



SESSION ADDITION/REMOVAL PROCEDURES

Process for Creating Sessions

- **Step 1:** To initiate the creation of a session(s) the customer is required to send an email to Connectivity (connectivity@nyse.com) with a formal request for the new session(s)
 - **Step 1.A:** If the customer has the request form they can attach it to this initial email
 - ☞ If the form is correctly completed, move to step 2
 - ☞ If not correctly completed, move to step 1.B
 - **Step 1.B:** If the customer does not have a request form or a properly completed form, Connectivity will respond back with instructions on how to request the session(s) and if needed, a link to the Session Request Form
- **Step 2:** Connectivity will create the sessions and respond to the customers email request with the following:
 - Login/SenderCompID/TargetCompID Details
 - The IP Address
 - The Port
 - The ETPID/GroupID/Badge the session(s) were registered to
- **Step 3:** Connectivity will print out a copy of the form and store it in our hardcopy archives

These steps apply to: FIX, ArcaDirect, GCC FIX, Universal Gateway, MarketMaker Direct, Arca DropCopy, NYSE CCG, NYSE BCCG, NYSE BAG, NYSE Supplemental Drop Copy, NYSE DropCopy

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Process for Deleting Sessions

- **Step 1:** To initiate the deletion of a session(s) the customer is required to send an email to Connectivity (connectivity@nyse.com) with a formal request
 - **Step 1.A:** If the customer has the request form they can attach it to this initial email.
 - ☞ If the form is correctly completed, move to step 2
 - ☞ If not correctly completed, move to step 1.B
 - **Step 1.B:** If the customer does not have a request form or a properly completed form, Connectivity will respond back with instructions on how to delete the session(s) and if needed, a link to the Session Request Form.
- **Step 2:** Connectivity will delete the session(s) and respond to the customers email request with the following (Within one business day)**
 - Login/SenderCompID
 - The IP Address
 - The Port
 - The ETPID/GroupID/Badge the session(s) were registered to
- **Step 3:** Connectivity will print out a copy of the form and store it in our hardcopy archives.

** If customer does NOT want to be billed for session(s), they must request deletion 3-business days prior to the last business day of the month.

This applies to: FIX, ArcaDirect, GCC FIX, Universal Gateway, MarketMaker Direct, Arca DropCopy, NYSE CCG, NYSE BCCG, NYSE BAG, NYSE Supplemental Drop Copy, NYSE DropCopy)