



Trader Workstation Account Setup Guide

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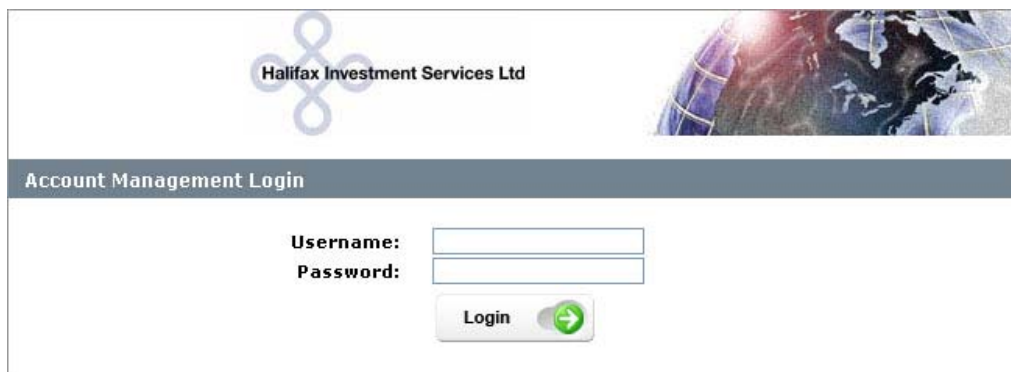
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Account Management

Account management is where you go to configure your account. Account Management is not accessed via the trading platform, but through the following website:

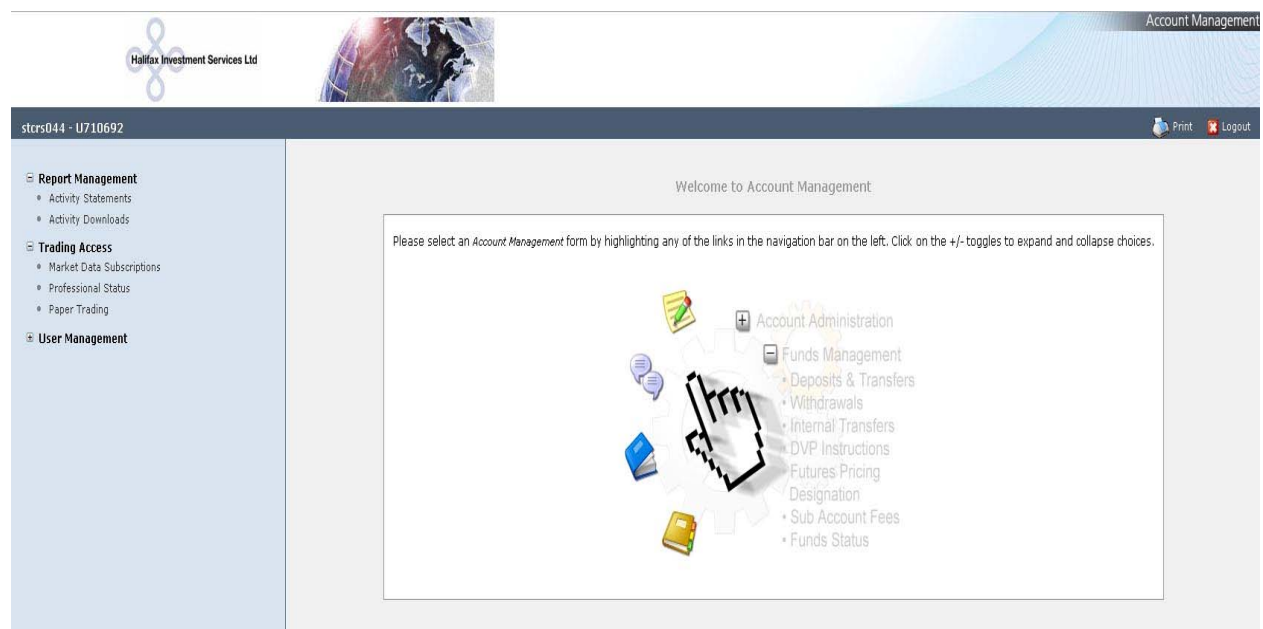
<https://www.interactivebrokers.com/Universal/servlet/AccountAccess.Login?partnerID=h2I5hZ9k>

If you log in with your live account details, you can set up your market data services, set up your simulation (paper trading) account, change your professional/non-professional status, and also print any account statements that you may require.



The screenshot shows the login interface for Halifax Investment Services Ltd. At the top, there is a logo consisting of four interlocking circles and a globe. Below the logo, the text "Halifax Investment Services Ltd" is displayed. The main heading is "Account Management Login". There are two input fields: "Username:" and "Password:". Below these fields is a "Login" button with a green arrow icon.

Once Account Management has finished loading, you should see a screen that looks like this:



The screenshot shows the Account Management dashboard. At the top, there is a navigation bar with the Halifax Investment Services Ltd logo and a globe. The main heading is "Account Management". Below the navigation bar, there is a sidebar with the following sections:

- Report Management
 - Activity Statements
 - Activity Downloads
- Trading Access
 - Market Data Subscriptions
 - Professional Status
 - Paper Trading
- User Management

The main content area displays "Welcome to Account Management" and a message: "Please select an Account Management form by highlighting any of the links in the navigation bar on the left. Click on the +/- toggles to expand and collapse choices." Below this message is a central graphic of a hand pointing to a gear, surrounded by various icons representing different account management functions. The list of functions includes:

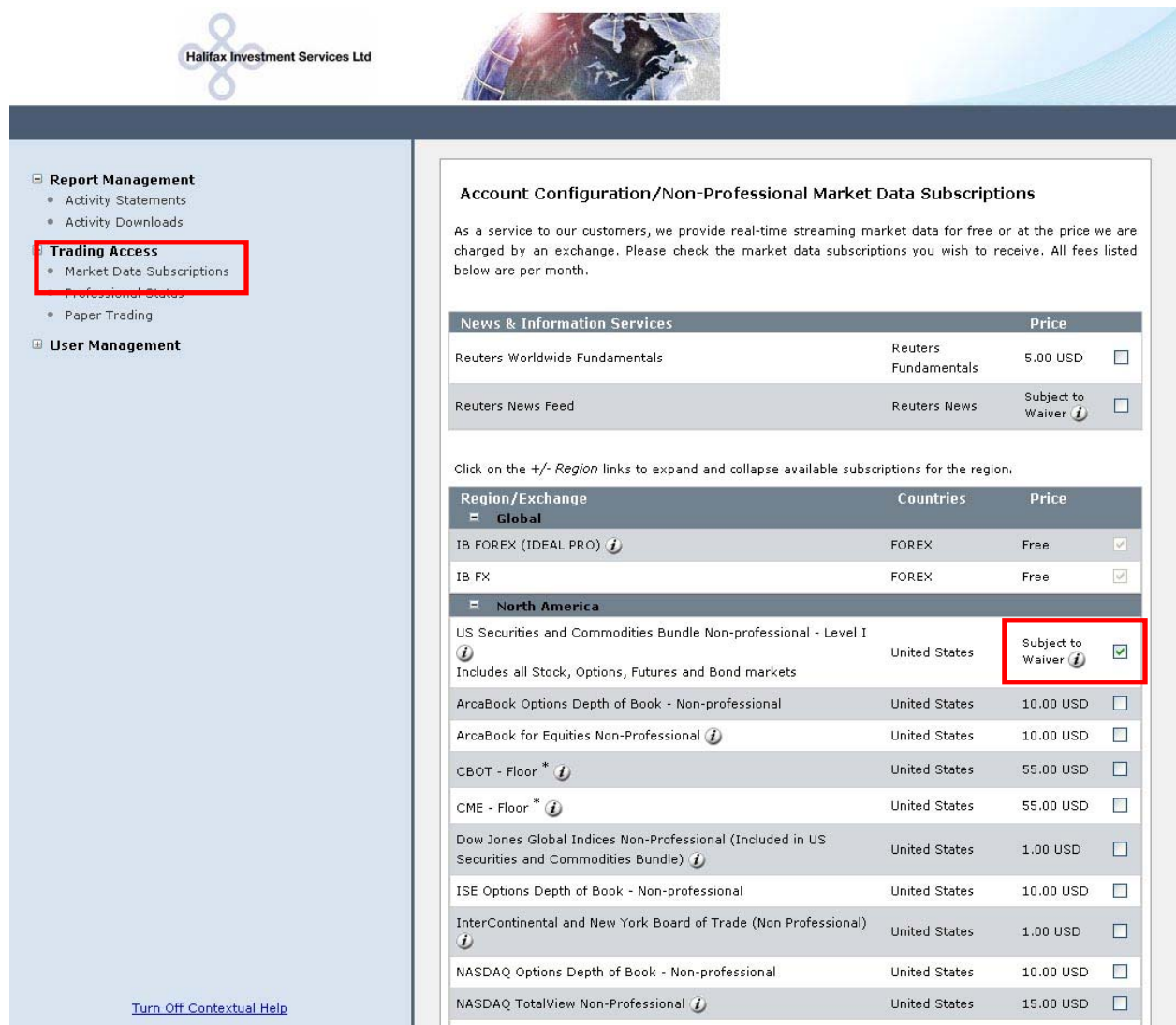
- Account Administration
- Funds Management
 - Deposits & Transfers
 - Withdrawals
 - Internal Transfers
 - DVP Instructions
 - Futures Pricing
 - Designation
 - Sub Account Fees
 - Funds Status

Market Data Subscription setup

Market data subscriptions must be set up first before any market data will be available on the platform.

To ensure that you have the correct subscriptions set up, log in to Account Management as detailed above with your **live** account details, which were in the email sent to you in the welcome letter.

On the menu, click on 'Trading Access', and in the drop down menu that appears, click on 'Market Data Subscriptions'. This is the screen where you can set up any data subscriptions you may require.



The screenshot shows the Halifax Investment Services Ltd account configuration page for Market Data Subscriptions. The left sidebar contains a menu with 'Trading Access' highlighted, and 'Market Data Subscriptions' selected. The main content area is titled 'Account Configuration/Non-Professional Market Data Subscriptions' and includes a table of services and their prices.

Halifax Investment Services Ltd

Account Configuration/Non-Professional Market Data Subscriptions

As a service to our customers, we provide real-time streaming market data for free or at the price we are charged by an exchange. Please check the market data subscriptions you wish to receive. All fees listed below are per month.

News & Information Services		Price	
Reuters Worldwide Fundamentals	Reuters Fundamentals	5.00 USD	<input type="checkbox"/>
Reuters News Feed	Reuters News	Subject to Waiver ⓘ	<input type="checkbox"/>

Click on the +/- Region links to expand and collapse available subscriptions for the region.


Region/Exchange	Countries	Price	
Global			
IB FOREX (IDEAL PRO) ⓘ	FOREX	Free	<input checked="" type="checkbox"/>
IB FX	FOREX	Free	<input checked="" type="checkbox"/>
North America			
US Securities and Commodities Bundle Non-professional - Level I ⓘ Includes all Stock, Options, Futures and Bond markets	United States	Subject to Waiver ⓘ	<input checked="" type="checkbox"/>
ArcaBook Options Depth of Book - Non-professional	United States	10.00 USD	<input type="checkbox"/>
ArcaBook for Equities Non-Professional ⓘ	United States	10.00 USD	<input type="checkbox"/>
CBOT - Floor * ⓘ	United States	55.00 USD	<input type="checkbox"/>
CME - Floor * ⓘ	United States	55.00 USD	<input type="checkbox"/>
Dow Jones Global Indices Non-Professional (Included in US Securities and Commodities Bundle) ⓘ	United States	1.00 USD	<input type="checkbox"/>
ISE Options Depth of Book - Non-professional	United States	10.00 USD	<input type="checkbox"/>
InterContinental and New York Board of Trade (Non Professional) ⓘ	United States	1.00 USD	<input type="checkbox"/>
NASDAQ Options Depth of Book - Non-professional	United States	10.00 USD	<input type="checkbox"/>
NASDAQ TotalView Non-Professional ⓘ	United States	15.00 USD	<input type="checkbox"/>

[Turn Off Contextual Help](#)

To ensure that you are subscribed to the correct market data packages:

For Non-professional users:

If you are set up as Non-professional, then go down through the list and make sure all the free subscriptions are ticked in the check boxes (down the right hand side of the page), including any subscriptions marked 'subject to waiver'. (down the right hand side of the page), including any subscriptions marked 'subject to waiver'.

Subject to Waiver 	<input checked="" type="checkbox"/>
Free	<input checked="" type="checkbox"/>

All Forex subscriptions, as shown below, are free and checked by default.

Global			
IB FOREX (IDEAL PRO)	FOREX	Free	<input checked="" type="checkbox"/>
IB FX	FOREX	Free	<input checked="" type="checkbox"/>

You can also subscribe to any other data services you require, but there will be a charge for those. Please note that the 'subject to waiver' conditions, where it states that if you do not generate USD 30 of commissions per month, you will be charged USD10 for using that market data.

When you are done, click on *continue* at the bottom.



Once done, it will ask you to confirm the selections. If correct, please click on "Save" to submit the request to market data. Once done it will go back to the original market data subscriptions page.

The screenshot shows the Halifax Investment Services Ltd Account Management interface. The top right corner displays 'Account Management'. The left sidebar contains a navigation menu with the following items:

- Report Management
 - Activity Statements
 - Activity Downloads
- Trading Access
 - Market Data Subscriptions
 - Professional Status
 - Paper Trading
- User Management

The main content area is titled 'Request Confirmation' and contains the following text:

Please review your *Market Data Subscriptions* request and click the *Save* button to save these changes.
Your subscriptions request may require additional agreements that you will be presented with. You must complete these agreements before your subscriptions will be effective.

Market Data

Subscriber Status:	Non-Professional	
Currently Subscribed:		
Australia:		
	Sydney Futures Exchange	Free
FOREX:		
	IB FX	Free
	IB FOREX (IDEAL PRO)	Free
Hong Kong:		
	Hong Kong Futures Exchange	Free
Korea:		
	Korean Markets	Free
Singapore:		
	Singapore	Free
United States:		
	US Securities and Commodities Bundle Non-professional - Level I	Free (USD 10 if monthly commissions < USD 30)

At the bottom of the page, there are two buttons: 'Back' and 'Save'. The 'Save' button is highlighted with a red rectangle and contains a green checkmark icon.

[Turn Off Contextual Help](#)

For Professional users:

If you are set up as Professional, you will need to go through the list and check the boxes for the market data services that you require. Please refer to the following list for the most commonly required market data subscriptions and the data that they provide.

For most US commodities, you will need to subscribe to 'Professional US Commodities Exchanges', as shown below.

North America			
Professional US Commodities Exchanges	United States	Subject to Waiver ⓘ	<input checked="" type="checkbox"/>

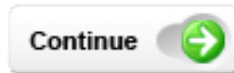
To trade commodities on the NYBOT exchange, you will need to subscribe to 'Intercontinental and New York Board of Trade (Professional)'.

InterContinental and New York Board of Trade (Professional)	United States	1.00 GBP	<input checked="" type="checkbox"/>
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To trade US options, subscribe to 'US Options Exchanges'.

US Options Exchanges	United States	20.00 USD	<input checked="" type="checkbox"/>
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When you are done, click on *continue* at the bottom, and *continue* again on the next page.



Once done, it will ask you to confirm the selections. If correct, please click on "Save" to submit the request to market data. Once done it will go back to the original market data subscriptions page.

Professional or Non-professional Status:

At the top of the page, you should see 'Account Configuration/Non-professional', or 'Account Configuration/Professional'. This is the current status of your account.

The screenshot shows the Halifax Investment Services Ltd website. The header includes the company logo and a globe. A left-hand navigation menu contains sections for Report Management, Trading Access, and User Management. The main content area is titled "Account Configuration / Non-Professional Market Data Subscriptions" (highlighted with a red box). Below the title is a paragraph explaining that real-time streaming market data is provided for free or at a price charged by an exchange. Two tables are displayed: "News & Information Services" and "Region/Exchange". The "Region/Exchange" table is expanded to show "North America" with various subscription options and their prices.

Account Configuration / Non-Professional Market Data Subscriptions

As a service to our customers, we provide real-time streaming market data for free or at the price we are charged by an exchange. Please check the market data subscriptions you wish to receive. All fees listed below are per month.

News & Information Services		Price	
Reuters Worldwide Fundamentals	Reuters Fundamentals	5.00 USD	<input type="checkbox"/>
Reuters News Feed	Reuters News	Subject to Waiver	<input type="checkbox"/>

Click on the +/- *Region* links to expand and collapse available subscriptions for the region.

Region/Exchange	Countries	Price	
Global			
IB FOREX (IDEAL PRO)	FOREX	Free	<input checked="" type="checkbox"/>
IB FX	FOREX	Free	<input checked="" type="checkbox"/>
North America			
US Securities and Commodities Bundle Non-professional - Level I	United States	Subject to Waiver	<input checked="" type="checkbox"/>
Includes all Stock, Options, Futures and Bond markets			
ArcaBook Options Depth of Book - Non-professional	United States	10.00 USD	<input type="checkbox"/>
ArcaBook for Equities Non-Professional	United States	10.00 USD	<input type="checkbox"/>
CBOT - Floor *	United States	55.00 USD	<input type="checkbox"/>
CME - Floor *	United States	55.00 USD	<input type="checkbox"/>
Dow Jones Global Indices Non-Professional (Included in US Securities and Commodities Bundle)	United States	1.00 USD	<input type="checkbox"/>
ISE Options Depth of Book - Non-professional	United States	10.00 USD	<input type="checkbox"/>
InterContinental and New York Board of Trade (Non Professional)	United States	1.00 USD	<input type="checkbox"/>
NASDAQ Options Depth of Book - Non-professional	United States	10.00 USD	<input type="checkbox"/>
NASDAQ TotalView Non-Professional	United States	15.00 USD	<input type="checkbox"/>

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All accounts are automatically set up as Professional accounts, however, Individuals, Joint accounts or Trust Accounts can be switched to Non-Professional. The difference is that Non-Professional subscribers are eligible for reduced market data fees for some exchanges.

If you are set up as a Professional, but are eligible for Non-professional status, please do the following:

Individuals/Joints

Please click on 'Professional Status' on the left menu and this will bring up a new page as shown below.

Halifax Investment Services Ltd

Print Logout

Report Management

- Activity Statements
- Activity Downloads

Trading Access

- Market Data Subscriptions
- Professional Status
- Paper Trading

User Management

(a) registered or qualified with the Securities and Exchange Commission, the Commodities Futures Trading Commission, any state securities agency, any securities exchange or association, or any commodities or futures contract market or association, nor

(b) engaged as an "investment advisor" as that term is defined in Section 201(11) of the Investment Advisor's Act of 1940 (whether or not registered or qualified under that Act), nor

(c) employed by a bank or another organization that is exempt from registration under Federal and/or state securities laws to perform functions that would require him or her to be so registered or qualified if he or she were to perform such functions for an organization not so exempt.

Any person who does meet the above criteria (a,b,c) is considered a Professional Subscriber.

** The definition of a natural person excludes corporations, trusts, organizations, institutions and partnership accounts. **Note:** Notwithstanding this definition, certain trusts may qualify for the Non-Professional market data fee if the trustee is a non-professional and accesses such market data for his or her personal use.

According to the definition above, specify your status below:

Non-professional Professional

PERMITTED USE

If Subscriber is a Non-professional Subscriber, he or she shall receive Market Data solely for his or her personal, non-business use.

I agree I decline

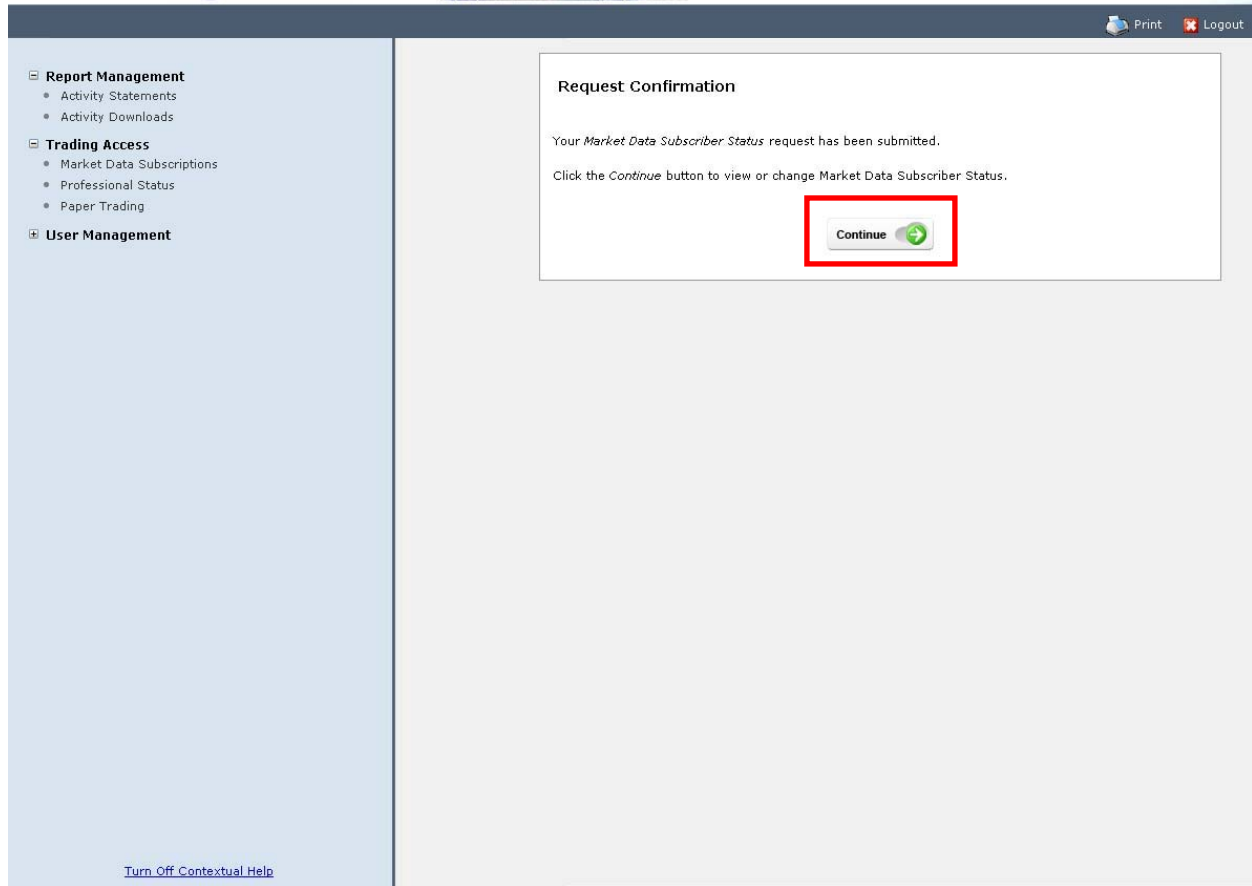
CHANGE IN NON-PROFESSIONAL STATUS

Subscriber shall notify Vendor promptly of any change in his or her circumstances that may cause him or her to cease to qualify as a Non-professional Subscriber by modifying this through Account Management on our website.

I agree I decline

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You will need to select the correct options on the screen to process the account. Here you will need to check the "Non-Professional" box, and selecting "I Agree" in the next two. Once done, please click on the Continue button at the bottom.



Request Confirmation

Your *Market Data Subscriber Status* request has been submitted.

Click the *Continue* button to view or change Market Data Subscriber Status.

[Continue](#) 

[Turn Off Contextual Help](#)

A Request Confirmation page will appear. Please click on Continue to submit the request.

After submitting the request to be changed to non-professional, you can now go back to Market Data Subscriptions and subscribe to Market Data.

Trusts

For Trust accounts to be switched to non-professional, it is required that you are the sole trader of this account and that all beneficiaries of the trust are immediate family members. If this applies to you, please type up in a letter (in word document format), stating your name and account number, that you are the sole trader of this account and that all beneficiaries of the trust are immediate family members. Please then type your name, sign it and date the letter.

Once done, please send the attached word document to helpdesk@halifaxonline.com.au with the subject title “[Your Account Number i.e. U000000]: Switch to Non-Professional Subscription” or you can fax this back to +61 2 9241 4331.

Subscribing to Market Data after switching to Non-Professional

Once you have switched to non-professional, the first time that you go to the Market Data Subscription option you will need to fill out a Market Data Subscriber Status form. All you have to do here is follow the steps outlined and fill in the relevant details as shown below.

Make sure you check the box that states that you are a Non-Professional subscriber and click Continue.

The screenshot displays the Halifax Investment Services Ltd website interface. On the left is a navigation menu with the following items:

- Report Management
 - Activity Statements
 - Activity Downloads
- Trading Access
 - Market Data Subscriptions (indicated by a red arrow)
 - Professional Status
 - Paper Trading
- User Management

The main content area is titled "Market Data Subscriber Status" and includes a "Print" link. The text reads:

This agreement sets forth the terms and conditions to receive market data as a nonprofessional subscriber. In order to comply with these terms you must confirm your status as a nonprofessional subscriber and by executing this agreement you agree to the terms set within.

Status as a Nonprofessional Subscriber:

"Nonprofessional Subscriber" means any natural person who is not:

- (a) registered or qualified with the Securities and Exchange Commission (the "SEC"), the Commodities Futures Trading Commission, any state securities agency, any securities exchange or association, or any commodities or futures contract market or association.
- (b) engaged as an "investment advisor" as that term is defined in Section 201(11) of the Investment Advisor's Act of 1940 (whether or not registered or qualified under that Act), nor
- (c) employed by a bank or other organization exempt from registration under Federal and/or state securities laws to perform functions that would require him or her to be so registered or qualified if he or she were to perform such functions for an organization not so exempt.

If Subscriber is a Nonprofessional Subscriber, he or she shall receive Market Data solely for his or her personal, non-business use.

As a prerequisite to qualifying as a "Nonprofessional Subscriber", Subscriber shall provide the following information:

Name	
First Name	<input type="text"/>
Middle Initial (optional)	<input type="checkbox"/>
Last Name	<input type="text"/>
Suffix (optional)	<input type="checkbox"/> (e.g.: Jr)

Residential Address



Report Management

- Activity Statements
- Activity Downloads

Trading Access

- Market Data Subscriptions
- Professional Status
- Paper Trading

User Management

[Turn Off Contextual Help](#)

Zip/Postal Code

Country

Primary Phone (include area and country codes)

Secondary Phone (optional) (include area and country codes)

Fax (optional) (include area and country codes)

Employment Information

Employment Type

Occupation

Employer

Nature of Business

Employer Street #1

Employer Street #2 (optional)

Employer City

Employer State/Province

Employer Zip/Postal Code

Employer Country

Employer Telephone # (include area code and country code)

Subscriber shall notify Vendor promptly in writing of any change in his or her circumstances that may cause him or her to cease to qualify as a Nonprofessional Subscriber.

I certify that I fall within the definition of "Nonprofessional Subscriber" and that the personal and employment information that has been included above is truthful and accurate.

I certify that I am a "Professional Subscriber" and that the personal and employment information that has been included above is truthful and accurate.

Logout

Continue

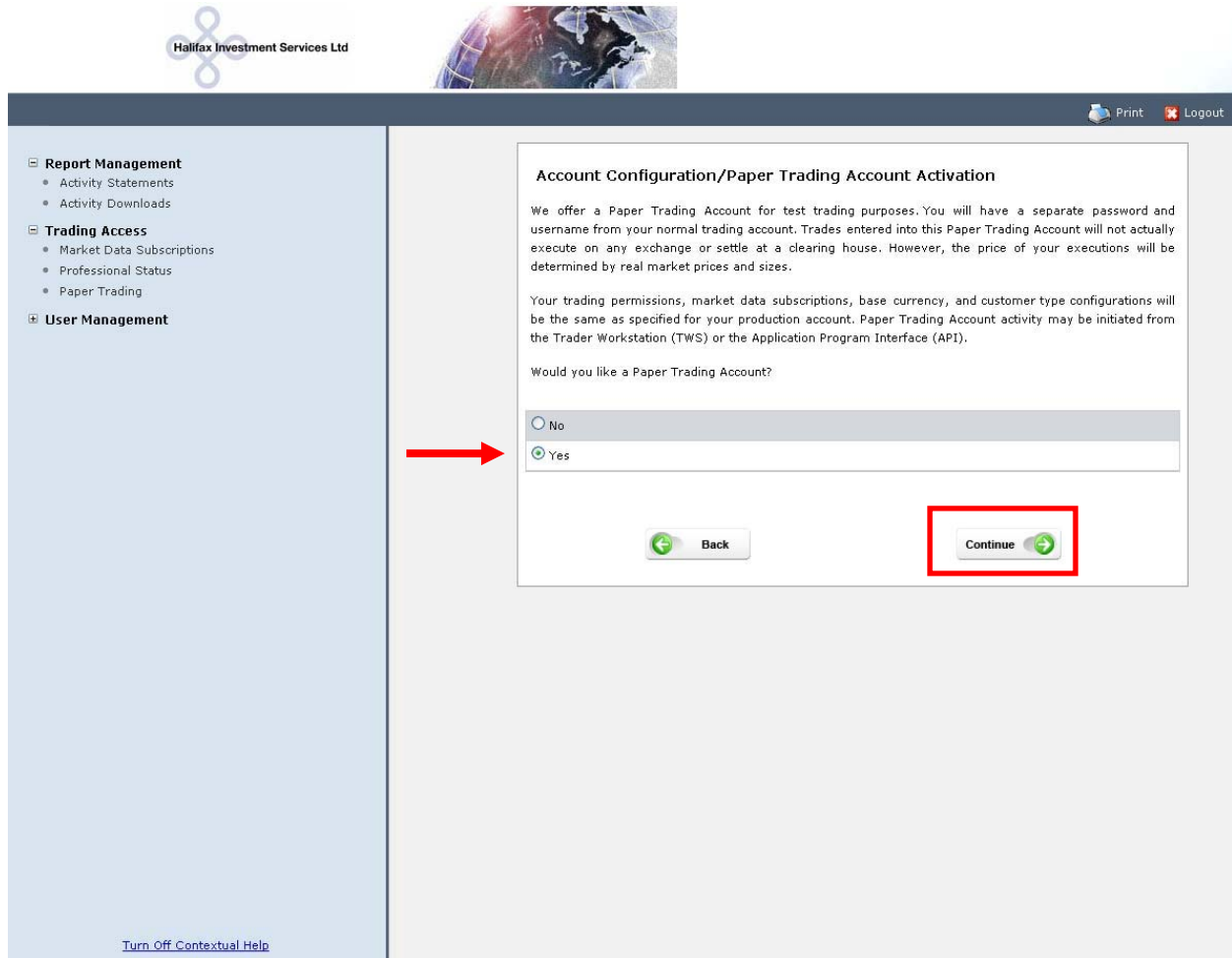
Once you have selected Continue, it should now go back to the Market Data Subscription page and you can now subscribe as per normal (see page 3).

Paper Trading Account Setup

To setup a paper trading account, log in to Account Management using your **live** account details.

On the menu, click on *'Trading Access'*, and in the drop down menu that appears, click on *'Paper Trading'*.

The first screen you should see is below. It will ask whether you would like to open a paper trading account. Select *'Yes'* and click Continue.



The screenshot shows the Halifax Investment Services Ltd website interface. The top left features the company logo and name. The top right has 'Print' and 'Logout' links. A left-hand navigation menu includes 'Report Management', 'Trading Access', and 'User Management'. The main content area is titled 'Account Configuration/Paper Trading Account Activation'. It contains a paragraph explaining the Paper Trading Account, followed by a question: 'Would you like a Paper Trading Account?'. Below this question are two radio button options: 'No' and 'Yes'. The 'Yes' option is selected. At the bottom of the form are two buttons: 'Back' and 'Continue'. A red arrow points to the 'Yes' radio button, and a red box highlights the 'Continue' button. A link for 'Turn Off Contextual Help' is visible at the bottom left of the page.

The next screen will ask you to enter a five character prefix for your username and then afterwards, entering a six to eight character password with at least one numeral and no spaces. After confirming the password, please click Continue to proceed.

Note: It is very important to remember this password as it cannot be displayed on your screen again.



Report Management

- Activity Statements
- Activity Downloads

Trading Access

- Market Data Subscriptions
- Professional Status
- Paper Trading

User Management

Account Configuration/Paper Trading Account Username and Password

Please specify a Paper Trading Account Username prefix and password. Your full Username will be displayed once accepted by the system on the next page.

Five character username prefix:

Enter a six to eight character password with at least one numeric digit and no spaces. Please note this password for future use, as it will not be shown again.

Password:

Confirm Password:

Back

Continue

[Turn Off Contextual Help](#)

The next screen will give you your account number and user name. Once complete, this user name and password will be what you use to access the simulation platform.

Please note: Your live account and simulation account are both accessed through the same platform – Traders Workstation. You can also log into the live and paper trading account on the same computer at the same time.

Account Configuration/Paper Trading Account Username Confirmation

Your username is: agraph572

Your account number is: DI48572

Your Paper Trading Account is open.