



Instructions on How to Extract a Digital Portfolio file and Upload it into the Efficient Tax Website

You will first need to export a portfolio file from a Portfolio Data Source for each portfolio you wish to evaluate with Efficient Tax.

Portfolio Export Options

1)Axys Advent Report Writer Pro	2-7
2)E-Trade	8-12
3) Generic Excel Upload Template	13-16
4)Schwab Institutional	17-22

Advent Axys Upload Instructions

One Time Only Steps:

Before you are able to export a file from Advent Axys Report Writer Pro, you must first download and save in the appropriate directory in Advent Axys Report Writer Pro, the Efficient Tax .rpw file with the following steps.

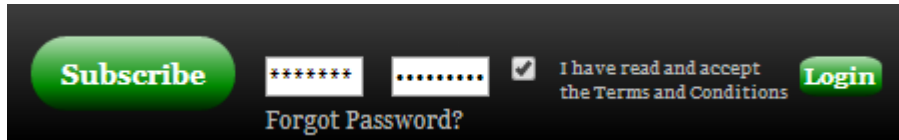
- 1. Sign into Efficienttax.com**
- 2. Under the Portfolios tap, click the Import Tax Lots button and then click Download RPW File.**
- 3. Save the .rpw file to [C:\Axys3\rep]**

Note: The .rpw file may need to be downloaded to a drive other than the C drive. You will want to identify the correct drive and directory to save the .rpw

Advent Per Portfolio Upload Instructions

- 1. Open Axys Report Writer Pro and click the File dropdown menu and select “Open”**
- 2. Select the file option named ETadventportfile.rpw**
- 3. Open the File dropdown menu and select Test Report.**
- 4. Select the portfolio and date you wish to upload and click OK.**
- 5. Export the portfolio to Excel.**
- 6. Return to Efficienttax.com and under the Portfolios page, click on the import tax lots button. Name the file, Select “Advent Axys” from the dropdown menu, and click on the choose file button. Select the file and click Upload File.**

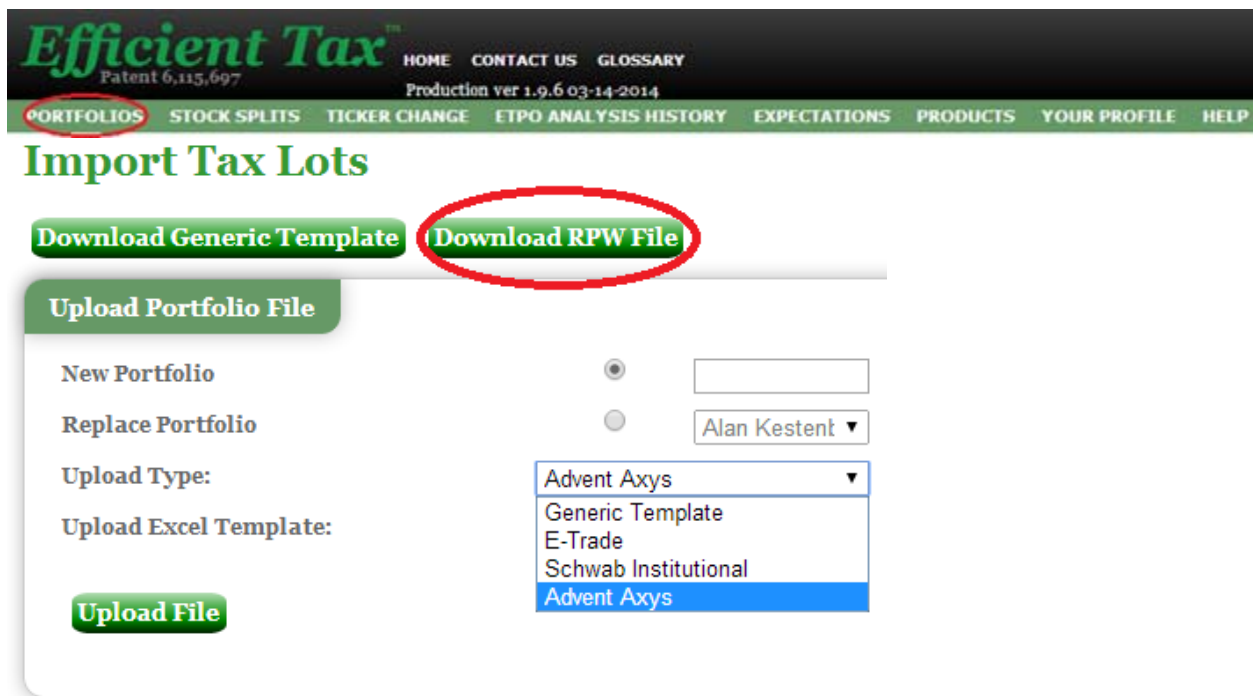
One time export Step 1 First, you will need to log into your Efficient Tax account.



I have read and accept the Terms and Conditions

Forgot Password?

One time export Step 2 Click the **Portfolios** tab. Select **Import Tax Lots**. click **Download RPW File**.



Efficient Tax
 Patent 6,115,697
 HOME CONTACT US GLOSSARY
 Production ver 1.9.6 03-14-2014

PORTFOLIOS STOCK SPLITS TICKER CHANGE ETPO ANALYSIS HISTORY EXPECTATIONS PRODUCTS YOUR PROFILE HELP

Import Tax Lots

New Portfolio

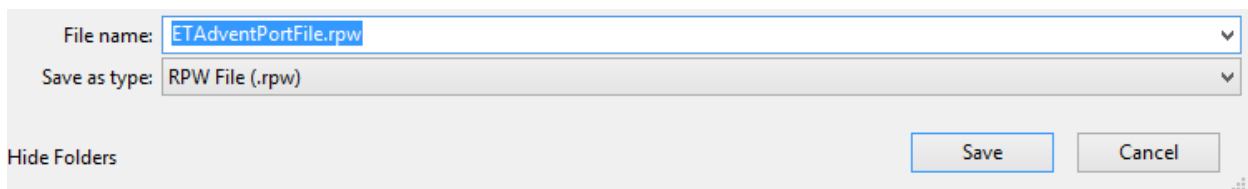
Replace Portfolio Alan Kestent ▼

Upload Type: Advent Axys ▼

Upload Excel Template:

- Advent Axys
- Generic Template
- E-Trade
- Schwab Institutional
- Advent Axys

One time export Step 3 Save the file



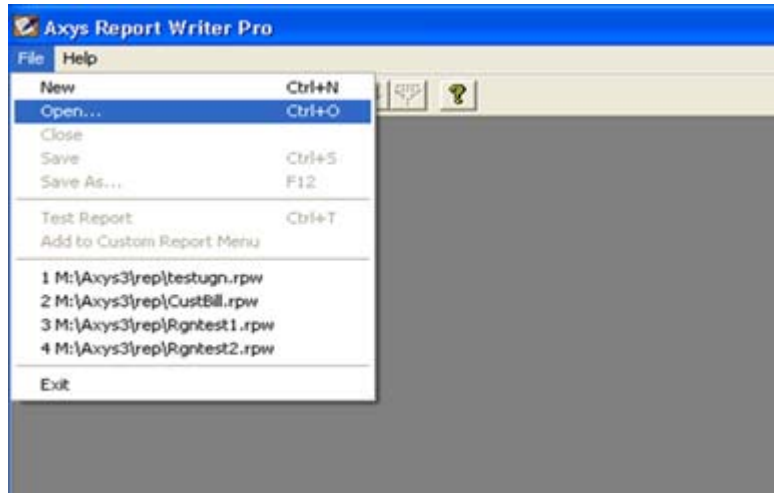
File name: ETAdventPortFile.rpw

Save as type: RPW File (.rpw)

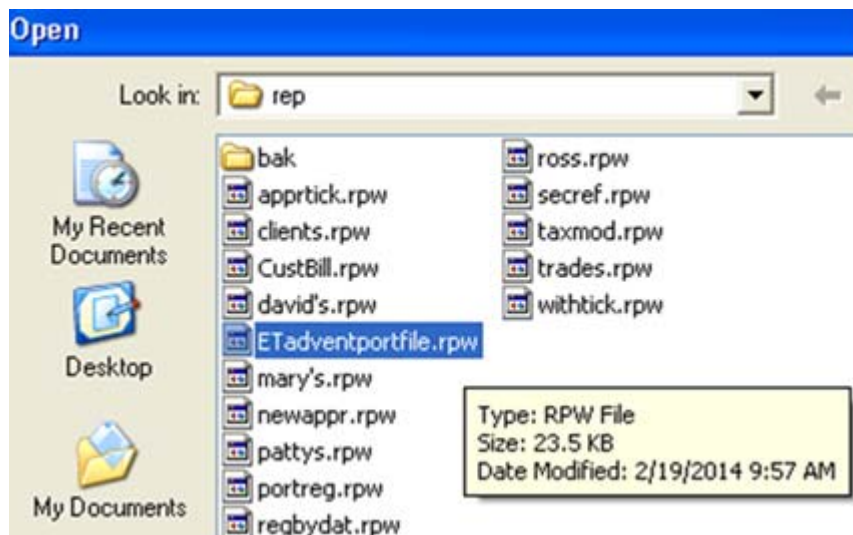
Hide Folders

Uploading an Advent Axys Report Writer Pro file to Efficienttax.com

Step 1 Open Axys Report Writer Pro and select **Open** from the File dropdown Menu.



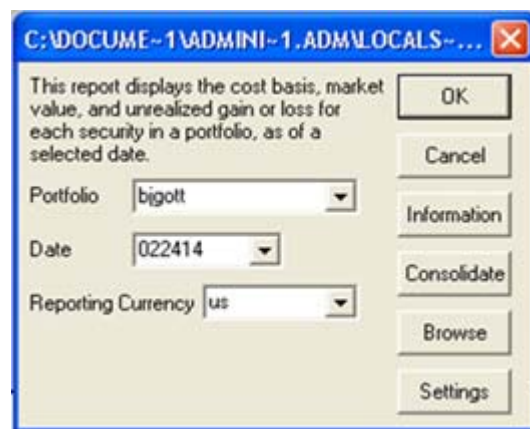
Step 2 Next, select **ETadventportfile.rpw** and click **Open**.



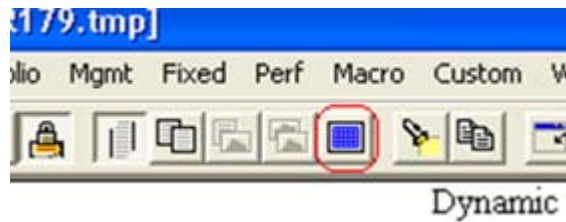
Step 3 Click the File drop-down menu and select **Test Report**.



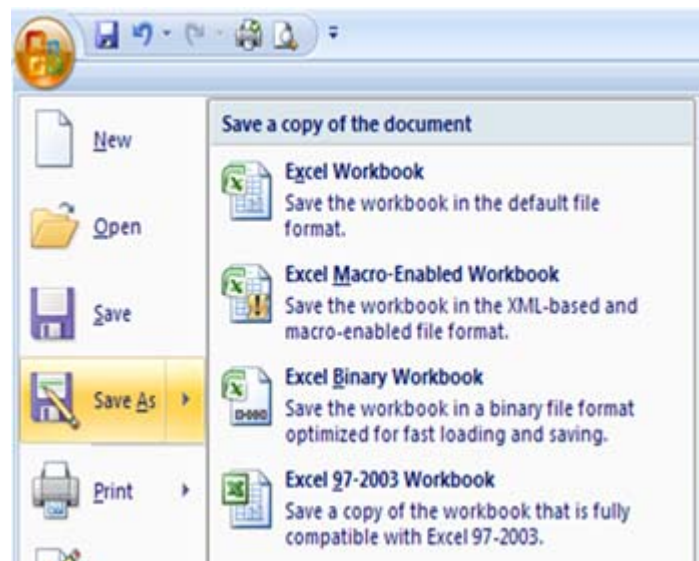
Step 4 Select the desired portfolio and date, then press **ok**.



Step 5 Click the **Excel Spreadsheet** button in order to export the file from Axys Report Writer Pro.



Step 5.1 The file may download in .CSV format rather than .XLS. If this is the case, you will need to open the file in Microsoft Excel and **Save as** in .XLS format.



Uploading into Efficient Tax

Step 6 Then select **Import Tax Lots**. Name the portfolio, select the template from the Upload Type drop-down menu, and click the **Choose file** button. After selecting your file, click the **Upload File** button. Next, click the **Portfolios** tab again and your file should appear under Portfolios Available.

Import Tax Lots

[Download Generic Template](#) [Download RPW File](#)

Upload Portfolio File

New Portfolio

Replace Portfolio

Upload Type:

Upload Excel Template:

- Generic Template
- E-Trade
- Schwab Institutional
- Advent Axys**

[Upload File](#)

E-Trade Upload Instructions

1. Sign into E-trade and Click the Trading & Portfolios tab and select Portfolios

2. Select Customize.

3. Name the portfolio and click Create New View.

4. Customize a portfolio with the fields: Symbol, Quantity, Date Acquired, Price Paid

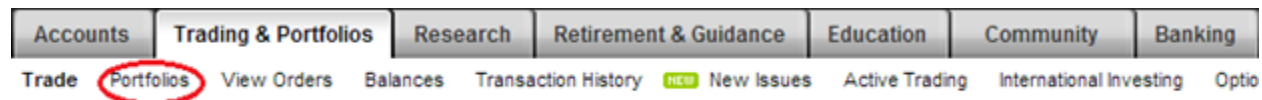
5. Expand all lots

6. Export into an Excel file

7. log into Efficienttax.com and under the Portfolios page, click on the import tax lots button

8. Name the file, Select “E-Trade” from the dropdown menu, and click on the choose file button. Select the file and click Upload File.

Step 1 Log into your E-Trade account, click the **Trading and Portfolios** tab, and click **Portfolios**.



Step 2 Click on **Customize**.



Step 3 Select a name and click **Create New View**.

Portfolios: Create a New View

The screenshot shows the 'Create a New View' dialog box. The 'Enter View Name' field contains the text 'EfficientTax'. The 'CREATE NEW VIEW' button is highlighted. Below the field, there are options to 'Edit an existing view' and 'Delete an existing view listed below'. The 'Select View' dropdown is set to 'Etax'.

Step 4 Add to the **Selected Fields** column **Symbol**, **Date Acquired**, **Quantity**, and **Price Paid**, then click **Accept Changes**.

Step 1: View Name: (max 17 characters) (Edit name of this view)

Step 2: Select up to 16 fields for your view [Help](#)

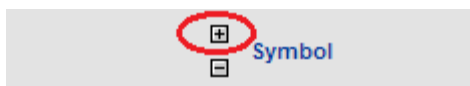
Information choices

Information choices	Selected Fields
Description	Symbol
Type	Date Acquired
Exchange	Quantity
Currency	Price Paid
Long or Short	
Commissions	
Total Cost	
Day's Gain %	
Day's Gain \$	
Total Gain %	
Total Gain \$	
Market Value	
% of Portfolio	
Last Trade Time	
Last Trade	
Change %	

Additional Features

Step 3: Group options with the underlying security
 Don't show net worth summary

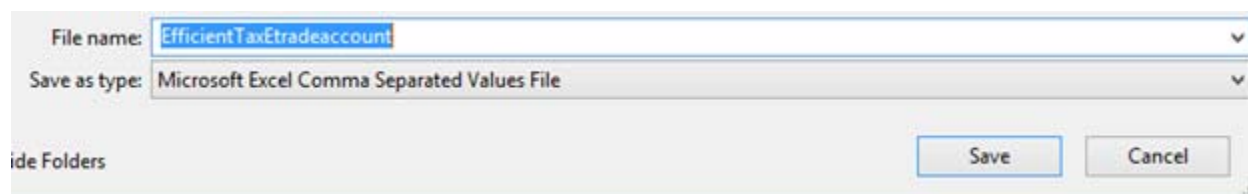
Step 5 On the next page, there should be a column labeled **Symbol**, and next to it should be a + and - button. Select the + button.



Step 6 Click the **Export to Excel** link.

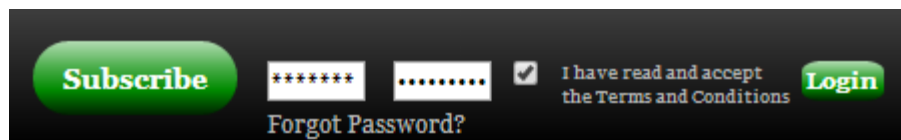


Name the file, then click **Save**.



Uploading into Efficient Tax

Step 7 First, you will need to log into your Efficient Tax account.



A login form with a dark background. On the left is a green 'Subscribe' button. Next to it are two input fields for username and password, each with a masked password (*****). Below the password field is a 'Forgot Password?' link. To the right is a checked checkbox with the text 'I have read and accept the Terms and Conditions'. Further right is a green 'Login' button.

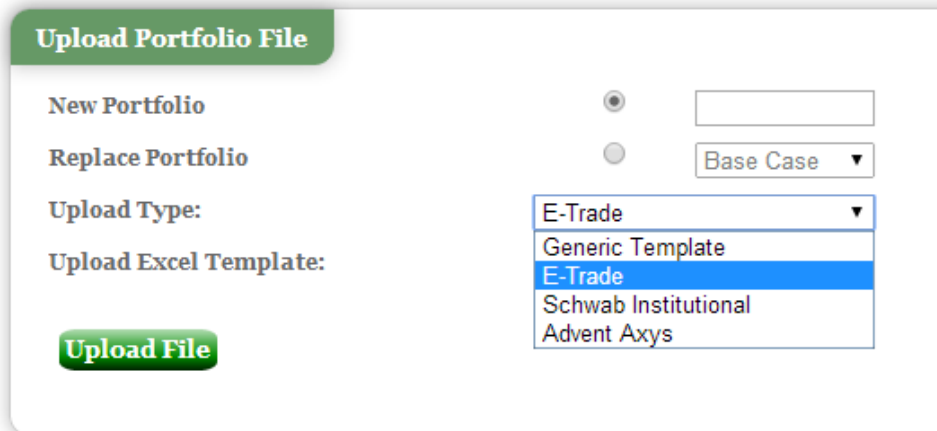
Click the **Portfolios** tab.



Step 8 Then select **Import Tax Lots**. Name the portfolio, select the Etrade template from the Upload Type drop-down menu, and click the **Choose file** button. After selecting your file, click the **Upload File** button. Next, click the **Portfolios** tab again and your file should appear under Portfolios Available.

Import Tax Lots

[Download Generic Template](#)

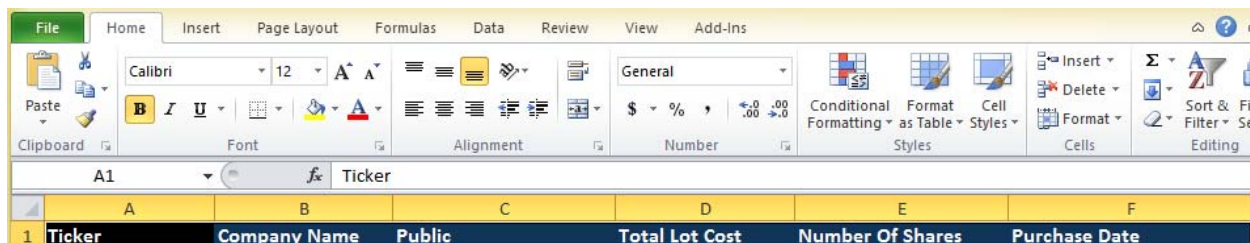


The 'Upload Portfolio File' form. It has a green header 'Upload Portfolio File'. Below it are two radio buttons: 'New Portfolio' (selected) and 'Replace Portfolio'. To the right of 'New Portfolio' is an empty text input field. To the right of 'Replace Portfolio' is a dropdown menu showing 'Base Case'. Below these is the 'Upload Type:' label and a dropdown menu with options: 'E-Trade' (selected), 'Generic Template', 'E-Trade', 'Schwab Institutional', and 'Advent Axys'. Below the dropdowns is the 'Upload Excel Template:' label. At the bottom left is a green 'Upload File' button.

Generic Excel Template File Upload Instructions

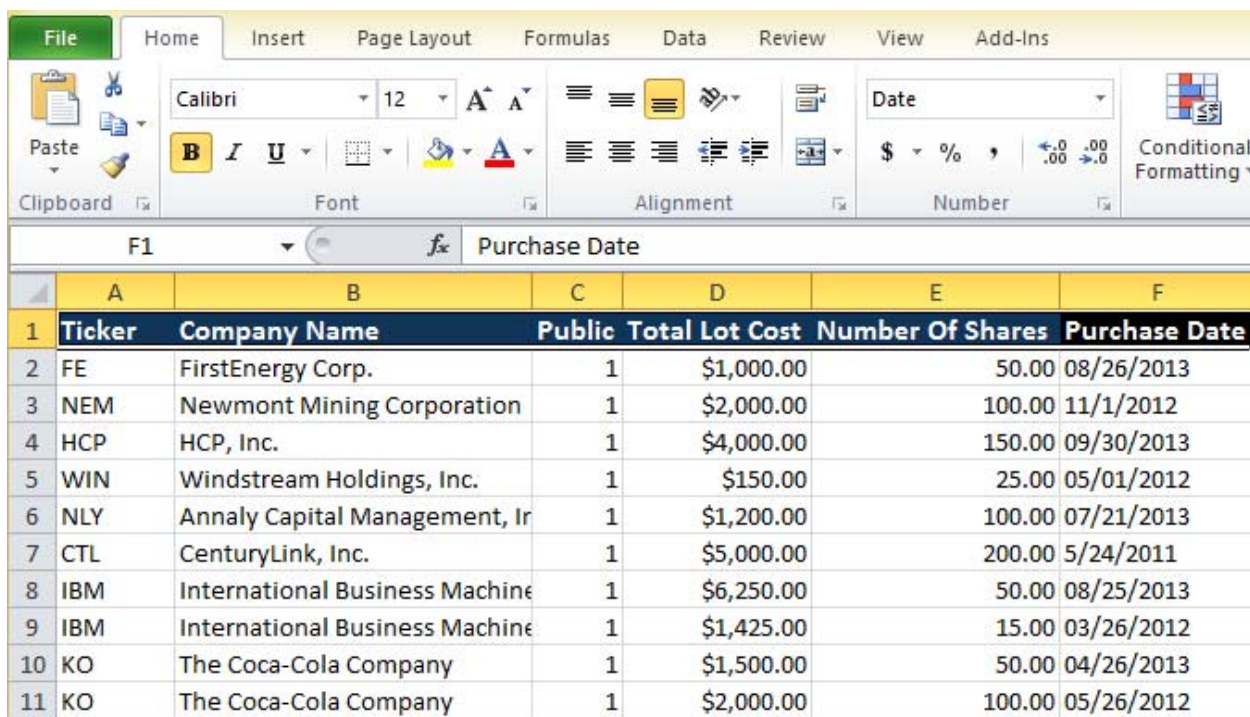
- 1. Open Microsoft Excel and populate the cells in Row 1 as the following identification labels: Ticker, Company, Public, Total Lot Cost, Number of Shares, Purchase Date.**
- 2. Populate the lower rows with the corresponding information. In the Public column, put 1 for publicly traded companies, and a 0 for private companies.**
- 3. Log into Efficienttax.com**
- 4. Under the Portfolios tab, click the Import Tax Lots button at the bottom of the page**
- 5. Name the file, Select “Generic Excel Template” from the dropdown menu, and click on the choose file button. Select the file and click Upload File.**

Step 1 Open Microsoft Excel and Populate Cell 1A with the word Ticker, Cell B1 with Company Name, Cell C1 with Public, Cell D1 with Total Lot Cost, Cell E1 with Number of Shares, and Cell F1 with Purchase Date.



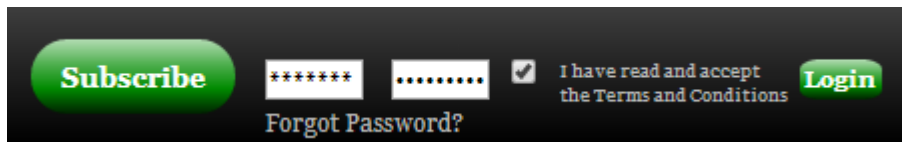
1	Ticker	Company Name	Public	Total Lot Cost	Number Of Shares	Purchase Date
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Step 2 Fill in the below cells with their corresponding values



1	Ticker	Company Name	Public	Total Lot Cost	Number Of Shares	Purchase Date
2	FE	FirstEnergy Corp.	1	\$1,000.00	50.00	08/26/2013
3	NEM	Newmont Mining Corporation	1	\$2,000.00	100.00	11/1/2012
4	HCP	HCP, Inc.	1	\$4,000.00	150.00	09/30/2013
5	WIN	Windstream Holdings, Inc.	1	\$150.00	25.00	05/01/2012
6	NLY	Annaly Capital Management, Ir	1	\$1,200.00	100.00	07/21/2013
7	CTL	CenturyLink, Inc.	1	\$5,000.00	200.00	5/24/2011
8	IBM	International Business Machine	1	\$6,250.00	50.00	08/25/2013
9	IBM	International Business Machine	1	\$1,425.00	15.00	03/26/2012
10	KO	The Coca-Cola Company	1	\$1,500.00	50.00	04/26/2013
11	KO	The Coca-Cola Company	1	\$2,000.00	100.00	05/26/2012

Step 3 Log into Efficienttax.com



Step 4 Click the **Portfolios** tab.



Click the Import Tax Lots button



Step 5 Name the portfolio, select the Etrade template from the Upload Type drop-down menu, and click the **Choose file** button. After selecting your file, click the **Upload File** button. Next, click the **Portfolios** tab again and your file should appear under Portfolios Available.

[Download Generic Template](#) [Download RPW File](#)

Upload Portfolio File

New Portfolio

Replace Portfolio

Upload Type:

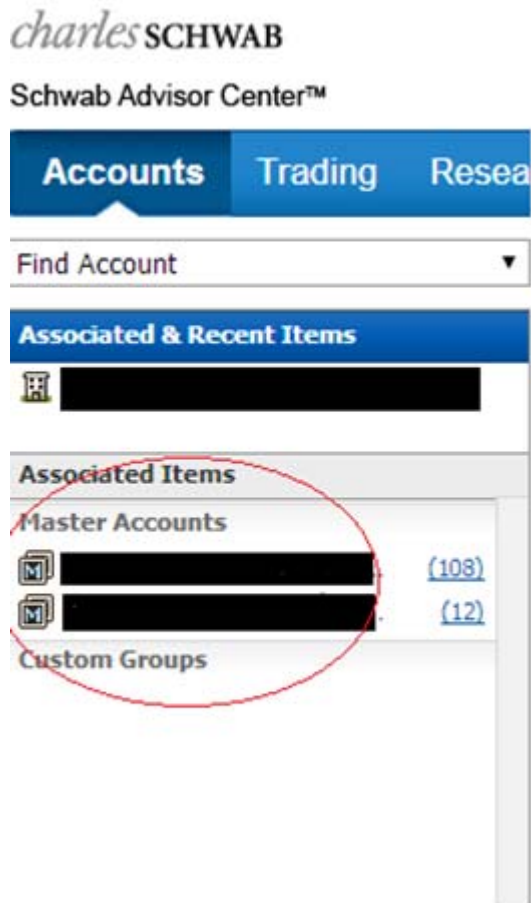
Upload Excel Template:

- Generic Excel Template
- Advent Axys
- E-Trade
- Generic Excel Template**
- Schwab Institutional

[Upload File](#)

Schwab Institutional Upload Instructions

- 1. Sign into Schwab Institutional and click the Master Account link.**
- 2. Select the cost-basis tab.**
- 3. Under Associated Items, click the client whose account you wish to export.**
- 4. Select which account you wish to export**
- 5. Expand all lots by clicking the +All button**
- 6. Click the Export button**
- 7. Select “Export with all lots displayed” and click Export.**
- 8. Save the file**
- 9. Log into EfficientTax.com**
- 10. Under the Portfolios tab, click the Import Tax Lots button at the bottom of the page. Name the file, Select “Schwab Institutional” from the dropdown menu, and click on the choose file button. Select the file and click Upload File.**

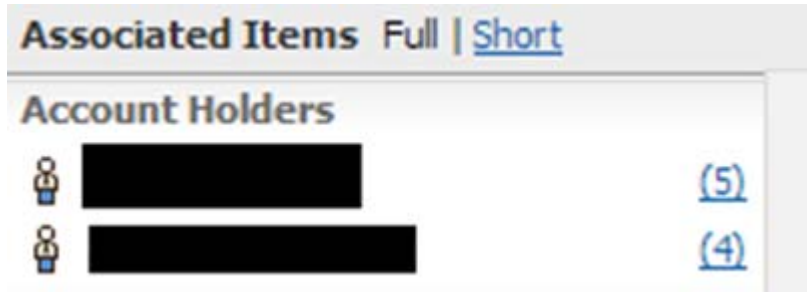


Step 1 Once you are logged into your account, click on the **Master Account** link on the left side of the page.

Step 2 After selecting your Master Account, click the **Cost-Basis** tab.

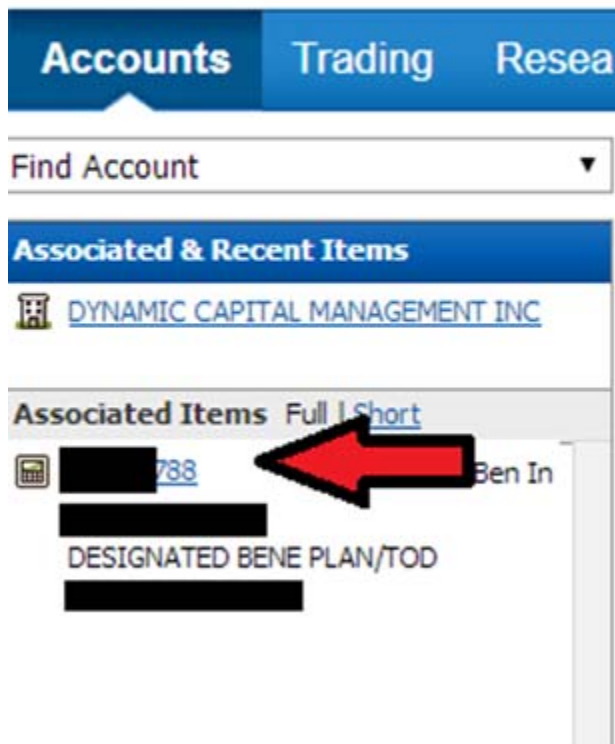


Step 3 Under “Associated Items” there will be a list of account holders for you to select.



charles SCHWAB

Schwab Advisor Center™



Step 4 It should now display all of the client’s accounts, select the one which you want to export.

Step 5 Next, click on the **+ALL** link above the list of securities in the portfolio.

Cost Basis - Unrealized Gain/(Loss)			
+All	Symbol ▲	Name	Acquired/
	AAPL	APPLE INC	View Lots
	ABR	ARBOR REALTY TRUST INC	View Lots
	APL	ATLAS PIPELINE PART LP	View Lots
	AVB	AVALONBAY CMNTYS INC REIT	View Lots
	BBEP	BREITBURN ENERGY PTNR LP	View Lots
	DSU	BLKROCK DEBT STRATEGIES	View Lots
	EXLP	EXTERRAN PARTNERS LP	View Lots
	FE	FIRSTENERGY CORP	View Lots

Step 6 Click the **Export** button displayed in the upper right hand corner.

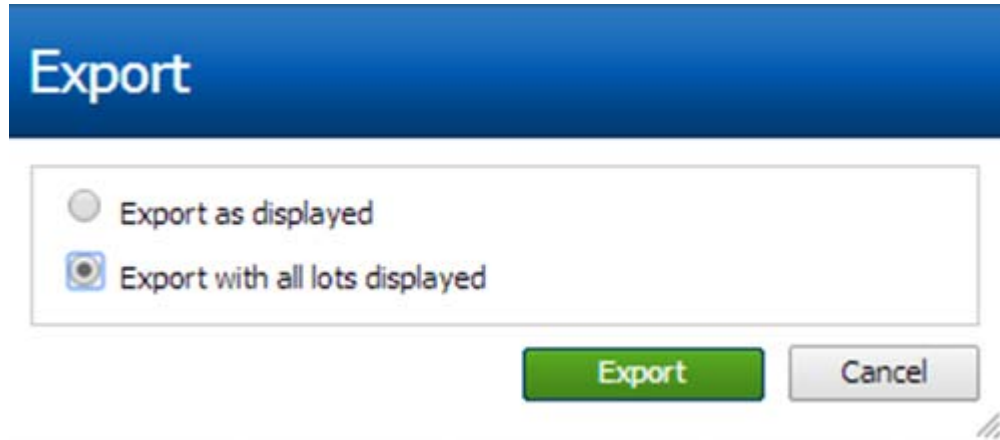
[Edit Form](#) | [Subscription/Status](#)

AutoFit [Expand](#) [Hide](#) [Export](#) [Print](#) [Text](#)

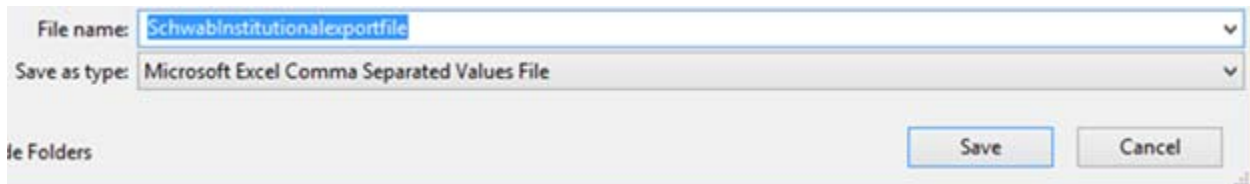
Data as of 01:58PM ET, 02/18/2014 [Refresh](#)

isplay cost basis data that we have n... [View all disclosures](#)

Step 7 When the export menu displays, select **Export with all lots displayed** and click **Export**.

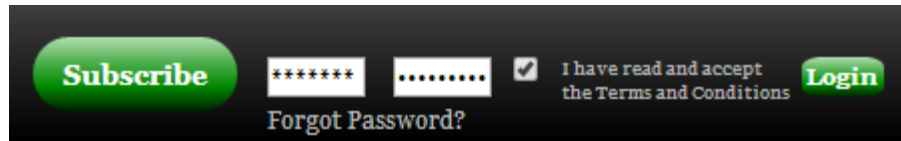


Step 8 Name the file, then save.



Uploading into Efficient Tax

Step 9 First, you will need to log into your Efficient Tax account.



A login form with a dark background. On the left is a green 'Subscribe' button. Next to it are two input fields for username and password, each with a masked password (*****). Below the password field is a link for 'Forgot Password?'. To the right is a checked checkbox with the text 'I have read and accept the Terms and Conditions'. Further right is a green 'Login' button.


Click the **Portfolios** tab.



Step 10 Then select **Import Tax Lots**. Name the portfolio, select the template from the Upload Type drop-down menu, and click the **Choose file** button. After selecting your file, click the **Upload File** button. Next, click the **Portfolios** tab again and your file should appear under Portfolios Available.

Import Tax Lots

[Download Generic Template](#)



The 'Upload Portfolio File' form. It has a green header with the title. Below the header are two radio buttons: 'New Portfolio' (selected) and 'Replace Portfolio'. To the right of 'New Portfolio' is an empty text input field. To the right of 'Replace Portfolio' is a dropdown menu showing 'Alan Kestent'. Below these is the 'Upload Type:' label and a dropdown menu with options: 'Schwab Institutional' (selected), 'Generic Template', 'E-Trade', 'Schwab Institutional', and 'Advent Axyx'. Below the dropdown is the 'Upload Excel Template:' label. At the bottom left is a green 'Upload File' button.