



How do I save a local XML copy of Form 102?

This document provides an overview of the steps needed to save a local XML copy of the Form 102 data.

Process

1. Once Form 102 has been submitted, please select the [Download XML] button in order to save a local XML copy of the data. Saved copies of 102 data can be loaded to the 102 Portal Form. Do not change the name of the file or format of the XML if the file is Saved As.

The screenshot shows the 'FORM 102 Submission Confirmation' page. It contains the following text: 'The following submission was received and is being processed by the Commodity Futures Trading Commission. Please print this Confirmation Page for your records.' Below this, there are fields for 'Submission: Form 102', 'Submission Number:', 'Submission Date and Time:', 'Organization Type: Futures Commission Merchant (FCM)', 'Organization Name:', 'Submitted By:', and 'Email Address:'. At the bottom of the page, there is a 'Download XML' button with a red arrow pointing to it. Below the page, a file save dialog box is open, showing the text 'Do you want to open or save [filename] from [source]'. The dialog box has 'Open', 'Save', and 'Cancel' buttons, with a red arrow pointing to the 'Save' button.

If you require assistance with a copy of XML data, please contact OCRTechSupport@cftc.gov.