CME Group

CME DataPoint

Welcome to CME DataPoint, the CME Group's online Market Data account management and reporting system. The system is designed to be a comprehensive tool for managing your market data account with the CME Group, from reporting and invoice review to license information and the ability to contact us directly. This guide will help you navigate the system, and show you where you can find all the tools you will need to make the most of the system.

Features and Preferences

Upon login, you will come to a front page that lists all accounts that you have been granted access to, as well as an alerts banner that will be updated with important reminders or policy alerts by the CME Group Market Data team. You will also notice a menu on the left-hand side listing the various functionalities of CME DataPoint that are available. If you have access to multiple accounts, select the account you wish to represent for the time being. If at any time you wish to switch the account you are representing, you can always navigate to the 'Switch Accounts' option in the menu and select a different account.

Customizing DataPoint

If you frequently review invoices in CME DataPoint, or have access to multiple accounts, you can use the My Preferences page to adjust your custom settings for the system. Here you can set default parameters for Invoice and Payment search, including timeframes, statuses and Item types. If you have access to more than one account, you can set a default account by picking one from the drop down menu.

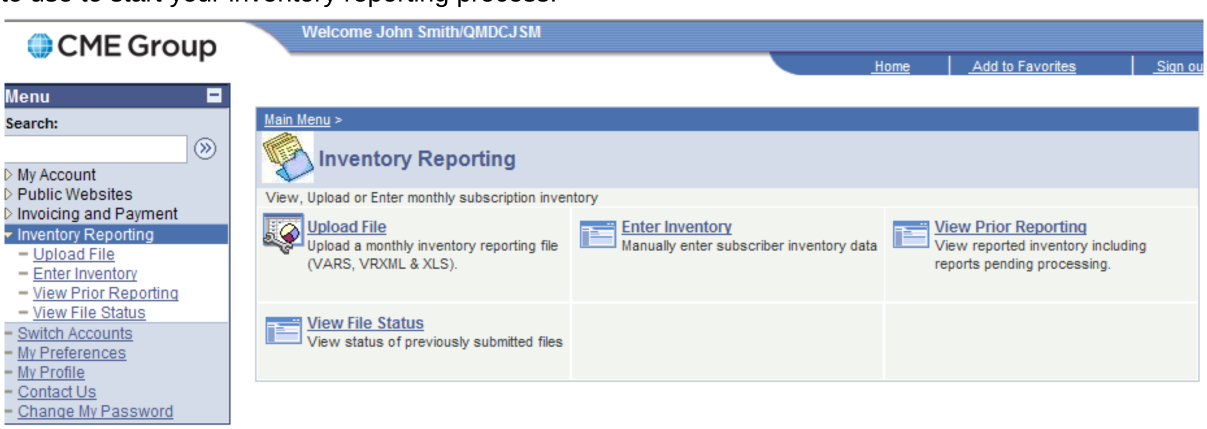
If you need to update your personal contact information, use the My Profile page to make any necessary changes; these changes will also show up on the 'Contacts' page. This page will also allow you to link back to the billing address associated with the account you are representing, though to update this information, you must contact your account manager or the CME Group directly.

Submitting Monthly Market Data Reports

We require reporting on a monthly basis for all realtime products, public website display, and several others. If you are not sure of what products apply to you or what your particular reporting requirements are, please contact your account manager. **Prior to submitting reports, please ensure you are familiar with all of our reporting requirements and policies**.

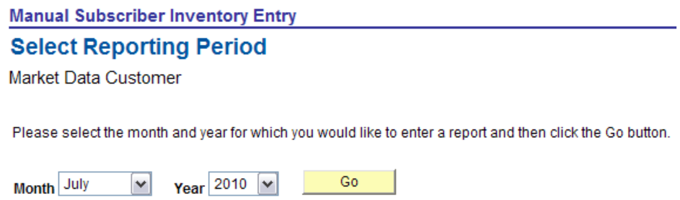
Market Data Inventory Reports

There are two ways to submit a monthly inventory report within CME DataPoint: Either by individually entering subscribers and inventory on the Enter Inventory page or by uploading a file of an approved format on the Upload File page. Navigate to Inventory Reporting and select the option you wish to use to start your inventory reporting process:

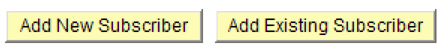


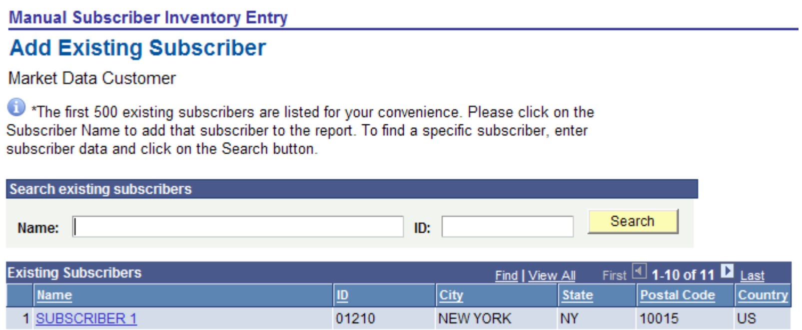
Enter Inventory:

Manually entering your monthly list of individual subscribers is usually the best option for firms who are reporting a small handful of subscribers. We will validate all manual submissions for completeness and accuracy, if you have any questions about the requirements and policies for report submission, please contact us.



When you go to submit your inventory report on the Enter Inventory page, you will first be asked to select the period for which you are reporting using the drop down menus on the first page. Once you have done that and clicked 'Go' you will be taken to a page that summarizes the reporting status of that period, by exchange. To report a particular exchange, click on the hyperlink for that exchange. If you have submitted reporting for this exchange in prior periods, that data will be pre-loaded for editing and submission. To add a new subscriber, click 'Add New Subscriber' and you will be taken to a subscriber page where you will be asked to complete all relevant information and then click Add. All subscriber information is saved on these separate pages, and if you wish to add a subscriber who has been reported before, either for a different period or different exchange, click 'Add Existing Subscriber' and use the search fields to find what you are looking for.





Once you have added a subscriber, you can select a product from the drop down menu next to it, and then fill in the quantity for that subscriber. If you do not see a particular product on the drop down menu for a particular exchange which you believe you are supposed to be reporting, or wish to sign up for additional products, please contact your account manager. If a subscriber has more than one product, you will need to add additional rows for that subscriber. Use the 'Add Existing Subscriber' and search feature to add additional rows for that subscriber, selecting an additional product on each and completing Quantity information. Once your report is complete, click 'Submit'. You can then return to the period summary page, and repeat the process for all additional exchanges.

Upload File:

Uploading an inventory file is the most popular way to submit monthly inventory reports to the CME Group. We require all files to be full inventory files every month, and will validate them for completeness and accuracy. When submitting your monthly inventory via a file upload, you can report all exchanges in one file or report each one separately ,however, **we require you to submit one report per period; you cannot combine multiple months in one file.** If you have any questions on the requirements and policies for report submission, please contact us.

The CME Group accepts the following file types and versions via CME DataPoint:

VARS1.3, VRXML1.1, CME Group Excel Template

With following file extensions (case insensitive)

VARS - File extension must be .vrf
VRXML - File extension must be .xml
Excel Template – File extension must be .xls

The Excel template can be generated on the Upload File page by clicking on 'Generate Excel Template'. This will trigger a new window in which the template will appear – please ensure you do not have pop up blockers engaged on your browser. This template is individually generated for each vendor, and should reflect your product lineup. If it does not, please contact us. You should save this template to your system, and retain that record there as filling it in online will neither save nor report your entries. The

If you are using VARS or VRXML, you can find the CME Group specifications for the required formats here: http://www.cmegroup.com/market-data/distributor/files/VARS-and-VRXML-Imp-Guide.pdf

When you go to submit your inventory file, you will first be asked to select the period for which you are reporting, using the drop down menus on the first page. Click 'Next', and you will be taken to a page where you can select the format you will be submitting using a drop-down menu which displays the options. Then, select the particular file you wish to upload by clicking on Select File. Once you have found the correct file and uploaded it, click 'Next' again, and verify that the reporting period, file format and file name are all correct for your submission. Once you have reviewed this information, click 'Submit'. We will load your file and review it for errors. Though you will not be immediately informed of the file status, you will receive an email shortly either confirming that the file has been accepted, or outlining any errors that need to be addressed. In addition to this email, you may track the progress of this and any other files you have loaded by navigating to the View File Status page. This page lists all files you have loaded and identifies who has loaded them, when they were loaded and what their current status is. From this page you can click on the hyperlinked name of any file, and review its details on a separate View File Details page. Here you can click 'Download File', which will allow you to download the file you submitted to us from the system in the original format you submitted. You can also return to the View File Status page and click on 'View Event Details' for any specific file to review the step-by-step processing of that file, which will let you know if we are still processing it, if has been accepted, or if there were errors and you need to resubmit.

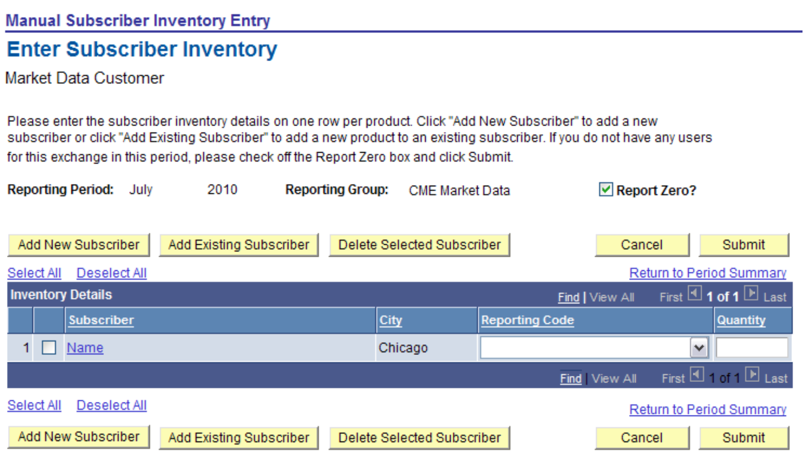
Adjusting a prior Period or Submitting a Late/Missing Report

If you have missed a report for a prior period, you can submit that report via either reporting process listed above, by selecting the missed month from the drop down before selecting your file or entering your inventory. If you are loading a VARS or VRXML file, please ensure that all dates in the file are for that prior period, and that it is also a full inventory file for that period.

If you discover that you have submitted an erroneous report for a prior period, and it has already been processed/invoiced, you can re-submit a complete, corrected report for the period and exchanges affected via DataPoint as soon as possible. You can use either reporting method to submit this adjusted report, but you must submit a complete inventory list for that period, and if you are loading a VARS or VRXML file, please ensure that all dates in the file are for a single period. Once you have submitted an adjusted report, you will be prompted to provide a reason for adjusting this report via a text box. Please use this box to describe to the best of your abilities why you are submitting a new report, and once you confirm and submit, we will process and review your adjustment. You will receive a notification at the end of the month informing you whether we have accepted your adjustment, per the terms of the MDLA. If you have questions on the requirements for adjusting prior periods, please contact your account manager.

Reporting Zero Users

If there is an exchange that does not have any inventory at all for a given period, you must report zero inventory to us via CME DataPoint. Navigate to the Enter Inventory page, and select the period affected from the drop down menu. After clicking 'Go', select the exchange for which there is no inventory. Check the 'Report Zero?' flag in the upper right-hand corner, and then click 'Submit'. Repeat this process for every exchange in the period for which there is no inventory.



Uploading a file with zero inventory will not register within CME DataPoint as a Zero Report, the only way to confirm an inventory of zero is on this page.

Accessing and Reviewing a Past Period's Report

To see which reports have been submitted or to confirm what has been reported for a current or past period, please navigate to the View Prior Reporting page under the Inventory Reporting menu. This page will allow you to select and then view reporting status by period and exchange. You can also review submitted subscriber inventory for those periods and products that have already been reported. If subscriber information or total count for a product appears to be incorrect, please refer to **Adjusting a prior Period**

Reporting and Maintaining Public Websites

You can report all public display of CME Group and Partner exchange data on websites on the Public Website page. This page will show a summary of the URLs, Firm names, and locations for sites we currently have on record. To add a new site, click on 'Add Website' and you will be taken to a page where you can fill in the new site's information. To add a product for that site, click 'Add a Product' and you will be taken to a list of approved products. If you do not see a particular website product on this page which you believe you are supposed to be reporting, or wish to sign up for additional products, please contact your account manager. Select the relevant products, click 'OK' and then click 'Save' when your changes are complete. To edit a website, click the hyperlinked URL, and then click 'Update Website'. You can now edit the website details, and add or delete products. Be sure to save when you are done with all your updates and additions for the month.

Website reporting, unlike inventory reporting, does not need to be updated every month unless any products or websites need to be added or deleted. If you believe you have missed a month, or mis-reported, contact your account manager and we will discuss fixing any erroneous reports with you.

Reviewing and Managing your Account

You can review all aspects and information we have pertaining to your Market Data account under the My Account menu. The Account Profile page is an overview of information we have on your account, and will provide information on your account manager and how to contact him/her. The billing address we have on file will be listed here, and beneath you will find expandable menus, accessible by clicking the arrow on the left side of the bar, that will list out all licenses, account attributes, waivers and Tax information we currently have you approved on record for.

If you wish to view the specifics of the products that we have you approved for under a particular exchange, navigate to the Licensed Products page, where by clicking on a hyperlinked exchange, you can view all products you are currently approved to provide, including pricing, invoice detail and reporting codes if you need them.

A list of all providers we currently have on record for your account can be found on the Feed Suppliers page. The page will list the contact we have on record associated with each Feed Supplier as well. You can review the specific exchanges and data levels we have record of you receiving from a particular provider by clicking on the hyperlinked provider name. <u>If this information does not appear to be complete or is incorrect, please contact us immediately.</u> It is your responsibility as our customer to alert us whenever your provider information has changed, and this page will only represent what you as our customer have told us.

Similarly, a list of firms for which your company is on record as a data provider is listed on the Licensed Subvendors page. By clicking on the hyperlinked name of the firm, you will be able to see what data we have you on record as providing. Firms are listed here because they have listed your firm as a provider, and we have logged it in our system. <u>Again, if this information does not appear to be complete or correct, please contact us immediately.</u>

Reviewing and Updating Contact Information

All contacts we have associated with your account can be viewed on the Contacts page. To see the complete details of a contact, click on the hyperlinked name of that contact. That page will show all the details we have for that contact, including name, email, phone number, types, accounts and User ID for CME DataPoint if he or she has one. If your ID has permission, you can edit, add and delete contacts either by using the Add and Delete buttons at the bottom of the page, or by clicking 'Update Contact' on an existing contact's main page. Even if you do not have this permission, you will always be able to update your own information.

When adding a contact, you will need to complete Name, email and phone number information, as well as selecting the relevant contact types. If you have access to more than one account in CME DataPoint, you will also be able to select the accounts you wish to provide this new contact access to. Make sure you hit save when you are done. If you would like to acquire a CME DataPoint ID for this new contact, please email your account manager or DataPoint@cmegroup.com. Deleting a contact consists of simply selecting the button next to the contact's name on the main page, and clicking delete. After confirming, this contact will be deactivated and no longer available in your account.

It is crucial that you keep your account's contact information complete and up to date, as the CME Group sends frequent important policy notifications pertaining to market data.

Invoices, Payments and Account Balances

All information related to your account balance and the related invoices can be found within the Invoicing and Payment section. Access to all invoices, both open and closed, is available on the Invoices page. You can use the Invoice Search function to find a particular invoice you are looking for, or simply scroll down the list. Once you find the invoice you wish to review you can get details on that particular invoice including status, date issued, a list of products billed on that invoice, and any tax information by clicking on the hyperlinked invoice name. If you wish to receive a copy of one invoice or several, select the invoices you wish to receive and click on Email Me an Invoice Copy. After confirming the email address where you wish to receive it, and whether or not you would like a tax related supplemental report you should receive an email with your requested copies attached in PDF format shortly.

Your account balance information is on the Account Balance page, which will show you any open balances, including what is past due and if there has been any recent activity on your account. For additional information on any of the totals, or to view which invoices comprise a particular balance, you can click on the hyperlinked information. Additional information about any balances can be found on the Balance Detail page. This page will provide you with more information on any outstanding invoices, including the ability to email copies to yourself, as on the main Invoices page. Recent activity can be found in greater detail on the Payment History page, where you can track the receipt and application of recent payments. If you click on the hyperlinked ID number, you can review all of the details of the payment, including which invoices we have applied that payment to. This page also links back to any relevant invoices.

If you have any questions about payment receipt or application, or any balances, please contact our billing team. If you have questions about what you have been invoiced for, or are uncertain what a particular charge is, please contact your account manager.

Contacting Us

If you require contact information for any part of the CME Group Market Data team, please navigate to the Contact Us page, which should provide you with all the resources you need for the main Market Data team, the Billing team, as well as a field to contact us directly. Your Account Manager and his or her information can be found on your main profile page as well.

We aim to make using CME DataPoint simple, consistent and easy for all parts of your Market Data account. If you have any questions, concerns or other inquiries about the system the best way to contact us is by e-mail at DataPoint@cmegroup.com