

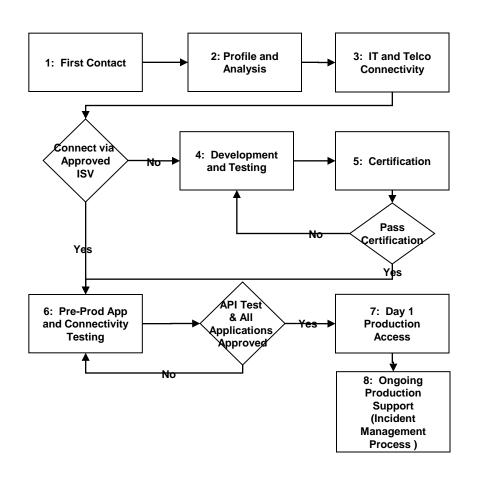
New Participant On-Boarding Procedure

BOX Options Exchange Form 1 Exhibit Exhibit E-1 - User Manual

April 25, 2011

New Participant On-Boarding Procedure





Internal-Confidential 2

New Participant On-Boarding Procedure



1: First Contact

Receive potential participant contact information

2: Profile and Analysis

Contact participant to determine:

- Access Requirements
- Technical Information
- · Clearing Information
- Application Process Information

Deliverables:

- Test Env Access Reg Form
- Prod Env Access Request Form
- Network Connection Spec
- Clearing Information: Legal Application:

3: IT and Telco Connectivity

Establish connections to test Env and/ Prod Env.

Deliverables:

- Connection Information From The Test Env Access Form
 - Physical, IP, Port Numbers
 - Visio Connectivity Diagram
 - Test Env Cfg Of The Participant
 - Ids, PW And Class Assignments

4: Development and Testing

Support participants developing for in house apps using the BOX Test Env

Deliverables:

- Test Scheduling:
- Support
 - First Level:
 - Second Level: QA

5: Certification

Certify participant after development and testing has been completed

- IC coordinates test schedule with Participant and QA
- QA conducts certification test with Participant

Deliverables:

- Certification Test Cases To Participant
- Certification Access Request Forms
- Exemption Waivers From Biz Dev (if applicable)
- Certification Test Results sent to participant

6: Pre-Prod App and Connectivity Testing

Verify participant production connectivity- MOC

- API's/ Messages
- Confirm all applications received
- •IDs and passwords provided to participant

Deliverables:

- Production Environment Access
 Form
- •BOX-R Approval Of Application
- MOC Documents Approved
- IDS And PW Created And Distributed

7: Day 1 Production Access

Arrange for the first day of production with the "approved for production" participant

Deliverables:

- Communicate Production Support Information To Participant (IC)
 - Contact Information

8: Ongoing Production Support

Ongoing production support

- MOC is the Primary point of contact
- Recertification events (IC)

Deliverables:

None