

MEMBER PORTAL SFTP SERVICE

1. Overview

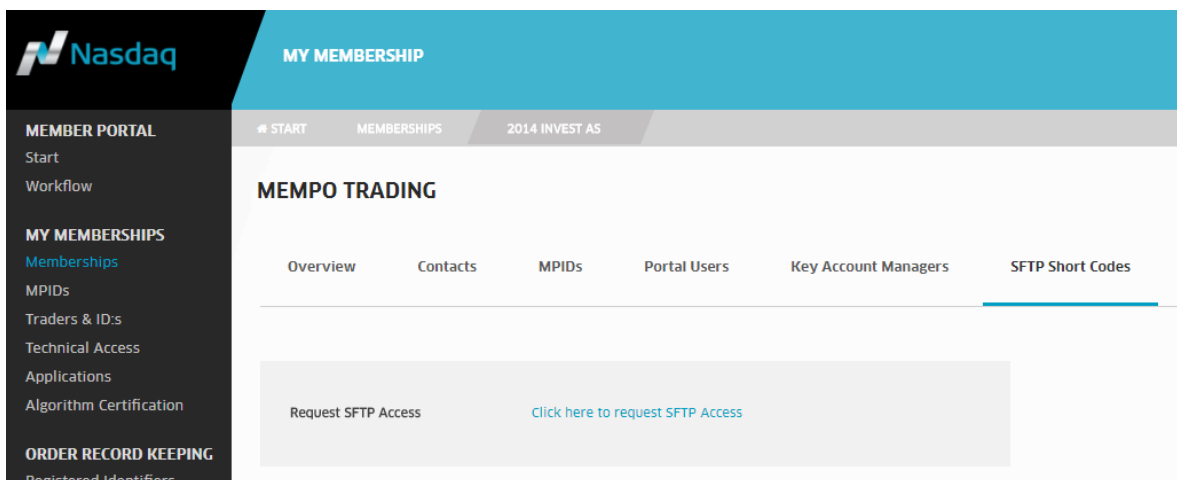
The Member Portal offers an SFTP service to facilitate for members to administrate their shortcode mappings for MiFID II Order Record Keeping (ORK)¹ and, in the case the member is not themselves subject to MiFIR, to provide Nasdaq with relevant data for Transaction Reporting (TR)². The SFTP service is used for:

- **Adding shortcode mappings (CSV)** – *ORK and TR shortcode enrichment*
- **Retrieving result files for added shortcode mappings (CSV)** – *ORK and TR shortcode enrichment*
- **Retrieving file with all missing mappings EOD (CSV)** – *ORK and TR shortcode enrichment*
- **TR full file submission (XML)**

This document provides a quick overview for how to request and enable access to the SFTP service. Further information on the CSV format specification and the file naming convention is available on the Nasdaq Technical Information website under [Genium INET MiFID II 5.0.0210](#) and [INET Nordic Protocol Specifications](#).

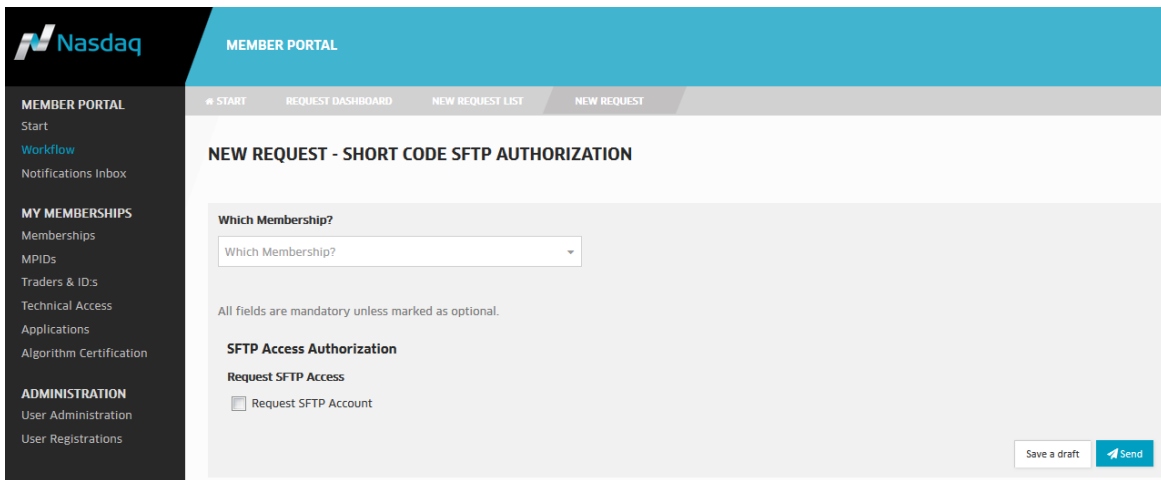
2. Access request process

A Member Administrator can request SFTP access for ORK in Member Portal under the *SFTP Short Codes* tab. (If the customer is enabled for TR full file submission, a separate SFTP tab will be available in the same view):



¹ For further information, please consult the *Nasdaq Implementation Guide for Order Record Keeping*, available on the Nasdaq Technical Information website

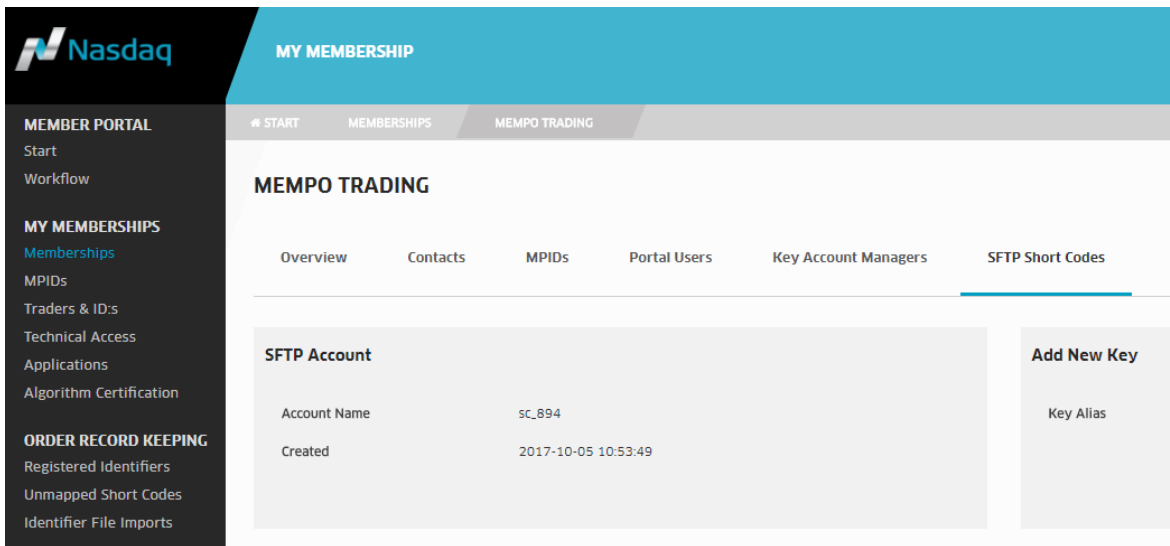
² For further information, please consult the *Nasdaq Implementation Guide for Transaction Reporting*, available on the Nasdaq Technical Information website



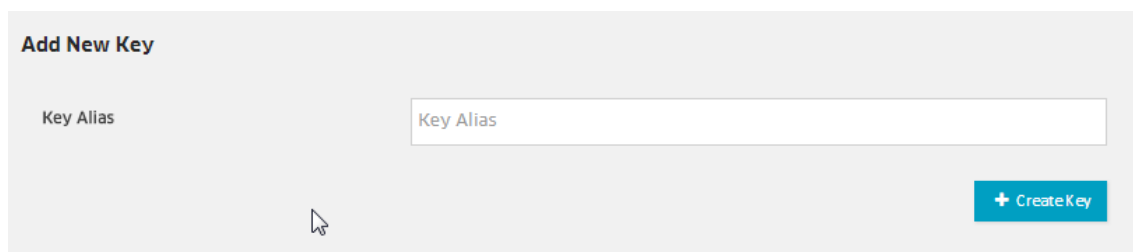
When the request has been submitted, the user will be notified as soon as Nasdaq has processed and closed the request.

3. Member SFTP management process

When SFTP access has been granted, an account is created immediately and its details are available under the same SFTP tab:



The Member creates its own SSH keys and associated passphrases for the SFTP account. An account can have multiple keys set up. To add a new key, assign a Name and click *Create Key*.



A passphrase is automatically generated for the private key:

Keys

FirstKey	
Created	2017-10-04 16:17:04
Key Link	Click here to download key
Passphrase	J8r9XDhcwZmTKwtDbg6758w9ANSbGtqP2MlbK7QKT14= Copy Passphrase to Clipboard

[Delete Key](#) [Recreate Key](#)

A key can be recreated or deleted at any time

4. SFTP login details

Member Portal PRODUCTION:

SFTP Host Name: <ftp.memberportal.nasdaq.com>

SFTP Port: 22

Member Portal ORK Test:

SFTP Host Name: <ftp.memberportal-ext-test.nasdaq.com>

SFTP Port: 22