



@CCSREPS.COM EMAIL ACCOUNT SET UP

NAME OF REGISTERED REPRESENTATIVE: _____

CCS Registered Representatives are required to maintain an email address for purposes of securities, investment advisory and other business supervised by CCS. This email account must be through or linked to the CCS Email Platform @ccsreps.com.

SECTION 1: USE OF ELECTRONIC COMMUNICATION

1. List all current **email accounts** used for securities, investment advisory or other activities requiring CCS supervision, outside business activities or personal use:

Email Account Address:

Purpose (check all that apply)

Activities Supervised by CCS Personal Outside Business

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2. Do you use a **personal electronic device** (i.e. Blackberry) to discuss or conduct securities, investment advisory and other business supervised by CCS, outside business activities or personal use?

Yes* No ***A personal electronic device form must also be completed.**

Describe Device:

Purpose (check all that apply)

Activities Supervised by CCS Personal Outside Business

If yes, are emails sent from or received on the personal electronic device captured and retained in your Branch's books and records? Yes No

SECTION 2: @CCSREPS.COM EMAIL ACCOUNT SET UP/LINKAGE

The **@CCSREPS.COM** email service enables you to access your email remotely via the internet or through Outlook, Outlook Express and many other email software products. If you have a registered domain name you can continue to use this email address and your emails will be linked to the CCS Email Platform. If your email account is through an Internet provider (Yahoo, AOL, Verizon, etc.) you will be required to set up and use a **@CCSREPS.COM** account.

CHOOSE ONE OF THE FOLLOWING AND PROVIDE REQUESTED INFORMATION:

I have a registered domain name and am providing the following information in order to link my email accounts to the CCS Email Platform.

Domain Registrar(s)

Domain Name(s)

SECTION 3: RR CERTIFICATION:

Please circle any statement that you are NOT certifying to and for each item provide a written statement detailing the exception.

- All email accounts that I use to discuss or conduct securities, investment advisory or any other business requiring CCS supervision, approved outside business activities or for personal or other use are listed above.
- I understand CCS Policies and Procedures require that I establish an email account that is linked to the CCS Email Platform and to use this linked account exclusively for discussing or conducting securities, investment advisory or any other business requiring CCS supervision, with the public.
- I understand that federal broker-dealer recordkeeping laws and FINRA rules require CCS to capture and supervise all emails to and from the public regarding securities, investment advisory or any other business requiring CCS supervision.
- I understand that should any securities, investment advisory or any other business requiring CCS supervision-related emails be sent to an email address not linked to the CCS Email Platform, I will immediately forward the email to my @ccsreps linked email account.
- I understand that the email accounts listed above will be subject to supervision to ensure that all securities, investment advisory or any other business requiring CCS supervision-related emails have been directed through an account linked to the CCS Email Platform.
- All personal electronic devices (ex. Blackberry) that I use to electronically communicate with the public to discuss or conduct regarding securities, investment advisory or any other business requiring CCS supervision, approved outside business activities or for personal or other use are listed above.
- I understand that the use of personal electronic devices to electronically communicate with the public to discuss or conduct securities, investment advisory or any other business requiring CCS supervision is only allowed if the emails are captured on the CCS Email Platform.
- I understand that I am prohibited from using personal electronic devices that are not linked to the CCS Email Platform to discuss or conduct securities, investment advisory or any other business requiring CCS supervision.
- I understand that CCS Policies and Procedures prohibit the use of text messaging or instant messaging to discuss or conduct securities, investment advisory or any other business requiring CCS supervision.
- I understand that Chat Rooms and Message Boards are publicly accessible and CCS Policies and Procedures prohibit their use to discuss or conduct securities, investment advisory or any other business requiring CCS supervision.

CERTIFIED THIS _____ DAY OF _____, 20_____

BY _____ PRINTED NAME _____