3. Launching the Onboarding process

When you enter into the DOME Marketplace landing page, click on the 'Register' button, at the upper right corner.

New landing page.JPG

This button leads you to the online forms where you must enter the information requested. The information you are providing will be used to generate the Declaration of Honor and the Legal Entity Appointed Representative Form that the CSP is required to submit in the onboarding process.

onboarding landing new.JPG

filling out forms 0.JPG

There are three forms:

1. The first one is used for collecting information about the legal representative of you company

filling forms new 1.JPG

2. The second one gathers information about your company

filling forms new 2.JPG

3. The third one requires information for identifying the Legal Entity Appointed Representative

filling forms new 3.JPG

All the fields are mandatory unless otherwise stated in the forms.

If you want to review the forms before completing the forms, you can either click on the links provided above, or otherwise press the 'Fill with test data (only for testing)' button, at the bottom of the online forms.

submit documents new.JPG

Please, bear in mind that we use the term "legal representative" to refer to somebody vested with legal power to represented the company. This representeation power can emerge from, among other options: (a) the law attributed legal representation of the company because of the position held by the individual (e.g., in some jurisdictions, the president or the CEO of a company);or (b) being appointed as legal representative by virtue of an official Power of Attorney.

If you have any doubt about the appointment of the LEAR, please, kindly refer to the Practical comments to Appointment Of Legal Entity Appointed Representative Form. This document offers practical advice and detailed instructions on how to properly fill out the LEAR form.

Once you have filled in the information requested, when you click the 'Submit and create documents', you will get to another screen where the declarations have been automatically generated with your data.

Please, carefully check all the data you submit before creating the documents to make sure that all the information is correct.

Once you have generated the documents, you must print the Declaration of Honor and the LEAR appointment form.



When you have the documents in pdf you will move to the next stage of the onboarding process: the submission of the required documentation and its legal review by the onboarding team of DOME.

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