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

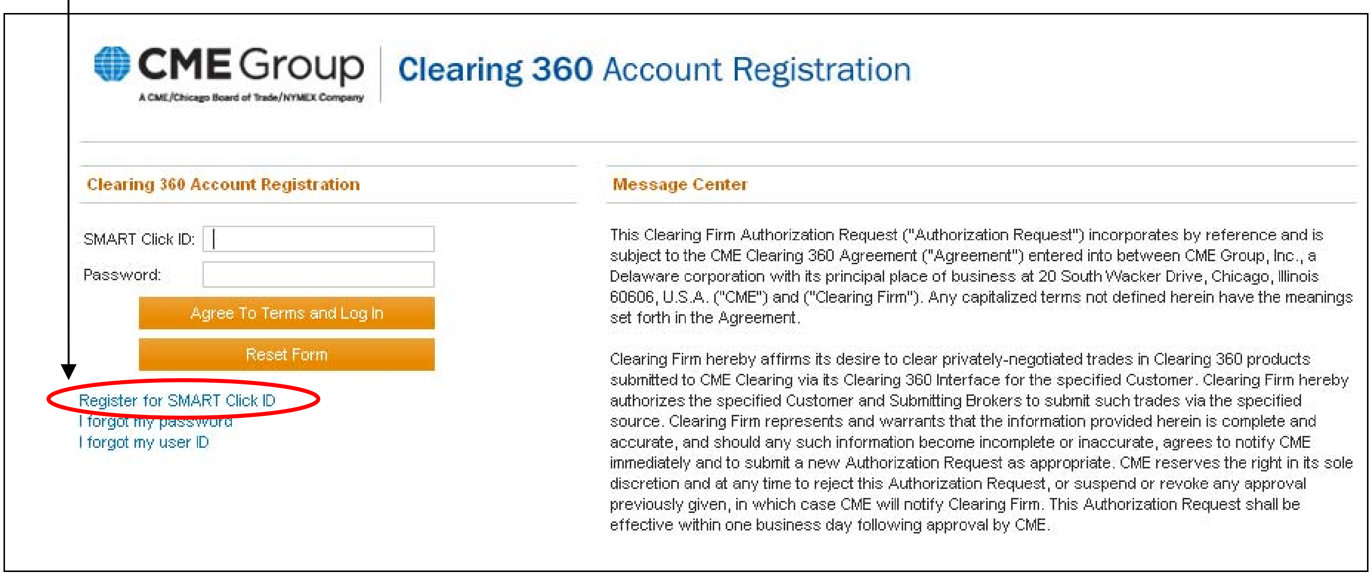
If you are a new customer and would like access to CME Connect, or are an existing customer that requires access to the Clearing 360 Clearing Account Registration System, then please contact firmsupport@cmegroup.com or complete the Member Firm Online System Access Request form at http://www.cmegroup.com/clearing/files/onlineaccess.pdf.

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

- Begin by going to https://cpcreg2.cmegroup.com
- Log into the application by entering your **SMART Click ID** and **Password**. Click on the **Agree To Terms and Login** 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.



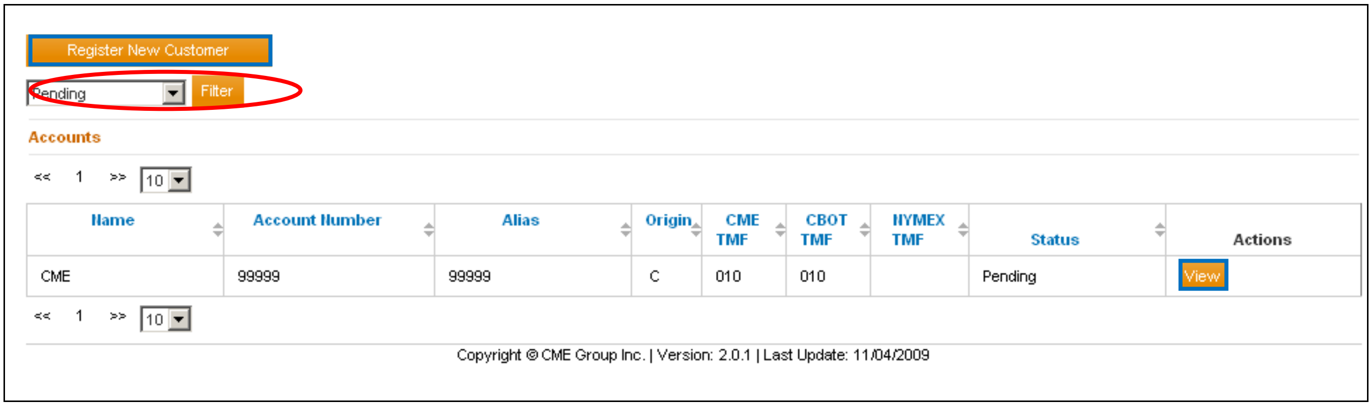
Menu

From the main menu, you can:

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

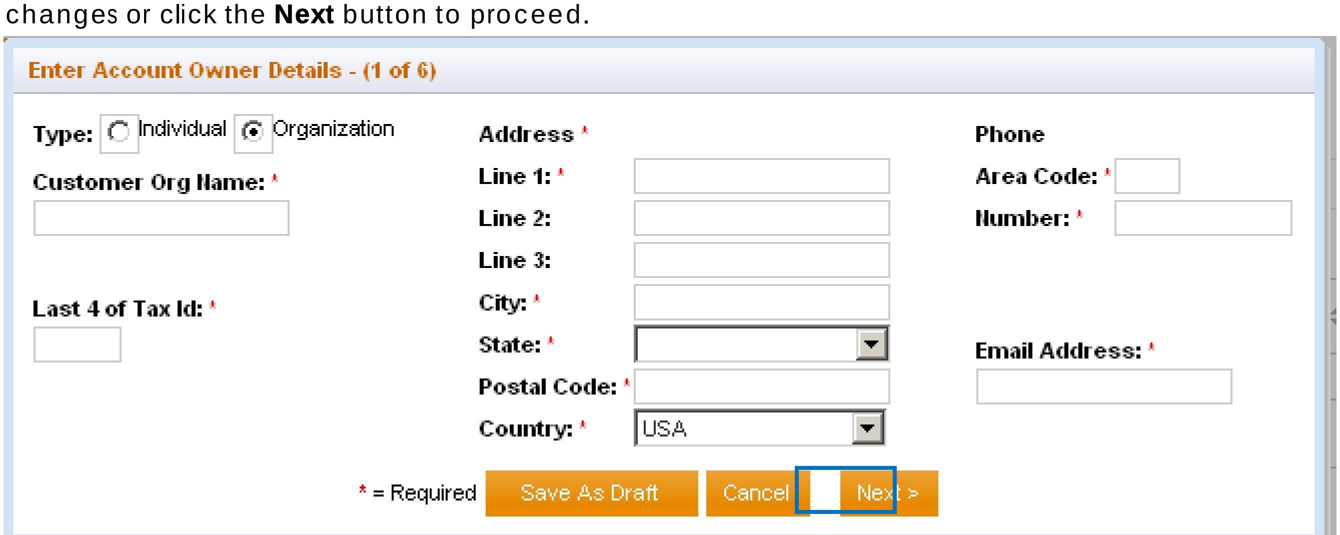
Filter by Status: Use this option to view customers and accounts by status.

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



To register a new customer:

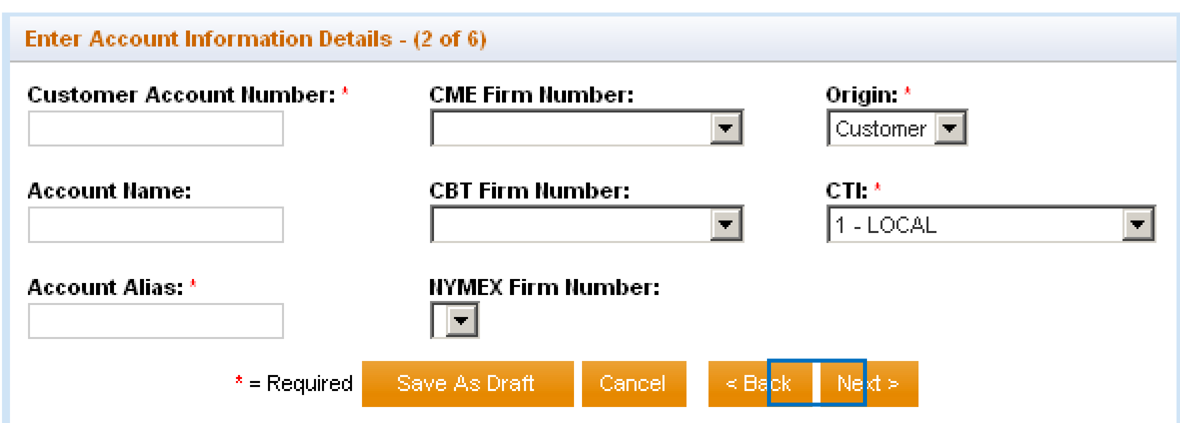
1. Click on the **Register New Customer** button. Page 1 of *Enter Account Owner Details* will display.
2. Select the **Account Type**. You can select Individual or Organization.
3. If you selected Organization, then enter the Customer **Organization Name**. This identifies the trading entity.
4. If you selected Individual, then enter the account owners **First Name, Middle Initial and Last Na**me.
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.



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's Clearing House.
14. Enter the **CBT Firm Number**. This is a company that is qualified and approved to clear CBT trades by CME's Clearing House.
15. Enter the **NYMEX Firm Number**. This is a company that is qualified and approved to clear NYMEX trades by CME's Clearing House.
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

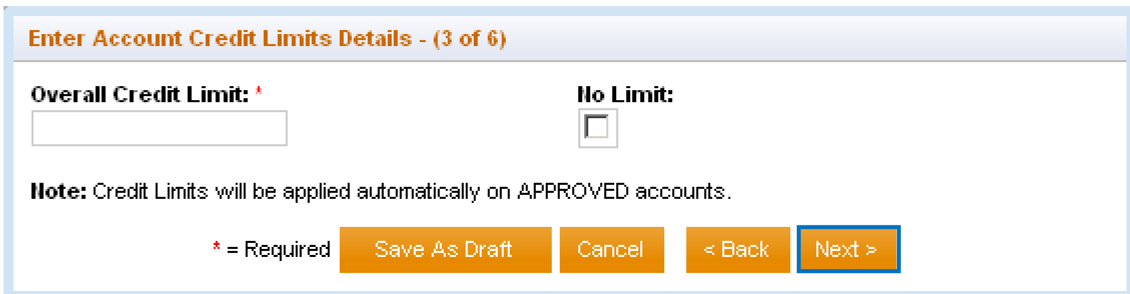
18. Click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



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.

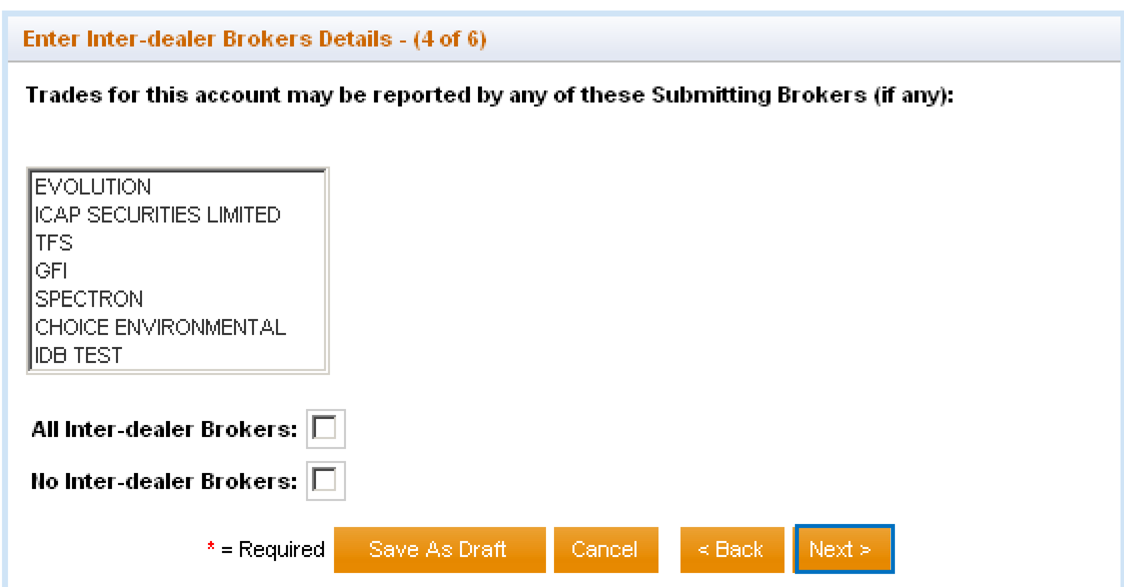
20. Click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



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.

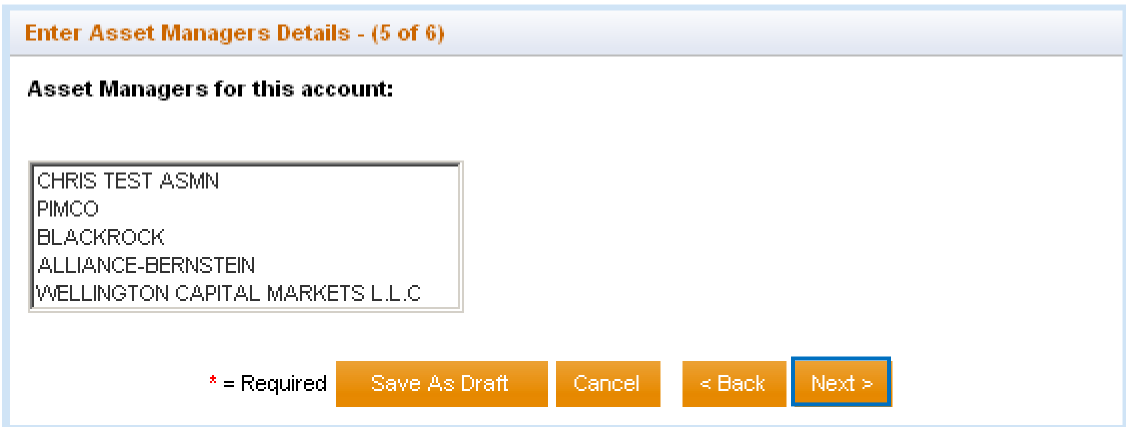
22. Click on the **Save As Draft** button to save your changes, or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



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.

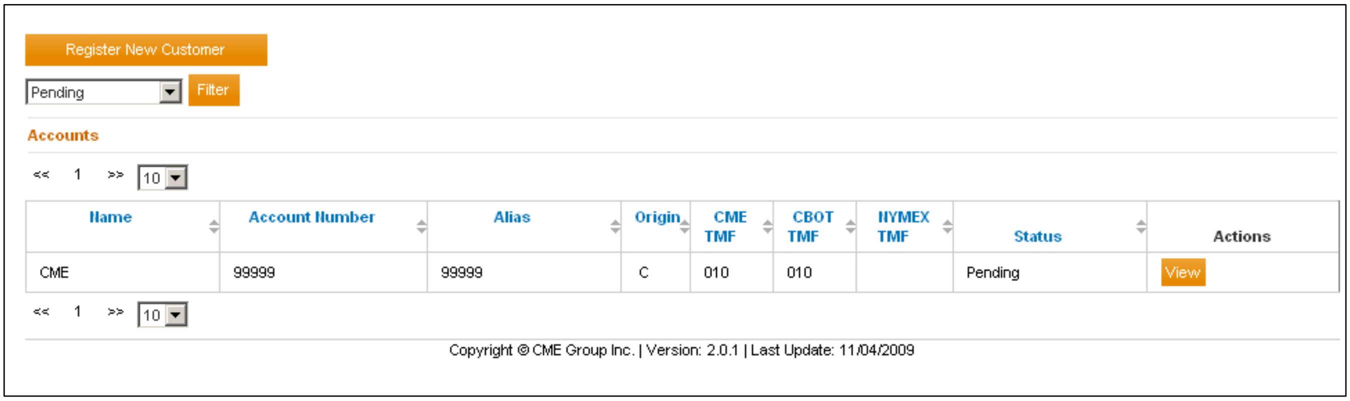
24. Click on the **Save As Draft** button to save your changes or click on the **Cancel** button to abort your changes or click the **Next** button to proceed.



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.



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

NYMEX 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	Edit Details / Remove
CMDX Migration Facility	No Limit	Edit Details / Remove
Tullett Prebon	N/A	Edit Details / Remove
MarkitWire	N/A	Edit Details / Remove
Bloomberg	N/A	Edit Details / Remove
Morgan Stanley	N/A	Edit Details / Remove
Barclays	N/A	Edit Details / Remove
TradeWeb	N/A	Edit Details / Remove

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:

    - All
    - All Pending: Includes all three pending statuses, pending, approved/pending and inactive/pending.
    - Approved: A new or existing customer that has been approved by the Clearing House.
    - Approved/Draft: A previously approved customer that has been updated with new changes that are not yet submitted for approval.
    - Pending: A new customer that is waiting for approval by the customer/Clearing House.
    - Approved/Pending: An existing customer that has been changed and is waiting for re-approval by the Clearing House.
    - Declined: A customer that has been declined by the Clearing House.
    - Declined/Draft: A previously declined customer that has been updated with new changes that are not yet submitted for approval.
    - Declined/Pending: A customer that was previously declined and is waiting for re-approval by the Clearing House.
    - Inactive: An existing customer that has been inactivated by the Clearing House.
    - Pending: An existing firm that was in inactive status and is waiting for re-approval by the Clearing House.
    - Draft: A new customer that has been saved but not yet submitted for approval.
2. Click on the **Filter** button.