

# Getting Started User Guide

## International trading platform NetExchange

Here we've put together some helpful information and tips specific to International trading with CommSec.

### Getting started

CommSec International uses a US-based platform called NetExchange. No installation is required as it runs in your web browser.

1. Log onto the platform directly using the following link:  
[https://www2.netxselect.com/home\\_OAC.htm](https://www2.netxselect.com/home_OAC.htm). Bookmark the site for future use.

OR

Launch the NextX360 platform through logging onto your Commsec account at [www.commsec.com.au](http://www.commsec.com.au).

- 1 Select "Trading"
- 2 Click on subheading "International Shares"
- 3 Select "Launch" located under "Apply for an International Trading Account"

The screenshot shows the CommSec International Shares page. The navigation menu at the top includes Home, Portfolio, Watchlists, Quotes & Research, Trading (circled in red), Products, and Support. Below the navigation menu, the 'International Shares' sub-menu is circled in red. The main content area features a section titled 'International Shares' with a description of the Australian share market and a list of market indices. Below this, there are three sections: 'US Market - Quotes & Research', 'Apply for an International Trading Account', and 'International Shares quick links'. The 'Launch' button in the 'Apply for an International Trading Account' section is circled in red.

Index	Value	Change
↓ All Ordinaries	4,647.900	-11.900
↓ ASX SPI 200	4,576.000	-25.000
↑ Dow Jones	12,414.340	152.920
↑ FTSE-100	5,945.710	89.760
● Hang Seng	22,398.100	0.000
↑ Nikkei 225	9,855.030	38.940

2. Both of the above options will open the CommSec Pershing login screen as below. Use your Pershing account number preceded by '0ac' (zero, a, c) in the user ID box, then click continue to proceed to the password screen. The first time you login, you will be prompted to set up security questions.



Commonwealth Securities Ltd provides you with a high quality and cost-effective means for managing your investments. You can access your investment portfolio and more online, making it simple and convenient for you.

This information is provided by your financial organization through Pershing LLC, member FINRA/SIPC, a subsidiary of The Bank of New York Mellon Corporation.

**SECURE LOGIN**

Please enter your User ID.

User ID:

**Security Reminder:** Stay Safe Online. [Click to learn](#)



**Login to access your account**

User ID:

Password:

Select Start Page:

## Your position summary

When you first login to your account you are presented with the Balance Summary of your positions and cash in USD.

In order to view Native Currency Balances

- 1 Select "Accounts"
- 2 Click on subheading "Balances"
- 3 Select "Real-Time" and "Currency Balances"

<a href="#">Home</a>	<b><a href="#">Accounts</a></b>	<a href="#">Trading</a>	<a href="#">Markets</a>	<a href="#">Quotes &amp; News</a>	<a href="#">Customer Service</a>			
<a href="#">Summary</a>	<b><a href="#">Balances</a></b>	<a href="#">Holdings</a>	<a href="#">Order Status</a>	<a href="#">History</a>	<a href="#">Projected Cash</a>	<a href="#">Asset Allocation</a>	<a href="#">Statements and Reports</a>	<a href="#">Profile</a>

**Balances**

Account :  [Manage Groups >](#)

Quotes:  Real-Time  Delayed<sup>†</sup>

Summary **Details** **Currency Balances** As of 10/29/2013

[Download](#) [Print](#) [View Foreign Exchange Rates<sup>1</sup>](#)

Quote data delayed per exchange agreement

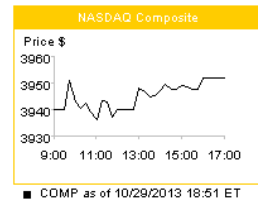
Account Type	Currency (Native)	TD Balance <sup>2</sup>	Market Value <sup>3</sup>	Equity	Equity (%)
CASH	USDE	18,123.28	40,013.56	58,136.84	100
CASH	USD	17,247.61	25,013.56	42,261.17	100
CASH	GBP	545.42	9,342.88	9,888.30	100

<sup>1</sup> Foreign Exchange Rates are as of the close of business the previous business day  
<sup>2</sup> TD Balance refers to US Cash and Non-US currencies. The exchange rate used in calculating the US Dollar Equivalent (USDE) is based on previous day's closing exchange rates.  
<sup>3</sup> Market Value reflects non-cash positions.  
 Positions are priced as of the last trade. If an equity security has not traded today, the price information is based on the best bid price from the previous business day. The current bid or ask may be different from the price displayed.

**Quick Quote**  Real-Time  Delayed

Symbol:

**Market Indices**



Market	Value	\$ Chg	% Chg
<a href="#">NASDAQ</a>	3952.34	+12.2100	0.31
<a href="#">S&amp;P 500</a>	1771.95	+9.8400	0.56
<a href="#">S&amp;P 400</a>	1299.79	+5.6900	0.44
<a href="#">Russell 2000</a>	1121.96	+3.9853	0.36
<a href="#">NYSE</a>	10108.41	+49.8700	0.50
<a href="#">30 Year Treasury Bond</a>	3.61	No Chg	0.00

Quote data delayed per exchange agreement

# To view your portfolio of stocks and cash

- 1 Select "Accounts"
- 2 Click on subheading "Holdings"

Please note cash balances by default are in USD values; please refer to previous for Native balances.



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Home	<b>Accounts</b>	Trading	Markets	Quotes & News	Customer Service			
Summary	Balances	<b>Holdings</b>	Order Status	History	Projected Cash	Asset Allocation	Statements and Reports	Profile

## Holdings

Account :  [Manage Groups >](#)

Intra Day  Unrealized Gain/Loss  Realized Gain/Loss As of 10/29/2013

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Intraday Summary		Quick Quote
Total Previous Market Value	\$ 58,645.29	Symbol: <input type="text"/> <input type="button" value="Display"/> <input type="button" value="Find Symbol"/>
Total Current Market Value	\$ 58,140.88	
Change in Market Value	\$ -504.41	

Equities <span style="float: right;">Quote data delayed per exchange agreement<sup>1</sup></span>												
Symbol/ CUSIP	Account	Description	Quantity	Last Price <sup>†</sup>	Price Date	Change (\$)	Change (%)	Market Value	Today's Change(\$) <sup>1</sup>	Today's Change (%) <sup>1</sup>	Account Type	Trade
<a href="#">AAPL</a>		APPLE INC COM	20	516.678	10/29/2013 04:00 PM EDT	-13.198	-2.49	10,333.56	-263.96	-2.49	Cash	<a href="#">Buy</a>   <a href="#">Sell</a>   <a href="#">Details</a>
<a href="#">MS</a>		MORGAN STANLEY COM NEW	500	29.36	10/29/2013 04:00 PM EDT	+0.44	+1.52	14,680.00	+220.00	+1.52	Cash	<a href="#">Buy</a>   <a href="#">Sell</a>   <a href="#">Details</a>
<a href="#">TUWLF</a>		TULLOW OIL PLC SHS ISIN#GB	1,000	15.00	10/29/2013 03:20 PM EDT	-0.576	-3.70	15,000.00	-576.00	-3.70	Cash	<a href="#">Buy</a>   <a href="#">Sell</a>   <a href="#">Details</a>
<b>Total</b>								<b>\$ 40,013.56</b>	<b>\$ -619.96</b>	<b>-1.53%</b>		

Cash, Money Funds, and Bank Deposits				
Account	Description	Account Type	Market Value	Today's Change(\$) <sup>1</sup>
	CASH	Cash	18,127.32	0.00
<b>Total</b>			<b>\$ 18,127.32</b>	<b>\$ 0.00</b>

## Viewing messages

To view messages from CommSec, click the **Home** tab on the top black menu bar.

## Trading

To place a trade, click the **Trading** tab on the top black menu bar.






1. Select the transaction type “e.g. Buy”
2. Enter the Symbol or security ticker. You can search for this if you need to by selecting ‘Find Symbol’. In the example below we are using “C” or Citi Group.
3. Enter the Quantity you wish to purchase and then select the order type you are after by either entering a price ‘Limit’ amount or selecting at ‘Market’. Please note that a ‘Market’ order does not require a price to be entered.
4. Enter a ‘Duration’ for the order, this is only required on non ‘Market’ orders.
5. Then select the account type Cash (standard).

Note: Our website only allows access to trade on US market stocks. Orders of securities on other international exchanges can be placed over the phone by calling our desk on **1300 361 170**

### Stocks

Account :  

Funds Available to Buy<sup>1</sup>: \$60,000.00 [Refresh](#)

Stock Order	
Transaction:	<input type="text" value="Buy"/> 
Symbol:	<input type="text" value="C"/>  <a href="#">Find Symbol</a> <a href="#">Get Quote&gt;</a>
Quantity:	<input type="text" value="2000"/>
Order Type:	<input type="text" value="Market"/> 
Price:	<input type="text" value=""/>
Duration:	<input type="text" value="Day"/> 
Account Type:	<input type="text" value="Cash"/> 

<sup>1</sup> Funds Available to Buy considers the previous day's sweep account balance, any pending credit or debit balance, and open buy orders. This figure does not include the commission to be assessed on a new buy order.

## Market

To view a variety of key market indices, as well as details of significant stock movers click the **Market** tab on the top black menu. Please note that this is delayed data.

Click the **Winners & losers** tab on the secondary menu to view stocks that are moving significantly. You can choose from:

- Most active stocks
- Percentage winners
- Percentage losers

As per below screenshot, the Dollar Winners show the top 10 across the major US markets- NYSE, NASDAQ and NYSE MKT

NYSE						As of 10/29/2013 18:45 ET
Symbol	Company	Last	Volume	Change (\$)	Change (%)	
<a href="#">NOK</a>	NOKIA CORP SPONSORED ADR	7.45	89,080,827	+0.70	+10.4	
<a href="#">BAC</a>	BANK AMER CORP COM	14.15	79,249,697	-0.08	-0.6	
<a href="#">I</a>	AT&T INC COM	36.27	45,167,610	+0.70	+2.0	
<a href="#">JCP</a>	PENNEY J C INC	7.38	39,006,337	-0.01	-0.1	
<a href="#">GE</a>	GENERAL ELECTRIC CO COM	26.21	38,396,860	+0.12	+0.5	
<a href="#">F</a>	FORD MOTOR CO DEL COM PAR	17.61	36,875,787	+0.04	+0.2	
<a href="#">PFE</a>	PFIZER INC COM	31.25	34,458,105	+0.51	+1.7	
<a href="#">NQ</a>	NQ MOBILE INC ADR REPSTG 5 CL A SHS	11.01	28,313,458	+2.21	+25.1	
<a href="#">NLY</a>	ANNALY CAP MGMT INC COM	11.71	26,183,429	-0.43	-3.5	
<a href="#">AA</a>	ALCOA INC COM	9.54	24,030,080	-0.02	-0.2	

NASDAQ						As of 10/29/2013 18:45 ET
Symbol	Company	Last	Volume	Change (\$)	Change (%)	
<a href="#">FB</a>	FACEBOOK INC CL A	49.40	101,573,742	-0.83	-1.7	
<a href="#">DELL</a>	DELL INC COM CASH MGR EFF 10/29/13 1 OLD/USD 13.75 P/S	13.86	65,708,717	+0.03	+0.2	
<a href="#">MU</a>	MICRON TECHNOLOGY INC	17.50	51,332,397	+0.78	+4.7	
<a href="#">SIRI</a>	SIRIUS XM RADIO INC COM	3.72	41,634,869	-0.01	-0.3	
<a href="#">QQQ</a>	POWERSHARES QQQ TR UNIT SER 1	83.06	36,742,778	+0.14	+0.2	
<a href="#">ATVI</a>	ACTIVISION BLIZZARD INC COM	16.59	31,926,235	-0.71	-4.1	
<a href="#">MSFT</a>	MICROSOFT CORP COM	35.52	31,684,951	-0.05	-0.1	
<a href="#">CSCO</a>	CISCO SYSTEMS INC	22.82	30,069,062	+0.27	+1.2	
<a href="#">INTC</a>	INTEL CORP COM	24.52	29,920,146	+0.16	+0.7	
<a href="#">YHOO</a>	YAHOO INC COM	33.17	29,320,468	+0.82	+2.5	

NYSE MKT						As of 10/29/2013 18:45 ET
Symbol	Company	Last	Volume	Change (\$)	Change (%)	
<a href="#">SPY</a>	SPDR S&P 500 ETF TR TR UNIT	177.17	87,042,506	+0.94	+0.5	
<a href="#">GDX</a>	MARKET VECTORS ETF TR GOLD MINERS ETF FD	25.78	38,898,312	-0.76	-2.9	
<a href="#">EEM</a>	ISHARES TR MSCI EMERGING MKTS ETF	43.13	32,543,297	+0.13	+0.3	
<a href="#">IWM</a>	ISHARES TR RUSSELL 2000 ETF	111.35	29,983,455	+0.32	+0.3	
<a href="#">VXX</a>	BARCLAYS BL PLC IPATH S&P 500 VIX SHORT TERM FUTURES ETN NEW 2012	12.83	28,910,787	-0.08	-0.6	
<a href="#">EWJ</a>	ISHARES INC MSCI JAPAN ETF	11.97	23,416,492	+0.09	+0.8	
<a href="#">XLF</a>	SELECT SECTOR SPDR TR FINANCIAL	20.87	21,902,137	+0.06	+0.3	
<a href="#">XLP</a>	SELECT SECTOR SPDR TR CONSUMER STAPLES	42.94	15,133,379	+0.37	+0.9	
<a href="#">EFA</a>	ISHARES TR MSCI EAFE ETF	66.49	12,121,382	+0.14	+0.2	
<a href="#">FXI</a>	ISHARES TR CHINA LARGE-CAP ETF	37.03	11,144,191	+0.48	+1.3	

## Quotes & News

To find a quote, click on the **Quotes & News** tab on the top black menu bar. You can enter multiple stock codes to view quotes.

**CommSec**



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Company Digest Industry Quotes Watchlists

### Company Digest

Enter Symbol(s):

(Enter up to 20 stock, mutual fund or option symbols separated by a comma)

Summary Quotes Option Chain Annual Reports SEC Filings

**Multiple Quote Details** [Quote data delayed per exchange agreement†](#)

Quote  Real-Time  Delayed†

Symbol	Bid	Ask	Last Price	Price Date	Change	Market	Volume
<a href="#">C</a>	N/A	N/A	50.2200	10/29/2013 4:01 PM ET	+0.0700	NYSE	16418523
<a href="#">GE</a>	N/A	N/A	26.2100	10/29/2013 4:00 PM ET	+0.1200	NYSE	38436022
<a href="#">IBM</a>	N/A	N/A	182.1200	10/29/2013 4:00 PM ET	+4.7700	NYSE	8909330

**IBM**

- [Company Digest](#)
- [Trade](#)
- [Add to Watchlist](#)

In the example above, entered in are three commonly traded US stocks (CitiGroup, General Electric and IBM) and details of the last traded price and market traded volume are displayed.

If you hover your mouse over the symbol, a pop-up menu will appear for further information that is available on that stock.

Note: Our website is only enabled to give pricing for US market stocks. You can get non-US stock prices by calling our desk on **1300 361 170**, from third party providers or from public websites such as Yahoo finance and/or Bloomberg.

## Important information — live quotes

For Australian shares, CommSec provides unlimited free live quotes, but the system for US shares is slightly different. We call it the 'quote bank', and it works like this:

- Your account starts with 100 real time quotes, and every time you access a real time quote, it will be subtracted from your 'quote bank'.
- Each time you execute a trade on your account, your quote bank is credited another 100 (on the following business day) per trade.
- To view your quote bank balance go to **Accounts > Profile > User Profile**. (You can also update your email and document delivery preferences here.)

# How to- View Statements and Reports

This will allow you to access confirmation notes and statements;

- 1 Select "Accounts"
- 2 Click on subheading "Statements and Reports"
- 3 Select "Statements and Reports" for monthly, quarterly or yearly statements,  
OR
- For individual trades use "Trade Confirmations"

The screenshot shows the CommSec website interface. At the top left is the CommSec logo. To the right is a 'go paperless' button and links for 'Contact Us', 'Sitemap', and 'Logout'. Below this is a main navigation bar with tabs for 'Home', 'Accounts', 'Trading', 'Markets', 'Quotes & News', and 'Customer Service'. A secondary navigation bar contains links for 'Summary', 'Balances', 'Holdings', 'Order Status', 'History', 'Projected Cash', 'Asset Allocation', 'Statements and Reports', and 'Profile'. The 'Accounts' and 'Statements and Reports' tabs are circled in red. Below the navigation is the 'Statements and Reports' section, which includes an 'Account' dropdown menu, a sub-navigation bar with 'Statements and Reports' and 'Trade Confirmations' (both circled in red), and a search area with 'Time Period' (set to 'Last 12 Months'), 'From' and 'To' date fields, and a 'Display' button. Below the search area is a table header for 'Statements and Reports' with columns for 'Date', 'Type', and 'Inserts'. The table content is empty, with the message 'You have no data for this query'. To the right of the main content are three side panels: 'HOW TO READ YOUR E-STATEMENT' with a 'Print' icon, 'Messages(2)' with a table of messages, 'Quick Quote' with 'Real-Time' and 'Delayed' radio buttons and a 'Find Symbol' search box, and 'Market Indices' with a line chart for 'NASDAQ Composite' showing price fluctuations from 9:00 to 17:00.

Date	Subject
04/27/2011	<a href="#">Citigroup Announces Reverse Stock Split (consolidation)</a>
07/01/2010	<a href="#">Paper Confirmation \$2.00 USD fee - 1st July 2010</a>



Price \$	Time
2720	9:00
2730	11:00
2740	13:00
2750	15:00
2740	17:00

## How to- Electronic Confirmation Notes

Instead of waiting for confirmation notes to be posted, you may elect to receive electronic confirmation notes simply by adding your email address using the steps below;


- 1 Select "Accounts"
- 2 Click on the subheading "Profile"
- 3 Select "Document Delivery" and click on the "Add E-mail Address" tab to add your email address. You may add more than one email address to receive electronic confirmation notes.

The screenshot shows the CommSec website interface. At the top, there is a navigation bar with the following tabs: Home, Accounts, Trading, Markets, Quotes & News, and Customer Service. Below this is a secondary navigation bar with links: Summary, Balances, Holdings, Order Status, History, Projected Cash, Asset Allocation, Statements and Reports, and Profile. The 'Accounts' and 'Profile' tabs are circled in red. The main content area is titled 'Profile' and has a sub-navigation bar with tabs: Account Profile, User Profile, Account Groups, and Document Delivery. The 'Document Delivery' tab is circled in red. Below the sub-navigation bar, there is a message box that reads: "There is no e-mail address associated with this account. Please add the e-mail address before editing the Document Preferences." Below this message box is a button labeled "Add E-mail Address", which is also circled in red. To the right of the main content area, there are three sections: "Messages(2)" with a table of messages, "Quick Quote" with a search bar and radio buttons for "Real-Time" and "Delayed", and "Market Indices" with a line chart for "NASDAQ Composite".

**CommSec**   Contact Us Sitemap Logout

Home Accounts Trading Markets Quotes & News Customer Service

Summary Balances Holdings Order Status History Projected Cash Asset Allocation Statements and Reports Profile

**Profile** 

Account Profile User Profile Account Groups Document Delivery

There is no e-mail address associated with this account. Please add the e-mail address before editing the Document Preferences.

Add E-mail Address

**Messages(2)**

Date	Subject
04/27/2011	<a href="#">Citigroup Announces Reverse Stock Split (consolidation)</a>
07/01/2010	<a href="#">Paper Confirmation \$2.00 USD fee - 1st July 2010</a>

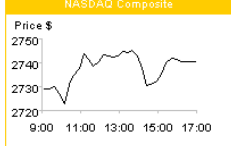
**Quick Quote**  Real-Time  Delayed

Symbol:

**Market Indices**

**NASDAQ Composite**

Price \$



9:00 11:00 13:00 15:00 17:00

■ COMP as of 06/29/2011 18:52 ET