



INSTRUCTIONS

Reporting Portal - Registration

FINANSINSPEKTIONEN

22/05/2024

Version 4.8





TABLE OF CONTENTS

Reporting Portal	3
Delegated administration	4
Secure identification and logging out of the portal	5
Registration – create an account	6
Registration using Bank-ID or Mobilt Bank-ID	6
Registration for foreign citizens	9
Reporting Portal	12
Login	13
Modules	14
Edit profile	15
Edit profile	15
My Authorisations	16
Delegate Power of attorney	17
Holds Power of attorney for	18
Caregiver for	18
Change password	19

Reporting Portal

The Reporting Portal is a new website that will eventually be home to all regulatory reporting for which Finansinspektionen holds supervision responsibility. The goal is for all reporting to FI to be filed via this online interface. The procedures are the same for all reporting modules.

The Reporting Portal will contain the following:

Registration for:

- persons with Swedish personal ID numbers
- foreign persons
- Swedish and foreign firms and foundations

Tools:

- Authorisation Administration, where
 - ✓ users can manage their profiles and see which authorisations they have been assigned
 - ✓ authorised signatories and Company Administrators can appoint rapporteurs for legal persons
 - ✓ natural persons can appoint agents
 - ✓ parents can prepare for reporting on behalf of minors
- reporting modules where the new delegated administration procedures apply

Help and support:

- link to www.fi.se for
 - ✓ information about operational disruptions
 - ✓ instructions in Swedish and English
- the function for forgotten passwords.

Delegated administration

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

In order to be able to file a report 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 files a report with Finansinspektionen must be identified in its systems. This identification step requires that users register an account on the portal. FI records all activity in the portal 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 this 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 to the portal. 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
- 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*.

[Start](#) > [Reporting](#) >

The Reporting Portal

Information and links to the log-in page

 Swedish  Subscribe  Share this page  Contact

For information on how to register for a user account, click on Register an account.






Log in via this link if you have already created a user account

> [Log in to the Reporting Portal](#) 

1. Select *Register a user account – Swedish residents*.

Register an account

 Swedish  Subscribe  Share this page



Register for a user account

> [Register a user account – Foreign residents](#) 

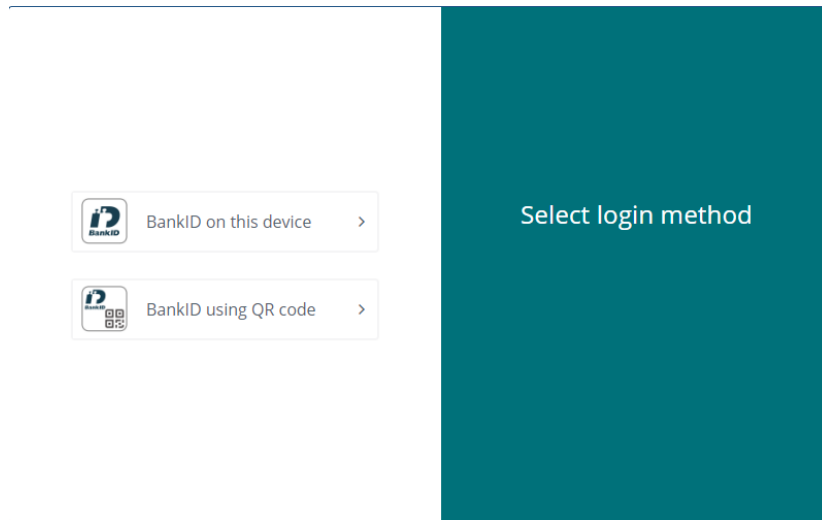
If you are not a Swedish resident, you can register an account with username/password and log in using a mobile phone application (alternatively using SMS-verification). Please note that the role of Company Administrator is automatically assigned to a representative when the company is registered in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

Register for a Swedish user account

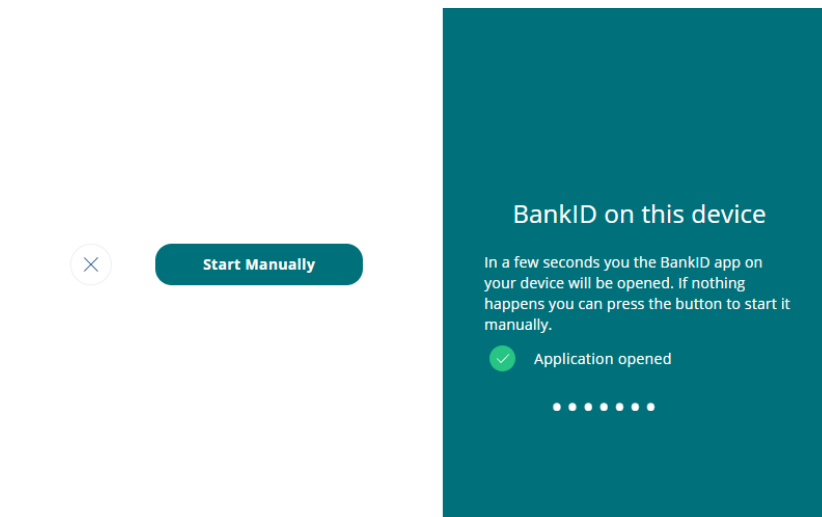
> [Register a user account – Swedish residents](#) 

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.)

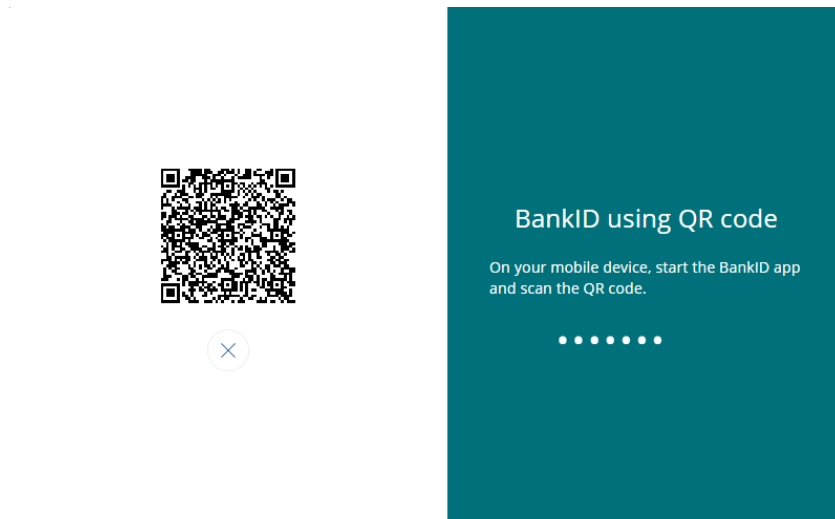
2. Log in using Bank-id or Mobilt Bank-id
Use one of two options:



Bank-id on this device:



Bank-id using QR code:



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

The screenshot shows a registration form on the left and a confirmation message on the right. The form has the following fields:

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

Below the form is a 'NEXT' button and a close button (X). The confirmation message on the right says 'Register a new account' and lists two errors:

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

4. 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*.
5. 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*).

The screenshot shows the registration completion page. The top left features the logo of FINANSINSPEKTIONEN. The top right has a 'Change Language' dropdown. The main content area is split into two panels:

- Left panel: A 'Reporting portal' dropdown menu with a right arrow.
- Right panel: A confirmation message: '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*.

[Start](#) > [Reporting](#) >

The Reporting Portal

Information and links to the log-in page

[Swedish](#) [Subscribe](#) [Share this page](#) [Contact](#)

For information on how to register for a user account, click on Register an account.



Log in via this link if you have already created a user account

[> Log in to the Reporting Portal](#)

1. Select *Register a user account – Foreign residents*.

Register an account

[Swedish](#) [Subscribe](#) [Share this page](#)



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

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.)

2. 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.

The image shows a registration form on the left and a confirmation screen on the right. The form has the following fields:

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

Below the form is a 'NEXT' button and a close button (X). The confirmation screen on the right is titled 'Register a new account' and contains the text: 'Enter your first name.' and 'First name: Letters only'.

3. 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*.
4. 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*.

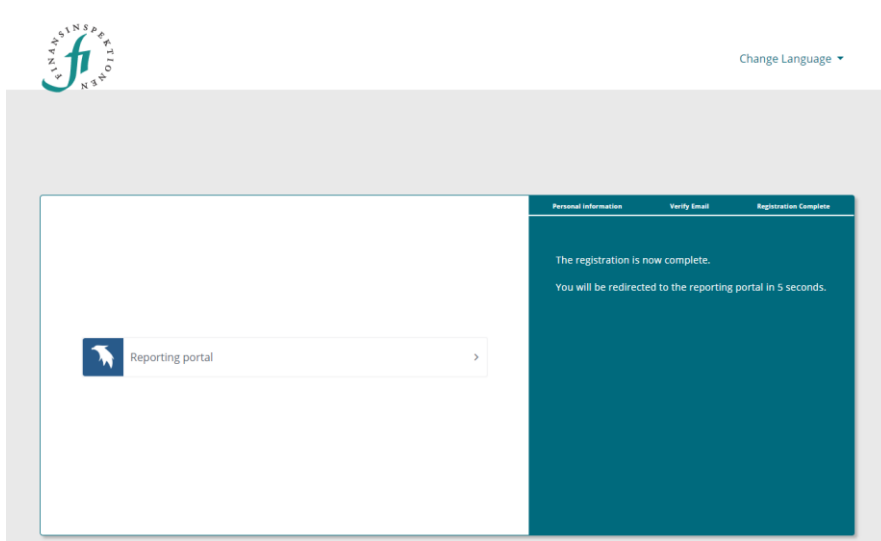
The image shows the registration form filled out on the left and a confirmation screen on the right. The form contains the following data:

First name Tom	Last name Flam
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.flam@flam.se	Email verification code

Below the form is a 'NEXT' button and a close button (X). The confirmation screen on the right is titled 'Validate email' and features an envelope icon with 'OTP' below it. The text on the screen reads: 'Enter the verification code.' and 'Verification code'.

5. 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*).



Automatic account deactivation

A user account is automatically deactivated after 18 months if the user has not logged in during that time. Upon deactivation, permissions and delegated powers of attorney are automatically removed.

An account becomes active again if the user logs in. It remains active as long as the user logs in every 18 months (or once a year). If permissions have been removed, these need to be delegated again, the same applies to delegated powers of attorney to other people.

The deactivation does not apply for accounts for persons under 18 years of age, which are linked to a guardian's account. See page 17.

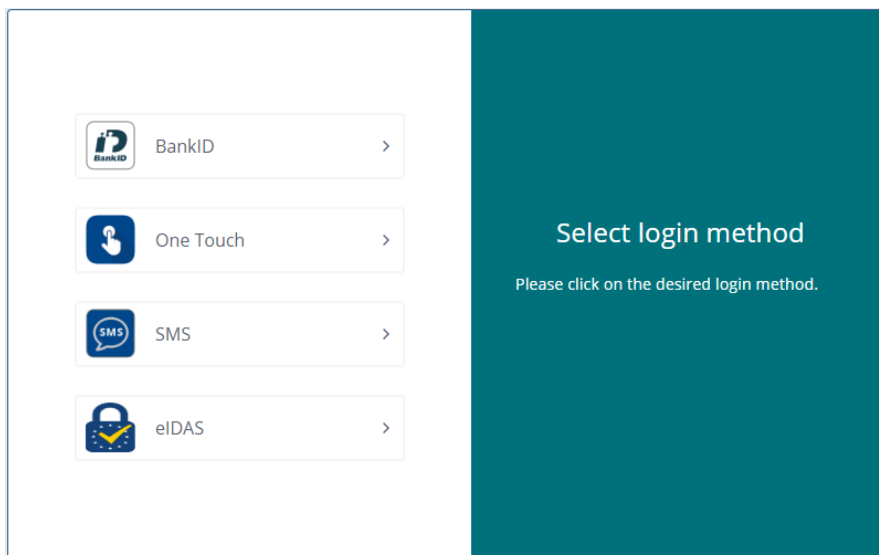
POWERS OF ATTORNEY

If an agent has lost authorizations from an account, the user needs to re-delegate these to the agent, see page 16. After that, the user needs to log into their account every 18 months (or once a year) for the account to remain active and thus approve that the authorizations are still valid.

Reporting Portal

LOGIN

Login to the Reporting Portal 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>

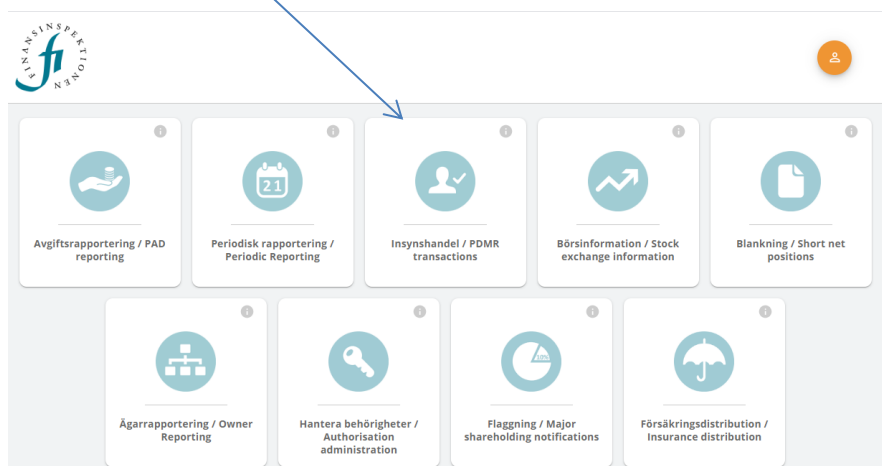
Please see the guide ‘One Touch – Guide’ for more information and instructions about activating and using the application.

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.

MODULES

The Reporting Portal is available in Swedish and English. When you log in you will see all of the modules, different reporting systems, you are authorized to use. See an example below.



In order to gain access to more modules, 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.

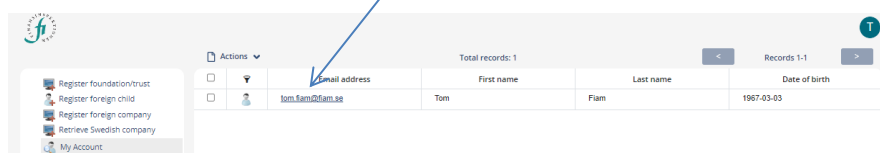
After clicking on *Edit profile*, you will see a page with the following options:

- **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.

The screenshot shows the 'Edit profile' page with the following sections:

- Personal information:**
 - First name: Tom
 - Last name: Fiam
 - Date of birth: 1967-03-03
 - Nationality: LV
- Contact information:**
 - Telephone number: +41000001
 - Mobile telephone number *: +46700000
 - Email: tom.fiam@fiam.se
 - Address *: Sergeja Eizenshteina iela 12
 - Postal code *: 1079
 - City *: Riga
 - Country *: Latvia
 - c/o: (empty field)

Buttons at the bottom right: Close, Save and Close.

MY AUTHORISATIONS

Under the **My Authorisations** tab, you can view which authorisations have been delegated to you to act as an agent for a third natural person or legal person (company).

The screenshot shows the 'My Authorisations' page with the following sections:

- Personal information:** (Same as the previous screenshot)
- Current authorisations:**

<input type="checkbox"/>	Authorisation	Company name	Company ID
<input type="checkbox"/>	Company Administrator	Fiam Fidelity	LT-203044

Buttons at the bottom right: Close, Save and Close.

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 rapporteurs 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 shows the 'Delegate Power of Attorney' interface. The top navigation bar includes 'Edit profile', 'My authorisations', 'Delegate Power of Attorney', 'Holds Power of Attorney for', 'Caregiver for', and 'Change password'. The 'Delegate Power of Attorney' tab is active. The 'Personal information' section shows fields for First name (Tom), Last name (Fiam), Date of birth (1967-03-03), and Nationality (LV). A search field is present below. The 'Search results' table is empty. The 'Authorised person' table contains one entry: Lena Fiam, with email address lena.fiam@fiam.lv and date of birth 1996-06-01. Buttons for 'Add', 'Remove', 'Close', and 'Save and Close' are visible.

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*.

HOLDS POWER OF ATTORNEY FOR

You can view the Powers of attorney delegated to you to file reports on behalf of a third person by clicking on the tab, **Holds Power of attorney for**

Personal information

First name: Tom

Last name: Fiam

Date of birth: 1967-03-03

Nationality: LV

	Name	Email address	Date of birth
<input type="checkbox"/>	Felicia Fiam	tom.fiam@fiam.se1	2022-05-03
<input type="checkbox"/>	Ted Fiam	tom.fiam@fiam.lv1	2015-03-05

Total: 2

Close 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
Tom

Last name
Fiam

Date of birth
1967-03-03

Nationality
LV

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

Close **Save and Close**

- 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.

CHANGE PASSWORD

This tab is only available to users who registered as a foreign resident. Swedish users should use Bank-ID and therefore do not need a password.

This is 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 use some form of a phrase or rhyme.

Old Password

New Password

Confirm

The password must meet the password policy below.

Your new password must be at least 8 characters long and contain at least one of all of the following groups:

- Lower case letter
- Upper case letter
- Number
- Symbols (!"#\$%&'*_{}|:;?/'~()!@#oåö)

Additional requirements:

- Your new password may not contain more than 64 characters.
- Your new password may not be any of your recent passwords.
- Your new password may not be the same as your user name or contain parts of your user name.
- Your new password may not contain more than two identical characters next to each other.

Close **Save and Close**

Depending on the screen, the Change Password section might not show. If not, click More.

Old Password

New Password

Confirm

The password must meet the password policy below.

Your new password must be at least 8 characters long and contain at least one of all of the following groups:

- Lower case letter
- Upper case letter
- Number
- Symbols (!"@#%&'*_-[]{}|:;?/^-~`):;AAÖååö)

Additional requirements:

- Your new password may not contain more than 64 characters.
- Your new password may not be any of your recent passwords.
- Your new password may not be the same as your user name or contain parts of your user name.
- Your new password may not contain more than two identical characters next to each other.

Close Save and Close

For questions related to these instructions, please contact rapportering@fi.se



Finansinspektionen
Box 7821, 103 97 Stockholm
Besöksadress Brunnsgatan 3
Telefon +46 8 408 980 00
Fax +48 8 24 13 35
finansinspektionen@fi.se

www.fi.se