Cboe Global Markets
U.S. Data Product Declarations User Manual

Overview of the Data Product Declarations Tool

The Data Product Declarations Tool is an online web portal for Internal, External Controlled, and External Uncontrolled Data Distributors of Cboe U.S. Exchange Data to report required usage and distribution information. The reporting tool should be used to communicate adds, changes or terminations of market data subscriptions and also to report Display Usage to Cboe Data Services, LLC ("CDS"). Declarations will be reviewed, processed and invoiced accordingly by CDS.

CDS requires all Uncontrolled and Controlled Data Distributors to submit reports to CDS, on a monthly basis, providing the required distribution details for each recipient of Uncontrolled and Controlled Data. Monthly reporting for the prior month's activity is due on the 15th of the current month. For Display Usage reporting, firms may submit revised reporting for the prior two months to correct errors in the reporting of User Counts or Data User categorization. The individual designated as the Market Data Administrator will be provided credentials to access the Data Product Declarations Tool.
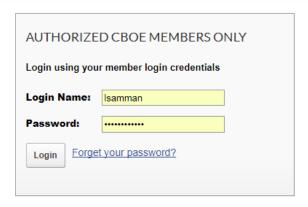
Information contained in this document is subject to change at any time. For the latest version, please refer to the current U.S. Data Product Declarations User Manual available on the Cboe Global Markets website or a successor website.

Accessing and Using the Data Product Declarations Tool

The Data Product Declarations Tool can be accessed via the web portal at https://markets.cboe.com/account/login/.
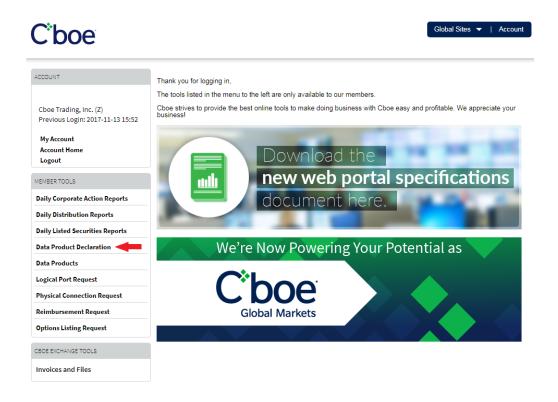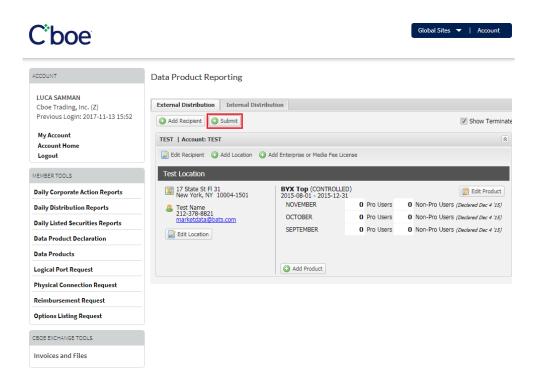
The Data Product Declarations Tool will be listed under the Member Tools menu. If this option is not listed under the Member Tools menu, you do not have permission to access the tool. Please contact Cboe Market Data Services at marketdata@cboe.com for assistance in gaining access to the tool.

Information from the previous month's reporting will be pre-populated in the tool upon login. Please make any applicable changes and select 'Save' in any impacted sections. For instructions on .csv upload functionality, please review page 9 of this document. **If there are no changes to the previous month's reporting, simply select the 'Submit" button at the top of the page.**
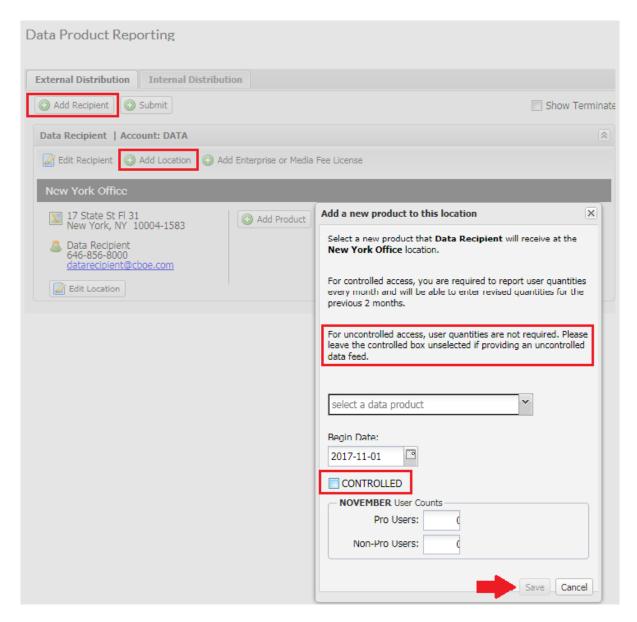
Reporting for External Uncontrolled Data Recipients (via GUI)

Adding a new Uncontrolled Data Recipient:

➢ Select Add Recipient and enter the Data Recipient name and Account Number (*As a note, this is an optional field*).
➢ Select Add Location to enter the recipient address and contact information. Repeat the Add Location step to add multiple locations per Data Recipient if applicable (*this is optional*). At least one location must be entered per Data Recipient.
➢ Select Add Product and use the drop down menu to select the product the Data Recipient is receiving. Enter the Begin Date. Ensure that the CONTROLLED box is not selected when reporting an Uncontrolled Data Recipient.
➢ Repeat the Add Product step to add multiple product subscriptions.
➢ **Select Save upon completion of each window.**
➢ **Select Submit button at the top of the page when ready to send completed report to CDS.**

Editing an Uncontrolled Data Recipient:

➢ Use the Edit button to make changes to previously entered Data Recipients, Locations, or Products.

➢ If a Data Recipient is no longer receiving a specific product, select Edit Product and enter an End Date.

➢ **Select Save upon completion of each window.**

➢ If an Uncontrolled Data Recipient is no longer receiving access to any data products, select Edit Recipient and select **Terminate**.

Reporting for External and Internal Controlled Data Recipients (via GUI)

Adding a new Controlled Data Recipient:

- ➤ Select either the External Distribution (for External Data Recipients and/or Data Users) or Internal Distribution (for Internal Data Users) Tabs at the top of page.
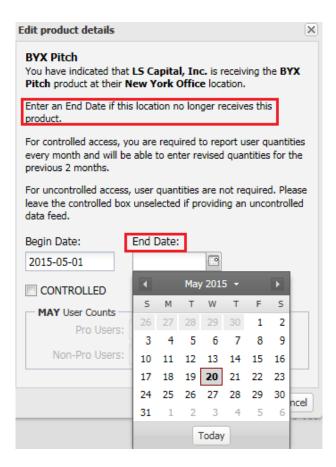- ➤ Select Add Recipient and enter the Data Recipient name and Account Number (*As a note, this is an optional field*).
- ➤ Select Add Location to enter the recipient address and contact information. Repeat the Add Location step to add multiple locations per Data Recipient if applicable (*this is optional*). At least one location must be entered per Data Recipient.
- ➤ Select Add Product and use the drop down menu to select the product the Data Recipient is receiving. Enter the Begin Date. Ensure that the CONTROLLED box is selected. Enter the User Counts for Professional and Non-Professional Users in the applicable fields.
- ➤ Repeat the Add Product step to add multiple product subscriptions.
- ➤ **Select Save upon completion of each window.**
- ➤ **Select Submit button at the top of the page when ready to send completed report to CDS.**
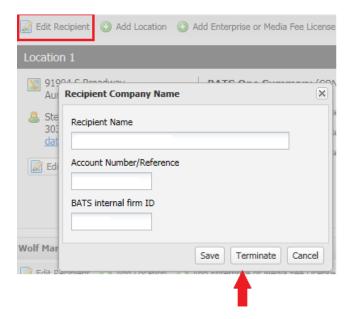
Editing a Controlled Data Recipient:

➢ Use the Edit buttons to make changes to previously entered Data Recipients, Locations, Products or User Counts.
➢ Firms may submit revised reporting in order to correct errors in User quantities or Data User categorization for the previous two months. For current month reporting, firms may submit revised reporting to correct errors but must do so prior to the month end.
➢ If a Data Recipient is no longer receiving a specific product, select Edit Product and enter an End Date.
➢ **Select Save upon completion of each window.**
➢ **Select Submit button at the top of the page when ready to send completed report to CDS.**

➢ If a Controlled Data Recipient is no longer receiving access to any products, select Edit Recipient and select **Terminate**.
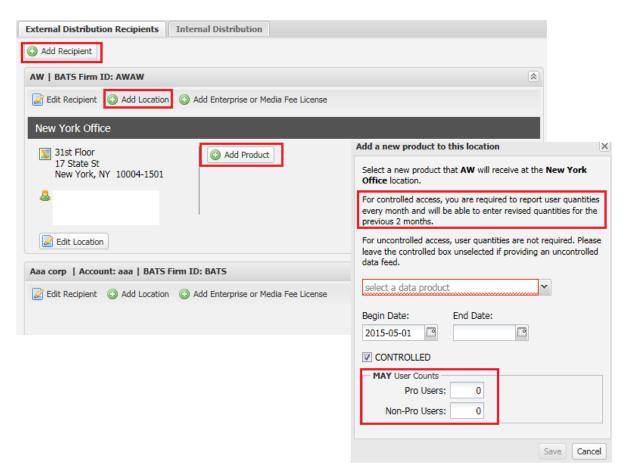
Adding an Enterprise or Digital Media License:

- ➢ Firms must first request approval from Cboe Market Data Services prior to adding an Enterprise or Digital Media Fee License.
- ➢ Select Add Enterprise or Digital Media Fee License.
- ➢ Select the product from the drop down menu in which you are requesting the license for. If there are multiple locations for the Data Recipient, select the applicable location for the license.
- ➢ Select either the Enterprise or Digital Media License. As a reminder, if selecting an Enterprise License, User Counts are required to be reported every 6 months.
- ➢ **Select Save upon completion of each window.**
- ➢ **Select Submit button at the top of the page when ready to send completed report to CDS.**
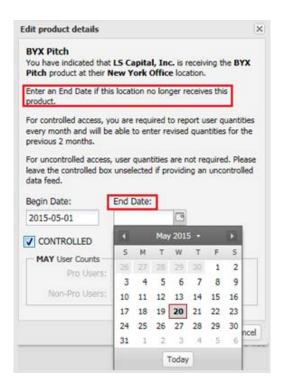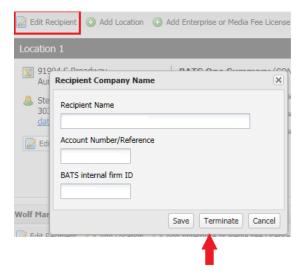
Adding Bulk Data Recipients (CFE Only):

- ➤ Select Add Recipient and enter the Data Recipient name and Account Number (*As a note, this is an optional field*).
- ➤ Select Add Location to enter the recipient address and contact information. Repeat the Add Location step to add multiple locations per Data Recipient if applicable (*this is optional)*. At least one location must be entered per Data Recipient.
- ➤ Select Add Product and use the drop down menu to select the "**CFE Bulk**" products the Data Recipient is receiving. Enter the Begin Date. Ensure that the CONTROLLED box is not selected when reporting an Uncontrolled Data Recipient.
- ➤ Repeat the Add Product step to add multiple product subscriptions.
- ➤ **Select Save upon completion of each window.**
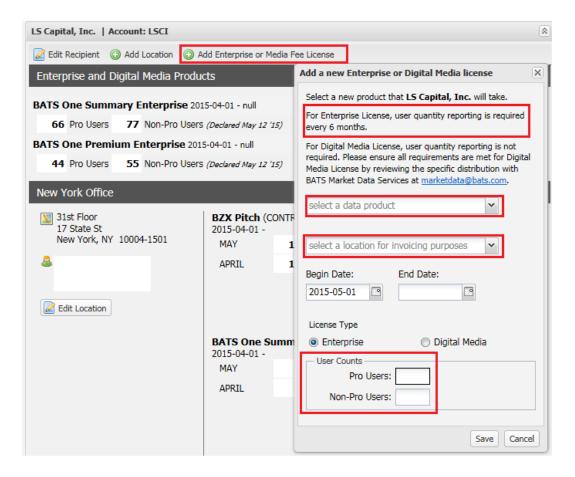- ➤ **Select Submit button at the top of the page when ready to send completed report to CDS.**

Reporting for External Uncontrolled and Controlled Data Recipients (via Upload functionality)

Downloading the Declaration File:

The Declaration File contains your current Data Recipients, Locations, Products and Usage Declarations and can be used as a template for your upload.

➢ Click the Download Button
➢ Click the Download Declaration File link in the modal window

Adding a new Data Recipient:

➢ Add a new Row immediately under the current rows of recipients, Locations and Products. This row should be added above the Product Legend.
➢ Complete the Data Recipient Columns
  ▪ Leave the Recipient Id column blank
  ▪ In the Action column, type the word ADD
  ▪ In the Name column, type the Recipient's Name
  ▪ In the Account Number column, type the Recipient's Account Number/Reference (as a note, Account Number is an optional field that can be included for tracking purposes.)

	A	B	C	D
1	Recipient Id	Action	Name	Account Number
2	1		Example Data Recipient	123456789
3		ADD	My New Data Recipient	111111111
4				

Updating a Data Recipient:

➢ Find the row that contains the Data Recipient information that needs updating.
➢ Edit the Data Recipient Columns of that row:
  ▪ Do not change the Recipient Id column
  ▪ In the Action column, type the word UPDATE
  ▪ Update the Data Recipient columns that need changing

	A	B	C	D
1	Recipient Id	Action	Name	Account Number
2		1 UPDATE	Updated Data Recipient	123456789
3				

Terminating a Data Recipient:

- ➢ Find the row that contains the information of the Data Recipient that you would like to terminate.
- ➢ Do not change the Recipient Id, Name or Account Number (optional) columns
- ➢ In the Action column, type the word DELETE

	A	B	C	D	
1	Recipient Id	Action	Name	Account Number	
2		1 DELETE	Example Data Recipient	123456789	
3					

Adding a new Location:

- ➢ Find the last row that contains the information of the Data Recipient for which you want to add a Location
- ➢ Insert a new row immediately under that Data Recipient's last row (this might be before other existing Data Recipients)
- ➢ Copy the Data Recipient information from the Data Recipient's last row into this new row. This should include Recipient Id, the blank Action field, Name, and Account Number (optional)
- ➢ Complete the Location Columns:
  - ▪ Leave the Location Id column blank
  - ▪ In the Action column, type the word ADD
  - ▪ In the Name column, type the Location's Name
  - ▪ In the Address column, type the Location's Address (note that there are 2 Address columns. The second column is for anything that might go on the address's second line)
  - ▪ In the City column, type the Location's City
  - ▪ In the Region column, type the Location's State/Region
  - ▪ In the Postal Code column, type the Location's Postal/Zip Code
  - ▪ In the Country column, type the Location's Country (this can be left blank if in the United States)
  - ▪ In the Contact Name column, type the Location's Contact Person
  - ▪ In the Phone column, type the Contact Person's Phone Number
  - ▪ In the Email column, type the Contact Person's Email Address

  (Please note that all US and Canadian addresses are verified and may be rejected if not correctly entered)

E	F	G	H	I	J	K	L	M	N	O	P
Location Id	Action	Name	Address	Address	City	Region	Postal Cod	Country	Contact Name	Phone	Email
	ADD	Location Name	123 Sesame Street		New York	NY	11111		Example Conta	201.555.1234	email@example_.com

Adding Multiple Locations to an existing Data Recipient:

- ➢ To add two or more Locations to an existing Data Recipient follow the "Adding a new Location" instructions twice creating a new row for each Location.

E	F	G	H	I	J	K	L	M	N	O	P
Location Id	Action	Name	Address	Address	City	Region	Postal Cod	Country	Contact Name	Phone	Email
	ADD	Location Name	123 Sesame Street		New York	NY	11111		Example Conta	201.555.1234	email@example_.com
	ADD	Second Location	125 Sesame Street		New York	NY	11111		Another Conta	201.555.5678	another@example_.com

Adding Multiple Locations to a new Data Recipient:

You can add a new Data Recipient and multiple Locations at the same time:

- ➢ Follow the "Adding a new Data Recipient" instructions above
- ➢ Add the new Location details in the same row following the "Adding a new Location" instructions above
- ➢ Add a new row that contains identical Data Recipient information as the new row you just created
- ➢ Complete the Location columns of the new row again following the "Adding a new Location" instructions above

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Recipient Id	Action	Name	Account Number	Location Id	Action	Name	Address	Address	City	Region	Postal Coc	Country	Contact Name	Phone	Email
2		ADD	Example Data Recipient	123456789		ADD	Location Name	123 Sesame Street		New York	NY	11111		Example Conta	201.555.1234	email@example_.com
3		ADD	Example Data Recipient	123456789		ADD	Second Location	125 Sesame Street		New York	NY	11111		Another Conta	201.555.5678	another@example_.com

Updating a Location:

- ➢ Find the row that contains the Location information that needs updating
- ➢ Edit the Data Recipient Columns of that row:
  - ▪ Do not change the Recipient Id column
  - ▪ In the Action column, type the word UPDATE
  - ▪ Update the Location columns that need changing

E	F	G	H	I	J	K	L	M	N	O	P
Location Id	Action	Name	Address	Address	City	Region	Postal Coc	Country	Contact Name	Phone	Email
1	UPDATE	Update Location Name	123 Sesame Street		New York	NY	11111		Example Conta	201.555.1234	email@example_.com

Finding a Product in the Product Legend:

The Product Legend appears beneath all your Recipient, Location, Product and Declaration rows. There are four pieces of information here:

- ➢ New Product Id: This is an identifier that you will use when adding a new Product. It is not the same as the Product id that appears in your rows of Recipient, Location, Product and Declarations.
- ➢ Product Description: Contains the Product name.
- ➢ Has Enterprise License: This field provides an indication as to whether or not the applicable Product has an Enterprise License available which you are able to subscribe to. This information is useful in the Enterprise License column when adding a new Product, but does not mean you are currently subscribed to the Enterprise License.
- ➢ Had Digital Media License: This field provides an indication as to whether or not the applicable Product has a Digital Media License available which you are able to subscribe to. This information is useful in the Digital Media License column when adding a new Product, but does not mean you are currently subscribed to the Digital Media License.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Recipient Id	Action	Name	Account Number	Location Id	Action	Name	Address	Address	City	Region	Postal Code	Country	Contact Name	Phone	Email	Product Id	Action	Product
New Product Id	Product Description	Has Enterprise License?	Has Digital Media License?															
157	Cboe One Summary	No	No															
54	BYX Depth	Yes	No															
48	BZX Depth	Yes	No															
96	BZX Options Depth	Yes	No															
125	EDGA Depth	Yes	No															
133	EDGX Depth	Yes	No															
512	EDGX Options Depth	Yes	No															
135	EDGX Top	No	No															

Adding a new Product:

- ➢ Find the last row that contains the information of the Location for which you want to add a Product
- ➢ Insert a new row immediately under that Location's last row (this might be before other existing Locations)
- ➢ Copy the Data Recipient and Location information from the Location's last row into this new row
- ➢ Complete the Product Columns:
  - ▪ Add the Product Id from the Product Legend in the Product Id column
  - ▪ In the Action column, type the word ADD
  - ▪ Leave the Product column blank. If you add data here, it will be ignored.
  - ▪ In the Begin Date, type the Begin Date. The format must be YYYY-MM-DD.
  - ▪ Leave the End Date blank

- If this Product is being provided as a **Controlled Distribution**, type a T in the Controlled column
- If this Product is being provided as an **Uncontrolled Distribution**, type an F in the Controlled column
- In the Enterprise License column, type F
- In the Digital Media License column, type F
- If this Product is being provided as a Controlled Distribution, the following fields will need to be completed. If this product is being provided as an Uncontrolled Distribution, leave these columns blank.
  - In the Reporting Month, type the first month that you are reporting declarations for. The format must be YYYY-MM.
  - In the Pro Users column, type the number of pro users
  - In the Non-Pro Users column, type the number of non-pro users

Q	R	S	T	U	V	W	X	Y	Z	AA
Product Id	Action	Product	Begin Date	End Date	Controlled	Enterprise License	Digital Media License	Reporting Month	Pro Users	Non-Pro Users
71	ADD		2018-02-01		T	F	F	2018-02	17	0

Adding an Enterprise or Digital Media License:

➢ To add an Enterprise or Digital Media License, follow the "Adding a new Product" instructions above, but type "T" in the Enterprise License column or Digital Media License column. You can check to see if an applicable Product has an Enterprise or Digital Media License available in the Product Legend.

➢ In the End Date column you can provide an End Date for the Product

Adding Multiple Products to an existing Location:

➢ To add two or more Products to an existing Location follow the "Adding a new Product" instructions twice creating a new row for each Location.

Q	R	S	T	U	V	W	X	Y	Z	AA
Product Id	Action	Product	Begin Date	End Date	Controlled	Enterprise License	Digital Media License	Reporting Month	Pro Users	Non-Pro Users
71	ADD		2018-02-01		T	F	F	2018-02	17	0
71	ADD		2018-02-01		T	T	F	2018-02	1	1

Adding Multiple Products to a new Location:

You can add a new Location and multiple Products at the same time:

➢ Follow the "Adding a new Location" instructions above

➢ Add the new Product details in the same row following the "Adding a new Product" instructions above

➢ Add a new row that contains identical Data Recipient and Location information as the new row you just created

➢ Complete the Product columns of the new row again following the "Adding a new Product" instructions above

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
Location Id	Action	Name	Address	Address	City	Region	Postal Coc	Country	Contact Name	Phone	Email	Product Id	Action	Product	Begin Date	End Date	Controlled	Enterprise License	Digital Media License	Reporting Month	Pro Users	Non-Pro Users
	ADD	Location Name	123 Sesame Street		New York	NY	11111		Example Conta	201.555.1234	email@example .com	71	ADD		2018-02-01		T	F	F	2018-02	17	0
	ADD	Location Name	123 Sesame Street		New York	NY	11111		Example Conta	201.555.1234	email@example .com	71	ADD		2018-02-01		T	T	F	2018-02	1	1

Terminating a Product:

➢ Find the row that contains the Product that you would like to terminate

➢ In the Action column, type the word DELETE

Q	R	S	T	U	V	W	X	Y	Z	AA
Product Id	Action	Product	Begin Date	End Date	Controlled	Enterprise License	Digital Media License	Reporting Month	Pro Users	Non-Pro Users
1	DELETE	BATS One Summary External Distribution	2018-02-01		T	F	F	2014-10	17	0