Transcript for "Adding and Requesting Issues" Talking Help Topic
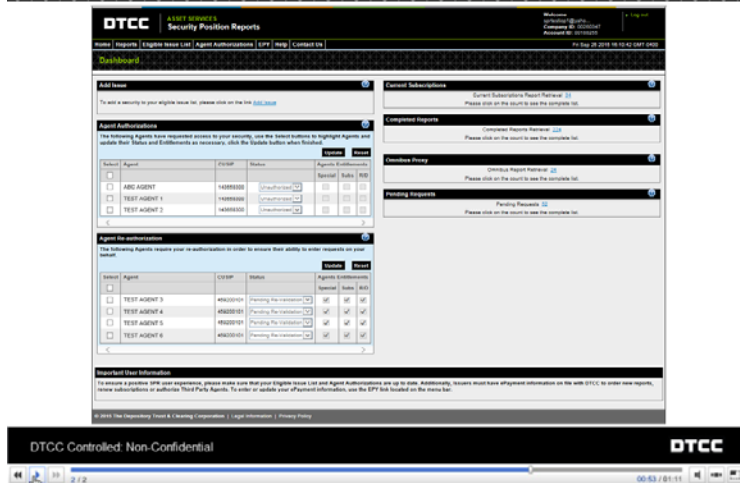

Issuers and trustees can set up their eligible issues in the SPR Web service by adding them through the SPR Dashboard. Likewise, Agents can request entitlements to an issue from this same area.

To add or request access to an issue, click the Add Issue link.

Indicate how you want to add the issue by clicking either CUSIP or Ticker. We will add a CUSIP.

If you are only adding one security, type the nine-digit CUSIP and click Submit.

To enter multiple CUSIPs, click the More button to add more entry fields. The screen looks like this. You can enter up to ten CUSIPs.

This feature is available using CUSIPS only, not Tickers.

Now let's go back to the main story and submit the CUSIP. Click Submit.

The CUSIPs you are adding or requesting display with a description of the issue name.

Click Confirm to verify these are the issues you wish to add or request.

If you are already set up on DTC's Masterfile for the security, the issue will automatically be authorized.

If you are not setup on DTC's Masterfile for this security, the issue will be put into pending status until further documentation is received. Click the Details link for more information.

Let's return to our main story

Our issue was successfully added.

If you are an *Issuer* or *Trustee*, this security is now set up in SPR. If you are an *Agent*, the issuer will receive this request and upon approval, the status of your request will change from Pending Approval to Approved. You can proceed to order subscriptions and reports.

To confirm the request, click Close.

To check on the status of the issue or to delete the request, go to the Eligible Issue List which is accessible from the menu bar.

You can also add, request and delete issues from this page. Use the search, filter and Page through button to look up and check on your request.