1.0 Introduction

The CME Positions System is a web-based application that provides users access to position data. The system allows member firms to:

- View the **status** of the positions throughout the day as the system is updated real-time to reflect all changes.
- View positions, enter on-line **position adjustments**, **position change submission** (PCS) updates, and **position spread** updates.
- View **variation and premium** information.
- View **intra-day** and **end-of-day** snapshots of their **position data** for the current day and three prior days.

The Positions System provides the following features:

- **Access:** CME Positions is accessed through CME Connect.
- **Search Capabilities:** Users have more search capabilities. For example, users can search for multiple contracts on a single screen.
- **Excel Downloads:** Users can download search results into an excel spreadsheet.
- **Entering Exercises:** Users can enter multiple options instructions within one account. Users will no longer have to keep tally of the number of options exercised.

Note: This system is currently being used by NYMEX customers and this new release will now incorporate CBOT products.

**Requesting Access**

Access to CME Positions is granted by **written request** from an officer of the clearing member firm. To request access, complete the following actions:

- **Download** the [Member Firm On-Line System Access Request Form](#).
- **Complete** the form and ensure it is **signed** by an officer from the clearing member firm.

Access can be granted at two levels:

- **Firm User:** This option will give you access to all position accounts under clearing firms for which you are authorized.
- **Account User:** This option will give you access to specific position accounts under clearing firms for which you are authorized.

- **Fax** the form to the Customer Support Group at 312-338-2626.
- **Allow 48 hours** for the request to be processed.
Accessing Positions in Production


2. Enter your CME Connect User Name and Password. Ensure the CME Portal product pulldown option has been selected.

3. Click Login.

4. Click Positions from the list of programs displayed. The Positions menu will appear.

Accessing Positions Certification

NOTE: When beginning to learn Positions functions, you should avoid using the Production Environment. Instead, access the Certification Environment while you practice.


2. Enter your CME Connect User Name and Password. Ensure the CME Portal product pulldown option has been selected.

3. Click Login.

4. Click Positions New Release from the list of programs displayed. The Positions menu will appear.

Position Management System Timetable

Please contact CME Clearing Services at 312-207-2525 for information on the following:

- Firm submission deadlines for position adjustments
- Option exercise/do not exercise instructions and PCS updates
- Position processing cycles

Logging off Positions

To exit Positions, close the browser. There is no explicit logout function.
2.0 Overview:

After logging in, you see the Positions List Search Criteria screen. This screen lets you search for positions held by clearing firms. Your log-in id will determine which records you may view. The menu bar is shown below.

3.0 Search Screen

There are no “required” search criteria on any search screen, but criteria must be valid. For example, a product code must be valid for the exchange selected. The defaults settings will result in the broadest possible searches and may return more records than you need. Complete the search criteria fields to return more targeted results.

Depending on the item you select from the menu bar, the search criteria will vary. A sample Search Criteria screen is on the next page.
Sample Search Criteria Screen

The example shown here is for Position List searches. The descriptions in the yellow boxes explain information common on all or nearly all Search Criteria screens.

In general, the defaults on all Positions Search Criteria screens are set to return the maximum number of results. You can narrow your searches by adding search criteria.

Click **Results** to specify the number of transactions to display at one time (5, 10, 25, 50 or 100. 50 is the default value.).

**Cycle:** Depending on which screen is displayed, options are Current, intraday and end of day. Changing the cycle will change the search results.

Click **Reset** to restore criteria to their default values.

Click **Search** to begin the search.
Sample Search Results Screen

Special Sort feature: You can sort many of the columns in an ascending or descending order. To see if a column can be sorted, roll the cursor over the title. If the cursor changes to a hand, you may sort the column.
4.0 Positions

**Position List**

The Positions List feature lets you review the status of various long and short trades, as well as options. This screen will show you your net position across all contracts in a position account.

1. Select **Position List** from the Positions drop down list on the main menu. The Position List: Search Criteria screen appears.
<table>
<thead>
<tr>
<th>Field/Checkbox</th>
<th>Definition/Function</th>
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<tbody>
<tr>
<td>Clearing Org</td>
<td>This field is set to CME by default.</td>
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<tr>
<td>Clearing Firm</td>
<td>This is the Clearing Firm Number.</td>
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<tr>
<td>Position Account</td>
<td>This field is the account under which the positions are held.</td>
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<td>Origin</td>
<td>This is the origin for the position.</td>
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<td>o Customer or House</td>
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<tr>
<td>Product Exchange</td>
<td>This is the exchange where the product is traded</td>
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<td>Product Code</td>
<td>This is the two digit product code</td>
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<td>Type</td>
<td>This allows you to search for your position based on type:</td>
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<td>o Credit Default Swap</td>
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<td></td>
<td>o Forward</td>
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<td></td>
<td>o Interest Rate SWAP</td>
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<td></td>
<td>o Physical</td>
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<td>Contract Date</td>
<td>This allow you to search by contract month/year</td>
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<tr>
<td>Results</td>
<td>This allows you to specify the number of rows to be viewed in the search results</td>
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<td>Option Detail (P/C)</td>
<td>This allows you to search by:</td>
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<td>o Put</td>
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<td>o Call</td>
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<td>Strike</td>
<td>This allows you to search by strike price. Data in these fields should be entered</td>
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<td>in decimal format.</td>
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<td>Underlying Product Code</td>
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<td>Contract Date</td>
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<tr>
<td>Coupon Rate</td>
<td>This does not apply to NYMEX.</td>
</tr>
<tr>
<td>With Positions:</td>
<td>Select to execute a search to all contracts where the firm may has a position.</td>
</tr>
<tr>
<td>Expiring:</td>
<td>Select to display only contracts that are expiring on the current business day.</td>
</tr>
<tr>
<td>Flexible Only:</td>
<td>Select to display data for Flex options only. This does not apply to NYMEX.</td>
</tr>
</tbody>
</table>
2. Enter search criteria and click **Search**.
   The search results screen appears.

3. To review product details, click the hyperlink for the transaction. (See page xx.)

4. When you are finished reviewing, you may do one of the following:
   - Click ← or → to review more pages meeting your search criteria.
   - Download the results to a spreadsheet.
   - Revise the search criteria to review different lists of positions.
   - Select another feature from the menu bar.
Variation & Premium Summary

The Variation and Premium Summary option will allow you to view your net positions across all contracts in a position account.

1. Select Variation and Premium Summary from the Positions drop down list on the main menu.

The Options Instruction Entry: Search Criteria screen appears.

2. Enter search criteria and click Search.

The Search Results screen appears.

Search Results

3. To review additional details, click + next to the transaction.

4. When you are finished reviewing, you may do one of the following:
   - Revise the search criteria to review more summaries.
   - Download the results to a spreadsheet.
   - Select another feature from the menu bar.
5.0 Options Instruction

**Options Instruction Entry**

1. Select **Options Instruction Entry** from the Option Instruction drop down list on the main menu.

   The Options Instruction Entry: Search Criteria screen appears.

2. Enter search criteria and click **Search**. Clearing Firm, Position Account and Origin are required.

   The search results screen appears.

   ![Options Instruction Entry Screen]

   3. To enter an option instruction, click the radio button next to the transaction and click **Select**.

   The Option Instruction Entry Details screen, shown on the next page, appears.
4. Select the Exercise or Abandon function from the dropdown list and enter a quantity. The account number is optional.

   **Note**: you cannot abandon an option until the expiration date.

5. Click **Add**.

   The instruction is saved and appears in the list box below the entry fields.

   **Note**: your changes will not appear on the transaction line itself. They will appear for the transaction when you click Back.

6. Do one of the following:
   - Enter additional instructions.
   - Click **Back** to return to the Search Results screen.
   - Select another feature from the menu bar.
**Options Instructions List—Edit and Delete Options Instructions**

This screen lets you edit, view or delete option instructions. You can change the quantity or account number for a transaction or delete it. You are not allowed, however, to change the function.

1. Select **Options Instruction List** from the Option Instruction drop down list on the main menu.

The Options Instruction List: Search Criteria screen appears.

Enter search criteria and click **Search**. The search results screen appears.

2. To edit an instruction, select the check box button next to the transaction, change the Quantity or Account Number and click **Update**.

3. To delete an instruction, select the check box button next to the transaction and click **Delete**.

   **Note:** You cannot change an option that is past its deadline. If the option is past its deadline, the checkbox, Quantity, and Account Number fields will be grayed out.

4. Do one of the following:
   - Revise the search criteria to edit more transactions.
   - Download the results to a spreadsheet.
   - Select another feature from the menu bar.
6.0 Options Instructions Summary

1. Select **Options Instruction Summary** from the Option Instruction drop down list on the main menu.
   The Options Instruction List: Search Criteria screen appears.

2. Select the Instruction Type from the dropdown menu. The choices are:

<table>
<thead>
<tr>
<th>Type</th>
<th>Displays</th>
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</thead>
<tbody>
<tr>
<td>All</td>
<td>Data for all option instructions</td>
</tr>
<tr>
<td>Abandons</td>
<td>Option instructions for abandonment requests</td>
</tr>
<tr>
<td>Assignments</td>
<td>Assignments only. Will have data only after the option exercise process has run in Clearing</td>
</tr>
<tr>
<td>Contrary Instructions</td>
<td>All abandonments or out-of-the-money exercises. Default value</td>
</tr>
<tr>
<td>Exercises</td>
<td>All exercises</td>
</tr>
<tr>
<td>OTM Exercises</td>
<td>Displays only option instructions that are out-of-the-money</td>
</tr>
</tbody>
</table>

3. Enter search criteria and click **Search**.
   The search results screen appears.
4. To review additional details, click + next to the transaction.

5. When you are finished reviewing, you may do one of the following:
   - Revise the search criteria to review more summaries.
   - Download the results to a spreadsheet.
   - Select another feature from the menu bar.
7.0 Adjustments

Equal Adjustment Entry

This screen lets you enter adjustments to your incoming position in a contract.

1. Select Equal Adjustment Entry from the Adjustment drop down list on the main menu.

The Equal Adjustment Entry: Search Criteria screen appears.

2. Enter search criteria and click Search.

The search results screen appears.

3. Enter needed adjustments in the field provided.

4. When you finish entering data, click Update.

Note: If you would like to correct an adjustment, then enter the correct number and click on Update. If you want to remove an adjustment than enter zero.

5. You may do one of the following:
   - Enter more adjustments.
   - Revise the search criteria to review more summaries.
   - Download the results to a spreadsheet.
   - Select another feature from the menu bar.
Adjustment List

The adjustment list allows you to see a list of adjustments that have been entered for the day.

1. Select **Adjustment List** from the Adjustments drop-down list on the main menu.
   The Adjustment List: Search Criteria screen appears.

2. Enter search criteria and click **Search**.
   The search results screen appears.
### 8.0 PCS

**PCS List**

The PCS (Position Change Submission) Screen lets you submit final long positions which are affected by current day matched trades. From this screen you can update PCS information and lock those values from further updates.

1. **Select PCS List** from the PCS dropdown list on the main menu. The PCS: Search Criteria screen appears.

2. **Enter search criteria and click Search.** The search results screen appears.

3. **Enter position information in the field provided.** If you would like, then you can select the **Lock** to prevent further updates to a transaction.

4. **When you are finished, click Update.**

   **Note:** If you need to change PCS information, click the Lock checkbox to clear the check and make your changes.

5. **You may do one of the following:**
   - Enter more data.
   - Revise the search criteria to review more PCS information.
- Download the results to a spreadsheet.
- Select another feature from the menu bar.
Spread List

Clearing firms may reduce their performance bond requirements by reporting bona fide inter- and intra-commodity spreads within the same position account. These spreads offset some of the risk normally associated with naked, or non-spread positions.

From this screen you can update spread information and lock those values from further updates.

1. Select Spread List from the PCS dropdown list on the main menu.
   The Spread List: Search Criteria screen appears.

2. Enter search criteria and click Search.
   The search results screen appears.

3. Enter spread information in the fields provided. Click Lock to lock a transaction.

4. When you are finished, click Update.
   Note: If you need to change Spread information, click Lock checkbox once again and make your changes.

5. You may do one of the following:
   - Enter more data.
   - Revise the search criteria to review more spread information.
- Download the results to a spreadsheet.
- Select another feature from the menu bar.
9.0 Position Details

**Position Details: Position**

1. From any screen listing commodity codes, Click the hyperlink for more information about a transaction.

The Positions Details screen appears, as shown below.

From this screen, you may review

- **Start of Day & Quantity Adjustments**: click Position Adjustments to go to the Position Adjustments screen.
- **Spread**: click InterCommodity or IntraCommodity to go to the Spread screen.
- **Summary Position**: Click PCS to go to the PCS screen.

You may view more details by clicking on the tab:

- Trade Composition—Matched
- Trade Composition—Unmatched
- Product Detail
Position Details: Trade Composition – Matched Tab

<table>
<thead>
<tr>
<th>Matched</th>
<th>Long</th>
<th>Short</th>
<th>Variation/Premium</th>
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</thead>
<tbody>
<tr>
<td>Pit</td>
<td>0</td>
<td>0</td>
<td>9.90</td>
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<tr>
<td>GetTopDay</td>
<td></td>
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<td>9.90</td>
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<tr>
<td>Outlook</td>
<td>0</td>
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<td>Spread</td>
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## Position Details: Trade Composition – Unmatched Tab

### Contract & Position

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<tr>
<th>CC</th>
<th>Price</th>
<th>Firm</th>
<th>Account</th>
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<tr>
<td>NY 2009K</td>
<td>-</td>
<td>CME - 250</td>
<td>CUST - 070</td>
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### Unmatched

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<th>Trade Type</th>
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<th>Short</th>
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Position Details: Product Details
FAQ

1. **Who can I contact for support?**

   Please contact CME Clearing Services at 312-207-2525.
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