

Access Requests/User Accounts.....	3
How to access the functionality.....	4
Access Requests.....	5
Create new account for web user.....	6
Select the type of request.....	7
Enter the user information.....	8
Select Node(s) (only for multi-node countries).....	10
Grant roles & permissions.....	12
Send the request to SFC2014 Support team.....	14
If the request is processed... ..	18
If the request is returned (not processed)...	18
Update existing account for web user	19
Select the type of request.....	19
Modify the user information.....	22
Modify nodes (only for multi-node countries).....	24
Modify the user's roles and permissions	26
Send the request to the SFC2014 Support team	28
If the request is processed... ..	31
If the request is returned (not processed)...	32
Granting access to a web user managed by another MS liaison	32
Select the type of request you want to create	33
Select Node(s) (only for multi-node countries).....	34
Grant roles and permissions	36
Send the request to the SFC2014 Support team	38
If the request is processed... ..	41

If the request is returned (not processed)...	42
Disabling a web user	42
Select the type of request you want to create	43
Send the request to the SFC2014 support team.....	44
If the request is processed... ..	46
If the request is returned (not processed)...	47
Create a request for a new certificate	47
Select the type of request.....	48
Enter the user information.....	49
Select node(s) (only for multi-node countries)	51
Grant user's roles and permissions	52
Send the request to the SFC2014 Support team	54
If the request is processed... ..	57
If the request is returned (not processed)...	57
Update existing account for certificate	57
Select the type of request.....	58
Modify the user information.....	60
Modify nodes (only for multi-node countries).....	63
Modify the user's roles and permissions	65
Send the request to the SFC2014 Support team	67
If the request is processed... ..	69
If the request is returned (not processed)...	70
Create a request for renewal of a(n) (expired) certificate.....	70
Select the type of request you want to create	70
Modify the user information.....	73

Select node(s) (only for multi-node countries)	75
Grant user's roles and permissions	76
Send the request to the SFC2014 Support team	78
If the request is processed... ..	81
If the request is returned (not processed)... ..	81
Create a request for disabling a certificate.....	81
Select the type of request you want to create	82
Send the request to the SFC2014 support team.....	83
Send the request to the SFC2014 Support team	83
If the request is processed... ..	85
If the request is returned (not processed)... ..	85
Edit a request.....	85
Cancel a request.....	88
User accounts	93
Display the list of existing users.....	93
Search for a user	97
Display the account details of a user	99
Identify a disabled user.....	103
Identify an active user with a disabled Profile.....	103

Access Requests/User Accounts

PURPOSE OF THE USER AND SECURITY MODULE

The User and Security Module (USM) is a functionality within SFC2014 Front-Office that allows Member State Liaison Officers (and Member State Liaison Deputy Officers) to enter access requests for the node(s) and fund(s) they manage.

ROLES

You are an identified user of SFC2014 and you have **MSARQ** or **ECARQ** role.

How to access the functionality

HOW TO ACCESS THE USER AND SECURITY MODULE?

The USM is a functionality within SFC2014 Front-Office. This means that a MS liaison (deputy) who has access to SFC2014 Front-Office can use his/her nominative ECAS username and password to log in to SFC2014 Front-office and access the USM.

IMPORTANT	MS liaisons (and deputies) should never share their access codes with anyone else! Any misuse of their access codes is under their responsibility!
------------------	--

The SFC2014 application has different environments used for different purposes:

- The **PRODUCTION** environment is the real working environment where users enter real data.
- The **ACCEPTANCE** environment is used for training purposes. This environment does not contain real data. In this environment the users can "play" with SFC2014 and learn how to use it (if they want to). This environment is also used by Technical (IT) teams of countries dealing with web-services (no manual data entry but automatic processing between local systems in the Member State and SFC2014).

Concretely, this means that the MS liaison (deputy) must connect to the environment concerned to enter a request!

LINK TO THE DIFFERENT ENVIRONMENTS:

- **PRODUCTION:** <https://webgate.ec.europa.eu/sfc2014/frontoffice/ui>
- **ACCEPTANCE:** <https://webgate.acceptance.ec.europa.eu/sfc2014/frontoffice/ui>

THE USER AND SECURITY MODULE MENUS

The USM is accessible from SFC2014 Front-Office via the menu **UTILITIES**.

The following submenus allow the creation of requests and consulting existing users:

- **ACCESS REQUESTS:** via this submenu, the MS liaison (deputy) can enter the requests for access. This submenu is visible to MS liaisons and deputies only.
- **USER ACCOUNTS:** via this submenu it is possible to view the list of existing users managed by the MS liaison (deputy). This submenu is visible to MS liaisons and deputies only.



Access Requests

An MS liaison (deputy) can create and send requests for different actions on users:

- Create new account for web User
- Create new account for Certificate
- Update existing account for Web User
- Update existing account for Certificate
- Disable existing account for Web User
- Disable existing account for Certificate
- Renew certificate
- Grant access to an existing web-user managed by another Member State Liaison

IMPORTANT	<p>A certificate user account enables local information systems to authenticate when communicating with SFC2014 through the web services.</p> <p>Requests for certificate user accounts should only be created by countries using the web services!</p> <p>Unlike the web user accounts that access the application SFC2014 with a nominative ECAS user account, certificate user accounts remain generic user accounts starting with w005...</p>
------------------	--

The following chapters explain step by step how to manage these types of requests.

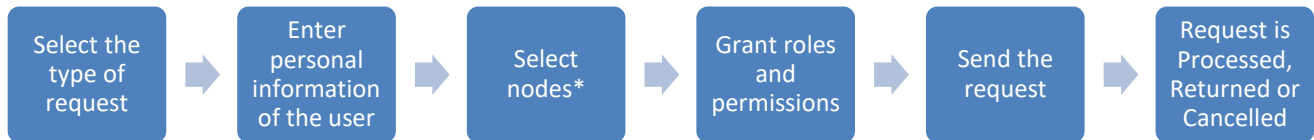
Create new account for web user

You can request the creation of a new account when a user doesn't exist yet and has never existed in SFC2014 before.

- If a user existed but is inactive because he/she was disabled, you can create a request to **UPDATE EXISTING ACCOUNT FOR WEB USER** (see chapter 3.3)
- If the user exists but is managed by another MS liaison, you can request to **GRANT ACCESS TO AN EXISTING WEB-USER MANAGED BY ANOTHER MEMBER STATE LIAISON** (see chapter 3.4)
- If the user already exists and is active, you can create a request to **UPDATE EXISTING ACCOUNT FOR WEB USER** (see chapter 3.3)

BEFORE YOU START	<p>Ensure that the user does not yet exist by verifying in the list of users: Display the list of existing users</p> <p>Ensure that the user is not managed by another MS liaison (see chapter 3.4.1)</p> <p>Ensure that you have all necessary information about the user including the ECAS-uid*.</p> <p>*The user must have an ECAS nominative account and communicate his/her ECAS-uid to the MS Liaison (deputy). A video on how to create an ECAS nominative account & how to find your ECAS-uid is available on the SFC2014 Support portal http://ec.europa.eu/sfc/2014/en/multimedia</p> <p>The request must be created and sent in a single operation!</p>
-------------------------	---

WORKFLOW



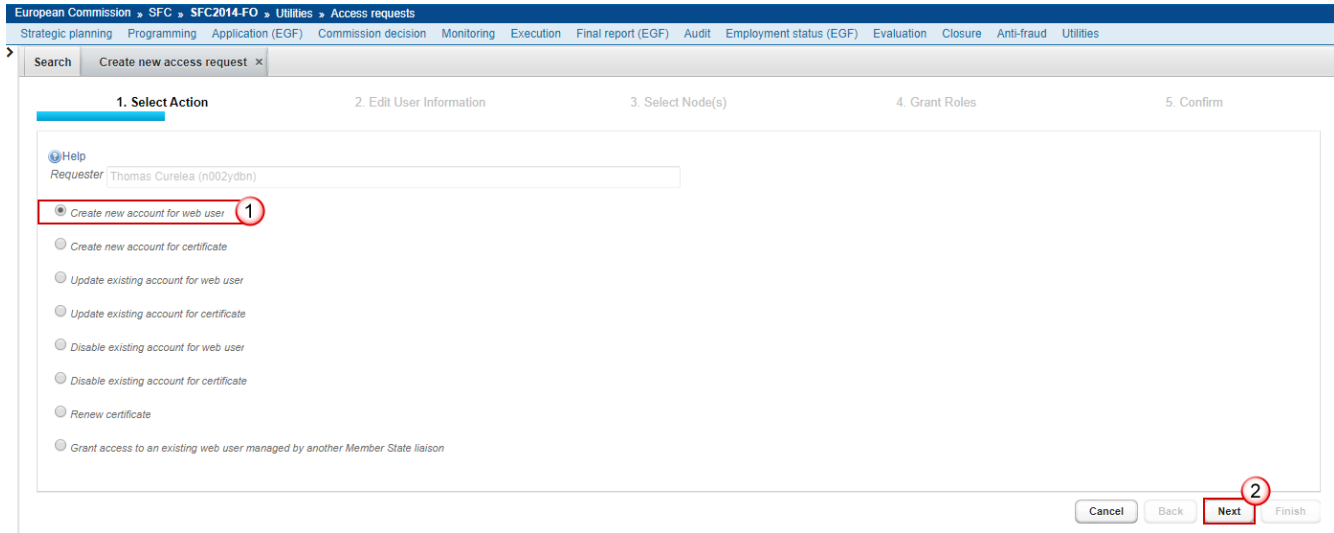
* only for multi-node countries

Select the type of request

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon  to create a new Access Request:

ACTION	USER	EMAIL	REQUESTER	STATUS	SENT DATE	LAST MODIFIED
--------	------	-------	-----------	--------	-----------	---------------

The creation wizard appears:



2. Select the action **CREATE NEW ACCOUNT FOR WEB USER** ① and click **NEXT** ②.

Enter the user information

The **EDIT USER INFORMATION** screen appears:

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

1

Help

Requester: Thomas Curelea

Status: New Action: Create

ECAS-uid: * n0031hgn

First name: * Test Last name: * Testing

Email: * test.testing.sfc2014@gmail.com Business phone: * 0000000000

Alternative email: test.testing.sfc2014@gmail.com Mobile phone:

Organisation name: * Ministero dell'economia e delle finanze Organisation name (EN): Ministry of Economy and Finance

Organisation email:

Preferred language: English Gender: Male

Country: Italy Function: Programme manager

Address: Via Venti Settembre, 97, 00187 Roma

Comments: Programme manager in SFC2014 starting on 01/12/2013

Reset

Cancel Back Next Finish

2

3. Enter the requested information ¹:


Fields marked with a red asterisk (*) are mandatory:

- ECAS-uid*
- First Name*
- Last Name*
- Email*
- Business Phone*
- Alternative Email
- Mobile Phone
- Organisation name*
- Organisation name (EN)
- Gender
- Preferred Language (for the notifications)
- Function
- Address
- Country

- Comments

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

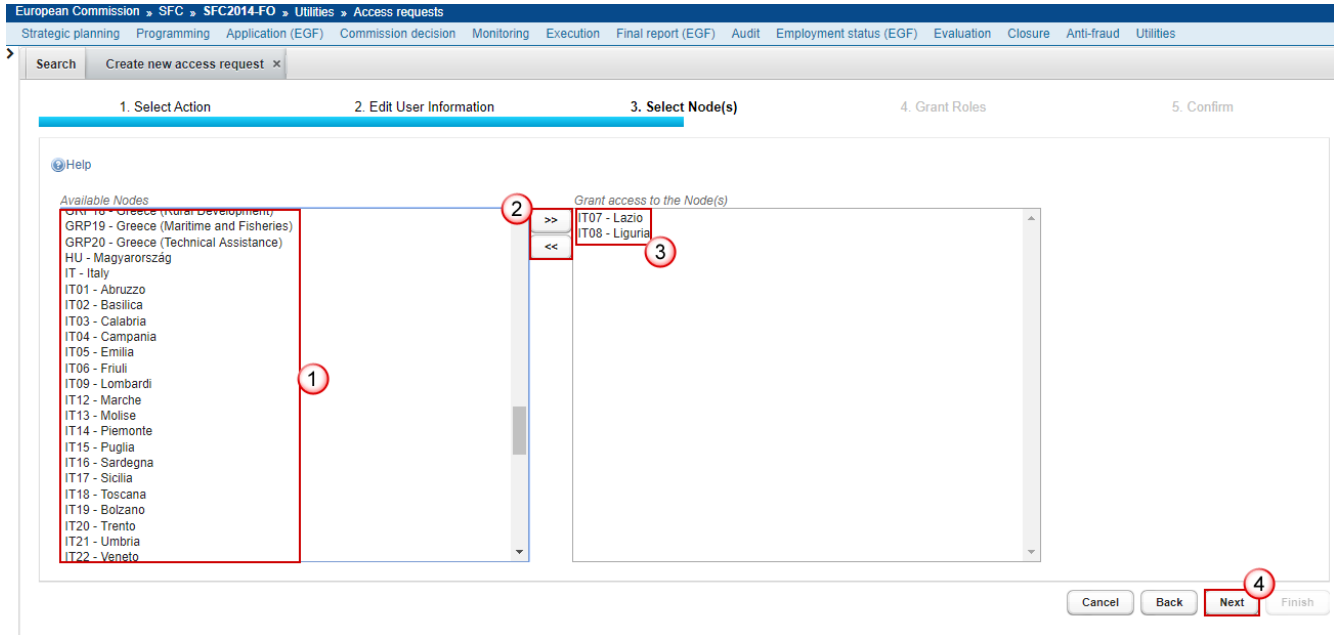
4. Click **NEXT** to continue ².

TIP	<p>The fields with a down-arrow contain a 'drop-down' list. You can click on the arrow to select the value from the list directly or you can enter the first letters and click on the value from the selection that is displayed:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><i>Preferred language:</i> <input style="border: 1px solid red;" type="text" value="E"/></p> <p><i>Country:</i> <input type="text" value="Estonian"/></p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px; margin-top: 2px;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">English</div> <div style="padding: 2px;">Estonian</div> </div>  </div>
------------	--

Select Node(s) (only for multi-node countries)

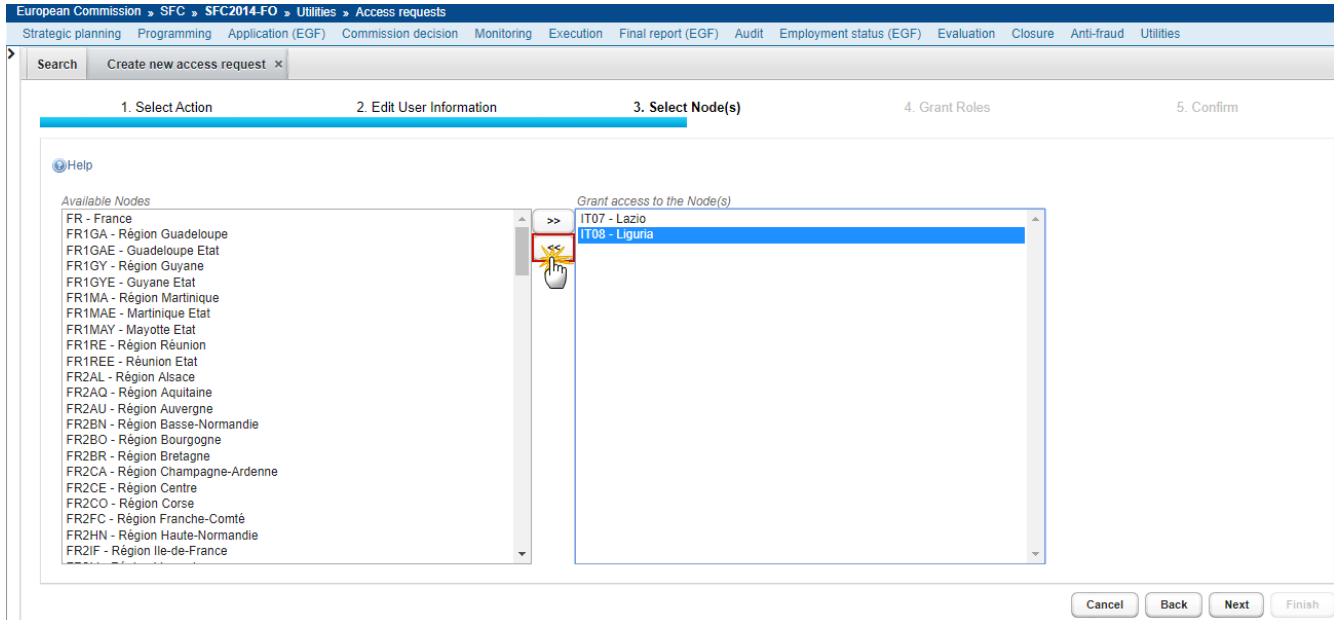
IMPORTANT	<p>This step is only available for the MS liaison (deputy) from countries having a multi-node structure. For countries with a single node structure this step is skipped by the wizard! You can continue to the chapter to Grant roles & permissions</p>
------------------	--

You must define the nodes the user will have access to. As there are different nodes within your country, the user probably needs only access to one or some of them, so you must specify this.



1. On the select nodes window, select the node from the left pane (**AVAILABLE NODES**) ①.
2. Click the right-arrow button in the middle of the panels ②.
3. The node is added to the pane on the right side ③.
4. Repeat these steps for each node you want to add.
5. When finished, click **NEXT** to go to the next step ④.

To remove a node from the list in the right pane, select the node and click on the left-arrow button.



Once the user has been created, each node defined for the user will become a profile. When connected in SFC2014 the user has to choose the profile he/she wants to use and will have access to the node corresponding to the profile selected.

Grant roles & permissions

The **GRANT ROLES** screen appears. On this screen you must select the roles and permissions you want to grant for this user.

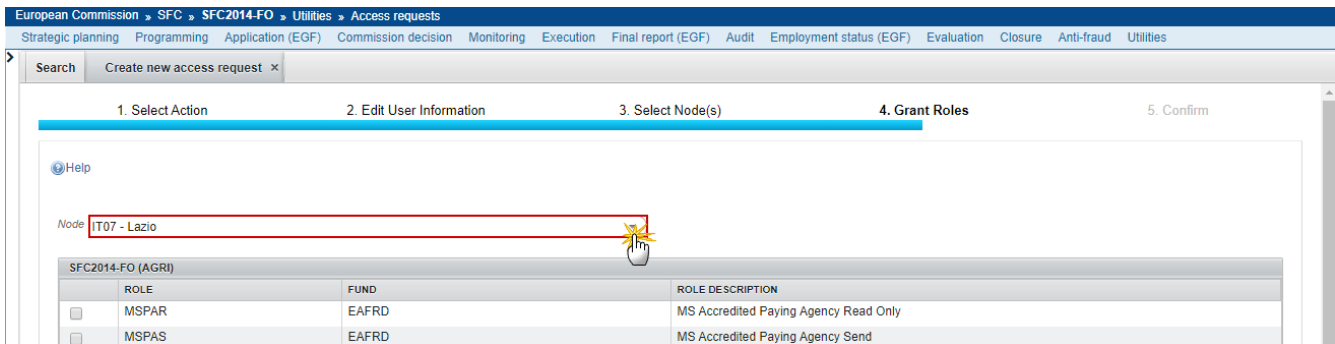
The roles and permissions shown correspond to the roles and permissions related to the Funds for which the MS liaison (deputy) can request access.

- **EMPL:** ESF - YEI - FEAD - IPA Component IV
- **REGIO:** ERDF - CF –ENI - IPA Component II and III
- **MARE:** EMFF
- **AGRI:** EAFRD - IPA Component V
- **HOME:** ISF - AMF

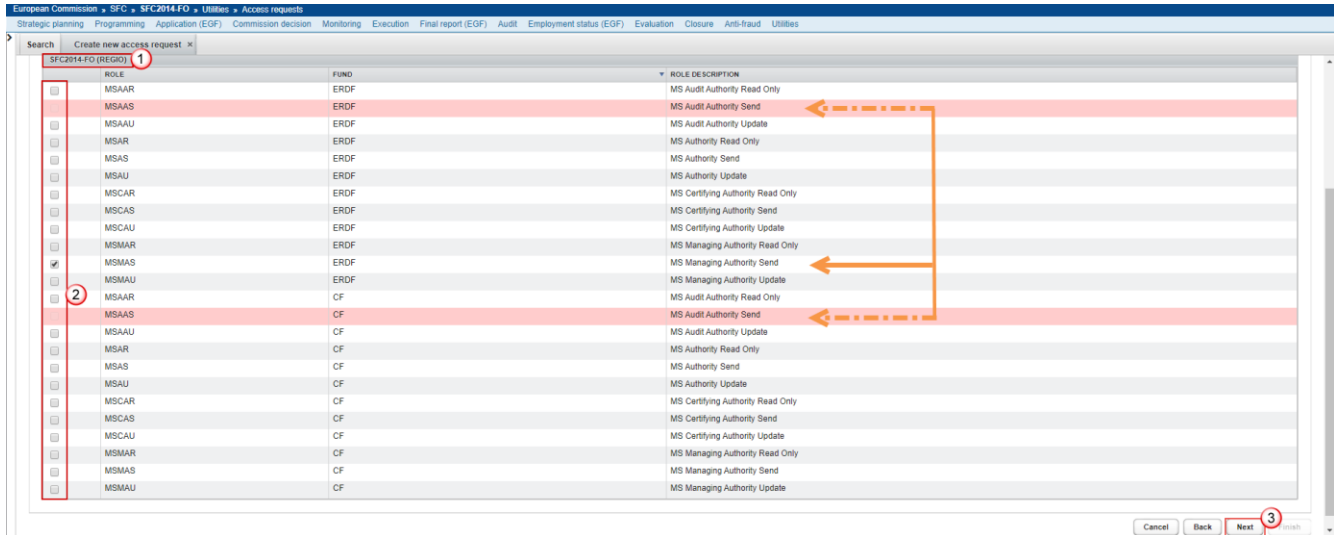
The roles and permissions are created on the Node for which the MS liaison (deputy) can request (or on each of the nodes selected in previous step).

IMPORTANT	<p>The USM automatically detects incompatible roles. The roles that are incompatible with the role you selected are greyed. You cannot select these.</p> <p>Example: You select "MS Managing Authority ESF Send". The roles, "MS Certifying Authority ESF Send" and "MS Audit Authority ESF Send", "MS Certifying Authority FEAD Send", "MS Audit Authority FEAD Send", "MS Certifying Authority YEI Send" and "MS Audit Authority YEI Send" are greyed.</p>
------------------	---

If you are dealing with a multi-node country, you must first select each of the nodes you have chosen in the previous step.



If you are dealing with a single-node country, the node is automatically displayed.



- Click on the fund to display the list of roles **1**. For each fund tick the boxes to select the roles and permissions you want to grant **2**. The USM automatically detects incompatible roles. The roles that are incompatible with the role you select are greyed. You cannot select these (see example below).
- Click **NEXT** to get to the final step (reviewing and sending the request to the Commission) **3**.

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

Send the request to SFC2014 Support team

After entering the User Information, the nodes and the roles and permissions to grant, you are ready to send the request to the SFC2014 Support team.

The overview of your request is shown. You see:

- The user information you entered.
- The roles and permissions you selected to be granted for the selected nodes.
- Before sending the request, you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit ▶

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

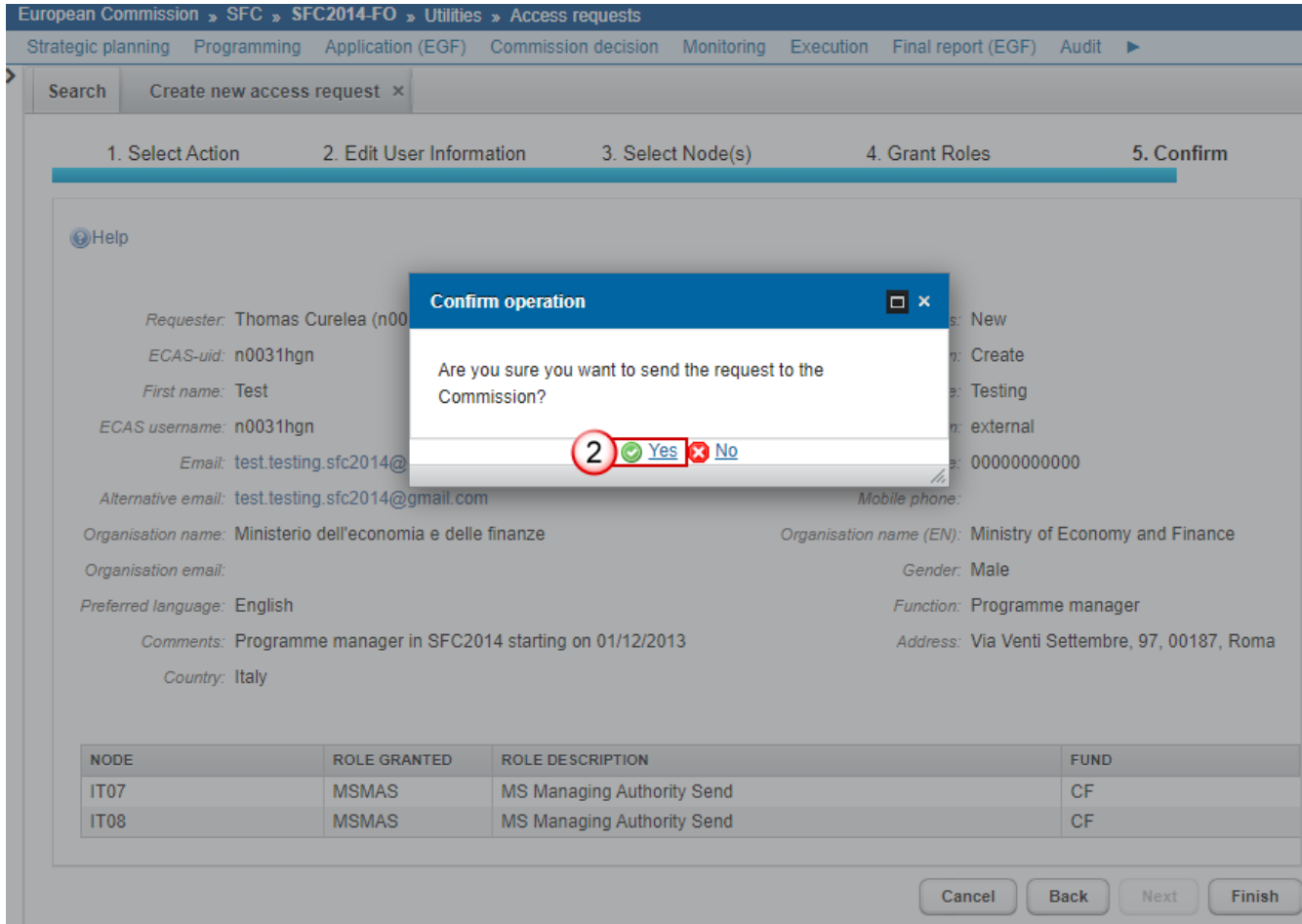
Help

Requester: Thomas Curelea (n002ydbn) Status: New
 ECAS-uid: n0031hgn Action: Create
 First name: Test Last name: Testing
 ECAS username: n0031hgn ECAS Domain: external
 Email: test.testing.sfc2014@gmail.com Business phone: 00000000000
 Alternative email: test.testing.sfc2014@gmail.com Mobile phone:
 Organisation name: Ministero dell'economia e delle finanze Organisation name (EN): Ministry of Economy and Finance
 Organisation email: Gender: Male
 Preferred language: English Function: Programme manager
 Comments: Programme manager in SFC2014 starting on 01/12/2013 Address: Via Venti Settembre, 97, 00187, Roma
 Country: Italy

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
IT07	MSMAS	MS Managing Authority Send	CF
IT08	MSMAS	MS Managing Authority Send	CF

Cancel Back Next **1** Finish

8. Click the button **FINISH** to send the request to the SFC2014 Support team **1**.



9. Click **Yes** to confirm 2

SFC2014: System for Fund management in the European Community 2014 – 2020
 User and Security Module (USM) User manual

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit ▶

Search 61973400 (n0031hgn) ×

Process Return Cancel Edit Print

Help

Requester: Thomas Curelea (n002ydbn)
 ECAS-uid: n0031hgn
 First name: Test
 ECAS username: n0031hgn
 Email: test.testing.sfc2014@gmail.com
 Alternative email: test.testing.sfc2014@gmail.com
 Organisation name: Ministero dell'economia e delle finanze
 Organisation email:
 Preferred language: English
 Comments: Programme manager in SFC2014 starting on 01/12/2013
 Country: Italy

Status: Sent
 Action: Create
 Last name: Testing
 ECAS Domain: external
 Business phone: 00000000000
 Mobile phone:
 Organisation name (EN): Ministry of Economy and Finance
 Gender: Male
 Function: Programme manager
 Address: Via Venti Settembre, 97, 00187, Roma

Info:
 Process executed with success!

Yes

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT07	MSMAS	MS Managing Authority Send
IT08	MSMAS	MS Managing Authority Send

Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Utilities Employment status (EGF) Anti-fraud Closure

Search 61973400 (n0031hgn) ×

Help

Request ID: Email:
 Requester: Status:
 Last name: Sent date:
 ECAS-uid:

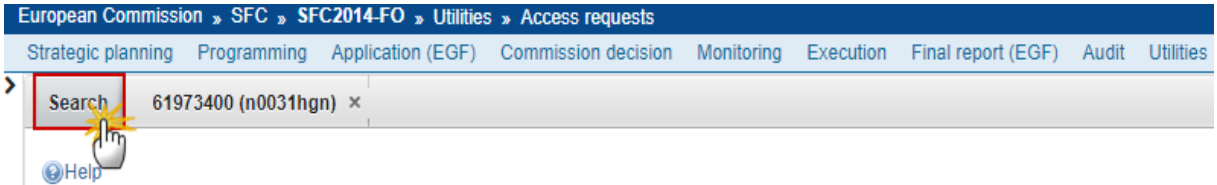
Search Clear

Add Edit Export


ID	ACTION	USER	EMAIL	REQUESTER	STATUS	SENT DATE	LAST MODIFIED
61973400	Create	Test Testing (n0031hgn)	test.testing.sfc2014@gmail.com	Thomas Curelea (n002ydbn)	Sent	11/12/2019 - 15:30:46	11/12/2019 - 15:30:46

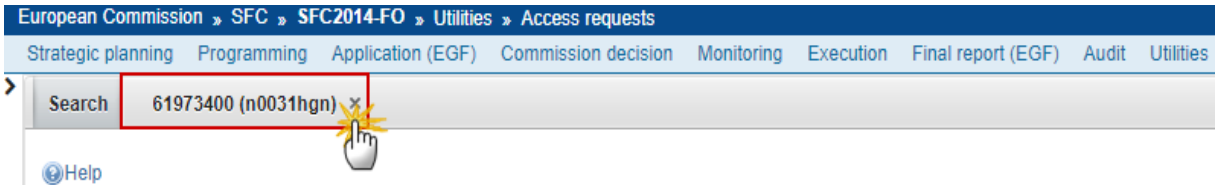
The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

You can click on the SEARCH tab to go back to the list of requests:



INFO

You can click on the icon  to close the access request tab:



If the request is processed...

If the request is processed, the status becomes **PROCESSED** and two automatic e-mails are sent:

- One e-mail to the MS liaison or MS liaison Deputy who created the request containing:
 - A link with the request identifier (ID) to view the processed request.
- One mail to the concerned user containing:
 - The access details and roles and permissions granted for each node.

If the request is returned (not processed)...

If the Support team detects problems or missing information, or if the user appears to exist already, the status becomes **RETURNED** and one e-mail is sent to the MS liaison or MS liaison Deputy with an explanation on the reason for returning.

The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request

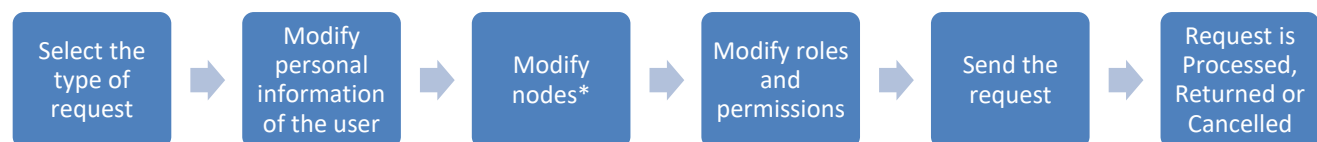
Update existing account for web user

You can create a request to update (modify) a user if any information must be updated:

- the user information (personal details);
- the node(s) the user should have access to;
- the roles and permissions needed;

And to re-activate a disabled user account.

BEFORE YOU START	Ensure that you have all necessary information about the user. The request must be created and sent in a single operation!
-------------------------	--



* only for multi-node countries

Select the type of request

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon to create a new Access Request.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) ▶

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester Thomas Curelea (n002ydbn)

Create new account for web user

Create new account for certificate

Update existing account for web user ①

Update existing account for certificate

Test Tes

Test Testing (n0031hgn) - test.testing.sfc2014@gmail.com ←

2. The wizard appears. Select the action **UPDATE EXISTING ACCOUNT FOR WEB USER** ①.
3. Enter the first name of the user in the blank field that appears next to the selected type of request and select the user you want to update from the list displayed ②.

European Commission > SFC > SFC2014-FO > Utilities > Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) ▶

Search Create new access request ×

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester Thomas Curelea (n002ydbn)

Create new account for web user

Create new account for certificate

Update existing account for web user

Update existing account for certificate

Disable existing account for web user

Disable existing account for certificate

Renew certificate

Grant access to an existing web user managed by another Member State liaison

Test Testing (n0031hgn) - test.testing.sfc2014@gmail.com

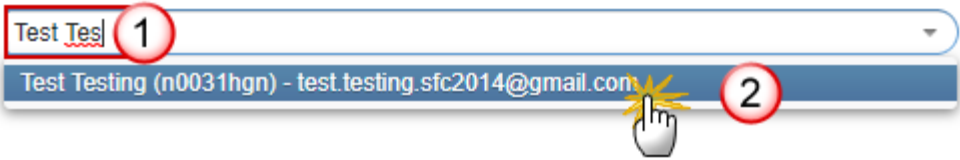
Cancel Back Next Finish

4. After having selected the user, click **NEXT** ³.

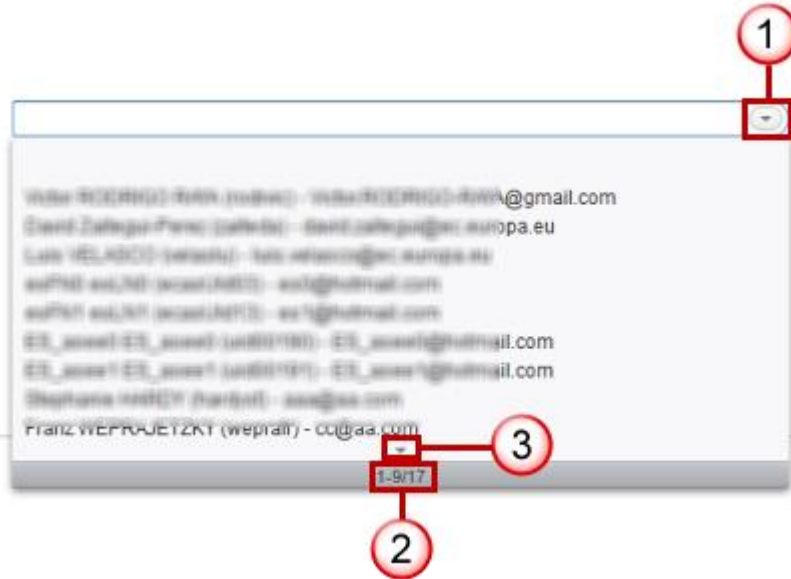
TIP

The fields with a down-arrow contain a 'drop-down' list. To select the user you want to create the request for, you can either:

- enter the (first letters of) the user's **first name** ¹ and select the user from the list ²
- or you can click on the **down-arrow** ¹ and select the user from the list directly. The grey section on the bottom of the list shows the total number of values the list contains ². For example



1-9/17 means that the list contains 17 values of which the values 1 until 9 are displayed. Click on the arrow **3** to go to the following ones.



Modify the user information

The **EDIT USER INFORMATION** screen appears.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Utilities Evaluation Closure Anti-fraud

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Thomas Curelea
 Status: New
 ECAS-uid: n0031hgn
 Action: Update
 Get user info:

First name: * Test
 Last name: * Testing
 Email: * test.testing.sfc2014@gmail.com
 Business phone: * 0000000000
 Alternative email: test.testing.sfc2014@gmail.com
 Mobile phone:
 Organisation name: * Ministero dell'economia e delle finanze
 Organisation name (EN): Ministry of Economy and Finance
 Organisation email:
 Gender: Male
 Preferred language: English
 Function: Programme manager
 Country: Italy
 Address: Via Venti Settembre, 97, 00187, Roma
 Comments:

Reset

Cancel Back Next 2 Finish

5. Modify the requested information if necessary ¹.

You can modify the information on the user or you can skip this step by clicking **NEXT**. The following information can be modified.

Fields marked with an asterisk (*) are mandatory:

- First Name*
- Last Name*
- Email*
- Business Phone*
- Alternative Email
- Mobile Phone
- Organisation name*
- Organisation name (EN)
- Gender
- Preferred language (for the notifications)
- Function (within the organisation)

- Address
- Country
- Comments

6. Click **NEXT** to continue ²

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

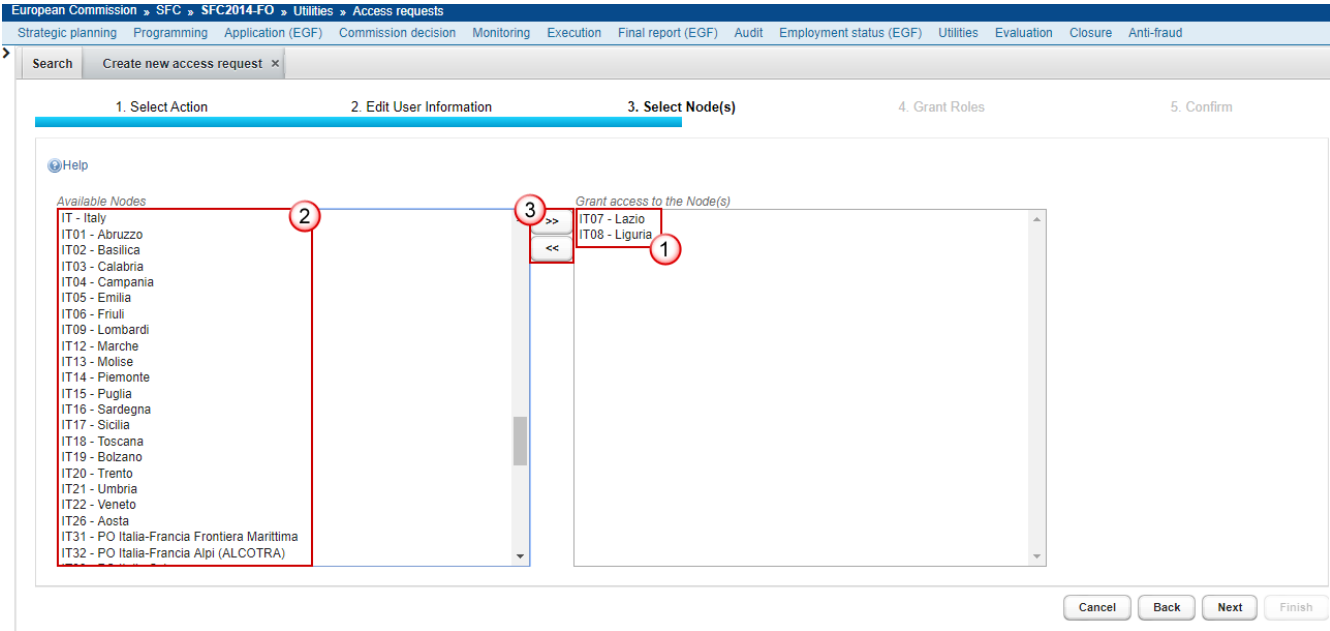
IMPORTANT	The ECAS-uid cannot be modified!
------------------	---

IMPORTANT	You can click on the button Get User Info to retrieve the details of the user from ECAS. Clicking on this button will update the First name, Last name, Email, Business Phone, Organisation name and Address from ECAS for the current ECAS-uid. Clicking on the Get User Info button will overwrite the current information in SFC2014 with the information from ECAS! Please make sure that the information in ECAS for that user is up to date! If not, please ask the user to update the information in his/her ECAS account first.
------------------	---

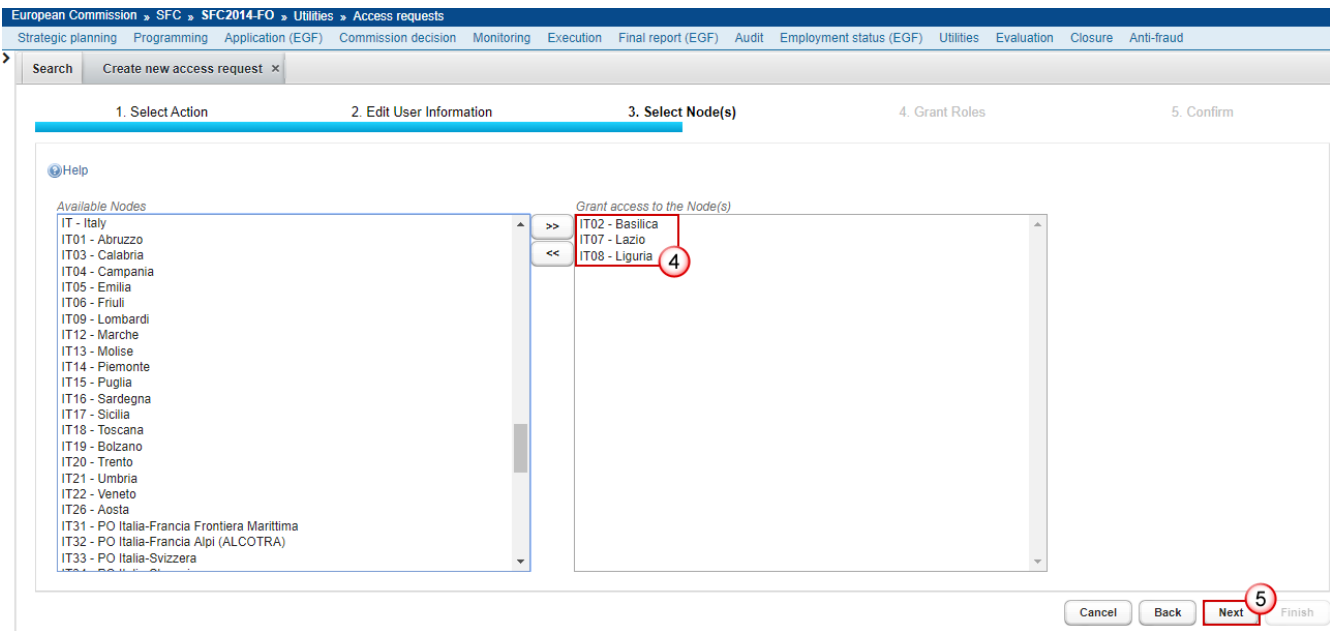
Modify nodes (only for multi-node countries)

IMPORTANT	This step is only available for the MS liaison (deputy) from countries having a multi-node structure. For countries with a single node structure (this step is skipped by the wizard! You can continue to the following chapter.
------------------	--

You can modify the nodes the user will have access to. In case you only want to modify roles and permissions, you can skip this step by clicking **NEXT**.



7. The Select Node(s) window shows the current User Profile Node(s) on the right pane ¹.
8. To add another Node select the Node from the left pane (**AVAILABLE NODES**) ².
9. Click the right-arrow button in the middle of the panes ³.



10. The node is added to the pane on the right side **4**.

Repeat these steps for each node you want to add.

11. When finished, click **NEXT** to go to the next step **5**.

TIP

To remove a node from the list in the right pane, select the node and click on the left-arrow button.

Modify the user's roles and permissions

You can modify the roles and permissions for the user or you can skip this step by clicking **NEXT**.

The **GRANT ROLES** screen appears. You can check additional roles or you can uncheck roles that are no longer needed.

If you manage several nodes and you have selected more than 1 node for the user in the previous screen you will have to grant roles and permissions for each node separately and thus select each of the nodes first.

IMPORTANT

The USM automatically detects incompatible roles. The roles that are incompatible with the role you selected are greyed. You cannot select these.

Example: You select "MS Managing Authority ESF Send". The roles, "MS Certifying Authority ESF Send" and "MS Audit Authority ESF Send", "MS Certifying Authority FEAD Send", "MS Audit Authority FEAD Send", "MS Certifying Authority YEI Send" and "MS Audit Authority YEI Send" are greyed.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Utilities Anti-fraud Closure Final report

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Node IT07 - Lazio 1

SFC2014-FO (AGRI)

SFC2014-FO (EMPL)

SFC2014-FO (HOME)

SFC2014-FO (MARE)

SFC2014-FO (REGIO) 2

	ROLE	FUND	ROLE DESCRIPTION
<input type="checkbox"/>	SAAR	CF	MS Audit Authority Read Only
<input type="checkbox"/>	MSAAS	CF	MS Audit Authority Send
<input type="checkbox"/>	MSAAU	CF	MS Audit Authority Update
<input type="checkbox"/>	MSAR	CF	MS Authority Read Only
<input type="checkbox"/>	MSAS	CF	MS Authority Send
<input type="checkbox"/>	MSAU	CF	MS Authority Update
<input type="checkbox"/>	MSCAR	CF	MS Certifying Authority Read Only
<input type="checkbox"/>	MSCAS	CF	MS Certifying Authority Send
<input type="checkbox"/>	MSCAU	CF	MS Certifying Authority Update
<input type="checkbox"/>	MSMAR	CF	MS Managing Authority Read Only
<input checked="" type="checkbox"/>	MSMAS	CF	MS Managing Authority Send
<input type="checkbox"/>	MSMAU	CF	MS Managing Authority Update
<input type="checkbox"/>	MSAAR	ERDF	MS Audit Authority Read Only
<input type="checkbox"/>	MSAAS	ERDF	MS Audit Authority Send
<input type="checkbox"/>	MSAAU	ERDF	MS Audit Authority Update

12. Select the node (if you have selected more than 1 node in the previous screen) 1.

13. Open the fund(s) 2.

14. Tick the boxes to select the additional roles and permissions you want to grant or uncheck the boxes of the roles that are no longer needed ³.
15. Once you've flagged the roles on each Node and for each fund click **NEXT** to get to the final step (reviewing and sending the request to the Commission) ⁴.

Send the request to the SFC2014 Support team

After modifying the User Information, nodes, roles and permissions to grant, you are ready to send the request to the SFC2014 Support team.

The overview of your request is shown. You see:

- The user information you entered.
- The roles and permissions you selected to be granted for the selected nodes.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Utilities Anti-fraud Closure Final report (EGF) Au

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Thomas Curelea (n002ydbn) Status: New
 ECAS-uid: n0031hgn Action: Update
 First name: Test Last name: Testing
 ECAS username: n0031hgn ECAS Domain: external
 Email: test.testing.sfc2014@gmail.com Business phone: 00000000000
 Alternative email: test.testing.sfc2014@gmail.com Mobile phone:
 Organisation name: Ministero dell'economia e delle finanze Organisation name (EN): Ministry of Economy and Finance
 Organisation email: Gender: Male
 Preferred language: English Function: Programme manager
 Comments: Address: Via Venti Settembre, 97, 00187, Roma
 Country: Italy

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
IT07	MSMAR	MS Managing Authority Read Only	CF
IT07	MSMAS	MS Managing Authority Send	CF
IT08	MSMAS	MS Managing Authority Send	CF

Cancel Back Next **1** Finish

16. Click the button **FINISH** to send the request to the SFC2014 Support team **1**.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Utilities Anti-fraud Closure Final report (EGF) Aud

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Thomas Curelea (n0031hgn)
 ECAS-uid: n0031hgn
 First name: Test
 ECAS username: n0031hgn
 Email: test.testing.sfc2014@ec.europa.eu
 Alternative email: test.testing.sfc2014@ec.europa.eu

Organisation name: Ministero dell'economia e delle finanze
 Organisation name (EN): Ministry of Economy and Finance
 Organisation email:
 Preferred language: English
 Comments:
 Country: Italy

Gender: Male
 Function: Programme manager
 Address: Via Venti Settembre, 97, 00187, Roma

00000000000

Confirm operation [Close]

Are you sure you want to send the request to the Commission?

2 Yes No

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
IT07	MSMAR	MS Managing Authority Read Only	CF
IT07	MSMAS	MS Managing Authority Send	CF
IT08	MSMAS	MS Managing Authority Send	CF

Cancel Back Next Finish

17. Click **YES** to confirm ².

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Utilities Anti-fraud Closure Final report (EGF) Aud

Search 62043700 (n0031hgn) x

Process Return Cancel Edit Print

Help

Requester: Thomas Curelea (n002ydbn)
 ECAS-uid: n0031hgn
 First name: Test
 ECAS username: n0031hgn
 Email: test.testing.sfc2014@gmail.com
 Alternative email: test.testing.sfc2014@gmail.com
 Organisation name: Ministero dell'economia e delle finanze
 Organisation email:
 Preferred language: English
 Comments:
 Country: Italy

Status: Sent
 Action: Update
 Last name: Testing
 ECAS Domain: external
 Business phone: 00000000000
 Mobile phone:
 Organisation name (EN): Ministry of Economy and Finance
 Gender: Male
 Function: Programme manager
 Address: Via Venti Settembre, 97, 00187, Roma

Info:
 Process executed with success!

Yes

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT07	MSMAR	MS Managing Authority Read Only
IT07	MSMAS	MS Managing Authority Send
IT08	MSMAS	MS Managing Authority Send

Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

If the request is processed...

If the request is processed, the status becomes **PROCESSED** and two automatic e-mails are sent:

- One e-mail to the MS liaison or MS liaison Deputy who created the request containing:

- A link with the request identifier (ID) to view the processed request.
- One mail to the concerned user containing:
 - The updated access information.

If the request is returned (not processed)...

If the Support team detects problems or missing information the status becomes **RETURNED** and one e-mail is sent to the MS liaison or MS liaison Deputy with an explanation on the reason for returning.

The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request

Granting access to a web user managed by another MS liaison

This option is only available for the MS liaisons dealing with cross-border programmes and for the MS liaisons of countries having a different MS liaison for each fund, region or community.

Using this type of request, you can grant roles and permissions to a user that exists already in the system but is managed by another MS liaison (this means that the user has roles and permissions on (a) node(s) different from the nodes(s) you manage).

When you grant access to a user, SFC2014 creates a new "profile" for this user. The user can then choose between the different profiles he or she has to connect to (one profile per node).

BEFORE YOU START	Ensure that you have all necessary information about the user. The request must be created and sent in a single operation.
-------------------------	--



* only for multi-node countries

Select the type of request you want to create

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon  to create a new Access Request.

2. The wizard appears. Select the action **GRANT ACCESS TO AN EXISTING WEB-USER MANAGED BY ANOTHER MEMBER STATE LIAISON** ¹.
3. Enter the first name of the user in the blank field that appears next to the selected type of request and select the user you want to grant access to from the list displayed ².

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help
Requester: Thomas Curelea (n002ydbn)

- Create new account for web user
- Create new account for certificate
- Update existing account for web user
- Update existing account for certificate
- Disable existing account for web user
- Disable existing account for certificate
- Renew certificate
- Grant access to an existing web user managed by another Member State liaison

User 1 Testing (nstegnth) - sfc2014.user@gmail.com

Cancel Back Next 3 Finish

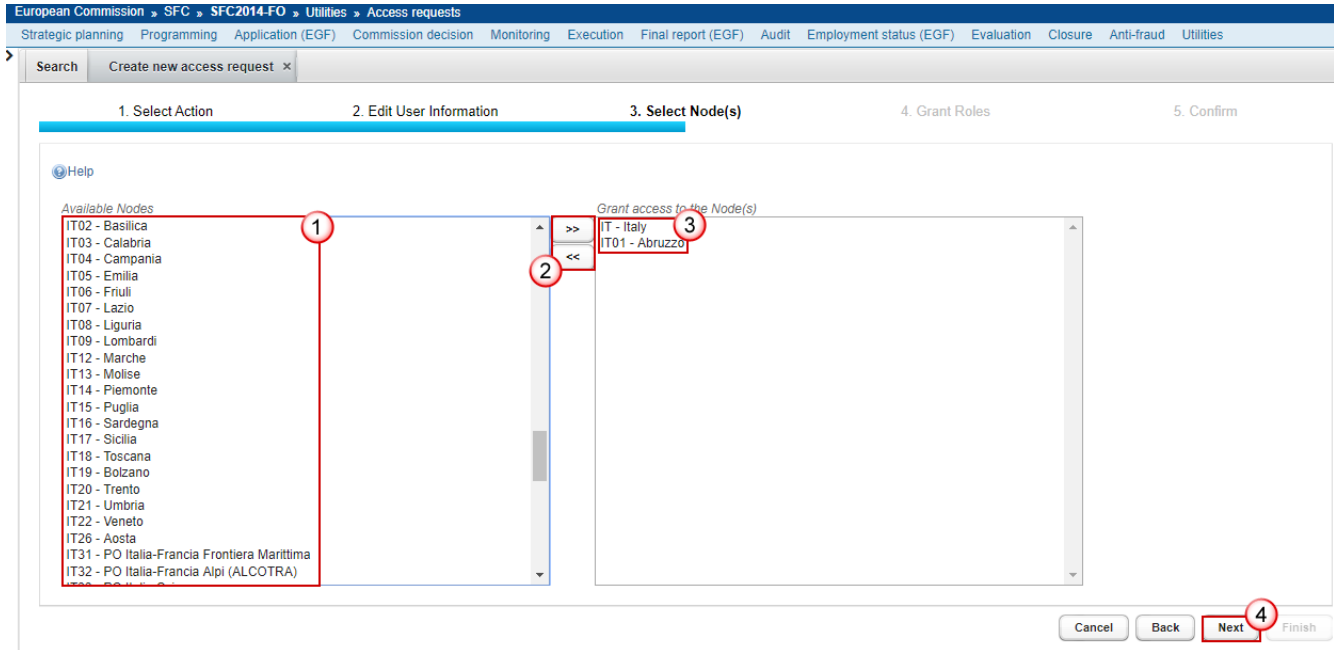
4. After having selected the user, click **NEXT** 3.

INFO	As this user is managed by another MS liaison, you cannot modify the User information. This step is therefore skipped by the wizard.
-------------	--

Select Node(s) (only for multi-node countries)

IMPORTANT	This step is only available for the MS liaison (deputy) from countries having a multi-node structure. For countries with a single node structure this step is skipped by the wizard! You can continue to chapter 3.4.3.
------------------	---

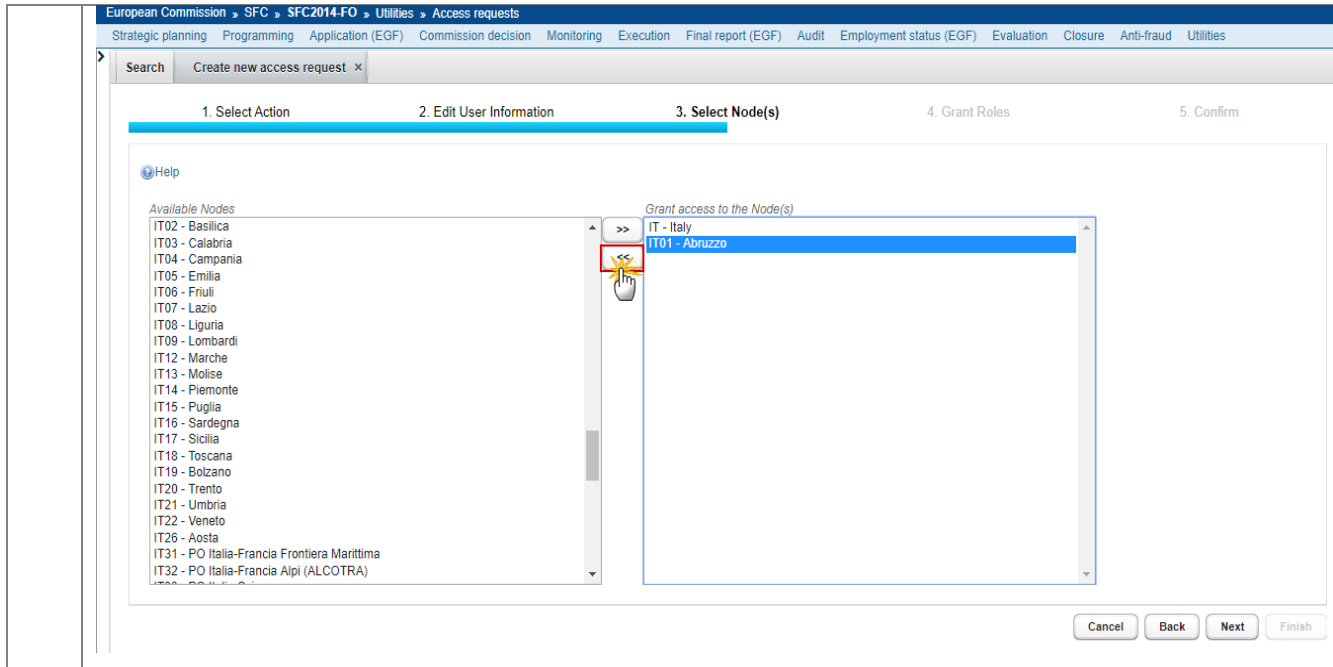
You must define the node(s) the user will have access to. As there are different nodes within your country, the user probably needs only access to one or some of them, so you must specify this.



5. On the select nodes window, select the node from the left pane (**AVAILABLE NODES**) ① .
6. Click the right-arrow button in the middle of the panes ② .
7. The node is added to the pane in the right ③ .
8. Repeat these steps for each node you want to add.
9. When finished, click **NEXT** to go to the next step ④ .

TIP

To remove a node form the list in the right pane, select the node and click on the left-arrow button.

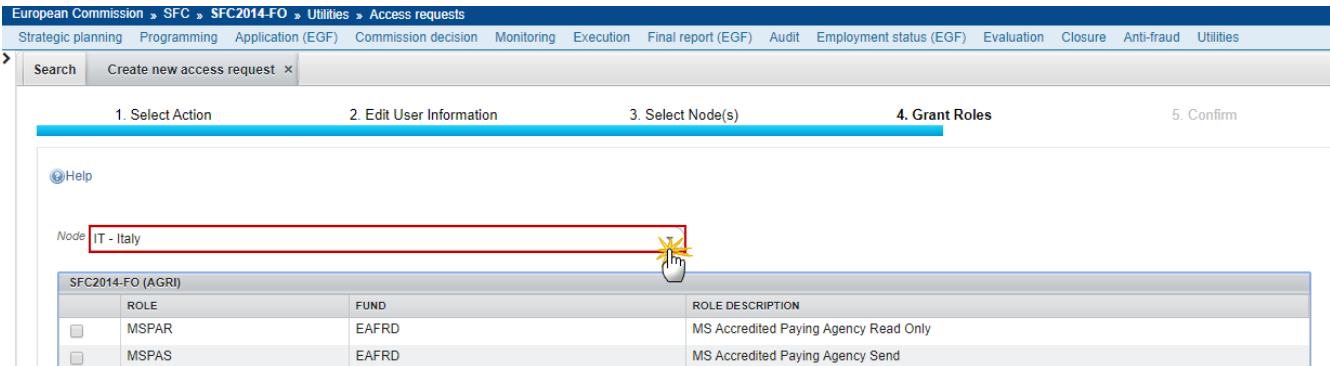


Grant roles and permissions

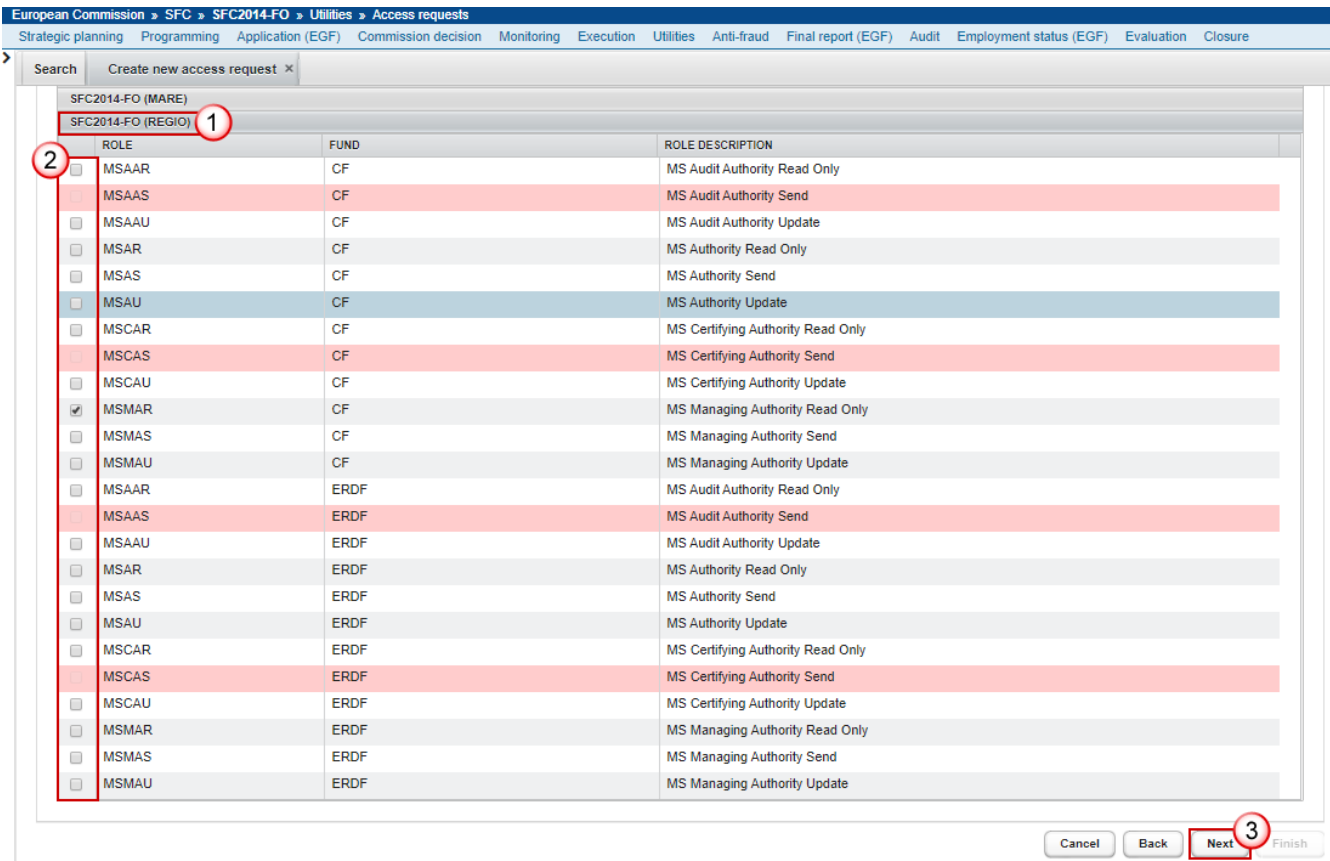
The **GRANT ROLES** screen appears. On this screen you can select the roles and permissions you want to grant for this user on the node(s) you selected in the previous step.

IMPORTANT	<p>The USM automatically detects incompatible roles. The roles that are incompatible with the role you selected are greyed. You cannot select these.</p> <p>Example: You select "MS Managing Authority ESF Send". The roles, "MS Certifying Authority ESF Send" and "MS Audit Authority ESF Send", "MS Certifying Authority FEAD Send", "MS Audit Authority FEAD Send", "MS Certifying Authority YEI Send" and "MS Audit Authority YEI Send" are greyed.</p>
------------------	---

10. If you are dealing with a multi-node country, you first must select each of the nodes you chose in the previous step:



If you are dealing with a **single-node** country, the node is automatically displayed.



11. Click on the fund to display the list of roles **1**. For each fund tick the boxes to select the roles and permissions you want to grant **2**.
12. Click **NEXT** to get to the final step (reviewing and sending the request to the Commission) **3**.

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

Send the request to the SFC2014 Support team

After having selected the nodes and the roles and permissions to grant, you are ready to send the request to the SFC2014 Support team.

The overview of your request is shown. You see:

- The user information.
- The roles and permissions you selected to be granted for the selected nodes.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

SFC2014: System for Fund management in the European Community 2014 – 2020
User and Security Module (USM) User manual

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Utilities Anti-fraud Closure Evaluation Employment status (EGF) Audit

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

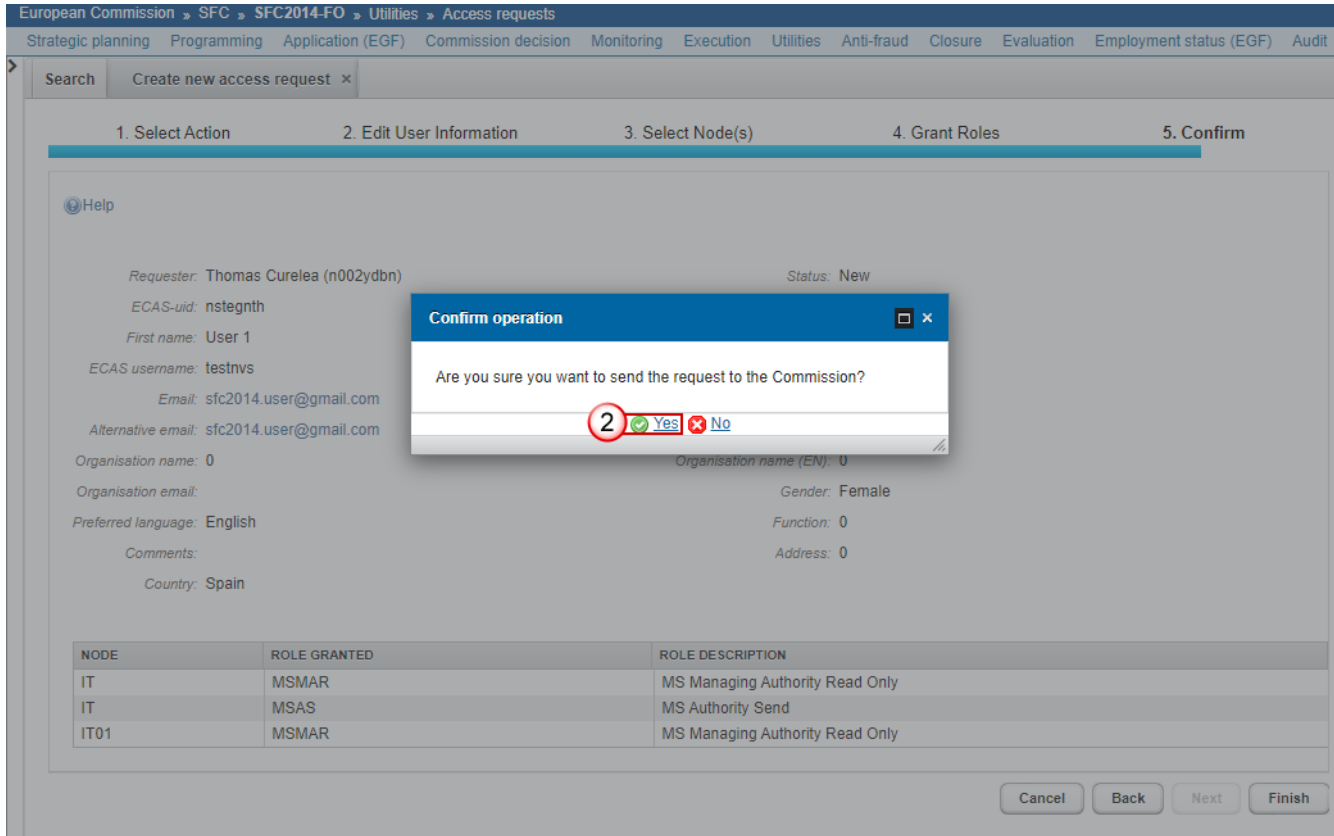
Help

Requester: Thomas Curelea (n002ydbn) Status: New
ECAS-uid: nstegnth Action: Grant
First name: User 1 Last name: Testing
ECAS username: testnvs ECAS Domain: external
Email: sfc2014.user@gmail.com Business phone: 0
Alternative email: sfc2014.user@gmail.com Mobile phone: 0
Organisation name: 0 Organisation name (EN): 0
Organisation email: Gender: Female
Preferred language: English Function: 0
Comments: Address: 0
Country: Spain

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT	MSMAR	MS Managing Authority Read Only
IT	MSAS	MS Authority Send
IT01	MSMAR	MS Managing Authority Read Only

Cancel Back Next **1** Finish

13. Click the button **FINISH** to send the request to the SFC2014 Support team **1**.



14. Click **YES** to confirm **2**.

The screenshot shows the 'Access requests' page in the SFC2014-FO system. The breadcrumb trail is: European Commission > SFC > SFC2014-FO > Utilities > Access requests. The navigation menu includes: Strategic planning, Programming, Application (EGF), Commission decision, Monitoring, Execution, Utilities, Anti-fraud, Closure, Evaluation, Employment status (EGF), and Audit. A search bar contains '62043707 (nstegnth)'. Action buttons include Process, Return, Cancel, Edit, and Print. The user details are as follows:

Requester: Thomas Curelea (n002ydbn)	Status: Sent
ECAS-uid: nstegnth	Action: Grant
First name: User 1	Last name: Testing
ECAS username: testnvs	ECAS Domain: external
Email: sfc2014.user@gmail.com	Phone: 0
Alternative email: sfc2014.user@gmail.com	Mobile phone: 0
Organisation name: 0	Organisation name (EN): 0
Organisation email:	Gender: Female
Preferred language: English	Function: 0
Comments:	Address: 0
Country: Spain	

An 'Info' tooltip is visible over the 'Action: Grant' field, stating 'Info: Process executed with success!' with a 'Yes' button. A table at the bottom lists the granted roles:

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT	MSMAR	MS Managing Authority Read Only
IT	MSAS	MS Authority Send
IT01	MSMAR	MS Managing Authority Read Only

Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

If the request is processed...

If the request is processed, the status becomes **PROCESSED** and two automatic e-mails are sent:

- One e-mail to the MS liaison or MS liaison Deputy who created the request containing:
 - A link with the request identifier (ID) to view the processed request.
- One mail to the concerned user containing:

- The existing roles and permissions (the ones the user had already from the other MS liaison) and the roles and permissions granted by you on your node (s). For each node, there will be a profile the user can choose when connected to SFC2014.

If the request is returned (not processed)...

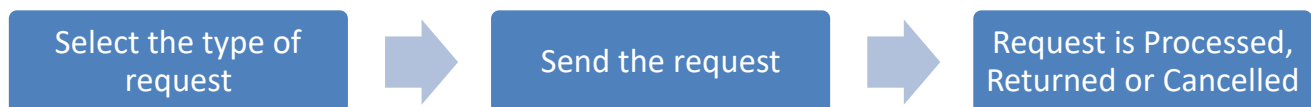
If the Support team detects problems or missing information, the status becomes **RETURNED** and one e-mail is sent to the MS liaison or MS liaison Deputy with an explanation on the reason for returning.

The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request


Disabling a web user

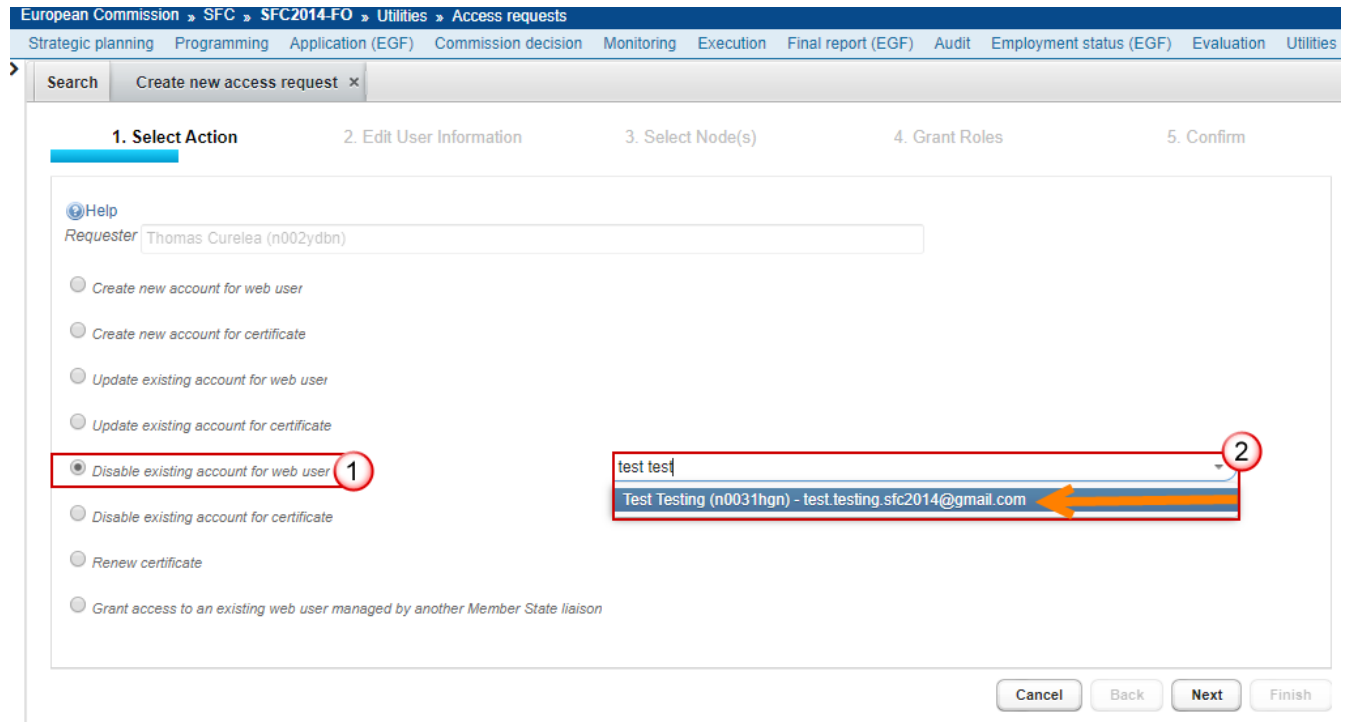
When a user no longer needs access to SFC2014 the MS liaison (and deputies) can create a request to disable (deactivate) the user.



IMPORTANT	<p>If you request for disabling a user that has roles and permissions granted by another MS liaison, the USM will only deactivate the user profile corresponding to the nodes, roles and permissions you manage. However, the user remains active for the other MS liaison (deputy) who deals with the user.</p> <p>The user only becomes totally inactive when ALL MS liaisons dealing with this user have requested the deactivation of the user.</p>
------------------	---

Select the type of request you want to create

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon  to create a new Access Request.



European Commission » SFC » SFC2014.FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Utilities

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester Thomas Curelea (n002ydbn)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate
 Disable existing account for web user **1**
 Disable existing account for certificate
 Renew certificate
 Grant access to an existing web user managed by another Member State liaison

test test **2**

Test Testing (n0031hgn) - test.testing.sfc2014@gmail.com

Cancel Back Next Finish

2. The wizard appears. Select the action **DISABLE EXISTING ACCOUNT FOR WEB USER** **1**.
3. Enter the first name of the user in the blank field that appears next to the selected type of request and select the user you want to disable from the list displayed **2**.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Utilities

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester Thomas Curelea (n002ydbn)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate
 Disable existing account for web user
 Disable existing account for certificate
 Renew certificate
 Grant access to an existing web user managed by another Member State liaison

Test Testing (n0031hgn) - test.testing.sfc2014@gmail.com

Cancel Back Next Finish

4. After having selected the user, click **NEXT** ³.

INFO

As this user will be deactivated, it is not necessary to modify or remove the User information or the Roles and Permissions. These steps are therefore skipped by the wizard.

Send the request to the SFC2014 support team

The overview of your request is shown. You see:

- The user information and the nodes, roles and permissions the user currently has.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Utilities A

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Thomas Curelea (n002ydbn) Status: New
 ECAS-uid: n0031hgn Action: Disable
 First name: Test Last name: Testing
 ECAS username: n0031hgn ECAS Domain: external
 Email: test.testing.sfc2014@gmail.com Business phone: 00000000000
 Alternative email: test.testing.sfc2014@gmail.com Mobile phone:
 Organisation name: Ministero dell'economia e delle finanze Organisation name (EN): Ministry of Economy and Finance
 Organisation email: Gender: Male
 Preferred language: English Function: Programme manager
 Comments: Address: Via Venti Settembre, 97, 00187, Roma
 Country: Italy

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT07	MSMAR	MS Managing Authority Read Only
IT07	MSMAS	MS Managing Authority Send
IT08	MSMAS	MS Managing Authority Send

Cancel Back Next **1** Finish

5. Click the button **FINISH** to send the request to the SFC2014 Support team ¹.

The screenshot shows the 'Access requests' interface in the SFC2014-FO system. The interface is divided into five steps: 1. Select Action, 2. Edit User Information, 3. Select Node(s), 4. Grant Roles, and 5. Confirm. A 'Confirm operation' dialog box is overlaid on the interface, asking 'Are you sure you want to send the request to the Commission?'. The dialog box has a '2' in a red circle next to the 'Yes' button, indicating the step to click. The background interface shows user information for Thomas Curelea (n0031hgn) and a table of roles granted to the user.

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT07	MSMAR	MS Managing Authority Read Only
IT07	MSMAS	MS Managing Authority Send
IT08	MSMAS	MS Managing Authority Send

6. Click **YES** to confirm **2**.

Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

If the request is processed...

If the request is processed, the status becomes **PROCESSED** and one e-mail is sent to the **MS liaison or MS liaison Deputy** informing that the request has been processed successfully. No e-mail is sent to the user (as the user no longer needs the account, the USM assumes the user doesn't expect to be notified).

If the request is returned (not processed)...

If the Support team detects problems or missing information the status becomes **RETURNED** and one e-mail is sent to the MS liaison (deputy) with an explanation on the reason for returning.

The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request

Create a request for a new certificate

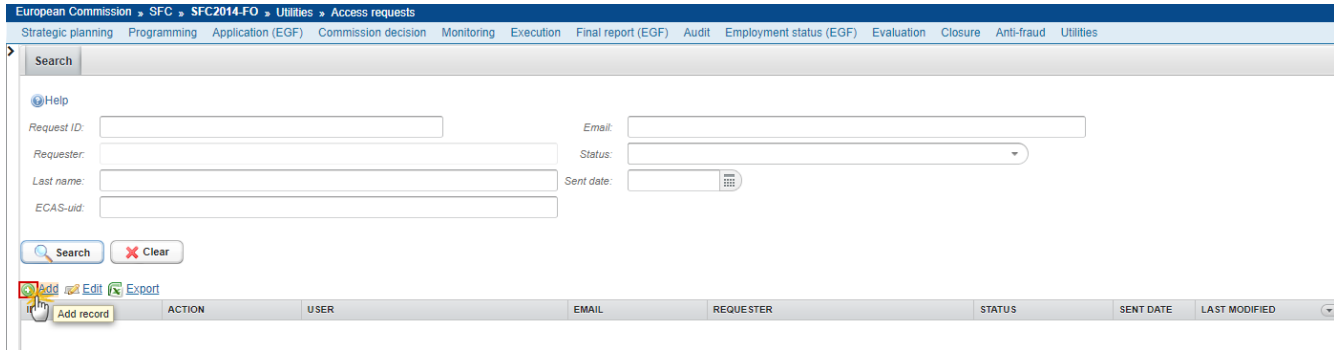
IMPORTANT	<p>A certificate user account enables local information systems to authenticate when communicating with SFC2014 through web-services.</p> <p>Requests for certificate user accounts should only be created by countries using the web-services!</p> <p>Unlike the web user accounts that access the application SFC2014 with a nominative ECAS user account, certificate user accounts remain generic user accounts starting with w005...</p>
------------------	--

You can request the creation of a new certificate when no certificate exists for the purposes you need to (i.e. currently no other certificate exists for the same fund, node and with the same roles and permissions as the one you want to request for).

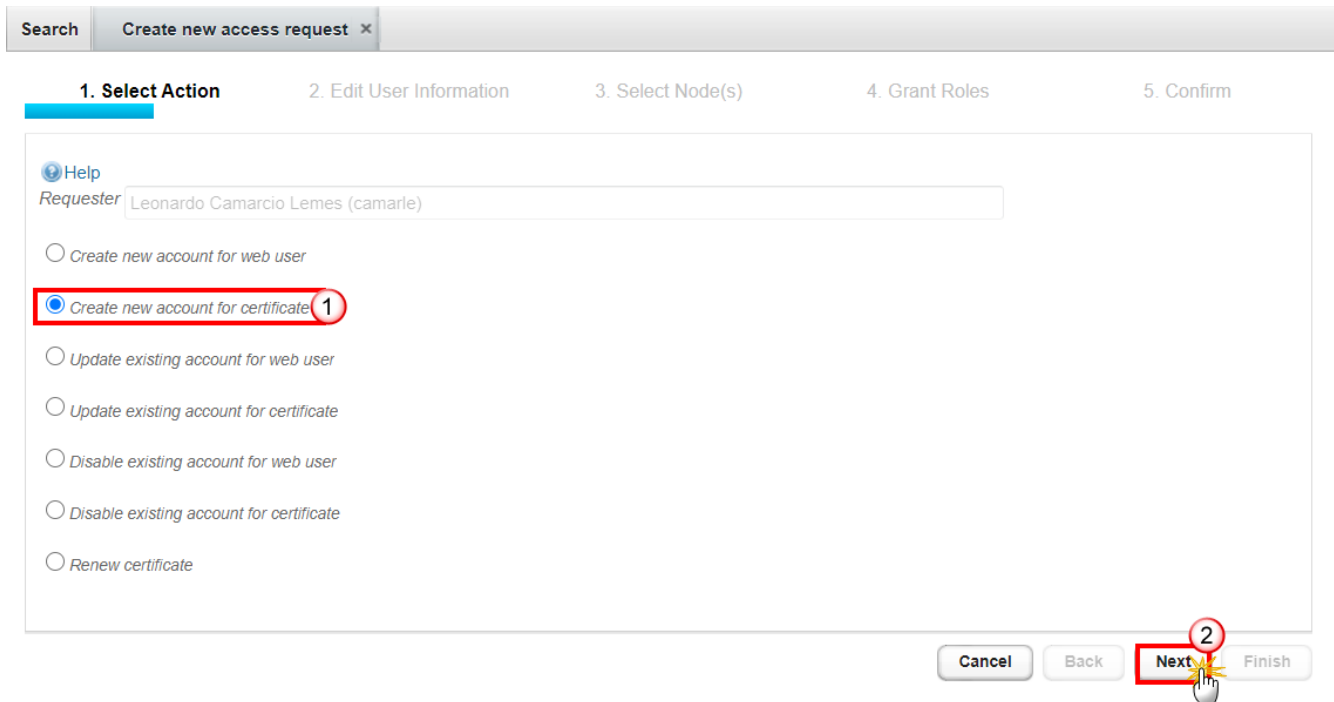
- If a certificate exists but has expired, you can create a request to **RENEW CERTIFICATE** (see chapter 3.8).
- If the certificate exists but there are changes on the information of the user linked to the certificate or in the IT contact person, you can request to **UPDATE EXISTING ACCOUNT FOR CERTIFICATE** (see chapter 3.7).

Select the type of request

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon  to create a new Access Request:



The creation wizard appears:



2. Select the action **CREATE NEW ACCOUNT FOR CERTIFICATE**  and click **NEXT** .

Enter the user information

The **EDIT USER INFORMATION** screen appears:

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Leonardo Camarcio Lemes
Status: New Action: Create

1 First name: * Last name: *
 Email: * Business phone: *
 Alternative email: Mobile phone:
 Organisation name: Organisation name (EN):
 Organisation email: Gender:
 Preferred language: Function:
 Country: Address:
 Comments:

3. Enter the requested information **1**:

Fields marked with a red asterisk (*) are mandatory:

- ECAS-uid*
- First Name*
- Last Name*
- Email*
- Business Phone*
- Alternative Email
- Mobile Phone
- Organisation name*
- Organisation name (EN)
- Gender
- Preferred Language (for the notifications)
- Function

- Address
- Country
- Comments

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

4. Upload the Certificate file (.csr) and enter the IT Contact person data ²

IMPORTANT	<p>Make sure to verify that your Certificate file (.csr) contains the following elements:</p> <ul style="list-style-type: none"> • Distinguished Name string with the attributes: C=, ST=, L=, O=, OU=, CN=, emailAddress= • no blank included before or after each element of the Distinguished Name • none of the elements in the DN contains quotes " " . • none of the elements in the DN contains a comma or a special character like " / ", " & ", " ü ", " ñ " etc. This is very important because it may block their internal system in connecting to connect to SFC2014 . • the Public Key size equals 2048 bit • the Signature Algorithm is SHA256: Signature Algorithm: sha256WithRSAEncryption
------------------	---

2 Certificate

.csr File: *

IT application name:

IT contact person (Person to contact for technical-related questions)

First name: * Last name: *

Email: * Business phone: *

Fields marked with a red asterisk (*) are mandatory:

- .csr File*
- First Name*
- Last Name*
- Email*

- Business Phone*

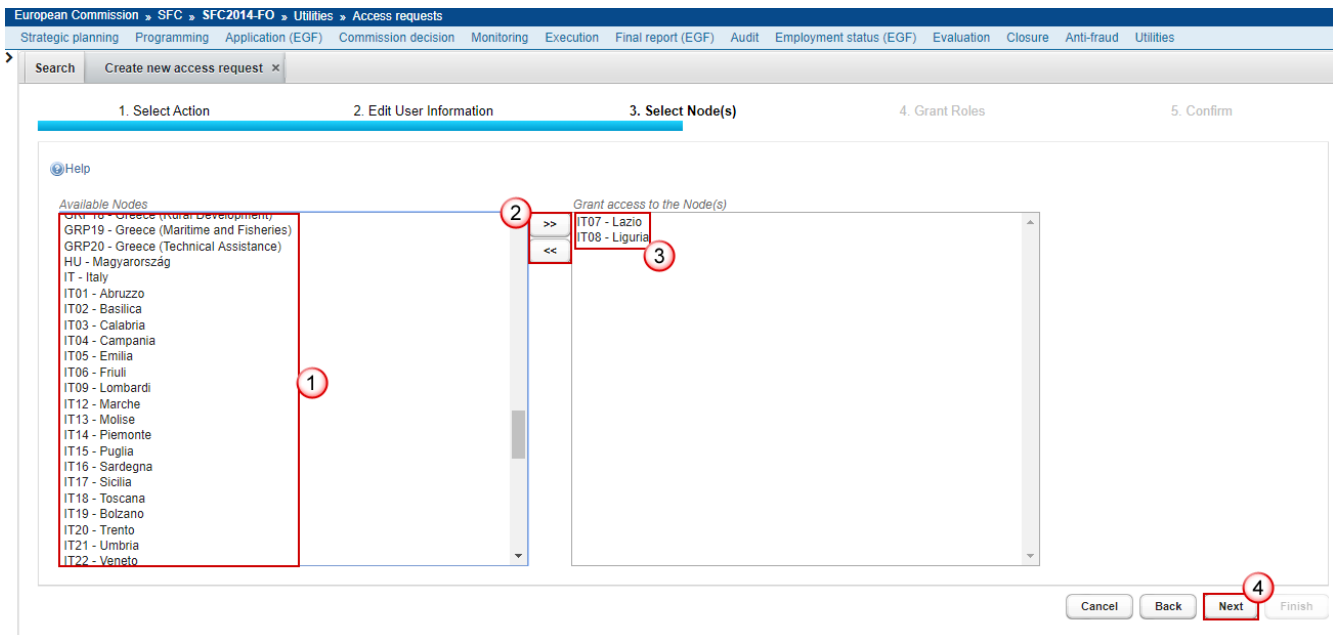
5. Click **NEXT** to continue.

IMPORTANT	This step is only available for the MS liaison (deputy) from countries having a multi-node structure. For countries with a single node structure this step is skipped by the wizard! You can continue to the chapter to Grant roles & permissions
------------------	---

Select node(s) (only for multi-node countries)

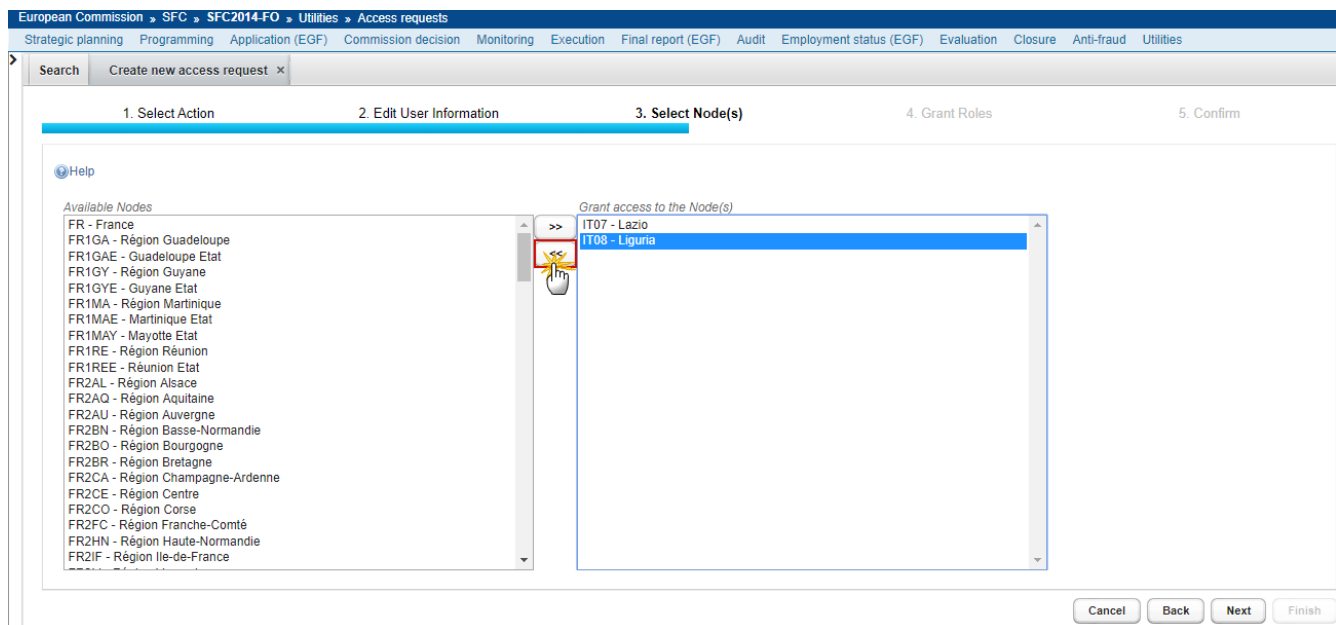
IMPORTANT	This step is only available for the MS liaison (deputy) from countries having a multi-node structure. For countries with a single node structure this step is skipped by the wizard! You can continue to the chapter to Grant roles & permissions
------------------	---

You must define the nodes the user will have access to. As there are different nodes within your country, the user probably needs only access to one or some of them, so you must specify this.



6. On the select nodes window, select the node from the left pane (**AVAILABLE NODES**) **1**.
7. Click the right-arrow button in the middle of the panels **2**.
8. The node is added to the pane on the right side **3**.
9. Repeat these steps for each node you want to add.
10. When finished, click **NEXT** to go to the next step **4**.

To remove a node from the list in the right pane, select the node and click on the left-arrow button.



Once the user has been created, each node defined for the user will become a profile. When connected in SFC2014 the user has to choose the profile he/she wants to use and will have access to the node corresponding to the profile selected.

Grant user's roles and permissions

The **GRANT ROLES** screen appears. On this screen you must select the roles and permissions you want to grant for this user.

The roles and permissions shown correspond to the roles and permissions related to the Funds for which the MS liaison (deputy) can request access.

- **EMPL:** ESF - YEI - FEAD - IPA Component IV
- **REGIO:** ERDF - CF –ENI - IPA Component II and III
- **MARE:** EMFF
- **AGRI:** EAFRD - IPA Component V
- **HOME:** ISF - AMF

The roles and permissions are created on the Node for which the MS liaison (deputy) can request (or on each of the nodes selected in previous step).

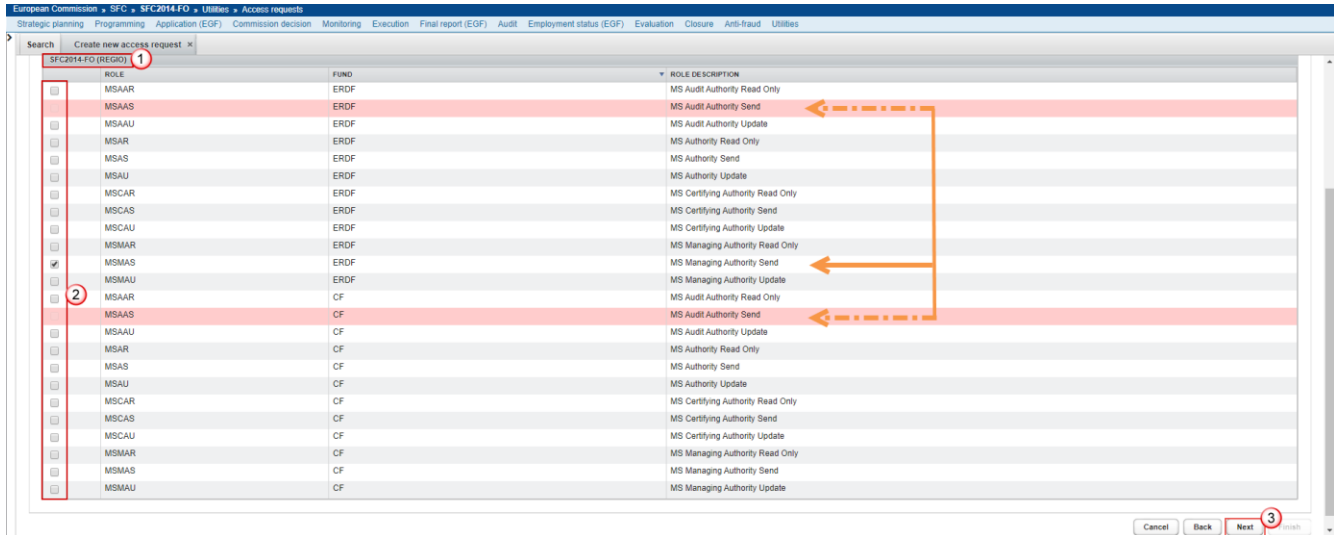
IMPORTANT	<p>The USM automatically detects incompatible roles. The roles that are incompatible with the role you selected are greyed. You cannot select these.</p> <p>Example: You select "MS Managing Authority ESF Send". The roles, "MS Certifying Authority ESF Send" and "MS Audit Authority ESF Send", "MS Certifying Authority FEAD Send", "MS Audit Authority FEAD Send", "MS Certifying Authority YEI Send" and "MS Audit Authority YEI Send" are greyed.</p>
------------------	---

If you are dealing with a multi-node country, you must first select each of the nodes you have chosen in the previous step.

The screenshot shows the 'Grant Roles' step of the 'Create new access request' process. The 'Node' field is populated with 'IT07 - Lazio'. Below this, a table displays roles for the 'SFC2014-FO (AGRI)' fund. The table has columns for 'ROLE', 'FUND', and 'ROLE DESCRIPTION'. The roles listed are MSPAR and MSPAS, both associated with the EAFRD fund. The MSPAS role is greyed out, indicating it is incompatible with the selected role.

ROLE	FUND	ROLE DESCRIPTION
<input type="checkbox"/> MSPAR	EAFRD	MS Accredited Paying Agency Read Only
<input type="checkbox"/> MSPAS	EAFRD	MS Accredited Paying Agency Send

If you are dealing with a single-node country, the node is automatically displayed.



- Click on the fund to display the list of roles **1**. For each fund tick the boxes to select the roles and permissions you want to grant **2**. The USM automatically detects incompatible roles. The roles that are incompatible with the role you select are greyed. You cannot select these (see example below).
- Click **NEXT** to get to the final step (reviewing and sending the request to the Commission) **3**.

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

Send the request to the SFC2014 Support team

After having selected the nodes and the roles and permissions to grant, you are ready to send the request to the SFC2014 Support team.

The overview of your request is shown. You see:

- The user information.
- The roles and permissions you selected to be granted for the selected nodes.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

European Commission » SFC » SFC2014-FO » Utilities » Access requests
Anti-fraud 2021-2027 Utilities

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Leonardo Camarcio Lemes (camarle) Status: New
ECAS-uid: Action: Create certificate user
First name: Xuxa Last name: Meneghel
ECAS username: ECAS Domain:
Email: Leonardo.Camarcio-Lemes@emplptm.eu Business phone: 64
Alternative email: Mobile phone:
Organisation name: AGRI Organisation name (EN):
Organisation email: Gender:
Preferred language: Function:
Comments: Address:
Country:

Certificate

.cer file:
.csr File: adcoesao.csr
Distinguished name: C=PT, ST=Lisbon, L=Lisbon, O=ADCoesao, OU=ADCoesao, CN=ADCoesao, emailAddress=agencia@adcoesao.pt
IT application name:

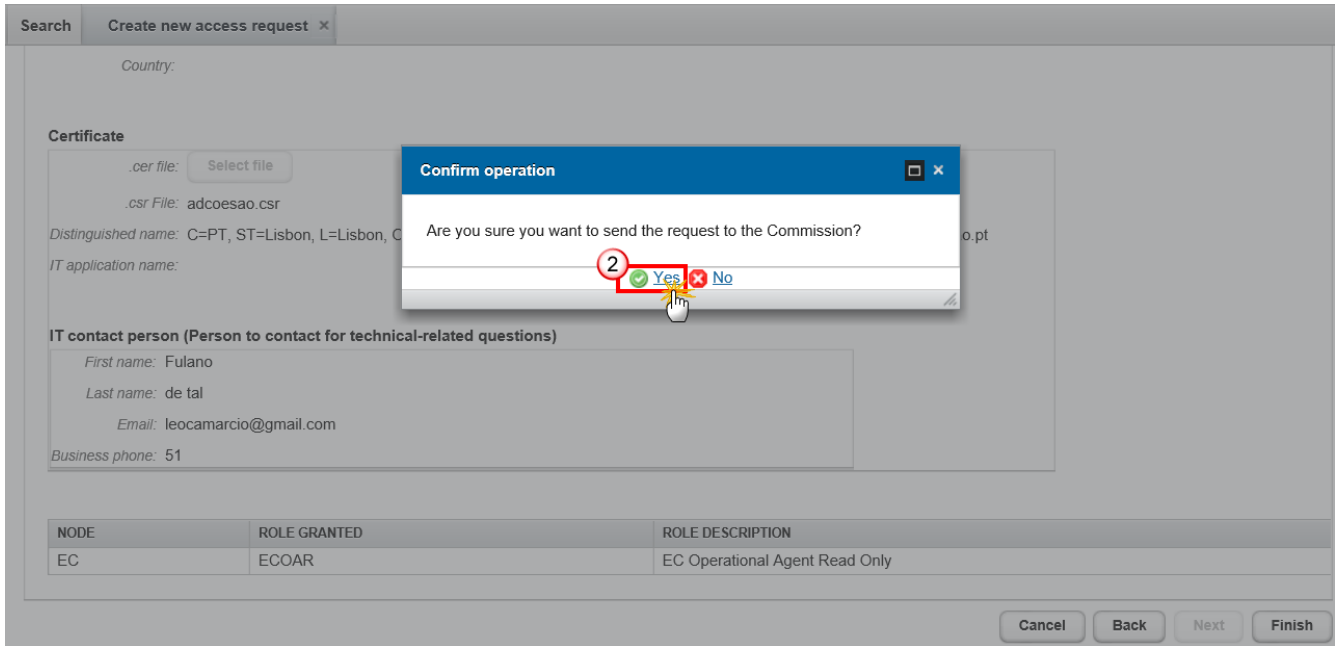
IT contact person (Person to contact for technical-related questions)

First name: Fulano
Last name: de tal
Email: leocamarcio@gmail.com
Business phone: 51

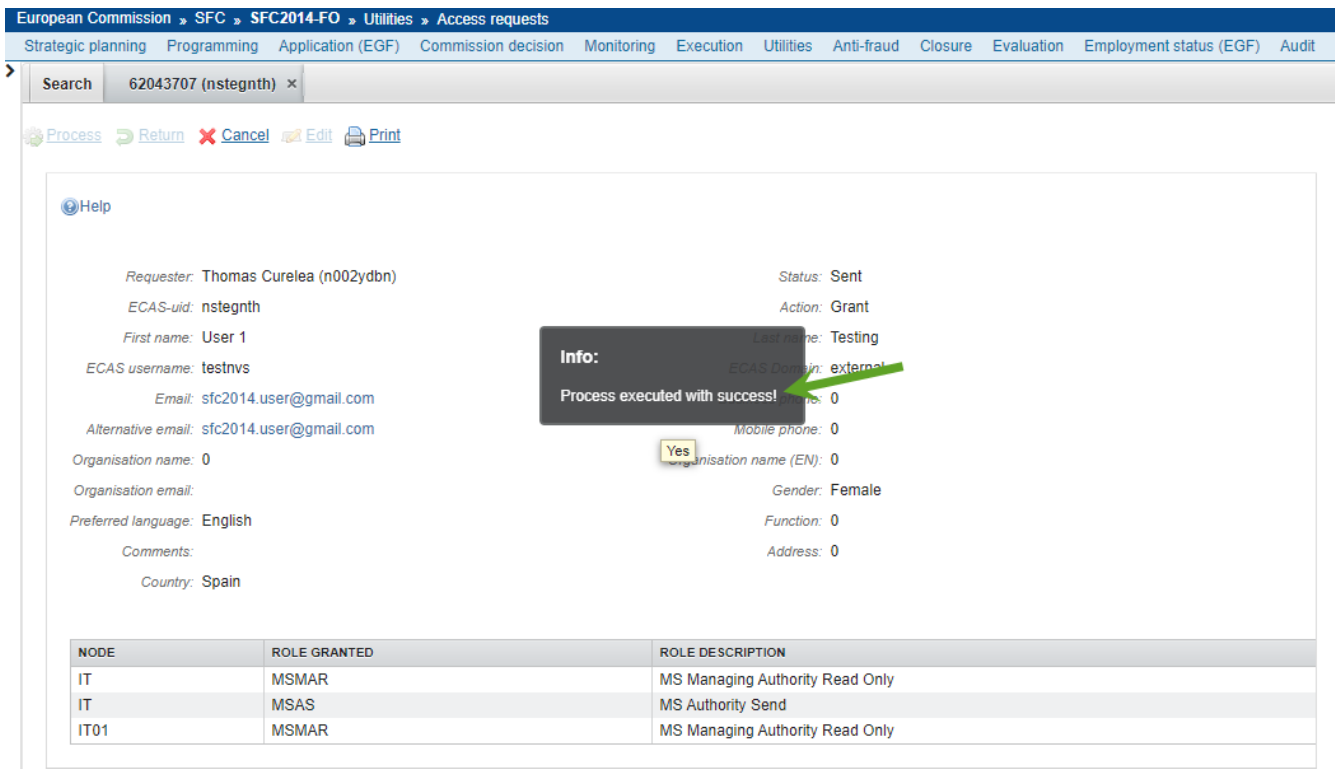
NODE	ROLE GRANTED	ROLE DESCRIPTION
EC	ECOAR	EC Operational Agent Read Only

Cancel Back Next **Finish**

13. Click the button **FINISH** to send the request to the SFC2014 Support team 1.



14. Click YES to confirm ②.



Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

If the request is processed...

If the request is processed, the status becomes **PROCESSED** and two automatic e-mails are sent:

- One e-mail to the MS liaison or MS liaison Deputy who created the request containing:
 - A link with the request identifier (ID) to view the processed request.
- One mail to the concerned user containing:
 - The existing roles and permissions (the ones the user had already from the other MS liaison) and the roles and permissions granted by you on your node (s). For each node, there will be a profile the user can choose when connected to SFC2014.

If the request is returned (not processed)...

If the Support team detects problems or missing information, the status becomes **RETURNED** and one e-mail is sent to the MS liaison or MS liaison Deputy with an explanation on the reason for returning.

The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request

Update existing account for certificate

You can request for a modification of a certificate when the details of the user linked to the certificate have changed, when the details of the IT contact person have changed or when you want to modify the node, roles or permissions.

- If your certificate has expired, you should create a request to **RENEW CERTIFICATE** (see chapter 3.8)

Select the type of request

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon to create a new Access Request.

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help
Requester Leonardo Camarcio Lemes (camarle)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate
 Disable existing account for web user
 Disable existing account for certificate
 Renew certificate

Fabio Cossu (CN = EIP_Fabio_Cossu_EC_AGRJ_ECOA_01) (w0059696) - Fabio.COSSU@ec.europa.eu
Romain Wisniewski (CN=wisniro FOR TEST ONLY) (wisniro) - romain.wisniewski@ext.ec.europa.eu

2. The wizard appears. Select the action **UPDATE EXISTING ACCOUNT FOR CERTIFICATE** ①.
3. Enter the first name of the user in the blank field that appears next to the selected type of request and select the user you want to update from the list displayed ②.

Help

Requester: Leonardo Camarcio Lemes (camarle)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate Fabio Cossu (CN = EIP_Fabio_Cossu_EC_AGRICOLA_01) (w0059696) - Fabio.COSSU@ec.europa.eu
 Disable existing account for web user
 Disable existing account for certificate
 Renew certificate

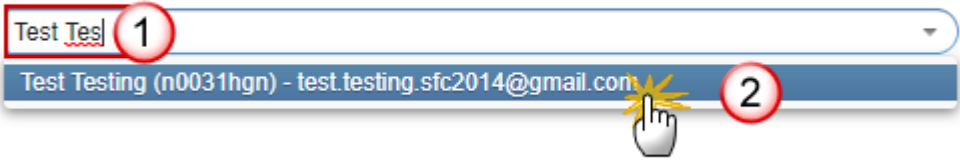
Cancel Back **Next** Finish

4. After having selected the user, click **NEXT** ³.

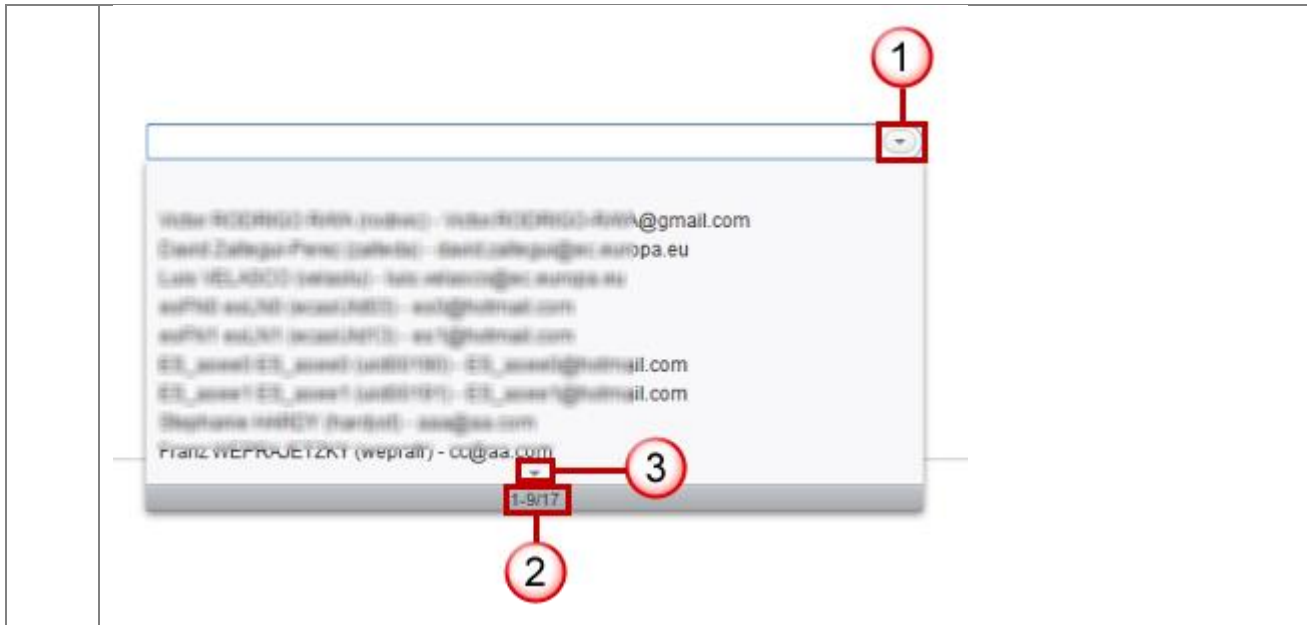
The fields with a down-arrow contain a 'drop-down' list. To select the user you want to create the request for, you can either:

- enter the (first letters of) the user's **first name** ¹ and select the user from the list ²

TIP



- or you can click on the **down-arrow** ¹ and select the user from the list directly. The grey section on the bottom of the list shows the total number of values the list contains ². For example 1-9/17 means that the list contains 17 values of which the values 1 until 9 are displayed. Click on the arrow ³ to go to the following ones.



Modify the user information

The **EDIT USER INFORMATION** screen appears.

The screenshot shows the 'EDIT USER INFORMATION' screen. At the top, there are five tabs: '1. Select Action', '2. Edit User Information', '3. Select Node(s)', '4. Grant Roles', and '5. Confirm'. The '2. Edit User Information' tab is active. A red box highlights the main form area. A callout '1' points to a 'Help' icon in the top left corner of the form. The form contains the following fields:

- Requester: Leonardo Camarcio Lemes (camarle)
- Status: New
- Action: Update
- First name: Fabio
- Last name: Cosсу (CN = EIP_Fabio_Cossu_EC_AGR1_ECOA_01)
- Email: Fabio.COSSU@ec.europa.eu
- Business phone: +32 229-86830
- Alternative email: (empty)
- Mobile phone: (empty)
- Organisation name: AGRI.DDG1.B.2
- Organisation name (EN): (empty)
- Organisation email: (empty)
- Gender: (dropdown menu)
- Preferred language: (dropdown menu)
- Function: Policy Officer
- Country: (dropdown menu)
- Address: (text area)
- Comments: (text area)

5. Modify the requested information if necessary ¹ .

You can modify the information on the user or you can skip this step by clicking **NEXT**. The following information can be modified.

Fields marked with an asterisk (*) are mandatory:

- First Name*
- Last Name*
- Email*
- Business Phone*
- Alternative Email
- Mobile Phone
- Organisation name*
- Organisation name (EN)
- Gender
- Preferred language (for the notifications)
- Function (within the organisation)
- Address
- Country
- Comments

6. Update the Certificate file (.csr) and update the IT Contact person data, if necessary ²

IMPORTANT	<p>Make sure to verify that your Certificate file (.csr) contains the following elements:</p> <ul style="list-style-type: none"> • Distinguished Name string with the attributes: C=, ST=, L=, O=, OU=, CN=, emailAddress= • no blank included before or after each element of the Distinguished Name • none of the elements in the DN contains quotes " " . • none of the elements in the DN contains a comma or a special character like " / ", " & ", " ü ", " ñ " etc. This is very important because it may block their internal system in connecting to connect to SFC2014 .
------------------	---

	<ul style="list-style-type: none"> • the Public Key size equals 2048 bit • the Signature Algorithm is SHA256: Signature Algorithm: sha256WithRSAEncryption
--	--

Certificate

2 .csr File: *

IT application name:

IT contact person (Person to contact for technical-related questions)

First name: * Last name: *

Email: * Business phone: *

Fields marked with a red asterisk (*) are mandatory:

- .csr File*
- First Name*
- Last Name*
- Email*
- Business Phone*

7. Click **NEXT** to continue.

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

IMPORTANT	The ECAS-uid cannot be modified!
------------------	---

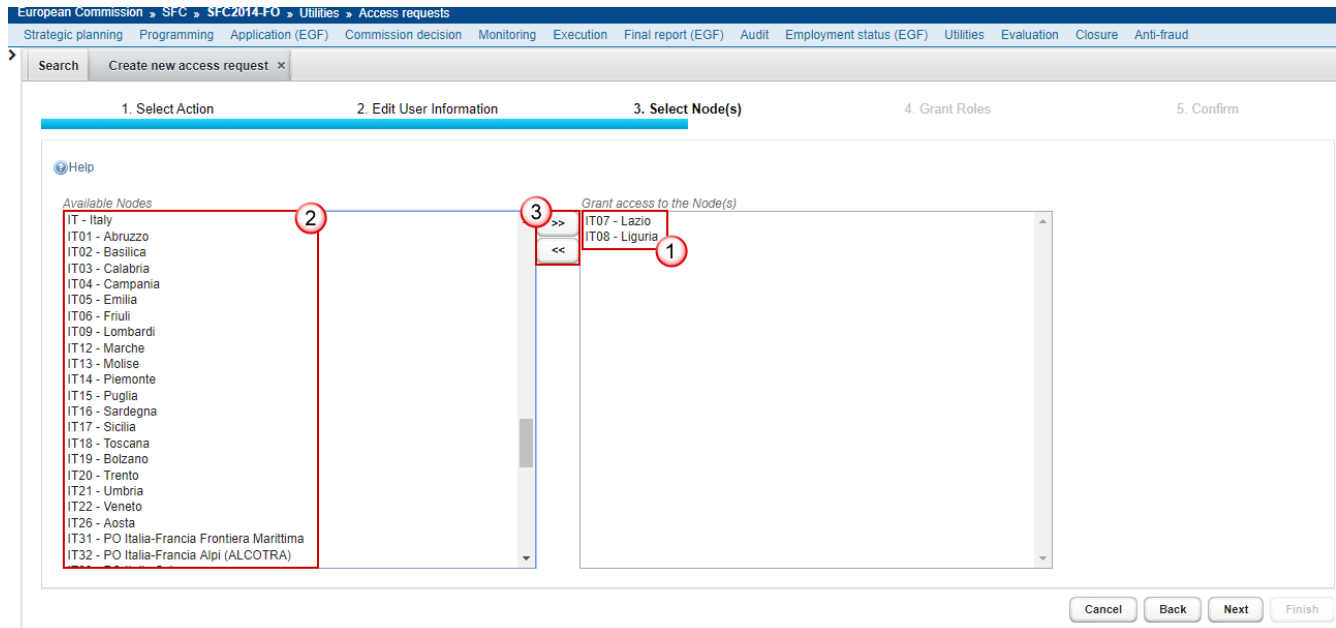
IMPORTANT	You can click on the button Get User Info to retrieve the details of the user from ECAS. Clicking on this button will update the First name, Last name, Email, Business Phone, Organisation name and Address from ECAS for the current ECAS-uid. Clicking on the Get User Info button will overwrite the current information in SFC2014 with the information from ECAS! Please make sure that the information in ECAS for that user is up to date! If not, please ask the user to update the information in his/her ECAS account first.
------------------	---

Modify nodes (only for multi-node countries)

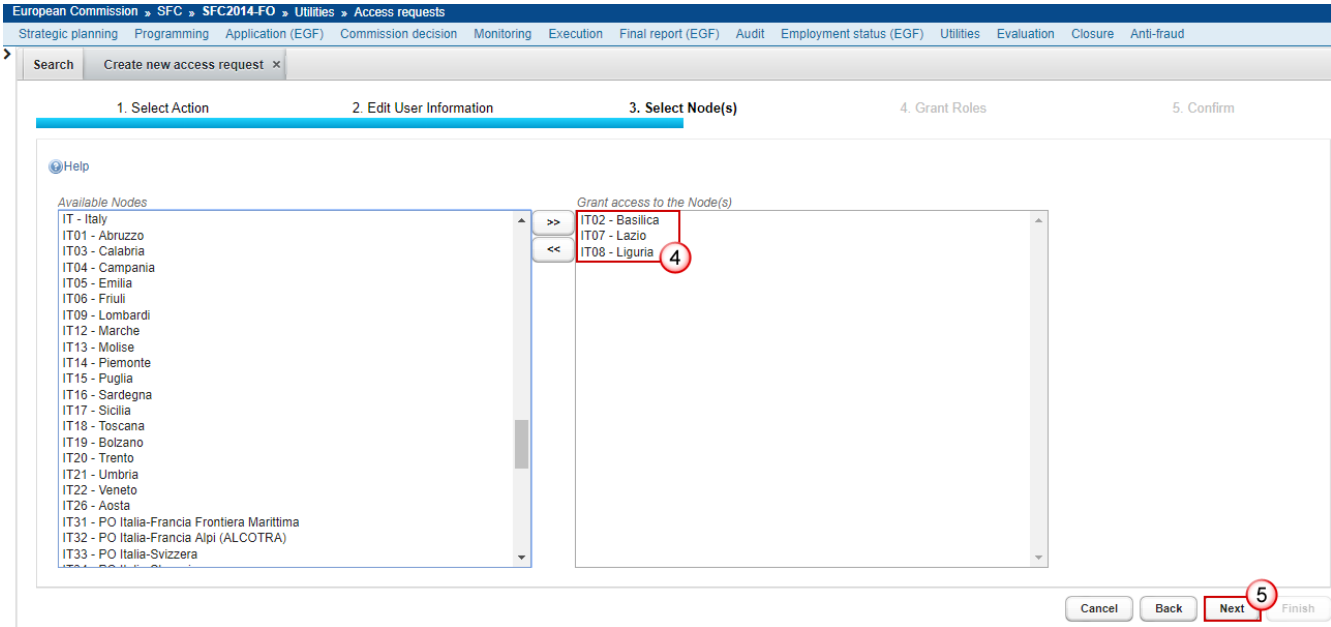
IMPORTANT

This step is only available for the MS liaison (deputy) from countries having a multi-node structure. For countries with a single node structure (this step is skipped by the wizard! You can continue to the following chapter.

You can modify the nodes the user will have access to. In case you only want to modify roles and permissions, you can skip this step by clicking **NEXT**.



8. The Select Node(s) window shows the current User Profile Node(s) on the right pane **1**.
9. To add another Node select the Node from the left pane (**AVAILABLE NODES**) **2**.
10. Click the right-arrow button in the middle of the panes **3**.



11. The node is added to the pane on the right side ⁴.

Repeat these steps for each node you want to add.

12. When finished, click **NEXT** to go to the next step ⁵.

TIP

To remove a node from the list in the right pane, select the node and click on the left-arrow button.

Modify the user's roles and permissions

You can modify the roles and permissions for the user or you can skip this step by clicking **NEXT**.

The **GRANT ROLES** screen appears. You can check additional roles or you can uncheck roles that are no longer needed.

If you manage several nodes and you have selected more than 1 node for the user in the previous screen you will have to grant roles and permissions for each node separately and thus select each of the nodes first.

IMPORTANT	<p>The USM automatically detects incompatible roles. The roles that are incompatible with the role you selected are greyed. You cannot select these.</p> <p>Example: You select "MS Managing Authority ESF Send". The roles, "MS Certifying Authority ESF Send" and "MS Audit Authority ESF Send", "MS Certifying Authority FEAD Send", "MS Audit Authority FEAD Send", "MS Certifying Authority YEI Send" and "MS Audit Authority YEI Send" are greyed.</p>
------------------	---

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Utilities Anti-fraud Closure Final report

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Node IT07 - Lazio 1

SFC2014-FO (REGIO) 2			
	ROLE	FUND	ROLE DESCRIPTION
<input type="checkbox"/> 3	SAAR	CF	MS Audit Authority Read Only
<input type="checkbox"/>	MSAAS	CF	MS Audit Authority Send
<input type="checkbox"/>	MSAAU	CF	MS Audit Authority Update
<input type="checkbox"/>	MSAR	CF	MS Authority Read Only
<input type="checkbox"/>	MSAS	CF	MS Authority Send
<input type="checkbox"/>	MSAU	CF	MS Authority Update
<input type="checkbox"/>	MSCAR	CF	MS Certifying Authority Read Only
<input type="checkbox"/>	MSCAS	CF	MS Certifying Authority Send
<input type="checkbox"/>	MSCAU	CF	MS Certifying Authority Update
<input type="checkbox"/>	MSMAR	CF	MS Managing Authority Read Only
<input checked="" type="checkbox"/>	MSMAS	CF	MS Managing Authority Send
<input type="checkbox"/>	MMAU	CF	MS Managing Authority Update
<input type="checkbox"/>	MSAAR	ERDF	MS Audit Authority Read Only
<input type="checkbox"/>	MSAAS	ERDF	MS Audit Authority Send
<input type="checkbox"/>	MSAAU	ERDF	MS Audit Authority Update

13. Select the node (if you have selected more than 1 node in the previous screen) 1.
14. Open the fund(s) 2.
15. Tick the boxes to select the additional roles and permissions you want to grant or uncheck the boxes of the roles that are no longer needed 3.
16. Once you've flagged the roles on each Node and for each fund click **NEXT** to get to the final step (reviewing and sending the request to the Commission) 4.

Send the request to the SFC2014 Support team

After modifying the User Information, nodes, roles and permissions to grant, you are ready to send the request to the SFC2014 Support team.

The overview of your request is shown. You see:

- The user information you entered.
- The roles and permissions you selected to be granted for the selected nodes.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

Search Create new access request x

1. Select Action
2. Edit User Information
3. Select Node(s)
4. Grant Roles
5. Confirm

[Help](#)

<p><i>Requester:</i> Leonardo Camarcio Lemes (camarle)</p> <p><i>ECAS-uid:</i> w0059696</p> <p><i>First name:</i> Fabio</p> <p><i>ECAS username:</i> w0059696</p> <p><i>Email:</i> Fabio.COSSU@ec.europa.eu</p> <p><i>Alternative email:</i></p> <p><i>Organisation name:</i> AGRI.DDG1.B.2</p> <p><i>Organisation email:</i></p> <p><i>Preferred language:</i></p> <p><i>Comments:</i></p> <p><i>Country:</i></p>	<p><i>Status:</i> New</p> <p><i>Action:</i> Update certificate user</p> <p><i>Last name:</i> Cossu (CN = EIP_Fabio_Cossu_EC_AGR_ECOA_01)</p> <p><i>ECAS Domain:</i> eu.europa.ec</p> <p><i>Business phone:</i> +32 229-86830</p> <p><i>Mobile phone:</i></p> <p><i>Organisation name (EN):</i></p> <p><i>Gender:</i></p> <p><i>Function:</i> Policy Officer</p> <p><i>Address:</i></p>
--	--

Certificate

Distinguished name: C=EC, ST=European Commission, L=Brussels, O=AGRI, OU=AGRI EIP, CN=EIP_Fabio_Cossu_EC_AGR_ECOA_01, emailAddress=Fabio.COSSU@ec.europa.eu

IT application name: EIP-AGRI website

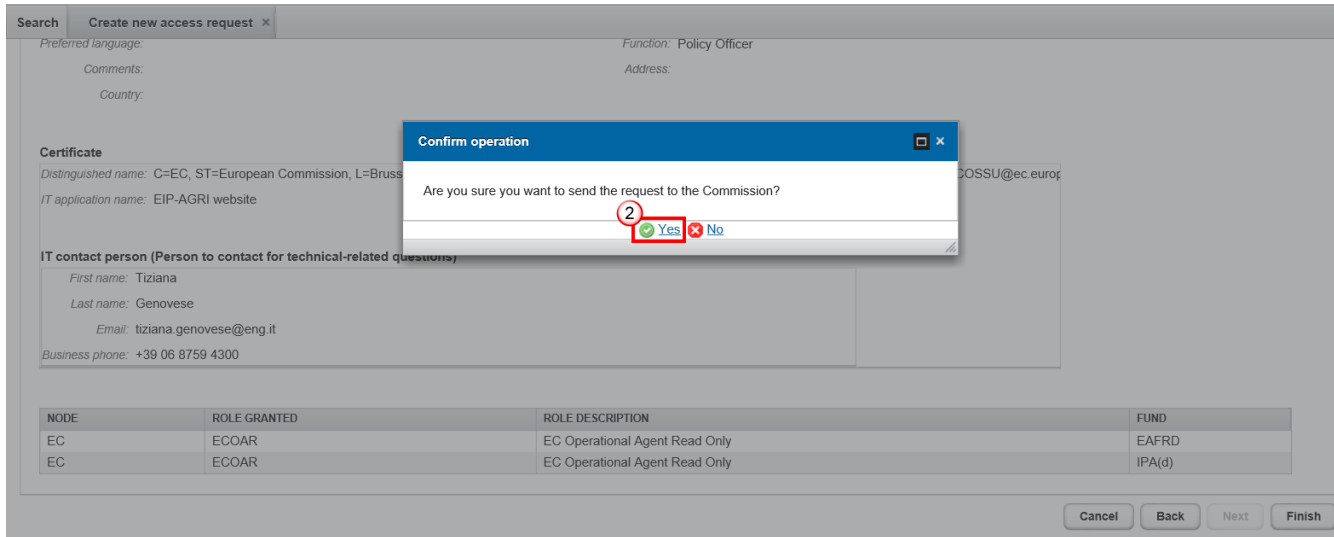
IT contact person (Person to contact for technical-related questions)

<i>First name:</i> Tiziana	
<i>Last name:</i> Genovese	
<i>Email:</i> tiziana.genovese@eng.it	
<i>Business phone:</i> +39 06 8759 4300	

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
EC	ECOAR	EC Operational Agent Read Only	EAFRD
EC	ECOAR	EC Operational Agent Read Only	IPA(d)

Cancel Back Next **Finish**

17. Click the button **FINISH** to send the request to the SFC2014 Support team 1.



18. Click YES to confirm ².

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Utilities Anti-fraud Closure Final report (EGF) Aud

Search 62043700 (n0031hgn) ×

Process Return Cancel Edit Print

Help

Requester: Thomas Curelea (n002ydbn)
 ECAS-uid: n0031hgn
 First name: Test
 ECAS username: n0031hgn
 Email: test.testing.sfc2014@gmail.com
 Alternative email: test.testing.sfc2014@gmail.com
 Organisation name: Ministero dell'economia e delle finanze
 Organisation email:
 Preferred language: English
 Comments:
 Country: Italy

Status: Sent
 Action: Update
 Last name: Testing
 ECAS Domain: external
 Business phone: 00000000000
 Mobile phone:
 Organisation name (EN): Ministry of Economy and Finance
 Gender: Male
 Function: Programme manager
 Address: Via Venti Settembre, 97, 00187, Roma

Info:
 Process executed with success!

Yes

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT07	MSMAR	MS Managing Authority Read Only
IT07	MSMAS	MS Managing Authority Send
IT08	MSMAS	MS Managing Authority Send

Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

If the request is processed...

If the request is processed, the status becomes **PROCESSED** and two automatic e-mails are sent:

- One e-mail to the MS liaison or MS liaison Deputy who created the request containing:

- A link with the request identifier (ID) to view the processed request.
- One mail to the concerned user containing:
 - The updated access information.

If the request is returned (not processed)...

If the Support team detects problems or missing information the status becomes **RETURNED** and one e-mail is sent to the MS liaison or MS liaison Deputy with an explanation on the reason for returning.

The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request

Create a request for renewal of a(n) (expired) certificate

You can request for a renewal of a certificate when the existing one is about to expire or is expired (the validity of a certificate is two years).

Select the type of request you want to create

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon  to create a new Access Request.

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help
Requester Leonardo Camarcio Lemes (camarle)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate
 Disable existing account for web user
 Disable existing account for certificate
 Renew certificate

Fabio Cossu (CN = EIP_Fabio_Cossu_EC_AGR1_ECOA_01) (w0059696) - Fabio.COSSU@ec.europa.eu
 Romain Wisniewski (CN=wisniro FOR TEST ONLY) (wisniro) - romain.wisniewski@ext.ec.europa.eu

Next Finish

2. The wizard appears. Select the action **RENEW CERTIFICATE** ①.
3. Enter the first name of the user in the blank field that appears next to the selected type of request and select the user you want to update from the list displayed ②.

Help
Requester Leonardo Camarcio Lemes (camarle)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate
 Disable existing account for web user
 Disable existing account for certificate
 Renew certificate

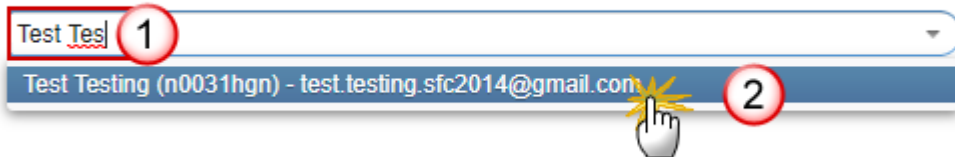
Fabio Cossu (CN = EIP_Fabio_Cossu_EC_AGR1_ECOA_01) (w0059696) - Fabio.COSSU@ec.europa.eu

Cancel Back Next Finish

4. After having selected the user, click **NEXT** ③.

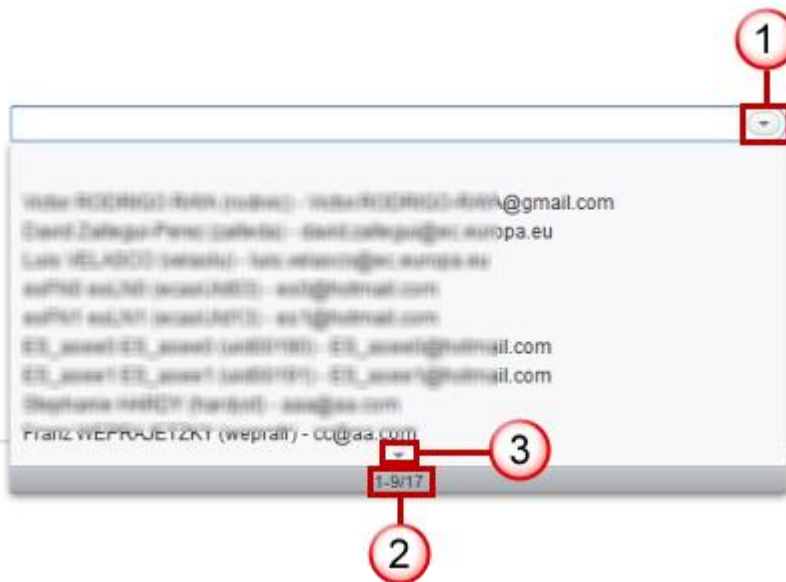
The fields with a down-arrow contain a 'drop-down' list. To select the user you want to create the request for, you can either:

- enter the (first letters of) the user's **first name** ① and select the user from the list ②



- or you can click on the **down-arrow** ① and select the user from the list directly. The grey section on the bottom of the list shows the total number of values the list contains ②. For example 1-9/17 means that the list contains 17 values of which the values 1 until 9 are displayed. Click on the arrow ③ to go to the following ones.

TIP



Modify the user information

The **EDIT USER INFORMATION** screen appears:

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Leonardo Camarcio Lemes
Status: New Action: Create

1 First name: * Last name: *
 Email: * Business phone: *
 Alternative email: Mobile phone:
 Organisation name: Organisation name (EN):
 Organisation email: Gender:
 Preferred language: Function:
 Country: Address:
 Comments:

5. Update the requested information (if necessary) **1** :

Fields marked with a red asterisk (*) are mandatory:

- ECAS-uid*
- First Name*
- Last Name*
- Email*
- Business Phone*
- Alternative Email
- Mobile Phone
- Organisation name*
- Organisation name (EN)
- Gender
- Preferred Language (for the notifications)
- Function

- Address
- Country
- Comments

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

6. Upload the Certificate file (.csr) to be renewed and update the IT Contact person data (if necessary) 2

IMPORTANT	<p>Make sure to verify that your Certificate file (.csr) contains the following elements:</p> <ul style="list-style-type: none"> • Distinguished Name string with the attributes: C=, ST=, L=, O=, OU=, CN=, emailAddress= • no blank included before or after each element of the Distinguished Name • none of the elements in the DN contains quotes " " . • none of the elements in the DN contains a comma or a special character like " / ", " & ", " ü ", " ñ " etc. This is very important because it may block their internal system in connecting to connect to SFC2014 . • the Public Key size equals 2048 bit • the Signature Algorithm is SHA256: Signature Algorithm: sha256WithRSAEncryption
------------------	---

Certificate

2

.csr File: *

IT application name:

IT contact person (Person to contact for technical-related questions)

First name: * Last name: *

Email: * Business phone: *

Fields marked with a red asterisk (*) are mandatory:

- .csr File*
- First Name*
- Last Name*
- Email*

- Business Phone*

7. Click **NEXT** to continue.

Select node(s) (only for multi-node countries)

IMPORTANT	This step is only available for the MS liaison (deputy) from countries having a multi-node structure. For countries with a single node structure this step is skipped by the wizard! You can continue to the chapter to Grant roles & permissions
------------------	---

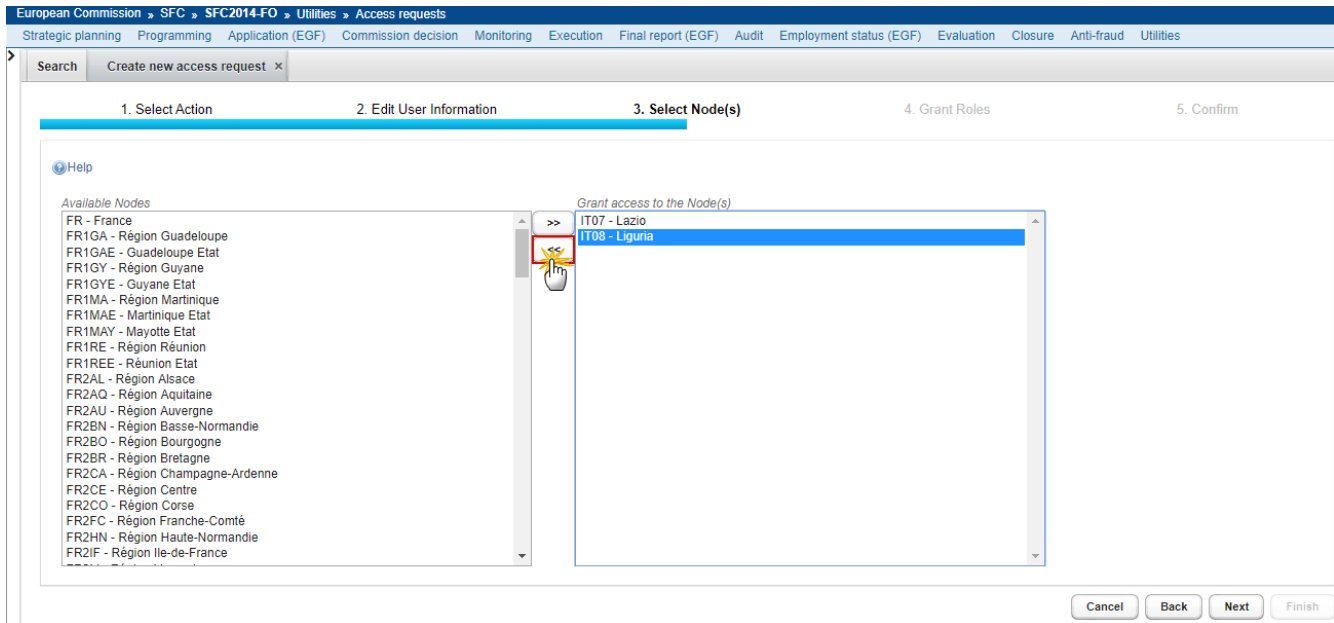
You must define the nodes the user will have access to. As there are different nodes within your country, the user probably needs only access to one or some of them, so you must specify this.

The screenshot shows the '3. Select Node(s)' step of the wizard. The breadcrumb trail is: European Commission > SFC > SFC2014-FO > Utilities > Access requests. The main navigation bar includes: Strategic planning, Programming, Application (EGF), Commission decision, Monitoring, Execution, Final report (EGF), Audit, Employment status (EGF), Evaluation, Closure, Anti-fraud, Utilities. The current step is '3. Select Node(s)'. The interface is divided into two main panes: 'Available Nodes' on the left and 'Grant access to the Node(s)' on the right. A list of nodes is shown in the left pane, with 'IT07 - Lazio' and 'IT08 - Liguria' selected and moved to the right pane. The 'Next' button is highlighted with a red box and the number 4.

8. On the select nodes window, select the node from the left pane (**AVAILABLE NODES**) ①.
9. Click the right-arrow button in the middle of the panels ②.
10. The node is added to the pane on the right side ③.
11. Repeat these steps for each node you want to add.

12. When finished, click **NEXT** to go to the next step **4**.

To remove a node from the list in the right pane, select the node and click on the left-arrow button.



Once the user has been created, each node defined for the user will become a profile. When connected in SFC2014 the user has to choose the profile he/she wants to use and will have access to the node corresponding to the profile selected.

Grant user's roles and permissions

The **GRANT ROLES** screen appears. On this screen you must select the roles and permissions you want to grant for this user.

The roles and permissions shown correspond to the roles and permissions related to the Funds for which the MS liaison (deputy) can request access.

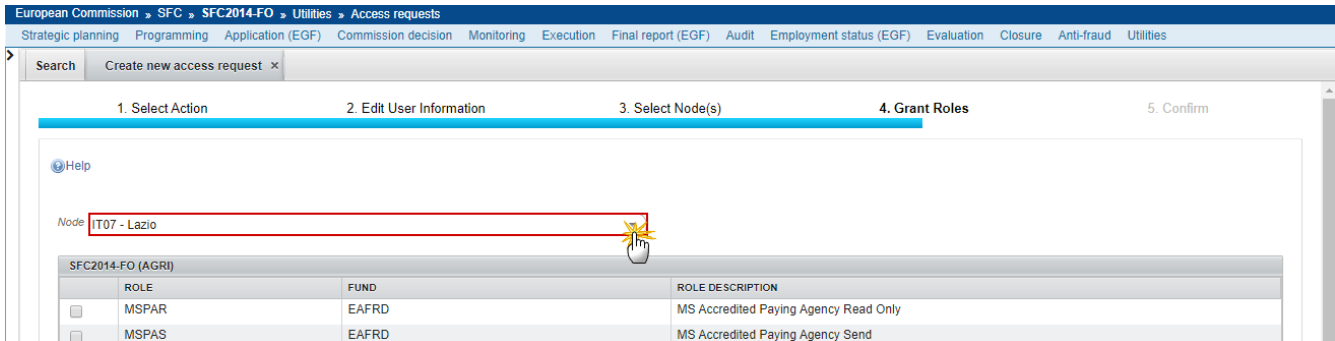
- **EMPL:** ESF - YEI - FEAD - IPA Component IV
- **REGIO:** ERDF - CF –ENI - IPA Component II and III

- **MARE:** EMFF
- **AGRI:** EAFRD - IPA Component V
- **HOME:** ISF - AMF

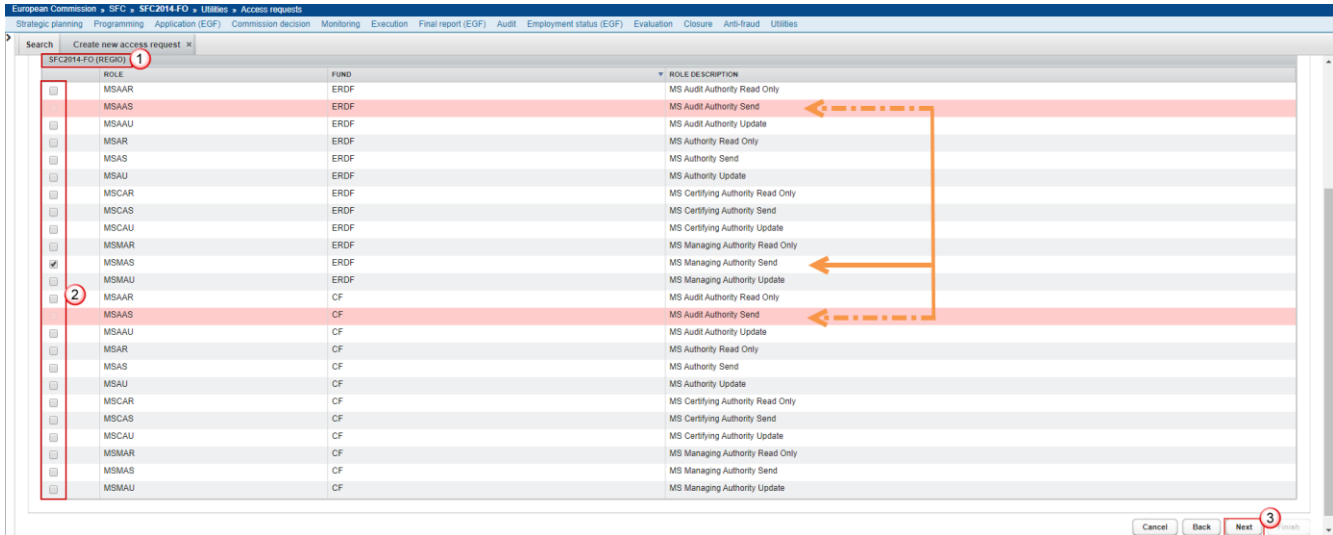
The roles and permissions are created on the Node for which the MS liaison (deputy) can request (or on each of the nodes selected in previous step).

IMPORTANT	<p>The USM automatically detects incompatible roles. The roles that are incompatible with the role you selected are greyed. You cannot select these.</p> <p>Example: You select "MS Managing Authority ESF Send". The roles, "MS Certifying Authority ESF Send" and "MS Audit Authority ESF Send", "MS Certifying Authority FEAD Send", "MS Audit Authority FEAD Send", "MS Certifying Authority YEI Send" and "MS Audit Authority YEI Send" are greyed.</p>
------------------	---

If you are dealing with a multi-node country, you must first select each of the nodes you have chosen in the previous step.



If you are dealing with a single-node country, the node is automatically displayed.



13. Click on the fund to display the list of roles ①. For each fund tick the boxes to select the roles and permissions you want to grant ②. The USM automatically detects incompatible roles. The roles that are incompatible with the role you select are greyed. You cannot select these (see example below).
14. Click **NEXT** to get to the final step (reviewing and sending the request to the Commission) ③.

You can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

Send the request to the SFC2014 Support team

After having selected the nodes and the roles and permissions to grant, you are ready to send the request to the SFC2014 Support team.

The overview of your request is shown. You see:

- The user information.
- The roles and permissions you selected to be granted for the selected nodes.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

SFC2014: System for Fund management in the European Community 2014 – 2020
User and Security Module (USM) User manual

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. **Confirm**

Help

Requester: Leonardo Camarcio Lemes (camarle) Status: New
 ECAS-uid: w0059696 Action: Renew certificate user
 First name: Fabio Last name: Cosсу (CN = EIP_Fabio_Cossu_EC_AGRl_ECOA_01)
 ECAS username: w0059696 ECAS Domain: eu.europa.ec
 Email: Fabio.COSSU@ec.europa.eu Business phone: +32 229-86830
 Alternative email: Mobile phone:
 Organisation name: AGRl.DDG1.B.2 Organisation name (EN):
 Organisation email: Gender:
 Preferred language: Function: Policy Officer
 Comments: Address:
 Country:

Certificate

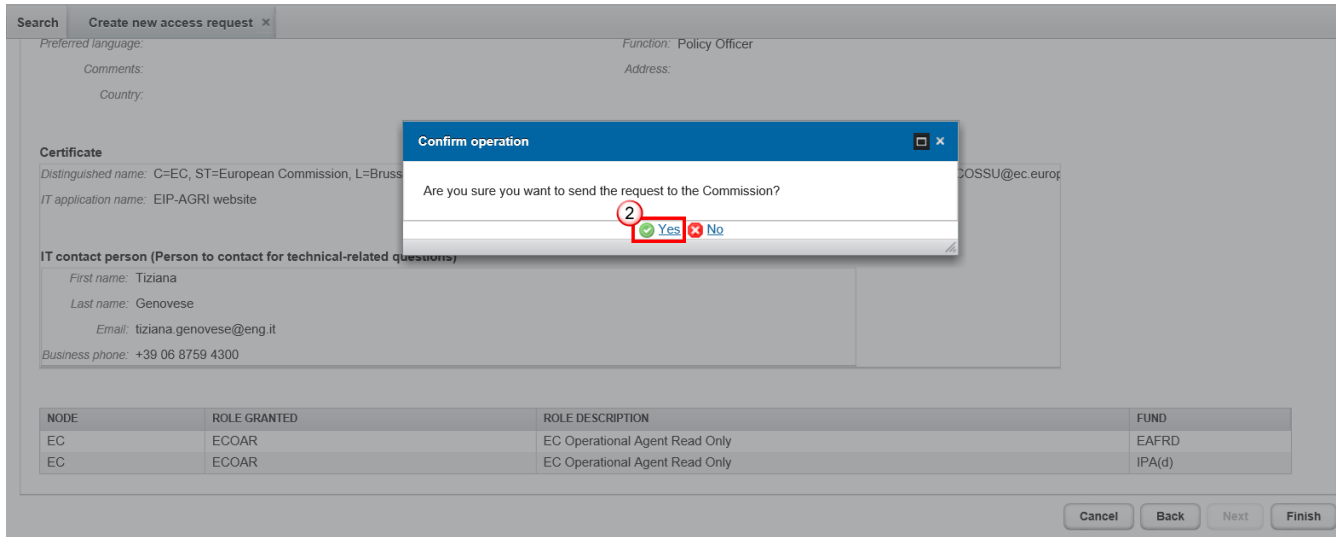
.cer file:
 .csr File: adcoesao.csr
 Distinguished name: C=PT, ST=Lisbon, L=Lisbon, O=ADCoesao, OU=ADCoesao, CN=ADCoesao, emailAddress=agencia@adcoesao.pt
 IT application name: EIP-AGRI website

IT contact person (Person to contact for technical-related questions)

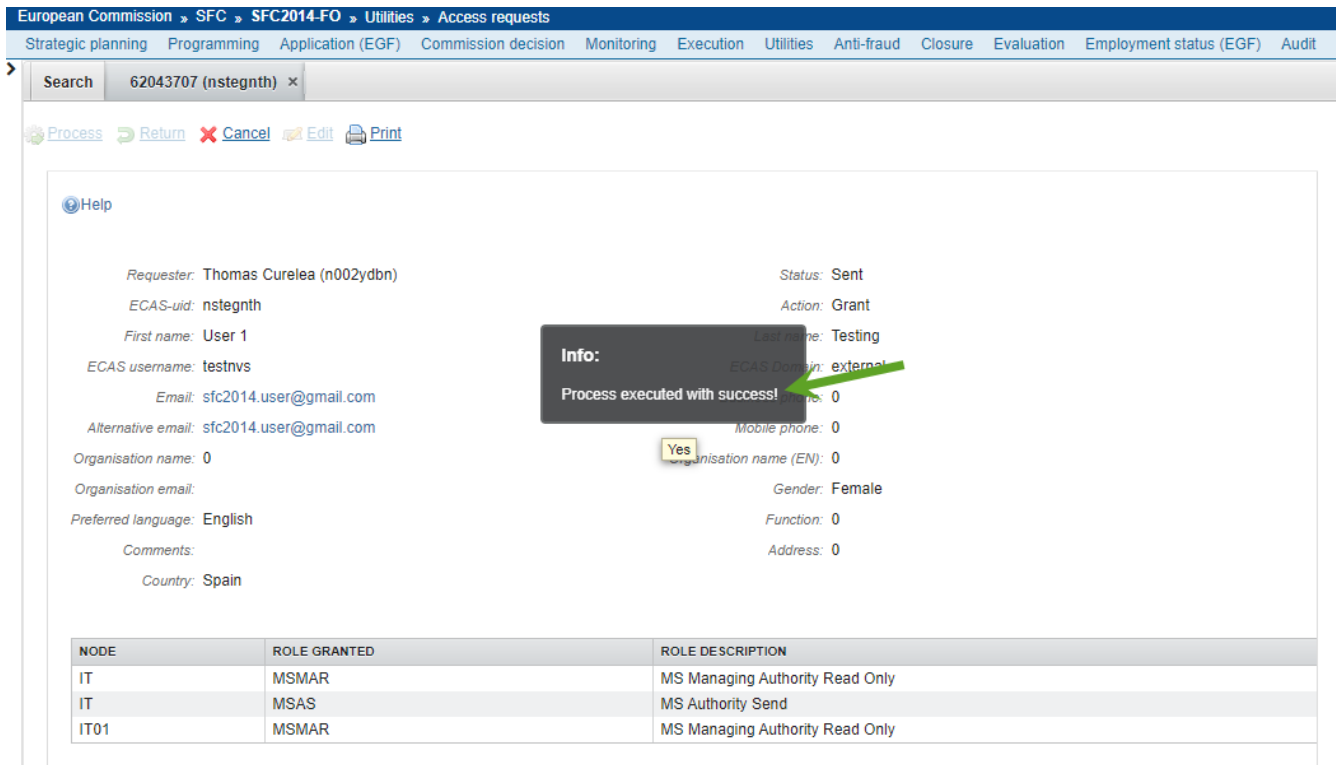
First name: Tiziana
 Last name: Genovese
 Email: tiziana.genovese@eng.it
 Business phone: +39 06 8759 4300

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
EC	ECOAR	EC Operational Agent Read Only	EAFRD
EC	ECOAR	EC Operational Agent Read Only	IPA(d)

15. Click the button **FINISH** to send the request to the SFC2014 Support team 1.



16. Click YES to confirm ².



Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

If the request is processed...

If the request is processed, the status becomes **PROCESSED** and two automatic e-mails are sent:

- One e-mail to the MS liaison or MS liaison Deputy who created the request containing:
 - A link with the request identifier (ID) to view the processed request.
- One mail to the concerned user containing:
 - The existing roles and permissions (the ones the user had already from the other MS liaison) and the roles and permissions granted by you on your node (s). For each node, there will be a profile the user can choose when connected to SFC2014.

If the request is returned (not processed)...

If the Support team detects problems or missing information, the status becomes **RETURNED** and one e-mail is sent to the MS liaison or MS liaison Deputy with an explanation on the reason for returning.

The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request

Create a request for disabling a certificate

When a certificate is no longer needed, the MS liaison (and deputies) can create a request to disable (deactivate) the certificate.

Select the type of request you want to create

1. On the menu **UTILITIES > ACCESS REQUESTS** click on the icon  to create a new Access Request.

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Help

Requester: Leonardo Camarcio Lemes (camarle)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate
 Disable existing account for web user
 Disable existing account for certificate

2

Fabio Cossu (CN = EIP_Fabio_Cossu_EC_AGRIC_ECOA_01) (w0059696) - Fabio.COSSU@ec.europa.eu
 Romain Wisniewski (CN=wisniro FOR TEST ONLY) (wisniro) - romain.wisniewski@ext.ec.europa.eu

2. The wizard appears. Select the action **DISABLE EXISTING ACCOUNT FOR WEB USER** ¹.
3. Enter the first name of the user in the blank field that appears next to the selected type of request and select the user you want to disable from the list displayed ².

Help


Requester: Leonardo Camarcio Lemes (camarle)

Create new account for web user
 Create new account for certificate
 Update existing account for web user
 Update existing account for certificate
 Disable existing account for web user
 Disable existing account for certificate

Fabio Cossu (CN = EIP_Fabio_Cossu_EC_AGRIC_ECOA_01) (w0059696) - Fabio.COSSU@ec.europa.eu

3

Cancel Back **Next** Finish

4. After having selected the user, click **NEXT** .

INFO	As this user will be deactivated, it is not necessary to modify or remove the User information or the Roles and Permissions. These steps are therefore skipped by the wizard.
-------------	---

Send the request to the SFC2014 support team

The overview of your request is shown. You see:

- The user information and the nodes, roles and permissions the user currently has.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.


Send the request to the SFC2014 Support team

The overview of your request is shown. You see:

- The user information and the nodes, roles and permissions the user currently has.
- Before sending the request you can click **BACK** to go back to the previous step or click **CANCEL** to cancel the creation of the whole request.

Search
Create new access request x

1. Select Action
2. Edit User Information
3. Select Node(s)
4. Grant Roles
5. Confirm

 Help

<p><i>Requester:</i> Leonardo Camarcio Lemes (camarle)</p> <p><i>ECAS-uid:</i> w0059696</p> <p><i>First name:</i> Fabio</p> <p><i>ECAS username:</i> w0059696</p> <p><i>Email:</i> Fabio.COSSU@ec.europa.eu</p> <p><i>Alternative email:</i></p> <p><i>Organisation name:</i> AGRI.DDG1.B.2</p> <p><i>Organisation email:</i></p> <p><i>Preferred language:</i></p> <p><i>Comments:</i></p> <p><i>Country:</i></p>	<p><i>Status:</i> New</p> <p><i>Action:</i> Disable certificate user</p> <p><i>Last name:</i> Cossu (CN = EIP_Fabio_Cossu_EC_AGR1_ECOA_01)</p> <p><i>ECAS Domain:</i> eu.europa.ec</p> <p><i>Business phone:</i> +32 229-86830</p> <p><i>Mobile phone:</i></p> <p><i>Organisation name (EN):</i></p> <p><i>Gender:</i></p> <p><i>Function:</i> Policy Officer</p> <p><i>Address:</i></p>
--	--

Certificate
Distinguished name: C=EC, ST=European Commission, L=Brussels, O=AGRI, OU=AGRI EIP, CN=EIP_Fabio_Cossu_EC_AGR1_ECOA_01, emailAddress=Fabio.COSSU@ec.europa.eu
IT application name: EIP-AGRI website

IT contact person (Person to contact for technical-related questions)
First name: Tiziana
Last name: Genovese
Email: tiziana.genovese@eng.it
Business phone: +39 06 8759 4300

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
EC	ECOAR	EC Operational Agent Read Only	EAFRD
EC	ECOAR	EC Operational Agent Read Only	IPA(d)

5. Click the button **FINISH** to send the request to the SFC2014 Support team ¹.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Utilities A

Search Create new access request x

1. Select Action 2. Edit User Information 3. Select Node(s) 4. Grant Roles 5. Confirm

Requester: Thomas Curelea (n002ydbm) Status: New
 ECAS-uid: n0031hgn
 First name: Test
 ECAS username: n0031hgn
 Email: test.testing.sfc2014@gmail.com
 Alternative email: test.testing.sfc2014@gmail.com

Organisation name: Ministero dell'economia e delle finanze Organisation name (EN): Ministry of Economy and Finance
 Organisation email: Gender: Male
 Preferred language: English Function: Programme manager
 Comments: Address: Via Venti Settembre, 97, 00187, Roma
 Country: Italy

NODE	ROLE GRANTED	ROLE DESCRIPTION
IT07	MSMAR	MS Managing Authority Read Only
IT07	MSMAS	MS Managing Authority Send
IT08	MSMAS	MS Managing Authority Send

Confirm operation

Are you sure you want to send the request to the Commission?

Yes
 No

6. Click **YES** to confirm **2**.

Once the request is sent, the system attributes a unique identifier number (ID) to the request. The status of the request is **SENT**.

The request can now be processed by the SFC2014 Support team. If there are mistakes or other issues, the request is returned to you by the SFC2014 Support team.

If the request is processed...

If the request is processed, the status becomes **PROCESSED** and one e-mail is sent to the **MS liaison or MS liaison Deputy** informing that the request has been processed successfully. No e-mail is sent to the user (as the user no longer needs the account, the USM assumes the user doesn't expect to be notified).

If the request is returned (not processed)...

If the Support team detects problems or missing information the status becomes **RETURNED** and one e-mail is sent to the MS liaison (deputy) with an explanation on the reason for returning.

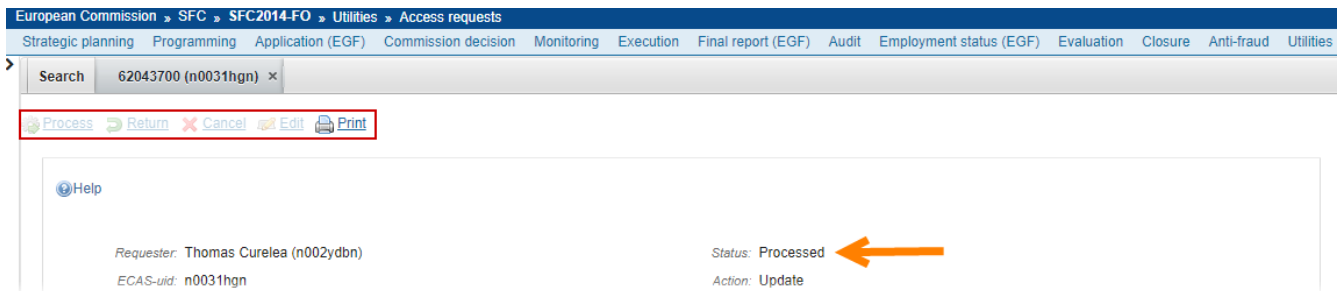
The MS liaison (deputy) can:

- Correct the request and send it again or
- Cancel the request

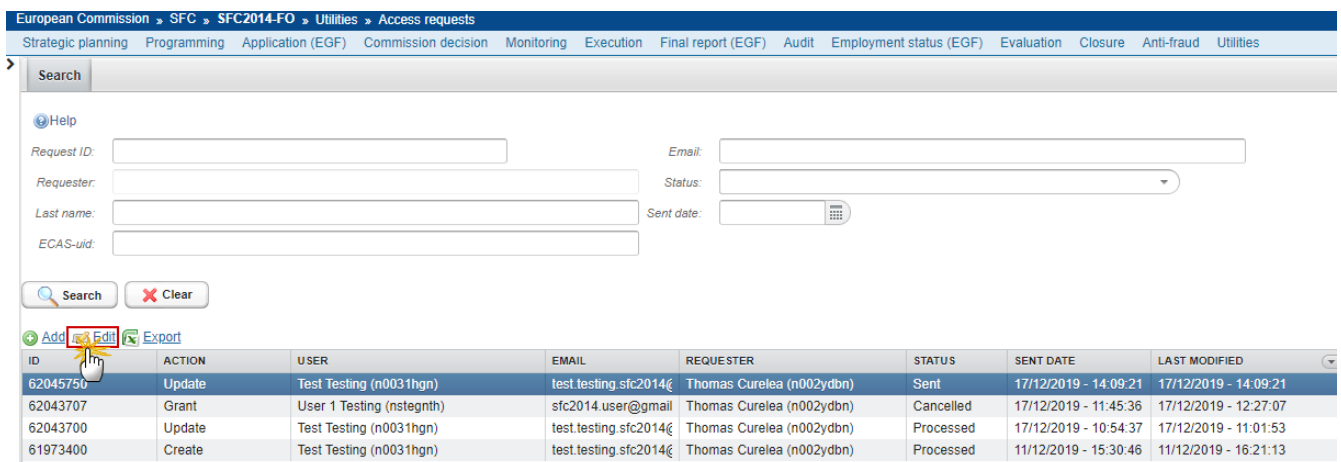
Edit a request

You can edit an **ACCESS REQUEST** in status **SENT** or **RETURNED**. If the SFC2014 Support team has returned a request, you can edit the request to make the corrections asked by the Support team.

Once the request has been processed you cannot edit the request anymore. The **EDIT** link will be disabled as shown below:



1. To edit a request in status **SENT** or **RETURNED** you can open the request from the list of requests in the **UTILITIES > ACCESS REQUESTS** menu or via the link provided in the notification email if you want to edit a request which has been returned by the SFC2014 Support team.

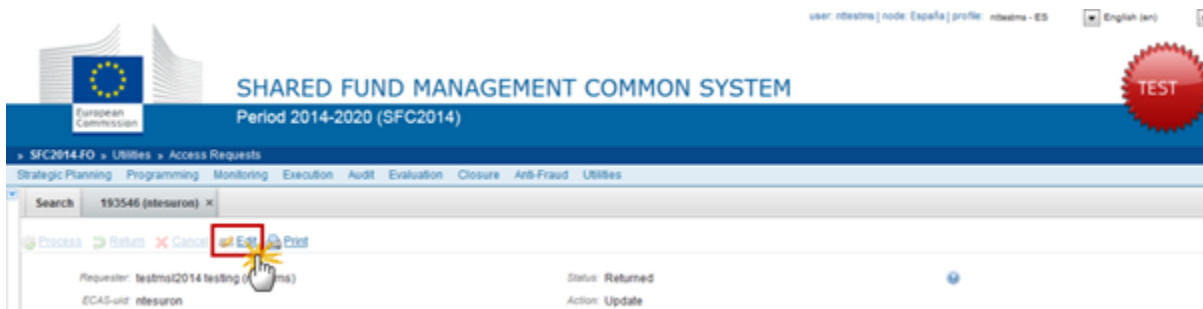


2. On the menu **UTILITIES > ACCESS REQUESTS** select the request you want to edit and click the edit icon on top of the list or double click on the access request to open it.

SFC2014: System for Fund management in the European Community 2014 – 2020
User and Security Module (USM) User manual



3. The overview of the request is displayed. If the request was returned by the SFC2014 Support team you can see the reason for this return by clicking on the question mark on the right side of the screen.

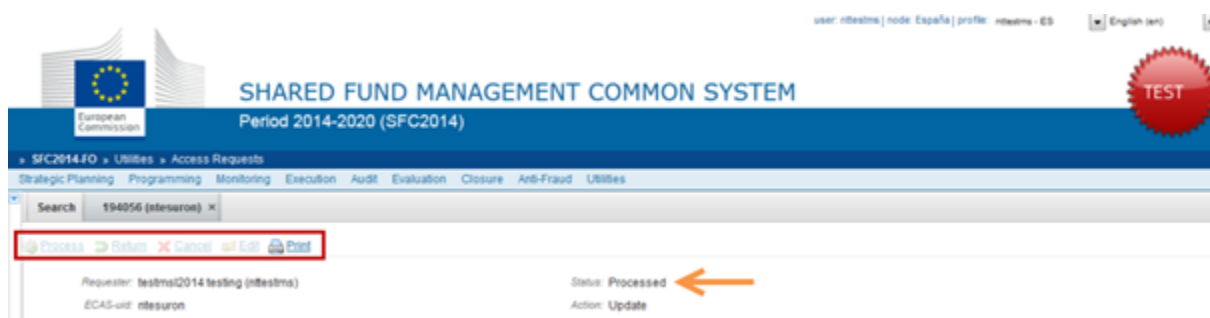


4. Click on the **EDIT** link on the upper part of the screen to start editing the request
 5. The wizard appears. You can add, remove or overwrite the information in each step before sending
- Once the request has been sent to the Commission the status of the request will turn into **SENT** again.

Cancel a request

You can cancel an Access Request in status **SENT** or **RETURNED**.

Once the request has been processed you cannot cancel the request anymore. The **CANCEL** link will be disabled as shown below:




You can cancel a request for the following reasons:

- You have sent the request to the Commission but you realise afterwards you don't need this request to be processed. The status of the request is **SENT**.
- The Commission returned a request sent by you and you realise you don't need this request to be processed. The status of the request is **RETURNED**.

If the Commission returned your request and you still need the request to be processed, you can edit it. You don't have to cancel it and create a new one (to edit and send the request again see chapter 3.10).

To cancel a request you can open the request from the list of requests in the **UTILITIES > ACCESS REQUESTS** menu or via the link provided in the notification email if you want to cancel a request which has been returned by the SFC2014 Support team.

user: ntestms | node: España | profile: ntestms - ES | English (en)



SHARED FUND MANAGEMENT COMMON SYSTEM

Period 2014-2020 (SFC2014)

TEST

» SFC2014-FO » Utilities » Access Requests

Strategic Planning Programming Monitoring Execution Audit Evaluation Closure Anti-Fraud Utilities

Search

Search Criteria


Request Id: Email:

Requester: Status:

Last Name: Sent Date:

ECAS-uid:

ID	ACTION	USER	EMAIL	REQUESTER	STATUS	SENT DATE	LAST MODIFIED
210	Disable	userone testing (ntesuron)	sfc2014.user1@hotmail.com	testmsi2014 testing (ntestms)	Cancelled	03/12/2013	03/12/2013
210183	Grant	usertwo TESTING (ntusrtwo)	sfc2014.user2@hotmail.com	testmsi2014 testing (ntestms)	Returned	03/12/2013	03/12/2013
194056	Update	userone testing (ntesuron)	sfc2014.user1@hotmail.com	testmsi2014 testing (ntestms)	Processed	28/11/2013	28/11/2013
194048	Update	testmsi2014 testing (ntestms)	sfc2014.msi@hotmail.com	testmsi2014 testing (ntestms)	Processed	28/11/2013	28/11/2013
194036	Update	testmsi2014 testing (ntestms)	sfc2014.msi@hotmail.com	testmsi2014 testing (ntestms)	Processed	28/11/2013	28/11/2013
193546	Update	userone testing (ntesuron)	sfc2014.user1@hotmail.com	testmsi2014 testing (ntestms)	Sent	03/12/2013	03/12/2013
193542	Update	userone testing (ntesuron)	sfc2014.user1@hotmail.com	testmsi2014 testing (ntestms)	Processed	27/11/2013	27/11/2013
192935	Create	usertwo TESTING (ntusrtwo)	sfc2014.user2@hotmail.com	testmsi2014 testing (ntestms)	Processed	27/11/2013	27/11/2013
192870	Update	userone testing (ntesuron)	sfc2014.user1@hotmail.com	testmsi2014 testing (ntestms)	Processed	27/11/2013	27/11/2013
192721	Create	userone testing (ntesuron)	sfc2014.user1@hotmail.com	testmsi2014 testing (ntestms)	Processed	27/11/2013	27/11/2013
192515	Update	testmsi2014 testing (ntestms)	sfc2014.msi@hotmail.com	testmsi2014 testing (ntestms)	Sent	27/11/2013	27/11/2013
192498	Update	testmsi2014 testing (ntestms)	sfc2014.msi@hotmail.com	testmsi2014 testing (ntestms)	Processed	27/11/2013	27/11/2013

1. On the menu **UTILITIES > ACCESS REQUESTS** select the request you want to cancel and click the edit icon  on top of the list or double click on the access request to open it.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search 62045750 (n0031hgn) x

Process Return **Cancel** Edit Print

Help

Requester: Thomas Curelea (n002ydbn) Status: Sent
 ECAS-uid: n0031hgn Action: Update
 First name: Test Last name: Testing
 ECAS username: n0031hgn ECAS Domain: external
 Email: test.testing.sfc2014@gmail.com Business phone: 0000000000
 Alternative email: test.testing.sfc2014@gmail.com Mobile phone:
 Organisation name: Ministero dell'economia e delle finanze Organisation name (EN): Ministry of Economy and Finance
 Organisation email: Gender: Male
 Preferred language: English Function: Programme manager
 Comments: Address: Via Venti Settembre, 97, 00187, Roma
 Country: Italy

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
IT07	MSAR	MS Authority Read Only	CF
IT07	MSMAR	MS Managing Authority Read Only	CF
IT07	MSMAS	MS Managing Authority Send	CF
IT08	MSMAS	MS Managing Authority Send	CF

- The overview of the request is displayed. Click on the **CANCEL** link on the upper part of the screen to cancel the request.

The screenshot shows the 'Access requests' page in the SFC2014-FO system. A modal dialog titled 'Please provide a reason and confirm to cancel' is open. The dialog contains a text input field with the text 'The request is no longer needed' and a 'Reason *' label. Below the input field are 'Confirm' and 'Cancel' buttons. Red circles with numbers 1 and 2 are placed over the input field and the 'Confirm' button, respectively. The background page shows user details for Thomas Curelea and a table of granted roles.

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
IT07	MSAR	MS Authority Read Only	CF
IT07	MSMAR	MS Managing Authority Read Only	CF
IT07	MSMAS	MS Managing Authority Send	CF
IT08	MSMAS	MS Managing Authority Send	CF

3. Provide a reason for the cancel (this information is mandatory) ① and click **CONFIRM** ②.

SFC2014: System for Fund management in the European Community 2014 – 2020
User and Security Module (USM) User manual

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search 62045750 (n0031hgn) x

Process Return Cancel Edit Print

Help

Requester: Thomas Curelea (n002ydbn)
ECAS-uid: n0031hgn
First name: Test
ECAS username: n0031hgn
Email: test.testing.sfc2014@gmail.com
Alternative email: test.testing.sfc2014@gmail.com
Organisation name: Ministero dell'economia e delle finanze
Organisation email:
Preferred language: English
Comments:
Country: Italy

Status: Cancelled

Reason:
The request is no longer needed

Click here to close

Business phone: 000000000000
Mobile phone:

Organisation name (EN): Ministry of Economy and Finance
Gender: Male
Function: Programme manager
Address: Via Venti Settembre, 97, 00187, Roma

NODE	ROLE GRANTED	ROLE DESCRIPTION	FUND
IT07	MSAR	MS Authority Read Only	CF
IT07	MSMAR	MS Managing Authority Read Only	CF
IT07	MSMAS	MS Managing Authority Send	CF
IT08	MSMAS	MS Managing Authority Send	CF

- The request is **CANCELLED**. Click on the question mark on the right side of the screen to display the reason you've entered for this cancel.

Once cancelled, the request will not disappear from the list of access requests. The request will appear as **CANCELLED** in the list.

European Commission » SFC » SFC2014-FO » Utilities » Access requests

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search

Help

Request ID: Email:

Requester: Status:

Last name: Sent date:

ECAS-uid:

Search Clear

Add Edit Export

ID	ACTION	USER	EMAIL	REQUESTER	STATUS	SENT DATE	LAST MODIFIED
62045750	Update	Test Testing (n0031hgn)	test.testing.sfc2014	Thomas Curelea (n002ydbn)	Cancelled	17/12/2019 - 14:09:21	17/12/2019 - 14:20:42
62043707	Grant	User 1 Testing (nstegnth)	sfc2014.user@gmz	Thomas Curelea (n002ydbn)	Cancelled	17/12/2019 - 11:45:36	17/12/2019 - 12:27:07
62043700	Update	Test Testing (n0031hgn)	test.testing.sfc2014	Thomas Curelea (n002ydbn)	Processed	17/12/2019 - 10:54:37	17/12/2019 - 11:01:53
61973400	Create	Test Testing (n0031hgn)	test.testing.sfc2014	Thomas Curelea (n002ydbn)	Processed	11/12/2019 - 15:30:46	11/12/2019 - 16:21:13

User accounts

Via the submenu **USER ACCOUNTS** it is possible to view the list of users managed by the MS liaison (deputy) and to display the account details of each user.

Display the list of existing users

1. Open the menu **UTILITIES > USER ACCOUNTS**.

European Commission » SFC » SFC2014-FO

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

CCI Search

Recent actions:

- Monitoring/Annual report (ENI-CB) [2014TC16M5CB007 - 2018.1](#)
- Execution/Accounts (IGJ,ETC) [2014AT16RFOP001 - 2015.0](#)
- Execution/Accounts (IGJ,ETC) [2014AT16RFOP001 - 2018.0](#)
- Monitoring/Annual report (ENI-CB) [2014TC16M5CB007 - 2018.0](#)
- Programming/Operational programme (IGJ) [2014AT05M2OP002 - 1.0](#)

- CCI Requests
- Access requests
- User accounts**
- User preferences
- Event registration
- Reports
- Letters
- Search documents

2. All existing users managed by the MSL and the deputy, are displayed in the list ¹.

European Commission > SFC > SFC2014-FO > Utilities > User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search

Help

ECAS-uid Commission user

Active Web service user

Last name DN

First name Support user

Email Technical user

Organisation Liaison

Node Liaison Node

Node Liaison Node

Fund Liaison Fund

Role Liaison Role

Search Clear

Add Edit Export

ECAS-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - U)	LIAISON	IT_EMAIL
n0031hgn	Testing	Test	test.testing.sfc2014i	IT07 IT08	Yes - Yes	No	
w0056109	MS	Test MS	agri-rdis-support@ec.cec.eu	AL AT BE BE BE BERW BEVG BG BG CZ DE DEA DK ES ES ES23 ES70 FI FI01 FR1GA FR1GY FR1MA FR1MAE FR2BN FRADC FRADC FRAEG FRANAT GRC GRP18 HU IT LT ME MK RO RS SI SK TR UK UK01 UK04	Yes - Yes	No	
nretesto	REGIO	Test one	regio.test1@outlook	GR GR GR LV LV LV	Yes - Yes	No	
nrgiotes	REGIO	Test two	regio.test2@outlook	GR GR GR LV LV LV	Yes - Yes	No	

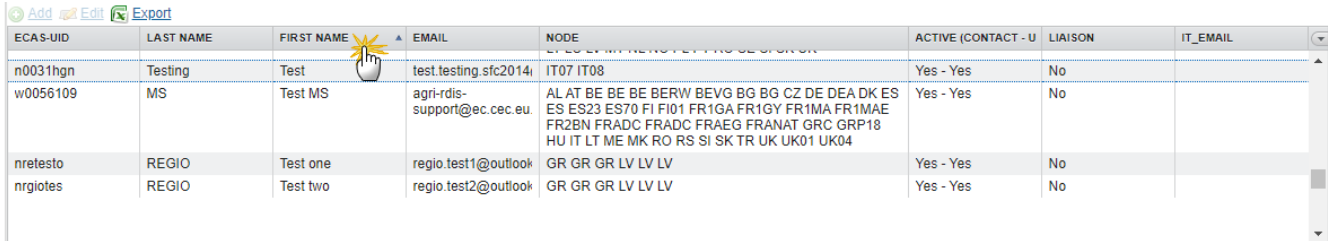
Total number of records: 86

The total number of users is displayed on the bottom left-hand side of the screen.

The following details are displayed by default:

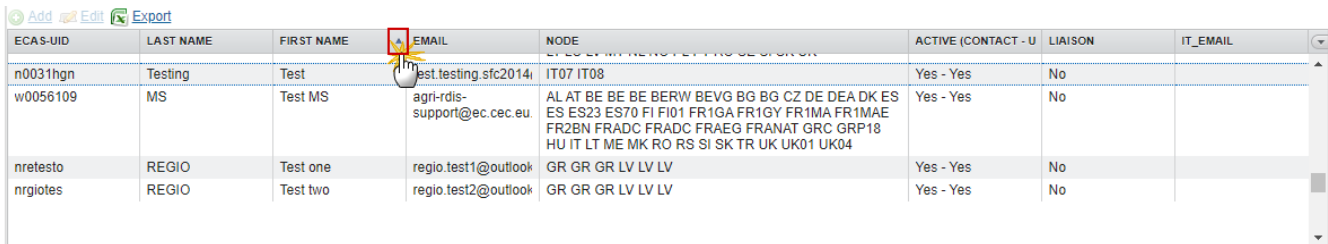
- ECAS-uid
- Last Name
- First Name
- E-mail
- Node: the node(s) the user has access to
- Active (Contact – User): Active Contact and User
 - Yes – Yes: (user account is active)
 - No – No: (user account is disabled and cannot access SFC2014)
- Liaison: indicates if the user is nominated as MS Liaison (Deputy) Officer

- To sort the list, click on the header of the column you want to sort on:



ECAS-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - U)	LIAISON	IT_EMAIL
n0031hgn	Testing	Test	test.testing.sfc2014	IT07 IT08	Yes - Yes	No	
w0056109	MS	Test MS	agri-rdis-support@ec.cec.eu	AL AT BE BE BE BERW BEVG BG BG CZ DE DEA DK ES ES ES23 ES70 FI FI01 FR1GA FR1GY FR1MA FR1MAE FR2BN FRADC FRADC FRAEG FRANAT GRC GRP18 HU IT LT ME MK RO RS SI SK TR UK UK01 UK04	Yes - Yes	No	
nretesto	REGIO	Test one	regio.test1@outlook	GR GR GR LV LV LV	Yes - Yes	No	
nrgiotes	REGIO	Test two	regio.test2@outlook	GR GR GR LV LV LV	Yes - Yes	No	

The arrow indicates how the list is sorted (A-Z). Click on the arrow to sort from Z-A



ECAS-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - U)	LIAISON	IT_EMAIL
n0031hgn	Testing	Test	test.testing.sfc2014	IT07 IT08	Yes - Yes	No	
w0056109	MS	Test MS	agri-rdis-support@ec.cec.eu	AL AT BE BE BE BERW BEVG BG BG CZ DE DEA DK ES ES ES23 ES70 FI FI01 FR1GA FR1GY FR1MA FR1MAE FR2BN FRADC FRADC FRAEG FRANAT GRC GRP18 HU IT LT ME MK RO RS SI SK TR UK UK01 UK04	Yes - Yes	No	
nretesto	REGIO	Test one	regio.test1@outlook	GR GR GR LV LV LV	Yes - Yes	No	
nrgiotes	REGIO	Test two	regio.test2@outlook	GR GR GR LV LV LV	Yes - Yes	No	

To add or remove columns from the list, click on the arrow in the last column **1** and select the column(s) you want to add or remove **2** :

European Commission » SFC » SFC2014-FO » Utilities » User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search

Help

ECAS-uid Commission user

Active Web service user

Last name DN

First name Support user

Email Technical user

Organisation Liaison

Node Liaison Node

Node Liaison Node

Fund Liaison Fund

Role Liaison Role

Search Clear

Add Edit Export

ECAS-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - U)	LIAISON	IT_EMAIL
			TESTERS- WAVE@ec.europa.i	DK FR FR FR GR GR GR GRC GRC GRC GRI04 GRI04 GRI04 HU HU HU IT IT IT IT55 MT MT MT PL PL PL TNC TNC TNC			
nscfwave	SFC	Wave	Vlad.GHEORGHIN	GRP04 GRP04 GRP04 GRP04 HU IT IT55 IT66	Yes - Yes	No	
nstegenn	Vander Stegen	Nathalie EXTERNAL USER	nvanderstegen@grr	ATA1 ES IT08 PLPK SI TNC UK03	Yes - Yes	Yes	
nstegnth	Testing	User 1	sfc2014.user@gma	ES IT IT01 IT02	Yes - Yes	No	
ntestwav	TEST	wavesfc	ciprian.iamandi@ex	GRC GRC GRC GRC GRP04 GRP04 HU IT IT55 IT66	Yes - Yes	No	
nteswave	wavesfc02	wavesfc02	REGIO-IT- TESTERS-	BE BE BE BG BG BG CZ CZ DEA09 DEA09 DEA09 DEC02 DEC02 DEC02 DK DK DK FR FR FR GR GR GR	Yes - Yes	No	

1

- Ecas-UID
- Last Name
- First Name
- email
- node
- Active (Contact - User)
- liaison
- it_email

2

European Commission > SFC > SFC2014-FO > Utilities > User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search

Help

ECAS-uid Commission user

Active Web service user

Last name DN

First name Support user

Email Technical user

Organisation Liaison

Node Liaison Node

Node Liaison Node

Fund Liaison Fund

Role Liaison Role

Search Clear

Add Edit Export

ECAS-UID	FIRST NAME	NODE
n0031hgn	Test	IT07 IT08
w0056109	Test MS	AL AT BE BE BE BERW BEVG BG BG CZ DE DEA DK ES ES ES23 ES70 FI FI01 FR1GA FR1GY FR1MA FR1MAE FR2BN FRADC FRADC FRAEG FRANAT GRC GRP18 HU IT LT ME MK RO RS SI SK TR UK UK01 UK04
nretesto	Test one	GR GR GR LV LV LV
nrgiotes	Test two	GR GR GR LV LV LV

- Ecas-UID
- Last Name
- First Name
- email
- node
- Active (Contact - User)
- liaison
- it_email

Search for a user

1. Open the menu **UTILITIES > USER ACCOUNTS**.

European Commission » SFC » SFC2014-FO » Utilities » User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search

Help

ECAS-uid Commission user

Active Web service user

Last name DN

First name Support user

Email Technical user

Organisation Liaison

Node Liaison Node

Node Liaison Node

Fund Liaison Fund

Role Liaison Role

Search Clear

Add Edit Export

ECAS-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - US)	LIAISON	IT_EMAIL
n0031hgn	Testing	Test	test.testing.sfc2014@ec.europa.eu	IT07 IT08	Yes - Yes	No	

2. Enter your search criteria ¹.

You can enter one or more search criteria to look for a specific user or group of users:

- ECAS-uid
- Last name
- First Name
- E-mail
- Node: search for users on a specific node.
- Role: search for users with a specific role.
- Active: select Yes or No to display active or disabled users only. All users (active and disabled users) are shown by default.
- Liaison

3. Click **SEARCH** ².

European Commission » SFC » SFC2014-FO » Utilities » User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search

Help

ECAS-uid

Active

Last name

First name

Email

Organisation

Node ←

Node

Fund

Role

Commission user

Web service user

DN

Support user

Technical user

Liaison ←

Liaison Node

Liaison Node

Liaison Fund

Liaison Role

Search 5 Clear 4

Add Edit Export

ECA-S-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - US)	LIAISON	IT_EMAIL
n0031hgn	Testing	Test	test.testing.sfc2014@ec.europa.eu	IT07 IT08	Yes - Yes	No	

The results of your search are displayed **3**. The total number of results found is displayed on the bottom left-hand side of the screen.

4. Press the **CLEAR** button to reset all the filters **4** and then **SEARCH** to display all the users again **5**.

NOTE	Use a percentage sign (%) to replace one or more characters. For example if you want to search for all users having their Last Name starting with the letter "S" enter in the field Last Name: S%
-------------	--

Display the account details of a user

1. Double-click on the user in the list:

European Commission > SFC > SFC2014-FO > Utilities > User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search

Help

ECAS-uid Commission user

Active Web service user

Last name DN

First name Support user

Email Technical user

Organisation Liaison

Node Liaison Node

Node Liaison Node

Fund Liaison Fund

Role Liaison Role

Search Clear

Add Edit Export

ECAS-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - US)	LIAISON	IT_EMAIL
n0031hgn	Testing	Test	test.testing.sfc2014@gmail.com	IT07 IT08	Yes - Yes	No	

A new tab opens with the account details divided into different sub-tabs. The first tab (**CONTACT**) contains the user's contact information ①.

European Commission > SFC > SFC2014-FO > Utilities > User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search Test Testing (n0031hgn) x

Print

Contact User account Profiles and roles Certificates

Edit Contact

Active: Yes

① First name: Test

② Last name: Testing

③ Preferred language: English

④ Gender: Male

Organisation: Ministero dell'economia e delle finanze

Organisation name (EN): Ministry of Economy and Finance

Function: Programme manager

Liaison: No

Comments:

Access requests for this contact

ACCESS REQUEST ID	ACTION	MODIFICATION DATE	STATUS	COMMENTS
61973400	Create	11/12/2019	Processed	Programme manager in SFC2014 starting on 01/12/2013
62043700	Update	17/12/2019	Processed	
62045750	Update	17/12/2019	Cancelled	

2. Click on sub-tab **USER ACCOUNT** to view the details of the user account ^② including the ECAS-uid and the ECAS Username (The user needs to enter his/her ECAS Username and password to log in to SFC2014 Front-Office).
3. Click on sub-tab **PROFILES AND ROLES** to view the current profile(s) and role(s) of the user ^③.
The **CERTIFICATES** sub-tab is not applicable for Web Users ^④.

You can view the account details of multiple users simultaneously by opening the different user accounts in different tabs.

To do so, on the **SEARCH** tab double-click on all the users in the list you wish to open.

TIP

The screenshot shows the 'User accounts' search interface. The search bar contains 'Test Testing (n0031hgn)'. Below the search bar are various filter fields for user details. At the bottom, a table lists search results with columns for ECAS-UID, LAST NAME, FIRST NAME, EMAIL, NODE, ACTIVE, and LIAISON. The row for 'n0031hgn' is highlighted with a red border.

ECAS-UID	LAST NAME	FIRST NAME	EMAIL	NODE	ACTIVE (CONTACT - US)	LIAISON	IT_EMAIL
nslegnth	Testing	User 1	sfc2014.user@gmail.com	ES IT IT01 IT02	Yes - Yes	No	
n0031hgn	Testing	Test	test.testing.sfc2014@gmail.com	IT07 IT08	Yes - Yes	No	

Click on the name of the user to navigate through the different tabs.

The screenshot shows the 'User accounts' page in the USM. The breadcrumb trail is 'European Commission > SFC > SFC2014-FO > Utilities > User accounts'. The search bar contains 'Test Testing (n0031hgn)' and 'User 1 Testing (nstegnth)'. The 'User account' tab is active, displaying details for 'User 1 Testing'. The details include: First name: User 1, Last name: Testing, Preferred language: English, Gender: Female, Organisation: 0, Organisation name (EN): 0, Function: 0, Liaison: No, Email: sfc2014.user@gmail.com, Alternative email: sfc2014.user@gmail.com, Business phone: 0, Mobile phone: 0, Address: 0, Country: Spain, Access by liaison: Nathalie EXTERNAL USER Vander Stegen. Below the details is a table of 'Access requests for this contact'.

ACCESS REQUEST ID	ACTION	MODIFICATION DATE	STATUS	COMMENTS
61512500	Create	10/09/2019	Processed	(NVS) 10/09/2019 create new user via AR
61512525	Update	10/09/2019	Processed	(NVS) update AR
61512543	Disable	10/09/2019	Processed	
61512611	Grant	10/09/2019	Cancelled	
61520800	Grant	11/09/2019	Processed	
61583479	Grant	01/10/2019	Processed	
61591371	Update	02/10/2019	Cancelled	
61591374	Update	02/10/2019	Processed	test
62043707	Grant	17/12/2019	Cancelled	

The second screenshot shows the same page with an orange arrow pointing to the 'First name: User 1' and 'Last name: Testing' fields, which are highlighted with a red box. A mouse cursor is shown clicking on the close button (X) of the 'User account' tab.

To close the user account details tab click on .

The third screenshot shows the search bar with 'Test Testing (n0031hgn)' and a mouse cursor clicking on the close button (X) of the search bar.

Identify a disabled user

The column **ACTIVE (CONTACT – USER)** in the results list indicates if a user account is active or disabled.

If a user is marked '**NO – NO**', the user account is disabled and the user will not be able to access the application SFC2014.

European Commission > SFC > SFC2014-FO > Utilities > User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Utilities Anti-fraud Employment status (EGF) Evaluation Closure

Search Test Testing (n0031hgn) × Print

Contact User account Profiles and roles Certificates

[Edit Contact](#)

First name: Test Email: test.testing.sfc2014@gmail.com **Active: No**

Last name: Testing Alternative email: test.testing.sfc2014@gmail.com

European Commission > SFC > SFC2014-FO > Utilities > User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Utilities Anti-fraud Employment status (EGF) Evaluation Closure

Search Test Testing (n0031hgn) × Print

Contact User account Profiles and roles Certificates

[Edit user](#)

ECAS-uid: n0031hgn **Active: No**

ECAS Username: n0031hgn

European Commission > SFC > SFC2014-FO > Utilities > User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Utilities Anti-fraud Employment status (EGF) Evaluation Closure

Search Test Testing (n0031hgn) × Print

Contact User account Profiles and roles Certificates



[Deactivate Profile](#) [Add Profile](#) [Edit Profile](#)

n0031hgn - IT07 Last connected on: - **Active: No**

[Edit Roles](#)

ROLE GRANTED	ROLE DESCRIPTION	FUND
MSMAR	MS Managing Authority Read Only	CF

Identify an active user with a disabled Profile

If a user has been disabled on one node but still has access to another node, the **USER ACCOUNT PROFILE** which is disabled is marked with a red flag . The active Profile is marked with a green flag .

European Commission » SFC » SFC2014-FO » Utilities » User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Utilities

Search Test Testing (n0031hgn) x Print

Contact User account Profiles and roles Certificates

Deactivate Profile Add Profile Edit Profile

n0031hgn - IT07 Last connected on: - 2

Edit Roles

ROLE GRANTED	ROLE DESCRIPTION	FUND
MSMAR	MS Managing Authority Read Only	CF
MSMAS	MS Managing Authority Send	CF

ROLE RECEIVED VIA DELEGATION	ROLE DESCRIPTION	FROM	TO	FUND
No elements for this table				

Delete Permission Add Permission Edit Permission

TYPE	ACTION	DOCUMENT TYPE	OBJECT TYPE	FUND
No elements for this table				

n0031hgn - IT08 Last connected on: 1

In the example above the user has 2 active profiles 1 and 1 disabled profile 2.

European Commission » SFC » SFC2014-FO » Utilities » User accounts

Strategic planning Programming Application (EGF) Commission decision Monitoring Execution Final report (EGF) Audit Employment status (EGF) Evaluation Closure Anti-fraud Utilities

Search Test Testing (n0031hgn) x Print

Contact User account Profiles and roles Certificates

Deactivate Profile Add Profile Edit Profile

n0031hgn - IT07 Last connected on: - 3

Edit Roles

ROLE GRANTED	ROLE DESCRIPTION	FUND
MSMAR	MS Managing Authority Read Only	CF
MSMAS	MS Managing Authority Send	CF

ROLE RECEIVED VIA DELEGATION	ROLE DESCRIPTION	FROM	TO	FUND
No elements for this table				

Delete Permission Add Permission Edit Permission

TYPE	ACTION	DOCUMENT TYPE	OBJECT TYPE	FUND
No elements for this table				

n0031hgn - IT08 - Managing Authority Last connected on: 4

The Profile name includes the node for which the roles and permissions have been granted ³. Click on the Profile name to display the roles and permissions on that node ⁴.