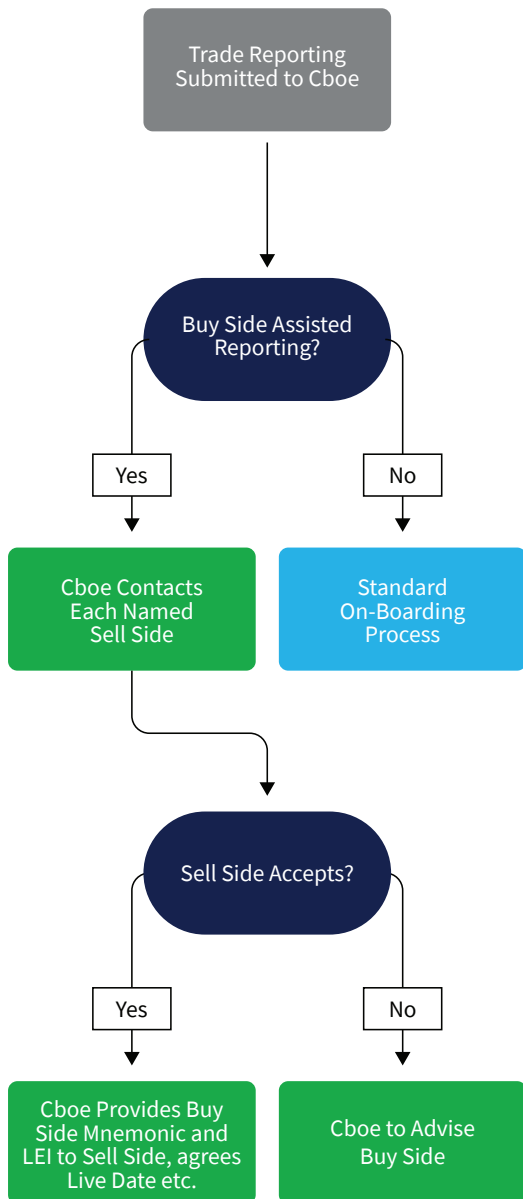


Please find below a step by step overview of how a buy side works with Cboe to move an assisted reporting setup into production.



Stage 1

Review the [Cboe contractual and service documentation](#)

Stage 2

Review the [Cboe pricing scheme](#) for the service (see last table on Page 2, “APA Service”).

Stage 3

Complete and return the [Service Order Form](#) to your Cboe Europe account manager, or the Sales team at Cboe Europe (SalesEU@Cboe.com).

Stage 4

Cboe will contact the named brokers on your Service Order Form in order to confirm their willingness to assist your reporting.

Stage 5

Cboe will assign a 4 letter code to your firm and work with you and your brokers to test the setup.

Stage 6

Cboe will provide access to our UAT website in order for you to familiarise yourselves with the various tools and to determine what users require which access and training can be provided.

The Cboe trade data file is also available at this stage and users can familiarise themselves with the structure and content of the file in order to aid reconciliation purposes. Review the [file specification document](#) for more details

The client can also automate the download of the trade data file.

Stage 7

Once the steps above are complete Cboe will work with the buy side and its brokers to co-ordinate a live date.

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