Date Received:
Date completed:
Completed by:

Hand-Held Setup Form

CME Group

_____**Contract Change**

_____**Firm Change*** _____**New User**

***Note: it will take 48 hours to set you up under your new firm. Please notify CME Group staff as soon as possible when you know you will make a clearing firm change.**

Trader Symbol: **Trader Name:** **Exchange:** **Seat Type:**

Clearing Firm #: **Account #:** **Password:**

Level (default 2): **Firm Admin (print):** **Firm Telephone:**

Add / Delete / Change = Choose which one is appropriate for your request.
Contract =Please list contract symbol you are making a change to.
***You must include specific contract months for all spreads.**
Default Quantity = Quantity you want the system to default to.
Quantity Increment = # of contracts default quantity increases by with each tap of the qty. arrows.
Per Trade Size Limit = Maximum number of contracts allowed ***per trade. **Note: This is NOT a Net Position Limit.***

Net Long Limit = # of contracts user will be allowed to go long before he will no longer be able to trade.
Net Short Limit = # of contracts user will be allowed to go short before he will no longer be able to trade.
***** Note Net Limit will be per commodity – per account - and based on all executed trades as well as working orders.**

We now have the ability to have 3 levels of contract credit control over the user community.

- **Level 1** - users **cannot** add, delete or change any contracts without the administrator's signature.
- **Level 2** - **(default)** users can add or modify contracts for "products groups" they already have established and have net long and net short set up. They can delete or move contracts with or without limits.
- **Level 3** - users can add, delete, modify, and move any contracts listed on Globex regardless if they have net limits or not.

Note: Please be aware that all users will default to Level 2 unless specified by the firm administrator.

Please fill out all boxes for each contract.
Contract Information* See list of contracts available for specific codes

ADD / DELETE / CHANGE	CONTRACT*	DEFAULT QTY	QTY INCREMENT	PER TRADE SIZE LIMIT**	NET LONG LIMIT***	NET SHORT LIMIT***

Member discretion for net long and net short **(Admin circle one)** **Yes** **No**
(Firm Admin. gives member permission to call TFS during the trading day and change this limit at his discretion)

GLOBEX Firm Administrator's Signature:

If you have any questions, please contact the GCC Admin Group at **(312) 580-5387**.
Please return this document to the Trading Floor Technology Support Desk or fax to the GCC Admin Group at **312-715-6255**.