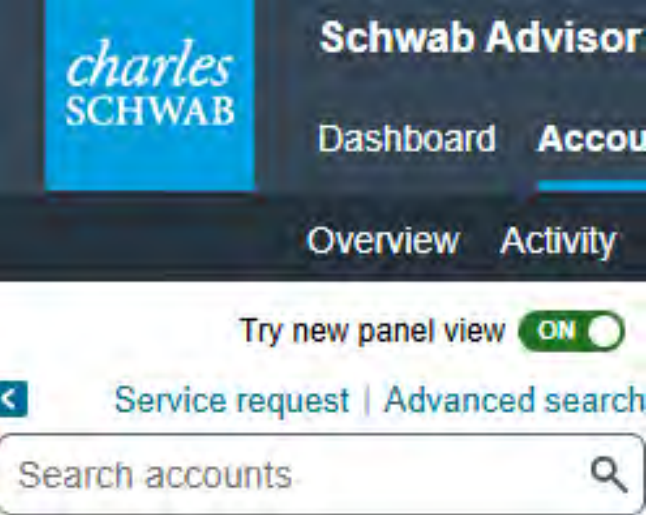


# Submitting Feedback Via Service Request

## Step One

Click on Service Request in the Schwab Advisor Center (SAC)



## Step Two

Fill out body of the Service Request

- Topic: Send a Message
- Subtopic: Suggestions
- Account: Leave blank

Upload suggestion in Request Description and add any attachments to further support/clarify suggestions

## Step Three

Click on green Send button at the bottom of the page

A screenshot of the 'Create Service Request' form. The form title is 'Create Service Request' with a 'Set default values' link. A note says 'Only submit forms for one account at a time.' The form has two columns of fields. The left column includes 'Topic' (dropdown menu with 'Send a Message' selected), 'Master Account' (dropdown menu with 'Select' selected), and 'Request Name (Optional)' (text input field with placeholder 'Enter a request name or title'). The right column includes 'Subtopic' (dropdown menu with 'Suggestions' selected and a 'Help me decide' link), 'Account' (text input field), and 'Request ID (if merging requests)' (text input field with placeholder 'XX-9999999'). Below these is a 'Request Description (Optional)' text area containing the text 'I would like to see this at Schwab: Here are my ideas'. Below the text area, it says 'Max characters remaining 946'. At the bottom, there is an 'Add Files' section with a 'Browse' link and a note: 'The total size limit for all attachments is 6 MB. You can upload up to 10 files.' Below this is a dashed box with the text 'Drag and drop or browse'.