



# Swiss Exchange

## Member Section Help

# 1 About this Manual

SWX-PMS-MAN-309/E, Version 3.9, 05.03.2019

This document provides help for users of the SIX Swiss Exchange Member Section.

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Unrestricted

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## **2 Introduction**

### **2.1 Purpose and Scope**

This is the Help documentation for users of the SIX Swiss Exchange Member Section. It explains how the Member Section is set up and how to perform common user-related and administrative tasks.

### **2.2 Changes Since Last Version**

- The Password section has been updated

## 3 Member Section Setup

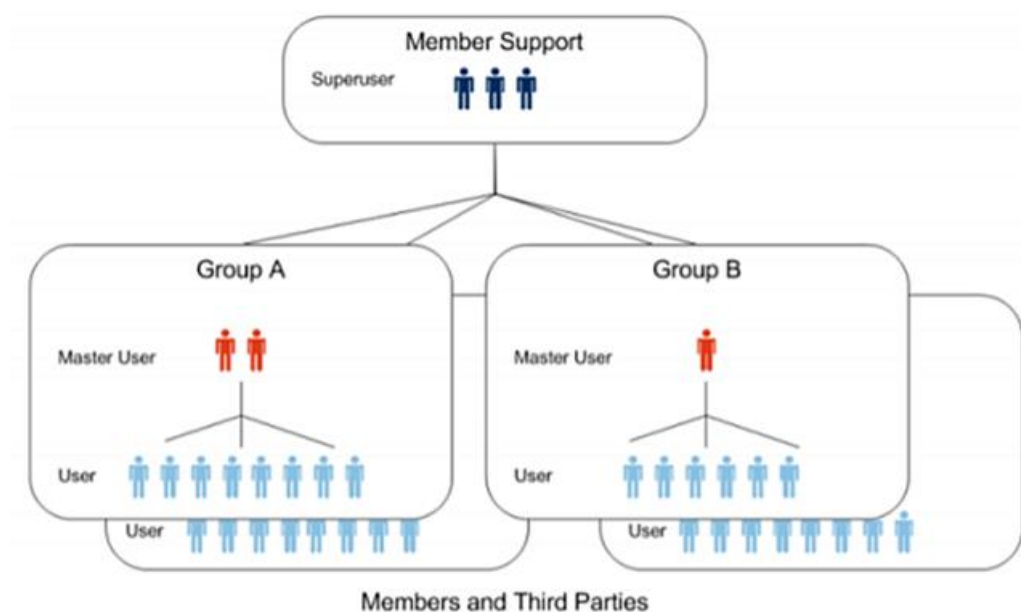
In this section you will find general explanations of the different aspects of the SIX Swiss Exchange Member Section.

### 3.1 Overview

To use the Member Section, SIX Swiss Exchange must first set up a *GROUP* in the Member Section for the participant member or third party. This is usually done in the course of participant on-boarding. Read more about "[Request a New Group](#)" on page 12.

Group administration, for example activation of new users, is handled by the *GROUP'S* designated *MASTER USER(S)*. Read more about "[Master User Tasks](#)" on page 20.

Personal settings, for example contact details or subscriptions, are handled by the users themselves. Read more about "[General User Tasks](#)" on page 12.



### Legend

Icon	Meaning
	Indicates a <i>GROUP</i> . Read more about " <a href="#">Group</a> " on page 6.
	Indicates a <i>SUPER USER</i> . Read more about " <a href="#">Super User</a> " on page 6.
	Indicates a <i>MASTER USER</i> . Read more about " <a href="#">Master User</a> " on page 6.
	Indicates a <i>USER</i> . Read more about " <a href="#">User Types</a> " on page 6.

## 3.2 Group

Before a *USER* can access the Member Section, he must have an account with a *GROUP*. The *GROUP* forms part of the user's login credentials.

*GROUPS* are set up by SIX Swiss Exchange at the participant level. More than one *GROUP* may be set up per participant, if required.

The default Group name is the *MEMBER ORGANIZATION ABBREVIATION*, if applicable.

If you do not know your Group name, please contact a *SUPER USER*. Read more about "[Forgotten Group Name](#)" on page 10.

## 3.3 Super User

A *SUPER USER* is a member of staff of SIX Swiss Exchange (Member Support Center or Member Services). To contact a *SUPER USER*, please use our **Contact Form - Member Section**. Read more about "[Contact a Super User](#)" on page 14.

 The contact option is only visible prior to logging on to the Member Section.


Alternatively, use the table below to contact our helpdesks directly.

	Helpdesk	Phone	Email
Technical	Local Support Center Zurich	+41 58 399 2400	lsz@six-group.com
	Local Support Center Geneva	+41 58 399 2825	lsg@six-group.com
	Local Support Center London	+44 20 7864 4364	lsl@six-group.com
Business	Member Services	+41 58 399 2473	member.services@six-group.com

## 3.4 Master User

A *MASTER USER* is a user with administrator access rights for a given *GROUP*. The *MASTER USER* is a member of your own organization. The *MASTER USER* can:

- Activate new users
- Modify user access rights
- Delete users
- Modify Group details

 We strongly recommend that you designate at least two *MASTER USERS*. To designate an additional *MASTER USER*, modify the access rights of an existing user. Read more about "[Modify User Access Rights](#)" on page 21.

## 3.5 User Types

There are five different user types:

- IT User  
A *USER* who is interested primarily in IT-related matters.
- Business User  
A *USER* who is interested primarily in business-related matters.

**Note:** Two separate *GROUPS* may be created to distinguish between Business Users in the Membertest environment and Business Users in the Production environment.

- Reporting Member P01  
A *USER* who is interested primarily in trade and transaction reporting-related matters in the Production environment.
- Reporting Member M01  
A *USER* who is interested primarily in trade and transaction reporting-related matters in the Membertest environment.
- Sponsored Access User  
A *USER* who acts as Sponsoring Participant for third parties.

The user type is determined by the *GROUP*. All users of a given *GROUP* are of the same user type. The access rights available for selection depend on the user type of the Group. Read more about "[Access Rights](#)" on page 7.

**Note:** If you require additional access rights that are not displayed on the *MY USER PROFILE* page, an additional *GROUP* for a different user type that includes these access rights must be set up, see this webpage [https://secure.six-swiss-exchange.com/member\\_section/group\\_profile.html](https://secure.six-swiss-exchange.com/member_section/group_profile.html). For more information, please contact a *SUPER USER*. Read more about "[Super User](#)" on page 6. If the access rights you require are displayed on the *MY USER PROFILE* page, but are not checked, please contact your *MASTER USER*. Read more about "[Modify Group Profile](#)" on page 20. On the *MY GROUP PROFILE* page you will find an overview of your Group's Master Users.


## 3.6 Access Rights

The following table provides an overview of the access rights available to users by user type.

Access Right	Business User	IT User	Reporting Member	Sponsored Access User
<i>MASTER USER</i> : modify users and roles of own group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View general business information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
View general IT information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
View general business and IT information (sponsored users)				<input type="checkbox"/>
View SWXess private configuration		<input type="checkbox"/>		
View SWXess configuration password		<input type="checkbox"/>		
Add and remove emergency contacts		<input type="checkbox"/>		
View Market Share Reports for XVTX	<input checked="" type="checkbox"/>			
View Member Report for SIX Swiss Exchange (XSWX)	<input checked="" type="checkbox"/>			
View Member Report for Swiss Blue Chip Segment (XVTX)	<input checked="" type="checkbox"/>			
View Member Report for SIX Structured Products Exchange (XQMH)	<input checked="" type="checkbox"/>			
View Compliance Report	<input checked="" type="checkbox"/>			



View Customized Report	<input checked="" type="checkbox"/>		
View SLS Trading Activity Report	<input checked="" type="checkbox"/>		
View Participant Report SIX Swiss Exchange	<input checked="" type="checkbox"/>		
View Billing Report SIX Swiss Exchange	<input checked="" type="checkbox"/>		
View Billing Report for Structured Products Exchange	<input checked="" type="checkbox"/>		
View Billing Report for Bilateral Trading Platform (XBTR)	<input checked="" type="checkbox"/>		
View Revision Report	<input checked="" type="checkbox"/>		
View SSP-X Trading Statistics	<input checked="" type="checkbox"/>		
View SSP-X QPS, Listings and Listing-Packages Overview	<input checked="" type="checkbox"/>		
View SIX Swiss Exchange invoices	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
View SSP-X invoices	<input checked="" type="checkbox"/>		
View XBTR invoices	<input checked="" type="checkbox"/>		
Change and submit trading tariff choices	<input checked="" type="checkbox"/>		
Submit Trade Cancellations/Countertrades	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Submit transaction/trade reports			<input checked="" type="checkbox"/>
View transaction/trade reports			<input checked="" type="checkbox"/>
View trade reconciliation reports			<input checked="" type="checkbox"/>
Risk Management Control: Upload risk parameters, restricted stock lists, RX GUI	<input checked="" type="checkbox"/>		
View Sponsored Access Audit Log Files	<input checked="" type="checkbox"/>		
Submit trades and requests for quote	<input checked="" type="checkbox"/>		
View trades and requests for quote	<input checked="" type="checkbox"/>		
Registered personnel changes	<input checked="" type="checkbox"/>		

-  Your own access rights are displayed on the *MY USER PROFILE* page, see this webpage [https://secure.six-swiss-exchange.com/member\\_section/group\\_profile.html](https://secure.six-swiss-exchange.com/member_section/group_profile.html). If you require additional access rights that are not displayed there, an additional Group for a different user type that includes these access rights must be set up. Read more about "Super User" on page 6. If the access rights you require are displayed on the *MY USER PROFILE* page, but are not checked, please contact your *MASTER USER* to request the additional access right(s). For an overview of your *MASTER USERS* see this webpage [https://secure.six-swiss-exchange.com/member\\_section/group\\_profile.html](https://secure.six-swiss-exchange.com/member_section/group_profile.html).

## 3.7 Password

A password must have a minimum of twelve characters. It must contain at least one digit, one lower case letter, one upper case letter, and one non-alphanumeric character.

For security reasons, passwords are not known to either *SUPER USERS* or *MASTER USERS*. This means that passwords cannot be recovered. **Users who have forgotten their password must request a new one.** Read more about "[Forgotten Password](#)" on page 10.

To change the password, see this webpage

[https://secure.six-swiss-exchange.com/member\\_section/group\\_profile.html](https://secure.six-swiss-exchange.com/member_section/group_profile.html).

## 4 Retrieve Forgotten Login Information

In this section you will find an overview of the tasks that a user should carry out to retrieve forgotten login information in the SIX Swiss Exchange Member Section.

### 4.1 Forgotten Password

#### General

If you have forgotten your password, you can reset it. To reset your password, follow these steps:

#### Steps

1. On the Member Section **Login** page, click **Forgot your password?**.

2. In the **Reset password** screen that appears:
  - a. Enter your Group name and email address in the corresponding text boxes.
  - b. Click **Please reset my password**.

- ☑ An email message containing an **Unlock Code** is sent to your email address.

3. In the **Reset password** screen that appears:
  - a. Copy the **Unlock Code** into the **Unlock Code** box.
  - b. Type a new password into the **New Password** box.
  - c. Type the new password into the **Repeat new password** box.
  - d. Click **Please reset my password**.

- ☑ A status message confirms that you have successfully changed your password.

- ☑ A password must have a minimum of twelve characters. It must contain at least one digit, one lower case letter, one upper case letter, and one non-alphanumeric character.

#### Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

### 4.2 Forgotten Group Name

#### General

The *GROUP* name is usually the *MEMBER ORGANIZATION ABBREVIATION*. **If you have forgotten or do not know your Group name, please use the Contact Form to ask a Super User for assistance.**

#### Goal

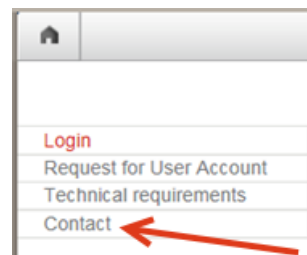
To retrieve a forgotten *GROUP* name, follow these steps:

## Prerequisites

You have not yet logged on to the Member Section

## Steps

1. On the Member Section **Login** page, click **Contact** on the left in the navigation.



2. Select the **Group name unknown** check box.

### Contact Form - Member Section

Group name\*

I am interested in  Group name unknown  
 IT-related matters  
 Business-related matters  
 Exchange regulation matters, e.g. BPS reporting

First name\*

Last name\*

E-mail\*

Company\*

Subject\*  I forgot my Group name  
 Other

3. Fill in the required information.
  - a. As **Subject**, select **I forgot my Group name**.

### Contact Form - Member Section

Group name\*

I am interested in\*  Group name unknown  
 IT-related matters  
 Business-related matters  
 Exchange regulation matters, e.g. BPS reporting

First name\*


Last name\*

E-mail\*

Company\*

Subject\*  I forgot my Group name  
 Other

- b. Add a question or comment, if required.
- c. Click **Send**.

 An email message with your request is sent to a *SUPER USER*. You will be contacted by the *SUPER USER* as soon as possible.

## Related Topics in this Help

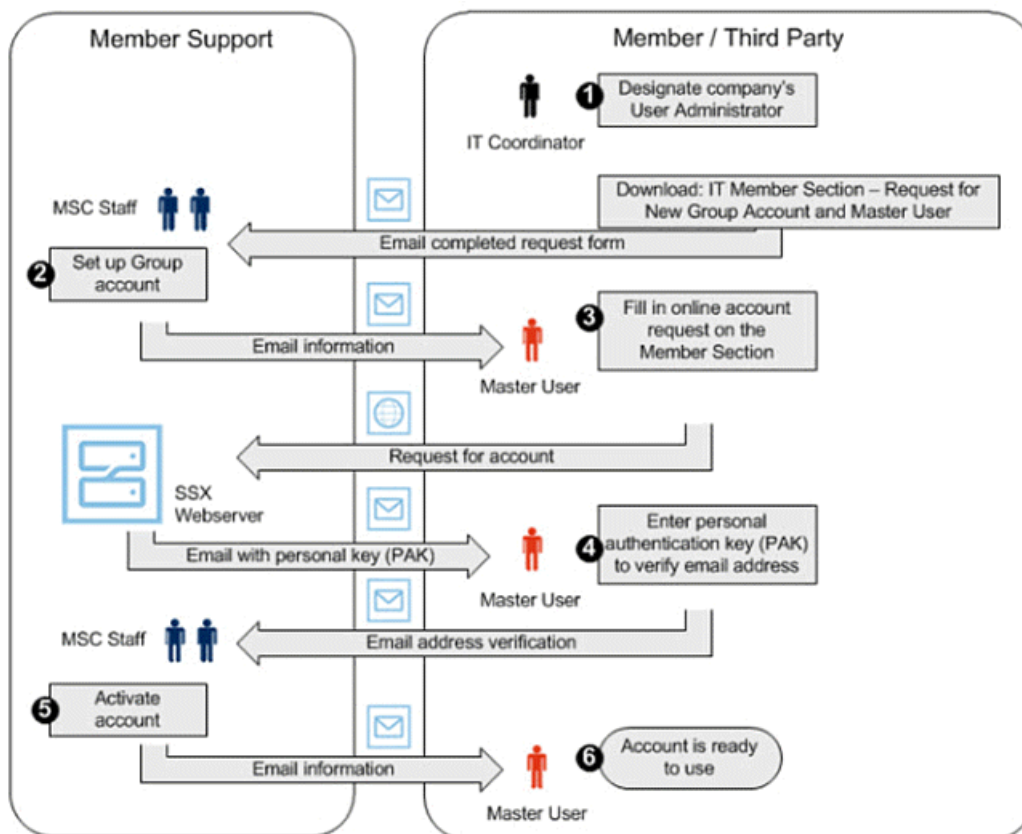
Read more about "[Request a User Account](#)" on page 13.

## 5 General User Tasks

In this section you will find an overview of the tasks that a **user** of the SIX Swiss Exchange Member Section can execute.

### 5.1 Request a New Group

#### General



#### Goal

To request a new *GROUP*, follow these steps:

#### Steps

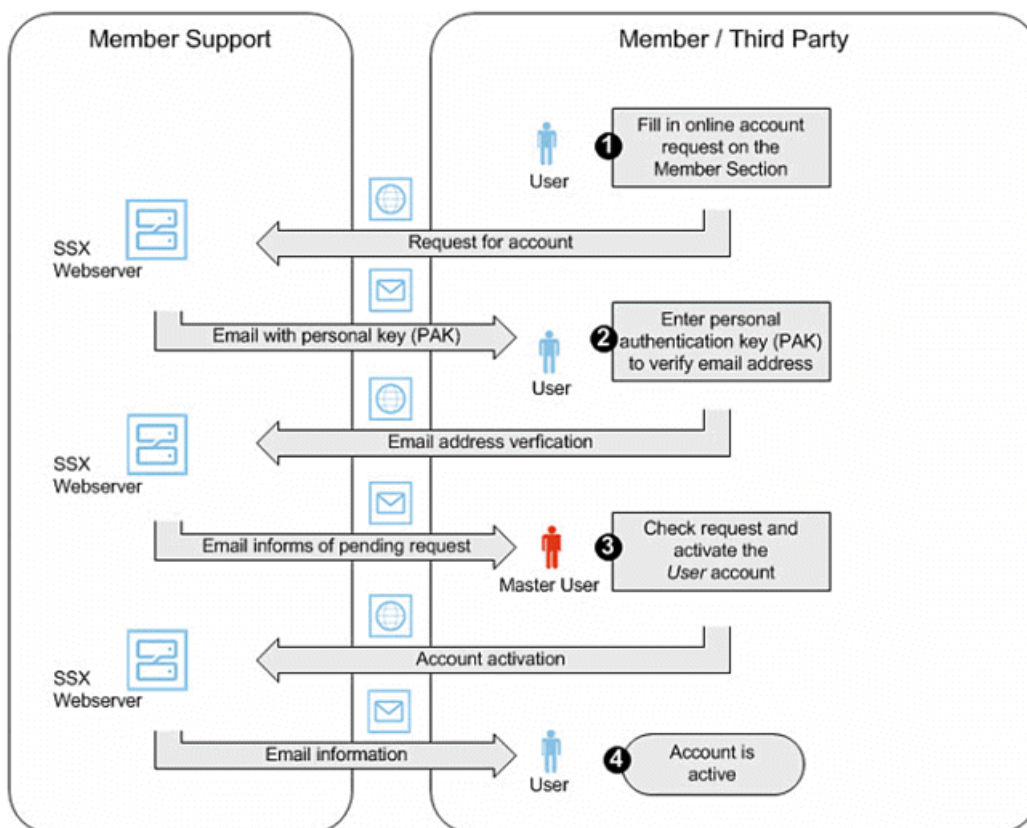
1. Go to **Participants > Forms** site on the SIX Swiss Exchange website. See this webpage [http://www.six-swiss-exchange.com/participants/participation/forms\\_en.html](http://www.six-swiss-exchange.com/participants/participation/forms_en.html).
2. Download and complete the form **IT Member Section - Request for New Group Account and Master User**.
3. Return the signed form to your Local Support Center. Read more about "**Super User**" on page 6.
4. The designated *MASTER USER* for the new *GROUP* requests a user account online.
  - ☑ You have requested a new *GROUP*.

#### Related Topics in this Help

Read more about "[Request a User Account](#)" on page 13.

## 5.2 Request a User Account

### General



### Goal

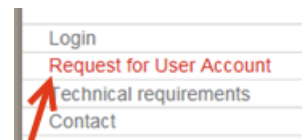
To request a user account, follow these steps:

### Prerequisites

A Group has been set up. You must know your Group name. Read more about "[Group](#)" on page 6.

### Steps

1. On the Member Section **Login** page, click **Request for User Account** on the left in the navigation.



2. In the online **Request a User Account - Step 1** form that opens, fill in all the relevant information and click **Proceed**.

- As soon as the *MASTER USER* has activated your account, you are notified by email that your user account is now active.

### Related Topics in this Help

Read more about "[Request a New Group](#)" on page 12.

## 5.3 Contact My Master User

### General

The *MASTER USER* is an employee of your organization who has limited administrator privileges. For some activities, for example activating and deleting *USER* accounts and modifying user access and *GROUP* details you will need to contact your *MASTER USER*.

### Goal

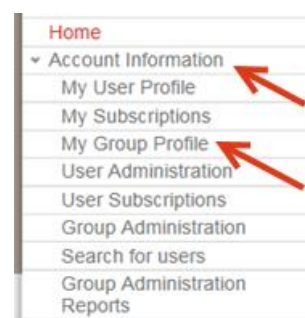
To contact your *MASTER USER*, follow these steps:

### Prerequisites

You have logged on to the SIX Swiss Exchange Member Section.

### Steps.

1. On the navigation bar, click **Account Information** and then **My Group Profile**.



2. In the **My Group Profile** window that opens, locate your *MASTER USER* in the **Master Users** list that is visible at the bottom of the page.

#### Master Users

First name	Last name	Phone	Email

3. Select an email address from the list to contact a *MASTER USER*.

 An email window opens.

4. Write an email to the *MASTER USER* and send the email.

### Related Topics in this Help

Read more about "[User Types](#)" on page 6.

## 5.4 Contact a Super User

### General

A *SUPER USER* is a member of SIX Swiss Exchange staff (Member Support Center or Member Services). For some activities, for example unblocking or reactivating user accounts, confirming *GROUP* names or for general questions you will need to contact a *SUPER USER*.

### Goal

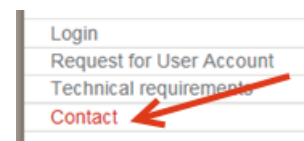
To contact a *SUPER USER*, follow these steps:

## Prerequisites

You have not logged onto the SIX Swiss Exchange Member Section.

## Steps

1. On the Member Section **Login** page, click **Contact** on the left in the navigation.



2. In the **Contact Form - Member Section** window that opens, fill in the required information.

3. As **Subject**, select **Other**.

4. Type your question or concern.

5. Click **Send**.

 An email message is sent to a *SUPER USER* who will contact you as soon as possible.

## Related Topics in this Help

Read more about "[User Types](#)" on page 6.

## 5.5 Modify Your Email Address

### General

If you wish to receive MSC Messages and Exchange Messages and other information from SIX Swiss Exchange, you should ensure that you enter a valid email address. If you modify your email address after the initial creation of your *USER* account, you should modify your *USER* account accordingly.

### Goal

To modify your email address follow these steps:

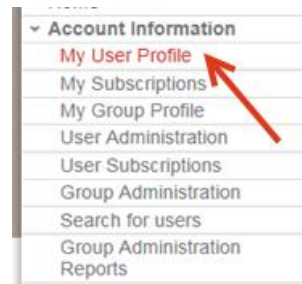
### Prerequisites

You have logged onto the SIX Swiss Exchange Member Section.



## Steps

1. On the navigation bar, click **Account Information**, and then **My User Profile**.



2. Click **Change e-mail address**.



3. Amend your email address in the **New e-mail** box.

### My User Profile

#### Changing your email address

Please fill in the new address you now want to use. An email will be sent to your current address.

Group name

Current e-mail

New e-mail\*

\* Mandatory fields.

4. Click **Change** to save your modification.

### My User Profile

#### Changing your email address

Please fill in the new address you now want to use. An email will be sent to your current address.

Group name

Current e-mail

New e-mail\*

\* Mandatory fields.

## 5.6 Modify other User Profile Information

### General

From time to time you may need to modify other parts of your personal profile information. To do so, follow these steps:

### Prerequisites

You have logged onto the SIX Swiss Exchange Member Section.

## Steps

1. On the navigation bar, click **Account Information** and then **My User Profile**.



2. Click **Modify Profile**.
3. Amend other *USER* profile information, apart from your email address.
4. Click **Save Profile** to save your modification.

 Your modification has been saved to your personal profile.

### Related Topics in this Help

Read more about "[Modify Your Email Address](#)" on page 15.

Read more about "[Modify User Access Rights](#)" on page 21.

## 5.7 Validate your Mobile Phone Number

### General

If you wish to configure subscriptions on the Member Section so that you will be able to receive information via SMS, you will need to validate your mobile phone number. To do so, follow these steps:

### Prerequisites

You have already entered a mobile phone number in the **My User Profile** screen and confirmed your modification.

See this webpage [https://secure.six-swiss-exchange.com/member\\_section/group\\_profile.html](https://secure.six-swiss-exchange.com/member_section/group_profile.html).

### Steps

1. Click the message in red that is visible alongside the mobile box.


**Mobile number not validated! Click to validate it now!**

 A message will appear to the right of the **Mobile** field.

A PAK has been sent by SMS to your mobile. Type in the PAK and click Confirm. To abandon the validation, click Cancel.

2. Wait for the SMS containing the **PAK** on your mobile phone.
3. Type the **PAK** into the new **PAK** box.

4. Click **Confirm**.

 If you have entered the correct PAK, the following confirmation message will appear:

 **Mobile number has been validated!**

## Related External Links

My Group Profile: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/group\\_profile.html](https://secure.six-swiss-exchange.com/member_section/group_profile.html).

## 5.8 Configure Subscriptions

### General

If you wish to receive information concerning the current status of trading in the SIX Swiss Exchange trading environment, you can configure subscriptions in the Member Section.

### Goal

To configure subscriptions, follow these steps:

### Prerequisites

You have logged onto the SIX Swiss Exchange Member Section.

### Steps

1. On the navigation bar, click **Account Information** and then **My Subscriptions**.



2. From the available options select your subscription preferences.
3. Click **Save my Subscriptions**.

### Related Topics in this Help

Read more about "[Contact a Super User](#)" on page 14.

Read more about "[Contact My Master User](#)" on page 14.

## Related External Links

User Subscription Page: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/user\\_subscriptions.html](https://secure.six-swiss-exchange.com/member_section/user_subscriptions.html).

## 5.9 Test Configuration of your Subscriptions

### General

To ensure that you have configured SMS and email alerts, follow these steps:

### Prerequisites

You have typed a valid email and mobile phone number.

You have logged onto the SIX Swiss Exchange Member Section.

## Steps

1. On the navigation bar, click **Account Information** and then **My Subscriptions**.



2. Click **Test SMS Alert**.

Test SMS Alert

- ☑ An SMS message will be sent to your registered mobile phone number.

3. Click **Test E-Mail Alert**.

Test E-Mail Alert

- ☑ An email will be sent to your registered email account.

## Related External Links

User Subscriptions page: See this webpage

[https://secure.six-swiss-exchange.com/member\\_section/user\\_subscriptions.html](https://secure.six-swiss-exchange.com/member_section/user_subscriptions.html).

## 6 Master User Tasks

In this section you will find an overview of the tasks that a *MASTER USER* of the SIX Swiss Exchange Member Section can execute.

### 6.1 Modify Group Profile

#### General

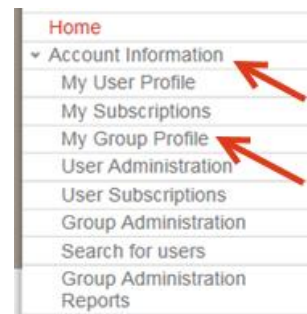
To modify your group profile, follow these steps:

#### Prerequisites

You need to have *MASTER USER* access rights to perform this task.

#### Steps

1. Log on to the Member Section.
2. On the navigation bar, click **Account Information** and then **My Group Profile**.



3. Click **Modify Profile**.
  - ☑ The **Modify Group Profile** window opens.
4. Modify the information as required.
5. Click **Save Profile**.
  - ☑ A status message confirms that you have successfully modified your group profile.

#### Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

### 6.2 Activate New User

#### General

New *USERS* must be activated by the *MASTER USER* before they can access the Member Section.

#### Goal

To activate a new *USER*, follow these steps:

#### Prerequisites

You need to have *MASTER USER* access right to perform this task.

You have received an email message informing you that a new *USER* has requested an account for your *GROUP*.  
You have verified that the applicant requesting the account is authorized to become a *USER* of your *GROUP*.

## Steps

1. Log on to the Member Section.
  2. On the navigation bar, click **Account Information** and then **User Administration**.
  3. Find the *USER* in the list (the access rights column will be empty).
  4. Click the **Modify** icon.
- 
5. Select the access rights the new user should have. The shaded check boxes with check marks indicate the access rights the applicant requested.



rights to access	
<input checked="" type="checkbox"/>	View general IT information
<input checked="" type="checkbox"/>	View general business information
<input checked="" type="checkbox"/>	Submit service request to technical support
<input checked="" type="checkbox"/>	View own submitted service requests
<input checked="" type="checkbox"/>	View trade reconciliation files
<input checked="" type="checkbox"/>	View private SIX Swiss configuration
<input checked="" type="checkbox"/>	View SIX Swiss configuration password
<input checked="" type="checkbox"/>	Master user: modify users and roles of own group

6. Click **Save access rights**.
  - A status message confirms that you have successfully modified the access rights of the *USER*.
7. Click **Back to overview**.
  - The new *USER* is activated and has the access rights indicated by the icons in the column **Access Rights**. The *USER* is automatically notified by email that the account is now active.

Access Rights	Status
	ACT(0)

## Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

## 6.3 Modify User Access Rights

### General

To modify *USER* access rights, follow these steps:

### Prerequisites

You need to have *MASTER USER* access rights to perform this task.

### Steps

1. Log on to the Member Section.

2. On the navigation bar, click **Account Information** and then **User Administration**.



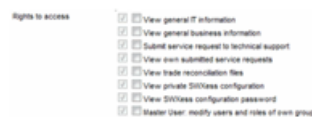
3. Find the user in the list.

The access rights column will be empty.

4. Click the **Modify** icon.



5. Modify the user's access rights by selecting or clearing the check boxes.



6. Click **Save access rights**.

A status message confirms that you have successfully modified the access rights of the *USER*.

7. Click **Back to overview**.

The new access rights are displayed in the column **Access Rights**.



### Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

## 6.4 Reactivate User

### General

To reactivate a user, follow these steps:

### Prerequisites

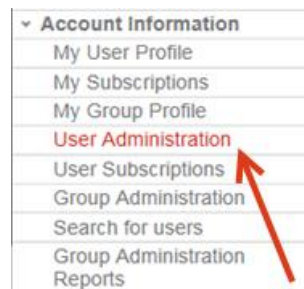
You need to have *MASTER USER* access rights to perform this task.

The user you want to reactivate has been **suspended** (the user's status in the Status column is "**SUS**").

### Steps

1. Log on to the Member Section.

2. On the navigation bar, click **Account Information** and then **User Administration**.




3. Find the suspended user in the list.

 The user's status in the Status column is "SUS".

4. If applicable, modify the user's access rights by selecting or clearing the check boxes.

5. Click the **Activate** icon.



 A status message confirms that you have successfully activated the *USER*.

6. Click **Back to overview**.

 The *USER* is reactivated and the Status column changes to "ACT".

## Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

## 6.5 Delete User

### General

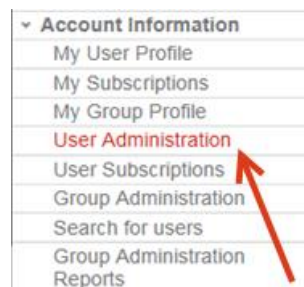
To delete a user, follow these steps:

### Prerequisites

You need to have *MASTER USER* access rights to perform this task.

### Steps

1. Log on to the Member Section.
2. On the navigation bar, click **Account Information** and then **User Administration**.



3. Find the user you want to delete in the list.


4. Click the **Delete** icon.






- 
5. Scroll down and select the reason why you want to delete the user.

---

  6. Click **Confirm deletion**.
    -  A status message confirms that you have successfully deleted the user.

---

  7. Click **Back to overview**.
    -  The deleted user is no longer on the user list of your Group.

### Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

## 7 Emergency Contacts

In this section you will find an overview of the tasks that a *USER* of the SIX Swiss Exchange Member Section can execute to configure emergency contacts.

SIX recommends that you add Emergency Contacts for your organization. In this way both your internal *USERS* and SIX support staff can easily find the correct contact person for a specific responsibility.

- When adding or deleting a *USER* you should check that your list of Emergency Contacts has not been affected.

### 7.1 Add Emergency Contacts

#### General

To add an emergency contact, follow these steps:

#### Prerequisites

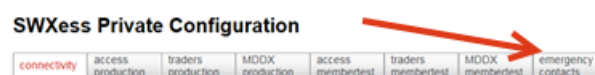
You need to have the access rights "**Add and remove emergency contacts**" to perform this task.

#### Steps

- Log on to the Member Section.
- On the navigation bar, click **IT Info**, and then **SWXess Private Config**.



- Click the **emergency contacts** tab.



- Click **New contact** and fill in the details of the new emergency contact.
- Click **Save contact**.

- The new contact is displayed in the list of your company's emergency contacts.

#### Related Topics in this Help

Read more about "[Modify Emergency Contacts](#)" on page 26.

#### Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

## 7.2 Modify Emergency Contacts

### General

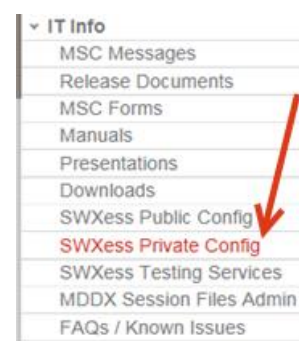
To modify an emergency contact, follow these steps:

### Prerequisites

You need to have the access rights "**Add and remove emergency contacts**" to perform this task.

### Steps

1. Log on to the Member Section.
2. On the navigation bar, click **IT Info**, and then **SWXess Private Config**.



3. Click the **emergency contacts** tab.

#### SWXess Private Configuration



4. Find the contact you want to modify and click **Modify** icon in the **Actions** column.



5. Modify the details of the emergency contact as required.

6. Click **Save contact**.

 The modified contact is displayed in the list of your company's emergency contacts.

### Related Topics in this Help

Read more about "[Add Emergency Contacts](#)" on page 25

### Related External Links

Member Section Login Screen. See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

## 7.3 Delete Emergency Contacts

### General

To delete an emergency contact, follow these steps:

### Prerequisites

You need to have the access rights "**Add and remove emergency contacts**" to perform this task.

## Steps

1. Log on to the Member Section.
2. On the navigation bar, click **IT Info**, and then **SWXess Private Config**.



3. Click the **emergency contacts** tab.



4. Find the contact you want to delete and click the **Delete** icon in the **Actions** column.



- The deleted contact is removed from the list of your company's emergency contacts.

## Related External Links

Member Section Login Screen: See this webpage [https://secure.six-swiss-exchange.com/member\\_section/login.html](https://secure.six-swiss-exchange.com/member_section/login.html).

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