Downloading Trade Activity from APEX Online

Step by Step Instructions

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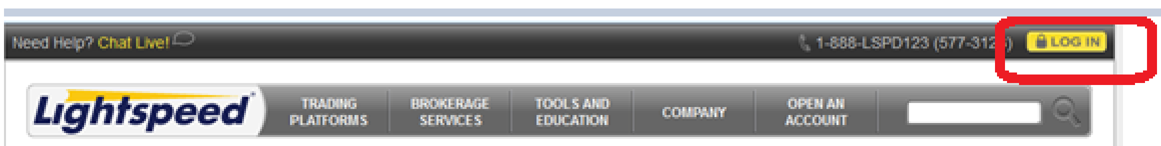
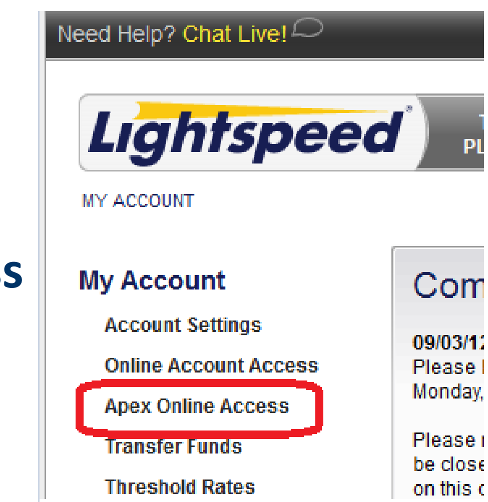
❑Step 1 – Log into your secure Lightspeed account from our web site https://www.lightspeed.com/secure/ or via www.lightspeed.com. Click on the Login Button in the upper right hand corner.



❑Step 2 – Type in using the same username and password that you use to log onto our trading platform

❑Step 3 - Under the My Account header on the left side of your screen, please select the APEX Online Access



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❑ **Step 4 - Under Account Information please select the option for Trade Activity:**

❑ **Step 5 - Enter a “From” and “To” date range for your report and click the Go button.**

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- **Step 6 – The clearing system will assemble your trade details, it may take a few moments for very active accounts. When the query results are returned to you, click on the line (left side) labeled SHOW TRADE TOTALS, as shown below.**

Show Trade Totals

Trade Detail Show Trade Totals

Account Type	1 Trade Date	Settle Date	2 Exec Time	Trade Number	3 Tag Number	CUSIP/ Symbol	ISIN	Description	4 Buy/ Sell	Qty	Price	Principal Amt	Comm.	Fees/ Other Comm	Net Amount	Curr	Trailer	Entry Date

- **The returned results should now include Trade Totals in "buckets" and then right underneath that, the detail should look something like what appears below. For active accounts, you'll see several pages of trade details presented.**

Hide Trade Totals

Trade Totals

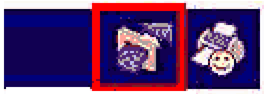
Security Group	Currency Code	Buy/ Sell	Quantity	Principal Amt	Comm.	Fees/ Other Comm	Net Amount	Trade Count
Equity	USD	B	1,317,039	-91,095,905.09	3,259.81	2,898.10	-91,102,063.04	160
Equity	USD	S	-1,280,900	90,198,215.94	3,415.30	3,702.85	90,191,097.80	183
Option	USD	BTO	200	-88,965.00	240.00	24.52	-89,229.52	4
Option	USD	STO	-400	121,508.00	420.00	16.79	121,071.21	2

Trade Detail

Account Type	1 Trade Date	Settle Date	2 Exec Time	Trade Number	3 Tag Number	CUSIP/ Symbol	ISIN	Description	4 Buy/ Sell	Qty	Price	Principal Amt	Comm.	Fees/ Other Comm	Net Amount	Curr	Trailer	Entry Date
General Margin	12/07/2011	12/12/2011		-6TCW	F7916	SPY	US78462F1030	SPDR S&P 500 ET	B	9,000.000	125.32000	-1,127,880.00	21.75	0.00	-1,127,901.75	USD		12/09/2011
Short	12/07/2011	12/12/2011		-8VF1	F7917	SPY	US78462F1030	SPDR S&P 500 ET	B	9,000.000	125.55000	-1,129,950.00	21.75	4.80	-1,129,976.55	USD		12/09/2011
Short	12/07/2011	12/12/2011		-6ZVA	F7918	SPY	US78462F1030	SPDR S&P 500 ET	B	18,000.000	125.86000	-2,265,480.00	35.25	24.41	-2,265,539.66	USD		12/09/2011
General Margin	12/07/2011	12/12/2011		-AEYE	F7919	SPY	US78462F1030	SPDR S&P 500 ET	B	9,000.000	125.89550	-1,133,059.50	21.75	26.40	-1,133,107.65	USD	AVGPRICE	12/09/2011
General Margin	12/07/2011	12/12/2011		-8EV8	F7920	SPY	US78462F1030	SPDR S&P 500 ET	B	9,000.000	125.90000	-1,133,100.00	21.75	3.00	-1,133,124.75	USD		12/09/2011
Short	12/07/2011	12/12/2011		-AYAZ	F7921	SPY	US78462F1030	SPDR S&P 500 ET	B	27,000.000	126.25000	-3,408,750.00	48.75	74.82	-3,408,873.57	USD		12/09/2011

- **Step 7 - Click on Download Data icon at the top right side of the screen.**

Note: This icon does not say "Download Data" but is labeled at right for reference:



Download Data Icon

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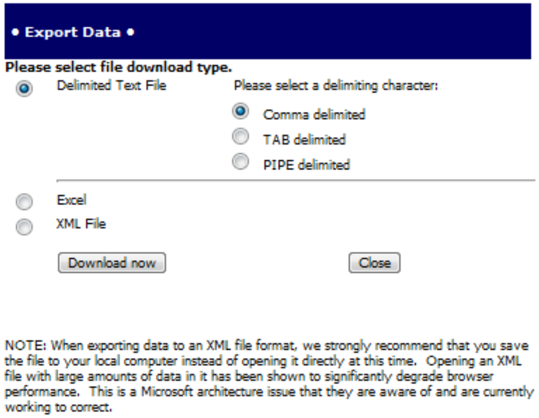
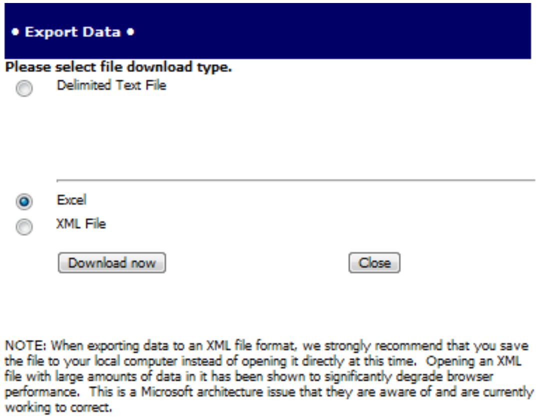
- ❑ Step 8 - An Export Data window will popup (you may need to enable popup windows for this site in your browser). You can choose what format you'd like your data to be returned in. Select Delimited text file and Comma delimited and then choose the format (many clients use Excel as the preferred format).



- ❑ Once you select Excel as the format, you'll note that the top part of the dialog box changes a bit. Click Download Now prompt to begin the download.



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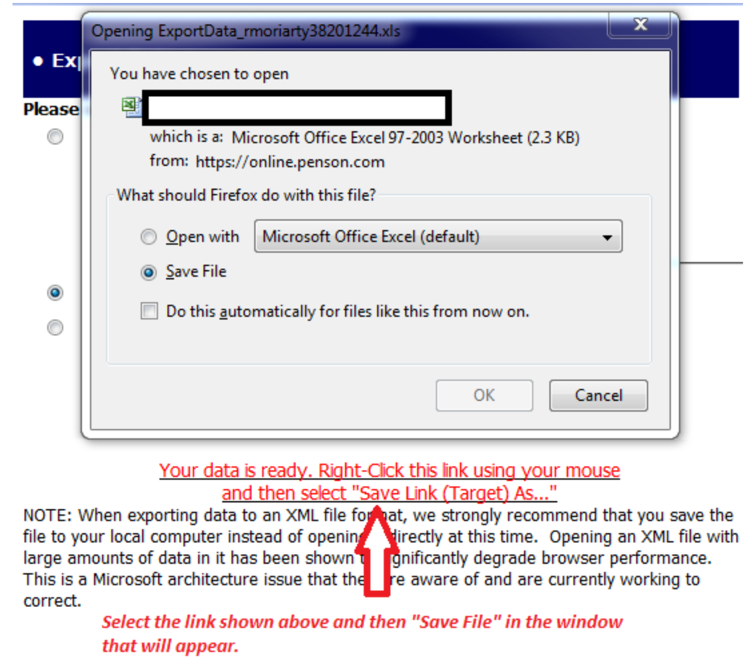
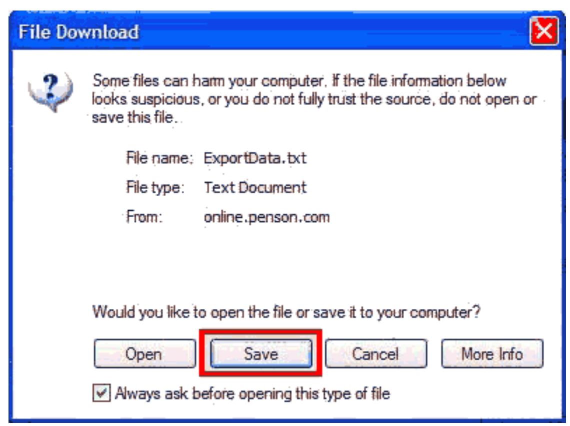
- ❑ **Step 9 - When the data results are returned, you'll see a message in red. Right click the link.**



- ❑ **Step 10 - Click the Save button to begin the download.**



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- Step 11 – You can now decide where to save the downloaded file, either locally on your computer's hard drive ("C") or another location/file name if you are a specific 3rd party application. Let's assume for illustrative purposes that you're using the Trade Log application. If so, you'd follow these instructions:

  * Make sure you use the Save In drop down dialog box to save your file to your "c:\my documents\TradeLog\import" directory.

- Step 12- Run TradeLog.
- Step 13- Click on the Lightspeed Imp button. The Lightspeed Import dialog appears.
- Step 14 - Select your Lightspeed transaction text file and click on the Open button.
- Step 15 - Click on the Yes button to confirm your import and save to disk.

  Clicking on the No button will cancel the import.

IF YOU HAVE ANY RELATED QUESTIONS OR CONCERNS, PLEASE CONTACT THE LIGHTSPEED RELATIONSHIP MANAGEMENT DESK, AT 1-888-577-3123, OPTION 1, or via e-mail at rms@lightspeed.com