

The Depository Trust Company

IMPORTANT

B#: 5022

DATE: July 31, 2003

TO: All Participants

CATEGORY: Executive Notices

FROM: Product Management

ATTENTION: Managing Partner/Officer, Operations Manager,

SUBJECT: General Availability of the DTC Bill via e-Mail

Earlier this year, DTC implemented a pilot e-mail billing distribution system (see @DTCC May, 2003) and based on its successful results, DTC is expanding e-mail distribution of bills to all interested participants. The e-mail billing system provides Participants with an alternate means of receiving their DTC monthly billing statement. (For the immediate future a hard copy billing statement will continue to be distributed to **all** participants.)

The e-mail option provides the following benefits:

- The billing statement is received on the same day that the bill is debited from your account
- More than one individual within a firm can receive the bill eliminating photocopies for internal redistribution
- Manual data errors, in migrating DTC billing information into internal applications, are reduced by utilizing copy & paste functionality.

Only the main section of the DTC billing statement will be available via e-mail in a text file format (similar to NSCC's e-mail billing statements). Because of their extensive size, any supporting invoice attachments (i.e. Omgeo activity, etc.) will continue to be available only in hard copy form.

The e-bill is the second major phase of a larger three-year initiative to modernize billing at DTCC that is designed to generate numerous benefits, including:

- Enhanced ability to leverage Web-based delivery mechanisms
- Invoices that are much more user-friendly
- Easier access to information by multiple individuals at a firm
- Comprehensive and clear fee schedule documentation

If you would like your company to receive depository bills electronically, please contact your relationship manager.

Dwight Arthur and Carin Avogardo
Product Management

How to view your bill

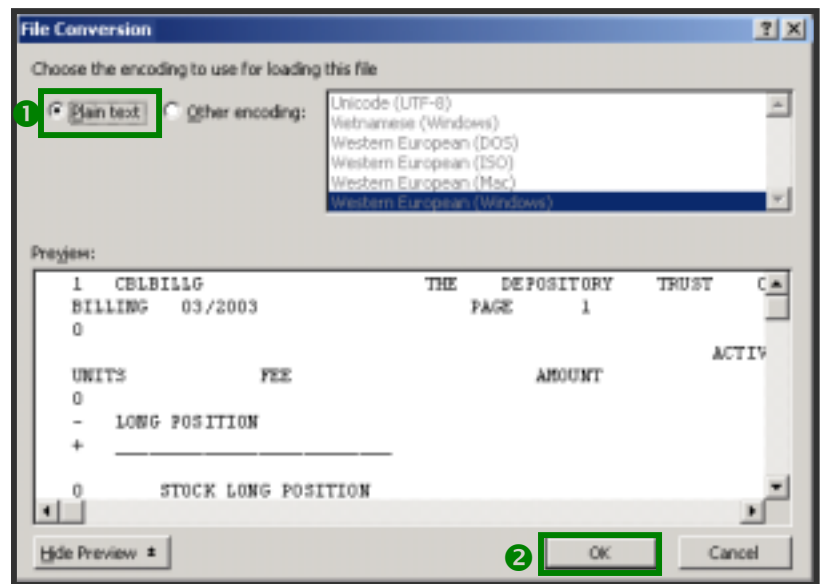


DTCC now makes your monthly bills available through e-mail for viewing in Microsoft Word®. The following instructions show you how to format the attachment so that you can view your bill.

Note: The screens shown were created with Word 2000®.

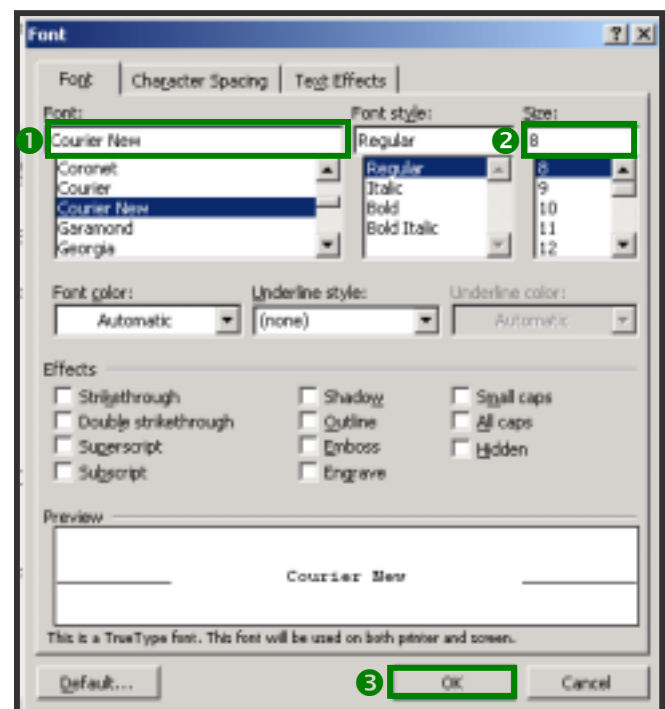
Open the attachment

- 1 In your e-mail program, double-click the attachment icon to launch Microsoft Word.
- 2 If the File Conversion box appears (see right), select **Plain Text** (not **Other Encoding**) and click **OK**.
- 3 Click **Edit**, **Select All** (or press the **Ctrl** and **A** keys simultaneously on the keyboard). The entire document is highlighted.



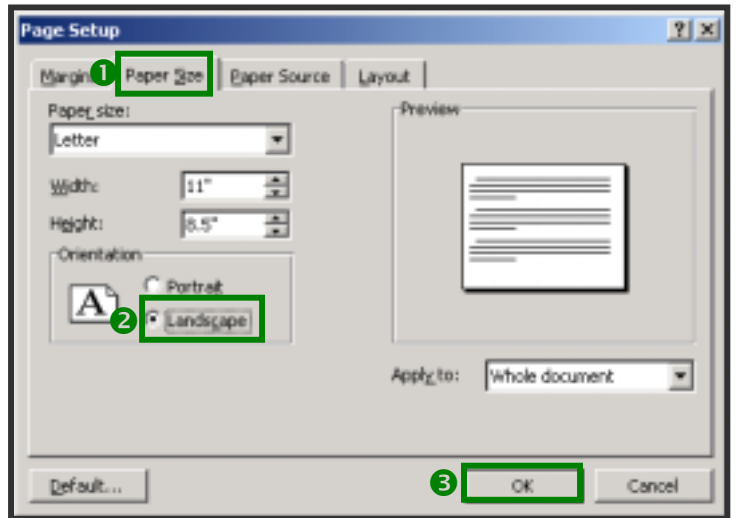
Set the font

- 4 Click **Format**, **Font**. The Font box appears (see right).
- 5 In the Font list, select **Courier New**.
- 6 In the Size list, select **8**.
- 7 Click **OK**.



Set the paper size

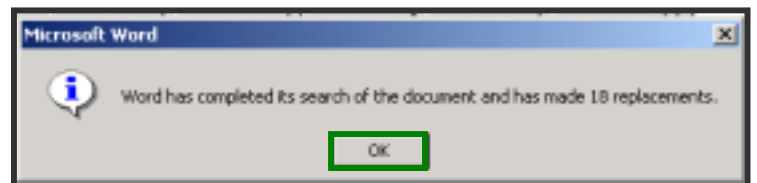
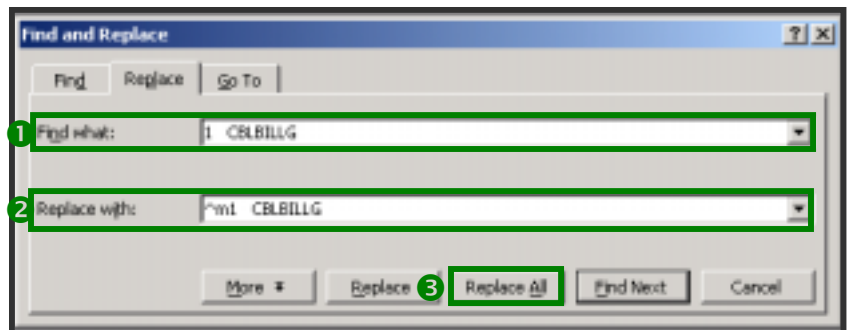
- 8 Click **File, Page Setup**. The Page Setup box appears (see right).
- 9 Click the **Paper Size** tab.
- 10 In the Orientation area, select **Landscape**.
- 11 Click **OK**.
- 12 Click anywhere in the document to clear selection of the text.



Fix page breaks

Your bill may not correctly display page breaks. To view your bill with the correct page breaks, place your cursor at the beginning of the document and do the following.

- 13 Click **Edit, Replace**. The Find and Replace box appears (see right).
- 14 In the Find What box, type **1 CBLBILLG**
[Note: type three spaces after the 1.]
- 15 In the Replace With box, type **^m1 CBLBILLG**
[Note: type three spaces after the 1.]
- 16 Click **Replace All**. The message "Word has completed its search of the document and has made N replacements." (See right.)
- 17 Click **OK**. Pages should break correctly.



You should now be able to view your bill.