



Cboe Futures Exchange Position/ OCR Reporting Portal Quick Start Guide

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Introduction

This guide will outline the processes for configuring 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](#)

Register Your Firm and Set Up User Access

To register your firm and set up user access, navigate to [the CFE Position/OCR Reporting Portal in the Production environment](#) and complete the Registration Form. You will need to provide your Firm's 3-letter alpha code CFTC Reporting ID.

CFE will review the request and generally approve access within 48 hours. Upon approval, you will receive an auto-generated email with your username and a link to set your permanent password.

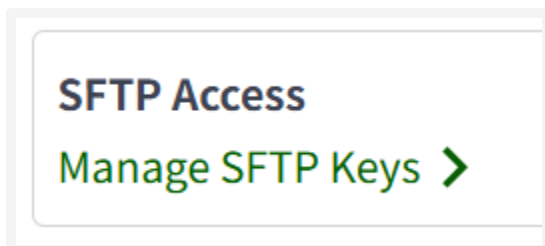
This process must be followed for each associate requesting access.

If you are reporting for more than one CFTC Reporting ID (for example, your affiliates or customers), email CFEOCRReg@cboe.com with details of the Reporting Entities and their CFTC Reporting IDs.

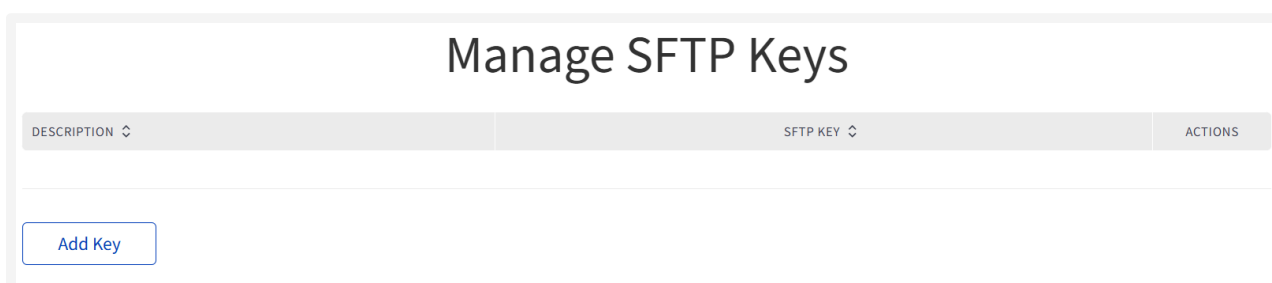
Configure Network Connectivity (SFTP Users Only)

To configure network connectivity for SFTP users, take the following steps:

1. Log in to the Portal and add your SFTP public key for each network you'll use for submissions.
 - a. Under the SFTP Access header, select Manage SFTP Keys.



- b. In the Manage SFTP Key window, select Add Key.



- c. In the Key Name field, provide a name for the key. In the Authentication Public Key field, add the public key in format `rsa-sha2-512` or better. Select the Save button to save your key.



Support

Please direct questions or comments regarding this process to CFEOCRReg@cboe.com.