

# CHECKLIST

## AUTOMATED CUSTOMER ACCOUNT TRANSFER SERVICE (ACATS)

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### ACATS Bank Activation Participant Checklist

JULY 1, 2016

### Participant Forms

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**Note:**

Submit participant forms to your relationship manager (RM).

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- DTC ACATS Participant Agreement  
Required to begin activation process.
- DTC Bank Participating in ACATS User Profile
- ACATS Default Registration Member Profile (Fund/SERV members only)
- Participant Activation date letter

### Participant Training

- Participant must complete the training class provide by CTIP.

### Participant Testing

- Verify access to DTCC PSE region with your relationship manager (user ID and password required).
- Contact and set up ACATS test partner.
- Participant must complete the testing in the ACATS PSE environment.
- Participant must inform their relationship manager when testing has completed and that they are ready to utilize the service.

### PC Web Direct

- Assign digital certificate coordinators for the firm.
- Complete and submit the digital certificate coordinator information sheet to your DTCC relationship manager.
- Set up additional operator at your firm.

**Note:**

ACATS Fund/SERV members should have fund agreements, selling agreements, in place.

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## FOR MORE INFORMATION

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