

Entitlement Reporting Guide

A guide for how to submit Entitlement Reporting via the **CME Data Services** portal.

1. Sign into the portal using your CME Group Login. This is the same login used to complete your order.

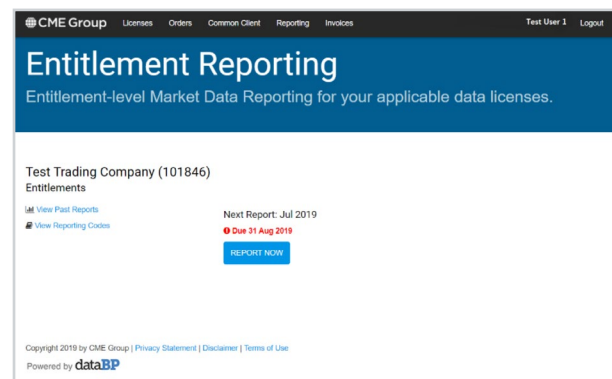
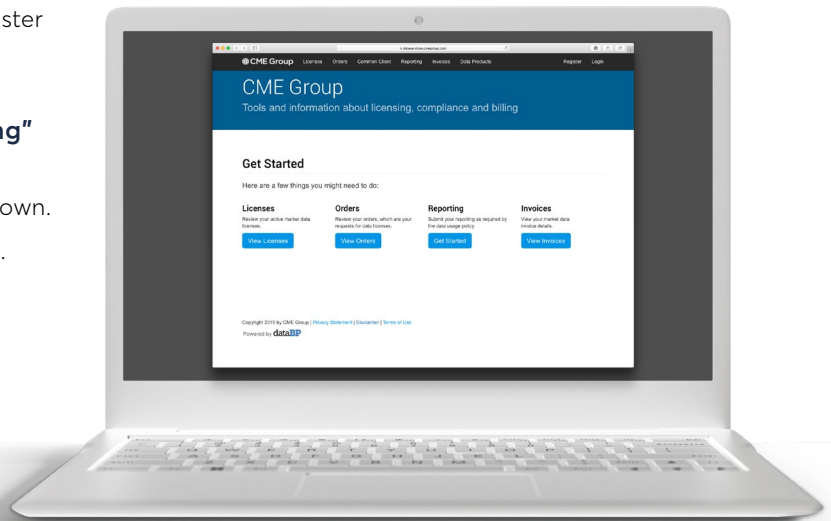
- If you do not have a CME Group Login, you will have to register.
- Notify your account manager as the email used to register will need to be included in our records.

2. Once signed in, hover your mouse over "Reporting" in the top menu bar.

- Select the "Entitlement Reporting" option in the drop down.
- The site will redirect to the Entitlement Reporting page.

3. The Entitlement Reporting page will include the below detail:

- Company Name
- Account number
- View Past Reports
 - Displays previous reports that have been processed.
 - Allows for re-submission of previous reports.
- View Reporting Codes
 - List of reporting codes that will be accessible within the reporting template.
- Next Report Due
 - The first date shown is the month that the reported usage is for.
 - Due date is when the report is due by.
 - Selecting the 'Report Now' button will start the report submission process.



4. After selecting "Report Now" button, the site will redirect to Entitlement Reporting page.

5. Every month, the report template (Excel file) will need to be uploaded to submit reporting.

a. First Report (July 2019):

- i. Download the report template, which will include details in the first and second rows only.
 1. Do not adjust/remove any detail from these rows.
- ii. Leverage the report template that CME confirmed had passed validation.
- iii. Copy all information starting with Row 3 and paste into the newly downloaded Report Template starting with Row 3.
- iv. Ensure that all of the usage is correct for the month being reported.

v. Save the downloaded report template with the updated usage.

1. Recommendation: Include the report usage (Report Now) month in file title.

b. Subsequent Reports:

i. There are two options for how to proceed:

1. Download the report template.

a. The template will be prepopulated with the usage submitted in the previous month.

b. Make any changes to the reported usage.

i. If a user is no longer active, left the firm, etc., remove the line(s) from the file.

ii. If a user has a new platform/device, add a new line for the platform/device and assign the appropriate report code.

2. Update July 2019 template to subsequent months.

a. Update the cell E-1 to reflect the date the report is for.

i. Ex: for the August 2019 report, update from "Report Date: 07/2019" to "Report Date: 08/2019".

b. Make any changes to the report usage.

i. If a user is no longer active, left the firm, etc., remove the line(s) from the file.

ii. If a user has a new platform/device, add a new line for the platform/device and assign the appropriate report code.

c. Save the file with the relevant report month in the file name.

6. Upload File

a. Choose the report file for the reporting month being submitted.

b. Once uploaded, select "Submit".

7. Uploading and Verification

a. Once the report is uploaded, you will be redirected to the Entitlement Reporting page.

b. There will be a few messages provided showing where in the process your report is.

c. First Message:

i. The report has been uploaded and the system is checking the file to ensure that required information is provided.

ii. You will need to select "click here", more than once, to move through to the next message.

The screenshot shows a web interface for "Test Trading Company". It has two main sections: "Entitlement Reporting Template Download" and "Entitlement Report Upload".

Entitlement Reporting Template Download: Includes a "Download" button and instructions: "Use the Download Button below to retrieve the Excel Entitlement Reporting Template for your firm."

Entitlement Report Upload: Includes a "Choose File" button and instructions: "Upload your report using the Choose File button below. Once uploaded, use the Submit button to initiate validation of the Entitlements Report. The report must be submitted in the required template format, and contain accurate device totals for all Authorized Users and their entitled Services."

Below the instructions, it displays "Your Firm Code: TEST TRADING COMPANY" and a note: "For Licensee Services: ensure that the Service Provider value matches the Firm Code value in the header of the report (cell C1). Please contact your Account Manager if your Firm Code is not displayed above or in your Entitlements Reporting Template." Below this are "Choose File", "Submit", and "Go Back" buttons.

The screenshot shows the "Entitlement Reporting" dashboard for "Test Trading Company (101846)". The header includes "CME Group" and navigation links for "Licenses", "Orders", "Common Client", "Reporting", "Invoices", and "Data Products". The user "Nicole Khababuda" is logged out.

The main heading is "Entitlement Reporting" with the subtitle "Entitlement-level Market Data Reporting for your applicable data licenses."

The dashboard shows "Current Report: N/A" and a message: "Uploaded! Checking the file now. Give us a minute, then click here to refresh." There are also links for "View Past Reports" and "View Reporting Codes".

d. Second Message

- i. The system is doing an automated check to identify if all information passes validation.
- ii. This includes but is not limited to:
 - 1. An Authorized User ID having multiple addresses.
 - 2. Incorrect licenses.
 - 3. Duplicate lines for a user.

e. Third Message

- i. The system has validated the report and requires your confirmation that the report is netting the usage correctly.

8. Entitlement Reporting: Report Summary

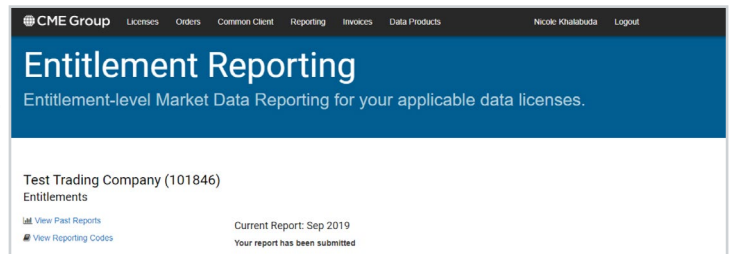
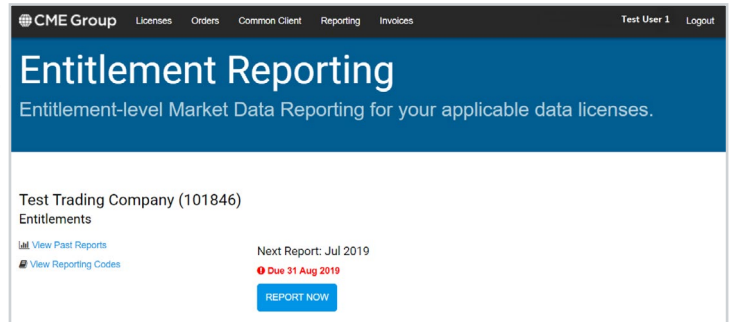
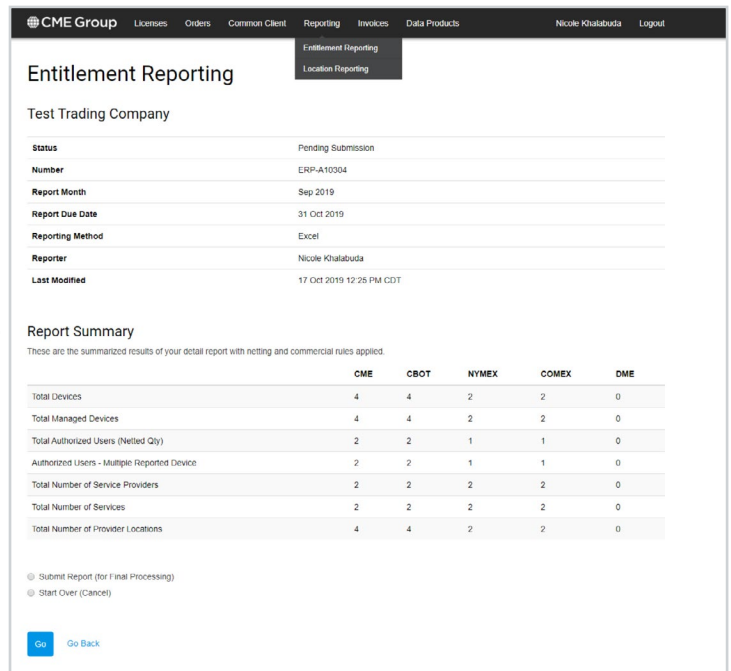
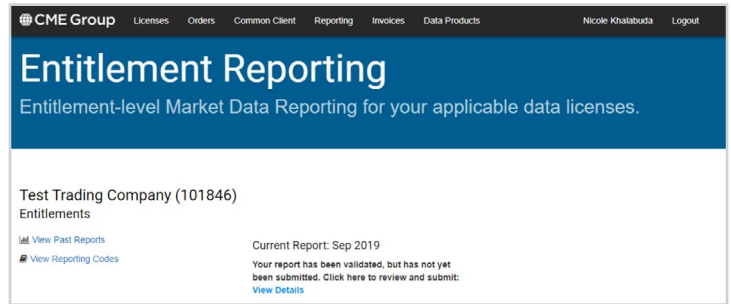
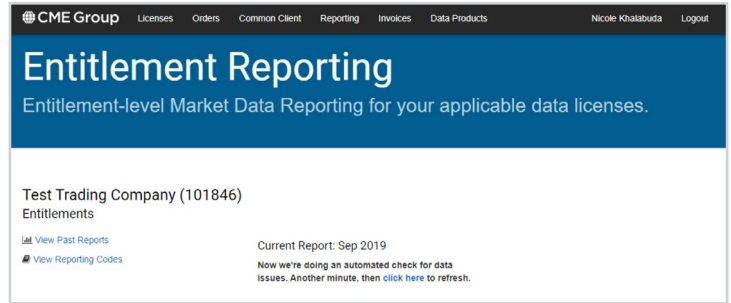
- a. The final page is the Report Summary where the report will be submitted or restarted.
- b. The first table shows the details of the report.
 - i. One area to pay attention to is the Report Month as it will show which month you are submitting for.
 - 1. If the report template uploaded includes a previous month in cell E1, then that month will be reflected here.
 - 2. The report can still be submitted with a previous date. The system will just show that the month's report was re-submitted.
- c. The Report Summary table displays the summarized results from your submitted report.
 - i. The row on the table that will reflect what your are invoiced for is the "Total Authorized Users (Netted Qty)".
 - 1. If this row is incorrect, then the report will need to be cancelled and resubmitted.

9. If the Report Summary is not correct and the report needs to be updated and resubmitted, select "Start Over (Cancel)" and select "Go".

- a. Selecting Start Over will take you back to the main Entitlement Reporting screen.
- b. Follow the steps from the beginning to resubmit the report.


10. If the Report summary looks correct, select "Submit Report (for Final Processing)" and select "Go".

- a. Once submitted, you will be redirected to the Entitlement Reporting main screen where you will see the message that your report has been submitted.
- b. While in this status, the report is being reviewed and approved by your account manager.
 - i. Your account manager will reach out if they have any questions.



11. Once your report is fully processed, you will see the below.

- a. Last Report is the month that was just submitted and fully processed.
- b. Next Report is the next month due.
 - i. Reports cannot be submitted until the 1st of the month.
 - ii. If you are behind in reporting, you will be able to report all months until you are up-to-date.



The screenshot shows the CME Group website interface for Entitlement Reporting. The top navigation bar includes links for Licenses, Orders, Common Client, Reporting, Invoices, and Data Products, along with the user name Nicole Khatibuda and a Logout button. The main heading is "Entitlement Reporting" with a subtitle "Entitlement-level Market Data Reporting for your applicable data licenses." Below this, the user's account information is displayed: "Test Trading Company (101846) Entitlements". There are two links: "View Past Reports" and "View Reporting Codes". The status section indicates "Last Report: Sep 2019" with the note "Your report has been processed" and "Next Report: Oct 2019" with the note "This report cannot be submitted until 1 November".

12. Follow the steps above to submit Entitlement Reporting each month.