DEUTSCHE BÖRSE
GROUP

Member Section

Software Registration User Guide
February 2025

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Member Section
Software 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: <u>Member Section Support</u>.

1.1 Aim of the guide

This guide is here to help you use the Software Registration functionality available in the Member Section with detailed step by step instructions for:

- Registering new software
- Copying the existing software for another market
- Decommissioning registered software
- Managing the registered software

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 New Software

2. Registration of New Software

To have access to the Software Registration app, the user is required to have an active Member Section account and respective Member Section permissions. For the ISVs to view this app, the registration via ISV Registration app should be successfully completed.
For more information regarding the ISV Registration process, please refer to the respective guide: ISV Registration User Guide.pdf

Step 1

- Access the Member Section via: https://membersection.deutsche-boerse.com
- Click on LOGIN.
Example below (Fig 1):
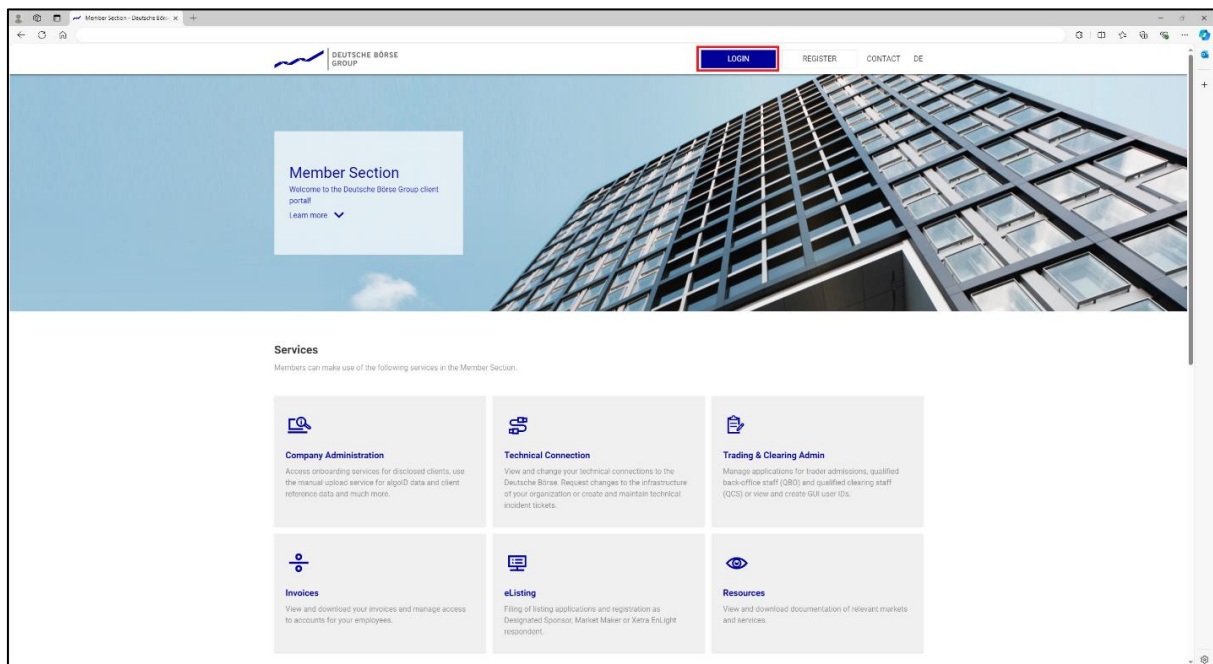
Fig 1: Member Section Login page

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)
- Click the tile 'Software Administration'. (2)

Example below (Fig 3):
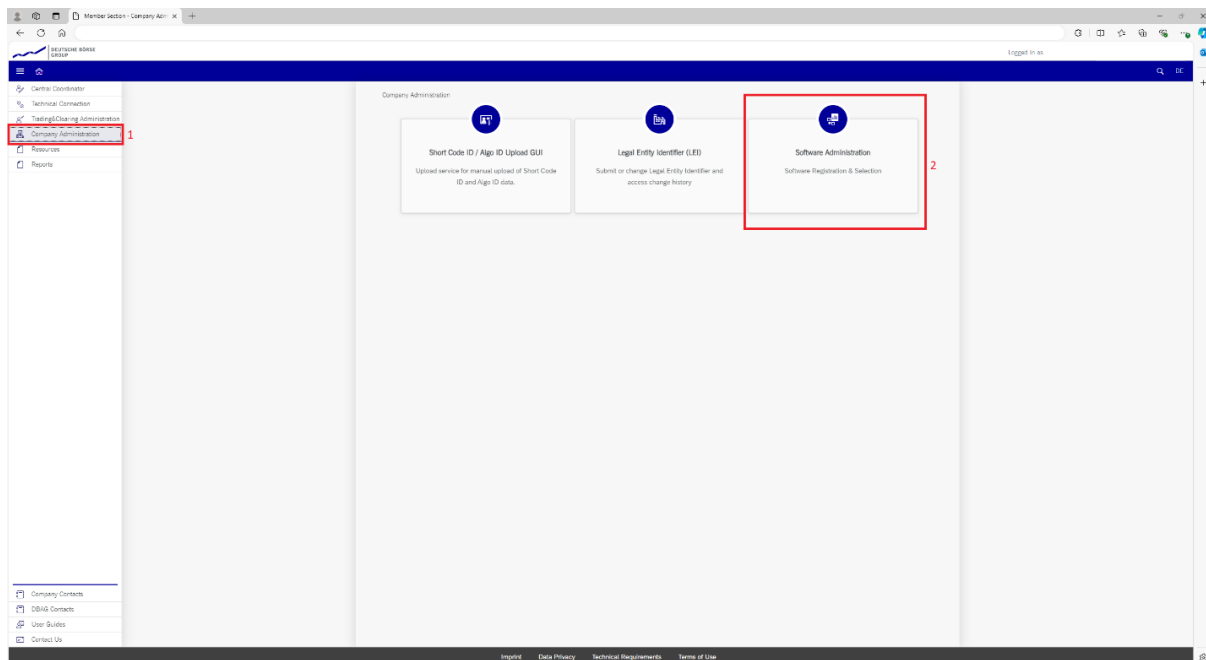
Fig 3: Software Administration selection

Step 4

● Click the Software Registration tile to start the software registration process.
Example below (Fig 4):
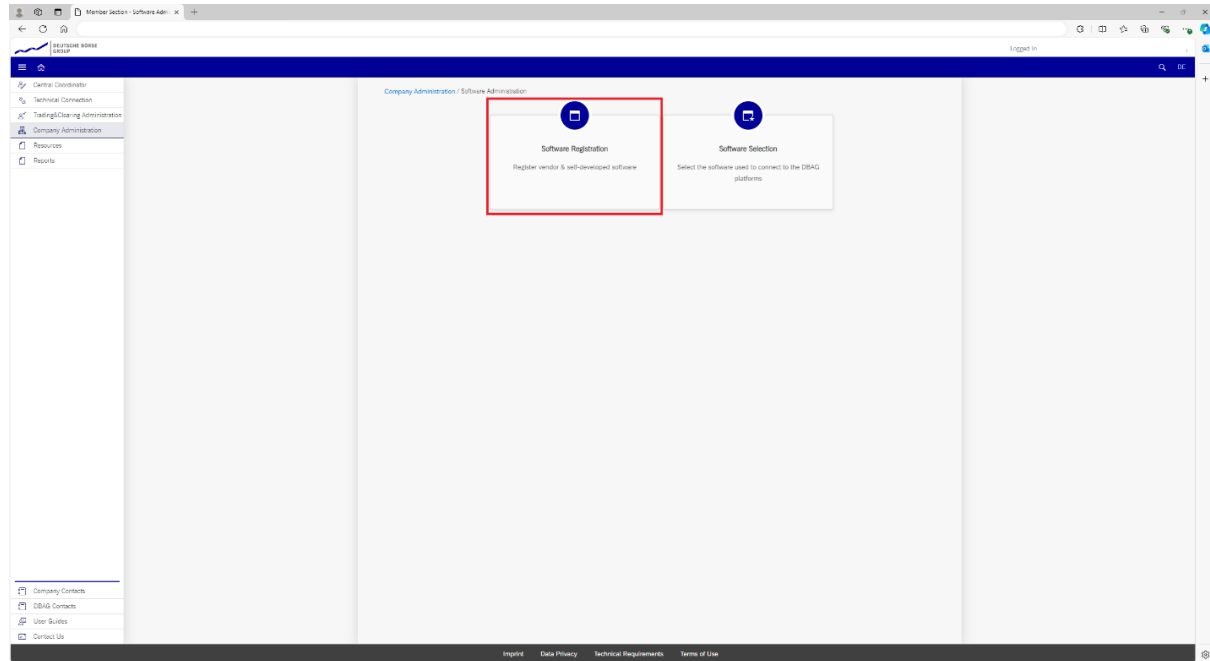
Fig 4: Software Registration Selection

Step 5

- Click the REGISTER SOFTWARE button to register new software.

Example below (Fig 5):
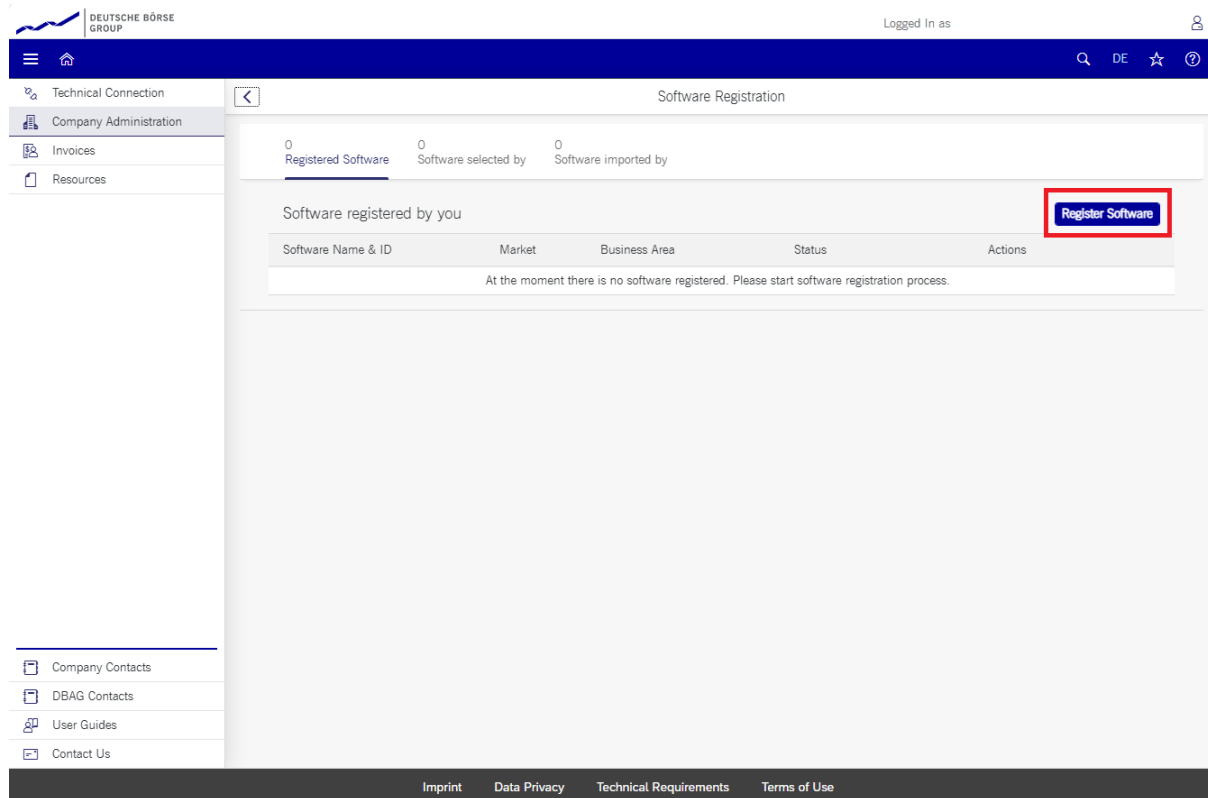
Fig 5: Register Software selection

Step 6

- Under GENERAL DATA form, you can specify the Software name, the Market, the Business Area, and the Environment.

  Please note that multiple selection is not supported at the market level. To register the same software for a different market, use the ''Copy'' function after completing the initial registration. Refer to chapter 3 for detailed instructions on the ''Copy'' function.
- Please select the correct data for the Software that is being registered.

Example below (Fig 6):

Fig 6: Software Registration General Data view

Step 7

- In the Details page, you can decide if the software should be available for other Deutsche Boerse clients (1).
  Please note that if software is flagged as 'available', it will be visible and selectable by the other Deutsche Boerse clients via the Software Selection app.
- Please specify the category or target area for your software (2).
- In the Additional Fields section, you can provide details on your software's management practices (e.g., hosted/cloud/on premise) and, optionally, upload any relevant documentation, such as software license, versions, or manuals (3).
- Click on NEXT.

Example below (Fig 7):

Fig 7: Software Registration Details Selection view

Step 8

- On these pages, you can specify which functionalities and/or interfaces your software is capable to support.
- Complete the data fields corresponding to the Front Office (Fig 8), Middle Office (Fig 9), Back Office (Fig 10), and Market Data Application (Fig 11).
  Please note that these pages will be offered according to the office functions you have previously selected.
- Click on NEXT and then click on REVIEW.

Examples below (Fig 8, Fig 9, Fig 10, Fig 11):
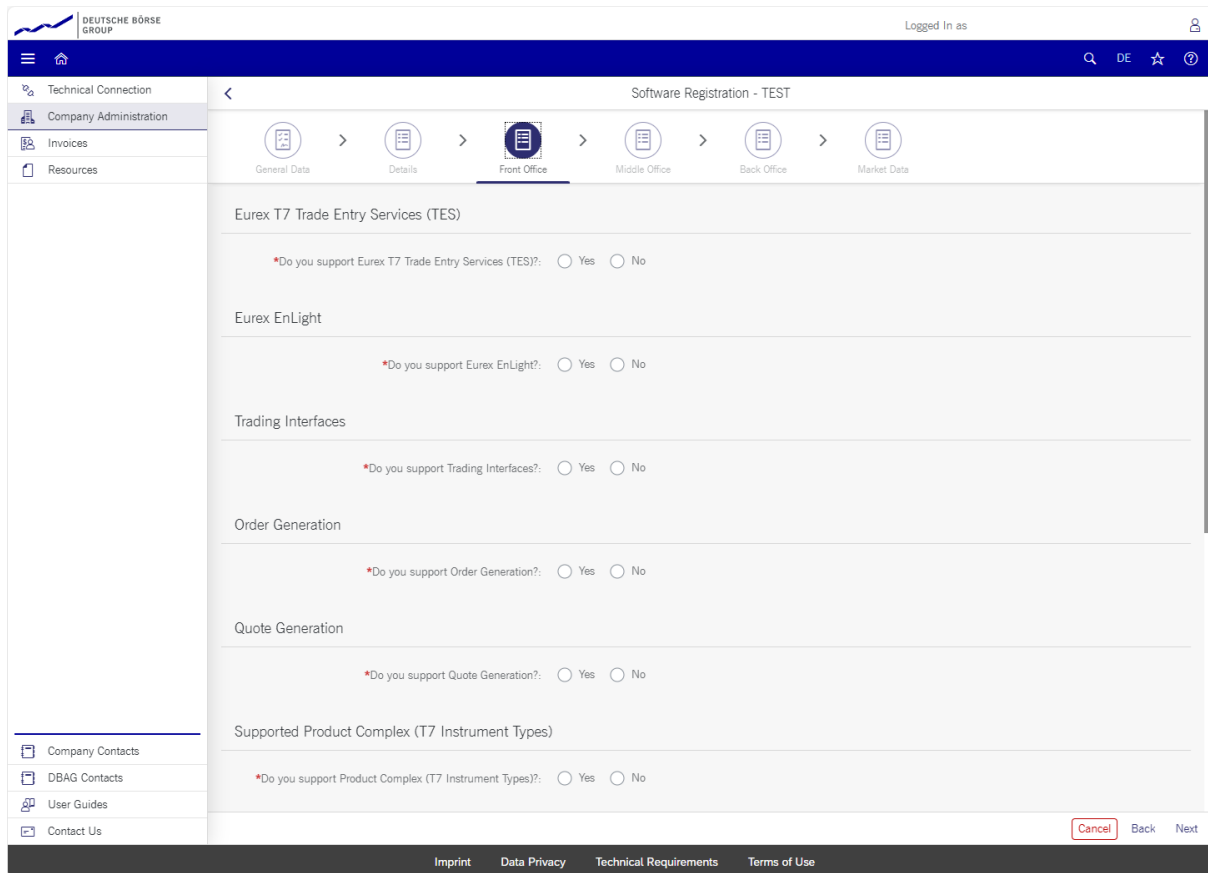
Fig 8: Software Registration Front Office Functionality view
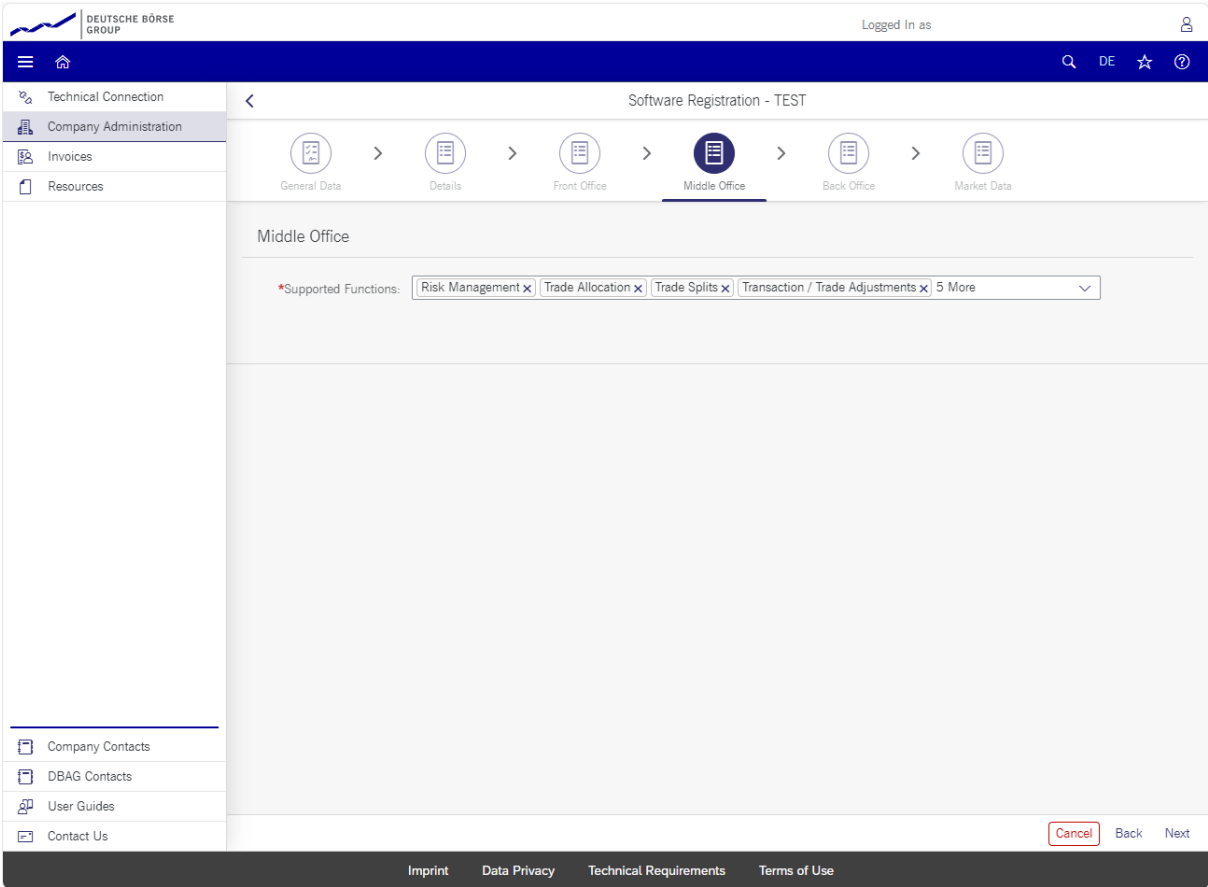
Fig 9: Software Registration Middle Office Functionality view
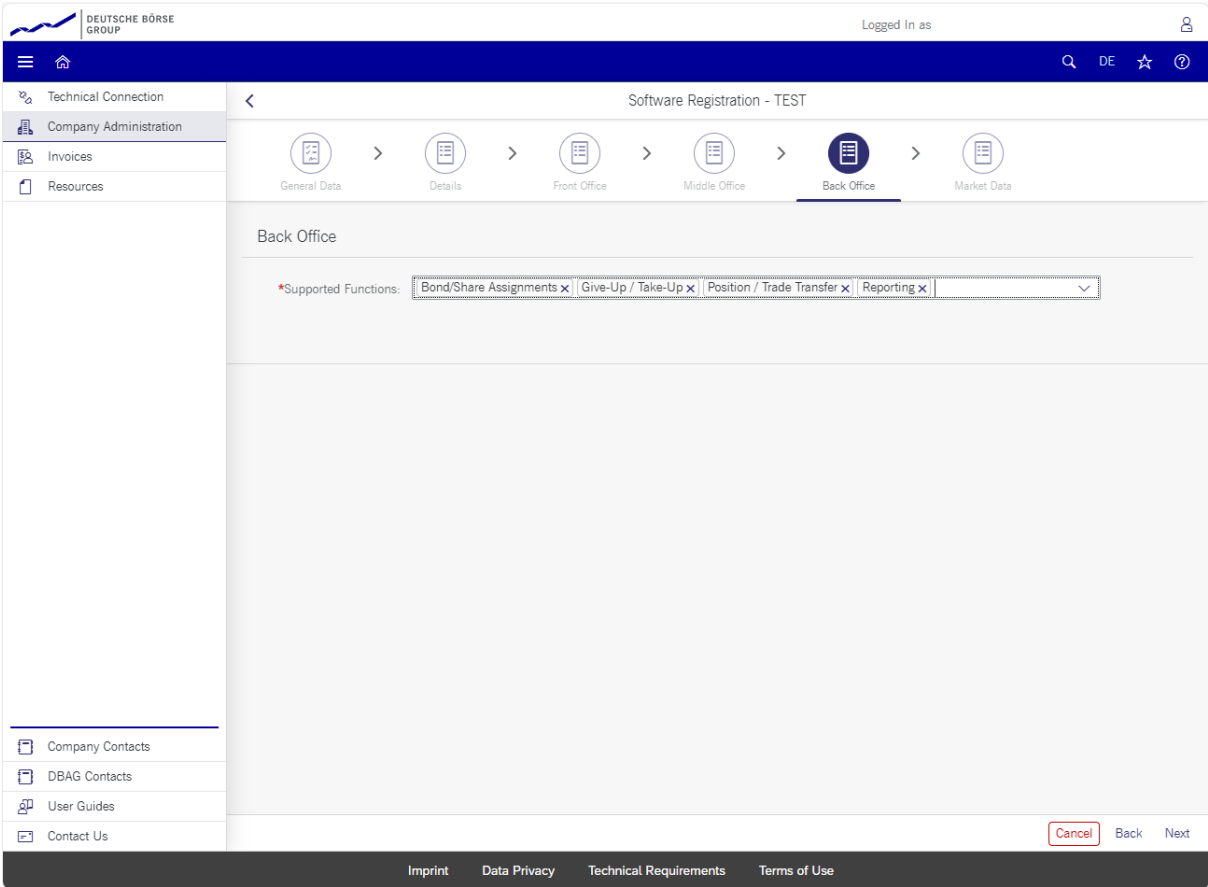
Fig 10: Software Registration Back Office Functionality
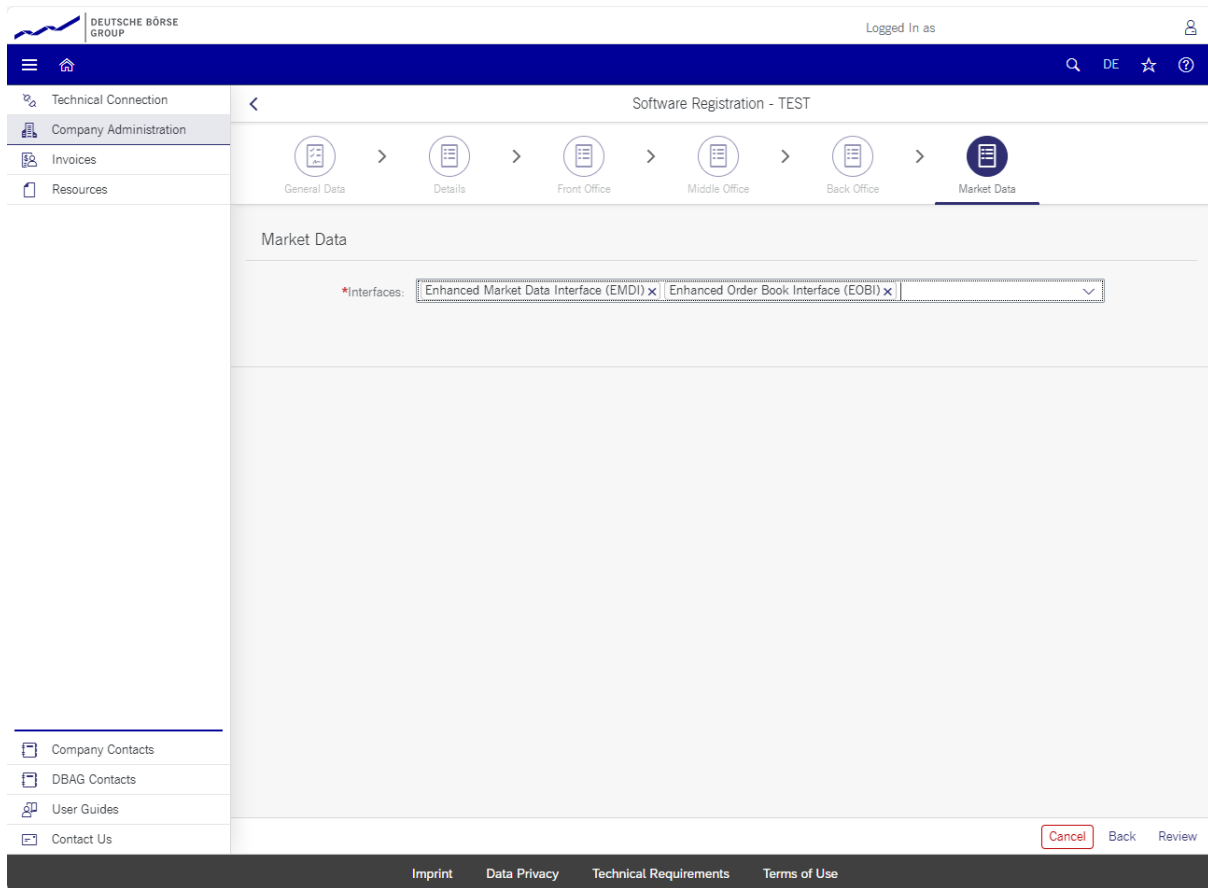
Fig 11: Software Registration Market Data Functionality view

Step 9

- The Review page provides a complete overview of the data entered during the software registration process.
- You can still edit entries if needed.
- Click on SUBMIT to complete the Software Registration.

Example below (Fig 12):

Fig 12: Software Registration Review Page

Step 10

- You will receive a confirmation message after submitting your software registration application.
- Below, you will find buttons to register new Software, view the software you just registered, or access the complete software list.

Example below (Fig 13):

Fig 13: Software Successful Registered Page.

Member Section
Copy Functionality
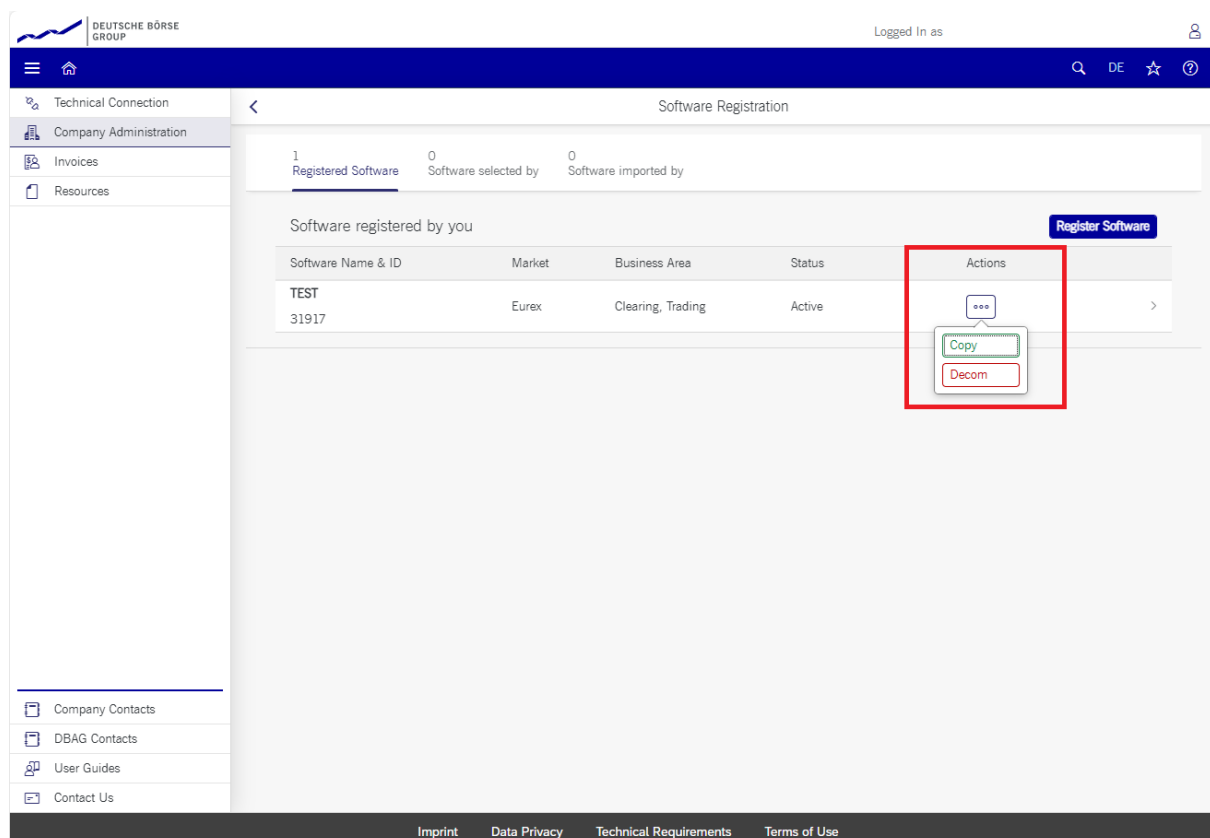
3. Copy functionality to add another market

Copy functionality allows the user to quickly register the existing software for another market. Based on the market and business area selection, additional information regarding the supported functionalities needs to be provided during this registration process.

Step 1

- To copy the already registered software for another market, in the Registered Software view, click the three-dot button under Actions column of the desired software.
- Click on COPY button.

Example below (Fig 1):

Fig 1: Software Registration Copy Selection

Step 2

- In the General Data view, you can add the desired additional market for the existing software. You can also edit Business Area and Environment for this software if needed.
- Click on NEXT.

Example below (Fig 2):

Fig 2: Software Registration General View Market Addition

Step 3

- In the Details page, you can decide if the software should be available for other Deutsche Boerse clients (1).
  Please note that if a software is flagged as 'available', it will be visible and selectable by all Deutsche Boerse clients in the Software Selection app.
- Please specify the category or target areas for your software (2).
- In the Additional Fields section, you can provide details on your software's management practices (hosted/cloud/on premise) and, optionally, upload any relevant documentation, such as software license, versions, or manuals (3).
- Click on NEXT.

Example below (Fig 3):

Fig 3: Software Registration Details View Market Addition

Step 4

- On these pages, you can specify which functionalities and/or interfaces your software is capable to support.
- Complete the data fields corresponding to the Front Office, Middle Office, Back Office, and Market Data Application.
  Please note that these pages will be offered according to the office functions you have previously selected.
- Click on NEXT and REVIEW.

Examples below (Fig 4):
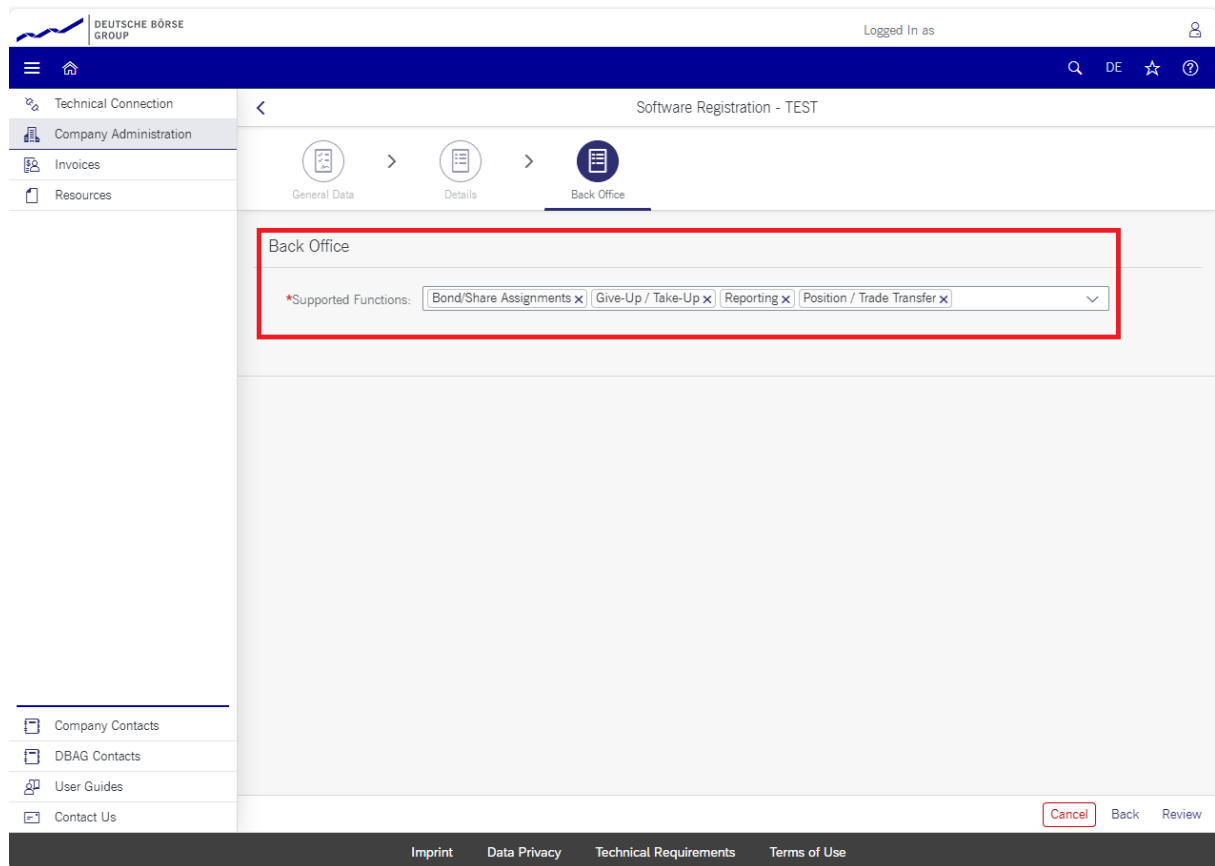
Fig 4: Market Addition Back Office Functionality view

Step 5

- The Review page provides a complete overview of the data entered during the software registration process.
- You can still edit the entries if needed.
- Click on SUBMIT to complete the software registration.

Example below (Fig 5):

Fig 5: Software Registration Market Addition Review Page

Step 6

- You will receive a confirmation message after submitting your software registration application.
- Below, you will find buttons to register new software, view the software you just registered, or access the complete software list.

Example below (Fig 6):

Fig 6: Market Addition Successful Registered Page

Member Section
Decommission Functionality

4. Decommission functionality to remove software registration
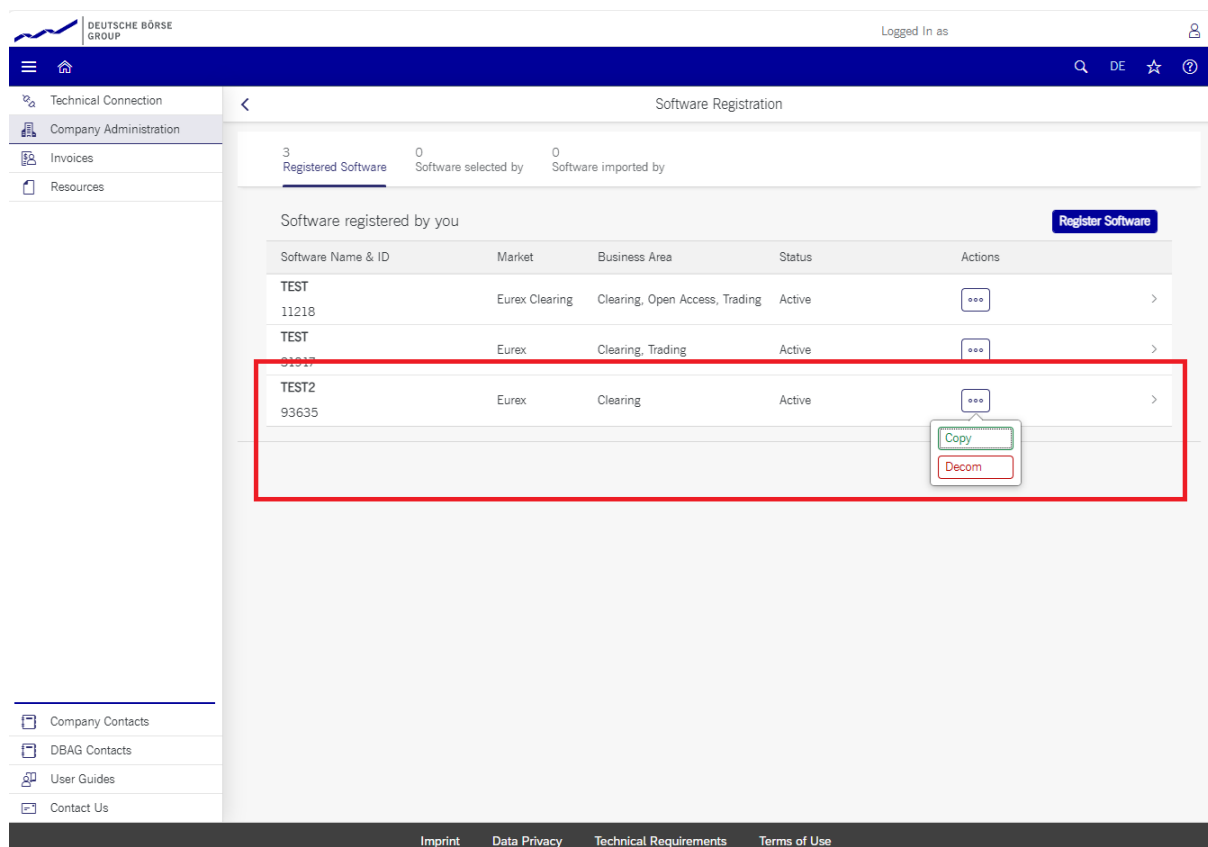
Decommission functionality enables the user to remove the existing software registration in case the software owner stops offering the software for connecting to Deutsche Boerse interfaces. This functionality is designed for cases where specific software should be removed entirely, ensuring that it cannot be viewed, imported, or selected by other clients.
Please note that it is not possible to decommission the software which has been selected or imported by other clients or is selected for your own sessions or accounts.

Step 1

- Please click on the three dots located adjacent to the software to be decommissioned.
- Click on DECOM button.

Example below (Fig 1):

Fig 1: Software Decommissioning Selection

Step 2

- A confirmation message will appear, asking you to confirm the software decommission.
- Click on YES button.

Example below (Fig 2):
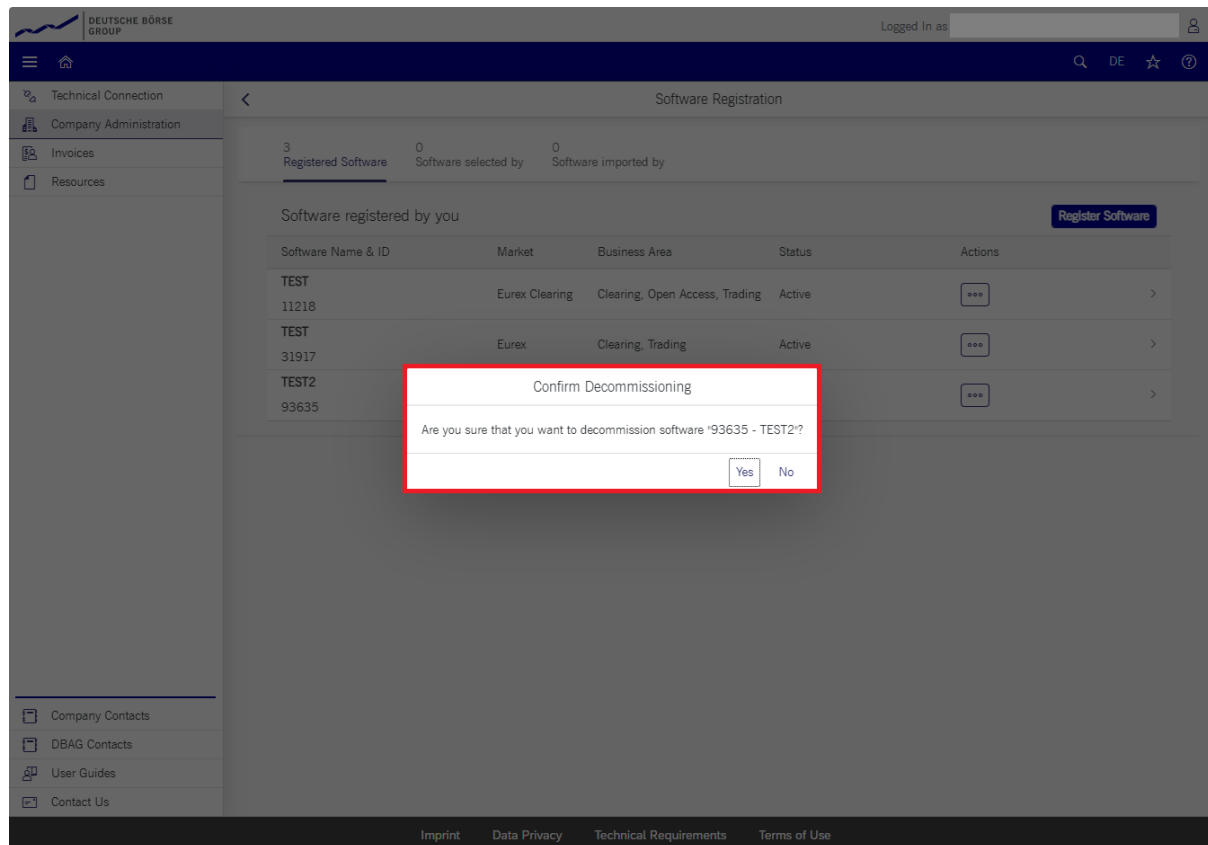
Fig 2: Software Decommissioning Confirmation View

Step 3

- A successful confirmation message will follow.
- Click on OK button.

Example below (Fig 3):
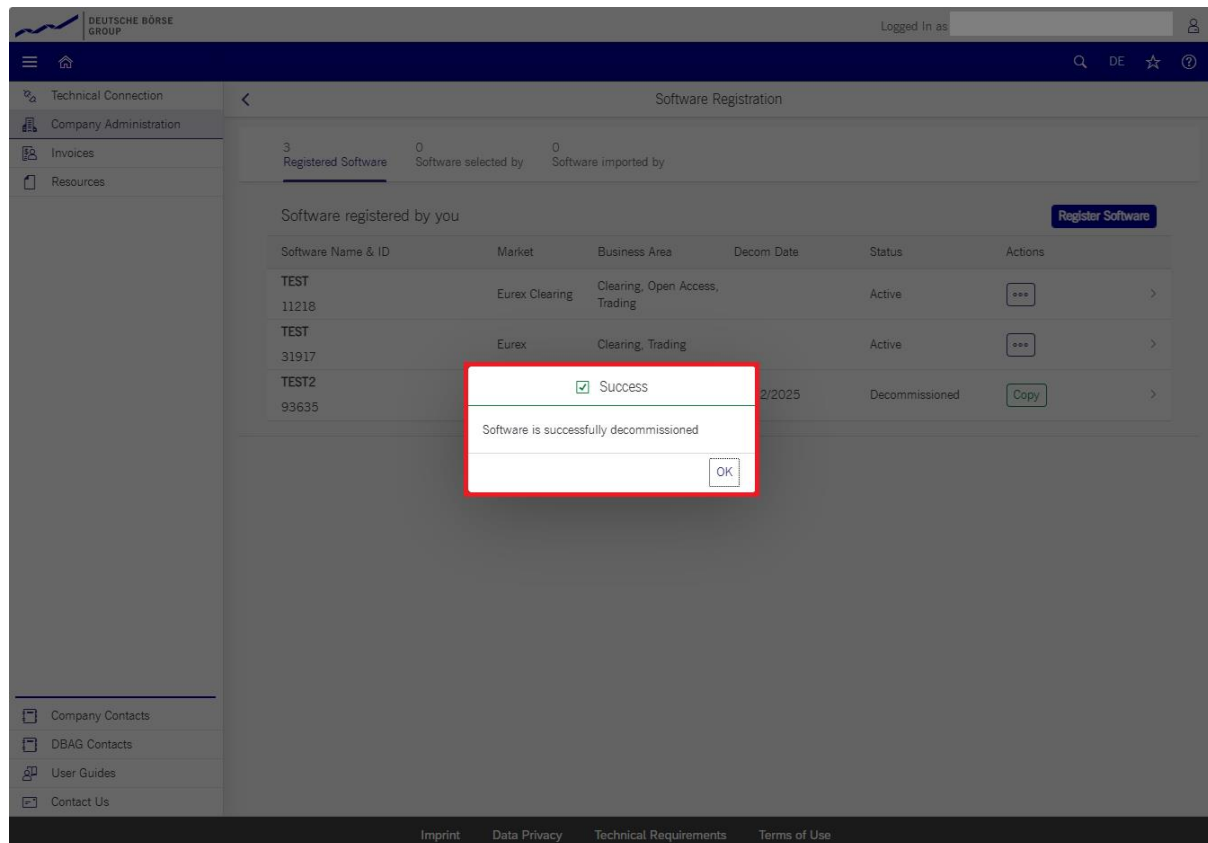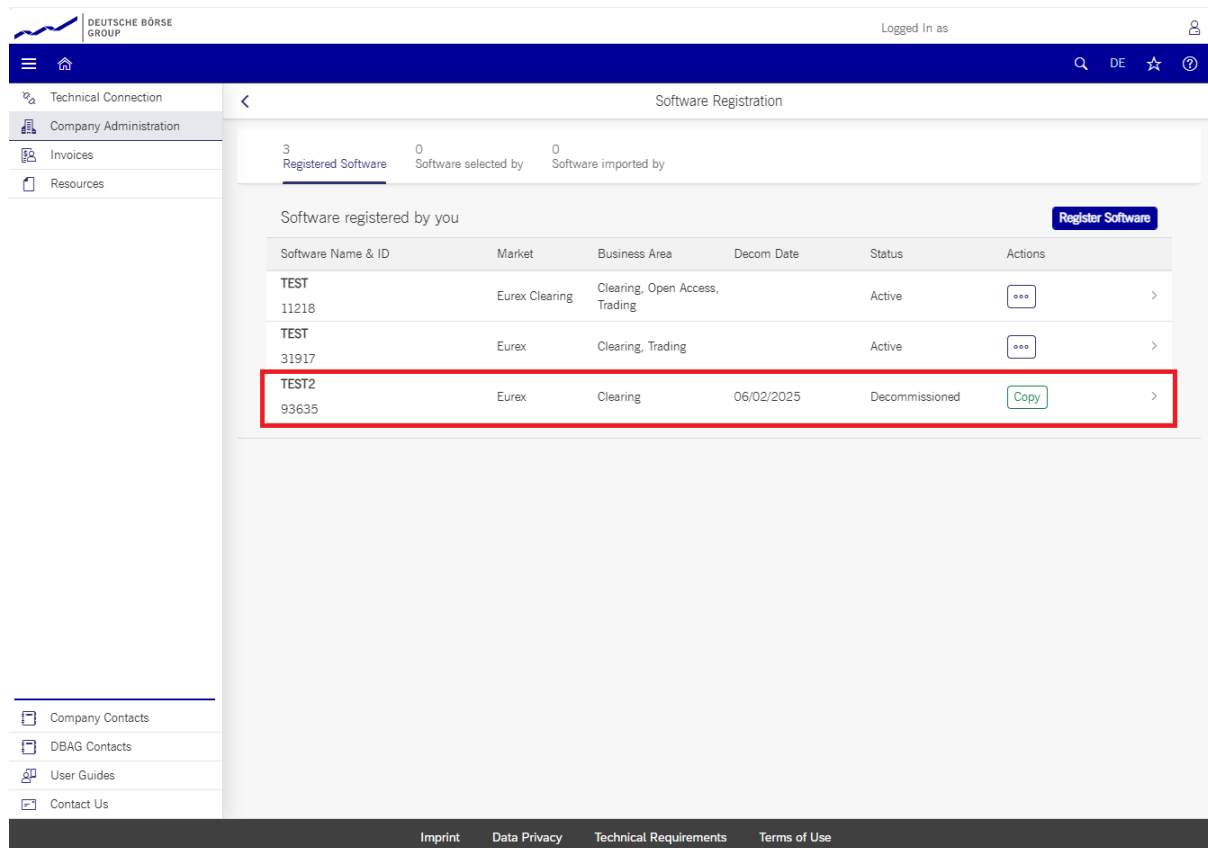
Fig 3: Software Successful Decommissioned View

Step 4

- In the Software Registered view, you can find a list of software that has been successfully decommissioned, along with the date it was taken out of service.

Example below (Fig 4):

Fig 4: Registered Software Decommissioned Entry

Member Section
Software Management

5. Software Management
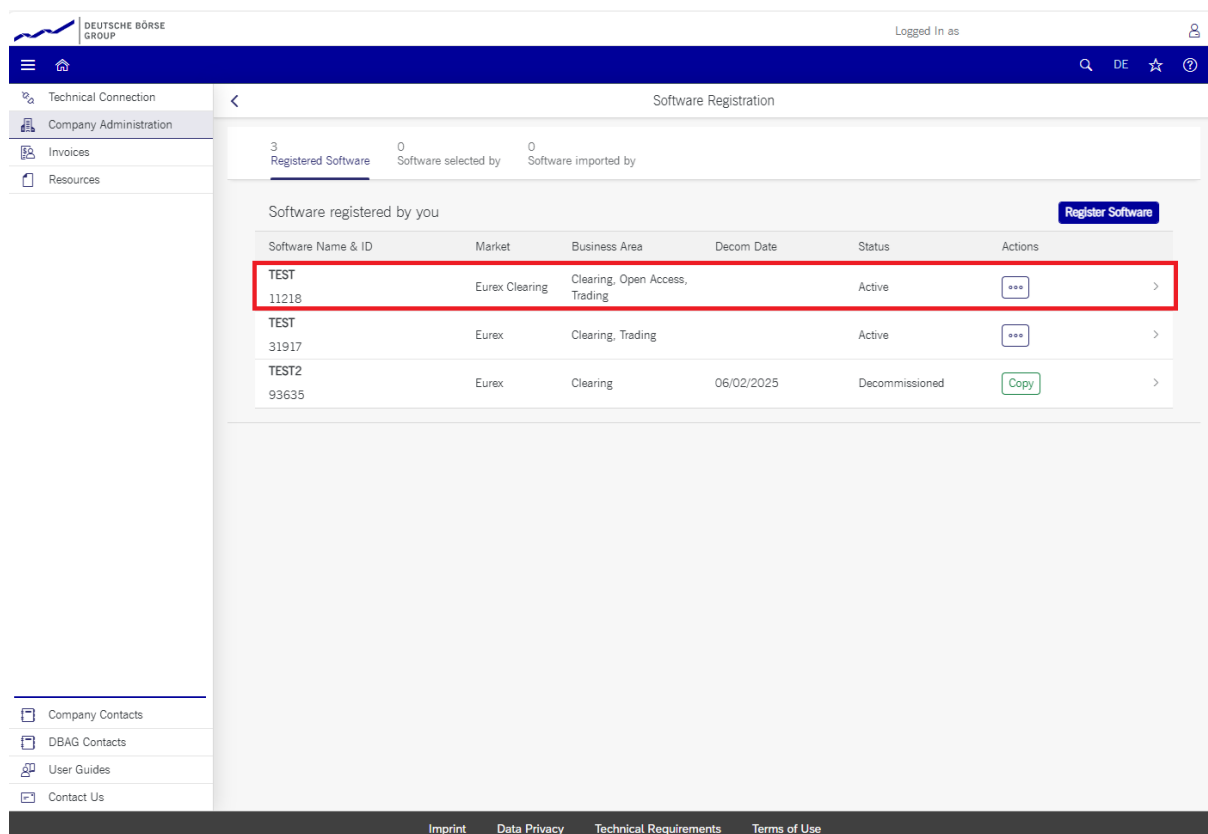
Overview part of the Software Registration provides users with an intuitive interface to view, edit, and manage their registered software information. The overview page serves as a central hub where users can quickly access all the registered software data and utilize additional functionalities. Software Registration overview consists of three main sections:
- Registered Software – to view and manage the registered software
- Software Selected by – to view and manage the software which have been selected by other entities
- Software Imported by – to view and manage the software which have been imported by other entities

Step 1

- The Registered Software view provides a comprehensive list of all the registered software.
- To edit specific software, simply click on it.

Example below (Fig 1):

Fig 1: Registered Software Selection

Step 2

- On the software management page, you can edit certain fields of General Data, Details, and Functionalities.
  Please note that only the "Environment" field is editable in the General Data.
- You can also decommission your software or import it for another entity from this page.
- To start editing your software, click on the pencil icon on the right.

Example below (Fig 2):

Fig 2: Software Management Page

Step 3

- On the Software Registration page, click on "Software selected by" to see all the software that have been selected by other clients.

Example below (Fig 3):

Fig 3: Entering Selected Software View

Step 4

- On the "Software Selected by" page, you will find a list of all registered software that were selected or requested for selection by other Deutsche Boerse clients.
- You can accept or reject the software selection request or revoke the existing software selection by using the corresponding buttons in the Actions column.
- Please note that it is not possible to revoke an active selection if the software is assigned to sessions or accounts of any client.

Example below (Fig 4):

Fig 4: Selected Software View

Step 5

- On the Software Registration page, click on "Software imported by" to see all the software that have been imported by other entities or to import software for another entity.

Examples below (Fig 5):

Fig 5: Entering Imported Software Page

Step 6

- On the Software Import by page, you will find a list of all registered software that have been imported by another entity.
- To export your software to another entity, click the 'Import Software for other entity' button.

Example below (Fig 6):

Fig 6: Imported Software Page

Step 7

- To export, choose the desired software from the dropdown menu and enter the Member ID of the recipient entity.
- Click on CONFIRM.

Example below (Fig 7):

Fig 7: Entering Details to Export Software

Step 8

- A successful confirmation message will follow.
- Click on OK.

Example below (Fig 8):

Fig 8: Exported Software Successful View

Step 9

- The newly exported software is now visible in the list.
- To revoke active software import, simply click the REVOKE button located to the right of the corresponding entry.
- Please note that it is not possible to revoke an active import if the software is assigned to sessions or accounts of any client.

Example below (Fig 9):

Fig 9: Exported Software Revoke View

Contact
Member Section

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