INVESTMENT ADVISOR NEW/MODIFY SYSTEM USER FORM

E*TRADE ADVISOR SERVICES

FOR E*TRADE ADVISOR SERVICES COMPANY USE ONLY

SECTION 1:

A. REQUESTOR

Investment Advisor Firm Name	
Requestor Name	
Telephone number	Email Address

SECTION 2: Access Information

A. SYSTEM USER #1

Select one: ☐ New user ☐ Disable user ☐ Modify Permissions

Full Name	Email Address	
Social Security #	Date of Birth	
Username (for Disable User or Modify Permissions only)		
Home Address		
City	State	Zip

User Type	Permissions (select all that apply)
☐ **View Only User**	☐ **View Accounts** ☐ **Reporting**
☐ Advanced User	☐ Account Setup/'Edit ☐ Reporting ☐ Trading ☐ Money Manager XChange Access

B. SYSTEM USER #2

Select one: ☐ New user ☐ Disable user ☐ Modify Permissions

Full Name	Email Address	
Social Security #	Date of Birth	
Username (for Disable or Modify Permissions only)		
Home Address		
City	State	Zip

User Type	Permissions (select all that apply)
☐ **View Only User**	☐ **View Accounts** ☐ **Reporting**
☐ Advanced User	☐ Account Setup/'Edit ☐ Reporting ☐ Trading ☐ Money Manager XChange Access

C. SYSTEM USER #3

Select one: ☐ New user ☐ Disable user ☐ Modify Permissions

Full Name	Email Address	
Social Security #	Date of Birth	
Username (for Disable or Modify Permissions only)		
Home Address		
City	State	Zip

User Type	Permissions (select all that apply)
☐ **View Only User**	☐ **View Accounts** ☐ **Reporting**
☐ Advanced User	☐ Account Setup/'Edit ☐ Reporting ☐ Trading ☐ Money Manager XChange Access

D. SYSTEM USER #4

Select one: ☐ New User ☐ Disable user ☐ Modify Permissions

Full Name	Email Address	
Social Security #	Date of Birth	
Username (for Disable or Modify Permissions only)		
Home Address		
City	State	Zip

User Type	Permissions (select all that apply)
☐ **View Only User**	☐ **View Accounts** ☐ **Reporting**
☐ Advanced User	☐ Account Setup/'Edit ☐ Reporting ☐ Trading ☐ Money Manager XChange Access

E*TRADE Savings Bank, doing business as "E*TRADE Advisor Services": 7103 South Revere Parkway, Centennial, CO 80112. Member FDIC

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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 -

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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.