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.



Portfolio	
Orders & Trades	
Order Ticket (Beta)	
Transfer & Pay	
Watchlist	
Market Overview	
Market Scanner	
Events Calendar	
Forum	
PortfolioAnalyst	
Reports	

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

	🗮 🌾 InteractiveBrokers		<b>.</b>
Reports			<del>0</del>
Stateme	Flex Queries Tax		
Default	Statements	Third-Party Downloads	0
0	Activity	Quicken Web Connect	0
0	MTM Summary	TradeLog	Ô
0	Realized Summary	MS Money	Ð
0	Trade Confirmation	0	

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.

Custom Date Range
2020-01-02
2020-01-17

- 6. Save the TLG file to your "Documents/tradelog/import" folder.
- 7. Send File to Assigned CPA or Upload to Document Portal.