

INSTITUTIONAL ACCOUNT APPLICATION INSTRUCTIONS – PTI ProDirect

1. Complete the Institutions Application. There are three ways to submit an application; electronically, electronically with paper signature or by paper. All methods are available after selecting Account Management.

Fully electronic (for fastest processing). You will be asked to establish a username and password at the beginning of the process so that all the information you enter will remain secure. While most customers will complete their application in a fully electronic fashion, a minority of prospective customers is sometimes required to send paper documentation. If you are in this minority you will be notified during the application process or by email.

OR

Electronic with paper signature. You will electronically complete an application. At the end of the process you will print the application. You will fill in deposit instructions, a security questions and answer, sign the application and send it the address below.

OR

Paper. Print out a paper application, complete, sign and send the application to:

BY COURIER / OVERNIGHT SERVICE

**IB (For PTI ProDirect)
Document Processing
209 South LaSalle Street
10th Floor
Chicago, IL 60604**

BY MAIL

**IB (For PTI ProDirect)
Document Processing
P.O. Box A3770
Chicago, IL 60690-3770**

We are sometimes required to receive additional paper documents which should be forwarded to the addresses above.

2. Fund Your Account Send a check (with your deposit instruction form, application or account number written on the check) or wire (call or visit your bank to initiate) as specified in the deposit instructions to IB. Electronic Funds Transfer (ACH), Broker-to-Broker Transfer (ACAT), and IB Internal Transfers will automatically transfer. If we do not receive your funds in 45 days from approval the account will be closed.

5. Trade. If we have received your funds, you may begin to trade. Funds received by 16:00 ET are available for trading the next business day under normal business circumstances. The latest status of your deposit or transfer may be found under *Funds Status* in *Login/Account Management*.

6. Add Sub Accounts If you want to add sub accounts to segregate different traders, trading activity and risk, go to *Login/Account Management*.