

Iress Licensing Portal Non-Pro Retail User Guide

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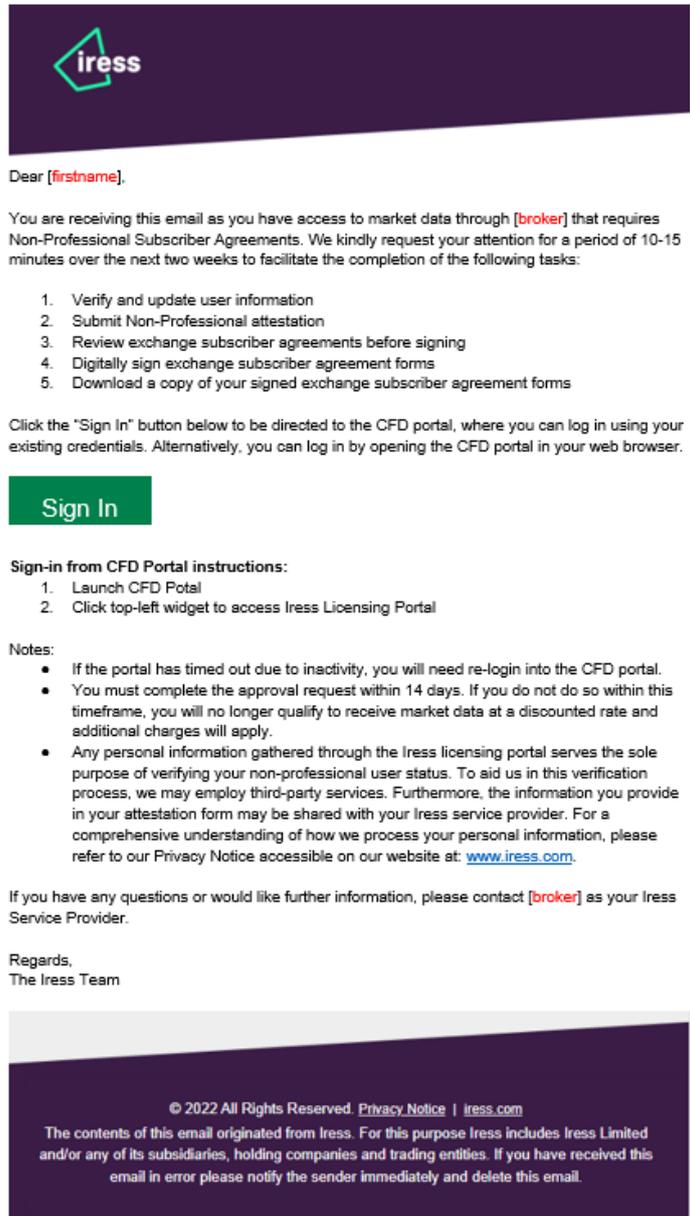
Overview

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.



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.



Login to **CFD Portal**

Username*

Password*

Login

[Can't log in?](#)

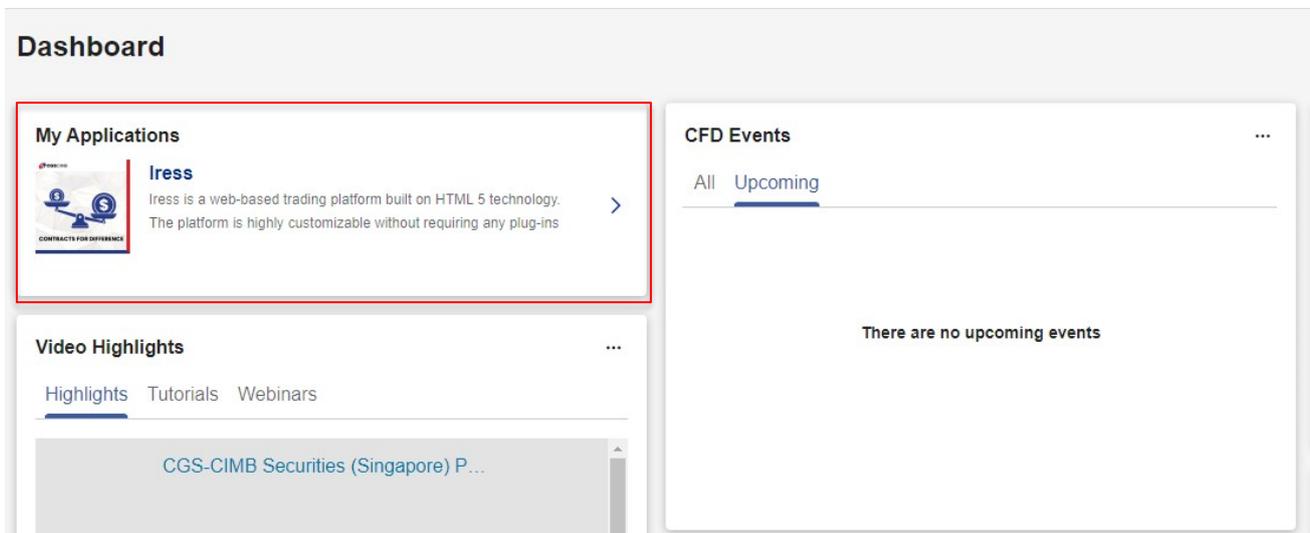
[Change password](#)

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

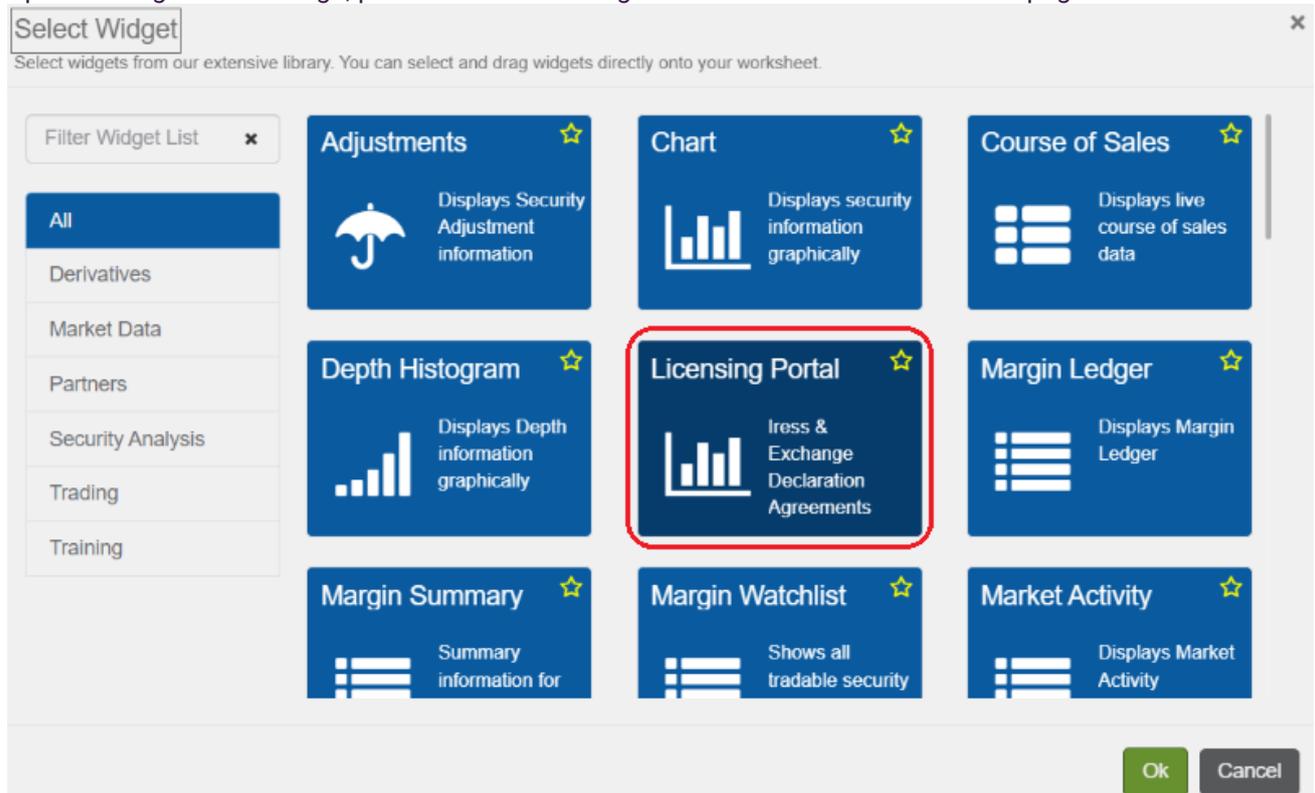
- Upon logging in, you will arrive at the Portal's home page.
- Via the Portal Dashboard, click on the "Iress" application located at the top left to access the CFD Trading Platform.



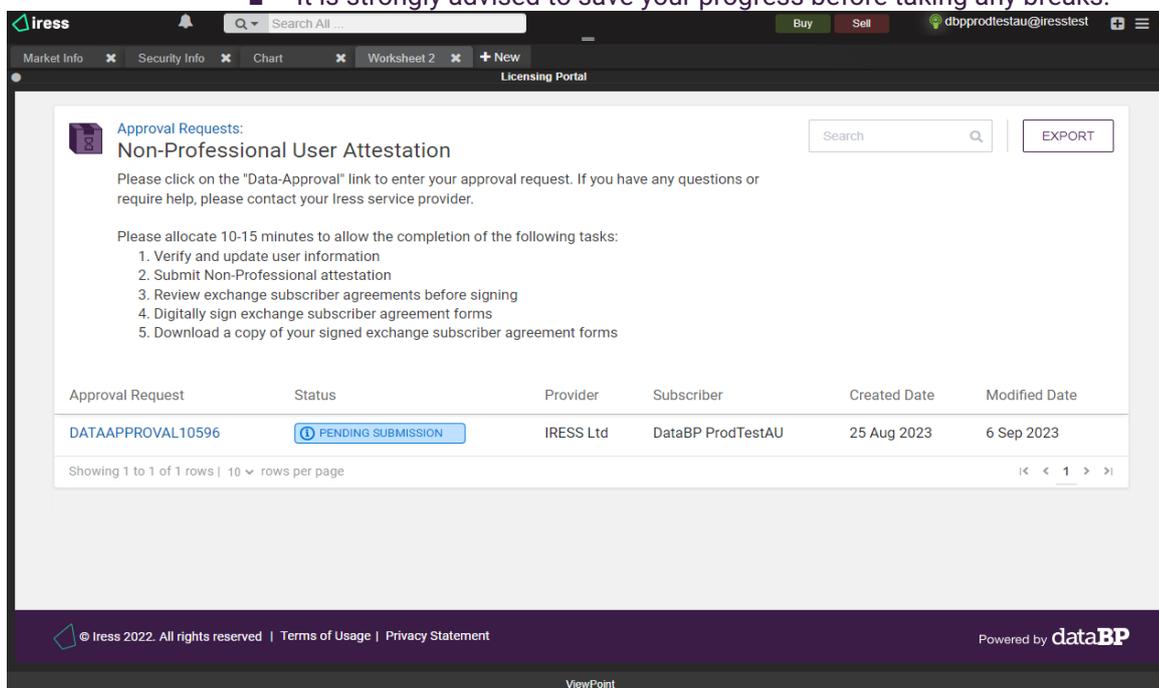
- In the CFD Trading Platform, at the top right corner, simply click the "+" sign to add a widget.



- 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.

The screenshot shows the 'Approvals & Requests' interface for request DATAAPPROVAL10607. A progress bar at the top indicates the current status is 'PENDING SUBMISSION', followed by 'PENDING SIGNATURE', 'UNDER REVIEW', and 'COMPLETE'. Below the progress bar, the approval number is DATAAPPROVAL10607, requested on 7 Sep 2023, and modified on the same date. The provider is IRESS Ltd and the subscriber is DataBP ProdTestAU, with a 'DP' icon next to the subscriber name. A 'Current Task' box on the right displays 'Online Non-Professional user attestation form' and a green 'Start' button, which is highlighted with a red box.

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

The screenshot shows the 'Online Non-Professional user attestation form' page. At the top, there are navigation links for 'Approval Requests / Approval Request Details / Task' and buttons for 'SAVE & EXIT' and 'SUBMIT'. Below the navigation, there are three steps: '1 Subscriber Info', '2 Attestation', and '3 Review'. The main content area contains three sections: 'What happens if you do not meet your duty?' with a paragraph explaining Iress's verification process; 'Need more help?' with a link to contact the Iress Service Provider; and 'Privacy Notice' with a link to the Iress Privacy Notice on www.iress.com. A dark blue 'CONTINUE' button is highlighted with a red box at the bottom left of the content area.

- 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.

Personal Information

Please complete all required fields and ensure your details are correct.

Legal First Name*

DataBP

Legal Last Name*

ProdTestAU

Email Address

marketdata.admin@iress.com

Phone Number

Address 1*

127 Smith St

Address 2

City*

Melbourne

Country*

Australia

State/Province

Select

Post/Zip Code

3000

Employment Data

Please keep each response under 150 characters

Are you retired, unemployed or self employed? (selecting yes will clear your responses below)*

No Yes

Retired

- 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



[Approval Requests](#) / [Approval Request Details](#) / Task

Online Non-Professional user attestation form

SAVE & EXIT

SUBMIT



Subscriber Info ▾



Attestation ▾



Review

Non-Professional Attestation

References to:

"You", "Your" "I" "my" are each references to the person accessing the Data, the individual who is authorised to make this declaration. "Your details" are Your Name, Your usage of the relevant Data and this Declaration.

You wish to access data which Iress has sourced from various third party data providers ("Data"). The Data will be delivered to You pursuant to the terms of an arrangement with Your broker/intermediary and Iress. In order for You to receive this Data at a discounted royalty rate based upon Your private/non-professional investor usage (which You shall pay to Your broker/intermediary), You must declare that the following statements are true and correct in each case for any Data which You may receive from time to time.

You accept that Iress may be required to share Your details and a copy of this declaration, or confirmation of the fact that You have provided this declaration, with the relevant Data providers.

True False

Natural person: I am a natural person (i.e. not a company or other form of legal entity) and I am subscribing (i.e. registering and paying for the Data via my broker/ intermediary) in an individual/personal capacity.

True False

Subscribing on own behalf: I am not subscribing as a principal, officer, partner, employee or agent, neither of any business, entity or on behalf of any individual (except a legal entity in which I have full ownership and control).

- Review and click **Submit**

I accept that I may be contacted by Data providers to verify my status as a private investor, this may be part of ad-hoc enquiries by Data providers or as part of an audit.

I acknowledge I will use the Data within the controlled Iress environment through which Iress provides the Data and I accept I will take all reasonable measures to prevent any unauthorised use of Data.

By ticking this box, I declare that the applicable statements listed above are true and correct as at the date of this declaration and shall remain true for as long as I continue to receive any Data. I shall inform Iress or my broker/intermediary immediately in the event that any of these statements are or become untrue. *

Your Attestation is ready to submit

Please take a moment to review your responses above. When you are ready, click the Submit button to submit your Attestation for review.

[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.

 **Tasks**
Attestation form required to complete exchange subscriber agreement(s).

Previous Tasks

Online Non-Professional user attestation form VIEW

COMPLETED 4 MAY 2023

Need to make changes?

Click Edit if you wish to update your Attestation, please remember to re-complete the attestation workflow EDIT

 **Agreements**
Agreements related to this attestation request. Expand to view or download a PDF copy. Sign Agreement

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)

Approvals & Requests / Request DATAAPPROVAL10607
DATAAPPROVAL10607

PENDING SUBMISSION PENDING SIGNATURE UNDER REVIEW COMPLETE

APPROVAL NUMBER
DATAAPPROVAL10607

Provider: IRESS Ltd

REQUESTED
7 Sep 2023

Subscriber: DataBP ProdTestAU

MODIFIED

DP

Ready to Sign
Please review the documents available in the Agreements section below. When you are ready to sign, click either Sign Agreement button.

Sign Agreement

Tasks
Attestation form required to complete exchange subscriber agreement(s).

Previous Tasks

Online Non-Professional user attestation form COMPLETED 7 SEP 2023 [VIEW](#)

Need to make changes?
Click Edit if you wish to update your Attestation, please remember to re-complete the attestation workflow [EDIT](#)

Agreements
Agreements related to this attestation request. Expand to view or download a PDF copy. [Sign Agreement](#)

- 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.

Sign Agreement
✕

Review Agreements

Please review the below agreements and make sure your information is correct before signing. If you need to make any changes, click Close and go to the Tasks section to edit your attestation details.

Name	Download
> UTP Plan Subscriber Agreement (v1.0)	
> NYSE Exhibit B Agreement for Market Data Display Services (v1.0)	

Sign Agreements

Sign electronically

Please review all agreements in their entirety before signing

Signer's Full Legal Name*

DataBP ProdTestAU

I acknowledge that I have read all agreements and I affirm that all the answers I have provided are truthful

CLOSE
CONFIRM

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.