LuxCSD Legal Entity Identifier (LEI)

LuxCSD Online Portal – User Account Activation and Management Guide - Version 1.0
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Introduction
Introduction

LuxCSD is based in Luxembourg and is a GLEIF accredited LEI Issuer which provides LEI Services for 37 jurisdictions. The following guide will provide customers with a brief description of how to activate and manage user account(s) using the LuxCSD Online Portal for LEI Services.
Activation of an existing User Account
Activation of an existing User Account

In case you are an existing LEI customer of LuxCSD, your account will be created on the LuxCSD Online Portal and you will receive an email in order to activate your account. The content of the email is depicted in figure 1. Sender email address: luxcsd@lseg.com

Click on the hyperlink named “this link” in account activation the Email you have received. Please make sure to not copy-paste spaces.

Dear

It is with pleasure that LuxCSD introduces an online portal for the management of your Legal identity identifiers (LEIs).

To facilitate the transition of your business onto the portal, kindly click on this link to start the registration process for your LEI registrant user access account. You will be directed to further information about the service in the process. You will find the list of LEIs that you presently have managed with LuxCSD in your user account. Should you identify any missing items please notify us at the earliest opportunity. We remain available to answer any questions or to provide further information.

Your login details are as follows:

Email: luxcsd@lseg.com
Password: 873qi539u

Upon first login you will be prompted to choose a password.

We remain at your disposal should you have any questions.

Kind regards,

LuxCSD LEI Service
Website: http://www.luxcsd.com
Email: lei.service@luxcsd.com
French: +352-243-35804
English: +352-243-35806
Activation of an existing User Account

3 Copy/paste the one-time password received in the activation Email in field “Current Password” and replace it with a new, permanent password that you will remember and click on “Update” button. Please make sure that there are no blanks pasted.

The new permanent password requires at least 8 characters and must contain at least 1 digit(s).

4 Your password will be changed and UnaVista Cookies Policy will have to be accepted.
Activation of an existing User Account

The Welcome Screen of the LuxCSD Online Portal will be displayed after your Login:

- **LEI Full View:** Review all LEIs worldwide
- **LuxCSD LEI Universe:** Review LEIs managed with LuxCSD and request a new LEI
- **My LEI Data:** Review LEIs under your management
- **LEI Export Files:** Review Common Data Files and Level 2 Information published by LuxCSD to GLEIF
- **Customer Information and Procedures:** Review LuxCSD LEI Customer Guides

LuxCSD Client Support:
leiservice@luxcsd.com
French +352-243-35804
English +352-243-35806
Website: http://www.luxcsd.com
Registering a new User Account
Registering a new User Account

To access the LuxCSD Online Portal, please click on the following link:
https://www.unavista.com/luxcsd/landing.html

To register a new account, click on the button “Register”.

Please provide the email address of the account to be registered. Note: We highly recommend to use a group email address.

An email will be sent to the email address provided.

All LEI services will be displayed once the account will be created.
Once it is completed, please click on the button “Register”. A second email will be sent to the email address provided indicating the password.
Registering a new User Account

Please copy the one-time password provided in the Email and paste it in the Password field of the Login Page with the Email address provided and click on “Login” button. Please make sure that there are no blanks pasted.

A Pop-up Message will appear and you will have to enter the Email address and copy/paste the one-time password in the “Current Password” field. Please make sure that no blanks are pasted. Add a new permanent password that you will remember. Once you finished, click on “Update” button and your User Account will be created.

The new permanent password requires at least 8 characters and must contain at least 1 digit(s).
Registering a new User Account
The Welcome Screen of the LuxCSD Online Portal will be displayed after your Login:

**LEI Full View:**
Review all LEIs worldwide

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**Customer Information and Procedures:**
Review LuxCSD LEI Customer Guides
Generating a new password for your existing User Account
Generating a new password for a User Account

In case you want to generate a new password for the User Account or if you have forgotten your password, please follow the instructions below.

1. Click on the link “here” on the Login Page and provide the email address of the existing account for which the password needs to be reset.

2. An email will be sent to you, click in the link provided. A pop-up message will appear and click on “OK” button to reset the password.
Generating a new password for a User Account

A second Email with a one-time password will be sent to you:

Expediteur: <name@help@help.com>
Date: 24 avril 2023 à 24:01:04 UTC+2
Destinataire:
Objet: LuxCSD Password Reset Email
Répondre à: <name@help@help.com>

Dear

Your new temporary password is below. Upon login you will be required to choose a new password.

Password: Yy43w7P9
URL: https://www.unewsite.com/luxcsd

Upon first login you will be prompted to the portal to choose a password.

Kind regards,

LuxCSD LEI Service
Website: http://www.luxcsd.com
Email: lei.service@luxcsd.com

Copy/paste the one-time password in the “Current Password” field. Please make sure that no blanks are pasted. Add a new permanent password that you will remember. Once you finished, click on “Update” button

The new permanent password requires at least 8 characters and must contain at least 1 digit(s).

Your password will be changed and you can login to the Online Portal with the new password:
Recommended Default Configuration
Recommended Default Configuration

- Recommended default Account configuration:
  - It is highly recommended to use by default a **group email address** for the User Account! This will ensure appropriate communication or notifications at all times, independent from absences, holidays, or leave from individuals related to the entity.
Frequently Asked Questions
Frequently Asked Questions

User Account Creation

How can I change an existing User Account Email Address?
In case an email address provided in the User Account Activation or Creation needs to be changed, please send us an email to lei.service@luxcsd.com and inform us about the change.

What is a Group Email Address?
A Group Email Address is an Email address that comprises a group of individuals, a team or section or department or entity rather than an individual person.

It is highly recommended to use by default a group email address for activation/creation and management of User Account(s). This will ensure appropriate communication or notifications at all times, independent from absences, holidays, or leave from individual persons related to an entity.

What are the cost of creating and maintaining a User Account?
The user account creation/activation is free of charge. There are no periodic fees levied on a user account as such. LEI services such as registration and renewal are subject to fees.
Frequently Asked Questions

- **User Account Creation**

Does the existence of a user account already qualify for the registration of a LEI?

No! The existence of a user account as such does not qualify automatically for the registration of an LEI. The registration of an LEI will take place only after complete and successful validation of all mandatory information provided by the customer.
Contact Details
Contact Details

In case of any questions or support required, feel free to contact LuxCSD LEI Service directly at the following numbers:

French line  +352 243 35 804
English line  +352 243 35 806

Or send us an email at the following email address:

lei.service@luxcsd.com

Or visit our website at the following link:

www.luxcsd.com
LuxCSD LEI Service Team