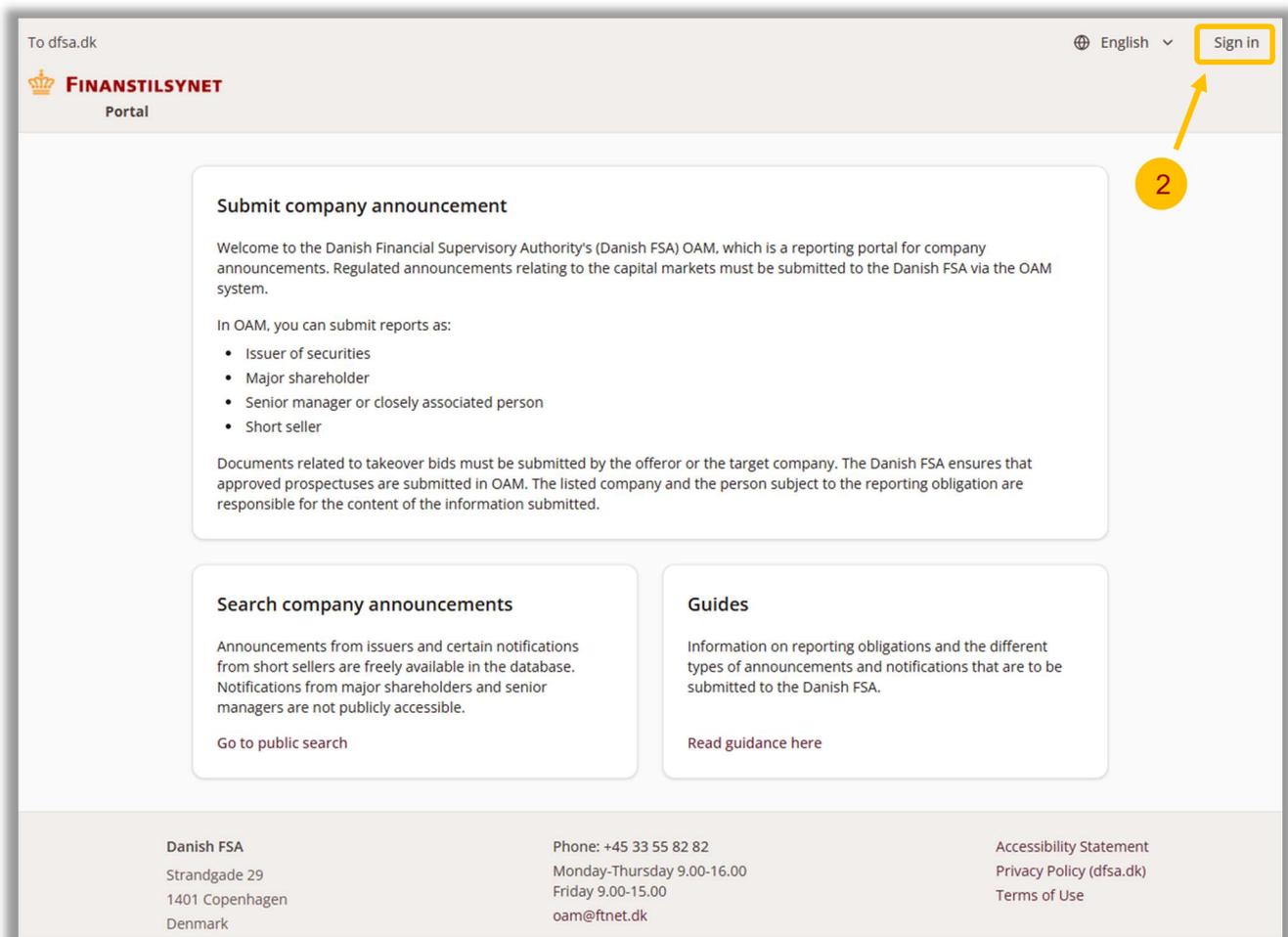# Log in to e-Reg, user guide for reporter

This guide provides an introduction to how reporting entities log in to the Danish FSA's portal for ESA-related submissions, e-Regulatory (abbreviated as "e-Reg").

(1) Navigate to the Danish FSA's self service portal

The link below navigates to the Danish Financial Supervisory's self-service portal. As a reporter, you access e-Reg (both the training environment and the production environment) via the self-service portal.
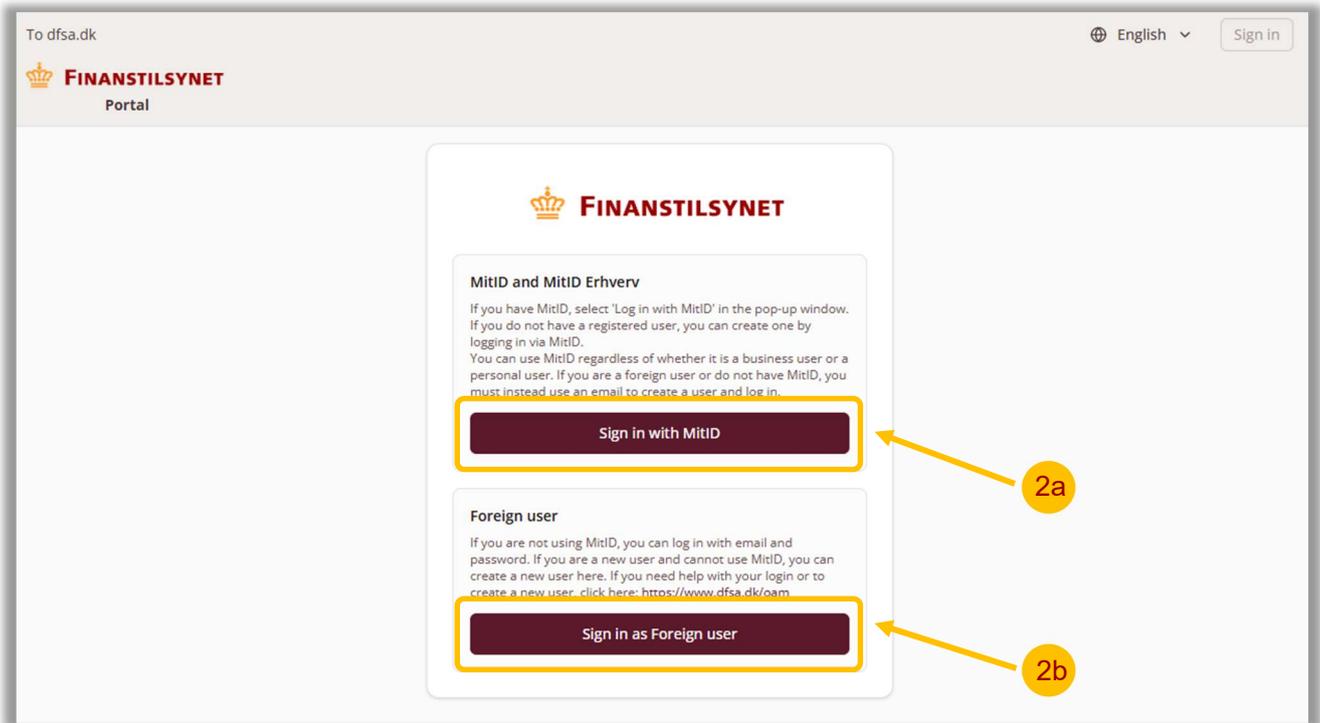
https://selfserviceportal.finanstilsynet.dk/

The link navigates to this page:

(2) Sign in to the self service portal

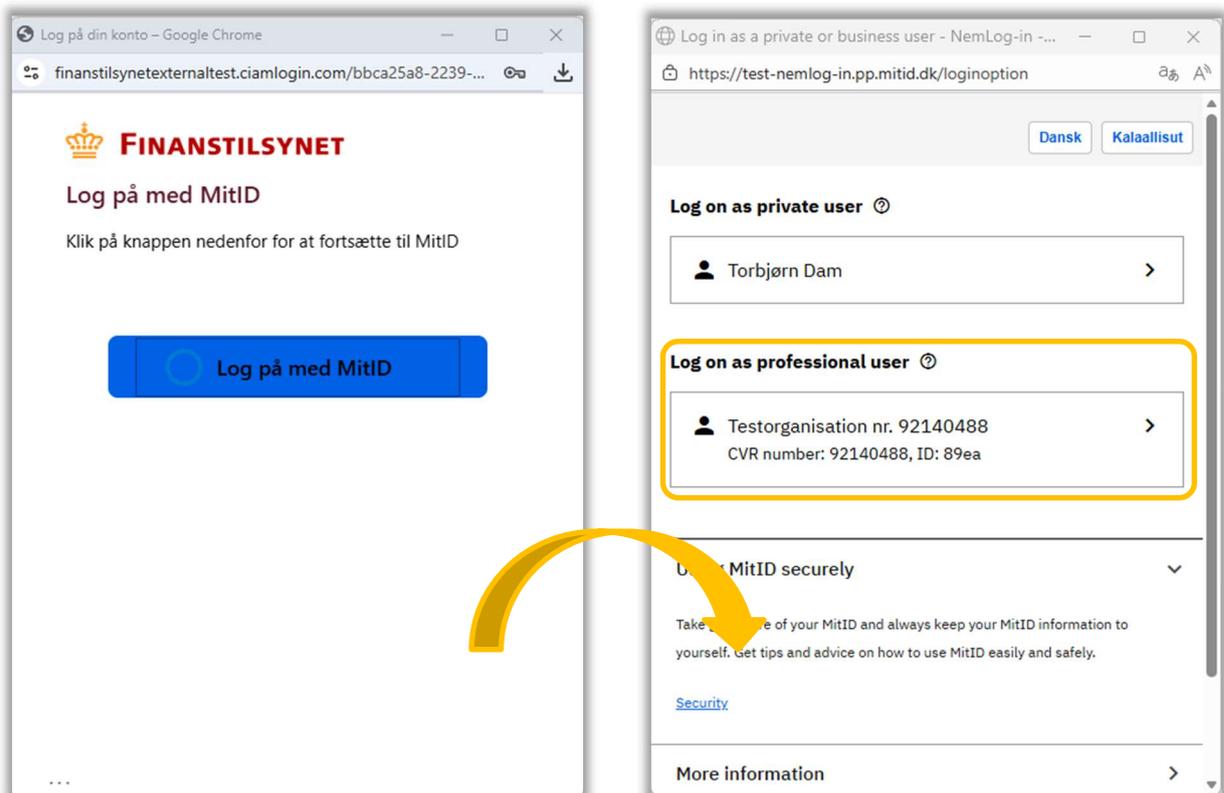To proceed, you need to log in. You do this by clicking the "Sign in" button at the top right corner.

The "Sign in" button navigates to the page below, where you will have the option to log in using one of two methods.
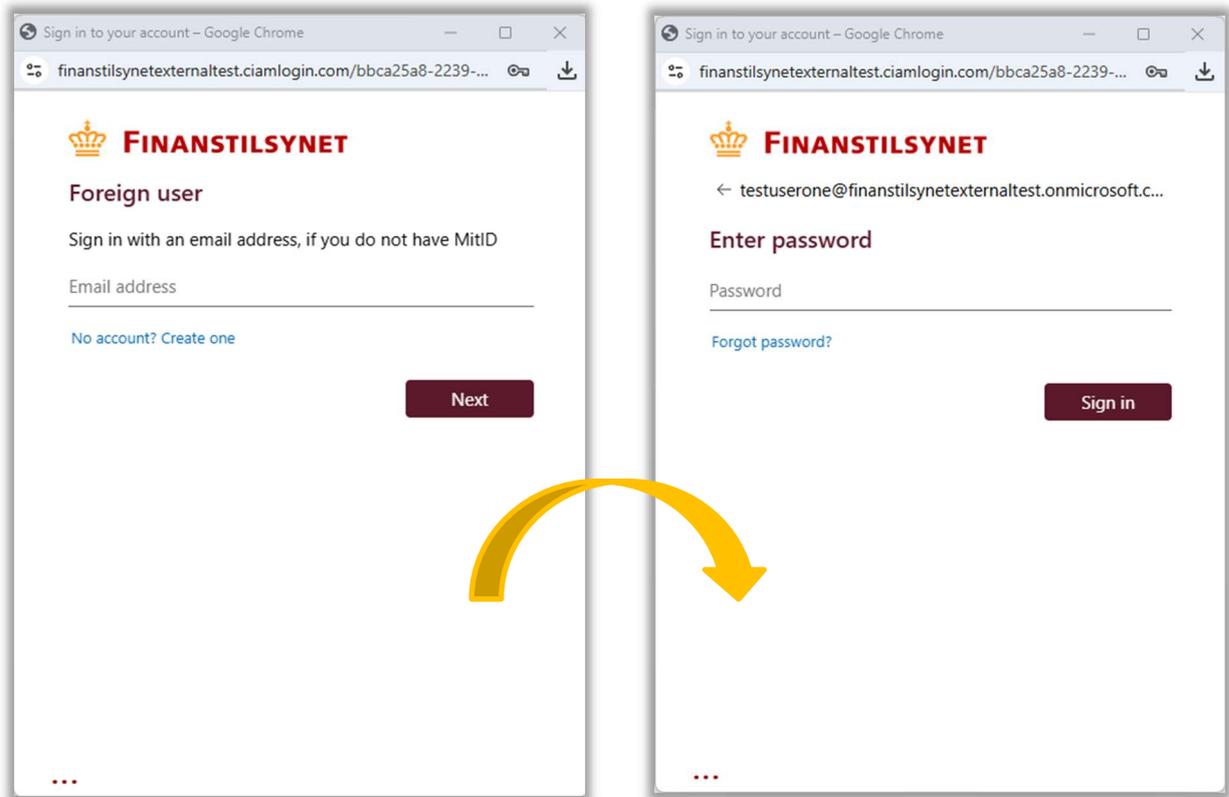

(2a) Method 1: Sign in with MitID

If you choose the "Sign in with MitID" method, you will go through a standard MitID flow. At the end, remember to select "Log on as professional user."

(2b) Method 2: Sign in without using MitID (if you do not have access to using MitID)

If you choose the "Sign in as foreign user" method, you will go through a flow where you can use the multi-factor login you normally use for public sign-in.

When signing in via this method, you may receive an email with an additional password, which you must use to authenticate yourself before successfully being signed in.

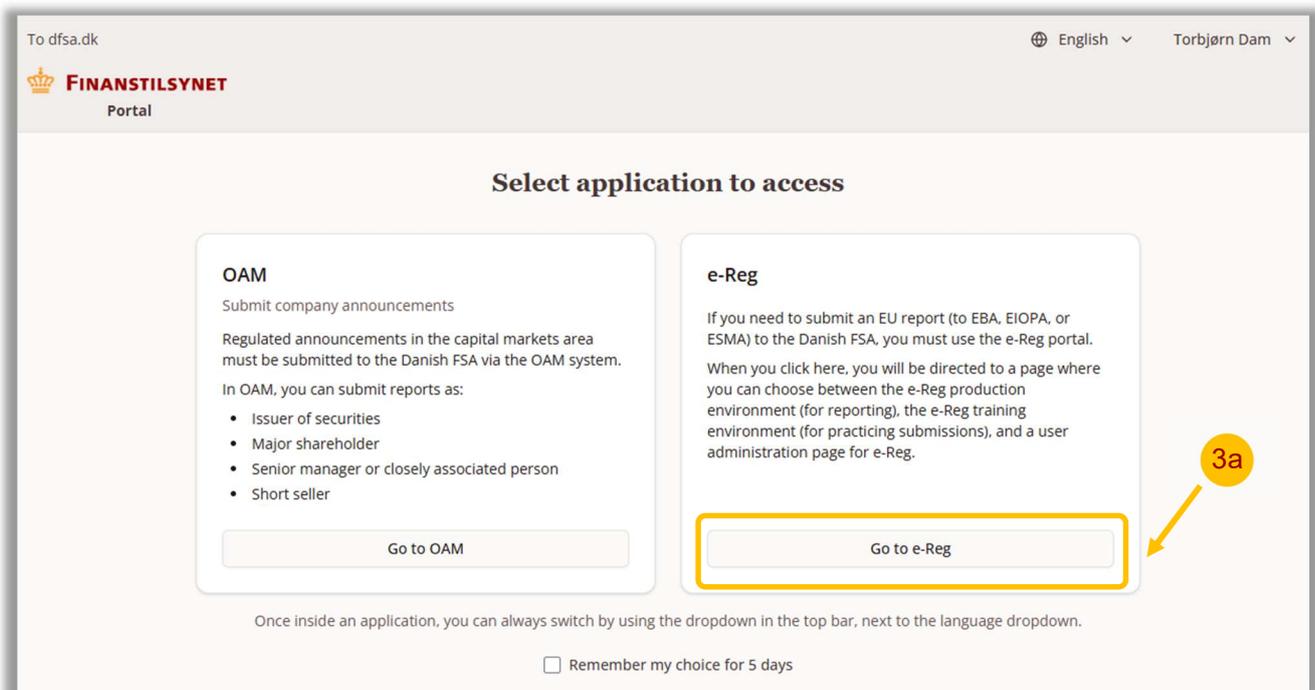**(3) After signing in: choose application**

After successfully signing in, you should end up on the page below.

On this page, you can choose between the two applications:
- OAM
- e-Reg

Some reporters will not have access to sign in to OAM. This depends on whether you are required to submit company announcements via OAM or not.

On this page, you click "Go to e-Reg."

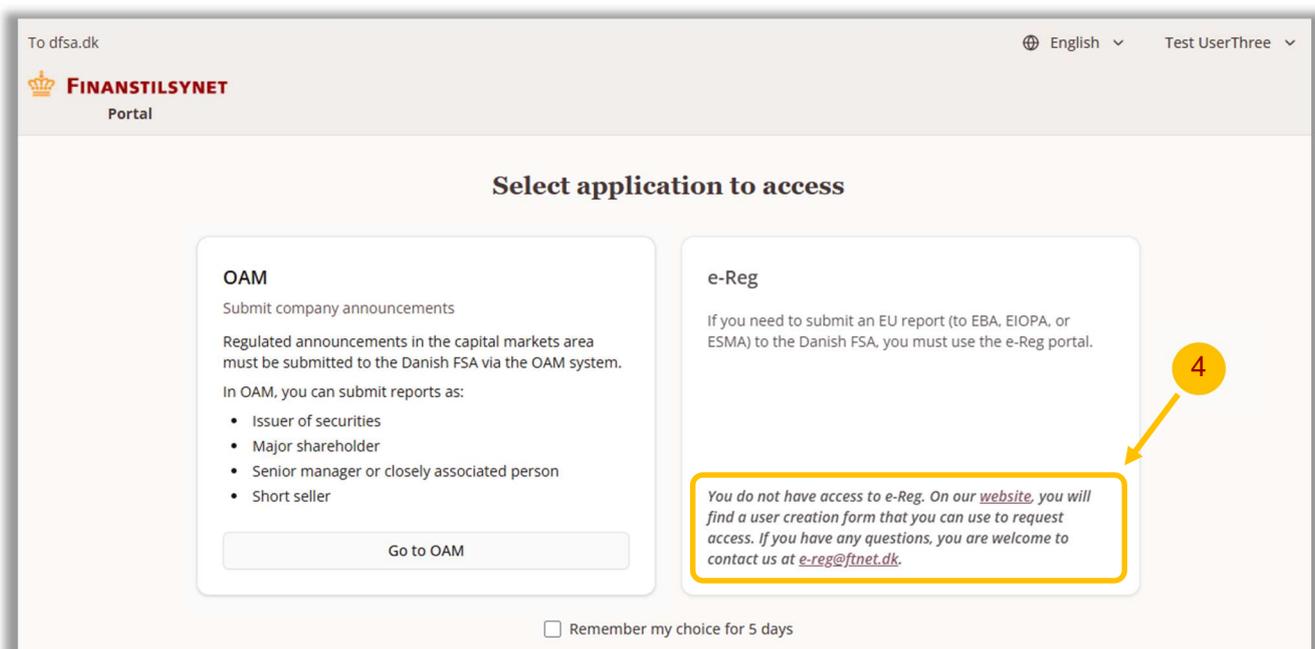## (4) If you do not have access rights to e-Reg yet

If you have signed in using MitID before you have been granted access rights to e-Reg, you do not have any user access yet.

In this case, you will not be recognized by the system. The system will then display an error message as illustrated in the image below.
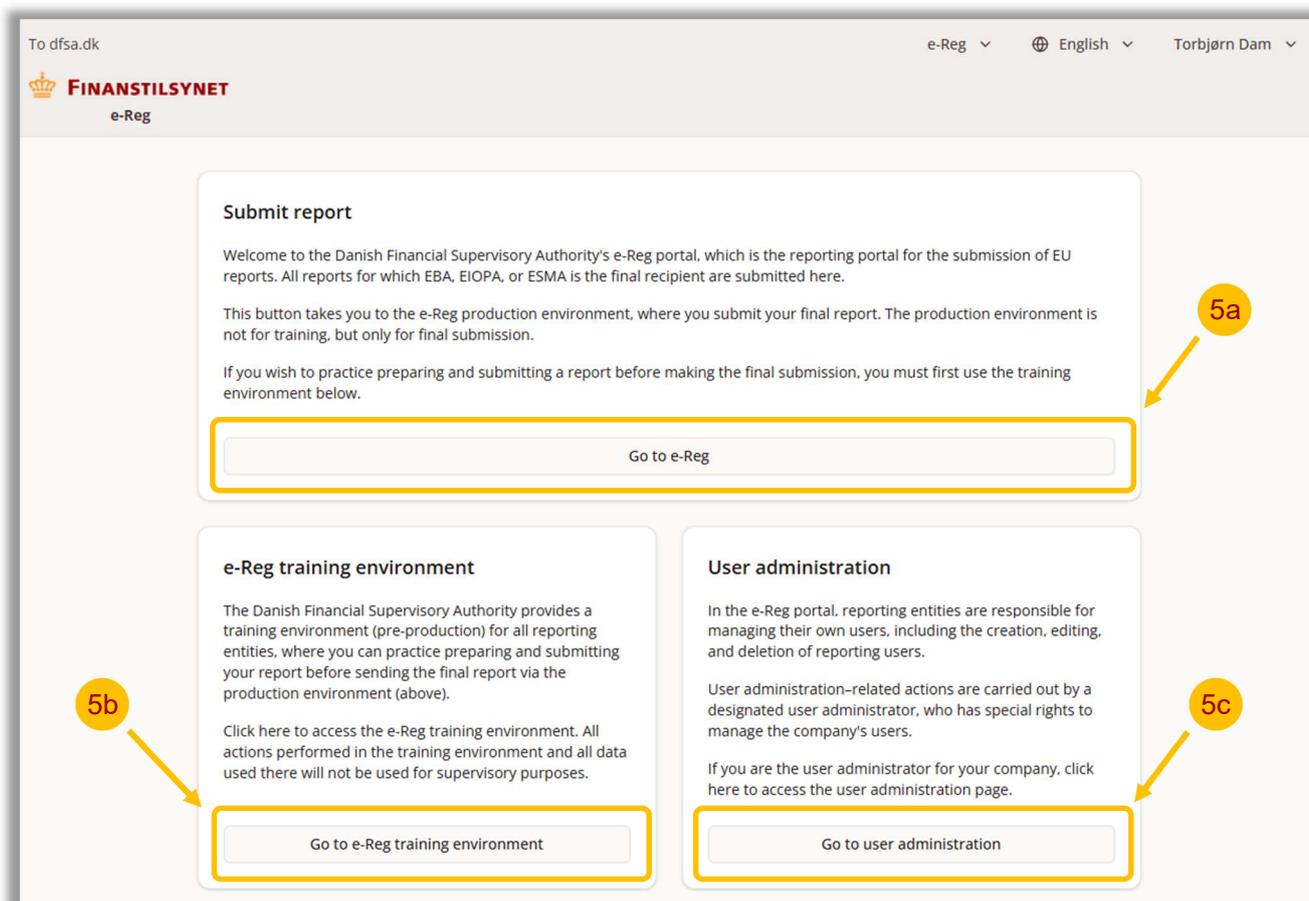
The message will say:
You do not have access to e-Reg. On our website, you will find a user creation form that you can use to request access. If you have any questions, you are welcome to contact us at e-reg@ftnet.dk.

You are recommended to follow the link to the user creation form on the Danish FSA's website.

(5) Choose environment

When you have chosen "Go to e-Reg," you will be presented with the page below.

On this page, you can choose between:
(5a) "Go to e-Reg"
- This navigates to the e-Reg production environment, where you submit your final report, which will be used for supervisory purposes.
- The production environment must not be used for test submissions.
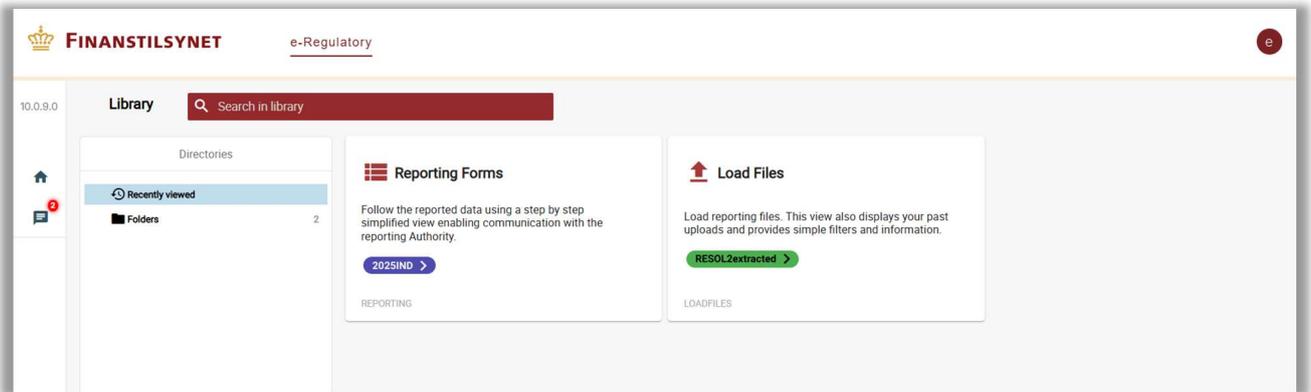(5b) "Go to e-Reg training environment"
- This navigates to the e-Reg training environment, where you can practice and try out a submission before submitting your final report.
- The training environment is an exact copy of the production environment; the difference is that nothing submitted in the training environment will be used for supervisory purposes.
- The training environment is therefore exclusively for test submissions.
(5c) "Go to user administration"
- If you are registered with administrator rights on behalf of your company, you will be able to open this page and manage your colleagues' user access.
- Not everyone who signs in to the Danish FSA's self-service portal will have access to user administration.

(6) You should end here

Regardless of whether you choose the production environment or the training environment, you should end up on a page that looks like the one below.
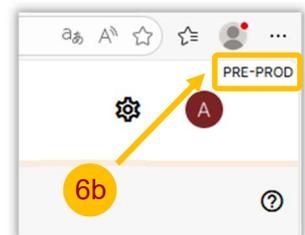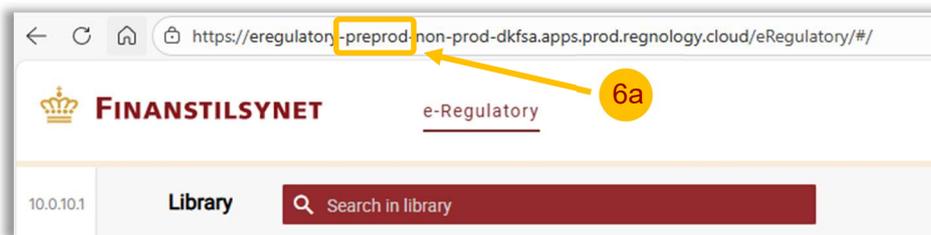

The production environment and the training environment are identical. However, you can always check which environment you are in by:

(6a) looking at the top right corner of the screen:
- If it says "pre-prod" here, you are in the training environment for test submissions.
- If it says "prod" here, you are in the production environment for final submissions.

(6b) looking at the URL bar at the top of the screen:
- If it says "pre-prod" here, you are in the training environment for test submissions.
- If it says "prod" here, you are in the production environment for final submissions.

(7) Automatic log-out

If you are inactive for too long while signed in to e-Reg, e-Reg will automatically sign you out.