Submit report via ”Forms” in e-Reg, user guide for reporter

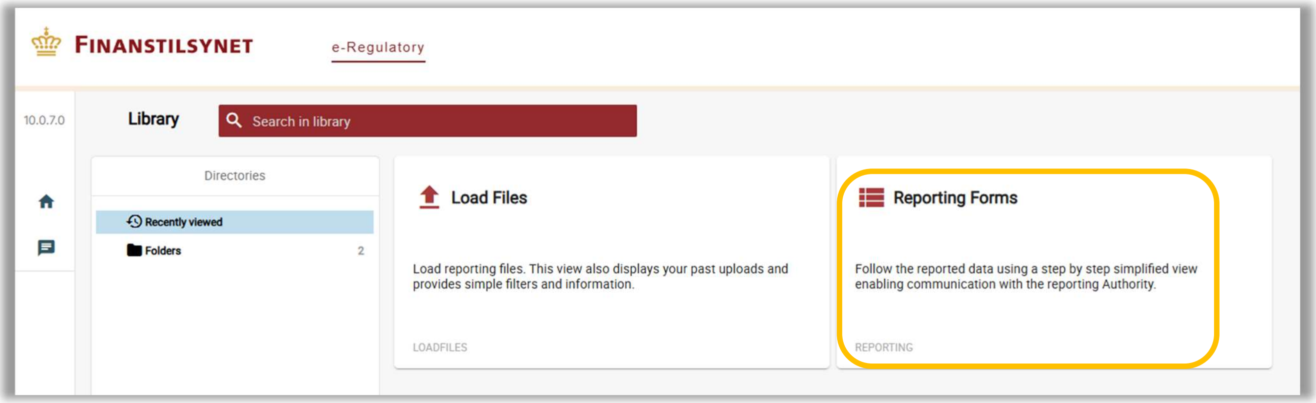
This guide provides an introduction for reporters to submitting reports using the “Forms” function in the Danish Financial Supervisory Authority’s portal for ESA-related reporting, e-Regulatory (e-Reg).

The “Forms” function is intended for reporters who do not wish to prepare an xBRL-CSV file for upload, but instead want to enter the relevant reporting data directly into e-Reg.

(1) Open the ”Reporting Forms” dashboard

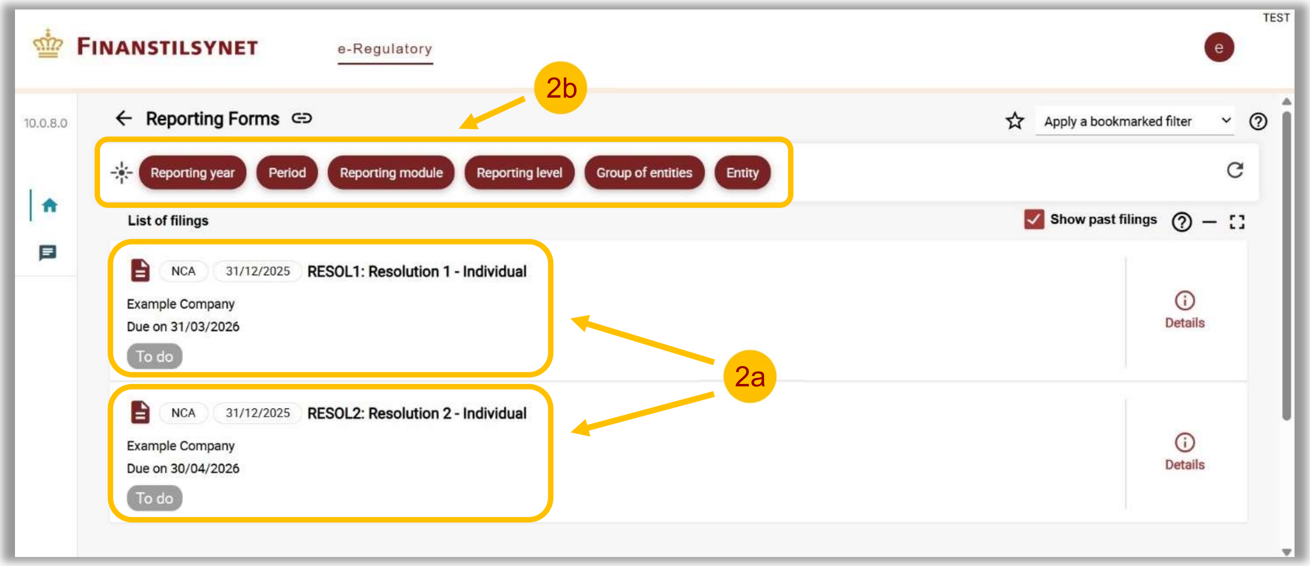
When you log in to e-Regulatory as a reporter, you will be presented with the image shown below.

To get started with reporting via the “Forms” function, you need to click on the “Reporting Forms” tile.



(2) Explanation of the “Reporting Forms” dashboard

Inside the “Reporting Forms” dashboard, you will be presented with the image shown below.



(2a) This image shows that the example company used in this user guide has two reporting obligations:

- RESOL1 at the "individual" level
  - This has a deadline of 31 March 2026.
- RESOL2 at the "individual" level
  - This has a deadline of 30 April 2026.

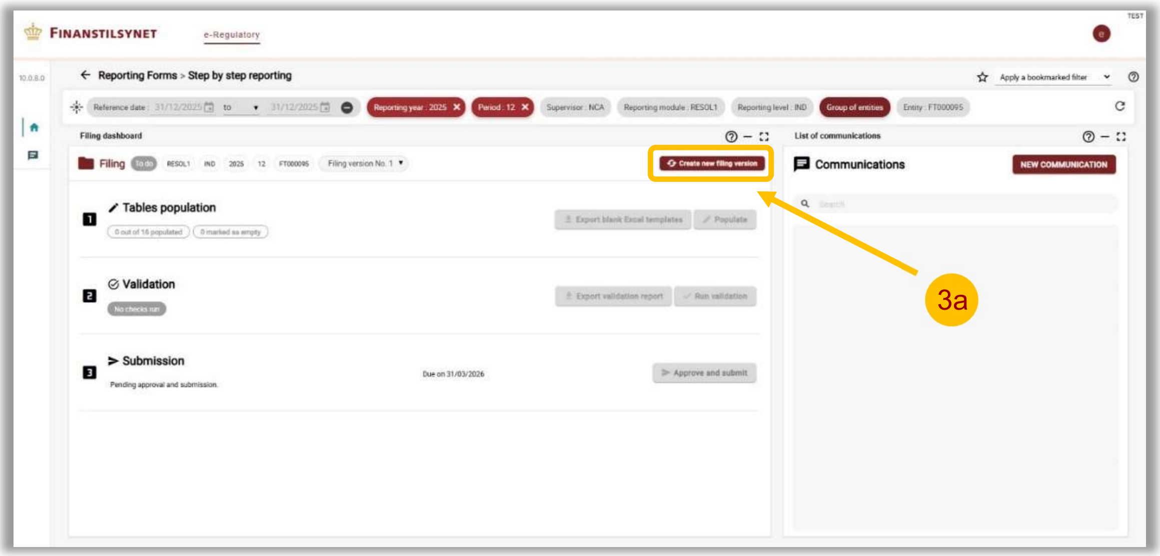
(2b) At the top of the page, you can filter the view by using the red filter buttons at the top of the page:

- Reporting year
  - Here you can select which year you want to view reporting obligations from
- Period
  - Here you can select which period of the year you want to view reporting obligations from
- Reporting module
  - Here you can select which reporting obligations you want to view
- Reporting level
  - Here you can choose to view reports at either the "individual" level or the "group" level
- Group of entities
  - This filter is not relevant for reporters; it is used by internal staff at the Danish Financial Supervisory Authority.
- Entity
  - Here you can select which company you want to view reporting obligations for

(3) Prepare a new form for reporting

If you click on one of the reporting obligations that the company has (as described in step 2a above), you will be taken to a new page (as shown in the image below), where you can begin the reporting process. In this example, the reporting obligation RESOL1 at the "individual" level is opened.

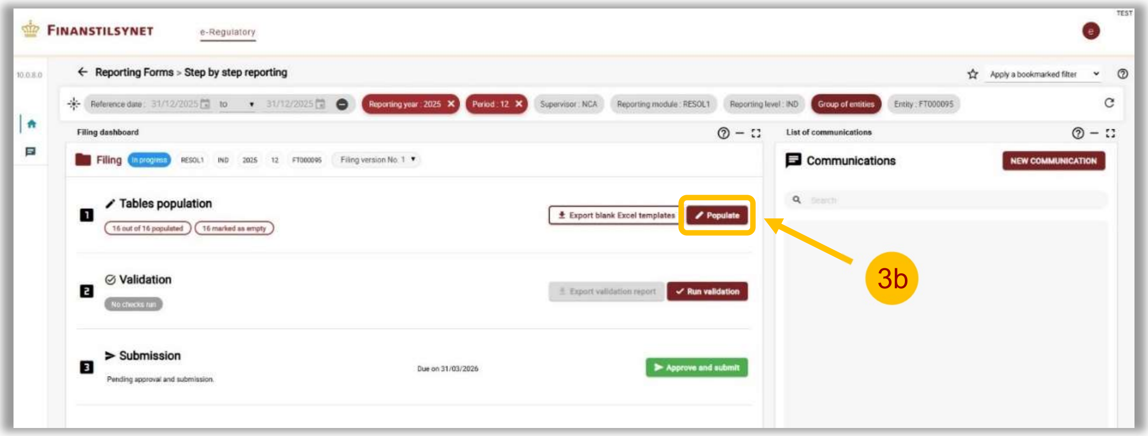
(3a) The first thing you need to do on this new page is click the red button "Create new filing version." This will give you access to the subsequent steps described below.



On the page, you will see three steps:

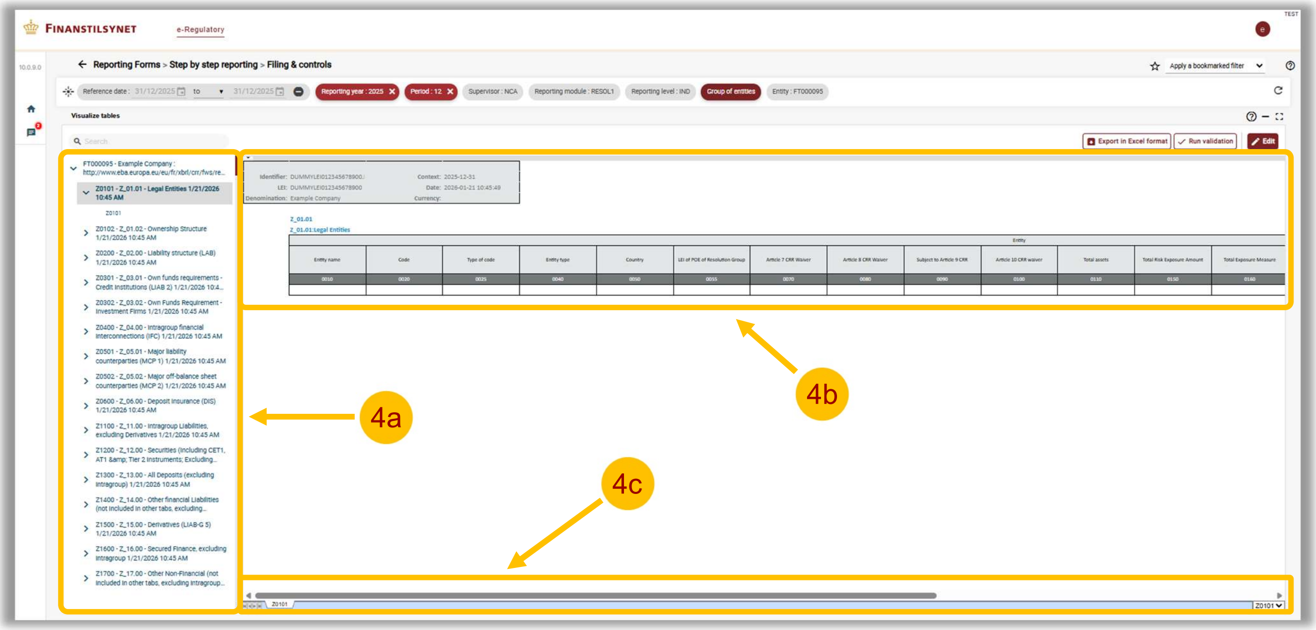
- Tables population
  - Here you can enrich the tables in the report.
- Validation
  - Here you can validate whether the data you have entered in the tables is correct and sufficient.
- Submission
  - Here you can finally submit your report when it is complete.

(3b) To get started with step 1, “Tables population,” click the red button “Populate.”



(4) Explanation of the table overview

You will then be presented with the image shown below.



(4a) In the list view on the left, you can browse between all the individual tables included in the report.
(4b) The large field displays the table that is currently selected.
(4c) Note that the table often extends beyond the right edge of the window, and you need to scroll to the right to see the entire table.

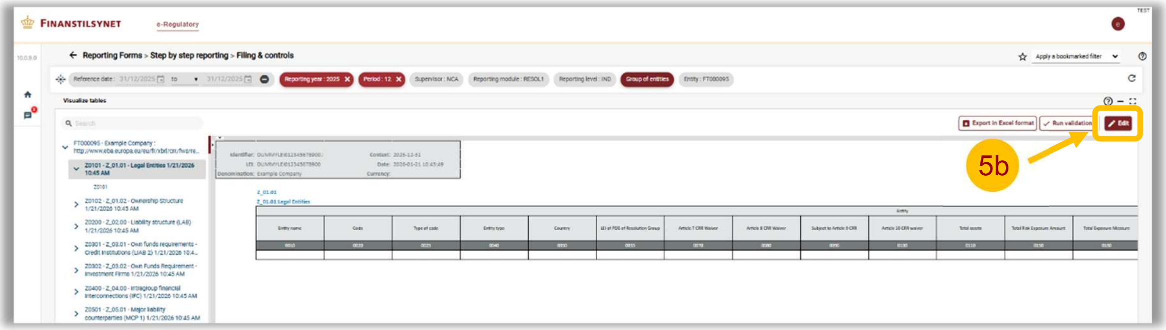
When you are inside a table, you can fill out the table in two different ways. The first method is described in item 5. The second method is described in item 6.

(5) Method 1: entry in the browser window

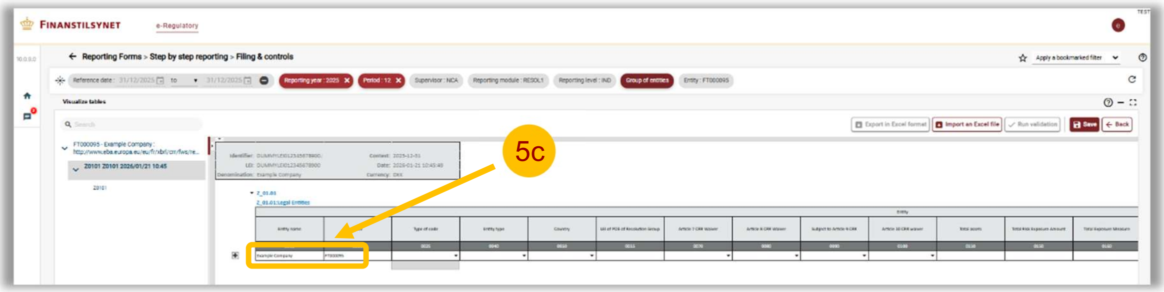
To fill in data in the table, one option is to enter data directly into the table.

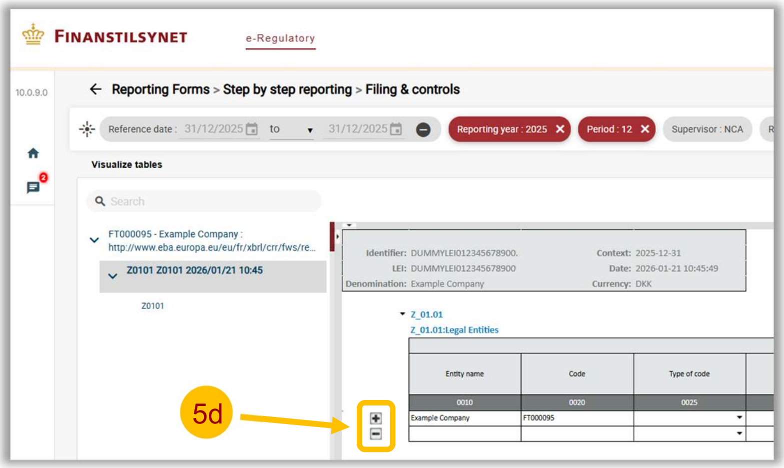
(5a) Start by selecting the desired table in the list view described in section 4a above.

(5b) Then click “Edit” in the upper right corner.



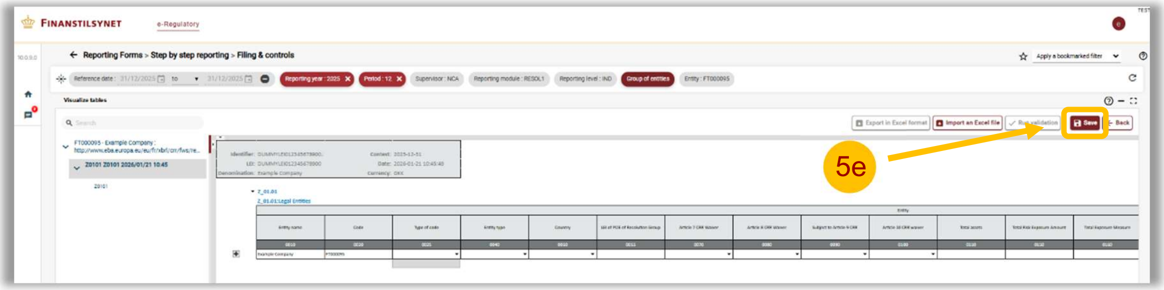
(5c) The window will then change to edit view, as shown in the image below. Here you can begin entering data into the table.



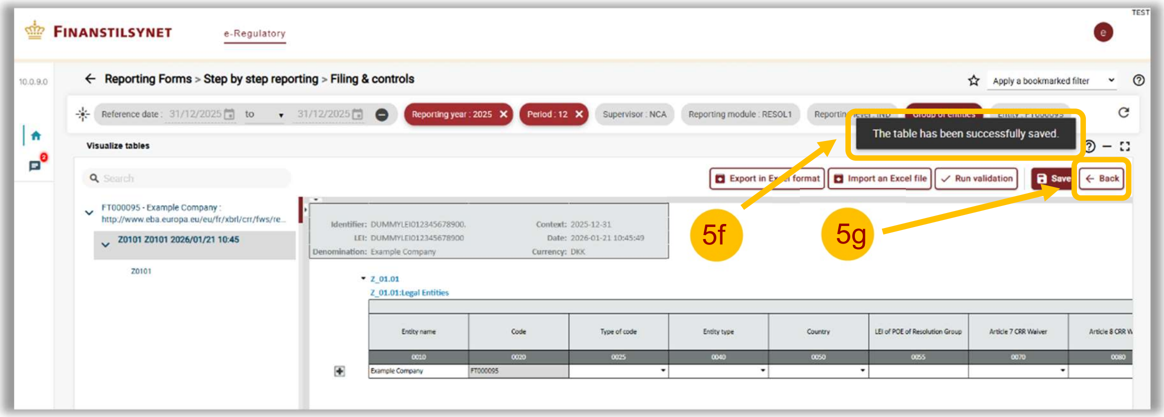


(5d) Using the small plus icon on the left, you can add extra rows to the table if needed. When you have added extra rows, a small minus icon will appear, allowing you to remove rows again.

(5e) When you have finished entering data into the table, click “Save” in the upper right corner.



(5f) A small message will then appear indicating that the table has been saved: “The table has been successfully saved.”



(5g) When you have finished entering data into the table and have saved the table as described in section 5e, you exit the edit view and return to the overview of all tables in the report by clicking the “Back” button on the right side.

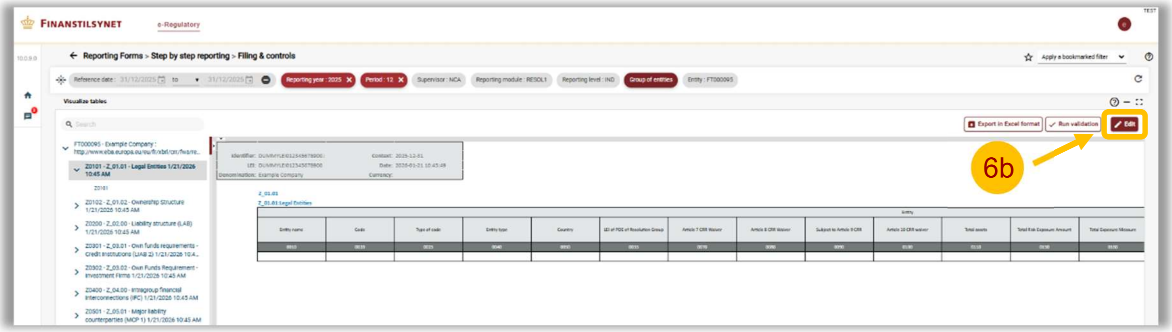
(5h) In the overview of all tables in the report, you can then select a new table to edit as described in sections 5a–5e.

(6) Method 2: Entering data in Excel

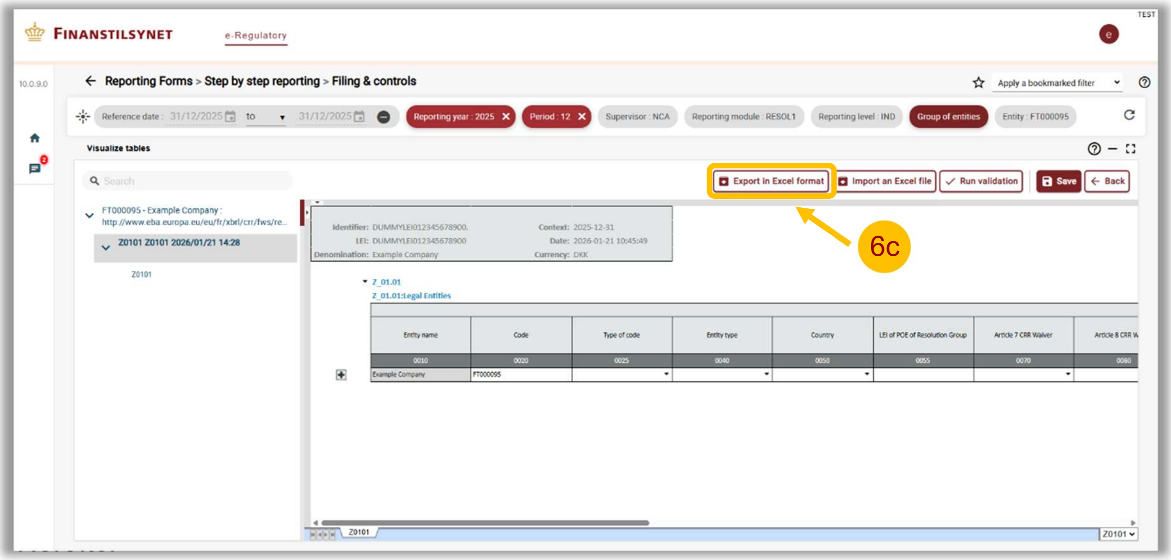
The second method for filling in data in the tables is to export an Excel file that you can edit.

(6a) Start by selecting the desired table in the list view described in section 4a above.

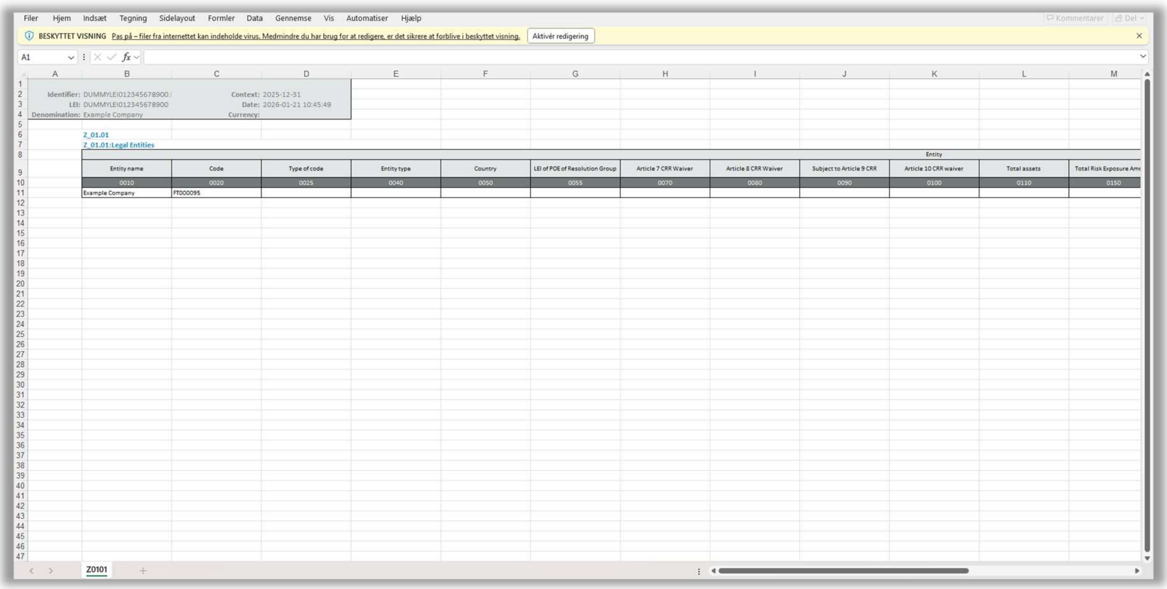
(6b) Then click “Edit” in the upper right corner.



(6c) The window will then change to edit view, as shown in the image below. Here you need to click the button "Export in Excel format."

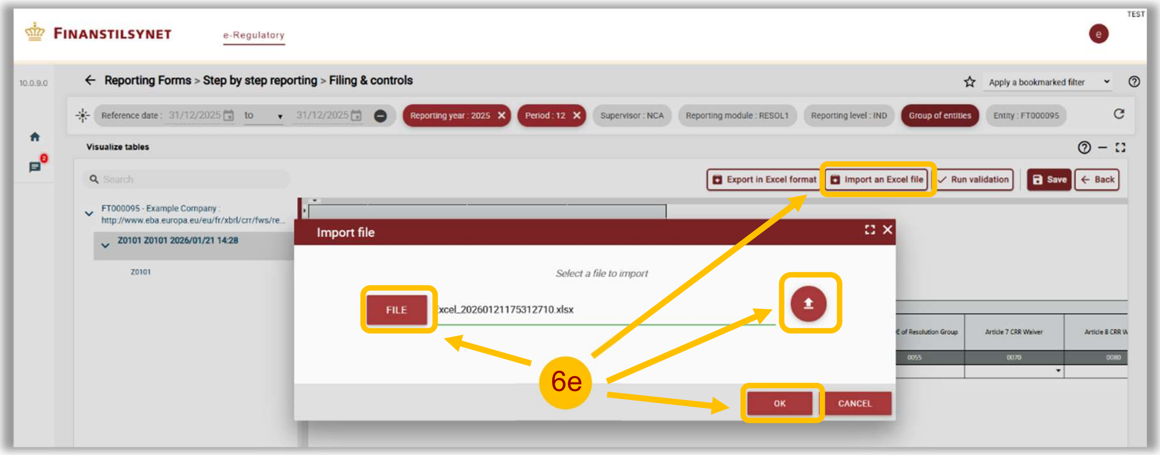


(6d) This will initiate a download of an Excel file containing the table, as shown in the image below. You can fill out and prepare this file before importing it.



(6e) When you have finished filling out your exported table, you import it into e-Reg by:

- Clicking the “Import an Excel file” button
- In the small window that opens, click the “File” button and select the file using your computer’s file explorer
- Then click either the button with the arrow or the “OK” button, and the Excel file with the data you have filled in will be imported into the table in e-Reg



(6f) In the overview of all tables in the report, you can then select a new table that you want to export and edit in Excel, and then follow steps 6a–6e again.

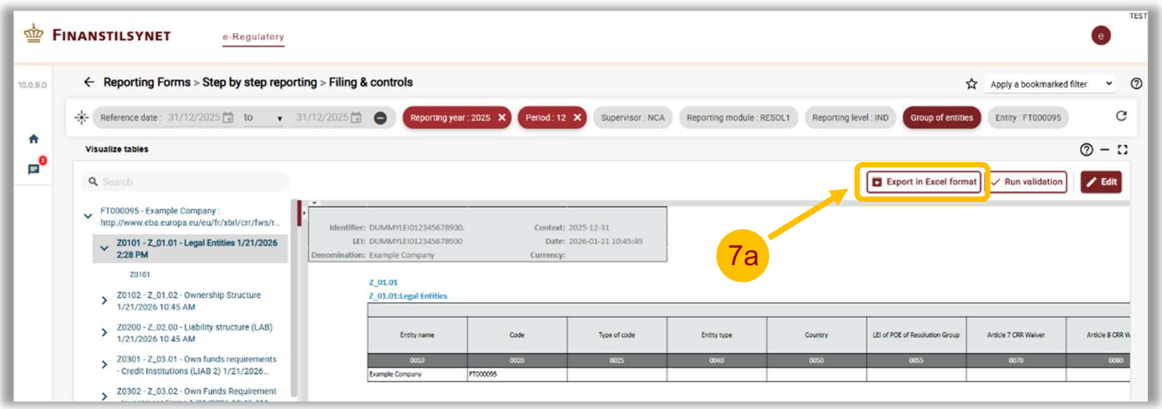
(7) NOTE: This should not be done.

In future versions of e-Reg, it will be possible to export the entire report as a single Excel file containing all tables, after which you will be able to edit all tables in this one file and import the file at once. However, this function is not yet available in e-Reg (as of January 2026), and it is expected to be ready in the second half of 2026.

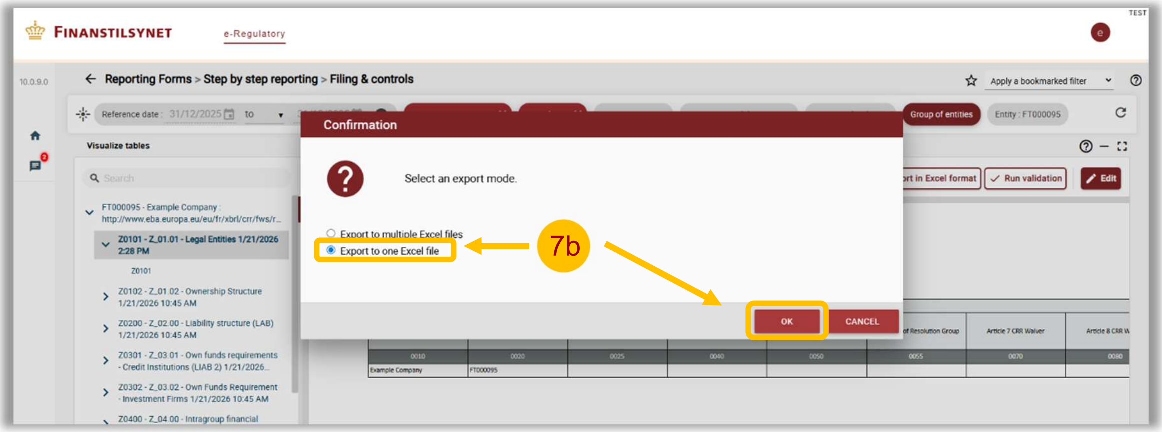
At present (January 2026), e-Reg only allows you to *export* the entire report with all its tables in one Excel file; however, you cannot yet *import* such a complete file.

Exporting the entire report with all its tables in one Excel file is done as follows:

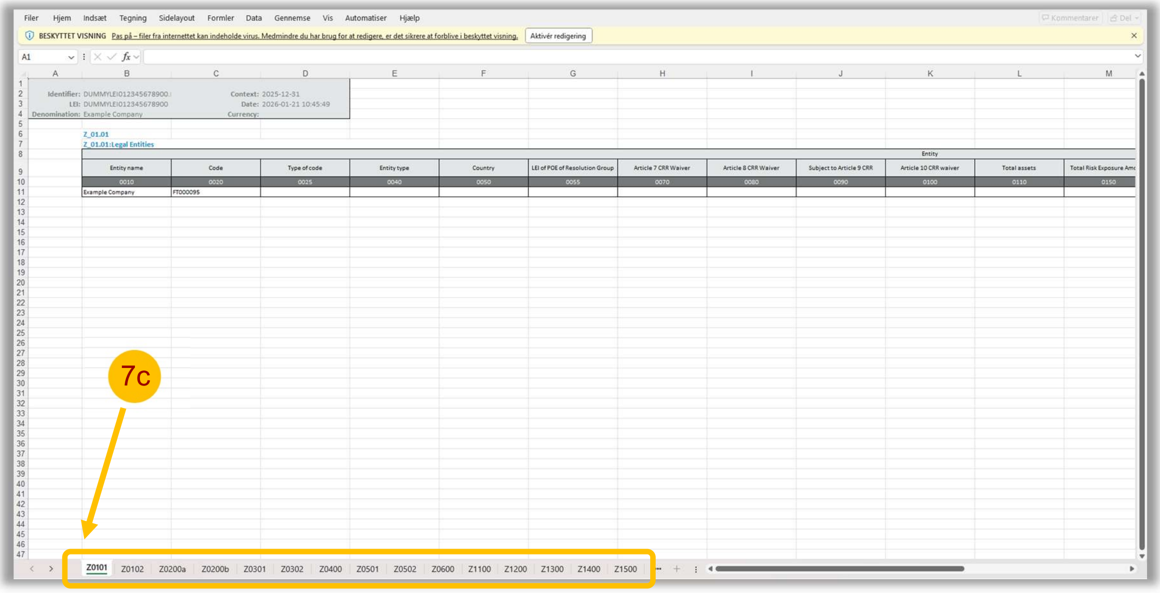
(7a) (7a) When you are in the list view described in section 4a above, you need to click the button: “Export in Excel format.”



(7b) (7b) You will then see the window shown below, where you have the choice between exporting a single table in an Excel file (as you can in step 6 above) and exporting the entire report with all tables in one Excel file. Here, you select “Export to one Excel file” and click OK.



(7c) The browser will then download an Excel file containing all tables in a single file.



However, this file cannot currently (as of January 2026) be used for import yet.

(8) Validation

Regardless of whether you:

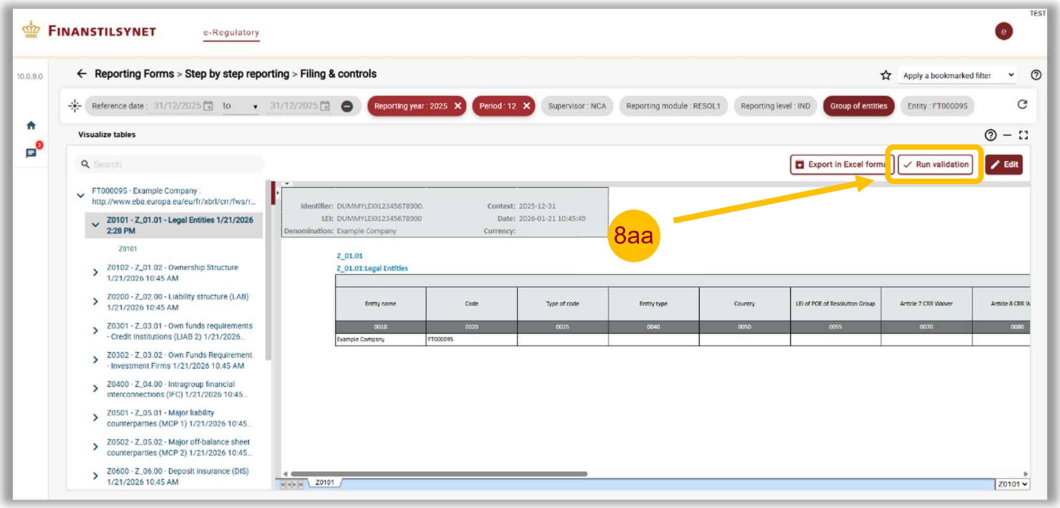
- choose method 1 and fill out the report’s tables in the browser view, or
- choose method 2 and export an Excel file for each table, fill it out, and import the Excel file back into the table,

the following applies.

There are three methods for validating the data you have entered. These three methods are explained below.

(8a) Method 1 (validate all tables in the report)

(8aa) While you are in the overview of the report, you can click the “Run validation” button.

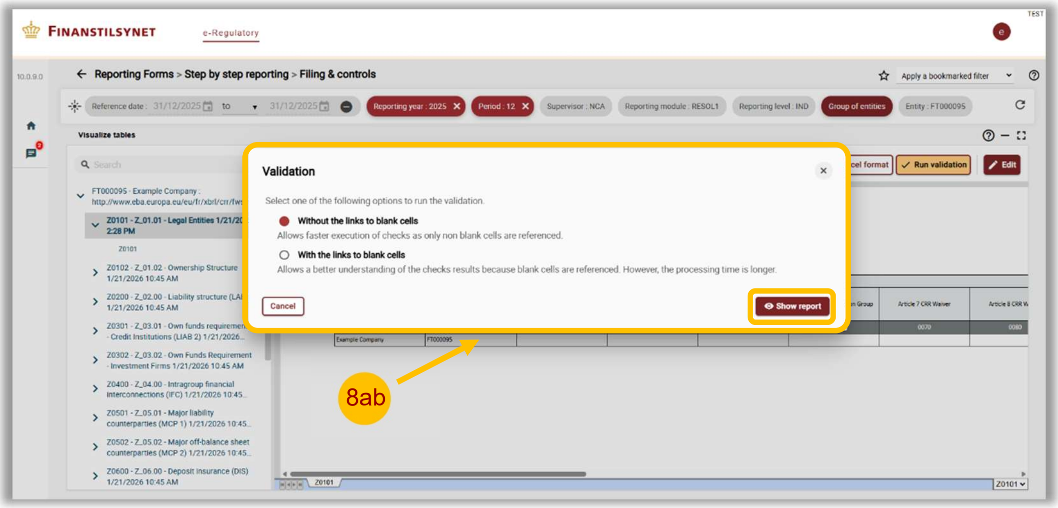


(8ab) A window will then appear where you need to decide whether you want to

- validate only the cells where data has been entered, or
- validate all cells, including blank cells that have not yet been filled in

The option to validate only the cells you have actually filled with data, without validating blank cells, is useful if you know you have not yet finished entering data in the mandatory fields of the table, but you want to validate the data you have entered so far at a certain point in your process.

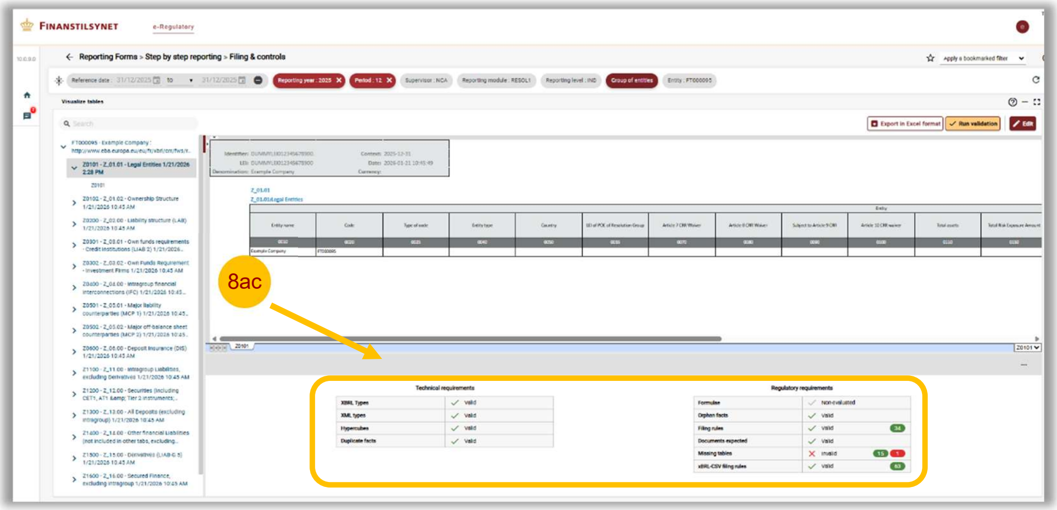
Here, you make a choice and click “Show report.”



(8ac) e-Reg will then take a moment to validate, and the validation results will be displayed at the bottom of the page, as shown in the image below.

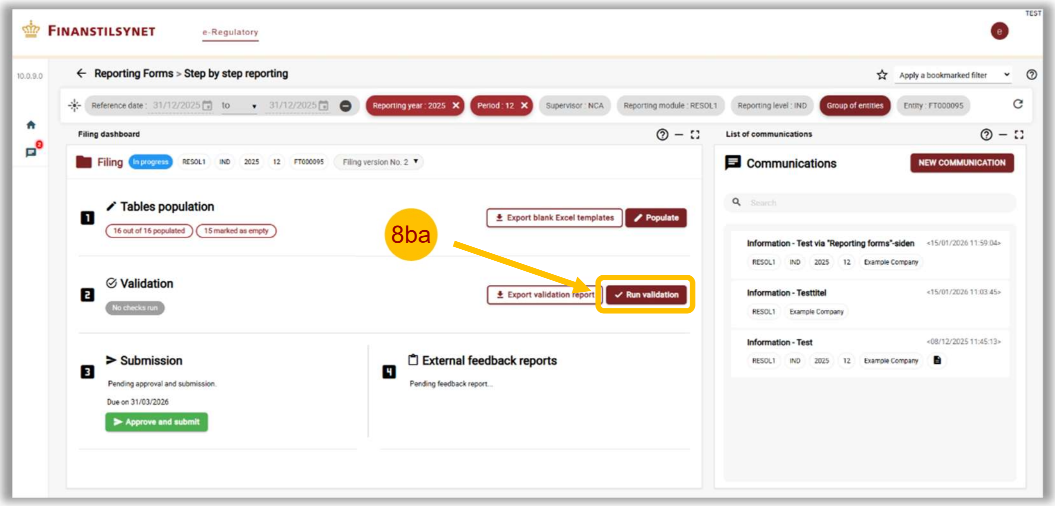
These validation results will appear below each table if you click on the different tables in the list view on the left.

The validation is therefore performed on all tables in the report at once, not for each individual table.



(8b) Method 2 (validate all tables in the report)

(8ba) If you go back to the “Step by step reporting” page (step 3 above in this user guide), you can also click “Run validation.”



(8bb) You will then be taken to the report’s list view page and see the validation results in the same way as explained in step 8ac above.

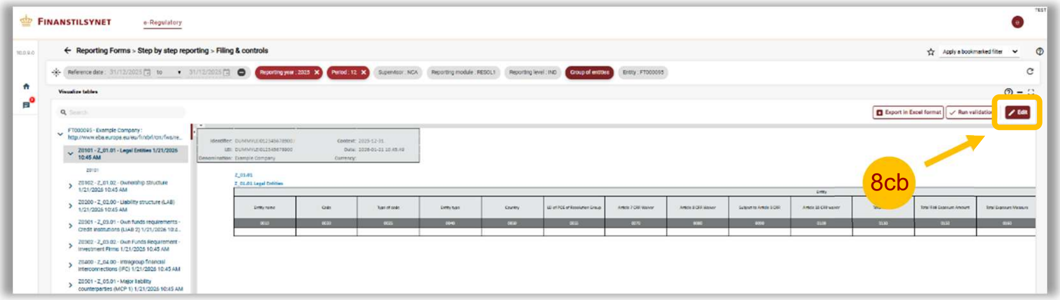
Again, these validation results will appear below each table if you click on the different tables in the list view on the left.

Here too, the validation is performed on all tables in the report at once, not for each individual table.

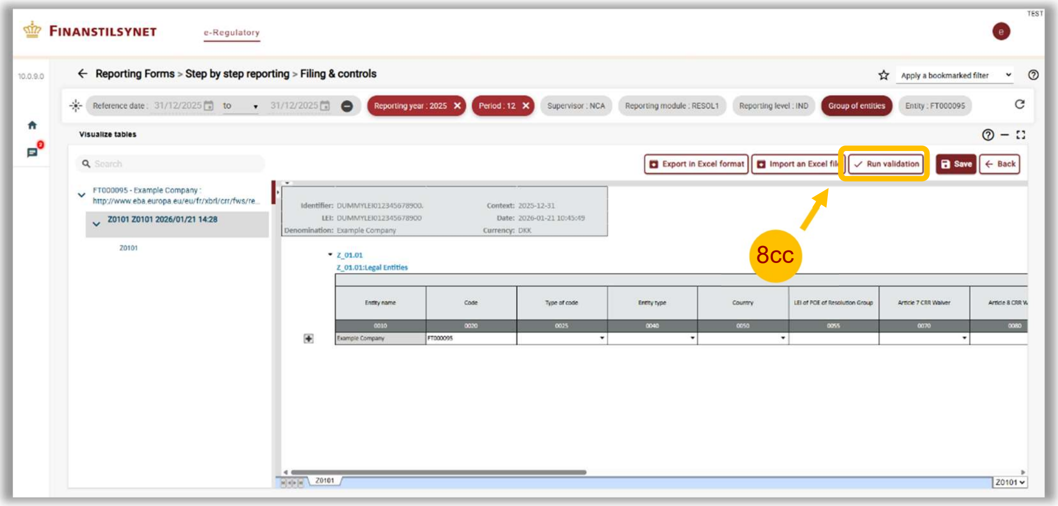
(8c) Method 3 (validate a single table in the report)

(8ca) Start by selecting the desired table in the list view described in section 4a above.

(8cb) Then click “Edit” in the upper right corner.



(8cc) The window will then change to edit view, as shown in the image below. Here you need to click the “Run validation” button.

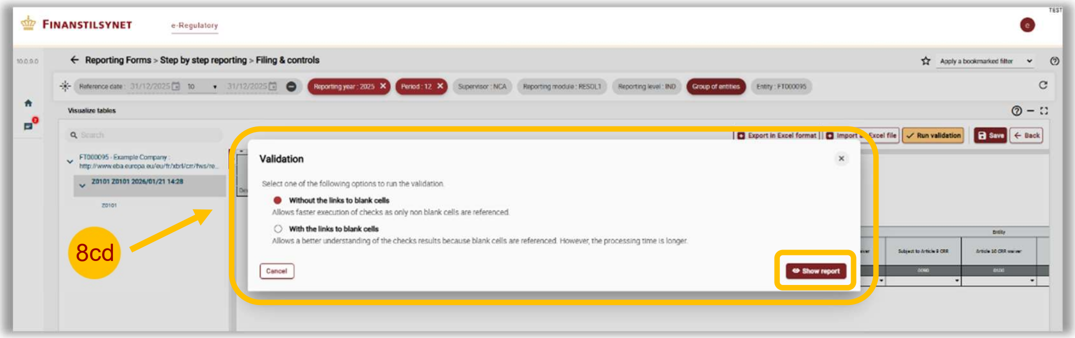


(8cd) A window will then appear where you need to decide whether you want to

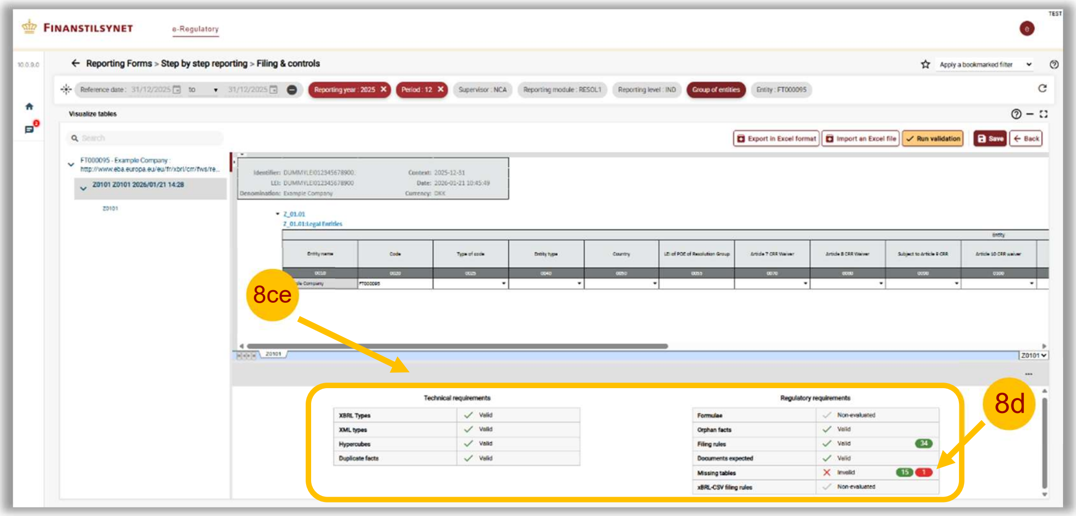
- validate only the cells where data has been entered, or
- validate all cells, including blank cells that have not yet been filled in

The option to validate only the cells you have actually filled with data, without validating blank cells, is useful if you know you have not yet finished entering data in the mandatory fields of the table, but you want to validate the data you have entered so far at a certain point in your process.

Here, you make a selection and click “Show report.”

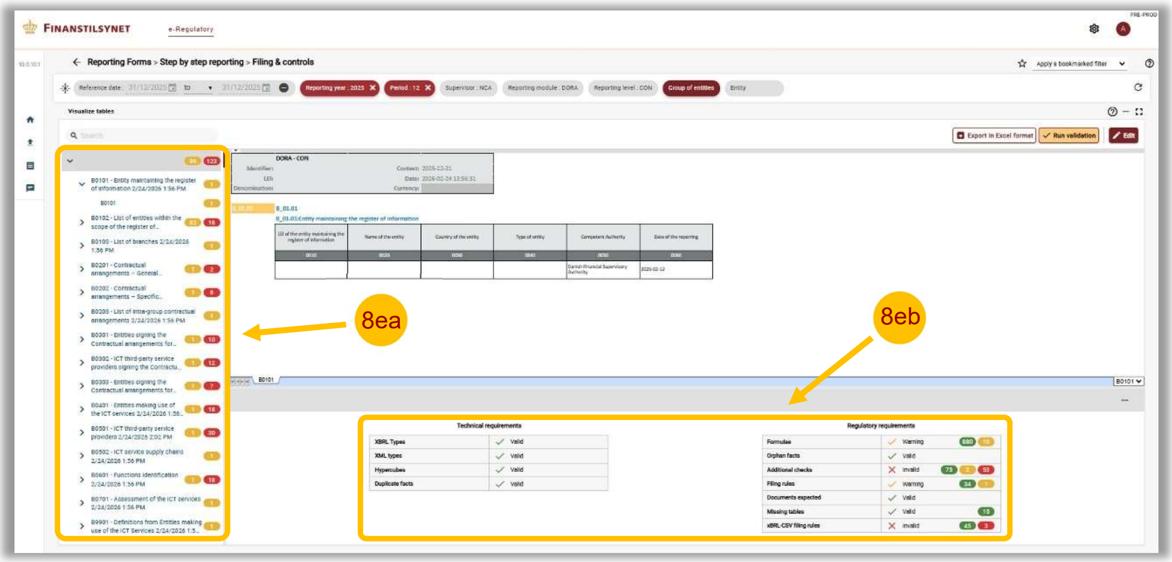


(8ce) e-Reg will then take a moment to validate, and the validation results will be displayed at the bottom of the page, as shown in the image below.



(8d) If you have error messages marked in red in the validation, it means there is an error in the report that must be corrected before the report can be submitted.

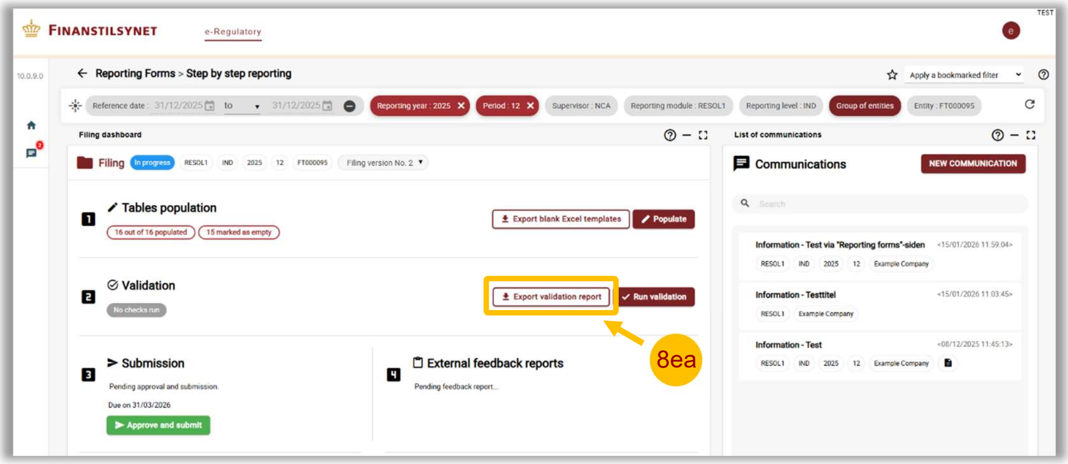
(8e) Below is an example of a validation that has returned a large number of errors (red) and warnings (yellow).



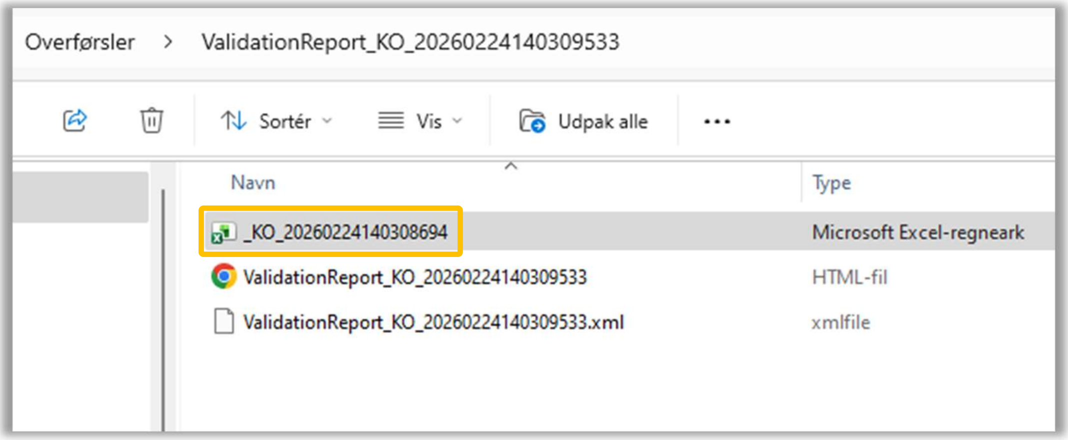
(8ea) In the overview on the left side, which lists all the tables included in the submission, a number of errors and warnings will be shown for each table. The numbers in the red and yellow circles refer to how many fields in each table are affected by an error or warning. Thus, this does not indicate the number of individual errors and warnings, but the number of fields affected. The actual number of errors and warnings is often much lower, but because an error or warning typically affects several fields, the numbers shown for each table in this overview can appear very high.

(8eb) In the overview at the bottom of the page, the numbers in the red and yellow circles indicate the number of individual errors and warnings in the submission. Unlike the overview on the left side (explained in item 8ea above), this overview in item 8eb can be used to get an exact overview of how many unique errors and warnings there are in the submission.

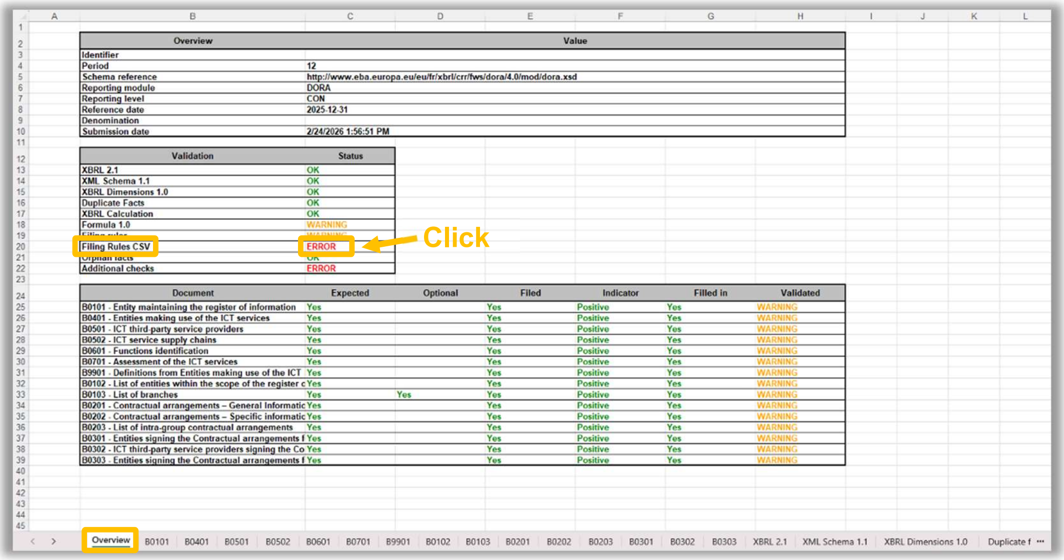
(8ec) In situations where you have many errors and warnings, it can quickly become overwhelming to try to get an overview of the errors and warnings in the e-Reg user interface (the overviews explained in items 8ea and 8eb).
If you have many errors and warnings, it may therefore be beneficial to go back to the "Step by step reporting" page and click the "Export validation report" button.



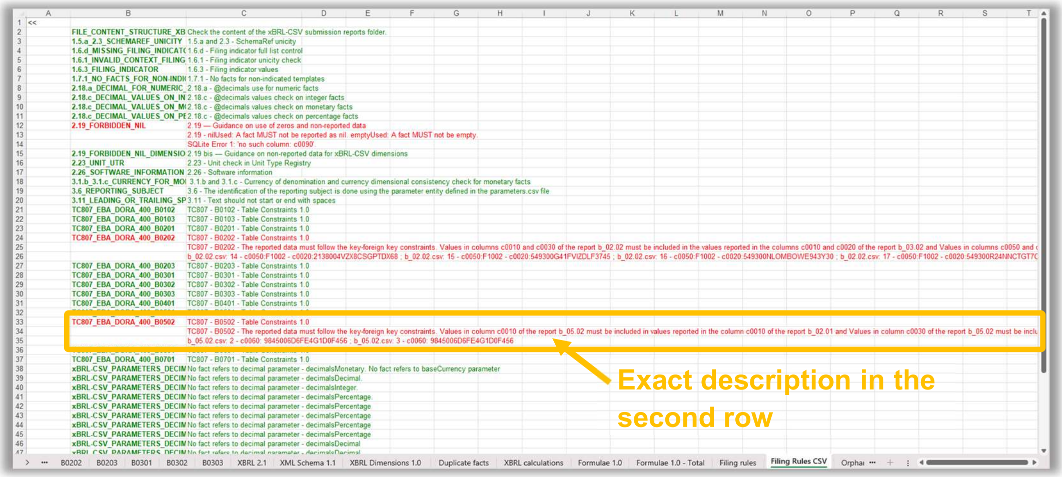
This will start a download of a zip-compressed folder. Among other things, the folder will contain an Excel file, and this Excel file may be more helpful in assisting you with correcting the errors and warnings in the submission.



In the Excel file, there will be a tab called “Overview,” where you can see which types of errors (“ERROR”) are present in the submission. If you click on the red text “Error,” you will be navigated to a new tab in the Excel file, where errors of this type are listed.

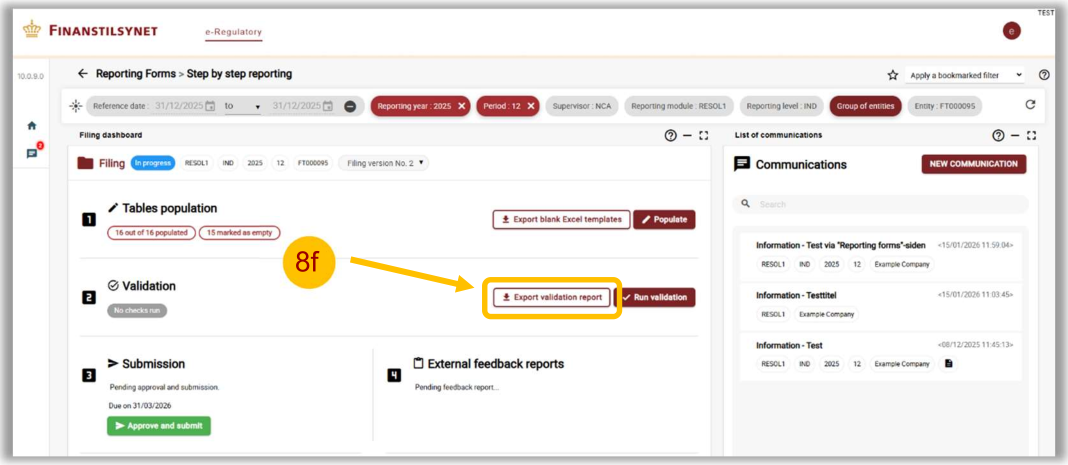


The tab you are taken to will contain information about the specific errors in your submission. The errors will be marked in red text, and in the second row of red text there will be an exact description of what the error consists of. The error description text will typically (where relevant) include a reference to the specific table (for example, in the image below there is a reference to table B0502), and a reference to the specific column(s) where the error occurs (for example, in the image below there is a reference to columns c0010, c0030, and c0060, among others).



(8f) Regardless of your choice of method, be it validation method 1 (described in step 8a), validation method 2 (step 8b), and validation method 3 (step 8c), once you have performed a validation of the entire report, you can subsequently export a validation report from the “Step by step reporting” page by clicking “Export validation report.”

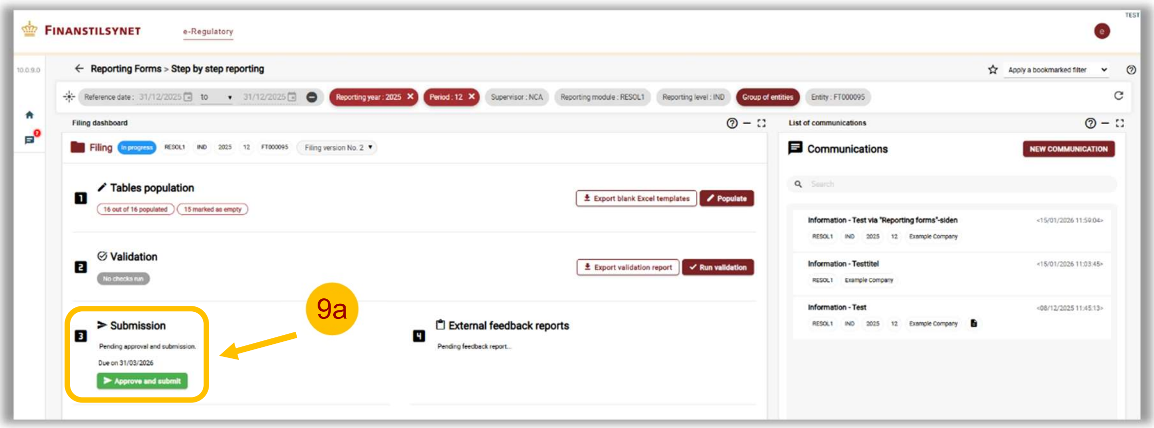
This will initiate the download of a zip-compressed folder containing the validation report.



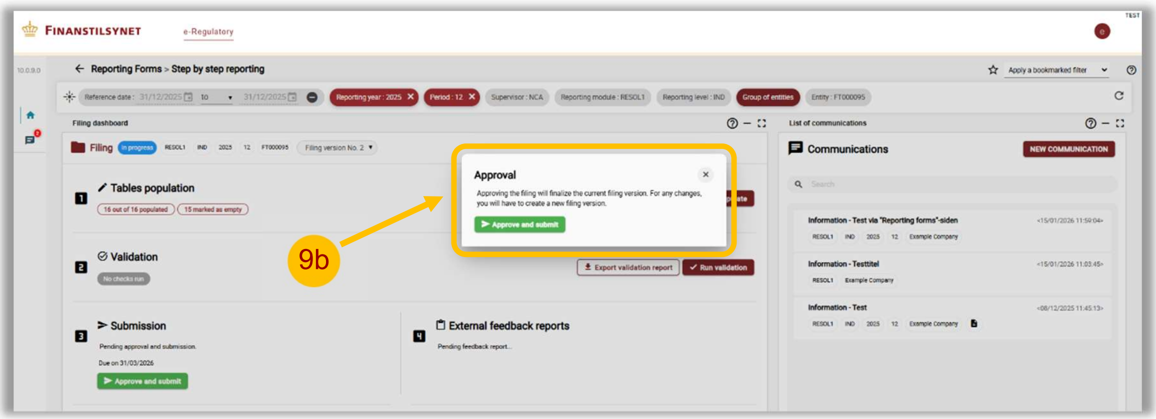
(9) Submission

When the report is ready for submission to the Danish Financial Supervisory Authority and thereby to the relevant ESA that receives the report, you submit it as follows:

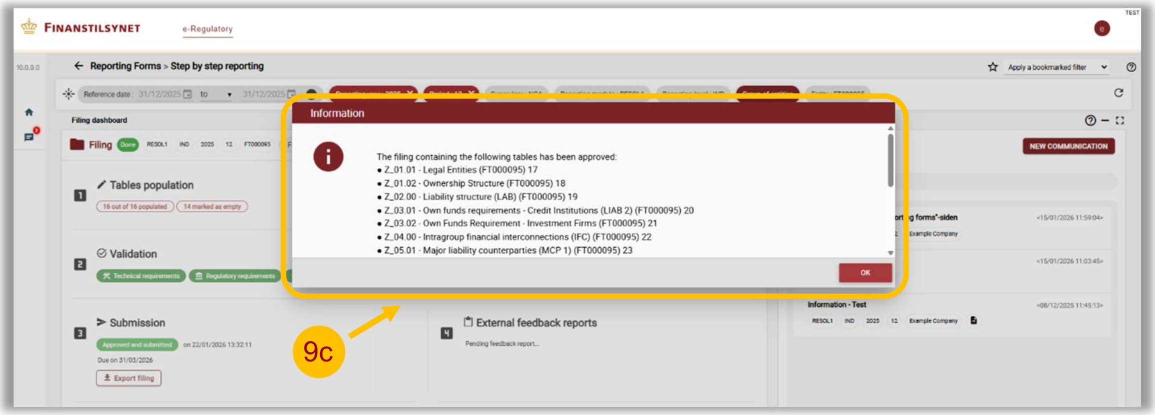
(9a) On the "Step by step reporting" page, click the "Approve and submit" button.



(9b) A small confirmation window will appear, where you need to click "Approve and submit" again.

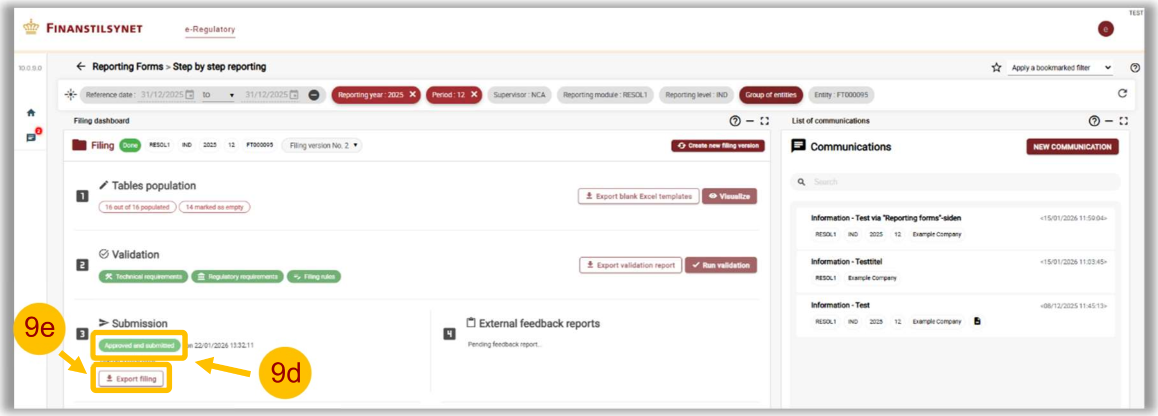


(9c) If you have filled out all tables in the report correctly and sufficiently, and if all tables have been validated successfully in the previous steps, you should now receive a message indicating that all tables are "approved" and thus submitted. See the image below for an example.



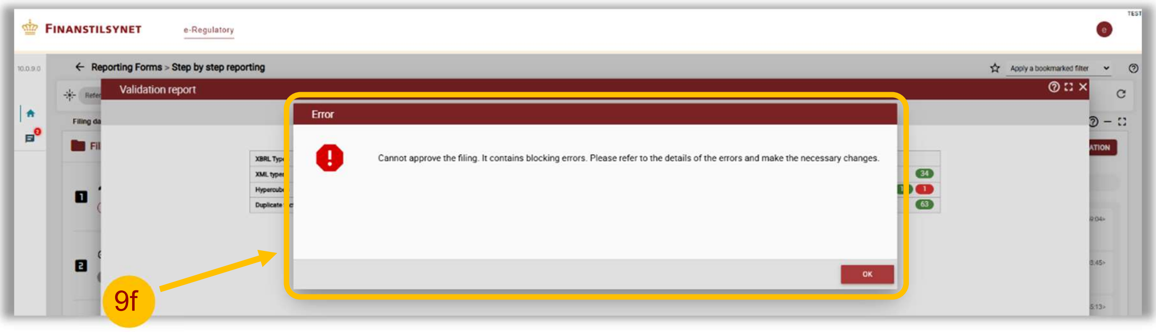
(9d) If you close this window (by clicking "OK"), the "Step by step reporting" page will now display "Approved and submitted" on the green button, which again indicates that the report has been submitted correctly.

A date and time will also appear, indicating when you submitted the report.

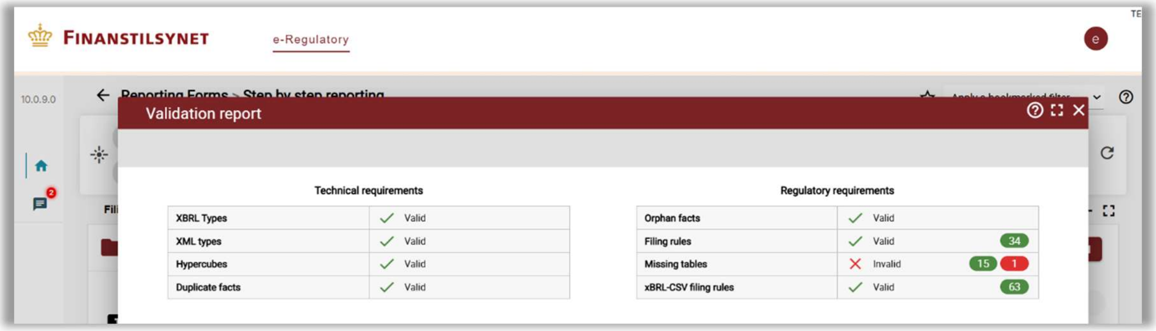


(9e) Using the "Export filing" button, you can also download a zip-compressed folder containing information about the report you have submitted.

(9f) If, instead of the approval (described in step 9c above), you receive the message shown below from e-Reg, it means there are errors in your report that must be corrected before e-Reg will accept the report. The report is therefore blocked and cannot be sent to the Danish Financial Supervisory Authority or to the ESA until these errors have been corrected.



(9g) If you close this window (by clicking “OK”), another window will appear behind it, summarizing which validations have failed. See the example in the image below. This overview can help you correct the errors.

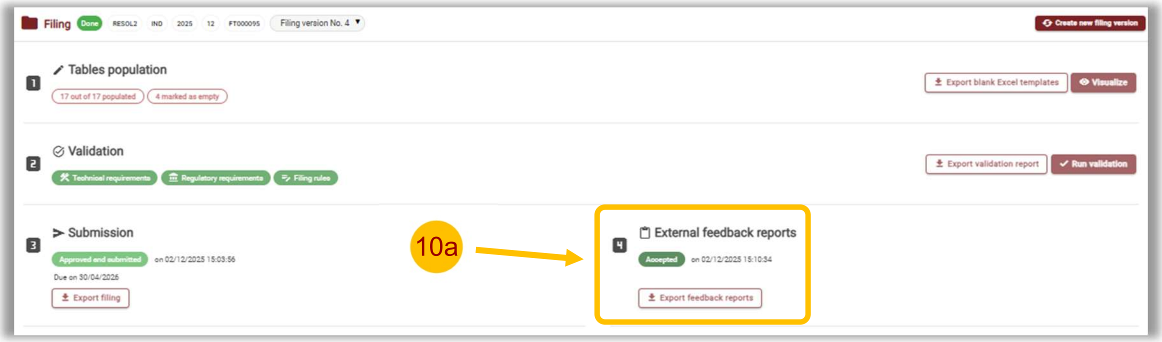


(10) Download feedback report from the ESA

(10a) (10a) After a short period (typically a few minutes), a status from the ESA will appear in the “External feedback reports” field, along with the date and time when the status was received.

This status is not the final decision on the report from the ESA, but rather an indication of whether the report appears to comply with the file and format rules that the ESA expects the file to meet.

Feedback from the ESA on the actual content of the report will be provided in e-Reg’s communications module, typically after a few weeks.



(11) Note: you cannot delete a submission

Please be aware that you cannot delete a submission in e-Reg once you have approved and submitted it.

If you become aware that you have made a mistake in a submission that has been approved and submitted, you must submit a new report. It will always be the most recently approved and submitted report that is valid. The most recently submitted report will always overwrite and invalidate previous submissions.

Via the Forms page, this can be done by going back to item 3 in this user guide, where in item 3a you click “Create new filing version,” and then continue from there.