



## INSTRUCTIONS

# Registration

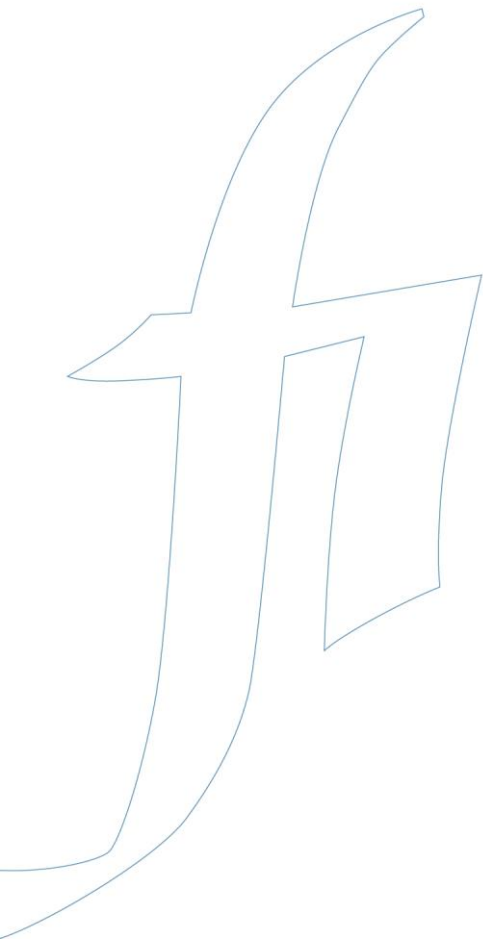
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FINANSINSPEKTIONEN

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## Delegated administration

Finansinspektionen (FI) is working continuously on improving information security through more secure and efficient handling of data to the authority. As a result of these efforts, FI has made it possible for legal persons to delegate the administration of their authorisations to appointed natural persons. In order to delegate the administration, information about delegated authorisations must be maintained on an ongoing basis by the legal persons.

In order to be able to submit data and/or administer authorisations, users must first complete the registration process and create a personal account. The system will identify and grant authorisation to natural persons who interact with FI on behalf of themselves or third parties. Legal persons will be identified via natural persons.

The link to the Authorisation Administration tool can be accessed via Finansinspektionen's website, <https://www.fi.se/en/e-services-and-forms/reporting-to-fi/>

All traffic between users' computers and FI's system will be encrypted for security purposes.



# Secure identification and logging out of the portal

Everyone who is to use Finansinspektionen's E-services must be identified in our systems. This identification step requires that users register an account. FI records all activity in the systems and saves the data.

Swedish citizens log in to the portal using Bank-ID or Mobilt Bank-ID. Foreign citizens log in using the email address they used during registration and the password that was sent to their email address. Foreign users must also use a mobile phone application, called OneTouch, to log in. Alternatively enter a passcode that is sent via SMS, another login method (two-factor authentication).

The log-in method that was used during the registration process is the log-in method users must use when logging in. In other words, it is important for foreign users to remember the email, password and PIN code for the mobile phone application, or the mobile telephone number they entered during the registration process.

FI recommends that users close their web browser after logging out from the system. The only way for users to ensure that they have been completely logged out from a session is to close all tabs and completely close the web browser. Users can also close the tab through which they logged in to the system and wait a few minutes, but the most secure log-out procedure is to close the web browser completely before leaving the computer.

FI has tested the functionality of the system on the following operating systems and units:

- PC (Windows 7 and later)
- Internet Explorer 11, Edge and Google Chrome
- Screen resolution 1440 x 900 or higher

# Registration – create an account

All users who will file a report or act as an authorised signatory or Company Administrator must register to create a personal account.

Swedish citizens identify themselves using Bank-ID or Mobilt Bank-ID. Address information is then automatically retrieved from the Swedish Tax Agency.


Foreign citizens register using their email address and password as well as using a mobile phone application for login, alternatively using a one-time passcode via SMS.

## REGISTRATION USING BANK-ID OR MOBILT BANK-ID

Click *Register an account* (either via ‘Report to FI’ <https://www.fi.se/en/e-services-and-forms/reporting-to-fi/> or ‘Online application in the e-service Applications’ <https://www.fi.se/en/e-services-and-forms/apply-for-authorisation/online-application-in-the-e-service-applications/>).


Click *Register a user account – Swedish residents*.


### Register for a Swedish user account

→ [Register a user account – Swedish residents](#) 

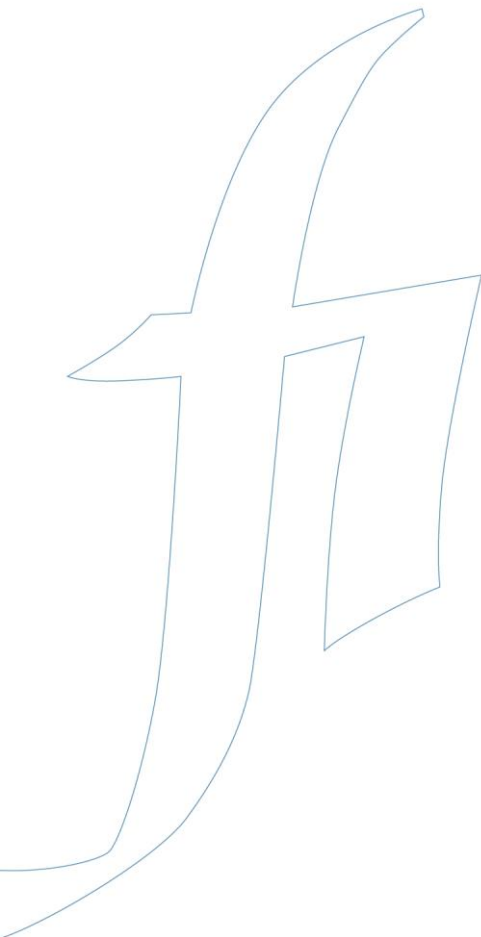
If you have a Swedish personal ID number, register as a Swedish resident and use Bank-ID or Mobilt Bank-ID. (Please note that the role of "authorised signatory" may be missing until the information is updated from the Swedish Companies Registration Office. This occurs five times a day: 6:00 AM, 10:00 AM, 13:00 PM, 16:00 PM and 19:00 PM. Please wait before logging in since it may take a while for the system to be updated with information from the Swedish Companies Registration Office.)

1. Log in using Bank-id or Mobilt Bank-id. Use one of two options:

 BankID on this device >

 BankID using QR code >

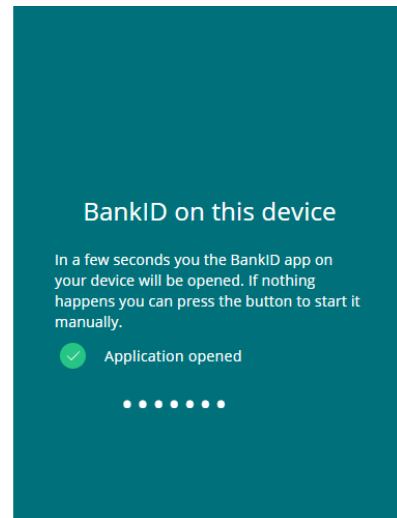
Select login method



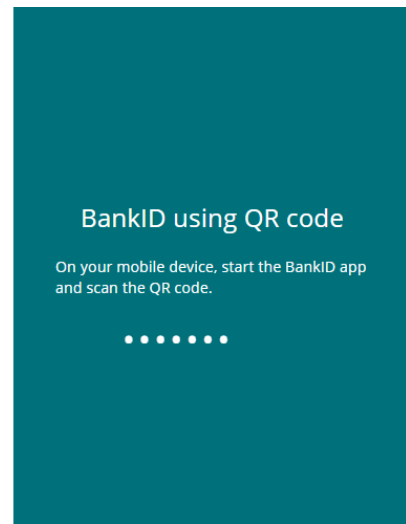
Bank-id on this device:



Start Manually



Bank-id using QR code:



2. Enter the requested information. Some information is filled in automatically and other information must be entered manually. Then click Next.

First name	Last name
Street	C/o
Postal code	City
Country Sweden	Nationality Sweden
Mobile	Phone number
Email	Email verification code


×
NEXT


Personal information
Verify email
Registration Complete

## Register a new account

- ✗ Mobile: Check the country code and number
- ✗ Mail: Email address

3. You will receive a confirmation email. Verify your email address by entering the verification code that is included in the email. (Please check your Junk Mail folder if you do not receive the confirmation email.) Click Next.
4. You will now see a page confirming that the registration has been completed. To delegate authorisations, etc., click Edit profile. You will be automatically redirected to the log-in page for the Authorisation Administration tool (refer to *Administer authorisations*).


Change Language ▼


Reporting portal

Personal information
Verify Email
Registration Complete

The registration is now complete.

You will be redirected to the reporting portal in 5 seconds.


You can now log in to the system. Please note that the role of “authorised signatory” may be missing until the information is updated from the Swedish Companies Registration Office. This occurs five times a day: 6:00 AM, 10:00 AM, 1:00 PM, 4:00 PM and 7:00 PM.

## REGISTRATION FOR FOREIGN CITIZENS

Click *Register an account* (either via 'Report to FI' <https://www.fi.se/en/e-services-and-forms/reporting-to-fi/> or 'Online application in the e-service Applications' <https://www.fi.se/en/e-services-and-forms/apply-for-authorisation/online-application-in-the-e-service-applications/>).

Click *Register a user account – Foreign residents*.



### Register for a user account

> Register a user account – Foreign residents 

If you are not a Swedish resident, you can register an account with username/password and log in using a mobile phone application (alternatively using SMS-verification). Please note that the role of Company Administrator is automatically assigned to a representative when the company is registered in the Reporting Portal. See more information here [www.fi.se/signatory](http://www.fi.se/signatory)

1. Enter the requested information. When you move the cursor into each field that you need to fill in, instructions for how to fill in the field are provided in green on the right. Click Next.

First name	Last name
Street	C/o
Postal code	City
Country	Nationality
Date of birth	Password
Phone number	Mobile
Email	Email verification code

Personal information    Verify email    Registration Complete

### Register a new account


Enter your first name.



First name: Letters only

2. Enter your email address. A verification code will be sent to this address to verify the account. This is also the email address you must use when logging in to the reporting modules. Click Next.



3. Verify your email address by entering the verification code that is included in the confirmation email. (Please check your Junk Mail folder if you do not receive the confirmation email.) Click Next.

First name Tom	Last name Fiam
Street Street 1	C/o
Postal code T12345	City Stockholm
Country Denmark	Nationality Canada
Date of birth 1991-06-05	Password 
Phone number	Mobile
Email tom.fiam@fiam.se	Email verification code


 

Personal information

Verify email

Registration Complete


Validate email

  
OTP


Enter the verification code.

Verification code

4. You will now see a page onfirming the registration has been completed. **Please note that the confirmation email also contains the password that should be used when logging in to the portal.** To delegate Power or attorney, etc., click *Edit profile*. You will be automatically redirected to the log-in page for the Authorisation Administration tool (refer to *Administer authorisations*).



Change Language ▾

 Reporting portal >

Personal information

Verify Email

Registration Complete

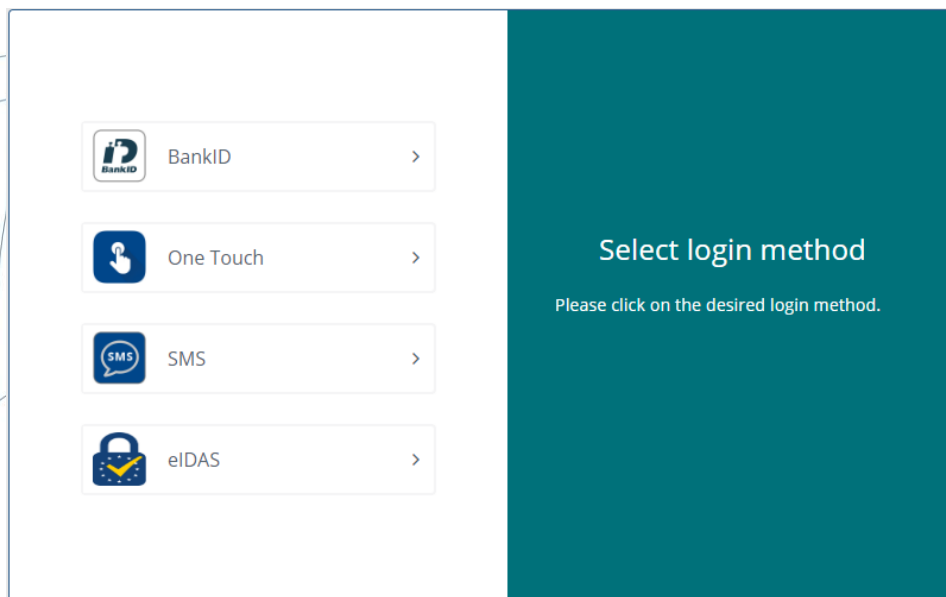
The registration is now complete.

You will be redirected to the reporting portal in 5 seconds.

# E-services

## LOGIN

Login to E-services is possible once an account is registered.



Foreign users download the application ‘OneTouch’ to their mobile phone and activate it via this link:

<https://portal.finansinspektionen.se/activateonetouchotp/authenticate/activateonetouchotp>

Please see the guide ‘One Touch – Guide’ for more information and instructions about activating and using the application.

Once the application is set up, login will be possible. An alternative login-method is using SMS-verification, where a one-time passcode is sent to the mobile phone number registered in the account. It is also possible to use ‘eIDAS’ if your country is connected to the hub. Please note that a registered profile at Finansinspektionen is required.

In order to gain access to more modules/E-services, a signatory at the company needs to delegate authorisation to you. Please see the guide ‘Instructions Reporting Portal – Authorization’.

# Edit profile

You can change some of the information in your user profile, for example your address and telephone number.

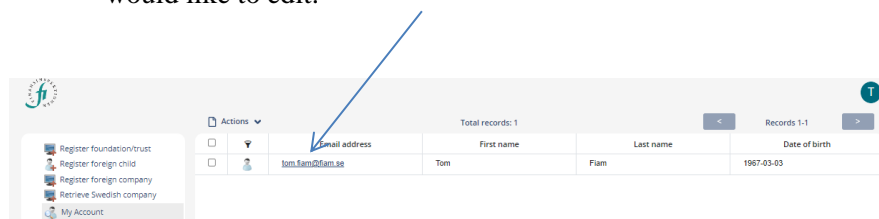
After clicking on *Edit profile*, you will see a page with the following options:

- **Edit profile**, where you can update some of your information, for example your mobile telephone number and address. If you log in using Bank-ID, you will not be able to edit your address since this is retrieved automatically from the Swedish Tax Agency's database.
- **My authorisations**, where you can see which authorisations you have been delegated to represent another natural person or legal person (company).
- **Delegate Power of attorney**, where you can appoint an agent to report on your behalf.
- **Holds Power of attorney for**, where you can see the persons who have delegated to you the Power of attorney to act as their agent and report on their behalf.
- **Caregiver for**, where you can see the children for whom you are the caregiver and also add/register children if you have a Swedish personal ID number and Bank-ID.
- **Change password**, where you can change your password. Please note that the password must meet certain complexity requirements to be approved. Long passwords are always best; preferably longer than 12 characters. One way to construct a long password that is easy to remember is to use some form of a phrase or rhyme. Example: *Janneturns40!January*. (Do not use this specific password, but rather create your own using this as a model).

## EDIT PROFILE

Under **My Account** you can view the information we have saved about you and change some of this information.

1. Edit your profile by clicking on your email, or double-clicking on the row you would like to edit.



2. Make any necessary changes. Click *Save and Close*.  
Please note that the greyed-out fields cannot be edited. You cannot change the email address that you use to log in. If you completed the registration using Bank-ID, your address has been retrieved from the Swedish Tax Agency and cannot be changed.

## DELEGATE POWER OF ATTORNEY

Under the **Delegate Power of attorney** tab, you can appoint an agent to report on your behalf.

This function makes it possible for persons to delegate to another registered person the Power of attorney to report transactions on their behalf (agent). Please note that the agent must also complete the registration process described above.

To delegate a Power of attorney:

1. Double-click on the row with user information.
2. Select the tab **Delegate Power of attorney**.
3. Search for the person who will be the agent by entering the person's email address in the Search field and clicking *Search*. It is only possible to search for one agent at a time. Use a complete email address to search for a registered user.

The screenshot displays the 'Delegate Power of Attorney' tab in a web application. The top navigation bar includes 'Edit profile', 'My authorisations', 'Delegate Power of Attorney' (selected), 'Holds Power of Attorney for', 'Caregiver for', and 'Change password'. The main content area shows personal information for 'Tom Fiam' (First name: Tom, Last name: Fiam, Date of birth: 1967-03-03, Nationality: LV). Below this is a search field with a magnifying glass icon. A search results table is shown with columns for Name, Email address, and Date of birth. The table is currently empty. Below the search results is an 'Add' button and a 'Total: 0' indicator. At the bottom, there is an 'Authorised person' table with columns for Name, Email address, and Date of birth. This table contains one entry: 'Lena Fiam' with email 'lena.fiam@fiam.lv' and date of birth '1996-06-01'. Below this table is a 'Remove' button and a 'Total: 1' indicator. At the bottom right, there are 'Close' and 'Save and Close' buttons. A blue arrow points from the search field to the search results table.

4. Check the box in the row with the person's name. Click *Add*. Please keep in mind that the lowest possible screen resolution is 1400 x 900 for the *Add* and *Remove* buttons to be seen as they are in the above screen dump. If they are not visible, you can change the screen resolution on your computer or zoom out in the web browser (to 75%).
5. Click *Save and Close*.

## CAREGIVER FOR

Under the **Caregiver for** tab, you can view the children for whom you are the caregiver and also add/register children if you have a Swedish personal ID number and Bank-ID. If the child does not have a Swedish personal ID number, he/she must first be registered, see *Register foreign child*. If the child has a Swedish ID number, the information needed for the registration is retrieved automatically from the Swedish Tax Agency.

1. Double-click on the row with user information.
2. Select the *Caregiver for* tab.
3. You will see a list of all of the persons for whom the rapporteur is a caregiver and has been delegated authorisation (Power of attorney) to file reports. **Please note: If you retrieve information about minors for whom you are entitled to file reports, the system will save this information. You should only complete this step if you will actually be filing reports on behalf of the child.**

Personal information	
First name	Last name
Tom	Fiam
Date of birth	Nationality
1967-03-03	LV

	Name	Date of birth
<input checked="" type="checkbox"/>	Felicia Fiam	2022-05-03
<input checked="" type="checkbox"/>	Ted Fiam	2015-03-05

4. Then click *Save and Close*. You automatically become an agent for the minor(s) and can file reports on their behalf. Please note that a minor may only have one agent, and thus one caregiver, in the system.



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