

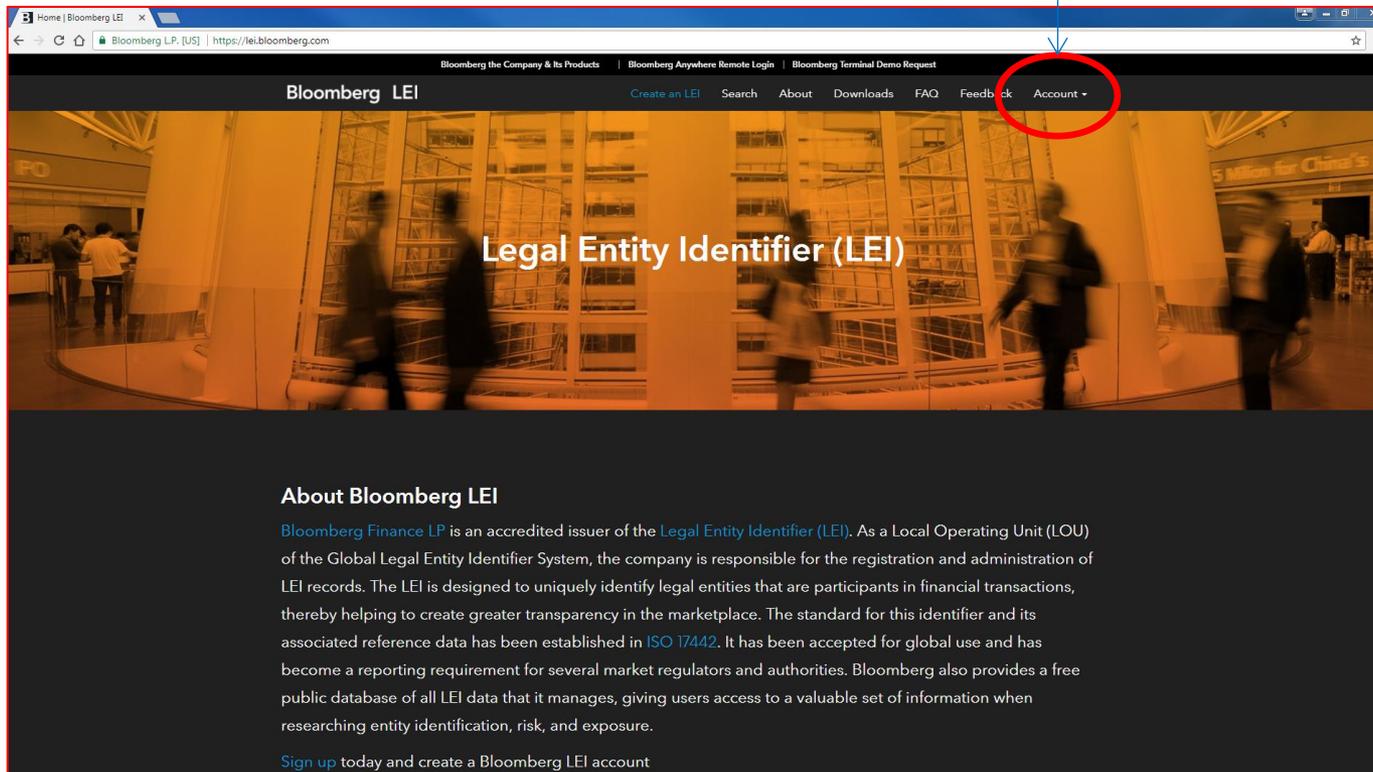
User guide

Bloomberg Legal Entity Identifier (LEI) web platform

Requesting an LEI using the Bloomberg LEI web platform

Access the platform

1. Go to : <https://lei.bloomberg.com>
2. Click on [Account](#) and then on [Signup](#)



Requesting an LEI using the Bloomberg LEI web platform

Create your account

3. Fill-in the requested fields – the mandatory fields are indicated with an *:

Account Information

- ❖ Username – between 4 and 32 characters, must contain (1) letters from A-Z, (2) letters form a-z, (3) numbers from 0-9, and special characters such as – and _.
- ❖ Password – please provide a valid password. Password must be a least 8 characters, and must contain all of: (1) letter from A-Z, (2) letter form a-z, (3) number from 0-9, (4) special character from !@.#\$%^ (must be inserted twice)
- ❖ Email
- ❖ Security Question
- ❖ Security Question Answer

User Details

- ❖ First Name
- ❖ Last Name
- ❖ Company Name
- ❖ Phone Number

Address

- ❖ Address line 1
- ❖ Country
- ❖ City
- ❖ Postal Code

4. Check for the acceptance of both Terms of Service and Privacy Policy

5. Check the box I'm not a robot and perform the requested steps

6. Click on Sign Up

The screenshot shows the Bloomberg LEI web platform account creation form. The form is titled "Legal Entity Identifier (LEI)" and contains several sections: "Account info", "User Details", and "Address". The "Account info" section includes fields for Username, Password, Repeat Password, Email, Security Question, and Security Question Answer. The "User Details" section includes fields for First Name, Middle Name, Last Name, Suffix, Company Name, Phone Country Code, Phone, Job Title, Industry, and Address. The "Address" section includes fields for Address Line 1, Address Line 2, Country, City, State, and Postal Code. At the bottom of the form, there is a "Terms and Policy" section with two checkboxes: "I have read and agree to the Terms of Service" and "I have read and agree to the Privacy Policy". A red circle highlights this section. Below the checkboxes is a "Sign Up" button.



Requesting an LEI using the Bloomberg LEI web platform

First log in

7. You will receive an e-mail from lei-support@bloomberg.com confirming the creation of your LEI account
8. You will also receive a second e-mail from lei-support@bloomberg.com with a confirmation code you have to fill in here

Log in Your Account

We have just sent you an email containing a confirmation code. Please wait for the email and fill in the code.

Two Factor Code

Check your latest emails for the code

Log in Your Account

Did not get email after 5 minutes? [Try logging in again.](#)

Bloomberg

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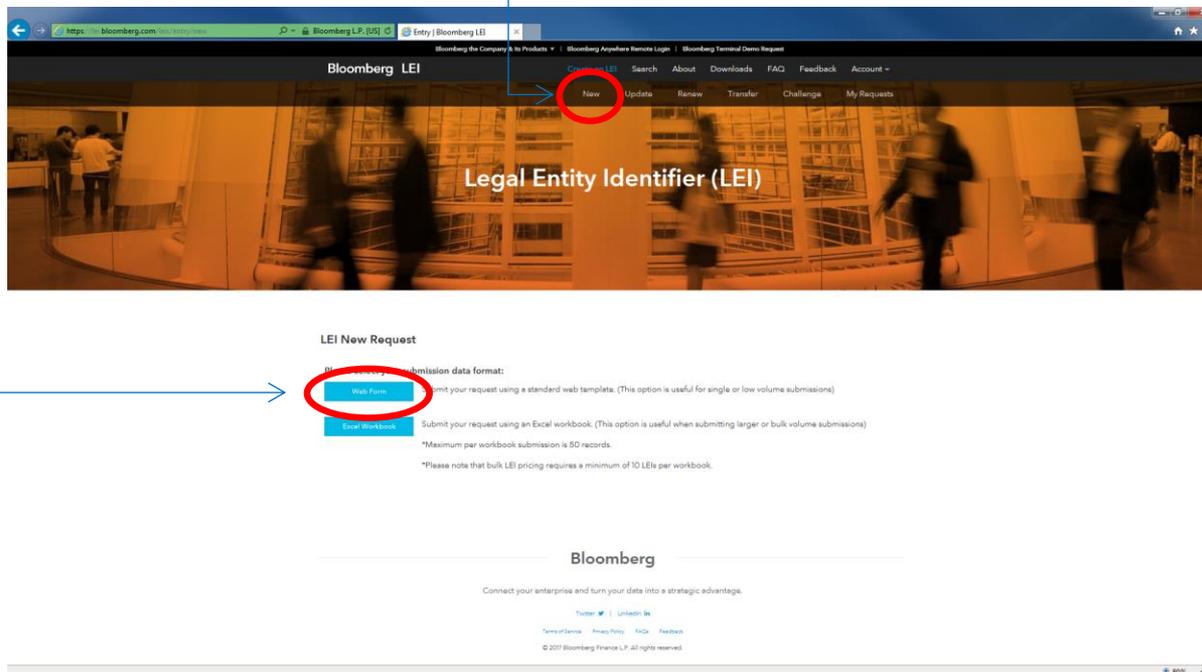
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Requesting an LEI using the Bloomberg LEI web platform

LEI Request

9. Click on new
10. Use the Web Form to request your LEI



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

9. Fill in the requested information – mandatory information is marked with an *:

- ❖ Legal Name
- ❖ Legal Address
- ❖ Legal Address City
- ❖ Legal Address Country
- ❖ Headquarters Address
- ❖ Headquarters City
- ❖ Headquarters Country
- ❖ Legal Jurisdiction Country
- ❖ Registration Authority
- ❖ Registration Entity ID¹
- ❖ Legal Form

¹ is mandatory even if there is not asterisk in front of this field

The screenshot shows the 'Entity' registration form with the following fields and annotations:

- * Legal Name**: Annotated with a blue arrow pointing to the input field.
- Legal Name (English)**: Annotated with a blue arrow pointing to the input field.
- Other Entity Names**: Includes an 'Edit fields' link.
- Legal Address (English)**: A section with four lines (Line 1-4) and fields for City, Country, Region, and Postal Code. A blue arrow points to the 'Legal Address' field.
- Headquarters Address (English)**: A section with four lines (Line 1-4) and fields for City, Country, Region, and Postal Code. A blue arrow points to the 'Headquarters Address' field.
- Other Addresses (Local Language)**: Includes an 'Edit fields' link.
- * Legal Jurisdiction Country**: Annotated with a blue arrow pointing to the dropdown menu.
- Legal Jurisdiction Region**: Annotated with a blue arrow pointing to the dropdown menu.
- Registration Authority Data**:
 - * Registration Authority**: Annotated with a blue arrow pointing to the dropdown menu.
 - Other Registration Authority**: Annotated with a blue arrow pointing to the input field.
 - Registration Entity ID**: Annotated with a blue arrow pointing to the input field.
- * Legal Form**: Annotated with a blue arrow pointing to the input field.
- Entity Category (if applicable)**: Annotated with a blue arrow pointing to the dropdown menu.
- Associated Entity**: Includes an 'Edit fields' link.



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

Entity Status

(active vs not active)

Relationships information

Information about parent and ultimate parent :

This information is mandatory even if there is no asterisk in front of those fields !

- You first have to decide if you will or will not disclose this information through the drop-down menu.
- If you do not disclose, you will have to select the reason why (see slide 8)
- If you disclose, you will have to fill in further fields (see slide 9)

Contact data

- ❖ First Name
- ❖ Last Name
- ❖ Company
- ❖ Phone

The screenshot shows a web form for requesting an LEI. It is divided into several sections: Entity Status, Relationships, and Contact. Annotations with blue arrows point from the text on the left to specific fields in the form.

...	* Entity Status	<input type="text"/>	▼	
	Entity Expiration Date	<input type="text" value="yyyy-mm-dd"/>		✕
	Entity Expiration Reason	<input type="text"/>	▼	✕
	Successor Entity	Edit fields		
...	Website	<input type="text"/>		✕
	Other Entity IDs	Edit fields		
	...			
Relationships Collapse ▲				
	Direct Parent	<input type="text"/>	▼	✕
	Ultimate Parent	<input type="text"/>	▼	✕
	Branch Parent	Edit fields		
	...			
Contact Collapse ▲				
	* First Name	<input type="text"/>		
	* Last Name	<input type="text"/>		
	* Company	<input type="text"/>		
	Position	<input type="text"/>		✕
	* Phone	<input type="text"/>		



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

If you decide not disclosing the direct parent, you will have to choose in the drop down menu the « reason » of this choice

Relationships Collapse

Direct Parent I Will Not Disclose Direct Parent Information

Parent Information Not Disclosed

Non-Disclosure Reason(s)

Exception Reasons # 1

* Reason NATURAL PERSONS

Remove Exception Reasons # 1

Non-Disclosure Reason(s)

Exception References Edit fields

If you decide not disclosing the ultimate parent, you will have to choose in the drop down menu the « reason » of this choice

Ultimate Parent I Will Not Disclose Ultimate Parent Information

Parent Information Not Disclosed

Non-Disclosure Reason(s)

Exception Reasons # 1

* Reason This field requires a valid input.

Remove Exception Reasons # 1

Non-Disclosure Reason(s)

- Reason for why the parent information not provided
- NATURAL PERSONS
 - NON CONSOLIDATING
 - NO KNOWN PERSON
 - LEGAL OBSTACLES
 - CONSENT NOT OBTAINED
 - BINDING LEGAL COMMITMENTS
 - DETIMENT NOT EXCLUDED
 - DISCLOSURE DETRIMENTAL



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

If you decide to disclose the direct parent, you have to provide the following information:

- Existence of an LEI for the direct parent
 - If yes, you must provide the LEI
 - If no, you have to provide:
 - a. Direct parent legal name
 - b. Direct parent legal & headquarters addresses (address, city, country)
 - c. Direct parent registration authority
- Relationship period and type of period
- Accounting standard

The screenshot displays the 'Direct Parent' section of the Bloomberg LEI web platform. It includes a dropdown menu for 'Will Disclose Direct Parent Information' set to 'No'. The form is divided into several sections: 'Parent Information' with a dropdown for 'Does The Direct Parent Have An LEI?' set to 'No'; 'Parent With No LEI' section containing 'Direct Parent Legal Name', 'Direct Parent Legal Address' (with four lines), and 'Direct Parent Headquarters Address' (with four lines); 'Direct Parent Registration Authority Data' with fields for 'Registration Authority', 'Other Registration Authority', and 'Registration Entity ID'; 'Relationship Periods' section with 'Relationship Period #1' containing 'Start Date', 'End Date', and 'Period Type' fields; 'Accounting Standards' section with 'Accounting Standard #1' containing a 'Standard' dropdown; and a 'Percentage Owned' field at the bottom. Blue arrows from the text on the left point to the corresponding fields in the form.



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

If you decide to disclose the ultimate parent, you have to provide the following information:

- Existence of an LEI for the ultimate parent
 - If yes, you must provide the LEI
 - If no, you have to provide:
 - a. Ultimate parent legal name
 - b. Ultimate parent legal & headquarters addresses (address, city, country)
 - c. Ultimate parent registration authority
- Relationship period and type of period
- Accounting standard

The screenshot displays the 'Ultimate Parent' section of the Bloomberg LEI web platform. It includes a dropdown menu for 'I Will Disclose Ultimate Parent Information' and a 'Parent Information' section with a dropdown for '* Does The Ultimate Parent Have An LEI?'. Below this are two columns of address fields: 'Ultimate Parent Legal Address' and 'Ultimate Parent Headquarters Address', each with four lines and fields for city, country, region, and postal code. The 'Ultimate Parent Registration Authority Data' section includes fields for registration authority, other registration authority, and registration entity ID. The 'Relationship Periods' section features a table with columns for 'Relationship Period #1', 'Start Date', 'End Date', and 'Period Type', with 'Remove Relationship Period #1' and 'Add Relationship Period' buttons. The 'Accounting Standards' section has a dropdown for '* Standard' and a 'Remove Accounting Standard #1' button. At the bottom, there is a 'Percentage Owned' field and a 'Branch Parent' section with an 'Edit fields' link.



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

10. Add any reference document that will show you are allowed to request an LEI in the name of the legal entity or any other document like the status of the entity.



Select or drop attachment here.

Total size limit 12MB and accept .pdf,.xlsx,.xls,.csv,.doc,.docx.

Please use the above section to upload any reference documents related to your submission. (This may include items such as the entity's certificate of incorporation, a corporate filing, or a statement verifying the user is an authorized representative of the entity.)

For third party authorizations please use the form found [here](#)

I have read and agree to the [Service Customer Agreement](#). Further, I understand that I may be required to provide certified documentation confirming my authorization on behalf of the legal entity if requested by Bloomberg Finance LP.

Submit

11. Check the box for accepting the Service Customer Agreement and click on submit.



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

10. Add any reference document that will show you are allowed to request an LEI in the name of the legal entity or any other document like the status of the entity.



Select or drop attachment here.

Total size limit 12MB and accept .pdf,.xlsx,.xls,.csv,.doc,.docx.

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For third party authorizations please use the form found [here](#)

I have read and agree to the [Service Customer Agreement](#). Further, I understand that I may be required to provide certified documentation confirming my authorization on behalf of the legal entity if requested by Bloomberg Finance LP.

Submit

11. Check the box for accepting the Service Customer Agreement and click on submit.



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

Once your submission has been completed, you come to the payment screen.

You then need to provide the following information:

Company Information

1. The type of company

Company domiciled address

1. The company name
2. The country
3. The address, city and province
4. The postal code

Company Information and domicile address Collapse ▲

Are you an entrepreneur/business or government body, other public entity or private individual?

Company Name

* Company Name

Phone Number

Phone Number

*** Country**

Select Country

*** Address Line 1**

Address Line 1

Address Line 2

Address Line 2 (Optional)

*** City** *** State/Province**

*** Zip/Postal Code**

Zip/Postal Code



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

Payment Information

1. Name of credit card holder
2. Card number
3. Card Expiration date
4. Card Security Code

Payment Information Collapse

* Existing cards

* Name on Account

* Card Number

* Expiration Date

* Card CVC

Billing Information

If the company billing address in the same as the domicile address, choose « yes » ; otherwise, choose « no » and provide the following information:

1. The company name
2. The country
3. The address, city and province
4. The postal code

Billing Information Collapse

Same as domicile address? Yes No

Company Name

* Country

* Address Line 1

Address Line 2

* City * State/Province

* Zip/Postal Code



Requesting an LEI using the Bloomberg LEI web platform

LEI Request

Once all information has been provided, the « Finalize Order » button. Becomes green

Click on it to finalize your LEI purchase

Price Information
New LEI for my company
Base Price: \$75.00 USD
Quantity: 1
* Tax: \$0.00 USD
** Est. Total: \$75.00 USD

Finalize Order



Requesting an LEI using the Bloomberg LEI web platform

Subsequent login

1. Go to : <https://lei.bloomberg.com>
2. Click on Account and select Login
3. Enter your user name, password and the e-mail address on which you would like to receive the login confirmation code

