Instructions for Web based RTFTS:

Go to [www.ftsrealtime.com](http://www.ftsrealtime.com), If your browser does not support this then go to [www.rtfts.com](http://www.rtfts.com)

Instructions for ftsrealtime.com (but virtually the same if you are using rtfts.com):

Step 1:  Go to ftsrealtime.com

![Login](image1.png)

This takes you your current position:

![Position](image2.png)

Step 2:  Check Quotes/Filings tickers – now lets check out the available securities for trading by clicking on Retrieve Tickers below:

![Retrieve Tickers](image3.png)

Clicking on Retrieve Tickers lets you see the trading case:
You can scroll down to see all tickers. Suppose you want to trade MMM, now click on the “Trade” tab above:

Enter MMM or the ticker you want to trade and click on “Go.” This gives you your current account details for MMM:

From the dropdown select your trade type and enter the desired quantity:

And then submit order.

You can follow onscreen actions in a similar manner for the other tabs.