



ICE Administrator Guide

Version 3.0

January 10th, 2022

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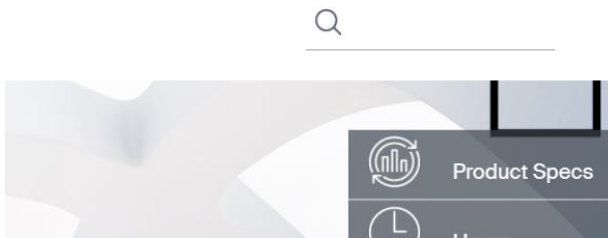
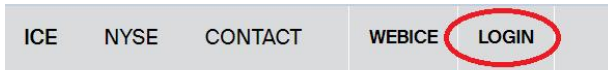
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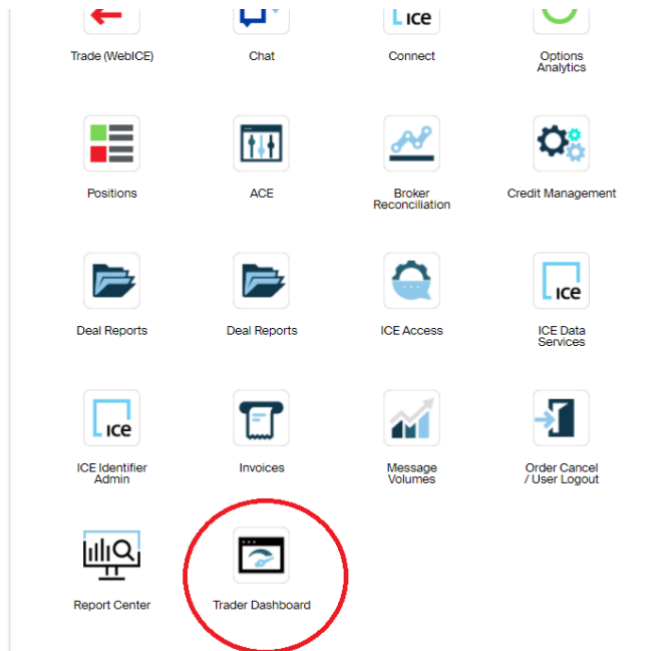
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1 How to Request a New User

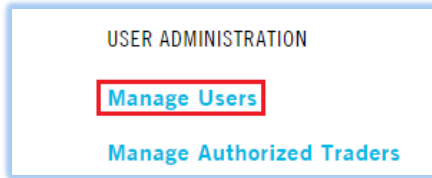
1. Go to www.ice.com
2. Click “LOGIN” the top right-hand corner of the page



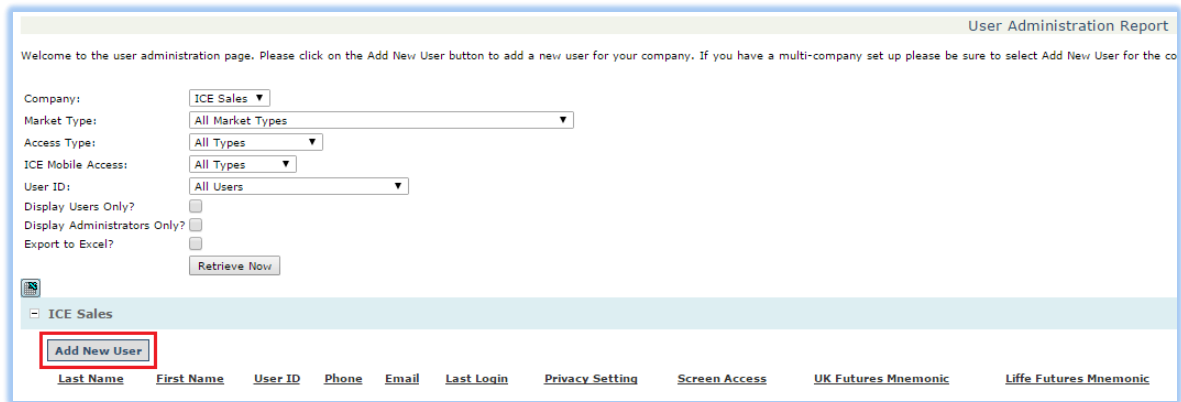
3. Login with your ICE ID, then click on the “Trader Dashboard” icon at the bottom



4. Click on the “Manage Users” link located under the “User Administration” section on the right side of the “Trader Dashboard.” The “Manage Users” link will only appear for users who are flagged as “ICE Administrators” in our system.



- Click on the “Add New User” button. If you have access to multiple companies, select the company where the user should be added and click retrieve now before selecting “Add New User”



User Administration Report

Welcome to the user administration page. Please click on the Add New User button to add a new user for your company. If you have a multi-company set up please be sure to select Add New User for the co

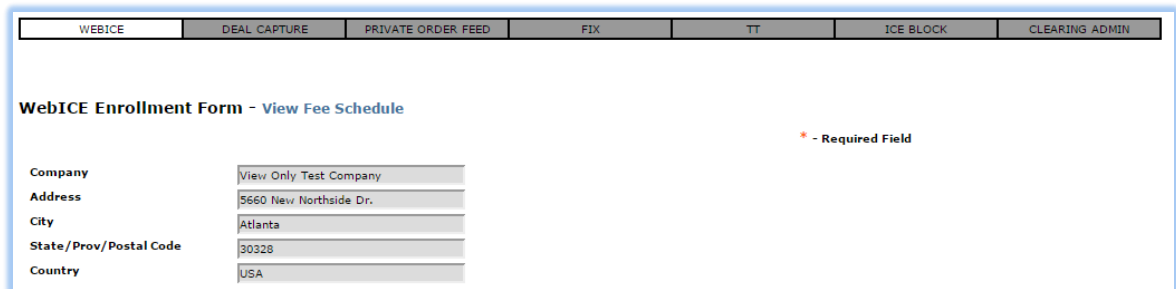
Company: ICE Sales
 Market Type: All Market Types
 Access Type: All Types
 ICE Mobile Access: All Types
 User ID: All Users
 Display Users Only?
 Display Administrators Only?
 Export to Excel?
 Retrieve Now

ICE Sales

Add New User

Last Name	First Name	User ID	Phone	Email	Last Login	Privacy Setting	Screen Access	UK Futures Mnemonic	Liffe Futures Mnemonic
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- Verify that the company shown below is the correct entity for the new user. Select the correct tab across the top of the screen from the options explained below.



WEBICE	DEAL CAPTURE	PRIVATE ORDER FEED	FIX	TT	ICE BLOCK	CLEARING ADMIN
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WebICE Enrollment Form - View Fee Schedule

* - Required Field

Company: View Only Test Company
 Address: 5660 New Northside Dr.
 City: Atlanta
 State/Prov/Postal Code: 30328
 Country: USA

WebICE - Access to the WebICE trading screen and deal reports. You can also request an accounting/invoicing, or Risk Manager ID under this section.

Deal Capture - Used to request a new FIX deal capture ID

Private Order Feed - Used to request a new Private Order Feed (POF) ID. This can be requested by a trading participant, or a clearing firm.

FIX - Used to request new FIX Trader IDs, Order Servers, and Price Servers using either a conformed ISV or proprietary software

TT - Used to request new TT Trader IDs, Order Servers, and Price Servers

ICE Block - Used to request a new ICE Block ID for off-exchange trades

Clearing Admin - Used to request a new Clearing Admin ID with access to the Clearing interface

7. Add the new user information in each of the blank fields. The fields marked with a * are required.

Department	<input type="text" value="Please Choose One"/>	
New User Name *	<input type="text"/>	Example: John Smith
New User Phone *	<input type="text"/>	Example: (212) 555-5555
New User Email Address *	<input type="text"/>	Example: john.smith@yourcompanyemail.com
New User Location:	NOTE: these fields are required for users within the USA.	
City	<input type="text"/>	
State	<input type="text"/>	
Zip Code	<input type="text"/>	
Secret Question *	<input type="text" value="Please Choose One"/>	
Secret Answer *	<input type="text"/>	

8. Specify the markets needed by selecting an option from the “Market Access” dropdowns seen below. Markets left with the “Please Choose One” option selected will not be updated to the user’s access.

Reports Only - Allows a user to retrieve deal reports and invoices. The user cannot access the trading platform and is not charged.

View-Only - Access allows the user to log into the ICE trading system, retrieve Deal Reports, settlement data, and invoices. The user cannot enter orders, execute orders, or modify credit settings.

Trader - Access allows the user to log into the ICE trading system, retrieve Deal Reports, settlement data, and Invoices. The user can enter and execute orders, but cannot modify credit settings.

Risk Manager - Access allows the user to log into the ICE trading system, retrieve Deal Reports, settlement data, and Invoices. The user cannot enter and execute orders, but can modify credit settings.

Super User - Access allows the user to log into the ICE trading system, retrieve Deal Reports, Market Data, and Invoices. The user can enter and execute orders, as well as modify credit settings.

Deal Capture - Access allows the company to download all trades executed in their company on the ICE trading platform using a conformed API. There is no charge for this access.

Order Server - Access allows order routing for conformed ISV’s and prop trading systems. There is no charge for this access.

Price Server - Access allows a TCP or UDP price feed for conformed ISV’s and prop trading systems. There is no charge for this access.

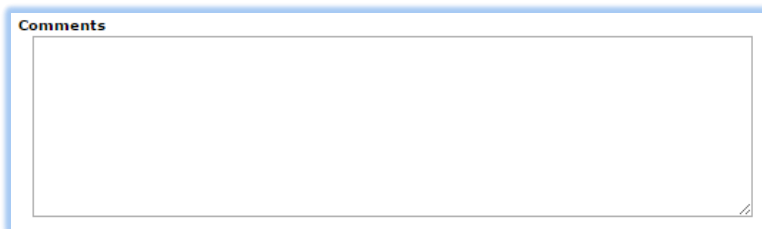
Under the WebICE Enrollment Form:



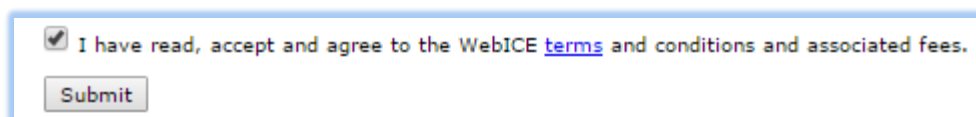
Under the FIX/TT Enrollment Form:



9. If the new user market access level should be cloned after an existing user's access, please provide the existing user ID that the new ID should be cloned from. Any additional comments or details should be added here. You may also request to have a user's market data masked, so that they will not incur market data fees.



10. Click on the check box once you have read and accepted the terms and conditions and submit. Once submitted, a confirmation email including the ticket number and the details of your request will be generated to your email address on file.



2 How to pull a full list of Users and their access

Please see steps 1-3 of section 1 of this document if you need help viewing the “Manage Users” page. After you have selected “Manage Users,” select a company from the drop down and then retrieve now. Click on the square excel icon to export into a spreadsheet. The export will contain User ID, name, market access, phone number and email address.



The screenshot shows the 'User Administration Report' interface. At the top right, it says 'User Administration Report'. Below that is a welcome message: 'Welcome to the user administration page. Please click on the Add New User button to add a new user for your company. If you have a multi-company set up please be sure to select Add New User for the co'. The main area contains several filters: 'Company:' with a dropdown menu showing 'View Only Test Company'; 'Market Type:' with a dropdown menu showing 'All Market Types'; 'Access Type:' with a dropdown menu showing 'All Types'; 'ICE Mobile Access:' with a dropdown menu showing 'All Types'; 'User ID:' with a dropdown menu showing 'All Users'. There are also three checkboxes: 'Display Users Only?' (unchecked), 'Display Administrators Only?' (unchecked), and 'Export to Excel?' (unchecked). A 'Retrieve Now' button is located below the filters. At the bottom left, there is a small square icon with an 'X' inside, which is highlighted with a red box. Below this icon is a dropdown menu showing 'View Only Test Company' and an 'Add New User' button.

3 How to Request a User Deactivation

To request for an ICE User ID deactivation for your company, please have an ICE Administrator send an email to iceuseradministration@theice.com including your company name and the username to deactivate. If the deactivation is urgent, please follow the email with a phone call to the ICE Helpdesk at +1 770 738 2101. Please include the user's name and user ID to be deactivated.

4 How to Request a User Reactivation

To request an ICE User ID reactivation in your company, please have an ICE Administrator send an email to iceuseradministration@theice.com including your company name and the user you wish to reactivate. Please note that the user will be reactivated with the same level of access they had before being deactivated unless requested otherwise by the ICE administrator. Once the user has been reactivated, they will receive a new temporary password.

5 How to add additional ICE Administrators for your company

To add an ICE Administrator to your company, please have a current ICE Administrator complete the online enrollment process outlined in part one of this document. In the “Department” drop down window, please select ICE Administrator. If the user already exists, then please send an email to iceuseradministration@theice.com instructing us which user will need to be flagged as an ICE Administrator.

6 How to Request a Market Access change

To request market access change for an ICE User ID in your company, please have an ICE Administrator send an email to iceuseradministration@theice.com including your company name, the username, the market types to modify and what access they should now reflect (i.e.: reports only, view-only, trader, super user, risk manager).

7 Available Clearing Routes, LMA vs. SMA

An ICE Futures Europe mnemonic or an ICE Futures US badge is required to execute locally managed (LMA) on Web ICE. A locally managed account provides a Web ICE trader the ability to type in a clearing account on the fly and execute on screen for clients in the futures markets. Once an order has been filled, the trader has the option to change the clearing account on the deal within Web ICE. Also, the trader has no system restriction in place to limit the amount he/she trades.

A system managed account (SMA) is a trader executing with a clearing account set up by a clearing firm through the Clearing Admin application. In the set up process, the clearing firm assigns hard coded limits per product group. The hard coded limits restrict the max position in a given product group.

8 How to Request an ICE Futures US member badge

To request a new member badge for the ICE Futures US markets, please complete the RI registration form found here:

https://www.theice.com/publicdocs/futures_us/RI_Registration_Form.pdf

Once completed, email the form as a PDF to icefuturesusmembership@theice.com and iceuseradministration@theice.com or fax it to the number on the form. An ICE Futures US badge is required to trade locally managed in the US Agricultural and Financial markets.

9 How to Request an ICE Futures Europe member mnemonic

To request a new member mnemonic for ICE Futures Europe, please complete the RI registration form found here:

https://www.theice.com/publicdocs/futures/RI_Application_ICE_Futures.pdf

Once completed, email the form as a PDF to iceeuropemembership@theice.com and iceuseradministration@theice.com or fax it to the number on the form. An ICE Futures Europe mnemonic is required to trade locally managed in the energy and utilities futures markets.

For any questions regarding ICE User Administration, please [email](mailto:iceuseradministration@theice.com) us or call our helpdesk at +1 770 738 2101 option 1 then 3.