SET UP ACH TRANSFER CAPABILITY

- Go to www.optionsxpress.com and select Login
- Click the Account tab and select Transfer Funds from the drop down menu
- Select ACH Manager from the Transfer Funds Menu
  - Select Add New Bank

If you’re not able to submit your application electronically, please use one of the following options:

Print the completed application and fax to:
(312) 629-5256
Attn: Cashiering Department

Or mail to:
optionsXpress, Inc.
Attn: Cashiering
P.O. Box 2197
Chicago, IL 60690-2197

FINISH ESTABLISHMENT WITH YOUR BANK

- Once OX receives the ACH application or the agreement is accepted online, OX will notify you via email.
- optionsXpress will deposit and withdraw a small monetary amount to the bank account you provided.
- Login to your bank to verify these amounts in 2-3 business days.
- When these amounts have posted to your bank account, go to www.optionsxpress.com and select Login.
- Click the Account tab and select Transfer Funds from the drop down menu.
- You will see two boxes to indicate deposit and withdrawal amounts. Fill in the values that you see in your bank account to complete the process and click Submit.
- The ACH will take a few moments, but then you are ready to transfer funds from your bank account using an ACH method.

COMPLETE AN OPTIONSXPRESS ACH DEPOSIT

- Click the Account tab and select Transfer Funds from the drop down menu
- Select Deposit Funds from the Transfer Funds Menu
- Select the bank you want to transfer from (if multiple banks exist)

All deposit requests received by 3:30pm ET will be processed same business day. All others will be processed the following day. You will receive an email confirmation from optionsXpress once the request has been processed.

PLEASE NOTE:
Deposits from ACH will be available for trading on the third business day following deposit.
Make sure the full name that appears on the account at your financial institution matches the Bank Account name displayed on the ACH form. If it does not match, please request assistance by clicking on Live Chat or email OX at support@optionsxpress.com.
ACH Deposit requests will move funds from your bank account into your optionsXpress account. IRA Deposits made by ACH can be specified as prior year contributions up until April 15th at 3:30pm ET by selecting the IRA Contribution Year.

If you have any questions about the Terms and Conditions of the ACH agreement, please feel free to Contact Us. Withdrawal of recently deposited funds may be limited or unavailable for up to thirty days depending upon the method of deposit and other factors.