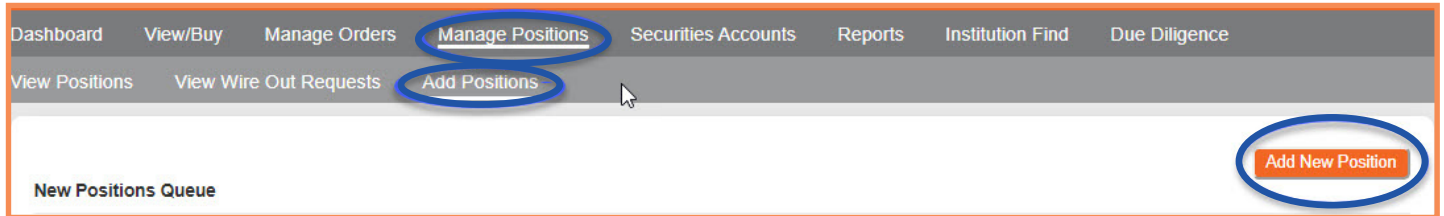


# How to... Add Positions

## 1 - Log In

Log in to eConnectDirect®. Navigate to the Manage Positions tab, then Add Positions. Click on the orange Add Positions button.



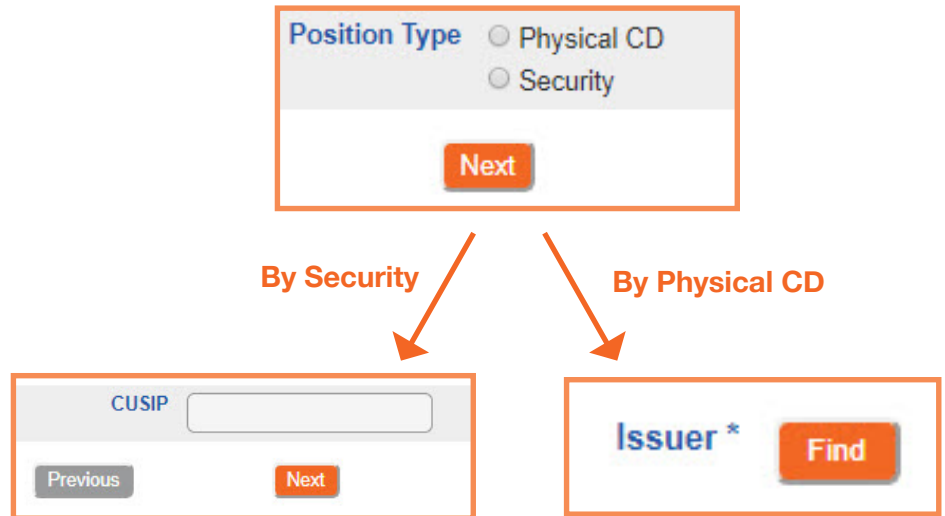
## 2 - Add Positions by Position Type

### By Security

Enter the CUSIP and the site will recognize attributes of the bond or CD. Fill in the additional asterisked information and save.

### By Physical CD

Click the Find button to look up the bank or credit union to ensure the correct insurance number is linked to the record. Complete the asterisked information and save.



## 3 - Review

Review the list of positions added to your queue. Select the positions you would like to add, then click the orange Add Selected button. Your positions will now appear in your open positions under View Positions.

Issuer	Type	Settle	Maturity	1st Coupon	Amount	Rate	Pay Freq.	CUSIP	Safe Keep Location	Account Number	Select
Bankers' Bank of the West	Security	3/17/2020	3/17/2023	4/17/2020	\$245,000	0.850%	Monthly	06610TEG6			<input checked="" type="checkbox"/>
Dogwood State Bank	Physical CD	3/17/2020	3/17/2021	4/17/2020	\$249,000	0.800%	Monthly				<input type="checkbox"/>

Remove Selected **Add Selected**



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