

INSTRUCTIONS FOR COMPLETING THE GEMS USER REQUEST FORM

- Open the attached PDF file/s, which can be filled in electronically or manually (by printing it first and then completing by hand).
- The fields in **RED** are required.
- User designations - typically users are given the ability to both read and modify trade records for “All ATP (Amex) IDs” or “All OTP (Arca) IDs” registered for their firms. Alternatively, if you have multiple TPIDs listed for your firm, you may choose to give access only to certain of those TPIDs, in which case “Specific ATP or OTP IDs” would be checked.
- Complete the required fields at the bottom of your form with the information that pertains to the authorized requester.
- If user info is filled in electronically, once completed, click the “Print Form” button in the top right hand corner.
- The printed request form ***must be signed*** by an ***authorized*** requester.
- Please scan and e-mail the Amex request to nyamexoptionstradeprocessing@nyse.com and/or the Arca request to sfoptionstradeprocessing@nyse.com as appropriate.
- If you have questions about the form, please call the appropriate group. NY Amex Options Trade Processing can be reached at (212) 656-6350 and SF Options Trade Processing can be reached at (415) 318-1989.
- Once received, a security certificate will be e-mailed to the new GEMS user/s. It must be installed on the PC from which he/she will be accessing GEMS.
- The user/s will also be sent links to a GEMS Orientation document as well as a GEMS Overview document, along with the GEMS URL to reach the GEMS log-in screen once they have installed their security certificate.