FINANSTILSYNET

Apply for reporting permissions in e-Reg via the DKFSA's self-service portal

This guide explains how reporters can apply to have permissions assigned to their user account in the Danish Financial Supervisory Authority's (DKFSA) self-service portal, enabling them to submit reports on behalf of a company in the DKFSA's portal for ESA-related reporting, e-Regulatory ("e-Reg").

Prerequisite for completing the steps below.

To complete the steps explained in this guide, you must already have created a user account in the DKFSA's self-service portal using either MitID or multi-factor authentication as your login method.

If you do not yet have a user account in the DKFSA's self-service portal, please follow the guide to creating a user account on the DKFSA's website here: https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/user-registration-and-assignment-of-permissions-for-e-reg

Apply for reporting permissions

Applying for permissions to submit reports on behalf of a company generally takes place via the permission request module in the DKFSA's self-service portal. The application you submit will be processed (approved/rejected) by the relevant company's own e-Reg user administrator.

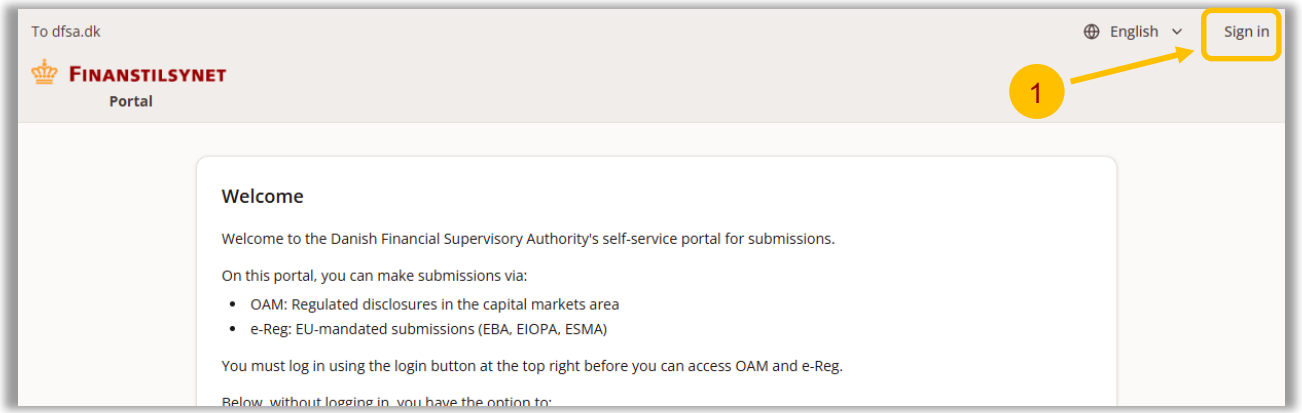
In some cases, the company you are applying to report for will not have its own e-Reg user administrator. This requires you to take different steps. Read more below under the heading "Does the company not have an e-Reg user administrator?".

This is how you do it

(1)

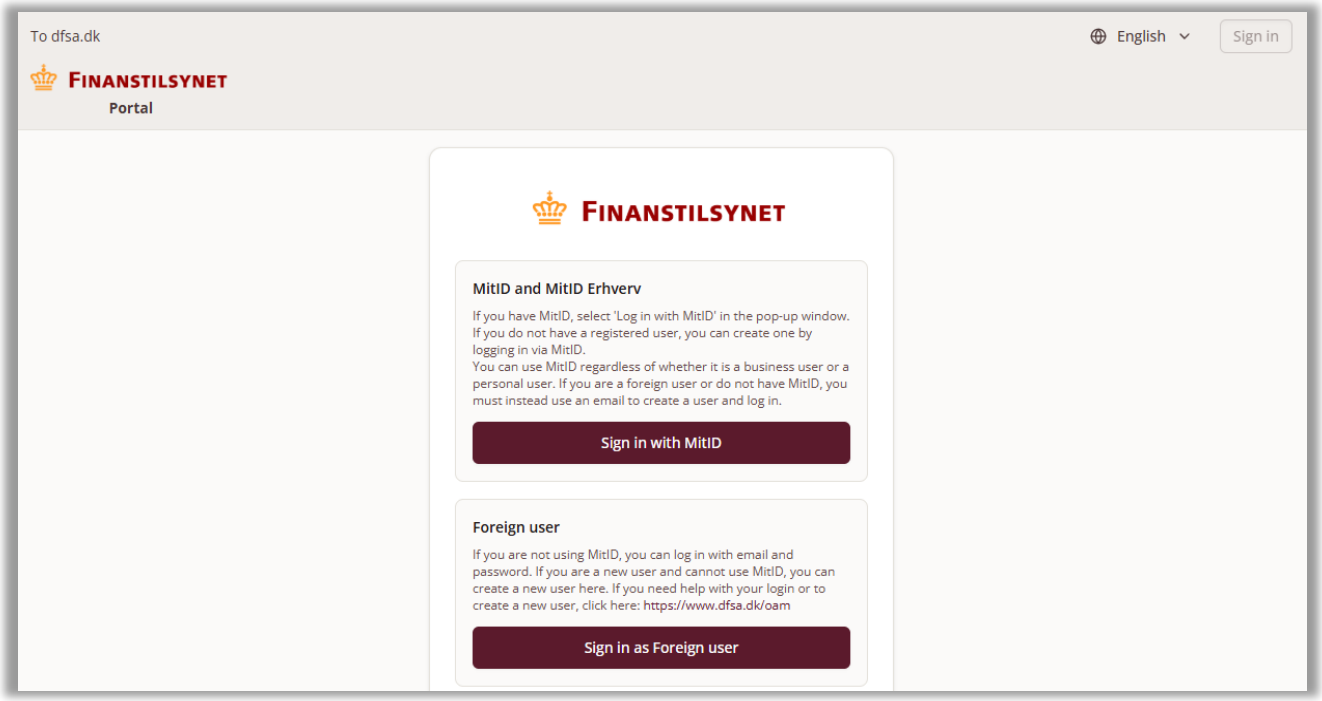
Navigate to the DKFSA's self-service portal using the link below: https://portal.finanstilsynet.dk/

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



(2)

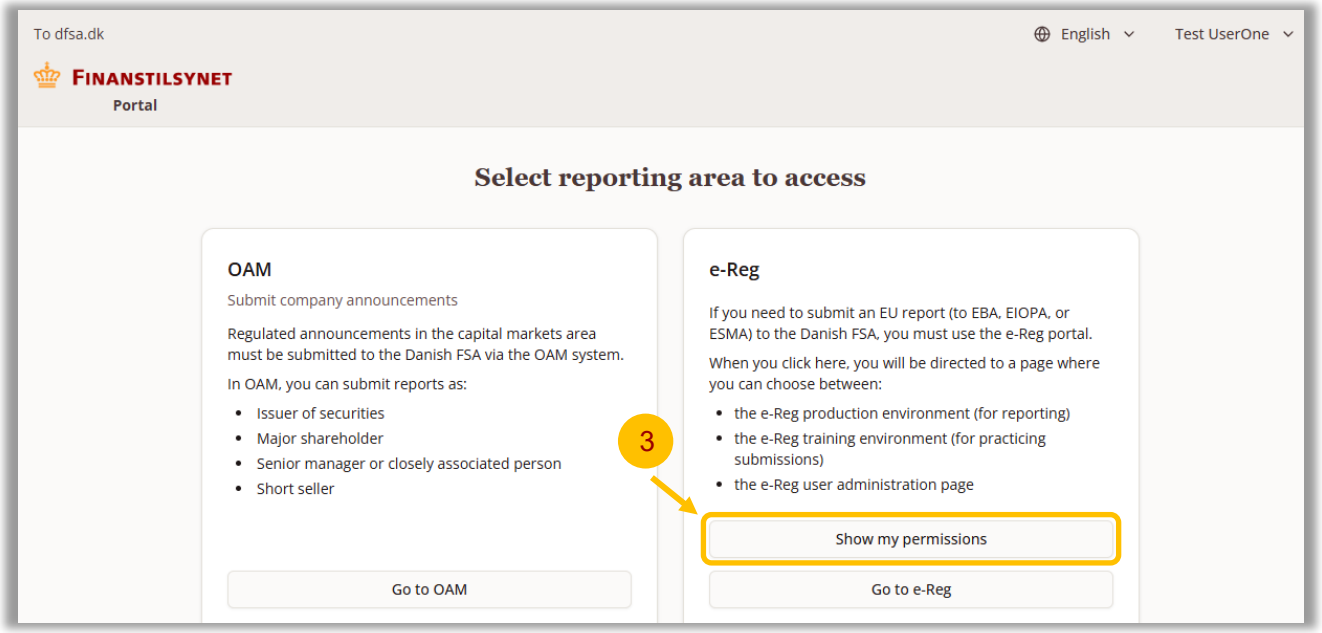
After clicking “Sign in”, you will be presented with the page below, where you must log in to the portal using the login method you selected when you originally created your user account in the self-service portal.



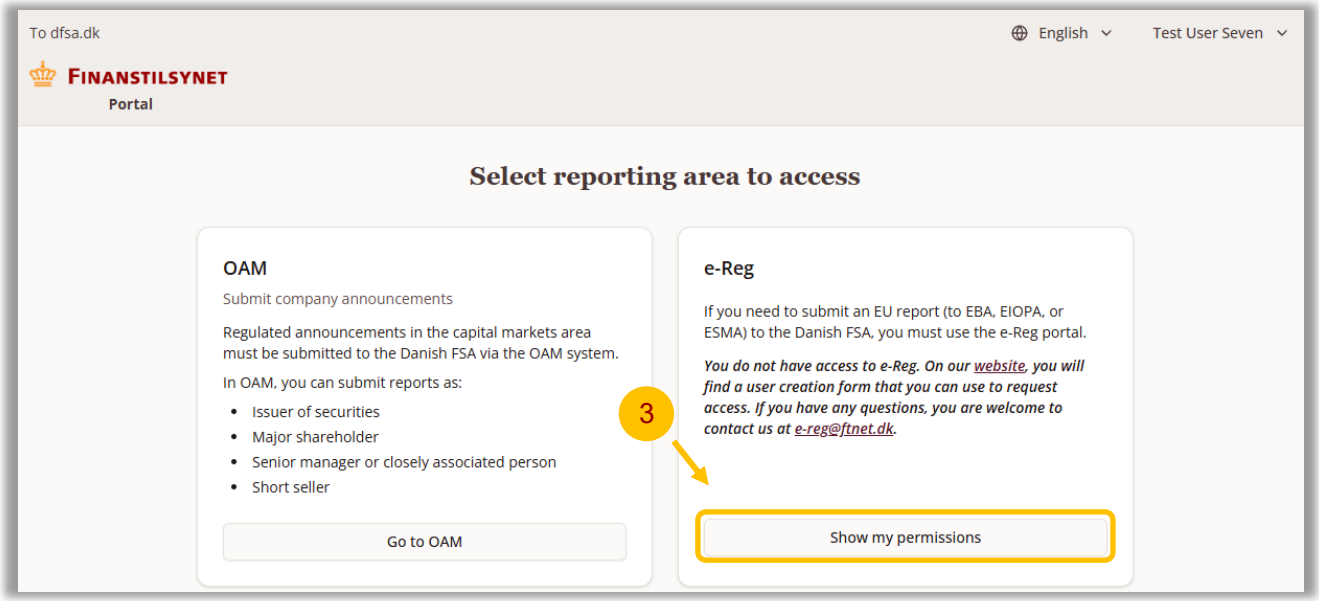
(3)

After successfully logging in, you will arrive at the page below. The page will look slightly different depending on your current situation:

If you already have some reporting permissions in e-Reg and simply wish to request additional reporting permissions (other types of permissions for the same company, or the same type of permissions for other companies, etc.), the page will look as follows:



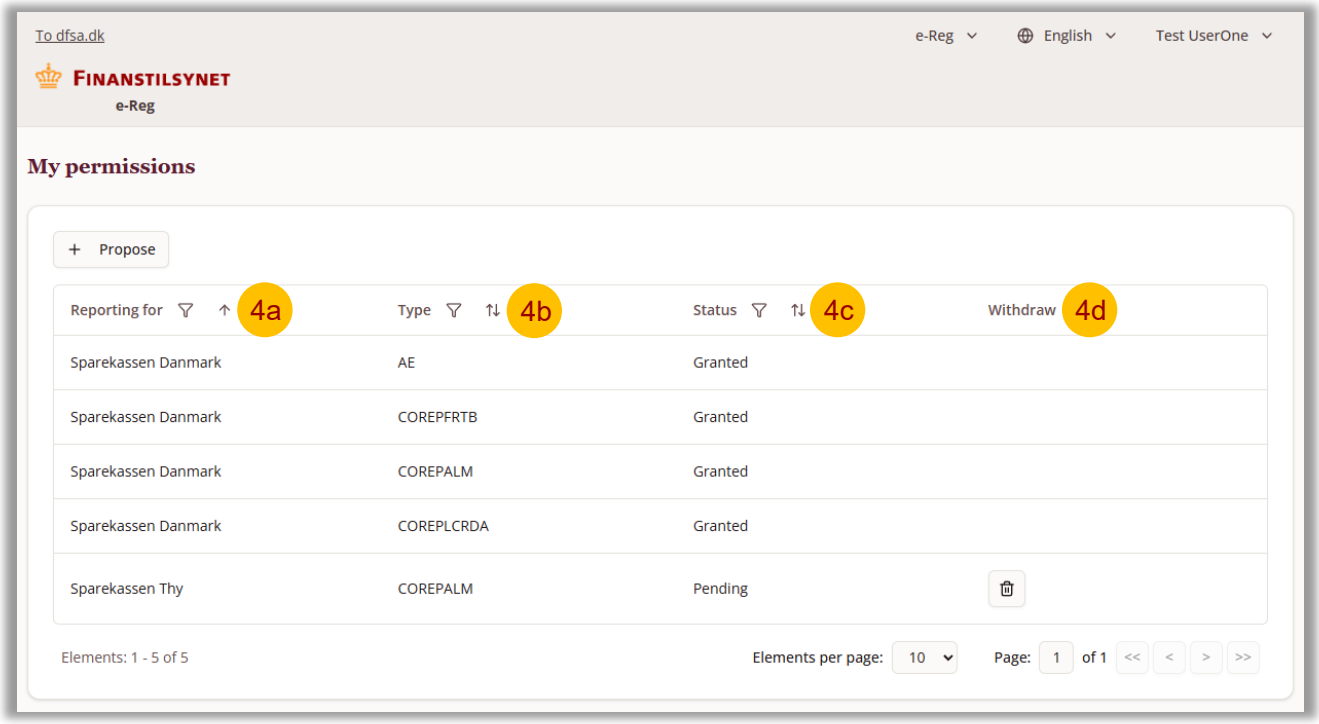
If, on the other hand, you do not currently have any reporting permissions linked to your user account at all, and you are therefore applying for your very first reporting permissions, the page will look as follows (you will not yet be able to navigate further to e-Reg until you have at least one permission for e-Reg):



Regardless of which situation applies to you, simply navigate to the permission request module by clicking “Show my permissions”.

(4)

You will arrive at the page below:



This page shows an overview of the reporting permissions already linked to your user account, if any.

Each horizontal row in the overview represents one unique reporting permission.

- If you have permissions to submit several different reports for the same company, these permissions will appear in separate rows. In the example image, for instance, the user account has permission to report AE, COREPFRTB, COREPALM and COREPLCRDA for the same company, Sparekassen Danmark.
- If you have permissions to submit the same reporting type for several different companies, these permissions will also appear in separate rows. In the example image, for instance, the user account has permission to report COREPALM for both Sparekassen Danmark and Sparekassen Thy.

(4a)

In the overview at the bottom of the page, the column on the far left is labelled “Reporting for”. This shows the company you have permission to report for.

(4b)

In the “Type” column, the specific type of report that this permission allows you to submit on behalf of the relevant company is shown.

(4c)

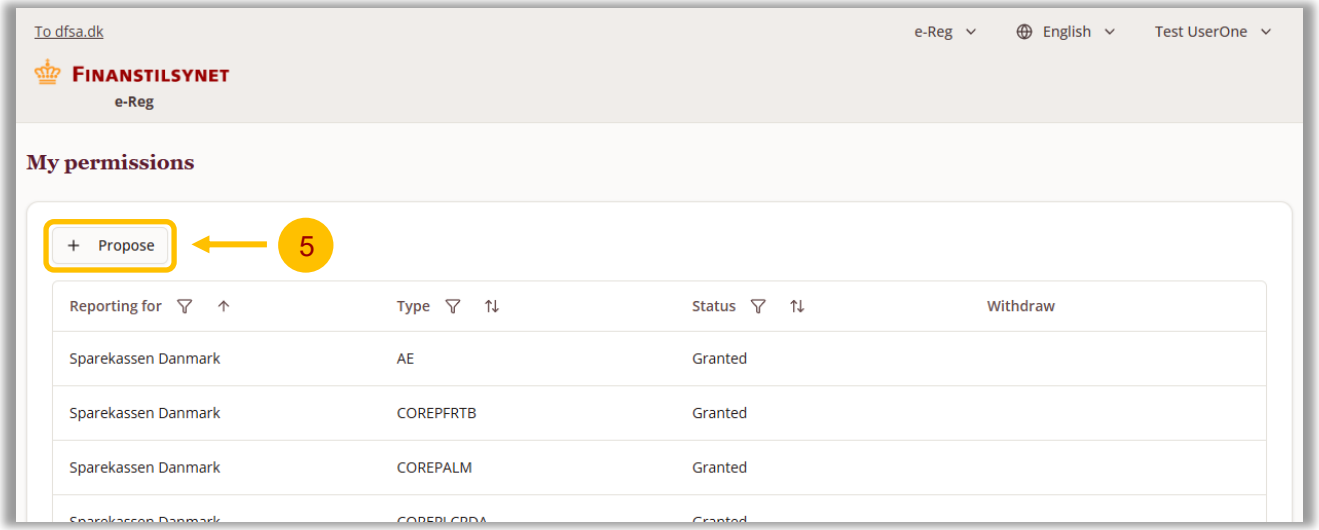
In the “Status” column, you can see whether the permission has been granted (“Granted”) or whether it is still only a request you have submitted and which is awaiting approval (“Pending”).

(4d)

In the “Withdraw” column, you can withdraw/cancel a request you have submitted if you change your mind or notice an error. To do this, click the small trash can icon. You can only cancel a request as long as it has not yet been processed.

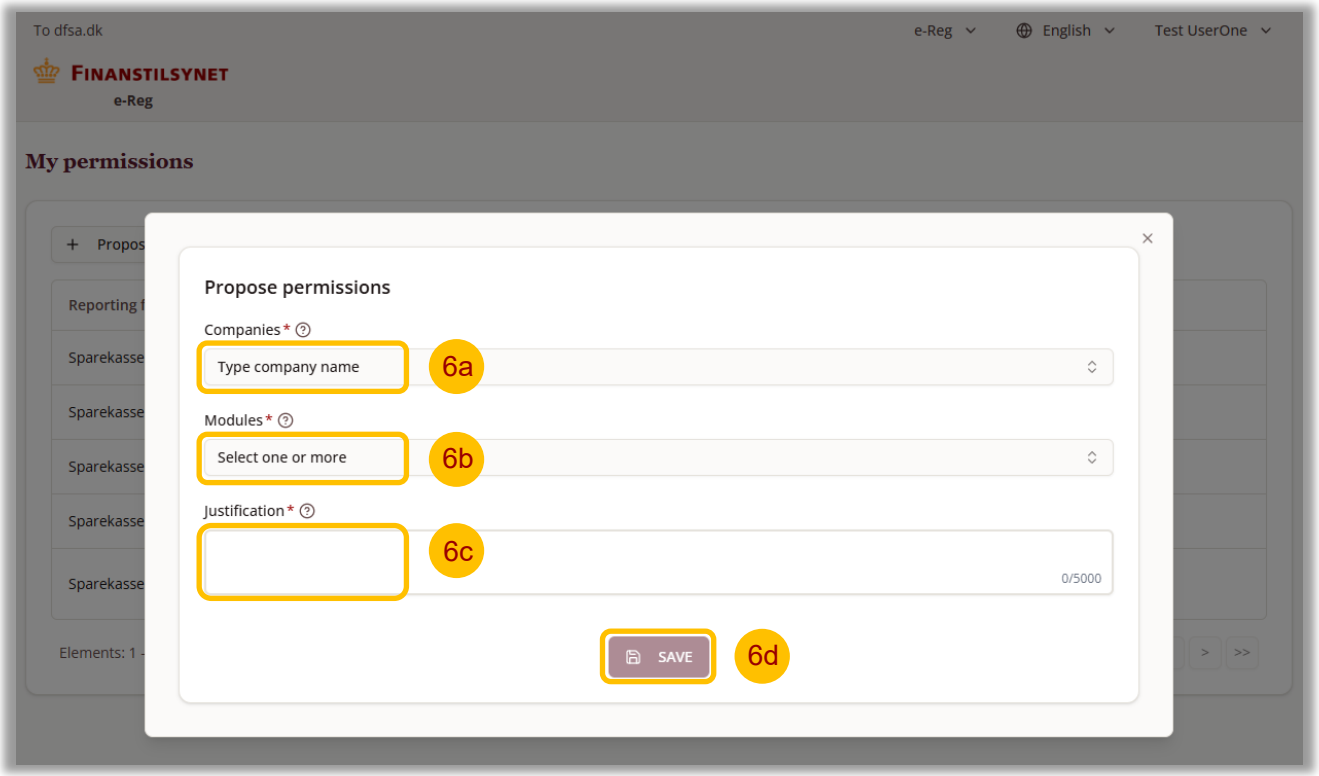
(5)

You start creating a new permission request by clicking “Propose” in the top left-hand corner.



(6)

A new window will appear where you can prepare your request:



(6a)

In the “Companies” field, you can enter the name of the company or companies for which you wish to request permission to report.

You can select more than one company if you wish to send the same request to several companies at the same time. In that case, you should be aware that all the reporting permissions you request will be sent to each individual company.
In other words: if you need to send requests to several different companies and need to request different types of reporting permissions for each company, you must select one company at a time and complete the request process separately for each individual company.

(6b)

In the “Modules” field, you can enter the name of the reporting type or types for which you wish to obtain permission to report on behalf of the selected company or companies.

You can select more than one module/reporting type if you wish to obtain permission to submit several different types of reports for the same company. However, please note that if you have selected more than one company in the “Companies” field and then select more than one module/reporting type in the “Modules” field, you will end up requesting all the reporting types you have selected for all the companies you have selected.

(6c)

In the “Justification” field, you must provide a reason why you believe you should have permission to submit the selected report(s) on behalf of the selected company/companies.

Your justification will be visible to the e-Reg user administrator at the company for which you are requesting reporting permissions. If you have selected more than one company, your justification will be visible to the user administrators at each of these companies.

(6d)

When you have finished preparing your request, click “Save”. This action sends your request to the user administrator(s) of the selected company/companies, who can then start processing the request and decide whether or not you should be granted permissions.

Once you have submitted a new request, it will be shown as “Pending” until the e-Reg user administrator at the relevant company has reviewed the request (see step 4c above).

Once the e-Reg user administrator at the relevant company has approved your request, the request will subsequently be shown as “Granted”. If, on the other hand, your request is rejected by the company’s e-Reg user administrator, the request will disappear from the overview.

Does the company not have an e-Reg user administrator?

If the company you need to report for does not have its own e-Reg user administrator, you, as a user, should not use the permission request module in the Danish Financial Supervisory Authority’s self-service portal.
Instead, you must apply for reporting permissions in e-Reg by completing a permission application form and sending it to the Danish Financial Supervisory Authority.

The permission application form can be downloaded from the Danish Financial Supervisory Authority’s website here:
https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/user-registration-and-assignment-of-permissions-for-e-reg

The application form for reporting permissions in e-Reg is in MS Word format. Once you have downloaded and completed the form, and once it has been signed by an authorised signatory of the company for which you are applying to report, please send the form to e-Reg@ftnet.dk. We will then assign the permissions to your user account in the self-service portal and contact you, after which you will be able to begin reporting in e-Reg.

If you are unsure whether the company has its own e-Reg user administrator or whether you need to apply through the Danish Financial Supervisory Authority, please contact the reporting officers at the company. Alternatively, you can write to e-Reg@ftnet.dk, where we will be able to check this for you.