FINANSTILSYNET

Guide to the e-Reg User Administration Module (for external users)

This guide explains how external e-Reg user administrators use the user administration module to assign reporting rights to reporting users who need to be able to submit reports in the Danish Financial Supervisory Authority's reporting system, e-Regulatory (e-Reg).

This guide is for external use. All data and information shown in this guide are fictitious.

Background information about e-Reg

"e-Reg" is the abbreviated everyday name for the Danish Financial Supervisory Authority's (DKFSA) system for ESA-related reporting, which is officially called "e-Regulatory".

Before a company can submit its reports via e-Reg, an employee of the company (or a trusted employee at a data centre who has been granted power of attorney by the company) must first complete two steps:

- **User creation:** The person who is to submit the reports in e-Reg (what we call a "reporting user") must first create a user account in the DKFSA's self-service portal (https://portal.finanstilsynet.dk/)
- **Permission assignment:** After user creation, the reporting user must apply to have permissions assigned to their user account to be able to submit specific reports for the relevant company or companies.

Only after the reporting user has completed both the user creation and permission assignment steps will the user be able to navigate from within the DKFSA's self-service portal to e-Reg to begin the reporting work.

This article on the DKFSA's website explains both the user creation and permission assignment steps:

https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/user-registration-and-assignment-of-permissions-for-e-reg

Background information about user administration in e-Reg

The permission assignment step takes place via the e-Reg user administration module, which this guide covers. The e-Reg user administration module is the tool through which an e-Reg user administrator (i.e. a person who has been assigned e-Reg user administration permissions):

- grants,
- edits, and
- revokes

reporting permissions for the reporting users' user accounts.

You cannot create a user account on behalf of an employee of a company via the e-Reg user administration module; the employee must do this themselves through the user creation step described in the article on the website (linked above).

Likewise, you cannot delete a user account on behalf of an employee of a company via the e-Reg user administration module. User accounts are never deleted. If an employee of a company no longer needs to report on behalf of that company, all of their e-Reg reporting permissions are simply removed using the e-Reg user administration module. This will prevent the person from being able to navigate into e-Reg from the self-service portal afterwards, as a reporting permission must be associated with a user account before the self-service portal will allow that user access to the e-Reg system.

Internal vs. external e-Reg user administration

The e-Reg user administration module exists in two versions:

- The internal e-Reg user administration module
  - The internal module can only be used by employees within the DKFSA
- The external e-Reg user administration module
  - The external module is used by the external e-Reg user administrators in the companies
  - This guide covers the external module.
  - The external module is accessed via the DKFSA's self-service portal here: https://portal.finanstilsynet.dk/

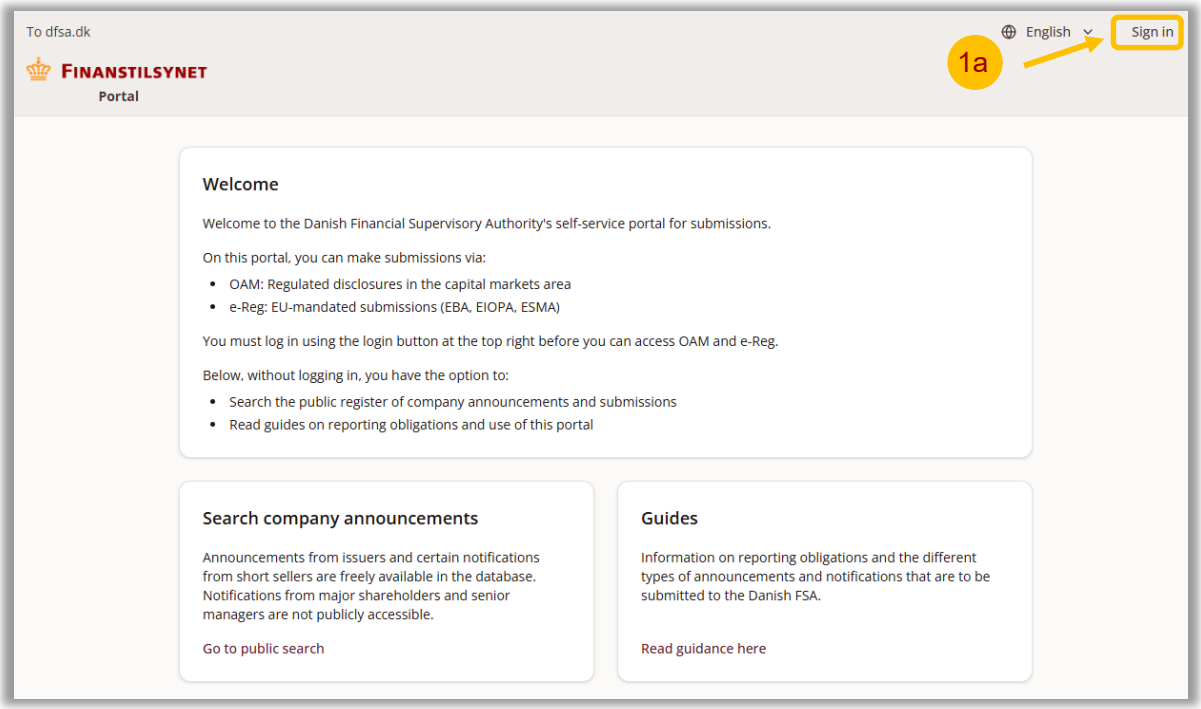
(1) Log in to the DKFSA's self-service portal

Navigate to the DKFSA's self-service portal via the link below:

https://portal.finanstilsynet.dk/

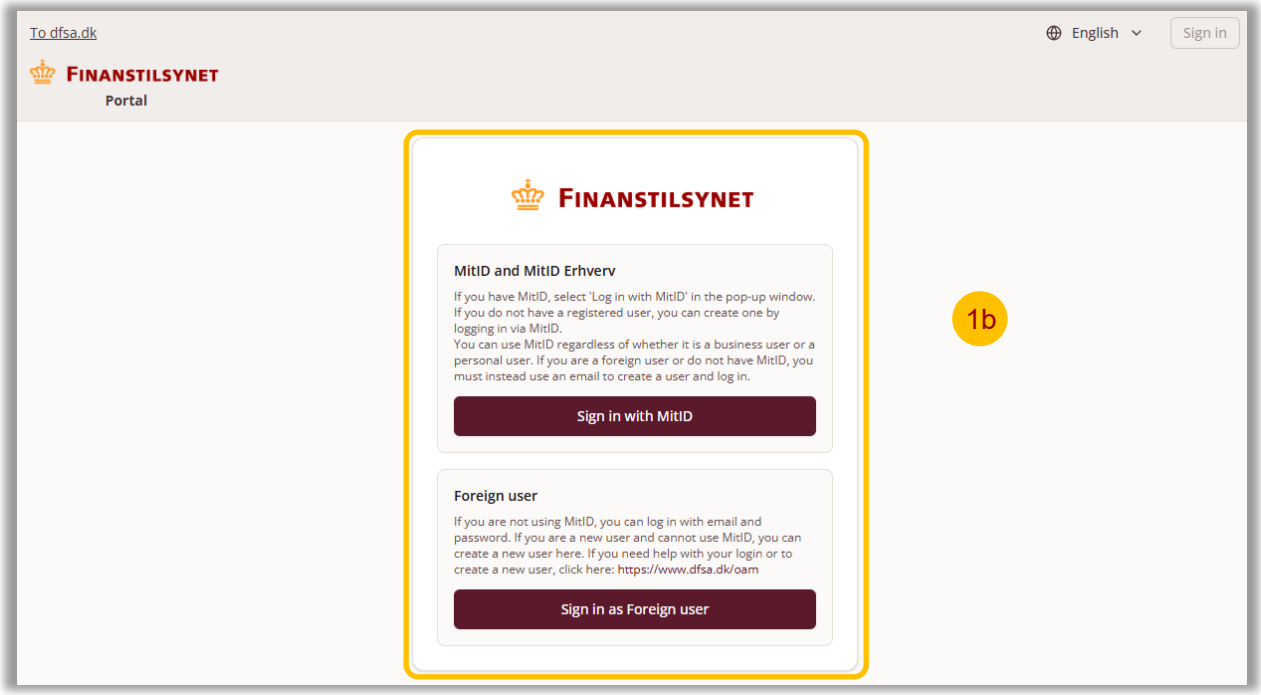
(1a)

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



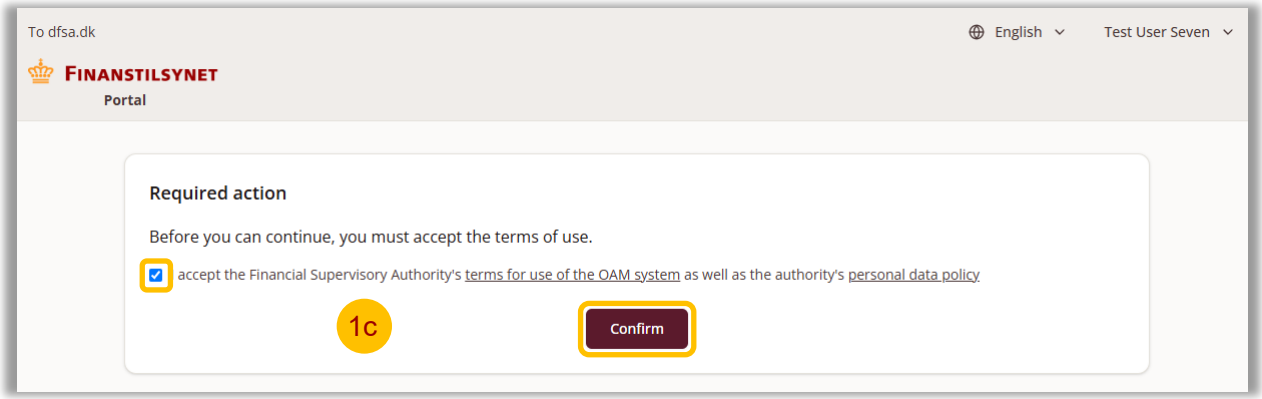
(1b)

You will then be asked to log in either with MitID Erhverv or with MFA (as a foreign user). Here, you must choose to log in using the login method you originally used to create your user account in the DKFSA's self-service portal.



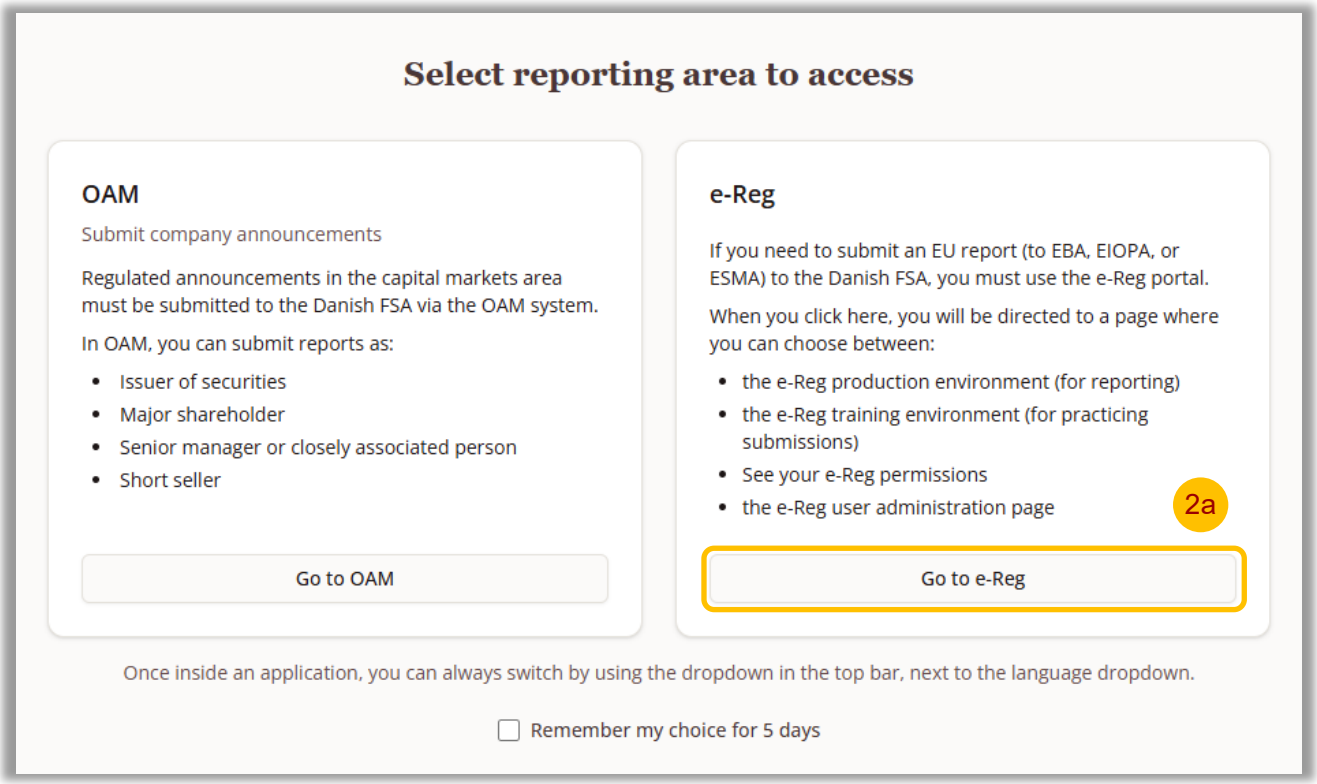
(1c)

You may be asked to accept the self-service portal's terms of use before you can continue.



(2) Navigate to the e-Reg user administration module

You are now successfully logged in to the DKFSA's self-service portal, and you will be standing on the self-service portal's home page, shown in the image below.



From here, you can perform two different actions:

- You can navigate to the part of the portal related to e-Reg.
- You can navigate to the part of the portal related to OAM. However, this part of the portal only concerns company announcements and is therefore not relevant in an e-Reg context.

(2a)

To navigate to the e-Reg user administration module, first click "Go to e-Reg" on the home page.

(2b)

You will now arrive at the page shown in the image below: e-Reg's own page in the self-service portal.

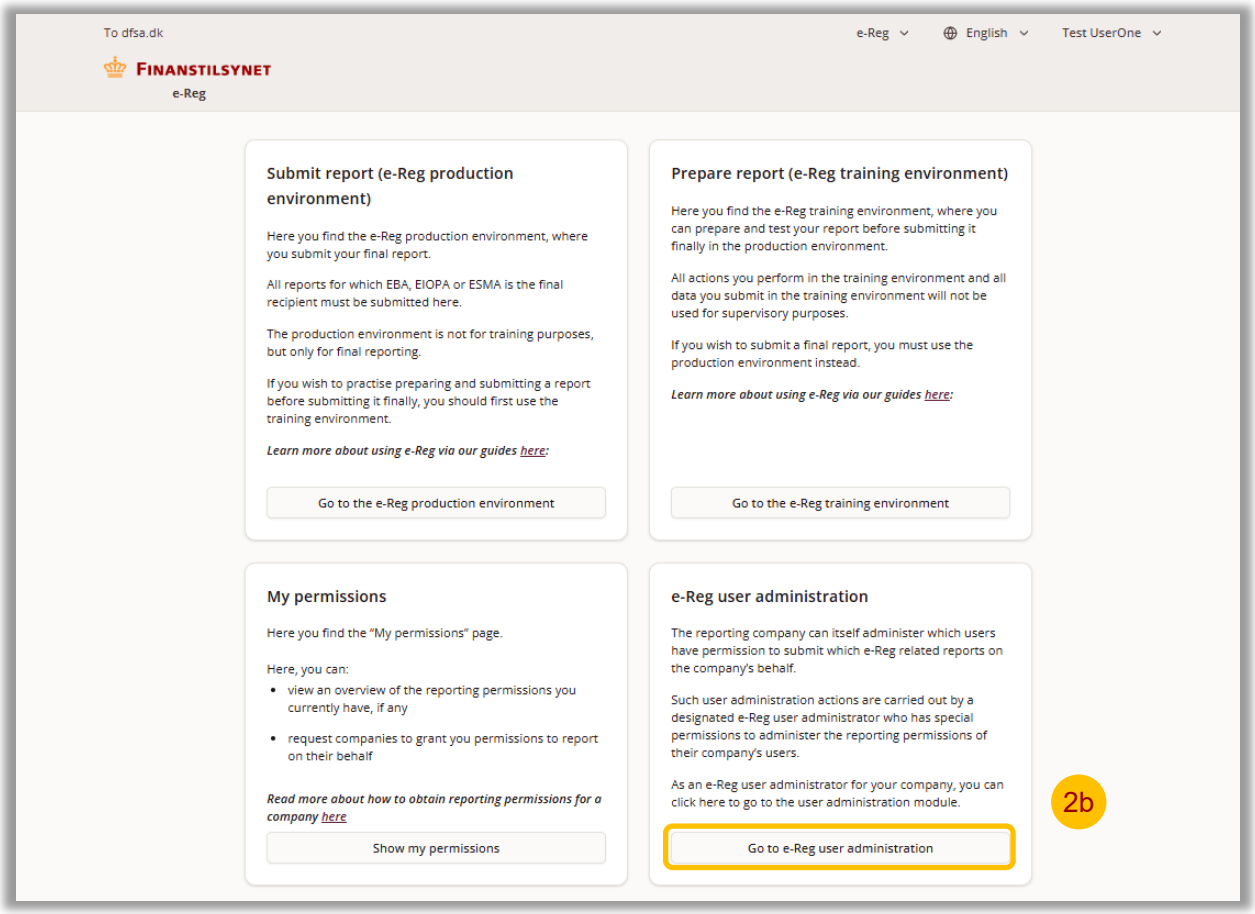
Here, you have the following options:

- You can navigate to the e-Reg production environment if you need to submit a report (provided you have permission to report on behalf of a company)
- You can navigate to the e-Reg training environment if you need to practise completing a report before submitting it finally (provided you have permission to report on behalf of a company)

- You can navigate to “My permissions”, where you can check your existing reporting permissions (if any) and apply for additional reporting permissions (if relevant)
- You can navigate to the e-Reg user administration module (if you have e-Reg user administrator permissions on behalf of a company)

There are various guides for the different actions you can perform in an e-Reg context in the self-service portal on the DKFSA’s website here: https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/e-reg-user-guides-for-reporters

You must now click “Go to user administration” to enter the e-Reg user administration module.



(2c)

If you do not already have e-Reg user administration permissions, you will not be able to navigate to the e-Reg user administration page as described in step 2b.

In that case, you can find guidance on how to apply for e-Reg user administration permissions on the DKFSA’s website here: https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/e-reg-user-administrators

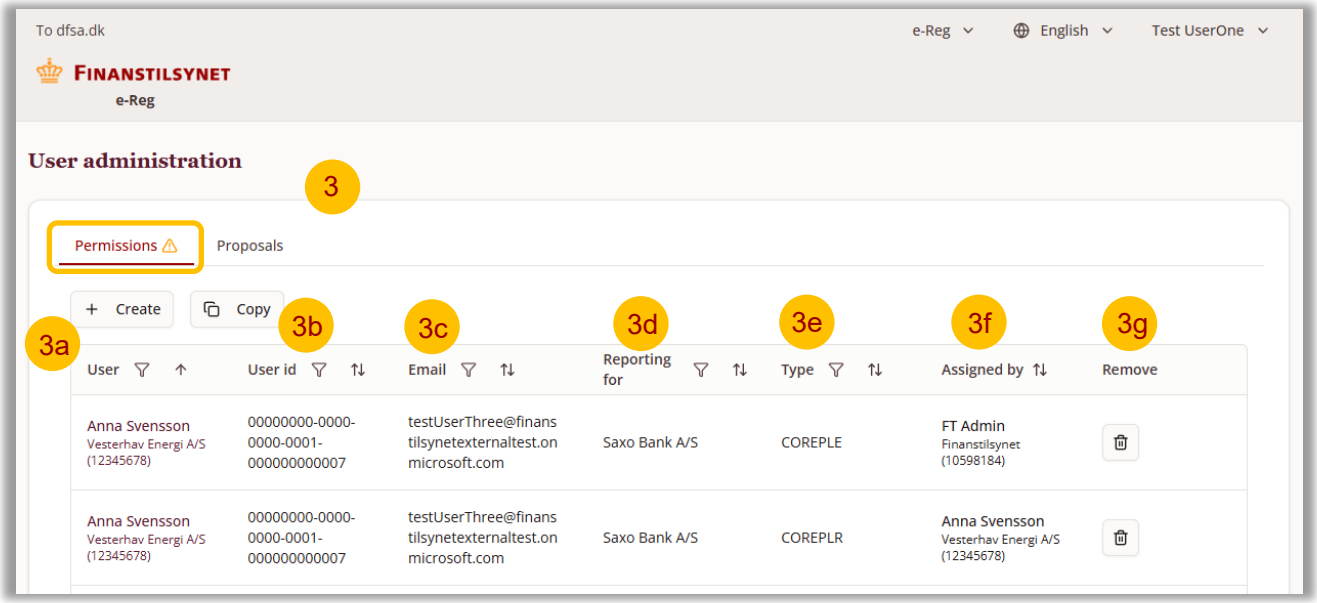
(3) The “Permissions” overview in the e-Reg user administration module

You will be presented with the image below, which is the “Permissions” overview in the e-Reg user administration module.

What you see in the user administration module as an e-Reg user administrator for a specific company is limited to what is relevant to you in your situation.

This means that, as the e-Reg user administrator for company X, you:

- can only see the users who currently have one or more permissions to report on behalf of company X
- can only assign permissions to users to make the types of reports that company X is actually required to submit



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

A unique reporting permission consists of:

- a person
- with a unique user ID
- and a contact email address
- who can submit one type of report
- on behalf of one company

(3a)

In the “User” column on the far left, you can see:

- the user’s name
- the name of the company where the user is employed (sometimes, but not always, the same company that the user reports for)
- the CVR number of the company where the user is employed (3b)

In the “User ID” column, you can see the unique user ID associated with each user.

(3c)

In the “Email” column, you can see the user’s contact email address.

(3d)

In the “Reporting for” column, you can see the name of the company that the user has permission to report for in relation to this specific report type.

(3e)

In the “Type” column, you can see the name of the specific report type that the user has permission to report on behalf of the stated company.

(3f)

In the “Assigned by” column, you can see the name of the user administrator who assigned this specific permission.

In some cases, it will say “FT Admin” if a reporting permission was originally assigned to a user by one of the DKFSA’s internal e-Reg user administrators.

(3g)

In the “Remove” column, there is a trash can icon. Clicking it deletes this unique reporting permission. This means that you delete the permission linking a user to a report type and a company, thereby enabling the user to submit this specific type of report on behalf of this specific company.

However, you do not delete the company’s reporting obligation, the company itself, or the user’s user account in the DKFSA’s self-service portal, as none of these three elements can be deleted by an e-Reg user administrator.

Only the reporting permissions themselves can be deleted by the e-Reg user administrator.

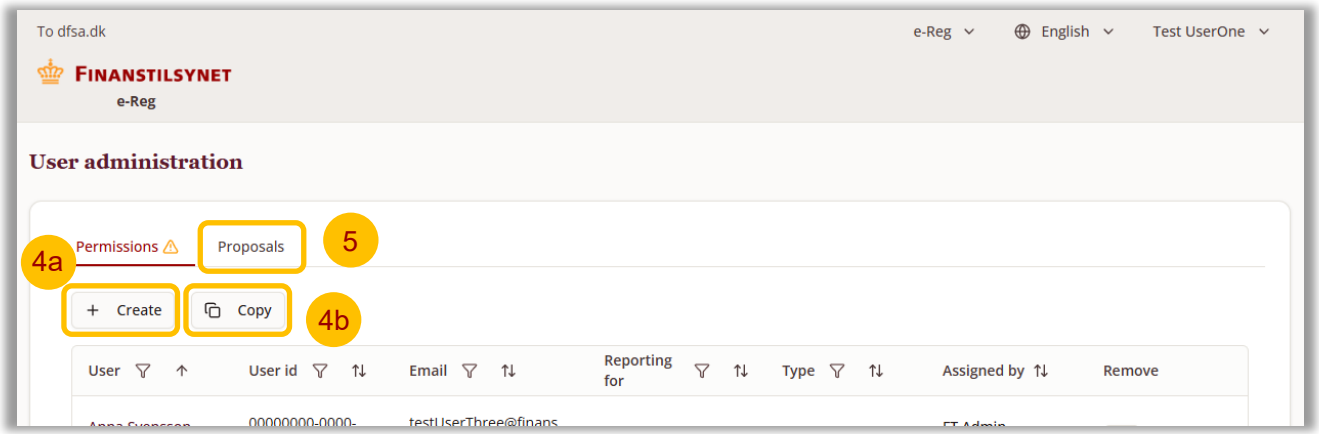
(4) Assign a new reporting permission

New reporting permissions can be assigned in one of three ways:

- the “Create” function
- the “Copy” function
- the “Proposals” function

Section 4 first introduces the “Create” function and the “Copy” function.

Section 5 below then introduces the “Proposals” function.



(4a) The ”Create” function

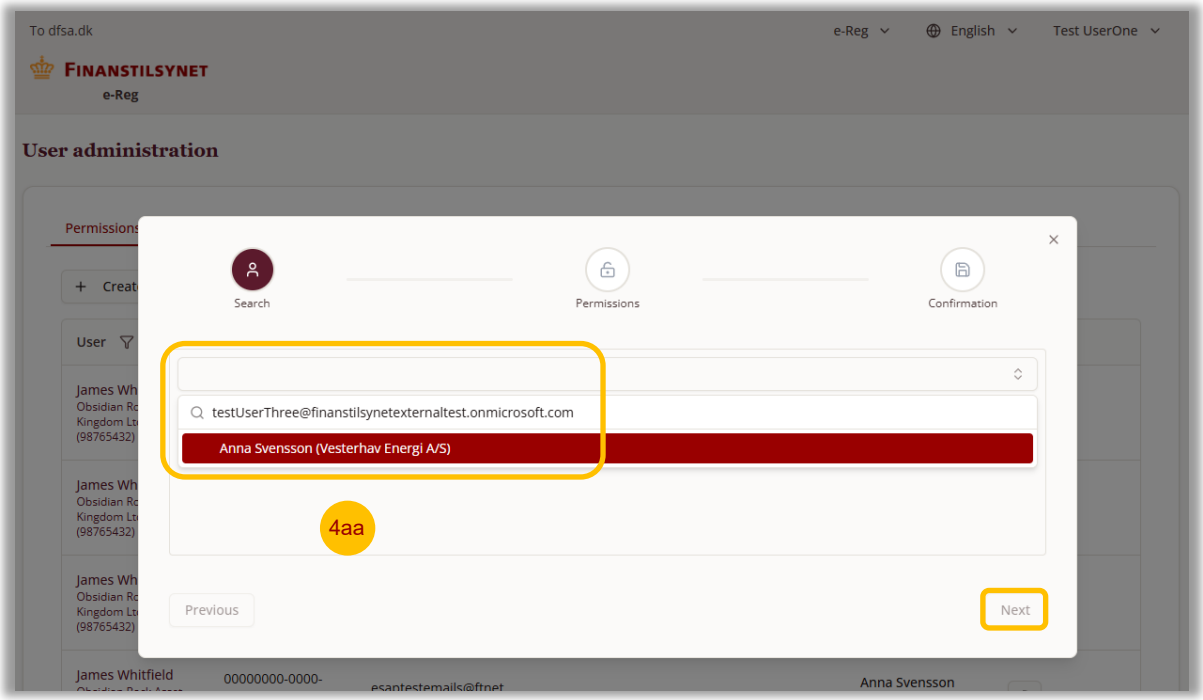
If you click “Create”, a new window will appear in which you must first search for the user to whom you want to assign a new permission. Here, you can only search for one user at a time.

(4aa)

When searching for users in this window, you can search by either:

- the user’s unique user ID (a GUID consisting of 32 digits with hyphens between them, which comes from the user’s master data page in the DKFSA’s self-service portal)
- the user’s email address

Whether you choose to search by user ID or email address, you must make sure to enter the full user ID or the full email address; otherwise, your search will not return a result.



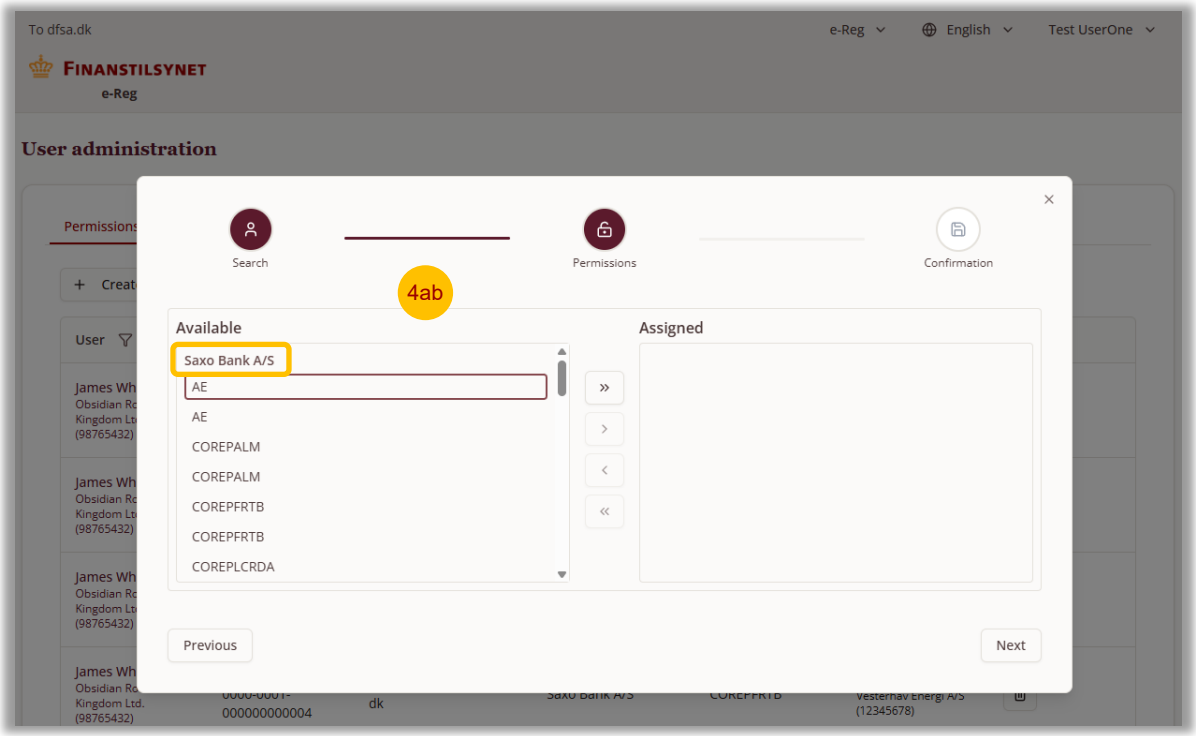
Once you have found the user, click “Next” in the bottom-right corner.

(4ab)

You will then be presented with a tab where you must select the reporting permissions you want to assign to the user.

There are two columns: “Available” and “Assigned”.

In the “Available” column, you will see the name of the company or companies for which you are an e-Reg user administrator, followed by the reporting obligations to which the company is subject.

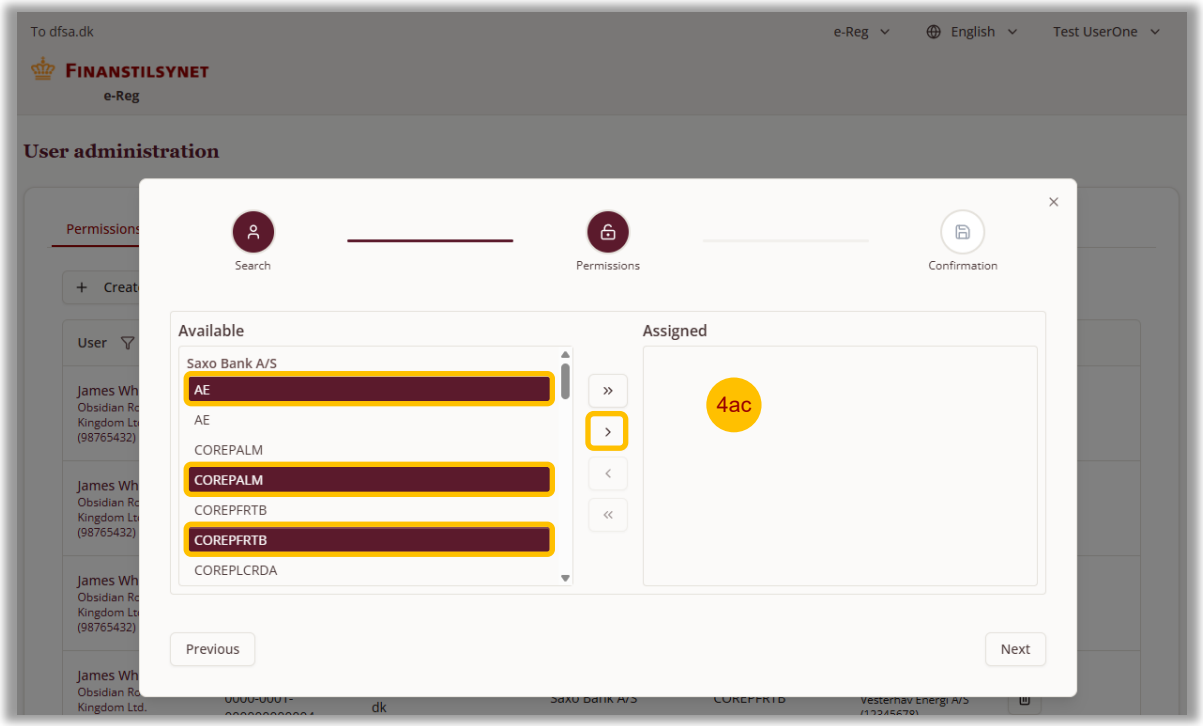


Note: In most cases, you will probably only be an e-Reg user administrator for one company. However, if you are an e-Reg user administrator for more than one company, it is important that you make sure you assign reporting permissions to the relevant user for the correct company.

Note: The “Assigned” column will be empty if you have selected a user who does not already have reporting permissions associated with their user account. If, however, you have selected a user who already has reporting permissions associated with their user account, some permissions will already be listed in the “Assigned” column on the right. This does not prevent you from assigning additional permissions to the user from the “Available” column on the left.

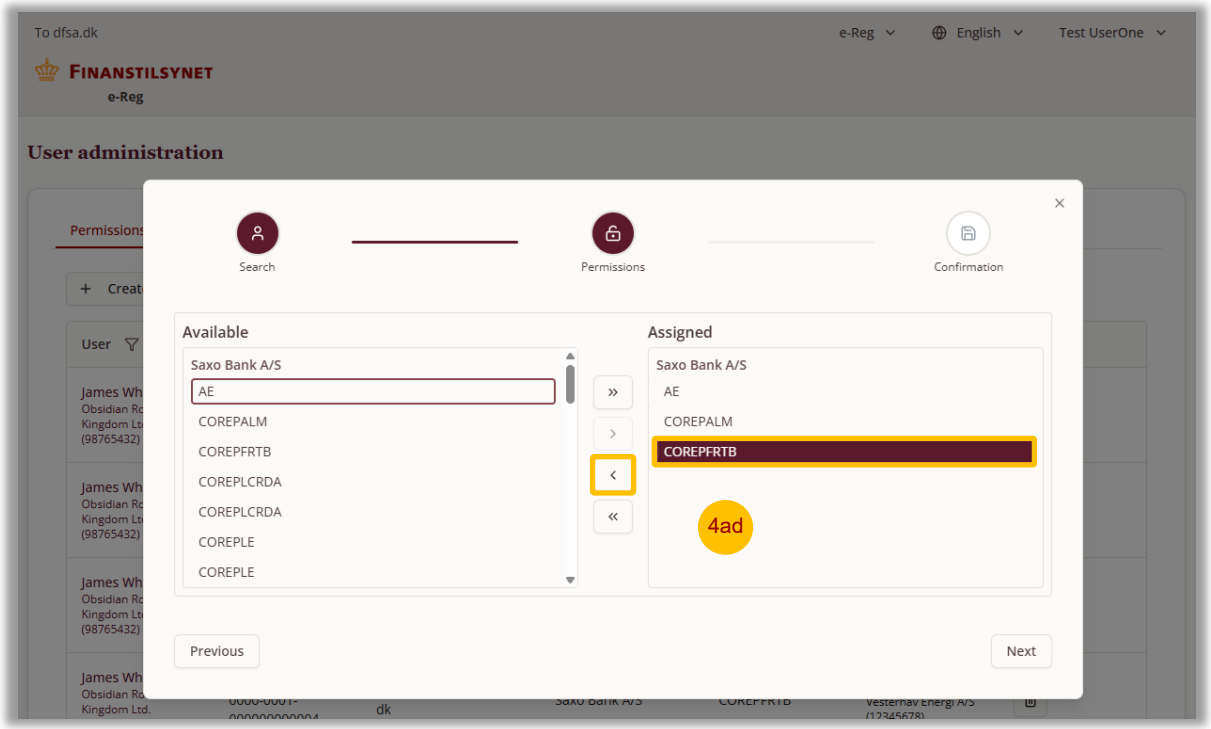
(4ac)

You assign permissions to the user by selecting them (clicking on them) and clicking the button with the single arrow pointing to the right between the columns.



(4ad)

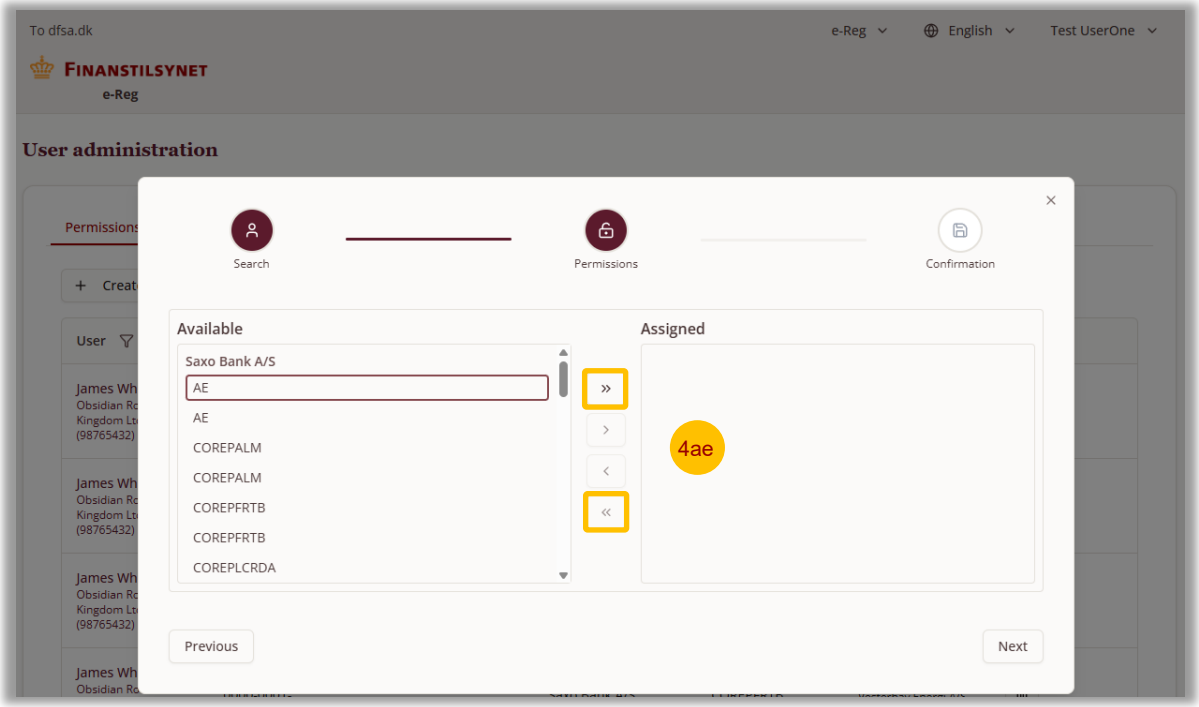
If you have moved too many permissions into the “Assigned” column, you can remove permissions again by selecting them in the “Assigned” column and clicking the button with the single arrow pointing to the left between the columns.



(4ae)

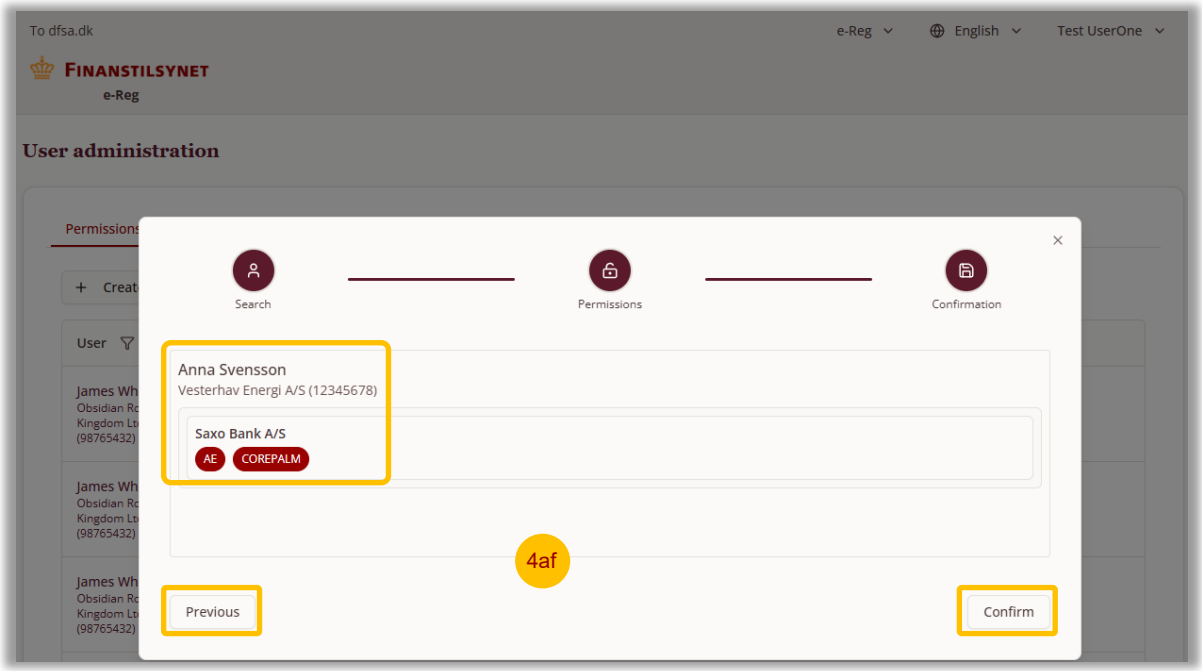
The buttons with the double arrows move all reporting permissions from the respective column to the other column.

It will rarely be relevant to use these buttons.



(4af)

When you have finished selecting the relevant permissions, click “Next” in the bottom-right corner. You will arrive at the image below with a summary showing all the permissions the user will have from now on (once you have confirmed); that is, all the user’s existing permissions (if any) as well as the changes you, as administrator, have just made.



Here, you will again see:

- the name of the user to whom you are assigning reporting permissions
- the name of the company where the user is employed
- the CVR number of the company where the user is employed
- the name of the company on behalf of which you are assigning the user permission to report
- the name of the report(s) you are assigning the user permission to submit on behalf of the selected company

If you spot an error in the summary or want to change something, you can go back through the assignment flow by clicking the “Previous” button in the bottom-left corner.

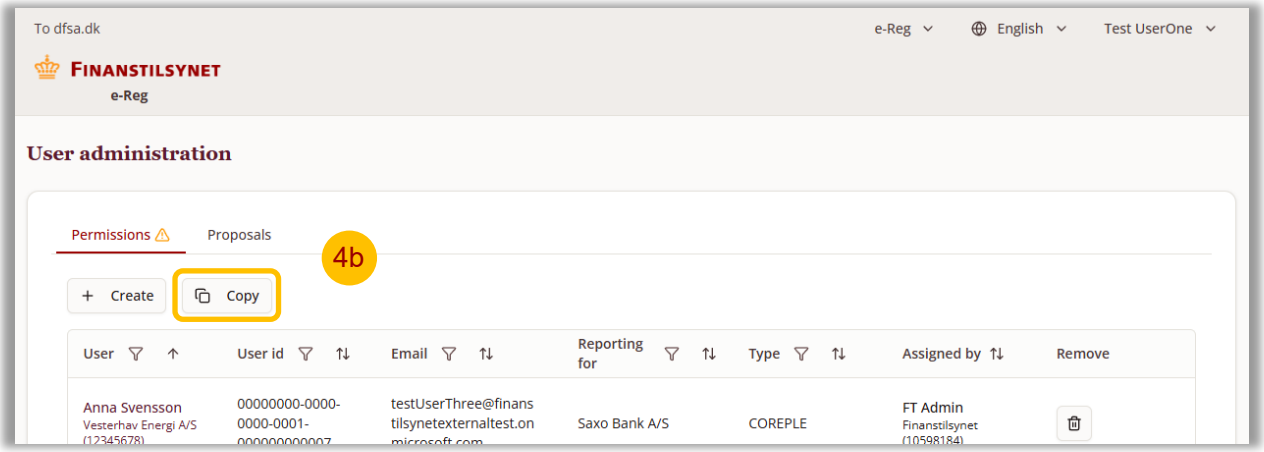
If you are satisfied with the summary, you can finally confirm the assignment of the permissions to the user by clicking “Confirm” in the bottom-right corner.

The assignment will now be final, and the user will shortly (within a maximum of 10 minutes) be able to log in to e-Reg and submit these new reports for the company.

(4b) The ”Copy” function

The second method for assigning new permissions to users is via the “Copy” function.

The “Copy” function is used if you know that there is already a user who has a set of permissions to report on behalf of one or more companies, and you want to copy this exact set-up to another user.



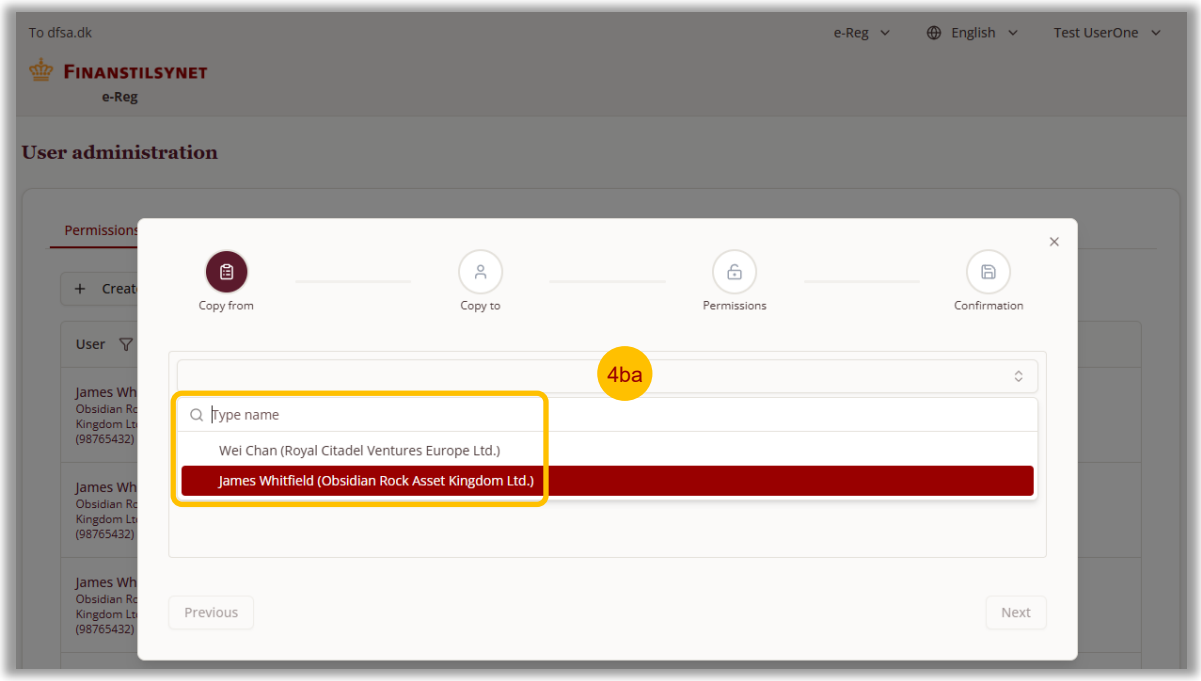
(4ba)

If you click “Copy”, a new window will appear in which you must first search for the user whose permission set-up you want to copy from.

You can search for users in this window by entering either:

- the user’s full email address
- the full unique user ID (a GUID consisting of 32 digits with hyphens, which comes from the user’s master data page in the DKFSA’s self-service portal)

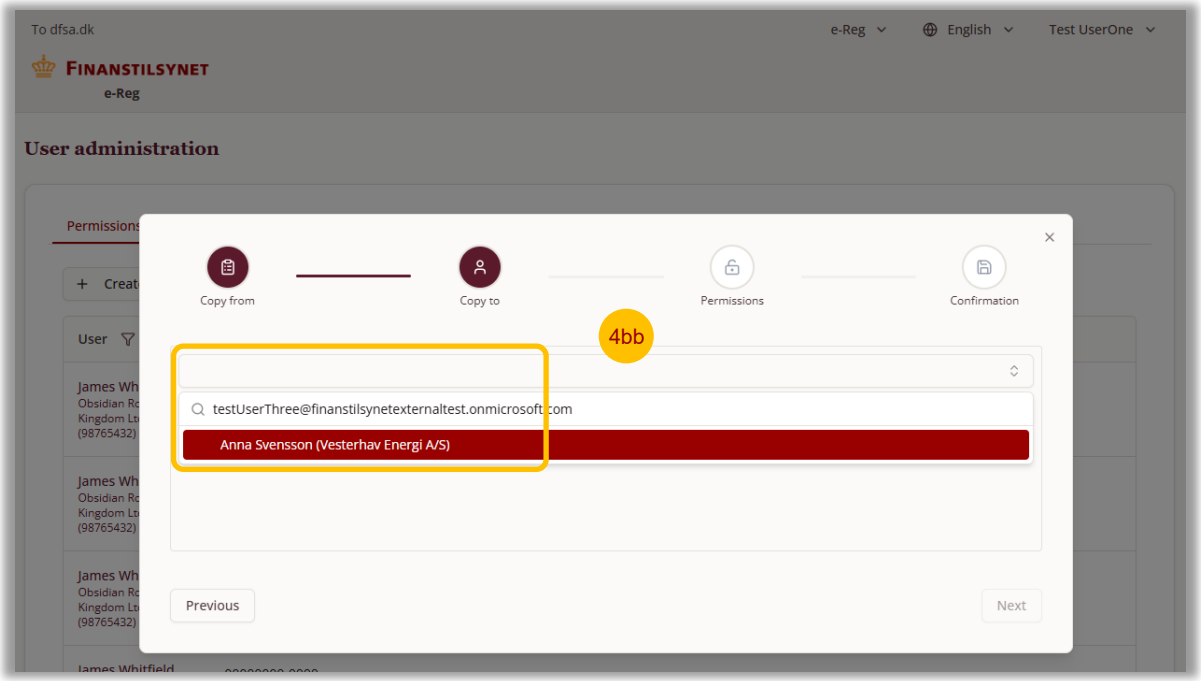
However, it will often not be necessary to search for the user, as this list also has a drop-down menu with suggested users you can choose from.



Once you have selected the user from whom you want to copy the permissions, click the “Next” button in the bottom-right corner.

(4bb)

You will now arrive at the “Copy to” window, where you must select the user to whom you want to copy the permissions from the first user.



This window does not have a drop-down list of suggested users for you to choose from in the same way. Therefore, in this window you must search for users by entering either:

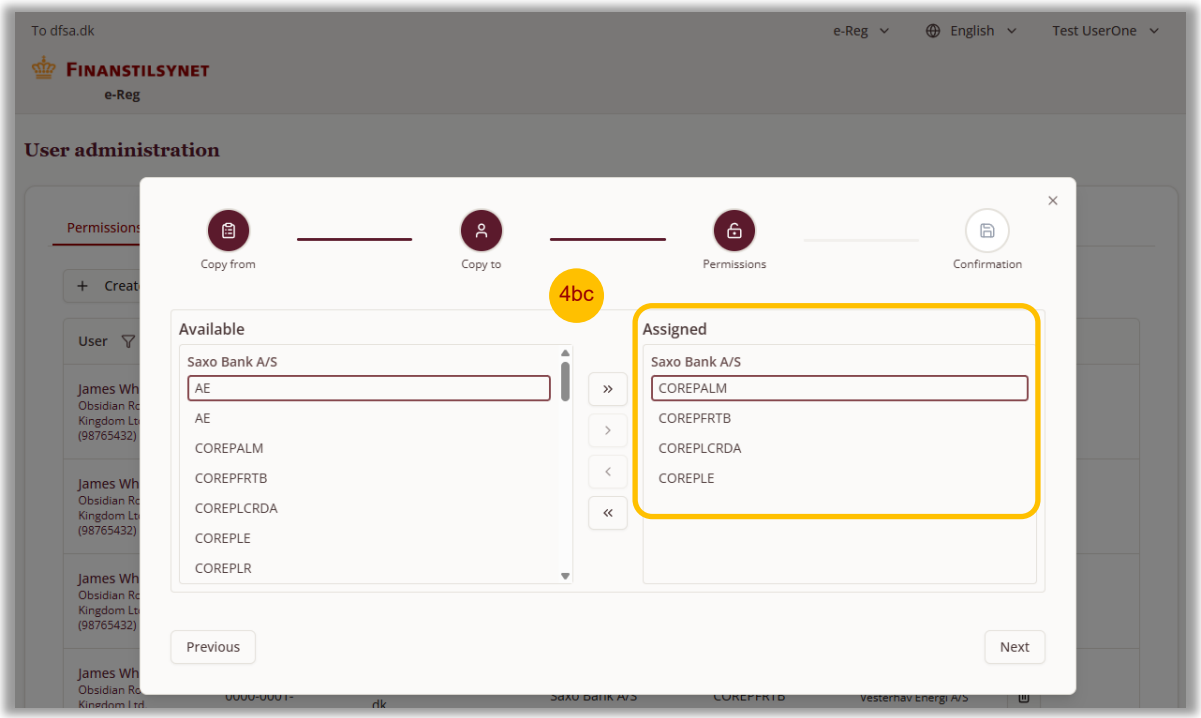
- the user's full email address
- the full unique user ID (a GUID consisting of 32 digits with hyphens, which comes from the user's master data page in the DKFSA's self-service portal)

Once you have selected the relevant user to copy the permissions to, click the "Next" button in the bottom-right corner.

(4bc)

You will now arrive at the page where you can select permissions. Here, you will see that the permissions held by the user you are copying from have already been placed in the "Assigned" column for you, so you do not have to search for all these permissions yourself in the "Available" column. This is the whole point of using the "Copy" function rather than the "Create" function.

You can now add additional permissions or remove permissions in exactly the same way as described under sections 4ac, 4ad and 4ae above in this guide.



Once you are satisfied with the selected permissions, click the "Next" button in the bottom-right corner of the page.

(4bd)

You will now be on the confirmation page, where you will see an overview of the choices you have made.

Here, you will again see:

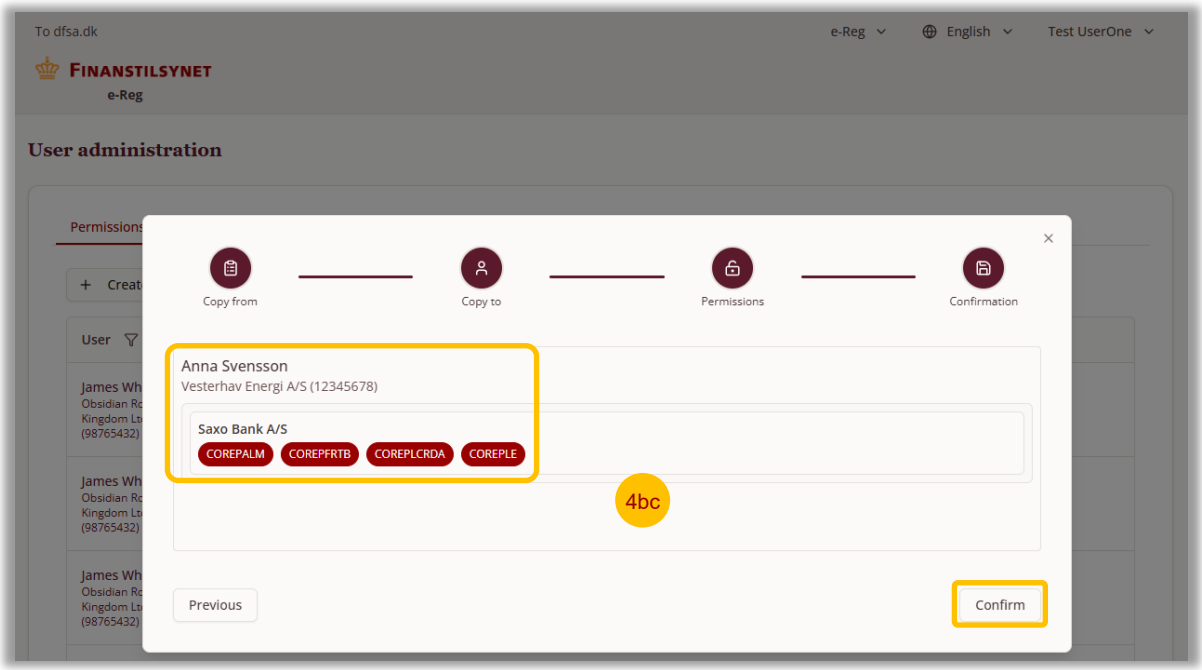
- the name of the user to whom you are assigning reporting permissions
- the name of the company where the user is employed
- the CVR number of the company where the user is employed
- the name of the company on behalf of which you are assigning the user permission to report
- the name of the report(s) you are assigning the user permission to submit on behalf of the selected company

Note that the “Copy” function does not affect the user you are copying from; it is only a tool to help you configure reporting permissions more quickly for the user you are copying to.

If you spot an error in the summary or want to change something, you can go back through the assignment flow by clicking the “Previous” button in the bottom-left corner.

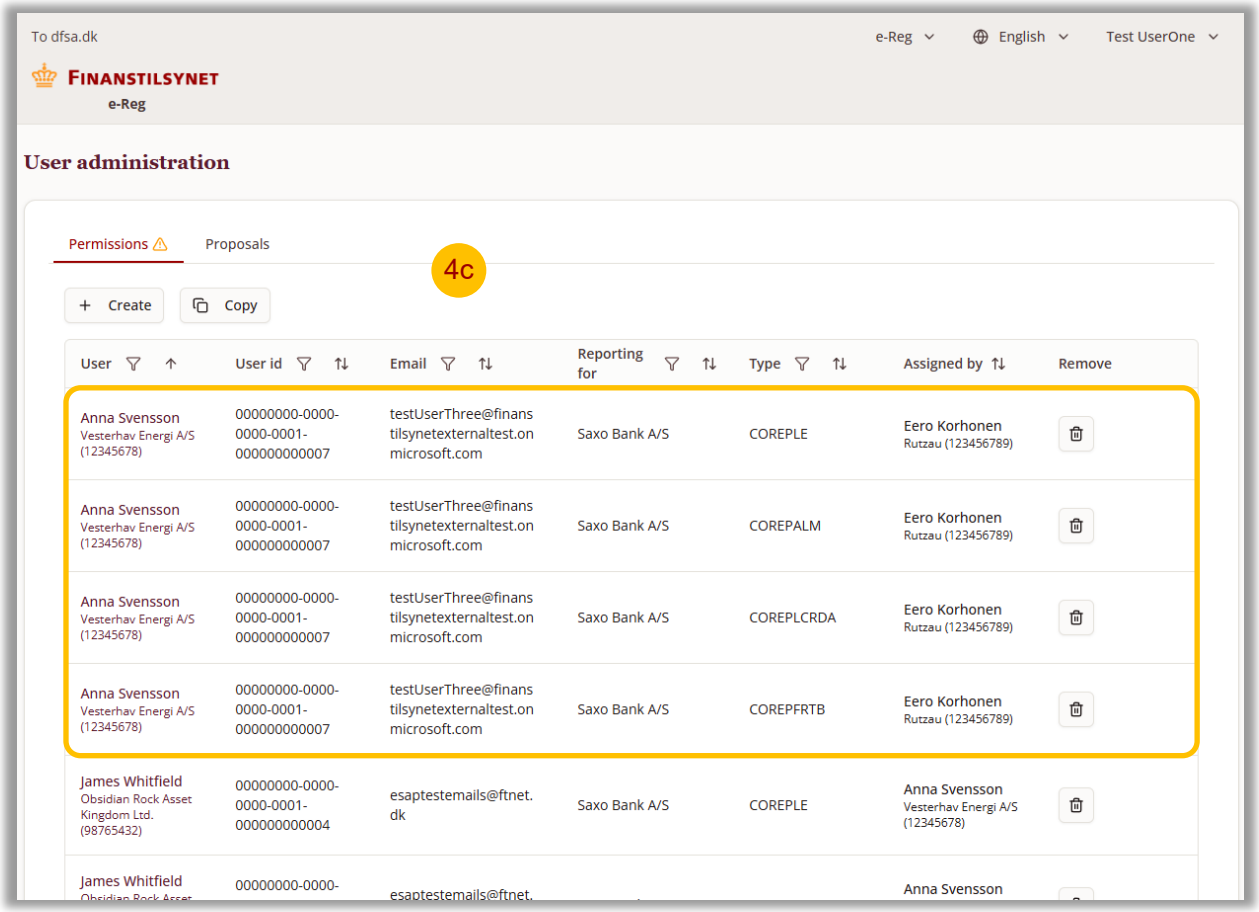
If you are satisfied with the summary, you can finally confirm the assignment of the permissions to the user by clicking “Confirm” in the bottom-right corner.

The assignment will now be final, and the user will shortly (within a maximum of 10 minutes) be able to log in to e-Reg and submit these new reports for the company.



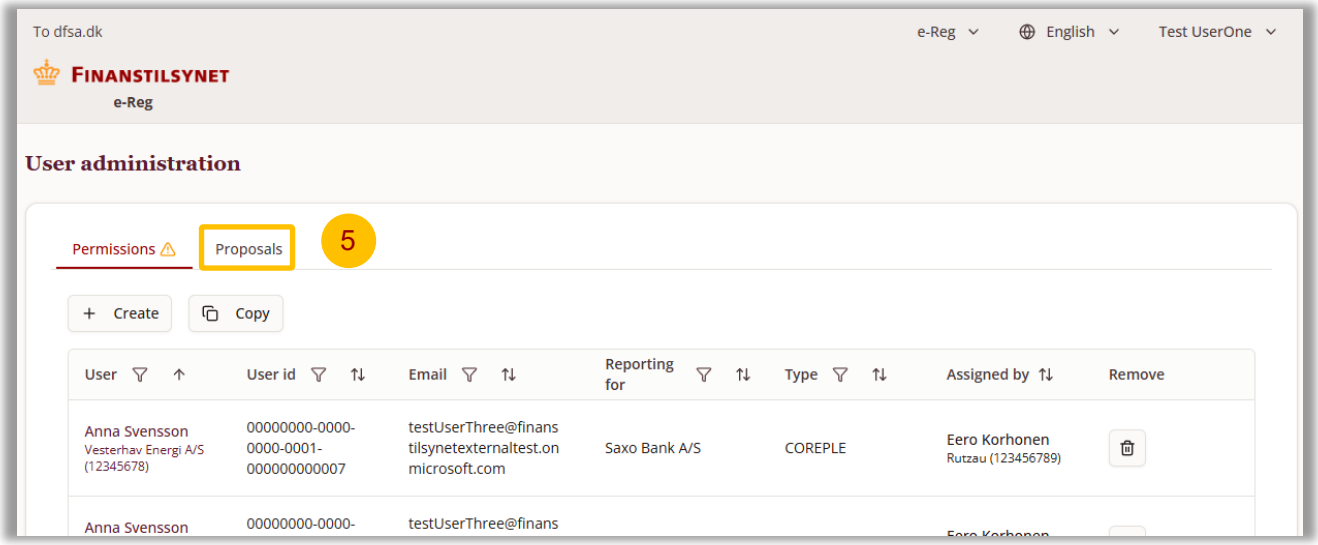
(4c)

Regardless of whether you choose to assign new permissions to a user via the “Create” function or the “Copy” function, you will subsequently be able to see the new permissions you have assigned to the user in the overview, as shown in the image below.



(5) The “Proposals” overview in the e-Reg user administration module

The third way to assign new reporting permissions in e-Reg to a user via the user administration module is by using the “proposals” function.



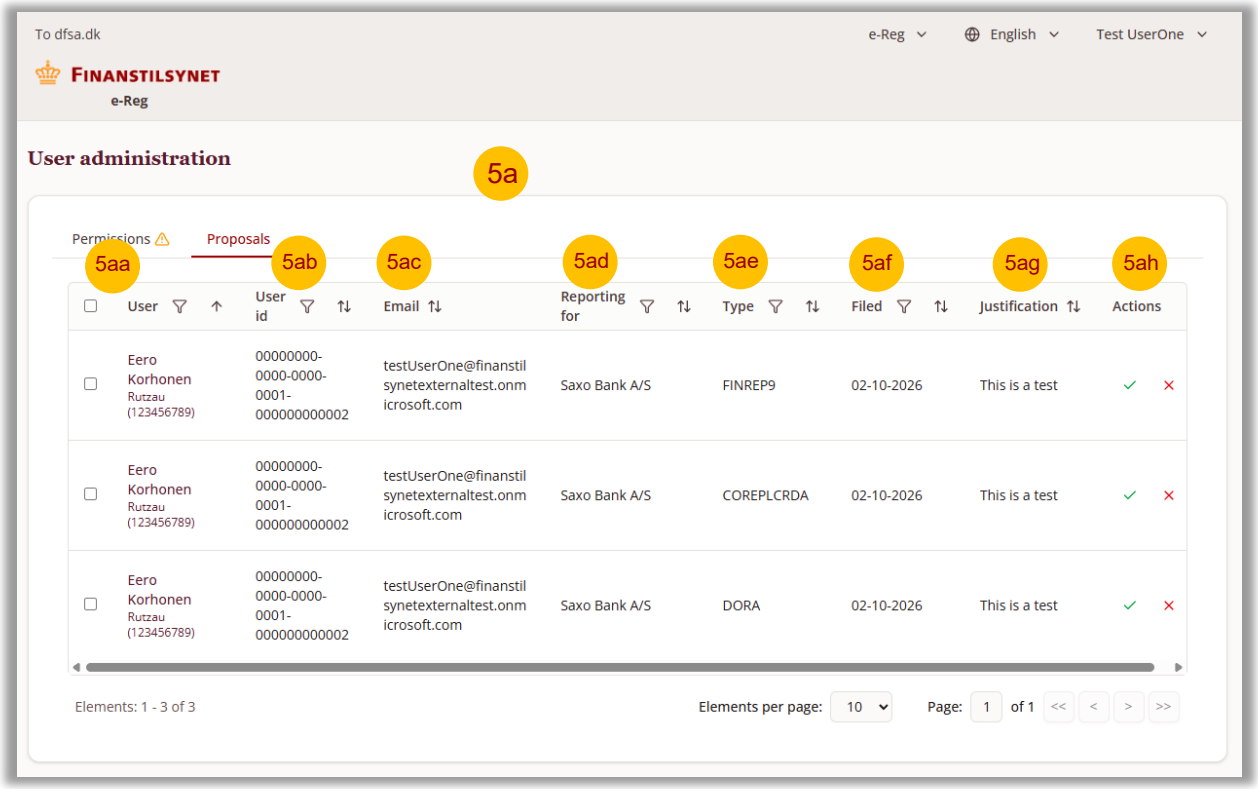
A person who needs to submit reports in e-Reg for a company, and who has therefore created a user account in the DKFSA's self-service portal (https://portal.finanstilsynet.dk/), can access "My permissions" from within the self-service portal and apply for specific reporting permissions on behalf of specific companies.

There is a separate guide for this process 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

As the e-Reg user administrator for a company, you will then receive these proposals from users in the "Proposals" function, where you can review each individual proposal and either approve or reject the proposals.

(5a)

When you click the "Proposals" button, you will be taken to the page below. This is the "Proposals" function in the user administration module.



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

A unique proposal for a reporting permission consists of:

- a person
- with a unique user ID
- and a contact email address
- who wants to be able to submit one type of report

- on behalf of one company

(5aa)

In the “User” column on the far left, you can see:
- the user’s name
- the name of the company where the user is employed (sometimes, but not always, the same company that the user is applying to be able to report for)
- the CVR number of the company where the user is employed

(5ab)

In the “User ID” column, you can see the unique user ID associated with each user.

(5ac)

In the “Email” column, you can see the user’s contact email address.

(5ad)

In the “Reporting for” column, you can see the name of the company for which the user is applying for permission to report in relation to this specific report type.

(5ae)

In the “Type” column, you can see the name of the specific report type for which the user is applying for permission to report on behalf of the stated company.

(5af)

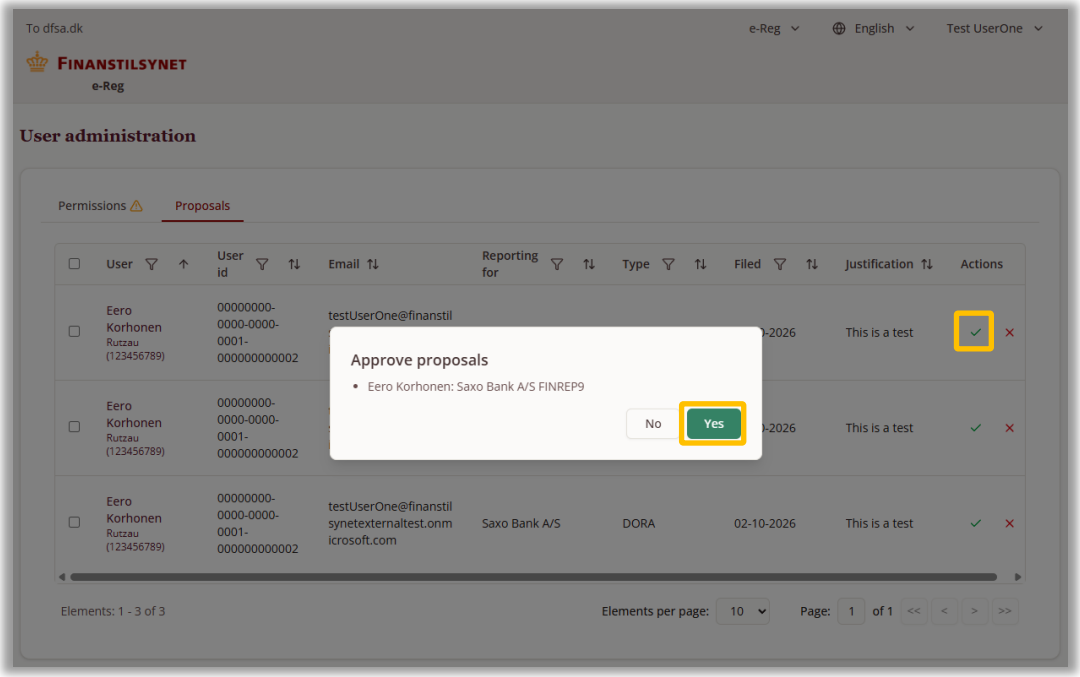
In the “Filed” column, you can see the date on which the user submitted this specific proposal.

(5ag)

In the “Justification” column, there is a comment written by the user when submitting the proposal via the self-service portal. This comment is intended to serve as a justification for why the user should be granted the relevant reporting permission that the user is applying to be able to exercise on behalf of the specified company.

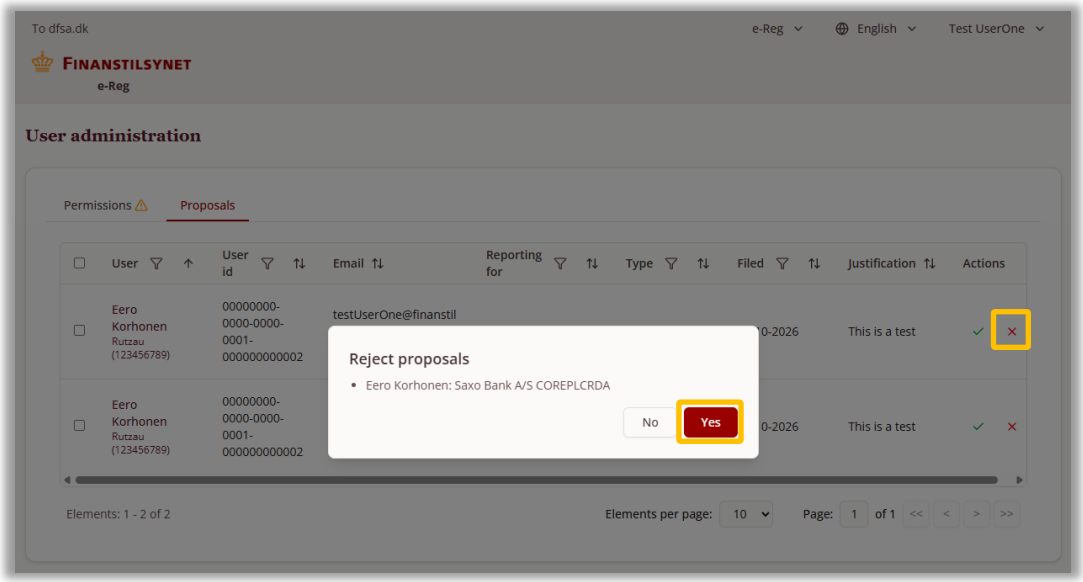
(5ah)

In the “Actions” column, as an e-Reg user administrator for the specified company, you can perform one of two actions:
- You can approve the user’s request to be assigned the specified reporting permission.
  - You approve the request by clicking the green check mark next to the specific request in the “Actions” column and then confirming in the small dialogue box that appears:



Once you have approved the proposal, it disappears from the “Proposals” overview and is added to the general overview of assigned permissions on the “Permissions” page.

- You can reject the user’s proposal to be assigned the specified reporting permission.
  - You reject the proposal by clicking the red cross next to the specific proposal in the “Actions” column and then confirming in the small dialogue box that appears:

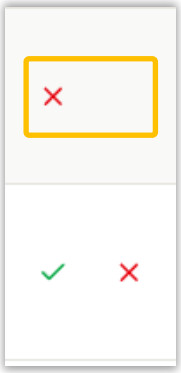


Once you have approved the proposal, it disappears from the “Proposals” overview.

Note: The DKFSA’s self-service portal is configured so that any person with a user account in the self-service portal can apply to be assigned any reporting permission for any company. Users will be

able to search for all companies that have a reporting obligation to the DKFSA, but they will not be able to see exactly which reporting obligations each individual company has. Instead, for every company, users will have the option to apply for reporting permissions from a complete list of all existing reporting types.

- This means that, as an e-Reg user administrator for your company, you may receive four different proposal scenarios. These are summarised in the table below.
- This also means that, in some cases, it will not be possible to approve a reporting permission proposal (there will be no green check mark next to the proposal); it will only be possible to reject it (there will only be a red cross). This occurs when a user has submitted a proposal to obtain permission to submit a report on behalf of the company, but the company does not have that reporting obligation in e-Reg. An example of such a situation, where a proposal cannot be approved, is illustrated in the image to the right.



User	Permission	Consequence
A user for whom it does not make sense to assign a permission (e.g. because the user is not employed by the company for which you are the e-Reg administrator or does not work with this type of reporting)	applies for permission to submit a report which the company for which you are the e-Reg administrator does not have a reporting obligation for	The proposal should be rejected. In addition, it will not be possible to approve it; there will only be a red cross for rejecting the proposal.
A user for whom it does not make sense to assign a permission (e.g. because the user is not employed by the company for which you are the e-Reg administrator or does not work with this type of reporting)	applies for permission to submit a report which the company for which you are the e-Reg administrator does in fact have a reporting obligation for	The proposal should be rejected. However, it will be possible to approve it (there will be a green check mark), because the permission applied for is relevant to the company.
A user for whom it does in fact make sense to assign a permission (e.g. because the user is employed by the company for which you are the e-Reg administrator and works with this type of reporting)	applies for permission to submit a report which the company for which you are the e-Reg administrator does not have a reporting obligation for	The proposal should be rejected. In addition, it will not be possible to approve it; there will only be a red cross for rejecting the proposal.
A user for whom it does in fact make sense to assign a permission (e.g. because the user is employed by the company for which you are the e-Reg administrator and works with this type of reporting)	applies for permission to submit a report which the company for which you are the e-Reg administrator does in fact have a reporting obligation for	The proposal may be approved. There will be a green check mark for approving the proposal.

As the e-Reg user administrator for the company, it is your responsibility to ensure that you:

- assign only relevant permissions to relevant users
- do not approve proposals that are irrelevant or otherwise do not make sense to approve.

Conversely, as the e-Reg user administrator, you also have the right to reject a proposal for reporting permissions in e-Reg if you have the slightest doubt about the relevance of the proposal.

You can always contact the applicant via the stated contact email address to ask why they have submitted a given proposal for reporting permissions in e-Reg for the company for which you are the e-Reg user administrator.

(6) Do you need to revoke a permission?

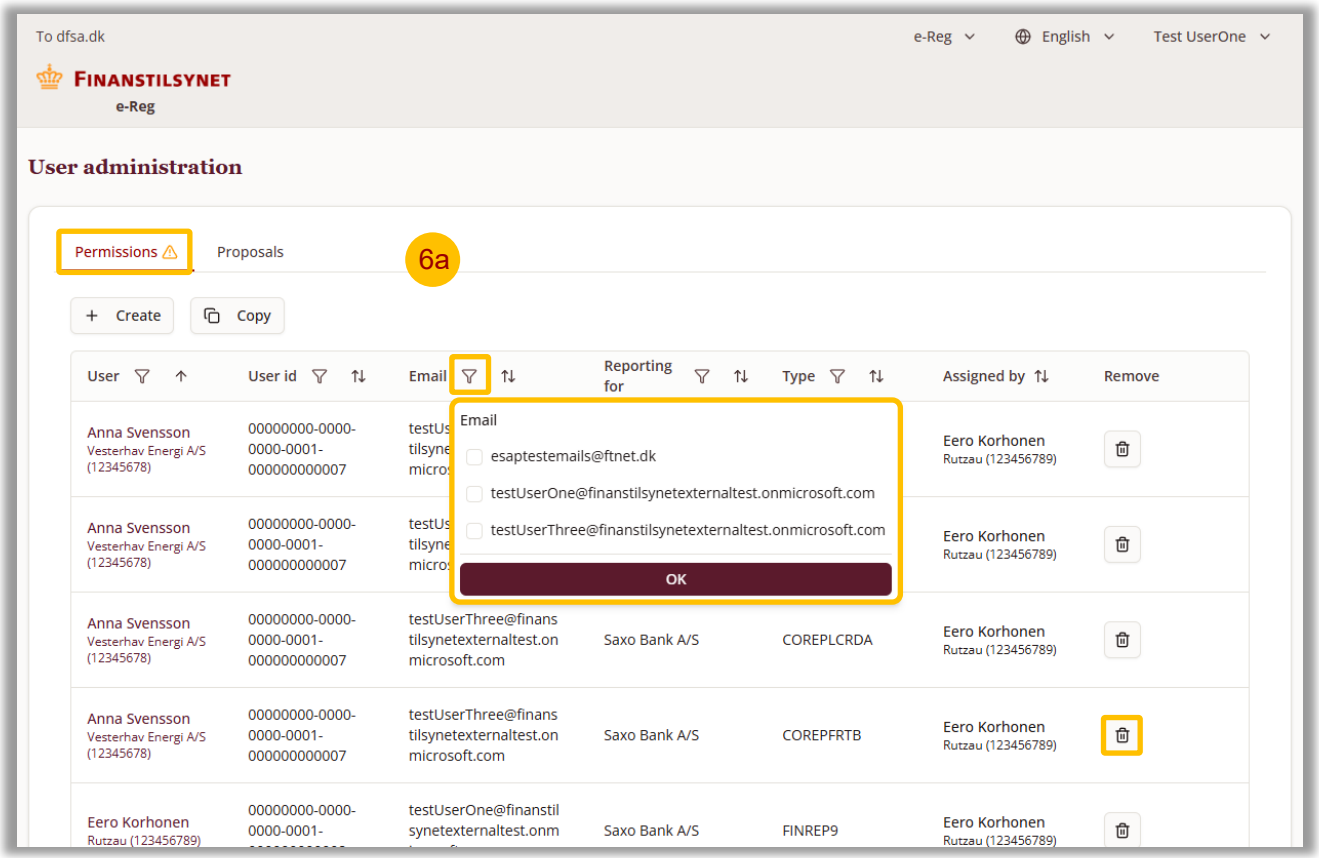
If you accidentally approve a proposal that you should have rejected, or if you accidentally assign the wrong reporting permission to the wrong user yourself, or if you become aware that a user's permission needs to be withdrawn, you can easily remove the permission in one of the following ways:

(6a)

Revoke a user's reporting permission by finding it in the "Permissions" overview.

Use the filters in the columns of the overview to search for the person, reporting type, etc.

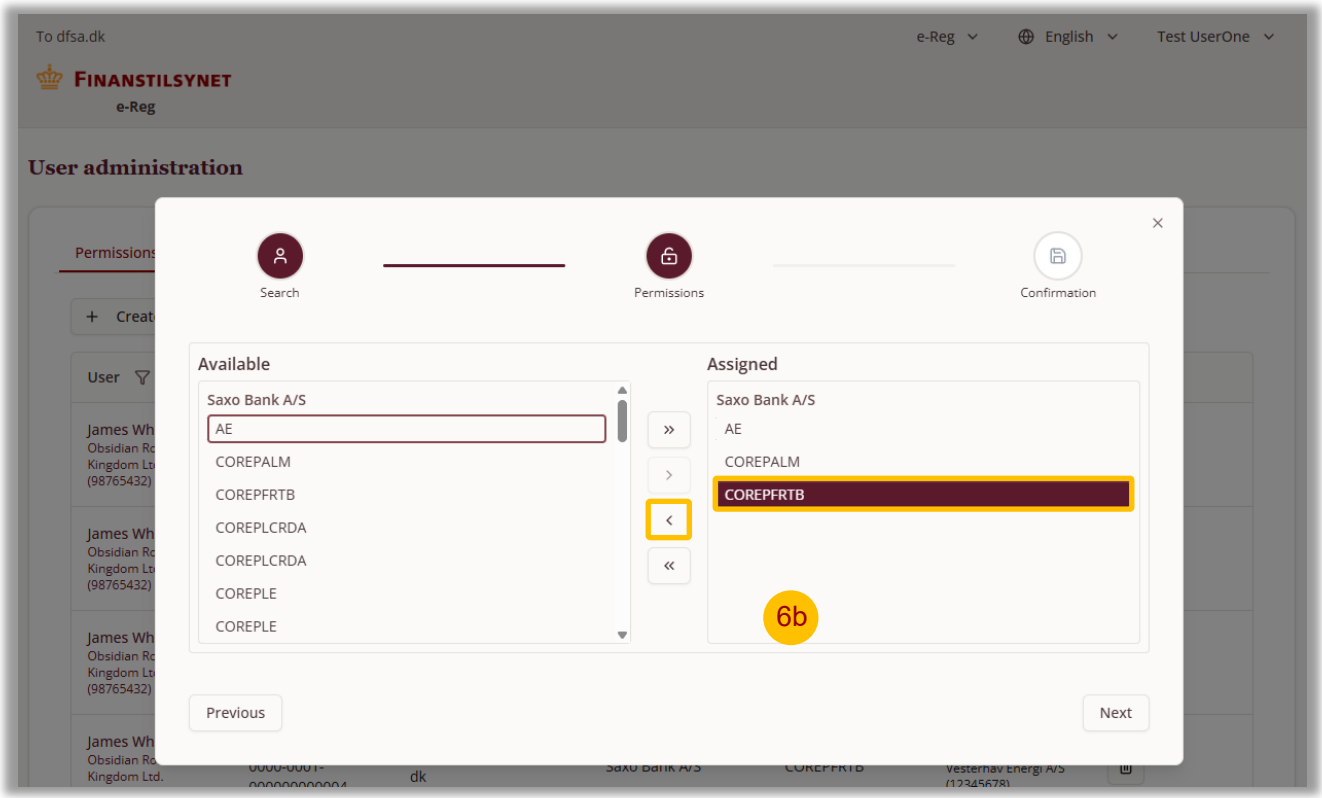
Once you have found the relevant reporting permission, click the trash can icon next to the permission to revoke it.



(6b)

An alternative method is to search for the relevant user via the “Create” function, as described in items 4aa to 4af, and withdraw a permission from there.

See in particular item 4ad, which explains how to revoke a permission from a user via this function.



(7) Questions or issues?

If you have any questions or issues in your role as e-Reg user administrator or with the use of the e-Reg user administration module, you can contact the DKFSA at e-Reg@ftnet.dk.

(8) Apply to become an e-Reg user administrator

If you wish to obtain permissions to act as an e-Reg user administrator on behalf of a company, you can read more about how to apply for this on the DKFSA’s website via the link below:

https://www.dfsa.dk/reporting/new-reporting-system-for-eu-reports/e-reg-user-administrators