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Table of Contents
About the Contact List........................................................................................................................................4
Logging into Real-Time Trade Matching (RTTM) system .........................................................................................4
  Timeout.................................................................................................................................................................6
Navigating to the contact list .....................................................................................................................................6
  Updating an Existing Contact ................................................................................................................................7
  Creating a New Member Contact ..........................................................................................................................9
Who to Contact for Issues.......................................................................................................................................9
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)\(^1\).
- Enter your user ID and password in the appropriate fields and click Login\(^2\).

![Figure 1 Login Screen](image)

- 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

\(^1\) 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
\(^2\) 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.
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.

Once the terms have been accepted, the DVP Home Page appears (Figure 4).
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 list3:

- 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.

3 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
Upon clicking the View/Update Contact option, the Contact list main page will then appear (Figure 6)

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.
• 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

• 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
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

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@gsc.com’.