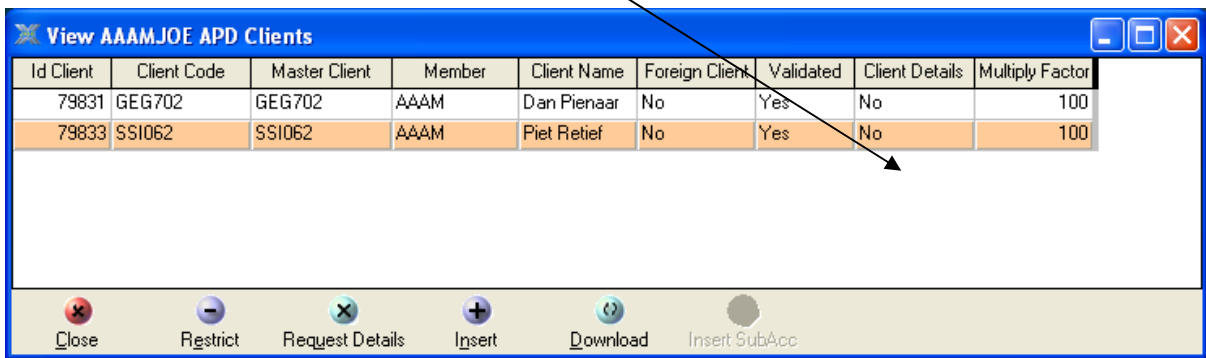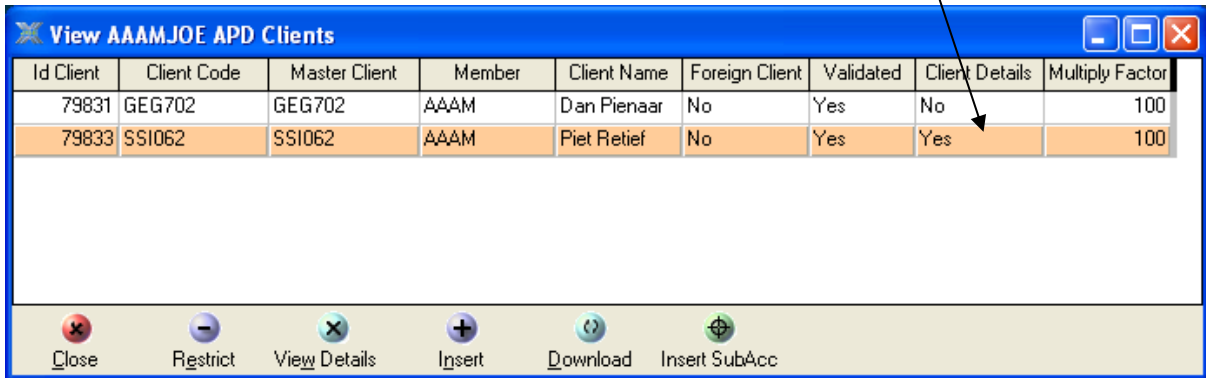**PROCESS DEFINED IN ORDER TO LOAD CLIENT SUB-ACCOUNTS**

1. Provide the necessary supporting documentation and forward the request to commodities@jse.co.za in order for the JSE to enable client sub-accounts on a master client code.
2. Once the Commodities Division has activated and flagged the specific client to allow sub-accounts you need to add client sub-accounts via the Nutron front end.
3. Go to "**Agris Views", "APD View Clients"**. Select the client that have been flagged to allow sub-account.

4. If the "**client details**" is **NO** then you first have to **"Request Details"** to change it to **YES** because the **"Insert SubAcc"** only activates when the client details can be accessed

5. Select **"Insert SubAcc".** The following view will appear:

All mandatory fields must be completed before the client sub-account will be inserted.

Your client sub-account will be added once you've Clicked the **"OK"** button and then you will get a pop-up message asking you if you would like to load another client sub-account.

6. You also get a pop-up message to give you the new client sub-account code which will appear on your client list.

7. You still have to validate this new client sub-account.

The new client sub-account code will be in the **"Client Code"** column and the master client code next to it.