

Guidelines for new users of the Union Registry – EU Login account, registration and enrolment

An EU Login account and registration are required for a new user to be added as an account representative

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

1. **Create an EU Login account** (if the person already has an EU Login account, this stage can be omitted) → see instructions on p. 2/5
2. **Add a mobile phone number to your EU Login account** (if a mobile phone number has already been added, this stage can be omitted) → see instructions on p. 3/5
3. **Fill in your personal details (registration)** → see instructions on p. 4/5

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 a new person has been accepted as an account representative

When the National Administrator (Energy Authority) has accepted a person's addition to an account, it will send the new user an enrolment key by sms. The representative must enrol in the Union Registry according the following instructions:

4. **Activate your enrolment key (enrolment)** → see instructions on p. 5/5

After the enrolment, the user will have access to the Union Registry for viewing his or her own account and to start using the Registry. Before this stage has been complete, the user will have no access to the Registry.

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

If the person 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 information, please contact the Energy Authority

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

e-mail: rekisteri(at)energiavirasto.fi

1. Create an EU Login account

Introduction




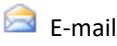
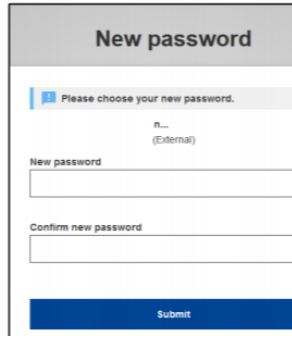
As all the other European Commission applications, the Registry application requires the use of an authenticated user account.

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 https://unionregistry.ec.europa.eu/euregistry/Fl/index.xhtml	
2	Click on the First time user link. The "Enrolment" page opens.	
3	Click Create an EU Login account to enter the EU Login application.	
4	The "EU Login Registration form" page opens. Fill in the request form and click the Create an account 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 Get a password .	

2. Add a mobile phone number to your EU Login account

Introduction




The Registry application will use an SMS challenge to authenticate you when logging to the system or requesting a transaction.

Therefore, you must provide the mobile phone number you want to use for the authentication.

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

For entering the mobile phone number, execute the following steps:

Step	Action	
1	Login to ECAS https://webgate.ec.europa.eu/cas	
2	Click on the gearwheel icon on the top right corner .	
3	Click My Account	
4	Click Manage my mobile phone numbers	 Manage my mobile phone numbers
5	Click Add a mobile phone number	 Add a mobile phone number
6	Enter your phone number including the country code.	e.g. +358501234567
7	Click Add to confirm.	
8	You will receive an SMS containing a challenge code. Enter the code and click Finalise .	

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

3. Fill in your personal details (registration)

Introduction


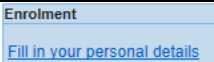

Once you have an EU Login account, you need to request an access to the Registry application.

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 as user of the Registry application, 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 Login	
3	Click Fill in your personal details from the left menu.	
4	Fill in the "Registration" form. NB! Enter details from the same proof of ID of which you will be sending a certified copy to the National Administrator ¹ .	
5	Click Next to continue.	
6	A summary of your request is displayed on the screen. Review your details.	
	If...	Then:
	...your details are correct	Click Submit to confirm your registration.
...the information is not correct	Click Back and go to step 2.	
7	The system indicates that your request is executed. The message indicates the URID the system attributed to you (formed FI123456789012). Keep this URID in mind. It will be used to appoint you in an account. <div style="background-color: #90EE90; padding: 5px; text-align: center;"> <p>You have now been enrolled. Your unique Registry Identifier is FI366521093568. Please communicate this identifier to your account holder (s) for use in account opening requests.</p> </div> The link Fill in your personal details disappears from the menu and is replaced by the link Enter your enrolment key .	

¹ See further information in the [requirements on owners and representatives of holding accounts](#). Generally, Finnish citizens do not need to send a copy of a proof of ID.

4. Activate your enrolment key (enrolment)

Introduction



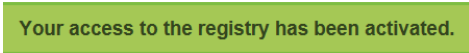
After being registered and being appointed in an account, the national administrator (Energy Authority) validates your enrolment and sends you your enrolment key by SMS.

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 https://unionregistry.ec.europa.eu/euregistry/Fl/index.xhtml	
2	Click Login	
3	Click Enter your enrolment key . The "Enrolment Key Entry" page opens.	
4	Enter the enrolment key you received from your national administrator. Click Submit to confirm.	
5	Your user account is now validated.  You can use the Union Registry in the scope of your role.	
