CEF eSignature
EU TRUST SERVICES DASHBOAD

HOW TO USE THE EU TRUST SERVICES DASHBOARD FOR NOTIFYING

A STEP-BY-STEP GUIDE

CEF eSignature
EU TRUST SERVICES DASHBOAD

eSignature is a CEF building block consisting of a set of standards, tools and services that allows the creation and verification of electronic signatures. The electronic signatures produced with eSignature are compliant with eIDAS (EU 910/2014), and therefore recognized in the European Union and further.

The **EU Trust Services Dashboard** is a unifying Portal that centralizes the CEF eSignature building block tools and information related to the eIDAS trust services backbone, for the purpose of augmenting existing features and gradually implementing new initiatives into a continuous improvement approach. This step-by-step guide will show you how easy it is to use the EU Trust Services Dashboard to notify changes in the eIDAS lists.

European Commission

HOW TO ACCESS
EU TRUST SERVICES DASHBOAD

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You can access the EU Trust Services Dashboard on the following URL: https://esignature.ec.europa.eu/efda/ .

Currently, Google Chrome, Mozilla Firefox, Microsoft Edge Chromium and Apple Safari are supported browsers.

You need to have an **EU Login Account** and sign in for notifying a change in the eIDAS lists.

In case you don't have an EU Login Account, learn how to create one following the link: **Create a new EU Login account (europa.eu)**.

If "Notify" does not appear in the menu, please make sure to **request access** by creating a ticket in the **eSignature Service Desk**.

You will have to share your **EU login username** that you can get through this link: https://ecas.ec.europa.eu/cas/ (⚙ > *My Account> My account details*).

HOW TO NOTIFY
EU TRUST SERVICES DASHBOAD

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1) In order to sign in, you should click on the **EU Login button** on the top right corner of your screen, insert your email and password and choose a verification method.
If you select the option: "Mobile + SMS", you should have saved your mobile number (from this URL: ⚙ > *My Account*).
In case you select the option for the "EU Login Mobile App", you should download the App in your device.

2) Once you log in, you can access the new option "Notify" from the menu bar. Click on "Notify".

HOW TO NOTIFY

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1) Select a country and a list for which you are authorized to make a notification.

2) Confirm that you are a representative of this country by clicking the mandatory tick box.

3) Continue with the next step.

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1) Make some changes in the list by clicking the "Edit" button.

2) Once you have performed your changes, you should tick on the "Confirm" on the top right corner.

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1) On this page you can still modify your list prior to the final submission and also extract this modified version as XML. You can then submit the final version.

2) Once you click on "Submit", you will get a confirmation screen with all changes performed, where you need to accept in order to finalise the process.

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EU TRUST SERVICES DASHBOAD

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When your notification has been successfully submitted, a green checkmark appears.

You will receive an email that confirms the proper submission of the notification. This email contains the XML version of your notification that can be imported again into the tool.

SUCCESS

✓ The notification has been submitted. The information will be published after verification.

OK
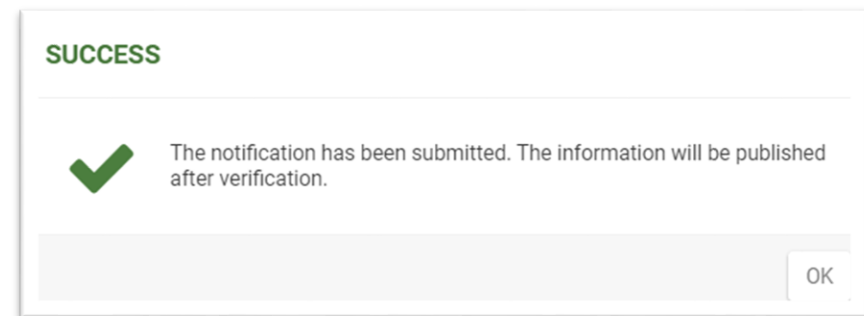
AFTER THE NOTIFICATION

EU TRUST SERVICES DASHBOAD

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You will either receive an **automated email** once the content of your notification will be **verified** or an email request for more information. When your content of your notification is verified, then it will be eventually **published** by the European Commission.

For any questions or support, please create a
ticket via the [eSignature Service Desk](#)