Mar 2021

HKEX
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OTC Clearing Hong Kong Limited

OTC ACCOUNT SERVICES INFORMATION
SYSTEM ("OASIS) WEB PORTAL USER
MANUAL
Part II – OASIS USER ACCOUNT
ADMINISTRATION PORTAL

Disclaimer

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Amendment Log

| Updated Date	Document / Section	Description
May 2014	Part II	- Insert new part (Part II) to illustrate the new features provided with the User Administration portal.
Sep 2015	Part 2.1.3	- Update note on character limit for OASIS login ID
Dec 2015	Part 2.7-9	- New part to illustrate the new features provided with the User Administration portal
Apr 2016	Part 2.9	- Update on Audit Trail Report - Update HKEx logo
Mar 2021	Part 2.7	- Update groups for new OASIS User accounts

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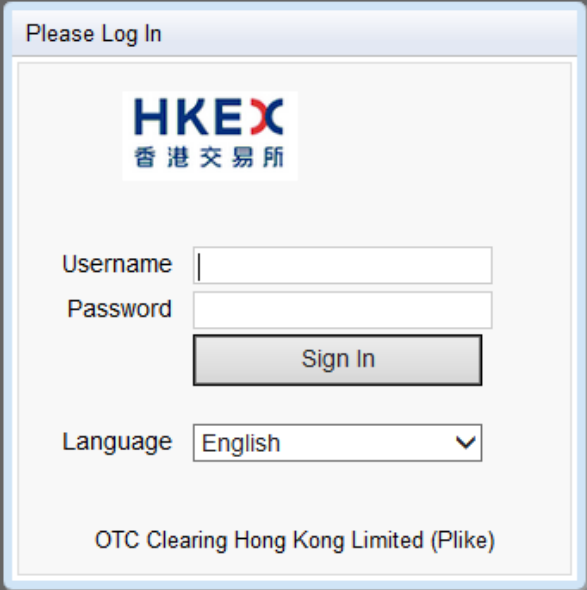
1. Getting Started

1.1. Logon and Logoff

This section explains the procedures for connecting to and dis-connecting from Portal (i.e. **logon** and **logoff** the Web Portal).

1.1.1. Portal Logon

1. Launch Internet Explorer
2. Type Portal URL [https://www.otcclearinghk.com/eSelfService] into the box next to the address field and press Enter key in the keyboard
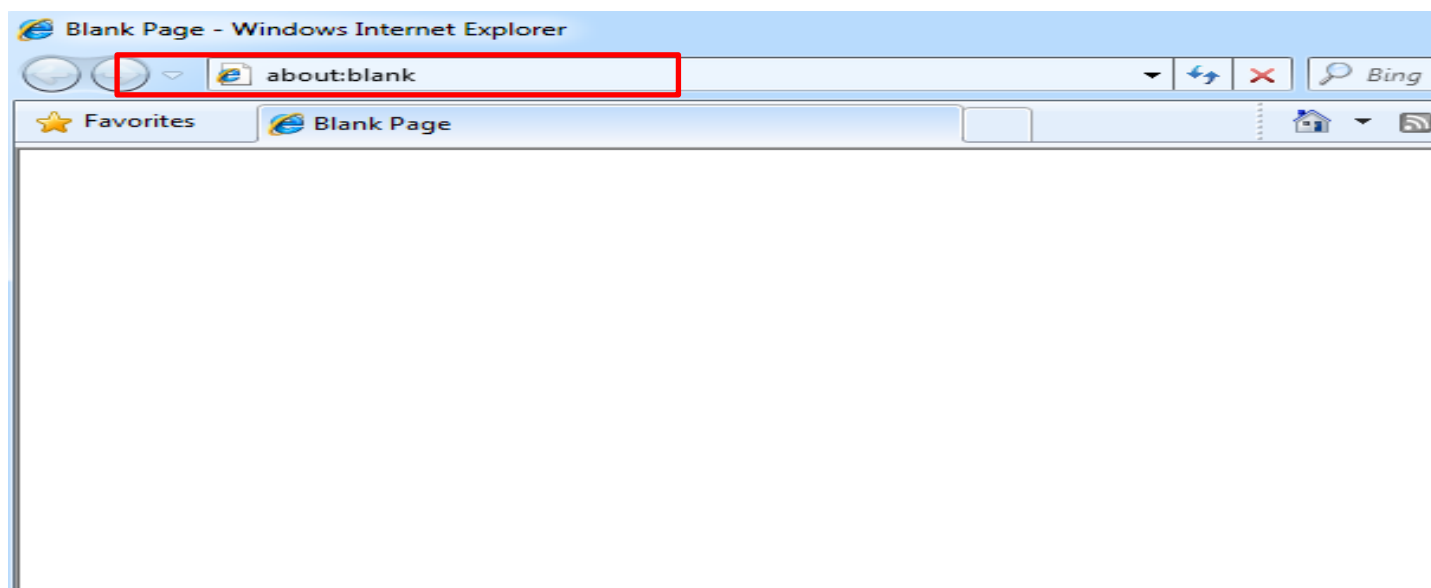
3. The following login screen will be displayed.

4. Input OASIS User login ID and password, then click **Sign in**

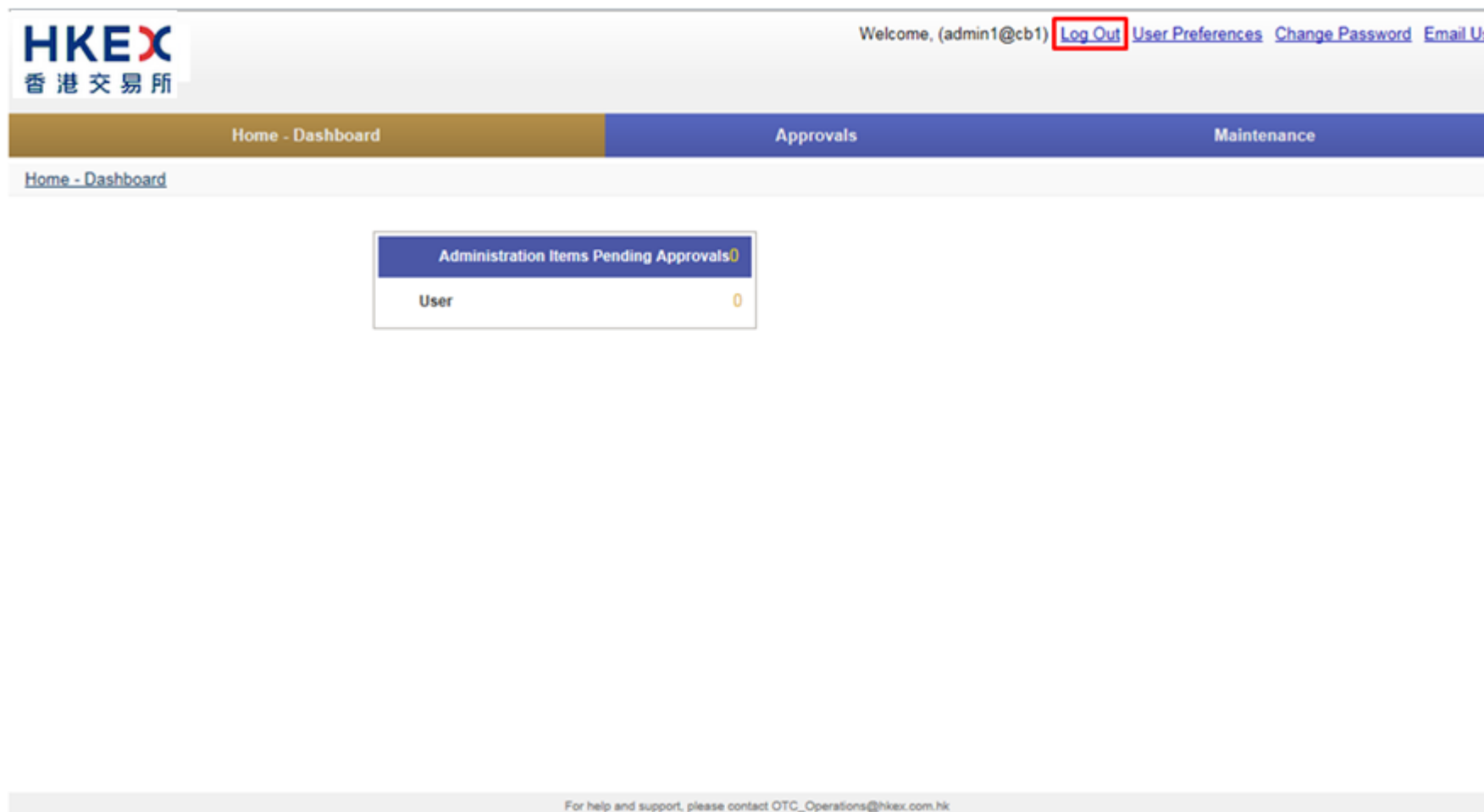*Please note: username (i.e. login ID) must be in lowercase letters.*

5. The following screen will be displayed when the logon is successful
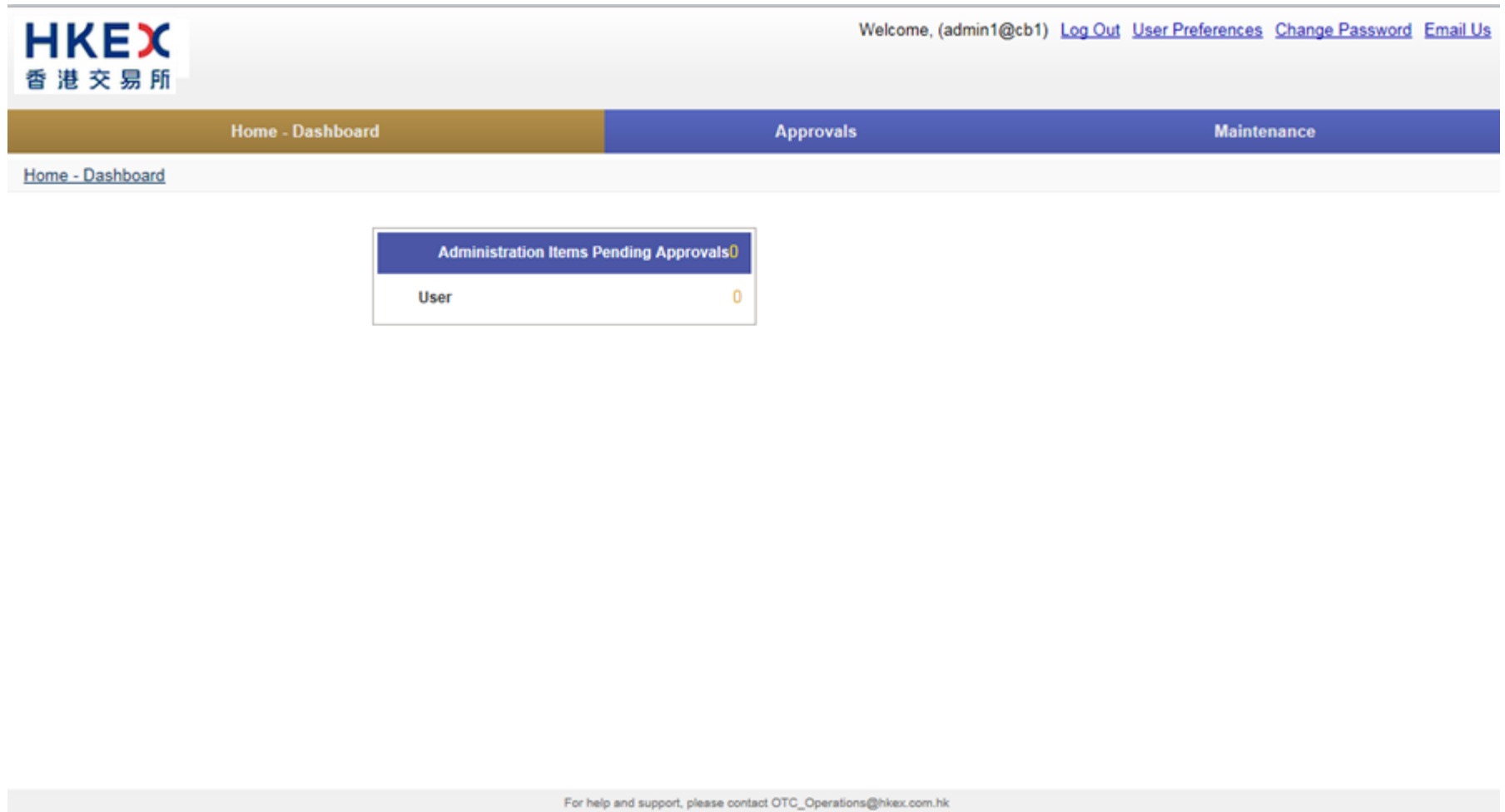
1.1.2. Portal Logoff

1. Click the **Log Out** hyperlink at the top right hand corner.

The user will be return to the logon screen illustrated in **Part II, Section 1.1.1**.

1.2. *Password Management*

1.2.1. *First Time Logon*

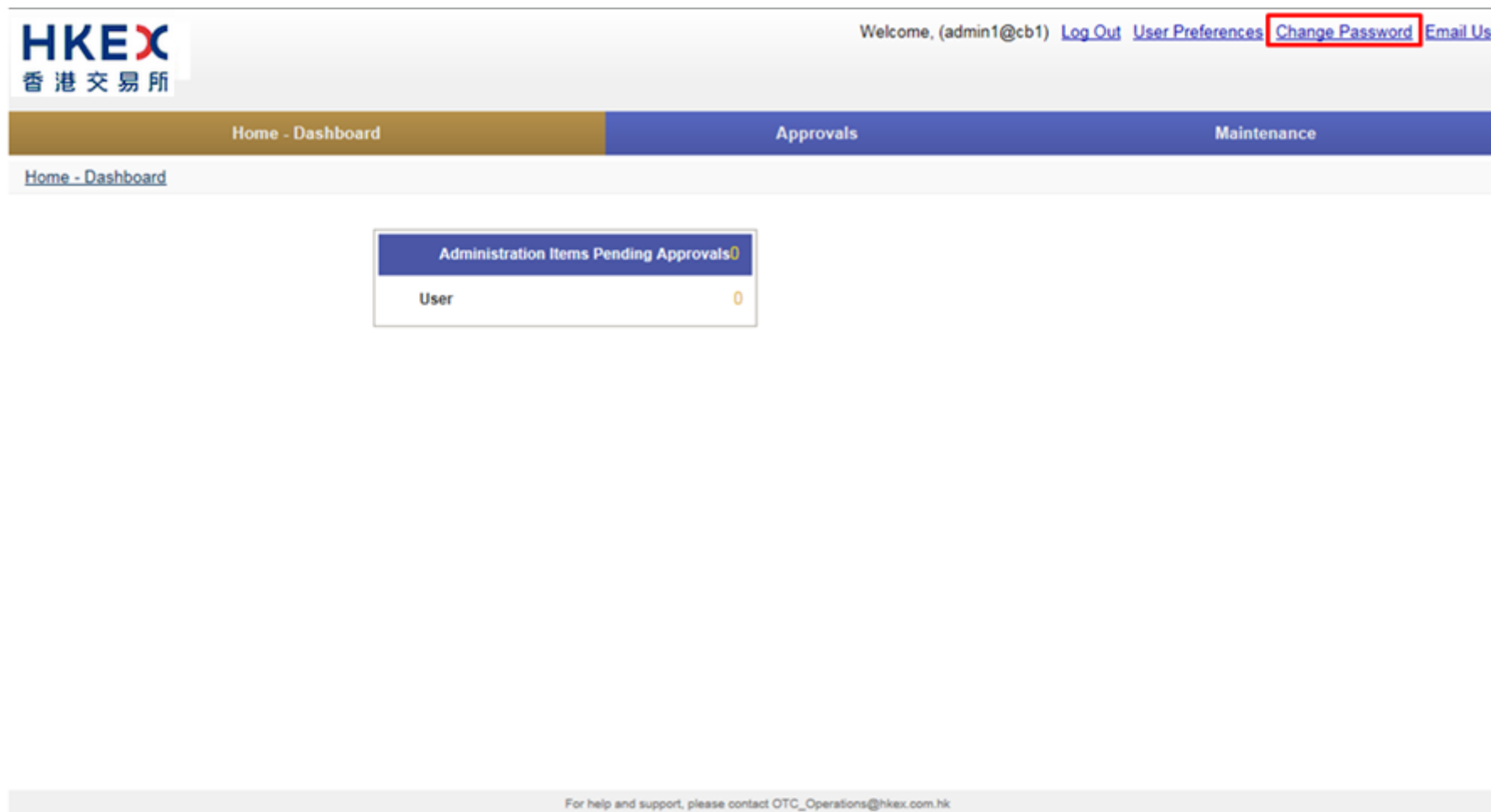After logging on using the temporary password, the system will require you to change the password before proceeding.

1.2.2. *Voluntarily change of password*

OASIS will force user to change password at least once every 90 days. Prior to the system's mandatory change of password, user can change his/her password voluntarily after logging into OASIS.

User can initiate a change of password by selecting **Change Password** at the upper right hand corner.

The below message box will be prompted after selecting the hyper link.

Please make reference to the below password guidelines when setting the password.

1. Password shall contain at least 10 characters;

2. Password shall contain a combination of letters (both upper & lower case) and numbers (0-9)

3. User account will be locked upon 6 consecutive unsuccessful login attempts

4. Password shall be changed at least every 90 days

5. Password will not be allowed to change on the same day upon completion of a password change

An error message will be prompted if user tried to input an invalid password. Below is an example of the error message when the password violated guideline #5).

1.2.3. Common Reasons for Invalid Login

The error message "Failed to Authenticate" will be displayed for invalid login attempt. There are several scenarios that will trigger this message. The common reasons are:

1. The User ID provided does not exist or the password entered does not match with the corresponding User ID.

2.   The User ID is locked by the system after more than 6 invalid login attempts.

3.   The User logs in outside the operating hours.

User should contact HKEx OTC Clear Operations team for further assistance.
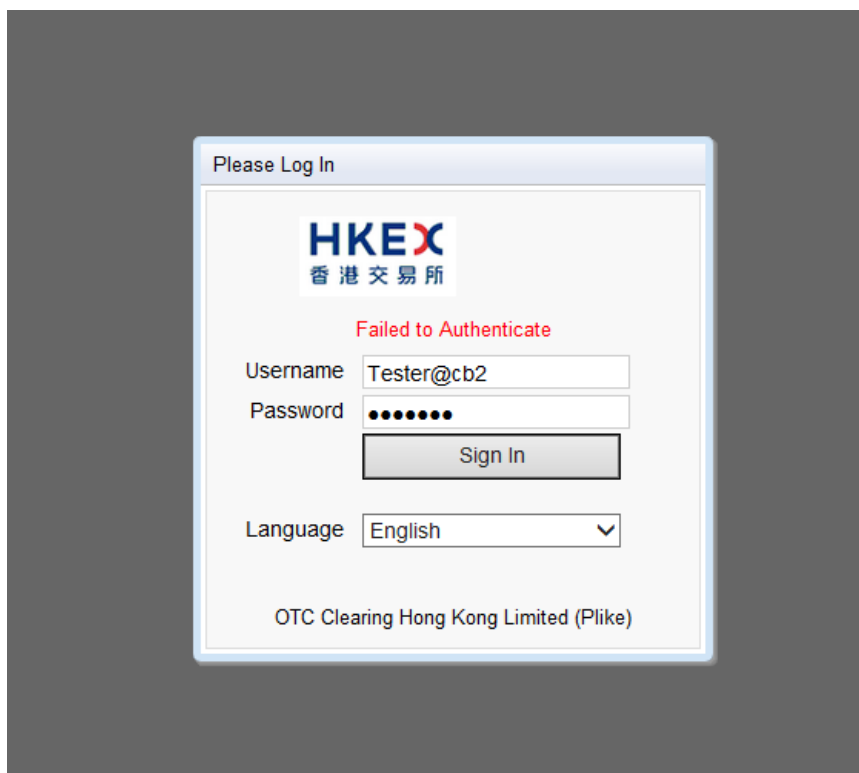
1.3.   Screen Layouts

1.3.1.   Home Page

The Home Page is divided into following sections as shown in the diagram.
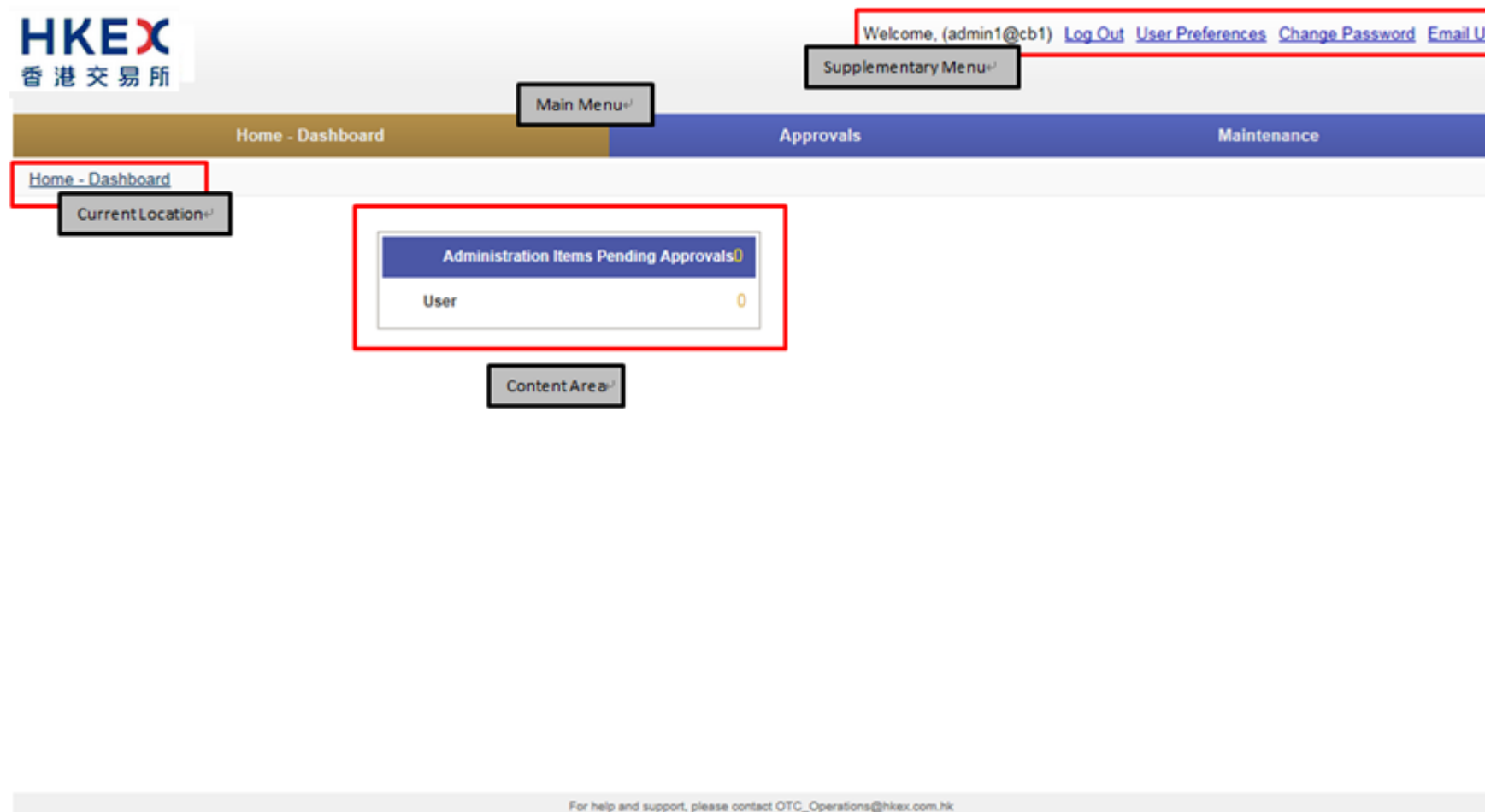
MAIN MENU: Locate at the upper section of the screen. It lists the core functions of the Collateral Management Portal.

The following functions are available for access through the Main Menu.

Functions	Descriptions
HOME Home - Dashboard	Return to the HOME page
APPROVALS Approvals 0	1) View and search outstanding approval requests; 2) Approved/rejected requests Please refer to **Part II, Section 2.5** for details.
MAINTENANCE Maintenance	1) View and search status of users created for this Clearing Member/Broker 2) Create new users 3) Amend setting of existing users 4) Extract the list of users 5) View Admin Audit Report Please refer to **Part II, Section 2** for details.
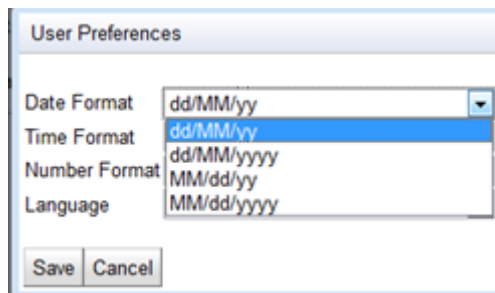
SUPPLEMENTARY MENU: Locate at the upper right hand corner of the screen. It displays the name of the user log into OASIS and a dropdown box listing the Clearing Member ID available for the login user. Also, it provides hyperlinks for the following features for user to select: (1) Log Out, (2) User Preference, (3) Change Password, and (4) Email Us.

Hyperlink	Descriptions
Log Out	End the user login session and log off from the portal.
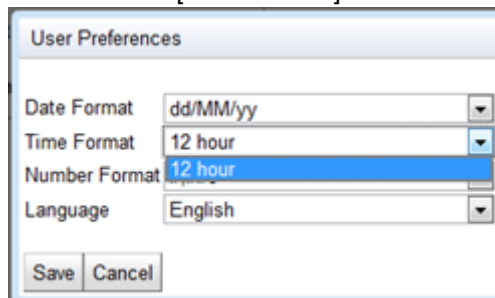
User Preference	A dialogue box will be prompted and allow user to personalize its OASIS setting on
	1) Date Format
	2) Time Format [not available]
	3) Number Format
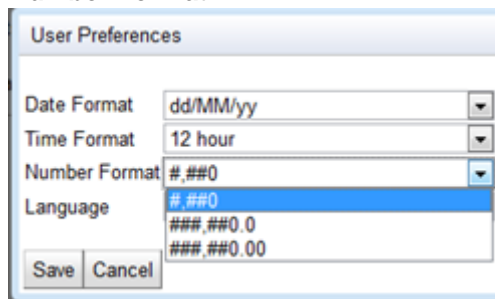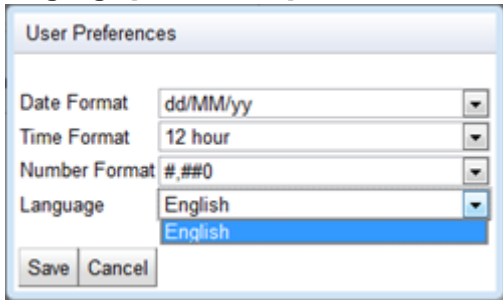
	Please note this setting will affect the number displayed during submission of collateral request. Number will be rounded to the decimal placed elected. **4) Language** [not available] The new preference will take effect at the next login.
Change Password	Initiate a change of password. Please refer to **Part II, Section 1.2.2** for details.
Email us	Initiate an email to OTC Clear with the default email program. The email will be addressed to : ***OTC_Operations@HKEX.COM.HK***

CURRENT LOCATION: Locate below the Main Menu. It displayed the current location of the user's login session.

CONTENT AREA: Locate below the Current Location section. It displayed the contents of the selected function from the **MAIN MENU**. For the Home Page, it is defaulted to display the dashboard.

Administration Items Pending Approvals 0	
User	0

2.   User Accounts Management

2.1.   *Create New OASIS User Accounts*

2.1.1.   *Function Description*

To create a new OASIS user account

2.1.2.   *Function Available Time*

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.1.3.   *How to Use (Step by Step)*

1.   On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.

2.   Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.

3.   To create a new OASIS user account, click **Add User**.

4. A message box will be prompted asking for the following detail of the new users:

User Name (i.e. "User") / Email / First Name / Last Name / Temporary Password (i.e. "Password")

These fields must be populated before proceeding to the next page. Members are not allowed to provide personal data to these fields (e.g. first name and last name of the person).

*Note: The User Name will become part of the login ID of the OASIS user account (i.e. **user**@ClearingMemberID; in lowercase letters). The login ID of the OASIS user account must be limited to 31 characters.*

A sample with fields populated. Login ID for this sample OASIS user account will be "*tester2@cb2*".

Note: You might use the **Model User** feature to reference the setup of an existing user. This can reduce the time to select user access group in the coming steps. A dropdown menu with all existing users will be available when clicking that feature.

5. Assign the combination of "Legal Entities" (i.e. Clearing Member/Client) and the "Groups" (i.e. User Access Group) for this new user account.

6. Review the Legal Entities access and the Profile assigned. User can use **Assign** and **Revoke** to amend the Combinations of Legal Entity / Group. To remove the entire row for a Legal Entity, click **Remove.** To abort the user account creation process, click **Cancel**.

For the functions available to each user access group, please refer to **Part I, Section 4.2**.

7. The detail of the user account will be displayed for final review. If the details are correct, Click **Finish**; otherwise, click **Previous** for amendment or **Cancel** to cancel the creation.

8. After clicking **Finish**, the following screen will appeared. User can continue using other functions of OASIS by clicking **Close**.

9.   After clicking close, the user will return to the "User Setup" window. The new user will not appear in the user list until a different user approved the creation. For approval process, please refer to **Part II, Section 2.5**.

2.2.   Amendment of OASIS User Accounts

2.2.1. Function Description

To amend the details of an OASIS user accounts.

2.2.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.2.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.

2. Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.

3.   To amend the detail of an OASIS user account, click the icon in the **Actions** column of the user account to be amended

4. After clicking the icon, the selected OASIS user account will be highlighted and an action box will be displayed.

5.   Click **Amend**, the detail of the OASIS user account will be displayed and allow for user to edit.

6.   The color of the field will change if it is edited. E.g. the Last Name was changed from "user6" to "Test".

7.   You can also change the access rights of the OASIS user. We can remove existing access by clicking **Remove**; and add new access by selecting the combination of legal entities and users groups then press **Assign**.

8.   In the example below, I have removed the currently assigned access on **CLAXCB1**; and assigned the new access to **CB1** by clicking **Assign**.
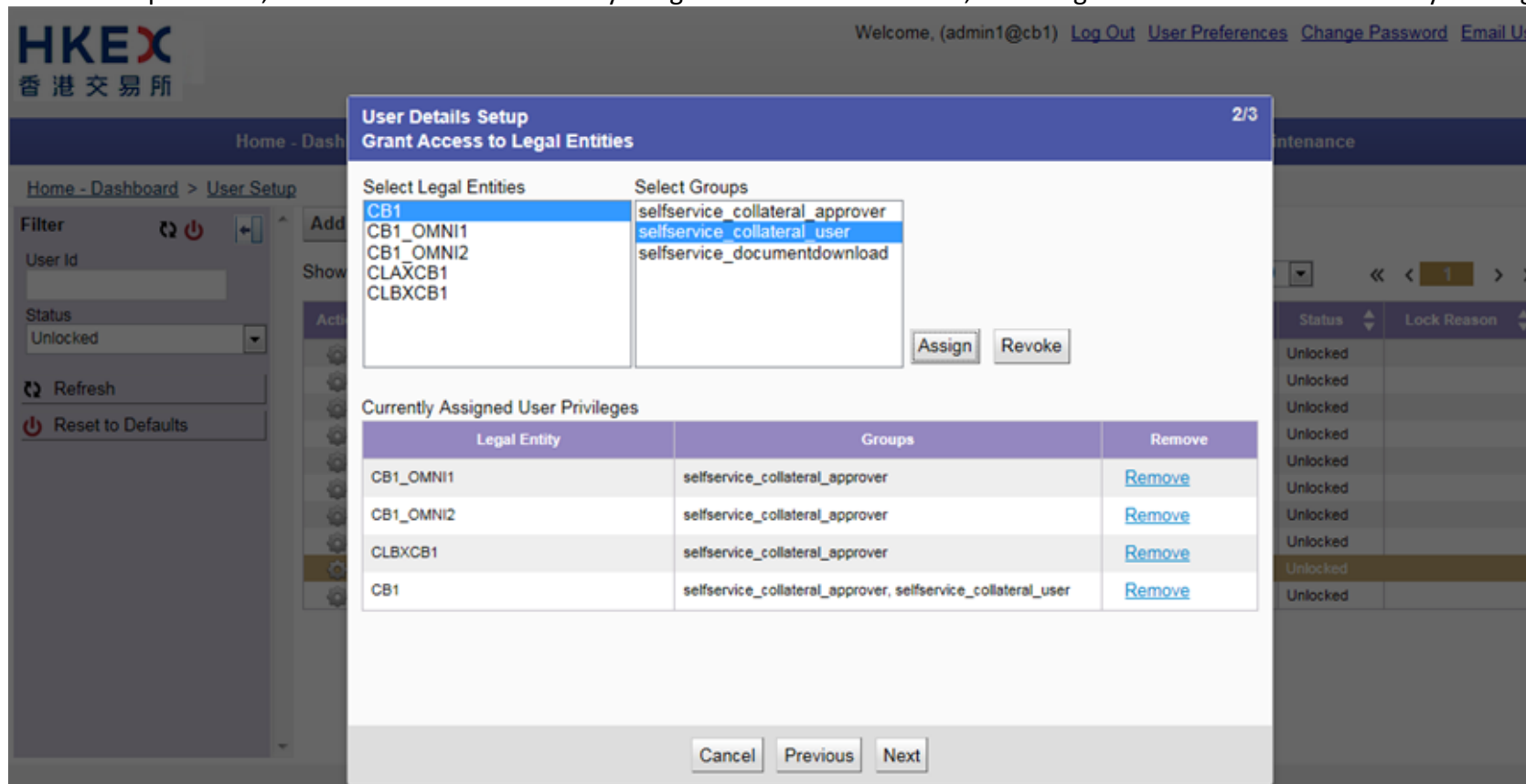
9.   The below displays the new access profile of this user
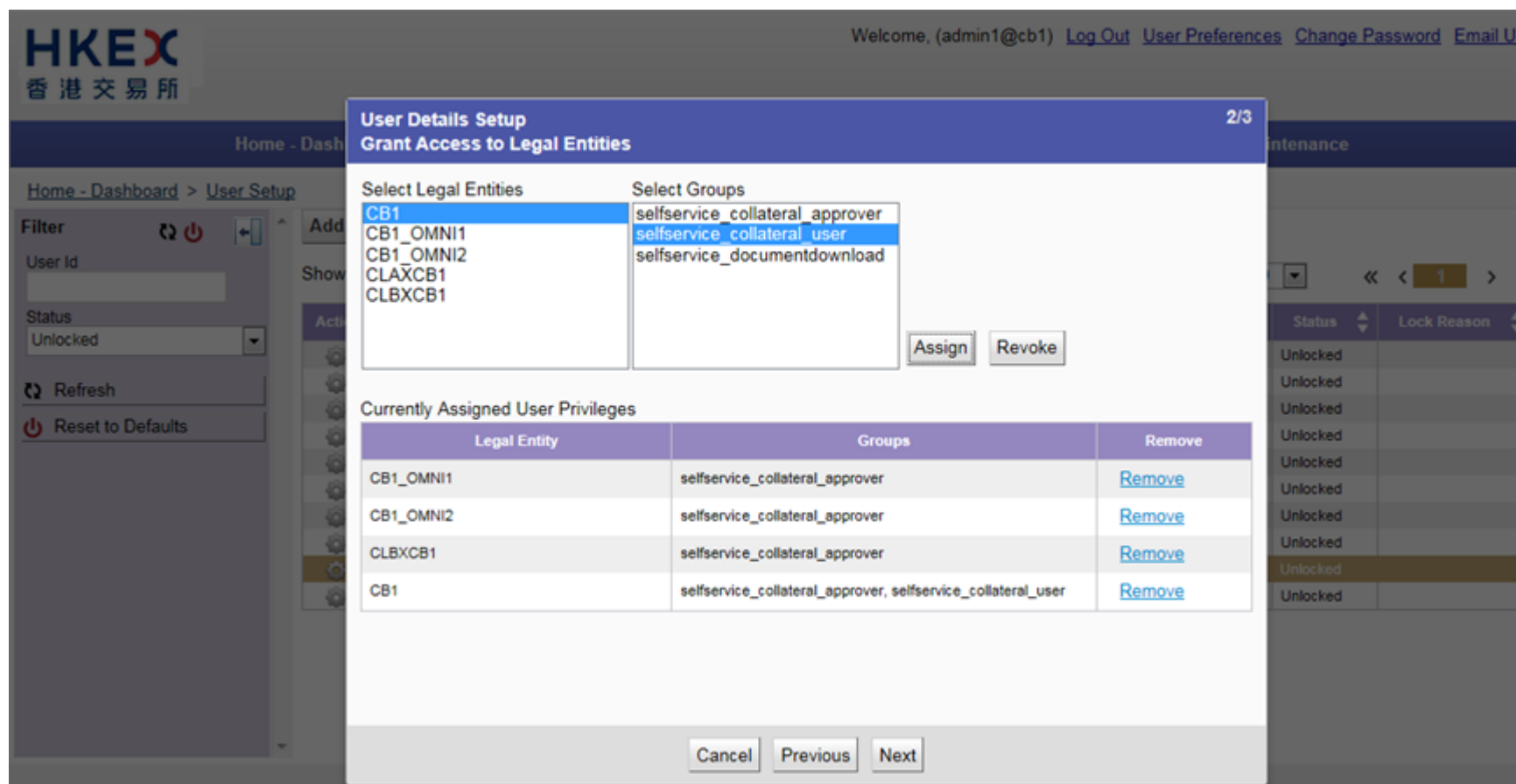
10.   Similar to other process, the system will display all details for user to reconfirm before submitting the changes for approval.
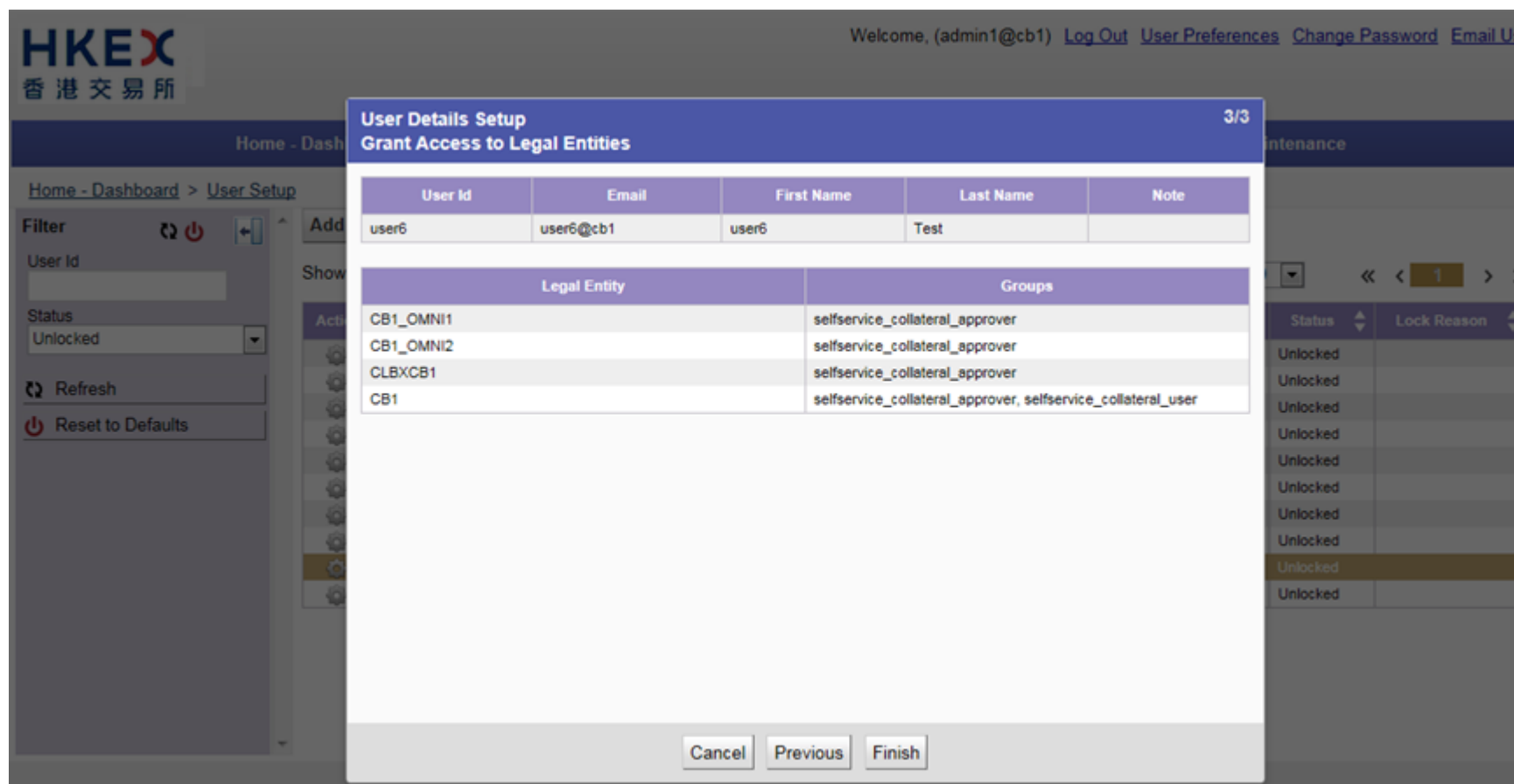
11.   After clicking **Finish**, the following screen will appear. User can continue using other functions of OASIS by clicking **Close**.

12. After clicking **Close**, the user will return to the "User Setup" window. The change made will not be displayed until a different user approved the changes. For approval process, please refer to **Part II, Section 2.5**.

2.3. Lock/Unlock of OASIS User Accounts

2.3.1. Function Description

To lock/unlock OASIS user accounts

2.3.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.3.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.

2. Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.

3. To amend the detail of an OASIS user account, click the icon in the **Actions** column of the user account to be amended.

4. After clicking the icon, the selected OASIS user account will be highlighted and an action box will be displayed. If **Lock/Unlock** is clicked, the selected OASIS user account will have its status change from the current status (shown on the far right).

5. After **Lock/Unlock** is clicked, the user will return to the "User Setup" window. The change made will not be displayed until a different user approved the changes. For approval process, please refer to **Part II, Section 2.5.**

2.4.   Reset Password of OASIS User Accounts
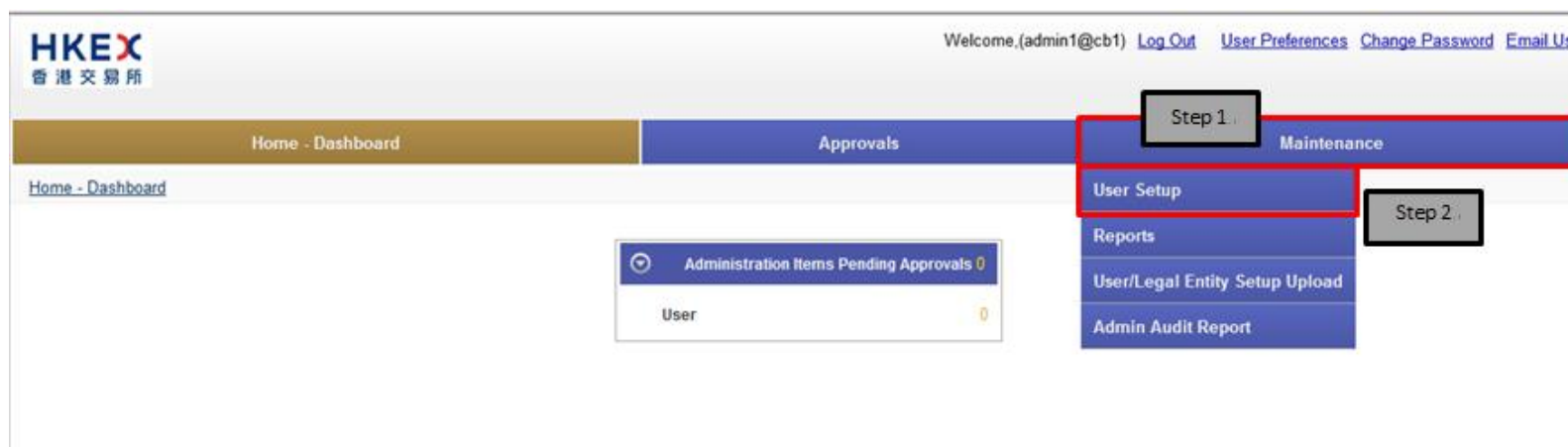
2.4.1. Function Description

To reset password of OASIS user accounts

2.4.2. *Function Available Time*

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.4.3. *How to Use (Step by Step)*

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User Setup**.

2. Current Location will be updated and the Content Area will display all the OASIS User Accounts for this Clearing Member.

3.   To reset the password of an OASIS user account, click the icon in the **Actions** column of the user account.

4. After clicking the icon, the selected OASIS user account will be highlighted and an action box will be displayed.

5.   Click **Amend**, the detail of the OASIS user account will be displayed.

6.   Reset the password by entering a temporary password at the **Password** field and the **Retype Password** field. Then click **Next.**

7.   To continue with the reset password process by clicking **Next** in the user access assignment page.

8.   To complete the process, user need to click **Finish** in the confirmation page.

9. After clicking **Finish**, the following screen will appeared. User can continue using other functions of OASIS by clicking **Close**.

10. After clicking **Close**, the user will return to the "User Setup" window. The temporary password will not be effective until a different user approved the change. For approval process, please refer to **Part II, Section 2.5**.

2.5. Approve Creation/Amendment of OASIS User Accounts

2.5.1. Function Description

To approve creation of new User Account and/or amendment on existing User Account.

2.5.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.5.3. How to Use (Step by Step)

1.   On the **Main Menu**, select **Approvals**.   Note the dashboard will highlight the number of approvals pending action.
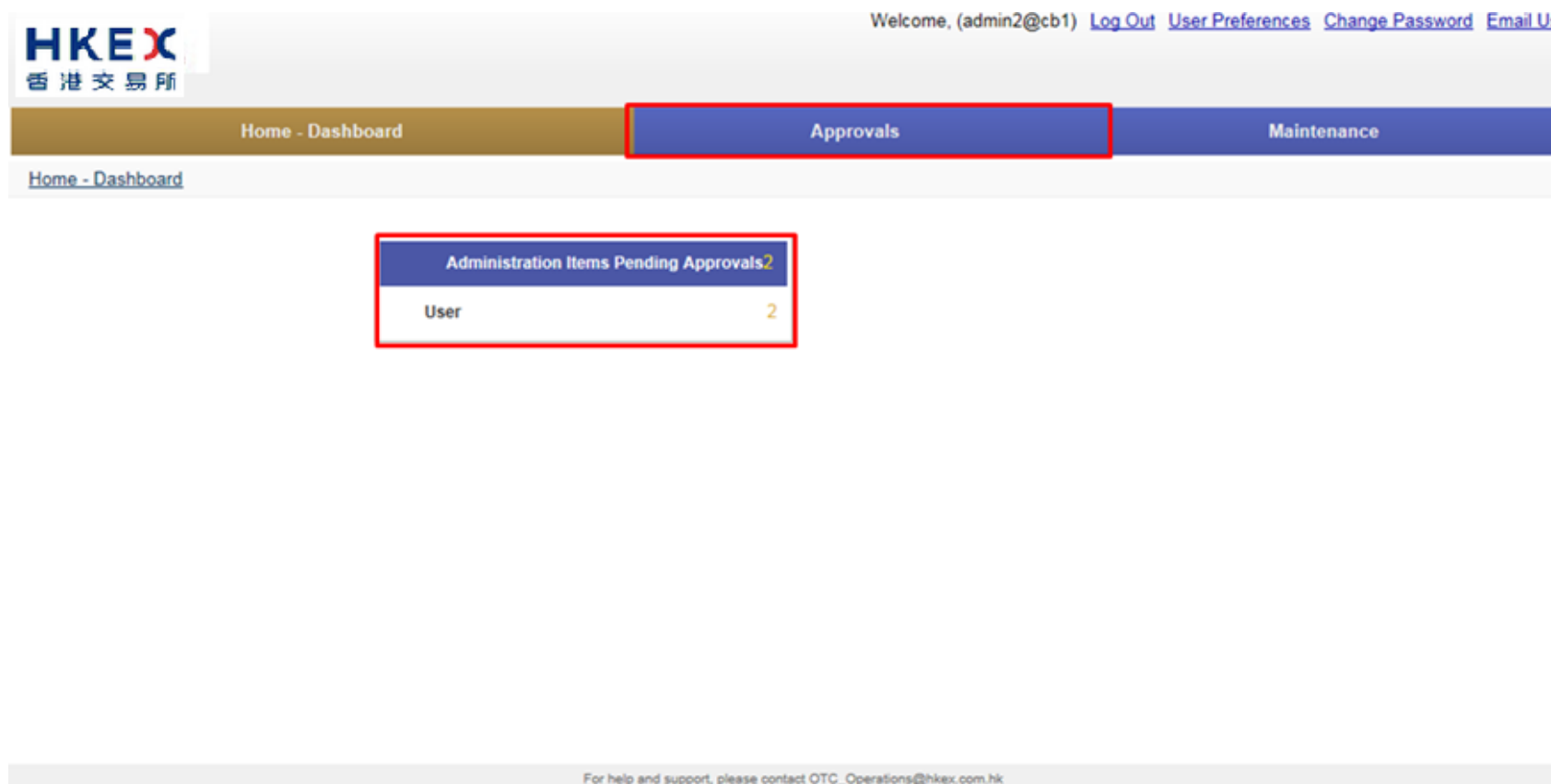
Current Location will be updated and the Content Area will display all the changes pending approval.

3.   The below table listed out the attributes in the order displayed.

Attribute	Descriptions	Sortable
Actions	Actions available for this request under the current processing status	N/A
Type	The nature of the request. "User" will be shown for all entries related to change involving user account.	Yes
Client	The Clearing Member that owns the user accounts.	N/A
Activity	The action applied to the user account. ***New*** represent a creation of an user account ***Update*** represent an amendment of an user account	Yes
Description	The user accounts being change d/created. Please note "==" is equal to "@". Referring to the 1st entry, user account ***tester2@cb2*** is being created	Yes
Modified by	The user accounts that initiated the request. Please note "==" is equal to "@". Referring to the 1st entry, user account ***cb2_admin@cb2*** initiated the change	Yes
Timestamp	The time that the request is initiated and submitted for approval	Yes

4. To view the full detail of the changes made to the user account, select the request by clicking the checkbox on the first column and click **View Details**. It will display a comparison table listing fields being changed and the old value and the new value of the field.

5.   If the details are correct, approve the request by clicking **Accept**; otherwise, click **Reject** to reject the request or **Cancel** to go back to the approval menu.

6.   Once the request is approved (or rejected), it will disappear from the list of requests pending approval.

7. Please note the user will be prompted to change password when logging in for the first time after a password reset is made to his/her user account.

2.6. Extract detail of OASIS User Accounts

2.6.1. Function Description

To retrieve the details and status of collateral movement requests created/submitted.

2.6.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.6.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **Reports**.
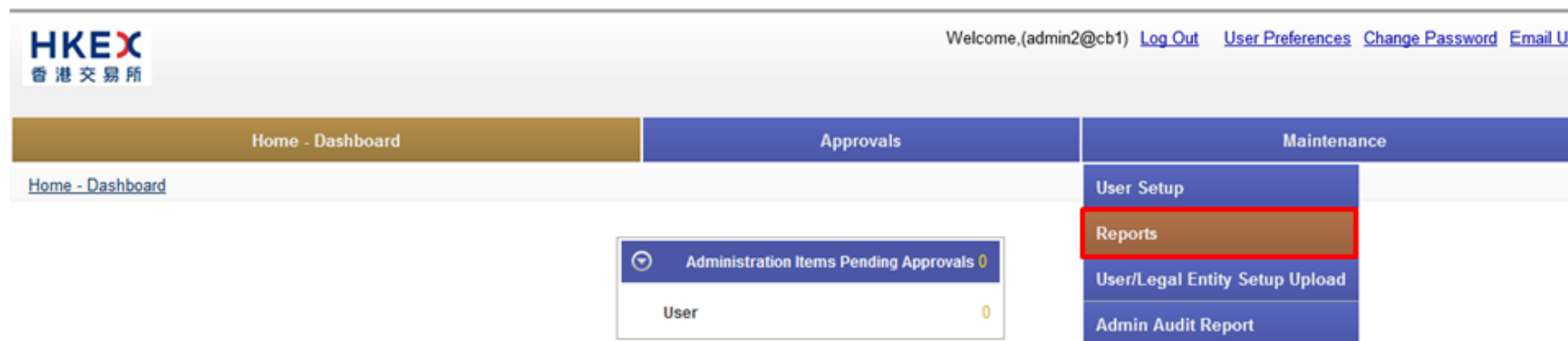
2. Click **Select Report** for the list of reports available

3. For **User Data report**, the full list of OASIS users for this Clearing Member (Including OASIS admin user account) will be displayed and the number of failed password attempts. This can be sorted by the attributes or by using the filters on the left (red-boxed).

4. The user can extract the displayed information into an excel file with csv file extension by clicking **Export**.

A window will appeared and user can selected the location to save the file.

Attribute	Descriptions	Sortable
User Id	The assigned name of the "user" for the OASIS user account. Note: this is not the login ID of the OASIS user account	Yes
Status	The status of the OASIS user account. i.e. Locked / Unlocked	Yes

# of Failed Password Attempts	The number of failed login attempts for the OASIS user account	Yes

5. The access group(s) for list of OASIS users under this Clearing Member (aside from the OASIS admin account) will also be displayed by selecting the drop down box to **Group User Mapping**.

The below table listed out the attributes in the order displayed.

Attribute	Descriptions	Sortable
User Id	The assigned name of the "user" for the OASIS user account. Note: this is not the login ID of the OASIS user account	Yes
Legal Entity	Legal Entity of OASIS user account that has access to	Yes
Group	Access group(s) level of OASIS user accounts for each of Legal Entity	Yes

6.   Similarly, user can also extract the information displayed in **User Setup** into an excel file with csv file extension by clicking **Export**.

The below table listed out the attributes in the order displayed in **User Setup.**

Attribute	Descriptions	Sortable
User Id	The assigned name of the "user" for the OASIS user account. Note: this is not the login ID of the OASIS user account	Yes
First Name	First name of the "user" for the OASIS user account.	Yes
Last Name	Last name of the "user" for the OASIS user account.	Yes
Email	The Registered email of the OASIS user account.	Yes
Client	The Clearing Member the OASIS user account is belonged to.	Yes
Description	Notes key-in by the OASIS admin user when creating the user account	Yes
Last Login	Last login time of the OASIS user account	Yes
Status	The status of the OASIS user account.	Yes
Lock Reason	Reason the account is locked	Yes

2.7.   Assign additional Legal Entities for more than one existing OASIS User Accounts

2.7.1.   Function Description

To assign additional Legal Entities for more than one and multiple OASIS User Accounts

2.7.2.   Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.7.3. How to Use (Step by Step)

1. Fill in the csv upload template like below:

   ACTION: Must "ADD_COMPANY"

   Client: CBSL Clearing Broker name

   UserId: User name (e.g. user1)

   ModelUser: Must leave it BLANK

   FirstName: Must leave it BLANK

   LastName: Must leave it BLANK

   Email: Must leave it BLANK

   Description: Must leave it BLANK

   Group: selfservice_collateral_user, self service_collateral_approver, selfservice_documentdownload, selfservice_limitenq, or whatif_ClearingMemberID (Can select multiple groups to each user Id)

   CompanyLegalEntity: New on boarding client legal entity (Can select multiple group to each user Id)

   Status: Must leave it BLANK

Notes: Must   leave   it   BLANK

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACTION	Client	UserId	ModelUser	FirstName	LastName	Email	Description	Group	CompanyLegalEntity	Status	Notes
2	ADD_COMPANY	CB1	user2						selfservice_collateral_user;selfservice_collateral_approver	CB1;CLAXCB1		
3	ADD_COMPANY	CB1	user3						selfservice_collateral_user;selfservice_collateral_approver	CB1;CLAXCB1;CB1_OMNI1		

2. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear. Select **User/Legal Entity Setup Upload**.
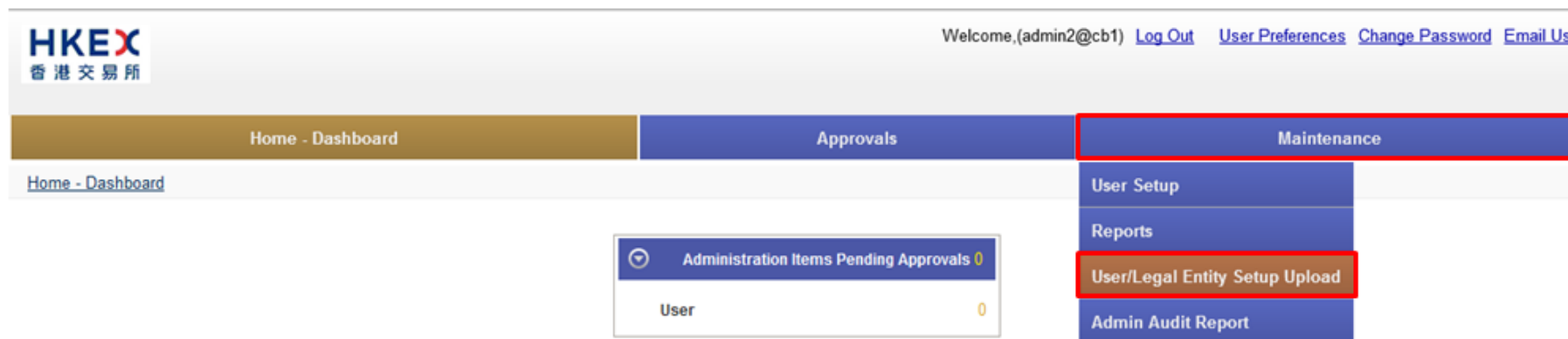
3. Select **Browse**, select the appropriate file and select **Upload File and Apply New Setup**
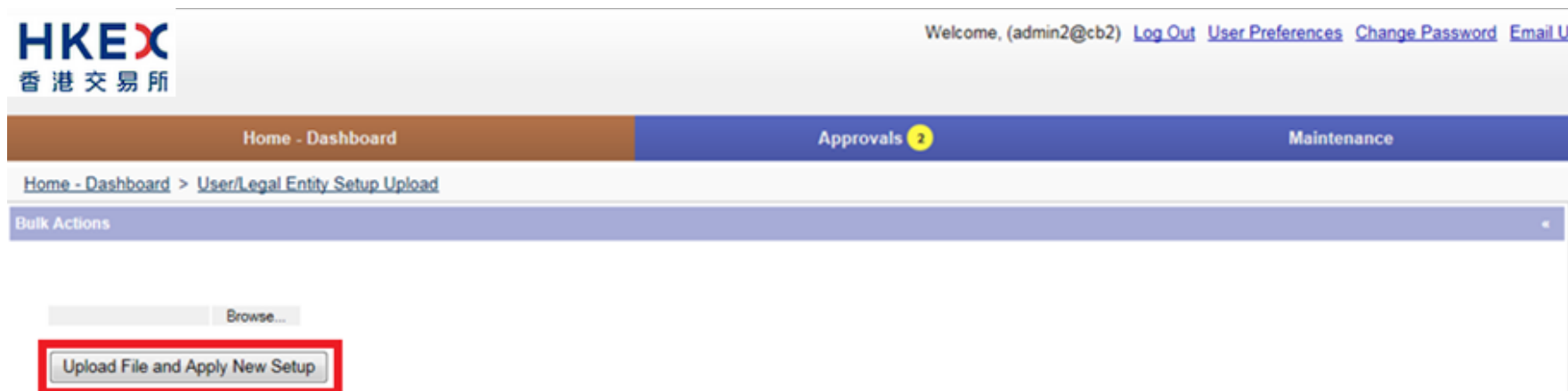
4. Below message will show at the bottom of the page if the upload was successful.
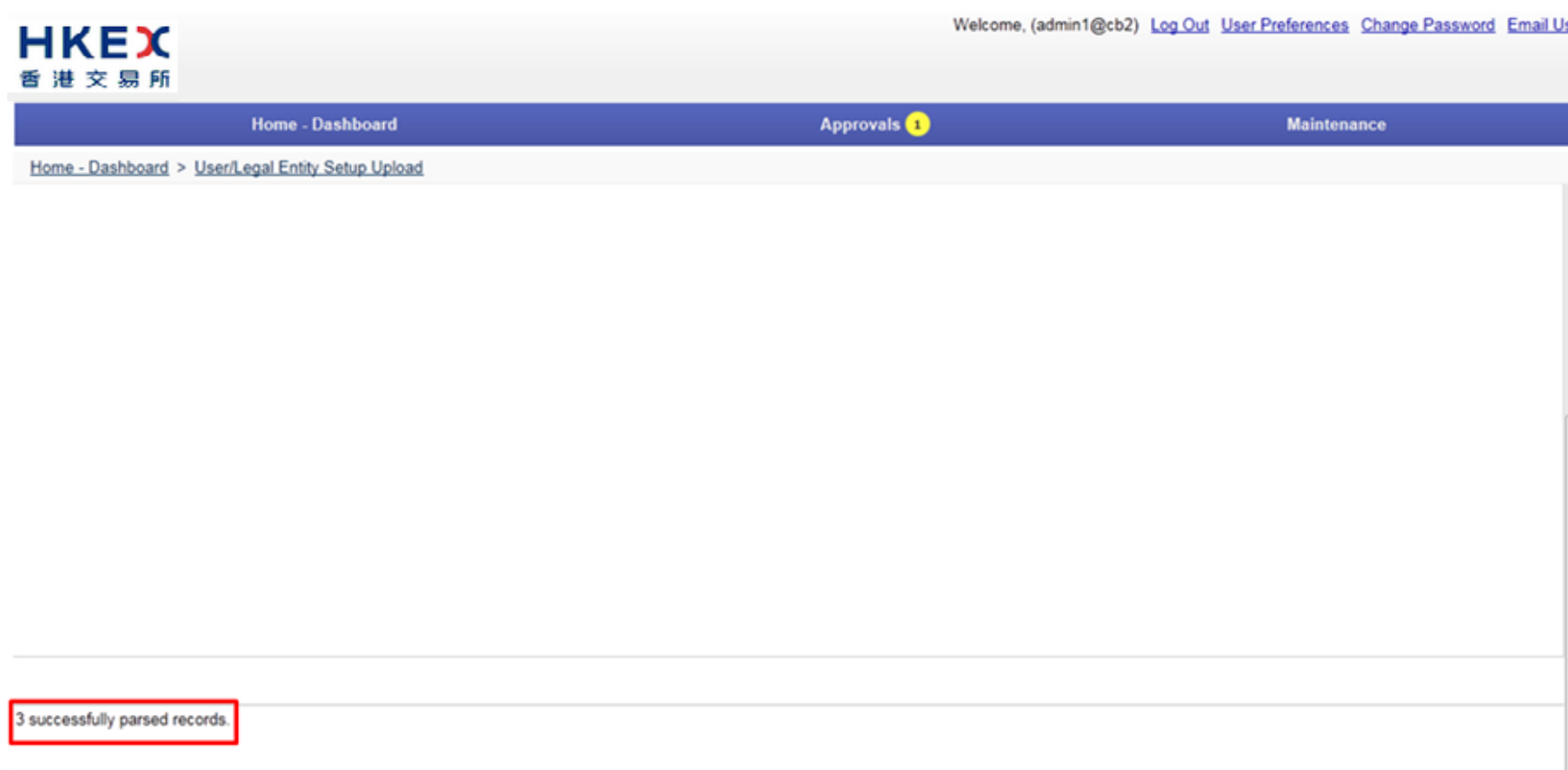
5. The new user will not appear in the user list until a different user approved the creation. For approval process, please refer to **Part II, Section 2.5**.

2.8. Delete existing OASIS User Accounts

2.8.1. Function Description

To delete existing OASIS user accounts

2.8.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.8.3. How to Use (Step by Step)

1. On the **Main Menu**, select **Maintenance**. The feature will be highlighted and a menu will appear, and then select **User Setup**.
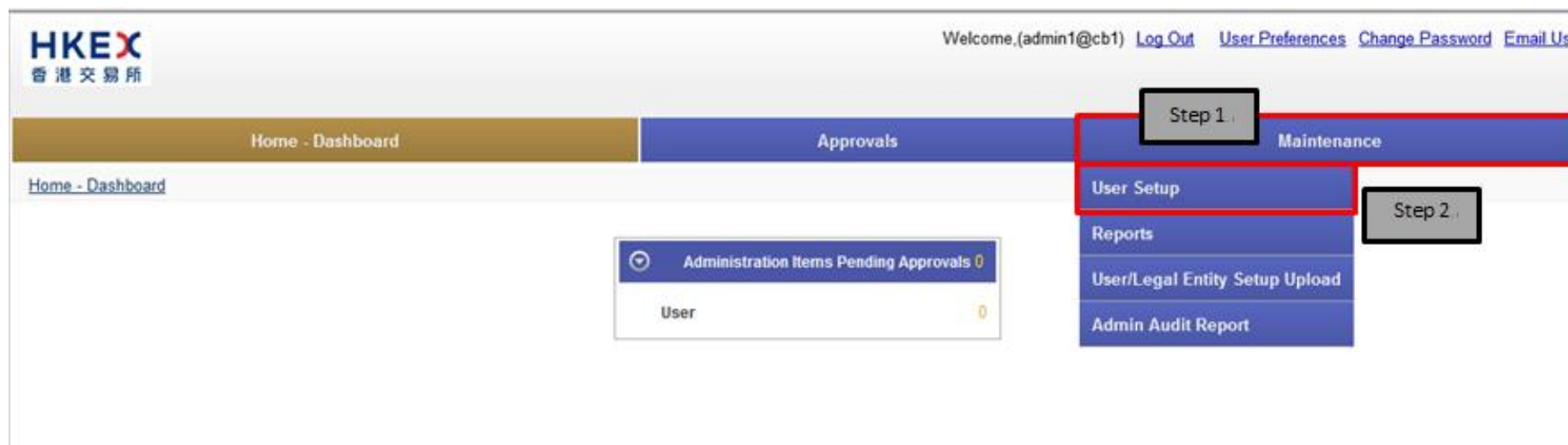
2. To delete an existing OASIS user account, click on the icon below Actions, then click **Delete** on the extended menu

3. For approval process, please refer to Part II, Section 2.5.

2.9.   Audit Trail Report

2.9.1.   Function Description

This function allows administrators to audit the activities of their admin and accounts

2.9.2.   Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

2.9.3.   How to Use (Step by Step)

1. On the Main Menu, select **Maintenance**. The feature will be highlighted and a menu will appear, and then select **Audit Value**.
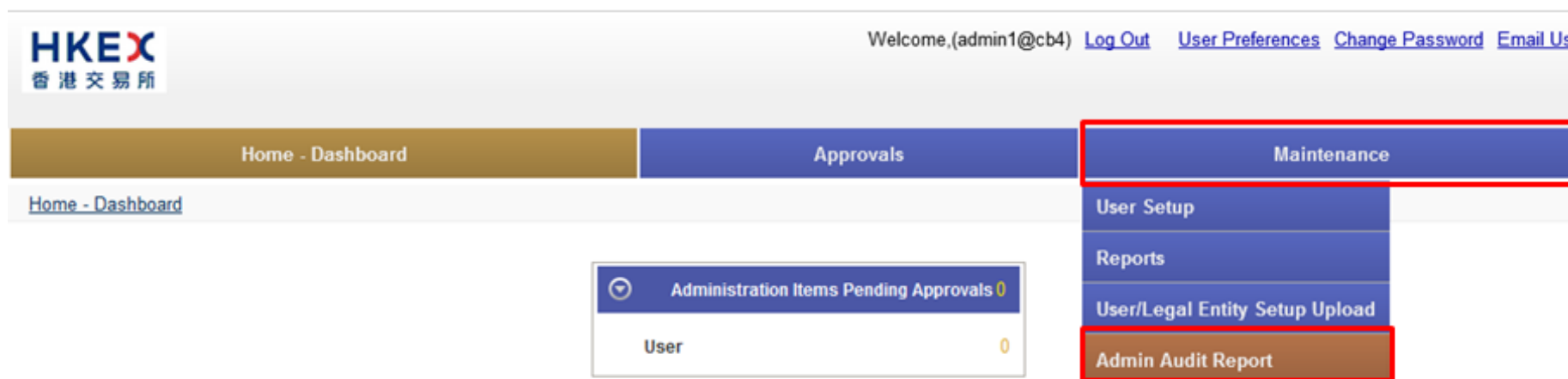
2. Content Area will display the activities of all OASIS admin user accounts and OASIS user accounts.

2.9.4. Examples of activities

1. Reset password by administrator

Welcome,(admin1@cb4) Log Out   User Preferences Change Password Email

Home - Dashboard	Approvals 1	Maintenance

Home - Dashboard > Admin Audit Report

Showing 1 - 11 of 11 ↻   Rows 20 ⌄   « ‹ 1 ›

Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
		user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:25 PM	Remove
KT		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
	18/03/16 14:24:40.752 o'clock HKT	user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update
	Locked by Admin	user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update
	NEWPASSWORD	user2==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:24 PM	Update

2. Delete user

3. Change of user permissions of an account

Welcome,(admin1@cb4) Log Out   User Preferences Change Password Email

Home - Dashboard	Approvals 1	Maintenance

Home - Dashboard   >   Admin Audit Report

Showing 1 - 11 of 11 ↻   Rows 20 ⌄   « ‹ 1 ›

Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date	Action Type
		user1==cb4	admin1==cb4	admin2==cb4	Accepted	03/07/2016 04:30 PM	New
		user2==cb4	admin1==cb4	admin2==cb4	Accepted	03/07/2016 04:30 PM	New
,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-pprover,selfservice_colateral_user,selfservice_documentdownload	user1==cb4-188687 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-188765 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-187782 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload,user1==cb4-189920 selfservice_collateral_approver,selfservice_collateral_user,selfservice_documentdownload	user1==cb4	admin1==cb4	admin2==cb4	Accepted	03/07/2016 05:43 PM	Update

4. Created new user

Welcome,(admin1@cb4) Log Out   User Preferences   Change Password

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Field	Modification Date Time	Old Value	New Value
AccountLockedDatetime	03/18/2016 02:24 PM		18/03/16 14:24:40.752 o'clock HKT
AccountLockedDatetime	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT	
AccountLockedReason	03/18/2016 02:24 PM		Locked by Admin
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin	
CREATE	03/18/2016 02:23 PM		

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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
	18/03/16 14:24:40.752 o'clock HKT	user3==cb4	admin2==cb4	admin1=cb4	Accepted	03/18/2016 02:24 PM	Update
KT		user3==cb4	admin1=cb4	admin2=cb4	Accepted	03/18/2016 02:25 PM	Update
	Locked by Admin	user3==cb4	admin2=cb4	admin1=cb4	Accepted	03/18/2016 02:24 PM	Update
		user3==cb4	admin1=cb4	admin2=cb4	Accepted	03/18/2016 02:25 PM	Update
		user3=cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:24 PM	New

5. Locked user account

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Field	Modification Date Time	Old Value	New Value
DELETE	03/18/2016 02:25 PM		
AccountLockedDatetime	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT	
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin	
AccountLockedDatetime	03/18/2016 02:24 PM		18/03/16 14:24:40.752 o'clock HKT
AccountLockedReason	03/18/2016 02:24 PM		Locked by Admin

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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
		user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:25 PM	Remove
KT		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
	18/03/16 14:24:40.752 o'clock HKT	user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update
	Locked by Admin	user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:24 PM	Update

6.   Unlocked user account

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Field	Modification Date Time	Old Value	New Value
DELETE	03/18/2016 02:25 PM		
AccountLockedDatetime	03/18/2016 02:25 PM	18/03/16 14:24:57.200 o'clock HKT	
AccountLockedReason	03/18/2016 02:25 PM	Locked by Admin	

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Old Value	New Value	Modified User	Requester	Approver	Status	Approval Date Time	Action Type
		user3==cb4	admin2==cb4	admin1==cb4	Accepted	03/18/2016 02:25 PM	Remove
KT		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update
		user3==cb4	admin1==cb4	admin2==cb4	Accepted	03/18/2016 02:25 PM	Update