

Overview of Reportnet 3 login process

User authentication is carried out on the EU login platform, hence you need to have an EU login account before you can be authenticated for Reportnet 3 access. In this guide you will find the steps for the following:

- A. Regular login process:** Where you already have an EU account and you have logged on to Reportnet 3 before
- B. Creating an EU login account:** Where you do not have an EU account
- C. Logging on for the first time:** Where you have an EU account but you have not logged on to Reportnet 3 before

Contact helpdesk if you need support:
helpdesk@reportnet.europa.eu

A.1 Regular login to Reportnet 3.0

- Navigate to Reportnet 3.0 and click on “Login” button on the top right



The screenshot shows the top section of the Reportnet 3.0 website. At the top, there is a dark grey bar with the European Union flag, the text "An official website of the European Union", and a dropdown menu labeled "How do you know?". Below this is a white bar with the European Union flag and the text "European Union". The main navigation bar is dark blue, featuring the Reportnet logo on the left and a white "Login" button on the right. Below the navigation bar, there is a dark blue banner with the text "The next generation for e-Reporting environmental and climate data" on the left and a white envelope icon with the text "Need any help?" on the right.

A.2 Regular login to Reportnet 3.0

- You will be redirected to authenticate using EU login

auth requires you to authenticate

Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

 Select your country



auth requires you to authenticate

Sign in to continue

Welcome


ext.jose.luis.anton@altia.es
(External)


[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

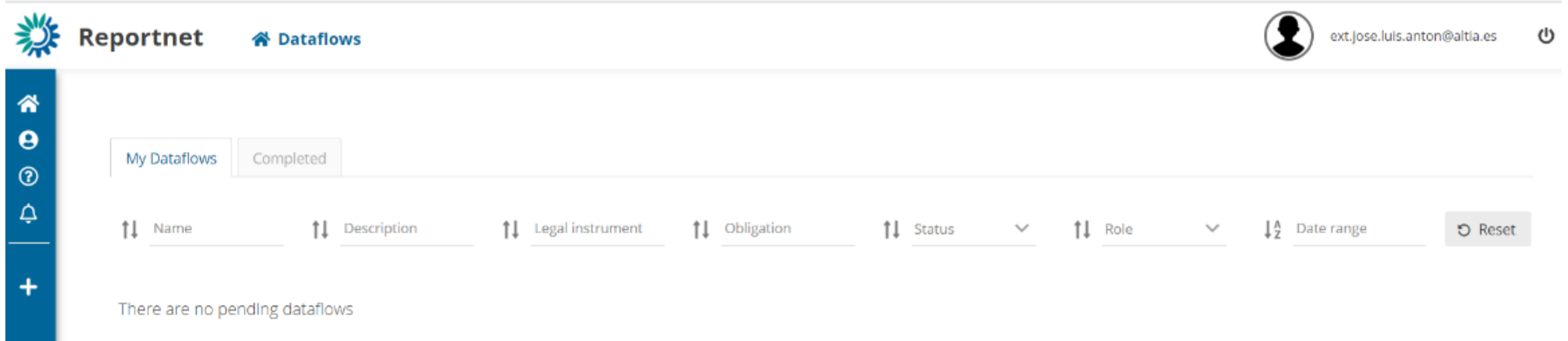
Password 



Sign in

A.3 Regular login to Reportnet 3.0

- With successful login you will be redirected back to Reportnet 3. You are now logged in



The screenshot displays the Reportnet 3.0 web application interface. At the top left, the 'Reportnet' logo and 'Dataflows' navigation link are visible. On the top right, the user profile 'ext.jose.luis.anton@altia.es' is shown with a power icon. A vertical sidebar on the left contains navigation icons for home, user profile, help, notifications, and a plus sign. The main content area features two tabs: 'My Dataflows' (active) and 'Completed'. Below the tabs is a table with columns for Name, Description, Legal instrument, Obligation, Status, Role, and Date range, each with a sort icon. A 'Reset' button is located at the end of the table. The table is currently empty, displaying the message 'There are no pending dataflows'.

- You will see the dataflows you have authorisation for. Contact helpdesk if you have further questions.

B.1 Creating an EU login

- If you do not have EU account with the entered email, you will see the message 'User not found' and you will need to create an account

auth requires you to authenticate

Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

 Select your country



auth requires you to authenticate

Sign in to continue

Use your e-mail address


User not found

Next

[Create an account](#)

Or

Or use the eID of your country

 Select your country

B.2 Creating an EU login

- EU Login is the entry gate to sign in to the Reportnet 3.0 platform as well as different European Commission services and/or other systems. EU Login verifies your identity and allows recovering your personal settings, history and access rights in a secure way.
- Click on the "**Create an account**" link on the EU Login sign-in page.

auth requires you to authenticate

Sign in to continue


Use your e-mail address

Next

[Create an account](#)

Or

Or use the eID of your country

 Select your country

B.3 Creating an EU login

Fill in the provided form with your personal details:

- **First name** – Your first name cannot be empty and can contain letters in any alphabet;
- **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
- **E-mail** – An e-mail address that you have access to;
- **Confirm e-mail** – Type your e-mail address again to make sure it is correct;
- **E-mail language** – The language used when EU Login sends you e-mails regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered mistakenly. EU Login only sends you e-mails for validating your identity or for notifying you about security events affecting your account;
- **Enter the code** – By entering the letter and numbers in the picture, you demonstrate that you are a human being who is legitimately creating an account. If the code is too difficult to read, click on the button with two arrows to generate a new one;
- Check the **privacy statement** by clicking on the link and tick the box to accept the conditions;
- Click on **"Create an account"** to proceed.

Create an account

[Help for external users](#)

First name


Last name

E-mail

Confirm e-mail

E-mail language

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

B.4 Creating an EU login

- If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it. If you cannot find the e-mail, check your spam or junk folder.

Dear,

You have been registered in EU Login.

Your email address is@....

To create your password, follow the link below:

[this link](#)

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:
<https://ecas.cc.cec.eu.int:7002/cas/init/initialisePasswordLogin.cgi?xxx>.

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

Click the link in the e-mail or copy/paste it in the address bar of your browser.

B.5 Creating an EU login

New password

Please choose your new password.

n...
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 8 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()*+,-./:;<=>?@[\\]^_`{|}~

Examples: SEN5RbaW GwOzMg9m U(nuCuwh)

[\[Generate other sample passwords\]](#)

You are invited to **select a password** and to **confirm it** to make sure you did not mistype it.

Your new password must contain at least 10 characters and a combination of:

- upper case letters,
- lower case letters,
- numbers and
- special characters.

The E-mail field is prefilled and cannot be changed. It should contain the e-mail address you provided previously.

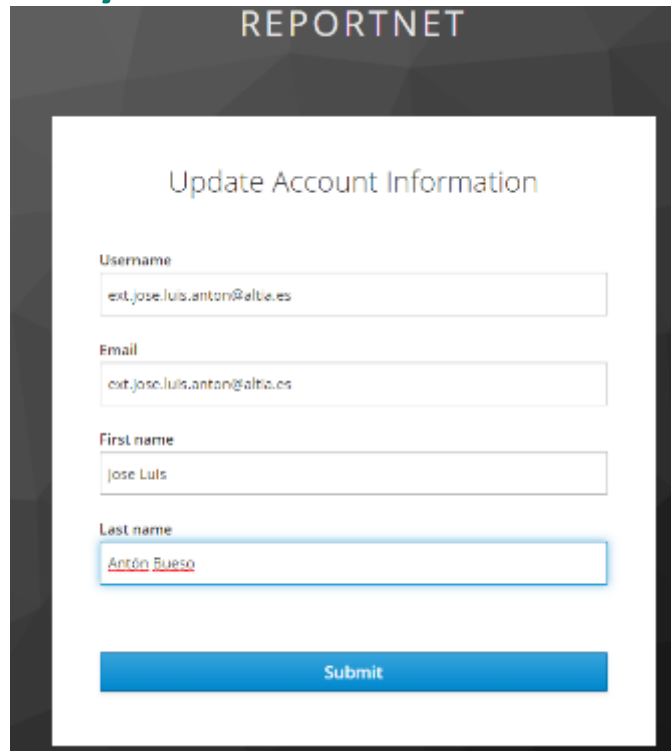
Type your password again in the "**Confirm new password**" and click on "**Submit**".

B.6 Creating an EU login

- You now have an EU Login account and can proceed with the login for Reportnet 3 from the home page
- As this is the first time you will login in to the Reportnet 3 platform, there are some additional steps to follow (next section) after you have been authenticated

C.1 First time login to Reportnet 3.0

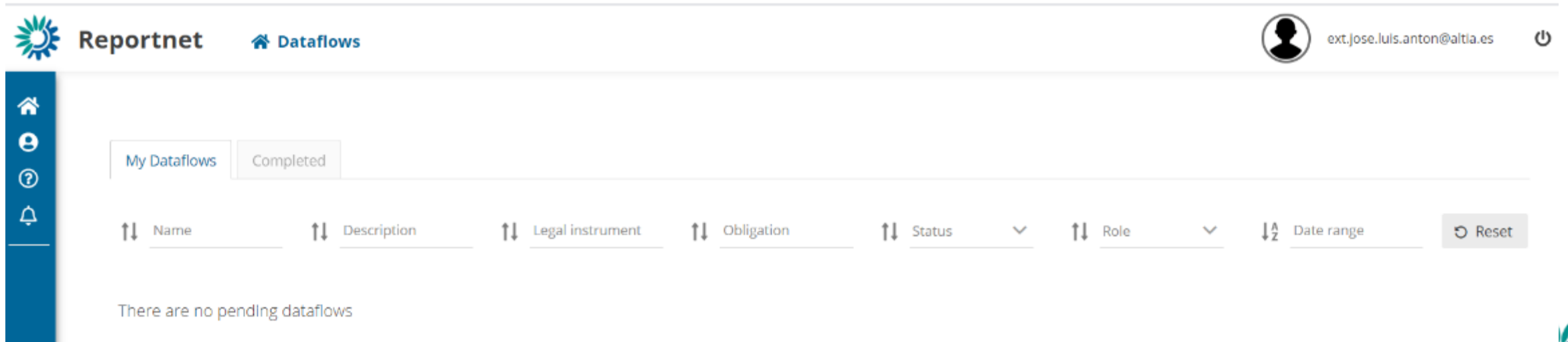
- If this is your first login to Reportnet 3.0, after you have been authenticated by EU login, you will be asked to fill a form. Username should just be your email address.



The screenshot shows a web form titled "REPORTNET" at the top. Below the title is the heading "Update Account Information". The form contains four input fields: "Username" with the value "ext.jose.luis.anton@altia.es", "Email" with the value "ext.jose.luis.anton@altia.es", "First name" with the value "Jose Luis", and "Last name" with the value "Antón Rueso". A blue "Submit" button is located at the bottom of the form.

C.2 First time login to Reportnet 3.0

- You are now logged in
- However you will not see any dataflows the first time
- You will be sent an email when the reporting is open



The screenshot displays the Reportnet 3.0 user interface. At the top left, the 'Reportnet' logo and 'Dataflows' breadcrumb are visible. The user profile 'ext.jose.luis.anton@altia.es' is shown in the top right. A vertical navigation bar on the left contains icons for home, user, help, and notifications. The main content area features two tabs: 'My Dataflows' and 'Completed'. Below the tabs is a table header with columns: Name, Description, Legal instrument, Obligation, Status, Role, and Date range. A 'Reset' button is located at the end of the header. The main content area displays the message: 'There are no pending dataflows'.