

Quick Start

for Safekeeping Transactions



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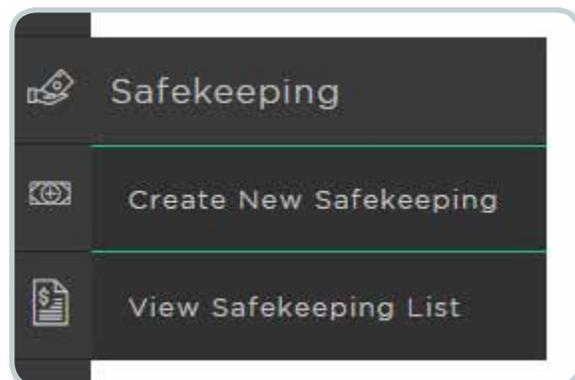
Create a Trade

STEP 1/5

Navigate to the Create New Safekeeping Page

- Once logged in, **scroll to the left-hand navigation**, **click** on the **“Safekeeping”** icon, and **select “Create New Safekeeping”** from the drop-down menu.

Navigation Tip: Hover over each icon to see the options or click on the button to expand the menu view.



STEP 2/5

Enter Your Safekeeping Information

- Complete the left side of the screen with your trade details.
 - Your eligible account numbers are available in the drop-down box.
 - Start entering the first few numbers in the Broker Code field or the first few letters in the Broker Name field, to see the corresponding options.

Tip: The **i** stands for information. Hover over it to learn more about each field.

A screenshot of the 'Safekeeping Information' form. It contains several fields: 'Account Number' (dropdown with '123456 Test Bank'), 'Trade Date' (calendar icon with '08/18/2017'), 'Settlement Date' (calendar icon with '08/24/2017'), 'Trade Type' (dropdown with 'Purchase'), 'Security Type' (dropdown with 'Standard Security'), 'Settlement Location' (dropdown with 'Federal Book Entry'), 'Broker Code' (input field with '012' and a list of options below it), and 'Broker Name' (input field). Information icons (i) are present above the Broker Code and Broker Name fields.

STEP 3/5

Enter Your Trade Information

- Complete the right side of the screen with your trade information.
 - Start entering the first few numbers for your CUSIP and eligible options will appear.

A screenshot of the 'Trade Information' form. It shows a search bar with a magnifying glass icon and a dropdown menu. Below the search bar, there are two input fields: one for 'CUSIP' and one for 'Per Day Fee'.

Create a Trade

STEP 4/5

Add Trades (Optional) & Submit

- If you have additional trades that settle to the same broker instructions and trade type, **click** on the **“Add Trade”** link at the bottom of the screen.
- After your safekeeping information and trade(s) are complete, **click “Submit.”**

Tip: If any required information is missing, the field will be highlighted in red.

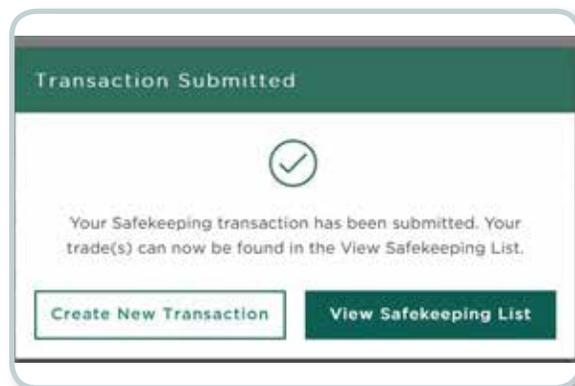


STEP 5/5

Review and Submit

- Review the summary of your trade request. If it is correct, **click “Submit.”** If it is not correct, **click “Back”** to make changes.
- You will see a confirmation that your transaction has been submitted. From here, you may create a new transaction or view your safekeeping list.

Note: Some transactions require additional security. See [Multifactor Authentication](#).



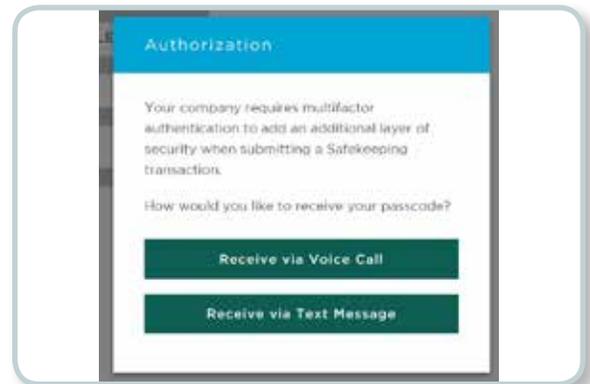
Multifactor Authentication

If the trade is a sale or free delivery, multifactor authentication is required as an additional layer of security.

STEP 1/3

Select Passcode Method

- **Select** to receive your passcode via **Voice Call** or **Text Message**.

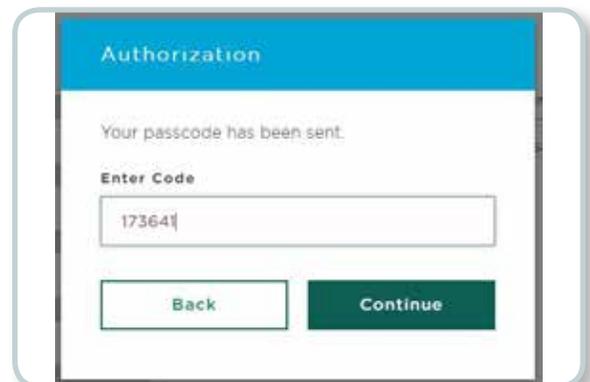


STEP 2/3

Enter Passcode

- After you receive a call or text with the passcode, **enter it in the box**, and **click "Continue."**

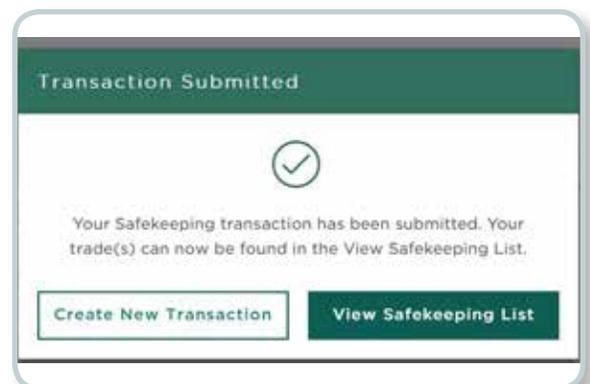
Tip: After 30 seconds, you can have your passcode resent.



STEP 3/3

Transaction Submitted

- You will see a confirmation that your transaction has been submitted. From here, you may create a new transaction or view your safekeeping list.

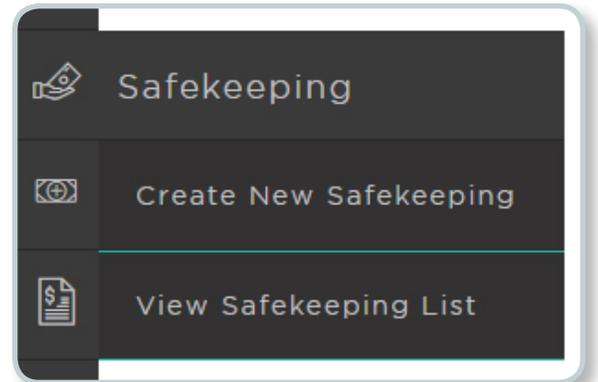


View Safekeeping List

STEP 1/2

Navigate to the View Safekeeping List Page

- To see a list of your institution's safekeeping transactions, scroll to the left-hand navigation, **click** on the **"Safekeeping"** icon, and **select "View Safekeeping List"** from the drop-down menu.



STEP 2/2

Review Safekeeping List

- On the View Safekeeping List page, **click on the arrow**  to see transactions in each category.

Tip: Learn more about each category by visiting the [Safekeeping FAQ](#).

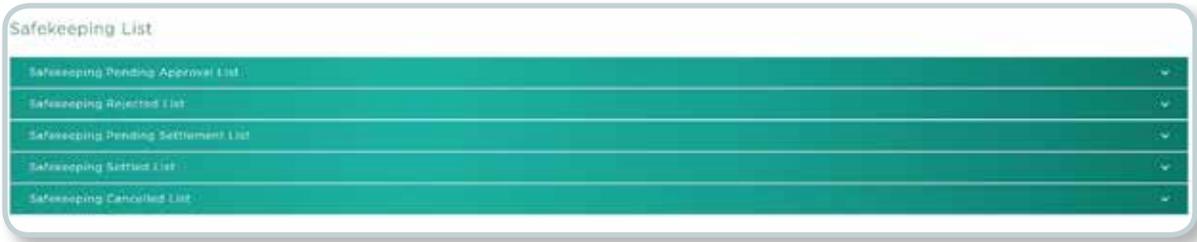


Review Safekeeping Transactions Pending Approval

STEP 1/4

Navigate to the Safekeeping Pending Approval List

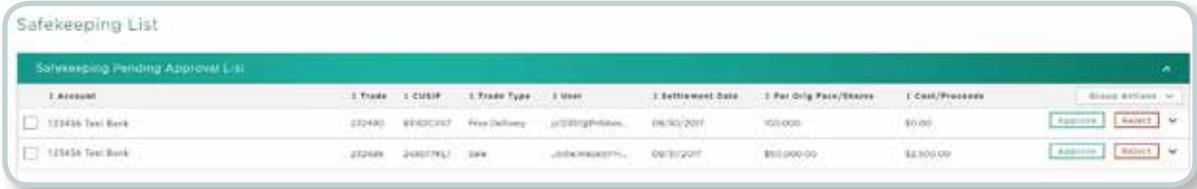
- To approve or reject pending transactions, scroll to the left-hand navigation, **click** on the **“Safekeeping”** icon, select **“View Safekeeping List”** from the drop-down menu, and select the arrow  next to **“Safekeeping Pending Approval List.”**



STEP 2/4

Approve or Reject a Single Trade

- To approve or reject a single trade, simply **click** on the **“Approve”** or **“Reject”** button in the corresponding row. (Do not select the check box to the left of the trade for single trades.)



Review Safekeeping Transactions Pending Approval

STEP 3/4

Approve or Reject Multiple Trades

- To approve or reject multiple trades at once, **select the check box** on the left-hand side next to all the trades you'd like to include.
- On the right-hand side, **click** on the **“Group Actions”** button and **select “Approve”** or **“Reject”** from the drop-down menu.



Account	Trade	CUSIP	Trade Type	Use	Settlement Date	Par/Orig Price/Shares	Cost/Proceeds	Group Actions
<input checked="" type="checkbox"/> 123456 Test Bank	232490	88192EXX7	Free Delivery	Initial	08/30/2017	100,000	\$0.00	Approve Reject
<input checked="" type="checkbox"/> 123456 Test Bank	232490	248377K11	Sale	Initial	08/31/2017	\$30,000.00	\$2,500.00	Approve Reject

STEP 4/4

Authorize Transaction(s)

- Multifactor authentication is required as an additional layer of security. Please refer to the Multifactor Authentication section.

View Safekeeping Reports

STEP 1/2

Navigate to the Reports Page

- To see a list of your institution's safekeeping reports, **scroll** to the left-hand navigation and **click on the "Reports" icon**.



STEP 2/2

Review Safekeeping Reports

- On the Reports page, safekeeping reports are listed as "SFK" in the "Report Category" column.
- Select a report and click on the  on the right-hand side screen to see the current and historical versions listed by date.

Tip: Learn more about each report by visiting the [Safekeeping FAQ](#).

Reports

Last updated: Friday, August 18, 2017 at 4:15 AM

Your institution has acquired additional dockets. To view historical reports these dockets, please click on the appropriate number below:

9388 | 6947

Report Name	Report Category	Date & Time	Historical	View Report
5 Day Projected Income ¹	SFK	8/18/17 4:15 am	28	View Current Report 
Activity Report ¹	SFK	8/17/17 1:13 am	14	View Current Report 
Daily Stmt. of Holdings ¹	SFK	8/18/17 4:15 am	32	View Current Report 
Monthly Statement of Holdings PDF ¹	SFK	6/8/17 9:54 pm	1	View Current Report 