

Changes in relation to the implementation of Two-Factor Authentication (2FA) for Terminal access to CCMS are shaded in orange for ease of reference.

Getting Started For Terminal Operations

SECURITY MANAGEMENT

The user profile maintenance functions will be primarily performed by the participants. HKEX shall assign a unique user ID for each delegated administrator (DA) of the Participant, while DA shall assign user IDs for their users. Each Participant should assign at least three delegated administrators (DAs), including one DA maker and two DA checkers, acting separately to perform the user profile maintenance functions including create, change and delete user profile. Please refer to table 3.2.1 for the full list of security functions.

To appoint a DA, a Participant must submit to HKEX the eService Form – DA 3 “CCASS / CCMS Terminal Delegated Administrator Application/ Maintenance Form” (as stated under “[HKEX Website](#)”). Upon receipt of the valid form, HKEX will provide to the Participant concerned a unique user ID for the DA. The Participant must ensure that its DA setup his password and the designated channel to obtain One-Time-Password (OTP) immediately upon receipt of the user ID. Please refer to Section 3.3 for detailed procedures.

The Security Management functions are accessible via a separate URL <https://www.ccass.com/dms>. The logon procedures for the Security Management are basically the same as those for accessing other CCMS functions, except that users should type <https://www.ccass.com/dms> instead of the CCMS URL in the box next to the address field when they logon to the security management functions. Please refer to Section 3.4 for the detailed logon procedures.

Table 3.2.1 lists the functions and reports related to Security Management transactions.

TABLE 3.2.1: Functions and reports related to Security Management transactions

	Functions	Section in this User Guide
Terminal operation functions	<ul style="list-style-type: none"> • User Profile Maintenance • Get Authorisation Code • Reset smartcard password 	Section 7.2.1 Section 7.2.8 Section 7.2.7
Reports	<ul style="list-style-type: none"> • User Group Listing (with Accessible CCMS Functions) • User Profile Listing • Disabled User Listing • SRN Listing • User Profile Maintenance Report 	Section 7.2.2 Section 7.2.3 Section 7.2.4 Section 7.2.5 Section 7.2.6

Table 3.2.2 summarises the administration rights that can be assigned to the DAs regarding the Security Management functions to be performed by Participants.

TABLE 3.2.2: Administration rights related to Security Management transactions

Administration Rights	Function	Remarks
Maintain User Profile	<ul style="list-style-type: none"> • Create User Profile • Input user name, email address, transaction limits and user groups and assign user ID 	Given that there is available user accounts. Maker-checker mechanism is provided.
	<ul style="list-style-type: none"> • Change User Profile Input / modify user name and email address, input transaction limits and user groups; unlock, enable or disable a user profile	Maker-checker mechanism is provided.
	<ul style="list-style-type: none"> • Delete User Profile 	
	<ul style="list-style-type: none"> • Enquire User Profile 	
	<ul style="list-style-type: none"> • Get Authorisation Code 	For enquiry of the authorisation code by checker.
	View Listings <ul style="list-style-type: none"> • User Group Listing (With Accessible CCMS Functions) • User Profile Listing • Disabled User Listing • SRN Listing # 	
	View Report <ul style="list-style-type: none"> • User Profile Maintenance Report 	
Reset Smartcard Password	<ul style="list-style-type: none"> • Reset smartcard password Smartcard password of authorised users only; not applicable to smartcard password of DA, which will be reset by HKEX	<ul style="list-style-type: none"> • No maker-checker mechanism. • Can be a separate function performed by a different DA.
	<ul style="list-style-type: none"> • Enquire User Profile 	

	<p>View Listings</p> <ul style="list-style-type: none">• User Group Listing (With Accessible CCMS Functions)• User Profile Listing• Disabled User Listing• SRN Listing #
	<p>View Report</p> <ul style="list-style-type: none">• User Profile Maintenance Report

A List of the 'Subscriber Reference Number' encrypted in each smartcard issued to users and DA.