



LMEtrader Member Admin Setup Guide - LMEselect V10 Version

Please respond to:
Trading Operations, (020) 7113 8200

THE LONDON METAL EXCHANGE

10 Finsbury Square, London EC2A 1AJ | Tel +44 (0)20 7113 8888
Registered in England no 2128666. Registered office as above.

LME.COM

1 Table of Contents

1	Table of Contents	2
2	Overview	3
2.1	Member Administration	3
2.2	Objective	3
2.3	Target Audience	3
2.4	Roles and Responsibilities	4
2.5	LMEtrader Trade & Setup App links	4
3	Understanding Account and User Hierarchy	4
3.1	Account and User Hierarchy	4
4	Mandatory Tasks for LMEtrader Member Admin Users	7
5	How to Setup a New User	8
5.1	How to Login to LMEtrader	8
5.2	Steps to Complete Log-in	8
5.3	How to Create Multiple User Profiles	12
5.4	How to Change Password	12
5.5	How to Configure Two-Factor Authentication(2FA)	14
6	How to Setup a User Group	15
7	Steps to Setup an Account	16
8	How to Assign Users to Accounts	18
8.1	Steps to assign a user to an account	18
8.2	Order Permissions	19
9	How to Apply Limits to a User	22
9.1	Steps to Account Position Limits	22
9.1.1	Account Limits and Hierarchy	28
10	How to Apply Account Position/Credit Settings	28
11	How to Assign a Connection	29
11.1	Steps to Assign a Connection to an Account	29
12	How to Apply Account Restrictions	29
13	How to create Order Tag Default Profile (OTD)	30
13.1	Roles & Responsibilities	31
13.1.1	Order Origination Trader	31
13.1.2	Other Fields	31
13.2	Steps to Add Order Tag Defaults	31
13.2.1	OTD Sharing Capability	39
13.3	How to Verify Order Tag Defaults	39
14	How to Delete a User	40



2 Overview

2.1 Member Administration

Business Owner: Trading Operations
 Contact(s): tradingoperations@lme.com

2.2 Objective

This document provides a step-by-step guide for Member Administrators to help them define and manage the LMEtrader Account structure. The guide includes information on assigning Users and managing Accounts, Connections and the Risk Management Function (in relation to local risk limits within LMEtrader – Exchange risk limits will still be managed via PTRM within the LMEselect GUI).

This document is a lightweight overview that makes frequent reference to the TT Help Library for full details. The guide walks through a worked example whereby the Trade Operations team have on boarded a dummy trading member ‘TEST’ onto LMEtrader

Type	Name
Parent Account(Member)	TEST
Child Accounts	TEST – EUROPE TEST – ASIA
Member Global Admin	TEST_GLOBAL_ADMIN
Member Regional Admins	TEST_EUROPE_ADMIN TEST_ASIA_ADMIN
Member Trading Users	TEST_EUROPE_TRADER

2.3 Target Audience

The document is aimed at all users of the LMEtrader GUI with Member Admin roles (Risk, Trading & Full Admin) and should be read in conjunction with the TT Help Library, <https://library.tradingtechnologies.com/user-setup/aa-adding-an-account-administrator.html>

Any questions or queries should be directed to Trading Operations at tradingoperations@lme.com or (020) 7113 8200.



2.4 Roles and Responsibilities

The LME Trading Operations team is responsible for the maintenance and updating of this admin guide.

2.5 LMEtrader Trade & Setup App links

UAT Link	Prod Links	App
https://setup-uat.trade.tt/ext-uat-cert?idp=lme#company/	https://setup.trade.tt/?idp=lme	Admin App
https://lme- uat.trade.tt/workspaces/latest	https://lme.trade.tt	Trade App

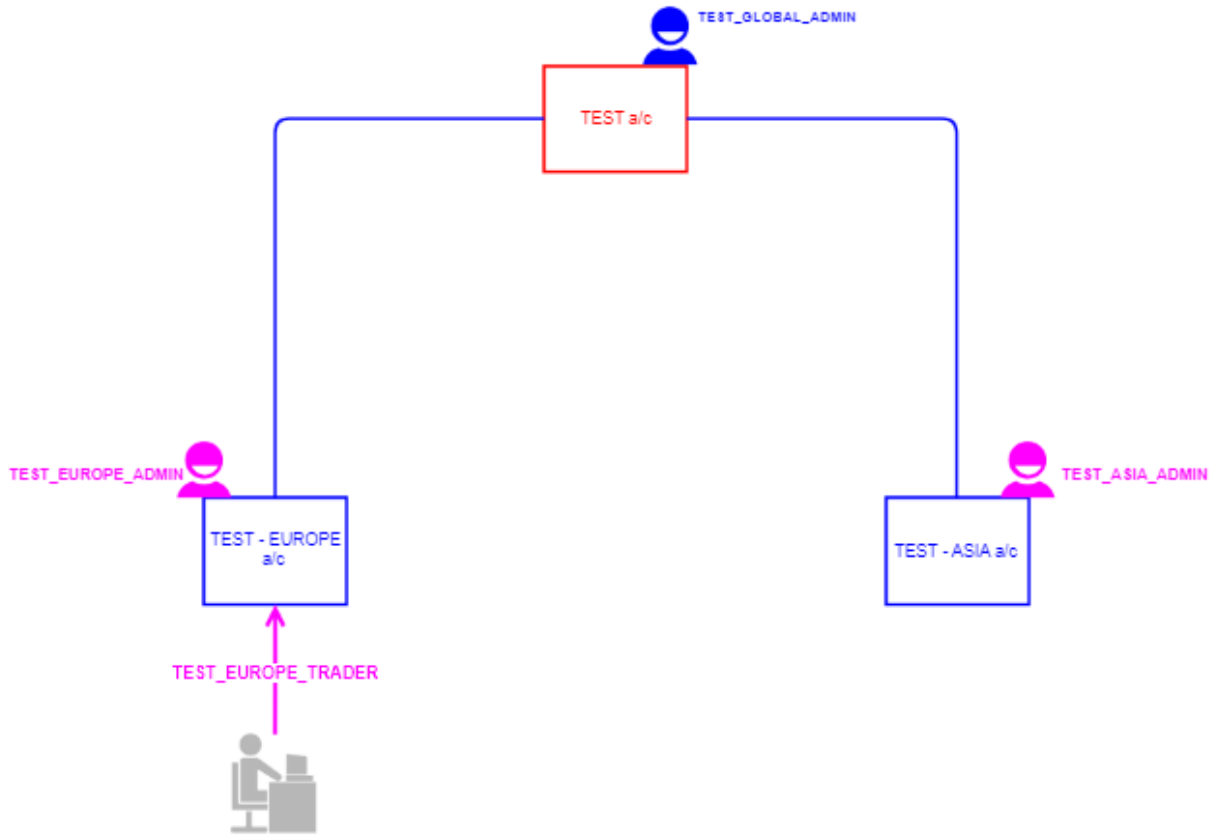
3 Understanding Account and User Hierarchy

3.1 Account and User Hierarchy

The document is based on setting up a member, sub-accounts, a connection and a user group according to the hierarchy indicated in the tree below. A more involved structure allows us to see who will perform which roles in a typical organisation at a higher level and facilitates understanding. The relevant functional sections of this document should be used as examples on which to base the setup.

Surrounding colour of the box	This indicates who sets it up 1. Red = LME 2. Blue = TEST_GLOBAL_ADMIN
Colour of connecting line	Owner responsible for setting up association (per TEST line) 1. Red = LME 2. Blue = TEST_GLOBAL_ADMIN 3. Pink = TEST_EUROPE_ADMIN





TEST		
EXCHANGE ADMIN	TEST_GLOBAL_ADMIN	TEST_EUROPE_ADMIN
1. Setup TEST a/c 2. Setup TEST_GLOBAL_ADMIN 3. Setup TEST Usergroup 4. Add ADMIN user to TEST usergroup 7. Setup TEST_EUROPE_ADMIN 8. Setup TEST_ASIA_ADMIN 9. Add ADMIN Users to TEST usergroup 10. Setup TEST_EUROPE_TRADER	5. Setup TEST- EUROPE a/c 6. Setup TEST- ASIA a/c	11. Assign TEST_EUROPE_TRADER to TEST - EUROPE a/c

Note – The LME Trading Operations team will setup the parent account (Member), in this example 'TEST', as well as link the first Member Admin user (TEST_GLOBAL_ADMIN) to the parent account. Once this has been accomplished, the Member will be able to setup their account structure and manage users.



The LMEtrader Account Structure provides **flexibility** where a Member Admin higher up in the hierarchy can manage their account and subsequent sub accounts. For e.g. TEST_GLOBAL_ADMIN can manage TEST – EUROPE and TEST - ASIA in addition to TEST a/c.

Function	LME Trading Operations	Member admin
Create Parent Accounts(Members)	✓	
Create Member Admin Users	✓	
Create User Groups and add Users to the User Groups	✓	
Create Accounts		✓
Create Member Connection	✓	
Assign Connection to an Account		✓
Create Trading Users	✓	
Assign Member Admin/Trading users to Accounts		✓
Create OTD profile		✓



4 Mandatory Tasks for LMEtrader Member Admin Users

Listed below are the steps that Member Admins should follow in the **given** order to get user's access to the LMEtrader Trading App

The screenshot shows the 'Setup' page in the LMEtrader interface. A red circle with the number '1' points to the '+ New Account' button. Below the account list, a red circle with '2' points to the 'Users' tab, '3' to the 'Order Permissions' section, '4' to the 'Connections' tab, '5' to the 'Limits' tab, '6' to the 'SOD/Credit' tab, and '7' to the 'Restrictions' tab. A red circle with '8' points to the 'Less' dropdown menu in the left sidebar.

Account: TEST | Show child accounts

#	Alias	Name	Email	Inherited	Pos Updates	Confirm Fills	Del Ords	Manage Staged w Block	Cross
18801	APayne	Payne, Anthony	anthony.payne@l...		✓	✓	✓		
17465	Himodytrader	mody, Himani_tr...	himani_mody@lo...		✓	✓	✓	✓	
18809	MHall	Hall, Max	max.hall@lme.com		✓	✓	✓		
18936	NMorris	Morris, Neil	neil.morris@lme...		✓	✓	✓		
18810	NObi	Obi, Nicholas	nicholas.obi@l...		✓	✓	✓		
18802	TNetherton	Netherton, Tony	tony.netherton@l...		✓	✓	✓		

Order Permissions

- Update positions (e.g., create manual fills)
- Confirm Fills
- Submit Block Orders *Denied*
- Submit Cross Orders *Denied*
- Submit Staged Orders
- Only Allow Price Improvements on Child Orders (based on the parent limit price)
- Manage Staged Orders without Claiming
- Manage Own Staged Orders
- Manage Orders Staged by Others
- Modify clearing account on working orders (ASX only) *Denied*
- Modify clearing account on fills
- Delete Orders
 - Modify Orders
 - Submit Native Orders
Will allow user to directly submit exchange-supported order types, with the exception of Market orders
 - Market *Denied*
 - GTC / GTDate
 - Mobile *Denied*
 - Autospreader *Denied*
 - Aggregator *Denied*

Note: Exchanges, Change Logs are read only for Member Admins

Step 1	Create an Account
Step 2	Assign Users to an Account
Step 3	Set Order permissions for the Users
Step 4	Assign Connection to an account
Step 5	Apply Limits to a User



Step 6	Apply Credit Limits to a User
Step 7	Apply Restrictions to the account
Step 8	Create Order Tag Default Profile for the user

5 How to Setup a New User

The LME Trading Operations team are responsible for setting up new users. Members Authorised Personnel must complete an LMEtrader New User Form (Available on <https://www.lme.com/Trading/Systems/LMEselect>) and send that to tradingoperations@lme.com.

This will be processed within approx. 24 hrs and an LMEtrader invitation link will be sent to the users email address once they have been setup in LMEtrader.

Please note, for test environment access, there is no need to complete the form, an email to tradingoperations@lme.com with the relevant information will suffice.

For any queries or if you have not received the invitation link then please contact Trading Operations on the above email.

5.1 How to Login to LMEtrader

The first step to accessing the LMEtrader platform is to complete the initial log-in process

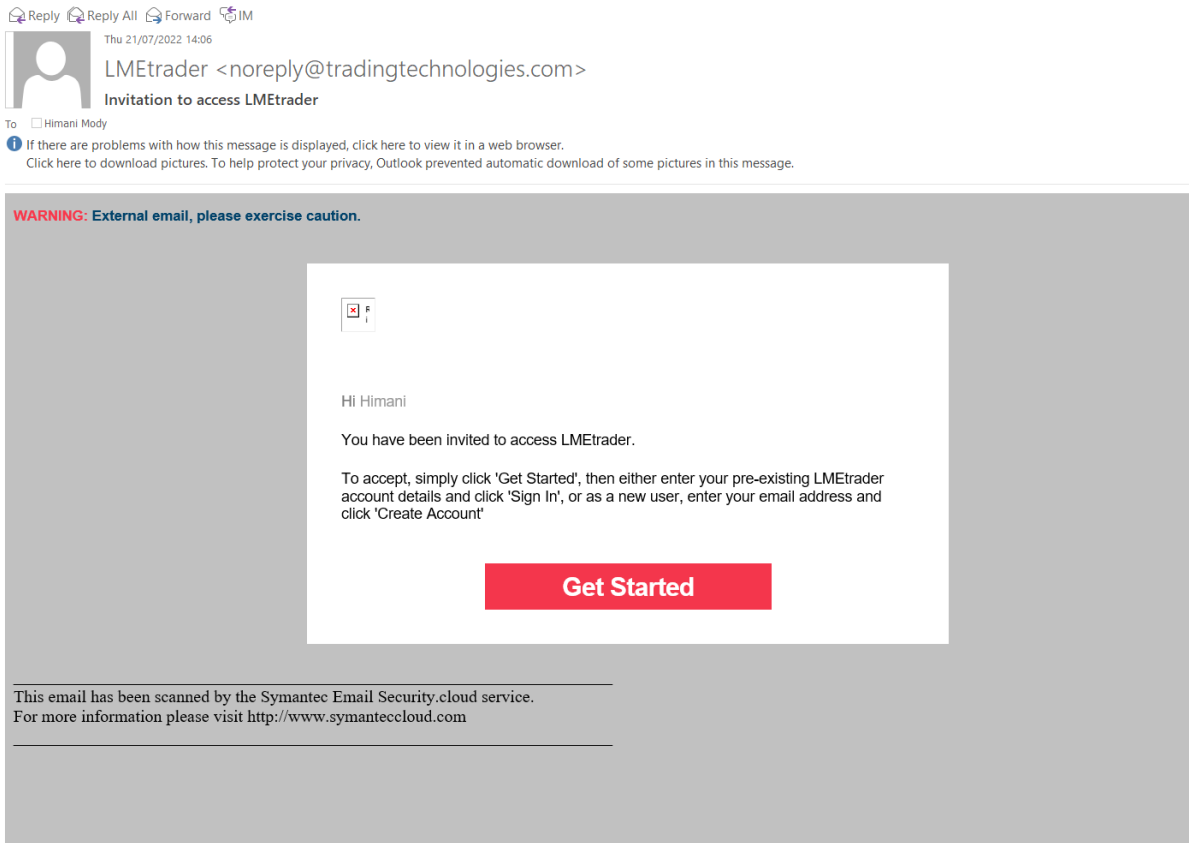
5.2 Steps to Complete Log-in

Once user setup is done by LME Trading Operations team, you will receive an Invitation as shown in image below. Please follow the steps listed here to complete the initial login:

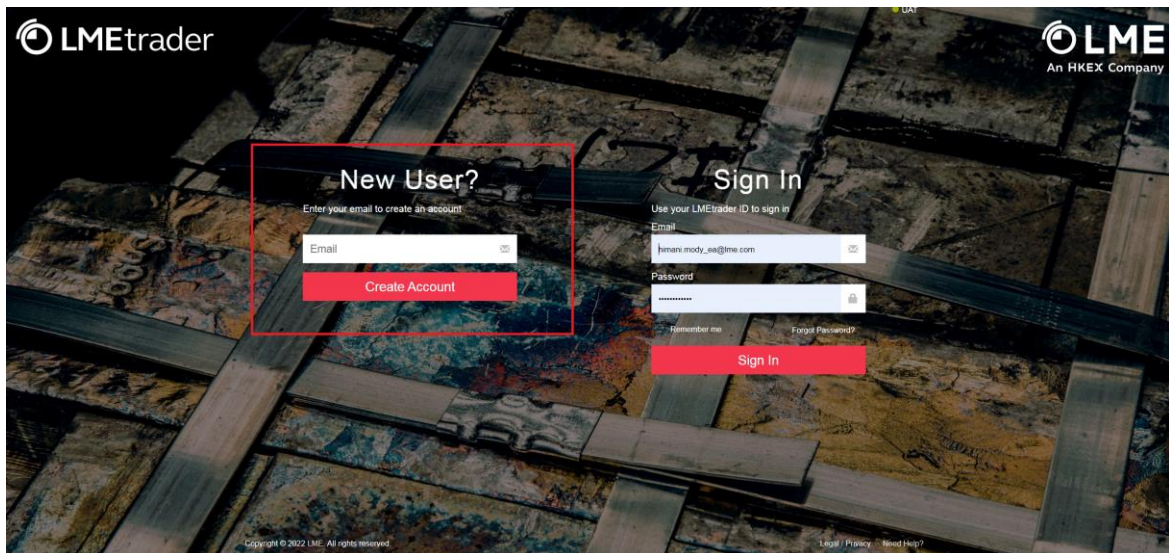
1. Check if you have received an invitation in your inbox to access LMEtrader. Once received click on 'Get Started'.

Note – Please check your junk folder in case you haven't received an email or contact Trading Operations at tradingoperations@lme.com or (020) 7113 8200.





2. In the NEW USER? Section of the LMEtrader page, enter your email address and click **Create Account**.



3. Complete the account creation form and click **Create Account**
Passwords must be a minimum of twelve characters and include three of the following:
A lowercase letter

- An uppercase letter
- A number



- A special character

After creating an account, you'll receive an email requesting you to "Confirm Email". Check your junk and spam folders for the email if you do not receive it immediately.

Create LMEtrader Account

First Name
himani

Last Name
Mody

Email
himani.mody@lme.com

Create Password
.....
This value is too short. It should have 12 characters or more.

Confirm Password
.....

I'm not a robot

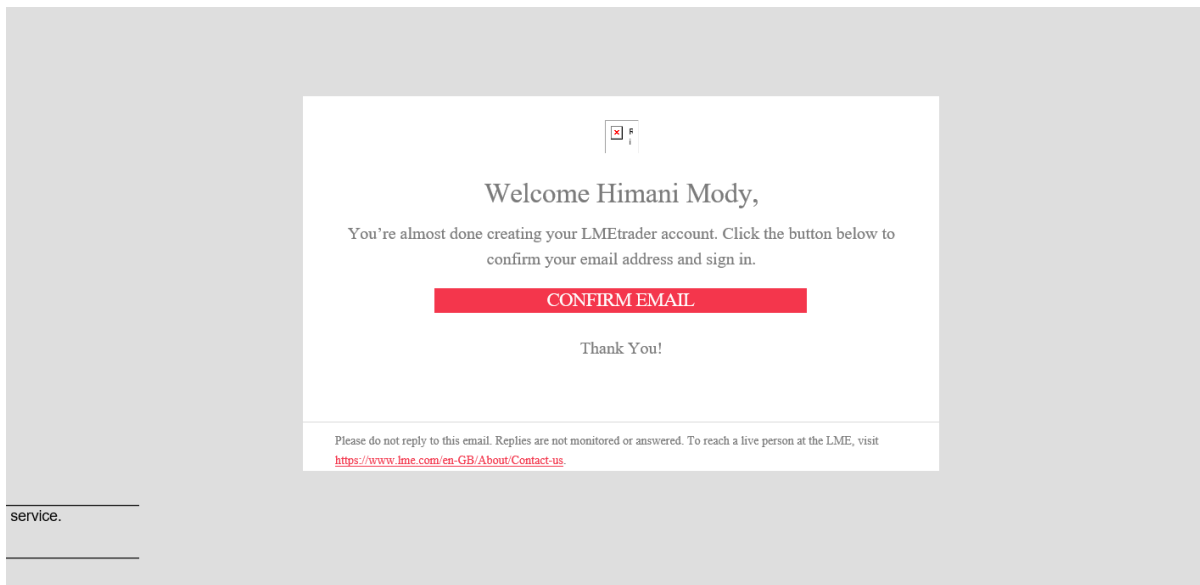
reCAPTCHA
Privacy - Terms

Create Account

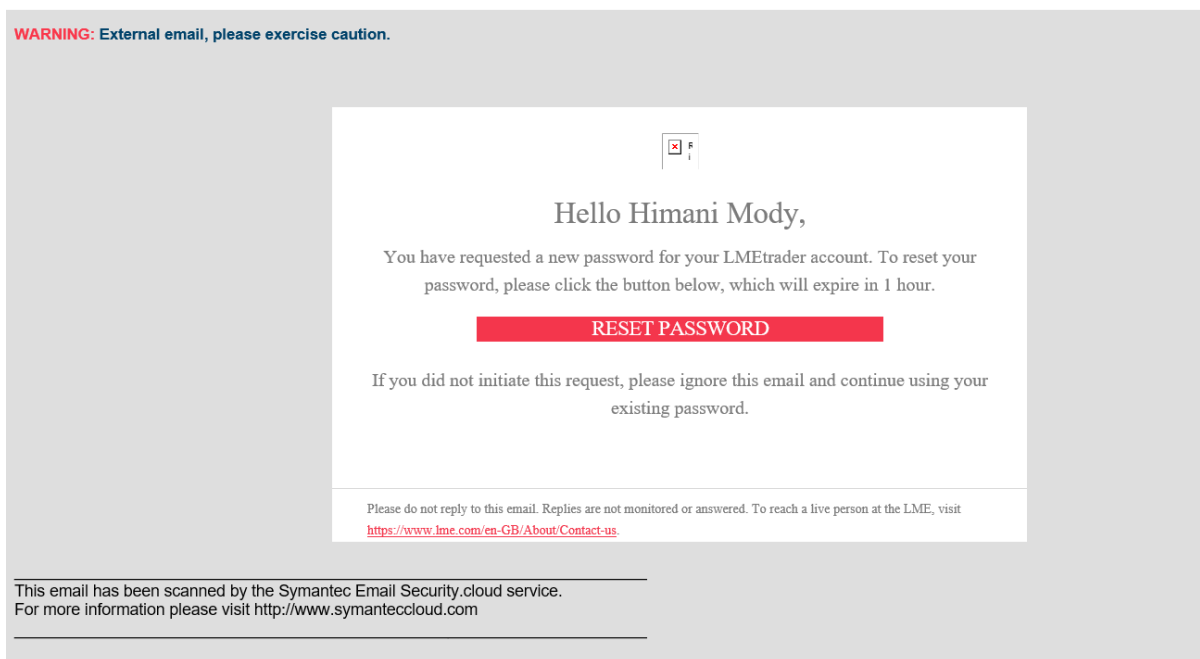
Already have an account? Sign in.

4. In the registration email you received, click **Confirm Email**





Note: In case you already have an account registered under the same email address with LMEtrader, then you will receive a Reset Password email in your inbox (see below)



- 5. Read and accept the service agreement and you will be directed to the Trade App.
- 6. If logging in as Member Admin User, launch the Setup App using <https://setup-uat.trade.tt/ext-uat-cert?idp=lme#company/>

Note: When logging in to LMEtrader, your account will lock out after 5 incorrect attempts.

Note: ****Remember to logout of LMEtrader EVERY night to avoid any caching relate issues****



5.3 How to Create Multiple User Profiles

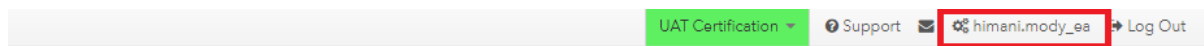
It is possible for an individual to have more than one login to LMEtrader using multiple profiles. Please note that they cannot be logged in simultaneously into LME Trade App and LME Setup App using different profiles since there can be only 1 active session on any **given** browser.

Multiple sessions can be opened using different browsers. For e.g. a user can be logged in to LMEtrader Setup App as Member Admin on chrome and as a trading user on Edge.

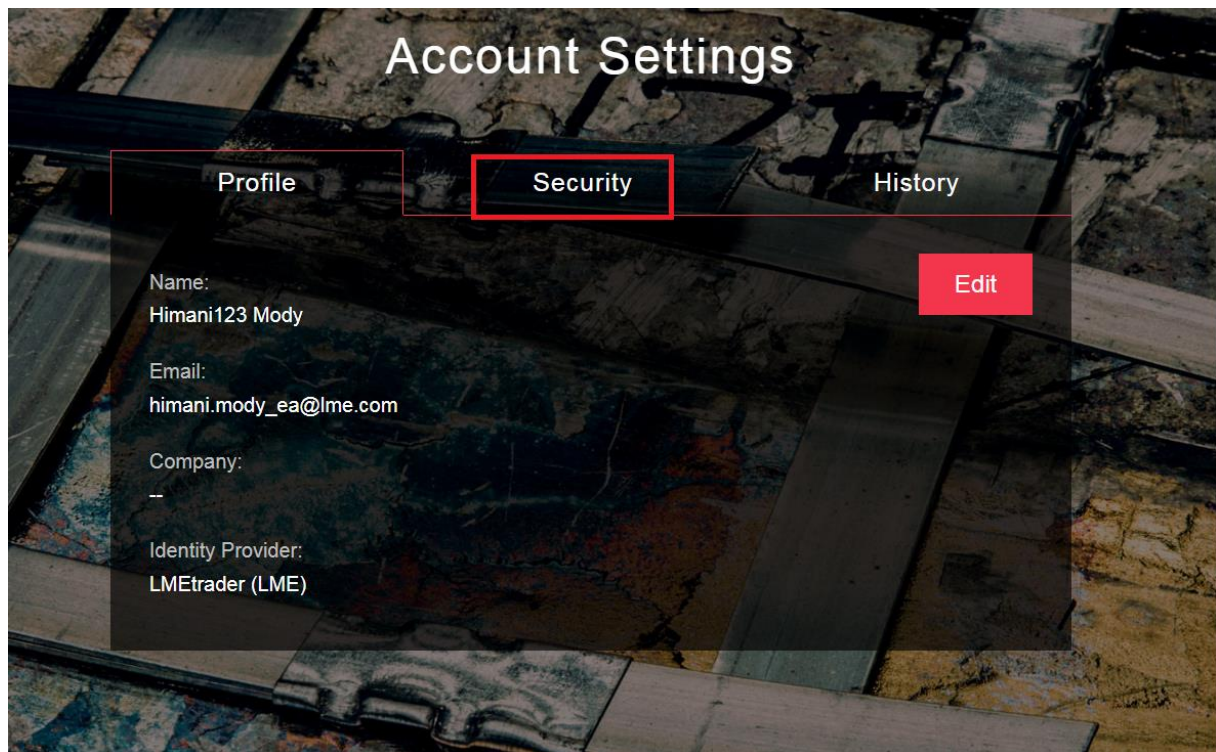
In order for LME Trading Operations team to create multiple user profiles for an individual user, that user will be required to setup a **proxy** email address (since there is only one profile allowed per email address) for submission on new user request form.

5.4 How to Change Password

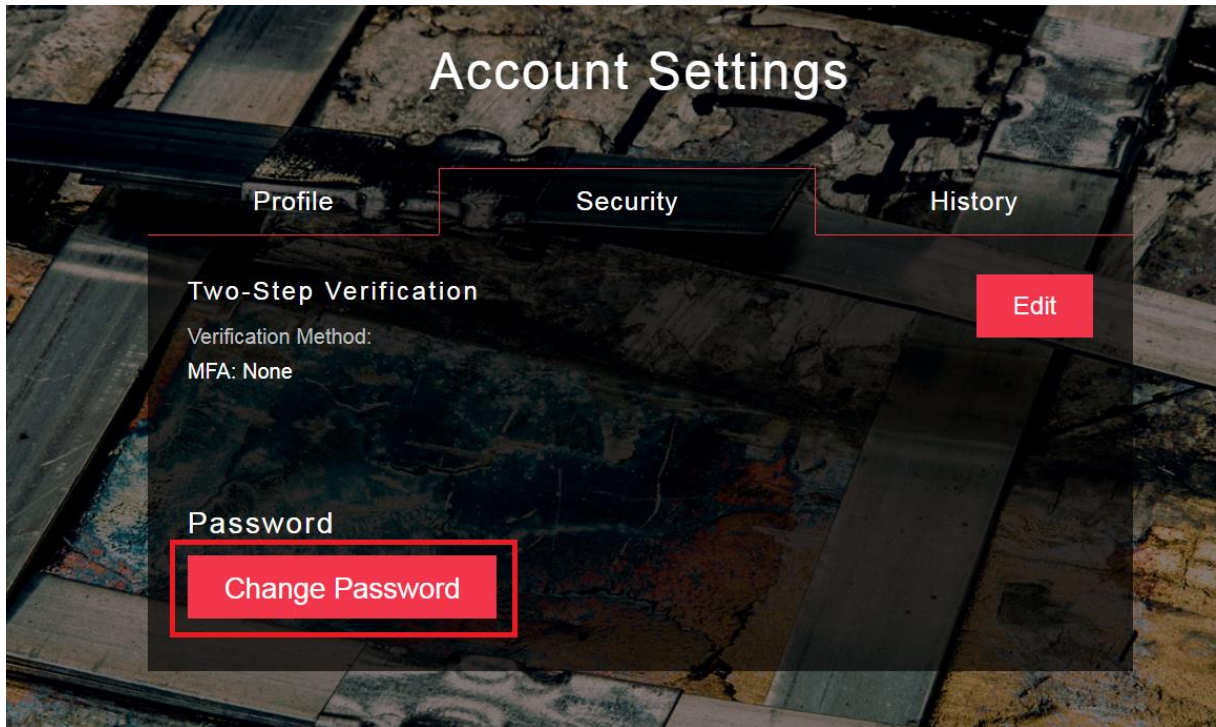
1. Click your account username in the title bar to open the Account Settings page



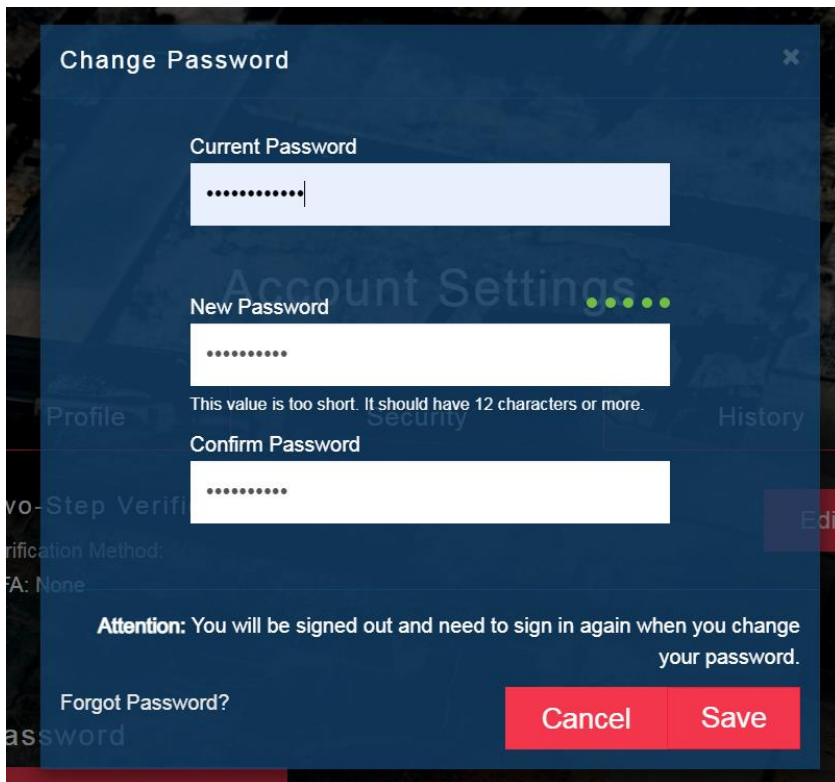
2. On the Account Settings page, click the Security tab. You might be asked to verify your existing password. If yes, enter the existing password and you will be directed to Security tab.



3. Click **CHANGE PASSWORD**.

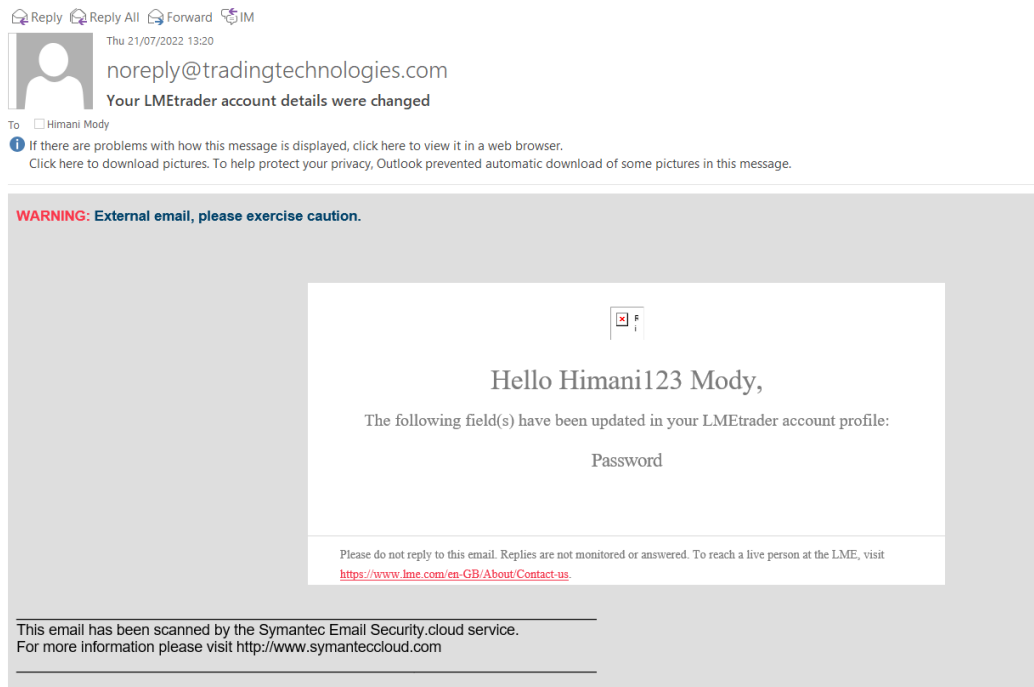


4. Enter your current and new passwords and click **SAVE**.



5. Once saved, you should have received an email from noreply@tradingtechnologies.com notifying you about the update.





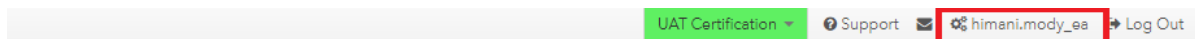
5.5 How to Configure Two-Factor Authentication(2FA)

The following methods are currently available to configure 2FA and listed in order of preference:

- Google Authenticator
- E-mail
- SMS (strongly discouraged due to weaknesses with SMS)

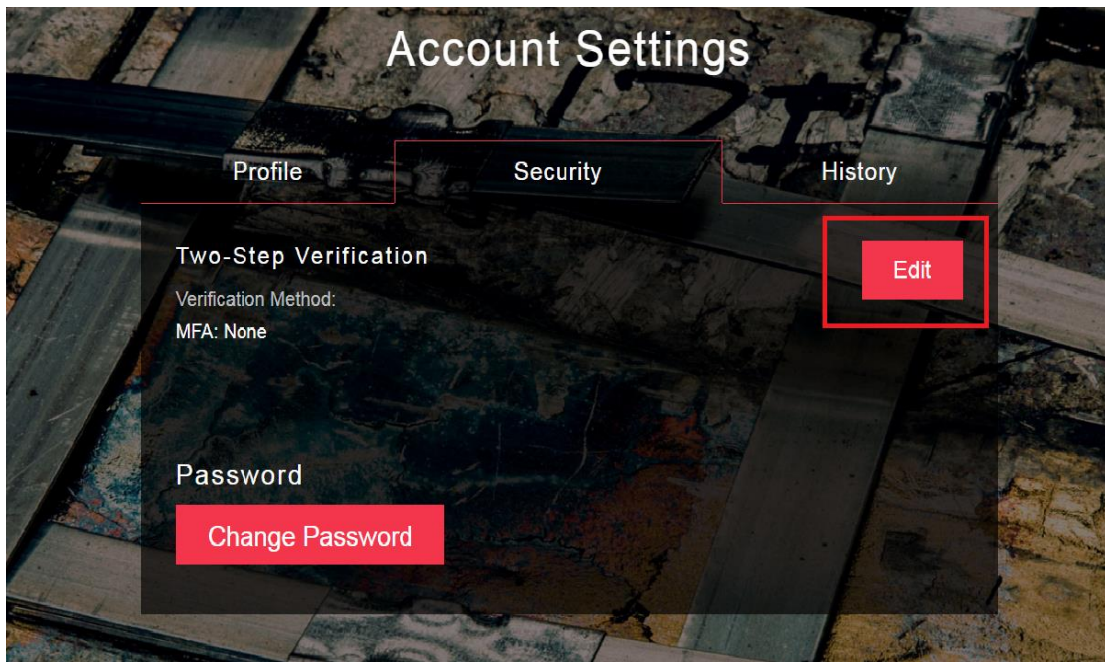
To configure two factor authentication:

1. Click your account username in the title bar to open the **Account Settings** page

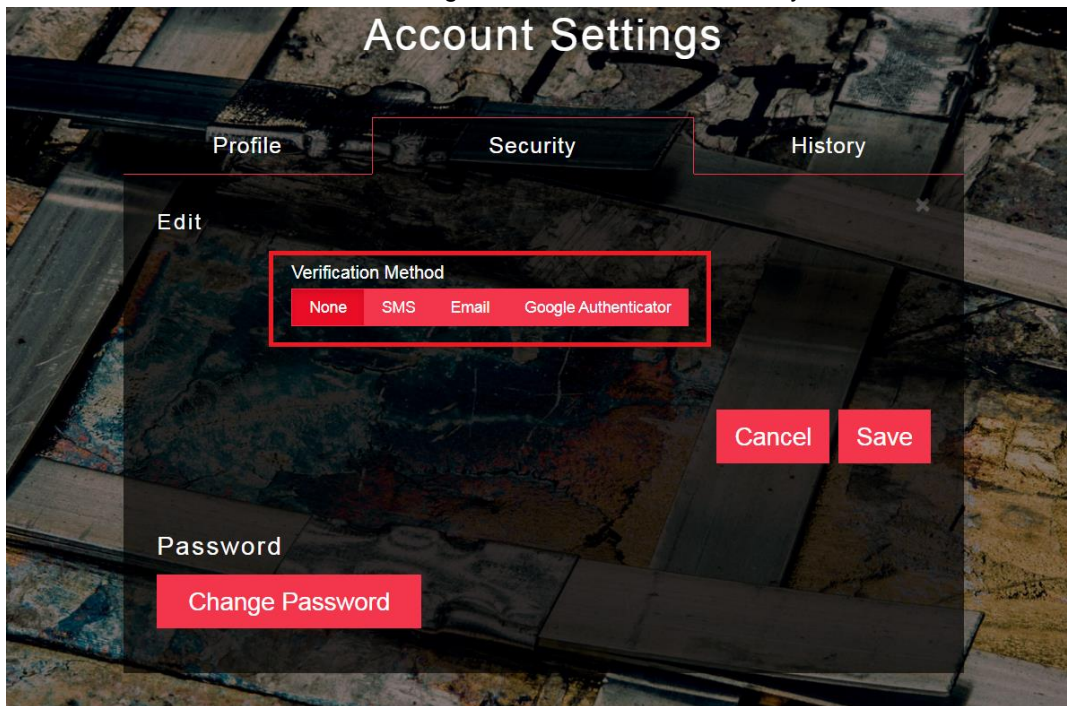


2. On the Account Settings page, click the **Security** tab and click Edit





3. Select a verification method. If you select SMS, enter a Primary Mobile Number. LMEtrader will send a confirmation text message to the mobile number that you enter.



4. Click Save

6 How to Setup a User Group

User Groups is created and managed by LME Trading Operations team. A user can be assigned to one or multiple User Groups. All new users will be made available within a member’s user group for Member Admins to be able to allocate to the child accounts.

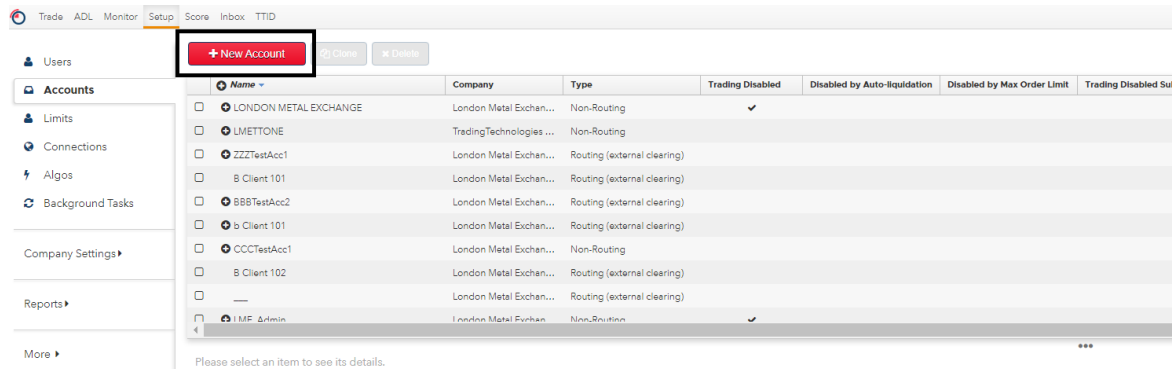


Note: The users would need to exist in the same User Group as the Member Admin for the Member Admin to be able to assign it to the child account

7 Steps to Setup an Account

Conceptually within LMEtrader a **member** should be thought of as an **account**. An example of the LMEtrader account hierarchy structure is shown in Section 3.

1. Login to LME Setup UI as 'TEST_GLOBAL_ADMIN' (Member Admin).
2. Navigate to Accounts on left navigation panel → Click on '+New Account'



3. Populate the Account Information(see below) and click on 'Create'

Mandatory Field Names	Description
Account Name/Number	Add Account Name. For e.g. TEST - EUROPE
Parent	Add Parent Account. For e.g. TEST
Type	<p>Select the routing behaviour for the account from the drop-down,</p> <p>Routing (external routing) - Defines the parent account as the clearing account sent to the exchange on all orders.</p> <p>Routing (internal sub-account) - Defines the account as a sub-account that is not routed to the exchange. This allows you to assign the user to an internal account for routing and risk purposes, even though a parent account will be sent to the exchange as the actual clearing or omnibus account.</p> <p>Non Routing - Not sent to the exchange. Recorded internally and can be used for back office purposes</p> <p>For e.g. 'Routing' in the example shown below</p> <p><i>More Info on remaining types can be found here</i> https://library.tradingtechnologies.com/user-setup/ac-creating-a-new-account.html</p>
Order cross prevention	Leave as 'Not Applied'. Not Applicable to LME



The screenshot shows the 'Accounts' management interface. A table lists accounts with columns for Name, Company, Type, Trading Disabled, Disabled by Auto-liquidation, Disabled by Max Order Limit, and Trading Disabled Sub. The 'TEST - EUROPE' account is selected. Below the table, the 'Settings' tab is active, showing 'Account Information' for 'TEST - EUROPE'. A red box highlights the breadcrumb 'Account: TEST - EUROPE | Parent: TEST'. The 'Settings' sub-tabs include Users, Limits, SODI/Credit, Connections, Exchanges, FIX Sessions, Restrictions, Sharing, and Change Logs. The 'Account Information' section contains fields for Account Name/Number, Description, Displayed Broker, Parent, Type, Order Cross Prevention, and Prevent Duplicate Orders (Check Quantity and Check Time Frame).

Disable Trading checkbox	Tick/Untick depending if users should be allowed/disallowed to trade on this account
Check Quantity And Check Time Frame	Not Applicable for LME Users
Order Management System (OMS) Settings section	Not Applicable for LME Users

4. Populate the various tabs as per below

Tabs	Description
Users	Leave Blank - <i>On the Users tab, you can view and configure all authorized users of an account who trade, as well as you can assign and remove account access</i>



	<p>to one or more users. Orders can be submitted using a single account but a user can be assigned to multiple accounts.</p> <p>Note – If two users are assigned to the same account, both users can view all order activity in that account.</p>
Limits	<p>Uncheck/Check 'Apply Limits' if limit checking is required to be disabled/enabled for the user</p> <p>Note - If Apply Limits is checked, you must define product or contract limits for each product or contract that the user, parent account or child account is allowed to trade. See section 10 for details on how to set Account Position Limits</p>
SOD/Credit	<p>Untick 'Create start-of-day (SOD) records. See section 10 for details on how to set Credit Limits</p>
Connections	<p>See Section 11 - Use connections tab to add existing exchange connections to an account.</p>
Exchanges	<p>Not Applicable to LME Users. Member Admins have read-only access to Exchange Properties</p>
FIX Sessions	<p>Not Applicable to LME Users</p>
Restrictions	<p>Per account, administrators can use the Restrictions tab to restrict whether users can manually update positions on the account or use the account to submit certain order types. To apply restrictions to an account, refer to Section 12</p> <p>Note - LME Trading Operations will restrict certain order types at Parent level as these are not supported by the Exchange. For e.g. TT Premium Order Types & Synthetic Order Types</p>
Change Logs	<p>There is no Input required</p>

Similarly create TEST – ASIA as another sub account of TEST

8 How to Assign Users to Accounts

8.1 Steps to assign a user to an account

1. Click **Accounts** in the left navigation pane.
2. Navigate to 'TEST-EUROPE' child account
3. Click the **Users** tab for the selected account and click the **Add** button in the Users section.

The **Select users** screen appears. Here you can view and configure all authorised users of an account as well as assign and remove account access to one or more users. In this case assign 'TEST_EUROPE_TRADER user to the account.

The **Order Permissions** and **Additional Settings** sections also appear for the selected user.



Note: The users would need to exist in the same User Group as the Member Admin for the Member Admin to be able to assign it to the child account.

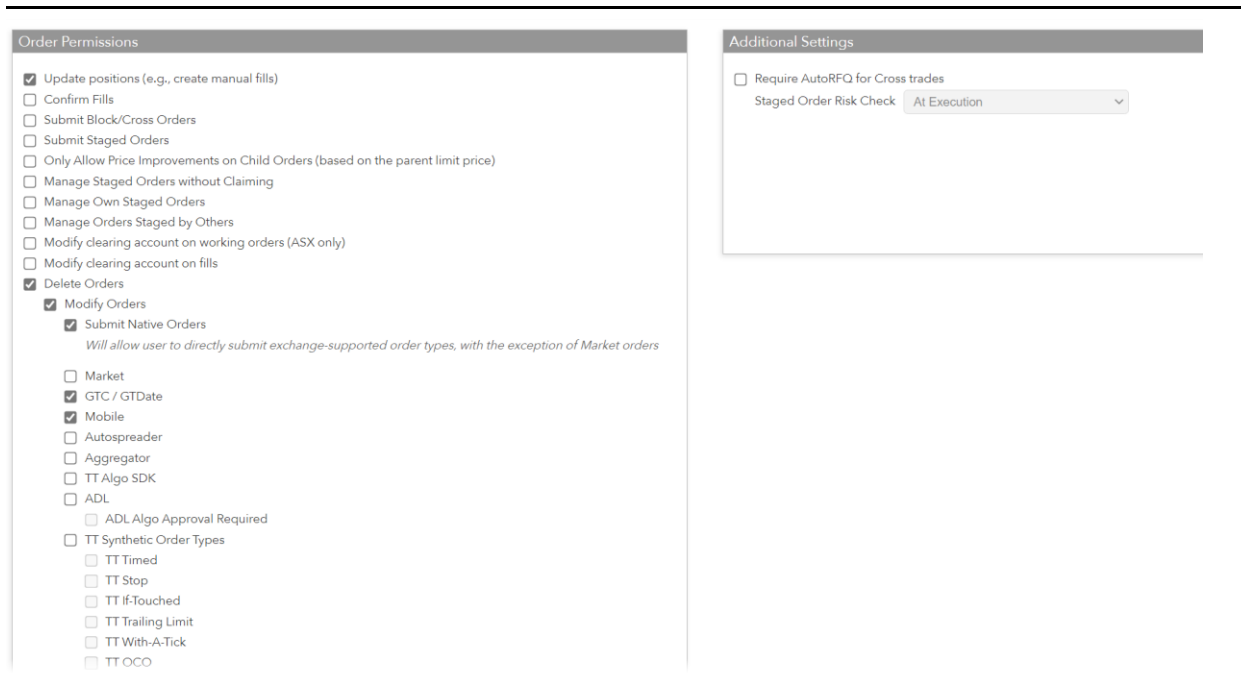
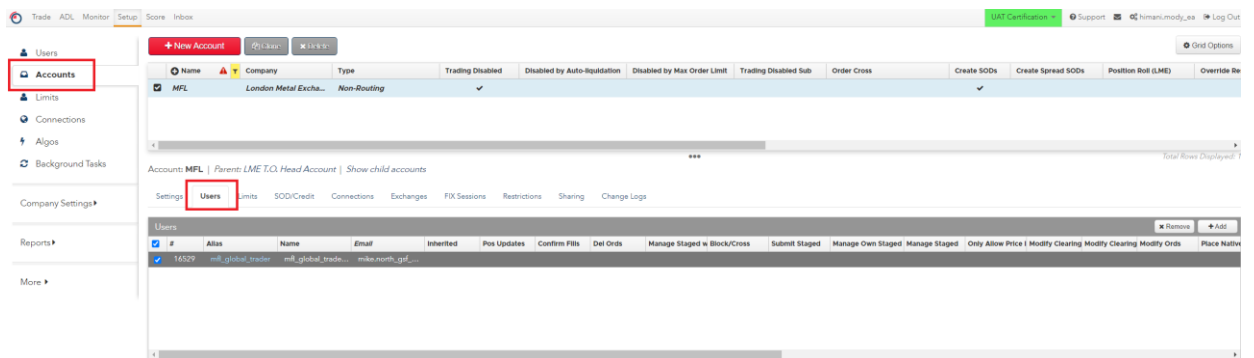
- By default, the checkboxes in Order Permissions & Additional Settings are unticked. Tick the checkboxes as shown below in **Order Permissions** for 'TEST_EUROPE_TRADER' our example.

Note: If a user is assigned to a parent account then that user is also assigned to all child accounts and inherits the same user permissions assigned to a parent account.

If an account name is listed in the inherited column, it indicates that the user assignment and permissions for the selected account were "inherited" from this parent account.

More info on what the checkboxes under **Order Permissions** do can be found below

<https://library.tradingtechnologies.com/user-setup/ac-assigning-a-user-to-an-account.html>



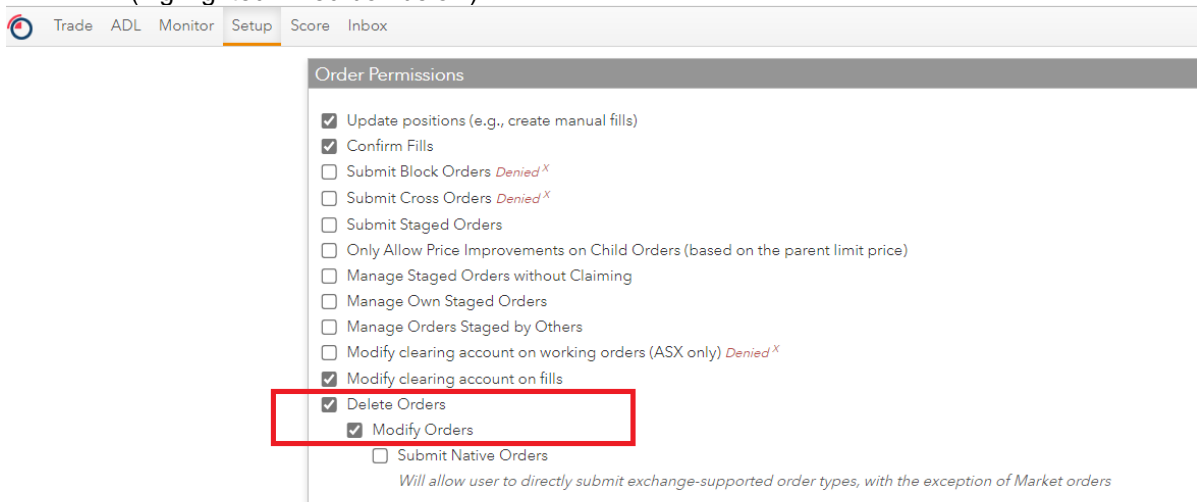
8.2 Order Permissions

Based on the profile requested on the User Form (Available on <https://www.ime.com/Trading/Systems/LMEselect>), a Member Admin will grant the necessary permissions under **Order Permissions** tab. The map below shows which permissions should be ticked for which profile.

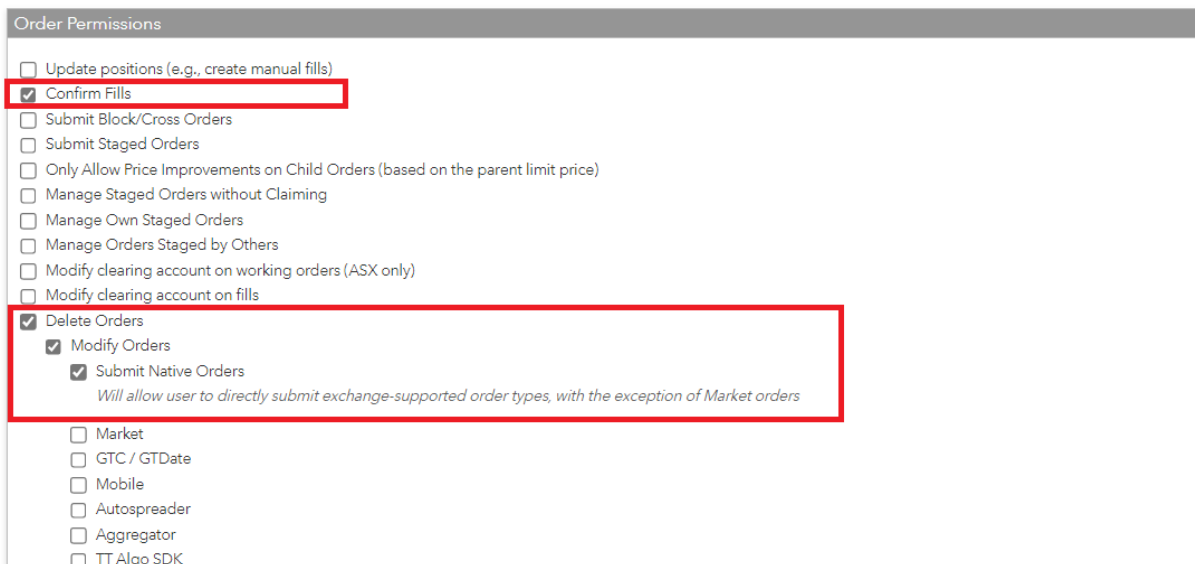


Note –

1. Modify Orders and Delete orders must be checked before enabling Order Entry settings (highlighted in red box below)



2. Staged orders are not in scope hence below checkboxes are not applicable here,
 - a. Submit Staged Orders
 - b. Manage Own Staged Orders
 - c. Manage Staged Orders without Claiming
 - d. Manage Own Staged Orders
 - e. Manage Orders Staged by Others, Submit Staged Orders
3. Modify clearing account on working orders (ASX only) - This only applies to the Australian Securities Exchange hence please ignore in our case
4. Submit Native Orders should be checked to allow traders to place orders in LMEtrader.
5. You can confirm fills in an account only if **Delete Orders → Modify Orders → Submit Native Orders** permissions have been checked



6. Below Order Types are not in Scope for LMEtrader,
 - a. Market – This order types includes Market, Market If Touched or Market-To-Limit
 - b. Mobile
 - c. TT Synthetic Order Types



- d. TT Premium Order Types
- e. Autospreader – Determines whether the user can deploy synthetic spread strategies to an Autospreader SE server.
- f. Aggregator - Determines whether the user can submit orders for aggregated instruments.
- g. TT Algo SDK - Determines whether the user can deploy TT Algo SDK strategies to Algo SE servers.
- h. ADL - Determines whether the user can deploy strategies to Algo SE servers. Includes ADL algos, TT Synthetic algos, and Autotrader.

- Delete Orders
 - Modify Orders
 - Submit Native Orders

Will allow user to directly submit exchange-supported order types, with the exception of Market orders

- Market
- GTC / GTDate
- Mobile
- Autospreader
- Aggregator
- TT Algo SDK
- ADL
 - ADL Algo Approval Required
- TT Synthetic Order Types
 - TT Timed
 - TT Stop
 - TT If-Touched
 - TT Trailing Limit
 - TT With-A-Tick
 - TT OCO
 - TT Bracket
 - TT Iceberg
 - TT Order By Volatility
 - TT Autohedger
 - TT Time Sliced / TT Time Duration
 - TT Volume Sliced / TT Volume Duration
 - TT Retry
 - TT TWAP
- TT Premium Order Types*
 - TT TWAP+ *Denied^X*
 - TT VWAP+ *Denied^X*
 - TT POV *Denied^X*
 - TT Scale POV *Denied^X*
 - TT Brisk *Denied^X*
 - TT Close *Denied^X*
 - TT Prowler *Denied^X*

7. Additional Settings that include the below fields are not in scope for LMEtrader and should be left unchecked:



- a. **Require AutoRFQ for Cross trades** — When checked for a user or an account, this setting forces an RFQ prior to submitting a cross trade. Only a company administrator can enable this setting for a user/account in their company.
- b. **Staged Order Risk Check** — Click in this field to select one of the following:
 - i. **At Execution** — Risk checking is applied to the staged order account when related child orders are executed.
 - ii. **Upon Claim** — Risk checking is applied to the account when the staged order is claimed.

Additional Settings

Require AutoRFQ for Cross trades

Staged Order Risk Check At Execution

8. Fields not listed in the table below are not in scope for LMEtrader. Hence please ignore the checkboxes when setting permissions for requested profiles in the User Form.

	Trading User	VIP Supervisor Trader	Trading User View Only
Update Positions	✓		
Confirm Fills			
Modify clearing account on fills			
Delete Orders	✓	✓	
Modify Order	✓		
Submit Native Orders	✓		
GTC/GTDate	✓		

9 How to Apply Limits to a User

LME Trading Operations team can set price and quantity limits for **Users** and Member Risk/Full Admins can set price, quantity and position limits for **Accounts** using the **Limits** tab. Member Admins should define actions to take when credit limits are exceeded or when orders cross in the same account.

Note: These are LMEtrader specific limits that are applied at GUI level. These are different to the PTRM limits that are managed by the Risk Admins. More details on PTRM can be found here [LME-PTRM-User-Guide](#)

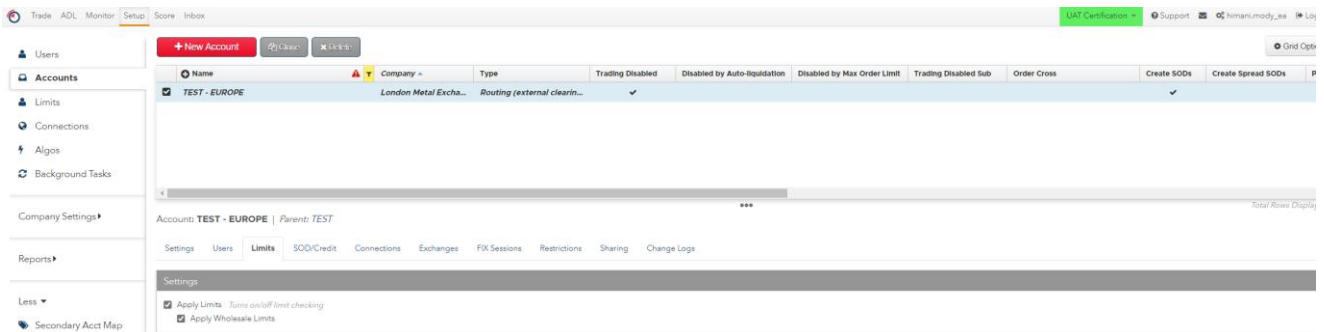
9.1 Steps to Account Position Limits

Member and LME Trading Operations team can both set account limits. However it would usually be the responsibility of the Member Admins to set account limits for the accounts they administer.

To set account position limits:

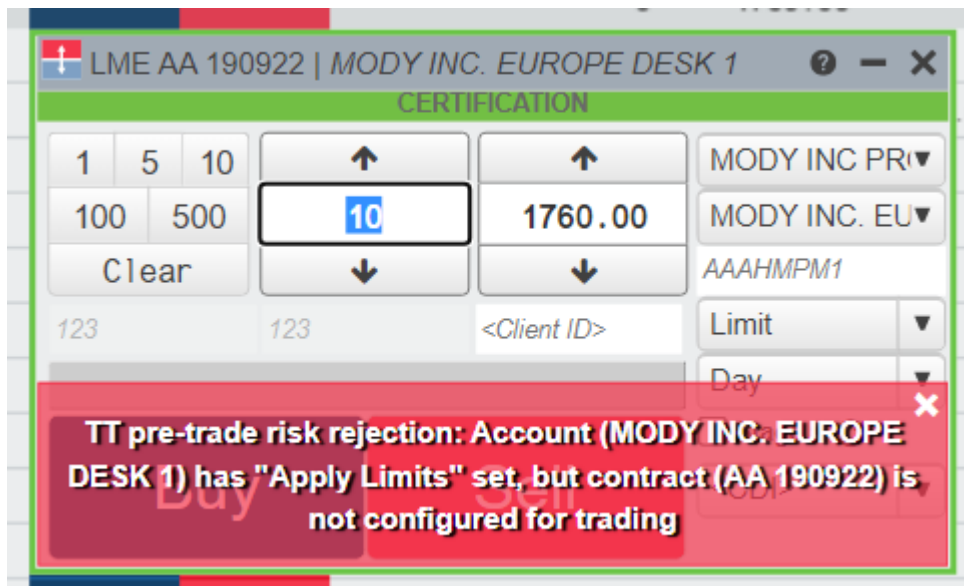


1. In the left navigation panel, click **Accounts** and select an account in the data grid.
2. Click the **Limits** tab.
3. In the **Settings** section, click **Apply Limits** to enable limit checking for the account or user.



Note: If Apply Limits is checked, you must define product or contract limits for each product or contract that the user, parent account or child account is allowed to trade.

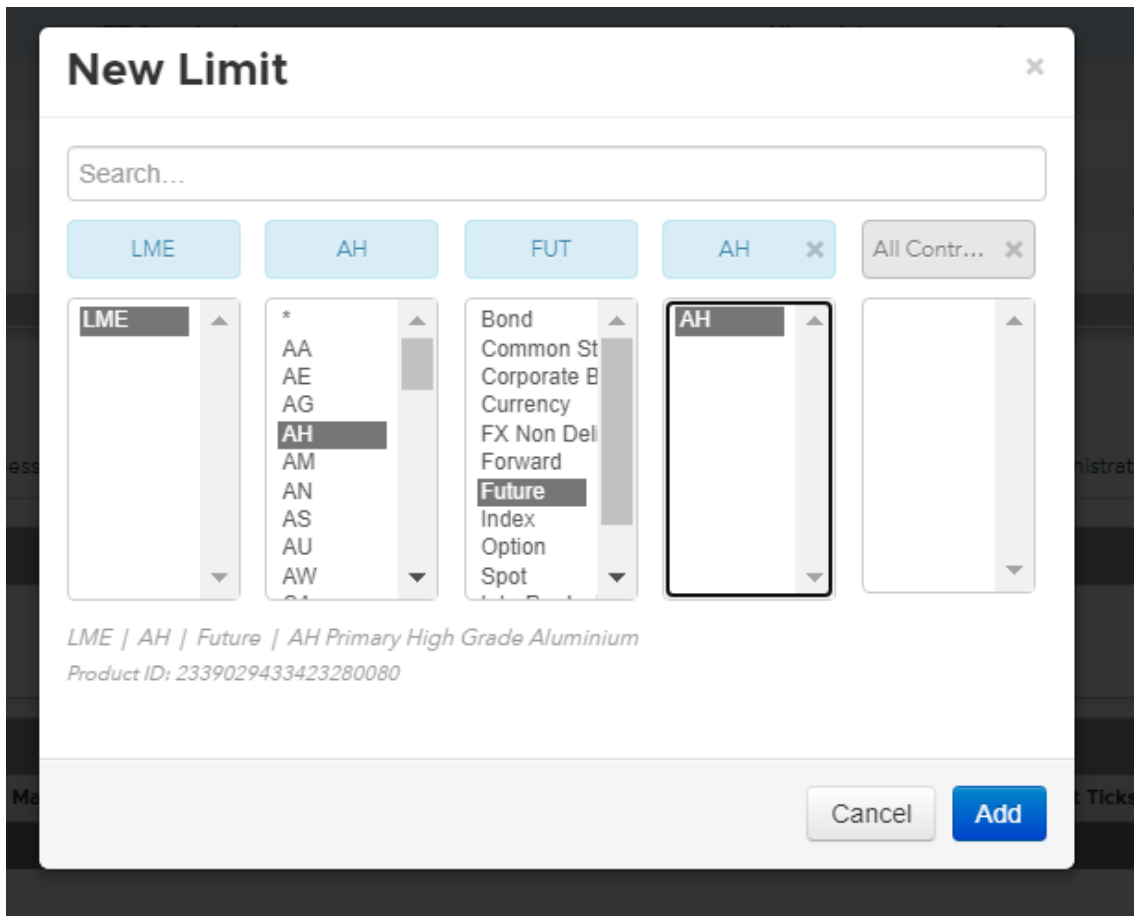
For Example, if 'Apply Limits' is checked and limits are only defined for ZS Outrights then traders will not be able to trade AA(see below error). They are required to define limits for all products that they are interested in trading.



Ignore **Apply Wholesale Limits checkbox as this is out of scope for LME users.

4. In the Limits section, click **+Add** to create a new risk limit, or select an existing limit in the Limits section. If you select an existing limit, you can copy product limits within the selected user's or account's limit tab by clicking the **Copy** button.
5. If you click **+Add** to create a new risk limit, select the Exchange, Product Family, Product Type, Product, and/or Contract in the New Limit screen and click Add. By default, the risk limit will apply to all exchanges, product families, product types, products, and contracts.





s. Set the risk limits as needed:

a) General

The following section appears for a **single** contract, spreads, or strategies.



The following section appears for an **account** only, and appears if applying risk limits to all contracts for a product.



Fields	Description
Enforce energy limits in Contracts	Calculates risk limits based on contracts instead of flow for energy products. This is not in scope for LME.



Trade out allowed	When enabled, allows the maximum order quantity, maximum long/short position, and credit limits to be exceeded in order to flatten the position in a contract. Can be set for the account.
-------------------	--

b) Set limits for Outrights or Spread/Strategies

1. The following section appears if applying risk limits to **single** Outright or Spread/Strategies contracts

Outrights

Trading allowed

Cancel allowed

Max long position

Max short position

Max order quantity

Price reasonability

Ticks

Aggressive only

Percent

Aggressive only

Reject orders when there is no market data

Price reasonability during non-matching states (e.g. pre-open)

Ticks

Percent

Price drift check

1 min interval

Ticks

Percent

3 min interval

Ticks

Percent

Lifetime interval

Ticks

Percent

2. The following section appears if applying risk limits to **all** Outright or Spread/Strategies contracts



Outrights

Trading allowed

Cancel allowed

Max order quantity

Applied margin %

Price reasonability

Ticks

Aggressive only

Percent

Aggressive only

Reject orders when there is no market data

Price reasonability during non-matching states (e.g. pre-open)

Ticks

Percent

Price drift check

1 min interval

Ticks

Percent

3 min interval

Ticks

Percent

Lifetime interval

Ticks

Percent

The below table gives a brief description on the fields available in Outrights and Spread/Strategies.

Fields	Description
Trading Allowed	Specifies whether outright can be traded for the selected contract.
Cancel allowed	Specifies whether orders for these products can be cancelled. If you plan to restrict trading in this product but allow only order cancellations, leave this option checked.
Max long position	Limits an account or user to a maximum long position per contract selected. For example, if this limit is set to 5 for the GE March contract, and an account or user is long 4 GE March contracts, then a Buy order greater than 1 would be rejected as it could potentially result in a long position greater than 5. This field does not apply to user-level risk.
Max short position	Limits an account or user to a maximum short position per contract selected. For example, if this limit is set to 5 for the GE March contract, and an account or user is short 4 GE March contracts, then a Sell order greater than 1 would be rejected as it could potentially result in a short position greater than 5. This field does not apply to user-level risk.
Maximum order quantity	Specifies a limit on the maximum individual order size that can be entered for the contract. This setting overrides the max order qty setting that might exist at the product or exchange level.



Applied margin %	Applied margin %: Specifies a percentage above or below the margin that a trader must have to trade the product. In other words, applied margin increases or decreases the margin requirement when calculating risk limits. Setting this to zero removes margin requirements for this product/contract.
Price reasonability	Determines how far from the market price a user may enter an order for the contract. You can set a number of ticks away from the market using the Ticks field, and set a percentage away from the current price using the Percent field. If you only want to enforce this setting for buy orders above the limit and sell orders below the market, check the Aggressive only option. This setting overrides the price reasonability setting that might exist at the product or exchange level.
Reject orders when there is no market data	To reject orders when there is no market data regardless of whether or not the market is in a matching or non-matching state, check this option. By default, orders are allowed when there is no market data.
Price reasonability (ticks) during non-matching states (e.g., pre-open)	Check this setting to apply price reasonability during non-matching exchange states. When applied, the price check uses the indicative open price as the market price, otherwise, the price check uses the first available price from the last/close or settle, in that order. If none of these prices exist, then the algorithm assumes there is no market data at all, and allows or rejects the order based on the Reject orders when there is no market data option. You can set a number of ticks away from the market using the Ticks field, and set a percentage away from the current price using the Percent field.
Price drift check	Set one or both of the following price drift parameters for each interval as needed: Ticks: Constrains order entry by a set number of price ticks over a specified time interval. This setting applies to the price of the earliest submitted TT Iceberg or TT Time Sliced child order in the interval. Enter a value to enable this price drift check, or remove the value to disable the check (Not set). Percent: Constrains order entry by a percentage price move over a specified time interval. This setting applies to the price of the earliest submitted TT Iceberg or TT Time Sliced child order in the interval. Enter a value to enable this price drift check, or remove the value to disable the check (Not set). The number of ticks and/or percentage can be set for one, two, or all three of the following intervals per account: 1 min interval — Price constraints are applied to the new order based on the price of the earliest order submitted within a rolling 1 minute window. 3 min interval — Price constraints are applied to the new order based on the price of the earliest order submitted within a rolling 3 minute window. Lifetime — Price constraints are applied to the new order based on the price of the initial order submitted.

3. Click Save Changes



Note: Position Limits apply to this account and all of its child accounts.

For More Info, see <https://library.tradingtechnologies.com/user-setup/rl-account-position-limits.html>

9.1.1 Account Limits and Hierarchy

When Account Position limits are applied to an account, they automatically get applied to all the child accounts too. The most conservative limit is applied to a child account when limits are applied at parent & child levels. See examples in table below to understand how Account Limits behave in a hierarchical model.

Scenario	Users trade on TEST EUROPE a/c	Result
Set Max order quantity for AA Outrights TEST – 10 TEST EUROPE – n/a	Enter an order on AA 3M for order qty = 20	Fails Error msg – “TT pre-trade risk rejection - Order qty 20 exceeds parent account(TEST) max order qty(10) for (AA) outright”
Set Max order quantity for AA Outrights TEST – 50 TEST EUROPE – 10	Enter an order on AA 3M for order qty = 20	Fails Error msg – “TT pre-trade risk rejection - Order qty 20 exceeds max order qty(10) for (AA) outright”
Set Max order quantity for AA Outrights TEST – 10 TEST EUROPE – 100	Enter an order on AA 3M for order qty = 40	Fails Error msg – “TT pre-trade risk rejection - Order qty 40 exceeds parent account(TEST)max order qty(10) for (AA) outright”

10 How to Apply Account Position/Credit Settings

The SOD/Credit tab is read-only for the members and will be managed by LME.

Note: Position rollover is out of scope for LME. The positions will be wiped out at the end of trading day & Credit Limits will be set by PTRM managers similar to the current select platform.

Settings	Users	Limits	SOD/Credit	Connections	Exchanges	Restrictions	Change Logs
----------	-------	--------	-------------------	-------------	-----------	--------------	-------------



11 How to Assign a Connection

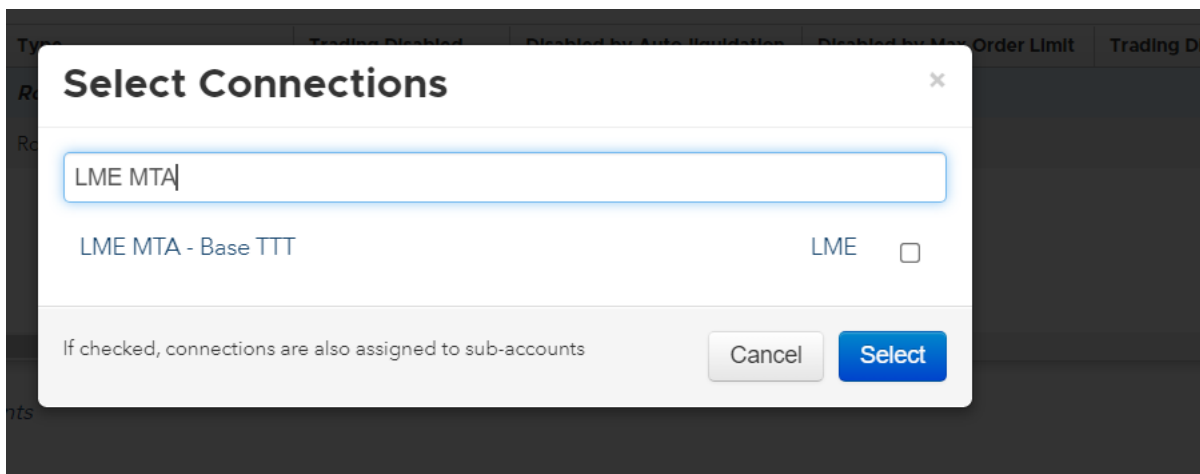
The connections tab is used to create and manage LME connections (FIX sessions) for routing orders per account. The LME connections must be assigned to an account as a part of configuring the connection (see below for more details). Multiple accounts can be assigned to the same connection.

LME Trading Operations team will be responsible for creating these connections and assigning them to the parent account (Member). However it is the Member Admin's responsibility to assign connections to the appropriate accounts. Available connections can be viewed by navigating to Accounts → Connections.

11.1 Steps to Assign a Connection to an Account

Every account should be assigned to only **one** connection. A connection can have multiple accounts assigned but not vice versa

1. Click Accounts in the left navigation pane and select the account.
2. Click the Connections tab.
3. Click +Add
4. In the Select Connections menu that appears, click on LME MTA – Base TTT Connection (dummy connection)
5. Click Save Changes



Note: If a Connection is added to the parent account, it gets inherited across all child accounts

12 How to Apply Account Restrictions

Per account, Account administrators can use the **Restrictions** tab to restrict whether users can manually update positions on the account or use the account to submit certain order types. To apply restrictions to an account follow below steps,

1. In **General** section, tick **Apply Restrictions** checkbox.

The **Apply Restrictions** checkbox applies each restriction to the account. These restrictions apply to the account's child (sub) and by default restriction options are set to Deny.

2. In **Account Restrictions** section, click on **Allow** checkbox from below restrictions
 - a. Modify Orders
 - b. Submit Native Orders
 - c. GTC/GTDate
 - d. Mobile



- e. Update positions (e.g., create manual fills)
- f. Confirm Fills
- g. Modify clearing account on fills

LME Trading Operations will restrict below permissions & order types at Parent level as these are not supported by the Exchange.

- Block/Cross Orders
- Market, Auto spreader, Aggregator, TT Algo SDK, ADL, ADL Algo Approval Required, Mobile
- TT Premium Order Types
- TT Synthetic Order Types
- Modify clearing account on working orders(ASX only)

13 How to create Order Tag Default Profile (OTD)

The Order Tag Default management area allows Admin users to view and configure unique order tag default parameters. Users can then apply these tags to all orders based on the **key fields** populated during OTD creation -

1. Profile
2. Algo Type (Out of Scope)
3. Account, User
4. Exchange
5. Product Group
6. Product Type
7. Product

The screenshot displays the 'Order Tag Defaults' configuration page. The left sidebar includes a navigation menu with 'OTD List' and 'Fields' highlighted. The main content area shows configuration options for a profile, including dropdown menus for Profile, Algo Type, Account, User, Exchange, Exchange Product Group, Product Type, and Product. Below the configuration fields is a table with the following columns: ID#, Field, Value, Apply to Sub Accounts?, Lock Sub Accounts?, Client Can Override?, Restrictions, and What Changed?. The table lists various fields such as Direct Electronic Access, Investment Decision Qualifier, Execution Decision Qualifier, Secondary Execution Decision ID, Secondary Client ID, Clearing Account, Account Type, Direct Electronic Access, Client Country, Liquidity Provision, Trading Capacity, Commodity Derivative Indicator, Investment Decision ID, Execution Decision Country, Investment Decision Country, Execution Decision ID, Decision Maker, Client ID (House), Client ID, and Client ID Type.



13.1 Roles & Responsibilities

Below is the list of the **mandatory** order tag default parameters and the Admin users responsible to populate the fields prior to successful trade bookings in LMEtrader

Field Names	Admin User
Account Type	Member Admin
Broker Client ID	Member Admin
Direct Electronic Access	Member Admin
Execution Decision ID	Member Admin
Trading Capacity	Member Admin
Commodity Derivative Indicator	Member Admin
Order Origination Trader	Exchange Admin

13.1.1 Order Origination Trader

LME Trading Operations team will be responsible for management of users Order Origination Trader value. This field will be locked at Member level and Member Admins will be unable to edit this value for any user or accounts.

13.1.2 Other Fields

Member Admins for each account will be responsible to populate at least the mandatory fields listed in the table above at that account level. They will **not** be able to override the Order Origination Trader field for any accounts as it has been locked at the parent account level by Trading Operations. Steps on how to create an OTD profile can be found below.

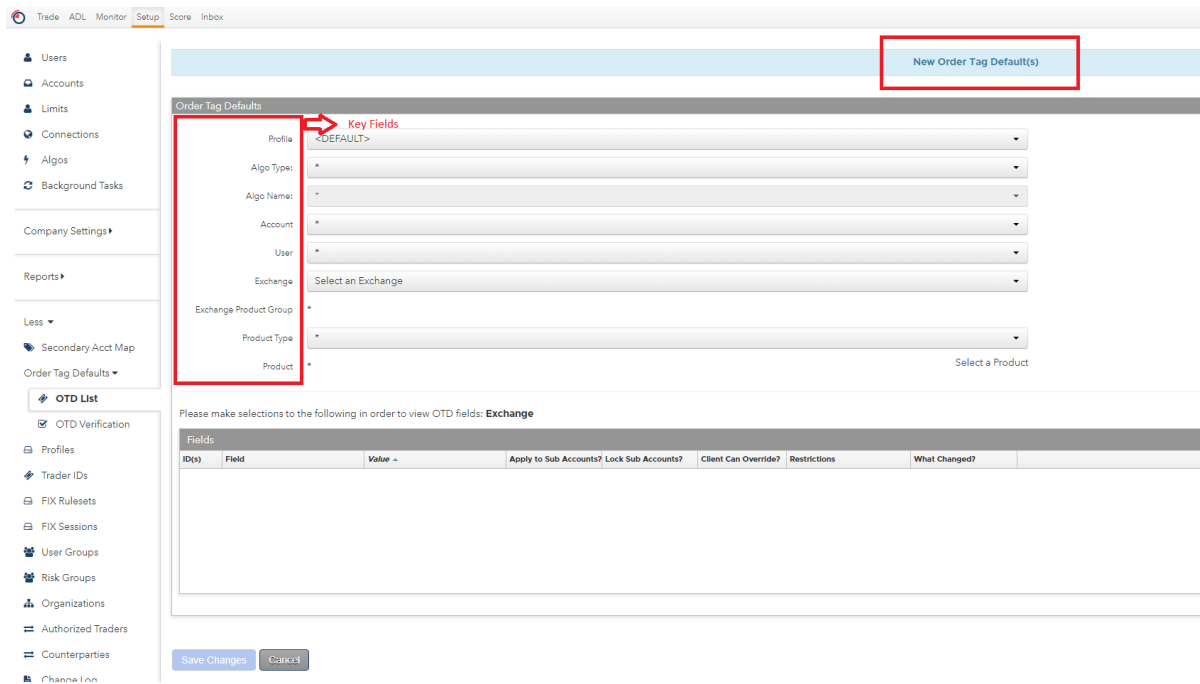
13.2 Steps to Add Order Tag Defaults

When creating a profile for LME, all user and account configurable fields are displayed and can be configured at the same time.

To add order tag defaults:

1. Click More → Order Tag Defaults tab in the left navigation panel.
2. Click the + New Order Tag Default button at the TEST of the screen.
3. Configure the settings on the "new" **Order Tag Defaults** screen.





Note: For each key field, the default setting is "*", which applies the Field and Value settings to all available options for that field. If a specific exchange is selected, all configurable user and account fields for that exchange are displayed.

4. Use below table to populate the key fields to select an Order Tag Default profile at order entry

Key Fields	Description
Profile	<p>Select the Profile name available in the drop down. This will usually be your company mnemonic.</p> <p><i>Select the name of the profile. If you click Add New, you will lose the OTD Sharing functionality available for Member Admins. Each profile is a set of order tag defaults. See section 13.2.1 for more info.</i></p> <p>Note – The Default profile name is reserved by LME as we set the order origination trader on this profile for each trader. Members are unable to add any OTD tags on this profile.</p>
Algo Type	<p>Leave the field populated with default value i.e. "*" Note – Algo Type is not applicable to LME Users</p>
Algo Name	<p>Leave the field populated with default value i.e. "*" Note – Algo Type is not applicable to LME Users</p>
Account	<p>Select an account. E.g. 'TEST' <i>All accounts available in the company are displayed.</i></p>



User	Select Trading User E.g. 'TEST_EUROPE_TRADER' <i>All users who accepted an "invitation" to your company are listed. Users shared with your company are not listed.</i>
Exchange	Select 'LME' <i>This field populates automatically if a specific product is selected in the Product field.</i>
Exchange Product Group	This is defaulted to "*" by Exchange <i>The list of product groups varies by exchange. The default setting is "*" for all product groups. This field populates automatically if a specific product is selected in the Product field.</i>
Product Type	Select Product Type E.g. Futures
Product	Select Product E.g. "*" for all products <i>When a product is selected, the product name is displayed as well as an option to select "All" products.</i>

Note: A view with sample values

- In the **Fields** section, the fields will be applied to an order based on the key fields. Select which fields to add to the profile and populate the values as needed. The MIFID II tags and their descriptions that are in scope for LME can be found below

Note – The fields highlighted below are the **Mandatory** fields on users OTD profile without which users will not be allowed to place orders/trades.



MIFID II Fields	Description
Account Type	<p>Select House from the below list,</p> <ul style="list-style-type: none"> Client ISA: Individual segregated client account House: House account Client OSA: Omnibus client account <p><i>Sent to the exchange as Tag 581.</i></p> <p>Note: The account type for LME users will always be House. This is a mandatory field for LME</p>
Client Country	<p>Select the country from the country selector</p> <p><i>Identifies the location of the client. Select a country from the drop-down list. This setting is required if the Account Type is either "Client ISA" or "Client OSA".</i></p>
Order Capacity	<p>Select one of the three options from below,</p> <ol style="list-style-type: none"> Agency(A) = AOTC Principal(P) = DEAL Riskless Principal(R) = MTCH <p><i>Sets whether the user is dealing on own account (Principal), Matched principal (Riskless Principal), or any other trading capacity. Select either Agency, Principal or Riskless Principal. Sent to the exchange as Tag 528.</i></p> <p>Note – This is a mandatory field for LME</p>
Execution Decision Country	<p>Select a country from the country selector. Sets the location of the person or algo submitting the order.</p>
Investment Decision Country	<p>Select a country from the country selector. Sets the location of the entity making the investment decision.</p>
Decision Maker	<p>Enter the short code of the third-party investment decision maker if applicable.</p> <p><i>This setting is required if the Account Type is either "Client ISA" or "Client OSA". Sent to the exchange as Tag 448 with 452 Party Role = 122</i></p>
Client Short Code	<p>Enter the MiFID ID short code for Account Type = House.</p> <p><i>This is sent to the exchange as Tag 448 with 452 Party Role = 3-ClientID.</i></p>



<p>Broker Client ID</p>	<p>Enter the End Client as setup in LMEptrm. <i>This is sent to the exchange as Tag 81</i> Note – This is a mandatory field for LME</p>
<p>Clearing Account</p>	<p>This is a free text field. <i>This is sent to the exchange as Tag 58</i></p>
<p>Direct Electronic Access</p>	<p>Select one of the two options, 1. Yes 2. No <i>Sets whether or not the order is sent from direct/sponsored access, or from another source. Valid values: Yes, No, None</i></p>
<p>Liquidity Provision</p>	<p>Select one of the two options, 1. Yes 2. No <i>Indication of market making. Select either 'True' or 'False'.</i></p>
<p>Commodity Derivative Indicator</p>	<p>Select one of the two options, 1. Yes 2. No <i>Indication of whether the order is for hedging purposes to reduce risk. (i.e. hedge vs. spec order) Valid values: None, Yes, No</i></p>
<p>Investment Decision ID</p>	<p>Enter a Short Code <i>User or firm who made the trading decision.</i></p>
<p>Investment Decision Qualifier</p>	<p>Select one of the two options, 1. Manual: Indicates the trading decision was made by a person. 2. Automatic: Indicates the trading decision was made by an automated trading application. <i>Determines if the trading decision was made manually by a user or automatically by an automated trading application using this account. This is an optional field. Note – For testing purposes this can be left blank</i></p>
<p>Execution Decision ID</p>	<p>Enter a Short Code - <i>User or firm that submitted the order.</i> <i>Sent to the exchange as Tag 301.</i> Note – This is a mandatory field for LME</p>



Execution Decision Qualifier	<p>Select one of the two options,</p> <ol style="list-style-type: none"> 1. Manual: Indicates the trading decision was made by a person. 2. Automatic: Indicates the trading decision was made by an automated trading application. <p><i>Determines if the user or firm sent the order manually or automatically using an automated trading application with this account.</i></p>
Secondary Execution Decision ID	<p>Enter a registered ID/Short Code</p> <p><i>Secondary user or firm associated with the order. This field can be used for trading on behalf of clients and used for internal reporting purposes.</i></p>
Client ID	<p>Enter a user-defined Client ID up to 40 characters</p> <p><i>When the Account Type selected is House, Client ID field can be populated as either "1" or "2" which corresponds to "AGGR" or "PNAL" respectively</i></p> <p><i>This is a required setting if Account type is "Client ISA" or "Client OSA". Sent to the exchange as Tag 448 with 452 Party Role = 3 Client ID.</i></p>
Secondary Client ID	<p>Enter the customer's legal entity identifier (LEI/Short Code)</p> <p><i>Secondary customer identifier associated with the order. This field can be used for trading on behalf of clients and used for internal reporting purposes.</i></p>
Client ID Type	<p>Select one of the two options,</p> <ol style="list-style-type: none"> 1. Firm 2. Natural Person <p><i>Identifies the type of client submitting the order.</i></p>
Execution Firm	<p>Enter a user-defined value</p> <p>Identifies the firm or user managing the account.</p>
Free-form 1-20 —	<p>An optional user-defined text fields that can be populated for LMEtrader and FIX client application users. These values are not sent to the exchange, but are visible in the Order Book, Fills, and Audit Trail widgets and on FIX Drop Copy records.</p>
Text A	<p>An optional, user-defined text value that remains on submitted orders in the TT system but is not sent to the exchange. Alpha-numeric and special characters are allowed.</p>
Text B	<p>An optional, user-defined text value that remains on submitted orders in the TT system but is not sent to the exchange. Alpha-numeric and special characters are allowed.</p>



Text C	An optional, user-defined text value that remains on submitted orders in the TT system, but is not sent to the exchange. Alpha-numeric and special characters are allowed.
Text TT	An optional, user-defined text value that remains on submitted orders in the TT system, but is not sent to the exchange. Alpha-numeric and special characters are allowed.

Mapping LMEptm End Client to Tag 81 in LMEtrader

Limits are applied to an order routing account in LMEtrader using Broker Client ID (Tag 81)

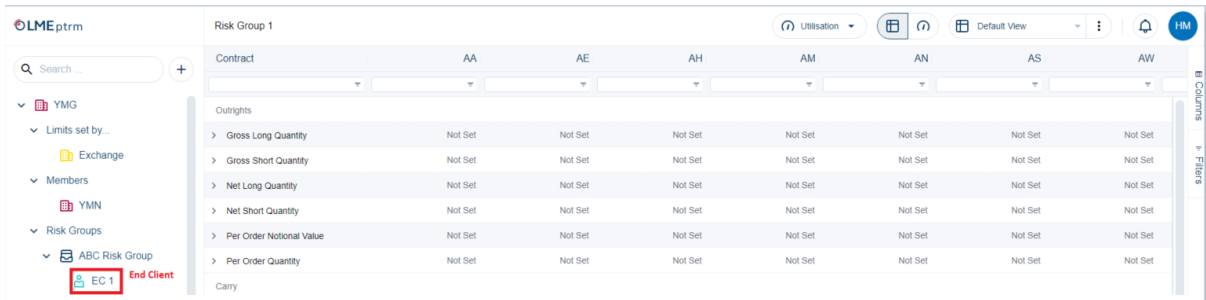
The screenshot shows the 'Order Tag Defaults' configuration page in LMEtrader. The 'Fields' table is as follows:

ID(s)	Field	Value	Apply to Sub Accounts?	Lock Sub Accounts?	Client Can Override?	Restriction
	Account Type	House	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3861...	Broker Client ID	EC 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Clearing Account		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Client Branch Country		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Client ID		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Client ID Type	Select a Value	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Client Short Code		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Commodity Derivative Indicator	Select a Value	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Buttons: Save Changes, Cancel

Once Risk Admins have added End Client (Section 5 in [LMEptm Guide](#)) see below in LMEptm UI, Member Admins can add this to the OTD profile created for the Account/Users.





6. Member Admins can select **Apply to all sub-accounts** or **Client Can Override**. See below for further information on these checkboxes

Key Fields	Description
Apply to all sub-accounts	Allows a company creating a sub-account or sharing an account with another company to apply the parent account exchange field to the sub-account. This ensures that any sub-accounts added to the shared parent account cannot have a different value in this field and that the value is sent to the exchange. Check the checkbox next to each field to apply its value as needed. When checked, the value cannot be changed on any sub-accounts added by your company or a shared company.
Lock sub-accounts	Allows a company creating a sub-account or sharing an account with another company to lock the value in a sub-account exchange field even if the sub-account is configured with a more specific order tag default match. This ensures that any child accounts (sub-accounts) created from the shared parent account cannot have a different value in this field and that the value is sent to the exchange. When checked, the value cannot be changed on any sub-accounts added by your company or a shared company. Note: The Apply to all sub-accounts setting must be enabled for the field in order to enable the Lock sub-accounts setting
Client Can Override	Determines if a user can override the value in this field when submitting orders from trading applications or APIs. Check the check box to unlock the field and allow a user to override the value. When unchecked, the field is locked and the user cannot change it. Note: The Client Can Override setting appears only when the Clearing Account field is selected and is checked by default.

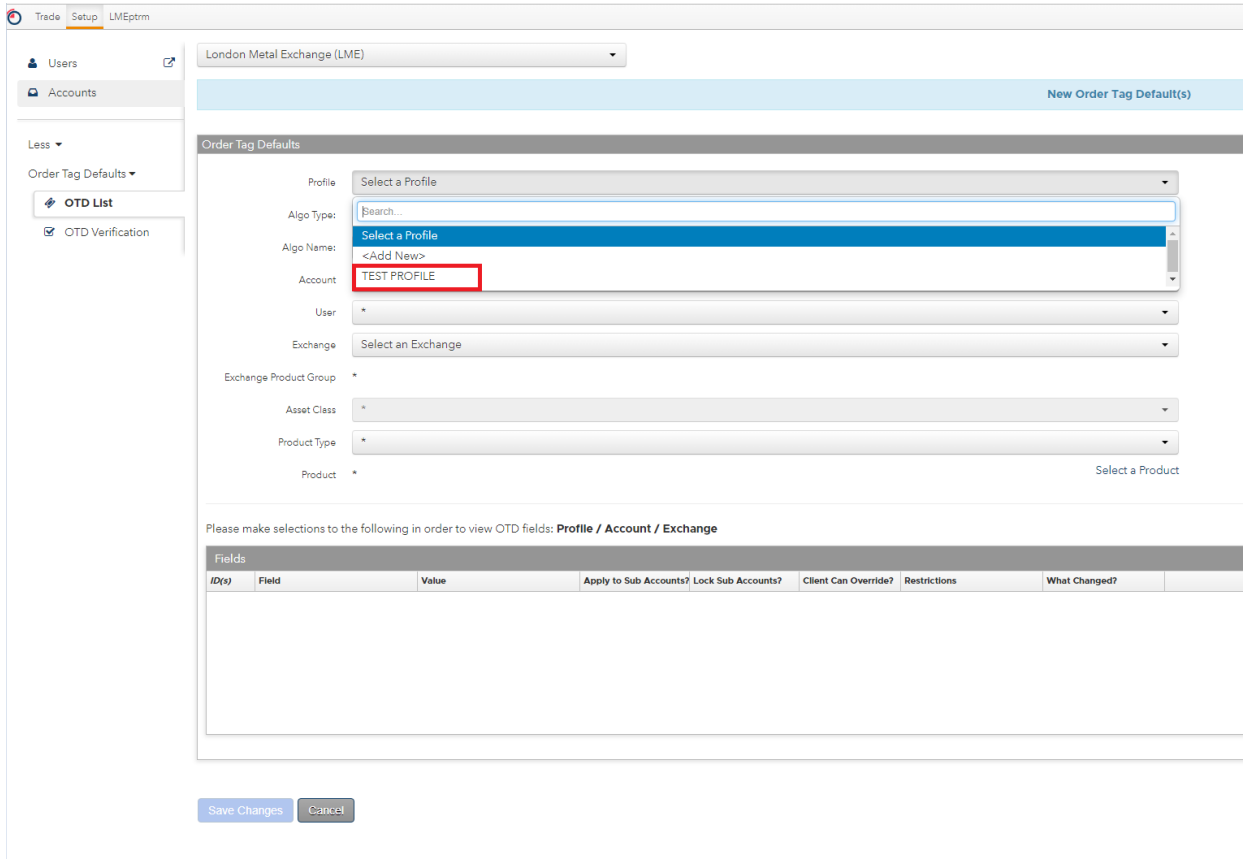
7. Click Save



13.2.1 OTD Sharing Capability

LMEtrader allows Member Admins to share/update OTD profiles created by each other. To be able to use this functionality, Member Admins **should always** create the profile under the profile name available in their drop-down (see below). This will always be the company mnemonic.

There could be multiple profiles with the same profile name but different Account/User combinations.



Note - If a profile is created with a different profile name than the one available in the drop-down, you will lose the profile sharing capability on that profile.

13.3 How to Verify Order Tag Defaults

The order tag defaults search option provides the ability to view and validate which order routing values are sent to an exchange per product for the accounts you are managing.

1. Click **More** -> **Order Tag Defaults**
2. Select **OTD Verification** in the left navigation pane and click the **OTD Search** button above the data grid.
3. Select values for each of the following key fields; **Profile, Algo Type, Algo Name, Account, User, and Product**.

When you click **Search**, the **Results** section shows all default fields and values that are applied to an order based on the search criteria.



14 How to Delete a User

LME Trading Operations team can only delete a user that belongs to LME. Please reach out to LME Trading Operations at tradingoperations@lme.com or (020) 7113 8200.



