

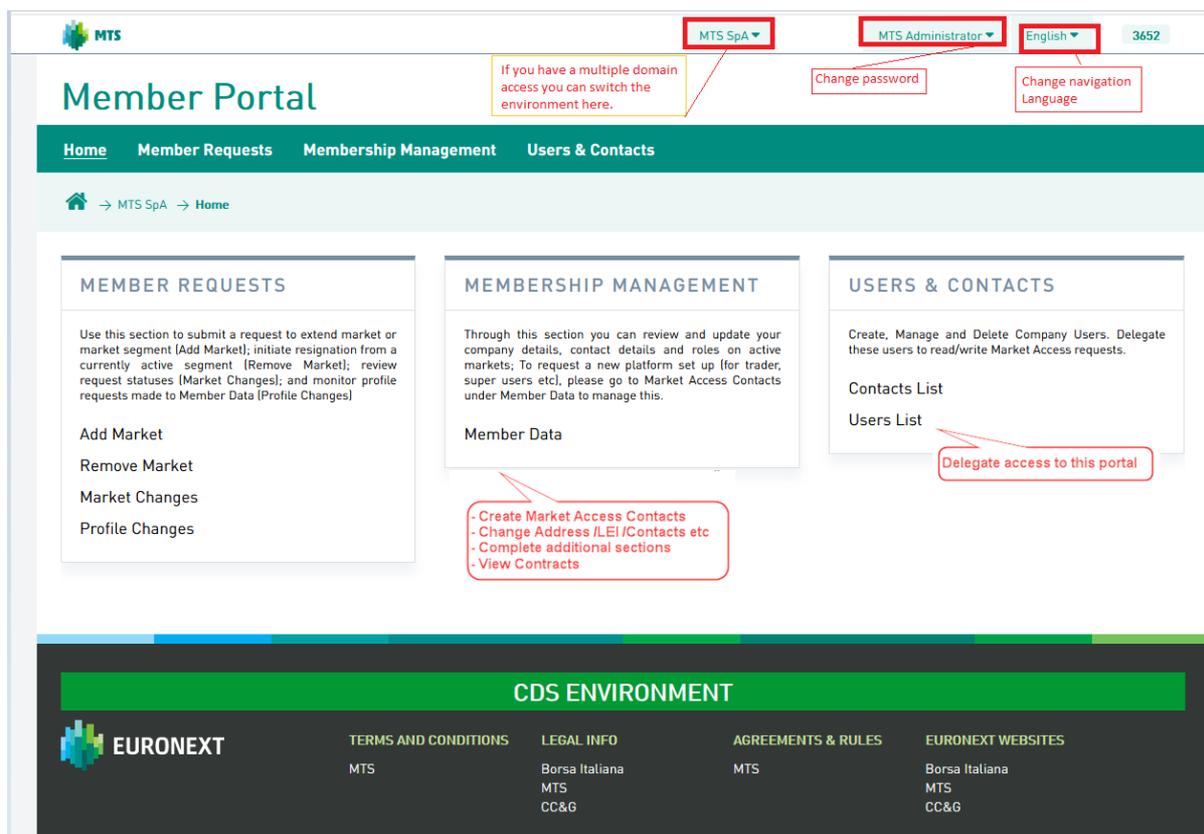
# MEMBER PORTAL

User Guide

Buy Side and Sell Side

APRIL 2021





## Contents

1.	<b>Introduction .....</b>	<b>3</b>
2.	<b>MTS Products .....</b>	<b>3</b>
3.	<b>The Portal 'User' types .....</b>	<b>4</b>
4.	<b>Delegate Access to the Portal: Create a 'Company User' .....</b>	<b>4</b>
5.	<b>User Creation – Market Access Contacts .....</b>	<b>7</b>
6.	<b>Accessing Contracts and Uploaded Documents .....</b>	<b>8</b>
7.	<b>POAs .....</b>	<b>9</b>

# 1. Introduction

This Guide describes the functionalities available through the Member Portal (herein after known as “the Portal”) available at the link: <https://memberportal.mtsmarkets.com/>

The Membership Portal will become the primary mechanism for Participants to manage their membership with the MTS markets. The system is in phase one with further developments to come. Please familiarise yourself with the information below and direct any queries to [memberportal@mtsmarkets.com](mailto:memberportal@mtsmarkets.com).

# 2. MTS Products

You can view them under each environment outlined below. For more information please see [www.mtsmarkets.com/products](http://www.mtsmarkets.com/products)

MTS SpA	
<ul style="list-style-type: none"><li>• MTS Italy – Repo Segment</li><li>• MTS Italy – Cash Segment</li><li>• EBM (European Bond Market)</li><li>• <b>BondVision Europe (EU)</b></li><li>• MTS Cash Domestic Markets:<ul style="list-style-type: none"><li>- MTS Austria</li><li>- MTS Czech Republic</li><li>- MTS Germany</li><li>- MTS Greece</li><li>- MTS Hungary</li></ul></li></ul>	<ul style="list-style-type: none"><li>- MTS Ireland</li><li>- MTS Israel</li><li>- MTS Netherlands</li><li>- MTS Portugal</li><li>- MTS Slovakia</li><li>- MTS Slovenia</li><li>- MTS Spain</li></ul>

EuroMTS Ltd	
<ul style="list-style-type: none"><li>• BondVision UK</li></ul>	<ul style="list-style-type: none"><li>• MTS Cash Domestic Market:<ul style="list-style-type: none"><li>- MTS UK</li></ul></li></ul>
MTS France SAS	
<ul style="list-style-type: none"><li>• MTS France</li></ul>	

### 3. The Portal 'User' types

Contract Representative	Company User
Is the person who has been identified by the Participant, on the Application form or the Contract Representative change/add form, to represent the Participant towards MTS and to manage communications through the Portal. Access created by MTS administrators ( <b>form required</b> )	Is the person who is <b>delegated/created by the Contract Representative</b> to manage all or part of the data registered in the Member Portal. The activation of a Company User is managed online directly and autonomously by the Contract Representative.

**Please note:** Market Resignation and Market Extensions must be submitted by a Contract Representative to be considered a valid request in accordance with the rights designated to a Contract Representative.

### 4. Delegate Access to the Portal: Create a 'Company User'

Navigation:

**Users management**

Create, Manage and edit access to delegate read/write permissions for Company Users. NB: Enable Market Access Contacts – Read/Write to allow access to request platform user set ups.

**Enter** »

→ MTS SpA → Users management

#### Users List

Full Name

Roles

**Search**

Add Import

Full Name	Job Title	Roles	
James Carter james.carter@mts.com	Marketing Manager	Company User	

Download Report



**Add** ✕

12

User

Roles

Select previously entered user

Select existing user ▼

First Name (\*)

Last Name (\*)

Job title (\*)

Email (\*)

Phone Number (\*)

Mobile Phone Number

Address (\*)

City (\*)

County/State/Province

Post code (\*)

Country (\*) ▼

Add ✕

User
Roles

Please, select the roles to be assigned to the user. Deselecting all the roles from the user will result in removing the user from the firm for the current venue.

Company User

### Modules permissions

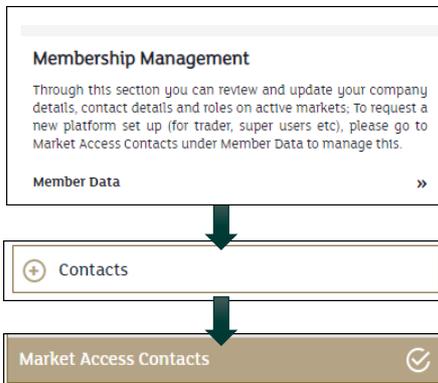
Select permissions to delegate:

	None	Read	Read & Write
Company Data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Contacts</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invoicing & Finance Contacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compliance Contacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Settlement Contacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Market Access Contacts	<input type="radio"/>	<input type="radio"/>	<input style="border: 1px solid red;" type="radio"/>
<b>Membership Information</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agreements & Documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Membership Category	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instrument classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Declarations</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Applicable Provision & Data Protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agreements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b style="color: red;">Settlement &amp; Clearing Permissions</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Belgian Bonds (NBB-SSS) <span style="color: red;">↖</span>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save

To create Market Username requests this selection is required. ↘

# 5. User Creation – Market Access Contacts



Here you can perform the traditional functions previously available on the Market Access Form. This will allow you to request the setup of traders, back officer users and the like into the system.

The system provides you the roles available and access to contacts previously entered the system to ease the process.

## Market Access Contacts

The Participant hereby requests that the following users ("Users") be authorised to access and operate on the MTS Markets indicated below on behalf of the Market Participant itself. The Market Participant agrees to be responsible for any order, quote, trade, contract or other use of the System by the Users mentioned herein, regardless of whether these Users were authorised by the Market Participant or not to use the System. The Market Participant undertakes to promptly inform MTS, in writing, of any changes in the list of Users and in the information provided herein.

**Add Contact**

Name  Platform

First Name (\*)  Last Name (\*)

Job title

Email (\*)

Phone number (\*)  Mobile Phone Number

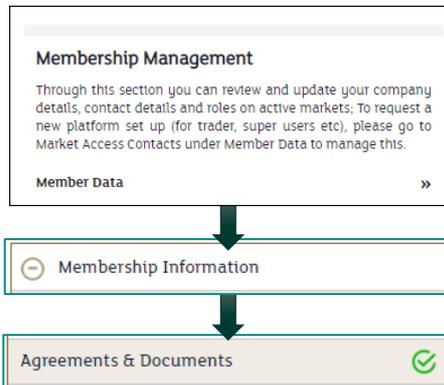
No Member Code List available. New Member Code will be created.

Environment (\*)  
Production  
Test

The Market Participant hereby requests that the following users ("Users") be authorized to access and operate on the MTS Markets indicated below on behalf of the Market Participant itself. The Market Participant agrees to be responsible for any order, quote, trade, contract or other use of the System by the Users mentioned herein, regardless of whether these Users were authorized by the Market Participant or not to use the System. The Market Participant undertakes to promptly inform MTS, in writing, of any changes in the list of Users and in the information provided herein. Capitalized terms shall have the meaning ascribed to them within the relevant Membership Documentation.  
The Market Participant acknowledges and agrees with the following terms and conditions and further the Market Participant

## 6. Accessing Contracts and Uploaded Documents

The Portal can be used to access your existing membership contract with MTS markets. Please follow instructions below to download the document/s.



To download: select the download button at the end of the row.

To Upload a document: please select 'Upload new Document' beneath the rows, then select Upload file to find the appropriate document. Select then click Save.

### Agreements & Documents

Please view the attached Membership Initiation Request with MTS SpA. For more information on [MTS Agreements & Rules](#) please reference the MTS website. Please ensure the original is posted to:

MTS SpA Membership  
Via Tomacelli 146  
00186 Rome  
Italy

Contact: Membership Team

+39 06 42120215

[monitoring@mtsmarkets.com](mailto:monitoring@mtsmarkets.com)

### Files Management

→ Root

Add Document

Add Folder

91.5.MTSItaly.pdf (REF. N. 468418)	436.78 KB	Upload	
91.5.BVEU.pdf (REF. N. 468518)	372.63 KB	Upload	

## 6. Settlement Matrix

Member Portal Module:		Settlement sections to complete:											CCP (Euro denom. Bonds)	SWIFT BIC11
		ICSD	French Euro-Clear France	Belgian NBB-SSS	Israeli TACH	Hungary KELER	Italian MONTE TITOLI	Slovakian CDCP Bratislava	Czech CDCP Prague	Spain IBER-CLEAR	Greek BOGS			
<b>IF I Trade:</b>	Austrian bonds	x											x	x
<i>Mts SpA</i>	Belgian bonds			x									x	
	Czech bonds							x						
	German bonds	x											x	
	Greek bonds										x			
	Hungarian bonds					x								
	Irish bonds	x											x	
	Finnish bonds	x											x	
	Israeli bonds				x									
	Dutch bonds	x											x	
	Portuguese bonds	x											x	
	Slovenian bonds	x											x	
	Slovakian bonds							x						
	Spanish bonds									x			x	
	Italian (EBM) bonds						x						x	
	Italian (Repo) bonds						x						x	
	United Kingdom bonds												x	
	French (EBM) bonds		x										x	
	Supras and Agencies	x											x	
	EuroGC Plus												x (repo)	
	GC Extra												x (repo)	
X-Com												x (repo)		
<i>MTS France</i>	French (MTS France)		x									x		
<i>EuroMTS</i>	MTS UK											x		

## 7. POAs

Member Portal Module:		POA:
I need to complete:		
<i>Mts SpA</i>	Belgian bonds	Download from ICSD Page - POA CBL
	Czech bonds	Complete Czech (awaiting to be incl on portal, to be provided by Post Trade Team)
	German bonds	Download from Portal ICSD Page - POA CBF
	French (EBM) bonds	Download from ICSD Page - POA Euroclear
	Supras and Agencies	Download from ICSD Page - POA Euroclear
<i>MTS France</i>	French (MTS France)	Download from ICSD Page - POA Euroclear
<i>EuroMTS</i>	MTS UK	Complete Euroclear UK & Ireland (awaiting to be incl on portal, to be provided by Post Trade Team)

## Contact Us

MTS Membership

[Memberportal@mtsmarkets.com](mailto:Memberportal@mtsmarkets.com)

+44 020 7797 4100



[www.mtsmarkets.com](http://www.mtsmarkets.com)