

Upload of National ID for traders

Customer Manual for Member Portal processes

January 2018



Agenda

- New registration – National ID modifications starting on 18 September 2017
- Traders (not Central Coordinator/ Admission Administrator) **with** Member Portal access maintain the National ID on their own
- Traders (not Central Coordinator/ Admission Administrator) **without** Member Portal access maintain the National ID on their own
- Support/ Information

1 Customer Manual for Member Portal processes

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

January 2018



Welcome to the Member Section

Login to the Member Section



My Profile Inbox Contacts Help

Technical Connection Admissions & User IDs Invoices & Fee Reports Eurex Resources

1. Please login to the [Member Section](#)

Welcome to the Eurex Member Section



Login

User

Login 1

Have you lost your password, or do you want to register?
[Change to Login WSS-Online](#)



1.1 Admission & User IDs

Apply for new person admission



2

User Administration My Profile Inbox (0) Contacts

Technical Connection Admissions & User IDs Invoices & Fee Reports Eurex Resources

2. Click on “Admissions & User IDs”

Admissions & User IDs

My Personal Admission

- Overview
- Apply 3
- Terminate

Person Admission

- Admission Overview
- Apply On Behalf
- Terminate On Behalf
- Application Overview
- Training Overview

User ID Maintenance

- User ID Overview
- Create User ID
- Change Owner
- Change Deputy
- Change Phone Number
- Change Function
- Delete User ID
- Application Overview

Admissions & User IDs

The online admission service allows you to apply for admission as exchange trader, Qualified Backoffice (QBO) registration and User IDs for the trading and clearing systems electronically.

How to become an Exchange Trader for Eurex/Xetra or QBO for Eurex



Find information regarding registrations and administrations of the several admission types. [More](#)

Trader and QBO admission



The registration as an exchange trader at the Frankfurt Stock Exchange (FWB®) or at Eurex or as Qualified Backoffice (QBO) requires certain conditions to be fulfilled and can be processed here.

User ID Maintenance



Manage your User IDs for all markets – online, fast and transparently. The up-to-date user lists can be retrieved and downloaded here.



Capital Markets Academy

Capital Markets Academy pools all training activities of Deutsche Börse Group. Here you can find all details about seminars, trader examinations, QCS/QBO exams and system training courses. [More](#)

3. Click on “Apply” on the left navigation



1.2 Admission & User IDs

Apply for new person admission

The screenshot shows the 'Admission as Eurex trader' page on the Eurex website. The navigation bar at the top includes 'Technical Connection', 'Admissions & User IDs', 'Invoices & Fee Reports', and 'Eurex Resources'. The 'Eurex-Trader' tab is selected. The sidebar on the left lists various options, with 'Application Overview' highlighted. The main content area contains a confirmation form with three checked boxes and a 'Continue' button.

4. Select the tab 'Eurex Trader'

5. All three boxes must be checked

6. Click on 'Continue'

1.3 Admission as Eurex Exchange Trader

Continue with known person admission process

Admissions & User IDs
Eurex-Trader | Eurex-QBO | FWB-Trader

My Personal Admission

Overview

Apply

Terminate

Person Admission

Admission Overview

Apply On Behalf

Terminate On Behalf

Application Overview

Training Overview

User ID Maintenance

User ID Overview

Create User ID

Change Owner

Change Deputy

Change Phone Number

Change Function

Delete User ID

Application Overview

Admission as Eurex trader

Here you can apply for your Eurex trader admission.
Please check under "Overview" if there is an application for admission "in process".

NEW:

In accordance with the regulatory requirements for new reporting obligations, the entry of the **National ID** is mandatory from January 3, 2018 (see [ESMA notification](#) and [FAQ National ID](#)). We offer the possibility of entering the National ID within the application for exchange traders already today. We will implement further functions and validations helping to meet regulatory requirements. If you have any questions, please contact the team: person.admission@deutsche-boerse.com.

Confirmation →
 Application →
 CV →
 Professional Qualification →
 Admission Administrator →
 End

Applicant Data

First Name	Bank	Last Name	Tosca
Phone	<input type="text"/>	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
E-mail	bank.tosca@test.com		

The phone and fax no. will also be changed in your portal profile.

City of Birth: *	Shanghai	Nationality: *	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> 7 Netherlands/Dutch </div>
Date of Birth (Day/Month/Year): *	<div style="display: flex; gap: 5px;"> <input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="1980"/> </div>	National ID: *	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> 9 </div>
Responsible Institution: *	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> 8 </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> National Passport Number (1st Prio) </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> National identity card number (2nd Prio) </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> CONCAT (3rd Prio) </div>	Valid to: *	<div style="border: 1px solid gray; padding: 2px; display: inline-block;"> 10 </div>

Information on provision of the National ID as required by ESMA

7. Add Nationality

8. Select your Identifier

9. Fill in your Identifier Number

10. Fill in the date of expiry if required (not every Identifier has an expiry date)

1.3 Admission as Eurex Exchange Trader

Continue with known person admission process

Confirmation → Application → CV → Professional Qualification → Admission Administrator → End

[FAQs](#)
[User](#)
[Admi](#)
[User](#)
[Admi](#)

Applicant Data

First Name: Last Name:
 Phone: Ext.
 Fax: Ext.
 E-mail:
 The phone and fax no. will also be changed in your portal profile.
 City of Birth: * Nationality: *
 Date of Birth (Day/Month/Year): *
 Responsible Institution: * National ID: *

Private Address Data:

Street * House Number *
 Street Supl. Country *
 Post Code City *
 Phone * Ext.
 Fax Ext.

Please fill in your private e-mail address to ensure you can be informed in the event of a termination of your admission.

Private e-mail *

Admission Data

I hereby apply for admission as an Exchange Trader with the authorization to conclude options and futures transactions at Eurex Exchanges on behalf of the following company:

11 [Print as PDF](#)

11. The further trader registration process will continue as already in place in the past.

2 Customer Manual for Member Portal processes

Trader (not Central Coordinator/ Admission Administrator)
with Member Portal access maintains National ID

January 2018



2.1 Trader maintains his National ID

Navigate to My User Data view

1 User Administration My Profile **Inbox (0)** Contacts Help

2 My User Data
 My User Accounts
 Change Password
 Request Access Rights
 Circulars & Emergency Notification
 Circulars
 Emergency Notification

My User Data

Organisation Data
 Organisation: National ID BANK TOSCA TEST MEMBER

Personal Data
 Username: bank.tosca@test.com
 Title: *
 First Name: * Bank
 Last Name: * Tosca
 E-mail: bank.tosca@test.com
 New e-mail:
 Confirm e-mail:
 This new e-mail address will only be active if you click on the link in the activation e-mail within 5 days.
 I hereby expressly agree, that Deutsche Börse AG and its affiliates and subsidiaries may submit advertising in electronic form to me. I acknowledge that I can request to stop the submission of such advertising at any time by submitting the request to the e-mail address unsubscribe@deutsche-boerse.com. No costs other than the costs for the transfer of the message according to the base rate will incur for such request.
 Yes, I agree. * No, I do not agree. *

3-6 Pool e-mail:
 If you enter an e-mail address here, it will be used for every mail concerning the central coordinator role, instead of your personal e-mail address.
 Date of birth: * 1 January 1960
 Birthplace: Amsterdam
 Nationality: Netherlands/Dutch
 Responsible Institution: National identity card number (2n...
 National ID:
 Valid to:

1. Click on 'My Profile'

2. Click on ' My User Data'

3. Click on ' My User Data'

4. Add Nationality

5. Select your Identifier

6. Fill in the date of Expiry if required (not every Identifier has an expiry date)

2.2 Trader maintains his National ID

Save changes

Confirm e-mail:

This new e-mail address will only be active if you click on the link in the activation e-mail within 5 days.

I hereby expressly agree, that Deutsche Börse AG and its affiliates and subsidiaries may submit advertising in electronic form to me. I acknowledge that I can request to stop the submission of such advertising at any time by submitting the request to the e-mail address unsubscribe@deutsche-boerse.com. No costs other than the costs for the transfer of the message according to the base rate will incur for such request.

Yes, I agree. * No, I do not agree. *

Pool e-mail:

If you enter an e-mail address here, it will be used for every mail concerning the central coordinator role, instead of your personal e-mail address.

Date of birth: *

Birthplace:

Nationality:

Responsible Institution:

National ID:

Language: * English To change your portal language please follow this link: [Personalise](#)

The portal language will be changed at the next login.

Phone: *

Mobile:

Fax:

Function:

This is a comment on your company function only.

PID: 982-0002413043-17

The Personal ID is a reference number which is important for migrating personal data, e.g. in case of changing the company.

Save

7

7. Save your changes

3 Customer Manual for Member Portal processes

Traders (not Central Coordinator/ Admission Administrator) without Member Portal access maintains their National ID

January 2018

3.1 Trader registers for the Member Section Creation of the Member Section account

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

1. The trader can register through a self registration process, if this option has been activated by the Central Coordinator

or

2. The trader can be registered by the Central Coordinator

3.2 Trader registers for the Member Section Enter the Member ID + company email address

Registration

Your personal data is collected and used by Deutsche Börse Group (DBG) for service provision purposes. DBG processes personal data in line with applicable personal data protection regulations. You can find the DBG privacy policy at www.deutsche-boerse.com/privacy

Start User Setup Rights request User Activation User Validation Submit

Member ID

Your Member ID: *

Your company e-mail: *

Existing User Account?

Did an access to the Member Section exist ever before? Yes No

Security Code

Please enter the security code above: *

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.

© Eurex 2017

Deutsche Börse AG (DBAG), Clearstream Banking AG (Clearstream), Eurex Frankfurt AG, Eurex Clearing AG (Eurex Clearing) as well as Eurex Bonds GmbH (Eurex Bonds) and Eurex Repo GmbH (Eurex Repo) are corporate entities and are registered under German law. Eurex Zürich AG is a corporate entity and is registered under Swiss law. Clearstream Banking S.A. is a corporate entity and is registered under Luxembourg law. Deutsche Boerse Asia Holding Pte. Ltd., Eurex Clearing Asia Pte. Ltd. and Eurex Exchange Asia Pte. Ltd are corporate entities and are registered under Singapore law. Eurex Frankfurt AG (Eurex) is the administrating and operating institution of Eurex Deutschland. Eurex Deutschland and Eurex Zürich AG are in the following referred to as the “Eurex Exchanges”.

All intellectual property, proprietary and other rights and interests in this publication and the subject matter hereof (other than certain trademarks and service marks listed below) are owned by DBAG and its affiliates and subsidiaries including, without limitation, all patent, registered design, copyright, trademark and service mark rights. While reasonable care has been taken in the preparation of this publication to provide details that are accurate and not misleading at the time of publication DBAG, Clearstream, Eurex, Eurex Clearing, Eurex Bonds, Eurex Repo as well as the Eurex Exchanges and their respective servants and agents (a) do not make any representations or warranties regarding the information contained herein, whether express or implied, including without limitation any implied warranty of merchantability or fitness for a particular purpose or any warranty with respect to the accuracy, correctness, quality, completeness or timeliness of such information, and (b) shall not be responsible or liable for any third party's use of any information contained herein under any circumstances, including, without limitation, in connection with actual trading or otherwise or for any errors or omissions contained in this publication.

This publication is published for information purposes only and shall not constitute investment advice respectively does not constitute an offer, solicitation or recommendation to acquire or dispose of any investment or to engage in any other transaction. This publication is not intended for solicitation purposes but only for use as general information. All descriptions, examples and calculations contained in this publication are for illustrative purposes only.

Eurex and Eurex Clearing offer services directly to members of the Eurex exchanges respectively to clearing members of Eurex Clearing. Those who desire to trade any products available on the Eurex market or who desire to offer and sell any such products to others or who desire to possess a clearing license of Eurex Clearing in order to participate in the clearing process provided by Eurex Clearing, should consider legal and regulatory requirements of those jurisdictions relevant to them, as well as the risks associated with such products, before doing so.

Eurex derivatives are currently not available for offer, sale or trading in the United States or by United States persons (other than EURO STOXX 50® Index Futures, EURO STOXX 50® Index Quanto Futures, EURO STOXX 50® ex Financials Index Futures, EURO STOXX® Select Dividend 30 Index Futures, EURO STOXX® Index Futures, EURO STOXX® Large/Mid/Small Index Futures, STOXX® Europe 50 Index Futures, STOXX® Europe 600 Index Futures, STOXX® Europe 600 Banks/Industrial Goods & Services/Insurance/Media/Travel & Leisure/Utilities Futures, STOXX® Europe Large/Mid/Small 200 Index Futures, DAX®/Mini-DAX®/MDAX®/TecDAX® Futures, SMIM® Futures, SLI Swiss Leader Index® Futures, MSCI World (FMWQ, FMWP, FMWN)/Europe (FMED, FMEU, FMEP)/Europe Value/Europe Growth/Europe ex Switzerland/Emerging Markets (FMEM, FMEF, FMEN)/Emerging Markets Latin America/Emerging Markets EMEA/Emerging Markets Asia/EMU/Frontier Markets/Kokusai (FMKG, FMKN)/AC Asia Pacific/AC Asia Pacific ex Japan/ACWI/Pacific ex Japan/Pacific (FMPG, FMPA)/Australia/China Free/Hong Kong/India/Indonesia/Japan (FMJP, FMJG)/Malaysia/Mexico/South Africa/Thailand/UK (FMUK, FMDK)/USA/USA Equal Weighted/USA Momentum/USA Quality/USA Value Weighted Index Futures, TA-25 Index Futures, Eurex Daily Futures on Mini-KOSPI 200 Futures, Daily Futures on TAIEX Futures, VSTOXX® Futures, EURO STOXX 50® Variance Futures as well as Eurex FX, property and interest rate derivatives).

Trademarks and Service Marks

Buxl®, DAX®, DivDAX®, eb.rexx®, Eurex®, Eurex Bonds®, Eurex Repo®, Eurex Strategy WizardSM, Euro GC Pooling®, FDAX®, FWB®, GC Pooling®, GCPI®, MDAX®, ODAX®, SDAX®, TecDAX®, USD GC Pooling®, VDAX®, VDAX-NEW® and Xetra® are registered trademarks of DBAG. All MSCI indexes are service marks and the exclusive property of MSCI Barra. ATX®, ATX® five, CECE® and RDX® are registered trademarks of Vienna Stock Exchange AG. IPD® UK Annual All Property Index is a registered trademark of Investment Property Databank Ltd. IPD and has been licensed for the use by Eurex for derivatives. SLI®, SMi® and SMIM® are registered trademarks of SIX Swiss Exchange AG. The STOXX® indexes, the data included therein and the trademarks used in the index names are the intellectual property of STOXX Limited and/or its licensors Eurex derivatives based on the STOXX® indexes are in no way sponsored, endorsed, sold or promoted by STOXX and its licensors and neither STOXX nor its licensors shall have any liability with respect thereto.

Bloomberg Commodity IndexSM and any related sub-indexes are service marks of Bloomberg L.P. PCS® and Property Claim Services® are registered trademarks of ISO Services, Inc. Korea Exchange, KRX, KOSPI and KOSPI 200 are registered trademarks of Korea Exchange Inc. Taiwan Futures Exchange and TAIFEX are registered trademarks of Taiwan Futures Exchange Corporation. Taiwan Stock Exchange, TWSE and TAIEX are the registered trademarks of Taiwan Stock Exchange Corporation.

BSE and SENSEX are trademarks/service marks of Bombay Stock Exchange (BSE) and all rights accruing from the same, statutory or otherwise, wholly vest with BSE. Any violation of the above would constitute an offence under the laws of India and international treaties governing the same.

The names of other companies and third party products may be trademarks or service marks of their respective owners.

