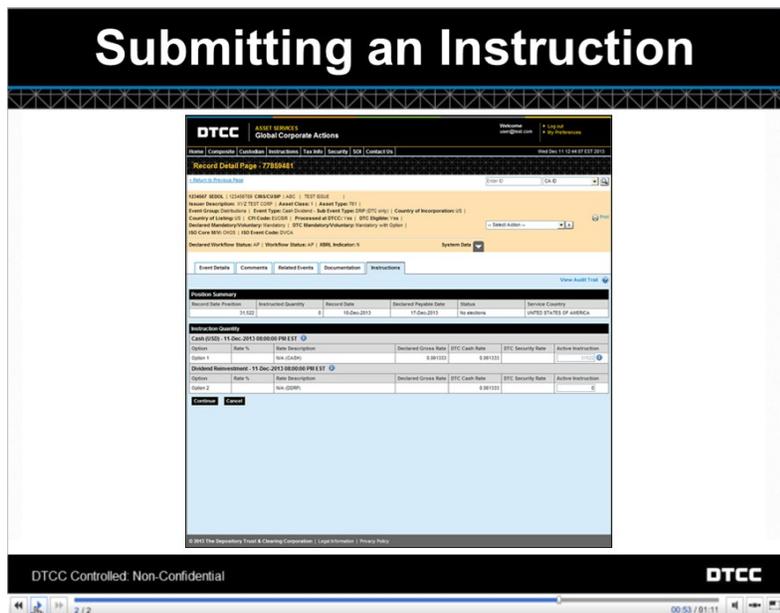


ASSET SERVICES

SUBMITTING AN INSTRUCTION



After you have finished entering your instructions on an event, click **Continue** at the bottom of the page.

Under **Submitter Information**, you must type your name and phone number in order to proceed. This is necessary to augment the audit trail in case DTC needs to contact the submitter of these instructions.

Type your name.

When you type your phone number, use numbers only - don't include any dashes.

Click **Submit Election**.

After you successfully submit an instruction, you will see a green message at the top of the page. At the bottom, you will see the audit trail information for the instruction you just submitted.

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Doc Date: 2014

Publication Code: CA199

Service: Asset Services

Title: Submitting an Instruction

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