

Member Portal: User Guide

Buy Side and Sell Side

MTS SpA, EuroMTS and MTS France

June 2018



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May 2018

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1. Introduction

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

Through the Portal MTS members can manage:

- a. Market and Market Segment amendments
- b. Member Data (including Contact details and Market Access setup)
- c. Portal users
- d. View existing Contract

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2. Buy Side Participants

Due to the legal structure of MTS, relationships and markets are split between the separate membership entities and you can view them under each environment outlined below.

MTS SpA	EuroMTS Ltd
BondVision Europe (EU)	BondVision UK

3. Sell Side Participants

Due to the legal structure of MTS, relationships and markets are split between the separate membership entities and you can view them under each environment outlined below.

MTS SpA	EuroMTS Ltd	MTS France sas
BondVision Europe (EU) MTS Italy – Repo Segment MTS Italy – Cash Segment	BondVision UK MTS Cash Domestic Markets: <ul style="list-style-type: none">- MTS Austria- MTS Czech Republic- MTS Denmark- MTS Finland- MTS Germany- MTS Greece- MTS Hungary- MTS Ireland- MTS Israel- MTS Netherlands- MTS Portugal- MTS Slovakia- MTS Slovenia- MTS Spain- MTS UK- EBM	MTS France

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4. The Portal User Types

The following types of Users are available:

Contract Representative

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.

Company User

Is the person who is delegated by the Contract Representative to manage all or part of the data registered in the Member Portal. The activation of a Company User is managed on line 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.

5. The Portal Interface















In order to log in to one of the MTS areas of the Portal (MTS SpA; EuroMTS Ltd; or MTS France Sas), the user needs to select, as appropriate and available, from the area identified below:

The screenshot displays the Member Portal interface. At the top left, a dropdown menu labeled 'Site Area: EuroMTS Ltd' is highlighted with a red box. The main header features the 'Member Portal' title and the 'London Stock Exchange Group' logo. Below the header is a navigation bar with links for 'Home', 'Member Requests', 'Membership Management', and 'User management'. The main content area is divided into three columns: 'Member Requests' (with links for Add Market Access, Remove Market Access, Market Access Changes, and Profile Changes), 'Membership Management' (with a link for Member Data), and 'User management' (with a link for Enter). A light blue banner at the bottom of the content area displays the text 'Node: cw-stms-btc01.lseg.stockex.local'. The footer contains the London Stock Exchange Group logo and various legal links.

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6. Icons and Symbols of the Portal

Icon	Description
	To Complete or Draft
	Completed
	Accepted
	Under Review (by MTS)
	Published Data
	Amended Data
	Rejected or Deleted
	Rejection Information
	Download
	Upload
	New Notifications
	No Notifications
	View Details
	View Modification Request Details

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7. Home Page

a. Member Requests

Through this section the user can submit a request to extend market access (Add Market Access); initiate resignation from a currently active segment (Remove Market Access); review request statuses (Market Access Changes); and monitor profile requests made to Member Data (Profile Changes).

b. Membership Management

Through this section the user can review and update membership requirements and contact details; and request, review, amend the Market Access Contacts module to facilitate users access to the MTS Platforms.

c. User Management

Through this section the Contract Representative can delegate to one or more users (the so called Company Users) the view or management rights of the data registered for the company in the Portal.

Site Area: EuroMTS Ltd | Welcome, | LOGOUT | English |

Member Portal

London Stock Exchange Group

Home | Member Requests | Membership Management | User management

→ EuroMTS Ltd → Home

a. Member Requests

- Add Market Access »
- Remove Market Access »
- Market Access Changes »
- Profile Changes »

b. Membership Management

- Member Data »

c. User management

- Enter »

Node: cw-stms-btc01.lseg.stockex.local

London Stock Exchange Group | CC&G Legal Data | Turquoise Member Portal Terms & Conditions | LSE Member Portal Terms & Conditions | EuroTLX Legal Disclosure | Borsa Italiana Legal Info

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8. Accessing Existing Documentation

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

Participation requirements

Company Profile	
Company Data	✓
Contacts	
Invoicing & Finance Contacts	✓
Compliance Contacts	✓
Settlement Contacts	✓
Market Access Contacts	✓
Membership Information	
Agreements & Documents	✓
Disciplinary History	✓
Instrument classes	✓

Navigation:

Home > Membership Management > Member Data

Left side panel:

Membership Information > Agreements & Documents > Other Documents

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.

Other documents

Document 1	Upload file	REF. N. 414918	Download
Document 2	Upload file	REF. N. 415018	Download
Document 3	Upload file	REF. N. 415118	Download

Upload new Document

Save

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9. Market Access Contacts (Replacing the Market Access Form)

Participation requirements

- Company Profile
- Company Data
- Contacts
 - Invoicing & Finance Contacts
 - Compliance Contacts
 - Settlement Contacts
 - Market Access Contacts**
- Membership Information
 - Agreements & Documents
 - Disciplinary History
 - Instrument classes

Please follow instructions below to access the Market Access Contact Module to request setup for traders and other users of the MTS platforms.

Navigation:

Home > Membership Management > Member Data > Contacts

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

The system provides you the roles available and access to contacts previously entered into 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 **Search**

SELECT CONTACT **NEW CONTACT**

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

Send

Contact Us

MTS Membership

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