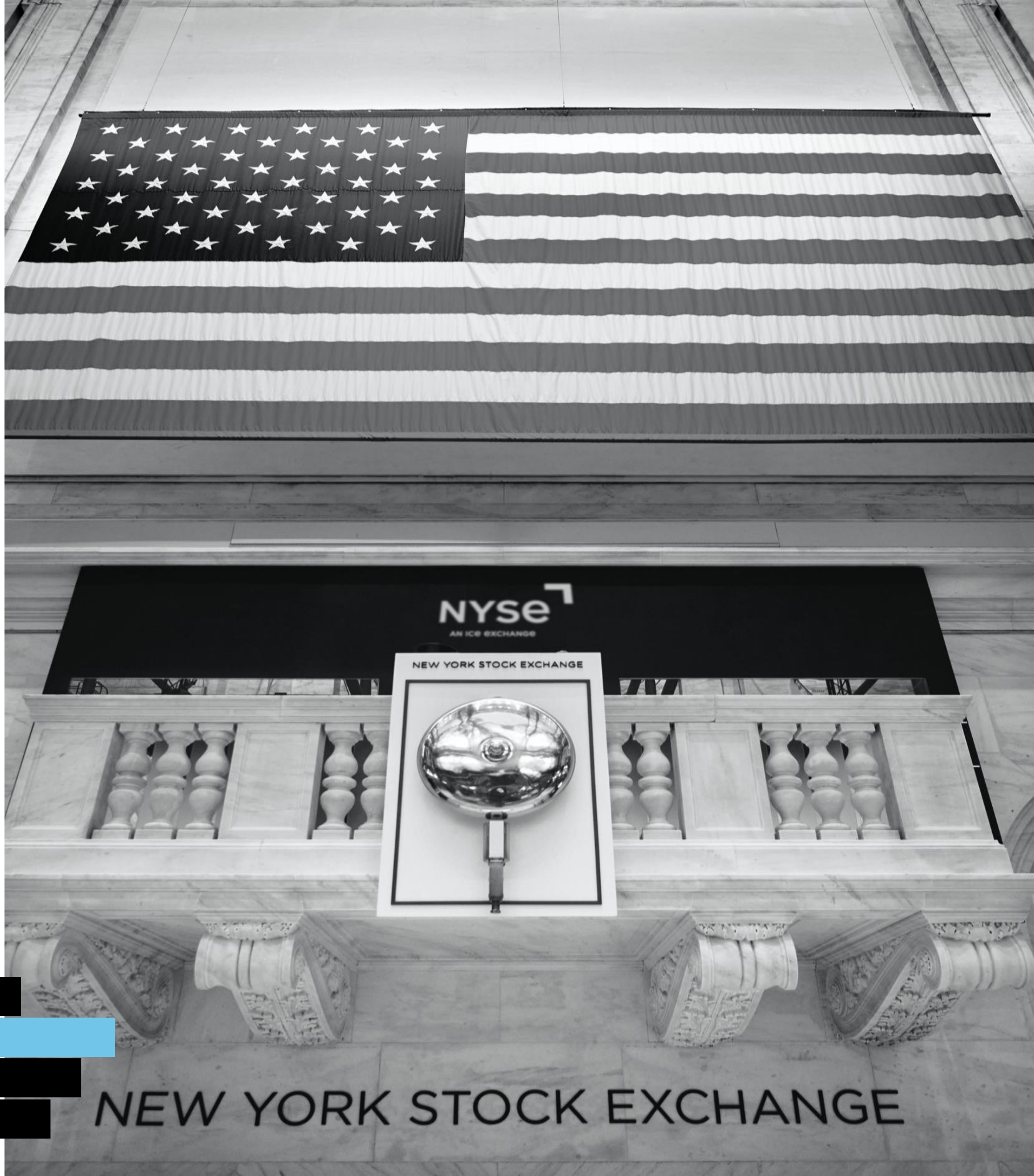
Listing Manager

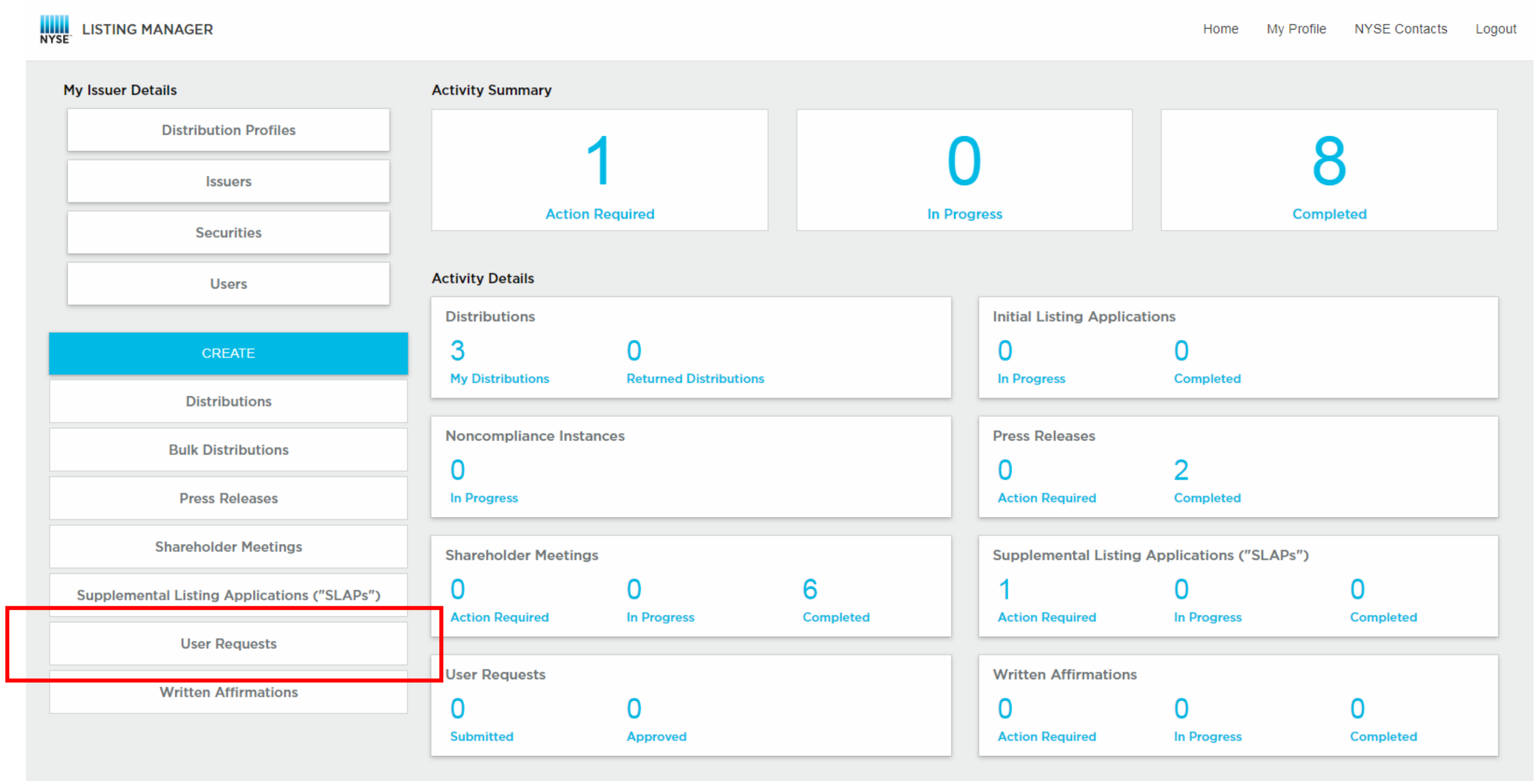
March 2023



User Requests

To Create a New User:

1) Click "Create" under "My Issuer Details"
2) Select "User Requests"

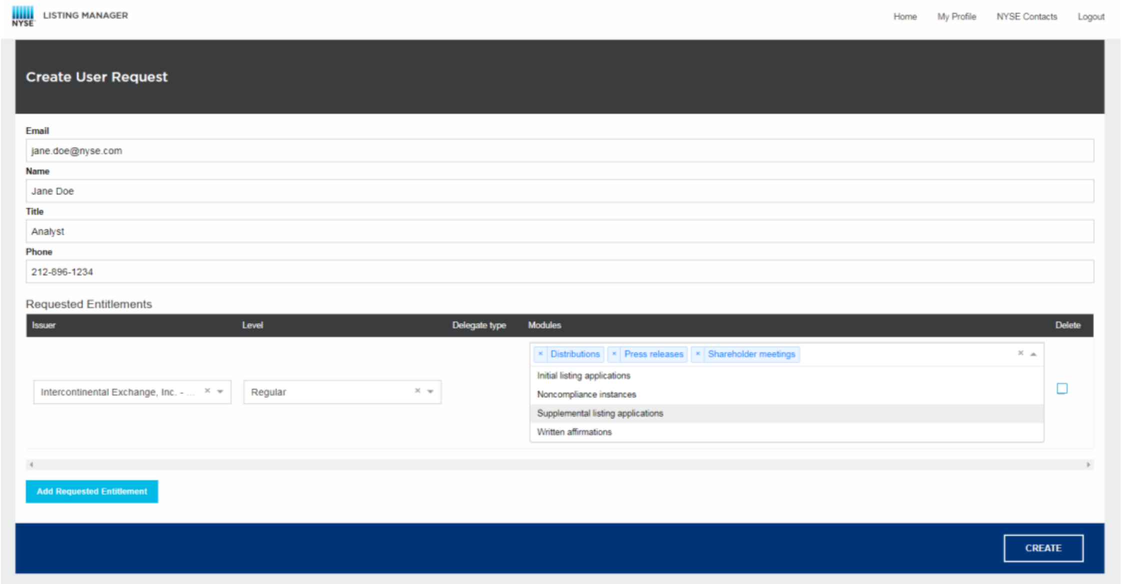


To Create a New User:

3) Fill out the required fields: Email Address[1], Name, Phone Number, Title

4) Click "Add Requested Entitlement" and assign the following:

a) Issuer
b) Entitlement Level[2]: Admin, Regular, Third Party
c) Delegate Type: If User is Third Party, select the applicable Delegate Type
d) Modules



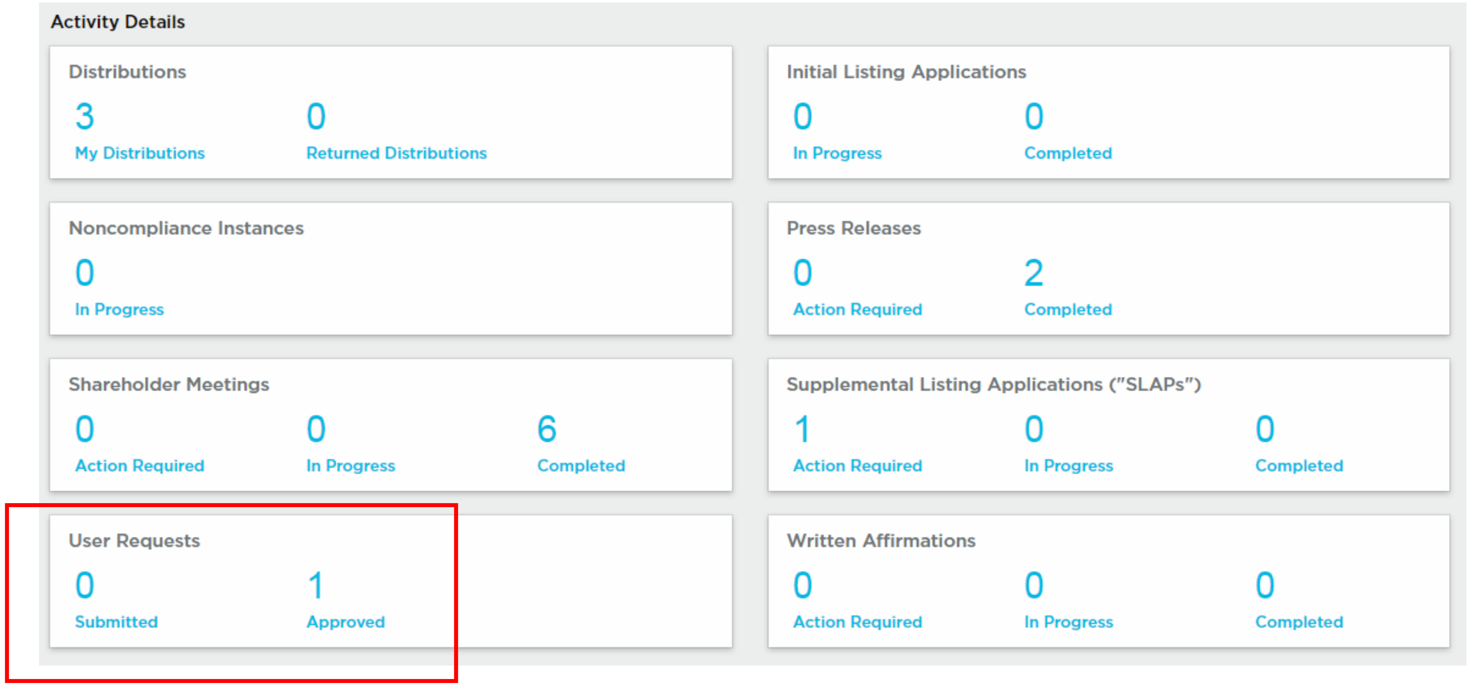
[1] Must be an **individual's** work email address; Group and personal emails are not allowed (e.g. general inbox email, Gmail, etc.)

[2] For Entitlement Level definitions, see table below

To Create a New User:

5) Click "Create" to submit the New User Request

6) Once an NYSE analyst approves the request, status of the record will change from "Submitted" to "Approved," and the new user will automatically receive account setup emails from the system



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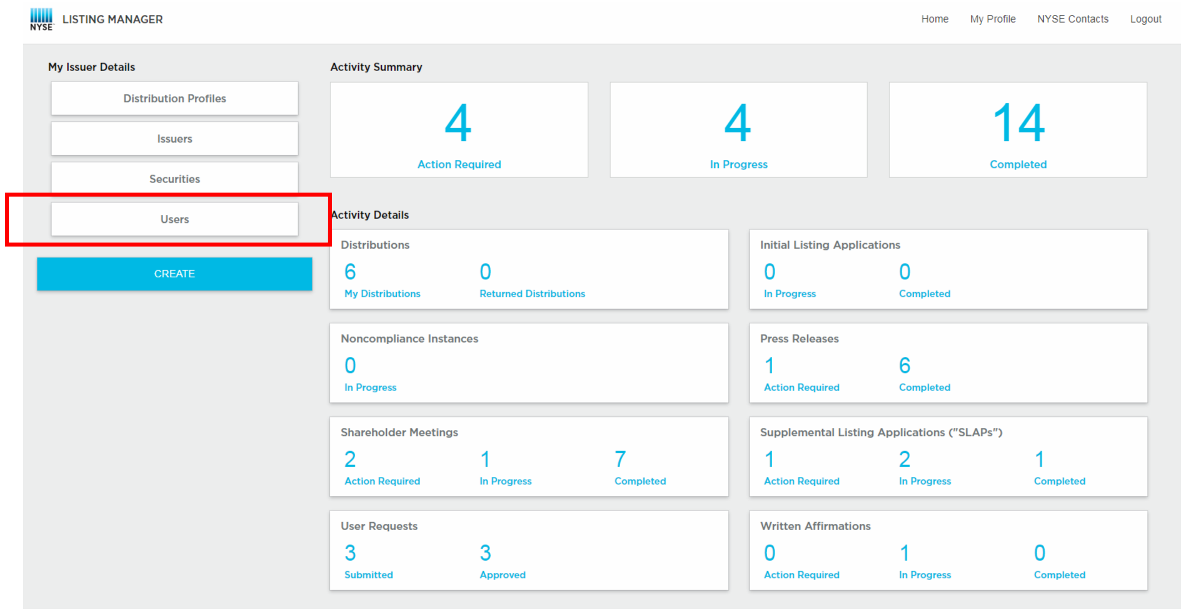
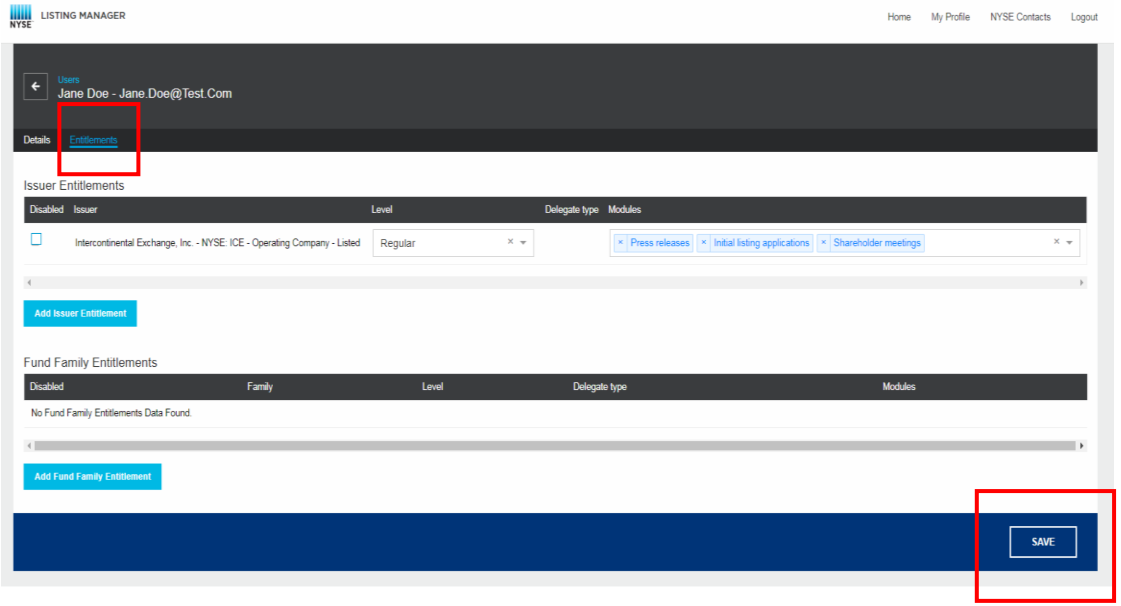
To Modify or Disable User Entitlements:

1) Click “Users” under “My Issuer Details”
2) Select the user you want to modify
3) Navigate to “Entitlements” tab and apply the necessary changes
4) Click “Save”
5) To disable a user’s entitlements, check off “Disabled,” then click “Save”

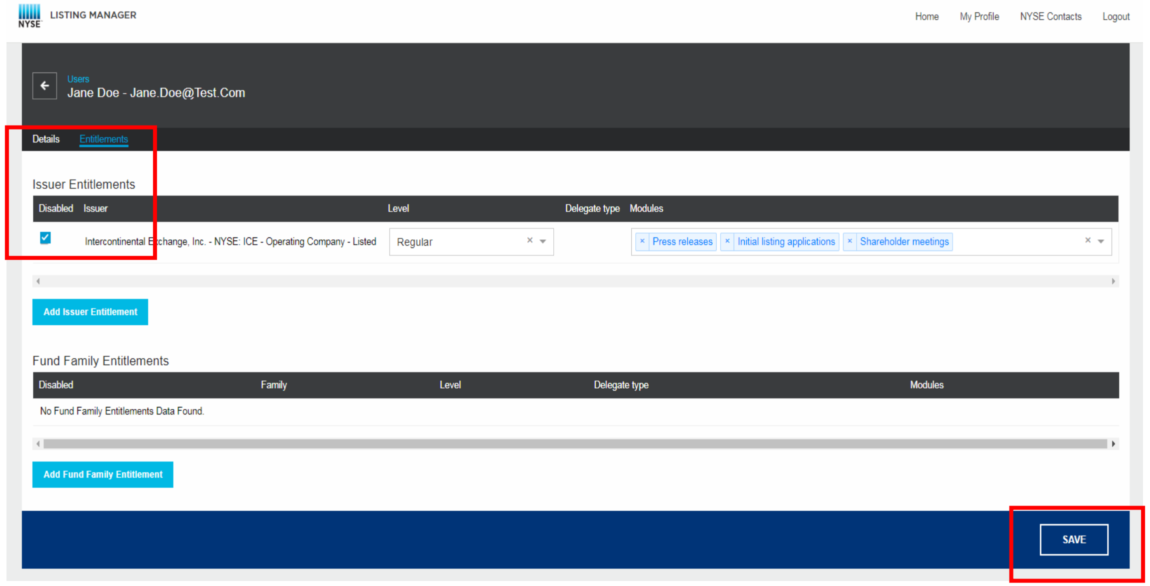


To Modify or Disable User Entitlements:

Modify Issuer/Module Entitlements



Disable Entitlements



User Entitlement Levels:

Level of Access	Description	Available Modules	View	User Request Capability
Administrator	Company user responsible for managing user entitlements[3]	All	All	Yes
Regular	Company user	Can have 1 or more modules assigned by Admin	Limited to modules they are entitled to	No
Third Party	Can be outside counsel, IR/PR firm, fund administrators	Can have 1 or more modules assigned by Admin	Limited to modules they are entitled to; for Press Releases & Supplemental Listing Applications, they can only view records they originally submitted	No
Depositary Bank	Depositary bank users for ADRs listed across all Exchanges	Distributions, Shareholder Meetings	Limited to Distributions & Shareholder Meetings	No (Primary contact at the Depositary Bank can request for access via email)

[3] Designated Administrators are responsible for periodically reviewing user access on Listing Manager. Administrators must ensure that only authorized users have access to the company's profile and that they are assigned with appropriate permissions.

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Additional Information

For additional information please visit the "Help" and "NYSE Contacts" pages.