



# Valuations Portal

## Client User Guide



July 2019

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# 1. Valuation Portal user guide

## LOGIN

1. Navigate to the Portal using the following [link](#)
2. You will then be presented with the following view:

MUFG OTC Client Valuations  
MUFG Securities EMEA plc

Account

LOG IN

Please enter your username and password.

Account Information

Email:

Password:

Keep me logged in

Log In

[Reset your password.](#)

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### 3. Input your email address

MUFG OTC Client Valuations  
MUFG Securities EMEA plc

Account

LOG IN

Please enter your username and password.

Account Information

Email:

Password:

Keep me logged in

Log In

[Reset your password.](#)

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### 4. Input your password

MUFG OTC Client Valuations  
MUFG Securities EMEA plc

Account

LOG IN

Please enter your username and password.

Account Information

Email:

Password:

Keep me logged in

Log In

[Reset your password.](#)

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## 5. Click on Log In

MUFG OTC Client Valuations [Log In]

MUFG Securities EMEA plc

**Account**

LOG IN

Please enter your username and password.

Account Information

Email: joe.bloggs@mufgclient.com

Password: [masked]

Keep me logged in

**Log In**

[Reset your password.](#)

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## 'Account' Tab

1. Once you have logged into the portal, you will be presented with the following 'Account' view, containing useful information such as when you were granted access, and when you last logged on.

MUFG OTC Client Valuations Welcome [Log Out]

MUFG Securities EMEA plc

**Account** View Valuations Administration

User active since

Last login on

[Change Password](#)

For support, contact OPS-ClientValuations@int.lsc.mufg.jp

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## 'View Valuations' Tab

1. From here you can navigate to the 'View Valuations' tab which contains the detail of the valuations you and your organisation have been set up for.

MUFG OTC Client Valuations Welcome [Log Out]

MUFG Securities EMEA plc

**View Valuations** Account Administration

Valuation Date: 1 / 2019 Account:

**View Statement - PDF** **View Statement - Spreadsheet**

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2. Navigate to the Valuation Date you want to retrieve a valuation for.

The screenshot shows the MUFG OTC Client Valuations web application. At the top, there is a navigation bar with the MUFG logo, the text "OTC Client Valuations", and a "Welcome" message with a "[Log Out]" link. Below the navigation bar, the text "MUFG Securities EMEA plc" is displayed. A horizontal menu contains three items: "Account", "View Valuations" (which is highlighted with a red background and a white arrow pointing down), and "Administration". Below this menu, there are two dropdown menus: "Valuation Date:" and "Account:". The "Valuation Date:" dropdown is currently open, showing a list of dates with the year "2019" visible. Below the dropdowns are two buttons: "View Statement - PDF" and "View Statement - Spreadsheet". At the bottom of the page, there is a copyright notice: "Copyright 2019 MUFG Securities EMEA plc. A member of MUFG, a global financial group. All rights reserved."

3. Select the Account you want to retrieve the valuation for.

This screenshot is similar to the previous one, showing the MUFG OTC Client Valuations interface. The "View Valuations" menu item is still highlighted. In this step, the "Account:" dropdown menu is open, showing a list of account options. The "Valuation Date:" dropdown remains open. The "View Statement - PDF" and "View Statement - Spreadsheet" buttons are still visible at the bottom of the form area. The copyright notice at the bottom remains the same.

4. Select how you want to consume the data – either as a .pdf or as an .xls (you can choose both sequentially).

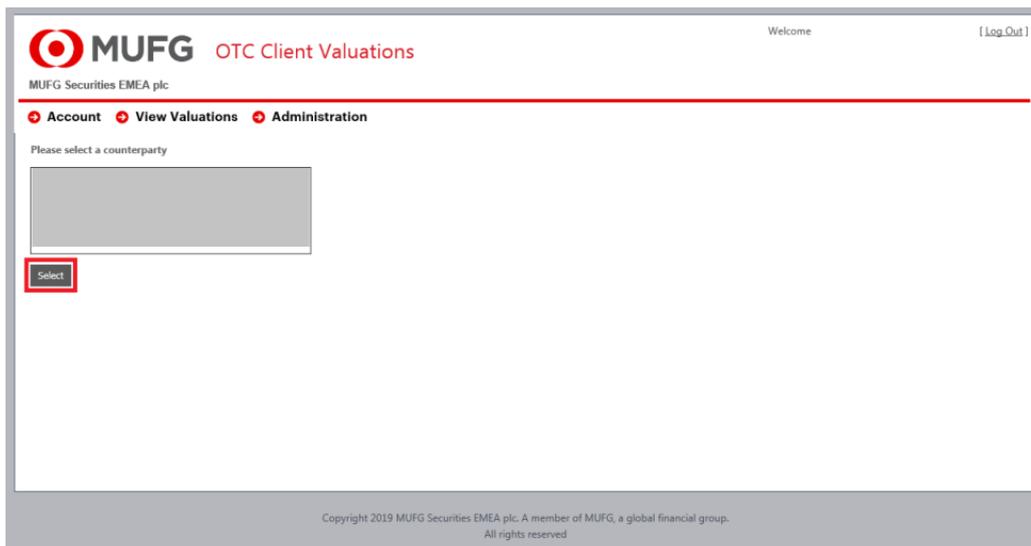
This screenshot shows the final step in the process. The "View Statement - PDF" and "View Statement - Spreadsheet" buttons are highlighted with a red border. The "Valuation Date:" and "Account:" dropdowns are still open. The rest of the interface, including the navigation bar and copyright notice, is consistent with the previous screenshots.

## 'Administration' Tab

- a) Navigate to the '@Administration' Tab to review the setup of the counterparty listed in the area of the grey box in the screenshot below.



- b) Once you have clicked on your chosen counterparty, they should be highlighted, and you can now click on 'Select'



- c) This will open a new view detailing;
  - a. The Password for the emailed valuation statements;
  - b. The Users/Recipients where the emailed valuation statement is sent;
  - c. The Company Email Preferences, and;
  - d. The Report Currencies.

Amendments can be made to this section, only to the following:

- a. The Password, and;
- b. The Users/Recipients.



The following fields can be edited:

- a) Email address;
- b) Email recipient flag;
- c) Active account flag;
- d) Frequency, and;
- e) Matching company schedule

### **New Users / Recipients**

Users / Recipients ⤴

#	User Id	Email Address	Email Recipient	Active	Approved	LockedOut	Created On	Mail Frequency Mode
<a href="#">Edit</a> <a href="#">New</a>	8c37050f-5082-4083-b8d4-3ff15d581d08		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	/ /2019	Same
<a href="#">Edit</a> <a href="#">New</a>	eca0267d-f178-4df7-a29b-9e2c494ea1e2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	/ /2019	Same
<a href="#">Edit</a> <a href="#">New</a>	d99a86a7-2450-45b5-985b-6975f0811213		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	/ /2019	Same
<a href="#">Edit</a> <a href="#">New</a>	a6d45ee3-286c-4f4b-bcb8-fa57b0da15af		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	/ /2019	Same

Users / Recipients ⤴

#	User Id	Email Address	Email Recipient	Active	Approved	LockedOut	Created On	Mail Frequency Mode
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Email <input type="text"/></p> <p>Email Recipient <input checked="" type="checkbox"/></p> <p>Active <input checked="" type="checkbox"/></p> <p>Frequency: <input type="radio"/> Annually <input type="radio"/> Quarterly <input type="radio"/> Monthly <input type="radio"/> Weekly <input checked="" type="radio"/> Daily</p> <p>Day: <input type="text" value="1"/></p> <p> <input type="radio"/> Same as company schedule  <input type="radio"/> Instead of company schedule  <input type="radio"/> Aswell as company schedule                 </p> <p style="text-align: right;"><a href="#">Update</a> <a href="#">Cancel</a></p> </div>								
<a href="#">Edit</a> <a href="#">New</a>	eca0267d-f178-4df7-a29b-9e2c494ea1e2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/05/2019	Same
<a href="#">Edit</a> <a href="#">New</a>	d99a86a7-2450-45b5-985b-6975f0811213		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	17/05/2019	Same
<a href="#">Edit</a> <a href="#">New</a>	a6d45ee3-286c-4f4b-bcb8-fa57b0da15af		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02/07/2019	Same

The following fields must be populated:

- a) Email address;
- b) Email recipient flag;
- c) Active account flag;
- d) Frequency, and;
- e) Matching company schedule

It is important to note that inputs cannot be deleted once they have been added; only amended.

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## A. Useful Contacts

The portal is supported by MUFG Operations, and the primary point of contact is the following email address:

**[OPS-CLIENTVALUATI@INT.SC.MUFG.JP](mailto:OPS-CLIENTVALUATI@INT.SC.MUFG.JP)**

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## B. Disclaimers

This portal may include data that is confidential and may be subject to legal privilege. Unless otherwise indicated, you may not disclose or distribute this data to any other person.

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