Nasdaq Listing Center – Getting Started Guide

Step-by-Step Instructions for New Account Setup

Welcome to the Nasdaq Listing Center. This guide is designed to help you create a new Listing Center account quickly and efficiently. Please read through all instructions carefully to ensure a smooth registration experience.

Before You Begin

Make sure you have:

1) Your work email address (not Gmail, Yahoo, or other personal email)
2) Your mobile phone
3) 5-10 minutes of uninterrupted time

Quick Checklist

Before starting, make sure you:

1) can access your work email right now
2) know your role (like: Company Contact, Legal Counsel, Fund Advisor, etc.)
3) have your phone nearby for setting up second factor authentication

Step 1: Start Your Registration

1) Go to the Nasdaq Listing Center homepage: https://listingcenter.nasdaq.com
2) Click the "Create new user account" link

3) Enter your company work email address in the E-mail field.
   Note: *Personal email addresses (like Gmail, Yahoo, Hotmail) will not work.*

4) Complete the security check.
   i)   Look at the 5 letter code

ii) Type exactly what you see into the box below it. If you cannot read the letters properly, click "Generate New Image" to get a different Letter code.

5) Click on the "CREATE USER" button

6) You will see a confirmation message that an email has been sent to the address provided.
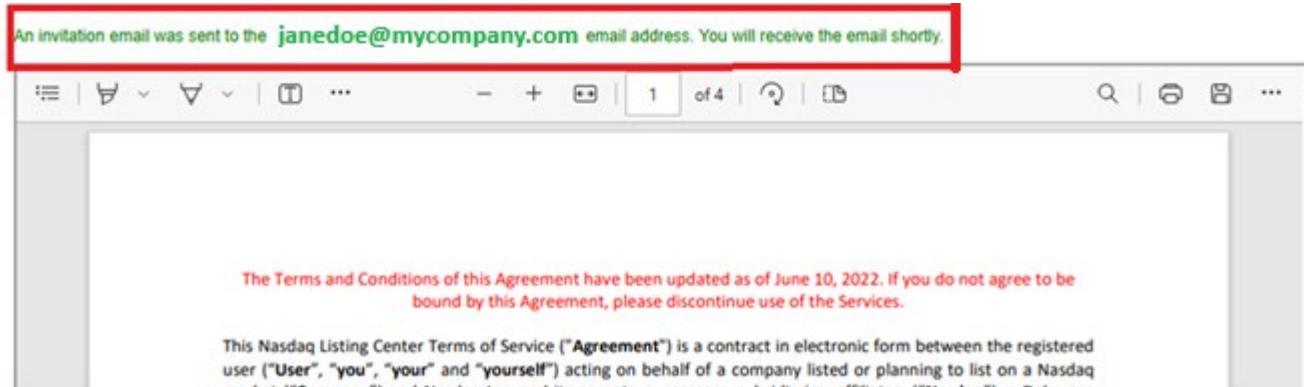
Step 2: Check Your E-Mail

1) Open your work email and look for a message from listingapplications@nasdaq.com. If you don't see it, check your Spam or Junk folder.

2) Open the email and click the "Register" link inside.
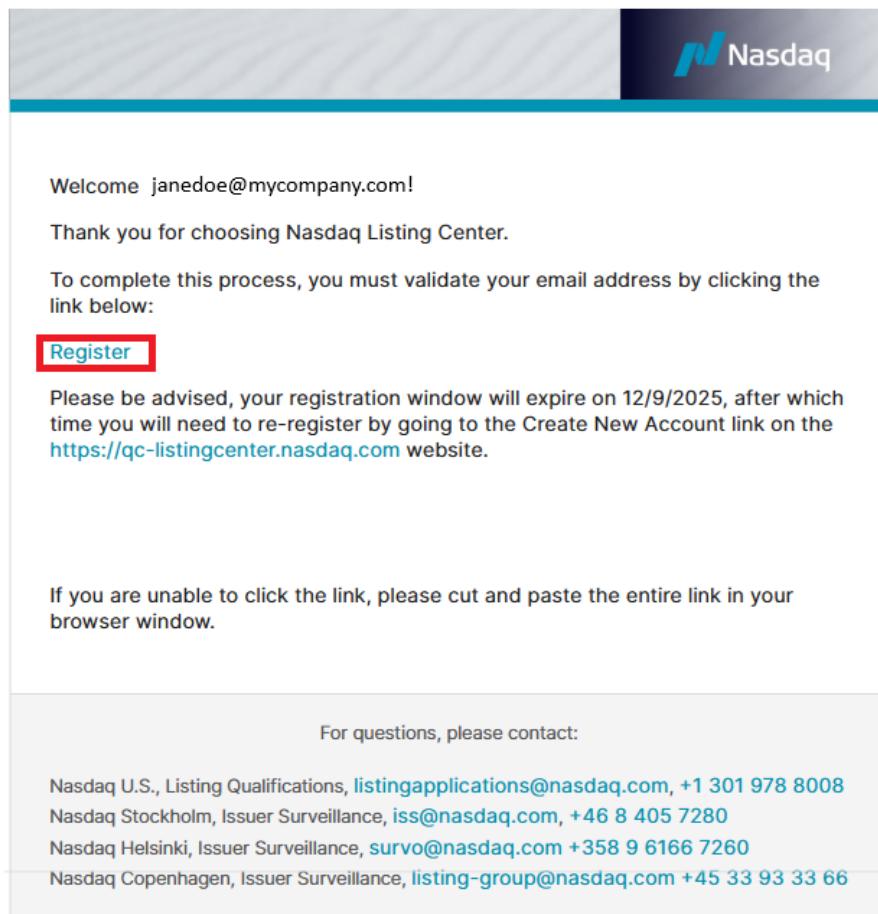
Step 3: Enter your profile information

1) Enter the following information

First Name
Last Name
Phone Number
Mobile Number

2) Click the "Continue" button

Nasdaq
Listing Center

Profile information

Nasdaq ID::   **janedoe@mycompany.com**

First Name:*

Last Name:*

Phone Number:

Mobile Number:

Continue

Step 4: Set up Security Questions

1) You'll need to set up 4 security questions and their answers.
2) Choose answers you will remember easily.
3) Avoid answers that might change (like "favorite movie")
4) You can use spaces and special characters (like ! or @)
5) Write down your answers somewhere safe (just in case you forget them!)

Click the "Continue" button.

Security Questions

The following questions help reset your password or verify your credentials for each of your devices.

Note: You can use spaces or special characters in answers.

Question 1:

In what year was your brother born?

••••••••   Tap to show 👁

Question 2:

In what year was your father born?

••••••   Tap to show 👁

Question 3:

In what year was your mother born?

••••••   Tap to show 👁

Question 4:

What city were you born in?

••••   Tap to show 👁

Continue

Back

Step 5: Create your password

1) Type your new password in the first box

Password requirements:

Your password must meet the following criteria:

- **Minimum Length:** At least **8 characters**.
- **Character Types:**
    - **1 lowercase letter** (a–z)
    - **1 uppercase letter** (A–Z)
    - **1 numeric digit** (0–9)
    - **1 special character** (e.g.! @ # $ % ^ & *)

2) Type the same password again in the second box
3) Click the "Save button.

Step 6: Update Profile

1) Fill in these fields:

> Company Name (example: ABC Corporation)
>
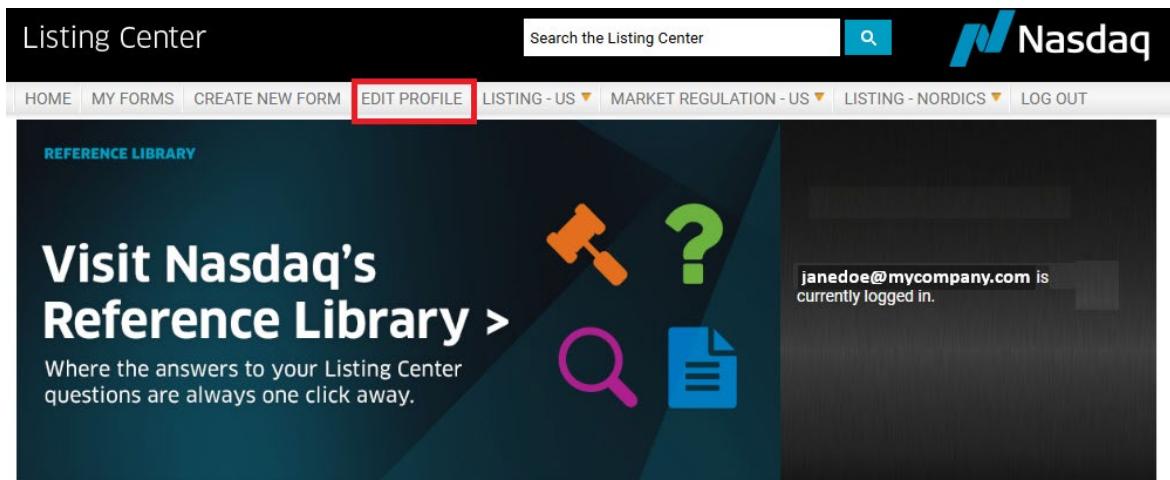> Relationship to Applicant – Choose what describes you
>
> Listing Center – Choose US or Nordic as applicable

2) Click the "UPDATE PROFILE" button

3) You will be taken to the Listing Center homepage shown below. Click on the "EDIT PROFILE" link.

Step 7: Edit Profile

NOTE:- This step will guide you through setting up a second factor authentication. You can do this step right now or next time you log in.

1) Click on "CHANGE SECOND FACTOR" button to setup the second factor (multifactor) authentication.

Step 8: Set up a Second Factor Authentication

You can set up the second authentication factor on your Android phone or iPhone, by following the instructions provided below. You only need to choose and set up ONE method.

Set up multifactor authentication

Configure Factors

Okta Verify
Use a push notification sent to the mobile app. — Setup

Google Authenticator
Enter single-use code from the mobile app. — Setup

Microsoft Authenticator
Enter single-use code from the mobile app. — Setup

Finish

Set up Google Authenticator

To enhance the security of your Listing Center account, you can set up Google Authenticator as your second authentication factor. This process works with both Android and iPhone devices.

1) Install Google Authenticator

1. If you do not already have Google Authenticator on your device, open your phone's App Store or Google Play Store

2. Search for "Google Authenticator"

3. Download and install the application
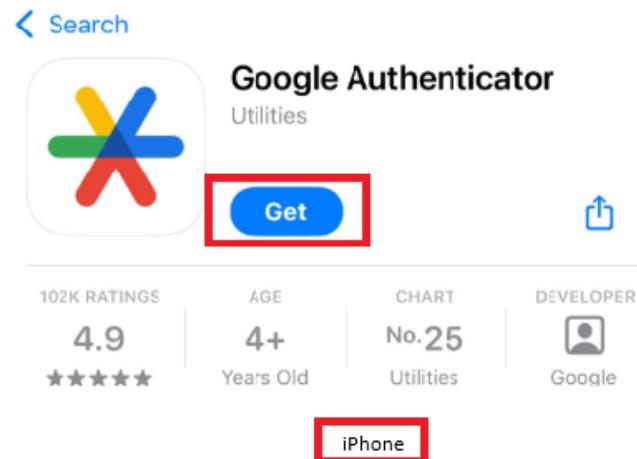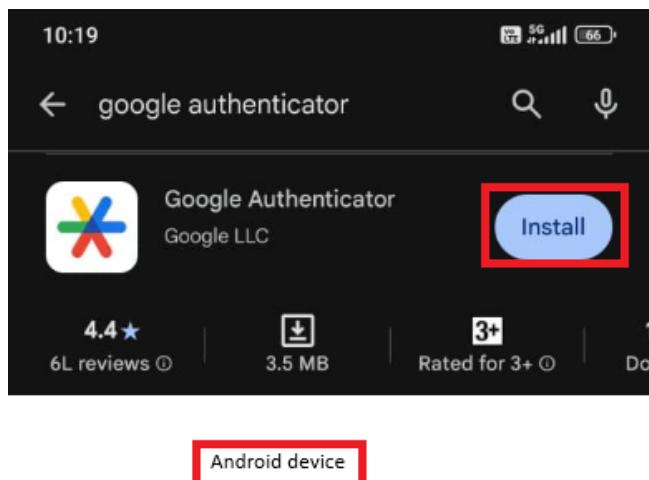
Android device

iPhone

2) Set up for the Listing Center Account:

    1.   Click the "Setup" button next to the Google Authenticator
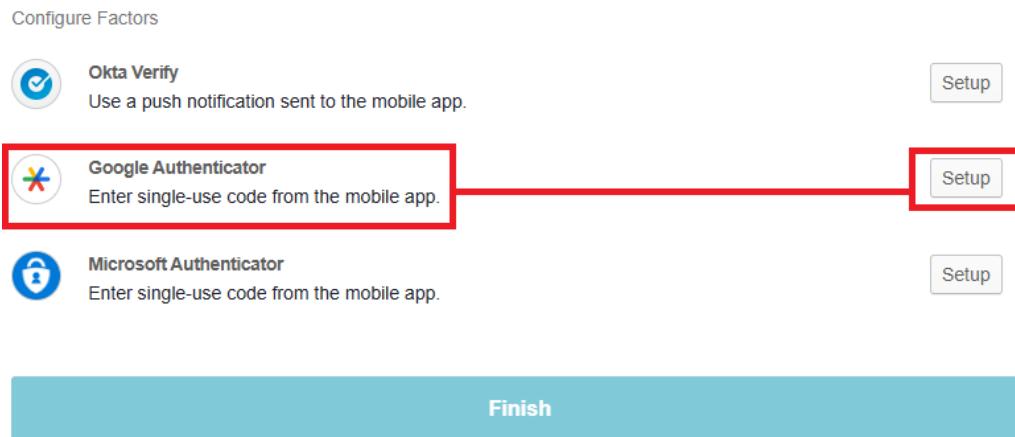
    2.   Select your device type—either "iPhone" or "Android"—to proceed.
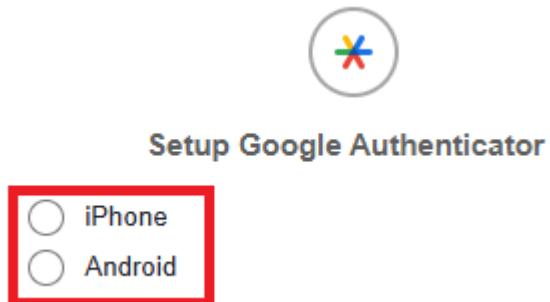
3. Scan the square code (QR code) that appears:

- Open the Google Authenticator app on your phone
- Tap the "+" button
- Tap "Scan a QR code"
- Point your camera at the code on your computer screen

Setup Google Authenticator

Scan barcode
Launch Google Authenticator, tap the "+" icon, then select "Scan barcode".

Can't scan?

Next

4. Enter the 6-digit code from your phone into the box on your computer and click Next

Setup Google Authenticator

Enter code displayed from the application

Enter Code

118524

Next

5. You will see the app you just configured under the Enrolled factors. Click "Finish"

Set up multifactor authentication

Enrolled factors

 Google Authenticator ✅ 🗑️

Additional optional factors

 Okta Verify
Use a push notification sent to the mobile app.
| Setup |

 Microsoft Authenticator
Enter single-use code from the mobile app.
| Setup |

Finish

From now on, you'll use this app every time you log in.

Set up Okta Verify

To enhance the security of your Listing Center account, you can set up Okta Verify as your second authentication factor. This process works with both Android and iPhone.

    1)   **Install Okta Verify**

    1. If you do not already have Okta Verify on your device, open your phone's App Store or Play Store

    2. Search for "Okta Verify"

    3. Download and install the application
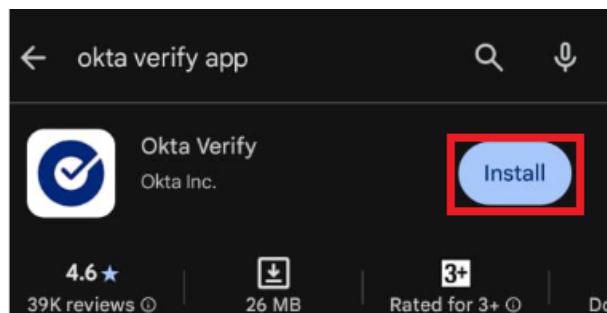
Android   iPhone

2) Set up for the Listing Center Account:

1. Click the "Setup" button next to the Okta Verify

Set up multifactor authentication

Configure Factors

	Okta Verify	
✓	Use a push notification sent to the mobile app.	Setup
✳	**Google Authenticator** Enter single-use code from the mobile app.	Setup
🔐	**Microsoft Authenticator** Enter single-use code from the mobile app.	Setup

Finish

2. Select your device type—either "iPhone" or "Android"—to proceed.

Setup Okta Verify

○ iPhone
○ Android

Back to factor list

3. Scan the square code (QR code) that appears:

- Open the Okta Verify app on your phone
- Tap the "+" button
- Tap "Scan a QR code"
- Point your camera at the code on your computer screen

Setup Okta Verify

Scan barcode
Launch Okta Verify, tap the "+" icon, then select "Scan barcode".

Can't scan?

4. Enter the 6-digit code from your phone into the box on your computer and click Next

5. You will see the app you just configured under the Enrolled factors. Click "Finish"

Set up multifactor authentication

Enrolled factors

Okta Verify

Additional optional factors

Google Authenticator
Enter single-use code from the mobile app.   Setup

Microsoft Authenticator
Enter single-use code from the mobile app.   Setup

Finish

From now on, you'll use this app every time you log in.
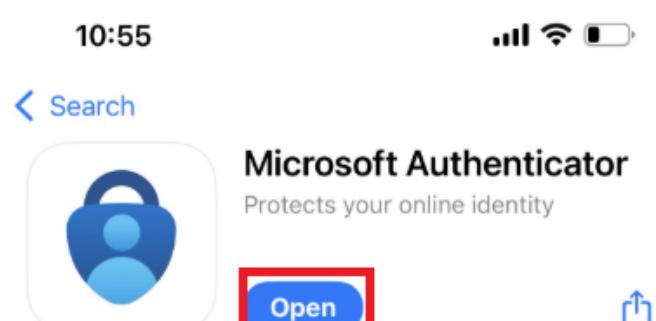
Set up Microsoft Authenticator

To enhance the security of your Listing Center account, you can set up Microsoft Authenticator as your second authentication factor. This process works with both Android and iPhone devices.

1) **Install Microsoft Authenticator**

   1. If you do not already have Microsoft Authenticator on your device, open your phone's App Store or Play Store

   2. Search for "Microsoft Authenticator"
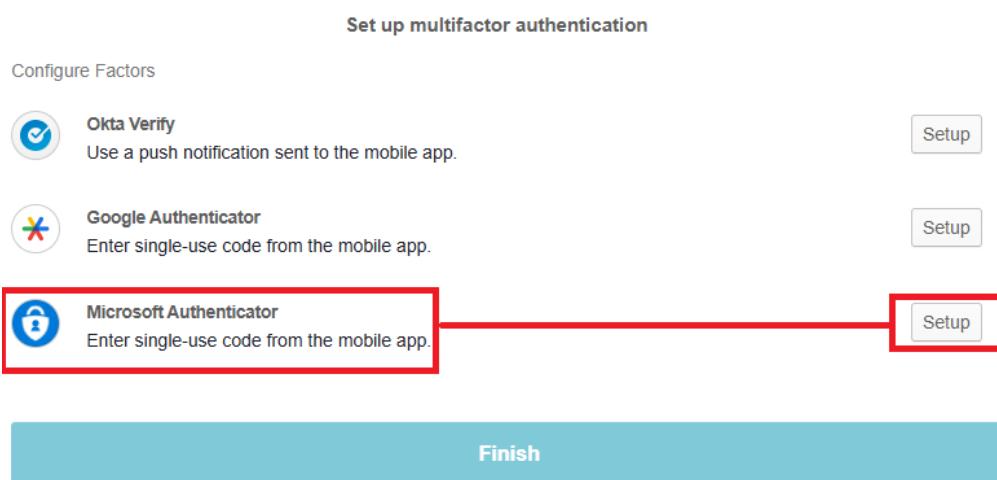
   3. Download and install the application
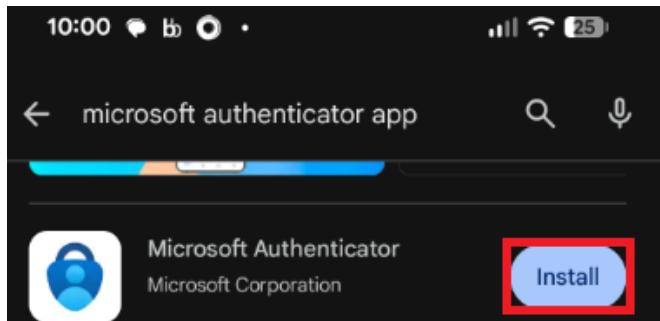
Android   iPhone

2) **Set up for the Listing Center Account:**

   1. Click the "Setup" button next to the Google Authenticator

2. Select your device type—either "iPhone" or "Android"—to proceed.
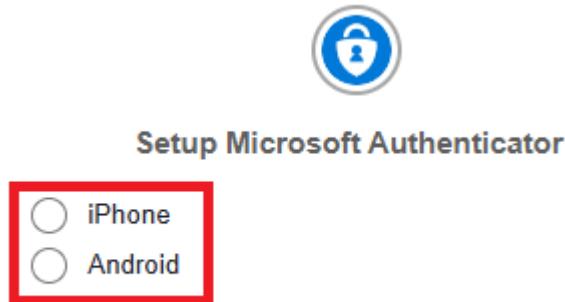
3. Scan the square code (QR code) that appears:

- Open the Google Authenticator app on your phone

- Tap the "+" button

- Tap "Scan a QR code"

- Point your camera at the code on your computer screen

4. Enter the 6-digit code from your phone into the box on your computer and click Next

Setup Microsoft Authenticator

Enter code displayed from the application

Enter Code

626276

Next

Back to factor list

5. You will see the app you just configured under the Enrolled factors. Click "Finish"

Set up multifactor authentication

Enrolled factors

Microsoft Authenticator

Additional optional factors

Okta Verify
Use a push notification sent to the mobile app.

Setup

Google Authenticator
Enter single-use code from the mobile app.

Setup

Finish

From now on, you'll use this app every time you log in.

Step 8: Log In Again to Test Everything

1. Enter your work email and password.

2. Click "Continue"

3. Provide your Multifactor Authentication (MFA) code.

You're now logged into your Nasdaq Listing Center account.

Need Help? Troubleshooting Common Issues

Didn't get the registration email?

• Check your Spam or Junk folder

• Wait 2-3 minutes and refresh your inbox

• Look for an email from support@nasdaq.com

• Click "Create New User Account" page and enter the details and click Send Email again to get the registration link.

Forgot your password?

• Click "Forgot Password?" on the login page.

• Enter your email address and the 6-letter code shown.

• Check your email for a reset link and follow the steps to set a new password.

Authenticator code not working?

• Make sure you're entering the current code (they change every 30 seconds)

• Make sure the app is fully updated

• Try one of the other authenticator apps if problems continue

Still stuck? Contact Nasdaq Support:

- U.S.: listingapplications@nasdaq.com │ +1 301 978 8008
- Stockholm: iss@nasdaq.com │ +46 8 405 70 50
- Helsinki: survo@nasdaq.com │ +358 9 6166 7260
- Copenhagen: aktieteam@nasdaq.com │ +45 33 93 33 66
- Iceland: surveillance.ice@nasdaq.com │ +354 525 2800

Privacy & Security

Your information is protected and used only for account setup and security purposes. For full details, see https://www.nasdaq.com/privacy-statement.

Congratulations! You've successfully set up your Nasdaq Listing Center account. You're ready to start using the platform.