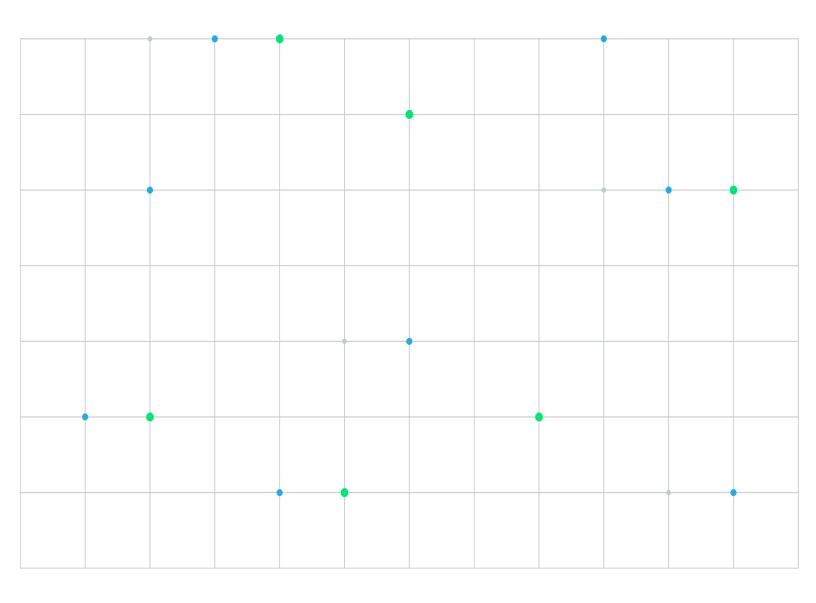


CME Group Login User Manual

June 12, 2025



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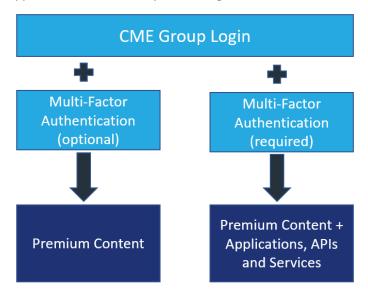
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Getting Started

CME Group Login is a self-managed, centralized user profile service for registering and authenticating access to CME Group applications, services, and premium digital content.



You may:

- <u>Create a CME Group Login account</u> to access premium digital content and tools (i.e., Trading Simulator, My Watchlist, Liquidity Tool) and to manage subscriptions.
- Add <u>multi-factor authentication</u> for added security, which is required in most instances to access entitled applications, APIs and services (i.e., CME Direct, FirmSoft).

Features and Benefits

- Unique User ID
 - One CME Group Login ID is assigned per individual (unless instructed otherwise).
 - The ID belongs to the individual, even when changing clearing firms or employers. Customers can reassign their CME Group Login to a new company via their <u>Profile</u> page (or contact <u>Enterprise Application & System Entitlements--EASE</u>).
 - Retrieve forgotten user IDs and passwords online.
- Online Profile Update: Once established, customers can update their information online, including User IDs and passwords.
- Watchlist and Subscription: Edit and manage a products watchlist and subscribe to CME Group email notices.
- **CME Group Privacy Policy and Terms of Service**: By registering and using a CME Group Login, you agree to the Privacy Policy, Cookie Policy and Terms of Service, which is a legal agreement between you and CME Group.
- <u>Multi-Factor Authentication</u>: for added security access. Customers can receive authentication via an automated phone call, SMS message or using the Duo Mobile app. The phone call and SMS messaging services require activation with EASE for numbers outside of the U.S.

Important: Login information should never be shared with anyone. CME Group will never ask for your password, except when changing the password on the Profile page.

Additional Resources

For additional resources, refer to:

- CME Group Login Landing Page
- Login page for cmegroup.com
- CME Group Customer Center User Help

What's New - CME Group Login

The list below illustrates the updates made to the User Manual.

Date	Topic	Description
June 12, 2025	<u>Federation</u>	CME Direct can now be accessed via federation. Hence, sentence was removed: "Federation Single Sign-On allows login to all CME Group applications except for CME Direct."
May 22, 2025	Footer update	Updated footer content for online webhelp.
April 7, 2025	Set Up Multi- Factor Authentication Manage Duo Multi-Factor Authentication	Updated references to Duo Security and frequently asked questions
Nov 6, 2024	Manage Duo Two- Factor Authentication	Modified steps based on new screen prompts.
Oct 23, 2024	Federation Single Sign-On	Removed Co-Location from the single sign-on exception list (single sign-on is now permitted).
Sep 20, 2024	Federation Single Sign-On	Removed EBS Workstations from the single sign-on exception list (single sign-on is now permitted).
Sep 20, 2024	Manage User Profile	Updated My Account (Profile) navigational menu
Apr 23, 2024	<u>Federation</u>	Federation can be used for Coloportal; this application was removed from the exception list.
Aug 25, 2023	<u>Federation</u>	Federation can be used for BrokerTec Global Front End (GFE); this application was removed from the exception list.
Aug 23, 2023	<u>Federation</u>	Changed CME Group Login password for Federated users.
May 16, 2023	<u>Federation</u>	Users who access New Release must establish their account in production.
Mar 24, 2023	<u>Federation</u>	Added federation section to allow firm's user to access CME Group applications using their own corporate credentials.
Feb 14, 2023	Global Change Getting Started	My Portfolio menu renamed to My Watchlists, My Profile renamed to Profile.
Dec 16, 2022	Global Change	Online version modified footer's Contact Us and Survey links.
Dec 2, 2022	Device Not Recognized	Added troubleshooting steps for an error caused by a required browser cookie.
Jul 21, 2022	Create Account	Added note to create CME Group Login account using an individual's email

Date	Торіс	Description
		address, not a distribution list email address.
Jul 6, 2022	Login and Logout	Re-enabling disabled CME Group Login IDs
Jun 23, 2022	Login and Logout	Organized common login issues into a <u>troubleshooting</u> section
Apr 26, 2022	Global Change	Update per CME Group format standards.
Mar 21, 2022	Login and Logout	An invalid credential issue may require users to clear web browser cache and cookie.
Mar 8, 2022	Create New CME Group Account	Updated multi-factor authentication (step 7) for website / application access types
Mar 7, 2022	Home Page	Add Multiple Factor Authentication to your CME Group Login account.
Jan 25, 2022	Home Page	Watch <u>videos</u> to learn how to create a CME Group Login account.
Dec 7, 2021	Create New CME Account	 Clarify steps to add multi-factor authentication: Immediately after creating a new CME Group Login account. After creating a CME Group Login account for premium access only but now desire or require multi-factor authentication. After attempting to access a pre-authorized application that requires this and you had not previously set up multi-factor authentication.
Nov 15, 2021	Manage Duo Two- Factor Authentication	Updated steps.
Nov 5, 2021	<u>Token</u>	Creating a token requires accounts to have multi-factor authentication.
Sep 30, 2021	Create New CME Group Account	The process for creating a new CME Group account is changed to be more streamlined for premium content and access to CME Group applications. You are required to login at least once every twelve months to keep your CME Group Login active.
		Note: The PGP key management, SFTP management, API management have been removed from this user guide and moved to the CME Group Customer Center User Guide.
Jun 25, 2021	API ID Management	API IDs with basic passwords can now use a system generated password that is compliant with CME Group password requirements.
May 18, 2021	Create Account with Application Access Login and Logout	Updated instructions for registration / login.

Date	Торіс	Description
Apr 30, 2021	Secure File Transfer Management	Added billing group registration form, which is used to set up report environment access.
Feb 25, 2021	Getting Started Register New User Login and Logout	Reorder content to show application registration/login preceding premium content registration/login.
Oct 26, 2020	Secure File Transfer Management	Authorized users can transfer SFTP IDs to another entity user.
Oct	Annual Re- Agreement to Policies and Terms Reset API ID password	Annual Re-Agreement process is changed. Email will be sent to users with updated policies and terms. Users may reset their API ID OAuth 30-character password.
Sep 10, 2020	Secure File Transfer Management	For added security when sending / receiving files, CME Group offers the use of Secure File Transfer Protocol (SFTP) with SSH authentication.
Jun 19, 2020	Secure File Transfer Management	For added security when sending / receiving files, CME Group offers the use of Secure File Transfer Protocol (SFTP).
May 29, 2020	<u>Duo Mobile</u>	DUO 2-factor authentication no longer permits the "Call Me" option: CME Group Login Profile API Management PGP Key Management Duo Settings As CME Group applications migrate to Duo, please set up your devices to ensure a smooth transition. Duo Help Documentation Choose an authentication method Call Me Passcode Enter a Passcode Send Me a Push
Apr 28, 2020	Managing API IDs	Added instructions to convert existing API from (Basic Auth to OAuth).
Apr 4, 2020	My Profile	Modified instructions for activating new accounts and <u>resetting forgotten</u> <u>passwords</u> .
Jan 21, 2020	<u>Duo Mobile</u>	Added instructions to install Duo Mobile on Smart Device/Mobile Phone.
Nov 2, 2019	Managing API IDs	Select the type of authorization you wish to use (Basic Auth or OAuth); please refer to the applicable API message specification to confirm the necessary authentication type.
Oct 18, 2019	Managing API IDs	An API ID that is not used for several months is automatically deleted.
Sep 26, 2019	Create an Account	New cmegroup.com login button.
Sep 7, 2019	Access Code for Support validation	CME Group support staff may require a caller to validate their identity in order to receive support from them. Customers can generate an Access Code from their CME Group Profile page.

Date	Торіс	Description
Aug 8, 2019	Annual Re- Agreement to Policies and Terms	CME Group Login ID users must confirm their profile information and re-agree to policies and terms, else the profile will expire and access will be disabled after the 12 months and terminated after 17 months.
Jul 23, 2019	Getting Started Create an Account	Updated links/URL to create account and login. Clarify the process for creating accounts for access to premium digital content and tools and additional access to CME Group applications and services in the CME Group Customer Center.
Jun 26, 2019	<u>Home</u>	Updated with new format enhancements.
Feb 8, 2019	API ID Various	Removed instructions for Unclaiming an API ID. 2-Factor Authentication for added security access to applications and services: Customers can receive authentication via an automated phone call, SMS message or using the Duo Mobile app. The phone call and SMS messaging services require activation with EASE for numbers outside of the U.S. Update various images to most current version.
Dec 15, 2018	Getting Started Annual Re- Agreement to Policies and Terms	Added requirements for all customers to re-agree to CME Group terms and policies once every 12 months. Added instructions for <u>Duo authentication</u> .
Jan 23, 2018	All	Enhanced webhelp menus and search.
Jun 13, 2017	PGP Key Management	Added instructions for adding PGP public key to user's profile.
Dec 9, 2016	Updating a Profile	Added details to proactively enroll in CME Group's Two-Factor Authentication. Users are encouraged to proactively enter their Primary Phone number rather than waiting for their password to expire before performing this action.
Dec 2, 2016	Registering / Updating a Profile	Two-Factor Authentication is required for all registrations. An option is added to receive a security code, by voice, to non-mobile phones. During initial login and when updating profile, customers can change the default device to receive a security code.
Sep 9, 2016	Getting Started	Customers must review / update their profile information annually.
Sep 7, 2016	Getting Started	Firm Support contact information has been updated to reference <u>EASE</u> .
Jul 11, 2016	Getting Started	The registration video tutorial has been removed for updates to reference the name change of SMART Click to CME Group Login.
May 20, 2016	Getting Started Navigation Menu	Rename from SMART Click to CME Group Login. Rename Notification Center to Communication Center.
Mar 14, 2016	Registering a CME Group Login	Additional registration fields: Business type, Occupation.
Sep 18, 2015	Notification Center	From the Navigation menu, displays application specific and user directed message and alerts.
Apr 27, 2015	Getting Started Managing API IDs	Updated overview description. API ID note summarized.

CME Group Login

Date	Торіс	Description
Feb 27, 2015	Registering a CME Group Login Managing API IDs	For the primary phone number, country code is required. For API IDs, API_ prefix is required.
Oct 13, 2014	Registration video	A video tutorial describes the registration process.
Aug, 2014	Managing API ID	API Management functionality - Enables system to system connection via an Application Programming Interface.
Jun 20, 2014	Various	This is the initial release of the CME Group Login user manual.

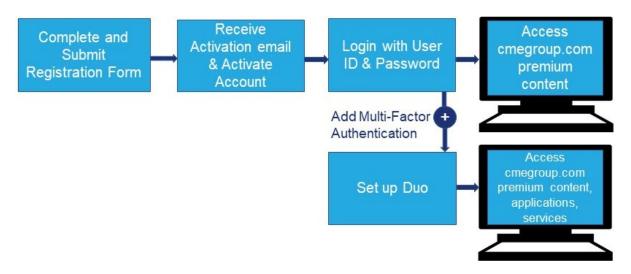
Register New User

The CME Group Login registration process walks new users through creating an account and the option to set up multi-factor authentication for access to additional services and APIs.

- Create a CME Group Login Account
- Set Up Multi-Factor Authentication
- Support Contact

Create a CME Group Login Account

Instructions and available fields may vary depending on the requested service-level and access-type.

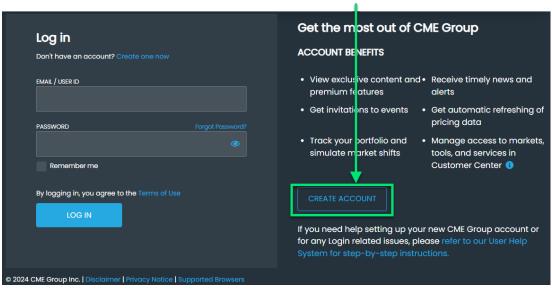


Note: You are required to login to your account in Production (at cmegroup.com) at least once every twelve months to keep your CME Group Login active.

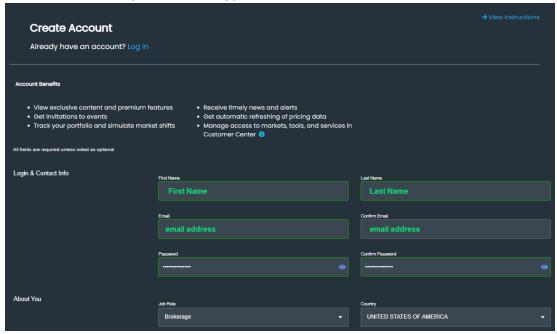
To create a CME Group Login Account:

1. Go to https://login.cmegroup.com/sso/register/ or select **CREATE ACCOUNT** from the CME Group Login page https://login.cmegroup.com/.

Create a new CME Group



The Create a CME Group Account form appears:



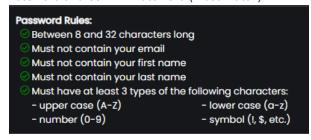
2. Enter information or select from a drop-down menu in the various fields:



Note: Login and Contact Info is intended for individual contacts. Groups and distribution lists are not supported.

- Login and Contact Info
 - First and Last Name
 - · Email and Confirm Email (must match)

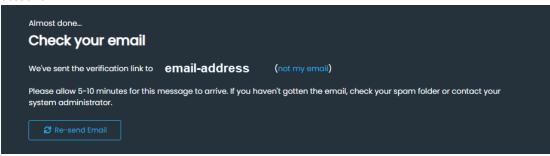
Password and Confirm Password (must match)



- About You
 - · Job Role
 - Country
 - Company Type
 - Company Name
- **Do you currently trade/clear?** (optional: if you trade/clear, you must set up Multi-Factor Authentication Multi-Factor Authentication later in this process).
 - Futures
 - Options on Futures
 - OTC Cleared Swaps
 - Cash Treasuries/EU Bonds/Repo
 - FX Spots/Forwards/Non-Deliverable Forwards
 - Do Not Currently Trade
- **CME Group Research Panel**: select **Yes** or **No** agree/disagree to be contacted periodically for feedback to improve CME Group digital offering.
- Policy Agreements
 - CME Group Privacy Policy (required) select the hyperlink to review and select the box if you agree.
 - Terms of Use and Cookie Notice (required) select the hyperlinks and select the box if you agree.
 - **Receive communication** (optional) select the box if you would like to receive communications regarding CME Group products, services, and events. You may unsubscribe at any time.
- 3. If prompted, enter characters in the Recaptcha field (select **Refresh** if you wish to see other characters):



4. Select **Submit**. An email is sent to you for account activation, and you must activate within 90 days of creating the account.



Note: If within 90 days, you previously created an account with the same email address but failed to verify, the following message appears. Select **Resend verification email** and continue with the steps below.

Nis email has already been registered but your account is pending. Please verify your email using the link we sent to your inbox.

Resend verification ema

5. Open the sent email and select **CLICK TO ACTIVATE**.

Subject: Action required: Please activate your CME Group account

Wiew in your browser

Please verify your email to activate your account.

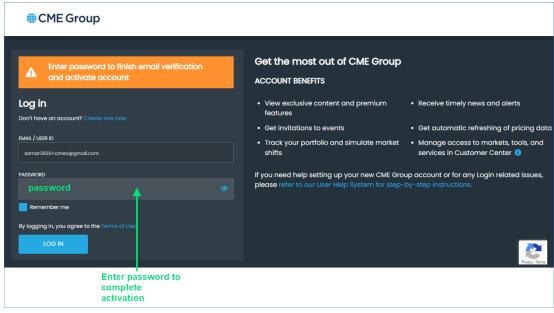
CLICK TO ACTIVATE

Having issues? Contact Enterprise Application and System Entitlements (EASE):

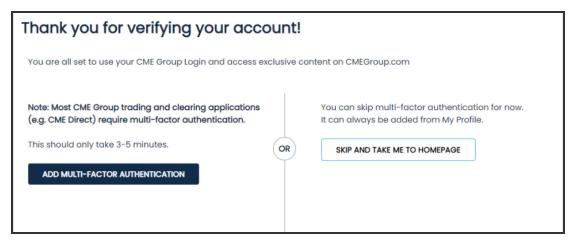
North America: +312 456 1560
Europe: +44 20 3379 3802
Asia: +65 6593 5536

The system displays the login/email verification screen.

6. Enter your <password> and select LOG IN.



Your CME Group Login account is now set up for accessing exclusive/premium content.



7. Next, select the access type:

Premium website content only

a. For customers who want to see only premium website content, select SKIP AND TAKE ME TO HOMEPAGE.

OR

Premium website content, Applications, APIs and Services

b. For customers who want premium website content and access to CME Group applications and services, select **ADD MULTI-FACTOR AUTHENTICATION**.

Set Up Multi-Factor Authentication

Multi-Factor Authentication protects access to confidential and private data used in trading and clearing applications, which employs another device (e.g., mobile device) for validating access. Additionally, <u>DUO</u> two-factor authentication can be installed on your mobile device to simplify this authentication.



Note: For additional details, see:

- Duo Security: Two-Factor Authentication
- Duo Security Frequently Asked Questions



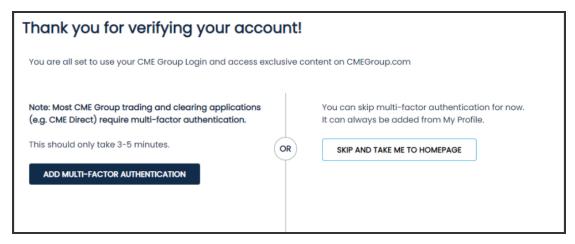
Add Multi-Factor Authentication to CME Group Login Account:

There are several scenarios in adding multi-factor authentication.

- Immediately after creating a new CME Group Login account.
- After creating a CME Group Login account for premium access only but now desire or require multi-factor authentication.
- After attempting to access a pre-authorized application that requires this and you had not previously set up multifactor authentication.

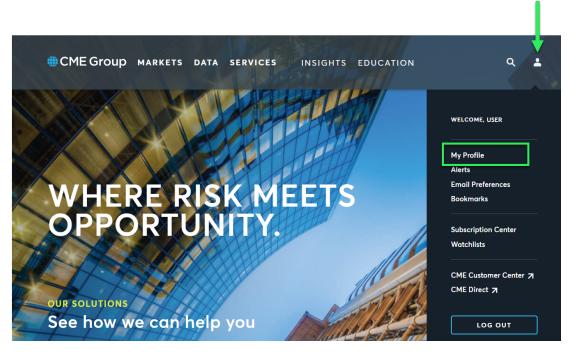
Follow the steps for the scenarios in #1, #2, or #3 below.

1. If you are continuing the process of creating a new login ID, select **ADD MULTI-FACTOR AUTHENTICATION** after creating a CME Group Login account.

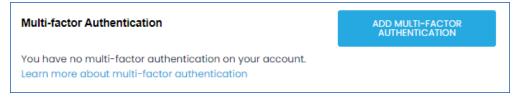


- 2. If you previously set up a CME Group Login account without Multi-Factor Authentication (e.g., for premium content):
 - a. Login to your account in cmegroup.com.

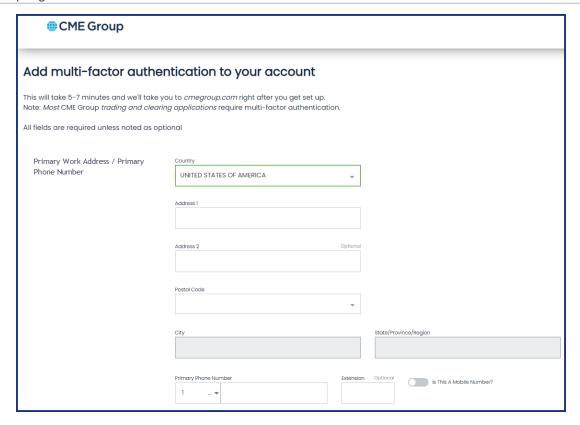
b. Select **User Icon** and select **My Profile**.



c. Select ADD MULTI-FACTOR AUTHENTICATION.



- 3. <u>If you attempt to access an application or service that requires Multi-Factor Authentication</u>, you are taken immediately to the form **Add multi-factor authentication to your account**.
- 4. Complete the form **Add multi-factor authentication to your account**; enter information or select from a drop-down menu in the various fields:



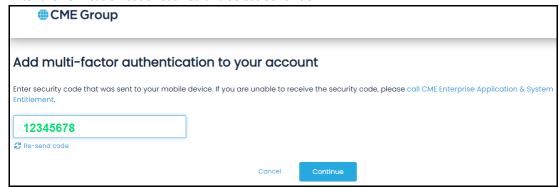
• Primary Work Address

- Country
- Address 1 and 2
- Postal Code
- City
- State
- Primary Phone, Extension (Select Country Code, Indicate if this is a mobile number)
 - For Phone, select Country Code from the drop-down menu; do not type this in front of your number.
 - Indicate if this is a mobile number.
 - If a mobile number is entered, checkmark the box I Agree (to receive verification codes using this mobile device).
 - Optional: you may checkmark the box for **SMS** or **Call** for mobile devices (to receive verification codes).

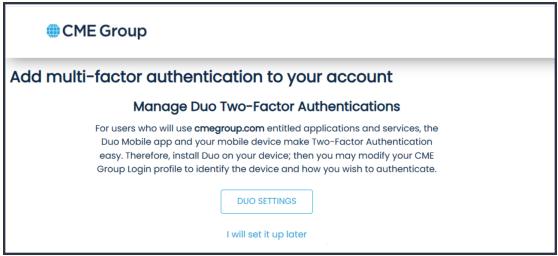
• Security Questions

- Security Question 1 and 2
- Answer 1 and 2 and Confirm Answer 1 and 2 (must match)
- Add an additional question/answer if desired.
- 5. Select **Continue**. A verification code is sent to your phone number (either by SMS or call).

6. Enter the verification code received and select Continue:



7. The Add multi-factor authentication to your account screen appears:



8. Follow these steps to Manage DUO Two-Factor Authentication to download DUO to your mobile phone.

Support Contact

For CME Group Login support (create, modify, access issues), contact Enterprise Application & System Entitlements (EASE).

Login and Logout

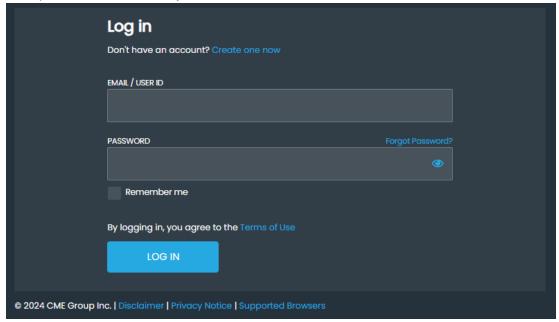
The following instructions describe the process to log in to applications using a CME Group Login ID.

For login issues, refer to the troubleshooting instructions.

You must create an account prior to logging in with CME Group Login credentials.



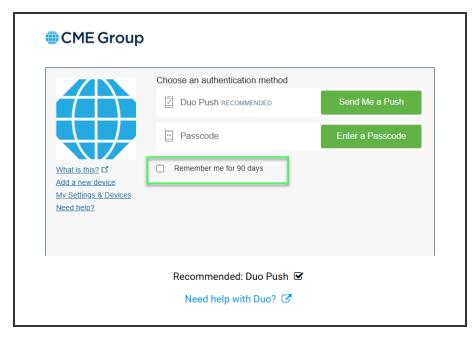
- 1. Go to https://login.cmegroup.com/.
- 2. Enter your Email / User ID and password, then select LOG IN.



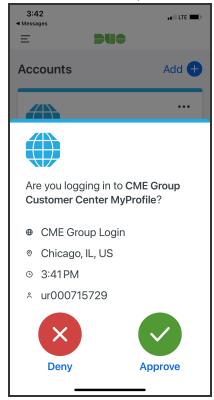
3. Authenticate your ID in one of two ways:

Authenticate via Duo.

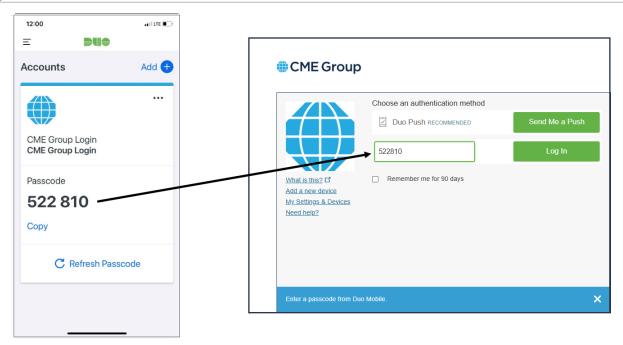
Note: Duo authentication offers an option to remember a computer / browser. During the login process, select Remember me for 90 days to skip Duo multi-factor authentication for 90 days.



a. Select **Send Me a Push** and on your mobile device, select **Approve**.



b. Select **Enter a Passcode**, **Show** the passcode on your mobile device, and enter this in the Authentication Method screen and select **Log In**.

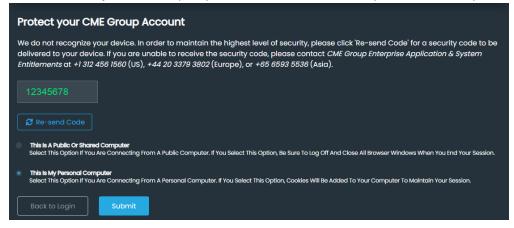


Some users may experience a blank Duo authentication screen, which is caused by Internet Explorer / Edge browser incompatibility.

To resolve, see the below referenced instructions to use <u>compatibility mode</u> or clear browser <u>cache and cookies</u>. OR

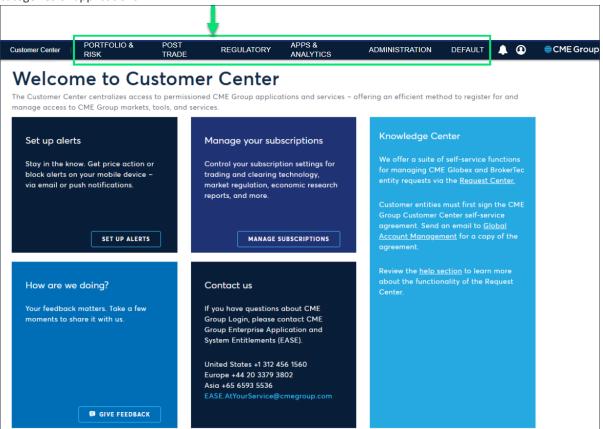
A text message with a code will be sent to your mobile device or you will receive a voice code on your primary phone number (US phone numbers only):

a. Enter the Security Code, then specify whether this access is from a public / shared or personal computer.



- Public / shared computer At the next login, from this computer and browser, an authentication code
 will be sent to the registered phone number and must be entered before accessing CME Group applications.
- **Private / personal computer** Upon entering the security code, the additional authentication step is not required until browser cache is cleared or customers login is on a new device or browser.
- b. Select **Submit**.

You may now select the **User Icon> CME Customer Center**. Tabs in the Customer Center screen represent the categories of applications.

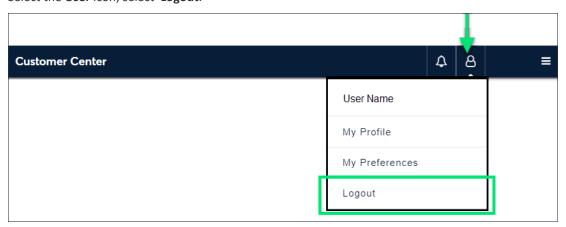


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Note: Some tabs and applications appear only after access has been granted to you by an authorized system admin.

To Logout:

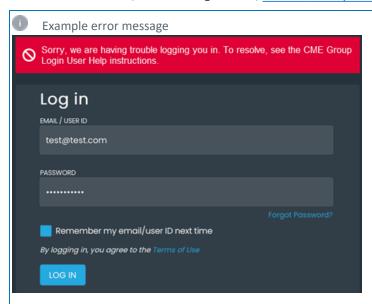
Select the **User** icon; select **Logout**.



Resolving Login Issues

The following instructions briefly describe common login issues and the recommended resolution.

- Supported Browser
- Browser cache / cookies
- Device Not Recognized
- Disabled CME Group Login ID
- Forgotten password
- Login Timeout
- For additional / unknown login issues, contact Enterprise Application & System Entitlements (EASE)



Use a supported browser

CME Group recommends using a <u>recent version</u> of Google Chrome, Microsoft Edge to access and operate application functions.

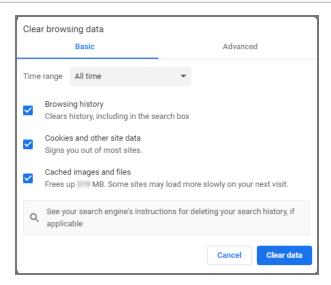
Clear browser cache and cookies

CME Group Login and Duo use browser cookies to remember users for subsequent application sessions.

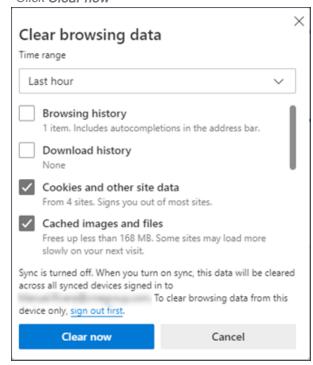
Stored web browser cache / cookies can sometimes cause an invalid login credential error.

If the correct User ID and Password is entered and the login is rejected / invalid, clear browser cache Website assets stored on the local computer to assist in pre-loading the webpage on subsequent visits and cookies A text file that is stored on the local computer to store website preferences for multiple browsing sessions..

- Chrome At the top right corner of the browser page, click Customize and control Chrome (1)
 - Select More Tools > Clear Browsing Data
 - Select a time range (e.g. All time)
 - Select Cookies and other site data and Cached images and files checkboxes
 - Click Clear data

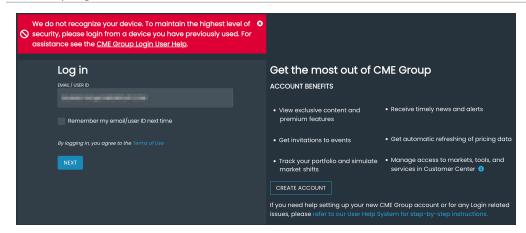


- Edge- At the top right corner of the browser page, click Settings and more (...)
 - Select Privacy, search and services
 - From the Clear browsing data pane, select Choose what to clear
 - Select Cookies and other site data and Cached images and files checkboxes
 - -Click Clear now



Device Not Recognized

Upon an unsuccessful login, an error message may display indicating that a device is not recognized.



The error indicates the absence of a required cookie used for authentication.

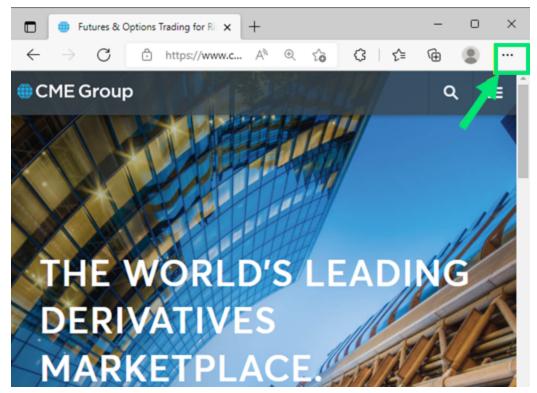
If unable to access your account from a previously logged in device and browser, contact EASE for assistance.

When contacting CME Group support staff you may be asked to <u>authenticate</u> your identity.

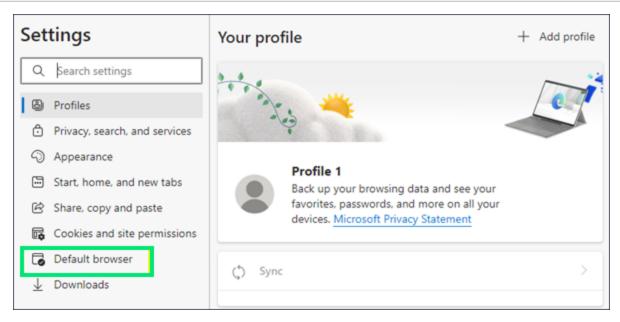
Compatibility Mode

The following instructions describe the process to enable compatibility mode for the Edge or Internet Explorer browser.

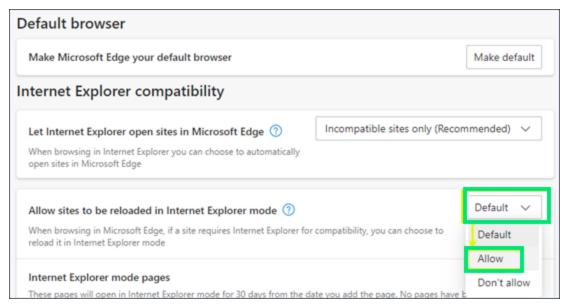
- To enable Compatibility mode in Edge:
 - Open the Edge browser, then click Settings and more (...) in the top-right corner.
 or, press ALT + F on your keyboard.
 - 2. Select **Settings** from the Edge menu.



3. From the navigation tabs on the left, select **Default browser**.



4. From the *Internet Explorer compatibility* panel, select the drop-down menu for **Allow sites to be reloaded in Internet Explorer mode**, then select **Allow**.



Confirm the selection by selecting Restart (Restart).
 The browser will close and reopen and you can proceed to login.

Disabled CME Group Login ID

CME Group requires users to log in to their CME Group account to review profile information at least once every 12 months. Users will receive a reminder email prior to their ID being disabled and another email after their ID is disabled.

Activate a disabled CME Group Login ID

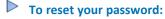
To activate a disabled ID, reset the password.

Permanently Disabled CME Group Login ID

If the ID has not been used for longer than 17 months the profile will be cleared and the ID cannot be reactivated. <u>Create</u> a new CME Group Login ID, then request application permissions from your administrator.

Reset Forgotten Password

Follow the instructions below to reset forgotten passwords.



- 1. Access the login site.
- 2. Select Forgot Password.

The Reset Your Password page appears.

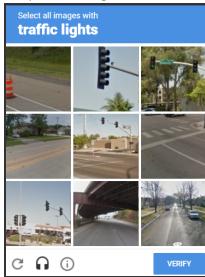


3. Enter your User ID/Email Address and select Submit.

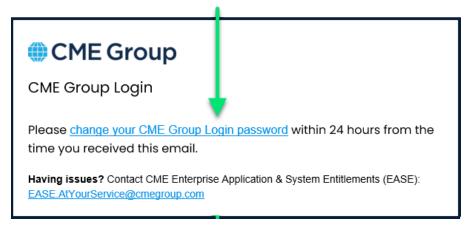
Message appears:

Reset Your Password An email has been sent to the email address on file containing instructions on how to reset your password If you are unable to find the message we have sent, please contact CME Enterprise Application & System Entitlement. United States +1 312 456 1560 Europe +44 20 3379 3802 Asia +65 6593 5536 EASE.AtYourService@cmegroup.com

4. Complete the image verification test if prompted.



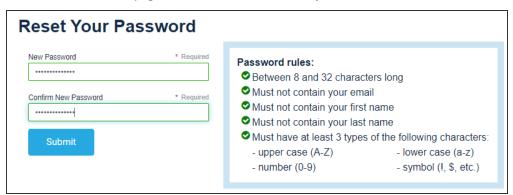
Instructions to reset the password will be sent to the email address associated with the entered User ID.



- 5. On the Password reset email, select the change password link.
 - If a Reset Password page appears with a challenge question, enter your response and select Submit.
 - If you use DUO 2-factor authentication, authenticate as needed.



6. On the Reset Password page, enter and confirm the new password; select Submit.



If the password cannot be reset or registered email is inaccessible, contact <u>Enterprise Application & System Entitlements</u> (EASE). Upon EASE password reset, the password must be changed upon the subsequent login.

Customers who have not completed mandatory two-factor setup, will see a dialog that reminds them to login and complete the process.



Login Timeout

Account Lock: Login can be attempted up to five times before an account is locked. If an account is locked it will be unlocked automatically after 30 minutes.

To unlock the password, without requiring a password change, contact **EASE**.

Manage User Profile

Users should keep current their CME Group Login profile, including:

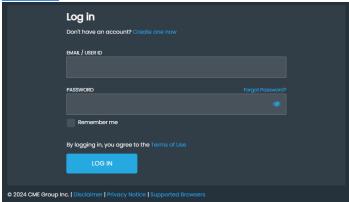
- · Login ID and Contact Info
- Passwords
- Company name / type and role
- Work address
- Security questions / answers

Your CME Group Login contains the property settings to manage user profile details and change password.

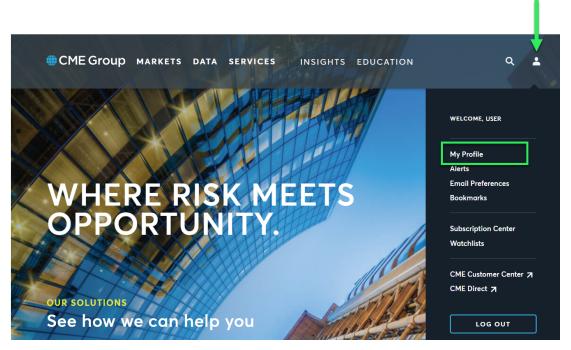
Note: For managing API IDs, PGP Encryption, Secure File Transfer Protocol (SFTP), granting access rights by Admins, and other administrative access, see the CME Group Customer Center User Help.

To Update the Profile:

- 1. From a supported browser, access http://login.cmegroup.com.
- 2. Enter the **Email/User ID** and **password**, then select **LOG IN**. If you've forgotten your password, see <u>Reset Forgotten</u> Password.

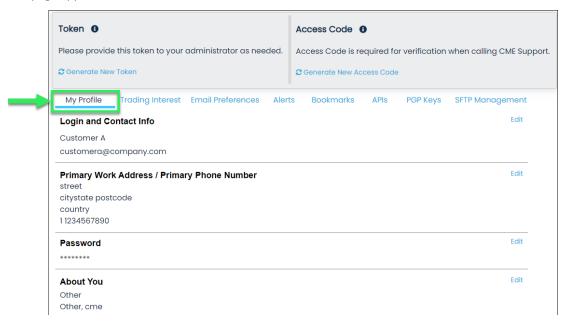


3. Select the User icon; select My Profile.

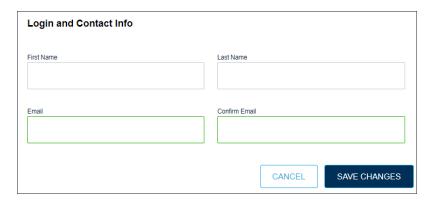


4. Select the My Profile tab.

The page appears in an editable format.



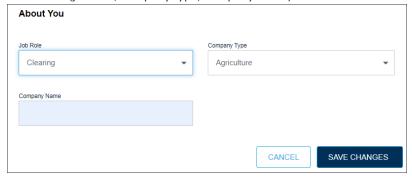
- 5. Select Edit and update; then select SAVE CHANGES:
 - Login and Contact Info (name and email address)



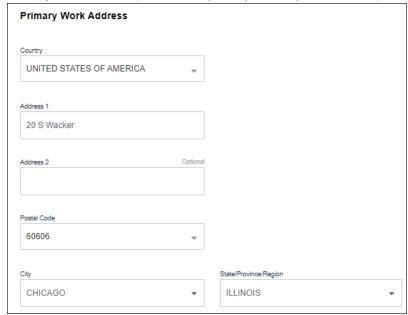
Password



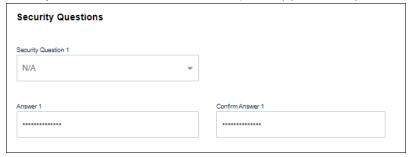
• About You (job role, company type, company name)



• Primary Work Address (address and primary/mobile phone number)



• Security Questions/Answers - minimum 2 (to verify your identity when needed)



Additional Functions

Use the My Profile menu to access additional services.

- <u>API Management</u>: Create and manage IDs that are used to authenticate system-to-system communication to CME Group applications.
- PGP Key Management: Upload and manage PGP public keys which are used to view encrypted reports, sent by email
- <u>SFTP Management</u>: Create and manage IDs and secure profiles to authenticate access to view reports over a secure connection.

Identity Management

CME Group Login credentials provide access to entitled applications and services. CME Group also offers enhanced identity verification and account security services. Administrators of applications may require you to identify yourself when authorizing / permissioning use of new applications. Likewise, when calling CME Group support staff you may be asked to authenticate your identity. Add a layer of security to an account with Two-Factor Authentication via DUO or choose your two-factor authentication method if you have Federation Single Sign-On.

Learn more about Identity Management in the following topics:

- Manage Duo for Mobile Authentication (for two-factor authentication using a mobile device)
- Generate Access Code (for CME Group Support Staff to verify your identity when calling for support)
- Generate Token (provided to Admin Manager to assign entitlements)
- Federation Single Sign-On (to allow customers to use their own enterprise credentials)

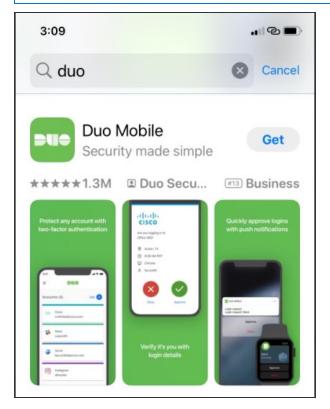
Manage Duo Multi-Factor Authentication

Users accessing **cmegroup.com** entitled applications and services can use the Duo Mobile app and mobile device to set-up multi-factor authentication; install Duo Mobile on your device; then access your CME Group Login **profile** to identify the device and how you wish to authenticate.



Note: For additional details, see:

- Duo Security: Multi-Factor Authentication
- Duo Security Frequently Asked Questions



When you login to cmegroup.com, you may choose from two types of authentication:

- Send a passcode to the mobile phone, which you must enter at login.
- Push Duo authentication to the mobile phone that you simply accept.

To Install Duo on Your Smart Device:

1. Select the **App Store** from the mobile device.



2. Search for **Duo Mobile** and install:

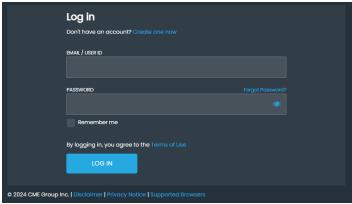


3. Follow the steps below to manage Duo settings.

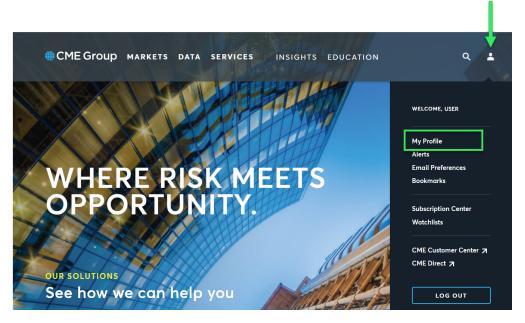
To Access Duo Settings:

First ensure that you have installed Duo Mobile on your mobile device; then follow the steps below.

- 1. From a supported <u>browser</u>, access <u>http://login.cmegroup.com</u>.
- 2. Enter the User ID and password, then select LOG IN.



3. Select the **User** icon; select **My Profile**.

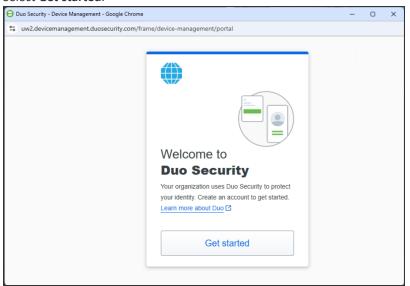


4. Select the MANAGE DUO SETTINGS:

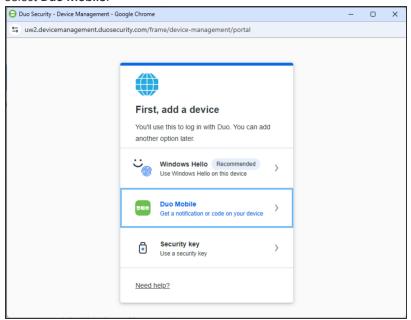


To Setup DUO Settings (First Time):

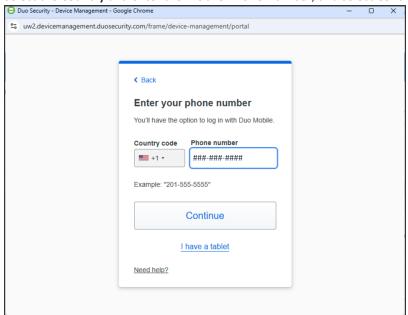
1. Select Get started.



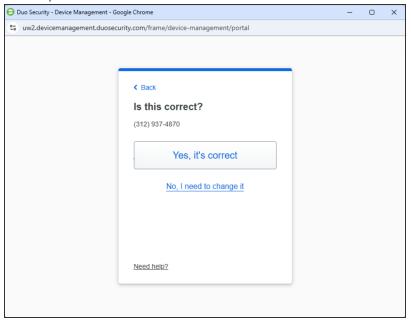
2. Select **Duo Mobile**:



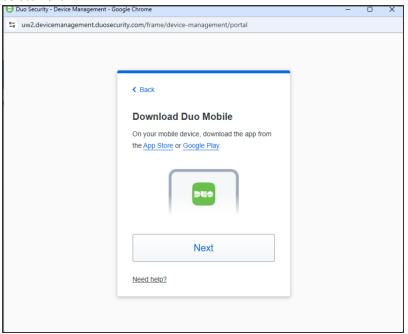
3. Select the **Country** and enter the **Mobile Phone Number**; and select **Continue**.



4. Select **Yes, it's correct** (or change with **No, I need to change it**). If you attempt to use a phone number that is already in use, do not follow the remainder of these instructions; instead contact your Administrator so that they manually add the phone number for DUO.



5. Select Next:



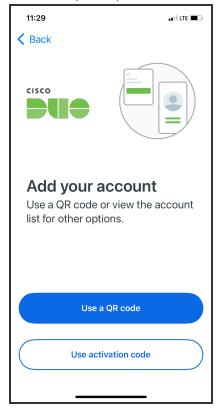
6. The following screen appears and you must now start **Duo** on your mobile device to link to link this CME Group Login account:



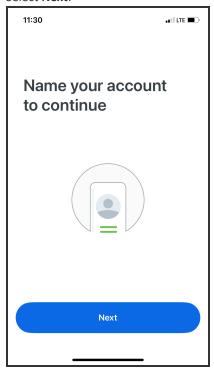
- 7. On your mobile device:
 - 1. Open the **Duo** app and select **Continue**.



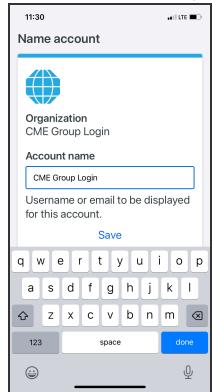
2. Select **Use QR Code**; allow Duo to use the camera and scan the QR code from Step 6 above.



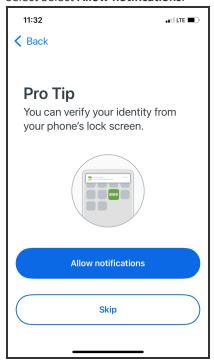
3. Select Next:



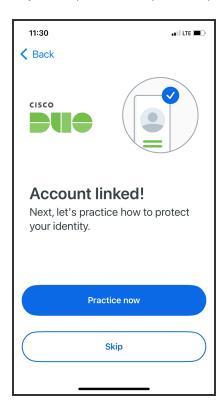
4. If desired, enter a different name (CME Group Login is the default) and select Save.



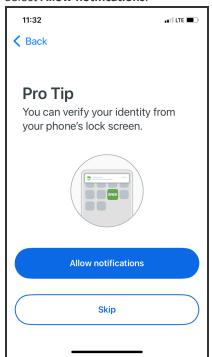
5. Select Select Allow notifications.



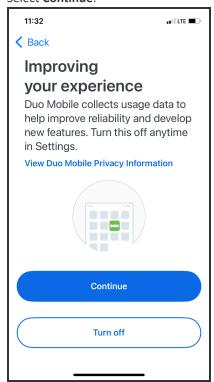
- 6. Select to practice or skip:
 - Practice now if you wish to practice using Duo buttons (highly recommended).
 - **Skip** to complete the setup without practicing using Duo.



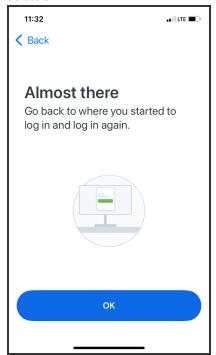
7. Select Allow notifications.



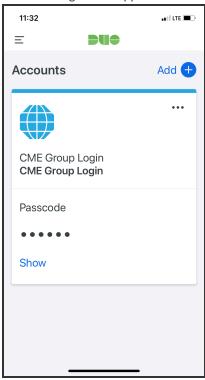
8. Select Continue:



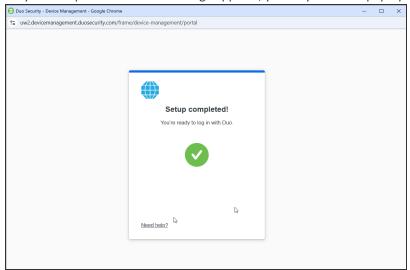
9. Select OK.



The following screen appears:

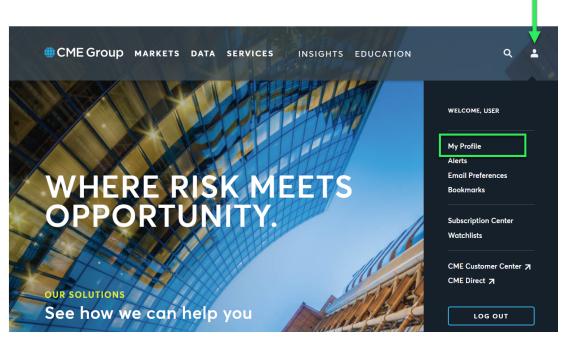


8. On your computer the below message appears; you may close the pop-up window.



► To Modify Duo Settings:

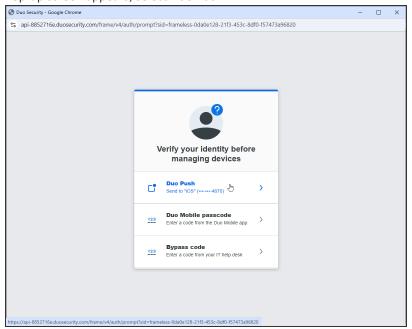
1. Select the **User** icon; select **Profile**.



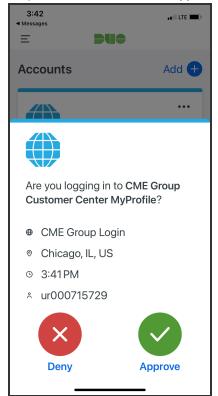
2. Select the MANAGE DUO SETTINGS:



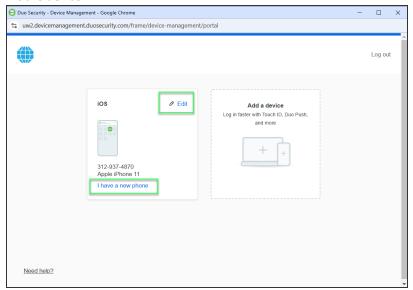
3. Pop-up screen appears; select **Duo Push**:



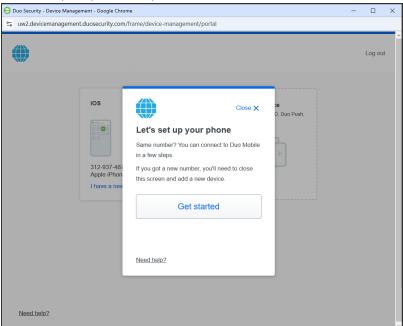
4. On your mobile device, select **Approve**:



5. On Duo Security screen, select to **Edit** to change the device name or select **I have a new phone** to set up another mobile device.



6. Follow the prompts to set up a new device as needed:



Generate a Token for Application Administrators

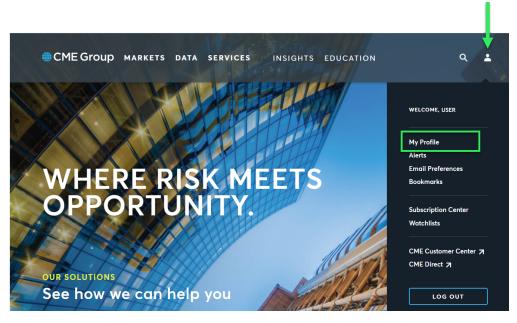
Permissions to certain CME Group applications and services are granted by Admin Managers (or CME Group) who are assigned entitlements by their registered entity (client) officer to manage front/middle/back office application access. They may require a temporary token from the customer. Follow the steps below to generate the temporary token; then supply this to the Admin Manager (or CME Group) as needed.



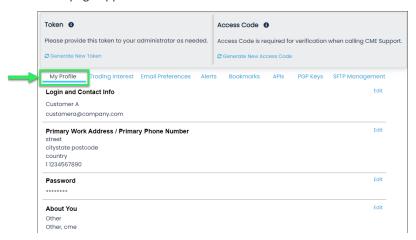
NOTE: multi-factor authentication is required to generate a token.

To Generate a token:

1. Select the User icon; select Profile.



The Profile page appears.



2. Select **Generate New Token** in the Token section.

A system-generated token appears.



3. Supply the token number to your application administrator (or CME Group).

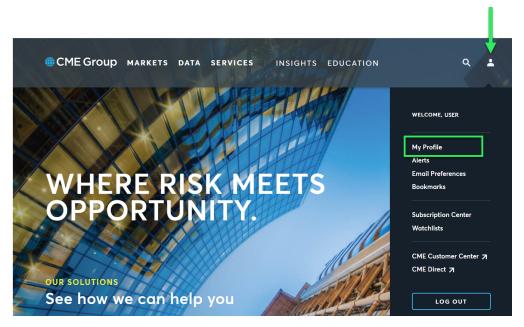
NOTE: Tokens are valid for 7 days after generation. This token number appears in your profile page until it expires. If needed, you may re-generate a new token at any time by selecting **Generate New Token**.

Generate an Access Code for Support Staff

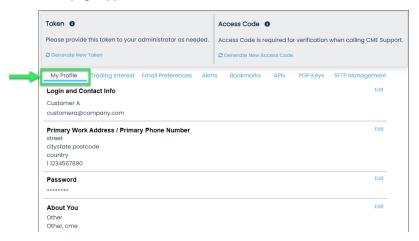
To address CME Group support requests, CME Group may require customers to supply an access code for identity validation.

To Provide an Access Code from Profile:

1. Select the User icon; select My Profile.



The Profile page appears.



2. Select **Generate New Access Code** in the Access Code section.

A system-generated access code appears.

Access Code
Access Code may be required for verification purposes.

923098

This access code will expire on 14 Nov 2024 13:42

Generate New Access Code

3. Supply the access code to the CME Group Support Staff.

Note: Access Codes are valid for 1 hour. This number appears in your profile page until it expires. If needed, you may re-generate a new access code at any time by selecting **Generate New Access Code**.

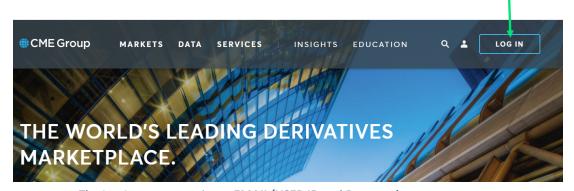
Federation Single Sign-On

Federation Single Sign-On is an identity and access service for authorized companies to log into most CME Group applications using their enterprise credentials. Customers have one less password to remember and manage, with no need to contact CME Group help desk for password reset issues. The firms retain control of their access management. Additionally, customers have the flexibility of choosing their own two-factor authentication method.

Note: For users who access New Release (e.g., for testing/developing purposes), they must establish their account in production.

User Experience

Once federated, users can select **LOG IN** at https://login.cmegroup.com/ using their own enterprise credentials.



The Log In screen requires a EMAIL/USER ID and Password.

Non-Federated Users



The modified Federation Single Sign-On Login screen appears (the password field disappears after entering the **Email Address**); user selects **NEXT**. Users are redirected to a Sign On screen where they enter their enterprise/firm **Username** and **Password** then select **Sign On**.

Federated Users

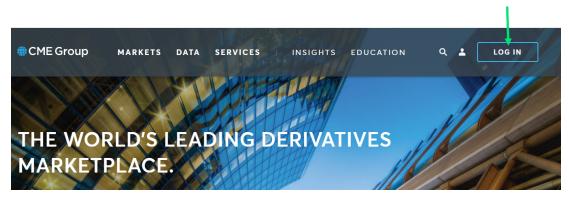


Complete Federation Single Sign-On Profile

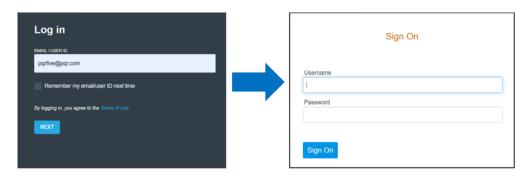
After your enterprise/firm federates your credentials, login to the CME Group platform and complete the Federation Single Sign-On profile with your job role, address, etc.

First Time Login:

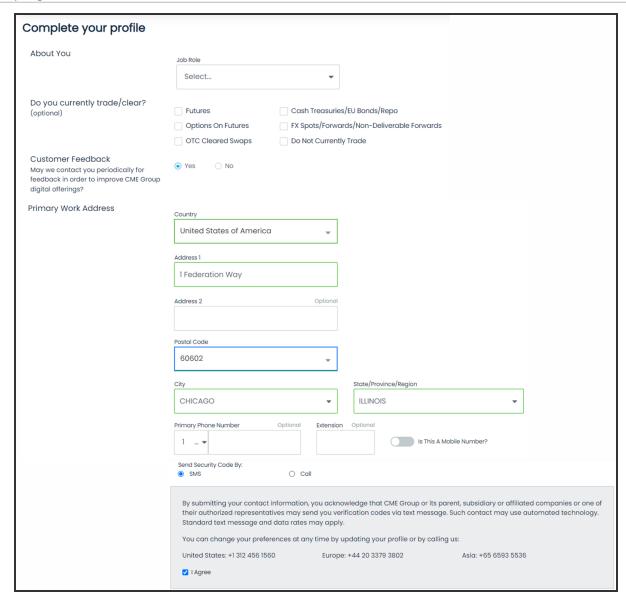
1. Go to https://www.cmegroup.com/ and select LOG IN.



- 2. Enter your enterprise/firm Email Address and press TAB or ENTER on your keyboard and select NEXT.
- 3. Enter your enterprise/firm Username and Password and select Sign On.



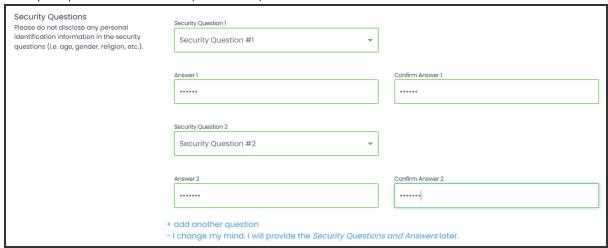
The Complete your profile screen appears:



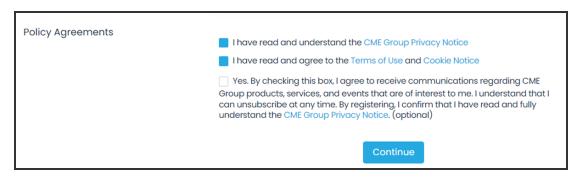
4. Select/enter your:

- Job role
- Products
- Feedback preference
- · Business Address
- Phone Number (indicate if a mobile number)
- Preference for sending Security Code
- Agree for sending verification code

- 5. Enter at least two security questions/answers:
 - a. Select Let's do it.
 - b. Enter your questions and answers (at least two).



- c. Optional: To add more questions/answers, select + add another question.
- 6. Read and consent to the CME Group Privacy Notice, Terms Of Use, and Cookie Notice.



- 7. Optional: Select the box to agree to receive communications.
- 8. Select Continue.

Log into Non-Federated Services

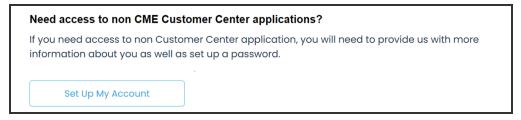
For users who have Federation Single Sign-On credentials and require a CME Group Login (username and password), follow the below steps. A CME Group Login is required to access applications that are not currently supported by Federation Single Sign-

To create CME Group Login:

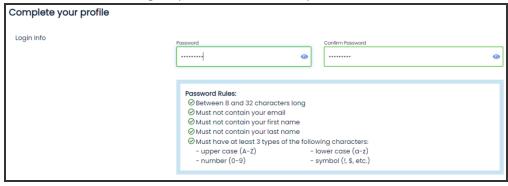
- 1. Go to https://login.cmegroup.com/ and login with your Federation Single Sign-On credentials.
- 2. Select the user icon > My Profile.



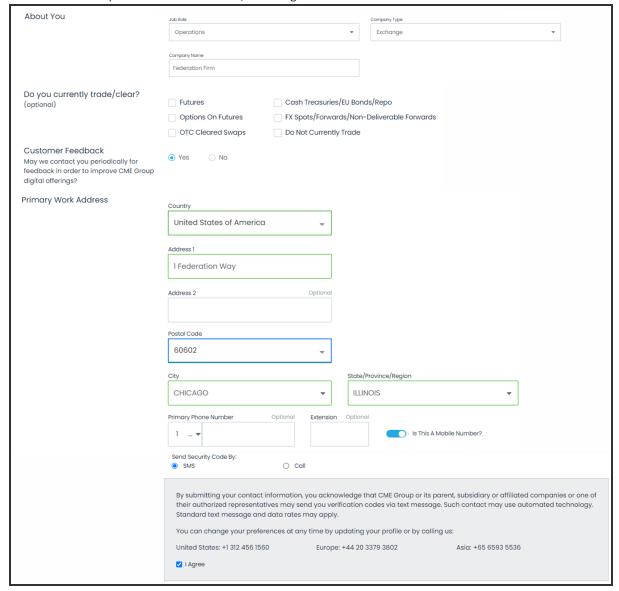
3. Select Set Up My Account.



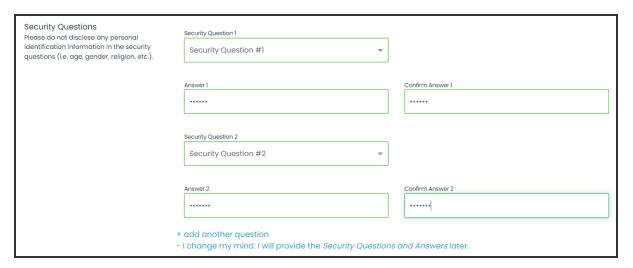
4. Enter a Password--ensuring the password meets the requirements as shown:



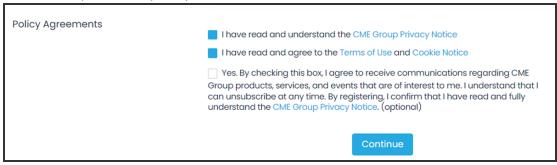
5. Enter information presented on the screen, including Contact Information.



6. Enter at least two Security Questions and Answers:



7. Read and accept the Privacy Policy as well the Terms of Use, then select Continue.



Change Password for Non-Federated Services

For users who have Federation Single Sign-On credentials and also a CME Group Login (username and password), follow the below steps below to change your password for CME Group Login.

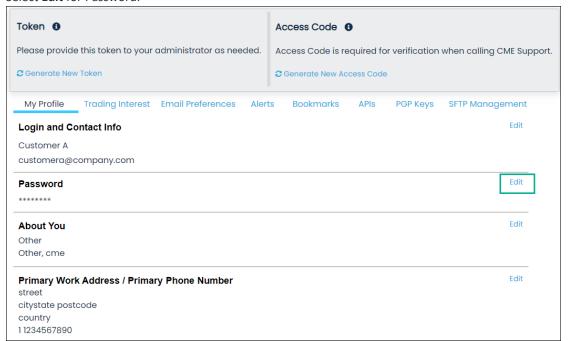
To change CME Group Login password:

- 1. Go to https://login.cmegroup.com/ and login with your Federation Single Sign-On credentials.
- 2. In the Customer Center screen, select the user icon > My Profile.

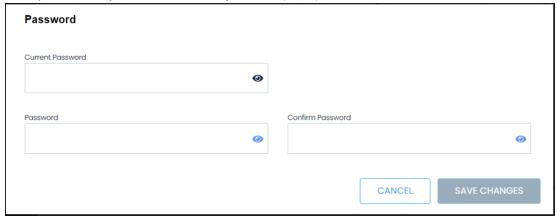
Note: My Profile offers features to manage <u>user</u> contact information, two factor authentication, API IDs, PGP message encryption, SFTP report file transfer.



3. Select Edit for Password.



4. Enter your current password and a new password (twice) and select SAVE CHANGES:



If you cannot remember your current password, call <u>EASE</u> support (telephone based on region) to obtain a temporary password. Enter the temporary password in the Current Password field.

Unfederate Users

If multiple users are facing issues with Federation Single Sign-On, please send a screenshot of the issue to gcc@cmegroup.com and check with your internal IT/IAM team to ensure there are no issues internally that prevent this from working.

To unfederate users, please follow these steps:



To unfederate users:

- 1. Participants must have authority to unfederate users. CME Group has an entitlement role assigned to customer administrators who have authority to unfederate users.
- 2. Contact EASE@cmegroup.com to ensure users have a CME Group Login ID and password.
 - If users have CME Group login credentials, they can be unfederated.
 - If users do not have CME Group login credentials, they will be asked to create it using this link.

Federation Single Sign-On Customer Support

For support logging into a CME Group application with your Federated Single Sign-On, please first contact your firm IT administrator to ensure internal issues are not the cause.

For assistance with troubleshooting, ensure you provide your firm contact information (email address or phone number) to CME Group.

- For assistance in troubleshooting Federation Single Sign-On issues, contact: gcc@cmegroup.com or call 1-800-438-8616.
- For assistance with CME Group Login, contact EASE@cmegroup.com.
- For assistance with entitling users to additional applications please reach out to EASE@cmegroup.com.
- If any users need access/entitlement to applications to which they are not currently entitled, please contact EASE@cmegroup.com and provide the user's email address and the application they need.