FIXED INCOME CLEARING CORPORATION
GOVERNMENT SECURITIES DIVISION

CONTACT LIST USER GUIDE

PUBLICATION DATE:

August 2021

ADVANCING FINANCIAL MARKETS. TOGETHER.™

Table of Contents

ABOUT THE FICC GSD CONTACT LIST

The Contact List is a resource within the Real-Time Trade Matching (RTTM®) Web application for the Government Securities Division ("GSD") of the Fixed Income Clearing Corporation ("FICC") which Members can utilize in order to retrieve contact information for other FICC GSD Members. Each Member is responsible for maintaining their firm's contact information within the Contact List tool. Therefore, the tool is also used by each firm to maintain their own contact information. On a regular basis each firm should review their firms contact information within the Contact List tool and update the information as necessary. This guide will instruct users on how to access the Contact List in order to view other Members' contact information and to add, update or delete their firm's contact information.

LOGGING INTO THE REAL-TIME TRADE MATCHING (RTTM) WEB APPLICATION

The RTTM Web application should be accessed through Google Chrome. To access the application, select and then copy one of the three URLs listed below and paste it into the address field of your browser:

1. https://gsd-ficcweb.dtcc.net
2. https://portal.online.dtcc.net
3. https://login.dtcc.net

The screen will update to display the RTTM Web Login screen (Figure 1)[1].

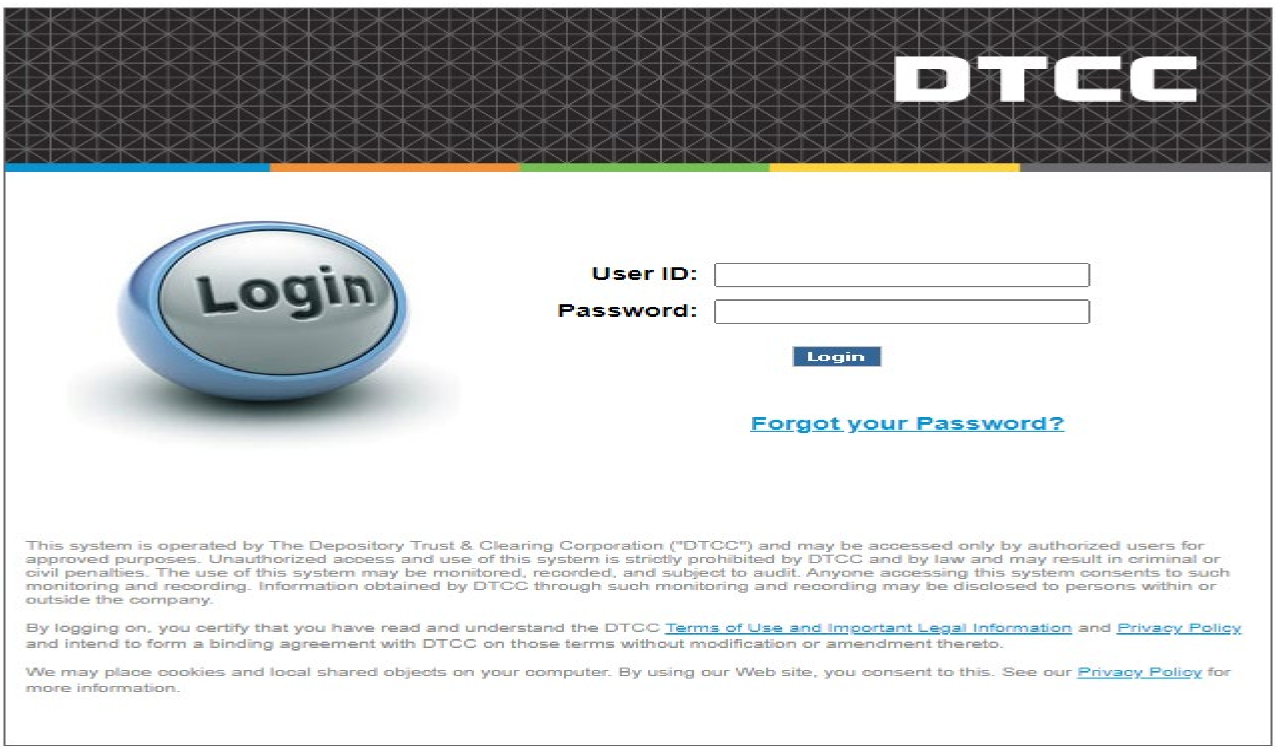

Figure 1: Login Screen

[1] For security purposes, you will be locked out of the RTTM Web application after three unsuccessful login attempts. If you are locked out, contact your Access Coordinator.

Next, enter your user ID and password in the appropriate fields and click **Login**.

What you will see next will depend on which URL was used to access RTTM Web.

If you selected to access RTTM Web via URL #1, then upon entering your login credentials and clicking the Login button, the below screen (Figure 2) will appear.

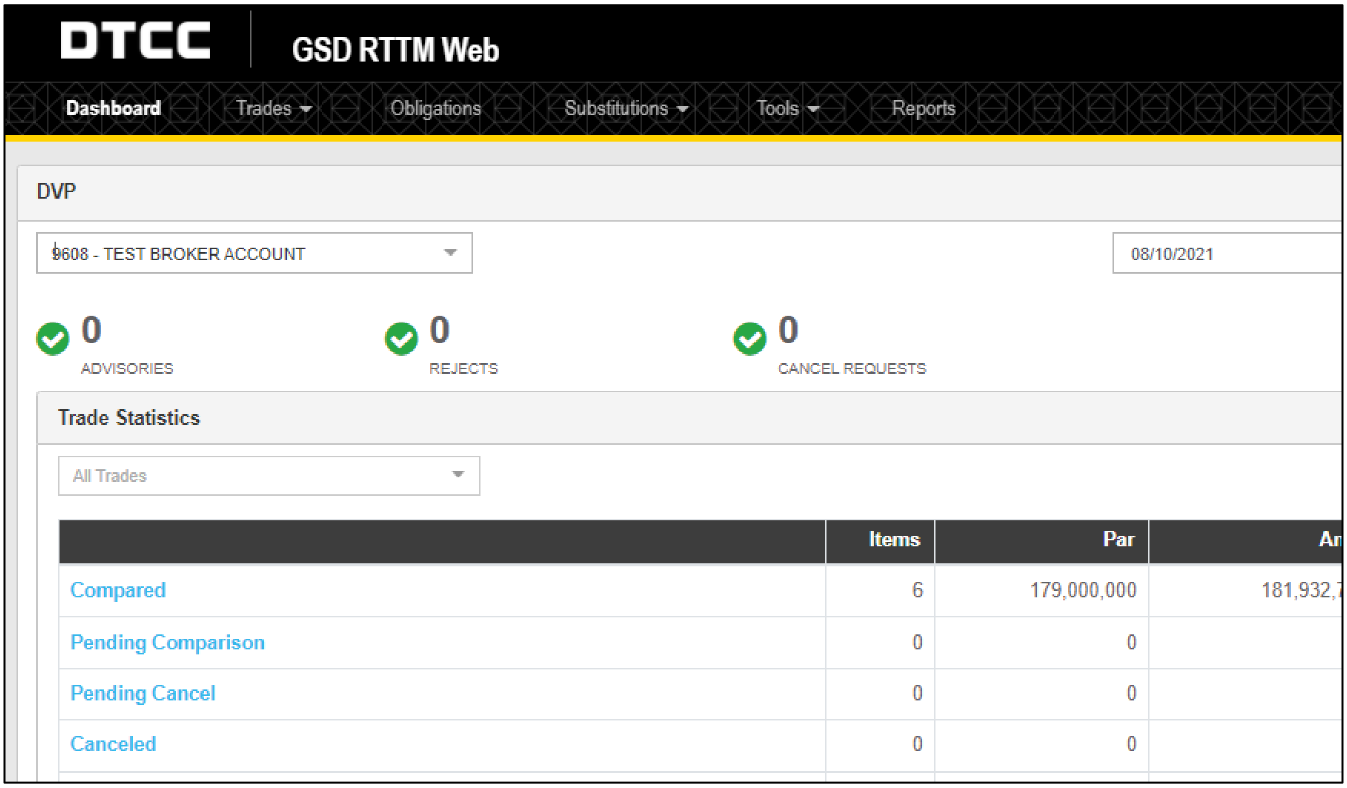

Figure 2: GSD RTTM Web Dashboard

If you selected to access RTTM Web via URL #2 or URL #3 , then upon entering your login credentials and clicking the Login button, the below screen (Figure 3) will appear. Once at this screen, click the FICC GSD RTTM Web tile.

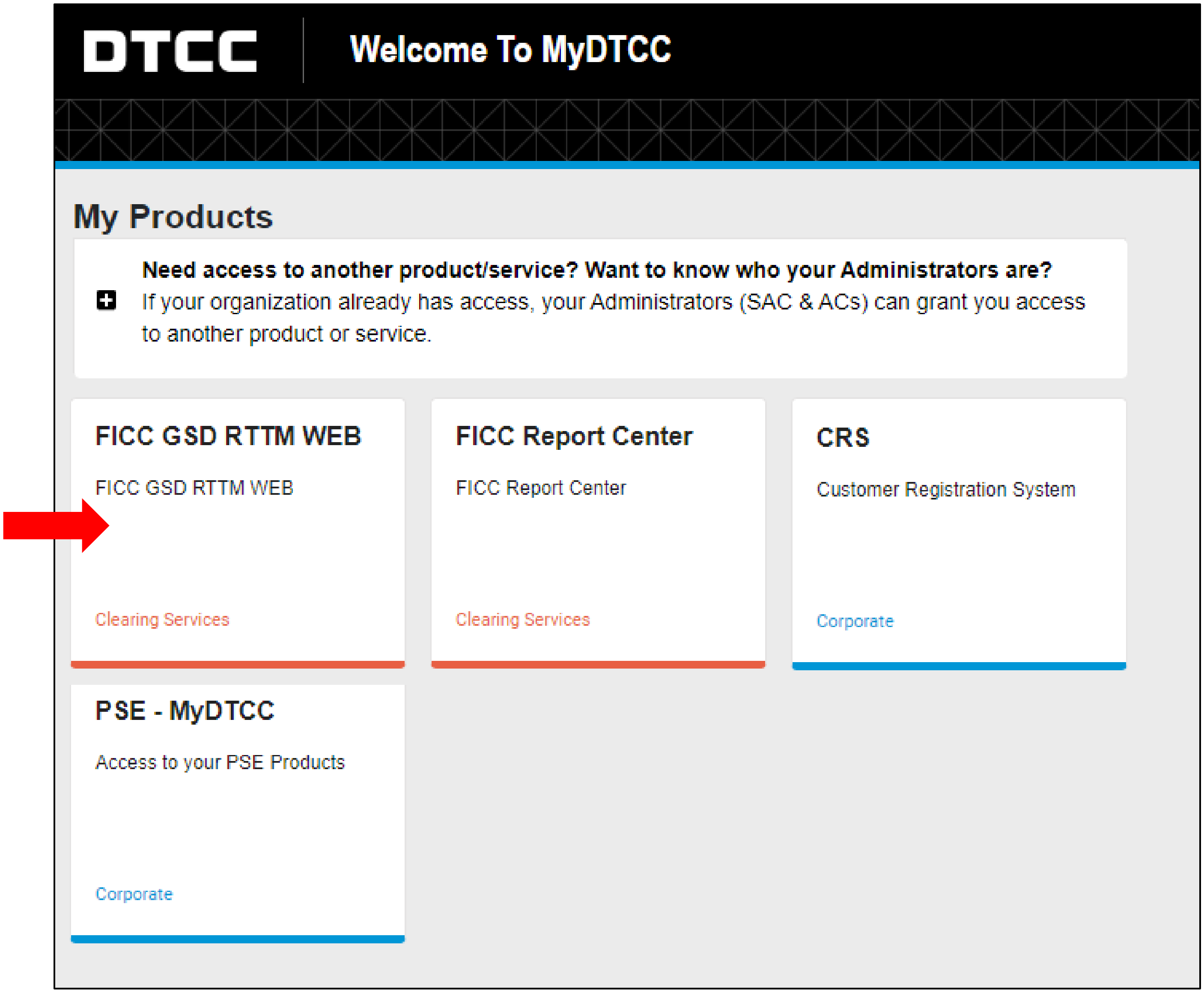

Figure 3: DTCC Portal

Once you've clicked the FICC GSD RTTM Web tile, the Dashboard screen (Figure 2) will appear.

NAVIGATING TO THE FICC GSD CONTACT LIST

Once you have arrived at the Dashboard screen, navigate to the Tools dropdown menu as seen below (Figure 4). Click Tools > Contact Management, to view your available options[2].

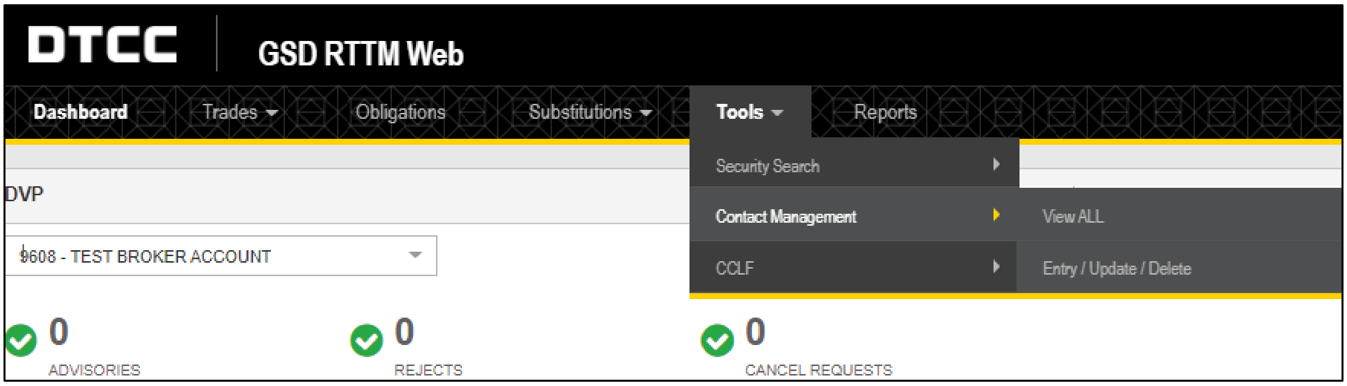

Figure 4: Tools Dropdown Menu

View All GSD Contacts

To view all GSD contacts listed in RTTM Web, Select Tools > Contact Management > View ALL (Figure 5).

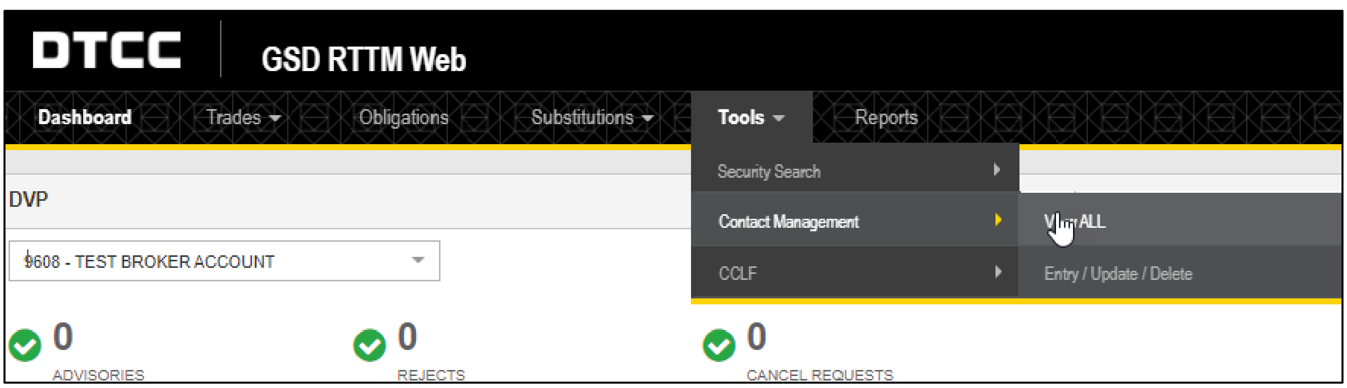

Figure 5:Menu Option - View All Contacts

---

[2]The following users are allowed to make contact list updates:

- Super Access Coordinators
- Users who have the following roles:
    - DVP – Update
    - GCF – Update

Once you have selected View ALL from the dropdown menu, the below screen will appear (Figure 6). This screen displays all available contacts for GSD Members.

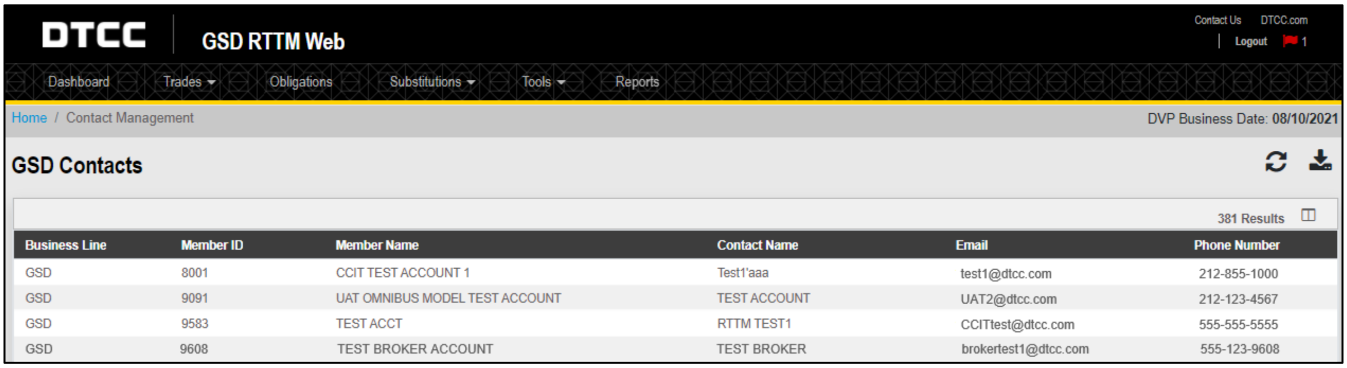

Figure 6: View All GSD Contacts Screen

Note: This Contact List is maintained by the membership and not FICC.

Adding New GSD Contact Information

To add a new contact to the Contact List in GSD RTTM Web, select Tools > Contact Management > Entry/Update/Delete (Figure 7).

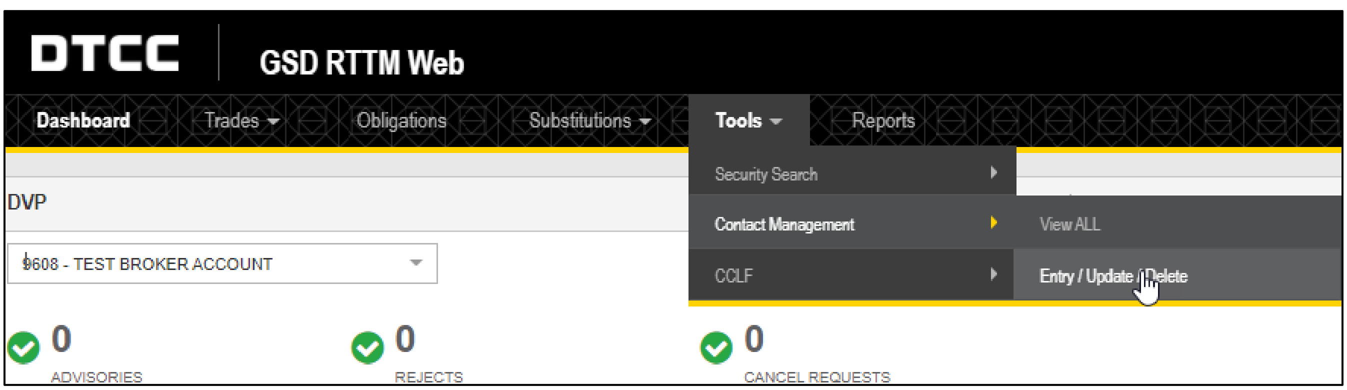

Figure 7: Menu Option - Entry/Update/Delete Contacts

Once you have selected Entry/Update/Delete from the dropdown menu, the below screen will appear (Figure 8). This screen will allow a user to add new contact information to the list of available contacts of GSD Members. To add a new contact, click **+ Add Row**.

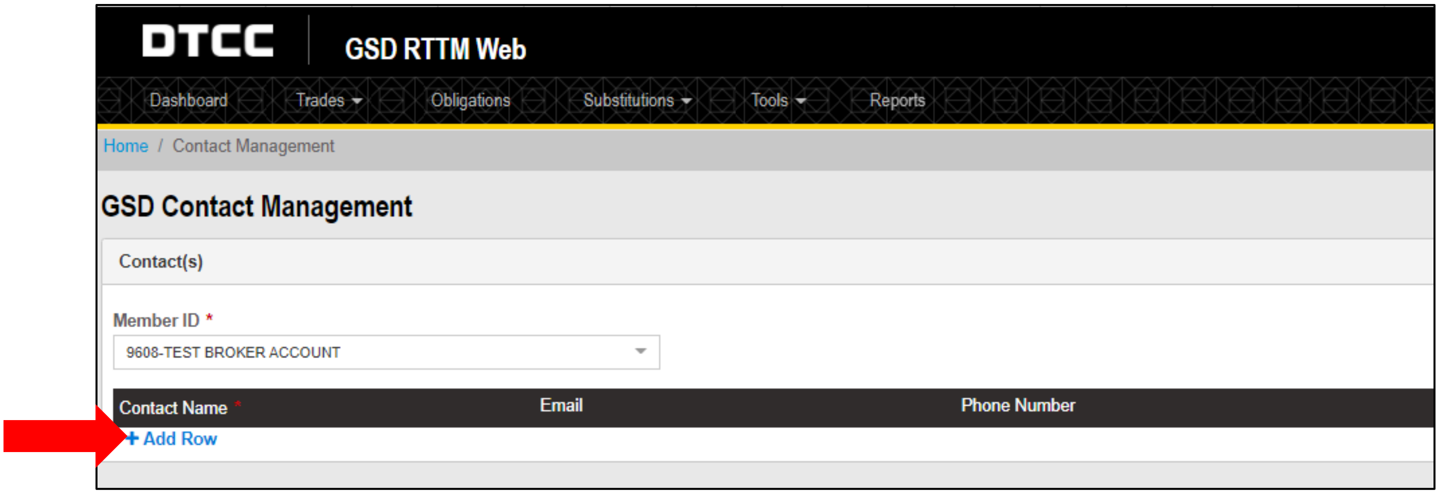

Figure 8: Add New Contact Information

Note: If your login credentials allows for you to access more than one (1) GSD account, you will need to select from the Member ID dropdown list the account that the new contact information will be listed under.

Once **+ Add Row** is selected, the screen will update (Figure 9) and the Contact Name, Email and Phone Number fields will become editable.

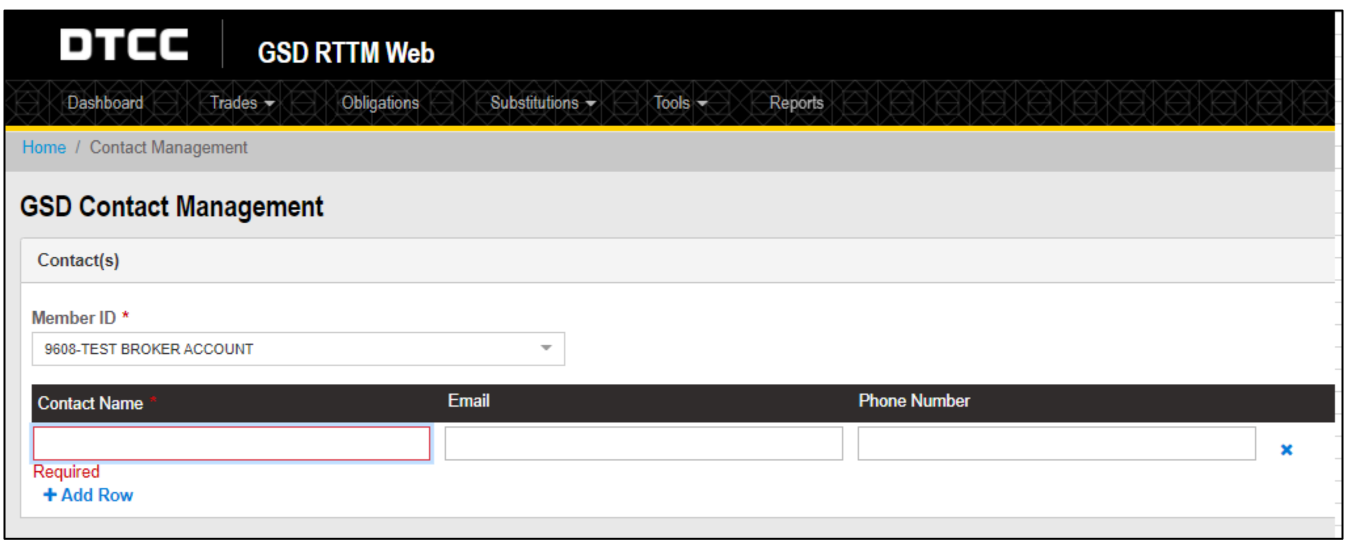

Figure 9: Add New Row

Note: The Contact Name is a required field.

Next, enter the relevant information in the available fields as seen on the screen below (Figure 10). Once you've entered the relevant information into the fields, click the Save icon. **Note**: When you hover your mouse over the Save icon, the "Add Contact" label will appear.

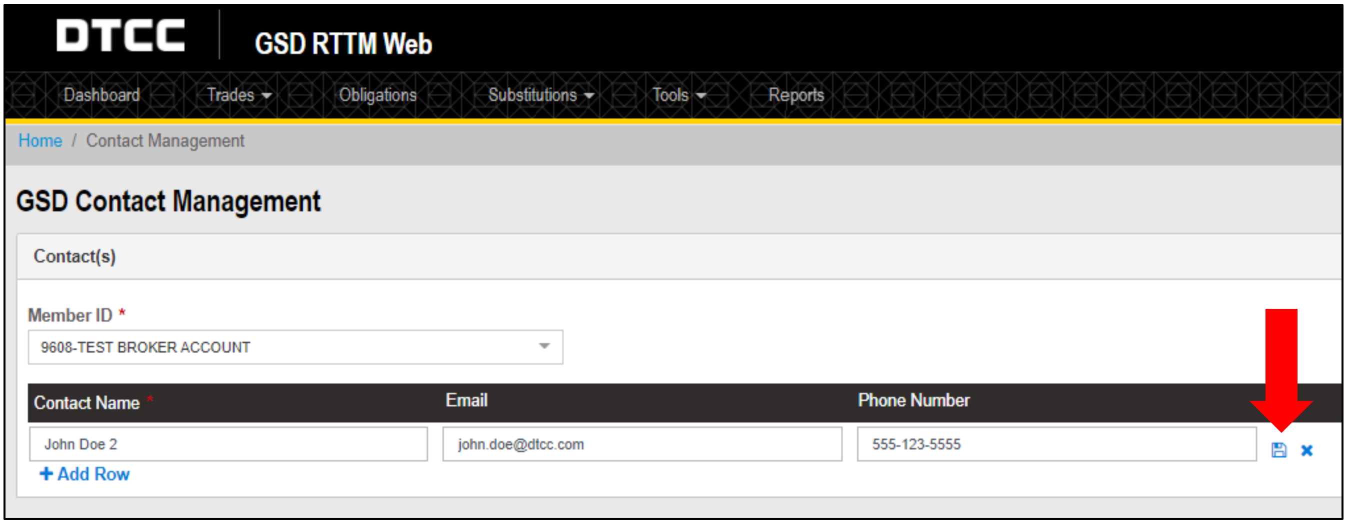

Figure 10: Enter Contact Information

Once the entry has been saved, the screen will update as seen below (Figure 11).

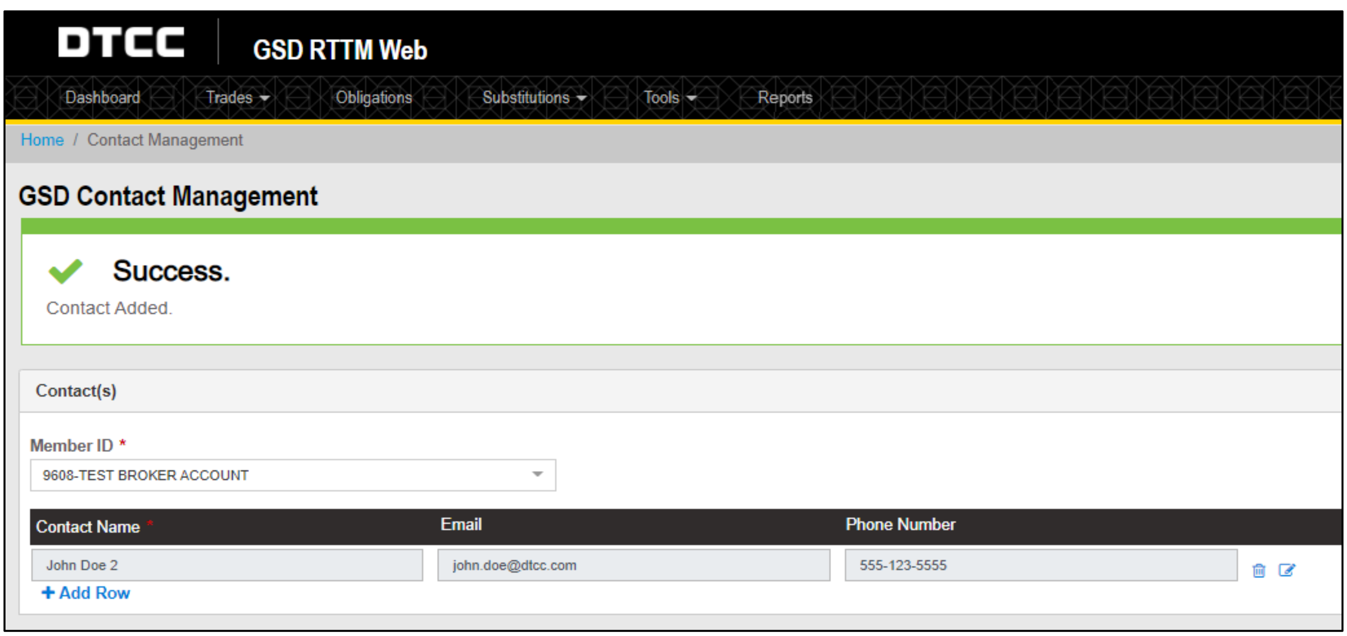

Figure 111: Success message – Contact Added

You can repeat the above steps to add multiple contacts into the Contact List.

Edit Existing GSD Contact Information

To edit an existing contact in the Contact List, select Tools > Contact Management > Entry/Update/Delete (Figure 12).

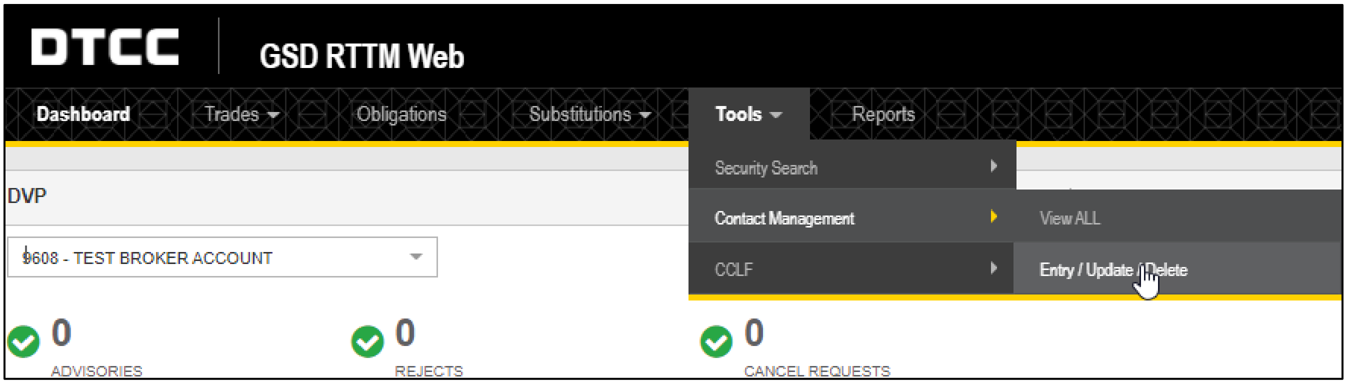

Figure 12: Menu Option - Entry/Update/Delete Contacts

Once you have selected Entry/Update/Delete from the dropdown menu, the below screen will appear (Figure 13). This screen will allow a user to modify an existing contact. To modify the contact information for a particular name/group, click the Edit icon on the screen that is in line with the contact information that needs to be modified. **Note**: When you hover your mouse over the Edit icon, the "Edit Contact" label will appear.

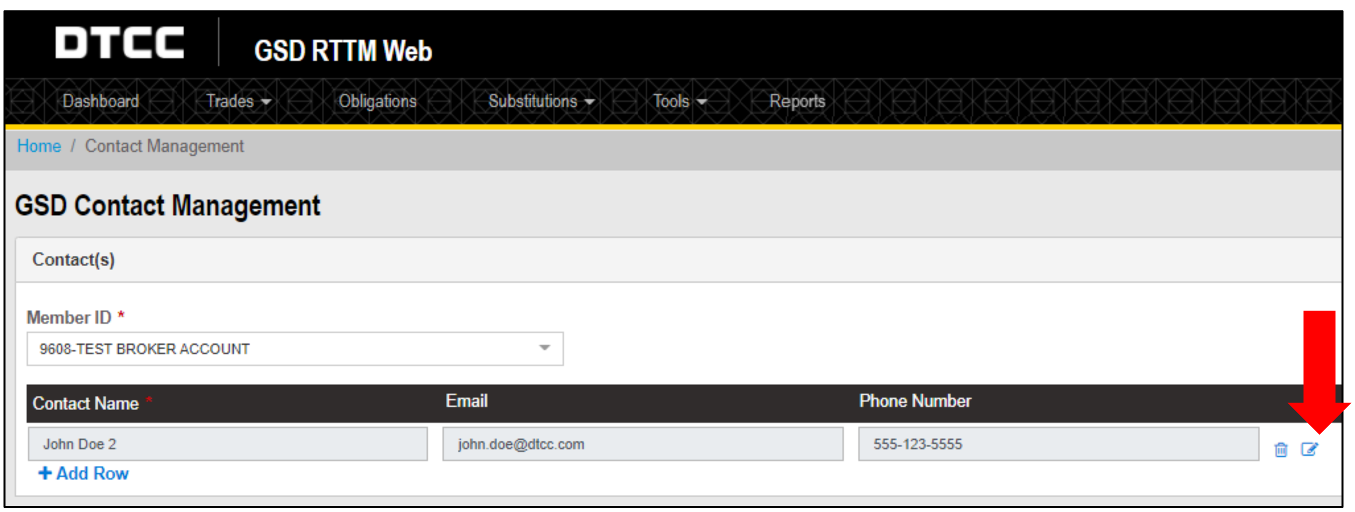

Figure 13: Edit Icon

Note: If your login credentials allows for you to access more than one (1) GSD account, you will need to select from the Member ID dropdown list which account's contact information will need to be modified.

Once the Edit icon is selected, the screen will update (Figure 14) and the Contact Name, Email and Phone Number fields will become editable.

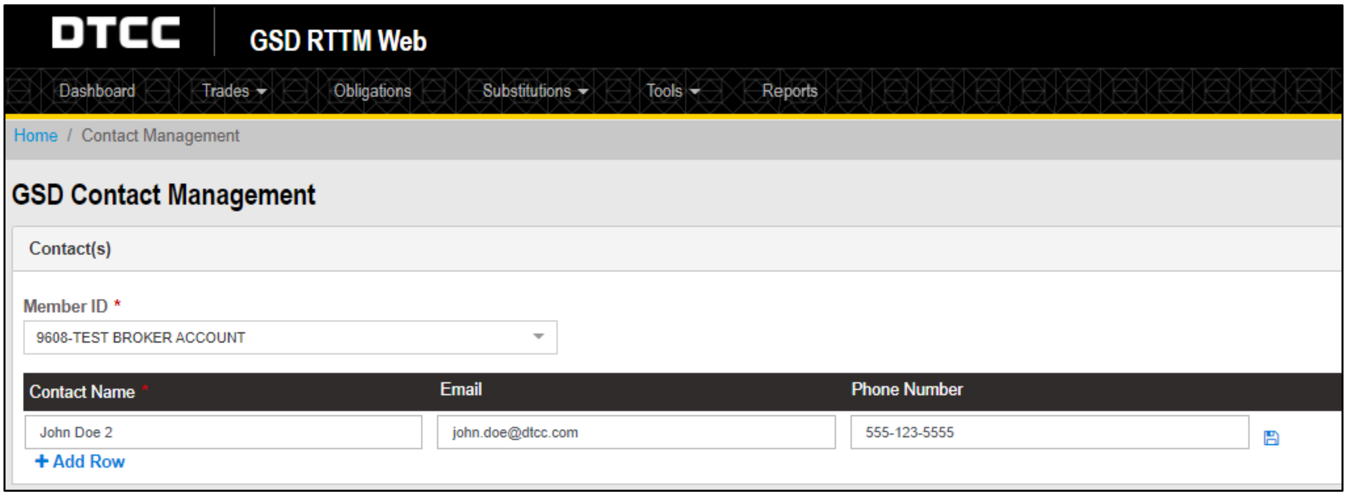

Figure 14: Modify Existing Contact Information

Note: The Contact Name is a required field.

Next, update the relevant information in the available fields as seen on the screen below (Figure 15). In the example shown below, the Phone Number was updated. Once you've updated the relevant information, click the Save icon. **Note**: When you hover your mouse over the Save icon, the "Update Contact" label will appear.

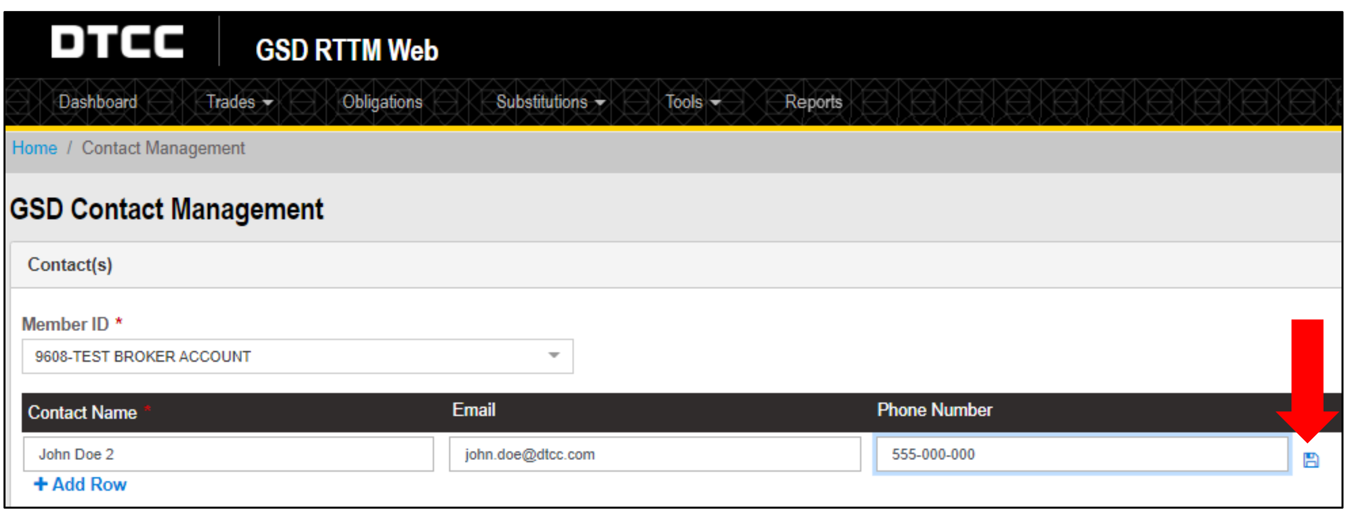

Figure 12: Update Contact Information

Once the update has been saved, the screen will update as seen below (Figure 16).

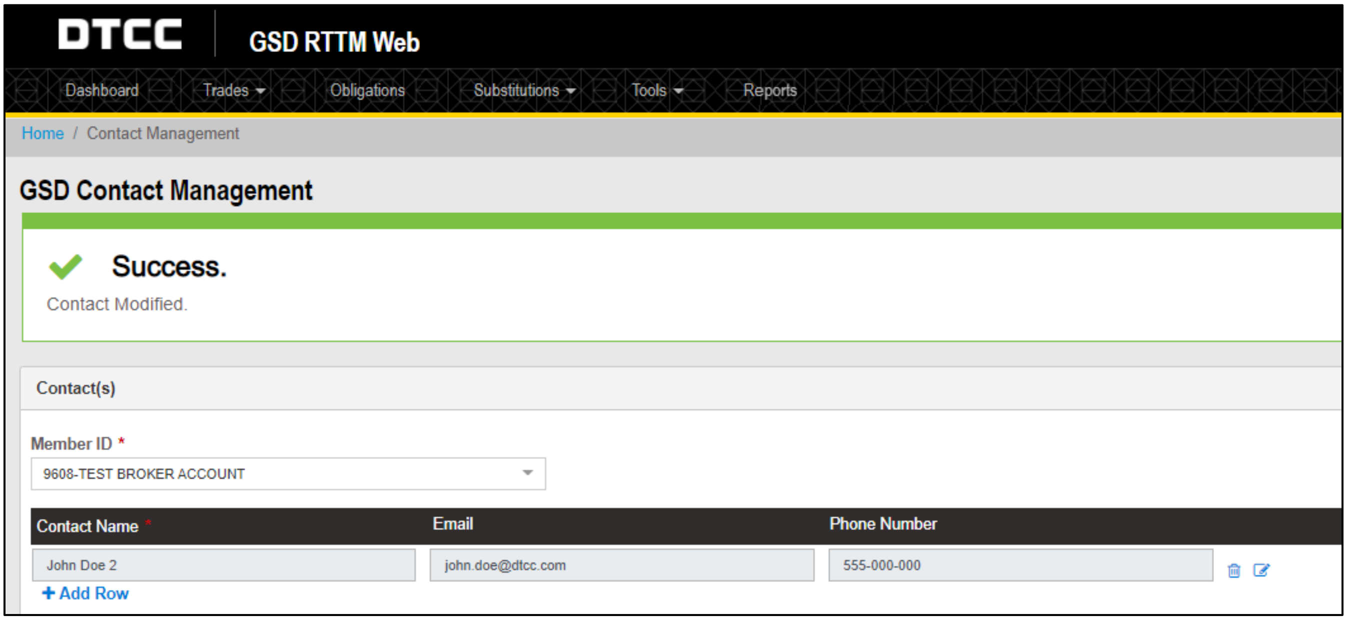

Figure 136: Success message – Contact Modified

Delete Existing GSD Contact Information

To delete an existing contact in the Contact List, select Tools > Contact Management > Entry/Update/Delete (Figure 17).

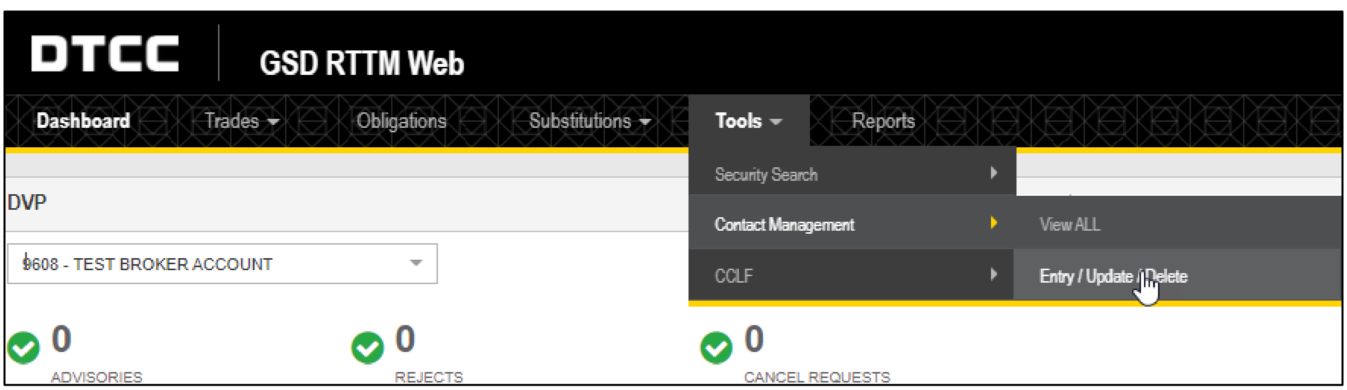

Figure 17: Menu Option - Entry/Update/Delete Contacts

Once you have selected Entry/Update/Delete from the dropdown menu, the below screen will appear (Figure 18). This screen will allow a user to delete an existing contact. To delete the contact information for a particular name/group, click the Delete icon on the screen that is in line with the contact information that needs to be deleted. **Note**: When you hover your mouse over the Delete icon, the "Delete Contact" label will appear.

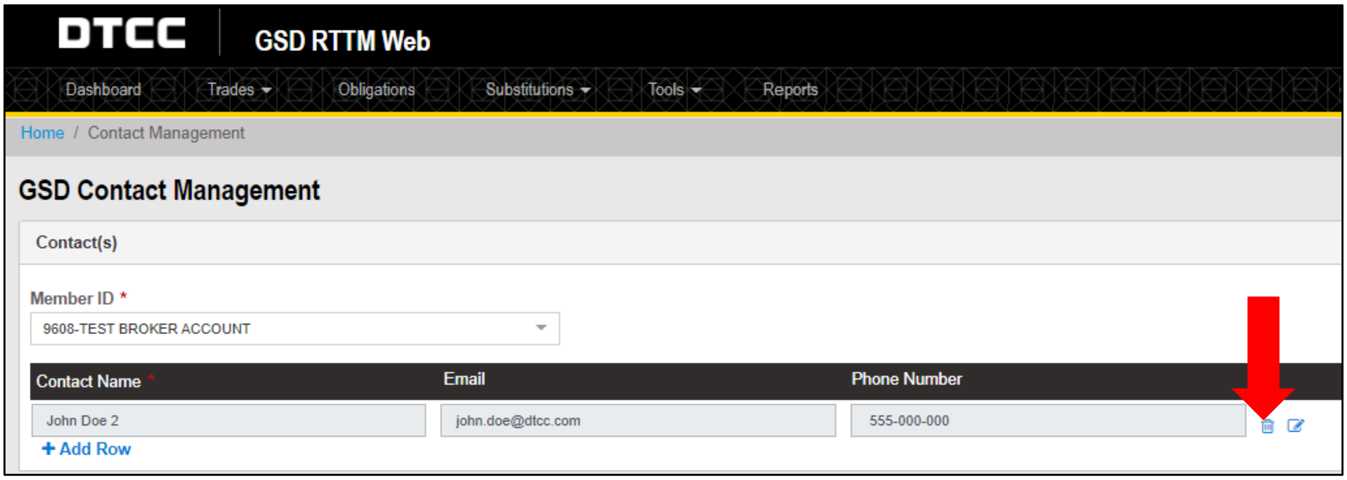

Figure 18: Delete Icon

Note: If your login credentials allows for you to access more than one (1) GSD account, you will need to select from the Member ID dropdown list which account you will be deleting contact information from.

Once the Delete icon is selected, the screen will update (Figure 19) as seen below.

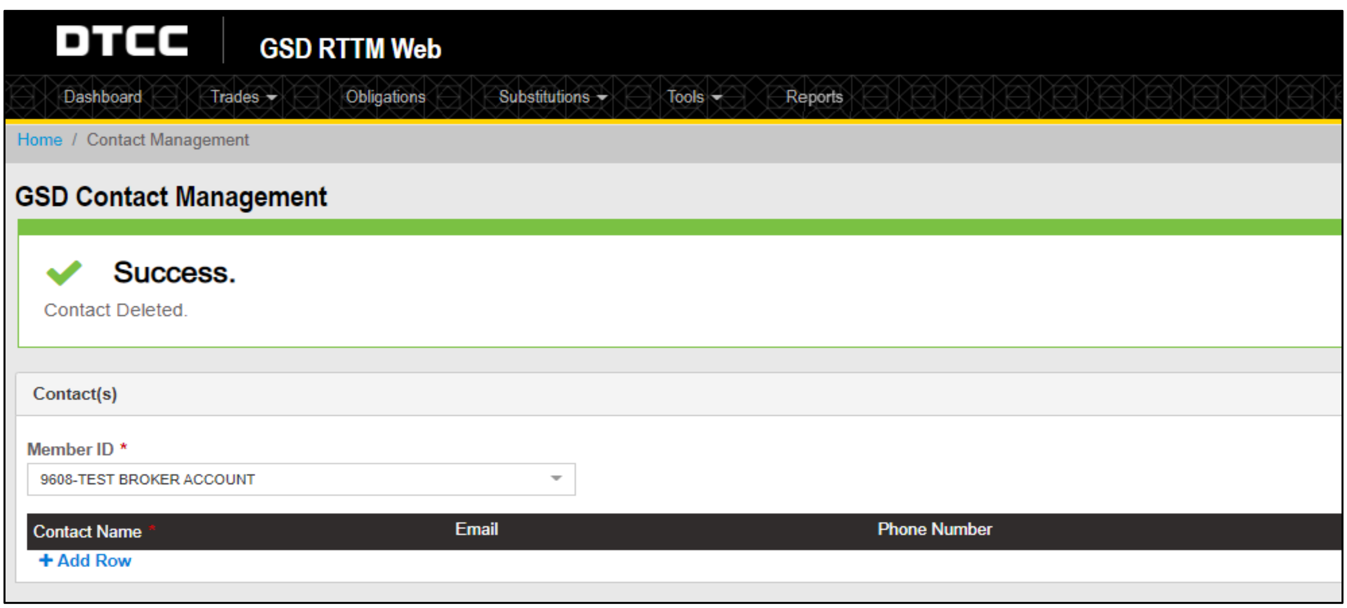

Figure 149: Success message – Contact Deleted

WHO TO CONTACT FOR ISSUES

At any time should you encounter a technical issue, please contact the GSD Operations team at (212) 855-7600 or gsd_ops@dtcc.com.