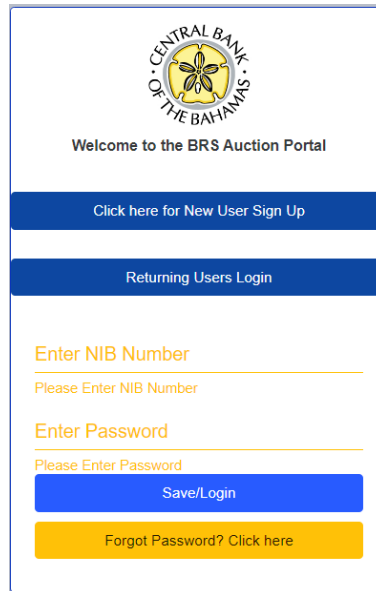


BRS Portal User Guide

1. Enrolment

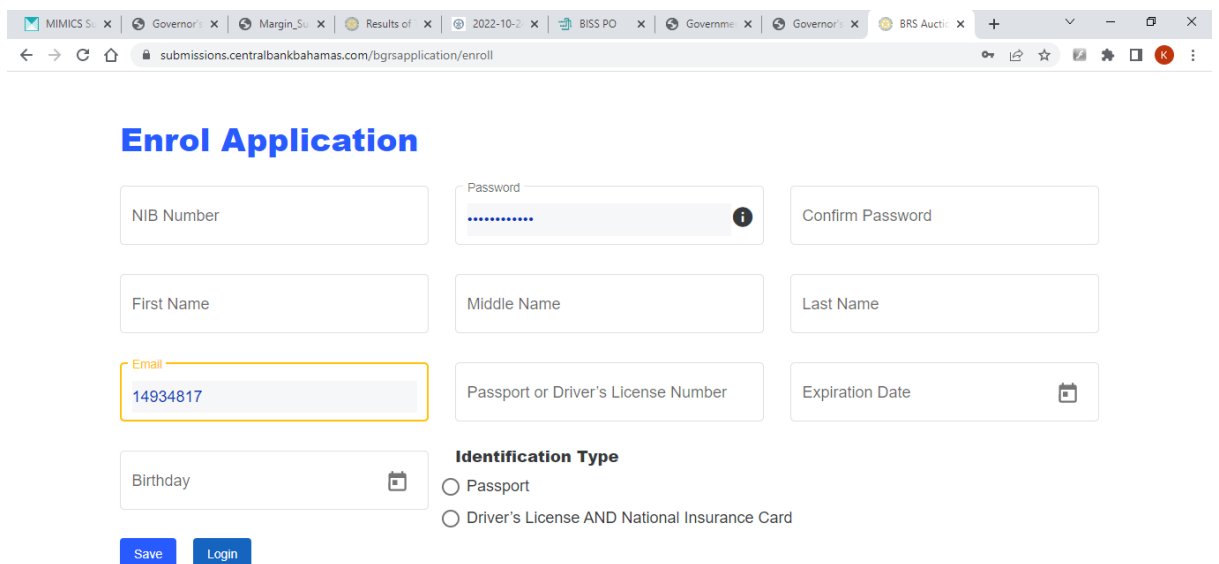
1.1. Go to the site: <https://submissions.centralbankbahamas.com/bgrsapplication/login>.

1.2. Click the 'Click here for New User Sign Up' button



The screenshot shows the BRS Auction Portal login page. At the top is the Central Bank of the Bahamas logo. Below it, the text reads "Welcome to the BRS Auction Portal". There are two blue buttons: "Click here for New User Sign Up" and "Returning Users Login". Below these are two input fields: "Enter NIB Number" and "Enter Password", each with a placeholder "Please Enter NIB Number" and "Please Enter Password" respectively. A blue "Save/Login" button is positioned below the password field, and a yellow "Forgot Password? Click here" button is at the bottom.

1.3. Complete all fields and include the pages of passport¹ or driver's license + NIB card shown below. This should account for all pertinent details pertaining to the applicant's identity e.g. Legal Names, Date of Birth, Place of Birth, NIB number, and Specimen Signature.



The screenshot shows the "Enrol Application" form in a web browser. The browser's address bar shows the URL "submissions.centralbankbahamas.com/bgrsapplication/enroll". The form has the following fields and options:

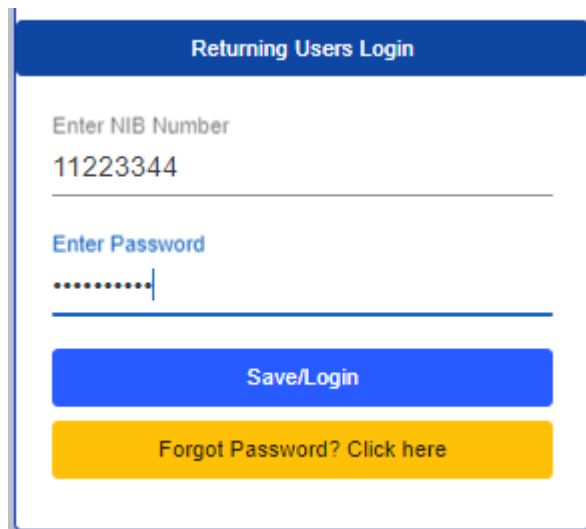
- NIB Number
- First Name
- Middle Name
- Last Name
- Email (with a yellow border and the value "14934817")
- Passport or Driver's License Number
- Expiration Date (with a calendar icon)
- Birthdate (with a calendar icon)
- Identification Type:
 - Passport
 - Driver's License AND National Insurance Card

At the bottom of the form are two blue buttons: "Save" and "Login".

¹ Passport sample extracted from the Ministry of Foreign Affairs website <https://mofa.gov.bs/passportrenewal/>

2. BRS Application

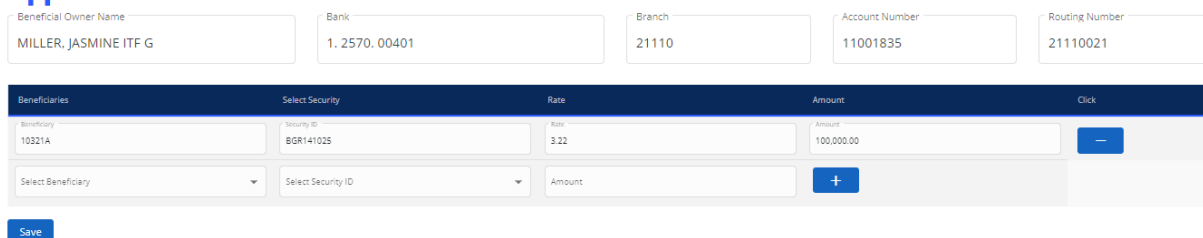
2.1. Once approved, the user can log into the portal with their **User ID** (NIB number) and **Password**.



2.2. The application allows the user to select from his/her inventory of accounts, whether solely owned or in joint custody, displaying the beneficial owner(s) and settlement instructions in the top grid for ease of reference.

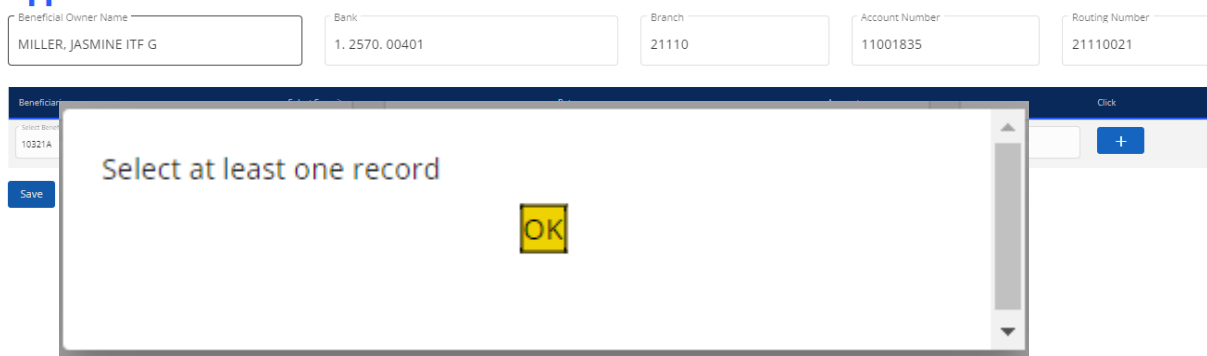
2.3. The user can then create as many bids as needed within the portal, and click **Save**.
N.B. If the user only creates ONE bid, they must click the **+ icon** before clicking **Save**. This is to ensure the user confirms finality of the bid before clicking **Save**.

Application



*If the user does not click the **+ icon** before saving, they will receive an error message prompting them to **"Select at least one record"**.*

Application



2.4. Shortly after submitting the bid(s) the user should receive an email confirming bids received, total settlement proceeds due, and settlement instructions.

BRS Invoice	CSD1001								
Client UID	BAHAMAS2020			Offering Number	MIMICS10001				
Client Name	KAREEM CENTRAL BANK			Opening Date	05/01/2020				
Client Address				Closing Date	05/15/2020				
Account	Security ID	Bonds	Nominal	Principal	Price	Cost of Pincipal	Accrued Interest Price	Total Accrued Interest	Total Due
000450112345	BGRS202040M	1,000	\$100.00	\$100,000.00	\$98.50	\$98,500.00	\$1.24	\$1,200.00	\$99,700.00
000450112346	BGRS2025	2,000	\$100.00	\$200,000.00	\$97.00	\$194,000.00	\$1.25	\$2,500.00	\$196,500.00
000450112345	BGRS202040M	250	\$100.00	\$25,000.00	\$98.50	\$24,625.00	\$1.24	\$300.00	\$24,925.00
000450112346	BGRS2025	950	\$100.00	\$95,000.00	\$97.00	\$92,150.00	\$1.25	\$1,187.50	\$93,337.50
								Total Due	\$414,462.50
Settlement Instructions:									
By Wire Transfer									
Beneficiary Bank			Central Bank of The Bahamas						
BIC (if applicable)			CBBHBSNS						
Branch/Transit (if applicable)			10000						
Beneficiary Account			1315010051						
Details			CSD1001+KAREEM CENTRAL BANK						

2.5. The user can also **View** submitted bids and statuses directly in the portal.

2.5.1. The status will show **Pending** for bids that have been unsettled, **Payment Approved** for bids that are settled, and **Past** for offers that are closed.

Security ID	Application Date	Application Amount	Status	Acceptance Details	Amount Accepted	Refund Details
BGRS202040M	05/09/2020	100,000.00	PaymentApproved			
BGRS2025	05/09/2020	200,000.00	PaymentApproved			
BGRS202040M	05/09/2020	25,000.00	PaymentApproved			
BGRS2025	05/09/2020	95,000.00	PaymentApproved			
BGRS202040M	05/09/2020	25,000.00	PaymentApproved			

2.5.2. Once Payment is “Approved” user will also receive an automated email to confirm receipt of payment.

The Central Bank of the Bahamas has received your BRS Application Payment with the details:

Payment Date : 16/06/2022

Payment Amount: 100.00

Payment Method: Wire Transfer

Reference: 12345

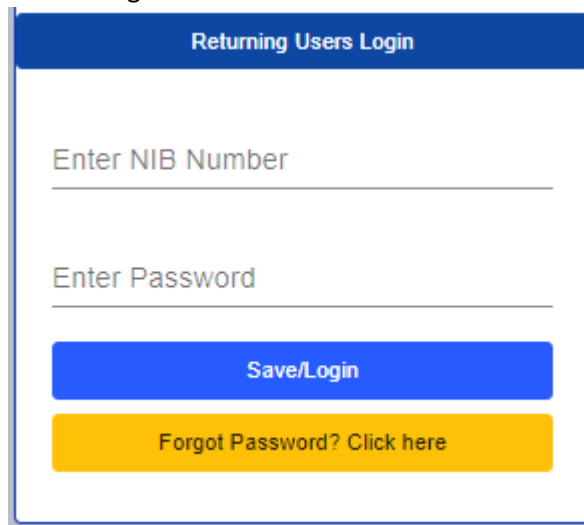
2.6. Standard BRS allocation letter will be received via email on or before the settlement date of the offer. The user’s allocation status will also be visible via the portal.

Security ID	Application Date	Application Amount	Status	Fully Accepted
BGRS202040M	05/09/2020	1,000.00	Paid	1,000.00
BGRS202040M	05/09/2020	5,000.00	Paid	N/A

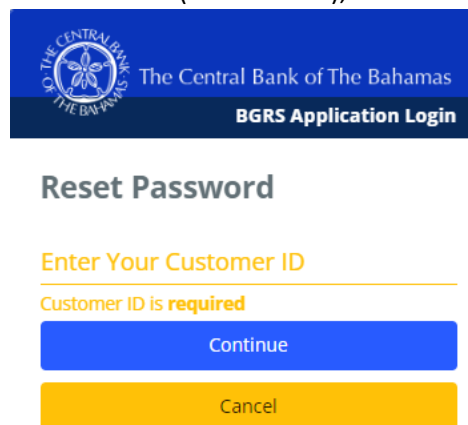
Security ID : BGRS202040M NIB Number : BAHAMAS2020 Application Date : 05/09/2020 Application Amount : 5000 Amount Accepted : 0

3. Automated Password Reset

3.1. Click **Forgot Password** at the login screen.



3.2. User will be asked to enter **Customer ID** (NIB number), then click **Continue**.



3.3. User will be will receive a temporary password via email.

3.4. Shortly thereafter, the user will receive an email with an updated password.

PLEASE DO NOT RESPOND DIRECTLY TO THIS E-MAIL.

This is a service email sent regarding your BGRS Auction Application Web Portal online access. For your security we recommend that you reset this password after logging in. If you did not request a password reset urgently contact us at the below.

3.5. The user can login and modify the password by clicking on the three dots at the top right of the screen.

