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RISKGUARD ACCESS USER GUIDE

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CONTENTS

ABOUT THIS DOCUMENT	3
TARGET AUDIENCE	3
CONTACTS.....	3
GLOSSARY	3
1. KEY CONTACT MANAGEMENT	5
1.1 ROLES REGISTRATION	5
1.1.1 RA Approval by MCA or AR	5
1.2 Account management.....	6
1.2.1 Riskguard Agent Management by MCAs	6
2. CONNECTION TO RISKGUARD VIA CONNECT PLATFORM	10
2.1 Access to Riskguard application For a Riskguard Agent.....	10
2.1.1 Connect account creation (first connection)	10
2.1.2 Existing Connect account	11

PREFACE

ABOUT THIS DOCUMENT

This document describes how to use the Connect platform in order to get access to the Riskguard tool as well as how to obtain access to the platform itself

TARGET AUDIENCE

This document should be read by any user who is already acquainted with Connect tool and its features and has to deal with the following processes :

- Key Contact Management
- Membership requests for Members
- Access the tool for General Clearing members and Non-clearing members

CONTACTS

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GLOSSARY

Authorised Signatory (AS): has the legal authority to sign on behalf of the company.

Authorised Representative (AR): designated by the AS to act and sign documents on their behalf, the AR is the main contact between the Member and Euronext's Membership Team, and is authorised to appoint the RPs, MCAs RAs and additional ARs.

Member Connectivity Administrator (MCA): in charge of the user management in Euronext's Application and authorised to appoint RAs.

Member delegate (MD): This is an administrative role only, which allows the MD to complete and submit a Membership form on behalf of their AS or AR. The MD is not permitted to sign a webform on behalf of their company; the AS or AR will still need to sign the forms that have been completed by the MD.

Responsible person (RP): Responsible for the day to day trading activities and first point of contact for all trading related topics.

Riskguard Agent (RA): role in Connect that gives access to Riskguard application in MyEuronext platform. Widget will appear in Connect for the users with the role RA.

Riskguard Applicative Roles (RAR): user roles managed in the Riskguard application to give access to screens/commands.

1. KEY CONTACT MANAGEMENT

1.1 ROLES REGISTRATION

REMINDER

If a Member Firm has multiple Member IDs, registered key contacts should be the same across Member IDs and on both Cash and Derivatives Markets, where appropriate. Key Contacts registered for different entities should have the same roles for all relevant entities.

Contacts required

We require the following number of key contacts for each Member firm:

- At least 2 Authorised Representatives, but no more than 5;
- At least 2 Responsible Persons per market (Cash/Derivatives);
- At least 2 Authorised Signatories (identified by an Authorised Signatory list or Power of Attorney).

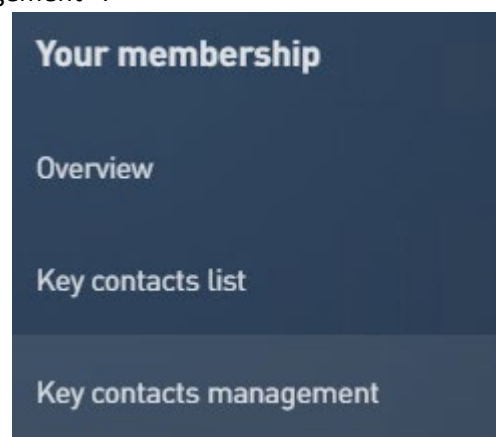
1.1.1 RA Approval by MCA or AR

Authorised Representatives (AR) and **Member Connectivity Administrators (MCA)** will both be able to appoint the **Riskguard Agents (RA)**. In order to be appointed as **RA** a user should create a Connect account first and must request an association of the latter to their member firm if not done so already.

When this is done, one of their MCA or AR need to log in to Connect and go to the Menu called "Your Membership":



Then select "Key Contact Management" :



The MCA or AR will have to accept the requested link to the Participant ID :

Membership Management - Pending Requests Block

USER ROLES ⓘ										
NOM ⓘ	PRÉNOM ⓘ	COURRIEL ⓘ	MARKETS ⓘ	MCA	MD	AS	RP	AR	RA	REQUESTED IDS
Doe	John		C	—	—	—	—	—	—	120
										<div>ACCEPT</div> <div>DECLINE</div>

And then he will be able to add/delete the RA role to the User as shown below :

Click on the “Edit” button :

NOM ⓘ	PRÉNOM ⓘ	COURRIEL ⓘ	MARKETS ⓘ	MCA	MD	AS	RP	AR	RA	PARTICIPANT IDS ⓘ	MODIFIER	ÉTAT ⓘ
Doe	John		-	—	—	—	—	—	—	120		

Delete or Add the RA role then Save :

Edit user roles and associated participant ID(s) ×

Name

John Doe

Status ⓘ

Active

Email

jdoe@euronext.com

Select all the roles and Participant IDs you want to assign to the User.

Warning : Please notify Euronext Membership team via email to euronextmembership@euronext.com if any change is done in the Participant ID association for registered Authorised Signatories, Authorised Representatives or Responsible Persons

Roles ⓘ

RA ×

RiskGuard access

Participant IDs ⓘ

120 - EURONEXT ×

CANCEL

SAVE

The user is now RA for the indicated Member ID.

1.2 ACCOUNT MANAGEMENT

1.2.1 Riskguard Agent Management by MCAs

As shown below, in MyEuronext, it is possible to give Riskguard Agents (RA) role for one specific member firms . One has to click on the “Manage users” button located on the top right corner in order to manage type of roles.

Euronext | My Euronext

Firstname Lastname

RiskGuard

Service open

Risk member name 1 00000000 Manage users

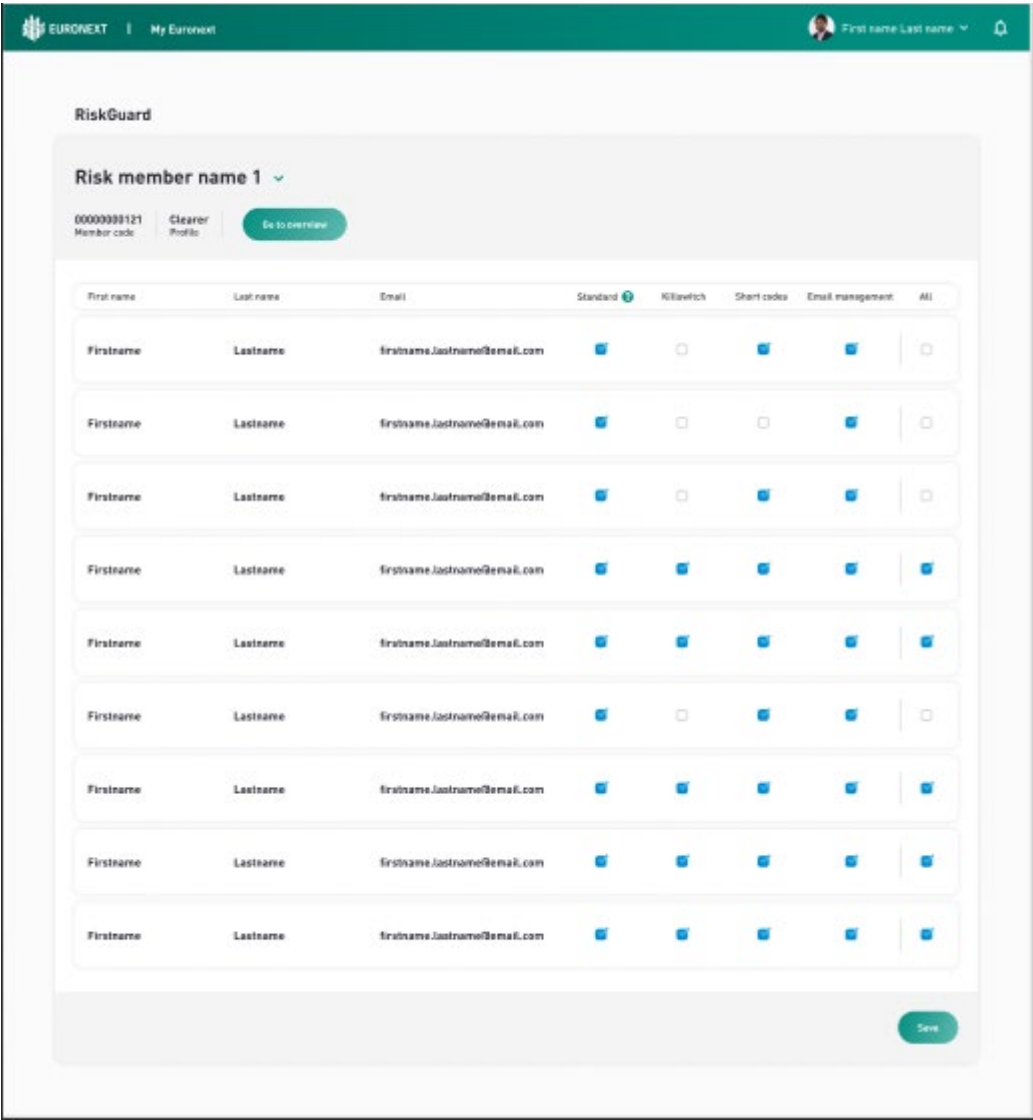
[Overview](#)
[Risk alerts](#)
[Email management](#)
[Reference data](#)

Refresh Last refresh on DD/MM/YYYY at 17:25 CET


Member name	Member code	Risk member name	Risk member code	Profile
Trading Firm1	00000000	Risk member name 1	000000AA	Cleaner
Trading Firm2	00000000	Risk member name 2	000000AA	Cleaner; Member
Trading Firm3	00000000	Risk member name 3	000000AA	Member
Trading Firm4	00000000	Long Risk Member name 13 lanem ip...	000000AA	Member


Member name	Member code	Status	Action
Trading Firm1	00000000	OK	Killswitch
Trading Firm2	00000000	OK	Killswitch
Trading Firm3	00000000	OK	Killswitch
Trading Firm4	00000000	OK	Killswitch
Trading Firm5	00000000	OK	Killswitch
Trading Firm6	00000000	OK	Killswitch
Trading Firm7	00000000	OK	Killswitch
Trading Firm8	00000000	OK	Killswitch
Trading Firm9	00000000	OK	Killswitch
Trading Firm10	00000000	OK	Killswitch
Trading Firm11	00000000	OK	Killswitch
Trading Firm12	00000000	OK	Killswitch
Trading Firm13	00000000	OK	Killswitch
Trading Firm14	00000000	OK	Killswitch
Trading Firm15	00000000	OK	Killswitch
Trading Firm16	00000000	OK	Killswitch
Trading Firm17	00000000	OK	Killswitch
Trading Firm18	00000000	OK	Killswitch
Trading Firm19	00000000	OK	Killswitch
Trading Firm20	00000000	OK	Killswitch

<
1
2
3
4
5
...
10
>



The screen above displays the screen once the “managed users” button is clicked upon by a MCA. This screen shows the list of the users to whom the Riskguard Agent can be given in order for them to be able to access and send commands from the tool.


My Euronext


First name Last name

RiskGuard

Are you sure you want to modify roles for Risk member name 1?

Risk member name 1

Member code

Cleaner Profile

First name	Last name	Email	Role(s)
Firstname	Lastname	firstname.lastname@email.com	Standard
Firstname	Lastname	firstname.lastname@email.com	Standard Email management
Firstname	Lastname	firstname.lastname@email.com	Standard Short codes

Modify

Confirm

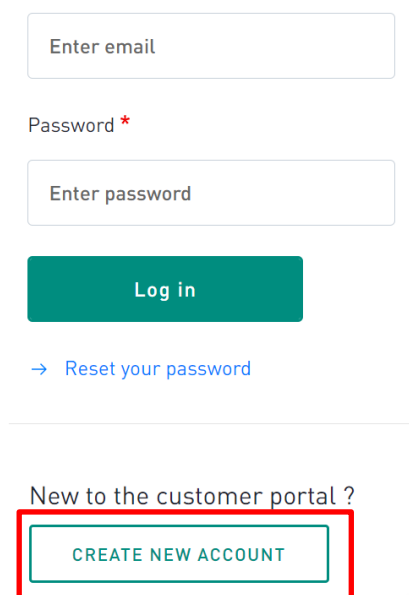
Once the proper role has been given to the correct person, the MCA can click on the “Save” button at the bottom of the screen. The screen above will then be displayed. The only remaining step is to click on “Confirm” at the bottom right corner of the last screen shown above.

2. CONNECTION TO RISKGUARD VIA CONNECT PLATFORM

2.1 ACCESS TO RISKGUARD APPLICATION FOR A RISKGUARD AGENT

2.1.1 Connect account creation (first connection)

In case a given user does not already have a Connect account and is willing to create one, this can be easily done by following the steps on the webpage reached by clicking on this [link](#). The process is triggered by clicking on “Create New account” button on the provided link above.



The image shows a login and account creation form. It includes an email input field, a password input field with a red asterisk, a 'Log in' button, and a 'Reset your password' link. Below a horizontal line, there is a link 'New to the customer portal ?' and a 'CREATE NEW ACCOUNT' button highlighted with a red rectangle.

Enter email

Password *

Enter password

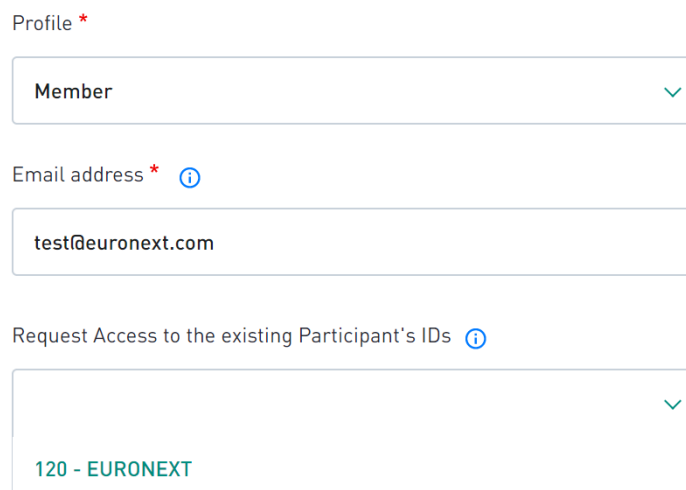
Log in

→ [Reset your password](#)

[New to the customer portal ?](#)

CREATE NEW ACCOUNT

In order to be able to access the Riskguard application through connect portal, the user has to obtain a “Riskguard Agent” (RA) role specifically created for that purpose. Only MCAs and ARs can give this applicative role to the user in connect. When the MCA or AR set up an account in connect, the access will be activated on the following day (D+1 basis).



The image shows a form for selecting a profile and email address. It includes a 'Profile' dropdown menu with 'Member' selected, an 'Email address' input field with a red asterisk and an information icon, and a 'Request Access to the existing Participant's IDs' dropdown menu with '120 - EURONEXT' selected.

Profile *

Member

Email address * ⓘ

test@euronext.com

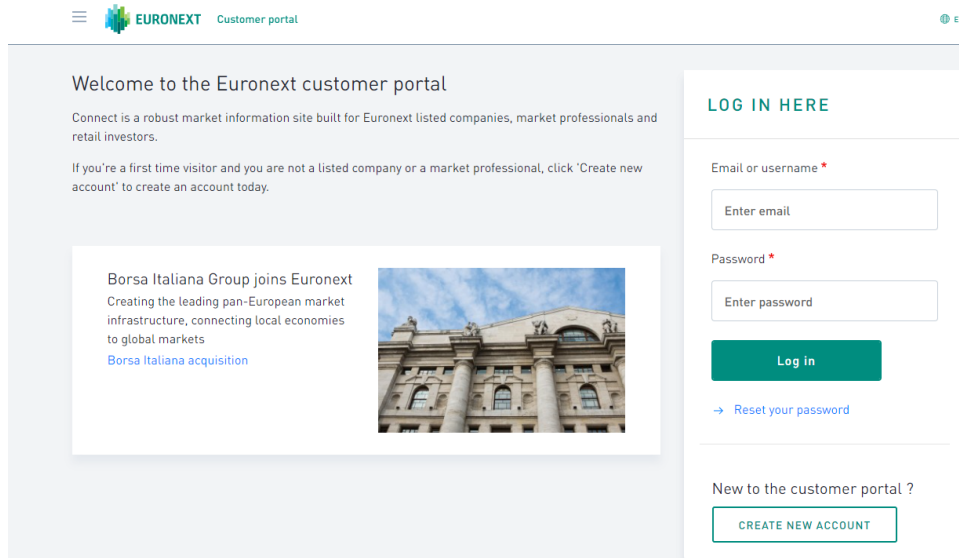
Request Access to the existing Participant's IDs ⓘ

120 - EURONEXT

2.1.2 Existing Connect account

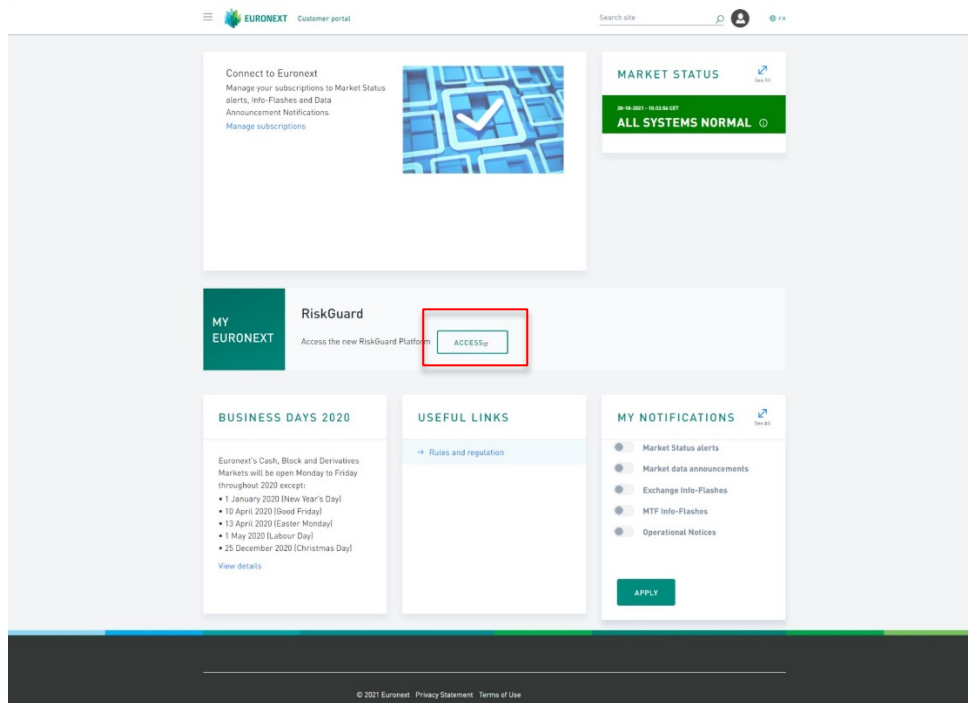
First of all, go to the Euronext Customer Portal page by clicking on the following [link](#):

You will then access this page:



The screenshot shows the Euronext Customer Portal login page. The header includes the Euronext logo and 'Customer portal' text. The main content area has a welcome message and a link to 'Create new account'. A sidebar on the right contains a 'LOG IN HERE' section with input fields for 'Email or username' and 'Password', a 'Log in' button, and a 'Reset your password' link. Below this is a 'New to the customer portal?' section with a 'CREATE NEW ACCOUNT' button.

- Once the credential have been entered successfully, you will reach the following page:

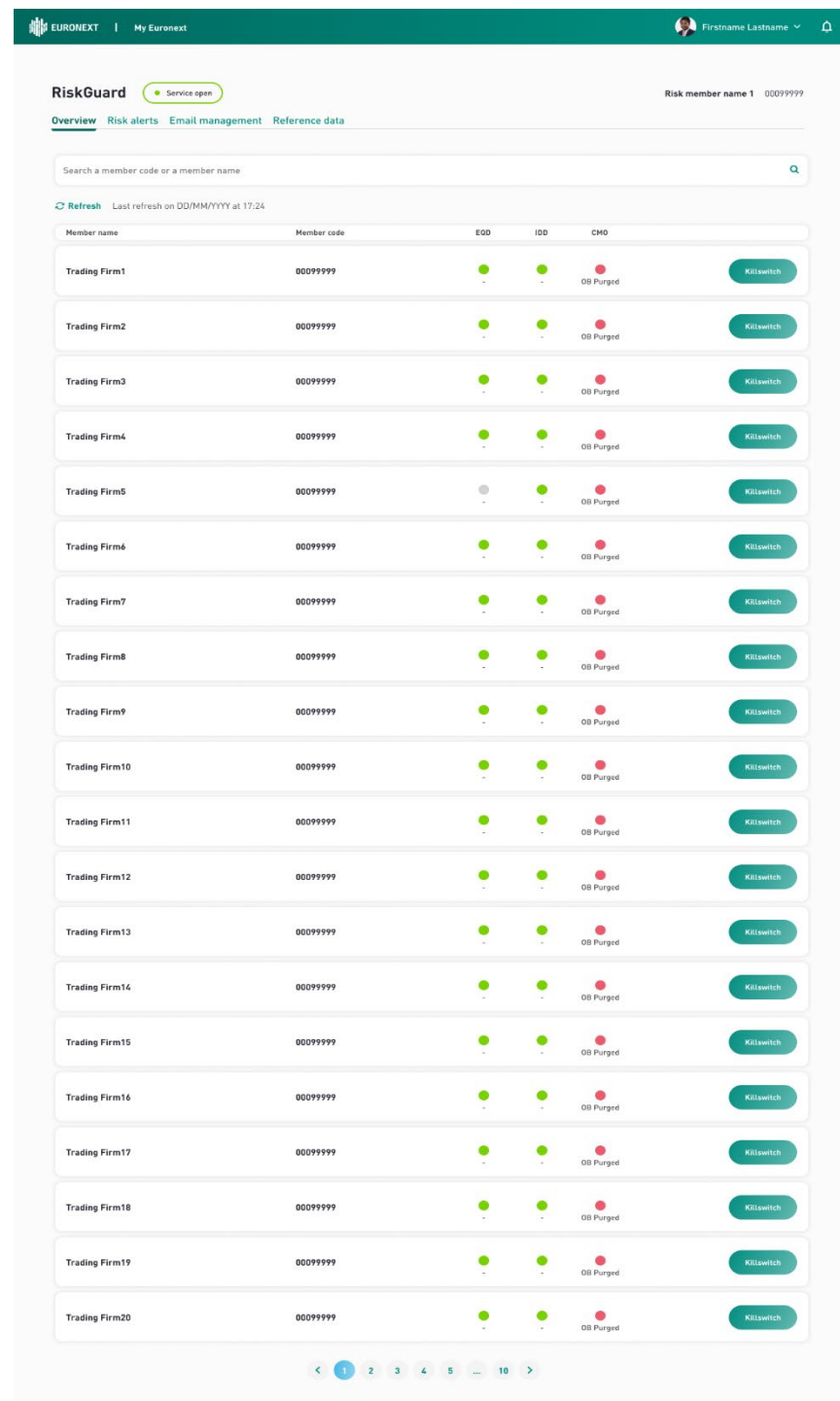


The screenshot shows the Euronext Customer Portal dashboard. The header includes the Euronext logo, 'Customer portal', a search bar, and user profile icons. The main content area is divided into several sections: 'Connect to Euronext' with links for subscriptions, 'MARKET STATUS' showing 'ALL SYSTEMS NORMAL', 'MY EURONEXT' with a 'RiskGuard' section containing an 'ACCESS' button (highlighted with a red circle), 'BUSINESS DAYS 2020' with a list of dates, 'USEFUL LINKS' with a link to 'Rules and regulation', and 'MY NOTIFICATIONS' with a list of notification types and an 'APPLY' button. The footer contains copyright information and links to 'Privacy Statement' and 'Terms of Use'.

- On this page and in order to access Riskguard tool, click on the “Access” button circled in red on the previous image.

- Then depending on the type of account, the following screen will be displayed:

For Global clearing member:



The screenshot displays the RiskGuard interface for a Global clearing member. The header includes the Euronext logo, 'My Euronext', and a user profile. The main section is titled 'RiskGuard' with a 'Service open' status. Below the header, there are tabs for 'Overview', 'Risk alerts', 'Email management', and 'Reference data'. A search bar is present, and a 'Refresh' button indicates the last refresh time. The main table lists 20 trading firms, each with a 'Member code' (00099999) and three status indicators: EGD, IDD, and CM0. The 'Killswitch' button is available for each firm. The table data is as follows:

Member name	Member code	EGD	IDD	CM0	Killswitch
Trading Firm1	00099999	●	●	● OS Purged	Killswitch
Trading Firm2	00099999	●	●	● OS Purged	Killswitch
Trading Firm3	00099999	●	●	● OS Purged	Killswitch
Trading Firm4	00099999	●	●	● OS Purged	Killswitch
Trading Firm5	00099999	●	●	● OS Purged	Killswitch
Trading Firm6	00099999	●	●	● OS Purged	Killswitch
Trading Firm7	00099999	●	●	● OS Purged	Killswitch
Trading Firm8	00099999	●	●	● OS Purged	Killswitch
Trading Firm9	00099999	●	●	● OS Purged	Killswitch
Trading Firm10	00099999	●	●	● OS Purged	Killswitch
Trading Firm11	00099999	●	●	● OS Purged	Killswitch
Trading Firm12	00099999	●	●	● OS Purged	Killswitch
Trading Firm13	00099999	●	●	● OS Purged	Killswitch
Trading Firm14	00099999	●	●	● OS Purged	Killswitch
Trading Firm15	00099999	●	●	● OS Purged	Killswitch
Trading Firm16	00099999	●	●	● OS Purged	Killswitch
Trading Firm17	00099999	●	●	● OS Purged	Killswitch
Trading Firm18	00099999	●	●	● OS Purged	Killswitch
Trading Firm19	00099999	●	●	● OS Purged	Killswitch
Trading Firm20	00099999	●	●	● OS Purged	Killswitch

The overview screen displayed above gives the possibility to clearing member to send kill switch actions at FIRM Level side. One can suspend a specific FIRM if risk is deemed high enough to justify this action.

For Non Clearing Member :

Euronext

My Euronext

Firstname Lastname

RiskGuard

Service open

Risk member name 1 00099999

Overview
Risk alerts
Email management
Reference data
Short codes management

Search a Short Code Name / Logical Access / Long Code

Refresh
Last refresh on DD/MM/YYYY at 17:24

Member name	Member code	EOD	IDD	CMO	
Trading Firm1 00000123	0000222	●	●	●	OB Purged Killswitch

Trading sessions and Short Codes

☒ Logical Access
☐ Short Codes

Member name	Logical Access	EOD	IDD	CMO	
Trading Firm0 00000123	LA23	●	●	●	OB Purged Killswitch
Trading Firm2 00000123	LA57	●	●	●	OB Purged Killswitch
Trading Firm3 00000123	LA56	●	●	●	OB Active Killswitch
Trading Firm4 00000123	LA63	●	●	●	Killswitch
Trading Firm5 00000123	LA63	●	●	●	Killswitch
Trading Firm6 00000123	LA88	●	●	●	OB Purged Killswitch
Trading Firm7 00000123	LA11	●	●	●	OB Purged Killswitch
Trading Firm8 00000123	LA10	●	●	●	OB Purged Killswitch
Trading Firm9	LA19	●	●	●	Killswitch

In this case, for Non Clearing member, we have an additional level. Indeed, member can act upon short codes as well as logical access for the same member code or firm ID.

For switch clearers and members:

The screenshot displays the RiskGuard web application interface. At the top, there is a header with the Euronext logo and 'My Euronext' text. A user profile dropdown shows 'Firstname Lastname'. The main content area is titled 'RiskGuard' with a 'Service open' status indicator. Below this, there are tabs for 'Clearer' and 'Member', with 'Member' being the active tab. A navigation bar includes links for 'Overview', 'Risk alerts', 'Email management', 'Reference data', and 'Short codes management'. A search bar is present for finding short code names, logical access, or long codes. A 'Refresh' button and a timestamp 'Last refresh on DD/MM/YYYY at 17:24' are also visible.

The main section is divided into two parts. The first part shows a table with member information:

Member name	Member code	EQD	IDD	CMO	
Trading Firm1 UC000123	0000222	●	●	●	Killswitch

The second part, titled 'Trading sessions and Short Codes', has two sub-tabs: 'Logical Access' (selected) and 'Short Codes'. It displays a table of logical access codes:

Member name	Logical Access	EQD	IDD	CMO	
Trading Firm1 UC000123	LA23	●	●	●	Killswitch
Trading Firm1 UC000123	LA57	●	●	●	Killswitch
Trading Firm1 UC000123	LA56	●	●	●	Killswitch
Trading Firm1 UC000123	LA63	●	●	●	Killswitch
Trading Firm1 UC000123	LA63	●	●	●	Killswitch
Trading Firm1 UC000123	LA88	●	●	●	Killswitch
Trading Firm1 UC000123	LA11	●	●	●	Killswitch
Trading Firm1 UC000123	LA10	Purged	●	●	Killswitch

The screen above highlights the possibility to switch from NCM to GCM for members who possesses both statuses.