



ECAS nominative account creation for SFC2007

For Member State Authorities

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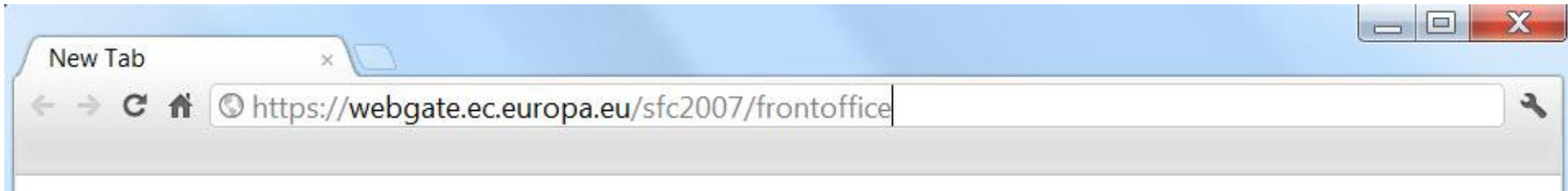
1. How to create an ECAS account

- In order to align 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 necessary information to your MS Liaison in order to receive access to SFC2007.

1.1 Connecting to ECAS Home Page

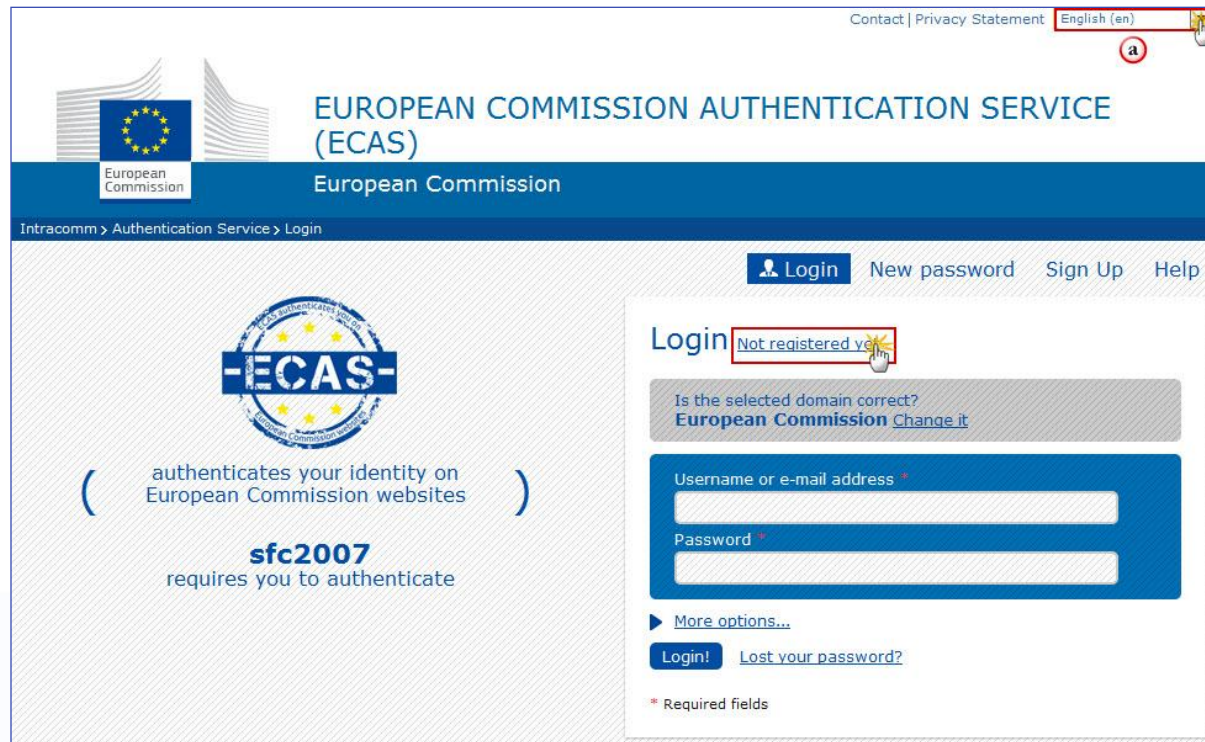
- When connected to the Internet, type the SFC2007 URL in your Internet browser:

<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:



Contact | Privacy Statement | English (en) (a)

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
European Commission

Intracomm > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)

Login Not registered yet

Is the selected domain correct?
[European Commission](#) [Change it](#)


Username or e-mail address *

Password *

[More options...](#)


[Login!](#) [Lost your password?](#)

* Required fields



(authenticates your identity on European Commission websites)

sfc2007
requires you to authenticate


EUROPEAN COMMISSION

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

The screenshot shows the ECAS Sign Up form with the following elements and annotations:

- Header:** European Commission logo, "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)", and "External" domain.
- Navigation:** "Contact | Privacy Statement | English (en)" in the top right.
- Sign Up Link:** A blue "Sign Up" button is highlighted with a red box and labeled (a).
- Domain Selection:** A dropdown menu shows "External" selected, with a red box and label (a) around it.
- Form Fields:**
 - "Choose a username" field is highlighted with a red box and label (b).
 - "First name", "Last name", "E-mail", "Confirm e-mail", and "E-mail language" fields are grouped in a red box labeled (c).
 - "E-mail language" is a dropdown menu showing "English (en)".
 - "Enter the code" field is a text input.
 - A "Sign up" button is at the bottom.
- Privacy Statement:** A checkbox for "Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#)" is present.
- Required Fields:** Asterisks (*) indicate required fields.
- Help:** A "Help" link is available in the top right.

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.

Sign Up

[Help for external users](#)

Choose a username




First name *
First name required

Last name *
Last name required

E-mail *
E-mail address required

Confirm e-mail *

E-mail language *

Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *
You must agree with the privacy statement to proceed

* Required fields

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


First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *



Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

* Required fields

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.

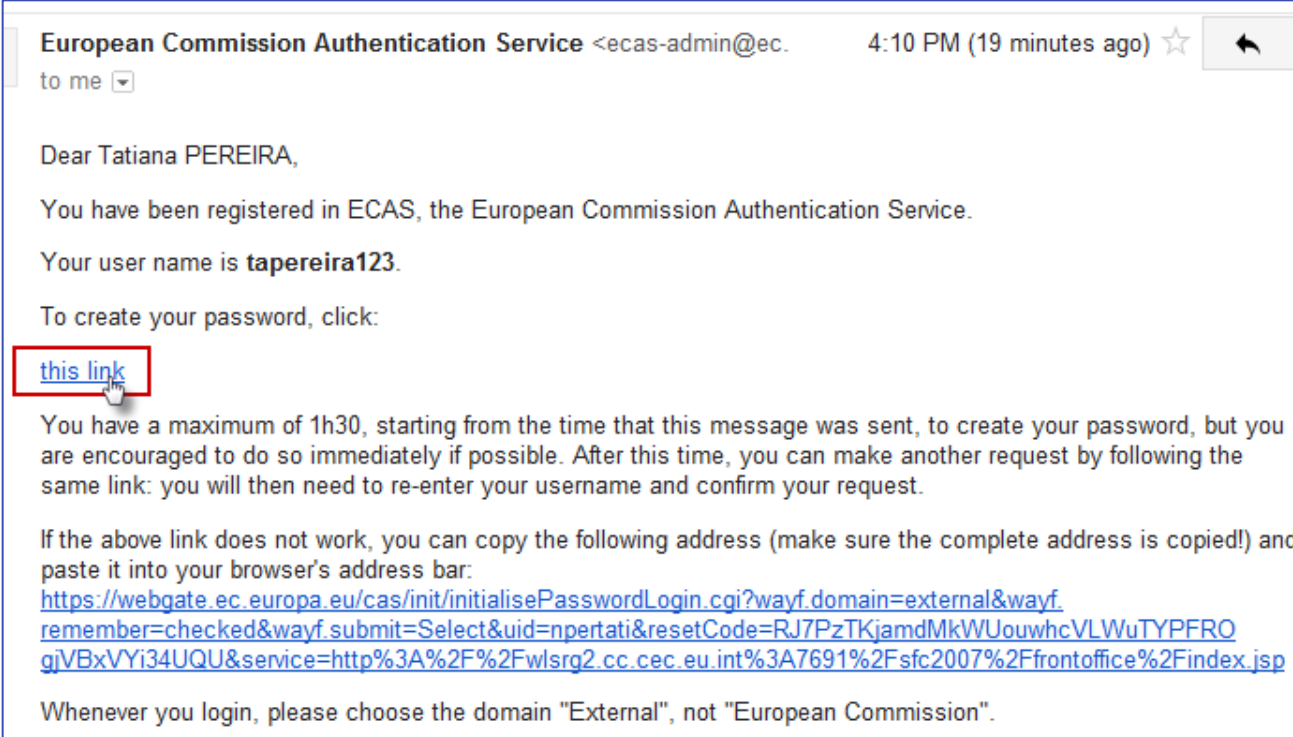
Sign Up

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 this link.



The screenshot shows an email interface. The sender is 'European Commission Authentication Service <ecas-admin@ec...>' and the recipient is 'to me'. The email content includes a greeting to Tatiana PEREIRA, a confirmation of registration in ECAS, the username 'tapereira123', and a red-bordered box containing the text 'this link' with a mouse cursor pointing to it. Below this, there is a paragraph about the 1h30 password creation deadline and a long URL for password initialization. The email concludes with a note to choose the 'External' domain.

European Commission Authentication Service <ecas-admin@ec...> 4:10 PM (19 minutes ago) ☆ ↶

to me ▾

Dear Tatiana PEREIRA,

You have been registered in ECAS, the European Commission Authentication Service.

Your user name is **tapereira123**.

To create your password, click:

[this link](#)

You have a maximum of 1h30, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=npertati&resetCode=RJ7PzTKjamdMkWUJouwhcVLWuTYPFROqjVBxVYi34UQU&service=http%3A%2F%2Fwlsrq2.cc.cec.eu.int%3A7691%2Fsfsc2007%2Ffrontoffice%2Findex.jsp>

Whenever you login, please choose the domain "External", not "European Commission".

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

New password *

Confirm new password *

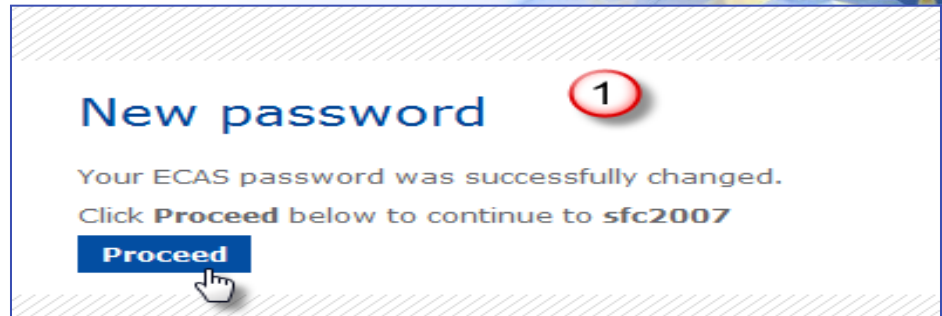
* Required fields

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

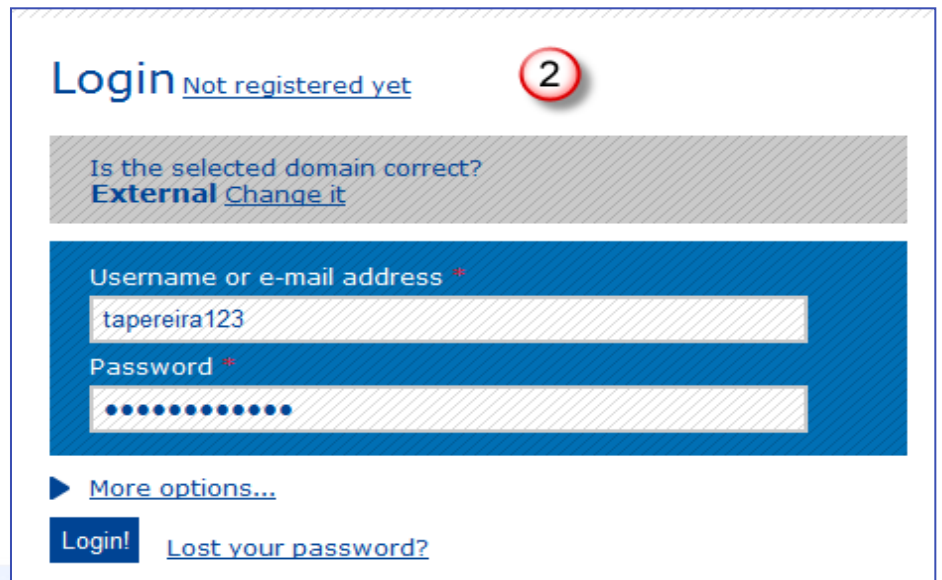
- After clicking on Proceed, you must introduce your ECAS username and your personal password chosen during step 1.8.



New password 1

Your ECAS password was successfully changed.
Click **Proceed** below to continue to **sfc2007**

Proceed



Login Not registered yet 2

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *
tapereira123

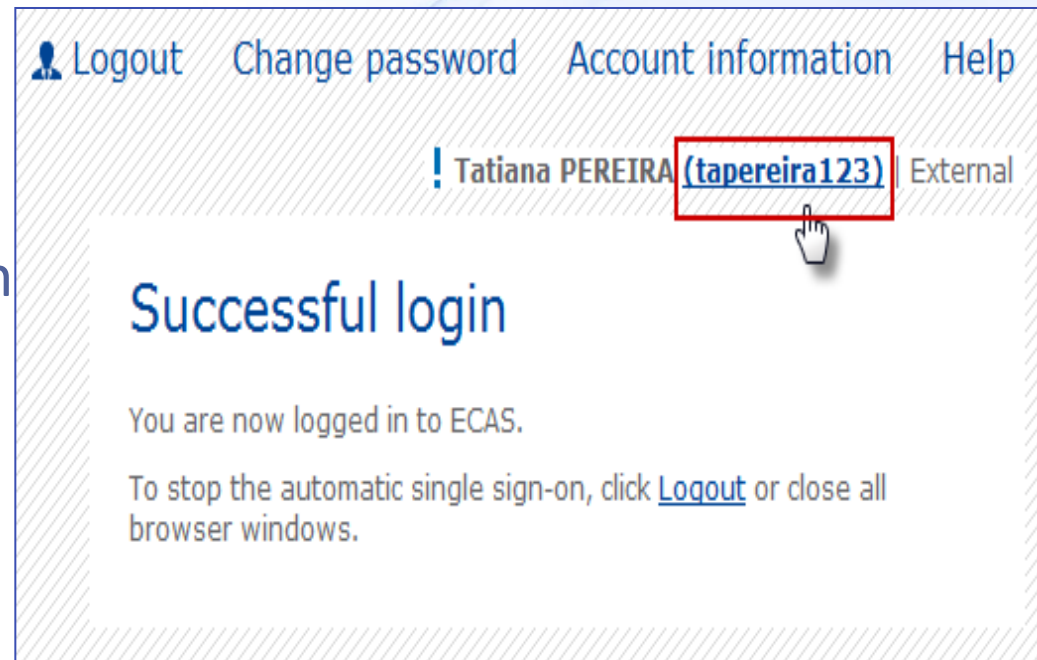
Password *
●●●●●●●●

▶ [More options...](#)

Login! [Lost your password?](#)

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**)



The screenshot displays the ECAS user interface. At the top, there is a navigation bar with links for [Logout](#), [Change password](#), [Account information](#), and [Help](#). Below this, the user's name **Tatiana PEREIRA** is shown next to their login name **(tapereira123)**, which is highlighted with a red box and a mouse cursor. To the right of the login name, the text **External** is visible. The main content area features the heading **Successful login** and the message: "You are now logged in to ECAS. To stop the automatic single sign-on, click [Logout](#) or close all browser windows."

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