

# Guidelines for new users of the Finnish part of the Union Registry

## ***Registration to the Union Registry is required for a new user to be added as an account representative***

Before a new user can be added as an authorised representative of an account, he or she must register in the Union Registry by completing all the following steps:

- 1. Create an EU Login account**
  - see instructions on p. 2/7
- 2. Install the EU Login app and add a mobile device to your EU Login account**
  - see instructions on p. 3-4/7
- 3. Add a mobile phone number to your EU Login account**
  - see instructions on p. 5/7
- 4. Fill in your personal details to the Union Registry (registration)**
  - see instructions on p. 6/7

Once these steps have been completed, a personal URID to the Union Registry will be provided. The URID is required when applying for adding a representative to an account. The application may be, for example, for opening an account or adding a representative to an existing account. This means that all new users must provide their URID to the person who submits the application.

## ***Enrolment after the new user has been accepted as an account representative***

When the National Administrator (Energy Authority) has accepted the addition as an account representative, it will send an enrolment key to the new user. Finally, the new user must enrol in the Union Registry according the following instructions:

- 5. Activate your enrolment key (enrolment)**
  - see instructions on p. 7/7

After the enrolment, the new user will have access to the Union Registry for viewing his or her own accounts and to start using the Registry.

## ***If the person added to an account is not a new user of the Registry***

If the person to be added to an account already is a user in the Union Registry (as a representative of an account), he or she will already have completed the registration and enrolment, so the following actions described in these guidelines need not be repeated. In this case, the person needs only to provide his or her URID to the person who submits the application.

## ***For further information, please contact the Energy Authority***

e-mail: rekisteri(at)energiavirasto.fi

tel. +358 29 5050 100 (Mon-Fri 12–14 Finnish time)

# 1. Create an EU Login account

## Introduction



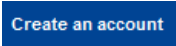
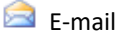
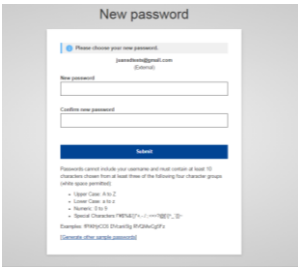
As all the other European Commission applications, the Registry application requires the use of an authenticated user account.

This procedure allows you to get a user account from European Commission's authentication service EU Login.

**NB.** If you already have an existing EU Login account, there is no need to create a new one. In that case, you may skip this step.

To create a user account, execute the following steps:

## Step by step

Step	Action	Interface
1	Go to the Union Registry homepage <a href="https://unionregistry.ec.europa.eu/euregistry/Fl/index.xhtml">https://unionregistry.ec.europa.eu/euregistry/Fl/index.xhtml</a>  You can choose the language of the user interface from the dropdown menu on the top right-hand corner.	
2	Click on the <b>First time user</b> link. The "Enrolment" page opens.	
3	Click <b>Create an EU Login account</b> to enter the EU Login page.  You can choose the language of the user interface from the dropdown menu on the top right-hand corner.	
4	The "EU Login Registration form" page opens. Fill in the request form and click the <b>Create an account</b> button at the bottom of the page to send your request.	
5	The Authentication service sends you an e-mail indicating your username and providing a link to create a password. Click the provided link and create your password.	
6	Fill in the EU Login form and click <b>Submit</b> .	

## 2. Install the EU Login app and add a mobile device to your EU Login account



### Introduction

The Union Registry requires the use of the EU Login Mobile app to authenticate and sign processes.

**NB.** If you already have an existing EU Login account and you have already added a mobile device to it, you may skip this step.

### Download EU Login Mobile app

Download the app to your mobile device (smartphone or tablet) from the URLs below or searching it by name from the application store of your mobile device:

Operating System	URL	Link
Android	<a href="https://play.google.com/store/apps/details?id=eu.europa.ec.ecas">https://play.google.com/store/apps/details?id=eu.europa.ec.ecas</a>	
Apple	<a href="https://itunes.apple.com/be/app/ecas-mobile/id1056119441?mt=8">https://itunes.apple.com/be/app/ecas-mobile/id1056119441?mt=8</a>	

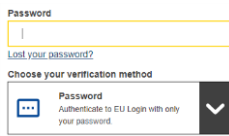
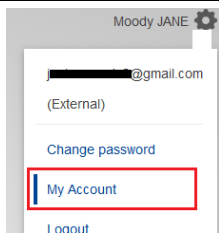


**NB.** When the app asks, allow it to send notifications to you and to use the camera of your mobile device. Otherwise, the app doesn't work properly.

The language of the application is determined by the language of your mobile device.

You can find more details about the compatibility of the application in the URLs above.

### Register a mobile device to your EU Login account



Execute the following steps to register a mobile device in your EU Login account:

Step	Action	Interface
1	Log into EU Login with a computer <a href="https://webgate.ec.europa.eu/cas">https://webgate.ec.europa.eu/cas</a>  Choose "Password" as a verification method from the dropdown menu.	
2	Hover your mouse over the gear icon next to your name and click <b>My Account</b> .	
3	Click <b>Manage my mobile devices</b> .	
4	Click <b>Add a mobile device</b> .	

*Continued on next page*

# Install the EU Login app and add a mobile device to your EU Login account, Continued

## Register a mobile device to your EU Login account, Continued

Step	Action	Interface
5	Enter a device name and a PIN code of your choice. The PIN code must have four digits, but otherwise you can decide freely what to enter to these fields. Enter the PIN code a second time to confirm it.	<p>Your device name</p> <input type="text"/> <p>Your 4 digit PIN code</p> <input type="text"/> <p>You will be required to enter mobile device to use the EU Login</p> <p>Confirm your PIN code</p> <input type="text"/>
6	Click <b>Submit</b> to confirm.	<b>Submit</b>
7	<p>EU Login displays a QR code to be scanned in your computer screen.</p> <p>Open the EU Login Mobile app on your mobile device.</p> <p><b>NB.</b> When the app asks these questions during the process, reply as follows:</p> <ul style="list-style-type: none"> <li>- Can the application send notifications to you? → <u>Allow the app to send notifications, otherwise the app doesn't work properly.</u></li> <li>- Can the app use the camera of your mobile device? → <u>Allow the app to use the camera, otherwise the app doesn't work properly.</u></li> <li>- Is biometric authentication allowed? → You don't have to allow this, but you can do so if you want. If you allow this, the app can utilize the biometric authentication method used in your mobile device (e.g. fingerprint recognition).</li> </ul>	
8	<p>In the mobile app, tap on  <b>Initialise</b><sup>1</sup>, after that <b>Next/Continue</b> and scan the QR code displayed by EU Login with the mobile app. Scanning is done by pointing the camera of the mobile device towards the QR code displayed in the computer screen so that it can be seen in the camera window of the app.</p>	
9	In the mobile app, enter the PIN code you created and move forward (by tapping on <b>Next</b> or similar button).	
10	If requested by your mobile device, confirm the action. For example, on Android devices, a message may appear at the top of the app saying that the initialization is incomplete, and a notification has been sent to your device. Search this notification from the notifications on your mobile device to confirm the action. On Android devices, swipe down from the center of the mobile devices screen. Or, you may locate the notification by navigating to Settings → Notifications → Advanced settings → Notification history. You may also find the action you need to confirm in the 'Pending authentication requests' section of the EU Login mobile app.	
11	Your mobile phone is now added to your EU Login account.	

One mobile device can only be linked to one EU Login account and each user can log into the Union Registry with one mobile device at a time only.

<sup>1</sup> For security reasons, this option is disabled if you do not have any security measure (e.g., PIN, unlock pattern, fingerprint or face recognition) configured in your mobile device

### 3. Add a mobile phone number to your EU Login account

#### Introduction

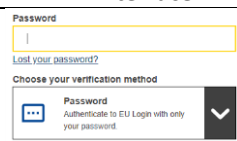
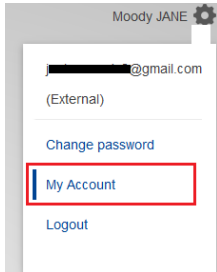
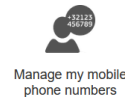
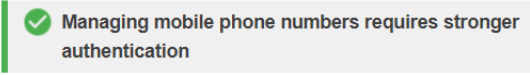
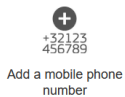
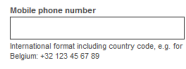

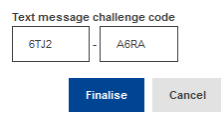
The Union Registry requires the use of the EU Login Mobile app to authenticate and sign processes.

However, you still need to register a mobile phone number as a fallback solution.

**NB.** If you already have an EU Login account and you have added a mobile phone number to it, you may skip this step.

#### Step by step

Execute the following steps from the “EU Login” page to register a mobile phone number in your EU Login account:

Step	Action	Interface
1	Log into EU Login with a computer <a href="https://webgate.ec.europa.eu/cas">https://webgate.ec.europa.eu/cas</a>  If you are already logged in, you don't have to do it again.	
2	Hover your mouse over the gear icon next to your name and click <b>My Account</b> .	
3	Click <b>Manage my mobile phone numbers</b> .	
4	If you already have another second factor authentication method registered in EU Login and you haven't already authenticated by using it, you will need to authenticate with it before continuing.  	
5	Click <b>Add a mobile phone number</b> .	
6	Enter your phone number including the country code.	
7	Click <b>Add</b> to confirm.	
8	You will receive an SMS containing a challenge code. Enter the code received on the newly added phone number and click <b>Finalise</b> .	

The system informs you that your mobile phone has been added successfully.

## 4. Fill in your personal details to the Union Registry (registration)

### Introduction


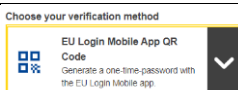
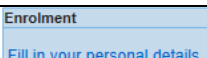
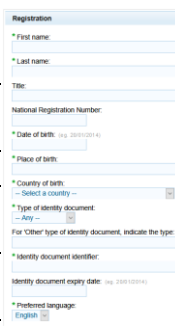
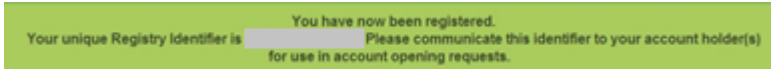
Once you have an EU Login account, you need to request an access to the Registry application.

Note that you need to register yourself in each registry (Member State) you need to work with. You will be assigned a different URID for each registry you are registered in.

You may be added as a representative to an account only after you have registered in the Union Registry.

To register yourself in the Union Registry, execute the following steps:

### Step by step

Step	Action	Interface							
1	Go to the Union Registry homepage https://unionregistry.ec.europa.eu/euregistry/Fl/index.xhtml								
2	Click <b>Login</b>								
3	EU Login page opens. Enter your password, choose “EU Login Mobile App QR Code” as a verification method from the dropdown menu and click <b>Login</b> .  Open the EU Login Mobile app on your mobile device, tap on <b>Scan QR Code</b> and point the camera of your mobile device towards the QR code in order to scan it.  Enter the code generated by the app to the EU Login page and click <b>Login</b> .								
4	Click <b>Fill in your personal details</b> from the left menu.								
5	Fill in the “Registration” form.								
6	Click <b>Next</b> to continue.								
7	<table><tr><td colspan="2">A summary of your request is displayed on the screen. Review your details.</td></tr><tr><td><b>If...</b></td><td><b>Then:</b></td></tr><tr><td>...your details are correct</td><td>Click <b>Submit</b> to confirm your registration.</td></tr><tr><td>...the information is not correct</td><td>Click <b>Back</b> and go to step 5.</td></tr></table>		A summary of your request is displayed on the screen. Review your details.		<b>If...</b>	<b>Then:</b>	...your details are correct	Click <b>Submit</b> to confirm your registration.	...the information is not correct
A summary of your request is displayed on the screen. Review your details.									
<b>If...</b>	<b>Then:</b>								
...your details are correct	Click <b>Submit</b> to confirm your registration.								
...the information is not correct	Click <b>Back</b> and go to step 5.								
8	<p>The system indicates that you are now registered. The message indicates the URID the system attributed to you (formed FI123456789012). Keep this URID in mind. It will be used to appoint you to an account.</p>  <p>The link <b>Fill in your personal details</b> disappears from the menu and is replaced by the link <b>Enter your enrolment key</b>.</p>								

## 5. Activate your enrolment key (enrolment)

### Introduction


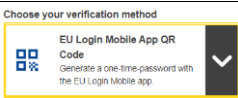
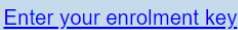

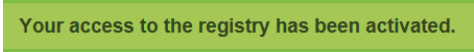
After being registered and being appointed in an account, the national administrator (Energy Authority) validates your enrolment and sends you your enrolment key.

To complete the activation of your user account, you will be asked to introduce the enrolment key (e.g. OD8U-OIGY-RXE9-02OI-DPMQ).

After you have entered the enrolment key, you can start using the registry.

To validate your user account, execute the following steps:

### Step by step

Step	Action	Interface
1	Go to the Union Registry homepage <a href="https://unionregistry.ec.europa.eu/euregistry/Fl/index.xhtml">https://unionregistry.ec.europa.eu/euregistry/Fl/index.xhtml</a>	
2	Click <b>Login</b>	
3	EU Login page opens. Enter your password, choose “EU Login Mobile App QR Code” as a verification method from the dropdown menu and click <b>Login</b> .  Open the EU Login Mobile app on your mobile device, tap on <b>Scan QR Code</b> and point the camera of your mobile device towards the QR code in order to scan it.  Enter the code generated by the app to the EU Login page and click <b>Login</b> .	
3	Click <b>Enter your enrolment key</b> . The “Enrolment Key Entry” page opens.	
4	Enter the enrolment key you received from your national administrator. Click <b>Submit</b> to confirm.	
5	Your user account is now validated.    You can use the Union Registry in the scope of your role.	