REMIT Reporting Infrastructure Frontend Access - Allocating roles in Member Section

Content

1.	**Role allocation for Central Coordinator**	**2**
1.1	Central Coordinator Overview	2
1.2	Central Coordinator self-role-allocation for Reporting Infrastructure	2
1.3	Central Coordinator administrates permissions for own users	3
2.	**Role request as a User**	**5**
2.1	User overview	5
2.2	Role request for Reporting Infrastructure	5
2.3	Central Coordinator approves role	7

Important notice

The role allocation in the Member Section can only be started and adjusted by the Central Coordinators for themselves and their users. Changes come into effect immediately upon confirmation by the Central Coordinator.

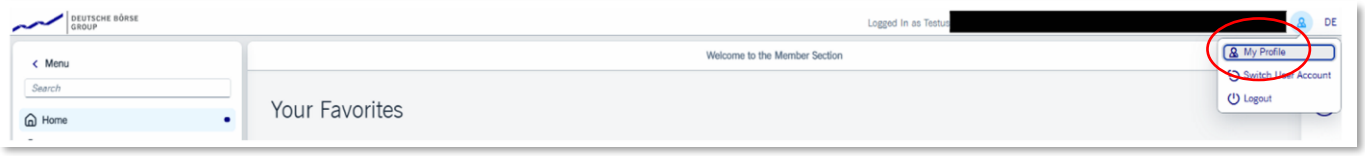
The URL to the Reporting Infrastructure will be provided at a later stage once it is launched.

1. Role allocation for Central Coordinator

1.1 Central Coordinator Overview

Log-in to the Member Section with Central Coordinator user credentials. Select on the right corner the user icon.

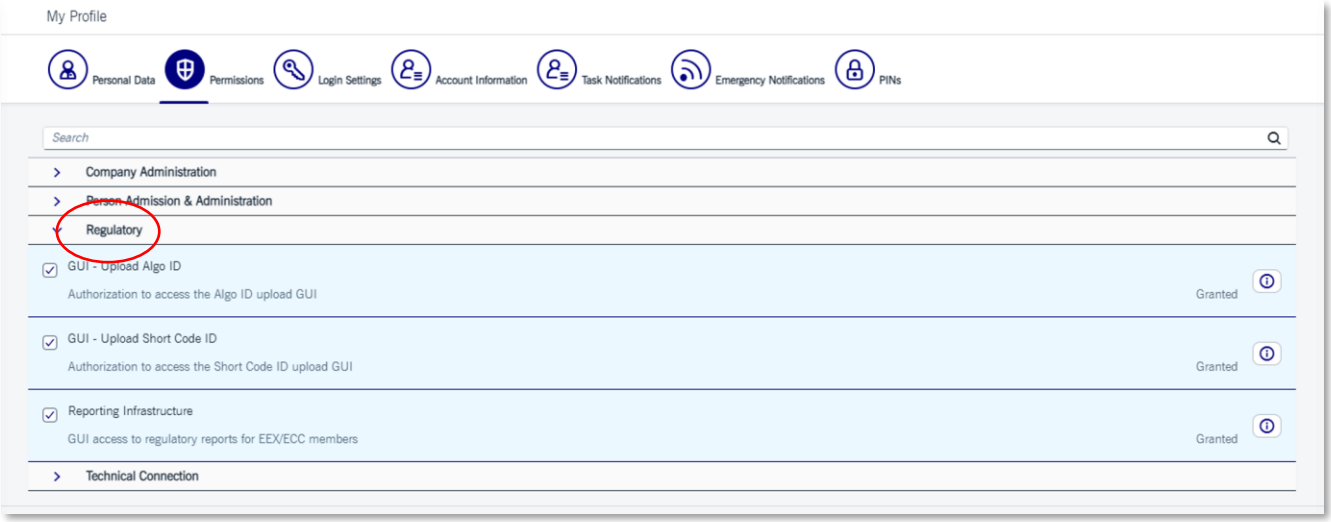
Select "My Profile". All details to the profile of the Central Coordinator are shown.



1.2 Central Coordinator self-role-allocation for Reporting Infrastructure

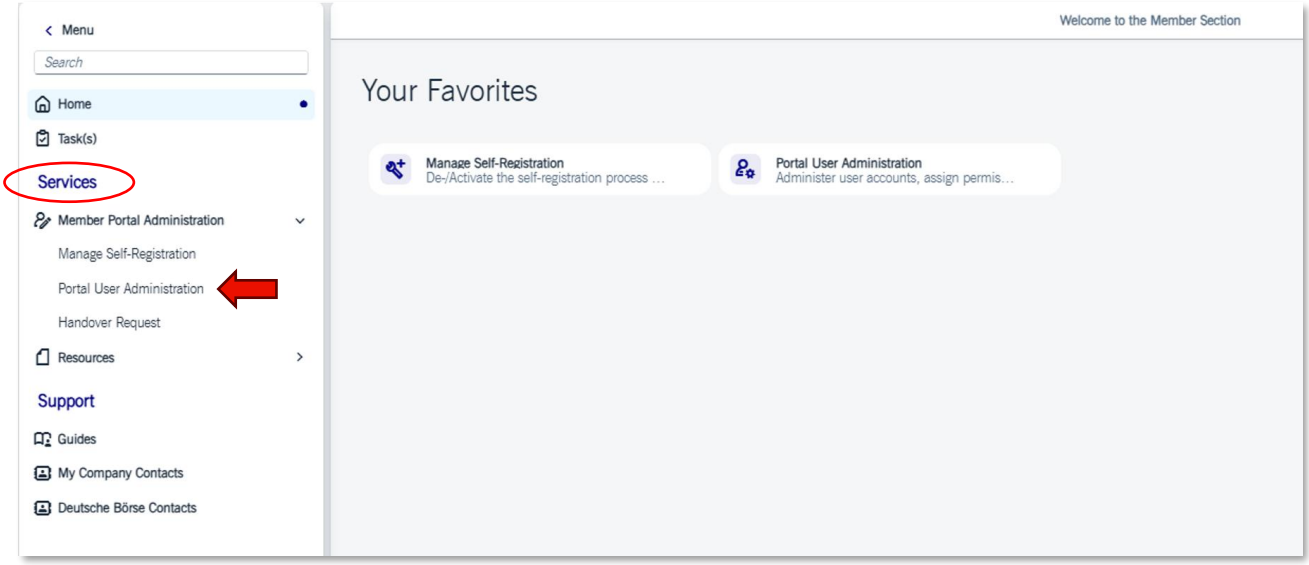
Select "My Profile". All details to the profile of the Central Coordinator are shown. Select "Permissions" and click on the drop-down menu "Regulatory". Click on the check box for "Reporting Infrastructure".

You are now permitted for the Reporting Infrastructure. The status of this permission is shown on the right side.



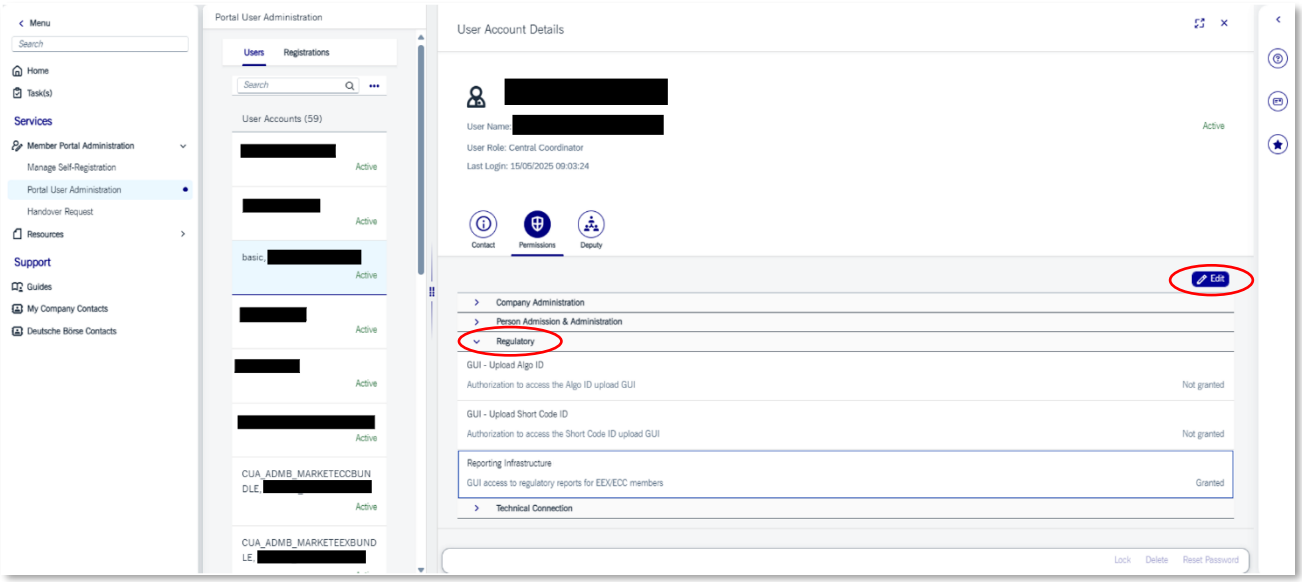
1.3 Central Coordinator administrates permissions for own users

At the homepage under "Services", select "Member Portal Administration" and then select "Portal User Administration"

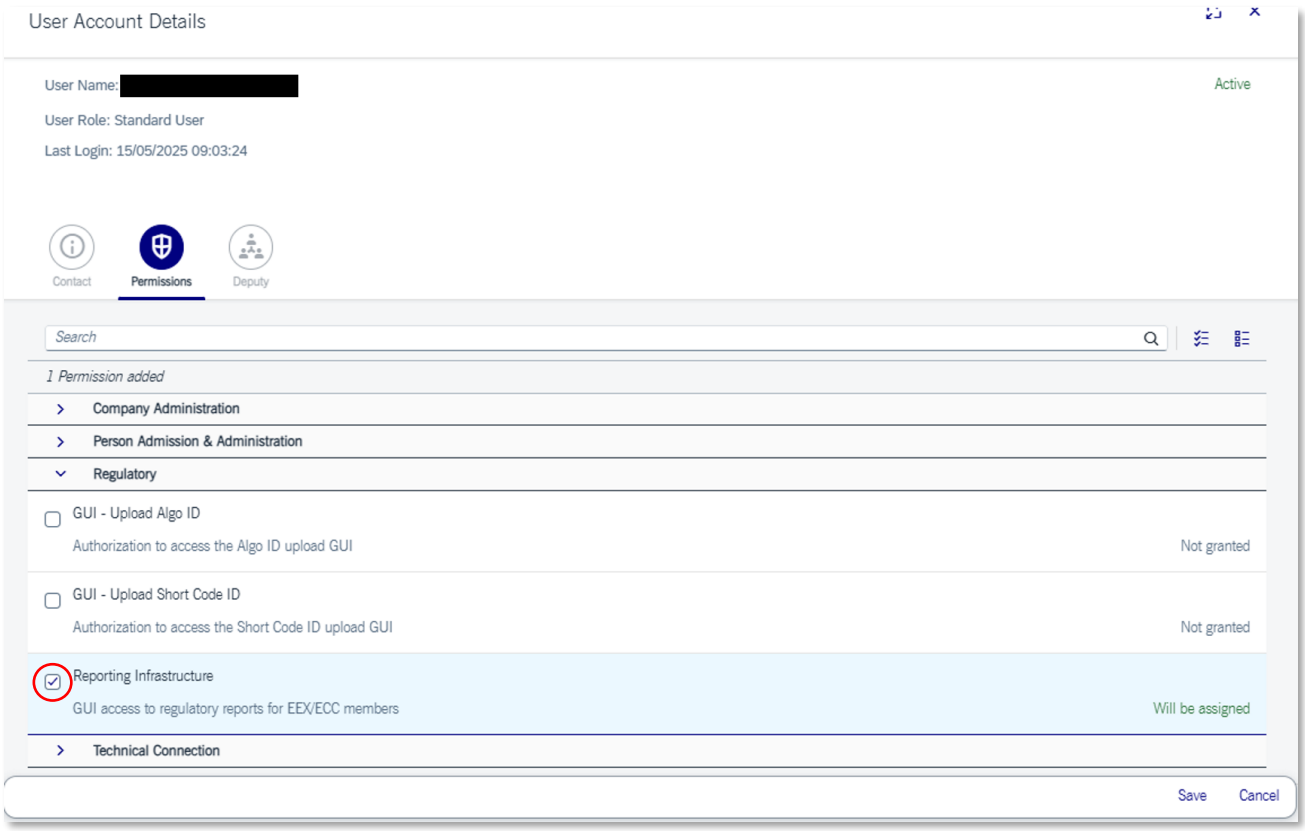


A list of all your users is shown. Select one user at a time from the list. The selected user profile will be shown on the right.

Click on the drop-down menu "Regulatory" and then on the "Edit"-Icon for changes.



Select or de-select the check-box for "Reporting Infrastructure” accordingly.
Save or cancel the changes afterwards.

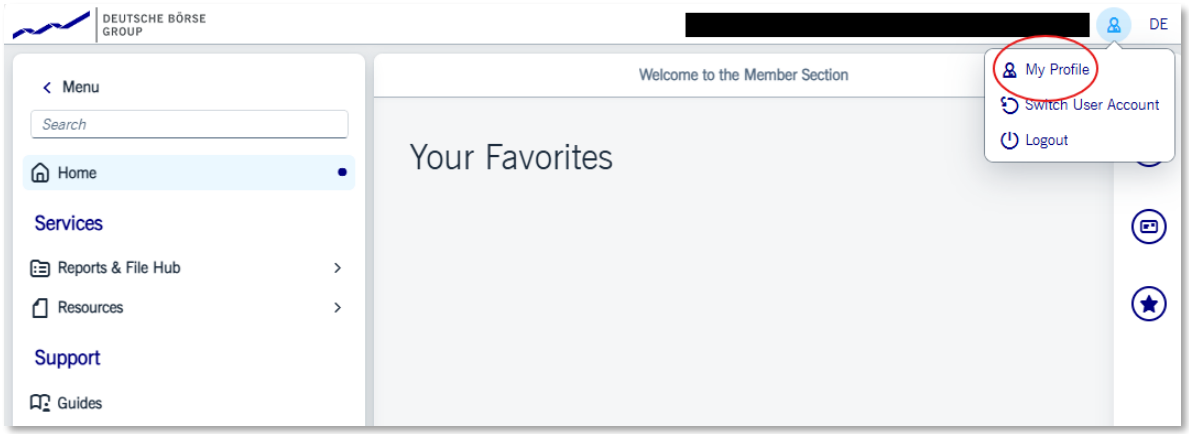


2. Role request as a User

2.1 User Overview

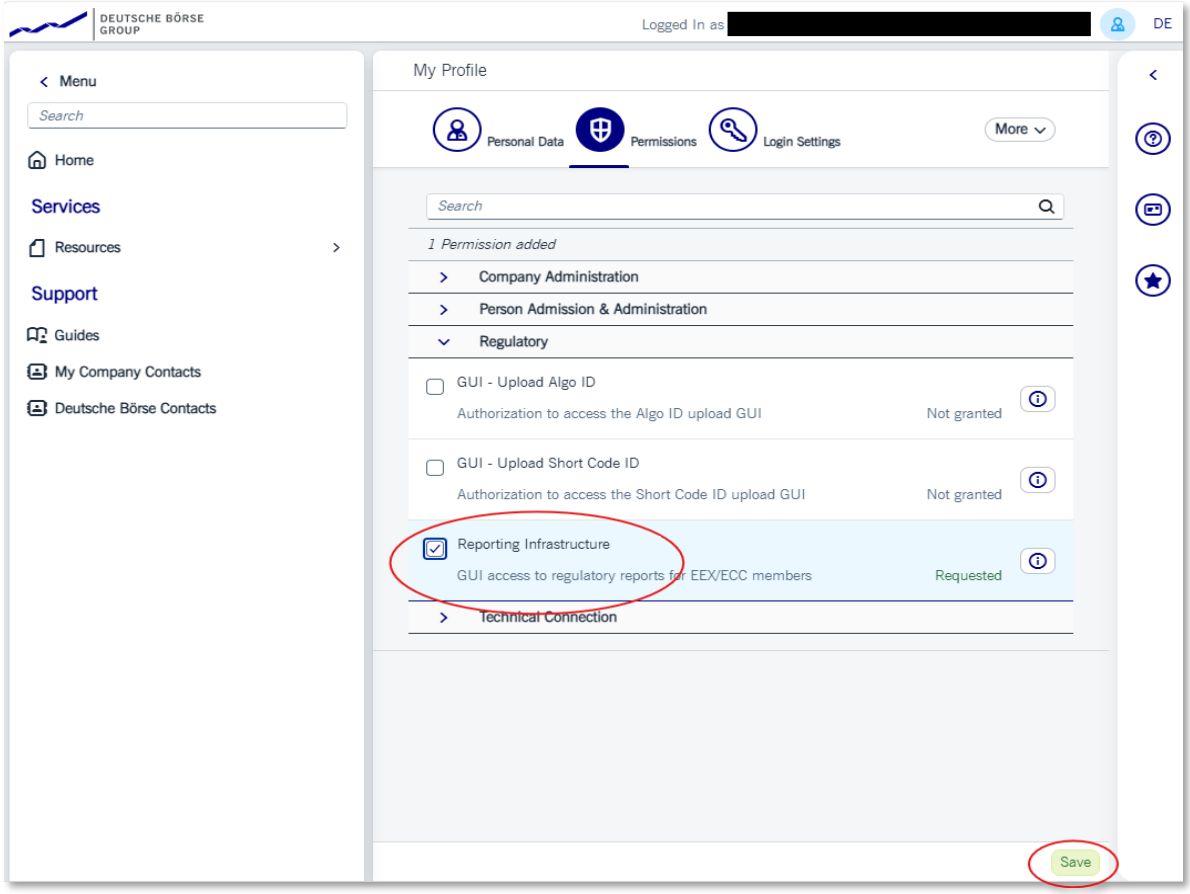
Log-in to the Member Section with user credentials. Select on the right corner the user icon.

Select "My Profile". All details of the user profile are shown.

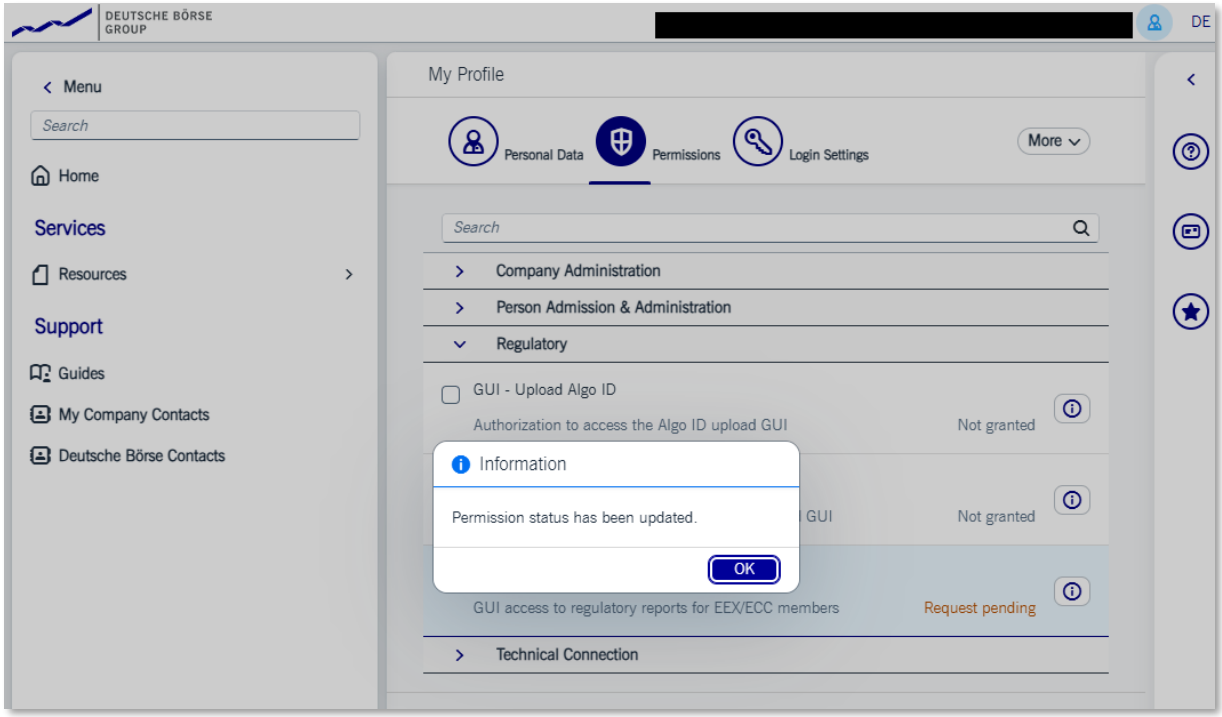


2.2 Role request for Reporting Infrastructure

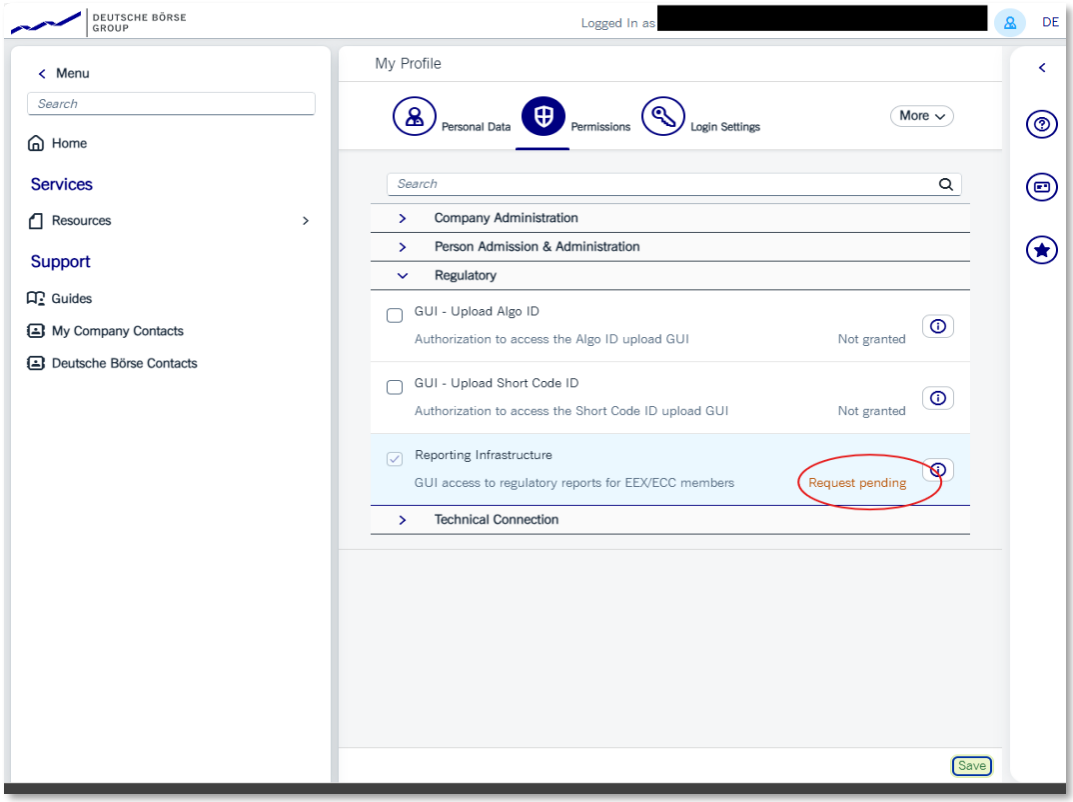
Select "My Profile". All details to the profile of the user are shown. Select "Permissions" and click on the drop-down menu "Regulatory". Click on the check box for "Reporting Infrastructure".



After saving the request the authorized Central Coordinator will receive it.



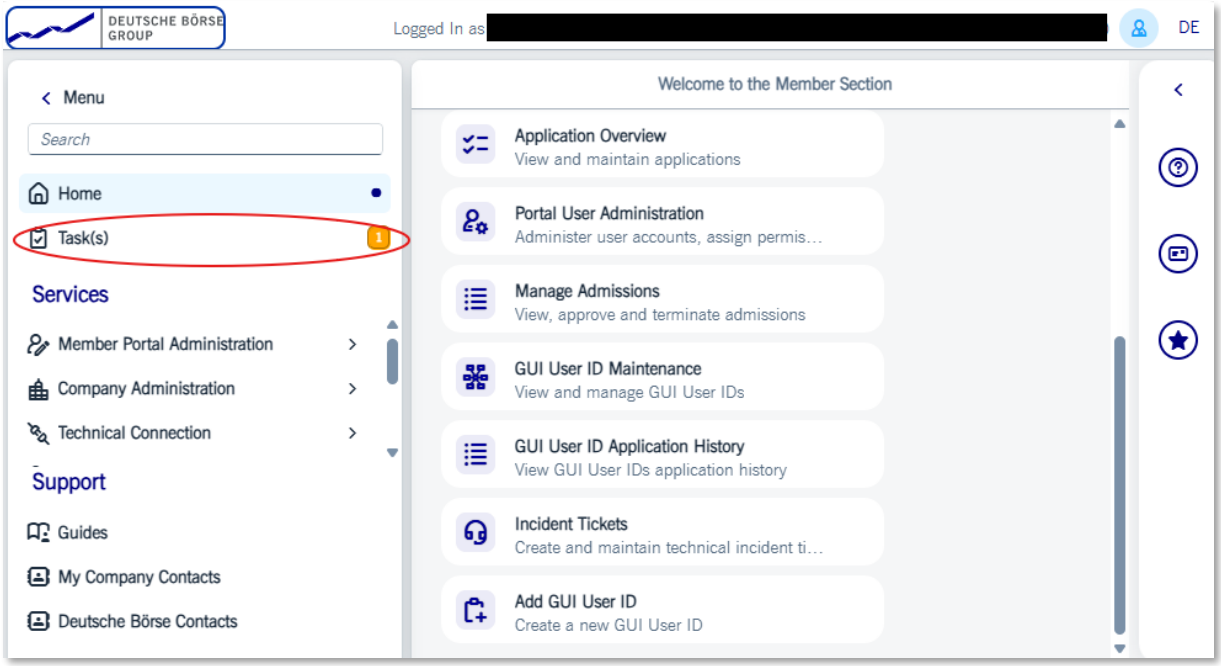
The request is now on status pending.



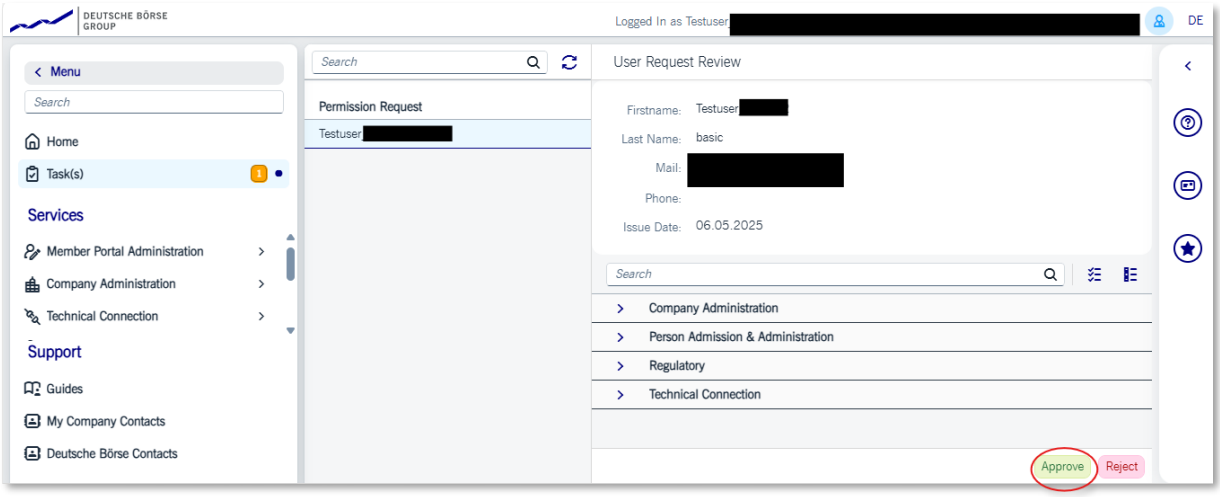
After the Central Coordinator has approved the right. It is shown as granted.

2.3 Central Coordinator approves role

Log-in with Central Coordinator user credentials. Select on the right corner the user icon.



Select "Task(s)".



Click “Approve”. The task will disappear, and the user is now able to login to Reporting Infrastructure.

In case of questions, feel free to contact us:

Reporting Services
T +49 341 2156 380
reporting-services@eex.com