

User Guide

Customer Registration Service (CRS)

DerivSERV Access Coordinator (AC) Quick Guide

February 2012

The Depository Trust & Clearing Corporation

The primary purpose of this product guide is to familiarize members with the DTCC Customer Registration System (CRS). This guide is not intended to serve as a legal document. No statement in this guide should be construed as a legally binding rule or regulation, or as creating an obligation on the part of DTCC or any person. In addition, any time schedules or time requirements set forth herein are subject to change without notice.

Participants should refer to the DTCC Rules & Procedures for the legal obligations of any party utilizing the DTCC Customer Registration System. The Rules & Procedures of DTCC, plus all updates and revisions, should be obtained by all participants from your DTCC Relationship Manager.

Introduction

Purpose

The purpose of this document is to describe how to use the Customer Registration System (CRS) as a DerivSERV Product Super Access Coordinator to provision yourself as an Operator for the product/products for which you have signed up for with DTCC. This guide will also walk you through the steps to create Super AC's and AC's.

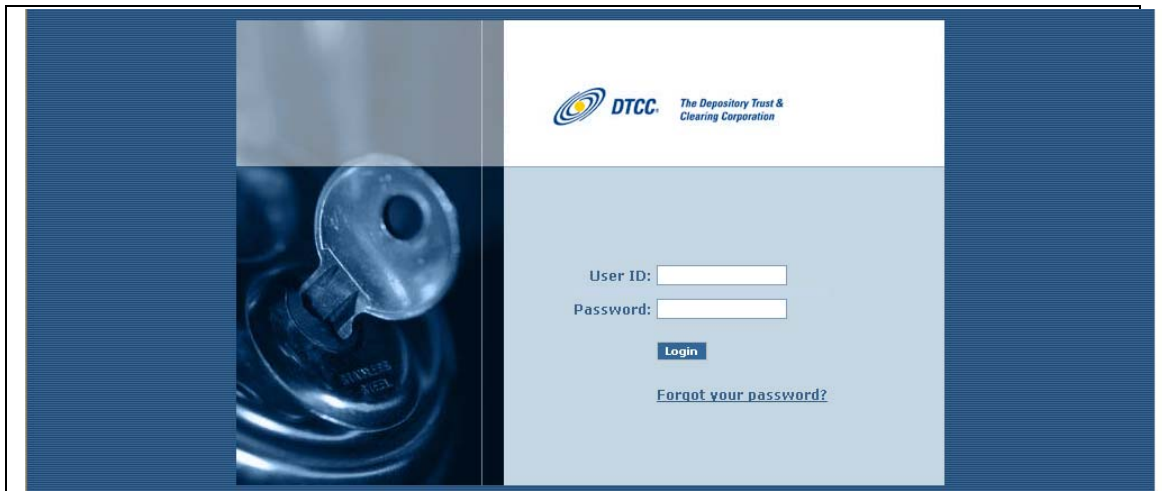
Logging Into CRS

Description

You must complete your registration for the DTCC Portal before accessing the Customer Registration System. Follow the instructions in the email sent with your login information to complete your registration before moving forward. Once you have completed your registration you will see a shortcut link to CRS after logging into the DTCC Portal.

Procedure

- 1 Go to the appropriate URL. You will be prompted to enter your user ID and password:



Note: If you experience any issues/errors when logging into the Portal please contact the DTCC Customer Support Center for assistance:

- U.S. and Canada Callers: 888-382-2721 (Select option 5 then 2)
- International Callers: +1-212-855-8099 (Select option 5 then 2)

- 2 Enter your user ID and password and click **Login**. The Portal will be displayed. The Portal lists all products you have access to under the Available Production Products. At this point in time you only have access to the CRS product.



- 3 Select **Customer Registration System** from the Portal.
- 4 As a first time user of CRS you must acknowledge your responsibilities as an Access Coordinator. Once you have acknowledged these duties you will only see this screen every six months to renew your responsibilities.

The screenshot shows a web browser window titled "AC Acknowledgement - Microsoft Internet Explorer provided by Depository Trust & Clearing Corp". The address bar shows "https://portald6.dtcc.com/crs1/crs/home.do". The page header includes the DTCC logo, the title "CUSTOMER REGISTRATION SYSTEM", and a login status: "Logged in as : 91333333 Company Name : DTCC TEST FIRM 1 Nov 10, 2010 - 1:24:33 PM". A navigation menu contains "Home", "User", "My WorkList", "Admin Services", and "Auditing and Reporting". The main content area is titled "AC Acknowledgement" and contains the following text:

Please read terms and conditions, and submit your response.

This form reflects our Organization's acknowledgement of its responsibilities, and of the roles and responsibilities of our Organization's Access Coordinators, related to use of DTCC systems and applications.

References to DTCC in this Form refer, as the circumstances dictate, either to: (a) The Depository Trust & Clearing Corporation; and/or (b) the applicable DTCC subsidiary or other DTCC affiliate (including, without limitation, DTC, NSCC, FICC, EMCC, DTCC Solutions, and Omgeo).

Our Organization and its Access Coordinators are responsible for:

- * Authorizing access by workers of our Organization to DTCC systems;
- * Administering (including without limitation establishing, protecting maintaining, and revoking), the credentials (e.g., user IDs, passwords, digital certificates, and SecurIDs) issued to workers of our Organization that may be required by DTCC for authentication purposes;
- * Administering (including without limitation establishing, protecting maintaining, and revoking)

At the bottom of the text area are two buttons: "Agree" and "Disagree".

Click **Agree** to acknowledge your responsibilities.

Note: If you don't acknowledge your responsibilities, then you will *not* be allowed to access CRS. You must re-acknowledge your responsibilities twice a year - after January 1st and after July 1st.

- 5 If you have acknowledged your responsibilities, then the Dashboard will be displayed.

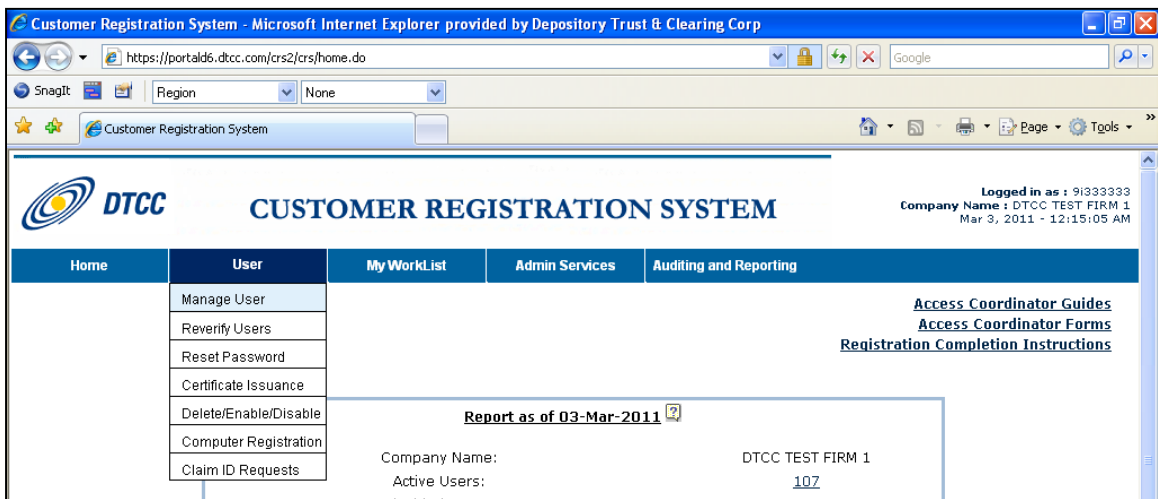
Granting Yourself Operator Access to Product(s)

Description

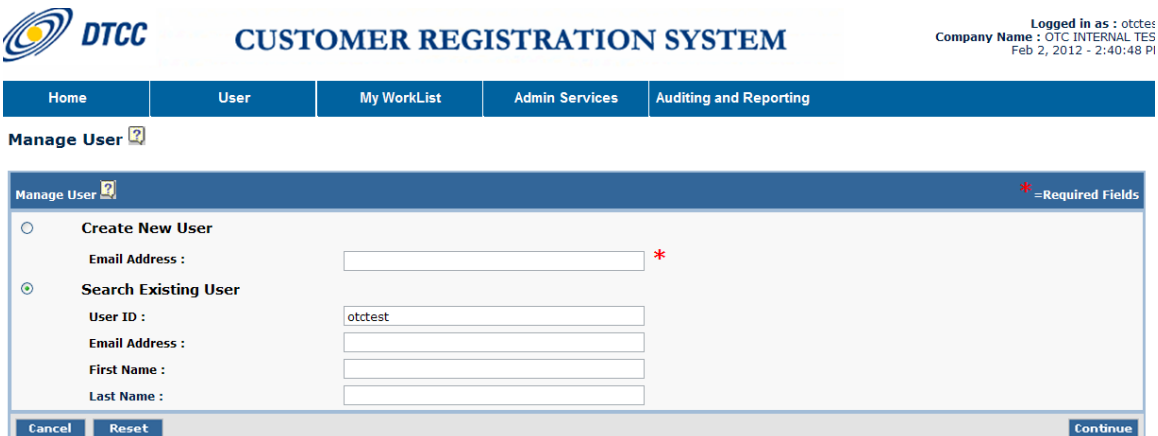
As a Super Access Coordinator you have now been given the ability to create Operators, Access Coordinators and/or Super AC's. **However, you do not have access to any of your products as an Operator.** If you need to use the product/products for which you have been registered as a Super AC you can follow the steps in this guide to provision your user ID.

Procedure

- 1 Login to the DTCC Portal (<https://portal.dtcc.com>) and select **Manage User** from the User Menu:



- 2 Select **Search Existing User** and enter your user ID into the User ID field. Click **Continue** to proceed. NOTE: Screen shots displayed in this document will not be identical to what you see on your screen. We are using an ID for demonstration purposes only.



- 3 Your profile should now be displayed and you will see your User Information and the product for which you are currently registered.

The screenshot shows a web application interface for managing user profiles. At the top, there is a navigation bar with tabs: Home, User, My WorkList, Admin Services, and Auditing and Reporting. On the left, a sidebar menu titled 'Manage User' contains the following items: 1. User ID, 2. User Information (highlighted in yellow), 3. Select Products, 4. Entitlements, and 5. Confirmation, with a sub-item 'a. Roles' under 'Entitlements'. The main content area is titled 'User Information' and includes a legend '* = Required Fields'. The form contains the following fields: Email Address (jlovetere@dtcc.com), Company Name (OTC INTERNAL TEST), First Name (John), Last Name (Lovetere), Country (USA or Canada), and Telephone (1 8134701500). Below the form is an 'Add New Products' button and a 'Continue' button. Underneath, the 'Complete Products (User Id : otctest)' section displays the following information: Product : Customer Registration System; Roles : Access Coordinator, PSE - D/S Trade Confirmation/Warehouse; AC Ocodes : OTCT (Inquiry), OTCT (Update); and Company Name : OTC INTERNAL TEST. At the bottom of the form are 'Cancel', 'Reset', 'Back', and 'Continue' buttons.

In order to proceed to add a product or products to your profile you need to click the Add New Products button.

If you happen to see an error message stating “You are about to approve a user registration whose email address does not match the list of email domains for your company” on your screen simply click the **Continue** button to proceed.

- 4 Select the line of business you would like to provision by clicking the + symbol next to the product name. As a Super Access Coordinator you can only give yourself access to the products you have been given on your profile to manage. To give yourself access as an Operator for a product simply click the corresponding checkbox for the product under the Operator column and click **Continue**.

DTCC CUSTOMER REGISTRATION SYSTEM

Logged in as jlovetere
Company Name : OTC INTERNAL TEST
Feb 3, 2012 - 8:32:01 AM

Home User My WorkList Admin Services Auditing and Reporting

Manage User

1. User ID
2. User Information
- 3. Select Products**
4. Entitlements
 - a. Roles
5. Confirmation

Select Product(s)

Email Address: jlovetere@dtcc.com
Company Name: OTC INTERNAL TEST
First Name: John
Last Name: Lovetere
Telephone: 1- 9393939399 Ext:

OTC Derivatives

	Environment	Operator	Access Coordinator
PSE - D/S Trade Confirmation/Warehouse	PSE	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Customer Registration System

Cancel Reset Back Continue

Note: For convenience, related products are grouped together into *lines of business*, e.g. "OTC Derivatives." These lines of business correspond to the lines of business published on DTCC's public website, www.dtcc.com. To open a line of business, click on the plus sign ("+") next to it and it will display the list of available products. To close a line of business, click on the minus sign ("-") next to it.

Note: Only products you can register a user or yourself for are displayed. The products you see may vary from these screenshots, depending on the products you are responsible for managing.

- The next screen will display the available role(s) for the product that can be assigned. If the product only has one role available it will automatically be selected.

DTCC CUSTOMER REGISTRATION SYSTEM Logged in as : otcte
Company Name : OTC INTERNAL TEST
Feb 2, 2012 - 2:52:28 P

Home | User | My WorkList | Admin Services | Auditing and Reporting

Manage User

- 1. User ID
- 2. User Information
- 3. Select Products
- 4. Entitlements
 - a. Roles**
 - b. O-Codes
- 5. Confirmation

Select Role(s)

Email Address: jlovetere@dtcc.com
 Company Name: OTC INTERNAL TEST
 First Name: John
 Last Name: Lovetere
 Telephone: 1- 8134701500 Ext:

Product : PSE - D/S Trade Confirmation/Warehouse

Roles :

PSE D/S Trade Confirmation/Warehouse User

Cancel Reset Back Continue

- All DerivSERV products require O Codes. There are only 2 available options to select for an O Code: Inquiry and Update. The inquiry role will provide you with the ability to view data. The Update role will provide you with the ability to update data. If you require both of these privileges you MUST select each and then click Continue.

DTCC CUSTOMER REGISTRATION SYSTEM Logged in as : otcte
Company Name : OTC INTERNAL TEST
Feb 2, 2012 - 2:55:07 P

Home | User | My WorkList | Admin Services | Auditing and Reporting

Manage User

- 1. User ID
- 2. User Information
- 3. Select Products
- 4. Entitlements
 - a. Roles
 - b. O-Codes**
- 5. Confirmation

Enter OCode(s)

Email Address: jlovetere@dtcc.com
 Company Name: OTC INTERNAL TEST
 First Name: John
 Last Name: Lovetere
 Telephone: 1- 8134701500 Ext:

Product : PSE - D/S Trade Confirmation/Warehouse

Ocode(s) :

Ocode	Permission(s)	Company Name	Status
OTCT	<input checked="" type="checkbox"/> Inquiry <input checked="" type="checkbox"/> Update	OTC INTERNAL TEST	found

Cancel Reset Back Continue

- 10 After clicking Continue you will be shown a Confirmation screen. After reviewing the list of products/roles click **Submit**. A dialog box will appear asking if you are sure – click OK.

DTCC CUSTOMER REGISTRATION SYSTEM Logged in as : otcte
Company Name : OTC INTERNAL TE
Feb 2, 2012 - 2:56:14 I

Home | User | My WorkList | Admin Services | Auditing and Reporting

Confirmation

User ID (current) : otctest

Email Address: jlovetere@dtcc.com
Company Name: OTC INTERNAL TEST
First Name: John
Last Name: Lovetere
Telephone: 1- 8134701500 Ext:

Product :	PSE - D/S Trade Confirmation/Warehouse (Add)		
Roles :	PSE D/S Trade Confirmation/Warehouse User		
Ocodes :	Ocode	Permission(s)	Company Name
	OTCT	Inquiry	OTC INTERNAL TEST
	OTCT	Update	OTC INTERNAL TEST

Cancel | Modify Request | Submit

- 11 CRS displays a summary of the user’s registration.

DTCC CUSTOMER REGISTRATION SYSTEM Logged in as : otcte
Company Name : OTC INTERNAL TE
Feb 2, 2012 - 2:57:38 I

Home | User | My WorkList | Admin Services | Auditing and Reporting

Summary

Request Summary For Registration Update

Confirm: User 'otctest', Registration Update

Email Address: jlovetere@dtcc.com
Company Name: OTC INTERNAL TEST
First Name: John
Last Name: Lovetere
Telephone: 1- 8134701500 Ext:

Product :	PSE - D/S Trade Confirmation/Warehouse (Add)		
Roles :	PSE D/S Trade Confirmation/Warehouse User		
Ocodes :	Ocode	Permission(s)	Company Name
	OTCT	Inquiry	OTC INTERNAL TEST
	OTCT	Update	OTC INTERNAL TEST

Print

- 12 At this point you will need to close **ALL** of your browser windows and re-launch the <https://portal.dtcc.com> website.

- 13 After logging into the Portal you should now see the product/products that you have provisioned yourself with under Available Production Products.

For detailed instructions on how to manage/create Super Access Coordinators, Access Coordinators and Operators please refer to the official Access Coordinator Guides available on the Home screen within CRS.

DTCC CUSTOMER REGISTRATION SYSTEM Logged in as : jlovetere@dtcc.com
Company Name : DTCC INTERNA
Dec 30, 2011 - 1:05:16 P

Home | User | My WorkList | Admin Services | Auditing and Reporting

[Access Coordinator Guides](#)
[Access Coordinator Forms](#)
[Registration Completion Instructions](#)