

The DTCC logo consists of the letters 'DTCC' in a bold, black, sans-serif font.

Securing Today. Shaping Tomorrow.®

SECURITY POSITION REPORTS

SPR REGISTRATION USER GUIDE

VERSION 8.0.3

JUNE 18, 2020



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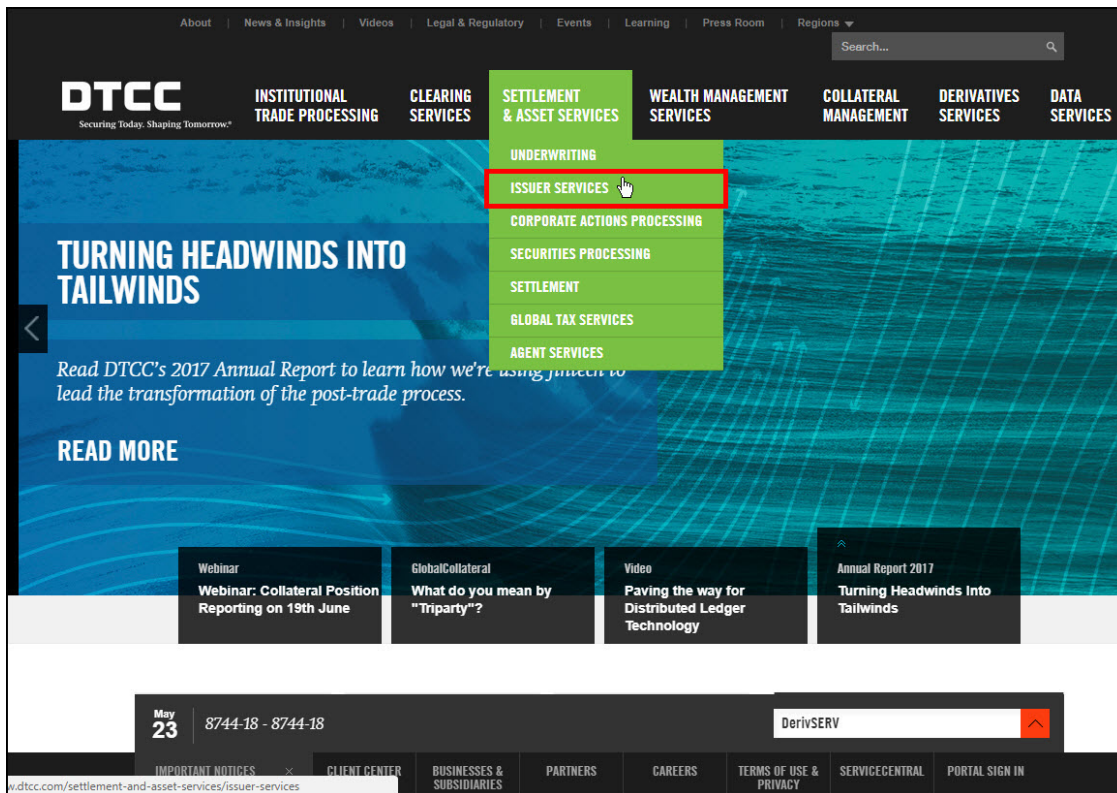
DISCLAIMER

The primary purpose of this user guide is to familiarize clients with Security Position Reports registration. This guide is not intended to serve as a legal document. No statement in this guide should be construed as a legally binding rule or regulation, or as creating an obligation on the part of DTCC or any of its subsidiaries. In addition, any time schedules or time requirements set forth herein are subject to change without notice.

NAVIGATE TO SPR REGISTRATION PAGE

To reach the SPR Registration page on dtcc.com:

1. Click **Issuer Services** on the Settlement and Asset Services menu.



The screenshot displays the DTCC website's navigation menu. The top navigation bar includes links for About, News & Insights, Videos, Legal & Regulatory, Events, Learning, Press Room, and Regions. The main navigation menu features several categories: INSTITUTIONAL TRADE PROCESSING, CLEARING SERVICES, SETTLEMENT & ASSET SERVICES, WEALTH MANAGEMENT SERVICES, COLLATERAL MANAGEMENT, DERIVATIVES SERVICES, and DATA SERVICES. The SETTLEMENT & ASSET SERVICES menu is expanded, showing options: UNDERWRITING, ISSUER SERVICES (highlighted with a red box and a mouse cursor), CORPORATE ACTIONS PROCESSING, SECURITIES PROCESSING, SETTLEMENT, GLOBAL TAX SERVICES, and AGENT SERVICES. The main content area features a banner titled "TURNING HEADWINDS INTO TAILWINDS" with a "READ MORE" link. Below the banner are four featured items: a Webinar on Collateral Position Reporting, a GlobalCollateral article on Triparty, a Video on Distributed Ledger Technology, and the 2017 Annual Report. The footer contains the date May 23, contact information (8744-18 - 8744-18), a DerivSERV search bar, and various utility links like IMPORTANT NOTICES, CLIENT CENTER, BUSINESSSES & SUBSIDIARIES, PARTNERS, CAREERS, TERMS OF USE & PRIVACY, SERVICECENTRAL, and PORTAL SIGN IN. The URL in the browser is www.dtcc.com/settlement-and-asset-services/issuer-services.

2. Click **SPR** on the Issuer Services page.

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INSTITUTIONAL TRADE PROCESSING | CLEARING SERVICES | SETTLEMENT & ASSET SERVICES | WEALTH MANAGEMENT SERVICES | COLLATERAL MANAGEMENT | DERIVATIVES SERVICES | DATA SERVICES

ISSUER SERVICES

Home / Settlement & Asset Services / Issuer Services

Share | Print

CONTACT CLIENT SUPPORT

For more information regarding DTCC's Issuer Services, please e-mail us at issuerservices@dtcc.com

[Home](#)

PRODUCTS & SERVICES

PROXY SERVICES
DTC's Proxy Services provide an essential link between DTC participants and issuers of eligible securities, supporting communication from issuers on matters such as shareholder meetings and consents, bankruptcies and dissenters/appraisal rights.

[Learn More](#)

SECURITY POSITION REPORTS
DTC's Security Position Reports provide issuers, trustees and authorized third-party agents with valuable information on the position holdings of DTC participants in the issuer's security as of a specified time period.

[Learn More](#)

May 23 | 8744-18 - 8744-18

DerivSERV

position-reports

IMPORTANT NOTICES | CLIENT CENTER | BUSINESSES & SUBSIDIARIES | PARTNERS | CAREERS | TERMS OF USE & PRIVACY | SERVICECENTRAL | PORTAL SIGN IN

3. Click **Register for SPR** (listed under **Essentials**).

The screenshot displays the DTCC website's Security Position Reports page. The header includes the DTCC logo and navigation links for About, News, Videos, Legal & Regulatory, Events, Learning, and a search bar. Below the header, there are service categories: Clearing Services, Settlement & Asset Services, Investment Product Services, and Data & Repository Services. The main content area features a large heading for 'SECURITY POSITION REPORTS' and a breadcrumb trail: Home / Settlement & Asset Services / Issuer Services / Security Position Reports. A navigation bar below the breadcrumb offers options for Overview, News, Legal, and Client Center. The main text describes the service and provides an 'ABOUT' section. On the right side, a 'CONTACT CLIENT SUPPORT' box lists contact information and a list of 'ESSENTIALS' links. The 'Register for SPR' link is highlighted with a red box. Below this, there are sections for 'RELATED PRODUCTS AND SERVICES' and 'FROM THE LEARNING'. The footer contains various utility links like Important Notices, Client Center, and Portal Sign In.

DTCC
Securing Today. Shaping Tomorrow.™

Clearing Services | Settlement & Asset Services | Investment Product Services | Data & Repository Services

SECURITY POSITION REPORTS

Home / Settlement & Asset Services / Issuer Services / Security Position Reports

Share | Print | Contact Relationship Management ▾

Overview | News | Legal | Client Center

Security Position Reports from The Depository Trust Company (DTC) provide issuers, trustees and authorized third-party agents with valuable information on the position holdings of DTC participants in the issuer's security as of a specified time period.

ABOUT

DTC's Security Position Reports (SPR) is a web service that enables issuers, trustees and authorized third-party agents to see the position holdings of DTC participants in the issuer's security as of a specified time period. The position reports also include contact information, through which issuers can notify DTC participants regarding corporate-related events such as annual meetings. DTC participants are responsible for distribution of this information to their customers, including ultimate beneficial owners.

Registered users login to the web service to request security position reports for their firm. Security Position Reports are available for a fee via subscription or by special request as needed. Subscriptions are for various intervals such as daily and monthly and are for a one-year minimum period. Registered users can choose from a variety of convenient report delivery methods, including browser, spreadsheet, fax and computer-to-computer facility (CCF) transmission. For more detailed information please see our [Pricing](#).

The SPR service is often used in conjunction with [DTC's Proxy Services](#).

CONTACT CLIENT SUPPORT

SPR/Proxy Hotline: (212) 855-5191
E-mail: spr@dtcc.com

ESSENTIALS

- [Log in to SPR](#)
- [Register for SPR](#)
- [SPR Pricing](#)
- [SPR Web User Guide](#)
- [Terms of Use](#)
- [FAQs](#)

RELATED PRODUCTS AND SERVICES

- [Proxy Services](#)

FROM THE LEARNING

IMPORTANT NOTICES | CLIENT CENTER | BUSINESSES & SUBSIDIARIES | CAREERS | TERMS OF USE & PRIVACY | PORTAL SIGN IN

You can also go to:

- <http://www.dtcc.com/spr>. This URL brings you to the SPR page (as seen above).
- <http://www.dtcc.com/settlement-and-asset-services/issuer-services/security-position-signup>. This URL brings you directly to the SPR Registration page.

NEW COMPANY REGISTRATION

If your firm has not previously registered for SPR, please complete the **New Company Registration**. This initial registration must be submitted by an officer of your firm whose role can be verified by DTC on your firm's website or within your firm's SEC filings.

1. To register, click on "**click here.**"

SETTLEMENT & ASSET SERVICES

Home / Settlement & Asset Services / Issuer Services / **Register for SPR** Share | Print

Return to Registration Overview
 New Company Registration
 New User Registration
 Sample Template Letters
 FAQs on SPR Registration
 SPR FAQs
 DTC FAQs
 SPR Web User Guide (pdf)

REGISTER FOR SPR

Security Position Reports from The Depository Trust Company (DTC) provide issuers, trustees and authorized third-party agents with valuable information on the position holdings of DTC participants in the issuer's security as of a specified time period.

New Company Registration

Please complete the [New Company Registration](#) if your firm has not previously registered for our Security Position Reports (SPR) web service.

This initial registration must be submitted by an officer of your firm whose role can be verified by DTC on your firm's website or within your firm's SEC filings. If you are an officer, but DTC will be unable to verify you as such, please have an officer whose title is identifiable via your firm's website or SEC filing send written authorization in the form of a signed and dated letter on company letterhead to spr@dtcc.com verifying your title and complete contact information. This requirement is to ensure your firm's security position information is obtained only by those appropriately entitled.

Once your registration has been approved by DTC, you will automatically be provisioned with the role of Coordinator. As a Coordinator you have access to the full range of activities within SPR, including the ability to authorize additional users, please see the [FAQs on registration](#) for further details.

To register your organization and sign-up as a Company Coordinator [click here](#)

You will then need to agree to the terms.

2. On the **SPR Terms and Conditions: New Company Registration** page, scroll down and click "**Yes, continue to registration.**"

Do you agree to the terms and conditions outlined above?

[Yes, continue to registration.](#) [No, return to product details](#)

3. If you are an officer but DTC will be unable to verify you as such, please have an officer whose title is identifiable via your firm's website or SEC filing send written authorization in the form of a signed and dated letter on company letterhead to spr@dtcc.com. This letter must verify your title and complete contact information.
 - If we will be unable to verify an officer of your firm via your website or an SEC filing, please have an officer register and then send DTCC a copy of a notarized letter on company letterhead via e-mail to spr@dtcc.com that verifies the officer's title and complete contact information.
 - If the e-mail you are using to register is not associated with your company's corporate domain, please send a copy of a notarized letter on company letterhead via e-mail to spr@dtcc.com outlining the reason for this discrepancy.
 - Examples of verification letters can be found here: <http://www.dtcc.com/asset-services/issuer-services/spr-sample-template-letters.aspx>

WEB REGISTRATION

After agreeing to the terms and conditions, you are brought to the **Web Registration** page.

1. Fill out all required fields indicated by a red asterisk (*) and click **Continue**.



* Indicate Required fields

* Company Name

* Address Line 1

Address Line 2

* City

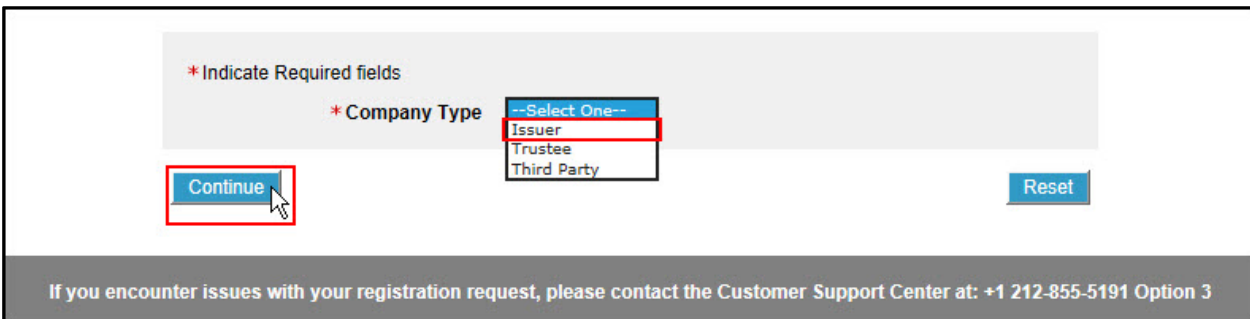
* State / Province

* Zip/Postal Code

* Country

If you encounter issues with your registration request, please contact the Customer Support Center at: +1 212-855-5191 Option 3

2. Select **Issuer** for the **Company Type** field.



* Indicate Required fields

* Company Type

If you encounter issues with your registration request, please contact the Customer Support Center at: +1 212-855-5191 Option 3

Selecting **Issuer** displays a **CUSIP** field.

3. Fill out the **CUSIP** field with the base (first six digits) of the CUSIP. This grants authorization to all CUSIPs in that family. Click **Continue**.

The **SPR User Self-Registration Form** appears. In order to complete the New Company Registration, DTCC needs to verify your identity as an officer at your firm.


4. To confirm your title, please select only one of the options in the Registration Validation” field:
 - a. To confirm using your firm’s SEC filing, click **Attach a PDF file** and select the PDF for attachment. Please note that PDF is the only acceptable file type for attachment.


*** Indicate Required fields**

*** Company Name**


*** Registration Validation**

Attach a PDF file No file chosen

Provide URL 

*** First Name** 

*** Last Name**

*** Email Address (Use lowercase)** 

*** Confirm Email Address (Use lowercase)**


*** Business Phone:**

For US and Canada

For Other Countries

Phone Extension

*** Title/Department**

*** Address Line 1** 

Address Line 2

*** City**

*** State / Province** ▼

*** Zip/Postal Code**

*** Country** ▼

By checking this box you acknowledge that you have read the [DTCC Privacy Policy](#)

If you encounter issues with your registration request, please contact the Customer Support Center at: +1 212-855-5191 Option 3

- b. To confirm using your company's official Web site, click **Provide URL** and type the link to your firm's company leadership page.

*Indicate Required fields

* Company Name

* Registration Validation Attach a PDF file
 Provide URL

* First Name

* Last Name

* Email Address (Use lowercase)

* Confirm Email Address (Use lowercase)

* Business Phone:

For US and Canada

For Other Countries

Phone Extension

* Title/Department

* Address Line 1

Address Line 2

* City

* State / Province

* Zip/Postal Code

* Country

By checking this box you acknowledge that you have read the [DTCC Privacy Policy](#)

If you encounter issues with your registration request, please contact the Customer Support Center at: +1 212-855-5191 Option 3

5. Enter all remaining required information and click **Submit**.
A Confirmation screen appears.
6. Print and retain this information.
The **Request ID** will act as your temporary password once you are approved by DTC and receive the approval e-mail with your **User ID**.

Thank you for your registration. Your User ID is your email address. Your registration Request ID is
pv452rkh
Papa
Victor
Four
Five
Two
Romeo
Kilo
Hotel

Please print this page and retain this information.
You will need your Request ID to complete the registration process;
loss of this information will require you to undertake the registration request process again from the beginning.
We will contact you within 2 business days with an approval or rejection decision on your access request.
If you have questions about your registration request or encounter a problem,
please contact the Customer Support Center at: 888-382-2721
(select option #1 for Technical Issues then #6 DTCC Web Registration Issues)

[Print](#)

You will receive an update via e-mail from WebRSG@dtcc.com within two business days. Your registration will either be authorized, pended (requiring further documentation) or rejected. Please make sure to check your spam or any other filtered folders before contacting DTCC.

Once authorized, you will receive two e-mails:

- One e-mail contains your temporary password.
- One e-mail contains your Login ID.

From: <WebRSG@dtcc.com>
Date: Aug 14, 2015 12:43 PM
Subject: DTCC Registration Request APPROVED - Login ID
To: <j.smith@abccompany.com>
Cc:

Your request for access to the DTCC Web product Portal for login ID j.smith@abccompany.com has been approved.

If you have questions about your registration request, encounter a problem, or this update has been made without your knowledge, please contact your Access Coordinator (AC). If your AC is unavailable, or you do not have one, then contact the DTCC Customer Support Center.

U.S. and Canada Callers: [888-382-2721](tel:888-382-2721) (Select option 5 then 2) International Callers: [212-855-8099](tel:212-855-8099) (Select option 5 then 2)

Your request for access to the DTCC Web product Portal has been approved.

You were separately emailed your login ID for this product.

****Your temporary password**** for this login ID is:

pv452rkh

Please take the following steps to complete your registration:

1. Go to the portal link provided at the end of this email.
2. Login with your login ID and temporary password.
3. If a digital certificate is required for your product, please follow the displayed prompts.
4. Follow all on screen instructions.
5. Go to your product.

The URL for the DTCC Portal on the internet is:

<https://portal.dtcc.com>

For DTCC Employees, you will need to use:

<https://portal.dtcc.org>

If you have questions about your registration request, encounter a problem, or this update has been made without your knowledge, please contact your Access Coordinator (AC). If your AC is unavailable, or you do not have one, then contact the DTCC Customer Support Center.

U.S. and Canada Callers: [888-382-2721](tel:888-382-2721) (Select option 5 then 2) International Callers: [212-855-8099](tel:212-855-8099) (Select option 5 then 2)

7. Log into the DTCC portal at <https://portal.dtcc.com/>

SET UP PAYMENT VIA EPY

Once you log into the DTCC portal, you must set up a payment profile in order to authorize third party agents and order reports. This is done via the **EPY** application.

Note:

A payment profile does not need to be established in order to view your firm's Omnibus Proxy.

1. Update or confirm your contact information. Please fill out all the required fields indicated by a red asterisk (*) and then click **Confirm**.

Note:

You can add another person to the invoice e-mail distribution list by filling out the **Additional Invoice Recipient E-mail Address** section.

Please confirm or update your Contact Information

Contact Information

Customer Contact Information = Required

First Name:		*
Last Name:		*
Email Address:		*
Confirm Email Address:		*
Phone:		*
Phone Extension:		
Title:		*
Department:		*
Address Line 1:		*
Address Line 2:		
City:		*
Country:	United States	*
State / Province:		
Zip/Postal Code:		*

Additional Invoice Recipient Email Address

Add'l Invoice Recipient Email:	
Confirm Add'l Invoice Recipient Email:	

- Click **Add New Credit Card Information** and fill out the required fields.

Credit Card Instructions

Payment Information: Credit Card Option

? Card number

Account Number

? Card Expiration Date **?** Security code

▼

/

▼

CVV

What's this?

Note:

Please ensure that you enter the Security Code and CVV.

- Fill out the required credit card information and select the appropriate checkbox.

Account Holder Information * = Required

Full Name:		*
Company Name:		*
Address Line 1:		*
Address Line 2:		
City:		*
Country:	Select Country ▼	*
State / Province:		*
Zip/Postal Code:		*

By checking the following box, I confirm that I have complied with all of the terms of DTC's Payment Policy related to Security Position Reports, the Security Position Report Terms of Use Agreement and this Epay disclaimer *

By choosing either Credit/Charge Card or Electronic Check, I authorize and instruct The Depository Trust Company ("DTC") to charge my designated credit/charge card or bank/checking account (the "Authorization"). I understand that the amount of my order may vary based upon the type and quantity of products and services

Reset
Cancel
Submit

Note:

Please ensure that the credit card address matches what is on file with your financial institution.

- Click **Submit**.
You can also click **Reset** to erase any information you have entered on this page.

- Link the payment to SPR by selecting SPR under Eligible Services.

ePayments

Home | Contact Information

Service linked to payment method

Payment Link Detail

Link Payment Method to Eligible Service(s)

Eligible Services		Linked Services
No Available Services	Add >>	Security Position Report (SPR-BAN) 0012QCA1

View All Payment Methods | Complete Set Up & Exit

- Click "Complete Set Up & Exit."

ePayments

Home | Contact Information

To link the service to this payment, select from the "Eligible Services" section and then click the Add button

Payment Link Detail

Link Payment Method to Eligible Service(s)

Eligible Services		Linked Services
Security Position Report (SPR-BAN) 0012QCA1	Add >>	

View All Payment Methods | **Complete Set Up & Exit**

Please confirm or update Payment Information

Payment Method Detail

Payment Information: Credit Card Option

Card Type:	Visa
Card Number:	xxxxxxxxxxxxxx
Expiration Date:	8 /2020
Status:	Active

Account Holder Information

Full Name:	John Smith
Company Name:	TEST COMPANY
Address Line 1:	123 Example Street
Address Line 2:	
City:	New York
Country:	US
State / Province:	NY
Zip/Postal Code:	12345

Update Payment Information

ADD YOUR CUSIP(S) TO SPR

You can add your CUSIP(s) to your Eligible Issue list within SPR. This allows you to order reports, authorize agents, and retrieve your electronic omnibus proxy.

1. Log in to the DTCC portal and select **SPR**.
2. On the home screen, select **Add Issue**.

The screenshot shows the DTCC SPR Security Position Reports dashboard. The top navigation bar includes 'Home', 'Reports', 'Eligible Issue List', 'Agent Authorizations', 'Administration', 'Help', and 'Contact Us'. The user is logged in as 'jsmith@dtcc.com' with an acting entity ID of '00000000'. The dashboard is divided into several sections:

- Add Issue:** A section with a red box around the 'Add Issue' link. The text says: 'To add a security to your eligible issue list, please click on the link [Add Issue](#)'.
- Agent Authorizations:** A section stating 'You currently have no pending items to display.'
- Current Subscriptions:** A table with columns: CUSIP, Frequency, Start Date, Renewal Date, Status, Report (Spreadsheet, Browser).

CUSIP	Frequency	Start Date	Renewal Date	Status	Report
XXXXXXXXXX	Weekly	07/23/2014	07/23/2016	Active	N/A
XXXXXXXXXX	Monthly	01/04/2016	01/04/2017	Active	N/A
- Completed Reports:** A section with a link for 'Completed Reports Retrieval' and a note to click the count for the complete list.
- Omnibus Proxy:** A section with a link for 'Omnibus Report Retrieval' and a note to click the count for the complete list.
- Pending Requests:** A table with columns: CUSIP, Frequency, Start Date, End Date, Report.

CUSIP	Frequency	Start Date	End Date	Report
XXXXXXXXXX	One Time	03/21/2016	03/21/2016	N/A
XXXXXXXXXX	One Time	04/01/2016	04/01/2016	N/A
XXXXXXXXXX	One Time	03/22/2016	03/22/2016	N/A

At the bottom, there is an 'Important User Information' section and a footer with copyright information for 2016 The Depository Trust & Clearing Corporation.

A modal window appears, allowing you to add an Issue by either **CUSIP** or **Ticker Symbol**.

The 'Add Issue' modal window has a title bar with the text 'Add Issue' and a close button. The main content area contains the following elements:

- Instructions: 'Select CUSIP or Ticker and click Submit to add an issue.'
- Radio buttons: 'CUSIP' (selected) and 'Ticker'.
- A text input field for entering the CUSIP or Ticker symbol.
- A 'More' button next to the input field.
- 'Submit' and 'Cancel' buttons at the bottom.

For other SPR functions, please see the [SPR Web User Guide](#).

NEW USER REGISTRATION

DTC requires at least one officer to be registered for SPR at all times, and recommends that each firm have multiple users (including at least two Coordinators) to ensure uninterrupted access to SPR.

If your company is already registered for SPR and needs to add additional users, please have them complete the New User Registration.

Note:

As long as there is an active Officer for your firm, additional users do not need to be officers.

New users must know their Company ID to register. This is an eight-digit number generated by DTC upon the initial New Company Registration. Any SPR users at your firm should be able to retrieve it for you. If you cannot find this information internally, please e-mail DTCC at spr@dtcc.com requesting this information.

New users must choose their role: either Coordinator or Operator. Coordinators can undertake the full range of activities within SPR, while Operators are more limited in scope:

- Coordinators can authorize third party agents and therefore need to provide payment information via our ePayments (EPY) application.

Note:

Operators do not have access to EPY and are instead linked to the existing Coordinator's profile

- Coordinators can retrieve your company's electronic Omnibus Proxy.
- Coordinators can authorize the addition or deletion of users on your account (via e-mail to DTC).

If the new user registration is being submitted by an officer of your firm who is identifiable via your corporate website or an SEC filing, then the appropriate documentation must be included with the registration. If the new user indicates that he or she is an officer during registration, he or she will be prompted to include supporting documentation.

If the new user is not an officer, an e-mail authorizing this new user's access must be sent by an existing Coordinator to spr@dtcc.com for DTC to review and approve.

1. Go to the **Registration** page: <http://www.dtcc.com/SPR-signup>
2. To register as a new user, scroll down to the **New User Registration** section and click on **click here**. You can also reach the page directly at <https://portalq6.dtcc.com/userreg/selfrrs/selfregistration/spruserregistration1.do>

New User Registration

DTC recommends that each firm have multiple users to ensure uninterrupted access to SPR. If your company is already registered for SPR and needs to add additional users, please have them complete the **New User Registration**. (Note: as long as there is an active Coordinator for your firm, additional users do not need to be officers.)

A **New User Registration** request must include your Company ID which is generated by DTC upon the initial New Company Registration. If you do not know your Company ID please email us at spr@dtcc.com requesting this information.

You must choose a role to register as: "Coordinator" or "Operator." Coordinator-level access allows a user to undertake the full range of activities within SPR, while Operator level access offers a more limited scope of activities, please see the [FAQs on registration](#) for further details. (Note: Companies can have more than one Coordinator registered at the same time.)

If the new user registration is being submitted by an officer of your firm who is identifiable via your corporate website or an SEC filing then no further documentation is necessary. If the new user is not an officer, an email authorizing this new user's access must be sent by an existing Coordinator to spr@dtcc.com for DTC to review and approve.

To register as a New User, [click here](#).

You will then need to agree to the terms.

3. On the **SPR Terms and Conditions: New User Registration** page, scroll down and click **Yes, continue to registration**.

Do you agree to the terms and conditions outlined above?

[Yes, continue to registration.](#)

[No, return to product details](#)

- Fill out all required fields as indicated by a red asterisk (*) in the **Web Registration** form.

Note:

The **Company ID** field is required.

*Indicate Required fields

* Company ID ❌ ?

* User Type ?

Are you a corporate officer with your firm? ?

* Registration Validation

Attach a PDF file

Provide URL ?

* First Name ?

* Last Name

* Email Address (Use lowercase) ?

* Confirm Email Address (Use lowercase)

* Business Phone:

For US and Canada

For Other Countries

Phone Extension

* Title/Department

* Address Line 1 ?

Address Line 2

* City

* State / Province

* Zip/Postal Code

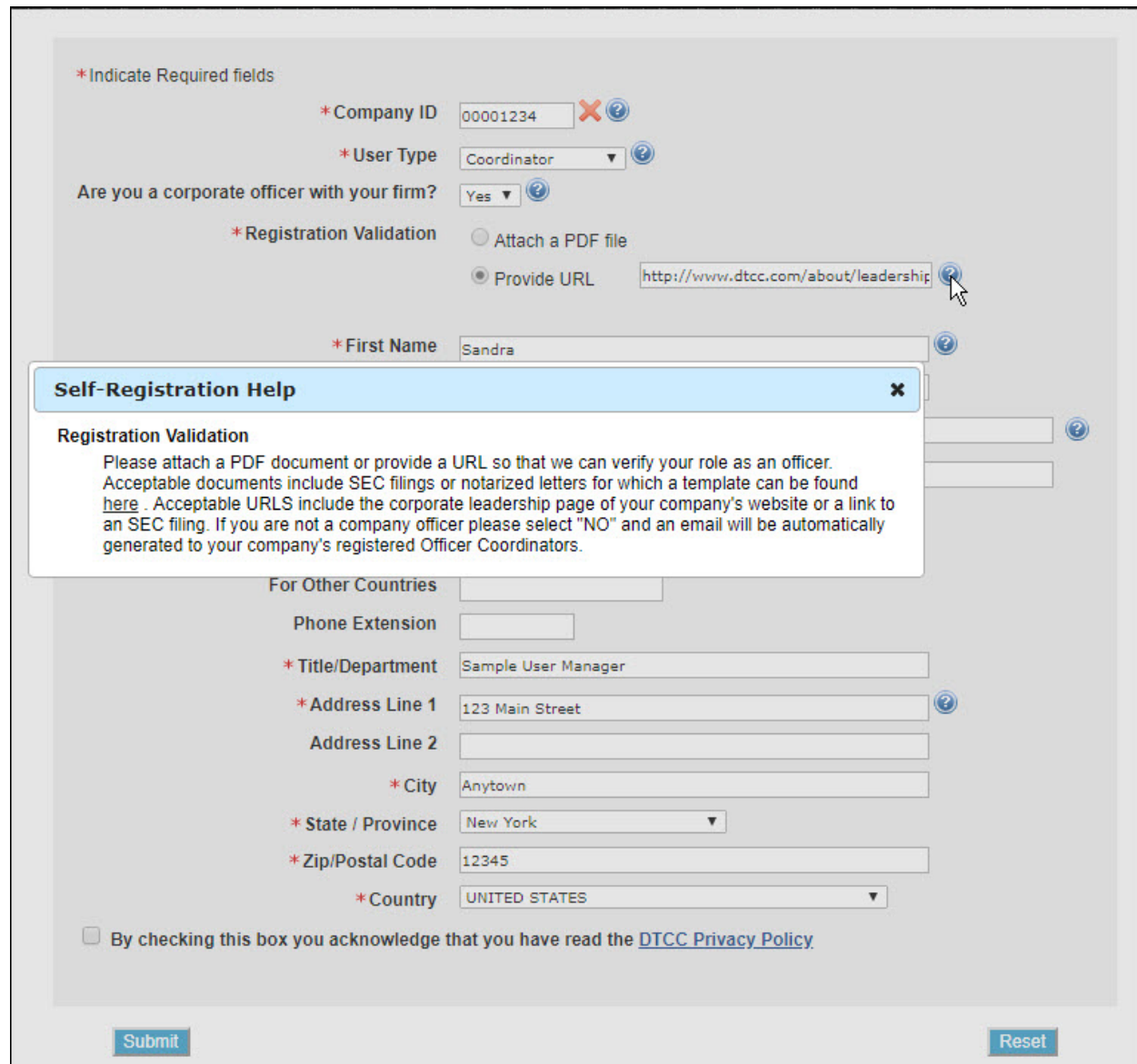
* Country

By checking this box you acknowledge that you have read the [DTCC Privacy Policy](#)



Note:


SPR registration forms are accompanied with field specific “tooltips”.


If you are unsure what to enter into a particular field, click any  icon to view helpful information about that field.



*Indicate Required fields


* Company ID  


* User Type 


Are you a corporate officer with your firm? 

* Registration Validation

Attach a PDF file

Provide URL 

* First Name 

Self-Registration Help 


Registration Validation

Please attach a PDF document or provide a URL so that we can verify your role as an officer. Acceptable documents include SEC filings or notarized letters for which a template can be found [here](#) . Acceptable URLs include the corporate leadership page of your company's website or a link to an SEC filing. If you are not a company officer please select "NO" and an email will be automatically generated to your company's registered Officer Coordinators.

For Other Countries

Phone Extension

* Title/Department

* Address Line 1 

Address Line 2

* City

* State / Province

* Zip/Postal Code

* Country

By checking this box you acknowledge that you have read the [DTCC Privacy Policy](#).

5. In the Registration Validation field, [provide proof that you are an officer](#).
 - a. To confirm using your firm's SEC filing, click **Attach a PDF file** and select the PDF for attachment. Please note that PDF is the only acceptable file type for attachment.
 - b. To confirm using your company's official Web site, click **Provide URL** and type the link to your firm's company leadership page.

Notes:

- If the new registrant is not an officer, then an officer currently registered for SPR will need to authorize the new user.
 - When non-officers submit an SPR registration, a notification is automatically directed to all company officers registered for SPR. Upon receiving this notification, the company officer can either approve or reject the registration by replying directly to spr@dtcc.com.
 - Users can indicate whether they are officers by selecting the appropriate button in the **Are you a corporate officer with your firm?** field.
-

6. Click **Submit.**

TECHNOLOGY CONSIDERATIONS

Web Browser: SPR only supports the use of Microsoft Internet Explorer version 11 and Google Chrome. If you attempt to access SPR via any other web browsers, you are likely to encounter issues that may limit the site's functionality.

Login: DTC uses a dual authentication system. This means that in addition to requiring a username and password, a cookie will be installed on your computer.

- Passwords will expire after 90 days. After 90 days, users will be prompted to choose a new password.
- When using the self-service tool for password resets, the codes sent will expire after 24 hours. The same computer must throughout the entire password reset process.
- Cookies expire after 12 months of inactivity.
 - Authentication issues will also occur if attempting to log in from a new computer, with a new or different browser, if the browser being used doesn't accept cookies, if using a virtual desktop environment, or if cookies/browser history have been deleted.
- Computer authentication codes expire 1 hour after being sent.
- Users should log in regularly to ensure access and avoid delays during proxy session.

CONTACT US

For registration-related questions, you can contact DTCC using the following information:

- E-mail: spr@dtcc.com
- Phone: (212) 855-5191

Please do not contact DTCC before two business days have passed as time is needed to review your registration.

For technical issues, please call (888) 382-2721 and select option 1, then option 3.

FOR MORE INFORMATION

Email DTCC Learning at:

DTCCLearning@dtcc.com

or visit us on the web at:

www.dtccllearning.com