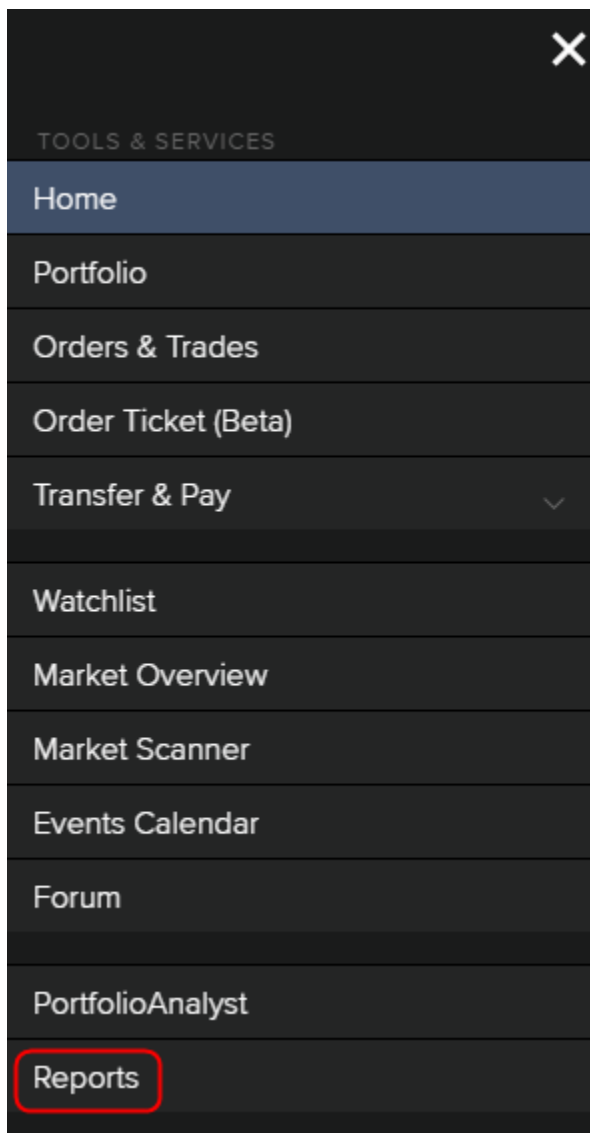


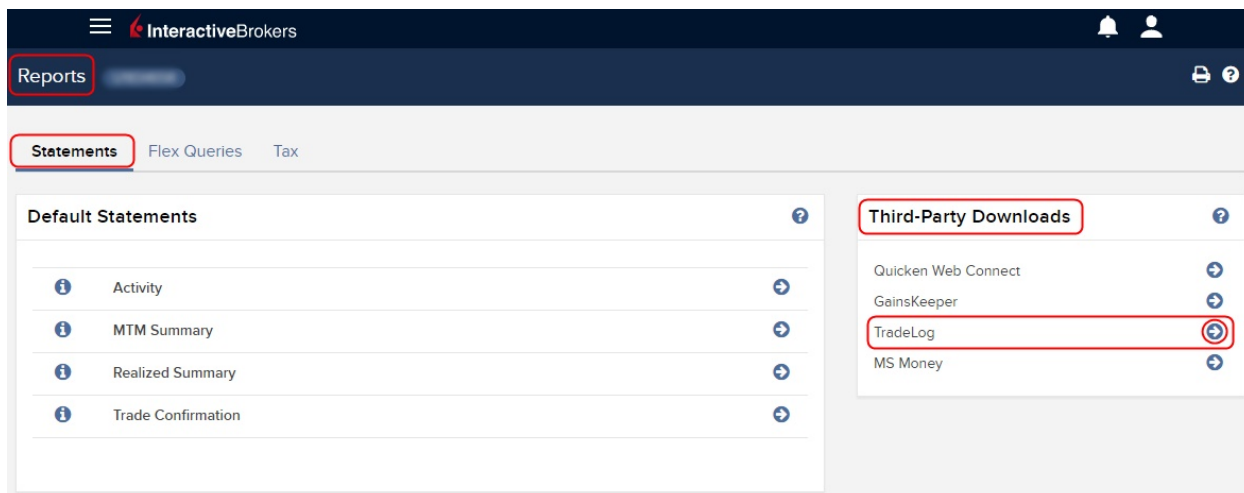
1. Log in to your [Interactive Brokers](#) account using your User Name and Password.
2. Select the menu drop-down icon in the top left of the Client Portal as shown below. This will open menu options.



3. Select **Reports**.



4. Under **Statements, Third-Party Downloads** select **TradeLog**.



5. Select the desired Period, **Custom Date Range** is often best.

Select the desired **From** and **To** dates (maximum spread of 365 days).

Click **Run**.

6. Save the TLG file to your "**Documents/tradelog/import**" folder.

7. **Send File to Assigned CPA or Upload to Document Portal.**