

**New Acronym Group for Existing Logins**\_\_\_\_\_  
Trading Privilege Holder (TPH) Name\_\_\_\_\_  
OCC #\_\_\_\_\_  
TPH Contact Name\_\_\_\_\_  
TPH Contact Title\_\_\_\_\_  
TPH Contact Email\_\_\_\_\_  
TPH Contact Phone

Please refer to the attached Guidelines which describe the process for how TPHs with existing logins may activate a new acronym group. Contact the Registration Services Department at 312-786-7449 for login availability.

Disable the following login(s) upon completion of migration process:

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Create New Acronym Group

<b>Acronym Group:</b>	<b>New Login(s):</b>
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Please fill out the above information and email the completed form as an attachment to [registration@cboe.com](mailto:registration@cboe.com). Exchange personnel will contact you regarding your request.

Signature of TPH Authorized Representative: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Title: \_\_\_\_\_ Date: \_\_\_\_\_

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**Representative is authorized to act on behalf of the TPH: RSD Specialist Initials: \_\_\_\_\_ Date: \_\_\_\_\_****RSD Management Review: Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

### **CFE Self-Trade Prevention Guidelines for TPHs with Existing Logins to Activate a New Acronym Group**

Below is a list of steps for a TPH to designate already existing logins to a new acronym group and to apply Self-Trade Prevention to that acronym group. A current TPH login cannot be moved to a newly created acronym group. Instead, a replacement login is required and the old login will be disabled.

1. The TPH completes the CFE New Acronym Group for Existing Logins Form and the CFE Self-Trade Prevention Request Form and submits the Forms to the Registration Services Department.
2. The Registration Services Department will verify the TPH information and provide the TPH with the new acronym group and login(s).
3. In order to participate in the STP program, a TPH must certify the new functionality in the CFE API test environment. Please contact the API group at [api@cboe.com](mailto:api@cboe.com) or (312) 786-7300 to schedule a test.
4. A TPH using FIX must modify Tag 49 – SenderCompId – with the correct login ID. No change is necessary for a TPH using CMI2.
5. The CFE Help Desk will contact the TPH to:
  - a. request that the TPH supply a “strong password” for each new login; and
  - b. request the sub-account specific to the new acronym group.
6. The TPH must perform a production connection test for the new logins. Please contact the API group at [api@cboe.com](mailto:api@cboe.com) or (312) 786-7300 to schedule a test.
7. **IMPORTANT: The CFE Help Desk will contact the TPH to discuss the cancelation of resting GTC orders. Orders must be canceled while the current logins are still active.**
8. Newly created acronym groups and logins will be activated on Fridays after the close of trading. Prior to this activation, the logins that are being replaced will be disabled. This process will occur only if the above steps for new logins have been completed.
9. The TPH's Clearing Member(s) may set CFE risk controls for the newly activated logins.