

TO: Clearing Member Firms Onboarding Teams, CME Account Manager Users  
FROM: CME Clearing  
ADVISORY #: 15-168  
SUBJECT: CME Account Manager Introducing Automated OTC Account Setup  
DATE: June 26, 2015

### **Update - Introducing Automated OTC Account Setup**

† Denotes update to the article

On **Monday, June 15, 2015**, CME Clearing began a phased approach to automating the account set-up process. Benefits include:

- Decreased turnaround times for setting up new OTC accounts.
- Eventual removal of the Consolidated Account Sheet.
- Increased Clearing Firm control of the account set-up process.

Please note: This change does not affect Portfolio Margining, CME Clearing Europe, or New Release account set-ups. These processes will continue to require a Consolidated Account Setup Sheet.

CME Clearing will implement this upgrade in three phases:

#### **Phase 1: Monday, June 15 - Launched**

CME Clearing will no longer provide mapping documentation to affirmation platforms.

- Clearing Member Firms will need to communicate account/alias mappings to the desired platforms. To assist with this change, CME Clearing publishes account-level mapping data in the PlatformMapping\_XXX\_YYYYMMDD.csv file, where “XXX” is the Clearing Member Firm ID. This file is published daily between 5:00 and 5:30 pm Central Time (CT) to the secure FTP.
- CME Clearing also publishes the Account Reconciliation file, AccountRecon\_XXX\_YYYYMMDD.csv, which contains all details needed for platform account setups.

#### **Phase 2: Monday, June 29**

CME Clearing will no longer require Clearing Member Firms to send the Consolidated Account Setup Sheet for OTC account creation.

- Information formerly communicated through the Consolidated Account Setup Sheet will now be entered directly into CME Account Manager.

- CME Clearing will finalize the account creation within 24 hours of the account being entered into CME Account Manager.
- Once the account is fully setup, it will display in your "Platform File" as eligible to be mapped and will be marked as complete on your Account Reconciliation file.

Please Note: The process of adding new accounts to CME Account Manager will not change. The procedure is outlined within the CME Account Manager [WebHelp](#).

Additional information including platform mapping file examples is available [here](#).

### † Phase 3: Monday, July 13, 2015

Effective **Sunday, July 12** (trade date Monday, July 13), all Clearing Member Firms will be required to enable accounts for the [CME Portfolio Margining program](#) via CME Account Manager only. This provides a more efficient set-up process, as Clearing Firms will no longer need to contact CME Client Services Team for these setups.

Firms may begin enabling accounts for the CME Portfolio Margining program via CME Account Manager starting **Sunday, June 21** (trade date Monday, June 22).

### Additional Information

- Portfolio Margining should only be enabled for the Futures account and not the IRS account.
- CME Clearing will backload all historical portfolio margin accounts into CME Account Manager.

### To use the Portfolio Margining option

- Set the Portfolio Margining option and the Margin/Master Account on the **Account Setup** page.
  - The Margin/Master Account should be equal to the Margin/Master Account of the interest rate swap account.
- 'CBOT (Clearport)' and 'CME (Clearport)' elections, not IRS, should be made on the **Market Permissions** page
- Account limits must be created before an account activates. Limits can be set to zero.
- Filter by Portfolio Margining on the **Account Search** and **Credit Controls Search** pages.
- Account and credit controls search results show whether this option is enabled.

For more information, click [here](#) to access the **Creating Accounts** or **Credit Controls** topic.

For questions or more information, please contact [Client Services](#) at +1 312 338 7112.