

Getting Started For Terminal Operations

LOGON AND LOGOFF CCMS

INTRODUCTION:

This section mainly explains the procedures for connecting to and disconnecting from CCMS (i.e. logon and logoff CCMS).

1. Logon CCMS:

This function enables CCMS users to connect the CCMS or CCASS Terminal (collectively called “C3T”) to CCMS or CCASS during service hours in order to access CCMS functions.

2. Logoff CCMS:

This function is used to disconnect from CCMS or CCASS. CCMS users should logoff from CCMS after performing required CCMS functions and before leaving their C3T to prevent any CCMS functions from being accessed by unauthorised persons.

The below sections provide detailed procedures for the following functions:

- A. Logon to CCMS
- B. Logoff from CCMS
- C. Inactivity Timeout

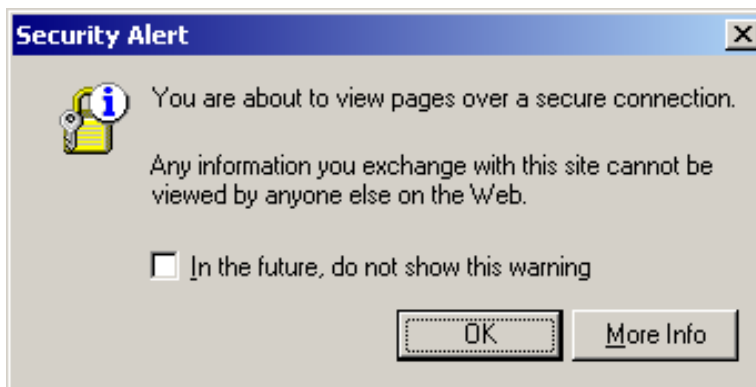
A. LOGON CCMS

Before starting the logon process, please make sure that a **smartcard** (provided by HKEX) is ready. Without a smartcard, the C3T cannot be used to communicate with CCMS or CCASS.

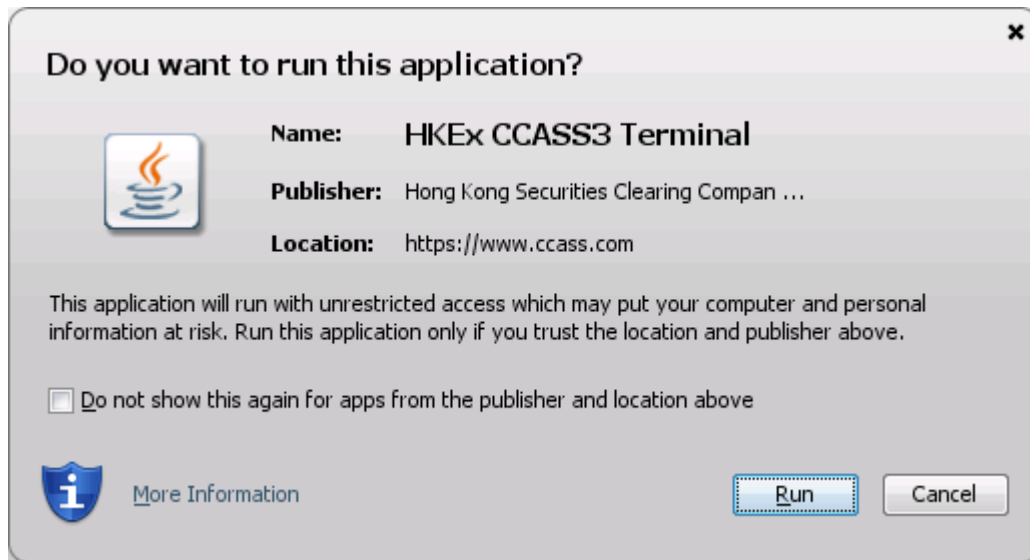
- a smartcard is unique to individual user.
- a user can use any of his/her belonging participant's C3Ts to access CCMS with his/her smartcard.
- after successful logon, the smartcard can be removed from the smartcard reader for security purpose.

OPERATION STEPS:

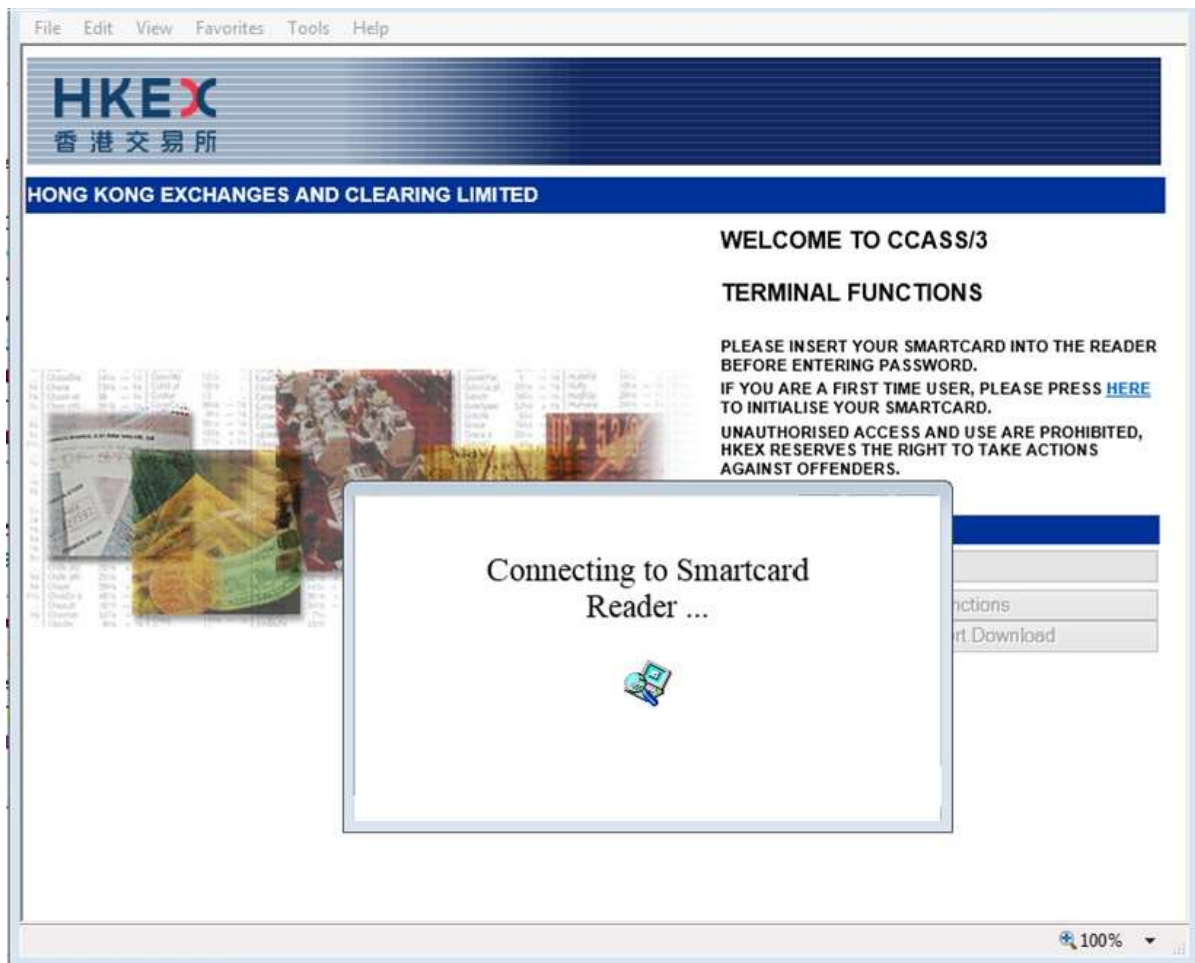
1. Switch on the C3T (including the monitor, the modem and the printer).
2. Launch Internet Explorer.
3. Insert your smartcard into the smartcard reader.
4. Type the CCMS/CCASS URL ***https://www.ccass.com*** into the box next to the address field.
5. Click 'OK' when you see the following pop-up Security Alert window.



6. Select checkbox 'Do not show this again for apps from the publisher and location above' then click 'Run' so that the message box will NOT appear during your next logon session.

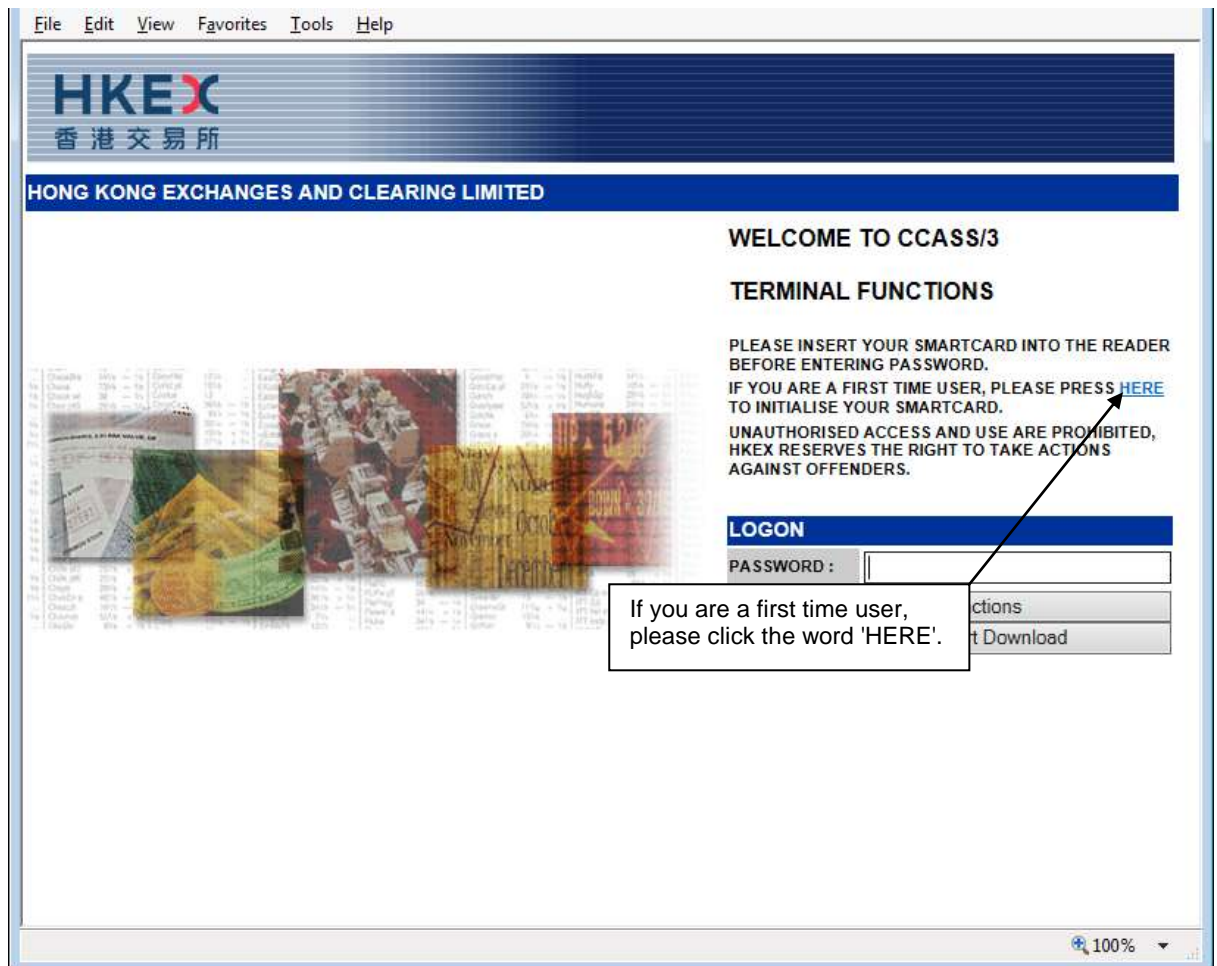


The following screen will be displayed while CCMS or CCASS is connecting to the smartcard reader. Please wait until the next screen appears.



7. If you log on CCMS or CCASS for the first time, please initialise the smartcard as follows:

a) Click the word 'HERE' in the following logon screen.



- b) Enter a smartcard password (6-8 digits) twice in the following screen and click the 'Initialise' button.

The screenshot shows the HKEX (Hong Kong Exchanges and Clearing Limited) interface. At the top, the HKEX logo and name are displayed. Below this, the text 'WELCOME TO CCASS/3' and 'TERMINAL FUNCTIONS' is shown. The main content area is titled 'Initialise Smartcard'. It contains a message: 'Please insert your smartcard into the reader and enter a password (6 to 8-digit number) for your smartcard.' Below this message are two input fields: 'New Password :' and 'New Password (Re-enter) :'. A bracket on the right side of these fields points to a text box that says 'Enter a smartcard password'. At the bottom of the form are two buttons: 'Initialise' and 'Refresh'. An arrow points from a text box at the bottom right, which says 'Then click the 'Initialise' button', to the 'Initialise' button.

HKEX
香港交易所
HONG KONG EXCHANGES AND CLEARING LIMITED

WELCOME TO CCASS/3
TERMINAL FUNCTIONS

Initialise Smartcard

Please insert your smartcard into the reader and enter a password (6 to 8-digit number) for your smartcard.

New Password :

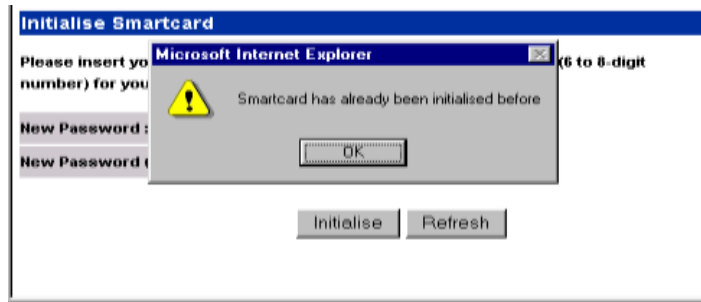
New Password (Re-enter) :

Enter a smartcard password

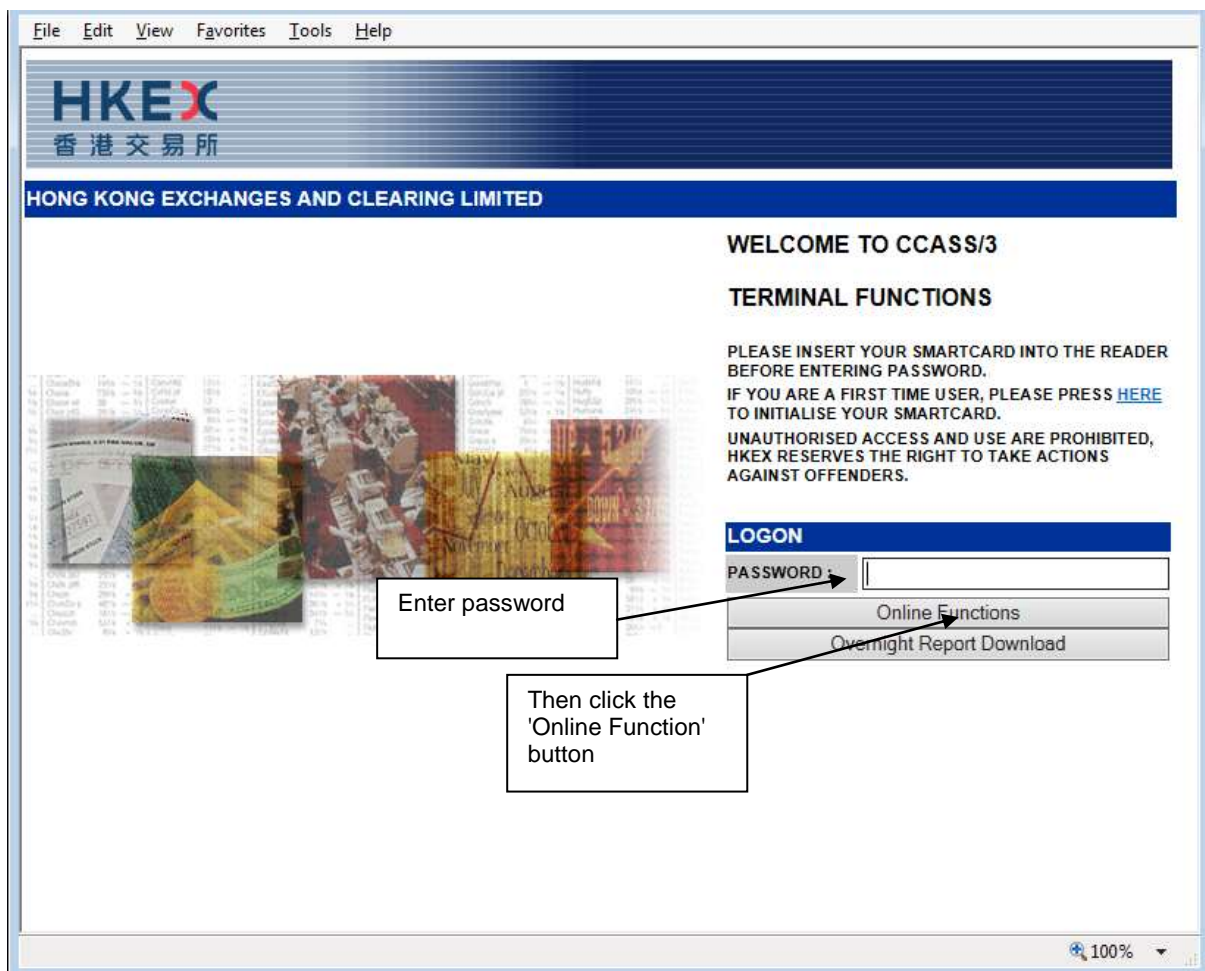
Initialise Refresh

Then click the 'Initialise' button

c) The following screen will be displayed when the initialisation process has completed.



8. Enter your smartcard password.
9. Click 'Online Functions' button to access CCMS.



10. The broadcast message prompt screen will be displayed when you log on to CCMS or CCASS successfully.

General Enquiries Enq Settlement Act / Status Delivery Instruction (DI) A/C Transfer Instr (ATI) Settlement Instruction (SI) Investor Strm Instr (ISI) ISI Counterparty List Payment Instruction Cash Prepayment Stock Borrowing / Lending SBL Bulletin Board General Stock Collateral Login Withdrawal Order Election Instruction Subscription Instruction Corp Voting Instruction EIPO Application Tender Instruction Corp Communication Upload Batch File Report Profile Maintenance View Circular	Maintain Broadcast Message	Site Map	Last access on 30-Apr-02 at 15:28:45		B0350401	
		Announcement Information	Broadcast Message	Report Download	MMBE 01	
			Change Password	Print	Logout	30-Apr-02 15:43
	Enquire Broadcast Message Prompt					
	Market Code	ALL				
	Broadcast Message Type	<input checked="" type="radio"/> All <input type="radio"/> Informative <input type="radio"/> Event Completion <input type="radio"/> Emergency				
	<div> List Refresh </div>					Help

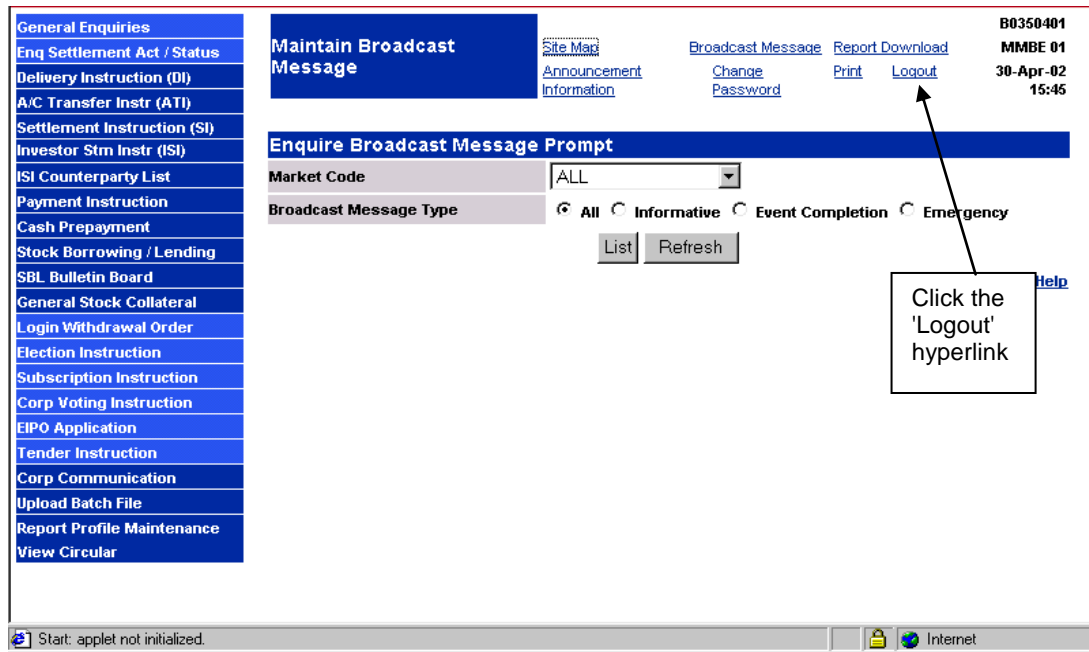
Applet loaded. Internet

<END OF LOGON CCMS>

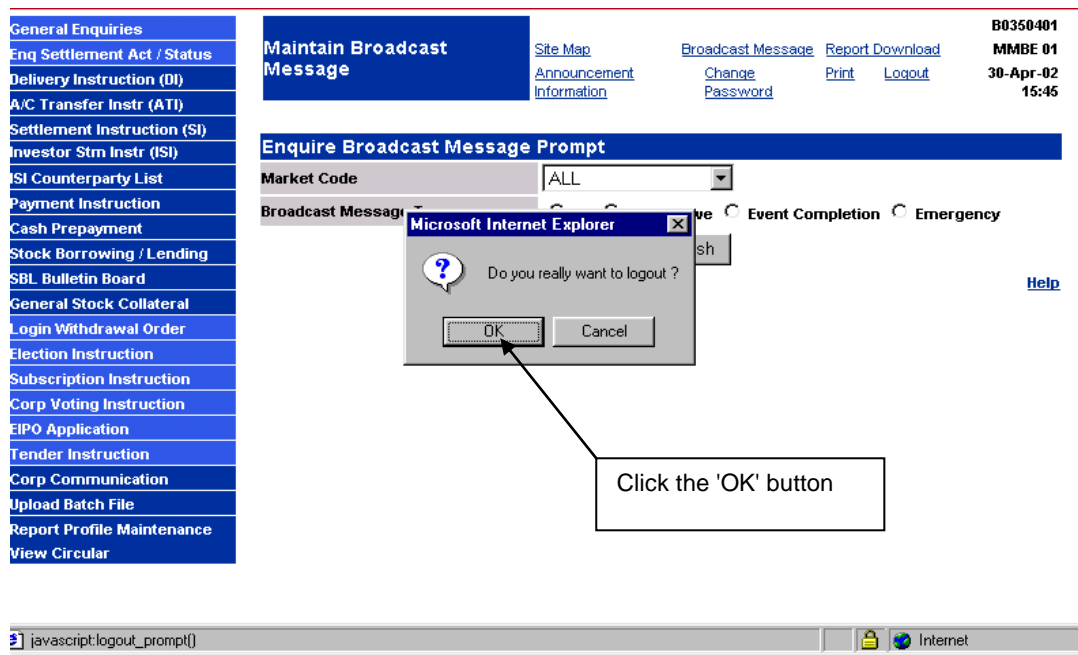
B. LOGOFF CCMS

OPERATION STEPS:

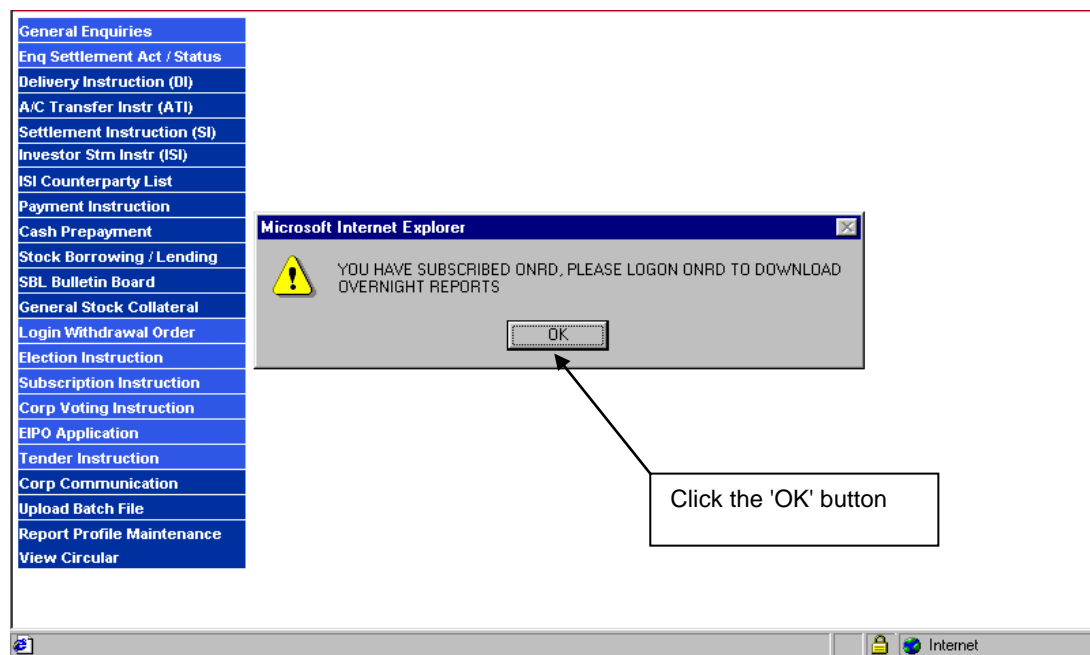
1. At any CCMS function screen, click the 'Logout' hyperlink on the Quick Link Paths at the Title Frame.



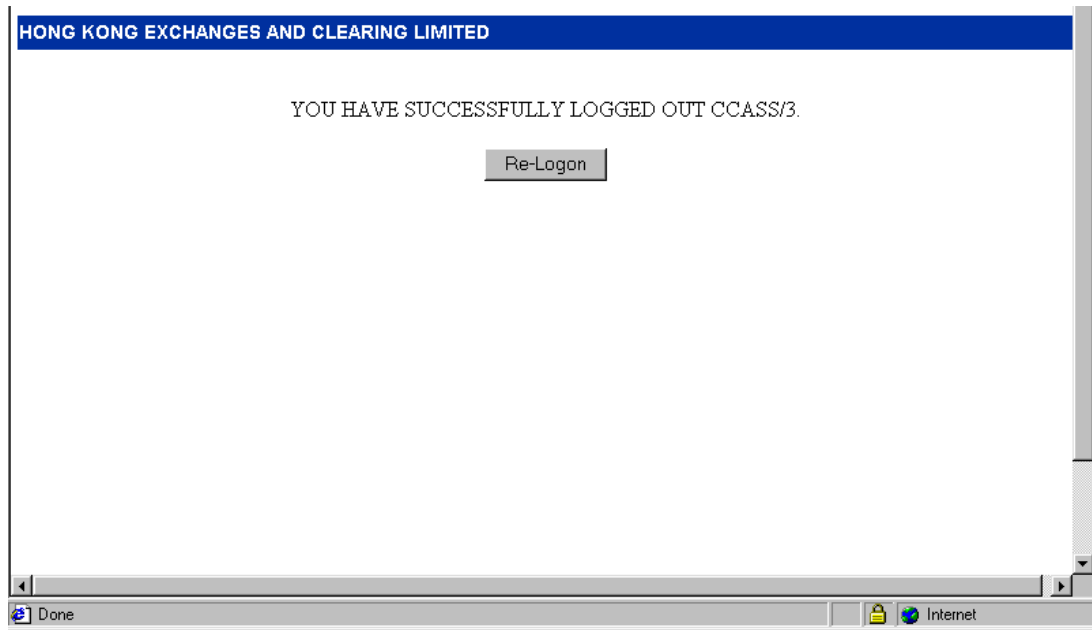
2. Click the 'OK' button in the following prompt.



3. If you have subscribed to the Overnight Report Distribution function (ONRD), the following screen will be displayed to remind you to logon ONRD to download the overnight reports. Click the 'OK' button to proceed.



4. The following screen will be displayed to inform you that logout is successful. (Note: If you have not subscribed to ONRD, this screen will be displayed after step 2.)

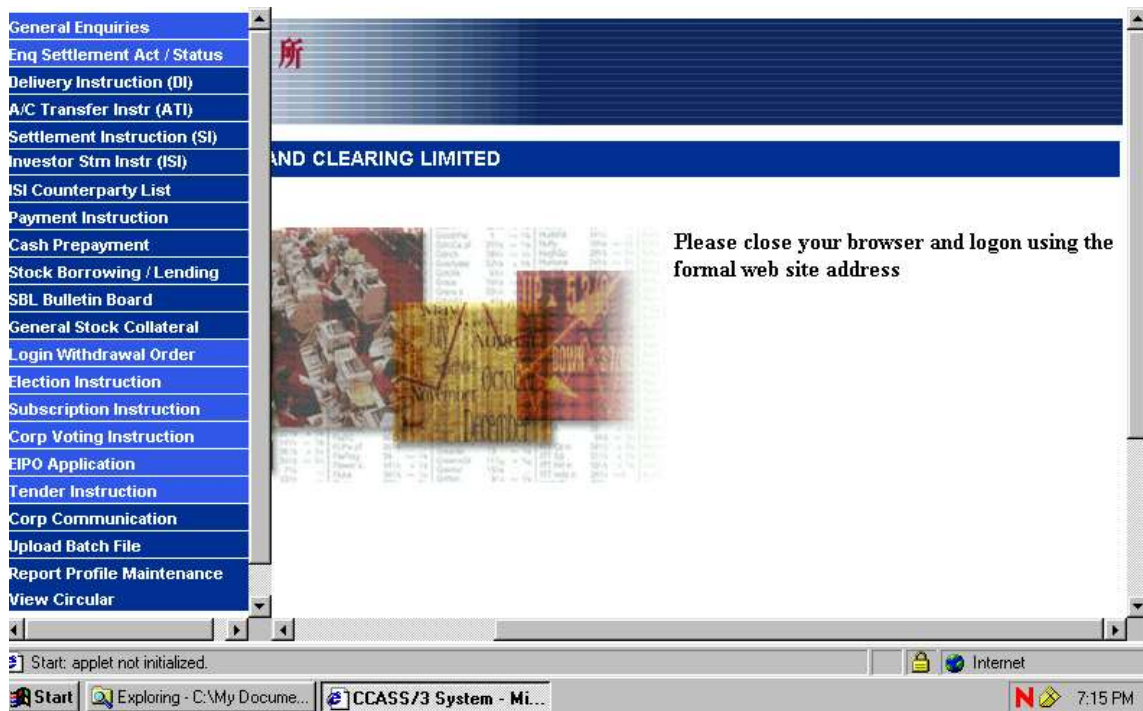


5. Click the 'Re-Logon' button in case you want to logon again. Otherwise, please close the browser.

<END OF LOGOFF CCMS>

C. Inactivity Timeout

For security purpose, CCMS is automatically logged off if a user's terminal has been idled for about 15 minutes (i.e., inactivity timeout). This prevents any unauthorised persons from accessing CCMS. If the terminal is disconnected due to inactivity timeout (suggested by a message on the screen), close the browser and logon again.



<END OF INACTIVITY TIMEOUT >