

Fixed Income Clearing Corporation

Instructions for Accessing the MBS WFE System and
the Report Center Function for EPN Only Members

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*The Depository Trust &
Clearing Corporation*

Fixed Income Clearing Corporation

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VERSION CONTROL SUMMARY

Date	Requester, Area	Version #	Changes (Give a Brief Description)
04/30/07	Mandy Huang, FICC	1.2	[After TOC] - Added Version Control Summary page.
04/30/07	Implementation Services	1.2	[Page 1 - Step 1 in Section 1.1 and Figure 1-1] - Updated URL address.

INTRODUCTION


This document explains how to access the MBS WFE system and the Report Center function. It will primarily focus on the basics elements that you will need to Log-in and off the system and to access/navigate around different screens, as they apply to the Report Center function and Billing Invoices.

1. GETTING STARTED

This section explains how to log into the Mortgage-Backed Securities Web Front End (MBS WFE) System.

1.1. Logging into the MBS WFE System

1. Type in the appropriate web address into your browser's address field (see *Figure 1-1*). Then, press the Enter key.

 **Note:** The web address you enter may differ from the example used in *Figure 1-1*. If you are a new member, you will receive the appropriate address(es) in your membership package.

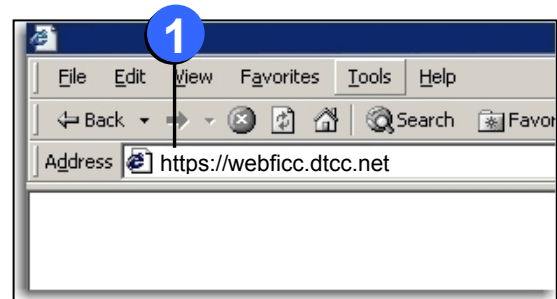



Figure 1-1: MBS WFE URL

2. The MBS WFE Log-in screen appears (see *Figure 1-2*). Type your username and password in the appropriate fields, then click on the Log-in button.

 **Note:** You will only have privileges to access web functions for participant accounts approved by the designated Web Access Coordinator at your firm.

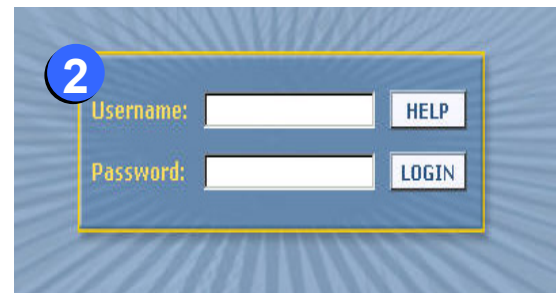


Figure 1-2: Log-in Screen

3. The first time you log into the MBS WFE system, a Legal Disclaimer appears (see *Section 1.1.1* for additional instructions).
4. For all subsequent sessions, the MBS WFE Home Page appears (see *Section 1.2*).

1.1.1. Legal Disclaimer

The Legal Disclaimer (see *Figure 1-3*) only needs to be approved once upon your initial log-in to the application; it will not appear in subsequent sessions if approved.

1. Read the information contained in the Legal Disclaimer carefully. Then, click on the Agree button (located at the bottom of the screen) to declare that you accept the terms outlined in the agreement. If you do not agree with the terms, click Disagree to return to the log-in screen.



Please note that FICC reserves the right to alter the terms of this disclaimer at any time. In the event that the terms of this disclaimer change, an updated disclaimer will be published and displayed during your next log-in attempt. You must agree to the new terms to gain access to the MBS WFE System.

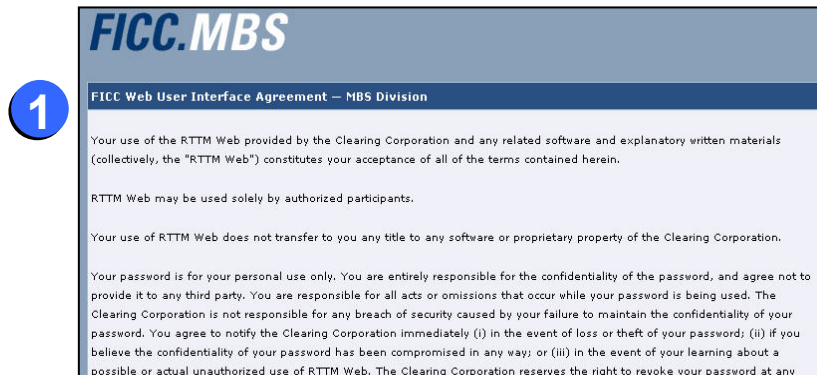


Figure 1-3: Legal Disclaimer (partial snapshot)

2. If the terms are accepted, the MBS WFE System is launched and the Home page (see *Figure 1-4*) is displayed. (See *Section 1.2* for further detail.)

1.2. Home Page Overview

Once your username and password have been authenticated, the Mortgage-Backed Securities Home Page is launched (see *Figure 1-4*). From this screen, you can initiate most MBS WFE functions by using the Navigation Toolbar or hyperlinks.

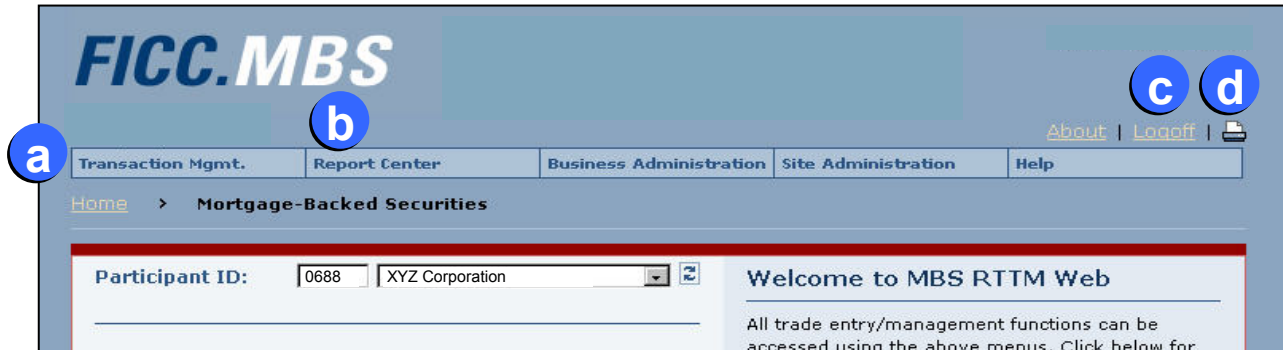



Figure 1-4: Home Page for Mortgage-Backed Securities

The following table describes some of the key elements that can be found on the MBS WFE Home Page.

Label	Screen Elements	Description/Instructions
a.	Navigation Toolbar	Provides quick access to the trade entry/management functions.
b.	Report Center (located on the Navigation Toolbar)	Select this button to access the Mortgage-Backed Securities Reports and billing invoices. (See <i>Section 2</i> .)
c.	Logoff	Terminates the MBS WFE session. (To ensure optimum security, always use the Logoff link to disconnect from the system.)
d.	Print icon 	Prints the currently displayed screen.

2. REPORT CENTER FUNCTION

The Report Center function allows you to access all current and historical reports (for both intraday and end-of-day information) that you have been authorized to view. They are in portable document format (PDF) or text (txt), and can be easily viewed, printed, or downloaded.

The following instructions explain how to access the Report Center, use its search function, and view reports.

2.1. Accessing Reports and Using the Search Function

1. Select Report Center from the Navigation Toolbar on the Home Page (see item b in *Figure 1-4*).
2. The Report Center Main Menu Page opens (see *Figure 2-1*).

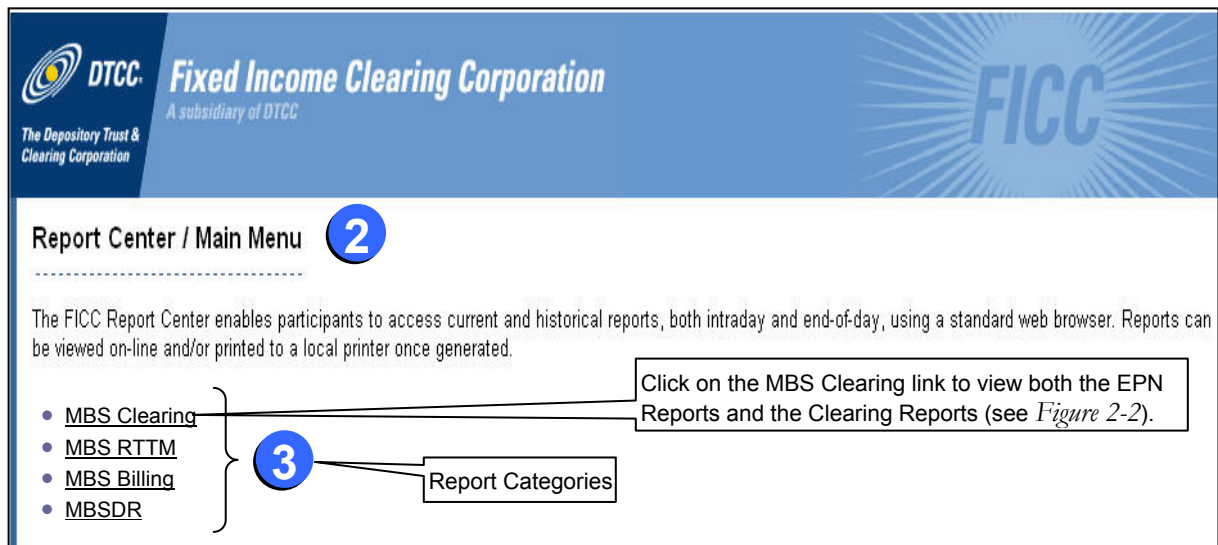



Figure 2-1: Report Center Main Menu Page

3. To view a list of available reports, select one of the Report Categories from the bulleted items on the Report Center Main Menu Page. For example, to view both the EPN Reports and the Clearing Reports, select the link for MBS Clearing.
4. The Search and Results screen opens (see *Figure 2-2*).
 - a. The list of available reports for the current day is displayed on the right side of the screen.
 - i. To view a specific report, select the name of the report that you wish to display in your browser window.
 - ii. To download a report, click on the  icon next to name of the desired report.
 - b. The Search function is located on the left side of the screen. To find a report, enter the required date and click on the RETRIEVE button. All reports for the selected date will appear on the right side of the screen.

Search and Results Screen

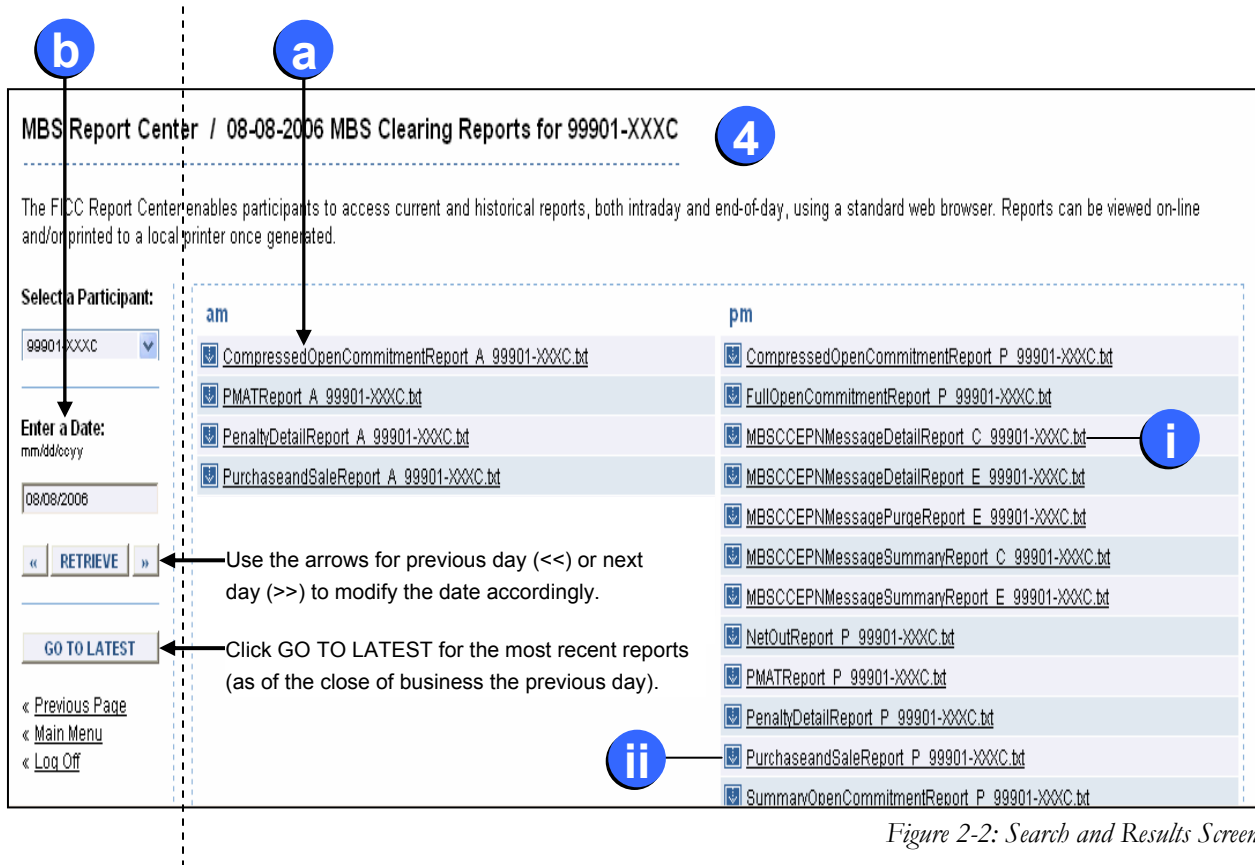


Figure 2-2: Search and Results Screen

Screen Elements

The following table explains some of the basic screen elements that can be found on the Search and Results screen (see Figure 2-2).

Report Search and Results Screen	
Screen Element	Descriptions
Participant ID	Reflects your MBSD Participant Account.
Date	Enter the date of the desired invoice(s) in this field.
<<	Select this button to change the Date field to a <u>previous</u> valid date.
>>	Select this button to change the Date field to the <u>next</u> valid date.
Retrieve	Select this button to retrieve invoices or reports for the requested date.
Go To Latest	Select this button to obtain the latest listing of available invoice(s).

2.2. Viewing Billing Invoices

1. Select the report category MBS Billing from the Report Center Main Menu Page (see *Figure 2-1*).
2. When the Search and Results screen opens (see *Figure 2-3*), you can:
 - go to the right side of the screen and select the Billing Invoice you wish to view, or
 - go to the left side and use the search function to find prior billing history.

The screenshot shows the MBS Report Center interface. At the top, there are logos for DTCC (The Depository Trust & Clearing Corporation) and FICC (Fixed Income Clearing Corporation). The main heading reads "MBS Report Center / 02-28-2006 MBS Billing Reports for 99901-XXXX". Below this, a paragraph explains that the FICC Report Center enables participants to access current and historical reports, both intraday and end-of-day, using a standard web browser. Reports can be viewed on-line and/or printed to a local printer once generated.

The interface is divided into two main sections. On the left, under "Select a Participant:", there is a dropdown menu with "99901-XXXX" selected. Below this is a date input field labeled "Enter a Date:" with the format "mm/dd/yyyy" and the date "02/28/2006" entered. There are navigation buttons: a left arrow, a "RETRIEVE" button, and a right arrow. At the bottom left, there are links for "GO TO LATEST", "« Previous Page", "« Main Menu", and "« Log Off".

On the right side, a search results box is shown with a dashed border. It contains the text "MBSBilling" and a single result: "EPN Invoice 20060201 20060228 20060228.pdf".

Figure 2-3: Search and Results Screen for Billing Invoices

3. LOGGING OFF THE MBS WFE SYSTEM

To ensure optimum security, always use the Logoff link to disconnect from the system. Browsing to web pages external from MBS WFE application will not terminate an open session.

1. Click the Logoff link (located in the upper right corner of the screen). A confirmation dialog box is displayed (see *Figure 3-1*).
2. Click OK to log off, or click Cancel to abort.

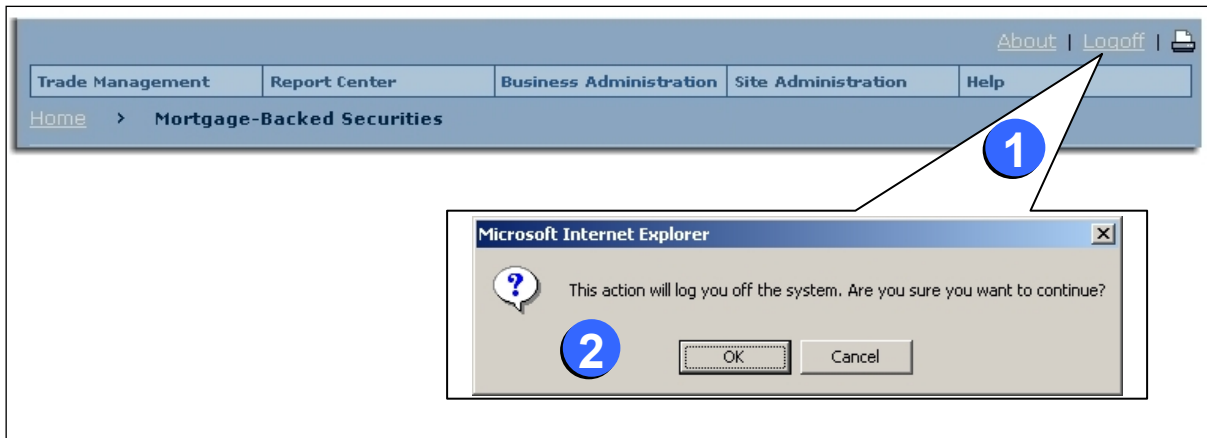


Figure 3-1: Log off Screen