

Bonds/Stock 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



Welcome to the BRS Portal

[Click here for New User Sign Up](#)

- 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.

Enrol Application

NIB Number	Password	Confirm Password
First Name	Middle Name	Last Name
Email	Passport or Driver's License Number	Expiration Date
14934817		
Birthdate	Identification Type	
	<input type="radio"/> Passport	
	<input type="radio"/> Driver's License AND National Insurance Card	
<input type="button" value="Save"/>	<input type="button" value="Login"/>	

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



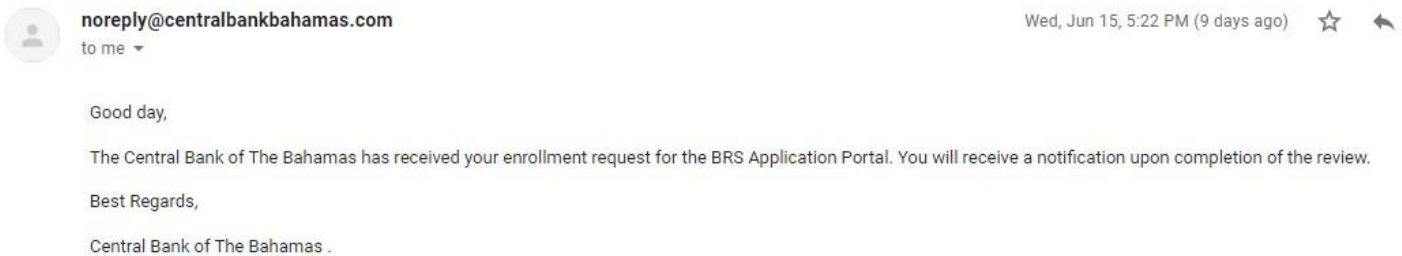
1.4. Click **Save**.

1.5. Once the form is compliant you will see the below screen. Click **OK**.

Your enrollment application request was successful. Please note that typical wait time for processing is 48 hours. Email confirmation will be forwarded once the enrollment is approved.

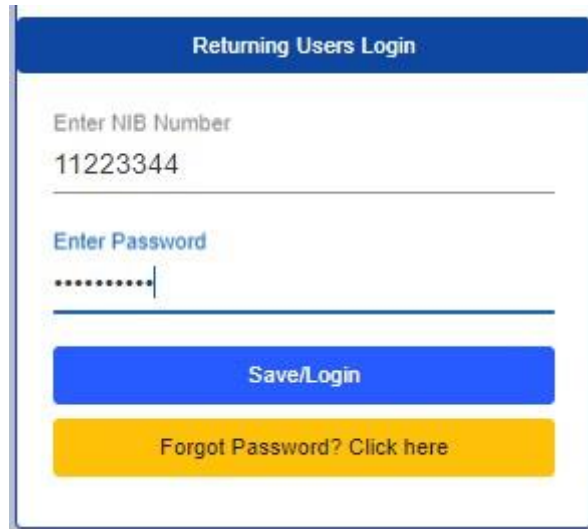
OK

1.6. User should also receive an email confirmation of the application as shown below.



2. BRS or BSB Application

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

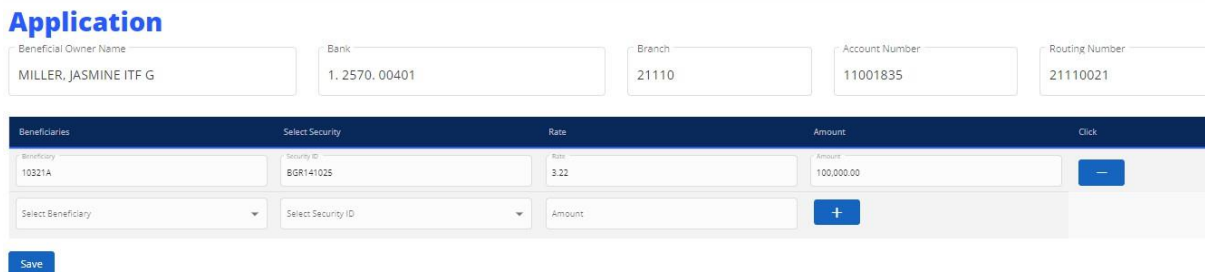


The image shows a login form titled "Returning Users Login". It contains two input fields: "Enter NIB Number" with the value "11223344" and "Enter Password" with masked characters ".....". Below the fields are two buttons: a blue "Save/Login" button and a yellow "Forgot Password? Click here" button.

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**.

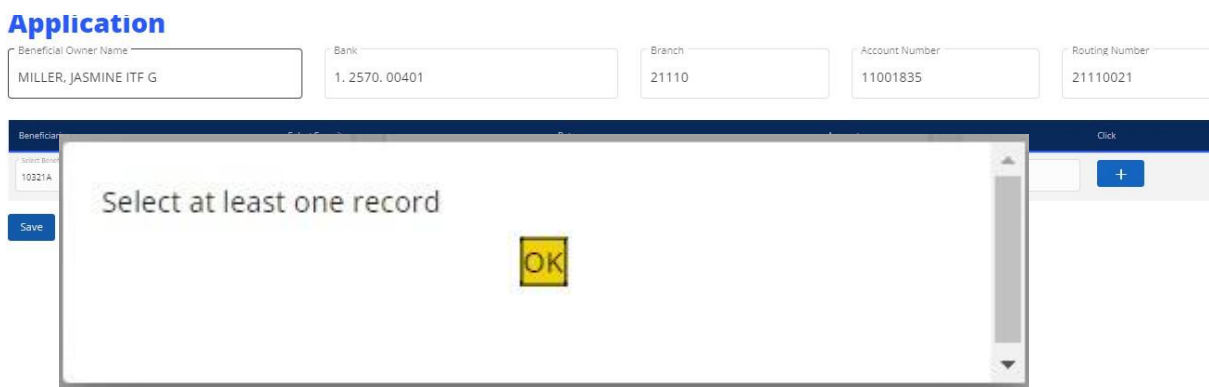
N.B. If the user only creates ONE bid, they must click the **+ icon** before clicking **Save**. This is to ensure the user confirms finality of the bid before clicking **Save**.



The image shows the "Application" form. At the top, there are five input fields for Beneficial Owner Name, Bank, Branch, Account Number, and Routing Number. Below these is a table with columns: Beneficiary, Select Security, Rate, Amount, and Click. The table contains one row with values: 10321A, BGR141025, 3.22, 100,000.00, and a minus sign icon. Below the table are dropdown menus for "Select Beneficiary" and "Select Security ID", an "Amount" input field, and a plus sign icon. A "Save" button is located at the bottom left.



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



The image shows the "Application" form with an error message overlay. The error message is a white box with a yellow "OK" button, containing the text "Select at least one record". The background shows the same form as in the previous image, but the "Save" button is highlighted.

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	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 Details			1315010051						
			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

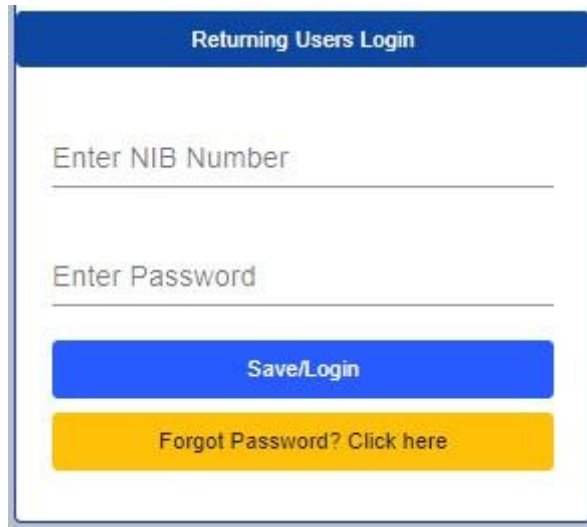
Reference: 12345

2.6. Standard BRS or BSB 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.

BGRS202040M	06/09/2020	1,000.00	Paid	Fully Accepted	1,000.00	
BGRS202040M	06/09/2020	5,000.00	Paid	N/A	0.00	Security ID : BGRS202040M / NIB Number : BAHAMAS2020 Application Date : 06/09/2020 Application Amount : 5000 Amount Accepted : 0

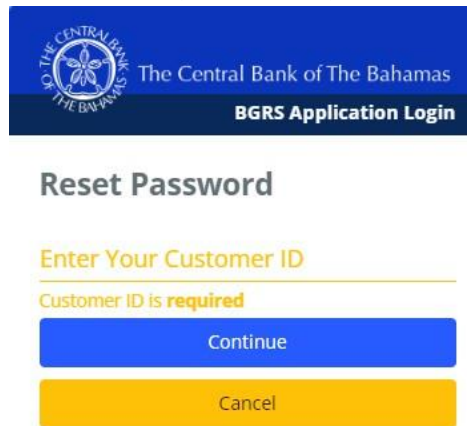
3. Automated Password Reset

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



The image shows a login form titled "Returning Users Login". It contains two input fields: "Enter NIB Number" and "Enter Password". Below the fields are two buttons: a blue "Save/Login" button and a yellow "Forgot Password? Click here" button.

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



The image shows a "Reset Password" form. At the top, it features the Central Bank of The Bahamas logo and the text "The Central Bank of The Bahamas" and "BGRS Application Login". Below this is the heading "Reset Password" and a yellow input field labeled "Enter Your Customer ID". A red error message "Customer ID is required" is displayed below the field. At the bottom are two buttons: a blue "Continue" button and a yellow "Cancel" button.

3.3. User 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.

