DTCC

USER GUIDE

CORPORATE ACTIONS WEB

OCTOBER 18, 2023



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Doc Info: October 18, 2023 **Publication Code:** CA103 **Service:** User Guide

Title: Corporate Actions Web

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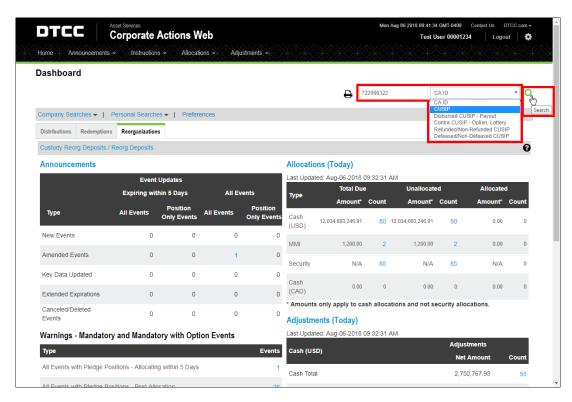
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USING SEARCHES

Performing a Quick Search

Use the Quick Search from anywhere in CA Web to find the record detail page for any event.



- 1. Use the drop-down list to search by:
 - CA ID.

Type the CA ID in the first field and click Q.

CUSIP.

Type the CUSIP in the first field, select "CUSIP" from the drop-down list, and click ${f Q}$.

Disbursed CUSIP-Payout.

Type the CUSIP of the disbursed security in the first field, select "Disbursed CUSIP–Payout" from the drop-down list, and click **Q**.

Contra CUSIP-Option, Lottery.

Type the contra CUSIP number (for an option or a lottery event), select "Contra CUSIP-Option, Lottery" from the drop-down list, and click \mathbf{Q} .

Refunded/Non-Refunded CUSIP.

Type the number representing the refunded or non-refunded CUSIP (for partial pre-refunded event types), select "Refunded/Non-Refunded CUSIP" from the drop-down list, and click \mathbf{Q} .

• Defeased/Non-Defeased CUSIP.

Type the number representing the defeased or non-defeased CUSIP (for partial defeasance event types), select "Defeased/Non-Defeased CUSIP" from the drop-down list, and click **Q**

Notes:

The Disbursed CUSIP search allows you to find events where a secondary ("disbursed") security has been
received as an entitlement due to a CA event.

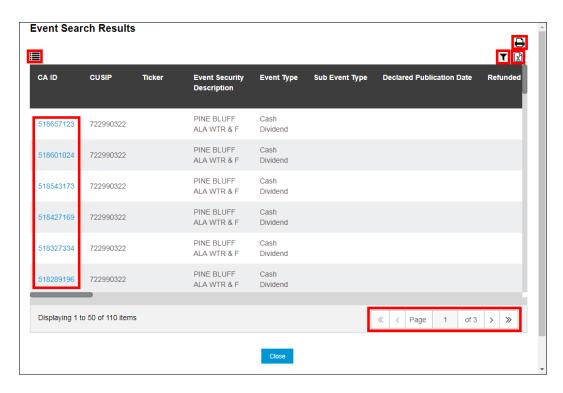
For example, the event security 123456789 undergoes a spinoff and a new security 987654321 is distributed to holders. You would use the "Disbursed CUSIP" option to search by CUSIP 987654321.

• The **Contra CUSIP** search allows you to find events under the contra CUSIP that was assigned to an issue at the time of the lottery.

This applies to events in which a called portion has been segregated into a free account which was then assigned a contra CUSIP. This contra CUSIP can then become the underlying security of a second lottery event.

- The Refunded/Non-Refunded CUSIP search allows you to find partial prerefunding events by searching for either:
 - o The CUSIP being refunded (i.e., the CUSIP bearing an earlier maturity date), or
 - The CUSIP that is non-refunded (i.e., the CUSIP bearing the same maturity date as the original event CUSIP).
- The Defeased/Non-Defeased CUSIP search allows you to find partial defeasance events by searching for either:
 - o The CUSIP being refunded (i.e., the CUSIP bearing an earlier maturity date), or
 - The CUSIP that is non-refunded (i.e., the CUSIP bearing the same maturity date as the original event CUSIP).

If there is more than one result that matches your search criteria, you will see a Search Results page.

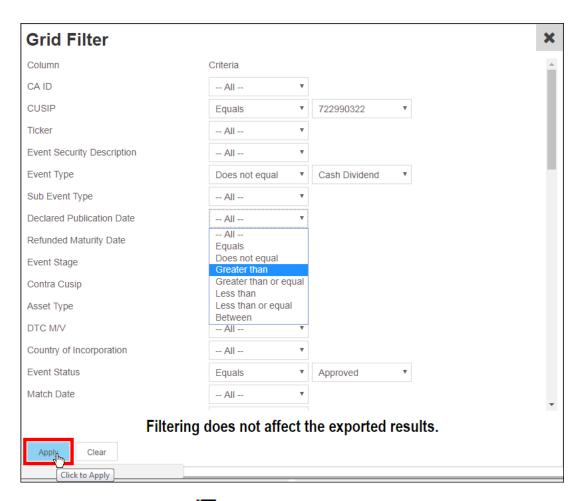


2. Click the CA ID for the event you want to inquire about from this search results list.

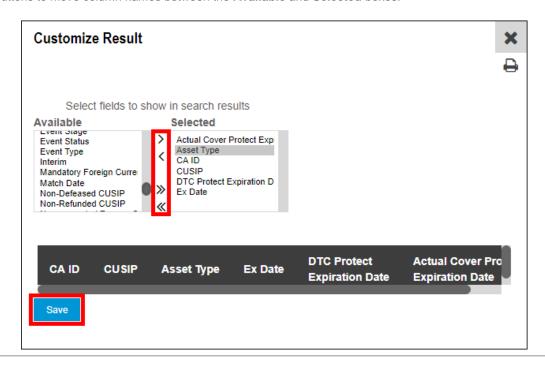
Notes:

- · If you have more than one page of results, you can select the page that you want to view using the Page field.
- If you have more than one page of results, you can select the page that you want to view using the **Page** buttons at the bottom of the window.
- Click **Print** to print any individual page. Note that you will only print the information you see on the screen. To print all results, use Export to Excel.
- Click **Filter** T to limit the search results by certain event criteria.

Choose your filtering criteria from the drop-down menus, enter any additional information in the fields that appear, and click **Apply**.

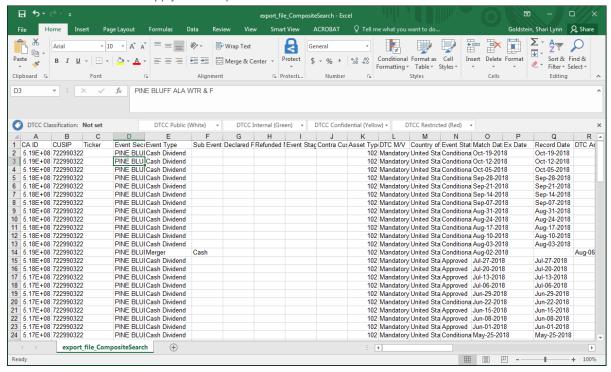


• Click Customize Search Results to select the columns that appear in your search results. Use the arrow buttons to move column names between the Available and Selected boxes.



Click Export to Excel to export the search results into an Excel spreadsheet. All of the available columns will
appear in the spreadsheet.

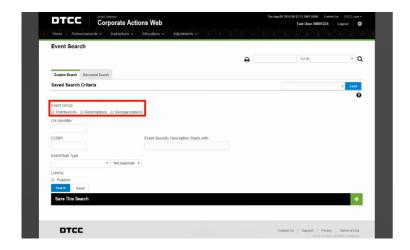
Note that filters do not apply to the exported results.



Quick and Custom Search

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



The Event Search gives you three ways to search for distribution, redemption, and reorganization announcements.

There are three ways to search. There's the **Quick Search**, the **Custom Search**, and the **Advanced Search**. Let's look at the Quick and Custom Searches, which work in much the same way.

The Quick Search is the fastest way to find any announcement if you know the CA ID.

Simply type the CA ID in the left field and click the magnifying glass.

This opens a single Record Detail page.

The Quick Search fields are available throughout CA Web. Use Quick Search for both current and archived records.

You can also use **Quick Search** to look up CUSIPs, including disbursed, contra-, defeased, and refunded CUSIPs.

Select a CUSIP type and click the magnifying glass. Results that match your search criteria appear on a Search Results page.

Now let's look at the **Custom Search** tab on the Event Search page. Like the Quick Search, any searches performed here check both the production and archived records databases.

You can of course look up the CA ID, but if you don't have this number on hand, you can search on the CUSIP and event. Let's see how this works.

To search across distributions, redemptions, and reorganization events, enter a CUSIP. This will give you the widest search results.

Notice that the CA Web located 10 records with this CUSIP.

We can continue refining our search. The search fields now appear underneath your search results.

It's always a good idea to combine the CUSIP with an Event Group to narrow your results further. In this case, we're interested in a Reorg event.

Our result count is now down to 6 records.

To narrow your results further, you can add an event and sub-event type. Our short list of Reorg search results is made up of Mandatory Puts, but you can narrow a longer list of results by searching by event type. If that still produces too many results, you can search by sub-event type as well.

When the list is small like this, we can scan the results list and most likely will see the record we are looking for.

Click a CA ID to view the record detail.

It may be helpful to know that you can search on a security description. To do this, you need to type the first word in the description as it appears on the security. Don't skip to the second word, because the CA Web will not be able to locate the description that way.

For example, let's search for a Microsoft security. As we type, we see other security descriptions for Microsoft appear in the drop-down. Selecting one of these descriptions may further narrow your results.

If you are unsure of the exact security description, you may need to search on several possibilities.

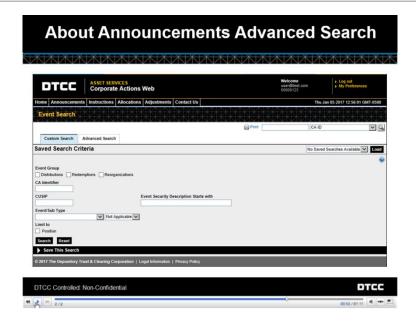
Finally, if the results list is still too large, you can narrow it further by adding more search criteria from the **Advanced Search** tab.

For more information, check out the Advanced Search topic in the CA Web Help.

Announcements Advanced Search

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



The CA Web includes an Advanced search you can use to search for corporate actions event announcements.

We'll look at tips for working with some of the most useful advanced search fields, as well as outline best practices to achieve successful search results.

When you first open the Event Search, the **Custom** tab is selected.

Click the Advanced Search tab.

The Advanced Search page contains all of the fields located on the **Custom Search** tab, as well as asset type selection, mandatory and voluntary indicators, date fields, and more search criteria.

The Advanced Search fields allow you to narrow your search even more.

A successful CA Web search requires you to combine several search fields from across the page.

The **Asset Type** allows you to narrow by asset–for example, common stock.

Caution: Be careful not to search for asset types that will never apply to an event type, such as an interest event on an ADR, or a CD early redemption event on a warrant security.

Unless you are completely certain of the asset type you are looking for, leave it out of your initial search.

Best Practice: If you have an **Event Type** selected, be careful that any **Asset Type** you select is applicable to that type of event.

To the right of **Asset Type** is the **Country of Incorporation** field. You can search for events by the country where the security was incorporated.

Click the magnifier icon to do a quick look-up. For example, click "Canada" to search for a Canadian security.

Event workflow statuses show where an event is in its processing. You can hover your mouse over the checkboxes to see the full name of each status.

For example, "AP" for "Approved" means that DTC has verified that the event is taking place and DTC has received all the pertinent information needed to process it. When an event is in "Conditionally Approved--CA" status, DTC has verified that the event is taking place; however, DTC is still waiting on pertinent information about it such as the ex-date or DTC cash rate.

Best Practice: Be certain you understand the difference between AP (Approved) and CA (Conditionally Approved) statuses.

The next section of the advanced search contains **DTC Mandatory/Voluntary** indicators. These indicators tell you how DTC characterizes an event.

For example, an event that is mandatory in the market may at DTC have TaxRelief options that you can instruct on such as your unfavorable, favorable, and exempt tax rates. To search for these options, you would select the **Mandatory with Options** checkbox.

To broaden your search for the largest event results, select All.

Best Practice: To broaden your Mandatory/Voluntary indicators for the largest event results, select All.

It's best to try to include some form of date criteria in your search. There are two ways you can narrow a search by date.

You can narrow by critical dates in the lifecycle of an event (such as the payable date) or you can narrow by system dates (such as the date the event information was last updated). The range you specify can be plus or minus 90 days from a starting date.

Select "Key Data Updated Date and Time" to find events for which key information has changed. See the "Searching for Events with Key Data Updated" Help topic for more information.

For example, to search for an event that will pay out in 15 days from today, select **Declared Payable Date**, select today's date, select the plus sign to search forward, and enter the number of days--in this case, 15.

Specific date selection fields appear when you select a type of date criteria.

Now, let's say it's mid-December and the event we are looking for occurred about two to four months ago. However, we don't know when exactly. Because we want to search beyond the 90-day increment allowed by the CA Web, we'll start our search in the past. By doing this, our search results will show events from September through November, the likely timeframe when the event occurred.

To do a search beginning in the past, we select the start date in the past, then we select the minus sign, and finally we enter the number of days to search back. We could also have started in the past and searched forward. The day count here refers to calendar days, which includes weekends and holidays.

You can search by the last updated date by using the **System Date** drop-down. To see events updated today, click the empty box under the calendar. The word "Today" appears. If you enter a date you can also specify a time range.

Remember that the date criteria we are highlighting here allow you to search over a 90-day time span into the future or the past. So, if you wanted to search over a 6 month period, you would enter two 90-day searches.

You don't have to enter dates in both the **Date Criteria** and the **System Date Criteria** fields. You can enter one and not the other, or you can enter both. But be careful entering both—the more specific your search criteria, the less likely your search will return results.

Best Practice: Whenever possible, include some form of date criteria in your search.

The last area on the **Advanced Search** tab contains fields you can use to limit your view to events modified today or yesterday, active events, and events processed at DTC.

Note that if you've set up a Watchlist, you can limit your search exclusively to those securities, too. See the Help for instructions on setting up a Watchlist to use with your search.

Finally, if this is a search you'll use again, it's best to name it and save it. That way, you can reload it later and avoid having to re-enter your search criteria.

Any date criteria must be set to today in order to save the search.

After you are satisfied that you've entered all of your search criteria, click the **Search** button at the bottom of the page.

Your search criteria now appear underneath your search results along with the criteria you've already specified, so it's very easy to modify it if you'd like to. Here, you can change, broaden, or narrow your search further.

Let's see what happens when we modify our search. Here, we're limiting it to common stock issues by specifying common stock in the **Asset Type** dropdown.

You can see how the addition of the Asset Type "Common Stock" substantially narrows your search results.

There are some overall best practices to keep in mind for performing an advanced search.

- It's best to add a combination of criteria to broaden your results as well as narrow them.
- If you don't receive any results, try broadening your search by deselecting or removing criteria.

Best Practice: Sometimes, unchecking selected search criteria returns more results.

All of these fields are here for your optional use. You can always keep it simple and add criteria as you need them.

Best Practice: Start simple and add criteria as needed.

Remember to save searches you'll be performing frequently.

Best Practice: Save frequently used searches.

Most importantly, think in terms of building an effective search by using at least four pieces of search criteria before you click **Search**.

Best Practice: For best results, enter at least four pieces of search criteria from different sections of the Advanced Search tab.

For example, this search for a cash dividend with an opt-out is an effective search that uses the following five criteria:

- Event Information,
- Status Information,
- Mandatory/Voluntary Information,
- Date Information, and
- Processing/Eligibility Information.

And remember, after performing a search: if you do not receive the results you are looking for, and especially if you receive no results, check every piece of criteria you entered to be sure the combination you've selected makes sense. You can also uncheck any criteria that may be preventing a successful search before performing a new search.

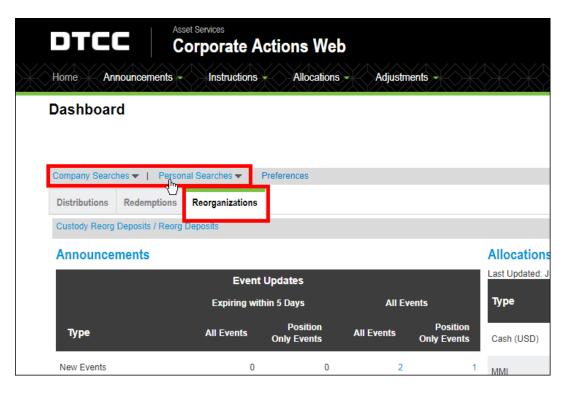
Best Practice: Remember to uncheck old search criteria before submitting a new search.

We hope this overview encourages you to try some advanced CA Web searches. Don't forget to save your best combinations!

Using Saved Searches to Find Announcements

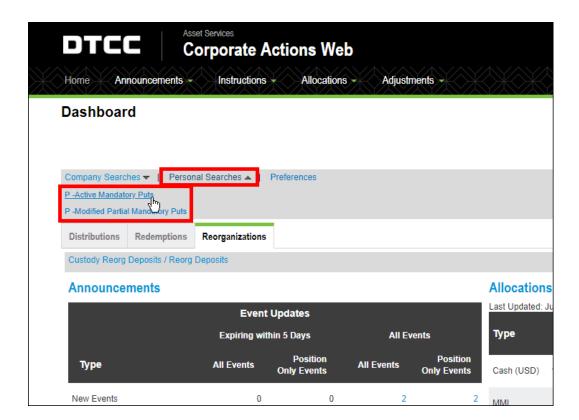
Note that you can save a search at any time for future use.

- From the Reorganizations tab on either the Dashboard or the Announcements Overview page, click the search list you want to access.
 - Click **Company Searches** to access the common list of pre-saved company-wide queries. All profiles within your company have access to this list.
 - Click **Personal Searches** to access the list of searches that you have saved to your own profile.



A list expands for that search type.

4. Click the name of the search you want to use.



The Search Results page appears, containing a list of announcements that match your saved search criteria.

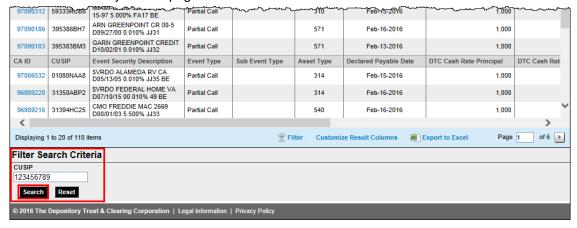
Click the CA ID of the announcement you want to view.
 The Record Detail page appears in that browser window, displaying the Event Details tab.

Narrowing Search Results by CUSIP

Once you have performed a search (or clicked on any count from a dashboard or overview page), you can narrow those results by CUSIP.

Perform your search.

At the bottom of every search page is the Filter Search Criteria area.



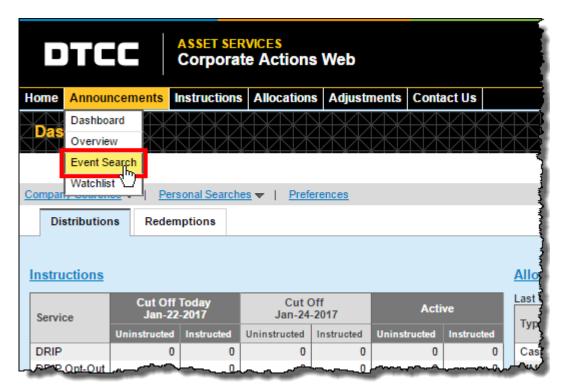
- 2. Type the CUSIP that you want to filter your search by.
- Click Search.

Your Results page then contains only items from your original search associated with the CUSIP you selected.

Searching for Events with Key Data Updated

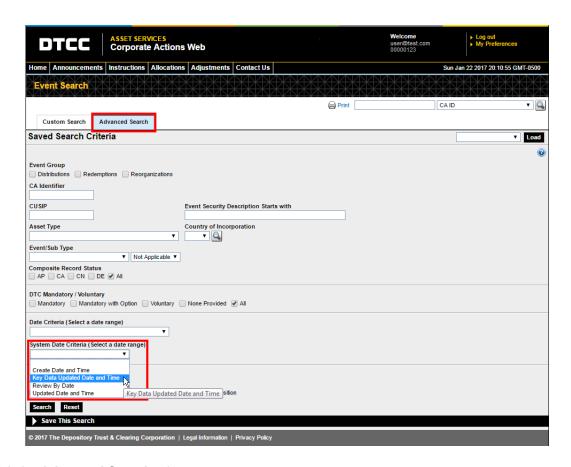
You can specifically limit a search to events that have had key data updated. This allows you to target events that have had recent changes to important fields.

To perform this search from the menu bar:

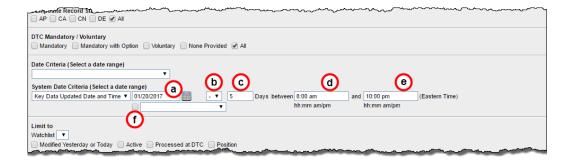


- 1. Hover over Announcements.
- 2. Click Event Search.

The Search page appears.



- 3. Click the Advanced Search tab.
- 4. Select "Key Data Updated Date and Time" from the **System Date Criteria** drop-down list. The date and time selection fields appear.



- 5. Fill out the date and time period within which you want to search for events with key data that has been updated.
 - a. Type the date of your search, or the start or end date of your range, in mm/dd/yyyy format (or select a date using the calendar tool).
 - b. Select a "+" if you want to start your range with this date.
 - Select a "-" if you want to end your range with this date.
 - For example, if you are searching for events on the selected date and five days before, select "-" in this field.
 - Select nothing if you are only searching by the selected date, not a range.
 - c. Type the number of days in your range.

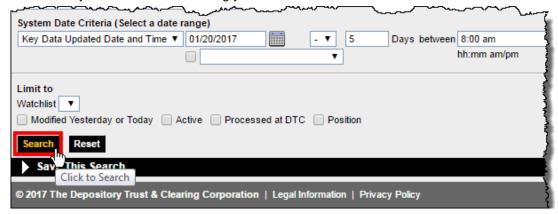
For example, if you are searching for events on the selected date and five days before, type "5" in this field.

Leave this field blank if you are only searching by the selected date.

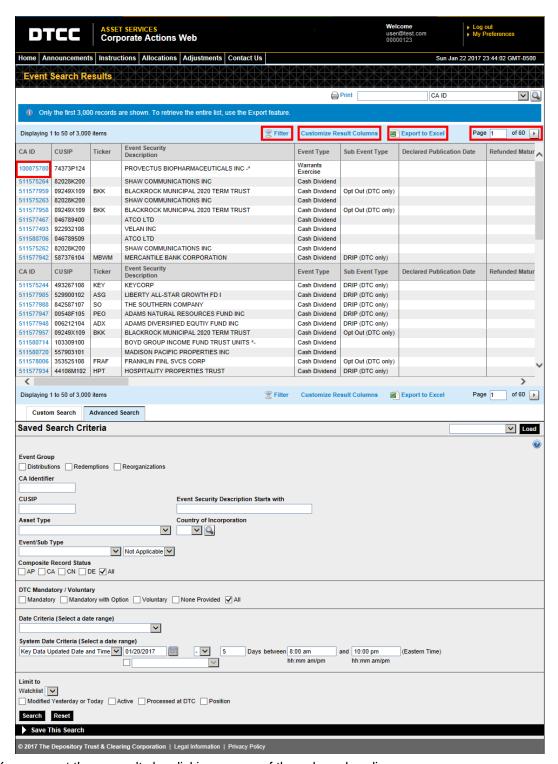
- d. Type the start of your time range in this field in "hh:mm xm" format.The time range is most useful when you are limiting your search to a single day.
- e. Type the end of your time range in this field in "hh:mm xm" format.
- f. If you want to select today as the search date, click this checkbox.

Notes:

- When searching for events with key data updated, you do not need to populate any other fields.
- However, you can use any fields on this page to narrow your search (for example, by event type or asset type).
 See the Advanced Search topic for more information.
- 6. Click **Search** when you are finished selecting your search criteria.



The results page appears for this search.



- You can sort these results by clicking on any of the column headings.
- Click Filter to refine the results by any applicable criteria.
- For quick reference, you can add, subtract, or reorder the column headings you see by clicking
 Customize Search Columns.
- A maximum of 3000 results are displayed in the search results.
 - To view more than 3000 results, export your results to Excel.

To narrow your search, use more search criteria in the fields below the results grid and search again.

- You can export these results to Excel by clicking the Export to Excel link. When you export your
 results to Excel, you will export all results—not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only print the results that appear on the page.
- Page through the results by entering a page number or clicking on the arrow buttons by the top right corner of the results grid.
- You can refine this search or perform another search using the fields at the bottom of this page.
- 7. Click the hyperlinked **CA ID** to view the record detail page for that event.

Watchlist

Uploading a Watchlist to CA Web

Viewing and Exporting Watchlists

Finding Watchlist Results

Parameters for Uploading a Watchlist

Uploading a Watchlist to CA Web

The CA Web provides you with a helpful tool to upload lists of securities in order to perform simple searches and/or a very specific, advanced search on specific CUSIPs.

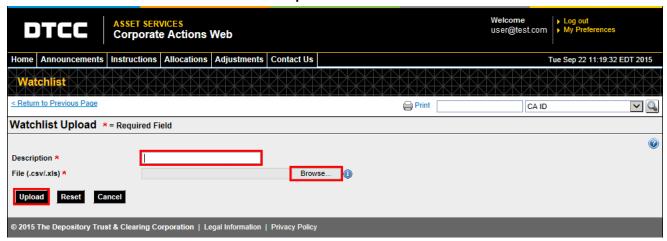
Once you have compiled a list of securities that you wish to specifically inquire about, you can upload this list to CA Web. You can upload a maximum of 20 watchlists.

On the menu bar, hover your mouse over Announcements and click Watchlist.



This brings you to the Watchlist page.

2. Enter a name for this watchlist in the **Description** field.



Click Browse to select a file for upload.

Note:

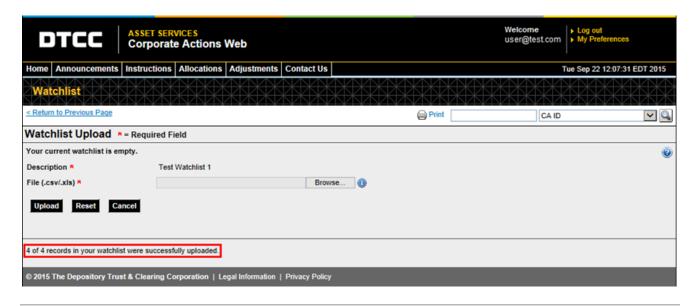
Prior to uploading a watchlist, you must have already created a watchlist document based on the Watchlist Parameters.

4. Click Upload.

Note:

You can choose a new file instead by clicking Reset or cancel the upload by clicking Cancel.

Once you have successfully uploaded a watchlist, a confirmation message appears at the bottom of the Watchlist page.



Note:

It is important to verify that the number of securities uploaded on your file matches the number of securities uploaded.

Viewing and Exporting Watchlists

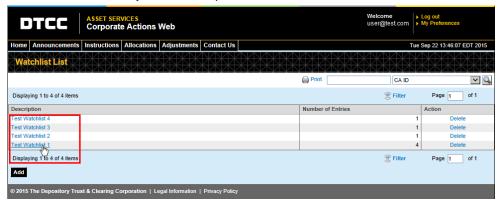
You can view a watchlist once it has been added to CA Web.

On the menu bar, hover your mouse over Announcements and click Watchlist.



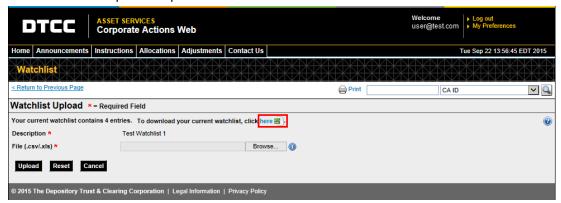
This brings you to the Watchlist List page.

2. Click the name of the watchlist you want to open.

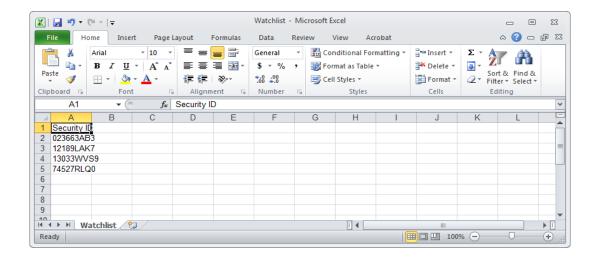


The Upload page opens for that watchlist.

3. Click the **here** link to open the spreadsheet.



Excel opens and displays your exported spreadsheet.



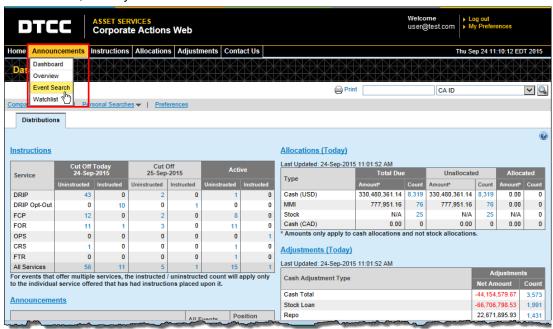
Note:

The column heading **Security ID** is generated systemically. This column heading does not need to be added during the initial upload of securities.

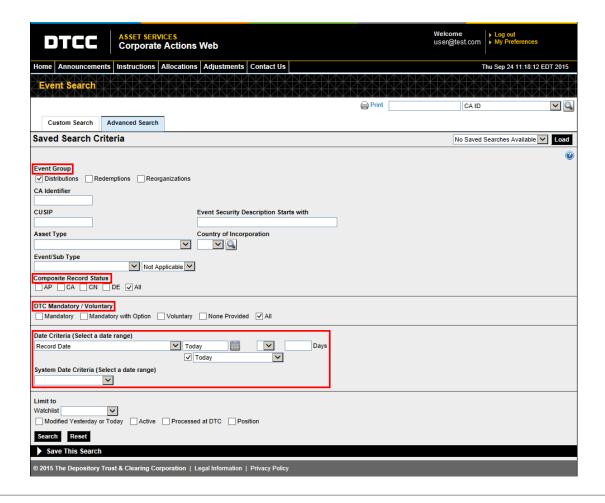
Finding Watchlist Results

After a watchlist has been uploaded, you can begin to perform searches on the securities within this watchlist to inquire about any Corporate Actions events concerning them that have been announced.

1. On the menu bar, hover your mouse over Announcements and click Event Search.



The **Event Search** page appears.



Notes:

- Use the **Custom Search** tab for a quick search. Use the **Advanced Search** tab for a more granular search.
- When using the Advanced Search, you must select Date Criteria as part of your search.
- For groups of radio buttons/ check boxes such as Event Group, Composite Record Status, and DTC
 Mandatory/Voluntary, it is important that you understand what specifically you are searching for. If you are not looking for a specific event, select "All" in order to get as many results as possible.
- Please see the Quick and Custom Search topic for more information on using the Search functionality.
- 2. In the **Limit to** section, select a watchlist to use for your search.



Note:

All of your saved watchlists will appear in the Watchlist drop-down menu. You can only search by one watchlist at a time.

If you want to limit your search further, use the checkboxes below the watchlist drop-down menu.

Click Search.

Your search results will contain matching items from your watchlist. If there are no matching items, a message appears at the top of the search page.

Parameters for Uploading a Watchlist

The following watchlist rules apply to files being uploaded to CA Web:

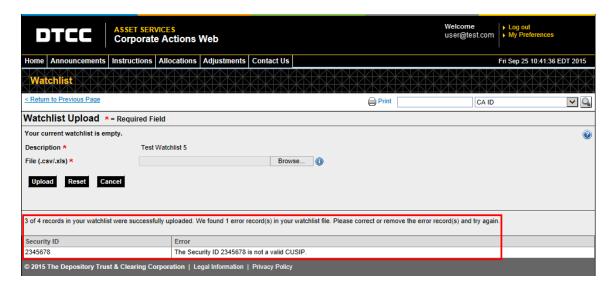
The files must be in Excel format with a .csv or .xls (version 1997-2003) file extension. If you use any
other format, you will get an error message such as the following:



- A maximum of **3000** securities can be uploaded to a watchlist.
- A maximum of **20** separate watchlists can be maintained for a single account.
- The spreadsheet file will need only one column (no heading needed):
 - Security number (e.g. 023663AB3)

4	Α	В	С	D
1	023663AB3			
2	012378CD2			

- A CUSIP is the only acceptable security type for inclusion in a watchlist.
- CA Web validates that each CUSIP in the watchlist meets the required criteria. It does not validate the CUSIP itself. For example:
 - ISIN "12345678" is not a valid format for CUSIP, which requires 9 alphanumeric characters. It will not be uploaded.
 - The particular CUSIP "123456789" is not a valid CUSIP. However, it will still be uploaded as part of your watchlist, as it meets the format requirements of a CUSIP (i.e., nine alphanumeric characters).
- You will be notified whenever a security is not accepted. For example:

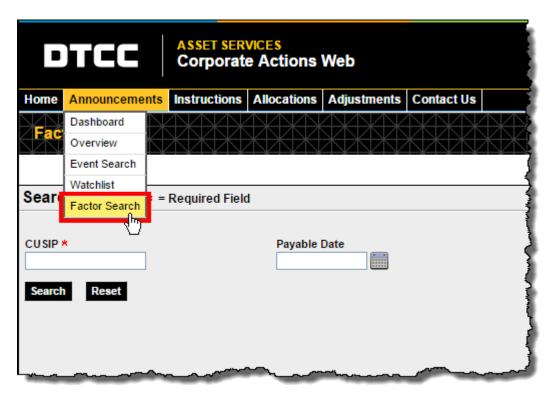


Now you are ready to upload your watchlist (see Uploading a Watchlist for more information).

Factor Search

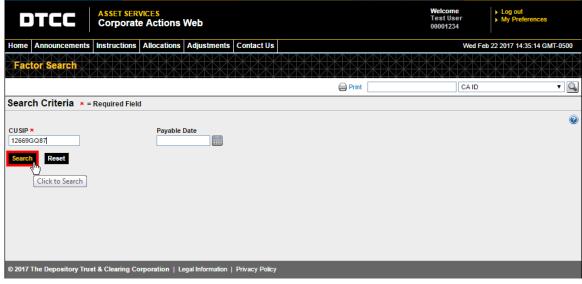
Performing a Factor Search

You can search for a factor number that is used to determine the value of an amortizing security on a particular payable date.

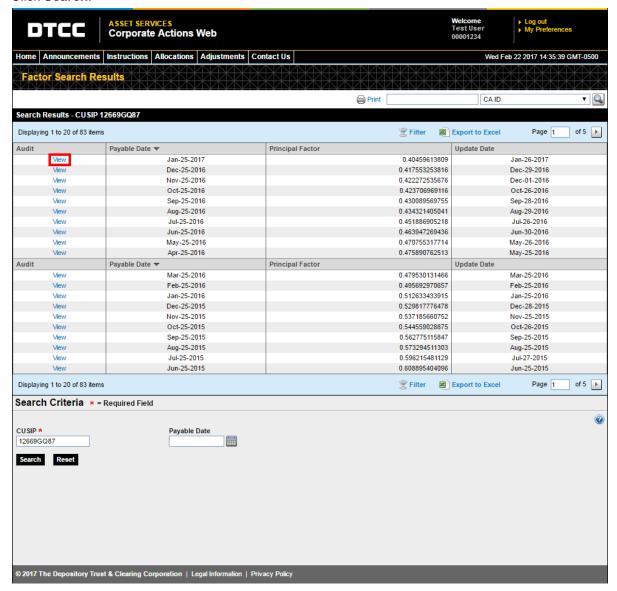


1. From the **Announcements** menu item, click **Factor Search**.

The Factor Search page appears.

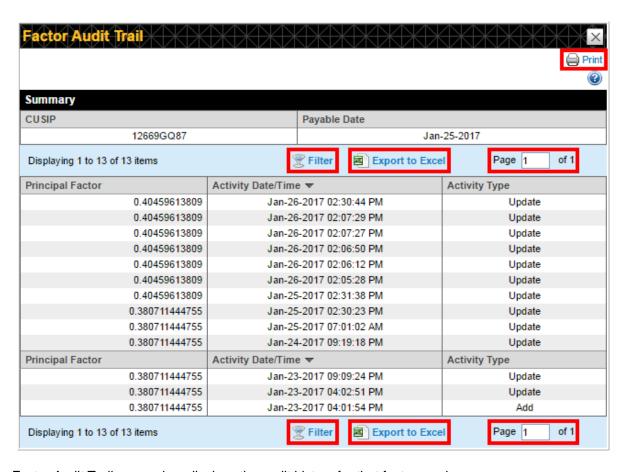


- 2. Type the CUSIP for which you want to find the factor.
 - The **Payable Date** is optional. Enter the date in mm/dd/yyyy format or select a date using the calendar tool.
- 3. Click Search.



The Factor Search Results page appears. It contains a list of all factor values with the most recent payable date listed first.

4. To view audit trail information about any factor/payable date on the list, click the **View** link in that row.



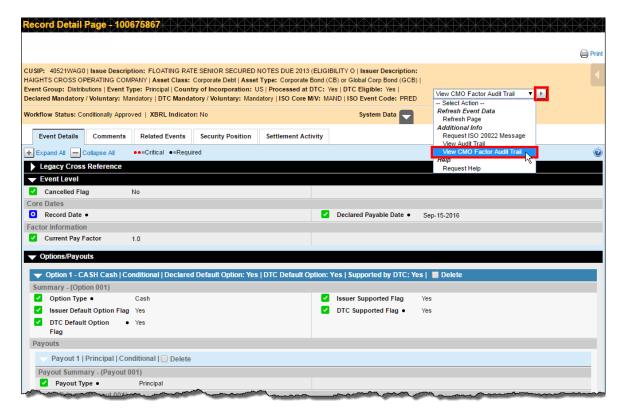
The Factor Audit Trail pop-up box displays the audit history for that factor number.

- The Summary area displays the CUSIP and the Payable Date for the security to which this factor applies.
- The audit trail table displays each record of a factor value along with the date and time that factor was
 assigned, as well as the activity that resulted in the factor's value change. This list is presented with the
 most recent item at the top.
- You can export this list of factor values to Excel by clicking the Export to Excel link. When you export this
 table to Excel, you will export all factors—not just the ones that appear on the visible page.
- You can print these factors by clicking the **Print** icon. When you print this table, you will only print the
 items that appear on the page.
- Page through the full list of factors by entering a number in the **Page** field.

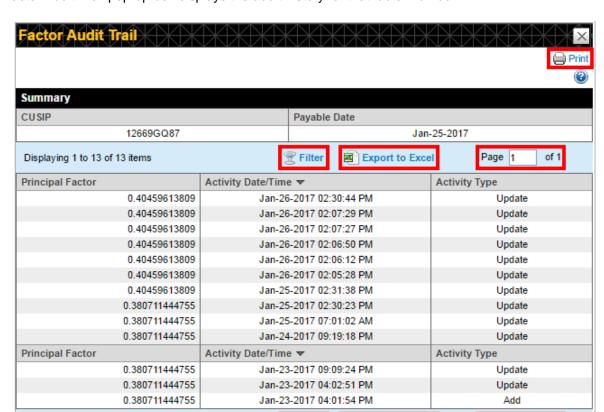
Viewing Factor Information from the Record Detail Page

You can view factor information for a security from within any event record detail page.

On the Record Detail page for an event:



- 1. Click the **Action** menu in the tab **Event Summary** area.
- 2. Select "View CMO Factor Audit Trail."
- 3. Click the arrow button next to the **Action** menu.



The Factor Audit Trail pop-up box displays the audit history for that factor number.

• The **Summary** area displays the CUSIP and the Payable Date for the security to which this factor applies.

🚆 Filter

Export to Excel

Page 1

of 1

- The audit trail table displays each record of a factor value along with the date and time that factor was
 assigned, as well as the activity that resulted in the factor's value change. This list is presented with the
 most recent item at the top.
- You can limit this list by clicking Filter.

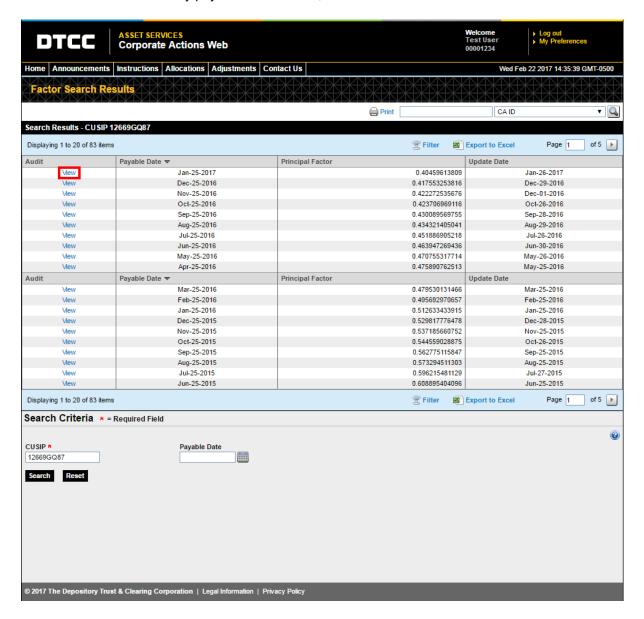
Displaying 1 to 13 of 13 items

- You can export this list of factor values to Excel by clicking the Export to Excel link. When you export this
 table to Excel, you will export all factor value entries—not just the ones that appear on the visible page.
- You can print these factor values by clicking the **Print** icon. When you print this table, you will only print
 the items that appear on the page.
- Page through the full list of factors by entering a number in the Page field.

Factor Search Results Page

This page is shown once a valid Factor search is performed.

To view the audit trail for any payable date's factor, click the **View** link in that row.



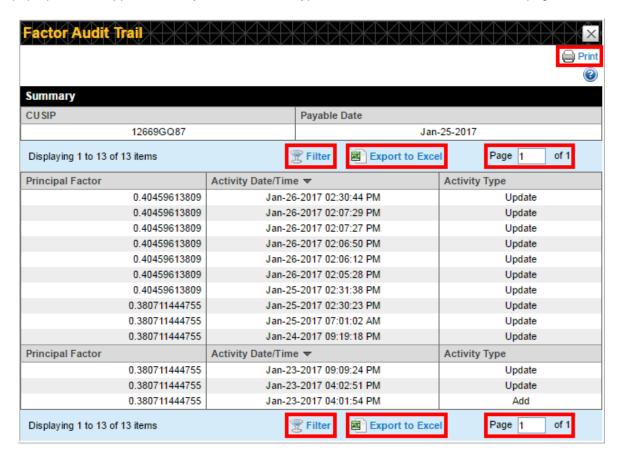
Information here includes:

Audit	Click the View hyperlink to view the audit trail for this payable date's factor.	
Payable Date	The payable date on which the factor applies for this CUSIP.	
Principal Factor	The multiplier that determines the value of an amortizing security on a particular payable date. Here, each factor applies to the same security on a different payable date.	
Update Date	The date on which the factor was last updated for this payable date. Click the View link in the Audit column to view the audit trail history for this factor on this payable date.	

- You can limit this list by clicking Filter.
- You can export this list of factor values to Excel by clicking the **Export to Excel** link. When you export this table to Excel, you will export all factor value entries—not just the ones that appear on the visible page.
- You can print these factor values by clicking the **Print** icon. When you print this table, you will only print
 the items that appear on the page.
- Page through the full list of factors by entering a number in the Page field.

Factor Audit Trail Window

This pop-up window appears when you click a View hyperlink on the Factor Search Results page.



Summary	Defines the Payable Date and CUSIP to which this factor applies.	
Principal Factor	The field that was updated in this audit item. This is the multiplier that determines the value of an amortizing security on a particular payable date. Each factor on this list is for the same security on a single payable date.	
Activity Date/Time	The timestamp for each update to this factor. Updates to this factor are listed with the newest edit first. Reverse this order by clicking the column header.	
Activity Type	The type of change that took place: Add, Update, or Delete.	

You can limit this list by clicking Filter.

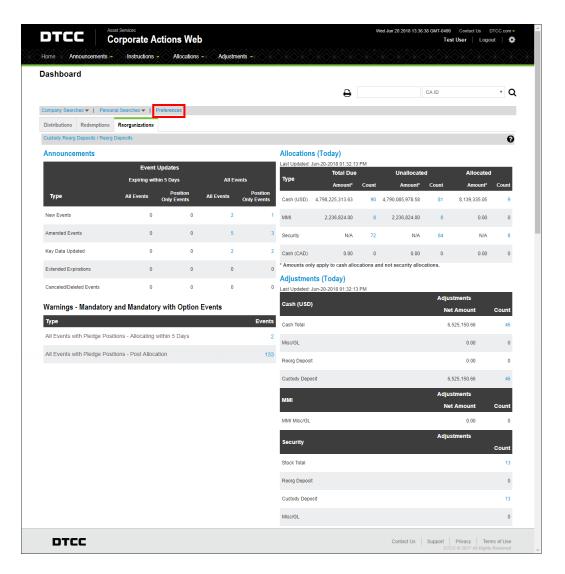
- You can export this list of factor values to Excel by clicking the **Export to Excel** link. When you export this table to Excel, you will export all factor value entries—not just the ones that appear on the visible page.
- You can print these factor values by clicking the **Print** icon. When you print this table, you will only print the items that appear on the page.

• Page through the full list of updates by entering a number in the **Page** field.

SETTING YOUR PREFERENCES

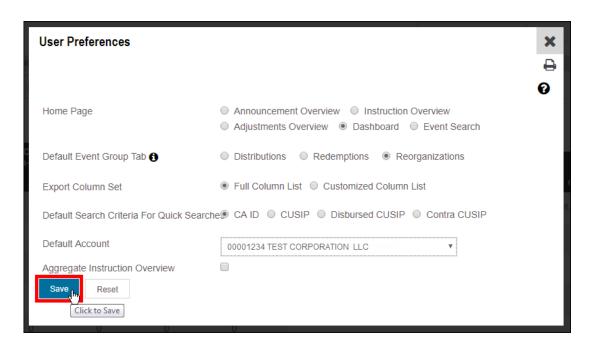
You can select default settings for:

- Your home page view,
- · Your event group view,
- A column set for all of your exports, and
- Search criteria for your quick searches.
- 1. From Announcements > Dashboard or Announcements > Overview in CA Web, click Preferences.



The User Preferences popup appears.

Setting Your Preferences 42



- 2. Click the radio buttons next to your desired defaults.
- 3. Click Save.

You will receive a confirmation window after your preferences are saved.



4. Click the **X** to close this window.

Your changes take place immediately and you are taken to the page affected by the change. For example, if you selected the Dashboard as your home page, you will be taken to the Dashboard.

Setting Your Preferences 43

GETTING HELP

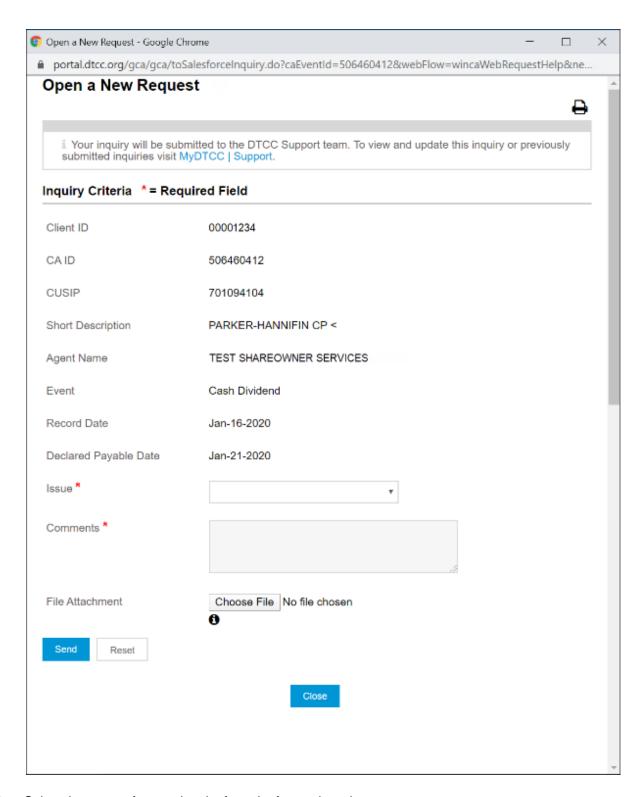
Submitting an Event Inquiry

If you need assistance with a specific event, you can request help using the link in the Event Summary area.

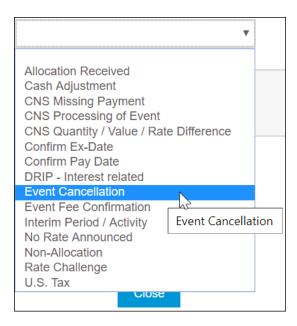
1. From that event's record detail page in CA Web, click the **Submit an Inquiry** link.



The "Open a New Request" window appears. The CA ID for this event is automatically attached to the request.



2. Select the reason for your inquiry from the **Issue** drop-down menu.



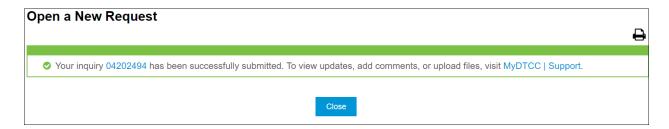
- 3. Type the contents of your request in the **Comments** text box.
- 4. Attach any pertinent documents by clicking **Choose File** and navigating to the file you want to attach.

Note:

Mouse over the information icon for a list of acceptable file types.

- 5. Click **Send** to submit this inquiry to MyDTCC.
- Click **OK** in the resulting confirmation dialog box.

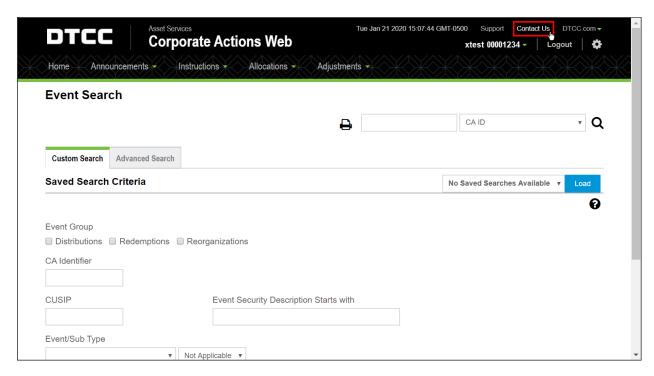
A success message informs you that your inquiry has been sent.



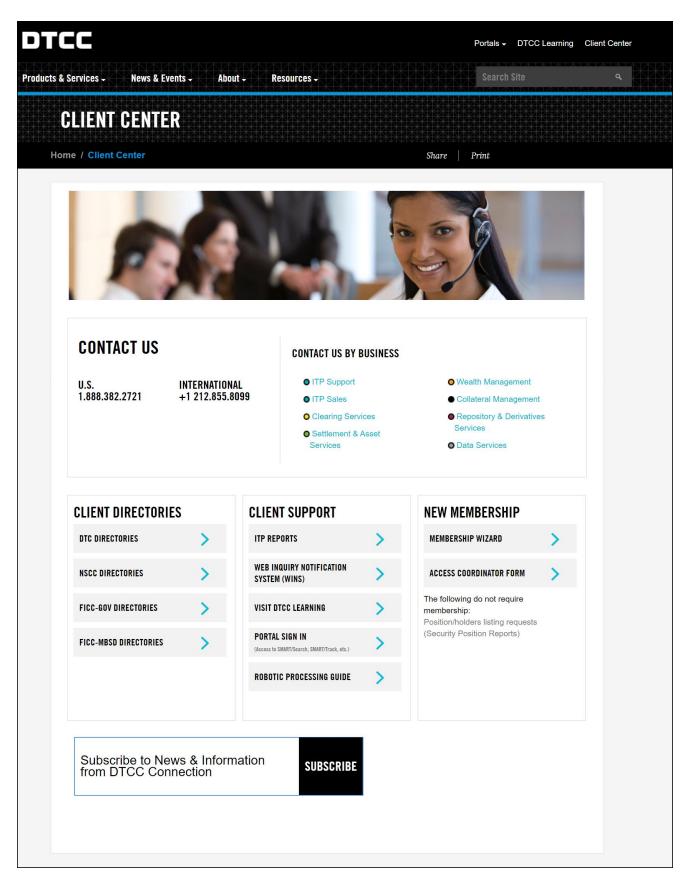
Requesting Help

You can request assistance on any topic by using the Contact Us link on the menu bar.

From any page in CA Web, click Contact Us.



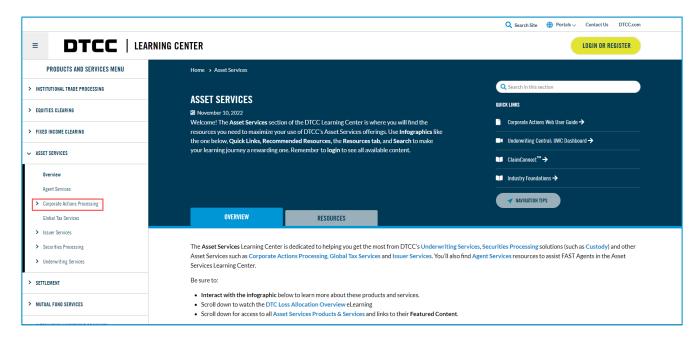
A new dtcc.com window opens. It displays the Client Center page.



2. Scroll through the page and click (or call) your best source for help.

Corporate Actions Learning Center

Visit the Corporate Actions area of the Asset Services Learning Center at https://dtcclearning.com/products-and-services/asset-services/corporate-actions-processing.html to view a wealth of business and technical information about Corporate Actions such as introductory videos, extensive documentation, FAQs, and more.



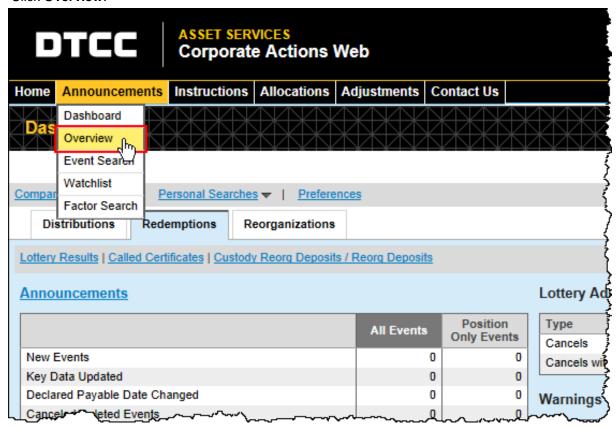
Note that you need to log in to see the full range of information available to you. First-time users should click **Login or Register** in order to create an account. You need to be registered in order to view the Learning Center.

ANNOUNCEMENTS

Viewing Announcements

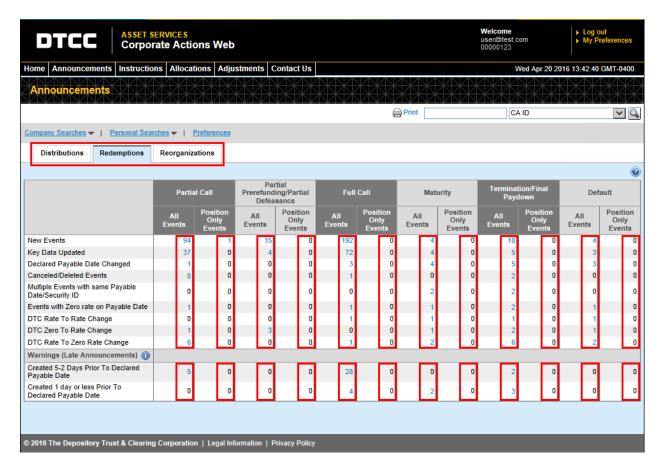
From the menu bar:

- 1. Hover over **Announcements**.
- Click Overview.



The Announcements overview page appears.

 Click the tab for the announcements you want to view: Distributions, Redemptions, or Reorganizations.

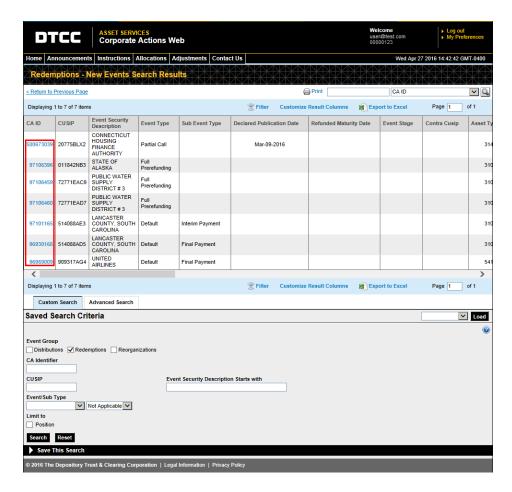


The table contains event counts for DTC-eligible events. These counts are hyperlinks you can click on to view events that fall into each category.

The headings on the top divide the results by event type. The categories on the left divide the announcements by category.

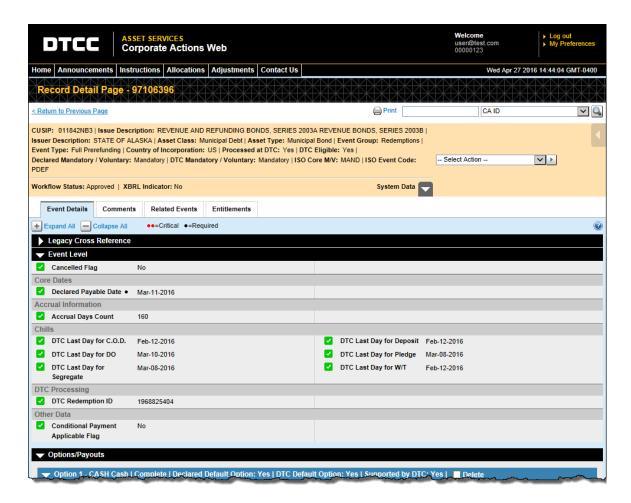
4. Click an event count.

The Search Results page appears. It contains only the events that apply to that particular announcement category and event type.



5. Click the **CA ID** of the announcement you want to view.

The Record Detail page appears in that browser window, displaying the Event Details tab.

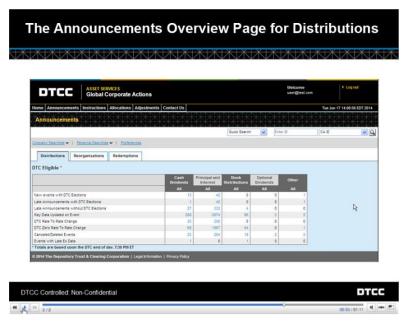


Click on any other tab to view additional information about this event.

Distributions Tab

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



The Announcements Overview page contains quick links to event announcements.

You can also access your saved queries as well as set important preferences. We'll go into these later.

Right now, let's tour the **Distributions** tab.

The table contains event counts for DTC-eligible events. These counts are hyperlinks you can click on to view events that fall into each category.

We'll go through some event types that are covered by each column.

You can see a list of event types for any of the columns by mousing over them. For example, the **Cash Dividends** column includes these types of events:

- 1. Capital Gains Distribution
- 2. Cash Dividends
- 3. Return of Capital, and
- 4. Special Dividends

The **Principal and Interest** column may contain announcements for:

- 5. Interest
- 6. Principal, and
- 7. Default-Interim Payment(s)

Within the Stock Distributions column, you may see a number of event types such as:

- 8. Spin-Offs,
- 9. Stock Dividends,
- 10. Stock Splits,
- 11. Automatic Dividend Reinvestments,
- 12. Pay-In-Kinds,
- 13. Rights Distributions, and
- 14. Bonus Issues.

The **Optional Dividends** category shows optional dividends.

Finally, the **Other** category may include a broad range of events, including:

- 15. Foreign Post-Payable Tax Reclaims.
- 16. Distributions that include DRIP (DTC-Only) s and Opt Outs (DTC-Only), as well as Tax Credits.
- 17. Liquidations that are based on Record Date Holdings, and
- 18. Sales of Rights that are "Poison Pills" and ADRs.

The preset categories appear on the left and show the number of events that have changes today.

For example, to see a list of stock distribution events where key data was updated today, you would click the event count here.

Now, let's see what the categories mean.

- Late Announcements are events that DTC announced today that have a record date of today or a day in the past.
 - You can see late announcements broken out by those that contain issuer elections and those that do not.
- Key Data Updated on Event shows you announcements in which critical data such as the Payout Type
 or DTC Instruction Expiration Date have been updated today. DTC monitors more than 35 data points for
 changes on distribution events.
- In **DTC Rate to Rate Change**, we show you cases where the cash payout rate has changed to a new rate. These categories also show any changes made to security rates.
- You may also want to be aware of events for which DTC has just received a cash or security rate. These
 rate additions show up in the DTC Zero Rate to Rate Change category.
- You can specifically search for Canceled and Deleted Events, or
- See Events with Late Ex Dates.

Once you have decided what you wish to see, click an event count.

You're brought to a Search Results page that contains only the events that apply to this search.

You might find it convenient to use a pre-saved company-wide query, or maybe an earlier search of your own that you have saved.

These links always appear along the top of the **Announcements** page.

Click the arrow next to either one to see what searches are available to you.

Finally, if you would like to set your preferences, you can do this from here. For more information, see the Quick Tip on Setting Preferences in the Asset Services Learning Center.

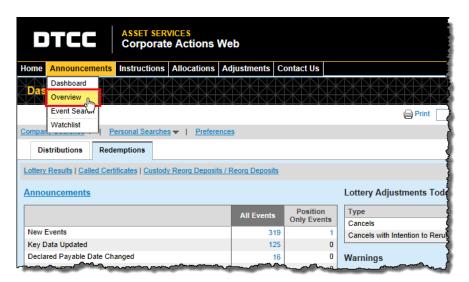
From Preferences, you can choose your CA Web **Home Page**. This is the page you'll see each time you open the CA Web.

You can also ensure that you are viewing all the details on an event including DTC Only options by selecting **Yes** in the **Show DTC Only Fields on the Composite Detail Page** button.

And finally, you can choose how composite search results are exported, either in full or using a customized list of columns from the page.

Redemptions Tab

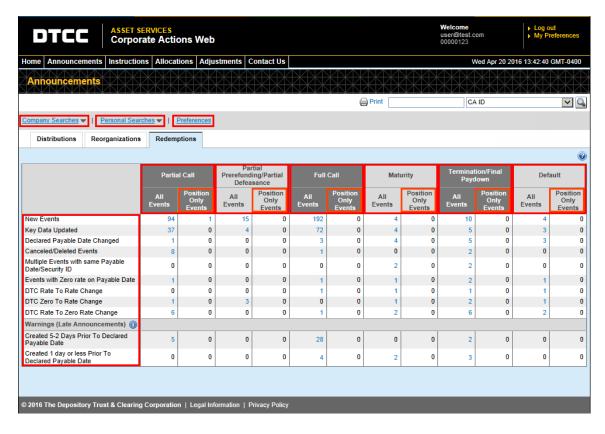
The Announcements Overview page provides you with the ability to see all of your allocations information in one place, across redemption types.



From the menu bar:

- 1. Hover over **Announcements**.
- Click Overview.
- 3. Click the **Redemptions** tab.

You can also click **Announcements** on the Dashboard.



The **Announcements** Overview page contains quick links to event announcements. You can also access your company's saved announcement queries, access your own queries, or set important preferences in CA Web from this page.

The table contains event counts for DTC-eligible events. These counts are hyperlinks you can click to view events that fall into each category. There are separate counts for all events and position only events.

The categories on the left divide the announcements by category. They include new events as well as specific changes that have taken place to existing events.

- Key Data Updated on Event shows you announcements in which critical data have been updated today.
- Declared Payable Date Changed alerts you to existing events for which you must take note of the new payable date.
- Canceled/Deleted Events informs you of your events that have been canceled or deleted today.
- **Multiple Events with same Payable Date/Security ID** groups together events on the same security that will be paid out on the same date.
- Events with Zero Rate on Payable Date allows you to see which events have not been assigned a rate as of the payable date.
- DTC Rate to Rate Change shows cases where the DTC rate has changed to a new rate today.
- **DTC Zero to Rate Change** shows instances where the DTC rate was assigned today. These categories also show any changes made to security rates.
- DTC Rate to Zero Change shows cases where the previously declared DTC rate has today changed to zero.

Additionally, warnings are provided for late announcements and presented according to the length of time between their creation and declared payable date.

The columns sort all announcements by event type. Within each event type, announcements for position-only events are listed separately.

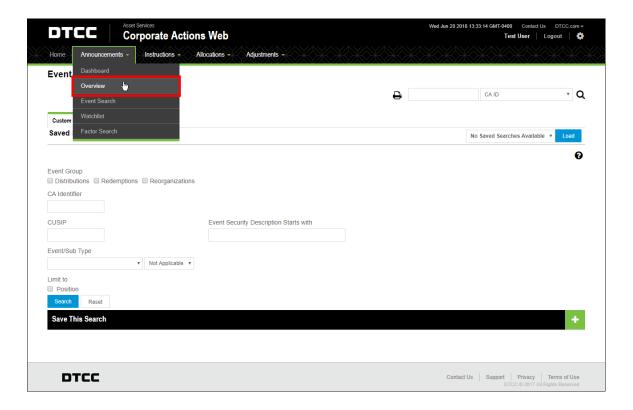
See Viewing Announcements for more information.

Reorganizations Tab

The Announcements Overview page provides you with the ability to see all of your announcement information in one place, across reorganization types.

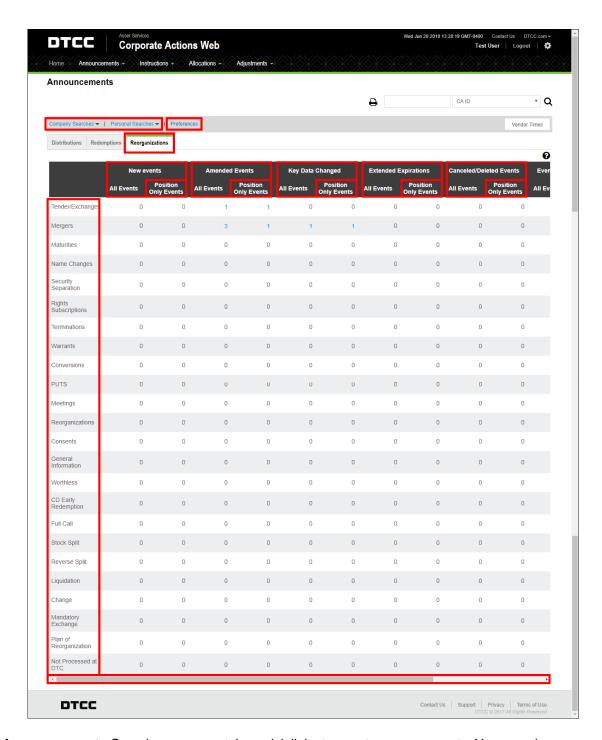
From the menu bar:

1. Click Announcements.



- 2. Click Overview.
- 3. Click the **Reorganizations** tab.

You can also click **Announcements** on the Dashboard.



The **Announcements** Overview page contains quick links to event announcements. You can also access your company's saved announcement queries, access your own queries, or set preferences in CA Web from this page.

The table contains event counts for DTC-eligible events. These counts are hyperlinks you can click to view events that fall into each category. There are separate counts for all events and position only events.

The list on the left divides the announcements by event type. The columns on the right divide these event types into specific groups. These groups include new events as well as specific changes that have taken place to existing events.

Scroll to the right to view all groupings: some event counts may occur in the scrolling area and not be visible on the initial page.

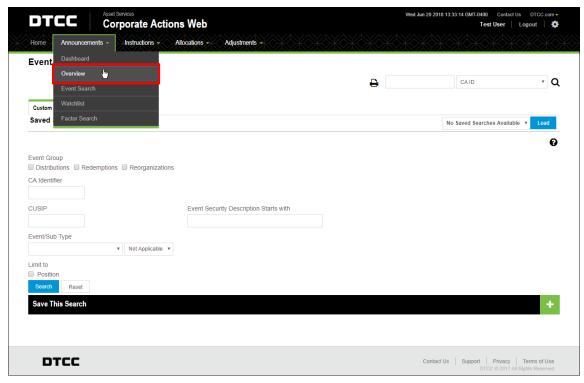
- Amended Events groups together all events that have had any data changed at all (key data or not).
- Key Data Changed shows you announcements in which critical pieces of data have been updated today.
- **Extended Expirations** alerts you to existing events for which the expiration date has been extended past its original recorded expiration date.
- Canceled/Deleted Events informs you of your events that have been canceled or deleted today.
- Events Expiring Today shows you all events with an expiration date of today.
- Events Expiring within 5 Days links to a list of events with an expiration date within the next five business days.

See Viewing Announcements for more information.

Viewing Reorganizations Announcements

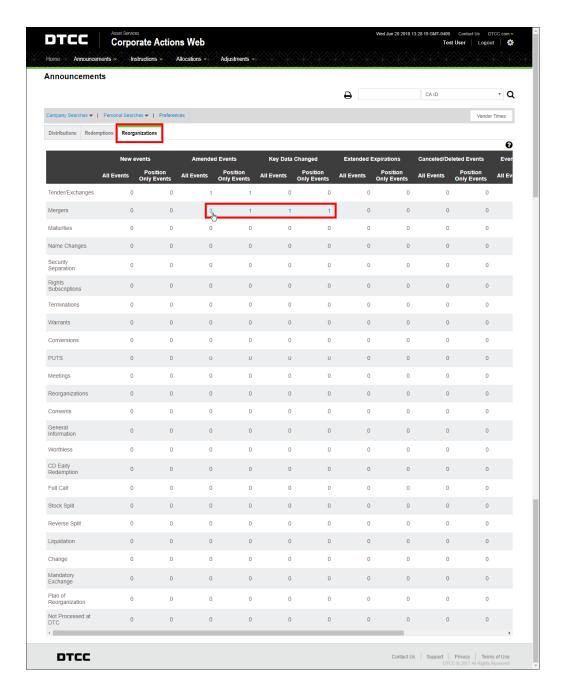
From the menu bar:

- Click Announcements.
- 2. Click Overview.



The Announcements overview page appears.

3. Click the Reorganizations tab.

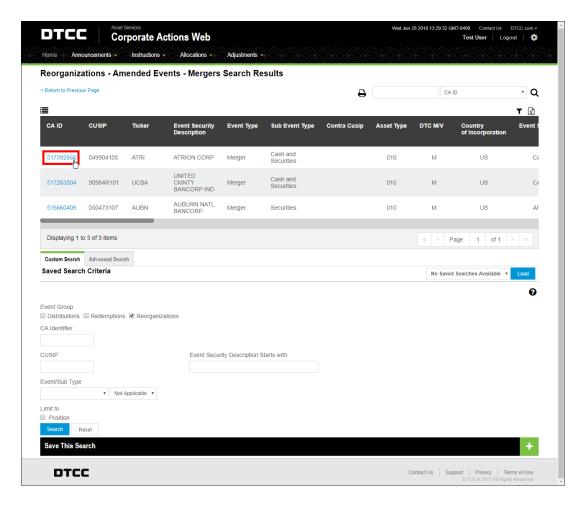


The table contains counts for DTC-eligible events. The headings on the left divide the results by event type. The categories on the top divide the announcement counts into specific groupings.

These counts are hyperlinks you can click to view events that fall into each group.

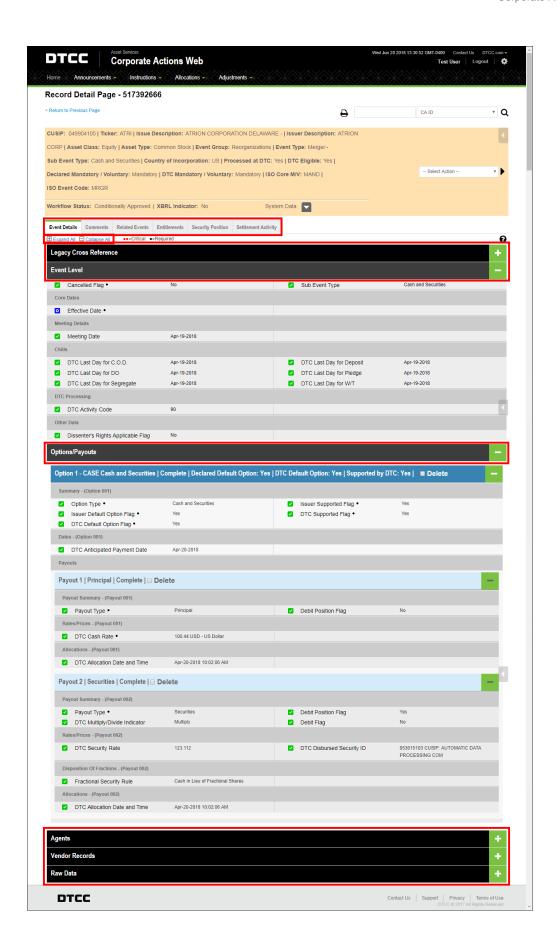
4. Click an event count.

The Search Results page appears. It contains only the events that apply to that particular announcement group and event type.



5. Click the **CA ID** of the announcement you want to view.

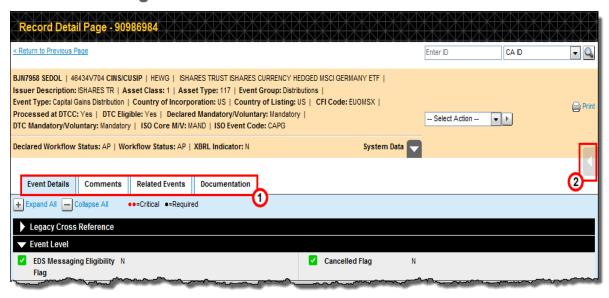
The Record Detail page appears in that browser window, displaying the Event Details tab.



Click the black bars to open and close the event details sections on this page.

Click any other tab to view additional information about this event.

Record Detail Page



The Record Detail page allows you to view all of the relevant information for an individual announcement. It contains an overall event summary and is divided into four tabs (1).

Click any tab to see the relevant information:

- Event Details. This contains important information about the event itself. It is where you will find most of the information you need.
- Comments. Here, you will see any external comments about the event (e.g., why an event was canceled). Comments from the ISO 20022 message will appear here.
- Related Events. Here, you will see a list of events that are occurring for the same security as well as those
 that have already occurred, plus any possible future events.
- Documentation. This tab will contain links to any relevant outside information, such as press releases and prospectuses on reorg events.

A floating menu on the right (2) allows you quick access to any section of the record detail page. Click to expand this menu from anywhere on the page.

For reference, click here to see a list of Sub-Issue Type Codes.

Event and Sub-Event Types

Corporate Actions are organized in the CA Web around events. When searching for events, you can narrow your searches further by selecting from the following search criteria.

- Event Type Group: categories of events such as Distributions, Redemptions, or Reorganizations.
- Event: a description of a corporate action. This is the unique logical event name in the new corporate
 action data model. Before this model, function and activity codes described what is now referred to as an
 event.

• **Sub-Event:** a further description of the event.

Distributions

For each event, the CA Web allows you to search on the Event and, if applicable, the Sub-Event type. In some cases, there no sub-event types for an event.

Event	Sub-Event
Automatic Dividend Reinvestment	• N/A
Capital Gains Distribution	DRIP (DTC only) Opt Out (DTC Only)
Cash Dividend	Currency ElectionDRIP (DTC only)Opt Out (DTC Only)
Default	Interim Payment
Distribution	DRIP (DTC only)Opt Out (DTC only)Tax Credit
Dividend with Option	• N/A
Interest	DRIP (DTC only)
Liquidation	Based on Record Date Holdings
Pay in Kind	• N/A
Principal	DRIP (DTC only)
Return of Capital	 DRIP (DTC only) DRIP (Issuer) Opt Out (DTC Only) Sale of Assets
Rights Distribution	Physical Rights not Issued
Sale Of Rights	ADR Poison Pill
Special Dividend	Currency ElectionDRIP (DTC only)Opt Out (DTC Only)
Spin-Off	Stock DividendStock SplitTax Refund

Redemptions

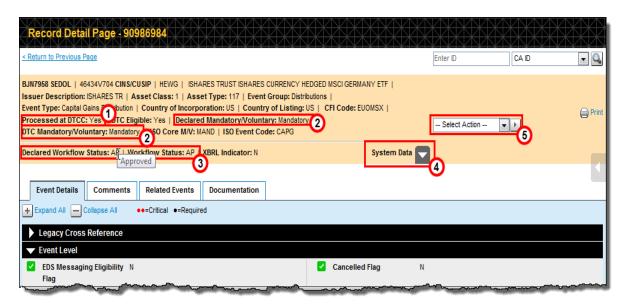
Event	Sub-Event
CD Early Redemption* *Deferred until Phase 5 implementation.	• N/A
Default	Final Payment
Final Paydown	• N/A
Full Call	• N/A
Full Prerefunding	• N/A
Maturity	Securities
Partial Call	• N/A
Partial Defeasance	• N/A
Partial Prerefunding	• N/A
Termination	• N/A

Reorganizations

Event	Sub-Event
Change	ADR Cash BasisDomicileReclassified
Consent	With Payout Without Payout
Conversion	Ongoing
Dutch Auction	• N/A
Exchange Offer	 144a Cash and Securities Consent Reg S Unwind
Full Call	• N/A
General Information	Important Notice
Liquidation	Presentation Required
Mandatory Exchange	Remarketing
Mandatory Put	Retain
Maturity	Securities
Meeting	• N/A
Merger	CashCash and SecuritiesSecurities
Name Change	• N/A
Odd Lot Offer	• N/A
Partial Call	• N/A
Partial Mandatory	• N/A
Put	Retain
Plan of Reorganization	• Vote
Put	 Mortgage-Backed Survivor Options* * Deferred to Phase V.
Redemption of Warrants	• N/A
Reorganization	• N/A
Reverse Stock Split	• N/A
Rights Subscription	• N/A

Event	Sub-Event
Security Separation	• N/A
Stock Split	Presentation Required
Tender Offer	 Bid Tender/Sealed Tender Cash and Securities Cash in Lieu Consent Convert and Tender Mini Tender Offer to Purchase Self Tender
Termination	• ADR
Warrants Exercise	Ongoing
Worthless	• N/A

Event Summary



At the top of the page is a tan Event Summary area. It is visible regardless of the tab you are viewing. It summarizes the event at a high level and provides you with security detail information and the status of the event, allowing you to refer quickly to this data from wherever you are on the event record page.

The information displayed here varies according to the event type. Some information elements are common to all event types, while others are specific to the kind of event they describe. The common information includes the CUSIP, Issue Description, Security Description, Asset Class, and Asset Type.

The **Processed at DTCC** indicator (1) lets you know whether or not the event is being processed at DTCC. If it is not, then this page is informational only. The **DTC** and **Declared Mandatory/Voluntary** indicators (2) let you know whether you need to act on this event.

Numeric codes and acronyms that are not self-explanatory are described on the screen. When you place your mouse over the field, you'll get an explanation of the data.

At the bottom, you can see the status of the event itself (3). Hover your mouse over the codes to see if this event is Approved, Conditionally Approved, Cancelled, or Deleted.

For additional system data, click the gray arrow (4). Here, you can research timestamps related to the announcement. You can see when the announcement was created, when it was last updated, and how long it will be active.

The **Select Action** menu **(5)** allows you to refresh the page, view the audit trail, and request the related ISO 20022 message. You can also submit a corporate actions related inquiry directly to the WINS system.

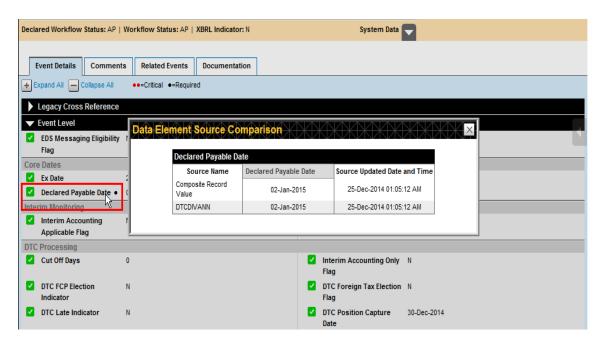
Event Details Tab

The Event Details tab provides a wealth of information beyond the event summary, allowing you a full, clear picture of the event.

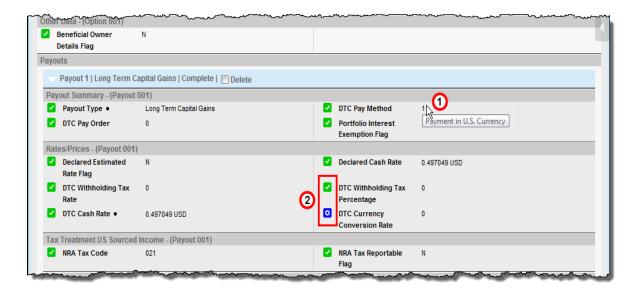
Notes about this page:



• Click any black header line to open that twisty (the white triangle on the left "twists" open and closed) and view that section's information in full. These sections vary based on the event type; not all information is relevant to all events.



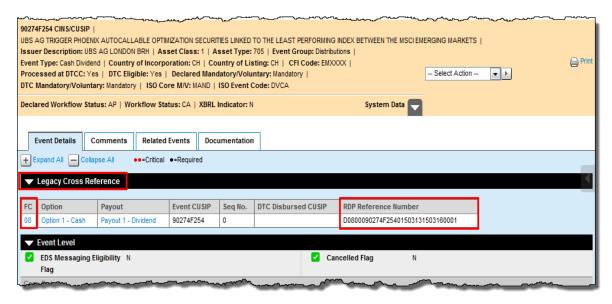
Click on any field name to see a mini audit trail for that field, including the last update for that information.



- Hover over codes or acronyms to see a tooltip with a longer explanation of the code (1).
- A green check next to a field indicates that the information provided is final—no further changes will be
 made. A blue circle next to a field indicates that the information is expected but not yet available (2).

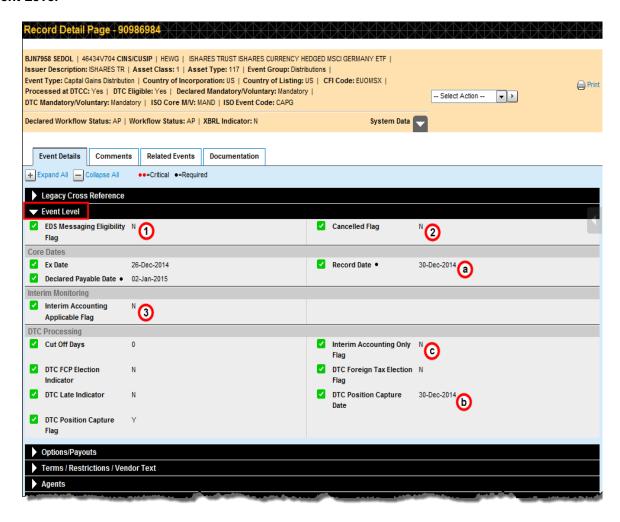
Some important sections on this page are detailed below.

Legacy Cross Reference



This section shows the function code this event is being mapped to from the old system, explaining where the event came from. It is especially useful for ISO clients taking ISO 20022 messages as it ties in the old function codes and activity codes and provides the RDP reference number for each.

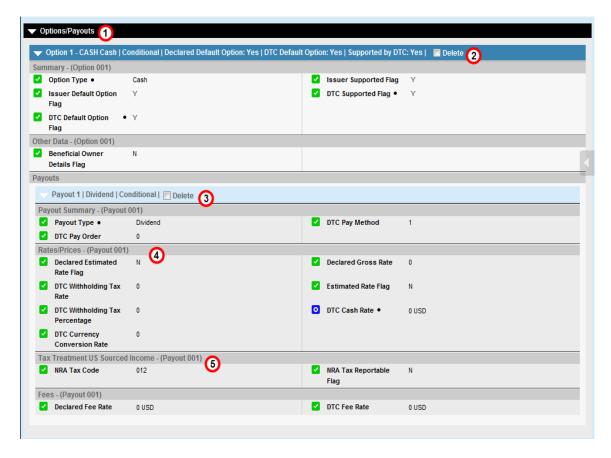
Event Level



The Event Details tab opens with the Event Level twisty open. It provides you with the relevant dates and processing information for the event itself. Some important fields here include:

- **EDS Messaging Eligibility Flag (1)**. This indicates whether the event is eligible for the electronic submission of instructions by clients via ISO messaging, as not all events are eligible.
- Cancelled Flag (2). If the value is "Y," this event was canceled in the market.
- Interim Accounting (3). If the value is "Y," interim accounting is available and the Due Bill Redemption Date field is displayed here. If the value is "N," only the Record Date (a) is displayed as the Position Capture Date (b). If interim accounting is the only option, it is reflected in the Interim Accounting Only flag (c).

Options/Payouts



Click the black header line (1) to open this twisty. It contains a full list of the options available on this event.

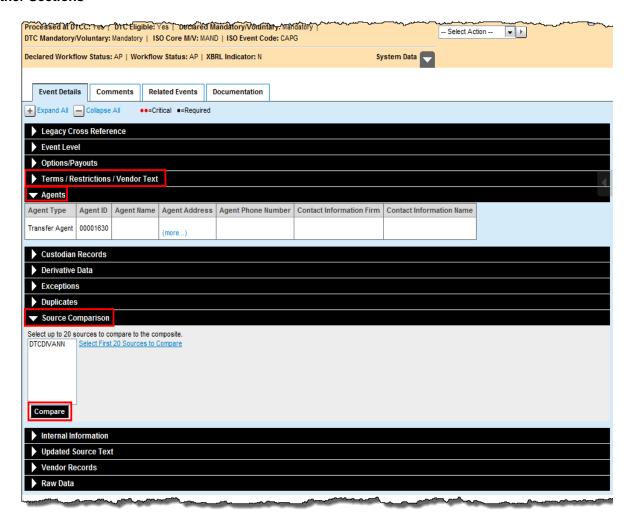
Click the dark blue header line to open the twisty for each option. The top option is always the default option; information here includes whether the default is a declared default, whether it is a DTC default, and whether it is supported by DTC. If the option has been deleted, the **Delete** checkbox will be checked **(2)**.

Click the light blue **Payout** line to open the twisty for each payout option. If the payout option has been deleted, the **Delete** checkbox will be checked **(3)**.

The **Rates and Prices** section **(4)** shows you the DTC Rate and the Declared Rate. Click the field name for either to see source information for the rate.

The Tax Treatment US Sourced Income section (5) shows you the NRA tax codes.

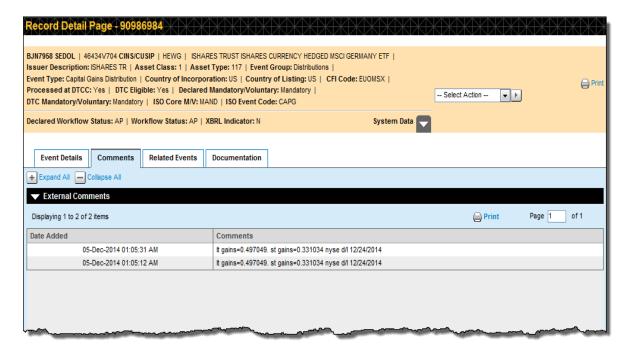
Other Sections



Based on the event type, you will see other twisty sections on the list. Some common sections include:

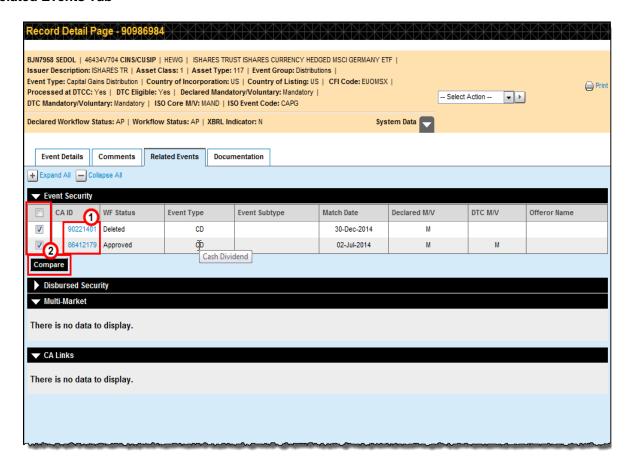
- **Terms/Conditions/Vendor Text:** If there are any terms or conditions specified for this event, or if there are any comments from the vendor, they will be displayed here.
- **Agents:** This contains the agent type, agent ID, and contact information for the agent involved in this event.
- **Source Comparison:** Select up to 20 records from the source information list box and click Compare. A separate window opens with columns containing a complete listing of the data for each selected source that this record is drawn from.

Comments Tab



On this tab, you can see the external comments made on this event. These comments generally come from the ISO message and include information such as the reason why an event was cancelled.

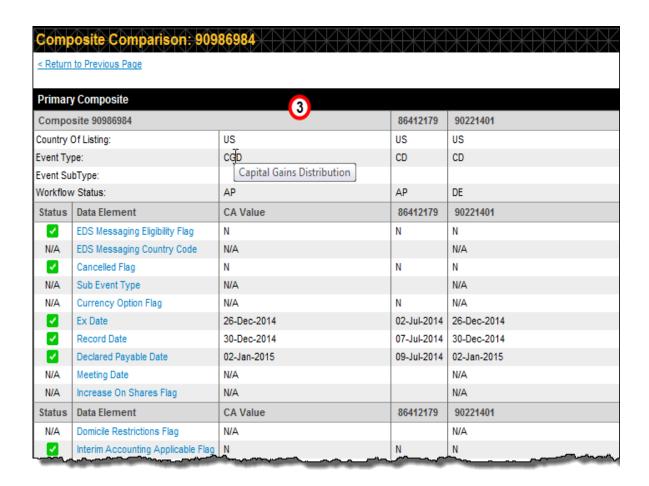
Related Events Tab



This tab displays any other events that have occurred (or could occur) on the same security. Here, you can see any related event history as well as any possible future events that are expected to occur on the same security.

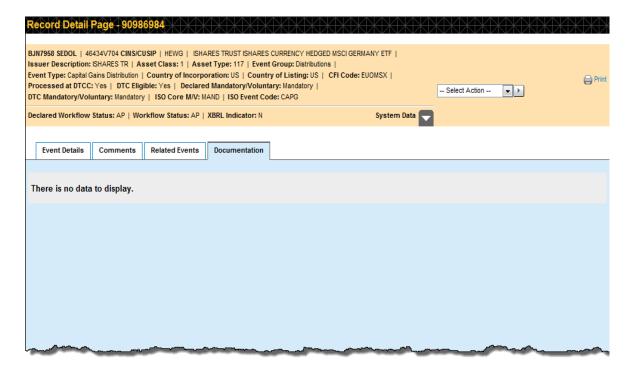
Click the CA ID (1) to open the Record Detail page for a related event.

You can also compare these events with the current one by selecting the checkboxes next to each and clicking **Compare (2)**. You can compare up to 10 events at a time.



This opens a separate **Composite Comparison** window that provides a side-by-side comparison of the events' key data. Data for the current event is presented in the first column **(3)**. This is especially useful for tracking rate histories and P&I factors.

Documentation Tab



When relevant, this tab provides you with links to press releases, letters of transmittal, reorganization event prospectuses, ADR Depositary Fees, and any other documentation that relates to this event.

Please note that Important Notices are provided in the Event Level section of the Event Details tab when applicable.

Not all events will have corresponding documentation.

Sub-Issue Type Codes

CORPORATE EQUITY			
Sub-Issue Type Description			
010	Common Stock		
011	Convertible Common Stock		
012	Common Stock REIT		
020	Preferred Stock		
022	Preferred Stock REIT		
023	Convertible Preferred Stock		
024	Tender Rate Preferred Stock		
030	Limited Partnership		
040	CMO Denom in "Units" or "Undivided Interest"		
041	ABS Denom in "Units" or "Undivided Interest"		

CORPORATE EQUITY			
042	Issue Denom in "Units" or "Undivided Interest"		
102	Auction Rate Preferred Stock (ARPS)		
110	American Depositary Receipt (ADR)		
111	Depositary Share		
112	Municipal Option Call Right		
117	Exchange Traded Funds		
120	MMI Preferred Stock (in CP-like mode)		
121	Equity 144A Designated Investors		
125	Sealed Envelope		
126	Custody User CUSIP		
130	Real Estate Investment Trust (REIT)		
700	Package		
705	Equity Derivative		
710	Option Derivative		
720	Warrant		
730	Right		
760	Mutual Fund		
761	Closed End Fund		
762	(IMMI) Institutional MMI Mutual Fund Shares		
780	Equity Unit		
790	Unit Investment Trust (UIT)-Nuveen Only		
795	Unit Investment Trust (UIT)		

CORPORATE DEBT				
Sub-Issue Type	Description			
450	GNMA REMIC Securities			
451	GNMA Pass-Through Securities			
452	GNMA Serial Note Securities			
500	Corporate Bond (CB) or Global Bond Corp (GCB)			
502	MMI Bankers' Acceptance Note (BA)			
504	MMI Institutional Certificates of Deposit			
505	Certificated Money Market Instrument			

	CORPORATE DEBT
506	Certificated Money Market-Periodic Player
507	Certificates of Deposit
510	CPI Interest at Maturity (IAM) Commercial Paper
511	Periodic Payment Commercial Paper
520	CPI Discount Commercial Paper (CP)
525	MMI Corporate Commercial Paper
526	MMI Corporate VRDO/CP
530	MTN Medium Term Note
531	MMI Deposit Note
532	MMI Medium Term Bank Note
533	MMI Medium Term Note
540	Collateralized Mtge Obligation or Global CMO
541	Asset-Backed Security (ABS) or Global ABS (GABS)
542	Non-CMO/ABS Amortizing Issue
545	Corporate 144A Designated Investors
546	Corporate Other Tax Exempt
550	MMI Short-Term Bank Note
551	Z CPN Denom in Initial Principal Amt
560	MMI Discount Note
571	Corporate Auction Rate Note
572	Convertible Corporate Debt
573	Corporate Variable Mode Obligation (CVMO)
574	Corporate Short-Term Note
575	Corporate Debenture
576	Corporate VRDO/Municipal VRDO (MMD)
577	Corporate Insured Custodial Receipt
578	Tender Rate Note
579	Zero Coupon Bond
601	Government Security
602	Government Trust Certificate
603	Junk and Treasury Growth Receipt (JGR)
610	U.S. Treasury Security

CORPORATE DEBT				
611	U.S. Treasury Bill			
612	U.S. Treasury Note			
613	U.S. Treasury Bond			
620	U.S. Government Agency Security			
704	Corporate Debt Derivative			
781	Debt Unit			

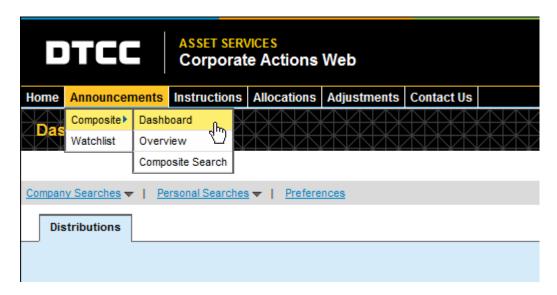
MUNICIPAL DEBT				
Sub-Issue Type	Description			
310	Municipal Bond			
311	Municipal Note			
312	Municipal Auction Rate Note (ARN)			
313	Municipal Variable Mode Obligation (VMO)			
314	Municipal Variable Rate Demand Obligation (VRDO)			
315	Municipal Insured Custodial Receipt			
320	MMI Municipal VRDO/CP			
330	MMI Municipal Commercial Paper			
340	Bearer, Callable Zero Coupon Bond			
346	Municipal Other Tax Exempt			
706	Municipal Derivative			
708	Municipal Amortized Issue			

DISTRIBUTIONS

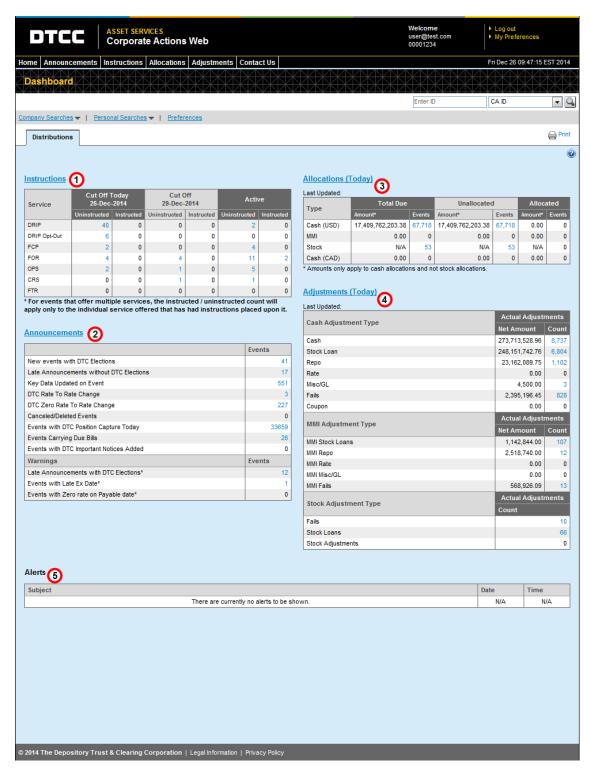
About the CA Web Dashboard

The Dashboard provides you with one convenient launch page that allows you to view all items in CA Web that potentially need your attention.

To get to the Dashboard, hover your mouse over **Announcements > Composite** and click **Dashboard** from the menu:



This invokes the CA Web Dashboard page for your account:



The Dashboard is divided into five main groupings.

1. Instructions

The **Instructions** box shows a total of all events, listed out by service, on which you can instruct. It specifically highlights the number of instructions with a cutoff of the current business day, all items that have a cutoff on the next business day, and all active instructions.

- Cut-off Today represents the events where you hold a record date position and the instruction window for the service will be "closing" or expiring on the current business day.
- The next **Cut Off** column represents the events where you hold a record date position and the instruction window for the service will be "closing" or expiring on the following business day.
- **Active Instructions** represents the events where you hold a record date position and the instruction window for the service is open and not cutting off today.

Click the **Instructions** heading to reach the **Instructions** Overview page.

Click any hyperlinked number in the **Uninstructed** and **Instructed** columns to see a Search Results page that lists all events comprising that total. You can reach a particular event's Record Detail page from here.

2. Announcements

The **Announcements** box contains event totals divided by category—new event announcements are shown here, as well as announcements on which a particular piece of event information has changed. You can see items grouped as "warnings" here as well. For example, you can see your Late Announcements, which are events that DTC announced today that have a record date of today or a day in the past and therefore require timely attention.

Click the **Announcements** heading to reach the Announcements Overview page.

Click a hyperlinked number in the **Events** column to see a Search Results page that lists all events comprising this total. You can reach a particular event's Record Detail page from here.

3. Allocations

The **Allocations** box summarizes all of the events that may be allocated. It displays an amount and count of events for the current business date. The Allocations counts are divided up by entitlement types:

- Cash (USD),
- **MMI**, for your interest payments on Money Market Instruments,
- Stock, for all of your security allocations, stock spinoffs, stock splits, rights distributions, etc., and
- Cash (CAD) for customers who participate in the Canadian Link Service.

Click the **Allocations (Today)** heading to reach the Allocations Overview page.

Click any hyperlinked number in the **Events** columns to go to a page that lists all events comprising that total. You can reach a particular event's Record Detail page from here.

4. Adjustments

Adjustments include all entitlement and allocation activity that is outside the traditional pay date allocations. This includes all post allocation rate adjustments and any activity tracking for stock loans, repos, and due bill fail tracking.

The Adjustments box includes a bird's-eye view of your adjustment totals. You can view today's totals split out by adjustment type as well as the number of records that comprise that total.

Click the Adjustments (Today) heading to reach the Adjustments Overview page.

Click any hyperlinked number in the **Count** column to go to a page that lists all events comprising that total. You can reach a particular event's Record Detail page from here.

5. Alerts

This section contains a list of any system alerts that are generally helpful or that require your attention. They are posted with the date and time so you can gauge each alert's immediacy.

Click a hyperlink in the **Subject** column to read an alert.

Instructions

DTC Corporate Actions

The following services are available for use when instructing on dividend options. Contact your relationship manager to participate in any of these programs.

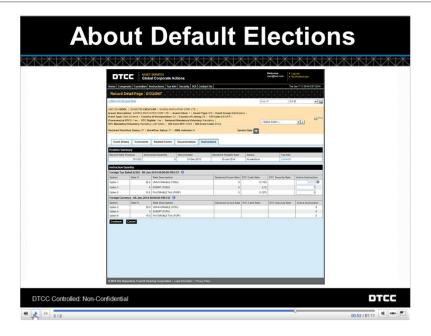
You will see only those programs in the Corporate Action browser to which you subscribe.

Foreign Currency Payment	DTC's Foreign Currency Payment (FCP) service allows clients to receive dividends and interest in foreign currency to be paid at the client's bank in the local market on FCP-eligible securities. Payouts can be made either in all foreign currency, all U.S. dollars, or a combination of the two.
TaxRelief	DTC TaxRelief sm (TaxRelief) makes it possible for DTC clients and their qualifying beneficial owners to obtain tax relief "at-source" or via an accelerated refund on certain foreign issues as a result of tax relief arrangements established with issuers, agents, or the tax authorities of various countries. Obtaining benefits at-source means investors receive the income payment with the most favorable rate of tax.
Optional Dividends	The Optional Dividend service allows clients to elect to receive income payments in the form of cash, stock, or a combination of both as set forth in the terms of the options defined by the issuer declaring the distribution.
Dividend Reinvestment	The DTC Dividend Reinvestment Program (DRiP) allows clients to reinvest income payments for additional securities. The DTC DRiP program also includes an opt-out feature, where income payments on certain issues have been automatically reinvested into securities and DTC clients have the opportunity to instruct to receive cash instead.
Cash-in-Lieu/Round- up	The Cash-in-Lieu and Round-up service is used when the security's Issuer or Agent agrees to round up fractional entitlements to the beneficial owner level or agrees to pay cash-in lieu for fractional entitlements at the beneficial owner level.

Instructing on the Default Option

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



For services other than Optional Dividends, eligible positions will appear under the Default Rate when the instruction window opens. This Default Rate represents the least favorable rate.

Based on the client's tax status, you may instruct and move position to a more favorable rate.

If you do not make any elections during the election window, or only instruct on part of the record date position, then any unelected quantity will automatically be applied to the default option upon the instruction cutoff.

However, you can choose to instruct on the default. This ability for you to actively elect the default, rather than passively accepting it at cutoff, is a way for you to indicate that an instruction has been made.

The default rate appears grayed out in the Active Instruction area of the event's Record Detail page. Mouse over the blue Information circle. You'll see that this is marked as the Default option.

Click **Continue** at the bottom of the page without changing any instruction amounts. By doing so, you're instructing on the default.

Enter your Submitter Information for the audit trail and click **Submit Election**.

Once you complete submitting the instruction, it will be marked as "Instructed" on your Overview page.

Related Information

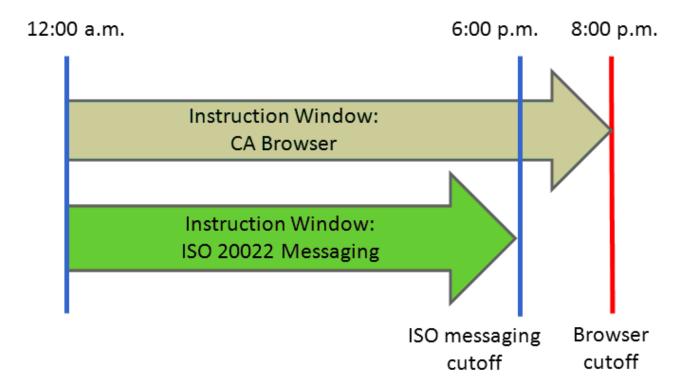
How to Submit an Instruction

Instruction Window Cutoff Times

For the majority of corporate actions distribution events, the instruction window is open from 12:00 midnight until 8:00 p.m. eastern time.

Note that in a minority of cases, the event cutoff may be different than 8:00 p.m. If so, the cutoff time would be noted on the event.

Instructions sent via ISO messaging can be submitted up until two hours before the instruction window closes. Functionally, this means that ISO 20022 messages can be submitted until 6:00 p.m. if the event cutoff is 8:00 p.m.



Please note that, once any instructions originating from ISO 20022 messages have been edited in the browser, you cannot change your instructions using ISO 20022 messages. Use the browser to make any changes past this point. Read some rules here.

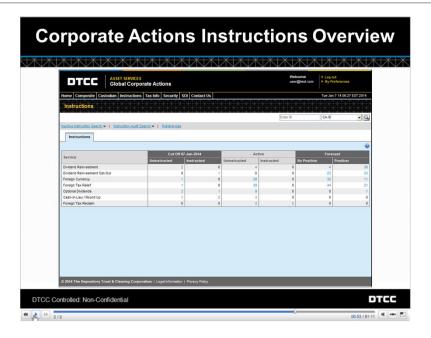
Note that if any amount remains uninstructed at cutoff, that amount will automatically be elected at the default rate. You can choose to actively elect the default rate instead of automatically accepting it.

Instructions Overview

About Inactive Instruction History About Instruction Audit History

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



This is the Instructions Overview page.

This page is essentially a summary that allows you to view all of the Corporate Actions Services offered, broken out by event type.

It specifically highlights instructions that are due on the current business day, all active instructions, and all forecast instructions.

- **Cut-off Today** represents the events where you held a record date position and the instruction window for the service will be "closing" or expiring on the current business date.
- Active Instructions represents the events where you held a record date position and the instruction window for the service is open and not cutting off today.
- **Forecast Instructions** include all distribution events that have been announced and are eligible for services, but the instruction window has not yet been opened.

For **Cutoff Today** and **Active instructions**, there are "Instructed" and "Uninstructed" columns.

If you click on any record count, you will be brought to the corresponding search result page where you can drill down for further details.

Related Information

About Corporate Action Services

Viewing Instruction Audit History

Use this page to search for items for which the expiration window has closed.

From any page in the Corporate Actions Web browser:

- 1. On the menu bar, hover your mouse over **Instructions** and click **Overview**.
- Click Instruction Audit Trail Search from the links above the table to display the drop-down search menu.
- In the search area, enter the requested information to find the corporate action event you're looking for. 3.

The following required fields are marked with a red asterisk *:

- **Service**. Select the Corporate Actions Service.
- Note: You must provide at least one of the following fields in your search:
- **CUSIP**. Input the CUSIP. This must be nine characters.
- **Activity Date.** Select a date and specify a time period before or after your selected date.
- 4. Click **Search**. A list of Instructions displays.
- Click the link in the CA ID column. This takes you to the Instructions tab on the Record Detail page. Click View Audit Trail at the top right of the Record Detail display. This shows you the Instruction Audit Trail for the instruction you are viewing.

Displaying 1 to 2 of 2 items		
Activity Timestamp	Activity Type	
23-Aug-2013 07:32:00 AM	Inserted election	
23-Aug-2013 07:32:01 AM	Inserted election	

Click on an **Activity Timestamp** to see further detail.

Helpful Hints

For Activity Date, type the date in mm/dd/yyyy format or select the date using the calendar tool.



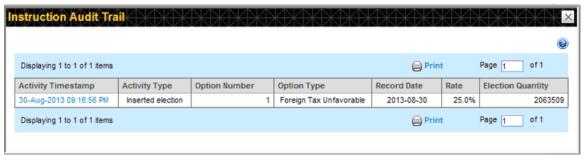
- For Activity Date, use the "+" or "-" symbol and type the number of days to select a "rolling" time period of up to 30 days before or after your selected date.
- Click Print to print a hard copy of the transaction information.
- Click Export to Excel to export all data in this table to an Excel spreadsheet.

Viewing Inactive Instruction History

Use this page to search for items for which the instruction window has closed and the event has not yet allocated/paid.

From any page in the Corporate Actions Web browser:

- 1. On the menu bar, hover your mouse over **Instructions** and click **Overview**.
- 2. Click **Inactive Instruction Search** from the links above the table.
- 3. In the search area, enter the requested information to find the corporate action event you're looking for. The following required fields are marked with a red asterisk:
 - **Service**. Select the Corporate Actions service.
 - Note: You must provide at least one of the following fields in your search:
 - CUSIP. Input the CUSIP. This must be nine characters. and/or
 - DTC Expiration Date. Select a date and specify a time period before or after your selected date.
- 4. Click **Search**. A list of events with summary data displays.
- 5. Click the link in the CA ID column. This takes you to the Instructions tab on the Record Detail page.
- 6. Click **View Audit Trail** at the top right of the Record Detail. This shows you the Instruction Audit Trail for the instruction you are viewing.



7. Click on an **Activity Timestamp** to see further detail.

Helpful Hints

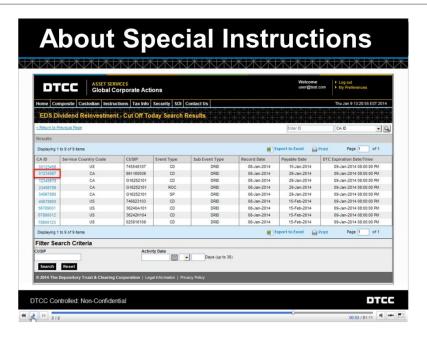
- For DTC Expiration Date, type the date in mm/dd/yyyy format or select the date using the calendar tool
- For DTC Expiration Date, use the "+" or "-" symbol and type the number of days to select a "rolling" time period of up to 30 days before or after your selected date.
- Click Print to print a hard copy of the transaction information.
- Click Export to Excel to export the first 15,000 rows of data in this table to an Excel spreadsheet.

Instructions Tab: Position Summary and Elections

About Special Instructions

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Some distribution events with instruction windows have special instructions that you are required to read before you can make any elections on the event.

If special instructions exist for an event, they will display when you first access the Instructions tab for that event.

When applicable, the Special Instructions page appears before the instructions input page. This ensures that you have viewed all the special instructions about the event before you enter any instructions on it.

Sometimes, an event can have multiple services associated with it–for example, foreign tax combined with dividend reinvestment, or foreign currency combined with foreign tax.

When this happens, the special instructions will appear in a list. Click the white arrow next to each to collapse or expand the special instructions.

Read the special instructions carefully. When you are finished, click **Continue** to move on to the Instructions input page.

Clicking **Continue** indicates that you have read and agree to the special instructions outlined on this page.

Click the hyperlink on the Instructions input page to view the Special Instructions at any time.

The Special Instructions will appear in a separate pop-up window.

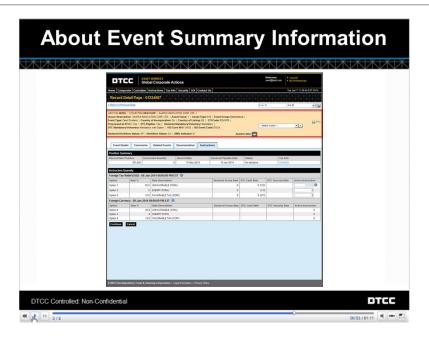
Related Information

How to Submit an Instruction

Instruction Summary

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



This tan area at the top of every event record summarizes the event at a high level, providing you with security detail information and the status of the event.

This area will appear on every tab for that event.

The Event Summary area allows you to refer quickly to the high-level event and security details from wherever you are on the event record page.

The information displayed here varies according to the event type. Some information elements are common to all event types, while others are specific to the kind of event they describe.

The common information includes the CUSIP, Issue Description, Asset Class, Asset Code, and Mandatory/Voluntary information.

Numeric codes and acronyms that are not self-explanatory are described on the screen using tooltips.

When you place your mouse over the event data, you'll get an explanation of what it represents. Here, for example, you can see a description for the Asset Type code.

At the bottom, you can see the status of the event itself.

Mouse over the codes to see if this event is Approved, Conditionally Approved, Canceled, or Deleted.

For additional system data, click the gray arrow. Here, you can research any relevant times associated with the announcement.

You can see when the announcement was created, when it was last updated and how long it will be active.

This action menu allows you to:

- Refresh the data on this page,
- Request an e-mail copy of the ISO 20022 announcement message, and
- View the audit trail for this record.

Related Information

• How to Submit an Instruction

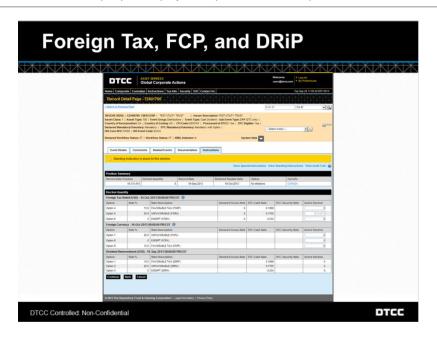
About Foreign Tax Relief, Foreign Currency, and Dividend Reinvestment

The video below provides a high-level tour of this page.

For more detailed information (such as Tax Exempt Control for Canadian Foreign Tax Relief and Beneficial Owner Accounting), see the Related Information below.

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



This is the Instructions page. It's where you can input your election instructions, and it also serves as an instruction summary.

In order to help you place your instructions, there's a position summary at the top. This captures the high-level information concerning your eligible position for the event and what has been previously elected.

This summary has six columns: Record Date Position, Elected Quantity, Record Date, Declared Payable Date, Status, and TaxInfo.

The Record Date Position is the total amount of position you can instruct.

- Elected Quantity shows you how much of this position has been instructed on.
- Status refers to the status of instructions made on the record date position.
- Click the **TaxInfo** link to launch the document that applies to this event.

You'll notice that this page looks very similar to the EDS function in PTS/PBS. Unlike PBS, though, the information is laid out horizontally from left to right, not vertically.

Below this, you can see the services that apply to you for this event. They are all grouped in one place, allowing you to use multiple services on a single page.

Here, you can submit your instructions for Foreign Tax Relief, Foreign Currency, and Dividend Reinvestment.

Basic information about the event is displayed—the options and payouts, whether or not there's tax relief, what each rate is and its description, along with the declared gross rate, the DTC cash rate, and the DTC security rate. The rates for each option are clearly marked, allowing you to determine the option that works best for you.

The last column is for your instructions. Type the amount of each election in the relevant fields on the right.

Some events are eligible for multiple services, but you may not be eligible to instruct on all of those services. If that's the case, the boxes on the grid for that service will be "grayed out," or disabled, preventing you from using those fields.

Note the information icons. Items marked with a blue circle have the earliest cutoff dates; yellow triangles provide a warning. Mouse over these icons to read helpful information.

For certain services, your entire position is automatically moved into the default option unless you instruct otherwise. You'll see that in the grayed-out box in the election column. Additionally, you have the ability to instruct on this default, which enables you to indicate that you've made a decision and taken action on an item.

Informational messages appear at the top of the page. The messages follow "traffic light" logic: red indicates an error, yellow is a warning, green indicates success, and blue is informational.

Note that your total instructed position can't exceed your record date position—the Browser will validate your instructions and display messages at the top if an instruction needs editing.

Also, please note that once you submit instructions for a particular event through the Browser, you can no longer use ISO messaging to change them. Any future responses to this event must occur in the Browser.

When you are done submitting your instructions, click **Continue** to move to the next step.

Related Information

- About Tax Exempt Control Numbers for Canadian Foreign Tax Relief
- Individual Input of Canadian Tax Exempt Control Numbers
- Bulk Input of Canadian Tax Control Numbers
- About Corporate Action Services
- How to Submit an Instruction
- About Beneficial Owner Accounting

Tax Exempt Control Numbers for Canadian Foreign Tax Relief

For distribution events on Canadian securities for which foreign tax relief is available, you are required to enter tax exempt control numbers when you instruct to withhold tax at the exempt rate. The control numbers you provide must be six alphanumeric characters, provided to you by the Canada Revenue Agency (CRA).

The security quantities within the tax relief exempt option may be further broken down into smaller quantities.

Each quantity entered requires a Tax Exempt Control number. You can enter these control numbers individually or via the bulk upload feature.

You can edit tax exempt control information up until the DTC instruction expiration date.

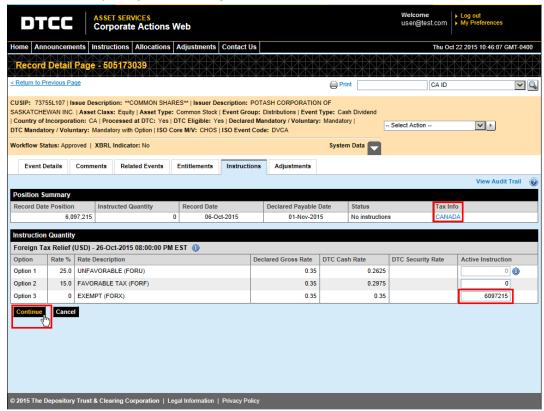
Click the TaxInfo **CANADA** link to launch a summary of helpful tax information such as documentation requirements.

Learn about inputting Canadian tax exempt control numbers:

- Individual Input of Tax Exempt Control Numbers
- Bulk Input of Tax Exempt Control Numbers

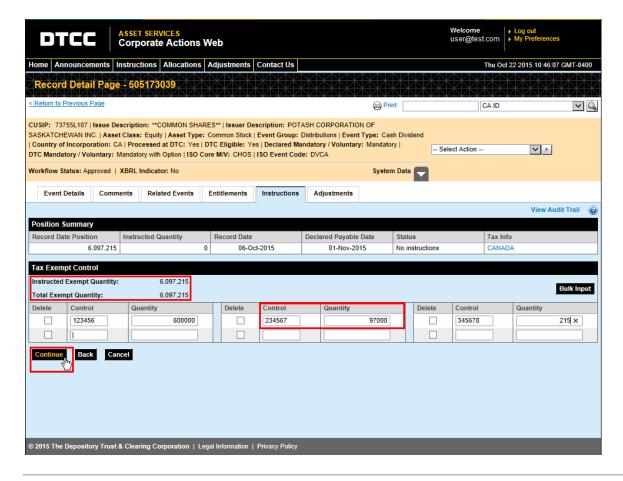
Individual Input of Canadian Tax Exempt Control Numbers

1. Enter the instruction quantity in the Exempt row's Active Instruction field



2. Click Continue.

The Tax Exempt Control fields appear



Note:

Another row of entry fields will appear after you complete each row. For multiple control numbers, you can opt to use bulk input instead of manual entry.

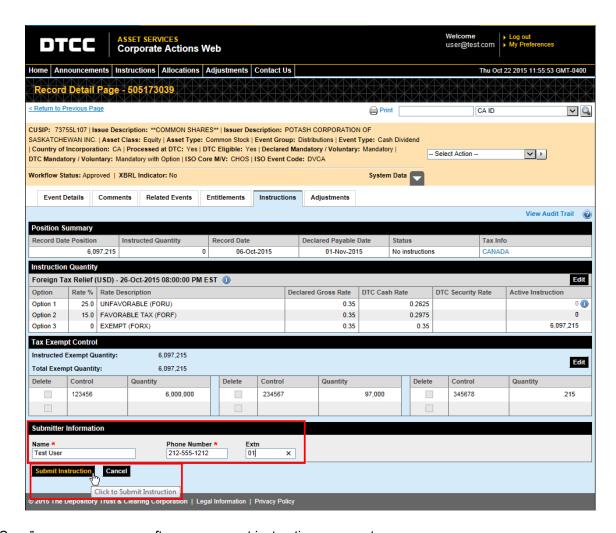
- Enter the control number in the Control field.
 The control number must be six alphanumeric characters.
- 4. Enter the quantity associated with this control number in the **Quantity** field.

Note:

The total quantity for all control numbers must equal the instructed exempt quantity.

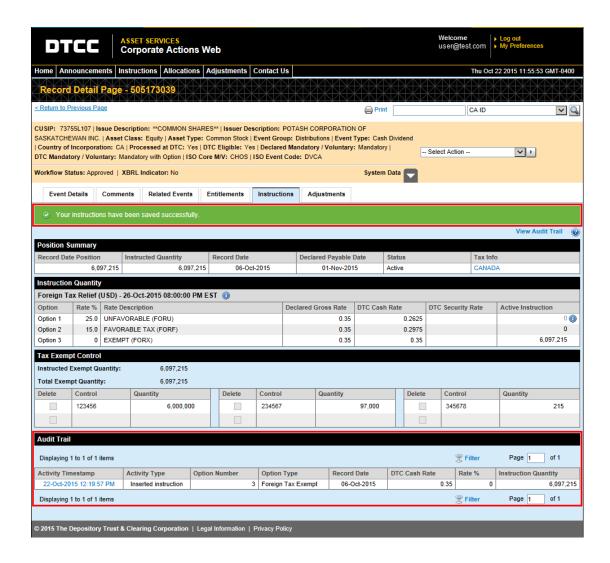
If the **Total Exempt Quantity** does not equal the **Instructed Exempt Quantity**, you will receive an error message.

- Click Continue.
 - The Record Detail Page updates with your exempt instructions.
- 6. Type your name and phone number in the Submitter Information fields and click Submit Instruction.



A "Save" message appears after your exempt instructions are sent.

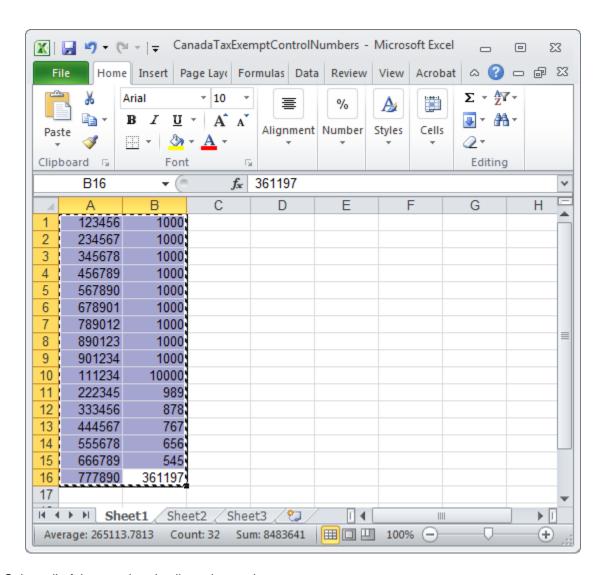
An **Audit Trail** area appears at the bottom of the page. Your recent "Exempt" instructions appear at the top of this list.



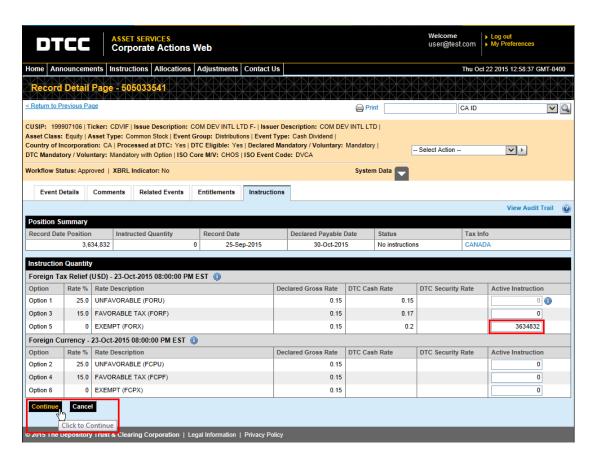
Bulk Input of Canadian Tax Control Numbers

To enter a larger group of tax exempt control numbers, you can use the Bulk Input functionality. The easiest way to do this is to use a spreadsheet.

1. Enter the control numbers in the first column of the spreadsheet and their quantities in the second. You can enter up to 600 control numbers and their associated amounts.

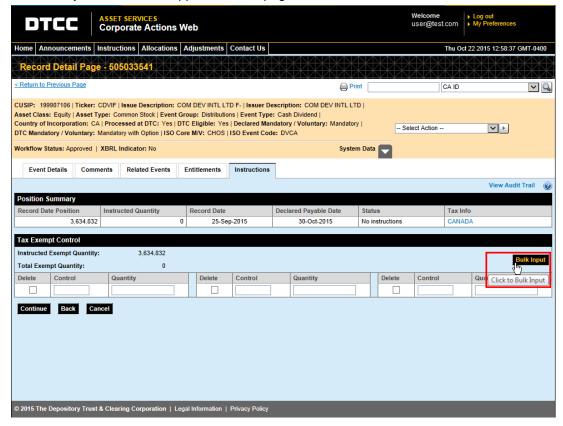


- 2. Select all of the populated cells and copy them.
- 3. In Corporate Actions Web, enter the instruction quantity in the **Exempt** row's **Active Instruction** field.



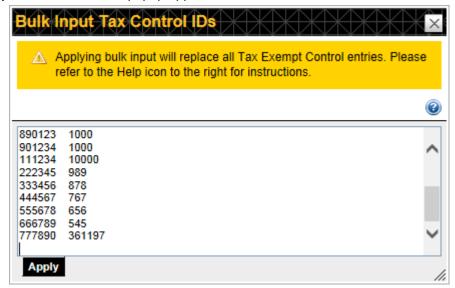
4. Click Continue.

The Tax Exempt Control area appears on the page.



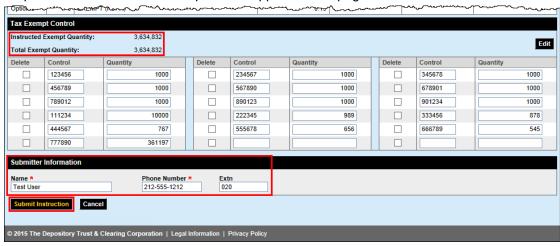
5. Click Bulk Input.

The Bulk Input Tax Control IDs popup appears.



- 6. Paste the spreadsheet cells into the window.
- 7. Click Apply.

The imported control numbers and quantities appear on the page.

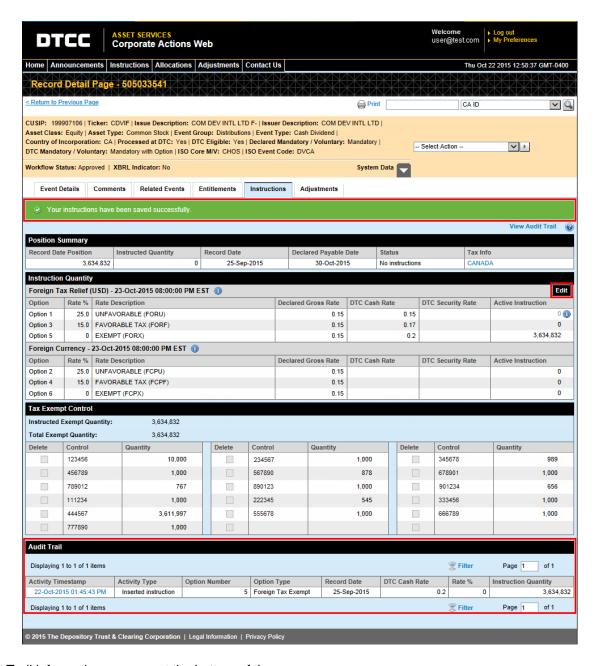


Note:

The **Instructed Exempt Quantity** must match the **Total Exempt Quantity**. You will see an error message if the quantities do not match.

- 8. Enter your Name, Phone Number, and Extension in the Submitter Information fields.
- 9. Click Submit Instruction.

After the instruction is submitted, a "Success" message appears at the top of the page.



Audit Trail information appears at the bottom of the page.

To make any changes to the instructions, click the Edit button at the top of the Instruction Quantity section.

How to Submit an Instruction

	Three main steps Click to view the associated steps.				
Step	Locate the Event				
Step	Enter the Instruction Information				
Step	Submit the Instruction				

Step	Locate the Event		
1.	There are a number o	f ways to display the Instructions tab.	
		 From the Instructions Overview. Click to drill-down through event counts. Click events that cut off today or are active as of Record Date + 1. If event counts are greater than one record, a Search Results List displays. From the Search Results List. Select the CA ID for the desired event. From the Composite Search. Enter the CA ID directly to display the exact Event Record Detail for that event. Click the Instructions tab. 	
2.	Conditionally Required	Accept Special Instructions, if any. To accept special instructions, click Continue.	Learn More
3.	Best Practice	Confirm it is the right record based on the event summary information and the record date position.	Learn More

4.



Review Warnings and Informational Messages, if any.



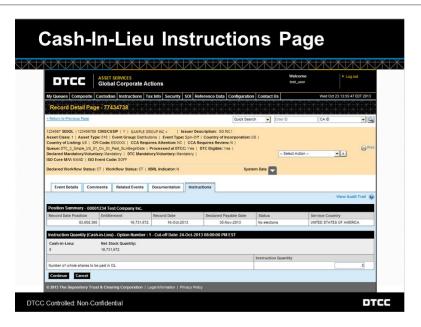
Step	Enter the Instruction	n Information	
1.	Required	 Enter the election quantity against the specific options. The total election quantity you enter may not exceed the record date position. If the quantity you enter exceeds the record date position you will be prompted to adjust the election quantities you entered. For services other than Dividends with Options, eligible positions will appear under the Default Rate when the instruction window opens. This Default Rate represents the least favorable rate. Based on the beneficial owner's tax status, you may instruct and move position to a more favorable rate. Any unelected quantity will automatically be applied to the default option upon the instruction cutoff. You can change your election quantity until the instruction cutoff occurs. For most events, the cutoff occurs at 8 pm ET on the cutoff date. You can see the cutoff in the DTCC Expiration Date/Time field on Search Results lists. Events cutting off today are shown on the Instruction Overview page. 	Learn More
2.	Conditionally Required	Enter supplementary information, if applicable. For certain services and eligible CUSIPS, Beneficial Owner, Tax Exempt Control and Wire information may be required.	Learn More
3.	Required	Add Contact Information. Enter your name and phone number.	
4.	Best Practice	Review your submission. Click the twisties to expand and show any portion of the instruction. Make any edits required by clicking the Edit button. Click Continue to advance forward to the Submit button.	Learn More

Step	Submit the Instruct	ion	
1.	Click Submit. Additional instruction until the instruction of	updates on this event can be made on the Corporate Action Webutoff.	Learn More
	Best Practice	To review your instruction, open the Instruction Audit Search.	Learn More

About Cash in Lieu

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



This is your Cash-In-Lieu Instructions page for a particular issue. When an Issuer or Agent agrees to pay cash-in lieu for fractional entitlements at the beneficial owner level, you can enter your instructions on this page.

It shows your Record Date Position, as well as your entitlement based on that position. You can also see the Record Date, this event's Declared Payable Date, and the status of your instructions on the event. When you first open this page, the status reads "No elections."

Below, you can see your Instruction Quantities: Cash-In-Lieu and Net Stock Quantity. Before you make an instruction, your Cash-In-Lieu quantity will be zero and your net stock quantity will be equal to your entitlement.

Here, you can enter the amount of shares to cash out. You can enter any amount up to, but not exceeding, your entitlement.

When you view this instruction later, you'll see that the Cash-In-Lieu Quantity is updated to show your instructed amount. Also, your Net Stock Quantity will reflect your entitlement minus your cashed-out shares.

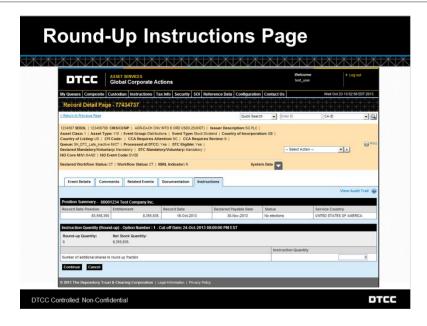
Related Information

- About Corporate Action Services
- How to Submit an Instruction

About Round Up

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



This is your Round-Up Instructions page for a particular issue. When an Issuer or Agent agrees to round up fractional entitlements to the beneficial owner level, you can enter your instructions on this page.

It shows your Record Date Position, as well as your entitlement received based on that position. You can also see the Record Date, this event's Declared Payable Date, and the status of your elections on the event. When you first open this page, the status reads "No elections."

Below, you can see your Instruction Quantities: Round-Up and Net Stock Quantity. Before you make an instruction, your Round-Up quantity will be zero and your Net Stock Quantity will be equal to your entitlement.

Here, you can enter the amount of shares to round up. You can enter any amount up to, but not exceeding, your entitlement.

When you view this instruction later, you'll see that the Round-Up Quantity is updated to show your instruction amount. Also, your Net Stock Quantity will reflect your entitlement plus your rounded-up shares.

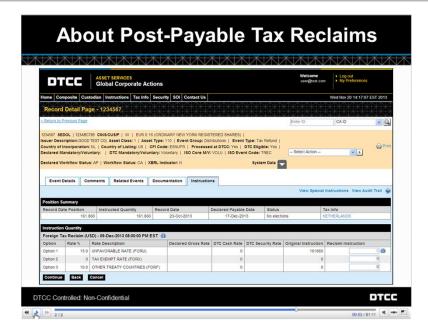
Related Information

- About Corporate Action Services
- How to Submit an Instruction

About Foreign Tax Reclaim

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Sometimes, dividends paid on foreign securities are eligible for post-payable tax reclaim.

This service is useful when extensive documentation requirements exist and the instruction window is short, or when tax relief at-source is not an option.

It works like this. Say that the original instruction was submitted at the default withholding rate. Later, during the post-payable tax window, an instruction on the original position is submitted as a tax reclaim. *This* instruction allows you to receive the reduced withholding rate, and the difference will be credited to your account.

Countries such as Germany, the Netherlands, and Ireland offer this post-payable tax reclaim opportunity.

To see the supporting documentation required for the post-payable reduced tax rates, you can refer to the Important Notice.

Click the **Event Details** tab and then click the **Important Notice** link on the event-level detail.

The notice contains the forms required to instruct at the exempt or favorable rates across different beneficial owner tax categories.

In order to help you place your tax reclaim instructions, there's a position summary at the top of the Instruction page. This captures the high-level information concerning your eligible position for the event, as well as what was originally instructed.

This summary has six columns: Record Date Position, Instructed Quantity, Record Date, Declared Payable Date, Status, and TaxInfo.

The Record Date Position is the total amount of position you can instruct.

- Instructed Quantity shows you how much of this position has been instructed on.
- Status refers to the status of the instructions.
- Click the **TaxInfo** link to launch the document that applies to this event. This is a summary of helpful tax information such as statutory rates and documentation requirements for the country of investment.

Below this, you can see basic information about the event–such as the options and payouts, what each rate is and its description, and the original instruction quantity.

Because this is a post-payable tax reclaim, you can now reallocate the shares across the other rates.

Type the amount of position you want to instruct at the post-payable reduced tax rates in the **Reclaim Instruction** fields. You must instruct the full record date position so that the sum of the reclaim quantities equals the record date position.

Please note that informational messages can appear at the top of the page. You can also mouse over the icons next to fields to read helpful information. These all follow "traffic light" logic: red indicates an error, yellow is a warning, green indicates success, and blue is informational.

Take a moment to check these indicators before moving on.

Once you have entered your reclaim quantities and clicked **Continue**, the Browser will validate your instructions.

If the total reclaimed position exceeds your record date position, you will receive an error message.

Also, please note that once you submit instructions for a particular event through the Browser, you can no longer use ISO messaging to change them. Any future responses to this event must occur in the Browser.

When you are done entering your post-payable tax reclaim quantities, click Continue to move to the next step: entering beneficial owner information.

Related Information

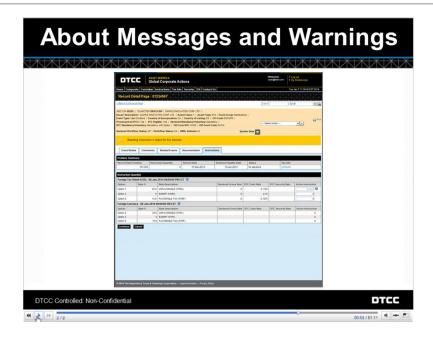
- About Corporate Action Services
- How to Submit an Instruction

Warnings and Informational Messages

About Messages and Warnings

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Any available informational, warning or error messages for the event, as well as any status messages regarding the instructions, will be displayed above the content area of the instructions tab. These messages follow "traffic signal" logic of red, yellow, green, and blue: red indicates an error, yellow is a warning, green indicates success, and blue is informational.

For example, if there are standing instructions in place for this event, a yellow message in this space informs you of that.

Here is an example of a blue informational message. This one appears if your profile settings do not allow you to make a particular kind of instruction.

Red messages indicate that there is an error. If you make a mistake when entering instructions, a red message in this space directs you to the data that needs correction.

For example, if you enter instruction quantities that add up to a number greater than the record date position amount, you will see an error message that reads "Total instruction quantity for all options may not exceed the record date position.

A green "Success" message appears in this space after you have successfully submitted an instruction.

A very important example of a yellow caution message appears regarding ISO 20022 messages.

If your firm is submitting automated instructions to DTC via ISO 20022 messaging, and also uses the Corporate Actions Browser to instruct DTC on a particular event, once you use the browser, DTC will no longer accept an ISO 20022 instruction for that event.

In other words, from that point on, any additional changes or instructions for that event would have to be done using the browser.

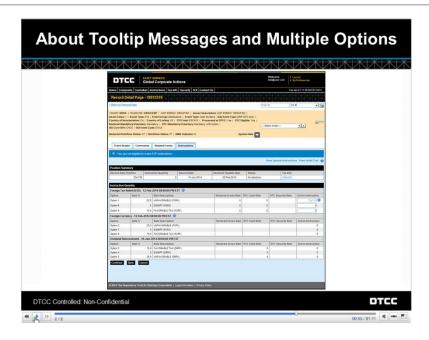
Note that more than one message may be displayed in this area at once.

Keep checking this message space for important information while you use the Corporate Actions browser.

About Tooltip Messages and Multiple Options

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Throughout CA Web, helpful information is explained with "tooltips." Tooltip information becomes visible when you hover your mouse over certain icons. On the Instructions entry page, these include yellow caution triangles and blue information dots.

These tooltips are important when an event has multiple services available for instruction.

Here, the blue information dots are letting you know that, on this event, the cutoff for foreign tax relief and foreign currency instructions share the earliest cutoff among the three services available.

When you mouse over this blue information dot, you can see that this is the default option for this event.

The icons are there to make sure that you have the best possible information before submitting your instructions.

Standing Instructions

About Standing Instructions

The Corporate Actions Web allows you to enter standing instructions on securities that are eligible for DRIP, DRIP Opt-Out, and Foreign Currency services at DTC. These "set it and forget it" instructions determine how future events on a CUSIP will be handled within CA Web.

Standing instructions can be created at the global level or at the CUSIP level.

- Global standing instructions are only applicable to DRIP Opt-Out and Foreign Currency services. Once
 applied to the DRIP Opt-Out service or a non-USD currency eligible for the Foreign Currency Payment
 service, the standing instruction will apply to all events and positions within the events for these services.
- CUSIP-level standing instructions are security-driven and apply only to corporate actions performed on that security eligible for the service.

You can perform the following actions using CA Web:

- Add CUSIP-level standing instructions for Foreign Currency,
- Add CUSIP-level standing instructions for Dividend Reinvestments (Opt-Outs),
- Add global-level standing instructions for Opt-Outs,
- Add global-level standing instructions for Foreign Currency,
- · View, edit, and delete existing standing instructions, and
- View audit trail information for any standing instructions.

Standing instructions are automatically applied on Record Date +1 to either:

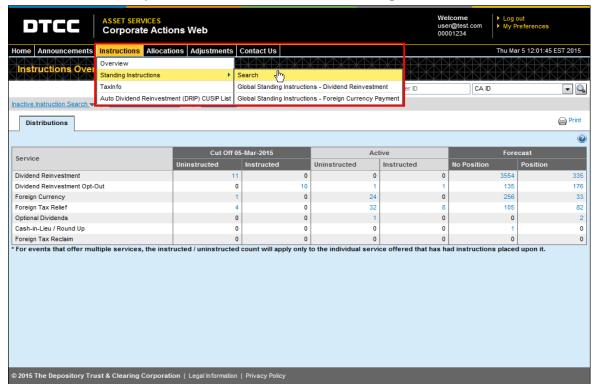
- A specific amount applied during the original standing instruction input, or
- All of the position that is held on Record Date, if a global standing instruction was requested.

Because of this, any events affected by standing instructions will be displayed on your **Instructions Overview** page as "Instructed" rather than "Uninstructed" after the application of standing instructions on Record Date + 1.

Adding CUSIP-Level Standing Instructions for Dividend Reinvestments

You can enter CUSIP-level standing instructions for DRIP Opt-Outs.

1. On the menu bar, hover your mouse over **Instructions > Standing Instructions** and click **Search**.



This brings you to the **Standing Instructions Search** page.

2. Enter the **CUSIP** (if known) and select "Dividend Reinvestment" from the **EDS Service Type** drop-down list.



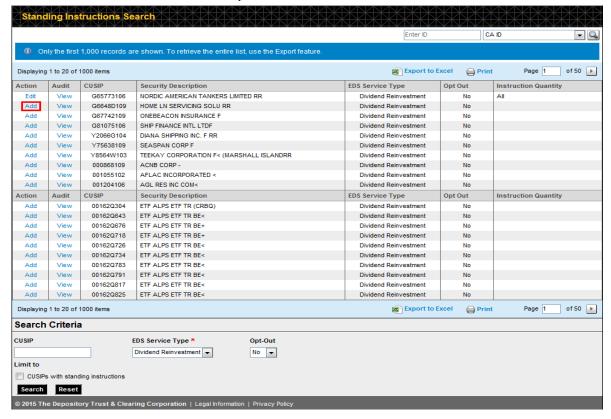
Then, select the Opt-Out indicator from the **Opt-Out** drop-down list that appears and click **Search**.

- Select "No" in the **Opt-Out** dropdown list for securities that are eligible for the DRIP Opt-Out service. By selecting "No," your search will be limited to CUSIPs that allow you to reinvest any dividends resulting from a corporate action.
- Select "Yes" in the **Opt-Out** dropdown list for securities that are eligible for the DRIP Opt-Out service.
 By selecting "Yes," your search will be limited to CUSIPs that allow you to opt out of reinvesting any dividends resulting from a corporate action and receive cash.

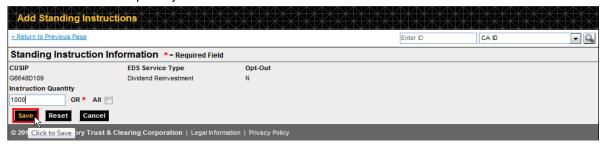


Your search results appear.

3. Click **Add** next to the CUSIP for which you want to add instructions.



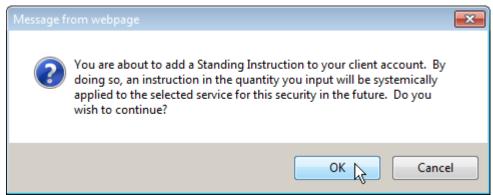
4. Select the instruction quantity and click **Save**.



Note:

- For the **Instruction Quantity**, you can select one of two options:
 - a) Click **All** to indicate that you want to take this action with all applicable shares that are held on record date (for this CUSIP with this Opt-Out designation).
 - b) Enter a whole number of shares (no fractions) in the **Instruction Quantity** field. Any shares beyond this amount will take the default election.

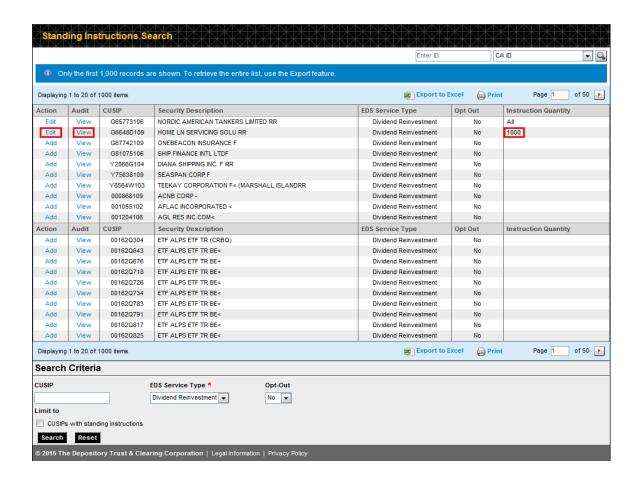
A dialog box appears, confirming that you want these instructions applied to all applicable events for this security in the future.



5. Click **OK** to confirm the standing instructions.

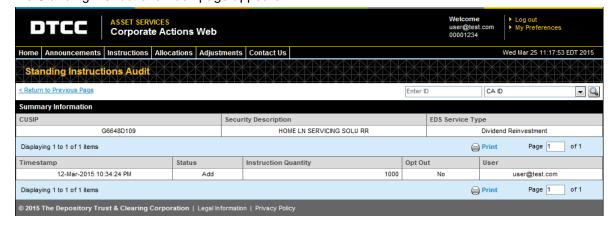
Click **Cancel** if you do not want to apply these instructions to all applicable events for this security in the future.

Your new instructions appear in the **Search** results as editable.



6. Click View in the Audit column to see an audit trail for these standing instructions.

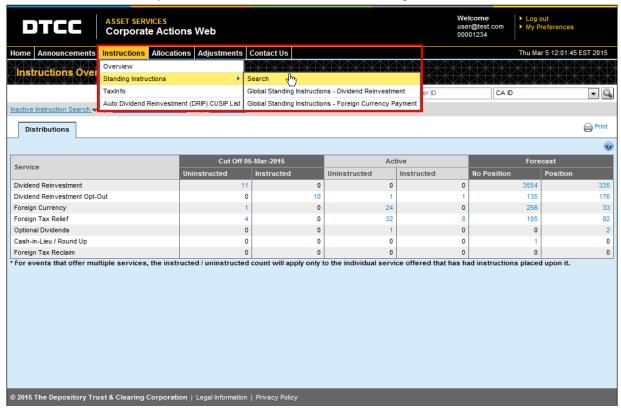
The Standing Instructions Audit page appears.



120

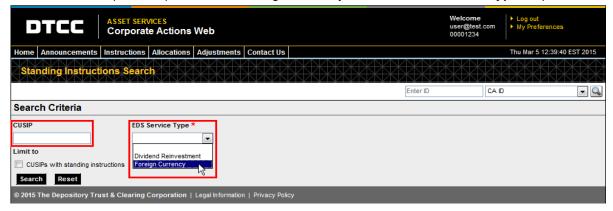
Adding CUSIP-Level Standing Instructions for Foreign Currency

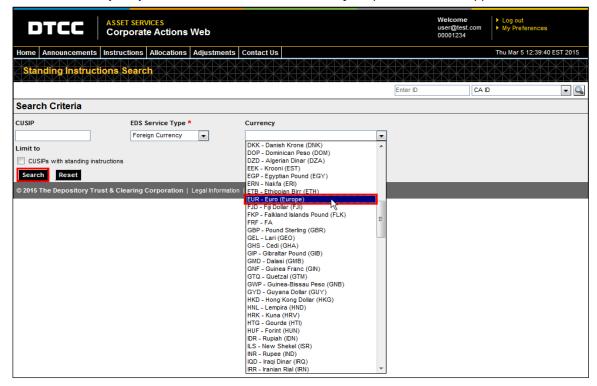
1. On the menu bar, hover your mouse over **Instructions > Standing Instructions** and click **Search**.



This brings you to the **Standing Instructions Search** page.

2. Enter the CUSIP (if known) and select "Foreign Currency" from the EDS Service Type drop-down list.





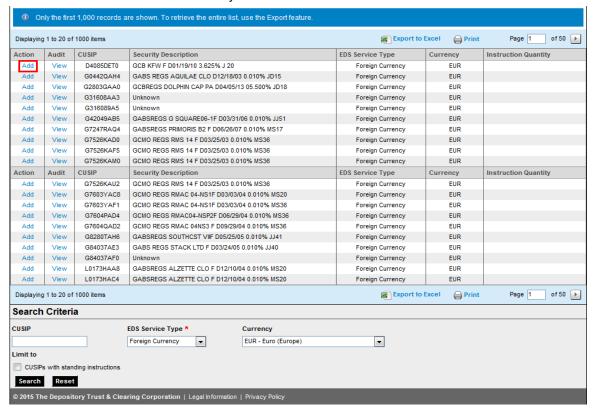
3. Select the currency for your instructions from the **Currency** drop-down list that appears and click **Search**.

Your search results appear.

Note:

If you did not search by an individual CUSIP, the results include all CUSIPS for your selected currency type.

4. Click **Add** next to the CUSIP for which you want to add instructions.



Enter information for all required fields and click Save.



Notes:

- For the **Instruction Quantity**, you can select one of two options:
 - a) Click **All** to indicate that you want to take this action with all applicable shares that are held on record date (for this CUSIP in this currency).
 - b) Enter a whole number of shares (no fractions) in the **Instruction Quantity** field. Any shares beyond this amount will take the default election.

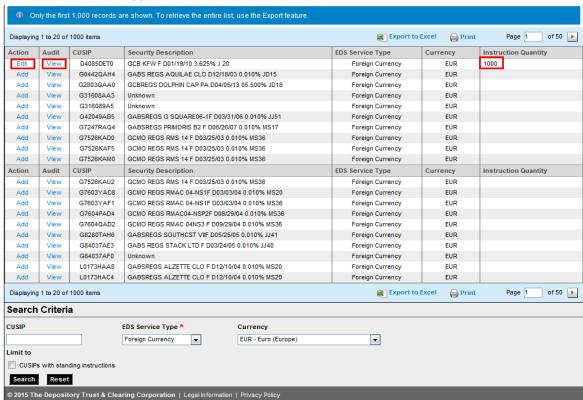
A dialog box appears, confirming that you want these instructions applied to all applicable events (for this CUSIP in this currency) in the future.



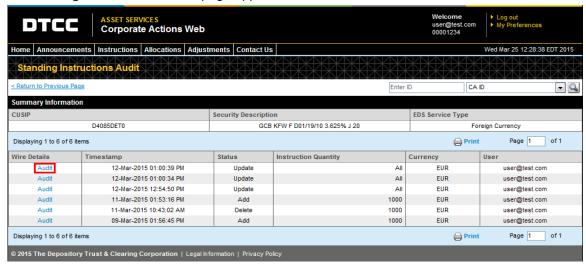
6. Click **OK** to confirm the standing instructions.

Click **Cancel** if you do not want to apply these instructions to all applicable events for this security and currency in the future.

Your new instructions appear in the Search results as editable.



7. Click **View** in the **Audit** column to see an audit trail for these standing instructions. The **Standing Instructions Audit** page appears.

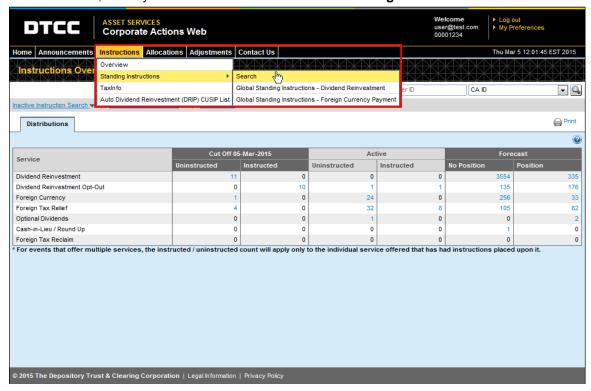


On this page, you can click **Audit** to see details for this standing instruction.



Editing CUSIP-Level Standing Instructions

1. On the menu bar, hover your mouse over **Instructions > Standing Instructions** and click **Search**.



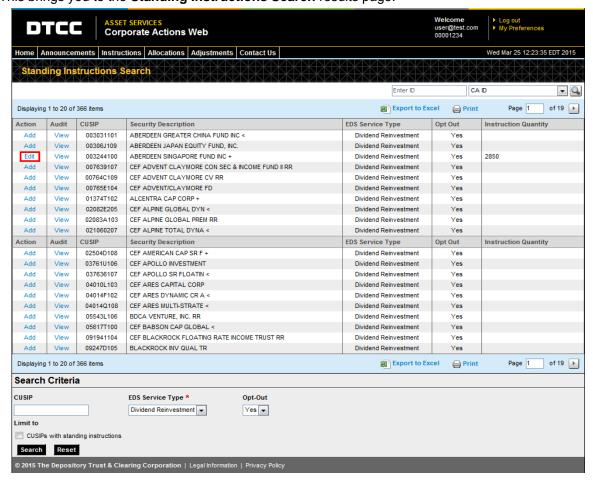
This brings you to the **Standing Instructions Search** page.

2. Enter the CUSIP (if known) and select the EDS Service Type from the drop-down list.



- For "Dividend Reinvestment," select "Y" for DRIP Opt-Out or "N" for DRIP Voluntary from the dropdown list that appears.
- o For "Foreign Currency," select the correct currency from the drop-down list that appears.

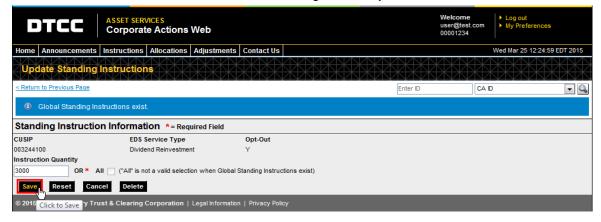
3. Click the **Limit to: CUSIPs with standing instructions** check box and click **Search**. This brings you to the **Standing Instructions Search** results page.



Any standing instructions matching your search criteria are displayed on this page.

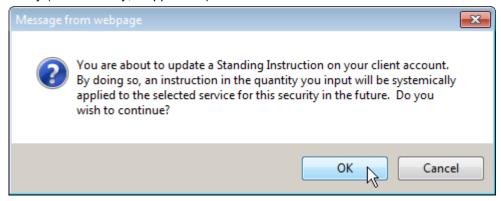
4. Click **Edit** for the standing instructions you want to edit.

This brings you to an edit screen containing the instruction record's information. Note that the edit page will be different for Dividend Reinvestment and Foreign Currency instructions.



5. Make any changes to the information on this screen and click **Save**.

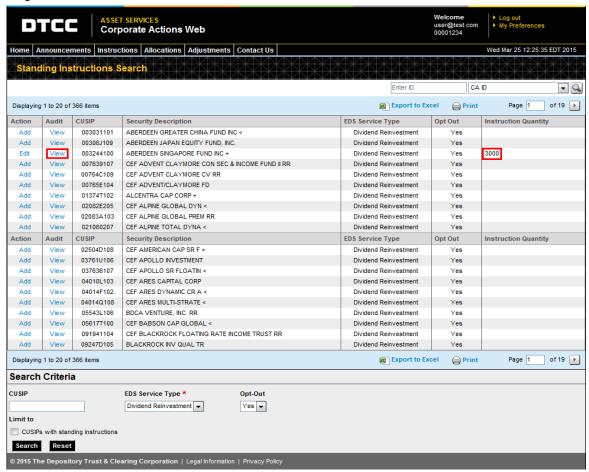
A dialog box appears, confirming that you want these edited instructions applied to *all* applicable events for this security (and currency, if applicable) in the future.



Click **OK** to confirm the edited instructions.

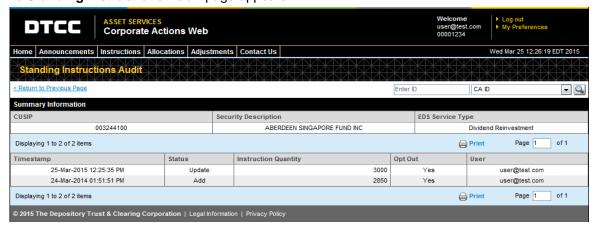
Click **Cancel** if you do not want to change these instructions for all applicable events for this security (and currency, if applicable) in the future.

You are returned to the **Standing Instructions Search** results page. Any changes are reflected in the listing in this table.



7. To view the audit trail for these instructions, click **View**.

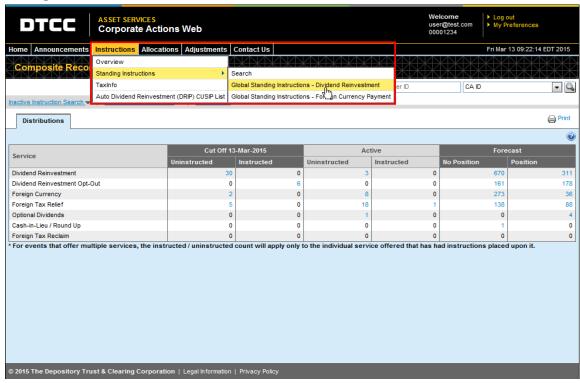
The Standing Instructions Audit page appears.



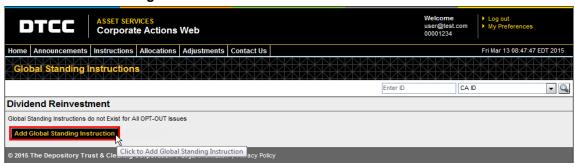
Adding and Deleting Global Standing Instructions for Dividend Reinvestments

You can add global standing instructions for DRIP Opt-Outs. By doing so, you are requesting an instruction into cash for all securities (i.e. global) that have DRIP Opt-Out events going forward, unless edited.

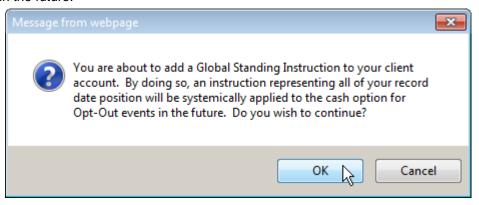
1. On the menu bar, hover your mouse over **Instructions > Standing Instructions** and click **Global Standing Instructions–Dividend Reinvestment.**



2. Click Add Global Standing Instructions.



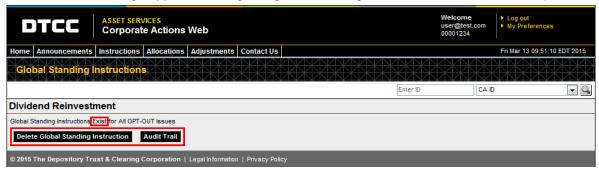
A dialog box appears, confirming that you want these instructions applied to *all* applicable events for *all* securities in the future.



3. Click **OK** to confirm the standing instructions.

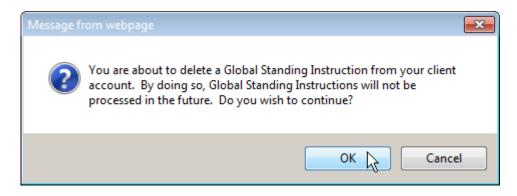
Click **Cancel** if you do not want to apply these instructions to *all* applicable events for *all* securities in the future.

A confirmation message appears, stating that global standing instructions now exist for all Opt-Out issues.

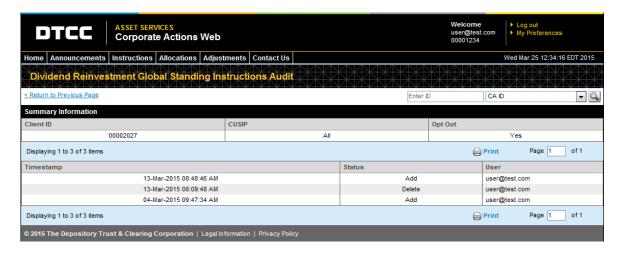


Notes:

 After saving global standing instructions, the Add button changes to a Delete button. Click this button to remove the standing instructions at any time. A dialog box asks you to confirm your deletion:



- o Click OK to continue with the deletion of your standing instructions.
- Click Cancel to cancel the deletion.
- After the first time you create standing instructions for dividend reinvestments, you are able to view an audit trail from this page as well. Click the **Audit Trail** button to view a history of standing instructions.

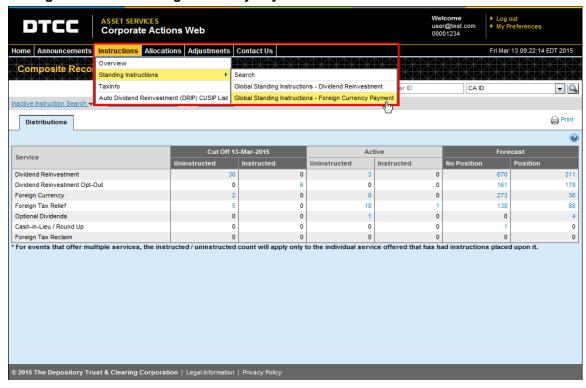


Adding and Deleting Global Standing Instructions for Foreign Currency

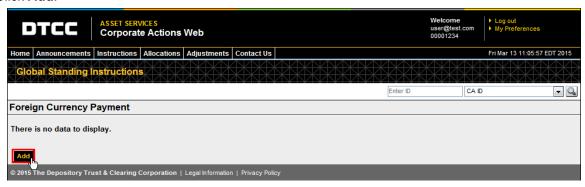
Global standing instructions can be added for individual foreign currencies.

These instructions will apply to a specific foreign currency on all applicable securities where a cash payout other than USD is offered optionally on a distribution event.

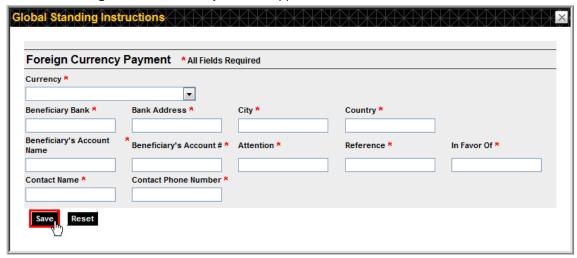
1. On the menu bar, hover your mouse over **Instructions > Standing Instructions** and click Global **Standing Instructions–Foreign Currency Payment.**



Click Add.



A Global Standing Instructions entry window appears.



3. Select a **Currency** for these instructions and enter all beneficiary, reference, and contact information.

Note:

All fields in this window are required.

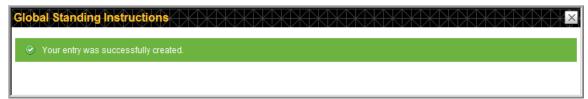
Click Save.

A dialog box appears, confirming that you want these instructions applied to all events for this currency in the future.



5. Click **OK** to confirm the standing instructions.

Click **Cancel** if you do not want to apply these instructions to *all* events for this currency in the future. A confirmation message appears when your standing instructions have been successfully added to CA Web.



Your new standing instructions appear on the **Global Standing Instructions** page for Foreign Currency Payment.

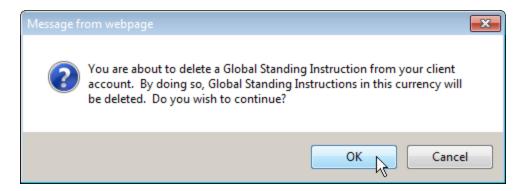


Notes:

Each currency will be listed separately on this page as it is added.

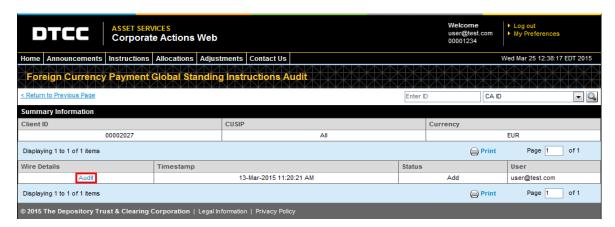


- Click the Currency link (e.g. "EUR" or "JPY" above) to edit the global standing instructions for that currency.
- Click the **Delete** link to delete the standing instructions for a particular currency. A dialog box asks you to confirm your deletion:

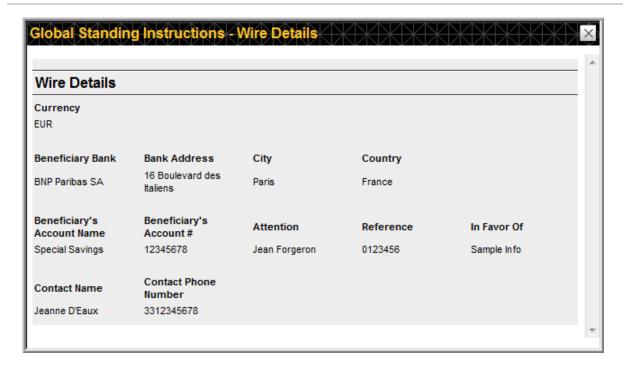


- o Click **OK** to continue with the deletion of your standing instructions.
- Click Cancel to cancel the deletion.

- Click the Add button to add global standing instructions for a new currency.
- Click the **Audit** link to view an audit history summary for standing instructions that apply to a particular currency.



 On the Foreign Currency Payment Global Standing Instructions Audit summary page, click Audit to see details for this standing instruction.

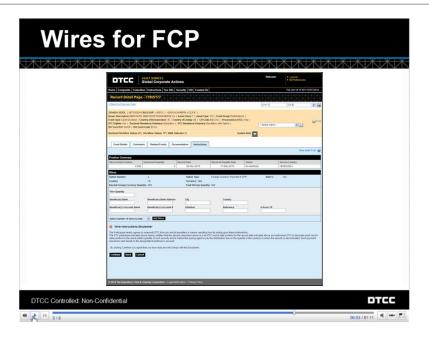


Wires, Beneficial Owner, and Tax Exempt Control Information

About Wires for Foreign Currency Payment

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Certain distribution events require the collection of information at the beneficial owner level. For example, if you're instructing on an event with a foreign currency payment option, you'll need to enter wire instructions.

These instructions are for the beneficial owner banks in the local market and indicate where the foreign currency will be paid.

The Wires page contains three areas: the summary information for each FCP option, wire instruction entry area, and the wire disclaimer.

A summary area for wires shows you key information such as the FCP Option Number and Rate, and the country and currency codes.

You will need to enter a wire for each beneficial owner receiving a payment at the rate shown here.

Enter wire and beneficiary account information as needed.

Continue adding any wire entries you'll need for the different beneficiaries receiving currency at this rate.

You can add up to 3 wires at a time for a total of 45 per option, up to 100 per event.

To remove an entry entirely, click **Delete Wire**.

As you enter wire quantities and beneficial bank account entries, CA Web calculates a running total of beneficial shares in the **Total Wire(s) Quantity** field.

The amount of securities must equal the amount of instructed securities shown in the **Instructed Foreign Currency** Quantity field.

If the total wire quantity doesn't equal the instructed foreign currency quantity, you'll get an error message.

Read the wire instructions disclaimer before continuing.

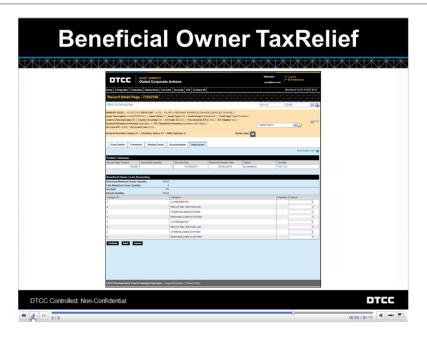
When you are done adding beneficial owner wire information, click **Continue** to move to the next step.

You can edit wire information up until the DTC expiration date.

About Beneficial Owner Accounting For Foreign TaxRelief

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Certain distribution events require the collection of beneficial owner information. For example, when you enter instructions using the Foreign Tax service, you may need to provide beneficial owner information.

It works like this: the tax withholding rates of exempt, favorable, and unfavorable are further broken down by categories. Categories are created by DTC in accordance with the tax laws of countries that require this information.

In this example, we see categories for beneficial owners set up within the exempt rate for a security from Ireland.

Enter the number of shares in the appropriate category as needed. For example, 60,000 shares are due to beneficial owners who are U.S. residents and 100,000 shares are due to companies based in Ireland.

The sum of all beneficial shares must equal the amount of instructed shares shown in the **Instructed**Beneficial Owner Quantity field. If the Total Beneficial Owner Quantity does not equal the **Instructed**Beneficial Owner Quantity, you will receive an error message.

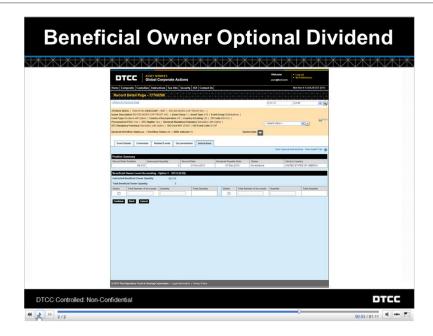
When you are done entering beneficial owner information, click **Continue** to move to the next step.

You can edit beneficial owner information until the DTC Instruction Expiration date.

Beneficial Owner Level Accounting for Optional Dividends

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Certain distribution events require the collection of information at the beneficial owner level. For example, when an optional dividend involves a stock option with cash in lieu of fractional shares, you may need to provide beneficial owner level information.

Whenever this information is required, a beneficial owner page appears after you enter your instruction quantities.

The security or cash option that you are carrying down to the beneficial owner level is labeled in black with the instructed quantity listed below it. The client quantities you enter must equal the instructed quantity.

By indicating the number of beneficial owner accounts and share quantities that make up the total instructed quantity, you can receive cash in lieu of fractions from DTCC on a beneficial owner level.

Here, we identified a number of beneficial holders, each with a different share position. The total of these share positions makes up the instructed quantity.

Enter the number of beneficial owner accounts that have the same share position.

If you enter two accounts and a quantity of 40,000, this counts toward 80,000 shares, and so forth.

As you tab across the fields, new rows are added.

If you need to remove a quantity, highlight it and click the **Delete** checkbox. The number in the **Total Beneficial Quantity** field reduces by that amount.

To undo the delete, uncheck the checkbox.

To delete the entire line, highlight the number in the **Total Number of Accounts** field and press the **Delete** key.

As you enter account and share quantities, the Browser calculates a running total of beneficial shares in the **Total Beneficial Owner Quantity** field.

The amount of beneficial shares must equal the amount of instructed shares shown in the **Instructed Beneficial Owner Quantity** field.

If the Beneficial Owner Quantity does not equal the Instructed Beneficial Owner Quantity, you will receive an error message.

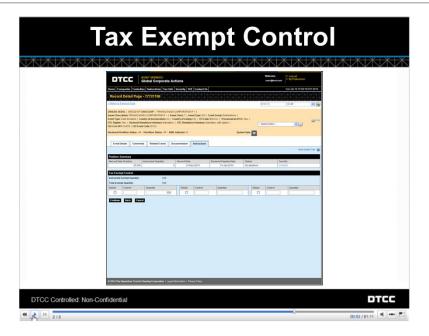
When you are done adding beneficial owner information, click **Continue** to move to the next step which is the Instruction Confirmation page.

You can edit beneficial entry information up until the DTC expiration date.

About Tax Exempt Control for Foreign TaxRelief

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Certain distribution events require the collection of tax exempt control information. For example, when you instruct to withhold tax at the exempt rate on a Canadian cash dividend, you will need to provide a control number in the format provided to you by the Canada Revenue Agency.

Click the **TaxInfo CANADA** link to launch a summary of helpful tax information such as documentation requirements.

It works like this: the security quantities within the tax relief exempt option may be further broken down into smaller quantities. Each quantity entered here requires a Tax Exempt Control number.

The Tax Exempt Control page shows the total position instructed at the exempt rate.

Enter the security quantities. A running total displays as you enter quantities. Use the Tab key to add more rows.

In this example, all 509 shares instructed at the exempt rate are identified by the Control ID "123456."

Enter the control number.

The amount of shares entered must be equal to the amount of shares shown in the "Instructed Exempt Quantity" field. If the Total Exempt Quantity is not equal to the Instructed Exempt Quantity, you will receive an error message.

When you are done entering tax exempt control information, click **Continue** to move to the next step.

You can edit tax exempt control information up until the DTC instruction expiration date.

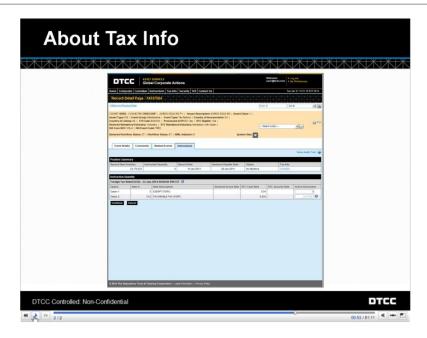
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TaxInfo

About TaxInfo on Foreign Tax Relief

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Understanding and determining tax relief entitlements for various investor types can be challenging. The rules and regulations are often complicated and hard to figure out.

TaxInfo is a useful information repository. It can help you locate the latest foreign tax rates and determine eligibility requirements for withholding tax relief on income payments from foreign securities.

You can access this information in two ways:

- From the Corporate Actions menu bar at the top of the screen, you can access the full range of TaxInfo documents.
- From the instructions entry page, you can launch the TaxInfo PDF document that pertains to the event. All TaxInfo documents are in PDF format. In these documents, you can find:
- Beneficial owner definitions under various tax treaties,
- Tax rates for different investor types, and
- Documentation requirements.

You can also find links to the websites of foreign taxing authorities.

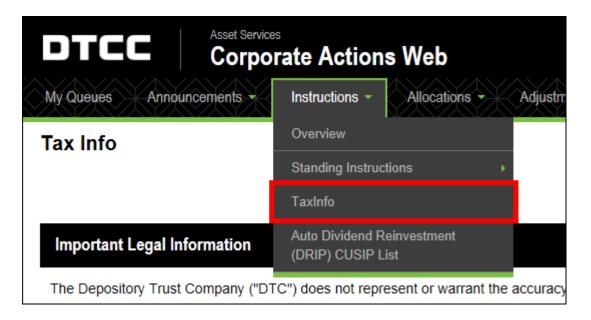
The information is compiled from various sources, including tax treaties, international taxing authorities, issuers, paying agents, and international accounting and law firms.

Offered in conjunction with DTC's Foreign Tax Relief service, the TaxInfo repository can provide a convenient way to look up country of investor withholding rates prior to making an instruction.

When using TaxInfo, please take a moment to read the Important Legal Information on the main TaxInfo landing page.

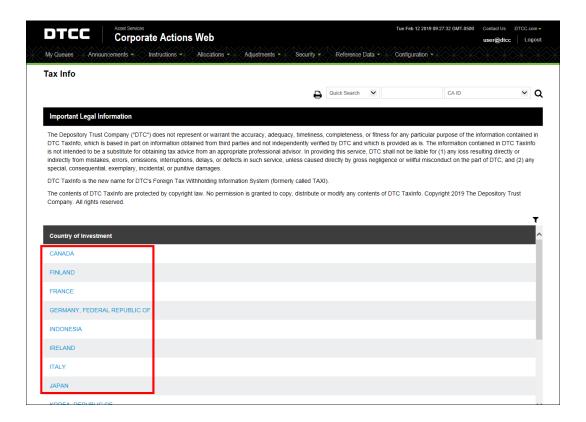
Viewing TaxInfo Information

1. From the CA Web menu bar, click **Instructions > TaxInfo**.



This brings you to the TaxInfo page.

2. Click the name of the country for which you want to view the tax information.

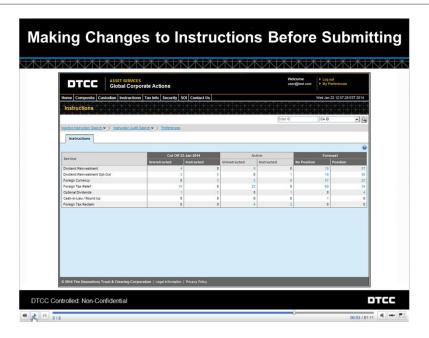


Submitter Information

Making Changes before Submitting

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



You can make changes to any instruction up until the event's cutoff. This includes items in the Active column, as well as items in the Cutoff column up until the actual cutoff time. When you're using the CA Browser to make these changes, the cutoff time for most events will be 8:00 p.m.

Please note:

if your firm submits automated instructions to DTC via ISO 20022 messaging, and subsequently uses the Corporate Actions Browser to instruct DTC on a particular event, DTC will not accept any further ISO 20022 instructions for that event.

Search for the event using the CA ID, or click on a record count to navigate to the instructions you want to edit.

Enter any changes to your instruction quantities.

For optional dividends, please note that all instruction quantities must be equal to the record date position for this event.

For Foreign Currency, Foreign TaxRelief including Reclaims, and DRiP including Opt-outs, you are automatically rebalanced to the default option.

Click Continue.

Please note that if the instruction contains supplemental information such as beneficial owner, wire instructions, or tax exempt control, you will be prompted to update this information to account for the new quantities you just entered.

Click **Continue** when you are done.

When you're done entering your instruction information, enter your Submitter Information for the audit trail and click **Submit Election**.

A green "success" message appears at the top, indicating that the edited information was saved to the browser.

The audit trail for this event is detailed at the bottom of the page.

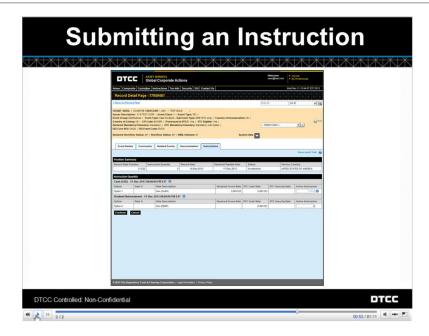
Related Information

How to Submit an Instruction

Submitting an Instruction

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



After you have finished entering your instructions on an event, click **Continue** at the bottom of the page.

Under **Submitter Information**, you must type your name and phone number in order to proceed. This is necessary to augment the audit trail in case DTC needs to contact the submitter of these instructions.

Type your name.

When you type your phone number, use numbers only-don't include any dashes.

Click Submit Election.

After you successfully submit an instruction, you will see a green message at the top of the page. At the bottom, you will see the audit trail information for the instruction you just submitted.

Related Information

How to Submit an Instruction

Aggregating Instructions Views

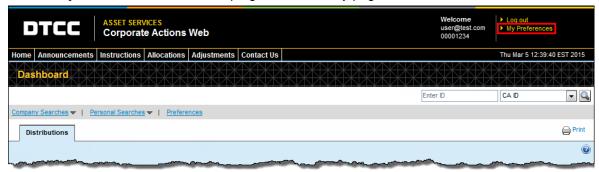
Introduction to Instructions Aggregation

If you have multiple DTC participant account numbers linked to your User ID and use the Instructions functionality to process Elective Dividend events, you can choose to aggregate the results on your Instructions Overview page. This allows you to:

- See a combined view of all your accounts on the Instructions Overview page,
- View uninstructed/instructed counts by entering an individual account number in the Client ID field (located at the top right of the Overview page),
- Click on a count to obtain a search results list, and
- Select a CA ID to obtain the Client Selection List. There, all accounts linked to the User ID will be available for viewing, printing, or exporting to Excel.

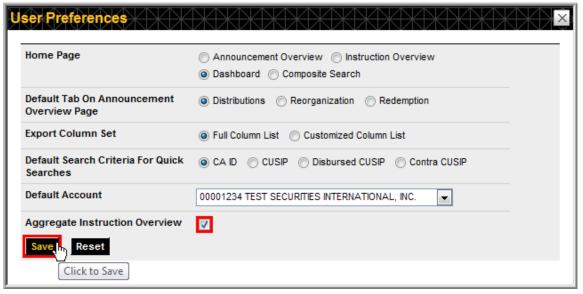
Aggregating Results on the Instructions Overview Page

1. Click the My Preferences link in the top right corner of any page in CA Web.



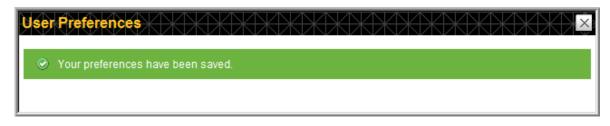
The User Preferences dialog box appears.

2. Click the **Aggregate Instruction Overview** check box.



3. Click Save.

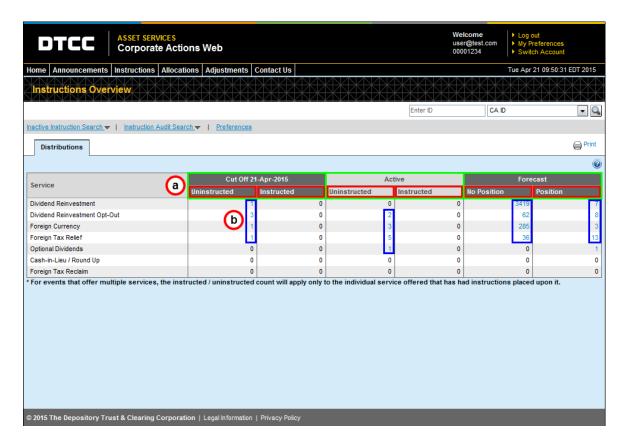
A User Preferences message informs you that your client aggregation was successful.



Your aggregated results will now appear on your Instructions Overview and Instructions tab pages.

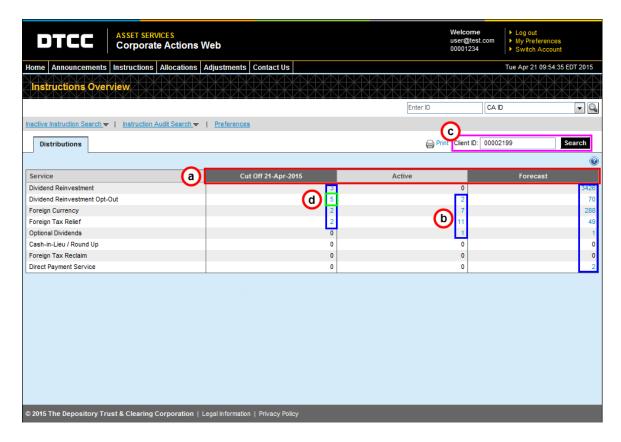
How Aggregation Looks/How to Use It

1. Before you combine the view on the Instructions Overview page, it looks like this:



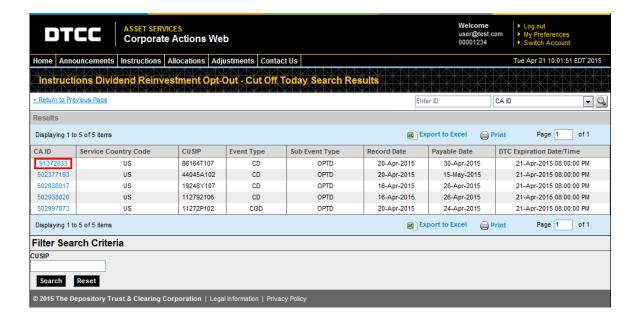
- a. There are separate sub-columns for **Uninstructed** and **Instructed** items within the **Cut Off Today**, **Active**, and **Forecast** columns.
- b. The items in each count refer to the specific account linked to your User ID.



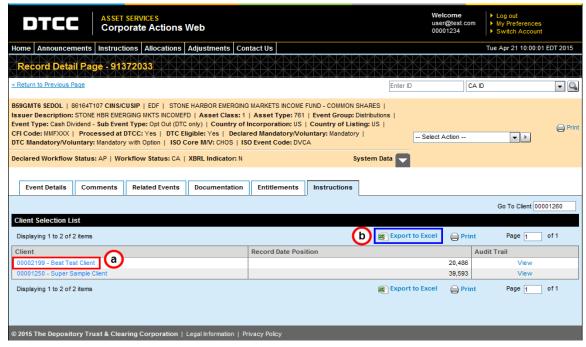


- a. The count in each column represents all events, including instructed and uninstructed items.
- b. The event counts in the **Cut Off Today**, **Active**, and **Forecast** columns will be the sum of the counts for all accounts linked to your User ID.
- c. To view the Instructions Overview page as one of your clients, enter the client's User ID in the Client ID field and click Search. Your view of your client's page will look like example (1) above. Please note that you must enter enough leading zeroes to make the Client ID an eight-digit number. For example, for client "2199," you would enter "00002199."
- Click an event count to view the list of separate events that comprise that count.

3. After clicking on an event count, click a **CA ID** to view a list of accounts that are able to place an instruction upon the event.

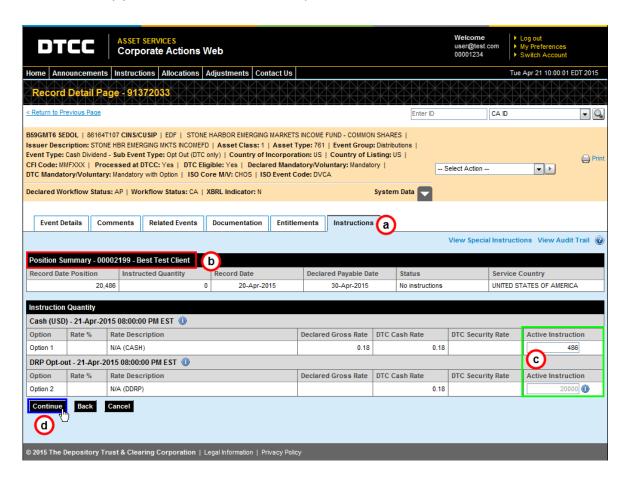


- 4.
- a. Click a client name to see the Instructions tab for this event as it relates to that particular account.
- b. Click **Export to Excel** to export a summation of all instruction details found on the instruction input page for each of the listed clients.

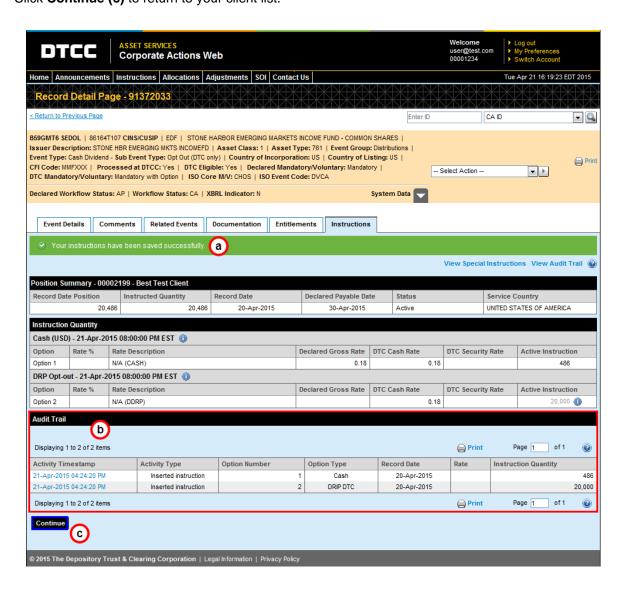


5. The Instructions tab for this event **(a)** opens for this account **(b)**. Here, you can place an instruction upon this account **(c)**.

Click Continue (d) to add a submitter name and phone number and save the instruction.



After an instruction has been placed, you will see a Success message at the top of the page (a) and an instruction audit trail at the bottom of the page (b).
 Click Continue (c) to return to your client list.



Aggregation Notes

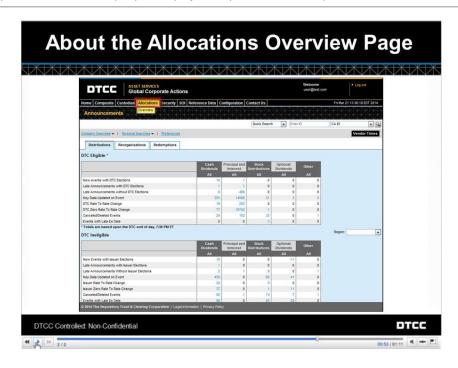
- Aggregation is currently only applicable to the Instructions Overview and Instructions Client Selection List pages. At this time, it will not apply to any Allocations, Entitlements, or Adjustments pages.
- Aggregation will not be applied automatically. You must aggregate your Instructions views using the My Preferences functionality.
- If you have aggregated your Instructions view and subsequently visit the Instructions Overview page, you
 must input an account number to see the breakdown of instructed events vs. uninstructed events.
 Otherwise, you will see counts for all events.
- If you choose to aggregate your Instructions views, you will see all the Participant accounts linked to your User ID.
- If you do not have multiple account numbers linked to your User ID, or if you do not choose to aggregate your Instructions Overview information, you will only see the account information for the specific account linked to your User ID.

Entitlements & Allocations

About the Allocations Overview Page

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



The Allocations Overview page provides you with the ability to see all of your allocations information in one place, across distribution types and for a range of fourteen business days.

To get to the Allocations Overview page from anywhere in the Corporate Actions browser, mouse over the **Allocations** button on the menu bar. Then, click **Overview**.

This is the Allocations Overview page. Right now, you can view all of your distributions payment information from this one gateway page.

You'll notice that there are four different twistys, each representing a different entitlement type. You have:

- Cash (USD),
- **MMI**, for your interest payments on Money Market Instruments,
- Stock, for all of your security allocations, stock spinoffs, stock splits, rights distributions, etc., and
- Cash (CDN) for customers who participate in the Canadian Link Service.

You'll see these same entitlement types in all browser views, and **Cash (USD)** will always be in the open position.

If you want to view the others, you can either click on **Expand All** to open them or just click on each individual twisty. **Collapse All** will close all entitlement type tables.

At any time, you can print the information that you see on this page. Right-click anywhere on the page, then click **Print...** on the menu that appears. All open entitlement types will be printed.

Note the event types under the **Cash** twisty. This version of CA Web handles Distribution event types, so those are what you'll see listed here.

You then have a series of five columns, each one containing two sub-columns.

The first column, Total Due, shows you the amount in U.S. dollars that is due, and a breakdown of the events that comprise that total. For all of the **Cash** items, the total due is the sum of the **Unallocated** and **Allocated** items. Adjustments such as repos, loans, and fails are not counted in this total. It also doesn't include any projected items.

Moving to the **MMI** twisty, you can see that it works the same way **as Cash (USD)**. Typically, the event type here will be "Interest." Adjustments here are possible, but not typical.

Here in the **Stock** twisty, you can see that there are no dollar amounts—just event counts. This is where you will see your stock payouts. Just like we saw with Cash (USD), the **Total Due** is the total of the unallocated and allocated events. Adjustments are common for Stock events, but these counts are still not included in the Total Due.

Stock events can also have some cash components, as is often the case with dividend reinvestments and cash-in-lieu payments. In these cases, the event may appear in both the **Cash (USD)** and **Stock** tables.

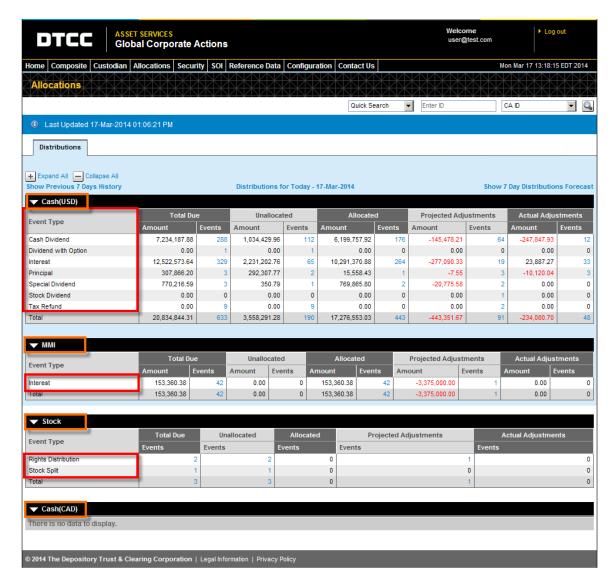
Click on any event count to view the Search Results page for that distribution payout.

Distribution and Event Types

When you open the Allocations Overview page, your events are categorized by **Distribution Type.** These are:

- Cash (USD),
- MMI,
- Stock, and
- Cash (CAD).

Under each of the four major distribution types, you have a list of event types:



This list varies based on activity: if there is no activity at all for a distribution type (such as for **Cash (CAD)** in the above example), no table will be displayed.

Within a distribution type, if there is no activity for a particular event type, that event type will not be displayed in the table. For example, there is no "Payment in Kind" row in the **Stock** table above, meaning that this participant had no events with "Payment in Kind" as a stock distribution.

Across all distribution types, events will only appear in these tables if they:

- · Are anticipated to be allocated,
- Have already been allocated,
- Are anticipated to be adjusted, or
- Have already been adjusted.

From each event type, individual events are viewable via a number of categories, including date, allocated/unallocated, projected, adjustments, etc.

The specific rules for event types under each distribution type include:

Cash (USD)	Only non-MMI product types and non-Canadian currency distribution event types with at least one cash option and one cash payout will appear in this column.
ММІ	 The only items appearing in this column are: MMI sub-issue types (also known as "product types") paying cash and Non-CAD currency distribution event types with at least one cash option and one cash payout.
Stock	The only items appearing in this column are stock distribution event types with at least one security option and one security payout.
Cash (CAD)	The only items appearing in this column are cash distributions events being allocated in Canadian dollars (CAD) with at least one cash option and one cash payout.

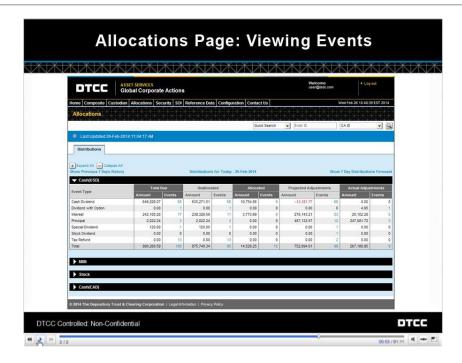
Please note that for stock distribution events paying cash-in-lieu, the item will appear in the **Cash (USD)** section as an event type.

Similarly, for cash distribution events paying dividend reinvestments, the item will appear as an event in the **Stock** section in addition to the **Cash (USD)** section.

Allocations Page: Viewing Events

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



To view an individual event, look at the Allocations overview page. Events are divided by entitlement type and then by event type. Click the twisty next to each entitlement type to view all of the available event types. Click **Expand All** to open all of the entitlement type tables and **Collapse All** to close all of them.

Within these categories, the events are broken out by status:

- Total Due, which is the total of both allocated and unallocated,
- Unallocated,
- Allocated,
- · Projected Adjustments, and
- Actual Adjustments.

Click on the record count in any **Events** column. The Allocations list appears for all events of that type and status. This page displays up to 3000 results. You can sort these results by clicking on any of the column headings.

Note that you can export these results to Excel by clicking on the **Export to Excel** link.

You can also print them by clicking on the Print icon.

When you export your results to Excel, you will export all results. In other words, if you have more than 3000 results, you will export all of them—not just the ones that appear on the page. When you print your results, however, you will only print the results that appear on the page.

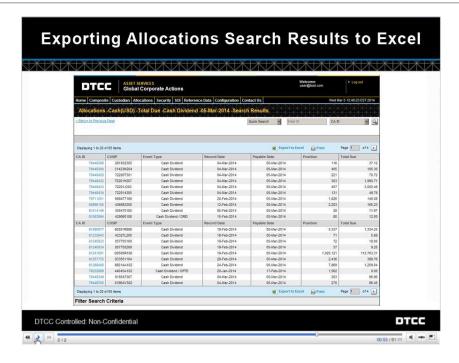
Click any Corporate Actions ID number to view that event. The Record Detail page appears in that browser window, displaying the **Entitlements** tab.

Click on any other tab to view additional information about this event. For example, if you click on the **Event Details** tab, you will see that the options and payouts directly correlate to the entitlements shown here.

Exporting Allocations Search Results to Excel

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



The Allocations search results page displays all events of a particular type and status, up to 3000 results. These results are shown 20 at a time. Click the forward and back buttons to move through the pages, or type a page number in this field and press Enter.

You can sort these results by clicking on any of the column headings.

Note that you can export these results to Excel by clicking on the **Export to Excel** link. You can also print them by clicking on the **Print** icon.

When you export your results to Excel, you will export all results. In other words, if you have more than 3000 results, you will export all of them—not just the ones that appear on the page. If you filter your search results by CUSIP and then export them, you will export the filtered results only. When you print your results, however, you will only print the results that appear on the page.

When you click on **Export to Excel**, you will be asked whether you want to open or save your file.

If you open the file in Excel, you'll see a basic spreadsheet that contains all of your results.

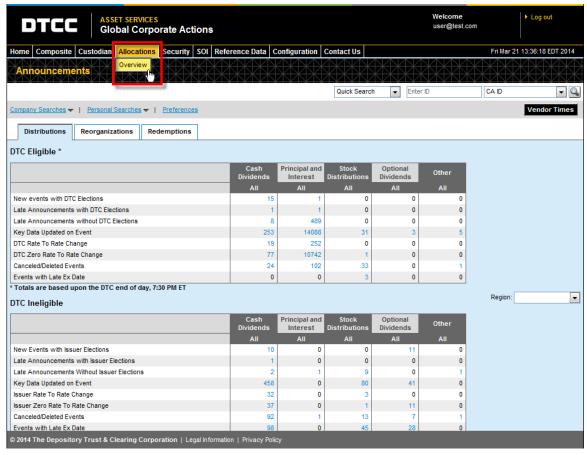
You can sort, save, or print this data as you would any Excel spreadsheet.

Viewing a Seven-Day Distribution History

The Allocations Overview page provides you with a snapshot of your distributions as of today. You can also look at information for the next seven business days, as well as for the past seven business days.

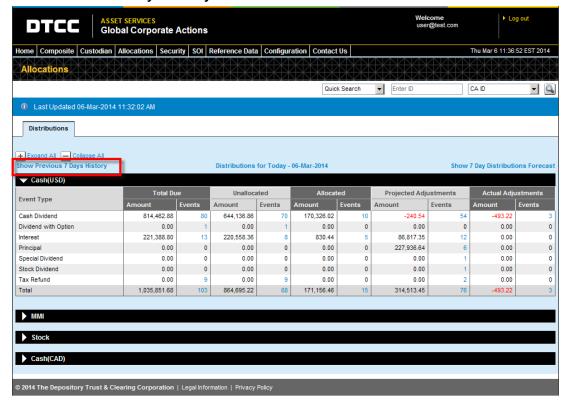
To view your seven-day distribution history from anywhere in CA Web:

1. Click **Allocations > Overview** on the top menu bar.

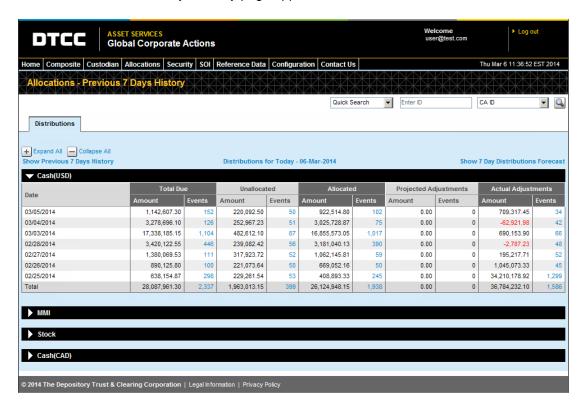


This opens the Allocations Overview page.

2. Click Show Previous 7 Days History.



The Allocations-Previous 7 Days History page appears.



Notes:

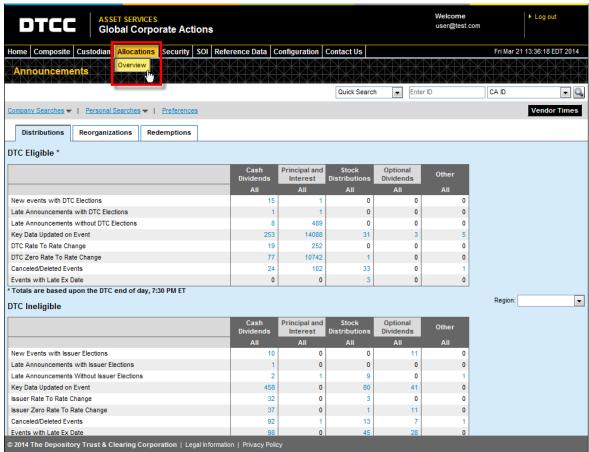
- The Events column from the Allocation Overview page is replaced by a Date column on the History page.
- Click the twisty next to each entitlement type to view the date range and event categories.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- Click the number in any Events column to view search results for that category of events on the listed date.
- 4. Return to today's listing by clicking the **Distributions for Today** link above the table.

Viewing a Seven-Day Distribution Forecast

The Allocations Overview page provides you with a snapshot of your distributions as of today. You can also look at information for the next seven business days, as well as for the past seven business days.

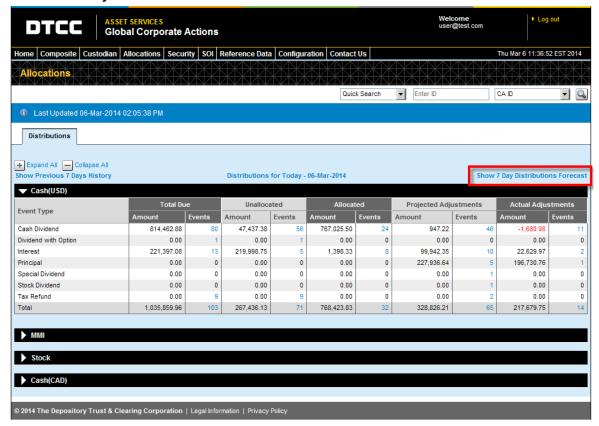
To view your seven-day distribution forecast from anywhere in CA Web:

Click Allocations > Overview on the top menu bar.

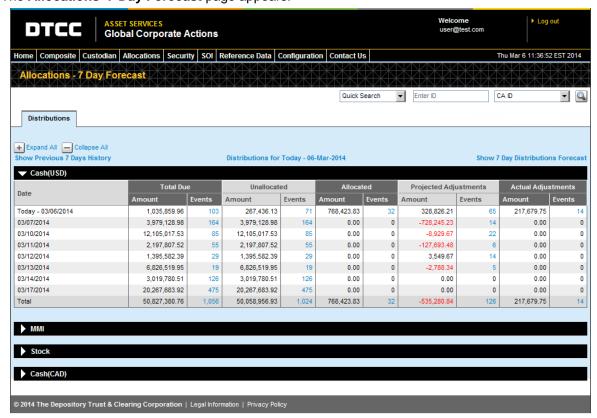


This opens the Allocations Overview page.

2. Click Show 7 Day Distribution Forecast.



The Allocations-7 Day Forecast page appears.



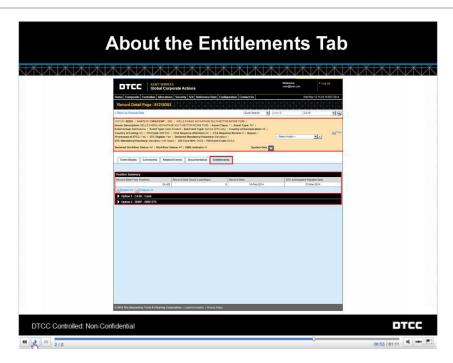
Notes:

- The Events column from the Allocation Overview page is replaced by a Date column on the Forecast page.
- With the exception of the first row ("today"), all of your projected adjustments are unallocated because those allocations will occur on a future date.
- The forecast only shows unallocated, total due and projected adjustments. You will not see any allocations or actual adjustments.
- Click the twisty next to each entitlement type to view the date range and event categories.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- 3. Click the number in any **Events** column to view search results for that category of events on the listed date.
- 4. Return to today's listing by clicking the **Distributions for Today** link above the table.

About the Entitlements Tab

Notes:

- Click here to learn about Position Adjustments from this page.
- This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Selecting an event from the Allocations Overview page brings you directly to the Entitlements tab. The Entitlements tab will not appear until the position capture date, and only if you have position in a given event.

Here in the Summary area, you can view details about this specific event. Below, in the Position Summary, you can view your position capture.

An important thing to note about the Entitlements tab is that all of this information is broken down by option. Every distribution event has at least one option, and every option will have at least one payout level.

Click the twisty next to each option to expand it. You can then view its details and payment information. You are given a summary for each option. This table gives you a high-level view of where your company stands with this option for this event.

For example, you can see the **Net Position**, which is calculated for each option. The sum of the net position for all options equals the **Record Date Free Position** shown in the summary on the top.

You can also see the **Net Fail Position**, which is the difference between the fails to receive and the fails to deliver. You won't see anything in this field unless there is a fail-to-settle scenario.

Here's the **Record Date**, the day on which this position was captured.

The **DTC Anticipated Payable Date** is the day on which DTC believes that this dividend will be payable. Here in the **DTC Rate** field, you can see either the cash or the stock rate, depending upon the option.

The **Total Cash Due** and **Shares Disbursed** fields display the projected dividend of this type to which the client is entitled, and finally,

The **Allocated Amount displays** the total amount of this dividend that has been allocated to the client. Note that this allocated amount displays after DTC receives the payment and allocates cash or shares to your account. When that allocation occurs, the total cash due or shares disbursed amount goes to zero.

Below each option listing, you can see its specific payout information. All of the payment information is listed out in blue headings. Click the twisty next to each heading to view position information, payments, and payment activity.

The Position table shows you a record of each time the position was captured for this option—for example, a record date position capture. If there are any changes to your position in this option, such as dividend reinvestments, option elections, or repos, you will see them here as well.

Click on the link in the **Activity** column to view details for that position capture.

A popup window appears that contains the option activity details as well as an activity breakdown table, if available. Whenever an activity breakdown is present, you can export the table containing this information to Excel by clicking this link.

Print this information by clicking here.

Under the position for the option, there are headings for **Payments** and **Payment Activity**. Click the twisty next to each to open and close this information.

The **Payments** area shows you the details of any payment that has taken place for this option. Here, you can see the **Payments** areas for both options.

Each payment appears as a row in its table and is assigned a payout number.

You can see the exact date and time that the payout was allocated to your account.

Here, you can also see whether the payout was made in cash or securities, depending on the option type. Note that the payout type will be consistent with the payout type displayed on the **Event Details** tab.

All of the parameters used in calculating each payment appear in the row–for example, the cash rate that will be paid for a cash dividend or the rate used to calculate shares for a dividend reinvestment. If the payout was made in securities, you will see the Security ID as well as the number of shares disbursed. The details here will vary based on the option type.

The Payment Activity table provides a summary of the activity that took place to collect that payment. Each row specifies the result of a payment detailed above. You will see the activity date, the allocation amount, and the activity.

The units of the allocation amount correspond to the **Payout Type** specified above. Here, "10" refers to the number of shares disbursed. In a cash dividend, this field will display the dollar amount of the payout that has been allocated to your account.

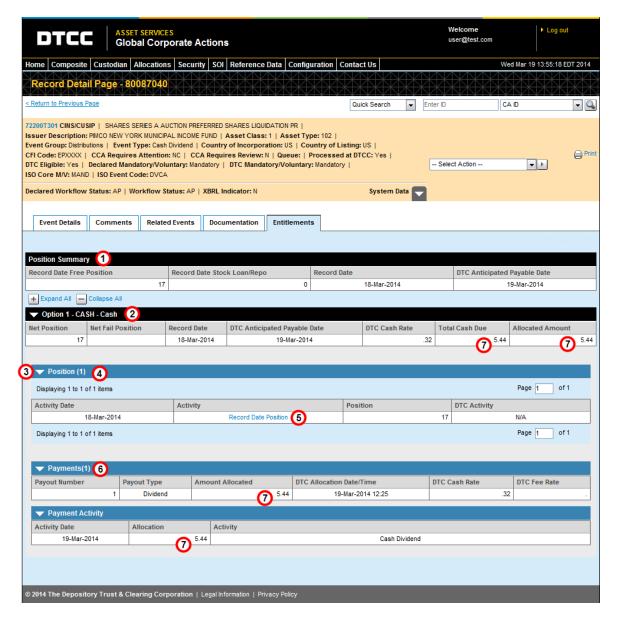
For cash dividends, all of the allocated amounts for each payment add up to the allocated amount for that option.

In this example, we show you a dividend reinvestment opt-out in which the electable option is a move to cash.

At any time, you can click a twisty to collapse a particular option, or click **Collapse All** to close all options. Click **Return to Previous Page** to go back to your search results.

Understanding Position and Allocation Details

At the top of an event's Entitlements tab, you can see a position summary (1). This is the sum of all activity that has taken place that affects your total position. It is comprised of the total net position for each of the options.



Each option has its own summary—it appears in a table with a black heading (2). The fields in this summary table include:

Field Name	Meaning
Net Position	Calculated for each option. The sum of the net position for all options equals the Record Date Free Position in the Position Summary.
Net Fail Position	The difference between the fails to receive and the fails to deliver. This field will be blank unless there is a fail-to-settle scenario.
Record Date	The date on which this position was captured.

Field Name	Meaning
DTC Anticipated Payable Date	The date on which DTC believes that this dividend will be payable.
DTC Cash Rate/ DTC Stock Rate	Depending on the option type, this field will display either the cash rate or the stock rate. This is how the client's dividend is calculated: it is the rate that the issuer/agent provided to DTC based upon the client's position holding.
Total Cash Due/Shares Disbursed	The projected dividend of this type to which the client is entitled. The net position multiplied by the cash/stock rate equals this number.
Allocated Amount	The dividend amount that has actually been paid out. This field is populated after the payouts under an option have been allocated. In this example, the cash due has been paid out.

You can view each option's details by clicking on any white triangle (3) to open a table.

The Position table (4) is a breakdown of all activity that has contributed to the number in the Position Summary. To see the details about a specific activity, click on the link (5).

Below the Position table is the Payments information (6). This twisty is only viewable when the payout has been allocated. These two tables detail the payments that have been made based on the client's position above. Each payout is numbered for reference.

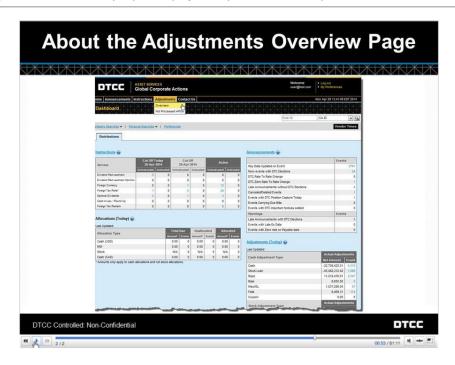
In the above example, you can tell that the calculated cash dividend has been paid in full: 5.44 is due, and 5.44 has been allocated (7).

Adjustments

About the Adjustments Overview Page

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Adjustments include all entitlement and allocation activity that is outside the traditional pay date allocations. This includes all post allocation rate adjustments and any activity tracking for stock loans, repos, and due bill fail tracking.

The **Adjustments Overview** page provides you with the ability to see all of your adjustments information in one place, across distribution types and for a range of fourteen business days.

To get to the Adjustments Overview page from anywhere in CA Web, mouse over the **Adjustments** link on the menu bar. Then, click **Overview**.

This is the Adjustments Overview page. Right now, you'll see the total due of your distributions adjustments broken out by cash and stock for the current business day.

Here above the adjustment amounts, you'll see three radio buttons. The default selection is **All Adjustments**, which represents the sum of the unallocated and allocated adjustments.

If you'd like, you can view just the **Allocated Adjustments**. These are adjustments that have actually posted to your account on that business day. You can also view **Unallocated Adjustments**, which are adjustments that are anticipated to be posted to your account on that business day.

These buttons make it very easy for you to segregate out what you can expect to be adjusted, what is actually adjusted, and what has not yet been adjusted.

Located below the radio buttons are two twisties—**Cash** and **Stock**. Both the **Cash** and **Stock** twisties will be open if they contain any activity. You can use the **Collapse All** button to close them and the **Expand All** button to reopen them.

Looking at the cash twisty, you see that the first column contains the **Event Type**. Note that you will only see event types when an adjustment for that type of event either has been processed or may be processed.

To the right of the event type column are the adjustment types:

- Cash,
- Stock Loan,
- Repo,
- Rate,
- Miscellaneous/GL, and
- Fails.

If you participate in the coupon collection service and there is a coupon adjustment posted to your account, an eighth column called **Coupons** appears to the right of these.

Let's look at these one by one. We'll talk about **Cash** in a moment.

The **Stock Loan** column displays the number of adjustments that were income tracked due to securities lending activity in your account.

The **Repo** column displays adjustments related to income tracking for Repurchase agreements.

The **Rate** column displays all adjustments due to rate changes. This applies when DTC is notified of a rate change by the security's agent or from a customer inquiry that has been confirmed with the agent.

The next column, titled **Misc/GL** for "miscellaneous/general ledger," is used to display adjustments that are either manually created by DTC staff, such as Cash Adjustments, or Adjustment Payment Orders, also known as "APOs."

The final column displays adjustments due to due bill fail tracking. Let's look at what the numbers mean for these five adjustment types.

Each adjustment type's **Net Amount** sub-column represents the net of all adjustments for each individual event type. The term "net" refers to the sum of any debits and credits to your account. So, those net amounts for all of those adjustments are then netted at the bottom for a total amount per adjustment type.

The **Count** next to each **Net Amount** tells you how many adjustments make up the net. Unlike other parts of CA Web, these counts don't refer to event counts. Instead, you can have multiple adjustments for a single event.

Just like the net amounts, the adjustment counts are totaled at the bottom for each adjustment type.

For example, this "-\$24,975,119.34" represents a debit. Next to this, you can see that 1,100 separate adjustments contribute to this net. Looking at the bottom of this column, you see that these amounts are part of the net total for stock loan adjustments and the 1,595 adjustments that net this total for all the different types of cash stock loan events.

Let's go back to that **Cash** column now.

The adjustment counts and net amounts in the **Cash** column are the cumulative total of your stock loan, repo, rate, miscellaneous general ledger, fails, and, if applicable, coupon adjustments. They all roll into this one cash column.

This is helpful in conjunction with the radio buttons above. Depending on the view you choose, you can see your total cash adjustments due, your total cash adjustments allocated, or your total cash adjustments that are unallocated today.

If you need to see the actual breakdown of debits and credits, click any adjustment count hyperlink. This will bring you to a search results page that lists all of the adjustments in this count individually.

Below this Cash table is the **Stock** twisty that groups all of your stock adjustments. Similar to Cash, there is an **Event Type** column on the left that splits out the stock adjustments by event type.

The Stock column rolls up the adjustment counts for the stock Fails, Stock Loans, and Stock Adjustments.

There aren't any cash amounts associated with the Stock items. The adjustment counts all represent the number of adjustments per event or per adjustment type, not a specific dollar amount or event count.

As with Cash, click any record count to view a Results page containing a list of individual adjustments. Up top, you have links to a seven-day adjustments history and a seven-day adjustments forecast.

Click the **History** link to view daily totals of the actual adjustments performed, per adjustment type, for the previous seven business days.

Click the Forecast link to view projected adjustment totals by day for the upcoming seven business days.

Either page allows you to view individual adjustments by clicking on a record count.

It is very important to note that the seven-day history page only shows allocated adjustments. You are not able to view any unallocated items from a date in the past.

The Adjustments History search helps you research aged and allocated adjustments. Click this twisty to open the search.

You can use three criteria for your adjustments history search:

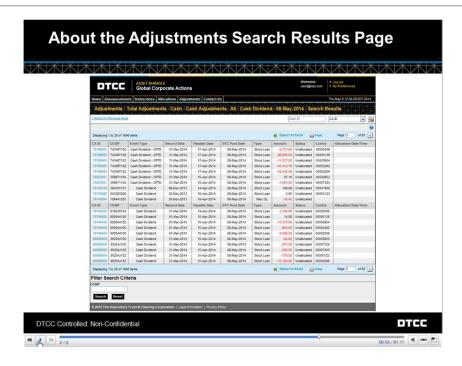
- Adjustment Type, which allows you to select an adjustment type from a drop-down list,
- CUSIP, which allows you to type in a specific CUSIP number, and/ or
- DTC Post Date, which allows you to pick a date within a search range of ninety days. Enter any
 combination of criteria and click Search.

At any time, you can click the **Print** button to print the information on the page you're viewing.

About the Adjustments Search Results Page

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



The Adjustments search results page displays all adjustments for a particular event type and adjustment type, up to 3000 results. These results are shown 20 at a time.

Click the arrow buttons to move through the pages, or type a page number in this field and press **Enter**. You can sort these results by clicking on any of the column headings. You can also filter these results by a specific CUSIP.

Note that these results refer to adjustments related to an event. If applicable, you can see multiple adjustments on a single event.

Click any link in the **CA ID** column to view the adjustment details for that event. You can export these results to Excel by clicking on the **Export to Excel** link. You can also print them by clicking on the **Print** icon.

When you export your results to Excel, you will export all results. In other words, if you have more than the 20 results shown on the page, you will export all of them—not just the ones you see here.

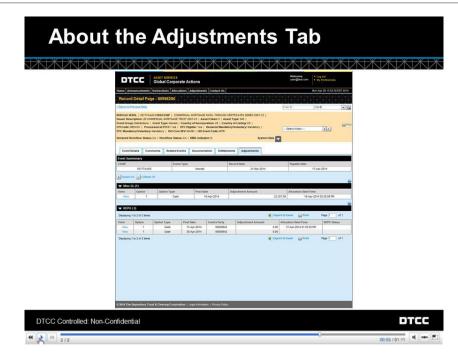
If you filter your search results by CUSIP and then export them, you will export the filtered results only. When you print your results, however, you will only print the results that appear on the page.

When you click on **Export to Excel**, you will be asked whether you want to open or save your file. If you open the file in Excel, you'll see a basic spreadsheet that contains all of your results. You can sort, save, or print this data as you would any Excel spreadsheet.

About the Adjustments Tab

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Any Corporate Actions event that has adjustments associated with it will show the **Adjustments** tab on the event record detail page.

One of the ways you can retrieve the event record is by searching with the CA ID. When the event record appears, click the **Adjustments** tab on the right. This will show you a record of all of your adjustment activity connected to this corporate actions event.

You can also get to this tab specifically by using the Adjustments menu item: mouse over **Adjustments**, click **Overview**, click a record count, and click a CA ID.

Once at the Adjustments tab, you'll see that there is an **Event Summary** at the top of the page. This shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. You can see more than one adjustment type here, listed out in separate tables.

These tables contain slightly different information, depending on the adjustment type. In general, though, you can see information about the event's option that the adjustment applies to, as well as when the adjustment is scheduled to be posted to your account.

Information here can include:

- The Option Number.
- The Option Type.
- The DTC Post Date, or the date on which DTC is scheduled to make the adjustment to your account.

- The Adjustment Amount, and
- The **Allocation Date/Time**. This varies with the adjustment type. For example, Miscellaneous/General Ledger adjustments will be displayed after DTC completes its daily settlement. For stock loans and repos, however, the allocation will happen intraday.

Sometimes, different adjustment types will have specific data fields. Please see the Help for that adjustment type for more information about these fields.

Please note that the DTC **Post Date** may not reflect the **Payable Date** of the event: the Post Date is when DTC actually makes the adjustment to your account. Note that the DTC Post Date may, in some cases, be several days after the event's Payable Date.

To see additional information regarding debits and credits to be charged or paid, click any of the **View** hyperlinks. Each link opens a window that shows details for that particular adjustment.

For these adjustments, you will notice that the "prepared by" field will often be "Customer Service." The phone number for DTC's Customer Help Center is provided here—you can call for more information if you need it.

Specific adjustment details will vary by type.

In the case of stock loans and repos, this "View" function is where you'll go to enter any adjustment payment orders, or "APOs." When you are able to enter an APO, a **Create APO** button is visible at the bottom left of this window. Click this button to open a "Create APO" form.

You can learn more about this by reading the "Entering an APO" Help topic.

For some adjustment types, you can export the information to Excel or print the information you see on the screen.

Exporting the information to Excel exports all of the adjustments for a single adjustment type. For instance, if you click one of the **Export to Excel** buttons for Stock Loans on this page, you will see all 36 transactions from both display pages.

Clicking any **Print** button, however, prints all of the data that is visible on the page itself.

Cash Adjustment Types

The Adjustments tab shows you a number of stock adjustment types:

- Stock Loan Adjustments
- Repo Adjustments
- Rate Change Adjustments
- Miscellaneous/GL Adjustments
- Fail Adjustments
- Coupon Adjustments

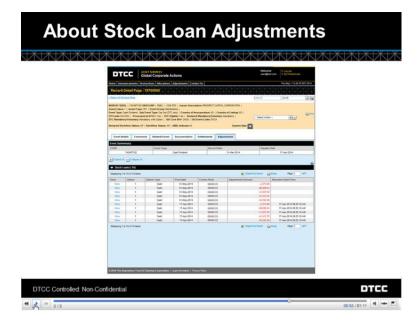
You will only see an event type if it applies to your account. If you do not have any activity for a particular event type, it will not appear in the **Cash** table's **Event Type** column.

Note that if you do not have any coupon activity, you will not see the Coupon column in the Cash table.

Stock Loan Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Stock loan adjustments, also called income-tracked securities lending adjustments, are individual cash debits or credits to your account.

A cash distribution event can include stock loan adjustments for a number of reasons.

For example, they may include your account being credited or debited on the post date due to a stock loan payment or charge against your account.

Stock loan adjustments that are pending or allocated appear under the **Stock Loan** twisty on the **Adjustments** tab.

An **Event Summary** at the top of the Adjustments tab shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. You can see more than one adjustment type here, listed out in separate tables. This example shows you a Stock Loan table, but if there were other adjustments to this event, you'd see those in this space. These tables contain slightly different information, depending on the adjustment type.

For stock loan adjustments, you can see information about the option on the event that the adjustment applies to, as well as when the adjustment is scheduled to pay. For stock loan and repo adjustments, the allocation will happen intraday.

Specifically, this includes:

- The Option Number.
- The Option Type.
- The DTC Post Date, or the date on which DTC is scheduled to make the adjustment to your account.
- The Contra Party.
- The Adjustment Amount, and
- The Allocation Date/Time.

If you hold a long stock loan net position, you will receive a credit adjustment on the payable date for any periodic principal and income distributions. If you have a short stock loan net position, you will receive a debit adjustment on the payable date. As is the case with repo adjustments, the allocation will occur intraday.

Please note that the **Post Date** may not reflect the **Payable Date**: the Post Date is when DTC anticipates applying the adjustment to your account.

To see additional information regarding debits and credits to be applied, click any of the **View** hyperlinks. Each link opens a window that shows details of a Stock Loan adjustment.

For these adjustments, you will notice that the "prepared by" field will often read "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

Here, we see that on May 1st, your firm was debited \$2,373.06 for a stock loan entered into with contra 0123. This stock loan adjustment was recorded by DTC's Automated Transaction Processor ("ATP") system.

Please note that for stock loan and repo adjustments, you can take additional actions on this detail window.

Sometimes, you may need to modify a tracked adjustment. For instance, you may know of a rate difference. That's where the CA Web gives you the ability to do an adjustment payment order, or "APO." An APO is a client modification to the cash portion of a stock lending or repo adjustment.

Using this feature, you can create cash adjustments to a pending or past ("historical") stock loan adjustment. You can credit or debit yourself against the same contra participant.

If you and the contra agree to modify the adjustment amount, you can enter an adjustment payment order. Click the **Create APO** button and fill out the requested information. Only the contra party will have the ability to reject the APO.

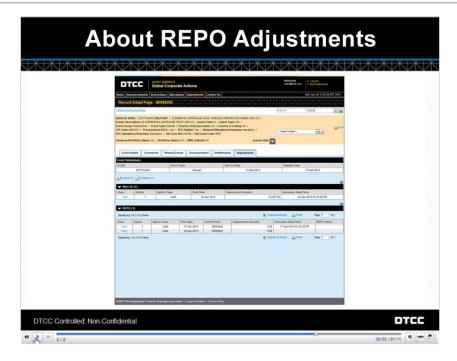
Check out the Help topics to learn more about APOs.

You can see the adjustment amount in the stock loan table. If you created an APO, you will see a new twisty on the page containing this information.

Repo Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Repo adjustments, also called income-tracked repurchase agreement adjustments, are individual cash debits or credits to your account.

A cash distribution event can include repo adjustments for a number of reasons. For example, they may include your account being credited or debited on post date due to a repo payment or charge against your account.

Repo adjustments that are pending or allocated appear under the REPO twisty on the Adjustments tab.

An **Event Summary** at the top of the Adjustments tab shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. You can see more than one adjustment type here, listed out in separate tables. This example shows you a repo table, but if there were other

adjustments to this event, you'd see those in this space. These tables contain slightly different information, depending on the adjustment type.

To prevent a single periodic principal and income distribution from being tracked without affecting the tracking of any other future distributions on the security, users have the ability to cancel the repo income tracking for adjustments on principal and interest events only which are scheduled to be posted to your account that day.

For repo adjustments, you can see information about the event's option that the adjustment applies to, as well as when the adjustment is scheduled to post to your account.

Specifically, this includes:

- The Option number.
- The Option Type.
- The Post Date, or the date on which DTC is scheduled to apply the adjustment to your account.
- The Adjustment Amount.
- The Allocation Date/Time. If you hold a long repo net position, you will receive a credit adjustment on the
 payable date for any periodic principal and income distributions. If you have a short repo net position, you
 will receive a debit adjustment on the payable date. As is the case with stock loan adjustments, the
 allocation will occur intraday.
- And finally, REPO Status, which will appear on principal and interest repos if they were canceled or reactivated.

Please note that the **Post Date** may not reflect the **Payable Date**: the post date is when DTC anticipates applying the adjustment to your account. Note that DTC's post date may, in some cases, be several days after the event's payable date.

To see additional information regarding debits and credits to be applied, click any of the **View** hyperlinks. Each link opens a window that shows details of a repo adjustment.

For these adjustments, you will notice that the "prepared by" field will often read "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

Here, we see that on April 15th, you were credited \$53,841.26 for a repo entered into with contra 0123.

This repurchase agreement adjustment was recorded by DTC's Automated Transaction Processor ("ATP") system.

Please note that for stock loan and repo adjustments, you can take additional actions on this detail window.

Sometimes, you may need to modify a tracked adjustment entered by DTC processing staff. For instance, you may know of a rate difference. That's where the CA Web gives you the ability to do an adjustment payment order, or "APO."

An APO is a client modification to the cash portion of a stock lending or repo adjustment. Using this feature, you can create cash adjustments to a pending or past ("historical") repo adjustment. You can credit or debit yourself against the same contra participant.

If you and the contra agree to modify the adjustment amount, you can enter an adjustment payment order. Click the **Create APO** button and fill out the requested information. Only the contra party will have the ability to reject the APO.

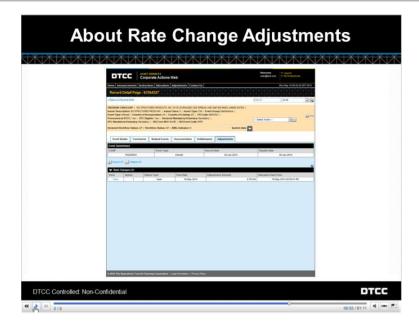
Check out the Help topics to learn more about APOs.

You can see the repo adjustment amount in the REPO table. If you created an APO, you will see a new twisty on the page containing this information.

Rate Change Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Post-allocation rate adjustments, also called "Rate Change" adjustments, are individual debits or credits to your account.

A cash event can include a rate change adjustment for a number of reasons. For example, they may apply when DTC is notified of a rate change by the security's agent or from a customer inquiry that has been confirmed with the agent.

Rate Change adjustments that are pending or allocated appear under the "Rate Changes" twisty on the **Adjustments** tab.

An **Event Summary** at the top of the Adjustments tab shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. This example shows you a Rate Change table, but if there were other adjustments to this event, you'd see those in this space, each type in a separate table. These tables contain slightly different information, depending on the adjustment type.

For rate change adjustments, you can see information about the event's option that the adjustment applies to, as well as when the adjustment is scheduled to pay.

Specifically, this includes:

- The Option number.
- The Option Type.
- The Post Date, or the date on which DTC is scheduled to apply the adjustment to your account.
- The Adjustment Amount, and
- The Allocation Date/Time. The adjustment is applied to your account when settlement occurs.

Please note that the DTC **Post Date** may not reflect the **Payable Date**: the post date is when DTC anticipates applying the adjustment to your account. Note that DTC's post date may, in some cases, be several days after the event's payable date.

To see additional information regarding debits and credits to be applied, click a hyperlink in the **View** column. Each link opens a window that shows details of a rate change adjustment.

For these adjustments, you will notice that the "prepared by" field will often read "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

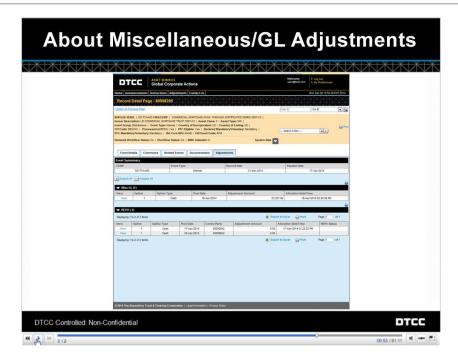
Here, we see that the adjustment is a rate change. This client's account was credited \$2754.82 as the cash equivalent of distribution shares to which it was entitled. The old cash rate was 24.383560. The new cash rate is 33.184900.

You can see the adjustment amount in the Rate Change table.

Miscellaneous/GL Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Misc/GL Ledger adjustments, also called "Miscellaneous/GL" adjustments, are individual debits or credits to your account.

A cash event can include a Misc/GL adjustment for a number of reasons. For example, they may include adjustments that were manually created by DTC staff, such as Cash Adjustments.

They may also include the money payment of an Adjustment Payment Order, or "APO." An APO is a client modification to the cash portion of a stock lending or repo adjustment. These client-entered adjustment payment orders appear as Misc/GL adjustments, recording the cash payment of the APO.

Miscellaneous/General Ledger adjustments that are pending or allocated appear under the "Misc/GL" twisty on the Adjustments tab.

An **Event Summary** at the top of the **Adjustments** tab shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. You can see more than one adjustment type here—each type is listed out in a separate table. These tables contain slightly different information, depending on the adjustment type.

For Misc/GL adjustments, you can see information about the event's option that the adjustment applies to, as well as when the adjustment is scheduled to pay.

Specifically, this includes:

- The Option number.
- The Option Type.
- The DTC Post Date, or the date on which DTC is scheduled to make the adjustment to your account.
- The Adjustment Amount, and
- The Allocation Date/Time. For Misc/GL, this will be populated after DTC completes its daily settlement.

Please note that the DTC **Post Date** may not reflect the **Payable Date**: the Post Date is when DTC actually pays you or makes the adjustment. Note that the DTC Post Date may, in some cases, be several days after the Payable Date.

To see additional information regarding debits and credits to be charged or paid, click any of the **View** hyperlinks. Each link opens a window that shows details of a miscellaneous general ledger adjustment.

For these adjustments, you will notice that the "prepared by" field will often be "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

Here, we see that the adjustment is an APO due to a bad repo on a stock loan. The APO was entered by Jane Smith, whose client number is "0123." The contra party's phone number is also provided.

This client's account was credited \$23,357.09, which you can see in the **Adjustment Amount** field of the Misc/GL table.

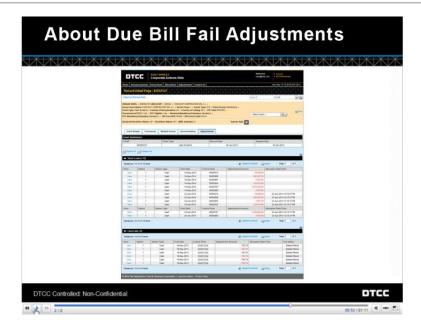
If the APO has not yet allocated, refer to the Help topic called "APO Business Rules" for possible reasons why.

For instance, if this is an adjustment payment order and the contra party has rejected the APO, it will not process because it was rejected. Or, if the APO was resubmitted after the APO cutoff of 2:30 p.m. eastern time, it won't be processed until the next business day.

Fail Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Due bill fail tracking adjustments, also called "Fails," are individual cash debits or credits to your account for failed DOs carrying due bills.

A cash distribution event can include cash fail adjustments for a number of reasons.

A failed DO is one which was originally scheduled to settle on or before the record date, but instead settled after the record date. Fails sometimes result in buyers not receiving a dividend or interest payment to which they are entitled. Previously, such deliveries were made with a due bill attached and handled outside of DTC between the parties impacted by the trade.

If due bill fail tracking is enabled on the original DO, the CA Web automatically generates cash and stock dividend adjustments for most failed DOs requiring a due bill. Keep in mind that due bill fail tracking does not monitor stock splits, rights distributions, or optional dividend payments.

On the payable date, or on the day following the settlement of the trade at DTC (whichever is later), the seller receives a debit for the income due and the buyer receives a credit via the Adjustment table in the CA Web.

Fail adjustments that are pending or allocated appear under the "Cash Fails" twisty on the Adjustments tab.

An **Event Summary** at the top of the Adjustments tab shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. This example shows you Stock Loan and Cash Fails tables. If there were additional adjustments to this event, you'd see those here as well. These tables contain slightly different information, depending on the adjustment type.

Pairing occurs when two DOs contain the same CUSIP, quantity (for the original face value), trade settlement date, and settlement dollar value, and the delivering and contra participants are reversed.

Note:

Although paired transactions are not passed to settlement, you can view these items on CA Web and PTS/PBS for historical items. Paired adjustments are identified as such within the adjustment details of the relevant event record.

For cash fail adjustments, you can see information about the event's option that the adjustment applies to, as well as when the adjustment is scheduled to be applied to your account.

The information in this table includes:

- The Option number.
- The Option Type.
- The Post Date, or the date on which DTC is scheduled to apply the adjustment to your account.
- The Contra Party, which is the entity on the other side of this Fail.
- The **Adjustment Amount**. Here, you can see that all items have been paired.
- The Allocation Date/Time. For cash fails, this happens on the payable date or on the day following the failed delivery, whichever is later.
- **Fail Status**, which will appear if pairing occurred as "Deleted Paired." DTC does not process debit and credit adjustments for settlement when the underlying DOs are paired. This eliminates redundant debit and credit adjustments that net to zero.

Please note that the **Post Date** may not reflect the **Payable Date**: the post date is when DTC actually applies the adjustment. Note that the post date may, in some cases, be several days after the payable date.

To see additional information regarding debits and credits to be applied, click any of the **View** hyperlinks. Each link opens a window that shows details of a cash fail adjustment.

For these adjustments, you will notice that the "prepared by" field will often read "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

Here, we see that on April 30th, you were credited \$755.78, the cash equivalent of 3359 shares, for a failed DO carrying a due bill entered into with contra 0123.

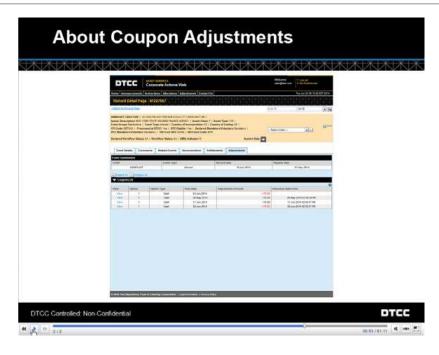
This fail adjustment was sent to the CA Web from DTC's ATP Settlement system. You can see the ATP Record ID here as well. The notation "Reason: ITEM PAIRED" means that the underlying DOs are paired. If you look on the Cash Fails table, you'll see that the client also shows a debit for the same amount: "-755.78".

If the underlying DOs were not paired, the original credit would be paid to the client's account once the fail was resolved. The client would then receive the due bill payment it was entitled to.

Coupon Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Coupon adjustments, also called "coupon payments," are cash adjustments paid on bearer bond debt interest. These adjustments will only appear if you participate in the DTC Coupon Service.

The coupon clipping service allows you to receive interest payments on coupons deposited directly with DTC for collection. Typically, payments are semi-annual, meaning that a 30-year bond would have 60 coupons attached to it. If you participate in the coupon collection service, the depositing client receives a credit on the payable date for the income due.

Coupon adjustments that are pending or allocated appear under the "Coupons" twisty on the **Adjustments** tab.

An **Event Summary** at the top of the **Adjustments** tab shows the **CUSIP**, **Event Type**, **Record Date**, and Payable Date for the distribution.

The area under the Event Summary lists all adjustments to the event. This example shows you only the Coupon table. If there were additional adjustments to this event, you'd see those here as well. These tables contain slightly different information, depending on the adjustment type.

For Coupon adjustments, you can see information about the event's option that the adjustment applies to, as well as when the adjustment is scheduled to be applied to your account.

The information in this table includes:

- The **Option** number.
- The Option Type.
- The Post Date, or the date on which DTC is scheduled to apply the adjustment to your account.

- The Adjustment Amount, and
- The Allocation Date and Time.

Please note that the **Post Date** may not reflect the **Payable Date**: the post date is when DTC actually applies the adjustment. Note that the post date may, in some cases, be several days after the payable date.

To see additional information regarding debits and credits to be applied, click any of the **View** hyperlinks. Each link opens a window that shows details of a coupon adjustment.

For these adjustments, you will notice that the "prepared by" field will often read "Coupon COLL SUPV." The supervisor's phone number is provided—you can call for more information if you need it.

Here, we see that on May 29th, you were credited \$175.00. You can see the deposit number on the coupon as well.

Stock Adjustment Types

The Adjustments tab shows you a number of stock adjustment types:

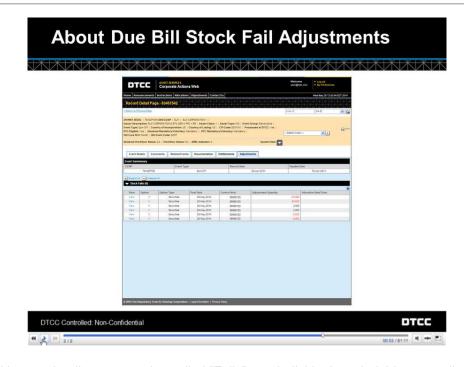
- Fail Adjustments
- Stock Loan Adjustments
- Stock Adjustments

Note that you will only see an event type if it applies to your account. If you do not have any activity for a particular event type, it will not appear in the **Stock** table's **Event Type** column.

Stock Fail Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Due bill fail tracking stock adjustments, also called "Fails", are individual stock debits or credits to your account for failed deliver orders ("DOs") carrying due bills.

A stock distribution event can include stock fail adjustments for a number of reasons.

A failed DO is one which was originally scheduled to settle on or before the record date, but instead settled after the record date. Fails sometimes result in buyers not receiving a dividend or interest payment to which they are entitled. Previously, such deliveries were made with a due bill attached and handled outside of DTC between the parties impacted by the trade.

If due bill fail tracking is enabled on the original DO, the CA Web automatically generates cash and stock dividend adjustments for most failed DOs requiring a due bill.

Keep in mind that due bill fail tracking does not monitor stock splits, rights distributions, or optional dividend payments.

On the payable date, or on the day following the settlement of the trade at DTC (whichever is later), the seller receives a debit for the income due and the buyer receives a credit via the Adjustment table in the CA Web.

Fail adjustments that are pending or allocated appear under the "Stock Fails" twisty on the Adjustments tab.

An **Event Summary** at the top of the Adjustments tab shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. This example shows you the Stock Fails table. If there were additional adjustments to this event, you'd see those here as well. These tables contain slightly different information, depending on the adjustment type.

Pairing occurs when two DOs contain the same CUSIP, quantity (for the original face value), trade settlement date, and settlement dollar value, and the delivering and contra parties are reversed.

Note:

Although paired transactions are not passed to settlement, you can view these items on CA Web and PTS/PBS for historical items. Paired adjustments are identified as such within the adjustment details of the relevant event record.

For stock fail adjustments, you can see information about the event's option that the adjustment applies to, as well as when the adjustment is scheduled to be applied to your account.

The information in this table includes:

- The **Option** number.
- The **Option Type**.
- The **Post Date**, or the date on which DTC is scheduled to apply the adjustment to your account.
- The Contra Party, which is the entity on the other side of this Fail.
- The **Adjustment Quantity**. Here, you can see paired items.
- The **Allocation Date/Time**. For stock fails, this happens on the payable date or on the day following the failed delivery, whichever is later.

Please note that the **Post Date** may not reflect the event's **Payable Date**: the post date is when DTC actually applies the stock adjustment. Note that the post date may, in some cases, be several days after the event's payable date.

To see additional information regarding debits and credits to be applied, click any of the **View** hyperlinks. Each link opens a window that shows details of a stock fail adjustment.

For these adjustments, you will notice that the "prepared by" field will often read "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

Here, we see that on May 28th, you were debited (or charged) 13,900 shares for a failed DO carrying a due bill entered into with contra 0123.

This fail adjustment was sent to the CA Web from DTC's Automated Transaction Processor ("ATP") Settlement system. You can see the ATP Record ID here as well.

In this example, the original shares will be debited from the client's account once the fail is resolved. The client will then be able to pay the shares to the contra party that is entitled to the due bill.

However, if fail items are paired, your account will not be affected by the adjustment and you will see the notation "REASON: ITEM PAIRED."

If the underlying DOs were not paired, the original credit would be paid to the client's account once the fail was resolved. The client would then receive the due bill payment it was entitled to.

Stock Loan Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Stock loan stock adjustments, also called income-tracked securities lending adjustments, are individual stock debits or credits to your account.

A stock distribution event can include stock loan adjustments for a number of reasons. For example, they may include your account being credited or debited on the post date due to a stock loan allocation or charge against your account.

Stock loan stock adjustments that are pending or allocated appear under the **Stock Loans Stock** twisty on the **Adjustments** tab.

An **Event Summary** at the top of the Adjustments tab shows the **CUSIP**, **Event Type**, **Record Date**, **and Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. You can see more than one adjustment type here, listed out in separate tables.

This example shows you a Stock Loans Stock table, but if there were other adjustments to this event, you'd see those in this space. These tables contain slightly different information, depending on the adjustment type.

For stock loan stock adjustments, you can see information about the option on the event that the adjustment applies to, as well as when the adjustment is scheduled to allocate. For stock loan and repo adjustments, the allocation will happen intraday.

Specifically, this information includes:

- The Option number.
- The Option Type.
- The DTC Post Date, or the date on which DTC is scheduled to apply the adjustment to your account.
- The Contra Party.
- The Adjustment Quantity.
- The Allocation Date/Time.

If you hold a long stock loan net position, you will receive a credit adjustment on the payable date for any periodic principal and income distributions. If you have a short stock loan net position, you will receive a debit adjustment on the payable date. As is the case with repo adjustments, the allocation will occur intraday.

Please note that the **Post Date** may not reflect the event's **Payable Date**: the post date is when DTC anticipates applying the adjustment to your account.

To see additional information regarding debits and credits to be applied, click any of the **View** hyperlinks. Each link opens a window that shows details of a stock loan stock adjustment.

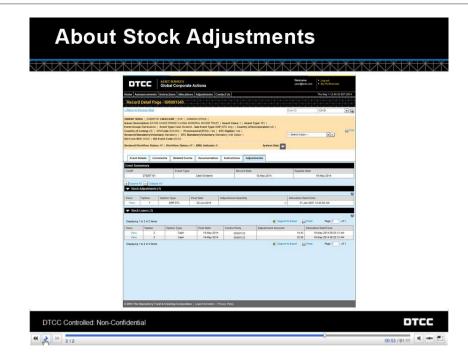
For these adjustments, you will notice that the "prepared by" field will often read "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

Here, we see that on May 28th, your firm was credited 6,373 shares for a stock loan entered into with contra 0123. This stock loan stock *adjustment* was recorded by DTC's Automated Transaction Processor ("ATP") system.

Stock Adjustments

Please note:

This is the transcript of an animated Help topic. To play the topic, refer to the topic of the same name in the online Help.



Stock adjustments are individual dividend share adjustments that create debits or credits to your account.

A stock distribution event can include stock adjustments for a number of reasons, such as a rate change or other situation in which a manual debit or credit is made to your account.

Stock adjustments that are pending or allocated appear under the **Stock Adjustments** twisty on the **Adjustments** tab.

An **Event Summary** at the top of the Adjustments tab shows the **CUSIP**, **Event Type**, **Record Date**, and **Payable Date** for the distribution.

The area under the Event Summary lists all adjustments to the event. You can see more than one adjustment type here, listed out in separate tables.

This example shows you two types of stock adjustments, but if there were other adjustments to this event, you'd see those in this space as well. These tables contain slightly different information, depending on the adjustment type.

For stock adjustments, you can see information about the option on the event that the adjustment applies to, as well as when the adjustment is scheduled to pay.

Specifically, this information includes:

- The Option number.
- The Option Type.

- The DTC Post Date, or the date on which DTC is scheduled to make the adjustment to your account.
- The Adjustment Quantity, and
- The Allocation Date/Time.

Please note that the **Post Date** may not reflect the event's **Payable Date**: the post date is when DTC anticipates applying the adjustment to your account.

To see additional information regarding debits and credits to be applied, click any of the **View** hyperlinks. Each link opens a window that shows details of a stock adjustment.

For these adjustments, you will notice that the "prepared by" field will often read "Customer Service." The Customer Help Center's phone number is provided here—you can call for more information if you need it.

Here, we see that on June 2nd, your firm was debited three shares due to a manual allocation adjustment.

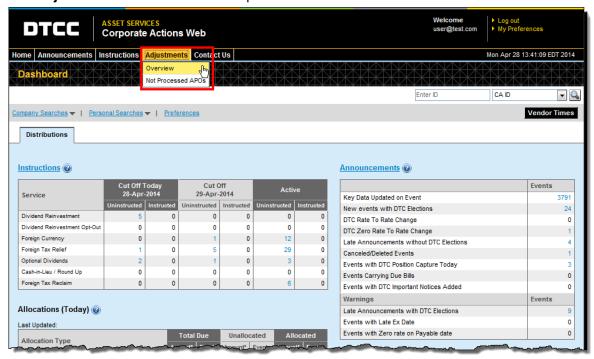
Viewing Adjustments

Viewing an Adjustment

You can find any adjustment by using the Quick Search to find an event by CA ID, Security ID, or Disbursed Security ID and clicking on the **Adjustments** tab.

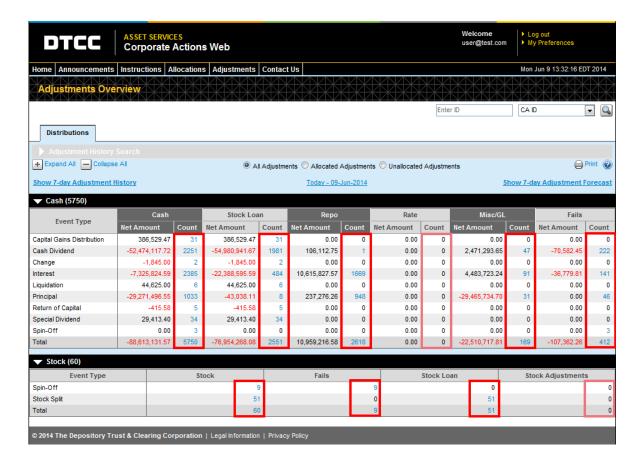
Alternately, you can use the Adjustments Overview page:

Click Adjustments > Overview on the top menu bar.



This opens the Adjustments Overview page.

2. Click any blue number count in an adjustment type column.



This opens a Search Results page for that adjustment type.

3. Click any blue link in the CA ID column.

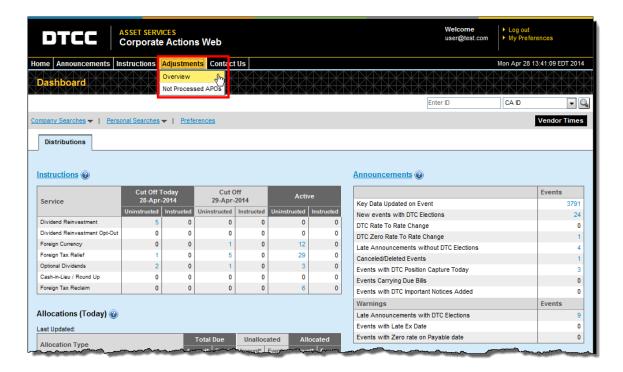


Note:

If the CA ID you want is not on this page, you can either scroll through the pages to get to the one you need or sort the column by clicking on the **CA ID** heading.

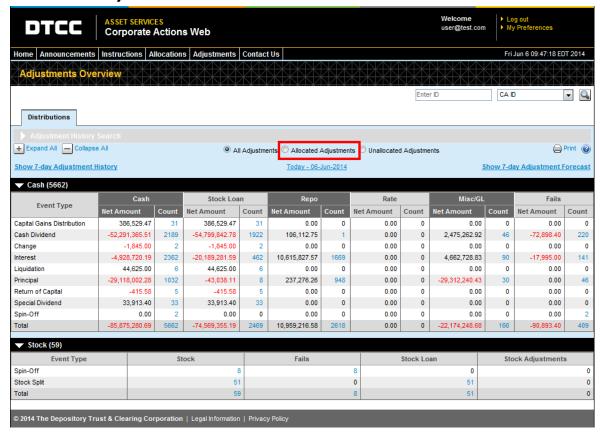
Viewing Allocated Adjustments

1. Click **Adjustments > Overview** on the top menu bar.



This opens the Adjustments Overview page.

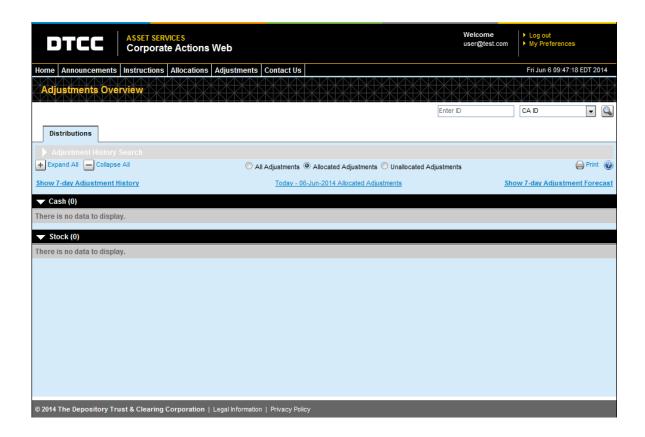
2. Click Allocated Adjustments.



The Adjustments Overview page displays only those items that have been allocated.

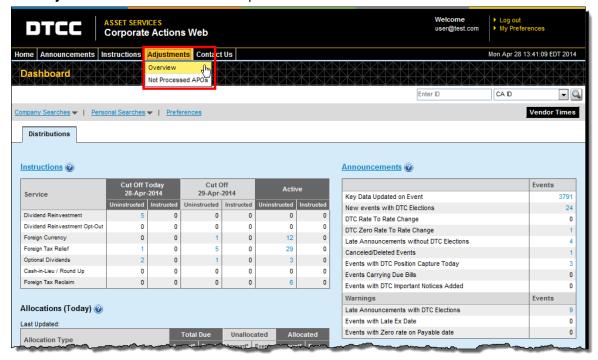
Note:

If no adjustments have been allocated, CA Web displays empty tables.



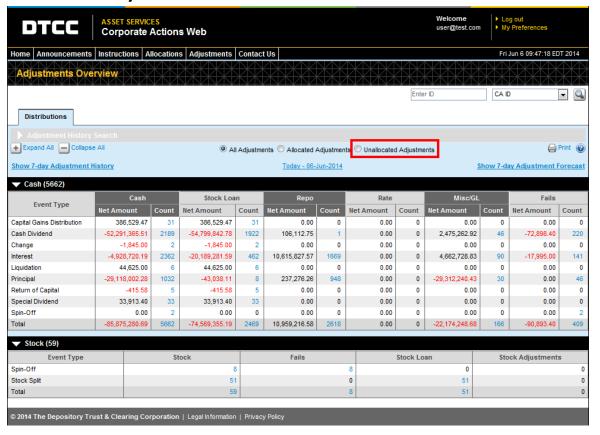
Viewing Unallocated Adjustments

1. Click **Adjustments > Overview** on the top menu bar.

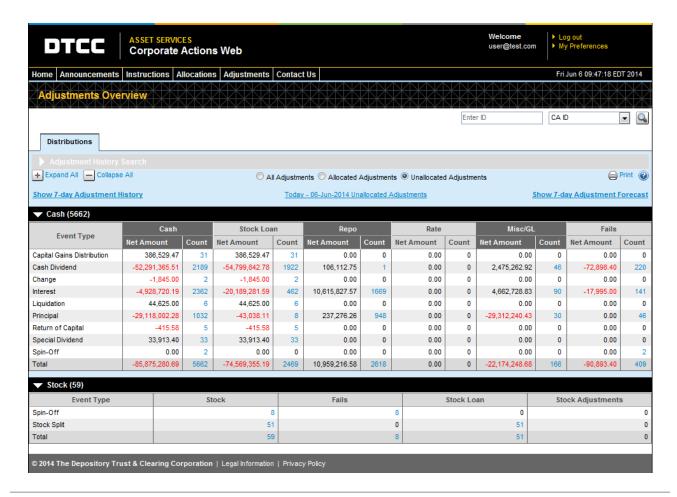


This opens the Adjustments Overview page.

2. Click Unallocated Adjustments.



The Adjustments Overview page displays only those items that have not yet been allocated.



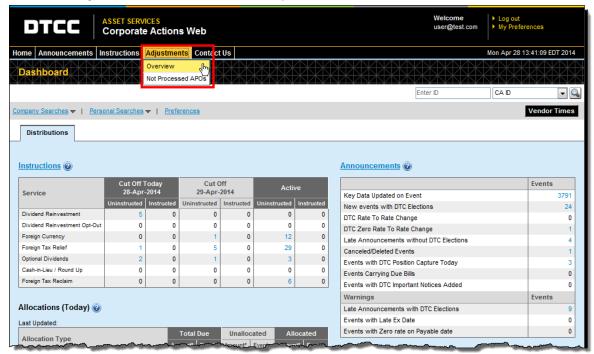
Note:

If all adjustments have been allocated, CA Web displays empty tables.

Performing an Adjustment History Search

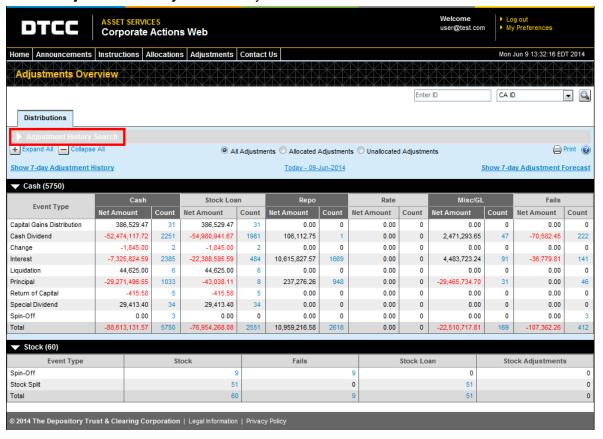
Use the Adjustment History Search to research aged and allocated adjustments.

1. Click **Adjustments > Overview** on the top menu bar.

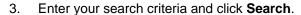


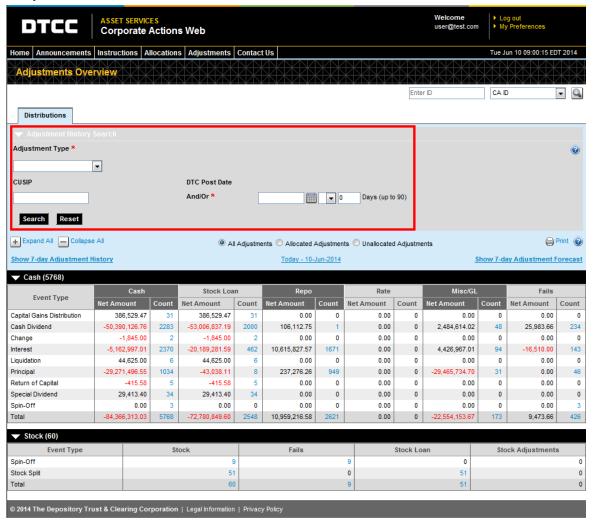
This opens the Adjustments Overview page.

2. Click the Adjustment History Search twisty.



This displays the Adjustment History Search selection criteria.



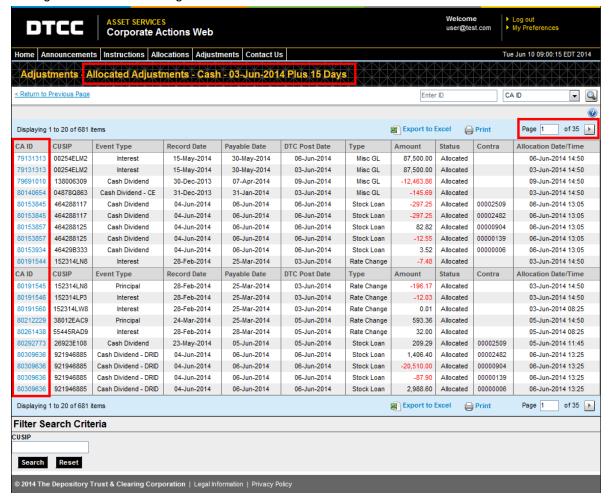


- Adjustment Type is required. Select one from the drop-down list.
- You must select either the CUSIP or the DTC Post Date. You can use both criteria, but you must use at least one.
- For the **DTC Post Date**, you can select a calendar date plus or minus a range of days (up to 90).
- You can set all fields back to blank by clicking Reset.

The Search Results page lists all adjustments that match your search criteria. Your criteria are listed at the top of the page.

4. Click any CA ID link to view that adjustment record.

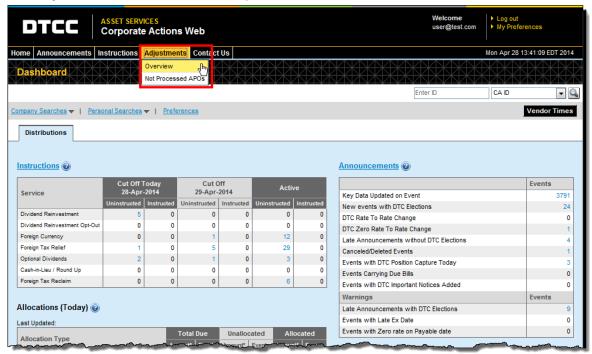
You can also scroll through the pages to find the adjustment record you want or sort the column by clicking on the **CA ID** heading.



Viewing a 7-Day Adjustment History

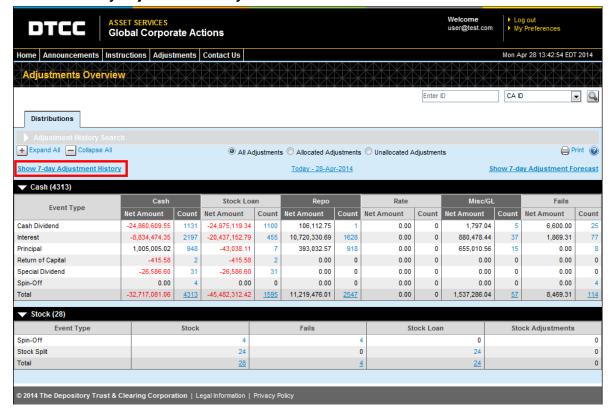
To view your seven-day adjustment history from anywhere in CA Web:

1. Click **Adjustments > Overview** on the top menu bar.

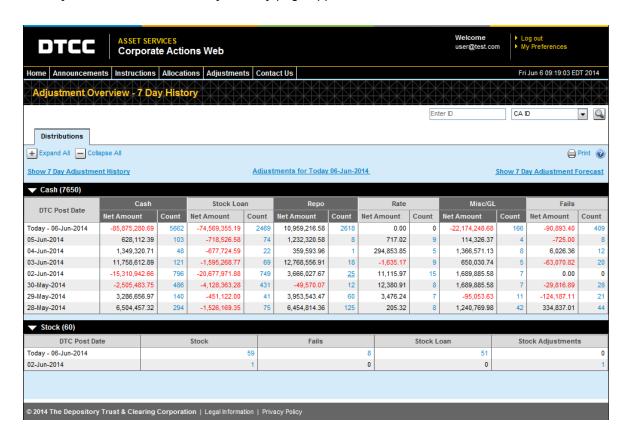


This opens the Adjustments Overview page.

2. Click Show 7 Day Adjustment History.



The Adjustment Overview-7 Day History page appears.



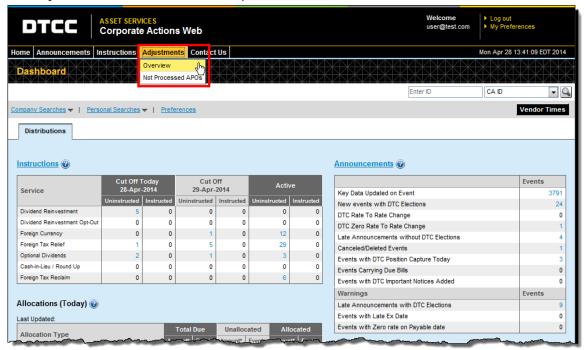
Notes:

- You will only see dates on which adjustments posted to your account.
- The Event Type column on the Adjustment Overview page is replaced by a DTC Post Date column on the History page.
- Click Expand All to open both the Cash and Stock tables and Collapse All to close all of them.
- 3. Click the number in any **Count** column to view search results for that adjustment type on the listed post date.
- 4. Return to today's listing by clicking the **Adjustments for Today** link above the table.

Viewing a 7-Day Adjustment Forecast

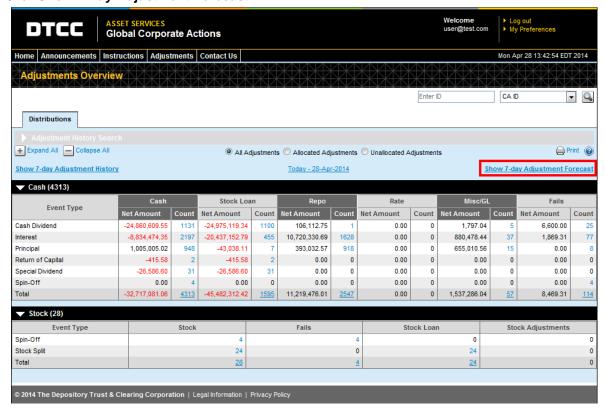
To view your seven-day adjustment forecast from anywhere in CA Web:

Click Adjustments > Overview on the top menu bar.

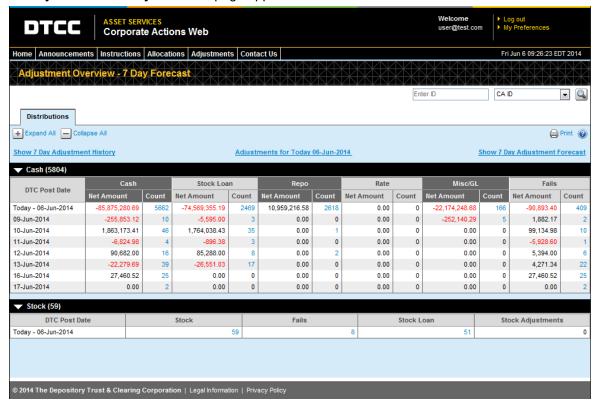


This opens the Adjustments Overview page.

2. Click Show 7 Day Adjustment Forecast.



3. The Adjustments-7 Day Forecast page appears.



Notes:

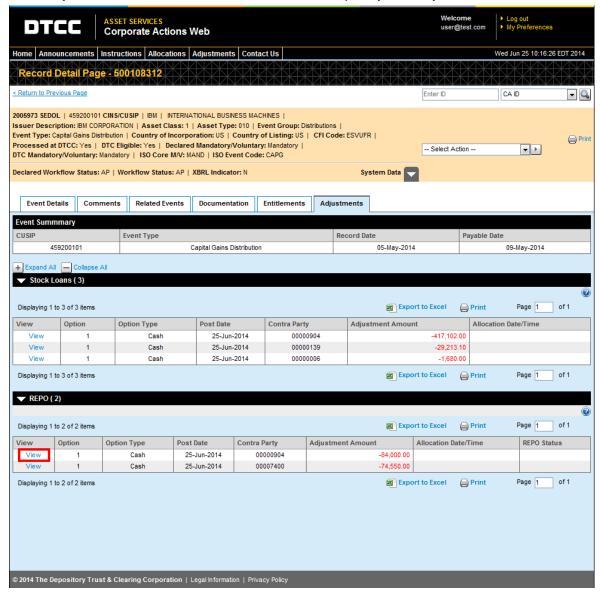
- You will only see dates on which adjustments are anticipated to be posted to your account.
- The **Event Type** column on the Adjustment Overview page is replaced by a **DTC Post Date** column on the Forecast page.
- Click Expand All to open both the Cash and Stock tables and Collapse All to close all of them.
- 4. Click the number in any **Count** column to view search results for that category of events on the listed date.
- 5. Return to today's listing by clicking the **Adjustments for Today** link above the table.

Canceling/Reactivating REPO Adjustments

You have the ability to cancel the repo income tracking for adjustments on principal and interest events only. This can only be done on adjustments scheduled to be posted on that day. Once you have canceled a repo income tracking adjustment, you have the ability to reactivate it on that same day only.

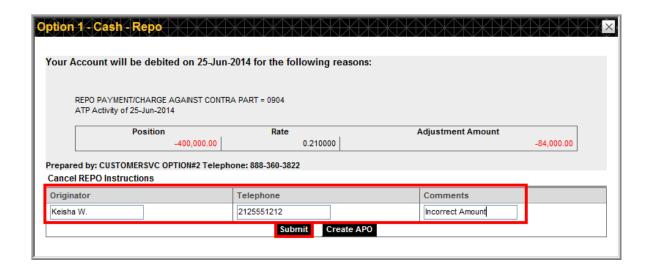
Canceling a REPO Adjustment

1. On the Adjustments tab for the event, click View for the repo adjustment you want to cancel.



This opens a pop-up window.

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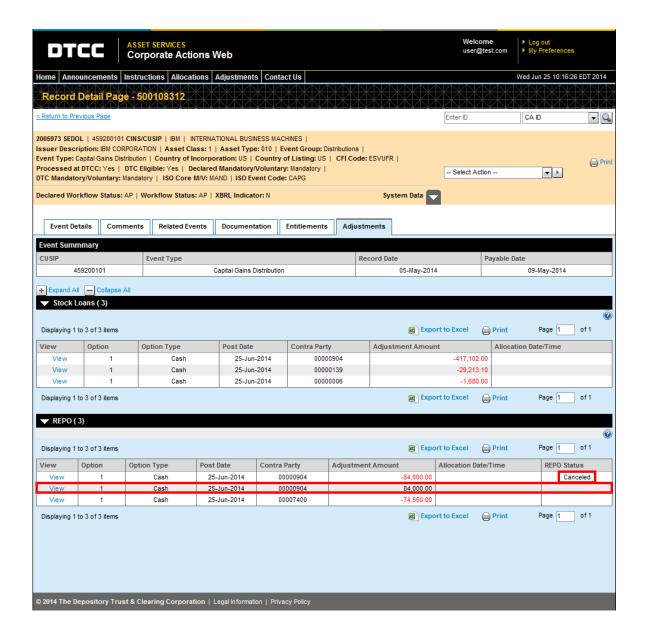
2. Type your name, phone number, and comments about why you are canceling repo income tracking. Click **Submit**.



You will see a status message that the repo income tracking adjustment has been canceled.

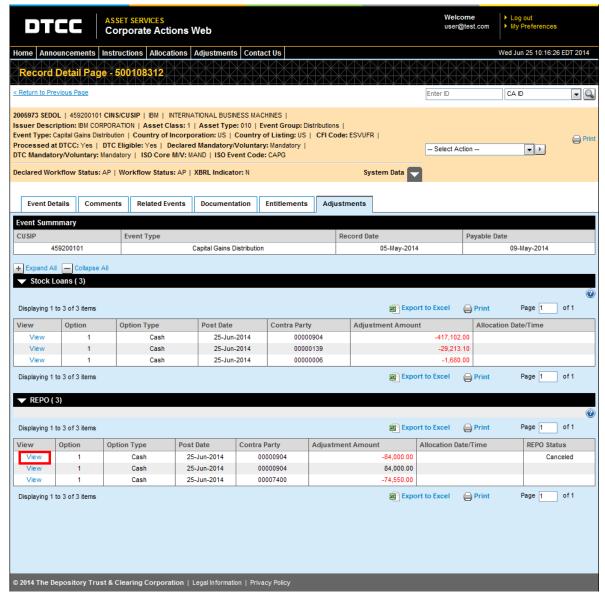
3. Click the **X** to close the message window.

The **REPO Status** column on the table updates as "Canceled" and a new line item appears in the REPO table that represents the offsetting bookkeeping entry.

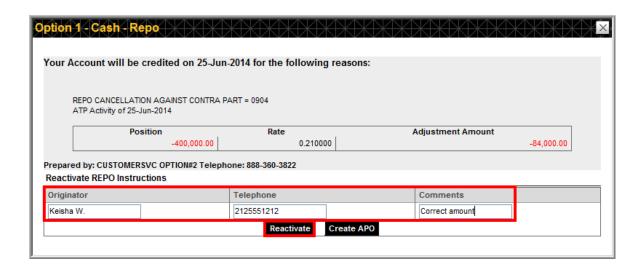


Reactivating a REPO Adjustment

1. On the Adjustments tab for the event, click **View** for the offsetting transaction of the repo adjustment that you want to reactivate.

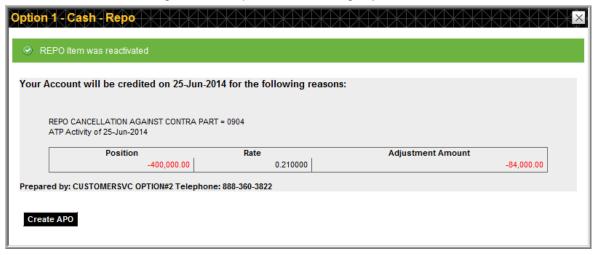


This opens a pop-up window.



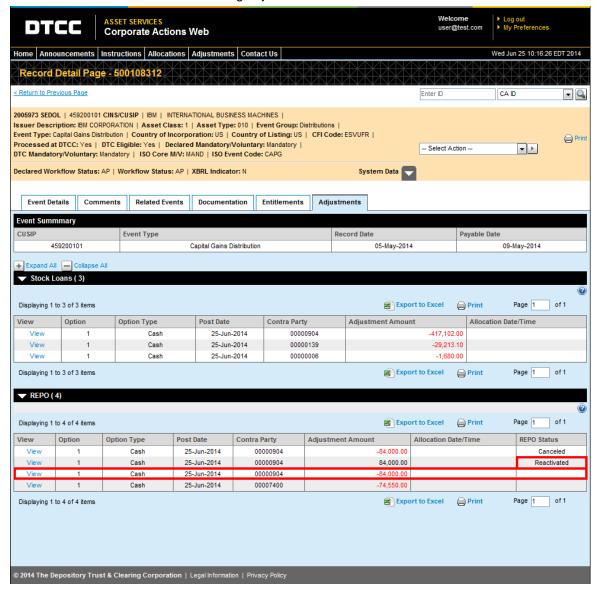
2. Type your name, phone number, and comments about why you are reactivating the repo income tracking adjustment. Click **Reactivate**.

You will see a status message that the repo income tracking adjustment has been reactivated.



3. Click the **X** to close the message window.

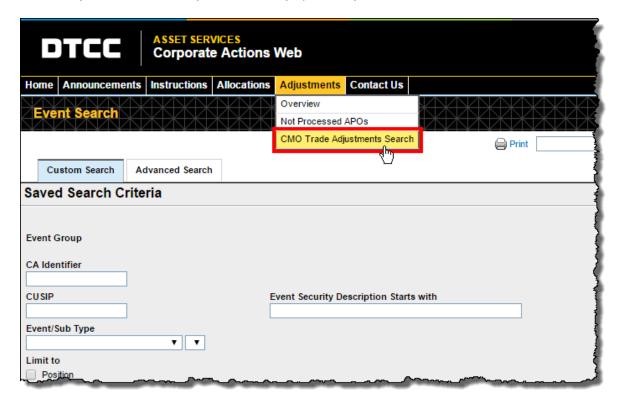
The REPO Status column on the table updates as "Reactivated" and a new line item appears in the REPO table that reactivates the income tracking adjustment.



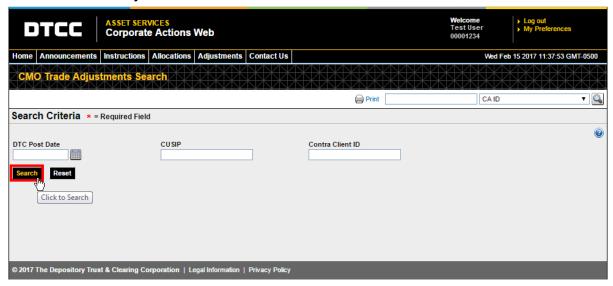
CMO Trade Adjustments

Searching for CMO Trade Adjustments

CA Web allows you to search for adjustment activity specifically for CMOs.



- 1. Hover your mouse over **Adjustments** in the menu bar.
- 2. Click CMO Trade Adjustments Search.



The Trade Adjustments Search page appears. It contains three criteria that you can use for your search:

DTC Post Date,

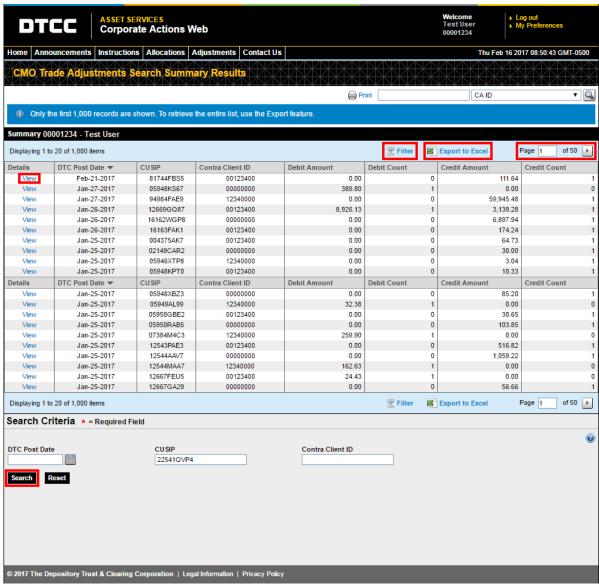
- CUSIP, and
- Contra Client ID.

Note that there are no required fields.

You can use one or a combination of these fields to narrow your search.

3. Click Search.

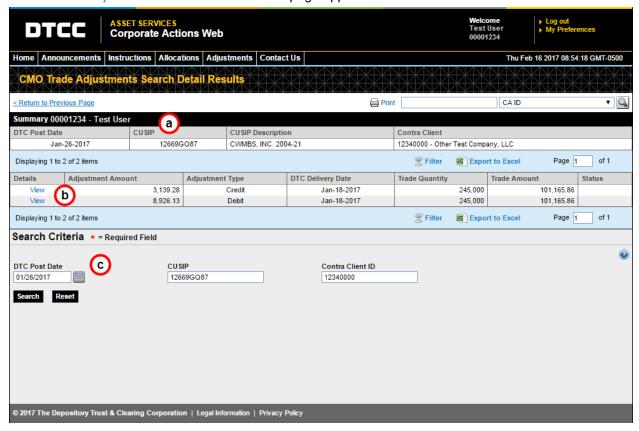
The Trade Adjustments Search Summary Results page appears.



- Each row in the table represents a CUSIP in which you have position and have made settlement adjustments with a particular contra client.
- One CUSIP listing can represent a number of adjustments with that contra client (reflected in the "Debit Count" and "Credit Count" columns).
- You can limit this list by clicking **Filter**. The Grid Filter selection box allows you to pull records with particular values in one or more columns (for example, items with a debit count greater than 2).

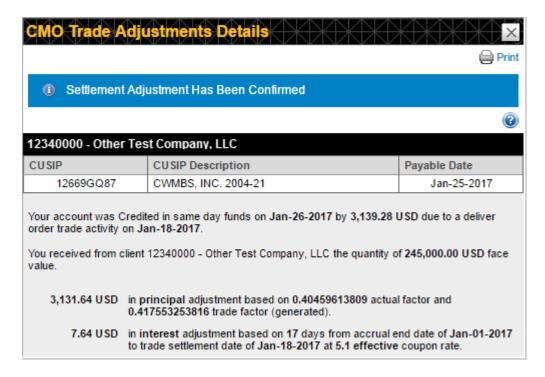
- Only the first 1000 adjustments are returned by the search. If there are more than 1000 results, you can view them all using the **Export** function.
- 4. To view a particular adjustment record, click the **View** link in that row.

The Trade Adjustment Search Detail Results page appears.



- a) Event summary information is displayed at the top.
- b) Individual adjustment records are displayed in the table below.
- c) Use the fields below the table to perform another search. These fields are automatically populated with information for the event being displayed.

To view an individual adjustment record, click its View link in the table.
 The Trade Adjustments Details popup appears.

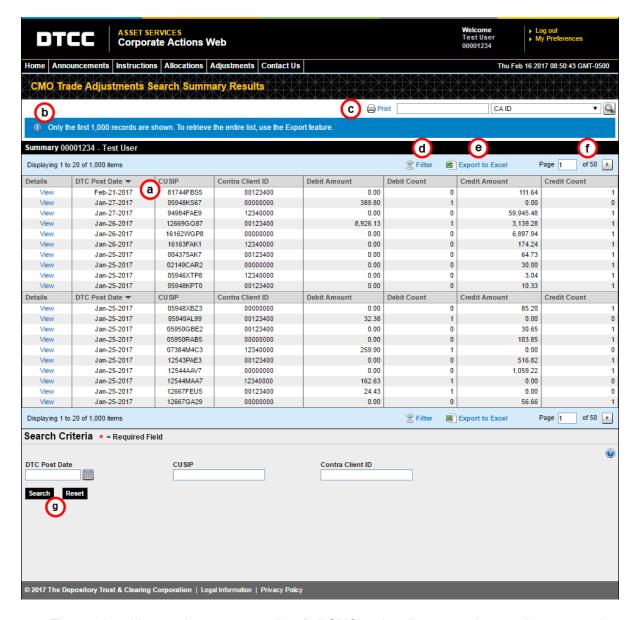


It contains information about the adjustment made to the principal amount and the factor used to determine the principal adjustment, as well as the resulting adjustment to the interest amount based on the trade details (such as end date and coupon rate).

- Credit amounts are displayed in bold black.
- Debit amounts are displayed in bold red.
- Click Print to print these adjustment details.

Trade Adjustments Search Summary Results Page

This page contains the results of a valid CMO Trade Adjustments search.



a. The results table contains a summary list of all CMO trade adjustments that match your search criteria. The fields displayed depend upon the search criteria you selected. The possible fields include:

Details	Click View to see the details of this CMO adjustment.	
DTC Post Date	The date on which the CMO adjustment was posted in the Settlement feed. The adjustments are listed with the most recent adjustments first. Click the arrow next to "Date" to sort the fields with the earliest adjustments first.	
CUSIP	The security for which adjustments to your position were made with the contra client.	

Contra Client ID	The ID for the contra client with which adjustments were made in this security.	
Debit Amount	The total dollar amount of debit adjustments made with this contra client for this CUSIP.	
Debit Count	The number of individual debit actions that comprise the debit amount, above.	
Credit Amount	The total dollar amount of credit adjustments made with this contra client for this CUSIP.	
Credit Count	The number of individual credit actions that comprise the credit amount, above.	

- b. This table only displays the first 1000 search results using your current search criteria. To narrow this list, you can:
 - Filter your results (d),
 - Export the full list to Excel (e), or
 - Perform a new search (g).
- c. Click **Print** to print the contents of this page.
- d. Click Filter to limit this list.

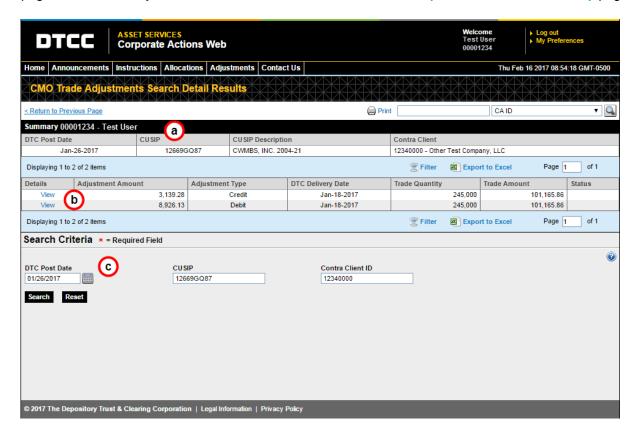
The Grid Filter selection box allows you to pull records with particular values in one or more columns (for example, items with a debit count greater than 2).

- e. Click **Export to Excel** to export your search results to a spreadsheet.

 When you export this table to Excel, you will export all adjustment entries—not just the ones that appear on the visible page, or the first thousand results/50 pages returned by the application.
- f. Click this arrow or enter a number in the **Page** field to move through the list of adjustments returned by the search.
- g. Use the fields below the table to perform another search.

Trade Adjustments Search Detail Results Page

This page is shown when you click View on an item listed on the Trade Adjustments Search Summary page.



This page includes the following information:

a. The **Summary** area displays general information about the CUSIP and contra party involved in the adjustment:

DTC Post Date	The date on which the CMO adjustment was posted in the Settlement feed.	
CUSIP	The CUSIP involved in this adjustment.	
CUSIP Description	A text description of the CUSIP involved in this adjustment.	
Contra Client	The DTCC Client ID of the contra party involved in the adjustment activity.	

b. The **Details** area displays a list of individual adjustment actions with this contra client for this CUSIP, as well as more details for each:

Details	Click View to display the Trade Adjustments Details popup window for this individual adjustment activity.	
Adjustment Amount	The dollar amount of the individual adjustment activity.	
Adjustment Type	The type of adjustment that was made, "Credit" or "Debit."	
DTC Delivery Date	The date on which the adjustment amount was delivered.	
Trade Quantity	The number of shares involved in the original trade.	
Trade Amount	The dollar value of the original trade.	
Status	The status of the adjustment.	
Action	Click Delete to delete this individual adjustment. This field is visible only if your user profile is associated with a role that allows for deleting adjustments.	

Use the **Search Criteria** fields to perform another search.
 These fields are automatically filled in with the details from your last search.

CMO Trade Adjustments Details

This pop-up window appears when you click a View hyperlink on the Trade Adjustments Search Detail Results page.



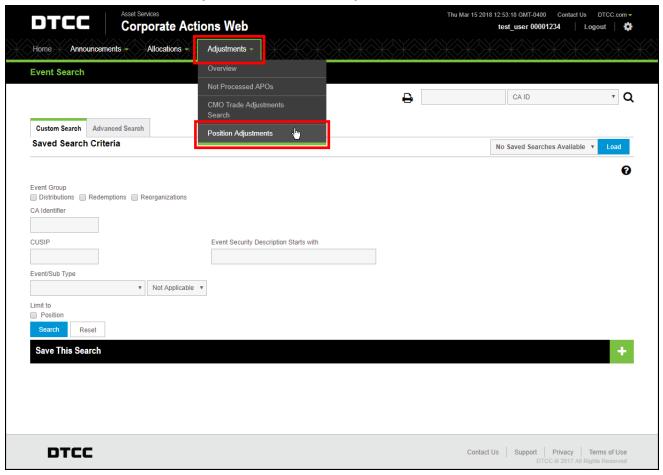
- A colored bar at the top provides the status of this adjustment.
- The header of the table below contains the DTCC ID and full name of your contra client. The table itself specifies the CUSIP involved in the adjustment.
- The text below the table provides the details of the adjustment in plain language:
 - o The credit or debit to the account,
 - The date of the adjustment,
 - o The date of the original trade,
 - The amount of the original trade, and
 - The calculations involved in the adjustment.
- Click the **Print** button to print this popup window.
- Click "X" to close the box and return to the Trade Adjustments Search Detail Results page.

Position Adjustments

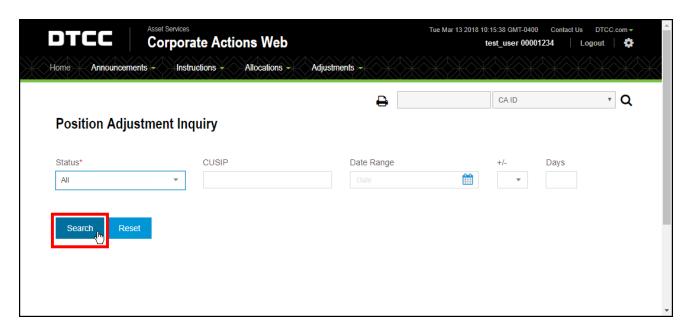
Searching for Position Adjustments

You can view a list of position adjustments by date, CUSIP, or status, or you can view the full list of position adjustments for your firm.

1. From the menu bar, click Adjustments > Position Adjustments.



The Position Adjustment Inquiry page appears.



- 2. Select the criteria you want to search by:
 - Status. Select an adjustment status to view a list of all adjustments in a particular state:
 - All. View all adjustments for your firm regardless of status.
 - Uploaded. View all adjustments that were uploaded by DTC.
 - Draft. View all adjustments that were entered on CA Web and saved as drafts. These items
 must be submitted and approved before they are applied to an event. Draft adjustments can also
 be canceled.
 - o **Pending DTC Approval**. View all adjustments that DTC has submitted on your behalf.
 - Pending Customer Approval. View all adjustments that have been submitted to CA Web and are awaiting either approval or rejection by a second party at your firm.
 - Approved. View all adjustments that have been approved by a second party at your firm or by DTC. These items will move to "Completed" after they have been processed by CA Web.
 - Rejected. View all adjustments that have been rejected by a second party at your firm or by DTC.
 - o **Completed**. View all approved adjustments that have been completed by CA Web.
 - o **Cancelled**. View all draft adjustments that were canceled before submission.
 - **CUSIP**. Enter the full or partial CUSIP for which you want to view all applicable adjustments.
 - **Date Range**. This specifies the date on which the adjustment was originally entered. Using the calendar tool, select a search date. If you are searching within a date range, this sets the start of your date range.
 - +/-. If you are searching by a date range, this specifies whether your selected date is the start point or end point of your search range.
 - Selecting "+" sets the date as your start point. Your search will move forward a number of days from this point.
 - Selecting "-" sets the date as your end point. Your search will move backward a number of days from this point.

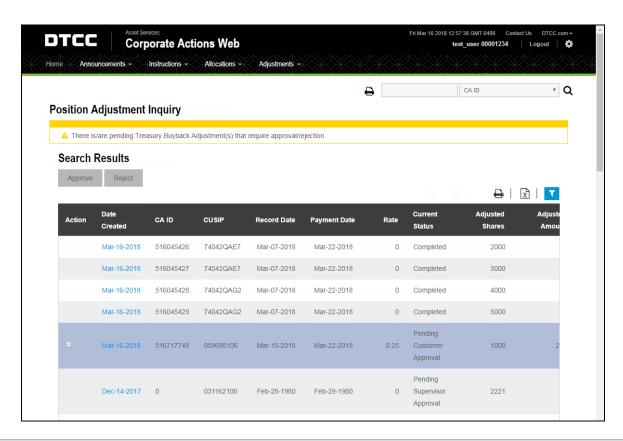
• **Days**. If you are searching by a date range, this specifies the number of days used in your search range. You can search by a maximum of +/- 90 days.

Note:

Selecting no search criteria will perform a search for all adjustment records for your firm

- 3. Click **Search** to perform the search using your selected search criteria. You can also click **Reset** to clear all of your search criteria.
- 4. The **Search Results** page displays all results that match your selection.
- 5. Click the date of any adjustment record to view the adjustment item and (if applicable) take action upon it, or

Click the CA ID of any adjustment record to view the item in the Entitlements tab and (if applicable) take action upon it.



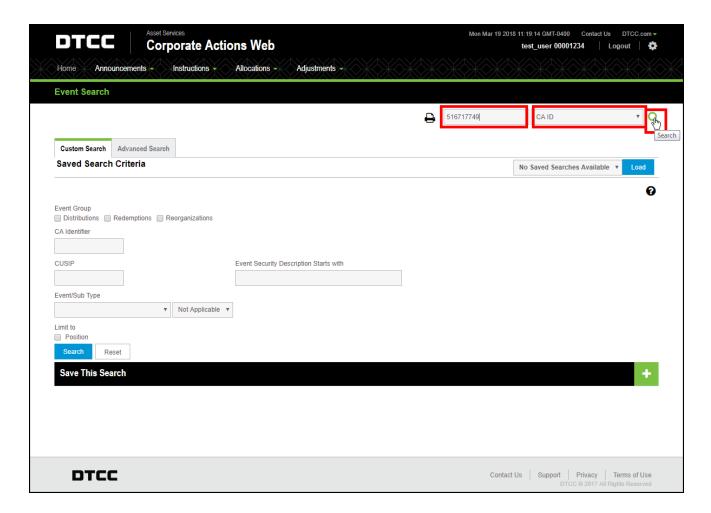
Notes:

- Print these results by clicking on the **Print** icon.
 When you print your results, you will only print the results that appear on the page.
- Export these results to Excel by clicking the Export to Excel link.
 When you export your results to Excel, you will export all results not just the ones that appear on the page.
- Click any column name to sort your results by this column.
- Filter these results by clicking on the **Filter** icon. Select the values for your filter parameters in the pop-up box that appears.

Entering a Position Adjustment for a Particular Event

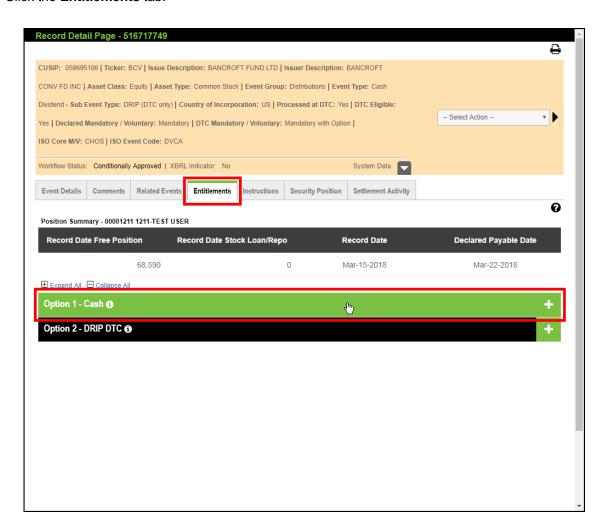
You can enter a position adjustment for an event that is two days or more in the future. See more

Enter the CA ID in the Search field.

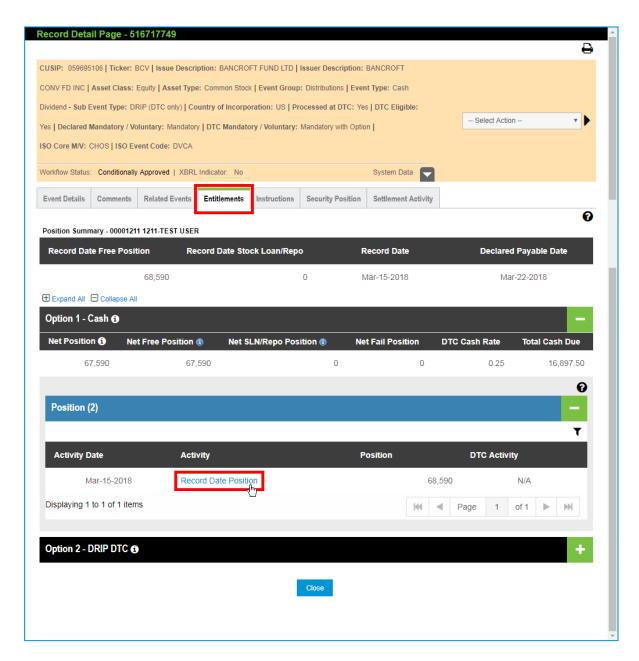


- 2. Select **CA ID** from the search criteria selection box.
- 3. Click the magnifying glass. The event record appears.

4. Click the **Entitlements** tab.



5. If multiple options are displayed in the **Option** area, click the bar for the option you want to view. This displays the details for that option, including its associated positions and activities.



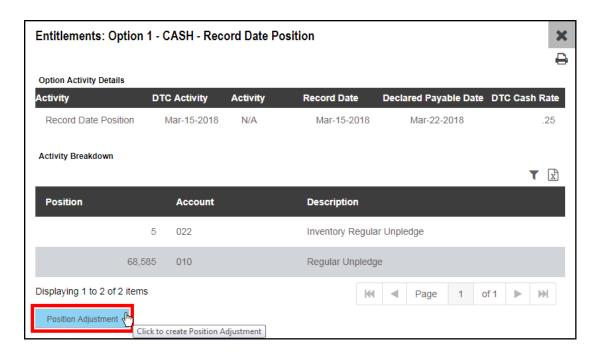
If there is only one option displayed, the details are displayed by default.

6. Scroll down to the position area and click the **Record Date Activity** or **Late Record Date Activity** link for the position activity detail you want to view.

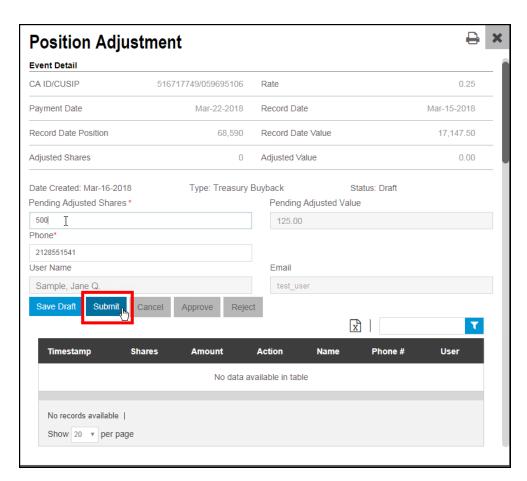
Note:

You can only enter a position adjustment for these two activity types. A window appears, displaying the details for this entitlement option.

7. Click the **Position Adjustment** button.



The Position Adjustment window appears.



- 8. Enter the details of the position adjustment you want to make.
 - Enter the amount of adjusted shares. The adjusted value is calculated by default.
 - The phone number defaults to the phone number associated with your client account. Change the phone number if desired.

9. Click Submit or Save Draft.

- Clicking Submit places this adjustment in a "pending" state. It must be approved or rejected by
 another user from your firm by end-of-day on Payable Date-2. Past that time, please contact DTC to
 complete your adjustment.
- Clicking **Save Draft** saves this adjustment in a "Draft" state. You can then go back and edit, submit, or cancel it. You will not be able to edit this draft after end-of-day on payable date-2.
- To abandon this adjustment entry, click Cancel.

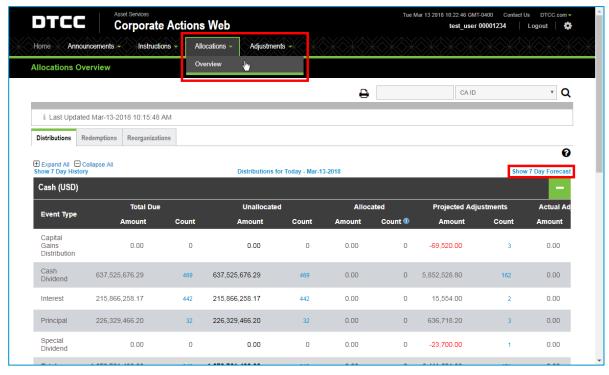
General Notes:

- You can only submit one adjustment at a time. An adjustment has to be either in a completed state or removed from CA Web before another adjustment can be submitted on a single CUSIP.
- Adjustments must be fully entered before end-of-day on Payable Date-2. Any drafts or unapproved adjustments will be removed from the system at this time.
- If you need to perform a Buyback adjustment that takes place closer to the payable date, please contact the correct DTC party:
 - o If the event type is Dividend with Option, Payment in Kind, Rights Distribution, Spinoff, Stock Dividend, or Stock Split, please contact the Stock Dividend team at stockdividendprocessing@dtcc.com.
 - If the event type is Cash Dividends, Interest/Municipal Payments, please contact the P&I Research team at treasurybuyback@dtcc.com.

Entering a Position Adjustment by Date

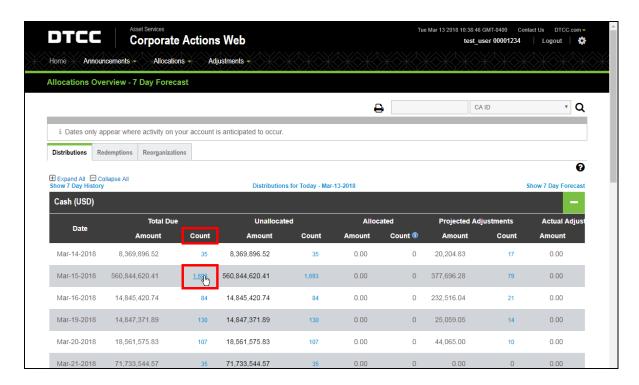
You can enter a position adjustment for an event that is two days or more in the future. See more

1. From the menu bar, click **Allocations > Overview**.

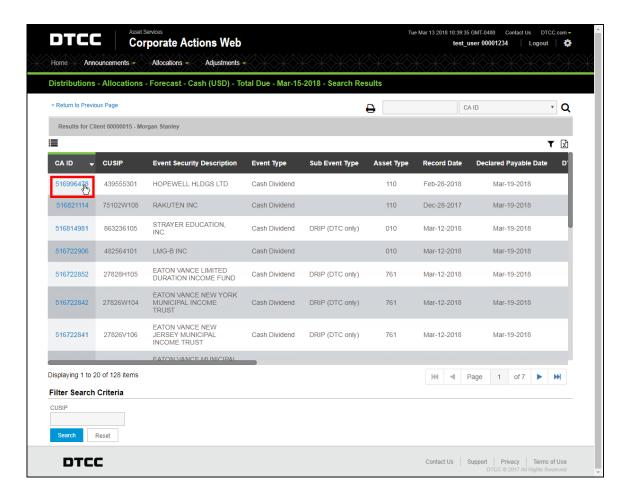


2. Click Show 7-Day Forecast.

The Allocations Forecast page appears.



3. Click the count for the date you want to view.



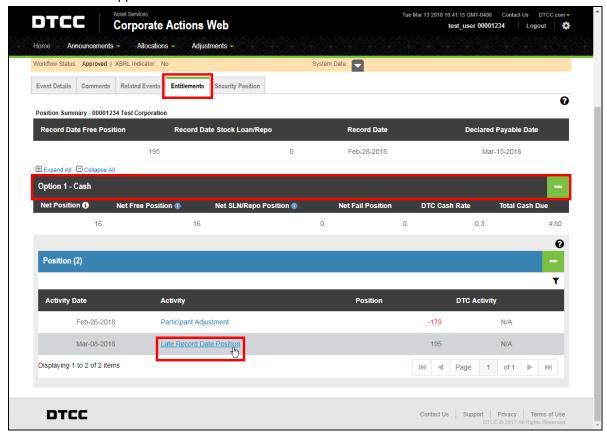
The Search Results page appears. It contains a list of all events for the date you selected.

Note:

Use the scroll bar and arrow buttons to browse through the full list of events. You can also use the **Filter Search Criteria** fields below the events table to narrow your list of results.

4. Click the **CA ID** of the event you want to view.

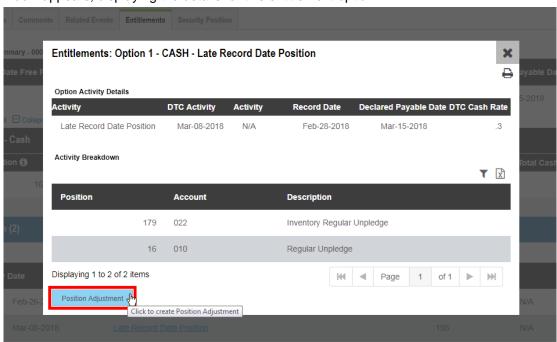
The event record appears.



- 5. Click the **Entitlements** tab.
- If multiple options are displayed in the **Option** area, click the bar for the option you want to view. This displays the details for that option, including its associated positions and activities. If there is only one option displayed, the details are displayed by default.
- 7. Scroll down to the position area and click the **Record Date Activity** or **Late Record Date Activity** link for the position activity detail you want to view.

Note:

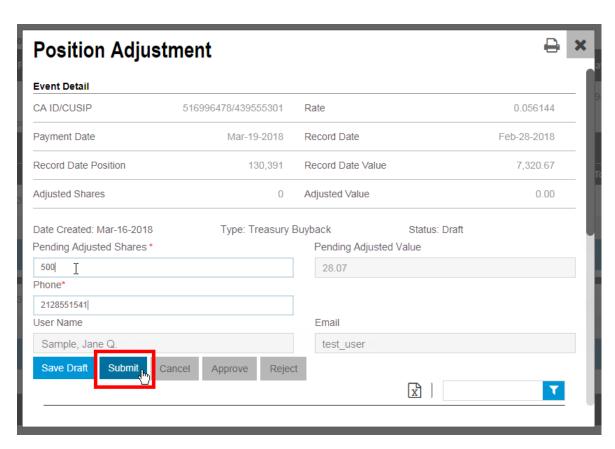
You can only enter a position adjustment for these two activity types.



A window appears, displaying the details for this entitlement option.

8. Click the **Position Adjustment** button.

The Position Adjustment window appears.



- 9. Enter the details of the position adjustment you want to make.
 - Enter the amount of adjusted shares. The adjusted value is calculated by default.
 - The phone number defaults to the phone number associated with your client account. Change the phone number if desired.

10. Click Submit or Save Draft.

- Clicking Submit places this adjustment in a "Pending Approval" state. It must be approved by another
 user from your firm.
- Clicking Save Draft saves this adjustment in a "Draft" state. You can then go back and edit, submit, or cancel it.
- To abandon this adjustment entry, click Cancel.

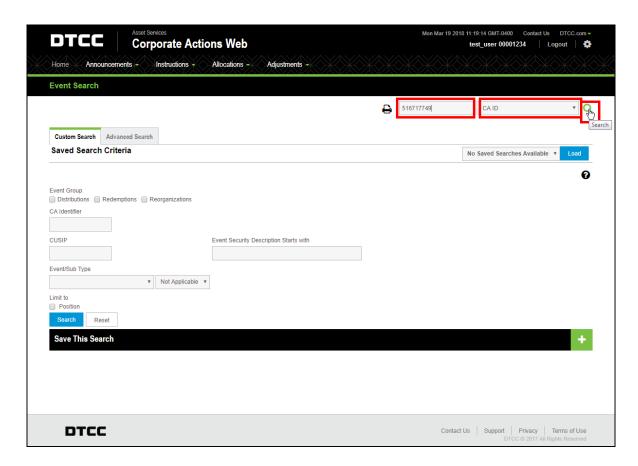
General Notes:

- You can only submit one adjustment at a time. An adjustment has to be either in a completed state or removed from CA Web before another adjustment can be submitted on a single CUSIP.
- Adjustments must be fully entered before end-of-day on Payable Date-2. Any drafts or unapproved adjustments will be removed from the system at this time.
- If you need to perform a buy-back adjustment that takes place closer to the payable date, please contact the correct DTC party:
 - o If the event type is Dividend with Option, Payment in Kind, Rights Distribution, Spinoff, Stock Dividend, or Stock Split, please contact the Stock Dividend team at stockdividendprocessing@dtcc.com.
 - o If the event type is Cash Dividends, Interest/Municipal Payments, please contact the P&I Research team at treasurybuyback@dtcc.com.

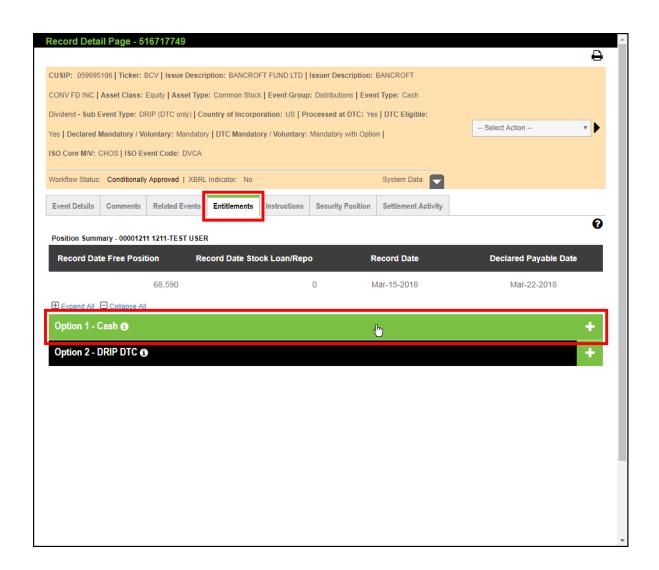
Approving/Rejecting Position Adjustments for Particular Events

You can approve or reject a position adjustment that was previously entered by another user at your firm.

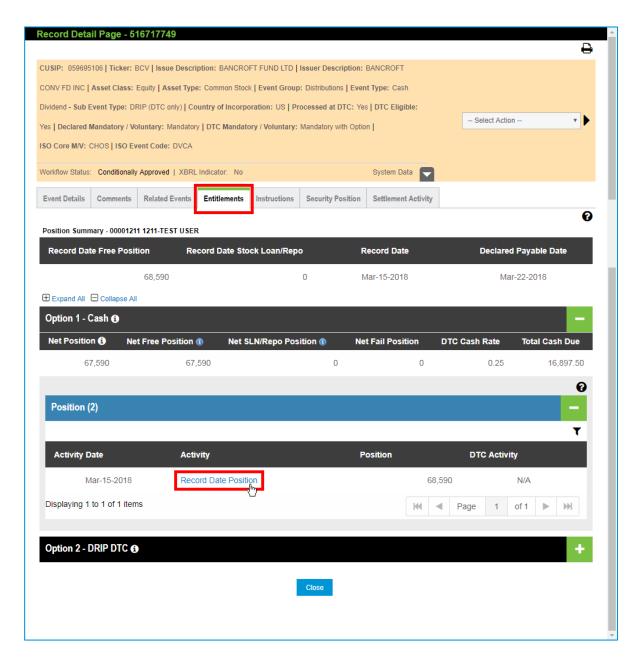
1. Enter the CA ID in the Search field.



- 2. Select CA ID from the search criteria selection box.
- Click the magnifying glass.The event record appears.



- 4. Click the **Entitlements** tab.
- 5. In the **Option** area, click the bar for the option you want to view.

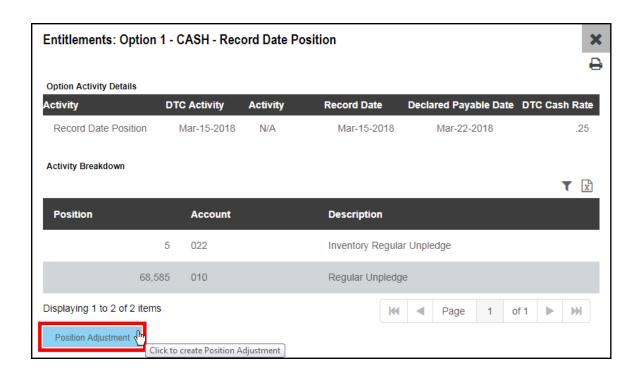


This displays the details for that option, including its associated positions and activities.

6. Scroll down to the position area and click the **Record Date Activity** or **Late Record Date Activity** link for the position activity detail you want to view.

Note:

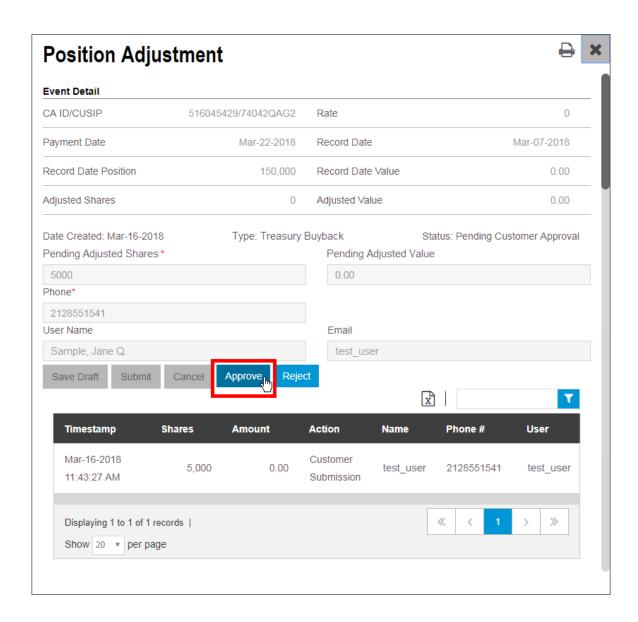
You can only approve or reject a position adjustment for these two activity types.



A window appears, displaying the details for this entitlement option.

7. Click the **Position Adjustment** button.

The Position Adjustment window appears.



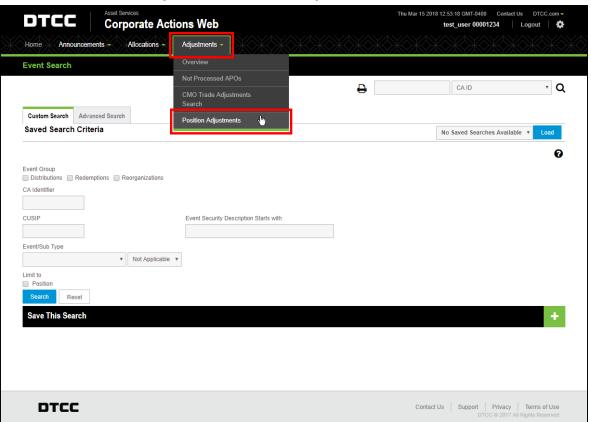
8. Click Approve or Reject.

- Clicking **Approve** places this adjustment in an "Approved" state. Once the system has finished processing the adjustment, the status will be changed to "Completed."
- Clicking Reject places this adjustment in a "Rejected" state. The position adjustment will not occur.

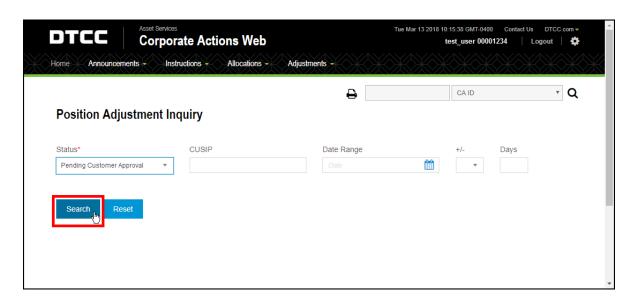
Approving/Rejecting Multiple Position Adjustments

You can approve or reject multiple position adjustments that were previously entered by another user at your firm. You can only perform one of these actions at a time.

1. From the menu bar, click **Adjustments > Position Adjustments**.

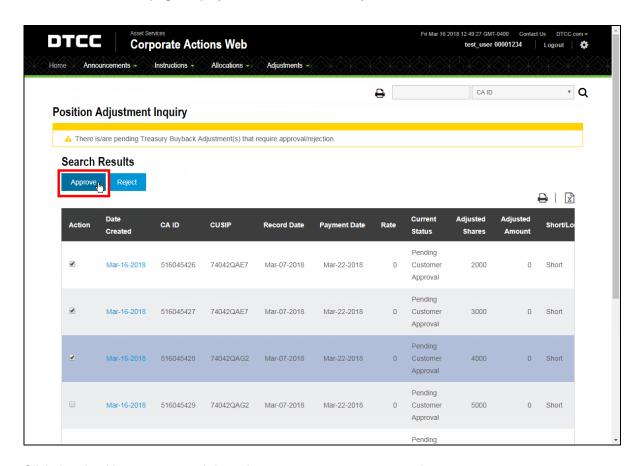


The **Position Adjustment Inquiry** page appears.



- 2. Select **Pending Customer Approval** from the status selection box.
- 3. Click Search.

The **Search Results** page displays all results that match your selection.



4. Click the checkbox next to each item that you want to approve or reject.

Note:

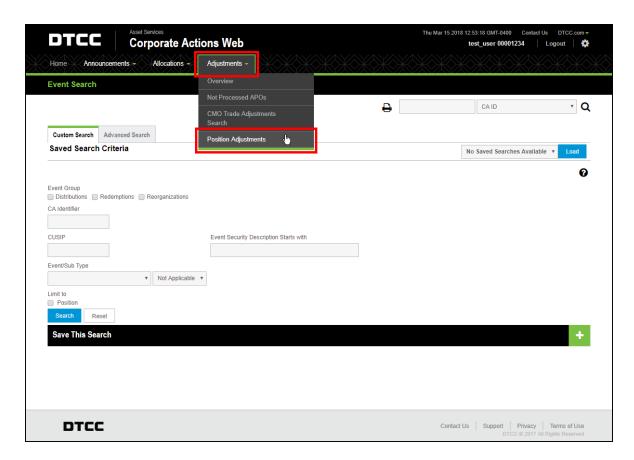
Selecting multiple items allows you to either approve them as a group or reject them as a group.

- 5. Click **Approve** to approve your selected items or click **Reject** to reject your selected items.
 - Clicking **Approve** places these adjustments in an "Approved" state. Once the system has finished processing the adjustments, the status will be changed to "Completed."
 - Clicking Reject places these adjustment in a "Rejected" state. The position adjustments will not occur.

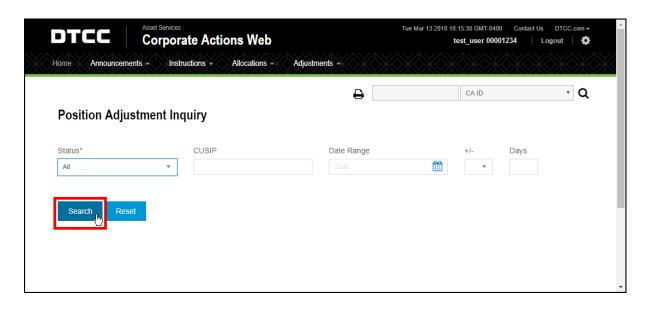
Viewing an Audit Trail History for a Position Adjustment

You can see the full history of a particular adjustment.

1. From the menu bar, click **Adjustments > Position Adjustments**.

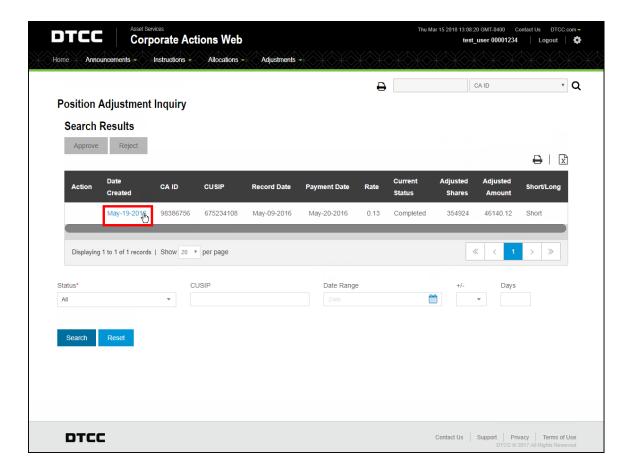


The **Position Adjustment Inquiry** page appears.



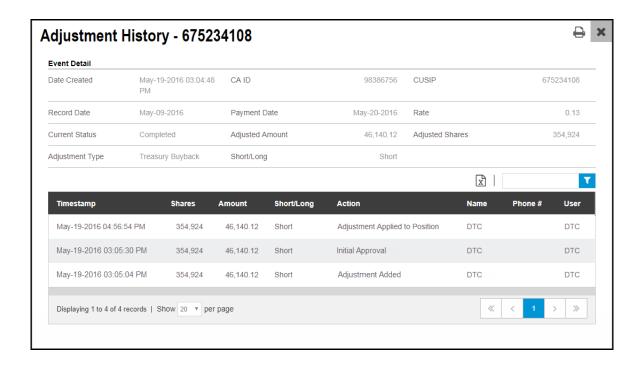
- 2. Select any search criteria, if applicable.
- 3. Click Search.

The **Search Results** page displays all results that match your selection.



4. Click the **Date Created** link for the adjustment you want to view.

An Adjustment History window displays the full history of this adjustment (including submission, approval, rejection, and cancellation).



REDEMPTIONS

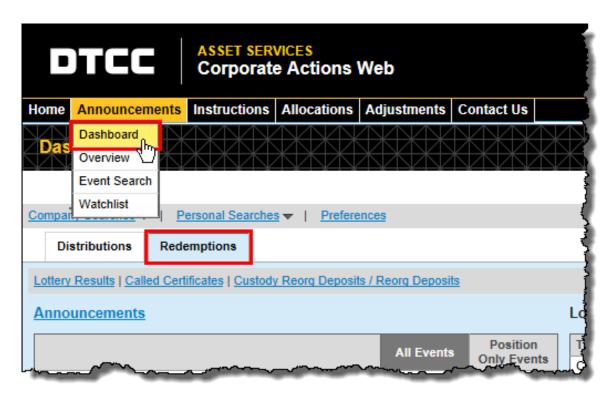
Dashboard

About the Redemptions Dashboard

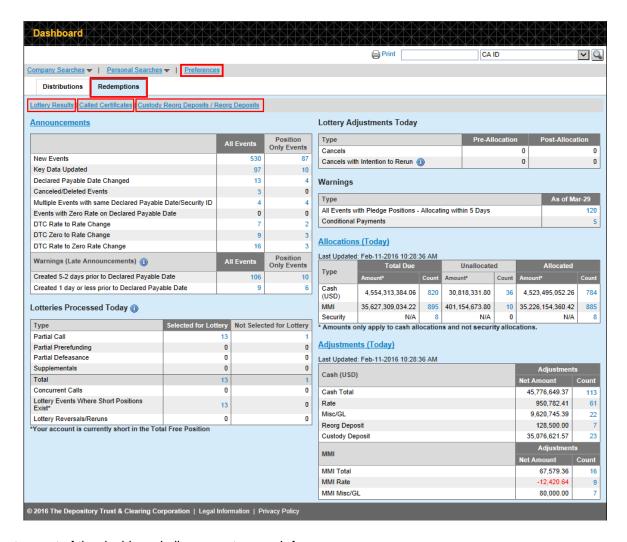
The Dashboard provides you with one convenient launch page that allows you to view all items in CA Web that potentially need your attention. Redemptions items are available on the **Redemptions** tab.

From the menu bar:

- 1. Hover over **Announcements**.
- Click Dashboard.



3. Click the **Redemptions** tab.



The top part of the dashboard allows you to search for:

- Lottery Results,
- Called Certificates, and
- Custody Reorg Deposits/Reorg Deposits.

Click any of these links to refine your search.

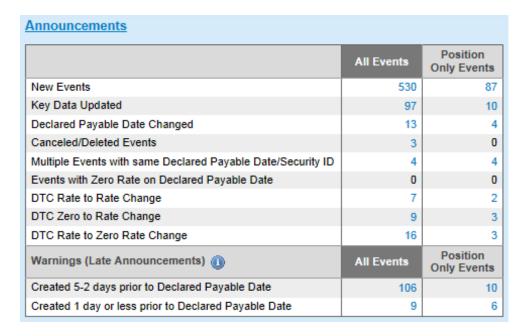
On the main part of the Dashboard you can see six different areas, called "compartments":

- Announcements,
- Lotteries Processed Today,
- Lottery Adjustments Today,
- Warnings,
- Allocations (Today), and
- Adjustments (Today).

These compartments contain clickable links to take you to different search results pages. You can refresh your dashboard information by pressing the **F5** key.

Announcements

The Announcements compartment contains two lists of totals (All Events and Position Only Events) for a number of different event categories.



New event announcements are shown here, as well as announcements on which a particular piece of event information has changed.

Additionally, you can see "Warning" items for late announcements. These are events announced today by DTC that may require timely attention. Your Late Announcement warnings are further categorized by creation date: those announcements created between 2 and 5 days prior to their declared payable dates, and those announcements created one day or less prior to their declared payable dates.

- Click the Announcements heading to reach the Announcements Overview page.
- Click a hyperlinked number in either Events column to see a Search Results page that lists all events comprising this total. You can reach a particular event's Record Detail page from here.

Lotteries Processed Today

This compartment displays the current day's lottery results and whether the position on publication date minus 1 has been affected by the lottery.

Lotteries Processed Today (i)				
Туре	Selected for Lottery	Not Selected for Lottery		
Partial Call	13	1		
Partial Prerefunding	0	0		
Partial Defeasance	0	0		
Supplementals	0	0		
Total	13	1		
Concurrent Calls	0	0		
Lottery Events Where Short Positions Exist	0	0		
Lottery Reversals/Reruns	0	0		

A blue icon next to the title provides a definition of this area:

"Lotteries Processed Today is defined as Lottery Swing Date equals today. This information will be available for Partial Calls, Partial Defeasances, Partial Prerefundings, Supplementals, and Concurrent Calls."

If short positions exist for any lottery events, a message appears below this compartment that reads "Your account is currently short in the Total Free Position."

This compartment is divided into columns for **Type**, **Selected for Lottery** ("affected" events) and **Not Selected for Lottery** ("unaffected" events). Blue hyperlinks in these columns indicate the number of records for each item type listed on the left. Clicking on these links takes you to a Search Results page for that type.

The types in this compartment are:

- Partial Calls. Items in this row are original lotteries (that have not been canceled or deleted) with an event type of "partial call" and a lottery swing date equal to today.
- Partial Pre-refunding. Items in this row are original lotteries (that have not been canceled or deleted) with an event type of "partial pre-refunding" and a lottery swing date equal to today.
- Partial Defeasance. Items in this row are original lotteries (that have not been canceled or deleted) with an event type of "partial defeasance," and a lottery swing date equal to today.
- **Supplementals**. Items in this row are supplemental lotteries (that have not been canceled or deleted) with an event type of "partial call" and a lottery swing date equal to today.
- **Total**. This row contains totals for all active events listed above (that have not been canceled or deleted) with a lottery swing date equal to today.
- Concurrent Calls. Items in this row represent any two active partial call events (that have not been canceled or deleted) with the same CUSIP, declared payable date, and declared publication date, and both events are original lotteries.
- Lottery Events where Short Positions Exist. Items in this row include all active redemption lottery type events (that have not been canceled or deleted) with a lottery swing date equal to today for which you have a negative total free position.
 - Items in this row will cause the information icon at the top of this compartment to appear. If you have a positive total free position, this row will not contain hyperlinks and the icon will not appear.

• Lottery Reversal/Rerun. Items in this row include all active Redemption lottery events (that have not been canceled or deleted) for which the event stage is "FULL."

Lottery Adjustments Today

There are two types of lottery adjustments:

- Cancels, and
- Cancels with Intention to Rerun.

This compartment provides information about cancellation processing of partial calls, partial pre-refundings, partial defeasances, and the cancellation/rerunning of these events.



If there are any canceled lotteries to be rerun, a blue information icon is visible in this row. Hovering over this icon displays the message "Refer to the Related Events tab for the Rerun lottery and its CA ID. Lottery results will be provided in the Lotteries Processed Today compartment."

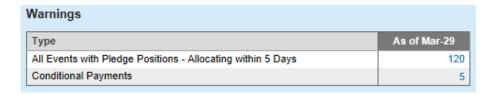
- Cancels refers to all active events (partial calls, partial pre-refundings, and partial defeasances) with today's timestamp that have been marked canceled (CN) or deleted (DE).
- Cancels with Intention to Rerun refers to all active events (partial calls, partial pre-refundings, and partial
 defeasances) with today's timestamp that have been marked canceled (CN) or deleted (DE) and have an
 event stage of "FULL."

This compartment is divided into **Type**, **Pre-Allocation**, and **Post Allocation** columns. Blue hyperlinks in these columns indicate the number of records for each lottery adjustment type listed on the left. Clicking on these links takes you to a Search Results page for that type.

- Pre-Allocation events do not have a DTC allocation date and time associated with them.
- Post Allocation events are stamped with a DTC allocation date and time.

Warnings

This compartment contains a list, broken out by type, of any items that require your attention today. Clicking on a hyperlinked blue number below today's date brings you to a Search Results page for that warning type.

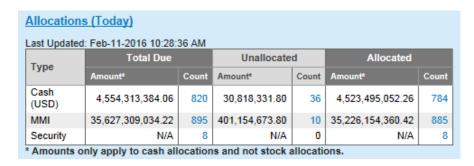


The warning types include:

- All Events with Pledge Positions Allocating Within 5 Days. This includes active events (that have not been canceled or deleted) in which you have position and the declared payable date is within five days of today.
- Conditional Payments. This includes active events (excluding maturities) for which today is the declared
 payable date that have not been canceled or deleted. Additionally, the Conditional Payment Applicable
 Flag value equals "Y" and the DTC Allocation Date and Time field is not populated.

Allocations (Today)

The **Allocations (Today)** compartment summarizes the allocation of cash and securities from redemption events. It displays an amount and count of events. These allocation counts are divided up by entitlement types:



- The **Total Due** counts allow you to see what is expected to be paid out for each entitlement type on this business day.
 - o For **Cash** and **MMI**, both a dollar amount and a count are displayed.
 - For Security, only a count is displayed. This count matches the Allocated count.
- The Unallocated counts allow you to see what is awaiting allocation on this business day for each
 entitlement type. It represents what has been scheduled to be paid out today but has not yet been
 allocated.
 - o For **Cash** and **MMI**, both a dollar amount and a count are displayed.
 - o For **Security**, this will always be marked "NA" and the count will always be "0."
- The Allocated counts allow you to see what has actually been paid out on this business day for each entitlement type.
 - o For **Cash** and **MMI**, both a dollar amount and a count are displayed.
 - For Security, only a count is displayed. This count matches the Total Due count.

Click the **Allocations (Today)** heading to reach the Allocations Overview page.

Click any hyperlinked number in the **Count** columns to go to a page that lists all events comprising that total. You can reach a particular event's Record Detail page from here.

Adjustments (Today)

"Adjustments" includes all entitlement and allocation activity that is outside the traditional pay date allocations. The Adjustments compartment displays a bird's-eye view of your adjustment totals. This includes all post allocation rate adjustments, general ledger adjustments, reorg deposits, and custody deposits. You can view today's totals split out by adjustment type as well as the number of records that comprise that total.

Last Updated: Feb-11-2016 10:28:36 AM			
·	Adjustmen	Adjustments	
Cash (USD)	Net Amount	Count	
Cash Total	45,776,649.37	113	
Rate	950,782.41	61	
Misc/GL	9,620,745.39	2	
Reorg Deposit	128,500.00	7	
Custody Deposit	35,076,621.57	23	
ммі	Adjustmen	Adjustments	
	Net Amount	Count	
MMI Total	67,579.36	16	
MMI Rate	-12,420.64		
MMI Misc/GL	80,000.00	1	

The Adjustments compartment is split into two categories.

- Cash Adjustments. This includes a net amount and an adjustment count for Cash, Rate, and Misc/GL adjustments, Reorg Deposits, and Custody Deposits.
 - The net amount for each adjustment type represents the sum total of all cash credits and debits that occur with adjustment processing for that type.
 - The Cash row represents a total net amount and a total count of the other four cash adjustment types.
 - The record count is a hyperlink that informs you how many adjustments have been made in this category.
- MMI Adjustments. This includes MMI Misc/GL and MMI Rate adjustments.
 - The net amount represents the total credits and debits that occur with each type of MMI adjustment processing.
 - The record count is a hyperlink that informs you how many adjustments have been made in this category.

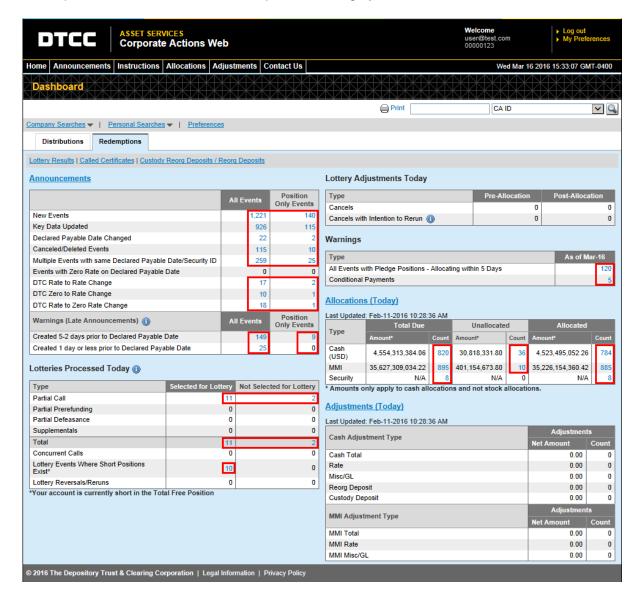
Click the **Adjustments (Today)** heading to reach the Adjustments Overview page.

Click any hyperlinked number in either **Count** column to go to a page that lists all events comprising that total. You can reach a particular event's Record Detail page from here.

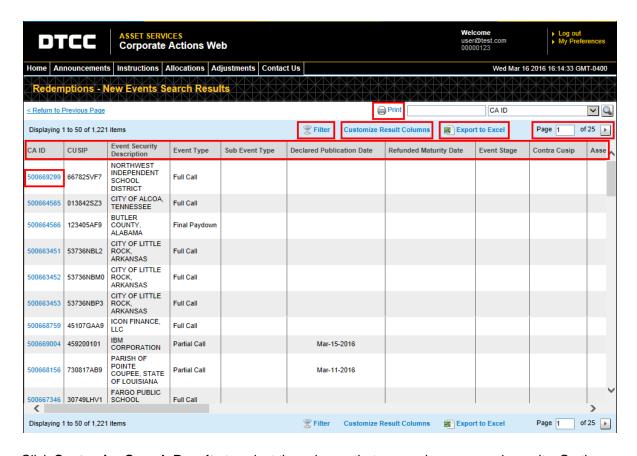
Dashboard Search Results Pages

Clicking on any link in any Dashboard compartment brings you to a Search Results page for that particular group of Redemption events.

Each link represents the number of items in a particular category.



The specific fields on each results page vary according to the link you click. The most relevant event details are shown for each compartment link.



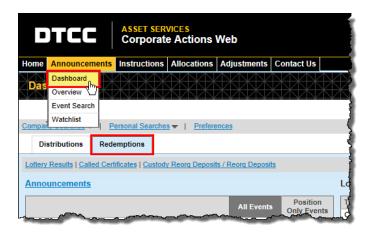
- Click Customize Search Results to select the columns that appear in your search results. On the popup
 window that appears, use the arrow buttons to move column names between the Available and Selected
 boxes and click Save.
- Sort these results by clicking on any of the column headings.
- The search results page displays all items that match the link's criteria. These results are shown 50 at a time. Click the arrow buttons to move through the pages, or type a page number in the field and press Enter.
- You can filter the results by CUSIP on the bottom of these results pages:
 - Lotteries Processed Today
 - Lottery Adjustments Today
 - Warnings
 - Allocations (Today)
 - Adjustments (Today)
- On the remaining search results pages, you can perform a custom or advanced search at the bottom of the page.
- Click the **Filter** link to refine the search results by a variety of criteria.
- Export these results to Excel by clicking the Export to Excel link.
 When you export your results to Excel, you will export all results—not just the ones that appear on the page.
- Print these results by clicking on the **Print** icon.
 When you print your results, you will only print the results that appear on the page.
- Click any link in the CA ID column to view details for that event.

Advanced Redemptions Searches

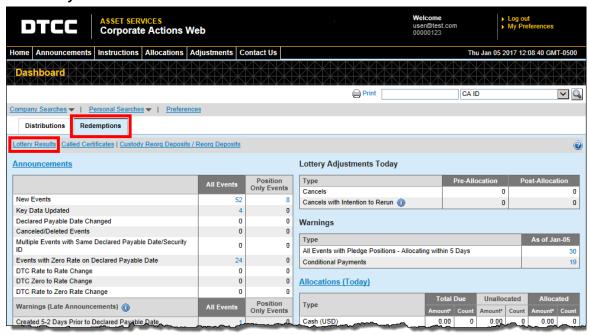
Searching for Lottery Results

You can specifically limit an event search to lottery results.

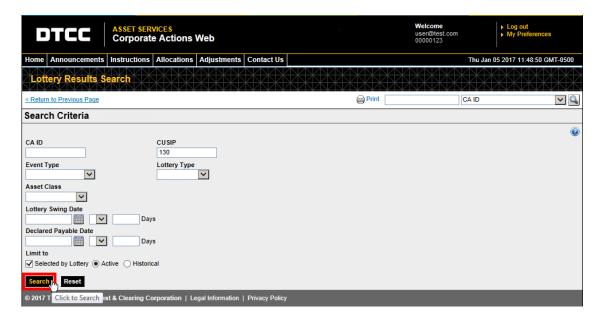
To reach this Search page from the menu bar:



- 1. Hover over Announcements.
- 2. Click Dashboard.
- 3. Click the **Redemptions** tab.
- 4. Click Lottery Results.



The Lottery Results Search page appears.



5. Fill out the Search criteria for the lottery results you want to find. You can enter any combination of these criteria to narrow your search.

Notes:

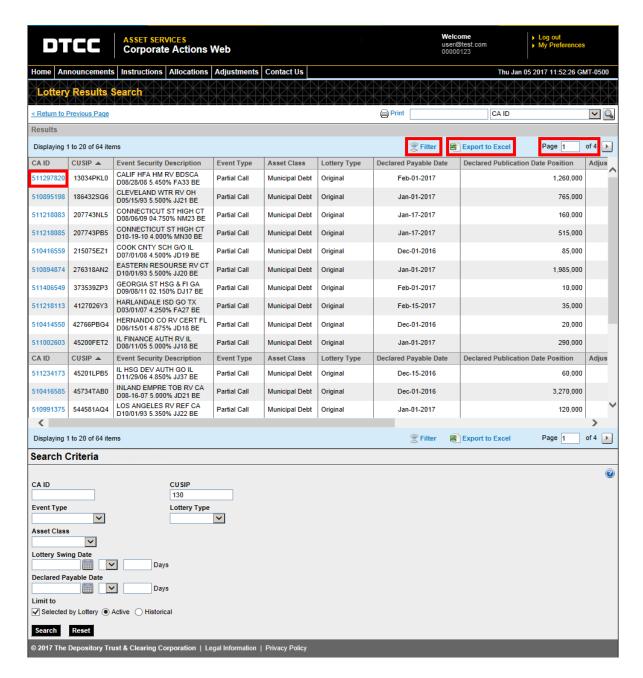
- You must enter either the CUSIP (full or partial) or the Event Type.
- If you enter a CUSIP (full or partial), you do not need to specify the Payable Date.

CA ID	Type the unique Corporate Actions identifier for the event.
CUSIP	Type all or a portion of the CUSIP associated with the lottery. Note that if you type a partial CUSIP, the system will, if applicable, match it to the beginning of an existing CUSIP and return a range of events starting with that CUSIP. For example, if you enter "123," CA Web will return a list of lottery results in numerical order by
	CUSIP, starting with the matching CUSIP that begins with "123"
Event Type	Select a lottery event type from the drop-down list. This limits your search results to a single type of lottery event: partial call, partial defeasance, or partial pre-refunding.
Lottery Type	Select a lottery type from the drop-down list: original or supplemental.
Asset Class	The DTC classification of instruments into Corporate Debt, Equity, or Muni Debt. Select whether the asset class is equity/corporate or municipal.
Lottery Swing Date	This is the date on which called positions are moved into either a segregated account or DTC Contra CUSIP(s). Note that this is the same as the "Lottery Mainline Date."
	Enter a single calendar date or a range of dates. To enter a range:
	Click the calendar tool and select a date.
	 Select the minus (-) or the plus (+) from the drop-down list to indicate whether the date range should extend before (-) or after (+) your selected date.

	 Type a number that indicates the number of days the range should extend. For example, "+5" means that the range will begin at the selected calendar date and extend for the next five business days. 	
Declared Payable Date	The payable date as announced by the agent/issuer. Enter a single calendar date or a range of dates (see Lottery Swing Date above).	
Limit To	There are two limiting factors in this area: Selected by Lottery and Active/Historical . 1. Click the Selected by Lottery checkbox to limit your search to items for which you have been selected for the lottery.	
	If you do not select this option, your search will return all lottery events matching your criteria whether you are affected or unaffected by the lottery.	
	Click "Active" to limit your search to open events. Click "Historical" to limit your search to events that are no longer active.	
	"Active" is selected by default. To improve historical search performance, select a range of dates in the fields above.	

6. Click **Search** when you are finished selecting your search criteria.

The results page appears for this search.

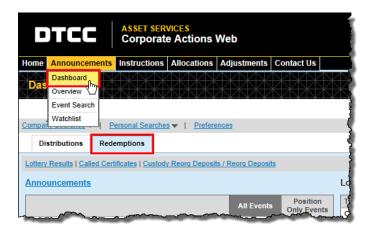


- You can sort these results by clicking on any of the column headings.
- You can export these results to Excel by clicking the **Export to Excel** link. When you export your results to Excel, you will export all results—not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only print the results that appear on the page.
- Click Filter to refine the results by any applicable criteria.
- Page through the results by entering a page number or clicking on the arrow buttons by the top right corner of the results grid.
- Click the hyperlinked CA ID to view the record detail page for that event.
 You can also refine your search using the fields at the bottom of the page or click Reset to begin a new search.

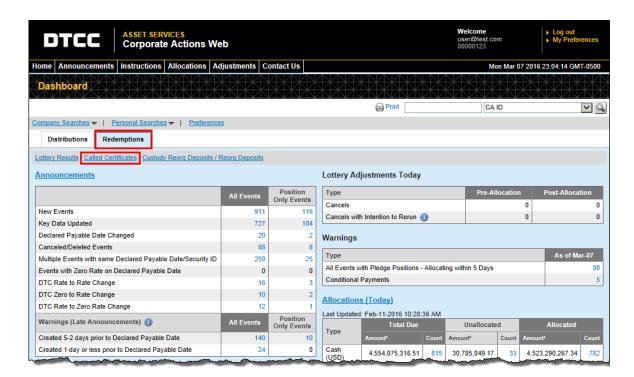
Searching for Called Certificates

You can search for called certificates associated with a particular CUSIP.

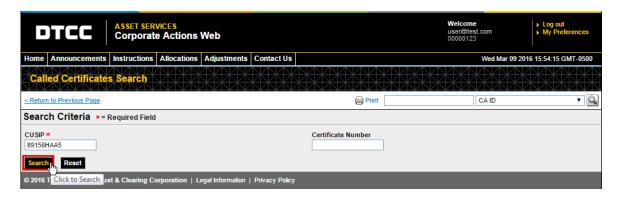
To reach this Search page from the menu bar:



- 1. Hover over **Announcements**.
- 2. Click Dashboard.
- 3. Click the **Redemptions** tab.
- 4. Click Called Certificates.



The Called Certificates Search page appears.

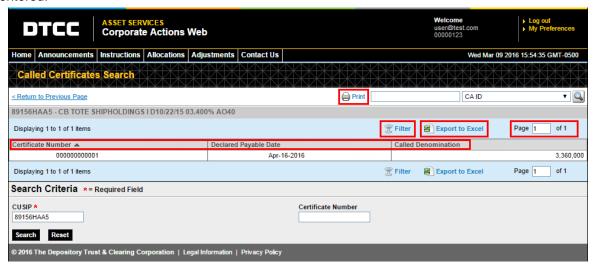


Type the CUSIP.

If applicable, type the Certificate Number.

6. Click Search.

The results page appears for this search. It contains any certificates associated with the CUSIP you entered.

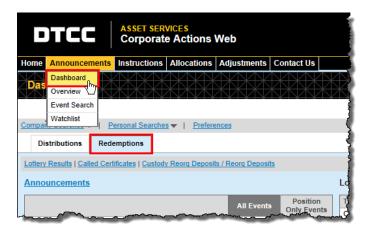


- If you searched for a particular certificate number, the results will include that certificate plus all others for that CUSIP. The matched certificate is displayed in yellow.
- If applicable, you can sort these results by clicking on any of the column headings.
- You can export these results to Excel by clicking the Export to Excel link.
- You can print these results by clicking on the **Print** icon.
- Click **Filter** to refine the results by any applicable criteria.
- If applicable, page through the results by entering a page number or clicking on the arrow buttons by the top right corner of the results grid.
- You can perform another search using the fields at the bottom of this page.

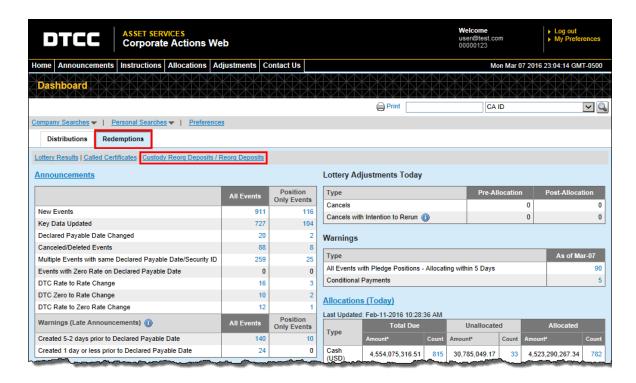
Searching for Custody Reorg or Reorg Deposits

You can search for allocated or unallocated reorg and custody reorg deposits.

To reach this Search page from the menu bar:



- Hover over Announcements.
- Click Dashboard.
- 3. Click the **Redemptions** tab.
- 4. Click Custody Reorg Deposits/Reorg Deposits.



The **Custody Reorg Deposits/Reorg Deposits** search page appears.



5. Select your search criteria.

Deposit Type	Select the type of deposit to look for: either "Custody Reorg Deposits" or "Reorg Deposits."
Allocation Status	Select "Allocated" for deposits that have already posted to your account. Select "Unallocated" for deposits that have not yet posted.

6. Click Search.

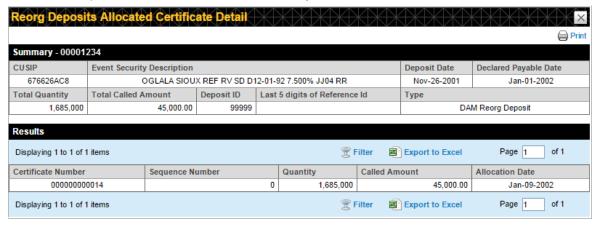
The results page appears for this search.



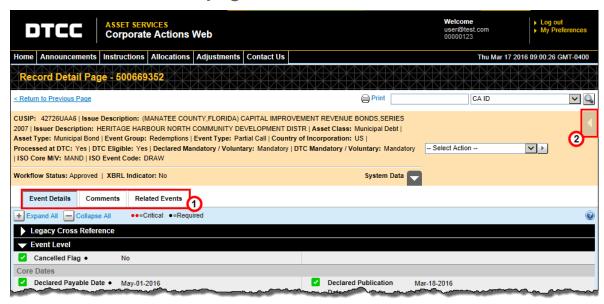
You can sort these results by clicking on any of the column headings.

- You can export these results to Excel by clicking the **Export to Excel** link. When you export your results to Excel, you will export all results—not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only print the results that appear on the page.
- Click Filter to refine the results by any applicable criteria.
- Page through the results by entering a page number or clicking on the arrow buttons by the top right corner of the results grid.

- You can perform another search using the fields at the bottom of this page.
- 7. Click View to open a certificate detail window for any of the search results.



About the Record Detail page



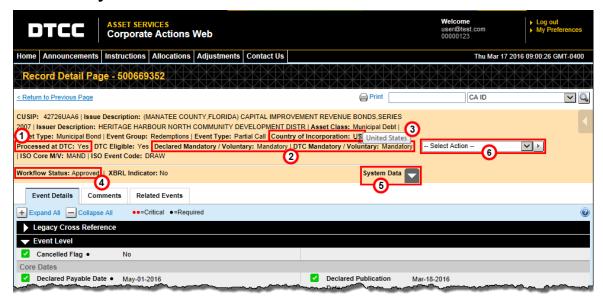
The Record Detail page allows you to view all of the relevant information for an individual corporate action event. It contains an overall event summary and is divided into three tabs (1).

Click any topic to see the relevant information:

- Event Details. This contains important information about the event itself. It is where you will find most of the information you need.
- Comments. Any comments concerning the event (e.g., why an event was canceled) will appear here.
- Related Events. Here, you will see a list of events that are occurring for the same security as well as those
 that have already occurred, plus any possible future events.

A floating menu on the right (2) allows you quick access to any section of the record detail page. Click to expand this menu from anywhere on the page.

Event Summary



At the top of the page is a tan Event Summary area. It is visible regardless of the tab you are viewing. It summarizes the event at a high level and provides you with security detail information and the status of the event, allowing you to refer quickly to this data from wherever you are on the event record page.

The information displayed here varies according to the event type. Some information elements are common to all event types, while others are specific to the kind of event they describe. The common information includes the CUSIP, Issue/Issuer Description, Asset Class, Asset Type, Event Group, and Event Type.

The **Processed at DTCC** indicator (1) lets you know whether or not the event is being processed at DTCC. If it is not, then this page is informational only. The **DTC** and **Declared Mandatory/Voluntary** indicators (2) let you know whether you need to act on this event.

Numeric codes and acronyms that are not self-explanatory, are described on the screen. When you place your mouse over the field, you'll get an explanation of the data.

At the bottom, you can see the status of the event itself (3): Approved, Conditionally Approved, Cancelled, or Deleted.

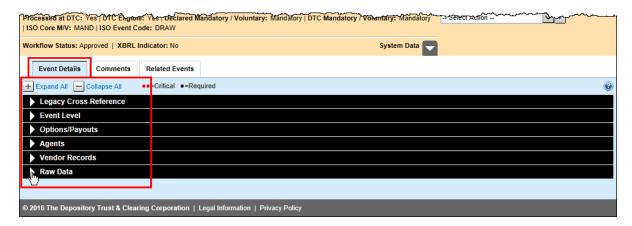
For additional system data, click the gray arrow **(4)**. Here, you can research timestamps related to the event. You can see when the event was created, when it was last updated, and how long it will be active.

The **Select Action** menu **(5)** allows you to refresh the page, view the audit trail, and request the related ISO 20022 message. You can also search for a CMO factor audit trail or submit a corporate actions related inquiry directly to the WINS system.

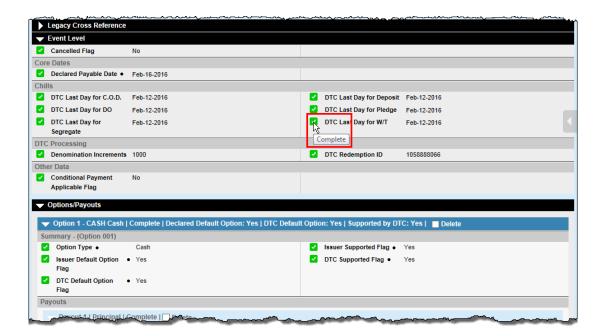
Event Details Tab

The Event Details tab provides a wealth of information beyond the event summary, allowing you a full, clear picture of the event.

Notes about this page:



- Click any black header line to open that twisty (the white triangle on the left "twists" open and closed) and view that section's information in full.
- The Event Level twisty opens by default. You can click Expand All or Collapse All (shown) to open or close all twisties.
- These sections vary based on the event type; not all information is relevant to all events.

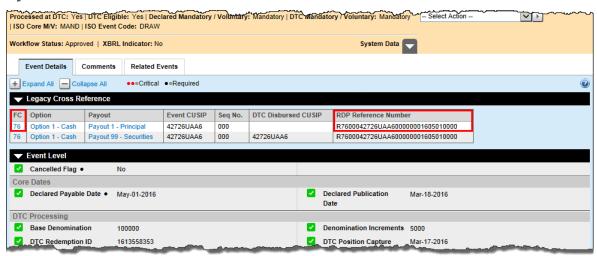


- Hover over codes, symbols, or acronyms to see a tooltip with a longer explanation of the code.
- A green check next to a field indicates that the information provided is complete. Updates can still be made
- A blue circle next to a field indicates that the information is expected but not yet available.

Some important sections on this page include:

- Legacy Cross-Reference,
- Event Level,
- Options/Payouts, and
- Other sections.

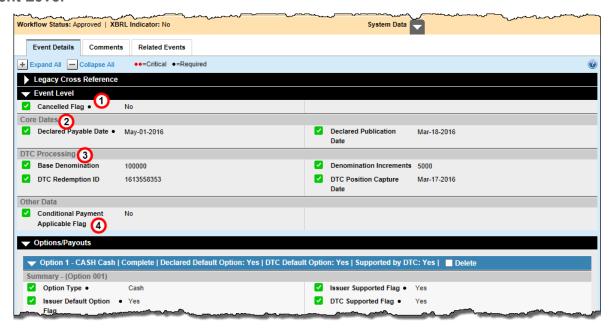
Legacy Cross Reference



This section shows the function code this event is being mapped to from the old system, explaining where the event came from. It is especially useful for ISO clients taking ISO 20022 messages as it associates the old function codes and activity codes and provides the RDP reference number for each.

Clicking any link takes you to its Option section on this page.

Event Level



The **Event Details** tab opens with the **Event Level** twisty open. It provides you with the relevant dates and processing information for the event itself. Some important items here include:

- Cancelled Flag (1). If the value is "Yes," this event was canceled in the market.
- Core Dates (2). Any important dates associated with the event are displayed here. This usually includes the Declared Payable Date, or the payable date as announced by the agent or issuer.
- **DTC Processing (3)**. This area contains:
 - DTC Redemption ID. Unique number systematically assigned to all lottery and non-lottery events announced in DTC's Redemptions processing functionality.
 - Denomination Information.
 Base Denomination is the denomination of the security used to run lotteries, and Denomination Increments indicates the supplemental increments in which the lottery is run.
- Conditional Payment Applicable Flag (4). This indicates whether the payment made by the Issuer is based on a stated condition.
- **Chills** (not shown). When applicable, chill dates ("DTC Last Day For...") are displayed in their own section, separate from the Core Dates.

Options/Payouts



The Options/Payouts twisty (1) is automatically open. It contains a full list of the options available on this event, as well as the payments associated with these options.

Option 1 (2) is always the default option. Other options, when available, are listed below on separate twisties.

The option header specifies:

- Option type (CASH, SECU, etc.)
- Conditional or Complete designation
- Default designations (whether this option is the Declared Default option, DTC default option, etc.)
- Whether the option is supported by DTC, and
- Whether the option has been deleted by DTC.

The **Delete** box is checked if the option has been deleted.

The payouts (3) are listed below their options, one per light blue twisty. Each payout header specifies:

- The type of payment that is being made (principal, interest, securities, etc.)
- Conditional or Complete designation, and
- Whether the payout has been deleted by DTC.
- The Delete box is checked if the option has been deleted.

The **Rates/Prices** section **(4)** shows you any applicable cash rates and security rates. Click a field name to see source information for the rate.

- A green check next to a field indicates that the information provided is complete. Updates can still be made.
- A blue circle next to a field indicates that the information is expected but not yet available.

Additional sections (such as **Tax Treatment US Sourced Income and Allocations**) are included as applicable.

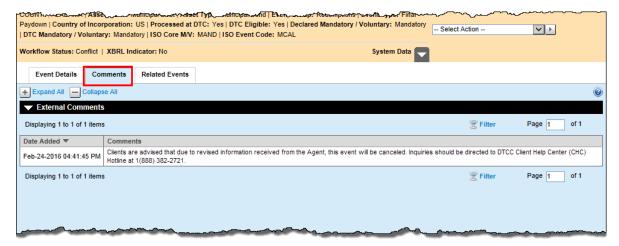
Other Sections



Based on the event type, you will see other twisty sections on the list. Some common sections include:

- Agents: This contains the agent type, agent ID, and contact information for the agent involved in this
 event.
- Vendor Records. Click the link to view the full set of source information from this vendor for this event.
- Raw Data. Click the link to view a summary of raw data from the vendor.
 From the Vendor Raw Data Summary, click the Vendor Record ID to view the full raw data record.

Comments Tab

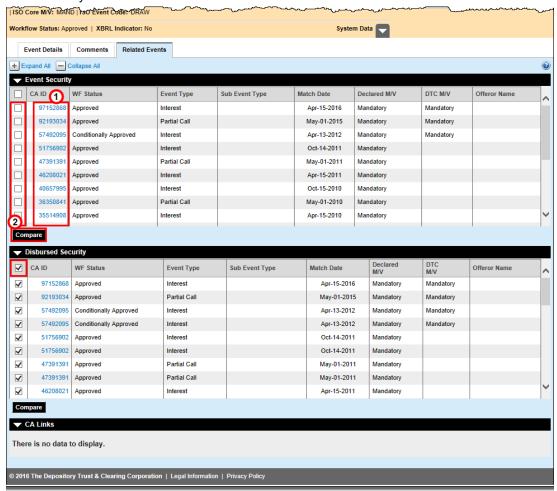


On this tab, you can see the external comments made on this event. These comments generally come from the ISO message and include information such as the reason why an event was cancelled, when applicable.

Related Events Tab

This tab displays any other events that have occurred (or could occur) on:

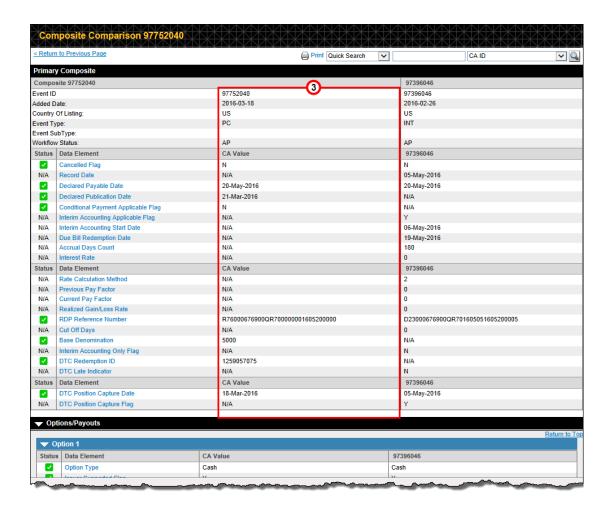
- The same event security
- The same disbursed security (for partial defeasances and partial pre-refundings), and
- Any related corporate action events (linked within an ISO 20022 message) that do not necessarily involve the same security.



Here, you can see any related event history as well as any possible future events that are expected to occur on the same security or linked corporate action events.

Click the CA ID (1) to open the Record Detail page for a related event.

You can also compare these events with the current one by selecting the checkboxes next to each and clicking **Compare (2)**. You can also click the checkbox in the header row to select all events.

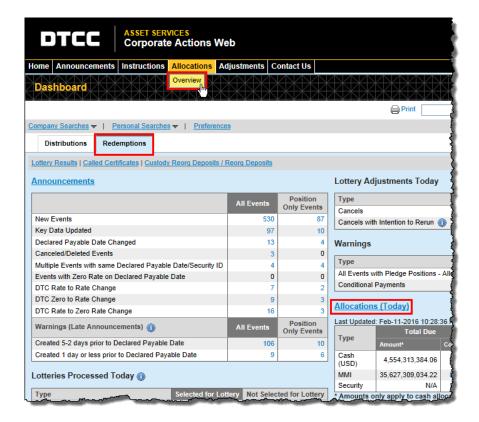


This opens a separate **Composite Comparison** window that provides a side-by-side comparison of the events' key data. Data for the current event is presented in the first column **(3)**. This is especially useful for tracking rate histories.

Allocations

About the Allocations Overview Page: "Redemptions" Tab

The Allocations Overview page provides you with the ability to see all of your allocations information in one place, across redemption types and for a range of fifteen business days.



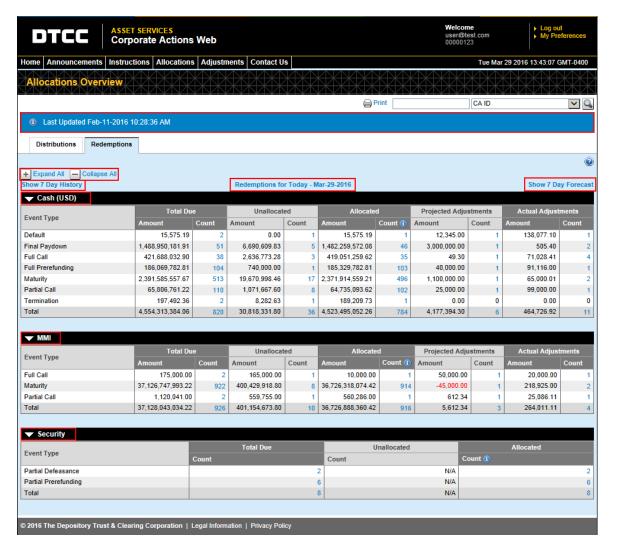
From the menu bar:

- 1. Hover over Allocations.
- 2. Click Overview.
- 3. Click the **Redemptions** tab.

You can also click Allocations (Today) on the Dashboard.

When you open the Allocations Overview page, your allocations are categorized by redemption type:

- Cash (USD),
- MMI, and
- Security.



1. Last Updated Date and Time

This blue bar contains the latest time at which allocations were made, allowing you to determine how recent the data is. This information will be updated every time an allocation is performed.

If all allocations are complete for the day, the message reads "CASH ALLOCATION IS COMPLETE AND ALL TOTALS ARE FINAL."

2. Show History/Today/Forecast

Three links above the Allocations data allow you to change the time period for the Allocations page:

- Show 7 Day History. Click to see the allocations that have posted to your account in the last seven days. You will only see dates on which allocations have posted within that seven-day range.
- Redemptions for Today. Click to see the default view, containing both allocated and non-allocated items as of the date specified in the blue bar below the Quick Search. This is the view shown here.
- Show 7-Day Forecast. Click to see the allocations that are anticipated to post to your account in the next seven days. You will only see dates on which allocations are anticipated to be posted within that sevenday range. Note that the Security twisty will not be visible in this view.

3. Expand/Collapse All

Click the **Expand All** and **Collapse All** buttons to open and close all twisties on the page (Cash, MMI, and Security [when applicable]). Each twisty is automatically expanded when the page is opened.

4. Cash (USD) and MMI twisties

The Cash and MMI twisties provide the same information.

The first column in either section contains the **Event Type**. Note that you will only see event types when allocation activity for that type of event either has occurred or is expected to occur.

All redemption event types are included in this column except partial defeasances and partial pre-refundings. Those event types are covered in the Security twisty.

To the right of each section's Event Type column are the allocation activity types:

- **Total Due**. Represents what is expected to be allocated by DTCC on the current business day. It is the sum of the Unallocated and Allocated columns for each event type. The last row in this column represents the total amount and count for all event types.
- Unallocated. Items that are expected to allocate on this business day that have not yet allocated, by event type.
- Allocated. Items that have allocated on this business day.
- **Projected Adjustments**. Adjustments that are expected to be applied on the current business date. These numbers are not included in the "Total Due" column.
- Actual Adjustments. Adjustments that have already been made on the current business day. These
 numbers are not included in the "Total Due" column.

The last entry in any column represents the total for that allocation status.

The **Total** row in the **Total Due** column provides summary numbers for all cash or MMI allocations on this business day.

Each of these allocation activity types contains two sub-columns: **Amount** and **Count**.

- Amount specifies the total dollar amount of allocations (or adjustments) in USD. In the Adjustments columns, credit balances are displayed in black and debit balances are displayed in red.
- Count represents the number of allocations (or adjustments) that comprise that amount. To see the actual breakdown of allocations, click any hyperlink in a Count column. This brings you to a search results page that lists all of the individual allocations in this particular count. From there, clicking on a CA ID takes you to that event's Record Detail page.

5. Security twisty

The **Security** twisty applies to partial defeasance and partial pre-refunding events only.

Note that the Security twisty does not appear in the forecast view. Security allocation data is available for today and the past seven days.

The **Event Type** column specifies which event type is represented by a row. To the right of this column are the allocation activity types:

- Total Due. A count of the DTCC allocations that were made on the current business day. It is the same as
 the Allocated count.
- Unallocated. A count of the DTCC allocations expected to occur on this business day that have not yet allocated, by event type.
- Allocated. A count of the DTCC allocations that were made on this business day.

The last entry in any column represents the total for that allocation status.

The **Total** row in the **Total Due** column provides a net count for both types of security allocations on this business day.

To see the actual breakdown of allocations, click any hyperlink in a Count column. This brings you to a search results page that lists all of the individual allocations in this particular count. From there, clicking on a CA ID takes you to that event's Record Detail page.

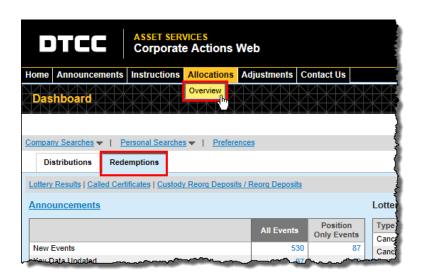
Note that the value of the **Amount** column in this table is always "N/A." Because partial defeasances and partial pre-refundings are allocated into new CUSIPs and not redeemed for cash, "Amount" does not apply.

Allocations Overview Page: Viewing a 7 Day History

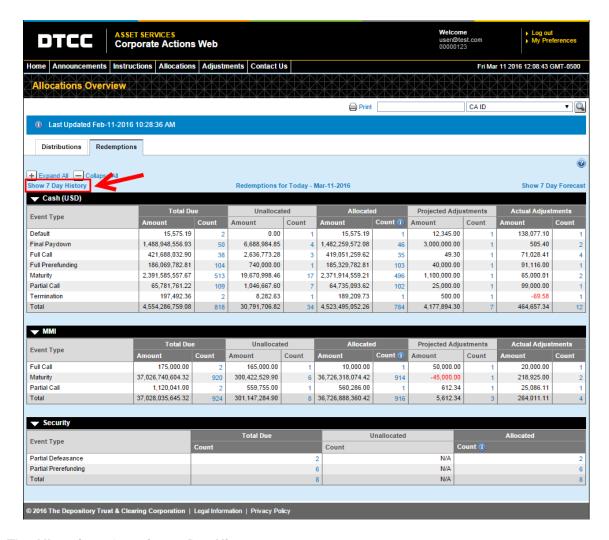
The Allocations Overview page provides you with a snapshot of your redemptions as of today. You can also look at information for the next seven business days, as well as for the past seven business days.

To view your 7 day redemption allocation history from anywhere in CA Web:

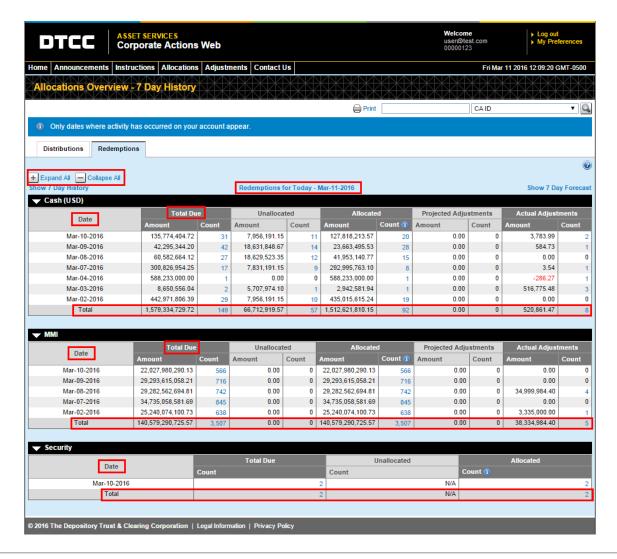
- 1. Hover over **Allocations** on the menu bar.
- 2. Click Overview.
- 3. Click the **Redemptions** tab.



Click Show 7 Day History.

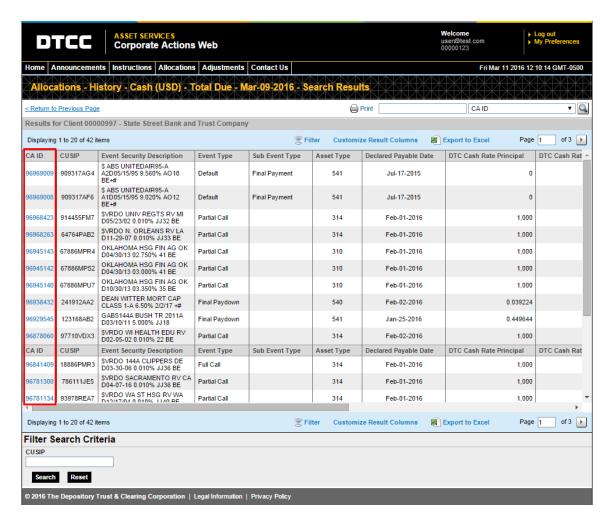


The Allocations Overview-7 Day History page appears.



Notes:

- The **Events** column from the Allocation Overview page is replaced with a **Date** column on the History page. Items are listed for the last seven days, starting with the business day before this one.
- The Total Due column presents a total of the amounts and numbers in the Unallocated and Allocated columns for
 each date. The Total Due row at the bottom of this column presents a net total for the entire seven-day period.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- See the Allocations Overview topic for more information about this page.
- 5. Click the number in any **Count** column to view search results for that allocation type on the listed date.



From there, clicking on a CA ID takes you to that event's Record Detail page.

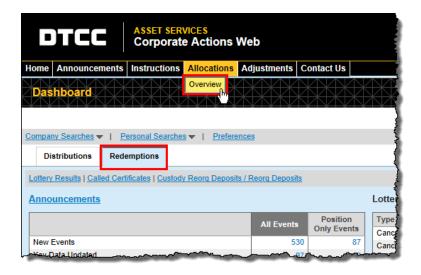
6. Return to today's listing by clicking the **Redemptions for Today** link above the table on the 7-Day History page.

Allocations Overview Page: Viewing a 7 Day Forecast

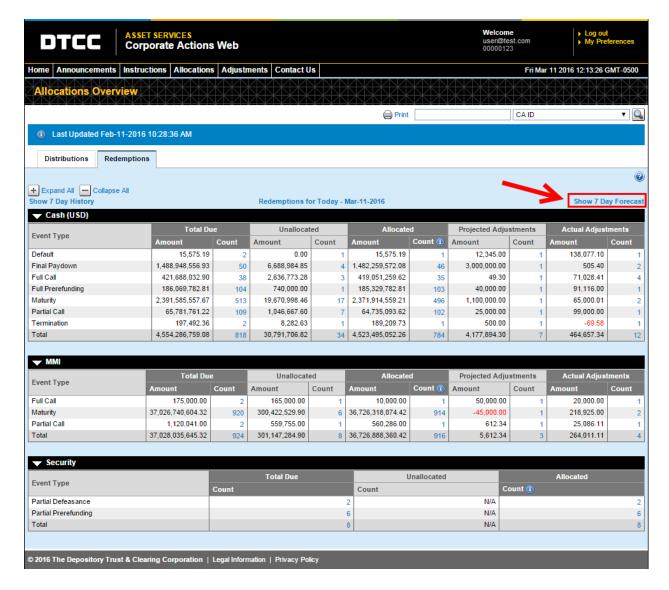
The Allocations Overview page provides you with a snapshot of your redemptions as of today. You can also look at information for the next seven business days, as well as for the past seven business days.

To view your 7 day redemption allocation forecast from anywhere in CA Web:

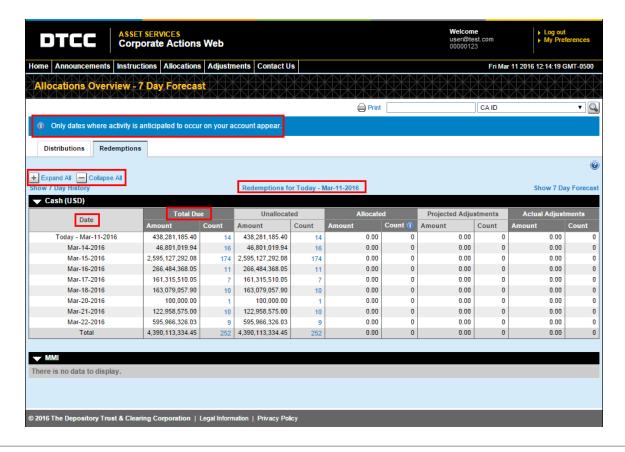
- 1. Hover over **Allocations** on the menu bar.
- 2. Click Overview.
- Click the Redemptions tab.



4. Click Show 7 Day Forecast.

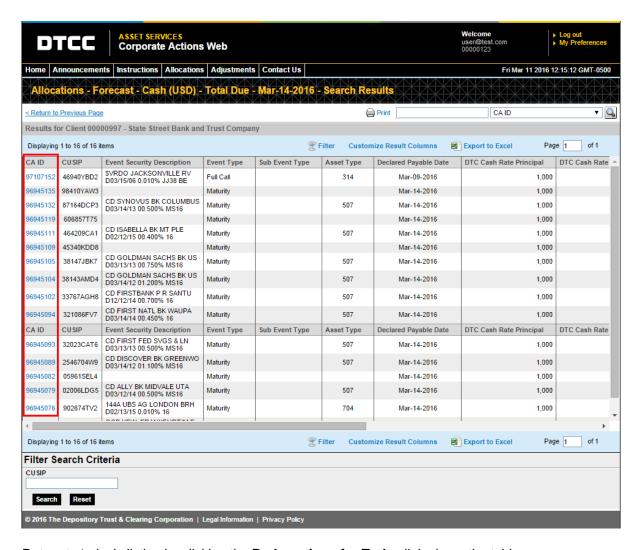


The Allocations Overview-7 Day Forecast page appears.



Notes:

- The Security twisty does not appear on the Forecast page.
- The **Events** column from the Allocation Overview page is replaced with a **Date** column on the Forecast page. Expected items are listed for the coming seven days, starting with the next business day after this one.
- The **Total Due** column presents a total of the expected amounts and numbers in the **Unallocated** and **Allocated** columns for each date.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- See the Allocations Overview topic for more information about this page.
- Click the number in any Count column to view search results for that allocation type on the listed date.
 From there, clicking on a CA ID takes you to that event's Record Detail page.



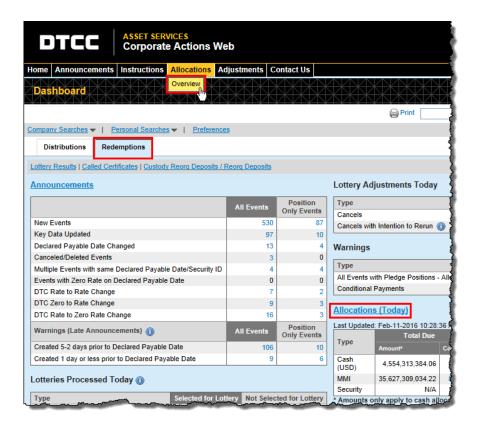
Return to today's listing by clicking the Redemptions for Today link above the table.

Viewing Allocations

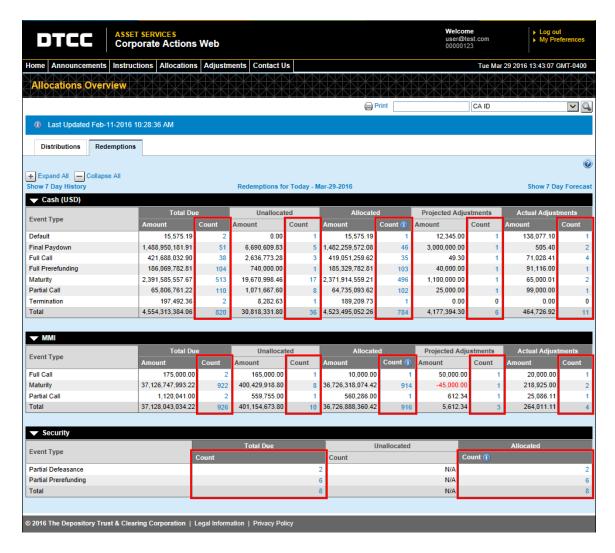
You can view allocations by clicking one of the links in the Allocations compartment on the Redemptions Dashboard to get to an Allocations search results page. Alternately, you can use the menu bar.

To view an individual event via the Allocations Overview page:

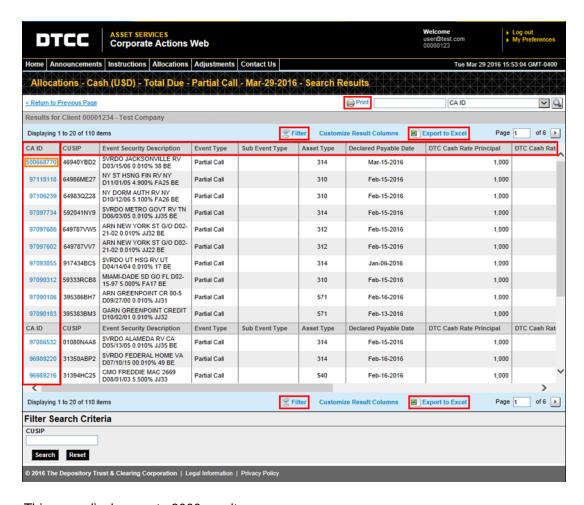
- 1. Hover over **Allocations** on the menu bar.
- 2. Click Overview.
- Click the Redemptions tab.



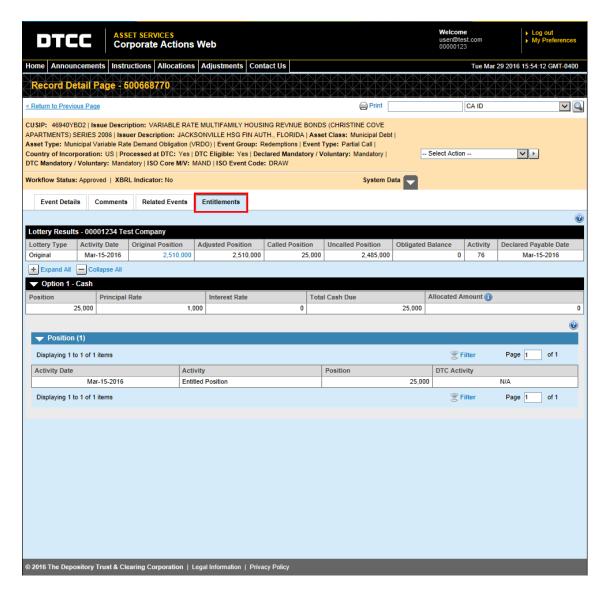
4. Click the record count in any **Count** column.



The Allocations search results page appears for all events of that type and status.



- This page displays up to 3000 results.
- You can sort these results by clicking on any of the column headings.
- You can export these results to Excel by clicking the Export to Excel link. When you export your
 results to Excel, you will export all results—not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only
 print the results that appear on the page.
- Click Filter to refine the results by any applicable criteria.
- 5. Click any CA ID number to view that event.

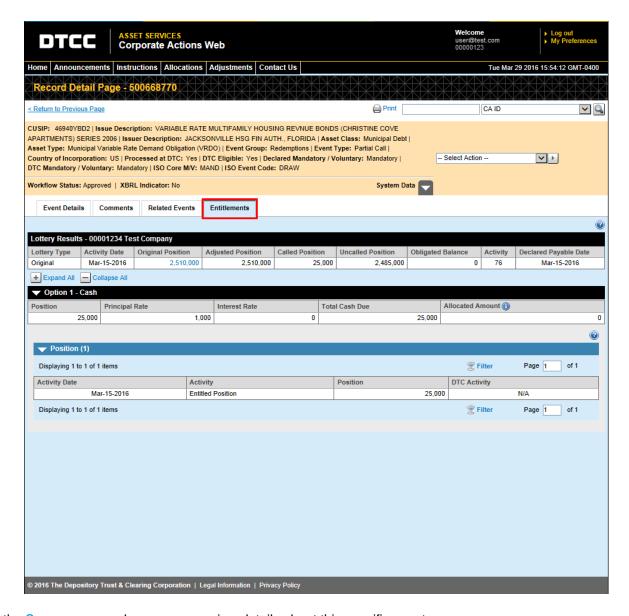


The Record Detail page appears in that browser window, displaying the **Entitlements** tab.

Click on any other tab to view additional information about this event. For example, if you click on the Event Details tab, you will see that the options and payouts directly correlate to the entitlements shown here.

About the Entitlements Tab for Lottery Events

Selecting a lottery event from the Allocations Overview page brings you directly to its Record Detail page with the **Entitlements** tab displayed.



In the Summary area above, you can view details about this specific event.

The tab area below displays:

- A Lottery Results section.
- An Option twisty.

The twisty is expanded by default. You can view the option's summary and position information. In the case of partial calls, payment activity is displayed here as well.

Click the **Expand All (+)** and **Collapse All (-)** icons to either expand or collapse all twisties on the page.

Notes:

- 1. The tab will not appear until the position capture date, and only if you have position in a given event.
- 2. The tab also appears for:
 - Cancels, and
 - Cancels with Intent to Rerun.

Entitlements Tab Messages

This situation	Displays this message
An adjustment related to this lottery event has been applied.	"Adjustment activity has been applied to your account."
The DTC Cash Rate displayed on the Option twisty differs from the DTC Cash Rate displayed on the Event Details	"There is an adjustment pending."
tab.	Note:
and	The message is displayed for three business days or until
There is an adjustment pending.	there is an allocation of any adjustment activity.
Pre-allocation of rate adjustments (post primary CUSIP allocation).	"An adjustment is pending due to a rate change. Refer to event details for the updated rate."
Post-allocation of adjustments	"Adjustment activity has been applied to your account."
Mousing over the informational icon next to the Allocated Amount field in the Option area	Allocated amount includes your primary allocation only. Refer to Payment Activity for the Total Net Allocation."

Lottery Results Area

This area of the Entitlements tab contains a table with the following information.

The original lottery, supplemental lotteries, and lottery reversals are listed on separate rows in this table.

Field Name	Definition	For These Events
Lottery Type	 ORIG for original lottery. SUPP for supplemental lottery (for Partial Calls only). Note that lottery reversals have a lottery type of "ORIG." 	Partial Defeasance Partial Pre-Refunding Partial Call
Activity Date	The date on which the lottery (original, supplemental, or reversal) took place	Partial Defeasance Partial Pre-Refunding Partial Call

Field Name	Definition	For These Events
Original Position*	Original position is generally equal to your eligible position. It will remain constant for the life of the event. On a supplemental call, this is the unaffected balance from the original lottery that now becomes the basis for the supplemental lottery. Click this number to view an activity breakdown.	Partial Defeasance Partial Pre-Refunding Partial Call
Adjusted Position	In an original lottery, the original position and the adjusted position are the same. In a supplemental lottery, this is the position after any previous lottery adjustments have been made.	Partial Defeasance Partial Pre-Refunding Partial Call
Called Position	The affected position, or the portion of the eligible position that is called by the lottery. For partial pre-refundings, this is the refunded position; for partial defeasements, this is the defeased position.	Partial Defeasance Partial Pre-Refunding Partial Call
Uncalled Position	The unaffected position, or the portion of the eligible position that is not called by the lottery. For partial pre-refundings, this is the non-refunded position; for partial defeasements, this is the non-defeased position.	Partial Defeasance Partial Pre-Refunding Partial Call
Obligated Balance	An obligated balance occurs when the affected balance is greater than the settled position. For example, this can happen when a call notice is received late and the prior record date position is greater than what is currently settled.	Partial Defeasance Partial Pre-Refunding Partial Call
Activity	The type of lottery being run: 1. Original 2. Supplemental (for Partial Calls only) 3. Reversal Note that as both reversals and original lotteries have a lottery type of "Original," this is the field that indicates the difference between the two.	Partial Defeasance Partial Pre-Refunding Partial Call
New Maturity Date	The new maturity date (earlier than the original maturity date) on which affected securities are refunded.	Partial Pre-Refunding
Declared Payable Date	The payable date for the redemption as announced by the agent or issuer.	Partial Call

Viewing the Original Position

Click the number in the **Original Position** column of the **Lottery Results** area to view an Activity Breakdown window.

This displays your position in these accounts:

- Regular Unpledged (10)
- Pledged (14)
- Investment ID (18)
- Segregation (22)

Option Area

The Option twisty is opened by default. It displays:

- Option summary fields,
- A Position twisty (expanded by default), and
- A Payment twisty (expanded by default).

In the case of partial calls, a Payment Activity twisty is displayed as well.

The information displayed in the Option area varies by lottery event type.

Field Name	Definition	For These Events
Position	The eligible position for this option.	Partial Defeasance Partial Pre-Refunding Partial Call
DTC Security Rate	For partial defeasances or partial pre-refundings, this is the rate at which the redemption will take place (as determined by the lottery).	Partial Defeasance Partial Pre-Refunding
Principal Rate	The cash rate that reflects the amount of principal being paid.	Partial Call
Defeased Amount	The affected amount, or the portion of the eligible position that is called by the lottery for defeasement.	Partial Defeasance
Refunded Amount	The affected amount, or the portion of the eligible position that is called by the lottery to be refunded.	Partial Pre-Refunding
Interest Rate	The cash rate that reflects the payment of interest.	Partial Call

Field Name	Definition	For These Events
Non-Defeased Amount	The unaffected amount, or the portion of the eligible position that is not called by the lottery for defeasement.	Partial Defeasance
Non-Refunded Amount	The unaffected amount, or the portion of the eligible position that is not called by the lottery to be refunded.	Partial Pre-Refunding
Total Cash Due	The amount that you can expect to see in cash as a result of this event	Partial Call
Allocated Amount	The amount of the primary allocation. It is only shown if the allocation has already occurred.	Partial Call

Position Area

The Position twisty is opened by default. It displays a table with the following columns:

- Activity Date.
- Activity. The type of position activity being described. Here on the Entitlements tab, this describes your
 entitlement position as determined by the lottery.
- **Position**. The amount on which the entitlement is based.

The number in parentheses next to the Position label indicates the number of position items contained in the table. For example, "Position (1)" indicates that you have one position in this particular lottery.

Payment Area

The Payment twisty is displayed only if payments have occurred.

The number in parentheses next to the Payments label indicates the number of payments contained in the table. For example, "Payment (2)" indicates that you have two payments in this particular lottery.

You can have multiple payments for a number of reasons:

- For partial calls, you can have payments on both the principal and the interest. Additionally, supplemental lotteries may be called for the same Event ID, which will result in additional payments.
- For partial defeasances and partial pre-refundings, position is disbursed into two separate CUSIPS: one
 for the affected position and one for the unaffected position. Each disbursement to a unique CUSIP is
 recorded as a separate payment.

Payment Area for Partial Calls

Field Name	Definition
Payout Number	Number of the individual payout. For example, payout 1 is principal and payout 2 is interest. This is in line with the payouts specified in the Event Details tab.
Payout Type	The type of payout being made: Cash Dividends Principal Interest
Amount Allocated	Amount paid out for each separate payment.
DTC Allocation Date/Time	The date and time at which the allocation was made by DTC.
DTC Cash Rate	The rate of DTC's cash payout.

Payments for Partial Defeasances

Field Name	Definition
Payout Number	Number of the individual payout. For example, payout 1 is the defeased amount and payout 2 is the non-defeased portion. This is in line with the payouts specified in the Event Details tab.
Payout Type	For partial defeasances, the payout type is always "Securities."
Disbursed Amount	The amount that has been paid out in this particular security: either an amount that was disbursed into the defeased CUSIP or an amount that was moved to the non-defeased CUSIP.
Affected Position Date/Time	The date and time at which the position was affected by the partial defeasance.
DTC Security Rate	The rate that was used by DTC to determine the amount allocated.
CUSIP	The new security ID for the defeased or non-defeased portion of the position.
Туре	Specifies whether the CUSIP represents the defeased or the non-defeased portion of the position.

Payments for Partial Pre-Refundings

Field Name	Definition
Payout Number	Number of the individual payout. For example, payout 1 is the refunded amount and payout 2 is the non-refunded portion. This is in line with the payouts specified in the Event Details tab.

Field Name	Definition
Payout Type	For partial pre-refundings, the payout type is always "Securities."
Disbursed Amount	The amount that has been paid out in this particular security: either an amount that was refunded into the new CUSIP with an earlier maturity date (refunded) or an amount that moves to a CUSIP with the original maturity date (non-refunded).
Affected Position Date/Time	The date and time at which the position was affected by the pre-refunding.
DTC Security Rate	The rate that was used by DTC to determine the amount allocated.
CUSIP	The security ID for the refunded (new maturity date) or non-refunded (original maturity date) portion of the position.
Туре	Specifies whether the CUSIP represents the refunded or the non-refunded portion of the position.

Payment Activity

The Payment Activity twisty is displayed under Payment *only* for Partial Call events. It displays:

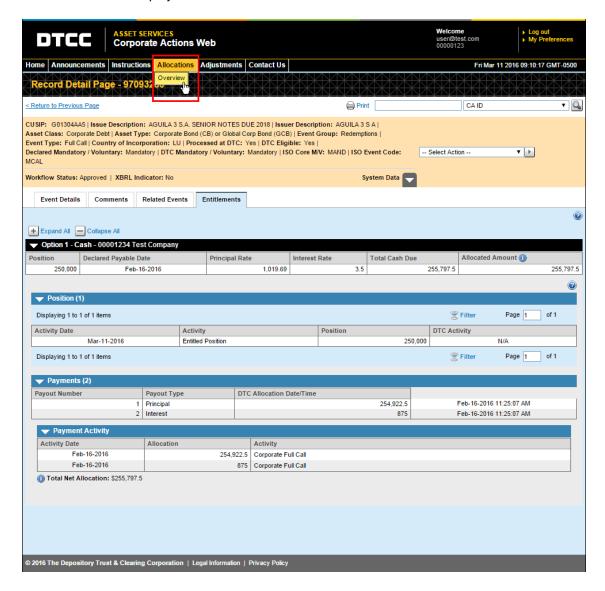
- The **Activity Date** of the payment. Hovering over this label displays the message: "This activity represents an adjustment to your account. Please see the Adjustments Tab on the event for more details."
- The Allocation amount that was paid.
- The type of Activity that the payment represents.

Underneath the table, you can see your **Total Net Allocation**. This is the sum of all payment activity that is displayed in the table above. Hovering over this label displays the message:

"The total net cash allocation amount includes both the primary allocation and any applicable adjustments to your account."

About the Entitlements Tab for Non-Lottery Events

Selecting a non-lottery event from the Allocations Overview page brings you directly to its Record Detail page with the **Entitlements** tab displayed.



In the Summary area above, you can view details about this specific event.

The tab area below displays an Option twisty. The twisty is expanded by default. You can view the option's summary and position information. Payment activity is displayed here as well.

Click the **Expand All (+)** and **Collapse All (-)** icons to either expand or collapse all twisties on the page.

Notes:

- 1. The tab will not appear until the position capture date, and only if you have position in a given event.
- 2. The tab also appears for event cancellations.

Entitlements Tab Messages

This situation	Displays this message
An adjustment related to this non-lottery event has been applied	"Adjustment activity has been applied to your account."
The DTC Cash Rate displayed on the Option twisty differs from the DTC Cash Rate displayed on the Event Details	"There is an adjustment pending."
tab	Note:
and	The message is displayed for three business days or until
There is an adjustment pending	there is an allocation of any adjustment activity.
Pre-allocation of rate adjustments (post primary CUSIP allocation)	"An adjustment is pending due to a rate change. Refer to event details for the updated rate."
Post-allocation of adjustments	"Adjustment activity has been applied to your account."
Mousing over the informational icon next to the Allocated Amount field in the Option area	"Allocated amount includes your primary allocation only. Refer to Payment Activity for the Total Net Allocation."
Mousing over the informational icon next to the Total Net Allocation amount below all Payment Activity	"This total net cash allocation amount includes both the primary allocation and any applicable adjustments to your account."

Option Area

The Option twisty is opened by default. It displays:

- Option summary fields,
- A Position twisty (expanded by default),
- A Payment twisty (expanded by default), containing
- A Payment Activity twisty.

The information displayed in the Option summary area includes these fields:

Field Name	Definition
Position	The eligible position for this option.
Declared Payable Date	The payment date as announced by the issuer or offeror.
Principal Rate	The cash rate that reflects the amount of principal being paid.
Interest Rate	The cash rate that reflects the payment of interest.
Total Cash Due	The amount that you can expect to see in cash as a result of this event.
Allocated Amount	The amount of the primary allocation. It is only shown if the allocation has already occurred.

Position Area

The Position twisty is opened by default. It displays a table with the following columns:

- Activity Date. The date on which the position activity occurred.
- Activity. The type of position activity being described. Here on the Entitlements tab, this describes your entitlement position.
- **Position**. The amount on which the entitlement is based.
- DTC Activity. This field does not apply to Redemption events.

The number in parentheses next to the Position label indicates the number of position items contained in the table. For example, "Position (1)" indicates that you have one position for this particular event.

Payment Area

The Payment twisty is displayed only if payments have occurred.

The number in parentheses next to the Payments label indicates the number of payout types contained in the table. For example, "Payment (2)" indicates that two payout types are available for this particular event.

Field Name	Definition
Payout Number	Number of the individual payout. For example, payout 1 is principal and payout 2 is interest. This is in line with the payouts specified in the Event Details tab.
Payout Type	The type of payout being made: Cash Dividends Principal Interest
Amount Allocated	Amount paid out for each separate payment.
DTC Allocation Date/Time	The date and time at which the allocation was made by DTC.
DTC Cash Rate	The rate of DTC's cash payout.

Payment Activity

The Payment Activity twisty displays:

- The Activity Date of the payment.
- The Allocation amount that was paid.
- The type of **Activity** that the payment represents.

Underneath the table, you can see your **Total Net Allocation**. This is the sum of all payment activity that is displayed in the table above.

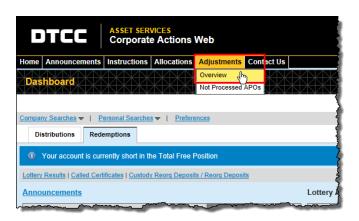
Adjustments

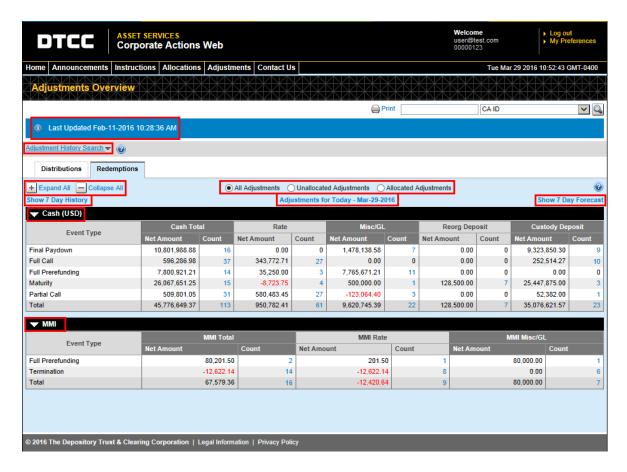
About the Adjustments Overview Page: "Redemptions" Tab

Adjustments include all entitlement and allocation activity that is outside the traditional pay date allocations. The **Adjustments Overview** page provides you with the ability to see all of your adjustments information in one place, across redemption types and for a range of fifteen business days.

From the menu bar:

- 1. Hover over **Adjustments**.
- 2. Click Overview.
- 3. Click the **Redemptions** tab.





1. Last Updated Date and Time

This blue bar contains the latest time at which adjustments were made, allowing you to determine how recent the data is. This information will be updated every time an allocation is performed.

2. Adjustment History Search

Use the Adjustment History Search to research aged and allocated adjustments for distribution or redemption events. Click the link to open the twisty. Read more about this topic here.

3. Adjustments Selection Buttons

The totals for your redemption adjustments are broken out by cash and MMI for the current business day.

Three radio buttons above the adjustment amounts allow you to view:

- All Adjustments. The default view. It represents the sum of the unallocated and allocated adjustments.
- Unallocated Adjustments, Adjustments that are anticipated to be posted to your account on this business
 day.
- Allocated Adjustments. Adjustments that have actually posted to your account on this business day.

These buttons allow you to segregate out what you can expect to be adjusted, what is actually adjusted, and what has not yet been adjusted.

4. Show History/Today/Forecast

Three links above the Adjustments data allow you to change the time period for the Adjustments page:

- Show 7 Day History. Click to see the adjustments that have posted to your account in the last 7 days.
 You will only see dates on which adjustments posted to your account.
- Adjustments for Today. Click to see the default view, containing both allocated and non-allocated adjustments as of the date specified in the blue bar below the Quick Search.
- Show 7-Day Forecast. Click to see the adjustments that are anticipated to post to your account in the
 next 7 days. You will only see dates on which adjustments are anticipated to be posted to your account.

5. Expand/Collapse All

Click the **Expand All** and **Collapse All** buttons to open and close all twisties on the page (**Cash** and **MMI**). Each twisty is automatically open if it contains any activity.

6. Cash (USD) twisty

The first column contains the **Event Type**. Note that you will only see event types when a cash adjustment for that type of event either has been processed or may be processed.

To the right of the event type column are the adjustment types:

- Cash Total. The total of all cash adjustments for an event type.
- Rate. Cash adjustments due to rate changes.
- Miscellaneous/GL. Cash adjustments that have been manually created by DTC staff due to postallocation cash adjustments.
- Reorg Deposit. Cash adjustments that are made due to reorg deposits.
- Custody Deposit. Cash adjustments that are made due to deposits using DTC's Custody services.

The last entry in any column represents the total for that adjustment type.

The adjustment counts and net amounts in the **Cash** column are the cumulative total of items in the remaining columns: your rate adjustments, miscellaneous general ledger adjustments, reorg deposits, and custody deposits. Credit balances are displayed in black; debit balances are displayed in red.

This is helpful in conjunction with the radio buttons above. Depending on the view you choose, you can see your total cash adjustments due, your total cash adjustments allocated, or your total cash adjustments that are unallocated today.

Each adjustment type column has two sub-columns:

- Net Amount (USD). The amount represented by a type of adjustment within an individual event type.
 - In the Cash Total column, this is the net amount of all adjustments within an individual event type. It
 is the total of the other Net Amounts in that row. The last row in this sub-column represents the sum
 of all net adjustment activity

- In every other column, this is the net amount for that particular adjustment type within an individual event type. The last row in each of these columns represents the sum of the activity for that adjustment type across all events.
- **Count.** The number of adjustments that comprise the net amount for that adjustment type within an individual event type.
 - In the Cash Total column, this is the count for all adjustments within an individual event type. It is the
 total of the other counts in that row. The last row in this sub-column represents the total number of
 adjustments made.
 - In every other column, the count represents the number of adjustments for that particular adjustment type within an individual event type. The last row in this sub-column represents the sum of adjustments of that type made across all events.

The **Total** row of the **Cash Total** column displays the total amount and counts for all adjustments within the specified status and time period.

If you need to see the actual breakdown of debits and credits, click any adjustment count hyperlink. This will bring you to a search results page that lists all of the individual adjustments in this particular count.

7. MMI twisty

The MMI twisty, for money market instrument adjustments, works in the same way as the Cash twisty.

The first column contains the **Event Type**. Note that you will only see event types when an MMI adjustment for that type of event either has been processed or may be processed.

To the right of the event type column are the adjustment types:

- MMI Total. The total of all MMI adjustments for an event type.
- Rate. MMI adjustments due to rate changes.
- **Miscellaneous/GL**. MMI adjustments that have been manually created by DTC staff due to post allocation cash adjustments.

The adjustment counts and net amounts in the **MMI Total** column are the cumulative total of items in the remaining columns: your rate adjustments and miscellaneous general ledger adjustments. Credit balances are displayed in black; debit balances are displayed in red.

This is helpful in conjunction with the radio buttons above. Depending on the view you choose, you can see your total MMI adjustments due, your total MMI adjustments that are unallocated today, or your total MMI adjustments that have been allocated.

Each adjustment type column has two sub-columns:

- Net Amount (USD). The amount represented by a type of adjustment within an individual event type.
 - In the **MMI Total** column, this is the net amount of all adjustments within an individual event type. It is the total of the other Net Amounts in that row. The last row in this sub-column represents the sum of all net adjustment activity

- In every other column, this is the net amount for that particular adjustment type within an individual event type. The last row in each of these columns represents the sum of the activity for that adjustment type across all events.
- **Count**. The number of adjustments that comprise the net amount for that adjustment type within an individual event type.
 - In the MMI Total column, this is the count for all adjustments within an individual event type. It is the
 total of the other counts in that row. The last row in this sub-column represents the total number of
 adjustments made.
 - In every other column, the count represents the number of adjustments for that particular adjustment type within an individual event type. The last row in this sub-column represents the sum of adjustments of that type made across all events.

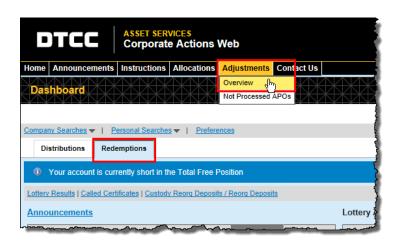
The **Total** row of the **MMI Total** column displays the total amount and counts for all adjustments within the specified status and time period.

If you need to see the actual breakdown of debits and credits, click any adjustment count hyperlink. This will bring you to a search results page that lists all of the individual adjustments in this particular count.

Adjustments Overview Page: Viewing a 7 Day History

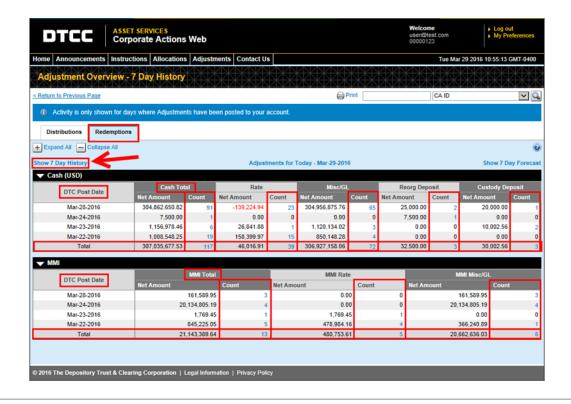
To view your seven-day redemption adjustment history from anywhere in CA Web:

- 1. Hover over **Adjustments** on the menu bar.
- 2. Click Overview.
- 3. Click the **Redemptions** tab.



4. Click Show 7 Day History.

The Adjustments Overview-7 Day History page appears.



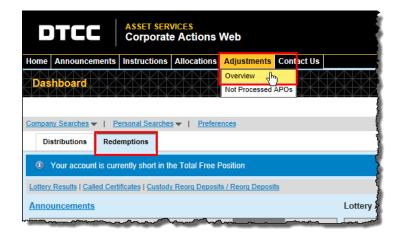
Notes:

- The **Events** column from the Adjustment Overview page is replaced with a **DTC Post Date** column on the History page. Items are listed for the last seven days, starting with the business day before this one.
- The **Cash Total** and **MMI Total** columns each present a summation of all activity across adjustment types for an individual date in the range.
- The final **Total** row in each entitlement type table totals all activity for the past seven days within each individual event type.
- The final **Total** row within the **Cash Total** and **MMI Total** columns represents the grand total of all adjustments within the date range.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- See the Adjustments Overview topic for more information about this page.
- 5. Click the number in any **Count** column to view search results for that adjustment type on the listed date.
- 6. Return to today's listing by clicking the **Adjustments for Today** link above the table.

Adjustment Overview Page: Viewing a 7 Day Forecast

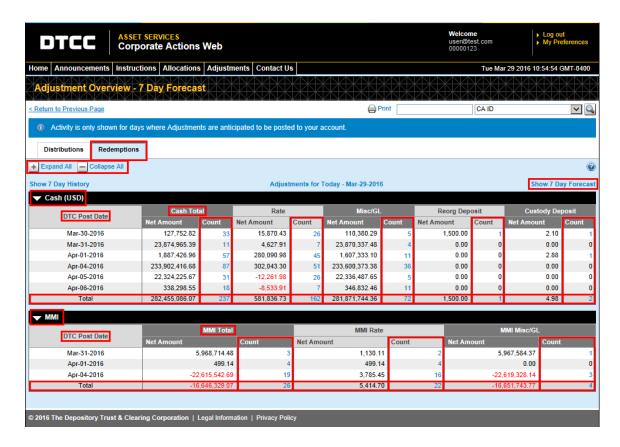
To view your seven-day redemption adjustment forecast from anywhere in CA Web:

- 1. Hover over **Adjustments** on the menu bar.
- 2. Click Overview.
- 3. Click the **Redemptions** tab.



4. Click Show 7 Day Forecast.

The Adjustments Overview–7 Day Forecast page appears.



Notes:

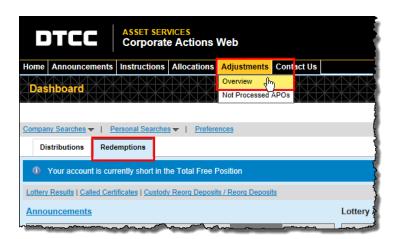
- The **Events** column from the Adjustment Overview page is replaced with a DTC Post Date column on the Forecast page. Expected items are listed for the coming seven business days, starting with the business day after this one.
- The Cash Total and MMI Total columns each present a summation of all expected activity across adjustment types for an individual date in the range.
- The final **Total** row in each entitlement type table totals all expected activity for the coming seven business days within each individual event type.
- The final **Total** row within the **Cash Total** and **MMI Total** columns represents the grand total of all expected adjustments within the date range.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- See the Adjustment Overview topic for more information about this page.
- 5. Click the number in any Count column to view search results for that adjustment type on the listed date.
- 6. Return to today's listing by clicking the **Adjustments for Today** link above the table.

Viewing Adjustments

You can view adjustments by clicking one of the links in the Adjustments compartment on the Redemptions Dashboard to get to an Adjustments search results page. Alternately, you can use the menu bar.

To view an individual event via the Adjustments Overview page:

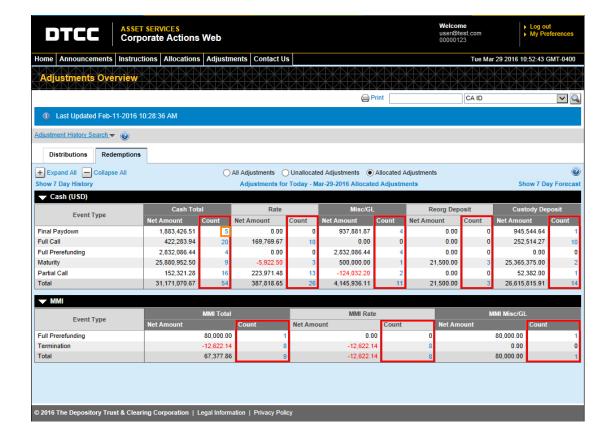
- 1. Hover over **Adjustments** on the menu bar.
- 2. Click Overview.

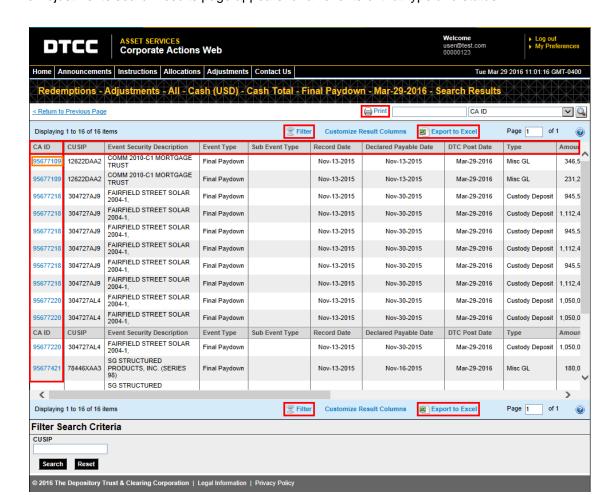


This opens the Adjustments Overview page.

- 3. Click the **Redemptions** tab.
- 4. If applicable, select the adjustment allocation status and/or time period:

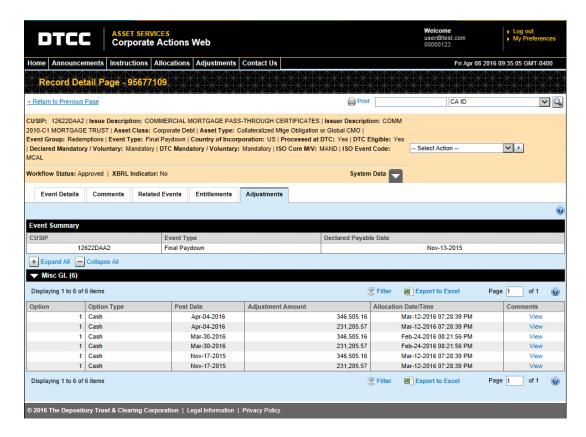
- All Adjustments, Allocated Adjustments or Unallocated Adjustments.
- o Today, 7-Day History, or 7-Day Forecast.
- 5. Click the record count in any **Count** column.





The Adjustments search results page appears for all events of that type and status.

- This page displays up to 3000 results.
- You can sort these results by clicking on any of the column headings.
- You can export these results to Excel by clicking the Export to Excel link. When you export your
 results to Excel, you will export all results—not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only
 print the results that appear on the page.
- Click Filter to refine the results by any applicable criteria.
- 6. Click any CA ID number to view that event.

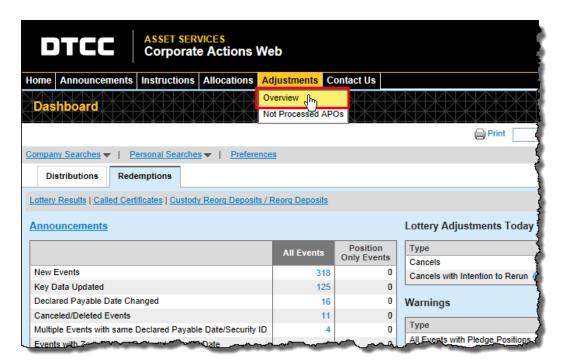


The Record Detail page appears in that browser window, displaying the **Adjustments** tab. Adjustments relating to this CA ID are displayed on this page.

Adjustment History Search

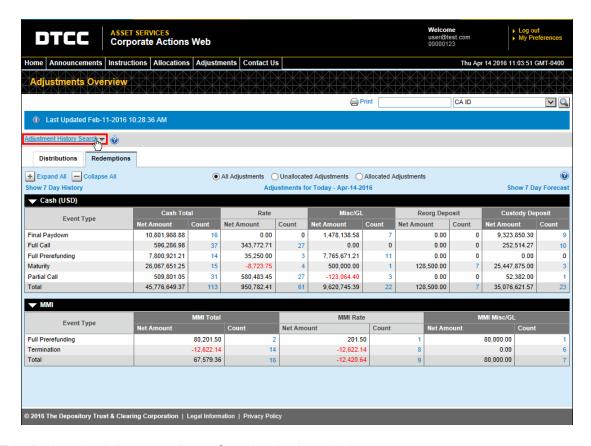
Use the Adjustment History Search to research aged and allocated adjustments.

1. Click **Adjustments > Overview** on the top menu bar.



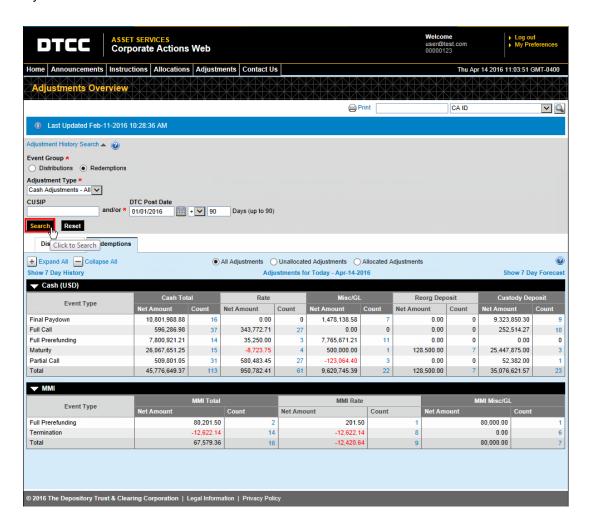
This opens the Adjustments Overview page.

2. Click Adjustment History Search.



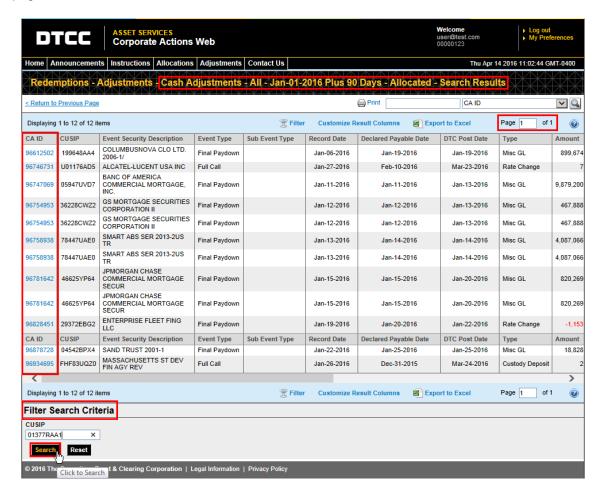
This displays the Adjustment History Search selection criteria.

3. Enter your search criteria and click **Search**.



- Click the Redemptions radio button.
- Adjustment Type is required. Select one from the drop-down list.
- You must select either the CUSIP or the DTC Post Date.
 - You can use both criteria, but you must use at least one.
- For the **DTC Post Date**, you can select a calendar date plus or minus a range of days (up to 90).
- You can set all fields back to blank by clicking Reset.

The search results page lists all adjustments that match your search criteria. Your criteria are listed at the top of the page.

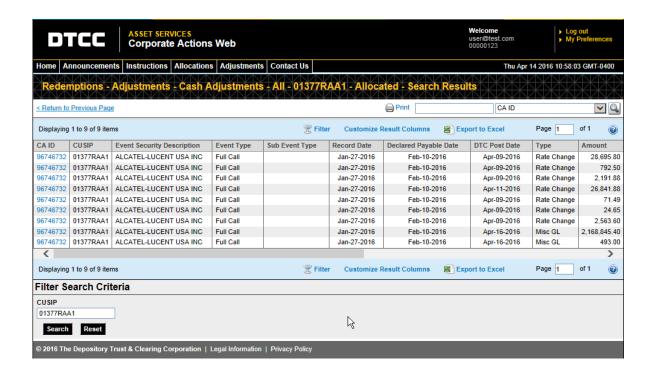


4. Click any CA ID link to view that adjustment record.

You can also scroll through the pages (if applicable) to find the adjustment record you need.

5. You can further limit your results by typing a CUSIP in the **Filter Search Results** area and clicking **Search**.

This limits your Adjustments search results to only those items with your selected CUSIP that meet the original search parameters.



REORGANIZATIONS

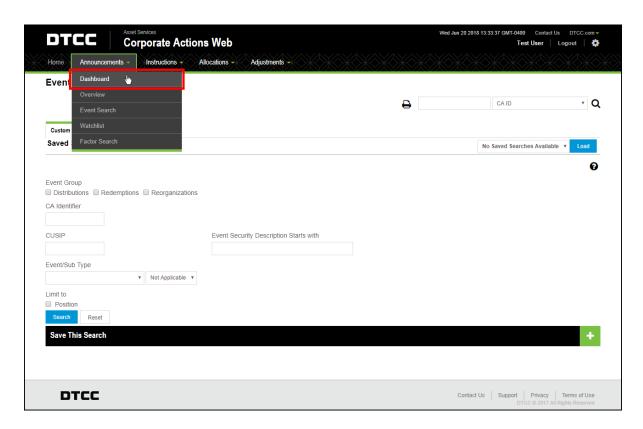
Dashboard

About the Reorganizations Dashboard

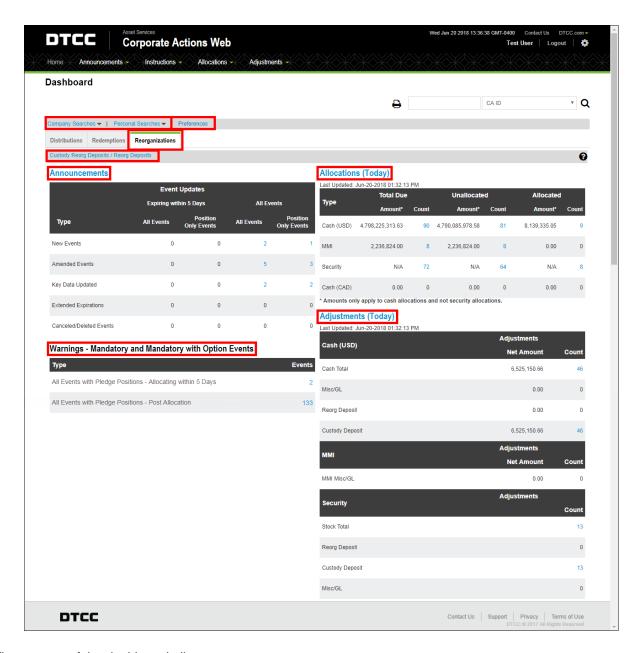
The Dashboard provides you with one convenient launch page that allows you to view all items in CA Web that potentially need your attention. Reorganization items are available on the **Reorganizations** tab.

From the menu bar:

- 1. Click Announcements.
- 2. Click Dashboard.



3. Click the Reorganizations tab.



The top part of the dashboard allows you to:

- Use a company search or a personal search to find announcements.
- Set your preferences.
- Search for Custody Reorg Deposits/Reorg Deposits.

On the main part of the Dashboard you can see four different areas, called "compartments":

- Announcements,
- Warnings Mandatory and Mandatory with Option Events,
- Allocations (Today), and
- Adjustments (Today).

These compartments contain clickable links to take you to different search results pages.

You can refresh your dashboard information by pressing the **F5** key.

1. Announcements

The Announcements compartment contains two lists of totals (All Events and Position Only Events) for all events as well as events expiring within the coming five business days.

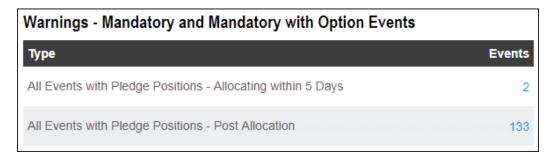
Announcements										
Event Updates										
	Expiring wit	hin 5 Days	All Events							
Туре	All Events	Position Only Events	All Events	Position Only Events						
New Events	0	0	2	1						
Amended Events	0	0	5	3						
Key Data Updated	0	0	2	2						
Extended Expirations	0	0	0	0						
Canceled/Deleted Events	0	0	0	0						

New event announcements are shown here, as well as announcements on which a particular piece of event information has changed.

- Click the Announcements heading to reach the Announcements Overview page.
- Click a hyperlinked number in any Events column to see a Search Results page that lists all events comprising this total. You can reach a particular event's Record Detail page from here.

2. Warnings - Mandatory and Mandatory with Option Events

This compartment contains a list, broken out by type, of any items that may require your attention. Clicking on a hyperlinked blue number brings you to a Search Results page for that warning type.



The warning types include:

- 1. **All Events with Pledge Positions Allocating Within 5 Days.** This includes active events (that have not been canceled or deleted) in which you have position and the allocation is within five days of today.
- 2. **All Events with Pledge Positions Post Allocation.** This includes active events in which you have position that have already allocated.

3. Allocations (Today)

The **Allocations (Today)** compartment summarizes the allocation of cash and securities from reorganization events. It displays an amount and count of events. These allocation counts are divided by entitlement type:

Allocations (Today)										
Last Updated: Jun-20-2018 01:32:13 PM										
Туре	Total Due		Unallocated		Allocated					
	Amount*	Count	Amount*	Count	Amount*	Count				
Cash (USD)	4,798,225,313.63	90	4,790,085,978.58	81	8,139,335.05	9				
ММІ	2,236,824.00	8	2,236,824.00	8	0.00	0				
Security	N/A	72	N/A	64	N/A	8				
Cash (CAD)	0.00	0	0.00	0	0.00	0				
* Amounts only apply to cash allocations and not security allocations.										

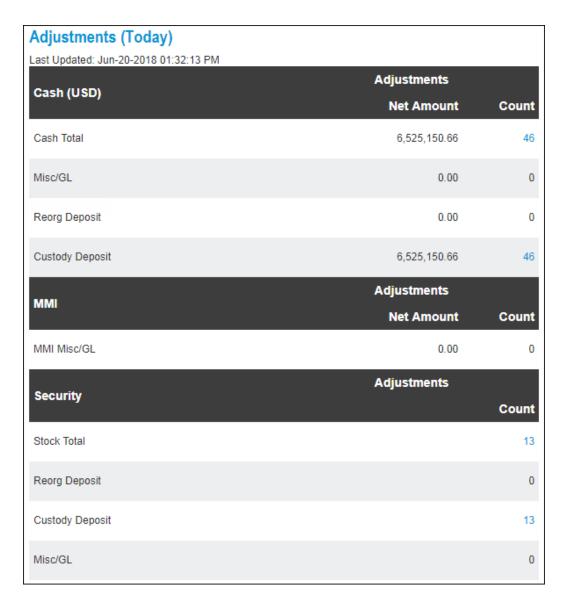
- The **Total Due** counts allow you to see what is expected to be paid out for each entitlement type on this business day.
- The Unallocated counts allow you to see what is awaiting allocation on this business day for each
 entitlement type. It represents what has been scheduled to be paid out today but has not yet been
 allocated.
- The Allocated counts allow you to see what has actually been paid out on this business day for each entitlement type.
- For Cash, MMI, and CAD, both a dollar amount and a count are displayed.
- For **Security**, only a count is displayed. This count matches the **Total Due** count.

Click the Allocations (Today) heading to reach the Allocations Overview page.

Click any hyperlinked number in the **Count** columns to go to a page that lists all events comprising that total. You can reach a particular event's Record Detail page from here.

4. Adjustments (Today)

"Adjustments" includes all entitlement and allocation activity that is outside the primary allocation. The Adjustments compartment displays a bird's-eye view of your adjustment totals. This includes all post allocation adjustments, miscellaneous/general ledger adjustments, reorg deposits, and custody deposits. You can view today's totals split out by adjustment type as well as the number of records that comprise that total.



The Adjustments compartment is split into three categories.

- Cash Adjustments. This includes a net amount and an adjustment count for Cash and Misc/GL adjustments, Reorg Deposits, and Custody Deposits.
 - The net amount for each adjustment type represents the sum total of all cash credits and debits that occur with adjustment processing for that type.
 - The Cash row represents a total net amount and a total count of the other four cash adjustment types.
 - The record count is a hyperlink that informs you how many adjustments have been made in this category.
- MMI Adjustments. This includes MMI Misc/GL adjustments.
 - o The net amount represents the total of all MMI credits and debits.
 - The record count is a hyperlink that informs you how many adjustments have been made in this category.
- Security Adjustments. This includes Stock total, Reorg Deposit, Custody Deposit, and Misc/GL adjustments.

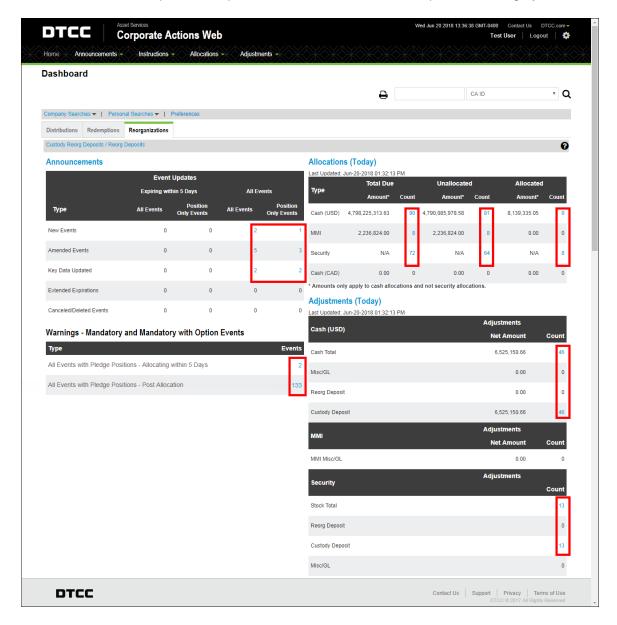
o Each count represents the number of individual adjustments in that category.

Click the Adjustments (Today) heading to reach the Adjustments Overview page.

Click any hyperlinked number in either **Count** column to go to a page that lists all events comprising that total. You can reach a particular event's Record Detail page from here.

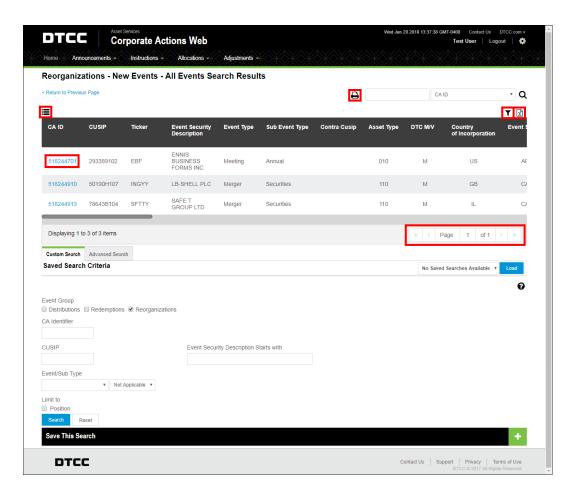
Dashboard Search Results Pages

Each link in a Dashboard compartment represents the number of items in a particular category.



Clicking on any link in any Dashboard compartment brings you to a Search Results page for that particular group of Reorganization events.

The specific fields on each Search Results page vary according to the link you click. The most relevant event details are shown for each compartment link.



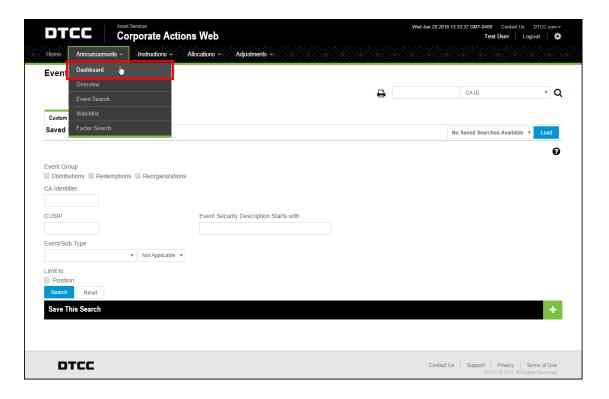
- Click any link in the CA ID column to view details for that event.
- This page displays up to 3000 results. Use the Page X of Y field and arrows to move through the results.
- You can sort these results by clicking on any of the column headings.
- Click the Customize Results Columns button to select the columns to use in the display. All columns are displayed by default.
- Click Filter to refine the results by any applicable criteria.
- You can export these results to Excel by clicking the Export to Excel button. When you export your results to Excel, you will export all results not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only print the results that appear on the page.
- Perform a new custom or advanced search using the fields at the bottom of the page.

Searching for Custody Reorg or Reorg Deposits

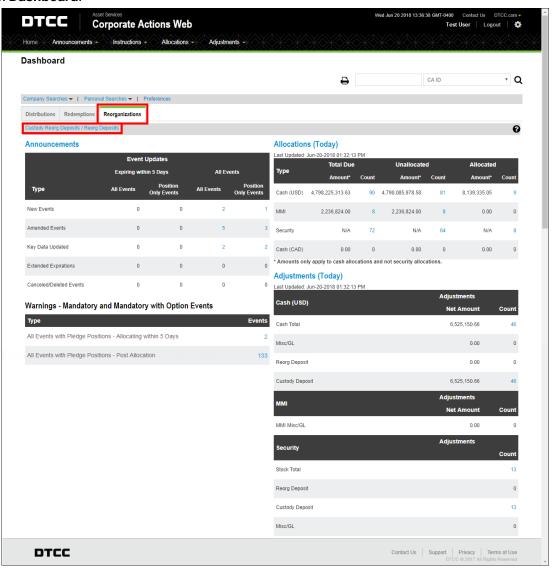
You can search for allocated or unallocated reorg and custody reorg deposits.

To reach this Search page from the menu bar:

1. Click Announcements.



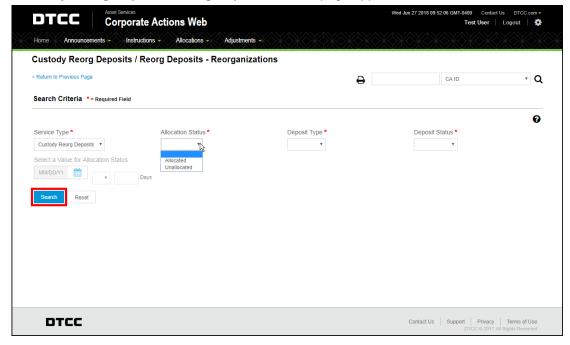
Click Dashboard.



3. Click the Reorganizations tab.

4. Click Custody Reorg Deposits/Reorg Deposits.

The Custody Reorg Deposits/Reorg Deposits search page appears.

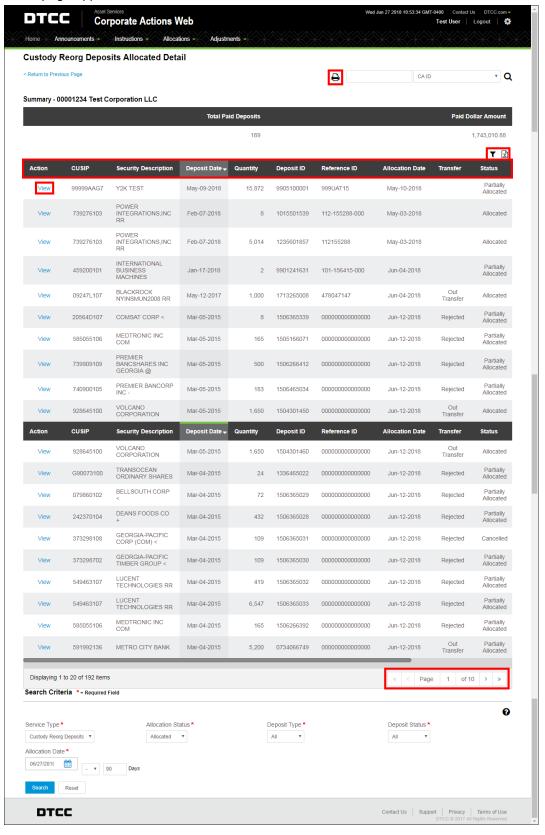


5. Select your search criteria.

Service Type	Select the type of deposit to look for: either "Custody Reorg Deposits" or "Reorg Deposits."
Allocation Status	Select "Allocated" for deposits that have already posted to your account. Select "Unallocated" for deposits that have not yet posted.
Deposit Type	 Custody. Select to specify a regular Custody Reorg deposit. Over 3 Year. Select to specify Reorg deposits made 3 years or more after the primary allocation. Regular. Select to specify a regular Reorg deposit. Restricted. Select to specify Custody Reorg deposits that may have transfer restrictions.
Deposit Status	 All. Select this option if you are looking for both in transfers and out transfers. In Transfer. Select to narrow your search to items for which the disbursed entitlements have not been received. Out Transfer. Select to narrow your search to items for which the disbursed entitlements have been received
Date	 Use the calendar tool to select a start date for your search. To start your search at this date, select the "+" sign from the drop-down menu. Type the number of days your search should go forward from the start date. To end your search at this date, select the "-" sign from the drop-down menu. Type the number of days your search should go back from this date.

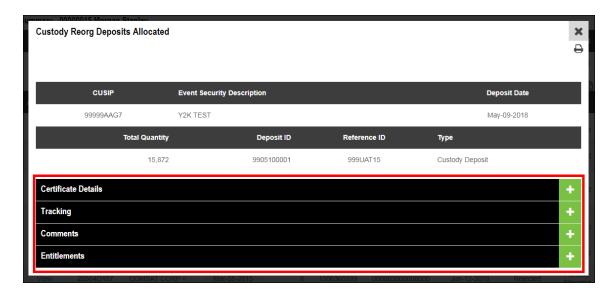
Click Search.

The results page appears for this search.



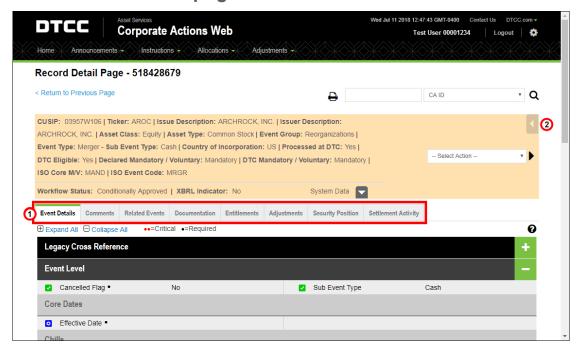
You can sort these results by clicking on any of the column headings.

- You can export these results to Excel by clicking the Export to Excel link. When you export your
 results to Excel, you will export all results not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only print the results that appear on the page.
- Click **Filter** to refine the results by any applicable criteria.
- Page through the results by entering a page number or clicking on the arrow buttons by the bottom right corner of the results grid.
- You can perform another search using the fields at the bottom of this page.
- 7. Click **View** to open a certificate detail window for any of the search results.



8. Click any of the black bars to view more information regarding certificate details, tracking, comments, or entitlements.

About the Record Detail page



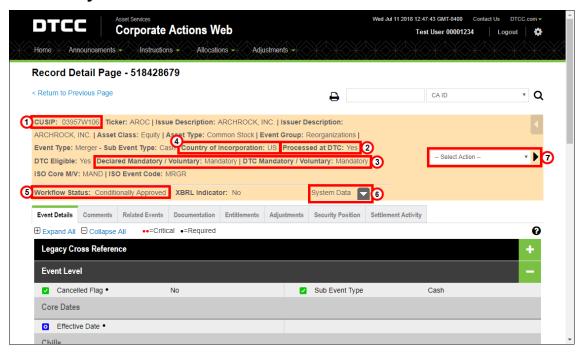
The Record Detail page allows you to view all of the relevant information for an individual corporate action event. It contains an overall event summary and is divided into separate tabs (1).

Click any tab to see the relevant information:

- Event Details. Contains important information about the event itself. It is where you will find most of the information you need.
- Comments. Any comments concerning the event (e.g., why an event was canceled) appear here.
- Related Events. Contains a list of events that are occurring for the same security as well as those that have already occurred, plus any possible future events.
- Documentation. If there is any documentation associated with this event, it will be available on this tab.
 Note that this tab will not appear if there is no documentation available for this event.
- Entitlements. If there is any Entitlements information available for this event, it will be available on this tab. Note that this tab will not appear if there is no Entitlements information.
- Adjustments. If there is any Adjustments information available for this event, it will be available on this tab. Note that this tab will not appear if there is no Adjustments information.
- Security Position. Details the amounts and types of position you have by CUSIP.
- Settlement Activity. Allows you to search for settlement activity by CUSIP.

A floating menu on the right (2) allows you quick access to any section of the record detail page. Click to expand this menu from anywhere on the page.

Event Summary



At the top of the page is a tan Event Summary area. It is visible regardless of the tab you are viewing. It summarizes the event at a high level and provides you with security detail information and the status of the event, allowing you to refer quickly to this data from wherever you are on the event record page.

The information displayed here varies according to the event type. Some information elements are common to all event types, while others are specific to the kind of event they describe. The common information includes the CUSIP (1), Issue/Issuer Description, Asset Class, Asset Type, Event Group, and Event Type.

The **Processed at DTCC** indicator (2) lets you know whether or not the event is being processed at DTCC. If it is not, then this page is informational only. The **DTC** and **Declared Mandatory/Voluntary** indicators (3) let you know whether you need to act on this event.

Numeric codes and acronyms that are not self-explanatory, such as the **Country of Incorporation (4)**, are described on the screen. When you place your cursor on the field, you'll get an explanation of the data.

At the bottom, you can see the status of the event itself (5): Approved, Conditionally Approved, Cancelled, or Deleted.

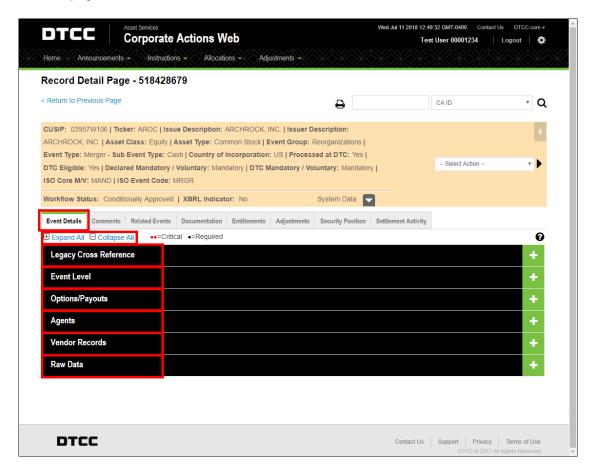
For additional system data, click the gray arrow (6). Here, you can research timestamps related to the event. You can see when the event was created, when it was last updated, and how long it will be active.

The **Select Action** menu (7) allows you to refresh the page, view the audit trail, and request the related ISO 20022 message. You can also submit a corporate actions related inquiry directly to the WINS system.

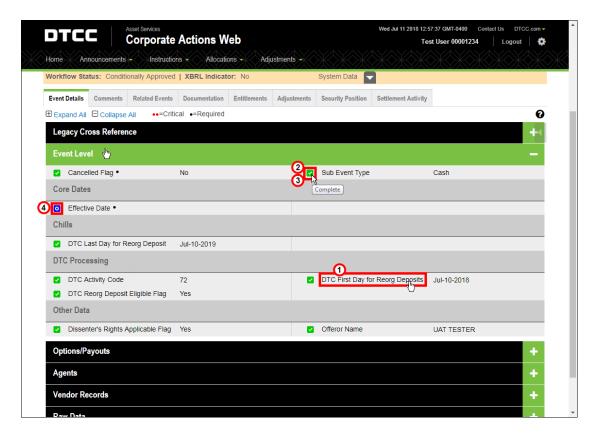
Event Details Tab

The Event Details tab provides a wealth of information beyond the event summary, allowing you a full, clear picture of the event.

Notes about this page:



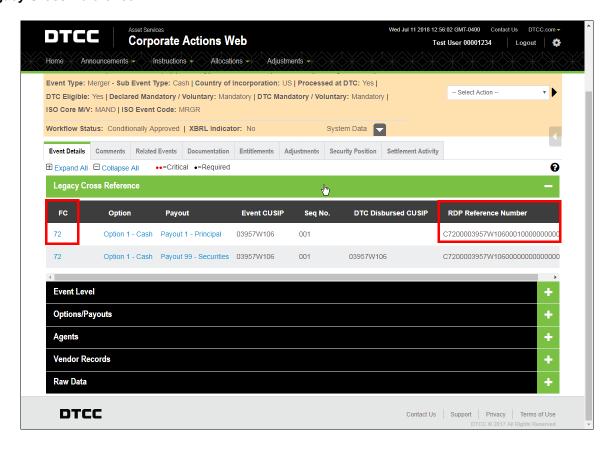
- Click any black bar (that turns green when you hover over it). This opens the section and displays its information in full.
- The Event Level bar opens by default. You can click Expand All or Collapse All (shown) to open or close all black bars.
- These bars vary based on the event type; not all information is relevant to all events.



- Click the name of any field (1) to see a data element source comparison.
- Hover over codes, symbols (2), or acronyms to see a tooltip with a longer explanation of the code.
- A green check next to a field (3) indicates that the information provided is complete. Updates can still be made.
- A blue circle next to a field (4) indicates that the information is expected but not yet available.

Some important sections on this page are detailed below.

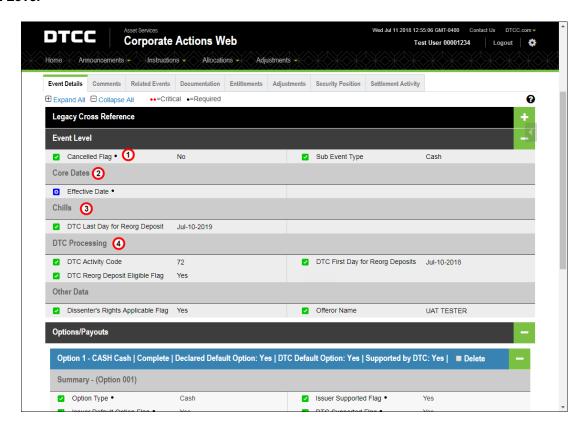
Legacy Cross Reference



This section shows the function code this event is being mapped to from the old system, explaining where the event came from. It is especially useful for ISO clients taking ISO 20022 messages as it associates the old function codes and activity codes and provides the RDP reference number for each.

Clicking any link takes you to its **Option** section on this page.

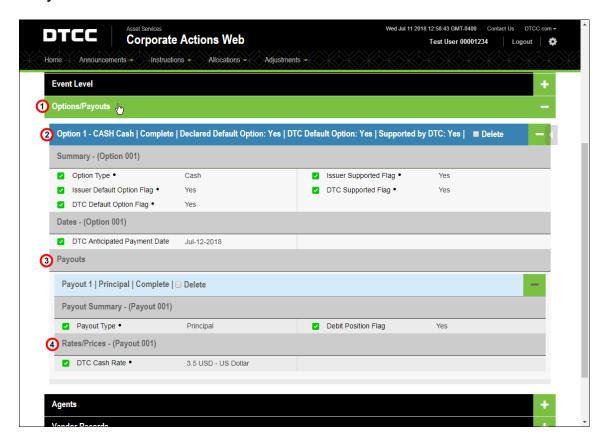
Event Level



The **Event Details** tab opens with the **Event Level** bar open. It provides you with the relevant dates and processing information for the event itself. Some important items here include:

- Cancelled Flag (1). If the value is "Yes," this event was canceled in the market.
- Core Dates (2). Any important dates associated with the event are displayed here. This usually includes the Declared Payable Date, or the payable date as announced by the agent or issuer.
- Chills (3). When applicable, chill dates ("DTC Last Day For...") are displayed in their own section, separate from the Core Dates.
- DTC Processing (4). This area contains:
 - DTC Activity Code. The short code that refers to the legacy DTCC event type (also known as the "function code").
 - Reorg Deposit Information.
 Examples of this include the DTC Reorg Custody or DTC Reorg Deposit Eligible Flag, which indicates whether the event is eligible for these DTC services. Associated information is displayed here as well, such as the day on which the event security is eligible for DTC's reorg deposit service.

Options/Payouts



The Options/Payouts bar (1) is automatically open. It contains a full list of the options available on this event, as well as the payments associated with these options.

Option 1 (2) is always the default option. Other options, when available, are listed below on separate dark blue bars.

The option header specifies:

- Option type (CASH, SECU, etc.)
- Conditional or Complete designation
- Default designations (whether this option is the Declared Default option, DTC default option, etc.)
- Whether the option is supported by DTC, and
- Whether the option has been deleted by DTC.

The **Delete** box is checked if the option has been deleted.

The payouts (3) are listed below their options, one per light blue bar.

Each payout header specifies:

- The type of payment that is being made (principal, interest, securities, etc.),
- Conditional or Complete designation, and
- Whether the payout has been deleted by DTC.

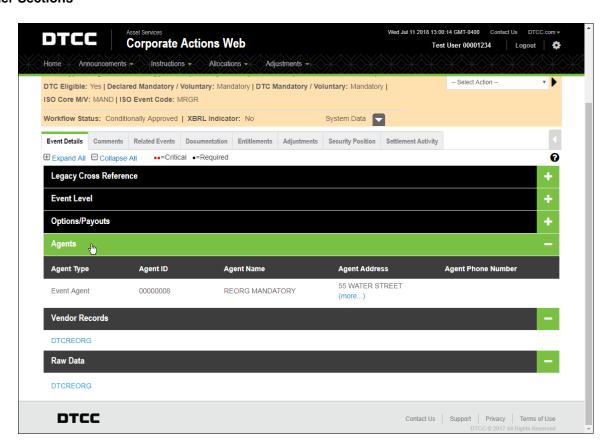
The **Delete** box is checked if the option has been deleted.

The **Rates/Prices** section **(4)** shows you any applicable cash rates and security rates. Click a field name to see source information for the rate.

- A green check next to a field indicates that the information provided is complete. Updates can still be made.
- A blue circle next to a field indicates that the information is expected but not yet available.

Additional sections (such as **Disposition of Fractions**) are included as applicable.

Other Sections

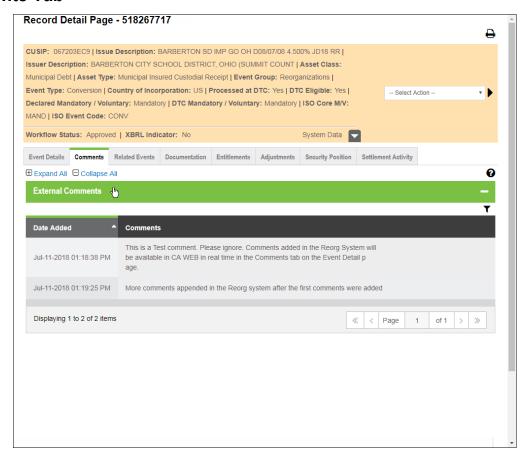


Based on the event type, you will see other sections on the list. Some common sections include:

- **Agents:** This contains the agent type, agent ID, and contact information for the agent involved in this event.
- Vendor Records. Click the link to view the full set of source information from this vendor for this event.
- Raw Data. Click the link to view a summary of raw data from the vendor.
 From the Vendor Raw Data Summary, click the Vendor Record ID to view the full raw data record.

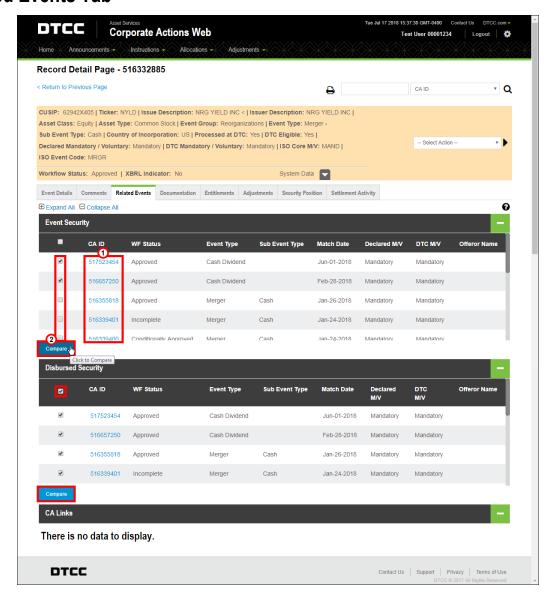
Back to Top

Comments Tab



On this tab, you can see the external comments made on this event. These comments generally come from the ISO message and include information such as the reason why an event was canceled, when applicable.

Related Events Tab



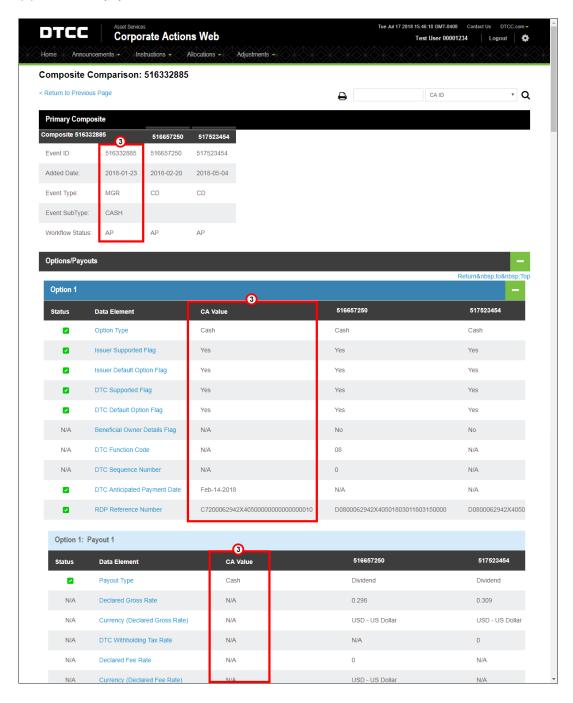
This tab displays any other events that have occurred (or could occur) on:

- The same event security,
- The same disbursed security, and
- Any related corporate action events (linked within an ISO 20022 message) that do not necessarily involve the same security.

Here, you can see any related event history as well as any possible future events that are expected to occur on the same security or linked corporate action events.

Click the CA ID (1) to open the Record Detail page for a related event.

You can also compare these events with the current one by selecting the checkboxes next to each and clicking Compare (2). Additionally, you can click the checkbox in the header row to select all events.



This opens a separate **Composite Comparison** window that provides a side-by-side comparison of the events' key data. Data for the current event is presented in the first column (3). This is especially useful for tracking rate histories.

Allocations

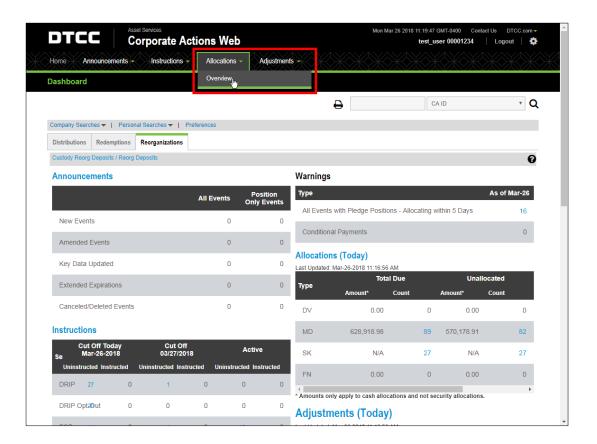
About the Allocations Overview Page: "Reorganization" Tab

The Allocations Overview page provides you with the ability to see all of your allocations information in one place.

The Reorganizations tab allows you to see the amounts and counts of pending and actual allocations across reorganization events for a range of fifteen business days.

From the menu bar:

Hover over Allocations.



- 2. Click Overview.
- 3. Click the **Reorganizations** tab.

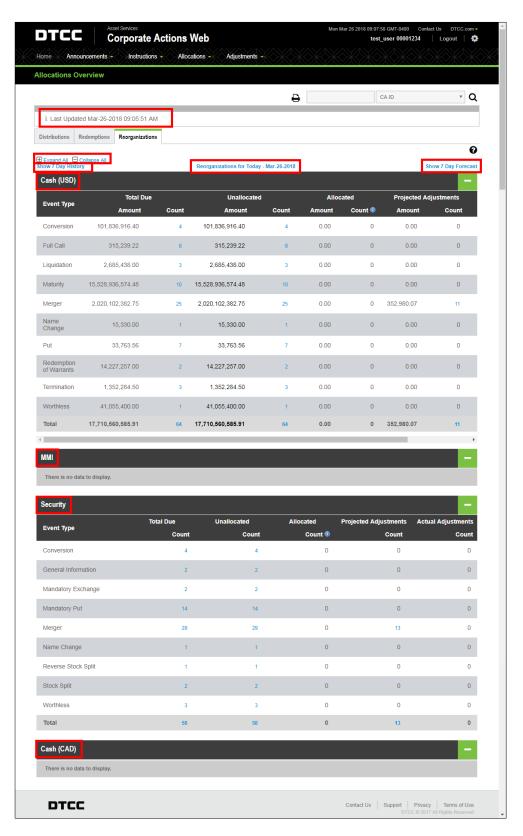
You can also click Allocations (Today) on the Dashboard.

When you open the Allocations Overview page, your allocations are categorized by:

- Cash (USD),
- MMI,

- Security, and
- Cash (CAD).

Read more about the areas of this screen below.



1. Last Updated Date and Time

This bar contains the latest time at which allocations were made, allowing you to determine how recent the data is. This information will be updated every time an allocation is performed.

If all allocations are complete for the day, the message reads "CASH ALLOCATION IS COMPLETE AND ALL TOTALS ARE FINAL."

2. Show History/Today/Forecast

Three links above the Allocations data allow you to change the time period for the Allocations page:

- Show 7 Day History. Click to see the allocations that have posted to your account in the last seven days. You will only see dates within that range on which allocations have posted.
- Allocations for Today. Click to see the default view, containing both allocated and non-allocated items as of the date specified in the blue bar below the Quick Search. This is the view shown here.
- Show 7-Day Forecast. Click to see the allocations that are anticipated to post to your account in the
 next seven days. You will only see dates within that range on which allocations are anticipated to be
 posted.

3. Expand/Collapse All

Click the **Expand All** and **Collapse All** buttons to open and close all rows on the page (Cash (USD), MMI, Security, and Cash (CAD) when applicable). Each row is automatically expanded when the page is opened.

4. Cash (USD), MMI, and Cash (CAD) tables

The Cash and MMI tables provide the same information. The exceptions are the **Projected Adjustments** and **Actual Adjustments** columns, which are not displayed in the Cash (CAD) table.

The first column in each table contains the **Event Type**. Note that you will only see event types when allocation activity for that type of event either has occurred or is expected to occur.

- Any reorganization event that has a cash payout will appear under the Cash heading.
- The **Cash (CAD)** table is populated with any events declared in Canadian dollars for which an agent allows DTC to accept payment instructions in Canadian dollars.
- Put (survivor options) and some optional puts appear under the MMI heading.

To the right of each section's Event Type column are the allocation activity types:

- Total Due. Represents what is expected to be allocated by DTCC on the current business day. It is
 the sum of the Unallocated and Allocated columns for each event type. The last row in this column
 represents the total amount and count for all event types.
- **Unallocated.** Items that are expected to allocate on this business day that have not yet allocated, by event type.
- Allocated. Items that have allocated on this business day.
- **Projected Adjustments.** Adjustments that are expected to be applied on the current business date. These numbers are not included in the "Total Due" column.

• **Actual Adjustments.** Adjustments that have already been made on the current business day. These numbers are not included in the "Total Due" column.

The last entry in any column represents the total for that allocation status.

The **Total** row in the **Total Due** column provides summary numbers for all cash (USD), MMI, or cash (CAD) allocations on this business day.

Each of these allocation activity types contains two sub-columns: Amount and Count.

- Amount specifies the total dollar amount of allocations (or adjustments) in USD or CAD (MMI
 amounts are in USD). In the Adjustments columns, credit balances are displayed in black and debit
 balances are displayed in red.
- Count represents the number of allocations (or adjustments) that comprise that amount. To see the
 actual breakdown of allocations, click any hyperlink in a Count column. This brings you to a search
 results page that lists all of the individual allocations in this particular count. From there, clicking on a
 CA ID takes you to the Entitlements tab on that event's Record Detail page.

5. Security table

The **Security** table applies to any Reorganization event with a security payout type (for example, mergers, reverse splits, and exchange offers).

The **Event Type** column specifies which event type is represented by a row. To the right of this column are the allocation types:

- Total Due. A count of the DTCC allocations that were made on the current business day. It is the same as the Allocated count.
- Unallocated. A count of the DTCC allocations expected to occur on this business day that have not
 yet allocated, by event type.
- Allocated. A count of the DTCC allocations that were made on this business day.
- **Projected Adjustments.** Adjustments that are expected to be applied on the current business date. These numbers are not included in the "Total Due" column.
- **Actual Adjustments.** Adjustments that have already been made on the current business day. These numbers are not included in the "Total Due" column.

The last entry in any column represents the total for that allocation status.

The **Total** row in the **Total Due** column provides a net count for both types of security allocations on this business day. It does not include the projected and actual adjustments.

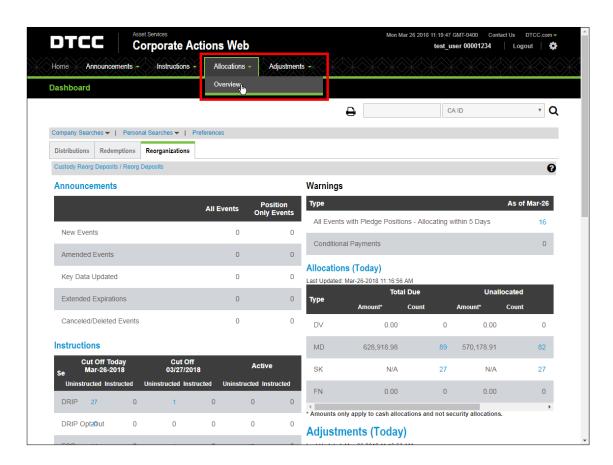
To see the actual breakdown of allocations, click any hyperlink in a **Count** column. This brings you to a search results page that lists all of the individual allocations in this particular count. From there, clicking on a CA ID takes you to the Entitlements tab on that event's Record Detail page.

Allocations Overview Page: Viewing a 7 Day History

The Allocations Overview page provides you with a snapshot of your reorganizations allocations as of today. You can also look at information for the next seven business days, as well as for the past seven business days.

To view your 7 day reorganization allocation history from anywhere in CA Web:

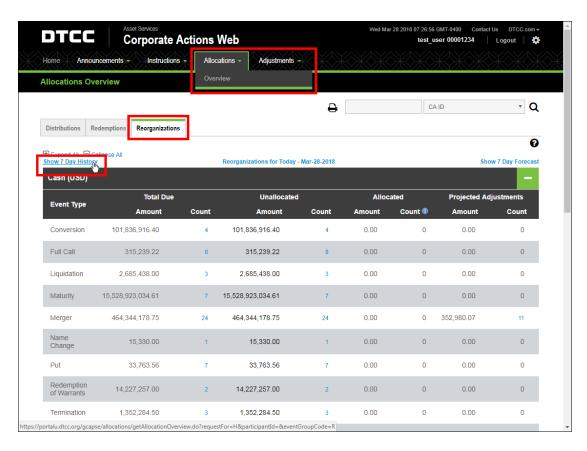
1. Hover over **Allocations** on the menu bar.



- 2. Click Overview.
- 3. Click the **Reorganizations** tab.

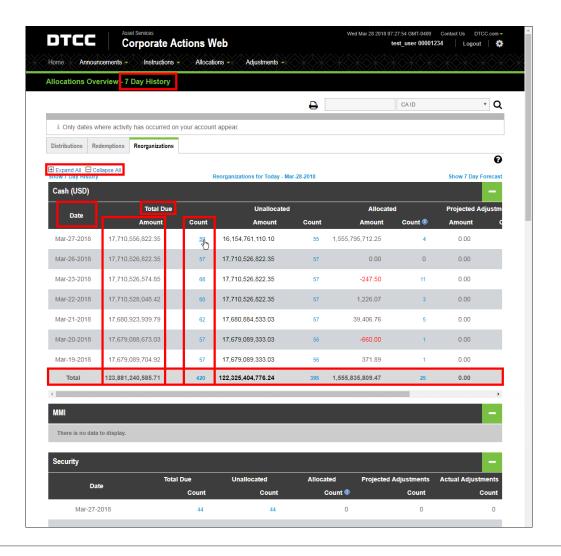
Note:

You can also reach the Allocations Overview page from the Dashboard by clicking the **Reorganizations** tab, then **Allocations (Today).**



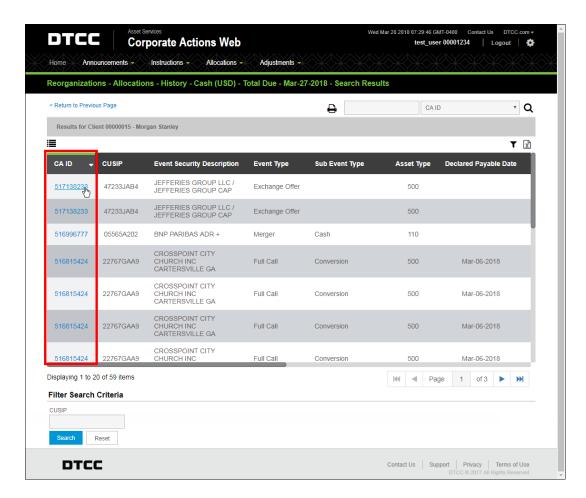
4. Click Show 7 Day History.

The Allocations Overview – 7 Day History page appears.



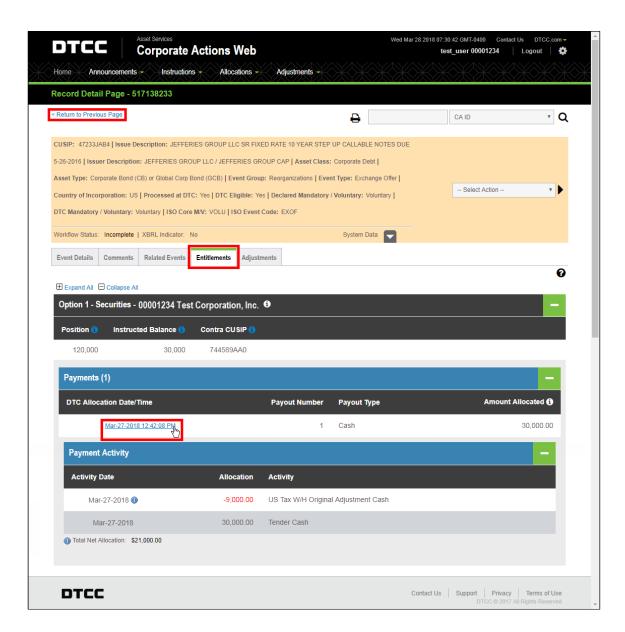
Notes:

- The **Events** column from the Allocation Overview page is replaced with a **Date** column on the History page. Items are listed for the last seven days, starting with the business day before this one.
- The **Total Due** column presents a total of the paid amounts and numbers in the columns for each date. The **Total** row at the bottom of this column presents a net total for the entire seven-day period.
- Dates only appear where activity has occurred on your account. If no dates appear under a heading, there have been no allocations of that type for the past seven days.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- See the Allocations Overview topic for more information about this page.
- 5. For Cash (USD) and MMIs, click the number in any **Count** column to view search results for that allocation type on the listed date.
 - For Securities, click the number in any column to view search results for that allocation type on the listed date.



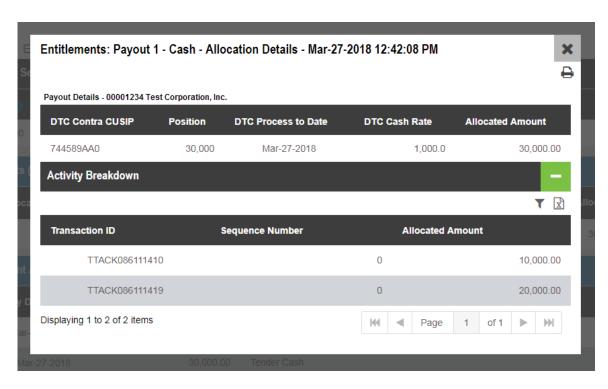
6. Click a **CA ID** for any search result to view that event's Record Detail page.

The Record Detail page displays the event summary as well as the Entitlements tab for that event.



- 7. Click the name of any option to open it.
- 8. For an option that displays payment information, you can click a link under its **Payments** heading for further information on a particular payout.

A popup window displays the **Allocation Details** for that payout.



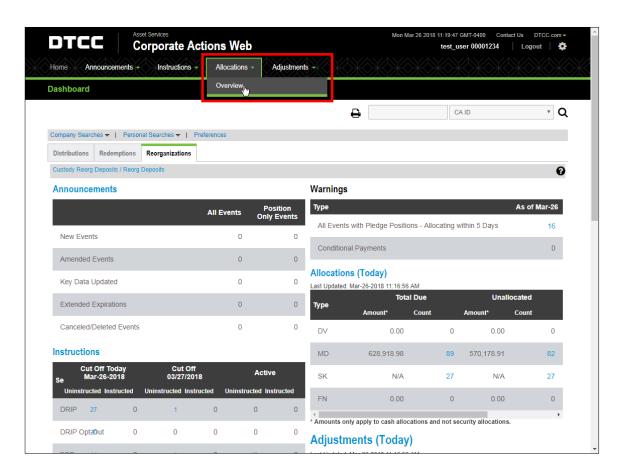
- 9. You can return to today's listings from the Record Detail page:
 - Click Return to Previous Page until you reach Allocations Overview 7 Day History.
 - On that page, click the **Allocations for Today** link above the table.
 - You are returned to the **Allocations Overview** page, which displays today's allocation information.

Allocations Overview Page: Viewing a 7 Day Forecast

The Allocations Overview page provides you with a snapshot of your reorganization allocations as of today. You can also look at information for the next seven business days, as well as for the past seven business days.

To view your 7 day reorganization allocation forecast from anywhere in CA Web:

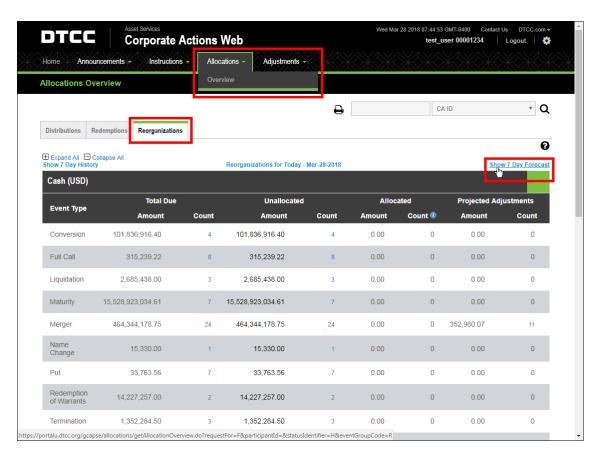
1. Hover over **Allocations** on the menu bar.



- 2. Click Overview.
- 3. Click the **Reorganizations** tab.

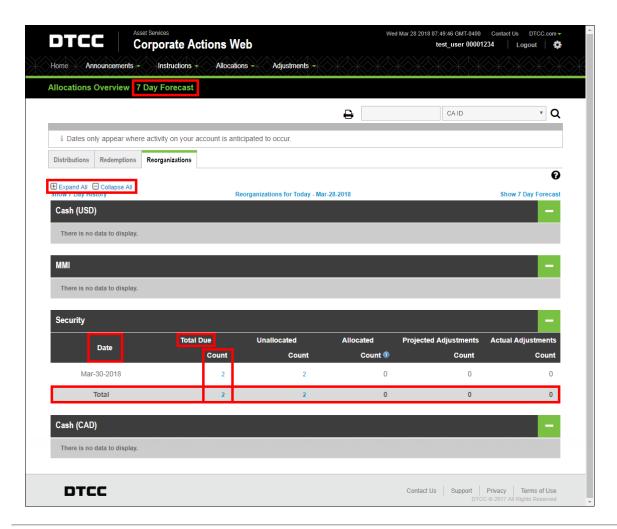
Note:

You can also reach the Allocations Overview page from the Dashboard by clicking the **Reorganizations** tab, then **Allocations (Today).**



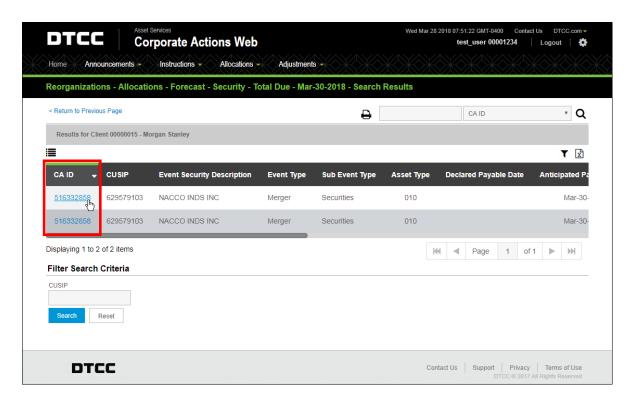
4. Click Show 7 Day Forecast.

The Allocations Overview – 7 Day Forecast page appears.

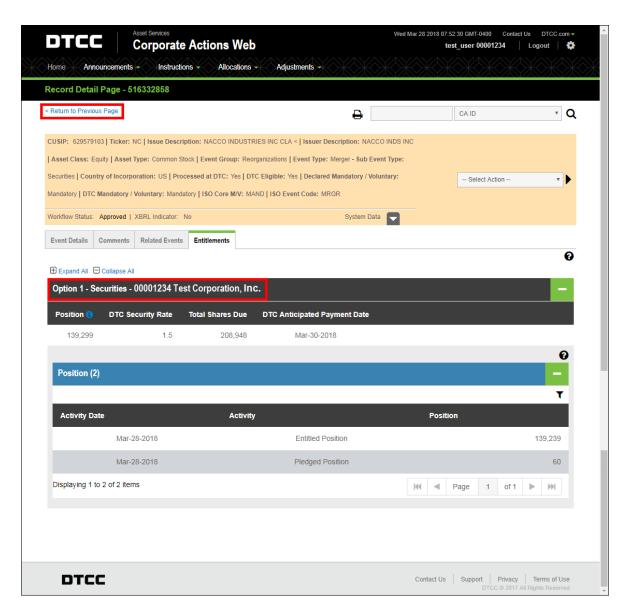


Notes:

- The **Events** column from the Allocation Overview page is replaced with a **Date** column on the Forecast page. Expected items are listed for the coming seven days, starting with the next business day.
- The **Total Due** column presents a total of the expected amounts and numbers in the columns for each date. The **Total** row at the bottom of this column presents a net total for the entire seven-day period.
- Dates only appear where activity on your account is expected to occur. If no dates appear under a heading, there are no allocations of that type anticipated for your account in the next seven days.
- Click **Expand All** to open all of the entitlement type tables and **Collapse All** to close all of them.
- See the Allocations Overview topic for more information about this page.
- 5. For Cash (USD and CAD) and MMIs, click the number in any **Count** column to view search results for that allocation type on the listed date.
 - For Securities, click the number in any column to view search results for that allocation type on the listed date.



Click a CA ID for any search result to view that event's Record Detail page.
 The Record Detail page displays the event summary as well as the Entitlements tab for that event.

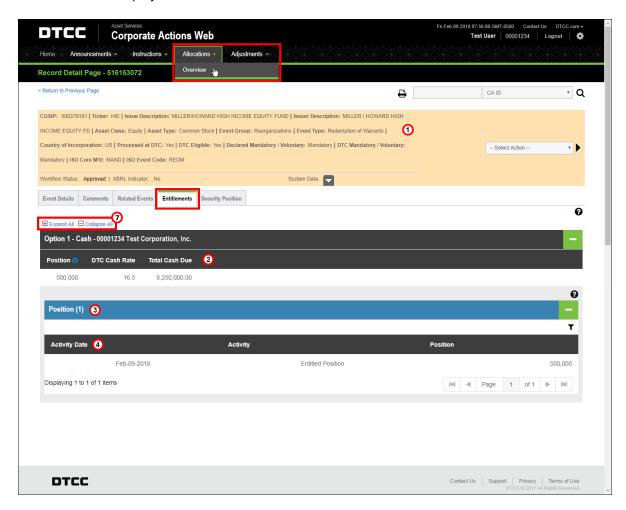


- 7. Click the name of any option to open it.
- 8. For an option that displays payment information, you can click a link under its **Payments** heading for further information on a particular payout.
 - A popup window displays the **Allocation Details** for that payout.
- 9. You can return to today's listings from the Record Detail page:
 - Click Return to Previous Page until you reach Allocations Overview 7 Day Forecast.
 - On that page, click the **Allocations for Today** link above the table.
 - You are returned to the Allocations Overview page, which displays today's allocation information.

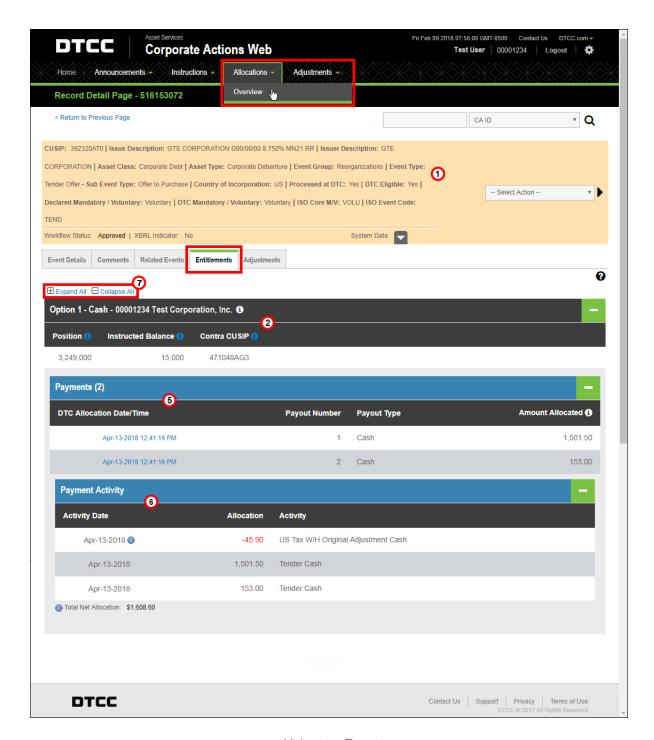
About the Entitlements Tab for Reorganization Events

The **Entitlements** tab provides a snapshot of your entitlements based on your eligible balances. The specific information provided on this page varies widely based on the event type.

Selecting a reorg event from the Allocations Overview page brings you directly to its Record Detail page with the **Entitlements** tab displayed.



Mandatory Event



Voluntary Event

In the tan Summary area above (1), you can view details about this specific event.

Below this, all Entitlements information is broken down by option. Every event has at least one option, and every option has at least one payout.

Each of the rows below the Summary area represents an individual option for this event.

If there is only one option, it is expanded by default.

• If there is more than one option, click the black row to expand the option you want to view.

Option information includes:

- (2) Summary information for this option (all events)
- **(3) Position information** for this option (mandatory reorganization events only). This displays your total position for this option.
- (4) Position activity associated with this option. This is only displayed if activity has already occurred.
- (5) Payment information associated with this option.
- (6) Payment activity associated with this option. This is only displayed if payment has already occurred.

Click the **Expand All (+)** and **Collapse All (-)** icons (7) to either expand or collapse all options on the page.

Notes:

- 1. The Entitlements tab will not appear until the position capture date, and only if you have position in a given event.
- 2. The tab also appears for event cancellations.

Learn more:

Entitlements Tab Messages

Option Area

Position Area

Payment Area

Entitlements Tab Messages

This area	May display this message
Entitlements Tab page	"This total net cash allocation amount includes both the primary allocation and any applicable adjustments to your account."
Entitlements Tab – "Option" row	"Carefully review the External Comments for terms, rates, and additional information regarding this option as well as the Event Details Option and Payout Information."
Entitlements Tab - Net Position	"This position represents a fractional amount. This is fractional security linked to the event security. The fractional CUSIP is *CUSIP*."
Entitlements Tab - Position (Reorgs)	"This position represents the total net position for this account including both the Net Free Position and Net SLN/Repo Positions."
Entitlements Tab – Net Position (Distributions)	"Eligible Balance"
Entitlements Tab - Protect Balance	"This balance contains a cumulative total of all uncovered protects. As protects are covered this balance will be reduced. This balance includes both the basic subscription quantity and the oversubscription quantity."
Entitlements Tab - Total Subscription Cost	"This charge represents both the basic and oversubscription costs for all instructions for the event."
Entitlements Tab - Instructed Balance	"Balance Instructed upon up until current point in time."
Entitlements Tab – Refunded Subscription Charge	"This refunded amount represents the amount returned due to unaccepted oversubscription fees and/or the difference between the estimated and final Price Paid Per Product rates."
Entitlements Tab – Refunded Uncovered Protects	"This refunded amount represents the subscription charges returned due to uncovered protects."
Entitlements Tab – Additional Cost Collection	"This additional cost amount represents the difference between the estimated and final Price Paid Per Product rates."
Entitlements Tab – Shares Disbursed (Reorg Voluntaries)	"This amount represents a cumulative total of securities allocations for this option. Please refer to the Payment Activity details for more information."
Entitlements Tab - Cash Rate	"This rate is subject to change and may be different per accepted instruction."
Entitlements Tab - Net Position	"This position represents a fractional amount. This is fractional security linked to the event security. The fractional CUSIP is *CUSIP*."
Entitlements Tab - Total Net Allocation	"This total net cash allocation amount includes both the primary allocation and any applicable adjustments to your account."

Option Area

The Option bar is opened by default. An information icon appears on the option bar after your firm's name if external comments exist for this event. **Be sure to review these external comments** for terms, rates, and additional information regarding this option as well as the event details option and payout information.

The information displayed is different for mandatory and voluntary reorganization events as well as per option type. In general, it displays:

- Option summary fields,
- A Position bar (for mandatory reorganizations only; expanded by default),
- A Payment bar (expanded by default), containing
- A Payment Activity bar.

Click the black bar of any option to expand it and display position and position activity information.

Mandatory Event Option Information

The information displayed in the Option summary area for Mandatory Events varies by event type. Columns in this area can include:

Field Name	Definition
Allocated Amount	The amount of the primary allocation. It is only shown if the allocation has already occurred.
Declared Payable Date	The payment date as announced by the issuer or offeror.
DTC Anticipated Payment Date	The date on which DTC expects to allocate.
DTC Cash Rate	The rate of DTC's cash payout.
DTC Security Rate	The rate of DTC's security payout.
Net SLN/Repo Position	The net position that represents the Record Date Stock Loan/Repo position activities that occurred during the Interim Monitoring period for this account.
Position	The eligible balance for this option.
Shares Disbursed	The amount of shares that have been disbursed. This amount is only displayed after an allocation has occurred.
Total Cash Due	For cash options, the amount that you can expect to see in cash as a result of this event.
Total Shares Due	For stock options, the number of shares that you can expect to see as a result of this event.

Voluntary Event Option Information

The information displayed in the Option summary area for Voluntary Events varies widely by event type.

Columns in this area can include:

Field Name	Definition
Allocation	The amount that is expected to be allocated as a result of this event.
Basic Subscription Balance	For EXER and OVER options for rights subscriptions, this is the subscription balance. It is only seen when oversubscription is available. Click the number in this column to view a popup window detailing the transactions that contribute to this balance.
Contra-CUSIP	The identifier of the contra-CUSIP involved in this reorg.
DTC Cash Rate	The rate of DTC's cash payout.
DTC Declared Payable Date	The payment date as announced by DTC.
DTC Price Paid per Product	The generic exercise price or subscription price paid per product.
Price Paid per Product (Oversubscribe)	The price paid per product for the oversubscription.
Estimated Rate Flag	For EXER and OVER options for rights subscriptions, this indicates when the subscription rate is estimated.
Instructed Balance	This is the contra-CUSIP balance that has been instructed upon up to this point in time. Click the number in this column to view details for the voluntary offer instructions that make up the instructed balance.
Oversubscription Balance	For Rights Subscription events, this is the total number of oversubscribed units applicable to the payment or the subscription charge. Click the number in this column to view a popup window detailing the transactions that contribute to this oversubscription balance.
Position	The eligible balance for this option.
Price Paid per Product	The generic exercise price or subscription price paid per product.
Protect Balance	Applies to EXER and OVER options for rights subscriptions. This column is only seen when protects exist. Click the number in this column to view details about the amounts that contribute to this balance.
Subscription Rate	The number of rights needed to buy one full share of stock.
Total Cash Due	The amount that you can expect to see in cash as a result of this event.
Total Subscription Cost	For EXER and OVER options for rights subscriptions, this represents both the basic and oversubscription costs for all instructions for this event.
	This balance equals the cumulative running total of the basic, oversubscription, and protect charges. It is reduced upon allocation to account uncovered protects and refunded subscription costs due to proration and estimated price decreasing. If the final price increases, the subscription cost increases as well.

Position Area

The Position table lists all activity that contributes to an individual option position. It appears only for Mandatory reorganization events.

Once you have opened an option, this table is displayed. It contains the following columns:

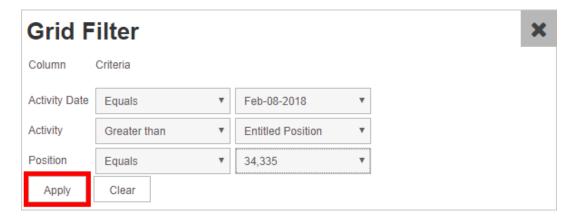
- Activity Date. The date on which the position activity occurred.
- Activity Description. The type of position activity being described. Here on the Entitlements tab, this
 describes your entitlement or pledged position.
- Position. The amount on which the entitlement is based.

The number in parentheses next to the Position label indicates the number of contributing activity items contained in the table. For example, "Position (2)" indicates that two activities have taken place. The sum of this activity equals the position for this particular event.

Each activity item is listed separately in the table. All activities in this table add up to the total position displayed in its option summary.

Note:

Narrow your activity results by clicking the Filter button on the right below the blue Position bar.



Select your filter criteria using the drop-down menus and click **Apply**.

Payment Area

The Payment table is displayed under an option *only* if payments have occurred. It contains the details of all payments that have taken place for this option.

The number in parentheses next to the Payments label indicates the number of payments contained in the table. For example, "Payment (2)" indicates that two payments were made on this particular event.

Click the black **Payments** bar to display all payment information.

Mandatory Events

For mandatory events these fields include:

Field Name	Definition
For cash payments:	
Payout Number	Number of the individual payout.
	For example, payout 1 is principal and payout 2 is interest. This is in line with the payouts specified in the Event Details tab.
Payout Type	The type of payout being made: Cash Dividends Principal Interest
Amount Allocated	Amount paid out for each separate payment.
	This amount represents a cumulative total for cash allocations for this option. To view individual allocation information, click the hyperlink in the DTC Allocation Date/Time column to view the allocation details.
DTC Allocation Date/Time	The date and time at which the allocation was made by DTC.
	Click this link to view a popup window containing Allocation details.
DTC Cash Rate	The rate of DTC's cash payout.
For security payments:	
Payout Number	Number of the individual security payout.
Payout Type	The type of payout being made (i.e., securities).
Shares Disbursed	The amount of shares that have been paid out.
DTC Allocation Date/Time	The date and time at which the allocation was made by DTC.
DTC Security Rate	The rate of DTC's security payout.
DTC Disbursed Security ID	The CUSIP of the security being paid out.
DTC Cash In Lieu Price	The price when cash is received in lieu of securities.
CIL Amount Allocated	The amount of cash that is being paid out in lieu of securities.
DTC CIL Allocation Date and Time	The date and time at which a cash in lieu allocation was made.

Voluntary Events

For voluntary events, these fields include:

Field Name	Definition
Additional Cost Collection	For rights subscriptions, this displays (when applicable) the additional cost amount that represents the difference between the estimated and final Price Paid Per Product rates.
Amount Allocated	For cash options, this is the amount of the primary allocation. It is only shown if the allocation has already occurred.
	This amount represents a cumulative total for cash allocations for this option. To view individual allocation information, click the hyperlink in the DTC Allocation Date/Time column to view the Allocation details.
DTC Allocation Date/Time	The date and time at which the allocation was made by DTC.
	Click this link to view Payment Activity details. For your reference, the window provides a transaction number for this allocation payment.
DTC Cash Rate	For sell options on rights and rights subscriptions, this displays (when applicable) the rate of DTC's cash payout. This rate is subject to change and may be different per accepted instruction.
Payout Number	Number of the individual payout.
	For example, payout 1 is principal and payout 2 is interest. This is in line with the payouts specified in the Event Details tab.
Payout Type	Indicates the type of payout being made. Here, the payout type can be cash or stock.
Refunded Subscription Charge	For rights and rights subscriptions, this displays (when applicable) either the amount returned due to unaccepted oversubscription fees and/or the difference between the estimated and final Price Paid Per Product rates.
Refunded Uncovered Protect Subscription Charge	For rights and rights subscriptions, this displays (when applicable) the amount of susbcriptions charges refunded due to uncovered protects.
Shares Disbursed	For security options, the number of shares that you can expect to see as a result of this event.
	This amount represents a cumulative total for stock allocations for this option. To view individual allocation information, click the hyperlink in the DTC Allocation Date/Time column to view the Payment Activity details.
Subscription Charge	For warrants only, this is the amount of the subscription charge for the transaction ID.

Payment Activity

The Payment Activity area displays:

- The **Activity Date** of the payment.
- The Allocation amount that was paid.
- The type of Activity that the payment represents.

Underneath the table, you can see your **Total Net Allocation**. This is the sum of all payment activity that is displayed in the table above, including both the primary allocation and any applicable adjustments to your account.

The details in this table correspond to the information provided in the **Allocation** pop-up reached by clicking the **DTC Allocation Date/Time** links in the Payment area. For your reference, the window provides a transaction number for this payment.

Notes:

- Narrow your activity results by clicking the Filter button on the right below the Activity Breakdown bar.
- You can print this information by clicking the Print icon on the right side below the header.

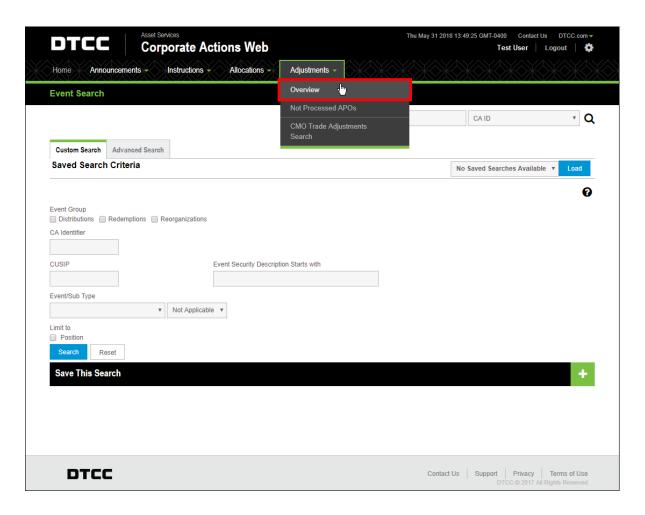
Adjustments

About the Adjustments Overview Page: "Reorganizations" Tab

Adjustments include all entitlement and allocation activity that is outside the traditional pay date allocations. The **Adjustments Overview** page provides you with the ability to see all of your adjustments information in one place, across reorganization types and for a range of fifteen business days.

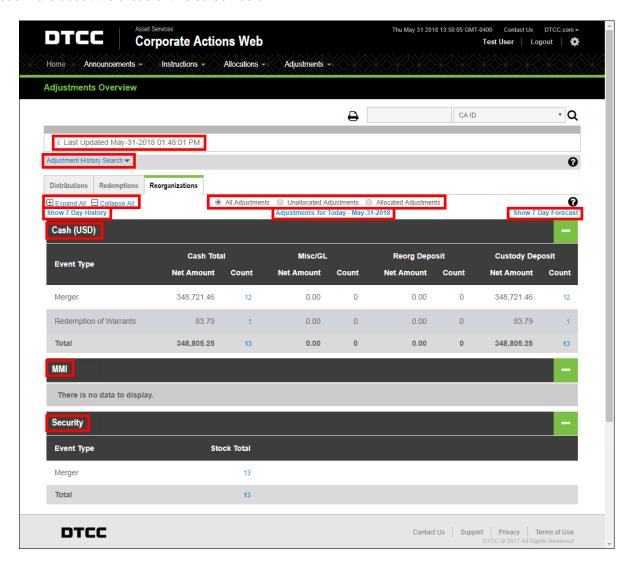
From the menu bar:

- 1. Click Adjustments.
- Click Overview.



3. Click the **Reorganizations** tab.





1. Last Updated Date and Time

This bar contains the latest time at which adjustments were made, allowing you to determine how recent the data is. This information will be updated every time an allocation is performed.

2. Adjustment History Search

Use the Adjustment History Search to research aged and allocated adjustments for distribution, redemption, or reorganization events. Click the bar to open the section. Read more about this topic here.

3. Adjustments Selection Buttons

The totals for your reorganization adjustments are broken out by cash, MMI, and securities for the current business day.

Three radio buttons above the adjustment amounts allow you to view:

- All Adjustments. The default view. It represents the sum of the unallocated and allocated adjustments.
- Unallocated Adjustments. Adjustments that are anticipated to be posted to your account on this business day.
- Allocated Adjustments. Adjustments that have actually posted to your account on this business day.

These buttons allow you to segregate out what you can expect to be adjusted, what is actually adjusted, and what has not yet been adjusted.

4. Show History/Today/Forecast

Three links above the Adjustments data allow you to change the time period for the Adjustments page:

- Show 7 Day History. Click to see the adjustments that have posted to your account in the last 7 days. You will only see listings for dates on which adjustments posted to your account.
- Adjustments for Today. Click to see the default view, containing both allocated and non-allocated adjustments as of the date specified in the blue bar below the Quick Search.
- Show 7-Day Forecast. Click to see the adjustments that are anticipated to post to your account in the
 next 7 days. You will only see listings for dates on which adjustments are anticipated to be posted to your
 account.

5. Expand/Collapse All

Click the **Expand All** and **Collapse All** buttons to open and close all black bars on the page (**Cash, MMI**, and **Security**). Each black bar is automatically open if it contains any activity.

6. Cash (USD) bar

The first column contains the **Event Type**. Note that you will only see event types when a cash adjustment for that type of event either has been processed or may be processed.

To the right of the event type column are the adjustment types:

- Cash Total. The total of all cash adjustments for an event type.
- Misc/GL. Cash adjustments that have been manually created by DTC staff due to post-allocation cash adjustments.
- Reorg Deposit. Cash adjustments that are made due to reorg deposits.

Custody Deposit. Cash adjustments that are made due to deposits using DTC's Custody services.

The last entry in any column represents the total for that adjustment type.

The adjustment counts and net amounts in the **Cash** column are the cumulative total of items in the remaining columns: your miscellaneous general ledger adjustments, reorg deposits, and custody deposits. Credit balances are displayed in black; debit balances are displayed in red.

This is helpful in conjunction with the radio buttons above. Depending on the view you choose, you can see your total cash adjustments due, your total cash adjustments allocated, or your total cash adjustments that are unallocated today.

Each adjustment type column has two sub-columns:

- Net Amount (USD). The amount represented by a type of adjustment within an individual event type.
 - In the Cash Total column, this is the net amount of all adjustments within an individual event type. It
 is the total of the other Net Amounts in that row. The last row in this sub-column represents the sum
 of all net adjustment activity.
 - In every other column, this is the net amount for that particular adjustment type within an individual event type. The last row in each of these columns represents the sum of the activity for that adjustment type across all events.
- **Count**. The number of adjustments that comprise the net amount for that adjustment type within an individual event type.
 - In the Cash Total column, this is the count for all adjustments within an individual event type. It is the
 total of the other counts in that row. The last row in this sub-column represents the total number of
 adjustments made.
 - In every other column, the count represents the number of adjustments for that particular adjustment type within an individual event type. The last row in this sub-column represents the sum of adjustments of that type made across all events.

The **Total** row of the **Cash Total** column displays the total amount and counts for all adjustments within the specified status and time period.

If you need to see the actual breakdown of debits and credits, click any adjustment count hyperlink. This will bring you to a search results page that lists all of the individual adjustments in this particular count.

7. MMI bar

The first column contains the **Event Type**. Note that you will only see event types when an MMI adjustment for that type of event either has been processed or may be processed.

To the right of the event type column is the adjustment type:

• **MMI Misc/GL.** MMI miscellaneous/general ledger adjustments that have been manually created by DTC staff due to post allocation cash adjustments.

Credit balances are displayed in black; debit balances are displayed in red.

This is helpful in conjunction with the radio buttons above. Depending on the view you choose, you can see your total MMI adjustments due, your total MMI adjustments that are unallocated today, or your total MMI adjustments that have been allocated.

The MMI Misc/GL column has two sub-columns:

- **Net Amount (USD).** The amount represented by an adjustment.
- Count. The number of adjustments that comprise the net amount.

The **Total** row of the **MMI Misc/GL** column displays the total amount and counts for all adjustments within the specified status and time period.

If you need to see the actual breakdown of debits and credits, click any adjustment count hyperlink. This will bring you to a search results page that lists all of the individual adjustments in this particular count.

8. Security bar

The first column contains the **Event Type**. Note that you will only see event types when a security adjustment for that type of event either has been processed or may be processed.

To the right of the event type column is the **Stock Total** column. It lists the total of all stock adjustments for an event type. The last entry in this column represents the total for all security adjustment types.

This is helpful in conjunction with the radio buttons above. Depending on the view you choose, you can see your total stock adjustments due, your total stock adjustments allocated, or your total stock adjustments that are unallocated today.

The number in the **Count** column represents the number of adjustments within an individual event type. The **Total** row in this column displays the total counts for all adjustments within the specified status and time period.

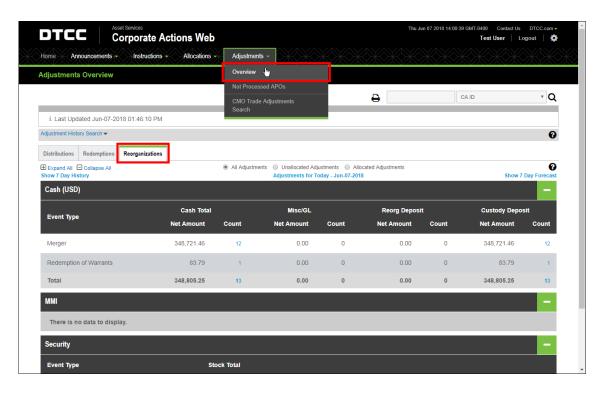
If you need to see the actual breakdown of debits and credits, click any adjustment count hyperlink. This will bring you to a search results page that lists all of the individual adjustments in this particular count.

Viewing Adjustments

You can view adjustments by clicking one of the links in the Adjustments compartment on the Reorganizations Dashboard to get to an Adjustments search results page. Alternately, you can use the menu bar.

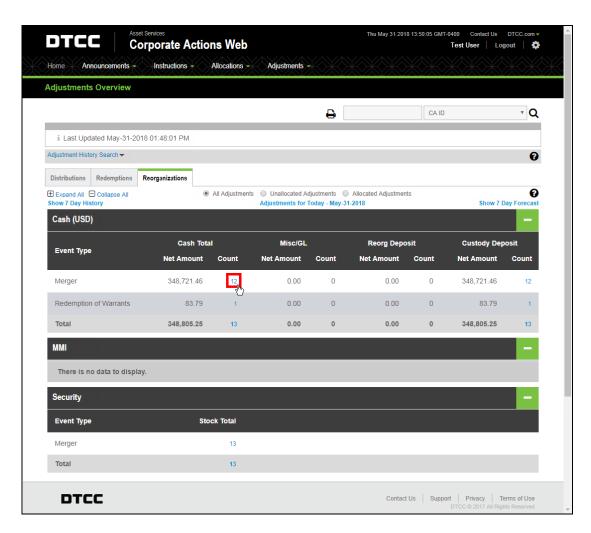
To view an individual event via the Adjustments Overview page:

- 1. Hover over Adjustments on the menu bar.
- 2. Click Overview.



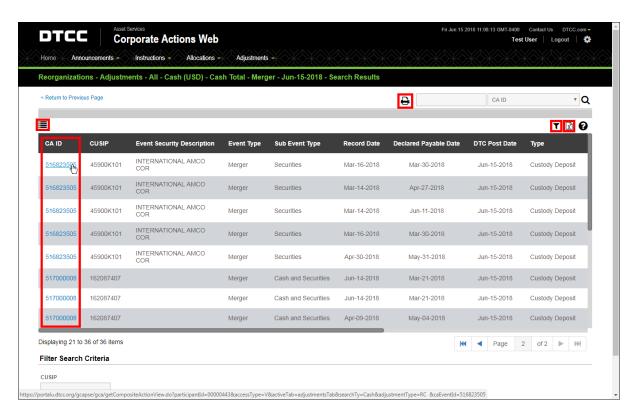
This opens the Adjustments Overview page.

Click the Reorganizations tab.



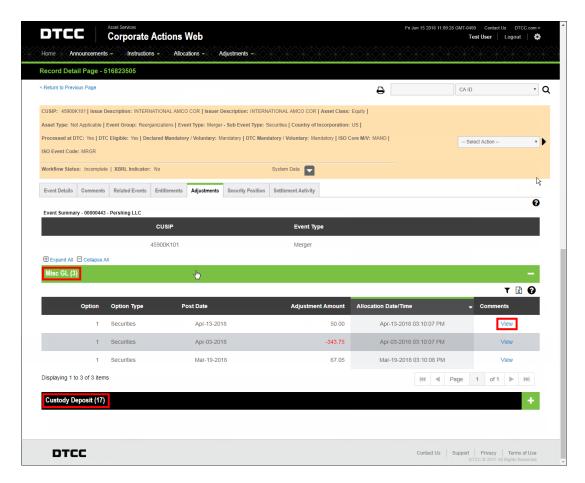
4. Click the record count in any **Count** column.

The Adjustments search results page appears for all events of that type and status.



- This page displays up to 3000 results. Use the Page X of Y field and arrows to move through the results.
- You can sort these results by clicking on any of the column headings.
- Click the Customize Results Columns button to select the columns to use in the display. All
 columns are displayed by default.
- Click **Filter** to refine the results by any applicable criteria.
- You can export these results to Excel by clicking the Export to Excel button. When you export your results to Excel, you will export all results not just the ones that appear on the page.
- You can print these results by clicking on the **Print** icon. When you print your results, you will only print the results that appear on the page.

5. Click any **CA ID** number to view that event.



The Record Detail page appears in the browser window, displaying the **Adjustments** tab. Adjustments relating to this CA ID are displayed on this page.

• Click the black bar of any adjustment type to view a list of the activity details.

Note:

The black bar turns green when you hover over it for selection.

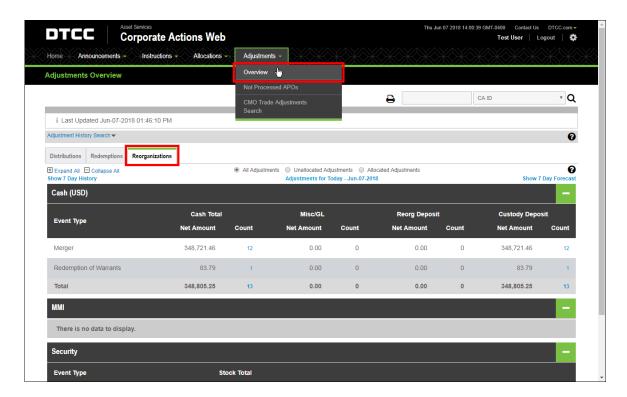
Click the View link to view details for a particular adjustment activity.



Adjustments Overview Page: Viewing a 7 Day History

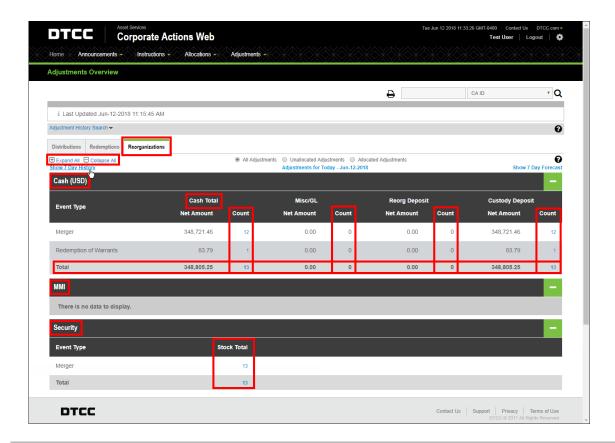
To view your seven-day reorganization adjustment history from anywhere in CA Web:

1. Hover over **Adjustments** on the menu bar.



- 2. Click Overview.
- 3. Click the **Reorganizations** tab.
- 4. Click Show 7 Day History.

The Adjustments Overview – 7 Day History page appears.



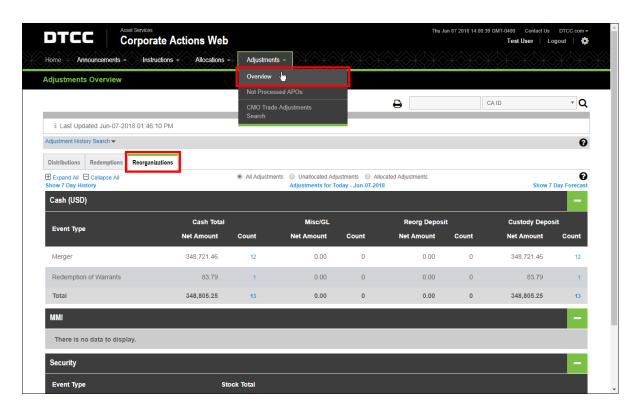
Notes:

- The **Events** column from the Adjustment Overview page is replaced with a **DTC Post Date** column on the History page. Items are listed for the last seven days, starting with the business day before this one.
- The **Cash Total** column presents a summation of all adjustment activity across event types for an individual date in the range.
- The final **Total** row in each entitlement type table represents the grand total of all adjustments for the past seven days.
- Click **Expand All** to open all of the entitlement type tables and **Collapse All** to close all of them.
- See the Adjustment Overview topic for more information about this page.
- 5. Click the number in any **Count** column to view search results for that adjustment type on the listed date.
- 6. Return to today's listing by clicking the **Adjustments for Today** link above the table.

Adjustment Overview Page: Viewing a 7 Day Forecast

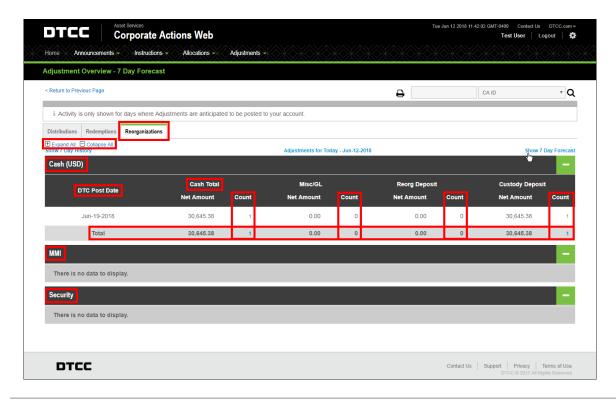
To view your seven-day reorganization adjustment forecast from anywhere in CA Web:

- 1. Hover over **Adjustments** on the menu bar.
- 2. Click Overview.
- 3. Click the Reorganizations tab.



4. Click Show 7 Day Forecast.

The Adjustments Overview – 7 Day Forecast page appears.



Notes:

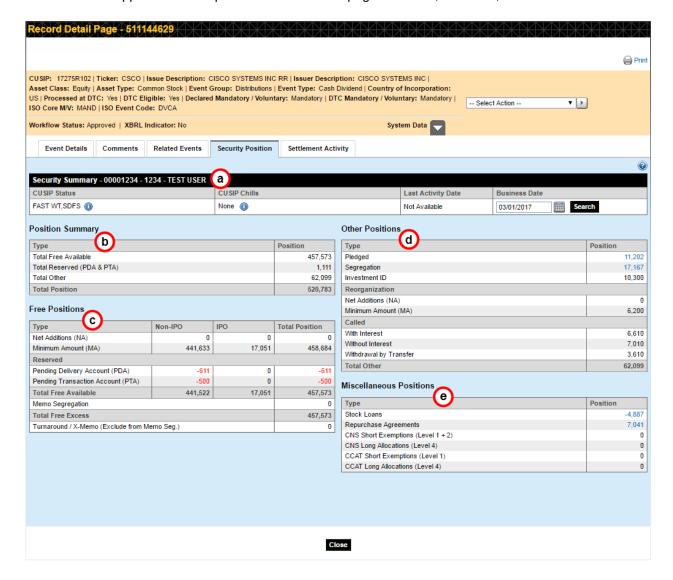
- The **Events** column from the Adjustment Overview page is replaced with a **DTC Post Date** column on the Forecast page. Expected items are listed for the coming seven business days, starting with the business day after this one.
- The **Cash Total** column presents a summation of all expected activity across adjustment types for an individual date in the range.
- The final **Total** row in each entitlement type table represents the grand total of all expected adjustments within the date range.
- Click Expand All to open all of the entitlement type tables and Collapse All to close all of them.
- See the **Adjustment Overview** topic for more information about this page.
- 5. Click the number in any **Count** column to view search results for that adjustment type on the listed date.
- 6. Return to today's listing by clicking the **Adjustments for Today** link above the table.

SETTLEMENT INFORMATION

Security Position Tab

About the Security Position Tab

The Security Position tab details the amounts and types of position you have in a particular security for the selected event. It appears at the top of the Record Detail page for active, canceled, and deleted events.



The Security Position tab has five different compartments:

a. Security Summary. This area displays an overview of the CUSIP status, any CUSIP chills, and dates pertaining to the primary CUSIP in the Record Detail Summary. You can use the Search feature here to change the information displayed on this tab (by business date).

- b. **Position Summary**. This compartment displays an overview of the total free positions, reserved positions, and other positions related to the primary CUSIP.
- c. **Free Positions**. This area goes into greater detail regarding free positions for IPOs and non-IPOs, including minimum amounts, net additions, pending accounts, memo segregations, etc.
- d. Other Positions. This compartment displays various other position types including pledged, segregation, and investment ID, as well as called positions and positions particular to reorganizations. You can also access additional details regarding pledged accounts and segregation accounts.
- e. Miscellaneous Positions. This area displays positions that do not fall into the above categories, such as stock loans, repurchase agreements, short exemptions, and long allocations. You can also access additional details regarding stock loan and repurchase agreements.

Click any name above to read more about that compartment.

Security Summary

This compartment on the **Security Position** tab presents an overview of the CUSIP specified in the Record Detail **summary** at the top of the page.



You can use this compartment to search for security positions as of a particular date. See the **Business Date** definition below for more information.

Information here includes:

CUSIP Status	Displays an abbreviation that represents the status of the primary CUSIP shown in the Record Detail Summary. Mouse over the information icon to see the full-text status.
CUSIP Chills	Displays the number of CUSIP chills that pertain to the primary CUSIP shown in the Record Detail Summary. If there are no chills on the CUSIP, this field reads "None." Mouse over the information icon to see a full-text explanation of the chill(s) on this CUSIP.
Last Activity Date	This is the last date on which activity was recorded for this CUSIP. It is presented in the format MM-DD-YYYY.
Business Date	This is the date on which the CUSIP position is in effect. The display on the rest of the Security Position tab is determined by this date. This field defaults to the current date. Click the calendar icon to choose a different date. Click Search to populate the Security Position tab with position information for another date. Note: You can only select a date up to 60 business days in the past.

Position Summary

This compartment presents an overview of different types of position related to the primary CUSIP specified in the record detail summary at the top of the page, as per the date selected in the **Security Summary** area.

Position Summary		
Туре	Position	
Total Free Available	457,573	
Total Reserved (PDA & PTA)	1,111	
Total Other		
Total Position	520,783	

- The first column in the table specifies the position type.
- The second column in the table specifies the amount of position for that particular type.

The position summary types displayed here are:

Total Free Available	This amount is the total of your MA and NA position minus your total PDA and PTA position.
Total Reserved	This amount is the total of your PDA and PTA position.
Total Other	This amount is the sum total of your: Pledged position, Segregation position, Investment ID position, Reorganizations Net Additions position, Reorganizations Minimum Amount position, Called with Interest position, Called Without Interest position, and Withdrawal by Transfer position.
Total Position	This amount is equal to your Free Available position minus your Reserved position, plus your Other position.

Free Positions

This compartment goes into greater detail regarding your free positions in the CUSIP specified in the **Record Detail Summary** area of the page, on the date specified in the **Security Summary** area.

Free Positions			
Туре	Non-IPO	IPO	Total Position
Net Additions (NA)	0	0	0
Minimum Amount (MA)	441,633	17,051	458,684
Reserved	•		
Pending Delivery Account (PDA)	-611	0	-611
Pending Transaction Account (PTA)	-500	0	-500
Total Free Available	441,522	17,051	457,573
Memo Segregation			0
Total Free Excess			457,573
Turnaround / X-Memo (Exclude from Memo Seg.)			0

This compartment contains these columns:

- **Type**. This specifies the position type.
- Non-IPO. This specifies the amount of non-IPO position for this specific position type.
- **IPO**. This specifies the amount of position for this specific position type.
- Total Position. This amount represents the sum of both the IPO and non-IPO position.

The position types represented here include:

Net Additions (NA) for Non-IPO	This includes your non-IPO securities that are considered collateral.	
Minimum Amount (MA) for Non-IPO	This includes your non-IPO securities that are not considered collateral.	
Net Additions (NA) for IPO	This includes your IPO securities that are considered collateral.	
Minimum Amount (MA) for IPO	This includes your IPO securities that are not considered collateral.	
Total Position for Net Additions (NA)	This includes your securities that are considered collateral.	
Total Position for Minimum Amount (MA)	This includes your securities that are not considered collateral.	
Reserved		
Pending Delivery Account (PDA) for Non- IPO	This includes your non-IPO PDA position that is reserved for transactions recycling due to risk management control deficiencies. It has a negative impact on the Total Free position.	
Pending Transaction Account (PTA) for Non- IPO	This includes your non-IPO PTA position that is reserved for transactions that recycle as a result of risk management controls that have the PTA indicator turned on. It has a negative impact on Total Free position.	

Pending Delivery Account (PDA) for IPO	This includes your IPO PDA position that is reserved for transactions recycling due to risk management control deficiencies.
Pending Transaction Account (PTA) for IPO	This includes your IPO PTA position that is reserved for transactions that recycle as a result of risk management controls that have the PTA indicator turned on.
Total Position for Pending Delivery Account (PDA)	This includes your PDA position that is reserved for transactions that are recycling due to risk management control deficiencies. It has a negative impact on the Total Free position. The total PDA does not include the PTA.
Total Position for Pending Transaction Account (PTA)	This includes your PTA position that is reserved for transactions that are recycling due to risk management controls that have the PTA indicator turned on. It has a negative impact on the Total Free position.
Total Free Available for Non-IPO	This includes the total of your non-IPO MA and non-IPO NA positions, minus your combined PDA and PTA position.
Memo Segregation	This includes your items that are included in DTC's inventory control mechanism that allows you to protect fully-paid-for securities in your general free account or IPO control account.
Total Free Excess	This amount is computed by subtracting your Memo Segregation position from your Total Free position.
Turnaround/X-Memo (Excludes from Memo	X-Memo position accounts refer to independent accounts that do not impact other accounts. Therefore, they are not calculated into any of the displayed totals.
Seg)	This includes your XMEMO account: the number of shares that can be delivered outside of your Memo Segregation.
X-Canada	"X-Canada" applies in the situation when the current day is a U.S. holiday but a Canadian work day. This is an amount that is not available for Canadian settlement. The "X-Canada" designation prevents you from delivering shares to Canada that will not be settling in the U.S. until the next business day.

Other Positions

This grouping presents a number of position types for which you can see individual items that comprise the total, as well as positions specific to Reorganizations.

Other Positions	
Туре	Position
Pledged	11,202
Segregation	17,167
Investment ID	10,300
Reorganization	·
Net Additions (NA)	0
Minimum Amount (MA)	6,200
Called	·
With Interest	6,610
Without Interest	7,010
Withdrawal by Transfer	3,610
Total Other	62,099

• The first column in the table specifies the position type.

• The second column in the table specifies the amount of position for that particular type.

The position types displayed here are:

Pledged	This is your regular pledged share. Click this amount to open the Pledge Detail window. This window shows the details of each pledge for this particular CUSIP. Read more about the Pledge Detail window.
Segregation	This represents your segregation account's regular shares. Click this amount to open the Segregation Detail window. This window shows the details of each segregated position for this particular CUSIP. Read more about the Segregation Detail window.
Investment ID	This represents your Investment ID account's regular shares.
Reorganization	
Net Additions (NA)	Net Additions represent the securities that are considered collateral. Reorganization Net Additions are intraday account only.
Minimum Amount (MA)	Minimum Amount represents the securities for reorganizations that are not considered collateral.
Called	
With Interest	This represents a called amount with accrued interest.
Without Interest	This represents a called amount without accrued interest.
Withdrawal by Transfer	This represents account shares that were withdrawn by transfer.
Total Other	This represent a total of all of the other positions: Pledge Segregation Investment ID Reorg Net Additions Reorg Minimum Amount Called Lottery with Interest Called Lottery without Interest Withdrawal by Transfer

Miscellaneous Positions

This compartment contains all of the position types that are not included in the other compartments on the Security Position tab.

Miscellaneous Positions		
Туре	Position	
Stock Loans	-4,887	
Repurchase Agreements	7,041	
CNS Short Exemptions (Level 1 + 2)		
CNS Long Allocations (Level 4)		
CCAT Short Exemptions (Level 1)	0	
CCAT Long Allocations (Level 4)	0	

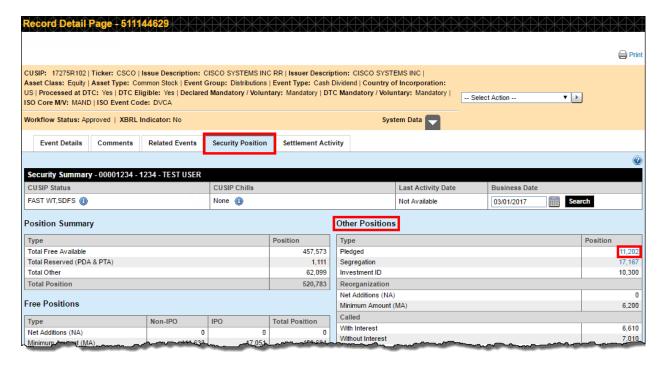
- The first column in the table specifies the position type.
- The second column in the table specifies the amount of position for that particular type.

The position types displayed here are:

Stock Loans	This represents your stock loan shares. Click the amount to open the Stock Loan and Repo Detail window. This window shows the details of each stock loan and repurchase for this particular CUSIP. Read more about the Stock Loan and Repo Detail window.
Repurchase Agreements	This represents your repurchase agreement (repo) shares. Click the amount to open the Stock Loan and Repo Detail window. This window shows the details of each stock loan and repurchase for this particular CUSIP. Read more about the Stock Loan and Repo Detail window
CNS Short Exemptions (Level 1 + 2)	This represents positions that are owed to CNS and are only delivered under certain circumstances. Level 1 and Level 2 shares are received via a deliver order marked as Designation 1 or Designation 2. This is an intraday account only.
CNS Long Allocations (Level 4)	This represents the position that CNS owes you. This is an intraday account only.
CCAT Short Exemptions (Level 1)	This represents positions that are owed to CCAT and are only delivered under certain circumstances. Level 1 shares are received via a deliver order marked as Designation 1. This is an intraday account only.
CCAT Long Allocations (Level 4)	This represents the position that CCAT owes you. This is an intraday account only.

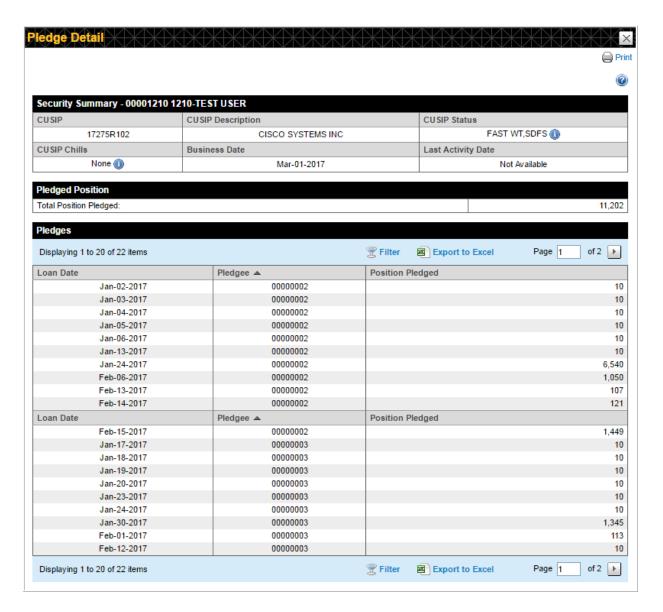
Pledge Detail Window

This window displays details for all pledges associated with the primary CUSIP in a particular event record.



Open the Pledge Detail window by clicking the **Pledged** amount in the Other Positions compartment of the Security Position tab. This is found on an event's Record Detail page.

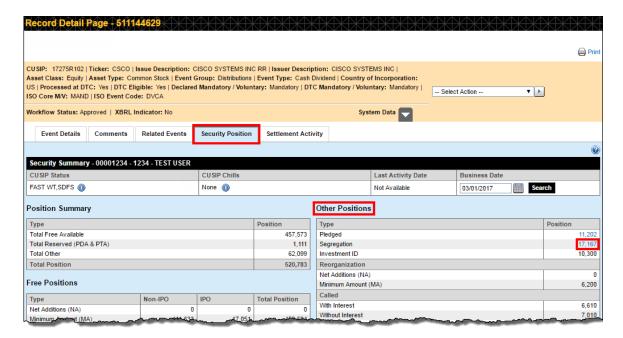
When you click on the Pledged Position amount, the Pledge Detail window appears:



- The Security Summary area displays basic details about the CUSIP associated with these pledges.
 Mouse over the information icons in the CUSIP Status and CUSIP Chills fields to view full-text explanations of any acronyms and/or abbreviations.
- The Pledged Position area displays your total pledged position. This is the same number as the hyperlink you clicked to get here.
- The Pledges area lists out the individual collateral pledged against this CUSIP and the position for each.
 It provides the date of the loan (starting with your most recent pledges), the entity to which the loan was made, and the amount of position pledged.
- You can export this list of pledges to Excel by clicking the Export to Excel link. When you export this
 table to Excel, you will export all pledges—not just the ones that appear on the visible page.
- You can print these pledges by clicking the **Print** icon. When you print this table, you will only print the items that appear on the page.
- Click Filter to limit these pledges by loan date or pledgee bank.
- Page through the full list of pledges by entering a number in the Page field.

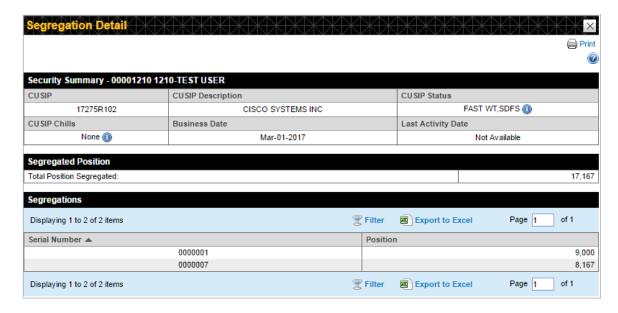
Segregation Detail Window

This window displays details for all segregations associated with the primary CUSIP in a particular event record.



Open the Segregation Detail window by clicking the **Segregated** amount in the Other Positions compartment of the Security Position tab. This is found on an event's Record Detail page.

When you click on the Segregation Position amount, the Segregation Detail window appears:

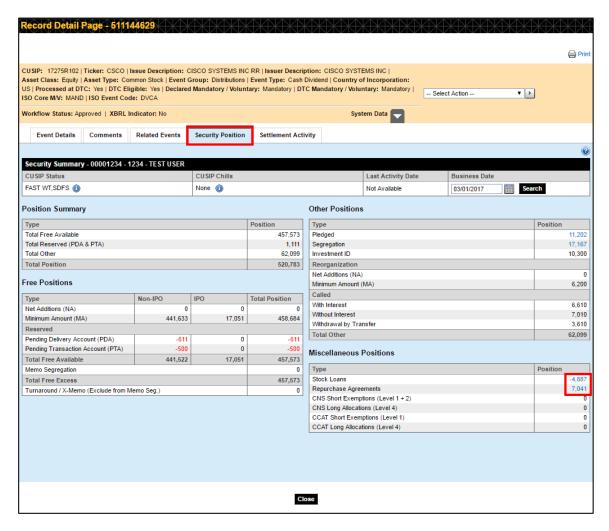


The Security Summary area displays basic details about the CUSIP associated with these segregations.
 Mouse over the information icons in the CUSIP Status and CUSIP Chills fields to view full-text explanations of any acronyms and/or abbreviations.

- The **Segregated Position** area displays your total segregated position. This is the same number as the hyperlink you clicked to get here.
- The Segregations area lists out the individual segregated positions made for this CUSIP. It provides the serial number for each segregation (in ascending order) and the amount of position segregated.
- You can export this list of segregations to Excel by clicking the Export to Excel link. When you export this
 table to Excel, you will export all segregations—not just the ones that appear on the visible page.
- You can print these segregations by clicking the **Print** icon. When you print this table, you will only print the items that appear on the page.
- Click Filter to limit this list by serial number and position.
- Page through the full list of segregations by entering a number in the Page field.

Stock Loan and Repo Detail Window

This window displays details for all stock loans and repurchase agreements (repos) associated with particular contra clients against the primary CUSIP in an event record.



Open the Stock Loan and Repo Detail window by clicking either the **Stock Loans** or **Repurchase Agreements** amount in the <u>Miscellaneous Positions</u> compartment of the <u>Security Position</u> tab. This is found on an event's Record Detail page.

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Page 1

Stock Loan and Repo Detail Security Summary - 00001234 - 1234 - TEST USER CUSIP **CUSIP Description CUSIP Status** 14149F109 CARDINAL FINANCIAL CORPORATION FAST WT,SDFS (1) **CUSIP Chills Business Date** Last Activity Date None 📵 Feb-24-2017 May-03-2016 Stock Loan and Repurchase Agreement Positions Total Stock Loan Position: 12,100 Total Repurchase Agreement Position: 0 **Stock Loans and Repurchase Agreements** Page 1 of 1 Displaying 1 to 6 of 6 items Tilter Export to Excel Contra Client ID 🔺 Stock Loan Position Repurchase Agreement Position 400 43210000 0 12340000 400 0 11110000 -200 22220000 100 0 33330000 8,000 0

When you click on either amount, the Stock Loan and Repo Detail window appears:

44440000

Displaying 1 to 6 of 6 items

 The Security Summary area displays basic details about the CUSIP associated with these stock loans and repurchase agreements.

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Tilter

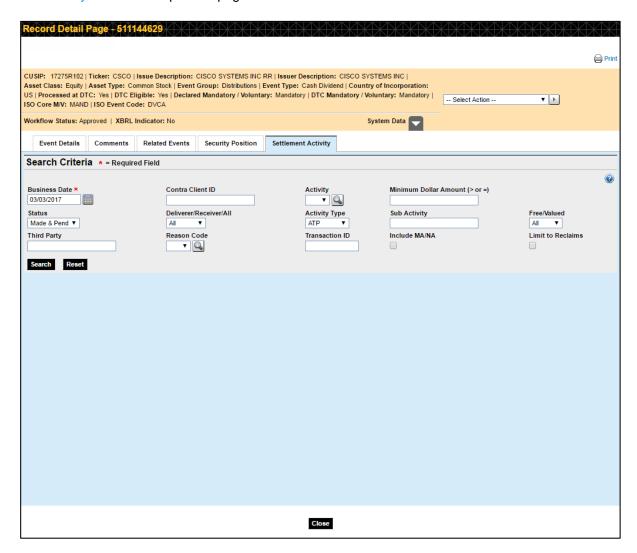
Export to Excel

- Mouse over the information icons in the CUSIP Status and CUSIP Chills fields to view full-text explanations of any acronyms and/or abbreviations.
- The **Stock Loan and Repurchase Agreement Positions** area displays your total position in either category. These numbers are the same as the hyperlinks you clicked to get here.
- The Stock Loan and Repurchase Agreements area lists the clients against which you have stock loans and/or repurchase agreements for this CUSIP. It provides a list of IDs for the contra parties against which you have positions, your stock loan position against each contra client, and your repurchase agreement position against each contra client.
- You can export this list of positions to Excel by clicking the **Export to Excel** link. When you export this table to Excel, you will export all items—not just the ones that appear on the visible page.
- You can print these items by clicking the **Print** icon. When you print this table, you will only print the items that appear on the page.
- Click Filter to limit these items by contra client, stock loan position, or repurchase agreement position.
- Page through the full list of contra clients by entering a number in the Page field.

Settlement Activity Tab

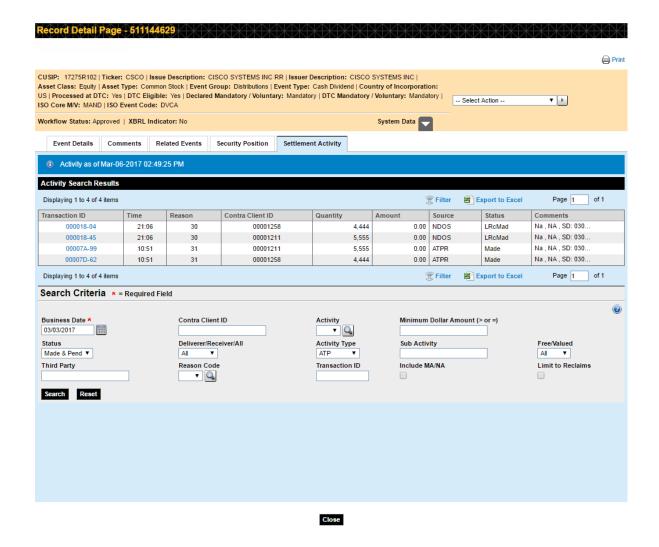
Searching for Settlement Activity

The Settlement Activity tab allows you to search for settlement activity pertaining to the CUSIP displayed in the Event Summary area at the top of the page.



- 1. Select your search criteria and click **Search**.
 - Note that you must include at least the Business Date in your search.
 - To reset the fields to their original state, click Reset.

The Settlement Activity page displays your search results with your original search criteria displayed in the search fields below.



2. Click a Transaction ID to view Activity Details for this transaction.

The Activity Details pop-up appears. It may contain up to five twisties that you can expand to view further details. Each twisty only appears if it contains data.

- Activity Details
- o Cross-Reference Information
- Position of Transaction #: XXXXXXX-XX
- Text Comments
- Internal Comments

Click a link above to read more about that section.

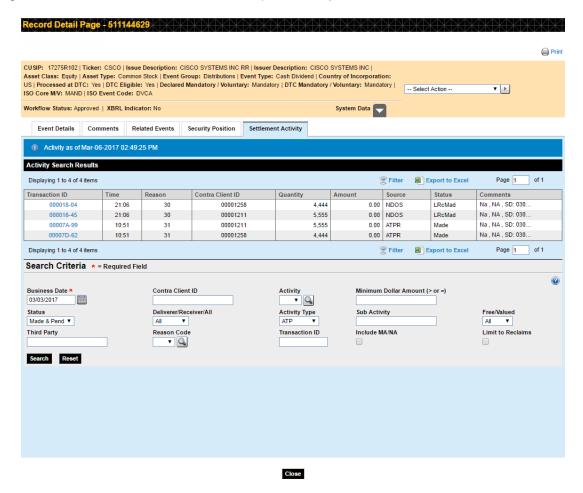
Settlement Activity Search Criteria

The Settlement Activity tab has a variety of search criteria that you can use to narrow your search:

Business Date	This is the date on which the settlement activity occurred.
	This required field defaults to the current date.
	Click the calendar icon to choose a different date.
	Note:
	You can only select by today's date or a valid date in the past.
Contra Client ID	Type the DTCC Client ID of the contra party involved in the settlement activity you're looking for.
Activity	Select an activity code from the drop-down list. This list is specific to the Activity Type you select.
	If you are uncertain which activity code to select, click the magnifying glass to launch the Activity Code lookup tool. This selection box provides real-text descriptions of all available activity codes.
Minimum Dollar Amount	Type the minimum amount of the settlement activity you're looking for. CA Web will retrieve items with amounts greater than or equal to this amount.
Status	Select an activity status from the list: Drops Made Made & Pend Pend Rejects
Deliverer/Receiver/All	Specify settlement items for which you are the deliverer, the receiver, or for all items.
Activity Type	Specify "ATP" or "Settlement" from the drop-down menu. Your selection determines which items are available in the Activity field.
Sub Activity	Type the code for a sub activity type. This type must be valid for the activity type you selected.
Free/Valued	Select "All," "Free," or "Valued" from the drop-down list.
Third Party	Type the Client ID of the third party involved in the activity, if applicable.
Reason Code	Select the reason code for this activity from the drop-down list.
	If you are uncertain which reason code to select, click the magnifying glass to launch the Reason Code lookup tool. This selection box provides real-text descriptions of all available reason codes.
Transaction ID	Type the number of the event's CA ID followed by a two-digit transaction code. The transaction code is assigned to each individual activity in chronological order.
Include MA/NA	Click the checkbox to include Minimum Amount and Net Additions activity in your search results.
Limit to Reclaims	Click the checkbox to limit your search results to reclaims only.
	I .

Settlement Activity Search Results

This page is shown once a valid Settlement Activity search is performed.



A message at the top displays the business date and time at which the search was performed.

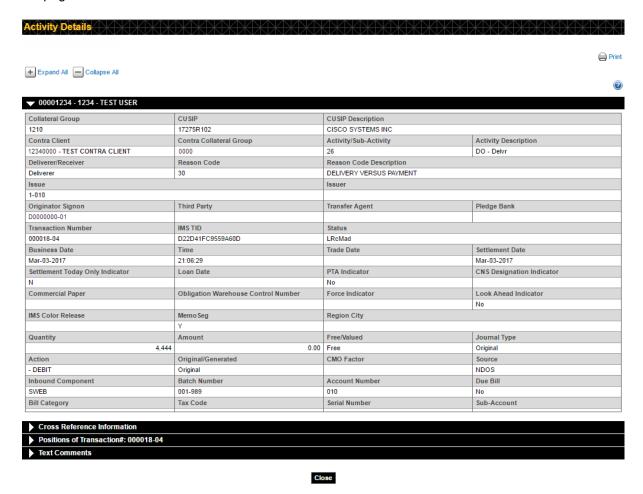
Information here includes:

Transaction ID	The number of the event's CA ID followed by a two-digit transaction code. The transaction code is assigned to each individual activity in chronological order. Click the hyperlink to open an Activity Details pop-up window. This window contains all of the details pertaining to this activity, including information not visible in the search results.
Time	The date and time at which the transaction occurred.
Reason	The ATP Activity Reason Code. Mouse over the code to view a full-text description of the reason it represents.
Contra Client ID	The DTCC Client ID of the contra party involved in the settlement activity.
Quantity	The number of securities involved in the transaction.
Amount	The dollar amount of the securities involved in the transaction.
Source	The transaction source, or the system that sent the transaction data.

Status	The status of the transaction: "Made," "Pend," or "Drop."
Comments	Mouse over this field to view the full contents of any comment that was made on this transaction.

Settlement Activity Details

This pop-up window appears when you click a Transaction ID hyperlink on the Settlement Activity Search Results page.



Five twisties on this page contain information about this transaction. Note that each twisty only appears if it contains information for this transaction.

- Activity Details. View details specific to the transaction.
- Cross-Reference Information. View transaction ID information for any related transaction and access a link for viewing that transaction.
- Positions of Transaction. View a table that contains a quick view into your Settlement balances.
- Text Comments. Click to view up to four lines of comments about this transaction.
- Internal Comments. Click to view up to four lines of internal comments about this transaction.

Click a name above to read more about the information provided in that area.

Activity Details

This twisty is shown on the Settlement Activity Details page.

Click this twisty on the Settlement Activity Details page to view the following information about your selected transaction:

▼ 00001234 - 1234 - TEST USER			
Collateral Group	CUSIP	CUSIP Description	
1210	17275R102	CISCO SYSTEMS INC	
Contra Client	Contra Collateral Group	Activity/Sub-Activity	Activity Description
12340000 - TEST CONTRA CLIENT	0000	26	DO - Delvr
Deliverer/Receiver	Reason Code	Reason Code Description	
Deliverer	30	DELIVERY VERSUS PAYMENT	
Issue		Issuer	
1-010			
Originator Signon	Third Party	Transfer Agent	Pledge Bank
D0000000-01			
Transaction Number	IMS TID	Status	
000018-04	D22D41FC9559A60D	LRcMad	
Business Date	Time	Trade Date	Settlement Date
Mar-03-2017	21:06:29		Mar-03-2017
Settlement Today Only Indicator	Loan Date	PTA Indicator	CNS Designation Indicator
N		No	
Commercial Paper	Obligation Warehouse Control Number	Force Indicator	Look Ahead Indicator
			No
IMS Color Release	Memo Seg	Region City	
	Υ		
Quantity	Amount	Free/Valued	Journal Type
4,444	0.00	Free	Original
Action	Original/Generated	CMO Factor	Source
- DEBIT	Original		NDOS
Inbound Component	Batch Number	Account Number	Due Bill
SWEB	001-989	010	No
Bill Category	Tax Code	Serial Number	Sub-Account

Collateral Group	The collateral group for this transaction.
CUSIP	The CUSIP involved in this transaction.
CUSIP Description	A text description of the CUSIP involved in this transaction.
Contra Client ID	The DTCC Client ID of the contra party involved in the settlement activity
Contra Collateral Group	The ID number of the contra collateral group involved in this transaction.
Activity/Sub-Activity	Codes for the activity and sub-activity that this transaction represents.
Activity Description	A text description of the activity represented by the code.
Deliverer/Receiver	An indicator that represents whether you are the delivering or receiving party in this transaction.
Reason Code	The Activity Reason Code.
Reason Code Description	A text description of the reason represented by the code.
Issue	A code for the security issue type followed by a code for the security sub-issue type, separated by a hyphen.
Issuer	The ID number of the entity issuing the security.
Originator Signon	The sign-on ID ("D sign-on") of the party who performed the action represented in this transaction.

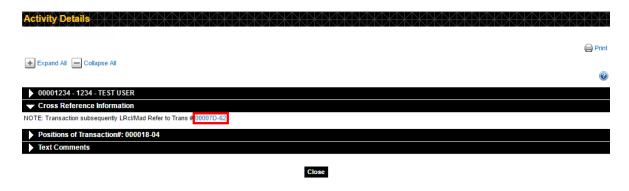
Third Party	The client ID of the third party involved in the event.
Transfer Agent	The transfer agent involved in the transaction.
Pledge Bank	The pledgee bank number involved in the transaction.
Transaction Number	The number of the event's CA ID followed by a two-digit transaction code. The transaction code is assigned to each individual activity in chronological order.
IMS TID	The ID for this transaction in the Inventory Management System.
Status	The status of the transaction: "Made," "Pend," "Drop," or "Reject."
Business Date	The date on which the settlement activity occurred.
Time	The time at which the settlement activity occurred.
Trade Date	The date on which the original trade took place
Settlement Date	The settlement date associated with the original transaction.
Settlement Today Only Indicator	An indicator that specifies whether the activity was settled today.
Loan Date	The date on which the loan was made.
PTA Indicator	A yes/no indicator that specifies whether there is a pending transfer account.
CNS Designation Indicator	A yes/no indicator that specifies continuous net settlement eligibility.
Commercial Paper	A yes/no indicator that specifies whether the CUSIP is a commercial paper security.
Obligation Warehouse Control Number	The control number for this activity in the Obligation Warehouse.
Force Indicator	A yes/no indication that this is a force transaction.
Look Ahead Indicator	A yes/no indication that this is a look-ahead transaction.
IMS Color Release	 The IMS Color Release information: Green transactions can be executed immediately (the default for most settlement related deliveries) Yellow transactions must be executed in the exact order specified Red transactions can only be executed with a release command Yellow/red releases are treated as new transactions during the forced RAD period.
Memo Seg	A yes/no indication that the position is memo segregated.
Region City	The city or region associated with the transaction.
Quantity	The quantity of settlement shares in the transaction.
Amount	The settlement value amount of the transaction.
Free/Valued	An indicator that specifies whether the position is free or valued.
Journal Type	The journal type code indicating Next Day, Same Day, or Original.
Action	The action that the settlement represents: debit or credit.

Original/Generated	An indication of whether this settlement transaction is original or generated.
CMO Factor	If present, the factor number (in NN.NNNNNNNNNNNNNNN format) used to determine the face value of a collateralized mortgage obligation.
Source	The input source of the transaction.
Inbound Component	The inbound component for this transaction.
Batch Number	The DTC batch number in which this transaction was processed.
Account Number	The account number associated with this transaction.
Due Bill	An indicator of whether a transaction is tracked for due bills.
Bill Category	The bill category associated with this transaction.
Tax Code	The three-digit code that indicates the tax treatment for this transaction.
Serial Number	The unique serial number generated by Investment ID for this position.
Sub Account	The ABA sub account associated with this transaction.

Cross-Reference Information

This twisty is shown on the Settlement Activity Details page.

Click this twisty on the Settlement Activity Details page to view transaction ID information for any related transaction.

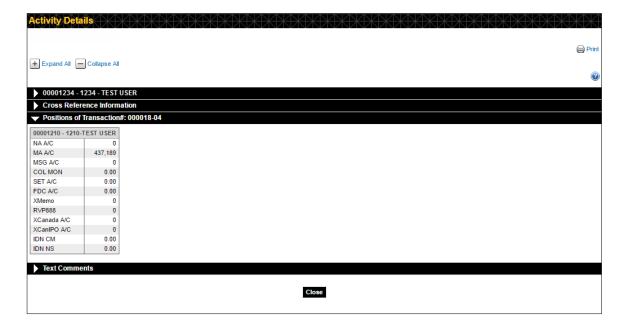


Click the link to view the related transaction.

Positions of Transaction (#)

This twisty is shown on the Settlement Activity Details page.

Click this twisty to view the following information about your Settlement balances.

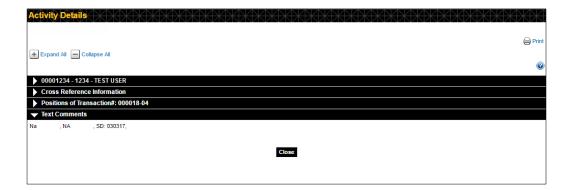


POSITION TYPE	POSITION
NA A/C	The position in your CM 10 account.
MA A/C	The position in your IPO Minimum account.
MSG A/C	The position in your Memo Segregation account.
XMemo	Your XMEMO Account Share quantity.
RVP888	Your position in the RVP888 account.
XCanada A/C	Your U.S./Canadian Workday Share quantity. In a case when the U.S. has a holiday that Canada does not, this shows a position of securities transacted upon at that time.
XCanIPO A/C	Your U.S. Holiday/Canadian Workday Share quantity. In a case when the U.S. has a holiday that Canada does not, this shows an IPO transacted upon at that time.
IMA A/C	The position in your IPO minimum account.
INA A/C	The position in your IPO Net Addition account.
IDN NS	The ID Net adjustment to the settlement balance for the collateral group ("SET A/C" below).
COL MON	The collateral monitor balance for the collateral group.
SET A/C	The settlement balance for the collateral group.
FDC A/C	The fixed debit limit for the collateral group.
IDN CM	The ID Net adjustment to the collateral monitor balance for the collateral group ("COL MON" above).

SIM CM	The collateral monitor balance for the collateral group after the ID Net Adjustment ("COL MON" value minus "IDN CM" value).
SIM NET	The settlement balance for the collateral group after the ID Net Adjustment ("SET A/C" value minus "IDN NS" value).
CNS CM	The portion of the collateral monitor balance that would be derived from CNS transactions if CNS for value were live.
	Note:
	this is not displayed for historical data.
NON-CNS CM	The portion of the collateral monitor balance that would be derived from non-CNS transactions if CNS for value were live.
	Note:
	this is not displayed for historical data.
ID Net CNS CM	The ID Net adjustment to the collateral monitor balance for the collateral group (COL MON) if CNS for value were live.
CNS NS	The settlement balance for the collateral group (SET A/C) if CNS for value were live.
ID Net CNS NS	The ID Net adjustment for the collateral group (SET A/C) if CNS for value were live.

Text Comments

This twisty is shown on the Settlement Activity Details page. It does not appear if there are no comments on this transaction.



Click this twisty to view up to four 80-character lines of comments about this transaction. These comments are read-only.

Internal Comments

This twisty is shown on the Settlement Activity Details page. It does not appear if there are no internal comments on this transaction.

Click this twisty to view up to four 80-character lines of internal comments about this transaction. These comments are read-only.

U.S. TAX INFORMATION

Viewing U.S. Tax Withholding Events

- 1. From the menu bar, click Instructions > Instructions Overview.
- 2. On the Instructions Overview page, click the **US Tax** tab.

The IRS Income Code table displays the results by tax code, as well as those that fall under Section 302 and a generic category for codes that do not appear in the list. They are divided by:

- Events with an instruction cutoff on the current business day,
- o Active Events, and
- Forecast events.
- Click the event count for the category of item you want to view.

You are brought to a Results page for that tax code and time specification.

- 4. Click the **CA ID** of the record you want to view.
 - You are brought to the Record Detail page for that event.
- 5. Click the **US Tax** tab (if it is not currently active).

Note:

Not all forecasted events will have a US Tax tab.

Downloading 1042-S Transactions

- 1. From the menu bar, click Instructions > Instructions Overview.
- On the Instructions Overview page, click 1042-S Transactions.
 The 1042-S Transactions menu opens.
- 3. Click the Excel icon next to Previous Tax Year or Current Tax Year.

Entering U.S. Tax Instructions

- 1. Navigate to the event record for which you want to enter instructions.
- 2. Click the **US Tax** tab, if it is not already active.

Note:

If there is no US Tax tab or it is not active, you are not yet able to enter tax instructions for this event.

- 3. In the Position Summary area of the page, scroll to view the **Status** field.
 - If the field reads "Active," you are able to enter tax instructions for this record.
 - If the field reads "No instructions," you are not able to enter tax instructions for this record. Please contact UStax@dtcc.com for any post-payable adjustment requests.
- 4. If the record is "Active," scroll down to the **Free Position** or **Stock Loan/REPO** field for the instruction you want to enter and type the share amount of the instruction.
- 5. Click Continue.

The Review screen appears.

U.S. Tax Information 400

- 6. Click **Edit** to make any changes to the instruction, if desired.
 - The edit page appears.
- 7. Make any changes and click **Continue**.
- 8. Type your name and phone number in the **Submitter Information** fields.
- 9. Click Submit Instruction.

A confirmation message appears at the top of the screen, indicating that your instructions were submitted successfully.

U.S. Tax Information 401

FOR MORE INFORMATION

Email DTCC Learning at:

DTCCLearning@dtcc.com

or visit us on the web at:

www.dtcclearning.com