EURONEXT

TCS USER GUIDE: MIGRATION TO TOTP SOLUTION

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THIRD PARTIES PROVIDERS AND EDITORS' AUTHENTICATOR SOLUTIONS

The Client acknowledges and agrees to ensure the suitability for any security concerns or issues (such as those related to its IT environment and personal data) of the authentication solution it selects from all authentication solutions provided by third party providers or vendors.

Without prejudice to what precedes, EURONEXT recommends the use of Microsoft Authenticator to access to the authorized EURONEXT tools. Clients accept to comply with third parties' providers authenticators and editors' terms and conditions. Those terms and conditions shall be enforceable towards Clients who remain solely responsible of the choice of its authenticator solution. In no case Euronext shall be liable for any breach, claim and damage attributable to the authenticator solution selected by the Client.

1. HOW TO SET UP THE TOTP (TIME BASED ONE-TIME PASSWORD) SOLUTION ON A DEVICE

Clients are advised to install the TOTP applications **on their mobile phones**. Please find below the user guide on how to do this.

A) USER GUIDE MICROSOFT AUTHENTICATOR APP

➢ Install the Microsoft Authenticator app for iOS or Android On your mobile device, open the Microsoft Authenticator app
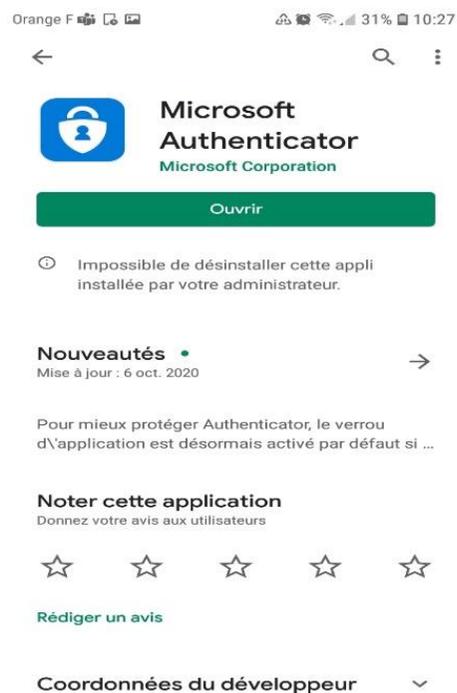
- ➢ Tap the Add icon ➕ or Add an Account option
- ➢ Select your desired account type. If prompted, select Scan QR code
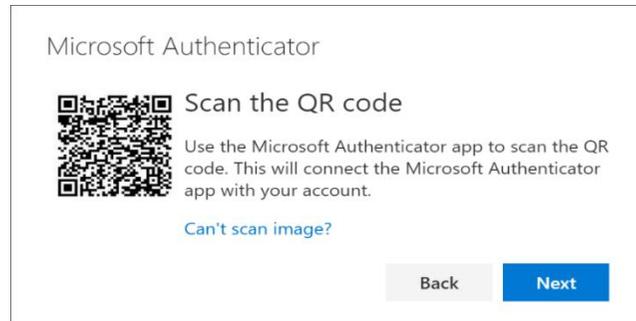
- ➢ Select **Next** on the **Scan the QR code** page on your computer
- ➢ A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.
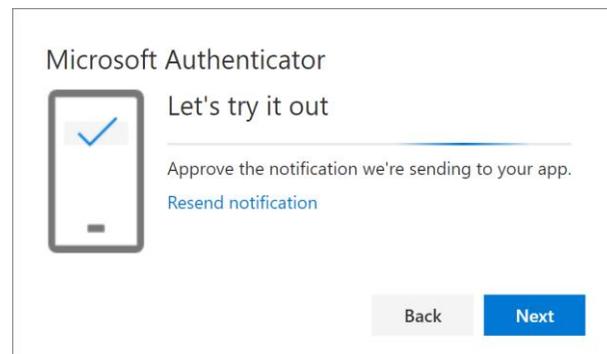
➤ Approve the notification in the Microsoft Authenticator app, and then select **Next**.
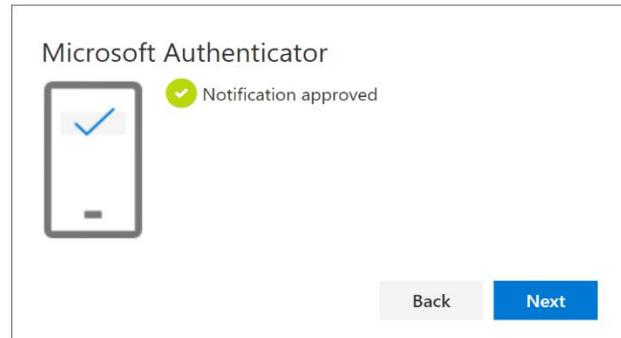
Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.

2. MIGRATION STEPS IN EUA OR PROD

The term 'User' in the document refers to an external client at Euronext using the web service to access the TCS application.

Before migrating to the TOTP solution, clients must first test it on the EUA platform. The steps are the same for EUA and Production environments, with the exception of the log-on step.

2.1 LOG-ON TO TCS

For EUA https://tcs-h.euronext.com

✦ For users having RSA SecurID® card set up for EUA:

Authentication by usual **User ID** + **code from RSA SecurID® card** OR **complex generic one-time password** sent to user via email

✦ For users without RSA SecurID® card set up for EUA:

Authentication by usual **User ID** + **complex generic one-time password** sent to user via email

For PROD https://tcs-p.euronext.com

o Authentication by usual **User ID** + **RSA Soft/Hard token**

2.2 SET A NEW PASSWORD

✦ A new window allowing user password reset will appear **(this password will be needed for all future connections)**.

✦ <u>Password should be at least 8 characters length, contain at least 1 Upper case, 1 lower case, 1 digits and 1 special char</u> **#$&()+- .,/;<=>@[]^_{}?!%**

2.3 CHOOSE 2FA METHOD: TOTP OR RSA*

✦ The user can choose between TOTP and RSA methods.
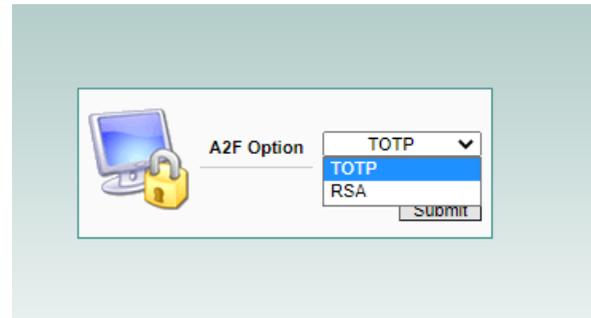
*As a reminder, there is a charge for the RSA SecurID® card/Soft service: €200 for each additional user if the member has more than two users.

2.4 IF TOTP SOLUTION CHOSEN FOR EUA AND PROD

Note: users first need to install the TOTP application on their devices (mobile telephones or computers). Please refer to section 1 of this document 'How to set up the TOTP Solution on devices'.

✦   A QR Code will be generated with an additional Alphanumeric Code
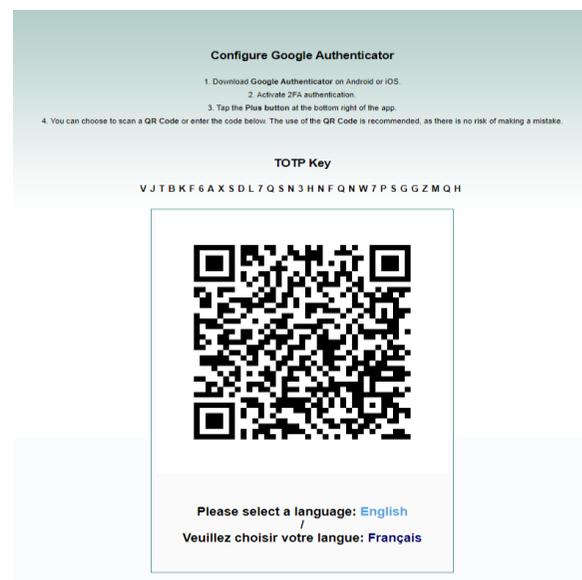
✦ If using a mobile phone, scan the QR Code with your Microsoft Authenticator application

<u>Scan</u>:

✦ If using a computer, copy and paste the Alphanumeric Code via the TOTP application to activate the TOTP code

<u>Copy/Paste Alphanumeric QR code</u>:

TOTP Key

V J T B K F 6 A X S D L 7 Q S N 3 H N F Q N W 7 P S G G Z M Q H

✦ The code will be generated in your TOTP application (Microsoft Authenticator) and updated every 30 seconds. This code will be used to log in to the TCS Web GUI.

✦ After the password has been reset and QR code scanned please select a language, the user will be automatically re-directed to the TCS application GUI log-in screen.

Please select a language: English
/
Veuillez choisir votre langue: Français

✦ Users must log in with their **User ID** + **Password** (new reset password)

User ID   USER
Password   ••••••••••

LOGIN

✦ **Code** (code from their TOTP application = 6 digits)
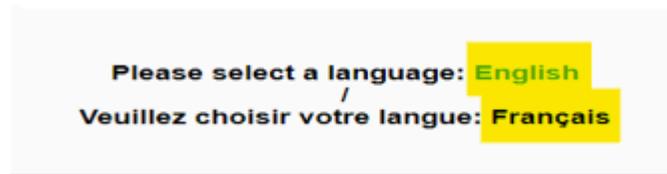
✦ For all future connections, users must log in with their **User ID** + **Password** + **Code** (code from TOTP application = 6 digits).

2.5 IF RSA SOLUTION CHOSEN FOR EUA AND PROD

(Note that this will be a temporary solution until the RSA token expires)

✦ Clients will be able to connect to TCS Web Services with their RSA SecurID® card **until its expiry**. For Your Information, after the card has expired, the user will not have access to TCS Web Services therefore CAS cas@euronext.com team will need to reset their 2FA solution in order for the user to choose the TOTP solution

✦ A new window allowing the user to reset their password will appear (this password will be used for all future connections).

Password should be at least 8 characters length, contain at least 1 Upper case, 1 lower case, 1 digits and 1 special char **#$&()+-.,/;<=>@[]^_{}?!%**
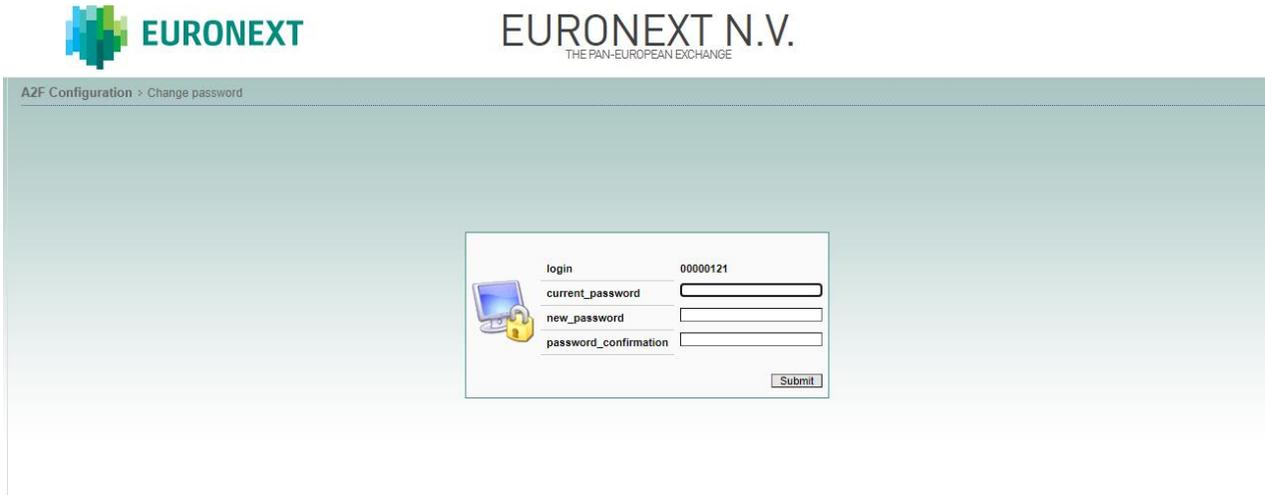
✦ After the password change , please select a language , the user will be automatically re-directed to the TCS application GUI log-in screen.

Please select a language: **English**
/
Veuillez choisir votre langue: **Français**

✦ Users must log in with their **User ID** + **Password** (new reset password)

| User ID | USER |
| Password | •••••••••• |
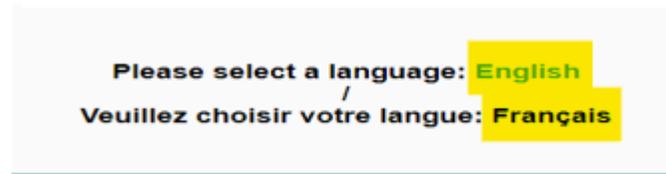
LOGIN

✦ **Code** (12 digit code = PIN + RSA SecurID® card code

RSA/TOTP secret code

Submit

3. HOW TO CHANGE THE 2FA (TWO-FACTOR AUTHENTICATOR) METHOD

- ✦ When the user decides to reset their 2FA (Two Factor Authenticator), they must contact **By Phone** Euronext Customer Access Services and provide their Identifier code on 12 digits
- ✦ CAS cas@euronext.com, +33 1 85 14 85 89.

4. SUMMARY OF STEPS

STEPS FOR ACCESS IN EUA

Action	How	Steps for EUA
Login	**Usual URL** EUA: https://tcs-h.euronext.com **User ID +** **Generic one-time password** *sent by CAS and shared with your **Card supervisor** or **MCA** (Member Connectivity Administrator)* **OR** **RSA 12 digits number**	**Login on TCS** *(Before Migrated to the new solution)*
Choose the solution *RSA is a temporary solution until token expiration*	**RSA** or **TOTP** solution	**RSA** → **TOTP**
Generate a New Password	New screen Define the new password *This password will be then needed for all upcoming logins*	**RSA:** Create **New Password** **TOTP:** Install TOTP Soft on device *Microsoft Authenticator from the Google store or Apple Store* **Create New Password** **Mobile** : Scan QR code **PC:** Copy/Paste Alphanumeric QR Code *i.e: ACFDT54ERTDVSHUDJDSJU76E0E8DN09TG44*
Login **With 2FA activated**	User is automatically directed to Saturn application logging screen	**RSA:** User ID / New Password / RSA 12 digits number **TOTP:** User ID / New Password / TOTP 6 digits number

Action	How	Steps for PROD
Login	**Usual URL** *PROD: https://tcs-p.euronext.com* **User ID + RSA 12 digits number**	**Login on TCS** *(Before Migrated to the new solution)*
Choose the solution *RSA is a temporary solution until token expiration*	RSA or TOTP solution	**RSA** — **TOTP**
Generate a New Password	New screen Define the new password *This password will be then needed for all upcoming logins*	**RSA:** Create **New Password** **TOTP:** Install TOTP Soft on device — *Microsoft Authenticator from the Google store or Apple Store* — Create **New Password** — **Mobile** : Scan QR code — **PC**: Copy/Paste Alphanumeric QR Code *i.e: ACFDT54ERTDVSHUDJDSJU76E0E8DN09TG44*
Login *With 2FA activated*	User is automatically directed to Saturn application logging screen	**RSA:** User ID / New Password / RSA 12 digits number — **TOTP:** User ID / New Password / TOTP 6 digits number