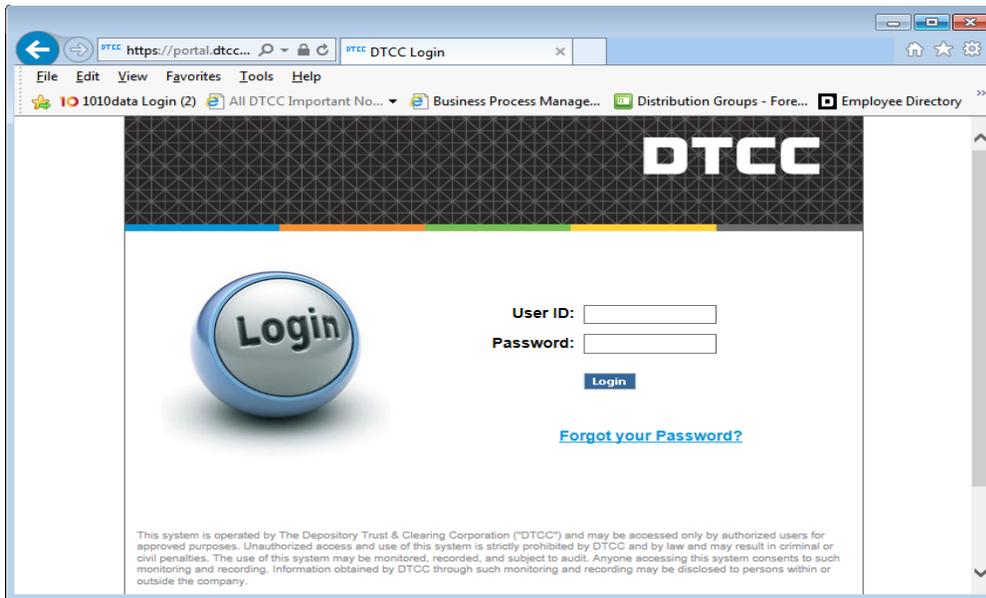


LNA Access - Activity/Import Report Download (Step-by-Step)

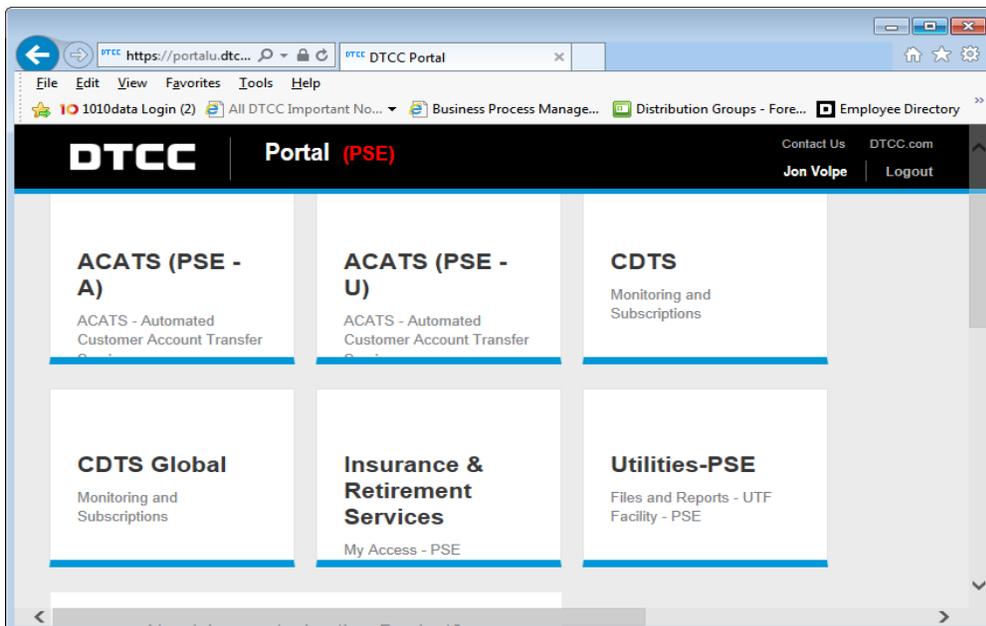
Log into the DTCC Web Portal using your User ID and Password

<https://portal.dtcc.org/wpsnew/portal/mainpage.do> - Production

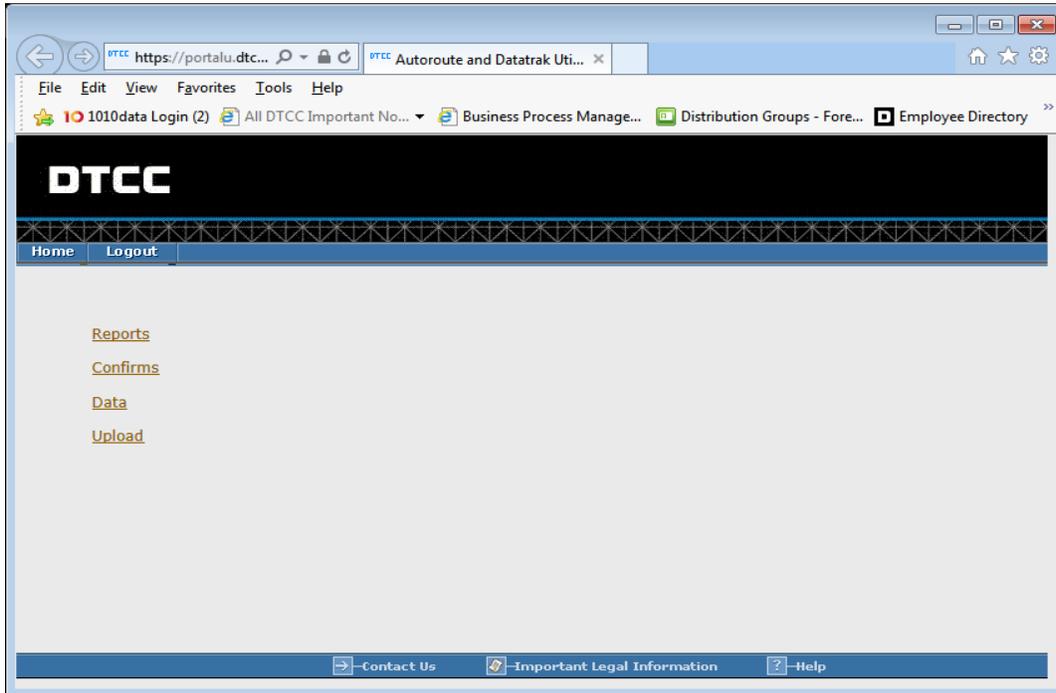
<https://portalu.dtcc.org/wpsnew/portal/mainpage.do> - PSE



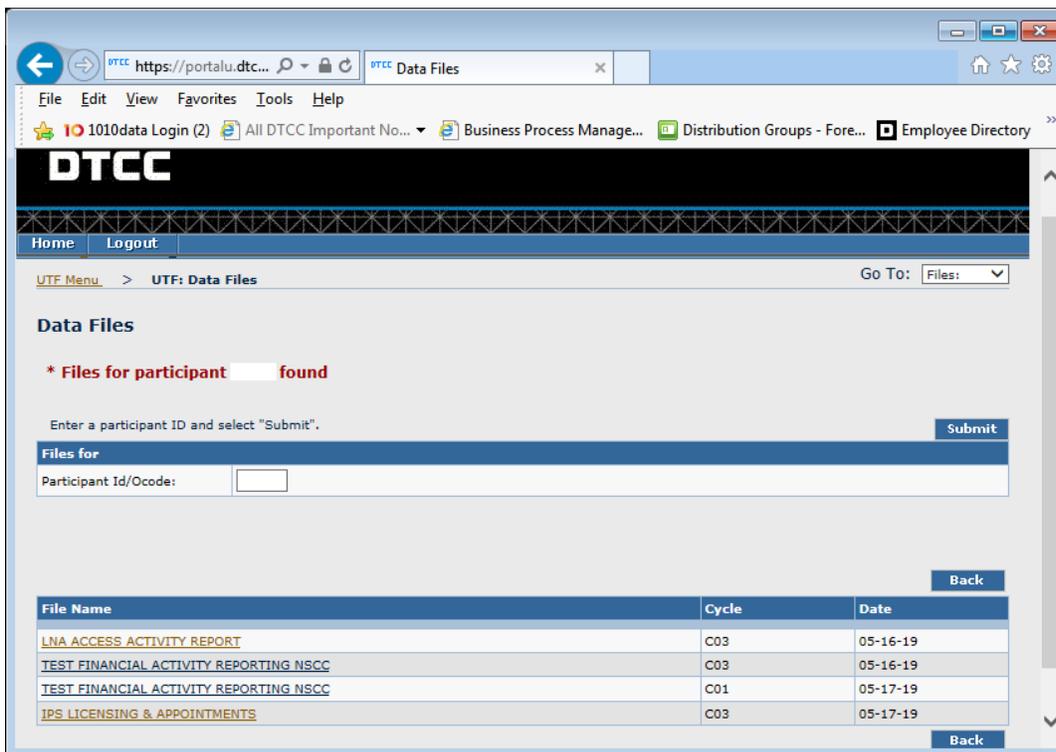
Click on Utilities – Files and Reports – UTF Facility



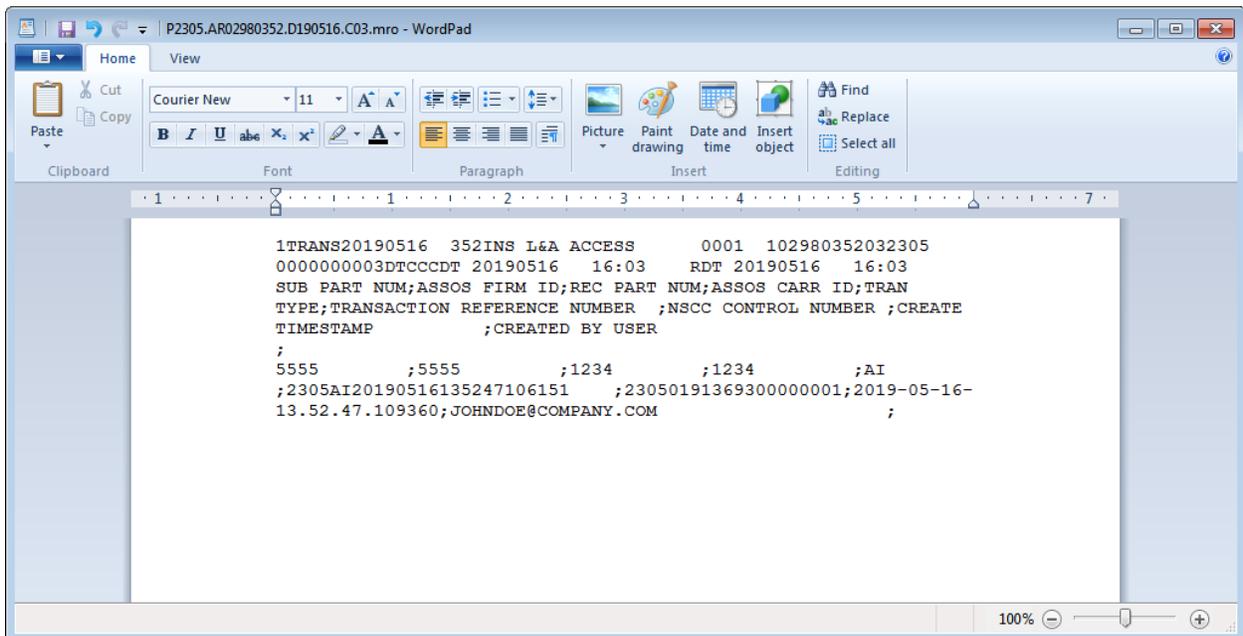
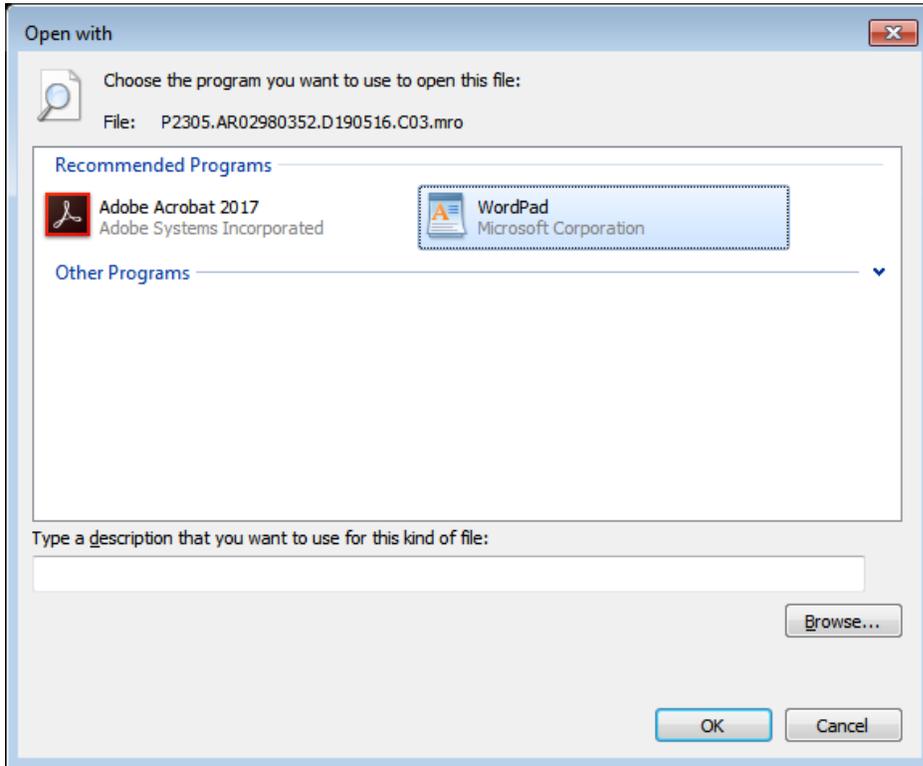
On the next screen select the desired Transaction Account Group (TAG) and click submit
Then click the Data link



Click on the desired report under Miscellaneous Reports



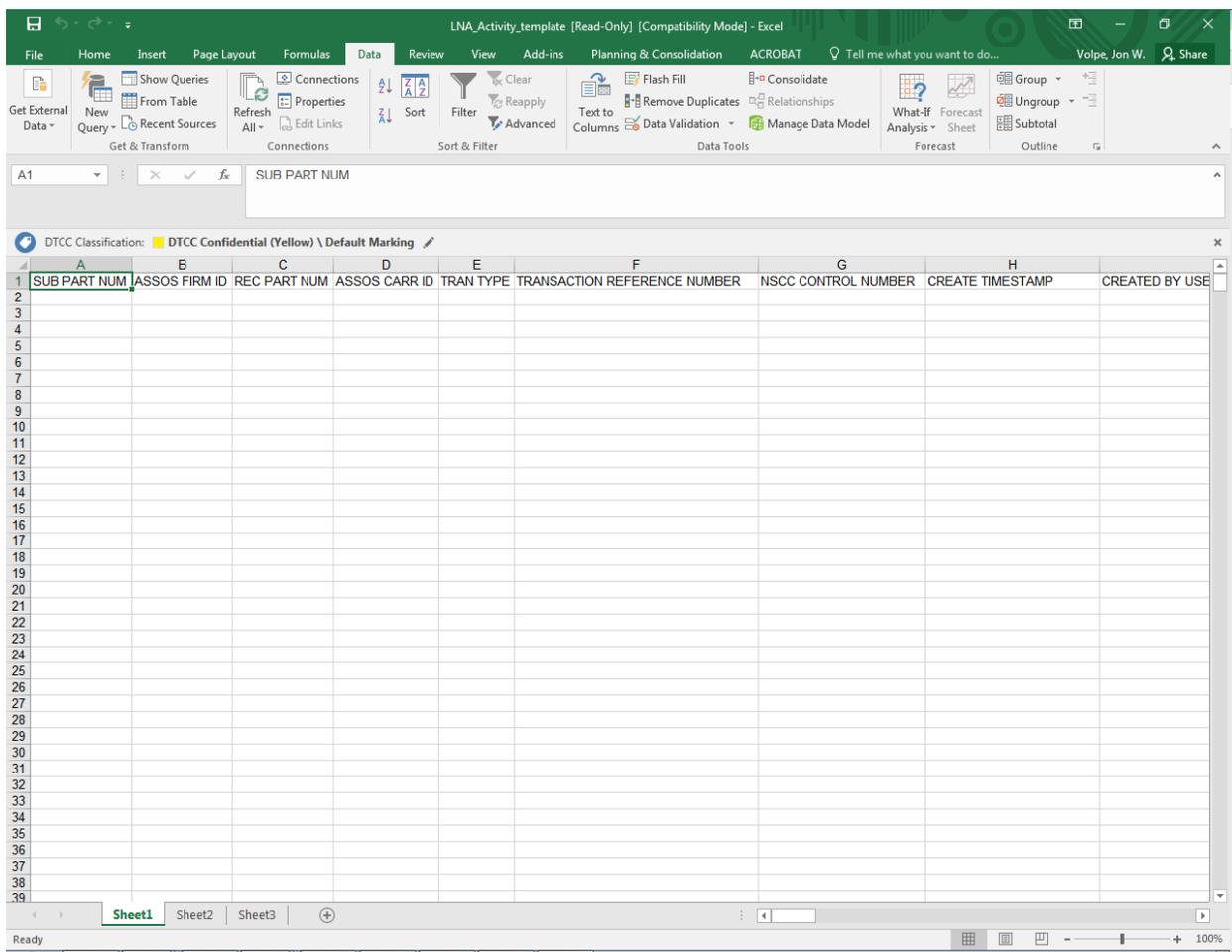
Choose open with WordPad and click Ok and save the document to your local workstation



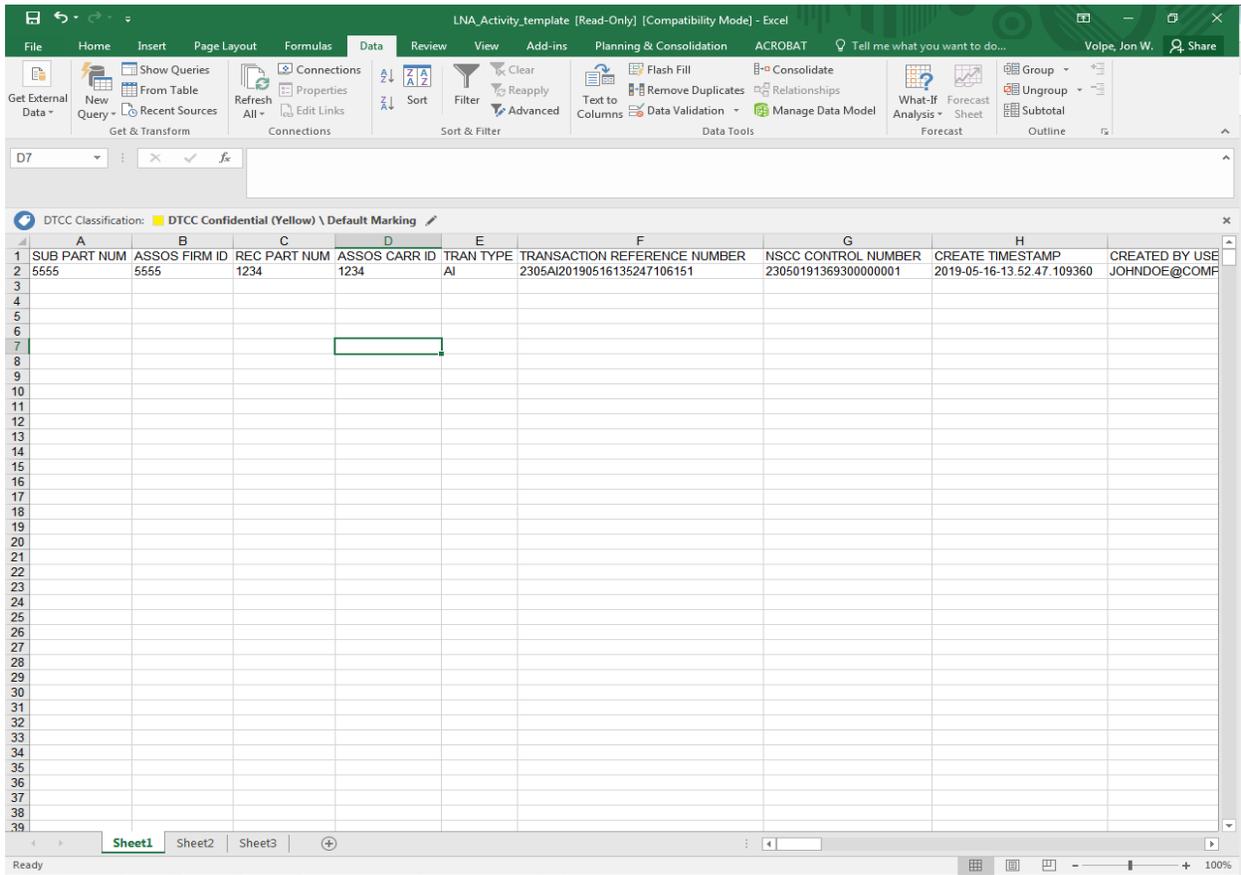
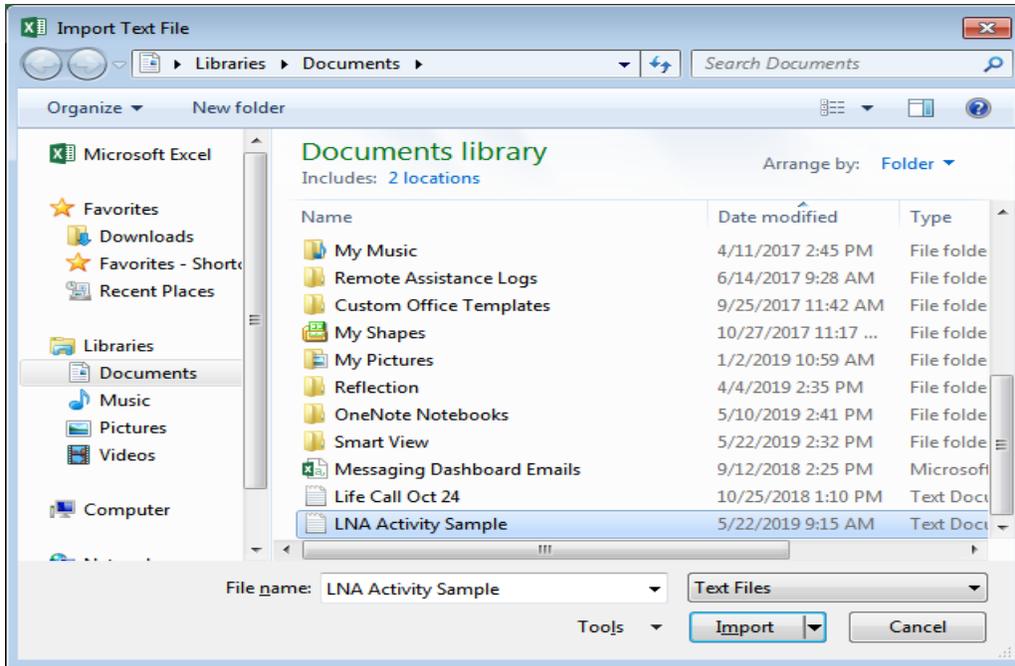
Open the appropriate Excel template (LNA Activity or LNA Import) from LNA Access section of the I&RS Record Layouts page on the DTCC website

<http://www.dtcc.com/wealth-management-services/insurance-and-retirement-services/record-layouts>

When you open the LNA Activity Template or LNA Import Template, enable editing, enable content and move the cursor to cell A1, click Data on the navigation header then Refresh All then Refresh.



Find the saved WordPad document and click Import.



The data has been successfully downloaded.