

LNA Access - Activity/Import Report Download (Step-by-Step)

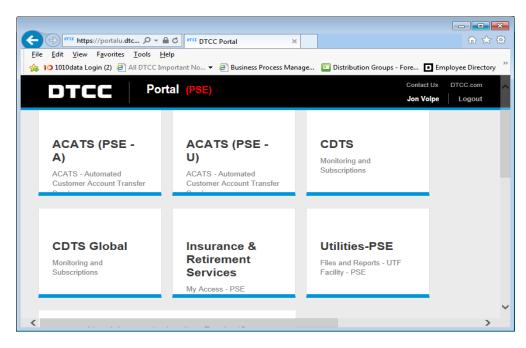
Log into the DTCC Web Portal using your User ID and Password

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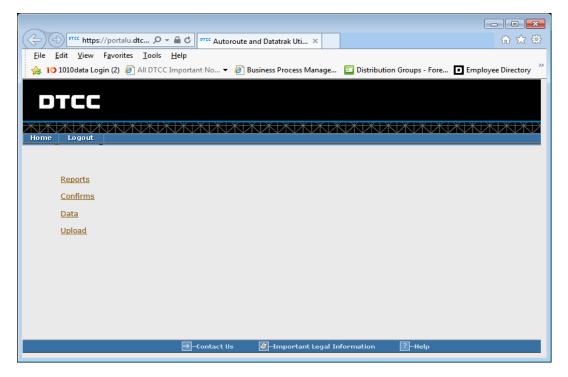


Click on Utilities - Files and Reports - UTF Facility



On the next screen select the desired Transaction Account Group (TAG) and click submit

Then click the Data link

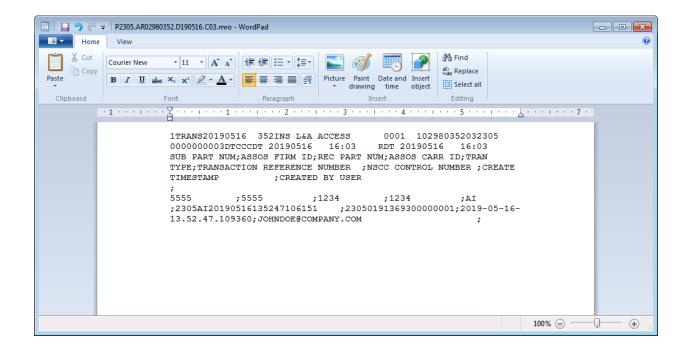


Click on the desired report under Miscellaneous Reports

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Choose open with WordPad and click Ok and save the document to your local workstation

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Open the appropriate Excel template (LNA Activity or LNA Import) from LNA Access section of the I&RS Record Layouts page on the DTCC website

http://www.dtcc.com/wealth-management-services/insurance-and-retirement-services/recordlayouts

When you open the LNA Activity Template or LNA Import Template, enable editing, enable content and move the cursor to cell A1, click Data on the navigation header then Refresh All then Refresh.

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Find the saved WordPad document and click Import.

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The data has been successfully downloaded.