

## Transcript for “Authorizing and Reauthorizing Agents from the Dashboard” Talking Help Topic

## Authorize and Reauthorize Agents (Dashboard)

The screenshot displays the DTCC Asset Services Security Position Reports dashboard. The main section is 'Agent Authorizations', which contains a table with the following data:

Select	Agent	CUSIP	Status	Agent Entitlements
<input type="checkbox"/>	ABC AGENT	143658300	Unauthorized	Special, Subst, MTS
<input type="checkbox"/>	TEST AGENT 1	143658300	Unauthorized	Special, Subst, MTS
<input type="checkbox"/>	TEST AGENT 2	143658300	Unauthorized	Special, Subst, MTS

Below this table is the 'Agent Entitlements' section, which shows a table with columns for Agent, CUSIP, Status, and Agent Entitlements. The table lists several test agents (TEST AGENT 3 through 6) with their respective CUSIPs and entitlements.

Issuers can authorize and reauthorize agent requests for entitlements to issues from the SPR Dashboard. In the Agent Authorization area, you can see agents who have requested access in the last thirty days. You can authorize these third parties to order annual subscriptions, special reports, and record date meeting reports.

You can also reauthorize agents from the dashboard. During the annual reauthorization period which occurs in the fall, those agents who are up for reauthorization appear here.

Let's say we want to authorize the ABC agent who has requested entitlements to order reports on CUSIP 143658300 which is a CARNIVAL CORPORATION common stock.

Select the agent by clicking the empty selection box next to ABC Agent.

Then choose Authorized from the Status drop-down. If you do not wish the Agent to have any access to this issue, you can select Rejected.

Next select the entitlements you wish the ABC Agent to have:

We'll authorize them for all three:

- Annual Subscriptions
- One time special reports, and
- Record-date meeting reports

When you are finished click Update.

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Confirm the authorization.

The green message at the top lets you know that you authorized the agent successfully.

Also note that the request from the ABC Agent no longer displays in the Dashboard because you have taken action on it.

To see the request, go to the Agent Authorizations page.

Here is the request showing Agent ABC’s Authorized status. Agent ABC will now be able to subscribe to and order position reports on this issue.

Similarly, you can reauthorize agents from the dashboard during the annual reauthorization period.

If there are more than five requests, you will see a link which opens the Agent Authorization page. To learn more about managing agents from this page, see the Help topic Reauthorizing Agents.

The steps to reauthorize Agents are the same as those we just did to authorize agents. First, select the Agents you wish to reauthorize.

Let’s work on all the agents currently showing. To select them All, click the Selection box at the top of the list under the word “Select.”

Next, choose Authorized or Rejected next to each agent. We will authorize all but the last agent. The Agent’s entitlements from the previous year are displayed for your convenience. We’ll leave the entitlements the same as last year.

Here is how the agents appear after we make these selections. Notice that the Agent we rejected for reauthorization shows grayed out entitlements that cannot be selected. Rejecting an agent will disable the agent’s access to all subscriptions and reports.

Click Update to reauthorize the agents.

A window displays showing each agent and the action to be taken. If you wish to proceed, click Confirm.

The green banner shows that you have successfully reauthorized and rejected the agents. Notice that the Reauthorizations area is empty now that we took care of all the requests there.

To check on the status of these reauthorizations, go to the Agent Authorizations page which is accessible from the menu bar.

These agents are now reauthorized and they can subscribe to and order position reports on this issue. Use the search, filter and Page through button to find requests authorizations.