

UW Source Release 3 – Corporate Debt Training and Testing Guide

Beginning Tuesday, September 7, 2010, processing functionality for corporate bonds and VRDOs, asset backed securities, collateralized mortgage obligations, government securities, debt derivatives, and retail CDs will be available in UW Source’s test environment, “PSE”. Underwriters may begin testing the system at that time to prepare for the production rollout on October 22, 2010. Below is a step by step guide on what underwriters must do to meet the DTCC training and testing requirements prior to submitting a corporate debt eligibility request through UW Source in production:

STEP 1 – Access/Register for PSE

How to register if you are currently a UW Source user:

You may have access to the test environment “PSE” already. Try logging on to:

<https://portal.dtcc.com/uwspse/underwriting>

Enter your current Username and ID. Once you successfully access the test site, create a Corporate Debt sub issue by selecting “Offering” on the toolbar, then “Create Primary Offering”, then “Corporate Offering”:

The screenshot shows a web browser window displaying the UW Source PSE Test Site dashboard. The browser title is "Dashboard - Microsoft Internet Explorer provided by Depository Trust & Clearing Corp". The address bar shows the URL "https://portal.dtcc.org/uwspse/underwriting/cancel.do". The dashboard features a navigation menu with options: Home, Offering, Eligibility, Administration, Queries&Reports, WorkFlow, Help, and Logout. The current date and time are "Aug 03, 2010 - 15:40 ET". A prominent warning message states "You are on the PSE Test Site - This is NOT Production". The main content area includes a "Welcome Internal:" section with a "DTC Offering Activity" table. A dropdown menu is open under the "Offering" tab, showing options: "Create Primary Offering", "Create Secondary Offering", "Municipal Offering", and "Corporate Offering". Other menu items include "DTC Offering Activity", "Offering Activity Upload", "Dissemination", "Offering List", "Issue List", "Security List", "Security Underwriter List", "Issuer List", and "Sub Issue Type Wizard". A "View" button is visible next to the "Sub Issue Type Wizard" option. The dashboard also includes a "Favorites" section and an "Important Messages" section with a search function. The footer contains the text "©DTC, a wholly owned subsidiary of DTCC" and links for "Contact Us" and "Important Legal Information". The browser status bar at the bottom indicates "Your session will expire within 01:59:50 (hh:mm:ss)", "Trusted sites", and "100%" zoom.

Then create your test offering by selecting “New” in the Offering Type, typing “TEST” in the Legal Description and selecting “Save & Continue”:

Create Offering - Microsoft Internet Explorer provided by Depository Trust & Clearing Corp

https://portal.dtcc.org/uwspse/underwriting/corp4000.do?isMenu=true

Create Offering

UW SOURCE You are on the PSE Test Site - This is NOT Production **DTCC**

Home Offering Eligibility Administration Queries&Reports WorkFlow Personalize Help Logout Aug 03, 2010 - 15:41 ET

Logged on as: ABRIA
Internal: DTCC INTERNAL

CREATE PRIMARY OFFERING

BASIC

Offering Type: New Legal Description: test

Distribution Type: Primary (Initial)

Issuer Type: Corporate

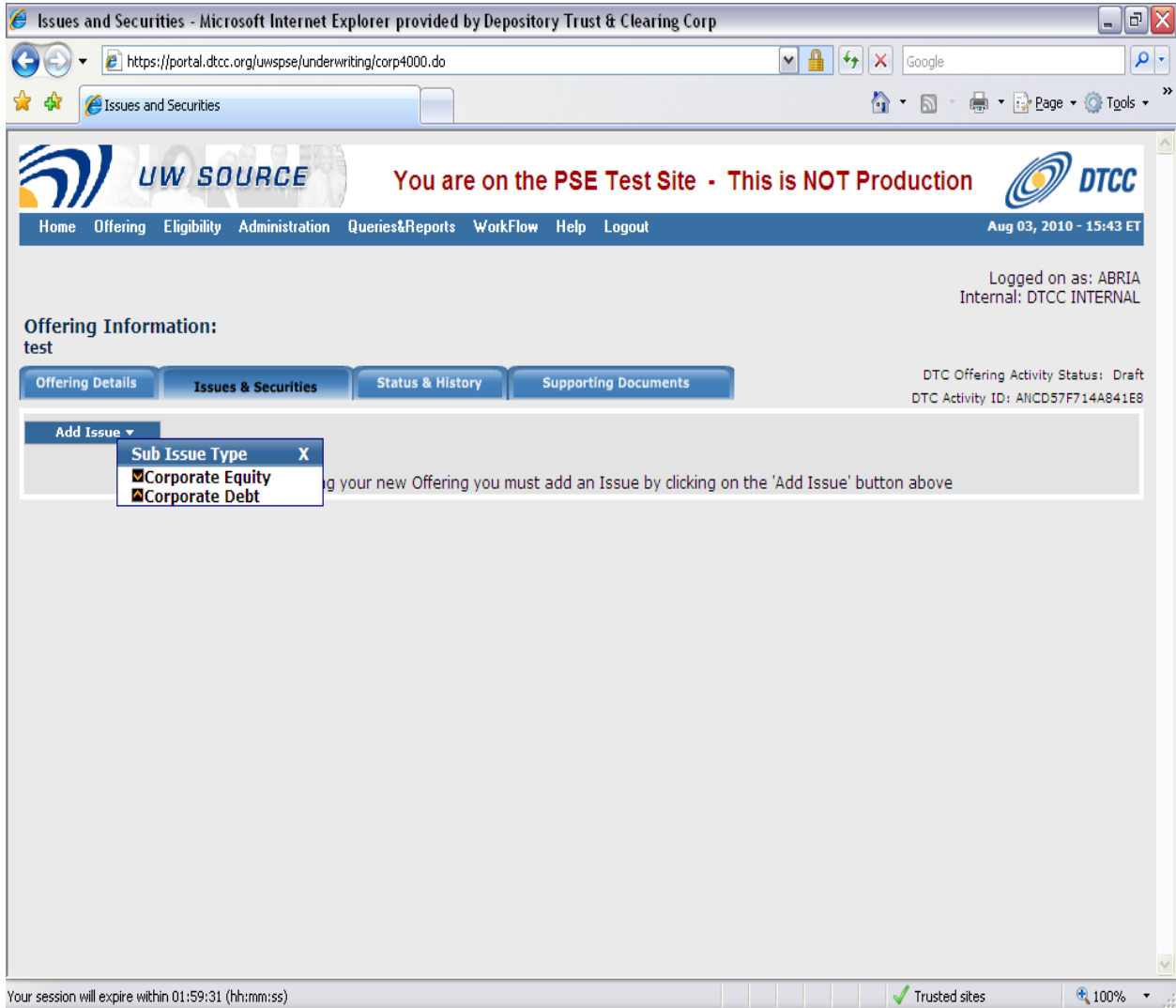
OFFERING DOCUMENT (not applicable for Corporate Insured Custodial Receipts and Certificate of Deposits)

Document Type	Document Date	Version	Document Name
--Select--	mm/dd/yyyy	<input type="radio"/> Preliminary <input type="radio"/> Final <input checked="" type="radio"/> Undecided	Attach

Save & Continue Cancel

Your session will expire within 01:59:47 (hh:mm:ss) Trusted sites 100%

Now select “Add Issue” and “Corporate Debt”. You should see the option to select “Corporate Bond”, “Corporate VRDO”, “Certificates of Deposit”, “Collateralized Mortgage Obligation”, “Asset Backed Security”, “Government Security”, or “Corporate Debt Derivative”.



If you do not have the ability to select a Debt sub issue type or you cannot access “PSE”, contact your Super Access Coordinator or your Access Coordinator and they can grant you access.

How to register if you are NOT currently a UW Source user:

Please follow the appropriate instructions located at:

<http://www.dtcc.com/leadership/issues/reengineering/underwriting/registration.php>

STEP 2 – Training

Underwriters are required to review the self-paced learning simulations for debt, located in our DTCC Learning portal or attend a webinar session. For more information on training, to register for the webinars, or to access the simulations please go to:

<http://www.dtcc.com/leadership/issues/reengineering/underwriting/training.php>

Please note: To request a private, firm specific, webinar please contact Ann Marie Bria at abria@dtcc.com. Requests will be accommodated on a best efforts basis and must include at least 6 individuals per firm.

STEP 3 – Testing

Underwriters are required to successfully submit at least one of each type of debt security they underwrite in “PSE” before they can submit an eligibility request through UW Source in production. That issue must also achieve “Accepted” activity status in the “DTC Offering Activity List” in order to satisfy the testing requirements. Steps to comply with the testing requirement include:

First - Create a corporate debt sub issue in UW Source

Second – Submit the offering to DTC (The simulation on “How to Submit a Corporate Debt Sub Issue Type Offering to DTC” is located by accessing the DTC Learning Portal at: <https://dtcc.mzinga.com> and searching for ‘Underwriting Corporate Debt Simulations’)

Third –Confirm that your offering has been “Accepted” (This is also illustrated in the above simulation)

Please note: If your activity status is “Submitted” or “Rejected” please send an email to UWSOURCE@dtcc.com and an underwriting specialist will contact you to help resolve your issue.

If you have any questions or comments regarding training or testing, please contact Ann Marie Bria, Underwriting Product Management, at abria@dtcc.com.