



Industry Member CAT Reporter Portal User Guide

06/05/2020

Version 1.1

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Change Log

Version	Date Published	Description of Change(s)
0.1	11/04/2019	User Guide published to Industry Members.
0.2	12/02/2019	Added content for December Industry Test cycle, including: <ul style="list-style-type: none"> • Basic Statistics • File Upload • Feedback Download
0.3	02/10/2020	Added content for February Industry Test cycle, including: <ul style="list-style-type: none"> • Reporting Summary • Event Type Counts • File Status • Error Summary • Error Search • Group Repair • Error Correction • Create CAT Event • Pending Submissions
0.4	03/10/2020	Updated existing content, including: <ul style="list-style-type: none"> • Replacing screen shots throughout. • Clarifying functionality in the Pending Submissions list with respect to the ability to submit, delete, and download records. Added content for March Industry Test cycle, including: <ul style="list-style-type: none"> • Announcements
1.0	04/20/2020	Updated existing content in preparation for production go-live, including: <ul style="list-style-type: none"> • Replaced outdated screen shots in Reporting Feedback and Error Corrections sections. • Removed export references from Error Summary screen. • Replaced outdated screen shots in Reporting Relationship and ATS Order Types sections. • Updated content in Reporting Relationships and ATS Order Types sections to better align with the format of the rest of the document. • Updated links to CAT NMS site with new URLs. • Update version number to align major versions of this user guide with production releases. <p><i>Changes are primarily cosmetic and do not impact the overall function of the CAT Reporter Portal.</i></p> Updated existing content for testing environment, including: <ul style="list-style-type: none"> • Provided intrafirm linkage statistics on the Reporting Summary.
1.1	06/05/2020	Updated content for June 1, 2020 release, including: <ul style="list-style-type: none"> • Replaced screen shots in Reporting Feedback section.

		<ul style="list-style-type: none">• Added Error Code Counts content.
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Overview

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

Additionally, the Portal provides access to reporting statistics including information on an Industry Member’s submissions and error rates as well as its performance compared to that of its peers. Users can also access other CAT related information including system announcements, system status, and additional resources.

Questions

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

IMPORTANT NOTE ABOUT THE CONTENT OF THIS USER GUIDE

This user guide is applicable to functionality available in both the Testing (CT) and Production environments. At times, information may be provided for functionality available in CT that is not yet been released into Production. Such information is clearly marked.

Companion Documents

- CAT Reporting Technical Specifications for Industry Members, CAT Industry Member Reporting Scenarios, and Industry Member JSON Schema: <https://www.catnmsplan.com/specifications>
- Connectivity Supplement for Industry Members: <https://www.catnmsplan.com/registration>
- Frequently Asked Questions: <https://www.catnmsplan.com/faq>
- Industry Member Onboarding Guide: <https://www.catnmsplan.com/registration>

1 Entitlement and User Roles

Prior to accessing the Portal, an individual must have a CAT user account with an assigned user role that provides access to the Portal. See the [Industry Member Onboarding Guide](#) for details on obtaining a user account and assigning user roles.

User roles for the Industry Member Portal include CAT Account Administrator, CAT User, and CAT Read-Only. The abilities for each user role are:

Task	CAT Account Admin	CAT User	CAT Read-Only
Create/Manage CAT Users <i>(via the FINRA Entitlement system)</i>	X		
View/Export Feedback <i>(including announcements, reporting statistics, and error feedback)</i>	X	X	X
View Reporting Relationships and ATS Order Types	X	X	X
Create/Edit Reporting Relationships	X	X	
Create/Edit ATS Order Types	X	X	
Create/Transmit data	X	X	
Repair CAT Errors <i>(including group repairs)</i>	X	X	
Create/Edit User Preferences	X	X	
Upload Data File <i>(via Portal)</i>	X	X	
Download Feedback	X	X	X
View Monthly Report Card	X	X	X

2 Technical Requirements

The CAT Reporter Portal supports HTML5-compatible browsers including Chrome, Firefox, and Safari. Using any other browser may result in the inability to access the Portal.

See the **FINRA CAT Connectivity Supplement for Industry Members** available at <https://www.catnmsplan.com/registration> for the available connection methods and all corresponding technical requirements.

3 Access Information

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

Production URL	CT/Industry Test URL
https://srg.catnms.com	https://srg.ct.catnms.com

For **private line** users accessing the Portal through a third-party Managed Service Provider:

Production URL	CT/Industry Test URL
https://reporterportal.catnms.com	https://reporterportal.ct.catnms.com

For **AWS PrivateLink** users:

Production URL	CT/Industry Test URL
https://reporterportal-pl.catnms.com	https://reporterportal-pl.ct.catnms.com

4 Data Perspectives

The Portal provides the ability to view data via defined data perspectives, allowing users to view information through a particular point of view. The available perspectives are:

- The **Reporter** perspective, which displays information applicable to the user's firm as a CAT Reporter. This includes all data provided by the firm as a CAT Reporter and all data provided by a Submitter on behalf of the firm. This perspective is available when the user's organization is a CAT Reporter.
- The **Submitter** perspective, which displays information applicable to the user's organization as a CAT Submitter. This includes all data submitted to CAT by the user's organization for itself as a CAT Reporter as well as data submitted on behalf of another CAT Reporter as a CAT Reporting Agent. This perspective is available when the user's organization acts as a Submitter/CAT Reporting Agent.
- The **Third-Party** Reporting Agent perspective¹, which displays data applicable to the user's organization as a Third-Party Reporting Agent. This includes all data submitted where the user's organization was identified as the Third-Party Reporting Agent. This perspective is available when the user's organization acts as a Third-Party Reporting Agent.

¹ The Third-Party Reporting Agent perspective will be implemented at a future date.

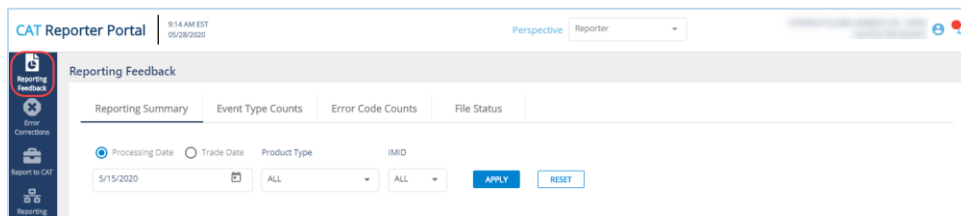
5 Reporting Feedback

5.1 Reporting Summary

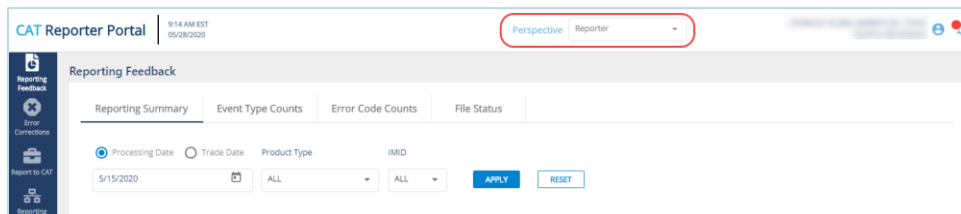
The Portal provides statistics for all data submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or entered via the Portal. **A user may view statistics for any single day within the previous 90 calendar days, including the current date.**

To view reporting statistics for the organization:

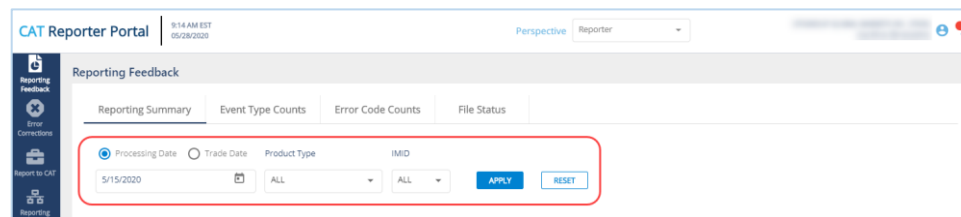
1. Select **Reporting Feedback**.



2. Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)



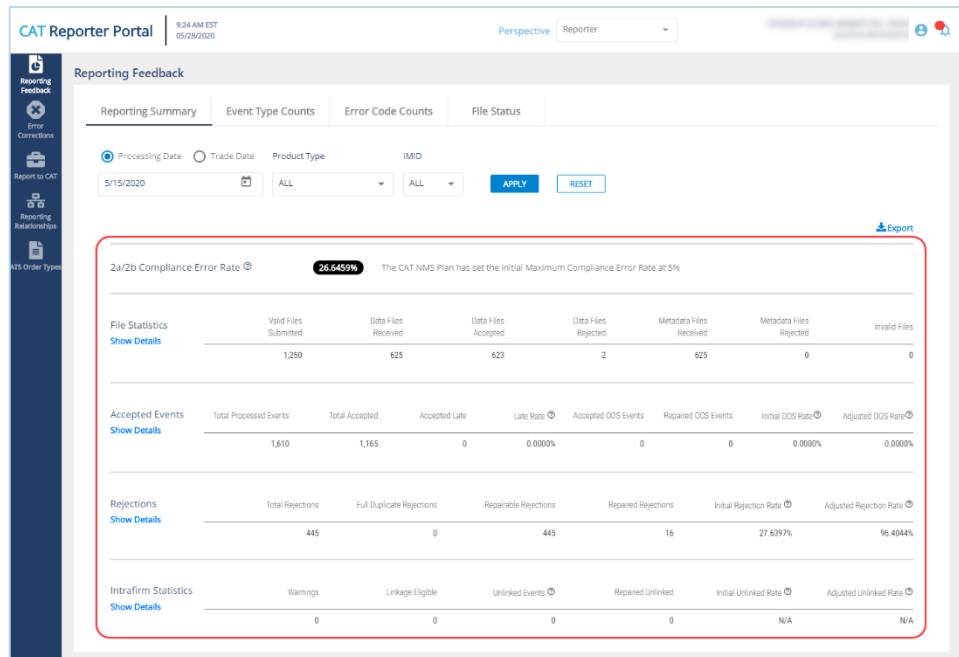
3. Optionally edit the filter criteria and click **Apply**.



If the user has applied filter criteria within the Portal, statistics are displayed per that criteria by default. Otherwise, statistics are displayed for the most recently completed processing date and all

IMIDs for the organization. Modify the date, specify a Product Type, and/or select an IMID² to view the corresponding statistics.

4. Review the basic statistics.



CAT displays the following information for the specified filter criteria:

The **Compliance Error Rate**, which is the percentage of unrepaired rejected records and late records out of all processed records.

Aggregated **File Submissions** statistics, which indicate the number of files received, accepted, and rejected. Note that any specified Trade Date and Product Type filter criteria do not apply to the File Submissions statistics.

Aggregated **Event Submissions** statistics, which indicate the number of events processed, accepted, rejected, and repaired as well as the initial and adjusted OOS error rates.

Aggregated **Intrafirm Linkage** statistics, which indicates the number of events where intrafirm linkage was attempted; the number of events resulting in a linkage warning, a repairable OOS error, or a repairable linkage error; and the initial linkage error ate.

² The IMID dropdown includes all active IMIDs for the organization. When using the Submitter perspective, it also includes all IMIDs with which the organization has a current Reporting Relationship.

- To **view comprehensive statistics** displayed by IMID and Submitter ID, click [Show Details](#) for any section.

The screenshot shows the CAT Reporter Portal interface. The 'Reporting Feedback' section is expanded, showing several data tables. Each table has a 'Show Details' link circled in red. The tables are:

- File Statistics:** Shows counts for Valid Files Submitted, Data Files Received, Data Files Accepted, Data Files Rejected, Metadata Files Received, Metadata Files Rejected, and Invalid Files. Submitter IDs include IMID, ASDF, and CBLC.
- Accepted Events:** Shows Total Processed Events, Total Accepted, Accepted Late, Late Rate, Accepted OOS Events, Repaired OOS Events, Initial OOS Rate, and Adjusted OOS Rate.
- Rejections:** Shows Total Rejections, Full Duplicate Rejections, Repairable Rejections, Repaired Rejections, Initial Rejection Rate, and Adjusted Rejection Rate.
- Intrafirm Statistics:** Shows Warnings, Linkage Eligible, Unlinked Events, Repaired Unlinked, Initial Unlinked Rate, and Adjusted Unlinked Rate.

- To **export** the statistics, click [Export](#). Two separate files will be made available – one for file-level statistics and one for *event-level* statistics (including linkage information). Download the generated CSV files using the internet browser functionality.

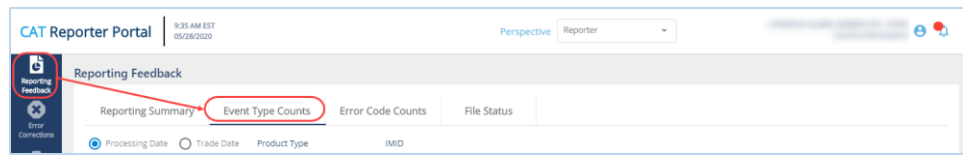
The screenshot shows the CAT Reporter Portal interface. The 'Reporting Feedback' section is active, and the 'Export' button is circled in red.

5.2 Event Type Counts

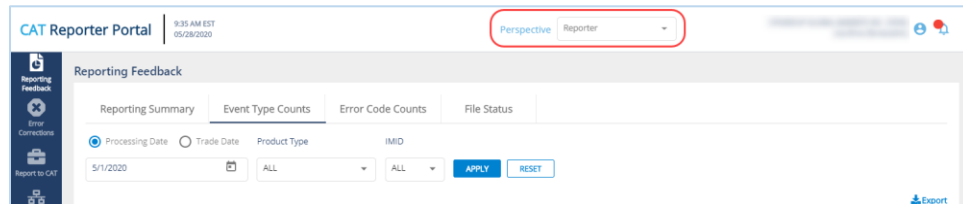
The Portal provides a breakdown of statistics by event type for all data submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or entered via the Portal. **A user may view event type counts for any single day within the previous 90 calendar days, including the current date.**

To **view event type counts for the organization:**

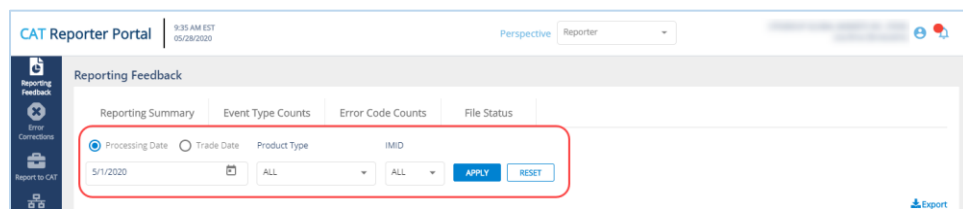
1. Select **Reporting Feedback > Event Type Counts**.



2. Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)



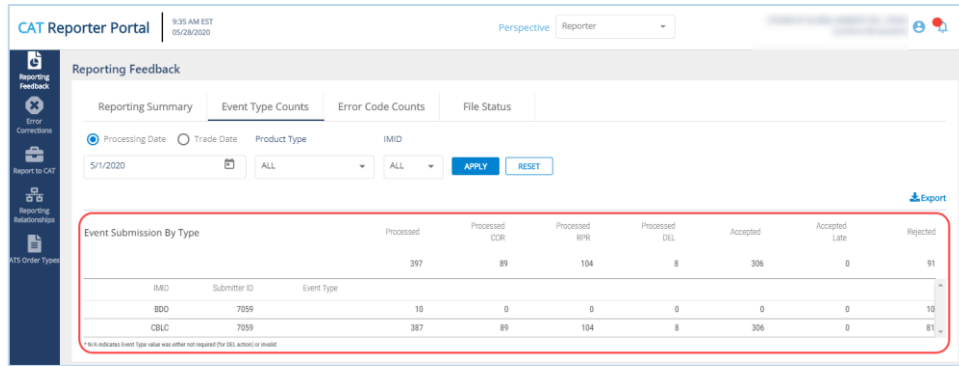
3. Optionally edit the filter criteria and click **Apply**.



If the user has applied filter criteria within the Portal, counts are displayed per that criteria by default. Otherwise, counts are displayed for the most recently completed processing date and all IMIDs for the organization. Modify the date, specify a Product Type, and/or select an IMID³ to view the corresponding event type counts.

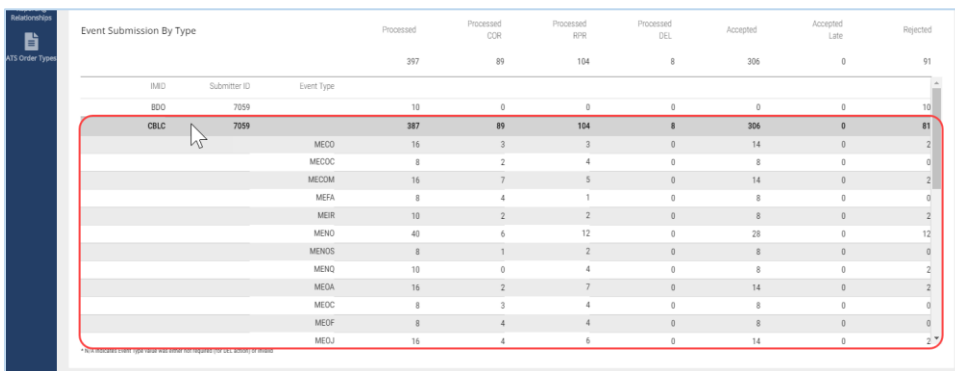
4. Review the event type counts.


³ The IMID dropdown includes all active IMIDs for the organization. When using the Submitter perspective, it also includes all IMIDs with which the organization has a current Reporting Relationship.

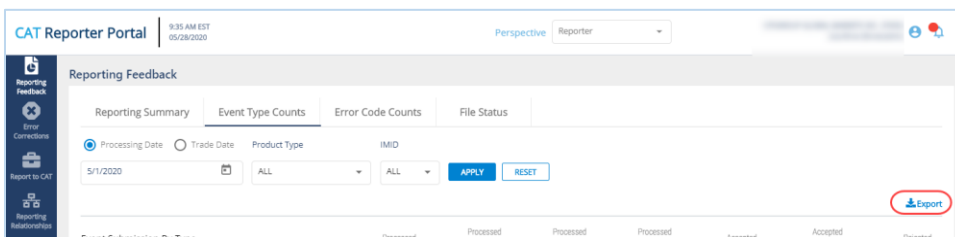


A summary of event processing statistics is displayed on the top row, followed by subtotal rows for each IMID/Submitter ID combination. Displayed statistics include the total number of processed events; the number of processed correction (COR), repair (RPR), and delete (DEL) events; and the number of events accepted, accepted late, and rejected.

- To **view details** for a specific IMID/Submitter ID, click the corresponding subtotal row. Statistics are displayed by Event Type for the selected IMID/Submitter ID.



- To **export** the event type counts, click  **Export**. Download the generated CSV file using the internet browser functionality.

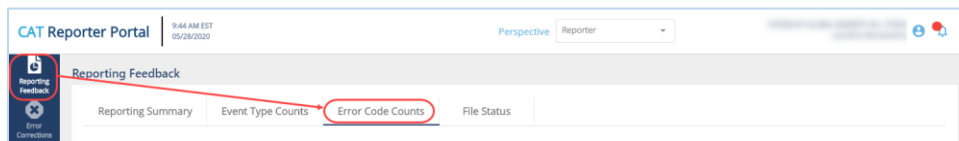


5.3 Error Code Counts

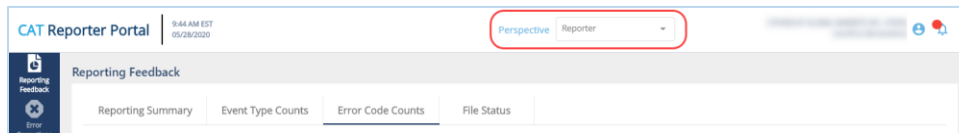
The Portal provides a breakdown of statistics by error code for all data submitted by or on behalf of the user's organization, including data submitted via machine-to-machine communication and data uploaded or entered via the Portal. **A user may view error code counts for any single day within the previous 90 calendar days, including the current date.**

To view error code counts for the organization:

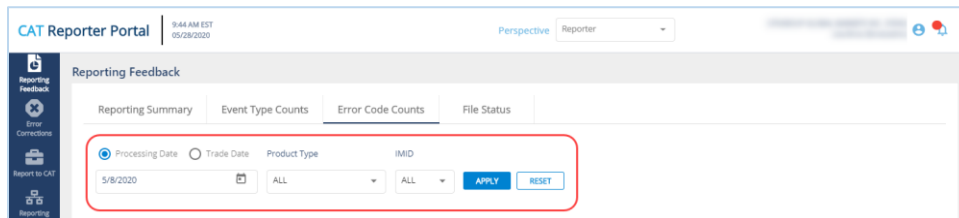
1. Select **Reporting Feedback > Error Code Counts**.



2. Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)



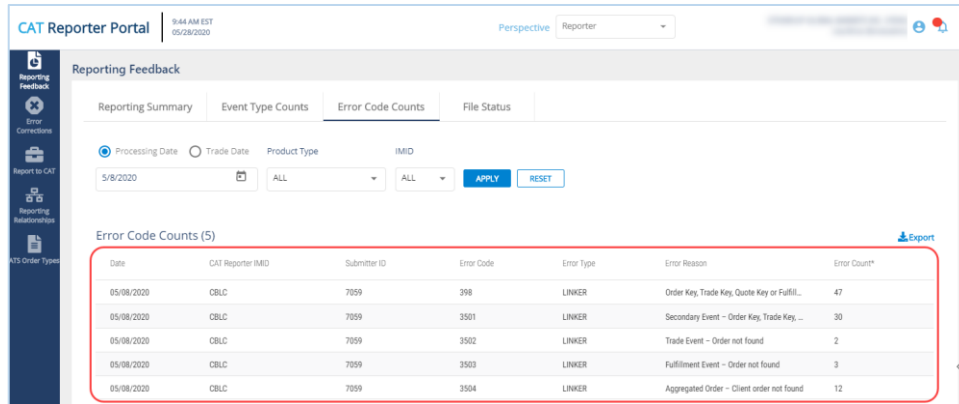
3. Optionally edit the filter criteria and click **Apply**.



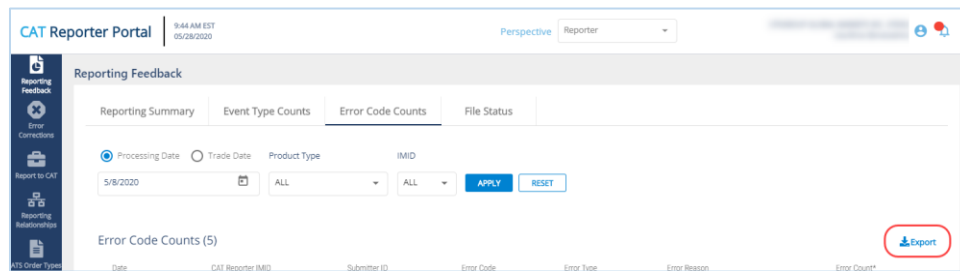
If the user has applied filter criteria within the Portal, counts are displayed per that criteria by default. Otherwise, counts are displayed for the most recently completed processing date and all IMIDs for the organization. Modify the date, specify a Product Type, and/or select an IMID⁴ to view the corresponding error code counts.

4. Review the error code counts.

⁴ The IMID dropdown includes all active IMIDs for the organization. When using the Submitter perspective, it also includes all IMIDs with which the organization has a current Reporting Relationship.



- To **export** the event type counts, click **Export**. Download the generated CSV file using the internet browser functionality.

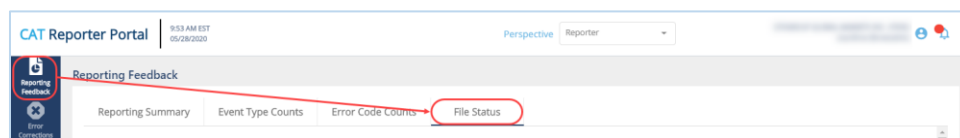


5.4 File Status

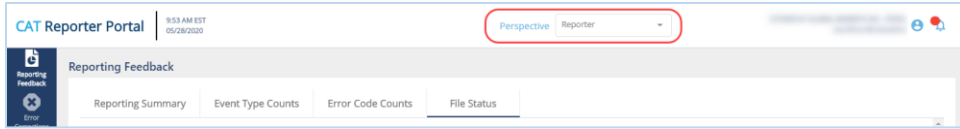
The Portal provides a list of files submitted by the user's organization, including the file status and corresponding timestamp. This includes files submitted via machine-to-machine communication and data uploaded or entered via the Portal. **A user may view information for files submitted on any single day within the previous 90 calendar days, including the current date.**

To **view** file statuses for the organization:

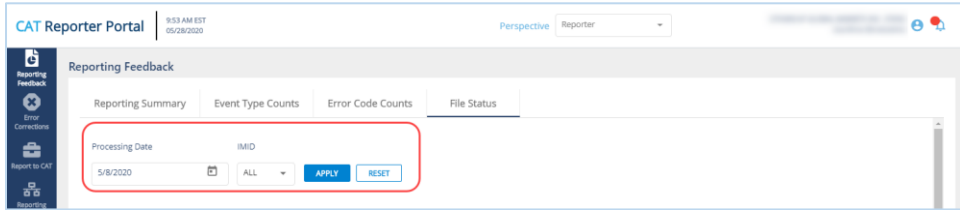
- Select **Reporting Feedback > File Status**.



- Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)

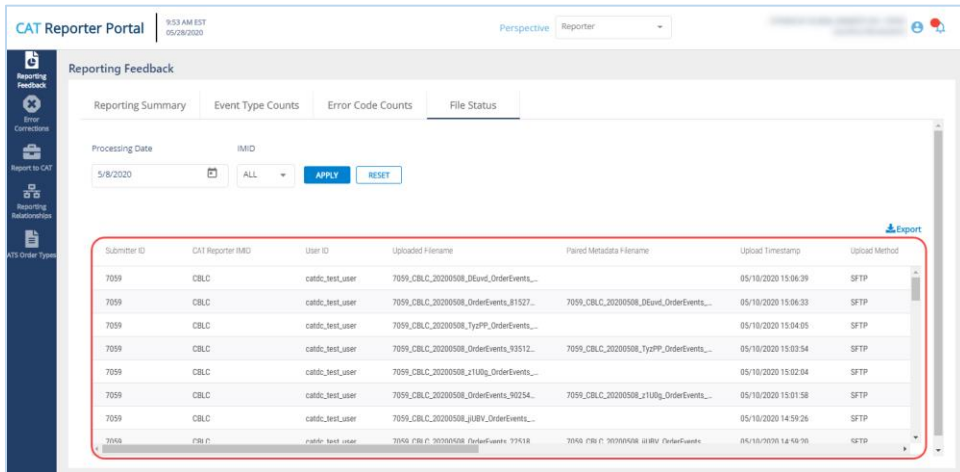


3. Optionally edit the filter criteria and click **Apply**.



If the user has applied filter criteria within the Portal, information is displayed per that criteria by default. Otherwise, information is displayed for the most recently completed processing date and all IMIDs for the organization. Modify the date and/or select an IMID⁵ to view the corresponding file statuses.

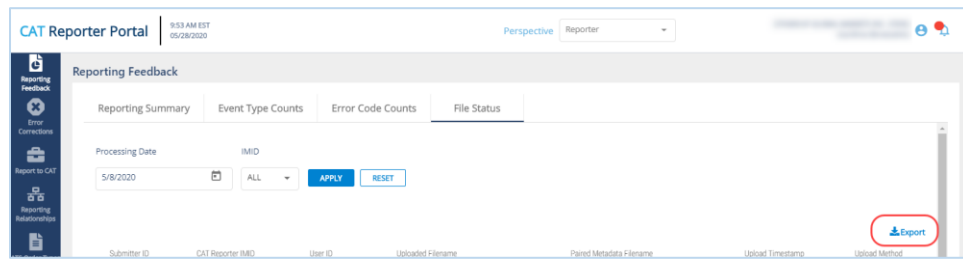
4. Review the file status information.



The Portal displays basic information for all files submitted via machine-to-machine communication and files uploaded or generated via the Portal. Additionally, for each file that was successfully uploaded, information is displayed for each phase of file processing, including File Acknowledgement, File Integrity, and Data Ingestion. For details on these phases of file processing, see [§7.1.1 File Processing](#).

⁵ The IMID dropdown includes all active IMIDs for the organization. When using the Submitter perspective, it also includes all IMIDs with which the organization has a current Reporting Relationship.

5. To **export** the file status information, click  **Export**. Download the generated CSV file using the internet browser functionality.

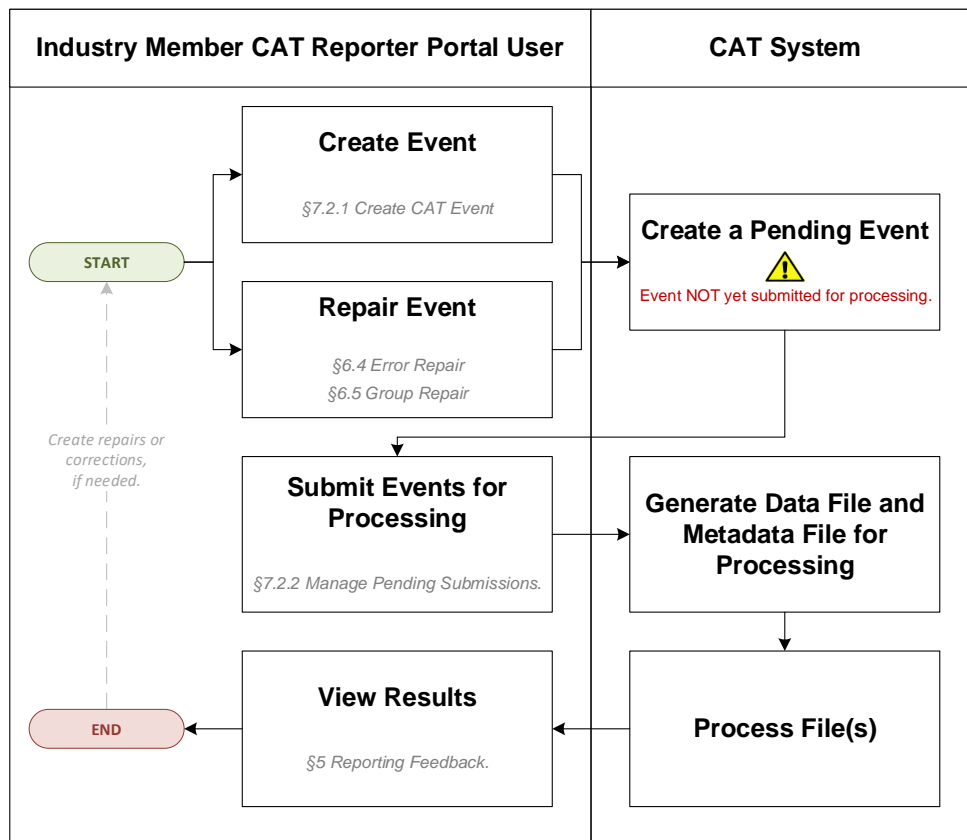


6 Error Corrections

The Portal allows users to review and manage rejected records. This includes the ability to view a high-level summary, view rejection details, and repair the data. **A user may view rejections for any single day within the previous 90 calendar days, including the current date.**

High-level Overview of Error Correction Submission

Submission of a repair or correction is a two-step process. The user must first *create* the correction and then *submit* it, as shown in the following diagram.

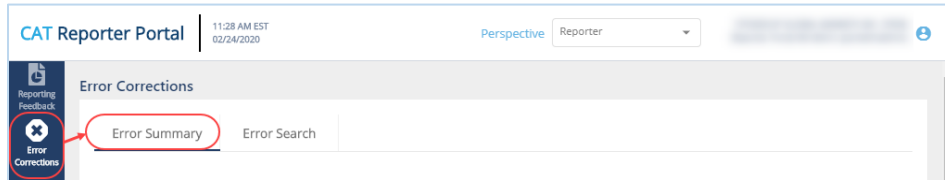


6.1 Error Summary

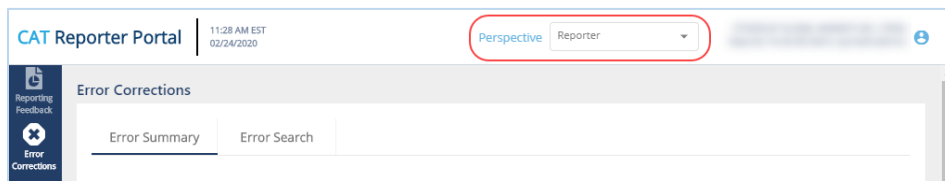
The Error Summary provides a high-level overview of rejections for the organization. **A user may view rejections for any single day in the previous 90 calendar days, including the current date.**

To view the error summary for the organization:

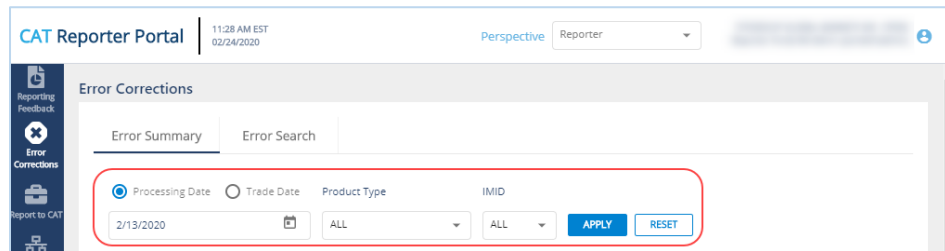
1. Select **Error Corrections > Error Summary**.



2. Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)



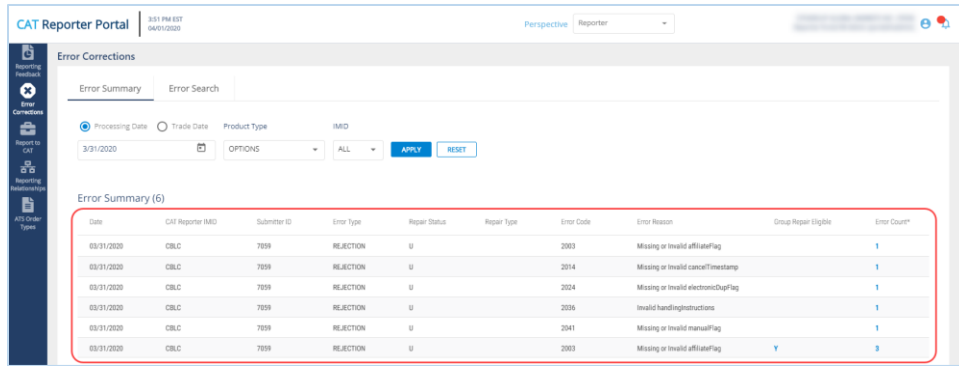
3. Optionally edit the filter criteria and click **Apply**.



If the user has applied filter criteria within the Portal, information is displayed per that criteria by default. Otherwise, information is displayed for the most recently completed processing date and all IMIDs for the organization. Modify the date, specify a Product Type, and/or select an IMID⁶ to view the corresponding rejections.

4. Review the rejections.

⁶ The IMID dropdown includes all active IMIDs for the organization. When using the Submitter perspective, it also includes all IMIDs with which the organization has a current Reporting Relationship.

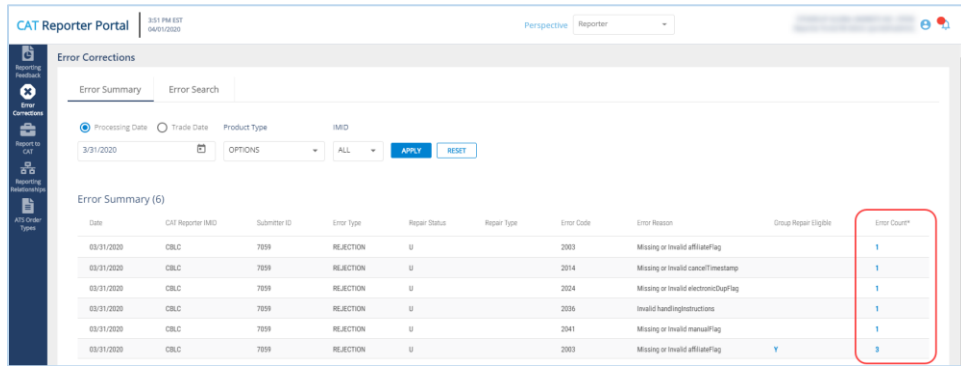


CAT displays the following information for the specified filter criteria:

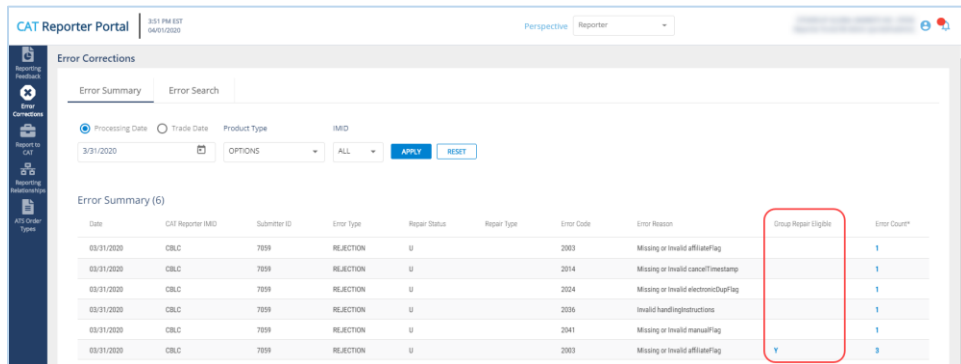
Column	Description
Date	The date of the rejected record. This is either the Processing Date or Trade Date, as selected in the filter criteria.
CAT Reporter IMID	The unique CAT Reporter IMID associated to the rejected record.
Submitter ID	The CAT-assigned unique ID for the organization that submitted the rejected record.
Error Type	The type of error. <i>Values include:</i> Rejection, Linkage, OOS
Repair Status	The repair status of the rejected record. <i>Values include:</i> (U)nrepaired: No repair action has been taken. (P)ending: Repair has been initiated and saved to Pending Submissions. (S)ubmitted: Repair has been submitted from Pending Submissions. (R)epaired: Repair has been processed by CAT.
Repair Type	The method via which the record was repaired. This field is populated only when Repair Status is R . <i>Values include:</i> COR: Corrected DEL: Deleted RPR: Repaired REC: Reconciled
Error Code	The code identifying the error. See Industry Member Technical Specifications section E.2 Data Ingestion Errors for a list of error codes.
Error Reason	The description of the error. See Industry Member Technical Specifications section E.2 Data Ingestion Errors for a list of error reasons.

Column	Description
Group Repair Eligible	Indicates if the corresponding records are eligible for group repair. See §6.5 Group Repair for details.
Error Count	The number of rejected records for the corresponding error.

- To **view details** for the corresponding error records, click the Error Count hyperlink. See [§6.3 Error Search](#) for details.



- To **initiate a group repair** for the corresponding error records, click the “Y” hyperlink in the Group Repair Eligible column. See [§6.5 Group Repair](#) for details.



6.2 Action Summary

Placeholder for future release

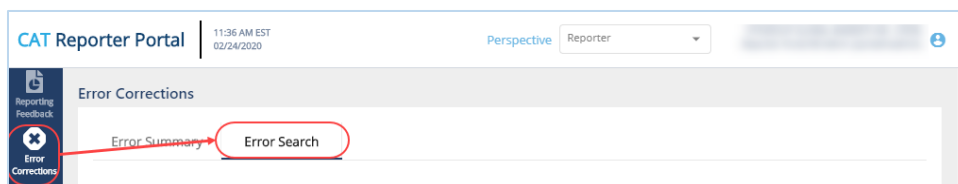
6.3 Error Search

The Error Search provides a detailed view of rejected records for the organization. A user may access the Error Search page directly or by linking from the Error Summary page. When accessing the Error Search page from another page, the filter criteria is inherited so that the corresponding records are displayed.

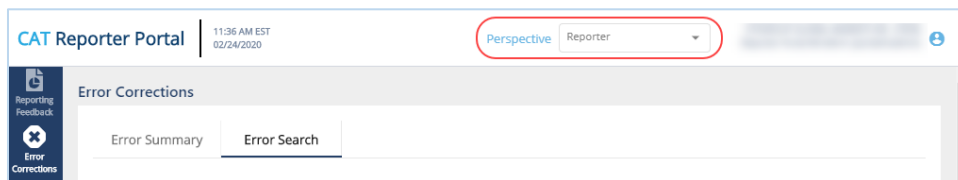
Review steps 2 and 3 below for details on the use of data perspectives and filter criteria if needed. Otherwise, proceed to Step 4 for details on the content of the Error Search page. **A user may view rejections for any single day in the previous 90 calendar days, including the current date.**

To view the error search details for the organization:

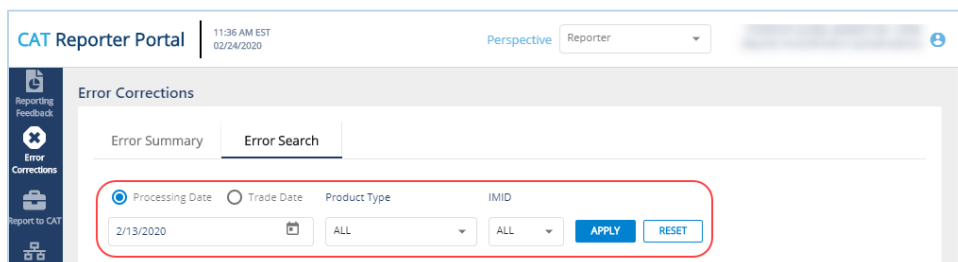
1. Select **Error Corrections > Error Search**.



2. Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)



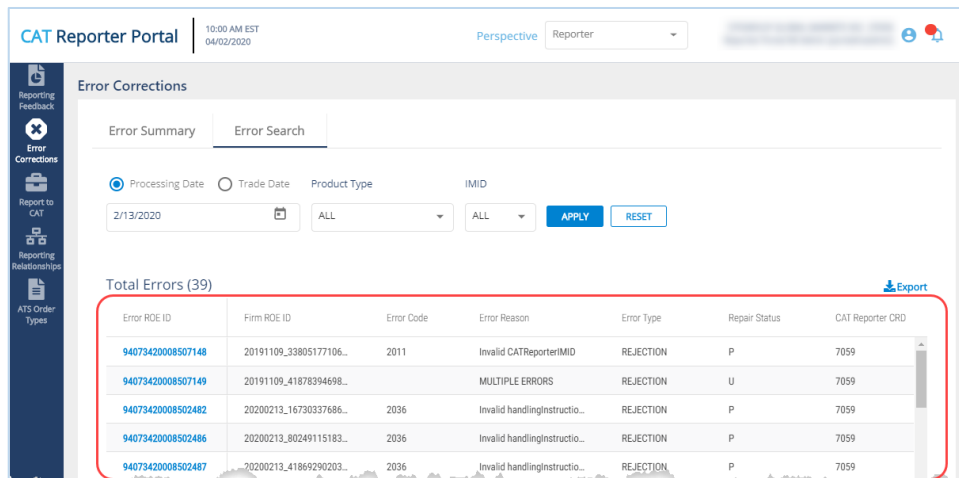
3. Optionally edit the filter criteria and click **Apply**.



When accessing the page directly, if the user has applied filter criteria within the Portal, information is displayed per that criteria by default. Otherwise, information is displayed for the organization for the most recently completed processing date and all IMIDs for the organization. When accessing the page from the Error Summary, the corresponding rejections are displayed. Modify the date, specify a Product Type, and/or select an IMID⁷ to view the corresponding rejections.

4. Review the error details.

⁷ The IMID dropdown includes all active IMIDs for the organization. When using the Submitter perspective, it also includes all IMIDs with which the organization has a current Reporting Relationship.

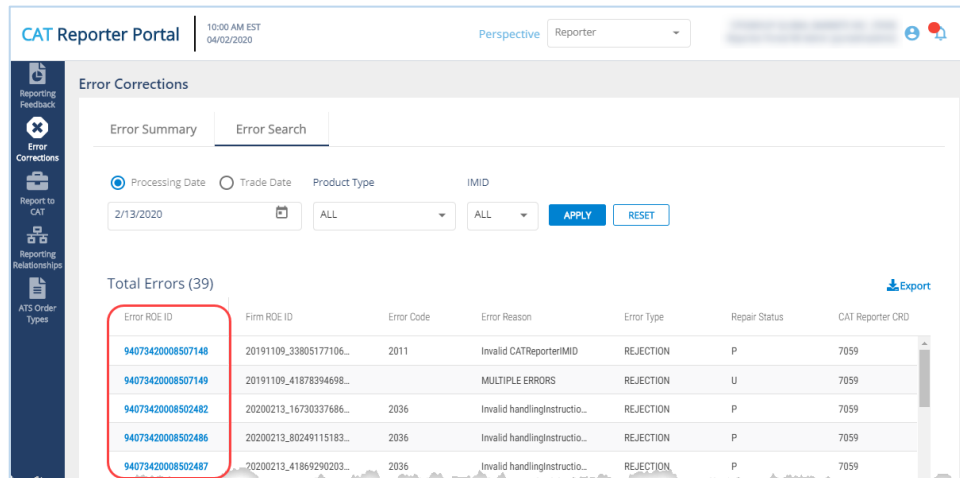



In addition to the information submitted on the original record, CAT displays the following for each rejected record meeting the specified filter criteria:

Column	Description
Error Code	The code identifying the error. See Industry Member Technical Specifications section E.2 Data Ingestion Errors for a list of error codes.
Error Reason	The description of the error. See Industry Member Technical Specifications section E.2 Data Ingestion Errors for a list of error reasons.
Error Type	The type of error. <i>Values include:</i> Rejection, Linkage, OOS
Repair Status	The repair status of the rejected record. <i>Values include:</i> (U)nrepaired: No repair action has been taken. (P)ending: Repair has been created and is pending submission. (S)ubmitted: Repair has been submitted from Pending Submissions. (R)epaired: Repair has been processed by CAT.
Repaired Timestamp	The date and time when the repair was submitted. This field is only populated when Repair Status is R .
Repaired By	The user id of the user who submitted the repair. This field is only populated when Repair Status is R .

Column	Description
Repaired Type	The method via which the record was repaired. This field is populated only when Repair Status is R. <i>Values include:</i> COR: Corrected DEL: Deleted RPR: Repaired REC: Reconciled
Correction Due	The date and time by which the rejected record must be repaired.
<i>The remaining fields displayed are taken directly from the record submitted to CAT. For additional details and definitions, see the Industry Member Technical Specifications.</i>	

- To **initiate a repair** for a rejected record, click the Error ROE ID. See [§6.4 Error Repair](#) for details.



- An Error ROE ID will not exist for some records. In these cases, the entire record may be resubmitted using the process for manually providing data to CAT. See [§7.2 Manually Report Data to CAT](#) for details.
- To **export** the error search, click  **Export**. Download the generated CSV file using the internet browser functionality.

CAT Reporter Portal | 10:00 AM EST
04/02/2020 | Perspective Reporter

Error Corrections

Error Summary | Error Search

Processing Date Trade Date Product Type IMID

2/13/2020 ALL ALL **APPLY** **RESET**

Total Errors (39) [Export](#)

Error RDE ID	Firm ROE ID	Error Code	Error Reason	Error Type	Repair Status	CAT Reporter CRD
--------------	-------------	------------	--------------	------------	---------------	------------------

6.4 Error Repair

The Portal allows users to initiate a repair to a single rejected record. This page can only be accessed by selecting an Error ROE ID from the Error Search page. See [§6.3 Error Search](#) for details.

To repair a rejected record:

1. Review the event detail screen and make any necessary updates.

A list of errors for the record, including links to navigate directly to corresponding error field(s), are provided on the left side of the form.

Available and required fields (identified with an asterisk) vary based on the event type. Basic syntax validations are performed, ensuring that the data provided meets the format requirements for each field. This includes checking for allowable values, required fields, data types, field lengths, and invalid characters. See the [Industry Member Technical Specifications](#) for details on each event type.

Some error codes cannot be parsed and therefore cannot be repaired via Portal. When the Error ROE ID refers to a record with an unparseable error, the portal displays a warning that includes the full machine-readable text of the originally submitted record, as shown below.

2. Click Repair.

Report to CAT

Reporting Relationships

ATX Order Types

Error Summary Error Search Error Repair: 94073420008507149

1 actionType 2 errorROEID 3 firmROEID 4 type 5 CATReporterIMID

RFR 4120651030547 20191109_41878394698541 Option Order Adjusted Event (MOO) ATDAX

Errors (2)

- Invalid CATReporterIMID (error value: ATGBX)
- optionID not effective on Event Date (error value: PCG 200320C00015000)

optionID * 1PCG 200619C00023010

priorOrderKeyDate (entered value: 15/02/051190094590)

CANCEL REPAIR

⚠ The repair will be added to the list of Pending Submissions. Once all desired repairs have been entered, proceed to the Pending Submissions page to review and submit the repairs. REPAIRS ARE NOT PROCESSED BY CAT UNTIL THEY ARE FULLY SUBMITTED TO THE SYSTEM USING THE PENDING SUBMISSIONS FUNCTIONALITY. See [§7.2.2 Manage Pending Submissions](#) for details.

6.5 Group Repair

The Portal allows users to initiate a repair to a group of rejected records in certain circumstances. This page can only be accessed by selecting the Group Repair link from the Error Summary page. See [§6.1 Error Summary](#) for details.

Group Repair Eligibility

An event is eligible for group repair when ALL of the following are true:

- The event has only one associated error.
- The error exists in:
 - Any field where the Data Type is Choice or Boolean and the error is for a missing or invalid field OR
 - Any field containing a Symbol or IMID OR
 - Any field relating to Destination, Sender/Receiver IMID, Symbol, or Session
- The record is in an “Unrepaired” status.

To initiate a group repair:

1. Provide the Corrected Value.

Report to CAT

Reporting Relationships

Group Repair

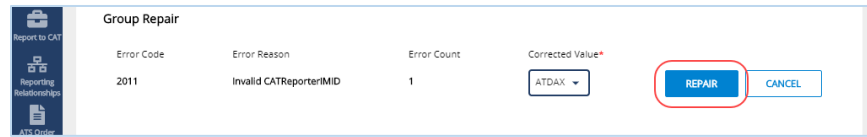
Error Code	Error Reason	Error Count
2011	Invalid CATReporterIMID	1

Corrected Value*

ATDAX

REPAIR CANCEL

2. Click **Repair**.



The screenshot shows a 'Group Repair' interface. On the left is a navigation menu with options: 'Report to CAT', 'Reporting Relationships', and 'ATS Codes'. The main area contains a table with the following data:

Error Code	Error Reason	Error Count	Corrected Value*
2011	Invalid CATReporterMID	1	ATDAX

Below the table, there are two buttons: 'REPAIR' and 'CANCEL'. The 'REPAIR' button is highlighted with a red circle.

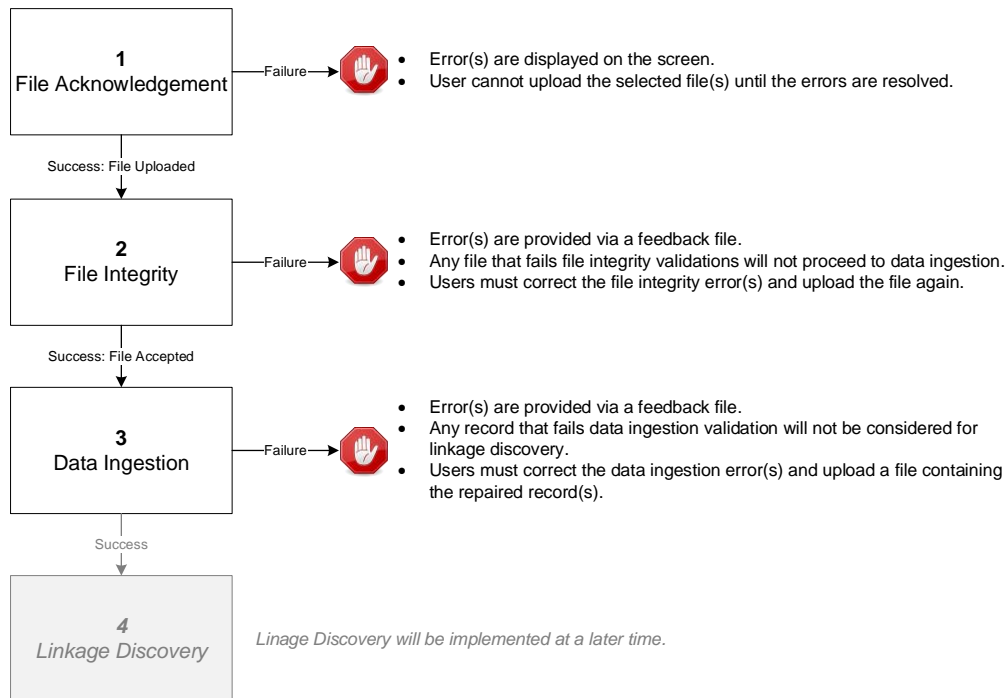
⚠ The repairs will be added to the list of Pending Submissions. Once all desired repairs have been entered, proceed to the Pending Submissions page to review and submit the repairs. REPAIRS ARE NOT PROCESSED BY CAT UNTIL THEY ARE FULLY SUBMITTED TO THE SYSTEM USING THE PENDING SUBMISSIONS FUNCTIONALITY. See [§7.2.2 Manage Pending Submissions](#) for details.

7 Report to CAT

7.1 Upload Data to CAT

7.1.1 File Processing

Data files uploaded to CAT via the Portal are processed in four distinct phases:



1. File Acknowledgement

Prior to uploading files via the Portal, CAT validates that:

- Each file name is in the defined format.
- Each file is individually compressed using BZip2.
- Each file is less than 1GB in size.
- The Submitter ID of each file is that of the logged-in user's organization.
- The entire submission does not exceed 10 files or 5GB.

Failure to meet the specified requirements prevents the user from uploading the file via the Portal.

Once a file is successfully uploaded, the file is processed through the following phases, with feedback being provided via the Portal at each stage. See [§7.1.3 Download Feedback File](#) for details on retrieving feedback via the Portal.

2. File Integrity

After the file has been uploaded via the Portal, CAT performs additional file-level validations. Failure to meet the specified requirements results in the rejection of the file. See **Appendix E: E.1 File Integrity Errors** in the CAT [Industry Member Technical Specifications](#) for a comprehensive list of file integrity validations.

3. Data Ingestion

For each file that passes file integrity validations, CAT performs record-level validations. Failure to meet the specified requirements results in the record being rejected. See **Appendix E: E.2 Data Ingestion Errors** in the CAT [Industry Member Technical Specifications](#) for a comprehensive list of data ingestion validations.

4. Linkage Discovery⁸

For each record that passes data ingestion validations, CAT performs comparisons to identify duplicate, out-of-sequence, and unlinked events. See **Appendix E: E.3 Linkage Discovery Errors** in the CAT [Industry Member Technical Specifications](#) for a comprehensive list of linkage discovery validations.

7.1.2 Upload Data File

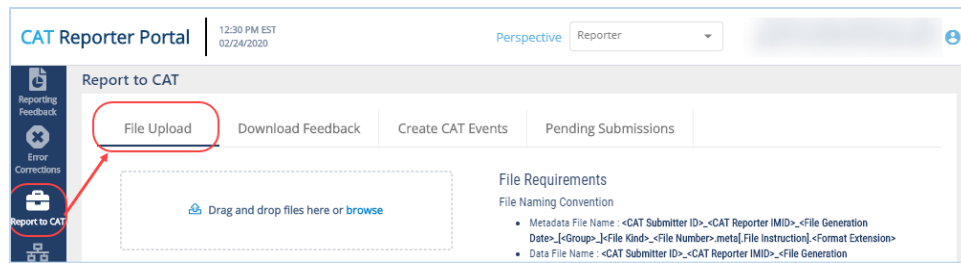
Entitled users may provide CAT data via the Portal by manually uploading data and metadata files. The following information provides details on how to upload and submit files via the Portal. For details on the expected format and content of the files, see the CAT [Industry Member Technical Specifications](#).

A single submission may not exceed 10 files or 5GB (uncompressed). There is no limit to the number of submissions that a user may provide.

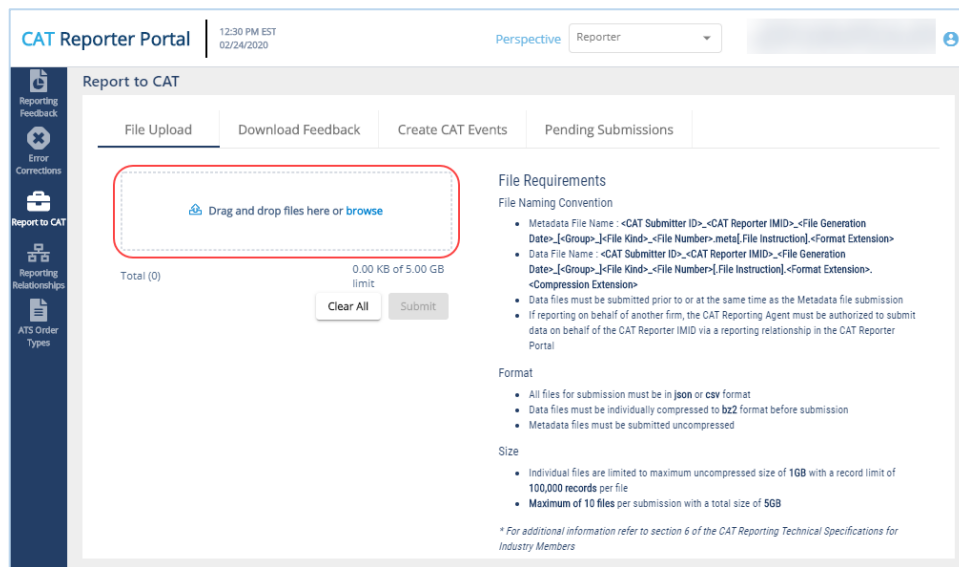
To upload one or more data files:

⁸ Linkage discovery will be implemented at a later time.

1. Select **Report to CAT > File Upload**.



2. Drag-and-drop or use the **browse** functionality to select the desired file(s).



3. When all desired files have been selected, or when the upload limit has been reached, click **Submit**.

If any file acknowledgment errors are found, the corresponding error messages are displayed. Correct the error(s) and follow the steps above to upload the corrected file(s). Once the files are successfully uploaded, each file goes through file integrity validation and data ingestion. Users may access any corresponding feedback via the Download Feedback File functionality.

7.1.3 Download Feedback File

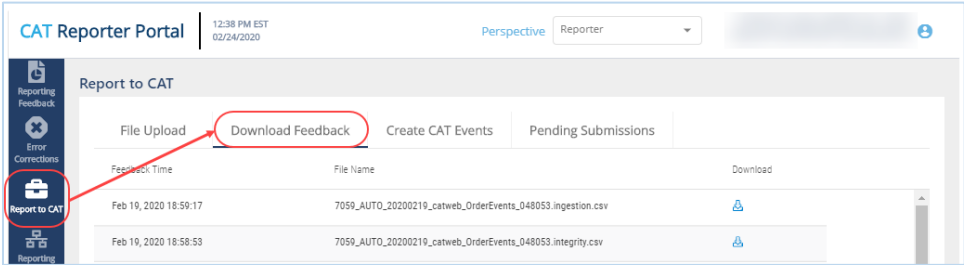
Entitled users may download file feedback via the Portal. **Feedback may only be downloaded for data files that were uploaded via the Portal. Feedback is available for files submitted within the previous 10 calendar days (where the current day is considered day 10).**

Feedback files include:

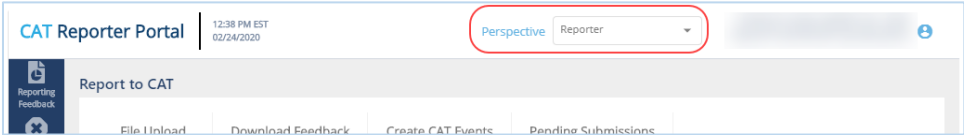
File Extension	Description
.integrity	Provides metadata about the file and indicates the success or failure of data integrity validations for the file. If data integrity validation failed, each error is provided, identified by an Error Code. See Appendix E: E.1 File Integrity Errors in the CAT Industry Member Technical Specifications for a list of file integrity validations, including the corresponding Error Codes.
.ingestion	Provides metadata about the file and indicates the success or failure of data ingestion validations for the file. If data ingestion validation failed, a corresponding .ingestion.error file will exist.
.ingestion.error	Provides the list of data ingestion errors for the file, identified by an Error Code. See Appendix E: E.2 Data Ingestion Errors in the CAT Industry Member Technical Specifications for a list of data ingestion validations, including the corresponding Error Codes.

To **download** a feedback file:

1. Select **Report to CAT > Download Feedback**.



2. Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)







3. Click to download the corresponding file. Download the feedback file using the internet browser functionality. Each feedback file is provided in a format corresponding to the uploaded format (CSV or JSON).

CAT Reporter Portal | 10:09 AM EST
05/28/2020 | Perspective | Reporter

Report to CAT

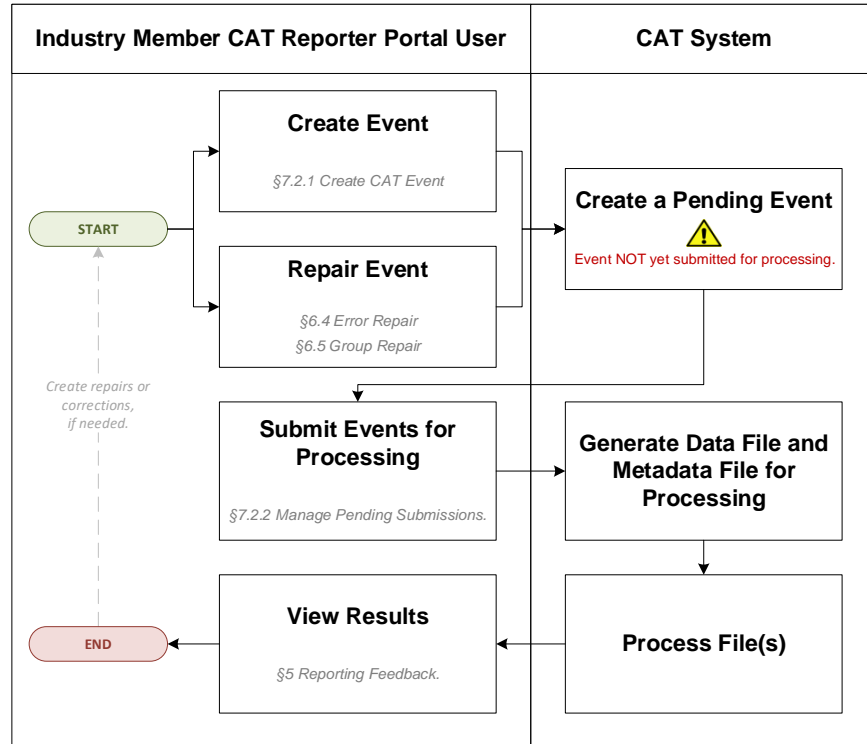
File Upload | **Download Feedback** | Create CAT Events | Pending Submissions

Linkage feedback files are for both Portal and SFTP submissions. File Ingestion and Data Integrity feedback files are for Portal submissions via direct entry/repair and "File Upload" functionality only.

Feedback Time	File Name	Download
May 27, 2020 21:09:51	7059_AUTO_20200527_OrderEvents.linkage_000001.csv	
May 27, 2020 21:09:48	7059_CBLC_20200527_OrderEvents.linkage_error_000001.j...	
May 27, 2020 21:09:47	7059_CBLC_20200527_OrderEvents.linkage_000001.csv	
May 27, 2020 21:09:46	7059_CBLC_20200527_OrderEvents.linkage_000001.json	

7.2 Manually Report Data to CAT

The Portal allows users to manually generate events by using a data entry screen to provide the event information. Manual submission of a new event via the portal is a two-step process. The user must first *create* the event and then *submit* it, as shown in the following diagram.

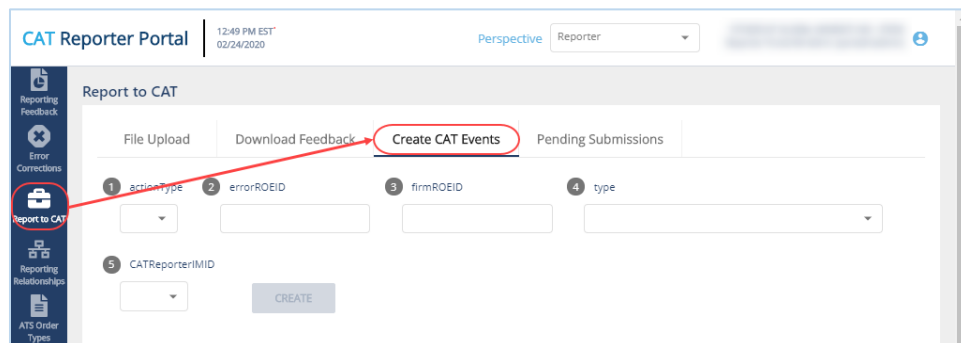


7.2.1 Create CAT Event

The Portal allows users to manually report data to CAT using the Create CAT Event screen.

To create an event:

1. Select **Report to CAT > Create CAT Events**.



2. Enter the primary event details and click **Create**.

Prior to entering the full details of the event, basic event information must be provided, including:

- **Action Type:** The type of event being created. This includes: New (NEW), Correct (COR), Delete (DEL), or Repair (RPR)
- **Error ROE ID:** The CAT-assigned unique identifier for an error record. This field is required only when Action Type is “Repair”. Either this field or Firm ROE ID is required when Action Type is “Delete”.
- **Firm ROE ID:** The CAT Reporter-assigned unique identifier for the event. Either this field or Error ROE ID is required when Action Type is “Delete”.
- **Type:** The type of event.
- **Reporter IMID:** The CAT Reporter-IMID for the event. Note that available IMIDs depend on the selected data perspective. For details, see [§4 Data Perspectives](#). IMIDs are available for up to 90 days after expiration.

3. Provide additional details for the event.

Available and required fields (identified with an asterisk) vary based on the event type. Basic syntax validations are performed, ensuring that the data provided meets the format requirements for each field. This includes checking for allowable values, required fields, data types, field lengths, and invalid characters. See the [Industry Member Technical Specifications](#) for details on each event type.

4. Click **Submit**.

⚠ The event will be added to the list of Pending Submissions. Once all desired events have been entered, proceed to the Pending Submissions page to review and submit the events. EVENTS ARE NOT PROCESSED BY CAT UNTIL THEY ARE FULLY SUBMITTED TO THE SYSTEM USING THE PENDING SUBMISSIONS FUNCTIONALITY. See [§7.2.2 Manage Pending Submissions](#) for details.

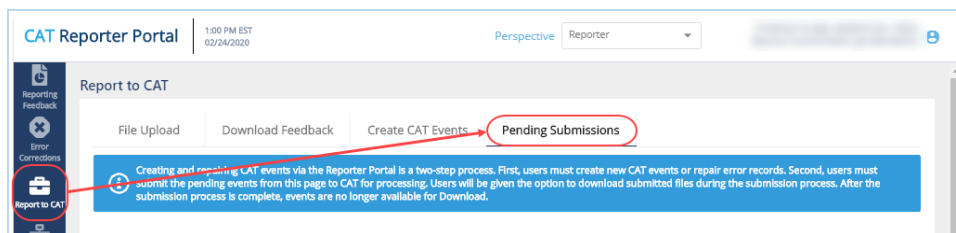
7.2.2 Manage Pending Submissions

All repair and event records initiated by the organization via the Portal are collected in Pending Submissions. This includes all records created via Error Repair, Group Repair, and Create CAT Event functionality. Note that records created by a submitter on behalf of the organization cannot be viewed in Pending Submissions for the organization.

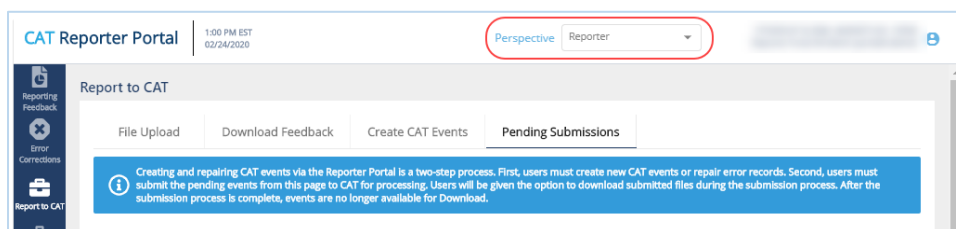
ALL RECORDS AND EVENTS INITIATED VIA THE PORTAL MUST BE FULLY SUBMITTED VIA PENDING SUBMISSIONS BEFORE BEING PROCESSED BY CAT. RECORDS ARE AVAILABLE VIA PENDING SUBMISSION FOR 30 CALENDAR DAYS FROM THE DATE OF CREATION.

To view pending submissions:

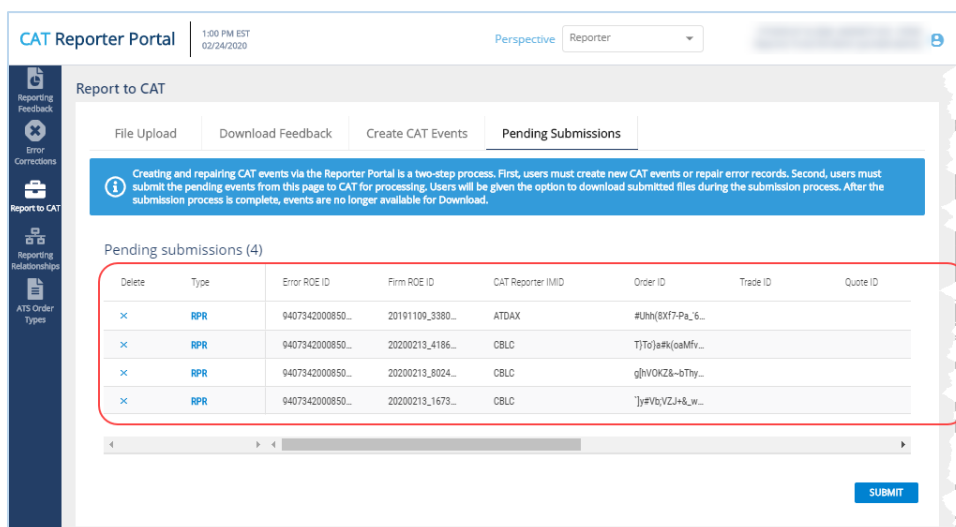
1. Select **Report to CAT > Pending Submissions**.



2. Optionally select a data perspective. (See [§4 Data Perspectives](#) for details.)



3. Review the list of pending submissions.



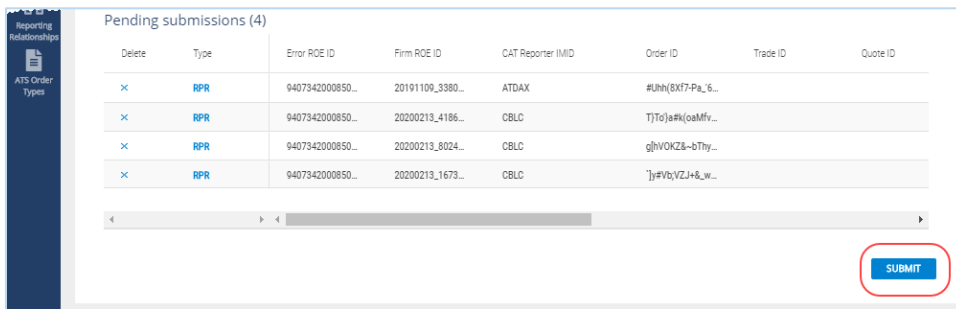
From this page, the user may edit, submit and download, delete, or export records. **Once a pending record has been submitted or deleted, it will no longer be available in the Pending Submissions list.**

4. To **edit** a pending record, click the Type hyperlink to open the CAT Event screen and make any necessary changes.

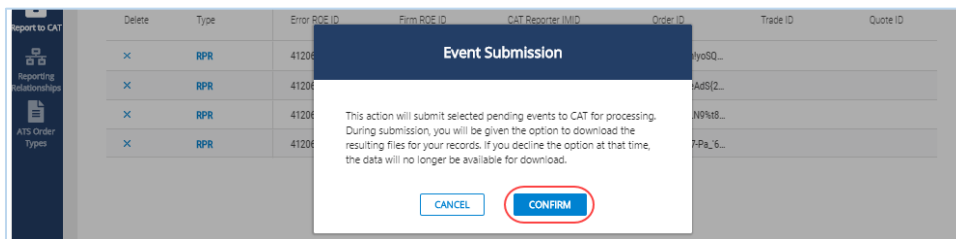
Pending submissions (4)

Delete	Type	Error ROE ID	Firm ROE ID	CAT Reporter IMID	Order ID	Trade ID	Quote ID
×	RPR	9407342000850...	20191109_3380...	ATDAX	#Uhh(8XF7-Pa_6...		
×	RPR	9407342000850...	20200213_4186...	CBLC	TJTo)sa#(oaMfv...		
×	RPR	9407342000850...	20200213_8024...	CBLC	gJhVOKZ&-bThy...		
×	RPR	9407342000850...	20200213_1673...	CBLC]y#Vb;VZJ+8_w...		

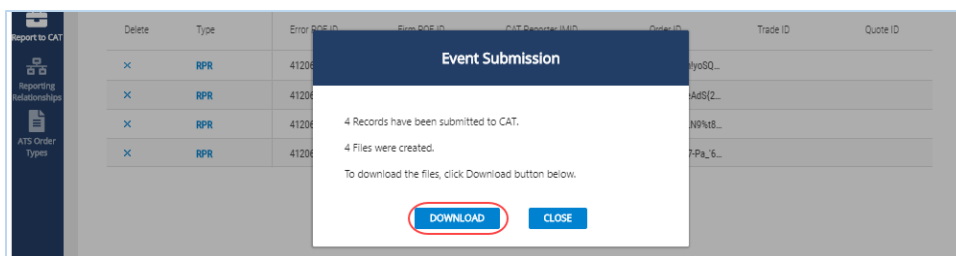
5. To **submit** pending records, click **Submit**. All currently displayed records will be submitted.



a. Click **Confirm**.



b. Review the results of the submission.



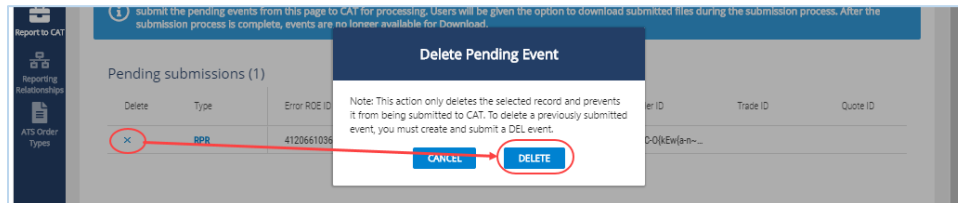
CAT presents a confirmation message and indicates if any errors were encountered that prevented submission of one or more selected record. Records that were not able to be submitted remain on the Pending Submission list for further action.


c. To **download** the submitted records, click **Download**. Download the generated file(s) using the internet browser functionality. All selected records will be downloaded in a format that matches

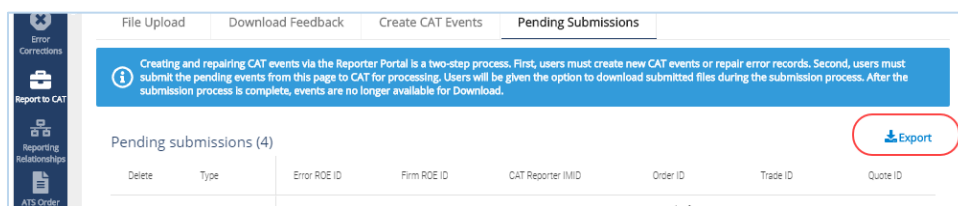
the machine-to-machine file submission format. **A maximum of 10,000 records may be downloaded at one time.**

d. Click **Close**.

- To **delete** a pending record, click  and click **Delete**. The pending record is removed from pending submission and deleted from the system.



- To **export** pending records, click  **Export**. Download the generated CSV file using the internet browser functionality.



8 Reporting Relationships

A CAT Reporting Relationship establishes a link between a CAT Reporter and a Submitter for purposes of transmitting and viewing CAT data. A relationship is comprised of:

- **One CAT Reporter.** This identifies the firm that is required to submit data to CAT and for which data may be transmitted and viewed.
- **One IMID.** This identifies the IMID for the CAT Reporter for which data may be transmitted and viewed.
- **One Submitter.** This identifies the organization that may transmit and view data on behalf of the CAT Reporter/IMID.
- **One optional Third-Party Reporting Agent.** When provided, this identifies the organization that may view transmitted data and initiate corrections to that data on behalf of the CAT Reporter/IMID.

A reporting relationship must be manually created in CAT before a Submitter may transmit data on behalf of the CAT Reporter. **Only the CAT Reporter can create and manage Reporting Relationships.** A CAT Reporter may have multiple active relationships at any time. Self-reporting firms are not required or able to establish a self-reporting relationship.

Information regarding the creation, management, and use of CAT Reporting Relationships via the Portal is provided below.

8.1 Usage of Reporting Relationships

A reporting relationship allows the Submitter to transmit data on behalf of the CAT Reporter. This includes the ability to submit data and to view feedback for and make corrections to that data. **A Submitter may only view and make corrections data that was transmitted by the Submitter.**

A reporting relationship allows the Third-Party Reporting Agent to view transmitted data and initiate corrections to that data on behalf of the CAT Reporter.⁹ **A Third-Party Reporting Agent may only view and initiate corrections on data if the Third-Party Reporting Agent was designated upon submission of that data.**

⁹ A Third-Party Reporting Agent may initiate corrections; however, unless the Third-Party Reporting Agent also has a relationship with the CAT Reporter IMID as a Submitter, it may not submit the corrections.

As an example, consider the following reporting relationships for Firm **999: ABC Securities**.

CAT Reporter IMID	Submitter	Third-Party Reporting Agent	Permissions
ABCD	123		123 can transmit data and view corresponding feedback on behalf of 999/ABCD .
ABCD	123	456	123 can transmit data and view corresponding feedback on behalf of 999/ABCD . 456 may <i>optionally</i> be identified as the Third-Party Reporting Agent. 456 can view feedback and initiate corrections on behalf of 999/ABCD for data transmitted where 456 was identified as the Third-Party Reporting Agent during submission.
ABCD	456		456 can transmit data and view corresponding feedback on behalf of 999/ABCD .

A CAT Reporting Relationship is valid from the effective date to the expiration date (if provided), inclusive of these dates. Any data provided by the Submitter on behalf of the CAT Reporter IMID prior to the effective date or after the expiration date is rejected. Similarly, any data provided by a Submitter on behalf of a CAT Reporter that designates a Third-Party Reporting Agent where an active reporting relationship does not exist for the CAT Reporter, Submitter, and Third-Party Reporting Agent at the time of submission is rejected.

When a relationship expires, the Submitter and Third-Party Reporting Agent may still view any data that was submitted while the relationship was active. However, they can no longer submit corrections to that data.

8.2 Reporting Relationship Fields, Rules, and Validations

Each CAT Reporting Relationship includes the following data:

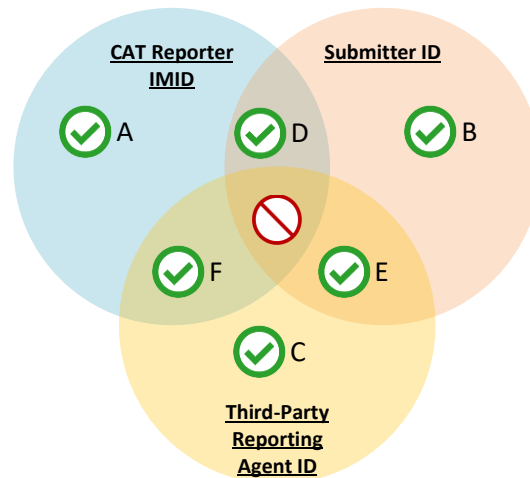
Field	Field Description	Required	Format	Rules/Validations
CAT Reporter IMID	The SRO-assigned identifier ¹⁰ that a Firm uses to report information to CAT.	Yes	Dropdown Selection	Selection includes all IMIDs for the CAT Reporter, per the IMID List.
Submitter	The CRD Number for the CAT Reporting Agent/Submitter.	Yes	Dropdown Selection	Must not be the CRD Number of the CAT Reporter, unless a Third-Party Reporting Agent is also identified. ¹¹ Must not be the same as the Third-Party Reporting Agent.
Third-Party Reporting Agent	The CRD Number for the Third-Party Reporting Agent.	No	Dropdown Selection	Must not be the CRD Number of the CAT Reporter. Must not be the same as the Submitter.
Effective Date	The first date on which the Reporting Relationship is available for submitting and managing data.	Yes	Date (MM/DD/YYYY)	Must be on or after the current date.
Expiration Date	The last date on which the Reporting Relationship is available for submitting and managing data.	No	Date (MM/DD/YYYY)	Must be on or after the Effective Date. Must be on or after the current date.

¹⁰ Examples of SRO-assigned identifiers include FINRA MPIDs, Nasdaq MPIDs, NYSE Mnemonics, CBOE User Acronyms, and CHX Acronyms.

¹¹ To allow a Third-Party Reporting Agent to act on behalf of a self-reporting firm, a relationship must be established listing the Firm as the Submitter and designating the Third-Party Reporting Agent. The system does NOT accept a relationship that lists the self-reporting Firm as the Submitter and does not designate a Third-Party Reporting Agent.

8.3 Duplicate and Overlapping Reporting Relationships

To ensure data integrity, CAT does not allow two relationships to duplicate one another. When determining if two relationships would be duplicative, CAT considers the CAT Reporter IMID, Submitter, and Third-Party Reporting Agent for the relationships as well as the Effective and Expiration Dates. The following diagram illustrates the possible scenarios when comparing two relationships:



✔ Relationships that share one or two of the three primary data points are not duplicative. Two relationships may have:

- A. The same CAT Reporter IMID but a different Submitter ID and Third-Party Reporting Agent ID.
- B. The same Submitter ID but a different CAT Reporter IMID and Third-Party Reporting Agent ID.
- C. The same Third-Party Reporting Agent ID but a different CAT Reporting IMID and Submitter ID.
- D. The same CAT Reporter IMID and Submitter ID but a different Third-Party Reporting Agent ID.¹²
- E. The same Submitter ID and Third-Party Reporting Agent ID but a different CAT Reporter IMID.
- F. The same CAT Reporter IMID and Third-Party Reporting Agent but a different Submitter ID.

✘ Relationships with the same CAT Reporter IMID and Submitter ID and Third-Party Reporting Agent require further review. In such cases, CAT uses the Effective and Expiration Dates to determine if the

¹² When a relationship with a Third-Party Reporting Agent exists, the Submitter for the relationship has the ability to submit data on behalf of the CAT Reporter without designating the Third-Party Reporting Agent. This inherently gives the Submitter the ability to act on behalf of the CAT Reporter, thereby mimicking a relationship with the CAT Reporter IMID and Submitter without the Third-Party Reporting Agent being identified. The system prevents the creation of such relationships.

Specifically, if the relationship with the Third-Party Reporting Agent is created first, a user may not create a subsequent relationship with the same IMID and Submitter and no Third-Party Reporting Agent. However, if the relationship without the Third-Party Reporting agent is created first, a user may subsequently create other relationships with the same Submitter and a Third-Party Reporting Agent. The system permits the creation of two such relationships on the same day only.

relationships are duplicative. The user may proceed when the date ranges of the two relationships do not overlap or meet.

8.4 View and Export CAT Reporting Relationships

To view all Reporting Relationships for the Firm:

1. Click **Reporting Relationships** on the left-hand navigation panel.
2. All relationships for the Firm are displayed, including those that are currently active, have a future effective date, are pending expiration, or have already expired.

CAT Reporting Relationships								
Reporter View								
CAT Reporter IMD	Submitter	Third Party Reporting A.	Effective Date	Expiration D.	Created By	Created On	Updated By	Updated On
BDQ	10 - ADVEST, INC.		10/25/2019		portaladmin	10/17/2019 15:42:59	portaladmin	10/17/2019 15:42:59
CBLC	7059 - CITIGROUP GLOBAL	7560 - PERSHING LLC	10/17/2019		portaluser	10/17/2019 15:20:48	portaluser	10/17/2019 15:20:48
BGP	73 - DIEGLER SECURITIES	10 - ADVEST, INC.	10/25/2019	01/03/2020	portaladmin	10/18/2019 07:50:24	portaluserstotoli	10/25/2019 17:04:41
ATDB	1085	3798 - CFC EQUITIES, LLC	12/13/2019	12/18/2019	portaluserstotoli	12/13/2019 15:30:44	portaluserstotoli	12/13/2019 15:30:44
NFSC	3048		12/16/2019	12/21/2019	portaluserstotoli	12/13/2019 15:31:21	portaluserstotoli	12/13/2019 15:31:21
ROSN	3531		12/16/2019	12/21/2019	portaluserstotoli	12/13/2019 15:31:17	portaluserstotoli	12/13/2019 15:31:17
NEFO	3317	2054 - GRANDE & CO, INC.	12/24/2019	12/28/2019	portaluserstotoli	12/13/2019 15:31:36	portaluserstotoli	12/13/2019 15:31:36
CAPE	4485		12/24/2019	12/28/2019	portaluserstotoli	12/13/2019 15:31:15	portaluserstotoli	12/13/2019 15:31:15

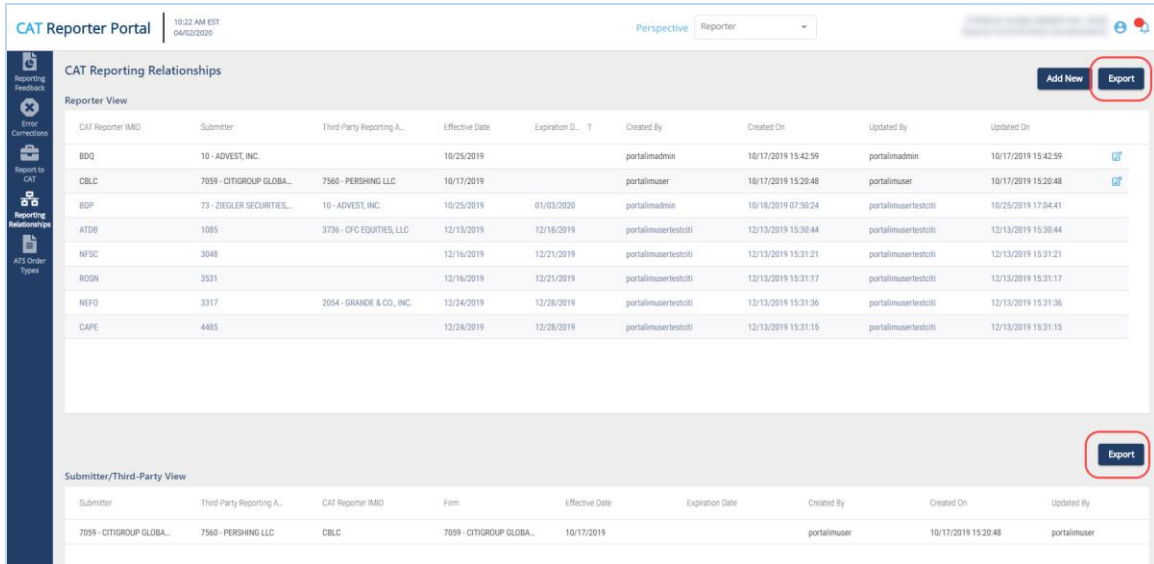
Submitter/Third-Party View								
Submitter	Third Party Reporting A.	CAT Reporter IMD	Firm	Effective Date	Expiration Date	Created By	Created On	Updated By
7059 - CITIGROUP GLOBAL	7560 - PERSHING LLC	CBLC	7059 - CITIGROUP GLOBAL	10/17/2019		portaluser	10/17/2019 15:20:48	portaluser

Reporting relationships are displayed in two categories:

- The **Reporter View** displays all relationships where the user's firm is the CAT Reporter. This is the list of Submitters and Third-Party Reporting Agents that have been authorized by the user's firm to act on its behalf. These relationships have been created by and must be managed by the user's Firm.
- The **Submitter/Third-Party View** displays all relationships where the user's organization has been named as a Submitter or Third-Party Reporting Agent. This is the list of CAT Reporters that have authorized the user's organization act on its behalf. All records are read-only; relationships must be edited by the CAT Reporter.

The *Reporter View* content and the *Submitter/Third-Party View* content must be filtered, sorted, and exported separately.

- To **export** a list, click **Export** for the corresponding view. If filters have been applied to the list, only the relationships meeting the specified filter criteria are exported. Download the generated CSV file using the internet browser functionality.

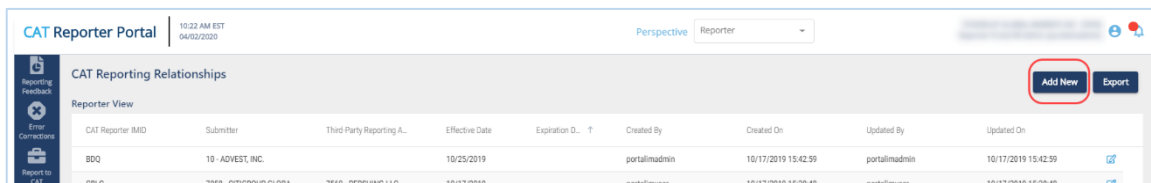


8.5 Add a CAT Reporting Relationship

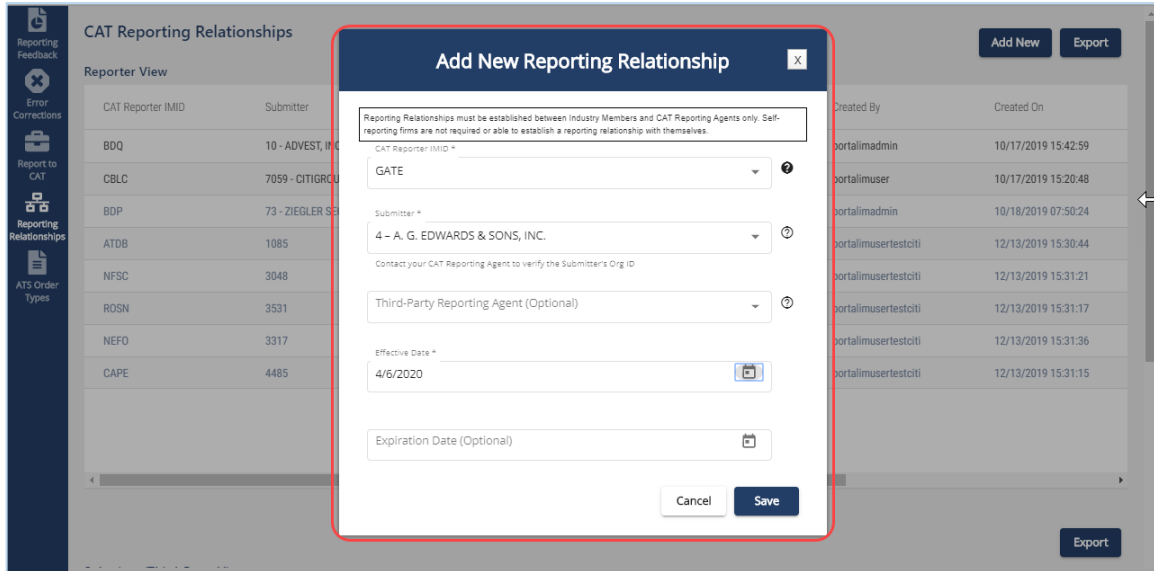
The CAT Reporter must create a CAT Reporting Relationship before the Submitter or Third-Party Reporting Agent is able to act on its behalf.

To **add** a new CAT Reporting Relationship:

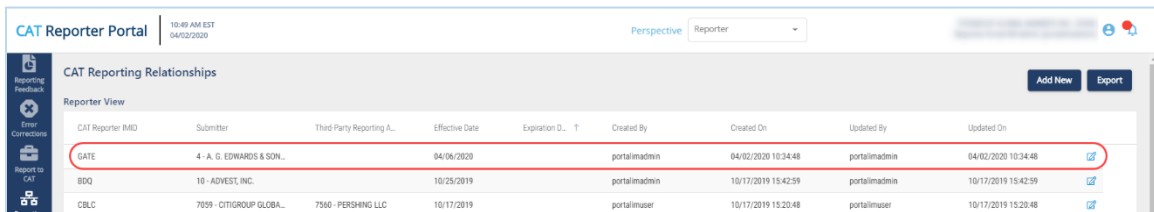
- Click **Add New**.



- Enter the details for the relationship. See [Reporting Relationship Fields, Rules, and Validations](#) above for details on field requirements, formats, and validations.



3. Click **Save**. The new relationship is displayed on the *Reporter View* list.



8.6 Manage Existing 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 CAT Reporting Relationship:

1. Click  for the relationship on the *Reporter View* list.

CAT Reporter IMID	Submitter	Third Party Reporting A.	Effective Date	Expiration Date	Created By	Created On	Updated By	Updated On
GATE	4 - A. G. EDWARDS & SON...		04/06/2020		portaladmin	04/02/2020 10:34:48	portaladmin	04/02/2020 10:34:48
BDQ	10 - ADVEST, INC.		10/25/2019		portaladmin	10/17/2019 15:42:59	portaladmin	10/17/2019 15:42:59
CBLC	7059 - CITIGROUP GLOBA...	7560 - PERSHING LLC	10/17/2019		portaluser	10/17/2019 15:20:48	portaluser	10/17/2019 15:20:48

2. Make the desired update(s). See [Reporting Relationship Fields, Rules, and Validations](#) above for details on field requirements, formats, and validations.

3. Click **Update**. The updated information is displayed on the *Reporter View* list.

CAT Reporter IMID	Submitter	Third Party Reporting A.	Effective Date	Expiration Date	Created By	Created On	Updated By	Updated On
GATE	4 - A. G. EDWARDS & SON...		04/06/2020	07/31/2020	portaladmin	04/02/2020 10:34:48	portaladmin	04/02/2020 10:34:10
CBLC	7059 - CITIGROUP GLOBA...	7560 - PERSHING LLC	10/17/2019		portaluser	10/17/2019 15:20:48	portaluser	10/17/2019 15:20:48

8.7 Invalidation of an IMID

A CAT Reporting Relationship is only valid as long as the corresponding CAT Reporter IMID is valid. When an IMID is no longer valid, all active CAT Reporting Relationships for that IMID are no longer valid. All organizations designated as a Submitter and/or Third-Party Reporting Agent for that IMID may no longer transmit data under that relationship. The Submitter and Third-Party Reporting Agent may continue to view data that was submitted while the IMID was valid; however, they can no longer submit corrections to that data.

9 ATS Order Types

The CAT [Industry Member Technical Specifications](#) require Industry Members operating an Alternative Trading System (ATS) to populate the *atsOrderType* field on the CAT Equity New Order and Order Accepted events. The Firm must register the order type with CAT prior to submitting events referencing that ATS Order Type. **Industry Members should register an ATS Order Type with CAT at least 20 days prior to the effective date.**

Information regarding the creation and management of ATS Order Types via the Portal is provided in the following sections.

9.1 Usage of ATS Order Types

When the *atsOrderType* is provided on an event, the value must match a valid ATS Order Type for the IMID. An ATS Order Type is valid from the effective date to the expiration date (if provided), inclusive of these dates. Any event submitted using the ATS Order Type prior to the effective date or after the expiration date is rejected.

9.2 ATS Order Type Fields, Rules, and Validations

Each ATS Order Type includes the following data:

Field	Field Description	Required	Format	Rules/Validations
CAT Reporter IMID	The SRO-assigned identifier ¹³ that a Firm uses to report information to CAT for the ATS.	Yes	Dropdown Selection	Selection includes all ATS IMIDs for the CAT Reporter, per the IMID List.
ATS Order Type	The order type that is used when reporting events to CAT.	Yes	Text	Maximum of 40 characters.
Description	The user-provided description.	Yes	Text	Maximum of 500 characters.
Effective Date	The first date on which the ATS Order Type is accepted for submission.	Yes	Date (MM/DD/YYYY)	Must be on or after the current date.

¹³ Examples of SRO assigned identifiers include FINRA MPIDs, Nasdaq MPIDs, NYSE Mnemonics, CBOE User Acronyms, and CHX Acronyms.

Field	Field Description	Required	Format	Rules/Validations
Expiration Date	The last date on which the ATS Order Type is accepted for submission.	No	Date (MM/DD/YYYY)	Must be on or after the Effective Date. Must be on or after the current date.

9.3 Duplicate and Overlapping ATS Order Types

To ensure data integrity, CAT does not allow two order types to duplicate one another. When determining two order types would be duplicative, CAT considers the CAT Reporter IMID and the ATS Order Type as well as the Effective and Expiration Dates.

Order types that share one of the two primary data points are not duplicative. Two order types may have the same CAT Reporter IMID or the same ATS Order Type. However, order types with the same IMID and ATS Order Type require additional review. In these cases, CAT uses the Effective and Expiration Dates to determine if the order types are duplicative. The user may proceed when the date ranges of the order types do not overlap or meet.

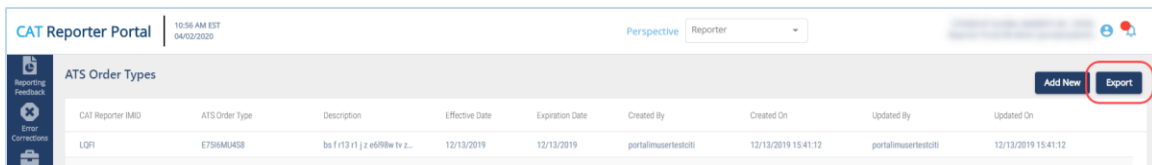
9.4 View and Export ATS Order Types

To view all ATS Order Types for the Firm:

1. Click **ATS Order Types** on the left-hand navigation panel.
2. All ATS Order Types for the Firm are displayed, including those that are currently active, have a future effective date, are pending expiration, or have already expired.

CAT Reporter IMID	ATS Order Type	Description	Effective Date	Expiration Date	Created By	Created On	Updated By	Updated On
LQFI	E79HMA4GB	ts f r13 r1 j z e8R8w tv z...	12/13/2019	12/13/2019	portaluserstest01	12/13/2019 15:41:12	portaluserstest01	12/13/2019 15:41:12
CKCX	RAAR	raaara	10/28/2019	10/29/2019	PORTALMADMIN	10/28/2019 09:40:49	portaladmin	10/28/2019 09:41:03
CBLC	ATS_ORDER_TYPE_2	This is my second ATS or...	12/12/2019	12/25/2019	PORTALMADMIN	10/18/2019 08:27:09	portaluserstest01	10/25/2019 17:05:37
CBLC	NEW ATS ORDER TYPE	This is my new ATS Order ...	10/25/2019	10/30/2019	PORTALMADMIN	10/18/2019 08:27:27	portaluserstest01	10/25/2019 17:05:11
CBLC	MY ORDER TYPE A	This is the description for...	11/15/2019		portaladmin	10/18/2019 08:32:59	portaladmin	10/18/2019 08:32:59
CSLC	ATS_ORDER_TYPE_1	This is my first ATS Order ...	10/18/2019		portaladmin	10/18/2019 08:26:47	portaladmin	10/18/2019 08:26:47

To export the, click **Export**. If filters have been applied to the list, only the relationships meeting the specified filter criteria are exported. Download the generated CSV file using the internet browser functionality.

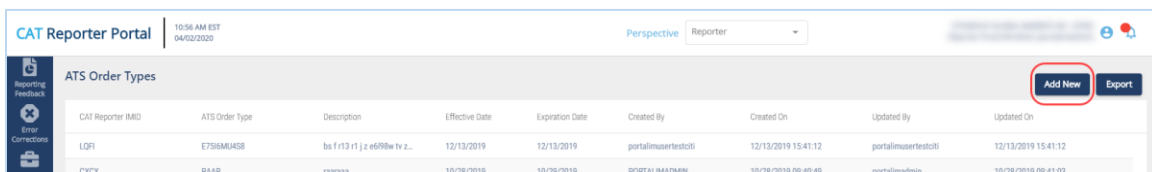


9.5 Add an ATS Order Type

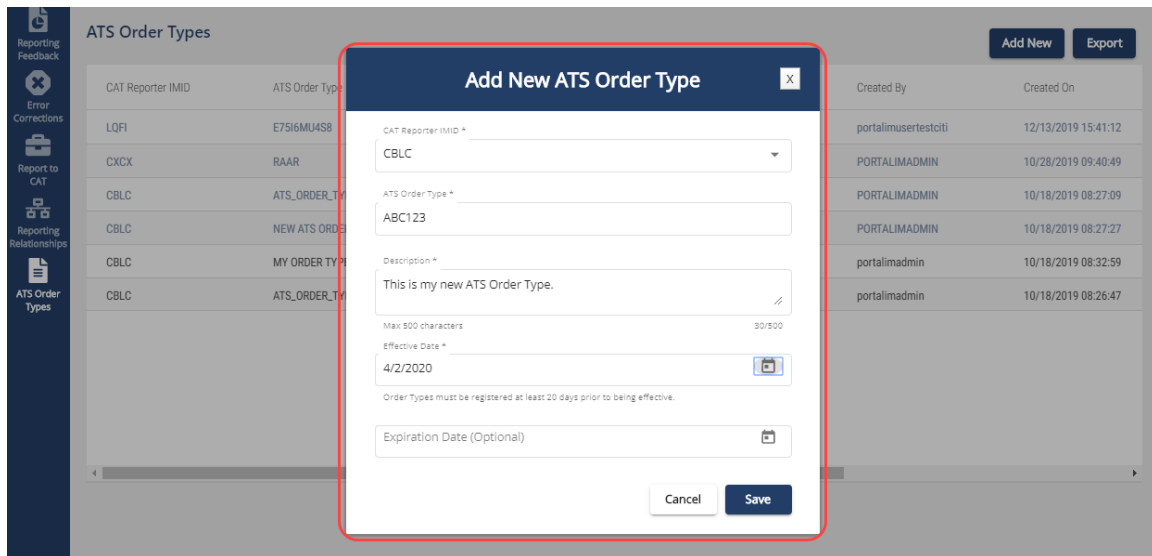
An ATS Order Type must be entered into CAT at least 20 days prior to the effective date.¹⁴

To add a new ATS Order Type:

1. Click **Add New**.



2. Enter the details for the order type. See [ATS Order Type Fields, Rules, and Validations](#) above for details on field requirements, formats, and validations.



3. Click **Save**. The new order type is displayed on the list of ATS Order Types.

¹⁴ The ATS Order Type should be created at least 20 days prior to the Effective Date pursuant to FINRA rules. An ATS Order Type may be created with an Effective Date that is equal to or greater than the current date, even if it within the next 20 days.

CAT Reporter IMID	ATS Order Type	Description	Effective Date	Expiration D. ↑	Created By	Created On	Updated By	Updated On
CBLC	ABC123	This is my new ATS Order ...	04/02/2020		portaladmin	04/02/2020 11:00:32	portaladmin	04/02/2020 11:00:32
CBLC	MY ORDER TYPE A	This is the description for...	11/15/2019		portaladmin	10/18/2019 08:32:59	portaladmin	10/18/2019 08:32:59
CBLC	ATS_ORDER_TYPE_1	This is my first ATS Order ...	10/18/2019		portaladmin	10/18/2019 08:26:47	portaladmin	10/18/2019 08:26:47

9.6 Manage Existing ATS Order Types

An order type may be edited as follows:

- For a **future-dated order type** (where the *Effective Date* is after the current date), all fields may be edited.
- For a **currently active order type** (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), the *Expiration Date* and *Description* may be edited.
- For an **expired order type** (where the *Expiration Date* is before the current date), no fields may be edited.

To edit a non-expired ATS Order Type:

1. Click for the order type.

CAT Reporter IMID	ATS Order Type	Description	Effective Date	Expiration D. ↑	Created By	Created On	Updated By	Updated On
CBLC	ABC123	This is my new ATS Order ...	04/02/2020		portaladmin	04/02/2020 11:00:32	portaladmin	04/02/2020 11:00:32
CBLC	MY ORDER TYPE A	This is the description for...	11/15/2019		portaladmin	10/18/2019 08:32:59	portaladmin	10/18/2019 08:32:59

2. Make the desired update(s). See [ATS Order Type Fields, Rules, and Validations](#) above for details on field requirements, formats, and validations.

Edit ATS Order Type

CAT Reporter IMID:

ATS Order Type:

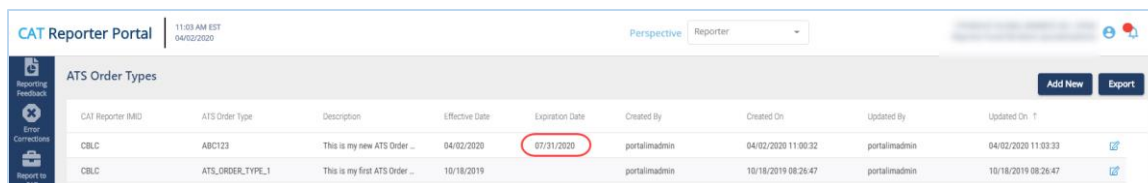
Description:

Effective Date:

Expiration Date (Optional):

Order Types must be registered at least 20 days prior to being effective.

3. Click **Update**. The updated information is displayed on the ATS Order Types list.



The screenshot shows the CAT Reporter Portal interface. At the top, it displays the time as 11:03 AM EST on 04/02/2020 and the perspective as 'Reporter'. The main content area is titled 'ATS Order Types' and contains a table with the following data:

CAT Reporter IMID	ATS Order Type	Description	Effective Date	Expiration Date	Created By	Created On	Updated By	Updated On
CBLC	ABC123	This is my new ATS Order ...	04/02/2020	07/31/2020	portaladmin	04/02/2020 11:00:32	portaladmin	04/02/2020 11:03:33
CBLC	ATS_ORDER_TYPE_1	This is my first ATS Order ...	10/18/2019		portaladmin	10/18/2019 08:26:47	portaladmin	10/18/2019 08:26:47

9.7 Invalidation of an IMID


An ATS Order Type is only valid as long as the corresponding CAT Reporter IMID is valid. When an IMID is no longer valid, all active ATS Order Types are no longer valid and all Equity New Order or Order Accepted events subsequently submitted with that ATS Order Type will be rejected.

10 Administrative Information

The Portal provides access to announcements and system health information for all users.

10.1 Announcements

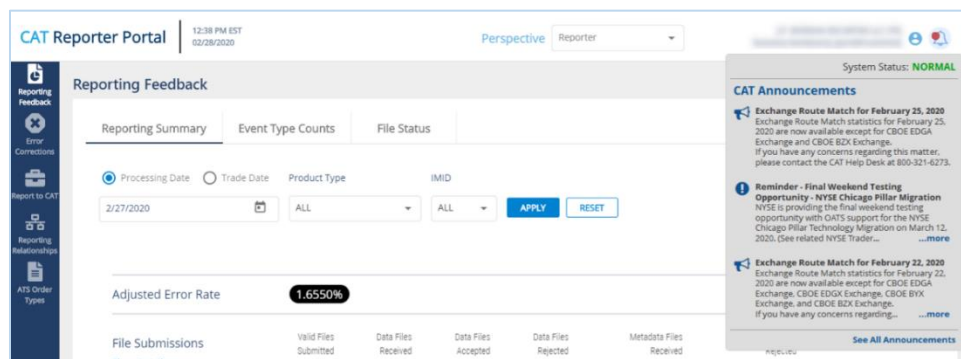
To view announcements:

1. Click . The most recent announcements are displayed.

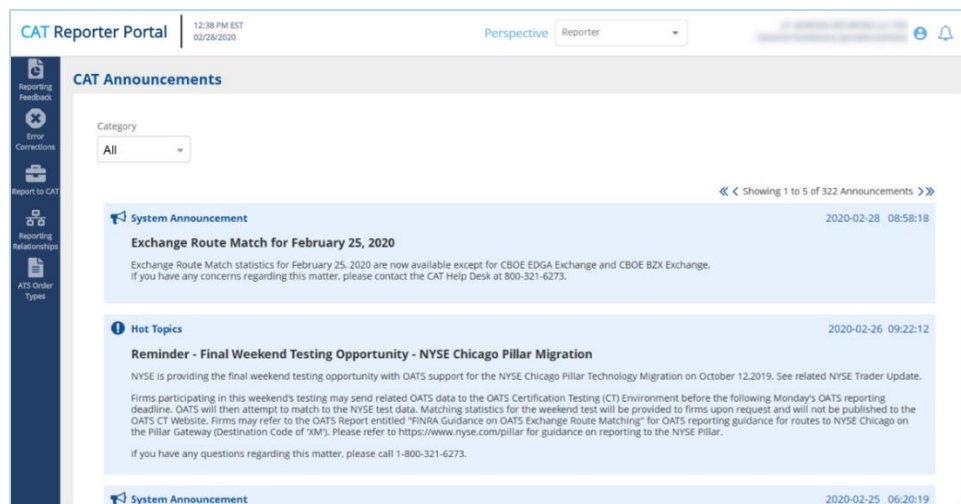


2. To view more details for an announcement or view additional announcements, click  or

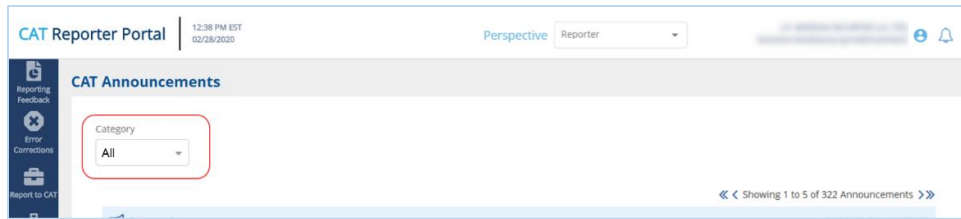
[See All Announcements](#)



3. Review the full CAT Announcements page.



- To **filter** the list of announcements, select a specific Category.



By default, all announcements are displayed. To display announcements for a particular category only, select the Category from the dropdown.

10.2 System Status

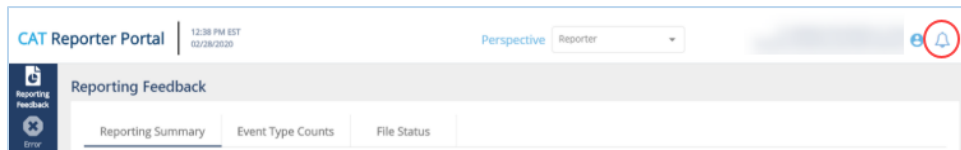
The system status provides an indication of the current state of the CAT Reporter Portal. The status is indicated as one of the following:

GREEN, indicating that the CAT Reporter Portal performance is as expected and is not currently experiencing any issues or delays.

AMBER, indicating that the CAT Reporter Portal may be experiencing minor issues or slowness.

To **view** the current system status:

- Click  .



- View the system status.

