User Registration and Account Application – CITSS

User Registration (STEP 1)

Data Entry into CITSS

Print Hard Copy Forms

Notary

Submit via Mail

KYC Check

Denied*

Approval

Key:

KYC Check — **Know-Your-Customer Checks** involve receiving & reviewing hard copy forms mailed by the registrants. Employees of covered entities have another option for submittal.

Approval / Denied — **Approvals** or **Denials** are done by the Jurisdictional Registrars. Users receive an email for approvals/denials. After approval of user registration, edits that require Jurisdictional approval include changes to your name, date of birth and primary address. (note: some approvals require entities to provide additional supporting materials that document the changes.)

Data Entry — Involves online data entry on the CITSS website.

Print Forms — Involves printing and completing hard copy forms that are generated during online CITSS data entry.

* The user can't re-register if the 1st KYC check determined a felony.

User Profile Management

Not all approved CITSS users will complete the following process.

Login to CITSS to view your "My User Profile"

Modify & Edit User Profile Information

Approval

Denied

Account Application (STEP 2)

Data Entry into CITSS

An authorized approved user (with a valid User ID) will complete the online data entry for the account application on behalf of the entity.

Select a PAR, and up to 4 AARs

Print Hard Copy Forms

Submit via Mail

Application Review

Denied

Approval

Key: (continued...)

Appl. Review — **Application Review** involves reviewing and processing account applications and associated entity attestation and corporate associations forms; and consolidated entity account (CEA) forms, if applicable.

Select PAR, AAR — **Primary Account Representative (PAR)** is an individual authorized by a registered entity to make submissions to CITSS (each account needs 1 PAR).

Alternate Account Representative (AAR) is an individual designated to take actions on an entity's accounts (up to 4 AARs).

Add AVA — **Account Viewing Agents (AVA)** individuals designated to view accounts, but can't make edits (5 AVAs).

Account Management

ARB Issues Account(s) to the Entity (note: entities receive accounts based on entity types)

Modify & Edit Entity Information

Approval

Denied

Add or change AVAs