SETTING UP OPTIONS PRO

USER INSTRUCTIONS

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USER INSTRUCTIONS:

I.   **FOR UNDERSTANDING FEATURES, GETTING STARTED & HOW TO USE THE OPTIONS PRO**
     A.   Please watch the videos at our YouTube channel (www.youtube.com/CTSFutures)

II.   **GETTING STARTED FOR EXISTING AND NEW LIVE USERS**
     A.   EXISTING CTS LIVE USER:
          1.   Talk to firm Admin and confirm the following:
               a.   Account mode is set to "ByContract," "ByAccount," or "ByAccountDay." **NOTE:** "ByMarket" will not work properly with Options Pro 1.
               b.   Check "Daily Position Rollover" in account setup.
          2.   Log in to www.t4login.com with firm/username/password provided by firm Admin.
          3.   Skip to step III.
     B.   NEW CTS LIVE USER:
          1.   Set up an account with a clearing firm that partners with CTS – a list of some firms are found at www.ctsfutures.com/customers.aspx
          2.   Required account features to tell Admin:
               a.   Set account mode to "ByContract," "ByAccount," or "ByAccountDay." **NOTE**: "ByMarket" will not work properly with Options Pro 1.
               b.   Check "Daily Position Rollover" in account setup.
          3.   Optional choices to tell Admin:
               a.   Check "Allow Back Office Position Imports" in account setup. The position will reflect what the firm has as the position and may need to be corrected via pit trade in the event of a floor out trade or miss punch. Note that a new user can have back office imports turned on in order to import their current position initially, then have it turned off the following day and retain the imported position.
               b.   Check "Email Alerts Enabled" in account setup and enter a valid email address that is dedicated to fills.
          4.   Have the firm Admin set up your new CTS user.
          5.   Once Admin completes the process:
               a.   They will give you the user name and password.
               b.   Log in to www.t4login.com with firm/username/password provided by firm Admin.

III.   **CLICK "SETUP USER" LINK ON LEFT**
     A.   Under "Setup"
          1.   Provide contact information in all requested fields
     B.   Under "Functionality"
          1.   Under "Step 1"
               a.   Select base package
                    i.   Core and Charting = 500 subscriptions

      ii. Advanced Charting and News =2500 subscriptions (RECOMMENDED)

   2. Under "Step 2"

     a. Select "Options Pro 1" package under additional functionality.

  C. If you have a sim account, enter the sim firm and sim user in the appropriate fields

   1. This will permanently link your sim account to live, providing live data in the sim environment indefinitely.

  D. Read and agree to all applicable documents.

  E. Hit "Save & Continue" at the bottom of the page

   1. This will take you to the "Setup Market Data" page.

   2. NOTE: If you are sent back to the top of the page, please ensure that all fields have been properly filled out (note that the sim fields are not required) and all boxes have been checked and try again.

IV. "SETUP MARKET DATA" PAGE

  A. Select the exchanges from which you would like to see data.

   1. Note that every field must contain a selection –

     a. Choose "None" if you do not wish to see data from a given exchange.

  B. Hit "Save & Continue" at the bottom of the page.

V. COMPLETION

  A. The setup has completed successfully only when you see "Setup Complete" and a list of all the exchanges from which you chose to receive market data. If you had the front end open, please log off and log back in for these changes to take effect.