

User Manual



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Welcome

Welcome to BondPro.

Our goal is give you access to thousands of searchable offerings at your fingertips. Hopefully, we have designed a system that is not only user friendly, but one that will give you the best possible price execution for your customer.

In the pages following, we have outlined the basic functions of the system.

We have tried to design this system around you business.

We welcome your questions and/or comments.

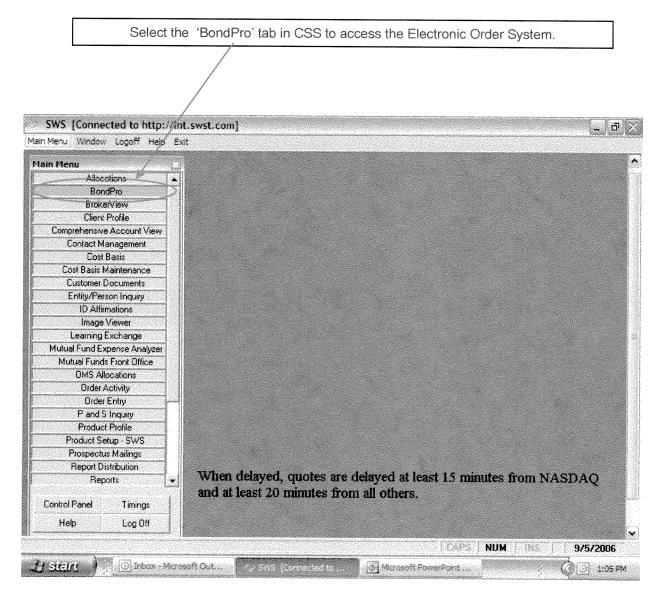
877-SWS-BOND

877-797-2663



## 1.0 Accessing the Electronic Offerings System

## Let's get started.





### 1.0 Screen Resolution

Depending on your screen resolution, you may need to maximize your CSS screen. If you can't see the entire screen, click here to maximize. Click the Q box. SWS [Connected to http://int.swst.com] Main Menu Window Logoff Help Exit BondPro Search New Issues Bid Wanted Order Status Tools Report Bin Help Select a bond type by clicking on one of the buttons below. Each bond type has a query definition page where you define the search that lists the bonds that match your query definition, and a bond detail page where you can get more information about a bond on the Please Select Bond Type Municipal Treasury Agency Corporate Of Deposit Please call The Fixed Income Trading Team for assistance @ 866-SWS-BOND (797-2663) For Technical support, please call the help desk at 214-859-9165. DISCLAIMER The information contained herein is obtained from reliable industry sources, however, we do not guarantee its accuracy. Prices, yields, and availability are 1815 9/19/2006 District O Inbox - Nicrosoft Out. 回動 7/22 444

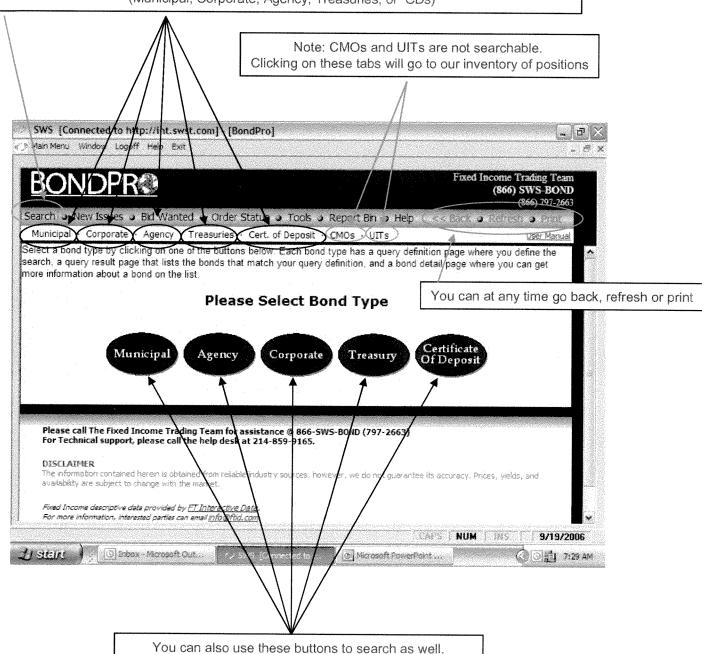


## 2.0 Searching for Bonds

To search for bonds, Click on 'Search'. This will give you a drop down of bond types options.

Next, click on the bond type you would like to search.

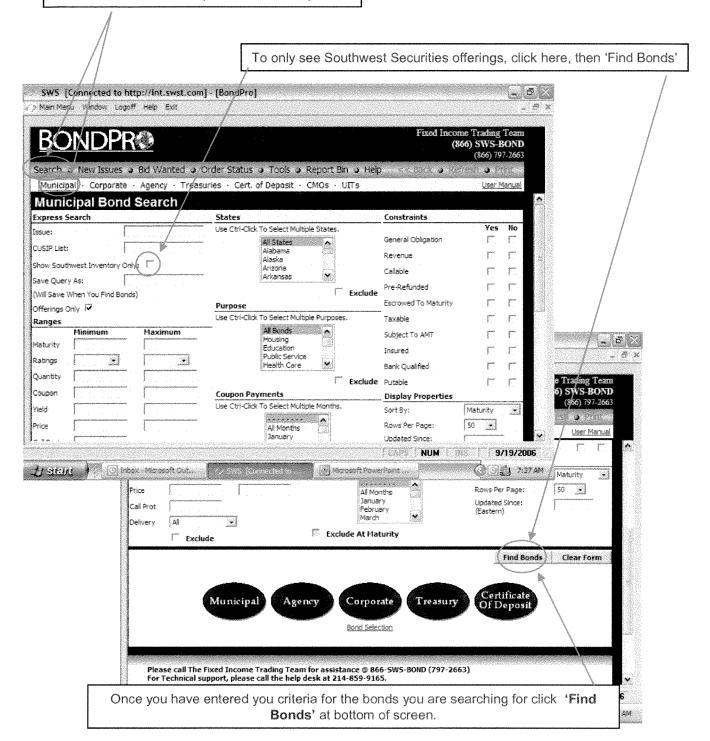
(Municipal, Corporate, Agency, Treasuries, or CDs)





2.0 Searching for Bonds

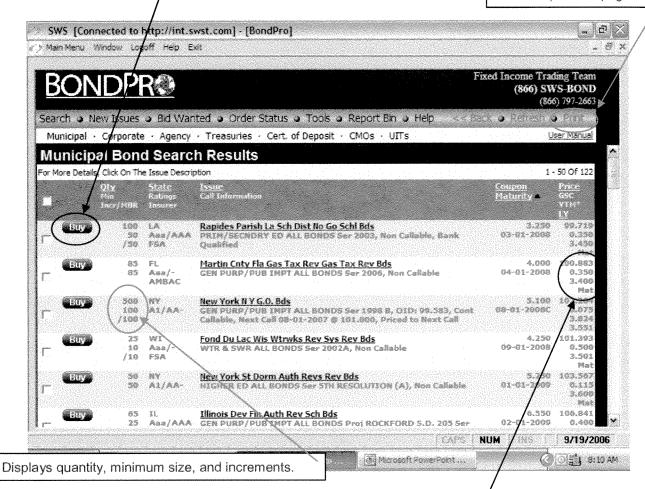
To Search, select the 'Search' selection, then select the type of bond you are looking for. We have used Municipals for this example.





Once you run a query, your search results will be displayed. (your search results will look like the example below. To buy the position click the **Buy** button.

You can print the page here

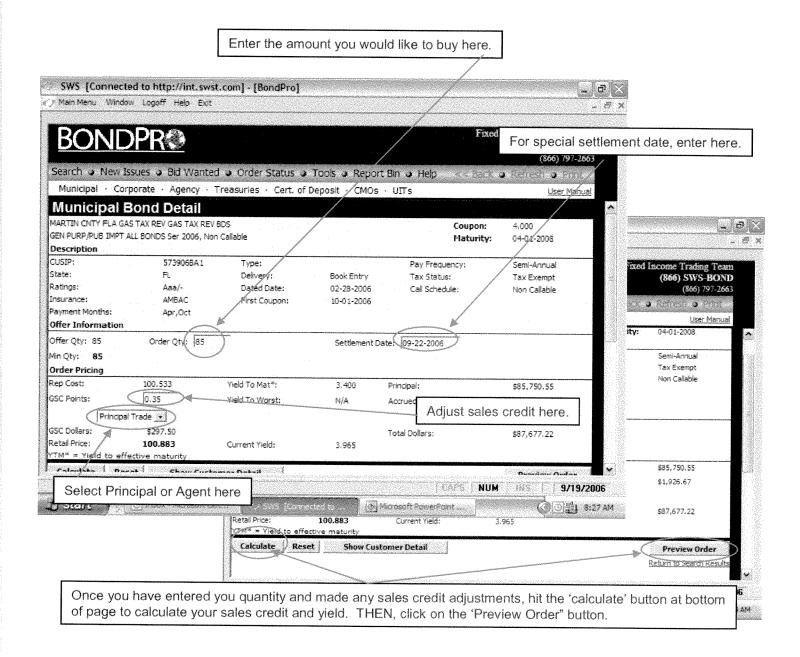


Dollar price, your sales credit per bond, and yield Note: Your sales credit on these 85M bonds would be \$297.50

Note: Bonds highlighted in red are bonds we own in our inventory.



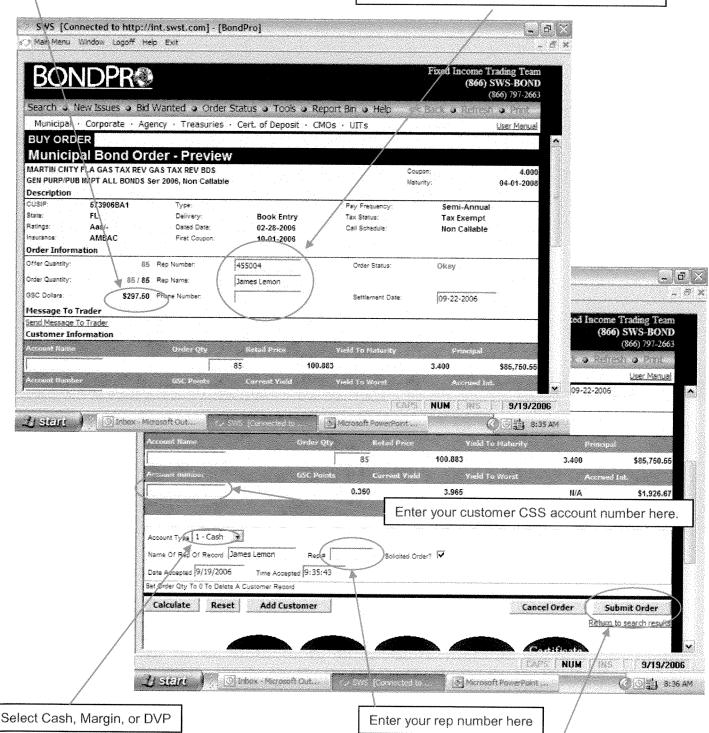
Once you have run your search query and have selected a bond to buy, your selection will be displayed as in the example below.





Your sales credit will be displayed here

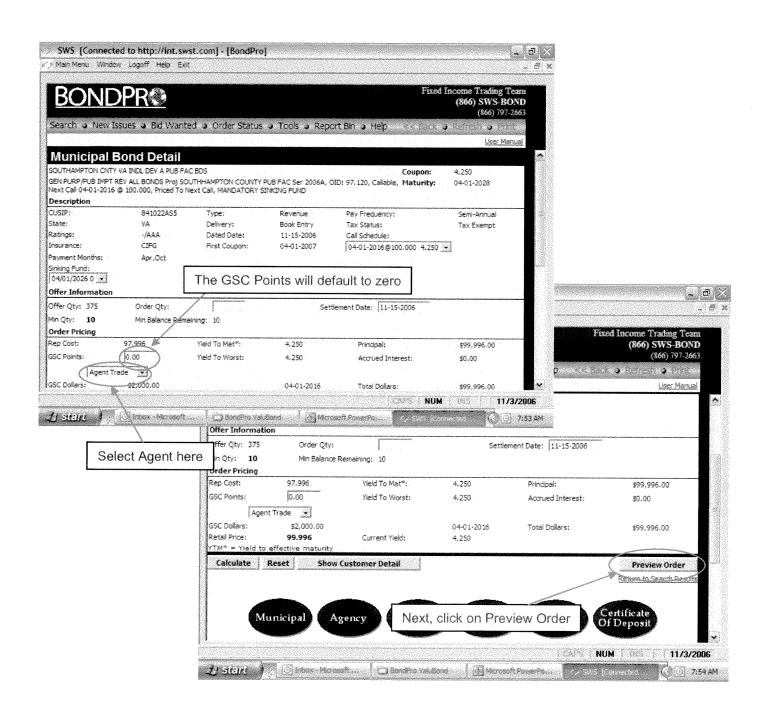
Your rep information will automatically fill in here.



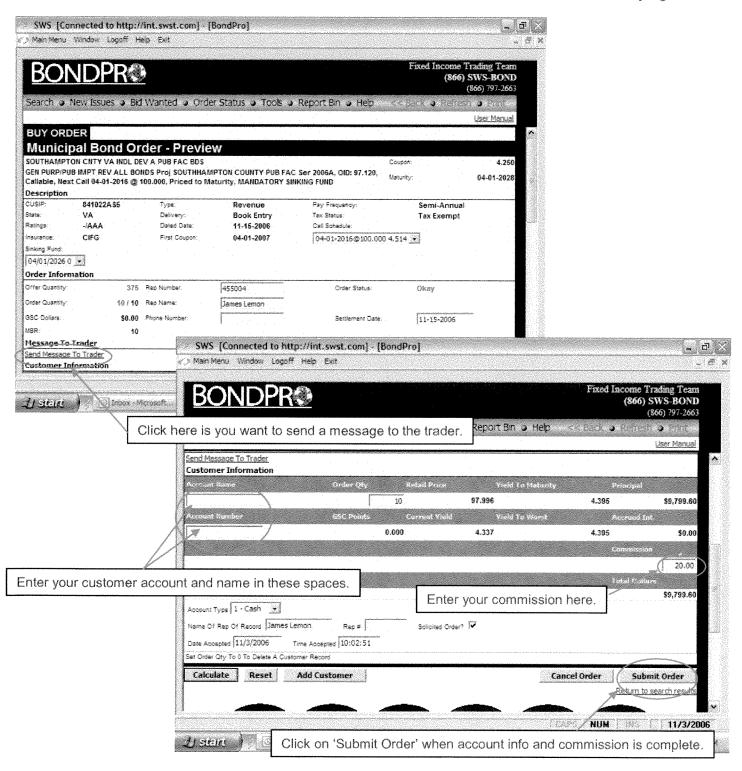
Once you have filled in the blanks, click the 'Submit Order' button to send your order. Note: The system won't let you submit the order until everything needed is filled in.



You can run a trade as Agent as well.

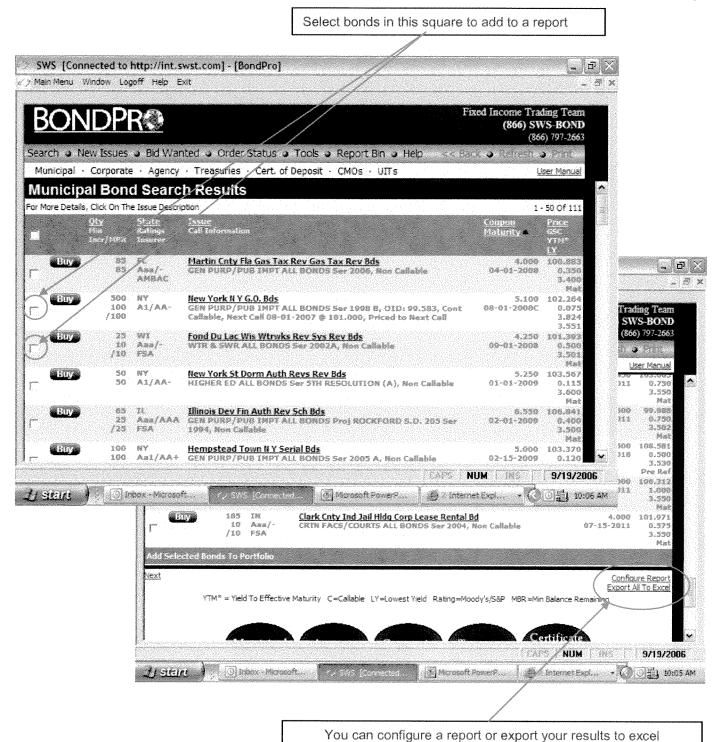






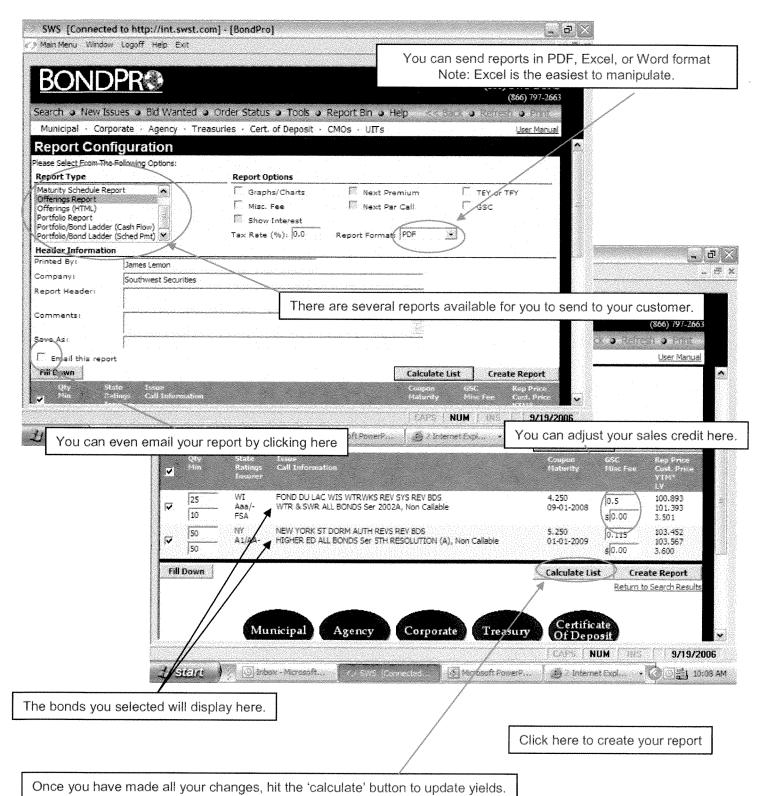


2.0 Building a Report





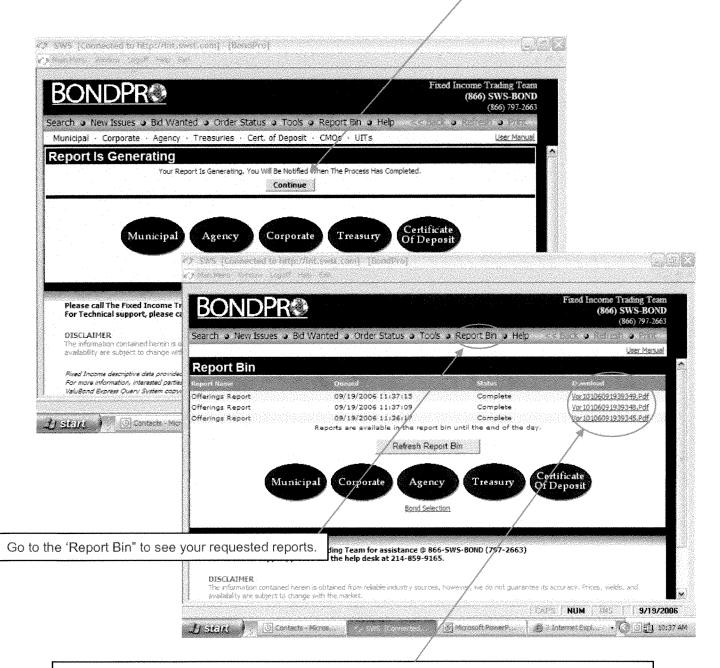
2.0 Configuring your report





## 2.0 Configuring your report

Once you have hit the 'Create Report' tab, you will see the "Report is Generating" screen to let you know that your report is being processed. The system is working on your report at this point. You have continue working on the site while your report is being processed. Depends on the volume of reports being processed, it might take a few moments.



To view your report, click on the blue link, and you will be able to access and save this attachment.

Note: Your reports will stay on this page for the remainder of the day.

They are automatically deleted at the end of each day.

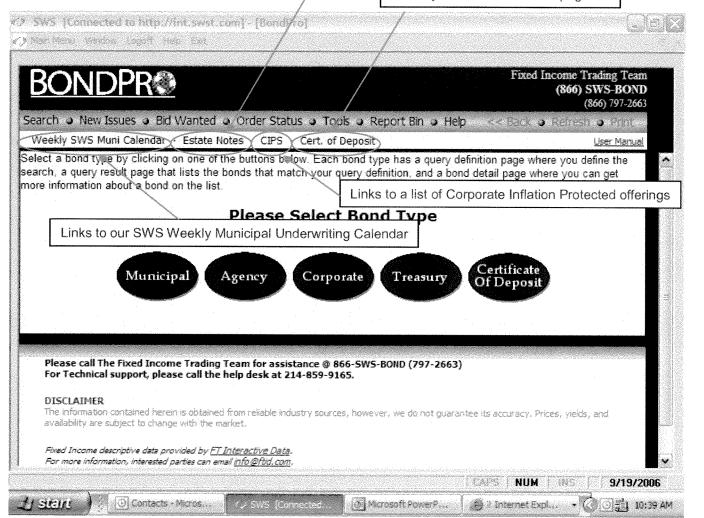


All new issue information is organized for easy access.

3.0 New Issues Selection

Takes you to Estate Notes search page (bonds with death put options)

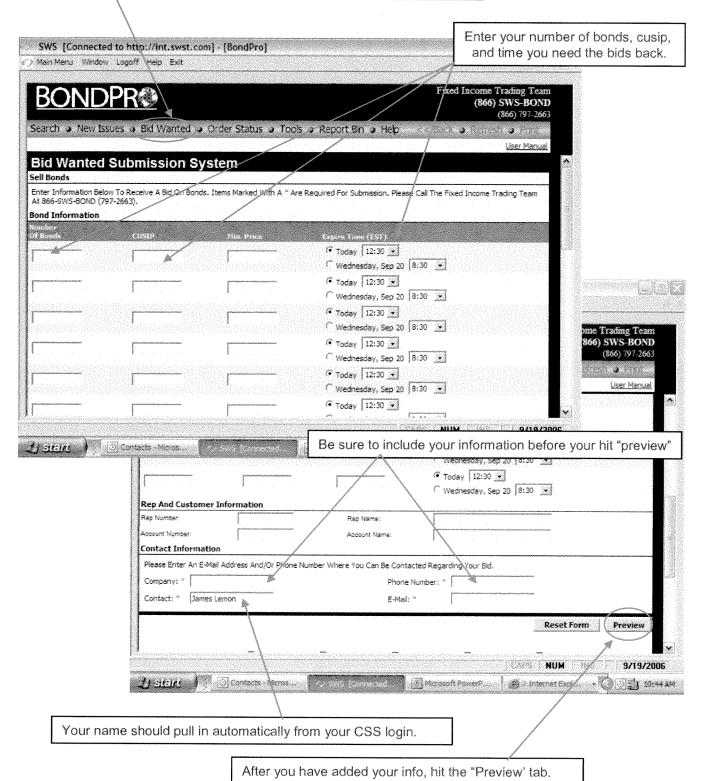
Takes you to the CD search page





4.0 Bid Wanted Selection

You can send Bid Wanteds directly to the trader via the online system. Simply select the 'BID WANTED' option and enter your info.



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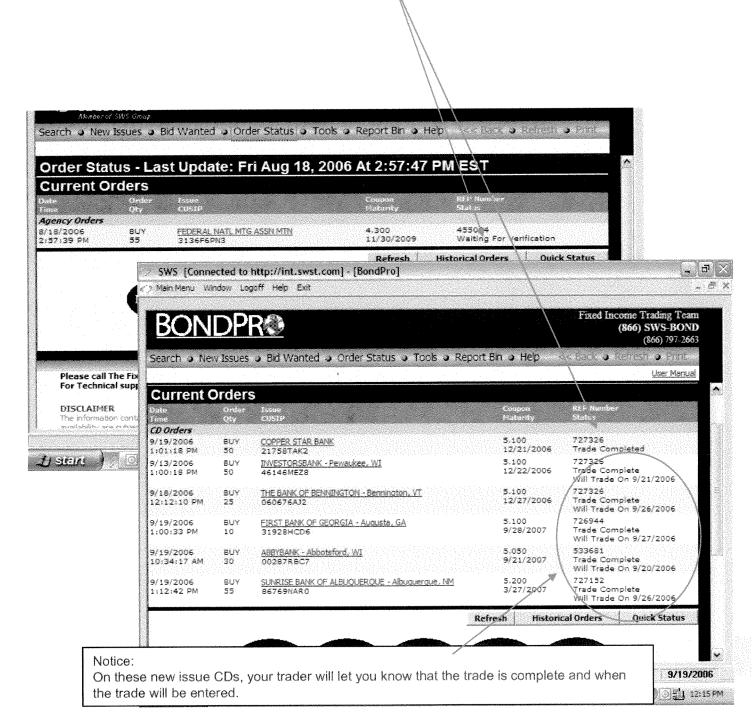
#### 4.0 Bid Wanted Selection

Once you hit the 'Preview' button you will see a list of the bonds you want a bid for and the info you entered. Enter any special settlement considerations here. 5WS [Connected to http://int.swst.com] mdProi c) Main New Mindow Logott Help But Fixed Income Trading Team (866) SWS-BOND (866) 797-2663 Search > New Issues > Bid Wanted > Order Status > Tools > Report Bin > Help | << Back > Refresh > Print User Manual Bid Wanted Submission System Sell Bonds Enter Information Below To Receive A/Bid On/Bonds. Items Marked With A \* Are Required For Submission. Please Call The Fixed Income Trading Team At 866-SWS-BOND (797-2663). **Bond Information** Expire Time (EST) Settlem 't Date DUNCANVILLE TEX INDPT SCH DIST G O REF BOS 100 0,000 Tuesday Sep 19 At 12:30 265138EA1 2)15/2018 9/22/2006 Municipal Nobe Rep And Customer Information Rep Number: Rep Name: Account Number Account Name Contact Information Please Enter An E-Mail Address And/Or Phone Number Where You Can Be Contacted Regarding Your Bid. Company: \* Test Company Phone Number: \* 877-797-2663 Contact: \* James Lemon E-Mail: \* Jiemon@Swst.Com Modify Submit Bid Request NUM 9/19/2006 ti sicile (Contacts - Microsoft (A) Microsoft PowerPoint ... (○回詞 10:53 4M Click here once you are satisfied to submit the bid request Once you hit 'Submit Bid Request', your request will be automatically sent and your traders will go to work on getting your bids. You will be notified when you bids are ready for your review.



#### 5.0 Order Status Selection

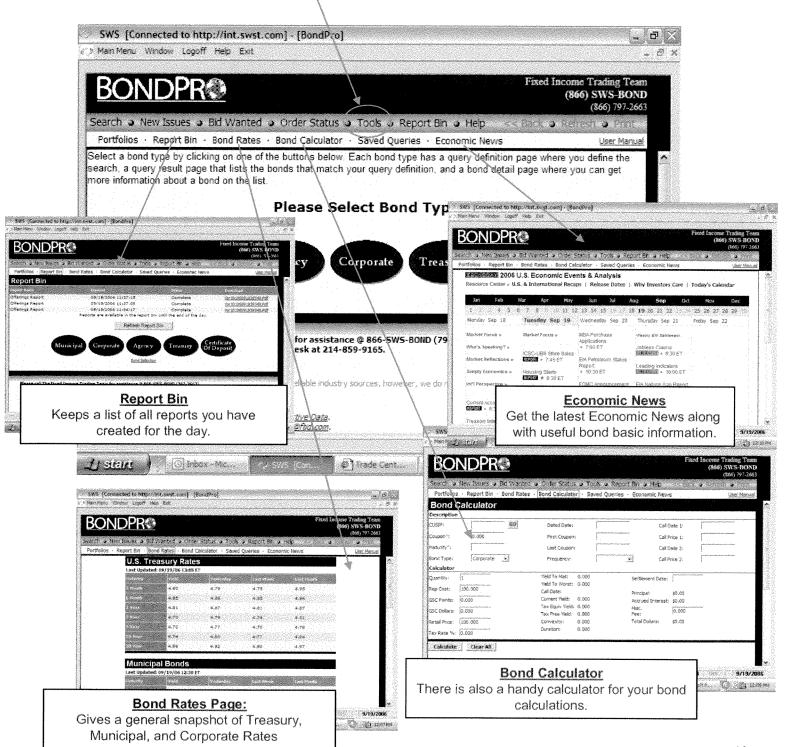
The 'Order Status' selection gives you a complete list of all actions you have done on the online system for that day. In the example before, we have entered a request to buy a bond. Once you submit an order, the status will be "Waiting for Verification'. Once the trader has confirmed the request trade, the status will change to 'Trade Completed'. All trade activity and any bids you have requested will be listed under this section.





6.0 Tools Selection

By selecting the 'Tools' tab, you will have access to updated financial news and numbers, a snap shot of current bond rates, and a handy bond calculator.





7.0 Report Bin Selection

The 'Report Bin' selection keeps any reports you have created and downloaded for the day. \_ @ X SWS [Connected to http://int.swst.com] - [BondPro] . 6 x 🕜 y Man Menu Window Logoff Help Exit Fixed Income Trading Team (866) SWS-BOND (866) 797-2663 Search • New Issues • Bid Wanted • Order Status • Tools • Report Bin • Help ... << Back • Refresh • Pint Portfolios · Report Bin · Bond Rates · Bond Calculator · Saved Queries · Economic News Report Bin Vor 10 10609 1939349 Fdf 09/19/2006 11:37:15 Complete Offerings Report Complete Vor 10 10609 1939348, Pdf Offerings Report 09/19/2006 11:37:09 09/19/2006 11:36:17 Complete Vor 10 10609 1939345, Pdf Offerings Report Reports are available in the report bin until the end of the day. Refresh Report Bin ertificate Municipal Corporate Agency Treasury Of Deposit **Bond Selection** Please call The Fixed Income Trading Team for assistance @ 866-5W5-BOND (797-2663) For Technical support, please call the help desk at 214-859-9165. DISCLAIMER The information contained herein is obtained from reliable industry sources, however, we do not guarantee its accuracy. Prices, yields, and availability are subject to change with the market. 9/19/2006 NUM NUM O schox - Mr. ( ○ 5 t 12:13 PM

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8.0 Help Selection

We have centralized all of your system support team info in one location.

If you have questions with products or trading, contact our Fixed Income Trading Team @ 877-SWS-BOND (797-2663)

If you need assistance with how to use the system,

please contact Jay Lemon (our Systems Administrator) @ 214-859-9493 or email <a href="mailto:onlineadministrator@swst.com">onlineadministrator@swst.com</a> If you are having problems with your computer or with CSS, contact the HelpDesk @ 214-859-9165.

All this info is located on the 'Help' tab.

