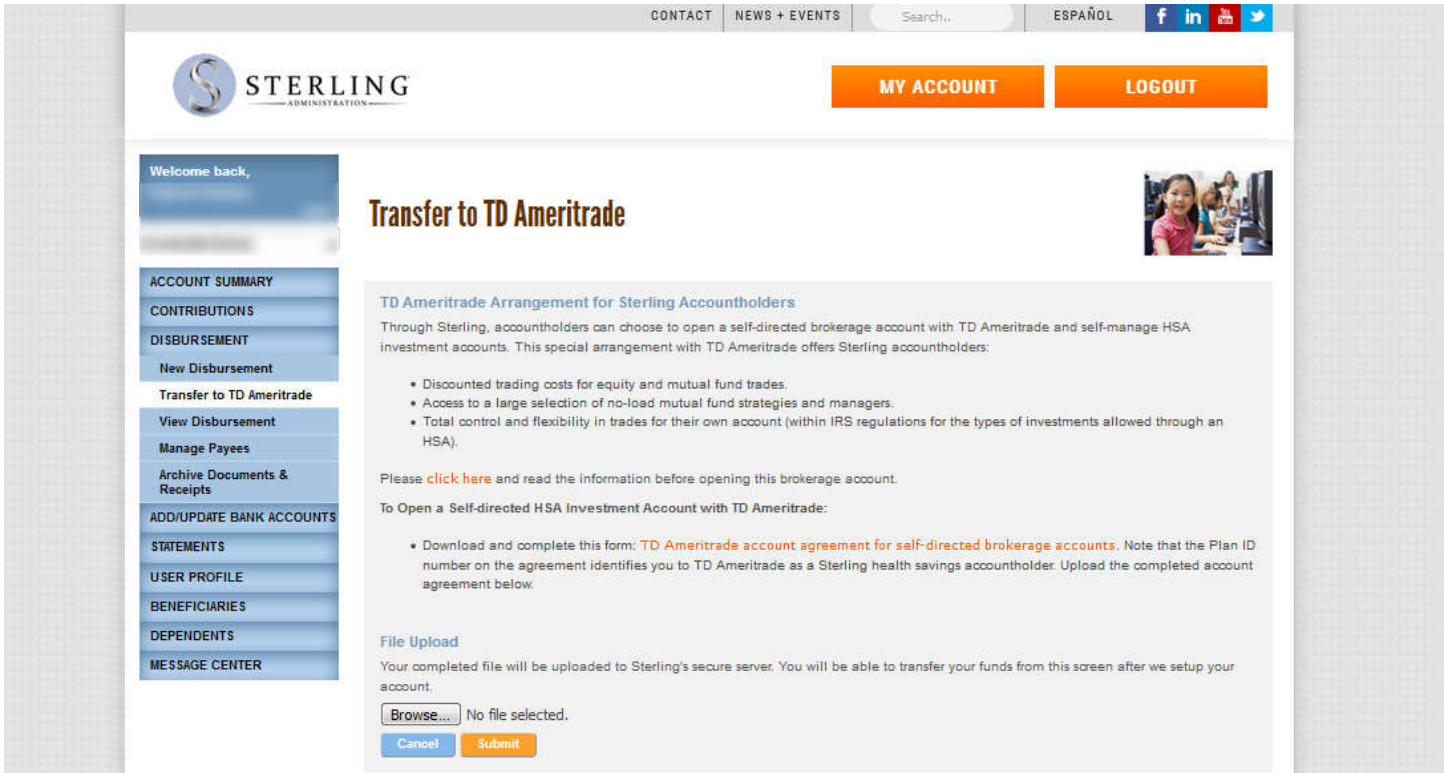


## NEW TD AMERITRADE ACCOUNTS – Setting Up Your Investment Account

Once logged into your personal account on [www.SterlingAdministration.com](http://www.SterlingAdministration.com), click **DISBURSEMENT** from the left-hand menu. Then, click **TRANSFER TO TD AMERITRADE**.



The screenshot shows the Sterling Administration website interface. At the top, there are navigation links for CONTACT, NEWS + EVENTS, a search bar, and an ESPAÑOL link. Social media icons for Facebook, LinkedIn, YouTube, and Twitter are also present. The main header features the Sterling Administration logo and two orange buttons: MY ACCOUNT and LOGOUT. A left-hand navigation menu lists various account management options, with 'DISBURSEMENT' and 'Transfer to TD Ameritrade' highlighted. The main content area is titled 'Transfer to TD Ameritrade' and includes a sub-heading 'TD Ameritrade Arrangement for Sterling Accountholders'. Below this, there is a paragraph explaining the arrangement, followed by a bulleted list of benefits. A 'File Upload' section is visible at the bottom, with a 'Browse...' button and a 'Submit' button.

To setup your Outside Investment Account with TD Ameritrade, download the **TD Ameritrade account Agreement for self-directed brokerage accounts form** by clicking the orange link on the page. Once you have completed your agreement, upload it to the website.

Sterling's Finance Department will setup a TD Ameritrade Account for you, then will send an email to you once the account has been setup.

# EXISTING TD AMERITRADE ACCOUNTS – Transferring Funds from Sterling to TD Ameritrade

After your TD Ameritrade account is setup, you will see the following screen when you return to the **TRANSFER TO TD AMERITRADE** section of [www.SterlingAdministration.com](http://www.SterlingAdministration.com).

CONTACT NEWS + EVENTS Search.. ESPAÑOL f in

**STERLING**  
ADMINISTRATION

MY ACCOUNT LOGOUT

Welcome back, [Name] Logout

Transfer to TD Ameritrade

ACCOUNT SUMMARY  
CONTRIBUTIONS  
DISBURSEMENT  
Transfer to TD Ameritrade  
View Disbursement  
Manage Payees  
Archive Documents & Receipts  
STATEMENTS  
BENEFICIARIES  
DEPENDENTS

**New Transfer**

**Payment Details**  
HSA Available Balance: \$4,884.422  
Ameritrade Balance: \$1,834.76

This process will transfer funds from your Sterling Account to your TD Ameritrade Account.

There is a minimum balance requirement of \$20 which must be kept in your HSA. The monthly maintenance fee on the HSA account will continue to be charged, for this reason we ask you to also leave a minimum of one year's worth of fees in your HSA, or Service Fee Balance.

Note: If there is no TD Ameritrade Account Number shown below, we in are still setting up your account. No transfer can be made until completion.

TD Ameritrade Account Number  
[Redacted]

Transfer Amount  
\$ [Input Field]

Continue

Enter the Amount you would like to transfer and click **CONTINUE**

CONTACT NEWS + EVENTS Search.. ESPAÑOL f in

**STERLING**  
ADMINISTRATION

MY ACCOUNT LOGOUT

Welcome back, [Name] Logout

Transfer to TD Ameritrade

ACCOUNT SUMMARY  
CONTRIBUTIONS  
DISBURSEMENT  
Transfer to TD Ameritrade  
View Disbursement  
Manage Payees  
Archive Documents & Receipts  
STATEMENTS  
BENEFICIARIES  
DEPENDENTS

**New Transfer**

Review the transfer information you have entered. When you are ready, click on 'Make Transfer'. If you would like to edit the transfer details, please click 'Edit Transfer Detail'.

Broker Name: TD Ameritrade  
Account Number: [Redacted]  
Transfer Amount: \$0.10

Checking this box indicates that you agree to indemnify and hold Sterling harmless from any and all costs, obligations, losses, claims, damages and expenses resulting from this transfer of assets. Sterling charges a small annual fee for this service that includes 2 transactions at no additional cost. More than 2 transactions will incur a per transaction fee.

Make Transfer Edit Transfer Detail Cancel Transfer

Click the check box to authorize the transfer, then click **MAKE TRANSFER**. Funds will be wired to your TD Ameritrade account and you will receive an email from Sterling's Finance Department confirming your transfer has been completed.