

DTC Authorization Tutorial

Authorization Process

Getting Started

- Before starting this process please first make certain you have your company's **DTC User ID and Password**.

If you have forgotten it, or are unable to locate it you can contact the DTC by phone at (888) 382-2721 and select Option 1
- Before starting this process please first make certain you have your company's DTC User ID and Password.

DTC Login

- Navigate to <https://portal.dtcc.com/>



Security Position Reports (SPR)

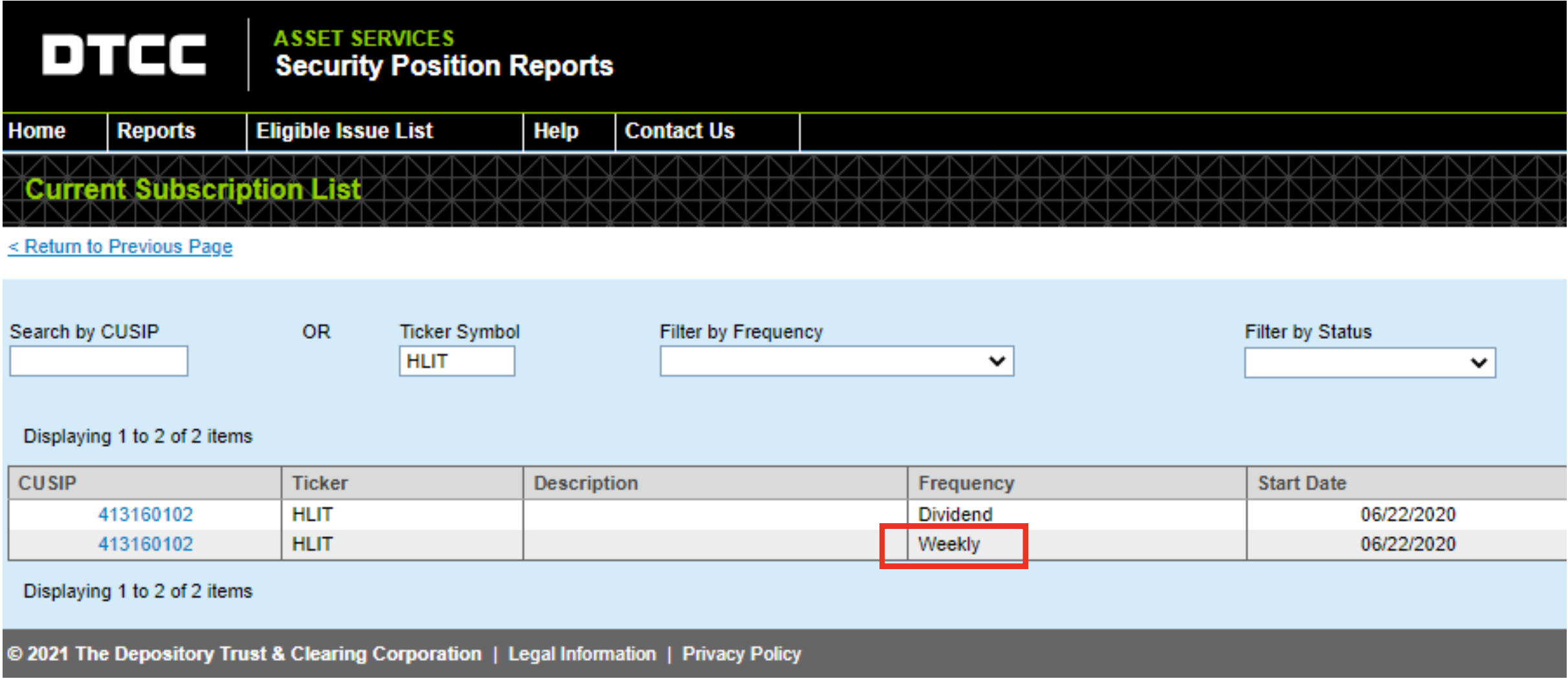
Third Party Authorization

- After successful login click on **SPR**
- Locate **Issuers and Agents**
- Select Agent **Authorization**
- Locate **Q4 Inc** and **“Authorize”**
- Next you will be asked to indicate which **Report Type** you wish to authorize Q4 for:
 - Select **Special Requests** and **Subscription** (weekly)

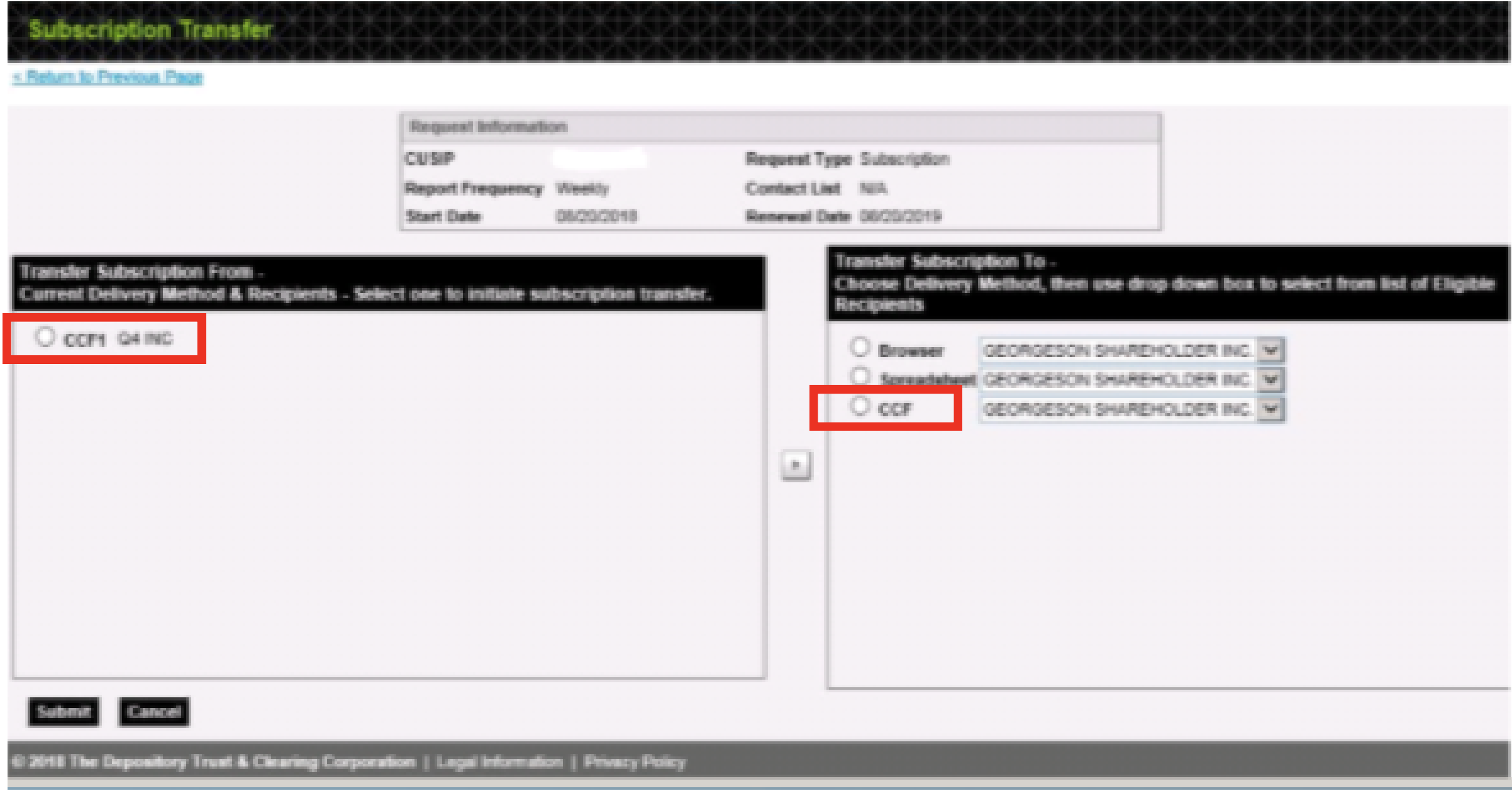
Security Position Report *IF NEEDED*

Transferring a Subscription from a Different Third Party

- Click on Reports and Current Subscription.
- Then the Detail of the Weekly Report (Frequency). Click “View”



- Click the button on the left and then “CCF” on the right. Choose Q4 in the drop down.



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Completion

- Congratulations!
- You have completed the DTC Authorization Process and have allowed Q4 to gain necessary access