

IMPORTANT NOTICE



#: Z#0015
DATE: February 16, 2005
TO: All Participants
ATTENTION: Managing Partner/Officer, Operations Manager
FROM: Product Management
SUBJECT: Automated User Registration for DTCC Invoices and SMART/Search

As outlined in DTC Important Notice B#7355, dated January 4, 2005, DTCC implemented a new billing system that provides invoice delivery and format options for DTCC customers and their agents to receive and view current and historical DTC, NSCC and Omgeo invoices.

E-mail invoice distribution – All DTC, NSCC, and Omgeo customers can register at www.dtcc.com, www.dtc.org or www.nsc.com to receive their DTC, NSCC and Omgeo invoices in PDF format. (Please see the attached E-mail invoice registration instructions).

SMART/Search invoice retrieval with CSV format option – In addition to receiving invoices via e-mail, DTC, NSCC, and Omgeo customers **with PTS access (i.e. DTC Participants and NSCC/DTC Dual Participants)** can retrieve their invoices in PDF or CSV format on SMART/Search. (Email & SMART/Search registration instructions are attached.) Invoices are available on SMART/Search starting with the October, 2004 invoice. Please see DTCC Important Notice Z#0014 for more details on SMART/Search for Archived Reports.

PTS “BILL” – Customers with PTS access will continue to be able to view 2004 and older historical DTC invoice information via the PTS “BILL” function. However, effective with the January 2005 DTC invoice and going forward, the PTS “BILL” function will no longer be populated with invoice information. Customers will need to use SMART/Search to retrieve 2005 invoice information.

If you have any questions on the invoice options or formats available to you, please contact your DTCC Relationship Manager.

E-mail Invoice Distribution Only Registration Steps

- 1) From www.dtcc.com, www.nsc.com or www.dtc.org, choose the link, “**Register for Email Invoices.**” From the next page, choose either “**DTCC Email Invoices**” or “**NSCC Email Invoices**” as appropriate.

- 2) Customers who have previously used the DTCC On Line Registration System and have a DTCC Web Products User ID (email address formatted ID and password) need only:
 - a. Complete the two email address fields on the registration and click submit.
 - b. Once the user is recognized by the registration system, it will ask the user to sign in with a DTCC Web Products User ID.
 - c. A registration form, populated with the previously captured user information, will appear.
 - d. After the user clicks submit, a message confirms the registration has been submitted.
 - e. Within one business day the registration is approved by DTCC and invoice accounts are assigned to the user.
 - f. The user will receive a confirmation email advising that the invoices for the assigned accounts will be sent via email from DTCC Web Products Administration <RMsupport@dtcc.com> for the next billing cycle.

- 3) For users without a DTCC Web Products User ID, the following form is displayed, with required fields indicated with a red asterisk. (*).
 - a. Complete the registration form and click Submit.
 - b. For confirmation, an email is sent to the email address entered on the form from DTCC Web Products Administration <RMsupport@dtcc.com>.
 - c. Click on the link contained in the email message to confirm the address entered.
 - d. Within one business day, the registration is approved by DTCC and invoice accounts are assigned to the user.
 - e. One email is sent from DTCC Web Products Administration <RMsupport@dtcc.com> containing the user’s DTCC Web Products User ID.
 - f. A second email is sent from DTCC Web Products Administration <RMsupport@dtcc.com> containing a temporary password and a link.
 - g. Select the link and login using the DTCC Web Products User ID and temporary password.
 - h. The user is prompted to enter a permanent password.
 - i. The user must enter 3 password hints that will be used for verification to support password resets.
 - j. The user can now receive invoices via email from DTCC Web Products Administration <RMsupport@dtcc.com> for the assigned accounts for the next billing cycle. The user also has access to DTCC’s Customer Desktop using the DTCC Web Products User ID.

* Required Fields


* Salutation:

* First Name:

* Last Name:

* Email Address (Use lower case):

* Confirm Email Address (Use lower case):

* Company (Click the search icon): 

* Business Phone:

* Business Address 1:

Business Address 2:

Business Address 3:

* City:

* State/Province:

* Postal Code:

* Country:

By pressing Submit, you are agreeing to the Terms and Conditions of Email Invoice for DTC customers.

SUBMIT

Cancel

Invoices via SMART/Search and E-mail Registration Steps

NOTE: A valid PTS Sign-on ID and password are required to register for SMART Search. If you do not have a PTS Sign-on ID, please contact your DTCC Relationship Manager

- 1) From the www.dtcc.com, www.nsc.com or www.dtc.org, choose the link “[Register for Email Invoices.](#)” From the next page choose either “**DTC Email Invoices and SMART/Search**” or “**NSCC Email Invoices and SMART/Search**” as appropriate.
- 2) Customers who have previously used the DTCC On Line Registration System and have a DTCC Web Products User ID (email address formatted ID and password) need only:
 - a. Complete the two email address fields on the registration and click submit.
 - b. Once the user is recognized by the registration system, it will ask the user to sign in with a DTCC Web Products User ID.
 - c. A registration form, populated with the previously captured user information, will appear.
 - d. The user enters his or her existing PTS Sign-on IDs and passwords (up to three) and clicks submit.
 - e. Once approved by DTCC (typically within one business day), invoice accounts are assigned to the user and the user will receive the invoices via email from DTCC Web Products Administration <RMsupport@dtcc.com>. The user also has access to SMART Search for Invoices using their existing PTS Sign-on ID and password.
- 3) For users without a DTCC Web Products User ID, the following form is displayed, with required fields indicated with a red asterisk. (*).
 - a. Complete the registration form and click Submit.
 - b. For confirmation, an email is sent to the email address entered on the form from DTCC Web Products Administration <RMsupport@dtcc.com>.
 - c. Click on the link contained in the email message to confirm the address entered.
 - d. Within one business day, the registration is approved by DTCC and invoice accounts are assigned to the user.
 - e. One email is sent from DTCC Web Products Administration <RMsupport@dtcc.com> containing the user’s DTCC Web Products User ID.
 - f. A second email is sent from DTCC Web Products Administration <RMsupport@dtcc.com> containing a temporary password and a link.
 - g. Select the link and login using the DTCC Web Products User ID and temporary password.
 - h. The user is prompted to enter a permanent password.
 - i. The user needs to enter 3 password hints that are used for verification to support password resets.
 - j. The user receives invoices via email from DTCC Web Products Administration <RMsupport@dtcc.com> and also has access to SMART Search for Invoices (using their existing PTS Sign-on ID and password) and DTCC’s Customer Desktop (using their DTCC Web Products User ID and password).

To register for Email Invoice - DTC & Archive Reports, fill out the form below and press **Submit**.

• Required Fields

• Salutation:

• First Name:

• Last Name:

• Email Address (Use lower case):

• Confirm Email Address (Use lower case):

• Company (Click the search icon): 

• Business Phone:

• Business Address 1:

Business Address 2:

Business Address 3:

• City:

• State/Province:

• Postal Code:

• Country:

• PTS ID #1 (Please use the 8 character format (e.g. X0123-45 -> X0123045 or 123-45 --> 00123045)):

• PTS Password #1:

• PTS Nickname #1:

PTS ID #2 (Please use the 8 character format (e.g. X0123-45 -> X0123045 or 123-45 --> 00123045)):

PTS Password #2:

PTS Nickname #2:

PTS ID #3 (Please use the 8 character format (e.g. X0123-45 -> X0123045 or 123-45 --> 00123045)):

PTS Password #3:

PTS Nickname #3:

By pressing **Submit**, you are agreeing to the **Terms and Conditions of Email Invoice - DTC & Archive Reports**.

SUBMIT

Cancel