

## Creating a new user account and/or company

### Applying for user name and password to the Danish FSA's OAM system

#### 1. Before you apply

Before signing up you should have electronic copies of the below-mentioned documents (a, b and c) ready on your computer, making it easy for you to upload them during the registration process. We encourage you to upload the files in .pdf format, however, this is not mandatory.

Please note, that only document c) is required if you want to register a personal user account. However, all documents are required if you want to register your company and an employee user account associated with your company.

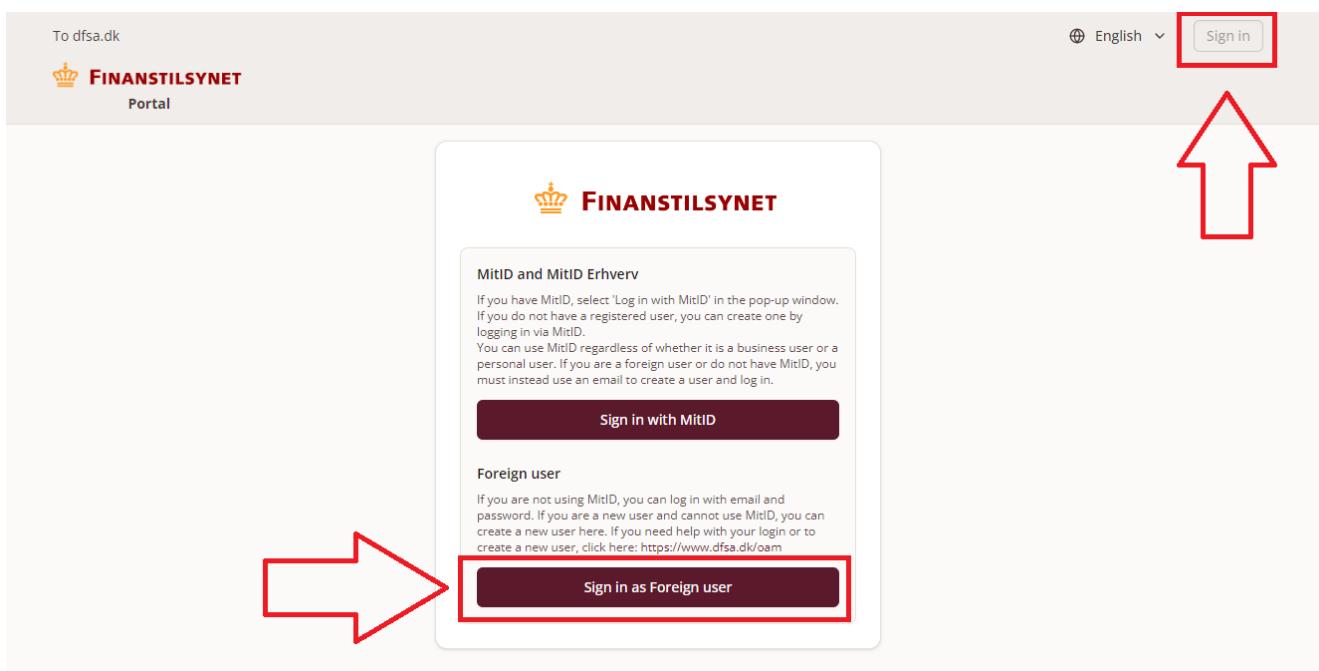
#### Documents required for the application process:

- a) A power of attorney (or another form of submission authorisation) empowering you to notify on behalf of the undertaking you want to register.
- b) A proof of incorporation of the undertaking, by form of a transcript from your country's national business register or another form of valid documentation (an Internet transcript is sufficient).  
**Please note:** The transcript should not be older than 12 months.
- c) A copy of your employee ID, passport, drivers license or similar identification card.

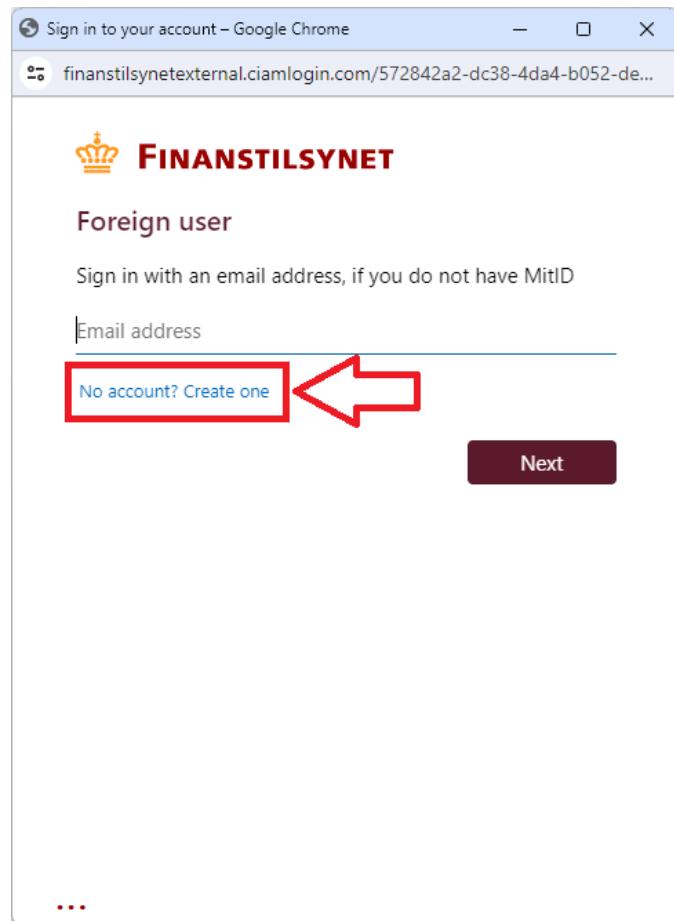
Furthermore, you need to register your user account with a valid e-mail address that is not in use by other users in the OAM system. A receipt for your application will be sent to this e-mail address. Once your application has been approved, your e-mail address will be your user account's login ID and a link for creating a password will be sent to this e-mail as well.

#### 2. How to apply

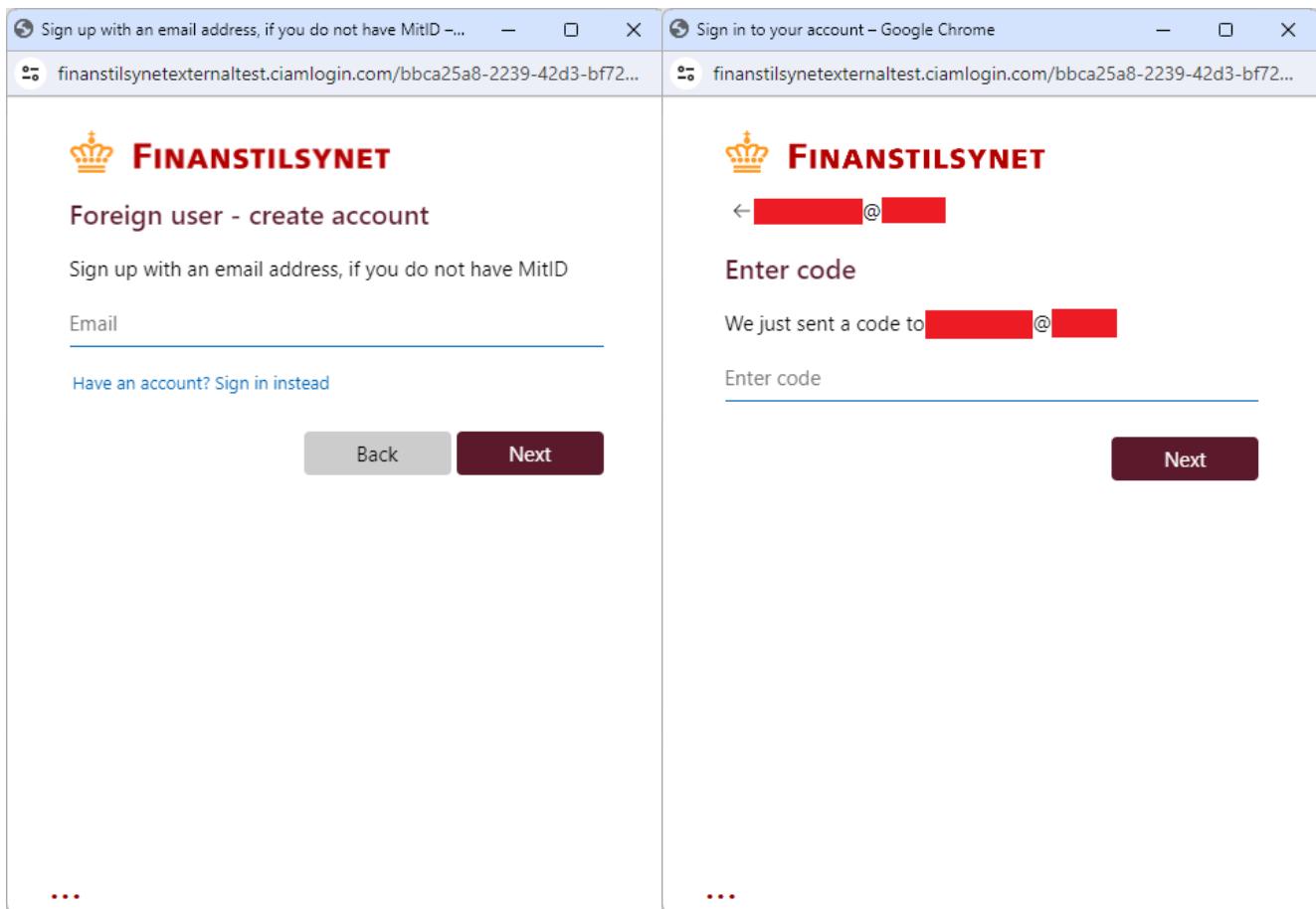
Please use this link: <https://portal.finanstilsynet.dk/oam>. Click 'Sign in' in the top right and then 'Sign in as Foreign user' in the middle of the website as shown in the screenshot below.



This will open a pop-up screen in which you are able to apply for a new user by pressing 'No account? Create one'.



You will be asked to create a temporary user in order to create and send in application form. Enter the e-mail address you want associated with the user account. A temporary code will be sent to the e-mail address, which you should enter after which you will be asked to create a password for the temporary user and insert your name, please note that the name entered will be the name associated with the user account.



Sign up with an email address, if you do not have MitID — X

Sign in to your account – Google Chrome — X

finanstilsynetexternaltest.ciamlogin.com/bbca25a8-2239-42d3-bf72...

finanstilsynetexternaltest.ciamlogin.com/bbca25a8-2239-42d3-bf72...

## FINANSTILSYNET

Foreign user - create account

Sign up with an email address, if you do not have MitID

Email

Have an account? [Sign in instead](#)

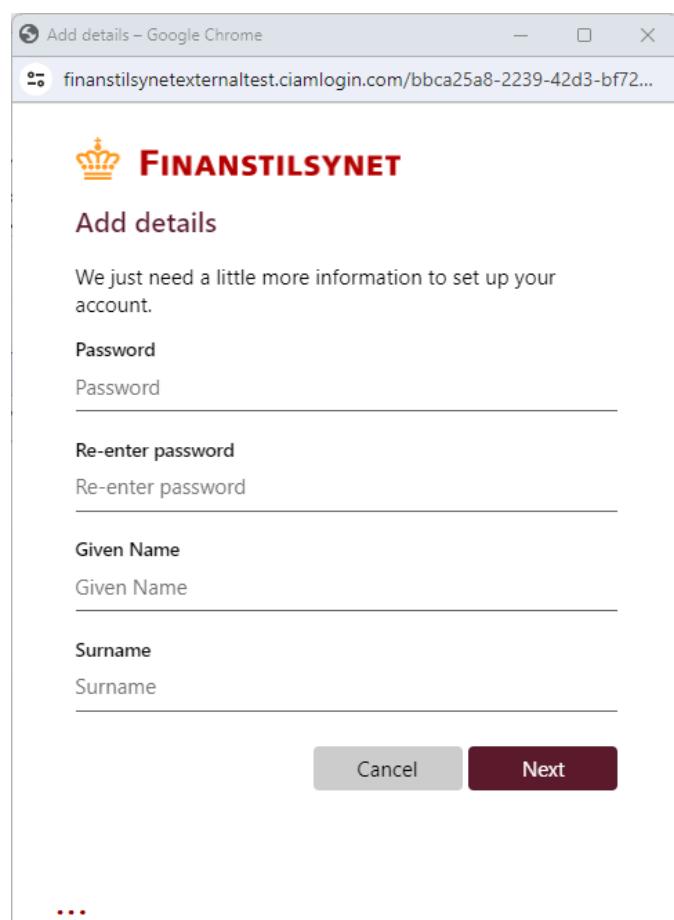
Back Next

Enter code

We just sent a code to  @

Enter code

Next



Add details – Google Chrome — X

finanstilsynetexternaltest.ciamlogin.com/bbca25a8-2239-42d3-bf72...

## FINANSTILSYNET

Add details

We just need a little more information to set up your account.

**Password**

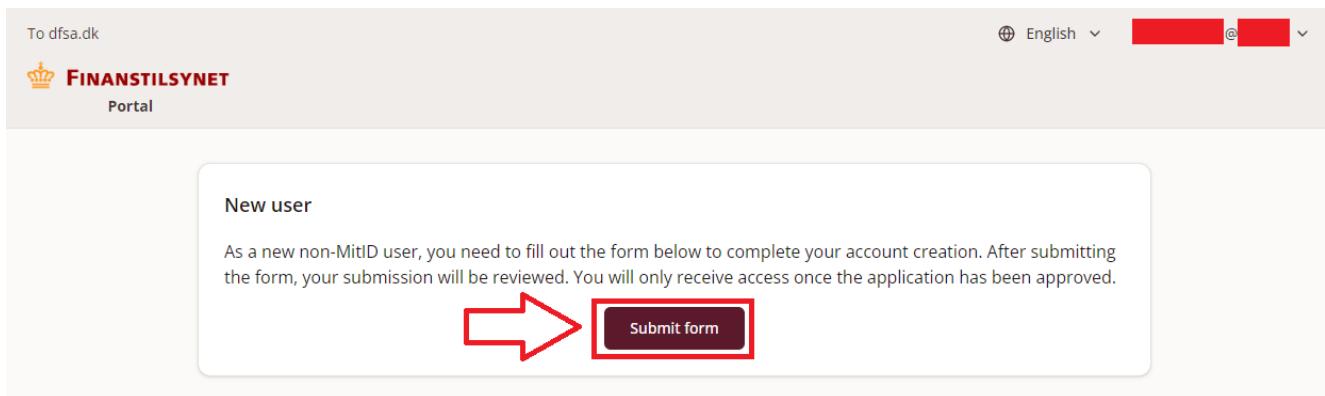
**Re-enter password**

**Given Name**

**Surname**

Cancel Next

You are now ready to submit an application for a user account to the OAM system. Press 'Submit form' which will open a new tab and lead you to the application form.



To dfsa.dk English @

**FINANSTILSYNET**  
Portal

New user

As a new non-MitID user, you need to fill out the form below to complete your account creation. After submitting the form, your submission will be reviewed. You will only receive access once the application has been approved.

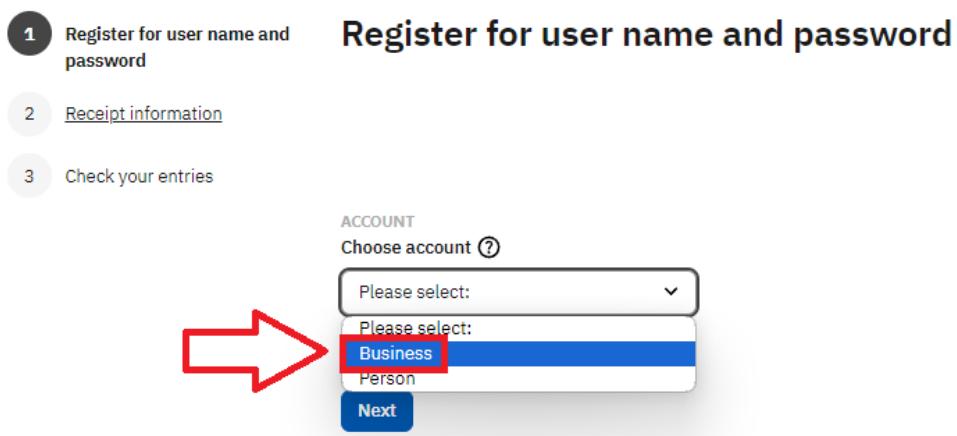
**Submit form**

From here, choose 'Business' if you want to register as an employee user account associated with either an already registered company or a company not registered with the OAM system, or choose 'Person' if you want to create a personal user account.

### Business user

When choosing 'Business', please note that the application form is divided into two parts: An 'Account' part regarding yourself as an employee (information submitted here will be attached to your own user account) and a 'Company' part regarding the undertaking you wish to register (information submitted here will be attached to the company you represent and are about to register). Guidance for each registration field is available in the application form by pressing the '?' icons.

English



1 Register for user name and password

2 [Receipt information](#)

3 [Check your entries](#)

**Register for user name and password**

ACCOUNT

Choose account ?

Please select: Business

Business

Person

Next

### Business user linked to an already registered company in OAM

If you need to register an employee user account associated with a company that is already registered in the OAM system, you need to tick off the box 'I want to be registered as an employee in an already registered entity'. Then you need to enter either the National business ID or the OAM Business Unique ID of the company you want your employee user account to be associated with.<sup>1</sup>

<sup>1</sup> Please reach out to the company in question if you do not know the company's unique ID or National business ID in the OAM system.

If you submit a correct ID of the company in question, the company details will automatically be shown below. This way, you will also be able to check and verify that the company information is correct before sending an application for your user account to be registered with this undertaking.

YOUR COMPANY INFO  
Please submit information about your company or the company that you are representing.

I want to be registered as an employee in an already registered entity

Search existing company (Unique ID or National business ID) ?  
9984275

Business unique ID ?  
29292929-2929-2929-2929-29292929

Company name ?  
[REDACTED]

National business ID ?  
9984275

LEI code ?  
549300DHRKH9QBFQJY16

BIC code ?  
[REDACTED]



This is to ensure that the same companies (and/or employees) are not registered twice. Any undertaking or position holder may only be registered once; otherwise the system will not be able to store announcements and notifications made by the different entities in the right way.

If you are in any doubt whether your company has already been registered in the Danish FSA's OAM system, please reach out to your colleagues first. Employees with already registered user accounts associated with your company can log into the system and see the company's unique ID, which they can then provide you.

## Personal user

If you choose 'Person', please fill out the application form below. Guidance for each registration field is available in the application form by pressing the '?' icons.

⊕ English

1 Register for user name and password

2 [Receipt information](#)

3 Check your entries

### Register for user name and password

ACCOUNT

Choose account [?](#)

Person

Your names [?](#)

Address [?](#)

City

Zip code

Country [?](#)

Please select:

E-mail address [?](#)

Phone no. (optional) [?](#)

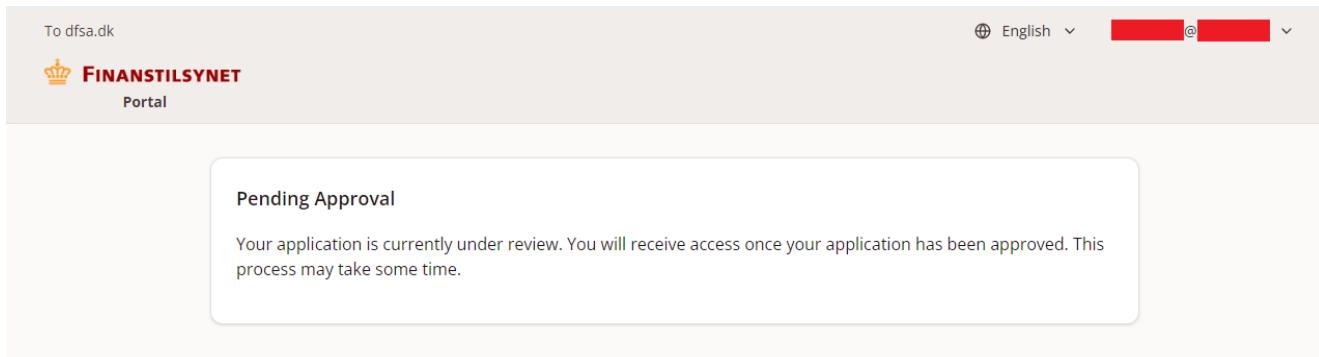
Identification [?](#)

Drag file here or [select file](#).

Please note (optional) [?](#)

### 3. How long will it take to process my application?

By clicking 'Send', your application for registration of your user account and/or company will be received by Danish FSA staff.



The screenshot shows a web page with a header 'To dfsa.dk' and a language dropdown 'English'. The main content area features the FINANSTILSYNET logo and a 'Portal' link. A central message box contains the text 'Pending Approval' and a note: 'Your application is currently under review. You will receive access once your application has been approved. This process may take some time.'

We usually process all applications on a day-to-day basis on working days within normal Danish working hours (08:00 to 17:00 CET). However, sometimes it may take up to several days.<sup>2</sup> Once your application has been approved by the Danish FSA you will receive an e-mail with your user account's unique ID and a separate e-mail with a link to create/reset your password. The e-mails will be sent to the e-mail address you stated under the 'Account' section of the application process.

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<sup>2</sup> If your application needs urgent attention, e.g. if you have to submit a required notification the same day your application was sent, then please do not hesitate to contact us on [oam@ftnet.dk](mailto:oam@ftnet.dk) or give us a call on +45 33 55 82 82.