

# Onboarding Procedures

## for CME Clearing and CME Clearing Europe (CMECE)

### Clearing Firm Steps

#### Testing Steps:

- » Open a Cleared OTC Account (COTC) with CME Clearing in one or both of the following:
  - Certification environment for CMECE
  - New Release environment for CME Clearing
- » Gain access to appropriate systems at [cmegroup.com/clearingonline](http://cmegroup.com/clearingonline):
  - CME ClearPort
  - Front-End Clearing
  - Firm FTP server to receive reports
- » Inject trades through CME ClearPort to validate flow
- » Review reports

#### Production Steps:

- » Become a registered COMEX or CMECE clearing firm at [cmegroup.com/clearingmembers](http://cmegroup.com/clearingmembers)
- » Register legal entity by filling out a EULA at [cmegroup.com/clearporteula](http://cmegroup.com/clearporteula)
- » Open up Production COTC Accounts with CME Clearing
- » Gain access to appropriate systems:
  - CME ClearPort
  - RAV
  - Front End Clearing
  - Firm FTP server to receive reports
- » Obtain Exchange Unallocated Gold Settlement Instructions (SSIs) from the onboarding team

### Client Steps

#### Testing Steps:

- » Contact a registered COMEX or CMECE clearing firm at [cmegroup.com/clearingmembers](http://cmegroup.com/clearingmembers)

#### Production Steps:

- » Contact a registered COMEX or CMECE clearing firm
- » Register legal entity by filling out a EULA at [cmegroup.com/clearporteula](http://cmegroup.com/clearporteula)



For questions or additional onboarding information, please contact [onboarding@cmegroup.com](mailto:onboarding@cmegroup.com) or call CME Clearing at **312 338 7112**.

For more information about Cleared OTC London Gold forwards please contact a team member below or visit [cmegroup.com/lgf](http://cmegroup.com/lgf).

#### London

James Oliver  
[james.oliver@cmegroup.com](mailto:james.oliver@cmegroup.com)

#### Richard Stevens

[richard.stevens@cmegroup.com](mailto:richard.stevens@cmegroup.com)

#### New York

Patricia Cauley  
[patricia.cauley@cmegroup.com](mailto:patricia.cauley@cmegroup.com)

#### Singapore

Lawrence Leong  
[lawrence.leong@cmegroup.com](mailto:lawrence.leong@cmegroup.com)

#### CME Clearing Europe

Tina Hasenpusch  
[tina.hasenpusch@cmegroup.com](mailto:tina.hasenpusch@cmegroup.com)



**CME GROUP HEADQUARTERS**

20 South Wacker Drive  
Chicago, Illinois 60606  
cmegroup.com

info@cmegroup.com  
800 331 3332  
312 930 1000

**CME GROUP REGIONAL OFFICES**

<b>New York</b>	212 299 2000	<b>London</b>	+44 (0) 203 379 3700	<b>Singapore</b>	+65 6593 5555
<b>Calgary</b>	403 444 6876	<b>Houston</b>	713 658 9292	<b>São Paulo</b>	+55 11 2565 5996
<b>Tokyo</b>	+81 3 5403 4828	<b>Washington D.C.</b>	202 638 3838		

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