Quick User Guide

MEMBER PORTAL

APRIL 2022

BORSA ITALIANA

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INTRODUCTION

The Member Portal is the official membership platform for all member firms of Borsa Italiana.

Through the Member Portal member firms can:

i. Manage their company data and contact details;

ii. Manage their trading profile and related trading identifiers;

iii. Configure technical access to trading systems;

iv. Manage their Market Maker/Specialist/Market Maker MIFID II profiles.

The Member Portal is used by member firms of the following Borsa Italiana Group companies:

— Borsa Italiana

— Euronext Clearing

— MTS

This Quick Start Guide focuses on Borsa Italiana area of the Member Portal; please refer to related guides and support teams for assistance with other Companies.

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ACCESS

For access to the Member Portal, a member firm must first complete the relevant Request for Service as part of their membership application; the Request for Service can be completed on-line from the Registration page.

Employees of member firms can be given access to the Member Portal as one of two user types:

1. **Contract Representatives (Super Users)** are nominated upon registration or through completion of a Contract Representative registration Form. A Super User is able to access all areas of the Member Portal with Read & Write permissions and is able to set-up and permission other Users for their company. In addition, Super Users are notified when other users make updates to data for their company within the Member Portal.

2. **Company Users** are set up by their company Super User and provided with access to the different modules within the Member Portal with either Read or Read & Write permissions; Company Users are notified when updates are made to data for their company in the modules they are permissioned to access.

If you require access to the Member Portal but don't know the identity of the Contract Representative(s) for your company, please contact the **Membership Team** for further guidance.

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LOGGING IN

The Member Portal login page can be found at **https://memberportal.borsaitaliana.it**

Initial access credentials will be sent to users via email – your username will be your company email address.

When logging in for the first time you will be prompted to change your password in line with the password guidelines:

- – Passwords must contain a minimum of eight alphanumeric characters;
- – Passwords must contain a minimum of one upper case and lower case letter;
- – Previous passwords cannot be reused.

If you have forgotten your password please click on Forgot your password? and follow the instructions to reset your password.
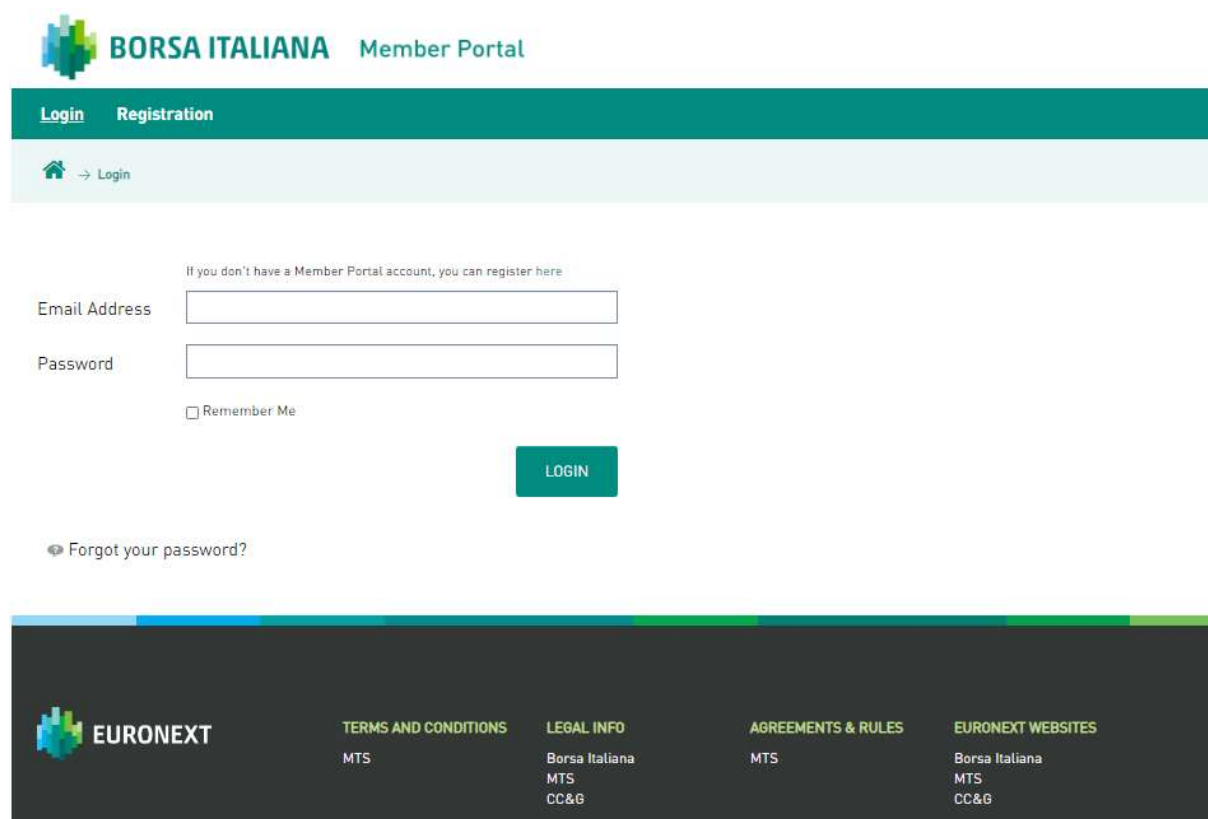
GETTING STARTED

Notifications

Found in the top right-hand corner of the title bar, notifications will be generated for any changes requested, approved or rejected for a firm's membership profile, trading configuration or company user management. For further information about notifications and their management please see the User Notifications chapter.

Menu bar

Allows users to navigate to all parts of the portal without having to return to the portal dashboard.

Breadcrumbs

These can be used as a secondary navigation tool that shows a user's location in the Member Portal.

Clicking the Home 🏠 button will return you to the portal dashboard.

Member Requests

Borsa Italiana member firms can add and remove market access for each single regulated market or MTF managed by Borsa Italiana. In addition Users can view details of open and closed requests for profile changes and track these to completion.

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Market Makers/Specialist/MIFID II Market Makers enrolment

Member firms can manage their enrolment as Market Makers, Specialist, MIFID II Market makers, Liquidity Provider for each single market through the functionalities provided for in dedicated sessions of the Portal, by selecting the relevant instrument in few simple steps.

Membership Management

Provides users with access to the different information about their company stored within the Member Portal.

Company User Management

This section is only visible to Super Users; from here Super Users can manage the firm's Company Users.

MIFID II Services

Here users can upload the mappings of their short code and long code identifiers for trading venue order record keeping requirements as well as for position reporting for Commodities. For more detailed guidance on this specific area please refer to the information available on Borsa Italiana website: https://www.borsaitaliana.it/borsaitaliana/gestione-mercati/altri-servizi/serviziregolamentari.en.htm

Market Shares

Member Firms can view their own market shares figures by market/instrument.

Focus on

Available to all Users, regardless of their profile, is divided into two sub-sections:

Learning Bits - with informative videos on market issues and specific regulations topics for Borsa Italiana will be made available on a monthly basis. The videos are 10 minutes

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length and will be accessible any time; they are recorded in English and accompanied by a transcription of the audio in Italian.

Resources - allows rapid access to useful information for participation in the markets available on the Borsa Italiana website;

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ADDING AND REMOVING COMPANY USERS

Contract Representatives have the ability to create Company Users and assign them permissions to access specific areas of the Member Portal. Company Users can be added to the portal quickly and simply by navigating from the Home page to the **USERS & CONTACTS** area, **Users List** and clicking the **Add** button:

STEP 1 – COMPLETE USER DETAILS

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STEP 2 – ADD USER PERMISSIONS

Contract Representatives can permission a Company User with **Read** or **Read & Write** permissions for each Module in the Member Portal. Please note that Company Users permissioned with **None** will have no visibility of the related Module.

Step 3 – Click Save

This will create the Company User in the Member Portal; the new user will automatically receive an email with their login details.

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The list of Company Users for a member firm is displayed in the **USERS & CONTACTS** area. Contract Representatives can view and change a Company User's permissions by clicking on the **Role** button next to the user details, amending the permissions and clicking on **Save**.

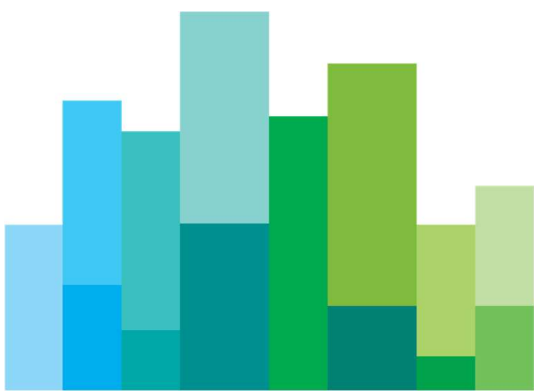Company Users can be removed by removing Company User flag on the Company User Role page and saving.

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MEMBER
DATA
OVERVIEW

Users can navigate between each module by expanding and contracting them to reveal related screens. The availability of the Membership Profile Modules for Company Users will be dependent on the associated permissions they hold.

Company Profile: Users are able to request modifications to the firm's Company Profile. This includes changes to the firm's name and address, authorisation details, LEI, invoicing addresses for trading and membership.

Contacts: Users can update the firm's Authorised Persons list as well as add and remove Compliance, Membership and IT contacts.

MIT Configuration: Users can request new and manage existing CompIDs in this area for the Millennium Trading System.

SOLA Configuration: Users can request new and manage existing Users and Trader IDs in this area for the SOLA platform.

Connectivity: Users can view details of the firm's SAPs and make firewall enablement requests for TCP services.

Market Data Feed: Users can request changes and manage the firm's Market Data Feed for HSVF Unicast and Multicast data and Group Ticker Plant (GTP) Multicast data and GTPLite (Unicast) data.

PARTICIPATION REQUIREMENTS

⊕ Declarations

⊕ Company Profile

⊕ Pricing

⊕ Post Trade Set-Up

⊕ Contacts

TECHNICAL REQUIREMENTS AND DATA

⊕ MIT Configuration

⊕ SOLA Configuration

Trayport User ⊘

⊕ Market Data Feed

⊕ Connectivity

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MANAGING DATA IN THE MEMBER PORTAL

Users with Read & Write permissions can view and request changes to their firm's data via the Member Data section under the Membership Management menu.

In each screen where data changes can be made, a Request Modification button will be visible in the top right-hand corner of the page.

Modifications of contacts do not require review by Borsa Italiana, except for IDEM Market makers contacts.

Company Data

REQUEST MODIFICATION

Company name (*)

Company group (*)

All data change requests can be reviewed and tracked in the **Membership Requests** area. Where a change to data has been requested, the icon next to the item will be updated.

An icon is displayed against each data change request to indicate the status of each request.

Published	Module contains unpuplished changes	Rejected	Edit	Accepted	Pending Review

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DOWLOADING DATA FROM THE MEMBER PORTAL

Many of the screens within the Member Data allow users to download data in excel format. Wherever this is available, a Download Report button will be displayed in the bottom left-hand corner of the main window.
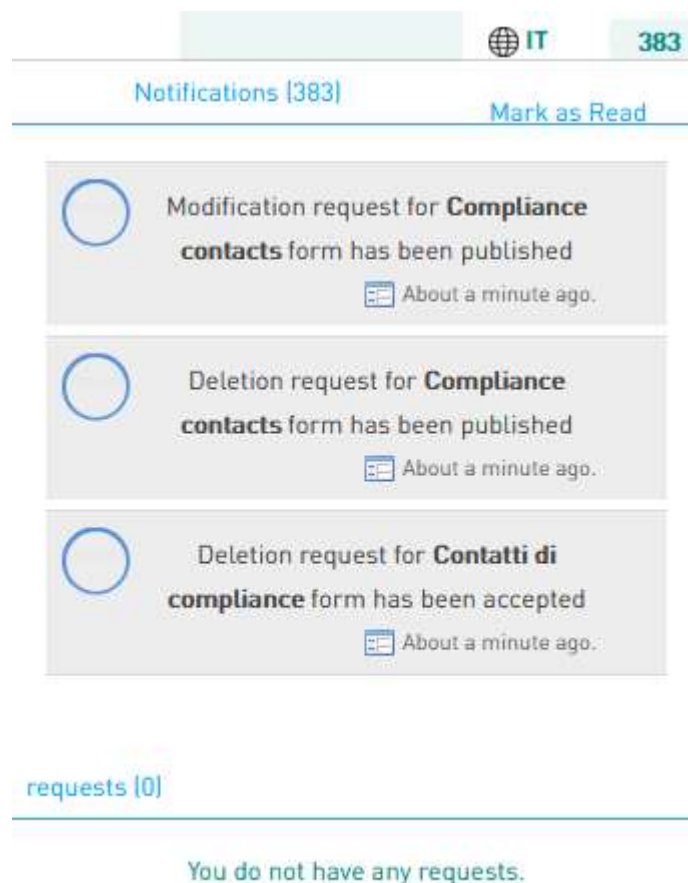
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USER
NOTIFICATIONS

There are two types of notifications generated by the Member Portal.

1. System Notifications – these are found in the top righthand corner of the title bar and are always displayed. The notifications icon provides alerts in real time for any change request made, approved or rejected to the Member Data:

- – The notification icon contains the number of unread notifications;
- – When a new notification is received, the green notification icon turns orange;
- – Clicking on the notification icon displays the unread notifications.

By clicking on an individual notification, the user will be taken to the area of the portal where the change has been requested or occurred.

3. Email notifications – these notifications are sent by email to Contract Representatives and Company Users with related module permissions. These notifications provide the same information as the system notifications, including links to the relevant item in the Member Portal. Email notifications are designed to alert users to changes occurring in the Member Portal when they are not logged in.

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It is also possible to unsubscribe from the receipt of all or part of email notifications

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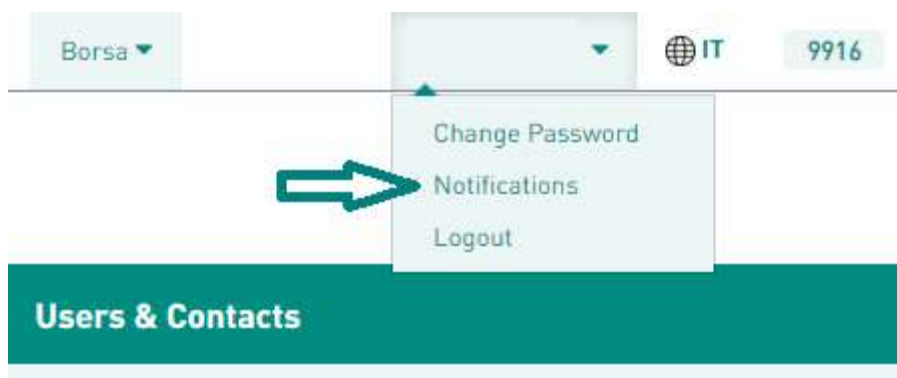
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