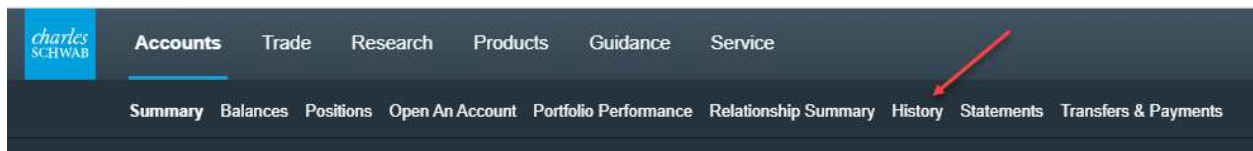


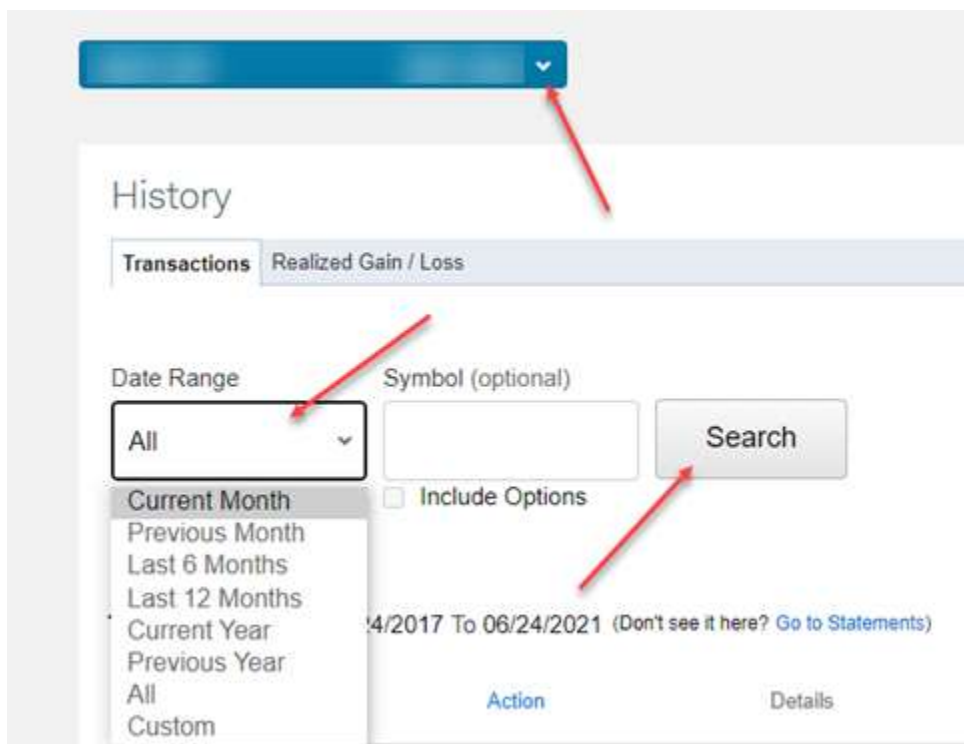
## Import Transaction File CSV Charles Schwab Brokerage

As of June 30<sup>th</sup> 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:



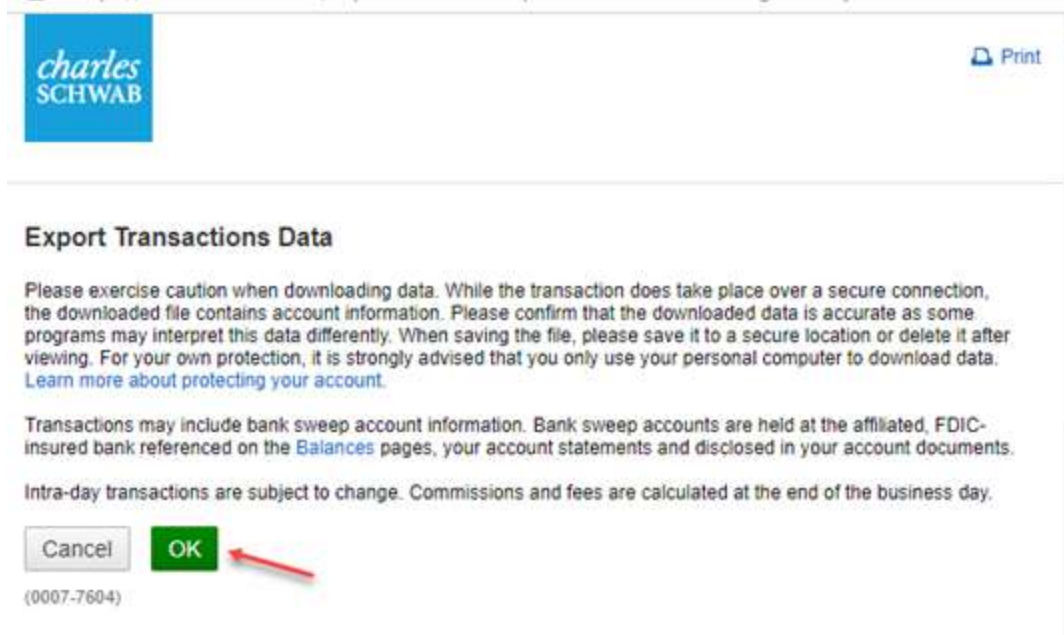
2. For your selected investment account, use the drop down to select the most recent date range for the investment activity you need to import into Investment Account Manager, then use the Search button to filter the transactions for the date range selected.



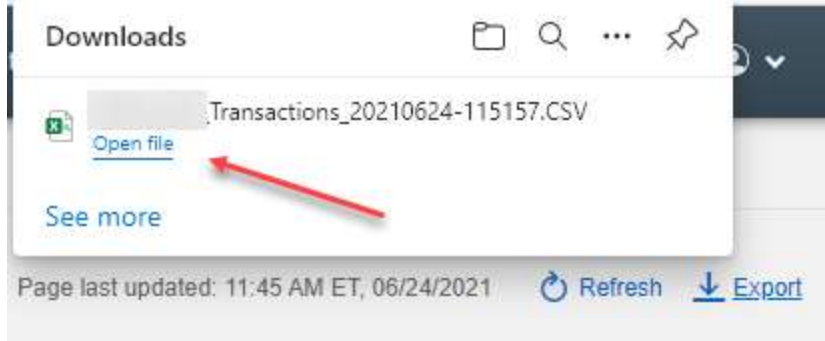
3. Use in the upper righthand corner the link to 'Export' the transactional csv file from the Charles Schwab web site.



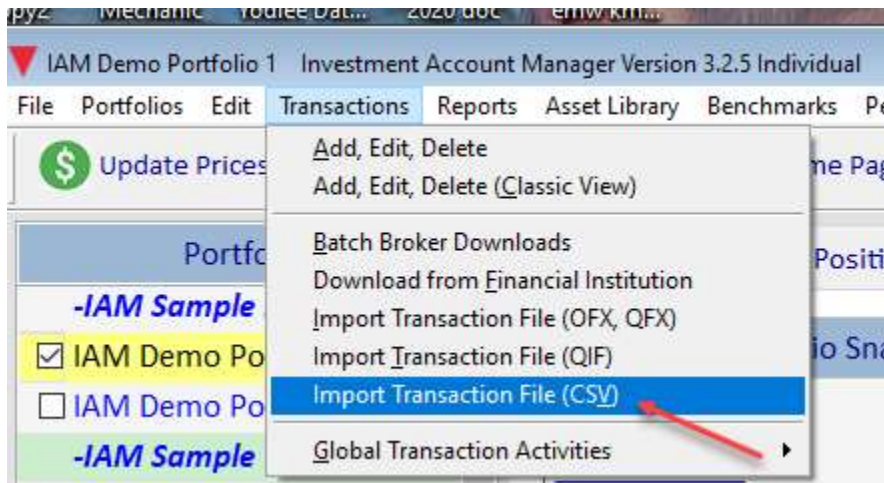
4. Use the OK button to proceed with the export/download of the transactional csv file.



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.

Import Transactions from CSV File

Select File to Import:

If you have a money market account associated with this file that is to be used as an offset to transactions, enter it here:  
 Money Market Symbol:  [Pick Existing](#) MMF Description:

Use the drop down at the top of each column to select the data to be imported for that column. If your csv file has more than 8 columns, use the radio buttons to view and select additional fields for column data.

Check to Delete:  Date:  Activity Type:  Security Symbol:  Security Name:  Quantity:  Market Price:  Commission:  Net Amount:

<input type="checkbox"/>	Date	Activity Type	Security Symbol	Security Name	Quantity	Market Price	Commission	Net Amount
<input type="checkbox"/>	6/10/2021	Qualified Dividend	TGT	TARGET CORP				\$119.00
<input type="checkbox"/>	6/10/2021	Qualified Dividend	MSFT	MICROSOFT CORP				\$112.00
<input type="checkbox"/>	6/10/2021	Journalled Shares	PSFE	PAYSAFE LTD F	3000	\$12.03		
<input type="checkbox"/>	6/10/2021	Buy to Open	AAPL 01/20/2023 2	CALL APPLE INC \$2	1	\$3.30	\$0.65	(\$330.65)
<input type="checkbox"/>	6/8/2021	Qualified Dividend	AMGN	AMGEN INC.				\$308.00
<input type="checkbox"/>	6/4/2021	Journalled Shares	PSFE	PAYSAFE LTD F	-3000	\$11.82		
<input type="checkbox"/>	5/28/2021	Qualified Dividend	ETN	EATON CORP PLC F				\$228.00
<input type="checkbox"/>	05/17/2021 as of 05	Bank Interest		BANK INT 041621-0				\$0.04
<input type="checkbox"/>	5/13/2021	Buy to Open	AAPL 01/20/2023 2	CALL APPLE INC \$2	1	\$3.75	\$0.65	(\$375.65)
<input type="checkbox"/>	5/11/2021	ADR Mgmt Fee	QD	QUDIAN INC FUNSF				(\$145.01)
<input type="checkbox"/>	5/11/2021	Buy	MSFT	MICROSOFT CORP	25	\$245.08		(\$6,127.00)
<input type="checkbox"/>	5/11/2021	Sell	KSS	KOHL'S CORP	100	\$58.71	\$0.03	\$5,870.97
<input type="checkbox"/>	5/11/2021	Buy	PLTR	PALANTIR TECHNO	500	\$19.14		(\$9,570.00)
<input type="checkbox"/>	5/11/2021	Sell	KSS	KOHL'S CORP	150	\$57.57	\$0.04	\$8,634.71

Show All Records  
 Hide Deleted Records

Import Using Custom Fields  
 Import Using Schwab Default Format  
 Import Using Fidelity Default Format

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'](#)