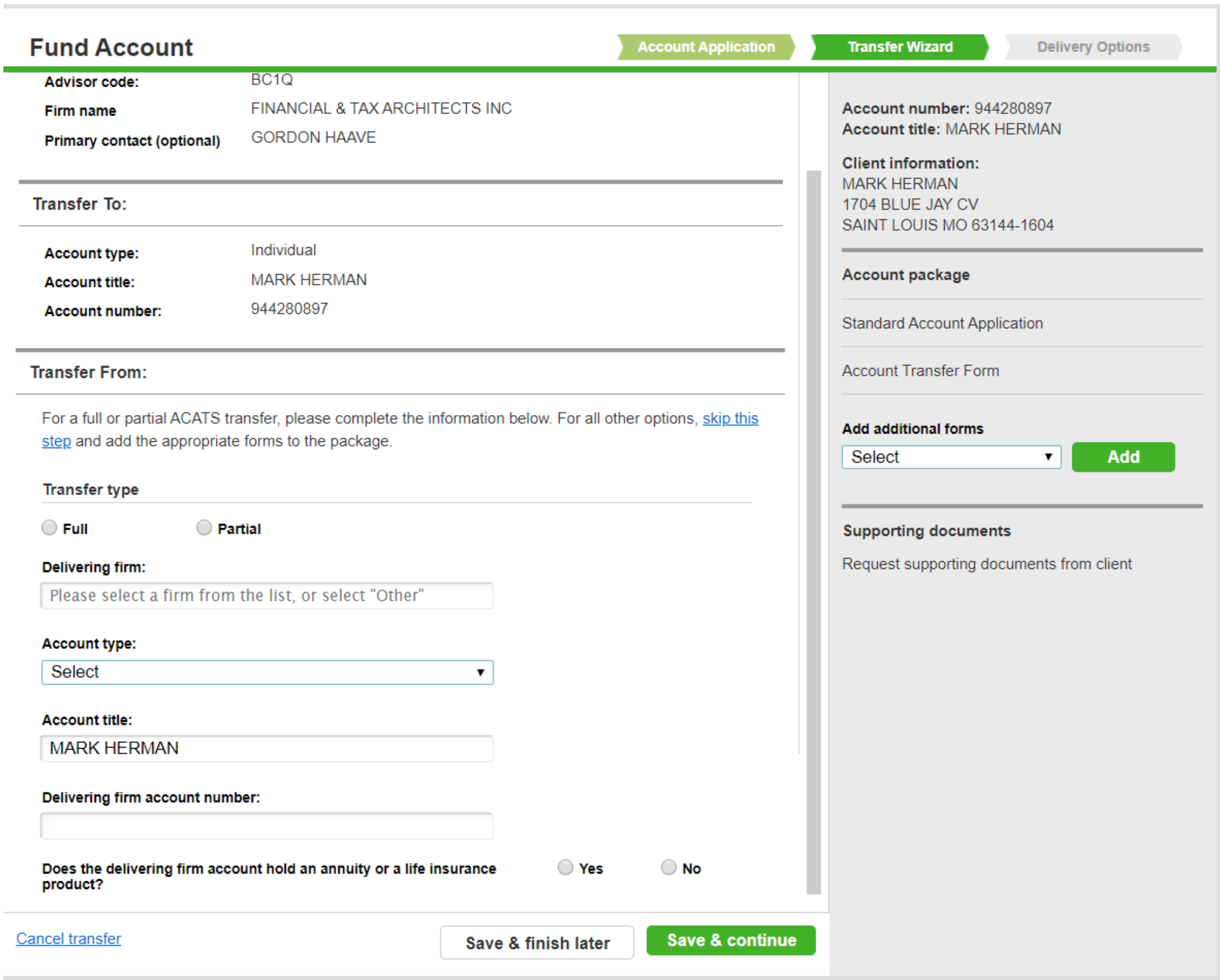




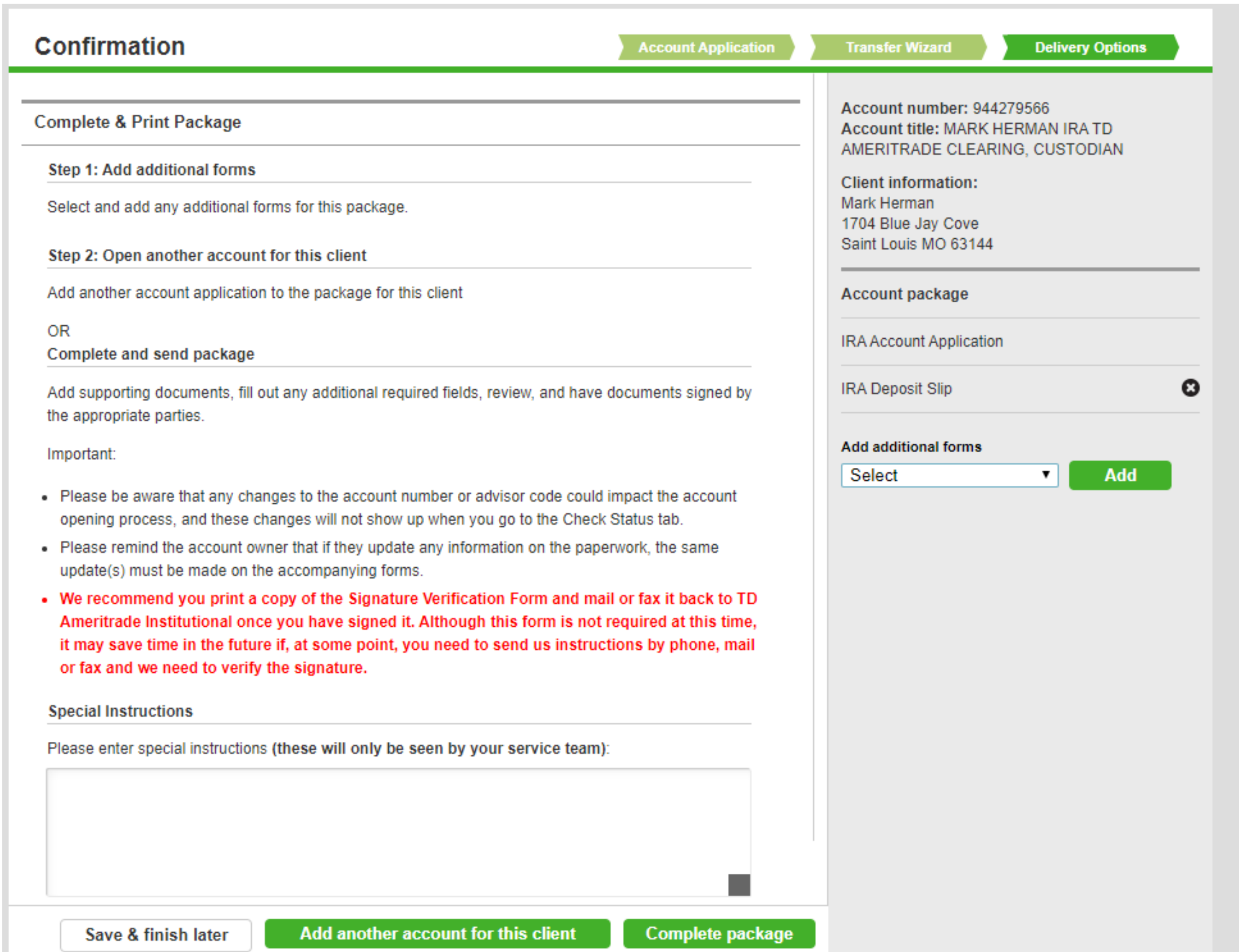
Then there is a page to review everything. Save & Continue.



Next you are at the page to create a transfer form, fill out the necessary info if needed. Save and Continue.

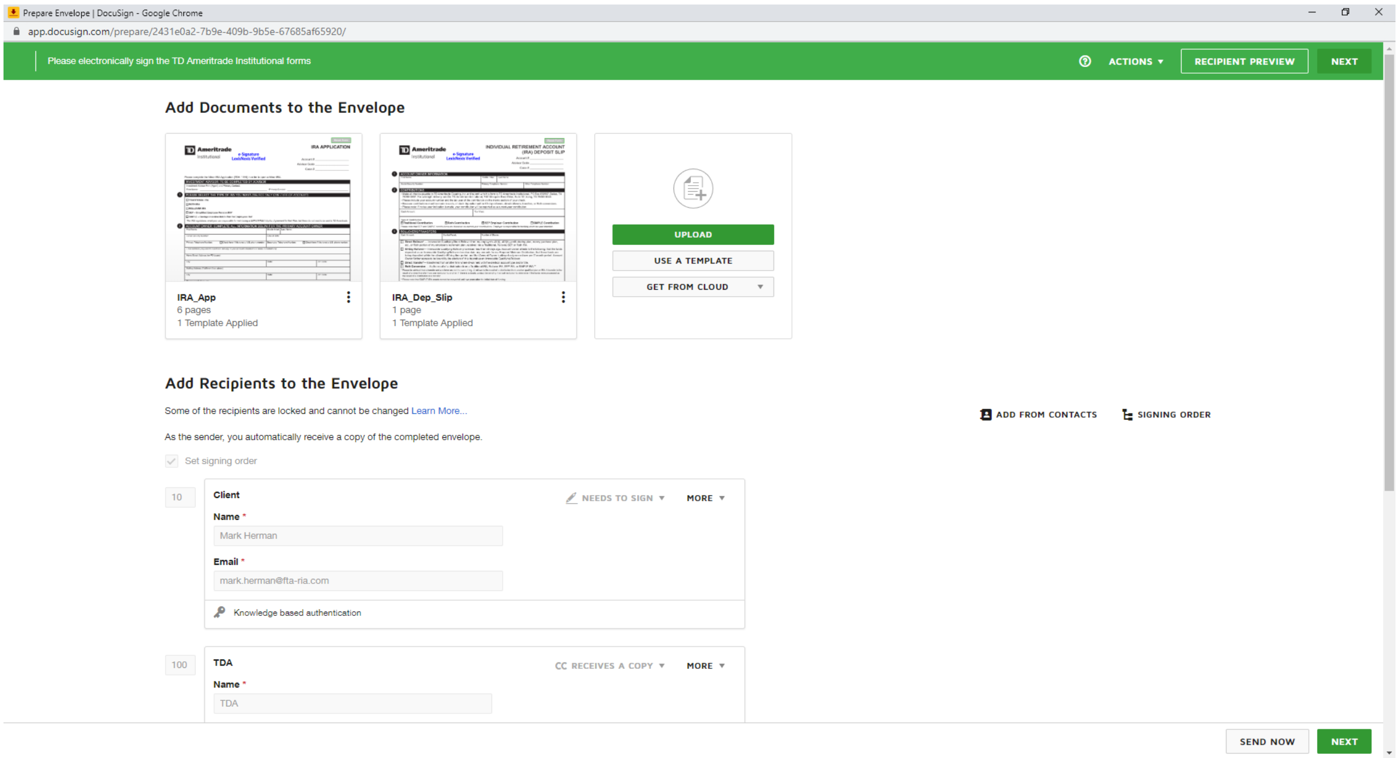


Next is the confirmation page, you can add another account at the bottom or complete package.



When you complete Package, Docusign will pop up, you simply go to the bottom and select next, it will already have their email added. It copies TD Ameritrade to the DocuSign so once they sign you are done.

****If you elected to print, this is where you will be able to download the application.



If you just want to use paper forms that is allowed as well. The forms are located under Account Management>Download Forms. These forms can be submitted multiple ways.

You can submit account paperwork and other items in the following ways:

- Open accounts online
- Email to your service team using the Secure Message Center, clicking New Message and selecting "Upload attachments (only)"
- Fax to 866-226-4617
- Mail in your paperwork:

Regular Mail	**Overnight Mail**
TD Ameritrade Institutional	TD Ameritrade Institutional
PO Box 650567	7801 Mesquite Bend Drive, Suite 112
Dallas, TX 75265-0567	Irving, TX 75063-6043