

**User Guide for first login to the  
NEU CP / NEU MTN  
PRIVATE WEB PORTAL**

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## Foreword

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The private NEU CP – NEU MTN web portal is the digital platform enabling issuers and/or their advisers and any guarantor to create/update their financial documentation in order to issue NEU CP / NEU MTN.

Once a first person has been accredited on the private portal (as Administrator, **i.e. the profile with the most extensive rights**, cf. matrix of Roles & Profiles in the Appendix Page 17), their first mission will be to create on the portal the description of the various natural persons to whom the entity wishes to give access (see Part 2 "Designation of roles and profiles").

**In the first part**, this document aims to detail the process of first connection on the private NEU CP - NEU MTN market web portal of the **natural person** representing the legal entity. This person will automatically be considered as "Administrator".

Only one natural person on behalf of the entity will use this procedure detailed in § 1 infra. No other natural person **on behalf of the same entity** shall use this procedure.

**In the second part**, the guide details the process of creating natural persons authorised by a legal entity to access the private portal. This designation procedure must be carried out by the first person of the entity that has been accredited on the portal (i.e. "the Administrator").

This Administrator (see Role Matrix & Profiles in the Appendix), with the most extensive rights, will be responsible for :

- 1/ Create, at the very least, a second person with the "Administrator" profile to ensure business continuity
- 2/ Create other persons, who may take on 1 to 3 roles, depending on the entity's roles on the market<sup>1</sup> and the delegation rules prevailing at the issuer. On the other hand, each accredited person will have only one profile (e.g. Manager or Redactor or Reader)

## 1 Process of first connection to the private portal

### 1.1 Who can make the first connection to the web private portal ?

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Each entity having to intervene on the portal will have to designate **one person (and only 1) to carry out the first connection of the legal entity**.

This person will login the portal according to the following procedure :

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<sup>1</sup> Issuer; Guarantor and Third Party Redactor (a role that includes "banking arrangers", , law firms and consulting firms, whose names may be entered on the portal in order to appear on the front page of the financial documentation)

➤ Access the portal via the home page of the public portal (**below**) publishing the financial documentation of NEU CP and NEU MTN :

<https://eucpmtn.banque-france.fr/public/#/liste-des-emetteurs>

and click in the top right-hand corner on "**Register / Login**".



***N.B.: Access to the portal is only possible for Chrome and Firefox browsers***

This person will be considered as "Administrator". **This is the profile with the most extensive powers**, in particular :

- designation or removal of other representatives of the entity that may intervene on the portal
- modification of the profiles of other users (Cf. matrix of Roles & Profiles according to the type of entity in the appendix)

This person should tick **ALL** of the roles of the legal entity in the following list :

- Issuer
- Guarantor
- Third Party Redactor (a role that includes s "banking arrangers", law firms and consulting firms, or even a few issuers / guarantors for internal organizational reasons)

Thus, if the entity acts only as an issuer, click only on the "Issuer" role.

Once accredited, this person will have to define the list of all the other natural persons who will also have to access the portal on behalf of the entity by assigning them one of the defined profiles such as "Administrator", "Manager", "Redactor" or "Reader" Once the identifiers (represented by the professional e-mail addresses) have been created by the administrator, people concerned will then receive an e-mail with a temporary password, which must then be personalized on the portal.

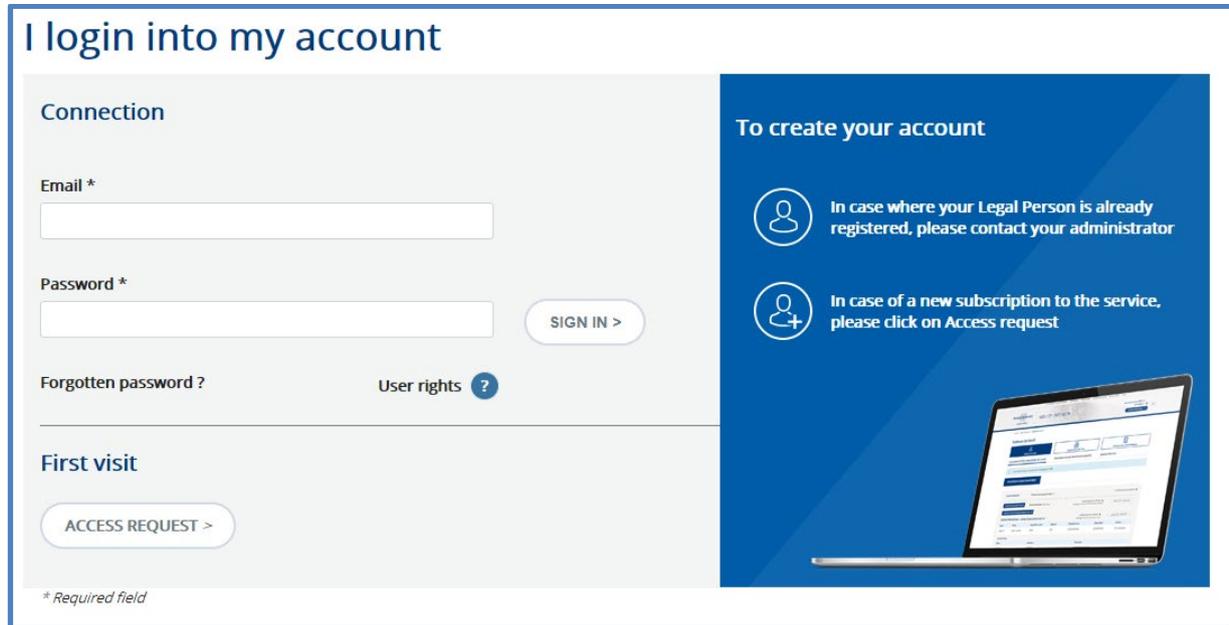
## 1.2 Access request to the private portal

To access the private portal, the Administrator must fill in an access request which will be sent to the Banque de France.

The process consists of 4 steps :

### A- Request for access

To request access, the Administrator clicks on the "Request Access" button.



### B - Enter the requested information

The Administrator enters the information on the Legal Entity (mandatory one are indicated by an"\*").

**Warning** : it is necessary to complete the "Country" field in order to access the drop-down list of legal forms adapted to each country.

As stated above, the entity may have between one and three roles (Issuer, Guarantor, and Third Party Redactor). **It is imperative to click at the first connection, on all the roles performed by the legal entity.**

**My information**

Title \*  Ms.  Mr.      Firstname \*       Lastname \*

Job title \*       Department \*

Phone number \*

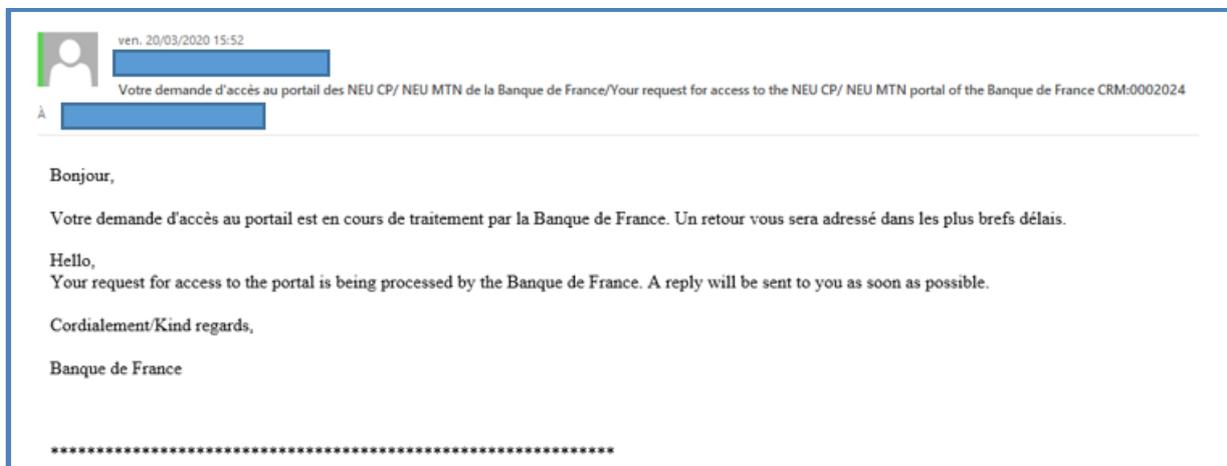
**Administrator Account Information**

Email \*

\* Required fields

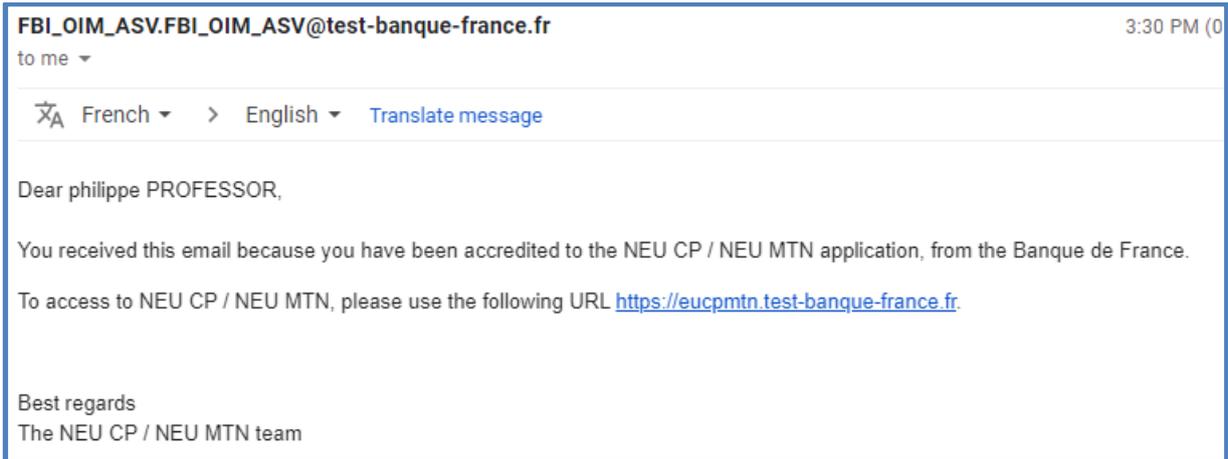
    

As soon as the Administrator clicks on "Send my creation request", the Banque de France is notified. The Administrator then receives the following email confirming that his request has been taken into account.



The Banque de France verifies the request and may contact this person for further information or additional documents. When the request for access is validated, an email is sent to the email address entered in the form ("Identifier") indicating that the Administrator has been accredited.

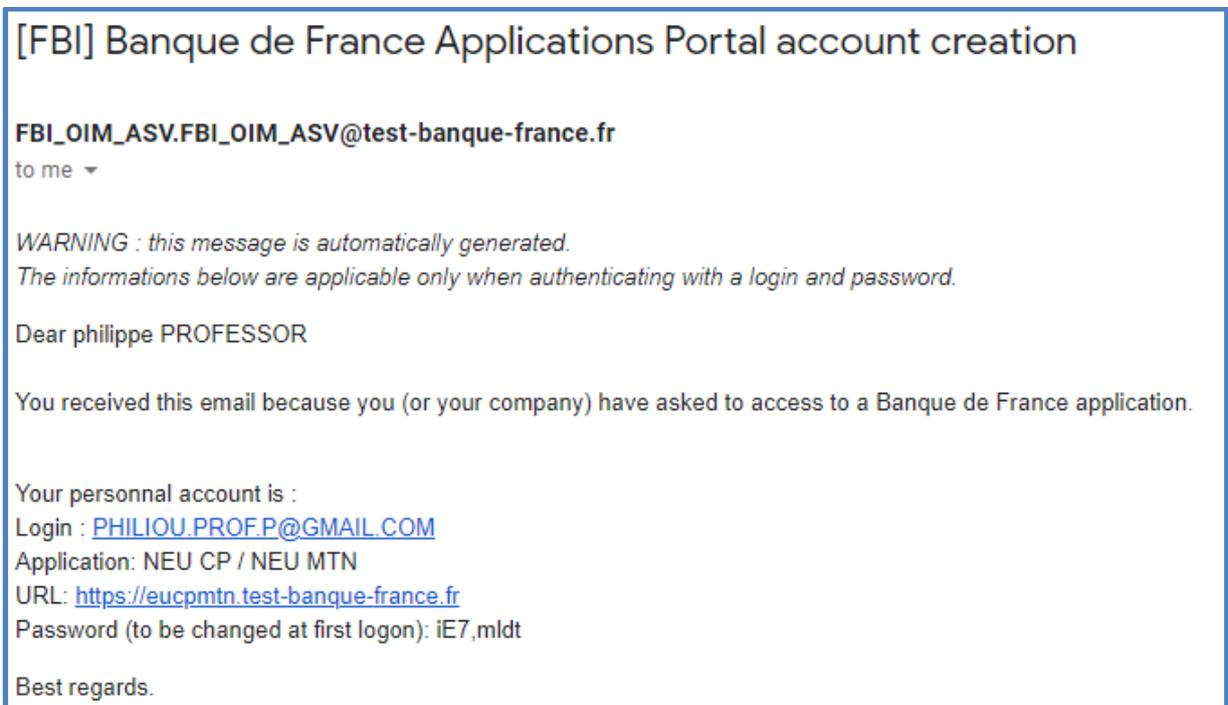
**WARNING**, please check for spam, the e-mail can be directed there.



**WARNING** : an Administrator already accredited to access a secure application managed by Banque de France portal will receive an information message. In this case, the password used to access the NEU CP/ NEU MTN web portal will be the same as the one used to the other applications. If, however, the user has forgotten his password, he should use the "Request a new password" function. In this case, he will receive an e-mail with a new password to be changed.

### 1.3 Accreditation of the first Administrator

An e-mail containing the temporary password is received by the Administrator. This password must be changed quickly.



The Administrator fills in his e-mail address and the temporary password and then clicks on the "Login" button.

## I login into my account

### Connection

Email \*

Password \*

SIGN IN >

[Forgotten password ?](#)

[User rights ?](#)

### First visit

[ACCESS REQUEST >](#)

\* Required field

### To create your account



In case where your Legal Person is already registered, please contact your administrator



In case of a new subscription to the service, please click on Access request



He is automatically redirected to the password change page to enter a new password.

The new password must comply with the specifications detailed in red below.

## You must change your password now

Old password

New password

Confirm new password

Submit

### The new password must conform to the following rules:

- The password can't contain the last name.
- The password must contain at least 8 characters
- The password must contain at least 1 lowercase letters.
- The password must contain at least 1 digits.
- The password must contain at least 1 special characters.
- The password must contain at least 1 uppercase letters.
- The password can't be one of your last 6 passwords.
- The password must start with a letter.
- The password can't contain the user login.

The first Administrator is then connected.

**WARNING** : a user's password is automatically made inactive after 63 days of no connection to the portal. In this case, a new password request must be made.

## 2 Designation of "Roles" and "Profiles" within the entity

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As entities (legal entities only), portal users can operate under the following **roles** :

- **Issuer**,
- **Guarantor**
- **Third Party Redactor** ("banking" arranger, law firm or consulting firm, or even issuers / guarantors for reasons of internal organization)

Within these legal entities, the following **profile(s)** may be assigned to the representative natural persons :

- **Administrator**

The first person logging in on behalf of the entity that wishes to use the portal (as issuer, guarantor or third party redactor r) will be considered as an administrator (see "profiles").

**This is the profile with the most extensive powers**, in particular: designation or deletion of the other representatives of the entity that can intervene on the portal; modification of the profile of other users (see Appendix - Matrix of Roles & Profiles according to the type of entity).

Once this person has been accredited, he or she will be able to manage all the other natural persons who must also access the portal on behalf of this entity by assigning one of the defined profiles such as "administrator", "manager", "writer" or "reader"). After creating their identifier, these persons will then receive an e-mail with a password, which must be personalized on the portal.

**All entities are strongly advised to have at least two users with the "Administrator" profile in order to be able to intervene at any time, for business continuity reasons, if one of the administrators is absent, fails or leaves the entity.**

- **Manager**

In an entity with an "Issuer" role, in addition to that of Administrator, only this profile makes it possible to initiate the creation of the Information Memorandum ("IM"), part of the Financial Documentation (including IM and Annual Reports) and to delegate the drafting of the IM to a Third Party redactor

- **Redactor**

In an entity with an "Issuer" or "Guarantor" role, this profile makes it possible to enter the information required in the "Issuer/Guarantor" and "Programme" descriptions that make up an IM until it is finalized.

- **Reader**

In an entity with an "Issuer" or "Guarantor" role, this profile only allows to consult the descriptions "Issuer/Guarantor" and "Programme" on the portal.

In summary, only the "Administrator" or "Manager" profiles can initiate the creation of a programme IM. Drafting can then be delegated to a "Third Party Redactor" (see roles above) or entrusted to an internal collaborator with at least a "Redactor" profile. The "Reader" profile will only be able to consult the information appearing on the portal.

➤ **It is not possible for a natural person to access with the same identifier to the files of several different legal entities, consisting of a professional e-mail address (individual or generic).** This identifier will not allow to act on behalf of several entities, unless the obtention of a specific role as Third Party Redactor, acting within the same group for the preparation of the IM of all the entities of this group.

## 2.1 Access to the Private Portal

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**Reminder:** access to the private web portal is via the home page of the public portal (**below**) which publishes the financial documentation of NEU CP and NEU MTN programmes.

<https://eucpmtn.banque-france.fr/public/#/liste-des-emetteurs>

by clicking in the top right-hand corner on "register/login"



***N.B.: Access to the portal is only possible for Chrome and Firefox browsers.***

## 2.2 Process of creation by the **administrator** of the different actors

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The roles that can be attributed to a natural person ("user") depend on the roles exercised by the legal entity to which the user is attached.

A natural person entitled to access the Portal has a unique profile (Administrator or Manager or Writer or Reader) and is only attached to a single legal entity.

E.g.: the legal entity M has the roles of "Issuer" and "Guarantor".

Person 1 (first person who logged on) has the profile of Administrator.

The second Administrator will be configured in the same way (by the first one).

Person 3 can, for example, have the Manager profile, only with the roles of Issuer and Guarantor Agent.

### 2.2.1 The Administrator creates a user, consults his file or deactivates it

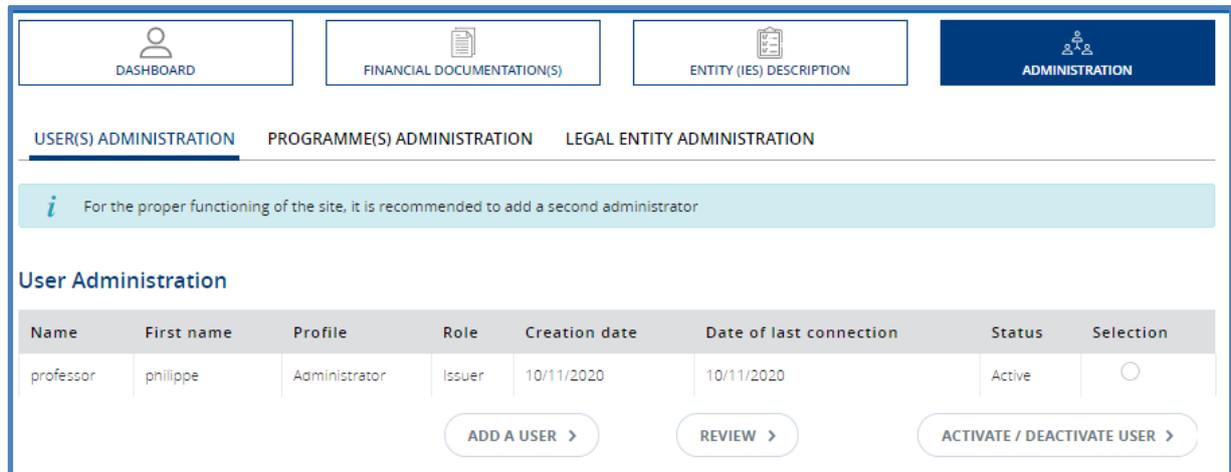
The Administrator logs in the portal :

<https://eucpmtn.banque-france.fr/public/#/liste-des-emetteurs>

by clicking on the top right hand side on "register / login".

Then click on the "Administration" menu and then on the "User Administration" sub-menu.

Then click on the "Add a user" button to access the screen for entering the required information.



Name	First name	Profile	Role	Creation date	Date of last connection	Status	Selection
professor	philippe	Administrator	Issuer	10/11/2020	10/11/2020	Active	<input type="radio"/>

**Notification:** after validation of the information, the user receives by e-mail his accreditation to the portal.

Similarly, to consult a user, click on "CONSULT".

To activate/deactivate a user :

- select the user in the table, click on the "Activate / Deactivate a user" button.

The action is taken into account after clicking on "validation".

  
DASHBOARD

  
FINANCIAL DOCUMENTATION(S)

  
ENTITY (IES) DESCRIPTION

  
ADMINISTRATION

USER(S) ADMINISTRATION
PROGRAMME(S) ADMINISTRATION
LEGAL ENTITY ADMINISTRATION

*i* For the proper functioning of the site, it is recommended to add a second administrator

### User Administration

Name	First name	Profile	Role	Creation date	Date of last connection	Status	Selection
professor	philippe	Administrator	Issuer	10/11/2020	10/11/2020	Active	<input type="radio"/>

ADD A USER >

REVIEW >

ACTIVATE / DEACTIVATE USER >

## 2.2.2 The Administrator adds / deletes a role to a user or modifies his profile

Only an Administrator can make these changes.

### ➤ Add or delete a role for a user

Click on the "Administration" menu and then on the "User Administration" sub-menu.

Select the user in the table, then click on the "View" button, to access the information. To unlock the roles, click on the "Modify" button, make the modifications and validate.

### User review

Name \*

First name \*

Email \*

Role \*

Issuer

Profile \*

Administrator

\* Mandatory field

EDIT

CANCEL

➤ Similarly, to modify a user's profile, click on the "Administration" menu and then on the "User Administration" sub-menu. Select the user in the table, click on the "View" button and access their information.

To unlock the profile, click on the "Modify" button, make the modifications and validate them.

**User review**
✕

Name * <input type="text" value="professor"/>	First name * <input type="text" value="philippe"/>
Email * <input type="text" value="PHILIOU.PROF.P@GMAIL.COM"/>	Role * <input type="text" value="Issuer"/>
Profile * <input type="text" value="Administrator"/>	

\* Mandatory field

**Reminder : it is advised to have at least two users with the "Administrator" profile in an entity, in order to be able to continue to access the portal to make changes, in the event that one of the administrators leaves or is unavailable.**

## 2.3 Connection of persons authorized to work on the portal

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Once the Administrator has made all the connection requests for the employees, each employee concerned will receive an email to change his password.

## Appendix

### Matrix of Roles & Profiles according to the type of entity concerned

Profile	Role	Rights related to the Financial Documentation – Information Memorandum (« IM »)	Rights related to the web portal Administration
<b>Administrator</b>	<i>Issuer</i>	All the roles detailed below: manager, redactor, reader	Add / Modify / Remove a user Duplicating a programme Add / Modify / Remove the Third Party Redactor of a programme delegated by the Issuer Withdrawal of a programme Request the removal of the Issuer from the portal
	<i>Third Party Redactor</i>	All the roles detailed below: manager, redactor, reader	Same rights as the Administrator / Issuer as well as : - Terminate the delegation of Third Party Redactor authorisation given by an Issuer
	<i>Guarantor</i>	All the roles detailed below: manager, redactor, reader	Add / Modify / Remove a user Add / Modify / Delete the delegation given to a Third Party Redactor on Guarantor's Description Ending the guarantee given to a programme Request the removal of the guarantor from the portal

Profile	Role	Rights related to the Financial Documentation
<b>Manager</b>	<i>Issuer</i>	<p>Creation of a programme. Writing the description of the programme and of the issuer. Edition of the IM for signature. Publication of the IM on the Banque de France website                      Delegation given to a third party redactor for the creation / updating of the IM                      Removing the delegation given to a third party redactor                      Abandonment of a programme in the process of being created (programme not submitted for validation) or withdrawal of an existing programme</p> <p><b>+ the other infra rights vested in the Writer and the Reader / Issuer</b></p>
	<i>Third Party Redactor</i>	<p>Drafting of the programme description and the description of the issuer that delegated the processing of the IM to a third party redactor. Issuing the IM for signature. Publication of the IM on the Banque de France website.                      Abandonment of an issuance programme in the process of being created (programme not submitted for validation)                      Removal of the delegation obtained by an issuer as third party redactor</p> <p><b>+ the other infra rights vested in the Redactor and the Reader / Issuer/Third Party Redactor</b></p>
	<i>Guarantor</i>	<p>Drafting of the guarantor's description and downloading of documents supporting the guarantee. Issue of the IM concerning the guarantor for signature.                      Abandonment of the description of the guarantor being created (programme not submitted for validation) or withdrawal of a guarantee given to an existing programme.</p> <p><b>+ the other infra rights vested in the redactor and the Reader / Guarantor</b></p>

Profile	Role	Rights related to the Financial Documentation
<b>Writer</b>	<i>Issuer</i>	Drafting of the issuer and programme description in the IM of the Legal Entity (as issuer) <b>+ any other rights not vested in the Reader</b>
	<i>Third Party Redactor</i>	Drafting of the issuer and guarantor financial documentation for which the Legal Entity is the third party redactor. <b>+ any other rights not vested in the Reader</b>
	<i>Guarantor</i>	Drafting of the IM guarantor sheet for the programme (s) for which the Legal Entity is the guarantor. <b>+ any other rights not vested in the Reader</b>
<b>Reader</b>	<i>Issuer</i>	Reading of the information memorandum concerning the issuer, guarantor or third party redactor to which the Reader is attached
	<i>Guarantor</i>	
	<i>Third Party Redactor</i>	