

# CTA

## Consolidated Tape Association

### MFT File Upload and Pick up Process

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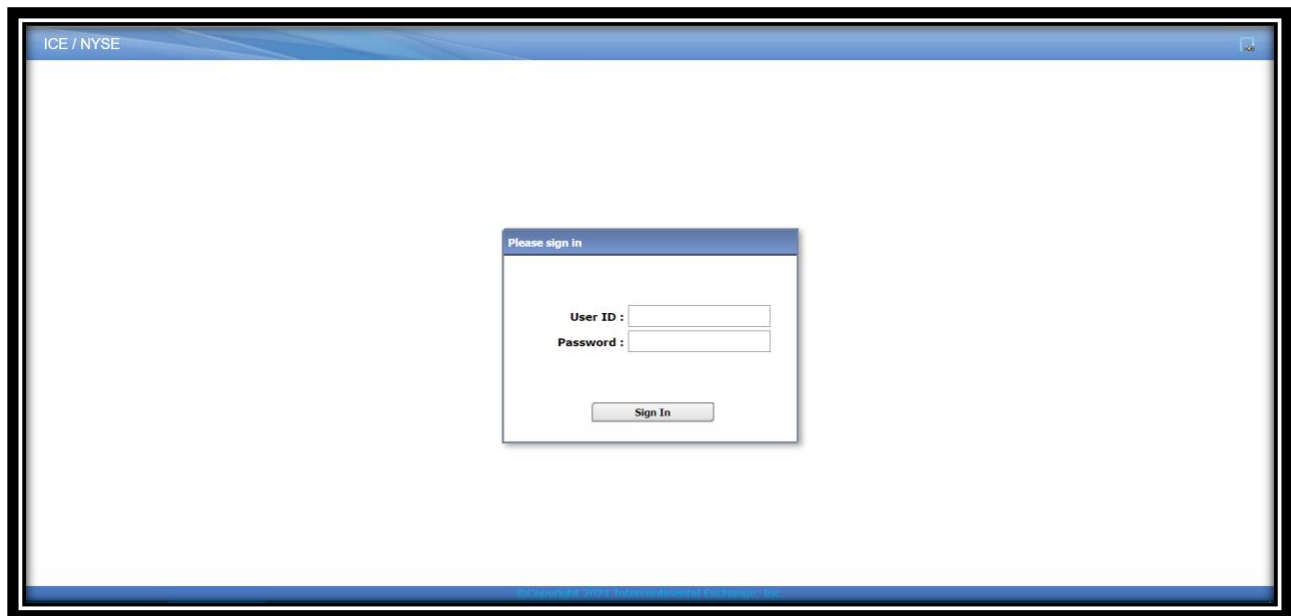
URL: <https://mft.nyse.com>

User ID: mdc\_\*\*\*\*\*

Password: System issued password as notified via email.

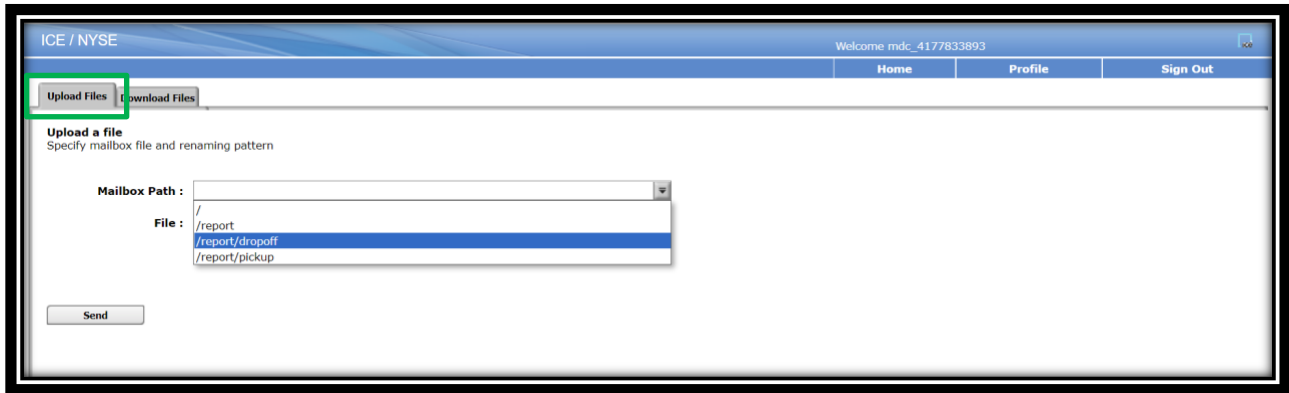
**Helpful Hint:** Do not “copy & paste” your assigned user ID & password from the email notification(s) into <https://mft.nyse.com>, please type them, to avoid error message(s).

Prior to file upload, please ensure that the naming convention is: **AccountName\_VendorInquiry.dat**



The screenshot shows a web browser window with the title "ICE / NYSE". In the center of the page is a "Please sign in" dialog box. The dialog box contains two input fields: "User ID:" and "Password:". Below the input fields is a "Sign In" button.

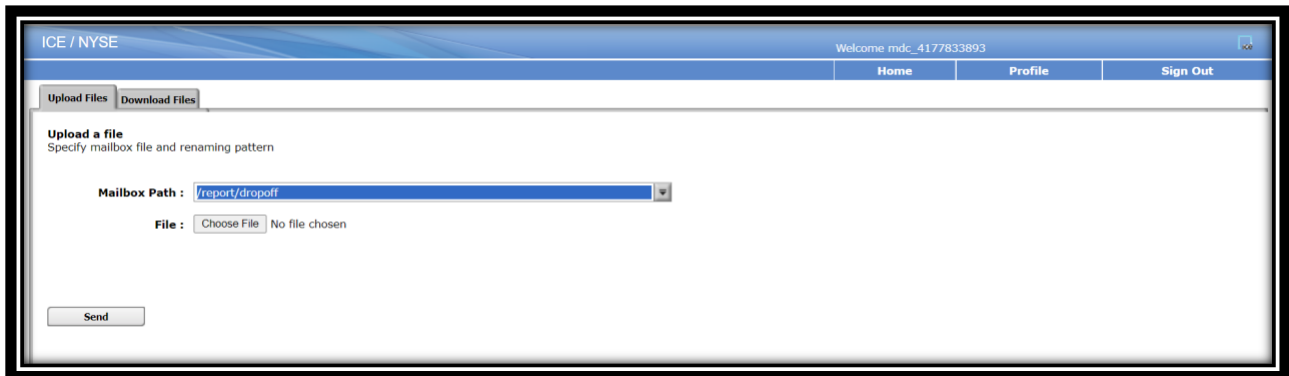
Click on the **Mailbox Path** dropdown under **upload files** section:



It expands to display: /, /report, /report/dropoff and /report/pickup mailbox path choices.

### MFT File Upload Process:

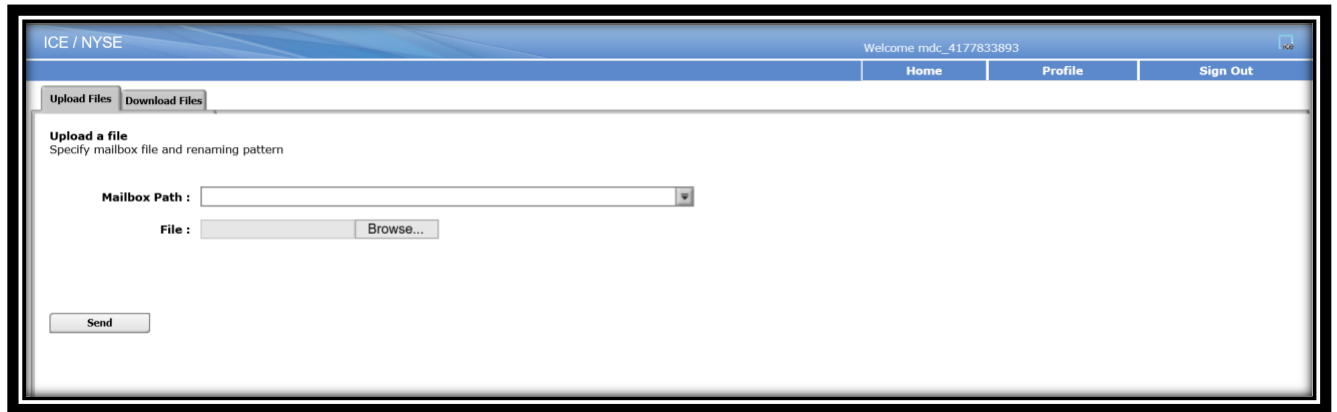
Select **/report/dropoff**:



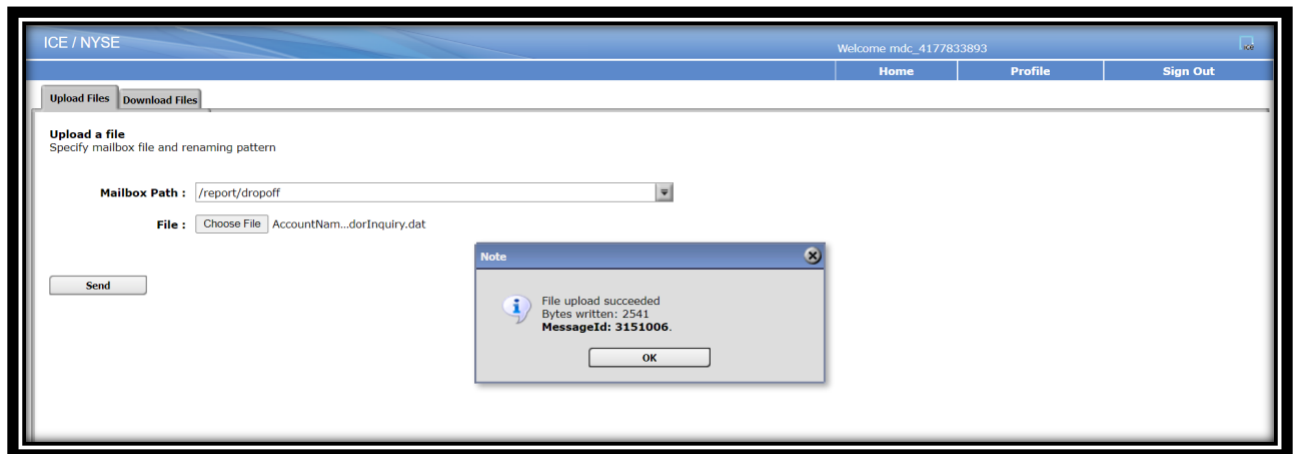
For Chrome/Safari: Select **Choose Files** option to select the file to upload from your PC and select **Send** to complete the upload.



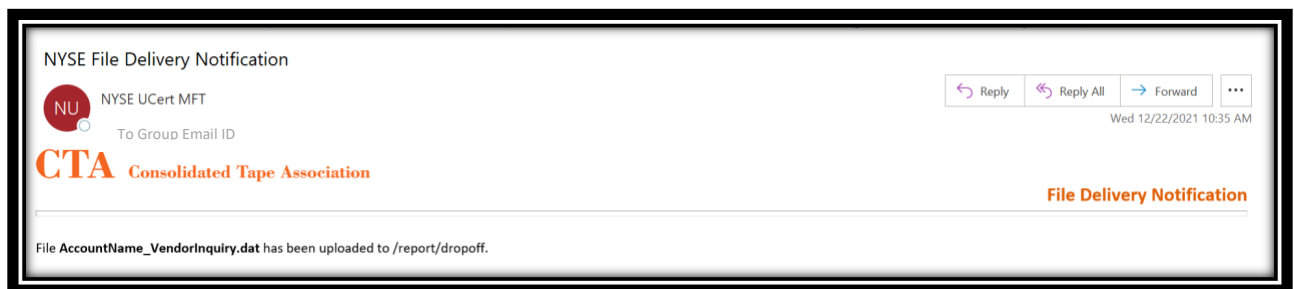
For Internet Explorer/Firefox: Select the **Browse** option to select the file to upload from your PC and select **Send** to complete the upload.



Once uploaded, a note will pop up indicating that the file upload succeeded.



Shortly thereafter a NYSE File Delivery Notification (Exhibit B) will be emailed from NYSE UCert MFT ([UCertCompliance@nyse.com](mailto:UCertCompliance@nyse.com)) to the provided group email ID on the MFT Form.



This validates that the file was successfully uploaded, to the correct destination.

## MFT File Fails:

Should the uploaded file fail to process successfully, one of two e-mail notifications will be generated as follows:

### File failed due to structural changes:

The file has failed due to structural issues. Please click [here](#) to verify the file data requirements and resubmit the file.

Kindly contact NYSE UCert MFT at [UCertCompliance@nyse.com](mailto:UCertCompliance@nyse.com) for further assistance.

Or;

### File failed due to invalid contents on the file:

The file has failed due to invalid data in the file. It may be due to special characters, invalid data type and/or data length in each column.

Kindly contact NYSE UCert MFT at [UCertCompliance@nyse.com](mailto:UCertCompliance@nyse.com) for further assistance.

Corrections will need to be made to the failed file, and the file then resubmitted, as outlined above.

## MFT File Pick up Process:

Upon completion of the above process and receipt of the below email from NYSE UCert MFT ([UCertCompliance@nyse.com](mailto:UCertCompliance@nyse.com)) to the provided group email on the MFT Form.



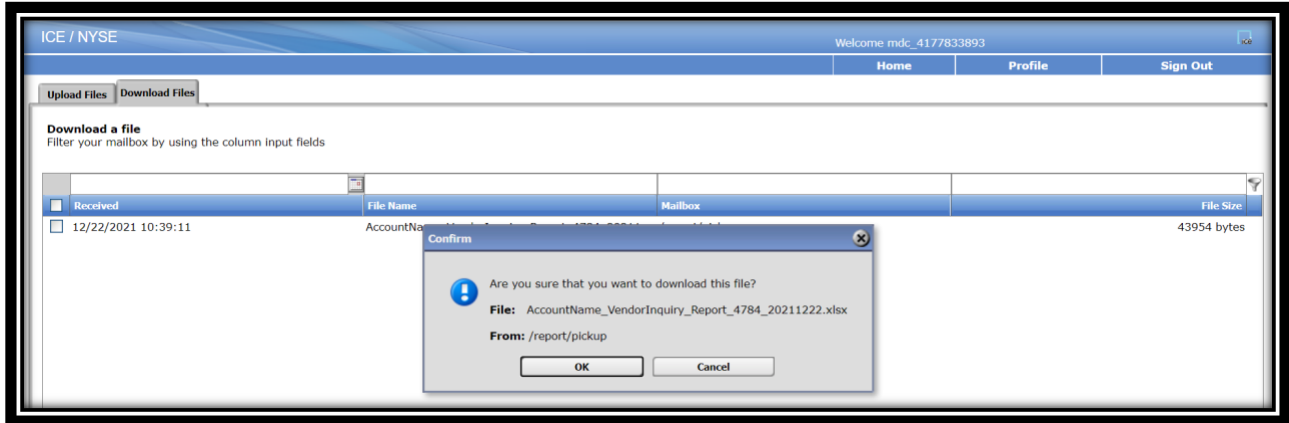
Click on the **download files** section to retrieve the files available for pickup.



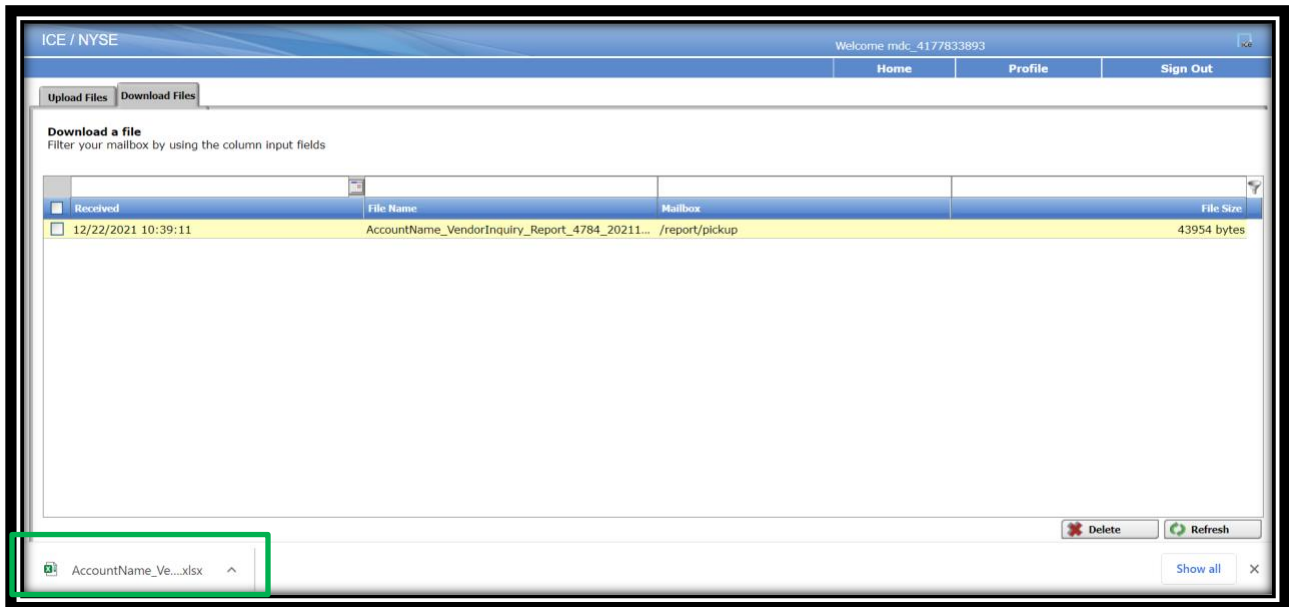
For files with CRD Matches and files with no CRD Matches, the file name will appear as:  
**AccountName\_VendorInquiry\_Report\_FileIDYYYYMMDD.xlsx**

For files that are rejected the file name will appear as:  
**AccountName\_VendorInquiry\_Report\_FileID\_YYYYMMDD\_Reject.dat**

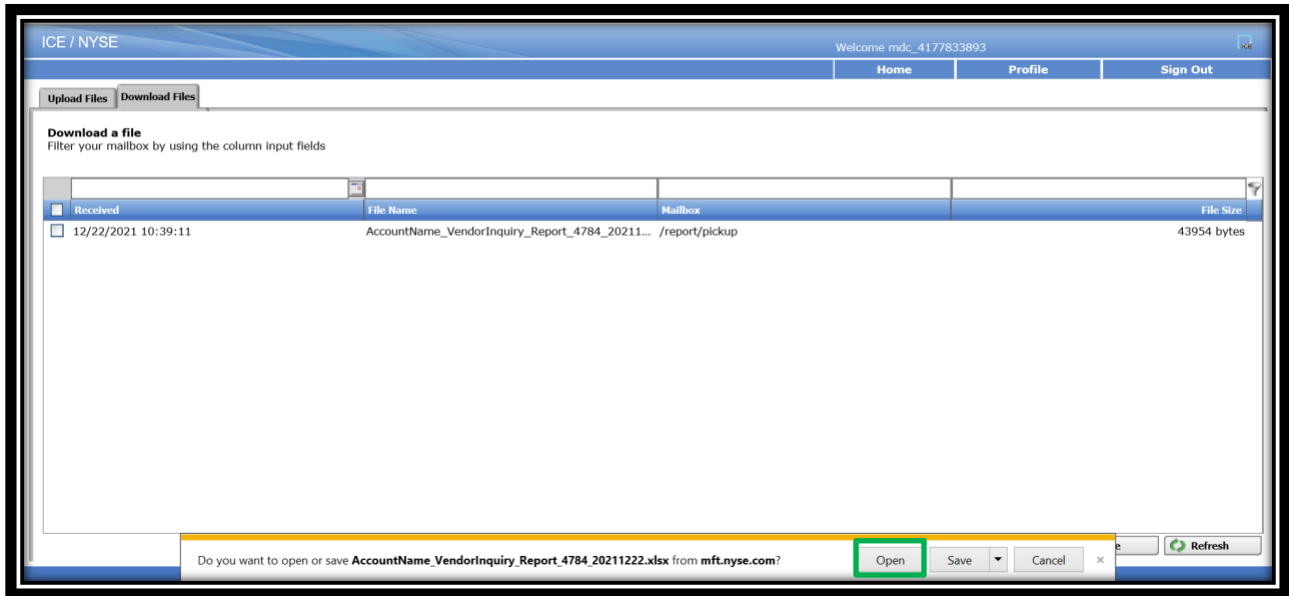
Click on the file name to download the file in .xlsx format and click **OK** on the **Confirm** pop up.



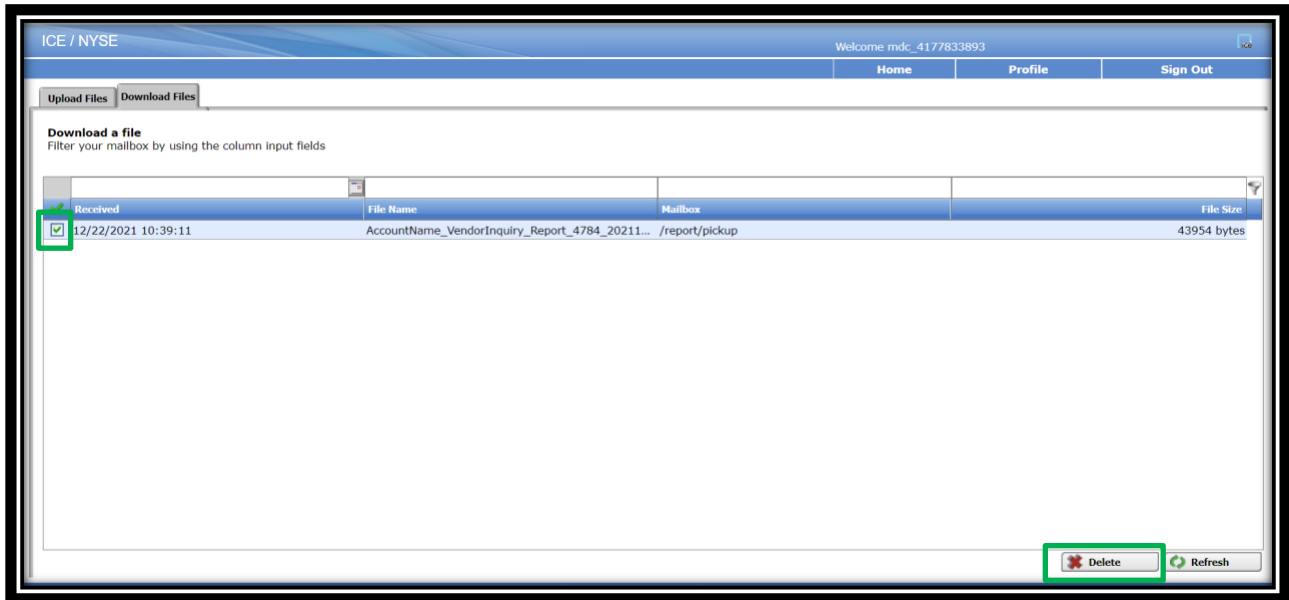
For Chrome/Safari: Click on the file name in the bottom of the screen to open the file.



For Internet Explorer/Firefox: Click **Open** on the bottom of the screen to open the file.



In order to delete a file, select the file name using the checkbox and click on **Delete**.



**Please note-**

- These reports will be made available to vendors via the MFT accounts and will be retained in the MFT Directory for **14** calendar days only, and subsequently deleted permanently. Deleted files are not retrievable and vendors will need to resubmit their files for UCert processing.
- The MFT related screens in this document i.e., the instructions, images and/or URLs are up-to-date and may be different compared to those in the [UCert Instructional Video](#).