Iress Licensing Portal Non-Pro Retail User Guide

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iress.com



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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 "<u>DoNotReply@licensing.iress.com</u>" 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.



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
- 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 lress Service Provider.

Regards, The Iress Team

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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.



	Login to CFD Portal
Userna	me*
Passwo	rd*
	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.

/ly Applications		CFD Events	
Iress is a web-based trading platform built on HTML 5 technology. The platform is highly customizable without requiring any plug-ins	>	All Upcoming	
/ideo Highlights		There are no upcoming	events
/ideo Highlights		There are no upcoming	events

• 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.

Select Widget

Select widgets from our extensive library. You can select and drag widgets directly onto your worksheet.



×

- 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.

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Submit the Non-Professional Attestation Form

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

PENDING SUBMISSION	PENDING SIGNATURE UNDER REVIEW	N COMPLETE
APPROVAL NUMBER DATAAPPROVAL106 D7	Provider: IRESS Ltd	Current Task Online Non-Professional user
REQUESTED 7 Sep 2023 MODIFIED	Subscriber: DataBP ProdTestAU	Start
	ial Continue	
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- 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.

Please complete all requ	uired fields and ensure your	details are correct.			
Legal First Name*			Legal Last Name*		
DataBP			ProdTestAU		
Email Address		Phone Number			
marketdata.admin@ir	ress.com				
Address 1*		Address 2		City*	
127 Smith St				Melbourne	
Country*		State/Province		Post/Zip Code	
Australia	~	Select	~	3000	
Please keep each respor Are you retired, unemplo O No	nse under 150 characters byed or self employed? (sele	ecting yes will clear your re	sponses below)*		
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Version 1.1

	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.
۵	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 long as I continue untrue. *	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 to receive any Data. I shall inform Iress or my broker/intermediary immediately in the event that any of these statements are or become
	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 COMPLETED 4 MAY 2023	VIEW
Need to make changes? Click Edit if you wish to update your Attestation, please remember EDIT to re-complete the attestation workflow	
> 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)

PENDING SUBMISSION	PENDING SIGNATURE UNDER R	COMPLETE
PPROVAL NUMBER	Provider: IRESS Ltd	Ready to Sign
EQUESTED ' Sep 2023	Subscriber: DataBP ProdTestAU	Please review the documents available in the Agreements section below. When you are ready to sign, click either Sign Agreement button.
IODIFIED		Sign Agreement
Tasks Attestation form required revious Tasks	d to complete exchange subscriber agreement(s).	Sign Agreement
VODIFIED Tasks Attestation form required Vrevious Tasks Online Non-Professional user attestat	d to complete exchange subscriber agreement(s).	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 befor your attestation details.	e signing. If you need to make any changes, click Close and go to the Tasks section to edit
Name	Download
> UTP Plan Subscriber Agreement (v1.0)	۶.
> NYSE Exhibit B Agreement for Market Data Display Services (v1.0)	۶.
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 provide	d 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.