



BSE Limited
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User Manual for Backoffice Vendor Registration

07-Dec-2022

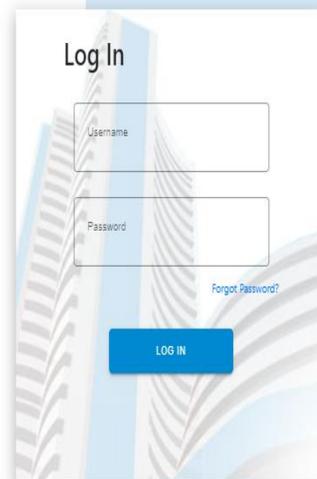
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BSE Member Portal **Login** screen gets launched as below:

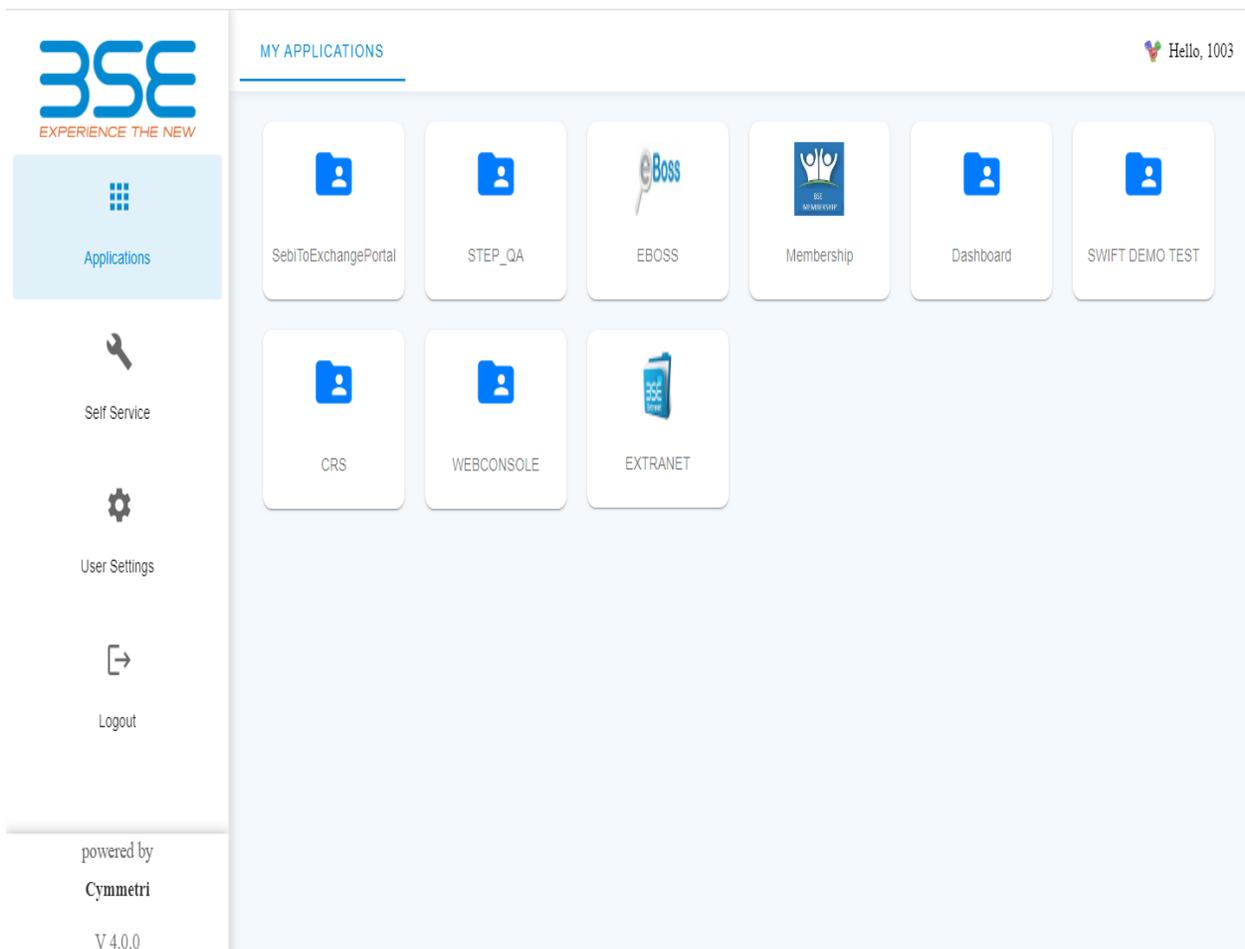
Link: <https://membersso.bseindia.com/>

BSE Member Portal Login screen gets launched as below:

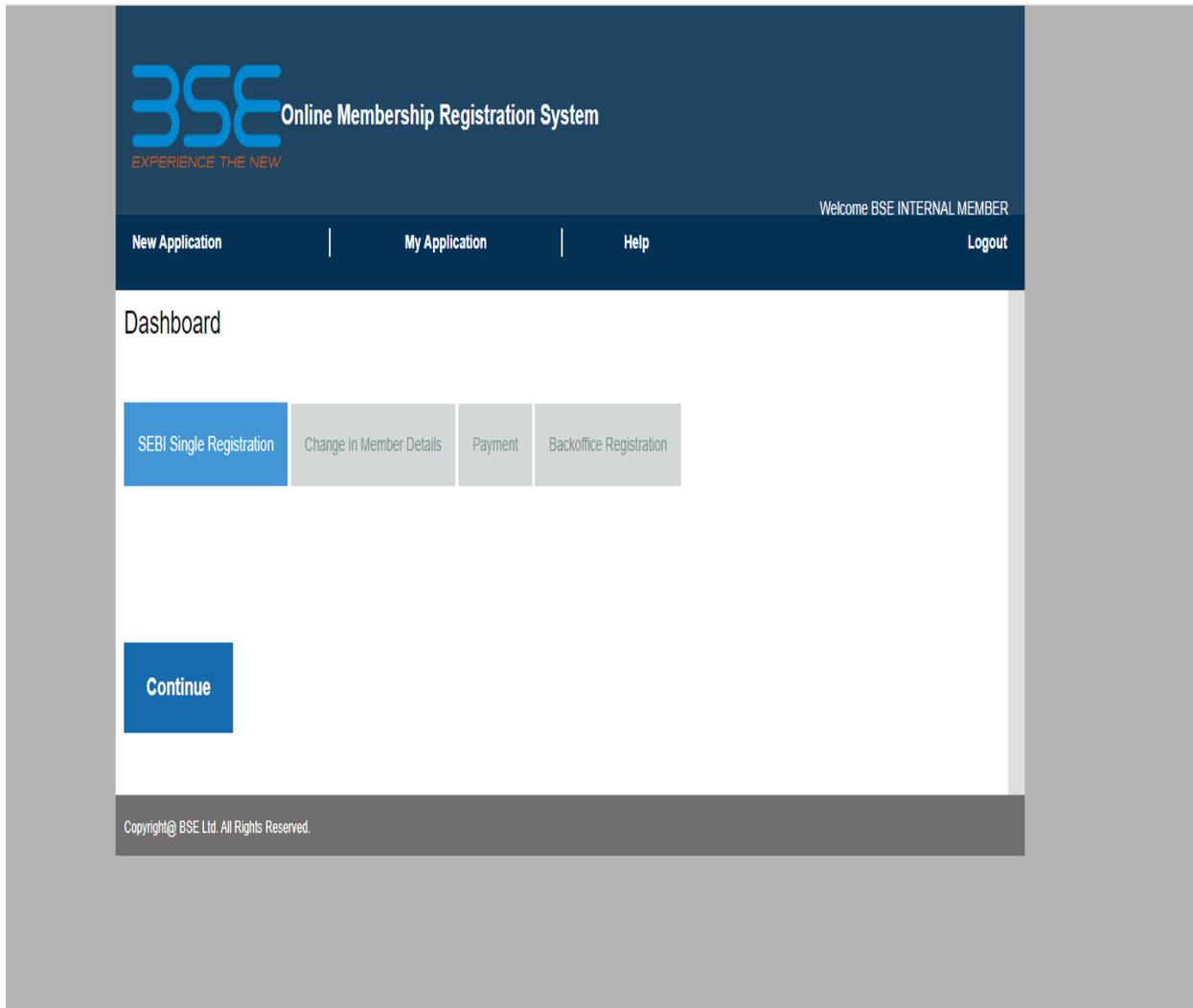


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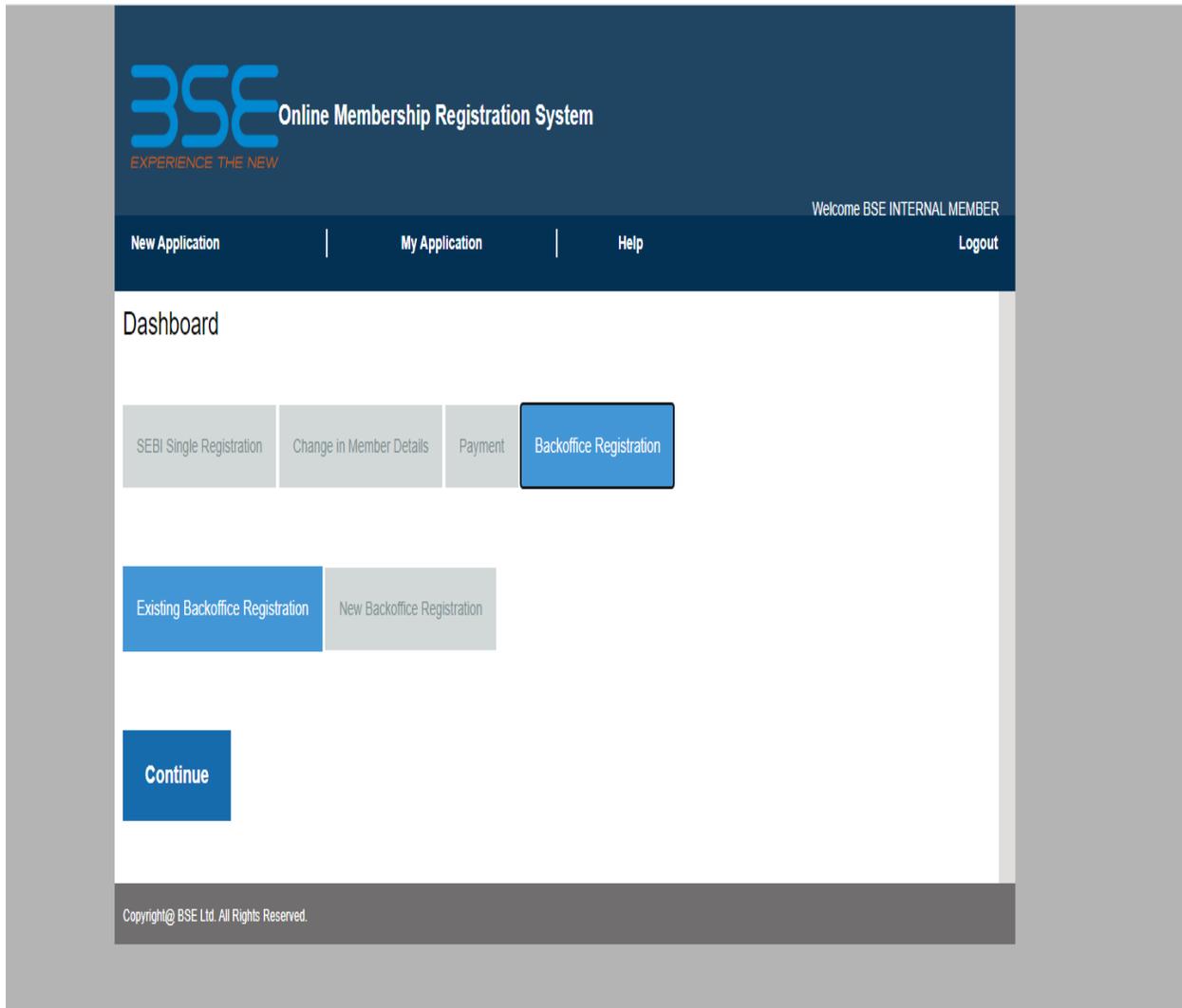
When user logs in, then following screen will be displayed:



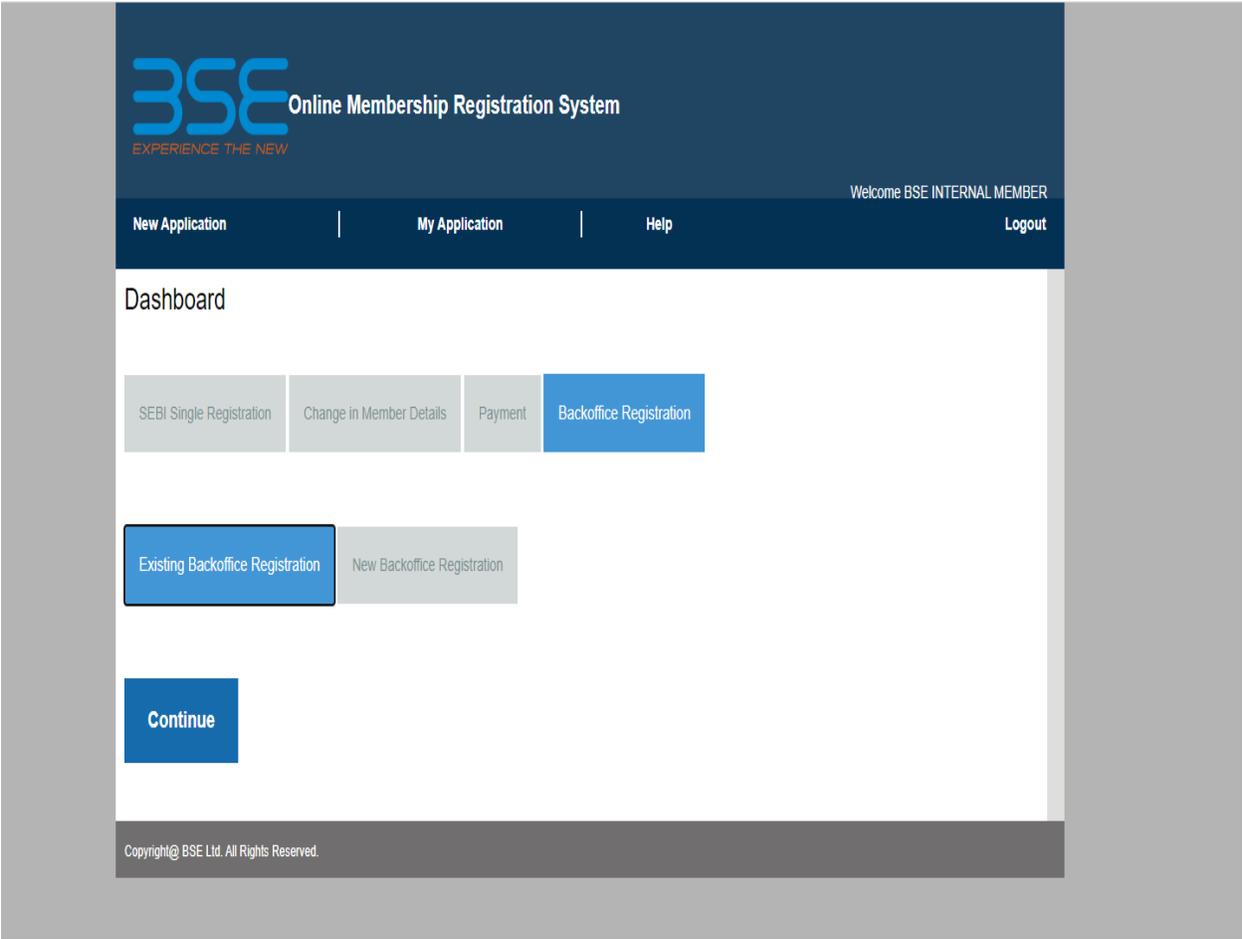
User has to click on Membership tab and following dashboard screen will be displayed



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,

Welcome BSE INTERNAL MEMBER

BSE Back Office Vendor Registration
EXPERIENCE THE NEW

New Application | My Application | Change Password | Help | Logout

Basic Details

Member Code: 1003

Member Name: BSE INTERNAL MEMBER

Segment*

- Select All
- Equity
- Equity Derivatives
- Currency Derivatives
- Commodity Derivatives
- EGR
- Others (Please specify)

Back-Office Type*

Select

Vendor Name*

In House
Third Party Vendor
Vendor Name

Product Name*

Product Name

Version*

Version

Application Summary

Basic details | Incomplete

[Click here to view Exchange Comments](#)

Additional Information

Location of the Server*

Operating System*

Date of Stamp paper of Undertaking*

Date of Execution of Undertaking*

Date of Notarizing*

Auditor Report & Certificate *

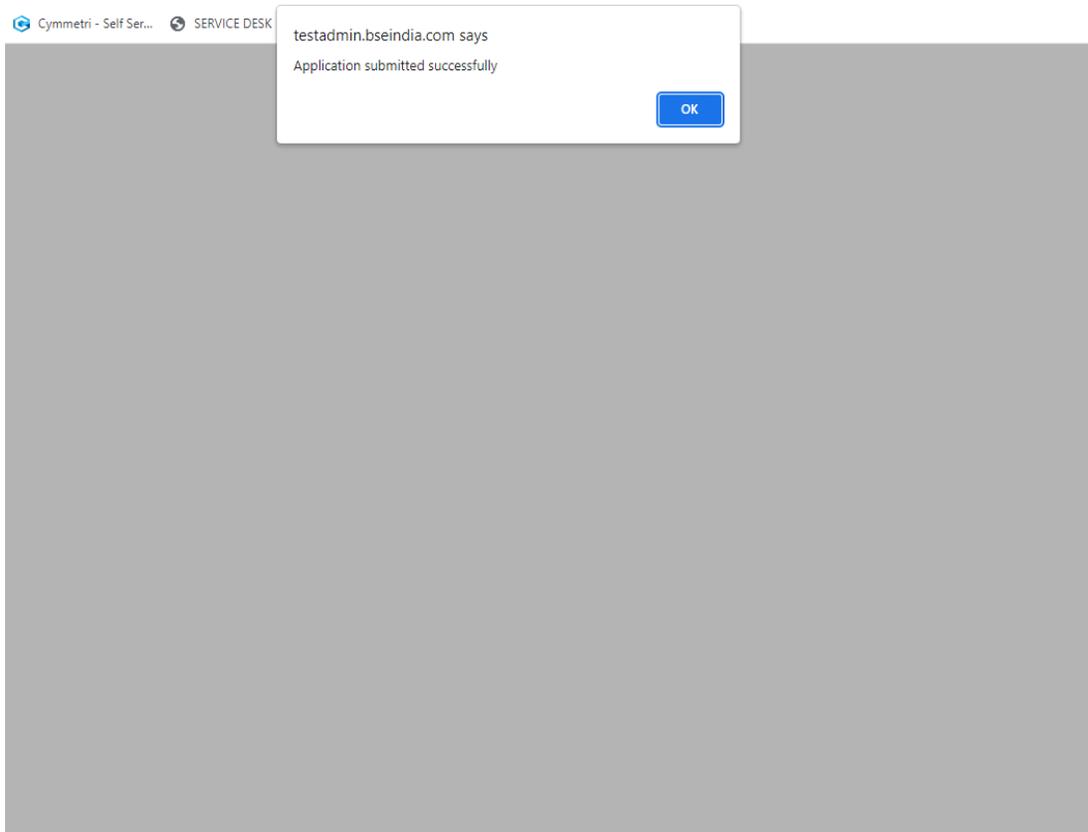
Undertaking for back office vendor *

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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”.



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

BSE Online Membership Registration System
EXPERIENCE THE NEW

Welcome BSE INTERNAL MEMBER

New Application | My Application | Help | Logout

My Applications

Case Id: Applicant Name: [Submit](#)

Application ID	Applicant Name	Timestamp	Segment	Status	Action	
					Details	Withdraw
88162		7/12/2022 18:23:28	Existing Backoffice Registration	Draft	Details	
88161	BSE INTERNAL MEMBER	7/12/2022 18:18:38	Existing Backoffice Registration	Draft	Details	