BSE Limited
P.J. Tower, Dalal Street, Fort,
Mumbai – 400 001
www.bseindia.com

User Manual for Backoffice Vendor Registration

07-Dec-2022
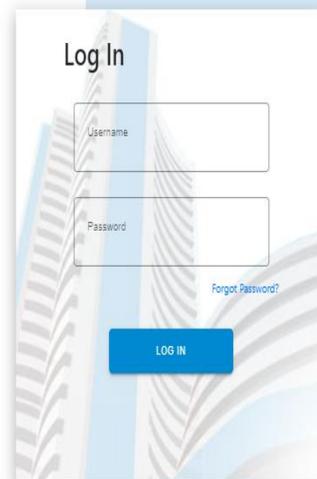
Index:

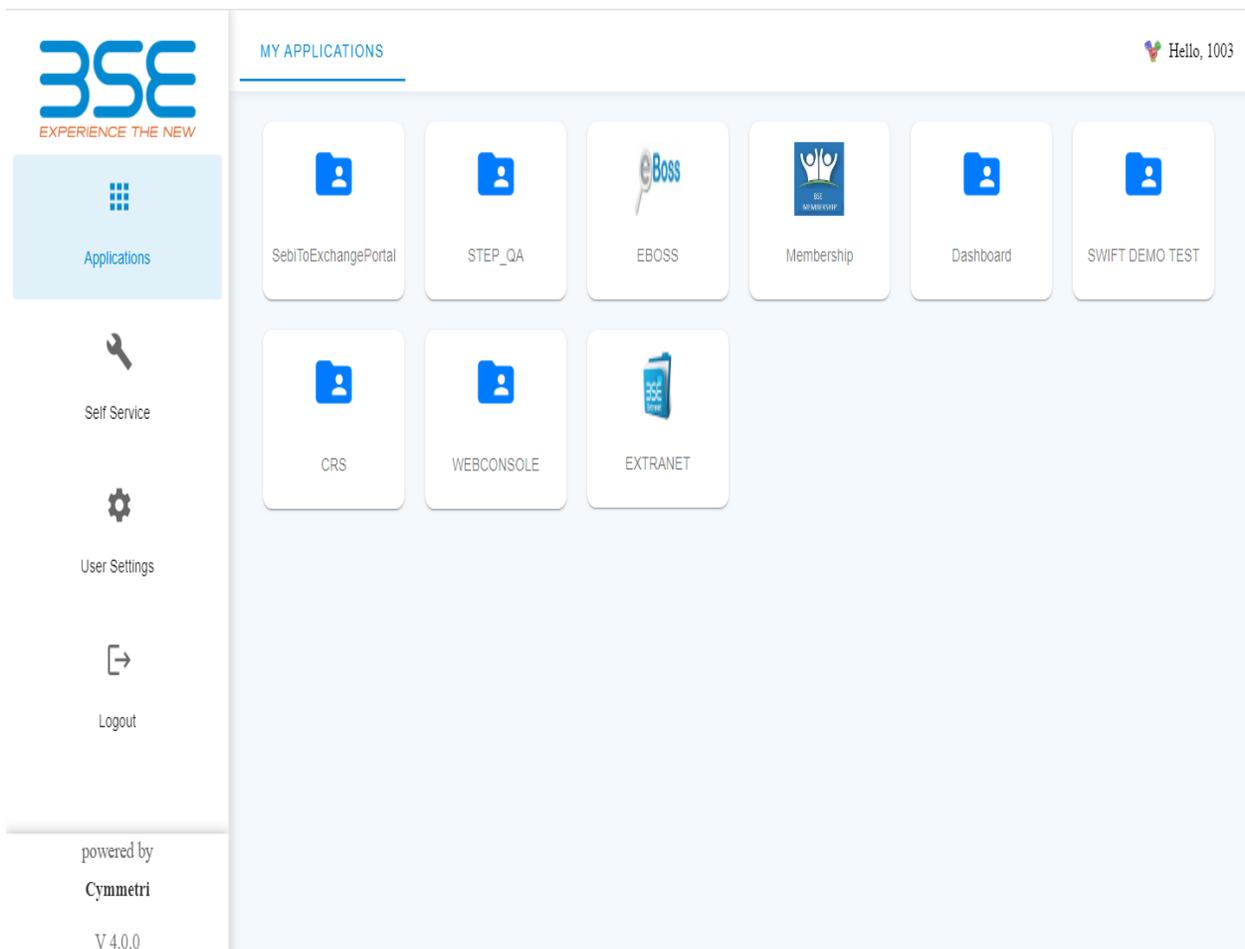BSE Member Portal **Login** screen gets launched as below:

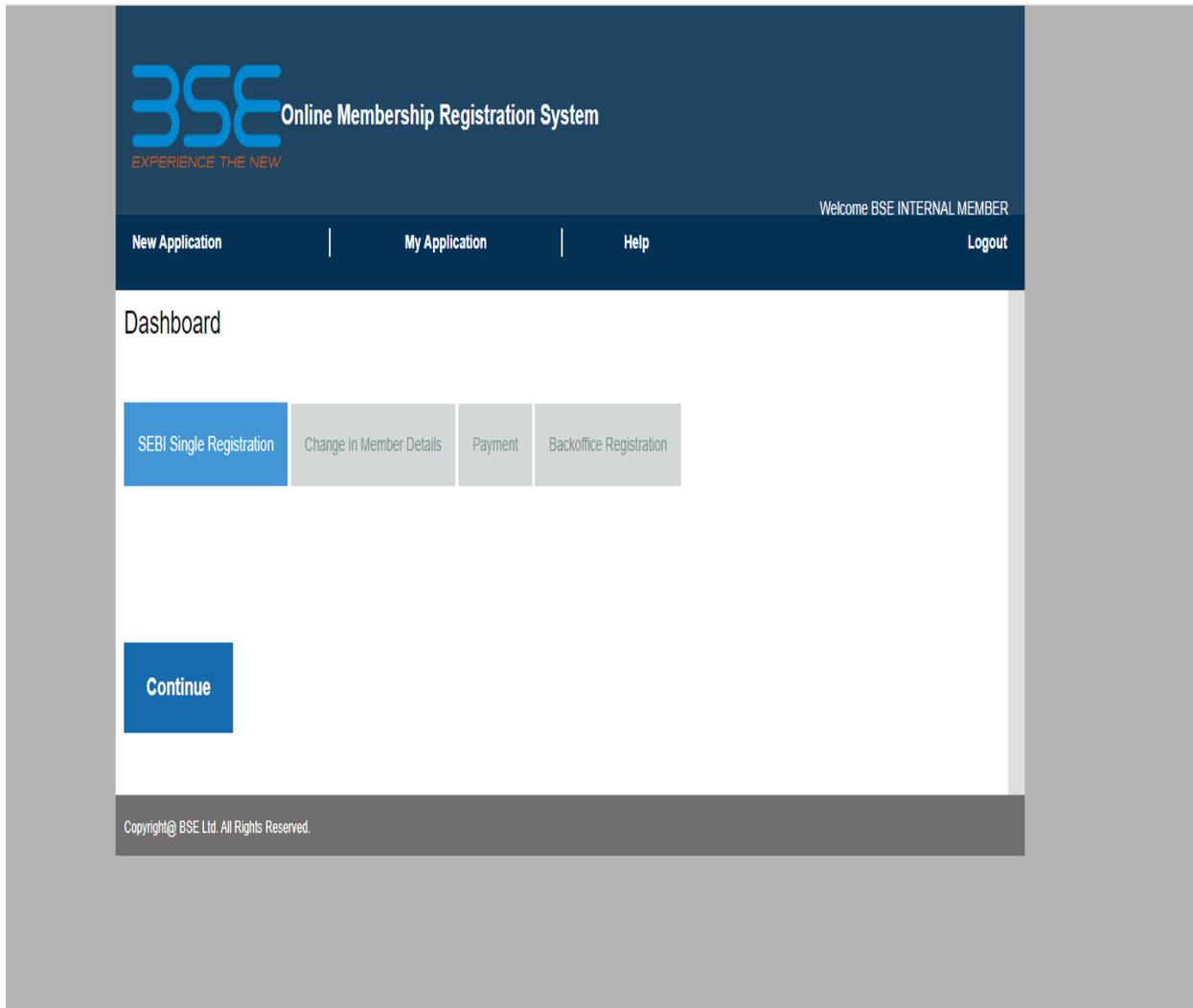Link: https://membersso.bseindia.com/

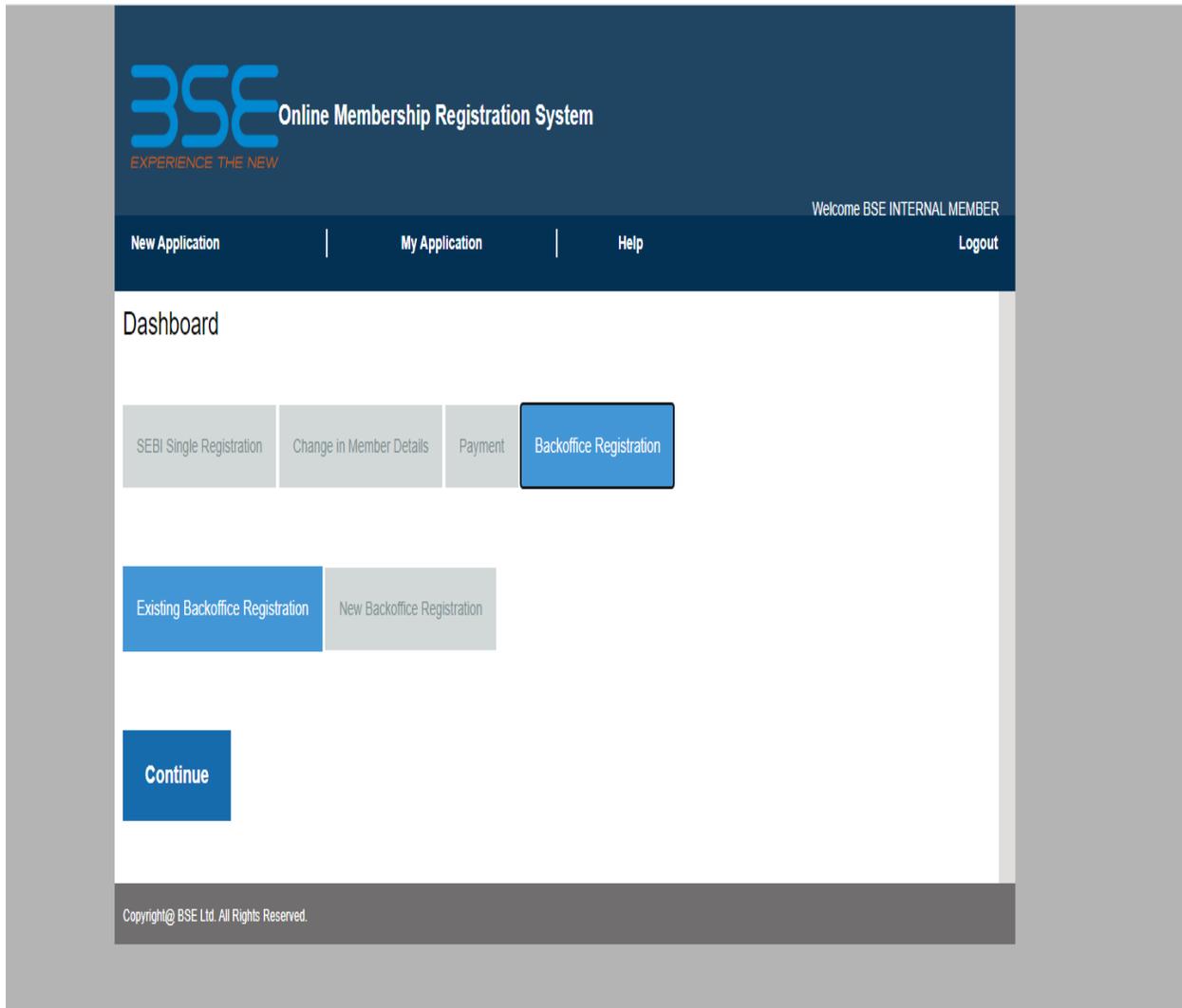BSE Member Portal Login screen gets launched as below:

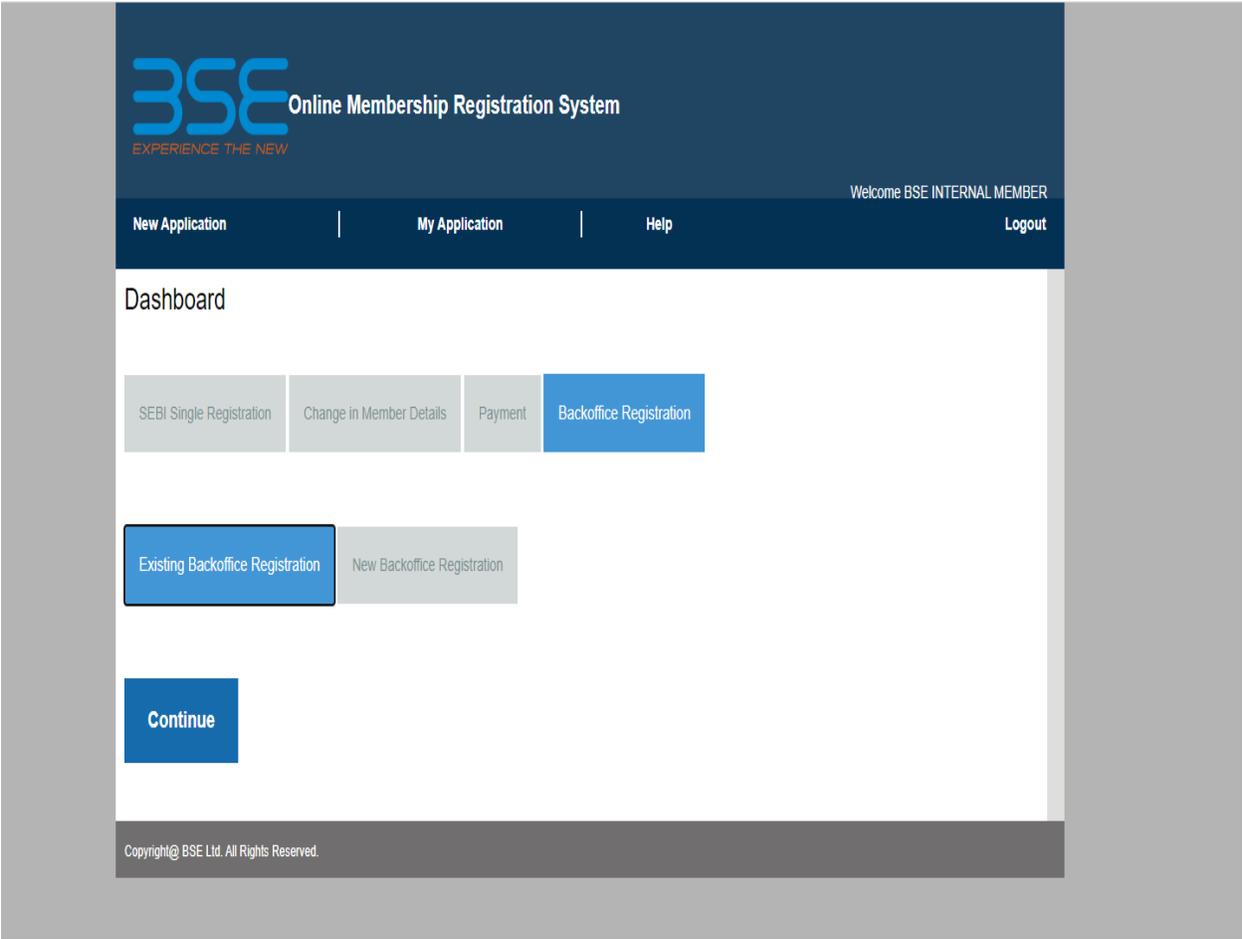When user logs in, then following screen will be displayed:

User has to click on Membership tab and following dashboard screen will be displayed

User has to click on "Backoffice Registration".

Later user has to click on "Existing Backoffice Registration" tab

Upon click on continue tab below page will be display,

Additional Information

Location of the Server*

Location of the Server

Operating System*

Select ▾
- Select
- Windows
- Linux
- Others (Please specify)

Date of Stamp paper of Undertaking*

Date of Execution of Undertaking*

Date of Execution of Undertaking

Date of Notarizing*

Date of Notarizing

Auditor Report & Certificate *

Choose File | No file chosen

Undertaking for back office vendor *

Choose File | No file chosen

Draft | Submit

User has to fill the information and has to upload relevant documents in PDF format.

User has option to save the Application as draft and later click on submit.

A confirmation popup will display stating "Application submitted successfully".

testadmin.bseindia.com says

Application submitted successfully

OK
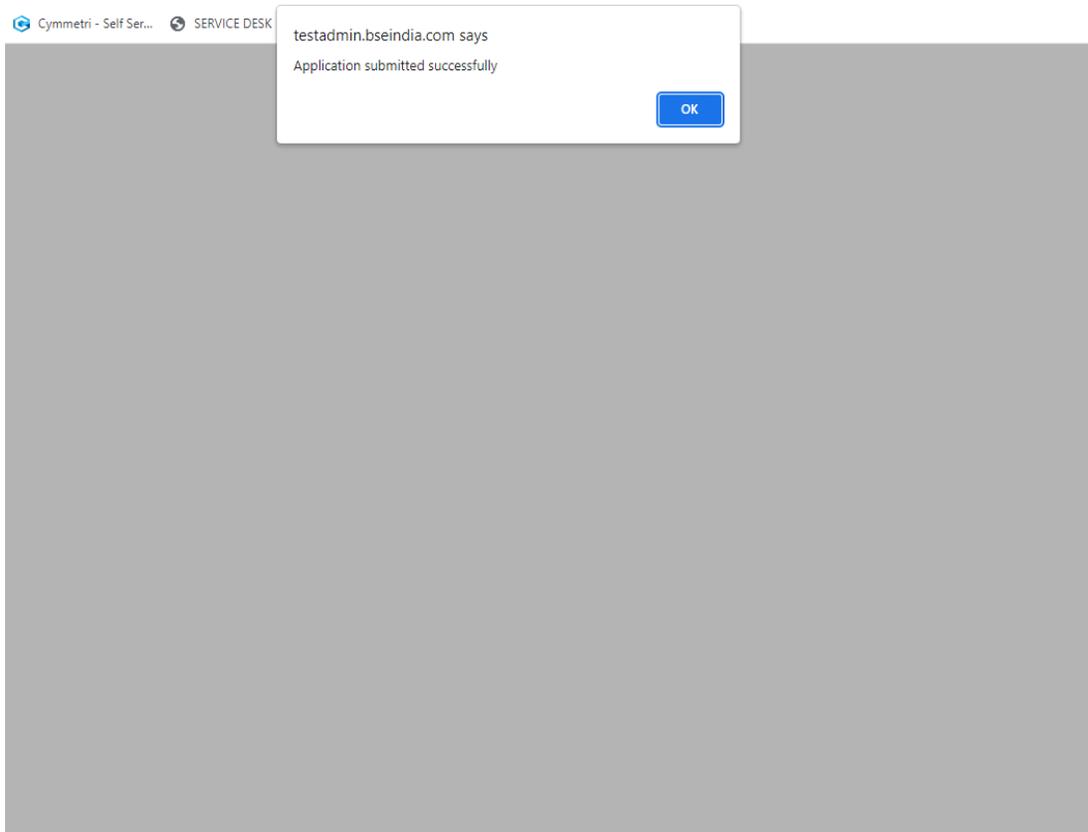
User can view the draft/submitted applications in the tab "My Application" as display below,