



<b>B #:</b>	0313-14
<b>Date:</b>	February 19, 2014
<b>To:</b>	All Clients
<b>Category:</b>	Operations
<b>From:</b>	Asset Services – Corporate Actions Transformation Product Management Team
<b>Attention:</b>	Managing Directors/Vice Presidents/Managers/Supervisors
<b>Subject:</b>	Corporate Actions Transformation – Corporate Actions Web (CA Web) User Guide for Instructions Functionality For Distribution Events (formerly EDS) Now Available on the Learning Center

DTC has added a user guide to the Corporate Actions Transformation Learning Center that offers step by step explanations of how to successfully submit a variety of instructions on corporate action Distribution events via the Corporate Actions Web (CA Web). This functionality will be replacing the PTS/PBS Elective Dividend Service (EDS) this summer. To access the guide, go to <https://dtcclearning.com/learning/assetservices/reference-media/ct-menu-item-14/312-corporate-actions-reengineering/user-guides/666-user-guide-corporate-actions-web-for-instructions.html>.

We encourage all clients to review the guide and take advantage of the wealth of training materials and opportunities DTC is offering ahead of the mandatory transition to CA Web.

Falling under the Learning Center’s “Learning Path” category, these include webcasts demonstrating CA Web functionality for Announcements, Instructions, Entitlements and Allocations, instructor led Q&A sessions and a competency quiz to gauge your preparedness. Also on the Learning Center are video recordings of informative industry conference calls and an animated scenario-based learning segment for Instructions.

Clients can access the Corporate Actions Transformation Learning Center at <https://dtcclearning.com/learning/assetservices/>

**To register for the Asset Services Learning Center:**

1. Go to <https://dtcclearning.com/learning/assetservices>
2. On the right hand side of the page, click **Create account**
3. Fill out the required fields and click **Register**.
4. You will receive an email from DTCC acknowledging your registration request. A subsequent email will follow within one business day confirming approval of your registration.

If you have questions or need support accessing the Learning Center, please contact the Customer Support Center (CSC) via the hotline at (888) 382 2721 option 1, option 3 or email at [csc@dtcc.com](mailto:csc@dtcc.com).

Questions about the Corporate Actions Transformation initiative can be directed to your Relationship Manager, DTC's Client Account Representative Team (CART) at 212-855-4270 or the CA Transformation mailbox at [CATransformation@dtcc.com](mailto:CATransformation@dtcc.com).

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