ROSENTHAL COLLINS GROUP LLC

"How To" Guide for Online Forms

RCG's online account forms are easy to use – you will probably complete them in less than 10 minutes! How can we say that? Our online forms make sure you complete all the required information – and nothing more. Here is how easy they are:

- Account Type: Begin by selecting the type of account you're interested in:
  - Individual / Joint
  - Partnership / Limited Liability Company
  - Corporate
  - Trust

- Create User ID and Password: For your account application, this step ensures your account application is secure. You will also be able to review the information you submit to RCG at a later date, by entering this user name and password.
  - Make sure your password is easy to remember. This password will become your "Passport" to many of RCG's products and services, including access to current and historical information, about your account, and your electronic trading platform.

- Trading Profile: You will be asked a few brief questions about your trading profile and how you plan on executing your trades. With those answers and information about your personal and financial situation, we will guide you through the forms you need for a complete application.

- Required Information: As you go through the application, you will notice that certain information is required while other information is optional. If you forget to complete any of the required information, we will highlight the missing information so you can add it before you go on to the next page.

- Acknowledgement and Electronic Signature: On certain pages, you will be asked to acknowledge whether you have read the information. On other pages you will be asked to enter an electronic signature. Whenever you are asked to enter an electronic signature, you must do so using the exact name as it appears on the account form. For example, if the name you have entered on your account application is James Smith, you must sign the form as James Smith. "J. Smith" or "Jim Smith" will NOT be accepted.

- Submit: Once you complete all of the required forms, press "Submit," and your information will be securely transmitted to RCG for review and approval. Please note, we suggest that you disable any pop-up blockers before you submit your account form.

- Additional Documentation: IF your account application requires additional documentation (proof of identity or other legal documents) you will be notified by your broker or RCG New Accounts. You may fax those documents to your broker or to RCG's New Accounts Department at (312) 795-7948.

- Account Approval Time: In many cases, we will be able to approve your account within one or two business days of receiving your completed application and other documents.

- Account Number Notification: Once approved, your broker will notify you of your account number, so you may fund your account and begin trading!

  Should you have any further questions/concerns, please contact your broker or RCG account manager, or email us at newaccounts@rcgdirect.com.