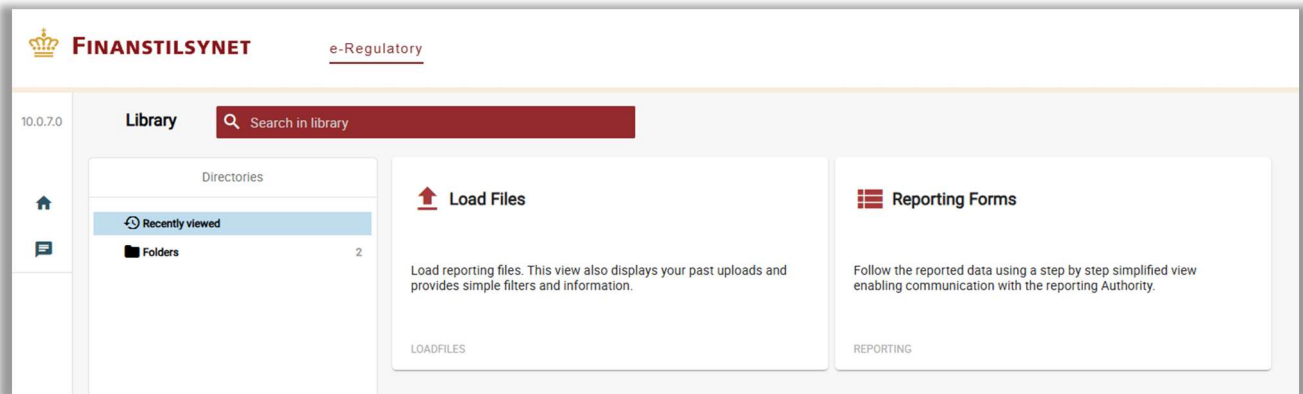


Menu and navigation in e-Reg, user guide for reporters

This guide provides an introduction to the main menu and general navigation for reporters in the Danish Financial Supervisory Authority's portal for ESA-related submissions, e-Regulatory ("e-Reg" for short).

(1) The menu bar

When you log in to e-Regulatory as a reporter, you will be presented with the screen shown below.



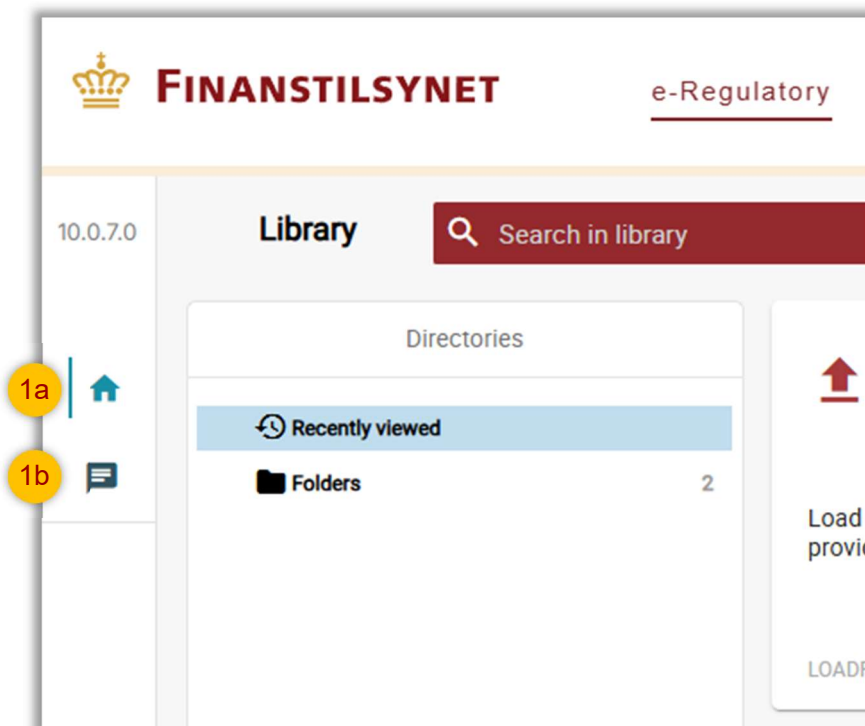
On the far left, you will see a narrow vertical menu bar with two icons:

(1a) A house icon

- This is the "Home" page, where you can, among other things, create new reports. More information about this page can be found in section 2 below.

(2a) A speech bubble icon

- This is the "Communications" page, where you will find e-Regulatory's communications module. More information about this page can be found in section 4 below.



The light blue vertical line next to the icons indicates which of the two pages you are currently on.

When you hover the mouse over one of the icons in the vertical menu bar, the menu bar will expand so you can see more.

Here, three additional options will appear:

(1b) A "Help" button

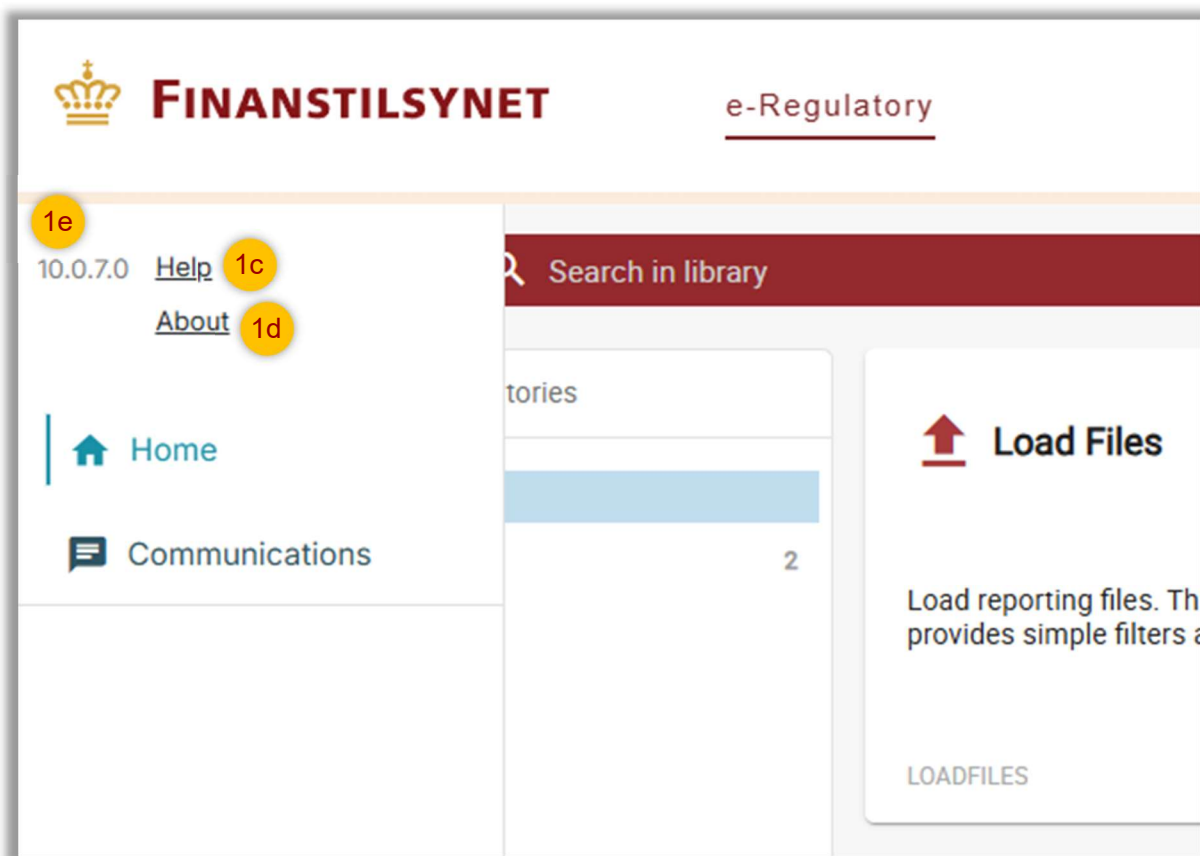
- If you click here, you will be taken to a page with a number of additional help guides for using e-Reg. These guides have been prepared by the supplier of e-Reg, Regnology.

(1c) An "About" button

- If you click here, you will get some general information about the system.

(1d) A sequence of numbers

- The sequence of numbers (in the example image "10.0.7.0") simply indicates the version number; that is, the version of e-Reg you are logged into. It has no relevance for your daily work.



(2) The "Home" page

On the "Home" page, you have access to two libraries (called "directories"):

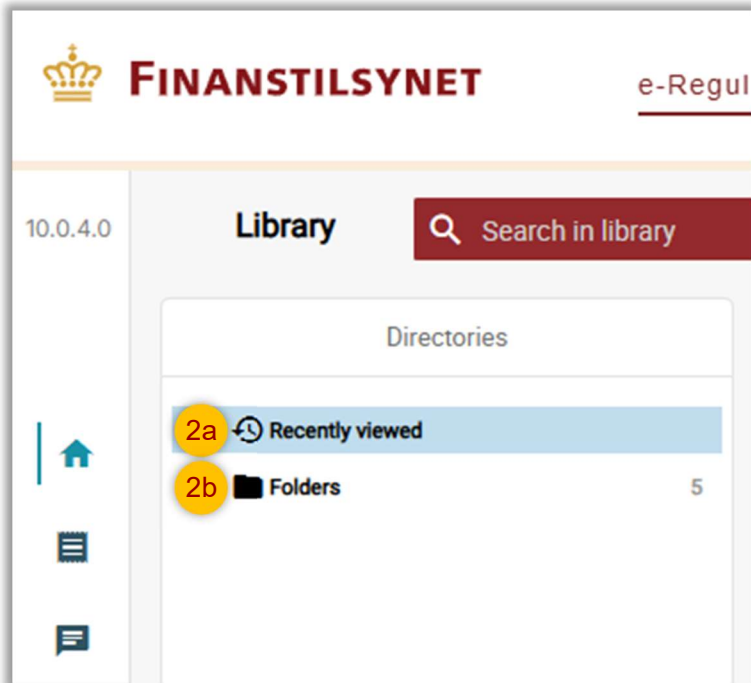
(2a) "Recently viewed"

- Here you will find the folders you have worked in recently.

(2b) "Folders"

- Here you will find all the folders you have access to.

There is no difference in the content found in “Recently viewed” and in “Folders”; the only difference is that “Recently viewed” prioritizes showing only what you have recently worked with, while “Folders” always shows everything you have access to. In practice, you will often see the same items in both places.



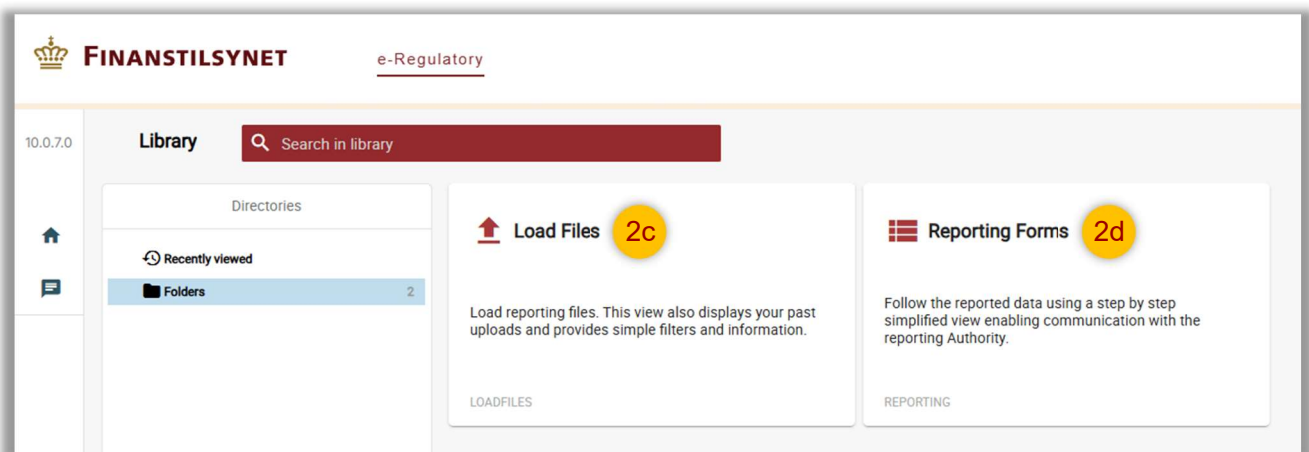
Through the “Folders” directory, there are two options available when you are logged in as a submitter:

(2c) Load Files

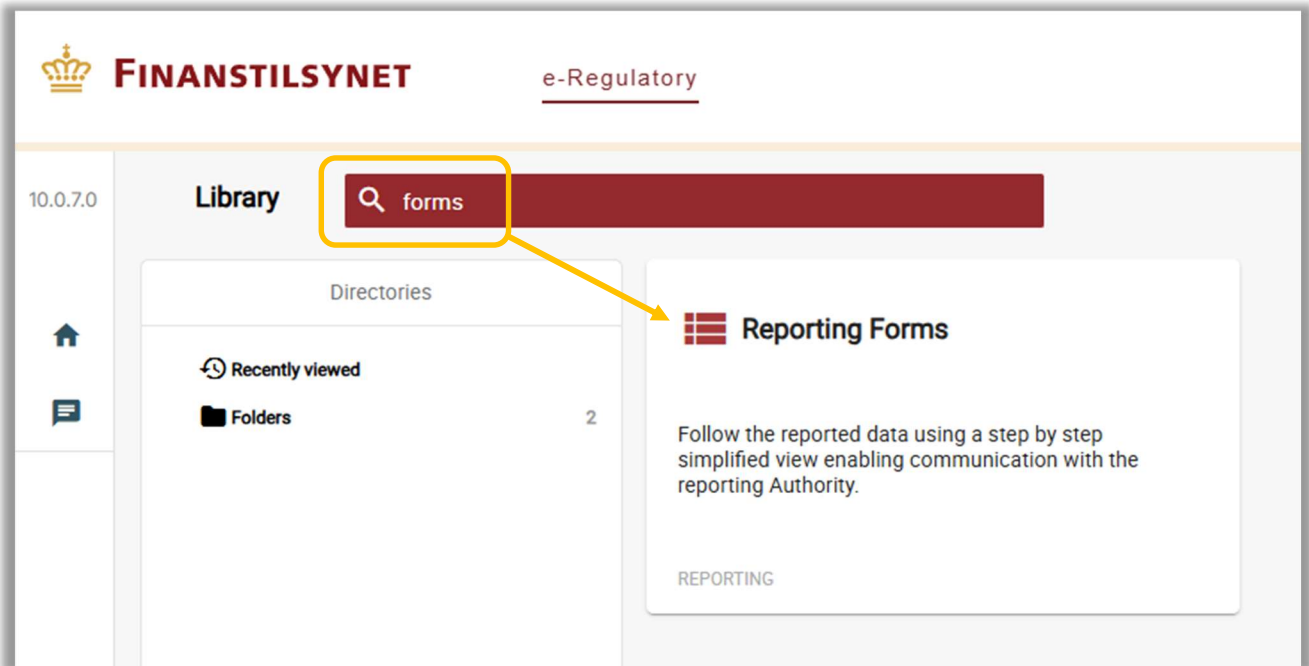
- On this page, you can submit a report (or resubmit) by uploading a reporting file.
- You can find more information about this page, as well as about the reporting process via file upload, in the separate user guide that covers reporting via file upload.

(2d) Reporting Forms

- On this page, you can submit a report (or resubmit) by manually entering information into a form on the page.
- You can find more information about this page, as well as about the reporting process via web form, in the separate user guide that covers reporting via web form.



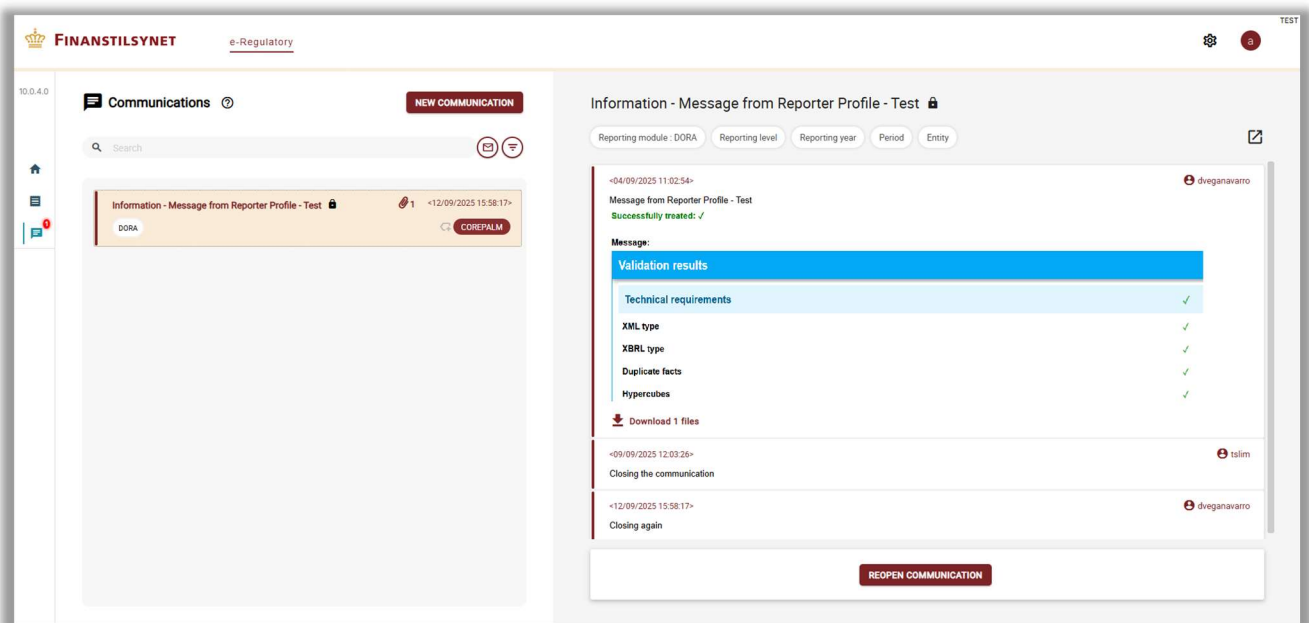
Using the red search field on the “Home” page, you can quickly find what you are looking for.



(3) The Communications page

On the “Communications” page, you have the opportunity to manage messages with relevant stakeholders.

For example, it may be that the reporting team at the Danish Financial Supervisory Authority or a specialist office within the Authority has commented on a report you have submitted. In that case, there will be messages here on the communications page that you need to address.



(4) Note: navigation arrows

When navigating in e-Reg, it is important not to use the navigation arrows built into your web browser.

This is because you risk being signed out of e-Reg.

Instead, you should use the “back” arrows built into the e-Reg portal, or alternatively navigate in e-Reg using the buttons in the menu on the left side.

The screenshot shows the e-Regulatory portal interface. A yellow box highlights the browser's back arrow in the top left corner. Another yellow box highlights the 'Load Files' button in the top navigation bar. A third yellow box highlights the home, up, and message icons in the left sidebar menu. Three yellow circles with checkmarks and one with an 'X' are placed over the 'Load Files' button, the left sidebar menu, and the browser's back arrow, respectively, indicating the correct navigation methods. The main content area shows a 'Load files' section with a 'FILE' input field and a 'Load' button. Below this is a table of file submissions with columns for User, File submitted, File loaded, Size (KB), Submission date, File status, File validation, Feedback report, Ticket status, Communication, Ticket workflow, and Report.

User	File submitted	File loaded	Size (KB)	Submission date	File status	File validation	Feedback report	Ticket status	Communication	Ticket workflow	Report
example_reporter	DUMMYLEI012345678900.IND_DORA_2025-12-31_20260202130509547.zip	↓	8	03/02/2026 15:01:41	Integration error	✗	📄	None			XBRL validation error. xBRL CSV file
example_reporter	DUMMYLEI012345678900.IND_DORA_2025-12-31_20260202130580342.zip	↓	8	03/02/2026 14:56:48	Integration error	✗	📄	None			The file name does not match the file name: DUMMYLEI012345678900.IND_DORA_2025-12-31_20260202130580342.zip
example_reporter	DUMMYLEI012345678900.IND_DORA_2025-12-31_202602021305803429.zip	↓	8	03/02/2026 14:53:10	Integration error	✗	📄	None			The file name does not match the file name: DUMMYLEI012345678900.IND_DORA_2025-12-31_202602021305803429.zip
example_reporter	DUMMYLEI012345678900.IND_RESOL2_2025-12-31_20251202140010171.zip	↓	8	02/12/2025 15:02:52	Extracted	✓	📄	Accepted	📄	ACK CVE EUC	Ticket number: 68097FD98BB049A
example_reporter	DUMMYLEI012345678900.IND_RESOL2_2025-12-31_20251202140010171.zip	↓	8	02/12/2025 14:57:05	Invalidated	✓	📄	Invalidated		ACK CVE EUC	Ticket number: 24AC9864391349B
example_reporter	DUMMYLEI012345678900.IND_RESOL2_2025-12-31_20251202140010171.zip	↓	8	02/12/2025 14:47:45	Invalidated	✓	📄	Invalidated		ACK CVE EUC	Ticket number: 4C7B49F6785F46F
example_reporter	DUMMYLEI012345678900.IND_RESOL2_2025-12-31_20251202140010171.zip	↓	8	02/12/2025 14:37:24	Invalidated	✓	📄	Invalidated		ACK CVE EUC	Ticket number: 748CFADC48D84E7