

LEI Portal Manual for the Setup of a User Account

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This manual was last updated on February 27, 2019. It is continuously revised to reflect the requirements stipulated by ISO 17442, the Financial Stability Board (FSB), and the Regulatory Oversight Committee (ROC). Only the latest revision of this manual is valid. Please visit the WM-LEIPORTAL to ensure that you have access to the latest version of the manual.

1 About WM Datenservice

WM Datenservice, a WM Gruppe company located in Frankfurt am Main, is responsible for allocating German securities identification numbers (WKN) as well as the International Securities Identification Number (ISIN) of German issuers.

As a service provider to the financial industry, we have been supplying basic and added value data to our customers all over Europe for over 65 years to support their value creation processes in the financial sector. In addition to the refinement of financial data with a view to particular processes such as settlement, tax assessment and risk management, we are also responsible for disseminating the data to the markets in a coordinated fashion.

As a member of various standardisation committees, we are also actively involved in the design of national and international industry standards, which often constitute the basis for secure and efficient process automation in the financial industry.

Based on our expertise and our accreditation as an allocation agent by the FSB (Financial Stability Board), we have been allocating the LEI (Legal Entity Identifiers) required within the scope of, for example, EMIR since April of 2013. WM Datenservice has been a GLEIF-accredited LEI issuer since April 13DD Month 2017.

Please refer to the following pages for more information.

2 Background

On 4 July 2012, EU legislators passed the European Market Infrastructure Regulation, known as EMIR (Regulation on OTC Derivatives, Central Counterparties and Trade Repositories). EMIR is an EU initiative to regulate over-the-counter trading of derivative products. The core of the initiative is the obligation of market participants to clear their over-the-counter standard derivative transactions through a central counterparty, and the reporting of these transactions to a transaction register (trade repository). As an EU regulation, the provisions of EMIR became immediately enforceable law, with no need for transposition by member states.

EMIR mandatory reporting started on 12 February 2014¹ and will also apply to business transactions conducted.

a) prior to 16 August 2012 and which are still pending

b) on or after 16 August 2012

Details of the extent of reporting to the trade repository are contained in the definitions of the regulatory technical standards (RTS) issued by ESMA, which were published on 27 September 2012. In addition to contract specific information, master data of the involved parties is to be reported. To identify the contracting parties, a Legal Entity Identifier (LEI) is required.

On October 3, 2013, the Regulatory Oversight Committee (ROC) officially endorsed WM Datenservice. Consequently, the LEI registered by WM Datenservice are recognized by all members of the ROC and can be used globally for regulatory purposes (especially for reporting pursuant to EMIR and Dodd-Frank Act) within the different jurisdictions².

For further information on EMIR and the associated reporting obligations, visit the BaFin web site³.

¹ <http://www.esma.europa.eu/news/PRESS-RELEASE-ESMA-registers-DDRL-KDPW-Regis-TR-and-UnaVista-trade-repositories?t=326&o=home>

² <http://www.leiroc.org>

³ http://www.bafin.de/DE/Aufsicht/BoersenMaerkte/EMIR/Reporting/reporting_node.html

3 Setup of a User Account

The LEI Application is a Four-Step Process

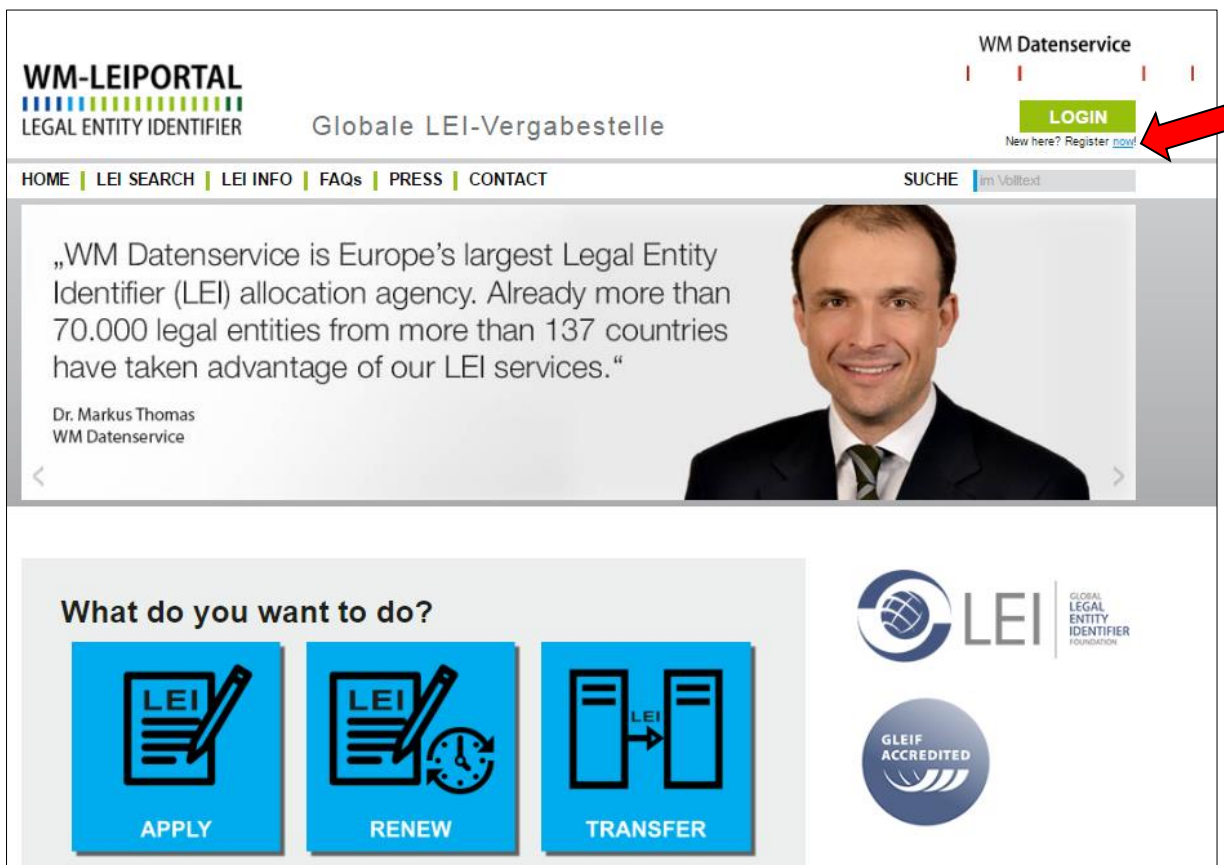
1. **Setup of a User Account at www.wm-leiportal.org**
2. **Confirmation of the User Account**
3. **Verification / Change of Login and Profile Data**
4. **LEI Application for an Entity**

Detailed information for this procedure are available at the documents “Manuel LEI Application for **Companies**” and “Manuel LEI Application for **Funds**”.

Step 1: Create a User Account at www.wm-leiportal.org

Apply, renew, and manage all of your LEIs through your user account.

- Go to <https://www.wm-leiportal.org>.
- Click on “Register now!”.



- Enter your personal information.

Important: The VAT ID consists of a two digit country code (except for Austria = ATU) and up to 12 alphanumeric characters. The VAT ID must be valid and your specifications must correspond to the data you provided to the tax authorities. If you do not have a VAT ID nor apply for one, your invoice will be created with VAT.

- Note that fields with an asterisk (*) are mandatory fields.
- Please pay particular attention to the email address; it is absolutely essential for further processing. A collective address can be used (e.g. treasury@sampleco.com). One email address may be used several times for different user accounts.

Important: *It is not possible to enter more than one email address.*

- Passwords must contain at least 8 characters, including upper and lower case letters as well as numbers.

Create a User Account

The following information is required to create a personalized user account.

User name*:	<input type="text" value="JohnDoe"/> <input type="button" value="Check availability"/>
Company*:	<input type="text" value="Doe Ltd."/>
c/o:	<input type="text"/>
Country*:	<input type="text" value="United Kingdom"/>
VAT-ID:	<input type="text" value="GB12345678"/>
Zip code*:	<input type="text" value="01234"/>
City*:	<input type="text" value="London"/>
Street and house number*:	<input type="text" value="Bakerstreet 1"/>
Contact person:	
Salutation*:	<input type="text" value="Mr."/>
Title:	<input type="text" value="Please Select"/>
First name*:	<input type="text" value="John"/>
Last name*:	<input type="text" value="Doe"/>
Department:	<input type="text"/>
Function:	<input type="text"/>
Telephone*:	<input type="text" value="012-123456789"/>
E-Mail*:	<input type="text" value="doe@domain.org"/>
Repeat e-mail*:	<input type="text" value="doe@domain.org"/>
password**:	<input type="password" value="....."/>
Repeat password**:	<input type="password" value="....."/>
Please enter the following captcha code.	
	<input type="text" value="7PSW"/>
*Mandatory fields	
**The password must contain at least 8 characters, including a capitalized letter, a lowercase letter and a number.	
<input checked="" type="checkbox"/> I have read and accepted the General Terms and Conditions Registration Service .	

Important: Please do not forget to note your user name and password.

- Once all required fields have been completed and the terms of use have been read and confirmed, click 'Send'.

Your information will automatically be checked for completeness. Should mandatory fields not have been completed or should the password not meet requirements, you will be asked to correct and resend the form.

Step 2: Confirmation of the User Account

Before the account can be used, the provided email address must be verified. An automatic email will be sent to that address, containing a link. After clicking the link, your user account will be activated.

If you do not receive the email, please check your spam folder and make sure your spam filter is configured correctly. It should accept emails sent from the address lei-helpdesk@wmdata.com.

Step 3: Verification / Change of the Login and Profile Data

Return to www.wm-leiportal.org, select “LOGIN” and enter your user name and password.



HOME | LEI SEARCH | LEI INFO | FAQs | PRESS | CONTACT

Login

User name: JohnDoe

password:

[Forgot your password?](#)

LOGIN

Once you are logged in, click on the tab “PROFILE” to verify and, if necessary, correct your data.

Step 4: LEI Application for an Entity

Detailed information of this procedure are available in the documents “Manuel LEI Application for **Companies**” and “Manuel LEI Application for **Funds**”.

Further Questions

On business days, we are available to answer any further questions between 9:00 a.m. and 4:00 p.m. (CET) at **+49 (69) 27 32 - 600**.

You may also contact us via email at:

lei-helpdesk@wmdaten.com (for LEI bulk application, technical and LEI-specific questions) or

lei-service@wmdaten.com (for questions regarding invoices)