

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. Fill in your personal details to the Union Registry (registration)**
 - see instructions on p. 5-6/7

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 to the following instructions:

- 4. 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

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

1. Create an EU Login account

Introduction



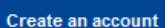

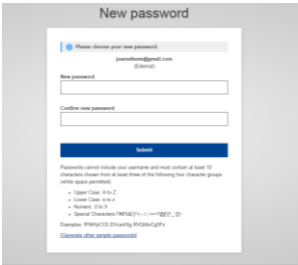
As all the other European Commission applications, the Registry application requires the use of an authenticated user account.

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. https://union-registry.ec.europa.eu/ar/#/FI You can choose the language of the user interface from the dropdown menu on the top right-hand corner.	
2	Click on the First time user link. The "Enrolment" page opens.	
3	Click Create an EU Login account 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 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.	 E-mail
6	Fill in the EU Login form and click Submit .	

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	https://play.google.com/store/apps/details?id=eu.europa.ec.ecas	
Apple	https://itunes.apple.com/be/app/ecas-mobile/id1056119441?mt=8	

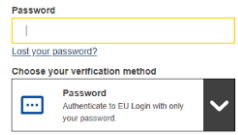
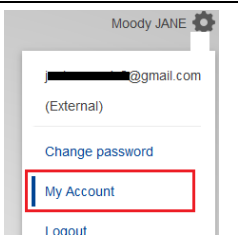
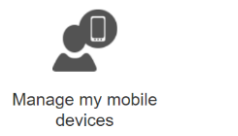

NB. When the app asks, allow it to send notifications to you and to use the camera of your mobile device. Otherwise, the app doesn't work properly.

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 https://webgate.ec.europa.eu/cas Choose "Password" as a verification method from the dropdown menu.	
2	Hover your mouse over the gear icon next to your name and click My Account .	
3	Click Manage my mobile devices .	
4	Click Add a mobile device .	

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 . 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 app</p> <p>Confirm your PIN code</p> <input type="text"/>
6	Click Submit to confirm.	<input type="submit" value="Submit"/>
7	EU Login displays a QR code to be scanned in your computer screen.	
8	Open the EU Login mobile app on your mobile device. Click Register Device / Link Device to My Account ¹ .	
9	The mobile app displays a couple of instruction pages. Tap Continue to proceed.	
10	Scan the QR code displayed by EU Login with the mobile app. Scanning can be 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.	
11	In the mobile app, enter the PIN code you created and confirm it.	
12	Finally, the mobile app will ask if you want to use fingerprint or facial recognition in the app. Make your selection and tap Finish Registration .	
13	Your mobile phone is now added to your EU Login account.	

Each user can log into the Union Registry with one mobile device at a time only.

¹ For security reasons, this option is not available if no security measure has been set up on your mobile device (e.g., PIN, unlock pattern, fingerprint, or facial recognition)

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

Introduction


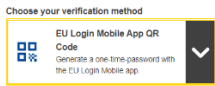
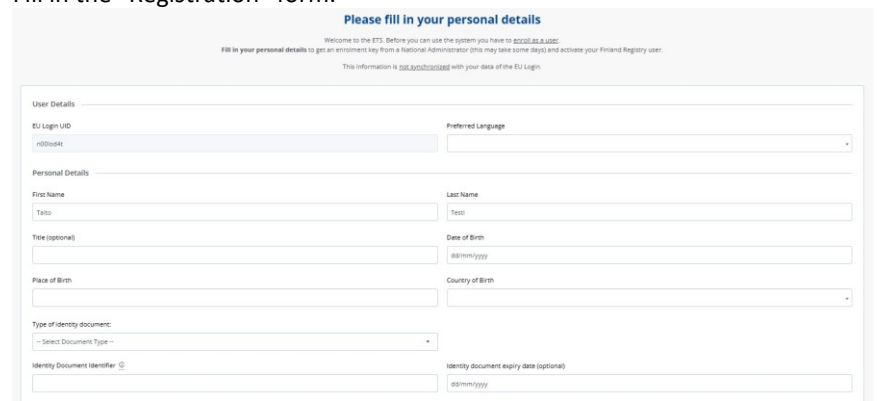

Once you have an EU Login account, you need to request an access to the Registry application.

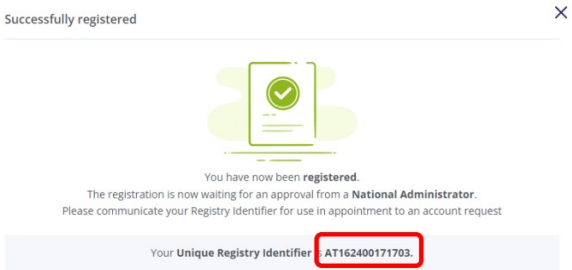
Note that you need to register yourself in each registry (Member State) you need to work with. You will be assigned a different URID for each registry you are registered in.

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://union-registry.ec.europa.eu/ar/#/FI	
2	Click Login	
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 Login . Open the EU Login Mobile app on your mobile device, tap on Scan QR Code 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 Login .	
4	The Fill in your personal details page opens automatically	
5	Fill in the “Registration” form.	
6	Click Submit to continue.	

7	<p>A summary of your request is displayed on the screen. Review your details.</p>							
	<table border="1"> <thead> <tr> <th data-bbox="561 362 858 470">If...</th> <th data-bbox="858 362 1200 470">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="561 470 858 887">...your details are correct</td> <td data-bbox="858 470 1200 887">Confirm your registration by checking the box I confirm that my personal details are correct and click Confirm</td> </tr> <tr> <td data-bbox="561 887 858 1093">...the information is not correct</td> <td data-bbox="858 887 1200 1093">Click Back and go to step 5.</td> </tr> </tbody> </table>	If...	Then:	...your details are correct	Confirm your registration by checking the box I confirm that my personal details are correct and click Confirm	...the information is not correct	Click Back and go to step 5.	
If...	Then:							
...your details are correct	Confirm your registration by checking the box I confirm that my personal details are correct and click Confirm							
...the information is not correct	Click Back 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> 							

4. Activate your enrolment key (enrolment)

Introduction


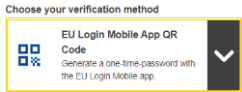


After being registered and being appointed in an account, the national administrator (Energy Authority) validates your enrolment and sends you your enrolment key.

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://union-registry.ec.europa.eu/ar/#/FI	
2	Click Login	
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 Login . Open the EU Login Mobile app on your mobile device, tap on Scan QR Code 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 Login .	
4	Click Enter your enrolment key . The “Enrolment Key Entry” page opens.	
5	Enter the enrolment key you received from your national administrator. Click Enroll to confirm.	
6	Your user account is now validated. You can use the Union Registry in the scope of your role.	