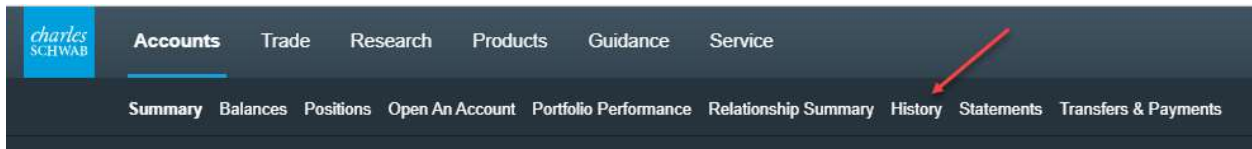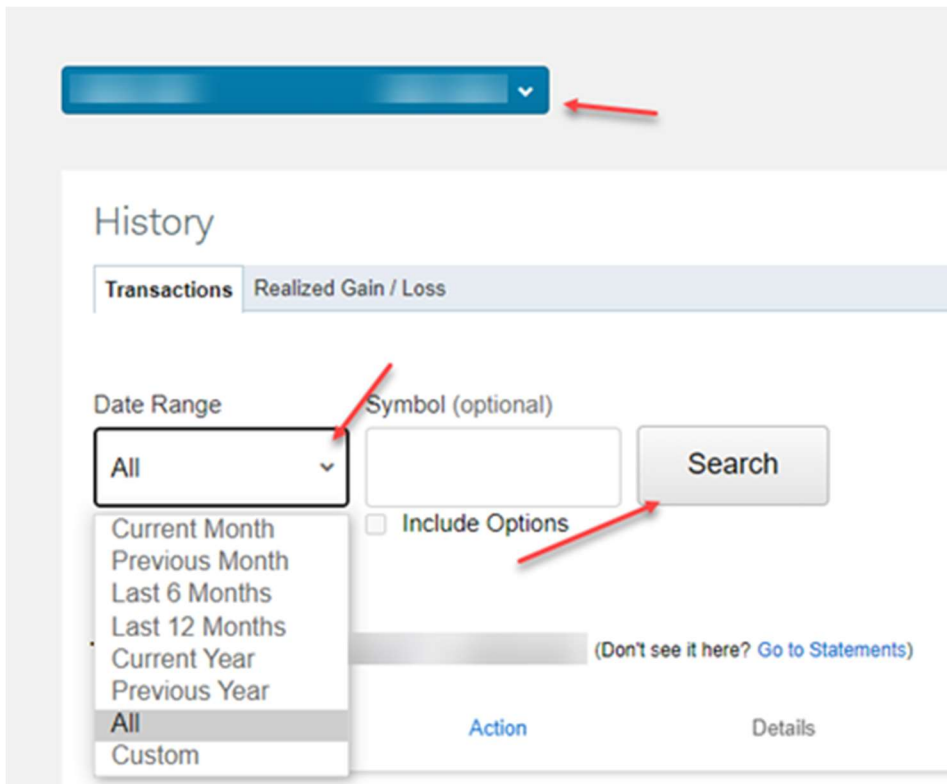# Import Transaction File CSV Charles Schwab Brokerage

As of September 9th 2021 Charles Schwab will no longer offer the ability for investors to download their investment activity using the standardized OFX (open financial exchange) delivery method. To help users of IAM, we've made some changes to the feature for importing a transactions csv file to reflect defaults for the Charles Schwab csv file format. Follow these steps:
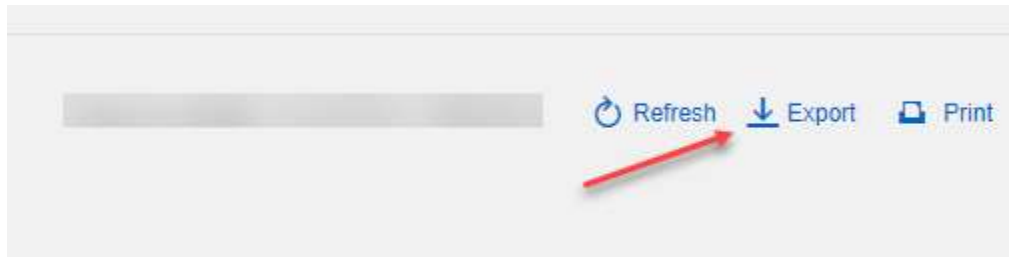
1. Log into your Charles Schwab brokerage account, and select the History menu choice:
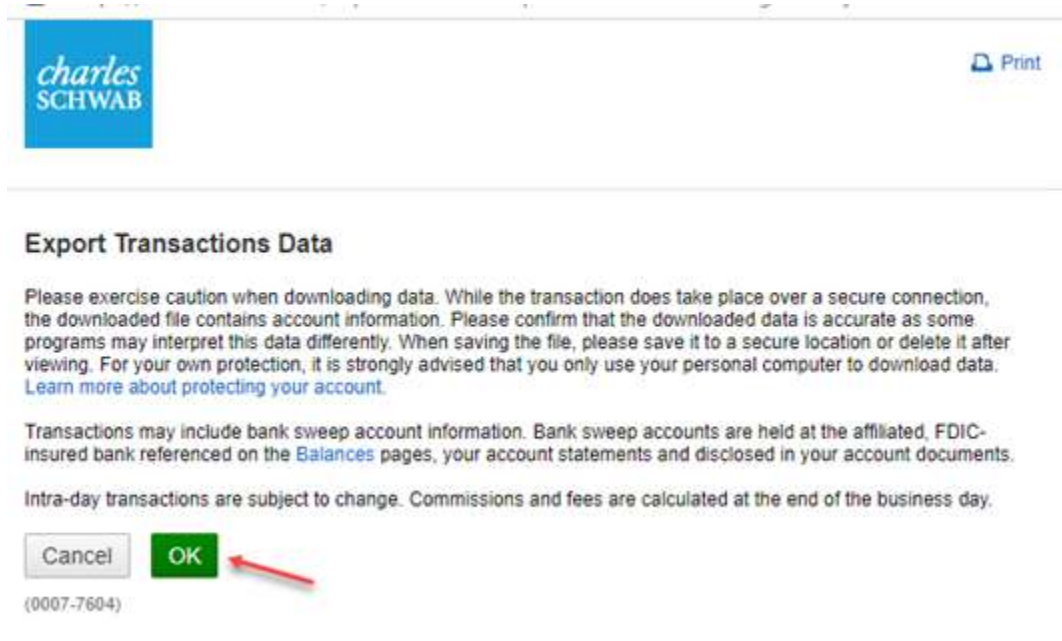

2. For your selected investment account, use the drop down to select the <u>most recent date range</u> for the investment activity you need to import into Investment Account Manager, then use the Search button to filter the transactions for the date range selected.
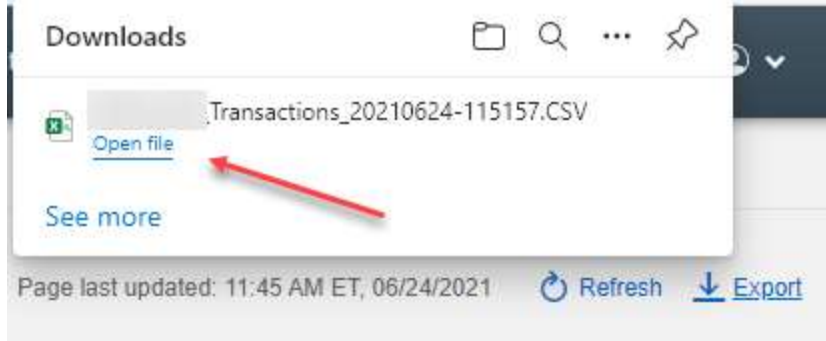
3. Use in the upper righthand corner the link to 'Export' the transactional csv file from the Charles Schwab web site.
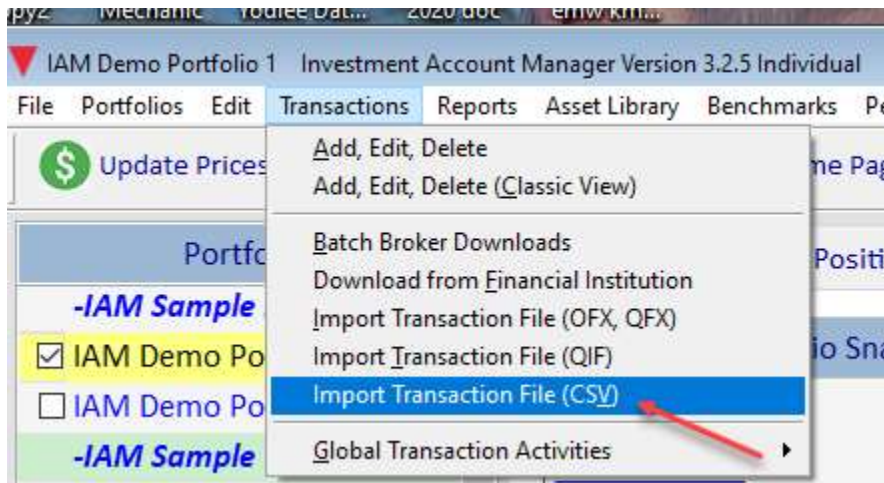

4. Use the OK button to proceed with the export/download of the transactional csv file.

5. Once you select OK, depending on your browser, the file will be automatically saved, or you can indicate a 'save as' location with file name. Open/Save the export file, making note of the name and location for import into Investment Account Manager. You can repeat the above steps for other Schwab accounts you have for import. Once complete, log off the Schwab web site.

6. Start Investment Account Manager and for the coinciding portfolio in IAM that matches the exported transactions file from Charles Schwab, select the Transactions Menu | Import Transaction File (CSV)

7. Using the search box to the right of the 'select file to import' field, select the Schwab brokerage csv file exported/downloaded in step 3 above. Once the file is selected and imported, you'll notice IAM has defaulted the required column headings to reflect the Schwab csv file format, with all activity within the csv file shown for import.

8. You are now ready to follow the remaining steps for importing this Schwab csv file. Refer to the help button provided in the form above. 'Import Transaction File CSV'