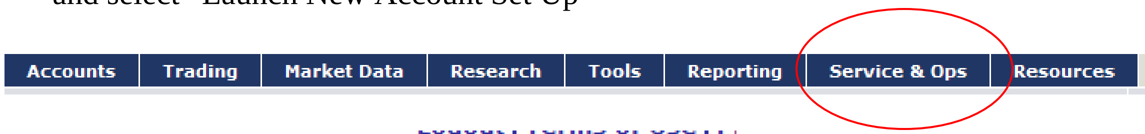
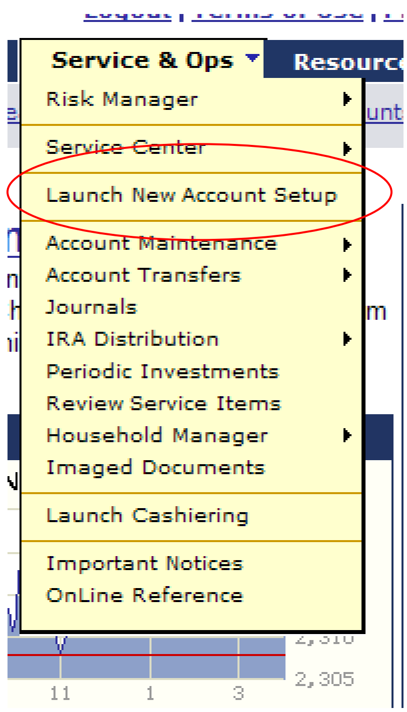
Streetscape New Account Set Up (NASU) and ACAT Instructions

The process to set up a new account online is a fast and simple one. It is a 2 step process. The first step involves entering the data into Streetscape. The second step involves uploading the signed paperwork to KSI via the KSI InTouch website. This document outlines step 1 of both the NASU and the ACAT process.

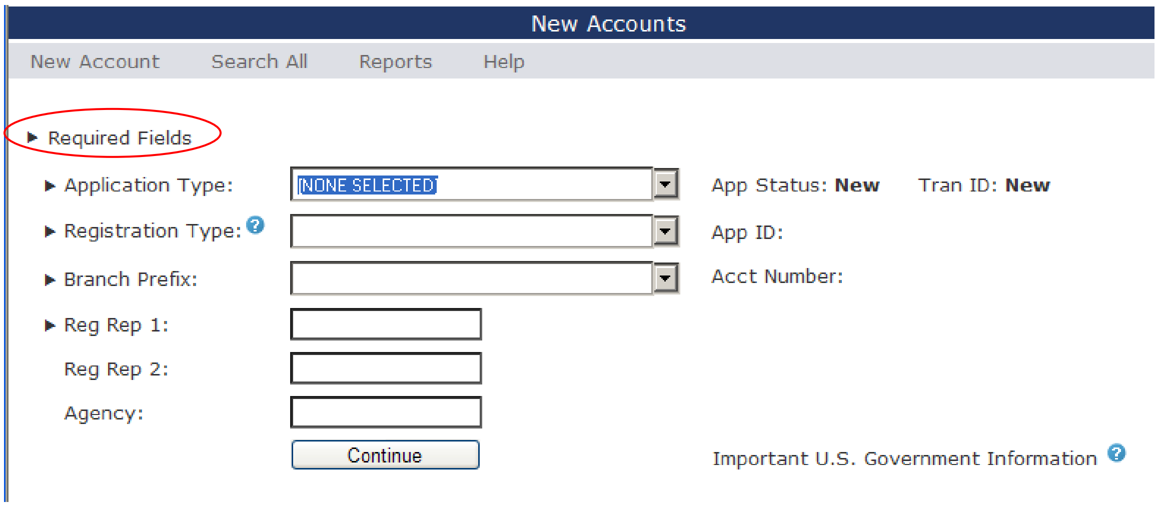
Procedures to set up a new account in Streetscape

1. Log into Streetscape (www.streetscape.com), click on the Service and Ops Menu and select "Launch New Account Set Up"

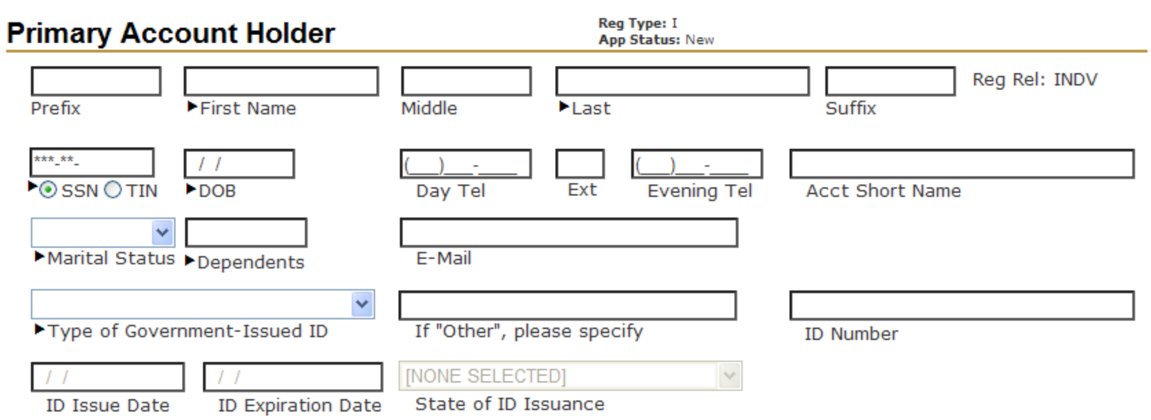




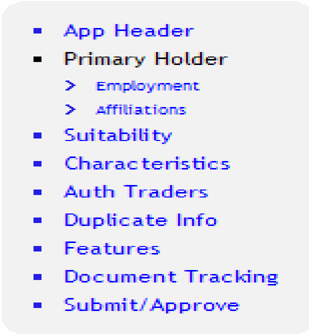
2. This will launch a new window. Once the window launches, click on New Account to start the process. You will be brought to this screen:



3. Note the arrows next to the Field Names. ▶ Required Fields. This indicates that this field must be filled in in order to complete the application. Simply fill in the fields and click continue to make your way to the next screen. Please note, you must fill in both Reg Rep 1: and Reg Rep 2: with your rep number.
4. You will then be brought to the first in a series of screens that walks you through the input of all of your client's information. Again, note the arrows for the required information.



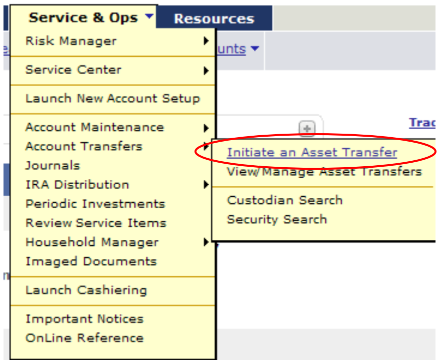
5. On the right side of the screen, there are shortcuts that will show you the different areas of the application that need to be filled out. These areas will vary depending on the registration type of the account you are opening.



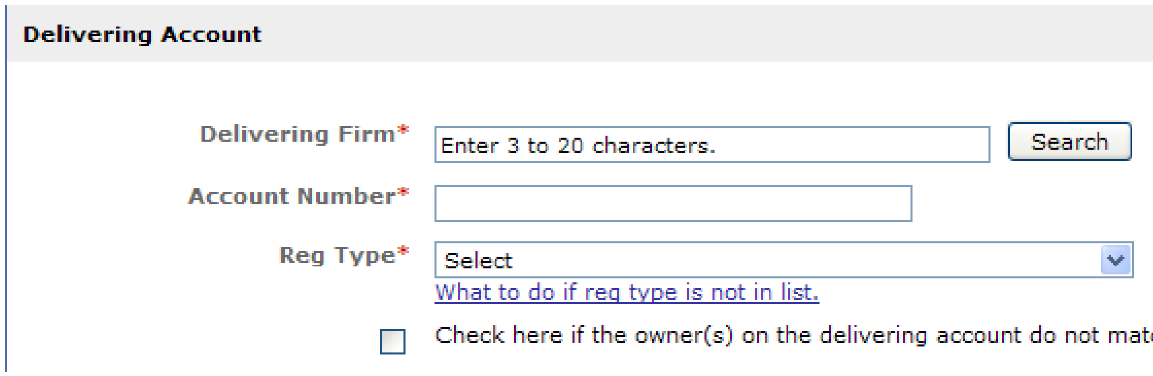
6. Fill out the fields completely and click on the  button in the top right corner to continue to the next screen. If you fail to fill in all the required fields, you will be given an error message and informed of what is deficient.
7. Once all the data has been entered. You can either save or submit the data to the home office. Once you submit the data, you must then submit the paperwork to the KSI Home Office via the InTouch website. If you do not already have a client signed copy of the application, you can click the print button in the top right corner to produce a completed application for both you and your client to sign.
8. Instructions for uploading the application to us can be found in the document titled: "How to Upload a File in Workflow". This document was emailed to you when you first started with the system.

Procedures to initiate an ACAT in Streetscape

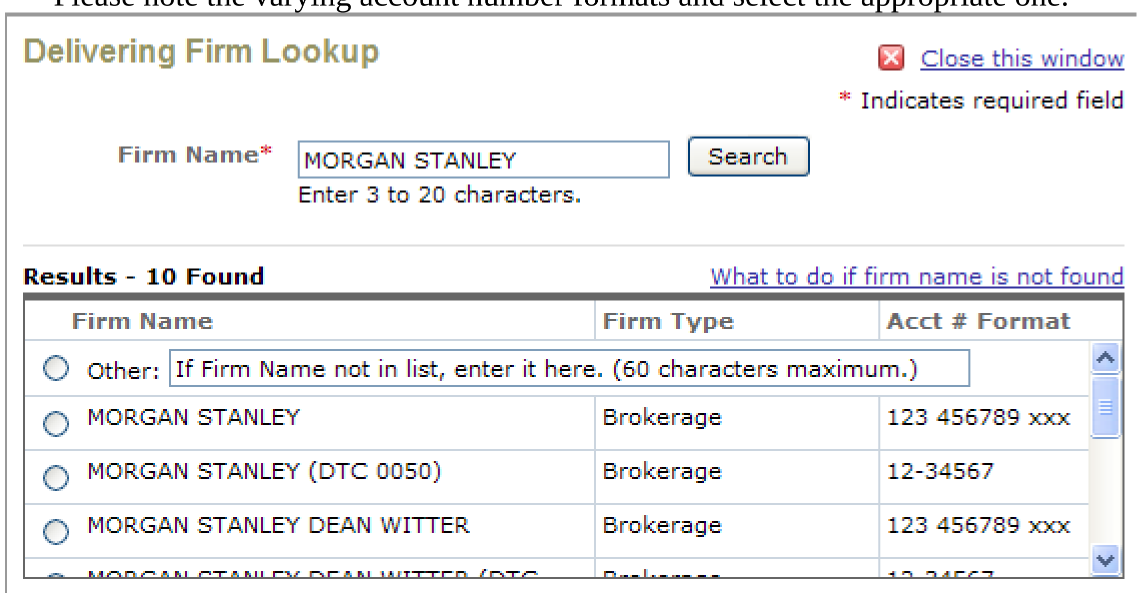
1. An account must be active in Streetscape in order to initiate an ACAT. If you are initiating an ACAT after setting up an account online, you must wait until you get the email confirmation back from KSI with the Account number before you can start the ACAT process.
2. Log into Streetscape and do a search for the account you wish to ACAT into. Once the account has been selected, click on Service & Ops, Account Transfers, and select "Initiate an Asset Transfer".



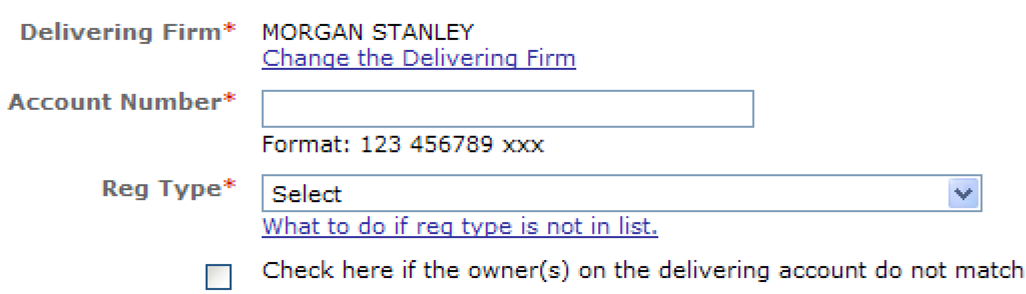
3. This will take you to the area in which you will enter the transfer information. Fill in the information for the delivering account:



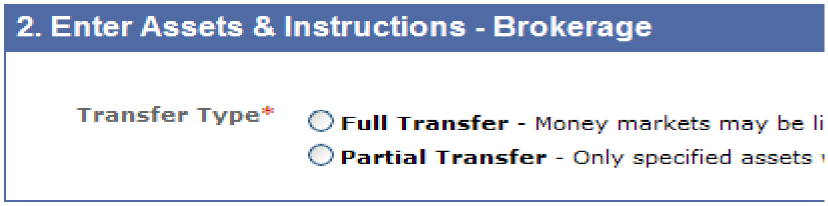
4. Start typing the delivering firm name and click the Search button.
5. This will bring up a window that will allow you to select the exact firm you need. Please note the varying account number formats and select the appropriate one.



6. Continue with data entry. Make sure you enter the account number in the same format as the example they have given you. Click continue when it is completed.



7. Select whether this is a partial or full transfer. If you are bringing the entire account over, select full transfer.



8. Enter in the amount of the transfer and whether there is Margin and/or Options coming over.

9. Review all of the information you have input and click the submit button. You will then need to submit the paperwork to the KSI Home Office via the InTouch Website. **Please remember to include both the ACAT and the statement from the delivering firm.** Instructions for uploading the application to us can be found in the document titled: "How to Upload a File in Workflow". This document was emailed to you when you first started with the system.