



# Cboe Futures Exchange Position/ OCR Reporting Portal FAQ

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## Introduction

This document will answer frequently asked questions for the [Position/OCR Reporting Portal](#) (the "Portal") for Large Trader Reporting (LTR).

Additional resources can be found at the following links:

CFE Regulatory Circular 26-001: [CFERG26-001 Changes to Large Trader Reporting to CFTC and CFE Position/OCR Reporting Portal - Production Environment](#)

[Position/OCR Reporting Portal - Certification Environment](#)

For additional assistance, please contact CFE Regulation at [CFEOCRReg@cboe.com](mailto:CFEOCRReg@cboe.com).

The guidance below is applicable solely to CFE and is not intended to provide guidance for CFTC regulations or the requirements of other Exchanges.

## General Onboarding and Access

### How do I get started using the Portal?

Register via the [Position/OCR Reporting Portal registration page](#).

## **Can I permission colleagues to access the Portal on behalf of my Firm?**

No, each person will need to register their own account in the Portal.

## Can I set up Portal access using a group distribution list?

Yes. Register the account using the group distribution email.

## **Can I use my existing OCR Portal account to log in to the new Portal?**

Yes, users with existing OCR Portal accounts can use their current username/password to log in to the new Portal.

## How can I deactivate a user's Portal access?

To deactivate a user's Portal access, email [CFEOCRReg@cboe.com](mailto:CFEOCRReg@cboe.com).

## How do I get a CFTC reporting ID?

To get a CFTC reporting ID, contact the CFTC at [OCRTechSupport@cftc.gov](mailto:OCRTechSupport@cftc.gov)

## How do I reset my password?

To reset your password, navigate to the login page in either the Production or Certification environment and select Forgot My Password.

# Portal Features and Functionality

## Can I view my previous LTR/OCR submissions in the Portal?

Yes, you can view your previous Manual LTR/OCR submissions.

### Submitted OCR Form(s)

FORM#	ACCOUNT#	SAVED DATETIME	TRACKING#	STATUS	USER	ACTION
102A	test	03/18/2026 10:28:51 AM	ZECC62HFMA5EZPV	SUBMITTED	Chen, Yutian	

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### Submitted Large Trader Report Position(s)

View Submitted Positions

FORM#	ACCOUNT#	SYMBOL	EXPIRATION	SAVED DATETIME	STATUS	USER	ACTION
LTRV1	xyz	IBGO	2026-09-01	03/18/2026 09:43:17 AM	SUBMITTED	Napoleoni, John	

## Can I duplicate my LTR report from yesterday if my position does not change?

You can duplicate a previously submitted LTR report by clicking the duplicate button and making any necessary changes before submitting it.



## Submission Methods and File Format for LTR and OCR

### What file format should I use for electronic submissions of LTRs?

Submit the LTRs in the 80-character txt format used by the CFTC. Refer to the CFTC's specification of LTR [here](#).

## What is the file naming convention for the OCR?

Production xml files are required to be submitted with the following filenames:

- `OCRFORM_102_FIRMID_YYYYMMDD_E_FILEID.xml [.zip]`
- `OCRFORM_71_FIRMID_YYYYMMDD_E_FILEID.xml [.zip]`

FILE NAME COMPONENT	MANDATORY	DESCRIPTION
FIRMID	Yes	CFTC ID for the reporting firm
YYYYMMDD	Yes	Trade date
FIELD	Yes	Identification to provide uniqueness in the file name for the reporting date. Reporters may use either time ( HHMMSS ) or another unique alphanumeric string.
.xml	Yes	The xml file extension
.zip	No	File extension to be used if the reported sends the file in a zip format. The zip file must contain only one file.

## What is the file naming convention for the LTR?

Production txt files are required to be submitted with the following filenames:

- LTR\_FIRMID\_YYYYMMDD.txt

FILE NAME COMPONENT	MANDATORY	DESCRIPTION
FIRMID	Yes	CFTC ID for the reporting firm
YYYYMMDD	Yes	Trade date
.txt	Yes	The txt file extension

## Can I submit data for multiple reporting entities?

Yes, you can submit LTR/OCR data for multiple Reporting Entities by using the Entities' CFTC reporting IDs. Email [CFEOCRReg@cboe.com](mailto:CFEOCRReg@cboe.com) to report the Reporting Entities and CFTC reporting IDs that you would like to submit data for.

## **If I am submitting LTRs for multiple Reporting Entities, should I send one file or multiple files?**

CFE systems support both methods. You can either send one file that includes all Reporting Entities' data or multiple files (one for each Reporting Entity). Please consult the CFTC and other regulators' guidance for their reporting requirements.

## **When is the deadline for LTR submission?**

The deadline for LTR submission is at 8:00 a.m. T+1 Chicago USA time.

## **Will the CFE forward my LTR to the CFTC?**

No, CFE will not forward your LTR to the CFTC.

## **Do I need to send two LTR files, one for OCC-cleared products and one for Cboe Clear US-cleared products?**

No, send only one file that contains records for all CFE products, including those by either Clearing House.

## Technical Setup and SFTP Keys

**I want to submit LTR and/or OCR electronically. How do we establish connectivity with the Exchange?**

For the network(s) you intend on using, you will have to provide the public key(s) to establish connectivity to the Exchange's network on Amazon Web Services (AWS) for this purpose.

## How do I add my SFTP public key to the Portal?

Approved users can log in to the Portal, and register the public key information under the SFTP Access header, by selecting Manage SFTP Keys. Please note that you can add multiple keys to set up multiple connections with us. New keys do not replace old keys.



## What is the format of the SFTP public key?

The format to use is rsa-sha2-512 or better. Please note that the key should be in one line and not include spaces and returns. For example:

**Key Format:**

```
ssh-rsa AAAAB3Nza...PUBLIC KEY BODY...qvYyHG6qp8RCw== rsa-key-20200428
```

## **What will be the username for the SFTP connection?**

Use your Portal username to access the SFTP connection.

## What is the Port number for the SFTP connection?

Use Port number 22 for the SFTP connection.

## **Which folder should be used to submit the data?**

Drop the files into the folder named **transfer/in** in both the Production environment and Certification environment.

## **Can I add multiple keys for different networks or for Disaster Recovery purposes?**

Yes, multiple public keys are supported and different network equipment can be used to submit LTR and OCR.

## **Where are the Production (PROD) and Certification (CERT) environments for the SFTP connection?**

The PROD environment destination network for electronic LTR/OCR is available at [files.cboe.com](https://files.cboe.com).

The CERT environment destination network for electronic LTR/OCR submission is available at [c-files.cboe.com](https://c-files.cboe.com).

## What are the IP addresses for the Production and Certification environments of the SFTP connection?

Please email [filetransfer@cboe.com](mailto:filetransfer@cboe.com) for IP addresses.

## Support

For general questions, contact CFE OCR Regulations at [CFEOCRReg@cboe.com](mailto:CFEOCRReg@cboe.com).

For questions regarding CFE rules, contact CFE Regulatory Interpretations at [CFEreginterps@cboe.com](mailto:CFEreginterps@cboe.com), or call +1 (312) 786-7229.