



## **INSTRUCTIONS**

# Reporting Portal - Authorization

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FINANSINSPEKTIONEN

**26/01/2023**

Version 5.0





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# Reporting Portal

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

The Reporting Portal will contain the following:

Registration for:

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

Tools:

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

Help and support:

- link to [www.fi.se](http://www.fi.se) for
  - ✓ information about operational disruptions
  - ✓ instructions in Swedish and English
- the function for forgotten passwords.

## Delegated administration

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

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

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

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

## Secure identification and logging out of the portal

Everyone who files a report with Finansinspektionen must be identified in its systems. This identification step requires that users register an account on the portal. FI records all activity in the portal and saves the data.

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

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

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

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

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

# Authorisation Administration

This is where you can administer the authorisations for yourself, your company, your Company Administrators and your rapporteurs.

After completing the registration, authorised signatories may delegate authorisations and edit their profiles. Authorised signatories can appoint themselves Company Administrators and/or rapporteurs.

There are a number of options in the menu to the left:

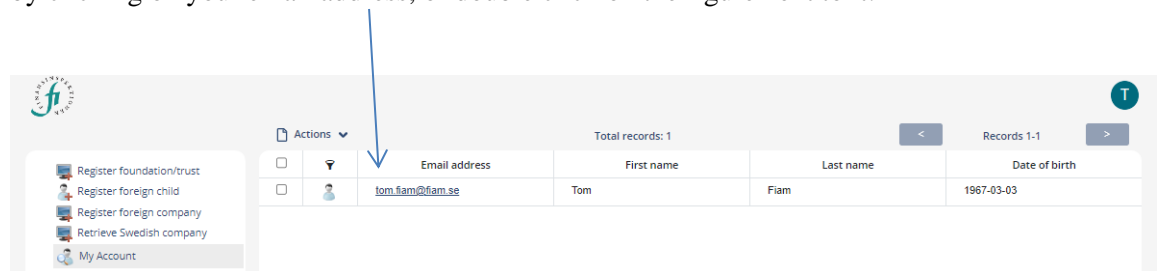
**Register foundation/trust** – none of the information on this page is retrieved automatically; you must enter it manually. Make sure you enter the personal ID numbers for representatives. You will receive an email to the email address you registered in the system once this verification is completed.

**Retrieve Swedish company** – company information is retrieved here from the Swedish Companies Registration Office using the company's CIN. The company is verified in real time.

**Register foreign company** – none of the information on this page is retrieved automatically; you must enter it manually. You will receive an email to the email address you registered in the system once this verification is completed. When registering, you only need to specify one representative for the company.

**Register foreign child** – this is where you register a child who does not have a Swedish personal ID number. You only need to register children for whom you will reporting. You will be automatically de-registered as the parent on the child's 18th birthday.

**If you want to register a Swedish child**, you will need to edit the information in your profile. The system will retrieve the child's information automatically from the Swedish Tax Agency. Edit your profile by clicking on your email address, or double click on the figure next to it.



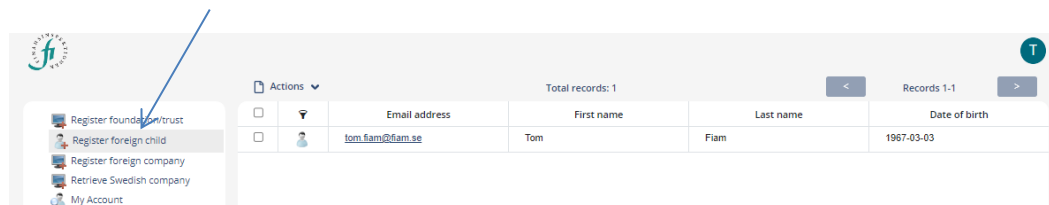
The screenshot shows the 'Authorisation Administration' interface. On the left, there is a menu with the following options: 'Register foundation/trust', 'Register foreign child', 'Register foreign company', 'Retrieve Swedish company', and 'My Account'. The main area displays a table with the following columns: 'Email address', 'First name', 'Last name', and 'Date of birth'. The table contains one record with the following data: 'tom.fiam@fiam.se', 'Tom', 'Fiam', and '1967-03-03'. A blue arrow points to the email address in the table. The table also includes a 'Total records: 1' indicator and navigation buttons for 'Records 1-1'.

Email address	First name	Last name	Date of birth
tom.fiam@fiam.se	Tom	Fiam	1967-03-03

## REGISTER A FOREIGN CHILD

When you click on *Register foreign child*, you will be prompted to fill in information about the child. We assume that you are a registered caregiver for the child you are registering.

1. Click *Register foreign child*



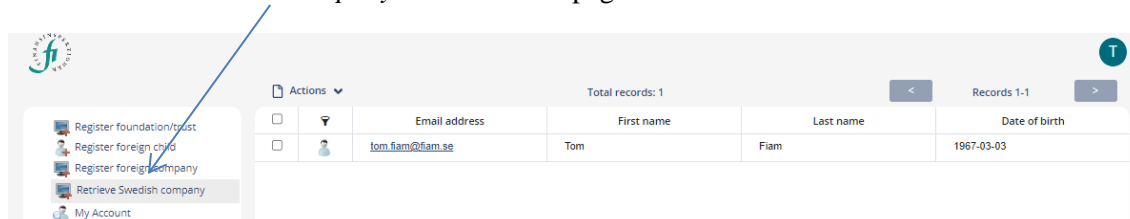
2. Enter the child's name. The other information, such as address and nationality, will be retrieved from your profile information.

3. Then click *Register*. You will receive a message that an account has been added.
4. You will now be able to file reports, for example PDMR transactions, for the child.

## REGISTER A SWEDISH COMPANY

Companies must first register via the Authorisation Administration tool before they can be linked to a rapporteur who will file reports on their behalf.

Click *Retrieve Swedish company* from the Start page.



1. Enter the company's CIN (Company ID/organisation number) and click *Search*.

2. Click *Register*. The company has now been added to the portal. No message means that the registration was successful. It is now possible for the company to start filing reports as soon as it has a registered rapporteur.

Authorised signatories can appoint themselves to be rapporteurs or delegate this authorisation to a third person. All rapporteurs must have completed the registration procedure before they can be linked to a legal person. See *Authorisation Administration*.

## REGISTER A FOREIGN COMPANY

Companies must first be registered under Authorisation Administration before they can be linked to the rapporteur who will file reports on their behalf.

1. Select *Register foreign company* from the Start page.

	Email address	First name	Last name	Date of birth
<input type="checkbox"/>	tom.flam@flam.se	Tom	Flam	1967-03-03

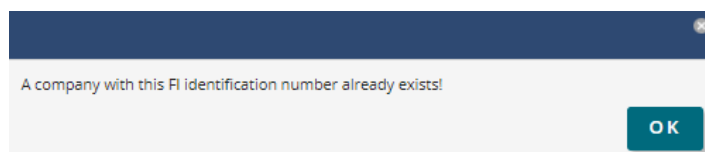


- Enter the requested information. Mandatory fields are marked with \*. Please note! Only mark the box if the company is a position holder for short net positions.

- Click *Add* and specify at least one representative.

- Click *Register*. The company has now been added to the portal and below message will be shown, click *Ok*.

5. FI's identification number and the Company ID are verified. A dialogue box will indicate if FI's identification number or the Company ID is already registered.

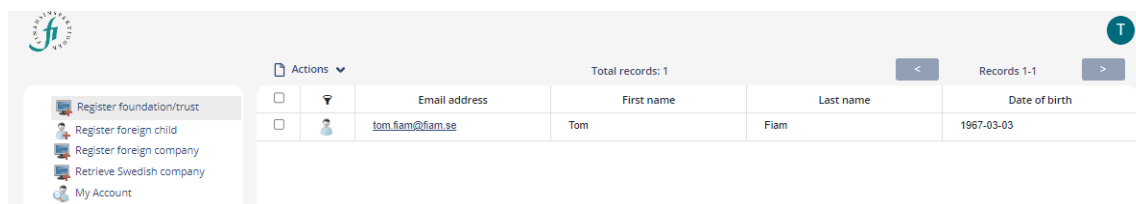


Company ID is a unique identifier for the company from when it was first registered in its country of origin.

6. The newly created company will then be validated. If you are registering a foreign company, the representative will automatically be given the role of Company Administrator. Representatives for Swedish companies registered with the Swedish Companies Registration Office are registered automatically.
7. A company can only be validated if at least one representative for the company is registered. Representatives for a foreign company that is not registered with the Swedish Companies Registration Office are assigned the role of Company Administrator. Once the link is established between the company and the representative, Company Administrators can appoint themselves or rapporteurs to file reports.

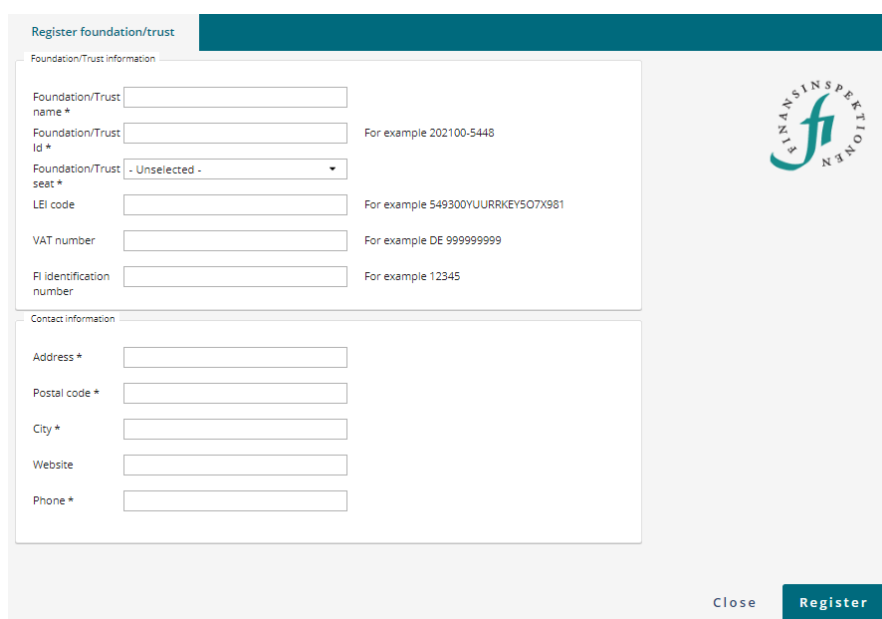
## REGISTER A FOUNDATION/TRUST

Click *Register foundation/trust*



The screenshot shows the FI system interface. On the left, there is a navigation menu with the following options: Register foundation/trust, Register foreign child, Register foreign company, Retrieve Swedish company, and My Account. The main area displays a table with the following columns: Email address, First name, Last name, and Date of birth. The table contains one record with the following data: Email address: tom.fiam@fiam.se, First name: Tom, Last name: Fiam, Date of birth: 1967-03-03. The table is titled 'Total records: 1' and has navigation buttons for records 1-1.

None of the information on this page is retrieved automatically; you must enter it manually. Mandatory fields are marked with \*. A request for verification of the company information is generated automatically and sent to FI's Support. You will receive an email to the email address you registered in the system once this verification is completed.



The screenshot shows the 'Register foundation/trust' form. The form is divided into two sections: 'Foundation/Trust information' and 'Contact information'. The 'Foundation/Trust information' section contains the following fields: Foundation/Trust name \*, Foundation/Trust Id \*, Foundation/Trust seat \*, LEI code, VAT number, and FI identification number. The 'Contact information' section contains the following fields: Address \*, Postal code \*, City \*, Website, and Phone \*. The form is titled 'Register foundation/trust' and has a 'Close' button and a 'Register' button at the bottom right. The FI logo is visible in the top right corner of the form area.

# Authorised signatories and Company Administrators

In Authorisation Administration, authorised signatories or Company Administrators can delegate authorisation for reporting on behalf of a legal person (company).

You will automatically become an *authorised signatory* if: 1) your company has completed the registration process in the Reporting Portal, 2) you are registered as the authorised signatory with the Swedish Companies Registration Office, and 3) your company has a Swedish CIN. FI's system will add you or remove you as an authorised signatory as you are registered with or de-registered from the Swedish Companies Registration Office.

You become a *Company Administrator* either through delegation of this authorisation manually by an authorised signatory at your company or, if your company is not registered with the Swedish Companies Registration Office, through registering the company in the Reporting Portal and adding you and others as representatives. You can also become a Company Administrator if the application process for your company to receive authorisation to conduct business results in your "institution" (company/parent fond/branch) being registered for some kind of financial business and you are one of the persons listed as a representative for the "institution". Foreign firms do not have authorised signatories in this system since it is not possible to update this information automatically.

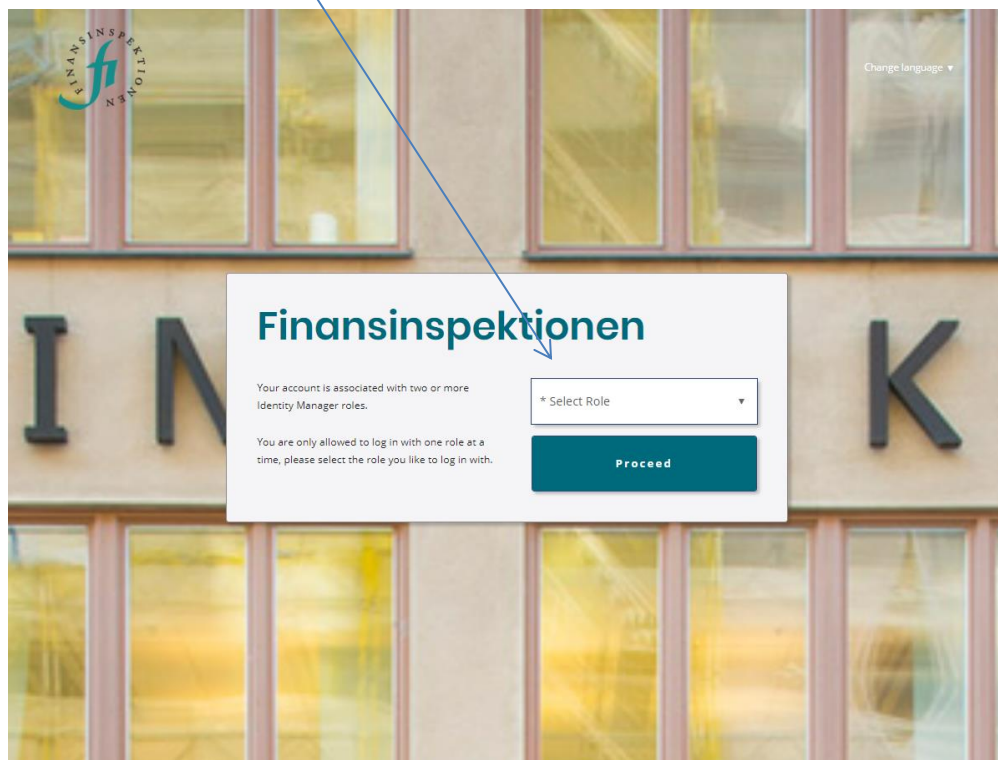
## LOGGING IN WHEN YOU HOLD SEVERAL ROLES

All users automatically become a rapporteur after completing the registration process.

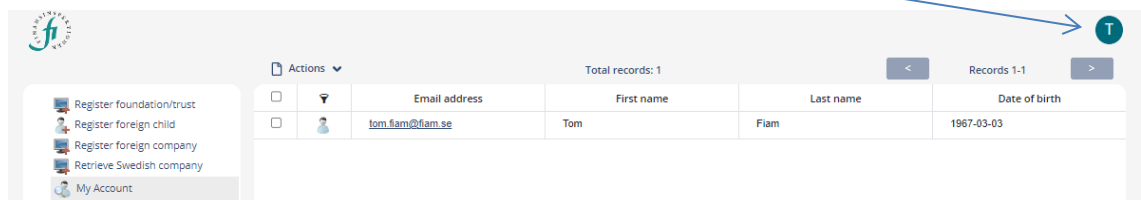
Only the role of Rapporteur is able to file reports.

The roles of Authorised Signatory and Company Administrator are for delegating authorisations.

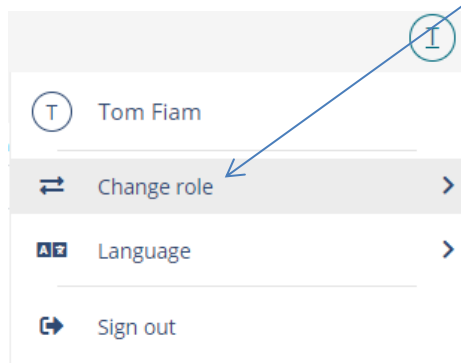
If you have been delegated more than one role, you must choose which role you will use when logging in to the Authorisation Administration module. Choose your role here:



Once you have logged in, you can change your role without logging out. Click on the *icon* in the top right corner.



Here you can change language and change role.



# Administering the company's authorisations as a Company Administrator

Swedish, foreign companies and foundations/trusts are able to appoint Company Administrators. For Swedish companies, the authorised signatory is responsible for appointing Company Administrators. A Company Administrator cannot appoint other Company Administrators. Company Administrators for a foreign company or a foundation must be validated by FI's Support.

Users can see if they have been delegated the role of Company Administrator by looking under the tab *My authorisations* as described earlier in the document. Please note that the role "authorised signatory" may be missing until the information is updated from the Swedish Companies Registration Office. This occurs five times a day: 6:00 AM, 10:00AM, 1:00 PM, 4:00 PM and 7:00 PM.

The screenshot displays the 'My authorisations' tab in a web application. The top navigation bar includes 'Edit profile', 'My authorisations', 'Delegate Power of Attorney', 'Holds Power of Attorney for', 'Caregiver for', and 'Change password'. The 'My authorisations' tab is active.

**Personal information**

First name	Last name
Tom	Flam
Date of birth	Nationality
1967-03-03	LV

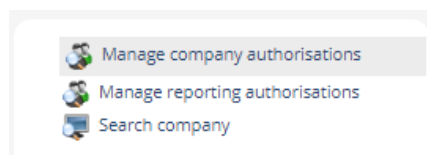
**Current authorisations**

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

Total: 15

Buttons: Close, Save and Close

1. Log in and select Company Administrator
2. You will see this picture



3. Click on *Manage company authorisations*

## REPORTING AUTHORISATION

The form to delegate reporting authorisations is the same for all modules (PDMR transaction reporting, periodic reporting, etc.) If a user is added for PDMR transaction reporting, the user will only have rights to the PDMR transaction reporting module, even if the company also uses other reporting modules.

Company Administrators and authorised signatories appoint rapporteurs for the various reporting modules. A rapporteur cannot appoint other rapporteurs.

To add a rapporteur, search for the user using his/her email address. It must be the same email address the intended rapporteur registered in the Authorisation Administration tool.

## APPOINT RAPPORTEURS FOR YOUR COMPANY

There are three conditions for appointing a rapporteur that must be met:

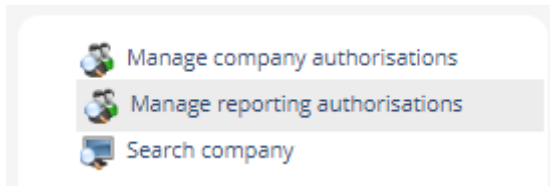
1. The person who will be the rapporteur must go to the Reporting Portal and register so there is an account to which the authorisation can be linked.
2. You must know the email address this person has used to create their account.
3. The company must be registered in the system (either retrieved or created there) in order to link it to the authorisation.

Once the company is registered in the Reporting Portal, you can appoint one or several rapporteurs. These rapporteurs are then authorised to report for your company.

You can also remove a person's authorisation to be a rapporteur.

## CHOOSE THE REPORTING MODULE

Click on *Manage reporting authorisations* to access the form.



A window will then open in which you can select the reporting module under Type.

Choose a reporting type (for example *PDMR Transactions*, *Periodic Reporting*, or *Stock exchange information*) for which you would like to appoint a rapporteur. Authorised signatories and Company Administrators can also appoint themselves to be rapporteurs. Please note that you should select *Periodic Fund Reporting* if you will only file reports for the funds. If you will also file reports for a fund management company, you need the full authorisation, *Periodic Reporting* (includes the company and the funds).

Search for either a company name or a CIN if the company is Swedish. Foreign companies with registered ID numbers can also be searched for under *Company ID*.

By clicking *Search*, you will generate a list of companies for the reporting module and company name or company ID that you have chosen.

The choice of *Periodic Reporting* is only visible for companies that must file periodic reporting.

The next step is to search for the user you intend to name as the rapporteur. If you are going to appoint several rapporteurs, repeat the process several times.

In the picture below, Lena Fiam has first appointed herself to be a rapporteur, and she is now conducting a search to appoint Tom Fiam as well.



### Search users

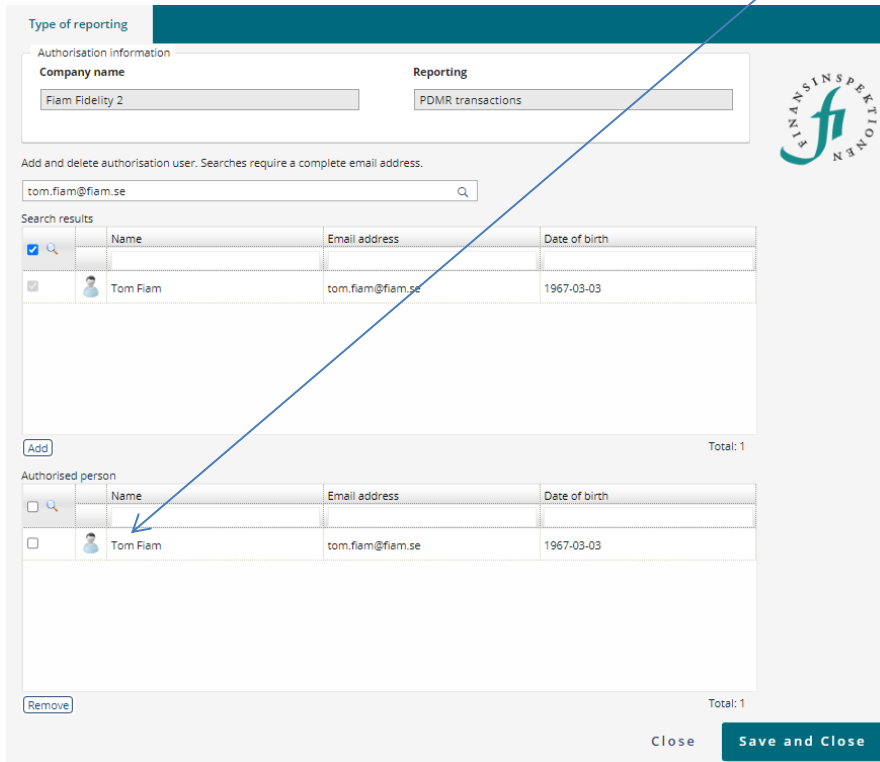
A person who will be appointed rapporteur need to register themselves as a user before a Company Administrator (or Signatory) can search for their email address. Once this is done, follow these steps.

1. Search for users using their email address. Enter the email address for the person who will be appointed rapporteur. The picture below shows how the authorisation is added for the PDMR Transaction reporting module.

The screenshot displays the user authorization interface. At the top, the 'Type of reporting' is set to 'PDMR transactions' and the 'Company name' is 'Fiam Fidelity 2'. Below this, there is a search bar containing the email address 'tom.fiam@fiam.se'. The search results table shows one entry for 'Tom Fiam' with the email 'tom.fiam@fiam.se' and date of birth '1967-03-03'. A blue arrow points to the checkbox next to this entry. Below the search results, there is an 'Add' button, also indicated by a blue arrow. At the bottom right, there are 'Close' and 'Save and Close' buttons.

2. Check the box in front of the person you have searched for.
3. Click Add to assign the person the role of PDMR transaction rapporteur.

- Once the person has been added, they will appear under Authorised person



Type of reporting

Authorisation information

Company name: Fiam Fidelity 2

Reporting: PDMR transactions

Add and delete authorisation user. Searches require a complete email address.

Search results

	Name	Email address	Date of birth
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Tom Fiam	tom.fiam@fiam.se	1967-03-03

Add Total: 1

Authorised person

	Name	Email address	Date of birth
<input type="checkbox"/>			
<input type="checkbox"/>	Tom Fiam	tom.fiam@fiam.se	1967-03-03

Remove Total: 1

Close Save and Close

All appointed rapporteurs will appear here.

- Save and close.

The appointed rapporteur will *not* receive a message from the system.  
**Contact this person to inform them that they are now authorised to file reports.**

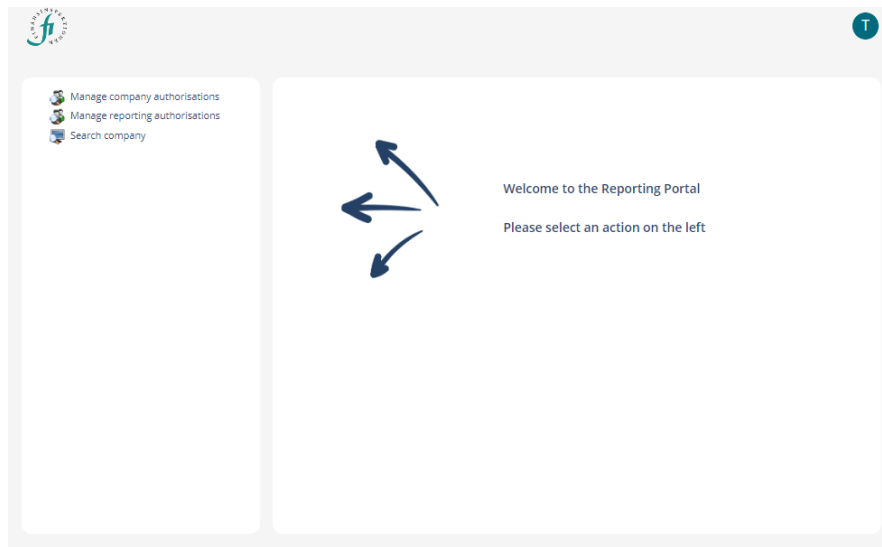
## Administer the company's authorisations as an authorised signatory

Users can see if they have been assigned the role of Authorised Signatory by looking under the tab *My Authorisations* when logged in as a rapporteur as described above.

You can switch between the roles of rapporteur and authorised signatory under the *icon* up in the top right corner.

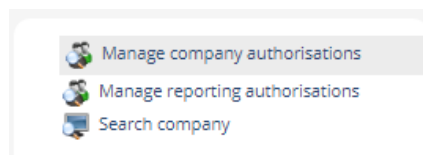
Click *Change role* to switch roles without needing to log out.

Once you are logged in as an Authorised Signatory, you will see this dialogue box.

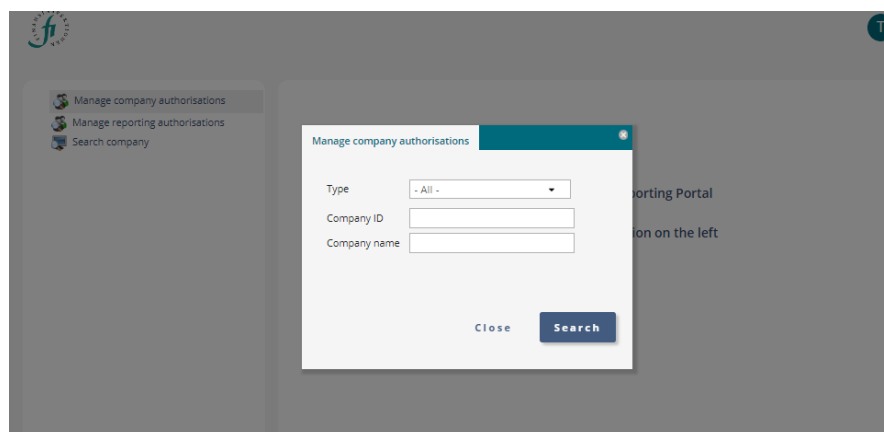


Here, you can choose to administer company authorisations.

1. Click first on the row *Manage company authorisations*.



2. Enter the name of the company that will be delegating authorisations under *Company name* and click *Search*.



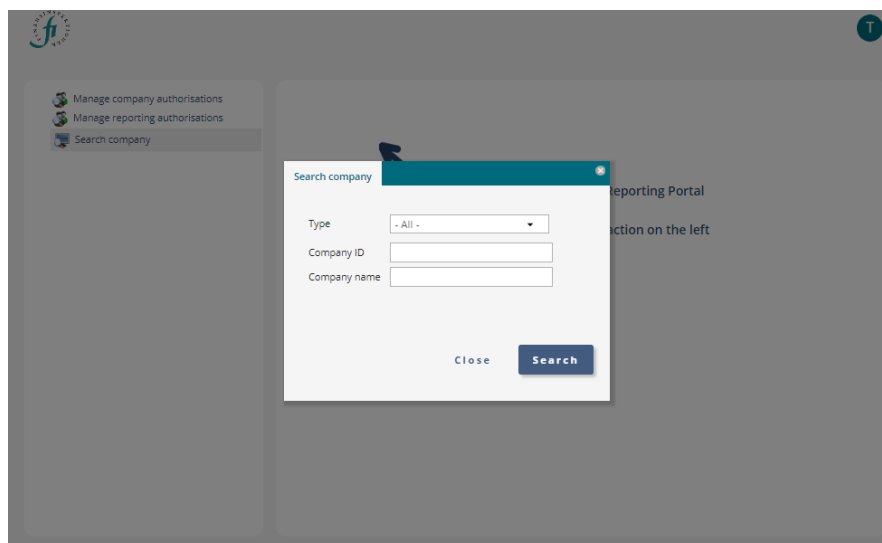
3. In the example, we searched for the company Fiam and we generated two results.

The first row says *AUTHORISED SIGNATORY*. If you click here, you will see a list of the persons who are authorised signatories for the company. This will only be available for Swedish companies. See page 22.

The second row says *Company Administrator*. If you click here, you will open the form to add a Company Administrator.

## ADMINISTER COMPANY INFORMATION

Click *Search company* and enter the full company name.



Search company

Type: - All -

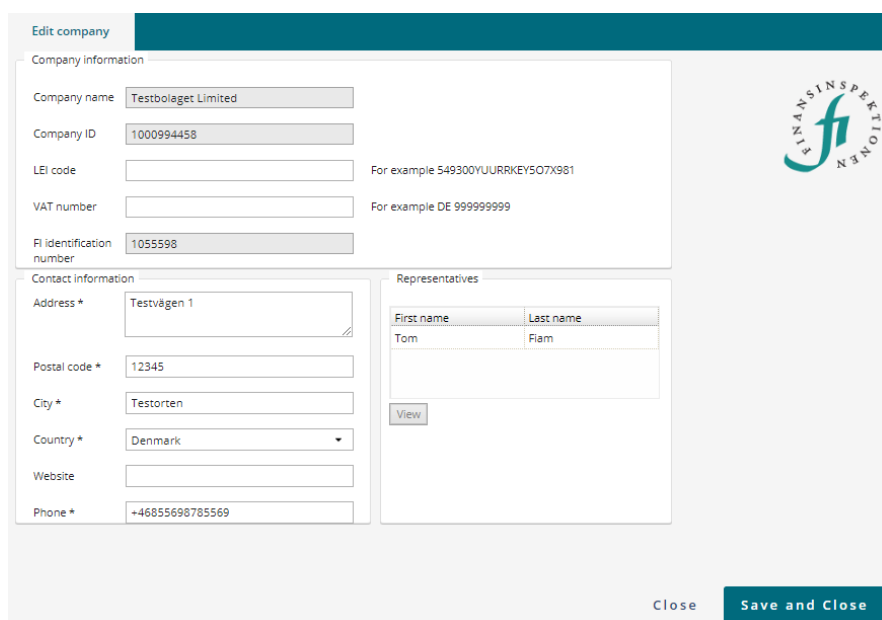
Company ID:

Company name:

Close Search

You can change some of the information about your company by clicking on the small folder.

You can change the information about your company that is not greyed out. Information about Swedish companies is kept up-to-date via the Swedish Companies Registration Office. This means in part that address information will be updated automatically.



Edit company

Company information

Company name: Testbolaget Limited

Company ID: 1000994458

LEI code:  For example 549300YUURRKEY507X981

VAT number:  For example DE 999999999

FI identification number: 1055398

Contact information

Address \*: Testvägen 1

Postal code \*: 12345

City \*: Testorten

Country \*: Denmark

Website:

Phone \*: +46855698785569

Representatives

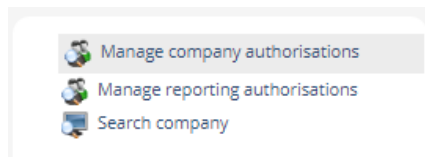
First name	Last name
Tom	Fiam

View

Close Save and Close

## LIST OF AUTHORISED SIGNATORIES

You can obtain a list of the authorised signatories registered to your company by clicking on *Manage company authorisations*.



Then click on the row **AUTHORISED SIGNATORIES** to view a list of the authorised signatories in FI's system that are registered to your company.

Actions		Total records: 2		
	Authorisation	Company ID	Company name	
<input type="checkbox"/>	Filter ...	Filter ...	Filter ...	
<input type="checkbox"/>	Signatory	LT-203044	Fiam Fidelity 2	
<input type="checkbox"/>	Company Administrator	LT-203044	Fiam Fidelity 2	

Your company may have more authorised signatories registered with the Swedish Companies Registration Office than those listed here. Here, you only see persons who have registered with FI's system.

## APPOINT COMPANY ADMINISTRATORS FOR YOUR COMPANY

There are three conditions for appointing a Company Administrator that must be met:

1. The person who will be the Company Administrator must register via the Reporting Portal so there is an account to which the authorisation can be linked.
2. You must know the email address this person has used to create the account.
3. The company must be found in the system (either retrieved or created there) in order to link it to the authorisation.

The Company Administrator is then authorised to appoint and remove rapporteurs for your company.

Appoint a Company Administrator by following these steps.

1. Searching for the person you want to appoint to Company Administrator by entering the email address this person provided when registering in the system.

Authorisation

Authorisation information

Company name: Fiam Fidelity

Role: Company Administrator

Add and delete authorisation user. Wildcards are allowed.

Search: tom.fiam@fiam.se

Search results

<input type="checkbox"/>	Name	Personal ID number	Email
<input type="checkbox"/>	Tom Fiam		tom.fiam@fiam.se

Add

Authorised person

<input type="checkbox"/>	Name	Personal ID number	Email
<input type="checkbox"/>	Thomas Fiam		thomas.fiam@fiam.it

Remove

Close Save and Close

2. Make sure that it is the correct person, check the box in front of the person's name and then click Add.

- Once the person has been added, they will appear under Authorised person.

The screenshot shows the 'Authorisation' interface. At the top, there is a header 'Authorisation' and a sub-header 'Authorisation Information'. Below this, there are two input fields: 'Company name' with the value 'Fiam Fidelity' and 'Role' with the value 'Company Administrator'. To the right of these fields is the logo for 'FINANSINSPEKTIONEN fi'. Below the input fields, there is a search bar with the text 'Add and delete authorisation user. Wildcards are allowed.' and the search term 'tom.fiam@fiam.se'. Below the search bar, there is a table titled 'Search results' with columns 'Name', 'Personal ID number', and 'Email'. The table contains one row with a checked checkbox, a user icon, the name 'Tom Fiam', and the email 'tom.fiam@fiam.se'. Below the table, there is an 'Add' button and the text 'Total: 1'. Below the 'Add' button, there is another table titled 'Authorised person' with columns 'Name', 'Personal ID number', and 'Email'. This table contains two rows: one with a unchecked checkbox, a user icon, the name 'Thomas Fiam', and the email 'thomas.fiam@fiam.it'; and another with a unchecked checkbox, a user icon, the name 'Tom Fiam', and the email 'tom.fiam@fiam.se'. Below this table, there is a 'Remove' button and the text 'Total: 2'. At the bottom right of the interface, there are two buttons: 'Close' and 'Save and Close'. A blue arrow points from the search results table to the 'Add' button.

- Save and Close.

For questions related to these instructions, please contact [rapportering@fi.se](mailto:rapportering@fi.se)





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