Iress Licensing Portal Non-Pro Retail User Guide

September 2023

iress.com

Overview 3
Logging in to the CFD Portal 3
Option 1 – Email “Sign In” Button 4
Option 2 – Launch via External Browser 4
Accessing the Iress Licensing Portal for Market Data 5
Submit the Non-Pro Attestation Form 7
Sign the Exchange Agreement(s) 10
Appendices 12
Appendix A. Approval Request Status 12

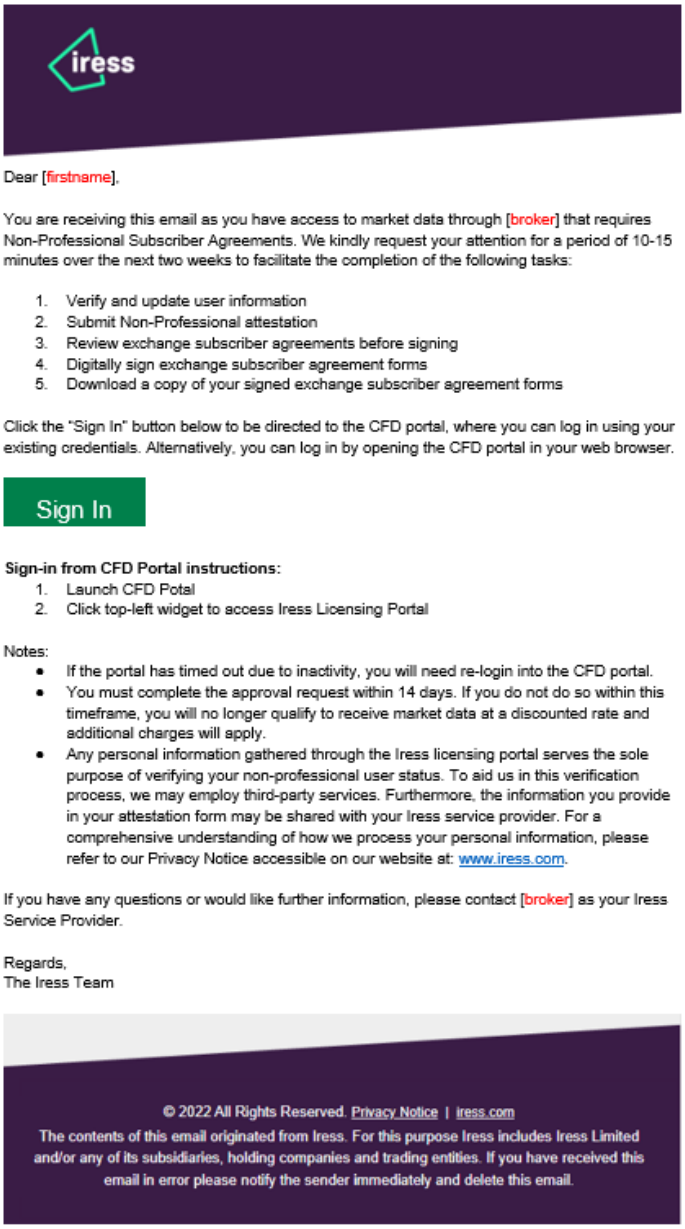
Overview

This document provides instructions and details on how to access the Iress Licensing Portal for Market Data in order to:

- Complete a Non-Professional Attestation
- Digitally sign exchange form agreements

Logging in to the CFD Portal

- You will receive an email from *"DoNotReply@licensing.iress.com"* advising you to complete your Non-Professional attestation form and to sign your exchange subscriber agreement forms.
- There are two ways to launch the Iress Licensing Portal:
    1. Click on the "Sign In" button via the email notification to log in.
    2. Launch an external browser to access the CFD Portal to log in.



iress

Dear [firstname],

You are receiving this email as you have access to market data through [broker] that requires Non-Professional Subscriber Agreements. We kindly request your attention for a period of 10-15 minutes over the next two weeks to facilitate the completion of the following tasks:

1. Verify and update user information
2. Submit Non-Professional attestation
3. Review exchange subscriber agreements before signing
4. Digitally sign exchange subscriber agreement forms
5. Download a copy of your signed exchange subscriber agreement forms

Click the "Sign In" button below to be directed to the CFD portal, where you can log in using your existing credentials. Alternatively, you can log in by opening the CFD portal in your web browser.

Sign In

Sign-in from CFD Portal instructions:

1. Launch CFD Potal
2. Click top-left widget to access Iress Licensing Portal

Notes:

- If the portal has timed out due to inactivity, you will need re-login into the CFD portal.
- You must complete the approval request within 14 days. If you do not do so within this timeframe, you will no longer qualify to receive market data at a discounted rate and additional charges will apply.
- Any personal information gathered through the Iress licensing portal serves the sole purpose of verifying your non-professional user status. To aid us in this verification process, we may employ third-party services. Furthermore, the information you provide in your attestation form may be shared with your Iress service provider. For a comprehensive understanding of how we process your personal information, please refer to our Privacy Notice accessible on our website at: www.iress.com.

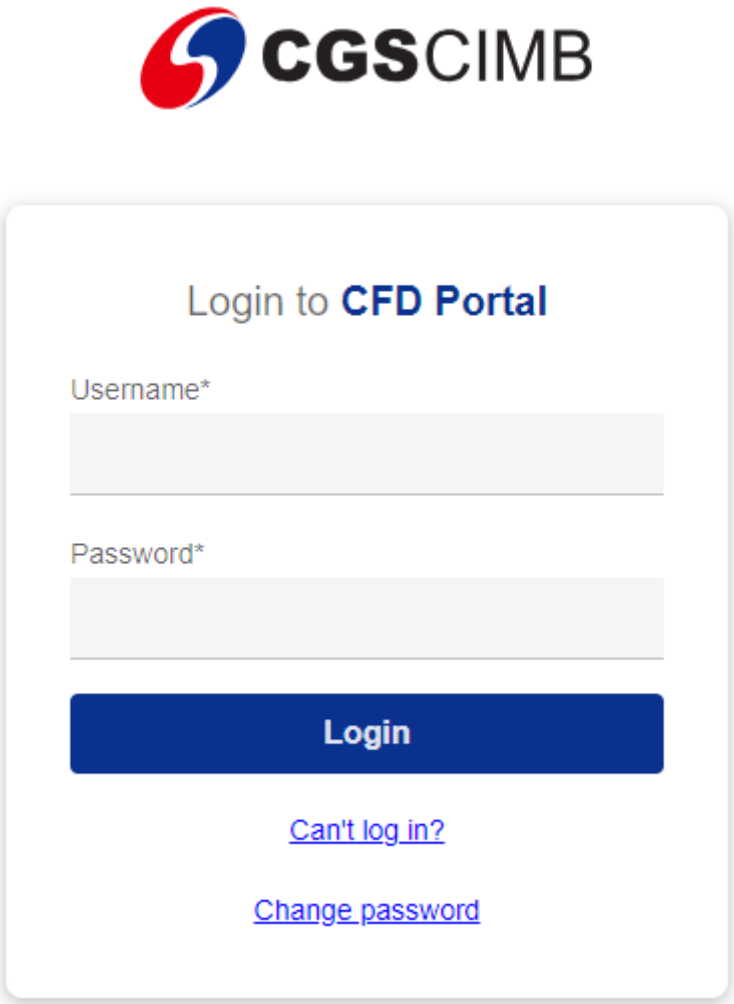
If you have any questions or would like further information, please contact [broker] as your Iress Service Provider.

Regards,
The Iress Team

© 2022 All Rights Reserved. Privacy Notice | iress.com
The contents of this email originated from Iress. For this purpose Iress includes Iress Limited and/or any of its subsidiaries, holding companies and trading entities. If you have received this email in error please notify the sender immediately and delete this email.

Option 1 – Email “Sign In” Button

- Click the “Sign in” button via the email notification to launch the CFD portal in a browser.
    - **Note:** Please be aware that the licensing portal requires the use of cookies and will not launch successfully when using incognito or private browsing modes.
- Use existing CFD Portal credentials to log in.

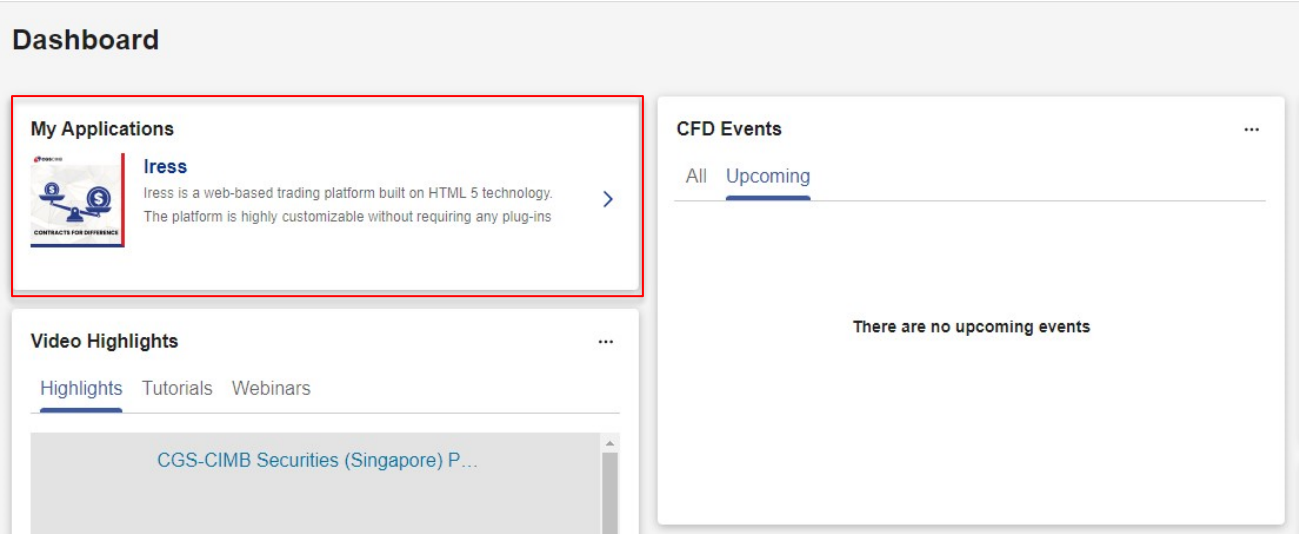


Option 2 - Launch via an External Browser

- Launch an external browser and access CFD Portal (as above).
- Use your existing CFD Portal credentials to sign in.

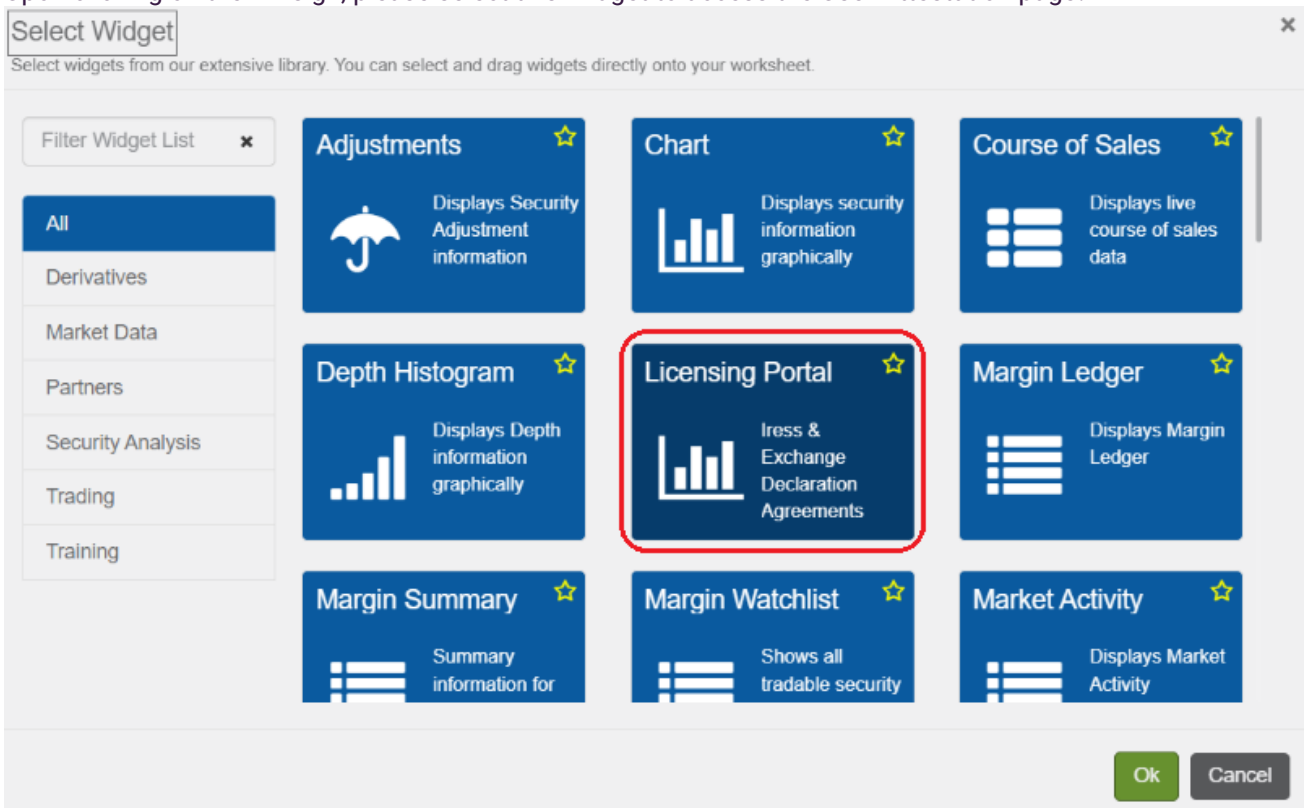
Accessing the Iress Licensing Portal for Market Data

- Upon logging in, you will arrive at the Portal's home page.
- Via the Portal Dashboard, click on the "Iress" application located at the top left to access the CFD Trading Platform.

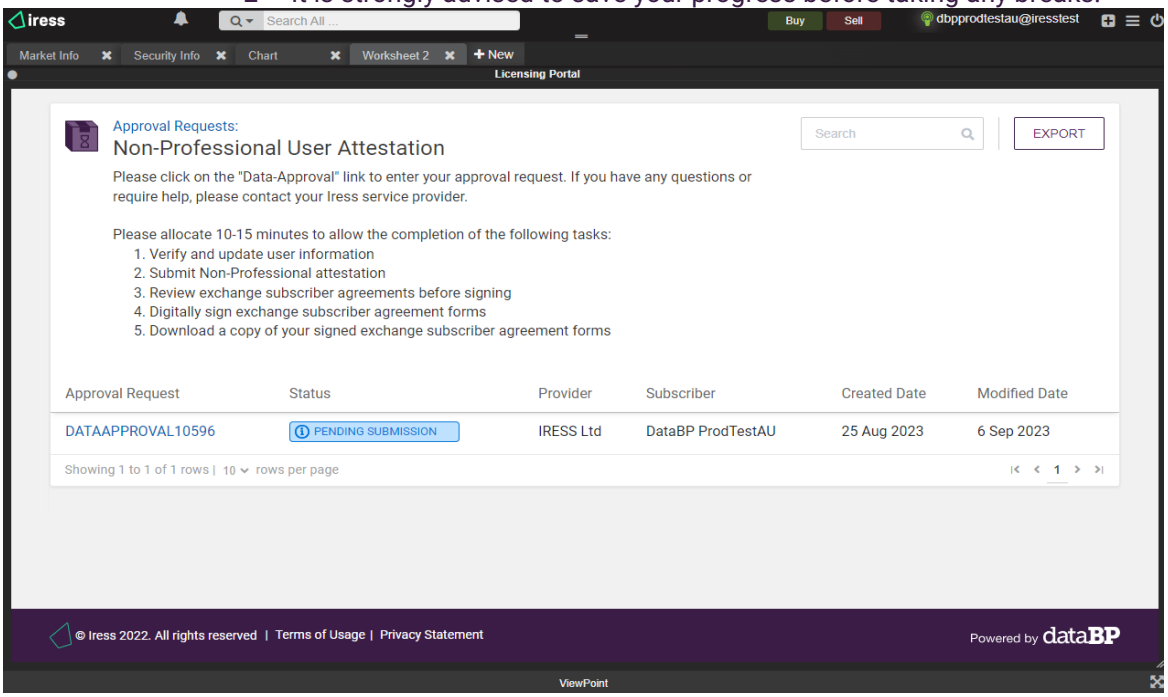


- In the CFD Trading Platform, at the top right corner, simply click the "+" sign to add a widget.

- Upon clicking on the "+" sign, please select this Widget to access the User Attestation page.

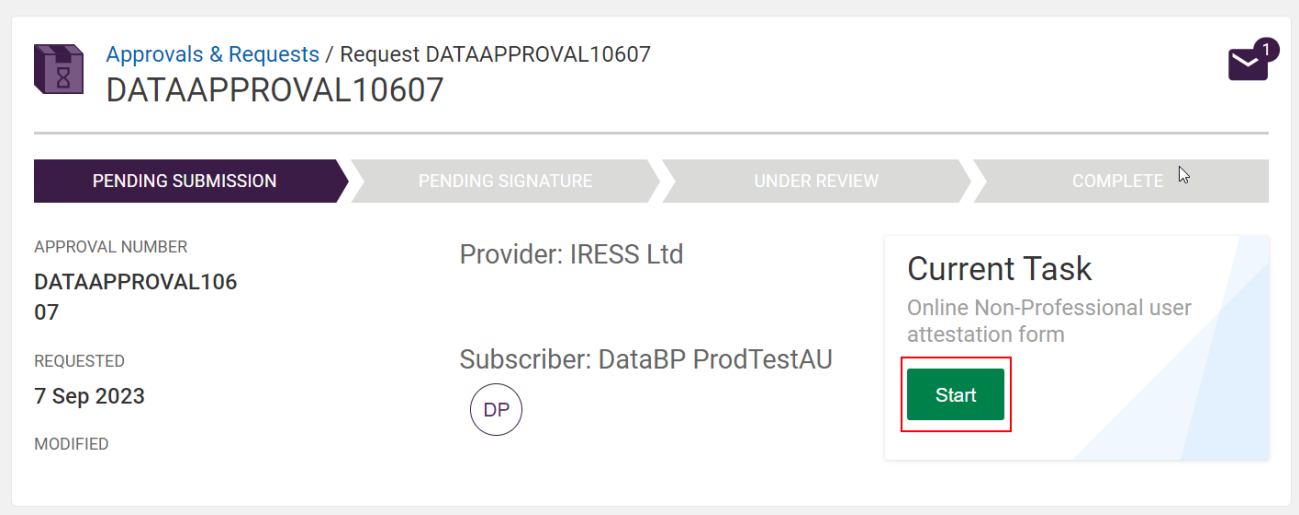


- You will be automatically redirected, and you can commence your attestations by clicking on **Approval Request.**
    - **Note**: You will NOT be required to log in again.
    - **Note:** Please note that during the process, an extended period of inactivity may lead to the licensing portal timing out and returning you to the Home Screen.
        - If this occurs, you can resolve it by clicking the “X” in the top-right menu to remove the widget. Then, simply re-add it, and you can continue from where you last saved.
        - It is strongly advised to save your progress before taking any breaks.

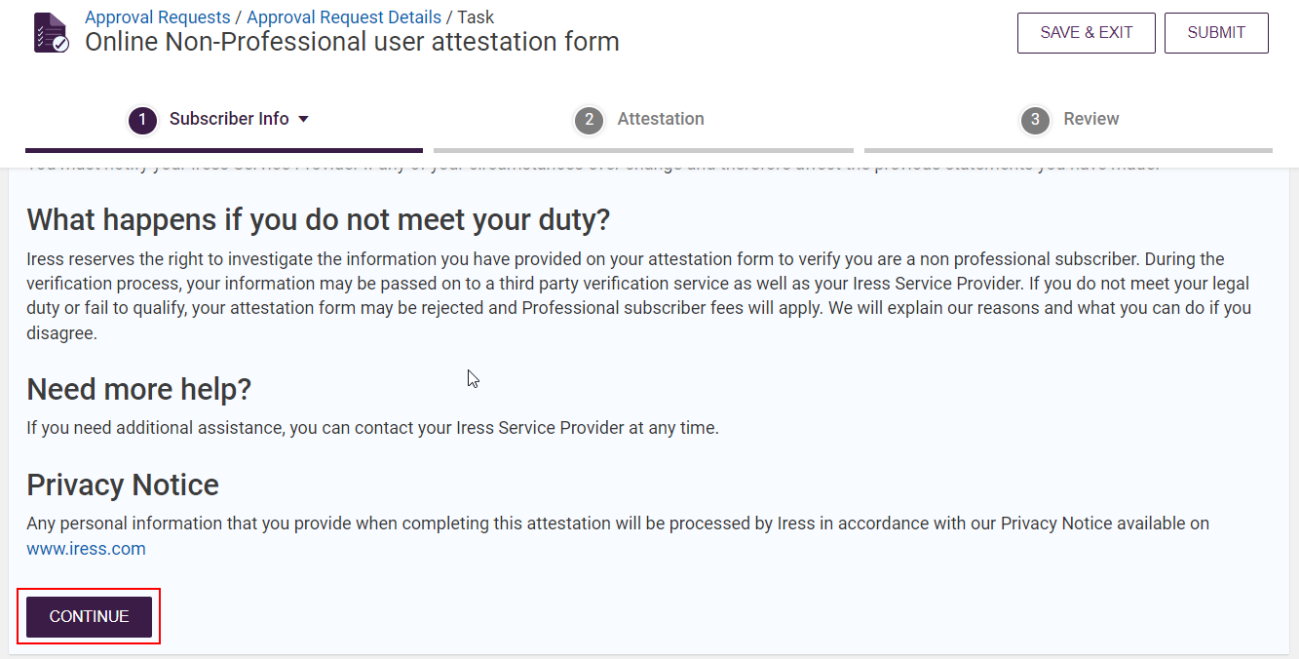


Submit the Non-Professional Attestation Form

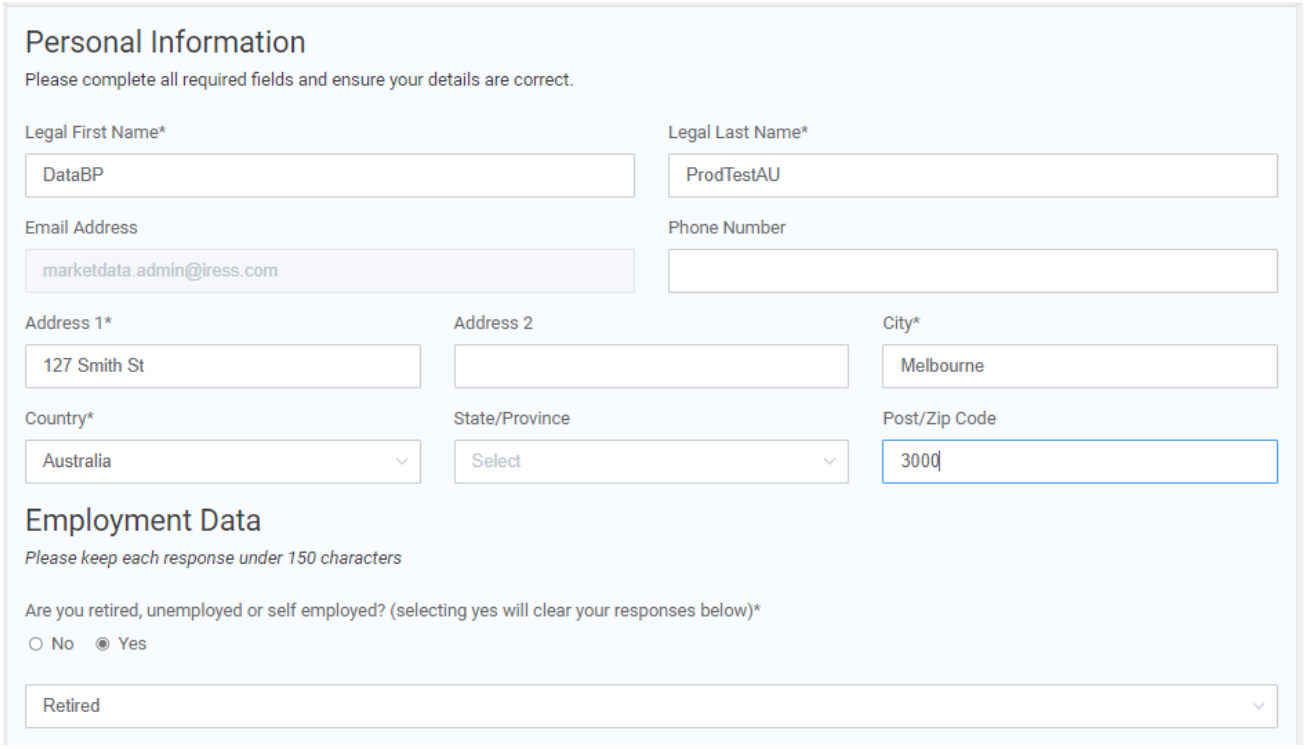
- Click **Start** to begin the attestation workflow.



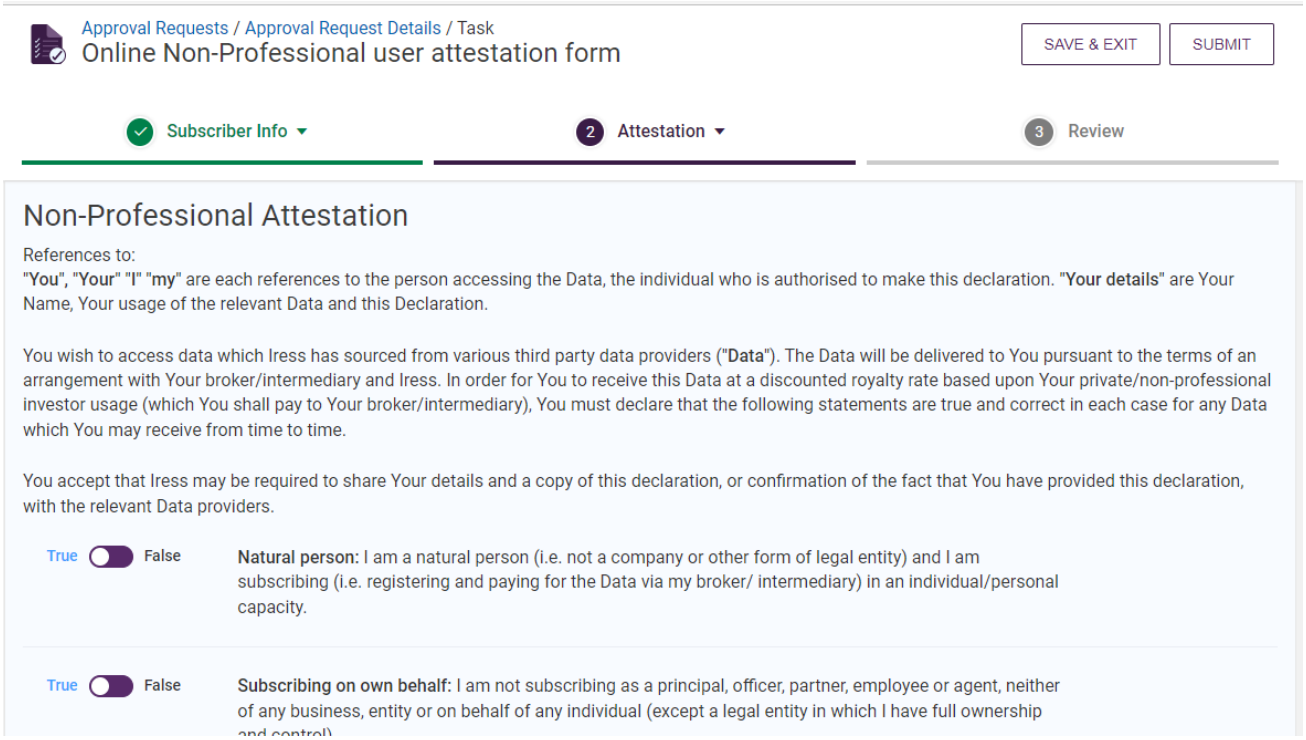
- Scroll down to and click **Continue.**



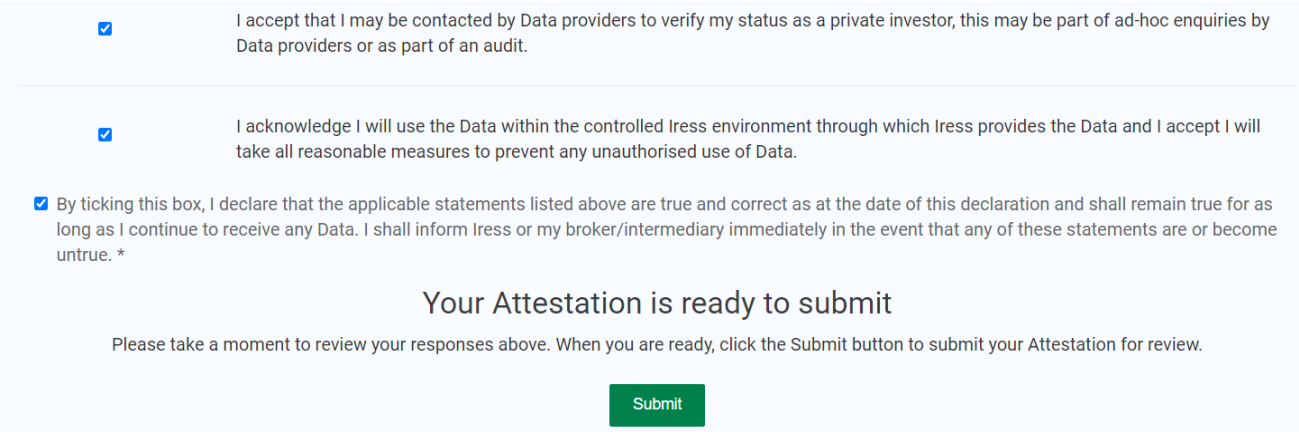
- Input the **necessary** personal information.
    - Mandatory fields are determined by the unique exchange requirements, such as home addresses and employment information, as required by some exchanges. The data entered here will be used to pre-fill the fields in the exchange agreement forms that you'll be presented for signing.



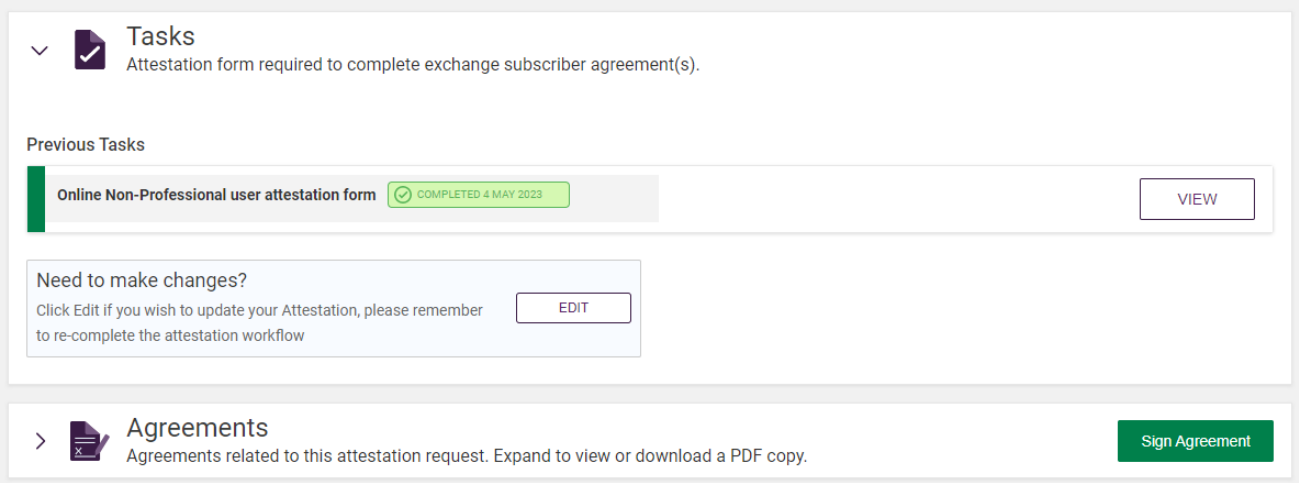
- Click **Save & Continue**
- Proceed with filling out the Non-Professional attestation form.
    - The toggle should be set to 'True' as the default setting.
    - Tick all the checkboxes



- Review and click **Submit**



This will update the approval request **Status** to "*Pending Signature*" and the exchange subscriber agreement form(s) will now be visible to preview, download and sign.



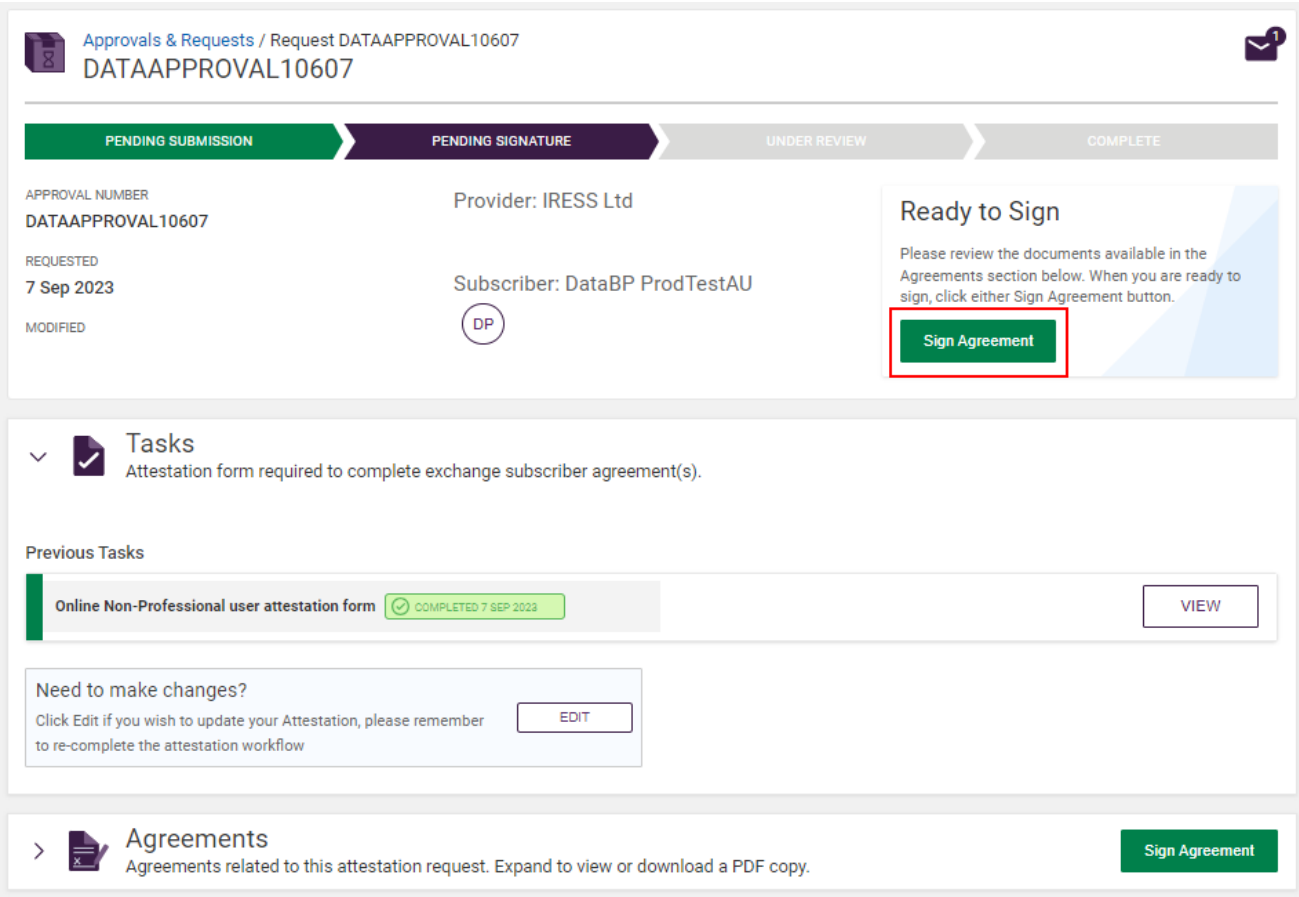
To make any changes to your personal information, click on the **Edit** button

- Click **Resume** to open up the Non-Professional attestation form
- Repeat the previous steps and make any necessary changes
- Click to **Save & Continue**
- Click **Submit**

Sign the Exchange Agreement(s)

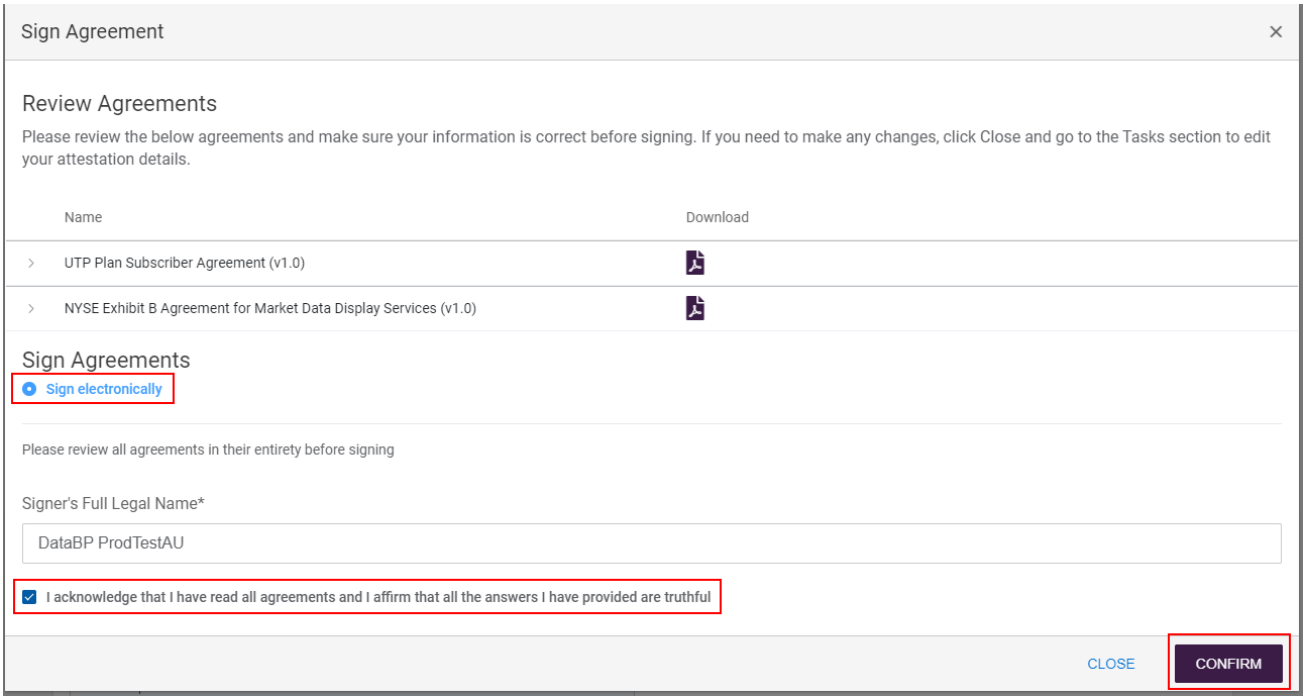
This can only be done once the Non Professional attestation has been submitted. The list of forms presented for signing are based on your market data entitlements, and dictated by exchange regulation.

- Click on **Sign Agreement** (either button)



- Select **Sign electronically**
- Enter full name (should match full name in displayed in the Personal Information section)
- Tick the checkbox
- Click **Confirm**

Note: Clicking 'Close' will simply close the window without signing the exchange agreements. To proceed, you will need to click '**Sign Agreements**' again, follow the previous steps, and then click '**Confirm**' to complete the workflow.



This marks the conclusion of the Non-Professional attestation workflow. You have the option to view or download a copy of the documents, close the browser window, or click your name to sign out if you logged in via the browser.

You will receive an email notification confirming your approval. Please be aware that after Iress validation, you may be reclassified as a Professional user, in which case you and your broker will be notified accordingly. Should you wish to dispute this determination, please contact your broker administrator to investigate this.

Appendices

Appendix A. Approval Request Status

Status	Definition
Pending Submission	The Non-Professional attestation form has not been submitted.
Pending Signature	The Non-Professional attestation form has been submitted but the exchange subscriber agreements have not been signed.
Under Review	The user submitted the Non-Professional attestation but did not tick all the checkboxes or set one of the toggle questions to false. Broker administrators will need to contact Iress to rectify.
Professional User Confirmed	The user has been deemed as a Professional user after validation checks and does not qualify for Non Pro data. The user will not receive any further Non Pro attestations to complete.
Complete	The Non-Professional attestation form has been submitted and the exchange subscriber agreement forms have been signed.