

# The Depository Trust Company

# **IMPORTANT**

**B#:** 2982

**DATE:** February 14, 2002

**TO:** All Participants

**CATEGORY:** Operations

**FROM:** Relationship Management

**ATTENTION:** Managing Partner, Operations Managers

**SUBJECT:** Microfiche Elimination and the PC Web Alternative

As part of DTCC's overall strategy to eliminate microfiche reports (please refer to Important Notice #B2657 dated December 21, 2001), we are pleased to announce that the Daily Activity Statement (AutoRoute #05130079), Daily Position Statement (AutoRoute #05130416) and Participant Settlement Statement (AutoRoute #05130660) are now available through the Internet via PC Web Direct. With the availability of these reports through PC Web, **the microfiche version of the reports will be eliminated on June 30, 2002.** Participants that currently use the microfiche version of these reports should follow the instructions in this notice to begin receiving their reports via PC Web.

Reports available on PC Web are stored for three business days. Participants have the ability to view the reports on-line, print the reports in hard copy format or download the reports to a disc, file or CD ROM. It is important to note that participants that use microfiche to satisfy audit requests will no longer be able to request microfiche copies from DTCC after June 30, 2002. Participants must be prepared to retrieve this data themselves from previously stored discs, files or CD ROMs.

## **Participants with PC Web Access**

For participants that already have access to PC Web and have a digital certificate coordinator assigned, all that is required is for an authorized individual to send an email to his/her Relationship Manager specifying which reports they want delivered via PC Web. All individuals within the firm with access to PC Web would then have access to the reports.

## **Participants without PC Web Access**

Participants that presently do not have access to PC Web must first appoint a digital certificate coordinator within their firm. The coordinator will be responsible for setting up individuals in the firm with digital certificates, allowing them access to PC Web. Once a coordinator is chosen, he/she should complete the attached form and fax it to their Relationship Manager with instructions on which reports they would like sent to PC Web. The Relationship Manager will approve the request and forward it to the Public Key Infrastructure group, which will contact the participant and send the necessary materials needed to access PC Web.

Questions regarding this notice should be directed to your Relationship Manager or the undersigned at (212) 855-4169.

Michael O'Neill  
Senior Relationship Manager



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**DTCC Access Coordinator Authorization Agreement ("Agreement")**

*Special Instructions: Please fax all information to 212-908-2349.*

Participant Organization Name	
Participant Number (where applicable)	
Address	
<b>Designated Access Coordinator</b>	
Name	
Title	
Telephone	
Fax	
Pager Information (Number / Pin)	
E-Mail Address (required)	
Access Coordinator Birth Date	Month:_____ Day:_____
PIN Number (select 4 numbers)	
Pass Phrase (You may use any words, numbers or combination of words and numbers from 10 to 15 characters)	
Access Coordinator's UserID	
Name of DTCC Relationship Manager	

**DTCC Participant Organization--Authorized Signer\***

*Participant Organization acknowledges receipt of a copy of DTCC's Access Coordinator Procedures, Definitions, Terms and Conditions (the "Procedures"). Participant Organization, having read the Procedures, agrees to comply with the Procedures.*

Name (Print)	
Authorized Signature	
Title	
Date	
E-Mail Address (required)	
<b>*Important Note: A DTC Participant Organization's Authorized Signer must be a senior official (e.g., Officer) at the level of Vice President or above. An Authorized Signer may not concurrently be an Access Coordinator.</b>	

OR

**NSCC Organization--Authorized Signer\***

*This designation of a coordinator must be approved by a person having a signed "Certification of Incumbency, or Corporate Resolution" on file with NSCC:*

Name (Print)	
Authorized Signature	
Title	
Date	
<b>Important Note: Authorized Signature <u>must be different</u> from the Coordinator Name*</b>	