



DOME

Distributed Open
Marketplace for Europe

A single point of access to find, offer and collaborate on digital and cloud services across Europe.

Join the network that is transforming the digital future.



ONBOARDING PROCESS GUIDELINES

TABLE OF CONTENT

What is the Marketplace.....	3
What you can do on the Marketplace.....	3
Why choose the Marketplace.....	4
Who can use it.....	5
How does the Marketplace work.....	5
Onboarding process steps.....	6
Start offering your services.....	13

WHAT IS THE MARKETPLACE?



IT IS AN ONLINE PLATFORM THAT CONNECTS DIGITAL AND CLOUD SERVICE PROVIDERS WITH COMPANIES AND ORGANIZATIONS LOOKING FOR INNOVATIVE TECHNOLOGY SOLUTIONS.

WHAT YOU CAN DO ON THE MARKETPLACE:



Showcase

Publish your digital services.



Collaboration

Find technology partners.



Innovation

Explore solutions to improve your business.

WHY CHOOSE THE MARKETPLACE?

1

Access to new opportunities:



Connect your business to a growing European network.

2

International visibility:



Reach customers and partners across Europe.

3

Simplicity and security:



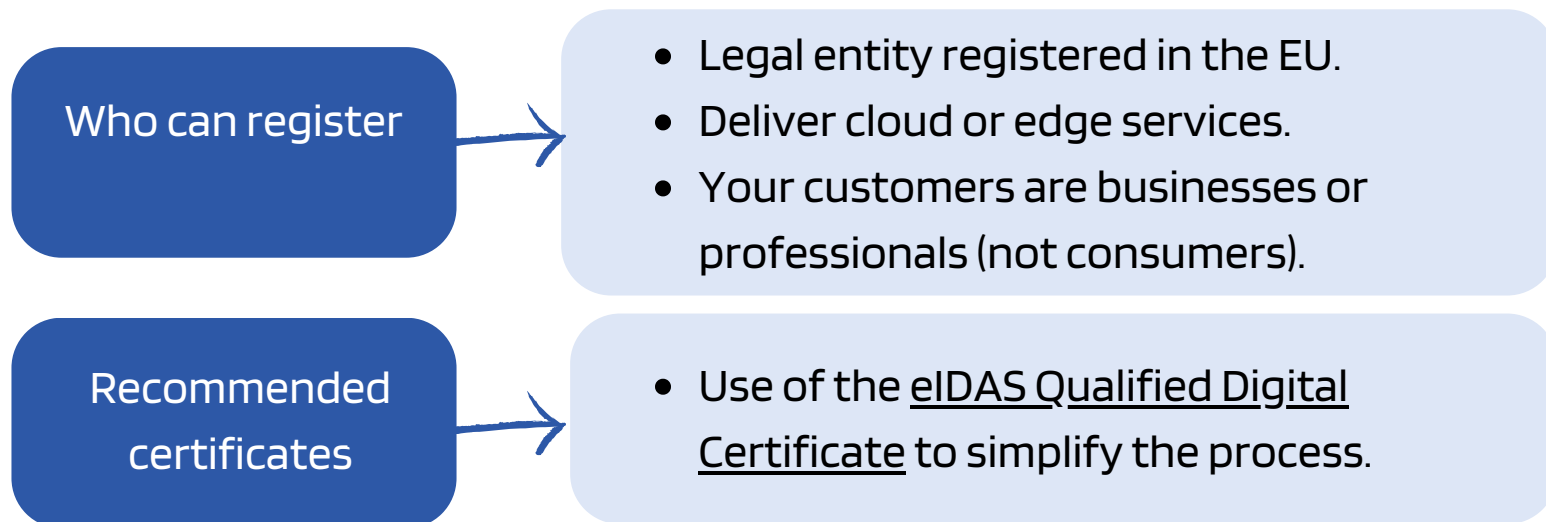
A regulated and secure environment for transactions and collaborations.

WHO CAN USE IT?



HOW DOES THE MARKETPLACE WORK?

ONBOARDING REQUIREMENTS



ONBOARDING PROCESS STEPS

TO ENSURE A HIGH LEVEL OF TRUST AND SECURITY, THE MARKETPLACE USES **VERIFIABLE CREDENTIALS** AS ITS AUTHENTICATION MECHANISM.

STEP 1

Start the process

STEP 3

Sign the marketplace agreement

STEP 2

Submission and verification of documentation

STEP 4

Generation of LEAR Verifiable Credentials

STEP 1: START THE PROCESS

Platform access:

- Go to the Marketplace landing page and click on "Register" in the top right. 

Filling company information forms:

- Form for the legal representative.
- Company information form.
- Form for the Designated Representative of the Legal Entity (LEAR).
- All fields are required unless otherwise stated.
- Use the "Fill in with test data" option if you want to simulate the process before submitting the data.

Document generation:

- Once you have filled out the forms, click on "Submit and create documents". The following will be automatically generated:
 1. **Declaration of honor.**
 2. **LEAR nomination form.**
- Print or save generated PDF documents.

NOTE: If you have any questions about the LEAR form, please see our detailed guide available here. 

STEP 2: SUBMISSION AND VERIFICATION OF DOCUMENTATION

REQUIRED DOCUMENTATION

Depending on whether you have an **eIDAS Qualified Digital Certificate**, the required documents change:

With eIDAS Certificate:

- Digitally signed declaration of honor.
- Digitally signed LEAR nomination form.

Without eIDAS Certificate:

- Certificate of company incorporation (no older than 3 months).
- VAT certificate (no older than 3 months).
- Certified copy of power of attorney (if applicable).
- Declaration of honor signed by hand.¹
- LEAR nomination form signed manually.
- Sworn translations into English

Sending documentation

- Send all documents to email:
onboarding@dome-marketplace.org.

¹ Document certifying the power of representation of the legal representative.



STEP 2: SUBMISSION AND VERIFICATION OF DOCUMENTATION

DOCUMENTATION REVIEW

Duration:

- Up to 5 working days.

Possible results:

1. Documentation approved.
2. Errors or missing documents: You will receive a notice with 14 days to correct and resubmit.

NOTE: Failure to correct within the deadline will result in the rejection of the onboarding request.

STEP 3: SIGN THE MARKETPLACE AGREEMENT

Receipt of the contract:

- After the approval of the documentation, the **legal representative** or appointed **LEAR** will receive the "Marketplace Terms and Conditions" contract pre-filled with your details.
- **Download the contract** to review it before signing.

Signature:

- If you have an eIDAS digital certificate, use it to sign the contract.

Sending the signed contract:

- Send the signed contract to **onboarding@dome-marketplace.org** to proceed with the generation of verifiable credentials.

STEP 4: GENERATION OF LEAR VERIFIABLE CREDENTIALS

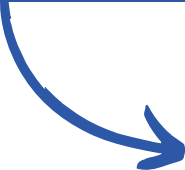
Verifiable credentials are a **secure digital ID** that allows you to access the Marketplace and publish company offers. They also help ensure account reliability and reduce fraud risks.

Digital Wallet Registration

1. Download the DOME Digital Wallet app by following this guide.
2. Complete the wallet registration.

Receiving the Credential Offer

- Within a few days, you will receive an email with a QR code to accept the verifiable credentials.



Steps:

1. Open the email on a different device than the one you installed the wallet on.
2. Click on "Start Credential Offer".
3. Scan the QR code with the wallet.
4. Enter the PIN you received via email to complete the process.



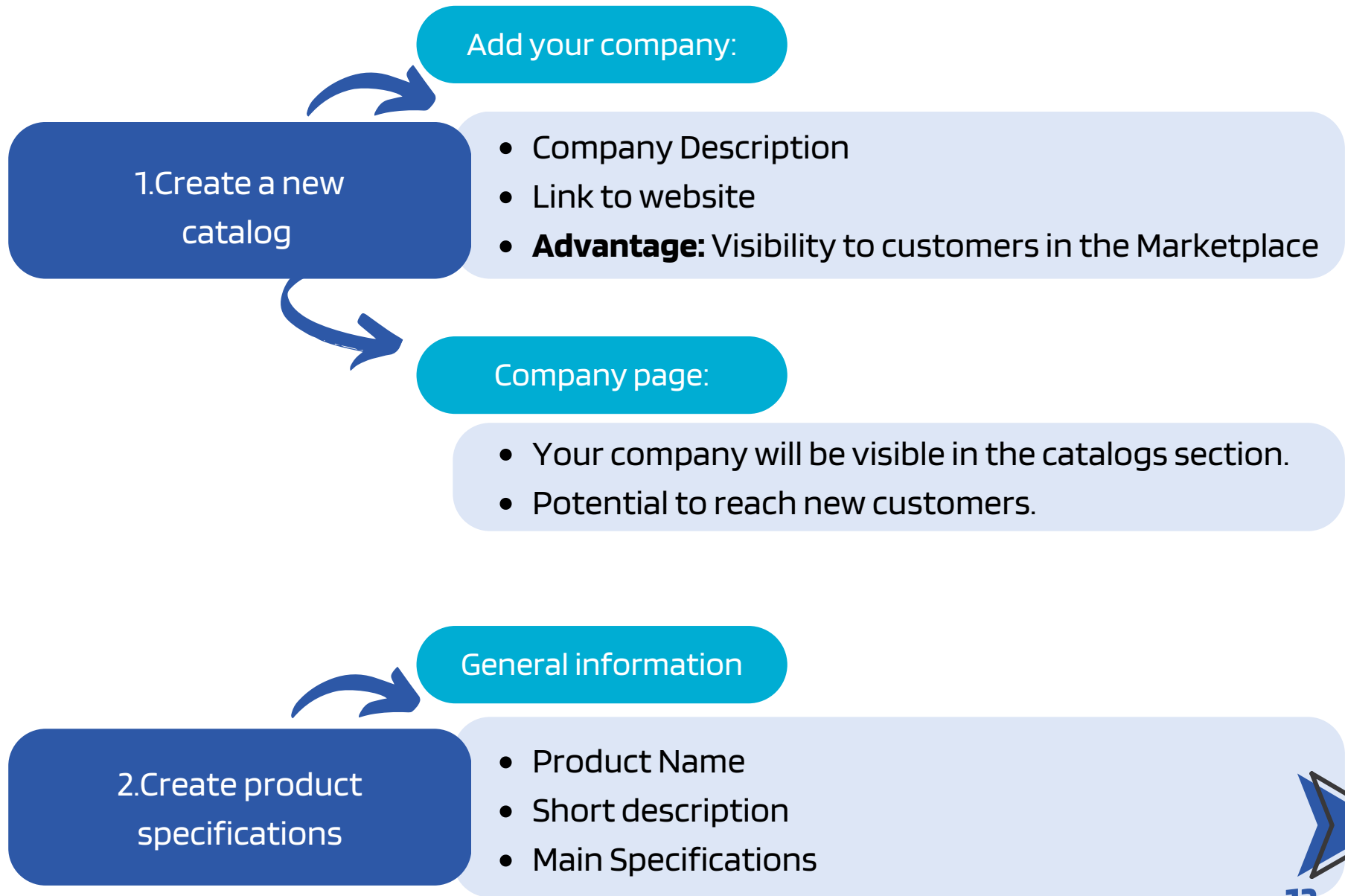
STEP 4: GENERATION OF LEAR VERIFIABLE CREDENTIALS

LEAR Credentials Ready

- Once you've completed the process, you'll receive your **LEAR Credential**, which will get your CSP account up and running in the Marketplace. You can then start **publishing your offers** in the Marketplace.

NOTE: For QR code issues, see the troubleshooting section of the Wallet Guide.

START OFFERING YOUR SERVICES



START OFFERING YOUR SERVICES

2. Create Product Specifications

Package information

- Details of the products included in the package (if applicable)

Compliance profile and features

- Certifications, standards, and regulatory requirements
- Upload compliance documentation
- Variations or customization options

Project management and specifications

- **Resource specifications:** Hardware and bandwidth requirements
- **Service specifications:** SLA Details, Uptime, Support
- **Attachments:** Documents, marketing, images, logos
- **Relationships:** Integrations and dependencies
- **Completion:** Review and finalize the product



START OFFERING YOUR SERVICES

Product Details

3. Product Details

- **General information:** Product name, version and short description
- **Package information:** Details of all products/services included
- **Product specifications:** Attach previous specifications
- **Category:** Select the relevant category

Commercial and launch aspects

- **License:** License model and terms
- **Pricing Plans:** Subscription options and pricing
- **Product Summary:** Validate the details and prepare for launch

START OFFERING YOUR SERVICES

Sign up to get started

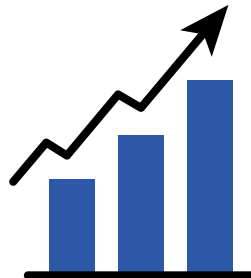
4. Start registration now

- The onboarding process is simple and straightforward.
- Connect with customers who value security and European solutions.

Resources & Support

- Complete guide: [Link](#)
- Technical support: [here](#)
- Asked questions: support@getonepass.eu

Don't miss the opportunity to grow in the Marketplace!



THANK YOU FOR YOUR ATTENTION!



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