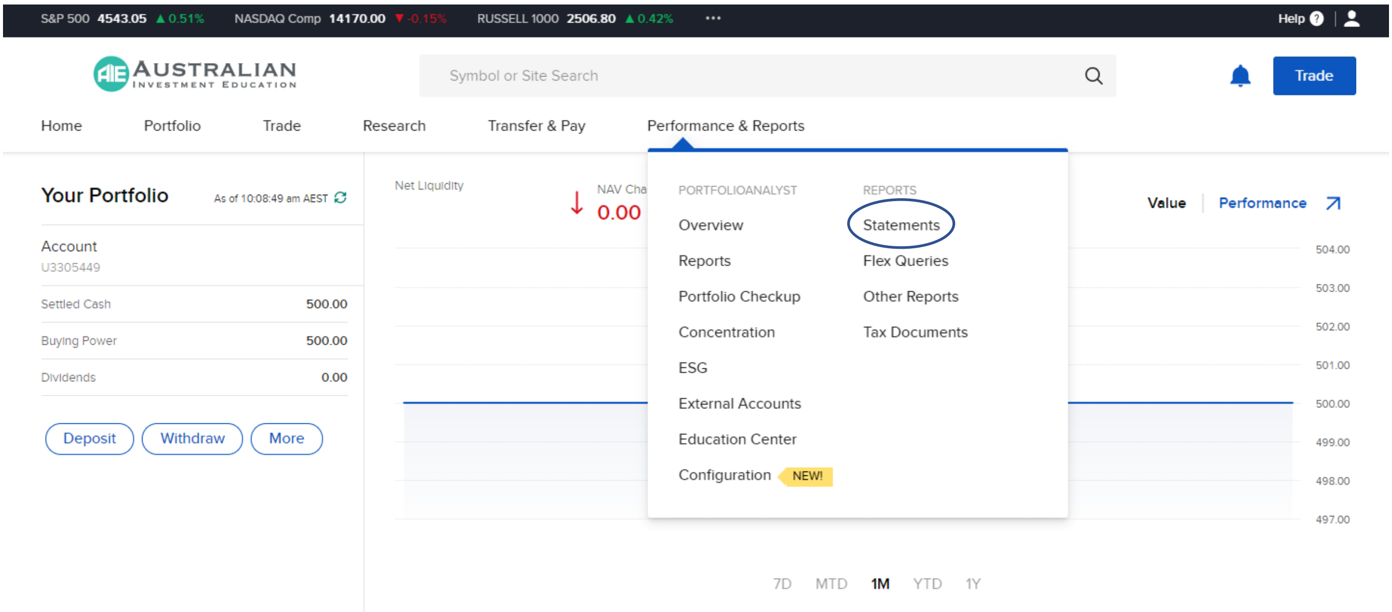
Reports / Tax Documents

Log into your Trading Account Management Portal

Click on Performance & Reports

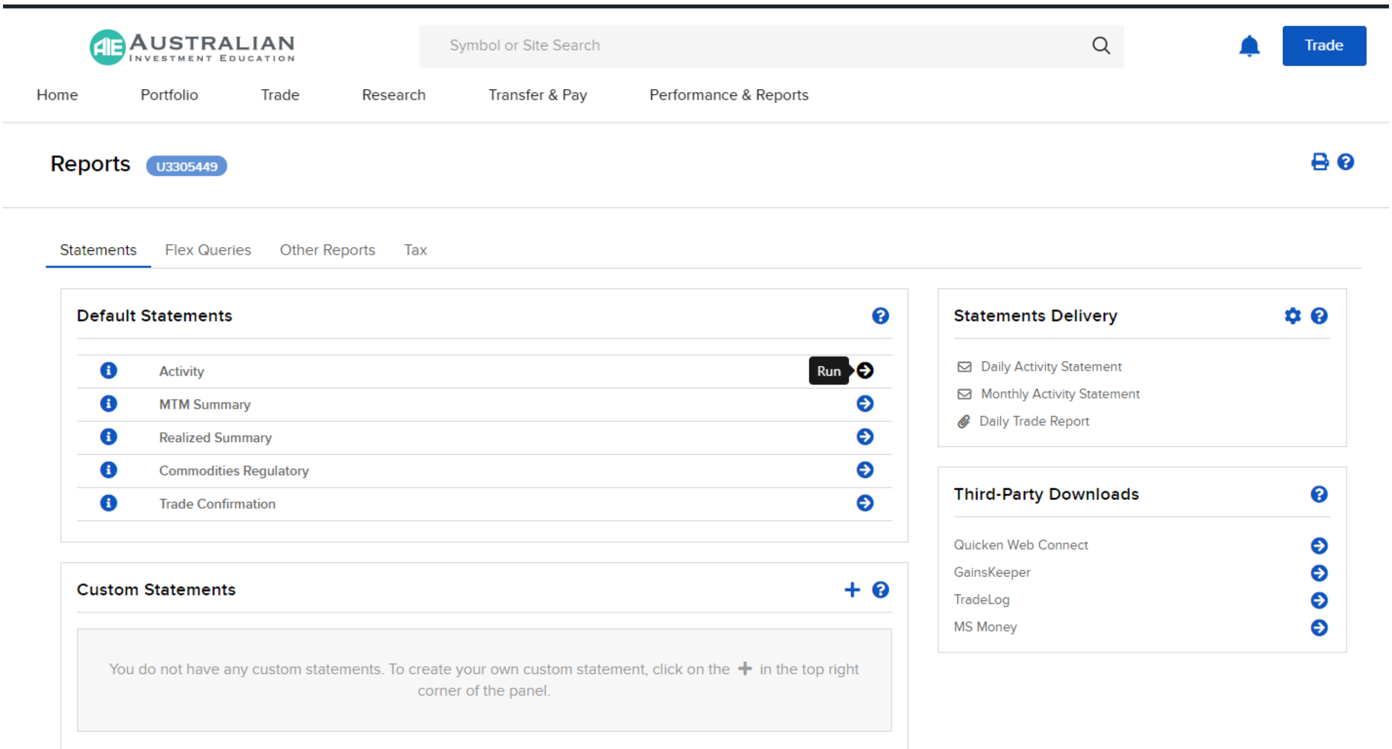
From the drop down menu, in the second column, click on "Statements"

*****for instructions on pulling specific information ONLY, and not every detail – please scroll down to Custom Statments for instructions*****



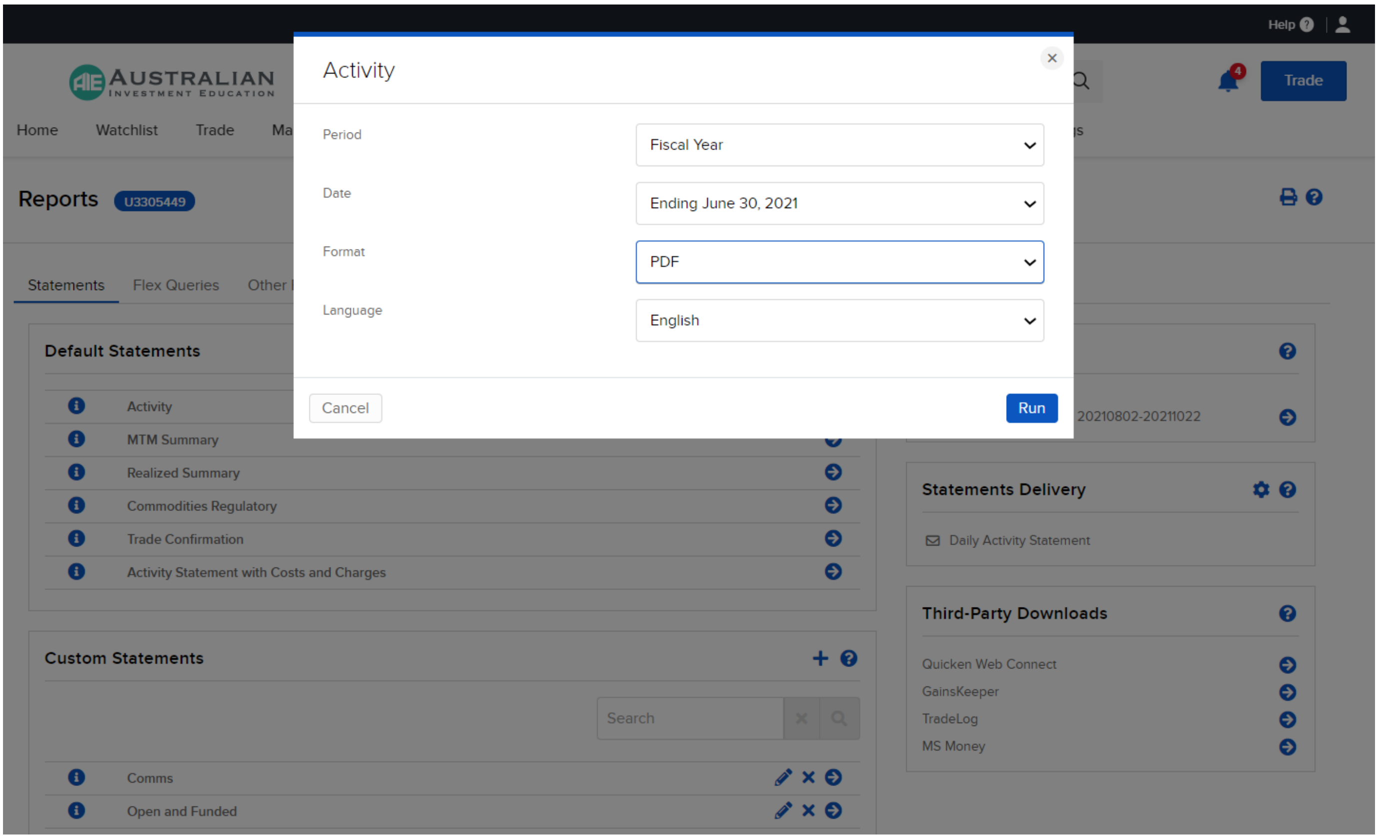
From our experience, the "tax" document you can pull from your account, will not provide enough information that your accountant will require. The "activity" statement is what you will need.

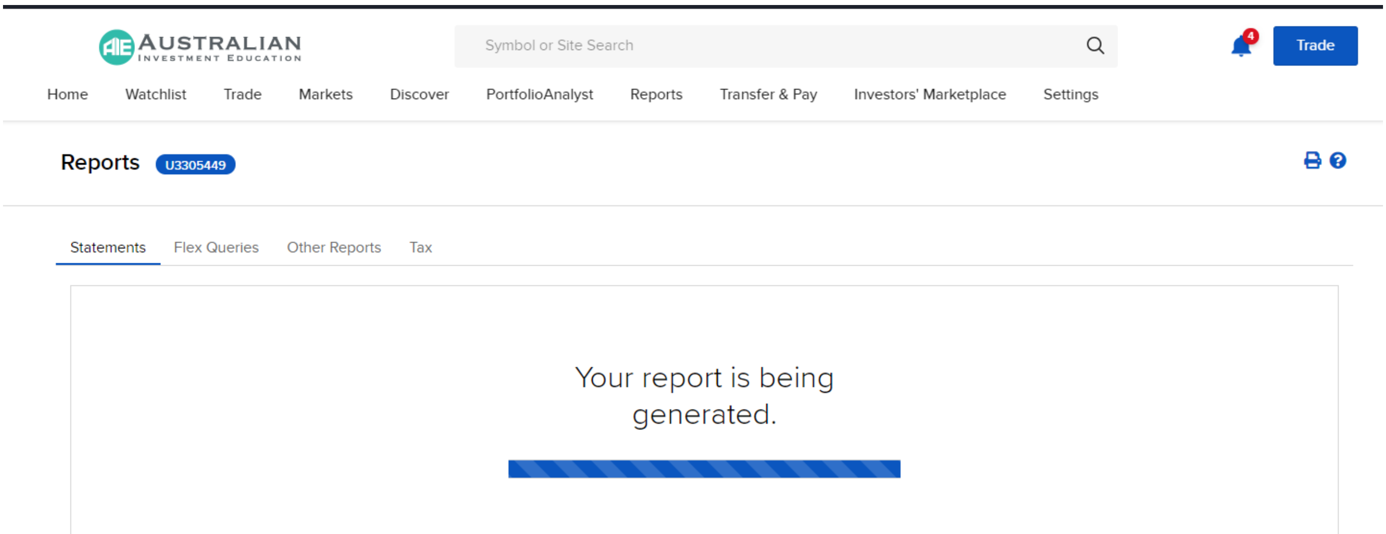
Please click on the forward arrow to Run the Activity statement



In the pop up box, please edit each drop down menu to choose the period (length of report i.e week, month, year), the dates you want the period to fall within, the format – ALWAYS CHOOSING PDF, and the language.

Click Run



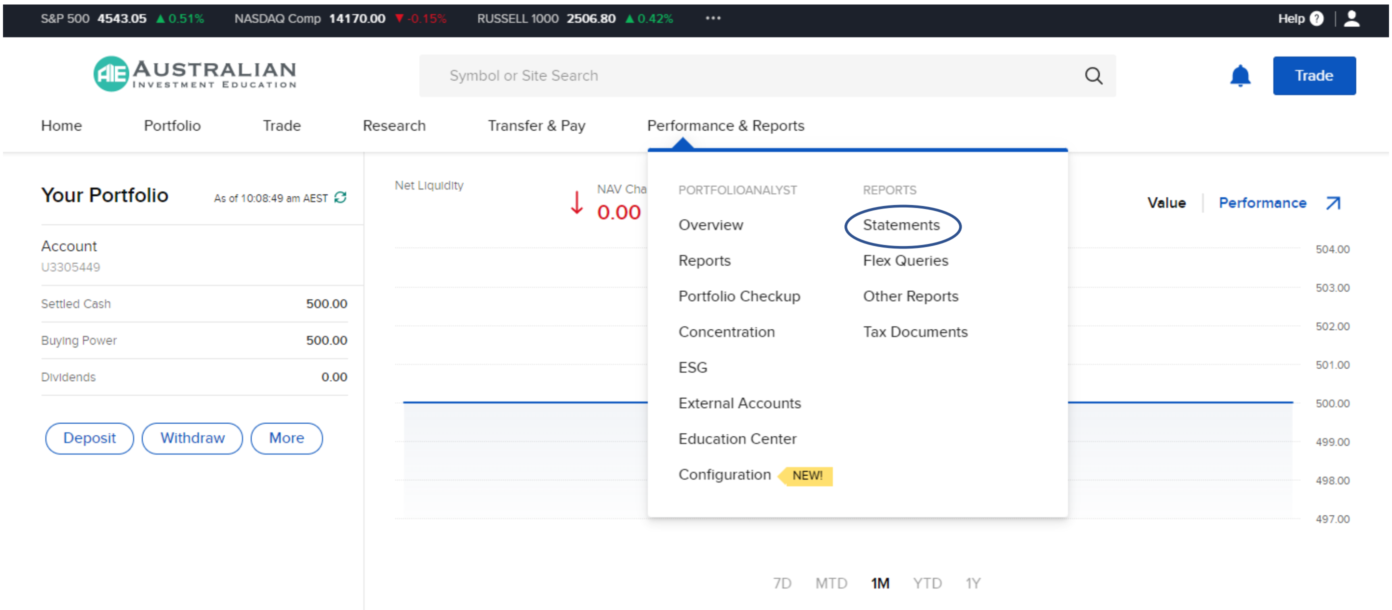


Custom Statements

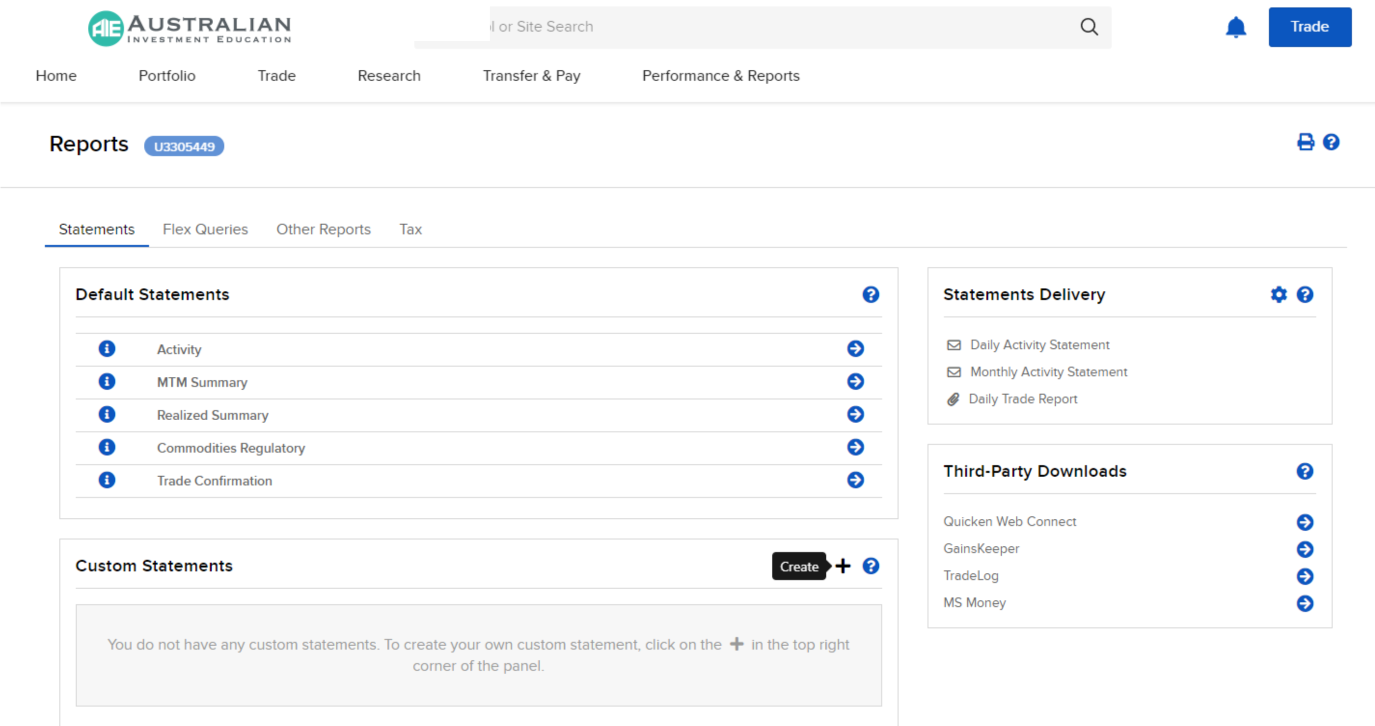
Should you want to pull a statement for your own records, showing specific information only, you will want to CREATE your own statement, then "run" the report.

Examples of custom statements – dividend statements, commission statement, statement of trades, etc.

Click on Performance & Reports > Statements



Click on the Plus Button to Create the custom statement you are looking for



Title the Statement (once you create the template, it will be saved under custom statements so that you can run the report as often as youd like without needing to create a template each time)

Once you Name the statement, LEAVE the statement type “ACTIVITY, you will then tick the sections you would want included in your statement from the list of columns below

****For example, If you want to Run a Dividend Statement:****

After adding the Title, the Sections I would Tick to be included in my statement would be:

Account Information

Change in Dividend Accruals

Combined Dividends

Dividends

Open Dividend Accruals

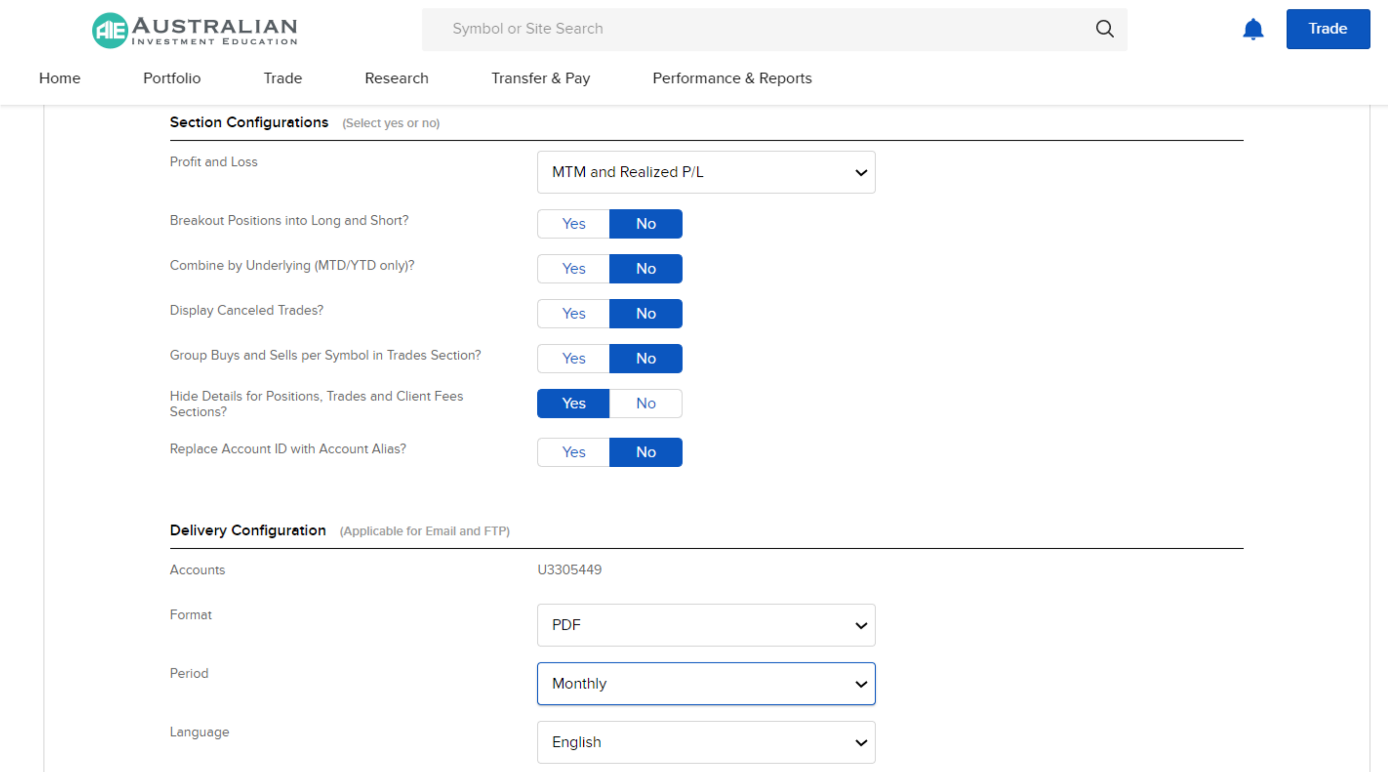
Payment in Lieu of Dividends

Under Section Configurations, we recommend leaving the default settings (as seen below), however you can change them if you wish

Under Delivery Configuration:

Format NEEDS TO BE CHANGED TO **PDF**

You can set the period accordingly to what you prefer.

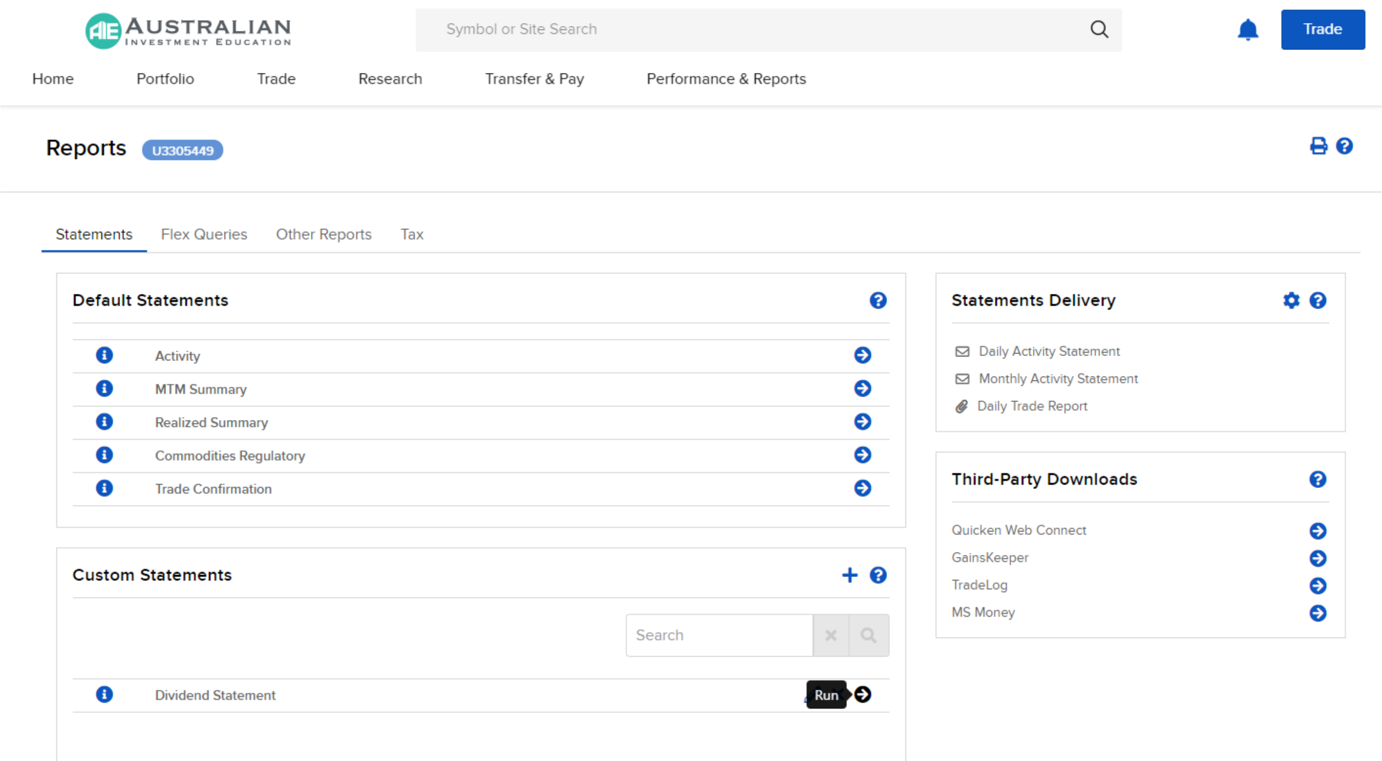


Click Continue

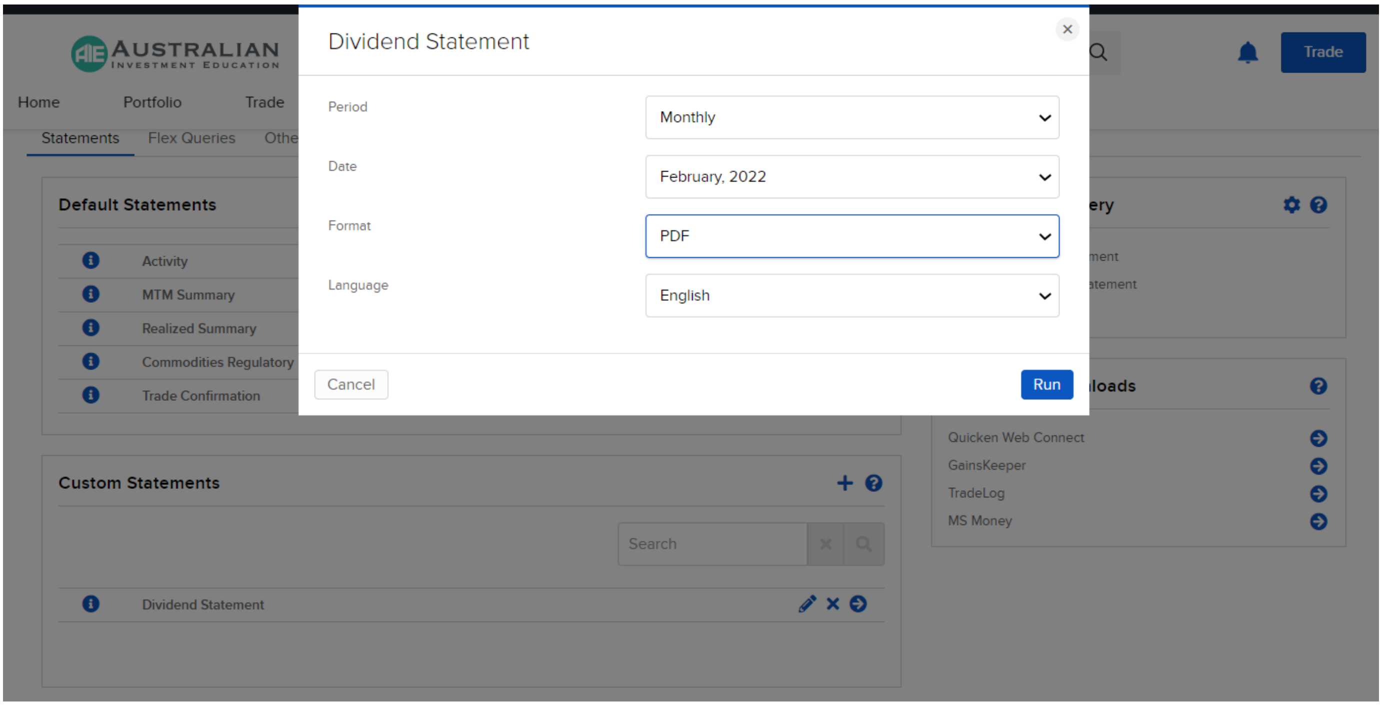
You will see a review of the statement you created and then tick CREATE then tick OK

The page will reload to your Statements page. Your created Statement will be under Custom Statements.

Click on the forward arrow to RUN (generate) your statement



You will be able to choose the period, date that is relative to the period, making sure to CHANGE the FORMAT to PDF, and then tick RUN



Your report is being generated.