

Comsec Clients

Comsec have a history of not processing the standard broker notice letter so we recommend to clients to add the link themselves. Please follow the steps below.

To update the Broker Link at the client end

1. Log into your Comsec account.
2. Go to the **'My Profile'** section of your Comsec account. Here you will find your account details. Can you please add the following email address to your profile.

trades@praemium.biz

- This can be done by pressing the **'change'** button;

Email Addresses	
superfund@optusnet.com.au	Change

Please note the superfund@optusnet.com.au email address will be your SMSF address you have advised Comsec of when opening the account. This address used in these instructions should not be entered into your account setup as it is only an example.

- You will click through to this screen

Email Address Setup	Preferred Email
superfund@optusnet.com.au	<input type="checkbox"/>

*This address cannot be removed until it is unsubscribed from [Electronic Confirmation Contract Notes](#).

[Click here](#) to update your Confirmation Contract Notes preferences.

- then enter the **trades@praemium.biz** email address in the white box, check the **'Preferred Email'** box, and then press **'Add'**.

Email Address Setup	Preferred Email
superfund@optusnet.com.au	<input type="checkbox"/>
trades@praemium.biz	<input checked="" type="checkbox"/>

*This address cannot be removed until it is unsubscribed from [Electronic Confirmation Contract Notes](#).

[Click here](#) to update your Confirmation Contract Notes preferences.

- The screen should refresh as below.

Email Address Setup	Preferred Email
superfund@optusnet.com.au	*This address cannot be removed.
trades@praemium.biz	*This address cannot be removed.
<input type="text"/>	<input type="checkbox"/> Add
*This address cannot be removed until it is unsubscribed from Electronic Confirmation Contract Notes .	
Click here to update your Confirmation Contract Notes preferences.	

- Ensure you have subscribed to the electronic contract note option. You can activate this by pressing the link at the bottom of the email Address Setup screen above.
 - You should click through to this page below. **'No'** should appear here. If no make the change, by clicking **'change'**.

Trade Notifications		
Use this page to update your Confirmation Contract Notes and Order Notifications preferences.		
Electronic Confirmation Contract Notes		
trades@praemium.biz	Change	Remove
superfund@optusnet.com.au (Copy)	Change	Remove
	Add	
Do you wish to receive paper Confirmation Contract Notes? <input checked="" type="checkbox"/> No (Change)		
Note: CommSec may charge a fee of \$1.95 for the printing and postage of paper Confirmation Contract Notes when you trade over the Internet and Professional Trader.		

- The 'trades@praemium.biz' email address needs to be set to accept the original contract note and all other set to Copy as above. To ensure this change is recorded correctly the following steps need to be taken.
 - Remove all other email address except for the trades@praemium.biz email address, by pressing the **'Remove'** link next to each one. This will default the trades@praemium.biz email address to receive the original contract note by email.
 - To re-add your personal or all other email addresses the **'Add'** link in the same screen and add these addresses now and select **'Copy'** for each of these.

Trade Notifications		
Use this page to update your Confirmation Contract Notes and Order Notifications preferences.		
Electronic Confirmation Contract Notes		
trades@praemium.biz	Change	Remove
superfund@optusnet.com.au	<input type="text" value="Copy"/> <input type="text" value="Copy"/> <input type="text" value="Original"/>	Save Cancel Add

- Click on the 'My Profile' section again to also confirm it has been added to your email addresses. It should look similar to this;

Email Addresses	
superfund@optusnet.com.au	trades@praemium.biz
<input type="button" value="Change"/>	

- Click the '**Change**' button next to the email addresses and it should say *****This address cannot be removed.*** next to the trades@praemium.biz email address. It may also say this against other email addresses, this does not matter. It should look similar to this below. If it does not then you should repeat the process from the beginning.

Email Address Setup	
Use this page to maintain your email address(es) with CommSec. Throughout the rest of the website, you can choose your preferred address to receive different types of email messages.	
Email Address Setup	Preferred Email
superfund@optusnet.com.au	*This address cannot be removed.
trades@praemium.biz	*This address cannot be removed.
<input type="text"/>	<input type="checkbox"/> Add
*This address cannot be removed until it is unsubscribed from Electronic Confirmation Contract Notes .	

- Can you please also forward your HIN and broker account number to our office by email, as this is needed to setup the broker link at our end. Please send to admin@yourportfolioonline.com.au
- Once we receive this information at step 7, and you have successfully setup the link at your end, your link is complete. If you have problems with initiating these settings then please email our office and an administration consultant will make contact with you to help you over the phone in setting this up.