



A#:	8898
P&S:	8471
Date:	September 17, 2020
To:	ALL MEMBERS AND LIMITED MEMBERS
From:	WEALTH MANAGEMENT SERVICES – MUTUAL FUNDS
Attention:	MANAGER MUTUAL FUNDS OPERATIONS, MANAGER DATA PROCESSING, MANAGER CASHIERS, MANAGER P&S DEPARTMENT
Subject:	MF Info Xchange Service Enhancements

Effective **October 2, 2020**, National Securities Clearing Corporation (NSCC) will implement additional enhancements and capabilities to MF Info Xchange – the first communications center of its kind from DTCC’s Wealth Management Services. MF Info Xchange facilitates and streamlines the delivery and receipt of time-critical notices and helps to effectively organize, prioritize and manage events and notifications through a centralized communications service and event calendar - never miss an event again!

As part of this release, NSCC will enhance MF Info Xchange as follows:

1) New Notifications

This enhancement further expands the notifications that can be delivered through MF Info Xchange.

- **“Account/History Purge” Notification**
This notification will allow fund clients to communicate account and history purge criteria.
- **“Expense Ratio Change” Notification**
This notification will allow fund clients to communicate changes to the expense ratio.
- **“Large Trade Threshold Change” Notification**
This notification will allow fund clients to communicate changes specific to the threshold for large trades.
- **“Upcoming Proxy” Notification**
This notification will allow fund clients to communicate upcoming proxy information.
- **“Share Split” Notification**
This notification will allow fund clients to communicate information regarding a share split.

DTCC offers enhanced access to all important notices via a Web-based subscription service. The notification system leverages RSS Newsfeeds, providing significant benefits including Real-time updates and customizable delivery. To learn more and to set up your own DTCC RSS Alerts, visit http://www.dtcc.com/subscription_form.php.

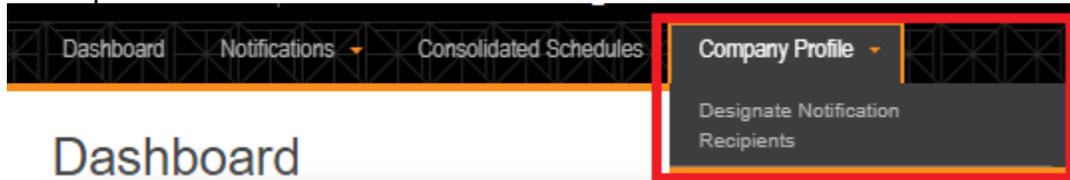
- **“Subadvisor Change” Notification**
This notification will allow fund clients to communicate subadvisor changes.
- **“Benchmark Change” Notification**
This notification will allow fund clients to communicate benchmark changes.

2) Allow notification receivers to designate recipients by Event Type

In order to provide firms with an efficient method to designate notification recipients, a new functionality, allowing notification receivers to provide email addresses by event type, will be available within MF Info Xchange. This enhancement will further streamline the existing communication process and allow firms to deliver designated receiver information to all subscribing funds with one click of a button. Fund clients will be able to opt out of including emails designated by the receivers at the notification level.

- **Firm (notification receiver) functionality**

A new “Company Profile – Designate Notification Recipients” menu item will be added to the firms’ portals.



The “Designate Notification Recipients” screen will allow subscribing firms to designate notification recipients by event type.

Designate Notification Recipients

Clicking on the audit trail icon will take the firm clients to the “Designate Notification Recipients Audit Trail” page where updates to email designations will be displayed with the date and timestamp of the change under a separate header. Each header will list the date/time of a change as well as the email address of the user who performed the change. The expanded audit trail section will display previous and new values of the field(s) that were changed.

[Return To Designate Recipients](#)

08/31/2020 08:36:53 AM Modified by: tgranovskiy@dtcc.com		
Event Type	Old Emails	New Emails
Fund Closure - Hard Close		groupemail1@firm.com
Fund Merger		groupemail1@firm.com
Interval/Tender Fund Transaction Schedule		groupemail1@firm.com, groupemail2@firm.com

08/31/2020 08:35:53 AM Modified by: tgranovskiy@dtcc.com

Note: In order to streamline the communication process and ensure distribution to all relevant parties, members of the working group recommend utilizing group email address (e.g. group@firm123.com) instead of individual email addresses when designating notification recipients.

- **Fund functionality**

A new “Emails Designated by Recipients” field will be added to Notification Step 4. The field will have the following drop-down options:

- Include emails provided by ALL subscribing recipients
- DO NOT include emails provided by recipients
- Include emails provided ONLY by recipients selected in “Access to Portal View”
- List of firms that were selected in the “Access to Portal” field that designated recipients for this event type

The field will be defaulted to the following value:

- “Include emails provided by ALL subscribing recipients” if “Access to Portal View” is set to “All Firms”. This selection will include all email addresses designated by all notification recipients for this event type.
- “Include emails provided ONLY by recipients selected in “Access to Portal View” if individual firm(s) are selected in the “Access to Portal View” field. This selection will include all email addresses designated by recipients selected in the “Access to Portal View” field.

Fund clients can opt out of including receiver designated email addresses by selecting the "DO NOT include email addresses provided by recipients" option or they can select firms individually (within the “Emails Designated by Recipients” field) to include the firm designated email addresses when distributing the notification.

View/Update Notifications

Event ID: 49172 Event Type: Benchmark Change Distribution Status: Draft

Step 1 > Step 2 > Step 3 > Step 4

Email Recipients

Distribution List:

Emails:

Access to Portal View*

Firms: Sort By: Participant Number

Emails Designated by Recipients:

View Emails Provided by Recipients

Distribute

Clicking on the “View Emails Provided by Recipients” link will open a pop-up window with the list of firm designated email addresses (based on the option selected in the “Emails Designated by Recipients” field).

Provided By	Email
0123 - TEST ACCOUNT - FORWARD TO P&S DEPARTMENT - FIRM	test3@test.com
0122 - TEST ACCOUNT FORWARD TO P & S DEPT - FUND	testemail@tdbds.com

Example

When creating a notification, fund clients are required to specify which firms subscribing to MF Info Xchange should receive the notification and display it on their portal. This field is defaulted to “All Firms” but can be changed to one or more individual firms or to a “Non-Subscribing Firm(s)” option.

Access to Portal View*

Firms Sort By: Participant Number

x All Firms

Firms selected in the “Access to Portal View” field that provided specific email addresses for this event type will also appear in the “Emails Designated by Recipients” field. For example, if “All Firms” or FirmA, FirmB, FirmC, FirmD were selected, but only FirmA and FirmB designated email address recipients for this event type, only FirmA and FirmB will appear in the “Emails Designated by Recipients” field. Values selected in the “Emails Designated by Recipients” field will determine which additional email addresses designated by the recipients will be included at the time of notification distribution.

If the “Non-Subscribing Firm(s)” option was selected in the “Access to Portal View” field, the “Emails Designated by Recipients” field will be disabled.

In the event an undeliverable or automatic reply response is received for the email address designated by a recipient, this email address will be listed on the fund’s dashboard. Both “Impacted Distribution Lists” and “Email specified in Step 4” fields will be blank. Funds are advised to select “No Action Required” option for these email addresses, since recipient designated emails can be revised only by the recipient who provided this email designation. Funds are also advised to contact the firm and request they correct the address, if a firm designated email address was returned as undeliverable.

Email	Action	Revised Email	Impacted Distribution Lists	Email specified in Step 4	Reason	Received
madhu1@dtcc.com	Select a value				Undeliverable/Failed Email	2020-09-31 08:25:36 AM

Note: Fund clients are responsible for reviewing distribution lists and email addresses to ensure that only intended recipients are included on each communication. NSCC does not validate the recipients provided for inclusion in a distribution/email list.

3) Enhancements to Notification “Event Status”

- **Enhancements to “Event Status” for Closed Notifications**

Current Functionality

Under the current design, closing an event with an effective date in the past generates an email communication to the receivers. Fund clients are also able to update closed notifications and change event status from closed.

Enhanced Functionality

In order to reduce the number of unnecessary emails and avoid possible confusion for the receivers, closing an old event will no longer generate an email communication to the receivers. The notification will be available within the portal with the “Event Status” = Closed, however fund clients will no longer be able to change a notification that has been marked as closed.

- **Enhancements to “Event Status” for Cancelled Notifications**

In the event a previously announced/distributed event is being delayed, clients are advised to cancel the notification and create a **new** one if/when information on the postponed event becomes available.

Current Functionality

Under the current design, event status of a cancelled notification can be updated from cancelled status, creating confusion for notification receivers.

Enhanced Functionality

In order to avoid possible confusion for the receivers, fund clients will no longer be able to update an event status and other pertinent event information for cancelled notifications. Cancelled notifications will remain in the system with the “Event Status” = Cancelled.

- **Add New “Event Status” of Resolved for “Issue” Notifications**

In the event a fund company is experiencing an operational issue (for example pricing or trade confirmation delays), an “Issue” notification communicates the issue and anticipated resolution date/time. A new “Resolved” event status will be available for “Issue” notifications, allowing fund clients to send a communication once the issue has been resolved.

Event ID: 48575 Event Type: Issue Notification Distribution Status: Distributed

Step 1 Step 2 Step 3 Step 4

Event Type* Event Status*

Issue Notification Resolved

4) Add “Fund Status” to MFPS Profile Security Search Criteria and Search Results

Current Functionality

Under the current integration design between MF Info Xchange and Profile Security, “MFPS Profile Security” search result does not return the fund status.

Enhanced Functionality

A new “Fund Status” search criteria will be added to the MF Profile Security fund lookup screen. Fund clients can search funds in MFPS Profile Security using existing search criteria and/or Fund Status (All/Open/Closed-Liquidated/Closed-Merged). Fund Status will also be added to the search results table:

The screenshot shows the MFPS Profile Security search interface. At the top, there are three dropdown menus: 'Fund Names', 'Share Classes', and 'Security Issue IDs', each with a 'Select a Value' placeholder. Below these is a 'Fund Status' dropdown menu, which is highlighted with a red box. To the right of the dropdowns are 'Clear' and 'Search' buttons. Below the search area is a table with the following columns: 'Select', 'Fund Number', 'Security Issue ID', 'Fund Name', 'Ticker', 'Share Class', and 'Fund Status'. The 'Fund Status' column header is highlighted with a red box. The table contains one row of data: Fund Number 6101, Security Issue ID 462266529, Fund Name IADVISOR 529 AGE 0-5 OPTION, Ticker CLASS C, and Fund Status Open.

PLEASE NOTE: in order to perform code migration, MF Info Xchange will not be available in production on October 1, 2020 between 8pm-10pm ET.

TESTING

Effective September 18, 2020, clients can begin testing in the Participant Services Environment (PSE) region.

Clients are encouraged to test and must contact their Relationship Manager before testing begins if access to the PSE region has not been previously established.

DOCUMENTATION

User guide is available in the DTCC Learning Center (<https://dtcclearning.com/products-and-services/mutual-fund-services/>). The guide will be updated on or about November 20, 2020.

Clients can find more information on MF Info Xchange at <http://www.dtcc.com/wealth-management-services/mutual-fund-services/mf-info-xchange>

Questions and comments regarding this Important Notice may be directed to your Relationship Manager, Account Manager or Wealth Management Services at **212-855-8877**.

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DTCC Wealth Management Services