

SETTING UP AN AUTO BUY/SELL

The Automatic Buy/Sell feature allows you to buy more, or sell all or some of a folio on a periodic basis as window trades. You specify the amount of cash you want to invest, or receive from a sale of, a folio. Each Automatic Buy/Sell order is generated only once per month, but you can set up as many Automatic Buy/Sell orders as you want for each folio.

Recurring automatic buy/sell trades at Folio Investing are created at the folio level. All securities you wish to automatically buy should be in their own folio; this can be done by using the **Transfer Within Account** feature found in your **Account Quick Links**. After you have moved the securities to their own folio, go to **Folio Quick Links** for the newly established folio and select **Weights** to set target weights. These target weights will be used by the automatic purchase to divide your investment between the securities in the folio.

In the following example, a \$300 automatic buy would purchase \$100 of each security:

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My New Folio: Weights

Change View to: AccountName-EA0131200Y GO

Folio Details

Market Value: \$2.20

Amounts Available to Buy:

Stocks & ETFs: \$0.55
(Includes amount below for Funds)

Most Mutual Funds: \$0.55

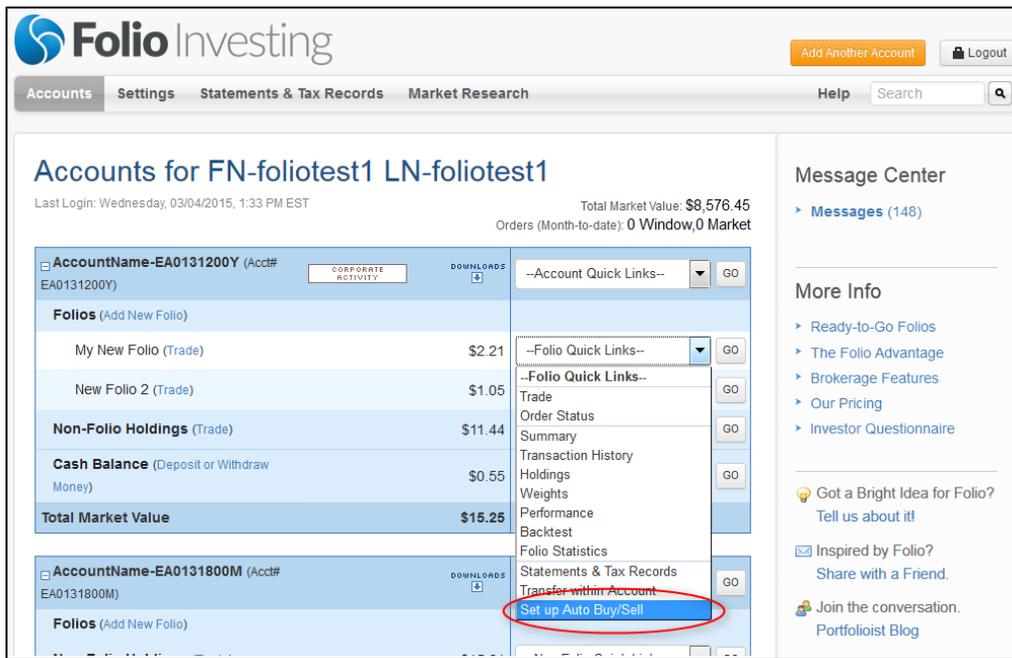
+ Add Securities Set to Equal Weights Set to Market Cap Weights Set to Market Weights Set to Target Weights Clear Weights

Symbol	Name	Price	Current %	Target %	Difference	New Target %
1 KO	Coca Cola Co	\$42.56	21.89%	33.33%	-11.44%	33.33 %
2 DIS	Disney Walt Co Disney	\$105.28	55.16%	33.33%	21.83%	33.33 %
3 IBM	International Business Mchts	\$159.63	22.95%	33.34%	-10.39%	33.34 %
Total:						100.00 %
Add/Subtract this Amount:						0.00 %

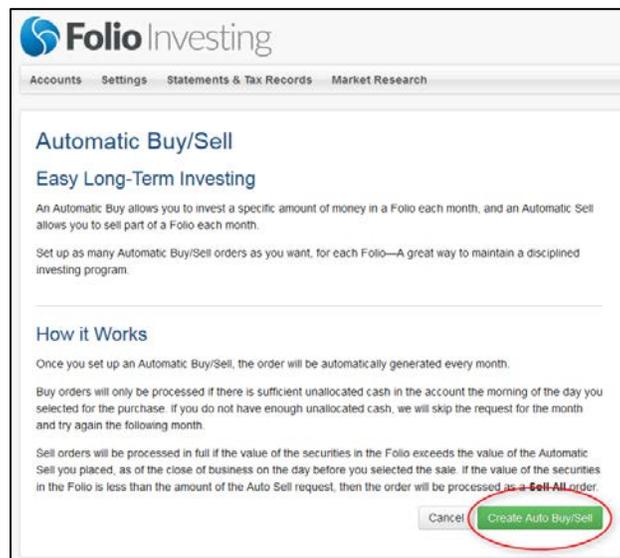
Cancel Save

By selecting **Save**, you will not be placing a trade.

Step 1: To Create a new Automatic Buy/Sell request go to the **Folio Quick Links** drop down menu and select **Set up Auto Buy/Sell** for the desired folio.



Step 2: A page explaining the Automatic Buy/Sell feature is displayed. Choose **Create Auto Buy/Sell**.



Step 3: Enter the dollar amount of the recurring window order, the type of Automatic Buy/Sell to create (to purchase securities at your target weights, select *Dollar Cost Average*), the day each month to place the window order, and when you would like the recurring window order to begin.

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Automatic Buy/Sell: AccountName-EA0131200Y

Folio:

Amount: \$

Choose the type of Automatic Buy/Sell to create:

- Buy Express**
Buy each security at its Folio weight at the time the order is placed.
- Buy Dollar Cost Average**
Buy each security at the Folio Target Weight.
- Buy-Only Rebalance**
Buy the securities that will bring the Folio closer to its Target Weights at the time the order is placed, **without selling any securities.**
- Sell Express**
Sell each security at its Folio weight at the time the order is placed.
- Sell-Only Rebalance**
Sell the securities that will bring the Folio closer to its Target Weights at the time the order is placed, **without buying any securities.**
- Just Rebalance**
Buy and sell securities to bring the Folio to its Target Weights at the time the order is placed.
- Buy and Rebalance**
Buy and sell securities to bring the Folio to its Target Weights with more funds at the time the order is placed.
- Sell and Rebalance**
Buy and sell securities to bring the Folio to its Target Weights with less funds at the time the order is placed.

Order Day: day of each month beginning

When you have entered the required information, choose **Continue**.

Step 4: Review your Automatic Buy/Sell instruction and choose cancel, modify, or **Save Auto Buy/Sell** to complete setting up the recurring window order.

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Review Automatic Buy/Sell: AccountName-MA01416008

Verify your Automatic Buy/Sell request below and select **Save Auto Buy/Sell** if the information is correct. Select **Modify** if you would like to make changes to your request.

Folio: 112507folio

Order type: BUY at Current Market Weights

Amount: \$100.00

Schedule: Monthly beginning 2/26/2015