

How to
sell shares,
investment
trusts and
exchange-traded
funds

GETTING STARTED

HELP GUIDE

Use this step by step guide
designed to help you
get started.

How to sell shares, investment trusts and exchange-traded funds

TABLE OF CONTENTS

How it works: If you're looking for help on a particular part of this guide, you can find the larger task you are trying to complete below, and then broken down into smaller tasks

Page 1 - **Before you begin**

Page 2 - **Getting started**

- Go to the Fidelity homepage
- Select Log in
- Log in with your username and password

Page 3 - **Getting to the sell page**

- Go to My accounts > Manage investments > Buy, sell, switch
- If you have more than one account, select an account
- Select Sell

Page 4 - **Placing your order**

- If you choose to sell by amount (£)
- If you choose to sell by quantity
- Select Sell

Page 5 - **What is a Market and Limit order**

- Choose between Market and Limit order

Page 6 - **If you are placing a market order**

- Review your details before selecting Get Quote
- Accept the quote by selecting Place Order
- Confirmation of your order

Page 7 - **If you are placing an order without seeing a quote first (at best order)**

- Read and agree to our terms before entering amount
- Review and confirm by selecting Place Order
- Confirmation of your order

Page 8 - **If you are placing a limit order**

- Choose your limit price
- Review and confirm before selecting Place Order
- Confirmation of your order

BEFORE YOU BEGIN

THINGS YOU WILL NEED

- Your login details
- Your choice of exchange-traded instrument(s)



Important information

Exchange Traded Instruments are investments that are openly traded on a stock exchange such as shares, investment trusts and exchange-traded funds. They cover a broad range of asset classes and can give exposure to specific markets, sectors or investment strategies. Many of them track an index in order to provide a return.

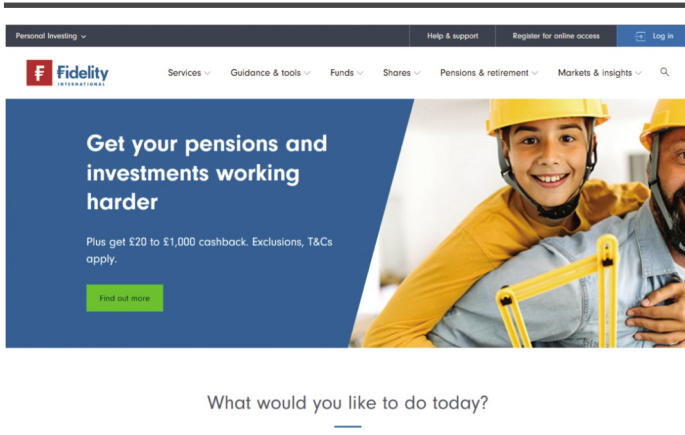
If you would like to add more money to your cash account, **[read our guide on how to add cash here.](#)**

The screen-shots of investments used in this guide are for illustration purposes only and should not be construed as recommendation to buy or sell any investment

GETTING STARTED



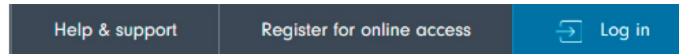
Go to the Fidelity homepage



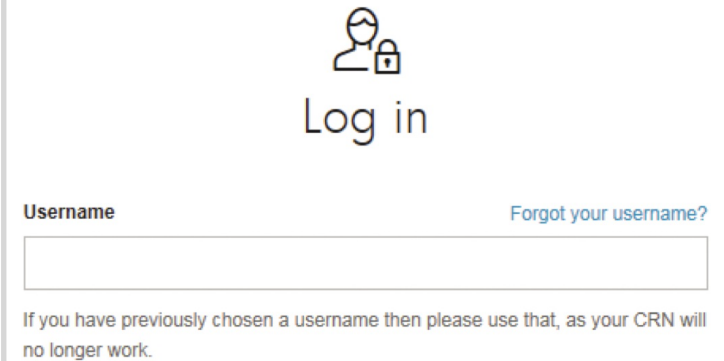
Homepage link: www.fidelity.co.uk



Select **Log in** at the top right corner of the page

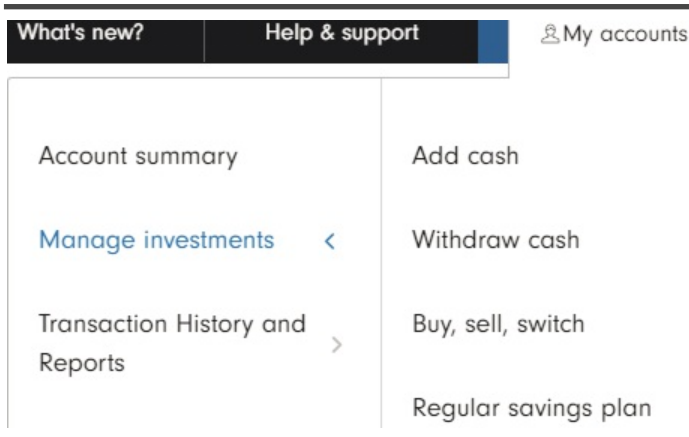


Log in with your username and password



GETTING TO THE SELL PAGE

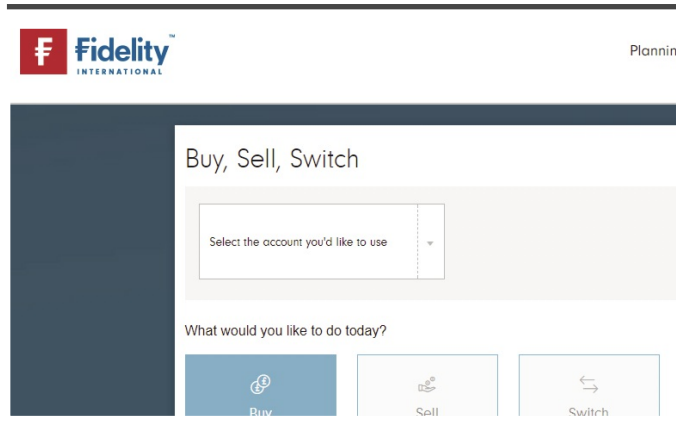
Go to **My accounts** >
Manage investments >
Buy, sell, switch



You can also access the sell page through the 'Deal' button and selecting sell.



If you have more than one account, select an account



If you were viewing a particular account before coming to this screen, the account will be selected on this screen for you. Please make sure this is the account you want to deal on.



Select **Sell**



PLACING YOUR ORDER



If you choose to sell by amount (£)

Tradable value <small>i</small>	Sell by:	Amount (£)	Quantity
£9.18	<input checked="" type="checkbox"/> Amount (£)	£ 0.00	<input type="button" value="Sell"/>
£50.04	<input type="checkbox"/> Quantity	£ 30.00	<input type="button" value="Sell"/>

You will be given the option to sell from your existing investments. Please note the tradable value for each investment. You can enter a partial amount to sell from the investment, 'Sell all', or sell by unit quantity.

If you choose to sell by quantity

Tradable value <small>i</small>	Sell by:	Amount (£)	Quantity
£9.18	<input type="checkbox"/> Amount (£)	0.00	<input checked="" type="button" value="Sell"/>
£50.04	<input checked="" type="checkbox"/> Quantity	1.00	<input type="button" value="Sell"/>

Please note the tradable quantity for each investment.

Select **Sell**



WHAT IS A MARKET, LIMIT AND AT BEST ORDER

The screenshot shows a trading interface. At the top, there is a green circle indicating 'MARKET OPEN' and the text 'All ord'. Below this, there are two buttons: 'Market order' (highlighted with an orange border) and 'Limit order'. Underneath the buttons is a label 'Investment name' followed by a text input field containing 'FIDELITY JAPANESE VALUES ORD' and a price '124.75p'.

CHOOSE BETWEEN MARKET, LIMIT AND AT BEST ORDER

Market order

A market order will appear as default when the market is open and will show you the latest buy price for the exchange-traded instrument.

You'll be provided with a quote (guaranteed for 15 seconds) based on the latest price of the shares you wish to buy or sell.

If the market is closed or a quote cannot be provided for either a market-related or technical reason, you can choose to buy or sell shares without seeing a quote first. This is also known as an **'At best order'** as we send your request to the market and attempt to fill that order at the best price available from a number of different market makers. Prices can be volatile when market first opens, so you may wish to place a Limit order.

Limit order

A limit order allows you to buy or sell at a price set by you. This can either be higher or lower than the latest market price. Your order will be placed automatically once the set price is reached or exceeded. If your set price isn't reached or there is an operational reason why the deal can't be placed, your order will expire at the next market close without an order being placed.

Limit orders expire at market close the same day as the limit order was set (or the next market close if the order is placed outside of market hours).

If you are investing outside of market hours and want your order to complete as soon as the market opens you need to set your limit order higher than the latest price to buy, or lower than the latest price to sell. Prices can move significantly when the market opens so it's important to set an appropriate buffer from the latest price. For example, if the latest price of 'stock A' is 100p and you want to buy when the market opens regardless of price, then you could set the limit order at 130p. If you are looking to sell 'stock A' regardless of price you could set the limit order at 70p.

Remember, if your set price is reached when the market opens your order will execute at the prevailing market price. If your set price isn't reached, your order will expire at the next market close without an order being placed.

IF YOU ARE PLACING A MARKET ORDER



Review your details before selecting **Get Quote**

You will now see all your details. Please review these details carefully and make sure they are correct as you will not be able to change them after you place your order.

Accept the quote by selecting **Place Order**

Quote	£	Sell 3 share(s) @ £6.9726/share	20.92
Fees explained	£		0.00
Accrued interest	£		0.00
Trading Charge	£		10.00
Total (after fees have been deducted)	£		10.92

A quote will be generated for you and you'll have 15 seconds to accept it based on the information you have provided us. Once you are happy with everything, you can place your order.

Confirmation of your order

Sell 3 share(s) @ £6.9726/share	
Fees explained	£ 0.00
Accrued interest	£ 0.00
Trading Charge	£ 10.00
Total (after fees have been deducted)	£ 10.92

You will receive a confirmation once your order has been placed. You can save a copy of your confirmation by selecting 'Print/Save'.

From here, you will also get the option to place another order or go to your account summary.



Important information

Proceeds from a sale will be paid as cash into your Fidelity account. You can withdraw this money to your bank account once it has settled.

IF YOU ARE PLACING AN ORDER WITHOUT SEEING A QUOTE FIRST (AT BEST ORDER)



Read and agree to our terms before entering the amount you wish to invest including any fees

Choose an order type ⁱ MARKET CLOSED

Market order Limit order

ⁱ The market is closed, so you won't be able to see a quote before placing your order. You can still place an order should you choose and we'll place it at the best price available to us. Prices can be very volatile when the market first opens however, so you may wish to place a limit order using the tab above and set the price you would like to buy or sell at.

Investment name Latest buy price Invest by: Amount (£) Quantity

TESCO ORD GBP0.05 (TS00) 237.90p € 25.00

Enter how much money you'd like to spend including any fees

Settlement period: T+2 ⁱ

Review and confirm before selecting **Place Order**

Buy £25.00 at best price

Fees explained ⁱ

Online dealing fee	£ 10.00
Estimated Stamp Duty	£ 0.08
Estimated PTM levy	£ 0
Estimated total (including fees)	£ 25.00

I confirm that:

- I have read and agree to the [Doing Business with Fidelity](#) document (incorporating the Fidelity Client Terms)
- I have read the illustrations

Place Order

Confirmation of your order

Order 3966225618 has been received.

Your order has been sent to the market to be executed at the best available price.

[Go to Account Summary](#) [Go to Buy, Sell, Switch](#) [Print/Save](#)



Important information

If the market is closed or a quote cannot be provided for either a market-related or technical reason, you can choose to buy or sell shares without seeing a quote first. This is also known as an **'At best order'** as we send your request to the market and attempt to fill that order at the best price available from a number of different market makers. Prices can be volatile when market first opens, so you may wish to place a Limit order.

Your details can be reviewed on this screen. Please read all of the terms and policies listed. Once you are happy with everything, select the box provided to show that you have read and accept these.

You will receive confirmation of your order and shares will be sold automatically. If we are unable to execute an At Best order at the relevant time or Dealing Point in full, we may seek to execute it until the close of business on Friday at the end of the relevant week, in accordance with our Order Execution Policy. You can save a copy of your confirmation by selecting 'Print/Save'.

IF YOU ARE PLACING A LIMIT ORDER



Choose your limit price

Limit price per share Sell by: Amount (£) Quantity

Tradable value : £94.71 or **Sell all**
 Enter how much money you'd like to receive after any fees have been deducted

You can buy at a price set by you. This can either be higher or lower than the latest market price. You can also buy by quantity by selecting the 'Quantity' tab.

If there are any changes required, please do so as you will not be able to change them once you have placed your order.

Review and confirm before selecting **Place Order**

HSBC ETF'S PLC, S&P 500 1880.37p

Tradable value : £94.71 or **Sell all**
 Enter how much money you'd like to receive after any fees have been deducted

Settlement period: T+2 ⓘ

Sell £20.00 at 1880.37p or more

Fees explained ⓘ

Estimated Dealing fee	£	10.00
Estimated total (after fees have been deducted)	£	20.00

Your details can be reviewed on this screen.

i Important information

Proceeds from a sale will be paid as cash into your Fidelity account. You can withdraw this money to your bank account once it has settled.

Confirmation of your order

Sell £20.00 at 1880.37p or more

Fees explained ⓘ

Estimated Dealing fee	£	10.00
Estimated total (after fees have been deducted)	£	20.00

Order 3504722117 has been received

We will execute your instruction as soon as possible, but it will expire if the limit price is not met by market close (or the next market close if the order is placed outside of market hours).

You will receive confirmation of your order and shares will be purchased automatically once the set price is reached. Limit orders expire at market close on the same day as the limit order was placed (or the next market close if the order is placed outside of market hours). You can save a copy of your confirmation by selecting 'Print/Save'.

From here, you will also get the option to place another order or go to your account summary.

THANK YOU

We hope you found it useful.

If you need help with another journey, you can find our other guides on our website.

