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
A.2 Regular login to Reportnet 3.0

• You will be redirected to authenticate using EU login
A.3 Regular login to Reportnet 3.0

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

• 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.
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.
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.
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.

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