BMO

BMO Wealth Management

BMO InvestorLine

BMO Active Trader Help Guide

Table of contents

Overview 3
Dashboard 3
Menu Bar 3
Settings/Customization 4
Workspaces 5
Modules 6
Linking Modules 6
Symbol Search 7
Screener 7
Tearsheets 8
Alerts 8
Dual Screen 10
Portfolio 10
Watchlist 11
Chart Module 12
Options Module 13
Custom Quote Module 13
News Module 13
Currencies Module 13
Time and Sales Module 14
Level 2 Depth Module 14
Company Research 15
Market Research 17
Fund Research 18
Technical Chart 19
Trade Ticket - Equity Trading 19
Trade Ticket - Options Trading 20
Orders 20
Positions 21
Accounts 22
Placing a Trade 22
Placing a Trade - Options 23
Appendix A - Trade Indicators 24
Appendix B - Bid/Ask Condition Indicators 26
Appendix C - Symbology 26

Overview

BMO Active Trader is a web-based real-time streaming application. A persistent TCP connection is established in order to provide access to streaming quotes. This connection remains active for the duration of the user's session.

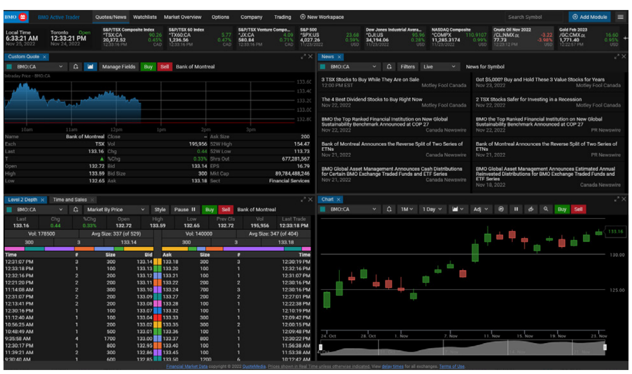
Compatible Browsers

BMO Active Trader is a web-based platform that has been designed to work in all the major popular browsers, including Chrome, Firefox, Edge and Safari. Please note, however, that Internet Explorer is not supported. Official operating systems supported are Windows and MacOS. Linux is unofficially supported.

While BMO Active Trader can be viewed on mobile devices, mobile optimization is not currently supported.

Dashboard

The Dashboard includes charts, watchlists, quote details, news, and your portfolios. It's completely customizable, with a drag and drop functionality that lets you easily align new windows to the default workspaces.



Menu Bar

The Menu Bar is located at the top of the dashboard. The Menu Bar includes the following features depending on your account configuration:

Add Module

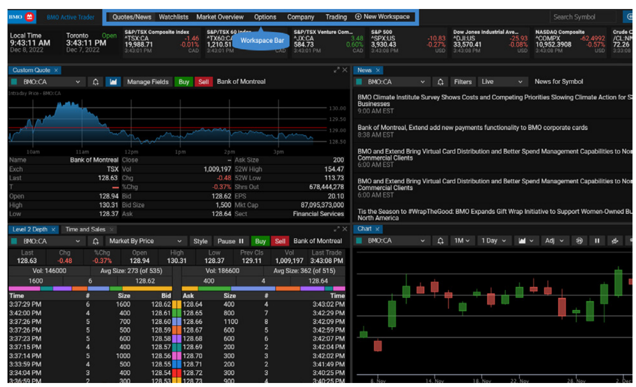
Allows the option to add modules to a workspace. See the Modules section (Adding a Module to a Workspace) for more details.

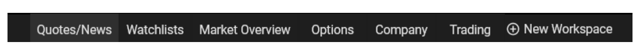
Menu

Allows the option to open other tools such as Trading, Technical Chart, Screener, Tearsheet, Alerts and Dual Screen.

Workspace Bar

The Workspace Bar, located at the top left of the application, is a workspace menu that provides easy access to all workspaces.



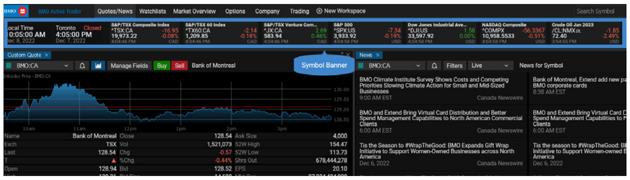


Here you can also create, delete, rename, and duplicate workspaces. See Workspaces section for more details.

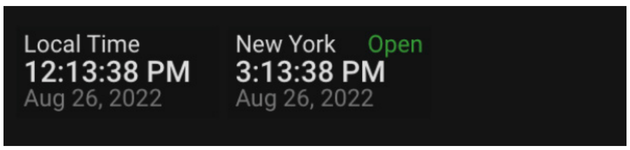
Continued

Symbol Banner

The Symbol Banner includes a local clock, an exchange clock, and a list of your favorite symbols displayed at the top of the application for easy viewing.

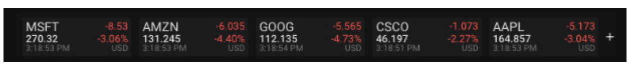


Clock



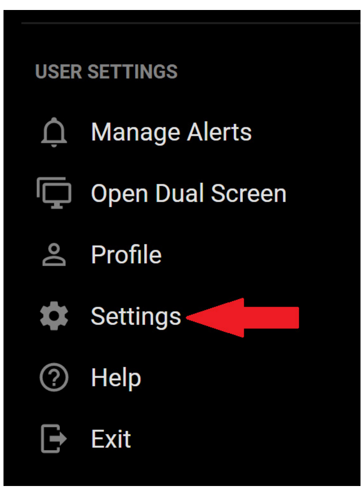
Symbol

The banner is customizable and can be enabled or disabled. See the Settings/Customization section (Symbol Banner) for more details.



Settings/Customization

Click on the menu icon at the top right of the dashboard and select Settings in the dropdown to open the module.



Theme

Allows the option to display your workspace with:

- **Dark Theme**: Black background
- **Light Theme**: White background
- **Color Vision Deficiency**: CVD accessibility

Language

Allows the option to select either English or French.

Session Timeout

Allows the option to select the amount of time for a session to timeout due to inactivity.

Workspaces

Allows the option to change the workspace order in the dashboard.

Single Click

The single click preference allows the option to choose the function of the single click action on a symbol.

- **Edit**: A single click action will initiate symbol editing
- **Link Modules**: A single click action will link all modules that have the same target color.
- **Research**: A single click action will open the Research Module

Symbol Banner

Symbol banner preferences allow the option to:

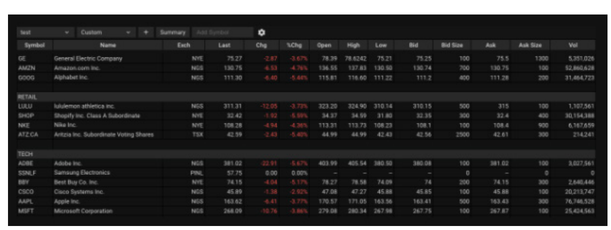
- Show or hide the banner
- Show or hide the company name
- Show or hide the banner clocks. (First clock is your local clock. Second clock is the exchange clock.)
- Change the exchange clock timezone

Row Colorization

In the Portfolio and Watchlist modules, a change in color (red and green) indicates an up/down value movement.

Choose if you would like the whole row colored.

- **Entire Row Colorization "Off"**: Only columns where data changes will be colored.



Row Colorization *cont'd*

- **Entire Row Colorization "On"**: All viewable columns will show change color.

Backup & Restore

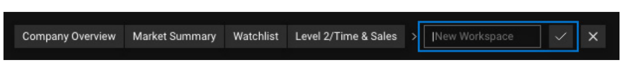
You may want to save a customized template that you have created. A "template" includes all of your workspaces and their layouts and settings. Please note the Portfolio and Watchlist module layouts will be saved in your template but the Portfolio and Watchlist stock symbols will not. Your personalized user data in your Portfolios and Watchlists will always be updated with the most current records in our database.

- Application Layout
  - Save an application layout
  - Load a saved application layout
- **Individual Workspace Backup and Restore**: You may want to save a customized workspace that you have created. A "workspace" is a customized individual screen that includes modules, layouts, and settings. The workspace backup and restore allow the option to:
  - Save an application layout
  - Load a saved application layout

Workspaces

Add a Workspace

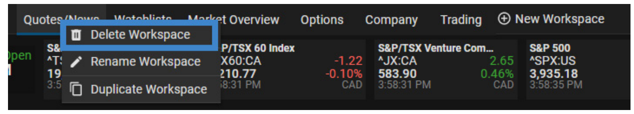
On the Workspace Bar, click on the **+ New Workspace** sign.



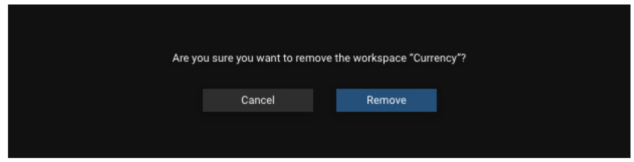
A text box will appear where you can enter the name of the new workspace. Click the checkbox beside to save.

Delete a Workspace

On the Workspace Bar, right click on the workspace that you want to delete. Click **Delete Workspace**. Note that you cannot delete an active workspace.

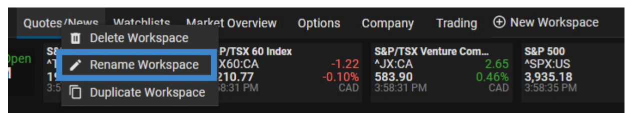


A dialog box will appear asking you to confirm. Click **Remove**.



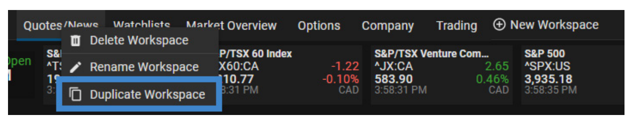
Rename a Workspace

On the Workspace Bar, right click on the workspace that you want to rename. Click **Rename Workspace**. Enter in the new workspace name and click the check beside to save.

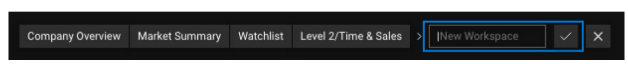


Duplicate an Existing Workspace

On the Workspace Bar, click on a workspace to open. Right click on the workspace name in the menu bar while it is active. Click **Duplicate Workspace**.



A text box will appear where you can enter the name of the duplicated workspace. Click the checkbox beside to save.



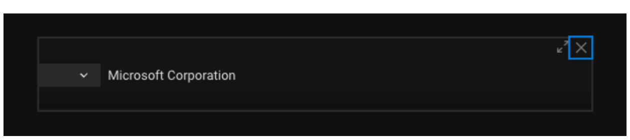
Modules

Add a Module to a Workspace

On the Menu Bar, click **Add Module**. A dropdown menu of available modules will appear. Using your mouse, hover over the module you want to add. Left click, hold and drag and drop the module to the location in the workspace where you want it.

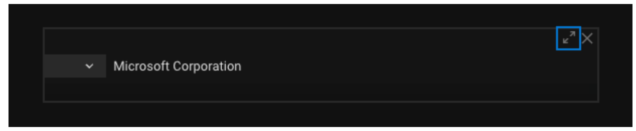
Remove a Module from a Workspace

Click on the **X** in the top right corner of any module to remove it from a Workspace.



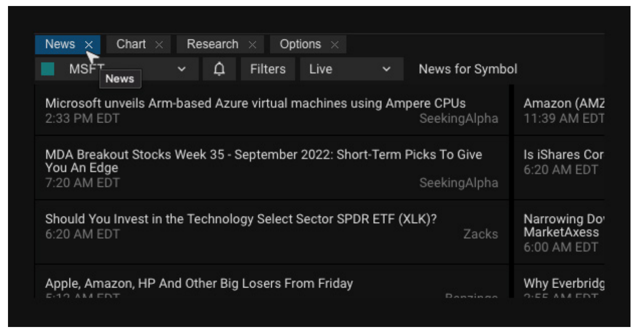
Show a Module in Full Screen

Click on the double headed arrow in the top right corner of any module to expand it to full screen. Once expanded you can click on the double headed arrow again in the top right corner of any module to restore the module to its original state.

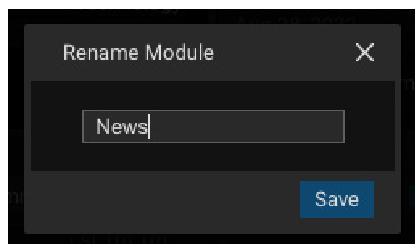


Rename a Module

Either double click or right click on the module name.

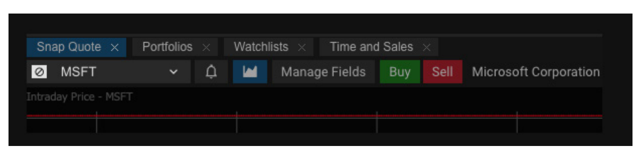


This will open a Rename Module window. Enter the new name and click **Save**.



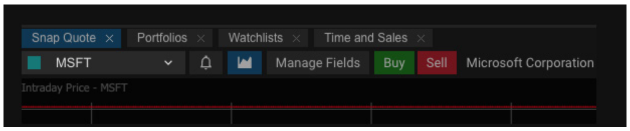
Linking Modules

Linking allows you to pass a symbol between two or more modules using a target color. This is controlled by clicking the box to the left of your symbol in any module.



A bar of color choices will be displayed. Click on a color to assign to your symbol.

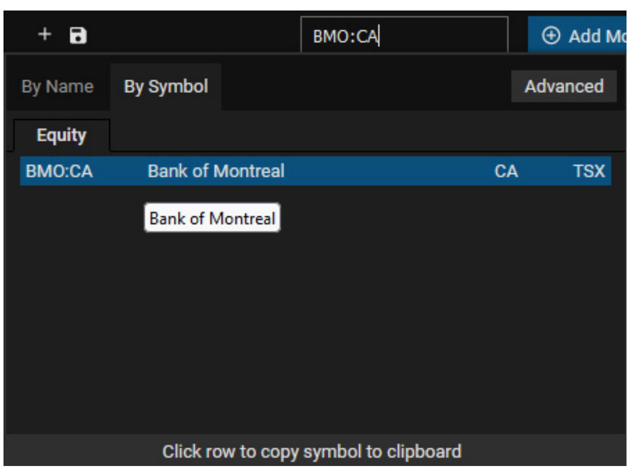
Repeat this same process for all modules that you want to link. Now, changing a symbol in one module assigned to this color propagates the symbol to all modules assigned to the same color.



Symbol Search

The Symbol Search function is located in your Menu Bar.

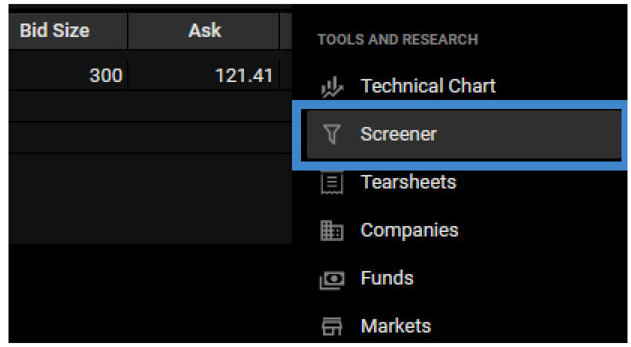
This will open the Symbol Search modal where you can search a company by either name or symbol. Enter in the first few letters and a dropdown of possible matches will appear and will update as you type. Find the company in the list and click on it. This will automatically copy the symbol to your clipboard, and you can paste in your chosen module. You can also use the symbol search for Options, Forex, Indices and more. Please see Appendix C - Symbology for more details.



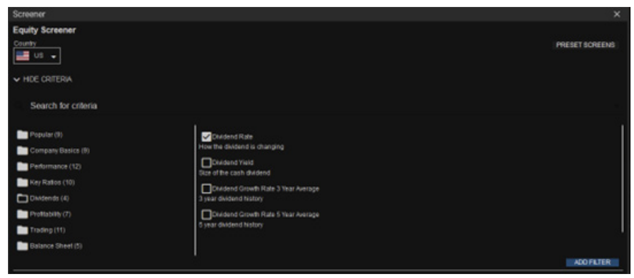
Screener

The Screener module allows you to easily filter and shortlist stocks by custom criteria.

Click on the menu icon at the top right of the dashboard and click on **Screener** in the dropdown to open the modal.



Select the criteria and click **ADD FILTER**.

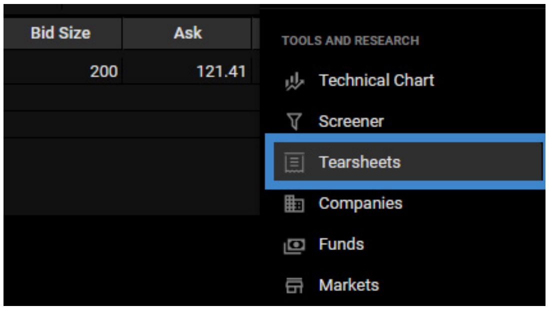


A list of stocks based on your chosen criteria will be returned.

Continued

Tearsheets

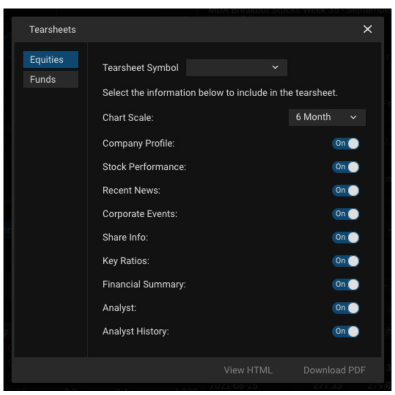
The Tearsheets function creates a report that is used to summarize key information about a company or mutual fund. The modal provides customization options to choose the symbol, show or hide certain company information, and view the report in HTML or PDF format.

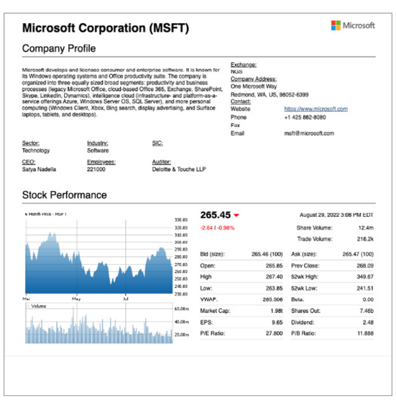


Create a Tearsheet

Click on the menu icon at the top right of the dashboard and select Tearsheets in the dropdown to open the module.

Choose your Symbol, Chart Scale and the sections you want to include in the report. Click **View HTML** to view the report in a web page or Download PDF to open the report in PDF format.

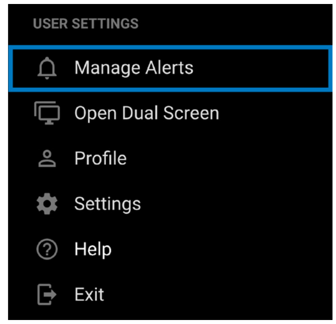




Alerts

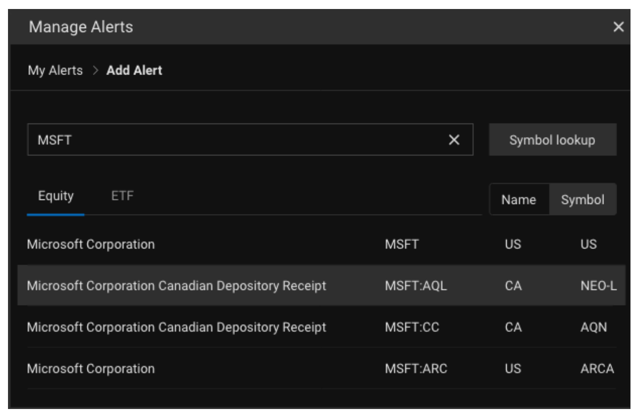
Create an Alert

Click on the menu icon at the top right of the dashboard and select **Manage Alerts** in the dropdown to open the module.



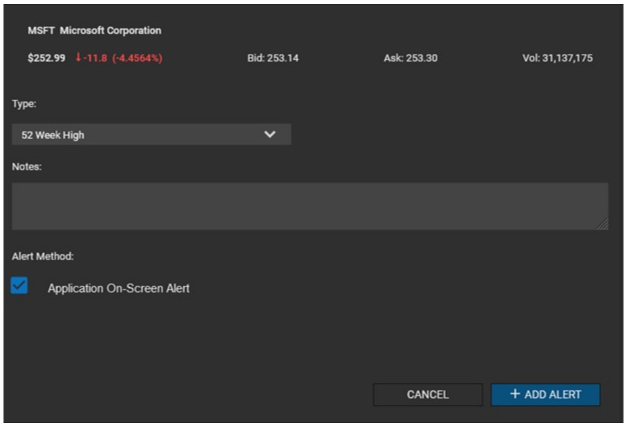
Click on **Add Alert** at the top right of the modal.

Choose your symbol. When entering in the first few letters, a dropdown of possible matches will appear and will update as you type. Find the company in the list and click on it. Alternatively, you can click on **Add** to the right of the text box to add the symbol. A new modal will open.



Click on the dropdown menu beside Type to choose the type of alert you want to receive. Ensure your Alert Method "**Application On-Screen Alert**" is checked and click on **Add Alert**.

Application On-Screen: A popup notification will appear in your browser. Note: When a user logs into the application for the first time they will be presented with a dialog asking if they want to allow notifications. The user must allow notifications in order for the Application On-Screen alerts to work.



Allowing Notifications

When a user logs in using a specific browser instance and URL such as "Edge on John Doe's desktop logging into activetrader.secure.bmoinvestorline.com". For the first time, the user will be presented with a dialog asking if they want to allow notifications. The user can either Allow or Block notifications.

- **Google Chrome and Microsoft Edge**: Google Chrome and Microsoft Edge share the same foundation (Chromium) so their initial request to allow Notification is virtually identical. To allow Notification click the **Allow** button.
- **Mozilla Firefox**: To allow Notification, click the **Allow** button.
- **Apple Safari**: To allow Notification, click the **Allow** button.

Managing Existing Notification Settings

Users can adjust the existing notification setting after the fact. The dialog used to do this varies depending on browser and in some cases platform.

- **Google Chrome and Microsoft Edge**: The current notification configuration can be accessed at any time by clicking the Lock icon before the URL and making the adjustment in the Notifications section of the resulting dialog. The user has the option of toggling the existing configuration between Allow and Block or they can reset the permission entirely. Resetting the permission will require a page reload to invoke the initial notification request.
- **Mozilla Firefox**: The current notification configuration can be accessed at any time by clicking the Adjust icon before the URL. Firefox does not allow the user to toggle the existing setting, they must reset the permission by clicking the existing setting and reload the page to invoke the initial notification request.
- **Apple Safari**: The current notification configuration can be accessed at any time by clicking the application menu path **Safari → Preferences**.

  In the Preferences dialog the URL specific configuration can be reached **Websites → Notifications** and selecting the specific URL from the list. The user has the option to switch the existing configuration or remove it. If the remove option is chosen then a page reload will be required to invoke the initial notification request.

Microsoft Windows Desktop Notification Messages

Notifications from browsers in Microsoft Windows behave differently depending on which browser is used.

- **Google Chrome and Microsoft Edge**: For Google Chrome and Microsoft Edge, alert notifications are received by the Active Trader application while a user is logged in and subsequently forwarded to the operating system's notification subsystem. The notifications for Microsoft Windows appear in the Notifications slide out panel on the right-hand side of the primary display.
- **Mozilla Firefox**: For Mozilla Firefox, alert notifications are received by the Active Trader application while a user is logged in and subsequently Firefox invokes a popup in the lower right-hand corner of the primary display.

Apple Mac Desktop Notification Messages

For Apple Mac, alert notifications are received by the Active Trader application while a user is logged in and subsequently forwarded to the operating system's notification subsystem. The notifications appear in a notification pane accessible on the upper right-hand side of the desktop.

Continued

Dual Screen

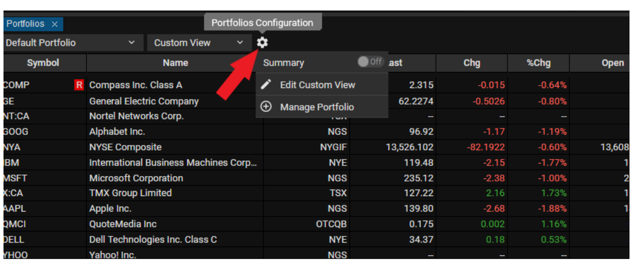
The Dual Screen located in the menu feature allows you to open and create a new workspace in a separate browser window. This workspace will automatically save even when you close the browser window.

Portfolio

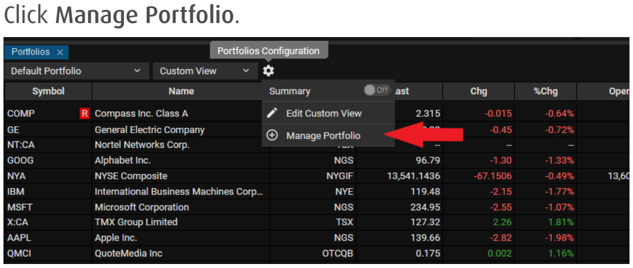
The Portfolio module allows you to track detailed data on custom portfolios of your choosing, including purchase date, shares, price, fees, and performance. The Portfolio module provides predefined templates and predefined views to get you started or you can customize your own portfolios to suit your needs.

Create a Portfolio

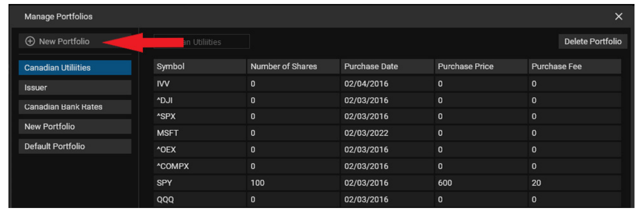
In the Portfolio Module, click the cog wheel "**Portfolio Configuration**".



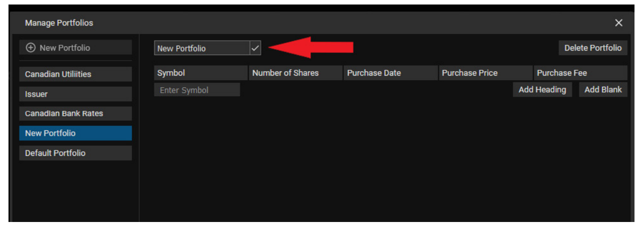
Click **Manage Portfolio**.



Click **New Portfolio**.

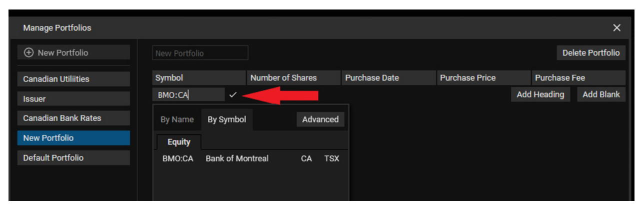


Enter the name of the new portfolio and click the check mark.

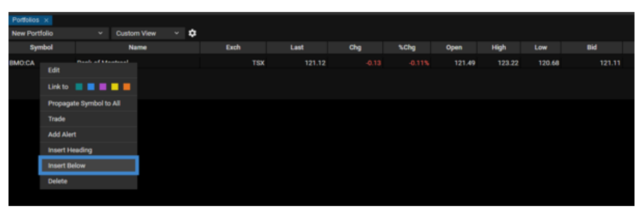


Add Symbols to a Portfolio

In the **Manage Portfolio** modal, click **Enter Symbol** and then click the check mark. Repeat this until you have all of your desired symbols entered. After entering your symbols you can also assign custom values to the "Number of Shares", "Purchase Date", "Purchase Price" and "Purchase Fee" columns. This will allow you to track the performance of any custom portfolio you wish to create.



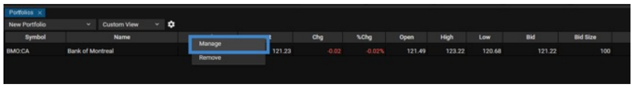
In the portfolio itself, right click on the row above where you want to insert a new symbol. Click **Insert Below**. This will insert a new row.



If your configuration "**Single Click**" is set to **Edit**, you can click on the Symbol box in the new row and add your symbol. If not, then Right click on the new row and click **Edit**. This will make the symbol box editable, and you can add your symbol.

Manage Portfolio Columns

Right click on any column heading and select **Manage**.



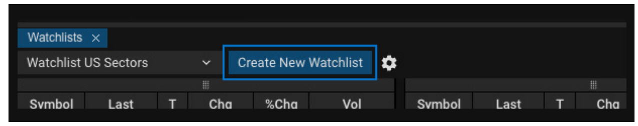
This will open the **Manage Portfolio Columns** modal. Check box your desired columns. You can drag and drop columns from the Selected Columns list on the right to change the order of the columns. Once completed, click **Apply Columns**.

Watchlist

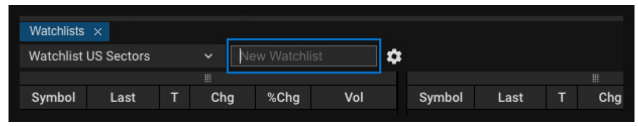
The Watchlist module allows you to track stocks of interest. The Watchlist is fully customizable to suit your needs.

Create a Watchlist

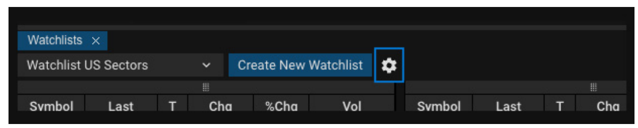
In the Watchlist module, click **Create New Watchlist**.



Name your watchlist and click the check mark beside the text box.



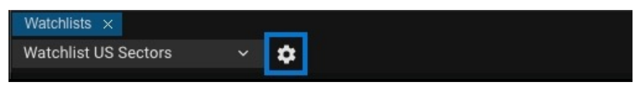
You will now have a new blank watchlist.



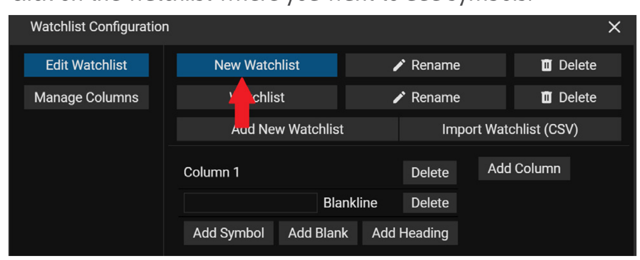
Add Symbols to a Watchlist

There are two ways to add symbols to the Watchlist:

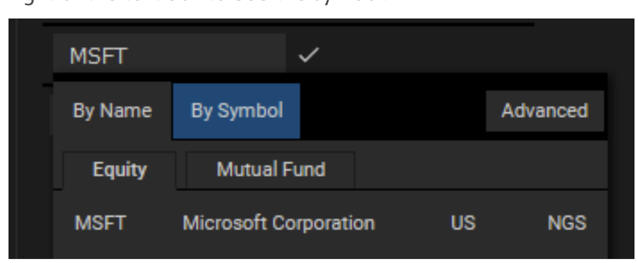
Watchlist Configuration: Click on the cogwheel icon in the Watchlist Menu Bar to open **Watchlist** modal.



Click on the watchlist where you want to add symbols.

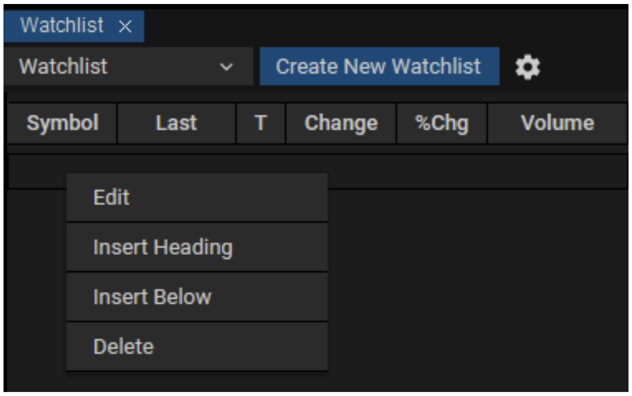


Here you can add symbols in the **Add Symbol** box. When entering in the first few letters, a dropdown of possible matches will appear and will update as you type. Find the company in the list and click on it. Alternatively, you can click on the check box to the right of the text box to add the symbol.

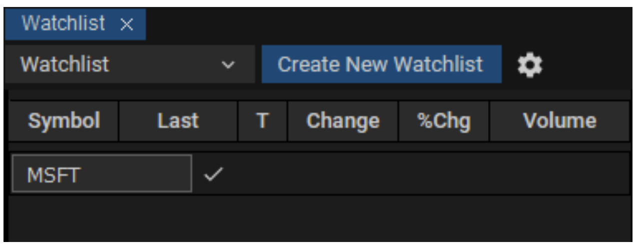


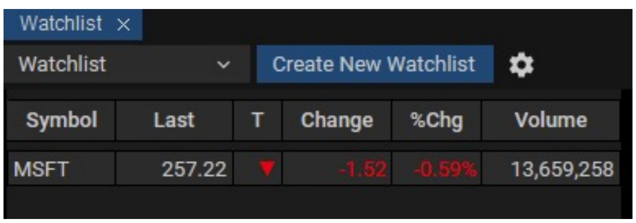
Add Symbols to a Watchlist *(cont'd)*

Right click: Right click on the first empty line and click **Edit**.



Type in the symbol and click on the check box to the right of the text box to save.

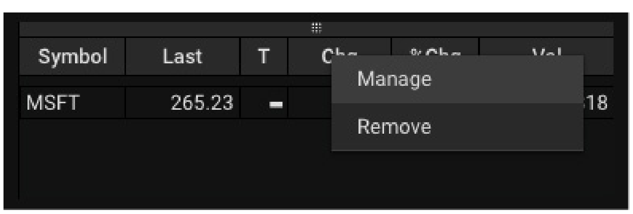




Manage Watchlist Columns

You can open the **Manage** Watchlist Columns modal in two different ways:

Right Click: Right click on any column header and click **Manage**.



Watchlist Configuration: Click on the cogwheel icon in the Watchlist Menu Bar to open the Watchlist modal and then click on **Manage Columns**. With the Manage Watchlist Columns modal open, you can now select or deselect the data columns. Click on **Apply Columns** at the bottom of the modal to save changes.

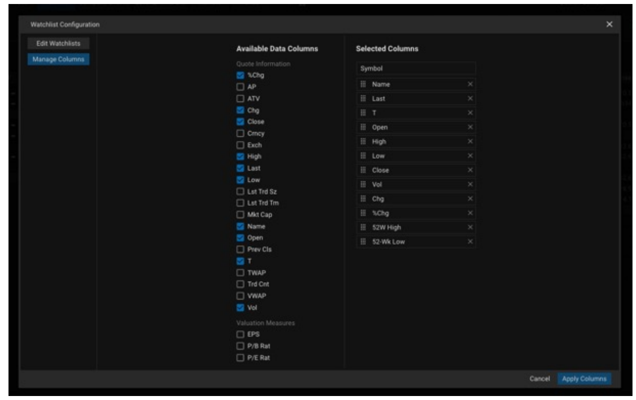


Chart Module

The Chart Module provides instant access to Intraday or Historical Charting in various views.

Customizing your Chart

Chart Time: Chart times available are 1 Day, 5 Day, 1 Month, 3 Month, 6 Month, 1 Year, 3 Year, 5 Year, and 10 Year.

Interval Size:

- 1D and 5D chart Interval Sizes Available - 1 Minute, 2 Minutes, 3 Minutes, 5 Minutes, 10 Minutes, 15 Minutes, 30 Minutes, and 1 Hour.
- 1M, 3M, 6M, 1Y, 3Y, 5Y and 10Y chart interval sizes available - 1 Day and 1 Week.

Chart type: Chart types include Area, Line, Candlestick, OHLC, Bar, Dot, and Table.

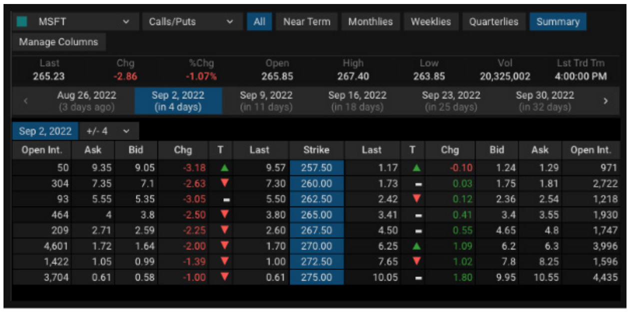
Adjustment Type (Historical Data): Unadjusted, Adjusted by Splits, Adjusted by Splits and Dividends

Extended Hours: Selecting "**Show Extended Hours**" will display Pre/Post Market chart data and un-selecting it displays only market hours chart data.

Continued

Options Module

For an underlying security, the Options module displays option chains showing the various strike prices by put and call designations, as well as expiry dates. Various options strategy views are also available. Columns are customizable and can be changed through "**Manage Columns**".

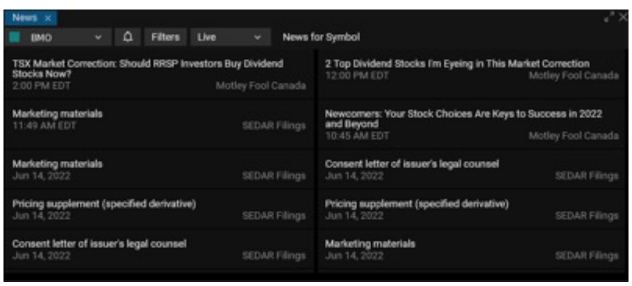


Custom Quote Module

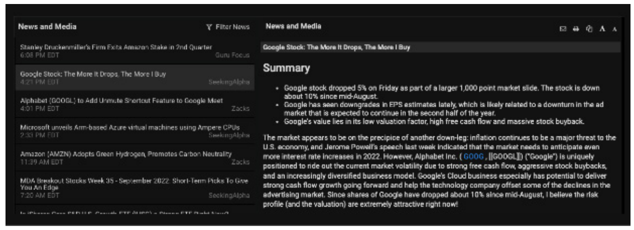
The Custom Quote Module allows for quick viewing of in-depth information on a symbol. Fields are customizable and can be changed through "**Manage Fields**". The module includes a chart that can be shown or hidden.

News Module

The News Module displays the latest news stories for a given symbol.



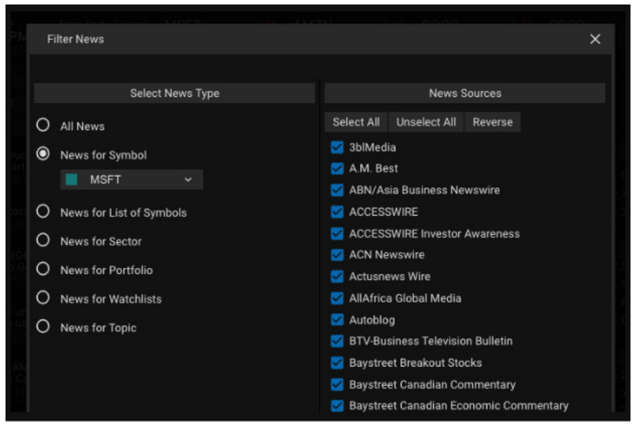
Click on a news headline to open a modal with the full story.



News Filter Settings

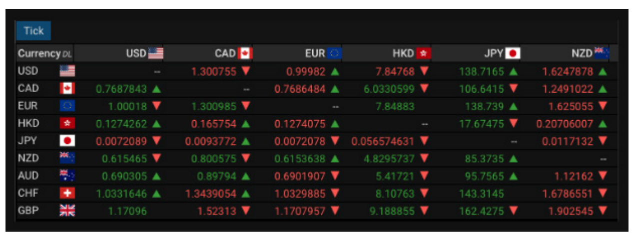
Clicking on the **Filtered** button on the top of the News module will display the options for how news is displayed in the module. You can switch between the following options.

- Select News Type (All News, By Symbol, News for a List of Symbols, News for Portfolio, News for Watchlist, News for Topic, By Sector)
- Select News Source(s)



Currencies Module

The Currencies module displays financial currency rates around the world and their movement up or down.

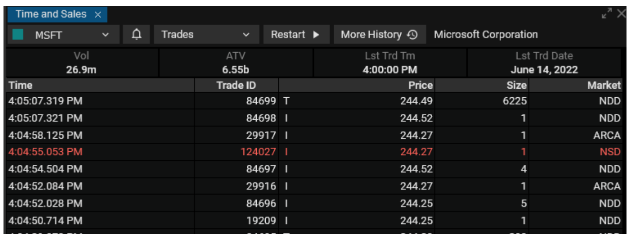


Time and Sales Module

Trades

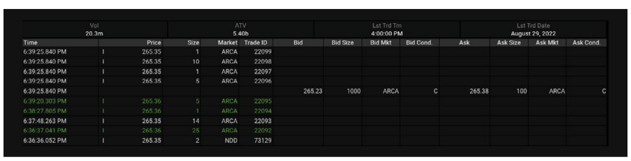
The Trades display provides a detailed display of trading information for a market.

- **Time**: The exact time that the trade occurred.
- **Trade ID**: A unique ID to identify the trade data.
- **Trade Indicator**: Reflects a sale condition used to indicate the type of trade transaction entered by a participant (see Appendix A).
- **Price**: The price at which the trade occurred.
- **Size**: The number of shares that were traded.
- **Market**: The trade exchange.



Trades and Quotes

The Trades and Quotes display provides additional information such as Bid/Ask, Bid Size/Ask Size, Bid/Ask Condition Indicators (see Appendix B) and Bid/Ask Market.



Level 2 Depth Module

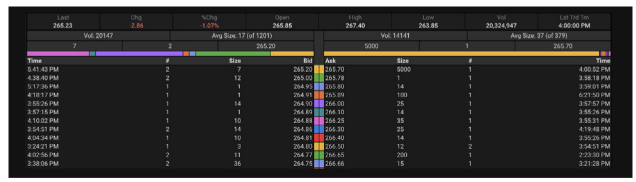
Level 2 Depth module provides you with an in-depth view of the order book in order to see market depth underneath the stock's bid and offer price.

Views - US Market Depth

Level 2: The top-of-book for all market participants (best bid/ask per market participant).

TotalView: Includes the top of the book for all the market participants on the Nasdaq exchange. This is the best bid/ask position for each participant and includes data on orders placed on NYSE & NYSE American that issues through the Nasdaq exchange.

TotalView-Aggregated: An aggregated total view of each market participant's bids and asks is also listed at each price level and includes data on orders placed on NYSE & NYSE American issued through the Nasdaq exchange.

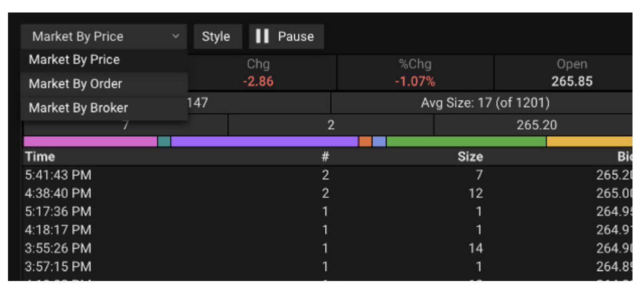


Views - Canadian Market Depth

Market by Price: Displays level 2 data for each price on both the Bid and Ask sides. Each order is combined at the price level. You can view how many orders at each price level under the # column, and total size of these orders under the Size column.

Market by Order: Differs from Market by Price as it will show each and every order for each price. None of the orders are combined at the price level. You can also see which Broker is on that particular Bid or Ask under the Buy and Sell columns, respectively.

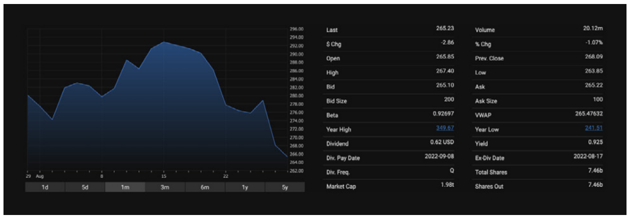
Market by Broker: Indicates each order for each price on both the Bid and the Ask side of level 2, however, on each of these levels, it will combine the orders based on Broker ID. You can view how many orders at each price, for each specific broker, under the # column, and Broker IDs are listed under the Buy and Sell columns.



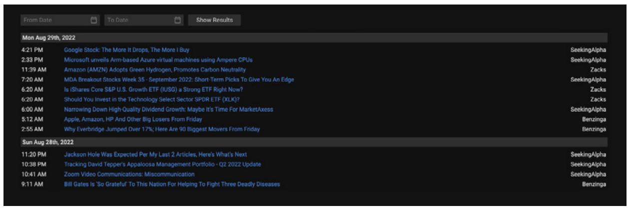
Company Research

The Company Research Module provides quick access to comprehensive company research information.

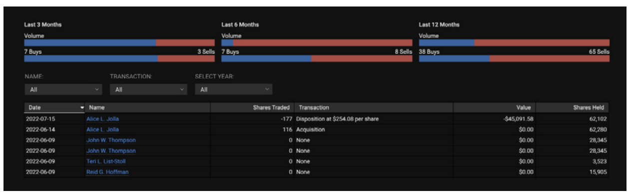
Detailed Quote: Provides the key quote data in a clean table format, including such measures as high-low, bid-ask, volume, and ratio measures.



News: The News module allows the user to select a date range, and then see headlines and full stories for a given company within that time period.

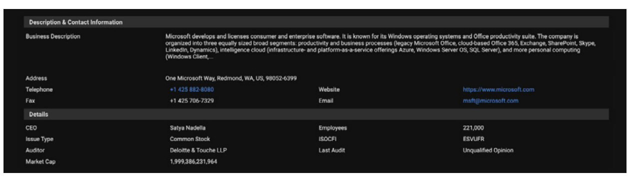


Insiders: Provides vital insider buying and selling information that relate to the company, allowing you to assess what positions are being taken by those who are truly in the know.

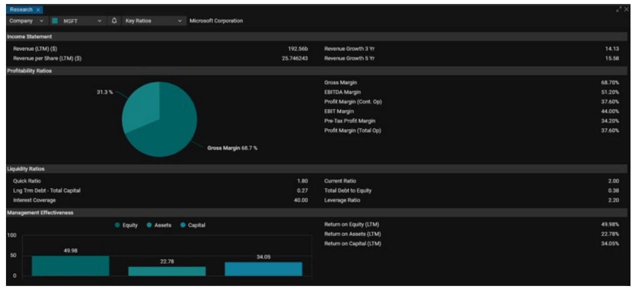


Financials: Provides detailed results for a wide range of financial measures for a selected company.

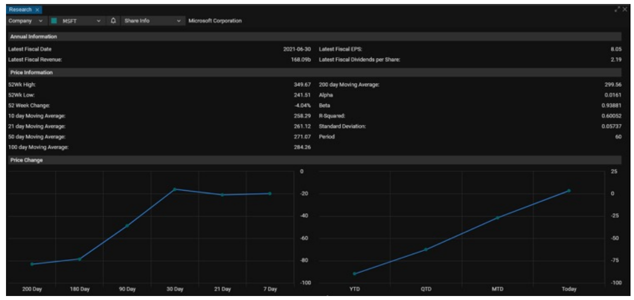
Company Profile: Provides details such as the corporate description and contact information.



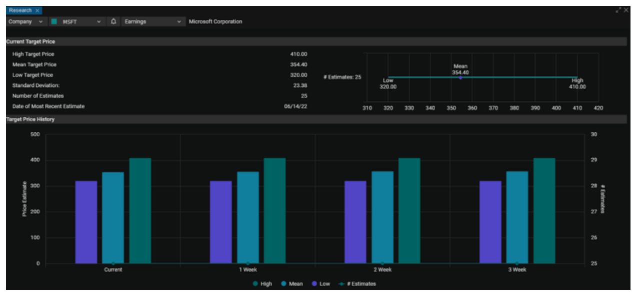
Key Ratios: Provides both graphical and tabular displays for a variety of important ratio information for a specified symbol such as Profitability and Efficiency among others.



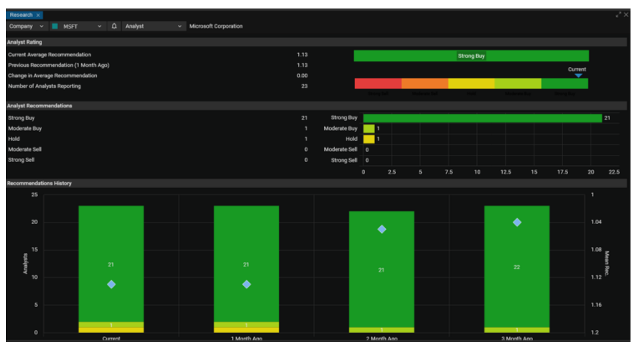
Share Info: Provides a detailed display of a stock's movement over time, including high-low values over several time periods, volume metrics, and even insider and institutional holdings.



Earnings: Provides displays for Earnings History, EPS Estimates and Target Price information.

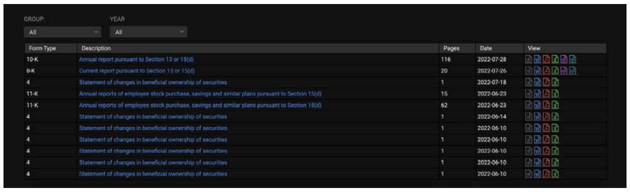


Analysts: Provides information on analyst estimates on a given company, as well as the detailed recommendations for buying/holding/selling a stock, and finally their historical recommendation.

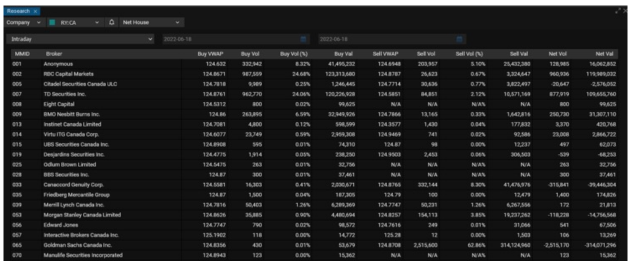


Continued

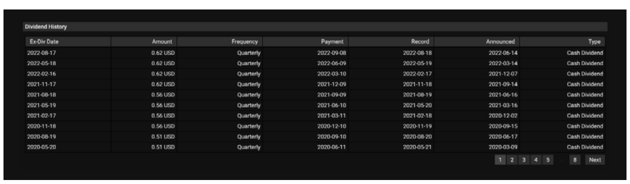
Filings: Provides a view of the most recent as well as historical SEC (USA) and SEDAR (Canada) filings documents.



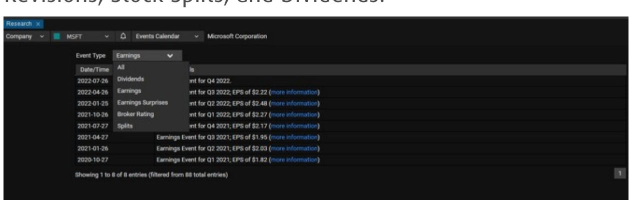
Net House: Provides valuable information about the market for individual Canadian securities by delivering detailed trade information for Canadian symbols broken down by Broker or Broker ID for each symbol, either intra-day or via historical date ranges.



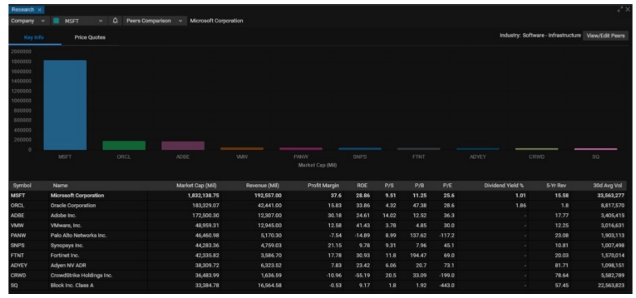
Dividends: Provides a record of upcoming and historic dividend info for a company to easily study the growth or decline of dividends in a company's history.



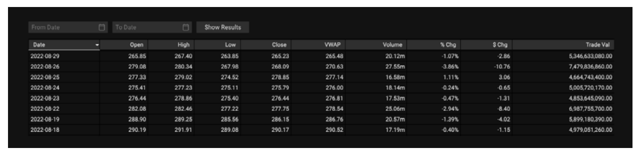
Events Calendar: Provides corporate event information on a specified symbol for future and historical events. Corporate event data includes Broker Ratings, Earnings Pre-Announcements, Earnings Surprises, Earnings Estimate Revisions, Stock Splits, and Dividends.



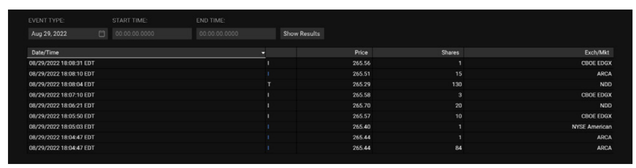
Peers Comparison: Provides two different views where one can view the price and performance of the peers within a specific industry or allows a user to select a stock, and study its performance compared to a custom list of user defined peers for the given stock.



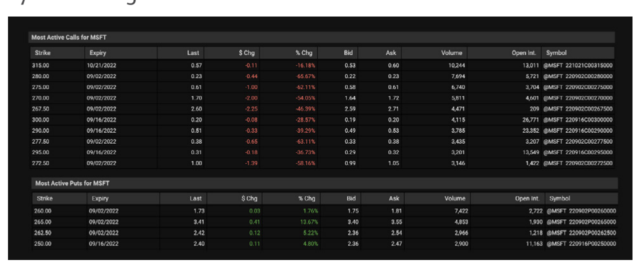
Price History: Provides a company's trading history, over daily, monthly, quarterly, or yearly time frames, for both adjusted (for splits and / or dividends) and unadjusted data.



Historical Trades: Allows a user to select a time period to view the detailed trade history for a selected symbol.



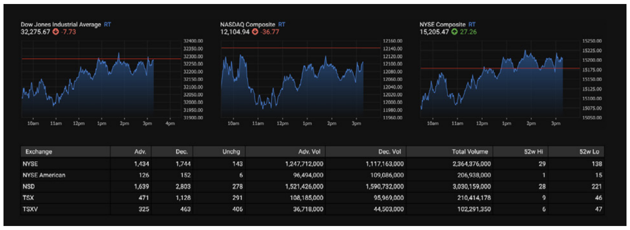
Most Active Options: The Most Actives Options module provides the most active Calls and most active Puts for an optionable equity symbol along with essential information.



Market Research

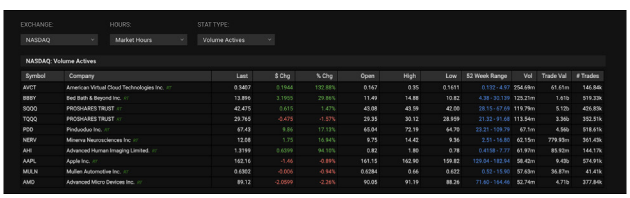
The Market Research module provides comprehensive information covering US and Canadian markets.

Market Overview: Provides quick access to comprehensive coverage of current financial markets.

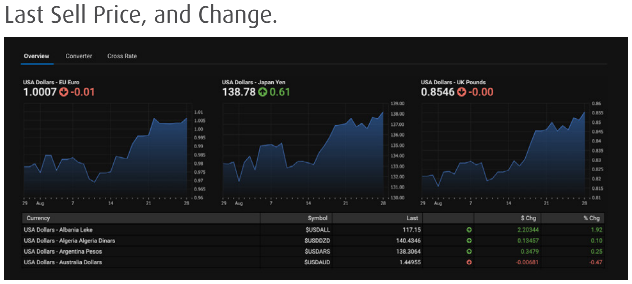


Market Indices: Provides dynamically updating Last, Change, % Change, along with Open, High, Low values for a wide range of North American and Global Markets Indices. Users can easily choose which Markets from which countries to display.

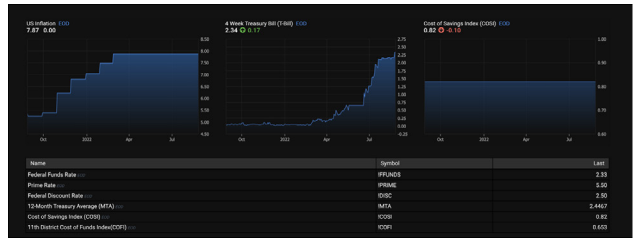
Market Movers: Provides real-time information for all North American equity exchanges as well as LSE. The categories allow the user to focus on a specific subset of leaders based on volume, price volume, price gainers, price decliners, percent gainers, percent decliners, 52 week high, 52 week low, with the ability to expand the list to all stocks in that criteria



Market Forex: Provides Currency Cross-Rates, Charts, Last Sell Price, and Change.

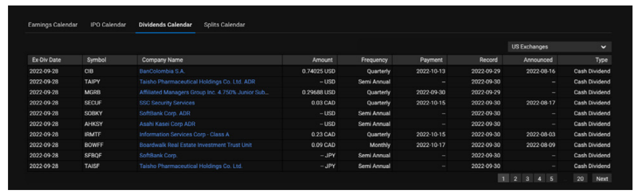


Market Rates: Provides a wide range of Rates data giving vital insight into the state of the global economy. Included are such things as treasury bills, interest rate swaps, mortgage surveys and other key rates.

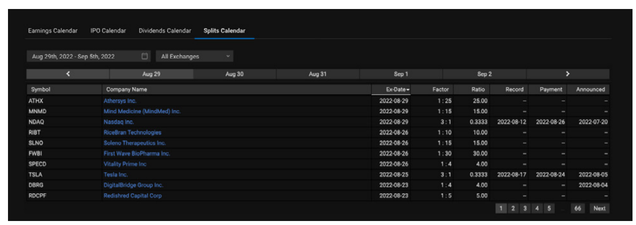


Market Calendars

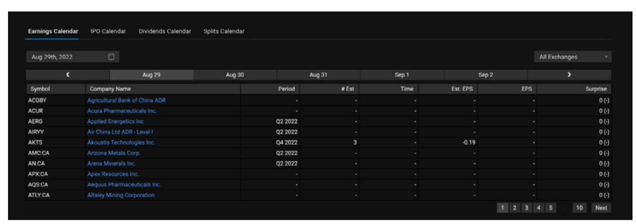
Dividends Calendar: Provides the latest information on dividend paying stocks and pay dates.



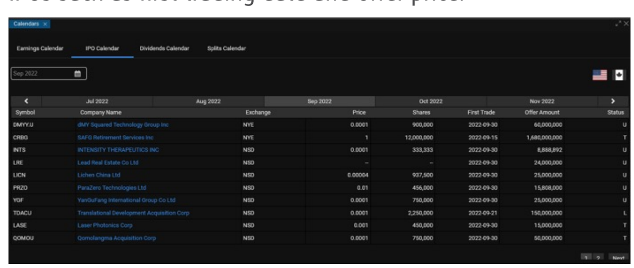
Splits Calendar: Provides the latest information on upcoming stock splits including the split ratio, ex-date and payable date.



Earnings Calendar: Allows the user to view upcoming earnings releases for securities on all North American exchanges. The Time, Estimated Earnings per Share and actual EPS are viewable from the calendar.

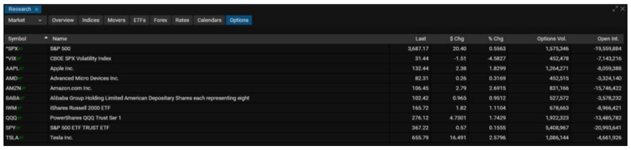


IPO Calendar: Provides the latest information on upcoming IPOs such as first trading date and offer price.

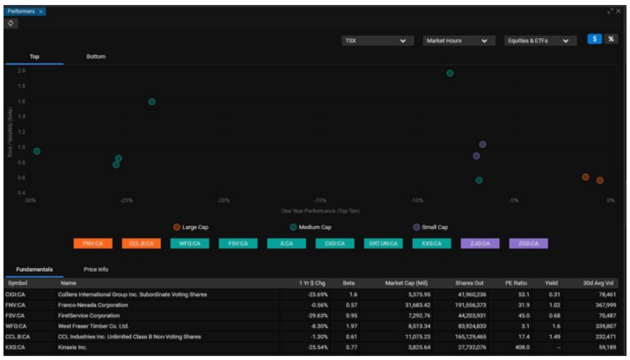


Continued

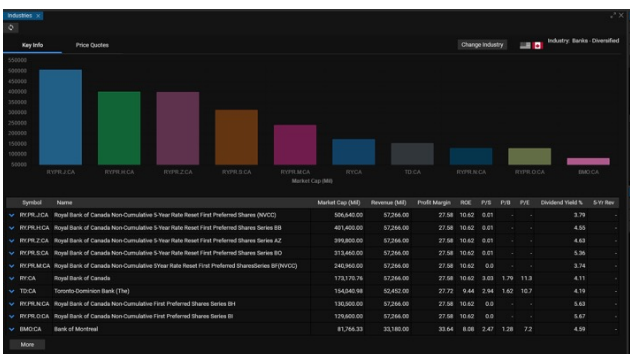
Market Most Active Options: The Most Active Options module displays stocks with the most option activity on the day.



Market Performers: The Market Performers module displays the best and worst equity and ETF performers by exchange.



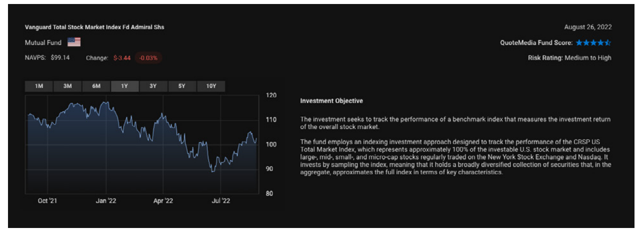
Market Industry Comparison: The Market Industry Comparison Module displays the top companies by market cap by industry.



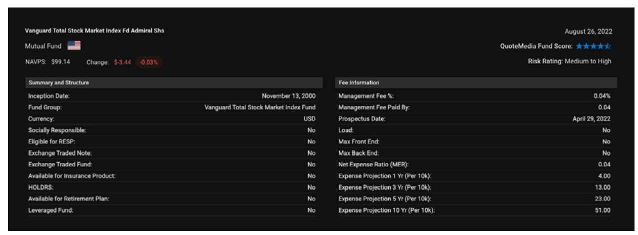
Fund Research

Provides in-depth information covering Overview, Profile, Performance, and Holdings for a wide range of U.S. and Canadian Mutual Funds and Exchange Traded Funds.

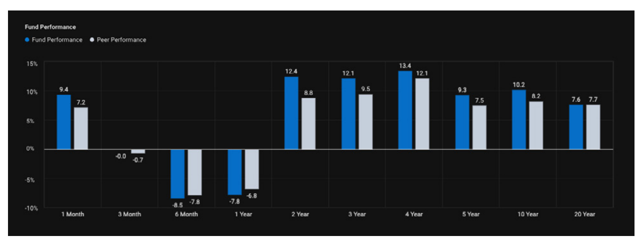
Fund/ETF Overview: The Fund/ETF Overview module provides a detailed overview of a particular ETF or Mutual Fund's allocations and statistics.



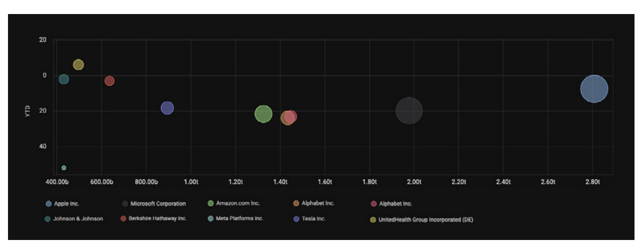
Fund/ETF Profile: The Fund/ETF Profile module provides detailed information about a selected ETF or Mutual Fund and includes key information such as fees, company profile, etc.



Fund/ETF Performance: The Fund/ETF Performance module provides detailed measures of a particular fund's performance over time, including such details such as rank and return.



Fund/ETF Holdings:The Fund/ETF Holdings module presents the top 10 portfolio holdings and performance for a given fund.



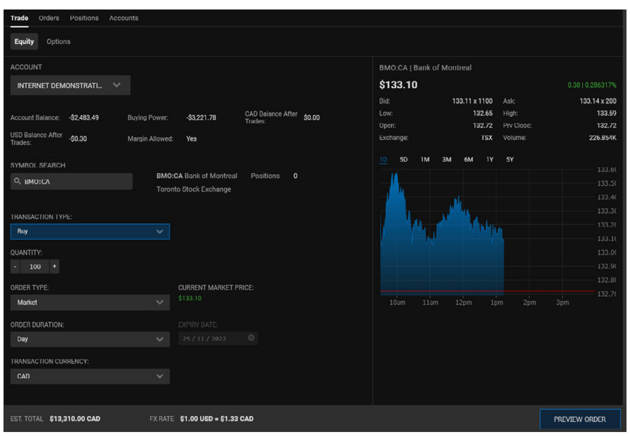
Continued

Technical Chart

The Technical Chart is a complete charting library with hundreds of pre-built indicators and 30+ drawing tools, along with comparison charting and plotting corporate events.

Trade Ticket - Equity Trading

The Equity Trade Ticket is where you will submit your order instructions and place your trading orders for equities.



Account: Choose the account from which to fund the order.

Symbol: Symbol of the security of which to buy or sell.

Transaction Type

- **Buy**: An instruction to buy a certain amount of a security.
- **Sell**: An instruction to sell a certain amount of a security.
- **Sell Short**: An instruction to short sell a certain amount of a security.

Quantity: The number of shares of which to buy or sell.

Order Type: The Order Type provides instructions and restrictions on the order.

- **Market**: A Market order is an order to buy or sell immediately at the current price. Available for Buy and Sell orders.
- **Limit**: A Limit order is an order to buy or sell at a specified price or better. Available for Buy and Sell orders.
- **On Stop (Stop Limit)**: An On Stop order is a Stop Limit order which becomes a Limit order when a stop price is reached. Available for Buy and Sell orders.
- **Hard Stop**: A Hard Stop order is much like a limit sell order except that the order duration is good until cancelled. Available for Sell orders only.
- **Trailing Stop %**: A Trailing Stop % order is a Stop order with a stop price moving in only one direction when the stock price moves favorably. Available for Sell orders only.

Order Duration: Order duration refers to the length of time your order will remain open until it expires.

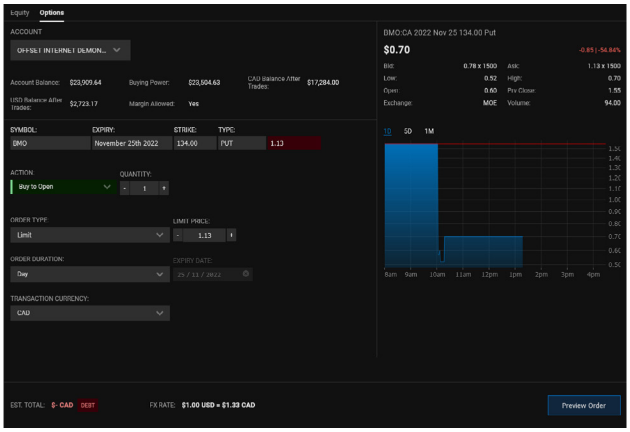
- **Day**: The order automatically expires at the end of the regular trading session if it wasn't executed. Available for Market, Limit and On Stop orders.
- **Good Through**: The order will remain active until the date specified to a maximum of 45 days or until the order is executed or cancelled. Available for Limit and On Stop orders.
- **Good Till Cancelled**: A Good Till Cancelled order will remain active for a maximum of 365 days or until the order is executed or cancelled. Available for Hard Stop or Trailing Stop orders.

Settlement Currency: USD or CAD

Continued

Trade Ticket - Options Trading

The Option Trade Ticket is where you will submit your order instructions and place your trading orders for options. All options trades must be initiated from the options chains.



Account: Choose the account from which to fund the order.

Symbol: The underlying symbol of the option of which to buy or sell.

Expiry: The expiry date of the option contract.

Strike: Strike (fixed) price of the seller at which the option can be exercised.

Type: Call or Put.

- **Call**: Contract that gives the buyer the right, but not the obligation, to buy at the strike price.
- **Put**: Contract that gives the buyer the right, but not the obligation, to sell at the strike price.

Action: Open or close a trade.

- **Buy to Close**: Buy an options contract to close a trade.
- **Buy to Open**: Buy an options contract to open a trade.
- **Sell to Open**:Sell an options contract to open a trade.
- **Sell to Close**: Sell an options contract to close a trade.

Quantity: The number of contracts of which to buy or sell.

Covered: Available for Sell to Open orders only.

Uncovered: Available for Sell to Open orders only.

Order Type: The Order Type provides instructions and restrictions on the order.

- **Market**: A Market order is an order to buy or sell immediately at the current price. Available for Buy and Sell orders.
- **Limit**: A Limit order is an order to buy or sell at a specified price or better. Available for Buy and Sell orders.

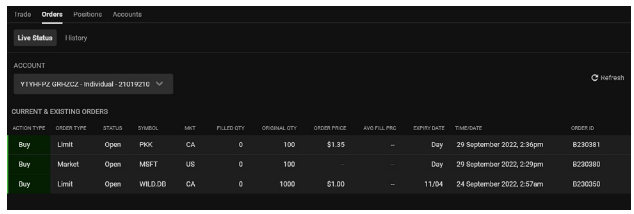
Order Duration: Order duration refers to the length of time your order will remain open until it expires.

- **Day**: The order automatically expires at the end of the regular trading session if it wasn't executed. Available for Market and Limit orders.
- **Good Through**: The order will remain active until the date specified to a maximum of 45 days or until the order is executed or cancelled. Available for Market and Limit orders.

Settlement Currency: USD or CAD

Orders

The Orders module displays details on your current and historical orders from each of your trading accounts.



Action Type: Indicates the trade, buy or sell.

Status: Indicates the order status.

Symbol: Symbol of the security traded.

Mkt: Market where the security is listed.

Outstanding Qty: The number of shares that remain outstanding.

Original Qty: The number of shares requested in the original order.

Order Price: The price specified in the order.

Avg Fill Prc: The average amount at which the order is filled.

Expiry Date: The date the order expires.

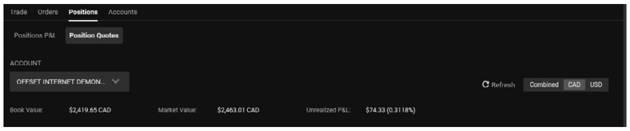
Time/Date: Time and date the order was placed.

Order ID: Unique order identification number.

Positions

The Positions module displays in-depth details on your open positions in two tabbed views, Profit/Loss (P&L) and Quote.

Account information: Account information displays at the top of each tab and displays an overview of your total positions for the selected account.



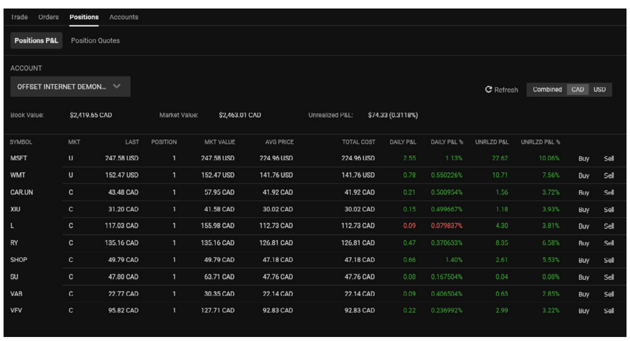
Book Value: The book value of all open positions in the selected account.

Market Value: The market value of all open positions in the selected account.

P&L %: The total unrealized profit or loss of the selected account shown as a percentage.

P&L: The total unrealized profit or loss of the selected account shown as a percentage.

Positions - P&L: Displays the gains and losses on your positions.



Symbol: Symbol of the security.

Mkt: Market where the security is listed.

Last: Most current market price of the security.

Position: Shows the quantity of your position in the security.

Mkt Value: The current market value of the open positions (positions * current market price (last)).

Avg Price: The average price of the position (total cost/quantity of position).

Total Cost: The total cost of the positions in the security.

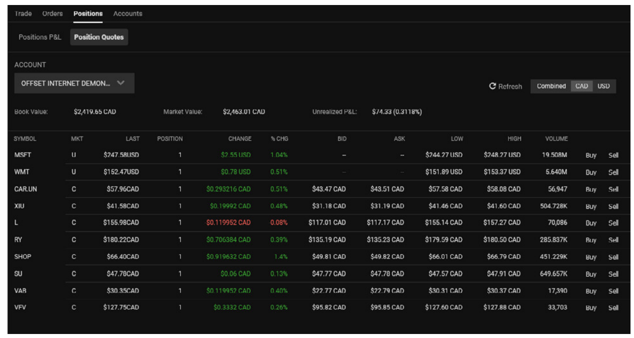
Daily P&L: Your profit or loss over the current day.

Daily P&L %: Your profit or loss over the current day shown as a percentage.

Unrlzd P&L: The unrealized profit or loss is the difference between the current market value of your open positions and the total cost.

Unrlzd P&L %: The unrealized profit or loss percentage is the difference between the current market value of your open positions and the total cost shown as a percentage.

Positions - Quote: Displays the current quote data on your positions.



Last: Most recent listing price of the security.

Position: Shows your positions in the security.

Change: Daily price change of the security.

% Chg: Daily percent change of the security.

Low: Daily low price of the security.

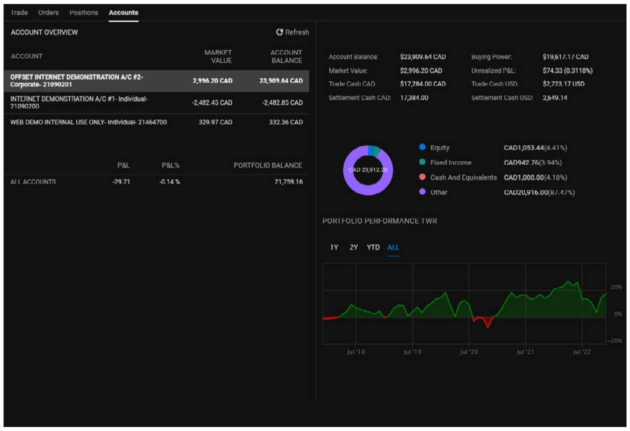
High: Daily high price of the security.

Volume: Daily volume of the security.

Continued

Accounts

The Accounts module displays an account overview and portfolio performance.

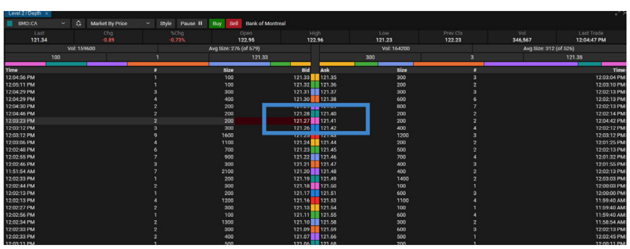


Placing a Trade - Equities

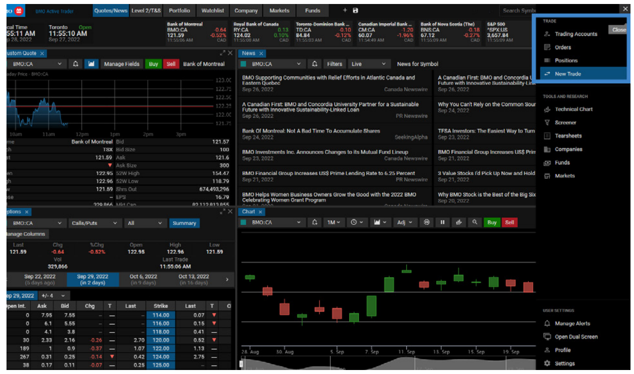
There are several ways to initiate an equities trade in the application:

1. From select Core modules, you can click on the **Buy** and **Sell** buttons to open a trade ticket. The trade ticket will auto populate with the selected symbol and Buy or Sell transaction type.

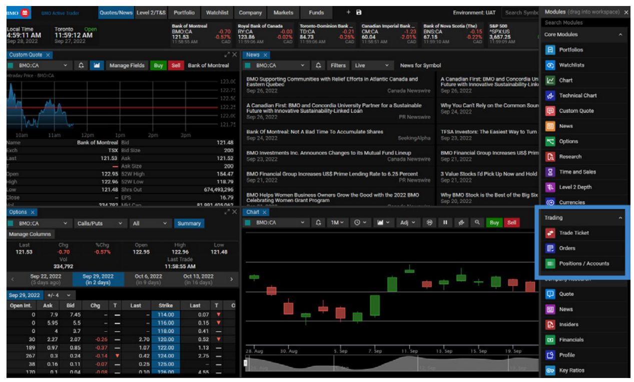
2. From select Core modules, you can click on the **Bid (Sell)** or **Ask (Buy)** fields to open a trade ticket. The trade ticket will auto populate with the selected symbol and Buy or Sell transaction type.



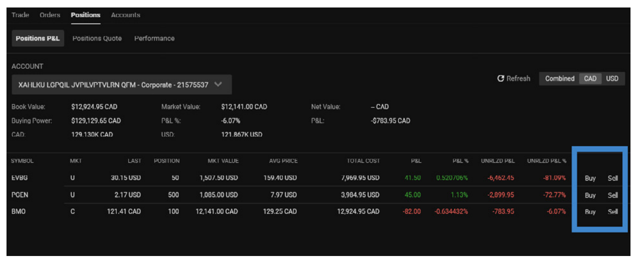
3. From the Menu Bar at the top right corner of the screen, you can click on the **New Trade** button.



4. From the Module selection menu, you can drag and drop the Trade Ticket module directly into your workspace.



5. From the Positions module, you can click on the **Buy** or **Sell** button on your existing positions.



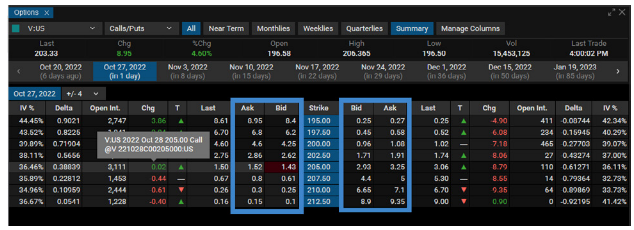
Continued

Once you have navigated to the Eqiuity Trade Ticket you will place your order:

1. Select your trading account.
2. Confirm the symbol of the company is correct. This may already be prepopulated depending on how the trade ticket was opened.
3. Confirm the Transactions Type (Buy, Sell or Sell Short). This may already be prepopulated depending on how the trade ticket was opened.
4. Enter the quantity of shares to trade.
5. Select the Order Type.
6. Set the **Stop Price** and/or **Limit Price** if applicable.
7. Select the **Order Duration** and **Expiry Date** if applicable.
8. Select **Settlement Currency**.
9. Click on the **Preview Order** button. A new screen will display to confirm any issues with the trade. If an error message is displayed, click on **Modify Order** to correct the details. If no errors are displayed, click on **Submit Order** to place the trade.

Placing a Trade - Options

An options trade is initiated through the Options Module. In the option chain, click on the **Bid** or the **Ask** for which you want to trade to open the options trade ticket.



Once you have navigated to the Eqiuity Trade Ticket you will place your order.

1. Select your trading account.
2. Confirm the symbol of the company and options contract is correct. This will already be prepopulated.
3. Confirm the Action (Buy to Close, Buy to Open, Sell to Open or Sell to Close).
4. Enter the quantity of contracts to trade.
5. Select the **Order Type**.
6. Set the **Limit Price** if applicable.
7. Select the **Order Duration** and **Expiry Date** if applicable.
8. Select **Settlement Currency**.
9. Click on the **Preview Order** button. A new screen will display to confirm any issues with the trade. If an error message is displayed, click on **Modify Order** to correct the details. If no errors are displayed, click on **Submit Order** to place the trade.

Appendix A - Trade Indicators

Code	NYSE	NASDAQ	Montreal	CA Equity	CME/CBOT	LSE
@	Regular Trade	Regular Sale	-	Regular	Regular	-
A	-	Acquisition	-	-	-	Automatic Trade
B	Average Price Trade	Bunched Trade	-	Conditional	-	-
C	Cash Trade (Same Day Clearing)	Cash Sale	-	Contingent Cross	-	SI Late Correction
D	-	Distribution	-	Derivative	-	Ordinary Trade with Delayed Publication
E	Automatic Execution	-	EFP Reporting (price field zero filled)	Non Board Lot	-	-
F	Inter market Sweep	Inter market Sweep	-	-	-	Inter Fund Transfer
G	-	Bunched Sold Trade	-	VWAP Cross	-	Negotiated Trade
H	Price Variation Trade	Price Variation Trade	-	-	-	-
I	Odd Lot Trade	Odd Lot Trade	-	Intentional	-	OTC Trade with Immediate Publication
J	Rule 127 Trade (NYSE only)	-	-	-	-	-
K	Rule 155 Trade (NYSE American only)	Rule 155	-	Dark	-	SI Trade
L	Sold Last (Late Reporting)	Sold Last	-	M-ELO	-	Late Correction
M	Market Center Official Close	Market Center Official Close	-	Midpoint	-	Not to Mark
N	Next Day Trade (Next Day Clearing)	Next Day	-	-	-	Negotiated Trade
O	Market Center Opening Trade	Opening Prints	-	Basis Cross	-	Ordinary Trade
P	Prior Reference Price	Prior Reference Price	Strategy Reporting (price field zero filled)	-	-	Previous Day Contra
Q	Market Center Official Close	Market Center Official Open	MOC Trade	MOC Trade	OTC Late Correction	
R	Seller	Seller	-	-	-	-
S	Reserved	Split Trade	Reference price (volume field zero filled)	Special Trading Session Cross	-	SI Trade
T	Extended Hours Trade	Form T	-	Extended Hours Trade	-	OTC Trade
U	Extended Hours Sold (out of sequence)	Extended Trading Hours (Sold out of Sequence)	-	-	-	Uncrossed Trade
V	Contingent Trade	Contingent Trade	Subordinate Voting Shares	-	-	
W	-	Average Price Trade	-	Bypass Trade	-	-
X	Cross Trade	Cross Trade	-	Internal Cross	-	-
Y	-	Yellow Flag Regular Trade	-	-	-	-
Z	Sold (Out of Sequence)	Sold (Out of sequence)	-	-	-	-

Continued

Appendix A - Trade Indicators *(cont'd)*

Code	NYSE	NASDAQ	Montreal	CA Equity	CME/CBOT	LSE
1	-	Stopped Stock - Regular Trade	-	-	-	-
2	-	Stopped Stock - last	-	-	-	-
3	-	Stopped Stock – out of sequence	-	-	-	-
4	Derivatively Priced	Derivatively Priced	-	-	-	-
5	Market Center Reopening Trade	Reopening Prints	-	-	-	-
6	Market Center Closing Trade	Closing Prints	-	-	-	-
7	Reserved	Qualified Contingent Trade (QCT	-	-	-	-
8	Reserved	-	-	-	-	-
9	Corrected Consolidated Close Price	-	-	-	-	-
Space	-	-	Actual transaction	-	-	-

Appendix B - Bid/Ask Condition Indicators

Code	Description
A	Automatic (and therefore protected)
M	Manual (and therefore unprotected)
U	Unspecified or unknown (no Reg NMS status applies to this side of the MMQuote or unable to determine)
I	Unsolicited (limit) order
u	Unpriced
u	Wanted (bid or offer wanted)

Appendix C - Symbology

This document describes the financial instrument symbology used by Active Trader. Identifiers (symbol) are passed in by the originating exchange and then we prepend a character to identify the instrument type and append a suffix to denote the exchange or country.

Symbol Prepends

Prepended Character	Instrument Type	Example
^	Indices	^TSX:CA – TSX Composite Index
@	Options	@MSFT:US 110122C00020000
!	Interest Rates	!PRIME – Bank of Canada Prime Rate
/	Futures	/GC:CMX – Gold Futures
/	Spot Metals	/GCSPCAD:US - Spot Gold/ CA Dollars
$	Currencies	$CADUSD - Canada Dollar/ US Dollar
~	Cryptocurrencies	~BTCDASH:US - Bitcoin/Dash

Symbol Suffixes

Canadian (TSX/TSXV) and US symbols require a suffix denoting the country. **Example** – XYZ:CA or XYZ:US.

Futures/Commodities Symbol Format

Futures always begin with a "/" character and have the form: (root symbol)(month code)(year code).

root

A root symbol assigned by the exchange.
Example - "HO" for heating oil or "GC" for Gold.

month code

F – Jan	J – Apr	N - Jul	V - Oct
G – Feb	K – May	Q - Aug	X - Nov
H – Mar	M – Jun	U – Sep	Z Dec

year code

A one-digit number representing the year, eg. "2" for 2022. For NGX Futures in Canada, use a two-digit number representing the year, eg. "22" for 2022.

symbol suffix

A symbol suffix denoting the futures exchange.
Example - ":NMX" for Nymex or ":CMX" for Comex.

Example futures symbols:

/HOZ2:NMX - Heating Oil Dec 2022
/GCV2:CMX - Gold Oct 2022

Options Symbol Format

The Options Module offers a simple approach to view an option chain by using the underlying symbol (ie BMO:CA). To view an option quote, however, the options symbol must always begin with a "@" character and have the form: (root symbol)(contract date - yymmdd)(option type)(strike price).

root

A six-character option root symbol assigned by the exchange, left-justified, space-padded. In the case where the option root symbol is three characters, it will be followed by three spaces. In the case where the option root symbol is 2 characters, it will be followed by 4 spaces. In the case the option root symbol is 4 characters, it will be followed by 2 space.

contract date

22: Two digits of the contract date year (ie. 22 = 2022)
01: Two-digit contract date month (ie. 01 = January)
22: Two-digit contract date day of month (ie. 22 = the 22nd)

option type

"C" for CALL or "P" for PUT.

strike price

A five-digit whole portion of the strike price; right-justified and padded with zeros on the left; for instance, if the strike price is $26.50, then this field would contain "00026".

A three-digit fractional portion of the strike price; left-justified and padded with zeros on the right; for instance, if the strike price is $26.50, then this field would contain "500".

Example options symbols:

2022 January 22 Call for Microsoft with a strike price of $26.50
Symbol = @MSFT 220122C00026500:US

2022 August 14 Put for Bank of Montreal with a strike price of $15.50
Symbol = @BMO 220814P00015500:CA

Quick Symbol Guide

US Indices

^DJI:US - Dow Jones Industrial Average
^DJT:US – Dow Jones Transportation Average
^DJU:US – Dow Jones Utility Average
^OE:US - S&P 100 (CME S&P Indices)
^IN:US - S&P 500 (CME S&P Indices)
^OEX:US - S&P 100 (Cboe Indices)
^SPX:US - S&P 500 (Cboe Indices)
^MID:US – S&P 400
^COMPX:US - Nasdaq Composite
^NDX:US - Nasdaq 100
^NYA:US - NYSE Composite
^XAX:US - NYSE American Composite
^NYID:US - NYSE US 100
^VIX:US – S&P Volatility
^RUT:US - RUSSELL 2000
^RUA:US - RUSSELL 3000
^TNX – 10 Yr T Note Interest Rate
^TYX – Treasury Yield 30 Yr

Canadian Indices

^TSX:CA – S&P/TSX Composite
^JX:CA – S&P/TSX Venture Composite
^TOOC:CA - S&P/TSX Capped Composite
^TX6C:CA – S&P/TSX 60 Capped
^TXSC:CA - S&P/TSX SmallCap Select
^TX40:CA – S&P/TSX Completion
^SLAOXM:CA – CSE Composite
^SLA304:CA – CSE25

Futures

/NG:NMX - Henry Hub Natural Gas (NYMEX)
/CL:NMX - WTI Crude Oil (NYMEX)
/GC:CMX - Gold (COMEX)
/SI:CMX - Silver (COMEX)
/HG:CMX - Copper (COMEX)
/ZC:US - Corn (CBOT)
/ZS:US - Soybean (CBOT)
/ES:US - E-mini S&P 500 (CBOT)
/NQ:US – E-mini Nasdaq 100 (CBOT)

Currencies

$CADUSD - Canada Dollar/US Dollar
$USDEUR - US Dollar/EU Euro
$JPYUSD - Japan Yen/US Dollar
$AUDEUR - Australia Dollar/EU Euro
$MXNUSD - Mexico Peso/US Dollar

Cryptocurrencies

~BTCDASH:US - Bitcoin/Dash
~ETHBTC:US - Ethereum/Bitcoin
~BCCBTC:US - Bitcoin Cash/Bitcoin
~XRPBTC:US - Ripple/Bitcoin
~LTCBTC:US - Litecoin/Bitcoin

Spot Metals

/GCSPUSD:US - Spot Gold/USA Dollars
/GCSPCAD:US - Spot Gold/CA Dollars
/SISPUSD:US - Spot Silver/USA Dollars
/SISPCAD:US - Spot Silver/CA Dollars
/PLSPUSD:US - Spot Platinum/USA Dollars
/PLSPCAD:US - Spot Platinum/CA Dollars
/PASPUSD:US - Spot Palladium/USA Dollars
/PASPCAD:US - Spot Palladium//CA Dollars

Canadian Bank Rates

!BANK:CA - Bank of Canada Rate
!PRIME:CA - Bank of Canada Prime Rate
!OR:CA - Overnight Repos
!REPORATE:CA - Overnight Repo Rate

US Bank Rates

!PRIME:US - Prime Rate
!FFUNDS:US - Federal Funds Rate
!CMTN1Y:US - 1 Year Constant Maturity Rate
!CMTN30Y:US - 30 Year Constant Maturity Rate
!USINF:US - US Inflation

International Indices

^AEX - AEX Index
^ATH20:GR – Athex 20
^ATHEX – Athens General
^BFX – BEL 20
^FCHI - CAC 40
^IBEX - IBEX 35
^GDAXI - DAX Performance

Continued

Let's connect

We're available Monday to Friday
between 8 a.m. and 6 p.m. (ET)
to answer your questions.

Call us
1-888-776-6886

Learn More
bmo.com/activetrading

BMO Wealth Management
BMO InvestorLine

22-1030 Active Trader Help Guide_ACC