

MEMO# 19870

March 21, 2006

Colleague Access - Pilot Program

©2006 Investment Company Institute. All rights reserved. Information may be abridged and therefore incomplete. Communications from the Institute do not constitute, and should not be considered a substitute for, legal advice. [19870] March 21, 2006 TO: ACCOUNTING/TREASURERS COMMITTEE No. 4-06 RE: COLLEAGUE ACCESS - PILOT PROGRAM At the recent Accounting/Treasurers Committee meeting, we demonstrated "Colleague Access," a new service providing you, the committee representative, the ability to grant access to online committee materials for a limited number of your colleagues. Colleague Access makes it much easier to share ICI memos with your co-workers and staff. Colleague Access is now available for the Accounting/Treasurers Committee on a pilot basis, and we invite you to let us know the names of the colleagues with whom you wish to share access. To activate colleague access, follow these steps: 1) log on to <http://members.ici.org/> 2) click "Accounting/Treasurers Committee" along the left-hand side of the page 3) once on your committee page, click "Set Up Colleague Access" in the upper right-hand corner - this brings you to the main Colleague Access page 4) click "Designate a New Colleague" and follow the instructions to identify your colleagues. A full explanation of the remaining steps is attached to this memo. ICI committee memos often deal with confidential policy topics involving draft comment letters and conference calls. Please understand, therefore, that only a limited number of colleagues may be designated to share access or receive emails. Substitutes who attended last week's committee meeting have been designated already for Colleague Access. Also, please be aware that only committee representatives (not alternates or substitutes) will be able to activate access for their colleagues. We will be operating the service as a pilot test for several weeks, and we would greatly appreciate hearing your feedback. If you have any questions or comments, please contact me (202) 326-5831 or via email at bnewton@ici.org. Thank you. Brent Newton
Manager, Information Services Attachment (in .pdf format)