

RAMP 2.0 USER GUIDE · 2026 EDITION

How to Use **RAMP**

The practical guide to registering, renewing and managing LEIs: placing orders, payment methods, pricing and every RAMP feature.



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RAMP 2.0 is LEI Worldwide's LEI portfolio management platform: register, renew, transfer and monitor every LEI in one place. For anything not covered here, visit support.leiworldwide.com or ask your Account Manager.



01 SECTION 01 Getting Started

- 1 Create your account.** Register at leiworldwide.com or during any LEI order. Your login gives you access to the full RAMP dashboard.
- 2 Make it a company account.** Tick "Make this a company account" at registration, or convert later in Account Details, to manage LEIs as a team.
- 3 Add your team.** Invite new or existing users by email from the RAMP dashboard. Everyone logs in with their own credentials.

How Company Accounts Work

- ✓ Every member can see, and receives notifications for, all company LEIs and the shared Watchlist.
- ✓ Manage company details, upload your logo and administer members from the RAMP dashboard.
- ✓ Each user keeps their own billing details; if a member leaves, their LEIs stay on the company list.

Ordering as a guest: you can order without registering, using just your name and email. Orders placed with the same email are linked, and if you register later with that email your full order history is saved to your account.



SECTION 01 · CONTINUED

Adding Team Members

Convert your account into a company account and your whole team can work from one master account: flexible invoices and billing per user, and every group LEI organised in one place for oversight and reduced risk.

STEP 1

Click the dashboard icon at the top right of the page and open **Account Details**.

STEP 2

Select **"Convert this account to a company account"** at the bottom of the screen.

STEP 3

Fill in the company name and country, then press **"Create company account"**.

STEP 4

In the new window, select **"Manage members"** under "Add members to your team".

STEP 5

Select **"Add a new member"**.

STEP 6

Enter your colleague's email and click **check**. Once the address is verified, fill in their details and create the account.

Your colleague receives an email invite with their new password and a login link. From then on, the whole team can register and renew LEIs from the one account, and **every member receives the group renewal reminders**.

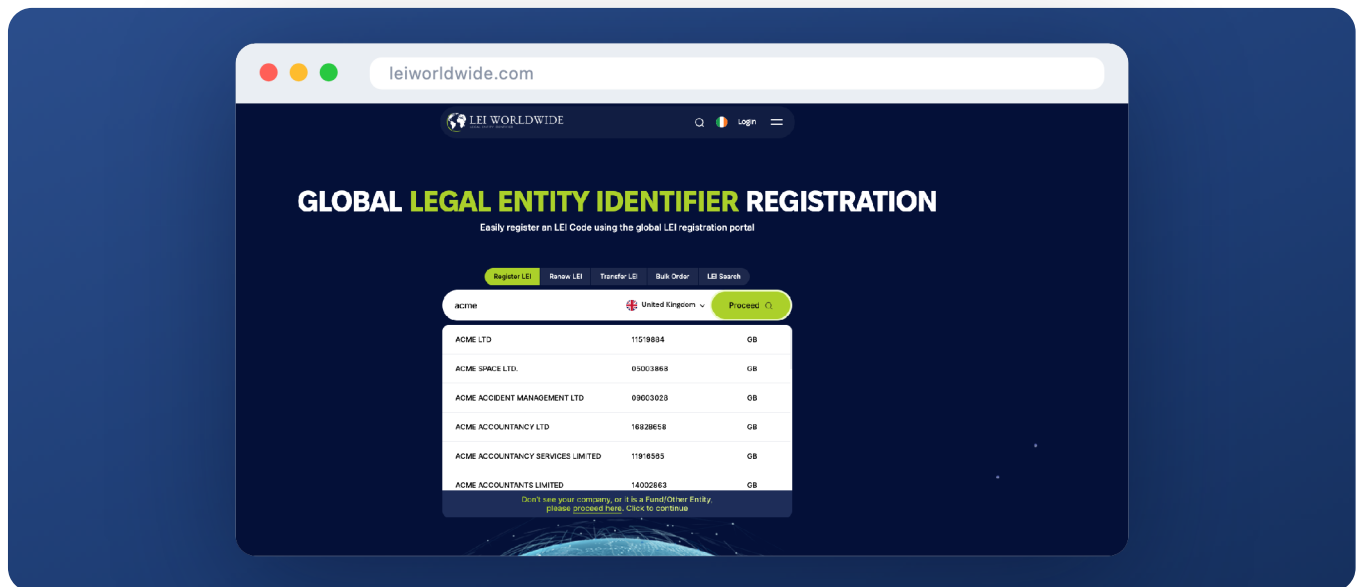
LEIs with other providers? We can move them all into the one account for easy management. Contact support@lei-worldwide.com to get started.



02 SECTION 02

Placing an Order

RAMP handles three order types: **New LEI**, **Renewal** and **Transfer (Import)**. Every order follows the same four steps:



STEP 1

Choose your product and term. New LEI, Renewal or Transfer, for 1, 3 or 5 years. Multi-year terms lock in a lower annual price.

STEP 2

Enter the entity details. Search by company name or number. Where the jurisdiction's registry is connected, RAMP fetches the company data for you.

STEP 3

Confirm the company data. Review the retrieved record, upload any requested KYC documents, and confirm.

STEP 4

Pay and track. Pay by card or invoice. Your order appears in RAMP immediately, with your LEI certificate delivered on completion.

Registry-connected. In jurisdictions with an open registry API, RAMP retrieves entity data directly from the national corporate registry: less re-keying, fewer errors, faster issuance.



SECTION 02 · CONTINUED

Transfers, Bulk Orders & Multi-Year Terms

Transferring an LEI to Us

Order via the Transfer & Renewal section and RAMP automatically sends a Letter of Authorisation for e-signature (via Signable, with a PDF copy attached). Sign it, and we handle the move from your current provider. You will receive a daily signing reminder for up to 7 days, and a copy of the signed document for your records.

BULK ORDERS

Managing a portfolio? Upload a spreadsheet to place bulk orders, or ask us to import your existing LEI portfolio into RAMP so renewal reminders and monitoring start straight away.

MULTI-YEAR TERMS

Register or renew for 1, 3 or 5 years in one order. We manage the annual GLEIF renewals for the whole term, so there is nothing to remember in between.

Digital Signatures on LoAs

You can sign the LoA electronically through the link we send, or with your own signing software such as DocuSign. If you sign with your own software, include the signature verification and signing workflow page along with the signed document, and make sure the signer matches the authorised signatory in your entity documents.



Transferring costs just €10 without a renewal, and most transfers complete within a few working days once the signed LoA is returned.



03

SECTION 03

Payment Methods

Four ways to pay, all handled securely. Choose whichever suits your workflow at checkout.

Card

Pay instantly at checkout with any major card, processed securely by Stripe (PCI compliant). Nine currencies are available with equivalent pricing.

Invoice

Click "Request an invoice" at checkout. You receive it by email with a secure payment link, and your order continues automatically once payment is made. Invoices are issued in EUR and remain payable for 30 days.

Bank Transfer

Settle the invoice by transfer to our bank account using the PDF invoice attached to your email. Include the invoice number as the payment reference so we can match it quickly.

Prefunded Account

For teams ordering at volume: deposit an upfront amount and draw down applications as required, streamlining issuance and billing. Ask your Account Manager to set this up.

Invoice orders continue the moment payment arrives: Stripe notifies us automatically, so there is no need to chase confirmation. For bank transfers, send your remittance to your Account Manager to speed up matching.

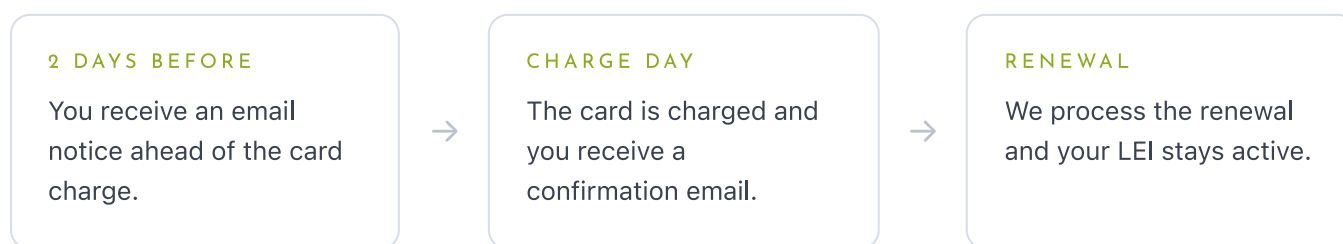


SECTION 03 · CONTINUED

Auto-Renewal & Billing

How Auto-Renewal Works

With auto-renewal, the card you used for your previous payment is charged automatically one month before your term expires, so your LEI never lapses.



Invoices & Receipts in RAMP

- ✓ Download invoices and receipts for every order directly from your RAMP account.
- ✓ Automatic reminders are sent while an invoice remains unpaid, so nothing slips through.
- ✓ Billing details are per user, so each team member manages their own.

Custom pricing: institutional accounts can have agreed pricing applied to their login, visible as your prices whenever you order. Speak to your Account Manager.



04

SECTION 04 Pricing

Standard pricing in EUR. Nine currency options are available with equivalent pricing.

TERM	NEW LEI	RENEWAL	TRANSFER ONLY
1 year	€89	€89	€10
3 years	€260	€260	€10
5 years	€425	€425	€10

Included in Every Registration

- ✓ Same day issuance
- ✓ LEI PDF certificate
- ✓ Free unlimited data updates
- ✓ Secure PCI compliant payments
- ✓ All GLEIF fees handled
- ✓ Listing on the global LEI index
- ✓ Regular monitoring & maintenance
- ✓ 24/7 customer support

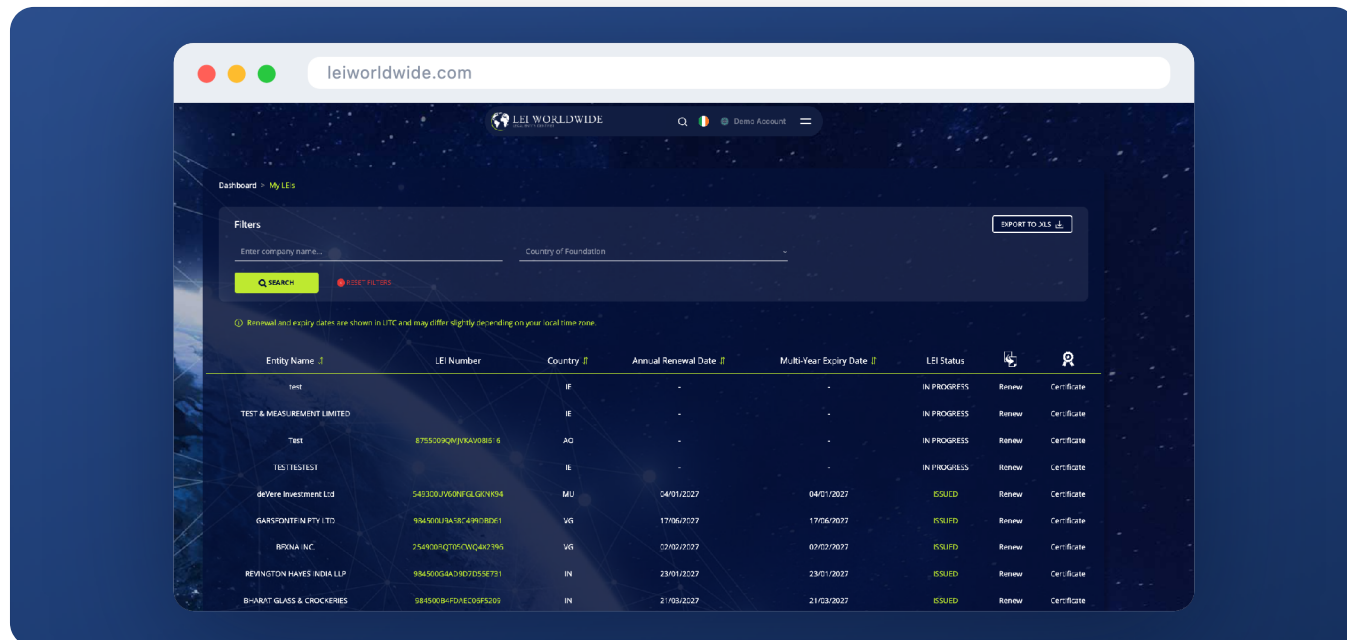
Some jurisdictions carry a small surcharge, and volume pricing is available for institutional portfolios. Your Account Manager can confirm the exact rates for your account.



05

SECTION 05

RAMP Features

**My LEIs**

Your full portfolio in one table: status, expiry dates and renewal actions for every LEI you manage.

My Client's LEIs

A separate view for LEIs you manage on behalf of end clients, with the same oversight and reminders.

LEI Search

Look up any LEI on the global index, check its status, and act on it directly from the results.

Watchlist

Star any LEI, including counterparties, to monitor it and receive its renewal notifications.

Renewal Reminders

Automatic email reminders start 59 days before expiry and continue until the LEI is renewed.

Invoices & Receipts

Every order's paperwork, downloadable from your account whenever finance needs it.



SECTION 05 · CONTINUED

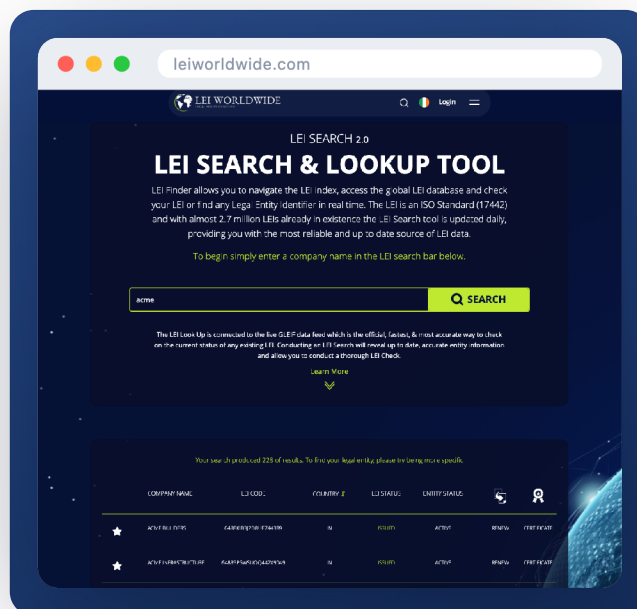
Using the Watchlist & Getting Help

Watchlist in Three Steps

1 Find the LEI. Search for any entity with the LEI Search tool, or open its LEI page.

2 Star it. Mark the star next to the LEI. Watched LEIs are highlighted in yellow wherever they appear.

3 Stay informed. You receive renewal reminders for watched LEIs, clearly marked as Watchlist notifications.



Why teams use it: compliance and onboarding teams watch counterparty LEIs to catch lapses before they affect reporting. On a company account, the Watchlist is shared with your whole team.

Getting Help

Live Chat

Chat with our support team directly from RAMP or the website.

Knowledge Base

Step-by-step guides at support.leiworldwide.com.

Account Manager

Institutional clients have a dedicated contact for every order and query.



06

SECTION 06

Why LEI Worldwide

Official registration agent

We register, renew and transfer LEIs through our partner network of LOUs, with all GLEIF fees handled.

200+ jurisdictions

Global coverage for every entity type, including funds, sole proprietors and remote jurisdictions most providers do not cover.

Fast when it matters

Same day issuance through the fastest routing available for each jurisdiction, including lapsed LEIs that need urgent attention.

One platform for the portfolio

RAMP keeps every LEI, reminder, invoice and team member in one place: no spreadsheets, no lapsed surprises.

Free unlimited updates

Address or name changed? LEI data updates are free for the life of your registration.

Dedicated account management

Institutional clients get a named Account Manager who knows their portfolio and answers fast.

Trustpilot ★★★★★

Deloitte RegTech Universe 2023

Irish Funds FinTech Factor 2022 Winner



LEI WORLDWIDE
LEGAL ENTITY IDENTIFIER

Keep every LEI in one place.

OFFICIAL LEI REGISTRATION AGENT · LEIWORLDWIDE.COM