

DEUTSCHE BÖRSE GROUP

Deutsche Börse Group - Delivery of National ID for exchange traders

Customer manual for Member Section processes



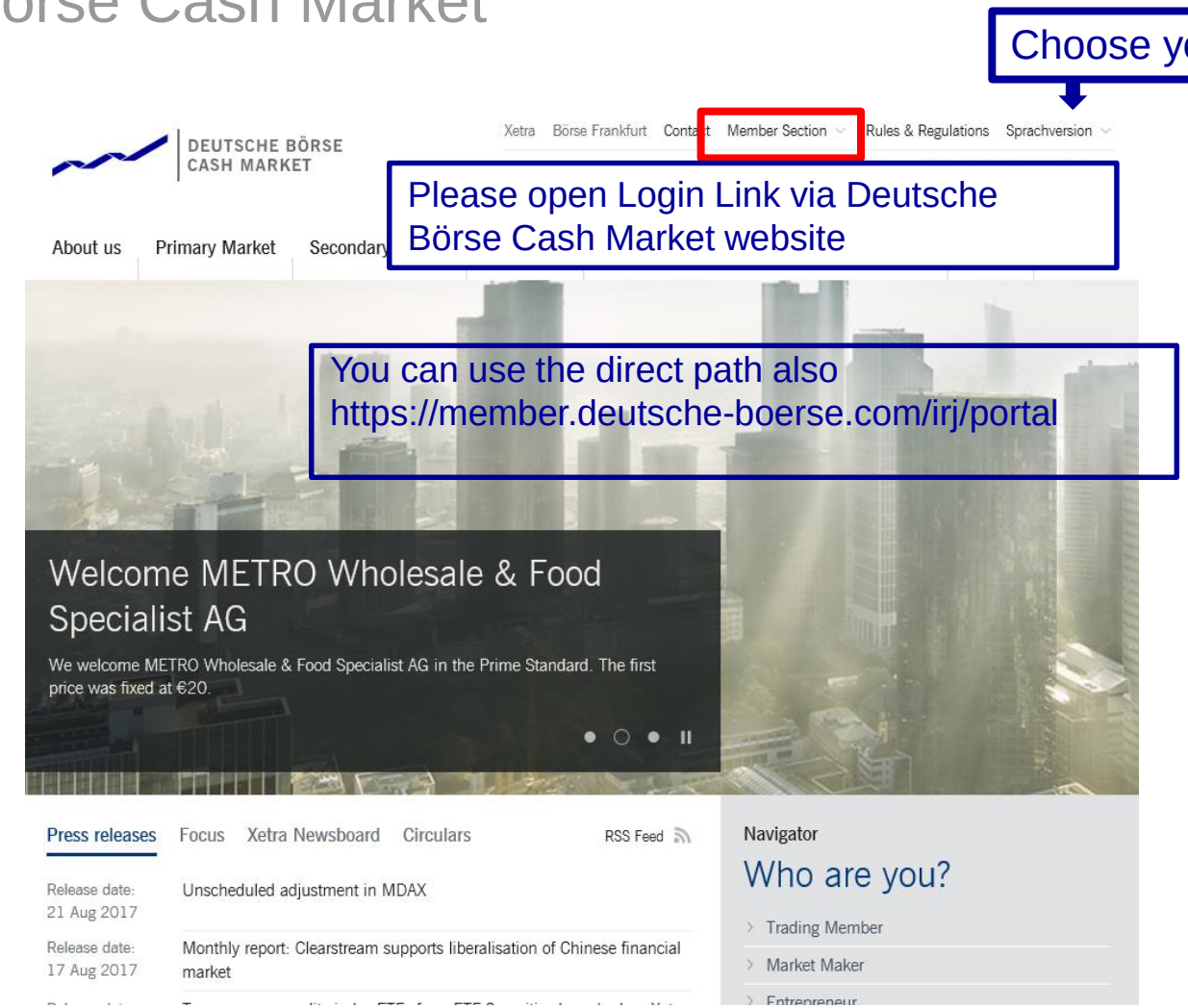
September 2017

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Customer Login via webpage

Member Section Login is available in the header of website of Deutsche Börse Cash Market



Customer Login via webpage

Login with credentials to Member Section



Please enter your Member Section Login credentials and click Login button.



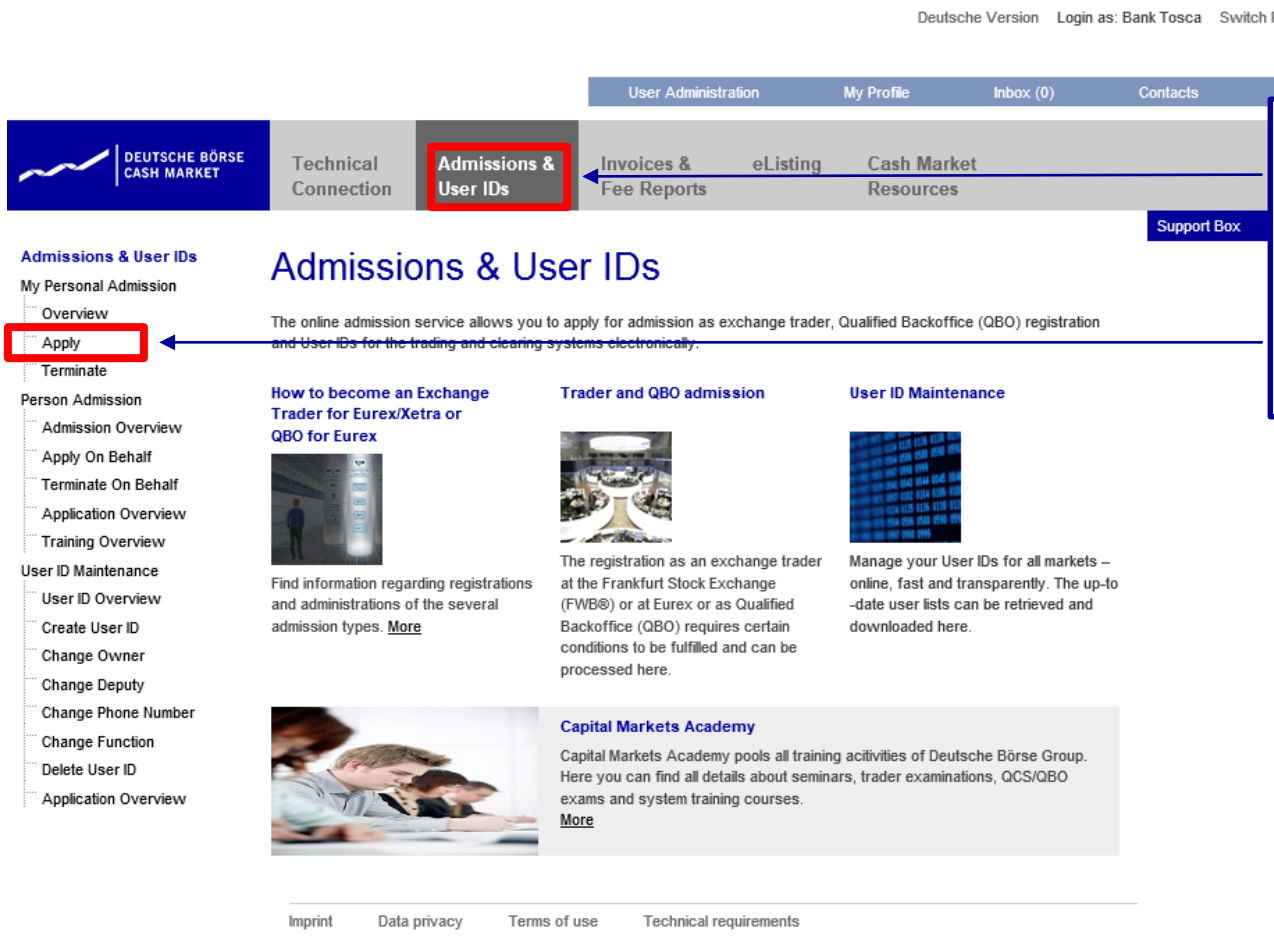
1

User Manual

New trader with regards to National ID modifications starting 18 September 2017

1. Admission & User IDs (1)

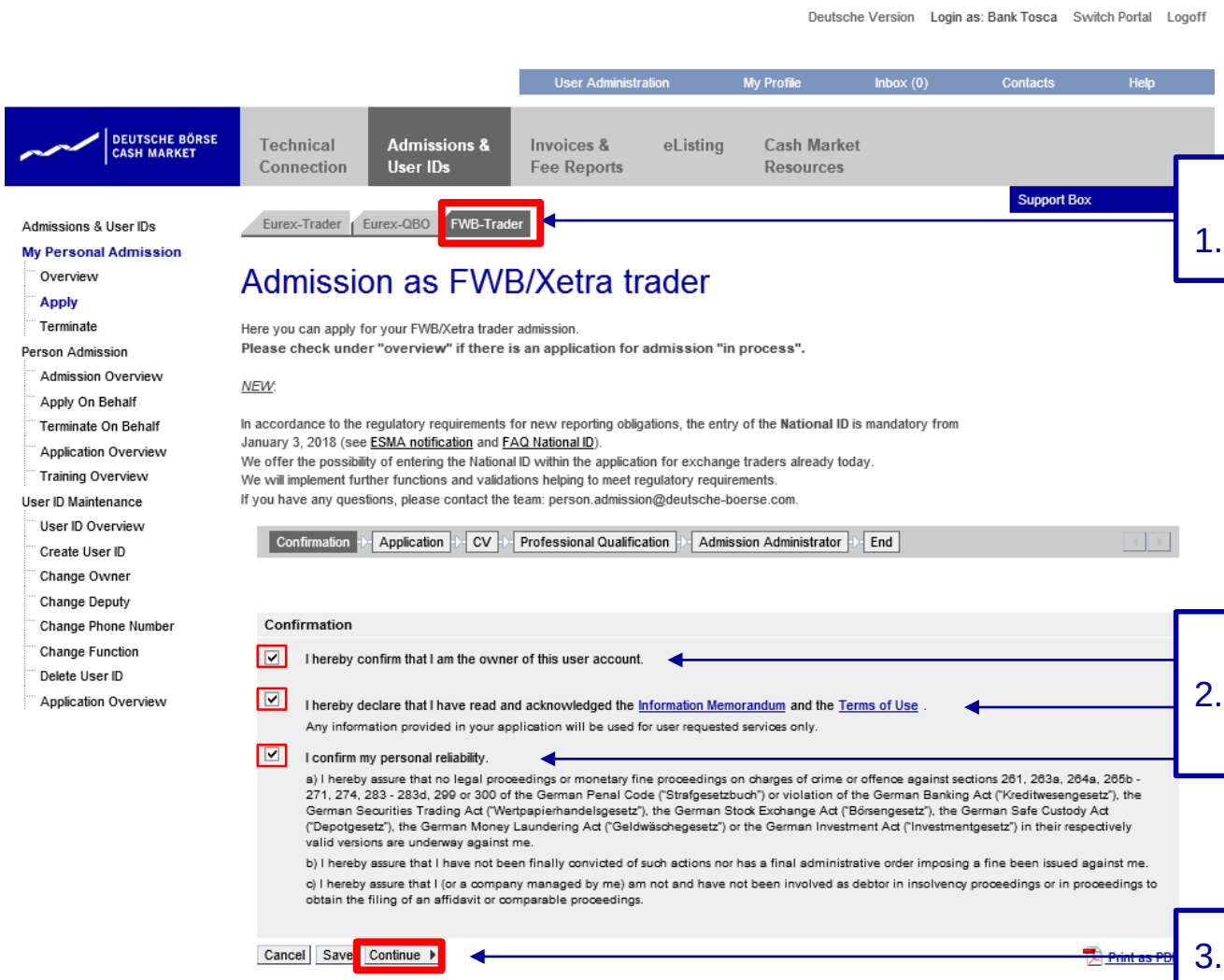
Apply for new person admission



1. In the main menu click on Admissions & User IDs
2. Under My Personal Admission click on Apply

1. Admission & User IDs (2)

Apply for new person admission



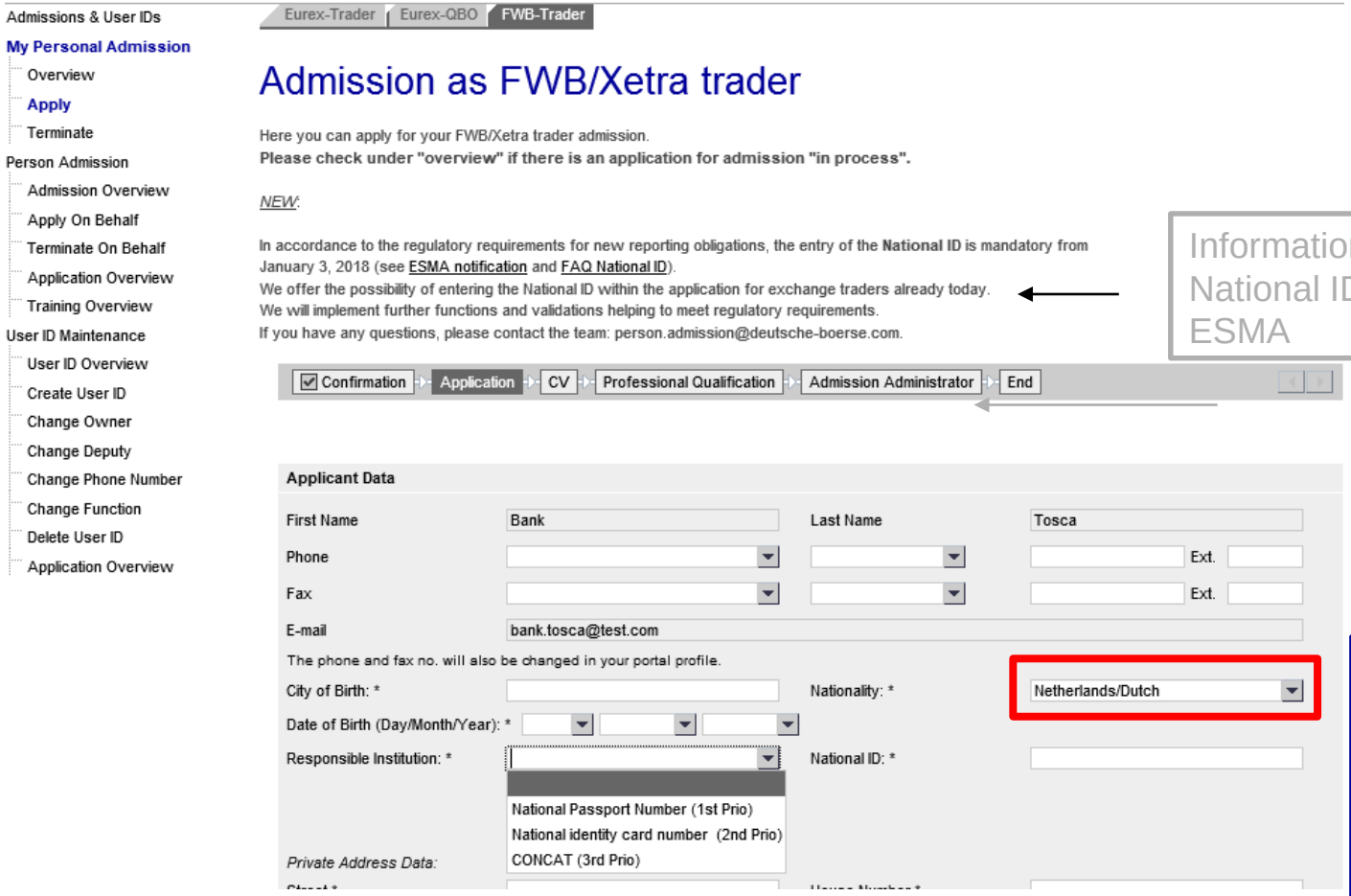
1. Select the tab FWB Trader

2. All boxes must be checked

3. Click on Continue

1. Admission & User IDs (3)

Enter applicant details inclusive expiry date for National ID

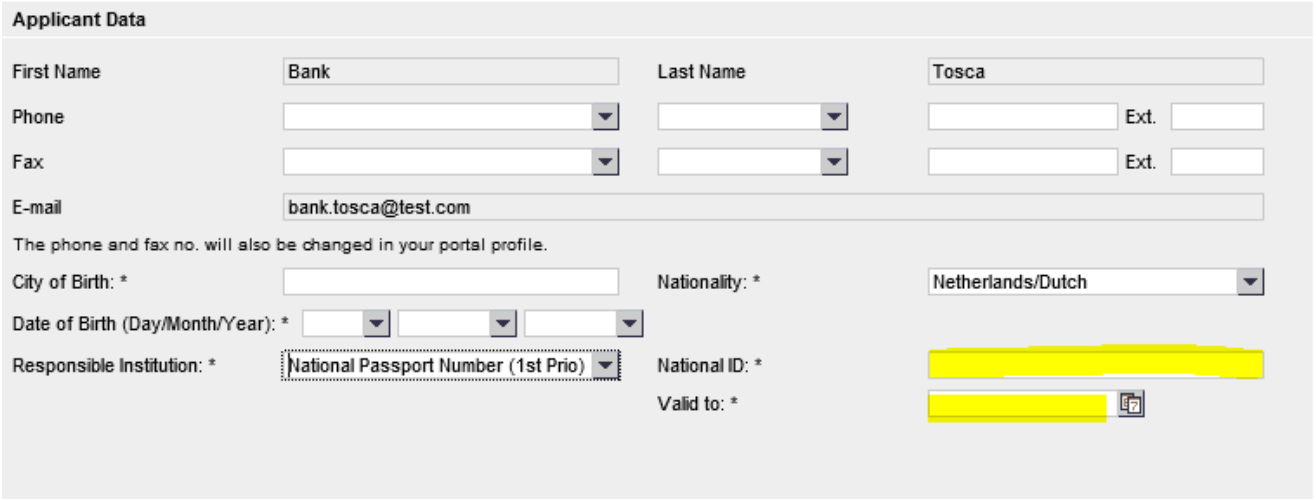


Information on provision of the National ID as required by ESMA

1. Choose your nationality
2. The entry field National ID will become mandatory.

1. Admission & User IDs (4)

Enter applicants details inclusive expiry date for National ID

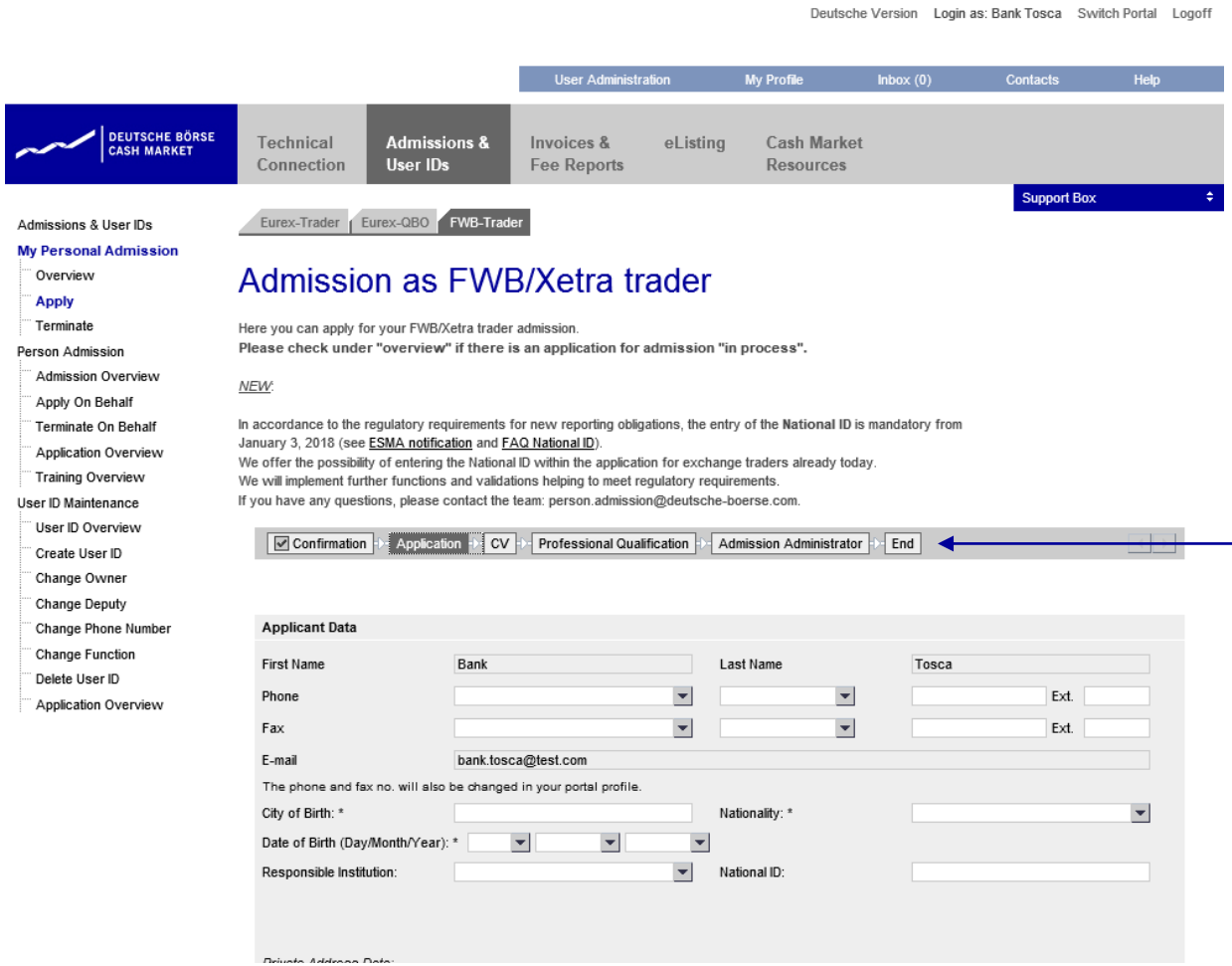


1. With your „Nationality“ for example „Netherlands/Dutch three verifications are possible. For this example National Passport Number is „the first prio of ESMA“.

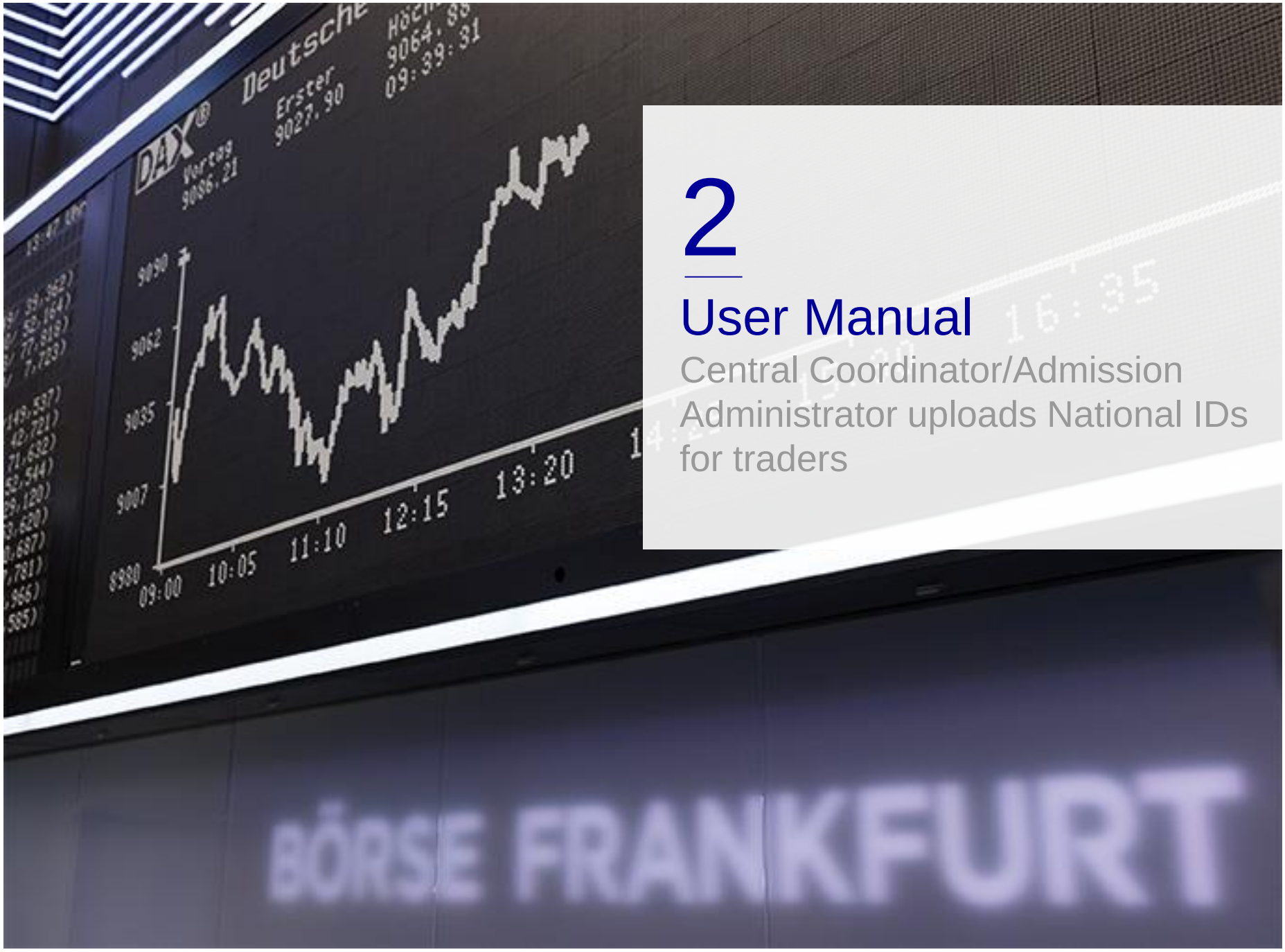
2. Fill in the „National Passport Number“ and „valid to“.

1. Admission & User IDs (5)

Continue with known person admission process



The further trader registration process remains unchanged.



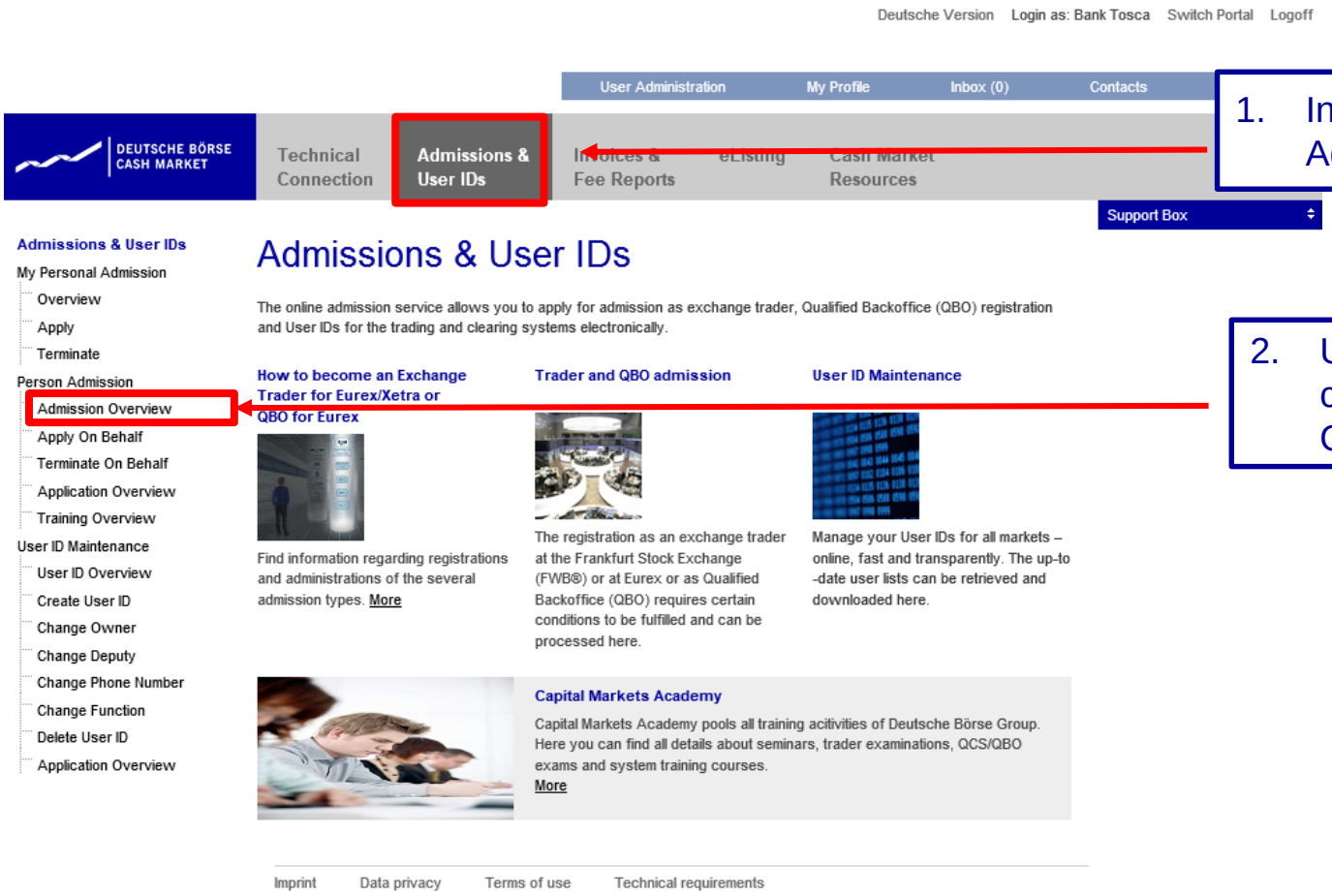
2

User Manual

Central Coordinator/Admission Administrator uploads National IDs for traders

2.1 Admission & User IDs

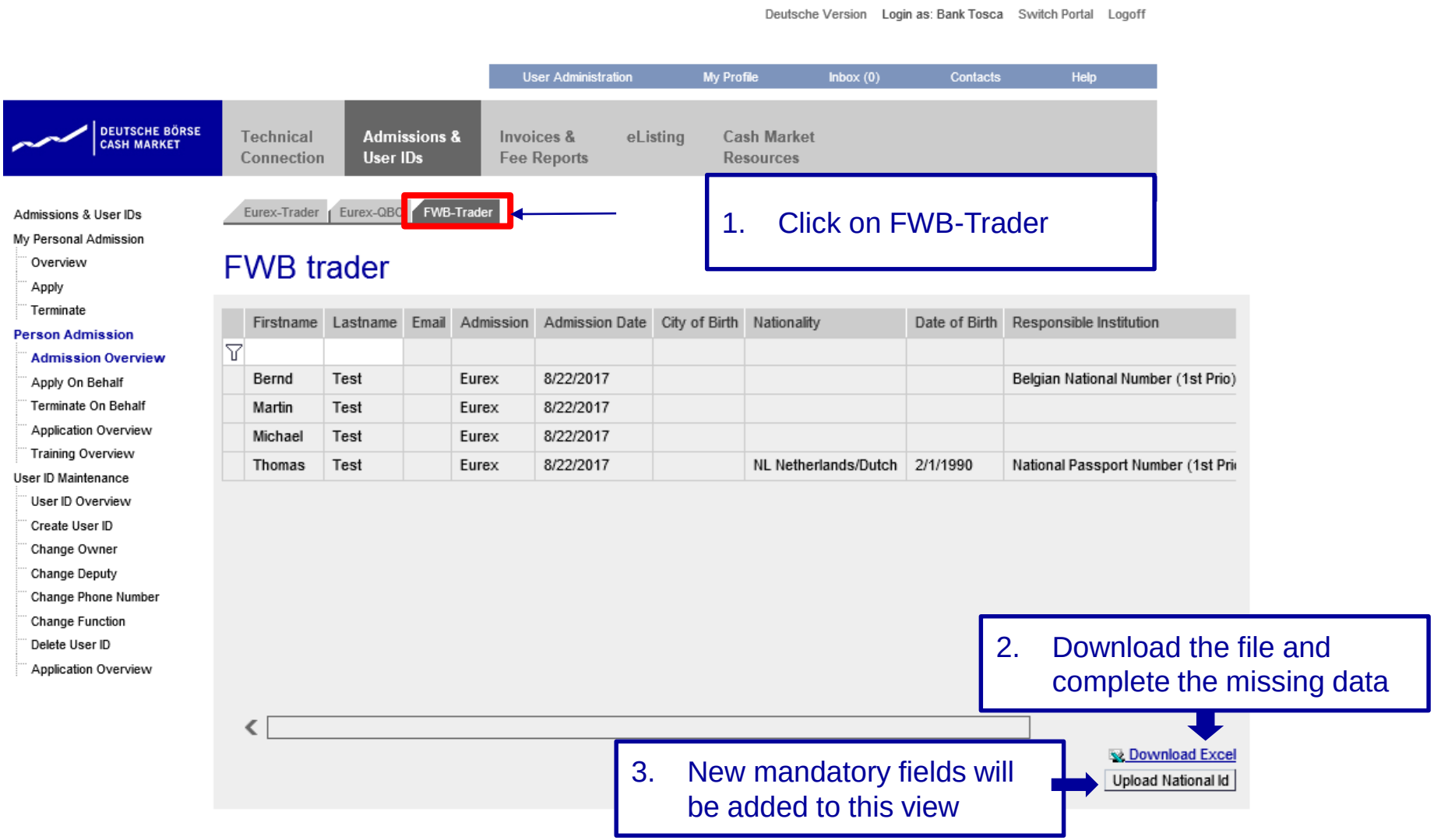
Upload & maintenance of National IDs by Central Coordinator/Admission Administrator

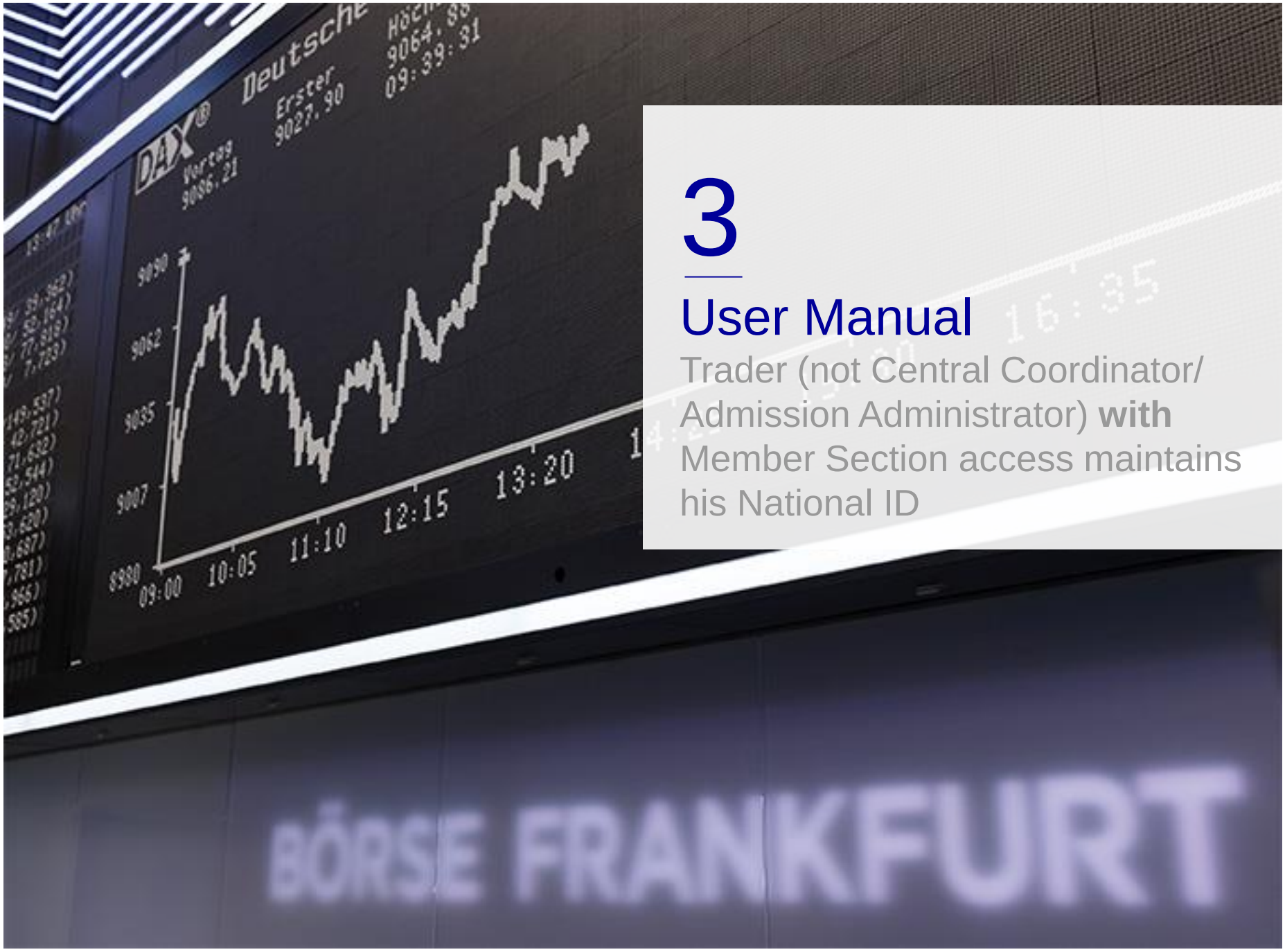


1. In the main menu click on Admissions & User IDs

2. Under Person Admission click on Admission Overview

2.2. Central Coordinator uploads the National IDs & maintenance of National IDs by the Central Coordinator/Admission Administrator





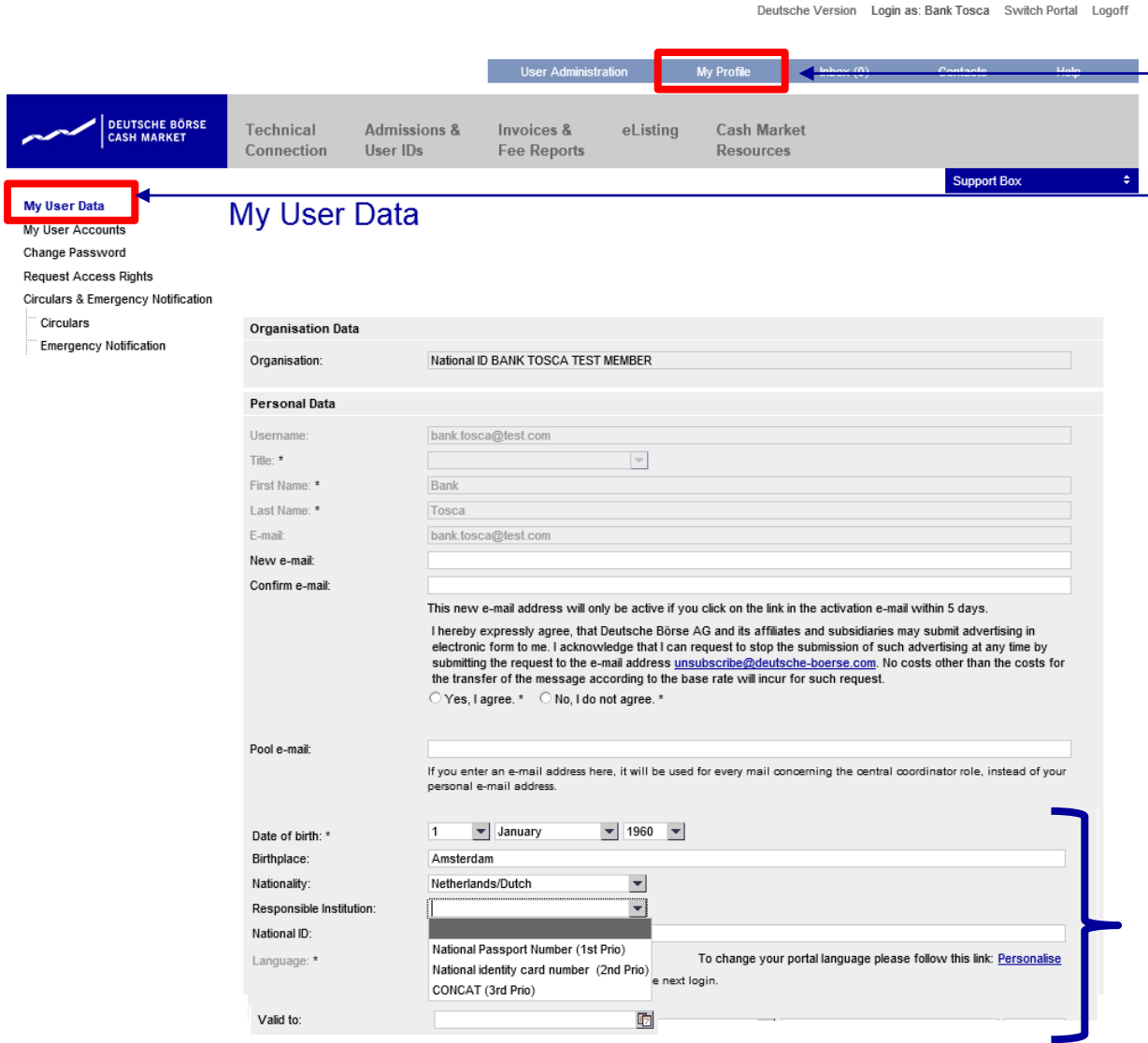
3

User Manual

Trader (not Central Coordinator/ Admission Administrator) **with** Member Section access maintains his National ID

3. Trader maintains his National ID (1)

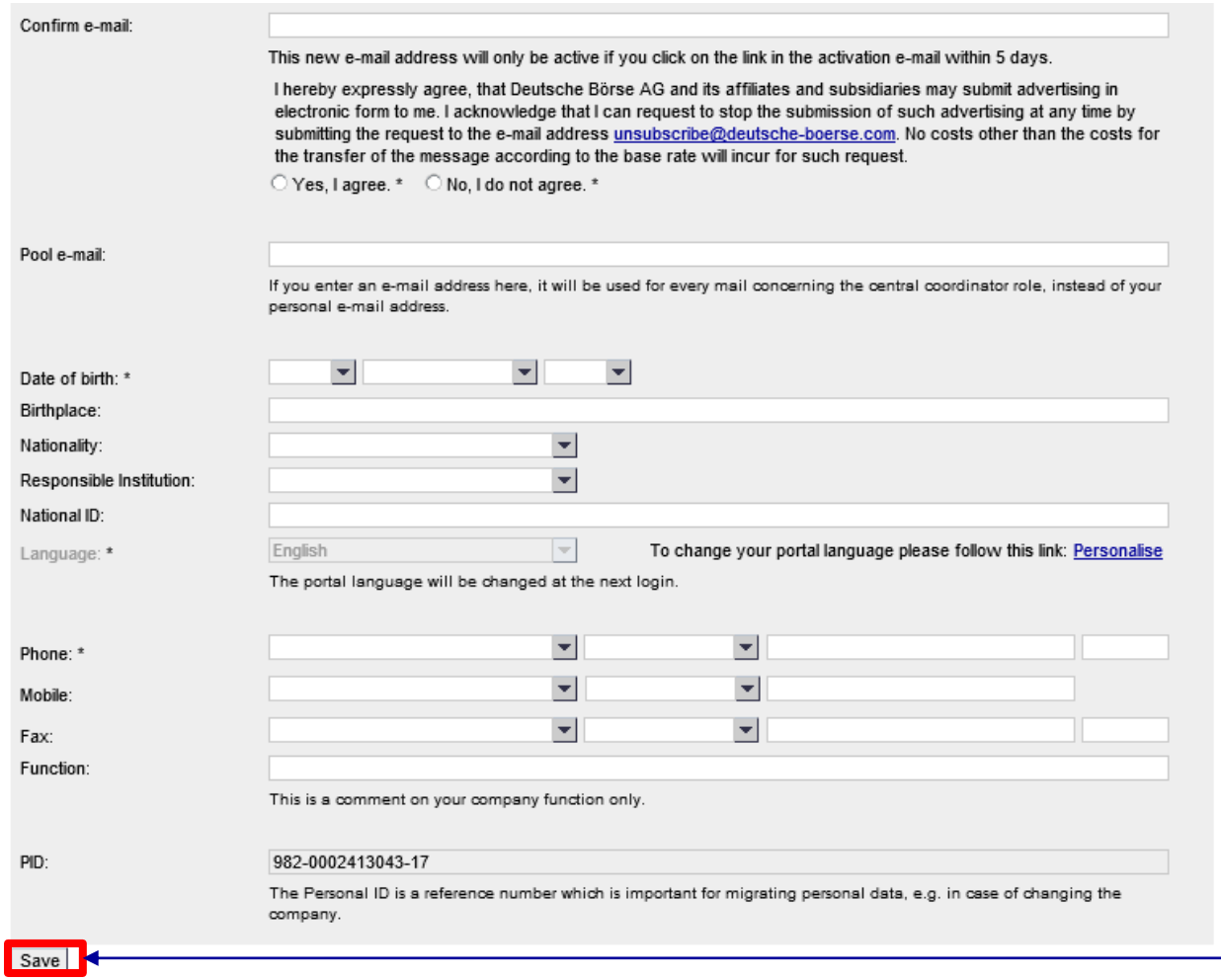
Navigate to My User Data view



1. Click on My Profile
2. Click on My User Data
3. Add Nationality
4. Select your Identifier
5. Fill in your Identifier Number
6. Fill in the date of Expiry if required (not every Identifier has an expiry date)

3.3. Trader maintains the National ID (2)

Save changes



Save your changes



4

User Manual

Trader (not Central Coordinator) **without** Member Portal access maintains his National ID

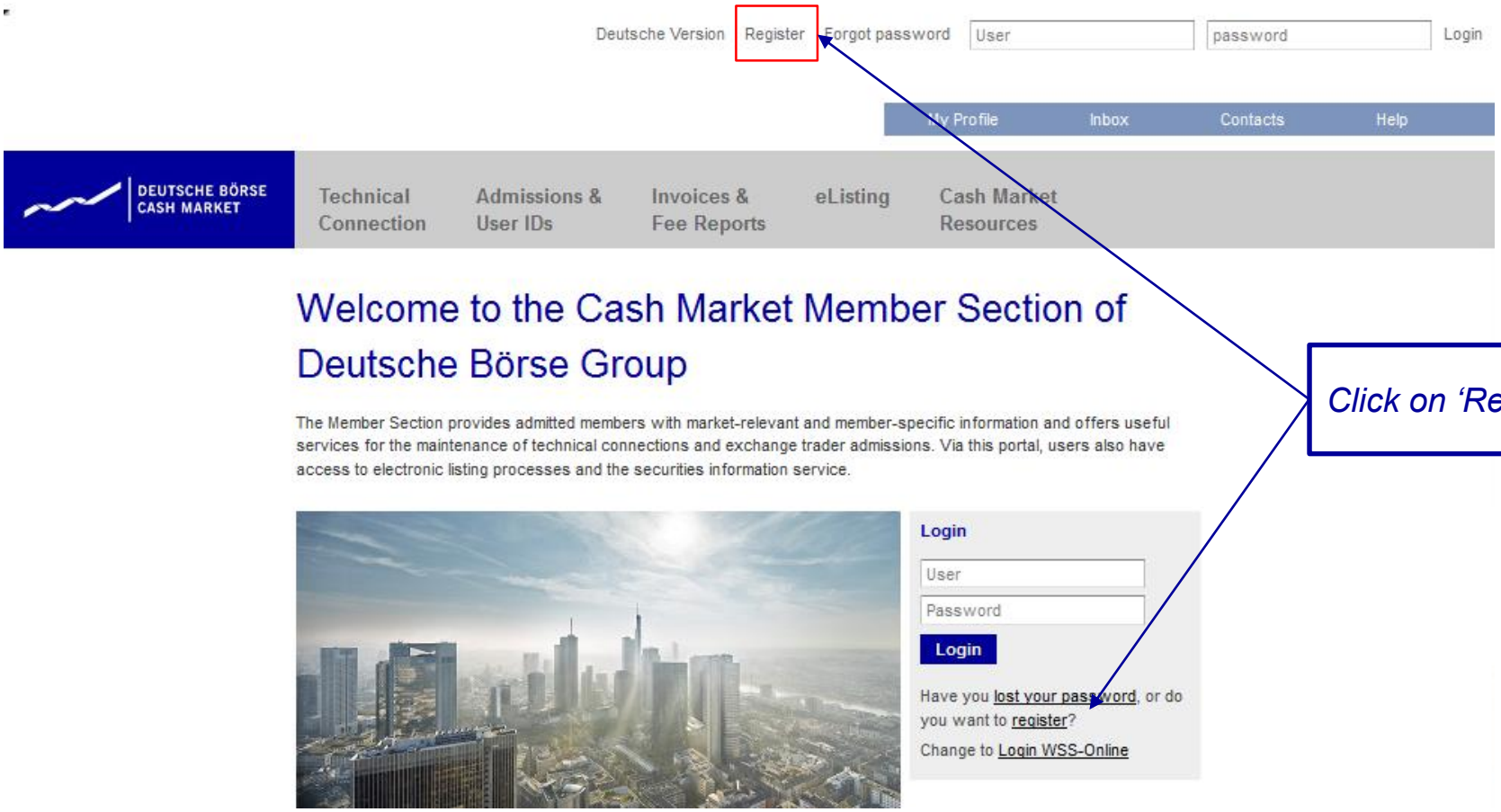
4. Creation of the Member Section account

There are two possibilities for the registration in the Member Section:

- the trader can register through a so-called self registration process, if this option has been activated by the Central Coordinator, or,
- the trader can be registered by the Central Coordinator

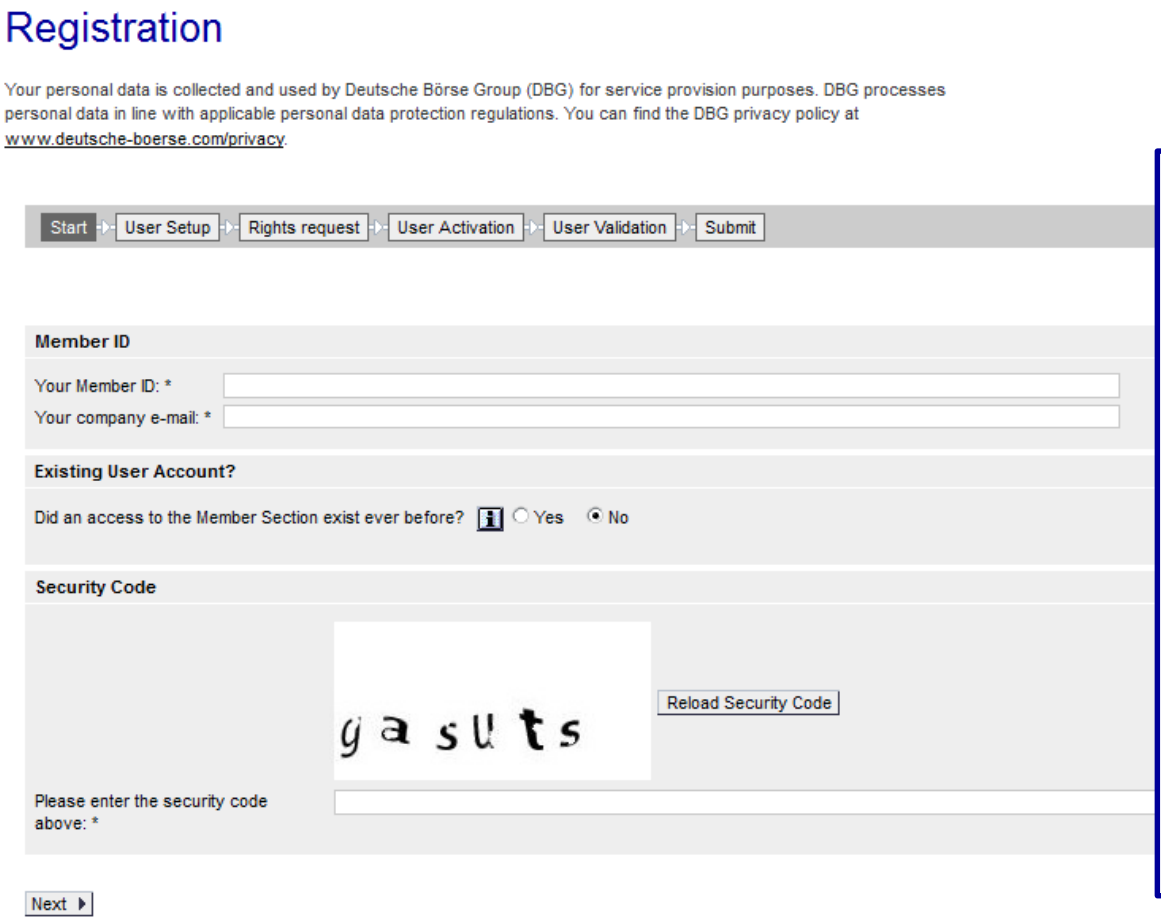
4. Trader registers for the Member Section (1)

Start Self-Registration Process



4. Trader registers for the Member Section (2)

Enter the Member ID + company email address



After submitting the registration, you will receive an e-mail with an activation-link, which you are required to confirm within 5 days. After 5 days this link will be invalid.

After activation, your central coordinator needs to approve your registration application.

After approval you will then receive an e-mail with your login details

Link to Member Sections

Deutsche Börse Cash Market

https://member.deutsche-boerse.com/irj/portal

Eurex

https://member.eurexchange.com/irj/portal