



# SIX Trade Repository AG

## Certificate Installation Quick Guide

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### 1. Introduction

#### 1.1 Purpose

This document offers a practical guide for setting up new users for the SIX Trade Repository Reporting System. It covers the process for requesting and installing the browser certificate required by users for authentication purposes.

It describes the process for users of Microsoft Internet Explorer but the required steps can be adapted accordingly for other browsers.



The information provided in this document should be read together with the [SIX Reporting System User Guide](#) which explains how users are administered.

#### 1.2 Acronyms

Abbreviation	Meaning
CVI Private Web	Commun Virtual Infrastructure - system creating and administrating SIX authorized certificates
GUI	Web user interface of the Reporting System
Reporting System	The Reporting System is the client-facing part of the system. It accepts data from clients, validates it, and passes it on to the trade repository database.
Trade Repository	The Trade Repository is the core storage for successfully validated reports and is only accessible by regulatory authorities.

#### 1.3 Version table

Document version	Release date	Information
V0.6	06 May 2016	Updated certificate owner names with prefix (sub-chapter 2.1 <i>Differentiation of certificate user names</i> ), options in certificate management (sub-chapter 2.2 <i>Optional Setup using Client Certificate Authority</i> ) and Updated initial login process (sub-chapter 3.1 <i>Step-by-step instructions for new users</i> )

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### 2. Required credentials and roles

The following credentials are required to log on to the SIX Reporting System:

- User account name
- Password
- Digital certificate

SIX will initially setup one or multiple client user administrators as defined during the onboarding process. Afterwards the user administration will be in the sole responsibility of the client.

#### 2.1 Differentiation of certificate user names

The member test environment and production contain the same client organization structure but different data sets with different data classification. User accounts have to be set up independently for each environment and each require their own certificate for user authentication. Certificate-ownernames are differentiated with a prefix:

SDTR Reporting – Member Test certificate owner name = “dtrmbt\_username”  
SDTR Reporting – Production certificate owner name = “dtrprd\_username”

The user name to access the SDTR application remains the same (username = e-mail)

#### 2.2 Optional Setup using Client Certificate Authority

SIX Trade Repository clients who wish to use a certificate from their own Certification Authority (client CA) will have a different setup. User account name is the e-mail address without PREFIX.

Such users can pass over the steps described in the following chapter 3.0 *Requesting and installing the digital certificate* except step see 3.1 *Step-by-step instructions for new users* step 1. Creation of a new user account followed by e-mail step 1. b) with application role access credentials (user name and password)

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### 3. Requesting and installing the digital certificate

The diagram below shows the stages required to activate system access for a new user:

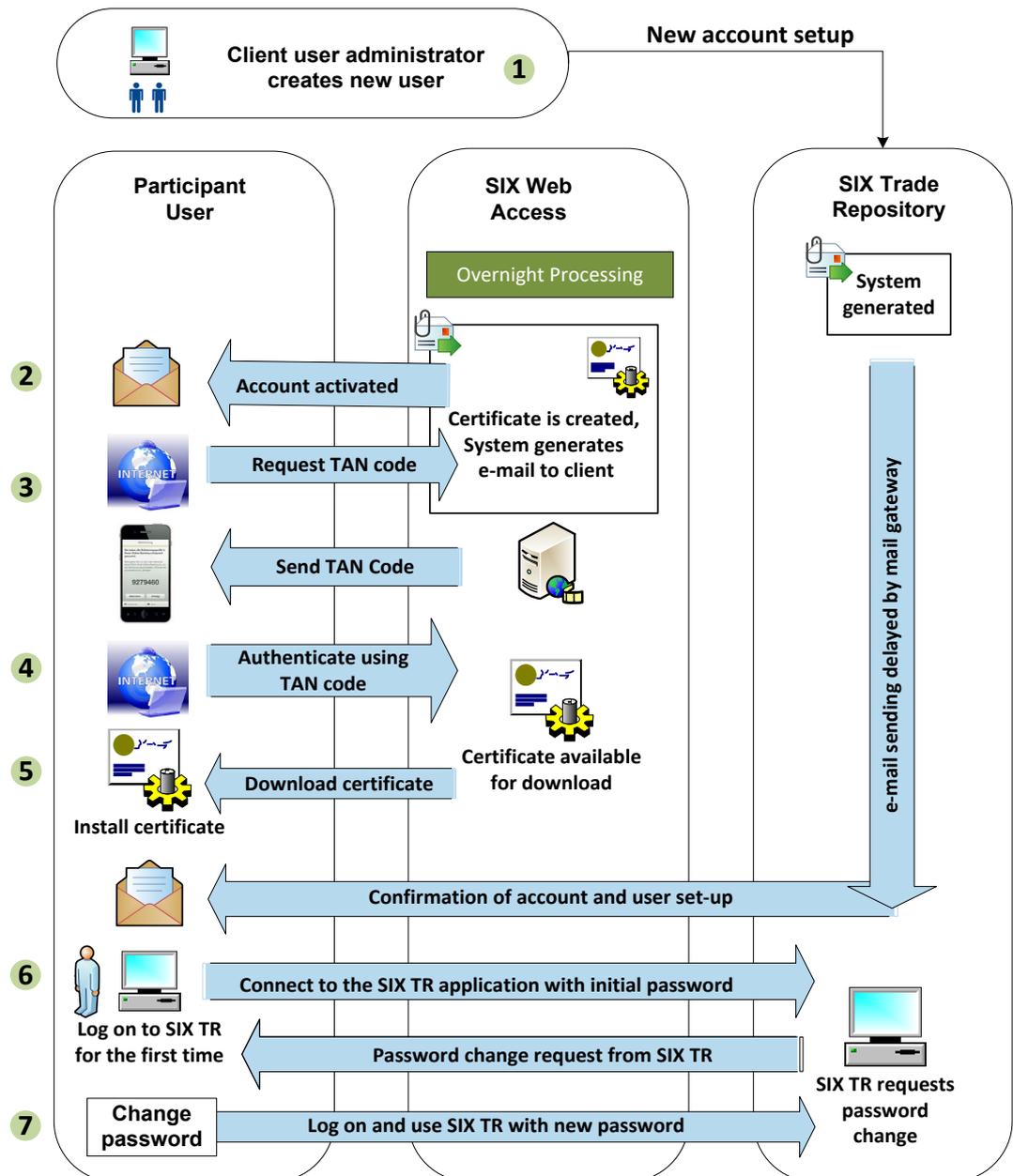


Figure 1: New account setup (step 1) with certificate download / installation (steps 2-7)

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#### 4. Step-by-step instructions for new users

1. The administrator creates a new user account as described in the [SIX Reporting System User Guide](#).



Please ensure that the mobile phone number is entered without spaces in your user profile by your administrator (e.g. +41797907979). This mobile number will be used for sending the required TAN code for the download of the certificate.

User Details			
First Name	<input type="text" value="Mark"/>	Last Name	<input type="text" value="Andrews"/>
Email	<input type="text" value="mark.andrews@gmx.ch"/>	Phone Number	<input type="text" value="+41797907979"/>

Two emails will automatically be generated and sent to the user in an overnight process:

- a. A first email invites you to log in into the CVI Private Web to download your certificate.

Your SIX Trade Reporting Membertest System certificate is now ready for download.

To download your certificate log in to [CVI Private Web](#)  
Username: [dtmrbt\\_hans.meier@gmx.com](mailto:dtmrbt_hans.meier@gmx.com)  
Password: Sdtr16042822e04fc924  
TAN code: will be sent to your mobile phone

Explanations about how to install your certificate can be found [here](#)

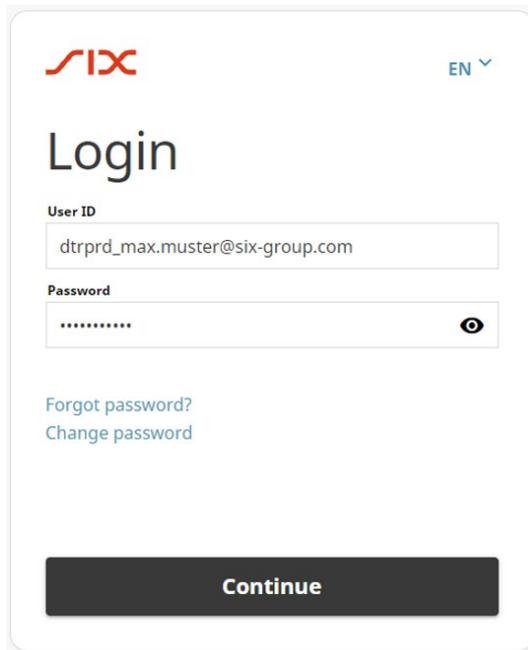
After successful installation of your certificate you can access the [SIX TR Reporting System](#)  
You will get the username and password in an additional e-mail.

Kind regards,  
SIX TR Support Team

- b. The application sends an email with the initial user login details to access the SIX Reporting System and confirms the account setup.

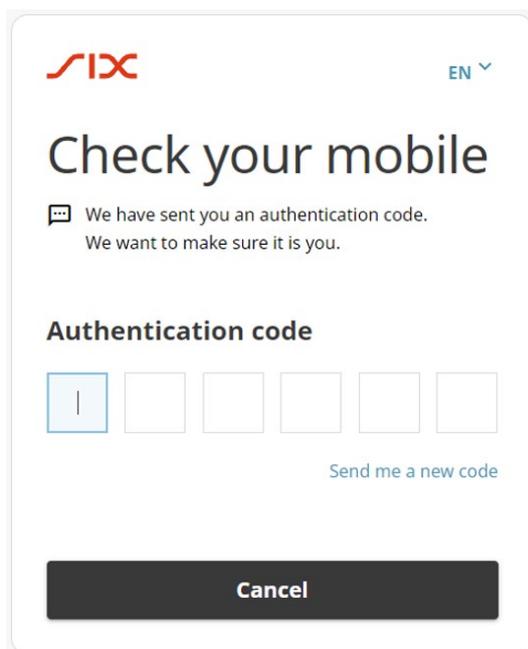
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2. Follow the instruction of the email from CVI Private Web:  
**Log in to the SIX CVI Private Web** with your user ID and password as provided in the email. Ensure case sensitive spelling with upper and lower case letters.



The screenshot shows the login page of the SIX CVI Private Web. At the top left is the SIX logo, and at the top right is a language selector set to 'EN'. The main heading is 'Login'. Below it, there are two input fields: 'User ID' containing 'dtrprd\_max.muster@six-group.com' and 'Password' with masked characters. There are links for 'Forgot password?' and 'Change password'. At the bottom is a large black button labeled 'Continue'.

3. A TAN code is sent to your mobile phone and the userpage is displayed.  
Type in your TAN code and click **Send**.

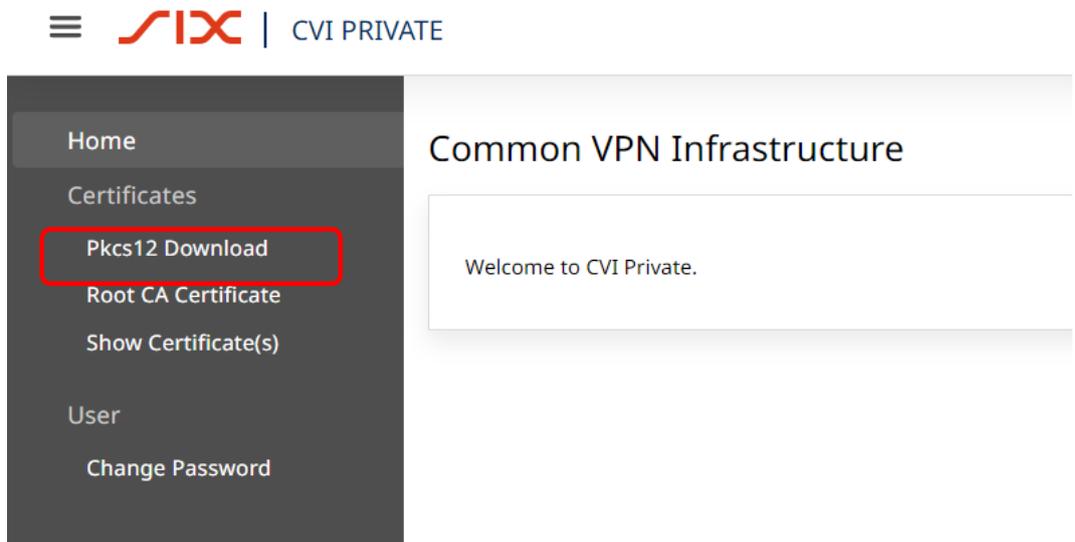


The screenshot shows the mobile verification page of the SIX CVI Private Web. At the top left is the SIX logo, and at the top right is a language selector set to 'EN'. The main heading is 'Check your mobile'. Below it, there is a message: 'We have sent you an authentication code. We want to make sure it is you.' Underneath is the label 'Authentication code' followed by six input boxes for the code. A link 'Send me a new code' is positioned below the input boxes. At the bottom is a large black button labeled 'Cancel'.

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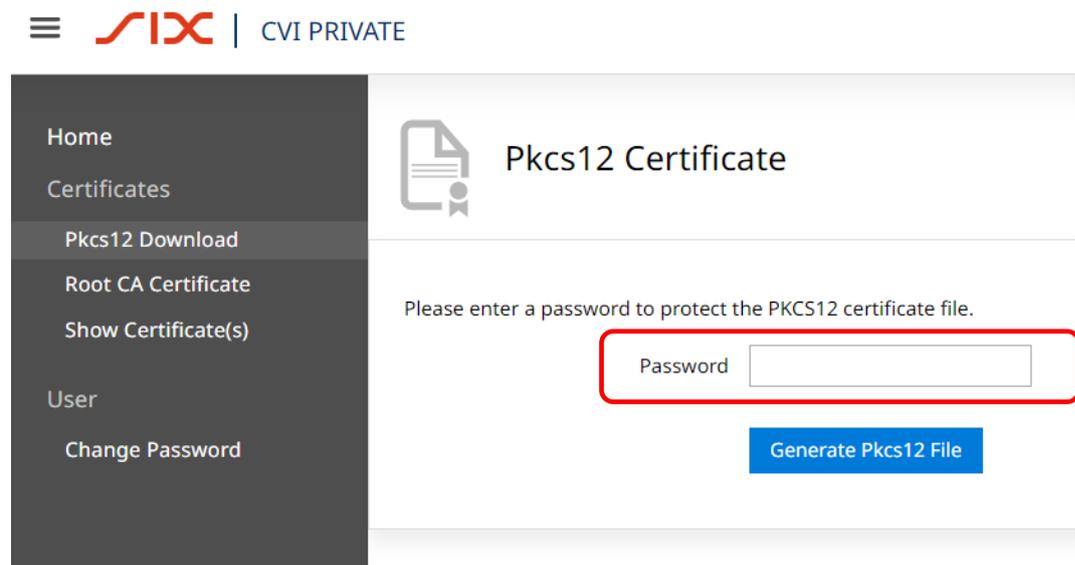
4. After logging in and typing in the TAN code sent via SMS, you will be redirected to the CVI Private page, where you can click on **Pkcs12 Download**.



5. In the next step, you can create your own password for downloading the certificate and click on **Generate Pkcs12 File**.



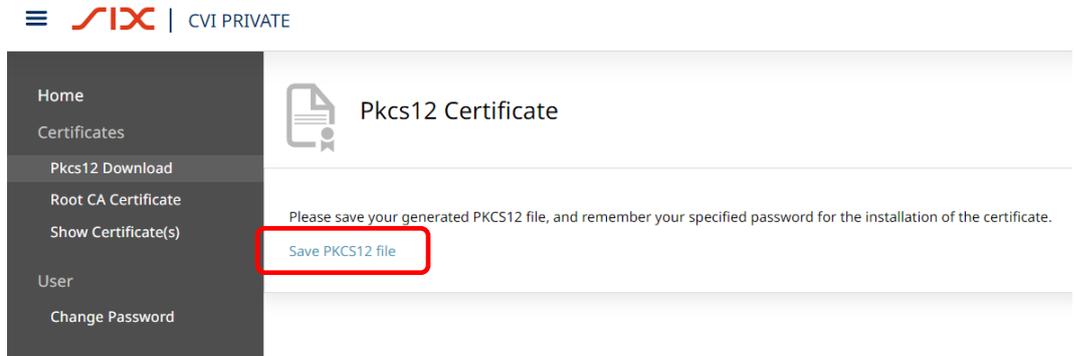
Write your password / private key down. You will require it again during the installation process.



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6. After that you can click on **Save PKCS12 file** and download the certificate.



- In the **File Download** dialog box, click **Open or Save**. If there is a security warning, click **Allow** to continue.



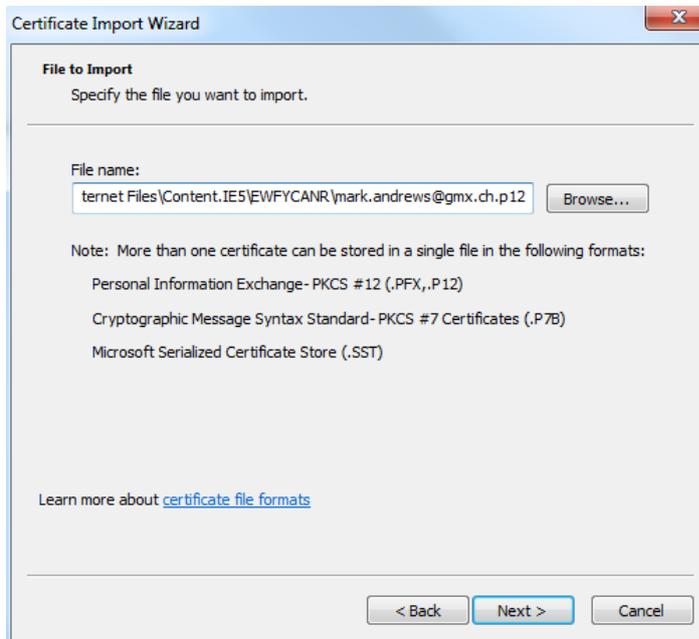
- The **Certificate Import Wizard** starts. Click **Next** to continue.



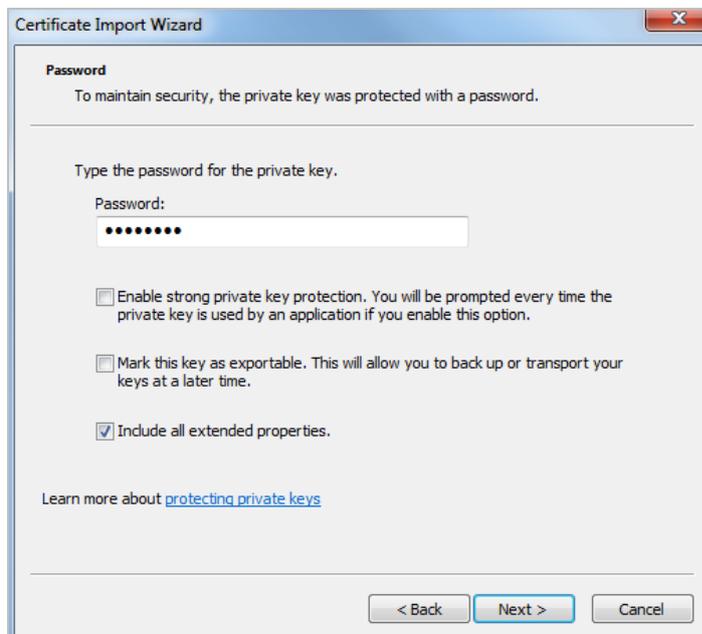
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- The file name is automatically filled in. Click **Next** to continue.



- Enter the password / private key that you defined in the previous step.

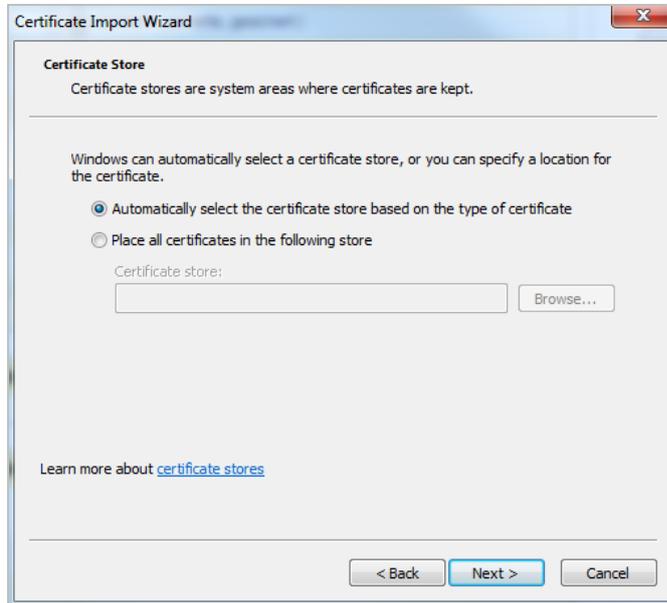


We recommend to uncheck "Enable strong private key protection", otherwise you will be prompted for the private key every time you log in to the SIX Reporting System.

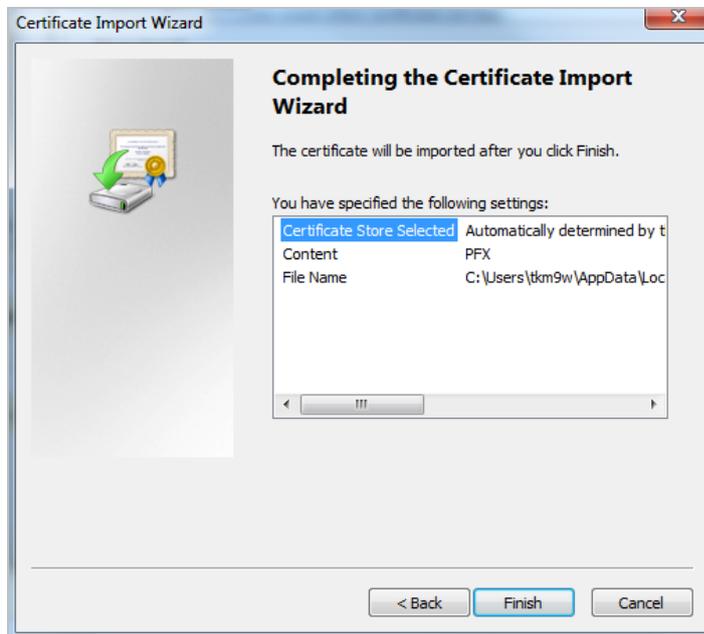
- Select the certificate store. The option "**Automatically select the certificate store**" is recommended. Click **Next** to continue.

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- The Wizard shows the details of the imported certificate. Click **Finish** to complete the import.

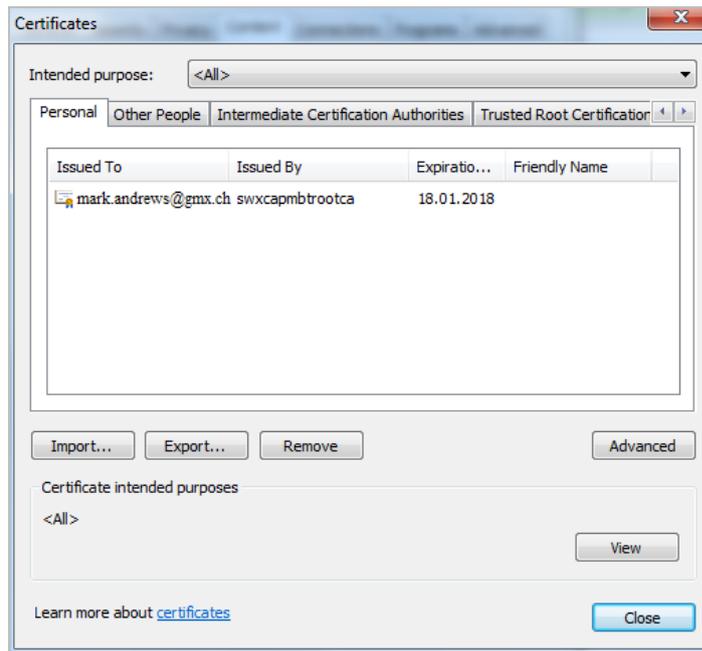


- A dialog box confirms that the certificate import was successful. Click **OK** to close the dialog box.

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7. Verify that your certificate has been successfully installed (optional).
  - a. On the Tools menu in Internet Explorer, click Internet Options.
  - b. Click the **Content** tab and then **Certificates**. In the **Personal** tab, the imported digital certificate is listed.



8. With the initial password that has been sent to you in a separate e-mail, you can now log on to the Reporting System.

Environment	URL
Test	<a href="https://derirep-etu.np.six-securities-services.com/reporting/landing.html">https://derirep-etu.np.six-securities-services.com/reporting/landing.html</a>
Production	<a href="https://derirep.six-securities-services.com/reporting/landing.html">https://derirep.six-securities-services.com/reporting/landing.html</a>

## 5. Contact

For technical questions, please contact SIX Trade Repository Client Support, which can be reached via e-mail at [traderrep@six-securities-services.com](mailto:traderrep@six-securities-services.com).

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