How to check your account transactions

- Go the web sit WWW.ITEX.com
- Click Sign in
- Enter your username and password, remember that these will be all one word and in lowercase.
- You should see your logo and contact information in the center of the page.
- Below the contact information should be 3 headers, Manage, History and Transactions.
- Under History is the title Transaction History click on that
- The screen that shows up will only show the transactions for the current cycle.
- Just under the title << Return to my Account you will see the date which you can change or click on the itty bitty calendar next to it to select the starting date, you may also change the end date which is pre set to today. Press search.
- Trans Type: You can search for each type of transaction. If you click on the down arrow it will give you a drop down menu to choose from.
- You will see the names of the members you have worked with and they will be blue and underlined you can click on the name to see the contact info for that member.
- These listings can also be printed in more then one format.

How to get your 1099B

- Go the web sit WWW.ITEX.com
- Click Sign in
- Enter your username and password, remember that these will be all one word and in lowercase.
- You should see your logo and contact information in the center of the page.
- Below the contact information should be 3 headers, Manage, History and Transactions.
- Under the History header you will see one marked 1099B Tax Summary, Click that
- Select the tax year of your choice and click GO
- Below you will see a listing of all the sales to your account
- You may print this page or download it in either a QIF Formant or CSV Format