

CME ClearPort® Broker/Trader User Guide

Version 2.7 3/23/11

Futures trading is not suitable for all investors, and involves the risk of loss. Futures are a leveraged investment, and because only a percentage of a contract's value is required to trade, it is possible to lose more than the amount of money deposited for a futures position. Therefore, traders should only use funds that they can afford to lose without affecting their lifestyles. And only a portion of those funds should be devoted to any one trade because they cannot expect to profit on every trade.

All references to options refer to options on futures.

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Getting Started

This section provides an overview on and instructions for logging in and logging off of CME ClearPort®.

Overview

Brokers, Traders, and Asset Managers can conduct their own transactions off-exchange, negotiate their own prices, and still take advantage of the Exchange clearinghouse by submitting the transactions through CME ClearPort.

CME ClearPort provides Brokers, Traders, and Asset Managers with an interface where transactions are posted, credit calculated and approved, and the transactions are processed by the clearinghouse.

- Traders have the ability to view their trades.
- Voice brokers, traders (when configured for single side submission), and asset managers have the ability to submit
 trades through CME ClearPort for clearing in real-time. When a voice broker submits a trade on behalf of the account
 owner, trade details are entered into CME ClearPort. Once the trade is submitted, the account owners are notified by
 e-mail.

The trade is checked for accuracy and cleared. If there are discrepancies in the information, the trade is rejected and the reason for rejection appears in the Trade Blotter.

System Requirements

The minimum system requirements are:

- Internet Explorer® Version 6.0 or higher with 128-bit encryption
- Windows 2000® with SP4 or higher, Windows XP®, or Windows Vista®
- Internet access

Obtain User ID and Password

A User Name and Password is required to access CME ClearPort. To obtain a User Name and Password complete the online CME ClearPort® Services Registration. For assistance, please call CME ClearPort Market Operations at 1-800-438-8616 or e-mail ClearPort@cmegroup.com.

CME ClearPort Market Operations assigns the User Name and a temporary password and provides the URL to access CME ClearPort.

Note: Clearing Members will receive access to the Account (RAV) Manager when they register for CME ClearPort. All accounts must be registered in RAV in order for the trade to clear. Refer to CME Account Manager User Guide for more information.

User Roles and Entitlements

CME ClearPort offers a dynamic data model that allows participants several different ways to enter executed OTC deals for clearing services. The exchange is responsible for setting up firms and permissioning firm and user agent roles. Clearing Members (CM) create accounts and assign Broker and Asset Manager relationships. A single firm can operate more than one business model.

Firm Type	Description
Trading Firm	A firm that owns trading accounts. Clearing Members set up accounts for trading firms and manage the account risk. A trading firm can have relationships with many CMs. This is the only firm type with account ownership (In some cases an asset manager can be set-up as the account "owner"). Broker firms or asset managers can enter deals on behalf of a trading firm.
Single Side Trading Firm	Trading firms can enter single side Credit Default Swap (CDS) transactions for their own accounts when they are set-up as a single side trading firm. This firm must also be configured as a trading firm.
Broker Firm	Broker firms can enter deals using the single sided matched/claimed model or the two sided broker model. Their relationship to an account is assigned by CMs.
Asset Manager Firm	Asset managers can enter single sided deals for accounts with which they have a relationship.
Platform	A third party platform can route deals for any firm type. The platform must have established relationships with a firm before the exchange accepts the deals or requests for proprietary firm information. Platform relationships are managed by the exchange.

User roles are assigned by the exchange when the firm is established. The user role determines the user privileges to CME ClearPort. The following user roles can be assigned:

- 1. Trader View trades.
- 2. Single Side Trader Add, view, claim or reject single side trades, and cancel single side trades prior to match/claim.
- 3. **Single Side Admin** Add, view, claim or reject single side trades for all staff at a firm, and cancel single side trades prior to match/claim for all staff at a firm.
- 4. **Broker** Add/view trades. Add single sided trades, cancel unmatched single sided trades, view or claim own trades, reject own pending claims, and generate reports.
- 5. **Broker Admin** Add single sided trades, view all Asset Managers at a Firm, cancel unmatched single sided trades at Broker Firm, claim trades for entire firm, reject pending claims for entire firm, and generate reports.
- 6. **Asset Manager** Add single sided trades for trading firm accounts that have been permissioned.
- 7. **Asset Manager Admin** Add single sided trades for trading firm accounts that have been permissioned, view all Asset Managers at a Firm, cancel unmatched single sided trades at Asset Manager Firm, claim trades for entire firm, reject pending claims for entire firm.

Account Alias

An account alias is supported for each issuer, such as the trading firm, platform, and/or asset manager, and is assigned at the firm level. If a firm is an asset manager and trading firm, only one alias is supported per account.

Log In To CME ClearPort

Login to ClearPort Clearing

3. Select No. The following message appears:

CME Group | CME ClearPort®



To log in to CME ClearPort:

1. From cmegroup.com, select CME ClearPort or enter the provided URL into the web browser's Address bar.

		Version 5.4.1			
		Username			
		Password			
		clearing, I agre standardized (swaps or excl with the trade	nd acknowledge that in submitting the terms be to exchange my swaps or physical transact. The futures contract via either the Exchange hange futures for physicals procedure, as a being submitted, I agree to accept and to be s, which will be available on the Exchange's ime to time.	action, as applicable, for a e's exchange of futures for pplicable. Finally, in connection bound by all applicable	
				Login	
2.	On t	he Login screer	n, enter the User Name and Password (passwords are case sensitive)	and click: Login
		e login was succ sage appears:	cessful, the CME ClearPort® website app	pears. If the login was not succ	essful, the following windows
			entered does not match the password s rd stored in Windows to your new entry		er name.Do you want to

Try to login again. If three unsuccessful logon attempts were made, the account is automatically locked. Contact CME ClearPort Market Operations at 1-800-438-8616 to reset your account.

After the first successful login, CME ClearPort requires the temporary password to be changed.

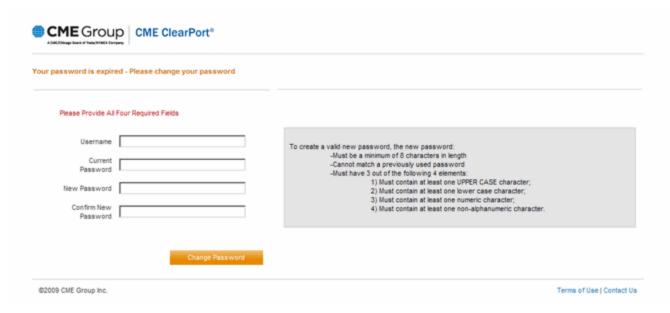
"Invalid User Name / Password was entered. Please try again."

Change Password

It is necessary to change the password when a temporary password is assigned or the current pass-word has expired.

The following rules apply when creating a new password.

- Must be a minimum of eight characters length.
- Cannot match a previously used password.
- Must contain three out of the following four elements:
 - 1. Must contain at least one UPPER CASE character.
 - 2. Must contain at least one lower case character.
 - 3. Must contain at least one numeric character.
 - 4. Must contain at least one non-alphanumeric character.



To change a password:

- 1. Enter the User Name.
- 2. Enter the Current Password.
- 3. Enter the New Password.
- 4. Re-enter the new password to confirm and click **Change Password**.
- 5. A confirmation message appears indicating the password has been accepted or rejected.

Log Off CME ClearPort

From any CME ClearPort page, select **Logout** from the main menu. The **CME ClearPort Login** screen appears. Close the window.

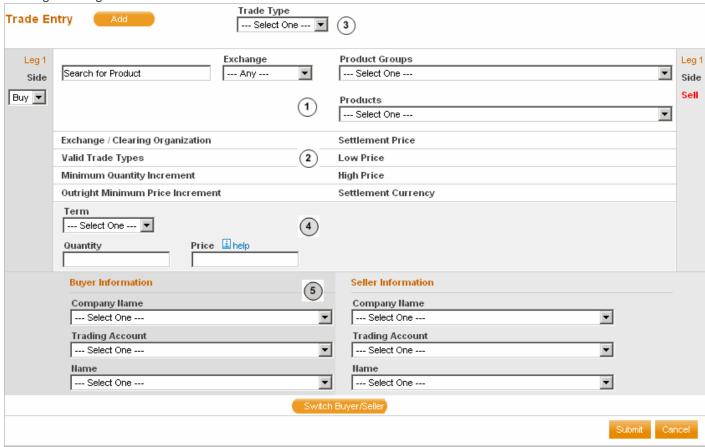
Note: If the CME ClearPort® remains idle for 30 minutes, the system automatically times out. When an entry is made in the current view, the Login screen appears.

Entering Trades

This section provides instructions to Brokers on how to enter trades into the CME ClearPort.

Trade Entry Screen

The **Trade Entry** screen is used by Brokers to enter transaction details for eligible products that are to be cleared through the Exchange clearing house. The screen consists of five sections.



- 1 Products 2 Product Reference Information 3 Trade Information
- 4 Terms 5 Buyer/Seller Information

Products

The Products (1) section provides capability to search/filter products that can be entered into CME ClearPort and cleared by the Exchange clearing house.

You can filter a search by Exchange or by Exchange and Product Group.

Product Reference Info

The Product Reference Information (2) section provides specific information about the selected product. The information that appears in this section will vary by product.

Field	Description
Exchange/Clearing Organization	Exchange and Clearing Organization where the trade is executed.
Valid Trade Types	The valid trade types for the selected product.
Minimum Quantity Increment	The minimum quantity for the selected product.
Outright Minimum Price Increment	The minimum price tick for the selected product.
more information	Note: The Outright Minimum Price Increment for strategies will not be shown
	- · · · · · · · · · · · · · · · · · · ·
Outright Minimum Block Threshold	The minimum block threshold is displayed in lots and the equivalent units for the contracts, which are not variable in size.
more information	
Settlement Price	Displays the date and settlement price of the contract. If the current settlement price has not been settled, the previous day's settlement price and date appear.
Low Price	The low price displayed for informational purposes is the low price across all competitive venues for the current trade date, where available.
High Price	The high price displayed for informational purposes is the high price across all competitive venues for the current trade date, where available.
Settlement Currency	The currency which will be used to buy the contract.
TAS tick differential range	For BLOCKS only. The range of point values for a TAS differential when a TAS trade type is selected by product.

Trade Information

The Trade Information (3) section provides specific information about the trade (original trade date, whether the trade is a TAS BLOCK trade, and the time of the trade)..

Field	Description
Trade Type	The type of trade: (EFP, EFS/EOO, BLOCK, OPNT, SUB, EFR)
Original Trade Date more information	The date (MM/DD/YYYY) that the original trade was executed.
TAS	Indicates that the trade was a TAS BLOCK trade
Time (HH:MM, HH 00-24, Local)	(For BLOCK trades only) The time the trade occurred, in 24 hour format. Use the time zone of the location where the trade is being entered into CME ClearPort. This time will be converted to the time zone of the Exchange.
Strategy Price	(For spreads only) The strategy price in Clearing decimal format. The Strategy Price is ignored if all leg prices are entered.

Terms

The Terms (4) section allows the entry of the transaction terms. The terms will vary based on the product selected.

Field	Description
Term	Enter the eligible contract Day, Month and Year for the selected product from a drop-down list or select a date from the calendar icon.
more information	drop-down list of select a date from the calendar icon.
Underlying Value Date	Enabled for OTC FX Options only. Enter the underlying value Day, Month and Year for the selected product or select a date from the calendar icon.
Strip/Pack/Bundle	Indicates whether the contract uses a Strip, Pack, or Bundle strategy.
End Term	Enabled for Strips, Packs, and Bundles only. Displays in a drop-down list the eligible contract Month and Year for the selected product.
Strike Price	Enabled for Options only. The strike price for the underlying instrument.
more information	
Put/Call	Enabled for Options only. Indicates whether this is a Put or Call Option
Quantity	Enter the number of units, lots, or notional value of the contract as indicated by the selected product. It must confirm to the multiple displayed in the MINIMUM QUANTITY INCREMENT field.
Price	The price per unit.
Diff Price	The differential price per unit. For TAS BLOCK trades, Packs and Bundles only.
Price Validation	An option to confirm that the entered price is valid.
Side	Indicates whether the information on the left is for the buy side or the sell side.

Buyer Information and Seller Information

The Buyer Information/Seller Information (5) section allows the entry of buyer and seller information. Only the Trading Accounts that the Broker is authorized (by the Clearing Member) to represent will appear in the drop-down list. If an account is not in the list, contact either the account owner or the Clearing Member for this account owner.

Trade Entry

CME ClearPort supports the following strategy types:

- Outright
- Daily Strip
- Monthly Strip
- Pack
- Butterfly
- Standard Calendar
- Equities Calendar
- Foreign Exchange Calendar
- Bundle
- Condor
- Generic
 - with price Support (intra-commodity spreads)
 - with no price Support (inter-commodity spreads)
- Pack Spread
- Pack Butterfly
- Month vs. Pack

To enter a trade:

(In this example, 1 Month Eurodollar Option is selected.)

- 1. Logon to CME ClearPort, see the section Getting Started for additional information.
- 2. Click the Trade Entry tab
- 3. In the **Products** section
 - Enter a symbol in the Search for Product text box,

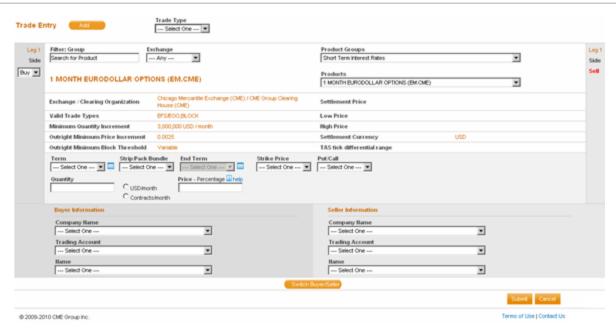
OR

• Enter text in the Search for Product text box,

OR

- Select a product group in the Product Groups drop-down list, and
- Select a product in the **Products** drop-down list.

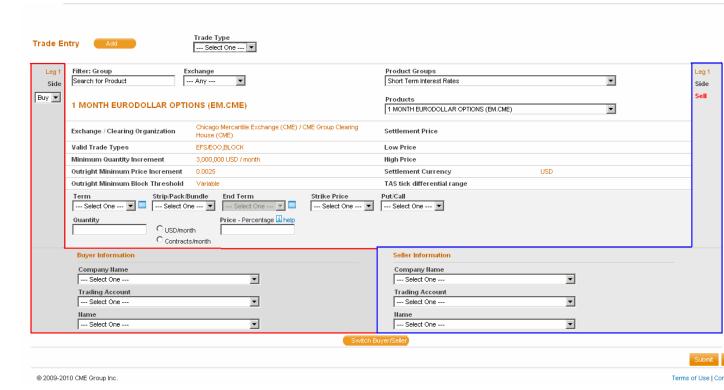
The fields in the Product Reference Information section are populated.



- 4. In the **Trade Information** section, complete the following fields:
 - Trade Type (required)
 - Original Trade Date (not required for block trades)
 - TAS (block trades only)
 - Time (HH:MM, HH 00-24, Local) (block trades only)
 - Strategy Price (spreads only) only enter a Strategy Price if no leg prices are being entered.
- 5. In the **Terms** section, complete the following fields, as applicable:
 - Term (required) Enter or select a date.
 - **Strip/Pack/Bundle** Indicates whether the trade uses a Strip, Pack, or Bundle strategy. If a selection is made here, the applicable fields in the Terms section will be enabled/disabled based on the selection made.
 - End Term Use only if the trade is a Strip, Pack, or Bundle.
 - Underlying Value Date Enter or select the date for OTC FX Options only.
 - Strike Price Enter if the trade is an Option. more information
 - Put/Call Enter if the trade is an Option.
 - Quantity (required)
 - Side (required)
 - **Price** (required, except for TAS BLOCK, Pack or Bundle).
 - Diff Price (required only for a TAS BLOCK, Pack, or Bundle).
 - Click an area of the screen outside of the Price or Diff Price field. The price is validated.

Note: A message will appear if there is no settlement price to use for validation or if the price or price diff does not pass validation. The Price Validation check box must be selected to confirm the price.

The **Side** drop-down and the **Buyer Information** section on the left side (red in the image below) of the screen corresponds to the information for the buy side firm. The **Side** drop-down and the Seller Information section on the right side (blue in the image below) of the screen corresponds to the information for the sell side firm.



6. In the Buyer Information/Seller Information section, complete the buyer/seller information.

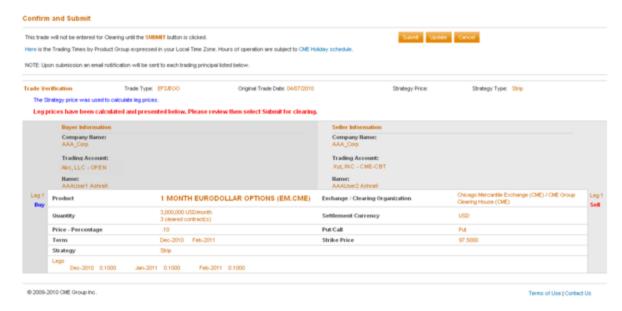
Note: Only the Trading Accounts that the Broker is authorized (by the Clearing Member) to represent will appear in this drop-down list. If an Account is not in the drop-down list, contact the account owner or the Clearing Member for the account owner.

7. For User Defined Strategies, Click **Add** to create additional legs, and <u>repeat steps 3 through 8</u>. Strategies can include any combination of Strips, Packs, Bundles and/or outrights.

Note: If any leg prices are missing from a spread, but a Strategy Price was entered, the leg prices are calculated based on the Strategy Price entered.

8. Click Submit.

Once the trade details have been submitted, the Broker should confirm the details of the trade before final submission into the system for clearance.



9. Verify that the information is correct and that there are no messages indicating changes are needed.

If not correct, click the **Update** button, the Trade Entry screen will appear where changes can be made.

If everything is correct, click the Submit button. The trade will be submitted for clearing and the Trade Blotter screen appears. Refer to Trade Blotter for additional information.

Note: Trades can only be updated if they are awaiting confirmation and submission from the Broker. Once they are submitted for clearing, they cannot be changed.

Note: Verify any leg prices calculated by CME ClearPort

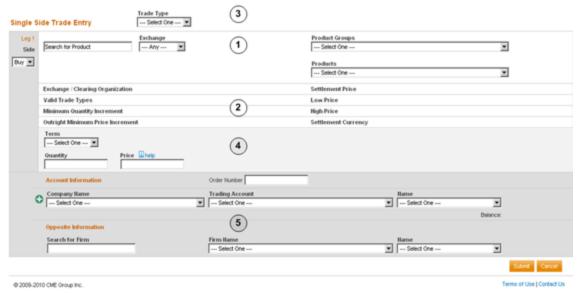
Entering Single Side Trades

CME ClearPort allows participants to submit trade sides at the completion of a Credit Default Swaps (CDS) deal. Trade sides are matched when both participants have submitted equal and opposite transactions. Trade sides can also be claimed by the opposite firm after one side is entered.

The resulting matched trade is then eligible for clearing and the designated clearing firms are notified that a trade is available for claim. This section provides instructions to Brokers, Traders (when configured as a single side firm), and Asset Managers for entering single side CDS trades into the CME ClearPort.

Single Side Trade Entry Screen

The **Single Side Trade Entry** screen is used by Brokers, Single Side Traders, and Asset Managers with a valid relationship to enter transaction details for eligible products that are to be claimed or matched. The screen consists of five sections. Some fields may vary depending on the type of user logged in to the system.



- 1 Products 2 Product Reference Information 3 Trade Information
- 4 Terms 5 Buyer/Seller Information

Products

The Products (1) section provides a list of products that can be entered into CME ClearPort and cleared by the Exchange clearing house. Products can be selected by a RED code or Pair Clip with a firm has been permissioned for their use.

Product Reference Information

The Product Reference Information (2) section provides specific information about the selected product. The information that appears in this section will vary by product.

Field	Description
Exchange/Clearing Organization	Exchange and Clearing Organization where the trade is executed.
Valid Trade Types	The valid trade types for the selected product
Minimum Quantity Increment	The minimum quantity for the selected product.
Outright Minimum Price Increment	The minimum price tick for the selected product.
more information	Note : The Outright Minimum Price Increment for strategies will not be shown
Outright Minimum Block Threshold more information	The minimum block threshold is displayed in lots and the equivalent units for the contracts, which are not variable in size.
Reference Entity	Issuer for single name products.
Reference Obligation	Bond referred to in the CDS contract.
Settlement Price	Displays the date and settlement price of the contract. If the current settlement price has not been settled, the previous day's settlement price and date appear.
Low Price	The low price displayed for informational purposes is the low price across all competitive venues for the current trade date, where available.
High Price	The high price displayed for informational purposes is the high price across all competitive venues for the current trade date, where available.
Settlement Currency	The currency which will be used to buy the contract.
Seniority Type	Valid types: Senior, Senior Secured, or Subordinated. This field is populated after the product is selected.
Restructuring Type	Valid types: No Restructuring, Modified Restructuring, or Modified Modified Restructuring. This field is populated after the product is selected.

Trade Information

The Trade Information (3) section provides specific information about the trade.

Field	Description
Trade Type	The type of trade: (OPNT)
Original Trade Date	The date (MM/DD/YYYY) that the original trade was executed.
more information	

Terms

The Terms (4) section allows the entry of the transaction terms. The terms will vary based on the product selected..

Field	Description
Term more information	Enter the eligible contract Day, Month and Year for the selected product from a drop-down list or select a date from the calendar icon.
Coupon (bp)	Drop-down list display of the eligible coupons, as expressed in basis points.
Quantity	The number of units or lots of the futures contract. It must confirm to the multiple displayed in the Minimum Quantity Increment area.
Price Method	Both parties must enter the Price Method. The Price Method can be entered the following ways: • Select Price, Points, or Deal Spread • Enter the Settlement Amount (Upfront Amount) • Enter either the Price and Settlement Amount, Points and Settlement Amount, or Deal Spread and Settlement Amount.
Settlement Amount	The amount in the currency of the underlying product equal to the Upfront Fee + Accrued Interest. A Cash Residual is calculated when the exchange Settlement Amount is different from the client specified Settlement Amount This amount is from the trader's perspective for single sided trades.
Side	Indicates whether the information on the left is for the buy side or the sell side.

Account Information and Opposite Information

The Account Information/Opposite Information (5) section allows the entry of Company/Clearing Member and Firm or Trading Account information. Only the Clearing Member and Trading Accounts that the user is authorized (by the Clearing Member) to represent will appear in the drop-down list. If an account is not in the list, contact either the account owner or the Clearing Member for this account owner. A Broker must contact the customer or the CME ClearPort help desk to add an account.

Click the plus symbol **t** to add more accounts.

The **Trading Account** drop-down may contain an alias, which is a unique account identifier assigned at the firm level for each firm, platform, or asset manager.

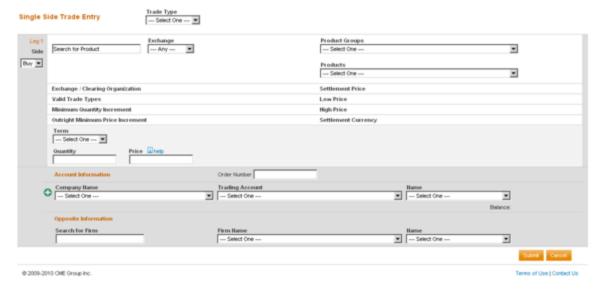
Single Side Trade Entry



To enter a single side trade:

(In this example, a CDS Index was selected.)

- 1. Logon to CME ClearPort, see the section Getting Started for additional information.
- 2. Click the Single Side Trade Entry tab from the main menu.



- 3. In the Products section:
 - Enter a symbol in the Search for Product textbox,

OR

Enter text in the Search for Product textbox,

OR

- Select a product group in the Product Groups drop-down list, and
- Select a product in the **Products** drop-down list.

The fields in the Product Reference Information section are populated.

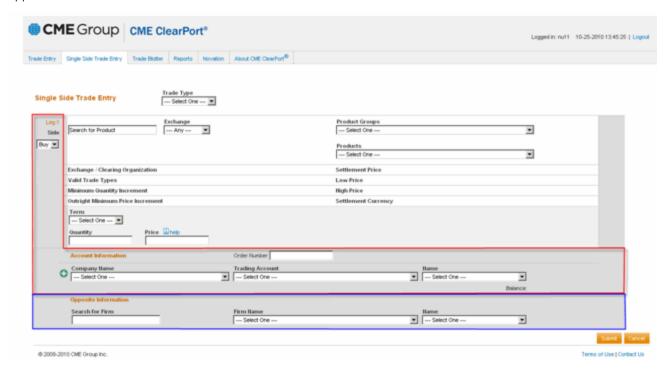
- 4. In the **Trade Information** section, complete the following fields:
 - Trade Type (required)
 - Original Trade Date
- 5. In the **Terms** section, complete the following fields:
 - Term (required) Select a day or month.
 - Coupon (bp) Select a coupon in basis points.
 - Quantity (required).
 - Price Method Enter the price method.

- **Settlement Amount** Enter the amount in the currency of the underlying product equal to the Upfront Fee + Accrued Interest + Cash Residual. This amount is from the trader's perspective for single sided trades.
- Side (required)

The price is validated.

Note: A message will appear if there is no settlement price to use for validation or if the price or price diff does not pass validation. The Price Validation check box must be selected to confirm the price.

The **Side** drop-down on the left side and the **Account Information** section of the screen correspond to the information for the buy or sell side firm. The **Opposite Information** section of the screen corresponds to the information for the opposite side firm.

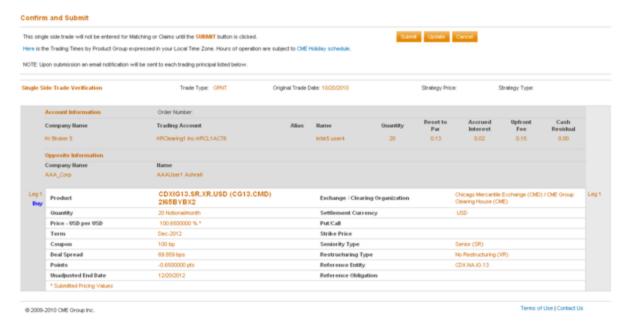


6. In the Account Information/Opposite Information section, select or enter the buyer/seller information. The Trading Account drop-down may contain an alias, which is a unique account identifier assigned at the firm level for each firm, platform, or asset manager.

Note: Only the Trading Accounts that the Broker or Asset Manager is authorized (by the Clearing Member) to represent will appear in this drop-down list. If an Account is not in the drop-down list, contact the Account Owner or the Clearing Member for the Account Owner.

7. Click Submit.

Once the trade details have been submitted, the Broker should confirm the details of the trade before final submission into the system for clearance.



8. Verify that the information is correct and that there are no messages indicating changes are needed.

If not correct, click the **Update** button, the Single Side Trade Entry screen will appear where changes can be made.

If everything is correct, click the **Submit** button. The trade will be submitted for clearing and the Trade Blotter screen appears. Refer to the section in this document, Trade Blotter, for additional information.

Note: Trades can only be updated if they are awaiting confirmation and submission from the Broker, Asset Manager, or Single Side submitter. Once they are matched, claimed and submitted for clearing, they cannot be changed. If both submitting parties agree, the CME Group Facilitation desk can void a trade on the day it was matched.

Trade Blotter

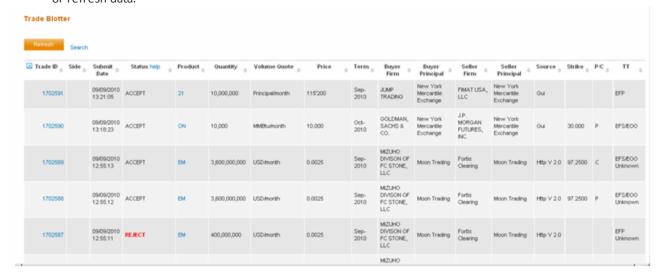
This section provides instructions on how to view, claim, reject, void, copy or print transactions submitted for clearing through CME ClearPort by the Broker.

Trade Blotter Screen

The **Trade Blotter** screen is used to view transactions that have been submitted for clearance through the Exchange clearing house or used for firms to claim or reject allocated trades. Trade Data is maintained for 1 year.

The Trade Blotter is comprised of two sections:

- Blotter lower portion of screen with output in table format.
- <u>Refresh/Search</u> upper portion of screen that allows the user to select search criteria, browse through pages of data, or refresh data.



Blotter

The Trade Blotter screen defaults to a top day trade view that displays trades based on market types, and can display trades entered into CME ClearPort and the clearing status based on selected search filtering options. Refer to the Refresh/Search section for more information on setting search options. All transactions submitted are displayed in separate rows.

Description	
The firm that is buying the product.	
The Principal company that is Buying the product.	
The number of contracts entered to be cleared. For OTC FX Options, the value is 0.	
P - Put or C - Call	
Price (Percent of Par) per individual unit in the contract.	
The product being traded. The coupon in basis points displays under the symbol.	
Note: For spreads, a Strategy Type is displayed in this field.	
The total amount of units in the transaction. Displays the amount of Entered and Cleared units.	
The firm that is selling the product.	
The Principal company that is selling the product.	
Side for the transaction (Buy or Sell).	
System used to enter the trade.	
 Broker or Single Side Model. Each of these statuses apply to the entire deal: Pending – System processing. Unmatched – Status of a Deal for the submitting party pending match or claim by the alleged counterparty. Canceled – Status of a Deal once an "Unmatched" deal is cancelled by the submitter. Alleged – Status of a Deal pending acceptance by the alleged counterparty. Cleared – Deal has cleared. Declined – Status of a Deal when the alleged counterparty has rejected the Deal because at least once transaction component is not valid. Expired – Status of a Deal that has been Expired by the exchange. Deals that have not been matched or claimed by close of business prior to a coupon date will be expired by the exchange. Reject – System reject. Account Manager (RAV) permissioning or deal/contract validation (see ticket for details). Void – Cleared transaction has been canceled by the submitter or exchange administrator. Clearing Status for Front End Clearing Risk Model (FEC). The following deal statuses represent the aggregate status of any/all allocations: 	

Field	Description
	and sent to CME Clearing (Front End Clearing application) for Clearing Member action (claim or reject).
	 Partially Cleared – One or more allocations on the Deal has cleared, with at least one allocation pending action by the Clearing Member(s).
	 Cleared w Rejects – All allocations on the Deal have been processed through CME Clearing, but the Clearing Member has both cleared and rejected one or more of the allocations.
	Cleared – Allocation on the Deal have been cleared.
	• Reject – All allocations on the Deal have been rejected by a Clearing Member.
Strike	Strike price if the product is an option.
Submit Date	The date the transaction was submitted.
Term	Displays in a drop-down list the eligible contract Day and Month for the selected product.
	Time/Date the transaction is being entered. Time is used for BLOCK trades only.
Time/Date	
Trade ID	The Exchange's internal ID number assigned to the transaction. Allows individuals transactions to be voided.
	Note: For spreads, a Leg ID is displayed in this field.
π	Trade Type.
Volume Quote	Unit of the contract.

Refresh and Search

The Refresh/Search section of the Trade Blotter allows the user to:

- **Refresh** to view new trades and other data changes. Trade status changes are automatically updated in the Trade Blotter.
- Browse pages of data if more than 402 records are available, as indicated by page number links or a **Next** link available to the right of the Refresh button.
- **Search** to perform an advanced search of records and view trades cleared within a specific date range. The trades shown can be narrowed by the selection of additional filter options. Depending on user privileges, available filter fields may vary.



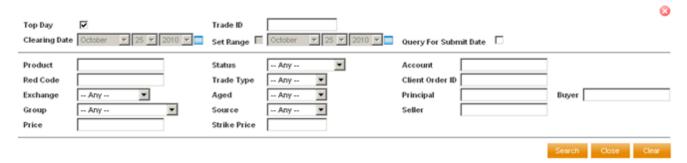
View Trades

The Trade Blotter default view is for Top Day trades.



To view/search trades by a specific or range of dates:

1. From the Trade Blotter screen, click the **Search** link. The search criteria pop-up box opens.



The following table defines all the available search fields:

Field	Description
Account	Executing account mnemonic as agreed between the broker and the clearing member firm.
Aged	Select Yes or No if the Original Trade Date is prior to the current date.
Buyer	The Principal company that is Buying the product.
Clearing Date	This field becomes active if you click to clear the Top Day check box. This is the date the transaction commences.
Client Order ID	Exchange/Clearing Organization where the trade was executed.
Exchange	Exchange/Clearing Organization where the trade was executed.
Group	The product group name.
Price	Price (Percent of Par) per individual unit in the contract.
Principal	The product code being traded.
Product	The product code being traded.
Query For Submit Date	Allows a search based on the trade submit date.
Red Code	Product identifier of 6 bytes for Red Code or 9 bytes for Pair Clip.
Refresh	Refresh the blotter with the current trade information.
Search	Retrieves trades for the specified dates.
Seller	The Principal company that is Selling the product.
Set Range	Enables the calendar field, allowing for entry of the transaction termination date.
Source	System used to enter the trade. The sources are: • Http V 1.2 - transaction entered through an API version.

Field	Description
	 Http V 2.0 - transaction entered through an API version. MQ - transaction entered through an API version.
	gui - transaction entered through CME ClearPort front end interface
Status	The status of the transaction. They are classified as:
	Unmatched, Canceled, Alleged, Declined, Expired, Pending Clearing, Partially Cleared, Cleared w Rejects, Cleared, Reject, Void.
Strike Price	
	Strike price if the product is an option.
Top Trade	Click to clear this box to search a set date range.
Trade ID	The Exchange's internal ID number assigned to the transaction.
Trade Type	Type of trade executed.
User	User name related to an account or a trade.

Set applicable search criteria using the drop-down, text boxes, and check boxes, then click Search.
OR

- Click Clear to remove all selected search criteria.
- Click **Close** to close the pop-up box without setting search criteria.

The trades that match the filter options appear in the Blotter.

Strategy or Combination Transactions that include more than one leg will contain a summary section and a row for each leg beneath the summary. For Strips, Packs, Bundles, and strategies, by default, only the first and last legs are displayed. Click the right arrow to show all legs of a spread.

Note: For Strips, Packs, or Bundles, each contract is displayed separately (similar to how legs of a spread are displayed), although they are entered as a single transaction.

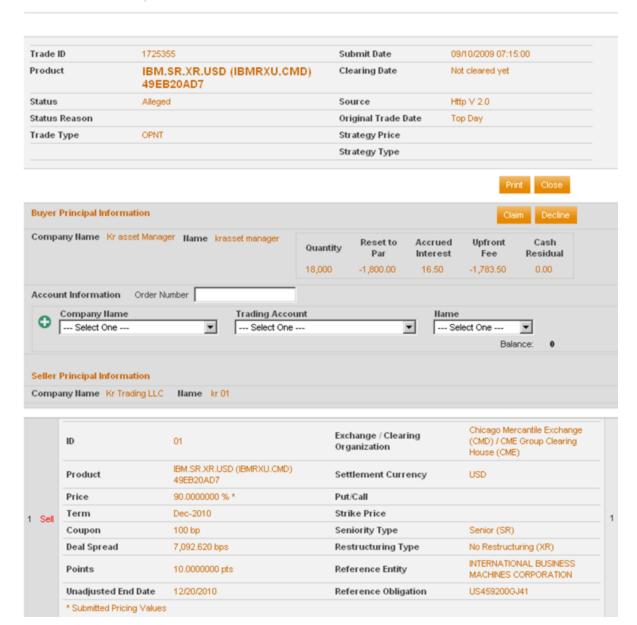
Claim a Transaction

When a trade is Alleged, the user can claim it from the Blotter ticket. The Blotter displays the opposite Principal company and cash amounts are displayed from the Alleged firm perspective.



- 1. On the **Blotter**, locate the trade to claim.
- 2. Click the trade's Trade ID number.





- 3. From the Buyer or Seller Principal Information area, enter or select the applicable account information.
- 4. Click the Claim button. The following message appears:



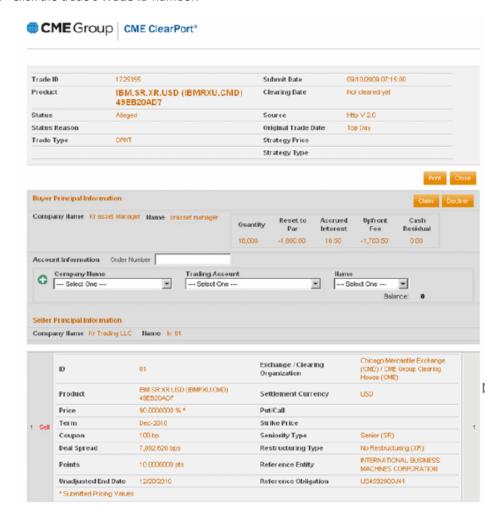
5. Click **OK**. The Blotter refreshes and the trade status changes to Pending.

Decline a Transaction

When a trade is Alleged, the user can claim them from the Blotter ticket. The Blotter displays the opposite Principal and cash amounts are from the Alleged firm perspective.

To decline a trade:

- 1. On the **Blotter**, locate the trade to decline.
- 2. Click the trade's Trade ID number.



3. Click the Decline button. The following message appears:



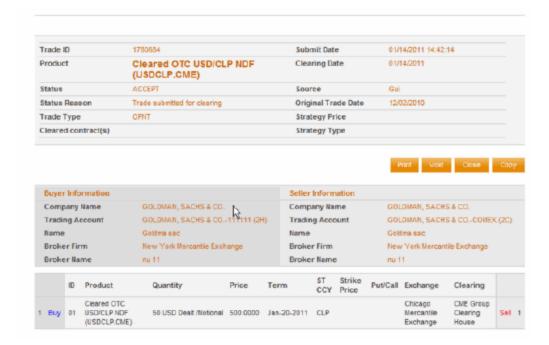
4. Click **OK**. CME ClearPort sends an e-mail to the counter-party and the Trade Blotter status changes to Declined.

Void a Transaction

Broker two sided deals submitted for clearing cannot be edited. If the transaction contains incorrect data, the executing Broker must void the trade and re-submit the trade with the correct information. For single side trades, only exchange staff can void a matched trade on the day it was matched or claimed.

To void a trade:

- 1. On the **Blotter**, locate the trade to void.
- 2. Click the trade's Trade ID number.



3. Click the Voidbutton. The following message appears:

"Are you sure you want to void this trade?"

4. Click OK.

The Blotter refreshes and displays a Status of Void for the voided transaction.

Copy a Transaction

The Copy feature provides the ability to create a new trade from a copy of an existing trade. Trades that have been voided or rejected can still be copied.

When copying a trade, the Trade Entry screen appears and all product information is pre-filled. If a new product is selected, the Terms information must be re-entered.



To copy a transaction:

- 1. On the **Blotter**, locate the trade to copy.
- 2. Click the trade's Trade ID number.
- 3. Click the Copy button.

The **Trade Entry** screen appears. Proceed to change any information for the new trade. Refer to the Trade Entry section in this document for additional information.

Print a Transaction

The Print feature provides the ability to send trade information for a transaction with any status to a printer.



To print a transaction:

- 1. On the **Blotter**, locate the trade to print.
- 2. Click the trade's Trade ID number.
- 3. Click the **Print** button. The **Print** screen appears.
- 4. Select a printer, then click **Print**.

Reports

This section provides instructions on how to generate the various reports provided through CME ClearPort.

CME ClearPort provides standardized reports that contain information such as volume traded by a Broker per Product and a summary of the trades and single sided trades submitted for clearing through CPC. Report availability varies based on the selected user role.

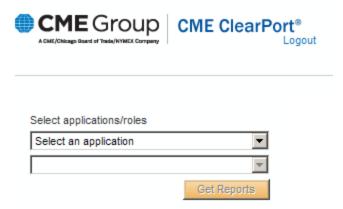
The following example of reports may be available:

- CDS Trade Summary Report displays the list of CDS trades entered for a range of clearing dates.
- Trade Summary Report- displays the list of non-CDS trades entered for a range of clearing dates.
- **Volume by Broker by Product** displays the volume of trade entered across products by Broker Firms for a range of clearing dates.
- Volume by Trader displays the volume of trades entered by a trader for a range of clearing dates.
- **Volume by Asset Manager by Product** displays the volume of trade done across products by an Asset Manager for a range of clearing dates.
- Trading Firm Account Summary displays the list of active accounts for a trading firm on a given business day.
- Volume by Broker and Source displays the volume of trade by broker firms across various sources for a range of trade dates.
- **Volume and Percentage by Source** displays the volume and percentage of trades entered on an exchange across various sources for a range of trade dates.
- Volume by Product Group in Date Range displays the volume of trades entered across products for a range of trade dates.



To display a list of available reports:

1. From the main menu, click the **Reports** tab.



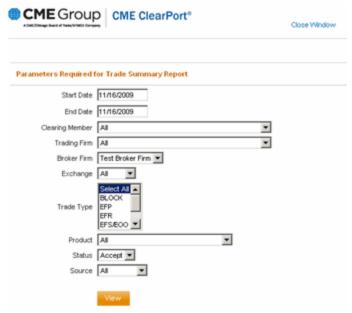
- 2. Select an application. If only one application is available and selected from the drop-down, the figure below displays.
- 3. If the role drop-down is activated, select a role, then click **Get Reports**.



4. Select the report and enter the appropriate parameters.

Report Parameters

The information in the reports can be filtered through the selection of parameters. The following figure is an example of a report parameter screen.



The parameters will vary depending on the report. The table below provides a description of the parameters found on all the available reports.

Field	Description			
Application	A list of applications the firm can access.			
Asset Manager	Firm that manages the account.			
Broker Firm	Defaults to the user's brokerage house.			
City	The city where the trading firm is established.			
Clearing Member	Clearing Member who cleared the trades.			
Country				
	The country where the trading firm account is established.			
Department	A list of typical departments within the firm.			
End Date	End date to filter the results.			
Exchange	Exchange where the trade was executed.			
Firm	Defaults to the user's firm.			
Product	Product Code.			
Red Code/Pair Clip	Identifies the source of the security ID.			
Role	A list of privileges that can be issued to the user.			

Field	Description			
Source	Source used to enter the trade(s).			
Start Date	Start date to filter the results.			
Status	The current status of the entered trade(s).			
Submitter Firm	The firm that submits the trade on behalf of their account.			
Trade Type	Type of trade executed.			
Trading Firm	Name of the firm executing the transaction.			

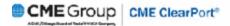
Generate Reports



To generate a report:

- 1. Select a report from the list.
- 2. Select the parameters and click **View**.





Trade Summary Report												
Clearing Date fror	m 01-Nov-09 to 16-	Nov-	09									
Clearing Member	Trading Firm	Leg ldx	B/ S	/ Broker Firm	Product	Exchange	Trade Type	Term	Diff	Price	Coy Strike	Vol
Test Clearing Firm	A Test Trading Firm	1	В	testbroker	CL	NYMEX	EFP	Dec-2009		78.00	USD	1
Test Clearing Firm	B Test Trading Firm	1	\$	testbroker	CL	NYMEX	EFP	Dec-2009		78.00	USD	1
Test Clearing Firm	A Test Trading Firm	1	В	testbroker	NN	NYMEX	EFS/E00	Dec-2009		4.500	USD	31
Test Clearing Firm	B Test Trading Firm	1	\$	testbroker	NN	NYMEK	EF\$/E00	Dec-2009		4.500	USD	31
Test Clearing Firm	A Test Trading Firm	1	В	testbroker	RB	NYMEX	EFP	Jan-2011		2.0876	USD	1
Test Clearing Firm	B Test Trading Firm	1	\$	testbroker	RB	NYMEX	EFP	Jan-2011		2.0876	USD	1
Test Clearing Firm	B Test Trading Firm	1	В	testbroker	RB	NYMEK	EFP	Jan-2011		2.0876	USD	1
Test Clearing Firm	A Test Trading Firm	1	\$	testbroker	RB	NYMEX	EFP	Jan-2011		2.0876	USD	1
Test Clearing Firm	B Test Trading Firm	2	В	testbroker	RB	NYMEK	EFP	Feb-2011		2.0891	USD	1
Test Clearing Firm	A Test Trading Firm	2	\$	testbroker	RB	NYMEK	EFP	Feb-2011		2.0891	USD	1
Test Clearing Firm	B Test Trading Firm	1	В	testbroker	RB	NYMEX	EFP	Jan-2011		2.0876	USD	10
Test Clearing Firm	A Test Trading Firm	1	s	testbroker	RB	NYMEK	EFP	Jan-2011		2.0876	USD	10

The Report Toolbar provides the following functions:

Field	Description
*	Opens the Export Option screen, which provides instructions on how to export and save the file in another format.
	Sends the report to the printer.
II	Returns to the first page of the report.
4	Returns to the previous page of the report.
1 / 1	Indicates the current page of the report. The second num-ber indicates the total number of pages in the report.
▶	Displays the next page of the report (if multi-page report).
⊳ ∥	Displays the last page of the report (if multi-page report).
M	Search for specific text in the report.
100%	Adjusts the magnification of the screen.

Supplemental Information

This section contains supplemental information that can be helpful when entering trades in CME ClearPort.

Original Trade Date

The original trade date can be entered as:

- Today
- Selected Date

RED Code

For single side trade entry, RED stands for Reference Entity Database. RED codes identify both the reference entity, also known as the entity issuing or guaranteeing the debt, and the reference obligation, which is the bond referred to in the CDS contract.

RED Code use in CME ClearPort is only allowed for firms that have a valid license. Contact the Facilitation desk to set your firm status.

RED codes link debt issuers to their obligations. The first six characters of the nine-character unique identifiers represent the reference entity, and the last three represent the reference obligation.

Pair Clip codes designate a specific reference entity and debt obligation.

- North America single name 6 alpha numeric characters
- European single name 9 alpha numeric characters
- Index 9 digits

Outright Minimum Price Increment and Outright Minimum Block Threshold

For the Outright Minimum Price Increment and/or Outright Minimum Block Threshold, if a product supports variable values, the word "Variable" is shown instead of a numeric value. Refer to the CME Group rule book for further details.

Default Option Terms and Strike Prices

The default values that appear in the Term and Strike Price fields for Options Spreads will vary, depending on the product groups involved in the trades.

Method A

- The Term drop-down is populated with available terms.
- Available strike prices appear in the drop-down.

Method B

- The Term drop-down is populated with the term of the underlying instrument.
- The Strike Price field is blank and the drop-down is populated with any previously listed strike prices. Strike prices can also be manually entered in the **Strike Price** field.

Method C

- The Term drop-down is populated with available terms.
- The Strike Price field is blank and the drop-down is populated with any previously listed strike prices. Strike prices can also be manually entered in the Strike Price field.

Note: The default underlying term that is selected by default might not be valid.

Note: The default strike prices that are listed might not use valid price increments.

Note: All manually entered strike prices (typed in the blank) must be valid to be accepted when submitted for clearing.

Revision History

Version	Date	Author	Description
1.0	6/1/09	CR	Initial release of document.
2.0	11/16/09	DT	Globally update and rewrite document to support more strategy types.
2.1	1/25/10	NU	Replace links from nymex.com with cmegroup.com, change references to Nymex Customer Service, and add revision history table.
2.2	4/30/10	NU	Update with support for Single Side Trade Entry.
2.3	9/21/10	NU	Updated <u>Trade Blotter</u> to reflect updated search criteria and new page search function.
2.4	11/12/10	NU	Replaced all figures to reflect rename of Exchange to Exchange/Clearing Organization.
2.5	2/4/11	DB/NU	Added information and figures relevant to OTC FX Options and Forwards. Updated the Status description in Trade Blotter.
2.6	2/15/11	NU	Updated Obtain <u>User ID and Password.</u>

