ECAS nominative account creation for SFC2007

For Member State Authorities

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1. How to create an ECAS account

- In order to allign SFC2007 with other Commission applications SFC2007 users will be migrated to ECAS Nominative (External) accounts in 2013.

- In this presentation, you are provided step by step instructions on how to create your ECAS account, and provide the neccessary information to your MS Liaison in order to receive access to SFC2007.

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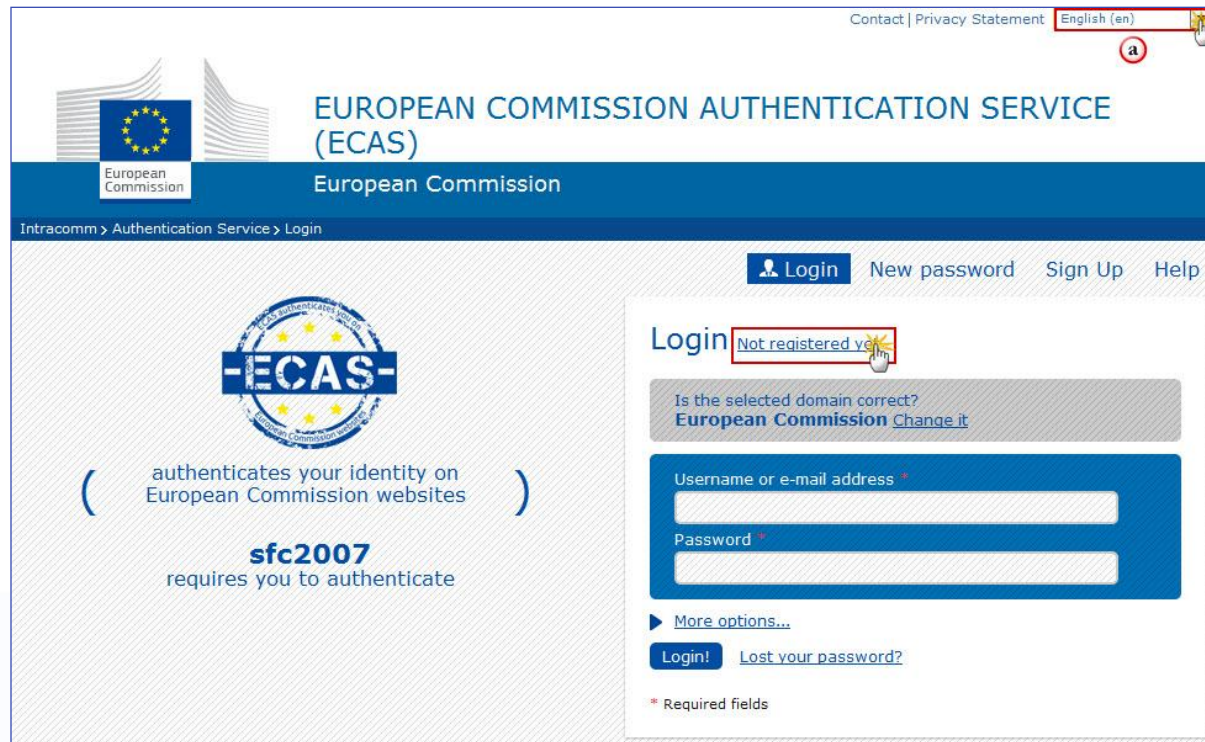# 1.1 Connecting to ECAS Home Page

- When connected to the Internet, type the SFC2007 URL in your Internet browser:

  https://webgate.ec.europa.eu/sfc2007/frontoffice
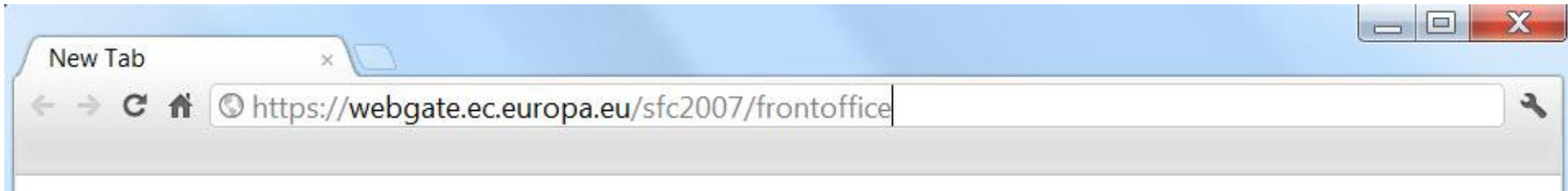
1.2 European Commission Authentication Service (ECAS) home page

- Set your language by selecting it in the drop down list (a)

- Click on Not registered yet:

1.3 ECAS Sign Up form (1)

The ECAS Sign Up form is displayed:

a. Keep the **External** domain selected by default (a)

b. Choose a username (b)*

c. Fill in the Required fields (c)

*We recommend using a combination of your last and first name. eg. Jonathan Smith = smithjon

1.4 ECAS Sign Up form (2)

Error messages appear when:

- A required field * hasn't been filled accordingly or is empty

- The Privacy Statement agreement box isn't checked

- The encoded security code is wrong.

1.5 Form submission

After completion of all required fields click on **Sign Up** to submit your form.

Sign Up

Help for external users

Choose a username	piresjo
First name *	João
Last name *	Pires
E-mail *	joao.pires@gmail.com
Confirm e-mail *	joao.pires@gmail.com
E-mail language *	English (en)

he 58 h

Enter the code *	he58h

☑ Privacy statement: by checking this box, you acknowledge that you have read and understood the privacy statement *

Sign up

* Required fields

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1.6 Confirmation of submission

- The system confirms the submission of your form

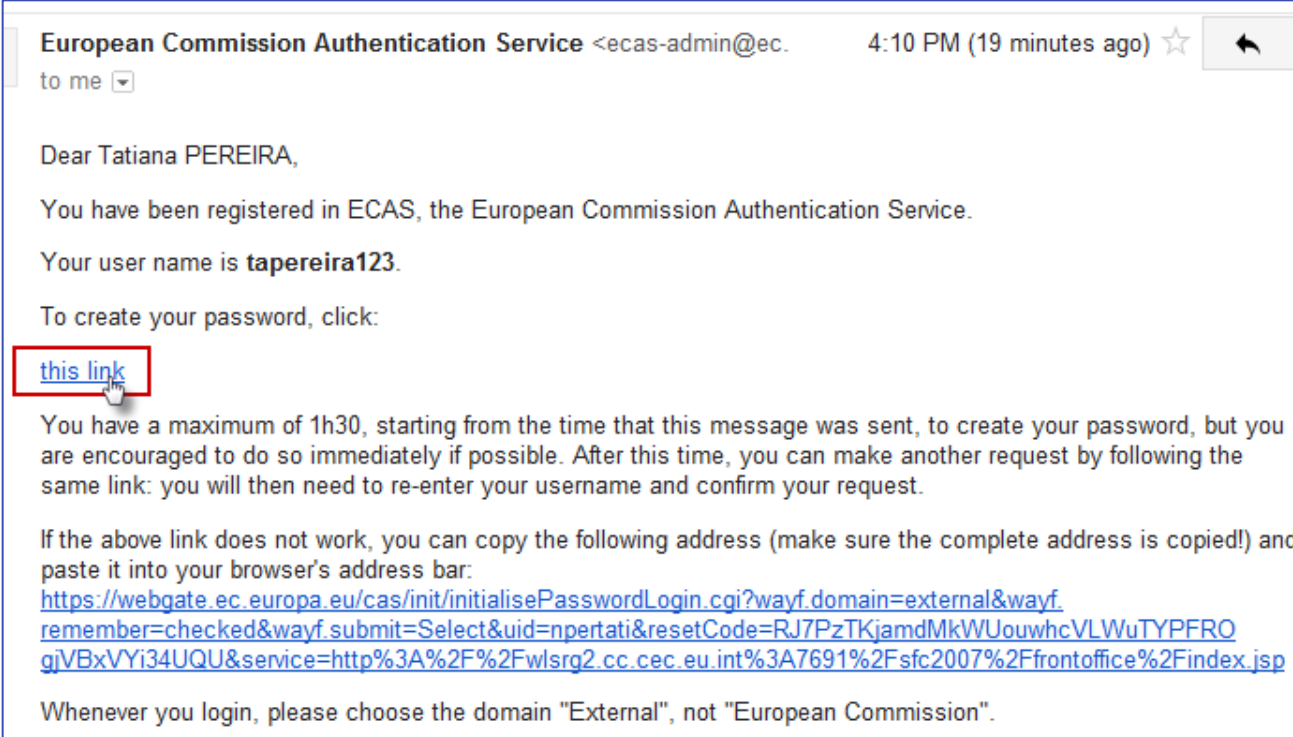- An email will be sent to the mailbox entered in the 'Email' field.

Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

- You must follow the link in the email to confirm the creation of the nominative ECAS account.

1.7 Next Steps

- When you receive the confirmation by e-mail, you click on <u>this link</u>.

1.8 Choose a personal Password

- You will be able to choose a personal password.
- Your password cannot include your username and must contain at least **10 characters**.

New password

Please choose your new password.

Username	tapereira123
New password *	
Confirm new password *	
	Submit

* Required fields

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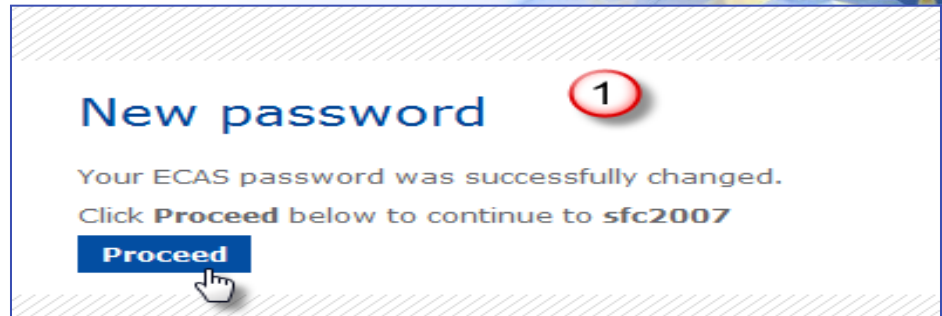
2. How find your ECASuid

- To be able to identify you or manage your access, update or disable requests to SFC2007, your MSL (Member State Liaison) needs to know your ECASuid.
  - This login is different from the Ecasname (= login for the SFC2007 application).
- The ECASuid will help your MSL to process your requests for access, update or deletion of SFC2007 account more effectively.
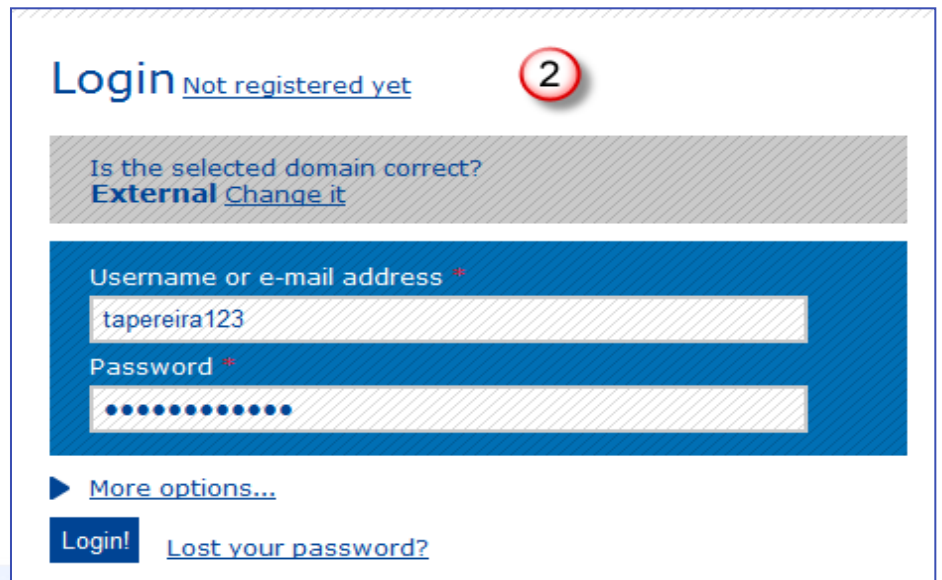
2.1 Finding your ECASuid

- After clicking on Proceed, you must introduce your ECAS username and your personal password chosen during step 1.8.
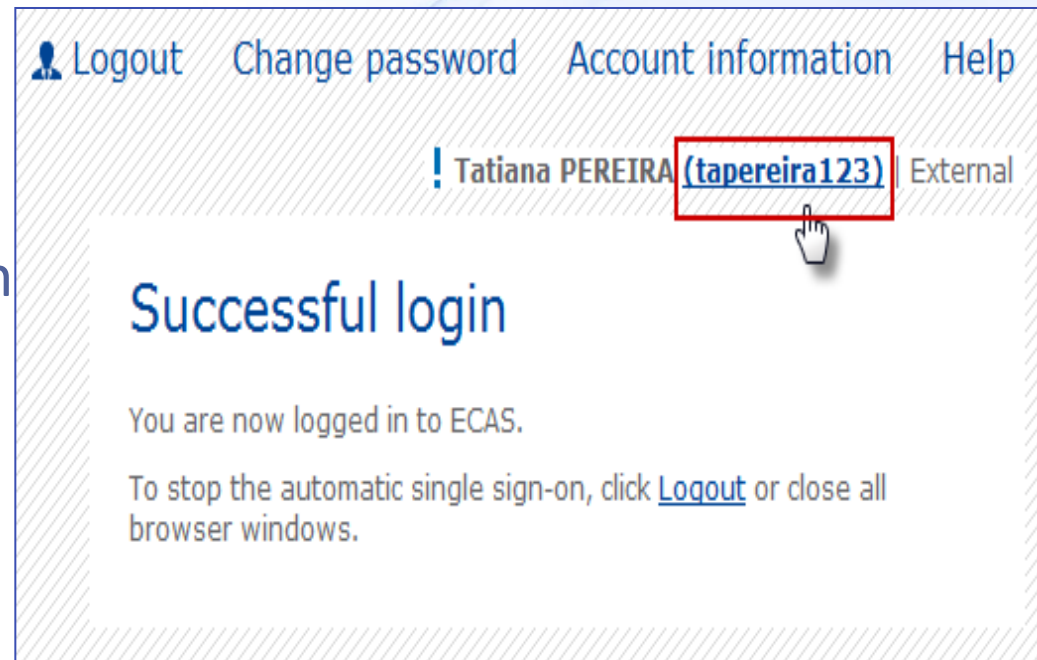
2.2 Account Information (1)

- In order to see more information on your ECAS account and to find your ECASuid, you should click on your login name (example : **tapereira123**)

2.3 Account Information (2)

- The ECASuid is a unique identifier and must be communicated to your MSL and/or MSLd for all request for access to SFC2007 or for updates to your SFC2007 account (example: **npertati**).

! Tatiana PEREIRA (tapereira123) | External

Account information

▸ Modify my personal data
  Modify my personal data >

▸ Delete your account
  Delete your account >

▸ Manage my mobile phone numbers
  Manage my mobile phone numbers >

▸ You can view the sessions opened for visited applications.
  Display my sessions >

▸ You can link your eID to your ECAS account.
  Link my eID >

My ECAS Account Details

Username	tapereira123
Domain	External
Unique identifier at the Commission (uid)	npertati
Most recent login	19/06/2013 16:54 GMT+02:00
Previous login	19/06/2013 16:48 GMT+02:00

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