Clearing Member Application

User Guide

Version 1.01

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Clearing Member User Creation

Setting up the CM admin login and creating application users

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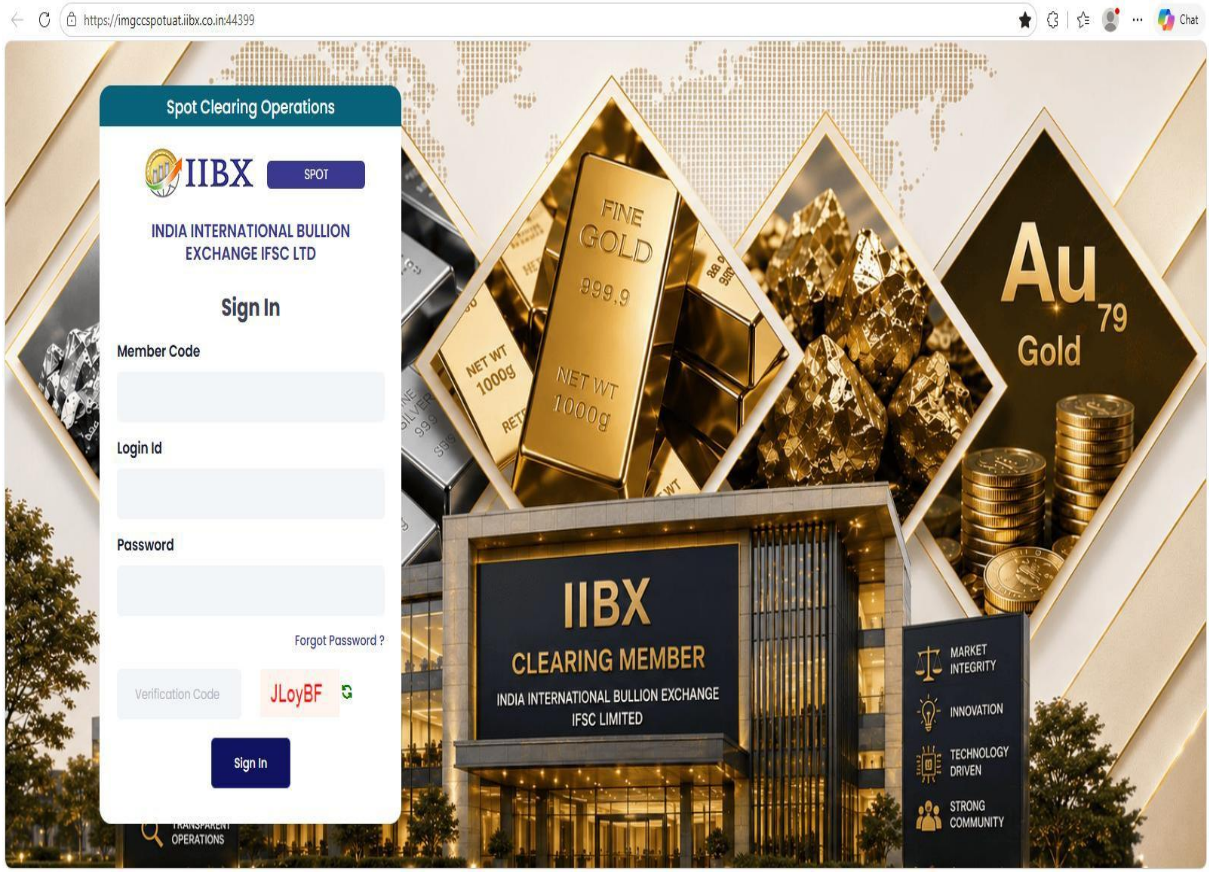
Access the CM Portal

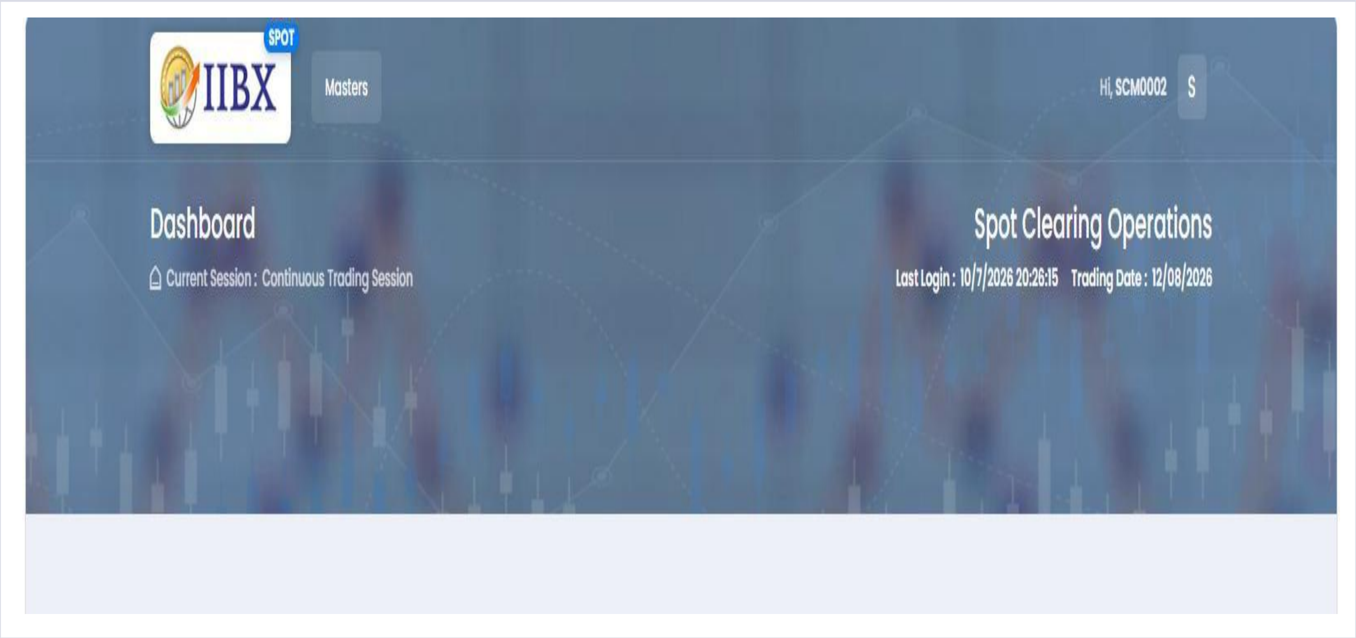
- IIBX provides each Clearing Member (CM) an Admin user ID for user creation and assigning user rights.
- The CM enters the provided user ID and password using the dedicated portal link:

https://imgccspot.iibx.co.in/



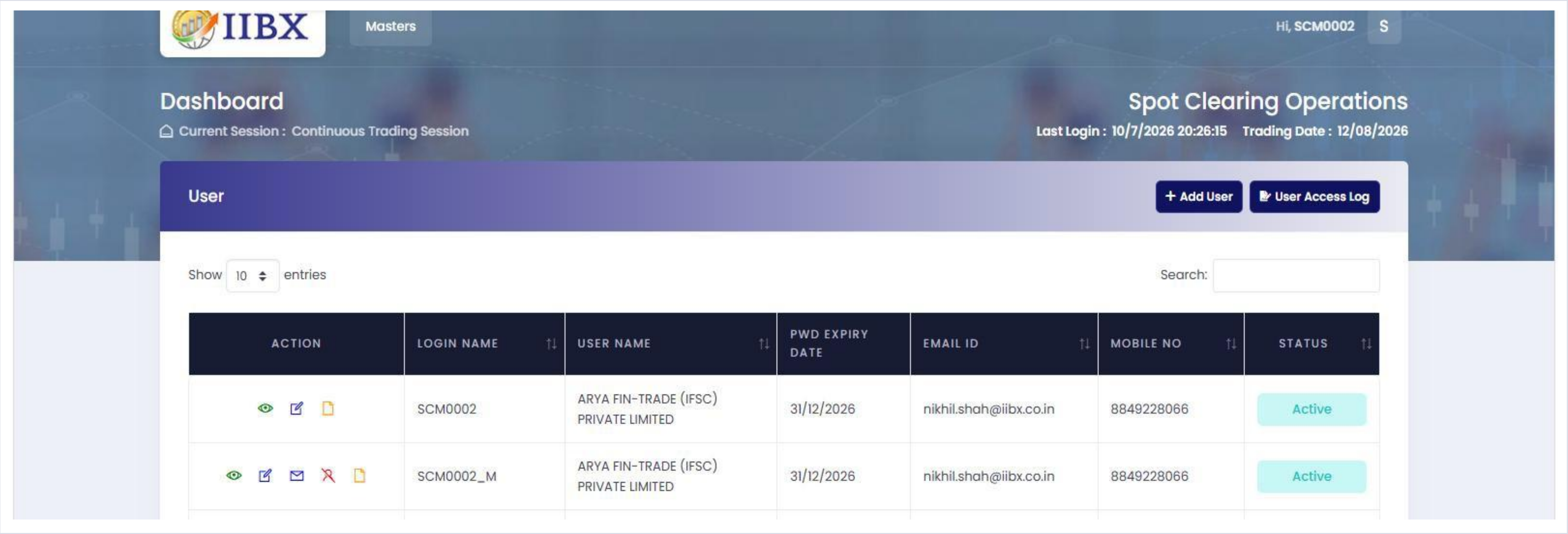
Sign In to the Admin User

- The CM enters the provided CM Member Code, Login ID, Password and Captcha.
- Click “Sign In” to log in to the Admin user account.



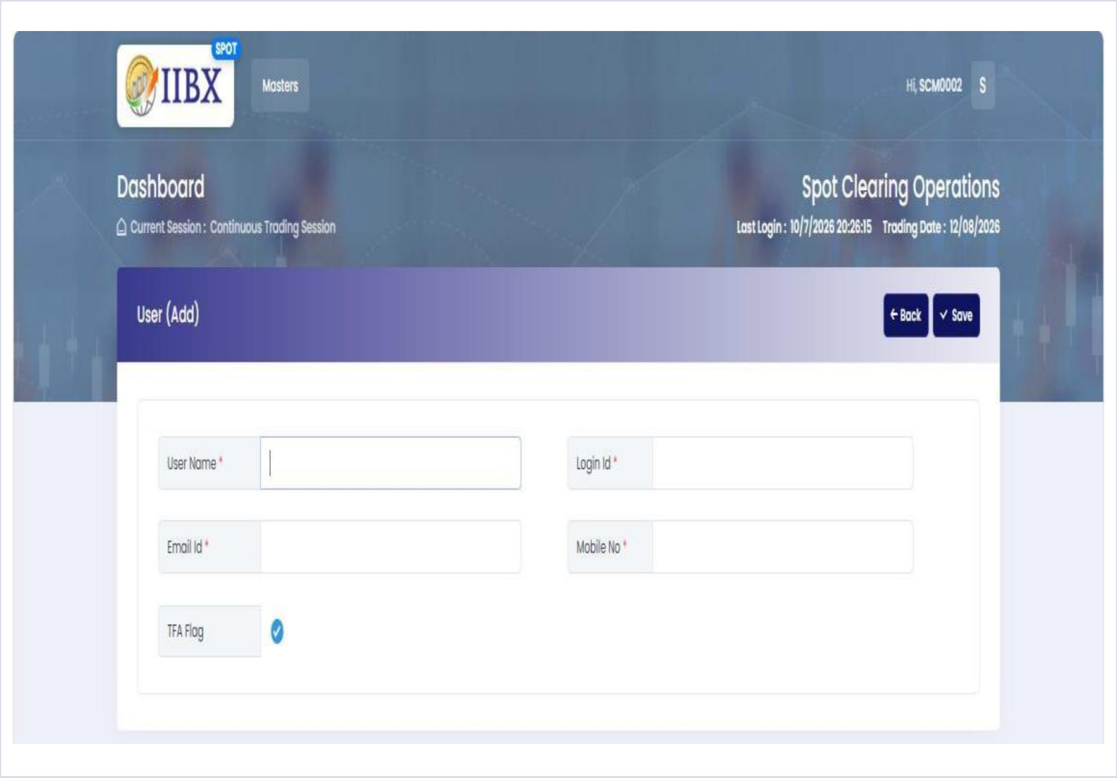
Navigate to Add User

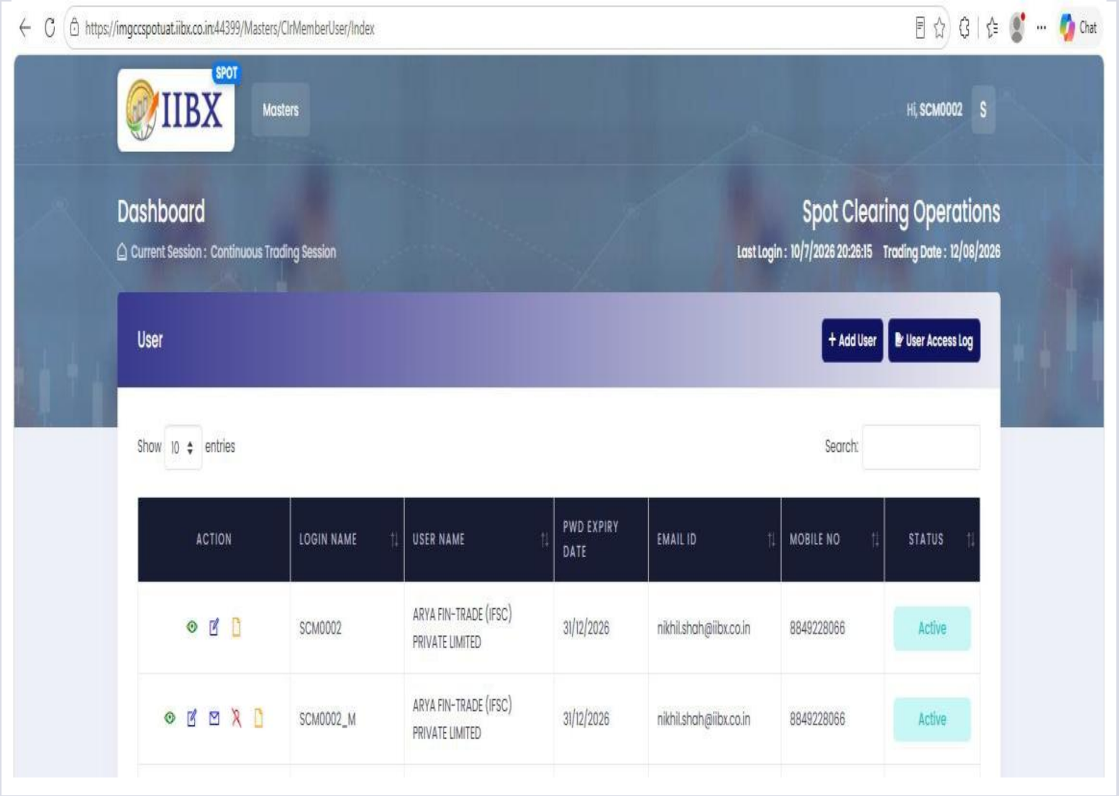
- After login, go to Masters → User → Add User option.



Enter User Details

- CM adds User details — User Name, Login ID, Email ID, Mobile ID — and clicks Save.
- Once the user created one time password would be sent to registered email ID of the user.





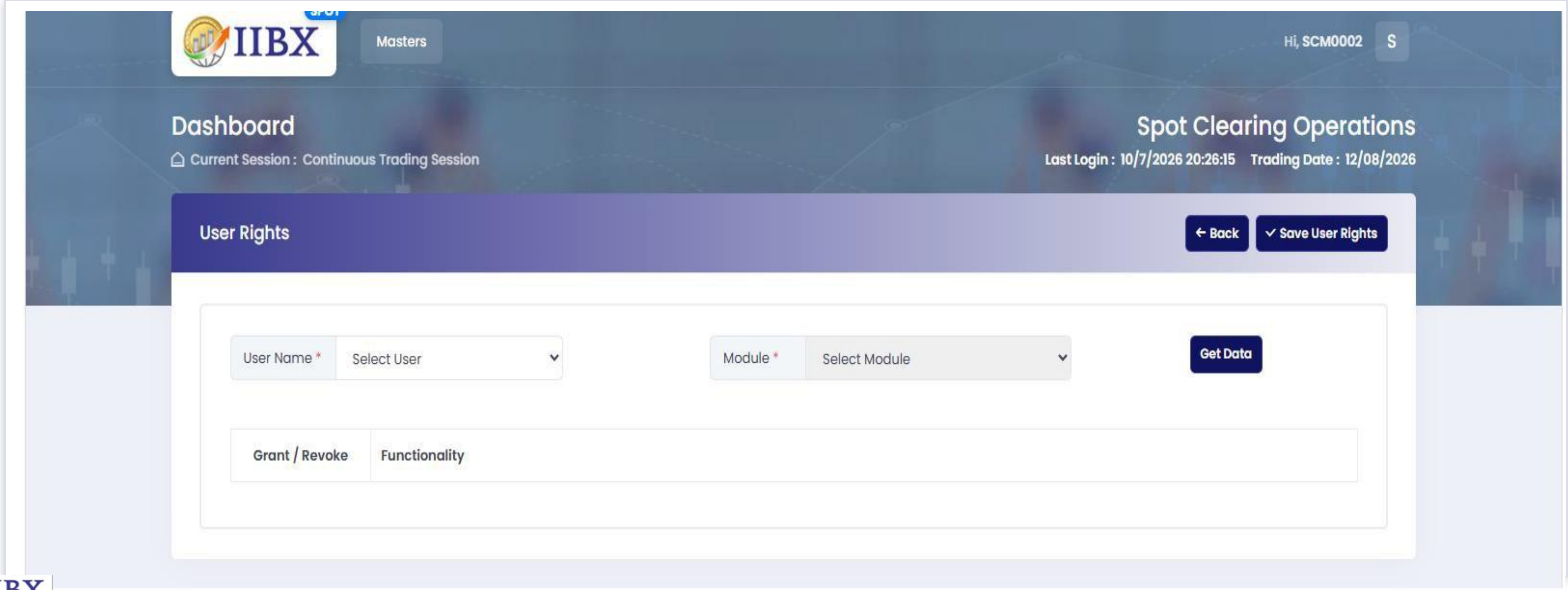
2

Clearing Member User Rights

Granting and revoking module-level access for each user

Grant / Revoke User Rights

- Once the user is created by the CM, all operation rights are granted by default to the newly created user. If needed, the admin can revoke them using the User Rights tab within the module selection.
- CM selects the Username, selects the Module, and clicks Get Data.
- CM Revokes functionality as per the user's requirement and clicks Save User Rights.



3

Clearing Member Bank Addition

Adding a settlement bank account for fund pay-in

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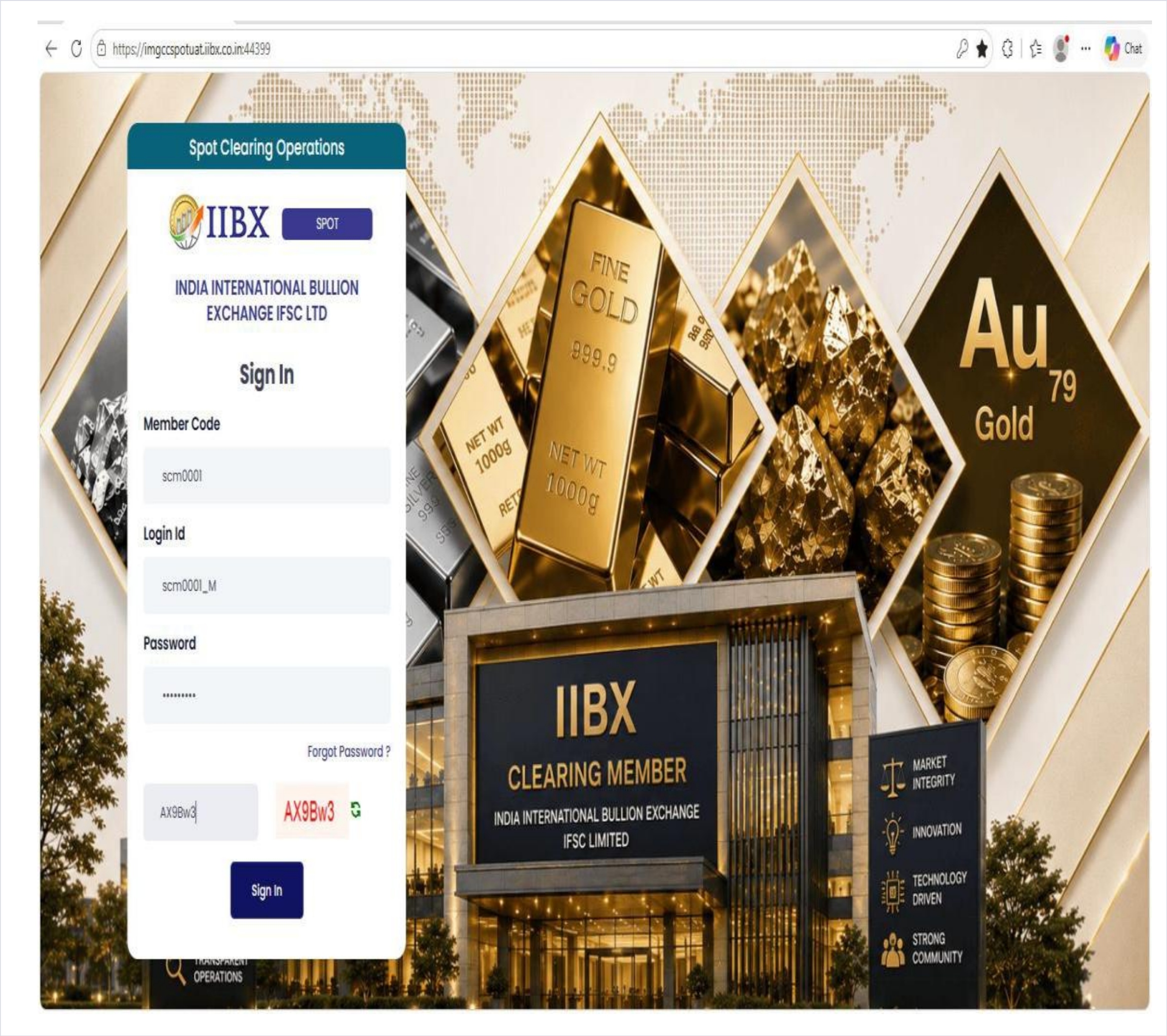
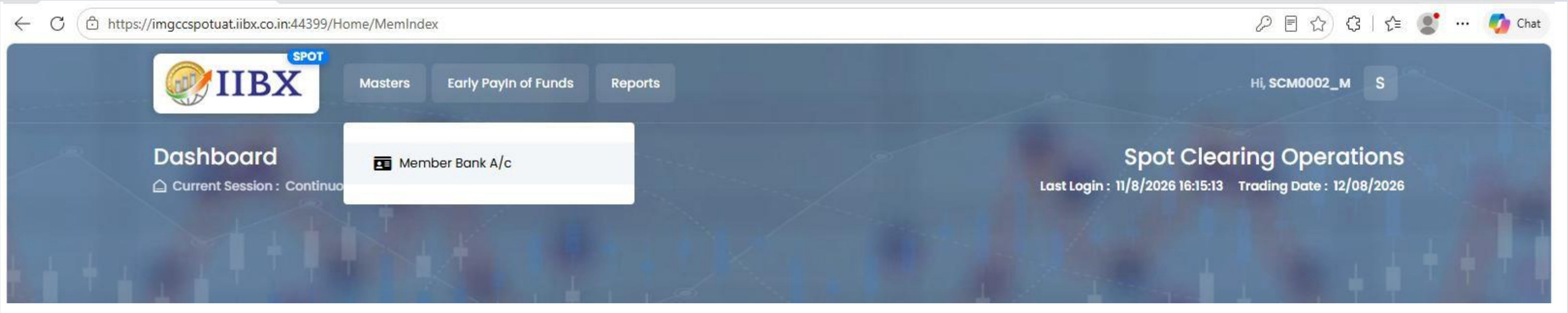
Sign In to the Application

- After user creation, the user logs into the Application to add a bank for fund pay-in and settlement.
- CM enters CM Code in Member Code, the already-created User in Login ID, Password, Captcha and clicks "Sign In".

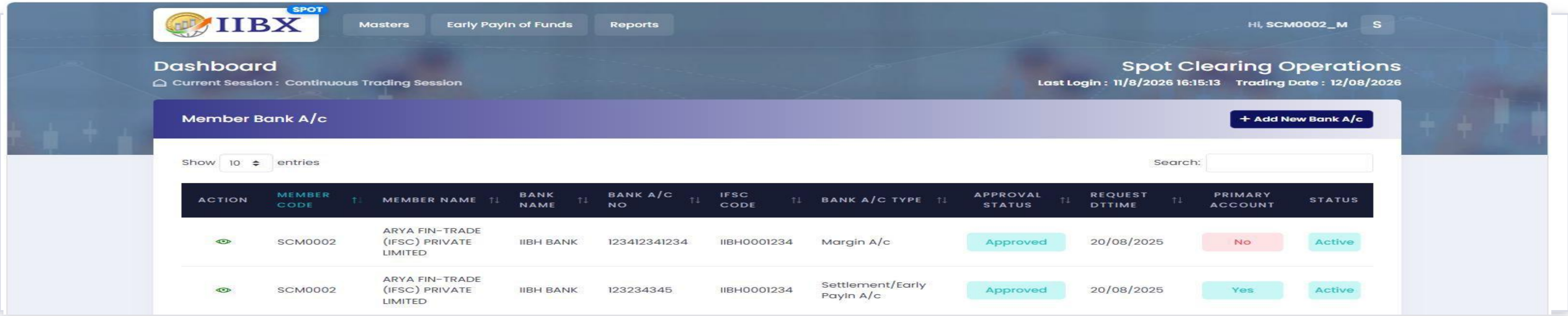


Navigate & Add a Bank Account

- Go to Masters → Member Bank A/C.

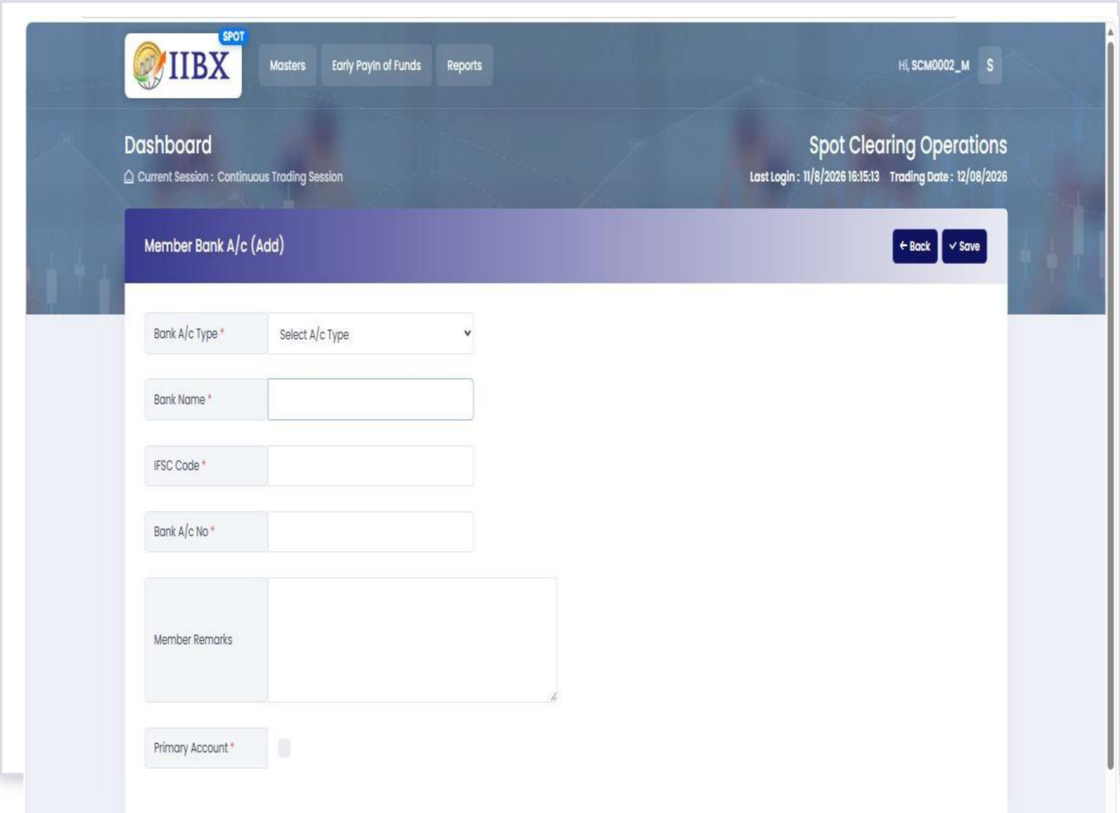


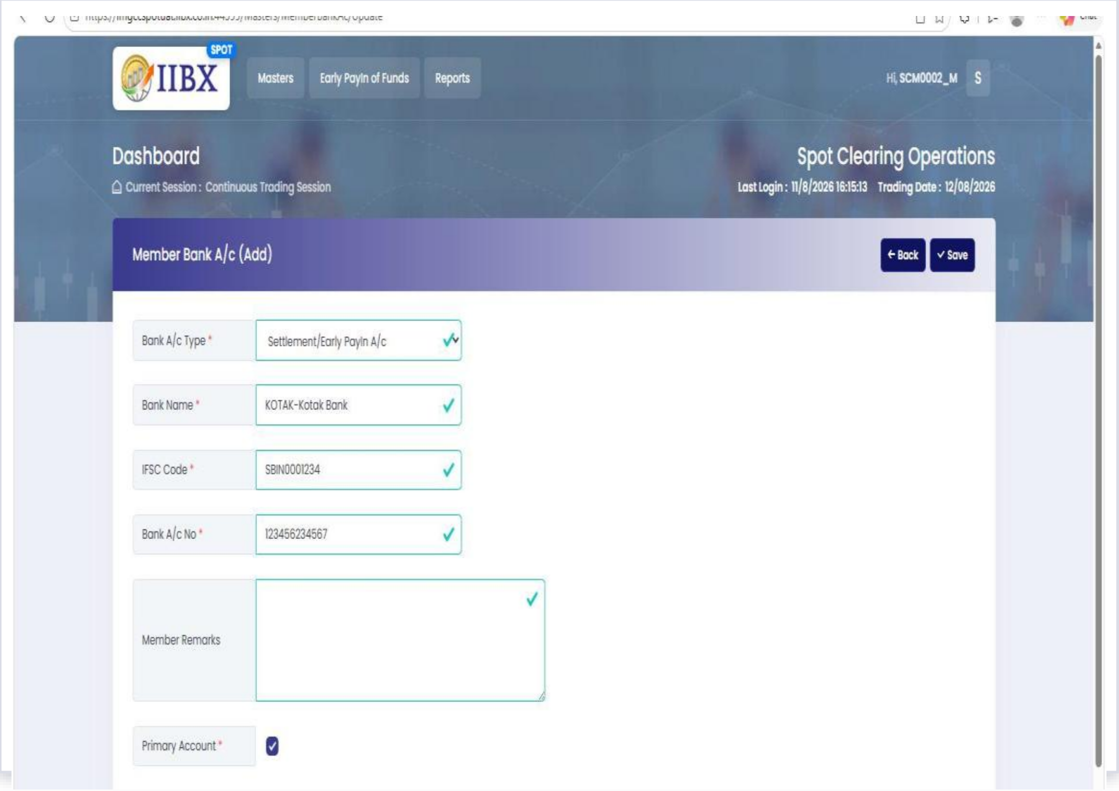
- Click the Add New Bank A/C button to add a bank.



Enter Bank Account Details

- After clicking Add Bank A/C, select the Bank A/C type and fill in Bank Name, IFSC Code and Bank A/C No.
- Tick Primary Account if the details provided are the default primary account, as shown below.





Approval & Activation

- After clicking the Save button, the bank addition request flows to IIBX for verification and approval.
- Once IIBX approves the request, the Member is ready to provide Early Pay-in.

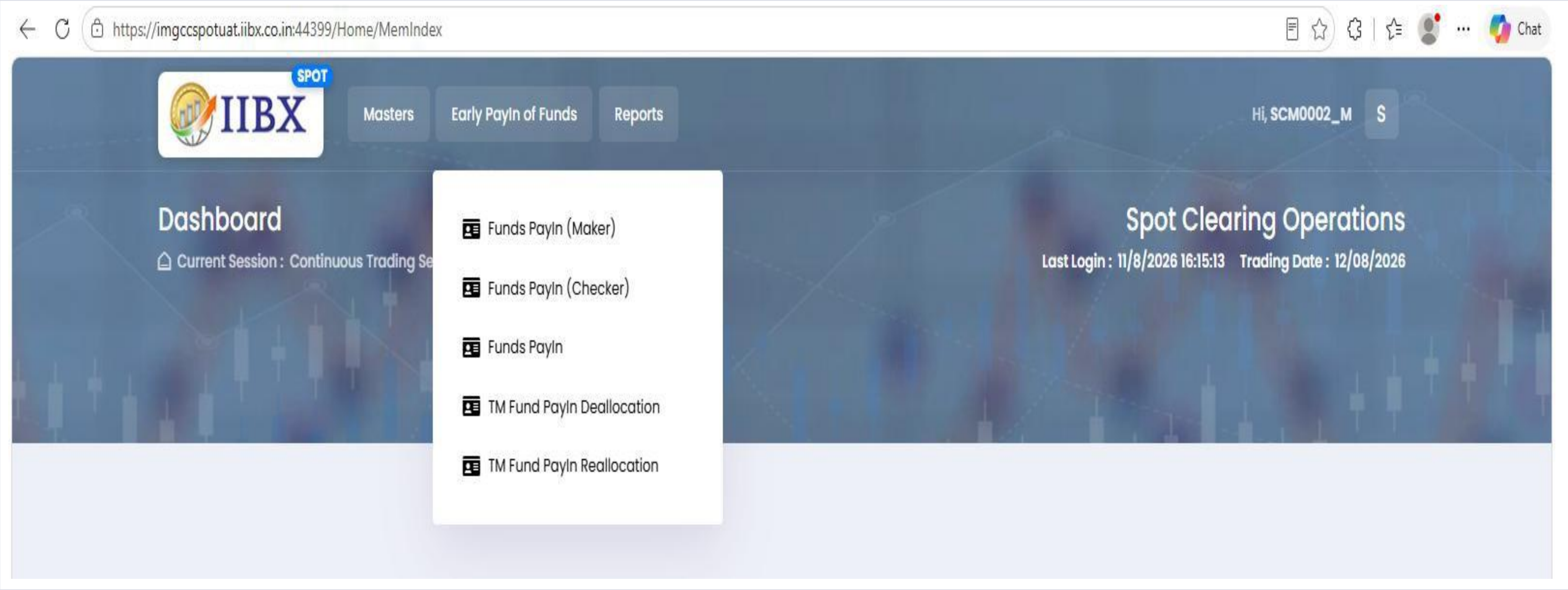
4

Clearing Member Fund Entry & Allocation to Trading Member

Early Pay-in of Funds (EPIF): Maker entry and Checker approval

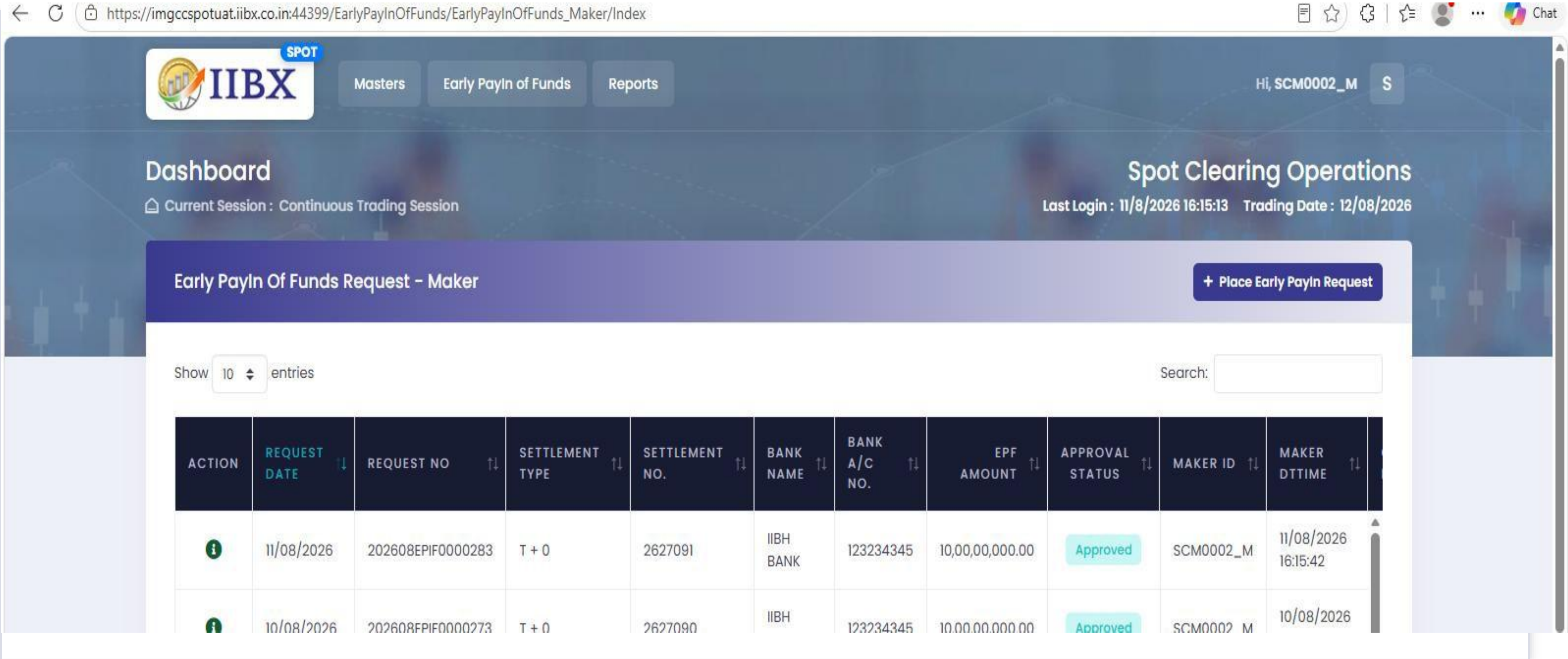
Maker: Create a Fund Pay-in Request

- The Clearing Member logs in for Early Pay-in of Funds (EPIF) entry as a Maker.
- For Maker entry, go to Early PayIn of Funds → Funds PayIn (Maker) and create a Fund pay-in request.



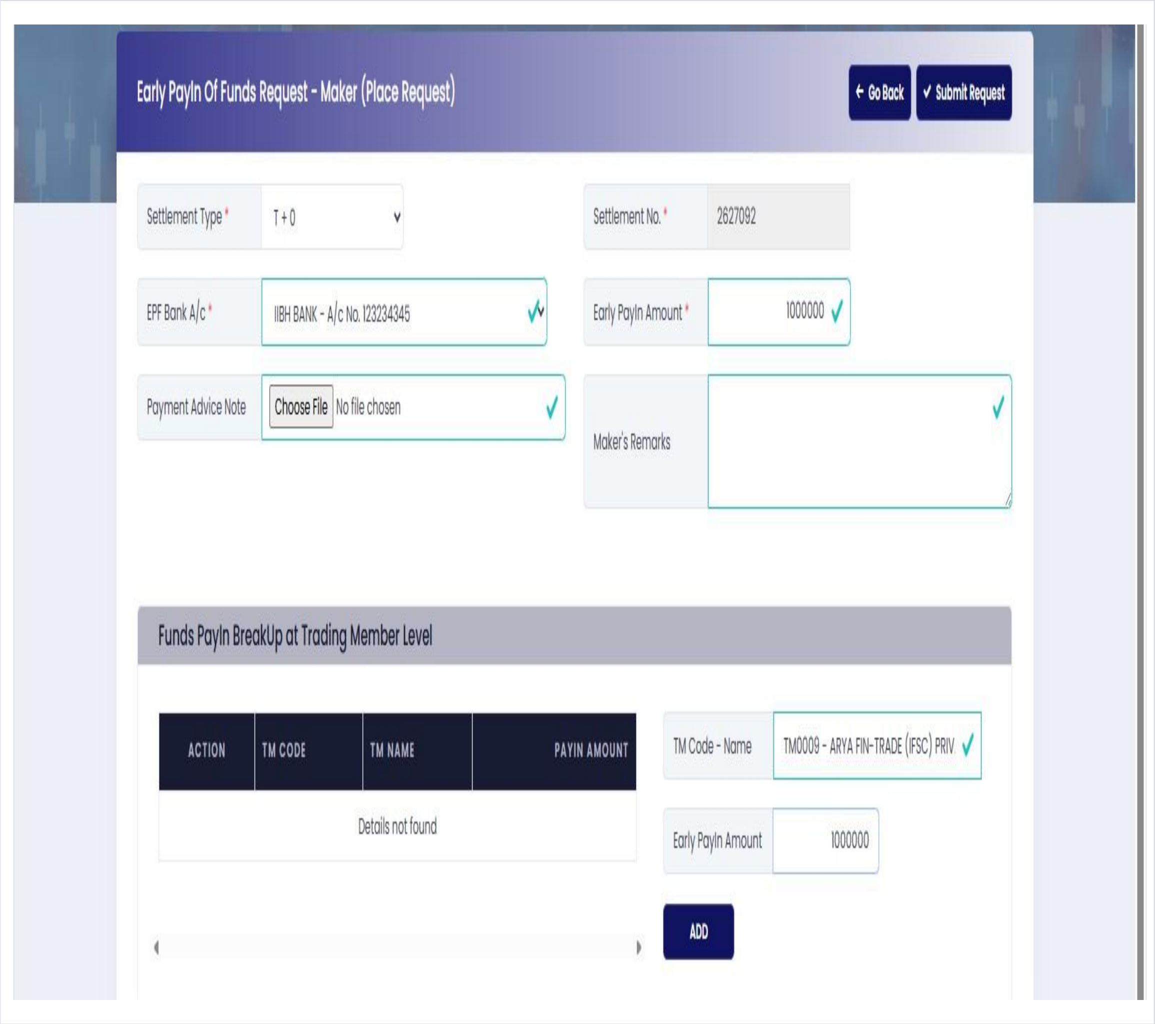
Place Early Payin Request

- For a new entry, go to Early PayIn of Funds → Funds Payin (Maker) → Place Early Payin Request.



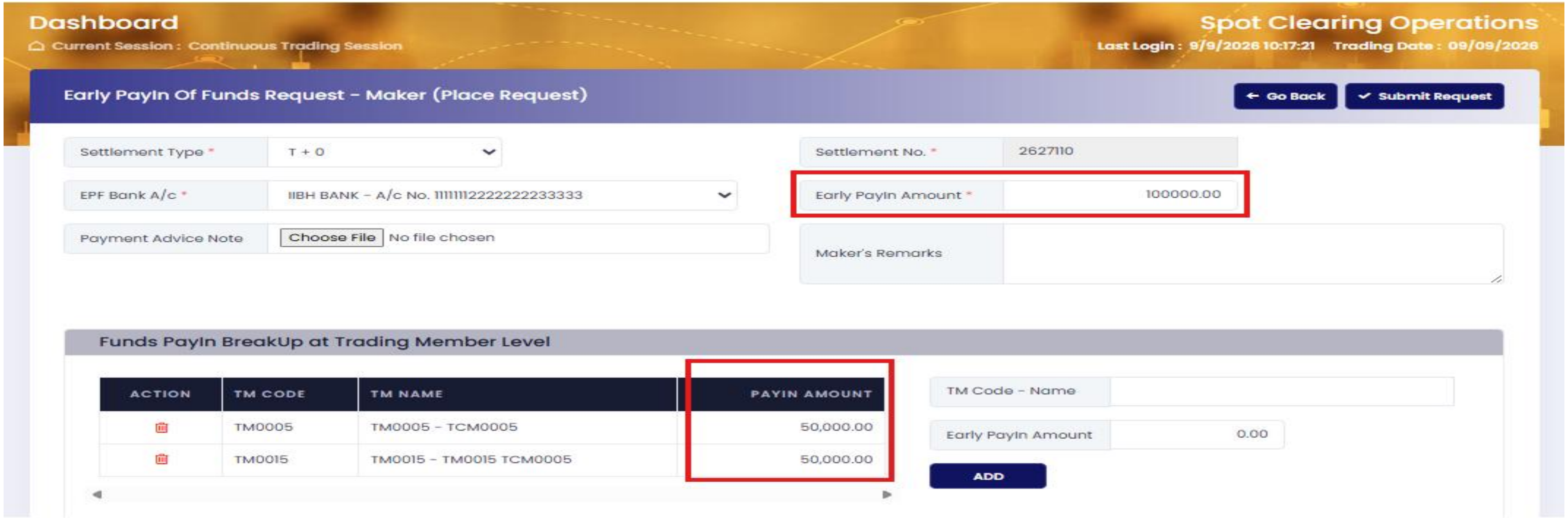
CM-Maker : Select Pay-in Options

- Settlement Type.
- EPF Bank A/C.
- Enter the prescribed amount in the ‘Early Pay-in Amount’ field.
- Upload a file, if any, in Payment Advice Note (PDF, JPEG).



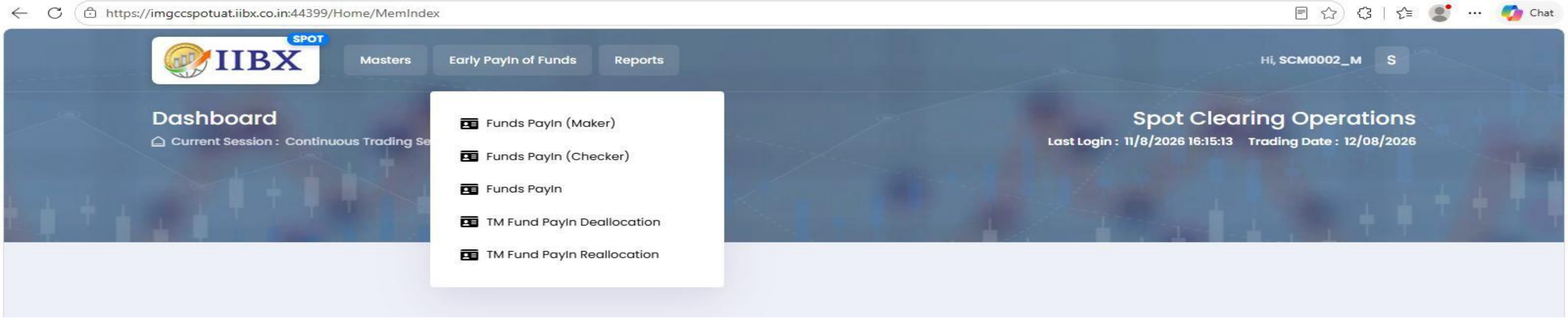
CM-Maker : TM-Level Fund Pay-in Breakup

- In ‘Funds Pay-in Breakup at Trading Member Level’, the CM Maker selects the respective Trading Member (TM) from ‘TM Code-Name’.
- Total of Funds payin break up of EPF TM level , Must match with the Early Payin amount entered by the CM.
- Click Add and then Submit Request.

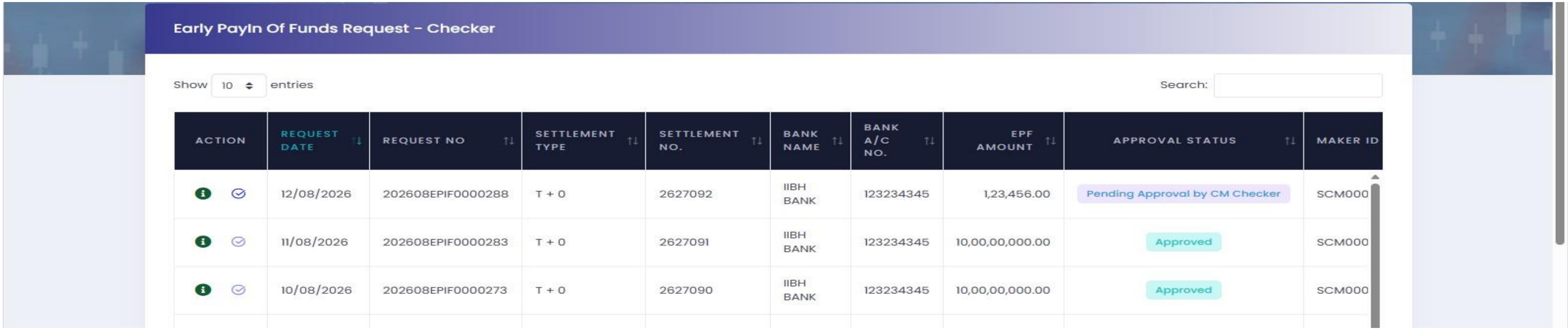


Checker : Review Pending Entries

- For checking and approval, go to Early PayIn of Funds → Funds PayIn (Checker).



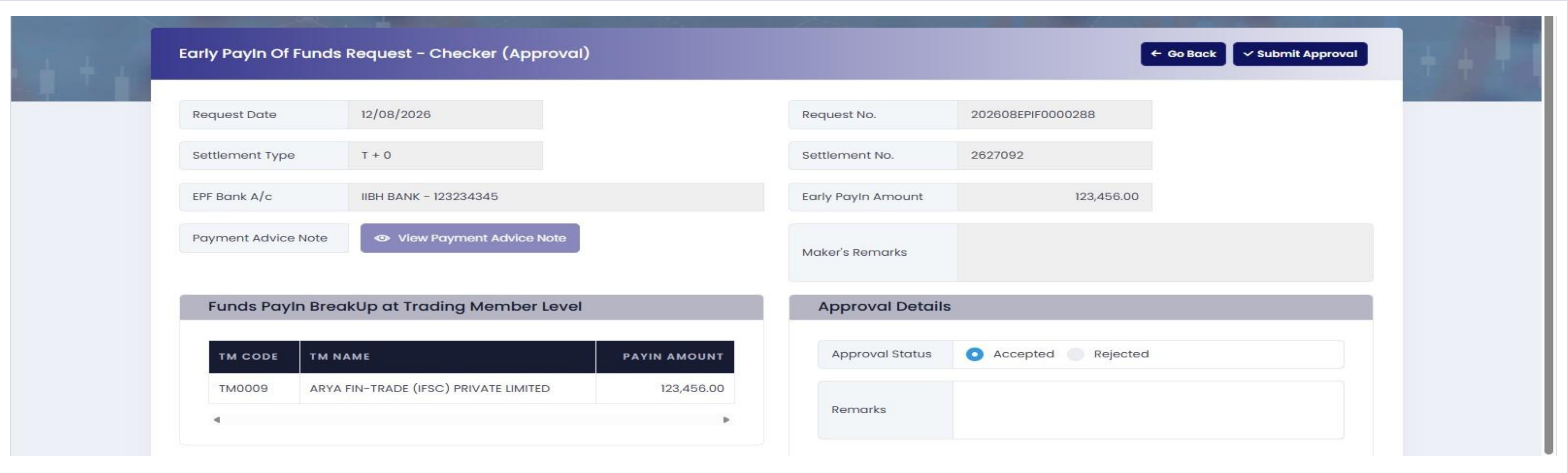
- The EPF entry made by the Maker is visible on this page.



ACTION	REQUEST DATE	REQUEST NO	SETTLEMENT TYPE	SETTLEMENT NO.	BANK NAME	BANK A/C NO.	EPF AMOUNT	APPROVAL STATUS	MAKER ID
	12/08/2026	202608EPIF0000288	T + 0	2627092	IIBH BANK	123234345	1,23,456.00	Pending Approval by CM Checker	SCM000
	11/08/2026	202608EPIF0000283	T + 0	2627091	IIBH BANK	123234345	10,00,00,000.00	Approved	SCM000
	10/08/2026	202608EPIF0000273	T + 0	2627090	IIBH BANK	123234345	10,00,00,000.00	Approved	SCM000

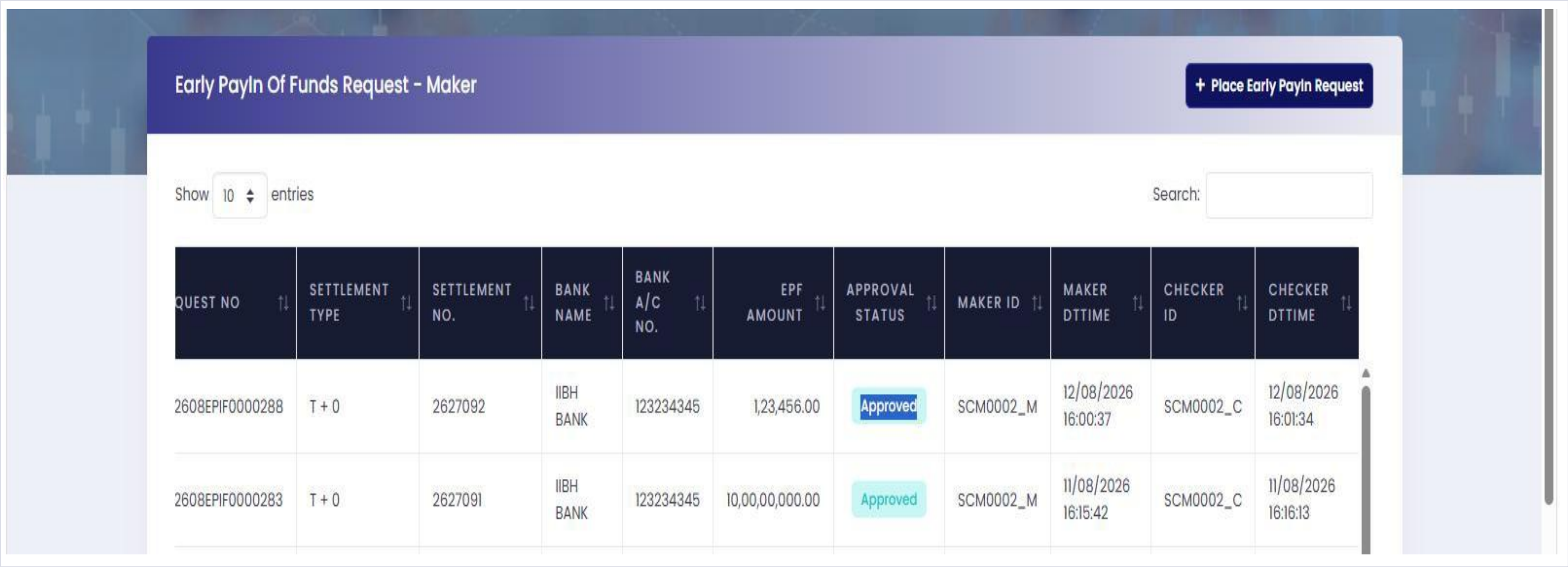
Checker: Approve the Entry

- The details of the EPF entry made by the CM Maker are displayed for review.
- The CM Checker verifies all details and clicks the Action button to proceed.
- The CM Checker clicks 'Accepted' and adds Remarks (if any) in the 'Approval Details' field.
- The Checker then clicks Accepted, followed by Submit Approval on the top-right corner.



Checker: Confirm & Submit Approval

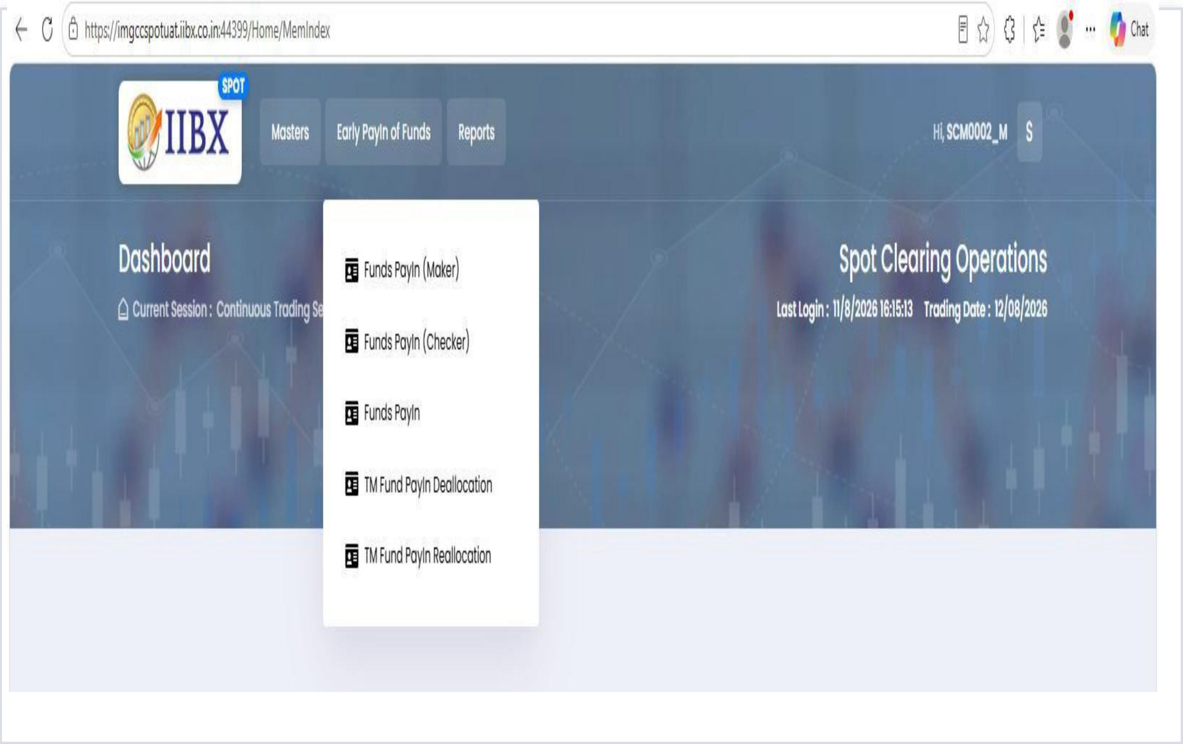
- Once approved by both Maker and Checker, the transaction is sent to the Bank's login for its approval. After Bank and IIBX approval, the TM receives the Allocation Amount in their application login.

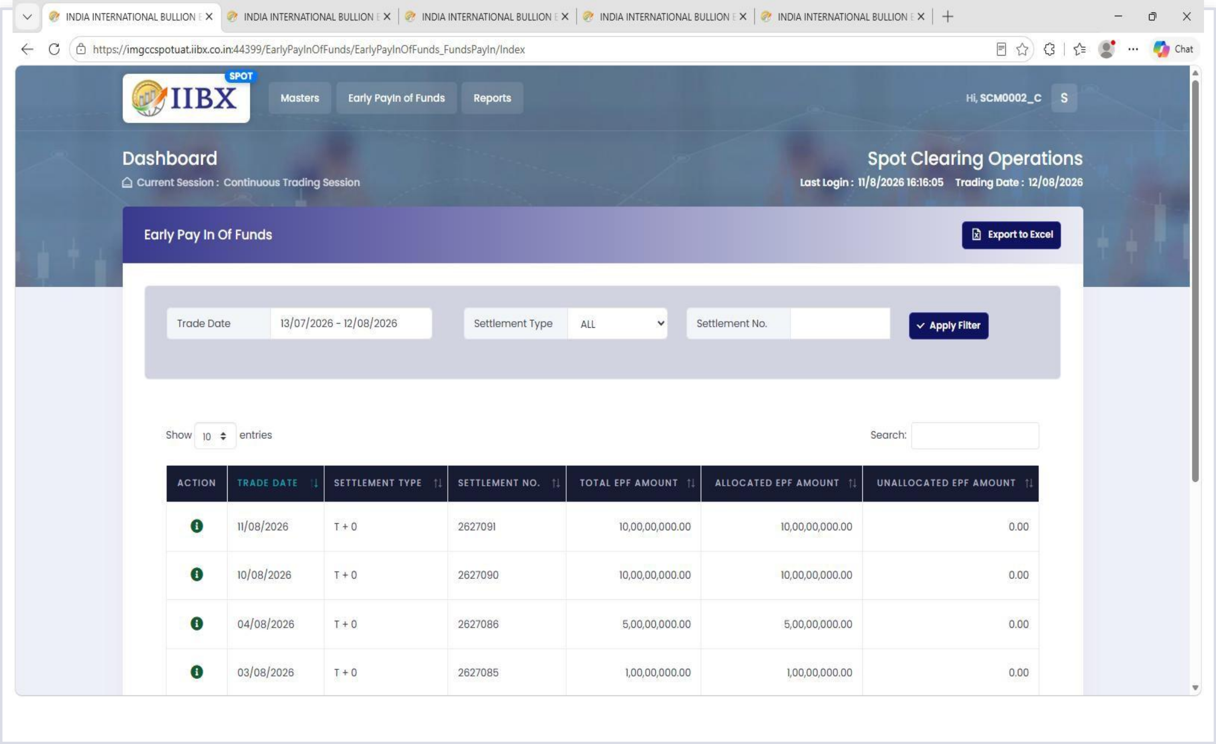


QUEST NO	SETTLEMENT TYPE	SETTLEMENT NO.	BANK NAME	BANK A/C NO.	EPF AMOUNT	APPROVAL STATUS	MAKER ID	MAKER DTTIME	CHECKER ID	CHECKER DTTIME
2608EPIF0000288	T + 0	2627092	IIBH BANK	123234345	1,23,456.00	Approved	SCM0002_M	12/08/2026 16:00:37	SCM0002_C	12/08/2026 16:01:34
2608EPIF0000283	T + 0	2627091	IIBH BANK	123234345	10,00,00,000.00	Approved	SCM0002_M	11/08/2026 16:15:42	SCM0002_C	11/08/2026 16:16:13

Funds PayIn Report

- The summarized Funds Pay-in Allocation of the TM reflects in the Funds PayIn Report (Early Payin of Funds → Funds Payin).
- The approved EPF details and summarized Funds Pay-in details are shown as below.





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Allocated Funds Deallocation / Reallocation

Correcting funds wrongly allocated the TM

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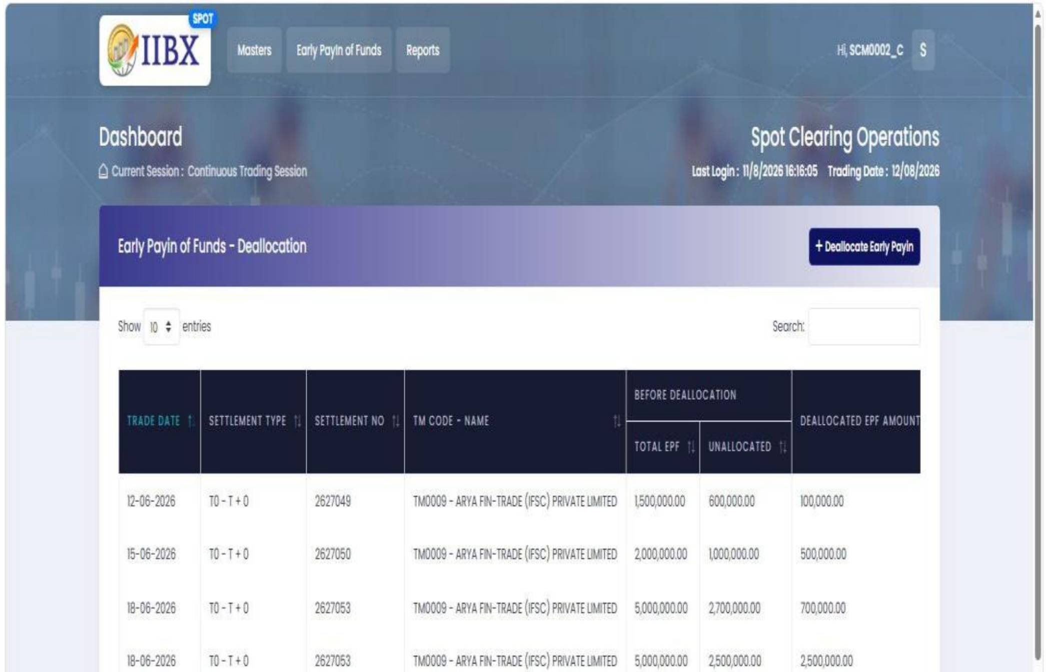
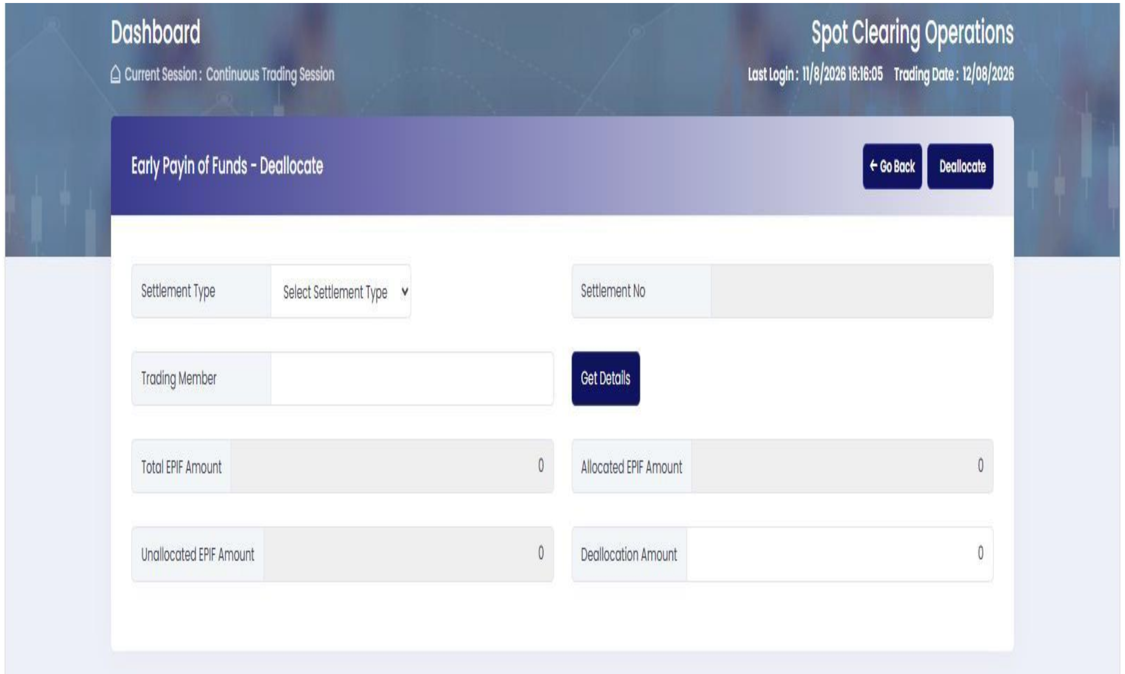
TM Funds PayIn Deallocation

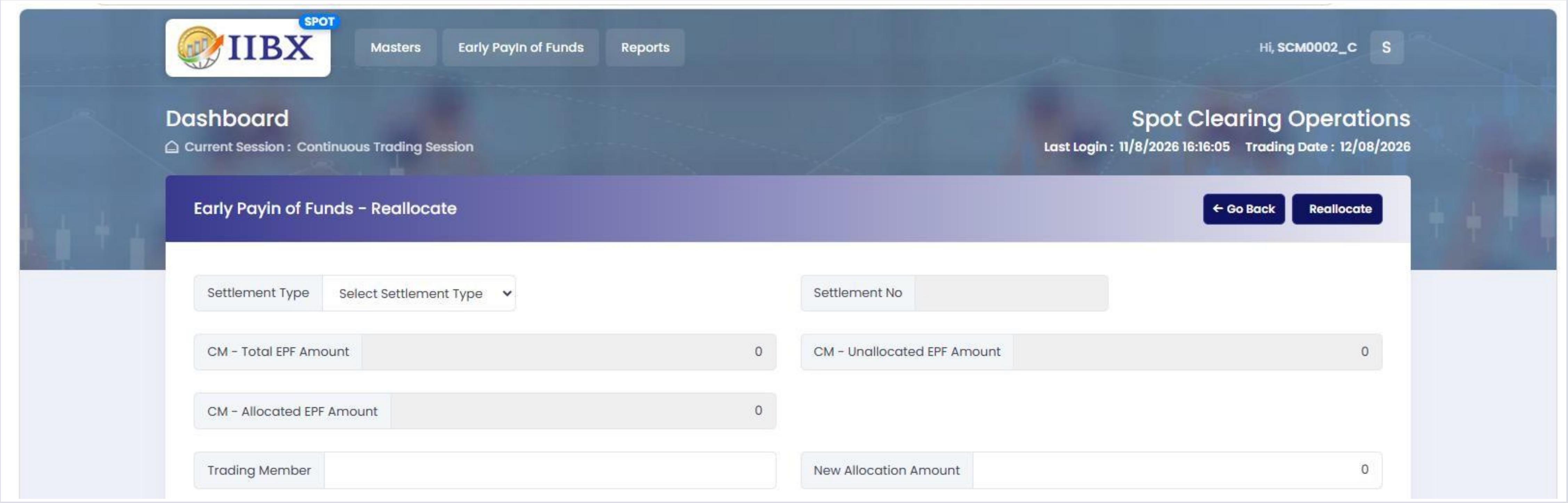
- If a wrong TM ID was entered or a wrong amount allocated at pay-in, the CM can rectify it via Early PayIn of Funds → TM Funds PayIn Deallocation → “Deallocate Early Payin”.
- In the tab that opens, select the Settlement Type and Trading Member, then click “Get Details”.
- Total, Allocated and Unallocated EPIF Amounts appear; enter the Deallocation Amount and click “Deallocate” on the right. The amount is deallocated from the TM’s Unallocated EPF.





TM Funds PayIn Reallocation

- For TM reallocation, go to Early PayIn of Funds → TM Funds PayIn Reallocation → "Reallocate Early Payin".
- Select the Settlement Type. CM-Total, CM-Allocated and CM-Unallocated EPIF Amounts are displayed.
- Enter the desired amount in 'New Allocation Amount' for the respective TM, then click "Reallocate" on the right. The amount is reallocated from the TM's Unallocated EPF.



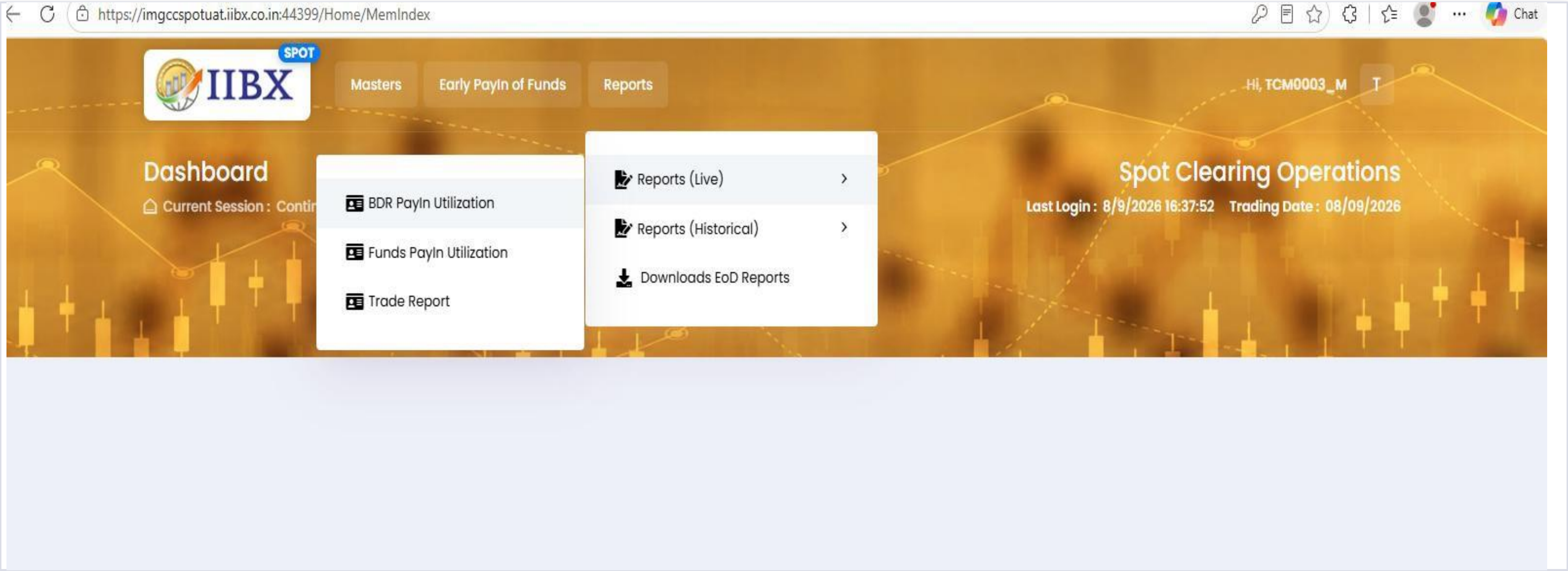
6

Reports

Live and historical reporting, plus End-of-Day report downloads

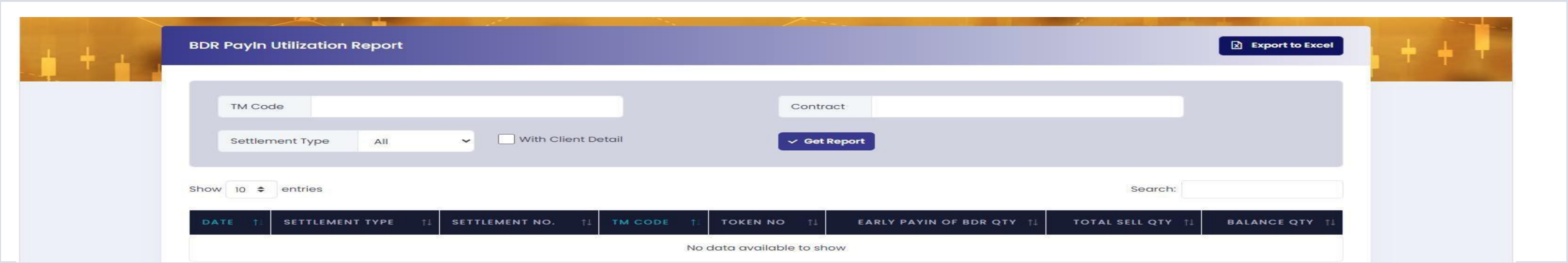
Reports Available to the CM

- In the CM Login, the CM can view and download Live and Historical reports of BDR Pay-in Utilization, Fund Pay-in Utilization and Trade Reports, TM-wise.

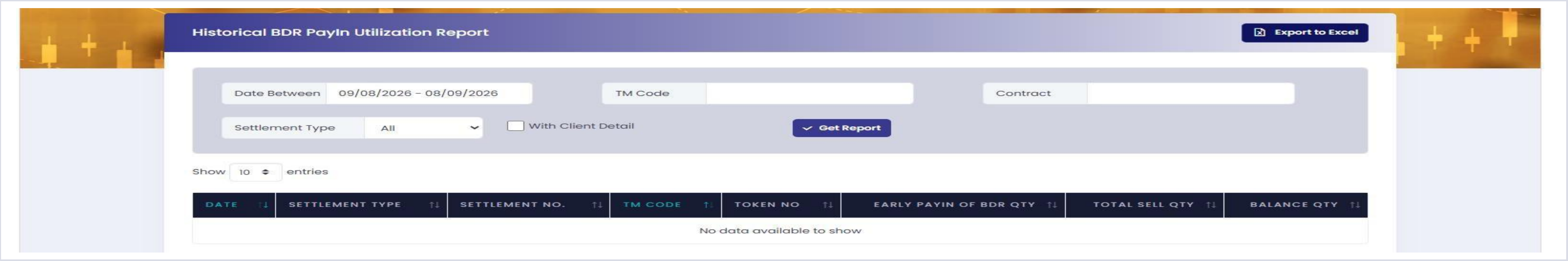


BDR Pay-in Utilization

- Reports → Reports (Live) — BDR Pay-in Utilization.



- Reports → Reports (Historical) — BDR Pay-in Utilization.

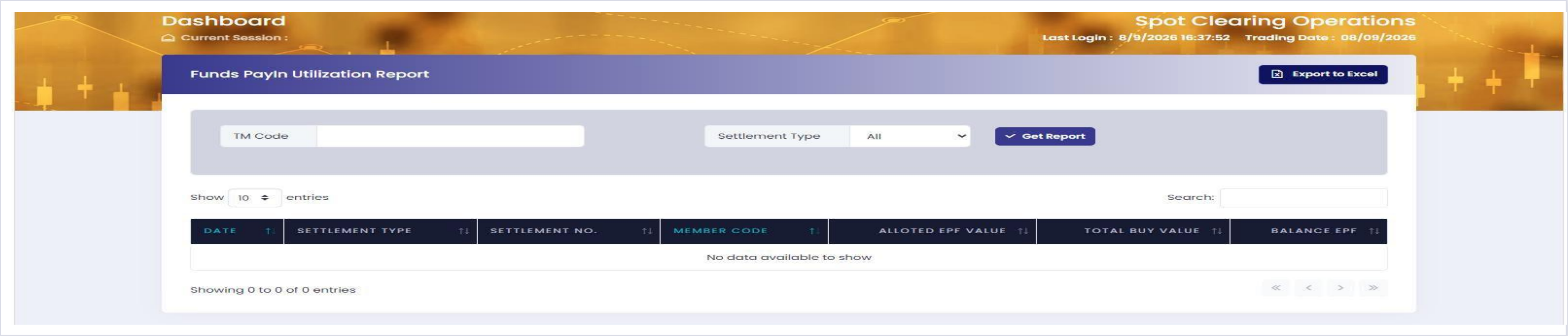


BDR Pay-in Utilization — How to Use

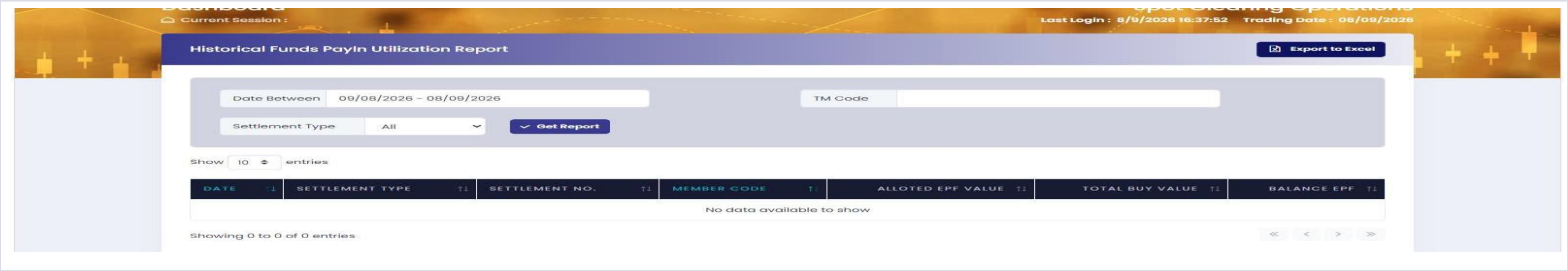
- CM clicks the Reports tab under Reports (Live), BDR Pay-in Utilization.
- Selects TM Code, Contract and settlement type then clicks “Get Report”, for Client wise details tick on box and proceed.
- CM can generate live reports of BDR Pay-in and export to Excel from the top-right.
- For Historical: CM selects the Date Range, TM Code, Contract and settlement type then clicks “Get Report”, for Client wise details tick on box and proceed.

Fund Utilization

- Reports → Reports (Live) — Fund Pay-in Utilization.



- Reports → Reports (Historical) — Fund Pay-in Utilization.

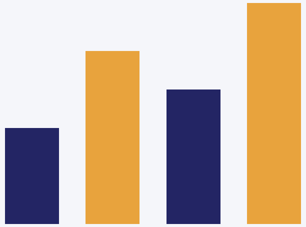


Fund Utilization — How to Use

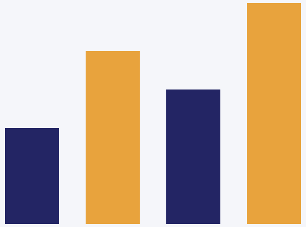
- CM clicks the Reports tab under Reports (Live), Fund Pay-in Utilization and selects the TM Code and settlement type then clicks “Get Report”.
- CM can generate live reports of Fund Pay-in and export to Excel from the top-right.
- For Historical: CM selects the Date Range and TM Code and settlement type clicks “Get Report”, then exports to Excel the same way.

Trade Report

- Reports → Reports (Live – Historical) — Trade Report.
- In CM Login, the CM can view and download both live and historical Trade Reports.
- Select the option as applicable and click “Get Data”; after generation, download via the top-right ‘Export the Excel’ button.



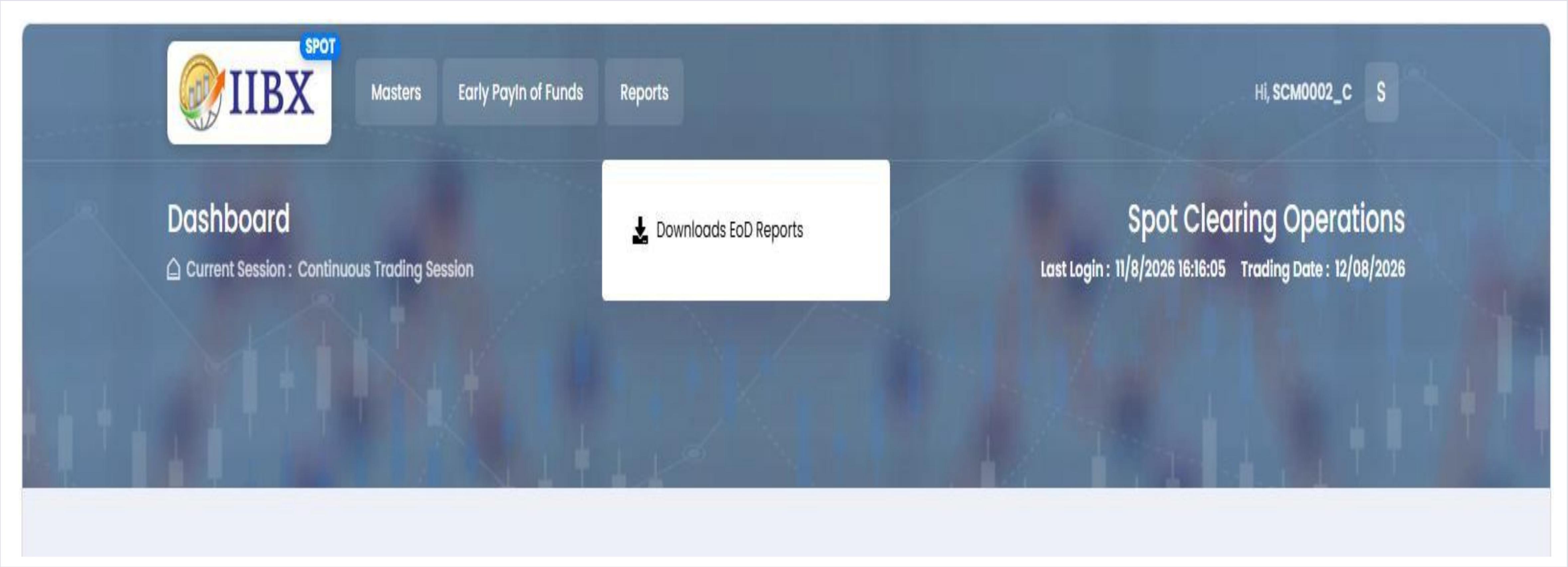
Live Trade Report



Historical Trade Report

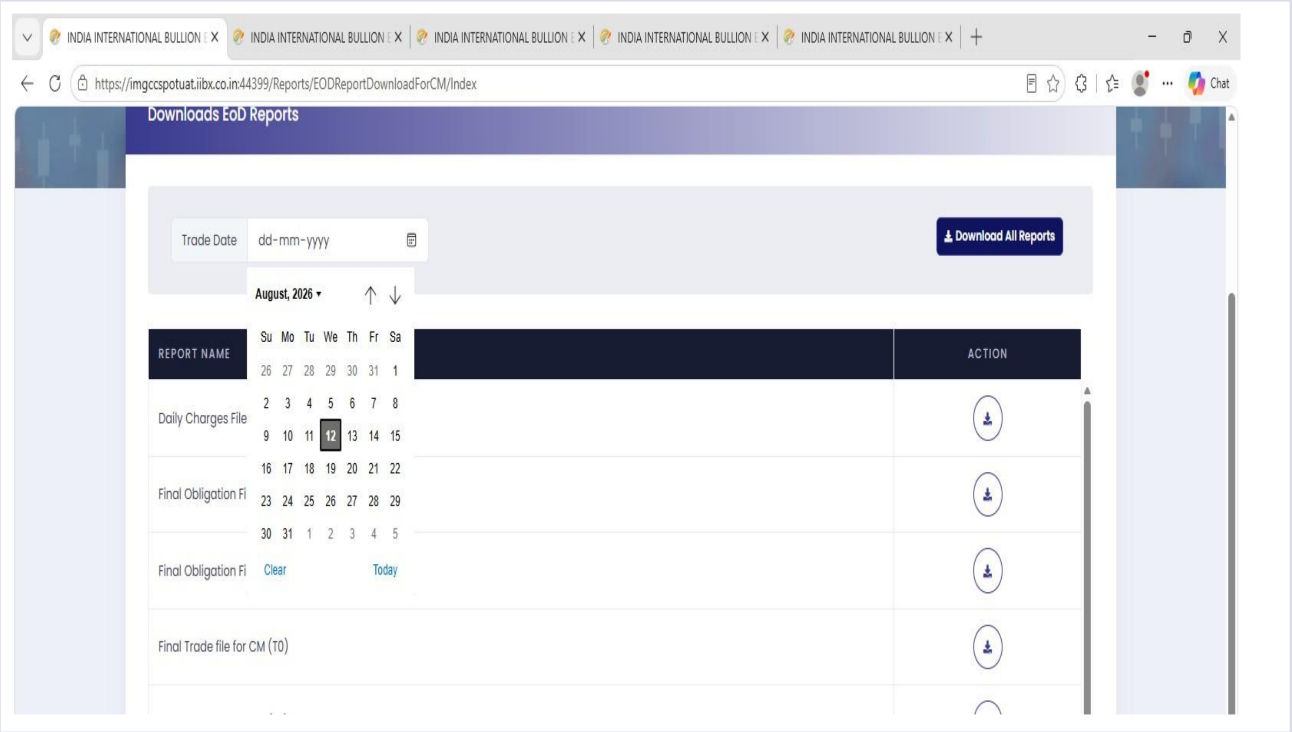
Download EoD Reports — Navigate

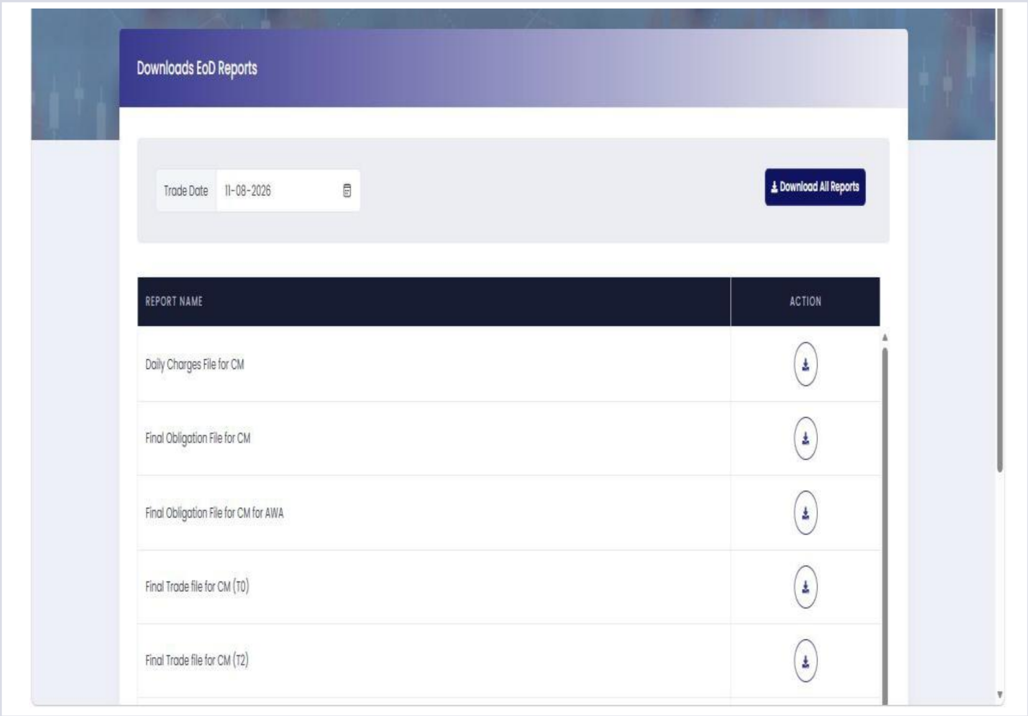
- To download the End of Day (EoD) Report, the CM follows the steps below.
- Click the “Reports” tab, then select “Download EoD Reports” (Reports → Download EoD Report).



Download EoD Reports — All or Individual

- The “Download EoD Reports” tab is displayed. CM selects the desired date in ‘Trade Date’, then clicks “Download All Reports” for all reports.
- For an individual file, click the download button next to the specific file name





Thank You

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