

# SG MARKETS FOR SGSS SERVICES USER GUIDE

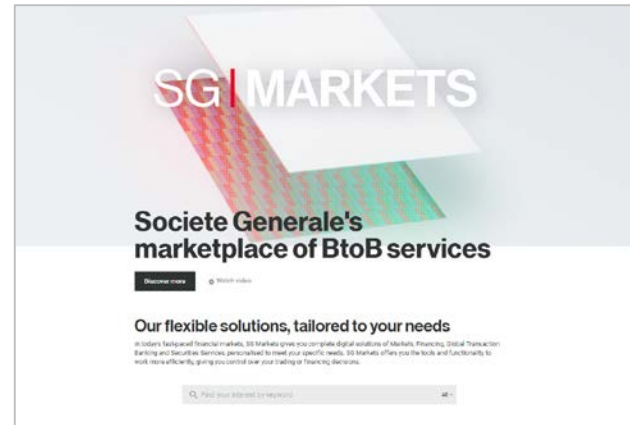
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First connection to SGSS Services  
through the SG Markets platform

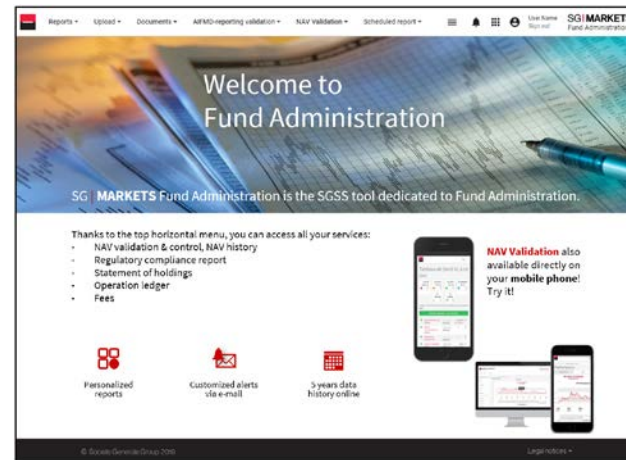
# A 2 STEPS PROCESS

1. CONNECTION TO SG MARKETS
2. CONNECTION TO SGSS SERVICES
3. STRONG AUTHENTICATION CONNECTION
4. PASSWORD RESET & HELP

## CONNECTION TO **SG MARKETS**



## CONNECTION TO SGSS SERVICES IN SG MARKETS



# 1. WHAT IS SG MARKETS?

SG Markets is Societe Generale's multi-services platform that provides companies with complete digital solutions for Markets, Financing, Global Transaction Banking and **Securities Services** to meet your needs.



[Discover more](#)

[Watch video](#)

## Our flexible solutions, tailored to your needs

In today's fast-paced financial markets, SG Markets gives you complete digital solutions of Markets, Financing, Global Transaction Banking and Securities Services, personalised to meet your specific needs. SG Markets offers you the tools and functionality to work more efficiently, giving you control over your trading or financing decisions.

All -



### Markets

Direct access to a range of Pre-trade, Execution and Post-trade services, dedicated to variety trading portfolio.



### Financing

Electronic services for capital markets, structured financing as well as advisory services for international issuers.



### Global Transaction Banking

Intelligent Global Transaction Banking solutions that assist you to establish and manage wealth.



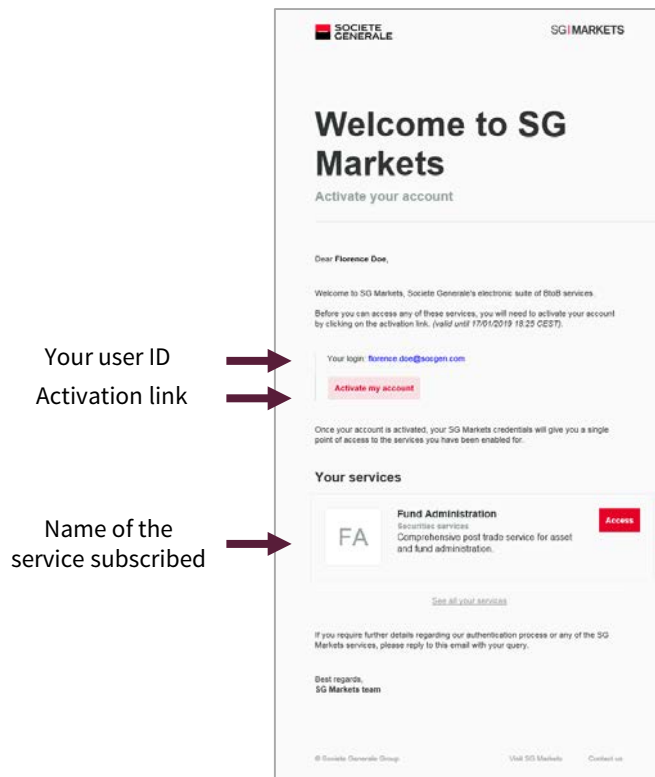
### Securities Services

Societe Generale Securities Services provides a full range of Securities Services that are adapted to the latest financial markets and regulatory trends.

# 1. CONNECTION TO THE SG MARKETS PLATFORM

## Reception of the welcome e-mail from the SG Markets platform (\*)

On the first use of the SG Markets platform, you receive a **Welcome e-mail** with the information to activate your user profile.



Nota bene: If you have already activated your user profile in SG Markets, you receive an e-mail which informs you of the new access granted, with a link to access to the service.

(\*) You should receive the e-mails from SG Markets on your professional e-mail address, as registered in your profile. E-mails from SG Markets platform are sent from the mailing address [service.relationsinvestisseurs@sgss.socgen.com](mailto:service.relationsinvestisseurs@sgss.socgen.com) All the links in security-related emails sent by SG Markets lead to [sgmarkets.com](https://sgmarkets.com) or its sub-domains.

# 1.1 FIRST CONNECTION TO THE SG MARKETS PLATFORM

## Definition of your password from the SG Markets welcome e-mail

The image shows two side-by-side screenshots. The left screenshot is an email titled "Welcome to SG Markets" with the sub-header "Activate your account". It is addressed to "Dear Florence Doe." and includes a login email "florence.doe@sggen.com". A red circle highlights the "Activate my account" button. The right screenshot is a "Set your password" form with two input fields: "New Password" and "Re-enter password". Below the fields are "Password strength requirements" listed with red 'X' icons: must be at least 8 characters in length, must be at maximum 20 characters in length, must contain at least one uppercase letter (A-Z), must contain at least one lowercase letter (a-z), and must contain at least one numeric digit (0-9) or special character (#, !, \$, £, @). A red "Submit" button and "or cancel" text are at the bottom. A red arrow points from the "Activate my account" button in the email to the "Set your password" form.

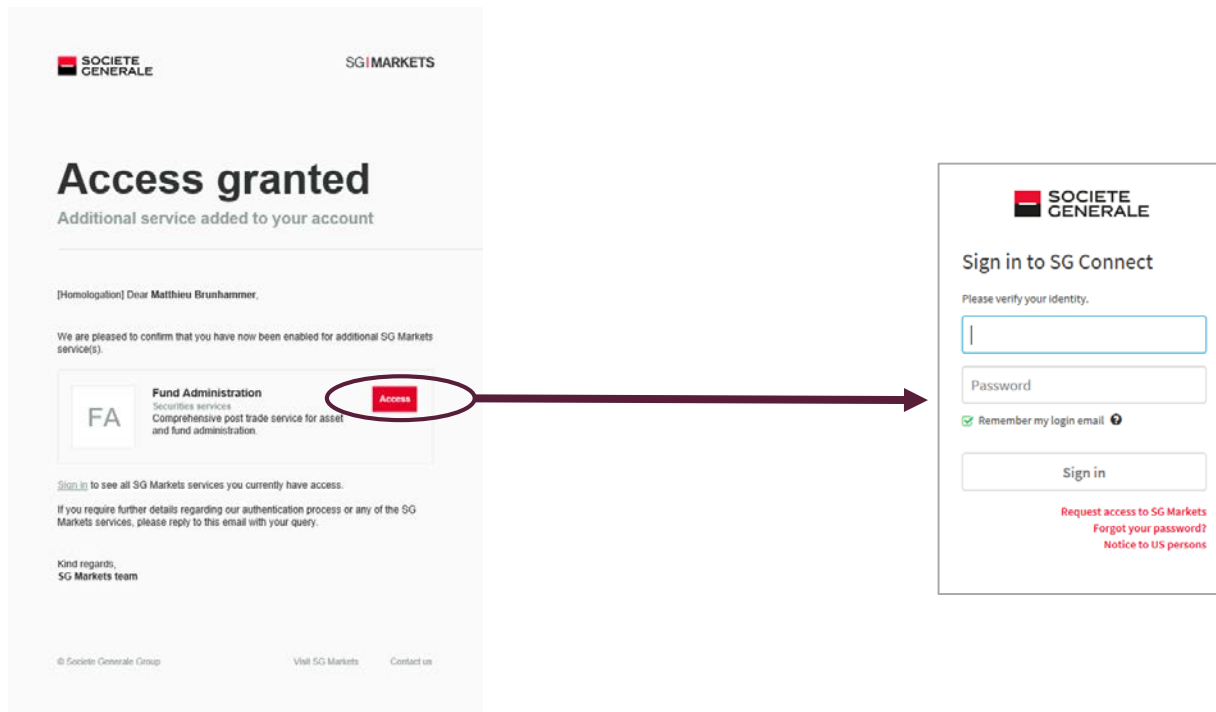
When you have received the welcome e-mail, you click on the **Activate my account** button to choose your password to access SG Markets. This password will allow you to log into the SG Markets platform.

For the next logins, if you log-in from the same workstation, this password will not always be requested to access the platform (the password is saved in your workstation's cookies and will remain stored and active until you change your password, unless your cookies are deleted).

*The activation link in the e-mail is active for 14 days only. If the link is not active anymore, refer to page 9.*

## 1.2 ACCESS THE SG MARKETS PLATFORM (IF YOU HAVE AN ACTIVATED PROFILE)

### Access SG Markets from the e-mail « Access granted »



Click on the **Access** button. You are directed to SG Markets connection screens (<https://sso.sgmarkets.com>).

Enter your professional e-mail address and your password to log in.

*If you have forgotten your password, please refer to page 11.*

## 2. ACCESS TO SGSS SERVICES

### 2.1 Re-connection to SG MARKETS



Via **SG Markets** information website  
<https://info.sgmarkets.com/en/>

Or direct access to any SGSS Services.  
i.e : Fund Admin <https://fundadmin.sgmarkets.com>  
i.e. : Custody Solutions <https://custody.sgmarkets.com>

**Tip : create a bookmark with direct access address in your browser !**

## 2. ACCESS TO SGSS SERVICES

### 2.2 Custody Solutions Page

**Notifications**

Search result 0  Show mandatory CA

**Information**

Details	Options	Payouts	Narratives	Documents
Event ID	2100781396002			Mandatory
Event status				Event classification
Security name	SODEXO			Deadline date 2020/02/03
Security ID	FR0000121220			Ex date 2020/01/30
Custodian	LBL-25014			Record date 2020/01/31
				Effective date

**Your eligible positions**

You have active eligible positions. Click on 'Submit response' to elect all on one option or allocate on several options.

Counterparty	Counterparty code	Uninstructed position	Transaction ID	001 - Cash	Status
	LBL-23017	51 525 / 51 525			

### 2.2 Fund Admin Home Page : horizontal menu at the top of the page

**Welcome to Fund Administration**

SG | MARKETS Fund Administration is the SGSS tool dedicated to Fund Administration.

Thanks to the top horizontal menu, you can access all your services:

- NAV validation & control, NAV history
- Regulatory compliance report
- Statement of holdings
- Operation ledger
- Fees

**NAV Validation** also available directly on your mobile phone! Try it!

Personalized reports

Customized alerts via e-mail

5 years data history online

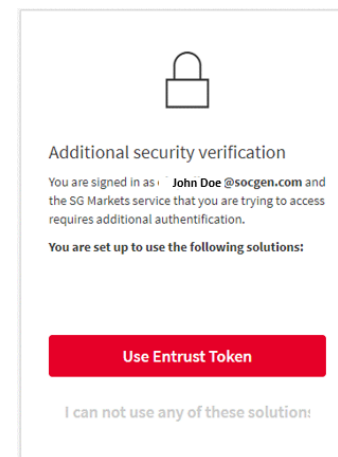


# 3. STRONG AUTHENTICATION CONNECTION

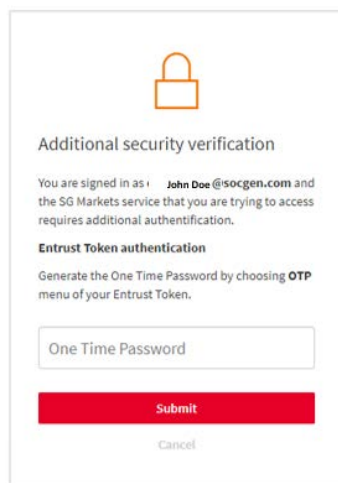
**Step 1 :** In **CUSTODY SOLUTIONS**, access to any submenu of the **Transaction** menu



**Step 2 :** click on the "Use Entrust Token"



**Step 3 :** Use your token to generate your OTP and enter it. Then "Submit".



**Step 4 :** You are led to the transactional page selected.

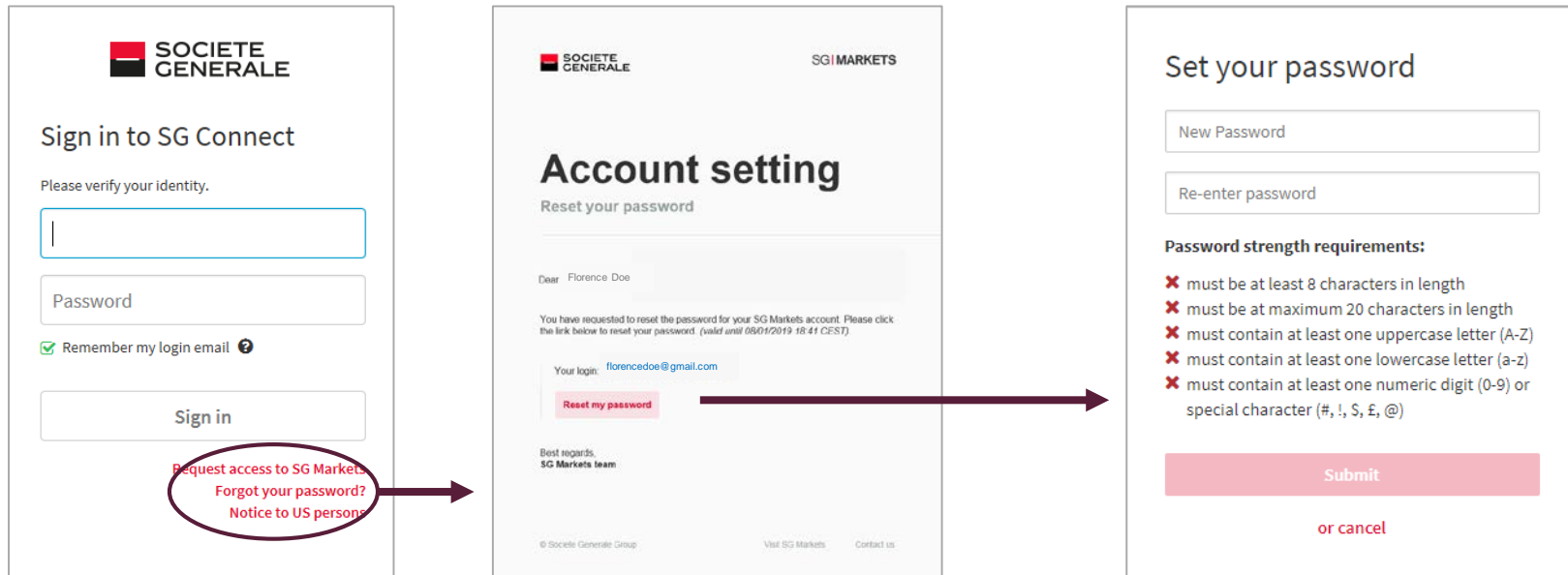
**Any question on your strong authentication, please contact [Relation Investisseurs Service](mailto:service.relationsinvestisseurs@sgss.socgen.com) service.relationsinvestisseurs@sgss.socgen.com**

## 4. HOW TO RESET YOUR PASSWORD

If you have forgotten or if you want to change your SG Markets login password.

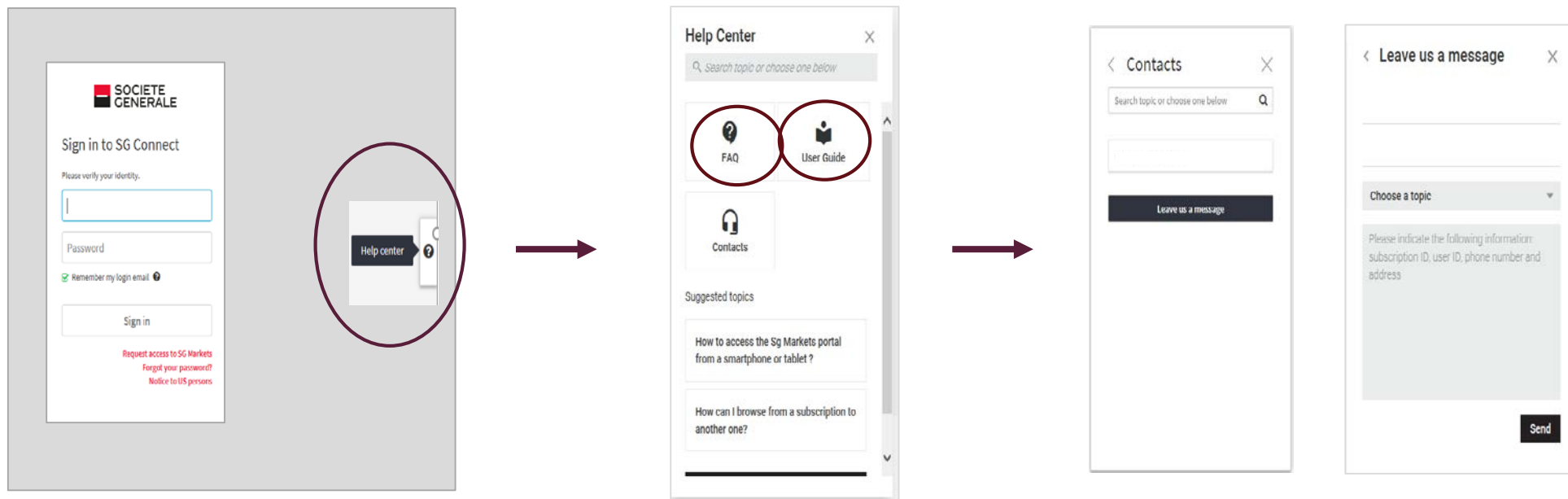
Under the authentication fields there is a *Forgot your password* link which allows you to request a new e-mail to reset your password.

When you have received the e-mail (on your registered professional e-mail address), click on the **Reset my password** button, and define your new password.



## 4. YOUR ONLINE SUPPORT

For more information about logging, you can use the online contact form in the “Help Center” accessible from the authentication page.



**THE FUTURE  
IS YOU**



**SOCIETE  
GENERALE**