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1 Introduction

1.1 Related Documents

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<td>Deal Pool Sales User Manual</td>
<td>DPL-SLS-USR-MAN-130/E</td>
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<tr>
<td>Deal Pool Syndicate User Manual</td>
<td>DPL-SYN-USR-MAN-130/E</td>
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</tbody>
</table>

1.2 Changes Since Last Version

Minor changes to improve ease of use.
2 First Steps

2.1 Register for Deal Pool


2. On the Bonds tab, click Register now!

3. Provide the necessary information as well as the LEI code (can be found on the website [https://www.lei-lookup.com/](https://www.lei-lookup.com/)) and confirm that the company is not a US person in the meaning of the US Securities Act of 1933.

4. Select the authentication method you wish to use to log on to Deal Pool:
   - RSA SecurID Hardware Token
   - RSA SecurID Software Token for Android
   - RSA SecurID Software Token for iPhone

5. Confirm that you are not a US person in the meaning of the US Securities Act of 1933.

6. Read and accept the SIX Privacy Statement.

7. Click Register.

   You receive an email asking you to confirm your registration.

8. In the email, click on the hyperlink.

   If you have chosen RSA SecurID Software Token, you will receive an email with further instructions within 1-2 working days.

   If you have chosen RSA SecurID Hardware Token, you will receive a hardware token via mail within 2-4 working days. Please proceed with the steps described in the next sections.
2.2 Download and Activate RSA SecurID Software Token Application

Prerequisites

You have registered for Deal Pool.
You have opted for authorization method RSA SecurID Software Token (see section 2.1).

1. On your mobile device, find the RSA SecurID Software Token application.
   a. For iOS: Open the App Store. Under Search, type RSA SecurID Software Token.
   b. For Android: Open the Playstore. Under Search for Apps and Games, type RSA SecurID Software Token.

2. Download and install the RSA SecurID Software Token application.

3. On your mobile device, open the email you received from the Deal Pool Access Management and click on the link.

4. On your mobile device, click the link generated by the RSA SecurID Software Token application.
   Your token is downloaded automatically and a success message appears.

5. Do the following:
   a. On your computer, go to https://token.six-group.com/securid/console-selfservice/
   b. On your computer: In the User ID box, type your personal email address and click OK.
   c. On your mobile device, open the RSA SecurID Software Token application.
   d. On your computer, type the passcode (6 digit code number) from the RSA SecurID Software Token application in the Passcode box and click Log On.
   e. On your computer, type the following Personal Identification Number (PIN): DealPool (one word; “D” and “P” in capital letters).

6. In the RSA SecurID Software Token application, answer the personal security questions.

If you need further assistance, please contact the Deal Pool team: dealpool@six-group.com.
2.3 Log on to Deal Pool Using RSA SecurID Software Token Application or Hardware Token

Prerequisites
You have registered for Deal Pool.

Once you have registered for Deal Pool, you can logon to Deal Pool using the RSA SecurID Software Token (see section 2.2 on how to activate and download RSA Software Token) or the RSA SecurID Hardware Token.

1. Go to the following web address:
   - Production environment: https://secure.six-deal-pool.com/home/dashboard?login

2. If necessary, change the language of the webpage.

3. Enter your authentication information:
   a. UserID (email address)
   b. Password

4. Click Submit.

5. Type the 6-digit Passcode from your RSA SecurID token (no PIN required).

6. Click Login.

2.4 Optional Step: Re-synchronize Token

If your token is desynchronized, follow these steps.


2. Type your UserID and click OK.

3. Type your Passcode:
   - Softtoken (Mobile Device): PIN followed by 6 digit code from token
   - Hardtoken: DealPool followed by 6 digit code from token

4. Click Log On.

5. Type a new code from the token.

   Your token has been re-synchronized.

6. Try to log on to Deal Pool again.
If you need further assistance, please contact the Deal Pool team: dealpool@six-group.com

2.5 Reset Password

1. Go to
   Membertest: https://secure-test.six-deal-pool.com/home/dashboard?login
   or
   Production: https://secure.six-deal-pool.com/home/dashboard?login

2. If necessary, change the language of the webpage.

3. Click Forgot your password?

4. On the following page, type your User ID (email address).

5. Click Submit.
   An email is sent to your email address.

6. Click the link in the email to set up a new password.

7. Try to log on again.
3 Investor Dashboard

3.1 Find Deal

1. Click in the search box at the top of the page.

2. Type a search term.
   - The following attributes are searchable: Title, Issuer, ISIN.
   - The search is not case-sensitive.

3. To start the search, press [Enter] or click outside the search box.
   The content of the Active Bonds Overview table is filtered.

4. If you want to undo the filtering, click the cross symbol in the search box and press [Enter] or refresh the table.

3.2 Enter Order

1. Find the tranche for which you wish to enter an order.

2. In the Actions column, click the Enter order button.

   If the Enter order button does not appear, this means that you do not have a relationship with any of the Syndicate Banks of the tranche. Therefore, it is not possible to enter an order to this tranche.

   Please request a relationship with the Syndicate Bank of your choice via the Relationship Management section. Contact the Syndicate’s sales representative if the relationship has not been approved yet. This is a one-off set-up activity and will be applied for all future order placements with the same Syndicate Bank.

   If the Enter order button appears dimmed, this means that the investor gate is closed. This means that no orders can be entered at this stage.

3. In the window that opens, select the Syndicate Bank to enter the order with.
4. Provide the following order details in the respective boxes:
   a. Index account
   b. Syndicate from the drop-down box
   c. Select either Firm or Soft order type
   d. Order size
   e. Limit
      - Market price
      - Yield amount (if applicable)
      - Spread amount (if applicable)
   f. Comment (optional) - this field can be used for exceptional cases where an investor wants to enter a price limit.

5. Click Submit.

6. Optional step if the book is “subject”: In the window that opens, click OK.

   A confirmation message appears if a book is subject.

   If the tranche has been deleted while you were trying to enter an order, an error message will appear.
   Order will be rejected.

7. To view all orders related to your institution, click the My Orders button.
4 My Orders

4.1 Update Order

1. In the table, scroll down to the Outstanding section.

2. Find the order you want to update and, in the Actions column, click the Update order button.

3. Amend the order as appropriate and click Submit.

   - A confirmation message appears. In case the selected tranche is oversubscribed, the user gets a notification that this tranche/book is in status Subject.

   - Update order button appears dimmed if the investor gate is closed.

   - Red order event log shows that there were amendments to the order in the past. Fields which were changed are also highlighted in red.

4.2 Delete Order

1. In the table, scroll down to the Outstanding section.

2. Find the order you want to delete and click the Delete button.

3. In the Actions column, click the Delete order button.

4. In the window that opens, click OK to confirm.

   - A confirmation message appears.

   - Delete order button appears dimmed if the investor gate is closed.

   - Red order event log shows that there were amendments to the order in the past.

   - In the Deleted section, you can also filter for deleted or rejected orders by selecting the respective check box.

   - The red order event log on the right shows that there were amendments to the order in the past (in addition to the exclamation mark on the left side of the order).
4.3 View Order Event Log

1. Find the order in the list of your tranches.

2. In the Actions column, click the Order Event Log button.

3. Red order event log on the right shows that there were amendments to the order in the past (in addition to the exclamation mark ▼ on the left side of the order).

   The history of the order's event is displayed. Click Close to close the window.

4.4 Reconfirm Order or Reject Order

If a tranche's price has been modified, orders will need to be reconfirmed or rejected.

1. Find the order in the book in the Outstanding to be reconfirmed section.

2. Click one of the following buttons:

   a. To reconfirm

   Order is confirmed and appears in Outstanding section.
   Order can be then updated or deleted.

   b. To reject

   Order changes to status “rejected” and appears in the Deleted orders section of the My Orders view.

   Reconfirm order button appears dimmed if the investor gate is closed, i.e. books have been closed by the Syndicate Bank.
   Red order event log shows that there were amendments to the order in the past.

4.5 Inspect Allocated and Deleted Orders

For each order, allocation must be confirmed.

1. Go to the Released section.

2. Click on the Confirm order button.

Order is moved to the Allocated section.

If no confirmation has been given, the overall allocation process of the order cannot be closed. In case of such a dispute between Investor and Syndicate/Sales, bilateral discussion should be taken up via Bloomberg chat or phone. In exceptional circumstances the Syndicate Bank user can confirm the allocation if the Investor user is not available during a time critical issuance completion period.
5  Relationship Management

5.1  Add Relationship

1. Click Add Relationship.

2. In the Add new relationship window, select a Syndicate Bank from the drop-down box.

3. Click OK.

   - The Syndicate Bank now appears in the Pending relationship requests list.

   - Once the Syndicate Bank accepts your relationship request, you find it in the Approved relationships list, otherwise in the Rejected relationships list.

   - If the Syndicate Bank accepts your relationship request, you can place orders with this Syndicate Bank. This is a one-off activity and can be applied to all future placements with the Syndicate Bank. See section 3.2.

5.2  Delete Approved Relationship

1. In the Relationship Management table, go to the Approved relationships section.

2. In the Actions column, click the Delete button.

3. Click OK.

   - You are no longer able to place orders with this Syndicate Bank.

5.3  Delete Pending Relationship Request

1. In the Relationship Management table, go to the Pending relationship requests section.

2. In the Actions column, click the Delete button.

3. Click OK.