



DEUTSCHE BÖRSE
GROUP

Deutsche Börse Member Section

Member Section

Sponsored Access User Guide
November 2025

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Member Section

Sponsored Access 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 log in into the Member Section with detailed on:

1. Guidelines for Sponsored Access Providers
2. Guidelines for Sponsored Access Users

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

Guidelines for Sponsored Access Providers

2. Registration of a Sponsored Access Provider

As a Eurex Trading Member, you are authorized to provide Sponsored Access to your clients. To commence this process, please complete the registration through the Member Section with just a few clicks. After your submission is received, it will undergo internal review, and you will be notified of your registration status via email.

To register as a Sponsored Access Provider, please complete the following steps:

Step 1

- Access the Member Section via: <https://membersection.deutsche-boerse.com>
- Make sure the landing page opens.
- Click on the “LOGIN” button.
- Example below (Fig: 1)

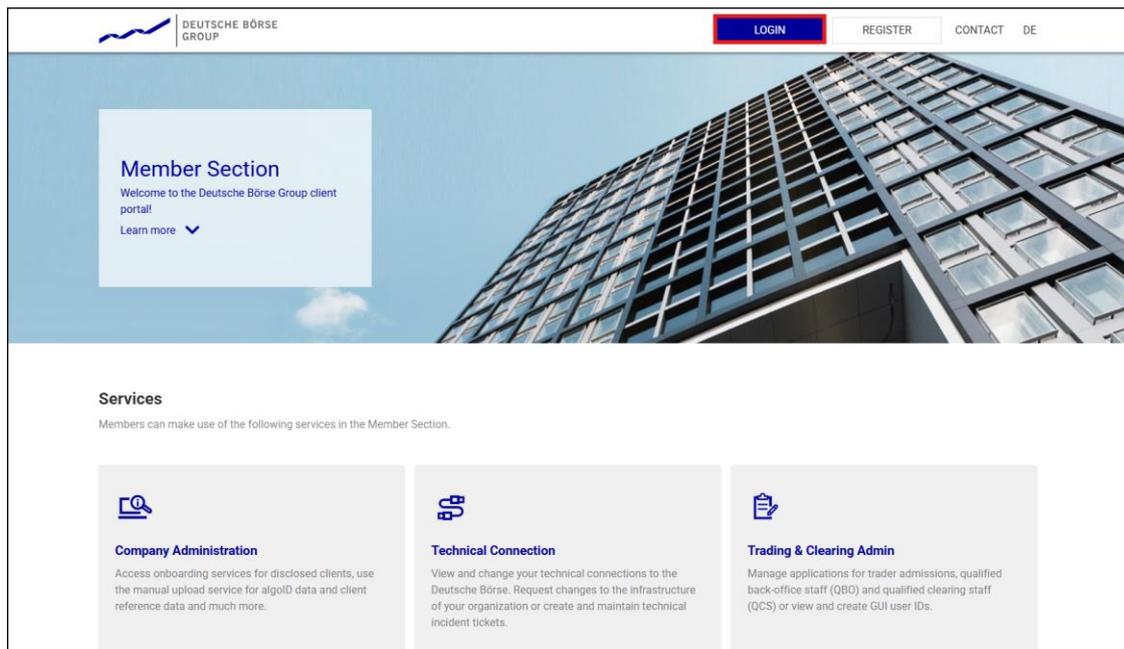


Fig 1: Member Section homepage

Step 2:

- Enter the email address & password of your account.
- Click on “LOG IN”.
- Example below (Fig: 2)

Fig 2: Member Section Login page

Step 3:

- Enter the verification code received on your email address.
- Click on “VERIFY CODE”.
- Example below (Fig: 3)

Fig 3: Member Section Authentication Page.

Step 4:

- The Member Section homepage is displayed.
- Select “Company Administration” from the left menu, then click “Sponsored Access Administration”.
- Example below (Fig: 4)

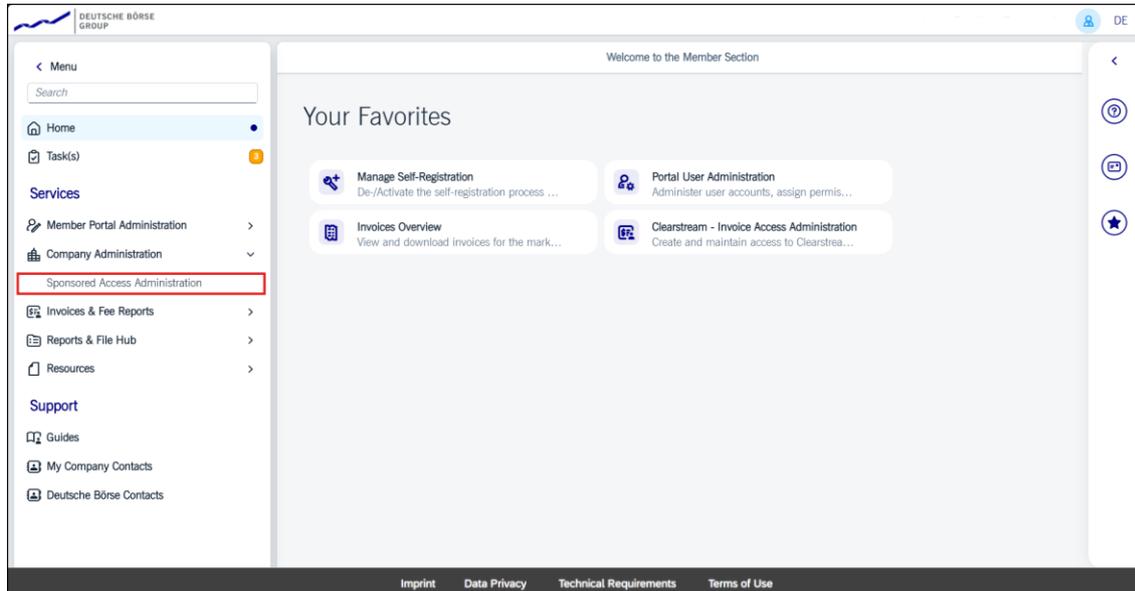


Fig 4: Member Section logged in page

Step 5:

- Select the “Provider Registration” tile.
- Example below (Fig: 5)

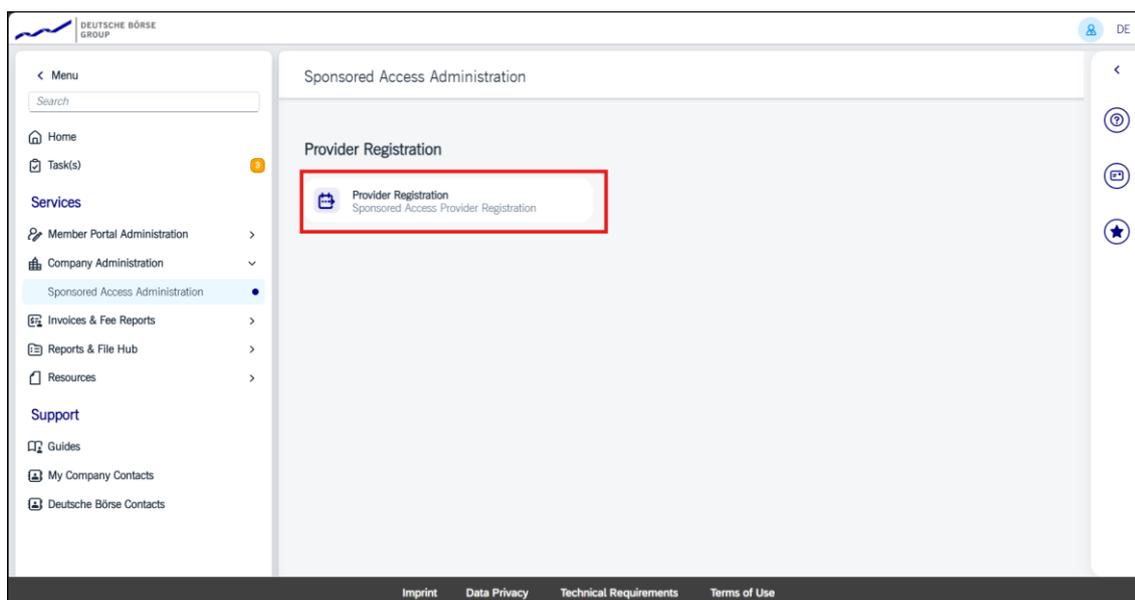


Fig 5: Member Section Sponsored Access Administration

Step 6:

- Select the “Eurex” tile to begin the registration process for this market.
- Example below (Fig: 6)

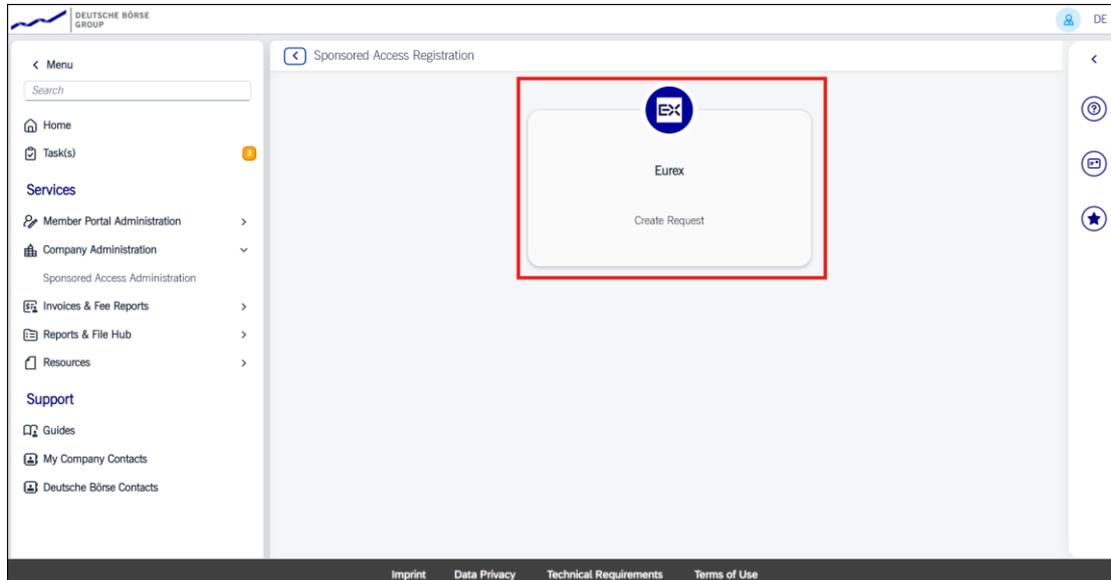


Fig 6: Member Section logged in page

Step 7:

- Upon successful verification of the data, click on “Apply”.
- Example below (Fig: 7)

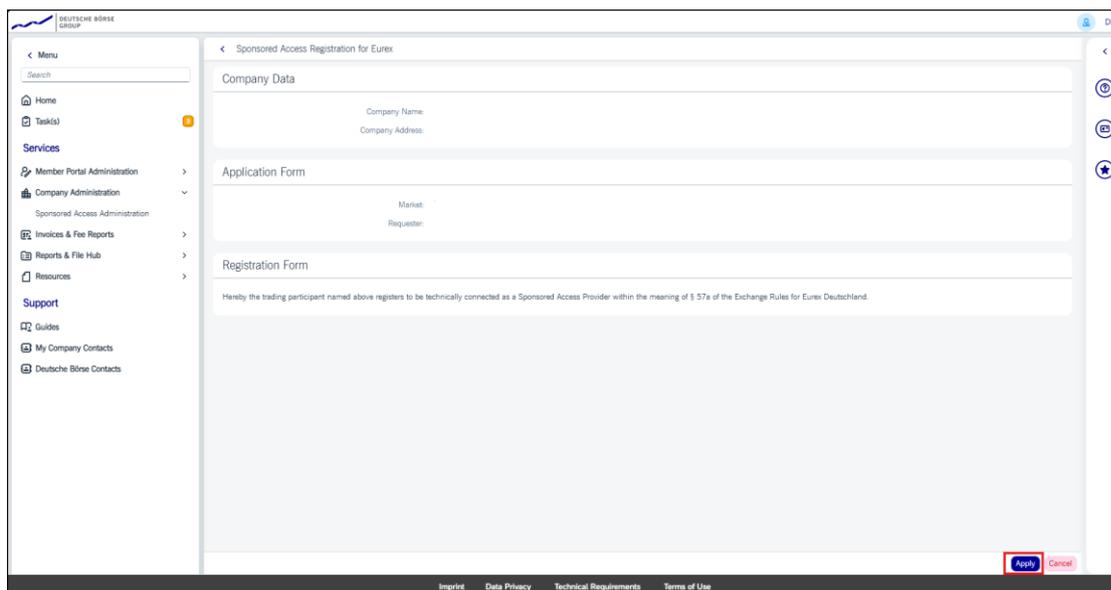
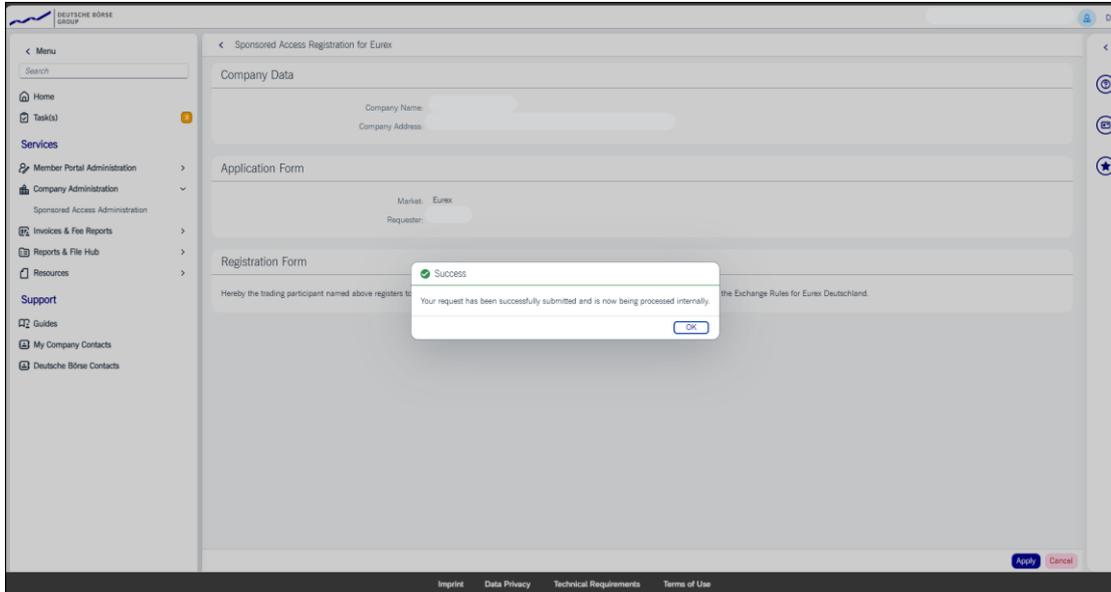


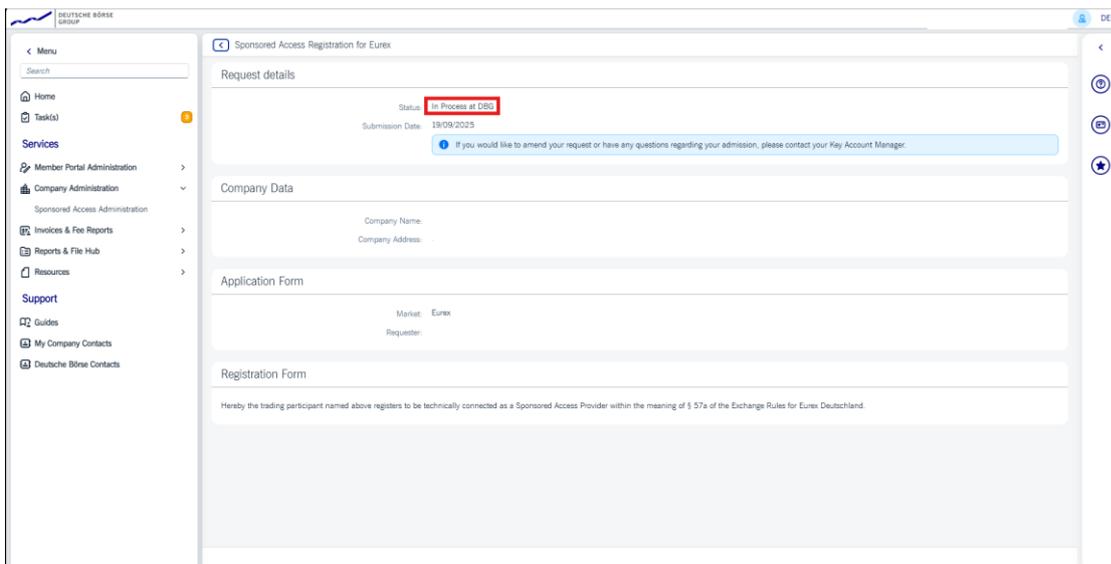
Fig 7: Member Section Provider Registration page

Step 8:

- Click on “OK” after reading the Success Message.
- Example below (Fig: 8)

**Fig 8: Success Message****Step 9:**

- After submitting your application, view your request by selecting the Eurex tile under Provider Registration; the status will initially show as “In Process at DBG.” (Company Administration > Sponsored Access Administration > Provider Registration > Eurex)
- Example below (Fig: 9)

**Fig 9: Submitted Application**

3. User Management

The User Management application is used to establish a Sponsored Access relationship with a previously registered Sponsored Access User. When selected by a potential Sponsored Access User, you have the option to accept or deny their request. If accepted, an official Sponsored Access application is submitted to Eurex Deutschland for internal processing. Notification will be provided once the Sponsored Access relationship has been established.

With this application, you can accept, deny, or terminate Sponsored Access Relationship requests.

Pre-Requisite

Please ensure that you have requested the **“SpA User Management Eurex”** permission. If you are not the Central Coordinator (CC), approval from your CC is required.

- Access the Member Section.
- Navigate to “My Profile” located at the top right of the page.
- Select the Permissions option.
- Expand the Company Administration menu.
- To request “SpA User Management Eurex” permission, tick the appropriate box and select “Save”.
- Example below (Fig: 10)

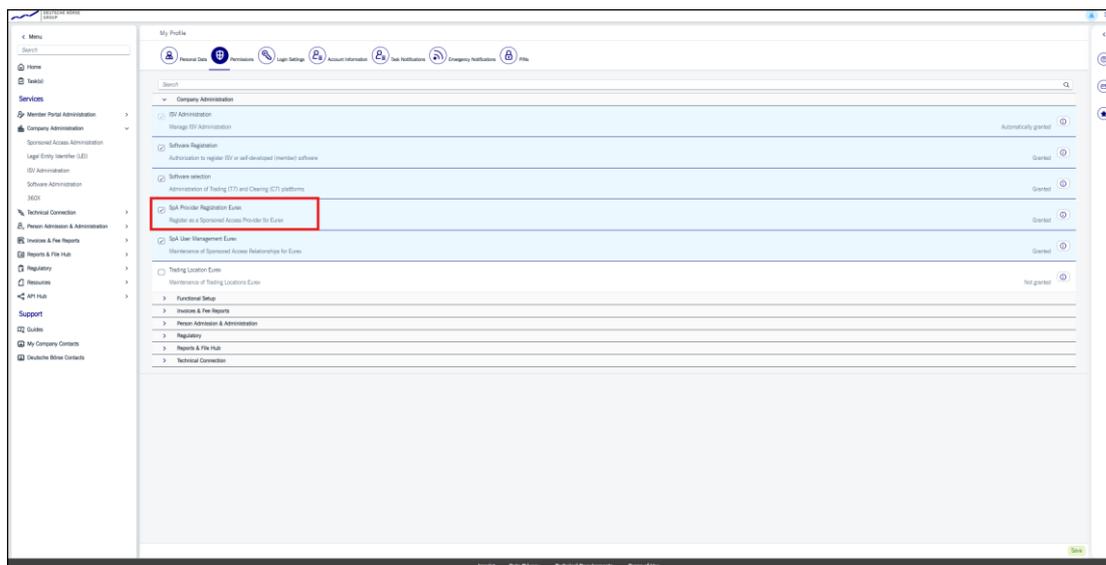


Fig 10: Member Section Permissions Page

Step 1:

- Click on “Company Administration” in the left-hand navigation menu.
- Example below (Fig: 11)

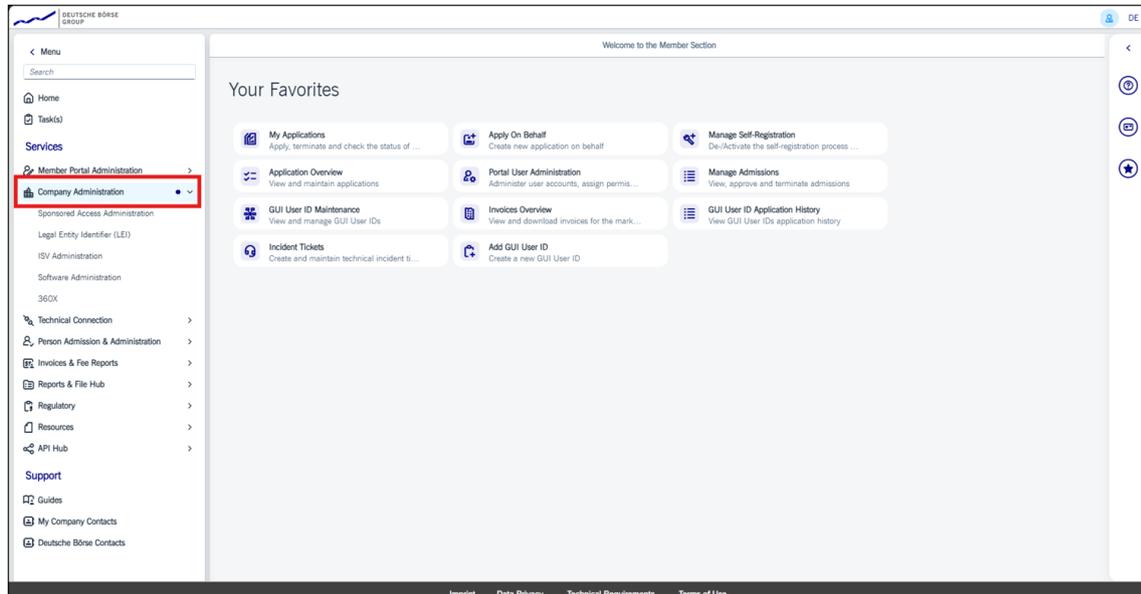


Fig 11: Member Section Logged in Page

Step 2:

- Select “Sponsored Access Administration”.
- Click the “User Management” tile.
- Example below (Fig: 12)

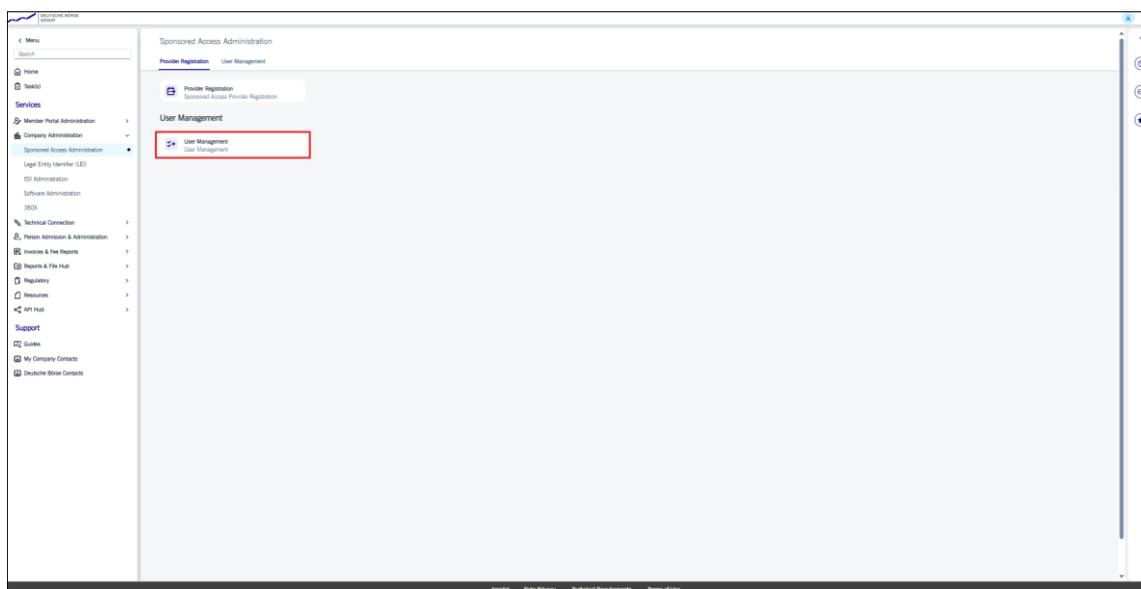


Fig 12: Sponsored Access Administration: User Management

Step 3:

- On the Sponsored Access User Management page, you will see a list of Sponsored Access user requests with various statuses. Their possible actions are described below.
 - **Provider Review**
 - You can choose to **Approve** or **Deny** the application.
 - **Admitted**
 - Indicates an active Sponsored Access Relationship with a user, which can be terminated if needed.
 - **Denied**
 - Shows a Sponsored Access request that you have rejected.
- To create a Sponsored Access relationship, click the “Approve” button in the actions column to review the application.
- Example below (Fig: 13)

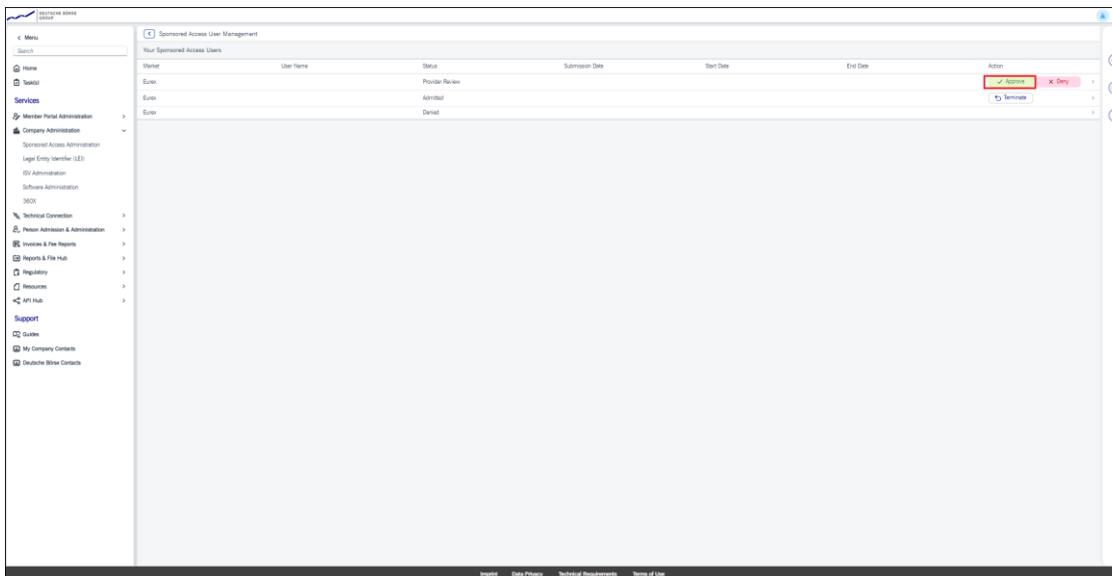


Fig 13: User Management Application Overview Page

Step 4:

- Review the application and select the checkbox labeled “I hereby submit the aforementioned application.”
- Then select “Confirm” to proceed.
- Example below (Fig: 14)

Sponsored Access Provider / Applicant

Company Name
Company Address

Sponsored Access User

User ID
User Name
User Address
Role
Contact of Provider

Access Information

Market: Euronext
Submission Date: 18/09/2025
Status: Provider Review
Actions:

Application

The Applicant hereby applies to provide sponsored access as a Sponsored Access Provider ("SAP Provider") to the aforementioned SQA User according to § 57a (1) of the Exchange Rules of Euronext Deutschland ("Exchange Rules").
The Applicant is aware that in relation to Orders of the SQA User it remains responsible for compliance of the SQA User with exchange related rules and regulation according to § 10a of the German Exchange Act.
The Applicant confirms and guarantees that:
1. It has concluded a contract with the SQA User which at least contains the requirements within the meaning of Article 18 of the Delegated Regulation (EU) 2017/590 in connection with Article 17 Paragraph 5 MIFID II.
2. In relation to the SQA User it ensures to comply with its obligations and to control fully within the meaning of Article 18 a (2) of the Delegated Regulation (EU) 2017/590 at all times.
3. It is its knowledge the SQA User complies with the pre-requirements of § 57a (1) to (6) and (8) of the Exchange Rules.
4. It is its knowledge the SQA User has concluded a Market Data Observation Agreement with Deutsche Börse AG or the market data of Euronext Deutschland.
5. It will set and supervise the parameters in the pre- and post-trade control functionalities that are provided to the Applicant in the Exchange ESP according to § 57a (6) of the Exchange Rules.
6. It has obtained all necessary regulatory approvals required by all competent authorities to provide sponsored access to the SQA User.
7. It will immediately stop providing sponsored access to the SQA User and inform Euronext Deutschland in case it does not hold all regulatory approvals necessary for providing such access to the SQA User.
 I hereby submit the aforementioned application.

Fig 14: A User Management Application

Step 5:

- Click "OK" when the success message appears. The request will be processed internally, and an email notification will be sent once it is complete.
- Example Below (Fig: 15)

Sponsored Access Provider / Applicant

Company Name
Company Address

Sponsored Access User

User ID
User Name
User Address
Role
Contact of Provider

Access Information

Market: Euronext
Submission Date: 18/09/2025
Status: Provider Review
Actions:

Application

The Applicant hereby applies to provide sponsored access as a Sponsored Access Provider ("SAP Provider") to the aforementioned SQA User according to § 57a (1) of the Exchange Rules of Euronext Deutschland ("Exchange Rules").
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2. In relation to the SQA User it ensures to comply with its obligations and to control fully within the meaning of Article 18 a (2) of the Delegated Regulation (EU) 2017/590 at all times.
3. It is its knowledge the SQA User complies with the pre-requirements of § 57a (1) to (6) and (8) of the Exchange Rules.
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6. It has obtained all necessary regulatory approvals required by all competent authorities to provide sponsored access to the SQA User.
7. It will immediately stop providing sponsored access to the SQA User and inform Euronext Deutschland in case it does not hold all regulatory approvals necessary for providing such access to the SQA User.
 I hereby submit the aforementioned application.

Success
Request successfully updated

Fig 15: Success Message

4. GUI User ID Maintenance

A Sponsored Access Relationship with a Sponsored Access User has been established and is reflected in the User Management App. Please proceed by requesting a User ID for that Sponsored Access User. The following steps will provide further explanation:

Step 1:

- Log in to the Member Section using your Provider credentials.
- Select "Person Admission & Administration" from the left-hand navigation menu.
- Navigate to "GUI User ID Administration."
- Click on the "Add GUI User ID" tile.
- Example below (Fig: 16)

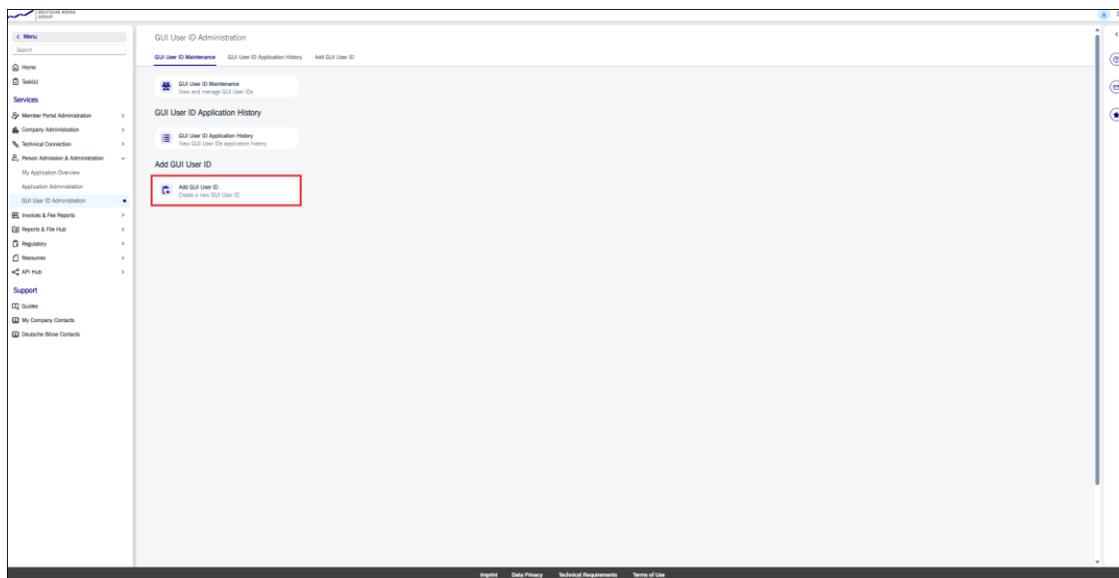


Fig 16: GUI User ID Administration: Add GUI User ID

Step 2:

- Choose the System Type as "Eurex Trading".
- Choose the User ID Type as "Technical".
- Select the Member ID from the dropdown.
- Click on "Step 2" button.
- Under Technical System, select System Type as "Sponsored Access" from the drop-down menu.
- Under System select one of the existing Users from the drop-down menu.
- Click on "Step 3" button.
- Under System & Functions, Select the "Trader" checkbox.
- Example below (Fig: 17)

The screenshot shows the 'Add GUI User ID' page in a web application. The page is divided into three main sections: 1. System Type and Member ID, 2. Technical System, and 3. System & Function. In the first section, there are fields for System Type (with a dropdown menu), User ID Type (with a dropdown menu), and Member ID (with a dropdown menu). In the second section, there are fields for System Type (with a dropdown menu) and System (with a dropdown menu). In the third section, there are fields for System (with a dropdown menu) and Function (with a dropdown menu). A 'Next' button is visible at the bottom left of the page.

Fig 17: Add GUI User ID Page

Step 3:

- Click on “Step 4” button.
- Under the section “Select Owner” Choose an owner from your organization.
- Example below (Fig: 18)

The screenshot shows the 'Add GUI User ID' page in a web application, specifically the 'Select Owner' step. The page is divided into four main sections: 1. System Type and Member ID, 2. Technical System, 3. System & Function, and 4. Select Owner. The 'Select Owner' section is highlighted with a yellow background. It contains a message: 'Please select or create an owner to continue'. Below the message, there is a search bar with the text 'User is not in the list'. A red box highlights the search bar.

Fig 18: Add GUI User ID: Step 4

Step 4:

- Click on “Step 5” button.
- Under the section “User ID Data” fill in the required information.
- Click on “Step 6” button.
- Under the section Assign Deputy, you may select a deputy by click on the “+Add” button on the right (Optional).
- Click on “Review”.
- Example below (Fig: 19)

The screenshot displays the 'Add GUI User ID' web application interface. The interface is divided into several sections:

- 4. Select Owner:** A section with a search bar and a button labeled 'Select Owner'.
- 5. User ID Data:** A section for entering user details. It includes fields for Business Unit (SA1234), User ID (SA1234), Phone (Germany, 49, 043456543), Email, Desk Phone / Group Name (Germany, 49, 043456543), Shared Desktop, and Effective Date (Sep 19, 2020, 8, 85AP).
- 6. Assign Deputy:** A section for assigning a deputy. It includes a table with columns for Name, Deputy Type, Date From, Time From, Date To, and Time To. A '+ Add' button is visible on the right side of the table.

The interface also features a left-hand navigation menu with options like 'Menu', 'Home', 'Tasks', 'Services', 'Member Portal Administration', 'Company Administration', 'Technical Connection', 'Phone Admission & Administration', 'My Application Overview', 'Application Administration', 'GUI User ID Administration', 'Invoicing & Fee Reports', 'Reports & File Hub', 'Regulatory', 'Resources', 'Web Hub', 'Support', 'Guides', 'My Company Contacts', and 'Deactivate My Contacts'.

Fig 19: Add GUI User ID Step 5 & Step 6

Step 5:

- Review all the information entered.
 - Click on “Submit”.
 - Click on Yes on the warning message “Are you sure you want to submit the Application?”
- Select OK on the success message displaying the Reference ID. The request is being processed internally.
- Example below (Fig: 20)

The screenshot shows the 'Add GUI User ID' form with the following data:

System Type and Member ID	System & Function
System Type: Eurex Trading	System: 77
User ID Type: Technical	Function: Trader
Member ID:	Technical System Type: Sponsored Access
	Technical System:

User ID Data	Owner
Business Unit:	Name:
User ID: SA1234	
Phone:	
Email:	
Desk Phone / Group Hotline:	
General Mailbox:	
Effective Date: Sep 18, 2025	

Name	Deputy Type	Date From	Time From	Date To	Time To
No deputies selected					

Fig 20: Add GUI User ID: Final step

Member Section

Guidelines for Sponsored Access Users

5. Registration of a new Sponsored Access User

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 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 Sponsored Access. 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)

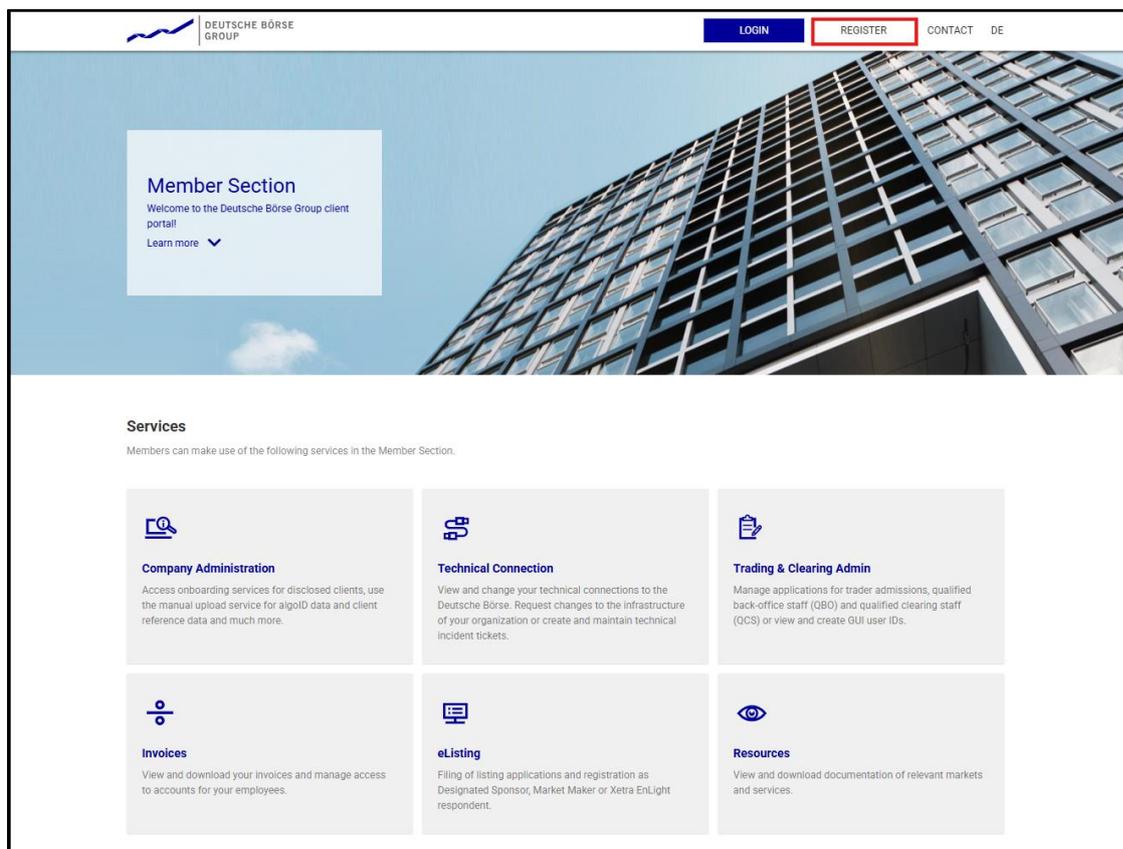


Fig 1: Member Section homepage

Step 2

- Click the tile on the right “Company Registration” to begin registering as a ‘Sponsored Access User’.
- Click on “REGISTER NOW”.
- Example below (Fig: 2)

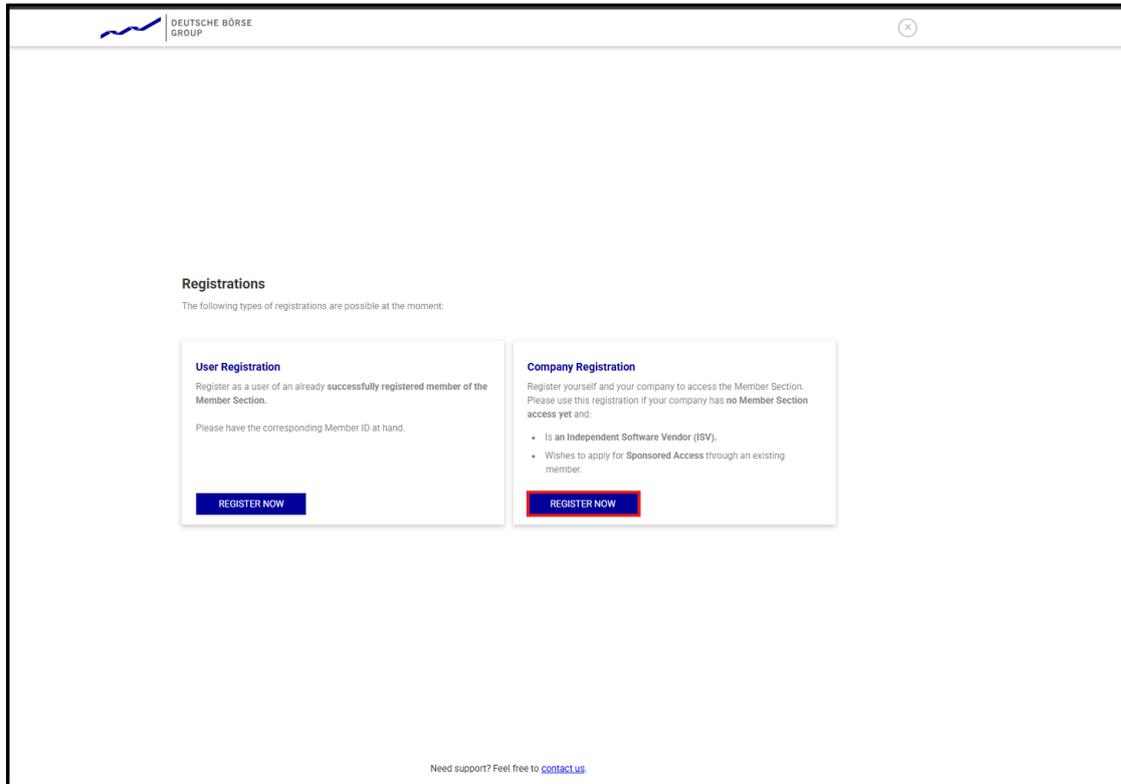
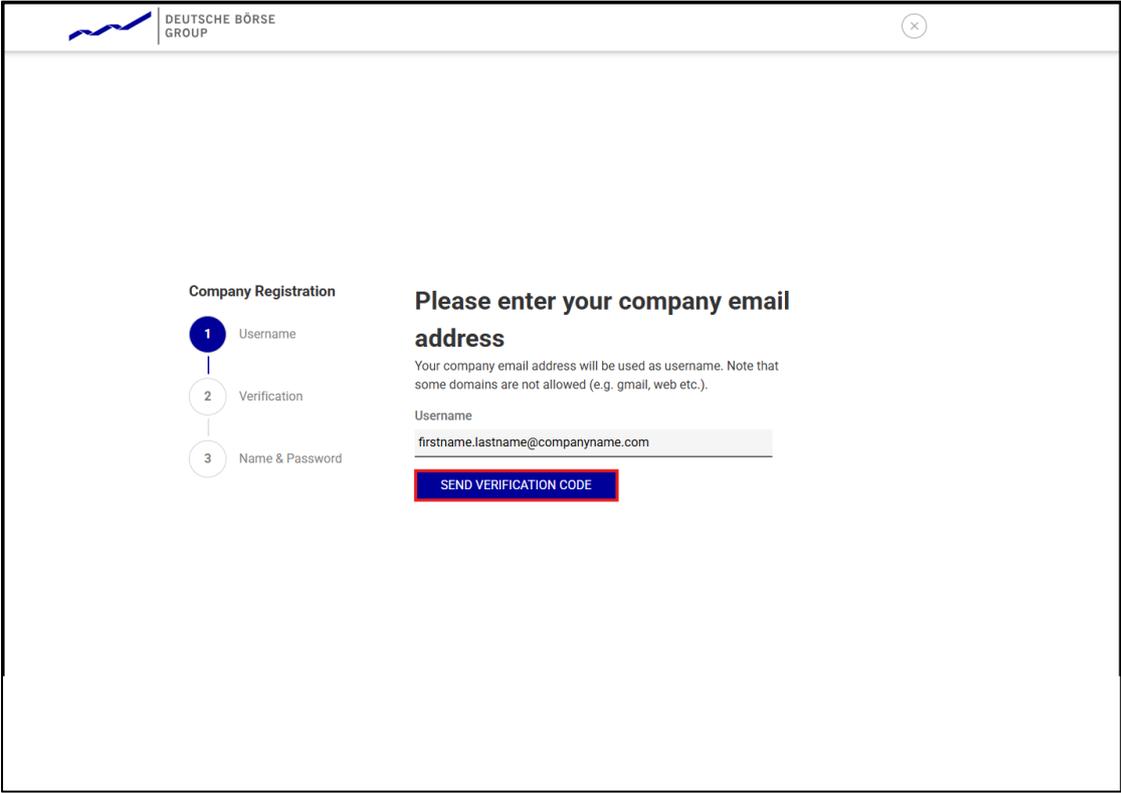


Fig 2: Registration options screen

Step 3

- To register for a Member Section account, an email address, name, and password are required to create a profile. Registration must use a personal company email address, as the user will be designated as the Central Coordinator (Primary contact) for the registering entity.
- Enter your email, then select "SEND VERIFICATION CODE".
- Example below (Fig: 3)

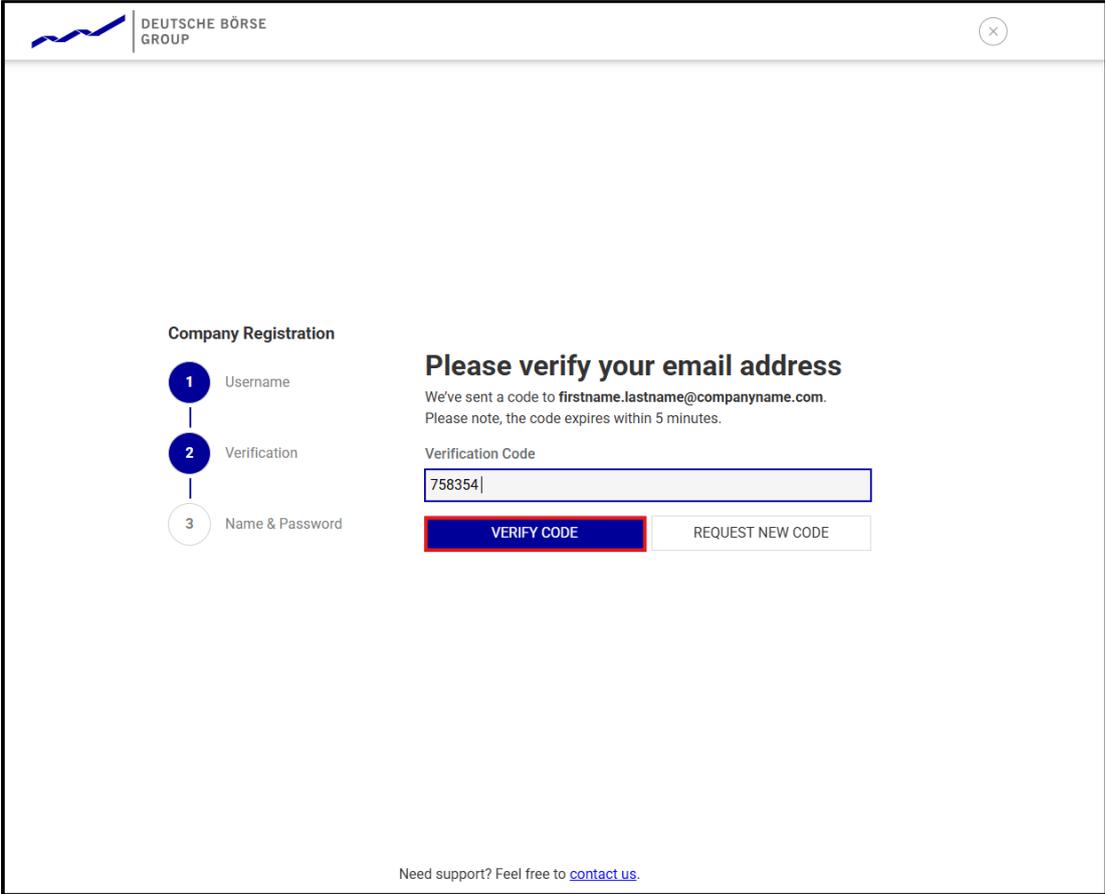


The screenshot shows the Deutsche Börse Group registration interface. At the top left is the logo and 'DEUTSCHE BÖRSE GROUP'. A progress indicator on the left shows three steps: 1. Username (highlighted in blue), 2. Verification, and 3. Name & Password. The main heading is 'Please enter your company email address'. Below this, a note states: '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 with the placeholder 'firstname.lastname@companyname.com' and a blue button labeled 'SEND VERIFICATION CODE'.

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 Deutsche Börse Group registration interface. At the top left is the logo and the text "DEUTSCHE BÖRSE GROUP". A progress indicator on the left shows three steps: 1. Username, 2. Verification (highlighted), and 3. Name & Password. The main heading is "Please verify your email address". Below this, it states: "We've sent a code to `firstname.lastname@companyname.com`. Please note, the code expires within 5 minutes." A text input field labeled "Verification Code" contains the value "758354". Below the input field are two buttons: "VERIFY CODE" (highlighted with a red border) 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.
- Create a password which fulfils the requirements listed on the screen. Re-enter your password.
- Click on “CREATE”.
- Example below (Fig: 5)

The screenshot shows a registration form for Deutsche Börse Group. The header includes the logo and the text 'DEUTSCHE BÖRSE GROUP'. The main heading is 'Please enter your name and password'. On the left, a 'Company Registration' progress indicator shows three steps: 1. Username, 2. Verification, and 3. Name & Password (the current step). The form fields are: First Name (placeholder: Enter first name), Last Name (placeholder: Enter last name), Password (placeholder: Enter password), and Confirm Password (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. At the bottom, there is a 'CREATE' button (highlighted with a red border) and a 'CANCEL' button. A footer note says '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)

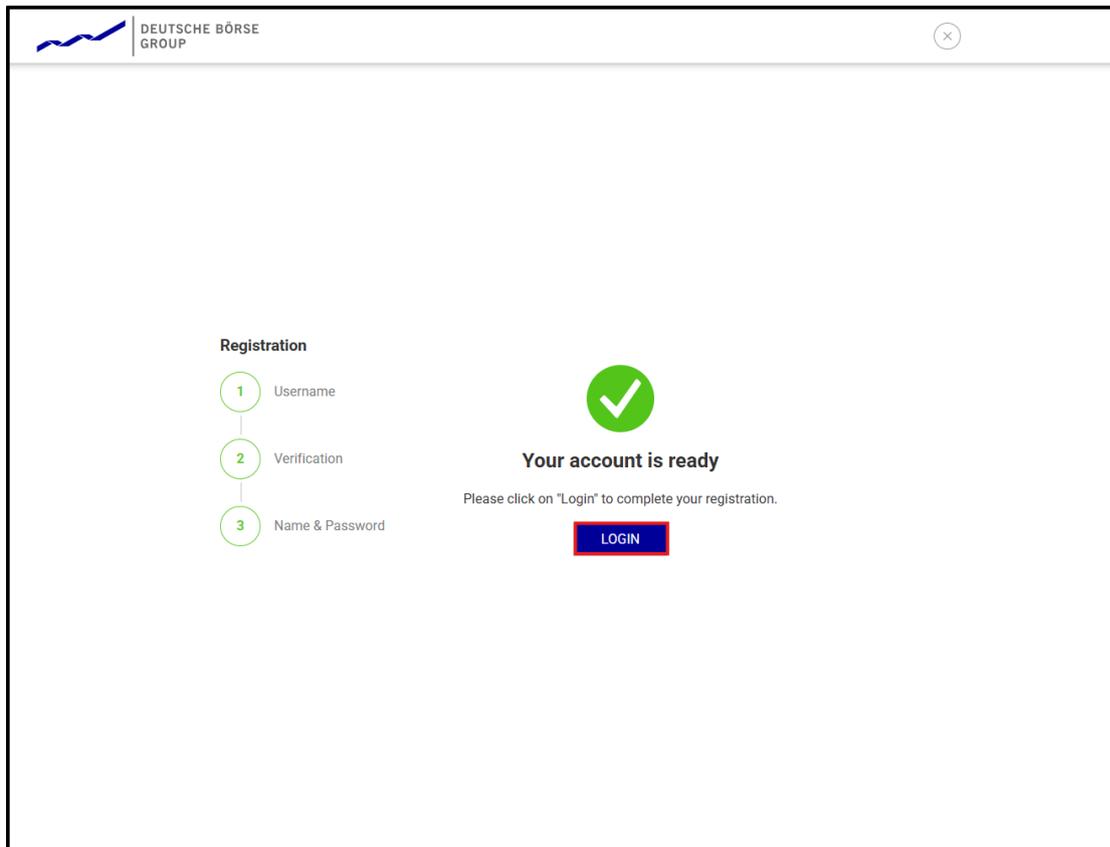


Fig 6: User Registration > Confirmation page

Step 7

- Please log in to the Member Section and initiate a new Sponsored Access User Registration by selecting the 'Sponsored Access User Registration' tile.
- Example below (Fig: 7)

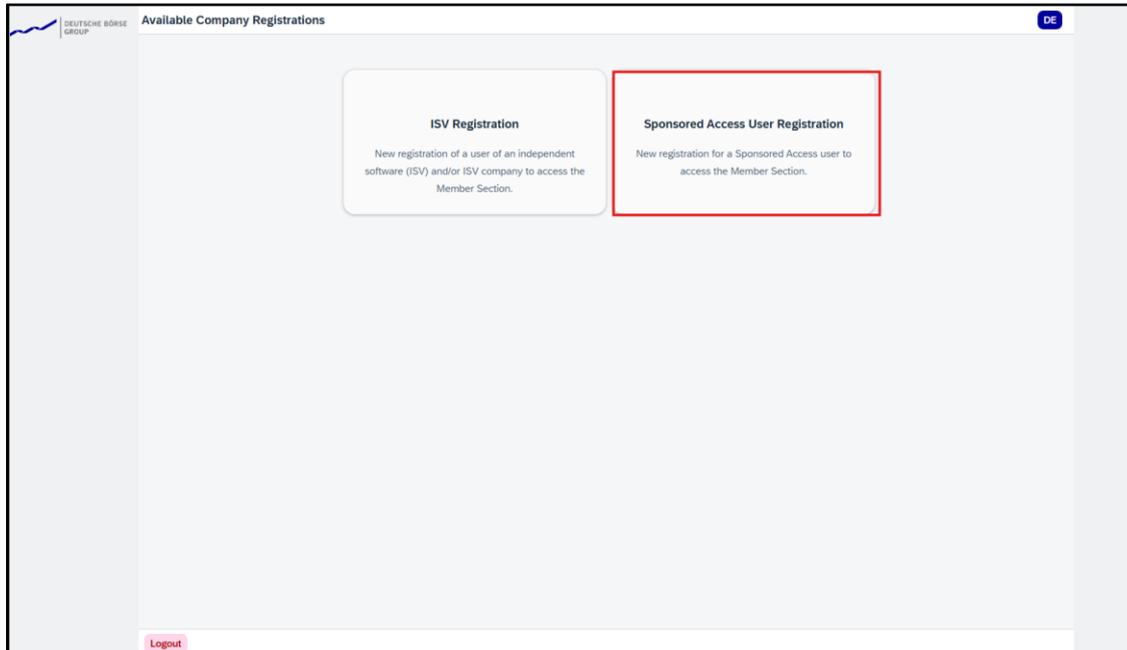
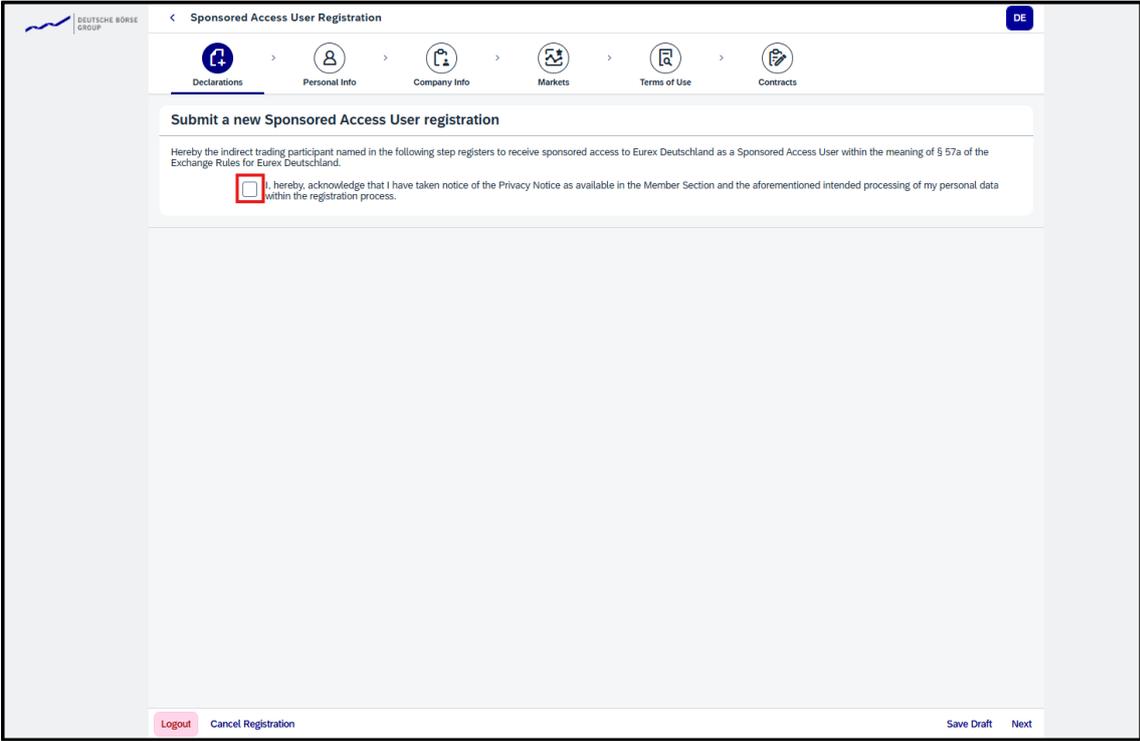


Fig 7: Start a Sponsored Access User registration

Step 8

- Please select the checkbox to confirm that you acknowledge the Privacy Notice for the Member Section (1).
- You may save your registration as a draft and return to complete it at your convenience. At the bottom of the page, options are available to log out, cancel your registration, or save your progress as a draft (2).
- To proceed, click “Next”.
- Example below (Fig: 8)



The screenshot displays the 'Sponsored Access User Registration' interface. At the top, the 'DEUTSCHE BÖRSE GROUP' logo is visible on the left, and a 'DE' language selector is on the right. A navigation bar contains six steps: 'Declarations', 'Personal Info', 'Company Info', 'Markets', 'Terms of Use', and 'Contracts'. The 'Declarations' step is currently active. Below the navigation bar, the heading 'Submit a new Sponsored Access User registration' is followed by a paragraph of text: 'Hereby the indirect trading participant named in the following step registers to receive sponsored access to Eurex Deutschland as a Sponsored Access User within the meaning of § 57a of the Exchange Rules for Eurex Deutschland.' A red rectangular box highlights a small checkbox to the left of the text: 'I hereby acknowledge that I have taken notice of the Privacy Notice as available in the Member Section and the aforementioned intended processing of my personal data within the registration process.' At the bottom of the page, there are four buttons: 'Logout', 'Cancel Registration', 'Save Draft', and 'Next'.

Fig 8: Acknowledge of Privacy Notice

Step 9

- Enter your personal information in all required fields (1).
- Click on “Next”.
- Example below (Fig: 9)

The screenshot shows the 'Sponsored Access User Registration' page. The breadcrumb trail is: Declarations > Personal Info > Company Info > Markets > Terms of Use > Contracts. The 'Personal Info' step is active. The form is titled 'Your personal data' and contains the following fields:

- Title: Mr. (dropdown)
- First Name: SPA
- Last Name: USER
- E-mail: firstname.lastname@companyname.com
- Date of Birth: 16.09.1996
- Phone: +(49) 069299891
- Mobile: Search for country c... Enter your mobile number
- Function: Enter your job position

At the bottom of the form, there is a link to the Privacy Notice. At the bottom of the page, there are buttons for 'Logout', 'Cancel Registration', 'Save Draft', 'Back', and 'Next' (highlighted with a red box).

Fig 9: Page data to submit personal data

Step 10

- 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: 10)

Fig 10: Page to select company information method

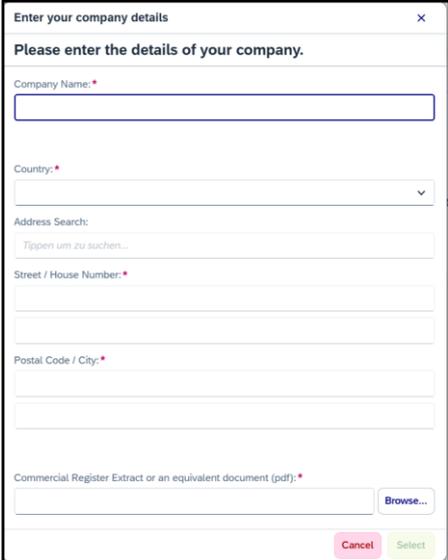
Select LEI option (1)

- 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 information provided accurately matches your company's registered details.
- To proceed click on "Select" and continue with step 11.
- Example below (Fig: 11)

Fig 11: 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 be required 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 11.
- Example below (Fig: 12)



Enter your company details

Please enter the details of your company.

Company Name: *

Country: *

Address Search:
Tippen um zu suchen...

Street / House Number: *

Postal Code / City: *

Commercial Register Extract or an equivalent document (pdf): *

Browse...

Cancel Select

Fig 12: Page to manually enter Company details

Step 11

- Once the company information is provided, you will have the opportunity to specify the market(s).
- Please ensure that all the required fields are completed.
- Click on "Next".
- Example below (Fig: 13)

DEUTSCHE BÖRSE GROUP

Sponsored Access User Registration

DECLARATIONS PERSONAL INFO COMPANY INFO **MARKETS** TERMS OF USE CONTRACTS

Market selection

For which markets do you want to register? Eurex

Your unique SpA User Business ID will be sent to you via email once we have completed our initial check and processed your registration.

Logout Cancel Registration Save Draft Back Next

Fig 13: Market Selection

Step 12

- Upon completing the required information, you will be prompted to read the Terms and Conditions relevant to the selected markets.
- Please ensure you read and acknowledge all terms by checking the corresponding checkboxes.
- Click on “Next”.
- Example below (Fig: 14)

DEUTSCHE BÖRSE GROUP

Sponsored Access User Registration

DE

Declarations Personal Info Company Info Markets Terms of Use Contracts

Terms of Use of Deutsche Börse AG for the "Sponsored Access User Registration App", "Provider Management App" regarding Eurex Deutschland

EUREX
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Confirmation of Terms of Use

I declare that I have read and acknowledged the Terms of Use of Deutsche Börse AG for the use of the "Sponsored Access User Registration App" and the "Provider Management App" for Eurex Deutschland and I declare that I act on behalf of the company named during the Sponsored Access User Registration process and I am authorized to act, make and receive declarations on behalf of this company.

Logout Cancel Registration Save Draft Back Next

Fig 14: Market Specific Terms of Use

Step 13

- You will now be prompted to the Contracts section.
- Please ensure you download the following contracts and upload them along with your company **Signature list**:
 - **MDDA**
 - Fill in the required information and upload the contract.
 - **Connection Agreement**
 - Fill in the required information and upload the contract.
- Click "Review".
- Please Example below (Fig: 15)

Contracts

Please download the following documents, sign them and upload them again. Additionally, attach a signature list. All files have to be in pdf format and can not be bigger than 10 MB.

File Type	Uploaded File Name	Saved	Download Contracts	Upload Contracts
MDDA		✘	Download	Upload
Connection Agreement		✘	Download	Upload
Signature List		✘		Upload

[Logout](#) [Cancel Registration](#) [Save Draft](#) [Back](#) [Review](#)

Fig 15: Contracts Page

Step 14

- Please review all the information that you have provided. Edit any field(s) if necessary.
- Click on “Submit”. Your request will be processed internally, and you will be informed of the next steps via email.
- Example below (Fig: 16)

Declarations [Edit](#)

Hereby the indirect trading participant named in the following step registers to receive sponsored access to Eurex Deutschland as a Sponsored Access User within the meaning of § 57a of the Exchange Rules for Eurex Deutschland.

I, hereby, acknowledge that I have taken notice of the Privacy Notice as available in the Member Section and the aforementioned intended processing of my personal data within the registration process.

Personal Info [Edit](#)

Title:

First Name:

Last Name:

E-mail:

Date of Birth:

Phone:

Mobile:

Function:

Please refer to our [Privacy Notice](#) for more information on how we manage your personal data.

Company Info [Edit](#)

Company Name:

LEI:

Company Name:

Legal Address:

Country:

Postal Code:

City:

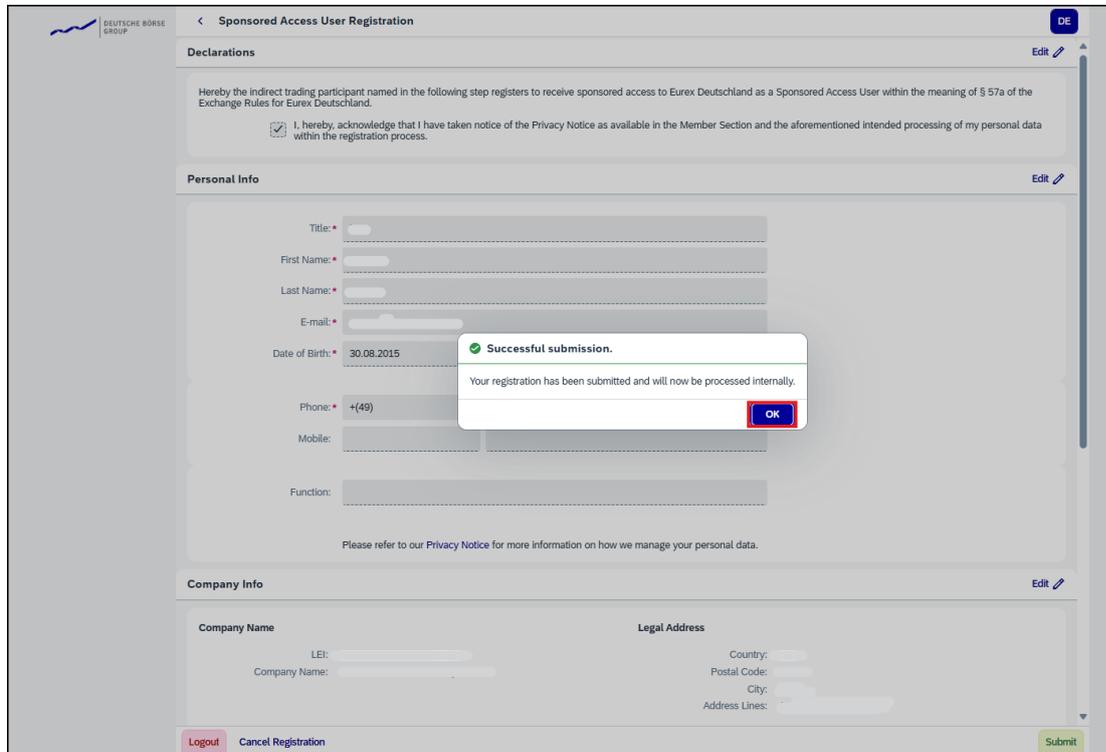
Address Lines:

[Logout](#) [Cancel Registration](#) [Submit](#)

Fig 16: Review Page

Step 15

- Click on “OK” for the successful submission Pop-Up Message on the screen.
- Example below (Fig: 17)



The screenshot displays the 'Sponsored Access User Registration' page. The page is divided into several sections: 'Declarations', 'Personal Info', and 'Company Info'. A pop-up message titled 'Successful submission.' is overlaid on the 'Personal Info' section, stating 'Your registration has been submitted and will now be processed internally.' with an 'OK' button. The 'Personal Info' section contains fields for Title, First Name, Last Name, E-mail, Date of Birth (30.08.2015), Phone (+49), Mobile, and Function. The 'Company Info' section includes fields for Company Name, LEI, and Legal Address (Country, Postal Code, City, Address Lines). At the bottom, there are 'Logout', 'Cancel Registration', and 'Submit' buttons.

Fig 17: Successful Submission Pop up

Step 16

- After reviewing the message displayed on the screen, please click the Logout button to proceed.
- Example below (Fig: 18)

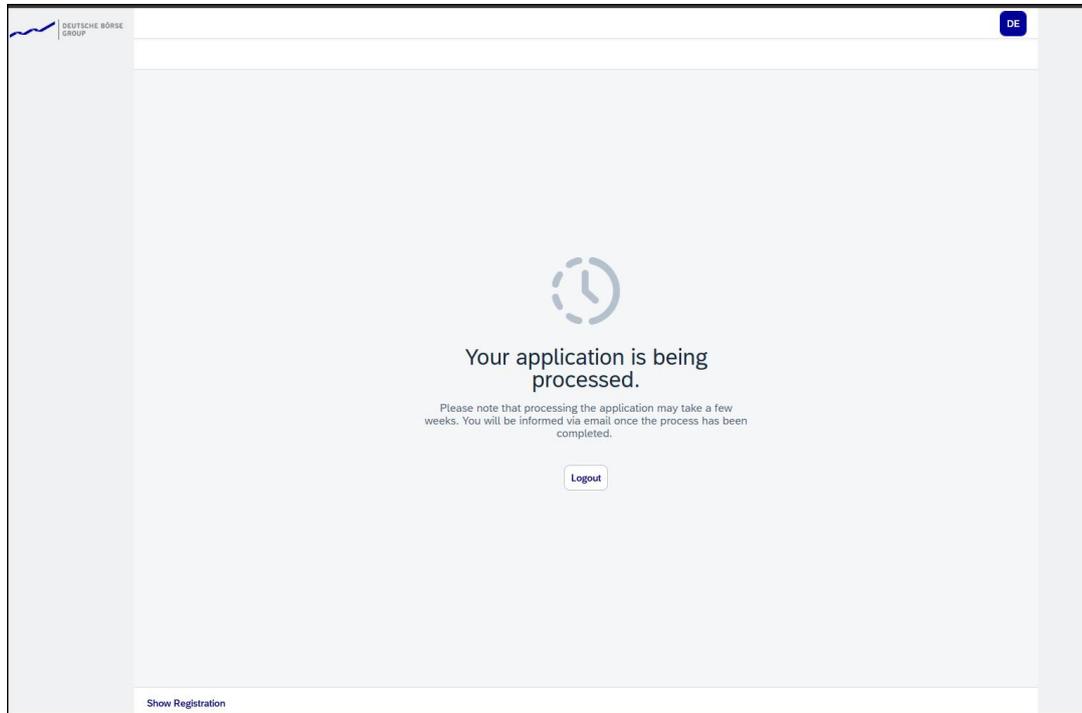


Fig 18: Successful Submission Pop up

6. Login to the Member Section

Upon successful application submission, your application will be processed internally. You will receive an email notification at your registered email address upon completion of your registration

Example below (Fig: 19)

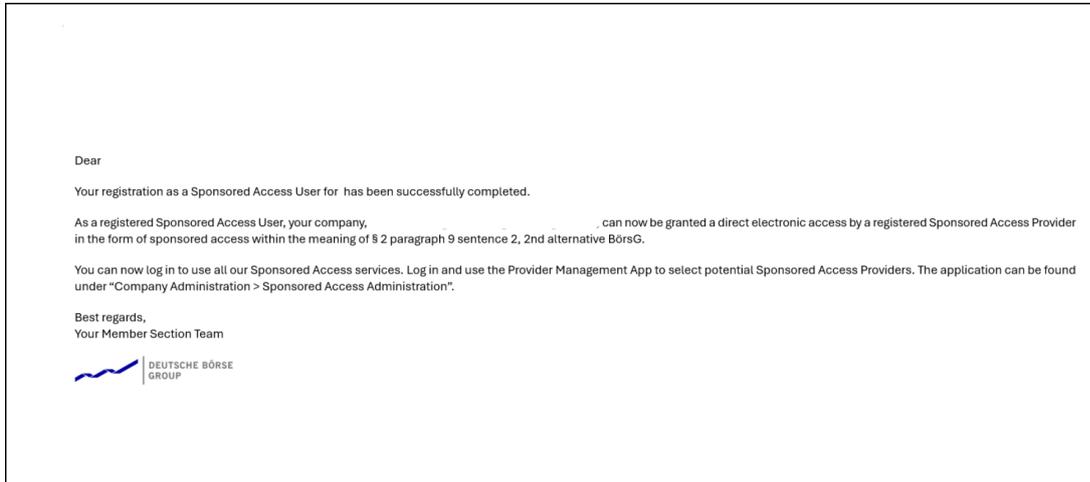


Fig 19: E-mail confirmation.

Step 1:

- Click on Member Section link, [Member Section - Deutsche Börse Group](#)
- Make sure the landing page opens.
- Click on the login button.
- Example below (Fig: 20)

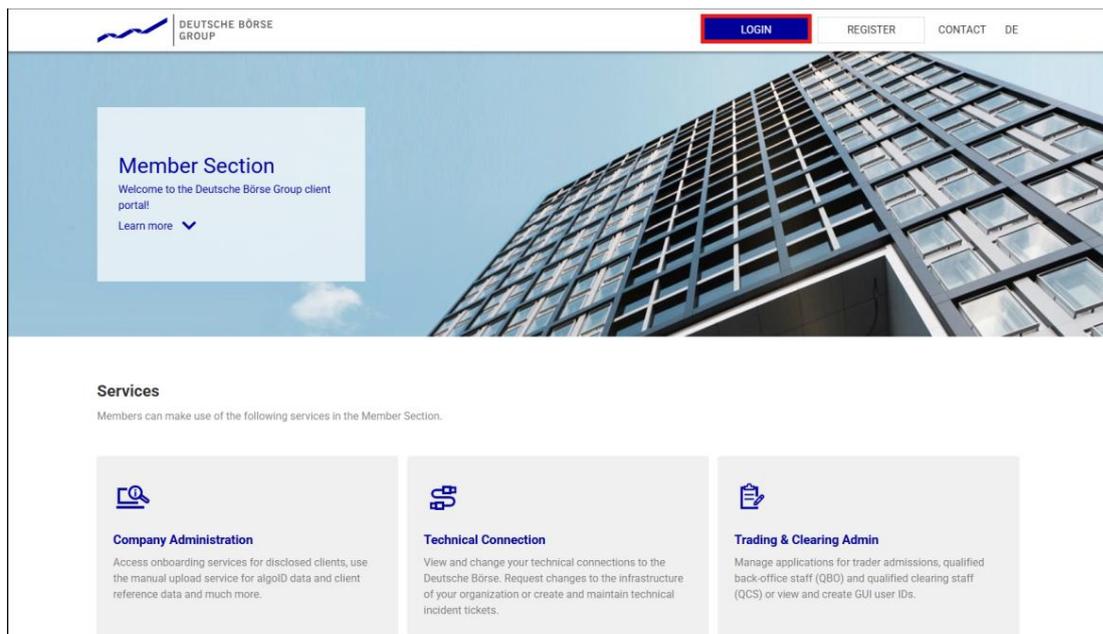
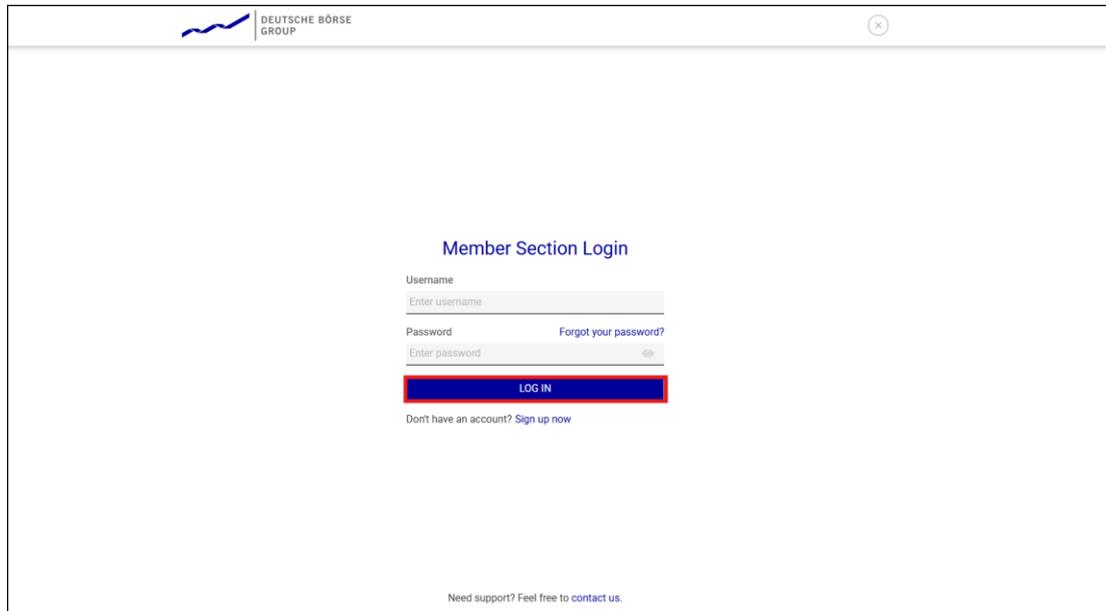


Fig 20: E-mail confirmation

Step 2:

- Enter the email address & password of your account.
- Click on log in.
- Example below (Fig: 21)



The screenshot shows the login page for the Member Section of Deutsche Börse Group. The page has a white background with a blue header containing the Deutsche Börse Group logo and name. A close button (X) is visible in the top right corner of the header. The main content area is centered and features the title "Member Section Login" in blue. Below the title are two input fields: "Username" with the placeholder "Enter username" and "Password" with the placeholder "Enter password" and a "Forgot your password?" link. A blue "LOG IN" button is positioned below the password field. At the bottom of the form, there is a link: "Don't have an account? Sign up now". At the very bottom of the page, there is a small text link: "Need support? Feel free to contact us."

Fig 21: Login Page

Step 3:

- Enter the email address & password of your account.
- Click on login.
- Enter the verification code received on your email address.
- Click on verify code.
- Example below (Fig: 22)

DEUTSCHE BÖRSE GROUP

Authentication

We have sent a verification code to your email address:
TH*****@MUELLER.COM. Please note, the code expires within 5 minutes.

Verification Code

[VERIFY CODE](#) [REQUEST NEW CODE](#)

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

Fig 22: Verification Page

Step 4:

- You are now logged in and the Member Section homepage is shown.
- Example below (Fig: 23)

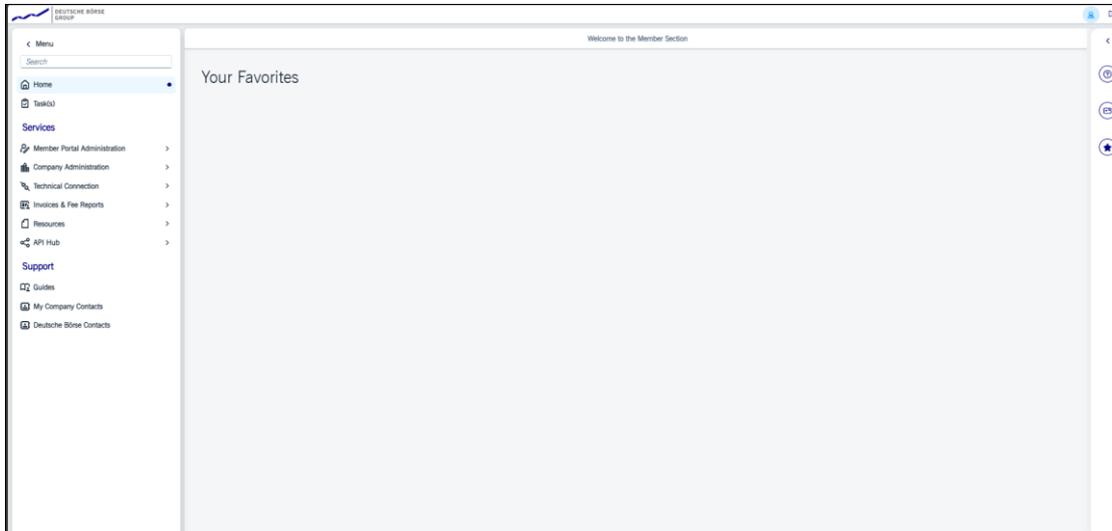


Fig 23: Member Section logged Page

7. Provider Management

Access to the Provider Management application is granted only after your registration has been fully processed. This tool enables you to establish Sponsored Access relationships with registered Sponsored Access Providers. A list of registered Sponsored Access Providers corresponding to your selected market will be available for your selection. Once you choose a Provider or multiple, they will receive a request notification and must review it accordingly. Upon acceptance, we will process the request internally prior to formalizing the Sponsored Access relationship. You may monitor the status of your requests in the application's overview section.

Please follow the steps below to select a Sponsored Access Provider:

Step 1:

- Navigate to Company Administration on the left-hand menu.
- Then, choose Sponsored Access Administration.
- Example below (Fig: 24)

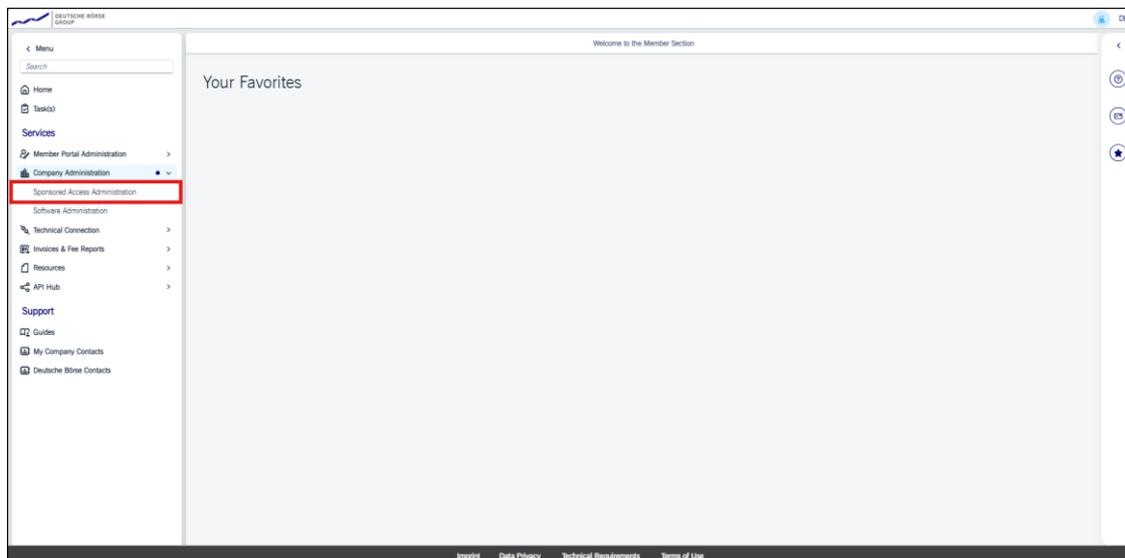


Fig 24: Member Section Sponsored

Step 2:

- Click on Sponsored Access Administration.
- Then click on Provider Management tile.
- Example below (Fig: 25)

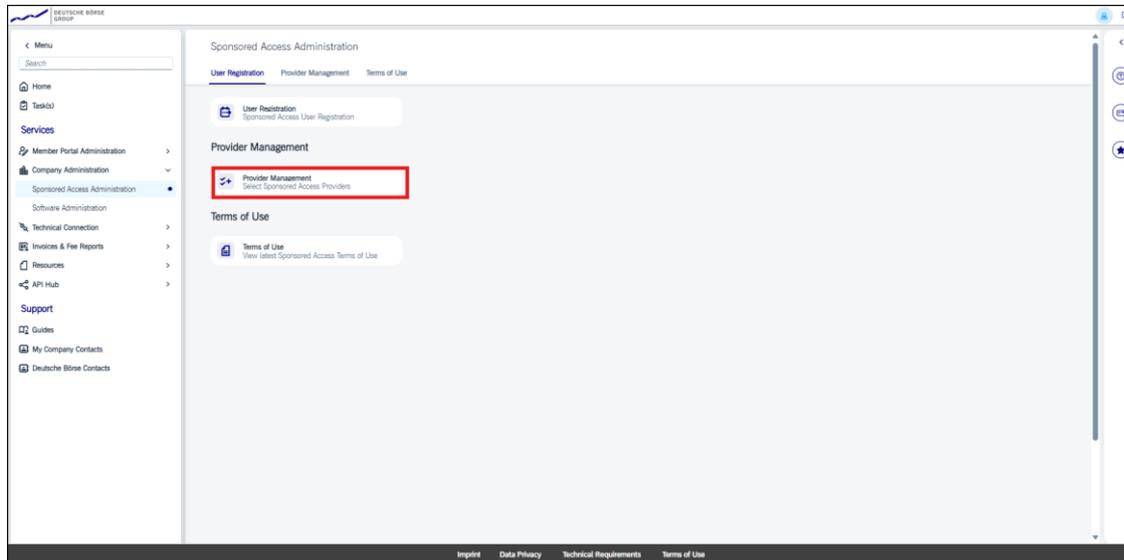
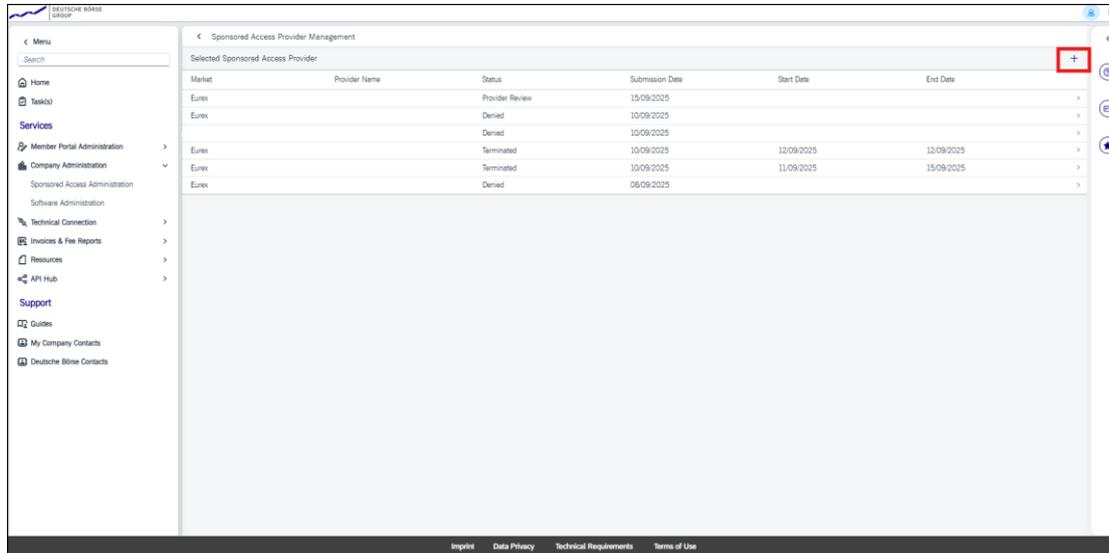


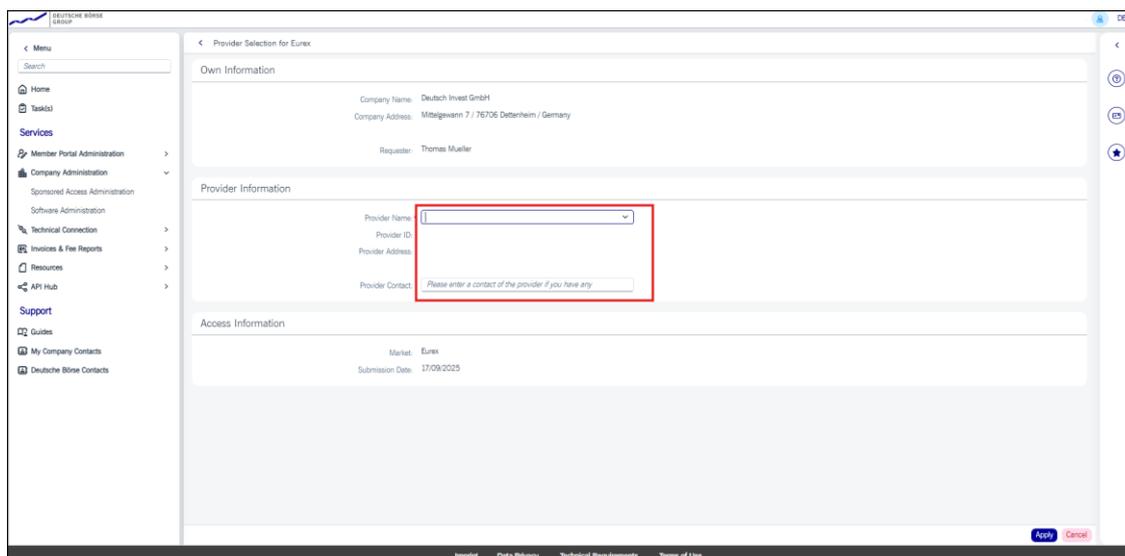
Fig 25: Provider Management option

Step 3:

- Click on + icon present on the top right corner of the screen.
- Example below (Fig: 26)

**Fig 26: Sponsored Access Provider Management Page****Step 4:**

- Select the Provider Name from the drop-down menu as shown in the image below.
- Based on your selection, the fields Provider ID & Provider Address gets auto populated.
- Add contact details of your selected Provider Contact (optional).
- Select the "APPLY" button to submit your request.
- Example below (Fig: 27)

**Fig 27: Provider Selection Page****Step 5:**

- When the success message appears, click “OK”.
- Example below (Fig: 28)

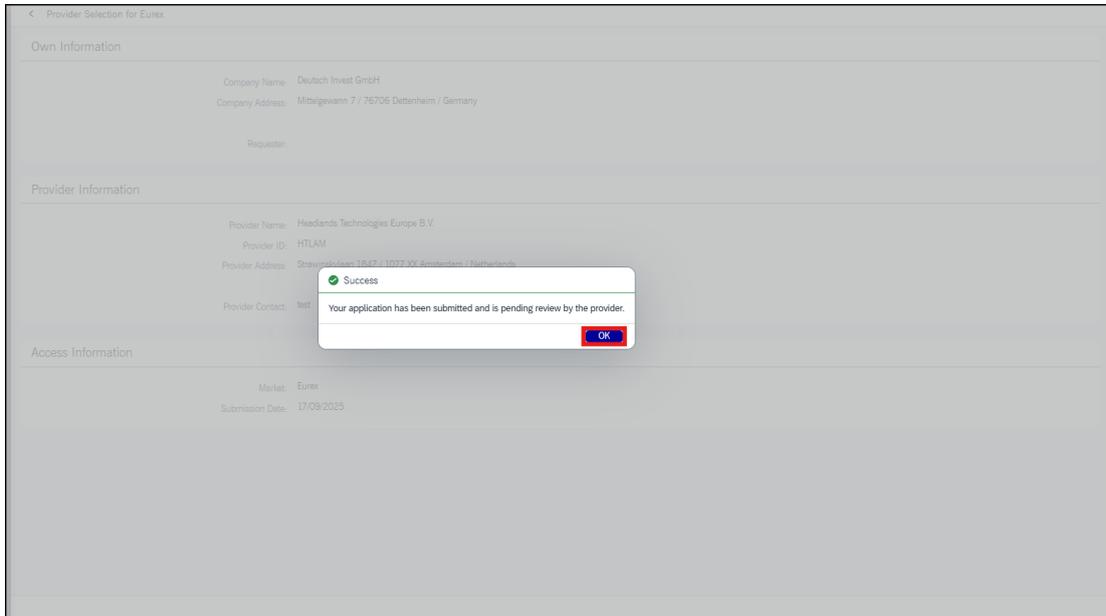


Fig 28: Success Message

Step 6:

- Upon successful completion of the Provider Selection process, you will be redirected to the Sponsored Access Provider Management page.
- You will see your application appearing on the screen with the status “Provider Review”. Your request now must be processed by your selected Sponsored Access Provider.
- Example below (Fig: 29)

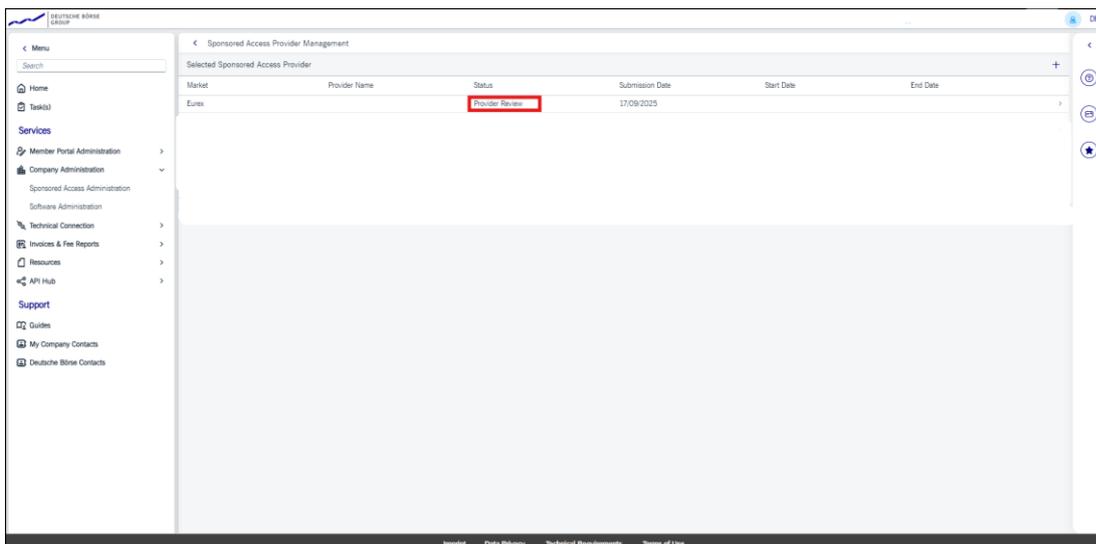


Fig 29: Sponsored Access Provider Management

8. Sponsored Access – Software Administration

Sponsored Access Users are required to register or select the Software they are using, enabling the Sponsored Access Provider to consider this information when ordering sessions.

Comprehensive instructions for utilizing Software Administration are available here: [Software Registration User Guide.pdf](#)

Please refer to the image below, which indicates the location of the application.

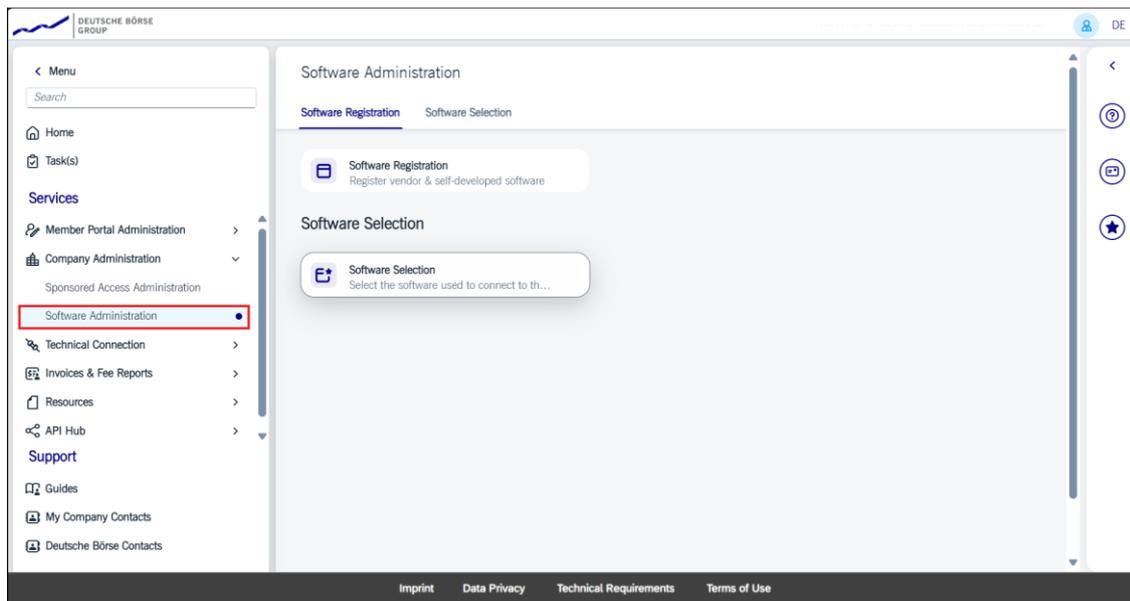


Fig 30: Software Administration

Contact

Member Section

Support Contact

E-Mail: member.section@deutsche-boerse.com

Phone: +49 69 21117888