

PARTICIPANT STEPS TO ACCESS P.I.E.R REPORTS

Step	Participant Employee Action Step	What will happen
1	Contact your RM for access to Insurance Services PIER Reports.	<p>Participant will be told the contact name of their firm's Access Coordinator. The authorized Access Coordinator can establish PIER Reporting access for them. [No further action required].</p> <p style="text-align: center;">OR</p> <p>If no Access Coordinator has been established, Participant will be emailed the Access Coordinator Forms for report authorization.</p>
2	To authorize Access Coordinator, follow email directions and fax completed Forms with authorized signature to the DTCC Implementation Team.	Once validated, the participant will be emailed a Digital Certificate and User Guide documentation for establishing you as an Access Coordinator through DTCC WebDirect.
3	Follow emailed directions for accessing the DTCC WebDirect and establishing the participant as an Access Coordinator for the firm.	Once validated, the participant will be established as their firm's Access Coordinator to authorize PIER Reporting access.
4	Follow User Guide to establish other firm employee access to PIER Reports.	PIER Reports will be available for authorized access the 5 th business day of every month.

