



Date: 29 January 2013

Ref No: 09/2013

## Service Hotline

### Format Change of Monthly Capital Adequacy Member Return – “Go Live” Date and Production “Password Reset” Details

Further to Service Hotline 0813 issued on 24 January 2013, we thank you for the sign-off’s received pertaining to the format change to the Monthly Capital Adequacy Member Return which you complete on the JSE extranet.

Please note that the “Go Live” date is confirmed for close of business Wednesday, 30 January 2013. Thank you again for your participation and feedback in this regard, we would not have been able to achieve this without your assistance.

As at close of business Tuesday, 29 January 2013, the password provided to you for purposes of UAT will need to be reset for security reasons.

Please follow the screenshots below, from page 2 onward to understand the process of resetting your password and to access Production CAPAD going forward. **Note that until your reset your password, you will not be able to access Production CAPAD.**

Please direct CAPAD access queries or requests to Customer Support via email on [CustomerSupport@jse.co.za](mailto:CustomerSupport@jse.co.za) or via telephone on 0115207777.

If you have further queries with regards to the completion of the submission form, please contact our CAPAD Market Regulation Department via email on [capitaladequacy@jse.co.za](mailto:capitaladequacy@jse.co.za)

#### Markets / Service (s):

Equity Market – Capital Adequacy Member Return

#### Environment(s):

- Production

#### Additional Information:

#### Contact:

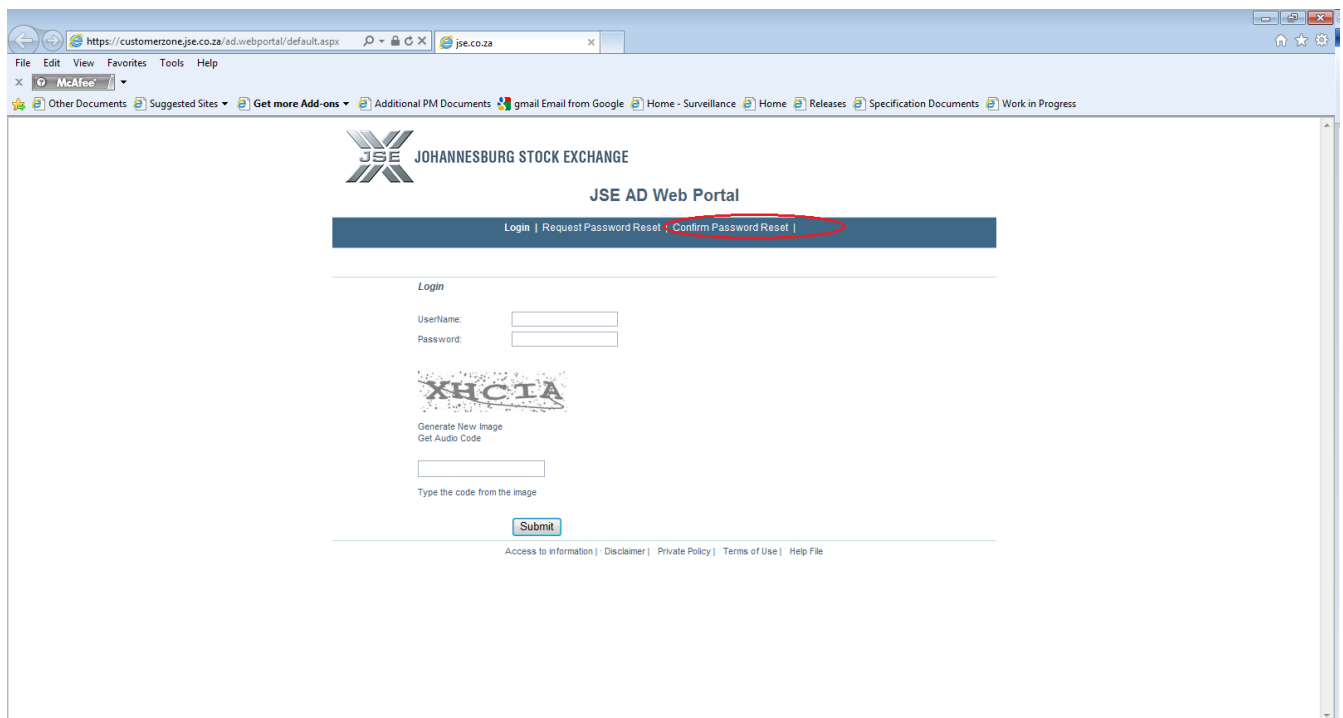
For further information please contact

[capitaladequacy@jse.co.za](mailto:capitaladequacy@jse.co.za)

In order to gain access to Production CAPAD and to reset your password, you are required to use the below link.

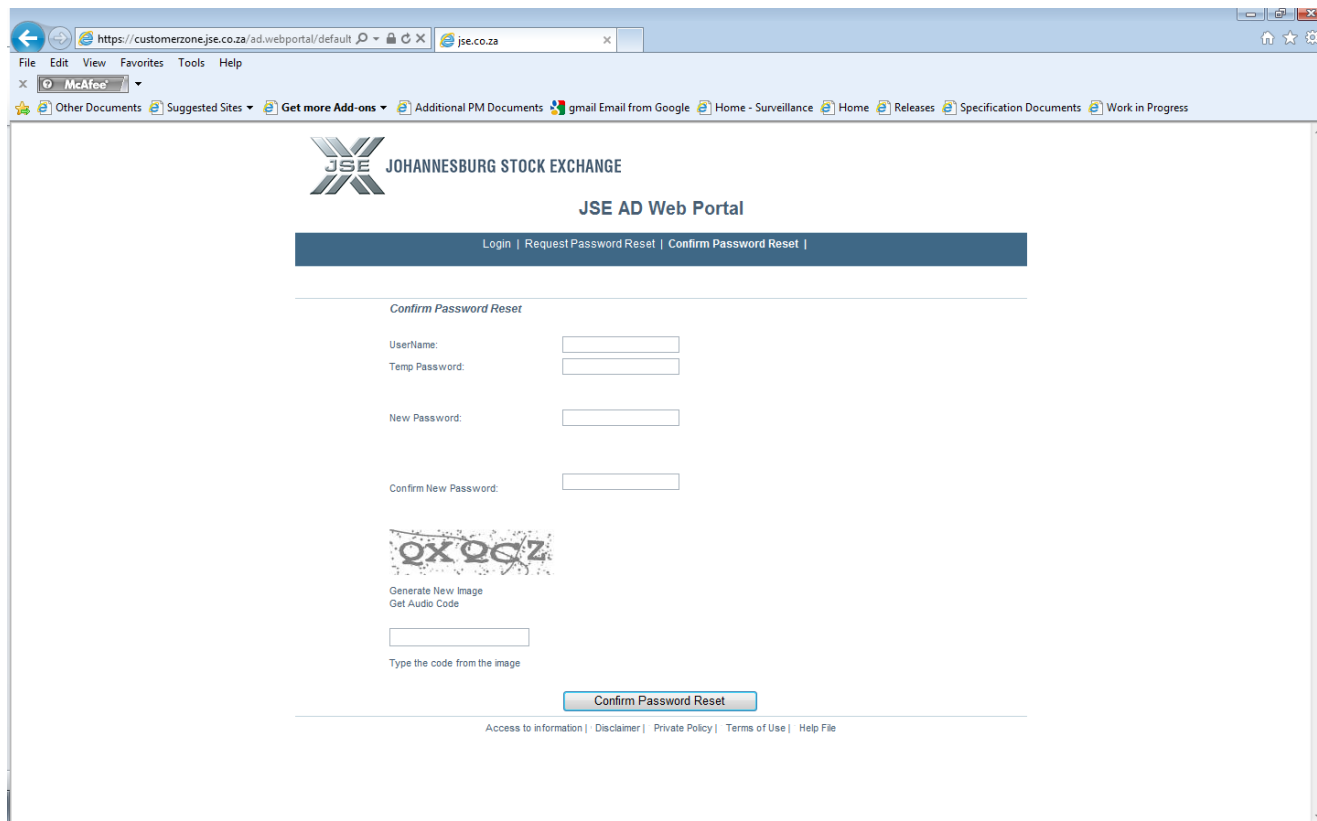
<https://customerzone.jse.co.za/ad.webportal/default.aspx>

You will be directed to the below page and you are required to navigate to “Confirm Password Reset” (see screenshot 1 below).



On the Confirm Password Reset page you will be asked to insert information into the below fields (see screenshot 2 below).

1. Your user name: e.g. AdamS
2. Your Temporary password (The password you used for UAT) e.g. Capaduser53\*
3. A new password of your choice
4. Re-confirm your new password
5. The code you can see on the screen



https://customerzone.jse.co.za/ad.webportal/default

**JSE JOHANNESBURG STOCK EXCHANGE**

**JSE AD Web Portal**

[Login](#) | [Request Password Reset](#) | [Confirm Password Reset](#) |


**Confirm Password Reset**

UserName:

Temp Password:

New Password:

Confirm New Password:



[Generate New Image](#)  
[Get Audio Code](#)

Type the code from the image

[Confirm Password Reset](#)

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Your password will be reset and you will be able to access the new CAPAD Returns application.

**In order to gain access to Production of the CAPAD Member Return, please follow the below instructions.**



The application may be accessed in the same manner which you access this currently, i.e. by clicking on the Extranet tab on the JSE Website: <http://www.jse.co.za> (see screenshot 3 below)

**JSE JOHANNESBURG STOCK EXCHANGE**

SEARCH: Enter Search Phrase [SEARCH] >>

LOGIN: Enter User Name [Enter Password] [LOGIN] >>

SIGN UP >> FORGOT PASSWORD >> CONTACT US >> MY JSE >>

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\*Effective 1 May 2012 for a 6 month period.

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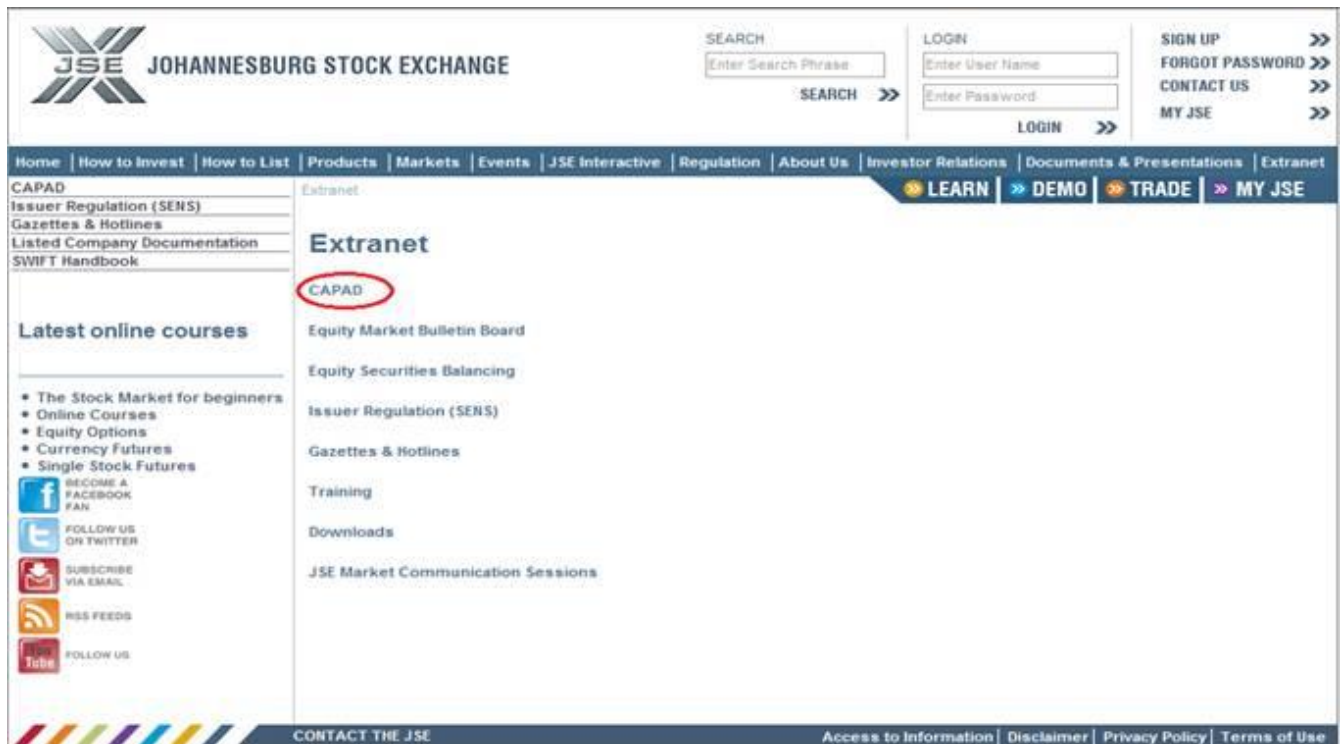
**Quick Links**

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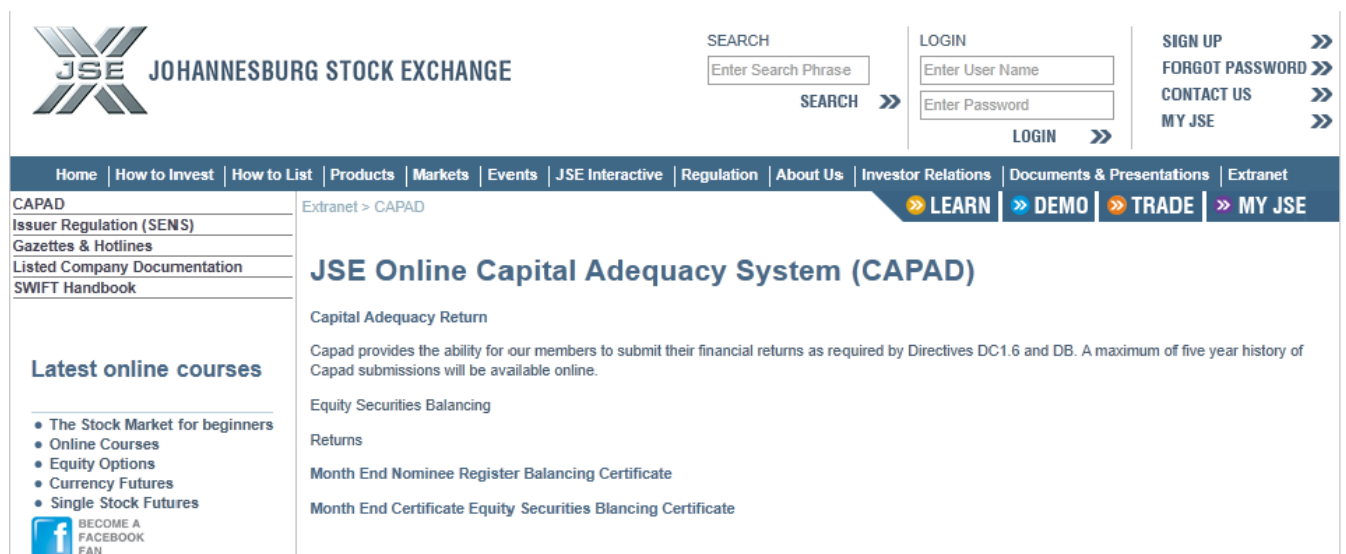
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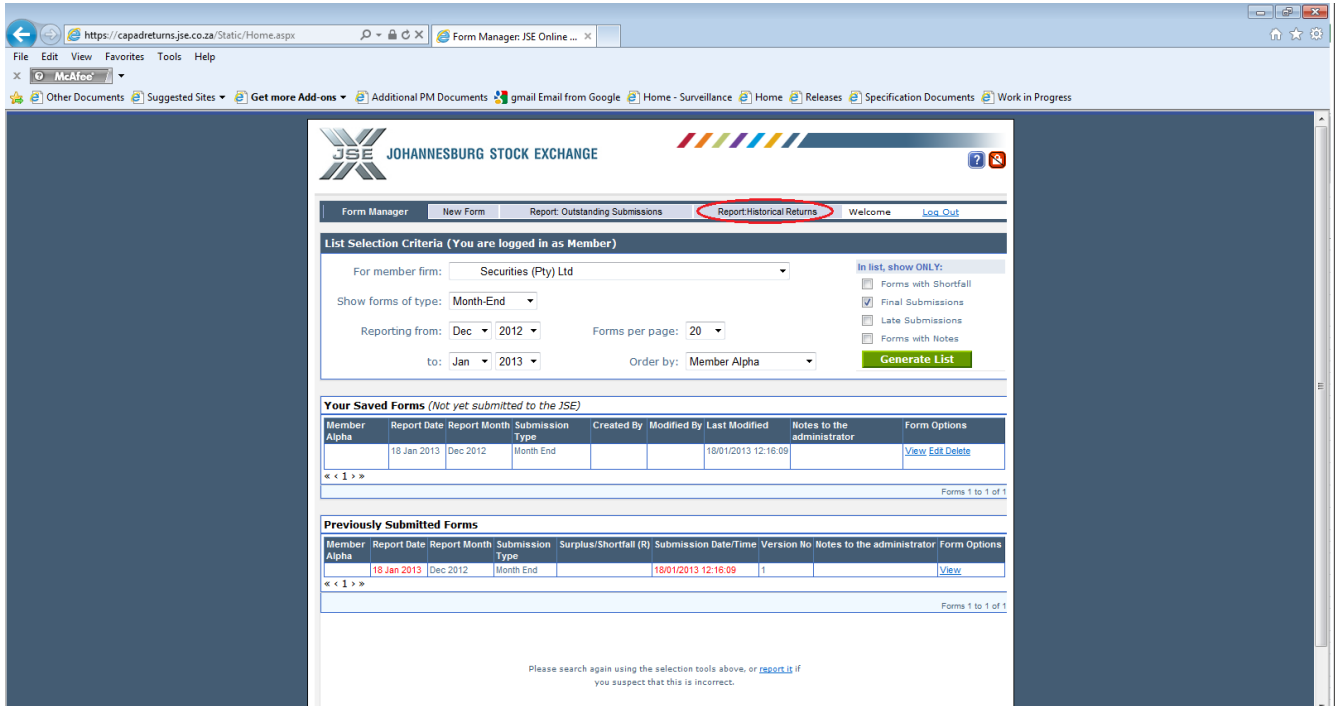
Once you have clicked on the Extranet tab you will be taken to Extranet page, where you are required to navigate to the CAPAD hyperlink depicted in screenshot 4 below



You will be directed to the JSE Online Capital Adequacy System (CAPAD) page. You will then click on the Capital Adequacy Return – CAPAD hyperlink as depicted in screenshot 5 below.



You will now be able to view all of your historical submissions by navigating and clicking on the Report: Historical Returns tab as depicted in screenshot 6 below.



The screenshot shows the JSE Online Form Manager interface. The 'Report: Historical Returns' tab is selected and highlighted with a red circle. The interface includes a navigation bar with tabs: 'Form Manager', 'New Form', 'Report: Outstanding Submissions', 'Report: Historical Returns', 'Welcome', and 'Log Out'. Below the navigation bar, there is a section for 'List Selection Criteria (You are logged in as Member)' with various filters and a 'Generate List' button. Below this, there are two tables: 'Your Saved Forms (Not yet submitted to the JSE)' and 'Previously Submitted Forms'.

**List Selection Criteria (You are logged in as Member)**

For member firm:  In list, show ONLY:

Show forms of type:  ☐ Forms with Shortfall

Reporting from: Dec 2012 to: Jan 2013 Forms per page: 20 ☒ Final Submissions

Order by: Member Alpha ☐ Late Submissions

☐ Forms with Notes

**Your Saved Forms (Not yet submitted to the JSE)**

Member	Report Date	Report Month	Submission Type	Created By	Modified By	Last Modified	Notes to the administrator	Form Options
Alpha	18 Jan 2013	Dec 2012	Month End			18/01/2013 12:16:09		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Forms 1 to 1 of 1

**Previously Submitted Forms**

Member	Report Date	Report Month	Submission Type	Surplus/Shortfall (R)	Submission Date/Time	Version No	Notes to the administrator	Form Options
Alpha	18 Jan 2013	Dec 2012	Month End		18/01/2013 12:16:09	1		<a href="#">View</a>

Forms 1 to 1 of 1

Please search again using the selection tools above, or [report it](#) if you suspect that this is incorrect.