

MEMORANDUM

To: Members, Member Organizations, Participants and Participant Organizations,
Reg Staff.

From: Anne Dormeier, Training Coordinator

Date: June 17, 2008

RE: **2nd Notice: Complete Rule 1082 Online Training by June 19, 2008**

Mandatory training is specifically required for all floor members and some members of the Exchange's regulatory staff.

You are already registered for the topic, **Rule 1082**. Please complete this module by **June 19, 2008**.

To ensure that you are able to log in, please use the following information as a guide. If you have questions regarding procedure, please contact Annie Dormeier, anne.dormeier@phlx.com or by phone at: 215-496-1514.

PHLX Internet Logging-On Procedure

1. Open your web browser and navigate to the Exchange home-page: www.phlx.com
2. Using the drop-down menu on the left side of the page, select: "Membership Info". Click "PHLX Training Center".
3. You will be prompted for a *username* and *password*. For your *username*, type the first letter of your first name, and your entire last name. For example, Annie Dormeier would be "adormeier" or Richard Ross would be "rross".
4. Your generic password is "pass123#". (After your initial log-in, you will be prompted to change your password.)
5. Click "No" for the "Turn on 508 Compliance" button. (This feature is available for the visually or hearing impaired.)
6. All passwords (except auto-generated passwords) must follow these rules:
 - At least 8 characters in length, with a maximum length of 64 characters.
 - At least 1 number
 - At least 1 special character
7. Please retain your new password in a safe place.

Procedure for Accessing Classes Once Registered

1. Make sure you are still logged on and navigate to the "My Courses" tab.
2. Click on "Online Courses". Here you will find the class or classes you have registered for.
3. Click on the *Lesson* name and begin watching the module.
4. You will need to complete the module in order to satisfy the Exchange's training requirement.

