



Trading Admin
Authorized Trader Management System
(ATMS)
User Guide

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Revision History

Date	Doc Version	Release	Description	Author
May 2021	V2.1	14.025	Removed Date of Birth field from Contact Details and File Upload.	ICE

1 Overview

ICE's Authorized Trader Management System (ATMS) is provided to allow ICE trading entities to register and manage the details of the individuals placing orders on the ICE trading system via FIX User IDs. Information about individuals using the Authorized Trader IDs shall be entered into ATMS, and the Authorized Trader IDs shall be submitted on FIX Orders' Tag 116 Right.

1.1 Terminology Used in this Document

User ID: The login ID assigned to a person or entity assigned by the ICE Helpdesk when a firm or individual has been approved for trading.

Authorized Trader ID: An ID that identifies an individual or Automated Trading System team entering orders on the ICE trading system via a FIX User ID.

Contact: An individual associated with an Authorized Trader ID.

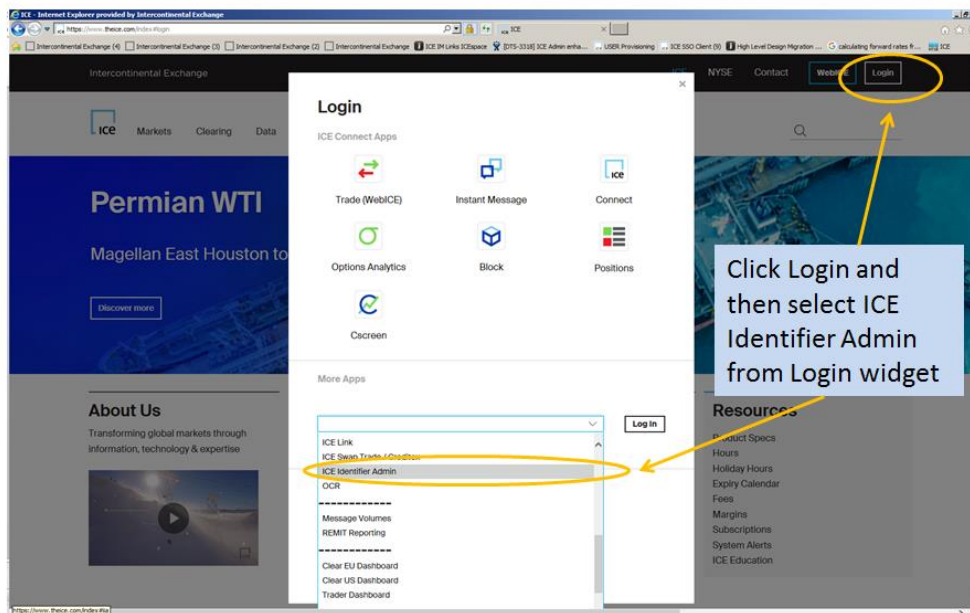
ATS: An Automated Trading System.

2 Logging in to the Authorized Trader Management System

Individuals who are User Administrators for ICE trading companies will have access to the Authorized Trader Management System.

2.1 Logging in via

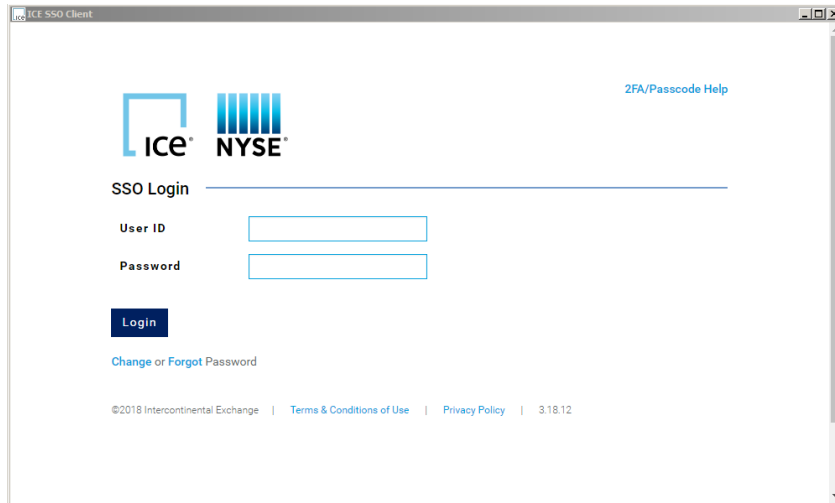
You may access ATMS via *ICE Identifier Admin* from www.theice.com - Click “Login” in right corner of page and then select *ICE Identifier Admin*



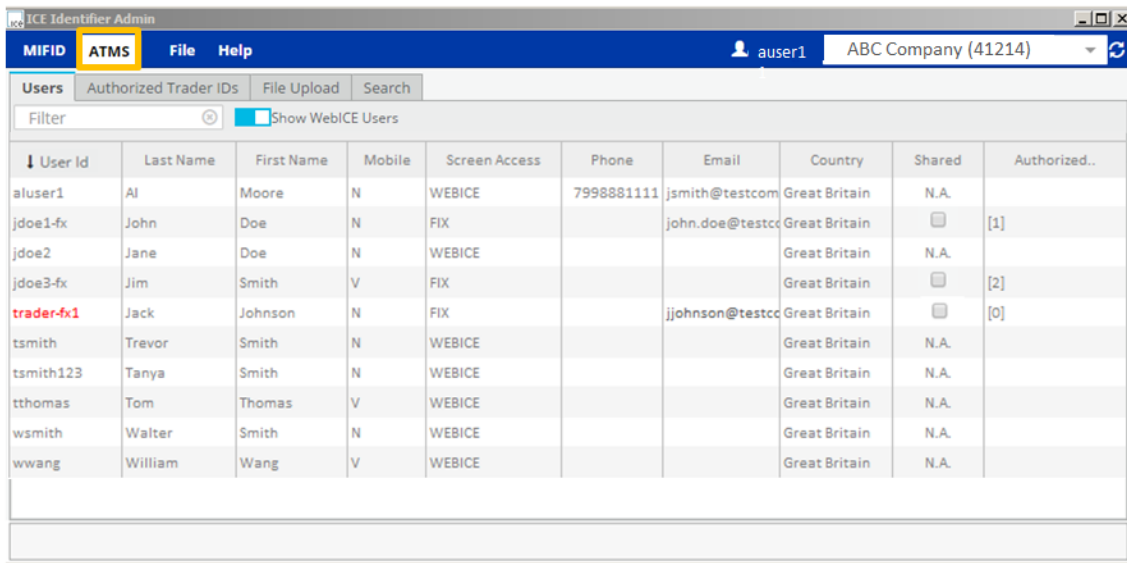
Or click the ATMS link on the credit management page



2.2 User will be prompted to enter user ID and password and then will be navigated to the ICE Identifier Admin site

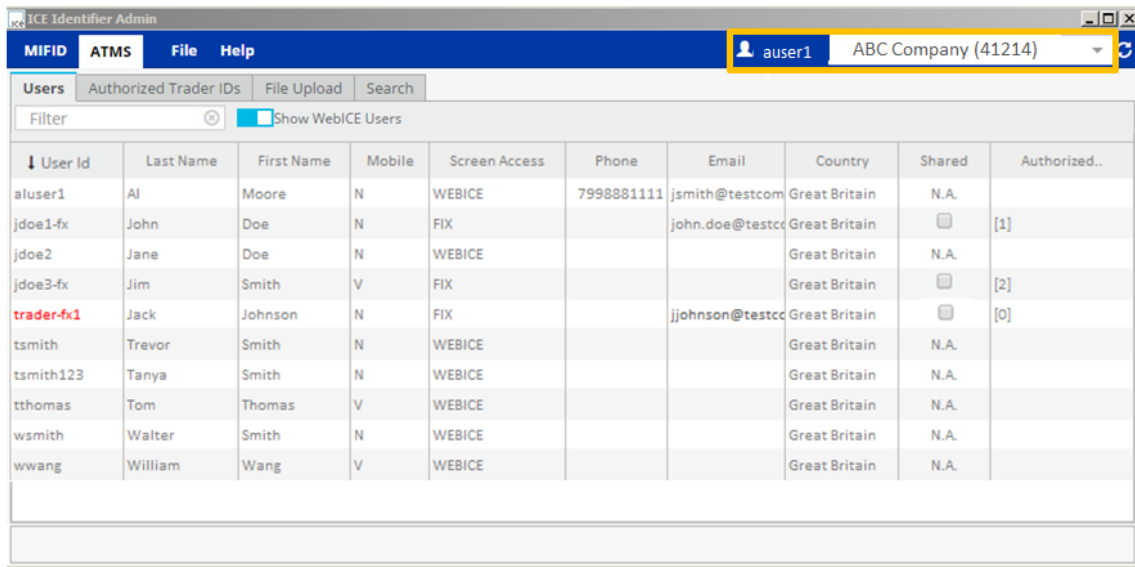


To access ATMS click on the ATMS tab on top left



2.3 ATMS Main screen

At the top-right-hand side of the ATMS main screen, your user name and a drop-down list of all companies for which you are an administrator will appear, sorted alphabetically.

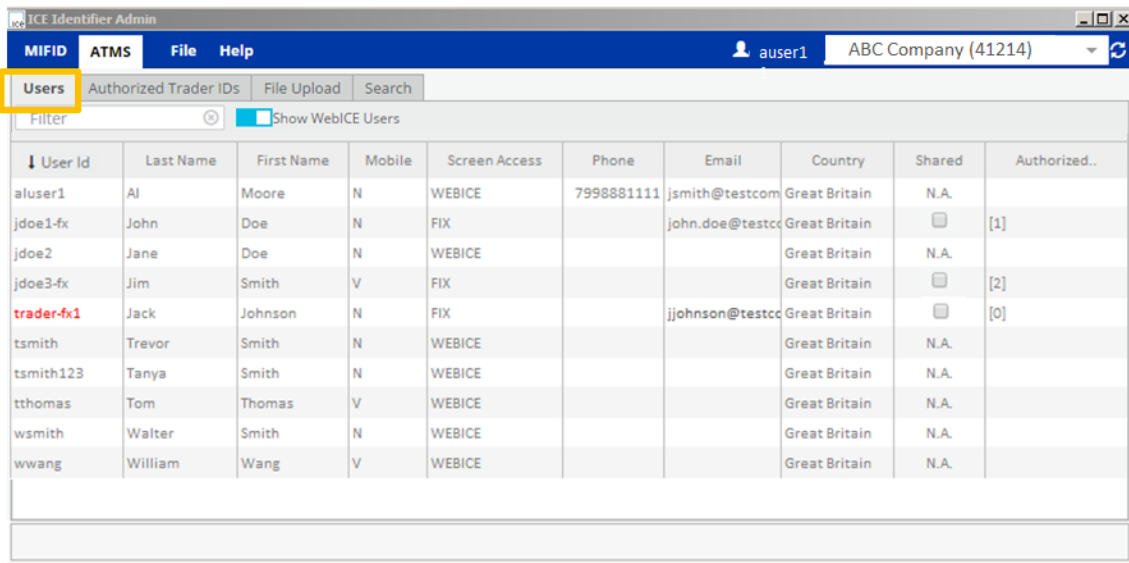


The screenshot shows the 'Users' tab in the ATMS interface. The 'Users' tab is selected, and the 'Show WebICE Users' checkbox is checked. The table below lists the users for the selected company, 'ABC Company (41214)'.

User Id	Last Name	First Name	Mobile	Screen Access	Phone	Email	Country	Shared	Authorized..
aluser1	Al	Moore	N	WEBICE	7998881111	jsmith@testcom	Great Britain	N.A.	
jdoe1-fx	John	Doe	N	FIX		john.doe@testcc	Great Britain	<input type="checkbox"/>	[1]
jdoe2	Jane	Doe	N	WEBICE			Great Britain	N.A.	
jdoe3-fx	Jim	Smith	V	FIX			Great Britain	<input type="checkbox"/>	[2]
trader-fx1	Jack	Johnson	N	FIX		jjohnson@testcc	Great Britain	<input type="checkbox"/>	[0]
tsmith	Trevor	Smith	N	WEBICE			Great Britain	N.A.	
tsmith123	Tanya	Smith	N	WEBICE			Great Britain	N.A.	
tthomas	Tom	Thomas	V	WEBICE			Great Britain	N.A.	
wsmith	Walter	Smith	N	WEBICE			Great Britain	N.A.	
wwang	William	Wang	V	WEBICE			Great Britain	N.A.	

3 Viewing User IDs

The default view for ATMS is the *Users* tab.



The screenshot shows the 'Users' tab in the ATMS interface, with the 'Users' tab label highlighted by a yellow box. The table below lists the users for the selected company, 'ABC Company (41214)'.

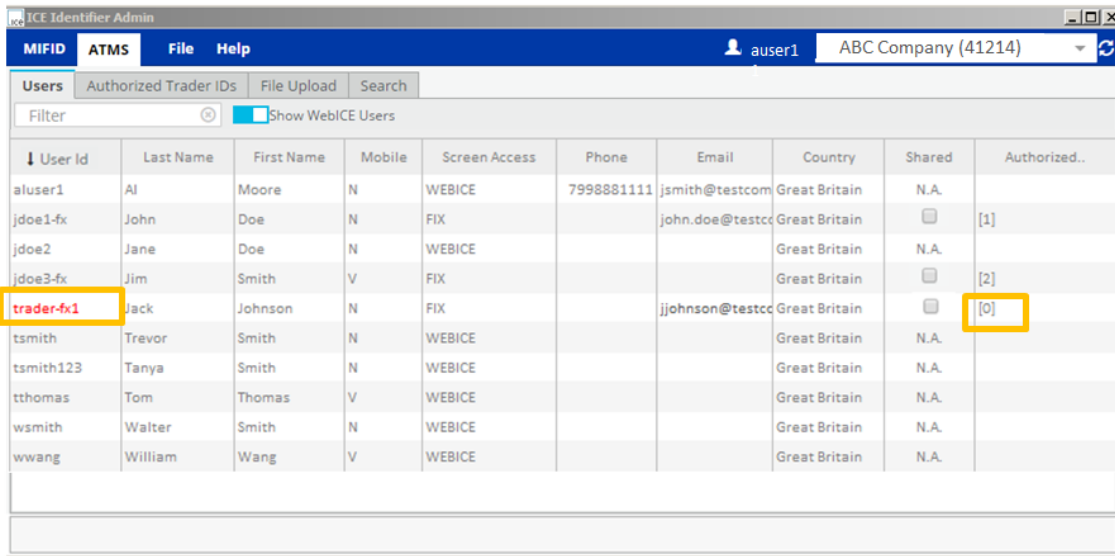
User Id	Last Name	First Name	Mobile	Screen Access	Phone	Email	Country	Shared	Authorized..
aluser1	Al	Moore	N	WEBICE	7998881111	jsmith@testcom	Great Britain	N.A.	
jdoe1-fx	John	Doe	N	FIX		john.doe@testcc	Great Britain	<input type="checkbox"/>	[1]
jdoe2	Jane	Doe	N	WEBICE			Great Britain	N.A.	
jdoe3-fx	Jim	Smith	V	FIX			Great Britain	<input type="checkbox"/>	[2]
trader-fx1	Jack	Johnson	N	FIX		jjohnson@testcc	Great Britain	<input type="checkbox"/>	[0]
tsmith	Trevor	Smith	N	WEBICE			Great Britain	N.A.	
tsmith123	Tanya	Smith	N	WEBICE			Great Britain	N.A.	
tthomas	Tom	Thomas	V	WEBICE			Great Britain	N.A.	
wsmith	Walter	Smith	N	WEBICE			Great Britain	N.A.	
wwang	William	Wang	V	WEBICE			Great Britain	N.A.	

The User IDs displayed on the left-hand side of the screen are those with trading privileges at the selected company, listed alphabetically by User ID. The columns in this display can be reordered by left-clicking on the column headers and dragging them to a different location on the screen.

Please note that ATMS provides an interface for assigning Authorized Trader IDs to FIX User IDs and editing the details about the individuals associated with the Authorized Trader IDs. The details about User IDs themselves are not editable in ATMS. Please contact the ICE Helpdesk at +1 770 738 2101 (US), or +44 (0) 20 7488 5100 (UK) to update User ID information.

3.1 User ID Status

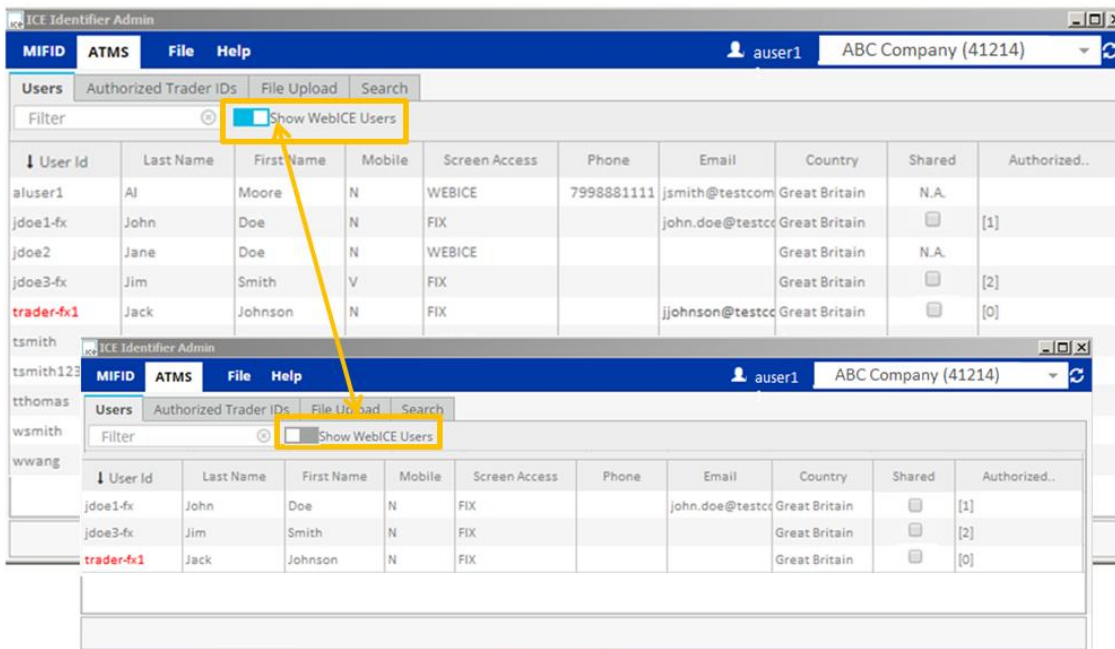
User IDs listed in red are FIX User IDs that have no Authorized Trader IDs registered to them. In addition the number of authorized Trader IDs registered to them is displayed. Please see [Adding an Authorized Trader ID to a User ID](#) for details on creating Authorized Trader IDs.



User Id	Last Name	First Name	Mobile	Screen Access	Phone	Email	Country	Shared	Authorized..
aluser1	Al	Moore	N	WEBICE	7998881111	jsmith@testcom	Great Britain	N.A.	
jdoe1-fx	John	Doe	N	FIX		john.doe@testcc	Great Britain	<input type="checkbox"/>	[1]
jdoe2	Jane	Doe	N	WEBICE			Great Britain	N.A.	
jdoe3-fx	Jim	Smith	V	FIX			Great Britain	<input type="checkbox"/>	[2]
trader-fx1	Jack	Johnson	N	FIX		jjohnson@testcc	Great Britain	<input type="checkbox"/>	[0]
tsmith	Trevor	Smith	N	WEBICE			Great Britain	N.A.	
tsmith123	Tanya	Smith	N	WEBICE			Great Britain	N.A.	
tthomas	Tom	Thomas	V	WEBICE			Great Britain	N.A.	
wsmith	Walter	Smith	N	WEBICE			Great Britain	N.A.	
wwang	William	Wang	V	WEBICE			Great Britain	N.A.	

3.2 Hiding WebICE User IDs

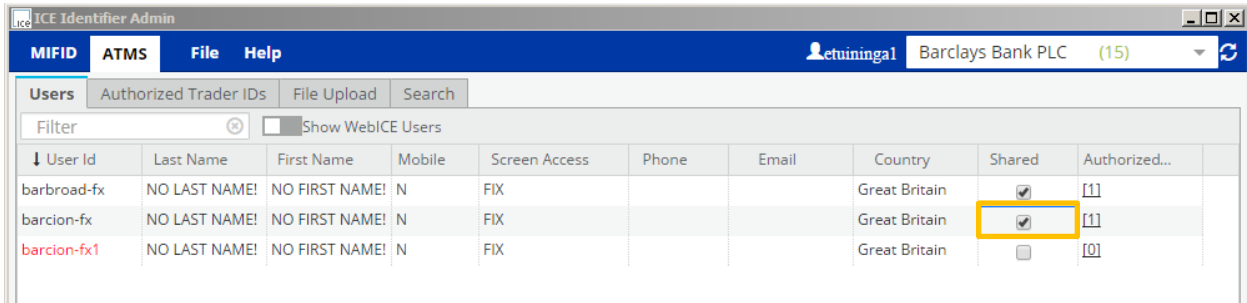
By default, all User IDs with permissions at the company will be displayed, regardless of their access type (WebICE or FIX). Only FIX-enabled User IDs will have corresponding Authorized Trader IDs. To hide WebICE-only User IDs, uncheck *Show WebICE Users*.



User Id	Last Name	First Name	Mobile	Screen Access	Phone	Email	Country	Shared	Authorized..
aluser1	Al	Moore	N	WEBICE	7998881111	jsmith@testcom	Great Britain	N.A.	
jdoe1-fx	John	Doe	N	FIX		john.doe@testcc	Great Britain	<input type="checkbox"/>	[1]
jdoe2	Jane	Doe	N	WEBICE			Great Britain	N.A.	
jdoe3-fx	Jim	Smith	V	FIX			Great Britain	<input type="checkbox"/>	[2]
trader-fx1	Jack	Johnson	N	FIX		jjohnson@testcc	Great Britain	<input type="checkbox"/>	[0]

3.3 Shared User IDs

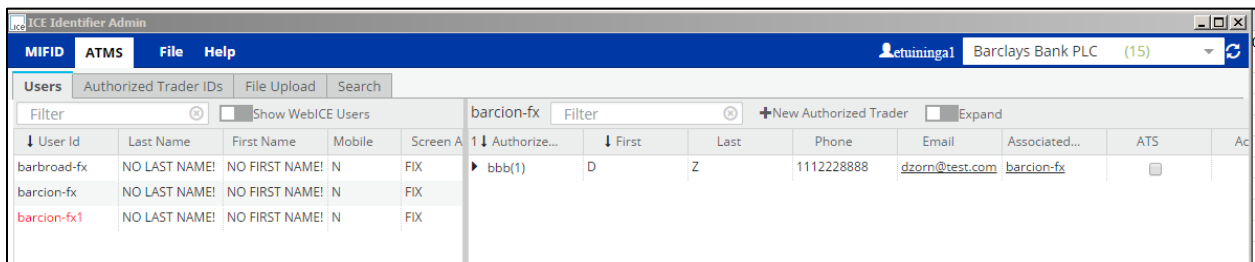
The *Shared* field indicates whether a FIX User ID is used by more than one individual or Authorized Trader. Update the shared flag by clicking on the check box on the user row.



4 Viewing Authorized Trader IDs and Contacts

4.1 Viewing Authorized Trader IDs assigned to Users

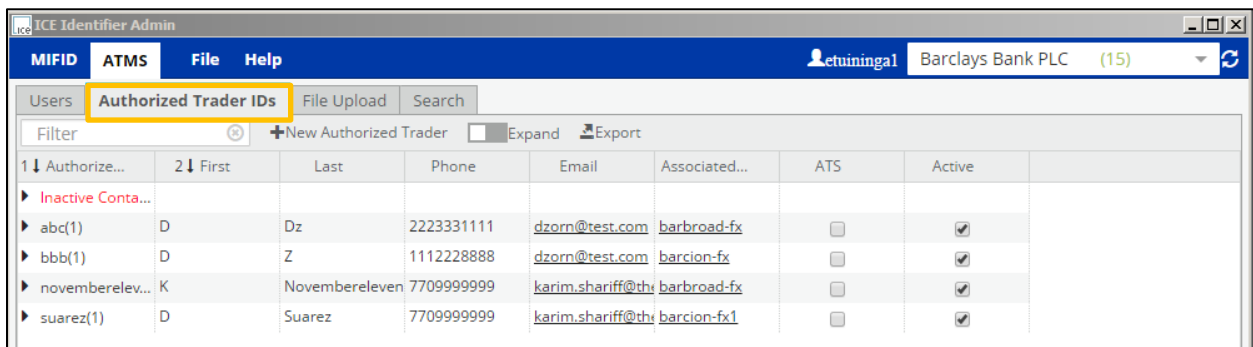
To view the Authorized Trader ID or IDs associated with a User ID, click on that User ID. The corresponding authorized trader IDs will be displayed for the user.



The Authorized Trader IDs' Contacts' details will also display in this view. You may rearrange the columns displayed here by clicking and holding down the left mouse button, then dragging and dropping them to a new location

4.2 Viewing all Authorized Trader IDs

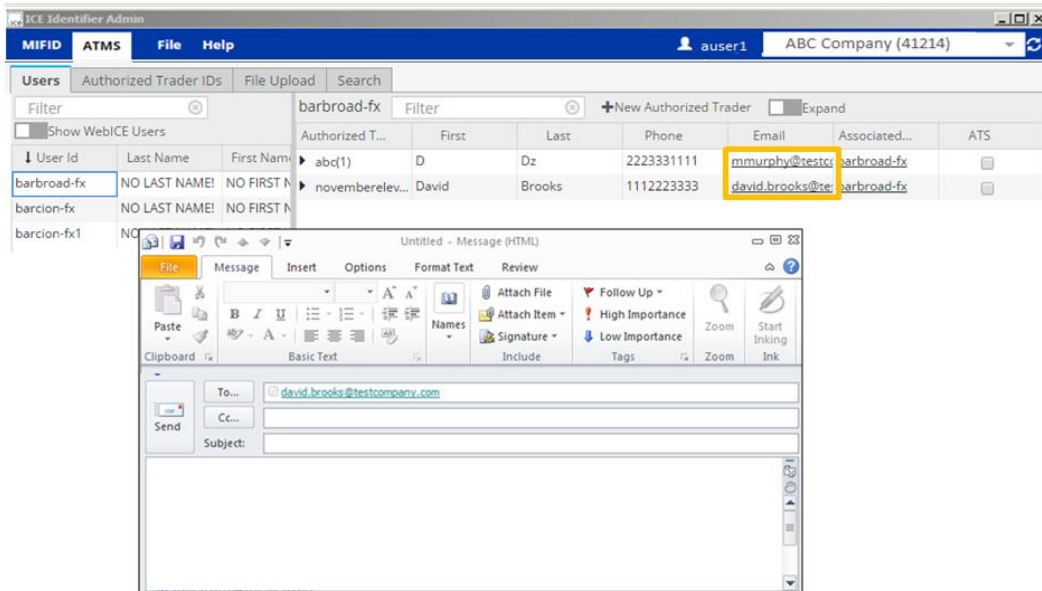
To view a list of all Authorized Traders assigned to the Company, click on the *Authorized Trader IDs* tab.



All Authorized Trader IDs belonging to the Company will be displayed here. In addition, some of the Authorized Trader IDs' Contacts' details will also display in this view. The list of User IDs to which the Authorized Trader ID is assigned is listed in the *Associated Users* column. You may rearrange the columns displayed here by clicking and holding down the left mouse button, then dragging and dropping them to a new location.

4.3 Emailing Authorized Trader Contacts

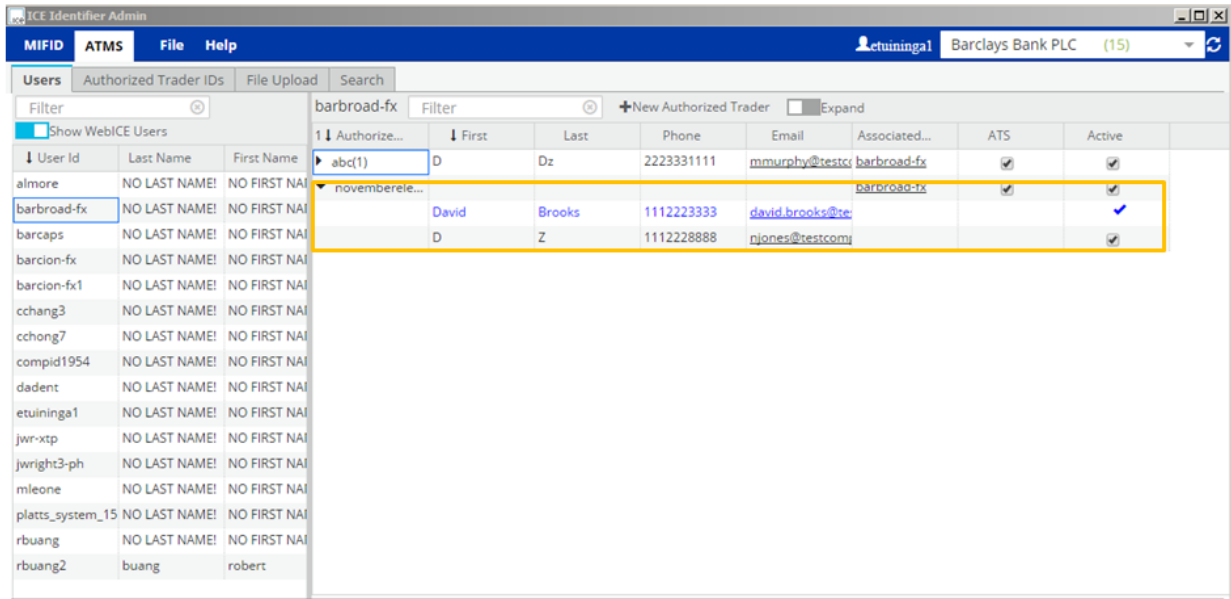
Clicking on an email address in the Authorized Trader List within both the *Users* tab and the *Authorized Trader IDs* tab will launch your default email client application.



4.4 Viewing Contacts for Automated Trading Systems (ATSs)

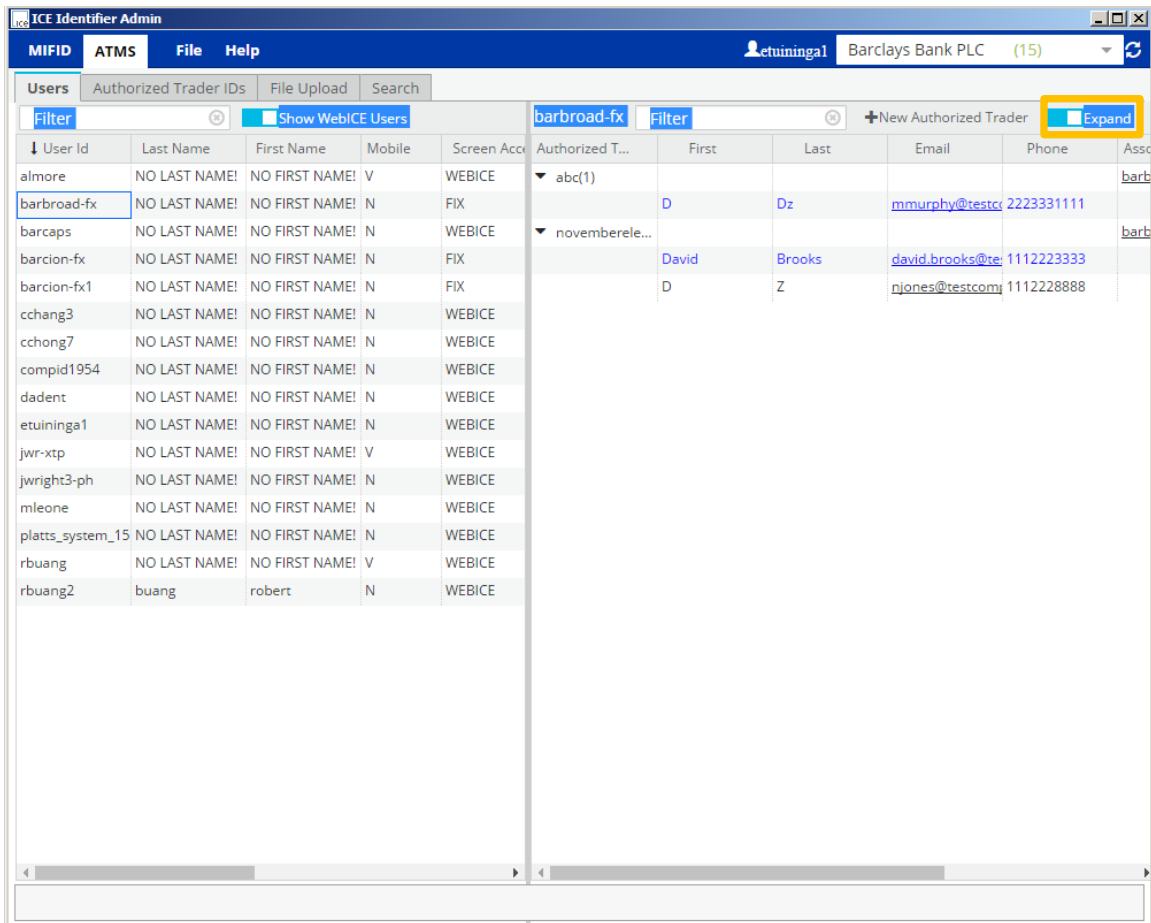
Authorized Trader IDs that are used by Automated Trading Systems (ATSs) are marked with a checkbox in the *ATS* column.

An ATS Authorized Trader ID may have more than one Contact associated with it, indicating that a team of individuals is responsible for its operation. The Contact viewable by default on an ATS Authorized Trader ID is its Primary Contact. To view all contacts registered to an ATS Authorized Trader ID, toggle the ID by clicking the arrow next to the Authorized Trader ID. All the ATS Contacts will be displayed; the Primary Contact will be shown in blue text.



4.5 Viewing All Contacts assigned to Authorized Traders

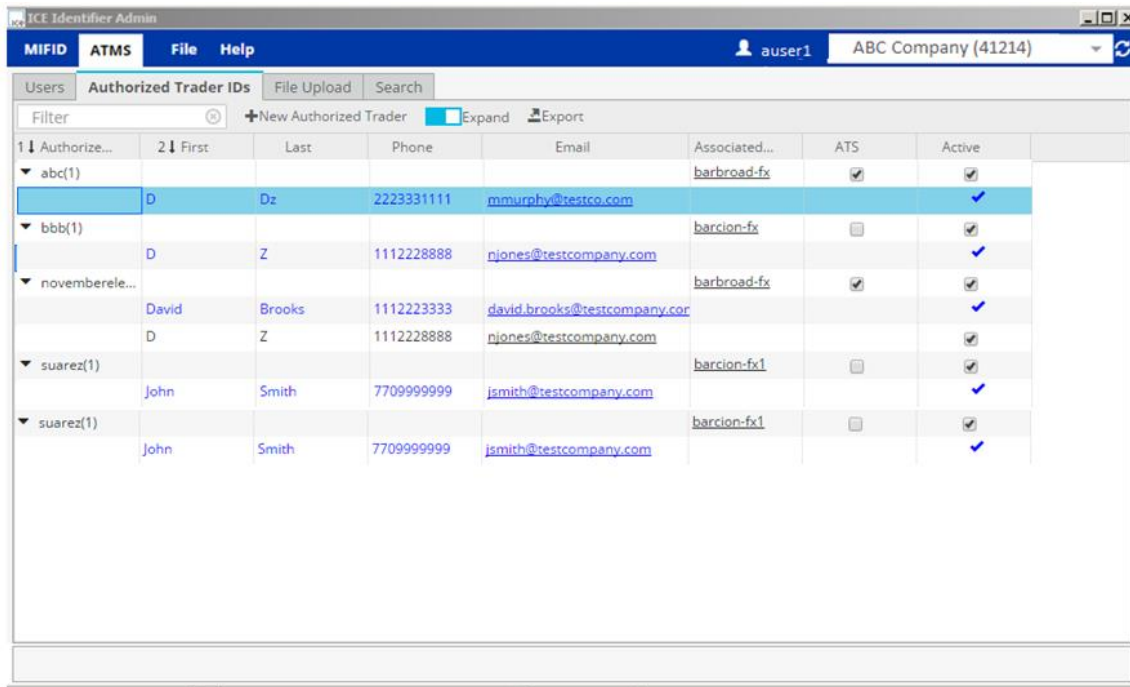
To view all contacts assigned to Authorized Traders, check *Expand All* in either the *Users* or *Authorized Trader IDs* tab. On the *Users* tab, this will display all Authorized Trader contacts (including secondary contacts for Automated Trading Systems) assigned to the selected user.



The screenshot shows the 'ICE Identifier Admin' application window. The 'Authorized Trader IDs' tab is active. A table lists various users with columns for User Id, Last Name, First Name, Mobile, Screen Acco, Authorized T..., First, Last, Email, Phone, and Assc. The 'barbroad-fx' user is highlighted, and its details are expanded in a sub-table below. An 'Expand' button is highlighted in the top right of the table area.

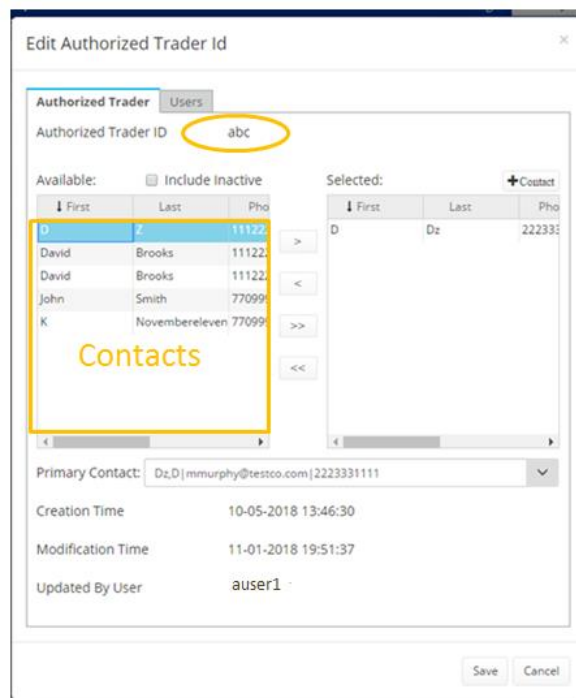
User Id	Last Name	First Name	Mobile	Screen Acco	Authorized T...	First	Last	Email	Phone	Assc
almore	NO LAST NAME!	NO FIRST NAME!	V	WEBICE	▼ abc(1)					barb
barbroad-fx	NO LAST NAME!	NO FIRST NAME!	N	FIX		D	Dz	mmurphy@testco	2223331111	
barcaps	NO LAST NAME!	NO FIRST NAME!	N	WEBICE	▼ novemberele...					barb
barcion-fx	NO LAST NAME!	NO FIRST NAME!	N	FIX		David	Brooks	david.brooks@te	1112223333	
barcion-fx1	NO LAST NAME!	NO FIRST NAME!	N	FIX		D	Z	njones@testcom	1112228888	
cchang3	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
cchong7	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
compid1954	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
dadent	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
etuininga1	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
jwr-xtp	NO LAST NAME!	NO FIRST NAME!	V	WEBICE						
jwright3-ph	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
mleone	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
platts_system_15	NO LAST NAME!	NO FIRST NAME!	N	WEBICE						
rbuang	NO LAST NAME!	NO FIRST NAME!	V	WEBICE						
rbuang2	buang	robert	N	WEBICE						

On the Authorized Trader IDs tab, this will display all contacts assigned to all Authorized Trader IDs registered to the company.

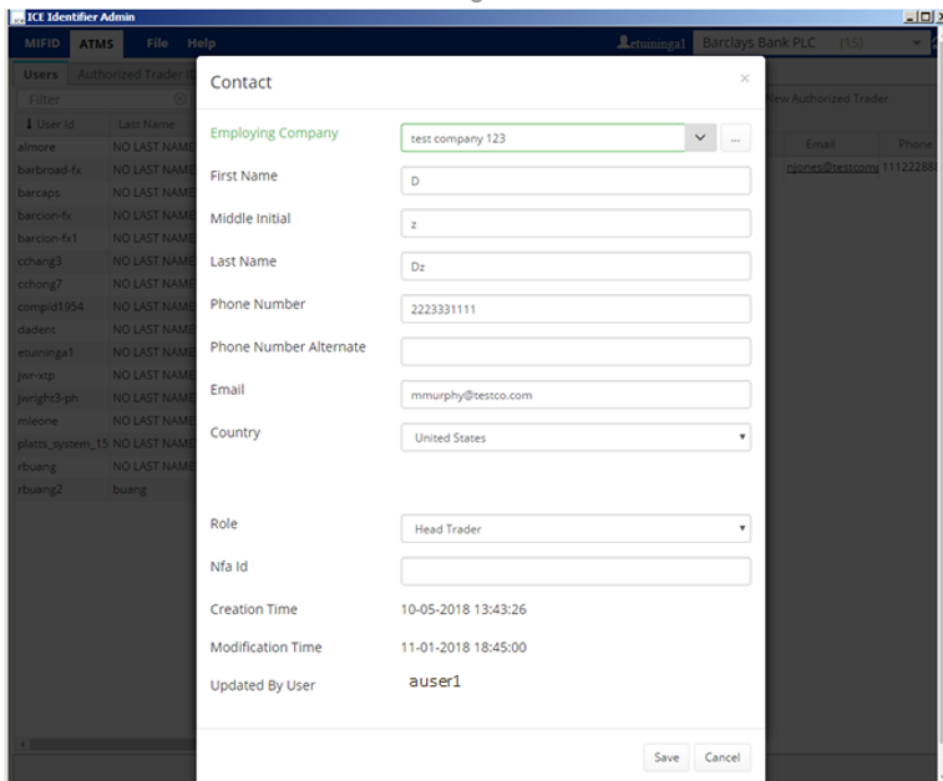


4.6 Viewing Contact Details

To open a view-only window containing all details of a given Contact, from the *Users* or the *Authorized Trader IDs* tab, click on an Authorized Trader ID.



From there, double click the *Contact* to open the *Contact* window.



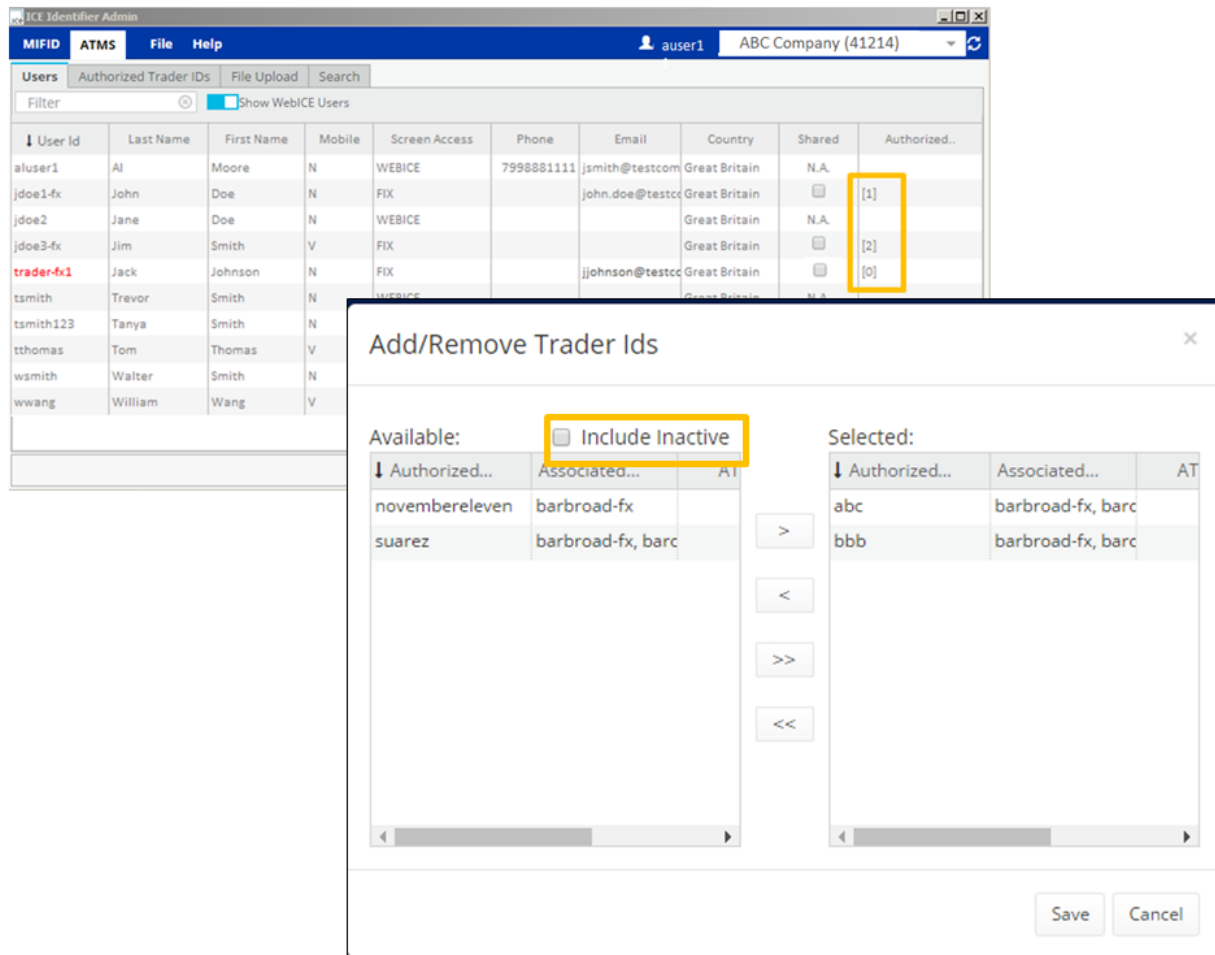
The screenshot shows the ICE Identifier Admin application interface. The main window displays a list of users under the 'Users' tab. A 'Contact' dialog box is open, showing the details for a user. The dialog box contains the following fields and values:

Field	Value
Employing Company	test company 123
First Name	D
Middle Initial	z
Last Name	Dz
Phone Number	2223331111
Phone Number Alternate	
Email	mmurphy@testco.com
Country	United States
Role	Head Trader
Nfa Id	
Creation Time	10-05-2018 13:43:26
Modification Time	11-01-2018 18:45:00
Updated By User	auser1

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons.

5 Adding an Authorized Trader ID to a User ID

To add an Authorized Trader ID to a User ID, click on the authorized trader count on the user row. The Add/Remove Trader IDs will be displayed. Authorized traders can be assigned/removed from the user ID using the arrows. Checking *Include Inactive* will also display those Authorized Trader IDs that are not currently assigned to any User IDs.

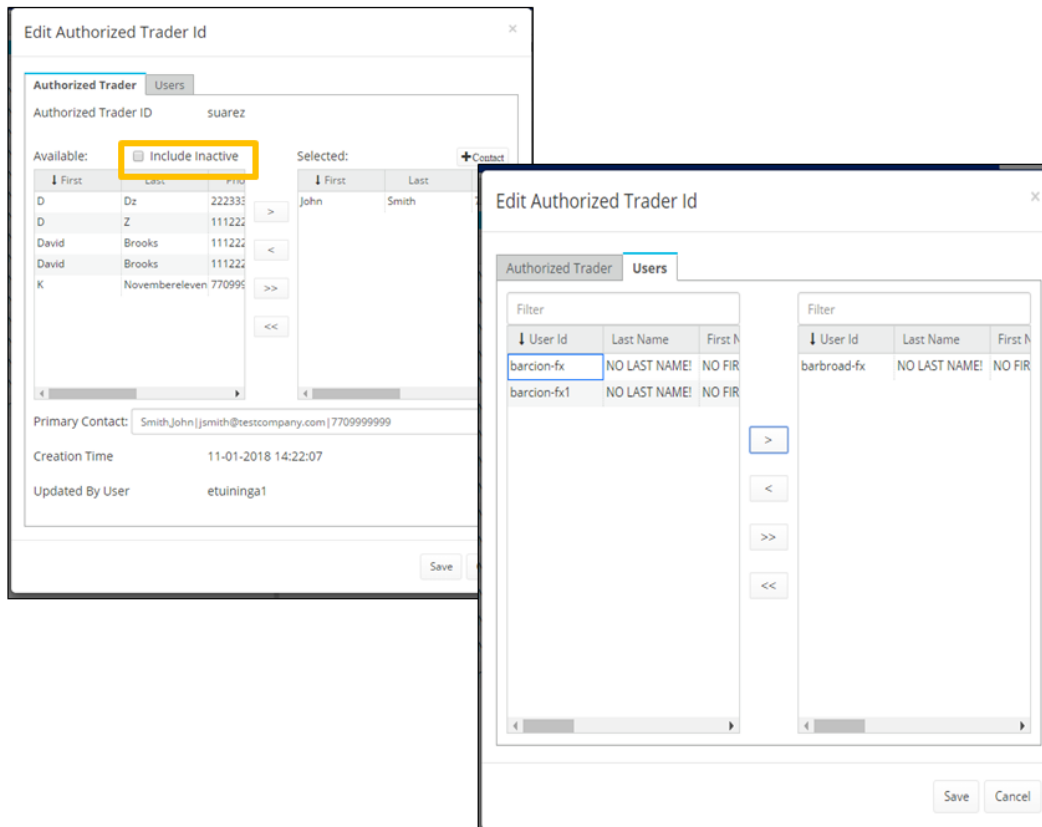


The screenshot shows the 'ICE Identifier Admin' application. The main window displays a table of users with columns for User Id, Last Name, First Name, Mobile, Screen Access, Phone, Email, Country, Shared, and Authorized.. The 'Authorized..' column contains counts of associated trader IDs. A yellow box highlights the 'Authorized..' column for the first three rows, showing values [1], [2], and [0].

An 'Add/Remove Trader Ids' dialog box is overlaid on the main window. It features a checkbox labeled 'Include Inactive' which is checked and highlighted with a yellow box. Below this are two tables: 'Available:' and 'Selected:'. The 'Available:' table has columns for Authorized..., Associated..., and AT. It lists 'novembereleven' and 'suarez'. The 'Selected:' table has columns for Authorized..., Associated..., and AT. It lists 'abc' and 'bbb'. Navigation arrows (>, <, >>, <<) are positioned between the tables. 'Save' and 'Cancel' buttons are at the bottom right of the dialog.

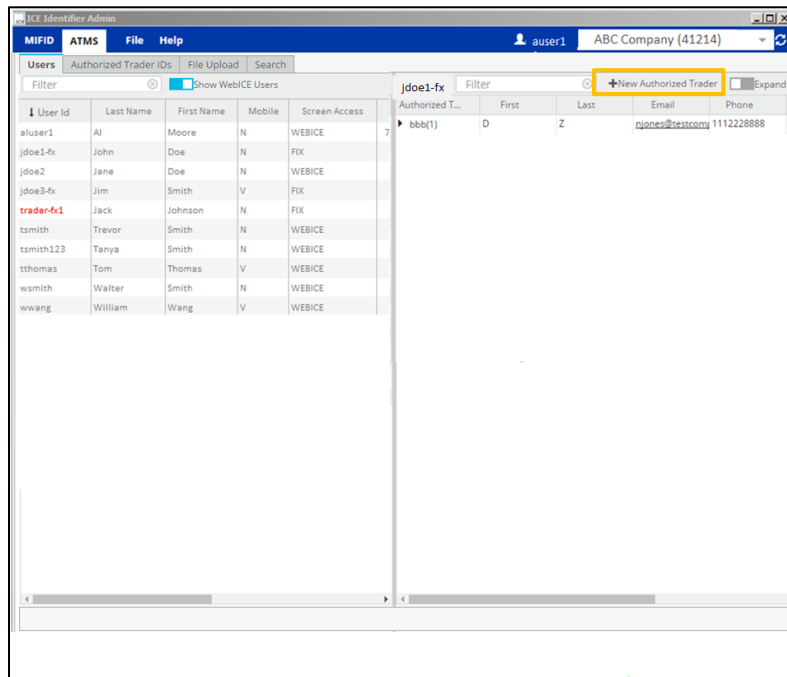
5.1 Assigning Existing Authorized Trader IDs to a User ID

You may assign an existing Authorized Trader ID (and with it, all of its contacts) to a User ID (s) by selecting the Authorized Trader ID and then click on the Users tab and assign to a user or multiple users by using the arrows



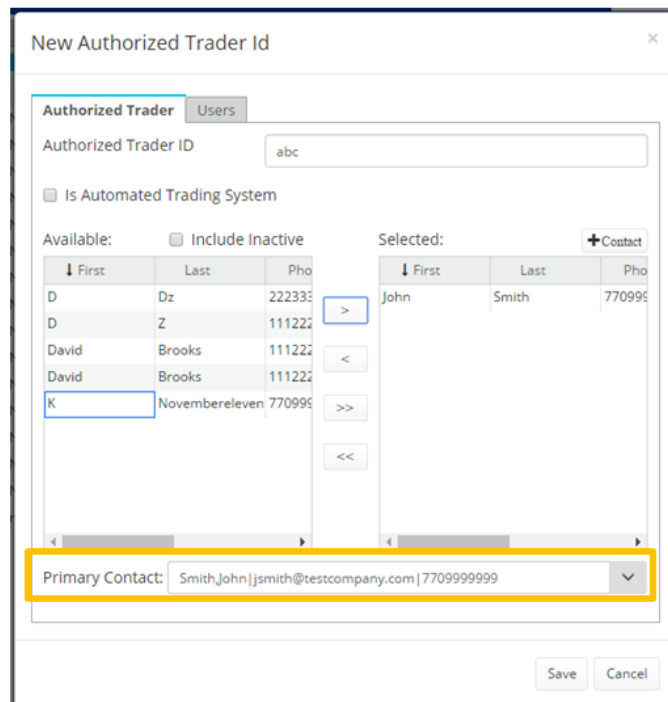
5.2 Creating a New Authorized Trader ID

To create a new Authorized Trader ID click on the user and then click on the new authorized trader button. The new authorized trader pop-up window will be displayed.



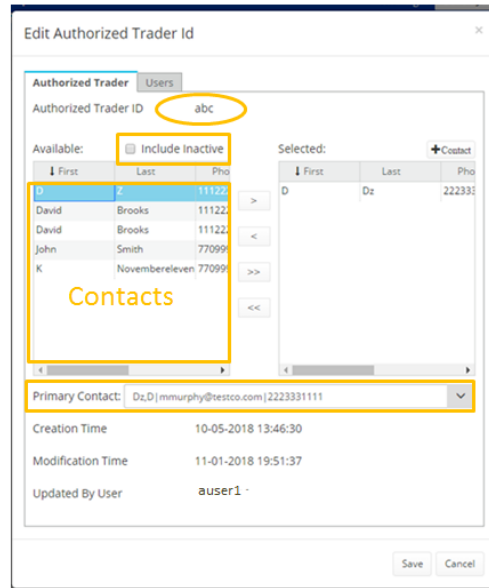
Enter the Authorized Trader ID and then select an existing contact or create a new contact - A contact must be selected to save the new Authorized trader ID

Authorized Trader IDs may be comprised of up to 20 alphanumeric characters. Special characters are permitted, but spaces are not.



6 Adding a Contact to an Authorized Trader ID

When a new Authorized Trader ID is created, a primary contact must be associated with it prior to saving. To add a contact to the Authorized Trader ID click on the Authorized Trader and the Edit Authorized Trader ID will be displayed.



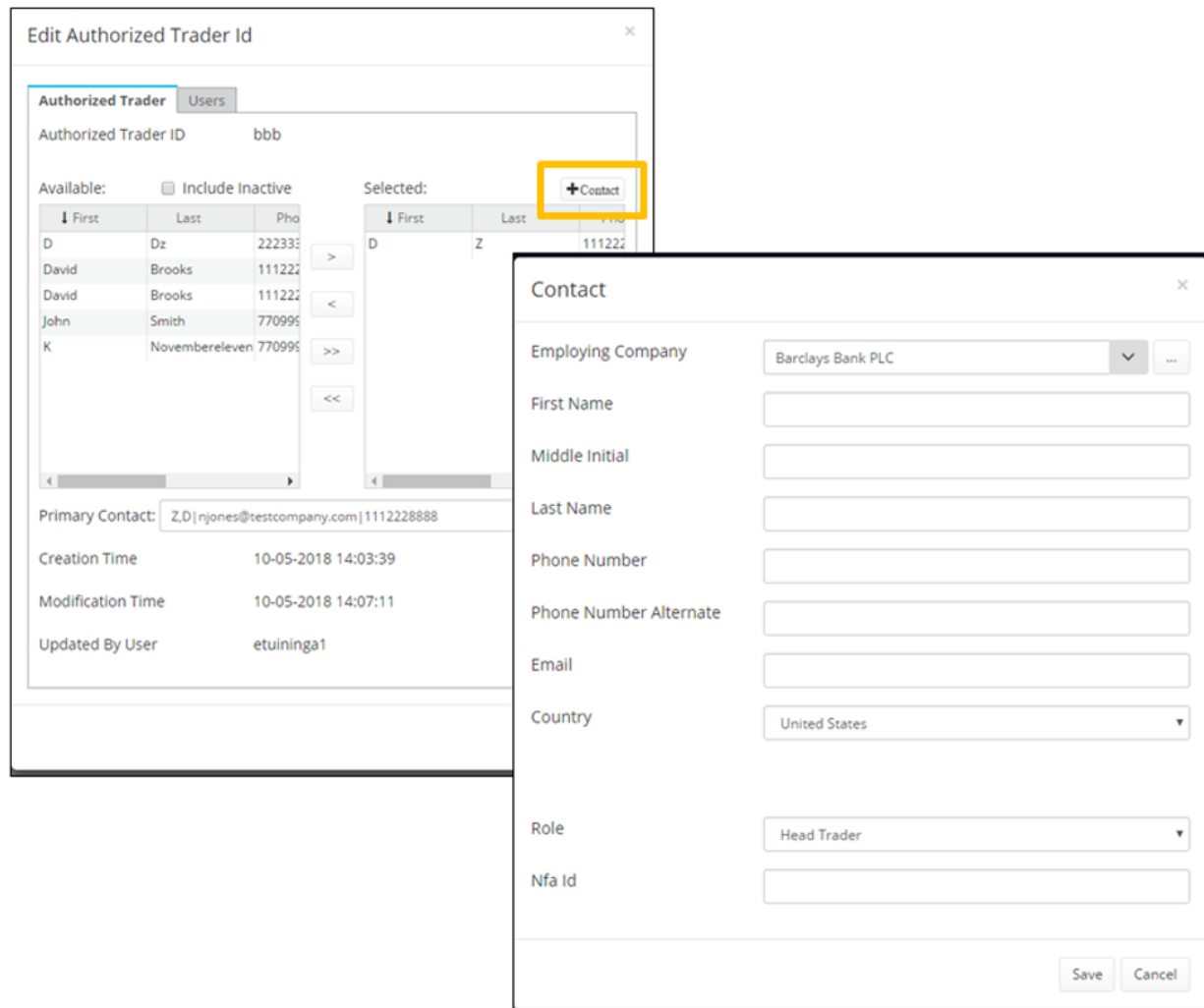
6.1 Assigning an existing Contact to an Authorized Trader ID

The list of existing Contacts within a company will be displayed in the *Contacts* list on the left-hand side of the *Assign or Create Contacts* window. Checking *Include Inactive* will also display Contacts that are not currently assigned to any Authorized Trader IDs.

To assign an existing Contact to the Authorized Trader ID by highlight contact it and then clicking the -> button(s).

6.2 Assigning a New Contact to an Authorized Trader ID

You may create a new Contact by clicking +Contact in the *Edit Authorized Trader ID* window.



Fill out each field – specific requirements for each field may be specified in exchange rules or other exchange communications:

Employing Company: The individual’s Employer. See the next section of this document for further details.

First Name: The individual’s first name.

Middle Initial: The individual’s middle initial.

Last Name: The individual’s last name.

Phone: The individual’s business phone number. Please include the country code for countries outside the US and Canada.

Alternate Phone: An alternate phone for contacting the individual. Please include the country code for countries outside the US and Canada.

Email: The individuals’ business email address.

Country: The country in which the individual will be trading.

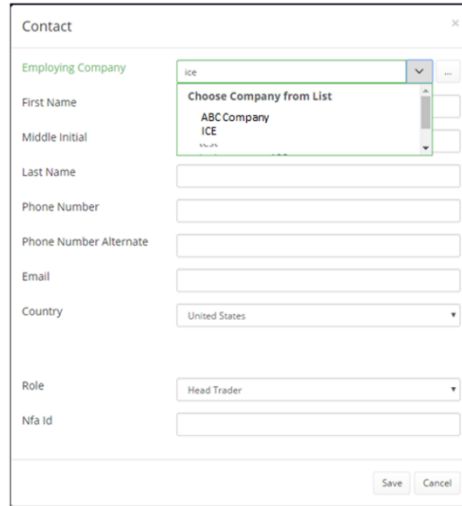
Role: The individual’s Role. Valid values include Head Trader, Trader, Trade Monitor, Risk Monitor, Technical/Programmer, and Other.

NFA ID: The individual’s National Futures Association ID, if any.

6.3 Modifying a Contact's Employing Company

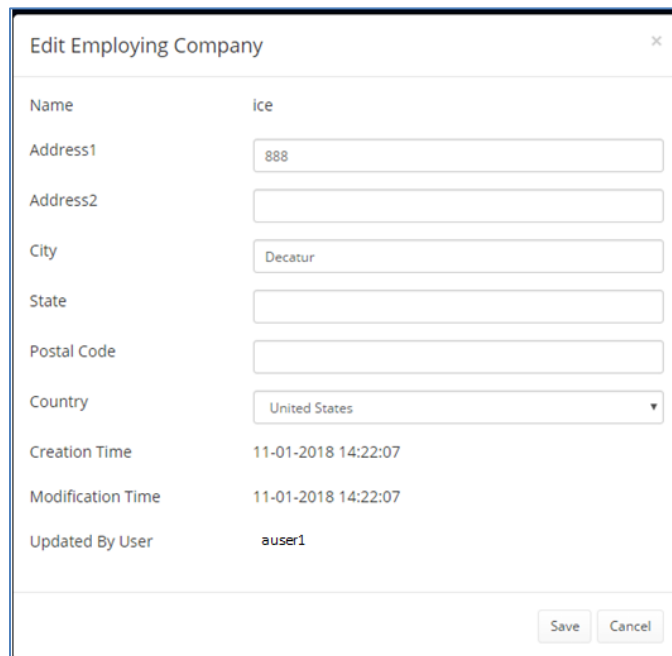
If a Contact is not employed by the associated User ID's company, you may either assign one of the other companies for which you are a User Administrator (if appropriate), or create a new Company. You will not be able to save a contact until it has been assigned a valid Employing Company.

To select from the list of other companies already created and available for assignment in the system, delete the text in the Company field and start typing in the name of a Company for which you would like to search. Select from the dropdown that will appear.



The screenshot shows a 'Contact' form with the following fields: Employing Company (dropdown menu open showing 'ice' and search results: 'Choose Company from List', 'ABC Company', 'ICE'), First Name, Middle Initial, Last Name, Phone Number, Phone Number Alternate, Email, Country (United States), Role (Head Trader), and Nfa Id. Save and Cancel buttons are at the bottom right.

To create a new Company, type in the Company Name you would like to create, and click "...". The *Edit Employing Company* window will open.



The screenshot shows the 'Edit Employing Company' form with the following fields: Name (ice), Address1 (888), Address2, City (Decatur), State, Postal Code, Country (United States), Creation Time (11-01-2018 14:22:07), Modification Time (11-01-2018 14:22:07), and Updated By User (auser1). Save and Cancel buttons are at the bottom right.

Fill out the Company's information, including: Address 1, Address 2, City, State, Postal Code, and Country. The first address line, city and country are required fields.

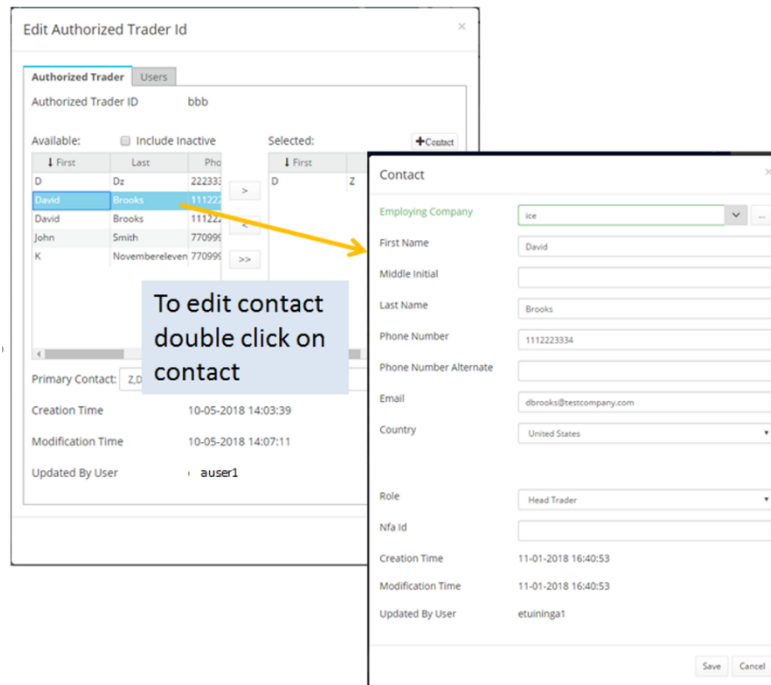
For self-employed individuals, please enter the individual's name in the Company field, and complete the additional information on the *Add Employing Company* screen appropriately.

After this information has been completed, click Save.

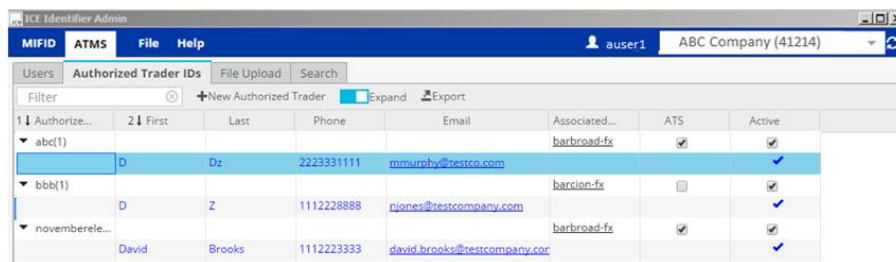
7 Editing an Existing Contact's Details

There are two ways to access the *Edit Contact* screen, each from within the *Users* or *Authorized Trader IDs* tab.

The first method is to click on an Authorized Trader ID. The *Assign or Create Contacts* window will open. You can then view and edit the contact details by selecting the Edit Contact icon to the left of an assigned contact's name.



Alternately, toggle the Authorized Trader ID's contact list by clicking the arrow to the left of the Authorized Trader ID. Then click on the contact.



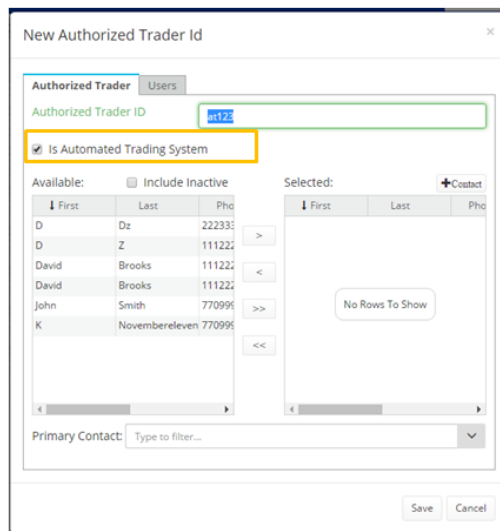
Update the fields that you would like to change, then click **Save**.

Note that Exchange Rules may dictate what information may be changed on a Contact; for example, updating a Contact's phone number or email address is acceptable, but if the actual individual represented by the contact is changing, then creating a new Authorized Trader ID is normally required.

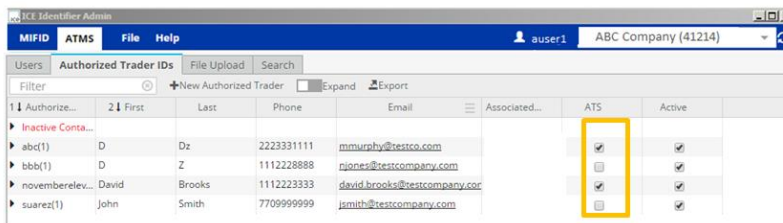
8 Creating an ATS Authorized Trader ID

8.1 Designating an Authorized Trader ID as an ATS

To create an ATS Authorized Trader ID, first check the *Automated Trading System* check box when creating the Authorized Trader ID.



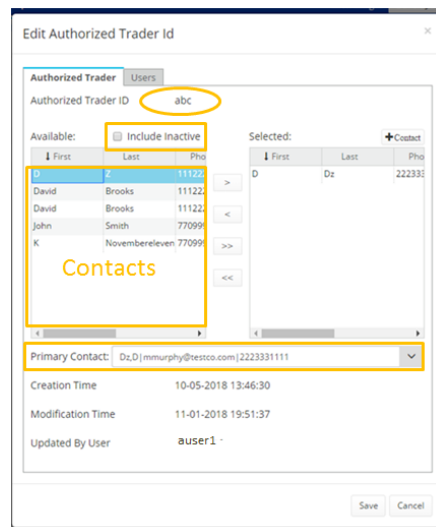
Alternately, you may check the *ATS* box in the Authorized Trader ID list view:



Authorize...	First	Last	Phone	Email	Associated...	ATS	Active
▶ Inactive Conta...							
▶ abc(1)	D	Dz	2223331111	mmurphy@testco.com		<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ bbb(1)	D	Z	1112228888	njones@testcompany.com		<input type="checkbox"/>	<input checked="" type="checkbox"/>
▶ novemberelev...	David	Brooks	1112223333	david.brooks@testcompany.com		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ suarez(1)	John	Smith	7709999999	jsmith@testcompany.com		<input type="checkbox"/>	<input checked="" type="checkbox"/>

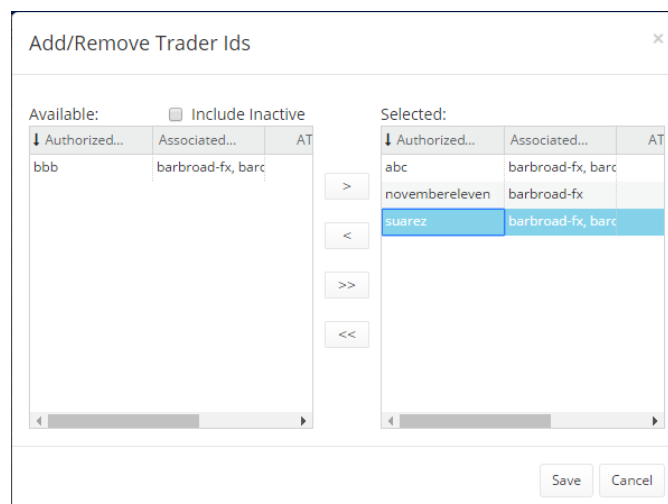
8.2 Assigning ATS Contacts and Primary Contact

After marking the Authorized Trader ID as an ATS, create and/or assign one Contact for each member of the ATS team. This can be accomplished [in the same manner as adding Contacts to non-ATS Authorized Trader IDs](#). Multiple Contacts may be assigned at once by holding down the *Ctrl* key while highlighting Contacts in the *Assign or Create Contacts* window. The first Contact you add to the ATS Authorized Trader ID will be designated as its Primary Contact by default. If another individual is to serve as the Primary Contact, please select the appropriate person from the Primary Contact drop-down.



9 Removing an Authorized Trader ID from a User ID

To remove an Authorized Trader ID from a User ID, click the red X to the right-hand side of the Authorized Trader ID.



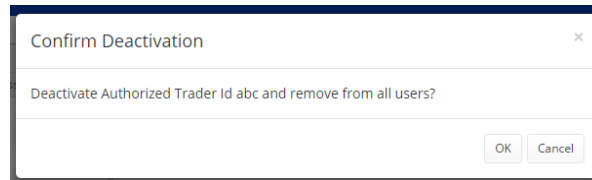
The system will warn you when making this choice to avoid inadvertent deactivation of Authorized Trader IDs.

10 Deactivating an Authorized trader ID

To completely deactivate an Authorized Trader ID, that is, remove it from its associations with ALL its User IDs; uncheck the *Active* box when viewing that Authorized Trader ID from one of its User IDs.

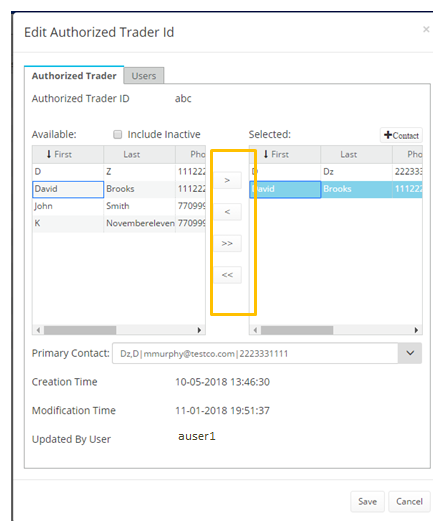
Authorized T...	First	Last	Email	Phone	ATS	Active
abc(1)	D	Dz	mmurphy@testco	2223331111	barc	<input checked="" type="checkbox"/>
bbb(1)	D	Z	njones@testcom	1112228888	barc	<input checked="" type="checkbox"/>

The system will warn you when making this choice to avoid inadvertent deactivation of Authorized Trader IDs.



11 Removing a Contact from an Authorized Trader ID

To remove a Contact from an Authorized Trader ID, click on the Authorized Trader ID to open the *Assign or Create Contacts* window. In the *Assigned Contacts* pane, highlight the Contact you would like to remove, and click the <- button.



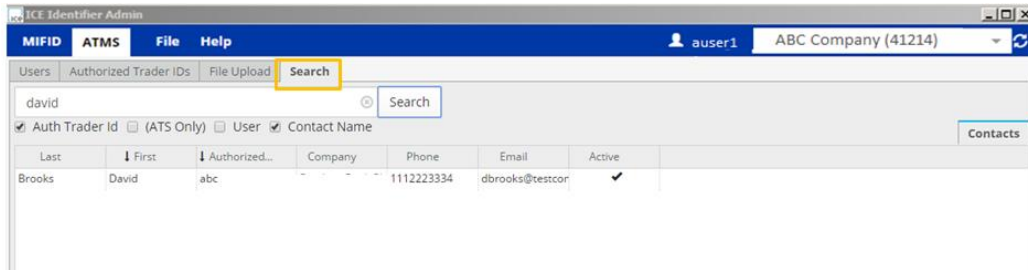
Alternately, Contacts belonging to ATS Authorized Trader IDs may be removed by clicking the red X to the far left of the contact details in the Authorized Trader ID list.

Note that the ATS Primary Contact may **not** be removed using this method; a new Primary Contact must be assigned in the *Add or Create Contacts* window before a Primary Contact can be removed.

12 Searching User IDs, Authorized Trader IDs, and Contacts

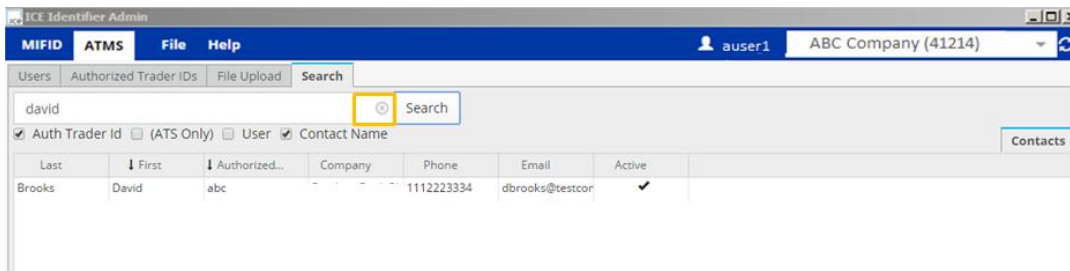
12.1 Searching User ID Information

To search User ID details, click on the search tab and then enter the search criteria and click the Search button



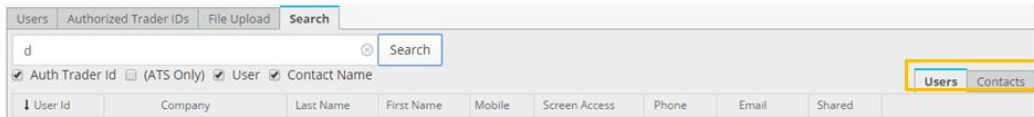
The user list will be filtered dynamically as you type; displaying matches in the User ID, First Name, Last Name, Phone, email, and Access Type (FIX or WebICE) fields.

Click the x icon in search box to reset the search



12.2 Searching Authorized Trader ID and Contact Information

To search Authorized Trader ID and Contact details, type a search string into the *Search table...* box. Results can be displayed by type by clicking on the corresponding tab

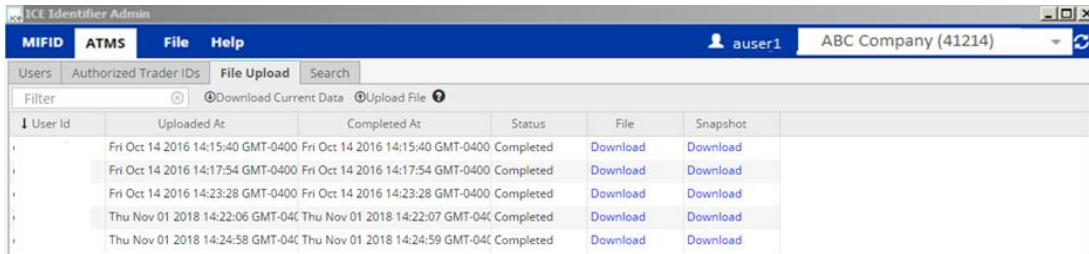


The user list will be filtered dynamically as you type, displaying the Authorized Trader IDs and associated contacts where one or more of the contacts' Authorized Trader ID, First Name, Last Name, Phone and Email fields match the search string.

13 Bulk Upload of Authorized Trader IDs

You may use the File Upload feature to upload all Authorized Traders to ATMS from one csv file.

First, click the *File Upload* tab. Then, you can download a template for uploading data by clicking *Download Current Data*. Click *OK* when prompted, and then select the location on your computer where you would like to save the comma-delimited file. The file will also contain all active Authorized Traders data that are already entered into the system, or it will contain a header row only if no data is yet entered in the system.



13.1 Editing the File to Upload

You may open and edit the file in a spreadsheet application, but be sure to save the file with its original ".csv" extension.

The fields/columns contained in the csv file format are described in the [appendix](#). The following sections contain instructions for uploading, updating, or deleting data.

Any user IDs or Authorized Trader IDs that are not contained in a given file upload will not be modified.

13.2 Adding an Authorized Trader to a User ID via Bulk Upload

To add new Authorized Trader IDs, add one new line for each combination of User ID + Authorized Trader ID + Contact to the csv file.

13.3 Assigning Authorized Trader IDs to more than one User ID via Bulk Upload

To assign an authorized Trader ID to more than one User ID, create one line for that Authorized Trader ID and contact info, and enter each user ID in the user_id field, separating each value with a pipe and no spaces (|). Example: In the following file excerpt, Authorized Trader ID jjohn is being assigned to 3 logins: jjohnson-fx1|jjohnson-fx2|jjohnson-fx3.

A	B	C	D	E	
user_id	auth_trader_id	is_ats	first_name	last_name	mi
jjohnson-fx1 jjohnson-fx2 jjohnson-fx3	jjohn	N	John	Johnson	

13.4 Adding a new contact to an Authorized Trader ID via Bulk Upload

To add a new contact to an Authorized Trader ID that already exists in the ATMS system, create a line for that the User ID + Authorized Trader ID + Contact information in the upload file. If the Authorized Trader ID is not an Automated Trading System (is_ats = "N"), then the existing contact will be replaced by the new information, and the old contact will be removed from the Authorized Trader, and deactivated if the contact is no longer associated with any Authorized Trader IDs. *Please note: Exchange guidelines may prohibit the reuse of authorized trader IDs, so be cautious when using this option.*

13.5 Assigning an existing contact to an Authorized Trader ID via Bulk Upload

To add a contact that already exists in the ATMS system to an Authorized Trader ID, create a line in the file for that User ID + Authorized Trader ID + Contact information in the upload file. You *will* need to supply all of the contact details as specified in the template.

13.6 Editing an existing contact's details via Bulk Upload

To change a contact's details, modify the contact details field(s) that have changed in each line of the file in which the contact appears, taking care that each row contains identical information for the contact.

13.7 Removing an Authorized Trader ID from a User ID via Bulk Upload

To deactivate an Authorized Trader ID, create a line in the file that has only the `auth_trader_id` field populated.

13.8 Uploading the file

Once you have finished updating the data in the csv file, click *Upload File* and then navigate to the file you want to upload in the dialog box. Be sure the file is saved with its original ".csv" extension.

A summary of the changes that will be processed will be displayed. Click *Proceed* or *Cancel*.

13.9 Viewing bulk upload change history

You may view the history of the changes made via bulk upload at any time in the *File Upload* tab. Click a *Download* link underneath *File* to see the actual file you uploaded, or a *Download* link underneath *Snapshot* to see the state of the data in the system after that file was uploaded.

14 Exporting Authorized Trader IDs to a File - alternate format

To export a list of all Authorized Trader IDs and their associated Contacts and User IDs, even those that are deactivated, click the *Export* icon at the top right-hand side of the application.

Click *OK* when prompted, and then select the location on your computer where you would like to save the comma-delimited file.

Please note, the format of files downloaded in this manner is not compatible with the bulk upload process described in the previous section.

Appendix I: Bulk Upload CSV File

The spreadsheet or file shall be set up with the following columns. One record/row per each combination of User Id, Authorized Trader ID, and contact must be included.

Field Name	Field Definition and usage	Required?	Data Type	Max Size	Sample Value	Format/Usage Notes
user_id	The User ID or IDs used to log in to the Exchange.	Y	Alpha	30	jjohnson-fx1	To associate one authorized trader ID with multiple login IDs, enter them all in this one field, with each value separated by a pipe. For example: jjohnson-fx1 jjohnson-fx2 jjohnson-fx3
auth_trader_id	The identifier of the individual entering orders into the Exchange.	Y	Alpha	20	johnjohnson	No spaces allowed in this field.
is_ats	A flag identifying whether the Authorized Trader ID is for use by an Automated Trading System.	Y	Alpha	1	N	Must be Y or N.
first_name	The first name of the individual associated with the Authorized Trader ID.	Y	Alpha	30	John	
last_name	The last name of the individual associated with the Authorized Trader ID.	Y	Alpha	100	Johnson	
middle_initial	The middle initial of the individual associated with the Authorized Trader ID.	N	Alpha	1	A	
phone	The individual's business phone number.	Y	Number	30	3125551212	Please include the country code for countries outside the US and Canada. Do not include any formatting characters such as +, () or -.
email	The individuals' business email address	Y	Alpha		johnj@eml.com	
country	The country in which the individual will be trading. Must be from the list of country codes provided below.	Y	Alpha	3	USA	Must be from the list of country codes provided in the Appendix .
role_name	The individual's role in trading. Must be one of: Head Trader, Trader, Risk Monitor, Trading Monitor, Technical/Programmer, or Other	Y	Alpha	20	Head Trader	Must be one of the following: <ul style="list-style-type: none"> • Head Trader • Trader • Risk Monitor • Trading Monitor • Technical/Programmer, • Other

Field Name	Field Definition and usage	Required?	Data Type	Max Size	Sample Value	Format/Usage Notes
is_primary	Indicates that the individual is the primary contacted for the Authorized Trader ID. Will be Y for single-user Authorized Trader IDs; for ATS Authorized Trader IDs will be set to Y for the ATS primary contact only.	Y	Alpha	1	Y	Must be Y or N.
employedByCompany	Indicates whether the individual is employed by the company ID specified in the file. If "N" then additional Employing Company information must be provided.	Y	Alpha	1	N	Must be Y or N.
emp_company_name	If employedByCompany = N, the name of the individual's employer.	N	Alpha	150	Company A	Required if employedByCompany = N
emp_company_addr1	If employedByCompany = N, the first address line of the individual's employer.	N	Alpha	100	10 Main St.	Required if employedByCompany = N
emp_company_addr2	If employedByCompany = N, the second address line of the individual's employer.	N	Alpha	100	Suite 200	
emp_company_city	If employedByCompany = N, the city of the individual's employer.	N	Alpha	25	Chicago	Required if employedByCompany = N
emp_company_state	If employedByCompany = N, the state of the individual's employer.	N	Alpha	50	IL	
emp_company_zip	If employedByCompany = N, the postal code of the individual's employer.	N	Alpha	10	60601	
emp_company_country	If employedByCompany = N, the country code of the individual's employer. Must be from the list of country codes provided below.	N	Alpha	10	USA	Required if employedByCompany = Y Must be from the list of country codes provided in the Appendix.
nfa_id	The individual's NFA ID, if applicable.	N	Number	10	1234567890	

Appendix II: Country Codes

Country	Code
Afghanistan	AFG
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antarctica	ATA
Antigua and Barbuda	ATG
Argentina	ARG

Country	Code
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia	BOL
Bosnia and Herzegovina	BIH
Botswana	BWA
Bouvet Island	BVT
Brazil	BRA
British Indian Ocean Territory	IOT
Brunei	BRN

Country	Code
Christmas Island	CXR
Cocos (Keeling) Islands	CCK
Colombia	COL
Comoros	COM
Congo	COG
Congo, Dem. Republic of	COD
Cook Islands	COK
Costa Rica	CRI
Cote d'Ivoire	CIV
Croatia	HRV

Country	Code
Eritrea	ERI
Estonia	EST
Ethiopia	ETH
Falkland Islands	FLK
Faroe Islands	FRO
Fiji Islands	FJI
Finland	FIN
France	FRA
French Guiana	GUF
French Polynesia	PYF

Country	Code
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT
Azerbaijan	AZE
Bahamas	BHS
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB
Belarus	BLR
Belgium	BEL
Belize	BLZ
Guatemala	GTM
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Heard Isl & McDonald Islands	HMD
Holy See (Vatican City State)	VAT
Honduras	HND
Hong Kong	HKG
Hungary	HUN
Iceland	ISL
India	IND
Indonesia	IDN
Iran	IRN
Iraq	IRQ
Ireland	IRL
Israel	ISR
Italy	ITA
Jamaica	JAM
Japan	JPN
Jordan	JOR
Kazakstan	KAZ
Kenya	KEN
Kiribati	KIR
Kuwait	KWT
Kyrgyzstan	KGZ
Laos	LAO
Latvia	LVA
Lebanon	LBN

Country	Code
Bulgaria	BGR
Burkina Faso	BFA
Burundi	BDI
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Cape Verde	CPV
Cayman Islands	CYM
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia, Federated States of	FSM
Moldova	MDA
Monaco	MCO
Mongolia	MNG
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM
Nauru	NRU
Nepal	NPL
Netherlands	NLD
Netherlands Antilles	ANT
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA

Country	Code
Cuba	CUB
Cyprus	CYP
Czech Republic	CZE
Denmark	DNK
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
East Timor	TMP
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN
Poland	POL
Portugal	PRT
Puerto Rico	PRI
Qatar	QAT
Reunion	REU
Romania	ROM
Russian Federation	RUS
Rwanda	RWA
Saint Helena	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
Saint Pierre and Miquelon	SPM
St Vincent & the Grenadines	VCT
Samoa	WSM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Slovakia	SVK
Slovenia	SVN

Country	Code
French Southern territories	ATF
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guam	GUM
Svalbard and Jan Mayen	SJM
Swaziland	SWZ
Sweden	SWE
Switzerland	CHE
Syria	SYR
Taiwan	TWN
Tajikistan	TJK
Tanzania	TZA
Thailand	THA
Togo	TGO
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom	GBR
United States	USA
United States Minor Outlying Islands	UMI
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Venezuela	VEN
Vietnam	VNM



Country	Code
Lesotho	LSO
Liberia	LBR
Libyan Arab Jamahiriya	LBY
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Macao	MAC
Macedonia	MKD
Madagascar	MDG

Country	Code
Niue	NIU
Norfolk Island	NFK
North Korea	PRK
Northern Mariana Islands	MNP
Norway	NOR
Oman	OMN
Pakistan	PAK
Palau	PLW
Palestine	PSE

Country	Code
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
S. Georgia & S. Sandwich Isls	SGS
South Korea	KOR
Spain	ESP
Sri Lanka	LKA
Sudan	SDN
Suriname	SUR

Country	Code
Virgin Islands, British	VGB
Virgin Islands, U.S.	VIR
Wallis and Futuna	WLF
Western Sahara	ESH
Yemen	YEM
Yugoslavia	YUG
Zambia	ZMB
Zimbabwe	ZWE