

User registration for e-Reg (MFA-login)

This guide explains how reporters can obtain a user account for the Danish Financial Supervisory Authority's portal for ESA-related reporting, e-Regulatory ("e-Reg"), using multi-factor authentication (MFA) as the login method.

Before you begin

Before you begin, you should have an electronic copy of your ID ready. This can be your employee ID, passport, driver's license, or similar identification. We recommend that you upload your ID in .pdf format, but this is not mandatory.

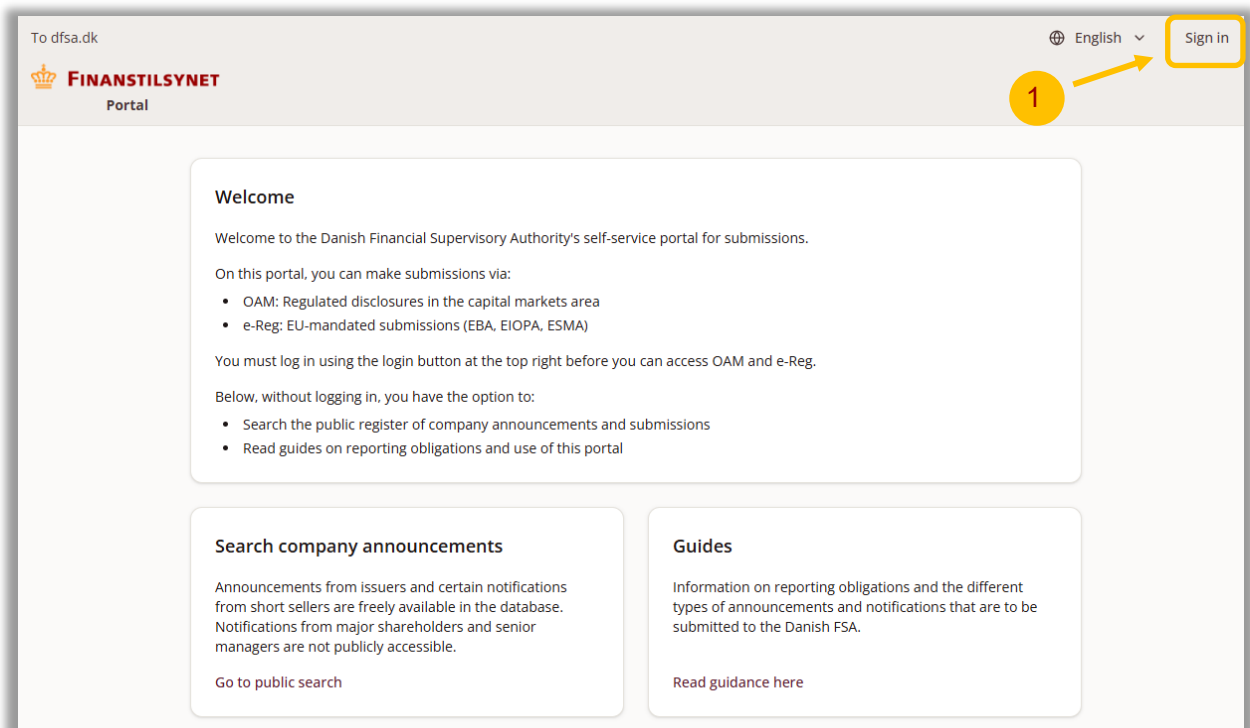
In addition, before starting the process, you must ensure that you have a valid email address that is not already used by other users in e-Reg.

Creation of user account

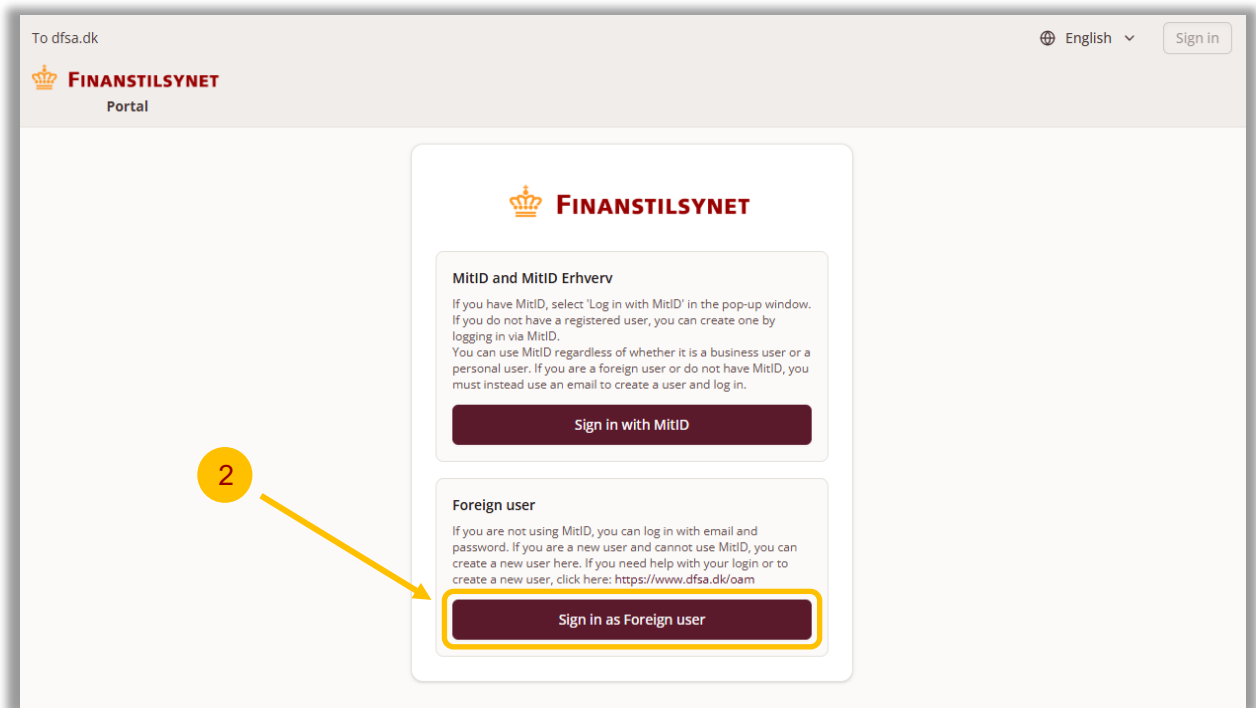
(1) Navigate to the Danish Financial Supervisory Authority's self service portal via the below link:

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

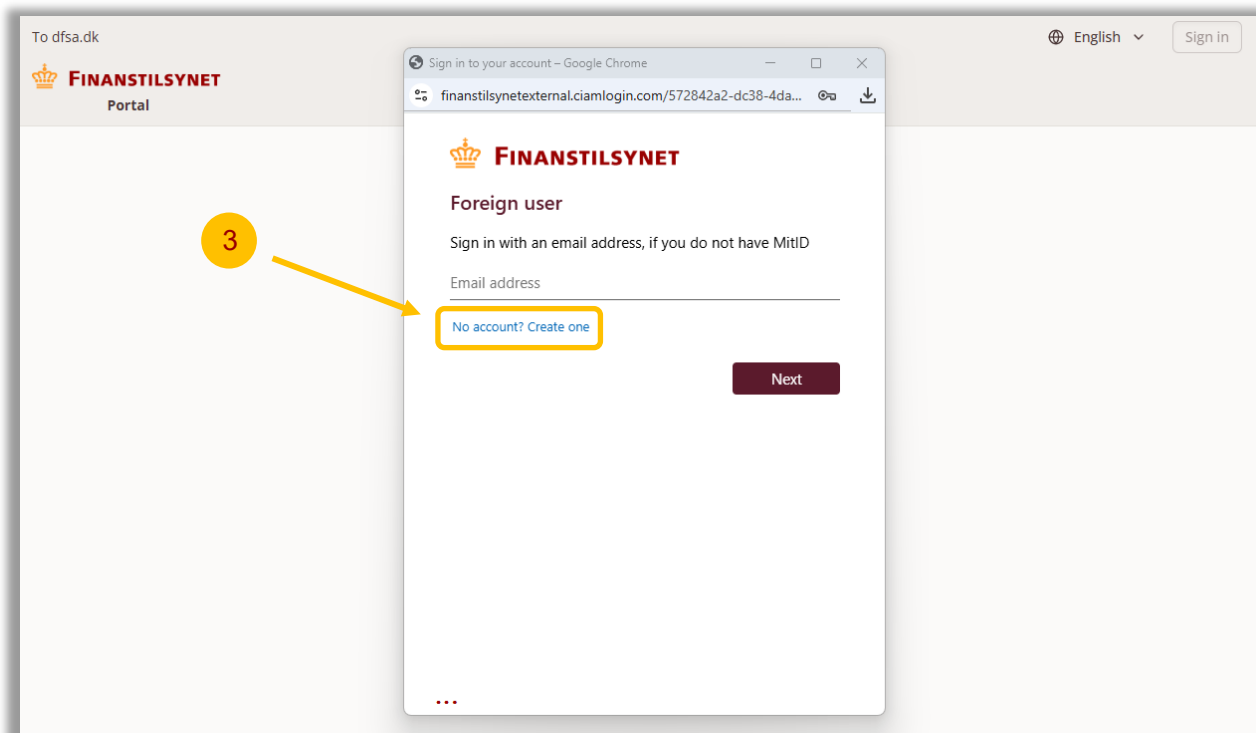
You will be presented with the page below, where you should click "Sign in" in the top right corner.



- (2) After clicking “Sign in”, you will be presented with the page below, where you should click “Sign in as foreign user”.



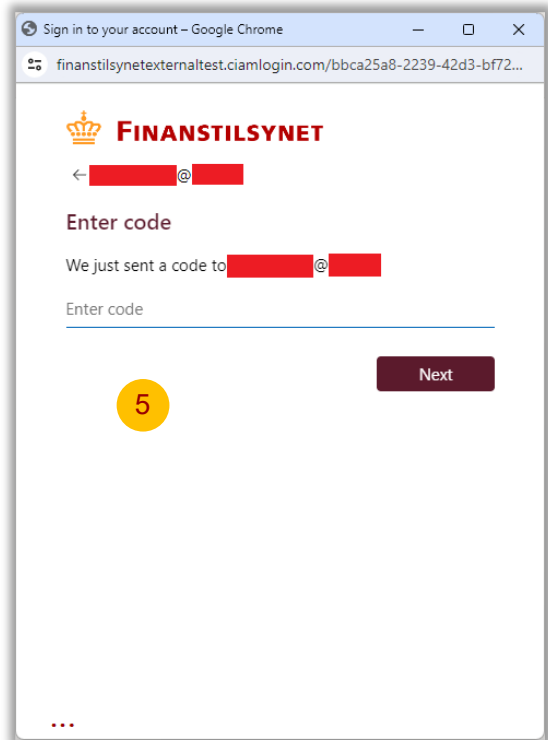
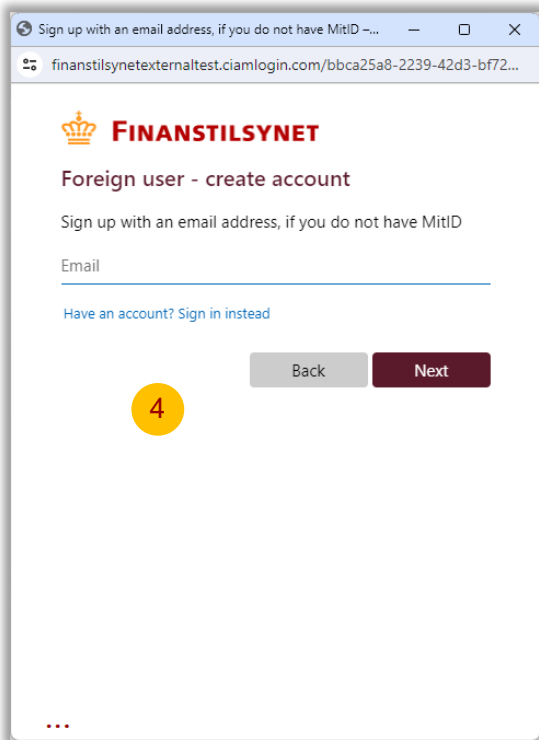
- (3) A small window will pop up. Here, you should click the blue text “No account? Create one”.



- (4) A new window will appear, where you must enter an email address of your choice.

You must ensure that this email address is not already used by another user on the portal. A confirmation of your application will later be sent to this email address.

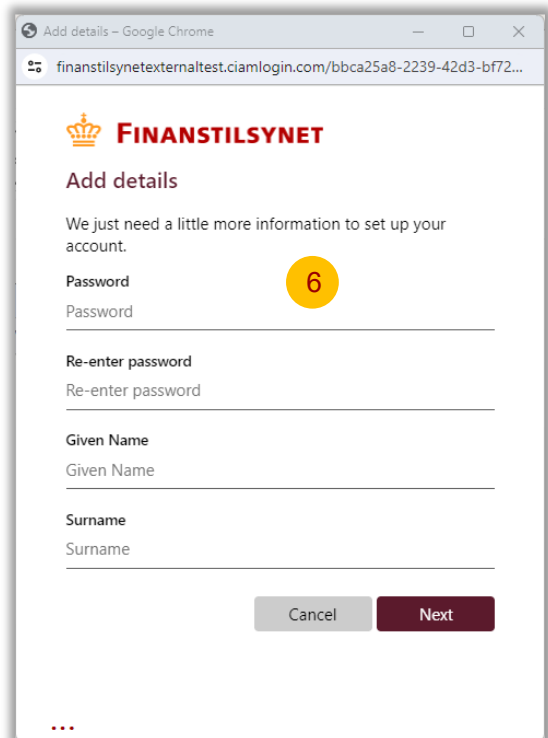
Once your application is approved, this email address will be your user account's login ID, and a link to create a password will also be sent to this email.



- (5) After you have entered your email address, a new window will appear where you must enter a password that has been sent to the email address you just provided. Check your email inbox to find the password.

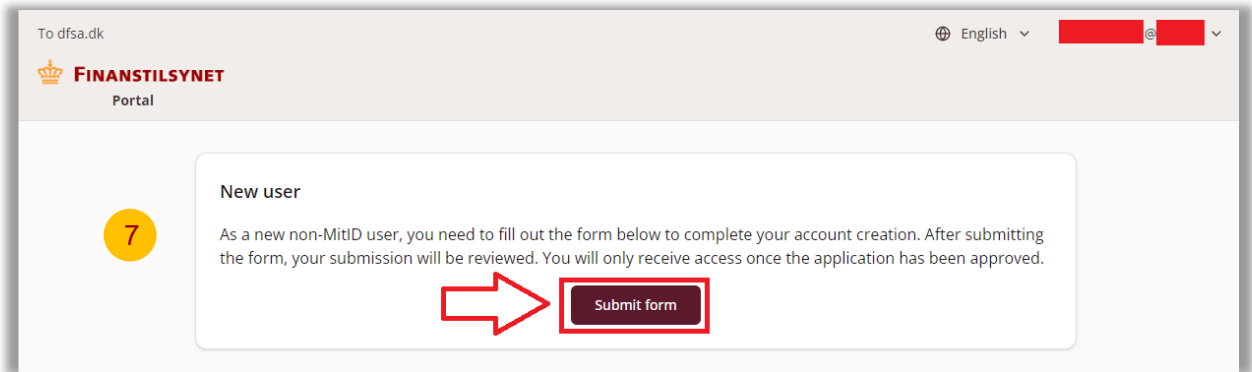
- (6) After you have entered the password, a new window will appear where you must enter your details, including your desired password and your name.

Click "Next" when all information has been entered.



- (7) You have now completed the initial registration and are ready to submit an application for the creation of a user account.

A new window will appear, where you can click “Submit form”. This will open a new tab and take you to the user account application form.

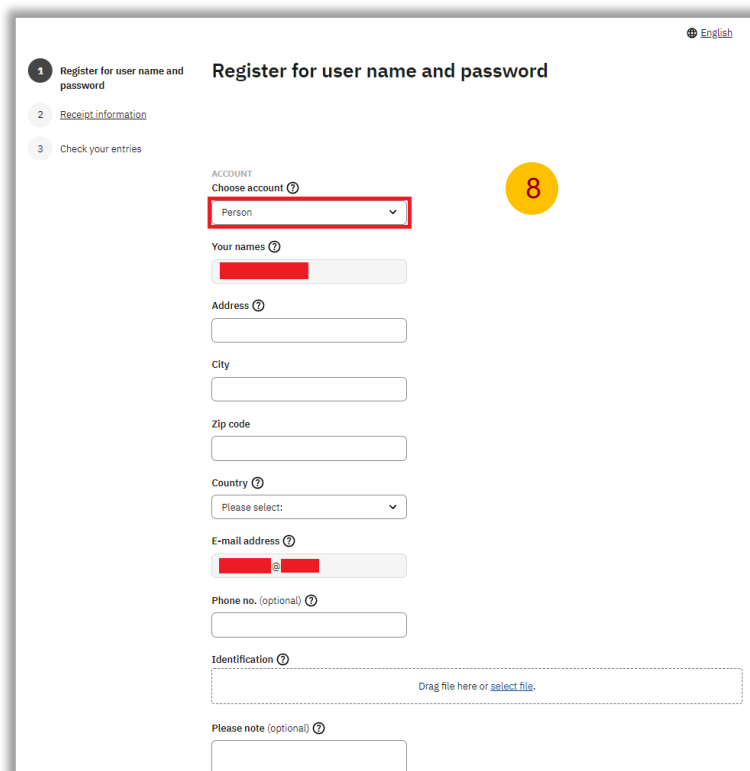


- (8) A window will appear where you can select the type of account. Here, you should choose “Person” as the account type when applying for multi-factor login to e-Reg.

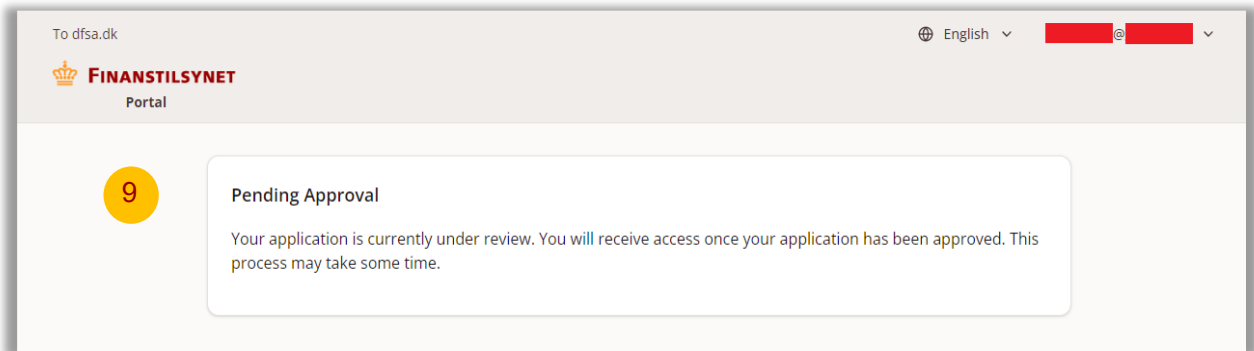
Then fill out the rest of the application below. If you are unsure how to complete any of the fields, you can hover your mouse over the question marks for guidance.

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

In the “Please note” field, please add the message: “e-Reg account”. This helps us process your application.

A screenshot of the "Register for user name and password" form. The form is titled "Register for user name and password" and has a progress indicator on the left with three steps: "1 Register for user name and password", "2 Register information", and "3 Check your entries". The "ACCOUNT" section is highlighted with a yellow circle containing the number "8". It includes a "Choose account" dropdown menu with "Person" selected. 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." prompt), and "Please note (optional)".

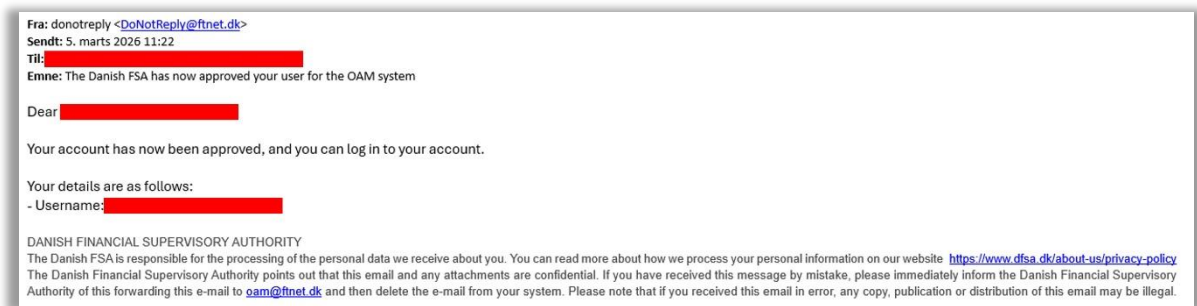
- (9) When you have finished completing the application, you must click “Send”. This will take you to the confirmation page (as shown below). You should then wait for the Danish Financial Supervisory Authority to process your application for user account creation.



We normally process all applications from day to day on weekdays during regular Danish business hours (08:00 to 17:00). However, it may sometimes take several days.

If your application requires urgent processing, for example if you need to submit a required report on the same day the application is sent, you can contact us at +45 33 55 82 82.

- (10) When your application for the creation of a user account has been approved by the Danish Financial Supervisory Authority, you will receive 2 emails:
- An email with the approval, as illustrated below. This email will also contain the unique ID for your new user account.



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

Both emails will be sent to the email address you provided in the ‘Account’ section during the application process (see step 2d above).

When can you log in to e-Reg?

Once you have received the email described in step (10) above, your user account is complete and ready. However, you do not yet have any rights in e-Reg to submit reports on behalf of companies.

As long as you do not have any rights in e-Reg, you will still not be able to log in to your newly created user account, as you do not yet have any permissions in e-Reg. For now, you will be met with the screen shown below.

To dfsa.dk English

FINANSTILSYNET
Portal

Select application to access

OAM

Submit company announcements

Regulated announcements in the capital markets area must be submitted to the Danish FSA via the OAM system.

In OAM, you can submit reports as:

- Issuer of securities
- Major shareholder
- Senior manager or closely associated person
- Short seller

[Go to OAM](#)

e-Reg

If you need to submit an EU report (to EBA, EIOPA, or ESMA) to the Danish FSA, you must use the e-Reg portal.

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.

Remember my choice for 5 days

From here, you need to submit an application for rights to the Danish Financial Supervisory Authority's e-Reg team.

You can find help and guidance on how to submit such a rights application on our website here:

<https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports>

Only once you have received confirmation that the rights have been assigned to your user account will you be able to log in to e-Reg with MFA login via the self-service portal (as described in step (1) and step (2) above).