

# C360 Clearing Account Registration System User Guide

# Clearing 360 Clearing Account Registration System User Guide

## What is the Clearing 360 Clearing Account Registration System?

The Clearing 360 Clearing Account Registration System is an application that can be used by firm administrators to register customers and accounts for the Clearing 360 platform. It also allows administrators to manage or inactivate customers and accounts.

## Enrollment

If you are a new or existing customer and require access to the Clearing 360 Clearing Account Registration System, please contact the Facilitation Desk at 212-299-2670 to obtain the proper request forms.

## How do I access the Clearing 360 Clearing Account Registration System?

- o Begin by going to <https://cpcreg2.cmegroup.com>
- o Log into the application by entering your **SMART Click ID** and **Password**. Click on the **Agree To Terms and Log In** button. This will take you to the Clearing Account Registration System Menu.

## Note:

If this is your first time logging in or if you do not have a SMART Click ID and password then click on the Register for SMART Click ID link. SMART Click is a user registration tool that allows CME Group customers and clearing member staff to create a user ID and registration profile that will be used to access CME Group applications that have been integrated with the SMART Click registration tool.



**CME Group** | Clearing 360 Account Registration  
A CME/Chicago Board of Trade/NYMEX Company

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**Clearing 360 Account Registration**

SMART Click ID:

Password:

[Agree To Terms and Log In](#)

[Reset Form](#)

[Register for SMART Click ID](#)

[I forgot my password](#)

[I forgot my user ID](#)

**Message Center**

This Clearing Firm Authorization Request ("Authorization Request") incorporates by reference and is subject to the CME Clearing 360 Agreement ("Agreement") entered into between CME Group, Inc., a Delaware corporation with its principal place of business at 20 South Wacker Drive, Chicago, Illinois 60606, U.S.A. ("CME") and ("Clearing Firm"). Any capitalized terms not defined herein have the meanings set forth in the Agreement.

Clearing Firm hereby affirms its desire to clear privately-negotiated trades in Clearing 360 products submitted to CME Clearing via its Clearing 360 Interface for the specified Customer. Clearing Firm hereby authorizes the specified Customer and Submitting Brokers to submit such trades via the specified source. Clearing Firm represents and warrants that the information provided herein is complete and accurate, and should any such information become incomplete or inaccurate, agrees to notify CME immediately and to submit a new Authorization Request as appropriate. CME reserves the right in its sole discretion and at any time to reject this Authorization Request, or suspend or revoke any approval previously given, in which case CME will notify Clearing Firm. This Authorization Request shall be effective within one business day following approval by CME.

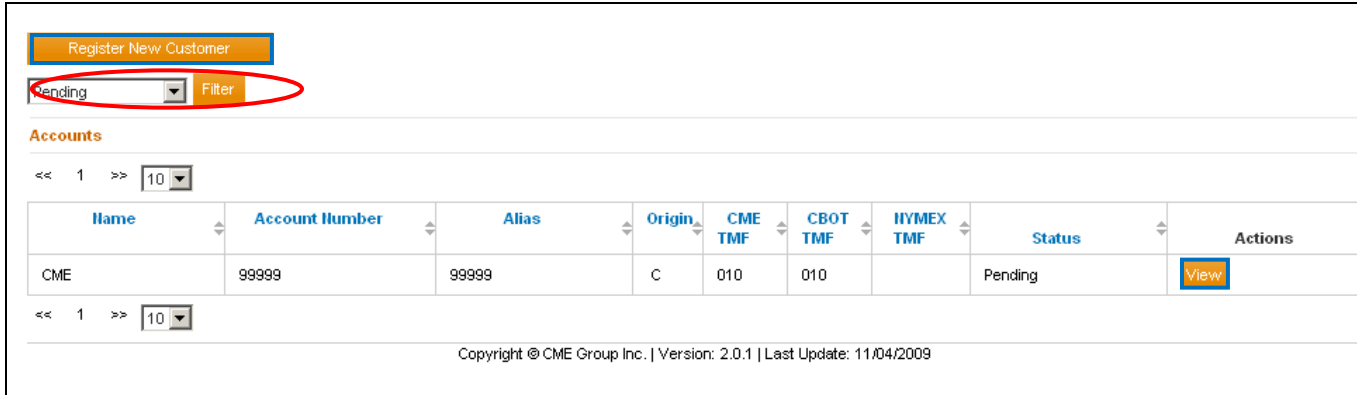
## Menu

From the main menu, you can:

**Register New Customer:** Click here to register a new customer.

**Filter by Status:** Use this option to view customers and accounts by status.

**Edit an Existing Customer:** Click the **View** button to edit an existing customer.



The screenshot shows the main menu with a "Register New Customer" button highlighted in orange. Below it, a "Filter" dropdown menu is set to "Pending" and is circled in red. The "Accounts" section displays a table with the following data:

| Name | Account Number | Alias | Origin | CME TMF | CBOT TMF | HYMEX TMF | Status  | Actions              |
|------|----------------|-------|--------|---------|----------|-----------|---------|----------------------|
| CME  | 99999          | 99999 | C      | 010     | 010      |           | Pending | <a href="#">View</a> |

At the bottom of the screenshot, the text "Copyright © CME Group Inc. | Version: 2.0.1 | Last Update: 11/04/2009" is visible.

## To register a new customer:

1. Click on the **Register New Customer** button. Page 1 of *Enter Account Owner Details* will display.
2. Select the **Account Type**. You can select Individual or Organization.
3. If you selected Organization, then enter the Customer **Organization Name**. This identifies the trading entity.
4. If you selected Individual, then enter the account owners **First Name, Middle Initial and Last Name**.
5. Enter the **last 4 digits of the account owner's social security number or TAX ID** of the organization.
6. Enter the **account owner's business address**.
7. Enter the **account owner's business phone number**.
8. Enter the **account owner's email address**.
9. Click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



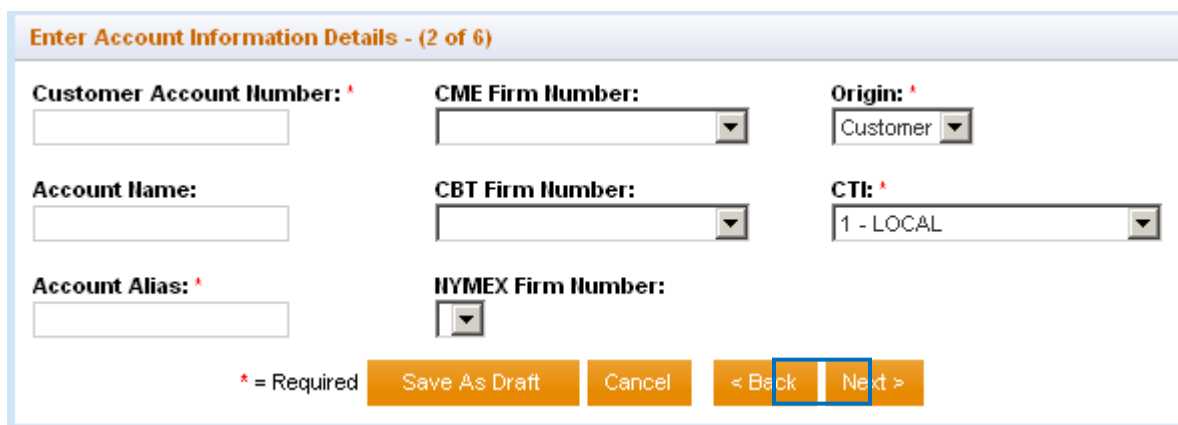
The screenshot shows the "Enter Account Owner Details - (1 of 6)" form. It includes the following fields and options:

- Type:** Radio buttons for Individual and Organization (Organization is selected).
- Customer Org Name:** Text input field.
- Last 4 of Tax Id:** Text input field.
- Address:** Text input fields for Line 1, Line 2, and Line 3.
- City:** Text input field.
- State:** Dropdown menu.
- Postal Code:** Text input field.
- Country:** Dropdown menu (USA is selected).
- Phone:** Text input fields for Area Code and Number.
- Email Address:** Text input field.

At the bottom, there is a legend: "\* = Required". Below the legend are four buttons: "Save As Draft", "Cancel", "Next >" (highlighted with a blue border), and a partially visible "Previous <" button.

Page 2 of *Enter Account Information Details* will display.

10. Enter the **Customer Account Number** (the length may not exceed 15 alpha numeric characters).
11. Enter the **Account Name**. This is the firm assigned identifier for the customer account and is the display value for the account (the length may not exceed 40 alpha numeric characters).
12. Enter the **Account Alias**. This is the firm assigned identifier for the customer account and clearing firm. This field is used to provide anonymity of this data to third parties (the length may not exceed 30 alpha numeric characters and is case sensitive).
13. Enter the **CME Firm Number**. This is a company that is qualified and approved to clear CME trades by CME Clearing.
14. Enter the **CBT Firm Number**. This is a company that is qualified and approved to clear CBT trades by CME Clearing.
15. Enter the **NYMEX Firm Number**. This is a company that is qualified and approved to clear NYMEX trades by CME Clearing.
16. Select the **Origin**. You can select from:
  - Customer
  - House
17. Enter the **CTI Code**. You can choose from:
  - 1 – Local
  - 2 – Proprietary Account
  - 3 – Clerk
  - 4 - Broker
18. Click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



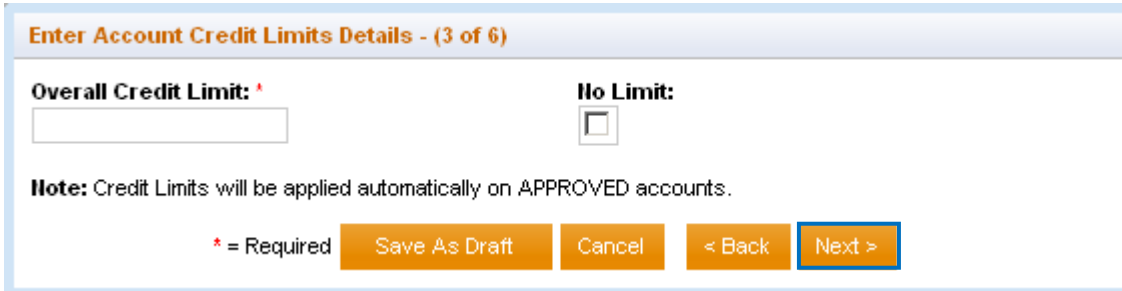
**Enter Account Information Details - (2 of 6)**

|   |   |   |
|---|---|---|
| <b>Customer Account Number: *</b><br><input type="text"/> | <b>CME Firm Number:</b><br><input type="text"/>   | <b>Origin: *</b><br><input type="text" value="Customer"/> |
| <b>Account Name:</b><br><input type="text"/>              | <b>CBT Firm Number:</b><br><input type="text"/>   | <b>CTI: *</b><br><input type="text" value="1 - LOCAL"/>   |
| <b>Account Alias: *</b><br><input type="text"/>           | <b>NYMEX Firm Number:</b><br><input type="text"/> |   |

\* = Required

Page 3, *Enter Account Credit Limits Details* will display.

19. Enter the **Overall Credit Limit**. This is the maximum limit that can be traded on the account in USD. By default, the No Limit will be selected. This means that a credit limit will be applied to the account and the customer can trade within a clearing firm's total limit.
20. Click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



**Enter Account Credit Limits Details - (3 of 6)**

**Overall Credit Limit: \***

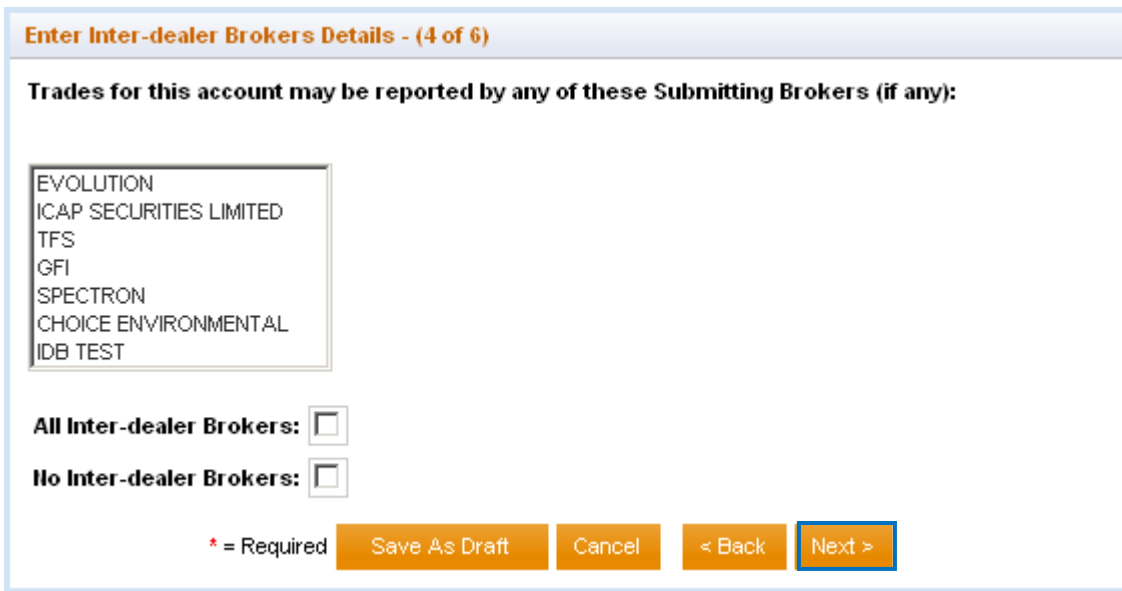
**No Limit:**

**Note:** Credit Limits will be applied automatically on APPROVED accounts.

\* = Required

Page 4, *Enter Inter-dealer Brokers Details* page will display.

21. Select the **submitting brokers** that may report trades for the account. Click on All Inter-dealer Brokers checkbox if you want to select all of the brokers. Select No Inter-dealer Brokers if you do not want to select any of the brokers. You can use the Control (Ctrl) if you want to select more than one broker.
22. Click on the **Save As Draft** button to save your changes, or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



**Enter Inter-dealer Brokers Details - (4 of 6)**

**Trades for this account may be reported by any of these Submitting Brokers (if any):**

EVOLUTION  
ICAP SECURITIES LIMITED  
TFS  
GFI  
SPECTRON  
CHOICE ENVIRONMENTAL  
IDB TEST

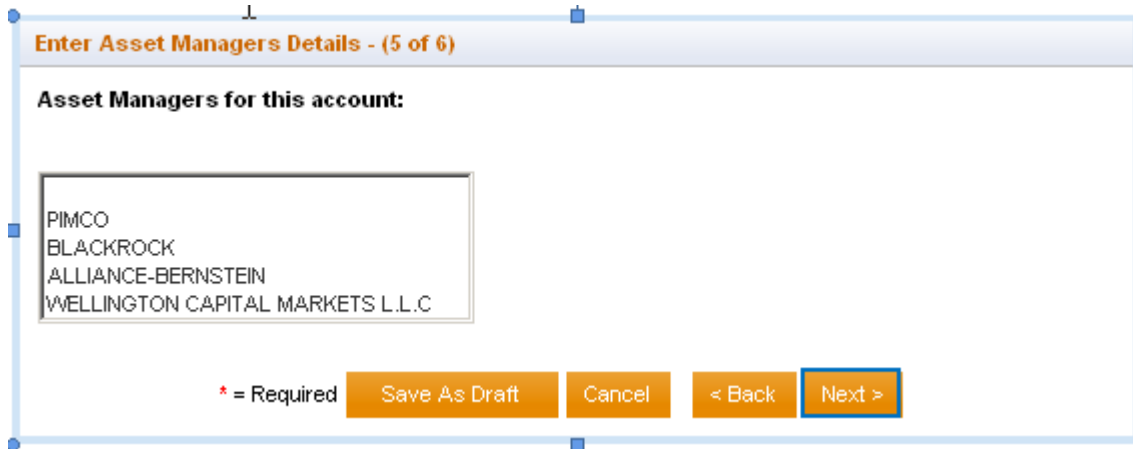
**All Inter-dealer Brokers:**

**No Inter-dealer Brokers:**

\* = Required

Page 5, *Enter Asset Managers Details* page will display.

- 23. Select the **Asset Managers** for the account from the dropdown list. You can use the Control (Ctrl) if you want to select more than one Asset Manager.
- 24. Click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



Page 6, *Enter Details* page will appear.

- 25. At this point, you can click on the Add ISV button if you want to add ISVs. If you do not want to add an ISV, click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Finish and Submit for Approval** button to submit your changes.



26. The new account will be displayed in the list below.

Register New Customer

Pending

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**Accounts**

<< 1 >>

| Name | Account Number | Alias | Origin | CME TMF | CBOT TMF | HYMEX TMF | Status  | Actions                             |
|------|----------------|-------|--------|---------|----------|-----------|---------|-------------------------------------|
| CME  | 99999          | 99999 | C      | 010     | 010      |           | Pending | <input type="button" value="View"/> |

<< 1 >>

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### To edit an existing customer:

1. Click of the **View** button to see the account details. An example is displayed on the following page.
2. Click on the **Edit This Section** button next to the customer and account that you want to edit.
3. Click on the **Submit** button to save your changes, or click on the **Cancel** button to abort your changes.
4. Click on the **Inactive** button to disable the customer's access, if needed.

## Customer Account Registration

Clearing Member Firm: 123 - TEST CLEARING FIRM

Account Status: Pending

[< Return to Account List](#)

[Inactivate Account](#)

\* = Required

### Account Owner

**Customer Name:** \*

CME GROUP

**Address:** \*

20 S. WACKER  
CHICAGO, IL 60611  
USA

**Email Address:** \*

ABC@CMEGROUP.COM

[Edit This Section](#)

**Last 4 of Tax Id:** \*

9999

**Phone:**

(312) 9301000

### Account Information

**Customer Account Number:** \*

9999

**CME Firm Number:**

123 - TEST CLEARING FIRM

**Origin:** \*

Customer

[Edit This Section](#)

**Account Name:**

Test Account

**CBT Firm Number:**

**CTI:** \*

1 - LOCAL

**Account Alias:** \*

99999

**HYMEX Firm Number:**

### Account Credit Limits

**Overall Credit Limit (\$):** \*

No Limit

[Edit This Section](#)

**Note:** Credit Limits will be applied automatically on APPROVED accounts.

### Inter-dealer Brokers

**Trades for this account may be reported by any of these Submitting Brokers (if any):**

Account Allows All Interdealer Brokers

[Edit This Section](#)

### Asset Managers

**Asset Managers for this account:**

TEST

[Edit This Section](#)

### Independent Software Vendors

Trades may be submitted for this customer via the following sources:

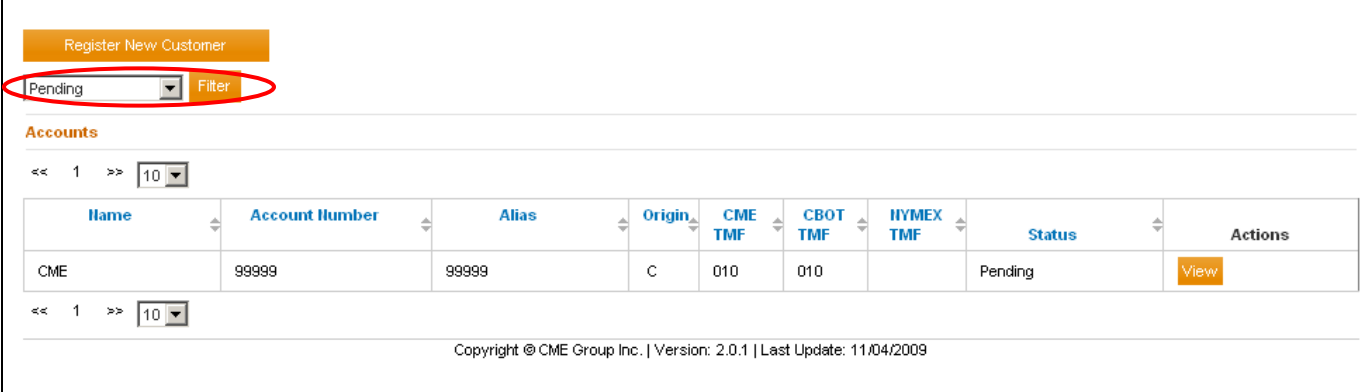
| ISV                     | Credit Limit | Actions                      |                        |
|-------------------------|--------------|------------------------------|------------------------|
| CMDX Trading Facility   | No Limit     | <a href="#">Edit Details</a> | <a href="#">Remove</a> |
| CMDX Migration Facility | No Limit     | <a href="#">Edit Details</a> | <a href="#">Remove</a> |
| Tullett Prebon          | N/A          | <a href="#">Edit Details</a> | <a href="#">Remove</a> |
| MarkitWire              | N/A          | <a href="#">Edit Details</a> | <a href="#">Remove</a> |
| Bloomberg               | N/A          | <a href="#">Edit Details</a> | <a href="#">Remove</a> |
| Morgan Stanley          | N/A          | <a href="#">Edit Details</a> | <a href="#">Remove</a> |
| Barclays                | N/A          | <a href="#">Edit Details</a> | <a href="#">Remove</a> |
| TradeWeb                | N/A          | <a href="#">Edit Details</a> | <a href="#">Remove</a> |

[Add ISV](#)

\*: Required Fields

## To view customers by status:

1. Select the status by which you would like to conduct your search, in the **Filter By Status**, then choose from the following:
  - o All
  - o All Pending: Includes all three pending statuses, pending, approved/pending and inactive/pending.
  - o Approved: A new or existing customer that has been approved by CME Clearing.
  - o Approved/Draft: A previously approved customer that has been updated with new changes that are not yet submitted for approval.
  - o Pending: A new customer that is waiting for approval by the customer/CME Clearing.
  - o Approved/Pending: An existing customer that has been changed and is waiting for re-approval by CME Clearing.
  - o Declined: A customer that has been declined by CME Clearing.
  - o Declined/Draft: A previously declined customer that has been updated with new changes that are not yet submitted for approval.
  - o Declined/Pending: A customer that was previously declined and is waiting for re-approval by CME Clearing.
  - o Inactive: An existing customer that has been inactivated by CME Clearing.
  - o Pending: An existing firm that was in inactive status and is waiting for re-approval by CME Clearing.
  - o Draft: A new customer that has been saved but not yet submitted for approval.
2. Click on the **Filter** button.



Register New Customer

Pending Filter

Accounts

<< 1 >> 10

| Name | Account Number | Alias | Origin | CME TMF | CBOT TMF | HYMEX TMF | Status  | Actions |
|------|----------------|-------|--------|---------|----------|-----------|---------|---------|
| CME  | 99999          | 99999 | C      | 010     | 010      |           | Pending | View    |

<< 1 >> 10

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