

The Depository Trust Company

IMPORTANT

B#: 1961-07

DATE: August 6, 2007

TO: All Participants

CATEGORY: Executive Notices

FROM: Kaliym Islam, Vice President, DTCC Learning

ATTENTION: Managing Partner/Officer, Cashier and Operations Managers

SUBJECT: New DTC Underwriting Services Curriculum

DTCC Learning is pleased to announce a new DTC Underwriting Services Curriculum consisting of 13 modularized courses beginning with basic Underwriting concepts and the Underwriting process at DTC. Depending on your firm's role within the Underwriting process certain courses are required, optional or not applicable. The course list includes:

- Introduction to Underwriting**
- Creating Deal Information**
- Working with Deals**
- Scrubbing Deal Information**
- Crediting Participant Approval of Relationship**
- Overview of Eligibility**
- Agent Operational Arrangements**
- Legal Review Processing – AML Course**
- Legal Review Processing – Conditional Reviews**
- Agent Confirmation Processing**
- Quality Assurance Processing**
- Issue/Security Approval Processing**
- Introduction to Workflow and Dashboards**

As with all DTCC Learning's curriculum courses, the Underwriting programs leverage the flexibility and interactivity of e-learning to teach the associated concepts, applications and tasks. In addition to traditional text, each course includes audio and multimedia components that further reinforce critical topics. The structure of the courses provides a set of building blocks, which allow the learner to start with the basics and advance to more complex topics and problem resolution case studies. These courses are modularized

allowing the learner to learn at their own pace and demonstrate what they've learned through pre-and post-course assessment tests.

Users that have previously submitted a registration spreadsheet to DTCC Relationship Management will automatically be pre-registered for these courses and will receive an email from the DTCC Training Administrator with a link to the DTCC Learning Management System (LMS) and the courses. Users who have previously accessed the DTCC LMS may register themselves for these courses by following the directions below:

To register for a course:

1. Go to <http://www.dtcc.com/products/training/>
The DTCC Learning Home Page appears.
2. Look for **Courses Offered** near the center of the page, click **Take a Course Now**.
3. Type in the login and password you selected.
4. Click **DTCC Learning Catalog**
5. Under **Learning Resource Topics**, click **Underwriting**.
6. Click **launch** for any course you would like to take.
7. Once the registration page appears, click **Submit and Launch**.

Users who do not receive the automated link and have not accessed the DTCC LMS may contact DTCC Learning at (888) 258-6393 or e-mail us at training_administrator@dtcc.com to be registered for the courses.