



New Sign-up Process Steps and FAQs

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Steps for Signing up with ICE NGX

Step #1 - Provide the required documents to ICE NGX for review via email to sales-icengx@ice.com or legal-icengx@ice.com.

Required documents:

- Most recent two years of annual financial statements
- Corporate Organizational Chart as applicable
- [ICE NGX Application Form](#)

- [ICE NGX Contracting Party Administration Form](#)
- Constatng documentation or other similar corporate information

Step #2 - Once approved for membership, provide banking details on company letterhead and signed by an authorized signatory, signed CPA and signed officer's certificate.

Step #3 - Execute ICE OTC Participant Agreement and WebICE Product Activation form if not already completed. These documents can be obtained from the ICE help desk: icehelpdesk@ice.com / 770-738-2101

Step #4 - Once the ICE Participant Agreement is completed, follow the steps below to get setup on the ICE platform.

1. Request a Clearing Account

(Must be completed by Super User or Risk Manager access on ICE)

1. Login to Credit Management via www.ice.com -> login
2. Enter User ID and Password
3. Navigate to the App "Credit Management"
4. Select the Clearing tab once the Application loads
5. Select the Accounts tab
6. Navigate to your specific Clearing Firm "ICE NGX Canada Inc." & select Request

Once the above is completed successfully, you will see the Request icon switch to Pending. This sends a notification to your Clearing Firm so they can begin setting up the clearing accounts.

If the icon next to your clearing firm states Pending, then that means you already have existing clearing accounts available and if any ADDITIONAL accounts are needed, then you will need to contact your clearing firm directly.

2. Associate Traders to Clearing Account

(Must be completed by Super User or Risk Manager access on ICE)
Associate traders to Clearing Account from ICE NGX called "ALL NGX".

1. Login to Credit Management via www.ice.com -> login
2. Enter User ID and Password
3. Navigate to the App "Credit Management"
4. Select the Clearing tab once the Application loads
5. Select the Trader Profile tab
6. You will then see a list of user ID's on the Trader Profile tab
7. Click on the trader's user ID that you wish to associate with ICE NGX. This will bring up a new box
8. Select NGX – ALL NGX and click on right arrow to move ID over to the right section and click save

9. Repeat steps 7 and 8 for all traders you wish to associate with ICE NGX

3. Associate Portfolios with ICE NGX

(Must be completed by each trader)

Traders can now associate their portfolios with ICE NGX.

1. Right click on the portfolio that you wish to associate
2. Click “Select Clearing Accounts”
3. Select NGX in the default
4. Save changes

The ICE Clearing Account Setup outlines the process to request and set up a clearing account with ICE NGX, through ICE, which is required to clear with ICE NGX.

** If you have any issues or questions with respect to setting up your ICE account please contact ICE directly at 770-738-2101 or by email at icehelpdesk@theice.com

Step #5 - Provide eligible collateral in the form of Letter of Credit or cash. As per our [Collateral and Treasury Policy](#), the required minimum amount that must be provided is CAD \$500K for trading Natural Gas/Environmental Credits and CAD \$1MM for trading Power. Please note this threshold is also the minimum available that must be kept at all times. If you will be trading a combination of Power and Natural Gas/Environmental Credits, the higher of the two will be required. It is recommended that a buffer on top of this amount is provided to avoid a margin call as soon as trading commences. Please refer to our [ICE NGX Contracting Party Agreement](#) for more details on this requirement.

How do I retrieve my invoices?

Login into the [NGX Portal](#) and go to the Invoicing tab. Select Daily Invoice from the drop-down menu for your Daily Financial Power invoices and select Product Invoice for your monthly Financial and Physical invoices. Please note that USD Physical invoices contain monthly subscription and access fees that apply to all CPs with access to the ICE NGX Portal.

What are the monthly settlement dates?

- Monthly Physical settlement occurs on the 25th calendar day or next business day.
- Monthly Financial settlement occurs on the 6th business day.
- Monthly Physical Environmental settlement occurs on the 20th calendar day or next business day.

Please see the settlement dates on our website. <https://www.ice.com/ngx/clearing-settlement#dates>

How do I check my collateral?

Login into the [NGX Portal](#) and go to the Clearing tab and select Collateral Summary from the drop-down menu. You can select a date range, hit apply filters and click on the + symbols on the left to expand to see the daily details.

How do I check my open positions?

Login into the [NGX Portal](#) and go to the Clearing tab and select Forward Position from the drop-down menu. Select the company and hit apply filters. You can click on the + symbols on the left to expand to see the breakdown.

How do I check my margin requirement?

Login into the [NGX Portal](#) and go to the Clearing tab and select Margin Requirement or Real Time Risk Monitor from the drop-down menu. If you have selected the Margin Requirement report, you will need to click on the Consolidated button and apply filters to show the Initial Margin values for the Clearing Account.

Is there a Portfolio Margin Calculation Report available for my company?

The Portfolio Margin Calculation report is available to help participants more efficiently identify portfolio margin drivers.

ICE NGX utilizes a Portfolio Margining Methodology (“PMM”) that calculates portfolio net margin requirement for each Contracting Party, as aggregated by clearing account, at the regulatory required 99% confidence level. PMM allows risk offsetting within each commodity class for efficient margining purposes.

The Portfolio Margin Calculation report (accessible via Clearing → Portfolio Initial Margin Details → Reports → Portfolio Margin Calculation) provides more calculation details at the market level, enhancing transparency to Contracting Parties and allowing participants to drill down on the main driver(s) of the portfolio net margin requirement. This report includes daily profit and loss (“PnL”) on each historical scenario date during the margin calculation lookback window, and the PnL breakdown details by markets and commodity class for a selected scenario date, etc.

What are the margin thresholds?

A margin call may be triggered once Utilization reaches 80% in current or 90% in the 6-day projection. A margin call may also be triggered once Minimum Available reaches below the required amount based on the products traded in current or projected. The Minimum Available requirement is CAD \$500K for trading Natural Gas/Environmental Credits and CAD \$1MM for trading Power or the higher of the two if both are traded.

How is Utilization calculated?

% Used - Percentage value of collateral used. Measured as:

$\% \text{ Used} = -\text{Initial Margin} / (\text{Available Margin} - \text{Initial Margin})$

What is the Minimum Available Calculation?

$\text{Minimum Available} = \text{Collateral Posted} - \text{Total Margin Required}$

When is a margin call due?

- A standard margin call is due next business day.
- If the margin call is sent by 7am MST/9am EST and utilization has reached 100%, this margin call is due same day.

How do I make changes to user access to the ICE NGX Reports Portal?

The designated ICE NGX Admin can send an email to the Operations team at TO-ICENGX-CAN@ice.com requesting changes to user access. If requesting data access for the user, data access charges of USD \$125 per person may apply. The ICE NGX Admin will need to provide the full names, phone numbers, and email addresses of the users.

Data Entitlement provides access to the following:

Market Data -> Index Prices	
Market Data -> Index Price Details	
Market Data -> Settlement History	
Strip Trading Summary	
Market Trading Summary	
Real Time Gas Indices	

What are the different roles for users on the ICE NGX Reports Portal?

The different roles and associated purposes are listed below:

Customer	Default Role, unable to access or export Data. No change to other reports.
Customer Company Admin	Allows access to Customer Report which lists users with ICE NGX Reports access.
Data Entitlement Active Trader	Full access, no additional fee. Requires a Trader to have transacted in an ICE NGX product on WebICE.
Data Entitlement Data Access	Full access to data but cannot export without the Data Export Role. \$125/user
Data Entitlement Data Export	Able to Export Data for users with an existing Data Access Role

How do I make changes to user access to the ECS Portal?

The designated ICE NGX Admin can send an email to the Operations team at TO-ICENGX-CAN@ice.com requesting changes to user access. The ICE NGX Admin will need to provide the full names, phone numbers, email addresses, and IP addresses/ranges of the users. Your IP address can be accessed here - <https://www.ice.com/showip>. Please note that range(s) should be denoted with “/##” after the IP octets string. For example, 194.227.242.0/24

How do I make changes to user view-only access to the RBC Portal?

You can send an email to the Compliance team at Compliance@ice.com requesting changes to user access. You will need to provide the full names and email addresses of the users.

Where do I find the ICE NGX Contracting Party Agreement on the website?

The CPA and related Schedules can be found on our website here: <https://www.ice.com/ngx/regulation>

Scroll down the webpage to “**Rules - Contracting Party Agreement**” to find all the links to the CPA and Schedules.

Where do I find the ICE NGX Clearing and Risk Guidebook on the website?

The ICE NGX Clearing and Risk Guidebook can be found on our website here: <https://www.ice.com/publicdocs/ICE NGX Clearing and Risk Guidebook.pdf>

Where do I find the ICE NGX Collateral and Banking Policy on the website?

The ICE NGX Collateral and Banking Policy can be found on our website here: <https://www.ice.com/publicdocs/ICE NGX Collateral Banking Policy.pdf>