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# FICC CONTACT LIST USER GUIDE

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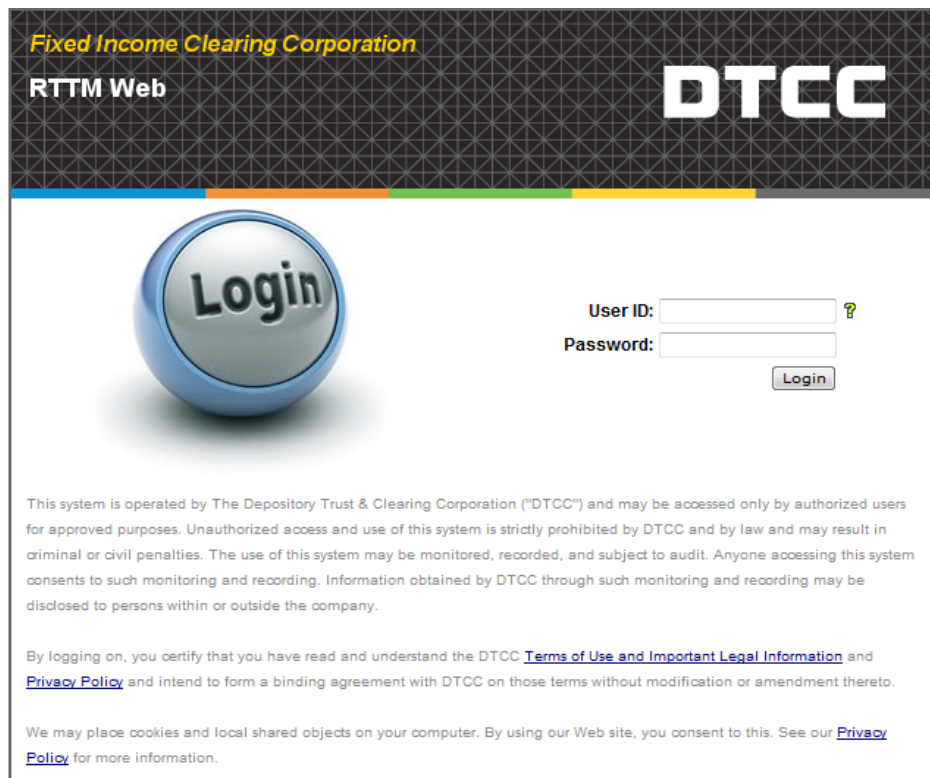
## ABOUT THE FICC CONTACT LIST

The FICC contact list will be a resource members can utilize when needing contact information of another FICC member. Moreover, as appropriate, each netting member is responsible for their firms contact information and may need to make changes to their information. This guide will instruct users how to update their own contact information.

## LOGGING INTO REAL-TIME TRADE MATCHING (RTTM) SYSTEM

The RTTM system can be accessed in a standard Windows browser Microsoft Internet Explorer (version 11) or above or Google Chrome.

- Type <https://webficc.dtcc.net> in the Address field of the browser, then press **Enter** to display the RTTM Fixed Income Login screen (Figure 1)<sup>1</sup>.
- Enter your user ID and password in the appropriate fields and click **Login**<sup>2</sup>

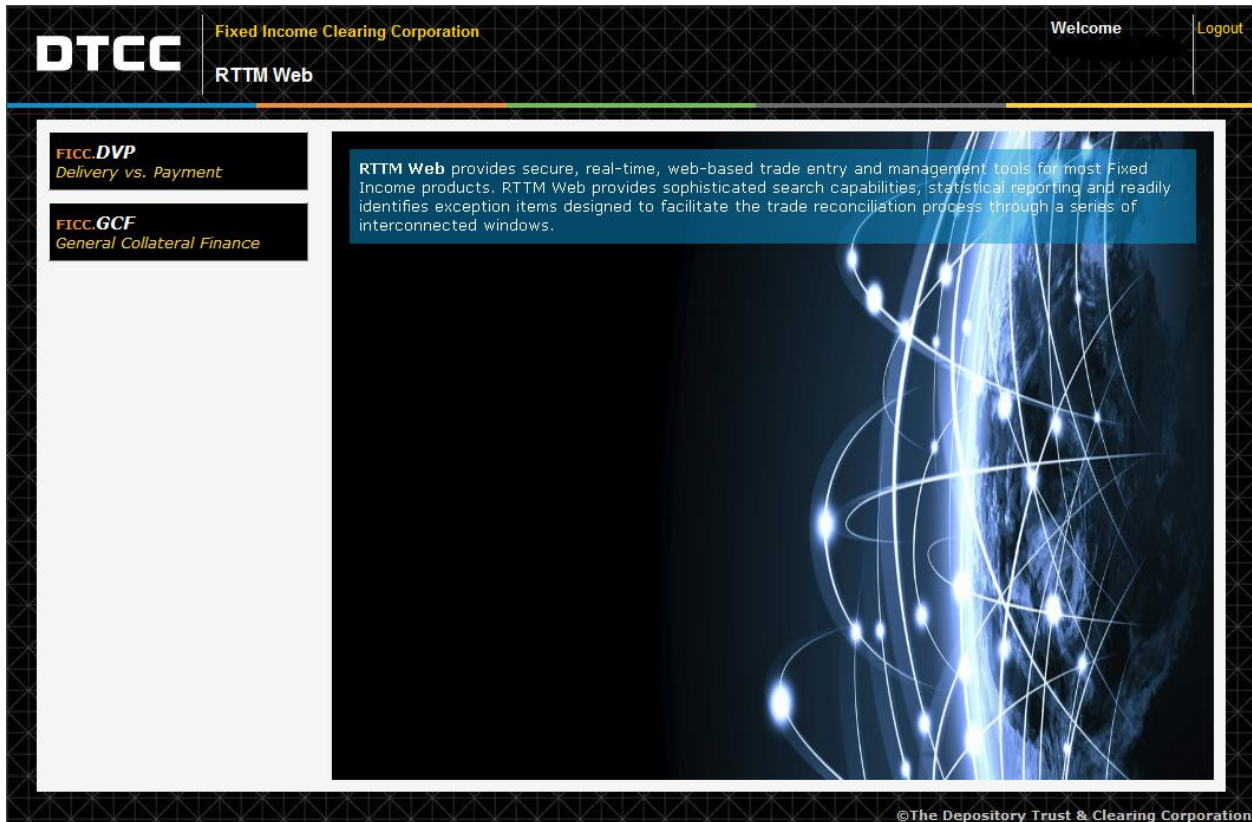


**Figure 1 Login Screen**

- If your FICC membership applies only to DVP, DVP RTTM Web is launched and the Home Page appears
- If your membership applies to multiple FICC products, the Application Launch screen (Figure 2) is displayed. You can launch the RTTM application for each fixed-income product from this screen, provided that your firm has the appropriate entitlements. To launch the DVP RTTM Web and display the Home Page, click the FICC DVP icon

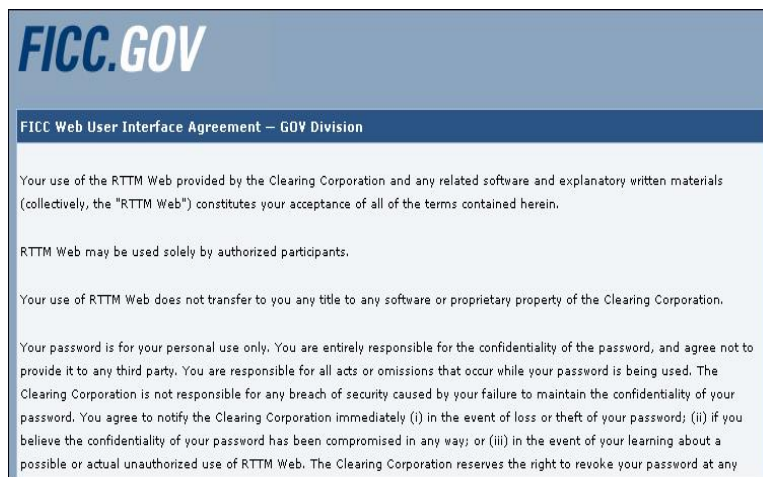
<sup>1</sup> For security purposes, you will be locked out of the RTTM system after three unsuccessful login attempts. If you are locked out, contact your Access Coordinator

<sup>2</sup> Although a single username and password may be associated with multiple accounts, you can log in only as a broker or as a dealer, not both.



**Figure 2 Application Launch Screen**

- Upon your initial login to the system, an interface agreement appears (see Figure 3). Click **Agree** to accept the terms. If you do not agree with the terms, click **Disagree** to return to the login screen.



**Figure 3 Excerpt of interface Agreement**

- Once the terms have been accepted, the DVP Home Page appears (Figure 4)

**DTCC** Fixed Income Clearing Corporation  
**DVP RTTM Web**

(1) The latest effective AVM level is 1.25. Based on the most recently available data, FICC projects that the AVM effective next week will be 1.25 (this number is subject to change). For any question pertaining to AVM, please contact your relationship\_manager or e-mail GSDPRODUCTRISK@DTCC.COM.

Welcome  
 About Logoff

Trade Management | Report Center | Business Administration | Site Administration | Help

Home > Government Securities

CURRENT DAY | PREVIOUS DAY | HISTORY  
 TOTALS | BUY/SELL | REPD/REVR

**Statistics** FICC FICC

Type	Items	Par	Dollars
Submitted	125,414	2,003,547,113,300	2,097,803,801,875.15
Compared	119,980	1,930,622,063,800	2,022,102,109,631.42
Uncompared	8,339	96,632,938,100	99,638,230,408.92
Comparison Percent	95.67%		
Advisories	8,339	96,632,938,100	99,638,230,408.92
Rejects	729	110,711,343,056	108,011,501,421.35
Cancel Requests	253	10,234,247,000	10,669,802,476.14
Cancels	936	27,776,096,000	28,750,064,733.14
Pending Cancels	253	10,234,247,000	10,669,802,476.14
SOD Obligations	26,042	798,271,574,400	835,728,984,036.76
- Settled Obligations	21,114	652,171,464,000	679,890,510,323.70
- Pending Obligations	4,928	146,100,110,400	155,838,473,713.06
- Settle Percent	81.08%		
- Pending Percent	18.92%		
Settled Subs	80	4,000,000,000	4,102,250,000.00
Broker Fails	0	0	0.00
Forward & Term	27,386	1,189,511,948,200	1,243,040,112,773.54

Trade Date: 07/01/2016  
 Investment Rate: 0.17

**Daily Comments**  
 There were no Daily Comments found.

Figure 4 DVP Home Page

**Timeout**

For enhanced security, users will be automatically logged off the system after 20 minutes of inactivity. To regain access to the system, re-enter the user ID and password on the Login screen (see Figure 1) and click **Login**.

**NAVIGATING TO THE CONTACT LIST**

The contact list is located in the DVP side of RTTM. Only users that have the correct tokens will be permitted to update the contact list<sup>3</sup>.

- From the DVP Main Page (see Figure 4) select the **Business Administration** from the main menu options. In that menu drop down you will see the last option titled **Contacts**. Move your cursor over, or click, **Contacts** menu option to open the sub drop down menu. From the sub drop menu select **View/Update Contact**

<sup>3</sup> The following tokens are those that allow for contact list updates:

- Remote Access Coordinators
- User's who have Trade Input privileges
  - DVP – wfe\_gov\_dealer\_dvp\_update\_grp / wfe\_gov\_broker\_dvp\_update\_grp
  - GCF – wfe\_gcf\_trade\_entry\_select

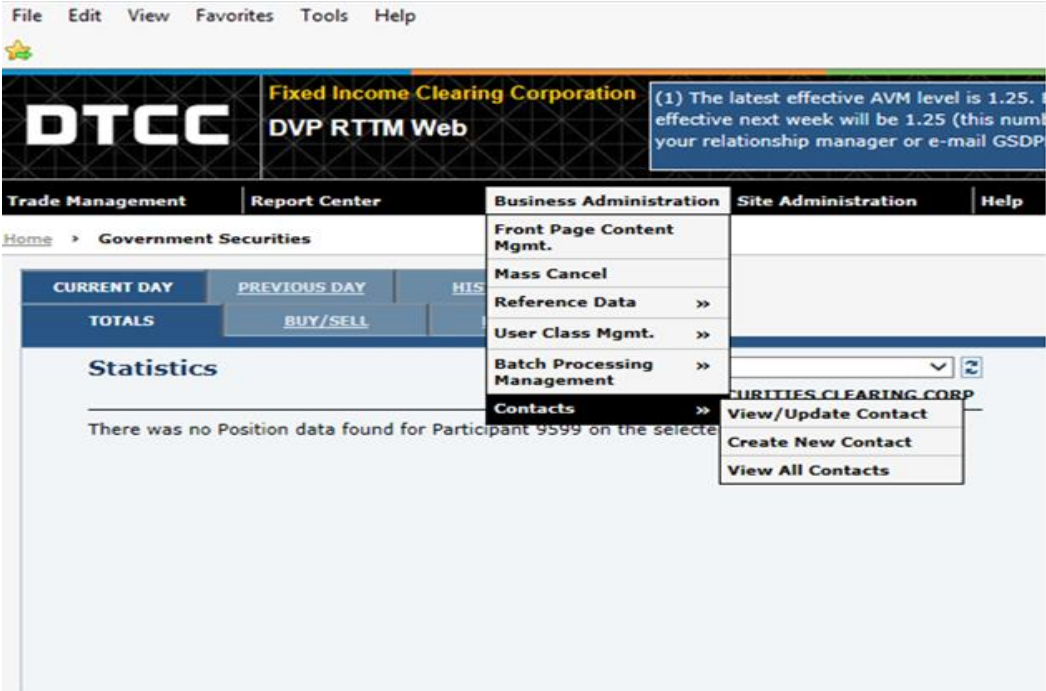


Figure 5 Menu Selection

- Upon clicking the **View/Update Contact** option, the Contact list main page will then appear (Figure 6)

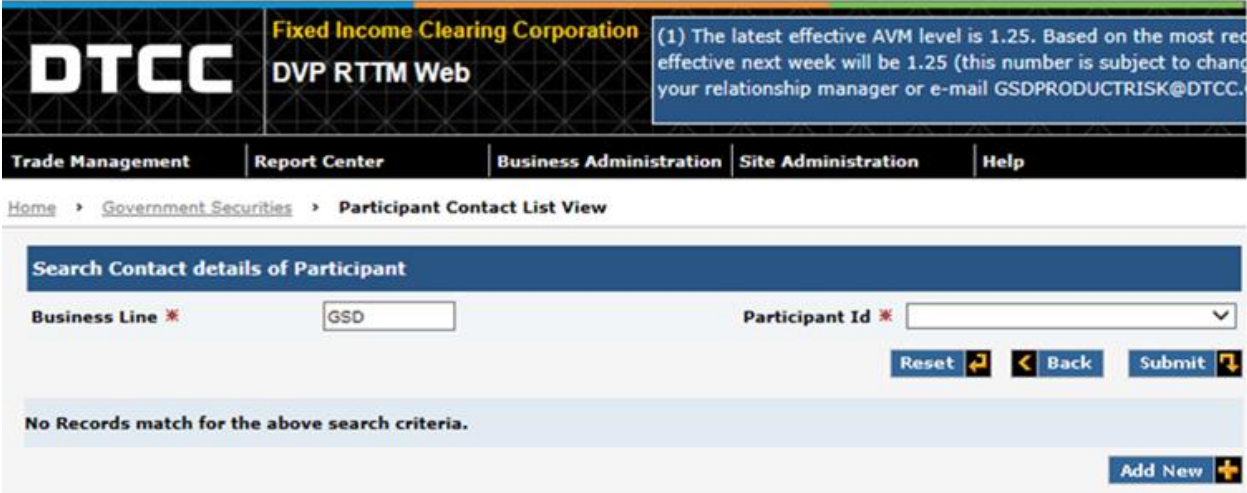


Figure 6 Contact List

- Here the user can:
  - select a participant ID for a member's contact information,
  - or update their firms contact list information.

**Updating an Existing Contact**

All existing members have been added from an old version of the Contact List. All member's need to validate the accuracy of the new RTTM Contact list. From the Contact List screen (see Figure 6), select your participant number from the drop down option on the screen. Once you click the submit button the contacts will appear.

**DTCC** Fixed Income Clearing Corporation  
DVP RTM Web

Trade Management | Report Center | Business Administration | Site Administration | Help

Home > Government Securities > Participant Contact List View

**Search Contact details of Participant**

Business Line \*  Participant Id \*

Reset Back Submit

**Update/View**

	Buss Line	Participant Name	Contact Name	Email id	Contact Number
<input type="text" value="v"/>	GSD	9599 FICC Test	First Last	example@dtcc.com	(555) 555-5555
<input type="text" value="v"/>	GSD	9599 FICC Test	First Last	example@dtcc.com	(555) 555-5555

Add New

Figure 7 Example of List

- On the left drop down are the actions of View, Modify, and Delete
  - View** allows the user to view the full list
  - Modify** allows the user to edit and existing contact's Name, Email id, and Contact Number
  - Delete** allows the user to remove the contact from the list

**DTCC** Fixed Income Clearing Corporation  
DVP RTM Web

Trade Management | Report Center | Business Administration | Site Administration | Help

Home > Government Securities > Participant Contact List View

**Search Contact details of Participant**

Business Line \*  Participant Id \*

Reset Back Submit

**Update/View**

	Buss Line	Participant Name	Contact Name	Email id	Contact Number
<input type="text" value="v"/>	GSD	9599 FICC Test	First Last	example@dtcc.com	(555) 555-5555
<input type="text" value="v"/>	GSD	9599 FICC Test	First Last	example@dtcc.com	(555) 555-5555

Add New

Figure 8 Action Menu

- Also note on Figure 8 at the bottom of the list of contacts is a button to “Add New”, which allows the user to add a new contact to their existing list
- Below is the screen that will allow the user to update the Contact Name, Email Id, and the Contact number

Figure 9 Modify Screen

- After making the needed changes, click the “Update Columns” to complete the process.

Creating a New Member Contact

When a new member joins GSD, they will need to add their information into the contact list. This section will help guide them to adding the information.

- To navigate to adding a new member to the list click; “Business Administration”, “Contacts”, and finally “Create New Contact” (see Figure 5)
- The below screen will appear and allow the user to input;
  - Participant Id
  - Contact Name
  - Email Id
  - Phone Number
- Once all the data has been inputted, click **Submit**

Figure 10 New Member Screen

WHO TO CONTACT FOR ISSUES

At any time should you encounter a technological issue, please contact the GSD Operations team at (212) 855-7600 or ‘operations@gfcc.com’.