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1 Introduction

This guide shows how to migrate users from member A to member B. The user setup processes differ depending on the relevant system usage. Please note that this guide offers a consolidated view including most relevant steps only. Detailed explanations for each system can be found in the relevant user guides/handbooks which are referenced below.

General Overview:

<table>
<thead>
<tr>
<th>Market</th>
<th>Admission/Registration</th>
<th>Type of user setup request</th>
<th>Who sets up the users in the system</th>
<th>Password maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUREX Classic</td>
<td>Trader or Admission Administrator and User ID Maintainer</td>
<td>Create a new trader application in eXAS, Create User ID in eXAS</td>
<td>Clearing Data Control (CDC) sets up user and user rights</td>
<td>Default password is created by CDC and provided to user</td>
</tr>
<tr>
<td>C7</td>
<td>QBO, QCS or Admission Administrator and User ID Maintainer</td>
<td>Create a new OBO application in eXAS or new QCS application by email to <a href="mailto:Person.Admission@deutsche-boerse.com">Person.Admission@deutsche-boerse.com</a>, Create User ID in eXAS</td>
<td>CDC sets the users up and the role assignment is done by member (C7 Admin)</td>
<td>Password reset is done by member itself (C7 Admin) via C7 GUI</td>
</tr>
<tr>
<td>Eurex T7</td>
<td>Trader or Admission Administrator and User ID Maintainer</td>
<td>Create a new trader application in eXAS, Create User ID in eXAS</td>
<td>T7 Admin sets up the users in system; CDC activates the users</td>
<td>Password is set by T7 Admin during setup of user</td>
</tr>
<tr>
<td>Xetra T7</td>
<td>Trader or Admission Administrator and User ID Maintainer</td>
<td>Create a new trader application in eXAS, Create User ID in eXAS</td>
<td>T7 Admin of Member sets up the users in system; CDC activates users</td>
<td>Password is set by T7 Admin during setup of user</td>
</tr>
<tr>
<td>OTC IRS</td>
<td>QBO, QCS or Admission Administrator and User ID Maintainer</td>
<td>Create a new OBO application in eXAS or new QCS application by email to <a href="mailto:Person.Admission@deutsche-boerse.com">Person.Admission@deutsche-boerse.com</a>, Create User ID in eXAS</td>
<td>CDC sets up user and user rights in system</td>
<td>Default password provided by CDC</td>
</tr>
<tr>
<td>CCP</td>
<td>Send a Request Form from: <a href="http://www.eurexclearing.com">www.eurexclearing.com</a> &gt; Resources &gt; Forms &gt; Request for Setup of Users in CCP Securities GUI &gt; Request for deletion/modification/password reset in the CCP System.</td>
<td>CDC sets up users in system</td>
<td>Password provided by CDC</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>XETRA FFM 2</td>
<td>Trader admission for FWB include Xetra FFM 2 admission</td>
<td>Create User ID in eXAS</td>
<td>Admin sets up the users; CDC activates the users</td>
<td>Default password is created and provided to user</td>
</tr>
</tbody>
</table>
2 Access to the Member Section

Each person who is supposed to have access to the trading (admitted trader) or clearing (QBO or QCS) system is required to have access to the Member Section. This is due to an individual person admission process that needs to be acknowledged by the relevant person himself. For other users (e.g. Eurex Classic, C7, CCP) Member Section access is optional.

2.1 Registration process

The user registration process differs between users that are completely new to the Member Section, and users that are already admitted with an existing company and need access to another/ an additional entity. Already existing users should not follow the normal registration process as, their new logins have to be created manually for the additional entity by the Member Section Team (member.section@deutsche-boerse.com or +49 69 211 – 1 78 88). Please see point 2.1.2

2.1.1 (Normal) registration process for new users

A person who does not yet have access to the Member Section should follow the normal registration process via the Member Section webpage. The person can register himself or the Central Coordinator registers on behalf of the applicant. For on behalf applications, the Central Coordinator needs to login to the Member Section.

2.1.1.1 Start the self-registration/ on behalf registration

Self-registration by the Applicant

Please go to https://member.eurexchange.com/irj/portal/eurexchange and click “Register”.

Enter the Member ID of your company and your company email address. If you are registering for the first time, please click “No” for the question of existing user account. Please enter the security code and click “Next”. 
On behalf registration by Central Coordinator

The Central Coordinator needs to follow the path: “User Administration” -> “Create User Account” in the Member Section portal.

Next few steps are identical for self-registrations and on behalf registrations
Please enter your title, first name, last name, date of birth, language and company phone number on the next page.

<table>
<thead>
<tr>
<th>Organisation Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation: Panbank AG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: * My</td>
</tr>
<tr>
<td>First Name: * Max</td>
</tr>
<tr>
<td>Last Name: * Münstermann</td>
</tr>
<tr>
<td>E-mail: * <a href="mailto:max.muehlemann@panbank.com">max.muehlemann@panbank.com</a></td>
</tr>
</tbody>
</table>

This e-mail address will serve as your user name for the personal login to the Service Portal and the Member Section.

I hereby expressly agree, that Deutsche Börse AG and its affiliates and subsidiaries may submit advertising in electronic form to me. I acknowledge that I can request to stop the submission of such advertising at any time by submitting the request to the e-mail address unsubscribe@deutsche-boerse.com. No costs other than the costs for the transfer of the message according to the base rate will incur for such request.

2.1.1.2 Rights request and user activation

On the “Rights Request” site, you can apply for specific user rights. Every user receives general rights as shown on the site per default. If you wish to receive additional rights (admission administrator rights or technical rights), please click on the relevant boxes as shown on the site.

Please note: No additional rights are needed to register as trader or QBO.

Click on “Submit” once you are done.

2.1.1.3 Member Section user registration

After submitting the user data, the applicant will receive an email with an activation link. To continue with the Member Section user setup process, the applicant has to use this link within the following 5 days. If the personal data provided in the registration application is unique across members, the registration application is completed and the application is submitted to the responsible Central Coordinators for approval.
2.1.1.4 Approval by the Central Coordinator

The Central Coordinator/Deputy automatically receives an email informing him/her of a new registration. Before the new user can log in to the Member Section, the Central Coordinator/Deputy must approve the registration together with the access right request. The Central Coordinator/Deputy can add or remove authorizations during the approval process.

Under the tab “Open Tasks” the Central Coordinator/Deputy can edit requests. Please select a request by clicking on the white box on the left side of the table – a summary of the request will open. If everything is fine, please approve the request.

2.1.2 Registration process for already existing users

If users who already have access to the Member Section for an existing entity wish to apply for the Member Section access under another entity, the Central Coordinator has to send an email to the Member Section Team (member.section@deutsche-boerse.com or +49 69 211 – 1 78 88). The Central Coordinator shall provide the current and new member ID and list all users (names and email addresses) who need access to the Member Section under both entities. The Member Section team will set the users up under the new entity with basic user rights and send an email to the applicant informing him about his new access. The Central Coordinator will have to amend the user rights in the Member Section afterwards to replicate the current settings under the existing entity (See point 2.3).

2.2 Initial login and password reset

The applicant will receive a confirmation email after the Central Coordinator/Deputy has approved the request. This email confirms the successful registration and provides a link to activate the account. The applicant needs to activate this link in order to access the Member Section and define a personal password. Please be aware that the applicant is prompted to change the initial temporary password upon his first login.

2.3 Post-registration user rights maintenance

Users can request additional user rights at any time via “My Profile” in the Member Section. All changes to user rights have to be approved by the Central Coordinator or his/her deputy.
In addition, the Central Coordinator can request user rights on behalf of a Member Section user under “User Administration” -> “Overview” -> “User”. After choosing a user in the list, the Central Coordinator can change the user rights with “select action” -> “Maintain User Rights” -> “OK”.

Select a user or group of users from the list.

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Login</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20171918</td>
<td>John</td>
<td>Doe</td>
<td>john</td>
<td>Select Action</td>
</tr>
<tr>
<td>20171921</td>
<td>Jane</td>
<td>Smith</td>
<td>jane</td>
<td>Select Action</td>
</tr>
</tbody>
</table>

Details of Selected User:
- User Name: John Doe
- First Name: John
- Last Name: Doe
### 2.4 Additional information

Additional Information on how to access the Member Section and their services is provided in the “User Manual – Your Member Section” available on the landing page after log in.
3 Electronic Exchange Admission Service eXAS - mandatory for T7 Trading users and QBOs

Admissions, registrations and de-registrations of Exchange Traders and Qualified Backoffice Staff members can be made via the Electronic Exchange Admission Service (eXAS), which is available in the closed Member Section of Eurex or Xetra respectively. Applicants need to have access to the Member Section to start the application process. The trader and Qualified Backoffice Staff can apply for the respective admission by herself/himself or the Admission Administrator/Deputy can start the registration for the trader or Qualified Backoffice Staff on behalf.

3.1 Person Admission conducted by Trader/QBO

The Member Section user who wishes to apply to be registered as trader or Qualified Backoffice Staff (QBO) needs to login to the Member Section and go to “Admissions & User IDs” -> “My personal admission” -> “Apply”. A pop up with different tabs for Eurex trader, Eurex QBO or FWB trader will appear. The application process starts with clicking on the tab for the respective market and role.

To start the application process, please confirm that you are the owner of the account, you have read the Information Memorandum and the Terms of Use and your personal reliability. Afterwards you can continue to the next page.

3.1.1 Enter relevant user data

On the next page, the system requests for personal data (e.g. Birthplace, National ID or Nationality), your private address data and your private e-mail address. Please also choose your preferred mail authority.
Please note: For a FWB trader admission, you have to select between the “normal” trader admission, access to the trading hall (requirement: company has also access to the trading hall) and specialist tasks (company needs the specialist registration).
Following, the applicant has to complete his/her personal resume beginning with an age of 12 years. This CV will be permanently stored for further use and applications. If the last admission was also with the Member Section, the CV should be on file. For the migration from one to another company, it is important that the last employer with the end date “till now” is the new one on the CV.

The next page further requests information about the expertise and practical experience of the applicant. If you have been admitted as an exchange trader for at least 12 months within the last 2 years, your expertise is sufficient and you can click the “yes” radio button. It is nearly the same with the practical experience. If you had already traded actively at an exchange and/or a multilateral trading system for at least 6 months within the last 2 years, the practical experience is also sufficient. You need also to click the “yes” radio button and to fill-in the exchange or multilateral trading system.

<table>
<thead>
<tr>
<th>Add Row</th>
<th>Delete Selected Row</th>
<th>Type and Name of School</th>
<th>City of School</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>01</td>
<td>1992</td>
<td>MONTH</td>
<td>YEAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MONTH</td>
<td>YEAR</td>
<td>MONTH</td>
<td>YEAR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add Row</th>
<th>Delete Selected Row</th>
<th>Type and Name of University</th>
<th>City of University</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Add Row</th>
<th>Delete Selected Row</th>
<th>Employer</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>MONTH</td>
<td>YEAR</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>now</td>
<td></td>
</tr>
</tbody>
</table>
3.1.2 Approval process

Finally, please select the admission administrator for the second check of your application and submit the application to him/her.

Admission as Eurex trader

Here you can apply for your Eurex trader admission. Please check under "Overview" if there is an application for admission "in process".

In accordance to MiFID II / MiFIR, the entry of the National ID for exchange traders is mandatory from January 3, 2018 (see ESMA notification and National ID info).

Please follow following rules when entering the National ID: RTS 22 Requirement and RTS 22 Validity.

If you have any questions, please contact the team: person.admission@deutsche-boerse.com.
The admission administrator has to do the second check in his/ her Member Section portal. All open tasks are stored under Person Admission -> Application Overview. There is a list with the task where the admission administrator has to mark the right application, select the action “Edit/Approve/Submit” and to click on “OK”.

Then he/ she has to go through the application and check it. In the last step, he/ she approves the application and afterwards the application will be submitted to Deutsche Börse.
3.2 Person Admission conducted by Admission Administrator on behalf of Trader/QBO

Member Section users with the role “Admission Administrator” can provide an application for admission/registration on behalf of the relevant trader/QBO.

The Admission Administrator needs to enter the Member Section and click on “Admissions & User IDs” → “Person Admission” → “Apply on behalf”. A list of available Member Section users will show up. Only persons with a green checkmark have an active log-in to the Member Section and can be selected to start the application process. After a person has been selected, please select the relevant application under the table.

![Trader admission & QBO registration](image_url)
3.2.1 Enter relevant user data

After starting the application on behalf, the admission administrator can fill in required details in the application as personal data, CV data and trade experience. For more details, see part 2.1.2. Because of the 4-eyes-principle, the admission administrator sends the application to the applicant on the last step. The potential trader or QBO has to enter the member section where the application can be found on behalf under My Personal Admission -> Overview. After selecting the application and choosing the action “Edit, Approve; Submit”, the same steps as described in part 2.1.2. are to be followed. At the end, the applicant has to flag the relevant admission administrator and to follow the process under part 2.1.3.

3.3 QBO registration

The potential QBO has to follow the same steps like in part 2.1.2. For the QBO registration, there are other requirements than those for the trader registration. The applicant or admission administrator has to enter the practical experience and personal details. The approval process is the same as under point 2.1.3.

The QBO registration can also be created by the admission administrator on behalf. The Process is described under 2.2.1.
3.4 QCS registration

The registration of Qualified Clearing Staff has to be conducted outside of eXAS. If you wish to register a Qualified Clearing Staff (QCS), please send an email including the following information to person.admission@deutsche-boerse.com:

- Gender (male/ female)
- First name, last name
- Date of birth
- Company for which the registration is to take place, and
- Which of the proofs of qualification given below have been completed?
  - The Compliance Officer of the Clearing Member confirms the respective knowledge of the staff member, or
  - The staff member has passed the Clearer Test (Basic Module), or
  - The staff member has passed the exam for the Certified Clearing Specialist, or
  - The staff member has attended the Core Clearing Knowledge seminar, or
  - The staff member was already approved as a QCS.

Our Person admission team will setup the person in our system and the client (your User ID Maintainer) can request the User IDs about the Member Section afterwards.

3.5 Additional information

You can find additional information about the “Electronic Exchange Admission Service (eXAS)” and the Member Section functions in the “User Manual Member Section” which are on the right side under “Help for this page” in the Member Section.
Introducing the Member Section

Get to know the Member Section and experience the benefits. Have a glance on services, products and how to access the Member Section. More

Dynamic Product List

Our Dynamic Product List provides you with direct access to all Eurex product parameters and additional information – in just one sheet. It’s easy to use and quick to search. More

How to become an Exchange Trader for Eurex/Xetra or Qbi

Find information regarding regulations and administrations of the several admission types. More

Publications

Get a solid knowledge basis of exchange-traded derivatives with our publications, no matter whether you are a beginner or an advanced user. More

Technical Connection and Other Worth Knowing Videos

Learn how to manage your connections to Deutsche Börse Group, find information to the Member Section and the electronic admission service tool. More

Follow us on Twitter

Follow us on Twitter. It’s quick, fast and always up to date. Get the latest news, connect with the financial community and share your experience. See you there.
4 User setup C7

The setup of users for Eurex Clearing’s C7 system has to be requested via the Member Section by a Member Section user with the access right “User ID Maintainer”. This access right can be granted by the Central Coordinator.

4.1 Set up a Member Section user with “User ID Maintainer” access right

The Central Coordinator needs to log in to the Member Section Portal and click on “User Maintenance”, search for the Member Section user from the “User Overview (All)” that shall receive the User ID Maintainer role and select “Maintain User Rights” from the drop down menu in the column “Action”. Then click on OK.

The following window will open up automatically. If the user shall be entitled to set up Eurex Clearing users please check the box for „User ID Maintenance Eurex“ and click on “Submit“.
4.2 User ID Maintainer needs to request C7 users via the Member Section

A Member Section user with the access right “User ID Maintainer” needs to log in to the Member Section Portal.

Click on “Admissions & User IDs” in the top blue bar → Click on “Create User ID” in the list on the left side → Click on the green “Eurex Clearing” tab → Tick the box “C7” → Select one or more user functions (“Backoffice Staff”, “Admin”, “View”) → Select a user from the list or enter personal data → Enter a desired User ID (6 characters) → Select an effective date or click on “ASAP” → Click on submit.
Please note: C7 users will also be set up in Eurex Classic and will hence appear as “Eurex” and “C7” users in the “User ID Overview”

4.3 User ID Maintainer receives request confirmation

Clearing Data Control will provide the “User ID Maintainer” Member Section user, who has requested a new C7 user, a confirmation via email that the request has been processed.

4.4 C7 Admin user needs to reset password for the new C7 user

On the requested effective date the new C7 user will be available in the C7 Derivatives Clearing GUI. An already existing C7 user with Admin rights needs to log in to the C7 Derivatives Clearing GUI, reset the password for the new user and provide him with new login credentials. In order to do so, please click on “Reset Password” in the application header, and the following window will appear:
Please enter the correct user ID. The interim password is valid for 48 hours. In this time frame, the new C7 user needs to log in to the GUI and choose his personal password (please be reminded that this also requires a Clearing GUI Certificate to be installed in the web-browser used for accessing the GUI). If this is not done within 48 hours the Admin user has to reset the password again.

4.5 User entitlements setup via C7 GUI

A C7 Admin user has to provide a new C7 user with entitlements (roles & privileges) via the C7 GUI.

The C7 Admin user needs to access the entitlement menu in the C7 Derivatives Clearing GUI. Please select “Entitlement” from the drop down menu below “menu switch”.

Select “user Entitlement Maintenance” from the drop down menu under “Participant Management”
The C7 Admin user needs to enter the Member ID for his company in the participant field and click on “Inquire”. A list of all available C7 users will appear. To change the roles assigned to a user, please click on “Role Assignment”, and to change the privileges assigned to a user, please click on “Modify Privileges”

4.5.1 Check assigned roles and add or de-assign if required

Roles can be assigned or de-assigned using the arrow buttons between the two windows “Assigned roles” and “Available roles”. By clicking on “Entitlement details” a list of privileges included in the selected role appears in the table below. It is possible to change the level and account range in this window. Please click on “Submit” once you are done.
4.5.2 Check assigned privileges and amend if necessary

Assigned privileges can be changed via the “Modify Privileges” function. Privileges cannot be deleted but set to level 0 which disables a user from the relevant function. As privileges might differ between accounts they can be replicated by clicking on the “Add using” button. Please click on “Submit” once you are done.

4.5.3 Copy user settings

If you want to copy the roles and privileges setup from one user to one or more other users you can use the “Copy from” and “Paste to” functionality. Please select only one user who shall serve as reference and click on “Copy from”. Afterwards you can select multiple users before clicking on “Copy to”. Those users will receive the exact same entitlement settings as the reference user.

4.5.4 Changes effective immediately

All user entitlement changes initiated via the C7 GUI are effective immediately unless a second approval is needed due to a 4-Eye-Principal set up by the member itself.

4.6 Additional information

Additional information on how to use the C7 GUI and its entitlement system can be found in the documents listed below, which are available on the eurexclearing.com website under Technology → Eurex Clearing’s C7 → System Documentation → Release 4.0 → Eurex Clearing GUIs

- C7 - Release 4.0 Entitlement Guide (Provides more information on the entitlement model)
- Clearing GUI 4.0 - User Manual (Provides information on GUI handling)
5 User setup T7 Eurex and T7 Xetra GUI

Please note: Before being activated in production, each Xetra T7 or Eurex T7 trader needs to have access to the Member Section (See point 2), complete the person admission process (See point 3), have received a User ID (See point 5.2) and be set up via the T7 GUI (See point 5.2). For other T7 users, Member Section access is optional and the completion of a person admission process not applicable.

5.1 Set up User ID Maintainer in the Member Section

During the initial member setup Clearing Data Control sets the Admin in T7 and sends the email to the Admin with the username and password. It is most definitely needed to have a contact name and the mail address. The Admin sets up the User IDs and passwords in T7 Admin GUI. Furthermore, the Admin assigns the product assignments, MaxOrder Quantity and Roles (e.g. Trader/Market Maker).

Please note: The User ID Maintainer needs to have access rights for the relevant market (Xetra or Eurex) as well.

5.2 Setup of Eurex User IDs via eXAS by User ID Maintainer

Each new user ID has to be requested by a Member Section user with “User ID Maintainer” rights via the Electronic Exchange Admission Service (eXAS) accessible in the closed Member Section.

For T7 Users, the Eurex User Maintainer has the rights to create new User IDs.

Click on “Admissions & User IDs” in the top blue bar → click on “Create User ID” in the list on the left side. The following window will appear:
To set up a Eurex T7 user ID, please click on the green “Eurex Trading” tab → A pop-up window comes with the message: “T7 Users need to be additionally set up by your admins in the Admin GUI.” Just click on OK. → Check the box for “T7” → check the box for the desired Function → click on “Refresh Available Users” → Users will be listed in the “Available Users” table (If you check the box for “Trader”, the list will only show users who are already admitted or in process of being admitted as a trader via the Person Admission process, see point 3) → select a user from the list → Enter a desired User ID → select an effective date or click on “ASAP” → click on submit.

5.3 Setup in T7 Eurex GUI:

Each User ID/Profile has to be created manually in T7 and will be activated by Clearing Data Control after an eXAS request. If a CM has many Users and wants to copy these Users and create a copy of the exact profiles, he has the possibility to do so manually one by one. He can also use the Export/Import functionality. For this functionality he needs to complete some manual tasks within an Excel sheet (as described below). After the successful completion of the changes within the User Excel sheet, an Upload in T7 under the new CM ID is possible. After that, the Admin User still has to create passwords for each user manually.

The process of T7 Xetra setup is the same as for the T7 Eurex with the exception that only attributes and roles need to be assigned.

5.3.1 Export/Import functionality in T7

Migration of Users from member A to member B is possible but not automated. Assumptions:
- User IDs don’t change (only the first 5 digits change due to new member ID),
- Entitlements/TSL don’t change during migration,
- 1:1 migration of User IDs

Export/Import function is not directly supported in T7 for the migration of users from one entity to another. However, in case of the creation of a new entity with the exact same Users as in the old entity, it is possible to extract an Export-Excelsheet and amend it in a way that T7 will accept it as an Upload/Import under the new CM.

All users of the entity are listed in the User Maintenance when logged in with an Admin account. Afterwards it is possible to press the Export Button as seen in the Screenshot below. It is also possible to mark multiple Users before pressing the Export Button.

It is recommended to not export all users at once, since the Export of one user makes up to 400 rows in the Excel Sheet. The resulting Excel file with the “old” CM ID shall be called Excel-Sheet A.
5.3.1.1 Tasks in Export-Excel Sheet under old CM ID (Excel-Sheet A):

In order to make the Export User Data compatible with the Import of the new User Data (within new Member ID of the new Entity), following criteria have to be changed in the Excel Sheet A for each User:

**Delete**
- Deletion of 5 digit numeric ID for each user (2 rows under [General Attributes]) as a new one will be generated for new users

**Replace**
- Replace (Replace All function) the old member ID with the new one for fields “Loginname” and BusinessUnit.

![Image of Excel Sheet with Find and Replace window]

Afterwards, the 2nd Row below General Attributes, should look like this for every User:

<table>
<thead>
<tr>
<th>Id</th>
<th>Name</th>
<th>LoginName</th>
<th>Category</th>
<th>UserGroup</th>
<th>Status</th>
<th>IsUSLoc</th>
<th>IsProtective</th>
<th>IsRestricted</th>
<th>MaxOrderValue</th>
<th>BusinessUnit</th>
<th>LoginName</th>
<th>Category</th>
<th>UserGroup</th>
<th>Status</th>
<th>IsUSLoc</th>
<th>IsProtective</th>
<th>IsRestricted</th>
<th>MaxOrderValue</th>
<th>BusinessUnit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10415</td>
<td>ADMIN1</td>
<td>ABCDEADMIN1</td>
<td>ACTIVE</td>
<td>ACTIVE</td>
<td>FALSE</td>
<td>FALSE</td>
<td>TRADER</td>
<td>999.999.999.900.000.000</td>
<td>ABCDE</td>
<td>EUREX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADMIN1</td>
<td>QUVERTADMIN1</td>
<td>ACTIVE</td>
<td>ACTIVE</td>
<td>FALSE</td>
<td>TRUE</td>
<td>TRADER</td>
<td>999.999.999.900.000.000</td>
<td>QUVERT</td>
<td>EUREX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.3.1.2 Tasks in Export-Excel Sheet under new CM ID (Excel-Sheet B):

When the new Member is setup in T7, Clearing Data (Eurex Clearing) will setup the Admin User under the new Member ID.

This Admin’s User Profile has to be exported as described above, resulting in Excel-Sheet B. In this Export-Excel file it is important to extract all IDs that are 2 rows below [User Assignments] into the Excel Sheet A. Copy all ID numbers until the last one.
5.3.1.3 Copy from Excel-Sheet B, paste in Excel-Sheet A

Finally, replace for each user every ID, which is 2 rows below [User Assignments] with the Data gained in task above. These User Assignment IDs are generated once for every CM ID which means, they are the same for every User in one entity.

When these Steps are done correctly, meaning:

- Export under old/current Member ID the old User Data from T7 (Excel-Sheet A)
- Export of new User Data (just Admin user, created by ECAG) from T7 (Excel-Sheet B)
- Amend “old” Export-Excel (Delete(Excel-Sheet A), Replace(Excel-Sheet A), Copy from Excel-Sheet B, paste in Excel-Sheet A)

Now, import of amended Excel-Sheet in T7 for new Member ID. (Import of Excel-Sheet A with all amendments from steps above).

5.4 Setup of T7 Xetra and Xetra FFM

Each new user ID has to be requested by a Member Section user with “User ID Maintainer” rights via the Electronic Exchange Admission Service (exAS) accessible in the closed Member Section.

For T7 Users the Eurex User Maintainer has the rights to create new User IDs.

Click on “Admissions & User IDs” in the top blue bar → click on “Create User ID” in the list on the left side. The following window will appear:
To set up a Xetra T7 and Xetra FFM 2 user ID, please click on the green “Xetra Trading” tab → Check the box for “T7” → Check the box or choose from the drop down menu for the desired Function → Click on “Refresh Available Users” → Users will be listed in the “Available Users” table (If you check the box for “Trader”, the list will only show users who are already admitted or in process of being admitted as a trader via the Person Admission process, see point 3) → Select a user from the list→ Enter a desired User ID → Select an effective date or click on “ASAP” → Click on submit.

After that the process for the User setup in the Xetra T7 GUI is the same as for the T7 Eurex (see point 5.3) with the exception that only attributes and roles need to be assigned.
6 User setup CCP

The member sends a form with the request for the setup, modification of a CCP User via fax or scanned via email to Clearing Data Control. The form can be found on the Eurex Clearing website:

Eurexclearing.com > Resources > Forms > search setup CCP - Request for Setup of Users in CCP Securities GUI (Production)

In case of multiple user actions there is no need to send multiple forms. The User ID Maintainer should simply send an email inquiring the user list or download it from the member section. This list, filled with the users and the requested setups/modifications, together with one signed request form are the only documents needed for further processing.

After sending the forms CDC sets up / modifies the user in the system according to the data given on the form/list. The passwords for the Securities Clearing GUI will be sent to the contact person given on the form.
7 User setup OTC IRS

The setup of users for OTC IRS system has to be requested via the Member Section by a Member Section user with the access right “User ID Maintainer”. This access right can be granted by the Central Coordinator.

Click on “Admissions & User IDs” in the top blue bar → Click on “Create User ID” in the list on the left side → Click on the green “OTC IRS” tab → Choose the desired user function and account access → Click on refresh available users → Select a user from the list or create a new user → Enter a desired User ID → Select an effective date or click on “ASAP” → Click on submit.

Further setup of users in the GUI will be performed by Clearing Data Control.
8 User setup Eurex @Xtract GUI

8.1 User ID request

For Eurex @X-tract, the Eurex User ID Maintainer can request the Setup of users via eXAS.

Click on “Admissions & User IDs” in the top blue bar → click on “Create User ID” in the list on the left side → Click on the green “Eurex Clearing” tab → Tick the box “Eurex” → Select one or more user function → Select a user from the list or enter personal data → Enter a desired User ID → Select an effective date or click on “ASAP” → Click on submit

For Eurex users it is possible to use the “Copy from the User ID” function. Simply enter the User ID, which you want to reflect and click on submit.
8.2 Setting of Transaction Size Limits/Maximum Order Quantities

In Eurex @X-tract Clearing System the member setup and product assignment for the Member is done by Clearing Data Control. The Product Assignment Maintenance window is accessed via the Security menu. The Member Admin User sets the maximum order quantities, maximum trade entry services quantities, maximum calendar spread quantities (columns MaxOrdQty, MaxTESQty, MaxCalSpdQty) for other members on a member level. Clearing Members are able to define the member maximum order quantities for members and their non-clearing members.

Click the +/- button group to expand or collapse all the displayed groups of the Product Assignment Maintenance window.

The Product Group concept supported by the window allows the user to maintain member product assignments and maximum order quantities on a Product Group level and/or on a level of individual products. If the member admin maintains product assignments and maximum order quantities on a Product Group level, any new product allocated to one of the Product Groups assigned to a member, is automatically assigned with the member's Product Group-specific maximum quantities.
Clearing Members can define the member maximum order quantities for themselves and for their NCMs in the window. There are three maximum quantities:

- **Maximum Order Quantity (MaxOrdQty)**, transaction quantity limit which applies to regular and strategy orders.
- **Maximum Wholesale Quantity (MaxWhsQty)**, risk amount limit which applies to the maximum Eurex wholesale risk amount.
- **Maximum Calendar Spread Quantity (MaxCalSprdQty)**, transaction quantity limit which applies to future calendar spread combination orders.

The member admin should highlight the desired products and then right-click. Choose Modify and enter the Maximum Order Quantity.
9 Contacts

Member Section
+49-69-211-17888
member.section@deutsche-boerse.com

Person Admission
+49-69-211-17888
person.admission@deutsche-boerse.com

Clearing Data Control
+49-69-211-12453
clearingdata@eurexclearing.com