



SIX Swiss Exchange

Deal Pool Sales User Manual

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1 Introduction

1.1 Related Documents

Title	Reference
Deal Pool Investor User Manual	DPL-INV-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 Request User Setup

1. To request to be set up as a sales user in Deal Pool, send an email to dealpool@six-group.com and provide the following details:
 - The term **“Registration for new sales member”** in the email subject
 - Your full name and surname
 - Bank/Legal entity and postal address
 - LEI code (can be found on the website <https://www.lei-lookup.com/>)
 - Email address
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In case a hardware token has been requested, Deal Pool Access Management team will set you up as a sales user and send you the hardware token per mail and an initial password by email within 2-4 working days.

2.2 Download and Activate RSA SecurID Software Token Application



Prerequisites

You have requested to be set up as a user.

You have opted for authorization method **RSA SecurID Software Token** (see section above).

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.
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Your token is downloaded automatically and a success message appears.

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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).
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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

The sales user set up request has been completed.



Once you have been set up as a user, you can logon to Deal Pool using the **RSA SecurID Software Token** or the **RSA SecurID Hardware Token** (see section 2.2 on how to activate the RSA Token)


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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).
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6. Click **Login**.
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2.4 Optional Step: Re-synchronize Token

If your token is desynchronized, follow these steps.

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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.
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 Your token has been re-synchronized.

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

2.5 Reset Password

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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**.
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 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.
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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 View Book

1. Find the tranche in the Investor Dashboard.


2. In the **Actions** column, click the **View book** button. 

 If you do not see the **View book** button for a tranche, this means that sales access to the book has not been granted. See section 3.1.1.2 in the Deal Pool Syndicate User Manual (version 1.30).


3.3 Enter Order

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

2. Do one of the following:

a. In the **Actions** column, click the **Enter order** button. 

 If the **Enter order** button appears dimmed, this means that the investor gate is closed.

b. In the **Actions** column, click the **View book** button. In the window that opens, you can enter a new Order for that tranche. 

 If the **View book** button appears dimmed, this means that sales access to the book has not been granted.

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3. Select one of the following order types:
 - a. **Soft** order type
 - b. **Firm** order type
-
4. Provide the following order details in the respective boxes:
 - a. Index account
 - b. Investor from the dropdown list
 - c. Order size
 - d. Limit
 - Market price
 - Yield amount (if applicable)
 - Spread amount (if applicable)
 - e. Comment (optional)
-

5. Click **Submit**.
-



A confirmation message appears.



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

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6. To view the order, click the **View book** button of the tranche.
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You can only view the order if sales has been granted access to the book.

3.4 Update Order

1. Find the order in the list of your tranches containing orders.
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2. In the **Actions** column, click the **Update order** button.
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If the **Update order** button appears dimmed, this means that the investor gate is closed.

3. In the window that opens, update the parameters of the order and click **Submit**.
-



The updated order appears in the book.



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).

3.5 Delete Order

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

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




If the **Delete order** button appears dimmed, this means that the investor gate is closed.

3. In the window that opens, click **OK** to confirm.



The deleted order appears in the book.




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).

3.6 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. 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).



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

3.7 Reconfirm or Reject Order

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

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

2. Click one of the following buttons:

a. To reconfirm



Order is confirmed; order can be updated or deleted.

b. To reject



The order status changes to "rejected".



Reconfirm order button will appear 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.

3.8 Confirm Allocation (On Behalf)

Allocation can be also confirmed by sales.

1. Find the order in the book.
-



Order must be already in status **Released**.

2. Select **Confirm** from **Action** list.
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Order is allocated and cannot be modified or recalled.

3.9 Start Allocation Process

As a sale you cannot define the allocation size of an order, but you can allocate a final order to the investor.

Sales can also release an order if it is already in status **To be released**.

1. Find the order in the list of your tranches.
 2. Select the order and change the status to **Released** in the **Actions** drop-down menu.
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Allocation will be transmitted to investors.

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