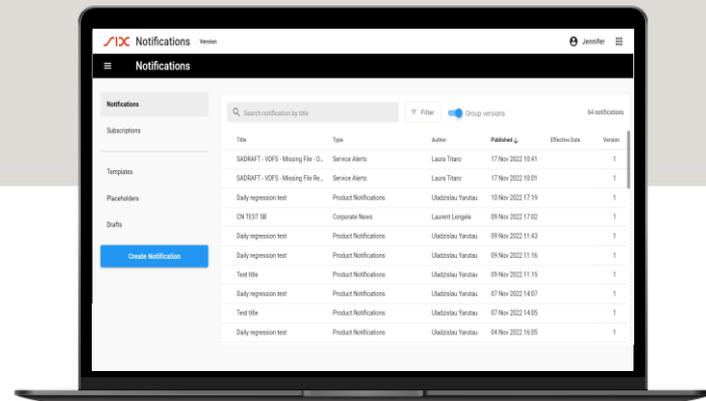




# Notifications Portal User Guide – EN

User manual for customers

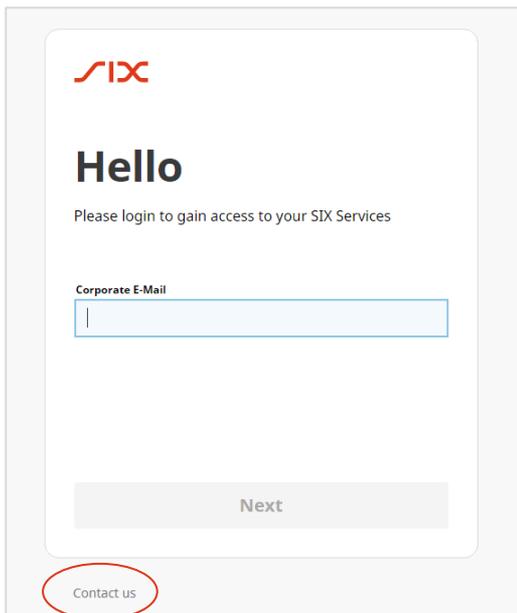
SIX



# Contents

p. <b>3</b>	-----	Access to Notifications Portal
p. <b>4</b>	-----	Overview of Notifications Portal
p. <b>5</b>	-----	Subscription settings
p. <b>10</b>	-----	Notification search
p. <b>12</b>	-----	Receiving a copy of a published notification
p. <b>13</b>	-----	Downloading a notification list as a CSV file
p. <b>14</b>	-----	Useful links
p. <b>15</b>	-----	Do you need help? Contact us





**SIX**

## Hello

Please login to gain access to your SIX Services

Corporate E-Mail

Next

Contact us

- Notifications Portal is accessible via SIX Portal:
  - (Public) <https://portal.six-group.com/>
  - (Private – leased line) <https://portal.fip.six-group.com>
- **When you log in to SIX Portal for the first time**, you must register your account.
- As soon as your account is active, you will return to SIX Portal. Enter **the e-mail address used for registration and the corresponding password**.
- **Select “Notifications”** from the available services to access your Notifications Portal dashboard.



Use the **“Reset your password”** link in case you forget your password. For security reasons, the sixth login attempt blocks access for 30 minutes.

The screenshot shows the SIX Notifications dashboard. Callouts A through G point to the following elements:

- A:** Service menu (access to additional services)
- B:** Subscription settings
- C:** Search and filter
- D:** List of notifications ("Dashboard")
- E:** Group versions
- F:** Profile settings (e.g. changing your password, e-mail)
- G:** Download of the list of published notifications

Title	Type	Published	Effective Date	Version
> Service Alerts - Data Outage - Multiple German Feeds - Ongoing	Service Alerts	12 Dec 2022 16:53		3
> Service Alerts - Data Outage - SIX Swiss Exchange - BC4 - Ongoing	Service Alerts	09 Dec 2022 11:02		2
Service Alerts - Data Outage - SIX Swiss Exchange - Open	Service Alerts	13 Dec 2022 13:42		1
Alerte OST du 01/12/2022 - Annonce tardive	Data Notifications	01 Dec 2022 14:23	02 Dec 2022	1
> Service Alerts - Data Outage - Multiple German Feeds - Ongoing	Service Alerts	12 Dec 2022 16:53		3
> Service Alerts - Data Outage - SIX Swiss Exchange - BC4 - Ongoing	Service Alerts	09 Dec 2022 11:02		2
Alerte OST TTF 09/12/2022	Data Notifications	09 Dec 2022 11:01	09 Dec 2022	1
> Private Client Index - new BC 3638 created	Data Notifications	29 Nov 2022 08:52	08 Dec 2022	2
MDPselect Survey	Product Notifications	24 Nov 2022 17:32		1
VDF-Release 02/2022 - VDF metadata 222 - DOC Tools 222 - Data outages	Product Notifications	22 Nov 2022 18:58	13 Nov 2022	1
VDR 3 23.2 Release	Product Notifications	22 Nov 2022 18:51	14 Nov 2022	1
SIX Flex July Release	Product Notifications	22 Nov 2022 18:36	23 Jul 2022	1
NYSE Euronext EOF, Commodity Derivatives	Service Alerts	22 Nov 2022 17:51		1
> New Data Delivery from Raffielsen Effective 28/11/2022	Data Notifications	22 Nov 2022 17:35	29 Nov 2022	2
Alerte OST du 01/12/2022 - Annonce tardive	Data Notifications	01 Dec 2022 14:23	02 Dec 2022	1
> Private Client Index - new BC 3638 created	Data Notifications	29 Nov 2022 08:52	08 Dec 2022	2
MDPselect Survey	Product Notifications	24 Nov 2022 17:32		1

If you select "Notifications" in the service menu (A), you will be redirected to the dashboard for notifications. From here, you can view and search for your notifications, manage your profile and subscriptions or switch to other services such as your support tickets:

- A. Service menu** (access to additional services)
- B. Subscription settings**
- C. Search and filter**
- D. List of notifications** ("Dashboard")
- E. Group versions**
- F. Profile settings** (e.g. changing your password, e-mail)
- G. Download of the list of published notifications**



The dashboard contains all notifications published by SIX from 22 January 2023. This also includes notifications that **you have not** subscribed to.

## Standard subscription

Your notification subscription initially has the following default settings:

1. You will receive notifications about all products and services (BCs) which you are entitled to.
2. You will receive all notification types and categories.
3. You will receive notifications as soon as they are created.

The following sections contain instructions on how you can customise your subscriptions and notifications to your areas of interest.

# Login

The screenshot shows the SIX Notifications portal. The left-hand navigation menu has a 'Subscriptions' button highlighted with a red box. The main content area displays a table of notifications with columns for Title, Type, Published, Effective Date, and Versions.

Title	Type	Published	Effective Date	Versions
> Service Alerts - Data Outage - Multiple German Feeds - Ongoing	Service Alerts	12 Dec 2022 16:58		3
> Service Alerts - Data Outage - SIX Swiss Exchange - BC4 - Ongoing	Service Alerts	09 Dec 2022 11:02		2
> Service Alerts - Data Outage - SIX, SIX Swiss Exchange - Open	Service Alerts	13 Dec 2022 13:42		1
> Alerts OST du 01/12/2022 - Annonce tardive	Data Notifications	01 Dec 2022 14:23	02 Dec 2022	1
> Service Alerts - Data Outage - Multiple German Feeds - Ongoing	Service Alerts	12 Dec 2022 16:58		3

The 'Subscriptions' settings page allows users to configure notification preferences. It includes sections for Product Notifications, Data Notifications, Service Alerts, Fundamental Notifications, Planned Notifications, Corporate News, and Subscription Notifications. Each section has a 'Frequency' dropdown menu.

The “**Subscriptions**” button to the left in the service menu takes you to the subscription page.

**The automatic settings can be adjusted to your needs, but you will only receive notifications if all of the following three criteria are set:**

1. Products and services (BCs) of your interest
2. Notification type and categories that you would like to receive
3. Frequency of the notifications you would like to receive (e-mail frequency)

You can also be notified of any changes to your subscription (e.g. changes to your authorisations).



The “**Notifications Glossary**” explains the meaning of the individual notification types and categories.

## Products & BCs

**Subscriptions**

**A**  **Automatically subscribe to your entitled products and BCs**  
You will receive emails about products and BCs that you are entitled.

You are currently entitled to 6 products and 2092 BCs

**B**  **Manually subscribe to any product and BC**  
You will receive emails about products and BCs that you prefer.

**Manually subscribe to any product and BC**  
You will receive emails about products and BCs that you prefer.

Products  
AppID, SIX ID

BCs  
SIX Swiss Exchange, EX Swiss AG, EX Listed, Euronext - Euronext Brussels, Commodities Exchange Center, New York Mercantile Exchange, Globex • 2077 more

Search  Show only selected [Import BCs](#)

Country  Continent

<input checked="" type="checkbox"/>	Name	BC	TICKeDA	Country
<input checked="" type="checkbox"/>	SIX Swiss Exchange	4	SWX	CH
<input checked="" type="checkbox"/>	EX Swiss AG, EX Listed	5	BRN	CH
<input checked="" type="checkbox"/>	Euronext - Euronext Brussels	6	EBR	BE
<input checked="" type="checkbox"/>	Commodities Exchange Center	7	CNS	US
<input checked="" type="checkbox"/>	New York Mercantile Exchange, Globex	8	NMN	US
<input checked="" type="checkbox"/>	Nasdaq Copenhagen Equities	12	CPH	DK
<input checked="" type="checkbox"/>	Deutsche Boerse AG	13	FRA	DE
<input checked="" type="checkbox"/>	Boerse Duesseldorf AG	14	DUS	DE
<input checked="" type="checkbox"/>	Boerse Muenchen	15	MUC	DE
<input checked="" type="checkbox"/>	Boerse Stuttgart GmbH	16	STU	DE
<input checked="" type="checkbox"/>	Hansatische Wertpapierboerse Hamburg	17	HAM	DE
<input checked="" type="checkbox"/>	Boerse Berlin	18	BEB	DE

1-12 of 2101 < >

Always add newly entitled products and BCs to your subscription

There are two ways to select the products and services (BCs) that you are interested in:

- A. Automatic subscription** – it ensures that you automatically receive notifications based on your product authorisation (user level) and your exchange code authorisation (account level). All changes to your authorisations are automatically reflected in your subscription.
- B. Manual subscription** – here you can select the products and services you are interested in.

If you would like newly approved products and BCs to be automatically added to your individual subscription, please tick the box.



If you have a long list of BCs that you would like to add, use

[Import BCs](#)

# Types, categories & frequency

**Data Notifications**  
Notifications about data changes.

BC Opening  **B**

New Data Delivery / Change in Data Delivery

BC/EC Trading Place Type Change

Price Field Change **A**

Reference Data Update

Year End / Fiscal Prices

BC/EC Split / Merger

BC/EC Name / Code Change

BC/EC Deactivation / Reactivation

Special Trading Session

Price Delivery (BWK Run) Changes

Free Topic

**Service Alerts**  
Notifications about data outages and delays.

Data Delays

Product Outages - Service Unavailability

Data Outages

Product Outages - Free Topic

**Commercial Notifications**  
Notifications announcing commercial changes.

**Planned Maintenance**  
Notifications about upcoming service interruptions.

**Corporate News**  
Notifications about SIX news and events.

**Subscription Notifications**  
Notifications about changes to your subscription  
For example when a newly entitled product or BC is automatically added to your subscription.

In addition to selecting your products and services (automatically or manually), you must also specify the following:

- A.** Types and categories of notifications (e.g. BC opening)
- B.** Frequency (immediately, weekly summary, monthly summary, never) for **each** notification type

**“Subscription Notifications”**: Activate this option (blue) to receive a notification when your subscription changes (e.g. due to changes in your authorisations).

Frequency	Description
Never	You will receive <b>no</b> notifications relating to this notification type (e.g. service alerts).
Immediately	You will receive a notification as soon as it is published.
Daily/weekly/monthly summary	You will receive a notification as a daily, weekly, or monthly summary.

## Up to date with your authorisations

- A.** Use (A) **“Automatically subscribe...”** to receive all approved product and BC notifications.
- B.** Use (B) **“Manually subscribe...”** to select/deselect products and BCs yourself.



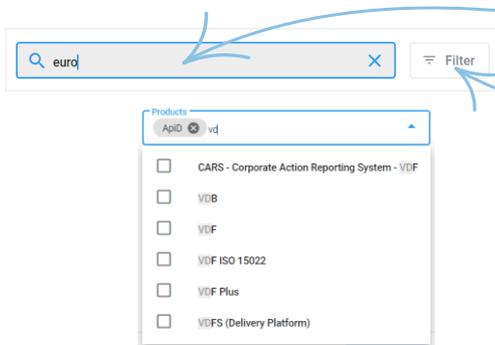
You can access the “Notifications Glossary” via [Help ?](#) at the top right of the “Subscriptions” view. Here you will find the definitions of the various notification types and categories as well as specific terms used in the notifications.

“Commercial Notifications” can be greyed out as it is not possible to subscribe to this type of notifications. They are sent out via a targeted distribution list.

## Search, filter, sort

Use the search and filter buttons (see page 4) to search for a specific notification.

- **You can search** for a keyword in the title or for the global ID.
- **You can filter** by product, exchange, type, expiry date and publication date by using the filter button.
- **You can sort** by clicking on the column headings: Title, Type, Published (default), Effective Date.



To remove a filter, click the "X".



Title	Type	Published ↓	Effective Date ↑
> Service Alerts - Data Outage - SIX Swiss Exchange - Resolved	Service Alerts	27 Dec 2022 10:31	
> Service Alerts - Data Outage - SIX Swiss Exchange - Resolved	Service Alerts	26 Dec 2022 16:42	

## Identification of notification update – group versions

Search notification by title or global id				
Filter		Group versions <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">A</span>	Download CSV list	108 notifications
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">B</span> Title	Type	Published ↓	Effective Date ↕	Version <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">C</span>
> Service Alerts - Data Outage - SIX Swiss Exchange - Resolved	Service Alerts	27 Dec 2022 10:31		2
> Service Alerts - Data Outage - SIX Swiss Exchange - Resolved	Service Alerts	26 Dec 2022 16:42		3

- If the **“Group versions” (A)** option is activated (blue), all versions of a notification are **grouped together (B)** with a blue arrow on the left-hand side.
- Click on the blue arrow to see all published versions.
- The **“Version” (C)** column indicates the number of updates published for this change.

Title	Type
<span style="color: blue;">▼</span> Service Alerts - Data Outage - SIX Swiss Exchange - Resolved	Service Alerts
Version: 2, Published: 27 Dec 2022 10:31, Author: Stefan Schrämli, Title: Service Alerts - Data Outage - SIX Swiss Exchange - Resolved	
Version: 1, Published: 27 Dec 2022 09:44, Author: Stefan Schrämli, Title: Service Alerts - Data Outage - SIX Swiss Exchange - Open	

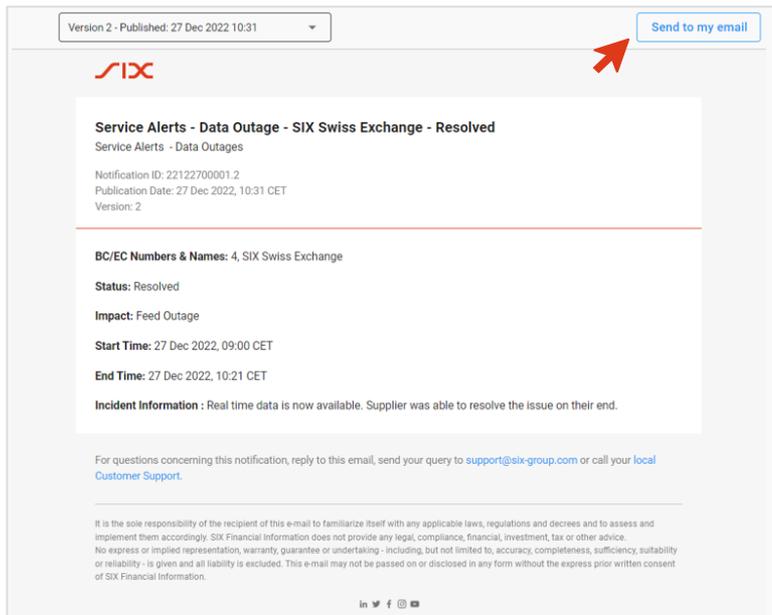


The “global ID” identifies a specific notification.

Example: 2211170012.2

**Date of first publication:** (YYMMDD)  
In this case: 17 November 2022.

**Version number**  
In this case, it is the second update of the original notification.



Version 2 - Published: 27 Dec 2022 10:31

**SIX**

**Service Alerts - Data Outage - SIX Swiss Exchange - Resolved**  
Service Alerts - Data Outages

Notification ID: 22122700001.2  
Publication Date: 27 Dec 2022, 10:31 CET  
Version: 2

---

**BC/EC Numbers & Names:** 4, SIX Swiss Exchange

**Status:** Resolved

**Impact:** Feed Outage

**Start Time:** 27 Dec 2022, 09:00 CET

**End Time:** 27 Dec 2022, 10:21 CET

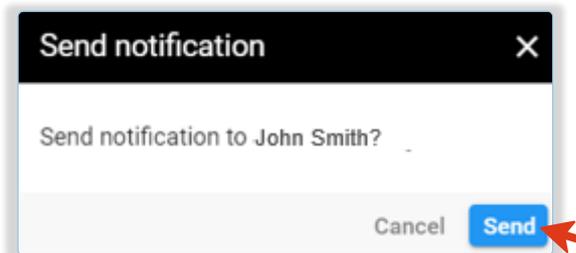
**Incident Information :** Real time data is now available. Supplier was able to resolve the issue on their end.

For questions concerning this notification, reply to this email, send your query to [support@six-group.com](mailto:support@six-group.com) or call your **local Customer Support**.

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in f @

- You can send a published notification to yourself by opening the desired notification in the dashboard (page 4).
- Click on **Send to my email** and **Send** . An e-mail will be sent to the account with which you have logged in.



**Send notification** ✕

Send notification to John Smith?

Cancel **Send**

The screenshot shows the IIX Notification dashboard. At the top, there's a header with the IIX logo, the word 'Notification', and 'Version'. On the right, there's a user profile for 'Jennifer' and a grid icon. Below the header is a dark navigation bar with a hamburger menu icon and the word 'Notifications'. Underneath, there's a search bar with the placeholder text 'Search notification by title or global id'. To the right of the search bar are a 'Filter' button, a 'Group versions' toggle switch, and a 'Download CSV list' button with '70 notifications' next to it. A blue arrow points from the 'Download CSV list' button to the table below.

- You can download a list of the published notifications in the dashboard (page 4) by clicking on the corresponding text. The downloaded list is affected by filter settings and group versions.
- The CSV file contains the following columns:
  - Global ID
  - Title
  - Type
  - Category
  - Publication date/time
  - Effective date/time
  - Number of versions

	A	B	C	D	E	F	G
1	GLOBALID	TITLE	TYPE	CATEGORY	PUBLISHED	EFFECTIVEDATE	VERSION
2	23011100017.1	Service Alerts - D Service Alerts	Data Outages		11.01.2023 11:24		1
3	23011100015.1	Service Alerts - D Service Alerts	Data Outages		11.01.2023 11:06		1
4	23011000084.2	Information Proc Product Notificat	Product Update		10.01.2023 16:34		2
5	23011000066.2	Notification Title:Product Notificat	Product Update		10.01.2023 16:32	10.01.2023 00:00	2
6	23011000075.2	Information Proc Product Notificat	Product Update		10.01.2023 16:31		2
7	23011000072.2	Release: Informa Product Notificat	Product Update		10.01.2023 16:31	23.01.2023 01:00	2
8	23011000062.2	Notification Title:Product Notificat	Product Update		10.01.2023 16:22	01.02.2023 00:00	2
9	23011000080.3	Notification Title:Product Notificat	Product Update		10.01.2023 16:20	14.01.2023 00:00	3
10	23011000083.1	Notification Title:Product Notificat	Product Update		10.01.2023 16:08	30.06.2023 00:00	1
11	23011000070.1	Angola to publish Product Notificat	Release Informat		10.01.2023 16:08	10.01.2023 00:00	1
12	23011000079.1	Notification Title:Product Notificat	Product Update		10.01.2023 16:03	30.09.2023 00:00	1



## Useful links

- Notifications Portal login: (Public) <https://portal.six-group.com>  
(Private – leased line) <https://portal.fip.six-group.com>
- Notifications [Glossary](#)
- Notifications [user manual](#)
- Notifications [structure](#)
- [Matrix of potential impacts](#)



**Do you need help?  
Contact us.**



[support@six-group.com](mailto:support@six-group.com)



You can find the contact details  
of local Customer Support at:

<https://www.six-group.com/en/contacts/financial-information.html>

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