BSE-SINGLE SIGN ON

For Brokers/ Banks/ Mutual Funds

Contents

BSE Member Application Single Sign On

Introduction:

An upgrade version of BSE-SSO is now available for the members.

Bse has facilitated the members with various applications from time to time to meetup and keep up with the regulatory guidelines. Over a period of time it becomes difficult to remember the password and URLS for different applications. Hence BSE had launched the SSO portal in 2018. This portal is used by members/Banks/MF etc, for accessing BSE published applications.

Features:

As the name suggests, Single Sign On – SSO is a one gateway to all subscribed applications. All the BSE applications with the broker/Banks/MF are using today, will be available to them on a single portal. With one login credentials, the user would be able to access multiple applications provided by BSE. The features that are available on this portal are

1. Self Service mode for Subsequent user provisioning and de-provisioning.
2. Single login for multiple applications.
3. 2 Factor authentication, via google authenticator or OTP.
4. Uniform enforcement of password & User management across multiple applications.
5. Additional secure layer for sensitive applications via OTP/Security questions.

Advantages:

There are many advantages in using this portal. A Few of them are listed below

1. A single password and single URL for all applications.
2. 2 factor authentications to authorize and authenticate the user.
3. Self-service options for access, password re-set, unlocking the user etc.
4. Improved compliance for policies related to user and password management.
5. Periodic user reviews.

User Manual for BSE
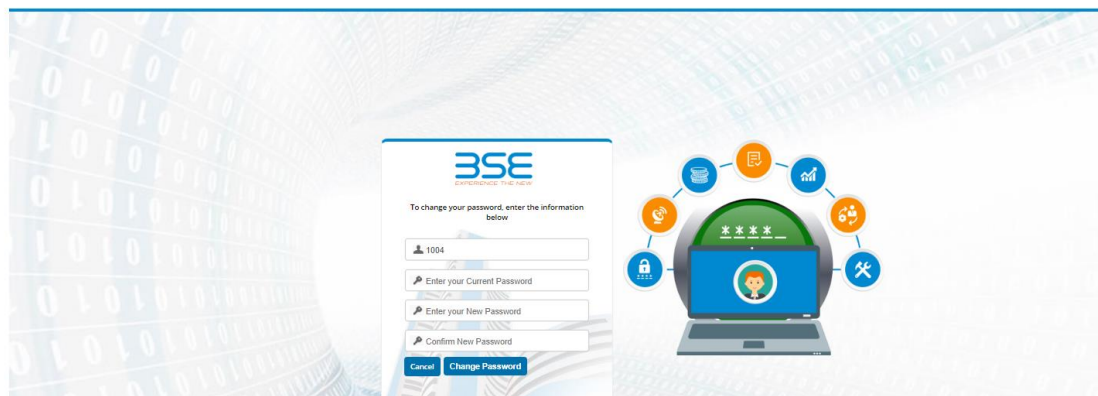# Member Application Single Sign On Portal.

Migration from Old portal to new portal:

Please follow the steps given below to complete the migration from the old portal to the new portal.
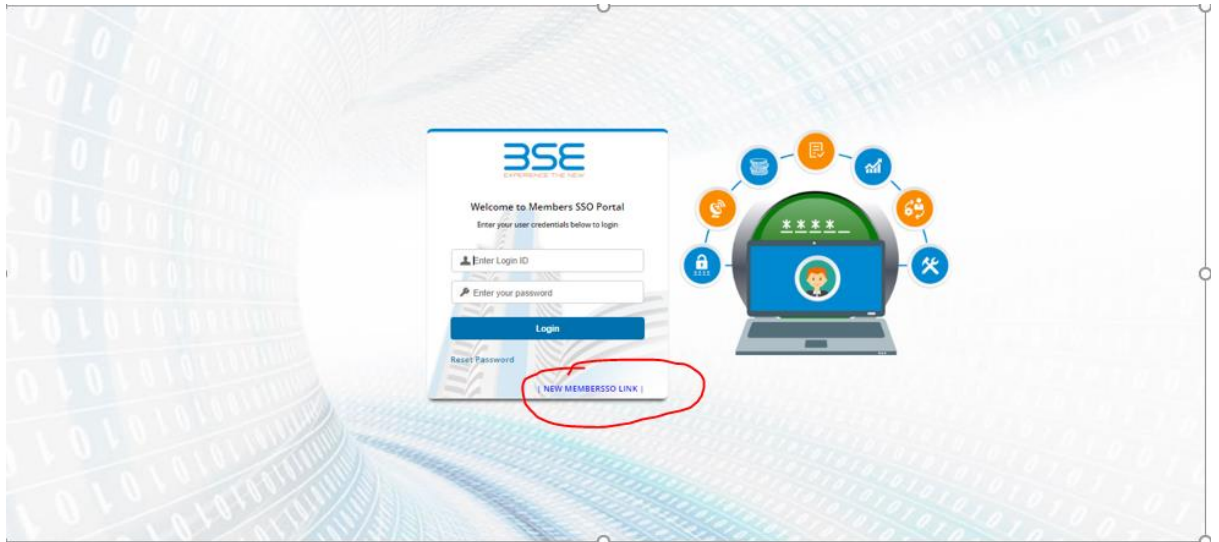
1. Logon to the SSO portal using https:/membersso.bseindia.com
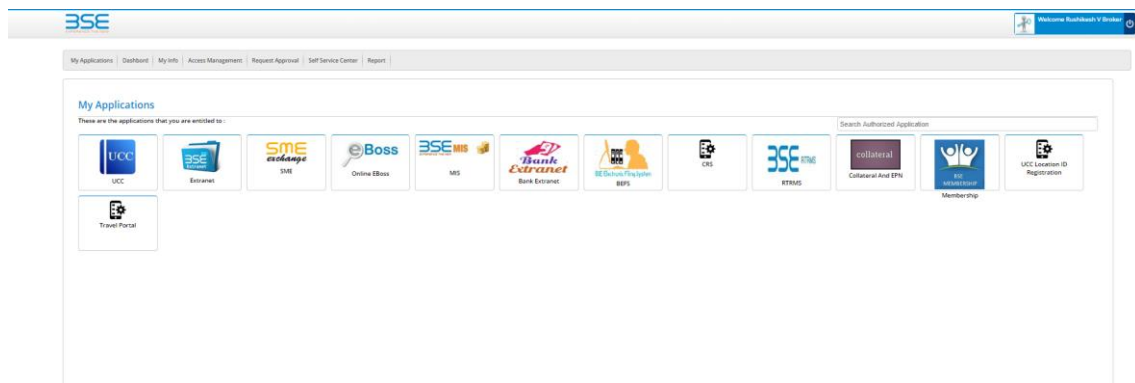
2. From the self-service menu, change the password.

3. After successfully changing the password. Exit application.
4. On the login page you can see the link to new Member SSO .
5. Click on the link

6. Login to the portal. Using your user credentials
7. Follow the steps given from On-boarding process.

## On-boarding process for new Portal.

Pre-Requisites that need to be in place before starting the on–boarding process

Please ensure that you have google authenticator (download the same from Google play store) loaded on your phone, which will allow you to scan the barcode and generate the OTP, which will be asked during the on-boarding process.

Invoke the new BSE-SSO portal by clicking on the new link given on the login page of the SSO portal https://membersso.bseindia.com. The following screen will be displayed . Enter the user credentials (for first time users the same are sent via SMS to registered compliance officers mobile.)
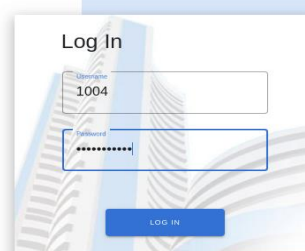
User credential entered by the user are validated. If the credentials are not valid, then application will display an error message intimating the user regarding the error. The message displayed will be "Invalid login and/or Password".
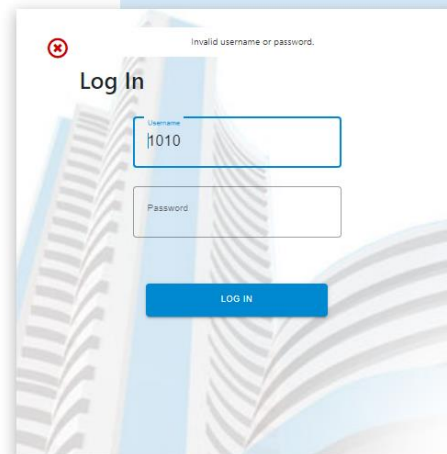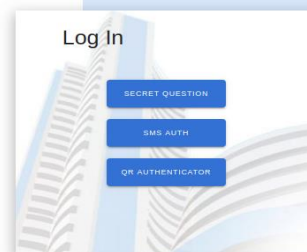
On successful login the authentication options are displayed for the user. The user needs to set these options for the new portal.

You are required to set the Google Authenticator and the Security questions.

To set the Google Authenticator, please follow the steps given below.

Select QR Authentication

The following screen is displayed.

Scan the QR code, using google authenticator downloaded on your mobile phone.
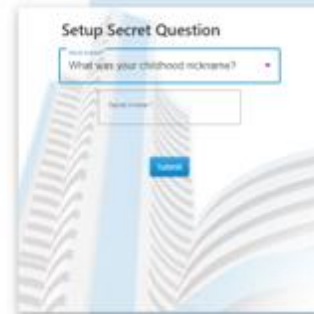
Enter the code that is generated.

After the code is validated.

Setup the security questions. You will have to setup atleast 5 security questions. You can select the question of your own choice.
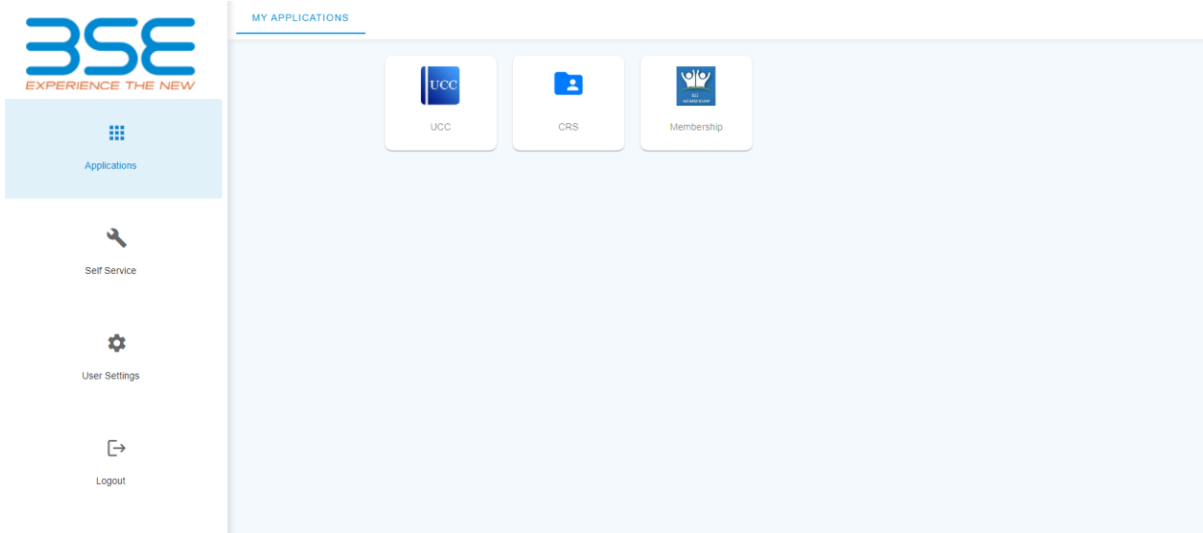
Once saved, the migration process is complete. You can now access the applications. The following screen will be displayed.


This completes the process of on-boarding. The user can now start using any application that is displayed on the screen. User credentials are not asked again, but for sensitive applications, there might by google authentication or OTP which might be asked again.

SSO application Login Process

Invoke the BSE-SSO application login screen by using https://membersso.bseindia.com. Enter user credentials to login.
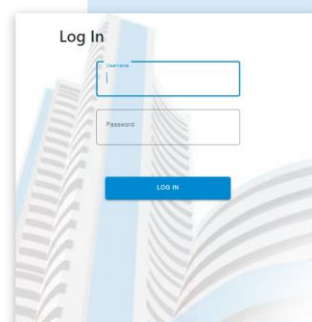
On valid credentials second level of authentication will be asked. The user can select the mode of authentication, via

1. Security Questions
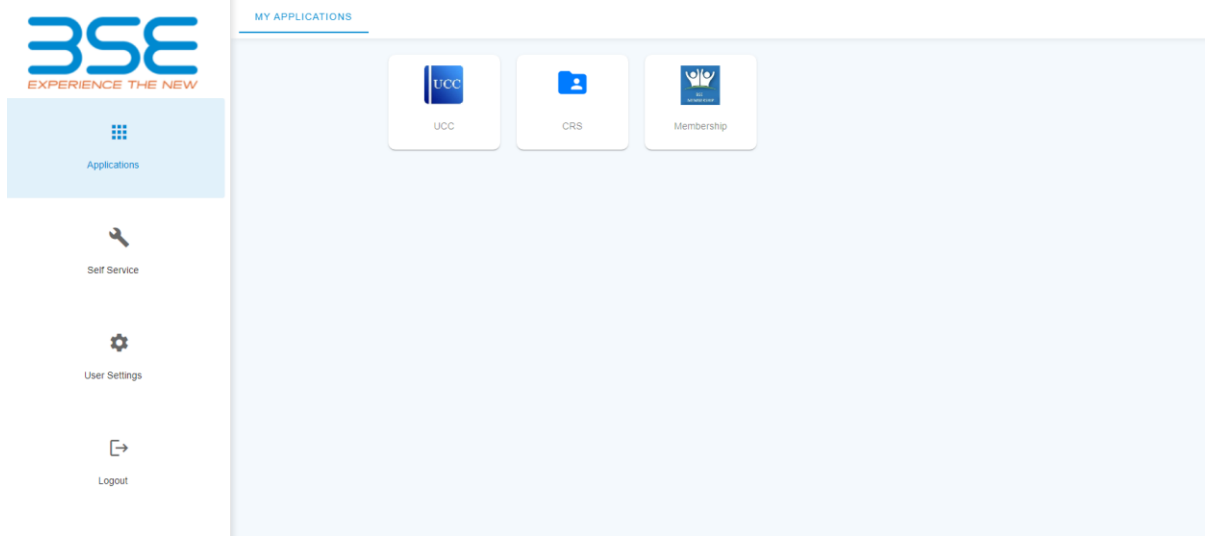2. Via OTP
3. Google Authentication

Authentication via OTP (This *option is available on request*)

If user selects OTP via SMS, an OTP will be sent to the registered mobile number.

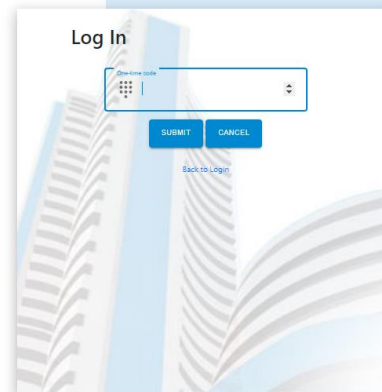The user is requested to enter the OTP and click on login.

After entering the valid OTP, the main application screen will be displayed.

Authentication via Google Authenticator.

If user selects the google authentication method, the user would be prompted to enter the google code for authentication.

The user needs to check is mobile phone (which he has used while on-boarding) for the google code. Enter the 6 digit code that is displayed on the google authenticator. If it's a valid code, authentication will be complete and the application screen will be displayed
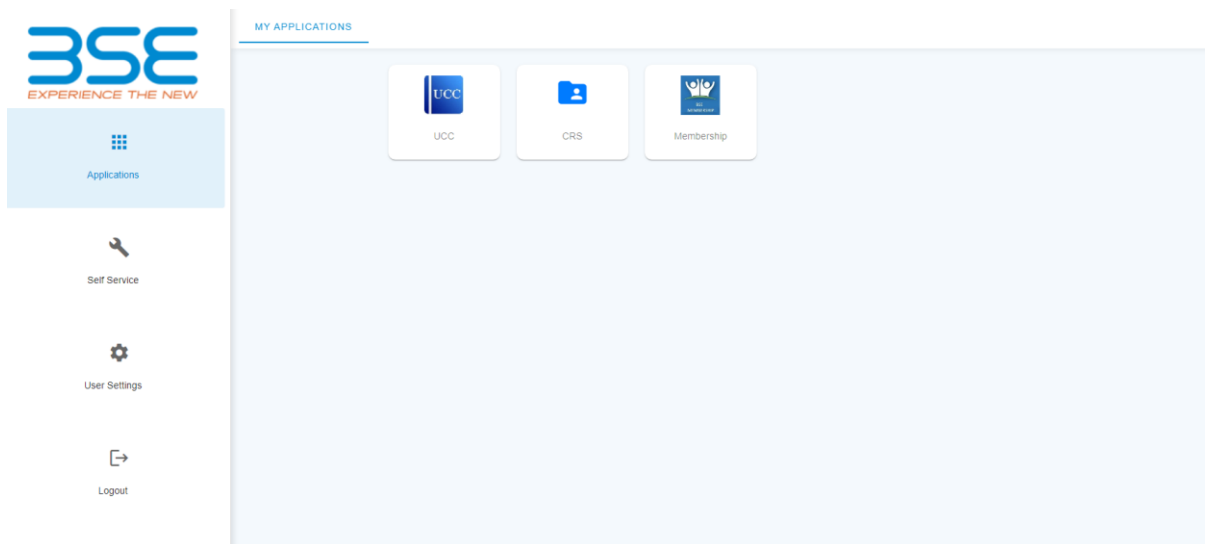
Authentication via Security Questions

If the authentication mode is security questions then, the user would be prompted any 2 of the 5 security questions that were set at the time of on-boarding.

Secret Question

What was your childhood nickname?

Secret Answer*

What is the name of your favorite childhood friend?

Secret Answer*

LOG IN

Back to Login

If the answers to the prompted questions are correct, then authentication is complete and the application screen is displayed.
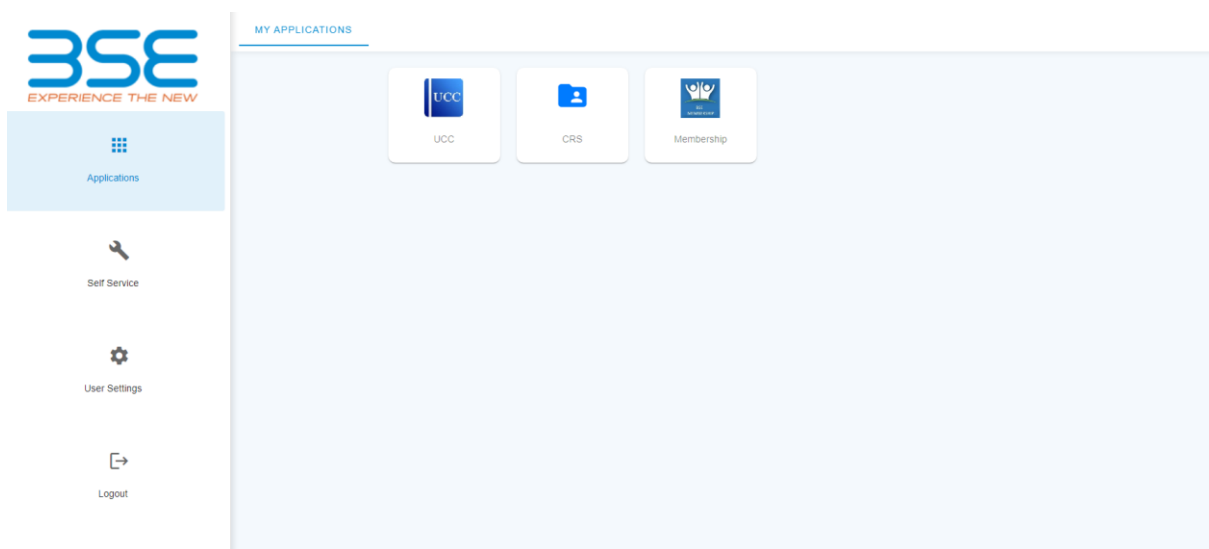
If answers to the prompted security questions are incorrect, the message would be displayed to the user.

The user needs to provide valid answers to the questions to proceed.

Secret Question

What time of the day were you born?

Secret Answer*

What is the country of your ultimate dream vacation?

Secret Answer*
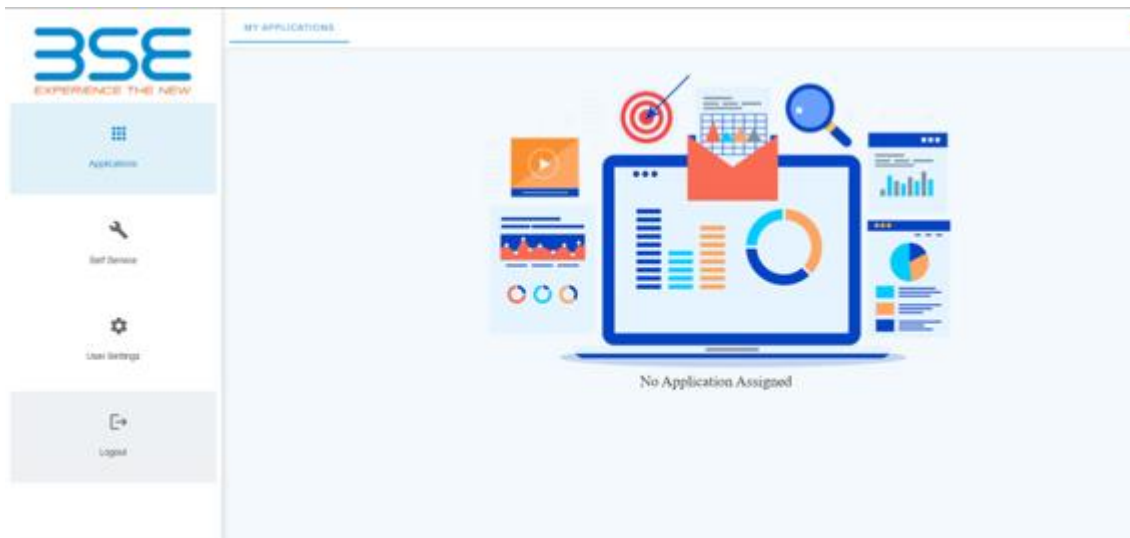
LOG IN

Back to Login

On successful login the application screen will be displayed.
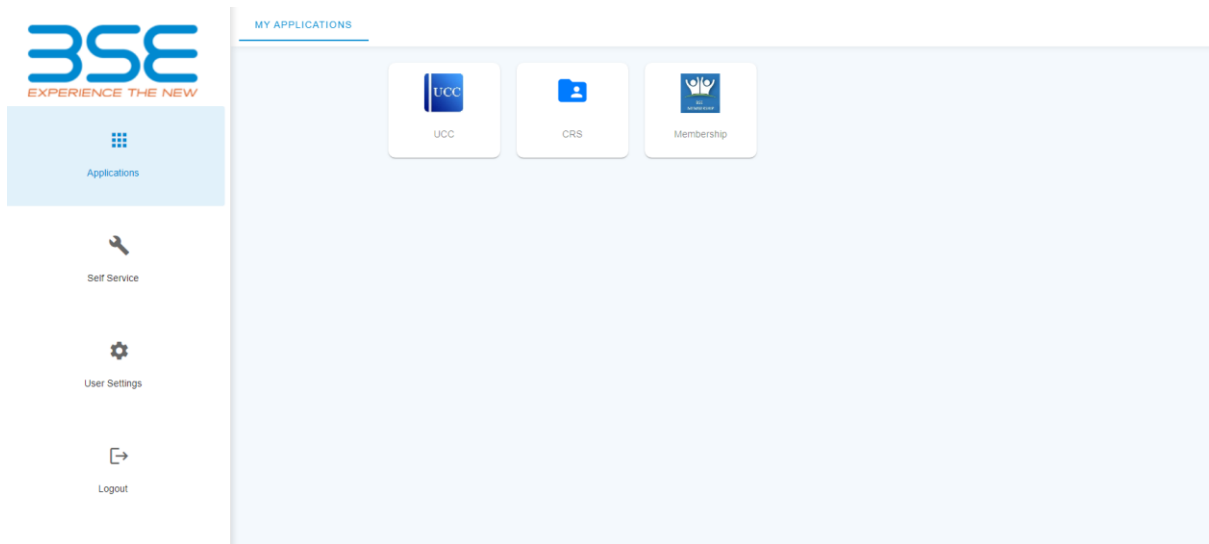
Main application For Admin

The main admin user would have access to all the available applications under SSO. The newly created user would not have access to any application. The screen for new users created by broker admin would look like as shown below

In this screen you will notice, that since this is a new user, no applications are available to the user by default. The section which refers to My Application is blank

The user needs to get access by requesting for the access rights. The process for the same is explained in this document under section *(Self request thru Self Service)*

The options available to the Main Admin users are

1. **My Info**
2. **Access Management**
3. **Request approval**
4. **Self Service Centre**

My info

This option, would display the available information of the logged in user. Information like user id, email id, registered cell number, available applications etc.
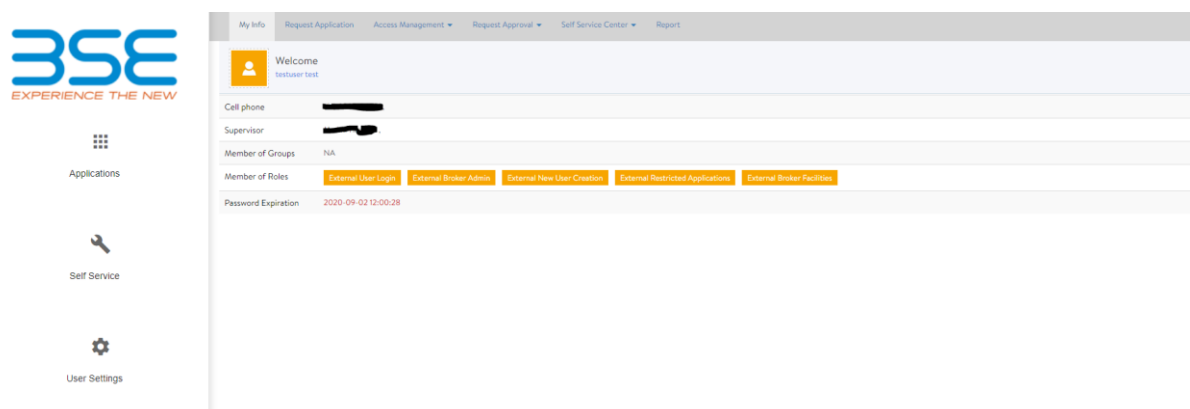
Access Management

Access management lets the admin user of the broker manage the control the access rights of the sub-users which he would create. Under this option he can edit the user information and create additional users for the BSE applications.

Manage Users:

Manage Users, lets the administrator review the application access and other information of the sub-users which are created. He can grant or revoke the access and also update the information like email id, mobile number etc.

The button on the right hand side, lets you add some more search criteria's. Tick the options that you want to search on, and the selected options would be available to you in the search window.

Enter the search criteria and click on the search, depending on the criteria the records would be displayed. Click on the required record to view the details.
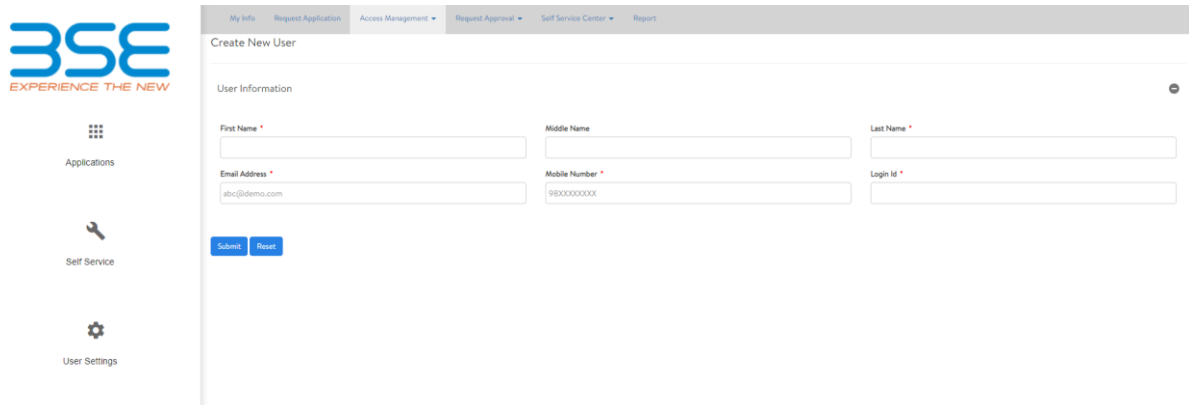

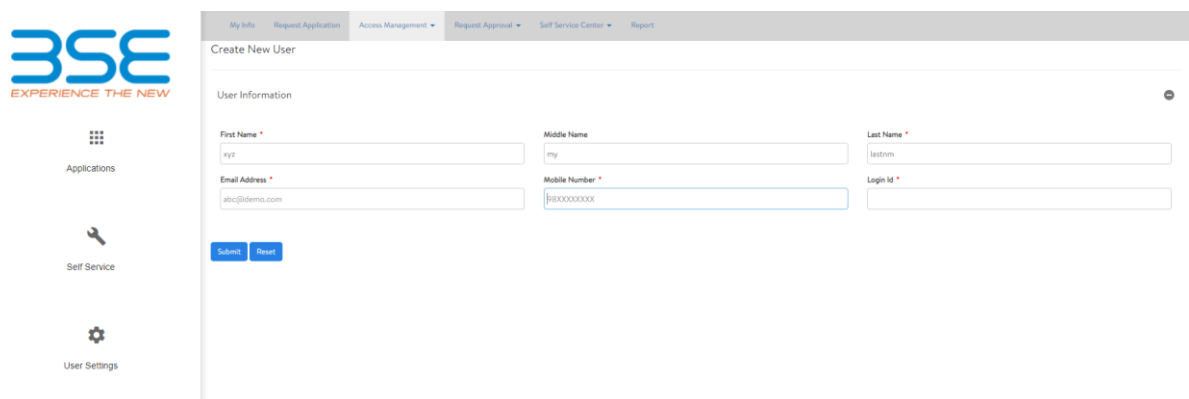The users matching the search criteria will be displayed in the window.

Create New Subsequent User

This option will let the admin user create new users for the applications. The user would have to enter the mandatory fields and click on Create Subsequent user button.

If any user information is incomplete, then appropriate message will be displayed.

On successful user creation, a SMS and email will be sent to the user giving details of the user credentials to be used.

*(**The new user can then follow the on-boarding guidelines to complete the on-boarding process**)*

Request Approval Menu Option

This option is mainly related to the workflow tasks. All the tasks that are pending for action would be displayed in the in-box, and the request history and approval history is available for viewing purpose.
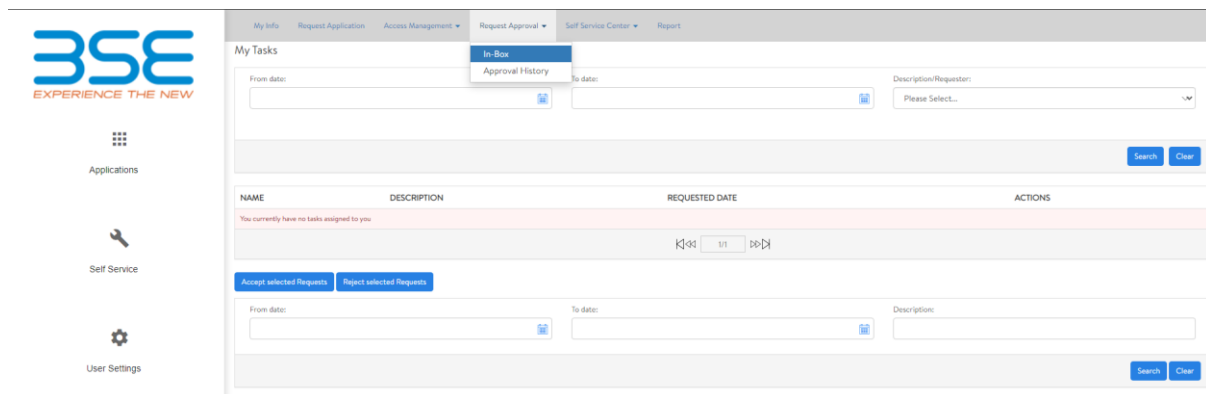

Inbox

Inbox will display the list of tasks which are pending for action. The tasks maybe user review, or user request for application access etc.
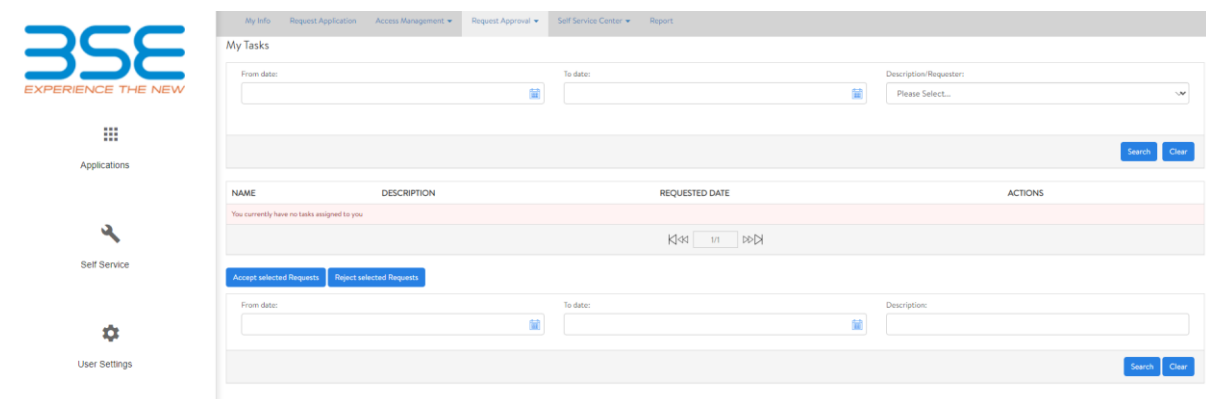
Enter the remarks if need or simple type OK. Click on Accept request button to approve the request or click on the Reject Request button to reject the request from the user. The following screen will be displayed

Approval History

Displays a list of approval that have been given in the past.
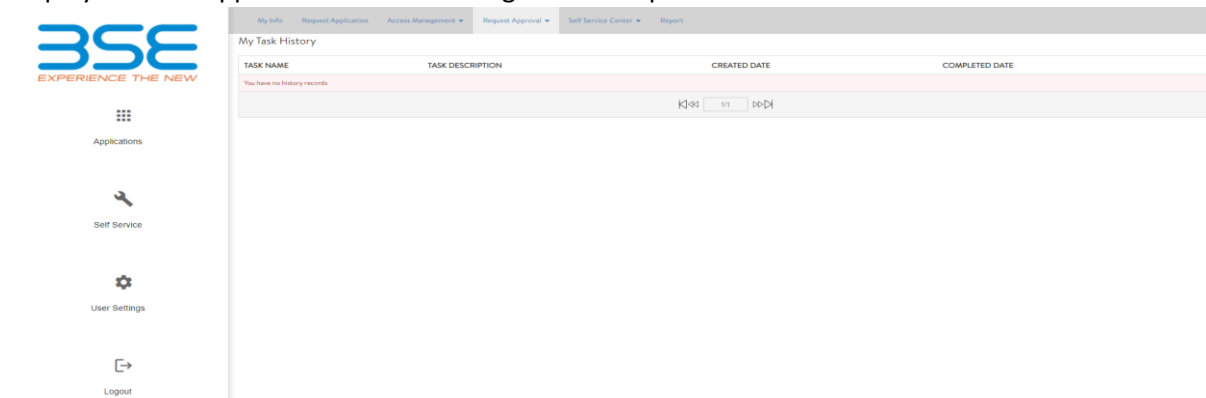
Edit your profile picture.

This option lets you edit your own profile picture.

User Settings

A lot of user setting options are available under this menu.
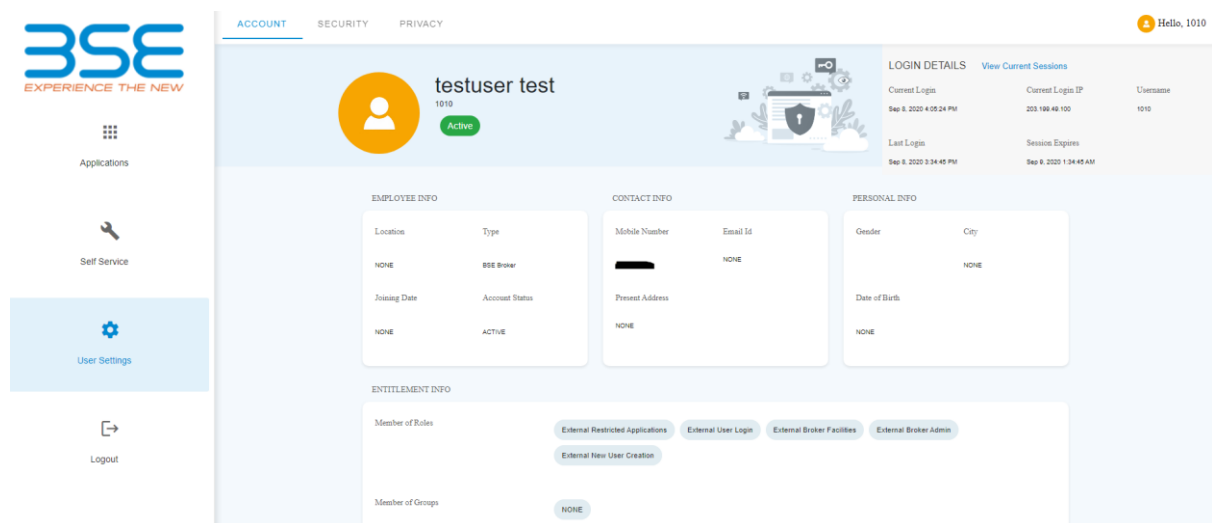
Generate New QR code:

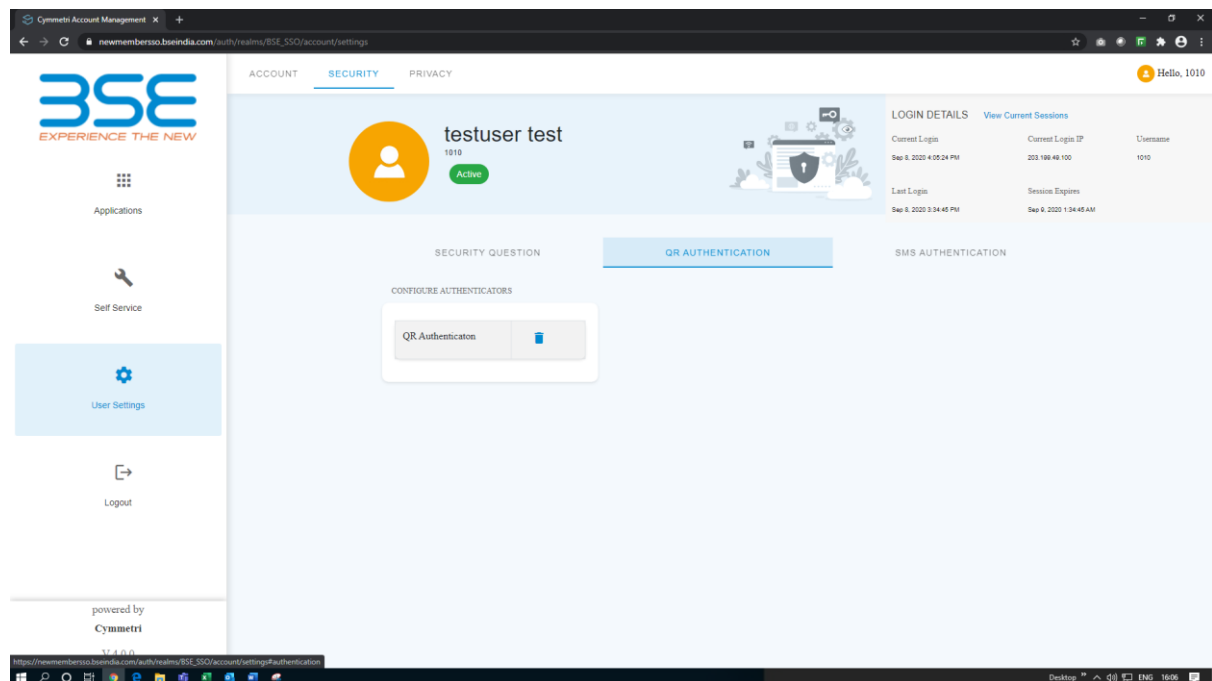This option enables the user to scan the new QR code, in case the old one is invalidated by the phone-reset feature, or change in the mobile handset etc.

By re-scanning the QR code, you are re-configuring the google authenticator to generate the new OTP number for you on the new phone.

Click on the delete icon next to QR Authentication.

The new QR Code will be generated .

Scan the new code that is displayed (using google authenticator on your phone)
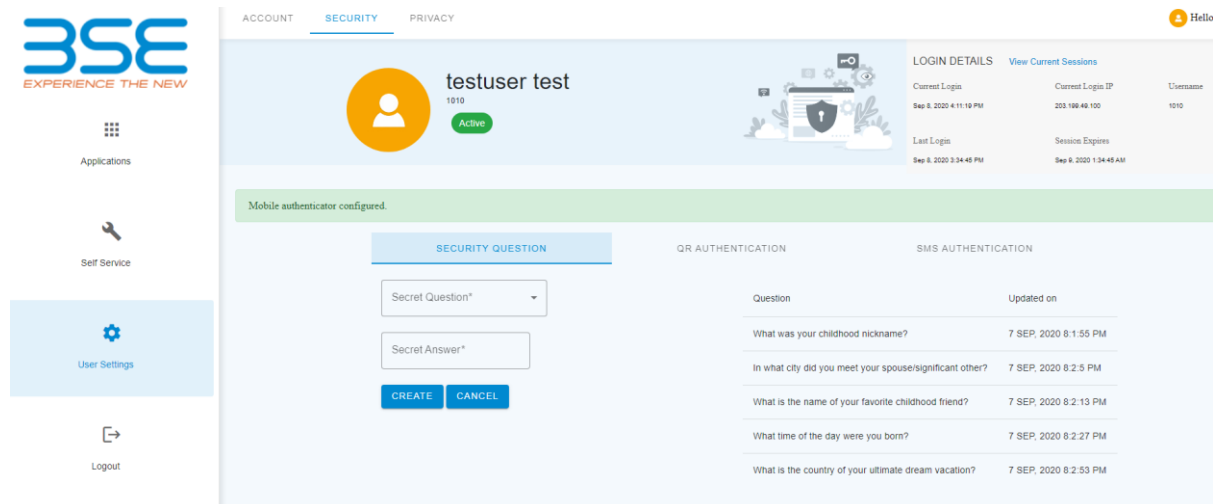
Once the scan is complete, the 6 digit number will be displayed.

Enter this 6 digit number and complete the re-registration.

Change password (Currently disabled) Will be enabled only after old portal is disabled.

Change Question Answers

This option lets you edit the security questions that have been set at the time of on-boarding.

Conclusion

As explained above, the BSE members SSO application would function as specified in this document. Should you have any issues with the same, please get in touch on the following emails.

SSO Tech Support	bse.ssotechsupport@bseindia.com
Help Desk	022-6136 3100; 022-3059 4000 bsehelp@bseindia.com