The WealthPlan LLC
FOUR SEASONS OF FINANCIAL PLANNING

David Warshaw, CFP®
FOUNDER & PRIVATE WEALTH ADVISOR
The WealthPlan LLC

A Guide To Your Charles Schwab Account

Your quick-start reference for managing your account

Your investments are held in custody at Charles Schwab & Co. Use this guide as your go-to reference for getting set up and finding your way around.

1. OPENING YOUR ACCOUNT

Once we have your details, we open your account at **Charles Schwab** in your name, you e-sign the paperwork through DocuSign, and we link your bank to fund it. Schwab verifies your identity with a few quick security steps along the way.

What to expect in your inbox

DocuSign paperwork arrives as **Amy Fike via DocuSign**, sent from **dse_na2@docusign.net** with reply-to **amy@yourfinancialva.com**.

Review the documents before signing. You'll never need to edit them, just sign. If anything's off, let me know and I'll correct it and resend.

How Long Does Everything Take?

I move quickly. Here's a general timeline:

1–2	2–3	5–7	7–10
BUSINESS DAYS	BUSINESS DAYS	BUSINESS DAYS	BUSINESS DAYS
Link an existing Schwab account	**New account setup**	**Money distributions**	**Transfers from outside firms**

2. SETTING UP YOUR ONLINE ACCESS

1. Go to **schwab.com** and click **"New User"**
2. Follow the prompts using your **Schwab account number**, **SSN**, and **phone number on file**
3. Create your Login ID and password
4. Log in going forward at **client.schwab.com**

Name Your Beneficiaries

While you're in, set primary and contingent beneficiaries under **Account Details → Beneficiaries** so your accounts pass directly to the people you choose, skipping probate. Revisit after any major life event such as a marriage, divorce, or a new child.

The Schwab Mobile App

Great for quick balance checks and account monitoring on the go. The app also lets you:

- View balances and recent transactions
- Deposit checks with mobile deposit
- Transfer money between linked accounts
- View statements and tax documents
- Monitor investment performance

- Receive account alerts and notifications
- Use security features like biometric login

For more advanced tasks like detailed reporting, beneficiary updates, account maintenance, document uploads, and certain service requests, the full site at **client.schwab.com** offers a more complete experience.

Helpful tip: Turn on account alerts and biometric login (Face ID or fingerprint) for better security and convenience.

3. PROTECTING YOUR ACCOUNT

Enable Two-Step Verification

Turn this on after your first login under **Profile → Security Settings**. It sends a one-time code to your phone whenever you sign in from a new device.

Verify Your Cell Phone Number

Two-step verification only works if Schwab can reach your phone. When you set up your online profile, make sure your **mobile number is current** and **verify it** under **Profile → Personal Information**, where Schwab sends a text with a code to confirm. This is also where your security codes and fraud alerts will go, so keep it up to date.

How to Spot a Scam

Schwab will never call, text, or email asking for your password, or ask you to move funds without written authorization. If something feels off, don't respond or click any links. Call me or Schwab Alliance at **1-800-515-2157**.

Add a Trusted Contact

Someone Schwab or I can reach if there's a concern about your account, such as suspected fraud, a health issue, or trouble reaching you. **They cannot access your money or make transactions.** Add one under **Profile → Personal Information → Trusted Contact**; most clients name a spouse or adult child.

Limited View by Default

Your account starts in Limited View, which disables trading and restricts certain actions to guard against fraud. Want full trading capabilities? Reach out and I'll upgrade you to **Standard View**.

4. MOVING MONEY

To link a bank: **Accounts → Transfer & Pay → External Accounts**, then enter your routing and account numbers. Schwab verifies instantly or sends two small micro-deposits to confirm. Transfers typically take **1–2 business days**.

If you move money yourself, coordinate with me first so there's enough cash available and it doesn't disrupt any trades.

Prefer to Have Me Handle It?

You can authorize me to send money to your bank on file. After that, I ask for both a verbal confirmation by phone and a text or email before processing, to avoid any errors. Allow **5–7 business days** in case I'm out of the office.

5. STATEMENTS & TAX DOCUMENTS

Find both under **Accounts → Statements & Documents**, filtered by date or type. Statements go back several years, and it's worth saving each year-end copy. To go paperless, opt into eDelivery under **Profile → Communication Preferences**.

Tax Documents: Wait Before Downloading

Hold off until **mid-March** before sending to your accountant. Schwab routinely issues corrections in the weeks after initial delivery, and filing on an early version could mean an amended return.

6. CUSTOMIZING YOUR DASHBOARD

About five minutes total, and worth it, especially with more than one account:

- **Set up alerts** for large withdrawals, new-device logins, or balance thresholds under **Profile → Alerts & Notifications**.
- **Rename accounts** to something clear like "Retirement IRA" under **Account Details → Nickname**.
- **Ungroup accounts** to see each balance separately, via your dashboard's display settings.

Keep your **address and email** current under **Profile → Personal Information**, since Schwab uses these for tax docs and account notices. Let me know of any changes so my records stay in sync.

7. COMMON QUESTIONS

A few things clients ask most:

When will my money actually be invested?

Once we finalize your portfolio strategy, I aim to have it invested within **5–7 business days**, sometimes sooner.

Can my spouse see my account?

Not automatically, even if you're both Schwab clients. A **View Only Authorization** form lets a spouse see your account when they log in, but only to view. They can't transact or move money. Reach out and I'll initiate it.

How are my accounts grouped?

Schwab groups all accounts under your **Social Security number**, including individual, IRA, and joint, so they appear together under one login.

Who do I call, you or Schwab?

Schwab is your custodian and holds your assets. I handle your plan and investments. If Schwab can't answer something, it's probably one for me.

Call Me For

Your accounts, contributions, withdrawals, and overall investment strategy.

Call Schwab For

Login issues, locked accounts, or platform questions: **1-800-515-2157**.

David Warshaw, CFP®

FOUNDER & PRIVATE WEALTH ADVISOR

The WealthPlan LLC

(516) 400-7111 david@thewealthplan.com www.thewealthplan.com