Member Section

Software Selection User Guide
February 2025

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Member Section
Software Selection 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 use the Software Selection functionality available in the Member Section with detailed step by step instructions for:

- Selecting third-party software
- Deactivating/revoking the selected software
- Importing 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
Software Selection

2. Software Selection

To have access to the Software Selection 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

To be selectable, the software must first be registered in the system by the software owner.
For more information regarding the Software Registration process, please refer to the respective guide: Software 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
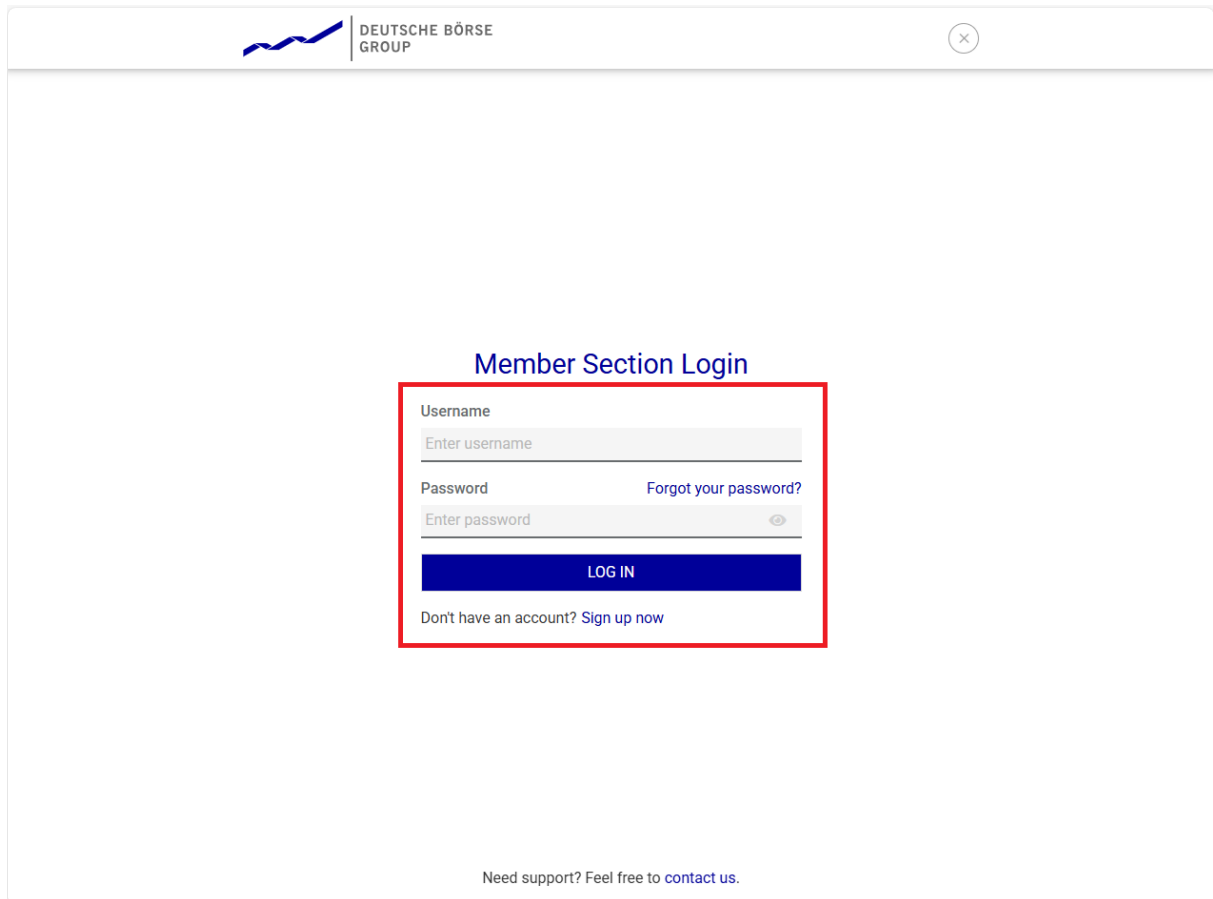
- Please select COMPANY ADMINISTRATION on the left-hand navigation. (1)
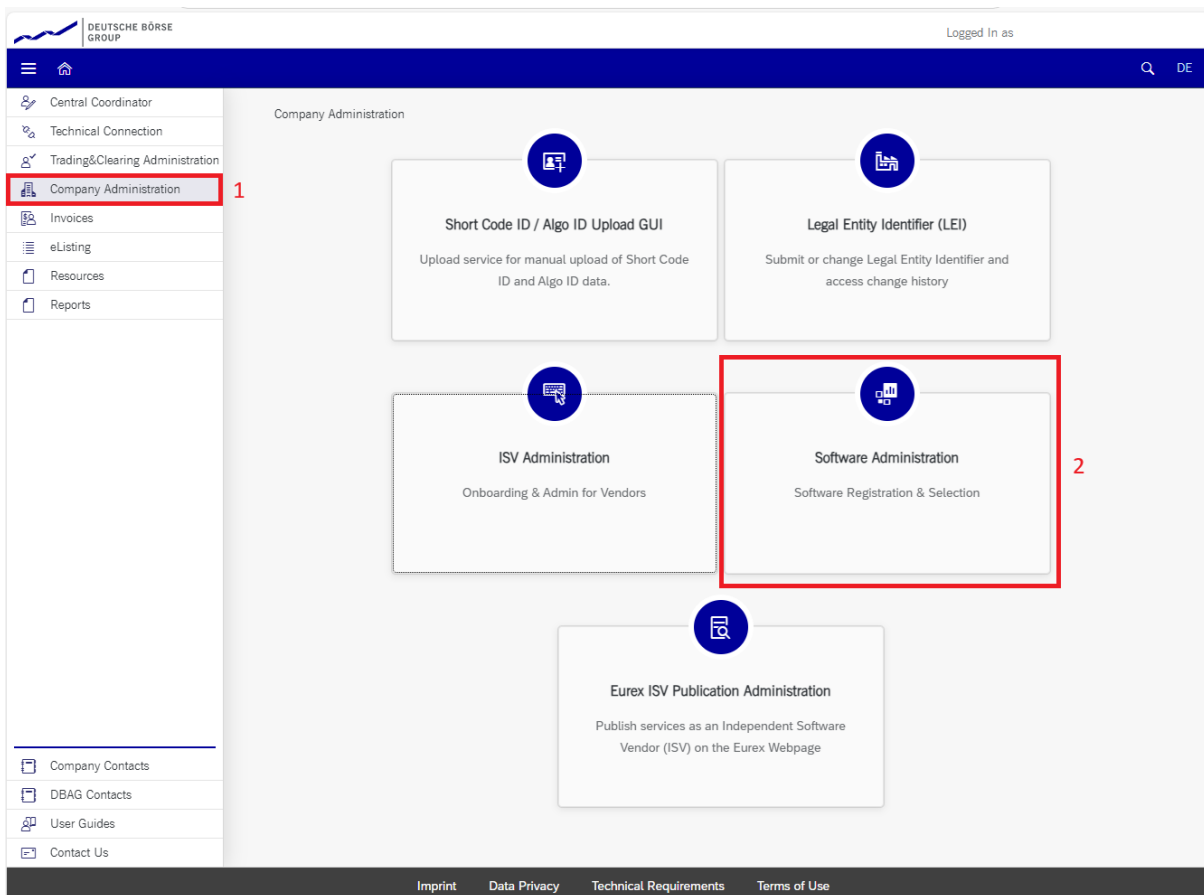- Click the tile 'Software Administration'. (2)
  Example below (Fig 3):

Fig 3: Software Administration selection

Step 4

- Click the Software Selection tile to start the software selection process.
  Example below (Fig 4):
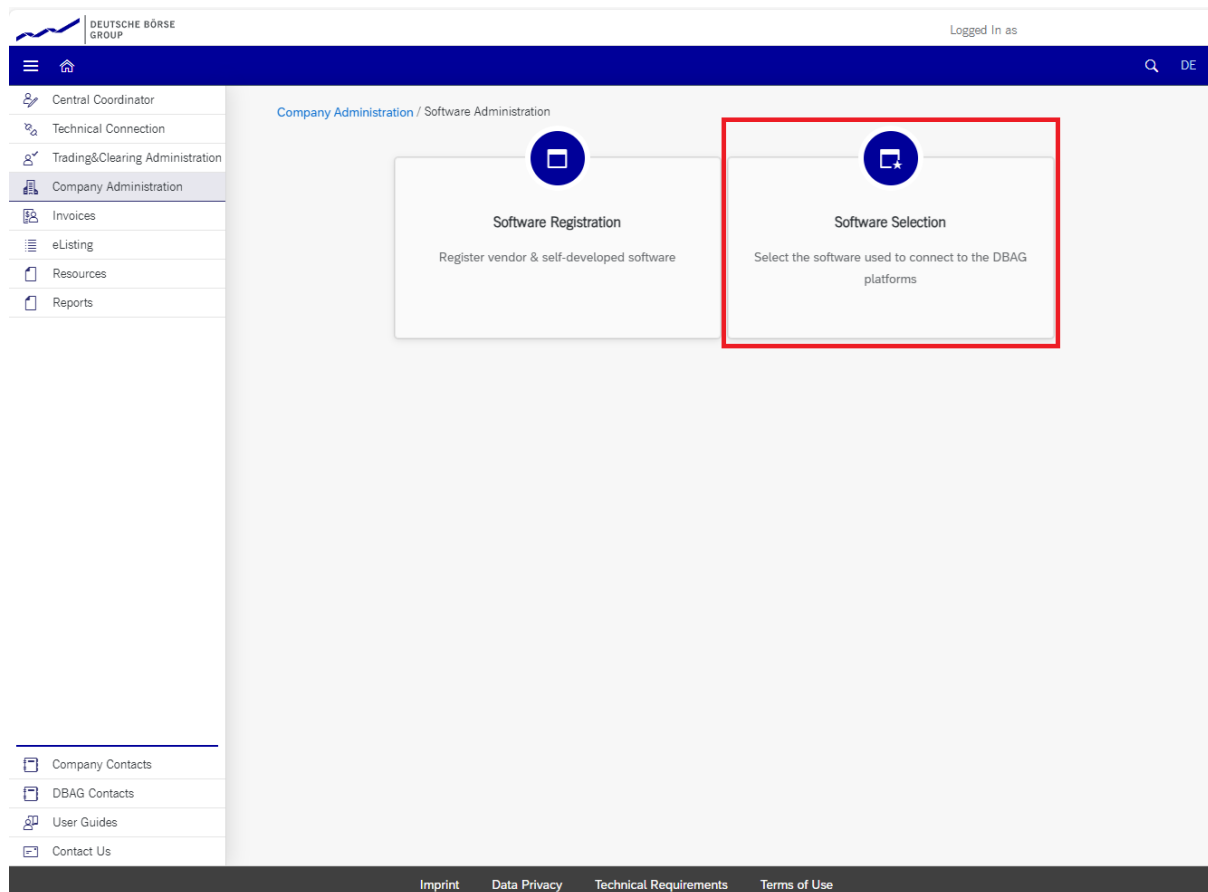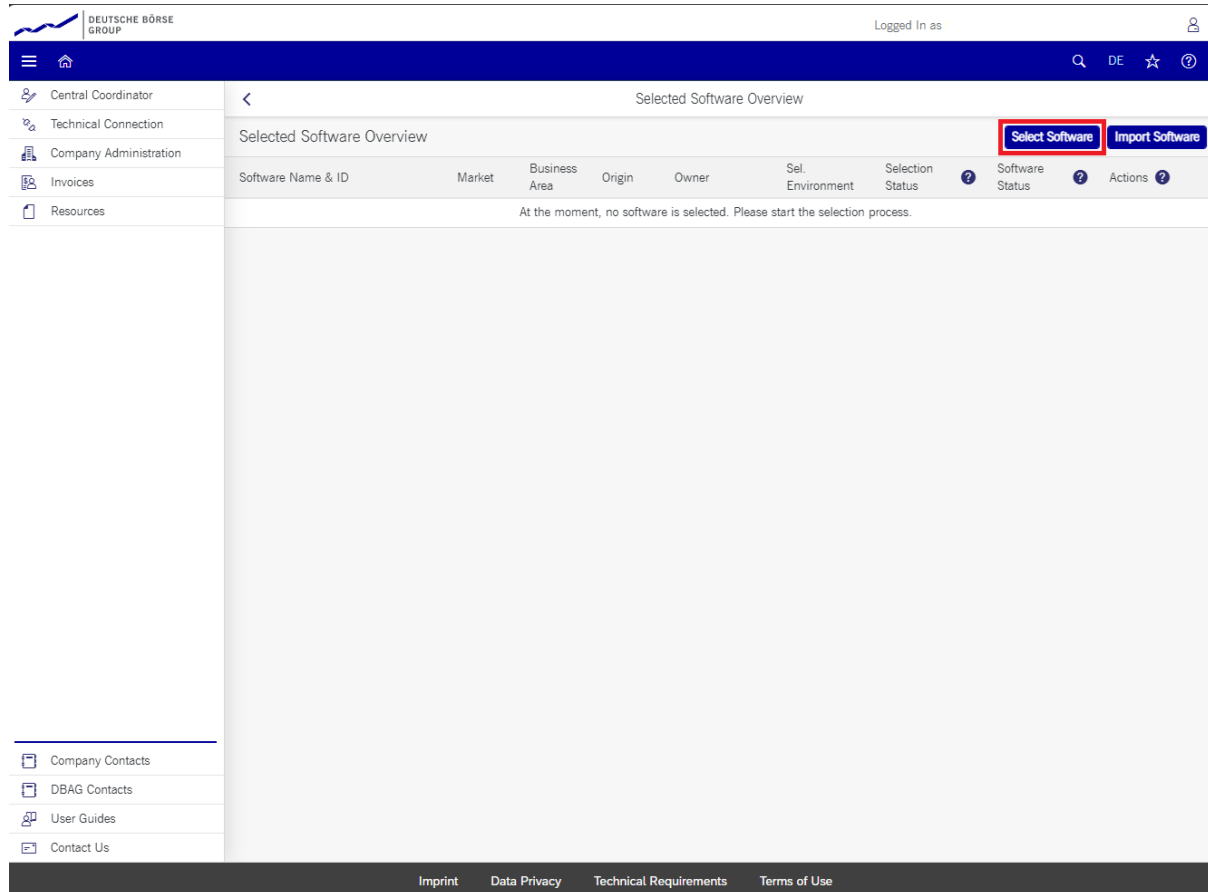
Fig 4: Software Selection tile

Step 5

- Click the SELECT SOFTWARE button to select new software.
  Example below (Fig 5):

Fig 5: Select Software button

Step 6

- In SELECTION Details view, you can specify the Market, the Software Owner, the Software ID/Name, the Environment and the Hosting options (1). Selected Environments and Selected Hostings can be edited based on the original registration.
- Please make sure to select the correct entries for your software usage. In SOFTWARE DETAILS view, you can find the highlighted details related to Business Area, Registered Environments and Registered Hosting (2).
- After ensuring that everything is correct, click on SAVE to submit your request.
  Example below (Fig 6):

Fig 6: Software Selection Details view

Step 7

- A successful confirmation message will follow.
- Click on OK.
  Example below (Fig 7):
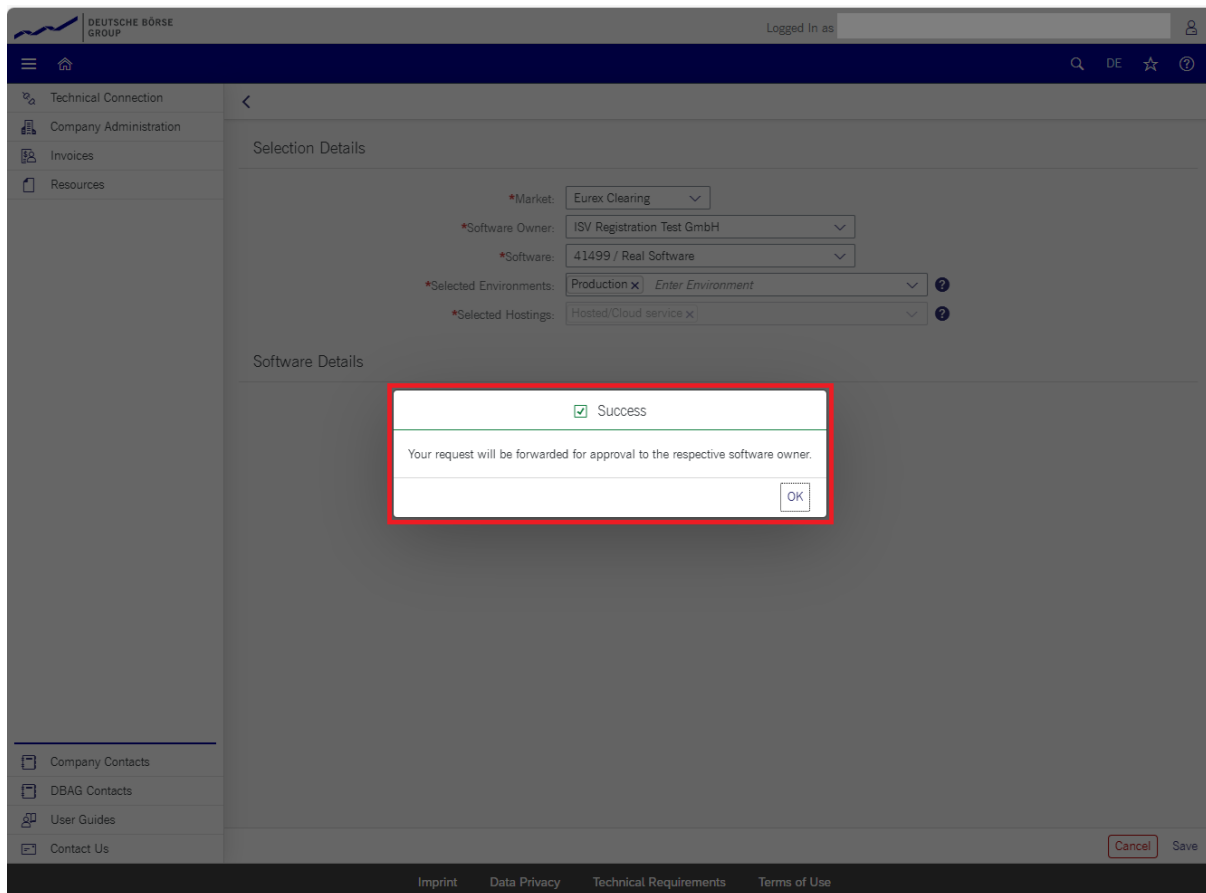
Fig 7: Software Selection successful request message

Step 8

- Under the SELECTED SOFTWARE OVERVIEW page, you can see that the selected Software is marked with REQUESTED status, waiting for the software owner's approval.
- By clicking on REVOKE REQUEST, you can cancel your selection request before it is approved or rejected by the software owner.
  Examples below (Fig 8):

Fig 8: Software Selection requested status

Step 9 (Software Owner/Approver view in SOFTWARE REGISTRATION app)

- As a Software Owner, you have two ways to view the Software Selection request in the SOFTWARE REGISTRATION app.
- 1st Method (Fig 9): Under the tab SOFTWARE SELECTED BY, you will find the requested Software.
- 2nd Method (Fig 10): You will receive a notification of a new task message on your profile icon (1). Please select the requested software to start the approval process (2). Examples below (Fig 9 & Fig 10):

Fig 9: Software requested in Software Selected by view
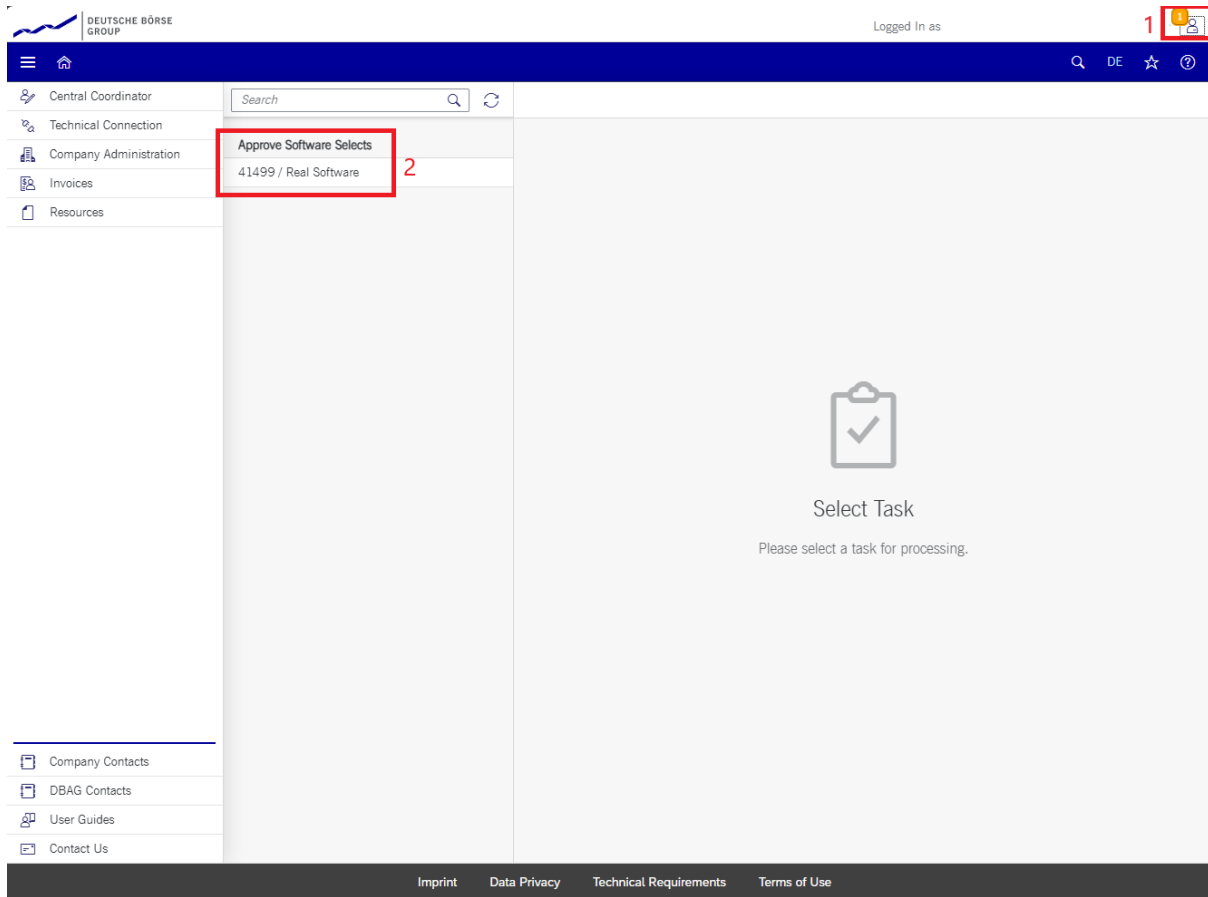
Fig 10: Software requested under Task view

Step 10 (Software Owner/Approver view in SOFTWARE REGISTRATION app)

- Both methods give you the option to either accept or reject the request.
- Click on ACCEPT to approve the request.
  Example below (Fig 11):

Fig 11: Software selection request - approval/rejection

Step 11 (Software Owner/Approver view in SOFTWARE REGISTRATION app)

- You will be prompted to confirm your decision.
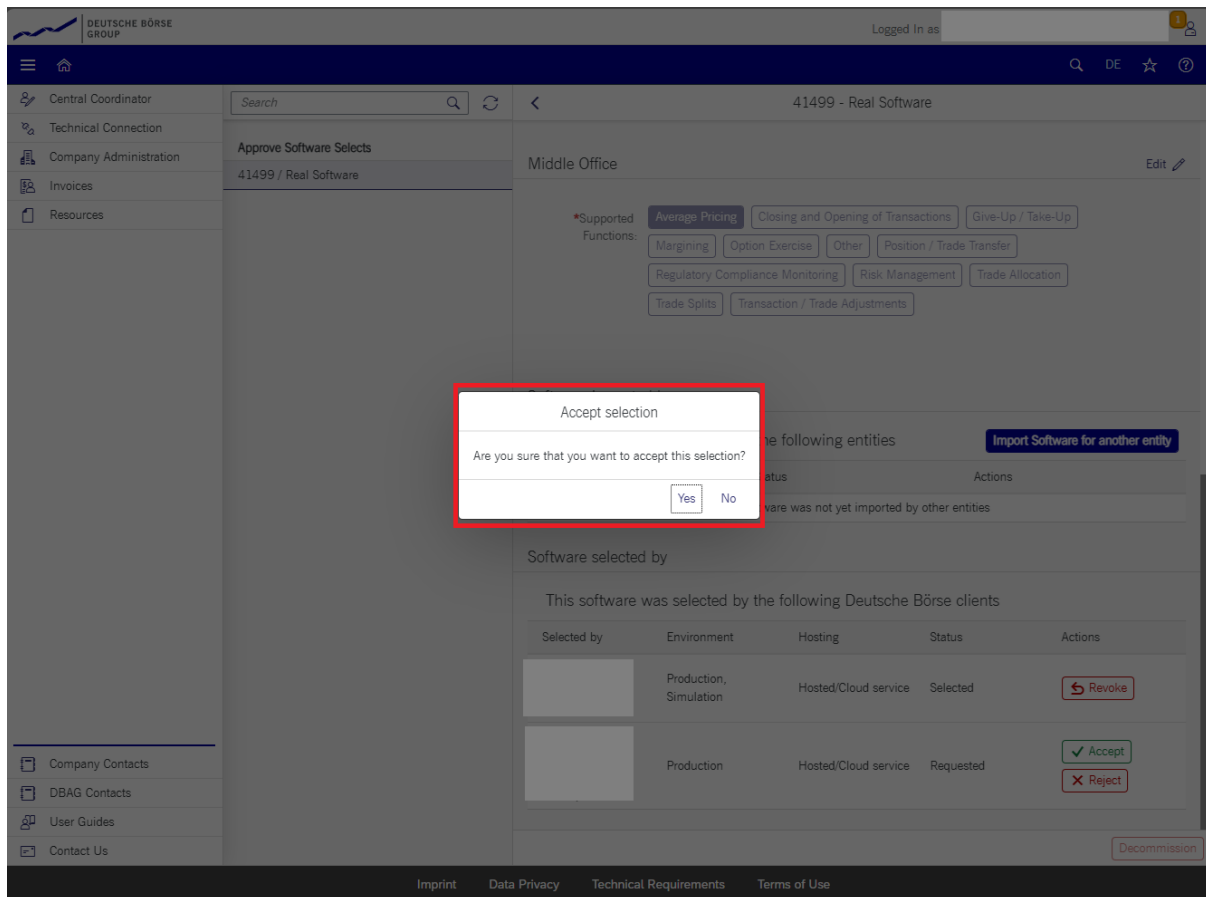- Click on YES to approve the request.
  Example below (Fig 12):

Fig 12: Software approval confirmation

Step 12 (Software Owner/Approver view in SOFTWARE REGISTRATION app)

- A successful confirmation message will follow.
- Click on OK.
  Example below (Fig 13):
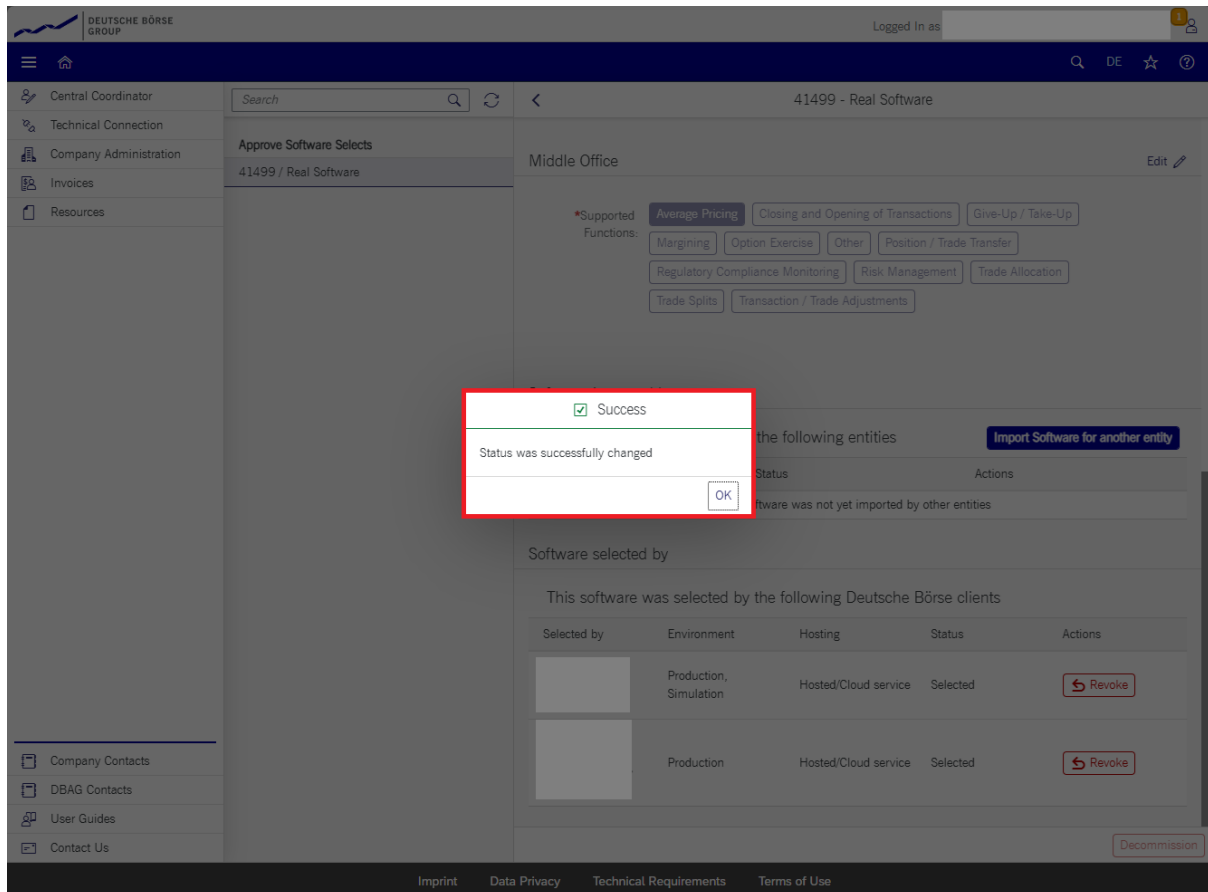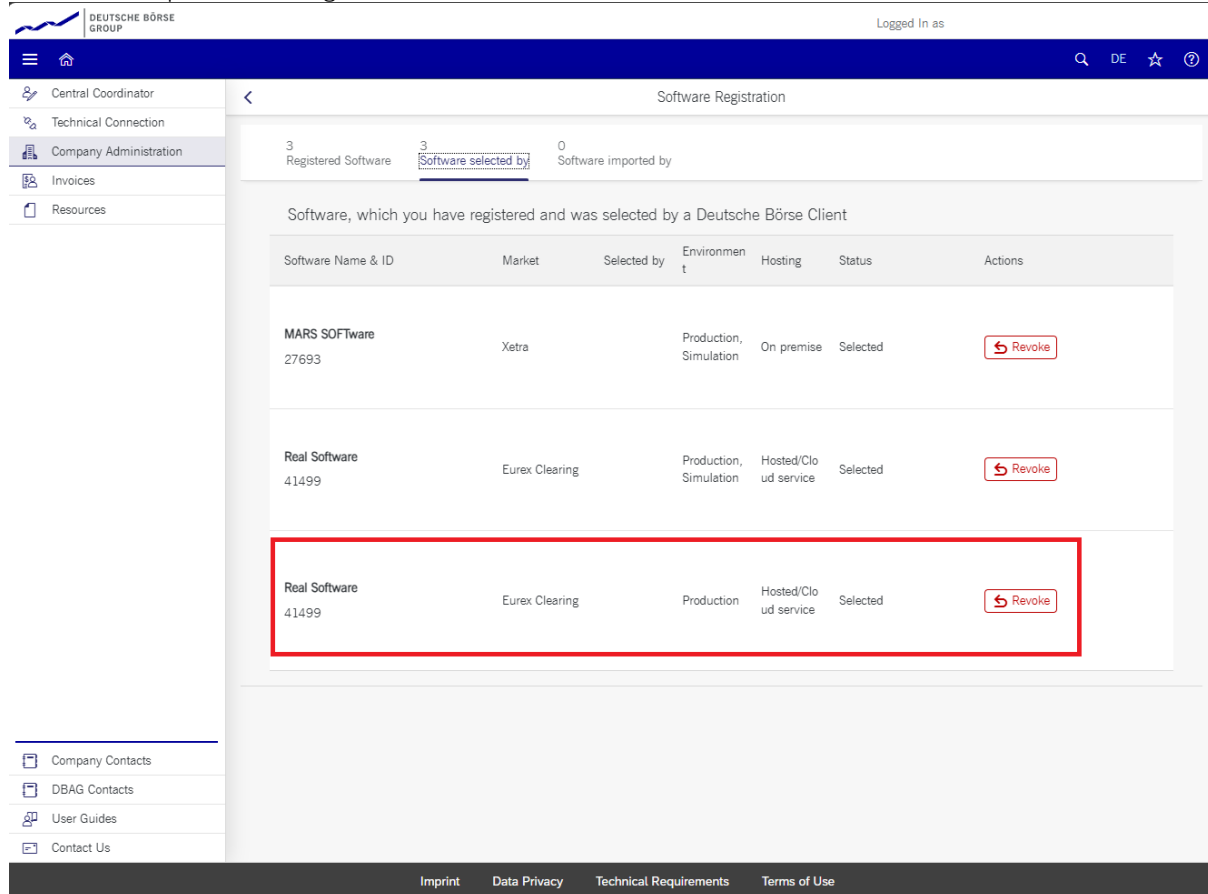
Fig 13: Software accepted successfully

Step 13 (Software Owner/Approver view in SOFTWARE REGISTRATION app)

- In SOFTWARE REGISTRATION app, under the tab SOFTWARE SELECTED BY, you can see that the approved software selection being marked with selected status.
  Examples below (Fig 14):

Fig 14: Software selected status

Member Section
Deactivation/Reactivation of the Selected Software

3. Deactivation/Reactivation of the Selected Software

Deactivation functionality allows software selectors to cancel the existing software selection. Moreover, reactivation functionally allows the user to reactivate the previously deactivated software selection.

Step 1

- As a software selector, you have the option to deactivate the active software selection.
- In the SELECTED SOFTWARE OVERVIEW page, click on DEACTIVATE button for the software that you want to de-select.
  Example below (Fig 1):
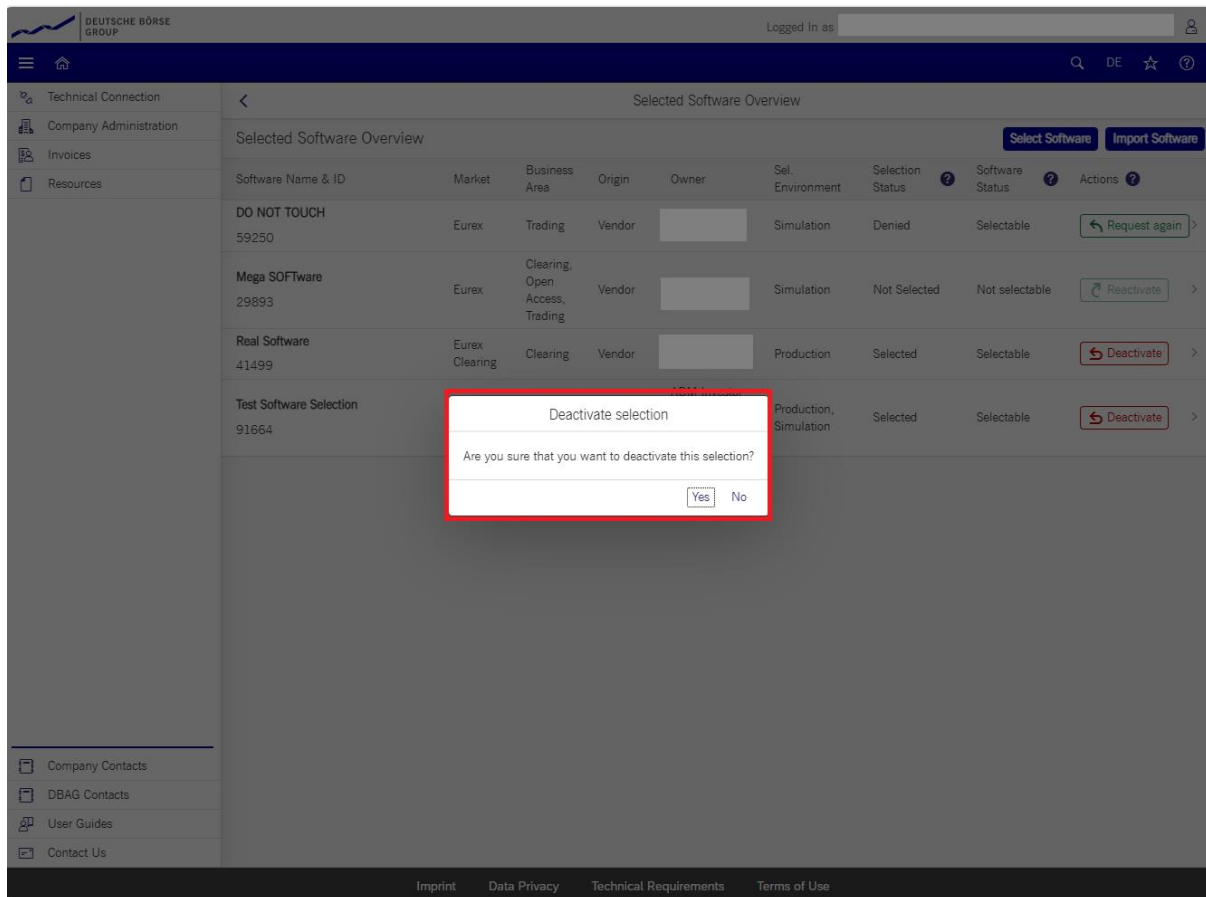
Fig 1: Software Deactivation

Step 2

- You will be prompted to confirm your deactivation request.
- Click on YES to deactivate.
  Example below (Fig 2):

Fig 2: Software Deactivation confirmation message

Step 3

- A successful confirmation message will follow.
- Click OK.
  Example below (Fig 3):

Fig 3: Software Deactivation Successful message

Step 4

- To reactivate the previously deactivated software selection, please click on the REACTIVATE button.
  Example below (Fig 4):

Fig 4: Software Reactivation request

Step 5

- Review the software details before submitting your request. Please note that for certain fields, you might have the option to edit some selections.
- Click on REACTIVATE.
  Examples below (Fig 5):

Fig 5: Software Reactivation view

Step 6

- A successful confirmation message will inform that the request has been submitted to the software owner for approval. Once approved by the software owner, the software will be selected for you again.
- Click on OK.
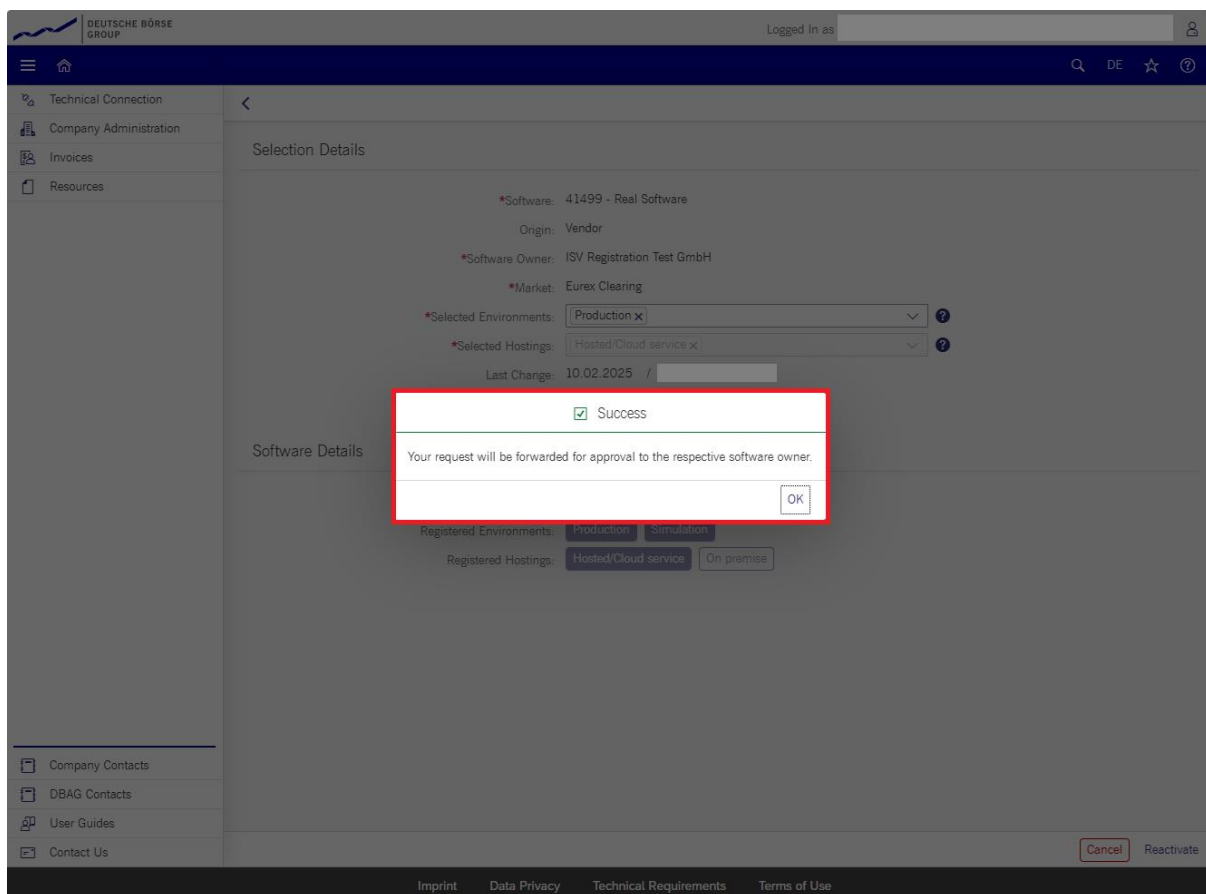 Example below (Fig 6):

Fig 6: Software Reactivation successful message
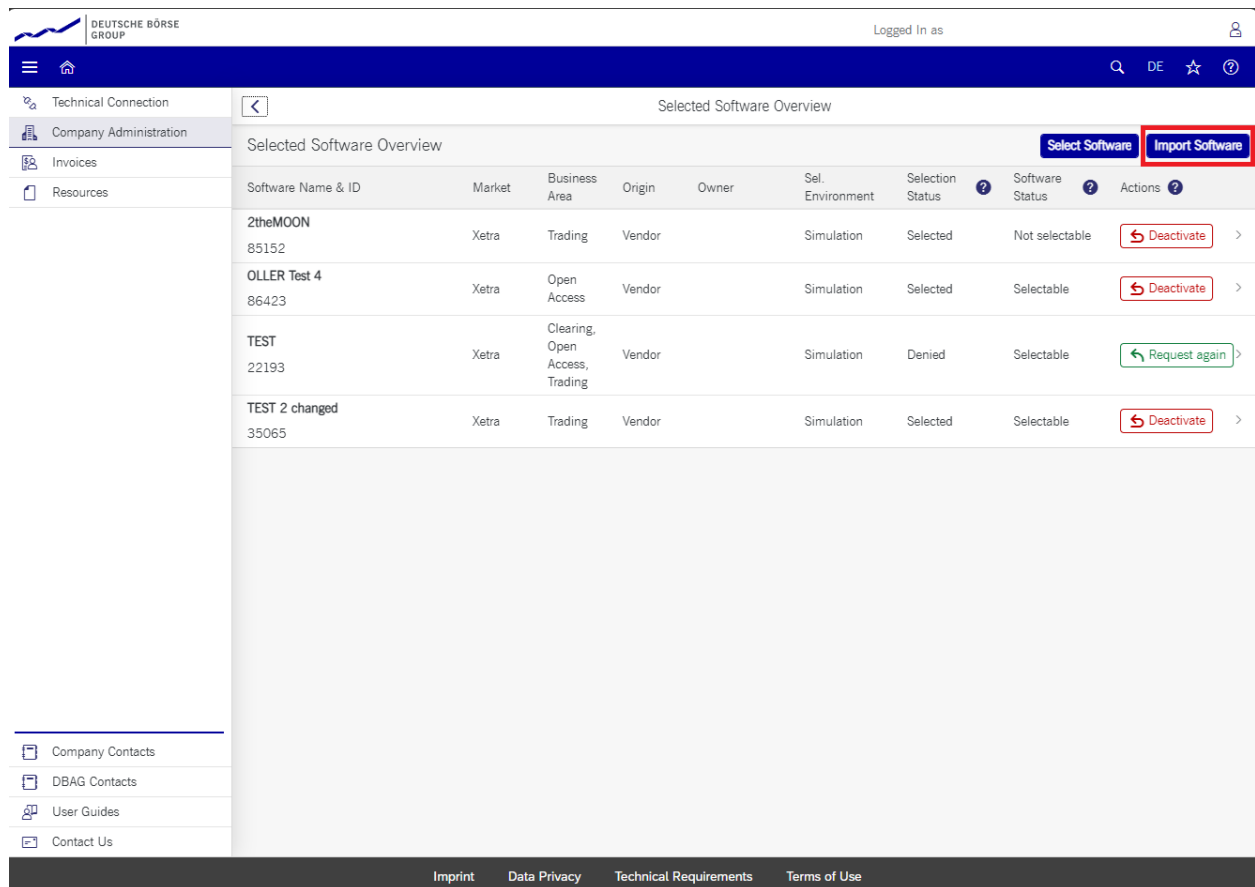
Member Section
Import Functionality

4. Import functionality to import software from another entity

Import functionality is used to import software registered by another entity. This function enables the users to assign the software, which has not been made available for selection by other clients, to their sessions and accounts.

Step 1 (Software Importer View)

- To import software from another entity, in the Selected Software overview, click on the IMPORT SOFTWARE button.
  Please note that to proceed you need the software ID shared by the owner of this software.
  Example below (Fig 1):

Fig 1: Software Registration Import Software Selection

Step 2 (Software Importer View)

- To continue, please input the SOFTWARE ID in the designated field.
- Click on CONFIRM.
  Example below (Fig 2):

Fig 2: Software Registration Import Software View

Step 3 (Software Importer View)

- You will receive a confirmation message that your software import request has been sent to the software owner for approval.
- Click on OK.
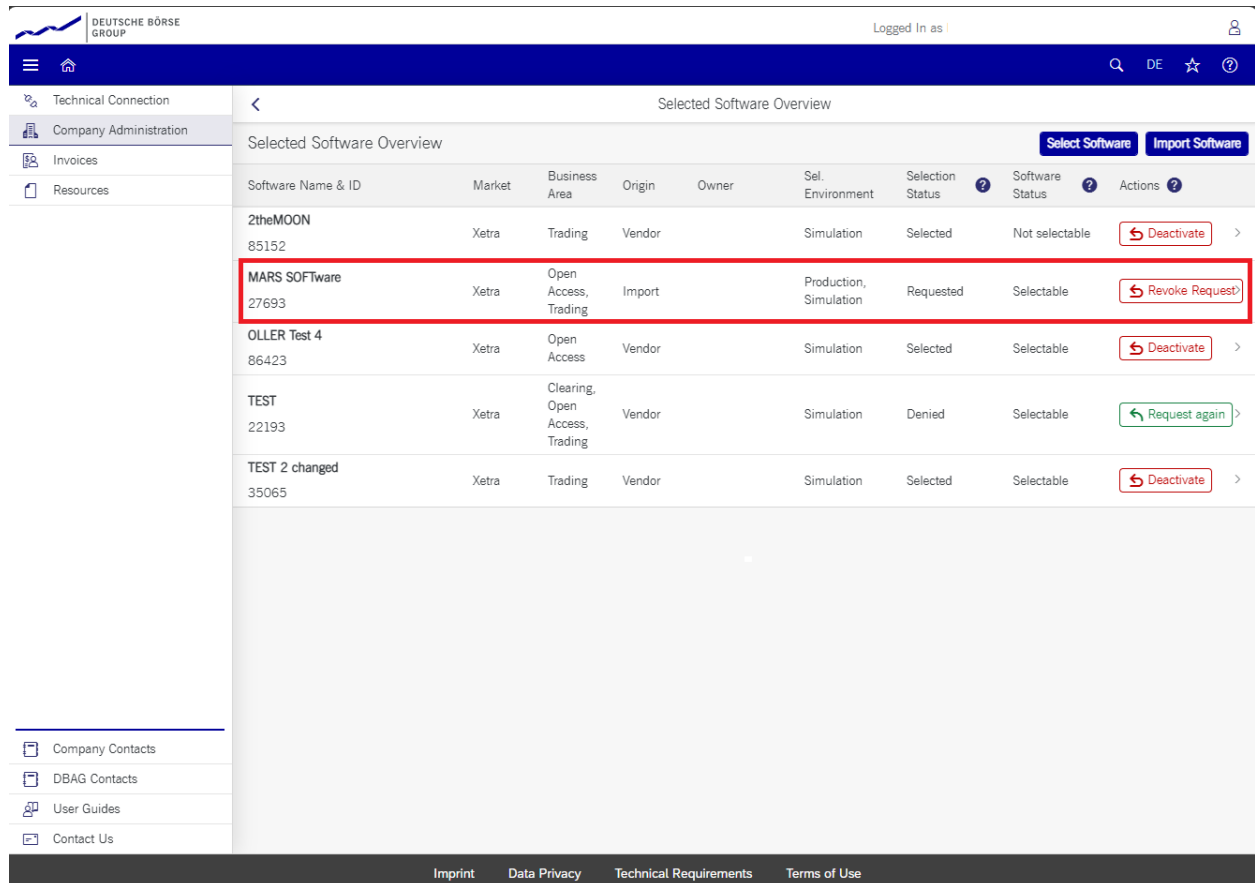 Example below (Fig 3):

Fig 3: Software Registration Import Software Confirmation Message

Step 4 (Software Importer View)

- In the Selected Software view, you will find software import requests awaiting approval from the software owners.
- Please note that you have the option to revoke your import request via the REVOKE button. Example below (Fig 4):

Fig 4: Software Registration Import Software Awaiting Approval

Step 5 (Software Owner Approval View)

- The Software Owner can view the request in Software Registration app under the tab Software Imported by.
- Click on ACCEPT or REJECT button.
  Example below (Fig 5):

Fig 5: Software Owner Import Approval View

Step 6 (Software Owner Approval View)

- Once clicked on the ACCEPT button, a window will appear prompting the Owner to confirm the decision.
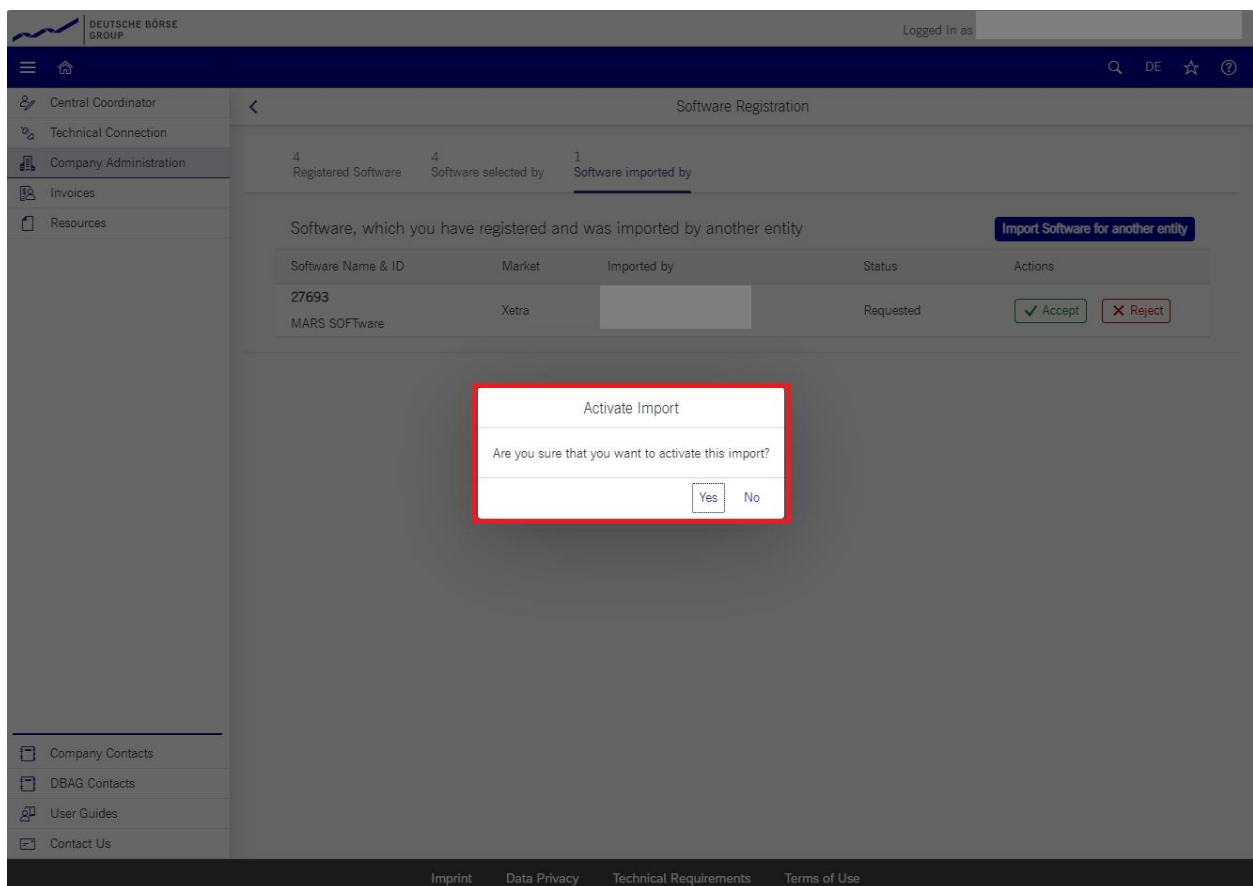- Click on YES button to approve the import request.
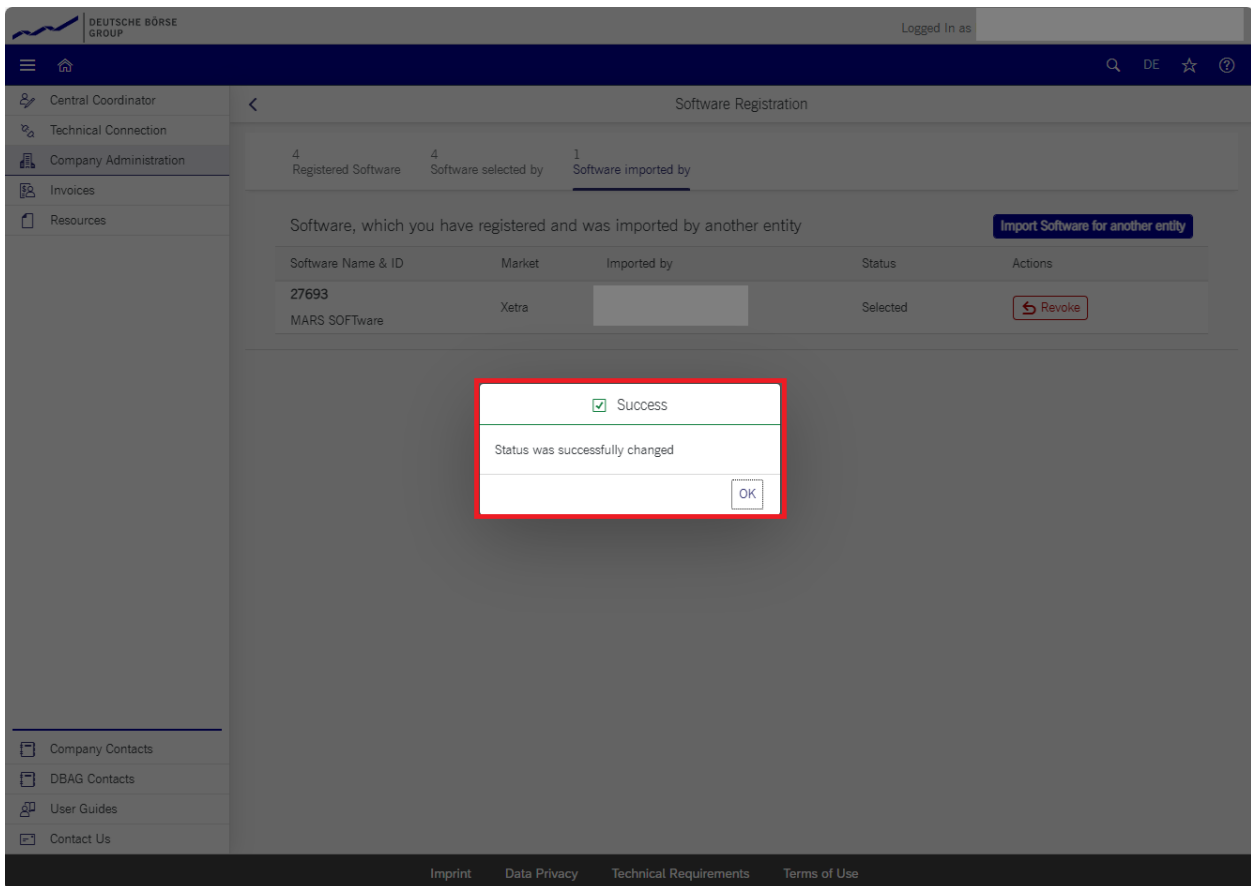 Example below (Fig 6):

Fig 6: Software Owner Import Confirmation Approval View

Step 7 (Software Owner Approval View)

- A successful confirmation message will follow.
- Click on OK button.
  Example below (Fig 7):

Fig 7: Software Owner Import Successful View

Step 8 (Software Importer View)

- After the owner's approval, you will be able to see the imported software listed with the origin of Import in the Selected Software Overview.
- Software importer cannot make changes to the software details or decommission the software.
- Please note that you also have the option to deactivate the active software import (Deactivate button).
  Example below (Fig 8):

Fig 8: Software Imported Visible in Selected Software Overview

Contact
Member Section

Support Contact

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