# SIX Swiss Exchange

## Deal Pool Investor User Manual

DPL-INV-USR-MAN-130/E
Version 1.30, 06.09.2021

# Table of Contents

# 1 Introduction

## 1.1 Related Documents

| Title | Reference |
|---|---|
| Deal Pool Sales User Manual | DPL-SLS-USR-MAN-130/E |
| Deal Pool Syndicate User Manual | DPL-SYN-USR-MAN-130/E |

## 1.2 Changes Since Last Version

Minor changes to improve ease of use.

# 2 First Steps

## 2.1 Register for Deal Pool

1. Go to https://www.six-group.com/en/products-services/the-swiss-stock-exchange/market-data/bonds/deal-pool/country-restriction.html

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/) 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
   – **Membertest environment**: https://secure-test.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.

1. Go to https://token.six-group.com/securid.
2. Type your **User ID** 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.

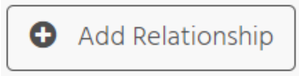
→ Order is moved to the **Allocated** section.

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**.

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