

DTCC Data Services
Super Access Coordinator Authorization Form

The Super Access Coordinator (SAC) form applies exclusively to Data Services entities and their contracted products.

Super Access Coordinators are responsible for:

- Authorizing access by workers of your Organization to DTCC systems.
- Administering (including without limitation establishing, protecting, maintaining, and revoking), the credentials (e.g., user IDs, passwords, digital certificates, and SecurIDs) issued to workers of your organization that may be required by DTCC for authentication purposes.
- Administering (including without limitation establishing, protecting, maintaining, and revoking) the associated entitlements (i.e., function eligibility) in connection with the workers' communications with DTCC relating to use of DTCC products and services.
- Monitoring and reviewing credentials, entitlements, security breaches, access violations, and inactive accounts to ensure accuracy, and taking any appropriate follow-up action (e.g., notifying DTCC's Technology Risk Management Office if potential security exposures are identified).
- Overseeing your organization's workers' use of DTCC's systems and ensuring that each worker appropriately protects his/her access privileges (e.g., by safeguarding his/her credentials and holding all password/user IDs in strict confidentiality) and it is advised that sharing of passwords/user IDs and simultaneous access via the same password/user ID is prohibited. SAC also provides up-to-date accurate information to DTCC that can be used to verify his/her identity (e.g., if a password must be reset).
- Informing all workers of changes, such as modifications to password syntax rules, which affect access or that may impact their ability to access DTCC systems.
- Immediately modifying or disabling/revoking access privileges where appropriate (e.g., for any worker who leaves your organization or changes responsibilities) and initiating the deletion and/or deactivation of associated credentials.
- Providing DTCC with up-to-date information about themselves (e.g., name, email address, telephone number).
- If a Super Access Coordinator needs to be added and/or replaced, please ensure to complete the Super Access Coordinator Form, and return to the Client Account Services team (itpcontractadmin@dtcc.com).
- To submit an inquiry, please open a ticket through the MyDTCC portal (portal.dtcc.com) and click on the Support tab.



**Super Access Coordinator
Authorization Form**
for DTCC Solutions Data Services



Organization Name: _____

DTCC account number (8-digit account number): _____

Requestor Name: _____

Please specify Super Access Coordinators for production environment below. Organization will always have at least two active designated Super Access Coordinators.	
Super Access Coordinator 1 – <input type="checkbox"/> Add <input type="checkbox"/> Remove	Services (Product) Being Accessed
First Name:	<input type="checkbox"/> ETF: Clearing Dashboard (CLD) & Exchange Traded Funds (ETF) <input type="checkbox"/> CDS Kinetics <input type="checkbox"/> Legal Notice System (LENS) <input type="checkbox"/> Connectivity Management * <input type="checkbox"/> Data Services ** <input type="checkbox"/> Federated SSO
Last Name:	
Phone:	
E-mail:	
Super Access Coordinator 2 – <input type="checkbox"/> Add <input type="checkbox"/> Remove	Services (Product) Being Accessed
First Name:	<input type="checkbox"/> ETF: Clearing Dashboard (CLD) & Exchange Traded Funds ETF <input type="checkbox"/> CDS Kinetics <input type="checkbox"/> Legal Notice System (LENS) <input type="checkbox"/> Connectivity Management * <input type="checkbox"/> Data Services ** <input type="checkbox"/> Federated SSO
Last Name:	
Phone:	
E-mail:	
Super Access Coordinator 3 – <input type="checkbox"/> Add <input type="checkbox"/> Remove	Services (Product) Being Accessed
First Name:	<input type="checkbox"/> ETF: Clearing Dashboard (CLD) & Exchange Traded Funds ETF <input type="checkbox"/> CDS Kinetics <input type="checkbox"/> Legal Notice System (LENS) <input type="checkbox"/> Connectivity Management * <input type="checkbox"/> Data Services ** <input type="checkbox"/> Federated SSO
Last Name:	
Phone:	
E-mail:	

Selecting these options entitles user MyDTCC portal access to:

* - Open support ticket related to SFTP/ISO connectivity issues (whitelisting IP address, file name update, missing file, etc.).

** - Open support ticket related to product content, documentation, corporate action event challenges, etc.