

## Request multi-factor (MFA) login to e-Reg, user guide for reporters

This guide provides an introduction to how reporters request a multi-factor (MFA) login access to the Danish Financial Supervisory Authority's portal for ESA-related reporting, e-Regulatory ("e-Reg").

The process of requesting a multi-factor login to e-Reg involves two separate actions:

- Submit an [account creation application](#)
  - This flow is described in section 2 below
- Submit a [reporting rights application](#)
  - This flow is described in section 3 below

### (1) Before you apply

Before signing up, you should have an electronic copy of your ID available. This could be your employee ID, passport, driver's license or similar identification card. We encourage you to upload your ID in .pdf format, however, this is not mandatory.

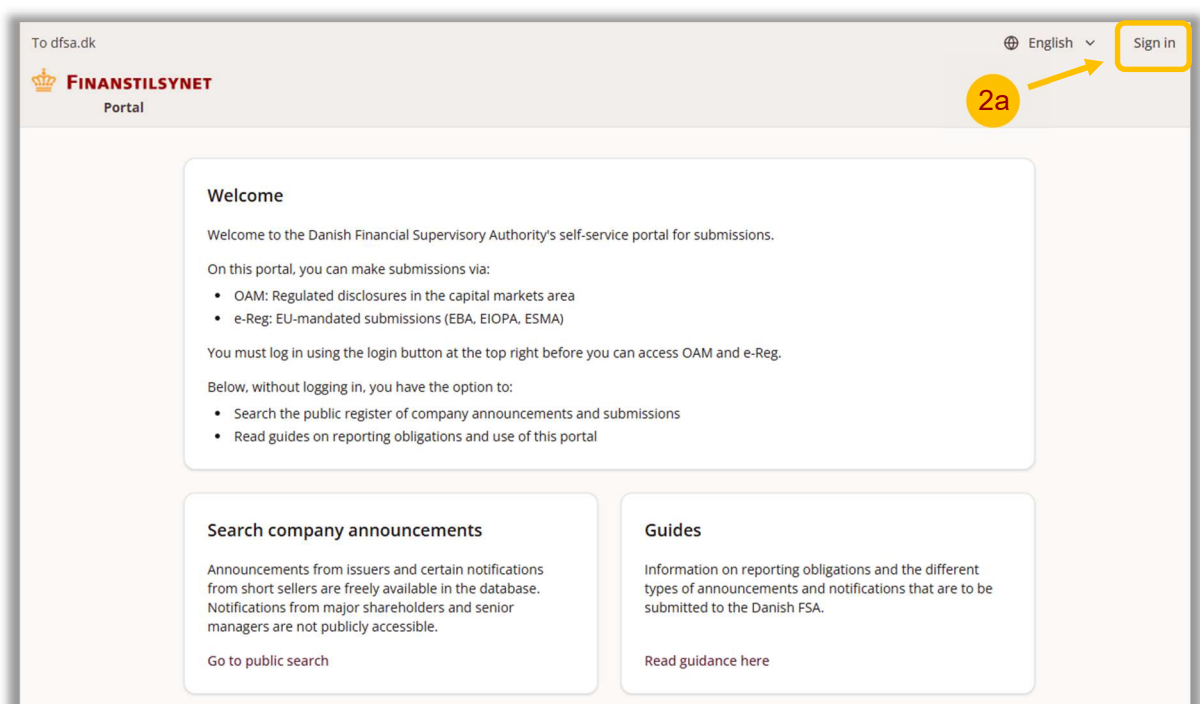
Furthermore, before beginning the sign-up process, you need to make sure you have a valid email address that has not already been used by other users in the system.

### (2) Submit an account creation application

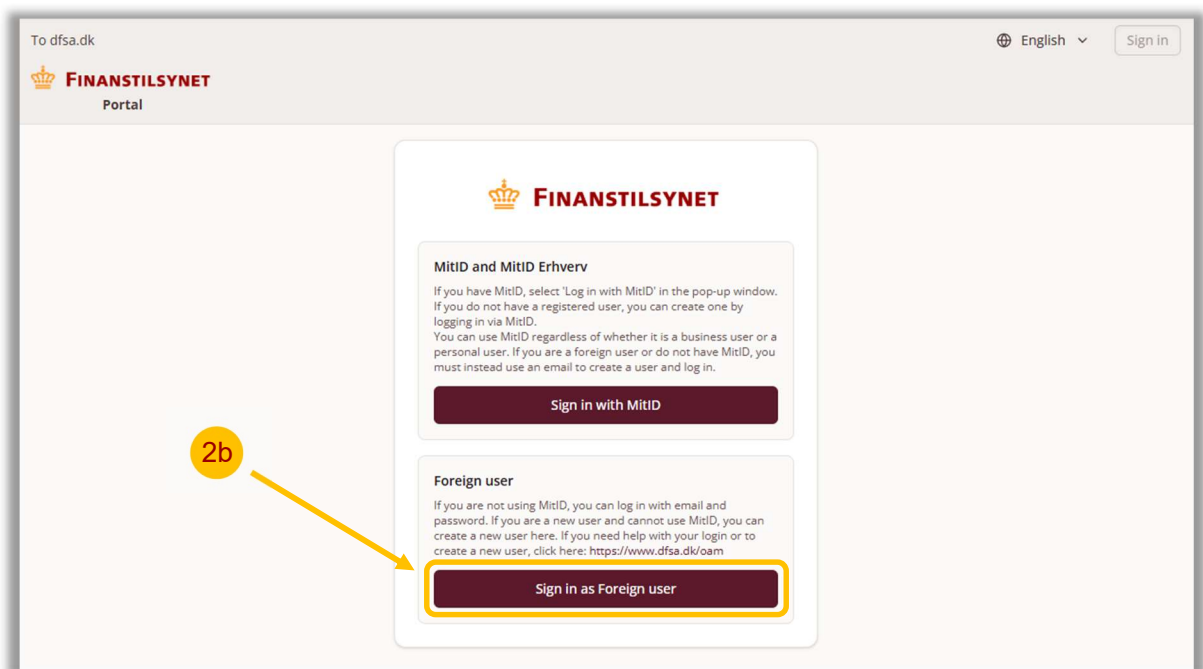
- (2a) Navigate to the self service portal of the Danish Financial Supervisory Authority via the below link:

<https://portal.finanstilsynet.dk/>

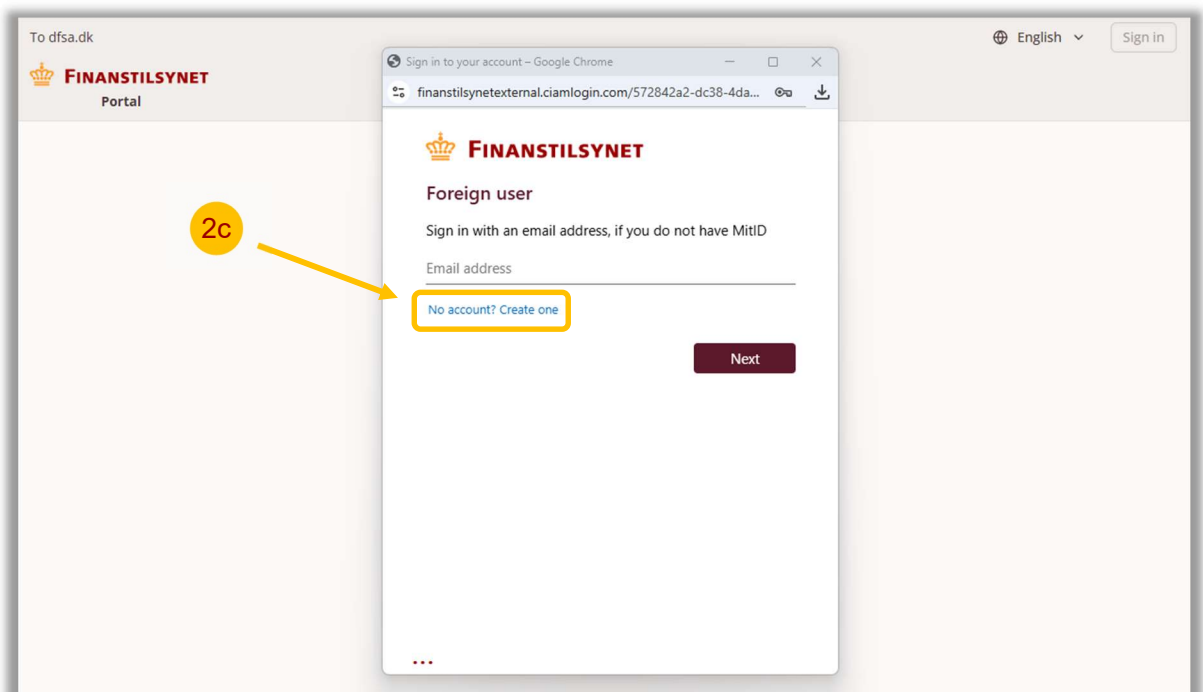
You will be presented with the below page, where you have to press "Sign in" in the top right corner.



- (2b) Upon pressing “Sign in”, you will be presented with the below page where you need to press “Sign in as foreign user”.



- (2c) A small window will pop up. Here, you need to press the blue text “No account? Create one”.

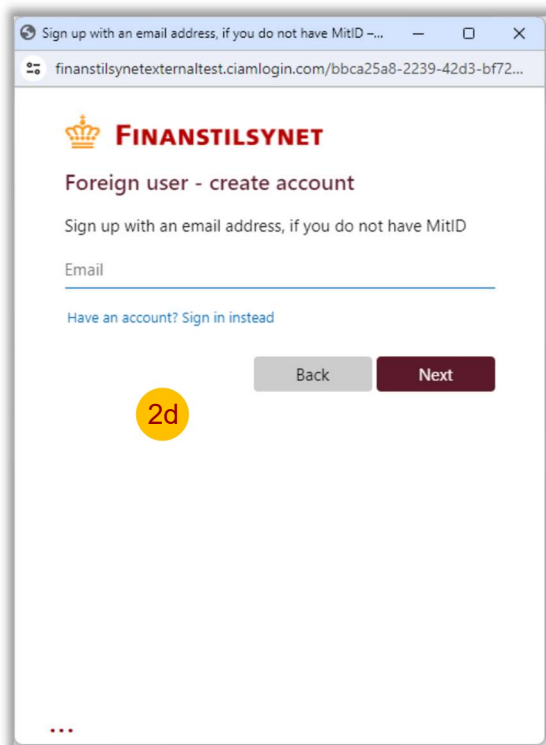


- (2d) A new window will appear, in which you need to enter an email address of your choice.

You need to ensure this email address has not already been used by another user on the portal.

A receipt for your application will later 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.



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

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

**FINANSTILSYNET**

Foreign user - create account

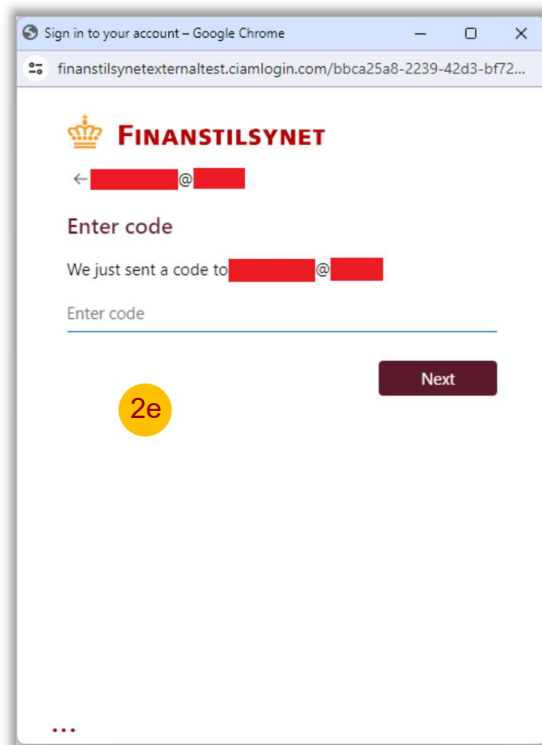
Sign up with an email address, if you do not have MitID

Email

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

Back Next

2d



Sign in to your account - Google Chrome

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

**FINANSTILSYNET**

← [redacted]@ [redacted]

Enter code

We just sent a code to [redacted]@ [redacted]

Enter code

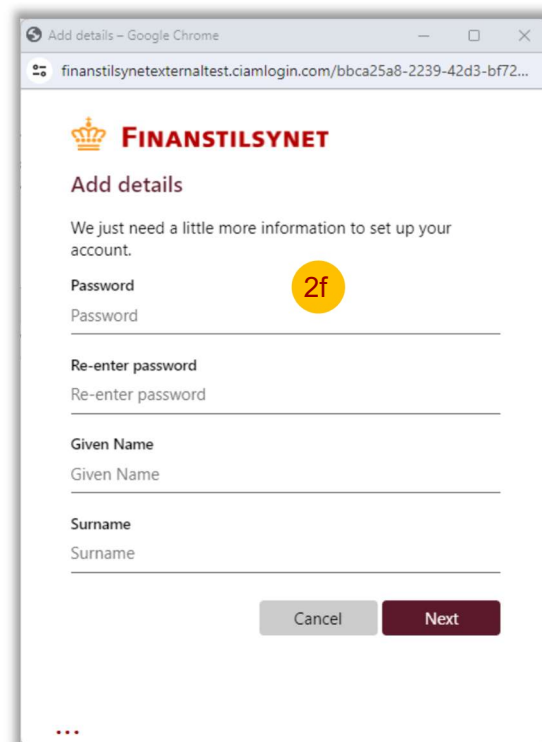
Next

2e

(2e) After entering your email address, a new window will appear in which you need to enter a password that has been sent to the email address you just entered. Check your email inbox to find the password.

(2f) After entering the password, a new window will appear in which you need to enter your details, including your preferred password and your name.

Click "Next" once all the details have been entered.



Add details - Google Chrome

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

**FINANSTILSYNET**

Add details

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

Password

Password

Re-enter password

Re-enter password

Given Name

Given Name

Surname

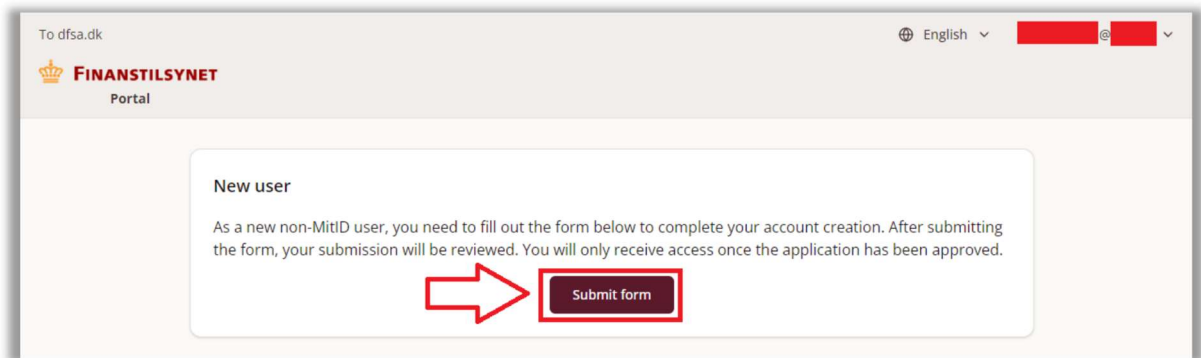
Surname

Cancel Next

2f

- (2g) You have now finished the initial registration, and you are now ready to submit an application for a user account.

A new window will appear in which you can press “Submit form”. This will open a new tab and lead you to the application form for the user account.



- (2h) A window will appear in which you can choose the type of account. Here, you need to choose “Person” as the type of account when you are applying for a multi-factor login to e-Reg.

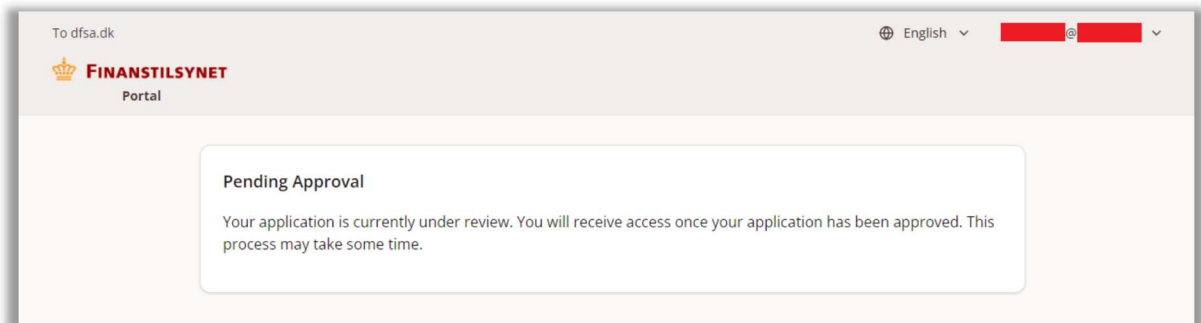
Afterwards, fill out the rest of the application below. If you are in doubt about how to fill out the individual fields, you can hover your cursor over the question marks to seek guidance.

In the “Identification” field, you upload the electronic copy of your ID that you have prepared in advance.

In the field “Please note”, we kindly ask you to add the message: “e-Reg account”. This helps us in our expedition of your application.

A screenshot of the "Register for user name and password" form. The form is titled "1 Register for user name and password" and "Register for user name and password". It has three steps: "1 Register for user name and password", "2 Receipt information", and "3 Check your entries". The "ACCOUNT" section has a "Choose account" dropdown menu with "Person" selected, highlighted by a red box. Below this are fields for "Your names", "Address", "City", "Zip code", "Country" (with a "Please select:" dropdown), "E-mail address", "Phone no. (optional)", "Identification" (with a "Drag file here or select file." link), and "Please note (optional)".

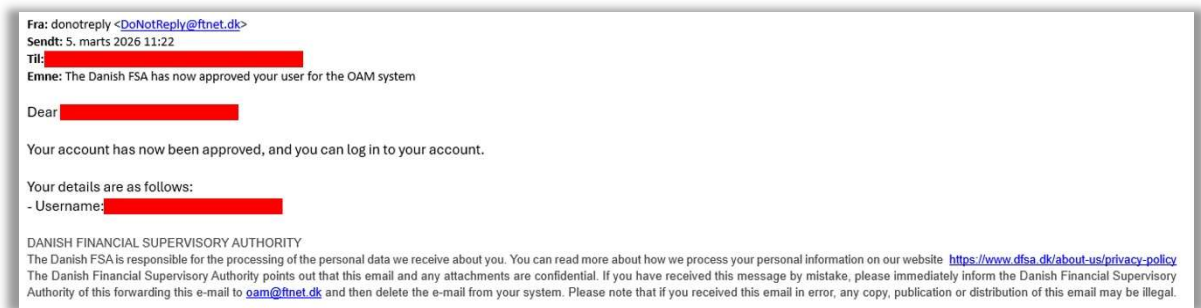
- (2i) When you are done filling in the application, click “Send”. This will take you to the receipt page (as shown below). From now on, you wait for the Danish Financial Supervisory Authority to review your account creation application.



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.

If your application needs urgent attention, e.g. if you have to submit a required notification the same day your application was sent, you may contact us on +45 33 55 82 82.

- (2j) Once your account creation application has been approved by the Danish Financial Supervisory Authority, you will receive 2 emails:
- An e-mail with the approval as illustrated below. This email will also contain your new user account's unique ID.



- A separate e-mail with a link to create/reset your password.

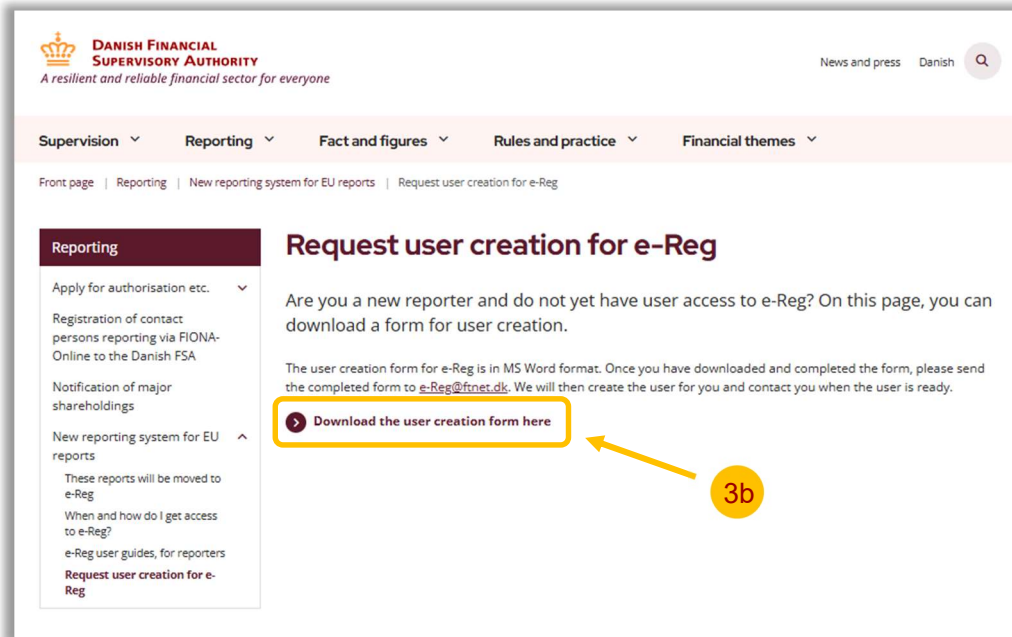
Both e-mails will be sent to the e-mail address you stated under the 'Account' section of the application process (step 2d above).

### (3) Submit a reporting rights application

- (3a) Once you have finished applying for an account (as described in section 2 above), you need to also request reporting rights in e-Reg. You do this by navigating to the page on our website “Request user creation for e-Reg” via the link below:

<https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/request-user-creation-for-e-reg>

(3b) On this page, you can download a user creation form.



(3c) The form will download as a Word-document (.docx). It is to be filled out and signed by an authorized signatory in the organization.

Please note:

- All columns are mandatory. If any column is left empty, we cannot process the user registration request.
- In the column “**E-mail address** of the new e-Reg user” you must make sure to enter the email address of the account that you just created in section 2 above. If the email addresses do not match, we cannot process your request.
- Since you are requesting reporting rights for an account with a multi-factor login method, you must tick “multi-factor” as preferred login method in the column to the far right.

**Registration of users for the Danish FSA's collections via e-Regulatory**  
The completed form is to be submitted by email to [e-Reg@ftnet.dk](mailto:e-Reg@ftnet.dk)

Name of the company on whose behalf the users will make submissions to e-Reg									
LEI code of the company					FT-ID (DKFSA's ID) of the company				

Users who will report on behalf of the above-mentioned company:

NOTE: All columns are mandatory. If any column is left empty, we cannot process the user registration request. If MitID is chosen as preferred login method, please make sure to state the e-mail address which is linked to the person's MitID Erhverv user, specifically.

First name of the new e-Reg user	Last name of the new e-Reg user	E-mail address of the new e-Reg user	CVR (or company ID) of company at which the user is employed	Name of company at which the user is employed	Phone number (please include country code)	Reporting module(s)	The user is to be (tick a box)		Preferred login method (tick a box)	
							Created	Deleted	MitID	Multi-factor

Binding signature of the company on whose behalf the users will make submissions to e-Reg									
Place and date									
Name and title									
Signature									

DANISH FINANCIAL SUPERVISORY AUTHORITY Danish Financial Supervisory Authority – Strandgade 29 – 1401 København K – Denmark – (+45) 33 55 82 82 2026-03-13

- (3d) An electronic copy (e.g. a scanned PDF) of the signed form is to be sent via email to [e-Reg@ftnet.dk](mailto:e-Reg@ftnet.dk)

From now on, you wait for the Danish Financial Supervisory Authority to review your reporting rights application.

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.

If your application needs urgent attention, e.g. if you have to submit a required notification the same day your application was sent, you may contact us on +45 33 55 82 82.

- (3e) Once your reporting rights application has been approved by the Danish Financial Supervisory Authority, you will receive an email stating that you are now approved to report in e-Reg.

This email will come from [e-Reg@ftnet.dk](mailto:e-Reg@ftnet.dk) as a reply to the email you sent with the filled in form.

#### **(4) When can you enter e-Reg?**

You need to receive approvals for both applications before you can enter e-Reg. That is, you need to have received approvals to the:

- account creation application
- reporting rights application

before you will be able to fully log in to e-Reg.

When you have received both approvals and you are ready to log in to e-Reg, you can follow our user guide “(1) Log in to e-Reg, user guide for reporters”. You will find this user guide on our website here:

<https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/e-reg-user-guides-for-reporters>

In the user guide, follow method 2 “Sign in without using MitID”.