Atlas Capital Management
MANAGE THE RISK. MAXIMIZE THE OPPORTUNITY.

New Client Instructions

E*TRADE ADVISOR SERVICES NEW ACCOUNT APPLICATION https://www.atlascapitalmanagement.com/forms

1. Click on **New Client Kit** tab, then **Account Application,** you will be directed to the E*TRADE ADVISOR SERVICES Account Applications & Other Forms Page. (Laser App compatible) *
2. **There are 5 types of applications** along with the instructions for each type.
    - Qualified Plan Application
    - Trust Account Application
    - Business Account Application
    - Retirement Account Application
    - Non-Qualified Account Application
3. **Click on the appropriate application type** for the registration you are opening.
4. **Complete the account application** and any supporting documentation (see the New Account Requirements Matrix for required supporting documents per registration, located above the Account Applications section). Obtain client signature. Please note the client is certifying they have read and agree to the Account Terms and Conditions, Policies and Disclosures, and in the case of an IRA, the applicable IRA documents. (General Terms and Conditions located within the Account Applications section or accessible via the link provided in the signature section).
5. **Complete Transfer Request** and attach copy of delivering account statement (if applicable).
6. **For Qualified Accounts, checks should be made payable to ETRADE ADVISOR SERVICES FBO Client full name and account number. Non-qualified, make payable to ETRADE ADVISOR SERVICES, with account number indicated on the check. Please do not make payable to Atlas Capital Management.**

ATLAS CAPITAL MANAGEMENT NEW CLIENT FORMS

1. **Click on the Atlas Capital New Client Forms** located within the NEW CLIENT KIT tab. There are three forms: Form CRS, Investment Management Agreement and the Atlas Firm Brochure ADV Part 2A.
2. **Review, complete, and sign** the fillable sections of the **Investment Management Agreement** (Top of page 1, Personal and Financial Information and Management Strategy Instruction Form). **Please note, if same client is opening multiple registration types (i.e. IRA and Roth IRA), only one Investment Management Agreement required. Include all reg types in section 1, 9, and page 16.**
3. **Provide to client**: the Atlas Capital Management CRS Form and Firm Brochure (Form ADV Part 2A). Once the client is accepted by Atlas, a copy of the Investment Management Agreement will be mailed to the client.

SUBMIT TO ATLAS CAPITAL MANAGEMENT

1. **Required:** E*TRADE Advisor Services Account Application and Supporting Documents for each registration type.
2. **Required:** entire 17 pages Atlas Investment Management Agreement (one per client), please insure the Management Strategy Instruction Form section (page 16) is completed and percentages total 100%.
3. **Optional:** E*TRADE Advisor Services transfer request.
4. **Submit to Atlas** via email newbusiness@acmc.biz or FAX to 260-637-9707. If you participate in Advisor Connect please drop in your Upload folder.

New advisors will be assigned a user name & password when they open their first client account with E*TRADE Advisor Services.

***Contact Atlas Capital Management if you need a pre-assigned E*TRADE account number**.

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