

SUPER EASY STEPS TO FOLLOW A LEAD TRADER ON DITTO TRADE



The following subjects will be covered in this guide:

- How to open a Ditto Trade account
- How to sign up to follow a Lead Trader
- How to fund your Ditto Trade account
- How to use Ditto Trade's Technology

If you have any questions while going through this guide, please do not hesitate to contact Ditto Trade Customer Service:

E-mail: Accounts@DittoTrade.com

Phone: 1-877-99-Ditto

Live Chat: Go to [DittoTrade.com](https://www.dittotrade.com), click the "Help" tab on the right side of the screen, and click the green "Help" button.

HOW TO OPEN A DITTO TRADE ACCOUNT

- In order to follow a Lead Trader, you must first open a Ditto Trade account.
- Opening an account on Ditto Trade is quick and takes less than 10 minutes.
- Some Lead Traders make use of margin and/or options accounts. In order to properly follow their trades, it may be necessary for your account to qualify for the same account types.

To start, go to [DittoTrade.com](https://www.dittotrade.com) and select "Open New Account" on the top right of the screen.

Fill out the "Create a User ID" form.

- All Ditto Trade related information will be sent to the email address you provide.
- The username and password you choose will be your Log-in information for your account.

STEP 1: Fill out "Account Holder Information".

STEP 2: Fill out "Financial Information".

STEP 3: Fill out "Trading Preferences".

Please note that certain Lead Traders disclose specific trading preferences and risk tolerances (e.g., capital preservation, growth, speculation, etc.) You should check with the Lead Trader you wish to follow to ensure the Lead Trader's preferences are appropriate for you.

STEP 4: Verify your information and click "Confirm".

STEP 5: Electronically sign the appropriate Document.

STEP 6: Answer the security questions to verify your identity. If we are unable to verify your identity, you will have to send a copy of a state or government issued ID to us by e-mail, fax, or mail.

STEP 7: Agree & Sign the Subscription Agreements.

You will receive information about your account approval within, at the most, one business day.

FAQs ABOUT OPENING A DITTO TRADE ACCOUNT [Learn more](#)

Q: What are the different account types I can open?

A: Individual, Joint, Entity, IRA & Education account.

Q: Can I make my own trades or is my account exclusively for Following my Lead Trader?

A: You can make trades independent from your Lead Trader on your Ditto Trade account. Just click on the “Trade” tab of the dashboard.

Q: How do I open a Foreign Account?

A: For instructions on how to open a Foreign Account please visit:

<https://help.dittotrade.com/entries/20861066-how-to-open-a-foreign-account> OR click the “Help Tab” on the right hand side of Ditto Trade and enter “How to Open a Foreign Account” in the “Find Answers in our Knowledge Base” search bar.

Q: Can Canadian residents open an account?

A: Currently Canadian residents cannot open a Ditto Trade accounts. If you have any questions please call our customer service department at 1-877-99-Ditto for more information.

Q: What do I do if I have failed the identity verification of the account opening process (Step 6)

A: There are several different ways to verify your identity:

- Take a picture of your ID with your mobile phone and e-mail it to accounts@dittotrade.com
- Scan your ID and e-mail it to accounts@dittotrade.com
- Fax a copy of your ID to (312) 263-8333
- Mail a copy of your ID to:

Ditto Trade, Inc
200 W. Monroe St. Suite 1675
Chicago, IL 60606

Q: Can I add Margin, Day Trading, and Options Privileges after I've opened an account?

A: Yes, however, to add these privileges after your account has been opened will require additional approval time.

HOW TO SIGN UP TO FOLLOW A LEAD TRADER

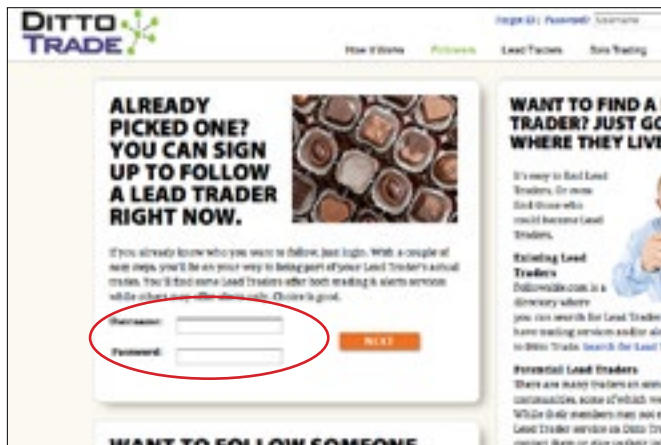
- Upon account approval, you will receive your account number, and can request to follow a Lead Trader.
- It only takes one minute to request to follow a Lead Trader.
- Once you submit your request, it will be up to a Lead Trader whether or not to approve your request.
- Ditto Trade will notify you via e-mail when your request to follow a Lead Trader has been approved or denied.
- You do not need to wait until you are following a Lead Trader to fund your account.



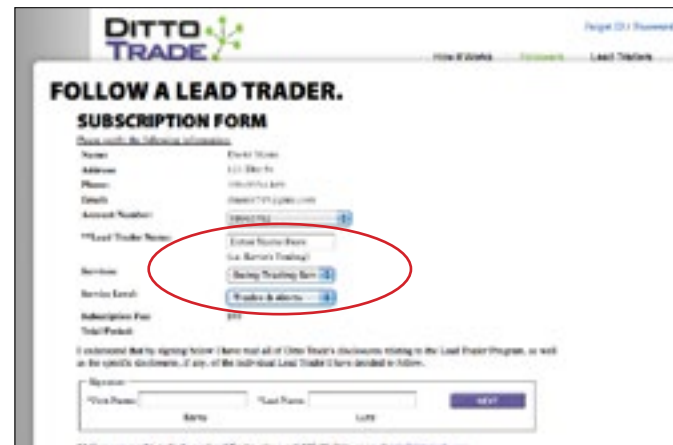
STEP 1: Click “Followers” on DittoTrade.com



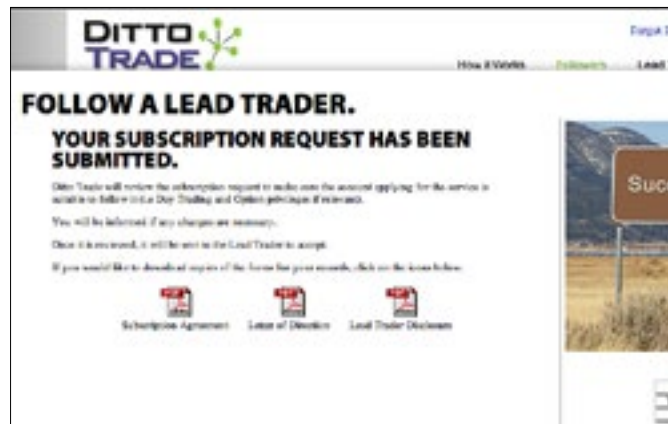
STEP 2: Click “click here”



STEP 3: Enter your Username and Password. Click “Next”.



STEP 4: Type in the name of the Lead Trader you want to follow in the “Lead Trader Name” field. Then click on that name in the drop down window. Select the appropriate Service and Service Level. Complete the sign-up process by entering your name in the box as it appears.



STEP 5: When you see this page, you have completed the subscription request.

FAQs ABOUT SIGNING UP TO FOLLOW A LEAD TRADER

Q: How long does it take for a Lead Trader to accept my request?

A: Each Lead Trader is different.

Q: How do payments work for a Lead Trader's service?

A: Your account will be debited any fee at the beginning of every month. If you have begun connection during the middle of a month, the month's amount will be pro-rated. For example, if you begin a service during on July 20th, your account would be deducted for the 11 days in July plus the month of August. If you terminate a Lead Trader relationship mid-month, there is no partial refund of the monthly fee.

Q: Does a Lead Trader have a free trial?

A: Each Lead Trader is different.

Q: Does my account need to be funded to follow a Lead Trader?

A: Yes. Since Ditto Trade debits the subscription fee from your account, you must have funds in your account to follow A Lead Trader.

BEING PART OF A LEAD TRADER'S TRADES

Once you are notified that you are following a Lead Trader, you should go to the Dashboard and click the Full Throttle button. This enables you to take part in all of a Lead Trader's trades. You can Detach or Close at Market any trade at any time.

If you turn Full Throttle Off, you will not be participating in a Lead Trader's trades but you will still receive email alerts as well as mobile alerts (with the Ditto Trade mobile app) on your phone.

To learn more about managing your settings [click here](#).

FUNDING YOUR ACCOUNT BASICS

Ditto Trade offers four ways for you to fund your account:

- 1. ACH:** Connecting your Ditto Trade account to a current bank account.
- 2. ACAT:** Creating an ACAT Relationship creates a connection between two brokerage firms. These are most often set up when people are moving from one brokerage firm to another.
- 3. WIRE:** Banks charge a fee to wire your funds. The funds will be in your Ditto Trade account the next business day if sent prior to 2:00 PM CST.
- 4. CHECK:** Send a check to our clearing firm.

****Ditto Trade will reimburse any transfer/wire fee you may incur for any initial deposit of \$2,000 or more.****

Please Note: These methods of funding are not accepted by Ditto Trade

Traveler's Checks

Credit card checks

Checks drawn on lines of credit or lines of equity

Money orders

Cashier's checks/Official checks for deposit to foreign accounts

Third party checks or wires

Cash

HOW TO FUND YOUR ACCOUNT

ACH: An ACH Relationship is a relationship between Ditto Trade and a bank account of your choice.

Here's how to set one up:

1. Fill out an **ACH Authorization form** and send it to Ditto Trade. This form can be:
 - (A) Scanned and e-mailed to accounts@dittotrade.com
 - (B) Faxed in at 312-263-8333
 - (C) Mailed in to Ditto Trade, Inc., 200 W. Monroe St., Suite 1675, Chicago, IL 60606
2. Ditto Trade will process the request.
3. We will notify you when the request has been approved.
4. Once approved, to move funds online between the two accounts go to "My Account", click "Account Settings", and then click "Funding" and properly fill out the information.
5. The funds are moved in 1-3 business days.

Pros: No additional costs for funding, connect directly to a bank account.

Cons: Must fill out ACH form, Funds take 1-3 business days to fund. Checks in the amount of \$25,000 or more will take an extra 5 days to process by the clearing firm.

ACAT: An ACAT Relationship creates a connection between two brokerage firms. These are most often set up when people are moving from one brokerage firm to another, however many people simply have multiple brokerage accounts.

Here's how to set one up:

1. Fill out an **ACAT Authorization form** and send it to Ditto Trade. This form can be:
 - (A) Scanned and e-mailed to accounts@dittotrade.com
 - (B) Faxed in at 312-263-8333
 - (C) Mailed in to Ditto Trade, Inc., 200 W. Monroe St., Suite 1675, Chicago, Illinois 60606
2. Ditto Trade will process the request.
3. We notify you when the request has been approved.
4. The funds are moved within 5-10 business days.

Please note that Ditto Trade will reimburse any transfer fee you may incur for an initial deposit of \$2,000 or more.

Note: ACAT transfers from an IRA will incur charges if your Ditto Trade account is not an IRA. You will need additional documents to transfer from one IRA to another. Please contact customer service at accounts@DittoTrade.com for more information.

Pros: Bring your current funds and assets over to Ditto Trade.

Cons: Must fill out ACAT form. Funds take 5-10 business days to transfer from your brokerage.

WIRE: There is a fee to wire your funds. This fee differs between banks. The funds will likely arrive on the same business day but will be reflected in your Ditto Trade account the following day as long as it is sent prior to 2:00 PM CST.

Information to send your wire
BMO Harris Bank
111 W. Monroe St.
Chicago, IL 60603
ABA: 071000288 (for non-domestic wires, use SWIFT Code HATRUS44)
Acct: 3713286
FBO: Apex Clearing Corporation
FFC: "Customer Name"
"Customer Ditto Trade Account Number"

Pros: Quickest funding route.

Cons: Most costly funding option. However, please note that Ditto Trade will reimburse any transfer fee you may incur for an initial deposit of \$2,000 or more.

CHECK: You can send a check made out to Apex Clearing Corporation with your account number posted clearly in the memo section. Please send your check to:

Apex Clearing Corporation
c/o Ridge Clearing and Outsourcing Solutions, Inc.
1981 Marcus Avenue
Lake Success, NY 11042
Attn: Banking

Pros: Easiest funding route.

Cons: Takes the longest amount of time to fund your account and begin trading. Checks in the amount of \$25,000 or more will take an extra 5 days to process by the clearing firm.

LEARN ABOUT THE TRADING PLATFORMS

THE FOLLOWER'S DASHBOARD

The Dashboard gives someone following a Lead Trader an easy to use interface offering complete transparency with everything their Lead Trader is doing. It also allows control to manage their risk and even take control of a trade at anytime where they can either sell it immediately or hold it and sell it at a time of their choosing.

To learn more about all our trading platforms, [click here](#) or click on an image below.



Follower's Dashboard



DT²



Mobile App



Trading Pit

Disclaimer

Ditto Trade, Inc. does not review your choice of Lead Trader, newsletter, advisor, or any investment strategy, trading methodology or research materials that are/is implemented by you or the Lead Trader or other authorized trading individual for your account. Ditto Trade, Inc. also will not review any transaction executed in your account via the Lead Trader Program in any manner. Individuals who engage in the Lead Trader Program should understand there are no “guaranteed” investment strategies and that the performance of the Lead Trader or other authorized trading individual is not tracked by Ditto Trade, Inc. and remains the sole responsibility of the account holder(s). Ditto Trade Inc. strongly advises that all account holders perform the due diligence needed to understand the trading preferences and strategy of the Lead Trader and ensure that it is compatible with your investment preferences and strategy. Ditto Trade does not recommend or endorse any Lead Traders, any investment strategy or the purchase or sale of any particular securities. Lead Traders and any other authorized trading individuals are independent from and in no way affiliated with Ditto Trade, Inc., its agents or representatives.

