

LIBOR Replacement Index Communication Tool User Guide

Instructions for communicating your security's transition off the LIBOR benchmark.

Date:

3/1/2023

TABLE OF CONTENTS

ABOUT THE LIBOR REPLACEMENT INDEX COMMUNICATION TOOL.....	3
Overview.....	3
How It Works.....	3
Who Can Use It?.....	3
OVERVIEW OF THE LIBOR PRODUCT PAGE.....	3
Navigating to the LIBOR Product Page.....	3
Beginning the LIBOR Replacement Process.....	4
PROVIDING CONTACT INFORMATION	5
Overview.....	5
Navigation.....	5
UPDATING THE BENCHMARK REPLACEMENT USING .CSV OR EXCEL TEMPLATES.....	8
Overview.....	8
Filling Out the Spreadsheet	8
UPLOADING YOUR INDEX REPLACEMENT SPREADSHEET AND ANY ADDITIONAL DOCUMENTS ...	10
MANUALLY UPDATING THE BENCHMARK REPLACEMENT TO TERM SOFR OR AN ALTERNATIVE REFERENCE RATE...	13
Overview.....	13
Navigation.....	13
Review & Submit.....	15
Data Dictionaries & Tool Tips.....	17
ADDITIONAL HELP.....	18

About the LIBOR Replacement Index Communication Tool

Overview

The London-Interbank Offered Rate index will be retired in June 2023. Securities that are currently using the LIBOR (USD) benchmark to calculate their interest rates will need to choose and communicate a replacement rate to the investor community ahead of the retirement date.

By working with the Alternative Reference Rates Committee (ARRC) and other various industry organizations, DTCC has been able to compile requirements to create a centralized process to disseminate benchmark replacement details provided by issuers, trustees, and agents to DTCC through different types of output, including the LENS repository and an Autoroute file directly to subscribed Participants and service providers.

How It Works

By offering a centralized communication tool of the LIBOR benchmark replacement information submitted through DTCC;

issuers, trustees, agents, and the investor community can better prepare for the LIBOR retirement rate.

This process will enable users to:

- Provide contact information for Information Submitters and Information Sources
- Provide benchmark replacement details for multiple CUSIPs through .CSV or Excel upload.
- Provide benchmark replacement details for single CUSIPs through webform interface upload.
- Provide any accompanying documentation that describe the changes to the specific securities in more detail.

The new process will allow for the fielding of descriptive reference data for efficient, machine-to-machine communication instead of assigning individuals or teams to review large, complex legal documents to determine these details.

Who Can Use It?

Issuers, trustees, and agents will be able to input descriptive benchmark replacement rates directly into DTCC's system. Users of LENS will be able to select and view this information as a new notice type. In addition, buy-side, sell-side, and data providers will be able to subscribe to and consume the automated output by contacting DTCC Data Services.

Overview of the LIBOR Product Page

Navigating to the LIBOR Product Page

Issuers, trustees, and agents can navigate to the [LIBOR Product Page](#) via [DTCC.com](#). The LIBOR Product Page provides an overview of the LIBOR retirement effort; an explanation of how the new process for replacing LIBOR works; and a description of who can use the service.

Individuals can also access useful information about LIBOR replacement such as:

- A LIBOR Replacement Fact Sheet
- A LIBOR Replacement Timeline
- The DTC LIBOR Statement
- Term SOFR and Alternative Reference Rate Worksheet Definitions and Field Values
- Term SOFR and Alternative Reference Rate Excel & .CSV Upload Templates

Beginning the LIBOR Replacement Process

The LIBOR Product Page is used to begin the LIBOR Benchmark Replacement process.

1. To begin the LIBOR Benchmark Replacement process, click the link **Communicate a New Index Rate** on the right-hand side of the screen.

DTCC Search

PRODUCTS & SERVICES ▾ NEWS & EVENTS ▾ ABOUT ▾ RESOURCES ▾

Home > Settlement & Asset Services > Issuer Services > LIBOR (USD) Transition Share

LIBOR (USD) TRANSITION

DTCC is helping to facilitate the centralized communication of the LIBOR replacement rate to its clients and the investor community in an automated fashion.

— ABOUT

The London Inter-Bank Offered Rate index will be retired in June 2023. Securities that are currently using LIBOR (USD) to calculate their interest rates will need to choose and communicate a replacement rate to the investor community ahead of the retirement date.

By working with the FRBNY Alternative Reference Rate Committee (ARRC) and other various industry organizations, DTCC has been able to compile requirements to create a centralized process to disseminate benchmark replacement details through several different types of output, including the LENS repository directly to the end investor.

The process has been designed to collect, streamline, and standardize communication in a timely fashion to the industry to mitigate various risks and to ensure a smooth transition from the LIBOR index.

ESSENTIALS

- Communicate a New Rate Index**
- Transitioning Off the LIBOR (USD) Benchmark
- LIBOR Replacement Index Communication Tool User Guide
- Replacement Index File Specification Guide: Autoroute ID
- LIBOR (USD) Transition Fact Sheet
- Term SOFR Data Dictionary
- Alternative Reference Rate (ARR) Data Dictionary

2. After clicking **Communicate a New Index Rate**, you will be redirected to the LIBOR Rate Replacement landing page.

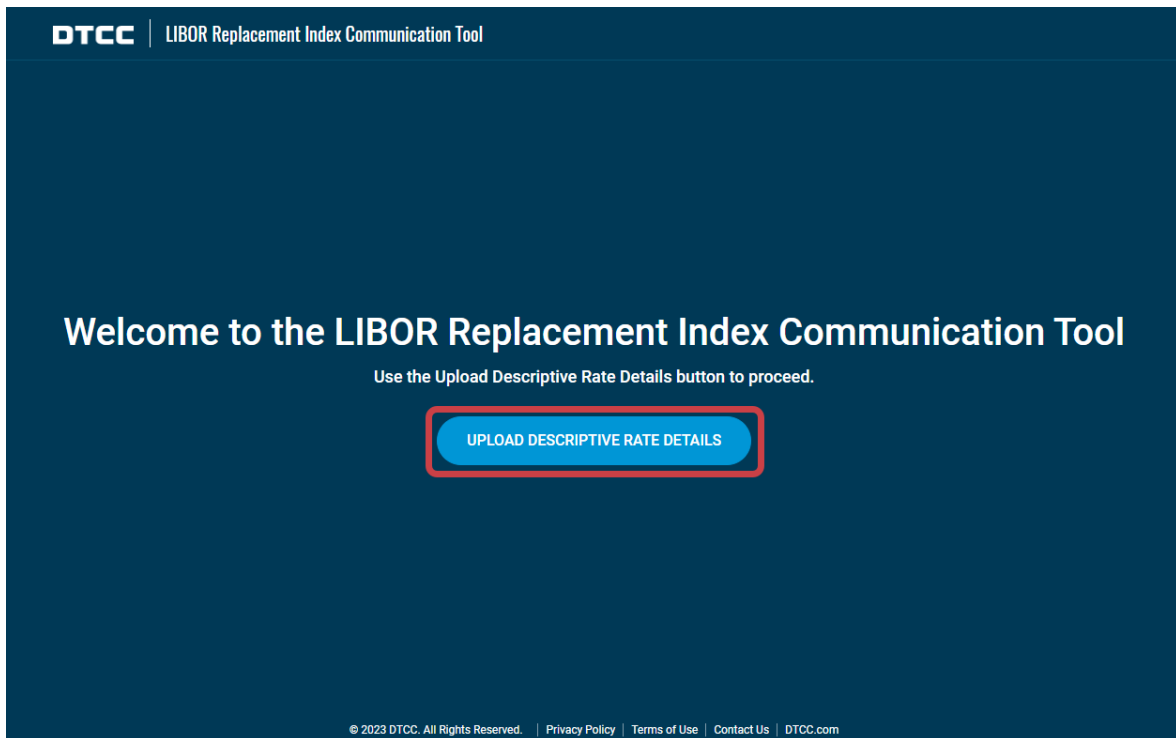
Providing Contact Information

Overview

After navigating to the landing page, users will need to provide their business contact information for verification purposes. This contact information may also be used for any future inquiries concerning processed LIBOR rate replacements.

Navigation

1. To enter your Contact Information, click **Upload Descriptive Rate Details** on the LIBOR Replacement Index Communication Tool landing page.



2. Enter your **Name** and **Business Email** and then click **Send verification code** to have a verification code sent to your business email. Personal emails will not be accepted as a substitute to a business email.

DTCC | LIBOR Replacement Index Communication Tool

Contact Verification

For extra protection, we'll send you a verification code to your business email.

Name
John Doe

Business Email
JohnDoe@work.com

Cancel Send verification code

© 2023 DTCC. All Rights Reserved. | [Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#) | [DTCC.com](#)

- Enter the verification code that was sent to your business email in the **Verification Code** field. If you are unable to locate the verification code, please check your Spam, Clutter, or Junk email folders. If you are still unable to retrieve the verification code, please double check that you have entered your email correctly and click **Resend verification code**. After entering the verification code, complete the CAPTCHA and click **Submit**.

DTCC | LIBOR Replacement Index Communication Tool

✓ Verification code has been sent your email account

Contact Verification

Look for the security code we just sent you and enter it below. If you're unable to locate it, please check your Spam, Clutter, or Junk email folders.

Business Email
JohnDoe@work.com

Verification code
123456 [Resend verification code](#)

CAPTCHA
xxhkm [Refresh](#)

Cancel Submit

- On the next page, enter your business phone number and your company name in the fields **Phone** and **Submitting Company**. Then, click **Next**.

DTCC | LIBOR Replacement Index Communication Tool

Contact Information

1 Contact Information — 2 Security Benchmark Details — 3 Review & Submit

Contact Information

Please complete the fields below.

Name: John Doe
Business Email: JohnDoe@work.com

Phone*: +1 212 555 2204
Submitting Company*: ABC

Cancel Next

© 2023 DTCC. All Rights Reserved. | Privacy Policy | Terms of Use | Contact Us | DTCC.com

- To continue entering your replacement choice, you may use the .CSV or Excel templates provided to upload multiple CUSIPs at once or enter one CUSIP at a time using the Input form. See the instructions that follow for more information.

Updating the Benchmark Replacement Using .CSV or Excel Templates

Overview

The Benchmark Replacement process gives issuers, trustees, and agents the ability to update the reference rate for multiple securities at one time using the Excel or .CSV templates on the Security Benchmark Details page. These templates follow the same rules and contain the same fields as the Online form but allow you to upload the index replacement choice for multiple CUSIPs at once.

To download these templates, click the word **Download** located underneath the template you wish to use. Be sure to download the correct template depending on whether you are updating the reference rate to Term SOFR or another Alternative Reference Rate.

DTCC | LIBOR Replacement Index Communication Tool

Contact Information

Name: John Doe | Business Email: JohnDoe@work.com | Phone: +1 800-555-1234

Security Benchmark Details

Please complete the fields below.

Do you have accompanying documentation?
 Yes No

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .PDF, up to 10 files with a maximum size of 10MB can be attached.

Select the method for security rate upload.
 .CSV/.XLS/.XLSX file Form input

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .CSV, .XLS, or .XLSX up to 10 files with a maximum size of 10MB can be attached.

[Back](#) [Next](#)

Please use the following templates for an Excel or .CSV update.

- [Excel Template for Alternative Reference Rate](#) Download
- [Excel Template for Term SOFR](#) Download
- [CSV Template for Alternative Reference Rate](#) Download
- [CSV Template for Term SOFR](#) Download
- [ARR Data Dictionary](#) Download
- [Term SOFR Data Dictionary](#) Download

Download Excel or .CSV templates which allow you to upload the index replacement choice for multiple CUSIPs at once.

© 2023 DTCC. All Rights Reserved. | [Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#) | [DTCC.com](#)

Filling Out the Spreadsheet

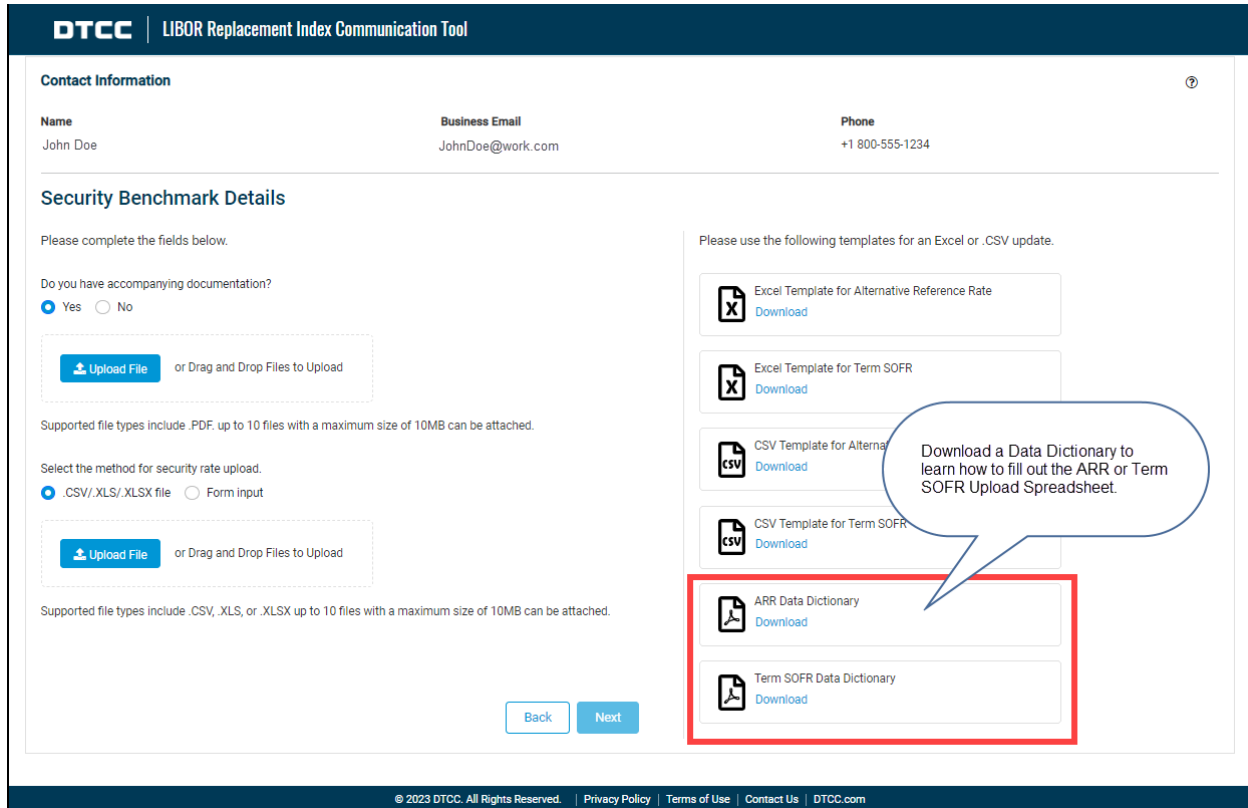
The ARR and TERM SOFR upload spreadsheets contain both mandatory and optional fields. Fields which are required for input are bolded with an asterisk. To ensure consistency of data, where available, use the dropdown lists to select values.

Mandatory fields you must enter are shown in **Bold with an Asterisk (*)**. Where available, select the value from the drop-down.

	A	B	C
1	Security Rate Type*	CUSIP*	Replacement Choice Made*
2			
3	Alternative Reference Rate		

Using Data Dictionaries

For detailed instructions on how to fill out the spreadsheet, refer to the Data Dictionaries provided on the Security Benchmark Details page. Click the **Download** link under a dictionary.



DTCC | LIBOR Replacement Index Communication Tool

Contact Information

Name: John Doe | Business Email: JohnDoe@work.com | Phone: +1 800-555-1234

Security Benchmark Details

Please complete the fields below.

Do you have accompanying documentation?
 Yes No

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .PDF, up to 10 files with a maximum size of 10MB can be attached.

Select the method for security rate upload.
 .CSV/.XLS/.XLSX file Form input

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .CSV, .XLS, or .XLSX up to 10 files with a maximum size of 10MB can be attached.

Please use the following templates for an Excel or .CSV update.

- Excel Template for Alternative Reference Rate [Download](#)
- Excel Template for Term SOFR [Download](#)
- CSV Template for Alternative Reference Rate [Download](#)
- CSV Template for Term SOFR [Download](#)
- ARR Data Dictionary [Download](#)
- Term SOFR Data Dictionary [Download](#)

[Back](#) [Next](#)

© 2023 DTCC. All Rights Reserved. | [Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#) | [DTCC.com](#)

Data dictionaries show you examples of the possible input values for fields and explain why the field is important. Be sure to refer to the Data dictionary which corresponds to the spreadsheet for which you are inputting data (either **ARR** or **Term SOFR**).

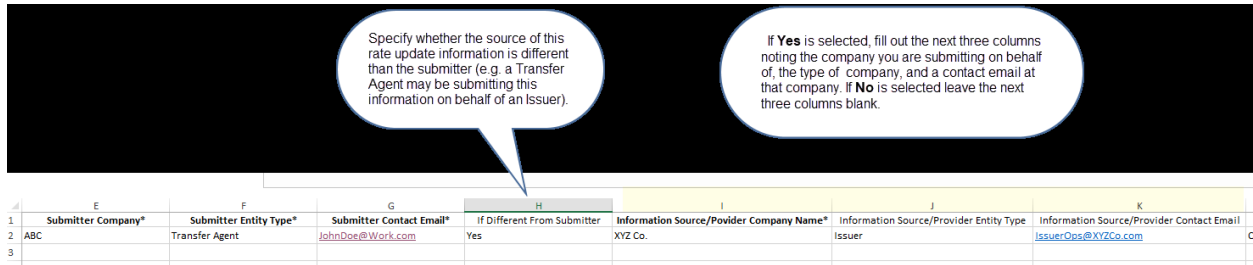
DTCC

ALTERNATIVE REFERENCE RATE (ARR) DATA DICTIONARY

Data Element ¹	Field Definition	What data is needed? ²	Required for submission through DTCC ³	Why this field is important to be input ⁴
CUSIP	A CUSIP is a security identifier issued by CUSIP Global Services and is composed of nine characters and can include letters and numbers.	Nine-digit alphanumeric security ID	Yes	The CUSIP is a critical field that identifies to the investor community which specific security is being communicated upon.
Replacement Choice Made	Field that describes to the market whether the issue has chosen a LIBOR replacement. If set to Yes, a replacement has been made. If set to No, it can be determined that a choice has not yet been made and that another record will be submitted once a replacement index has been decided upon.	Choose Yes or No	Yes	Indicating whether a fallback rate index has been selected to replace LIBOR for a security will help proactively answer questions as to the status of the replacement choice.
Updated Submission	Is previously input data being updated with this submission?	Choose Yes or No	No	This field will indicate whether any of the data previously submitted has changed and allow the investor community to determine if any changes are required to their data sets.
Submitter Company	The firm or organization, whose personnel are inputting a replacement rate change into the LIBOR Replacement Index Communication Tool.	Enter a company name	Yes	By inputting a firm or organization name, the investor community can use this as contact information if further information is required.

Entering A Replacement Choice as both a Submitter and Determining Party

If you are entering an index choice on behalf of another firm, please specify the firm and provide additional contact information as shown below.



Specify whether the source of this rate update information is different than the submitter (e.g. a Transfer Agent may be submitting this information on behalf of an Issuer).

If **Yes** is selected, fill out the next three columns noting the company you are submitting on behalf of, the type of company, and a contact email at that company. If **No** is selected leave the next three columns blank.

	E	F	G	H	I	J	K
	Submitter Company*	Submitter Entity Type*	Submitter Contact Email*	If Different From Submitter	Information Source/Provider Company Name*	Information Source/Provider Entity Type	Information Source/Provider Contact Email
1	ABC	Transfer Agent	JohnDoe@Work.com	Yes	XYZ Co.	Issuer	IssuerOps@XYZCo.com
2							
3							

ARR Spreadsheet

This is an example of the ARR spreadsheet.

	A	B	C	D	E	F	G
	Security Rate Type*	CUSIP*	Replacement Choice Made*	Updated Submission	Submitter Company*	Submitter Entity Type*	Submitter Contact Email*
1	Alternative Reference Rate	459200101	Yes	Yes	ABC	Transfer Agent	JohnDoe@work.com
2							
3							
4							
5							

Term SOFR Spreadsheet

This is an example of the Term SOFR spreadsheet.

	A	B	C	D	E	F	G	
	Security Rate Type*	CUSIP*	Replacement Choice Made*	Updated Submission	Submitter Company*	Submitter Entity Type*	Submitter Contact Email*	If Different F
1	Term SOFR	459200101	Yes	Yes	Best Co.	Issuer	JaneSmith@BestCo.com	No
2								
3								
4								
5								
6								

Uploading Your Index Replacement Spreadsheet and Any Additional Documents

- If you wish to upload any accompanying documentation (such as a prospectus) for the rate replacement, click **Yes** to answer, "Do you have accompanying documentation?" If you do not have accompanying documentation to submit, click **No**.
 - The document must be a PDF file.
 - Click **Upload File** to search for the document on your computer or drag and drop the file from your computer to the upload area.
- To upload the Index Replacement spreadsheet, do the following:
 - Once the Excel/.CSV template has been completed with your LIBOR index replacement choices, select **.CSV/.XLS/.XLSX** as the security rate upload method.
 - Click **Upload File** to search for the spreadsheet on your computer or drag and drop the file from your computer to the upload area.

DTCC | LIBOR Replacement Index Communication Tool

Contact Information

Name: John Doe
Business Email: JohnDoe@work.com

Security Benchmark Details

Please complete the fields below.

Do you have accompanying documentation?
 Yes No

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .PDF, up to 10 files with a maximum size of 10MB can be attached.

Select the method for security rate upload.
 CSV/XLS/XLSX file Form input

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .CSV, .XLS, or .XLSX up to 10 files with a maximum size of 10MB can be attached.

[Back](#) [Next](#)

© 2023 DTCC. All Rights Reserved. [Privacy Policy](#) | [Terms](#)

3. A message will indicate whether the files have been uploaded successfully. Once the file has been uploaded successfully, click **Next**.

Select the method for security rate upload.
 .CSV/.XLS/.XLSX file Form input

File has been uploaded successfully

ARR for ABC Co 3-1.xlsx

[Upload File](#) or Drag and Drop Files to Upload

Supported file types include .CSV, .XLS, or .XLSX up to 10 files with a maximum size of 10MB can be attached.

[Back](#) [Next](#)

Note: If the upload was unsuccessful, correct any errors in the .CSV/Excel template and attempt to upload the file again. Error messages appear at the top of the page and explain how to correct the upload. You may email LIBORTransition@dtcc.com for additional support.

DTCC | LIBOR Replacement Index Communication Tool

Security Benchmark Details

Contact Information
 Security Benchmark Details
 Review & Submit

Please correct the errors mentioned below and re-upload your file

- ARR for ABC Co 3-1.xlsx: File upload failed due to unsupported file format. Please reupload the cover letter in pdf format

Contact Information

Name: John Doe

Error Messages appear at the top of the page.

- Review the information on the screen. If edits are required, click the pencil icon next to the corresponding section to edit the previously input information. Then click the **Next** button to return to the **Review & Submit** page.
- Prior to submitting you must review and agree to **DTCC's Terms and Conditions**. Click the **link** on the bottom of the screen as shown below. A document opens containing this information.
- When satisfied that you are ready to submit the spreadsheet, click **Submit**.

- After clicking **Submit**, a message will indicate that the submission was successful. To print or view a downloadable record of your submissions, click **View Submissions**.

A table opens showing all your LIBOR Index replacement choices. You may print this information or create a downloadable Excel or PDF file by clicking the appropriate icon.

CUSIP	Replacement Type	Replacement Choice Made	Updated Submission (Optional)	Submitter Company	Submitter Entity Type	Submitter Contact Email	If Different From Submitter	Information Source/Provider Company Name	Information Source
459200101	Alternative Reference Rate	Yes		ABC Co	Transfer Agent	JohnDoe@abcc.com	No		

Manually Updating the Benchmark Replacement to Term SOFR or an Alternative Reference Rate

Overview

Although using the Excel/.CSV templates is the preferred method to update benchmark rates for multiple securities, users will still have the option to provide benchmark rate updates for individual securities after they provide their Contact Information. In this section, we will cover how to manually update a reference rate to Term SOFR or an Alternative Reference Rate.

Navigation

1. After providing Contact Information, ensure **Form Input** is selected as the method for security rate upload. Then select **Term SOFR** or **Alternative Reference Rate** under the prompt “Select input form.”

DTCC | LIBOR Replacement Index Communication Tool

Security Benchmark Details

Contact Information —
 Security Benchmark Details —
 Review & Submit

Contact Information

Name	Business Email	Phone
John Doe	JohnDoe@work.com	+1 212-555-2204

Security Benchmark Details

Please complete the fields below.

Do you have accompanying documentation?
 Yes No

or Drag and Drop Files to Upload

Supported file types include .PDF. up to 10 files with a maximum size of 10MB can be attached.

Select the method for security rate upload.

.CSV/.XLS/.XLSX file
 Form input

Select input form.

Term SOFR
 Alternative Reference Rate

Please refer the following Data Dictionary incase of any doubt

ARR Data Dictionary
 Term SOFR Data Dictionary

Select **Form Input** to enter your LIBOR Replacement Index choice in our online form. Then select the **Term SOFR** or **Alternative Reference Rate(ARR)** form.

[Collapse All](#)

2. Depending on the selection, the **Term SOFR** or **Alternative Reference Rate** input screen will appear. Enter the required information in the form. Fields that are required are annotated with a red asterisk (*). Be sure to refer to the Data dictionary which corresponds to the form for which you are inputting data (either **ARR** or **Term SOFR**).

Term SOFR

DTCC | LIBOR Replacement Index Communication Tool

[Collapse All](#)

1. Security Submitter Details [Clear All Fields](#)

CUSIP* <input type="text"/>	Replacement Choice Made* Select	Updated Submission (Optional) Select
Submitter Company* <input type="text"/>	Submitter Entity Type* Select	Submitter Contact Email* <input type="text"/>
If Different From Submitter Select	Information Source / Provider Company Name* <input type="text"/>	Information Source / Provider Entity Type (Optional) Select
Information Source / Provider Contact Email (Optional) <input type="text"/>		

2. Benchmark Replacement [Clear All Fields](#)

Fallback Rate Index* Select	Fallback Rate Tenor* Select	Lookback Days (Optional) <input type="text"/>
---------------------------------------	---------------------------------------	---

3. Spread Adjustment [Clear All Fields](#)

Spread Adjustment Amount (bps)* <input type="text"/>	Margin Spread (bps) (Optional) 0.0
--	--

Alternative Reference Rate

DTCC | LIBOR Replacement Index Communication Tool

[Collapse All](#)

1. Security Submitter Details [Clear All Fields](#)

CUSIP* <input type="text"/>	Replacement Choice Made* Select	Updated Submission (Optional) Select
Submitter Company* <input type="text"/>	Submitter Entity Type* Select	Submitter Contact Email* <input type="text"/>
If Different From Submitter Select	Information Source / Provider Company Name* <input type="text"/>	Information Source / Provider Entity Type (Optional) Select
Information Source / Provider Contact Email (Optional) <input type="text"/>		

2. Benchmark Replacement [Clear All Fields](#)

Fallback Rate Index* Select

3. Spread Adjustment [Clear All Fields](#)

Spread Adjustment Amount (bps)* <input type="text"/>	Margin Spread (bps) (Optional) 0.0	Spread Methodology (Optional) Select
--	--	--

Review & Submit

1. Once the form has been completed, click **Next**.
2. Review the information on the screen. If edits are required, click the pencil icon next to the corresponding section to edit the previously input information. Then click the **Next** button to return to the **Review & Submit** page.
3. When satisfied that the form is complete, click the **link** “here” to review the **Terms and Conditions** document and then click **Submit**.

DTCC | LIBOR Replacement Index Communication Tool

Review & Submit

Contact Information
 Security Benchmark Details
 Review & Submit

Review & Submit

Please review the information provided.

Contact Information ✎

Name	Business Email	Phone
John Doe	JohnDoe@work.com	+1 212-555-2204

Security Benchmark Details ✎

Term SOFR Expand All

- 1. Security Submitter Details ✎
- 2. Benchmark Replacement ✎
- 3. Spread Adjustment ✎
- 4. Select Reset Date and Calendar ✎

Prior to submitting, you must review and agree to DTCC's terms and conditions by clicking [here](#).

Submit

Click here to review the terms and conditions before submitting your replacement choice.

4. After clicking **Submit**, a message will indicate that the submission was successful. If you have finished entering security rates, click **Submit and Exit**. If you wish to enter more security rates, click the **Enter Another Security**.

DTCC | LIBOR Replacement Index Communication Tool

Review & Submit

Contact Information
 Security Benchmark Details
 Review & Submit

You have successfully updated a security rate. You may choose to update another security rate or publish the security rates to the DTCC system. ✕

Review & Submit

Please review the information provided.

Contact Information ✎

Name	Business Email	Phone
John Doe	JohnDoe@work.com	+1 212-555-2204

Security Benchmark Details ✎

Term SOFR Expand All

- 1. Security Submitter Details ✎
- 2. Benchmark Replacement ✎
- 3. Spread Adjustment ✎
- 4. Select Reset Date and Calendar ✎

Success

You have successfully entered a security change. Please choose to either Submit the data entered to the DTCC system and exit from this website or enter additional security changes before submitting.

5. After clicking **Submit and Exit**, a message will indicate that the submission was successful. To print or view a downloadable record of your submissions, click **View Submissions**.

The screenshot shows the 'Review & Submit' page of the DTCC LIBOR Replacement Index Communication Tool. A success message dialog box is displayed in the center, stating: 'You have successfully updated and published the security rates to the DTCC system. Please retain a copy of the replacement rates submitted for your records.' The dialog box includes two buttons: 'View Submissions' (highlighted in red) and 'Exit'.

The background page shows the 'Review & Submit' section with a progress indicator for 'Contact Information', 'Security Benchmark Details', and 'Review & Submit'. The 'Contact Information' section includes fields for Name (John Doe), Business Email (JohnDoe@work.com), and Phone (+1 212-555-2204). The 'Security Benchmark Details' section includes a 'CSV/Excel File' field with a file named 'APR for ABC Co 3-1.xlsx' and a 'Submit' button.

A table opens showing all your LIBOR Index replacement choices. You may print this information or create a downloadable Excel or PDF file by clicking the appropriate icon.

The screenshot shows the 'View Submissions' page of the DTCC LIBOR Replacement Index Communication Tool. A table displays the submission details, and a red box highlights the 'Print', 'Excel', and 'Pdf' icons in the top right corner.

CUSIP	Replacement Type	Replacement Choice Made	Updated Submission (Optional)	Submitter Company	Submitter Entity Type	Submitter Contact Email	If Different From Submitter	Information Source/Provider Company Name	Information Source
459200101	Alternative Reference Rate	Yes		ABC Co	Transfer Agent	JohnDoe@abcco.com	No		

Below the table is a pagination control showing 'Prev 1 Next' and a dropdown menu set to '1'.

Data Dictionaries & Tool Tips

- The LIBOR Replacement Index Communication Tool provides [Term SOFR](#) and [ARR](#) Data Dictionaries that contain details for the Term SOFR and Alternative Reference Rate forms. To download the data dictionaries, click **Download** underneath the data dictionary placeholders.

DTCC | LIBOR Replacement Index Communication Tool

Security Benchmark Details

Contact Information
 Security Benchmark Details
 Review & Submit

Contact Information

Name: _____ Business Email: _____ Phone: +1 212-555-2204

Security Benchmark Details

Please complete the fields below.

Do you have accompanying documentation?
 Yes No

or Drag and Drop Files to Upload

Supported file types include .PDF, up to 10 files with a maximum size of 10MB can be attached.

Select the method for security rate upload.
 .CSV/.XLS/.XLSX file Form input

Select input form.
 Term SOFR Alternative Reference Rate

Please refer the following Data Dictionary in case of any doubt

- ARR Data Dictionary [Download](#)
- Term SOFR Data Dictionary [Download](#)

[Collapse All](#)

- The tool also provides Tool Tips next to each field on the Term SOFR and Alternative Reference Rate forms which provide a brief explanation of the corresponding field. To view a Tool Tip, roll the cursor over the Tool Tip icon.

1. Security Submitter Details [Clear All Fields](#)

CUSIP* Replacement Choice Made* Updated Submission (Optional)

A CUSIP (or CINS) is a security identifier and is composed of nine characters and can include letters and numbers.

Submitter Company* Submitter Entity Type* Submitter Contact Email*

If Different From Submitter Information Source / Provider Company Name* Information Source / Provider Entity Type (Optional)

Information Source / Provider Contact Email (Optional)

Additional Help

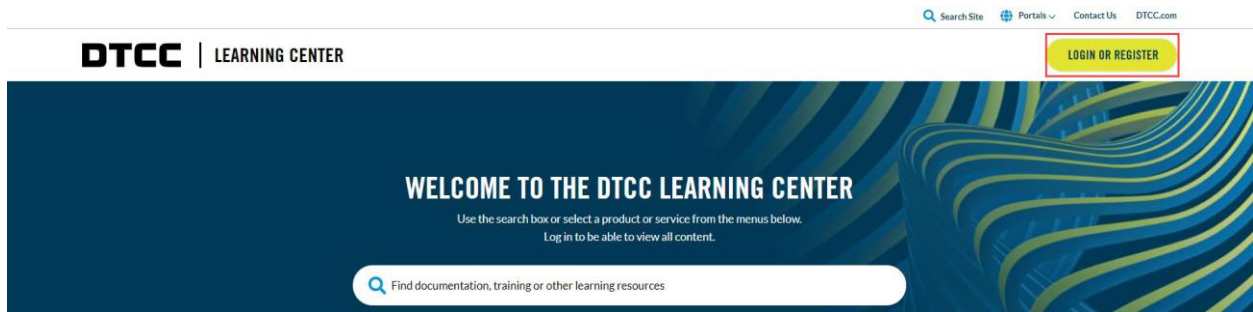
For additional help beyond this Job Aid, please use the phone numbers below:

1. United States: +1-888-382-2721
2. Global: +212-855-8099

You can also find helpful resources and information at the DTCC Client Center website located [here](#).

You may find additional client learning resources related to [LIBOR Replacement](#), [LENS](#), and [Issuer Services](#) at [DTCC Learning.com](#). A login is required.

To Register for [DTCC Learning.com](#), click the **Login or Register** button on the top right of the page as shown below. You may login with your existing MyDTCC portal ID and / or request your own DTCC Learning login.



To request a DTCC Learning login, click the **Create Account** link and fill out the request. Clients are generally granted access within 24 hours.

The screenshot shows a login and registration modal window. On the left, under 'Login with your DTCC Portal ID', there is a list of portal options: MyDTCC (portal.dtcc.com), MyDTCC-EMEA (gtr.eu.dtcc.com), MyDTCC-Asia (gtr.asia.dtcc.com), and DTCC Employee (portal.dtcc.org). Below this list are links for 'Need Help?' and 'Privacy Policy'. In the center, there is an 'or' button. On the right, under 'Login to your DTCC Learning account', there are input fields for 'Business Email' and 'Password', a 'Reset Password' link, and a yellow 'LOG IN' button. Below the login fields, there is a 'Not Registered?' section with a paragraph of text and a red-bordered 'CREATE ACCOUNT >' button.