**User Registration and Account Application – CITSS**

**User Registration (STEP 1)**
- Data Entry into CITSS
- Print Hard Copy Forms
  - Submit via Mail
- KYC Check
  - Approval
  - Denied*

**User Profile Management**
- Login to CITSS to view your “My User Profile”
  - Modify & Edit User Profile Information
  - Approval
  - Denied

**Account Application (STEP 2)**
- Data Entry into CITSS
- Print Hard Copy Forms
  - Submit via Mail
- Application Review
  - Select a PAR, and up to 4 AARs
  - Approved
  - Denied

**Account Management**
- ARB Issues Account(s) to the Entity
  - (note: entities receive accounts based on entity types)
- Modify & Edit Entity Information
  - Approval
  - Denied
  - Add or change AVAs

**Key:**
- **Know-Your-Customer Checks** involve receiving & reviewing hard copy forms mailed by the registrants. Employees of covered entities have another option for submittal.
- **Approvals or Denials** are done by the Jurisdictional Registrars. Users receive an email for approvals/denials. After approval of user registration, edits that require Jurisdictional approval include changes to your name, date of birth and primary address. *(note: some approvals require entities to provide additional supporting materials that document the changes.)*
- **KYC Check** Involves online data entry on the CITSS website.
- **Print Forms** Involves printing and completing hard copy forms that are generated during online CITSS data entry.
  - The user can’t re-register if the 1st KYC check determined a felony.

**Not all approved CITSS users will complete the following process.**

**Application Review** involves reviewing and processing account applications and associated entity attestation and corporate associations forms; and consolidated entity account (CEA) forms, if applicable.

- **Primary Account Representative (PAR)** is an individual authorized by a registered entity to make submissions to CITSS (each account needs 1 PAR).
- **Alternate Account Representative (AAR)** is an individual designated to take actions on an entity’s accounts (up to 4 AARs).
- **Account Viewing Agents (AVA)** individuals designated to view accounts, but can’t make edits (5 AVAs).