Data Access Setup for Third-Party Service Providers

Advisors can now request data download access for service providers and their agents via Schwab Advisor Center® (SAC). This online request form replaces the previous letter and fax process. After submitting the request form advisors and service providers performing a data download will need to sign the Data Access Agreement.

Here's how the process works:

Submitting a Request for a Data Access Agreement (for advisors)

1. An advisor completes the **Request for Data Access Agreement** form on the **Account Management** page of SAC, under the **Forms Library.** Advisors must complete **all the following fields** related to the advisor, additional contact, master account(s), and service provider

   Advisor: firm name; name and email address of authorized signer

   Additional Contact: name, phone number, and email address of the submitter of the form

   Master Account(s): list the master account(s) to be included in the request, separated by commas

   Third-Party Data Recipient: Choose 'Clearwater Analytics, LLC' from the drop-down menu. If 'Clearwater Analytics, LLC' isn't on the drop-down menu, then select 'Other' from the drop-down and manually enter in 'Clearwater Analytics, LLC' for vendor's name, Perla Houston for signer's name and phouston@clearwateranalytics.com for the email address.

   Additional Request Details: Check the available boxes for any additional files that need to be included in the download, such as Social Security Number/Tax Identification Number, Data of Birth or the .FAM file. Enter any additional information about the request (such as if additional information is required by the third-party service provider such as Broker/Dealer or 4th party information)

2. The advisor submits the request. **Note:** The master account(s) for data setup must be created before submitting the request.

Signing the Data Access Agreement (for all parties)

1. Schwab creates the **Data Access Agreement** and shares it with the authorized signer for each party—advisor and service provider—via DocuSign. An email notifies each authorized signer that the agreement is ready to review and sign. Notifications can be sent to other email addresses if requested.

2. Once signed, a copy of the completed, signed agreement will be sent to all parties.
Schwab completes the setup of specified master account(s) and sends a confirmation email to the service provider who was provided access to download data.

For questions and help: Please contact Advisor Platform Support at 1-800-647-5465.

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