Enterprise Reporting Portal User Manual

9 March 2022

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Getting Started

The Enterprise Report Portal (EREP) is an application that enables firm users to view and download CME Group reports.

Reports are distributed through the CME Group Enterprise Reporting Portal (EREP) or via Secure File Transfer Protocol (SFTP).

Requesting Report Access

BrokerTec Report Setup Process

To Request BrokerTec report access, ensure the following steps are completed:

- Obtain a CME Group Login, which is required to access EREP and report data.

- Request access from your firm's Admin Manager.

- Complete and submit an Enterprise Reporting (EREP) BrokerTec Report Access Request Form to your firm's Admin Manager.

- For billing reports access, a Back Office Admin Manager must submit a BrokerTec EREP Billing Group Production Registration Form.

- To request access to additional reports (e.g. Futures & Options) or determine your firm's Admin Manager contact Global Account Management.

- Review the instructions for performing a report search.

EBS Report Setup Process

To request EBS report access:

a. **CME Group Login:** Users must create or use an existing CME Group Login to register for EBS reporting services and application access to EREP / SFTP / Request Center.

   In Addition:

   - Set Up Multi-Factor Authentication, which is *required to access CME Group Applications*.
   - Provide their **CME Group Login ID** to the entity administrator.

   > ⓘ **Note**: CME Group or entity administrators will never ask for your password.

b. **Contact Global Account Management (GAM)**: CME Group offers a suite of tools to help customers manage registration and on-boarding to applications and services. To get started with self-service solutions and obtain the CME Customer Center Self-Service form, contact GAM.

c. **Submit Self-Service Form**: Submit the completed CME Customer Center Self-Service form to GAM.

   The self-service form is completed by the Entity Officer who identifies back office admin manager(s) that are responsible for system administration, user entitlements and application restrictions. The back office admin manager is responsible for administration of applications or assignment of privileges to additional user(s) and approving self (Request Center) service requests submitted by entity users.

d. **EBS EREP and SFTP Report and Billing Registration Form(s)**:

   - EBS Standard Report EREP Registration: Request access to a standard set of reports: EBS Direct Forwards, EBS EFIX, EBS Operations and EBS Spot & Metals.

   - EBS Credit Report EREP Registration

   - EBS Regulatory Report EREP Registration

   - EBS Session Report EREP Registration

   - EBS Billing Report EREP Registration

- EBS Institution Code Report
  - SFTP Post Trade Reporting Registration: Post Trade reporting registration

For additional and related setup details, refer to the EBS Operational Readiness Guide.

- Required EBS Customer Form Details - CME Customer Center Self-Service Form
- Applications and Services - Overview of EBS Reports and registration forms

Accessing Enterprise Report Portal

▷ **To login to the Enterprise Report Portal (EREP):**

1. Access https://www.cmegroup.com.
2. Select the **User** icon, then select **CME Customer Center**.
3. Enter your **User ID** and **password**, then select **Log In**.
   - **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 three hours or to unlock the password, without requiring a password change, contact EASE.
   - Other Login screen functions:
     - Register a new CME Group Login.
     - Receive a User ID reminder by email for forgotten User ID.
     - Reset a forgotten password.

> ⓘ **Multi-Factor Authentication**: To access CME Group applications from a new device, browser or when cache is cleared, security code verification is required. Customers without a mobile phone or reliable mobile service elect to receive a voice code to their primary phone number (US phone numbers only).
> Authenticate your ID in one of two ways:
> - Authenticate via Duo.
> 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). Enter the Security Code, then specify whether this access is from a public / shared or personal computer.

4. From the CME Customer Center menu, select **Reports** > **Enterprise Report Portal**.
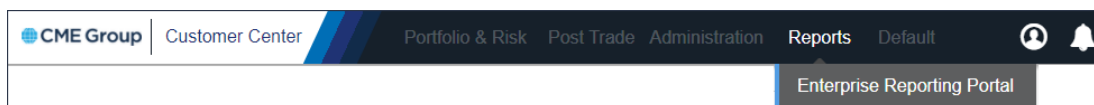
> ⓘ **Note:** For issues logging in or to register for a CME Group Login ID, access the CME Group Login page or contact CME Group Login support at 312.930.3444.

Homepage

For questions regarding this and other CME applications, please refer to the Contact Information directory on CME Group's Client Systems Wiki .

EBS Direct Forwards, EBS EFIX, EBS Operations and EBS Spot & Metals.

- **Messages**: Important announcements related to reports or the EREP application.
- **System Availability**: System availability schedule and planned maintenance.

- **Contacts**: For EREP and application access inquiries contact CME Clearing services at 312-207-2525 or email ccs@cmegroup.com.

What's New

The list below illustrates the updates made to the Enterprise Reporting System Help system.

Date	Topic	Description
22 February 2023	- Getting Started - Report List	Renamed report category to *EBS Institution Code Report*
9 March 2022	Report Subscriptions	Add automated report delivery via a subscription
5 December 2021	Getting Started	Added links for EBS report access request forms
5 February 2021	Getting Started	Added BrokerTec EREP Billing Group Production Registration Form.
13 October 2020	All	initial version

Report Search

The Report Search function is available to authorized users to access details of their firm / user configuration, trade and billing activity.

Users are notified of report availability via an email and includes a link directly to the report.

View sample email:

From: donotreply@cmegroup.com <donotreply@cmegroup.com>
Sent: Tuesday, October 26, 2021 12:30 PM
To: Customer, Customer <Customer.Customer@company.com>
Subject: EREP Notification : Reports Now Available

CME Group

Reports - Now Available

Your CME Group reports are now available. You can download them using the links below.

For EBS

EBS100 - EBS100 REPORT NAME
EBS200 - EBS200 REPORT NAME

Note: Your report will be downloaded when you click on the link above.

▷ **To perform a report search:**

1. From the EREP application screen, select **Report Search**.

| EREP | Homepage | Report Search | Report List |

Report Search

Report Date	From	To
Between ∨	* 2020-10-09 📅	* 2020-10-12 📅

Report Id contains	User Entitlements
	Default Selection - All

🔄 Clear   🔍 Search

2. Enter report search criteria:

- **Report Date**
  - Equals: View reports for the selected trading day.
  - Between: Enter the date range to search.
  - Month to Date: View reports for the first day of the current month and the end date as the current trading day.
  - Last Month: Search the beginning and ending dates of the previous month.
- **Date Range** - **From** / **To**: see Report date (above)
- **Report Id contains**: (optional) Searches report ID that matched the entered string.

  For a list of Report IDs, see Report List.

- **User Entitlements**: Select one or more entities.

  Available selections are based on assigned entitlements.

  User Entitlements

  000 FINANCIAL INC ✕

  111 SOLUTIONS INC ✕

3. Select **Search**.

   To download a report, select from the list of results.

   ## Report Search

Report Date		From		To	
Between ⌄	*	2020-10-12 📅	*	2020-10-13 📅	

Report Id contains	User Entitlements
	Default Selection - All

   ↻ Clear   🔍 Search

   Search Results
   1 to 8 of 8 Results | Show All   Display 10 ⌄ rows per page

Exchange ▲	Firm ⇕	Report Id ⇕	Report Name ⇕	Date ⇕	Run Time ⇕	Run Number ⇕	Format ⇕
BTEU	FIRM1	NR_CEOD100	N/R CLIENT EOD REPORT	2020-10-12			CSV
BTEU	FIRM2	NR_MMA101	N/R DAILY MMA STRAT	2020-10-12			CSV
BTEU	FIRM3	NR_MMA101	N/R DAILY MMA STRAT	2020-10-12			CSV
BTEU	FIRM4	NR_MMA101	N/R DAILY MMA STRAT	2020-10-12			CSV
BTEU	FIRM5	NR_CEOD100	N/R CLIENT EOD REPORT	2020-10-12			CSV
BTEU	FIRM6	NR_MMA101	N/R DAILY MMA STRAT	2020-10-12			CSV
BTEU	FIRM7	NR_CEOD100	N/R CLIENT EOD REPORT	2020-10-12			CSV
BTEU	FIRM8	NR_MMA101	N/R DAILY MMA STRAT	2020-10-12			CSV

   A download dialog appears and the file is downloaded to the default browser download directory.

   Example: Accusers/*your username*/Downloads

   To filter results, enter additional search criteria, then click **Search**.

   To sort results, by ascending / descending order, select the column heading arrows Firm ⇕ .

   ⓘ **Clear** (↻ Clear): Reset default values for all search fields.

Reports List

BrokerTec

Following is a list of available BrokerTec reports in EREP. Additional reports, including Futures & Options or Billing, are available upon request.

Report ID	Report Name	Description
BHFT100	BTEC EU HFT REPORT	This report is available to participants upon request. It contains estimates of the average number of messages per second to assist participants in determining their obligations under MiFID II relating to high frequency trading.
CEOD100	CLIENT EOD REPORT	This report provides end of day orders and trades reported per firm, enriched with waiver and deferral flags.
MMA100	DAILY MMA PERF	Daily MMA Performance: This report provides details of the daily performance on each bond part of the MMA in terms of maximum spread and time of quotation.
MMA101	DAILY MMA STRAT	Daily MMA Strategy: This report provides all participant / bond combinations that met the criteria (bid and offer at comparable size and competitive price for at least 50% of the trading day) for pursuing a Market Making Strategy on at least one day in the month. It shows the number of days that this happened in the month
MMA200	MONTHLY MMA LIST OF BONDS	This report provides a list of Bonds that will be part of the MMA from the following month.
MMA201	MONTHLY MMA PERF	Monthly MMA Performance: This report provides details of the monthly performance on each bond part of the MMA in terms of maximum spread and time of quotation.

For details on additional reports, refer to BrokerTec Reporting Migration on the BrokerTec Portal.

EBS

For a list of available EBS reports in EREP, refer to the EBS Reporting on the client systems wiki.

Available reports, description and schedule of availability include:

- Spot and Metals
- EFIX
- EBS Institution Code Report / Direct Forwards
- Credit
- Billing
- Regulatory
- Sessions

Futures & Options

Additional reports, including Futures & Options or Billing, are available upon request.
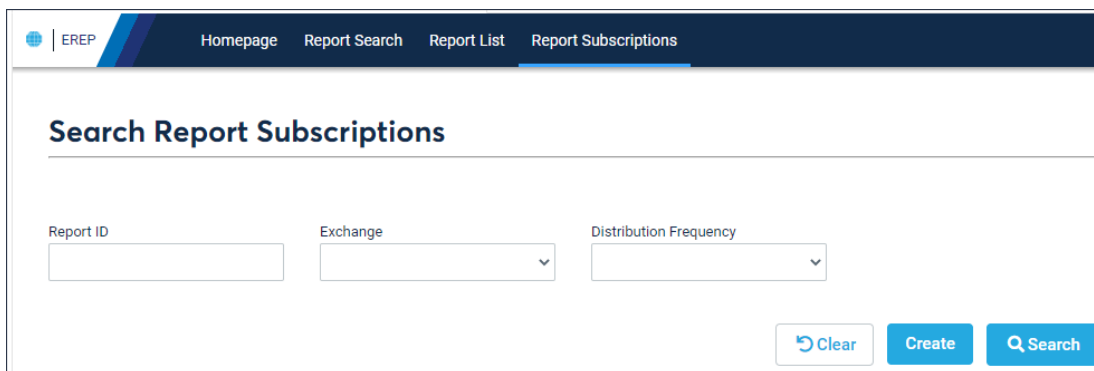
Report Subscriptions

The Report Subscription function allows users to select reports, for a given exchange, to be generated and delivered automatically via a schedule. This time saving feature reduces the effort required to search the Report List. When reports are available, users are notified by an email to the address associated with their CME Group Login.

Search Report Subscriptions

Use the Search function users can view a list of reports which are currently available.

▷ **To view current subscriptions:**

1. Select the **Report Subscriptions - Search Report Subscriptions** menu.

2. Enter criteria in the fields, then select **Search**.

- **Report ID**: Enter the Report Name / ID. For a list of available reports, refer to:
  - **BrokerTec**: BrokerTec Reporting - *New CME Report Name* field on the BrokerTec Support Portal.
  - **EBS**: EBS Reporting - *Report ID* field on the Client Systems wiki.
- **Exchange**: CME / BrokerTec / EBS
- **Distribution Frequency**: Search all reports that are distributed via the selected schedule.

Additional Functions

- **Clear**: Delete criteria to enter a new search.
- **Create**: See Add Report Subscriptions (below).

Add Report Subscriptions

▷ **To add / create subscriptions:**

1. Select the **Report Subscriptions - Add Report Subscriptions** menu

   or

   Select **Create** on the Search Report Subscriptions[1] page.

2. Enter criteria in the fields, then select **Submit**.

- **Exchange**: Available reports are based on the selected exchange - CME / BrokerTec / EBS.
- **Report ID**: At least one report must be selected. For multiple selections, press CTRL + select multiple report IDs.
- **Distribution Frequency**: When to deliver reports - Immediate[2] or Batch 5 / 15 / 30 minutes[3].

> ⓘ **Note**: Users will be notified when reports are available by email; with the report ID and name.

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[1]

[2]Send reports immediately once generated and available to view.

[3]Hold generated reports and send as a batch at the selected (minutes) interval