# Industry Member CAT CAIS Reporter Portal User Guide

08/28/2025 Version 2.8.0

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# **Change Log**

Version	Date Published	Description of Change(s)
1.0.0	2020-08-21	Initial User Guide
1.1.0	2020-11-4	Added "Entity ID" as an acceptable FDID Type value  Added guidance on aggregated statistics functionality for the submission report  Included test versus production environment access information for CAIS Release 1.1
1.2.0	2021-3-24	Updated Access Information to provide Prod Mirror URLs
2.0.0	2022-1-26	Added of CAIS 2.0 fields and values to Manual Submission section Added of Customer Rejections page to Rejections section Added of Inconsistencies to Error Corrections section Clarified that CAIS Reporting Relationships are view-only in the CAIS application
2.1.0	N/A	No user guide updates were published in conjunction with CAIS Release 2.1
2.2.0	04/22/2022	Updated information in Sections 1, 2 and 3 for clarity Updated Section 6.2 to reflect the collection of DVP Custodian ID Reformatted all screenshots for consistency and usability
2.3.0	04/23/2024	Renamed the "Companion Resources" section to conform with the Industry Member CAIS Onboarding Guide Added clarifications to Section 3 – Access Information Added new steps, screenshots and clarifications to Section 4 – Reporting Feedback, Section 5 – Rejections and Inconsistencies and Section 6 – Report to CAIS Added new Section 4.2.2 – Inconsistencies Report and new Section 4.2.3 – Download Feedback Removed the FDID Version Report section due to retirement of the report Renamed Section 5 to "Rejections and Inconsistencies", Section 5.2 to "Rejection Repair" and Section 6.3 to "Download Submission Feedback Files" Added new Section 5.4 – Material Inconsistency Resolution Added new screenshots and clarifications to Section 7 – CAIS Reporting Relationships Removed the Administrative Information section Removed references to expired guidance Updated screenshots throughout Updated section numbers and steps, where necessary Conformed terminology for consistency with other published guidance
2.4.0	05/24/2024	Corrected minor typos throughout
2.4.0	05/31/2024	Updated screenshots in Section 5.1 – Viewing Rejections

		-
2.5.0	10/11/2024	Updated screenshot and data available from the Report Management screen in Section 4.1 – Reporting Summary
		Updated screenshots, added clarifications and made changes to conform with updates to the CAIS Reporter Portal in Section 4.2 – Reporting Statistics, Section 5.1 – Viewing Rejections, Section 5.3 – Viewing Inconsistencies, and Section 6.2 – Manually Report Data to CAIS
		Added new Section 4.2.5 – Unique Rejections Report
		Added new Section 8 – CAIS Report Card
2.6.0	12/06/2024	Included information on the sort and filter functionalities throughout  Added field descriptions throughout
		Updated Section 4.2 – Reporting Statistics to include the FDID Refresh Report
		Added new Section 4.2.6 – FDID Refresh Report
		Added new Section 6.3 – Submissions in Progress
		Corrected minor typos throughout
2.7.0	04/01/2025	Updated screenshots in Section 4.2.6 – FDID Refresh Report
2.8.0	08/28/2025	Updated information in Section 4.2.5 – Unique Rejections Report Updated information and screenshots in Section 5.1. – Viewing Rejections

## **Overview**

The **Industry Member CAT Reporter Portal** – **CAIS** ("CAIS Portal") is a web-based tool that allows CAT Reporters to monitor and manage data submissions to the Customer and Account Information System ("CAIS"). The CAIS Portal includes end-to-end capability for providing complete and accurate data to CAIS, including the ability to manually enter and upload data, monitor submissions and review and correct errors.

Additionally, the CAIS Portal provides access to reporting statistics including information on an Industry Member's submissions and error rates.

#### Questions

Questions related to this document may be directed to the FINRA CAT Helpdesk at 888-696-3348 or at help@finracat.com.

# **Companion Resources**

- CAT CAIS Industry Member Reporting Scenarios: https://www.catnmsplan.com/specifications/imreportingscenarios
- Customer & Account Technical Specifications for Industry Members and JSON Schemas CAIS
   System: <a href="https://www.catnmsplan.com/specifications/im">https://www.catnmsplan.com/specifications/im</a>
- Frequently Asked Questions: <a href="https://www.catnmsplan.com/faq">https://www.catnmsplan.com/faq</a>
- Industry Member CAIS Onboarding Guide: <a href="https://www.catnmsplan.com/cais-registration">https://www.catnmsplan.com/cais-registration</a>

# 1. Entitlement and User Roles

Prior to accessing the CAIS Portal, an individual must have a CAT user account with an assigned user privilege that provides access to the CAIS Portal. See the <u>Industry Member CAIS Onboarding Guide</u> for additional information, including instructions for creating and maintaining a user account and descriptions of available user privileges.

# 2. Technical Requirements

The CAIS Portal is accessible via the web using a secure, authenticated internet connection. No client software installation is required. To successfully access the CAIS Portal, users must:

- Use TLS 1.2 requiring at a minimum NIST compliant 128-bit ciphers
- Use an HTML5-compatible browser such as Chrome, Edge or Firefox
- Have established multi-factor authentication

Failure to satisfy these requirements may result in the inability to access the CAIS Portal.

See the <u>FINRA CAT Connectivity Supplement for Industry Members</u> for the available connection methods and all corresponding technical requirements.

#### 3. Access Information

The following table provides the URLs for accessing each CAIS Portal environment (Production, Production Mirror and Industry Test) for web-based users.

For information on the content and intended use of each environment, see **Section 3.1 CAT System Environments** in the <u>Industry Member CAIS Onboarding Guide</u>.

For information on the connectivity methods and accessing the CAIS Portal via private line or PrivateLink, see the <u>FINRA CAT Connectivity Supplement for Industry Members</u>.

For **web-based** users accessing the CAIS Portal directly through an internet browser:

Production	https://srg.catnms.com/cais/
Production Mirror	https://srg.prodmirror.ct.catnms.com/cais/
Industry Test	https://srg.ct.catnms.com/cais/

For all environments, login sessions must be confirmed every 30 minutes by clicking **Yes** to continue the session when prompted.

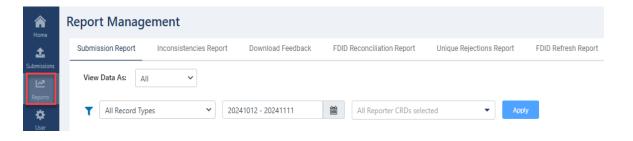
## 4. Reporting Feedback

## 4.1. Reporting Summary

The CAIS Portal provides statistics for all data submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or manually entered via the CAIS Portal.

#### To view statistics available for the organization:

1. Select Reports.



 The Report Management screen provides access to the following data: Submission Report, Inconsistencies Report, Download Feedback, FDID Reconciliation Report, Unique Rejections Report and FDID Refresh Report.

# 4.2. Reporting Statistics

#### 4.2.1. Submission Report

The CAIS Portal provides a breakdown of statistics by submission file for all data submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or manually entered via the CAIS Portal. A user may view submissions for the previous 90 calendar days, including the current date.

#### To view a submission report for the organization:

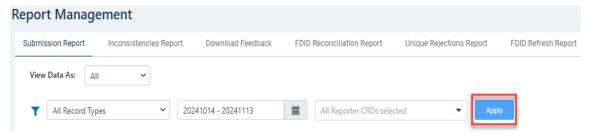
1. Select Reports.



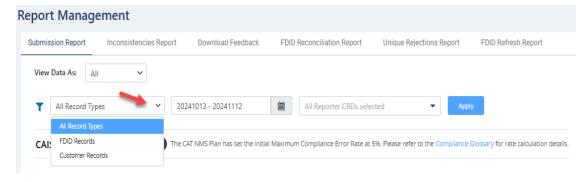
2. The **Submission Report** tab is displayed by default.



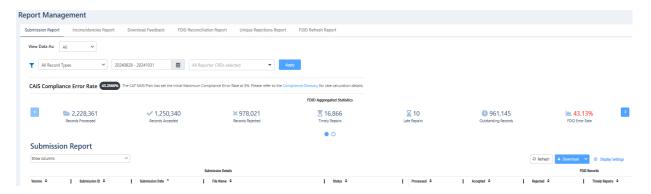
3. Select **Apply** to display the statistics.



4. Optionally, modify the display criteria. Submission statistics for both FDID and CAT Customer record types for the last 30 calendar days are selected by default. To select another date or date range, utilize the date picker. To view statistics for only FDID or only CAT Customer record types, select the value from the record type dropdown.

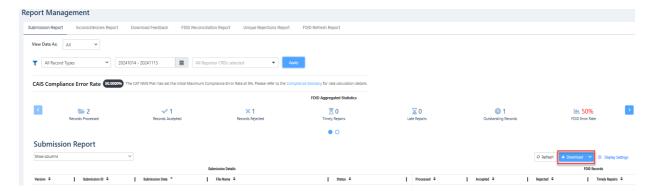


5. Review the Submission Report.

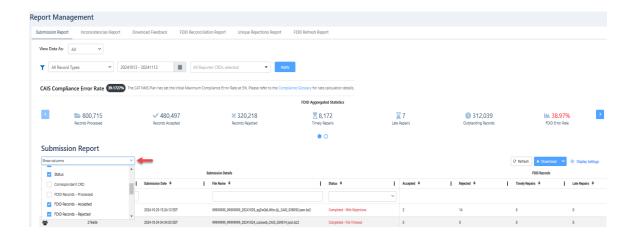


CAIS displays the following information for the specified display criteria:

- Aggregated statistics for files submitted to CAIS over the selected date range, including, for both FDID Records and Customer Records, the number of Records Processed, number of Records Accepted, number of Records Rejected, number of Timely Repairs, number of Late Repairs, number of Outstanding Records and error rates.
- Submission metadata for each file submitted to CAIS, such as Version, Submission ID,
   Submission Date, File Name and Status.
- Record submission statistics for each file submitted to CAIS, including for FDID Records and Customer Records, the number of Records Processed, number of Records Accepted, number of Records Rejected, Timely Repairs, Late Repairs and number of Outstanding Records.
- 6. Optionally, select the **Download** button to download the Submission Report in a CSV file.



7. Users can choose which columns to display by clicking on the dropdown feature under the **Show** columns menu.



The available options under **Show columns** include the following:

- Version To display submissions for Full CAIS Phase (v2.0.0) and/or LTID Phase (v1.0.0).
- Submission Date Date that the file was submitted by or on behalf of the Industry Member to CAT CAIS.
- Reporter CRD CRD number assigned to the Industry Member to which the data belongs.
- Submitter ID Uniquely identifies the CAT Submitter and may be a different identifier than the CAT Reporter CRD.
- User ID A unique account identifier associated to the user that submitted the file.
- File Name The name of the file submitted by or on behalf of the Industry Member.
- Status Indicates whether the file submitted with the FDID Record or Customer Record is:
  - Processing
  - Without Rejections
  - With Rejections
  - o Integrity Error
  - o Processing Failure
  - Cancelled by Support
  - File Timeout
- FDID Records Processed Indicates the total count of FDID Records processed per file.
- FDID Records Accepted Indicates the total count of FDID Records accepted per file.
- FDID Records Rejected Indicates the total count of FDID Records rejected per file.
- FDID Records Timely Repairs Indicates the total count of FDID Records repaired within the repair window per file.

- FDID Records Late Repairs Indicates the total count of FDID Records repaired after the repair window per file.
- FDID Records Outstanding Indicates the total count of FDID Record rejections outstanding per file.
- Customer Records Processed Indicates the total count of Customer Records processed per

  file
- Customer Records Accepted Indicates the total count of Customer Records accepted per file.
- Customer Records Rejected Indicates the total count of Customer Records rejected per file.
- Customer Records Timely Repairs Indicates the total count of Customer Records repaired within the repair window per file.
- Customer Records Late Repairs Indicates the total count of Customer Records repaired after the repair window per file.
- Customer Records Outstanding Indicates the total count of Customer Record rejections outstanding per file.

Users can also filter columns by specific values.



#### 4.2.2. Inconsistencies Report

The Inconsistencies Report allows the user to view both intrafirm inconsistencies and interfirm inconsistencies statistics on a daily basis. A user may view inconsistencies for the previous 90 calendar days, including the current date.

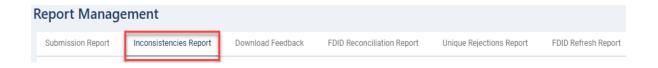
A further breakdown of inconsistencies by Customer Record may also be viewed on the Inconsistencies tab within Submission Management (see <u>Section 5.3</u>).

#### To view an Inconsistencies Report:

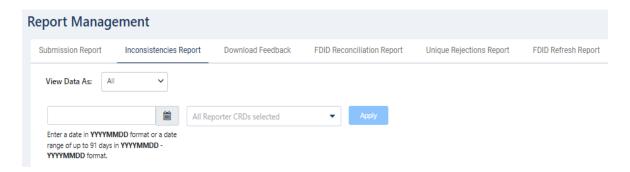
1. Select **Reports**.



2. Select Inconsistencies Report.



- 3. Select **Apply** to display the statistics.
- 4. Optionally, modify the display criteria. Submission statistics for both intrafirm inconsistencies and interfirm inconsistencies for the last 30 calendar days are selected by default. To select another date or date range, utilize the date picker.

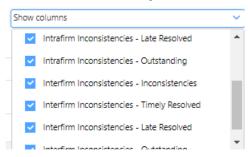


5. The Inconsistencies Report provides statistics by Error Identification Date and Reporter CRD. Intrafirm Inconsistencies and Interfirm Inconsistencies are displayed by default.



Users can choose which columns to display by clicking on the dropdown feature under the **Show** columns menu.

# Inconsistencies Report



- 7. The available options under the **Show columns** include the following:
  - Submitter ID Uniquely identifies the CAT Submitter and may be a different identifier than the CAT Reporter CRD.
  - Correspondent CRD CRD number of a correspondent firm.
  - Intrafirm Inconsistencies Inconsistencies The total number of Intrafirm Inconsistencies.
  - Intrafirm Inconsistencies Timely Resolved The number of Intrafirm Inconsistencies that were resolved prior to T+3 at 5:00 p.m. ET.
  - Intrafirm Inconsistencies Late Resolved The number of Intrafirm Inconsistencies that were resolved after T+3 at 5:00 p.m. ET.
  - Intrafirm Inconsistencies Outstanding The number of Intrafirm Inconsistencies for which no resolutions were attempted.
  - Interfirm Inconsistencies Inconsistencies The total number of Interfirm Inconsistencies.
  - Interfirm Inconsistencies Timely Resolved The number of Interfirm Inconsistencies that were resolved prior to T+3 at 5:00 p.m. ET.
  - Interfirm Inconsistencies Late Resolved The number of Interfirm Inconsistencies that were resolved after T+3 at 5:00 p.m. ET.
  - Interfirm Inconsistencies Outstanding The number of Interfirm Inconsistencies for which no resolutions were attempted.

Users can also filter columns by specific values.



#### 4.2.3. Download Feedback

The Download Feedback screen allows users to download Outstanding Material Inconsistencies Feedback and Outstanding Rejection Feedback files for an organization. Outstanding Material Inconsistencies Feedback and Outstanding Rejection Feedback files are available for 10 calendar days. The Download Feedback screen will include the following:

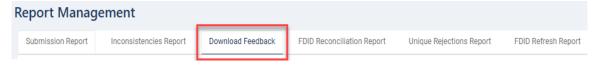
- Material Inconsistencies found during the once-daily scan as well as Material Inconsistencies that remain unresolved at the time of the daily scan (delivered in feedback consisting of a metadata file and data file set).
- Rejections identified during Data Validation that remain unrepaired at the time of the Outstanding Rejections scan (delivered in feedback consisting of a metadata file and data file set).

#### To view Download Feedback:

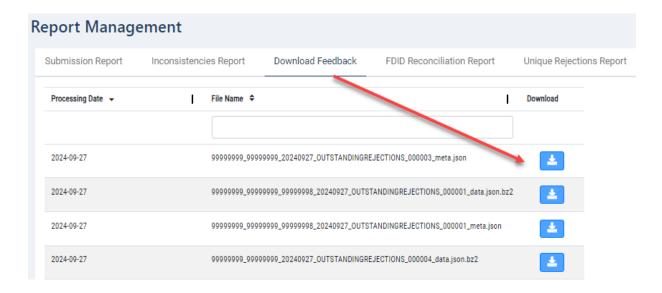
1. Select Reports.



2. Select Download Feedback. Feedback files are displayed by Processing Date.



3. To open a file, select the **Download** button.



# 4.2.4. FDID Reconciliation Report

The CAIS Portal provides a means for Industry Members and Submitters to reconcile FDID and LTID data stored in CAIS with their own records. Entitled users can upload a newline-delimited text file containing up to 1,000 *firmDesignatedIDs*. CAIS will return a Microsoft Excel-readable delimited text file containing the following details for each FDID within the file:

- A Correspondent CRD value, where applicable
- An FDID status value, which indicates whether the FDID is:
  - o Active: The FDID does not have an End Date or End Reason value applied.
  - Inactive: The FDID has End Reason and End Date values applied. The End Date value is in the past.
  - Pending Inactivation: The FDID has End Reason and End Date values applied. The End Date value is in the future.
  - Not Found: The FDID has not previously been accepted by CAIS.
- An Associated Customer Count, which indicates the number of Customer Records actively associated to the FDID.
- The Last Accepted File Name, which indicates the name of the most recent CAIS Data
   File containing the FDID submitted by or on behalf of the Industry Member.
- The Version of the Last Accepted File containing the FDID (LTID Phase or Full CAIS Phase).
- The Last Received Date, denoting the time and date on which the FDID Record was last accepted by CAIS.

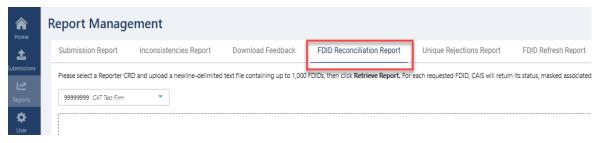
- A list of partially masked LTIDs which are associated to each FDID, including those that have been inactivated or are pending inactivation.
- The LTID Status, which indicates whether the LTID association is:
  - Active: The FDID-to-LTID association does not have an End Date and End Reason value applied.
  - Inactive: The LTID has End Reason and End Date values applied. The End Date value is in the past.
  - Pending Inactivation: The LTID association has End Reason and End Date applied. The End Date value is in the future.

#### To obtain an FDID Reconciliation Report for the organization:

1. Select Reports.



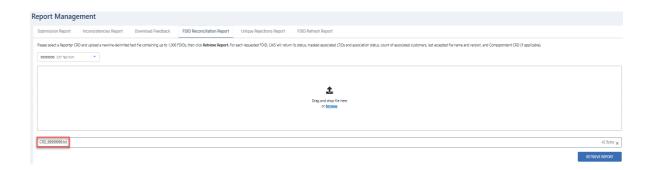
2. Select FDID Reconciliation Report.



3. Select a Reporter CRD for which you are currently entitled to submit data.



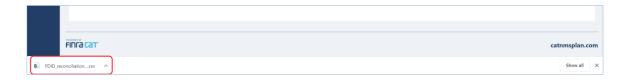
4. Upload a newline-delimited text file containing up to 1,000 FDIDs.



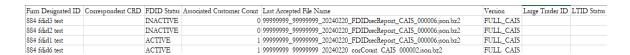
Select Retrieve Report.



6. The FDID Reconciliation Report results file will be generated and downloaded to your machine.



7. Once generated, open the file in Microsoft Excel or another compatible program.



#### 4.2.5. Unique Rejections Report

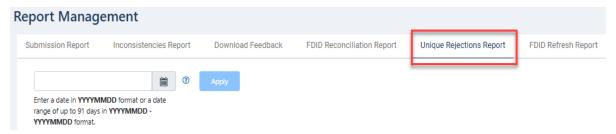
The Unique Rejections Report screen is accessible to the Reporter CRD and provides rejection statistics based on unique FDIDs and unique Customers submitted to CAIS over time. The rejection statistics reflect outstanding rejection counts and rates for unique FDIDs and unique Customers across time as of a specified date or date range. A user may view unique rejections for the previous 90 calendar days, including the current date.

#### To view the Unique Rejections Report:

1. Select Reports.



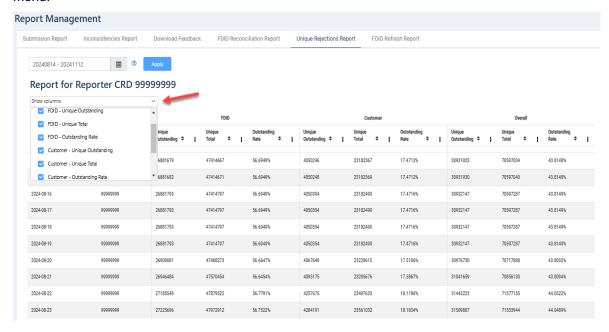
2. Select Unique Rejections Report.



3. Enter a date or date range in this format: YYYYMMDD and select **Apply**. Dates within the last 91 days can be selected.



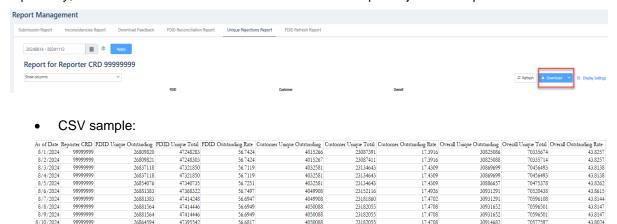
4. Users can choose which columns to display by clicking on the dropdown feature under **Show columns** menu.



- 5. The available options under **Show Columns** include the following:
  - Reporter CRD CRD number assigned to the Industry Member to which the data belongs.
  - FDID Unique Outstanding Count of unique FDID Records with a rejection Status of Outstanding.
  - FDID Unique Total Count of unique FDID Records.
  - FDID Outstanding Rate (FDID Unique Outstanding) divided by (FDID Unique Total).
  - Customer Unique Outstanding Count of unique Customer Records with a rejection Status of Outstanding.
  - Customer Unique Total Count of unique Customer Records.
  - Customer Outstanding Rate (Customer Unique Outstanding) divided by (Customer Unique Total).
  - Overall Unique Outstanding Count of unique FDID and unique Customer Records with a rejection Status of Outstanding.
  - Overall Unique Total Count of unique FDID and unique Customer Records.
  - Overall Outstanding Rate (Overall Unique Outstanding) divided by (Overall Unique Total).



6. Optionally, select the **Download** button to download the Unique Rejections Report in a CSV file.



#### 4.2.6. FDID Refresh Report

The FDID Refresh Report contains a list of the Industry Member's active FDIDs that were last accepted at least 11 calendar months prior to the month of the report. FDID Refresh Reports will be delivered for compliance with the Periodic Customer & Account Information Refresh requirement on the third CAT Trading Day of the month. The monthly FDID Refresh Report file is available on the portal for 35 calendar days.

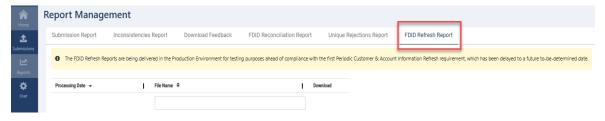
For more information on the Periodic Customer & Account Information Refresh requirement and the FDID Refresh Report see the Customer & Account Technical Specifications for Industry Members.

## To view the FDID Refresh Report:

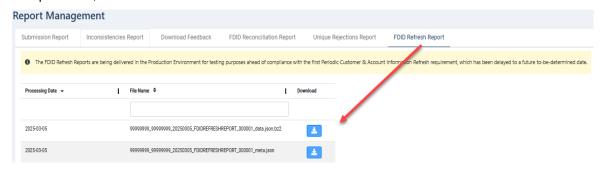
#### Select Reports



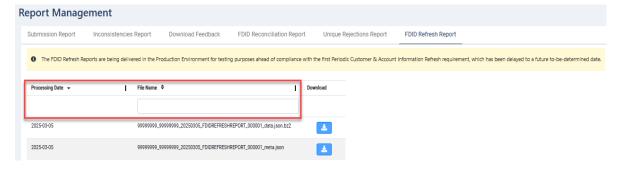
#### 2. Select FDID Refresh Report



3. To open a file, select the **Download** button.



- The FDID Refresh Report files will include a metadata file and data file set. The data file will
  include details about the FDID Records requiring a refresh and the metadata file will include the
  count of FDID Records requiring a refresh contained within the data file.
- A set(s) of metadata file and data file will be delivered for each combination of CAT Submitter,
   CAT Reporter CRD and Correspondent CRD.
- 4. Optionally, utilize the **sort** and **filter** functionalities to locate a specific **File Name** for which an FDID Refresh Report was generated. Once the file is located, click the **Download** button in order to download the corresponding FDID Refresh Report.



# 5. Rejections and Inconsistencies

The CAIS Portal allows users to review and manage rejected records and inconsistencies. This includes the ability to view a high-level summary, view rejection and inconsistency details and repair/resolve the errors.

## 5.1. Viewing Rejections

The CAIS Portal provides a breakdown of errors by FDID for all data submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or manually entered via the CAIS Portal. A user may view repaired rejections for the previous 90 calendar days, including the current date. A user may view unrepaired rejections until they are repaired.

#### To view record rejections for the organization:

Select Submissions.



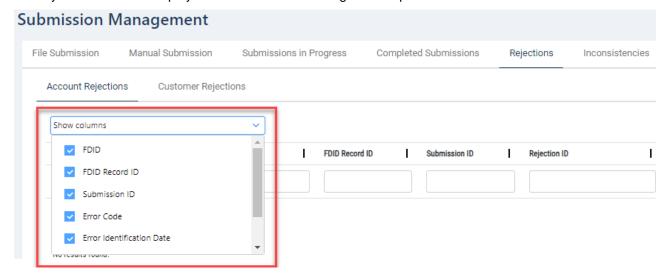
2. Select Rejections.



3. The Account Rejections tab is displayed by default. Rejections that are Outstanding, Late Repaired and Repaired are displayed in the table. The Account Rejections tab displays the full count of rejections by unique FDID. Each FDID may have more than one rejection. Users may access further details regarding FDID rejections by clicking the View icon or by selecting the Download button.

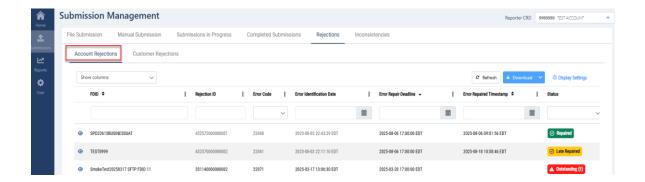


4. The layout for the data displayed can be modified through the dropdown feature under **Show columns** 



The available options under **Show columns** include the following:

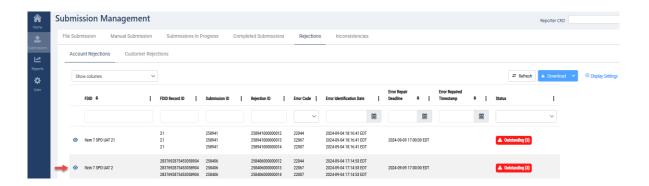
- FDID The Firm Designated IDs that have repaired or unrepaired rejections.
- FDID Record ID -The fdidRecordID, as submitted to CAIS, having the data validation error.
- Submission ID The unique identifier assigned to the CAIS Data File by CAT CAIS.
- Rejection ID Identifier assigned by CAT to uniquely identify a rejected record. Note: the page will display a maximum of 500 rejections per FDID.
- Error Code The error code of the data validation error.
- Error Identification Date The date that an error was identified by CAT CAIS.
- Error Repair Deadline Deadline for repairing the rejection.
- Error Repaired Timestamp The date and time a successful error repair was received.
- Status Update on repairs for rejections by unique FDID that are Outstanding, Late Repaired or Repaired.
  - Rejections with an Outstanding status are marked with a red label.
  - Rejections with a Late Repaired status are marked with a yellow label.
  - Rejections with a Repaired status are marked with a green label.



5. To view error descriptions, hover over the error code value.

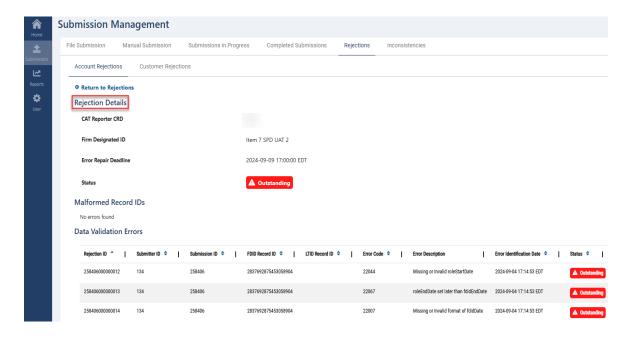


6. To view further details regarding each rejection, click the View icon.

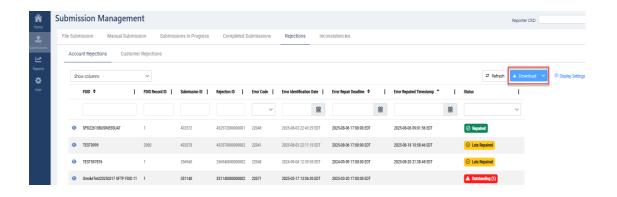


7. The Rejection Details screen for FDID rejections is displayed once the View icon is selected. This window provides historical records for each error per unique FDID, tracking its status as Outstanding, Late Repaired or Repaired. The information displayed notes in particular the steps taken to repair FDID

rejections overtime by the subsequent submissions following the original submission. The status of a rejection that is assigned to the unique FDID is based on the common error repair deadline date.



8. To download FDID Record rejections, click the **Download** button. If filters have been applied to the download, only the FDIDs meeting the specified criteria are downloaded.

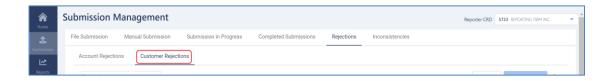


9. When downloading Account rejections, each error, Outstanding, Late Repaired or Repaired, will be broken out onto separate line items that include submissions from a historical point of view by unique FDID. The download provides a full lifecycle of rejections against the FDID. Thus, each row represents a unique Rejection ID per FDID which includes the trailing error repair deadline date. The granularity of the

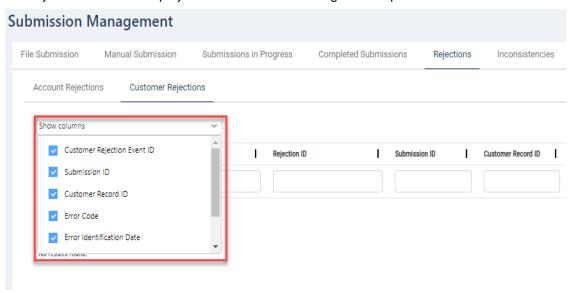
data that is exported may show a higher count of rejections than what is displayed on the Account Rejections tab.



10. To view Customer Record rejections, click the **Customer Rejections** tab.



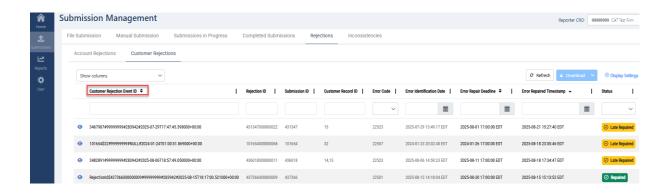
- 11. Outstanding, Late Repaired and Repaired rejections are displayed in the table by Customer Rejection Event ID, which is a unique identifier assigned by CAT for the Customer. If the Customer has multiple rejections, all rejections will be grouped by the Customer Rejection Event ID.
- 12. The layout for the data displayed can be modified through the dropdown feature under **Show columns**



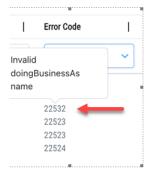
The available options under **Show Columns** include the following:

Customer Rejection Event ID - Unique identifier assigned by CAT for the specific Customer.

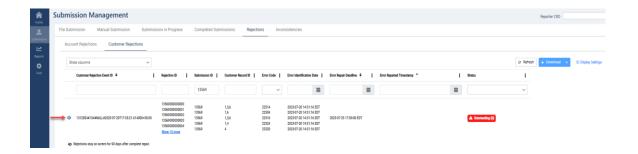
- Rejection ID Identifier assigned by CAT to uniquely identify a rejected record. Note: the page will display a limit of 500 rejections per Customer.
- Submission ID The unique identifier assigned to the CAIS Data File by CAT CAIS.
- Customer Record ID The customerRecordID, as submitted to CAIS, of the record having the rejection.
- Error Code The error code of the data validation error.
- Error Identification Date The date that an error was identified by CAT CAIS.
- Error Repair Deadline Deadline for repairing the rejection.
- Error Repaired Timestamp The date and time a successful error repair was received.
- Status Update on repairs for rejections by unique Customer that are either Outstanding,
   Late Repaired or Repaired.
  - Rejections with Outstanding status are marked with a red label.
  - Rejections with Late Repaired status are marked with a yellow label.
  - Rejections with Repaired status are marked with a green label.



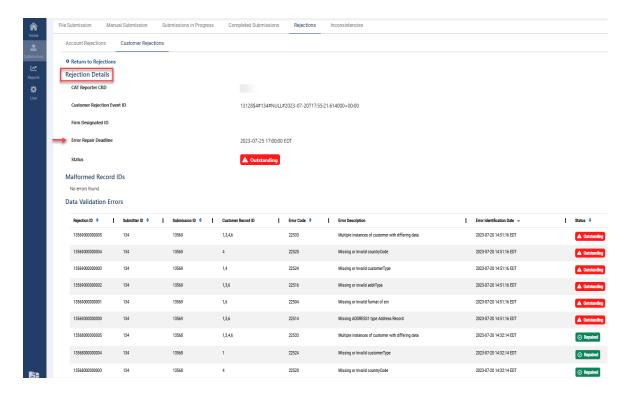
13. To view error descriptions, hover over the error code value.



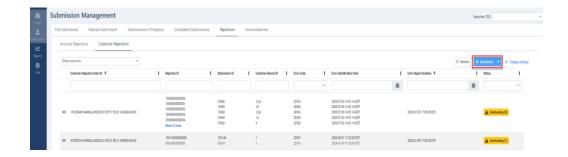
14. To view further details regarding each rejection, click the View icon.



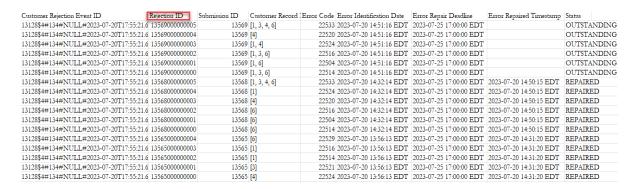
15. The Rejection Details screen for Customer rejections is displayed once the View icon is selected. This window provides historical records for each error per Customer Rejection Event ID that remains outstanding or has been repaired. The information displayed notes in particular the steps taken to repair Customer rejections overtime by the subsequent submissions following the original submission. The status of a rejection that is assigned to the Customer Rejection Event ID is based on the common error repair deadline date.



16. To download Customer Record rejections, click the **Download** button. If filters have been applied to the download, only the Customer Records meeting the specified criteria are exported.



• When downloading Customer rejections, each error, Outstanding, Late Repaired or Repaired, will be broken out onto separate line items that include submissions from a historical point of view by Customer Rejection Event ID. The download provides a full lifecycle of rejections against the unique Customer. Thus, each row represents a unique Rejection ID per Customer which includes the trailing error repair deadline date. The granularity of the data that is exported may show a higher count of rejections than what is displayed on the Customer Rejections tab.



#### 5.2. Rejection Repair

The CAIS Portal provides entitled users with the ability to repair rejected records submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or manually entered via the Portal. Repairs may be made through file posting to the SFTP, file upload within the CAIS Portal (see Section 6.1) or manual submission within the CAIS Portal (see Section 6.2).

Because data submitted to CAIS cannot be returned to the Industry Member submitting the data, rejection repair via manual submission requires resubmitting the FDID Record in its current state (with all LTID and Customer associations), with corrected data.

#### 5.3. Viewing Inconsistencies

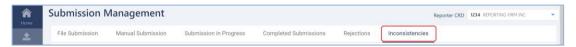
The CAIS Portal provides a breakdown of inconsistencies by Inconsistency Event ID for all data submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or manually entered via the CAIS Portal.

## To view Customer Record inconsistencies for the organization:

1. Select Submissions.



2. Select Inconsistencies.



3. A table of Inconsistencies is displayed. The default view will reflect a Status of either Outstanding or Resolved based on the Event ID. The Event ID is a system generated identifier for the unique Customer. A user may view resolved inconsistencies for the previous 10 calendar days, including the current date.

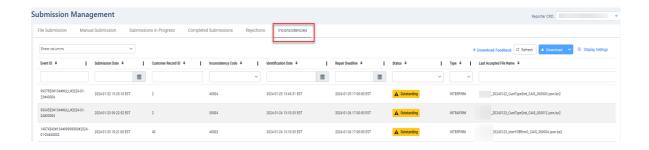


4. The layout for the data displayed can be modified through the dropdown feature under **Show columns**.

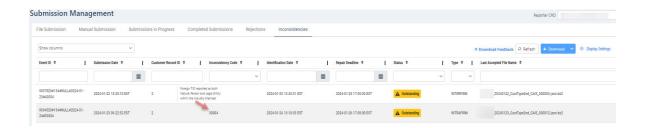


- 5. Users can choose which columns to display by clicking on the dropdown feature under the **Show** columns menu.
  - Last Accepted File Name Name of the most recent CAIS Data File in which a Material

- Inconsistency was identified for a Customer Record.
- Submission Date Date that the Last Accepted File Name was submitted by or on behalf of the Industry Member to CAT CAIS.
- Submission ID The unique identifier assigned to the CAIS Data File by CAT CAIS.
- Submitter ID Uniquely identifies the CAT Submitter and may be a different identifier than the CAT Reporter CRD.
- Customer Record ID The customerRecordID, as submitted to CAIS, of the record having the inconsistency.
- FDID Refers to the Firm Designated IDs associated to the record having the inconsistency.
- Inconsistency Code The Inconsistency Code of the identified inconsistency on the Customer Record.
- Type Refers to one of two types of inconsistency feedback generated for the Customer Record.
  - INTRAFIRM An inconsistency was identified across multiple submission files of a single Industry Member.
  - INTERFIRM An inconsistency was identified across submission files of multiple Industry Members.
- Identification Date Date the Inconsistency was identified.
- Repair Deadline Deadline for resolving the Inconsistency.
- Status Update on resolution for Inconsistencies that are either Outstanding or Resolved.



6. To view inconsistency descriptions, hover over the inconsistency code value.



7. Optionally, users can retrieve Outstanding Material Inconsistency Feedback Files directly from the Download Feedback tab.



# 5.4. Material Inconsistency Resolution

The CAIS Portal provides entitled users with the ability to resolve Inconsistencies submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or manually entered via the Portal. Resolutions may be made through file posting to the SFTP, file upload within the CAIS Portal (see Section 6.1) or manual submission within the CAIS Portal (see Section 6.2).

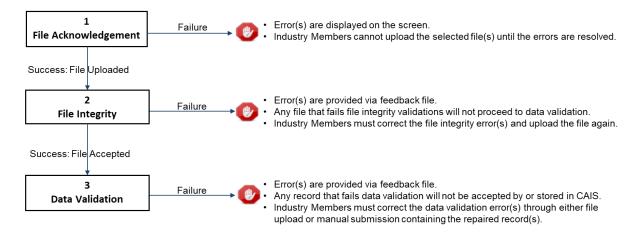
Because data submitted to CAIS cannot be returned to the Industry Member submitting the data, inconsistency resolution via manual submission requires resubmitting the FDID Record in its current state (with all LTID and Customer associations), with the Update Notification field populated with 'Yes'. See Section 6.2 for more information.

# 6. Report to CAIS

Note: All names, addresses and identifiers data used for examples in the Customer and Account information reports are purely fictional and for illustrative purposes only. Any resemblance to actual persons, organizations or locations is purely coincidental. All Transformed Identifiers ("TIDs") included in the examples for Social Security Numbers, Individual Taxpayer Identification Numbers or Employer Identification Numbers are generated from values that are outside of the acceptable range of assignment by the assigning body and would fail CAT data validations if actually reported to CAIS.

# 6.1. Upload Data to CAIS

Files uploaded to CAT via the CAIS Portal are processed in three distinct phases:



#### 6.1.1. File Processing

# 1. File Acknowledgment

Prior to uploading files via the CAIS Portal, CAIS validates the file requirements:

- Maximum of 5 file pairs per submission.
- CAIS Data Files must be uploaded with their corresponding Identifiers (TIDs) Files.
- Individual files are limited to 100,000 FDID Records and 100,000 Customer Records, as well as a maximum uncompressed size of 1GB.
- Files must be in .json format.
- Files must be compressed using BZip2.

File names must use the following format:
 <CAT Submitter ID>\_<CAT Reporter CRD>\_<File Generation Date>\_[<Group>\_]<File</li>
 Kind>\_<File Number>.<Format Extension>.

Failure to meet the specified requirements prevents the user from uploading the file via the CAIS Portal. Once a file is successfully uploaded, the file is processed through the following stages, with feedback being provided via the CAIS Portal at each stage. See <u>Section 6.4</u> below for details on retrieving feedback via the CAIS Portal.

#### 2. File Integrity

After the file has been uploaded via the CAIS Portal, CAIS performs additional file-level validations. Failure to meet specified requirements results in the rejection of the file. See **Appendix B** in the Customer & Account Technical Specifications for Industry Members for a comprehensive list of file integrity validations.

#### 3. Data Ingestion

For each file that passes file integrity validations, CAIS performs record-level validations. Failure to meet the specified requirements results in the rejection of the record. See **Appendix B** in the Customer & Account Technical Specifications for Industry Members for a comprehensive list of data ingestion validations.

# 6.1.2. Upload CAIS Data and TIDs Files

Entitled users may provide CAIS data via the CAIS Portal by manually uploading CAIS Data and Transformed Identifiers ("TIDs") files. The following information provides details on how to upload and submit files via the CAIS Portal. For details on the expected format and content of the files, see the Customer & Account Technical Specifications for Industry Members.

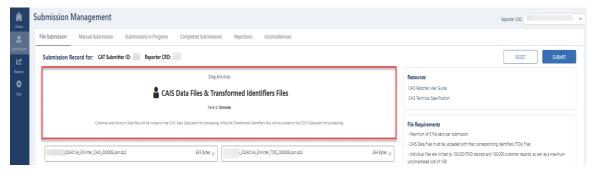
A single submission may not exceed five paired file sets or 1GB (uncompressed). There is no limit to the number of submissions that a user may provide.

#### To upload one or more CAIS Data and TIDs file sets:

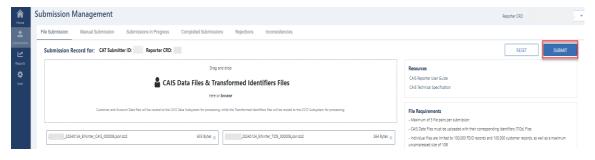
#### 1. Select Submissions.



- 2. The File Submission tab is displayed by default.
- 3. Drag-and-drop or use the browse functionality to select the desired file set(s).



4. When all desired file sets have been selected, or when the upload limit has been reached, click **Submit.** 



Once the files are successfully uploaded to the separate subsystems, each file goes through file integrity validation and data validation. Users may access any feedback via the Download Submission Feedback File functionality (see Section 6.4).

### 6.2. Manually Report Data to CAIS

Entitled users may provide CAIS data via the CAIS Portal by manually reporting individual FDID, CAT Customer and LTID records. The following information provides details on how to manually submit data to CAIS via the CAIS Portal.

Manual Submission includes the following:

- Entering data for the FDID Record.
- Adding one or more LTID/ULTID associations, if applicable.
- Adding one or more CAT Customer associations.
- Entering Correction Action Records for rejection repair, if applicable.

For more information on the reporting requirements for FDID, CAT Customer and LTID records, see the Customer & Account Technical Specifications for Industry Members.

### To manually submit records:

1. Select Submissions.



#### 2. Select Manual Submission.

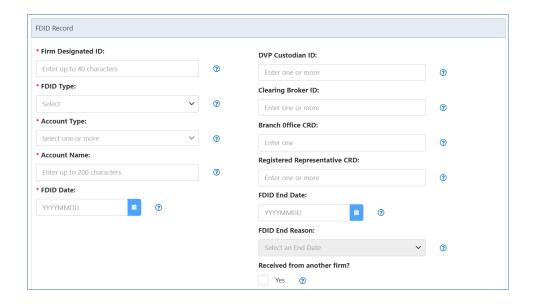


• If applicable, select a Correspondent CRD. The Correspondent CRD selected is applied to all FDID and Customer records within the manual submission set. It must only be selected by clearing firms with introducing brokers or correspondents and only when reporting Accounts to CAIS that are custodied for their introducing brokers/correspondents, including DVP/RVP accounts. The Correspondent CRD value must be a different identifier than the Reporter CRD. For Accounts which are not correspondent Accounts, Correspondent CRD must not be selected. Introducing brokers or correspondents submitting for themselves must not populate the Correspondent CRD.



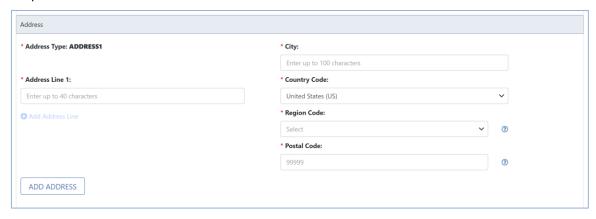
# To submit an FDID Record:

1. Enter a value for each applicable field in the **FDID Record** section. Fields marked with an asterisk (\*) are required.



- a. Firm Designated ID: Enter the Firm Designated ID associated with the Account, Relationship or Entity ID.
- b. FDID Type: Select either Account, Relationship or Entity ID, depending on the Firm Designated ID type.
- c. Account Type: Select one or more Account Type values(s) for the FDID.
- d. Account Name: Enter up to 200 characters for the FDID's Account Name.
- e. **FDID Date**: Enter the date on which the account was opened, or the Account Effective Date, as defined in Section 1.1 of the CAT NMS Plan.
- f. DVP Custodian ID: If applicable, enter one or more DVP Custodian ID(s) for the FDID separated by commas.
- g. Clearing Broker ID: If applicable, enter one or more Clearing Broker ID(s) for the FDID separated by commas.
- h. **Branch Office CRD**: If applicable, enter the Branch Office CRD number for the FDID's branch office, if different than the main office.
- i. **Registered Representative CRD**: Optionally enter one or more CRD numbers for the Registered Representative(s) for the FDID separated by commas.
- j. **FDID End Date**: If applicable, enter the date on which the account or relationship was ended. This field is required if there is an End Reason applied.
- k. **FDID End Reason**: If applicable, select the reason for which the Account or Relationship was ended. This field is required if there is an End Date applied.
- I. **Replaced By FDID**: If "Replaced" is selected as the End Reason, enter the FDID which is replacing the FDID in question.
- m. **Received from another firm?**: Check this box if the FDID is being transferred to your firm via the Mass Transfer Process. When selected, also provide:
  - Prior CAT Reporter CRD: Enter the CRD from which the FDID was transferred.
  - Prior CAT Reporter FDID: Enter the FDID which the account was known by at the Transferring Industry Member (Prior CAT Reporter CRD).

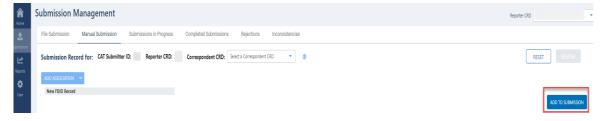
2. Enter a value for each applicable field in the **Address** section. Up to four total Address Records may be provided for the FDID.



 If applicable, click Add Authorized Trader Names List. For the limited circumstances when this is applicable, see the Special Rules Regarding Natural Person Authorized Traders section in the Customer & Account Technical Specifications for Industry Members.

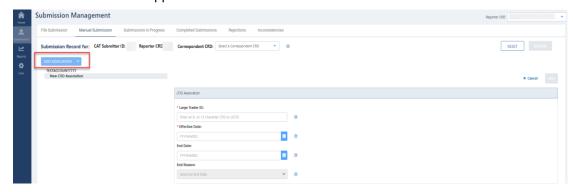


4. Click Add to Submission.



- 5. To add a new **LTID/ULTID** association to the submission:
  - 5.1. Select **Add Association**. This button will be disabled until required fields in the **FDID Record** section are populated.
  - 5.2. Select Large Trader ID from the dropdown.

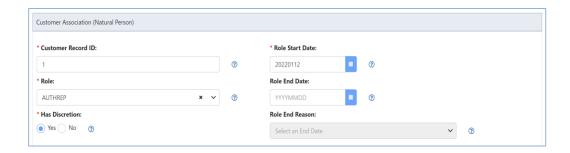
5.3. Enter a value for each applicable field in the **LTID Association** section.



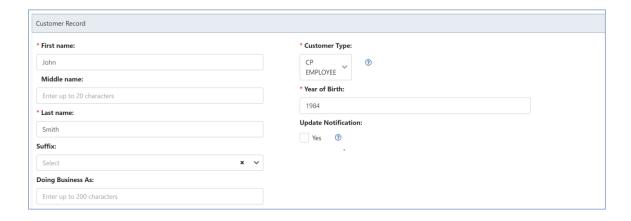
- a. Large Trader ID: Enter the Large Trader ID/Unidentified Large Trader ID associated with the FDID.
- b. **Effective Date**: Enter the date on which the LTID/ULTID became associated to the FDID within the Industry Member's system.
- c. **End Date**: If applicable, enter the date on which the association was ended. This field is required if there is an End Reason applied.
- d. **End Reason**: If applicable, select the reason for which the association was ended. This field is required if there is an End Date applied.
- 5.4. Once the appropriate fields have been populated for the LTID/ULTID, click the **Add** button to add the data to the submission file.
  - If one or more additional LTIDs/ULTIDs need to be <u>added</u>, repeat the above process for each LTID/ULTID association.
  - If this association needs to be <u>modified</u> after this step, click the LTID in the FDID Record Associations section, then make the appropriate modifications.
  - If this association needs to be <u>removed</u> after this step, click the LTID in the FDID Record Associations section, then click the **Remove** button.
- 6. To add a **Natural Person Customer** record to the submission:
  - 6.1. Select **Add Association**. This button will be disabled until required fields in the **FDID Record** section are populated.
  - 6.2. Select **Natural Person** from the dropdown.



6.3. Enter a value for each applicable field in the **Customer Association** section.



- a. Customer Record ID: A default Customer Record ID is automatically provided for each Customer association or enter a unique Customer Record ID value for the associated Customer Record.
- b. Role: Select one Role value for the associated Customer Record.
- c. **Has Discretion**: If required due to the Role being "AUTHREP" or "AUTH3RD", select either 'Yes' or 'No' to indicate whether the associated customer has trading discretion as defined in the Customer & Account Technical Specifications for Industry Members.
- d. **Role Start Date**: Enter a value in the format of YYYYMMDD or select a date using the date picker.
- e. **Role End Date**: If reporting a Customer association that has been ended, enter a value in the format of YYYYMMDD or select a date using the date picker.
- f. **Role End Reason**: If reporting a Customer association that has been ended, select one End Reason value.
- 6.4. Enter a value for each applicable field in the **Customer Record** section.



- a. First Name: Enter the First Name known for the Customer Record.
- b. Middle Name: Optionally enter the Middle Name or Initial known for the Customer Record.

- c. Last Name: Enter the Last Name known for the Customer Record.
- d. Suffix: Optionally enter the Suffix known for the Customer Record.
- e. **Doing Business As**: If applicable, enter the Doing Business As name for a Customer Record that is a sole proprietorship or trust or otherwise conducts business under a name other than the Natural Person's legal name.
- f. **Customer Type**: Select one or more Customer Type values from the list.
- g. Year of Birth: Enter a numeric value in the format YYYY.
- h. **Update Notification**: If applying an Update Notification to prevent or resolve a material inconsistency, check this box to set *updateNotification* to 'true'.
- 6.5. In the **Transformed Identifier** section, provide the Transformed Identifier value by either:
  - Entering a pre-hashed TID value and selecting the TID Type (and Foreign TID Type and Foreign TID Country Code, if applicable).



#### OR

Generating a TID value. To generate a TID, click Generate and select a TID Type
(and Foreign TID Type and Foreign TID Country Code, if applicable). Enter the
Input Identifier, then click the GENERATE button.

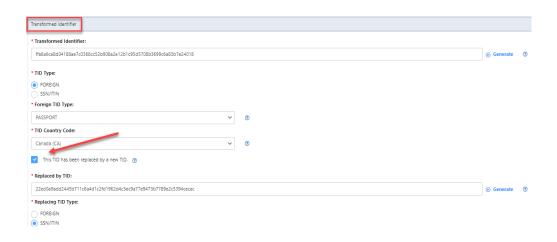


Users are then returned to the Customer Record page where the generated Transformed Identifies

value has been populated in the Transformed Identifier field.

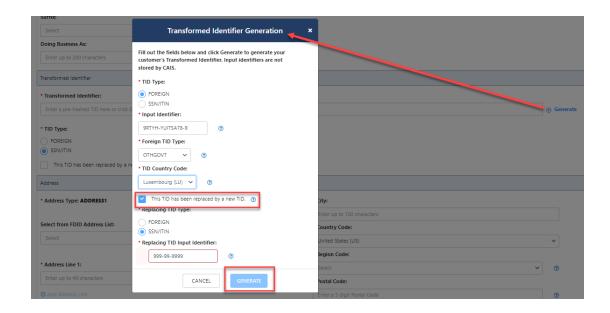
If an Industry Member must update the Transformed Identifier that was previously reported to CAIS because the Customer's Input Identifier was legally changed or the Industry Member has obtained a different Input Identifier that replaces the current Input Identifier, provide the updated Transformed Identifier by either:

Entering the pre-hashed Transformed Identifier and TID Type (and Foreign TID Type and Foreign TID Country Code, if applicable) that was previously reported to CAIS. Then select "This TID has been replaced by a new TID". Next, enter the pre-hashed Replaced by TID value and select the Replacing TID Type (and Replacing Foreign TID Type and Replacing Country Code, if applicable).



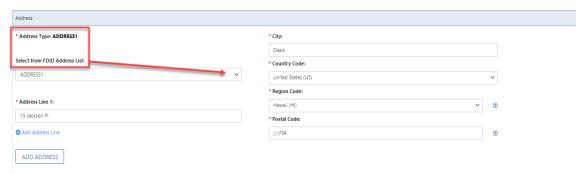
#### OR

Generating the Transformed Identifier and Replaced by TID. Click Generate in
the Transformed Identifier section. The Transformed Identifier Generation
window will appear. Select the TID Type and enter the Input Identifier (and
Foreign TID Type and TID Country Code, if applicable) that was previously
reported to CAIS. Next, select "This TID has been replaced by a new TID."
Then enter the Replacing TID Type (and Foreign TID Type and Foreign TID
Country Code, if applicable). Finally, enter the Replacing TID Input Identifier
and click the GENERATE button.

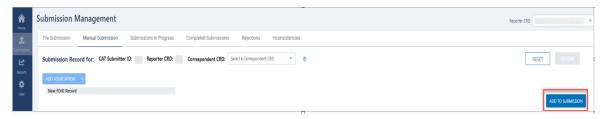


Users are then returned to the Customer Record page where the generated Transformed Identifier values have been populated in the appropriate fields.

6.6. Enter a value for each applicable field in the **Address** section. Up to four total Address Records may be provided for the CAT Customer. If applicable, select **FDID Address List** to autopopulate the address on the Customer Record when the address is identical to the FDID address.

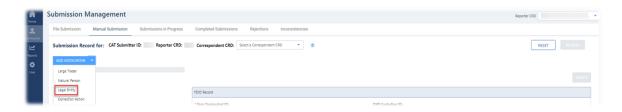


6.7. Once appropriate fields have been populated for the Customer Record, click **Add to Submission** to add the data to the submission file.

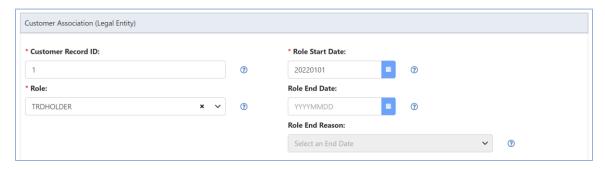


• If this association needs to be modified after this step, click the Natural Person

- record in the FDID Record Associations section, then make appropriate modifications.
- If this association needs to be <u>removed</u> after this step, click the Natural Person record in the FDID Record Associations section, then click the **Remove** button.
- If one or more additional Natural Person records need to be <u>added</u>, repeat the above process for each Natural Person association.
- 7. To add a **Legal Entity Customer** association to the submission:
  - 7.1. Select Add Association. This button will be disabled until required fields in the FDID Record section are populated.
  - 7.2. Select Legal Entity from the dropdown.

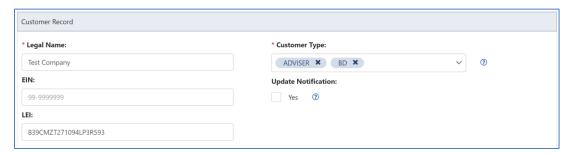


7.3. Enter a value for each applicable field in the Customer Association section.

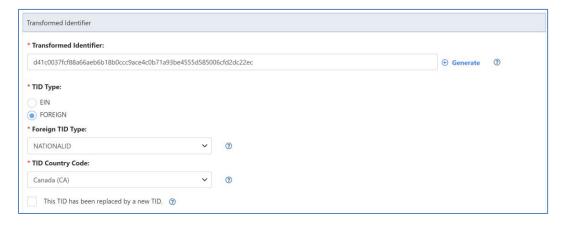


- a. Customer Record ID: A default Customer Record ID is automatically provided for each Customer association or enter a unique Customer Record ID value for the associated Customer Record.
- b. Role: Select one Role value for the associated Customer Record.
- c. Has Discretion: If required due to the Role being 'AUTHREP' or 'AUTH3RD', select either 'Yes' or 'No' to indicate whether the associated customer has trading discretion as defined in the Customer & Account Technical Specifications for Industry Members.
- d. **Role Start Date**: Enter a value in the format of YYYYMMDD or select a date using the date picker.
- e. Role End Date: If reporting a Customer association that has been ended, enter a value in the

- format of YYYYMMDD or select a date using the date picker.
- f. **Role End Reason**: If reporting a Customer association that has been ended, select one End Reason value.
- 7.4. Enter a value for each applicable field in the **Customer Record** section.



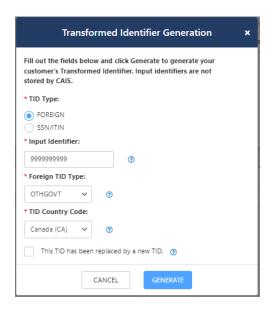
- a. **Legal Name**: Enter the Legal Name known for the customer.
- b. **EIN**: Enter the Employer Identification Number known for the customer, if applicable. This field must be populated if the Input Identifier used to generate the customer's TID was an EIN.
- c. **LEI**: Enter the Legal Entity Identifier known for the customer, if applicable. This field must be populated if the Input Identifier used to generate the customer's TID was an LEI.
- d. **Customer Type**: Select one or more applicable Customer Types for the Customer Record.
- e. **Update Notification**: If applying an Update Notification to prevent or resolve a material inconsistency, check this box to set *updateNotification* to 'true'.
- 7.5. In the **Transformed Identifier** section, provide the Transformed Identifier value by either:
  - Entering a pre-hashed TID value and selecting the TID Type (and Foreign TID Type and Foreign TID Country Code, if applicable).



OR

Generating a TID value. To generate a TID, click Generate and select a TID

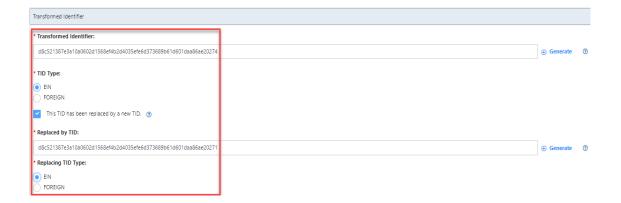
Type. Enter the Input Identifier (and Foreign TID Type and Foreign TID Country Code, if applicable), then click the GENERATE button.



Users are then returned to the Customer Record page where the generated Transformed Identifier value has been populated in the Transformed Identifier field.

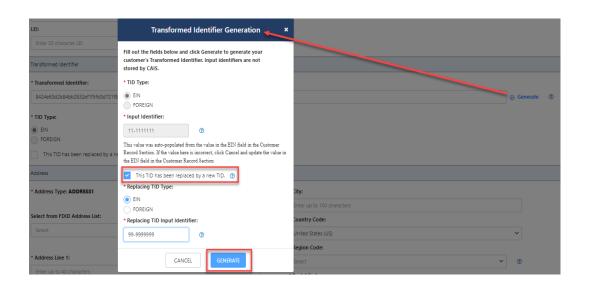
If an Industry Member must update the Transformed Identifier that was previously reported to CAIS because the Customer's Input Identifier was legally changed or the Industry Member has obtained a different Input Identifier that replaces the current Input Identifier, provide the updated Transformed Identifier by either:

Entering the pre-hashed Transformed Identifier and TID Type (and Foreign TID Type and Foreign TID Country Code, if applicable) that was previously reported to CAIS. Then select "This TID has been replaced by a new TID". Next, enter the pre-hashed Replaced by TID value and select the Replacing TID Type (and Replacing Foreign TID Type and Replacing Country Code, if applicable).



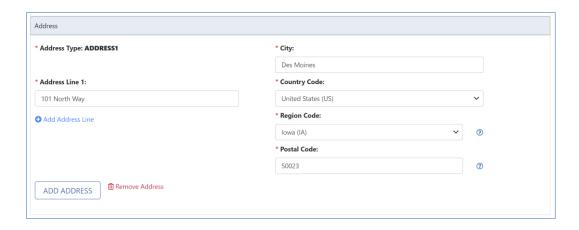
### OR

Generating the Transformed Identifier and Replaced by TID. Click Generate in
the Transformed Identifier section. The Transformed Identifier Generation
window will appear. Select the TID Type and enter the Input Identifier (and
Foreign TID Type and TID Country Code, if applicable) that was previously
reported to CAIS. Next, select "This TID has been replaced by a new TID." Then
enter the Replacing TID Type (and Foreign TID Type and Foreign TID Country
Code, if applicable). Finally, enter the Replacing TID Input Identifier and click
the GENERATE button.

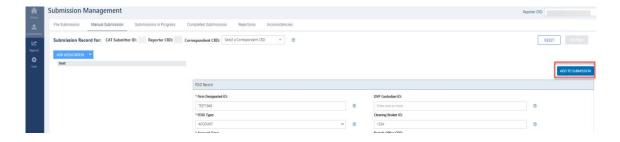


Users are then returned to the Customer Record page where the generated Transformed Identifier values have been populated in the appropriate fields.

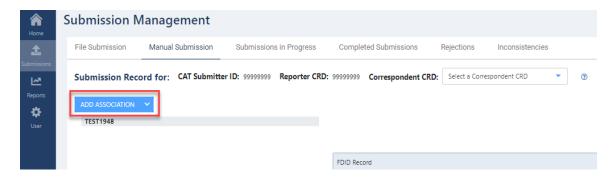
7.6. Enter a value for each applicable field in the **Address** section. Up to four Address records may be provided for the CAT Customer.



- 8. To manually repair data validation errors for FDID or Customer rejections:
  - 8.1. First, enter a value for each applicable field in the **FDID Record** section. Fields marked with an asterisk (\*) are required.
  - 8.2. Click Add To Submission. Note, this button will be disabled until required fields in the FDID Record section are populated.



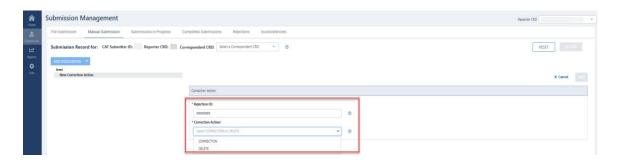
8.3. Select Add Association.



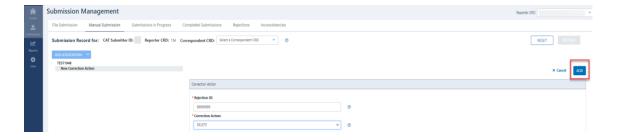
8.4. Select Correction Action from the dropdown.



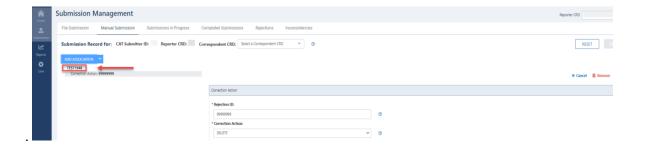
8.5. Enter the Rejection ID value and a Correction Action of CORRECTION or DELETE



- CORRECTION: The prior rejection is being repaired by including a Correcting FDID Record or a Correcting Customer Record.
- DELETE: The prior rejection is being cleared without submitting a Correcting Firm
   Designated ID or a Correcting Customer Record ID.
- 8.6. Click **ADD** for the action being taken.



8.7. Click Firm Designated ID to return to the Manual Submission main window and complete resubmission of the FDID Record in its current state with all required LTID and Customer associations with corrected data.



- 9. To submit manually created files through the CAIS Portal:
  - 9.1. Once all applicable fields have been populated, click the **Review** button. A summary of the data and metadata to be submitted is displayed.



• If any values associated to the applicable fields need to be modified, click the **Back** button prior to final submission.



9.2. Ensure all data is accurate and complete. Next, save a copy of the Manula Submission Review for your records *prior to submission*. Finally, click **Submit**.



Manual submission generates a file set which is uploaded to the separate subsystems and processed through file integrity validation and data validation. Users may access feedback via the Download Submission Feedback File functionality (see <u>Section 6.4</u>).

# 6.3. Submissions in Progress

Files that were submitted via STFP, manually submitted via the Portal or manually created in the Portal go through processing before they reach a completed status when feedback on the submission can be provided. While files are in progress, they can be found on the Submissions in Progress tab.

# To view submissions in progress:

1. Select Submissions.



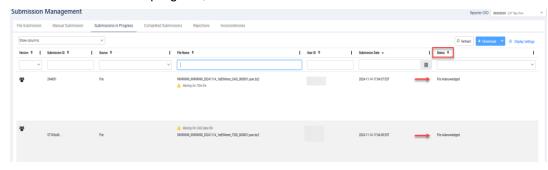
2. Select Submissions in Progress.



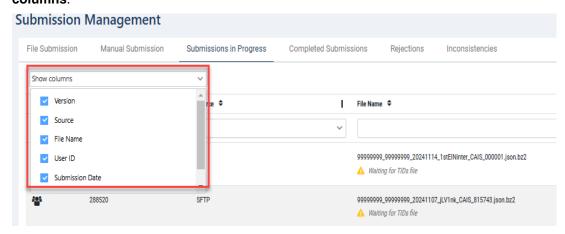
3. Utilize the **sort** and **filter** functionalities to locate the file(s).



4. For each submission in progress, the Status of the file is available.



5. The layout for the data displayed can be modified through the dropdown feature under **Show** columns.



The available options under **Show columns** include the following:

- Version To display submissions for Full CAIS Phase (v2.0.0) and/or LTID Phase (v1.0.0).
- Source Indicates whether the file was submitted via machine-to-machine communication, or uploaded or manually entered via the CAIS Portal.
- File Name The name of the file submitted by or on behalf of the Industry Member.
- User ID A unique account identifier associated to the user that submitted the file.
- Submission Date Date that the file was submitted by or on behalf of the Industry Member to CAT CAIS.
- Status Indicates the current status of the submission:
  - File Acknowledged
  - o File Integrity Passed
  - Record Scan Completed
- Optionally, select the **Download** button to download processing submissions in a CSV file. If filters have been applied to the download, only the files meeting the specified criteria are downloaded.



### 6.4. Download Submission Feedback Files

Entitled users may download file feedback via the CAIS Portal. Feedback may only be downloaded for data files that were uploaded or manually entered via the CAIS Portal. Feedback is available for files submitted within the previous 10 calendar days (where the current day is considered day 10).

Each Full CAIS submission will receive feedback on both the CAIS Data File and the Transformed Identifiers File.

### To download a feedback file:

1. Select Submissions.



2. Select Completed Submissions.



Utilize the sort and filter functionalities to locate the submission for which the feedback files were generated.



4. Once the file is located, click the Feedback File button on the far right of the display. Select the CAIS Data Feedback File or TIDs Feedback File in order to download the corresponding feedback file. The Result column displays the final state of the submission.



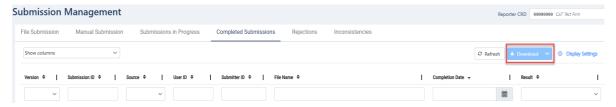
5. The layout for the data displayed can be modified through the dropdown feature under **Show** columns.



The available options under **Show columns** include the following:

- Version To display submissions for Full CAIS Phase (v2.0.0) and/or LTID Phase (v1.0.0).
- Source Indicates whether the file was submitted via machine-to-machine communication, or uploaded or manually entered via the CAIS Portal.
- User ID A unique account identifier associated to the user that submitted the file.
- Submitter ID Uniquely identifies the CAT Submitter and may be a different identifier than the CAT Reporter CRD.
- File Name The name of the file submitted by or on behalf of the Industry Member.
- Completion Date on which the file completed processing.
- Result Displays the final state of the submission:
  - Completed
  - Without Rejections
  - o With Rejections
  - o Integrity Error
  - File Timeout
  - Cancelled by Support
  - Processing Failure

Optionally, select the **Download** button to download Completed Submissions in a CSV file. If filters have been applied to the download, only the files meeting the specified criteria are downloaded.



# 7. CAIS Reporting Relationships

A CAIS Reporting Relationship establishes a link between an Industry Member and a Submitter for purposes of transmitting and viewing CAIS data. A relationship is comprised of:

- The Industry Member. This identifies the Industry Member that is required to submit data to CAIS and for which data may be transmitted and viewed.
- The Submitter. This identifies the organization that may transmit and view data on behalf of the Industry Member.

A reporting relationship must be manually created in the CAT Transaction Portal before a Submitter may transmit CAIS data on behalf of the Industry Member. **Only the Industry Member can create and manage Reporting Relationships**. For more information on creating and managing relationships in the CAT Transaction Portal, see the <u>Industry Member CAT Reporter Portal User Guide</u>. An Industry Member may have multiple active relationships at any time. Self-reporting Industry Members are not required or able to establish a self-reporting relationship.

Information regarding the methods to view and manage CAIS Reporting Relationships via the Portal is provided below. CAIS Reporting Relationships are **view-only** in the CAIS application. **All CAIS**Reporting Relationship management occurs in the CAT Transaction Portal.

# 7.1. Usage of Reporting Relationships

A reporting relationship allows the Submitter to transmit data on behalf of the Industry Member. This includes the ability to submit data, to view feedback and repair rejections, resolve Inconsistencies and make corrections to that data. A Submitter may only view feedback, repair/resolve errors and make corrections to data for an Industry Member for which it is authorized to submit.

# 7.2. View CAIS Reporting Relationships

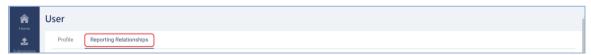
CAIS Reporting Relationships are **view-only** in the CAIS application from the perspective of the Submitter ID and cannot be used to create and manage CAIS Reporting Relationships. See the following section for information on creating and managing CAIS Reporting Relationships in the CAT Transaction Portal.

### To view all Reporting Relationships for the organization:

1. Select User.



2. Select Reporting Relationships.



 The user's Submitter ID, CAT Reporter CRD (if applicable) and active authorized Reporting Relationships are displayed. Industry Members for which your organization is authorized to submit are listed.



CAIS Reporting Relationships cannot be changed or removed from within the CAIS Portal. All Reporting Relationship management occurs within the CAT Transaction Portal.

# 7.3. Create and Manage CAIS Reporting Relationships

All CAT CAIS Reporting Relationships must be created and managed within the CAT Transaction Portal. For information on accessing the CAT Transaction Portal directly, see the Industry Member CAT Reporter Portal User Guide at <a href="https://www.catnmsplan.com/transaction-registration">https://www.catnmsplan.com/transaction-registration</a>.

# 7.3.1. CAIS Reporting Relationship Fields, Rules and Validations

Each CAIS Reporting Relationship includes the following data:

Field	Field Description	Required	Format	Rules/Validations
CAT	The unique CRD identifier of	Yes	Derived by	
Reporter	the Firm to which the logged-in		system	
CRD ID	user account is associated.			
CAT	The CRD Number for the CAT	Yes	Dropdown	Must not be the CRD
Submitter	Reporting Agent/Submitter.		Selection	Number of the CAT
CRD ID				Reporter.
Effective	The first date on which the	Yes	Date	Must be on or after the
Date	CAIS Reporting Relationship		(MM/DD/YYYY)	current date.
	is/was available for submitting			
	and managing data.			
Expiration	The last date on which the	No	Date	Must be on or after the
Date	CAIS Reporting Relationship		(MM/DD/YYYY)	Effective Date.
	is/was available for submitting and managing data.			Must be on or after the current date.

### 7.3.2. Duplicate and Overlapping CAIS Reporting Relationships

To ensure data integrity, CAT does not allow two CAIS Reporting Relationships to duplicate one another. When determining if two relationships would be duplicative, CAT considers the CAT Reporter CRD ID and CAT Submitter CRD ID as well as the Effective and Expiration Dates.

# 7.3.3. View and Export CAIS Reporting Relationships

# To <u>manage</u> all CAIS Reporting Relationships for the Industry Member:

- 1. Click on the navigation panel to access the CAT Transaction Portal.
- 2. Click Reporting Relationships > CAIS Reporting Relationships.



3. All CAIS Reporting Relationships for the Industry Member are displayed, including those that are currently active, have a future effective date, are pending expiration or have already expired.



 To <u>export</u> a list, click <u>Export</u>. Download the generated CSV file using the internet browser functionality.



# 7.3.4. Add a CAIS Reporting Relationship

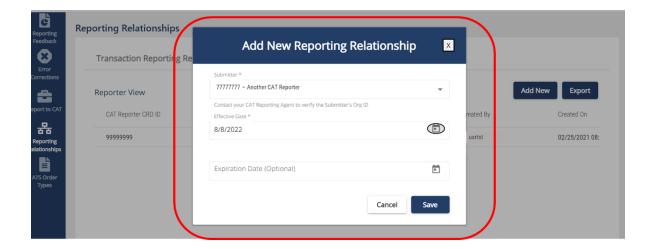
The Industry Member must create a CAIS Reporting Relationship before the Submitter is able to act on its behalf.

### To add a new CAIS Reporting Relationship:

1. Click Add New.



2. Enter the details for the relationship. See <u>Section 7.3.1</u> above for details on field requirements, formats and validations.



3. Click Save. The new relationship is displayed on the CAIS Reporting Relationships list.



# 7.3.5. Manage Existing CAIS Reporting Relationships

A relationship may be edited as follows:

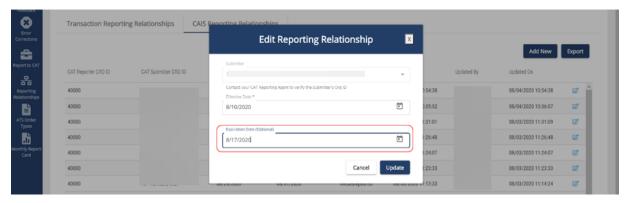
- For a **future-dated relationship** (where the *Effective Date* is after the current date), all fields may be edited.
- For a **currently active relationship** (where the *Effective Date* is on or before the current date and the *Expiration Date* is blank or is on or after the current date), only the *Expiration Date* may be edited.
- For an expired relationship (where the Expiration Date is before the current date), no fields may be edited.

# To edit a non-expired CAIS Reporting Relationship:

1. Click for the relationship.



2. Make the desired update(s). See <u>Section 7.3.1</u> above for details on field requirements, formats and validations.



3. Click Update. The updated information is displayed in the CAIS Reporting Relationships list.

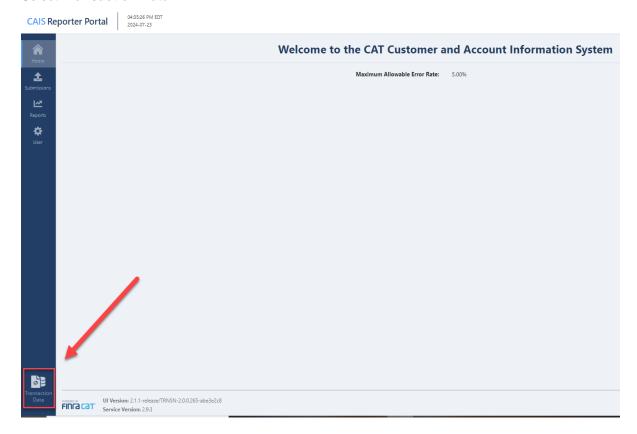


# 8. CAIS Report Card

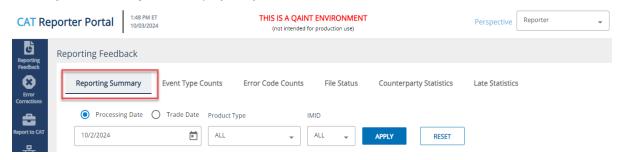
The CAIS Report Card provides access to monthly statistics for FDID and Customer submissions and Material Inconsistencies. Daily statistics can also be exported. These statistics assist CAT Reporters in monitoring compliance and supports regulators in their oversight functions.

# To view the CAIS Report Card:

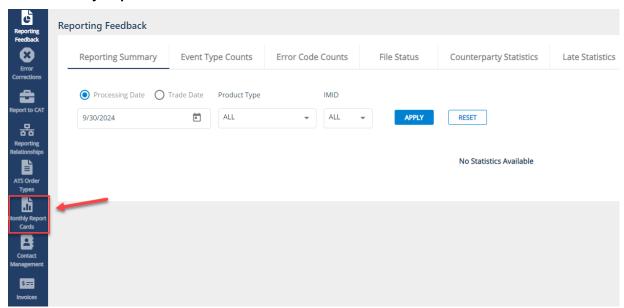
### 1. Select Transaction Data.



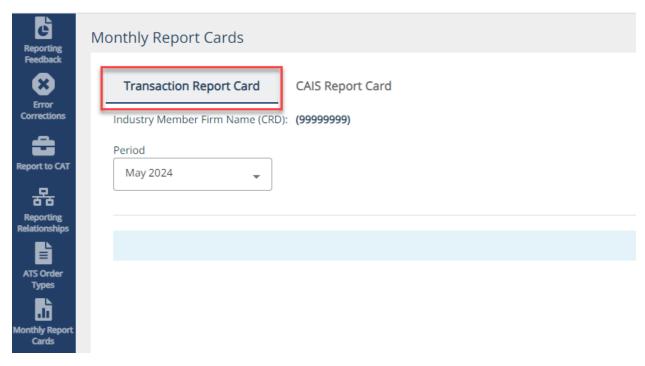
2. The **Report Summary** tab is displayed by default.



3. Select Monthly Report Cards.



4. The Transaction Report Card tab is displayed by default.



5. Select CAIS Report Card to view the CAIS Report Card section.



- 6. The CAIS Report Card section provides the following information for the specified area:
  - The CAIS Compliance Summary section provides monthly statistics for Firm CAIS
     Compliance Error Rate, Firm CAIS Compliance Error Count, Processed Record Count,
     Days Exceeding 5% Compliance Error Rate, Tier, Peer Group Compliance Error Rate
     and Industry Compliance Error Rate.
  - The FDID Submission Details section provides the status, error count and percentage rate for FDID Compliance (i.e., Processed, Accepted, Rejected, Repaired, Late Repaired and Outstanding).
  - The Customer Submission Details section provides the status, count, and percentage rate for Customer Compliance (i.e., Processed, Accepted, Rejected, Repaired, Late Repaired and Outstanding).
  - The Material Inconsistencies Details section provides monthly statistics for Material Inconsistencies Errors, (i.e., Total Material Inconsistencies), Intrafirm (i.e., Resolved, Late Resolved, and Outstanding) and Interfirm (i.e., Resolved, Late Resolved and Outstanding

For more information on the data elements that are available on the CAIS Monthly Report Card see the <u>CAIS Compliance Glossary</u>.

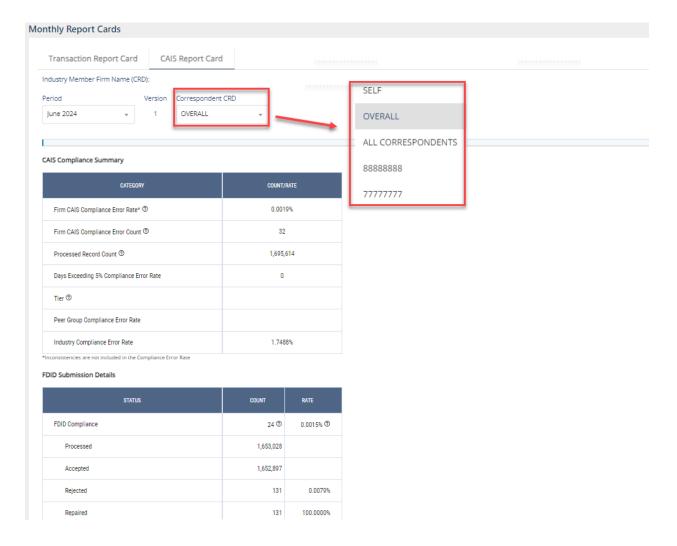
7. To view statistics by a specific month and year, click on the dropdown feature under the **Period** column menu.



- Statistics will be made available by calendar month for up to six years.
- 8. A **Version** of "1" indicates that one CAIS Report Card was issued for the selected Period. If applicable, Report Cards are reissued sequentially.



- 9. If applicable, select the dropdown under the **Correspondent CRD** menu. Options include the following:
  - SELF Filters the statistics to submission files for the Industry Member where the Correspondent CRD was not set OR the Correspondent CRD was set the same as the CAT Reporter CRD.
  - OVERALL Includes statistics for all submission files for the Industry Member.
  - ALL CORRESPONDENTS Filters the statistics to submission files for the Industry Member where the Correspondent CRD was set to any value other than the same value as the CAT Reporter CRD.
  - Individual Correspondent Filters the statistics to submission files for the Industry
     Member where the Correspondent CRD was set to the selected value.



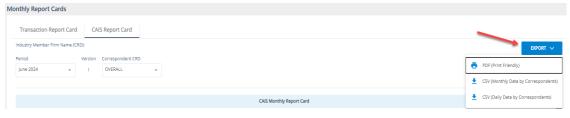
10. To view category descriptions, hover over the tool tip for more information.

### **CAIS Compliance Summary**

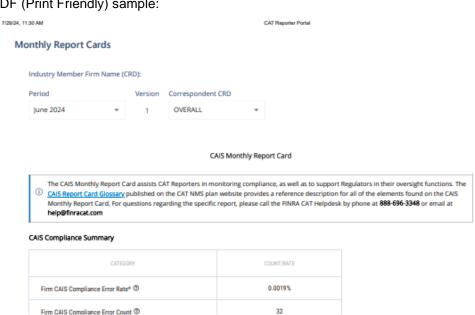
CATEGORY	COUNT/RATE				
Firm CAIS Compliance Error Rate* ®	0.0016%				
Firm CAI: Total FDID and Customer Records processed	30				
Processed Record Count ®	1,925,347				
Days Exceeding 5% Compliance Error Rate	0				

11. To export monthly or daily statistics for the period displayed on the screen, click **Export**. If filters have been applied to **Correspondent CRD**, only the option meeting the specified filter criteria are

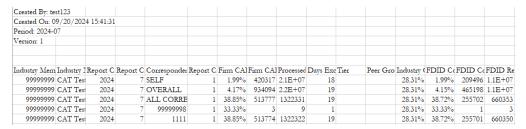
### exported. Download the generated CSV or PDF file using the internet browser functionality.



PDF (Print Friendly) sample:



CSV (Monthly Data by Correspondents) sample:



# • CSV (Daily Data by Correspondents) sample:

Created By:	test123										
Created On	: 09/20/20	024 15:45:44									
Period: 202	4-07										
Version: 1											
Industry Me	Industry 1	CAIS Processing Date	Correspondent CRD	Report C	Firm CA	Firm CA	Processed	Exceeds	FDID Co	FDID Co	FDID Re
99999999	CAT Test	7/1/2024	SELF	1	100.00%	4	4	Y	100.00%	2	2
99999999	CAT Test	7/1/2024	OVERALL	1	100.00%	14	14	Y	100.00%	7	7
99999999	CAT Test	7/1/2024	ALL CORRESPONDENTS	1	100.00%	10	10	Y	100.00%	5	5
99999999	CAT Test	7/1/2024	1111	1	100.00%	10	10	Y	100.00%	5	5
99999999	CAT Test	7/2/2024	SELF	1	95.24%	40	42	Y	95.24%	20	21
99999999	CAT Test	7/2/2024	OVERALL	1	80.14%	14460	18044	Y	80.14%	7230	9022
99999999	CAT Test	7/2/2024	ALL CORRESPONDENTS	1	80.10%	14420	18002	Y	80.10%	7210	9001
99999999	CAT Test	7/2/2024	1111	1	80.10%	14420	18002	Y	80.10%	7210	9001
99999999	CAT Test	7/3/2024	SELF	1	80.27%	6216	7744	Y	80.27%	3108	3872
99999999	CAT Test	7/3/2024	OVERALL	1	80.24%	18620	23204	Y	80.24%	9310	11602