Currenex User Administration Disclosure

Currenex Authorized Approver/Access Request Process

The information below describes the process for granting access to Authorized Persons for the Currenex Product(s) or associated systems that support the functionality of such Currenex Product (each an "**Application**"). This process is controlled by the individuals that are capable of designating the Authorized Persons for the particular User ("**Authorized Approver**"). Unless otherwise defined herein, all capitalized terms shall have the same meaning as set forth in the Agreement or the GlobalLink Terms and Conditions. Each User shall confirm to the relevant Currenex Provider who their Authorized Approver(s) are by completing the Authorized Approver form which contains the following:

- Authorized Approver's full name;
- Authorized Approver's business phone number;
- Authorized Approver's business email address; and
- Application(s) the Authorized Approver can grant/edit access and entitlements for Authorized Persons.

Completed Authorized Approver forms need to be sent to support@currenex.com.

Authorized Approvers are required to provide via email the following information for Authorized Persons' Application access, modification or deletion:

- Full name of Authorized Person;
- Phone number of Authorized Person;
- Business email address of Authorized Person, and
- The Application(s) that the Authorized Person requires access, modification or termination of entitlements for.

User ID and password Management

For Currenex clients, every Authorized Person account is required to be unique and follows the Currenex naming configuration. After Authorized Person account creation, the User will receive one email with unique User ID and instructions to set password and retrieve digital certificate.

Password Management for Global Link Applications

Password Requirements

- Passwords must be a minimum of eight (8) characters
- Passwords must be different from the user ID
- Passwords must contain a minimum of one character from the four categories below:
  - upper case alphanumeric
  - lower case alphanumeric

- numeric
- special characters

Password Controls

- Initial password is temporary and must be changed prior to login.
- Prevent the recycle or reuse of passwords for at least 12 months.

After 90 days for GUI and 365 days for API, passwords expire & need to be reset. If a password is incorrectly entered five consecutive times, password is automatically disabled.

User must contact to support@currenex.com to re-enable and reset their password.

Client Authorized Person access reviews

Upon the completion of user additions, modifications, and or termination a password protected full and complete list of users and entitlements is sent to the Authorized approver. The password for the password protected user list is sent with no other identifiable information in a separate email.

Client may request Authorized Person access reviews on an ad-hoc basis, by contacting Trade operations at support@currenex.com. The client is required to provide the specific data elements needed for the access review

All requests in respect of Application access, modification or deletion for any Authorized Persons must be sent by an Authorized Approver to support@currenex.com

User Timeout Disclosure

Currenex Product	User Timeout	Configuration Options
X2 Institutional GUI	720 minutes of inactivity	Standard across users
WL Admin	30 minutes of inactivity	Customizable by client

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