<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Login Page</td>
</tr>
<tr>
<td>04</td>
<td>Home Channel</td>
</tr>
<tr>
<td>05</td>
<td>Overview</td>
</tr>
<tr>
<td>06</td>
<td>Editing Your Home Channel</td>
</tr>
<tr>
<td>07</td>
<td>Dashboard Channel</td>
</tr>
<tr>
<td>08</td>
<td>Overview</td>
</tr>
<tr>
<td>09</td>
<td>Setting Up Your Quotations Preferences</td>
</tr>
<tr>
<td>10</td>
<td>Price History Window</td>
</tr>
<tr>
<td>11</td>
<td>Market Updates Window</td>
</tr>
<tr>
<td>12</td>
<td>Creating Workspaces and Tabs</td>
</tr>
<tr>
<td>13</td>
<td>Workspaces: Adding Data</td>
</tr>
<tr>
<td>14</td>
<td>Linking Price History and Market Updates</td>
</tr>
<tr>
<td>15</td>
<td>Formula Builder</td>
</tr>
<tr>
<td>16</td>
<td>Set Up Email Alerts</td>
</tr>
<tr>
<td>17</td>
<td>Set Up Price Alerts</td>
</tr>
<tr>
<td>18</td>
<td>Set Up Market Alerts</td>
</tr>
<tr>
<td>19</td>
<td>Set Up Summary Alerts</td>
</tr>
<tr>
<td>20</td>
<td>Windows: European Gas Fundamentals</td>
</tr>
<tr>
<td>21</td>
<td>Windows: Trades Summary</td>
</tr>
<tr>
<td>22</td>
<td>Windows: Forward Prices</td>
</tr>
<tr>
<td>23</td>
<td>Reports Channel</td>
</tr>
<tr>
<td>24</td>
<td>Overview</td>
</tr>
<tr>
<td>25</td>
<td>Support</td>
</tr>
</tbody>
</table>

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To log in please go to https://subscriber.icis.com

1. Enter your **user name** (the email address you used to register for the service) and **password**.

   - **Tick the Stay logged in box** so you don’t have to enter your details every time you log in.

2. If you have forgotten your password, you can reset it by clicking on the **Reset password** link.

3. Enter your email address in the box and click submit.

4. You’ll receive an email with a link prompting you to enter your new password.

   - **Register a new account**: This will open the New ICIS User Registration window. Fill in the details requested to set up your account.
Home Channel
The Home Channel provides users with instant access to data, market updates, expert insights, prices and charts on a single page.

The Home Channel will be set up based on your subscription.

If you have entitlement to fewer than six reports, your home screen prices and charts will pre-populate with those price assessments. If you have more than six reports, at first login you will be prompted to select which reports you want displayed for both pricing and charting.

The Pricing window shows the price of your commodities. For each assessment, we show you the mid, high and low price. The green and red arrows highlight changes from the last assessment instantly. You can change the assessments you see at any time.

The homepage can display up to 20 price series at the same time.

The Latest News window shows real-time, business-critical information that enables you to make vital decisions. The articles shown are based on your subscription. Click on the title to read the full article.

The Insight and Analysis window shows in-depth, forward-looking analytical content, giving you a broader view of the major developments across the chemicals markets and industry. The articles shown are based on your subscription. Click on the title to read the full article.

The Charting window shows the price movements of your commodities over the past six months. You can change the charts you see at any time. The Home Channel can display up to six charts.

The Home Channel can display up to six charts.

Find contact details for the ICIS client success team here. If the ‘live chat’ option is enabled, initiate a chat with an agent. If the option is greyed out, please try again later.

Click here to:
• Change your password or language preferences
• View our cookie and privacy policy, and terms and conditions
• Log out

View announcements from ICIS and any correction notices for reports here.

Access our help and support pages, information about ICIS methodologies used by our editors, and ICIS’ publishing schedule here.

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Editing Your Home Channel

Charting
- To choose different commodities, click the 'settings' button at the top right-hand side of the Charting window.
- To remove charts, click on the 'bin' icon.
- To add charts, click on '+' Choose Charts'. Select the commodity and region (if applicable). Then you can toggle on the commodities you want displayed.

Pricing
- To choose different commodities, click the 'settings' button at the top right-hand side of the Pricing window.
- To remove prices, click on the 'bin' icon.
- To add prices, click on '+' Choose Prices'. Select the commodity and region (if applicable). Then you can toggle on the commodities you want displayed.
Dashboard Channel
The **Dashboard Channel** displays the dashboard view with Home and Workspace tabs.

If you are a first-time user, a welcome message will pop up. When you close that message, you will be automatically directed to the Quotations Preference Window in your Home Channel. Here you’ll be able to select what you would like to see on your Dashboard.

Need help? Our Client Success team is now on hand at the click of a button. This will open the Live Chat window. If a member of the team is not available via the chat this will open a new email window for you to send your enquiry.

Click on the icon to access correction messages.
In the **Quotations Preferences** window, you can find quotes in three different ways:

1. **Use the search quotes box**: enter your search term and click on the search button to the right.
2. **Find the report that you need**: in the **ALL REPORTS** drop-down menu and click on search. The results will display quotes related to that report.
3. **Click through the pages**: at the bottom of the window to browse all available quotations.

Once you find the quotations you are interested in, make your selection by ticking the boxes on the left of the quote name. Then, click **Done** when you have finished your selection. The quotes will appear in your Quotations window.
Once you have selected your quotes, you can decide which of these you wish to see price history and related news for. You can do this by selecting the tick box next to the quote. The information will then automatically appear in the Price History and Market Updates window.

Click on the **Settings** icon to edit data that you want to chart. The **Settings window** allows you to edit the currency, unit, date range and frequency for your selected quotes.

To add a secondary axis with different currencies and units, tick this radio button to enable your selection in the fields underneath.

Keep in mind that when comparing different quotes, the units of the selected quotations must be the same or you will get an error message in the Price History window. Click on the Settings icon to resolve the error.

Hover over the points on the chart that you want to see details for.

Click here to view the High, Low and Average of the price series charted.

Links back to the corresponding price report where the listed quotation is published.

To display this price history comparison, the currency of all selected quotes on each axis must match unless a specific conversion currency is chosen. The same is true for the selected unit of measurement. Click on the configuration icon above to change the currency or unit of measurement to display the graph.

Click on the **Settings** icon to edit data that you want to chart. The **Settings window** allows you to edit the currency, unit, date range and frequency for your selected quotes.

To add a secondary axis with different currencies and units, tick this radio button to enable your selection in the fields underneath.

Click on the **Settings** icon to edit data that you want to chart. The **Settings window** allows you to edit the currency, unit, date range and frequency for your selected quotes.
The Market Updates window displays news articles based on your settings.

1. Based on the default setting, you will see related news to your selections in the Quotations Home window.

2. You can change this view to see all news that you are subscribed to, or search for specific content by making the relevant selection.

3. Click on the ⚙️ to set up your email alerts. There are three types of alerts: Price Alerts, Market Alerts and Summary Alerts.
The Home Channel is a fixed feature. You’ll be able to easily navigate your way from here and create additional workspaces for your markets.

1. Create additional workspaces by clicking on the + button shown. Up to 15 workspaces can be created. The order of the workspaces can be rearranged by clicking on the tab, dragging and dropping (although they cannot be placed to the left of the Home tab, which will always remain the first tab).

2. You can now rename your workspaces by clicking on the triangle icon on the workspace tab. This will also provide you with the options to add data, duplicate workspace or delete workspace.

The name of the workspace can be edited by double-clicking on the tab and renaming in the pop-up dialog box.
Adding data to your workspaces allows you to personalise your workspaces with additional windows.

1. Add a new window by clicking on Add data to workspace. A pop-up window that allows you to make your selections will appear.

2. You can add one Quotations window per workspace only. This window will always remain at the top of the workspace. You can add multiples of the other windows (up to a total of 11 per workspace).

3. Windows can be rearranged by dragging and dropping.

Windows icons options:
- Download
- Gear icon - change settings for the data you want to display in the window
- Flexible Windows
- Minimise
- Close - delete from workspace
When adding Price History and Market Updates windows to any workspace except your Home workspace, you have two options:

1. You can display information related to the quotes you selected in the Quotations window by clicking on the "Link to selected quotations" button. If you choose this option, the link icon will appear closed to indicate the connection to the Quotations preference window.

2. You can display information related to other quotes within your subscription. Click on the "Select new quotations" button to make your selections. If you choose this option, the link icon will appear broken to indicate that the information is not connected to the Quotations window.
The Formula Builder allows you to effortlessly create and track your contracts as market prices shift, by integrating your formulas into your Dashboard. You can configure and save your formula, to benefit from instantly updated price series and contract prices, all in one place.

The Formula Builder is available with all Dashboard subscriptions.

1. In the Quotations window, click on the f(x) icon.

2. Click on the arrow for Create New Formula and follow the steps.

3. Add Formula Name and pick your Currency, Units and Frequency.

4. Click on Select Quotations and pick the quotations that you will need to build your formula; add a quote label for each to help you when integrating.

5. Choose Price Type required.

6. Build formula using the numeric values, calculation operators signs and chosen quotations.

7. Click Evaluate.

8. Click Save formula – this is added to the Quotations Window by default.
You can now set up personalised alerts and manage your preferences in one place. Customise your preferences at any time – easily enable new alerts or disable ones that you don’t need.

There are three types of alerts which you can set up:

1 **Price Alerts**
   - Notifications informing you of changes in your price assessments or formulas, triggered by the criteria that you choose.

2 **Market Alerts**
   - Real-time news notifications on individual commodities about price changes and events affecting prices.

3 **Summary Alerts**
   - A single email summarising your selected alerts. Tailor frequency, date and time to best suit your information needs.

You should be able to see new 📣 icons in the navigation bar, the Market Alerts window and the Quotations window on the Home Channel. If they cannot be seen on your platform you may need to refresh your browser by clicking CTRL+F5. You should then be able to view all the new icons.

To set up your Email Alerts, click on the Bell icon found under the ‘Quotations for Home’ and ‘Market Updates’ windows. Alternatively, go to ‘Alerts’ under Tools & Services in the main navigation.

Email alerts will be sent from alerts@icis.com. Make sure that you exclude this address from your spam filters in order to have timely access to your selected market updates.
To set up an alert, click on the [Create New] button on the Email Alerts window or click on the [ ] in the Quotations window for your chosen price assessment.

This will open the Create New Price Alert window.

1. Enter a name for your alert.

2. Use the Search Quotes function to find the price you subscribe to, then select it in the list of results.

   You can also set up a Formula Alert by selecting one from your saved Formulas. Click on the [ ] icon to open the list.

3. Configure the change criteria that will trigger your alert since the last assessment.

   You have three options to trigger your alert:
   1. Any change in price.
   2. Price increases, decreases or changes by a specified percent.
   3. Price rises above, falls below, or changes by a specified value.

4. Set the delivery criteria for your alert and specify a time and date.

   You can choose to receive the alert: Daily, Weekly, Monthly or On Publication.

5. Once you have made your selection, click Save Alert.

All the Price Alerts that you set up will be listed in the Price Alerts section.
To set up your market alerts, follow the steps below:

1. Search for the market you subscribe to by using the search function or by scrolling through the list.
2. Select the commodity and region that you want to receive the market alerts for by clicking on the button. The button will turn to to show that the alert is active.

Tick the box to show active alerts only.

Email alerts will be sent from alerts@icis.com. Make sure that you exclude this address from your spam filters in order to have timely access to your selected market updates.
You can choose to receive a single email summarising your chosen alerts and tailor the frequency and time to your needs.

To receive **Summary Alerts emails** follow the steps below:

1. Tick the *Add to Summary* check box in your *Price Alerts list*. Your alerts will automatically appear in your *Summary Alerts list*.

2. Activate your **Summary Alerts** by clicking on the on/OFF button. The button will turn to on/OFF to show that the alert is active.

3. Set the delivery criteria for your **Summary Alerts email** and specify a time and date.

4. Once you made your selection click on the **Update button**.

You can also choose to receive **Summary Alerts** instead of individual emails for your alerts if you prefer to receive one email instead of individual alerts.

You can do this by following these steps:

1. Add your alerts to **Summary** by ticking the box in the *Price Alerts list*.

2. Deactivate on/OFF your individual *Price Alerts*.

3. Make sure the **Summary Alerts button** is active.
European Gas Fundamentals information is available on the ICIS Dashboard alongside ICIS European gas price assessments. You’re able to see EU gas fundamentals data at a country by country level, which gives you a better understanding as to what is driving the gas prices.

This window is only available to those with subscriptions to the ICIS European Spot Gas Markets or ICIS European Gas Markets reports.

1. One way to access the EU Gas Fundamentals data is to add the dedicated pre-defined workspace. Click on the + button, select Gas and then select **EU Gas Fundamentals**. The EU Gas Fundamentals pre-defined workspace will then appear to the right of your Home tab.

2. You can also add the EU Gas Fundamentals windows by clicking on the **Add data to workspace** button.

3. This will bring up a menu. To view EU Gas Fundamentals data tables, select **European Gas Fundamentals** and to view EU Gas Fundamentals data charts, select **Gas Fundamentals Country Insight**.

4. Once you click Add, a sub-menu will appear and you can select which type of fundamentals you want to view.

5. All fundamentals windows can be changed via the settings icon. This allows you to select the country, units and data range.

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On the Trades Summary window, you can see trades data by market hub and contract type including total traded volumes, indices, VWAPs, highest and lowest traded prices, as well as the total number of trades.

This window is only available to those with subscriptions to the ICIS European Spot Gas Markets or ICIS European Daily Electricity Markets reports.

1. You can add the trades windows by clicking on the **Add data to workspace** located under the Home tab.

2. You will also find the trades window in the gas and power market pre-defined workspaces.

3. Once you have added the trades window to your workspace, you can choose your settings. You can select your commodity, contract type, currency, unit and date range. Once finished, click **Update**.

4. Adjust your preferences by selecting the **Settings** icon.

5. Click on the blue arrow on the left to view a graphical analysis of volume ranges, volume weighted average prices, total volumes and number of trades.

6. Download the underlying data by clicking the **Download icon** at the top right hand corner and select your chosen format.

To download one year’s worth of data for a market, make sure that you have clicked on the arrow to expand data and graphics for that market.
The Forward Prices window allows you to visualise all the forward contract prices for a given commodity and market on a chart, alongside a table of prompt and curve assessments.

This window is only available to those with subscriptions to the ICIS European Spot Gas Markets and ICIS European Daily Electricity Markets reports.

1. The Forward Prices window can be accessed via the Add data to workspace button.

2. Once the Forward Prices window is added to your workspace, you must select your preferred settings by either clicking Select Setting or selecting the Settings icon.

3. Select your commodity, location, price type, date, currency and unit using the drop-down menus. When you are finished with your selections, click Update.

4. The Forward Prices window will then populate with your preferences. You will see a chart of all the forward prices for your selected commodity and market.

   For each bar, the height represents the price and the width represents the length of the period.

5. You can download the underlying data as well as the graph by clicking on the download icon at the top right hand corner and selecting the format you require.

   Hover over each bar to see the exact price for each period. This can also be viewed in the table to the left.

   Hide the table to expand the graph view by clicking on the arrow icon.
Reports Channel
By clicking on the **Reports tab** on the top navigation bar, you can switch the view to see a list of reports you have subscribed to. This view allows you to search for reports, view them online or download them as PDFs. Also, here you can view a reports archive, select favourite reports and set up report alerts.

1. Search by keyword in the **Search Reports box**. You have the option to apply filters to the results.

2. Click on the **arrow icon** on the right side of each commodity name to expand the view and see all reports available as part of your subscription.

3. You can download all the reports included in your subscription by clicking on the **Download All Latest Reports** button.

- Select viewing mode (online, PDF, Excel where available).
- The **Star icon** allows you to make a report a favourite. This will be saved on the **My Favourites** view in the left menu.
- The **Envelope icon** allows you to turn on email alerts, letting you know when the latest report is available.
- The **Calendar icon** allows you to select the date of the report. There are 12 issues of archive available.
- Links to ICIS’s full list of available reports hosted on our external website.
- Links to the **methodology** details for ICIS reports, hosted on our external website.

To download multiple reports click on **Select** and then on the **download button** at the bottom of the page.
If you need help setting up your Home or Dashboard channels, or have any questions about our products, please contact the Client Success team using the details below.

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