

# THE DEPOSITORY TRUST COMPANY

# IMPORTANT

**#:** 0550

**DATE:** March 21, 1997

**TO:** All Participants

**FROM:** Sheryl Kort, Associate Director, Product Development

**ATTENTION:** Managing Partner/Officer, Cashier, Operations Manager

**SUBJECT:** Enhancement to the BILL function

Effective April 2, 1997, the Billing Online Inquiry (BILL) function, which is available over the Participant Terminal System (*PTS*), will be enhanced by including a fourth option, "PTS ON-LINE BILLING", on the BILL menu. This function will allow Participants to view their total monthly *PTS* billing amount, as well as a breakdown by *PTS* functions. Participants may view the data under each of the following headings:

1. "TYPE OF CHARGE" - gives Participants the description of the *PTS* billing categories as shown on their bill
2. "ITEM COUNT" - the number of times a particular function was processed in a given month
3. "AMOUNT" - the dollar amount billed for that function
4. "VIEW" - entering an "S" directly to the left of the description will allow the Participant to view functions within each type of billable *PTS* category along with the associated item counts

Authorized DTC employees will also have access to the "PTS ON-LINE BILLING" portion of the BILL function. This will enable them to answer and track any inquiries Participants have regarding their *PTS* bill in a timely fashion. Data will be available from July, 1996 to the present. The revised *PTS* procedures for BILL are attached.

Questions may be directed to your Participant Services representative.



(#0550)

THE DEPOSITORY TRUST COMPANY

---

## 2.41 BILLING ONLINE INQUIRY (BILL)

### 2.41.1 Overview

The Billing Online Inquiry (BILL) function allows the Participant to view its monthly billing information for any period (YYMM) within the past two years. The Participant can also reprint its monthly DTC and ID bills.

The Participant can view two levels of summarized information based upon the type of transaction, as well as current detail information for the bill. The Participant can also access the PTS portion of their bill online. This allows them to view the total monthly PTS billing amount, the breakdown of services used and the item count associated with each service.

The BILL function provides the Participant with two years of historical information (volumes and charges) for any billing category.



(#0550)

THE DEPOSITORY TRUST COMPANY

### 2.41.2 How To Access

Step	Action
Step 1	Enter 'BILL' when the Enter Function Prompt Screen appears (Figure 1).

```
XXXX                D E P O S I T O R Y   T R U S T                MM/DD/YY
00002199-01        P A R T I C I P A N T   T E R M I N A L   S Y S T E M        HH:MM:SS

ENTER FUNCTION: BILL

NOTICES, DISCLAIMERS, AND LIMITATIONS OF LIABILITY APPLICABLE TO PTS FUNCTIONS
ARE SET FORTH IN DTC'S PTS MANUAL AND DTC'S PARTICIPANT OPERATING PROCEDURES,
INCLUDING INDEX A

PARTICIPANTS ARE ADVISED TO ACCESS THE RIPS FUNCTION FOR INFORMATION ON CERTAIN
REORGANIZATION ACTIVITIES RELATING TO DTC-ELIGIBLE SECURITIES.
```

Figure 1. BILL Enter Function Prompt Screen

Step 2	Press the 'ENTER' key to obtain the Bill Online Inquiry Screen (Figure 2).
--------	----------------------------------------------------------------------------

```
XXXX                THE DEPOSITORY TRUST COMPANY                MM/DD/YY
00002199 - 01      B I L L   O N - L I N E   I N Q U I R Y                HH:MM:SS

1 ==> DTC MONTHLY BILL
2 ==> PRINT DTC MONTHLY BILL
3 ==> PRINT ID MONTHLY BILL
4 ==> PTS ON-LINE BILLING

SELECTION 01 (1, 2, 3, OR 4)
PERIOD      (YYMM)
ENTER PERIOD AND YOUR SELECTION AND HIT ENTER

KEY IN THE REQUIRED INFORMATION AND PRESS ENTER KEY
```

Figure 2. Bill Online Inquiry Screen



(#0550)

THE DEPOSITORY TRUST COMPANY

---

2.41.2 How To Access *(continued)*

**Step 3** Enter the following information on the Bill Online Inquiry Screen:

- Selection: enter one of the following:
  - 1: DTC Monthly Bill
  - 2: Print DTC Monthly Bill
  - 3: Print ID Monthly Bill
  - 4: PTS On-Line Billing
- Period: enter the period to be covered in YYMM format.

or

Press any of the following:

- 'ENTER' key to continue processing.
- 'PF8/20' to change the function.
- 'PF9/21' key to end the processing session.



(#0550)

THE DEPOSITORY TRUST COMPANY

### 2.41.3 How To Perform A DTC Monthly Bill Inquiry

- | Step   | Action                                                                                                                                                                                                                                                |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Enter the following information on the Bill Online Inquiry Screen: <ul style="list-style-type: none"> <li>• Selection: enter 1 (DTC Monthly Bill).</li> <li>• Period: enter a date that occurred within the past two years in YYMM format.</li> </ul> |
| Step 2 | Press the 'ENTER' key to obtain the Product Summary-Inquiry Screen (Figure 1).                                                                                                                                                                        |

VIEW	TYPE OF CHARGE (PRODUCT)	AMOUNT
S	LONG POSITION	8,492.06
	SETTLEMENT CHARGES	324.17
	DO CHARGES	138,637.60
	COB CHARGES	44.70
	DEPOSIT CHARGES	1,008.53
	TRANSFER CHARGES	86.96
	REORGANIZATION CHARGES	13,711.04
	UNDERWRITING CHARGES	32,761.80
	COLLATERAL LOAN CHARGES	146.90
	SUB-ACCOUNTING	7.74
	DIVIDEND CHARGES	4,154.28
	ID CONFIRM CHARGES	118,683.96

XXXX THE DEPOSITORY TRUST COMPANY MM/DD/YY  
 00002199- 01 PRODUCT SUMMARY - INQUIRY HH:MM:SS  
 PARTICIPANT: 2199 NAME: DTC TEST PARTICIPANT PERIOD: 9601  
 TOTAL AMOUNT: 335,130.96

ENTER 'S'-ENTER PF4-16 PF5-17 PF6-18 PF10-22 PF11-23  
 SELECT INFO BREAKDOWN PREV MO NEXT MO PREV SCR BACKWARD FORWARD

Figure 1. Product Summary-Inquiry Screen

- |        |                                                                               |
|--------|-------------------------------------------------------------------------------|
| Step 3 | Enter S in the View column to the left of the desired category.               |
| Step 4 | Press the 'ENTER' key to obtain the Billing Summary-Inquiry Screen (Figure 2) |



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.3 How To Perform A DTC Monthly Bill Inquiry (continued)

XXXX 00002199-01	THE DEPOSITORY TRUST COMPANY BILLING SUMMARY - INQUIRY		MM/DD/YY HH:MM:SS
PARTICIPANT:	2199	NAME: DTC TEST PARTICIPANT	PERIOD: 9601
PRODUCT:	LONG POSITION	TOTAL AMOUNT:	8,492.06
VIEW	BILLING GROUPS	AMOUNT	
S	NDFS CORP. LONG POSITION	4,755.44	
	NDFS REG. MUNI POSITION	1,800.72	
	NDFS BEARER MUNI POSITION	493.28	
	SDFS CORP POSITIONS	1,386.60	
	SDFS REG MUNI POSITION	56.02	
	SDFS BEARER MUNI POSITION	.00	
ENTER	'S'-ENTER	PF4-16	PF5-17
SELECT INFO	DETAIL	PREV MO	NEXT MO
		PF6-18	PF10-22
		PREV SCR	BACKWARD
		PF11-23	FORWARD

Figure 2. Billing Summary-Inquiry Screen

Step 5 Enter S in the View column to the left of the desired category.

Step 6 Press the 'ENTER' key to obtain the Billing Detail-Inquiry Screen (Figure 3).

XXXX 00002199-01	THE DEPOSITORY TRUST COMPANY BILLING DETAIL - INQUIRY		MM/DD/YY HH:MM:SS
PARTICIPANT:	2199	NAME: DTC TEST PARTICIPANT	PERIOD: 9601
GROUP:	NDFS CORP. LONG POSITION	AMOUNT BILLED:	4,755.44
VIEW	SUB-GROUP	ACTIVITY	RATES
		AMOUNT	
		BILLING UNITS	
	ACTIVE ISSUES	80,994	0.490000
	LESS ACTIVE ISSUE	2,886	0.740000
	SHARES	2,498,777,061	0.005200
	BOOK ENTRY	3,996	0.330000
'H'-ENTER	'D'-ENTER	PF3-15	PF6-18
HIST.VIEW	DETAIL INFO	BILL SUMM	RETURN
		PF11-23	PF10-22
		FORWARD	BACKWARD

Figure 3. Billing Detail-Inquiry Screen



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.3 How To Perform A DTC Monthly Bill Inquiry (continued)

Step 7 Enter one of the following in the View column to the left of the desired sub-group and press the 'ENTER' key:

- D: to obtain the Category Detail Screen (Figure 4).
- H: to obtain the Billing History-Inquiry Screen (Figure 5).

XXXX 00002199-01	THE DEPOSITORY TRUST COMPANY CATEGORY DETAIL		MM/DD/YY HH:MM:SS
PARTICIPANT: 2199	NAME: DTC TEST PARTICIPANT	PERIOD: 9601	
SUB-GROUP: SHARES	AMOUNT BILLED: 2,599.20		
ACTIVITY\BILLING UNITS: 2,498,777,061	NUMBER OF DAYS: 20		
AVERG: 1,249,388			
DETAILS:	ACTIVITY\BILLING UNITS BREAKDOWN	BILL BREAKDOWN	
RATE1: 0.005200	250,000	1,300.00	
RATE2: 0.001300	999,388	1,299.20	
RATE3: 0.000652	0	0.00	
RATE4: 0.000050	0	0.00	
RATE5: 0.000000	0	0.00	
ENTER	PF2-14	PF3-15	PF6-18
NEXT SUB-GROUP	HIST.VIEW	BILL SUMM	PREV.SCR

Figure 4. Category Detail Screen



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.3 How To Perform A DTC Monthly Bill Inquiry (continued)

XXXX 00002199-01	THE DEPOSITORY TRUST COMPANY BILLING HISTORY - INQUIRY	MM/DD/YY HH:MM:SS		
PARTICIPANT: 2199	NAME: DTC TEST PARTICIPANT			
SUB-GROUP: Active Issues				
MMYY	ACTIVITY BILLING UNITS	AMOUNT BILLED		
1193	617,315	20,183.00		
1293	725,984	15,890.26		
0194	654,982	12,345.00		
0294	703,256	18,435.00		
0394	640,081	20,459.00		
0494	207,532	16,627.90		
0594	631,867	15,823.00		
ENTER	PF3-15	PF6-18	PF11-23	PF10-22
NEXT SUB-GROUP	BILL SUMM	PREV.SCR	FORWARD	BACKWARD

Figure 5. Billing History-Inquiry Screen

Step 8 Press any of the following:

- 'PF2/14' key to obtain the Billing History-Inquiry Screen (from the Category Detail-Inquiry Screen).
- 'PF3/15' key to return to the Billing Summary-Inquiry Screen (from the Billing Detail-Inquiry Screen and the Category Detail Screen).
- 'PF4/16' key to obtain the previous month's data (from the Product Summary-Inquiry Screen and the Billing Summary-Inquiry Screen).
- 'PF5/17' key to obtain the next month's data (from the Product Summary-Inquiry Screen and the Billing Summary-Inquiry Screen).
- 'PF6/18' key to return to the previous screen.
- 'PF7/19' key to return to the Bill Online Inquiry Screen.
- 'PF8/20' key to change the function.
- 'PF9/21' key to end the processing session
- 'PF10/22' key to scroll backward.
- 'PF11/23' key to scroll forward.



(#0550)

THE DEPOSITORY TRUST COMPANY

#### 2.41.4 How To Print The DTC Monthly Bill Or The ID Monthly Bill

- | Step   | Action                                                                                                                                                                                                                                                                    |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Enter the following information on the Bill Online Inquiry Screen: <ul style="list-style-type: none"><li>• Selection: enter 2 (DTC Monthly Bill) or 3 (ID Monthly Bill).</li><li>• Period: enter a date that occurred within the past two years in YYMM format.</li></ul> |
| Step 2 | Press the 'ENTER' key to obtain the DTC Monthly Bill Reprint Screen (Figure 1).                                                                                                                                                                                           |

```
XXXX                                THE DEPOSITORY TRUST COMPANY                MM/DD/YY
00002199-01                        DTC MONTHLY BILL REPRINT                            HH:MM:SS

PARTICIPANT:      2199  NAME: DTC TEST PARTICIPANT      PERIOD: 9601
NUMBER OF COPIES: 1 (1-5)
DELIVERY MEDIUMS: 1 1-INTERFACE          1-RECON  2-AIRBORNE
                   3-FEDERAL EXPRESS    4-MAIL   5-DHL   6-EXPRESS MAIL
                   7-OTHER              OTHER:
MAILING ADDRESS: COMPANY: DTC TEST PARTICIPANT
                  ATTN:
                  STREET:
                  TOWN:                STATE:
                  ZIP:                  -
ROUTING INSTRUCTIONS:

ENTER          PF1-13
VALIDATE      SUBMIT REQUEST
KEY IN NO OF COPIES, DELIVERY MEDIUMS, COMPANY NAME AND ATTENTION NAME
HIT ENTER TO CONTINUE OR HIT CLEAR TO CANCEL
```

Figure 1. DTC Monthly Bill Reprint Screen

- |        |                                                                                                                                                                                                                                                                                                                                                                   |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 3 | Enter the following information on the DTC Monthly Bill Reprint Screen: <ul style="list-style-type: none"><li>• Number Of Copies: enter a number from 1 to 5.</li><li>• Delivery Mediums: enter one of the following:<ul style="list-style-type: none"><li>- 1: Interface</li><li>- 1: Recon</li><li>- 2: Airborne</li><li>3: Federal Express</li></ul></li></ul> |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



(#0550)

THE DEPOSITORY TRUST COMPANY

---

**2.41.4 How To Print The DTC Monthly Bill Or The ID Monthly Bill (continued)**

- 4: Mail
- 5: DHL
- 6: Express Mail
- 7: Other
- Mailing Address: enter the Participant's name and address information; optional.
- Routing Instructions: optional.

**Note:** The Mailing Address must be entered in order to receive mail.

**Step 4** Press the 'ENTER' key to validate the data.

**Step 5** Press the 'PF1/13' key to submit the print request.

**Note:** The appropriate bill is printed and distributed through DTC's Interface department (for Interface Participants) or DTC's Reconciliation department.



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.5 How To Perform a PTS Monthly Bill Inquiry

- | Step   | Action                                                                                                                                                                                                                                                   |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1 | Enter the following information on the Bill Online Inquiry Screen: <ul style="list-style-type: none"> <li>• Selection: enter 4 (PTS On-Line Billing).</li> <li>• Period: enter a date that occurred within the past two years in YYMM format.</li> </ul> |
| Step 2 | Press the 'ENTER' key to obtain the PTS Billing Summary - Inquiry Screen (Figure 1).                                                                                                                                                                     |

VIEW	TYPE OF CHARGE	ITEM COUNT	AMOUNT
	DROP ACTIVITY	7,385	590.80
	MESSAGES	414,490	33,159.28
S	INQUIRIES	60,506	7,115.84
	RAD CANCEL(REC)	14	9.10
	SDFS RAD MESSAGES	1,554	124.32
	BUY-IN (MESSAGES)	4,185	1,422.90
	LEGAL NOTICE ORDER	79	11.06

  

ENTER	'S'-ENTER	PF4-16	PF5-17	PF6-18	PF10-22	PF11-23
SELECT INFO	BREAKDOWN	PREV MO	NEXT MO	PREV SCR	BACKWARD	FORWARD

Figure 1. PTS Billing Summary - Inquiry Screen

- |        |                                                                                     |
|--------|-------------------------------------------------------------------------------------|
| Step 3 | Enter S in the View column to the left of the desired category.                     |
| Step 4 | Press the 'ENTER' key to obtain the PTS Billing Detail - Inquiry Screen (Figure 2). |



<#0550)

THE DEPOSITORY TRUST COMPANY

2.41.5 How To Perform a PTS Monthly Bill Inquiry (continued)

XXXX	THE DEPOSITORY TRUST COMPANY	MM/DD/YY
00002199 - 01	PTS BILLING DETAIL - INQUIRY	HH:MM:SS
PARTICIPANT:	2199 NAME: DTC TEST PARTICIPANT	PERIOD: 9607
PRODUCT: INQUIRIES	TOTAL AMOUNT:	7,115.84
	TYPE OF CHARGE	ITEM COUNT
	DDWP DDWP-CX TA	145
	DIVA DIVA/DPAL	513
	DAWN D/AWHTNEW	37
	CNO CNO INQUIR	22
	REPO REPO PS IN	12
	PACP COMPT POS	5
	ATAM ATAM OPT 1	54,198
	PEXB EXCH BROWS	865
	BILL INQUIRIES	5
	FFPS PART STATE	1,394
	FAIL DO FAILS	1,115
	SDAR SDF STLRPT	423
	PF4-16 PF5-17 PF6-18 PF10-22 PF11-23	
	PREV MO NEXT MO PREV SCR BACKWARD FORWARD	

Figure 2. PTS Billing Detail - Inquiry Screen

Step 5 Press any of the following:

- 'PF4/16' key to obtain the previous month's data.
- 'PF5/17' key to obtain the next month's data.
- 'PF6/18' key to return to the previous screen
- 'PF10/22' key to scroll backward.
- 'PF11/23' key to scroll forward.



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.5 How To Perform a PTS Monthly Bill Inquiry (continued)

XXXX	THE DEPOSITORY TRUST COMPANY	MM/DD/YY
00002199 - 01	PTS BILLING DETAIL - INQUIRY	HH:MM:SS
PARTICIPANT:	2199 NAME: DTC TEST PARTICIPANT	PERIOD: 9607
PRODUCT: INQUIRIES	TOTAL AMOUNT:	7,115.84
	TYPE OF CHARGE	ITEM COUNT
	DDWP DDWP-CX TA	145
	DIVA DIVA/DPAL	513
	DAMN D/AMHATNEW	37
	CNO CNO INQUIR	22
	REPO REPO PS IM	12
	PACP COMPST POS	5
	ATAM ATAM OPT 1	54,198
	PEXB EXCH BROMS	865
	BILL INQUIRIES	5
	FFPS PART STATE	1,394
	FAIL DO FAILS	1,115
	SDAR SDF STL RPT	423
	PF4-16 PF5-17 PF6-18 PF10-22 PF11-23	
	PREV MO NEXT MO PREV SCR BACKWARD FORWARD	

Figure 2. PTS Billing Detail - Inquiry Screen

Step 5 Press any of the following:

- 'PF4/16' key to obtain the previous month's data.
- 'PF5/17' key to obtain the next month's data.
- 'PF6/18' key to return to the previous screen.
- 'PF10/22' key to scroll backward.
- 'PF11/23' key to scroll forward.



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.6 Messages And Corrections

<u>Message</u>	<u>Reason</u>	<u>Corrective Action</u>
PAST-CUTOFF TIMES MSG.	The cutoff time has been reached. It is no longer available.	Press the 'ENTER' key to return to the previous screen.
FUNCTION TEMPORARILY UNAVAILABLE.	The function is temporarily unavailable.	Try again at a later time.
THE FIELD IS REQUIRED. PLEASE ENTER PERIOD, HIT ENTER KEY TO CONTINUE.	The Participant did not enter the required field.	Enter the required Period field and press the 'ENTER' key to continue.
INVALID DATE. PLEASE RE-ENTER.	The Participant entered an invalid date.	Enter a valid date.
INVALID DATE - MM MUST BE BETWEEN 1 AND 12.	The Participant entered an invalid date.	Enter a valid date.
NO DATA AVAILABLE FOR THIS PERIOD.	The Participant entered a date for which no data was available.	Enter another period.
NOT NUMERIC ENTRY PLEASE RE-ENTER.	The Participant entered a non-numeric entry.	Enter a numeric entry.
TRANSACTION NOT AVAILABLE-PLEASE RE-ENTER.	The Participant entered a transaction that is not available.	Try again at a later time.
INVALID KEY PRESSED	The Participant pressed an invalid key.	Press a valid key.
KEY IN THE REQUIRED INFORMATION AND PRESS ENTER KEY.	The Participant did not enter the required information.	Enter the required information and press the 'ENTER' key.



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.6 Messages And Corrections (continued)

<u>Message</u>	<u>Reason</u>	<u>Corrective Action</u>
ACCESS VIOLATION.	The Participant has a sign-on violation.	Contact Network Operations.
PAST CUTOFF TIME - USE ENTER KEY TO EXIT	The Participant tried to access the BILL function past the cutoff time.	Try the BILL function at a later time.
FUNCTION QUIESCED - USE ENTER KEY TO EXIT.	The function is temporarily unavailable.	Try again later.
AT BEGINNING USE PF11/23 TO BROWSE FORWARD.	The Participant has reached the first page of data.	Press the 'PF11/23' key to scroll forward.
AT END USE 10/22 TO BROWSE BACKWARDS.	The Participant has reached the last page of data.	Press the 'PF10/22' key to scroll backward.
ONLY VALID SELECTION IS 'S'.	The Participant did not enter a valid selection.	Enter S.
NO SELECTION MADE.	The Participant did not make a selection.	Enter a valid selection.
ONLY ONE SELECTION CAN BE MADE.	The Participant entered more than one selection.	Enter one selection.
NO DATA AVAILABLE FOR THE DATE.	The Participant entered a wrong date.	Enter another date.
NO DATA AVAILABLE FOR THE PREV MONTH.	No data is available for the previous month.	Enter another month
NO DATA AVAILABLE FOR THE NEXT MONTH.	No data is available for the next month.	Enter another month.



2.41.6 Messages And Corrections (continued)

<u>Message</u>	<u>Reason</u>	<u>Corrective Action</u>
SELECTIONS SHOULD BE ALL 'D' OR ALL 'H'.	The Participant did not enter a valid selection.	Enter D or H.
INVALID SELECTION.	The Participant did not enter a valid selection.	Enter a valid selection.
END OF BILLING DETAIL LIST.	The Participant reached the end of the billing detail list.	Press the 'PF10/22' key to scroll backward.
THERE IS NO MORE DATA TO DISPLAY.	The Participant scrolled to the last page of data.	Press the 'PF10/22' key to scroll backward.
INVALID NO OF COPIES. PLEASE RE-ENTER.	The Participant entered an invalid number of copies.	Enter a valid copy number (1 to 5).
INVALID DELIVERY MEDIUMS. PLEASE RE-ENTER.	The Participant entered an invalid delivery medium.	Enter a valid delivery medium (1 to 7).
VALID DELIVERY MEDIUMS ARE 1,2,3,4,5,6,7.	The Participant entered an invalid delivery medium.	Enter a valid delivery medium (1 to 7).
PLEASE ENTER THE DELIVERY MEDIUM.	The Participant did not enter the delivery medium.	Enter a medium in the Other Delivery Medium field.
THE FIELD IS REQUIRED.	The Participant did not enter a required field.	Enter the required field.
PLEASE ENTER THE MAILING ADDRESS - HIT ENTER TO CONTINUE OR HIT CLEAR TO CANCEL.	The Participant did not enter the mailing address.	Enter the mailing address and press the 'ENTER' key to continue or the 'CLEAR' key to cancel.



(#0550)

THE DEPOSITORY TRUST COMPANY

2.41.6 Messages And Corrections *(continued)*

<u>Message</u>	<u>Reason</u>	<u>Corrective Action</u>
ENTER COMPANY NAME.	The Participant did not enter the company name in the Mailing Address field.	Enter the appropriate company name.
ENTER STREET.	The Participant did not enter the street in the Mailing Address field.	Enter the appropriate street.
ENTER TOWN.	The Participant did not enter the town in the Mailing Address field.	Enter the appropriate town.
ENTER STATE.	The Participant did not enter the state in the Mailing Address field.	Enter the appropriate state
ENTER ZIP CODE.	The Participant did not enter the zip code in the Mailing Address field.	Enter the appropriate zip code.
UNABLE TO PROCESS REPRINT DUE TO FILE PROBLEM. PLEASE TRY LATER.	A systems problem occurred.	Contact DTC's Systems Operations department.