

ETS Connect UK User Production Onboarding Guide v1.0 - Individual, Retail, Academic and Non- Commercial users

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1. Introduction

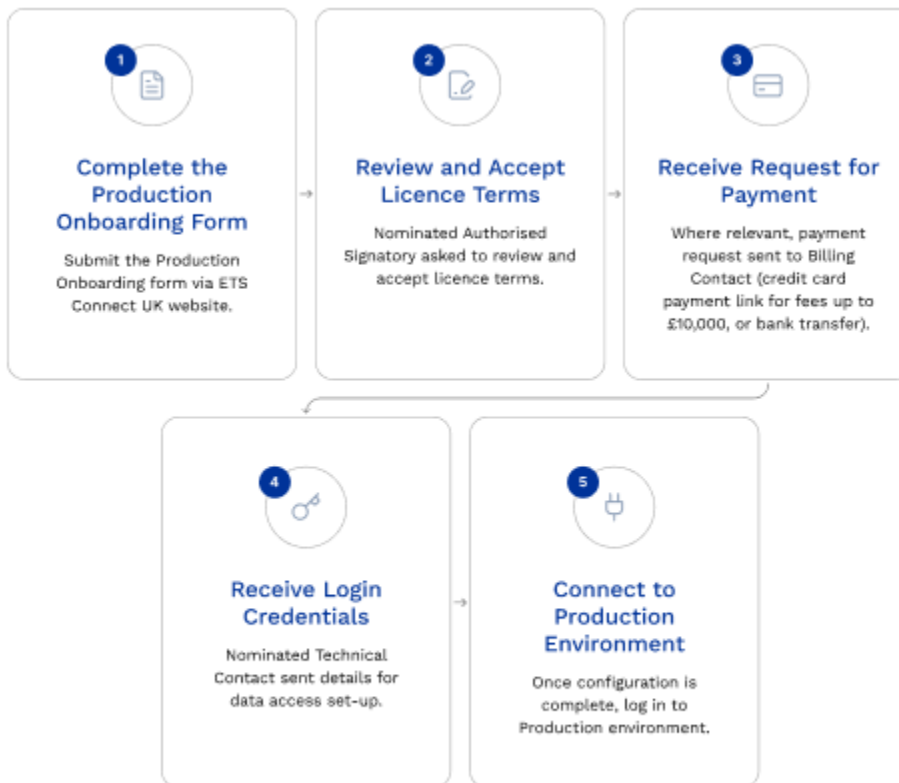
This guide outlines the process for Onboarding in the ETS Connect UK Production environment for the following licence types:

- Individual
- Retail
- Academic
- Non-Commercial

There is a separate guide on the ETS Connect UK website for Enterprise and Redistributors.

Please see the Licence Types and Fees table to confirm what licence type you require: [Licence Types and Fees | ETS Connect – UK](#).

The key steps are:



As part of the Onboarding process:

- Please ensure the **correct licence type** is selected on the onboarding form.
- The person nominated in Section 2 will be the designated primary contact for all Onboarding related communications.

To ensure a smooth Onboarding experience, please make sure that all information submitted is accurate and complete.

If you have any questions, please contact ETS Connect UK at support@ets-connect.co.uk.

2. How to submit a Production Onboarding Request

Requests are made by completing the online Production Onboarding form available on the ETS Connect UK website: [User Onboarding | ETS Connect – UK](#).

Section 1. Licence Type

USING THE DATA

Production Onboarding form

Section 1. User Licence Type

1.1 Type of Licence *

- Enterprise
- Redistributor
- Enterprise + Redistributor
- Individual
- Non-Commercial
- Retail
- Academic

If you are an Enterprise user and Redistributor, select the Enterprise + Redistributor licence.

1.2 Data Type *

- Real Time
- Historic

Section	Field	Details
1.1	User Licence Type	Select the applicable licence type.

<p>1.2</p>	<p>Data Type</p>	<p>Data Type(s) include real-time data for immediate, up-to-date insights and historical data for analysing past records and identifying trends.</p> <p>Please note:</p> <ul style="list-style-type: none"> • Individual users can select one or both data type options. • Retail, Academic and Non-Commercial are only able to access Historical data. <p>Please see https://ets-connect.co.uk/using-the-data/licence-types-and-fees/ for more information.</p>
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Section 2. Licensee details

Section 2. Licensee details

Please complete all sections below: the licence terms, payment request (where relevant) and connectivity details will be sent to this individual.

2.1 Organisation *

2.2 Contact Name *

First


Last

2.3 Contact Email Address *

2.4 LEI (if applicable for organisations)

Please provide LEI in ISO 17442 format
0 of 20 max characters.

2.5

 I am human 

2.6

[Save and Resume Later](#)

2.7

Section	Field	Details
2.1	Organisation	<p>Please provide the name of the organisation you belong to.</p> <p>Please note:</p> <ul style="list-style-type: none"> • This is not relevant for Retail • For Individuals who are not tied to an organisation, please state your first and last name
2.2	Contact Name	Enter your first and last name. You will be the primary contact for legal, billing (where relevant) and technical matters.
2.3	Contact Email Address	<p>Main contact email address.</p> <p>For Individuals, Academics and Non-Commercial, this can be a corporate or personal email address.</p> <p>For Retail, this should be a personal email address.</p>
2.4	LEI	<p>If relevant, provide the Legal Entity Identifier (LEI) for your organisation in ISO 17442 format (20 characters) (as per GLEIF).</p> <p>If you do not have an LEI, please leave blank.</p>
2.5	Human Verification (hCaptcha)	Tick the “I am human” verification checkbox.
2.6	Submit Application	Click submit once all required fields are completed
2.7	Save and Resume Later	Select Save and Resume Later if you cannot complete the form in one session. You will receive an email with a secure link that allows you to return and complete your application later.

Section 3. Onboarding form complete

USING THE DATA

Production Onboarding form

3.1 Thank you for submitting the Production onboarding form. Our onboarding team will review your details and will contact you with the next steps.

Section	Field	Details
3.1	Onboarding form complete	<p>Onboarding form has been completed and will be reviewed by the ETS Connect UK Support team, who will:</p> <ol style="list-style-type: none"> 1. Confirm to you that the Onboarding request has been received. 2. Email you to request review and acceptance of the licence terms. 3. Where fees are due, email you the payment link. 4. Email you for confirmation of GUI user details.

If you have any questions, please contact ETS Connect UK at support@ets-connect.co.uk.