

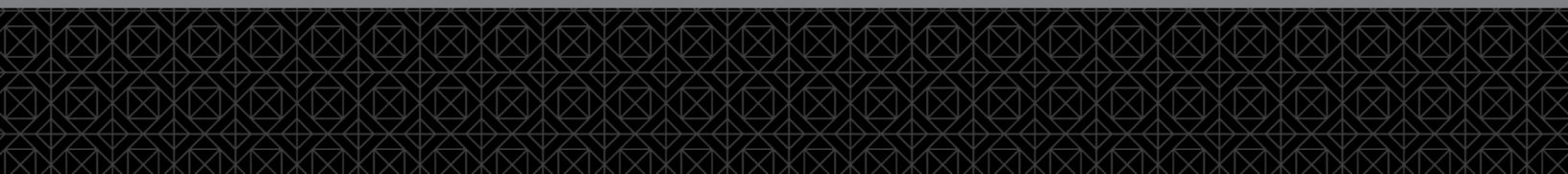
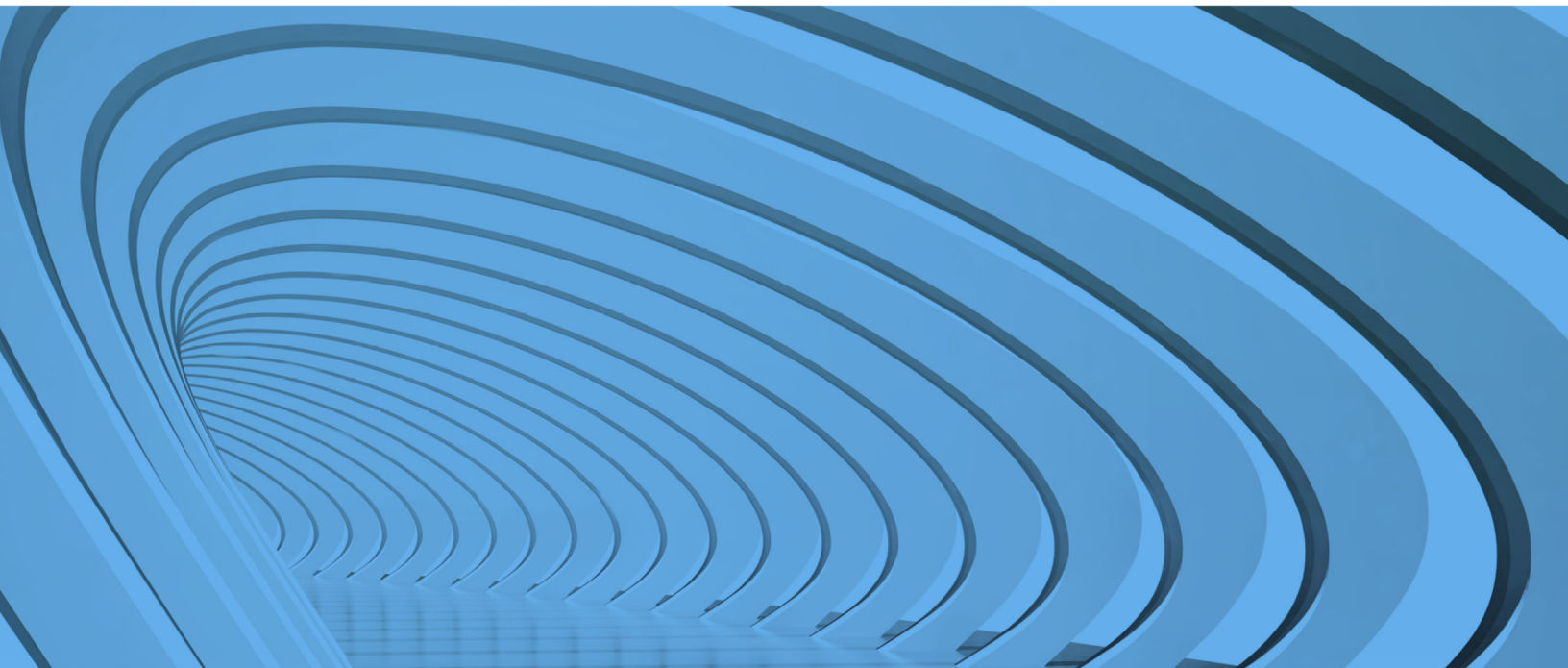


Securing Today. Shaping Tomorrow.®

ETF PORTFOLIO DATA SERVICE A DTCC DATA SERVICES OFFERING

ONBOARDING STEPS

APRIL 17, 2018



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ETF PORTFOLIO DATA SERVICE ONBOARDING STEPS

This document provides detailed instructions for onboarding to the DTCC ETF Portfolio Data Service.

Overview

There are three steps to the onboarding process for new DTCC clients.

1. Submit your completed Super Access Coordinator (SAC) form to DTCC.
2. After receiving login credentials, provision users to the ETF Portfolio Data Service.
3. Subscribe to portfolios via the EFT Portfolio Data Service

Note

Existing clients can skip steps related to setting up a Super Access Coordinator (SAC).

Initial Setup and Login Credentials

This step only applies to new DTCC clients.

1. Submit your completed Super Access Coordinator (SAC) form to DTCC at entitlements@dtcc.com.
The Integration Team will have emailed this form to your firm's SAC.
2. Each person listed on the completed form as an SAC receives two emails from DTCC:
 - The first email contains the URL and username to access the DTCC Customer Portal.
 - The second email contains a temporary password.

Credentialing Users

1. Register on the **DTCC Customer portal** using your username and password.
2. Click the **CRS** link to access the **CRS Homepage**, where you can provisions users to the portal.
3. Provision **at least two** members of your company as operators.
You must be an operator to use the ETF portal; The Super Access Coordinator role only has permissions to provision access to products (such as ETF).
4. Select all three of the following under **Roles**:
 - ETF
 - Contact Management
 - DataTrak AutoRoute Utilities
5. Click **Accounts**.
6. Select your company's account number, which is located on your SAC form.

7. Exit the DTCC Customer portal and close all windows of your browser.

Note

You must complete this step in order to view the ETF portal.

8. Re-enter the DTCC Customer portal.
9. Click the **ETF** link to access the ETF portal.

Subscribe to ETF Portfolios

The following video tutorial describes how to subscribe to portfolios from the ETF portal:

https://dtcclearing.com/images/products/datapro/security_reference/etf/index.html.

To automatically include all new portfolios in your nightly file, **auto-subscribe** to all portfolios:

1. Click the **Auto-Subscription** button, which is located at the top right side of the ETF portal.
A green check mark next to the button indicates that you are subscribed to all portfolios.

Note

If you are not auto-subscribed, you received a notification when there is a new portfolio, and you will need to enter the ETF portal to subscribe to it.

2. Add an email address to the **Contact Management** in the ETF portal (under **Update Profile**) to ensure that you receive:
 - New portfolio notifications
 - Notifications of supplemental files that DTCC receives. These files include ETF portfolio changes that occur after the primary file has been sent out.

Note

The ETF Portal reflects changes immediately and a supplemental file containing all updated portfolios is sent out to your FTP Directory at 12:30 PM EST daily.

FOR MORE INFORMATION

Email DTCC Learning at:

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or visit us on the web at:

www.dtcclearning.com