



Issuer Agent Portal Guide: Submitting and Accessing Notices in LENS

When using the Issuer Agent Portal, multiple CUSIPS and/or multiple docs can be submitted in one batch as shown in the below screen:

Submissions for Legal and Tax notices:

Once submitted, the documents will then be published to LENS. The multiple docs submitted in the Issuer Agent Portal will be shown as one notice in LENS. Please refer to the below screen for reference.

Legal and Tax:

LENS Search Results

					Send Email	Download Selected	Void Notice
	Document Number	Subtype	CUSIP(s)	Description	Size (kb)		
<input type="checkbox"/>	LG20240813-001	Other	000360206 (+)	Legal and Tax Notices	19475		
Displaying 1 to 1 of 1 items					<< < Page 1 of 1 > >>		



Submissions for TA 17Ad-16 notices:

DTCC | Issuer Agent Portal

Click here for guidance when selecting the notice type below
[Please click to better understand which type of TA Notice you would like to submit.](#)

Form Input ⓘ

* Indicates a required field

Please complete the fields below.

Select input form.
☒ New Issue / Closing Memo
 ☐ TA Change
 ☐ TA Contact Information Change
 ☐ Other Agent Notices ⓘ

CUSIP/s associated with the issue/s
☒ Yes
 ☐ No

Select Single CUSIP or Multiple CUSIP
☐ Single CUSIP
☒ Multiple CUSIP

For Multi Issue Upload

✓ File has been uploaded successfully
 TA Excel Template for Multi Issue U...

✓ File has been uploaded successfully
 TA Multi CUSIP_2.xlsx

Upload File or Drag and Drop Files to Upload

Supported file types include .CSV, .XLS, or .XLSX up to 10 files of 10 MB with 250 CUSIPs per file.

Please refer to the following Data Dictionary and use the templates provided for upload.

TA Notice Data Dictionary
[Download](#)

Excel Template for Multi Issue Upload
[Download](#)

CSV Template for Multi Issue Upload
[Download](#)

Once submitted, the documents will then be published to LENS. The multiple docs submitted in the Issuer Agent Portal will be shown as one notice in LENS. Please refer to the below screen for reference.

TA 17Ad-16:

LENS Search Results

Send Email Download Selected Void Notice

	Document Number	Subtype	CUSIP(s)	Description	Size (kb)
<input type="checkbox"/>	TA20240813-002	Transfer Agent	002083103 [+]	Transfer Agent 17Ad-16 Notice	11

Displaying 1 to 1 of 1 items

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Please note: If a user intends to have individual documents in separate LENS notices, please submit each document in an individual IAP submission per document.