

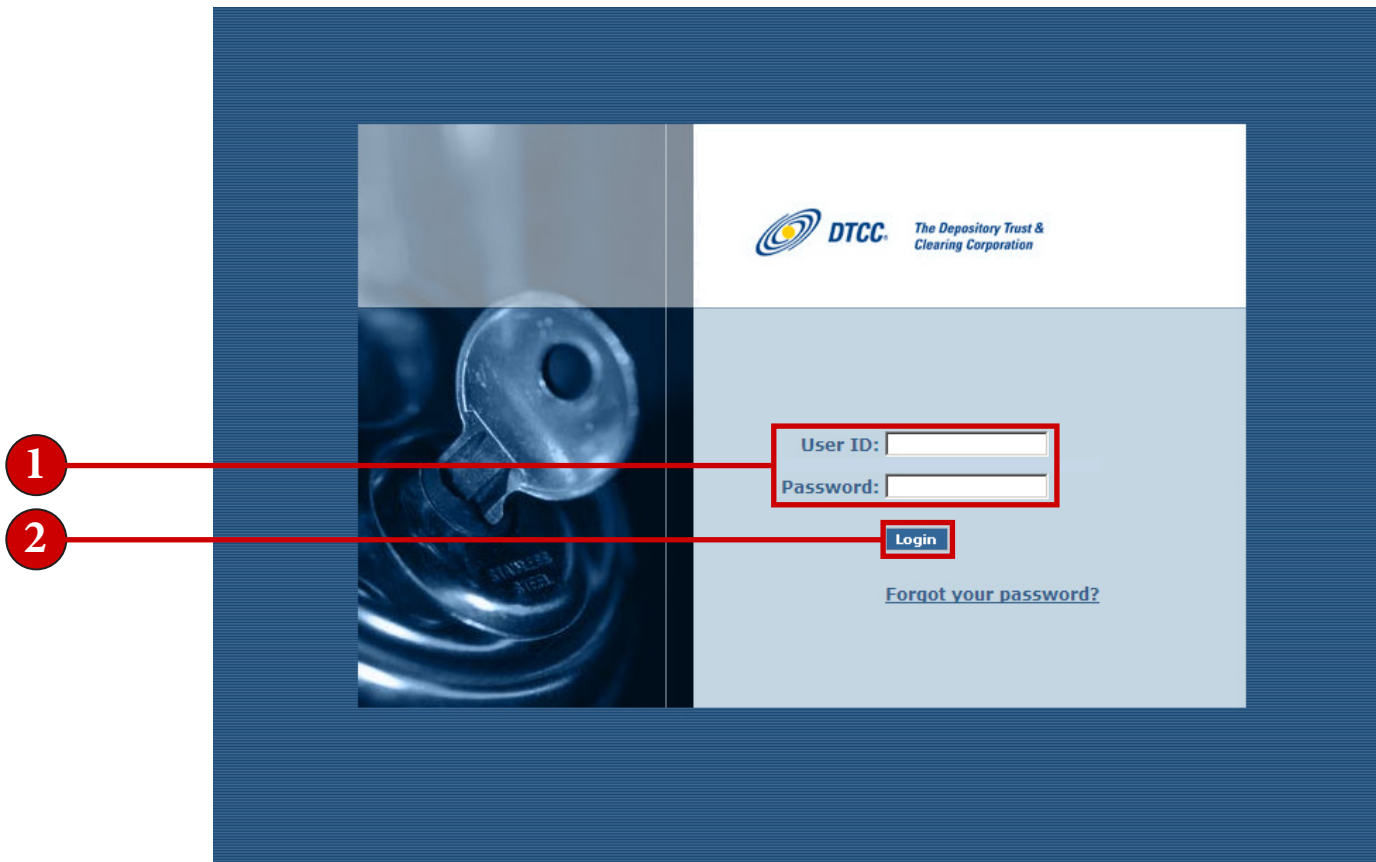
# Messaging Dashboard Quick Reference Guide

*This guide will show you how to log in and use the Messaging Dashboard application. The Messaging Dashboard application allows users to search for messages or send simulated messages for Fund Transfers, Attachments, Replacements, Withdrawals, and Arrangements.*

## Logging in

Start by logging in to the DTCC Portal (located at <https://portal.dtcc.com/>).

1. Type in your **User ID** and **Password** in their corresponding fields.
2. Click **Login** to enter the system.



## Entering Messaging Dashboard via the DTCC Portal

1. Click **Insurance & Retirement Services** in the Production or PSE (Test) environment to enter the application.

The screenshot shows the DTCC Customer Portal dashboard. The header includes the DTCC logo and the text "The Depository Trust & Clearing Corporation". Below the header, there is a "Welcome, DTC" message and the date "Tuesday, June 26, 2012". The main content area is divided into three sections: "My Access", "User Management", and "Announcement".

The "My Access" section contains two sub-sections: "Available Production Products" and "Available PSE, PSE2 and PTE Products". The "Available PSE, PSE2 and PTE Products" sub-section contains a link "NEW! Insurance & Retirement Services - My Access - PSE" which is highlighted with a red box. A red circle with the number "1" and a red arrow points to this link.

The "User Management" section contains "User Registration Management" and "My Profile - Update Your Email Address And Hint Questions" with a link "Click here to find Access Coordinator(s) at your company".

The "Announcement" section contains "DTCC Customer Portal Has Changed" with a link "www.DTCC.com" and "Documentation" with links "Registration Completion Instructions" and "Certificate Installation Guide".

At the bottom, there are links for "Contact Us" and "Important Legal Information".

You will be brought to the **My Access** portal screen. Here you can select **Messaging Dashboard** as well as other **Insurance & Retirement Services** applications.

Entering Messaging Dashboard via the DTCC Portal continued

2. Click **Messaging Dashboard** to access the application.

The screenshot shows the 'My Access' portal for Insurance & Retirement Services. The user is logged in as John Doe (PSE/TEST). The page features several service tiles: Attachments Access, CUSIP Profile, DTCC Portal, IFT Access, and Messaging Dashboard. The Messaging Dashboard tile is highlighted with a red box, and a red arrow points to it from a red circle containing the number '2'. The footer includes 'Customer News @dtcc', 'Access Products', and 'Links' sections.

**My Access**  
Insurance & Retirement Services

Welcome, John Doe PSE/TEST Contact Us | Feedback | DTCC Home

- Attachments Access**  
Transmit scans or images documents securely.
- CUSIP Profile**  
View, add, remove or edit details of CUSIPs.
- DTCC Portal**  
Access non-insurance products and utilities.
- IFT Access**  
Submit brokerage identification number (BIN) or representative of record (REP) changes.
- Messaging Dashboard**  
View the status of web services messages and/or send test messages.

**Customer News @dtcc**  
Donahue Gives Keynote Address at Acord Data Conference  
IB&RS Senior Advisory Board Provides Direction on Industry Needs  
DTCC Issues Industry Report  
DTCC Board of Directors Elects Michael C. Bodson President and CEO  
RM Corner: Briana Moskovic

**Access Products**  
LNA Access  
IFT Access  
Attachments Access

**Links**  
Product Documentation  
Register for a New Product  
Access Coordinator Guides  
Participant's Section  
IB&RS Home Page

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## Select TAG (Transaction Account Group)

The **Select TAG** screen appears if there is more than one participant number. If there is only one participant number, the **Selection** screen appears instead (see page 6).

1. Select a **Transaction Account Group**.
2. Click **Submit**.

**Insurance & Retirement Services  
Messaging Dashboard** PSE Test Site

Welcome to Messaging Dashboard

### Select TAG (Transaction Account Group)

The TAGs which are available to you are listed below. Please select the TAG you wish to use for this session and click Submit. If you cannot find an appropriate TAG, or need a new TAG, you must contact your Access Coordinator.

**Available TAGS**

Tag Id: 1651 Originator Code: MKT4
Tag Id: 23371 Originator Code: null 0122NSCPRTTEST ACCOUNT FORWARD TO P & S DEPT 5119NSCPRTMUTUAL FUND TEST #1-FORWARD TO P&S DEPT

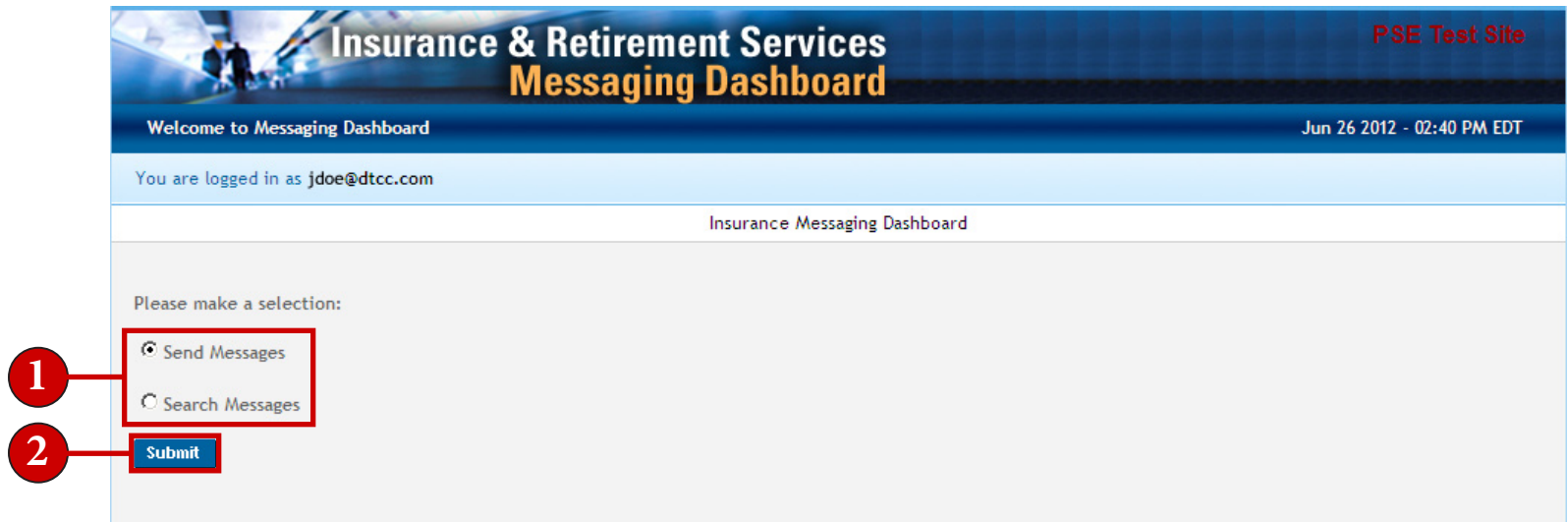
**Submit**

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### Selection screen

The **Selection** screen appears. This screen allows you to either **send** or **search** messages. Once you select an option, click **Submit**. The options for that selection will appear.

1. Select **Send Messages** or **Search Messages**.
2. Click **Submit**.



## Send Simulated Message

After clicking **Submit** to send a simulated message on the **Selection** screen, the **Send Simulated Message** screen will appear. Here you can submit **five** different types of messages; **Fund Transfers**, **Attachments**, **Replacements**, **Withdrawals**, and **Arrangements**. Only one type can be submitted at a time. The **URL** indicates where the destination of the message will be.

1. If you have more than one participant, **select** a participant number from the drop-down and click **Continue**.
2. Select the **Type** of Fund Transfer, Attachment, Replacement, Withdrawal, or Arrangement message.
3. Click **Submit**.

Insurance & Retirement Services  
Messaging Dashboard

Welcome to Messaging Dashboard

You are logged in as jdoe@dtcc.com

Insurance Messaging Dashboard - Send Simulated Message

Choose a participant:  \*

Message	Type	URL
Fund Transfers:	<input type="text" value="Select"/>	http://ww57323:8080/INSSimulator/CarrierServlet
Attachments:	<input type="text" value="Select"/>	https://dtccportal.dtcc.com/iaw/IAW/WSVCCClientReceiveServlet
Replacements:	<input type="text" value="Select"/>	https://test.vertexdtccservice.test.com:443/DataSolutionService
Withdrawals:	<input type="text" value="Select"/>	http://localhost:9082/INSWS/services/IWAServiceImpl
Arrangements:	<input type="text" value="Select"/>	http://localhost:9082/INSWS/services/IWAServiceImpl

### Fund Transfers

- Values Inquiry (VI)
- Fund Transfers (FT)
- FT Cancel

### Attachments

- New Business 103

### Replacements

(with or without Attachments)

- 1125
- 1128
- 12701
- 12702
- 12703
- 12704

### Withdrawals

(with or without Attachments)

- 105

### Arrangements

(with or without Attachments)

- 107

## Send Simulated Message Confirmation

1. A confirmation displays on the next page telling you if the message was successful or rejected.

The screenshot displays the DTCC Messaging Dashboard. The header includes the title "Insurance & Retirement Services Messaging Dashboard" and "PSE Test Site". Below the header, it says "Welcome to Messaging Dashboard" and "You are logged in as jdoe@dtcc.com". The main content area shows a confirmation box with the following details:

Product:	Attachments
Message Sent:	New Business 103
Transaction GUID:	DTCC_TEST_28062012093814976
Message Status:	Successfully sent to destination

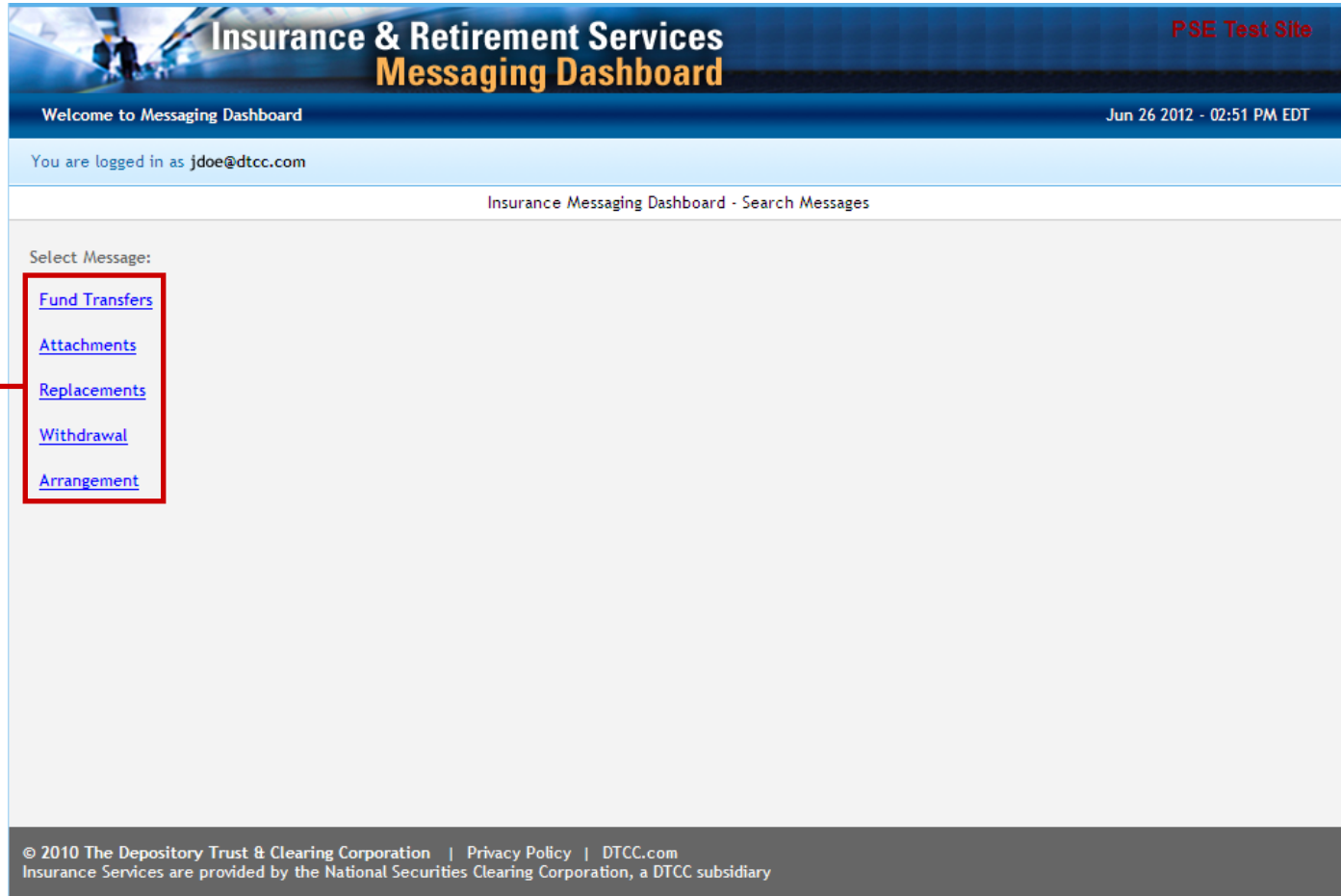
A red circle with the number "1" is positioned to the left of the confirmation box, with a red line pointing to it. Below the confirmation box is a "Go Back" button. The footer contains copyright information: "© 2010 The Depository Trust & Clearing Corporation | Privacy Policy | DTCC.com" and "Insurance Services are provided by the National Securities Clearing Corporation, a DTCC subsidiary".



## Search Messages

After clicking **Submit** to search messages on the **Selection** screen, the **Search Messages** screen will appear. Here you can search for **Fund Transfers**, **Attachments**, **Replacements**, **Withdrawal**, and **Arrangement**. Only one type can be searched for at a time.

1. Select the type of message you want to search for.



The screenshot displays the "Insurance & Retirement Services Messaging Dashboard" interface. At the top, there is a blue header with the title "Insurance & Retirement Services Messaging Dashboard" and a "PSE Test Site" label. Below the header, a navigation bar shows "Welcome to Messaging Dashboard" and the date "Jun 26 2012 - 02:51 PM EDT". A light blue bar indicates the user is logged in as "jdoe@dtcc.com". The main content area is titled "Insurance Messaging Dashboard - Search Messages" and contains a "Select Message:" section. This section lists five options: "Fund Transfers", "Attachments", "Replacements", "Withdrawal", and "Arrangement". A red circle with the number "1" is positioned to the left of the list, with a red line pointing to the "Fund Transfers" option, which is also highlighted with a red rectangular box. The footer of the page contains copyright information: "© 2010 The Depository Trust & Clearing Corporation | Privacy Policy | DTCC.com" and "Insurance Services are provided by the National Securities Clearing Corporation, a DTCC subsidiary".

## Search Messages Form

1. Choose a starting date for the search range.
2. Choose an ending date for the search range.

**Note:** For **Fund Transfers, Attachments, Withdrawals, and Arrangements**; the span between dates can only go up to 90 days. For **Replacements**, the time span can go up to 365 days.

3. Select a **Participant Number** or type in a **Contra Participant Number** and select a **Participant Indicator** (for Fund Transfers, Attachments, Withdrawals, and Arrangements); or type in a **Receiving Carrier, Delivering Carrier, or Broker ID** (for Replacements, see page 11).

**Note:** You can further narrow your search by filling out the other fields as well (ie: Transaction Reference GUID).

4. Click **Search** and the results will appear.

You are logged in as [jdoe@dtcc.com](#)

Fund Transfers - Search Messages

[90-Day Search](#)

1 Date From (mm/dd/yyyy) \* 06/26/2012

2 Date To (mm/dd/yyyy) \* 06/26/2012

3 Participant Number \* \* 0122  
5119

Participant Indicator \*  Sender  
 Receiver

Contra Participant Number \* \*

Transaction Reference GUID

Transaction Type

4

\* \* One field must contain a valid Participant Number [0122, 5119]

Search Messages Form (continued)

Replacements screen:

**Insurance & Retirement Services  
Messaging Dashboard**

PSE Test Site

Welcome to Messaging Dashboard Jul 11 2012 - 11:55 AM EDT

You are logged in as **jdoe@dtcc.com**

Replacements - Search Messages

365-Day Search

**1** Date From (mm/dd/yyyy) \*

**2** Date To (mm/dd/yyyy) \*

**3** Receiving Carrier ID \* \*

Delivering Carrier ID \* \*

Broker ID \* \*

Transaction Reference GUID

Correlation GUID

Transaction Type

**4**

\* \* One field must contain a valid Participant Number

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Search Messages Results

1. The results from the search are displayed here. You can sort the results with each column heading.

**Note:** Columns will vary depending on product line.

2. You can export the search results to **CSV**, **Excel**, or **PDF**.

Insurance & Retirement Services  
Messaging Dashboard

Welcome to Messaging Dashboard PSE Test Site

Jun 26 2012 - 02:53 PM EDT

You are logged in as [jdoe@dtcc.com](#)

Insurance Messaging Dashboard - Fund Transfers Search Result - [Click Here to Open Field Definitions Document](#)

[Back](#)

5 items found, displaying all items. 1

Fund Transfer Broker ID	Carrier ID	Trans Ref GUID	Transaction Type	Request Status	Day 1 Response Status	Day 2 Response Status	Carrier Response Status	Transaction Timestamp
0122	4566	9b222ac0-7ced-46b5-ad91-b138f5ee1f84	212	Accepted	Accepted	Pending	Accepted	2012-06-15 17:50:27.299784
0122	4566	2d449ab9-a8ae-4161-ae2d-ffb4c5fe3e59	212	Accepted	Accepted	Pending	Accepted	2012-05-29 13:07:10.902932
0122	4566	62bc9f97-d644-4b41-a45d-fcc7812a8e94	212	Accepted	Accepted	Pending	Accepted	2012-05-25 15:20:20.823556
0122	4566	4407fae9-7591-41ff-a70f-a8f4cf1c9534	212	Rejected	Not Applicable	Not Applicable	Not Applicable	2012-05-25 12:07:21.146745
0122	4516	SUNAMERICATEST2	105	Accepted	Pending	Pending	Not Applicable	2012-05-09 13:36:49.784513

5 items found, displaying all items. 1

[Download to:](#) [CSV](#) | [Excel](#) | [PDF](#)

[Back](#)

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1

2

## Search Messages Request Status

On the **Results** screen, you can click the request status.

You can click the arrows on the column header to order the table by that column.

1. Click either **Accepted** or **Rejected** under **Request Status** column.

5 items found, displaying all items. 1

Fund Transfer Broker ID	Carrier ID	Trans Ref GUID	Transaction Type	Request Status	Day 1 Response Status	Day 2 Response Status	Carrier Response Status	Transaction Timestamp
0122	4566	9b222ac0-7ced-46b5-ad91-b138f5ee1f84	212	<a href="#">Accepted</a>	Accepted	Pending	Accepted	2012-06-15 17:50:27.299784
0122	4566	2d449ab9-a8ae-4161-ae2d-ffb4c5fe3e59	212	<a href="#">Accepted</a>	Accepted	Pending	Accepted	2012-05-29 13:07:10.902932
0122	4566	62bc9f97-d644-4b41-a45d-fcc7812a8e94	212	<a href="#">Accepted</a>	Accepted	Pending	Accepted	2012-05-25 15:20:20.823556
				<a href="#">Rejected</a>	Not Applicable	Not Applicable	Not Applicable	2012-05-25 12:07:21.146745
				<a href="#">Accepted</a>	Pending	Pending	Not Applicable	2012-05-09 13:36:49.784513

**1**

You are logged in as **jdoo@dtcc.com**

Insurance Messaging Dashboard - Accepted Messages by DTCC

XML Message :

```
<?xml version="1.0" encoding="UTF-8"?>
<TXLife xmlns="http://ACORD.org/Standards/Life/2"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://ACORD.org/Standards/Life/2 VALU_INQU_REQU.xsd">
<TXLifeRequest PrimaryObjectID="AnnuityOrder65504">
<TransRefGUID>9b222ac0-7ced-46b5-ad91-b138f5ee1f84</TransRefGUID>
<TransType tc="212">Values Inquiry</TransType>
<TransSubType tc="1004921209">Withdrawal</TransSubType>
<TransExeDate>2012-06-15</TransExeDate>
<TransExeTime>17:50:17</TransExeTime>
<PendingResponseOK tc="0">False</PendingResponseOK>
<OLIFE>
<Holding id="AnnuityOrder65504">
<HoldingTypeCode tc="2">Policy</HoldingTypeCode>
<DistributorClientAcctNum>32132</DistributorClientAcctNum>
<Policy CarrierPartyID="Party_Carrier">
<PolNumber>111997</PolNumber>
<CarrierCode>86231</CarrierCode>
<CusipNum>89352Q208</CusipNum>
</Policy>
</Holding>
<Party id="Party_Distributor">
<PartyTypeCode tc="2">Organization</PartyTypeCode>
<Organization>
<DTCCMemberCode>0122</DTCCMemberCode>
<DTCCAssociatedMemberCode>0122</DTCCAssociatedMemberCode>
</Organization>
<Carrier>
<CarrierCode>86231</CarrierCode>
</Carrier>
</Party>
<Party id="Party_Carrier">
<PartyTypeCode tc="2">Organization</PartyTypeCode>
<Organization>
<DTCCMemberCode>4566</DTCCMemberCode>
<DTCCAssociatedMemberCode />
</Organization>
```

You are logged in as **jdoo@dtcc.com**

Insurance Messaging Dashboard - Rejected Messages

Error Code : **200**

Error Description :

The content of element 'OLIFE' is not complete. One of [http://ACORD.org/Standards/Life/2:Relation] is expected.

[Back](#)

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**Accepted Message** presented in XML format (left).

**Rejected Message** with Error Code and Error Description (above).

Search Messages Field Definitions Document

You can find the **Field Definitions Document** on the **Search Result** screen.

1. Click **Click Here to Open Field Definitions Document** to open the **PDF**.

The screenshot shows the 'Insurance & Retirement Services Messaging Dashboard' with a search results page. A red circle with the number '1' highlights a link: 'Click Here to Open Field Definitions Document'. This link opens a PDF document titled 'I&RS Messaging Dashboard' which contains the following table:

**I&RS Messaging Dashboard**

The following represents the Messaging Dashboard Portal application column definitions for:

Fund Transfer/Withdrawal/Arrangement

Column Name	Acceptable Values	Definition/Description
Fund Transfer Broker ID		Broker NSCC Participant Number
Carrier ID		Carrier NSCC Participant Number
Trans Ref GUID		Unique reference number to the transaction
Transaction Type	<ul style="list-style-type: none"> <li>• 102 (Fund Transfer)</li> <li>• 212 (Fund Transfer)</li> <li>• 105 (Withdrawal)</li> <li>• 107 (Arrangement)</li> </ul>	Type of transaction transmitted <ul style="list-style-type: none"> <li>• 102 – Fund Transfer Transaction</li> <li>• 212 – Values Inquiry Transaction</li> <li>• 105 – Withdrawal Transaction</li> </ul>