

1. Search for the account via Quick Search or Client Tab



2. Navigate to the **Service Tab**

- Click the “+” icon next to the registration from which you are raising cash
- Select **Trade Hold**

High Net Worth Client

Investments General **Service** Documents Policy Proposals

Goal / Registration / Account		Value	Product
▼ Goal High Net Worth Client Corporate Account	+	\$ 0.00	
▼ Reg 734940 Corporate Account	+	0.00	
DEMO-1090625			
▼ Goal High Net Worth Client Corporate Account			
▼ Reg 734938 Corporate Account			
DEMO-1090626			
DEMO-1090627			
▼ Goal High Net Worth Client Corporate Account			
▼ Reg 734937 Corporate Account			
DEMO-1090623			
▼ Goal High Net Worth Client Corporate Account			
▼ Reg 734936 Corporate Account			



Create Service Request

- Raise Cash
- Invest Contribution
- Rebalance Account
- Harvest Gains/Losses
- Terminate (Liq/Hold)
- Systematic Withdrawal - Set Up New
- DCA Set Up New
- Trade Hold

3. Properties: Enter the Reason Code, Follow-up Date, & Comment

- Check **Accept**
- Click **Save + Next**

Properties


 Delete An Element
 Additional Information

Properties

SR # **941757**

Owner High Net Worth Client

Reason Code Pending Contribution (Special Instructions) ▼

Follow-up Date 8-Mar-2018 

Comment

Comments entered will be for informational purposes only and should be used to describe why the Trade Hold has been placed. **Further trade instructions entered as comments will not result in generating trade tasks to Investnet Operations. No further action will be taken.**

Accept

Cancel
Save
Save + Next

4. Options:

- Click **Edit**
- Check the box to **Enable Trade Hold** (or **Disable Trade Hold** if disabling).
- Click **Save + Next**

Options

 Delete An Element
 Additional Information

Investment	Current Trade Hold Status	Disable Trade Hold	Rebalance	Actual	Product
DEMO-1090623	On Trade Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 26,238,347.00	The London Co. Small Cap Core Managed Acc

Cancel
Save
Save + Next

5. Review & Submit:

- Click **Submit Request**



CHEAT SHEET

TRADE HOLD