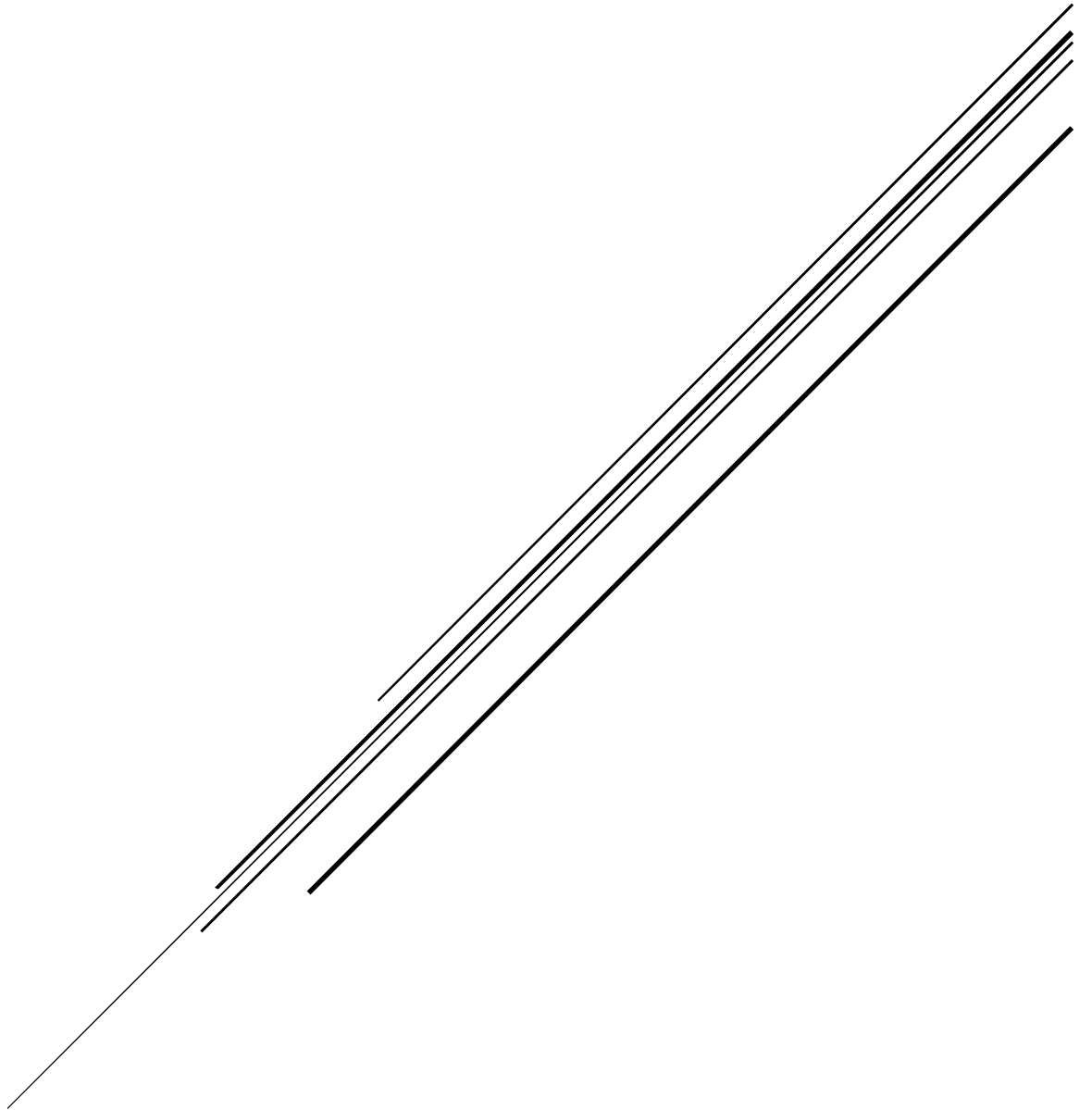# DEALIO SECURITY ADMINISTRATOR'S HANDBOOK

SECURITY ADMINISTRATOR GENERAL RESPONSIBILITIES

There are four levels of security administrators (security admin) that are granted to select Accounting users. Each level of security admin has different responsibilities based on the roles and security properties that they can manage. The general responsibilities of each security admin are as follows.

- The **Office Security Admin** (OSA) serves as the primary contact for non-finance employees within their designated market.

- The **Security Admin** (SA) manages access to reports, inherit and delegation access, finance roles, and grants the Office Security Admin access.

- The **Super Security Admin** (SSA) grants access to administrative functions and can edit a user's login information.

- The **Process Owner** is the owner of the commission process, manages Commission Approver and Agreement Tracker security properties and HR and HRBP roles.

1 SECURITY ADMIN USERS

1.1 OFFICE SECURITY ADMIN

Markets	Name(s)
Atlanta Region	Joshua Perry
Capital Markets	Megan Tooker
Carolinas Region	Joshua Perry
Central Texas Region	Jennifer Lonsford, Kemi (Folakemi) Olugboyega, Ashton Wilburn, Tiffany (Haesoo) Jeong
Florida Region	Joshua Perry
Heartland Markets	Jennifer Harley, Tiffany (Haesoo) Jeong, Tenzin Kyizom, Jennifer Lonsford, Anna Meister
Houston Region	Kemi (Folakemi) Olugboyega, Jennifer Lonsford
Mid-Atlantic Markets	Anna Gorka, Katrina Thomas
Midwest Region	Jennifer Harley, Tenzin Kyizom
New England Region	Frank Fulhan
New Jersey Region	Sherly Casado, Sarah Horner, Kaley Penichet-Khaw
New York Region	Jason Araya, Sarah Horner, Kaley Penichet-Khaw, Bryan Senkel
North Texas Region	Tiffany (Haesoo) Jeong, Jennifer Lonsford, Ashton Wilburn
Northeast Industrial	Jason Araya, Sherly Casado, Sarah Horner, Kaley Penichet-Khaw
Northern California Region	Edith Aguilar, Yvette Erazo
Pacific Northwest Markets	Edith Aguilar, Yvette Erazo
Rocky Mountain Region	Edith Aguilar, Yvette Erazo
S California Region	Yvette Erazo, Edith Aguilar
Tennessee Region	Joshua Perry

1.2   SECURITY ADMINISTRATORS

Markets / Business Lines	Lead	Backup
Canada Markets	Leslie Yu	
Commissions	Elzbieta Steczek	Sania Usmani, John Hobitakis, Brandon Rizzo, Ayeh Affaneh, Thoma Panos, Stephanie Saavedra
Local and Retail Markets	Tanya Watkins	Mechelle Zumbado
Work Dynamics/ Corporate Solutions	Wojtek Kowalczyk	Carrie DeFranco, Michael Anderson

1.3   SUPER SECURITY ADMINISTRATORS

Lead	Backup
Abigail Gargo, Nikhat Khan, Mike Gevin	Tracy Munion
Melanie Russell	Only manages/assigns the Accounting Period security property for the COE (revenue) team

1.4   PROCESS OWNERS

Lead	Backup
Ella Steczek	Sania Usmani, Ayeh Affaneh, Brandon Rizzo, Ayeh Affaneh, Thoma Panos, Stephanie Saavedra

2   DEALIO SPONSOR AND OWNER

The Dealio Sponsor and Owner are not security features or roles within the Dealio application, but representatives for the Dealio application.

Title	Name
Business Sponsor	Ebony Brown
Product Owner	Tracy Munion

3 SECURITY ADMINISTRATOR LEVELS

See the following table for a list of roles and security properties that can be managed by each level of security admin.

Legend
🚫 Unavailable to manage
☐ Available to manage

SECURITY ADMINISTRATORS	OFFICE SECURITY ADMIN	SECURITY ADMIN	PROCESS OWNER	SUPER SECURITY ADMIN
ROLES				
-- (No Access)	☐	☐	☐	☐
Broker Read Only	☐	☐	☐	☐
Broker-Edit	☐	☐	☐	☐
Office Assistant	☐	☐	☐	☐
Accounting	🚫	☐	☐	☐
Accounting Operations	🚫	☐	☐	☐
Finance Business User	🚫	☐	☐	☐
HR	🚫	☐	☐	☐
HRBP (HR Business Partner)	🚫	☐	☐	☐
SECURITY PROPERTIES				
Security Admin	🚫	🚫	🚫	☐
Hide Broker Allocations	☐	☐	☐	☐
Holdback Screen	☐	☐	☐	☐
Senior Analyst (Revenue *$0-$399,999*)	🚫	☐	☐	☐
Manager (Revenue *$0-$1,999,999*)	🚫	☐	☐	☐
Senior Manager (Revenue *<$2,000,000*)	🚫	☐	☐	☐
Commission Approver	🚫	🚫	☐	☐
Agreements Tracker	🚫	☐	☐	☐
Process Owner	🚫	🚫	🚫	☐
Hide Posting	🚫	☐	☐	☐
Office Security Admin	🚫	☐	☐	☐
Super Security Admin	🚫	🚫	🚫	☐
Confidential Client Page	🚫	🚫	🚫	☐
Latin America Posting	*Security Property currently not in use*			
Create New Deals	☐	☐	☐	☐
Block Direct Access	*Security Property currently not in use*			
Accounting Period	🚫	🚫	🚫	☐

SECURITY ADMINISTRATOR LEVELS- TABLE 1

4   ROLES & SECURITY PROPERTIES

Granting access to a security property is dependent on the user's role. The following table provides a list of security properties and which role(s) they can be assigned to.

Legend
🚫 not assignable
☑ assigned by default, **can** be removed
☐ available, not assigned by default
✓ assigned by default, **cannot** be removed
🔲 assignable, read and edit access only (***cannot approve***)

SECURITY PROPERTIES	FINANCE ROLES			NON-FINANCE ROLES				
	Accounting	*Accounting Operations*	*Finance Business User*	*Broker Read-Only*	*Broker Edit*	*Office Assistant*	*HR*	*HR Business Partner*
Security Admin	🔲	🚫	🚫	🚫	🚫	🚫	🚫	🚫
Hide Broker Allocations	☐	☐	☐	☐	☐	☐	🚫	🚫
Holdback Screen	☐	☐	☐	☐	☐	☐	🚫	🚫
Senior Analyst (*$0-$399,999*)	☐	🚫	🚫	🚫	🚫	🚫	🚫	🚫
Manager (*$0-$1,999,999*)	☐	🚫	🚫	🚫	🚫	🚫	🚫	🚫
Senior Manager (*<$2,000,000*)	☐	🚫	🚫	🚫	🚫	🚫	🚫	🚫
Commission Approver	☐	🔲	🚫	🚫	🚫	🚫	🚫	🚫
Agreements Tracker	☐	☐	🚫	🚫	🚫	🚫	☐	🔲
Process Owner	☐	🚫	🚫	🚫	🚫	🚫	🚫	🚫
Hide Posting	☐	✓	✓	🚫	🚫	🚫	🚫	🚫
Office Security Admin	☐	🚫	🚫	🚫	🚫	🚫	🚫	🚫
Super Security Admin	☐	🚫	🚫	🚫	🚫	🚫	🚫	🚫
Confidential Client Page	☐	☐	🚫	🚫	🚫	🚫	🚫	🚫
Latin America Posting	*Security Property currently not in use*							
Create New Deals	☑	☐	🚫	🚫	☑	☑	🚫	🚫
Block Direct Access	*Security Property currently not in use*							
Accounting Period	☐	☐	☐	☐	☐	☐	☐	☐

ROLES & SECURITY PROPERTIES - TABLE 2

5   SECURITY PROPERTY DESCRIPTIONS

The following table provides descriptions of the security property and how they behave with each assignable role.

Security Property	Assignable Role(s)	Description

☑ Security Admin (SA)	• Accounting	• Grants edit access to the following Security submenus.
		   C Access Requests
		   C Delegations
		   C Out Of Scope Employee
		   C Teams

☑ Hide Broker Alloc	• Broker Edit • Broker Read Only • Office Assistant	Hides amounts and percentages allocated to other brokers on the General Deal Info and Due Date/Adjust/Invoicing pages.

☑ Holdback Screen	• All Roles	• Grants access to the following Commission submenus.
		   C Holdback Allocations for Cash
		   C Holdback Allocations for Revenue
		
		• Non-finance roles must be granted access to the holdback name and intersection, can allocate funds, and submit for approval.
		• Holdback allocations can only be approved by an Accounting user with the Commission Approver security property, and the holdback(s) intersection assigned in their Commission Approver intersection access.

☑ Senior Analyst	• Accounting	Able to approve the Finance Audit tab for deals with a total commission between $0 – $399,999. Hide Posting must be unchecked.
☑ Manager	• Accounting	Able to approve the Finance Audit tab for deals with a total commission between $400,000 – $1,999,999. Hide Posting must be unchecked.
☑ Senior Manager	• Accounting	Able to approve the Finance Audit tab for deals with a total commission over $2,000,000. Hide Posting must be unchecked.

☑ Commission Approver	• Accounting	• Grants access to the following Commission submenus.
		   C Commission Adjustments
		   C Compensation Schemas
		       ⌃ Employee Schema
		   C Decentralized Commission
		       ⌃ Approve
		       ⌃ Run recalculations
		       ⌃ Edit calculations
		   C Manual Payment Request
		   C Deferred Compensation Election
		• Dependent on EA Tracker Market intersection access.

	• Accounting Operations	• Grants access to the following Commission submenus.
		   C Compensation Schemas
		       ⌃ Employee Schema
		   C Decentralized Commission
		       ⌃ Run recalculation
		       ⌃ Edit calculations
		• Dependent on EA Tracker Market intersection access.

SECURITY PROPERTY DESCRIPTIONS - TABLE 3.1

Security Property	Applicable Role(s)	Description

☑ Agreements Tracker	• Accounting
	• Accounting Operations
		• Grants edit access to the following Commission submenus.
		
		   C Employee Agreement Tracker
		   C Employee Agreement Upload
		
		• Dependent on EA Tracker Market intersection access.

	• HR • HRBP	• Dependent on EA Tracker Market intersection access.

☑ Process Owner	• Accounting	• Given to a select group of users that own the commission process.
		• Ability to unlock approved commission calculations.
		• Change commission period.
		• Manages the Commission Approver security property.
		• Manages the Agreement Tracker security property.
		
		Access to the following Commission submenus.
		
		   C Commission Adjustments
		   C Upload Commission Adjustments
		   C Compensation Schemas
		      E Employee Schema
		      E Search/Add Schema
		   C Decentralized Commission
		   C Commissions Admin
		   C Manual Payment Request
		   C Manual Payment Approver Page
		   C Upload manual Commission Payment
		   C Deferred Compensation Election
		   C Deferred Compensation Approver Page
		   C Employee Agreement Tracker
		   C Employee Agreement Tracker Upload
		   C Deal Tip Upload

☑ Hide Posting	• Accounting	User **CANNOT** • Post deals • Post adjustments • Edit **or** approve the Finance Audit page • Approve distribution of holdback allocations
☑ Office Security Admin (OSA)	• Accounting	• Serves as the primary security admin for non-finance users within their designated market and business line. • Can assign inherit and delegation access for users in their specific market(s)/business line(s).

☑ Super Security Admin (SSA)	• Accounting	• Modify user login information.
		• Access to the following Security submenus.
		
		   C Access Requests (search and read only)
		   C Delegations (edit)
		   C Out OF Scope Employee (edit)
		   C Teams (edit)
		
		• Edit access to the Deal submenu.
		• Adjust Date & Status

SECURITY PROPERTY DESCRIPTION - TABLE 3.2

Security Properties	Applicable Roles	Description

☑ Super Security Admin (SSA)	• Accounting	• Modify user login information.
		• Access to the following Security submenus.
		   C Access Requests (search and read only)
		   C Delegations (edit)
		   C Out OF Scope Employee (edit)
		   C Teams (edit)
		• Access to the following Deal submenu.
		   C Adjust Date & Status (edit)

☑ Confidential Client Pages	• Accounting	• Used to assign clients as confidential.
☑ Latin America Posting	• Accounting	• Limits deal posting to Brazil markets only - ***currently not in use***
☑ Create New Deals	• Accounting • Accounting Operations • Broker-Edit • Office Assistant	• Allows users to create new deals.
☑ Block Direct Access	• All Roles	• Blocks access to Dealio - ***currently not in use***
☑ Accounting Period	• All Roles	• Allows edit access to the accounting period found on the Admin Page.

SECURITY PROPERTY DESCRIPTION - TABLE 3.3

6   DEFAULT ROLE ACCESS

General security/access not managed by security properties are granted based on the user's role and assigned by default. See the table below for general access granted with each role.

Legend
✓ assigned by default, *cannot* be removed

🚫 not assignable

☐ assignable, not assigned by default

ROLES	Finance Roles			Non-Finance Roles				
	Accounting	*Accounting Operations*	*Finance Business User*	*Broker Read-Only*	*Broker Edit*	*Office Assistant*	*HR*	*HR Business Partner*
DEFAULT PERMISSIONS								
Upload/Delete Documents	✓	✓	🚫	🚫	✓	✓	🚫	🚫
Enter Adjustments	✓	✓	🚫	🚫	✓	✓	🚫	🚫
Access to all tabs	✓	✓	✓	🚫	🚫	🚫	🚫	🚫
Access to all Mkt/BLs	✓	✓	✓	🚫	🚫	🚫	🚫	🚫
Finalize Invoice - US	✓	✓	🚫	🚫	✓	✓	🚫	🚫
Finalize Invoice - Canada	✓	✓	🚫	🚫	🚫	🚫	🚫	🚫
Access to Finance Reports	✓	✓	✓	☐	☐	☐	☐	☐
View Finance Audit Tab	✓	✓	🚫	🚫	🚫	🚫	🚫	🚫
Load WIP Update File	✓	✓	🚫	🚫	🚫	✓	🚫	🚫

ROLE DEFAULT ACCESS - TABLE 4

7 CLIENT, REPORT, AND INTERSECTION ACCESS

Access management of client/accounts, reports and intersections are listed in the following table.

Section Name	Role(s)	Security Property(ies)	Description
Accounts/Clients	All		Used to grant access to specific accounts/clients.
Reports	All		Used to assign access to individual reports. Report access is dependent on report type and user role.
Commission Markets	Accounting **+** Accounting Operations **+**	Commission Approver	Used to grant market and business line access for on the Decentralized page.
Market/BL	Broker Read Only Broker Edit Office Assistant HR HRBP (HR Business Partner)		Used to grant deal level market and business line access.
Office Security Admin	Accounting **+**	Office Security Admin	Used to designate market(s) and business line(s) to an Office Security Admin (OSA).
Holdback	All **+**	Holdback Screen	Used to assign access to specific holdback accounts based on the holdback name, market, and business line.
EA Tracker	Accounting **+** Accounting Operations **+** HR **+** HRBP (HR Business Partner) **+**	Agreement Tracker **OR** Commission Approver	Used to grant access to employee agreements by market and business line.

CLIENT, REPORT, AND INTERSECTION ACCESS- TABLE 5

8 PRIVILEGED PAGES AND SUBMENUS

Name	Required Role and/or Security Property	Access Type
Finance Audit (*Deal level page*)	Accounting **+** Revenue Threshold Accounting Accounting **+** Hide Posting Accounting Operations All Other Roles	Edit and Approve Edit Read-Only Read-Only Unable to access
Access Requests (*Security submenu*)	Accounting **+** SA	View access request history prior to retiring the Request Access page in Dealio.
Manage User Access (*Security submenu*)	Accounting **+** OSA *or* SA *or* SSA	Page used to assign roles, security properties, intersection access, reports, clients.
Delegations (*Security submenu*)	Accounting **+** OSA *or* SA *or* SSA	Page used to grant inherit and delegation access.
Out of Scope Employee (*Security submenu*)	Accounting **+** SA *or* SSA	Security page that allows users to be setup manually in Dealio.
Teams (*Security submenu*)	Accounting **+** OSA *or* SA *or* SSA	Page used to setup teams.

PRIVILEGED PAGES AND SUBMENUS -TABLE 6

9 GRANTING ACCESS

9.1 REQUIRED APPROVALS FOR PRIVILEGED ACCESS

Specific approvals are required for privileged access. All access approvals must be in writing and retained for audit purposes. Ebony Brown is the Business Sponsor and Tracy Munion in the Product Owner.

Requested Access	Required Approval(s)
SECURITY PROPERTY	
Security Admin	Business Sponsor **and** a Super Security Admin
Office Security Admin	Security Admin **and** completion of OSA Training (Tanya Watkins instructor)
Super Security Admin	Business Sponsor
Process Owner	Business Sponsor **and** a Super Security Admin
Commission Approver	Process Owner **or** Super Security Admin
ROLE	
Accounting	If user holds a finance role in PeopleSoft, direct manager
Accounting	If user does not hold a finance role in PeopleSoft, Business Sponsor

REQUIRED APPROVALS FOR PRIVILEGED ACCESS -TABLE 7

9.2 AUTOMATIC ACCESS

Dealio access is automatically granted to users whose primary labor is allocated to a Dealio business line in the PeopleSoft Collector's view. Users granted access automatically are assigned the Broker Read-Only role by default. No security admin involvement is necessary.

Dealio Business Lines							
100002	100003	100008	100009	100030	100031	100050	100051
200000	200009	200013	200015	200017	200021	200022	200023
200024	200027	200028	200029	200030	200035	200036	200037
200038	200039	200040	200041	200043	200044	200046	200054
250006	250007	250008	250011	250015	250016	250017	250018
250019	250022	250025	250035	250044	250046	250047	250048
250049	250050	250051	250052	250053	250054	250055	250057
250059	250060	250061	250062	250063	250065	250066	250067
250068	250071	250076	250083	250088	250089	250091	250101
300002	300004	300005	300007	300008	300024	400013	400031
415002	415003	415011	415018	415044	435000	435003	435004
435005	435008	435011	435012	435014	435018	435019	435020
435021	435022	435023	435032	435034	435035	435036	435037

AUTOMATIC ACCESS -TABLE 8

9.3 OUT OF SCOPE USERS

Contract employees, or JLL employees whose labor isn't allocated to a Dealio business line that require access to perform their responsibilities are granted access as an Out of Scope (OOS) user. See the Required Approvals for Privileged Access found on page 10 to ensure all required approvals are been obtained prior to assigning a privileged role or security property. The fields used to create an Out Of Scope employee record are as follows.

- Employee ID
- First Name
- Last Name
- Market
- Business Line
- End Date
- JLL Email (*Note: users must have an email with an JLL domain)
- Comments

9.3.1 TEMPORARY EMPLOYEE ID

For temporary positions filled by contract personnel that will not be assigned an employee ID via Workday/PeopleSoft, these users will need to be assigned a temporary employee ID (tempID). TempIDs are assigned by using the date access is granted. If multiple tempIDs are assigned on the same date, an additional number is added to the end of the date in chronical order as access is granted. See the following example.

Access granted May 13, 2023, to three users. The tempID's would be as follows.
First user 051323, second user 0513231, third user 0513232.

9.3.2 MARKET AND BUSINESS LINE

For an OOS user access to be managed by an OSA the OOS record will need to be assigned a market and business line which is managed by the OSA. Market and business lines are not mandatory.

9.3.3 END DATE

OOS users assigned a temporary employee ID are granted access for a period not to exceed 90 days regardless of their role. Access can be extended in 90-day intervals with their manager's approval.

OOS users with employee IDs assigned by Workday/PeopleSoft are granted access for a period not to exceed one year. Access can be extended for one-year intervals with their manger's approval.

9.4 REMOVING ACCESS

Users who leave JLL no longer have access to Dealio as their network login is inactive, the Dealio application is only accessible from the JLL network.

- **Transactors/Brokers** (professionals who receive commissions) are setup as OOS users (with No Access) to process their trailing commissions (protected deals listed on their separation agreement).

- If **Automatic Access** is granted to a user due to their primary labor allocation, when the user's status is changed in PeopleSoft to "T" the user's Dealio access will be removed/deactivated automatically.

ID	FirstName	LastName	Name	Status	Email	Pref First Name	Pref last Name	Pref Middle NM	Supervisor	SPVR Bus Titile
000000	First	Last	First Last	T	First.Laset@jjl.com	First	Lase		Manager Name	Manager Title

- **OOS Users** will need to be deactivated in Dealio using the OOS page. Before deactivating a user on the OOS page, go to the 'Manage User Access' page and change the user's role to "- -" (No Access). After the user's role is updated to 'No Access' the user's OOS record end date is then updated to today's date. The user's OOS recorded will be deactivated when the nightly process runs.

10 DEALIO USER SOX AUDIT

10.1 AUDIT SCHEDULE

The Dealio User Audit is conducted biannually (twice a year), the first beginning on the first business day of February and the second on the first business day of August.

Quarter	Begins	Type
Q1	First business day of February	1st Biannual Audit
Q2	First business day of May	Informational Only
Q3	First business day of August	2nd Biannual Audit
Q4	First business day of November	Informational Only

As a curtesy to keep audit Reviewers informed of access changes the audit worksheet is prepared on the first business day of May and November.

10.2 AUDIT REVIEWERS

See the following table for a list of audit reviewers and the security they review.

Role and/or Security Property	Security Name	Reviewed By
Security Property	Super Security Administrator	Abigail Gargo
Security Property	Security Administrator	Abigail Gargo
Security Property	Office Security Administrator	Nikhat Khan
Security Property	Process Owner	Ebony Brown
Security Property	Accounting + Commission Approver	Elzbieta Steczek
Security Property	Agreement Tracker	Elzbieta Steczek
Security Property	Accounting Period	Ebony Brown
Security Property	Accounting + Hide Posting	Ebony Brown
Role + Security Property	Accounting + Revenue Threshold	Abhishek Maheshwari (Center of Excellence Revenue) Laura Mallinos (Canada) Leah Frantz (Local Markets) Megan Tooker (Capital Markets) Nicole Kennedy (Work Dynamics/Corporate Solutions)
Role	Accounting	Abhishek Maheshwari (Center of Excellence Revenue) Laura Mallinos (Canada) Leah Frantz (Local Markets) Megan Tooker (Capital Markets) Nicole Kennedy (Work Dynamics/Corporate Solutions)
Role	Accounting Operations	Abhishek Maheshwari (Center of Excellence Revenue) Carlin Power (Capforce Support) Laura Mallinos (Canada) Leah Frantz (Local Markets) Megan Tooker (Capital Markets) Nicole Kennedy (Work Dynamics/Corporate Solutions)

Final Review	
Final Review along with Confirmation of Changes	Ebony Brown reviews the Dealio User Audit Package in its entirety along with the Confirmation of Changes report to ensure that changes requested by the audit reviewers have been completed in Dealio.