



DEUTSCHE BÖRSE
GROUP

Deutsche Börse Member Section

Member Section

ISV Registration User Guide
September 2024

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Member Section

ISV Registration User Guide

1. Introduction

The Member Section serves as a portal solution for customers across almost all business segments of Deutsche Börse Group. It is the primary access point for clients to engage with Deutsche Börse and interact with our service

Please note, the information in this document is subject to change without notice. Please make sure to always use the latest version available on the following website: [Member Section Support](#).

1.1 Aim of the guide

This guide is here to help you login into the Member Section with detailed step by step instructions for:

1. Registering for the Member Section as a new Independent Software Vendor (ISV)
2. Registering as a Co-Signer of an ISV
3. Re-registering as an already admitted ISV

1.2 Technical requirements

To familiarize yourself with the technical requirements for the Member Section, please visit the following link for more details: [Technical requirements](#).

For a list of known limitations please refer to the following webpage: [Member Section Support](#).

Member Section

Registration of a New Independent Software Vendor (ISV)

2. Registration of a New Independent Software Vendor

To register an account for the Member Section you must use a personal company email address. Afterwards, you'll need to register your first and last name and create a password meeting the security specifications (outlined during the registration process). Afterwards that you need to log in and start the actual registration on behalf of your company.

Upon successful registration, you will become the Central Coordinator (CC) within the Member Portal and our main contact person regarding your ISV. The Central Coordinator (CC) maintains the user accounts and assigns authorizations within the Member Section. At this point you will be able to actual registration on behalf of your company.

Step 1

- Access the Member Section via: <https://membersection.deutsche-boerse.com>
- Click on REGISTER.

Example below (Fig 1):

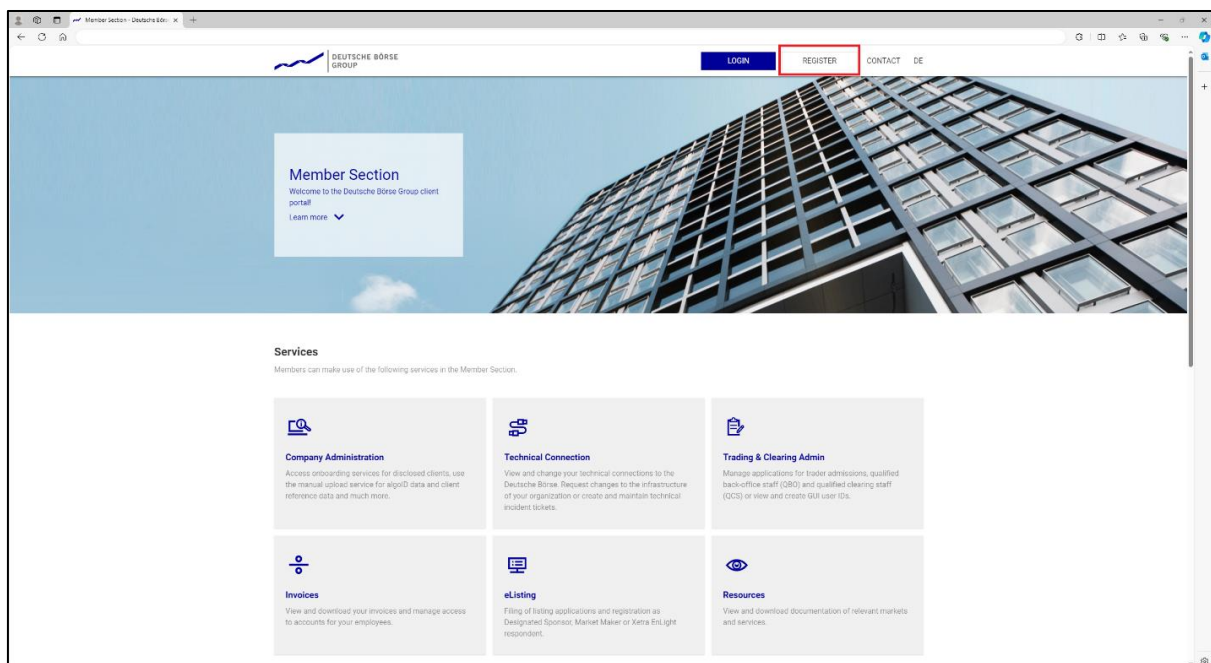


Fig 1: Member Section homepage

Step 2

- The page that opens allows you to start the 'ISV Registration'.
- Click on REGISTER NOW.

Example below (Fig 2):

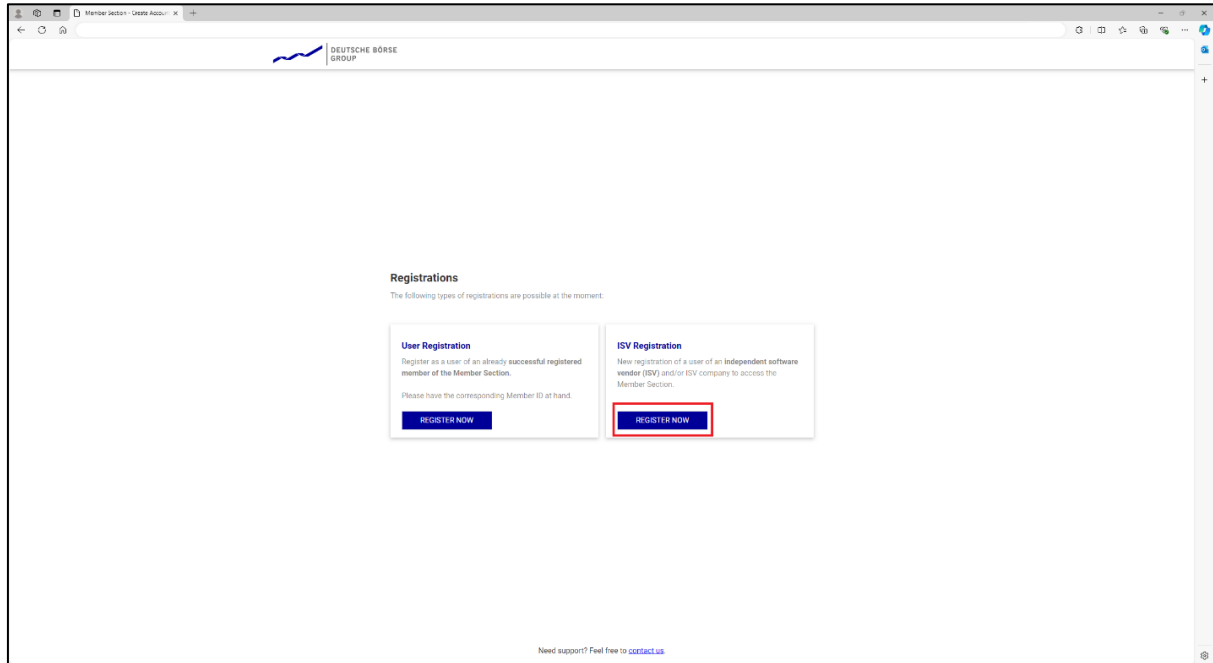
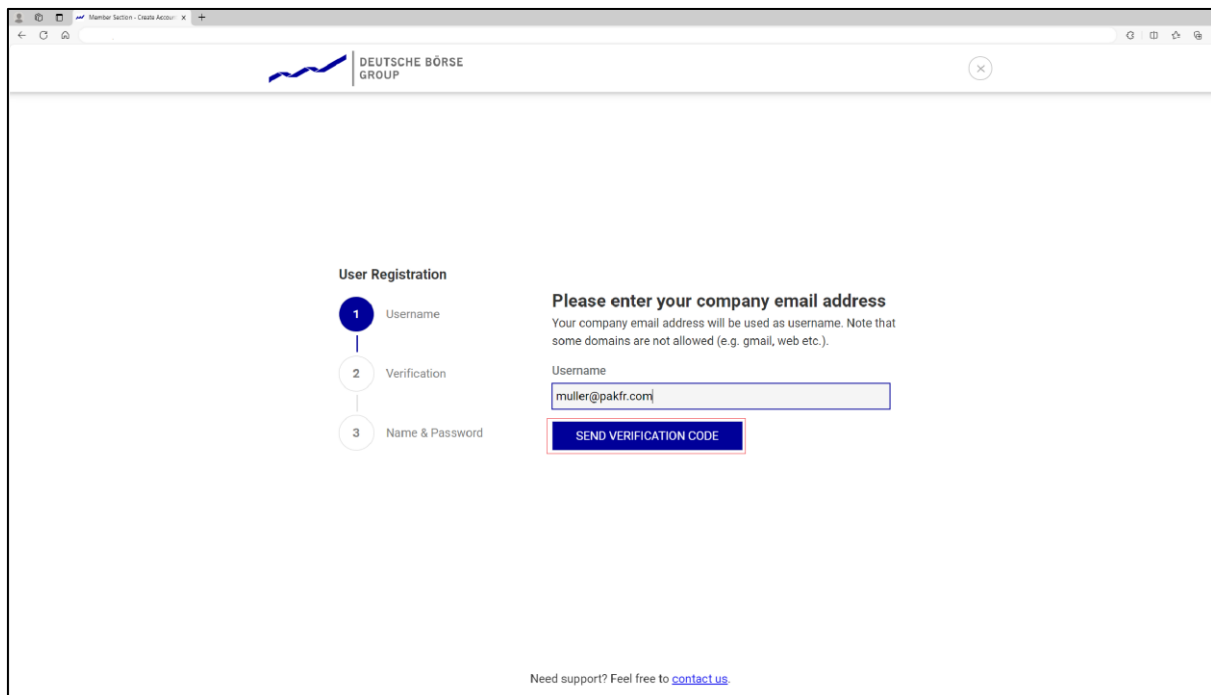


Fig 2: Registration options screen

Step 3

- You need to create a Member Section account by providing the email address and creating a profile with name and password.
Please note that personal company email addresses must be used for registration since the user will automatically become the Central Coordinator (Primary contact) for the registering entity.
- Enter your email and click on SEND VERIFICATION CODE.

Example below (Fig 3):



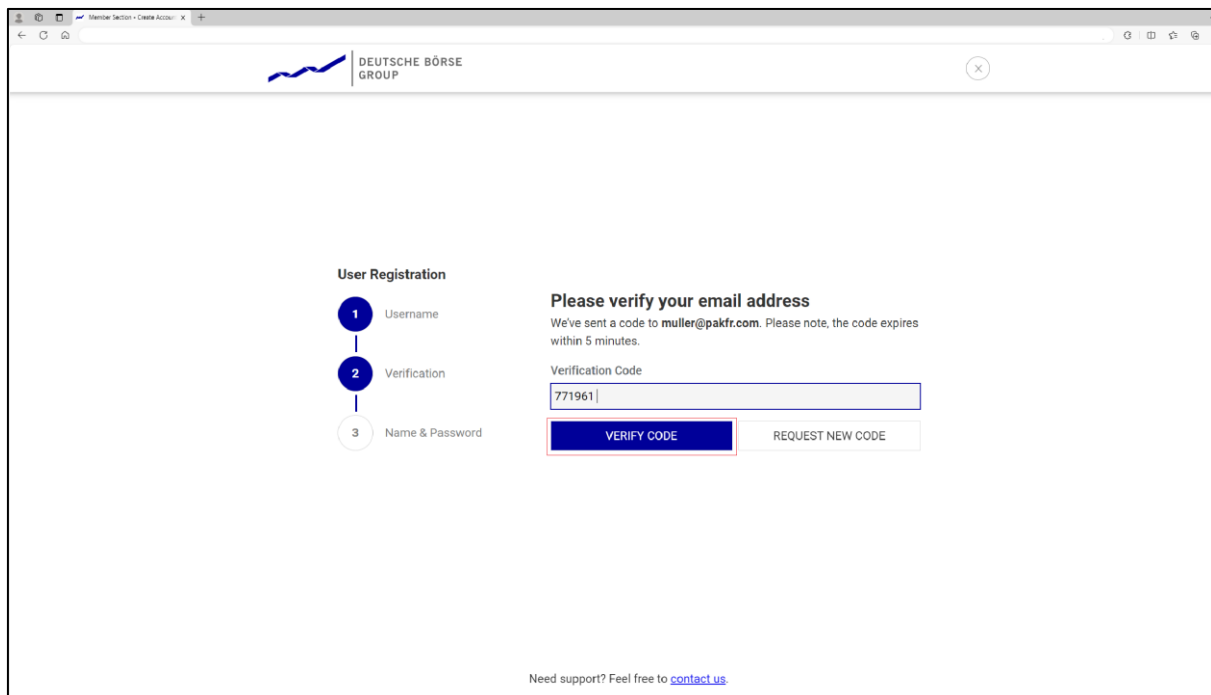
The screenshot shows a web browser window with the Deutsche Börse Group logo at the top. The page is titled "User Registration" and is at step 1 of a three-step process. The steps are: 1. Username, 2. Verification, and 3. Name & Password. Step 1 is highlighted with a blue circle. The main heading is "Please enter your company email address". Below this, there is a note: "Your company email address will be used as username. Note that some domains are not allowed (e.g. gmail, web etc.)." There is a text input field labeled "Username" containing the email address "muller@pakfr.com". Below the input field is a blue button labeled "SEND VERIFICATION CODE". At the bottom of the page, there is a link: "Need support? Feel free to [contact us](#)."

Fig 3: User Registration > Username selection

Step 4

- An email with a verification code will be sent to your registered email address.
- Please switch to your email account and check for the recent verification code email from member.section@deutsche-boerse.com with the subject 'Member Section Team: Your verification code'.
Note: If you do not receive a verification code, please ensure you are using the correct email and then click REQUEST NEW CODE shown below.
- Please copy the verification code (e.g. *verification code is 254698*) from your email.
- On the registration screen, please enter the copied verification code in the respective field as shown below.
- Click on VERIFY CODE.

Example below (Fig 4):

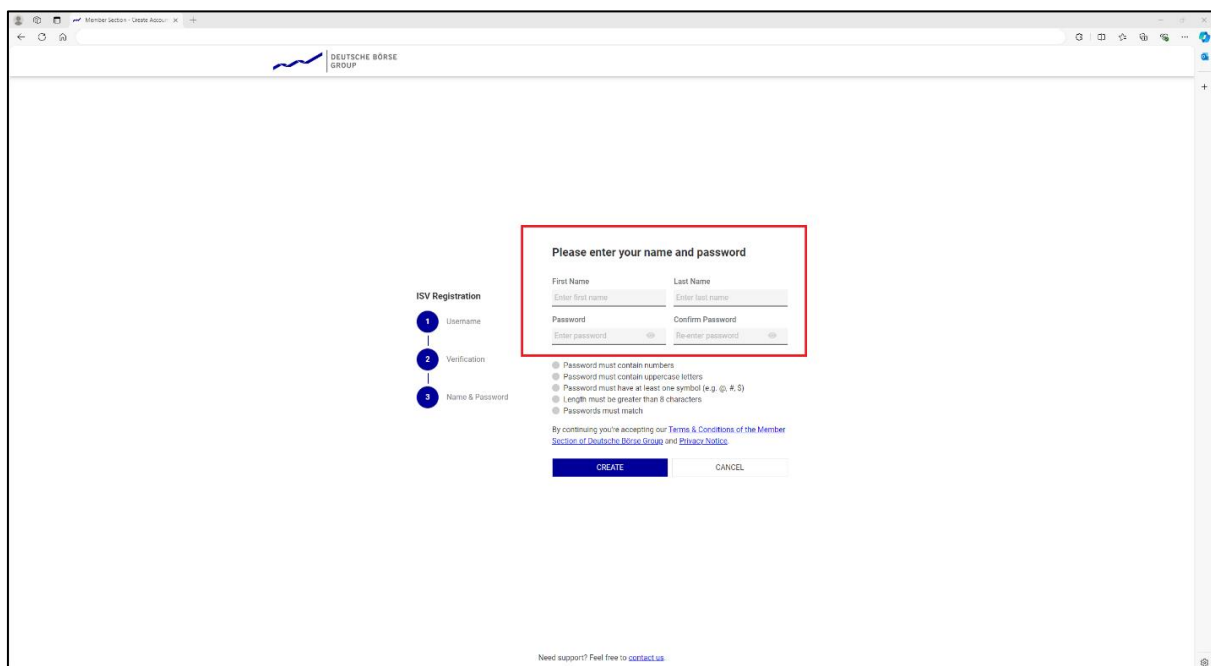


The screenshot shows the 'User Registration' process at the 'Verification' stage. On the left, a progress indicator shows three steps: 1. Username, 2. Verification (current), and 3. Name & Password. The main content area is titled 'Please verify your email address' and includes the text: 'We've sent a code to **muller@pakfr.com**. Please note, the code expires within 5 minutes.' Below this is a 'Verification Code' input field containing '771961'. There are two buttons: 'VERIFY CODE' (highlighted with a red box) and 'REQUEST NEW CODE'. At the bottom, there is a link: 'Need support? Feel free to [contact us](#)'.

Fig 4: User Registration > Verification code

Step 5

- Enter your first and last name on the next screen as indicated in the form below. (See Fig 5)
- Create a password which fulfils the requirements listed on the screen. Re-enter your password.
- Click on CREATE.



The screenshot shows the 'Name & Password' stage of the 'ISV Registration' process. The progress indicator on the left shows three steps: 1. Username, 2. Verification, and 3. Name & Password (current). The main content area is titled 'Please enter your name and password' and contains four input fields: 'First Name' (with placeholder 'Enter first name'), 'Last Name' (with placeholder 'Enter last name'), 'Password' (with placeholder 'Enter password'), and 'Confirm Password' (with placeholder 'Re-enter password'). Below the fields are five password requirements: 'Password must contain numbers', 'Password must contain uppercase letters', 'Password must have at least one symbol (e.g. @, #, \$)', 'Length must be greater than 8 characters', and 'Passwords must match'. There is a checkbox for 'By continuing you're accepting our Terms & Conditions of the Member Section of Deutsche Börse Group and Privacy Notice'. At the bottom are 'CREATE' and 'CANCEL' buttons. A link at the bottom reads: 'Need support? Feel free to [contact us](#)'.

Fig 5: User Registration > Name & Password

Step 6

- The account has been activated.
- Upon account creation, a confirmation email will be sent.
- Please note that the username is your email address.
- Click on LOGIN to proceed.

Example below (Fig 6):

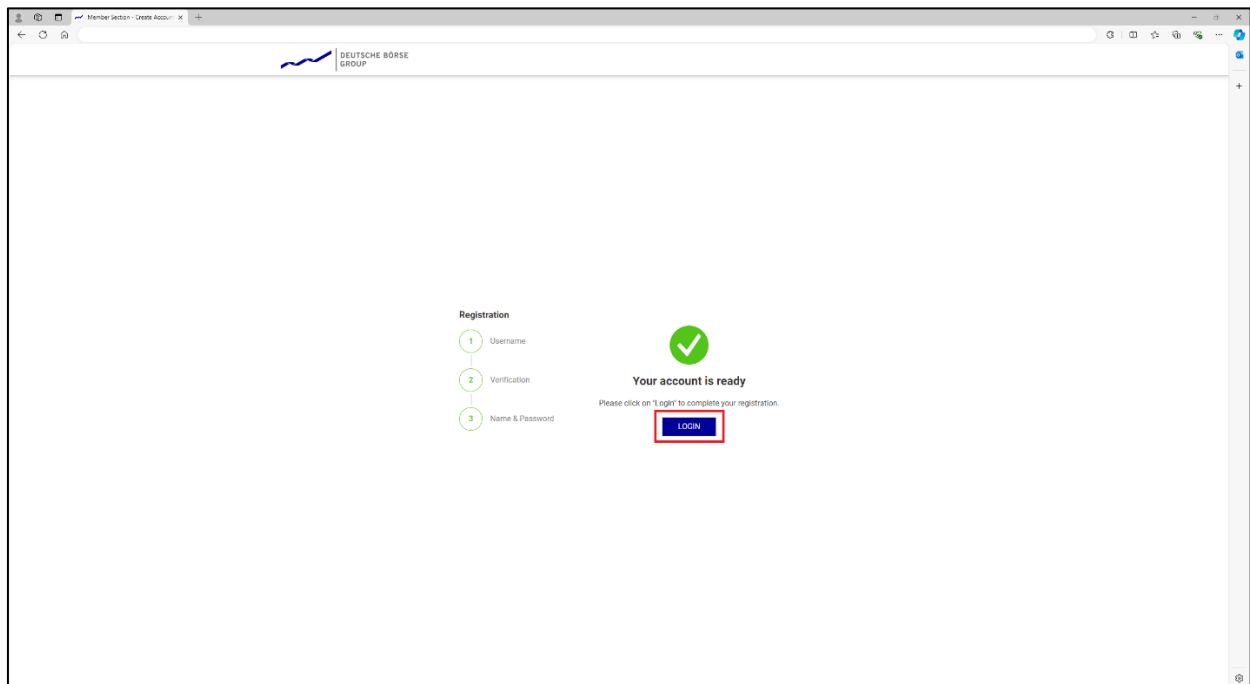


Fig 6: User Registration > Confirmation page

Step 7

- Please login to the Member Section and start a new ISV registration by selecting the first point, 'Submit a new ISV registration' as shown in Fig 7.
- Click on NEXT.

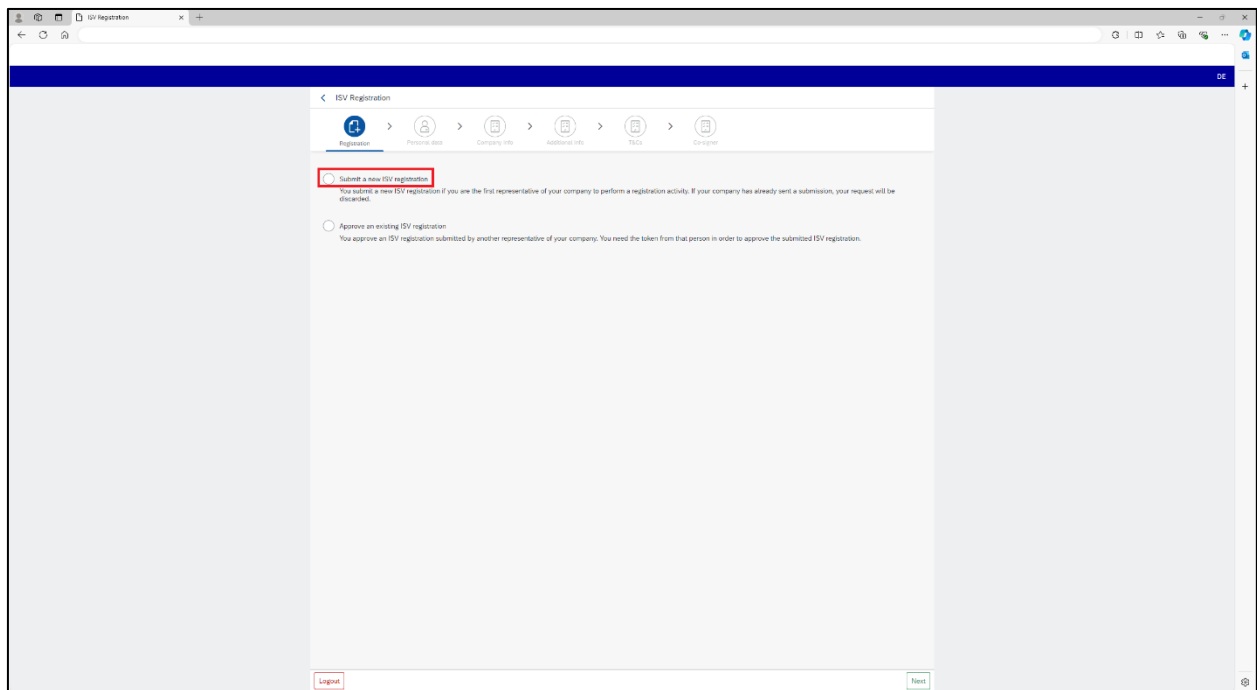


Fig 7: Page to submit a new ISV registration.

Step 8

- Complete all required fields with your personal information (1).
Please note that you can save your registration as a draft and continue the registration at any time. At the bottom of the page, you will find options to logout of the app, cancel registration, and save draft (2).
- Click on NEXT.

Example below (Fig 8):

The screenshot shows the 'Your personal data' form in the ISV Registration process. The form is divided into several sections: Title (dropdown menu), First Name, Last Name, Email, Date of Birth, Phone, Mobile, and Function. A red box labeled '1' highlights the Phone and Mobile fields. Below these fields is a consent section with a radio button for 'Yes, I agree' and a radio button for 'No, I do not agree'. At the bottom of the form, there are buttons for 'Logout', 'Cancel Registration', 'Save Draft', 'Back', and 'Next'. A red box labeled '2' highlights the 'Save Draft', 'Back', and 'Next' buttons.

Fig 8: Page to submit personal data.

Step 9

- To fill in your company details, you may either choose SELECT LEI (1) or manually enter your company details (2). Please use the LEI search if your company has a registered legal entity identifier (LEI). Example below (Fig 9):

The screenshot shows the 'Select your Company' form in the ISV Registration process. The form has two main options: 'Select LEI' (highlighted with a red box labeled '1') and 'Enter Company Details' (highlighted with a red box labeled '2'). Below these options, there is a note: 'In case your company does not have a registered LEI, you can add the company details manually, and you will be asked to upload a commercial register extract or an equivalent document.' At the bottom of the form, there are buttons for 'Logout', 'Cancel Registration', 'Save Draft', 'Back', and 'Next'.

Fig 9: Page to select company information method.

Select LEI option (1)

- This option allows you to search for your company LEI information as registered in the LEI database.
- To Search, you should enter your company's legal name (1) or unique Legal Entity Identifier (2).
- Ensure that the provided information accurately matches your company's registered details.
- To proceed click on SELECT and continue with step 10.

Example below (Fig 10):

Select your Company

Please search for your company name or LEI.

Company Name: search **1**

LEI: search **2**

Order by: Name

LEI	Name	Address
No Data		

Your Selection

Company	LEI	Company Name	Legal Address	Country	Postal Code	City	Address Line1
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Cancel Search

Login Cancel Registration Save Draft Back Next

Fig 10: Page to select Company LEI.

Enter Company Details option (2)

- This option allows you to enter company details manually in case your company is not registered in the LEI database.
- You are required to complete all the fields with company information.
- Please note that, selecting this method, you will also require to upload a copy of your company's registration certificate (Commercial Register) or an equivalent document.
- To proceed click on SELECT and continue with step 10.

Example below (Fig 11):

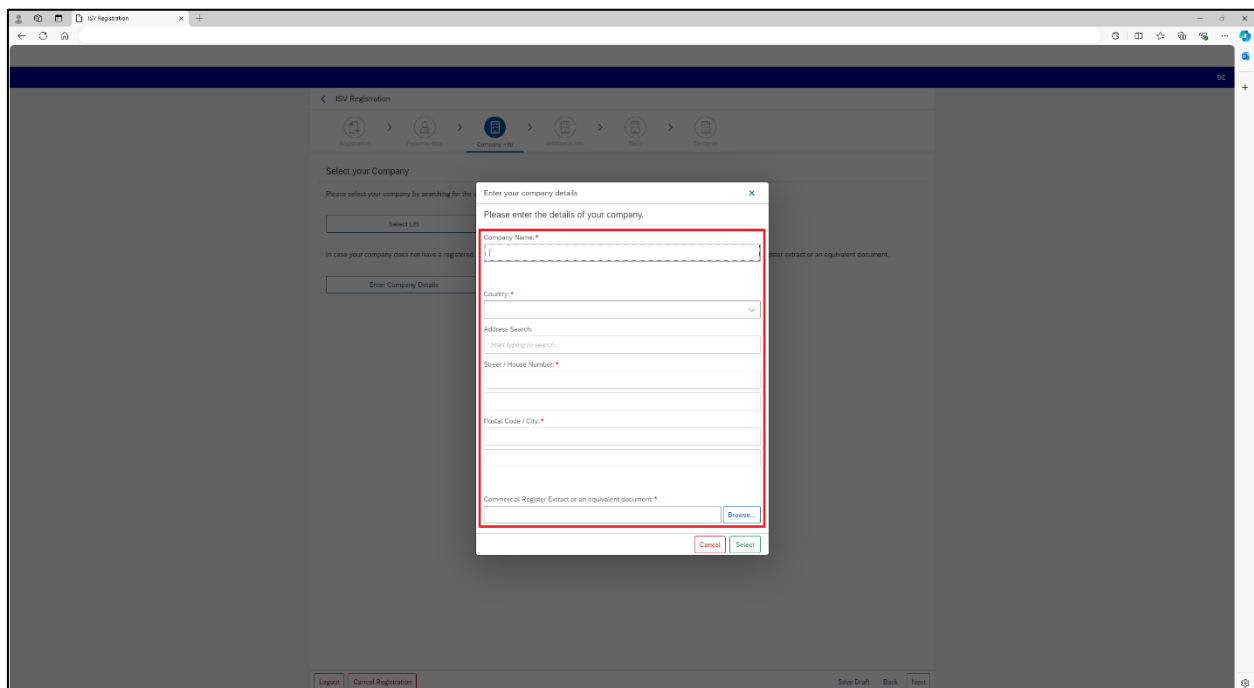
The screenshot shows a web browser window with the URL 'isv.registration'. The main page is titled 'ISV Registration' and has a navigation bar with icons for 'Registration', 'Personal data', 'Company data', 'Address data', 'Tasks', and 'Company'. The 'Company data' section is active, showing 'Select your Company' with options 'Select LEI' and 'Enter Company Details'. A modal window titled 'Enter your company details' is open, containing the following fields: 'Company Name*', 'Country*', 'Address Search' (with a sub-field 'Start typing to search...'), 'Street / House Number*', 'Postal Code / City*', and 'Commercial Register Extract or an equivalent document*' with a 'Browse...' button. 'Cancel' and 'Select' buttons are at the bottom of the modal. At the bottom of the page, there are buttons for 'Logout', 'Cancel Registration', 'Save Draft', 'Back', and 'Next'.

Fig 11: Page to manually enter Company details.

Step 10

- Once the company information is provided, you will have the opportunity to specify additional details about your company, including its services and targets markets.
- Please ensure that all the required fields are completed.
- Click on NEXT.

Example below (Fig 12):

Fig 12: Company Additional Info Page.

Step 11

- Upon completed the required information you will be prompted to choose a unique Member ID for your company.
- The system will automatically pre-populate an ID ending in 'XV' if one or multiple markets (Deutsche Börse/ Cash Market, Eurex Derivatives, ECAG, Eurex Repo) have been selected. If EEX or/ and ECC have been selected the system will pre-populate an ID ending in 'EV'.
- You may customize the first three digits of the ID to suit your preferences.
- The system will then validate the ID to ensure its uniqueness.
- Click on NEXT.

Example below (Fig 13):

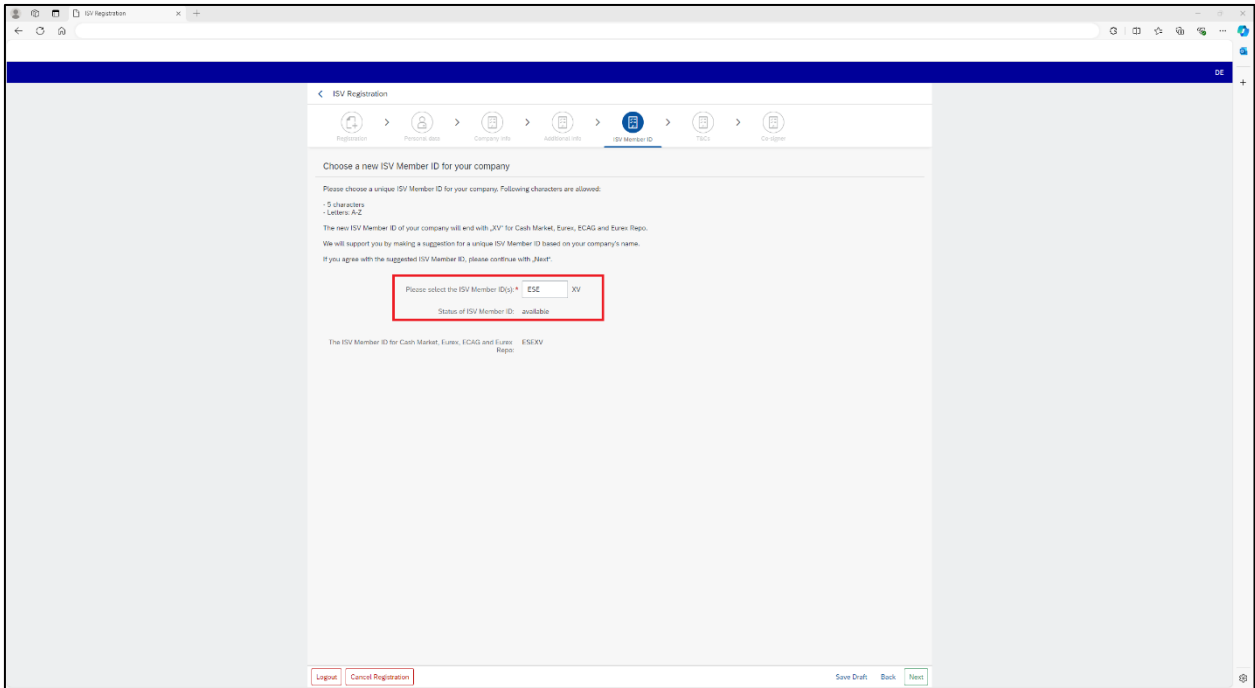


Fig 13: ISV Member ID page.

Step 12

- You will now be prompted to review and accept the Terms and Conditions for each selected market.
- Please ensure you read and acknowledge all terms by checking the corresponding checkboxes.
- Click on NEXT.

Example below (Fig 14):

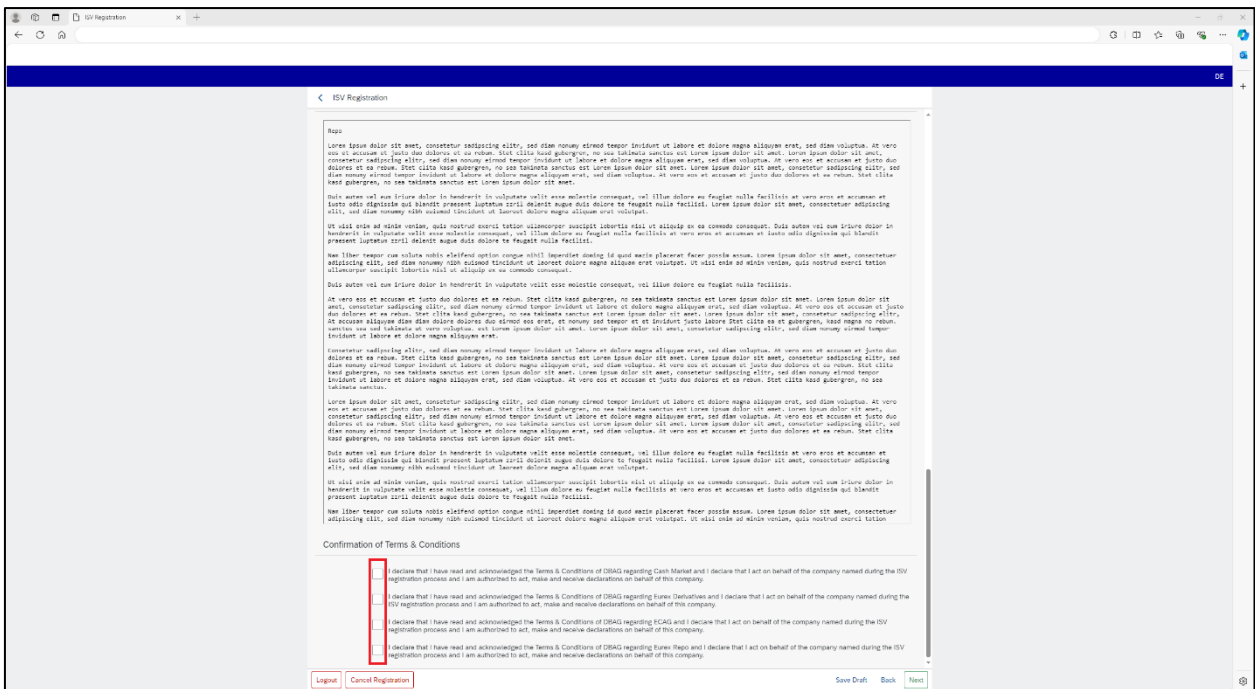


Fig 14: ISV Terms & Conditions page.

Step 13

- You must specify if the second person (co-signer) is required to approve the registration.
Please note: a Co-signer is an optional feature to achieve Vendor side (Two person Verification policies)
- If YES (1), upon submitting the ISV registration, a token will be generated. This token must be shared with the co-signer for their approval.
- If NO (2), you will proceed to the review and submission process.
- Click on REVIEW.

Example below (Fig 15):

Fig 15: ISV Co-Signer selection page.

Step 14 a (“Co-Signer NOT required”)

- The Review page provides a complete overview of the data entered during the application process.
- You can still edit entries, if needed.
- You can then submit your application.
- Click on SUBMIT.

Example below (Fig 16):

The screenshot shows the 'ISV Registration' review page. The main heading is 'Please provide more details for your company'. Below this, there are several sections with checkboxes and radio buttons:

- Which type of Services is your company covering?***
 - Front Office
 - Middle Office
 - Back Office
 - Distribution of Market Data
- Is your company providing File Services to clients?***
 - Yes
 - No
- Which Markets and/or Clearing houses of DSAG is your company supporting?***
 - Deutsche Börse / Cash Market
 - Eurox Derivatives
 - EEX
 - ECAG
 - ECC
 - Eurex Repo
- Choose an ISV Member ID for your company**
 - The ISV Member ID for ECAG: RTFKV
 - The ISV Member ID for EEX: RTFEV
- Terms & Conditions**
 - I declare that I have read and acknowledged the Terms & Conditions of DSAG regarding EEX and I declare that I act on behalf of the company named during the ISV registration process and I am authorized to act, make and receive declarations on behalf of this company.
 - I declare that I have read and acknowledged the Terms & Conditions of DSAG regarding ECAG and I declare that I act on behalf of the company named during the ISV registration process and I am authorized to act, make and receive declarations on behalf of this company.
- Need a co-signer?**
 - Does your company require a co-signer?: Yes No

At the bottom, there are buttons for 'Logout', 'Cancel Registration', and 'Submit'.

Fig 16: ISV Registration Review page without co-signer

Step 15 a ("Co-Signer NOT required")

- You will receive a confirmation after submitting your application.
- Please be aware that the processing of your application can take a few days following the submission.
- Click on LOGOUT.

Example below (Fig 17):

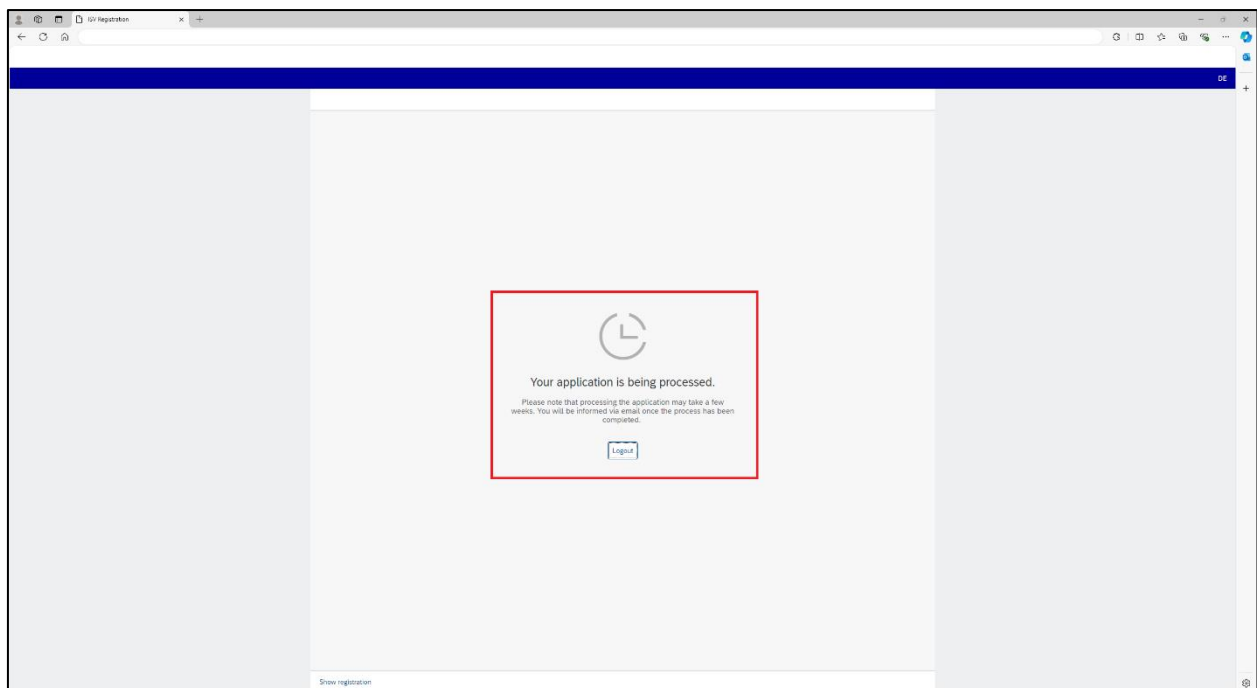


Fig 17: Application submitted without co-signer required

Step 14 b (“Co-Signer required”)

- The Review page provides a complete overview of the data entered during the application process.
- You can still edit entries, if needed.
- You can then submit your application.
- Click on SUBMIT FOR APPROVAL.

Example below (Fig 18):

The screenshot shows the 'ISV Registration' review page. The 'Need a co-signer?' section is highlighted with a red box around the 'Yes' radio button. The page includes sections for 'Choose an ISV Member ID for your company' (with 'ESERV' selected), 'Terms & Conditions' (with four checked declaration boxes), and a 'Submit for Approval' button at the bottom right.

Fig 18: ISV Registration Review page with co-signer required

Step 15 b (“Co-Signer required”)

- You will receive a confirmation after submitting your application for approval.
- Please note that you will receive an email containing the token shortly.
- Please be aware that the processing of your application can take a few days following the submission.
- Click on LOGOUT.

Example below (Fig 19):

More details on the Co-Signer process will be provided in the next chapter: Co-Signer Process.

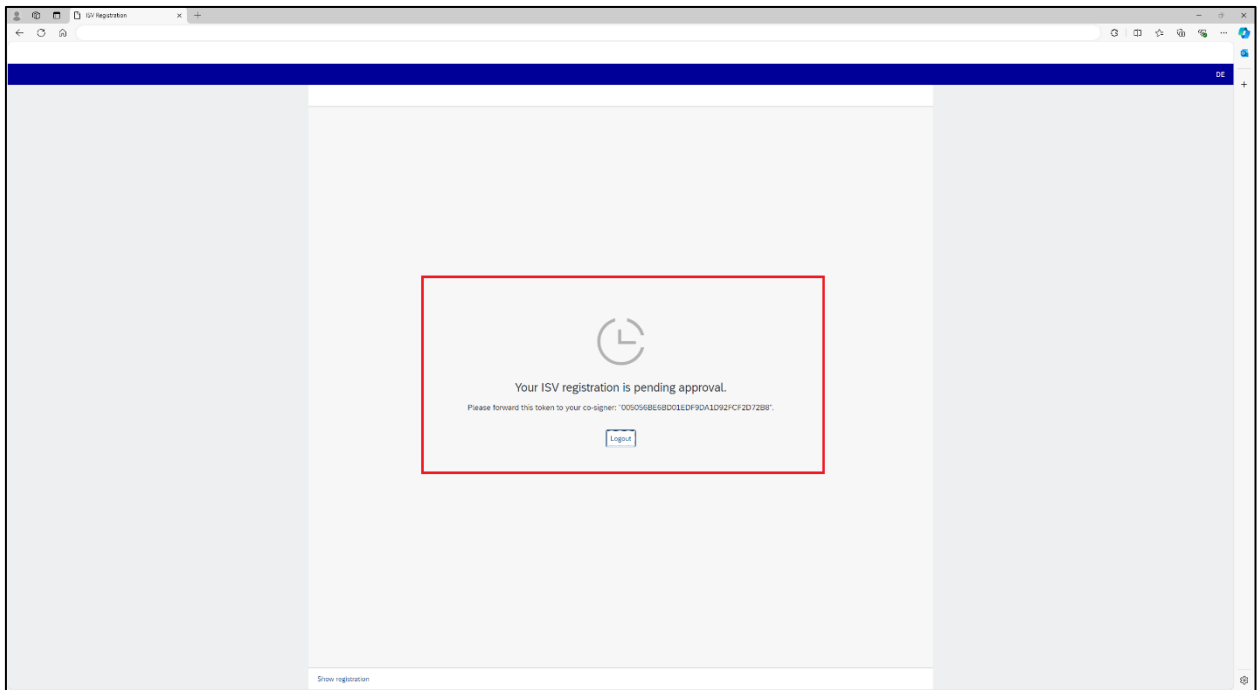


Fig 19: Application submitted with co-signer required.

Member Section

Registration of Co-Signer

3. Co-Signer Process

To set up an account for the Member Section to approve an existing ISV registration that has been created by an employee of the same ISV please follow these steps:

Step 1

- To approve the application as a Co-Signer, please access the Member Section via:
<https://membersection.deutsche-boerse.com>.

- Click on REGISTER.

Example below (Fig 1):

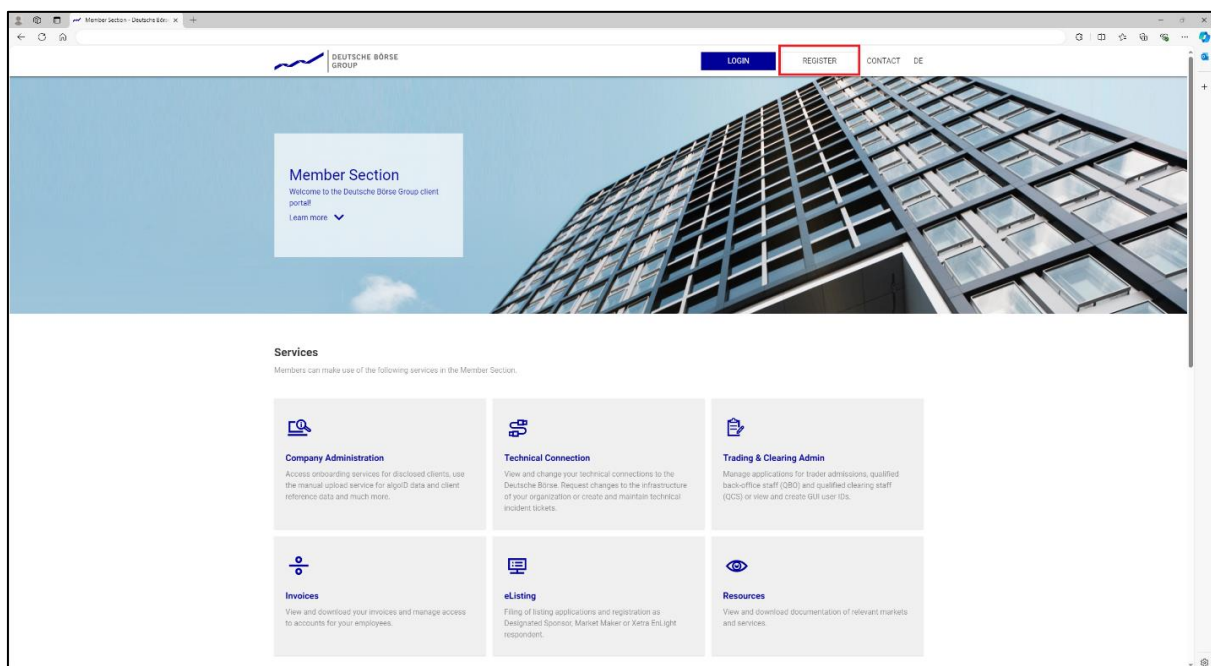


Fig 1: Member Section homepage

Step 2

- The page that opens allows you to start the 'ISV Registration'.
- Click on REGISTER NOW.

Example below (Fig 2):

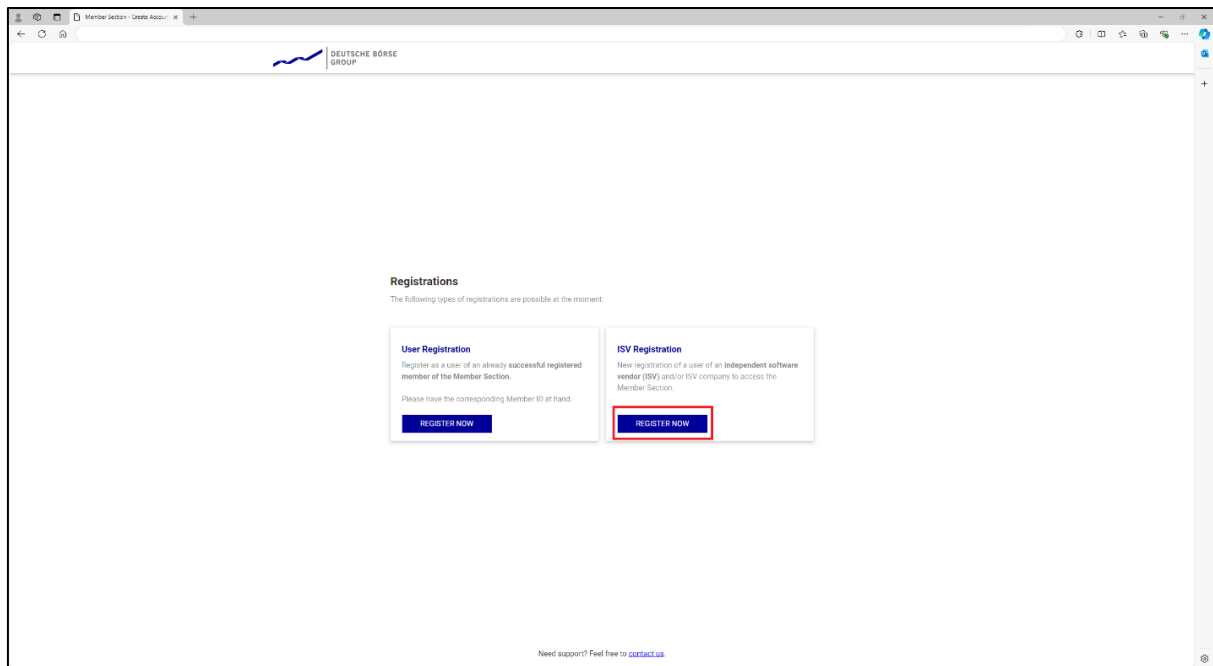


Fig 2: Registration options screen

Step 3

- You need to create a Member Section account by providing the email address and creating a profile with name and password.
Please note that personal company email addresses must be used for registration since the user will automatically become the Central Coordinator (Primary contact) for the registering entity.
- Enter your email and click on SEND VERIFICATION CODE.

Example below (Fig 3):

DEUTSCHE BÖRSE GROUP

User Registration

1 Username

2 Verification

3 Name & Password

Please enter your company email address
Your company email address will be used as username. Note that some domains are not allowed (e.g. gmail, web etc.).

Username
muller@pakfr.com

SEND VERIFICATION CODE

Need support? Feel free to [contact us](#).

Fig 3: User Registration > Username selection

Step 4

- An email with a verification code will be sent to your registered email address.
- Please switch to your email account and check for the recent verification code email from member.section@deutsche-boerse.com with the subject 'Member Section Team: Your verification code'.
Note: If you do not receive a verification code, please ensure you are using the correct email and then click REQUEST NEW CODE shown below.
- Please copy the verification code (e.g. *verification code is 254698*) from your email.
- On the registration screen, please enter the copied verification code in the respective field as shown below.
- Click on VERIFY CODE.

Example below (Fig 4):

The screenshot shows a web browser window with the Deutsche Börse Group logo at the top. The page title is "User Registration". On the left, a vertical progress indicator shows three steps: 1. Username, 2. Verification, and 3. Name & Password. Step 2 is currently active. The main content area is titled "Please verify your email address" and includes the text: "We've sent a code to **muller@pakfr.com**. Please note, the code expires within 5 minutes." Below this is a "Verification Code" input field containing "771961". To the right of the input field are two buttons: "VERIFY CODE" (highlighted with a red box) and "REQUEST NEW CODE". At the bottom, there is a link: "Need support? Feel free to [contact us](#)."

Fig 4: User Registration > Verification code

Step 5

- Enter your first and last name on the next screen as indicated in the form below. (See Fig 5)
- Create a password which fulfils the requirements listed on the screen. Re-enter your password.
- Click on CREATE.

The screenshot shows a web browser window with the Deutsche Börse Group logo at the top. The page title is "ISV Registration". On the left, a vertical progress indicator shows three steps: 1. Username, 2. Verification, and 3. Name & Password. Step 3 is currently active. The main content area is titled "Please enter your name and password" and includes the following form fields: "First Name" (with placeholder "Enter first name"), "Last Name" (with placeholder "Enter last name"), "Password" (with placeholder "Enter password"), and "Confirm Password" (with placeholder "Re-enter password"). Below the form fields are four bullet points: "Password must contain numbers", "Password must contain uppercase letters", "Password must have at least one symbol (e.g. @, #, \$)", and "Length must be greater than 8 characters". Below the requirements is a checkbox for "Passwords must match". At the bottom, there is a link: "By continuing you're accepting our [Terms & Conditions of the Member Section of Deutsche Börse Group](#) and [Privacy Notice](#)". Below the link are two buttons: "CREATE" (highlighted with a red box) and "CANCEL". At the bottom, there is a link: "Need support? Feel free to [contact us](#)."

Fig 5: User Registration > Name & Password

Step 6

- The account has been activated.
- Upon account creation, a confirmation email will be sent.
- Please note that the username is your email address.
- Click on LOGIN to proceed.

Example below (Fig 6):

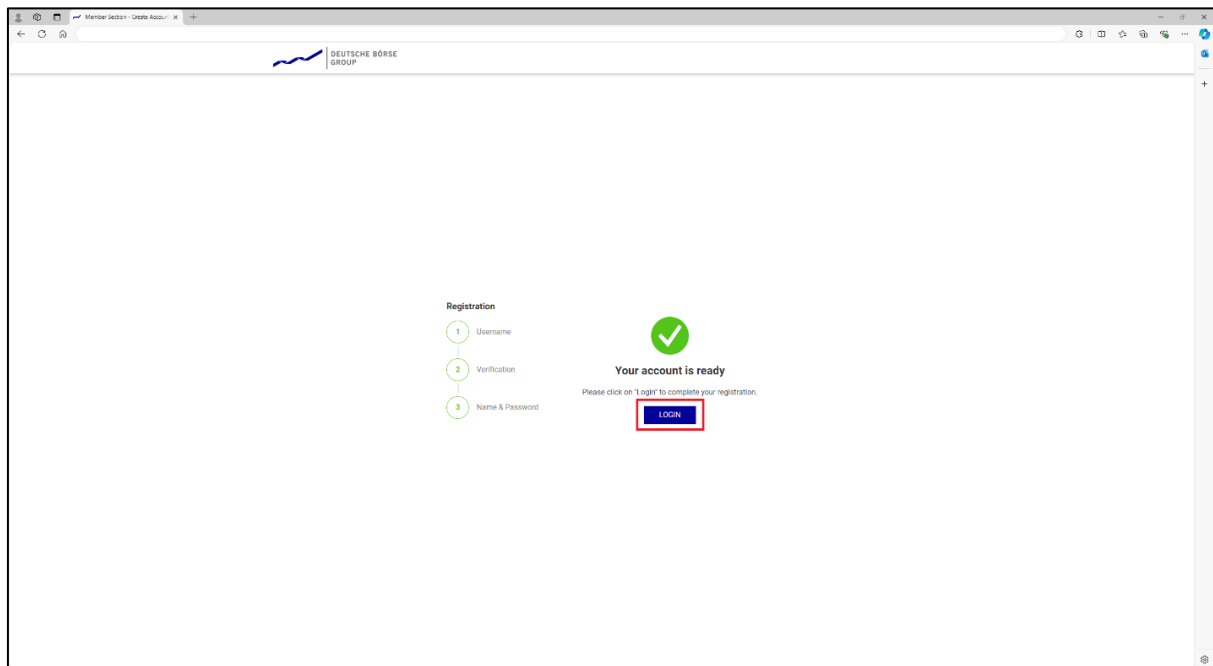


Fig 6: User Registration > Confirmation page

Step 7

- After successful login, proceed to 'Approve an existing ISV registration'.
- Click on NEXT.

Example below (Fig 7):

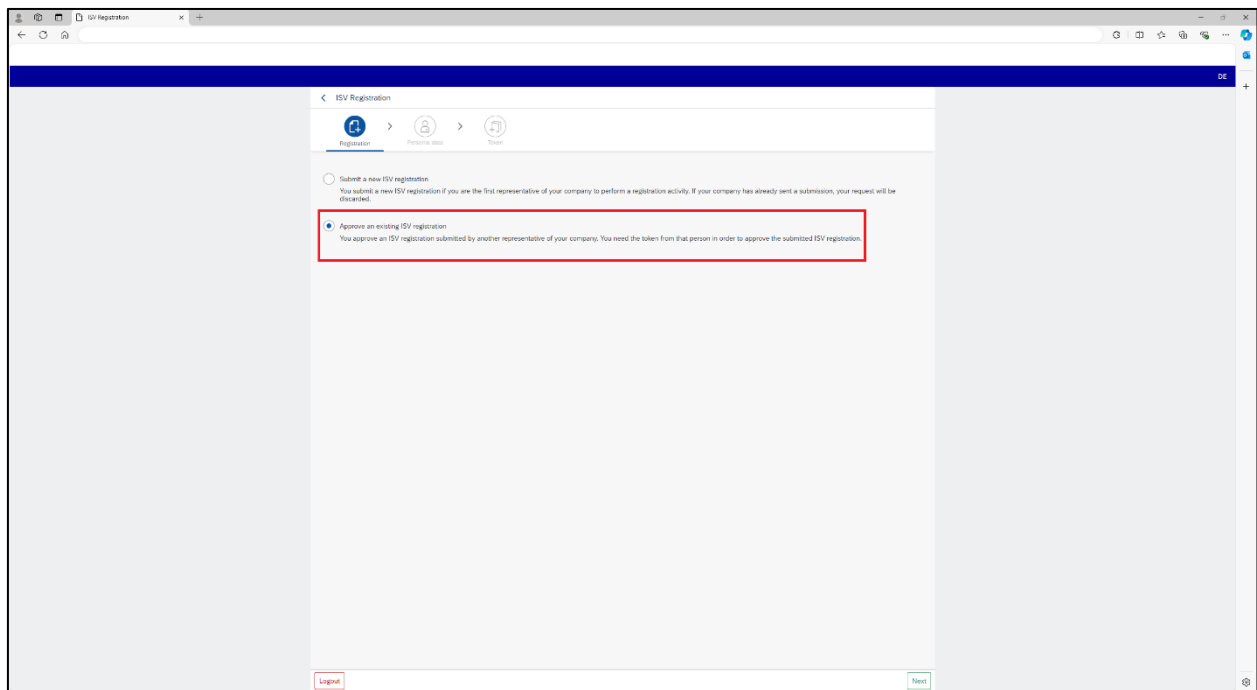


Fig 7: Approving an existing ISV application.

Step 8

- Complete all required fields with your personal information.
- Click on NEXT.

Example below (Fig 8):

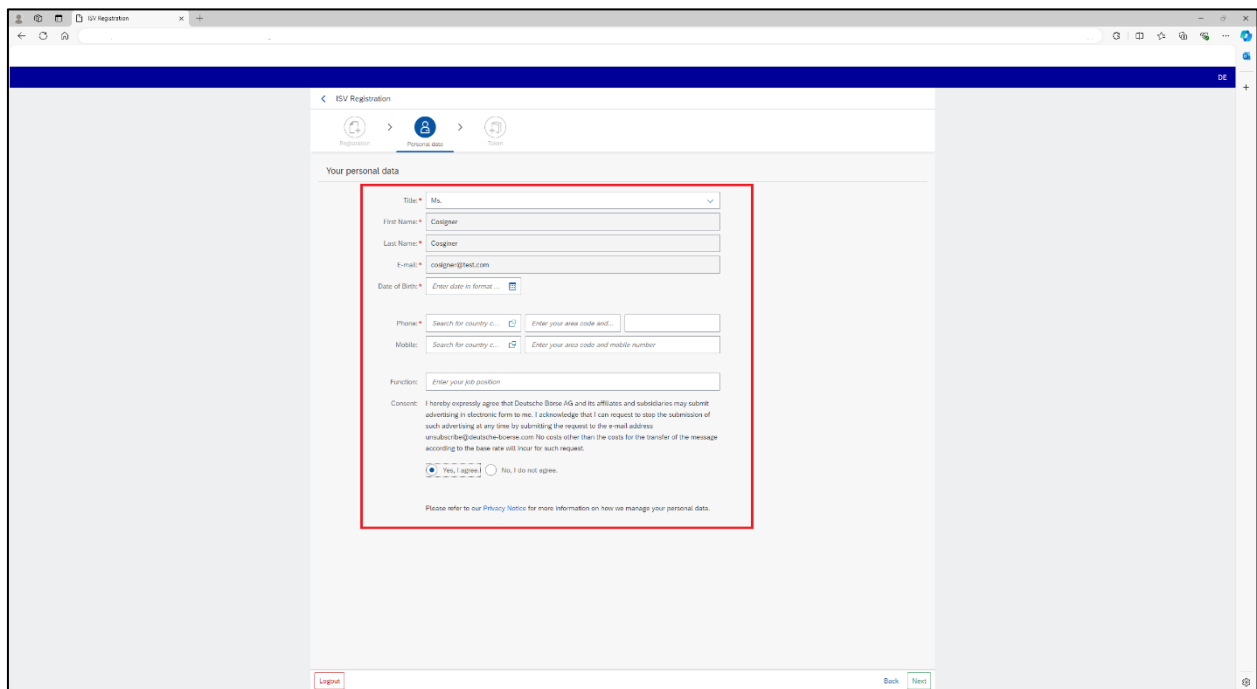


Fig 8: Co-Signer Personal Data page.

Step 9

- You need to enter the token that has been provided to your colleague as the application initiator.
- Click on REVIEW.

Example below (Fig 9):

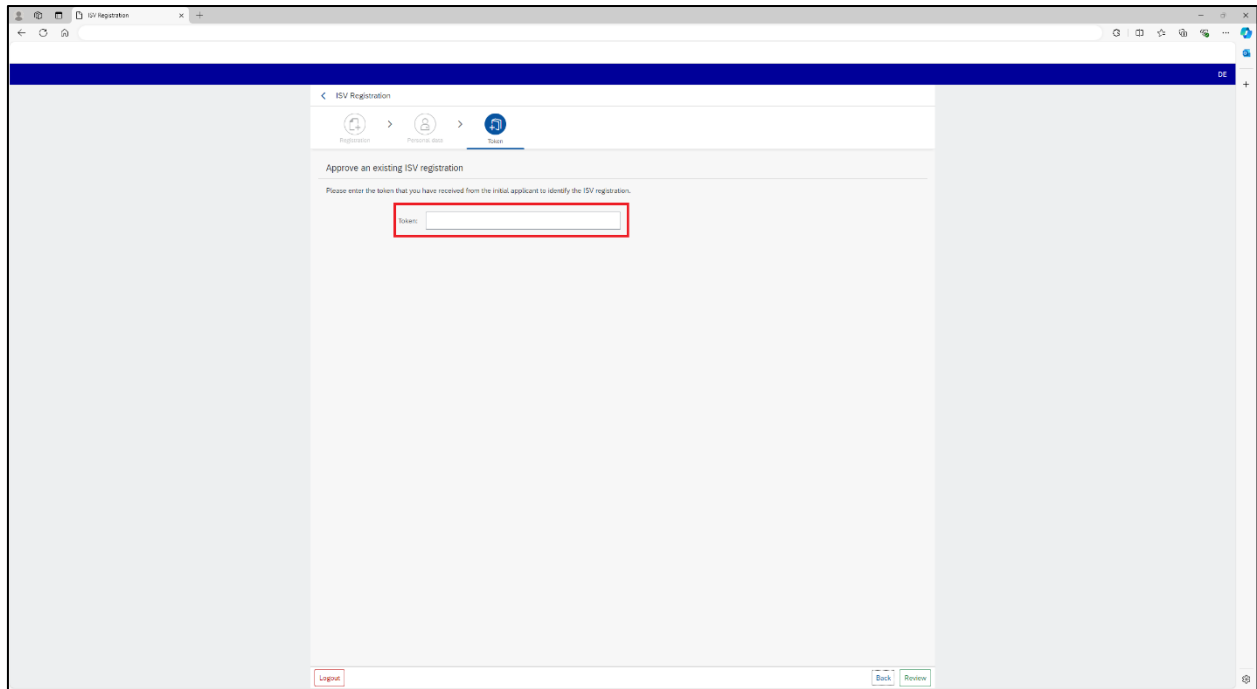


Fig 9: Token review Co-Signer page

Step 10

- The Review page provides a complete overview of the data entered during the application process.
- You can then approve or reject the application.
- Click on APPROVE to confirm the registration.

Example below (Fig 10):

Fig 10: Co-Signer approval page

Step 11

- You will receive a confirmation after approving the application.
- Please note that a confirmation email regarding your registration approval will be sent to you shortly.
- Please be aware that the processing of your application can take a few days following the submission.
- Click on LOGOUT.

Example below (Fig 11):

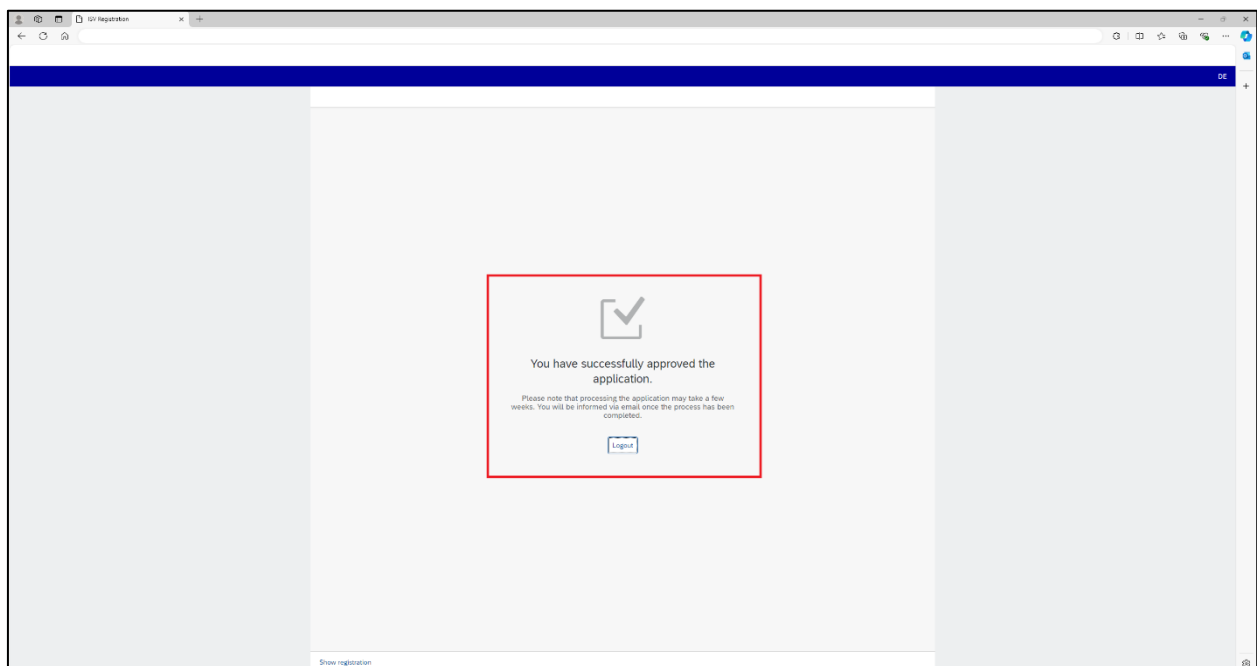


Fig 11: Co-Signer approval page confirmation.

Member Section

Re-registration of an existing Independent Software Vendor (ISV)

4. Re-registration of an existing Independent Software Vendor (ISV)

The re-registration process enables the existing ISV companies to reinitiate their onboarding registration in order to comply with the new digitized procedures. As an existing Central Coordinator of an ISV you will be granted the necessary permissions to start the ISV registration per default. Please follow these steps:

Step 1

- To re-register, please access the Member Section via: <https://membersection.deutsche-boerse.com>.
- Click on LOGIN.

Example below (Fig 1):

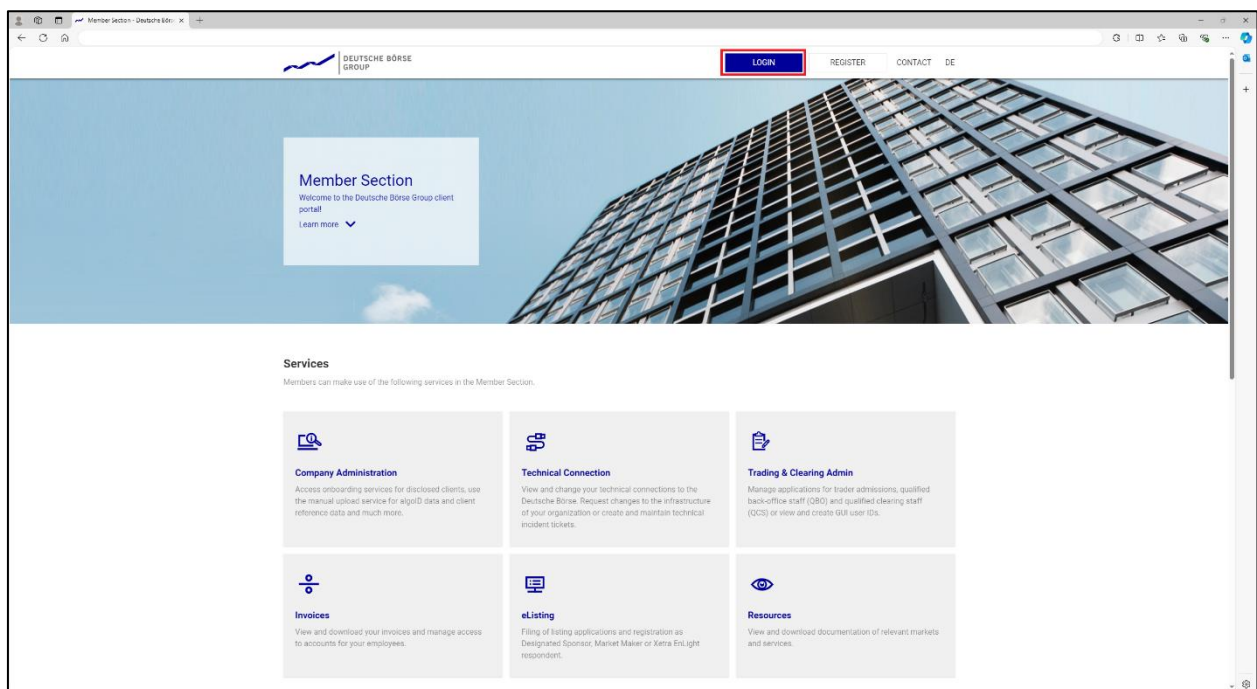


Fig 1: Member Section Login page.

Step 2

- Please enter your login credentials (email address and password).
- Click on LOG IN.

Example below (Fig 2):

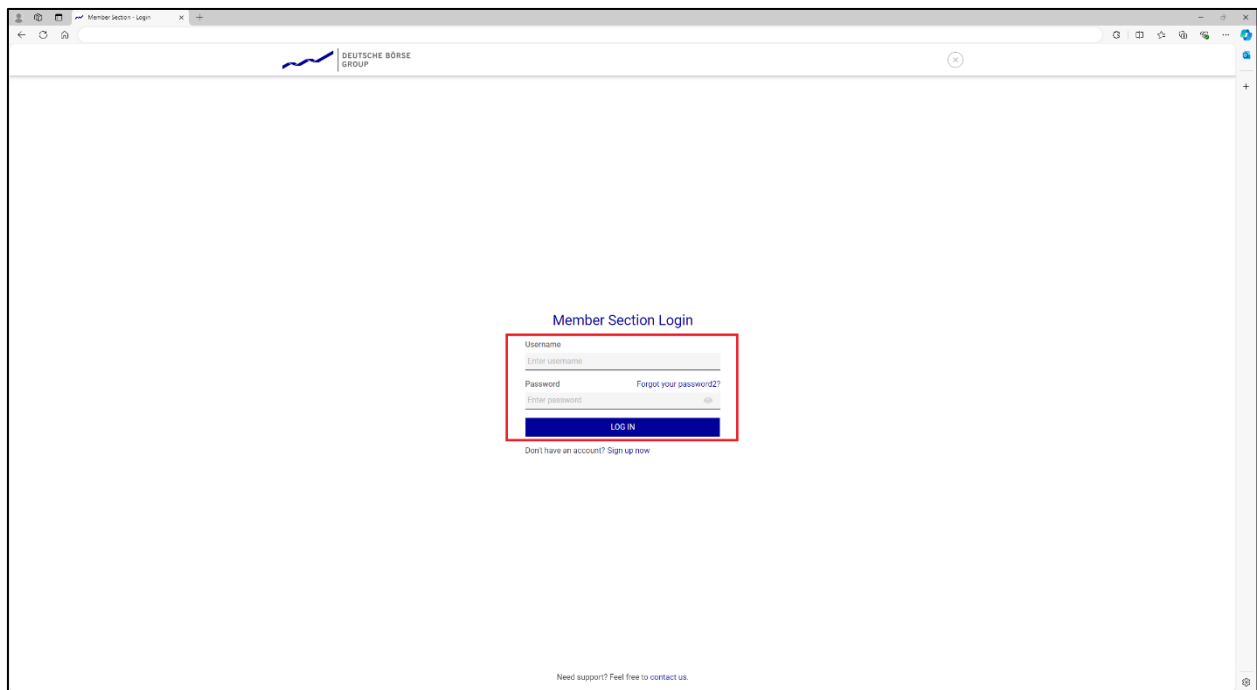


Fig 2: Member Section Login page.

Step 3

- Please select COMPANY ADMINISTRATION on the left-hand navigation. (1)
- Select the tile 'ISV Administration'. (2)
- Click on 'ISV Registration' to start the re-registration process. (3)

Example below (Fig 3):

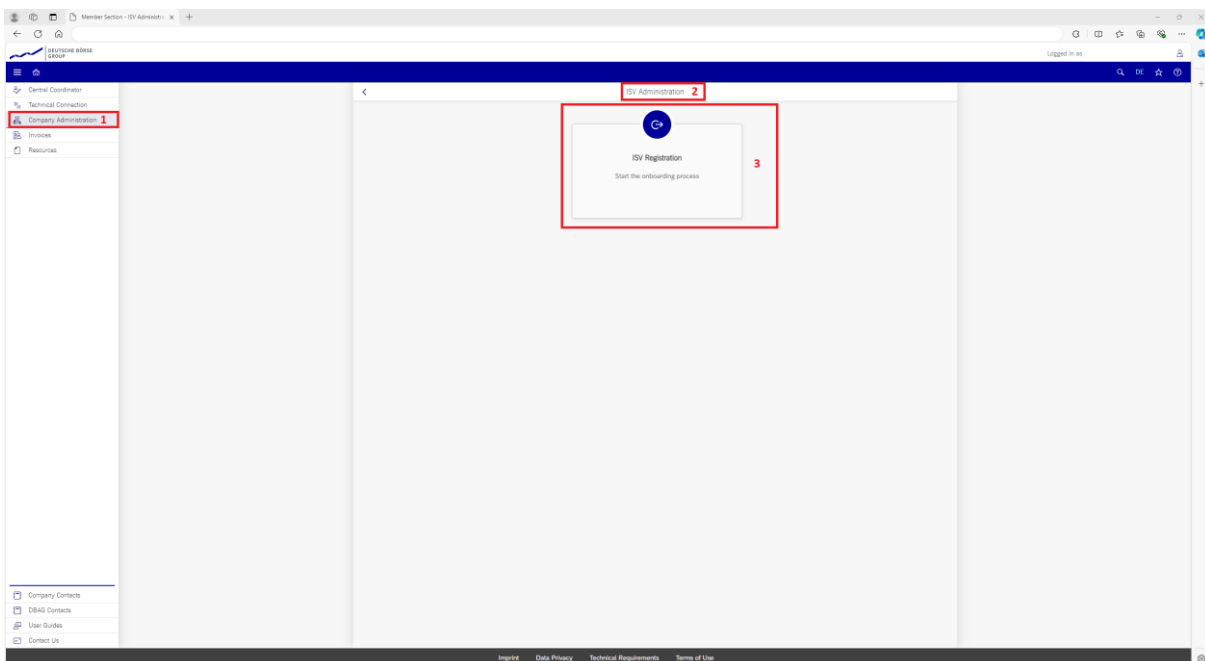


Fig 3: ISV registration tile

Step 4

- Start the re-registration by selecting the first point, 'Submit a new ISV registration' as shown in Fig 4.
- Click on NEXT.

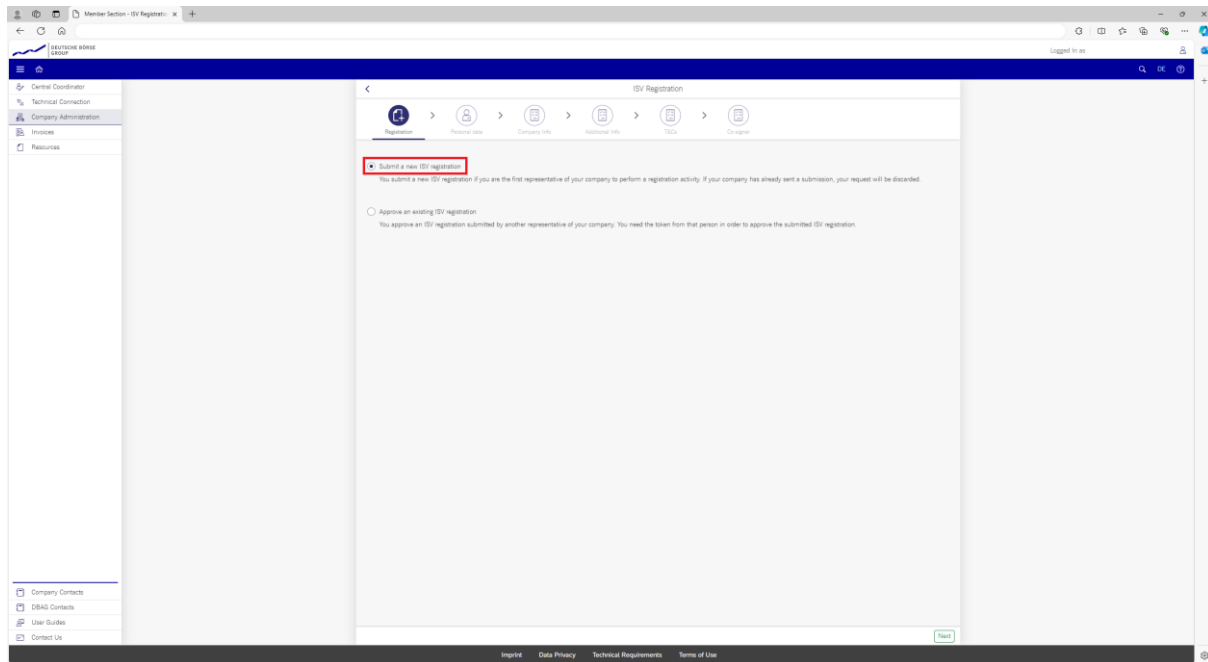
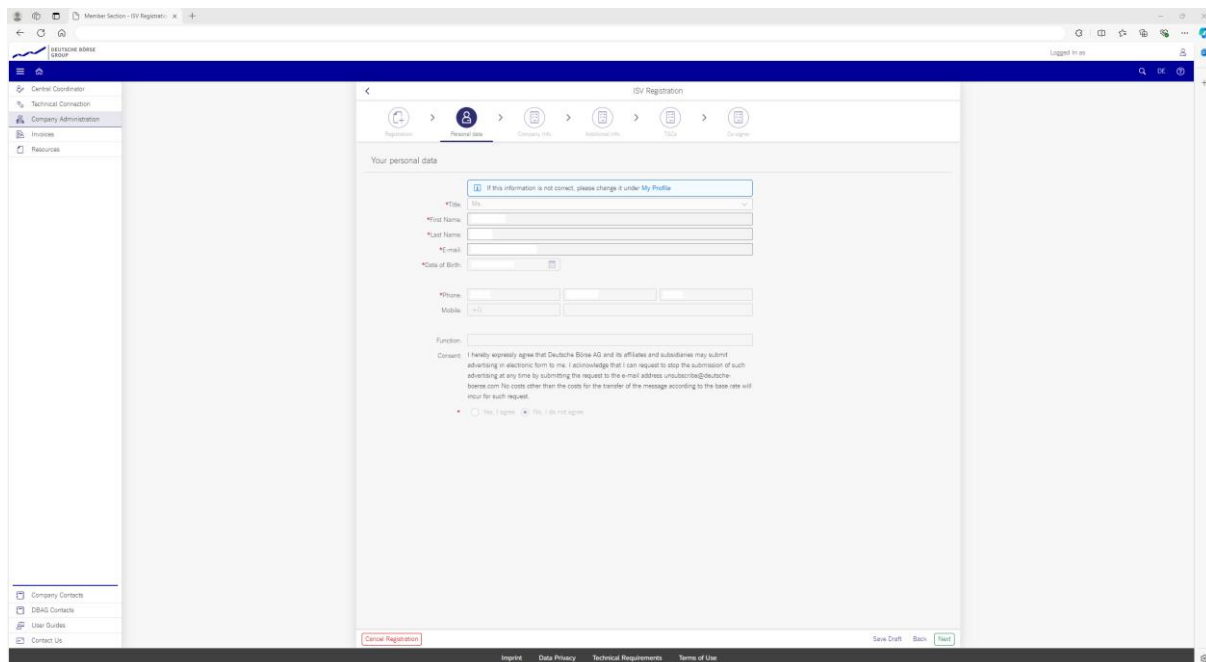


Fig 4: Page to submit an ISV registration.

Step 5

- Your personal data is being displayed. If the displayed Information is still correct, please continue by clicking NEXT. In case that some adjustments need to be made, please navigate to the MY PROFILE section, make those changes and come back to the ISV registration to continue.

Example below (Fig 5):

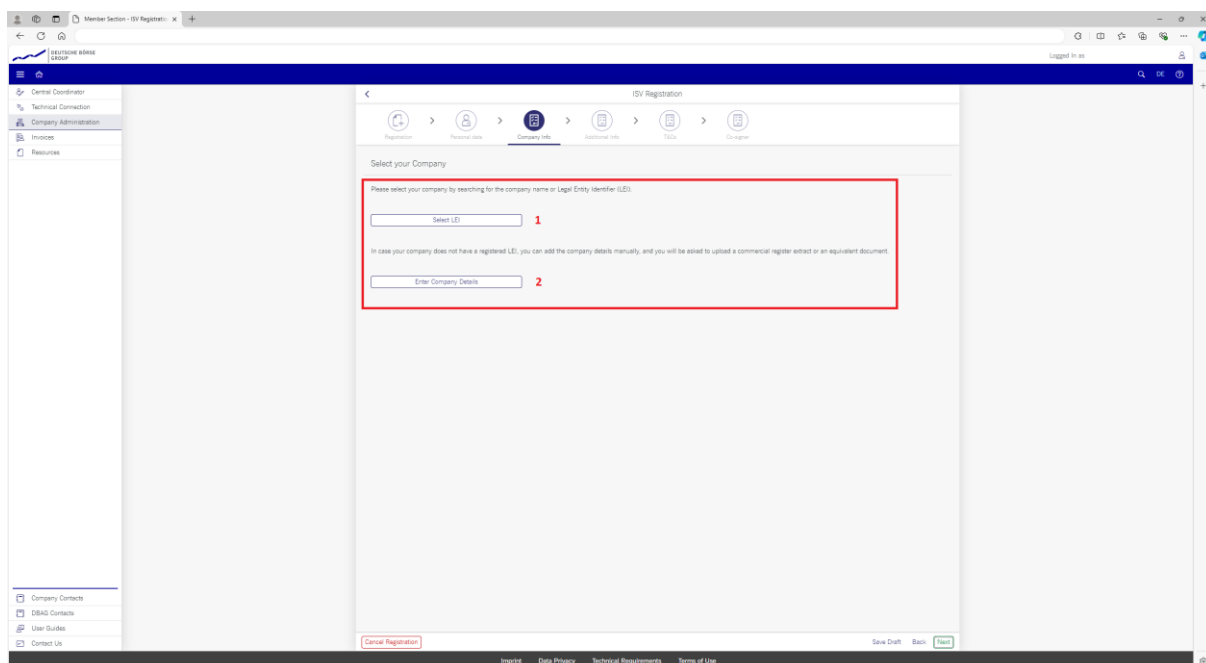


The screenshot shows the 'Your personal data' form in the ISV Registration system. The form includes fields for Title, First Name, Last Name, E-mail, Date of Birth, Phone, and Mobile. Below these fields is a 'Function' field and a 'Consent' section with a checkbox for 'Yes, I agree' and a radio button for 'No, I do not agree'. The form is part of a navigation menu with options: Registration, Personal data, Company info, Additional info, T&Cs, and Co-signer. The left sidebar contains navigation links: Central Coordinator, Technical Connection, Company Administration, Invoices, Resources, Company Contacts, DBAG Contacts, User Guides, and Contact Us. The bottom of the page has links for 'Cancel Registration', 'Impressum', 'Data Privacy', 'Technical Requirements', and 'Terms of Use'.

Fig 5: Your personal data

Step 6

- To fill in your company details, you may either choose SELECT LEI (1) or manually enter your company details (2). Please use the LEI search if your company has a registered legal entity identifier (LEI). We will compare the provided company details with the once that are already existing for your ISV in our systems. Example below (Fig 6):



The screenshot shows the 'Select your Company' form in the ISV Registration system. The form has two options: 'Select LEI' (labeled 1) and 'Enter Company Details' (labeled 2). A red box highlights these two options. The text above the options reads: 'Please select your company by searching for the company name or Legal Entity Identifier (LEI)'. Below the options, it says: 'In case your company does not have a registered LEI, you can add the company details manually, and you will be asked to upload a commercial register extract or an equivalent document'. The form is part of a navigation menu with options: Registration, Personal data, Company info, Additional info, T&Cs, and Co-signer. The left sidebar contains navigation links: Central Coordinator, Technical Connection, Company Administration, Invoices, Resources, Company Contacts, DBAG Contacts, User Guides, and Contact Us. The bottom of the page has links for 'Cancel Registration', 'Impressum', 'Data Privacy', 'Technical Requirements', and 'Terms of Use'.

Fig 6: Company Info

Select LEI" option (1)

- This option allows you to search for your company LEI information as registered in the LEI database.
- To Search, you should enter your company's legal name (1) or unique Legal Entity Identifier (2).
- Ensure that the provided information accurately matches your company's registered details.
- To proceed click on SELECT and continue with step 10.

Example below (Fig 7):

Select your Company

Please search for your company name or LEI.

Company Name: search **1**

LEI: search **2**

Order by: Name

LEI	Name	Address
No Data		

Your Selection

Company	LEI	Company Name	Legal Address	Country	Postal Code	City	Address Line1

Cancel Search

Login Cancel Registration Save Draft Back Next

Fig 7: Page to select Company LEI.

Enter Company Details” option (2)

- This option allows you to enter company details manually in case your company is not registered in the LEI database.
- You are required to complete all the fields with company information.
- Please note that, selecting this method, you will also require to upload a copy of your company’s registration certificate (Commercial Register) or an equivalent document.
- To proceed click on SELECT and continue with step 10.

Example below (Fig 8):

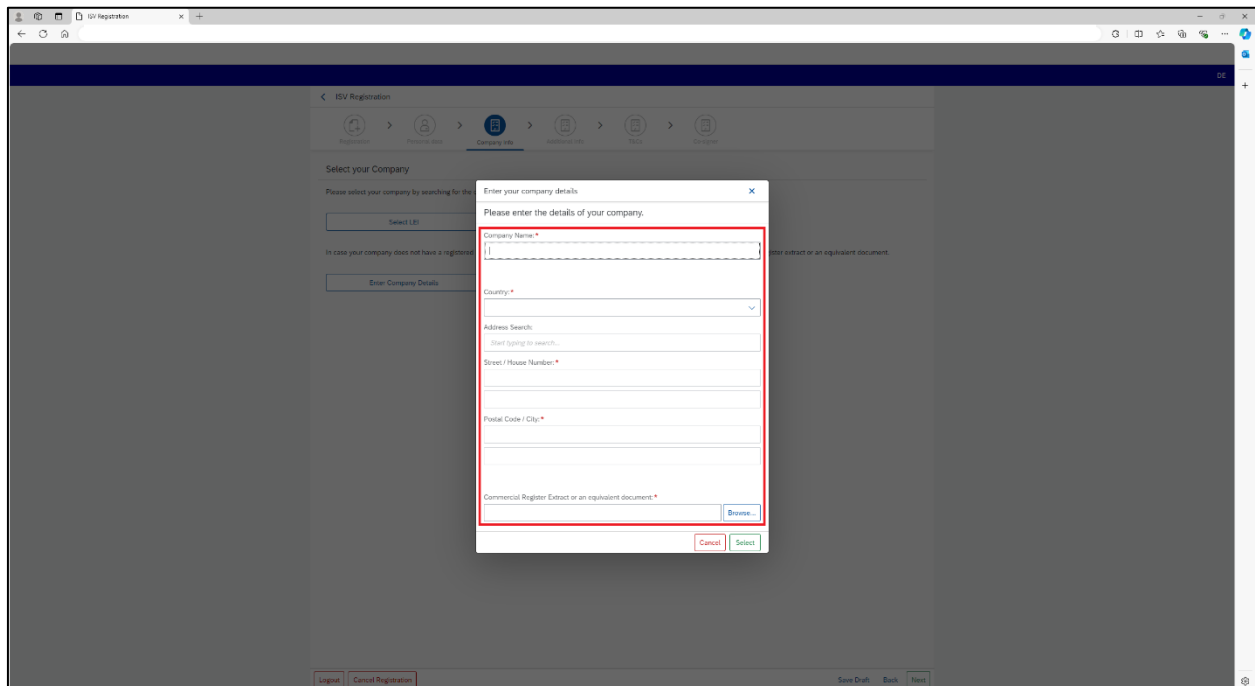
The screenshot shows a web browser window with the URL 'isv.registration'. The main page is titled 'ISV Registration' and has a navigation bar with icons for 'Registration', 'Personal data', 'Company data', 'Address data', 'Tasks', and 'Company'. The 'Company data' section is active, showing 'Select your Company' with options 'Select LEI' and 'Enter Company Details'. A modal window titled 'Enter your company details' is open, containing the following fields: 'Company Name*', 'Country*' (a dropdown menu), 'Address Search' (with a sub-field 'Start typing to search...'), 'Street / House Number*', 'Postal Code / City*', and 'Commercial Register Extract or an equivalent document*' (with a 'Browse...' button). At the bottom of the modal are 'Cancel' and 'Select' buttons. The background page also has 'Logout', 'Cancel Registration', 'Save Draft', 'Back', and 'Next' buttons.

Fig 8: Page to manually enter Company details.

Step 7

- Once the company information is provided, you will have the opportunity to specify additional details about your company, including its services and targets markets.
Your existing markets are already preselected so that you may only select the ones that you would like to add.
- Click on NEXT.
Note: if no new market has been selected, step 8 is inapplicable, please continue with step 9.

Example below (Fig 9):

ISV Registration

Please provide more details for your company

*Which type of Services is your company covering?

- Front Office
- Middle Office
- Back Office
- Distribution of Market Data

*Is your company providing File Services to clients?

Yes No

*Which Markets and/or Clearing houses of CBAG is your company supporting?

- Electronic Order / Cash Market
- Euron Derivatives
- EDX
- CBAG
- EDC
- Other Proprietary

Cancel Registration Save Draft Back Next

Fig 9: Company Additional Info Page

Step 8

- If a new market has been selected, depending on the market you will either have to select one or more of your existing Member IDs or you will have to choose a new Member ID.
- In the event that a new Member ID is created, the system will make you a suggestion for the first three digits and it will end in EV or XV. You may customize the first three digits of the ID to suit your preferences.
- The system will then validate the ID to ensure its uniqueness.
- Click on NEXT.

Example below (Fig 10):

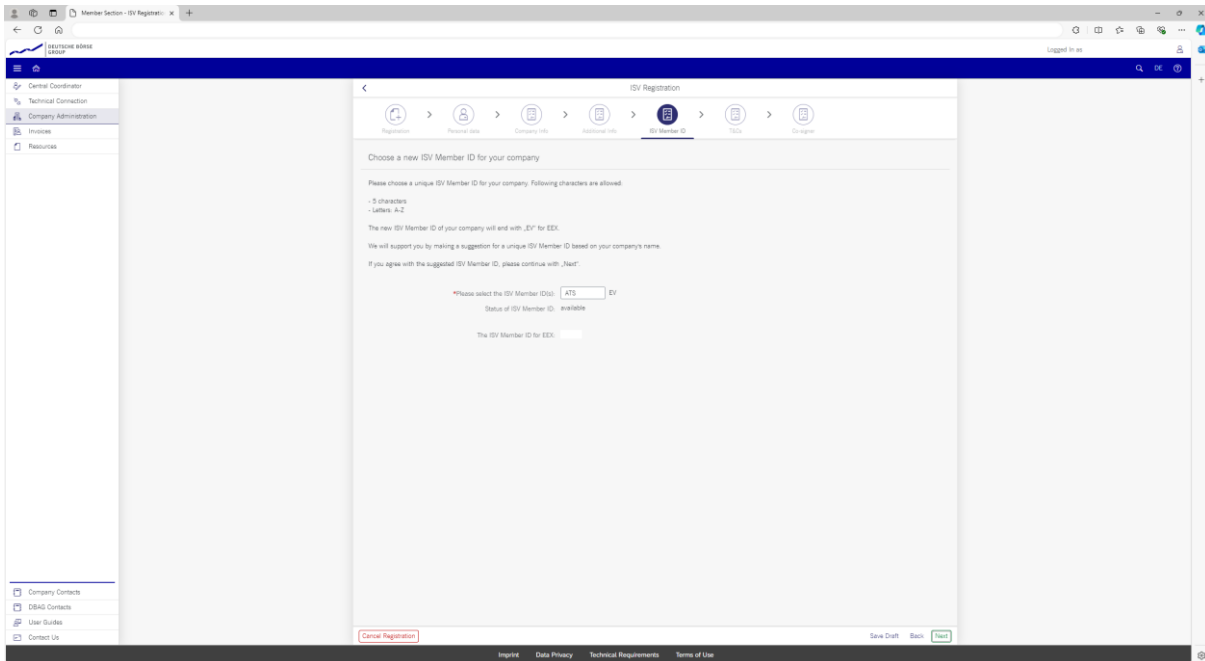


Fig 10: ISV Member ID page

Step 9

- You will now be prompted to review and accept the Terms and Conditions for each selected market.
- Please ensure you read and acknowledge all terms by checking the corresponding checkboxes.
- Click on NEXT.

Example below (Fig 11):

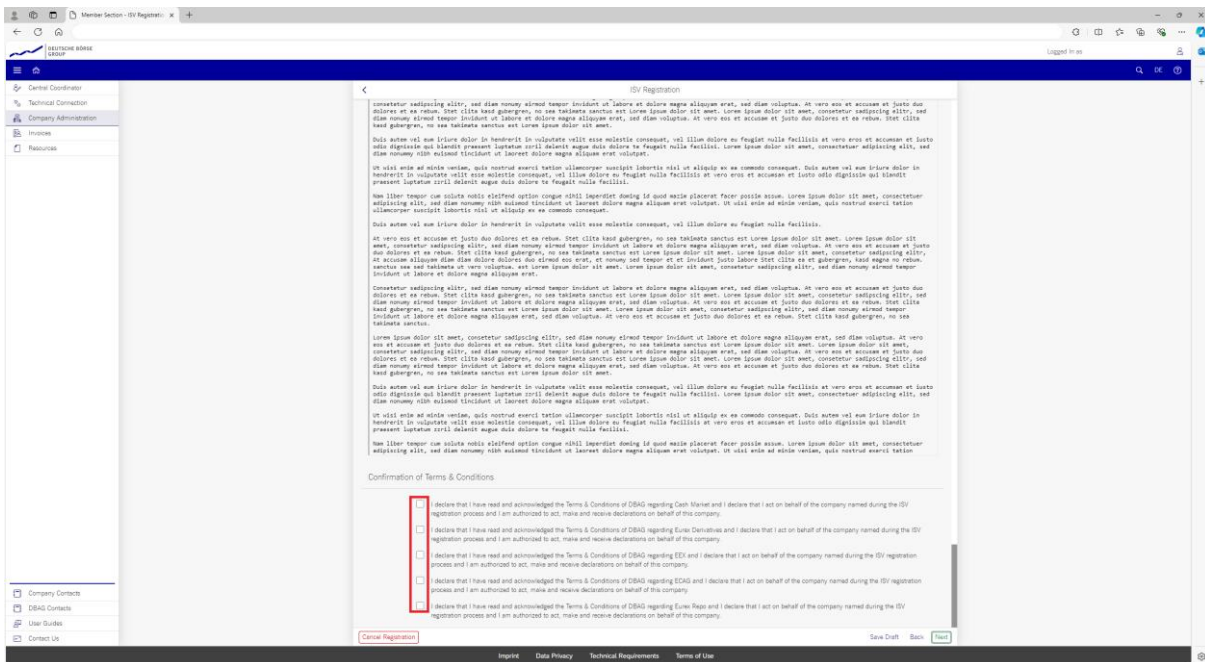
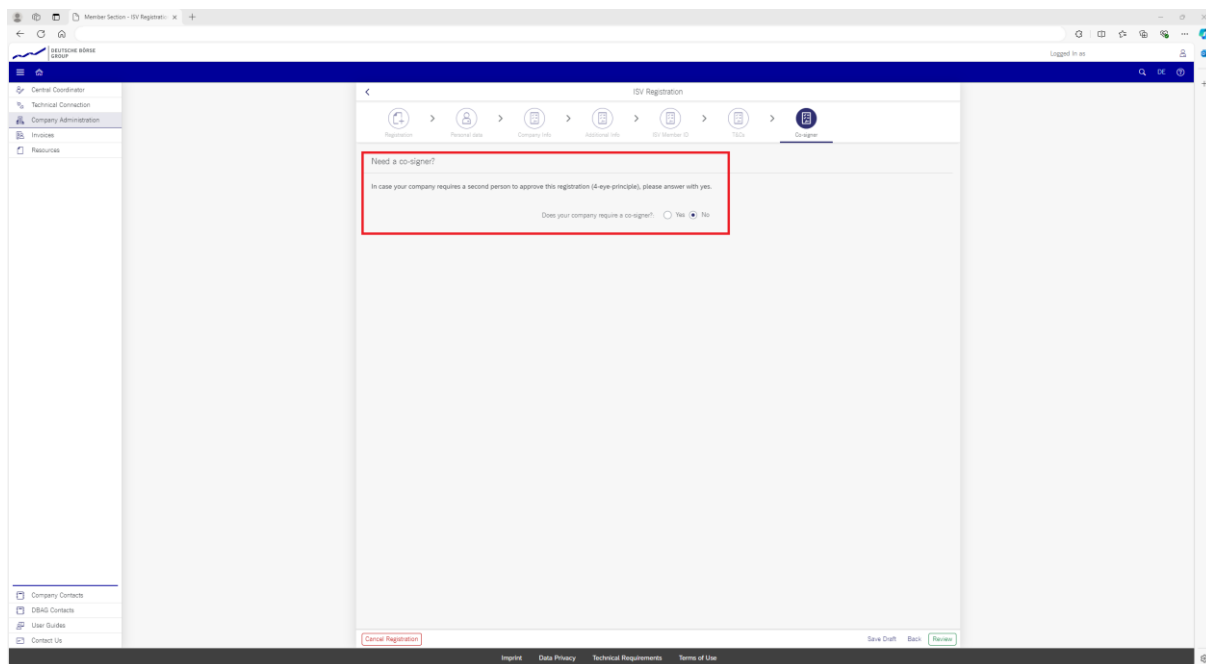


Fig 11: ISV Terms & Conditions page.

Step 10

- You must specify if the second person (co-signer) is required to approve the registration.
- If YES (1), upon submitting the ISV registration, a token will be generated. This token must be shared with the co-signer for their approval. The potential co-signer must be an existing Member Section user from your organization.
- If NO (2), you will proceed to the review and submission process.
- Click on REVIEW.

Example below (Fig 12):



The screenshot shows a web browser window with the URL 'Member Section - ISV Register'. The page is titled 'ISV Registration' and is currently on the 'Co-signer' step. A red box highlights the following text: 'Need a co-signer? In case your company requires a second person to approve this registration (4-eye-principle), please answer with yes. Does your company require a co-signer?' Below this text are two radio buttons, one for 'Yes' and one for 'No'. The 'No' button is selected. At the bottom of the page, there are buttons for 'Cancel Registration', 'Save Draft', 'Back', and 'Review'. The footer contains links for 'Imprint', 'Data Privacy', 'Technical Requirements', and 'Terms of Use'.

Fig 12: ISV Co-Signer selection page.

Step 11

- The Review page provides a complete overview of the data entered during the application process.
- You can still edit entries, if needed.
- You can then submit your application.
- Click on SUBMIT.

Example below (Fig 13):

Fig 13: ISV Registration Review page.

Step 12

- You will receive a confirmation after submitting your application.
- Please be aware that the processing of your application can take a few days following the submission.
- You can now continue in the Member Section or logout.

Example below (Fig 14):

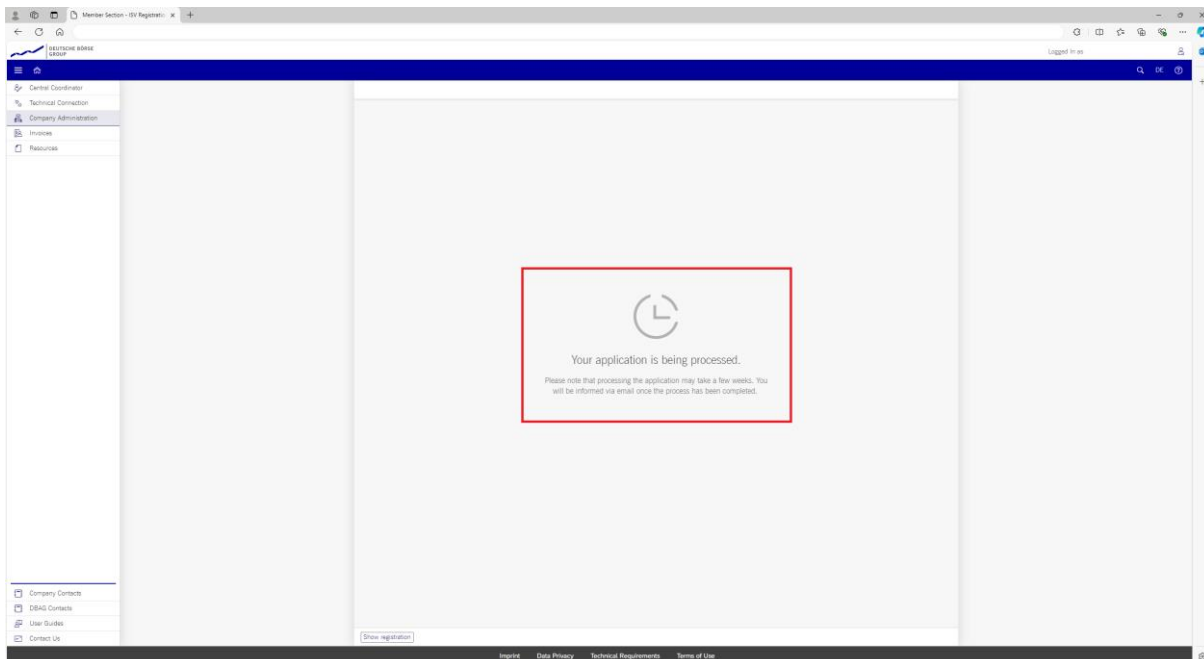


Fig 14: Application submitted.

Contact

Member Section

Support Contact

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