

## Transfer submission from training environment to production environment in e-Reg, user guide for reporters

This guide explains how reporters can extract a report they have submitted in the e-Reg training environment, in order to submit it in the e-Reg production environment instead.

As a reporter, you may have prepared your report in the e-Reg training environment and made one or more test submissions before arriving at a final version that you are satisfied with.

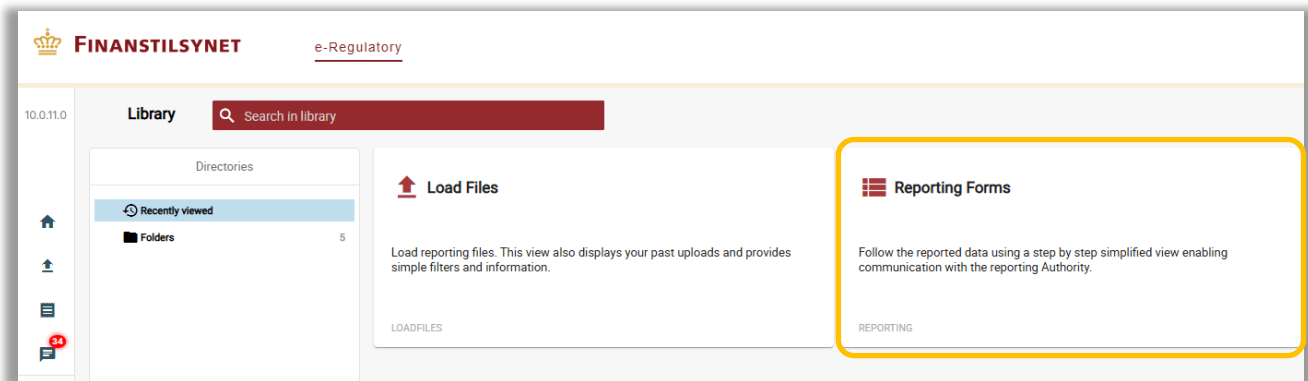
Afterwards, you may need to transfer the final version of the report to the e-Reg production environment, so you can reuse the file for your final submission in the production environment.

### (1) Open the training environment and navigate to "Reporting Forms"

Open the e-Reg training environment by logging in to the Danish Financial Supervisory Authority's self-service portal (<https://portal.finanstilsynet.dk/>) and selecting "e-Reg training environment".

Regardless of whether you have submitted your report in the training environment using the "Load Files" function or via "Reporting Forms", e-Reg works in such a way that as soon as you have approved and finally submitted your report, e-Reg will generate an xBRL-CSV file based on your submission, which you can download from the "Reporting Forms" page in e-Reg.

Once you have submitted the final version of your report in the training environment, you can find the xBRL-CSV file that e-Reg has prepared based on your submission by going to the "Reporting Forms" page:



### (2) Identify the relevant submission

On the "Reporting Forms" page, you will be presented with a list of all the different reporting obligations linked to your e-Reg user.

It is important to remember that the reporting obligations shown on this page are based on the permissions assigned to the specific user account you are logged in with.

## Example

If you are logged in as reporter X on behalf of company A, where company A generally has reporting obligations 1, 2, and 3, you may find that as reporter X you can only see company A's reporting obligations 1 and 2, but not obligation 3, because you have not been granted the right to report on obligation 3 with your e-Reg user.

This depends on what the company has declared to the Danish Financial Supervisory Authority regarding which reporting obligations each reporter is authorized to submit on behalf of the company.

Conversely, as reporter X, you may also see reporting obligations for several companies if your e-Reg user has been granted rights to, for example, reporting obligations 1 and 2 for company A and, at the same time, reporting obligations 2 and 3 for company B. This is because, even though you log in with MitID Erhverv as an employee of company A, you may, by power of attorney, have been authorized by company B to report on its behalf from the same user account.

This also depends on what each company has declared to the Danish Financial Supervisory Authority regarding which reporting obligations a reporter may submit on their behalf.

If you are unsure whether you have the correct reporting obligations linked to your user in e-Reg, you are welcome to contact [e-Reg@ftnet.dk](mailto:e-Reg@ftnet.dk).

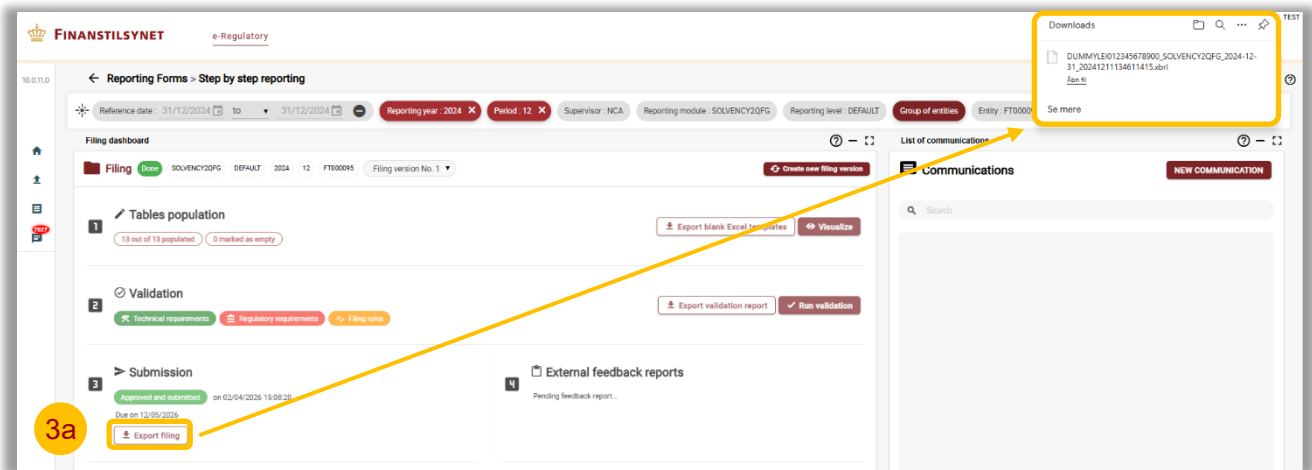
The list on the "Reporting Forms" page showing the reporting obligations linked to your specific user in e-Reg appears as shown in the image below.

From this, it can be seen (as an example) that the user/reporter who is logged in has the right to submit the quarterly SOLVENCY2 report at both solo and group level.

The screenshot displays the 'Reporting Forms' interface on the FINANSTILSYNET e-Regulatory platform. At the top, the header includes the logo and 'FINANSTILSYNET e-Regulatory'. Below the header, there are filter buttons for 'Reporting year', 'Period', 'Reporting module', 'Reporting level', 'Group of entities', and 'Entity: FT000095'. The main content area is titled 'List of filings' and shows two entries for 'Example Company' with a due date of '12/05/2026'. The first entry, labeled '3a', is 'SOLVENCY 2 - QFS - Quarterly Financial Stability reporting Solo - Default reporting Level'. The second entry, labeled '3b', is 'SOLVENCY 2 - QRG - Quarterly Solvency II reporting Group - Default reporting Level'. Both entries have a 'Done' button highlighted in green, along with other action buttons like 'Technical requirements', 'Regulatory requirements', 'Filing rules', 'Ticket: Extracting', and 'File: Extracting'.

In the list, you should identify the relevant report that you have finished preparing in the training environment and therefore wish to transfer to the production environment.

- (3a) Reports marked as “Done” (i.e. approved and submitted) will have the aforementioned xBRL-CSV file attached, which you can download and reuse in e-Reg’s production environment for your final submission.
- (3b) Once you have identified the relevant report, click on it to open it.
- (3c) On the report page, under step 3 “Submission”, there will be a small button labeled “Export filing”. When you click this, the report file in xBRL-CSV format will be downloaded in your browser.



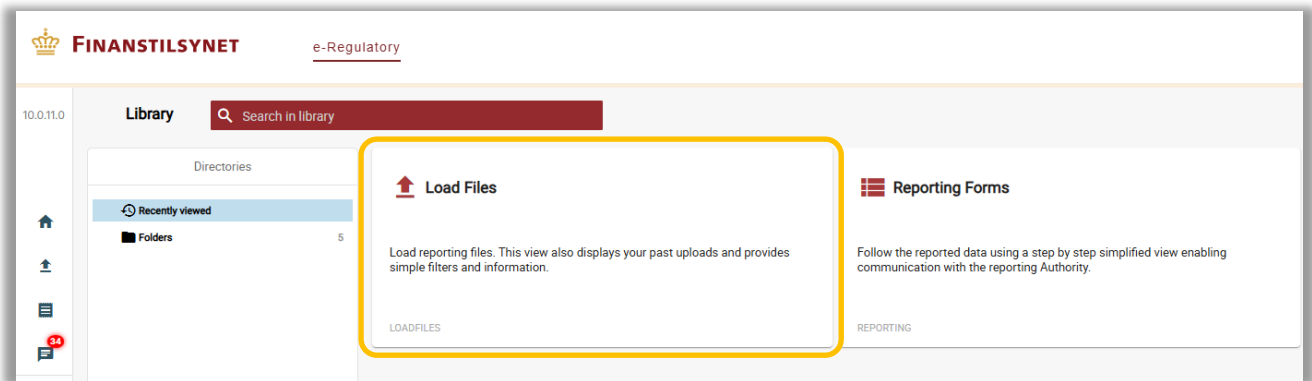
The file should be saved somewhere on your computer where it can easily be found again.

#### (4) Open the production environment and navigate to "Load Files"

Now:

- log out of the training environment
- access the Danish Financial Supervisory Authority’s self-service portal again (<https://portal.finanstilsynet.dk/>)
- log in to the self-service portal
- and access the production environment instead.

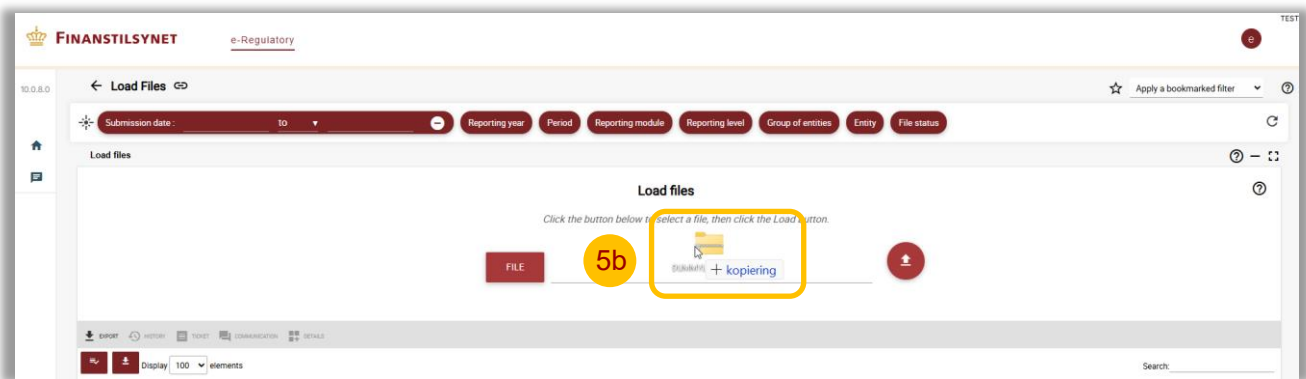
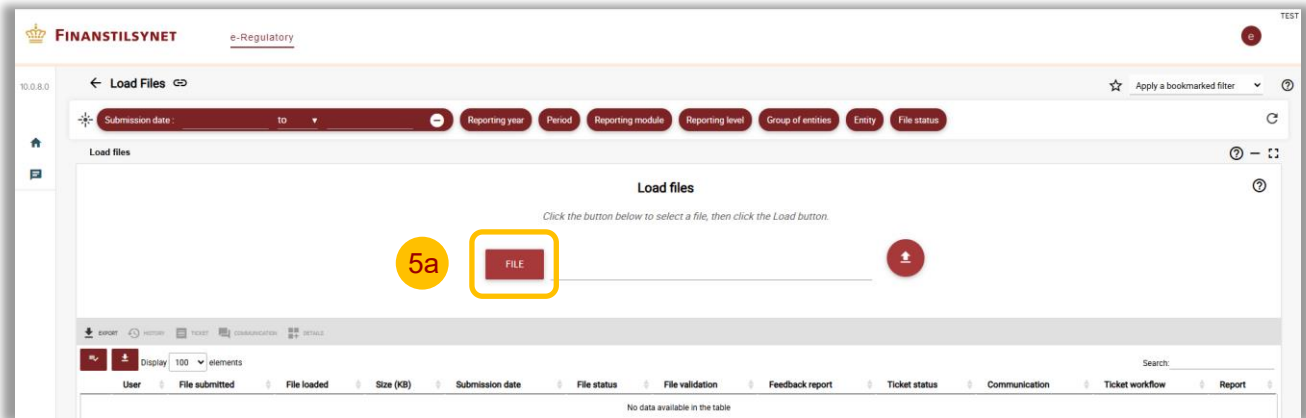
In the production environment, navigate to the “Load Files” page.



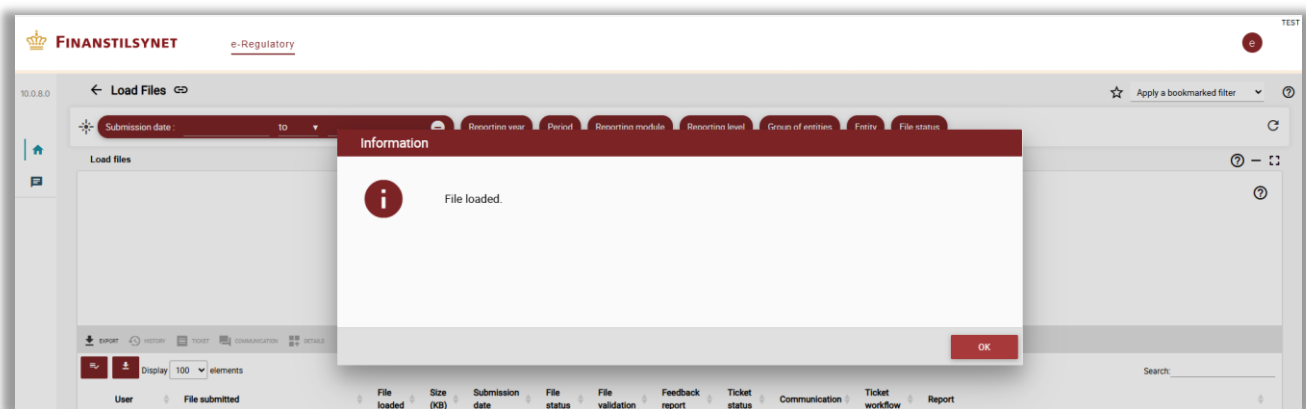
## (5) Upload the file from the training environment in the production environment

On the “Load Files” page in the production environment, you can either:

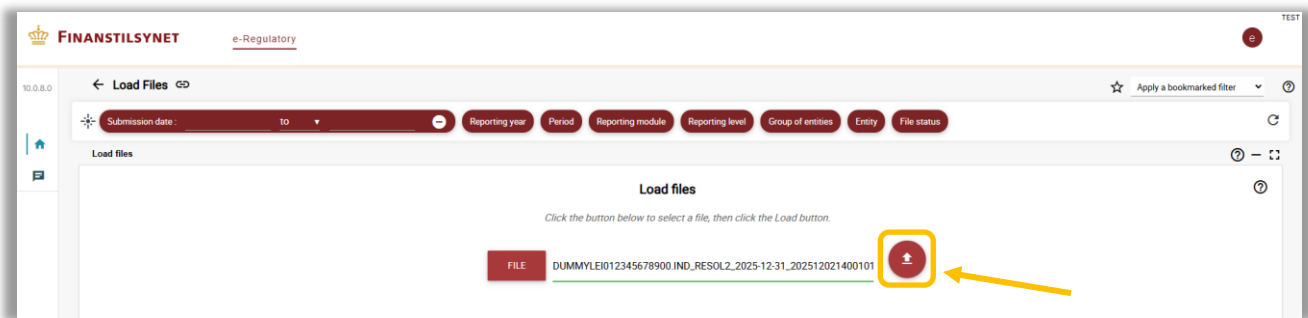
- (5a) click the “File” button and browse your computer to find and select the file, or
- (5b) simply drag and drop the file into the field.



Once you have placed the file in the field, the file is finally uploaded by clicking the button with the red button and white arrow to the right of the field, as shown in the image below.



You will then see a window confirming that the file has been uploaded to e-Reg, as shown in the image below. You can close this window by clicking the “OK” button.



### **(6) Keep an eye on the validation of your submission**

If you have ensured during your test submissions in the training environment that the report is fully completed and ready for submission without any errors, the validation of the file in the production environment should also be successful.

However, it may be beneficial to check that the validation proceeds as expected. See sections 6 and 7 regarding validation and feedback in the user guide “(4) Submissions via the "Load Files" page in e-Reg, user guide for reporters” on the Danish Financial Supervisory Authority’s website:

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