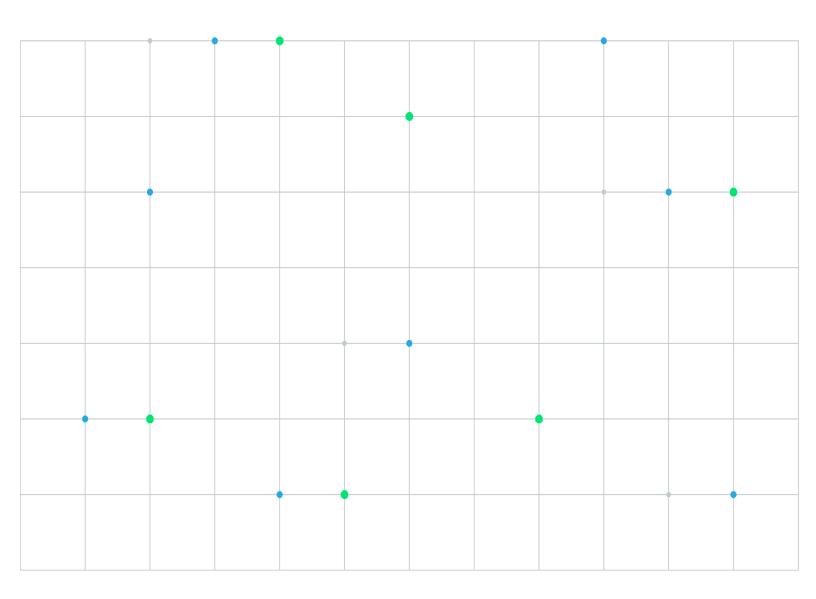


CME Platform User Guide

15 September 2025



Neither futures trading nor swaps trading are suitable for all investors, and each involves the risk of loss. Swaps trading should only be undertaken by investors who are Eligible Contract Participants (ECPs) within the meaning of Section 1a(18) of the Commodity Exchange Act. Futures and swaps each are leveraged investments and, because only a percentage of a contract's value is required to trade, it is possible to lose more than the amount of money deposited for either a futures or swaps position. Therefore, traders should only use funds that they can afford to lose without affecting their lifestyles and only a portion of those funds should be devoted to any one trade because traders cannot expect to profit on every trade. All examples discussed are hypothetical situations, used for explanation purposes only, and should not be considered investment advice or the results of actual market experience.

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Table of Contents

Getting Started	4
CME Platform Access	4
What's New	5
User Roles	6
Application Layout	10
Market Component Options	12
Settings	13
Deal Entry & Blotter	15
Deal Entry Interface	16
Entering a Deal	18
A. Select Deal Entry & Blotter	18
B. Submitter / Trade Type / Strategy	18
C: Product Information	
D: Participants	24
E: Date &Time > Submit	27
Trade Blotter	29
Accessing the Trade Blotter	29
Heading and Search Options	29
Claiming/Declining a Deal	32
Product Finder	34
Accessing the Product Finder	34
Searching for Products	35
Product Finder - Product Information	39
Market Activities	42
Market Activities Interface	43
Column Settings	44

Getting Started

CME Platform provides commissioned Brokers, Traders, and Asset Managers with an interface where global OTC market transactions are entered for matching and processing by the CME Group clearinghouse. CME Platform allows for the submission of off-exchange OTC derivatives transactions that CME Group has designated as eligible for clearing only. Transactions are subject to the CME Group rule book applicable to clearing-only products.

Participants can conduct their own transactions off-exchange, negotiate their own prices, and still take advantage of the Exchange clearinghouse by submitting the transactions through the CME ClearPort application on CME Platform, where:

- Brokers, Traders (when configured for single-sided trade entry), and Asset Managers have the ability to submit
 trades for clearing in real-time. When a Broker submits a trade on behalf of the account owner, trade details are
 entered into CME ClearPort. Once the trade is submitted, the account owners are notified.
- Traders have the ability to view their own submissions.
- Transactions entered and handled by Brokers, Traders, and Asset Managers are referred to as deals or trades.
- Deals: Pre-negotiated transactions with a broker or counterparty.
- Trades: Submitted, pre-negotiated deals that are matched, cleared, and reported to the market.

A submitted trade is checked for accuracy, then cleared.

If there are discrepancies in the information, the trade is rejected and the reason is provided in the Trade Blotter.

See also: The <u>client systems wiki</u> provides informational topics on the CME ClearPort API including support functions, workflows, messages, and interfaces that allow users to submit OTC trades for matching and clearing.

CME Platform Access

Authorized representatives of intended CME Platform market participants (individual, clearing firm, brokerage firm, trading firm) must complete the following to receive access to CME ClearPort application clearing services.

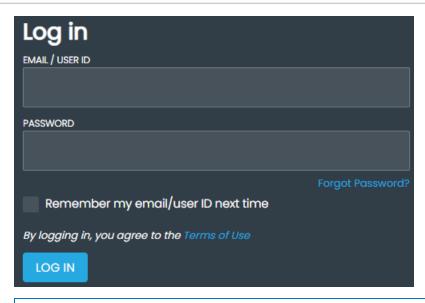
- Create and register a <u>CME Group Login ID</u> to authenticate access to CME Group applications and services.
 CME Group Login is a self-managed, centralized user profile service that authenticates access to CME Group applications and services.
 - **Note**: To ensure the best security and customer experience, CME ClearPort application users are encouraged to use a supported browser.
- Complete and submit the <u>CME ClearPort Services Registration</u>.
 - Users will receive notification when access is authorized.
- Use the <u>Account Management Service</u> to create and activate accounts to use ClearPort; including market types, products, credit controls.

► To log into CME Platform:

1. Enter or navigate to the following URL: https://platform.prod.cmegroup.com



2. On the login page, enter the **User ID** and **Password**, then select **Login**.



Note: After three unsuccessful logon attempts, the account is automatically locked. To obtain access to a locked account refer to the CME Group Login User Help instructions.

If necessary, enter the multi-factor access code.

To logout:

In the upper right corner, select the Settings (), then Logout ().





- For login issues, contact Enterprise Application & System Entitlements (EASE), or access self-service functions on the CME Group Login webpage.
- For onboarding, application issues, or trade support, see: Registering for ClearPort.

What's New

The list below illustrates the updates made to the CME Platform user help system.

Date	Торіс	Description
September 15, 2025	Claiming/Declining a Deal	Added claim/decline for Single-Side deals.
June 12, 2025	Deal Entry & Blotter	Added Single-Side Buy and Single-Side Sell to Trade Side selection.
May 17, 2025	All	initial publication

User Roles

ClearPort allows participants multiple ways to enter executed OTC deals for clearing services. The exchange is responsible for setting up firms and assigning firm and user permissions. Clearing Members (CM) <u>create accounts</u> (using Account Management Service) and assign Broker and Asset Manager relationships. A single firm can operate more than one business model.

The following **Firm Type / Roles** are available for entitlement assignment.

Firm Type	Description
Clearing Member	Clearing Members set up trading accounts for Trading Firms and manage the account risk. Clearing Member firms with On-Behalf-Of (OBO) entitlement can submit trades on behalf of
	active or passive clearing firms.
Trading Firm	A Firm that is the beneficial owner of one or more trading accounts held with a Clearing Member. A Trading Firm can have a relationship with one or more Clearing Members. While other Firm types (Broker Firms, Asset Manager Firms) can have permission within CME ClearPort to act in the Trading Firm's trading account(s), only a Trading Firm can be the owner of a trading account.
Single-Side Trading Firm	Trading Firms must "opt in" to directly transact on single-sided deals by registering as an Active Trading Firm. However, Trading Firms that transact through a Broker using single-sided trade entry do not need to register as an Active Trading Firm. All registered Brokers and Asset Managers are automatically eligible for single-side trade entry with no additional registration required.
	Note: Participants should be aware that the list of Brokers, Active Trading Firms and Asset Managers for a specific product is shown in a dropdown menu to other participants in that market when a trade is being entered.
	Trading Firms can have multiple clearing firm relationships with on-behalf-of (OBO) entitlement. OBO trading firms cannot submit trades.
	To opt in or out, notify <u>CME Enterprise Application & System Entitlements (EASE)</u> .
Broker Firm	Broker Firms can enter deals. A Broker Firm can be selected as a Broker with respect to a trading account by the Clearing Member. A trading or clearing firm can register as a Broker if seeking to book a dual-sided deal, even if not acting as a transaction intermediary.
Asset Manager Firm	An Asset Manager Firm can be selected to submit deals in Clearing Member trading accounts. If the Clearing Member confirms the Asset Manager Firm has authority to act, the firm can enter single-sided deals for those trading accounts.

User roles are assigned by the CME Group when the firm is established.

Role	Description	Trade Entry	Trade Visibility
Trader	A user representative of a Trading Firm, who can be associated as the Lead Trader for specific deals in CME ClearPort.	None. Trader users do not have trade entry privileges. For single-sided deals, either a Broker or an Asset Manager must enter deals on behalf of the Trading Firm.	Traders can view only those deals for which they have been selected as the Lead Trader.
Single-Side Trader	A user representative of a Single-Side Trading Firm who can enter alleged deals.	Single-Side Trader users have privileges for single-side entry of alleged deals. When a counterparty selects the Single-Side Trading Firm on the opposite side of an alleged deal, the firm's Single-Side Traders are visible and eligible for selection. When a counterparty enters an alleged deal, it selects a firm as the counterparty on the opposite side that is a Single-Side Trading Firm, an Asset Manager Firm, or a Broker Firm.	A Single-Side Trader can view submitted deals (including alleged deals)
Broker	 A Broker Firm that mediates transactions between a Buyer and Seller on a deal. A trading firm seeking to enter deals, even if not acting as a transaction intermediary. A FCM entering trades on behalf of one or both transaction participants, even if not acting as an intermediary. 	The Broker enters the deal in the CME ClearPort Trade Entry screen for each Trading Firm it represents. The Broker enters a deal, assigning themselves as one side of the transaction and selects the counterparty for the other. The FCM enters the deal on behalf of one or both transaction participants.	A Broker can only view the deals that they enter.
Asset Manager	A user representative of an Asset Manager Firm that mediates transactions between a Buyer and Seller on a deal.	An Asset Manager can enter an alleged deal to be claimed by the counterparty, or matched to a corresponding alleged deal entered by the counterparty. The Asset Manager enters transactions in the CME ClearPort single-sided trade entry screen or can claim alleged deals for each Trading Firm they represent.	None

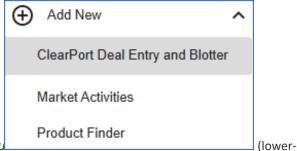
Role	Description	Trade Entry	Trade Visibility
Trade Administrator	An administrative user representative of the Trading Firm.	None. Trader Administrators do not have trade entry privileges.	A Trade Administrator can view all transactions entered for a Trading Firm.
Single-Side Trader Administrator	An administrative user representative of a Single-Side Trading Firm.	A Single-Side Trader Administrator has all trade entry privileges of a Single-Side Trader. In addition, when an alleged deal has been entered, the Single-Side Administrator is the only user that can claim the alleged deal for the opposite side firm.	A Single-Side Trader Administrator can view all deals (including alleged deals) entered by the Single-Side Trading Firm, and all deals alleging the Single-Side Trading Firm on the opposite side.
Broker Administrator	An administrative user representative of a Broker Firm.	None	A Broker Administrator can view all transactions entered for by Brokers in the Broker Firm.
Asset Manager Administrator	An administrative user representative of the Asset Manager Firm.	An Asset Manager Administrator has all trade entry privileges of an Asset Manager. In addition, when an alleged deal has been entered, the Asset Manager Administrator can claim the alleged deal for the opposite side Trading Firm.	An Asset Manager Administrator can view all Asset Manager transactions.
Verification Officer	For any type of firm, the administrative user representative is given CME ClearPort Administrator privileges for all product lines. This user is given a combination of the following roles: Trader Administrator, Broker Administrator, Asset Manager Administrator or Single-Side Administrator. The Verification Officer can view lists of firm users, and add and remove firm users by contacting Enterprise Access and System Entitlements (EASE).	None	The Verification Officer can view all firm deals for all users.
Clearing Firm Administrator	An administrative user representative of a Clearing Firm.	None	A Clearing Firm representative that is permissioned to view all deals for Trading Firm accounts that the Clearing Member holds.
Clearing Firm	Clearing Firm Clerks can submit,	Can perform the following	View entered, alleged or

Role	Description	Trade Entry	Trade Visibility
Clerk	allege and/or claim deals, and submit deals on behalf of trading firms.	activities on behalf of trading firms:	claimed trades.
	Can select the counterparty on the opposite side of the alleged deal. and required information may vary based	 Active Trading Firms: submit, allege, claim, and view trades. 	
	on the type of counterparty selected.	 Passive Trading Firms: view or claim sub- mitted trades entered by the Broker, Asset Manager or Clearing Firm on their behalf. 	
Clerk	A Clerk can enter and submit trades / deals on behalf of brokers, asset managers or active traders at their firm.	On the Trade Entry / Blotter screens, a Clerk can enter, submit, and copy deals trades on behalf of Brokers, Asset	For entered trades, a Clerk can view the designated Broker, Asset Manager or Active Traders.
	Upon request from a designated firm officer or administrator, this role is assigned by CME Group.	Managers or Active Traders at their firm. The Clerk cannot be selected as designated for deals. The Clerk can void / cancel and void their non-matched deals.	They can view the Trade Summary report for their submitted trades, or for trades submitted by others in which they were a participant. A Clerk is identified by their first initial and last name.

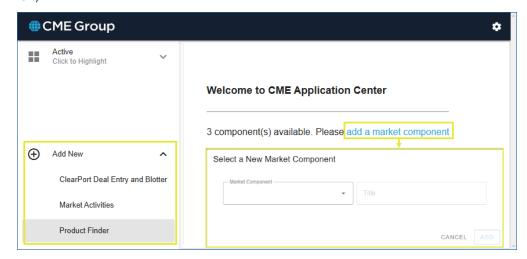
Application Layout

CME ClearPort initially opens with a blank screen. Before submitting deals and to view market activity, select from available **Market Components**.

To access and organize Market Components:

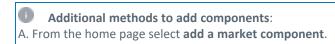


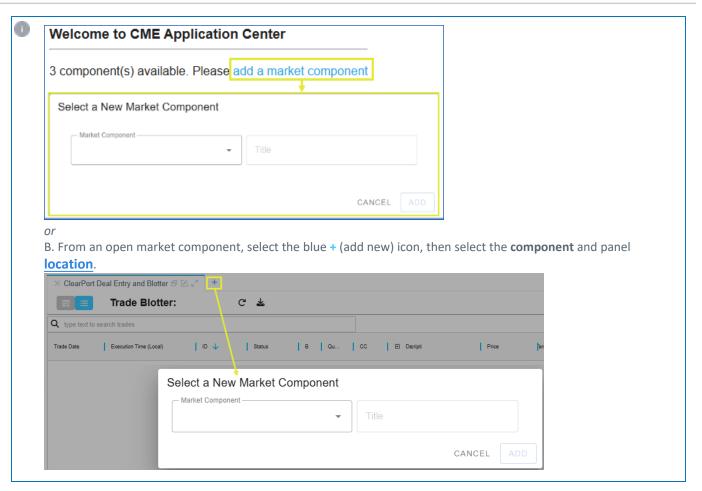
1. To access market components select the **Add New**() *menu* left).



Available components

- · ClearPort Deal Entry and Blotter:
 - Deal Entry Enter new / proposed deals.
 - Blotter View submitted deals, clearing status of previous submissions and matched-trade activity.
- Market Activities: For blocks and invoice blocks, view recent market activity (example: product, price, quantity) for the current day or past 10 days.
- Product Finder: Browse a list of available products / contracts that can be added to the Deal Entry screen.



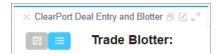


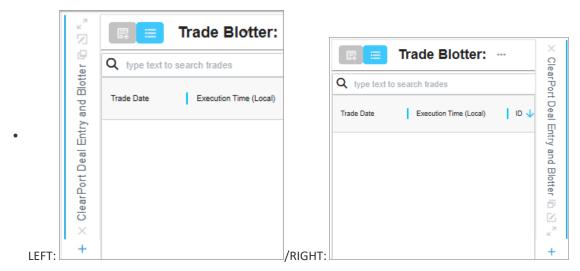
2. Select a panel to organize the selection.



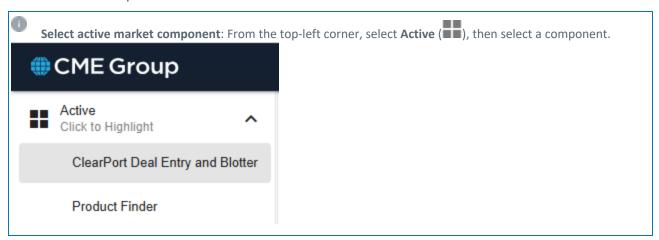
Panel location / tab:

• MAIN / TOP / BOTTOM:





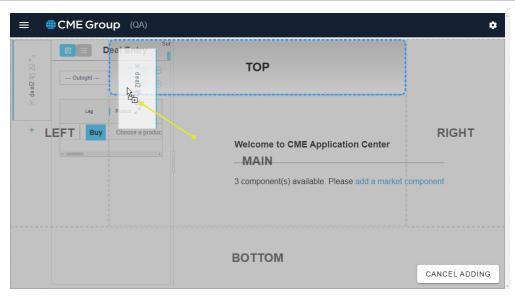
Multiple market components placed in the same panel are organized in a tabbed layout, including multiple versions of the same market component.



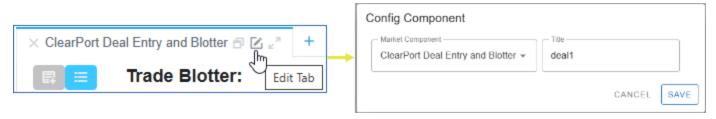
Market Component Options

Select from additional options to customize the layout.

- Close (XXX) the market component.
- Drag market components to another panel.



- **Popout**(): Open market component in a separate browser (or back to main).
- Edit tab: To identify multiple versions of the same component, enter a custom Title by selecting Edit Tab ().

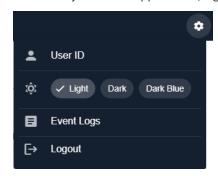


- Full screen(): Maximize the viewable area of the tab (Undo: select or press ESC / F11 on the keyboard).
- Select a New Market Component: From an open market component, select the blue + (add new) icon, then select a component and location.

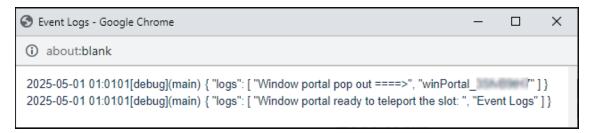
Settings

Settings are included to customize appearance, view system events or logout. From the top-right area, select settings ().

• Theme: Adjust screen appearance; Light, Dark, Dark Blue.



• Event Log: A record of system events to monitor application performance.



• Logout (): Exits the current CME ClearPort session and returns to the main CME Platform page.

An additional option is available to logout completely from the CME Customer Center menu and applications.

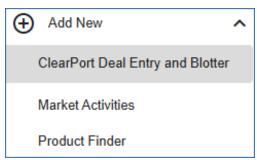
Deal Entry & Blotter

Use the *Deal Entry & Blotter* component to submit proposed deals and pre-negotiated OTC deals, view status and details of submissions. Available market components, participant information, products are determined by assigned user <u>role</u> and <u>account</u> configuration; set up from the <u>Account Management Service</u>.

► To access the Trade Entry & Blotter component:

Select the *Deal Entry* () function to enter details of single and dual sided deals and allege to a counterparty or Broker / Asset Manager firm.

- 1. From the bottom-left menu select Add New ().
- 2. From the menu that appears, select ClearPort Deal Entry & Blotter.

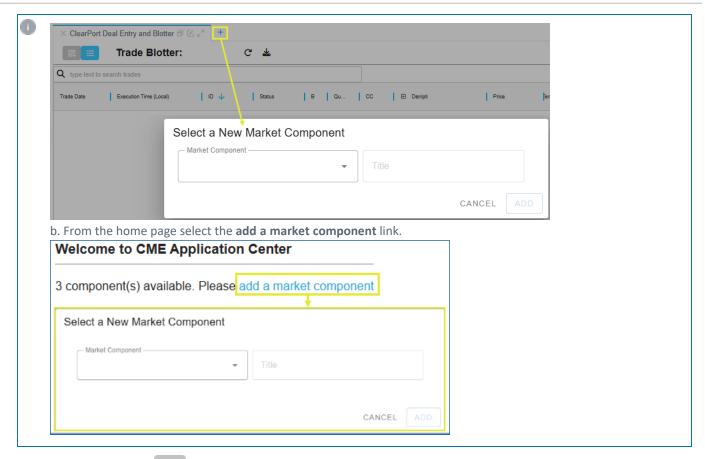


2. Select a screen panel location.

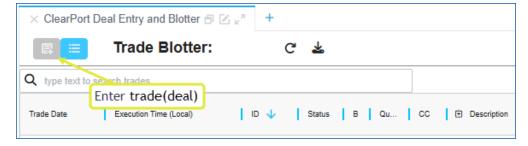




a. From an open market component, select the blue + (add new) icon, then select the **component** and panel **location**.

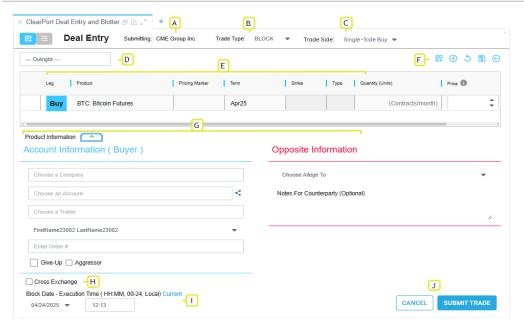


3. Select **Enter Trade** (- i.e. deal) .



Deal Entry Interface

The Trade Entry market component consists of the following sections and functions. For additional information, see Entering a
Deal.



- A. Submitting. Indicates the user entering deal information; select if necessary.
- B. Trade Type: OTC transaction types available for selection Block, EFP, EFR/EOO, OPNT, SWBLK
- C. **Trade Side**: Selection determines side and participant information required for the deal Dual-Side, Single-Side Buy, or Single-Side Sell. Based on the selection, buyer participant information appears on the left panel.
- D. Strategy: Trade strategy type (default: Outright).
- E. Product Leg(s): Product information (price, term, quantity, settlement, etc), including buy/sell side for the leg(s).
- F. **Product menu**: Add leg ($\stackrel{\frown}{\oplus}$), clear all ($\stackrel{\frown}{\circ}$), save entered details as a draft ($\stackrel{\frown}{\Box}$), manage trade drafts ($\stackrel{\frown}{\ominus}$).
- G. **Participants**: Enter *account information* and *opposite side* participant information for the proposed deal. The buyer participant appears on the left panel.
- H. **Cross Exchange**: Marks the deal as a cross-exchange give-up; consisting of a CME group exchange product *and* non-CME Group exchange product.
- I. Date / Time: The date and time the trade occurred (24 hour format).
- J. Submit / Cancel: Submits a deal for review and clearing.

Entering a Deal

Using the **Deal Entry** function on the **ClearPort Deal Entry & Blotter** screen, <u>authorized users</u> can enter details of single or dual-side deal and submit to the counterparty.



To access ClearPort Deal Entry & Blotter, see Adding market components.

For single-side deal submission:

- The submitter enters one side of the pre-negotiated deal / trade and all required product and participant identifiers to a counterparty.
- The opposite side trading participant (counterparty) submits the corresponding single-sided deal including unique identifiers.

For dual-side deal submission:

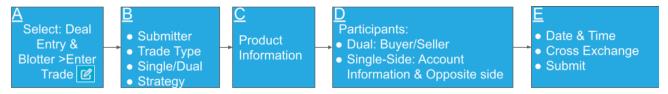
- The submitter enters both sides of the pre-negotiated deal (Buyer/Seller) and all required identifiers.
- The opposite side trading participant accesses CME ClearPort <u>Trade Blotter</u> to review and accept the submitted deal.

Submitted deals are validated for type, account, participant, product, and credit limits. After validation is successfully completed, the deal is matched and sent to CME Group for clearing, after which acknowledgments are sent to participants. If applicable, rejected trade acknowledgments are also included.

Information is also available from the *Trade Blotter*.

Deal Entry Process

The following diagram and instructions illustrate the process to access the ClearPort Deal Entry component to enter a single or dual side deal and submit for matching and to CME Group for clearing.



To enter a trade (Deal Entry):

A. Select Deal Entry & Blotter

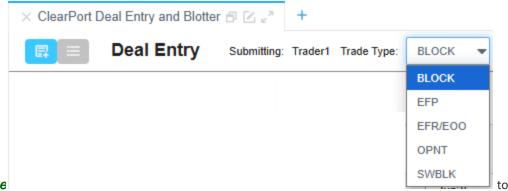
Prior to entering a deal, ensure the <u>ClearPort Deal Entry and Blotter</u> market component is selected.

1. On the ClearPort Deal Entry & Blotter screen, select the Enter Trade (deal) icon.



B. Submitter / Trade Type / Strategy

2. (optional) If logged in user has access to multiple trading participants, select the **Submitting** participant.



- 3. Select the *Trade Type* submit.
 - **Block**: Privately negotiated futures, options or combination transactions that meet certain quantity thresholds executed apart from the public market. Minimum order size requirements vary according to product and order type. Only negotiated with futures, options on futures, and CBOT swap deals (excludes all other basis trades).
 - **EFP**: Exchange for Physical Trade. Privately negotiated and simultaneous exchange of a futures position for a cash position.
 - EFR/EOO:
 - **EFR**: Privately negotiated simultaneous exchange of a futures position for a corresponding OTC swap or other OTC instrument.
 - **EOO**: Privately negotiated exchange of an option position for a corresponding OTC instrument or instrument with similar characteristics.
 - **OPNT**: Over the Counter Privately Negotiated Trades.

Reporting options include:

- Previously Reported to Other SDR (if Primary Economic Terms only is selected for Report to CME Group SDR).
- Swap Data Repository is set to Off Facility.
- · Primary Economic Terms only.
- Primary Economic Terms / Real-Time Reporting



• **SWBLK**: Swap Block - A cleared swap trade above the CFTC prescribed Block limits of the Swap Execution Facility (SEF) / Designated Contract Market (DCM).



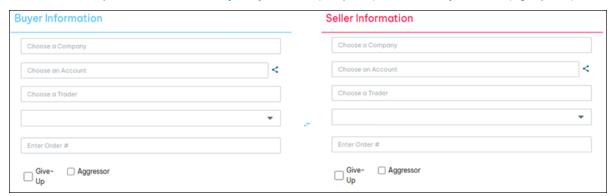


4. Select the *Trade Side*

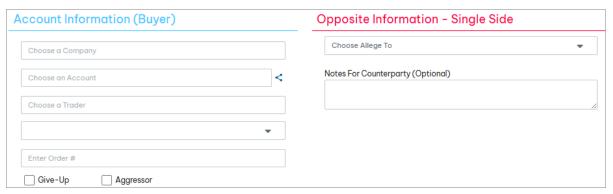


See also:

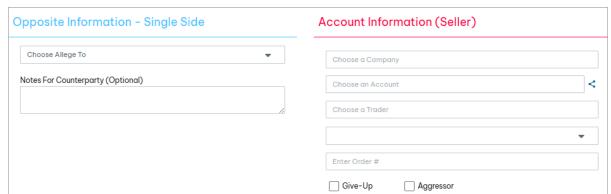
- Single-Side Trade Submission and Matching Single-Sided Trades on the CME Group Client Systems Wiki.
- · Dual-Side Trade Submissionon the CME Group Client Systems Wiki.
 - Dual-Side: Participant details include Buyer Information (left panel) and Seller Information (right panel).



• Single-Side Buy: Participant details include Account Information Buyer (left panel) and Opposite Information - Single Side (right panel).



• Single-Side Sell: Participant details include Account Information Seller (right-panel) and Opposite Information - Single Side (left panel).



To enter participant information, see <u>D: Participants</u>.

- 5. Select a Strategy.
 - The default selection is Outright.

--- Outright ------ Outright ---To select another strategy, clear the field (

Deal Entry Submitting: ■ --- Outright ---Period Spread Period Spread (EQ) oduct.. Period Spread (FX) Butterfly Future Condor Vertical Call Spread Horizontal Call Spread Diagonal Call Spread Vertical Put Spread Horizontal Put Spread Diagonal Put Spread Straddle Strangle Straddle Spread

), then select a *strategy*

The selected strategy will populate the Product panel with product leg(s)

including buy/sell side.

Diagonal Straddle Spread



See also: For additional information on strategies (e.g. simultaneous buy/sell of related instrument legs), see Spreads and Combinations Available on CME Globex.

6. (if additional legs are added) Enter a strategy price, then select Price Legs.

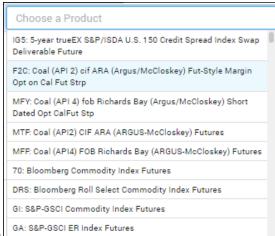


C: Product Information

Specify the side and search / select a product(s).

7. Select the **Buy/Sell** side for each product leg,





8. Select a *product* search by instrument code/name product details for the outright/strategy leg(s).

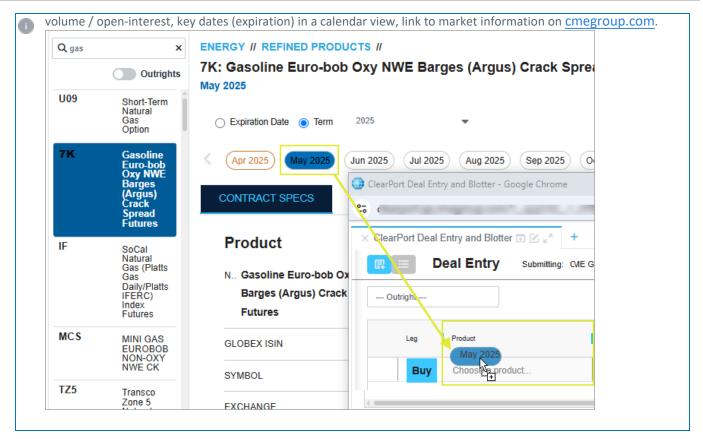
then enter



Note: An alternate method to add a product to the deal entry field is to search the Product Finder, then drag the selected instrument to the Product Field.

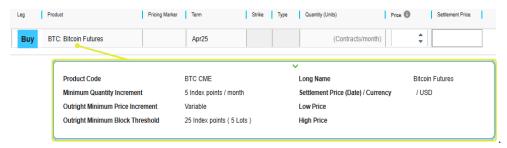
For instructions, see Searching for Products.

Additional information available from the <u>Product Finder</u> include: Contract specs, related options instruments,



Product Details

To view additional product details, select the *Product Information tab* () *Product Code*, *Long Name*, *Minimum Quantity Increment*, *Outright Minimum Price Increment*, *Outright Minimum Block Threshold*, *Settlement Price* (Date) / Currency, *Low Price*, and High Price



- **Pricing Marker**: A selection menu may appear based on the selected product. To ensure market integrity, product prices are subject to price banding, orders outside of a given band are restricted.
- **Term** Automatically entered (day, month, year) based on selected instrument / contract specifications; optionally select a different month / year.
 - Note: For OTC FX Forwards, **Term** is replaced with a text entry field that requires entry of the contract's **Fixing Date**.
- Strike: Choose a strike price from the drop-down menu or manually enter a price.
 - This field is enabled for Options only and shows the strike price for the underlying instrument. Default values (**Term** and **Strike**) for Options Spreads vary depending on the product groups involved in the deal. The **Term**

field drop-down is populated with the term of the underlying instrument. The **Strike** field is blank and the drop-down is populated with currently available or previously listed strike prices.

Before submitting for clearing, review the term, default price, and ensure entered prices are valid.

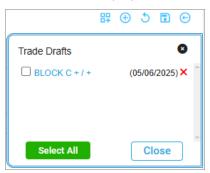
- Type: Options type: Call or Put.
- Quantity (Units) (required) Total quantity of units (e.g., contracts/month). Based on <u>contract specifications</u> of the selected product.
- Price: (required) The price of the outright instrument. Entered for each leg of the strategy.
- **Settlement**: The date and settlement price is automatically entered after the matched-trade is cleared. If unavailable, the previous day's settlement price and date will appear.
- UTI: Universal Transaction Identifier Up to 52 characters.

Note: Multiple entries (separated with a comma) are permitted for side-level allocations; separated with a comma. The number of UTIs must match the number of allocations.

See also - Universal Transaction Identifiers and CME ClearPort Trade Identifiers

Deal Entry Menu:

- To select additional legs, select Add Leg(⊕).
- Clear all (): Clear all information to enter a new deal.
- Save draft (): Saves entered information to complete later or repeat frequently entered deals.
- Show Trade Drafts (): Select to enter saved information on the deal entry screen.

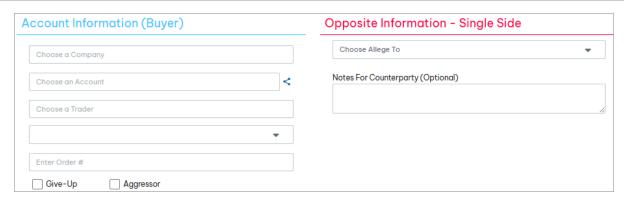


D: Participants

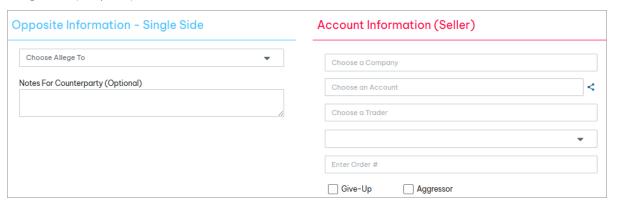
For the select deal entry mode, specify: Single(see step 9) or Dual (see step 10).

Note: The submitter remains as the principal of the deal (left participant panel). Buyer/Seller updates based on the outright product or first leg of multi-leg deals.

- 9. Specify **Single-Side** participant details: **Account** and **Opposite Information** to allege the deal to.
 - a. Account Information:
 - Single-Side Buy: Participant details include Account Information Buyer (left-panel) and Opposite Information Single Side (right panel).



• Single-Side Sell: Participant details include Account Information Seller (right-panel) and Opposite Information - Single Side (left panel).



- **Company**: Upon selection a list of frequently used firms appears. Select from the list or enter a portion of the name to view a list of matching firms.
- Account: Trading Account Number. Accounts authorized for the selected Company Name are displayed. Upon selection a list of frequently used accounts appears. Select from the list or enter a portion of the name to view a list of matching accounts.
- Trader: Participant submitting the deal.
- **Designated**: User submitting the deal on behalf of the principle.
- Order #: Identifies the transaction. Numbers are provided by the Buyer.
- Give-Up: Indicates if the deal will be given up to a different firm for clearing and processing.
- Aggressor: Indicates if the Buyer is the aggressor in the transaction.
- **b. Opposite Information**: (Right-Side) Choose Allege To (select one):

Upon selection, additional fields appear.



• i. Opposite Broker Firm or Asset Managerii. Opposite Trading Firm (Counterparty)

Opposite Broker Firm or Asset Manager

Broker / Asset Manager Company

Suggested Counterparty Company (Optional)

Broker / Asset Manager Individual (Optional)

Notes For Counterparty (Optional)

Trading Firm (Counterparty)

Opposite Trading Firm (CounterParty)

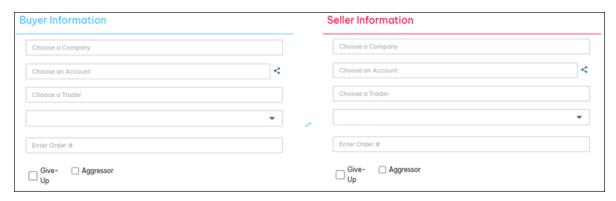
Trading Company

Clearing Company

- (i.) Broker/Asset Manager <u>or</u> (ii.) TradingCompany: Select from the list or enter a portion of the name to view a list of matching firms.
- (i.) Suggested Counterparty: Optional <u>or</u> (ii.) ClearingCompany: Select from the list of clearing firms associated with the selected firm.
- (i.) Broker/Asset Manager: Optional <u>or</u> (ii.) TraderIndividual: optional identifier for the individual trader to allege to.
- (optional) Notes for Counterparty: Order instructions or other details related to the alleged deal.
- 10. Specify **Dual-Side** participant details, **Buyer** and **Seller** Information.

Trader Individual (Optional)

Notes For Counterparty (Optional)



Buyer/Seller Information

- **Company**: Upon selection a list of frequently used firms appears. Select from the list or enter a portion of the name to view a list of matching firms.
- Account: Trading Account Number. Accounts authorized for the selected Company Name are displayed. Upon selection a list of frequently used accounts appears. Select from the list or enter a portion of the name to view a list of matching accounts.
- Trader: Participant submitting the deal.
- Order #: Identifies the transaction. Numbers are provided by the Buyer.
- Give-Up: Indicates if the deal will be given up to a different firm for clearing and processing.
- Aggressor: Indicates if Buyer is the aggressor in the transaction.

Note: To update available accounts, trader, broker, clearing firm selections, see the Account Management Service account setup instructions.

E: Date &Time > Submit

11. (optional) If this is a **Cross Exchange** deal, select the checkbox.

(For Block / EFP / EFR-EOO / SWBLK): Marks the deal as a cross exchange give-up/allocation to a firm that trades in non-CME Group exchange product and intends to claim the deal after submission.

12. Confirm the **Date / Time**; the date and time the deal occurred in 24 hour format.

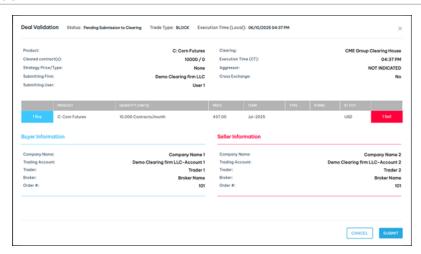


Defaults to the local system time that this Deal Entry window appeared.

To enter the current time, click Current.

13. After complete deal entry, select Submit.

The Deal Validation screen displays a summary of entered details, status and errors (if applicable) to resolve.



Following submission, details are available in the $\underline{\text{Trade Blotter}}.$

Trade Blotter

Use the **Trade Blotter**to view top of day transactions that have been entered and submitted to the CME Group clearing house, review allocation and manage pending deals. Data is available for up to two years.

Accessing the Trade Blotter

- **▶** To access the Trade Blotter:
 - 1. From the top <u>menu</u>, select **Add a Market Component > ClearPort Deal Entry & Blotter**, then select the Blotter



An optional **Title** can be used to identify the component.

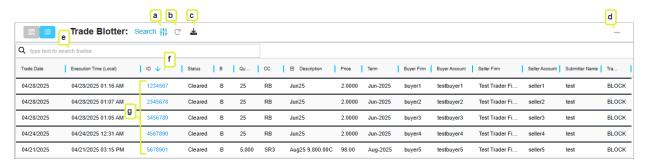
2. Select the screen area for placement.



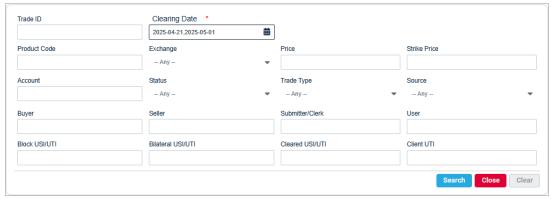
The screen defaults to a top of day view in descending date order. Selection fields are available to sort and filter results.

Heading and Search Options

The Trade Blotter interface consists of the following functions:



Search: Opens the Search dialog to search for a deal or trade by entered criteria.



Search fields

- Trade ID: The Exchange's internal ID number assigned to the transaction.
- Clearing Date: The date the transaction cleared. A range of dates can be selected.
- **Product**: The product code of the instrument.
- Exchange: Exchange / Clearing Organization where the deal was executed.
- Price: Price (Percent of Par) per individual unit in the contract.
- Strike Price: Options contract strike price.
- Account: Executing account mnemonic as agreed between the broker and the clearing member firm.
- Status:deal status.
- Trade Type: OTC trade type.

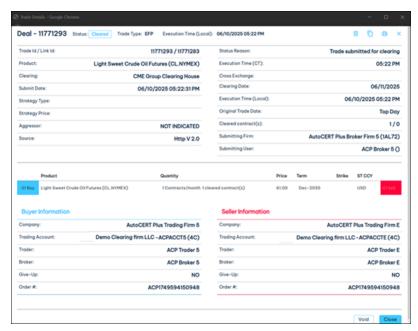


- Source: System used to enter the deal.
 - http V 1.2 transaction entered through an API version.
 - http V 2.0 transaction entered through an API version.
 - MQ transaction entered through an API version.
 - gui v2 transaction entered through the CME ClearPort front end interface
- Buyer: The Principal company that is Buying the product.
- Seller: The Principal company that is Selling the product.
- Submitter/Clerk: Submitter or Clerk identifier.
- User: User name related to an account or a deal.

- b. **Reset to Current Date C**: Update the trade blotter to show trades from today.
- c. **Download Blotter \Lambda**: Downloads a file in .csv format.
- d. Column Settings: Select from additional columns or reset () to the default layout.
- e. **Search box**: Type text to search for submitted deals, matched deals.
- f. Sort ($^{\text{ID}}$) ascending / descending order or filter columns by selection.



g. ID: Select the blue ID to view submitted deal details.



Trade Details

- **Void**: For single-sided deals, if both submitting parties agree, only the <u>Global Command Center (GCC)</u> can void a matched trade on the day it was matched or claimed.
- Copy (): Opens the Deal Entry screen with selected details as the basis to enter a new deal.
- **Print** (): Formats the Trade Details into a printable layout and opens the print dialog.
- Close Window (X): Closes the trade details dialog.

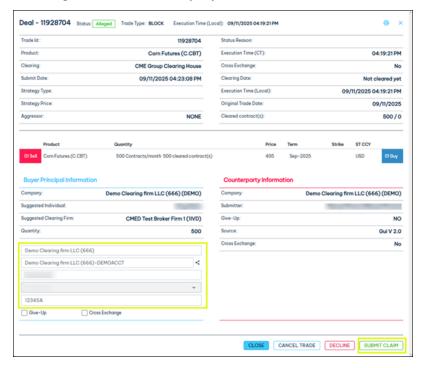
Claiming/Declining a Deal

Use the Trade Details screen in the Trade Blotter to claim or decline an alleged single-sided deal.

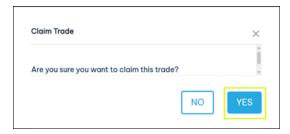
- To claim/decline a deal:
 - 1. Select the trade ID in the Trade Blotter for the alleged deal.



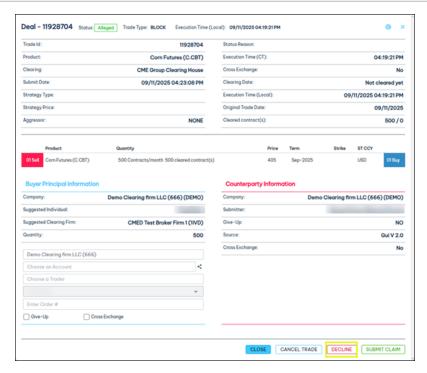
2. If claiming a deal, enter the Company, Account, Trader, and Order Number, then select Submit Claim.



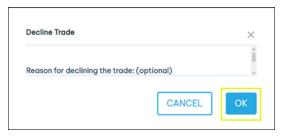
3. Select Yes to confirm you want to claim the trade.



4. To decline an alleged deal, select Decline.



5. Enter a reason for the decline (optional) and select **OK**.



Product Finder

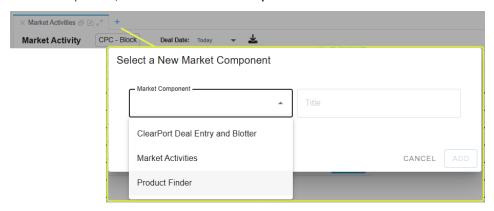
Use the Product Finder to search for a product by its name or product code. Product information includes the base series, instruments, contract period, and availability for Block trades.

When a product is found, it can be directly added to the Trade Entry market component for single-sided deals.

Prior to accessing CME ClearPort, a firm administrator assigns order entry product permissions using the <u>Account Management Service</u> application.

Accessing the Product Finder

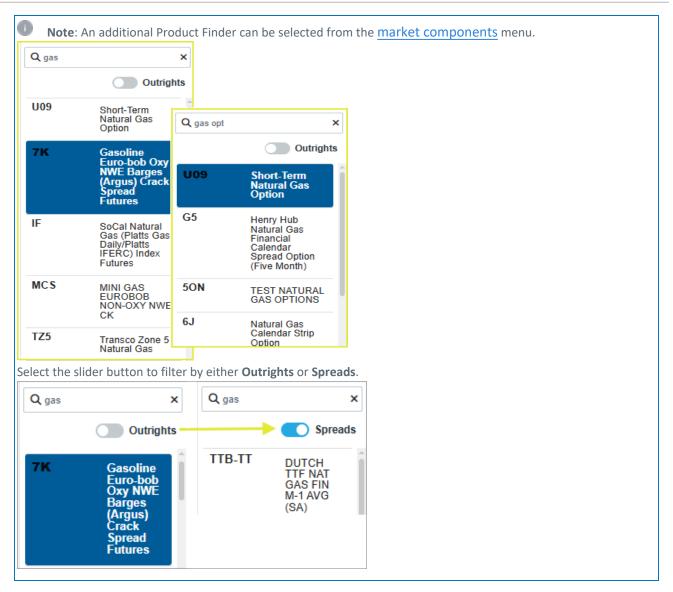
- To access the Product Finder (Market Component):
 - 1. From the top menu, select Add a Market Component > Product Finder.



2. Select the screen area for placement.

An optional title can be used to identify the component.



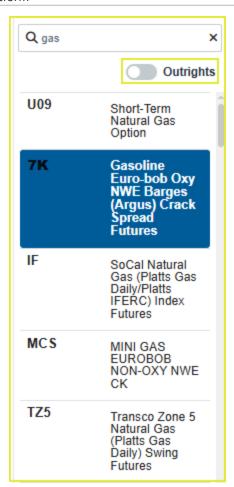


Searching for Products

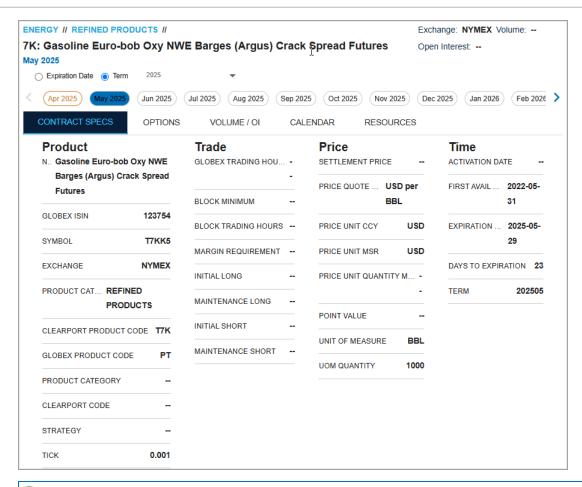
The following instructions illustrates how to search for a product to view product information, as well as select a product for <u>deal entry</u>.

To search for Products:

1. From the **Product Finder** market component, enter product code, name or scroll the list, then select a **product**.



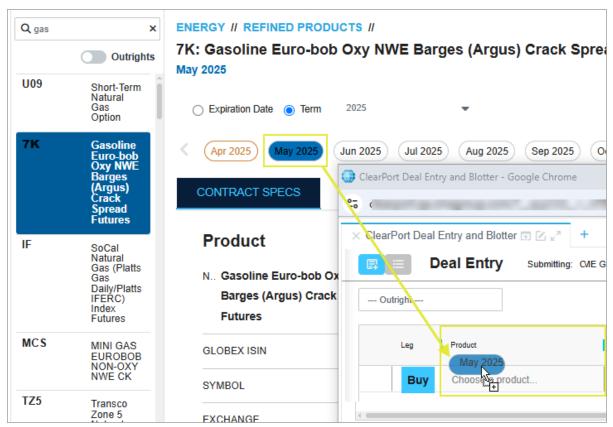
Information for the selected product appears on the right panel.

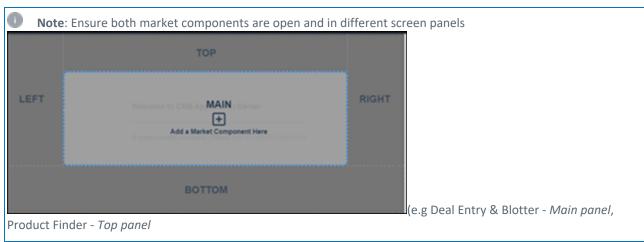


Note: To view additional product options and product information, select from the available tabs.

2. The selected product can be added directly to **Deal Entry** by dragging the selected contract / instrument term to the **Deal Entry - Product** panel (If necessary, <u>popout</u> () into a separate screen or <u>arrange components</u> in different areas,).

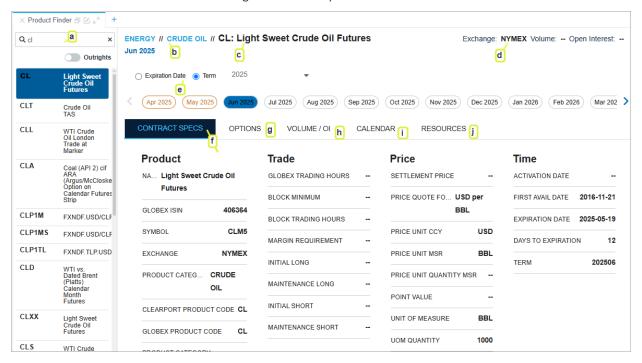
Product fields will update with contract and settlement data.





Product Finder - Product Information

The Product Finder consists of the following functions and product information:



- a. Search: Find or enter the product / instrument code or product name; available selections update as you type.
- b. Product Symbol and Name: Shows the Globex product name, symbol, and term.
- c. Asset Class: Product Group.
- d. Exchange: NYMEX, COMEX, CME, CBO, GME.
- e. **Expiration Date/Term**: Select the slider to display contracts by expiry or term. For Term, select a year in the drop-down menu to view all available contract terms.
- f. Contract Specs : Additional contract information organized by Product, Price, Trade, and Time. See also

Product

- NAME: Product name.
- GLOBEX ISIN: ISIN code number to identify the product.
- **SYMBOL**: Product ticker symbol (e.g., CLM5 crude oil futures June 2025).
- EXCHANGE: NYMEX, COMEX, CME, CBO, GME.
- PRODUCT CATEGORY: Asset class.
- CLEARPORT PRODUCT CODE: Product code for clearing (e.g., CL).
- **GLOBEX PRODUCT CODE**: Exchange product code for trading (e.g., CL).
- PRODUCT CATEGORY: Asset class.
- CLEARPORT CODE: Product code for CME ClearPort.
- **STRATEGY**: Strategy type.
- TICK: Size of one price increment.

Trade

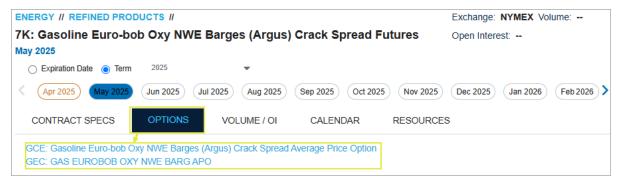
- GLOBEX TRADING HOURS: Open trading hours on Globex.
- **BLOCK MINIMUM**: Minimum size required for a transaction.
- BLOCK TRADING HOURS: Time when Block trades can be submitted.
- Exchange: NYMEX, COMEX, CME, CBO, GME.
- INITIAL LONG: Initial margin to open a long position.
- MAINTENANCE LONG: Minimum level of margin to hold a long position.
- INITIAL SHORT: Initial margin to open a short position.
- MAINTENANCE SHORT: Minimum level of margin to hold a short position.

Price

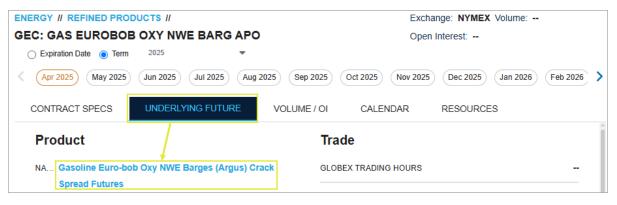
- SETTLEMENT PRICE: Current settlement price.
- PRICE QUOTATION FORMAT: How prices are quoted (e.g., U.S. dollars and cents per barrel)
- PRICE UNIT CCY: Price unit of measure currency.
- PRICE UNIT MSR: Unit of measure of the quoted price.
- PRICE UNIT QUANTITY MSR: Unit of measure of the quantity.
- POINT VALUE: Size of one price change in the underlying asset.
- UNIT OF MEASURE: How the contract is priced (e.g., dollars per barrel).
- UOM QUANTITY: Contract size.

Time

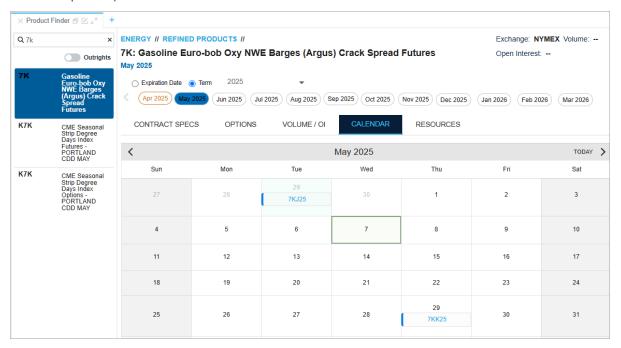
- ACTIVATION DATE: When the contract is available.
- FIRST AVAIL DATE: First date available for trading.
- EXPIRATION DATE: Date the contract expires.
- DAYS TO EXPIRATION: Days until the contract expires.
- TERM: Contract expiry.
- g. **Options**: List of available options for a futures contract. Select an options term to open a Product Finder to view the options product information.



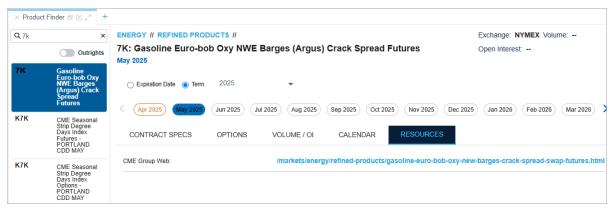
Underlying Future: Select the underlying futures tab, then select the product **NAME** to go back to the **Options** tab of the Product Finder.



- h. Volume /OI: Total volume and open interest for the contract term.
- i. **Calendar**: Some product details will include a Calendar icon, to view product information and important dates (e.g., contract expiration).



j. Resources: Links to additional product information on the cmegroup.com website

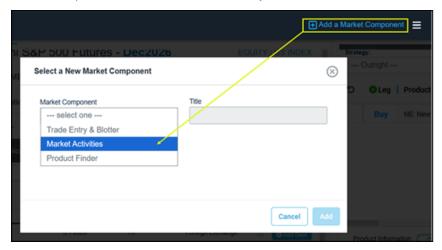


Market Activities

Use the Market Activities component to view a record of Block / Invoice Block trades reported to the market, and add a deal for the same or similar product and contract terms.

▶ To access Market Activities:

1. From the top menu select Add a Market Component > Market Activities, then select the screen area for placement.



An optional Title can be used to identify the component.

2. Select a screen panel.

Multiple instances appear can be placed in different screen panel or arranged in the same screen panel in a tabbed layout.



Market Activities Interface

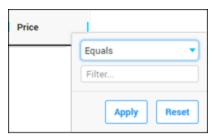
From the Market Activities screen the following functions are available:



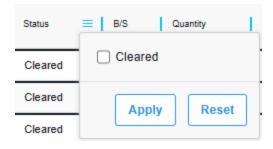
- a. CPC Block: Filters the grid by market activity type (e.g., Block).
- b. Deal Date: To view activity for the selected date select the drop-down menu. Activity is available for the past 10 days.
- c. Export / Download (): Export (download) displayed market activity as a .csv format file.
- d. Column Settings: Select additional columns to include in the layout.
- e. Search: Filter activity by search criteria. Partial entries will update the list as entered.
- f. Column Heading Filter (=): From the column heading, select to view specific activity or sorted data.

A filter funnel (∇) icon indicates user selected data is shown.

Search filter - Enter a value, then select an operator to apply to the entered value; Contains, Not Contains, Equals, Not Equal, Starts with, Ends with, Blank, Not Blank. An icon (Y) indicates that filtered results are shown.



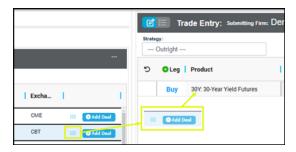
Selection filter



Sort: Select a heading to switch column sorting from *descending* to *ascending* order.

g. Add to Trade (:::: - Drag): To add an instrument from the list:

Select and drag (::::) the instrument to the Trade Entry screen > Product field.



- Product fields will update with contract and settlement data.
- h. Add Deal: Select to add the deal to the Trade Entry screen with the selected product / instrument automatically entered.

Before selecting **Add Deal**, ensure the <u>Trade Entry & Blotter</u> function is open.



Note: Continue to enter <u>Trade details</u>; including trade type, strategy, additional products / product legs

Column Settings

The following columns are available for selection from the Market Activities and Trade Blotter components.

Column	Description
B/S	The side of the deal; Buy (B) or Sell (S).
Buyer Account	The respective registered Trading Account of the Buyer.
Buyer Firm	The firm that is buying the product.
Buyer Name	The registered buy-side user name.
Buyer Principal	The Principal company that is buying the product.
Buyer Submitter Name	The registered buy-side user that submitted the deal.
Category	Product category.
СС	ClearPort Product Code.
Created Time	System assigned localized time that the transaction was entered.
Description(Description)	Includes details about the contract maturity date(s), including multiple products in a deal. To view all legs of a spread, select (①) to expand the description. Strategy or combination transactions that include more than one leg will contain a summary section and a row for each leg beneath the summary. For Strips, Packs, Bundles, and strategies only the first and last legs are displayed by

	default.	
Exchange	Exchange and Clearing Organization where the deal was executed.	
Execution Time (Local)	Date and time the deal occurred. Defaults to the your local system time.	
ID	Primary deal identifier.	
Order No	User specified order number.	
Other ID	Optional deal identifier.	
P/C	P (Put) or C (Call).	
Price	Price (Percent of Par) per individual unit in the contract.	
Product	The product being proposed.	
Quantity	The total amount of units in the transaction. Displays the amount of entered and cleared units.	
Ratio	Option ratio spread.	
Seller Account	The respective registered Trading Account of the Seller.	
Seller Firm	The firm that is selling the product.	
Seller Name	The registered sell-side user name.	
Seller Principal	The Principal company that is selling the product.	
Seller Submitter Name	The registered sell-side user that submitted the deal.	
Source	System used to enter the deal.	
Status	The following status indicators apply to the entire deal:	
	Pending: Pending validation.	
	 Unmatched: Status of a deal for the submitting party pending match or claim by the alleged counterparty. 	
	Canceled: Status of a deal once an "Unmatched" deal is canceled by the submitter.	
	Alleged: Status of a deal pending acceptance by the alleged counterparty.	
	Cleared: Deal has cleared.	
	 Cleared FEC Reject: Sent by the Front End Clearing (FEC) system in response to an invalid request. 	
	• Declined : Status of a deal when the alleged counterparty has rejected the deal because at least one transaction component is not valid.	
	 Expired: Status of a deal that has been Expired by the exchange. Deals that have not been matched or claimed by close of business prior to a coupon date will be expired by the exchange. 	
	Reject: System reject, or deal, contract validation, allocation / reversal rejected.	
	 Void: Cleared transaction has been canceled by the submitter or exchange administrator (CME Group - GCC). 	
Strike	Options contract strike price.	

CME Platform

Submitter Name	The registered user name of the user that submitted details.
Suggested Counterparty	The company selected as Suggested Counterparty Company on the opposite side of a single-sided deal
Symbol	Product ticker symbol.
Term	The eligible contract period for the selected product.
Time (Local)	The time the deal occurred. Defaults to your local system time.
Trade Date	Date (MM/DD/YYYY) the original deal was executed. For deal submissions, the default is current business date.
Trade Type:	Submitted deal type
Туре	Product or strategy type.
Underlying	Underlying instrument, futures contract, commodity, index, or interest rate product. See also: Get to Know Underlying Options on Futures.
Units	The standardized measurement of units for the product (e.g., contracts/month).
Venue:	Trading and clearing venue.