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| **Procedure Name:**  | **One-Time Sell** | **A picture containing text, clipart  Description automatically generated** |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** |  Katie Weinschenk |

**Description**

When a client wishes to sell an equity position in a Pershing account, a sell order needs to be placed in NetX using the following instructions.

**Assumptions**

N/A

**Procedure**

1. From NetX, pull up the client’s account where the sell needs to take place
2. Click the Holdings tab



1. Find the holding you will sell from and click the action button next to it



* 1. Click Sell to sell some but not all shares from the position
	2. Click Sell All to sell all shares of the position

1. This will bring up the trade execution screen



* 1. Transaction Type: populates from the choice you made on the last screen but can be adjusted in the drop-down menu, if needed
	2. Symbol: auto populates
	3. Quantity: Enter in the number of shares you wish to sell
		1. If you need to calculate the number of shares, based on the dollar amount the client wishes to withdraw, you can click the calculator icon next to Quantity



* + 1. Enter and adjust the dollar amount to adjust the Estimated Principal. Once the Estimated Principal is over the dollar amount request, click Apply
		2. This step is optional
	1. Order Type: defaults to Market. Use the dropdown to change this as needed
	2. Duration: defaults to Day. Use the dropdown to change this as needed
	3. Select whether the order is Solicited or Non-Solicited
	4. Order Qualifier: can leave blank unless needed
	5. Memo: can leave blank unless needed
	6. Trailer/Comments on Confirm: can leave blank unless needed
	7. Source of Input: defaults to NetX360
	8. Commissions: select Commission
	9. Value: Enter amount indicated by rep
	10. Order Receipt Date & Time: Click the calendar & clock icon to autofill this section
	11. Order Received From: Enter client’s name
	12. Notes: can leave blank unless needed
1. Click Review



* 1. If everything looks good, click Submit Order
	2. If changes need to be made, click Edit Order

**References**

N/A

**Revision History**

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| --- | --- | --- |
| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
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