



# FIA Electronic Give-Up Agreement System (EGUS) User Training Exercises

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## Document Overview

Welcome to the training exercises for users of the FIA Electronic Give-Up Agreement System (EGUS). This section provides an overview of the exercises covered in this document.

### Assumptions

The EGUS user training exercises assume that you have:

- An thorough understanding of Futures Industry Give-Up Agreements and the workflow required to process them
- Access to the *FIA EGUS User's Guide*, which provides detailed instructions for using specific EGUS Agreement workflow pages and functions

### User Exercises

The user exercises included in this document include the following actions:

- Initiate a New Agreement
  - Use Standard Text
  - Customize Agreement Text
- Manage Agreements in Your Queue
  - Find & Read Agreements in Your Queue
  - Send an Agreement from the In Progress Queue to the Review Queue
  - Review & Comment on Agreement Text for an Agreement in the Review Queue
  - Review, Modify, & Comment on an Agreement in the Review Queue
  - Request Changes to an Agreement in the Review Queue
  - Send an Agreement to an Approver (Final Send to Approver Moves Agreement to Approval Queue)
  - Recall Send Agreement to Approver (If Agreement is in Approval Queue, Moves Agreement Back to Review Queue)
  - Approve an Agreement in the Approval Queue
  - Recall Approval of an Agreement in the Approval Queue (i.e. Moves Agreement from Approval Queue Back to Review Queue)
  - Delete an Agreement in any Queue Except Executed
  - Terminate an Agreement in the Executed Queue
- Search for Agreements Using the Search Agreements Page (Includes All Agreements Where Your Party is a Party on the Agreement)
- Initiate a New Version of an Executed Agreement
- Update Accounts and Rates for an Executed Agreement
- View Actions for an Agreement
- Upload a Legacy Agreement

☞ **NOTE:** User login accounts and data will be provided in training classes.

## Exercise 1 Initiate a New Agreement

When you initiate a new agreement, you can use a standard agreement without customizing the text or you can start with a standard agreement and choose to customize the agreement text.

⇒ **NOTE:** You can also copy the text from an existing agreement if desired.

### 1.1 Use Standard Agreement Text

- ☑ On the main menu, click **Agreements > Initiate Agreement**. The Initiate Agreement page displays.
- ☑ In the Select Agreement panel, select a standard agreement as the starting agreement from the **Agreement Type** drop-down list.
- ☑ In the Select Parties panel, select from 3-8 **Parties** for this agreement. Click **Search** for each Party field to look up and select Parties to add to the agreement.
- ⇒ **NOTE:** Be sure to include your party as a party on the agreement.
- ☑ Do not enter an **Effective** and **Termination Date** for this agreement.
- ⇒ **NOTE:** When the agreement is executed, the agreement Execution Date will be used as the Effective Date—and Termination Date is not required.
- ☑ Under Amend / Customize, select the **Accounts and Rates (but not Text)** radio button.
- ☑ Type the **Jurisdiction**, e.g. New York, for this agreement.
- ☑ Click **Save & Next** to save your In Progress agreement and move to the next page of the Initiate Agreement process. The Accounts and Rates page displays.
- ☑ Attach a **Rate Schedule** to this agreement.
- ☑ Enter two **Executing Accounts** for the Rate Schedule attached to this agreement.
- ⇒ **NOTE:** The agreement Execution Date will be used as the Executing Account Effective Dates—and Termination Date is not required.
- ☑ Enter four **Clearing Accounts** for this agreement.
- ⇒ **NOTE:** The agreement Execution Date will be used as the Clearing Account Effective Dates—and Termination Date is not required.
- ☑ Click **Save & Next** to save your In Progress agreement and move to the next page of the Initiate Agreement process. The View / Manage Agreement page displays.
- ☑ When you, as the Initiating Processor, determine that the agreement is final and ready for all Party Processors to review, click **Send to Review**. The agreement is sent to all Processors for all Parties on the agreement and the agreement now displays in their **Review** queues.
- ☑ On the View / Manage Agreement page, Party Processors for an agreement can perform the actions as described in the following table. See the Review, Modify, & Comment on Agreement Text Exercise on page 10 for details.

Select this button...	In this panel...	To...
<b>Edit</b>	IDs and Dates —or— Parties	Modify agreement dates, Parties, and Jurisdiction on the Initiate Agreement page.
<b>Edit</b>	Accounts and Rates	Modify agreement rates / rate schedules, Executing Accounts, and Clearing Accounts on the Accounts and Rates page.

Select this button...	In this panel...	To...
<b>Add Comments</b>	Comments	Add comments for the overall agreement—or overall agreement text on the Add Comments pop-up window.
<b>Review &amp; Comment on Text</b>	View Agreement	Add comments for specific agreement paragraphs, i.e. to request modifications, etc. to text, on the Review & Comment on Text page.
<b>Request Changes</b>	Top and bottom of page	Request that the Initiating Processor make changes to agreement information or text. Agreement or paragraph comments are required to select this button.
<b>Send to Approver</b>	Top and bottom of page	Designate the agreement as ready for the Processor's party's approval.

## 1.2 Customize Agreement Text

- ☑ On the main menu, click **Agreements > Initiate Agreement**. The Initiate Agreement page displays.
- ☑ In the Select Agreement panel, select a standard agreement as the starting agreement from the **Agreement Type** drop-down list.
- ☑ In the Select Parties panel, select from 3-8 **Parties** for this agreement. Click **Search** for each Party field to look up and select Parties to add to the agreement.
- ☑ Optionally, assign the **Effective** and **Termination Dates** for this agreement.
- ☑ Under Amend / Customize, select the **Accounts and Rates and Text** radio button.
- ☑ Type the **Jurisdiction** for this agreement.
- ☑ Click **Save & Next** to save your In Progress agreement and move to the next page of the Initiate Agreement process. The Customize Agreement Text page displays.
- ☑ On this page, you can:
  - Customize paragraphs by modifying the text
  - Customize paragraphs by substituting paragraphs from either the public library or your institution's library
  - Add new paragraphs
  - Delete paragraphs (and restore deleted paragraphs as necessary)

➞ **NOTE:** You can also save any new or modified paragraphs to either the public library or your institution's library.

- ☑ Click **Save & Next** to save your In Progress agreement and move to the next page of the Initiate Agreement process. The Accounts and Rates page displays.
- ☑ Enter a single commission **Rate** or attach a **Rate Schedule** to this agreement.
- ☑ Assign **Executing Accounts** and **Clearing Accounts** to this agreement.
- ☑ Click **Save & Next** to save your In Progress agreement and move to the next page of the Initiate Agreement process. The View / Manage Agreement page displays.

➞ **NOTE:** Modifications to the standard starting agreement text are noted.

- ☑ When the agreement is ready for review by all Processors for all Parties on the agreement, click **Send to Review**. The agreement is sent to all Processors for all Parties on the agreement and the agreement now displays in these Processors' **Review** queues.
- ↪ **NOTE:** On the View / Manage Agreement page, Party Processors for an agreement can perform the actions as described in the table beginning at the bottom of page 5.

## Exercise 2 Manage Agreements in Your Queue

### 2.1 Access the My Queue Page

- ☑ On the main menu, select **Queues, My Queues**. The My Queues page displays with the **All** view selected by default.

### 2.2 Read the Queue Indicators

- ☑ Click a **sheet of paper icon** (indicating that the text for this agreement was changed). The text of this agreement displays.
- ☑ Click a **dollar sign icon (\$)** (indicating that the rates and/or accounts for this versioned agreement were changed). The rates for this agreement display.
- ☑ Find a **green checkmark icon (✓)** that indicates that this party has completed the current workflow action, i.e. the party has sent this agreement to the next queue). For example, if an agreement is in the Review queue and a party Processor has chosen to Send to Approver, a green checkmark displays in the **Q** field for that party.
- ☑ Find a red x icon (**X**) that indicates that this party has not yet completed the current workflow action.
- ☑ Click a hyperlinked number for one each of the **X Accts**, **Rate**, and **Clr Accts** indicators:
  - These fields indicate the number of Executing Accounts, Rate Schedules, and Clearing Accounts for this agreement. Click a hyperlinked number to view a summary of the selected items.
  - A red zero (**0**) indicates that this type of account or rate has not yet been entered for the agreement.
- ☑ Click a double left arrows icon (**<<**) or **[Preceding Agreement]** indicator which indicates that this agreement has been versioned, i.e. it has a preceding agreement. The View / Manage Agreement page opens with the information for the preceding agreement.

### 2.3 View All Agreements in Your Queues

- ☑ Click **All**. All agreements for your assigned parties in your queues display in the list below.

### 2.4 View Agreements for a Selected Queue

- ☑ Click a hyperlinked queue name (e.g. **In Progress**, **Review**, etc.). Your parties' agreements in the selected queue display in the list below.

⇒ **NOTE:** Use the Search Agreements page to look up agreements that are not available on the My Queue page, e.g. Executed agreements without pending alerts.

### 2.5 Select Filters and Search for Agreements in Your Queues

- ☑ Select the **All** option or a specific queue.
- ☑ Enter the filter criteria you want.
- ☑ Click **Search** to perform the search using the filter criteria you entered. The results display in the list below.
- ☑ Click **Reset** to clear the existing Filters and start over.
- ☑ Click **Next Page** and **Previous Page** to move the next set of results in the list if applicable.

## 2.6 Send to Review

- Access the **My Queue** page.
- Select the **Review** queue.
- Look up the agreement you want to send to all Party Processors for this agreement.
- Click the **Agreement ID**, located past the center column. The View / Manage Agreement page displays with the selected agreement.
- Ensure this is the agreement you want and that it is accurate and ready to send to the Party Processors.
- Click **Send to Review**. The agreement now displays in the **Review** queue with red Xs in the **Q** fields for each Party Name.

## 2.7 View Agreement (Text, Rates, Contacts)

- Access the **My Queue** page.
- Select the **Review** queue.
- Search for and find the agreement whose text you want to review and click the **Agreement ID**. The information for the agreement you selected displays on the View / Manage Agreement page.
- In the View Agreement panel, click **Agreement Text**. The current agreement text without rates displays below. You may click the **View PDF** button to open the Agreement in a separate window in printable PDF format.
- In the View Agreement panel, click **Agreement Contacts**. The Contact page for this agreement displays below.

## 2.8 Review & Comment on Agreement Text

- Access the **My Queue** page.
- Select the **Review** queue.
- Search for and find the agreement whose text you want to review and click the **Agreement ID**. The information for the agreement you selected displays on the View / Manage Agreement page.
- In the View Agreement panel, click **Review & Comment on Text**. The Review and Comment on Agreement Text page displays.
- On this page, you can:
  - Review the agreement text.
  - Add comments for specific paragraphs as desired.
  - View All Comments for specific paragraphs.
  - Preview Modifications to the agreement text.
  - Click the **View PDF** button to open the Agreement in a separate window in printable PDF format.
- Click **Save & Next** to save your comments and return to the View / Manage Agreement page.
- Click **Request Changes** if you added comments indicating changes you want made to this agreement and you want to alert the other Party Processors. All other Party Processors are alerted.

## 2.9 Review, Modify, & Comment on Agreement Text

- ☑ Access the **My Queue** page.
- ☑ Select the **Review** queue.
- ☑ Search for and find the agreement you want to review and modify and click the **Agreement ID**. The information for the agreement you selected displays on the View / Manage Agreement page.
  - ☞ **NOTE:** You can not modify or edit information on this page. You may add comments for the Agreement creator to review or request changes..
- ☑ Review all information on this page. Click **View PDF** to open the Agreement in a separate window in printable PDF format.
- ☑ To add comments for the overall agreement, click **Add Comments**. The Add Comments pop-up window displays. Add comments as desired and click **Add** when you are done. The Add Comments pop-up window closes and your comments display in the Comments panel on the View / Manage Agreement page.
- ☑ To modify dates, Parties, or Jurisdiction for this agreement, in the IDs and Dates panel or the Parties panel, click **Edit**. The Initiate Agreement page displays. Modify the desired information. Click **Save & Next** to save any changes you made and return to the View / Manage Agreement page.
- ☑ To modify Executing or Clearing Accounts or rates for this agreement, in the Accounts and Rates panel, click **Edit**. The Accounts and Rates page displays. Modify the desired information. Click **Save & Next** to save any changes you made and return to the View / Manage Agreement page.
- ☑ Click **Request Changes** if you are requesting changes to this agreement and you want to alert the other Party Processors. All Party Processors are alerted.
- ☑ If you or other Processors for Parties on this agreement made any changes or added comments and requested changes, the Initiating Processor will review and submit it for another Party Processor Review. This cycle is repeated until the review has been completed. The agreement remains in the Review queue until all Parties determine that it is finalized and each Party Processor selects **Send to Approver** (see next exercise).

## 2.10 Attach Signature

- ☑ Look up the agreement and click the **Agreement ID**. The View / Manage Agreement page displays with the selected agreement.
- ☑ In the Parties panel, click **Attach Signature** next to the appropriate non-compliant party.
- ☑ Click **Browse** to find and select the upload Signature page file.
- ☑ Click **Attach**. The Signature page is attached to the agreement and the hyperlink "Signature attached" displays next to non-compliant party name. (Click this link to view the Signature page.)

## 2.11 Send to Approver

- ☑ Look up the agreement in your Review queue and click the **Agreement ID**. The View / Manage Agreement page displays with the selected agreement.
- ☑ Ensure this is the agreement you want and that it is accurate and ready to send to your Party approver(s).
- ☑ Click **Send to Approver**.
- ☑ The agreement is marked as ready to send to the Approver(s) for your party and displays in the **Review** queue with a green checkmark next to your party name.
- ☑ Once all Processors for all Parties on the agreement have selected **Send to Approver**, the agreement displays in the **Approval** queues for all approvers for this agreement.

## 2.12 Recall Send to Approver

- ☑ Look up the agreement and click the **Agreement ID**. The View / Manage Agreement page displays.
- ☑ Ensure this is the agreement you want.
- ☑ Click **Recall Send to Approver**.
- ☑ If necessary, the agreement is moved from the Approval queue back to the **Review** queue and a red **X** displays next to this Party's name to indicate that the agreement's **Send to Approver** status has been recalled.

## 2.13 Approve

- ☑ Look up the agreement in your Approval queue and click the **Agreement ID**. The View / Manage Agreement page displays.
- ☑ Ensure this is the agreement you want to approve and that all content is accurate.
- ☑ Click **Approve**.
- ☑ The agreement is displays in the **Approval** queue with a green checkmark next to your party name.
- ☑ Once all Processors for all Parties on the agreement have selected **Approve**, the agreement is executed.

☞ **HINT:** The agreement only displays in the Executed queue if alerts exist for this agreement; otherwise, you can look up and view Executed agreements only on the Search Agreements page (not on My Queue).

☞ **NOTE:** If no Effective Date was entered for this agreement, today's date, i.e. the Execution Date, is assigned as the Effective Date for this agreement upon execution.

## 2.14 Recall Approval

- ☑ Look up the agreement in your Approval queue and click the **Agreement ID**. The View / Manage Agreement page displays with the selected agreement.
- ☑ Ensure this is the agreement you want and that it is accurate and ready to send to your Party approver(s).
- ☑ Click **Recall Approval**.
- ☑ The agreement is marked as ready to send to the Approver(s) for your party and displays in the **Review** queue with a green checkmark next to your party name.
- ☑ Once all Processors for all Parties on the agreement have selected **Send to Approver**, the agreement displays in the **Approval** queues for all approvers for this agreement.

## 2.15 Delete

- ☑ Look up the agreement you want to delete and click the **Agreement ID**. The View / Manage Agreement page displays with the selected agreement.

☞ **NOTE:** You can delete agreements in the In Progress, Review, or Stale queues; you can not delete Executed agreements.

- ☑ Ensure this is the agreement you want to delete.
- ☑ Click **Delete**. The system asks you if you are sure.
- ☑ Click **Yes**. The agreement is deleted.

## 2.16 Terminate

An Approver for a party on the agreement reviews and, if necessary, terminates the agreement:

- ☑ Look up the executed agreement you want to terminate (i.e. cancel), and click the **Agreement ID**. The View / Manage Agreement page displays with the selected agreement.
- ☑ Ensure this is the agreement you want to terminate (and/or versioned).
- ☑ Click **Terminate**. The Confirm Termination pop-up window displays.
- ☑ Type the **Termination Date** and click **Terminate**. The system asks you if you are sure and asks if you'd like to terminate the agreement or create a new version of the agreement.
- ☑ Click **Yes**. This executed agreement is terminated as of the date you entered. If you selected to create a new version, the Initiate Agreement page displays with this agreement as the preceding agreement. Proceed with creating the new version as if you were initiating a new agreement.

## Exercise 3 Search Agreements

- ☑ On the main menu, select **Agreements, Search Agreements**. The Search Agreements page displays.
- ☑ Enter the filter criteria you want.
- ☑ Click **Search** to perform the search using the filter criteria you entered. The results display in the list below.
- ☑ Click **Reset** to clear the existing Filters and start over.
- ☑ Click **Next Page** and **Previous Page** to move the next set of results in the list if applicable.

## Exercise 4 Initiate a New Version of an Executed Agreement

- ☑ On the main menu, select **Agreements, Search Agreements**. The Search Agreements page displays.
- ☑ Search for the existing agreement you want to version using the Filters at the top of the page.
- ☑ Select to create new version using either of the following two methods:
  - Click the **Agreement ID**. The agreement displays on the View / Manage Agreement page. Click **Initiate New Version**.
  - Select the checkbox for the agreement you want to version. Click **Initiate New Version**.

The Initiate Agreement page displays with the information for the selected agreement.

☞ **NOTE:** When versioning an agreement, you can not change or add parties or change party roles for parties.

- ☑ Enter the **Effective Date** and **Termination Date** for the new version.
  - If the previous agreement does not have a termination date already entered, the system automatically terminates the previous agreement as of the yesterday's date and enters today's date as the effective date for the new agreement.
  - If the previous agreement has a termination date already entered, the system retains that date and uses that date plus one day as the effective date for the new agreement.
- ☑ Select the **Accounts and Rates but NOT Text** radio button.
- ☑ In the **Insert Jurisdiction** field, type the jurisdiction you want to be automatically inserted in the appropriate paragraph of the agreement.
- ☑ Click **Save & Next** to save your In Progress agreement and move to the next page of the Initiate Agreement process. The Accounts and Rates page displays.
- ☑ Update the accounts and rates for this new version as necessary.

☞ **NOTE:** When versioning an agreement, you can not change the Bill To Party or deselect the Hide Rates checkbox if it is already selected.
- ☑ Click **Save & Next** to save the accounts and rates information for the new version and move to the next page of the Initiate Agreement process. The View / Manage Agreement page displays with the new version of the agreement.
- ☑ Click **Send to Review** when it is ready for review by all Parties on the agreement and continue processing as you would with any agreement.

## Exercise 5 Update Accounts and Rates for an Executed Agreement

### 5.1 Update Billing Information

⇒ **IMPORTANT:** Creates a new version of agreement.

- ☑ Access the My Queue or Search Agreements page and look up the agreement you want. Click the desired **Agreement ID**. The View / Manage Agreement page displays.
- ☑ Click **Initiate New Version**. The Initiate Agreement page displays.
- ☑ Review information on this page and change any necessary information.
- ☑ Click **Save & Next**. The Accounts and Rates page displays.
- ☑ Update the blanket commission rate or indicate that you want to attach rate schedule(s):
  - To use one commission rate, select the **Specified amount** radio button. (The text **specified amount** displays under the **Rate Schedule** column heading in the Attached Rate Schedules and Executing Accounts panel below, where you add associated Executing Accounts.) Enter the **commission rate**. Then, select the appropriate **Currency** from the drop-down list.
  - Or, to use one or more rate schedules, select the **Specified on attached Rate Schedule(s)** radio button and attach the rate schedules and enter associated Executing Accounts.
- ☑ Click **Save & Next**. The View / Manage Agreement page displays.
- ☑ Click **Send to Review**.

### 5.2 Remove (or Expire) Rate Schedules

⇒ **IMPORTANT:** Creates a new version of agreement.

- ☑ Access the My Queue or Search Agreements page and look up the agreement you want. Click the desired **Agreement ID**. The View / Manage Agreement page displays.
- ☑ Click **Initiate New Version**. The Initiate Agreement page displays.
- ☑ Review information on this page and change any necessary information.
- ☑ Click **Save & Next**. The Accounts and Rates page displays.
- ☑ Under the **Select** column heading in the panel at bottom left, select the checkbox(es) for the rate schedule(s) you want to remove (or expire).
- ☑ Click **Remove**.
  - If the agreement has not yet been Executed, the selected rate schedule(s) are deleted from the agreement along with any associated Executing Accounts.
  - If the agreement has been Executed, the system prompts you to enter the date you want to expire the selected rate schedule(s). Click in the **Expiration Date** field and type the date. Click **Remove**. The system asks you if you are sure. Click **Yes**. All current Executing Accounts associated with the selected rate schedule(s) are expired as of the date you entered. (A rate schedule with all expired Executing Accounts is considered expired.)
- ☑ Click **Save & Next**. The View / Manage Agreement page displays.
- ☑ Click **Send to Review**.

### 5.3 Replace a Rate Schedule

⇒ **IMPORTANT:** Creates a new version of agreement.

- ☑ Access the My Queue or Search Agreements page and look up the agreement you want. Click the desired **Agreement ID**. The View / Manage Agreement page displays.
- ☑ Click **Initiate New Version**. The Initiate Agreement page displays.
- ☑ Review information on this page and change any necessary information.
- ☑ Click **Save & Next**. The Accounts and Rates page displays.
- ☑ Under the **Select** column heading, select the checkbox for the rate schedule you want to replace.
- ☑ Click **Replace**.
- ☑ Click **Browse** and select the new replacement Rate Schedule file.
- ☑ Type the desired **Effective Date** for the new rate schedule.
- ☑ Click **Replace**.
- ☑ When the system asks you if you are sure, click **Yes**. All current Executing Accounts associated with the rate schedule being replaced are expired as of the Effective Date you entered minus one day and the new replacement rate schedule displays with all associated Executing Accounts using the Effective Date you entered.
- ☑ Click **Save & Next**. The View / Manage Agreement page displays.
- ☑ Click **Send to Review**.

### 5.4 Add Executing Accounts

- ☑ Access the My Queue or Search Agreements page and look up the agreement you want. Click the desired **Agreement ID**. The View / Manage Agreement page displays.
- ☑ On the Accounts and Rates panel, click **Edit**. The Accounts and Rates page displays.
- ☑ In the Clearing Accounts panel, type the **Effective Date**, **Expiration Date**, **Clearing Account ID**, and **Account Description** for each new Executing Account you want to add.
- ☑ To add additional accounts, click **Add Account**. A new Executing Account row displays for this rate schedule. Add as many Executing Accounts as needed for each rate schedule.
- ☑ Click **Save & Next**. The View / Manage Agreement page displays.

### 5.5 Add Clearing Accounts

- ☑ Access the My Queue or Search Agreements page and look up the agreement you want. Click the desired **Agreement ID**. The View / Manage Agreement page displays.
- ☑ On the Accounts and Rates panel, click **Edit**. The Accounts and Rates page displays.
- ☑ In the Clearing Accounts panel, type the **Clearing Account ID**, **Account Description**, **Effective Date**, and **Expiration Date** for each new Clearing Account.
- ☑ To add additional Clearing Accounts, click **Add Accounts**. Five new rows display. Add as many additional Clearing Accounts as needed for the agreement.
- ☑ Click **Save & Next**. The View / Manage Agreement page displays.

## 5.6 Expire Executing or Clearing Accounts

- ☑ Access the My Queue or Search Agreements page and look up the agreement you want. Click the desired **Agreement ID**. The View / Manage Agreement page displays.
- ☑ On the Accounts and Rates panel, click **Edit**. The Accounts and Rates page displays.
- ☑ Click in the **Expiration Date** field for the account you want to expire.
- ☑ Type the desired expiration date.
- ☑ Repeat for each account you want to expire.
- ☑ Click **Save & Next**. The View / Manage Agreement page displays.

## Exercise 6 View Workflow Actions for an Agreement

- Look up the agreement you want on the My Queue or Search Agreements page.

➤ **NOTE:** The **View Actions** button is available on other pages as well.

- Either:

- Click the **Status** for the desired agreement, OR
- Click the **Agmt ID** for the desired agreement. The View / Manage Agreement page displays. Click **View Actions**.

The View Actions pop-up window displays. The most recent actions display first.

➤ **NOTE:** Actions or various information may not display based on visibility rules, e.g. if you are with a broker party and a customer or trader party has not granted you visibility, that customer or trader party name will not display.

- Use the scroll bar to view all actions for this agreement.

## Exercise 7 Upload a Legacy Agreement

Practice uploading a legacy agreement on your own—use the following steps to help you.

- Click **Tools, Upload Legacy Agreement**. The Upload Legacy Agreement page displays.
- Upload PDF File for the legacy agreement you want to upload.

➤ **NOTE:** In EGUS, to be able to hide rates from all Parties except the Executing Broker, Dealer, Trader, or Customer for an agreement, you must upload Rate Schedules in separate files from the Agreement PDF file.

- Click **View** to display the legacy agreement PDF file in the View Agreement panel.
- Under **Agreement Type**, click in and select the agreement type for this uploaded legacy agreement.
- Select the **Parties** for this agreement.
- Click in the **Executed on** field and type the date this agreement was executed using the standard format. If you do not enter a date, today's date will be used.
- Click in the **Effective Date** field and type effective date for this agreement using the standard format. If you do not enter a date, today's date will be used.
- Click in the **Termination Date** field and type termination date for this agreement using the standard format. This field is optional.
- Click **Next**. The Accounts and Rates page displays.
- Enter **Rates, Executing Accounts, and Clearing Accounts** for this uploaded legacy agreement. The View / Manage Agreement page displays.
- Review all information to ensure accuracy.
- Click Edit to update any incorrect information.
- Once you are satisfied that all information is correct, click **Execute**. The uploaded legacy agreement has been saved and executed in EGUS and is tagged with the information you entered.