

USER GUIDE – ANNOUNCEMENTS

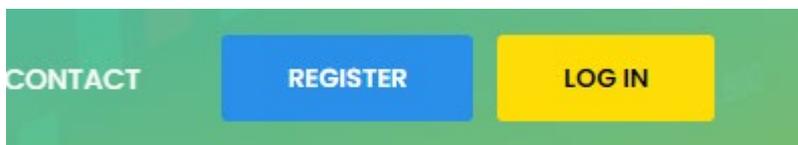
February 2024

USX Issuers are able to post announcements for any securities connected to their firm.

This user guide explains the steps required to post such announcements.

Log in

1. Go to www.usx.co.nz
2. Click 'LOG IN' at the top right of the home screen



3. Enter your user name and password provided
4. You will be taken to the portal and presented with the quote sheet.

Click on 'Details' next to your security

5. Select 'Details' next to your security on the quote sheet in the portal. Once selected, the following Issuer page will open.

Test Issuer 2
minimum 4000 shares

USX

Number Of Shares Issued:	1,000	Last Financial Year EPS:	0.25
Market Capitalization:	1,500	P/E Ratio:	6.00
Last Price:	1.5000	Last 12 Months Gross Dividend Yield:	22.37%

Market **Information** Announcements TradeHistory Trade

Last Price	1.5000	Previous Close	1.5000	Daily Range	-
Volume	-	30 Day Average Volume	-		

BIDS			OFFERS			TRADES		
Quantity	Price	MPID	Quantity	Price	MPID	Quantity Executed	Price	Time
50	1.5000		13	1.6000	MM	10	1.5000	14/12/2023, 17:09:18 PM
70	1.5000	MM	100	1.6100		5	1.2900	19/10/2023, 18:27:25 PM

6. Select 'Announcements' to open the announcements tab.

7. click on 'Create Template'.

The screenshot shows the 'Test Issuer 2' page with the 'Announcements' tab selected. The 'Create Template' button is highlighted with a red dashed box. Below the navigation tabs is a table of announcements.

ID	Date Published	Title	Categories	Securities	Details	User	Published Status
65ba99b09eeb219625e309f4	01/02/2024, 08:04:50 AM	dw test	General Announcement	Is2, Is2b	👁	info@usx.co.nz	Published 🗑
65b2dec9ca23db417cfd0bad	26/01/2024, 11:21:28 AM	test4	Interim Report	Is2, Is2b	👁	david@usx.co.nz	Published
65b2de66ca23db417cfd0b90	26/01/2024, 11:20:06 AM	Test3	Interim Report	Is2	👁	info@usx.co.nz	Published 🗑
64f77e21c09ecb954e219e07	06/09/2023, 07:15:11 AM	TEST 23	General Announcement	Is1, Is2	👁	david@usx.co.nz	Published
65bc015b9eeb219625e30a18				Is2	👁	info@usx.co.nz	Unverified 🗑

Enter Your Announcement

8. The following Announcement Template needs to be filled in appropriately:

The 'Edit Template' form includes the following fields and instructions:

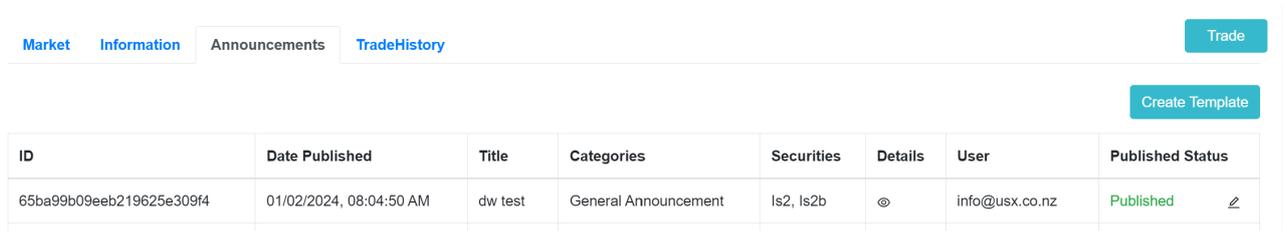
- Attachments:** Upload attachments... (Browse)
- Title:** Enter the Title of your announcement.
- Security:** Select your firm's security. If your firm has more than one security, choose all that the announcements relates to.
- Category:** Select the appropriate category of your announcement.
- Body Text:** Enter any body text for your announcement.

Buttons: Publish

9. Once completed, click on 'Publish' to post your announcement.

Editing Announcements

10. To edit an announcement after it's been posted click on the "pen" icon as shown below

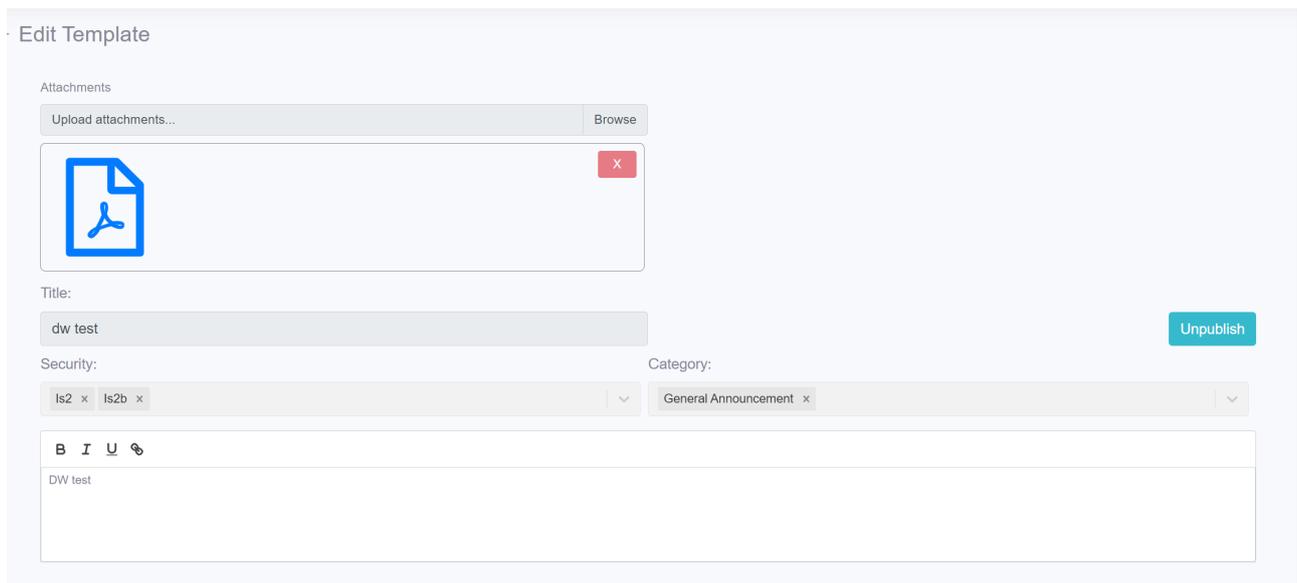


Market Information **Announcements** TradeHistory Trade

Create Template

ID	Date Published	Title	Categories	Securities	Details	User	Published Status
65ba99b09eeb219625e309f4	01/02/2024, 08:04:50 AM	dw test	General Announcement	Is2, Is2b	👁	info@usx.co.nz	Published 

11. This will open the edit template page



Edit Template

Attachments

Upload attachments... Browse



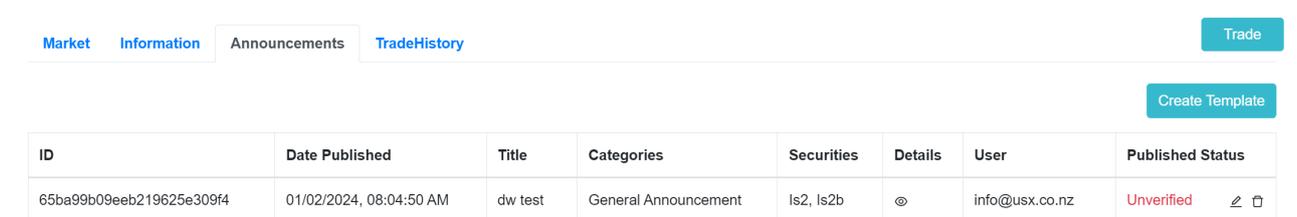
Title: dw test Unpublish

Security: Is2 x Is2b x Category: General Announcement x

B I U 

DW test

12. Select Unpublish which will close the edit template page and show the announcement as Unverified per the below



Market Information **Announcements** TradeHistory Trade

Create Template

ID	Date Published	Title	Categories	Securities	Details	User	Published Status
65ba99b09eeb219625e309f4	01/02/2024, 08:04:50 AM	dw test	General Announcement	Is2, Is2b	👁	info@usx.co.nz	Unverified  

13. Open the announcement by selecting the "pen" icon as noted in step 10, make your edits and then click the publish button per step 9.

Deleting Announcements

To delete an announcement, follow steps 10, 11 and 12 above and click on the “Bin” icon.

ID	Date Published	Title	Categories	Securities	Details	User	Published Status
65ba99b09eeb219625e309f4	01/02/2024, 08:04:50 AM	dw test	General Announcement	Is2, Is2b	⊙	info@usx.co.nz	Unverified  

Assistance

As always, the USX is happy to assist with publishing or editing announcements should you have any issues.

Contact us on info@usx.co.nz or 0508 865478