



ReportENER User Access Management

User Manual
ver. 2.2

December 2024

LOGO

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Summary

To be able to register a ReportENER user account it is required to authenticate with EU Login account.

The first part of this manual guides through the EU Login account creation and may be skipped if one to be used already exists. The second one presents steps of the ReportENER account request process.

Accessing the Application

Application URL:

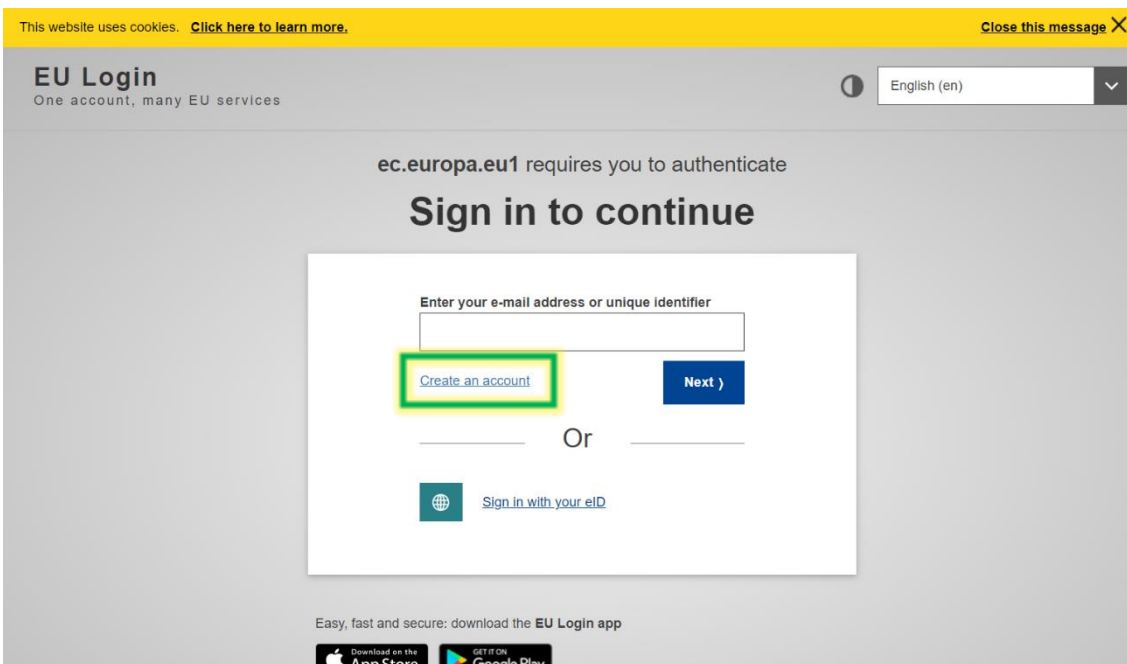
<https://ec.europa.eu/energy-climate-plans-reporting/ePlatform/reportENER/screen/home>

1. Creating EU Login Account

1.1. Starting EU Login Account Request

NOTE: EU Login is associated with an e-mail. If a user starts using different e-mail and uses it to create a new EU Login same thing happens in ReportENER (i.e. a new ReportENER request must be made, and any privileges granted to the old account do not apply to the identity of the new user). To avoid this, a user may update the e-mail associated with the existing EU Login account. ReportENER should detect the email change and update the ReportENER user account to reflect the changed EU Login email after the user confirms.

When a user attempts to access the application the authentication with use of EU Login account is required. To have one creates user needs to click the **Create an account** link.



This website uses cookies. [Click here to learn more.](#) Close this message X

EU Login
One account, many EU services

English (en) ▼


ec.europa.eu1 requires you to authenticate

Sign in to continue



Enter your e-mail address or unique identifier

[Create an account](#)

Or

 [Sign in with your eID](#)

Easy, fast and secure: download the EU Login app

1.2. Providing EU Login Account Details

To have EU Login created its details (e.g. first Name, last name, e-mail address) needs to be provided and privacy statement acknowledgement confirmed.

When ready click the Create an account button.

Create an account

[Help for external users](#)

First name

Last name

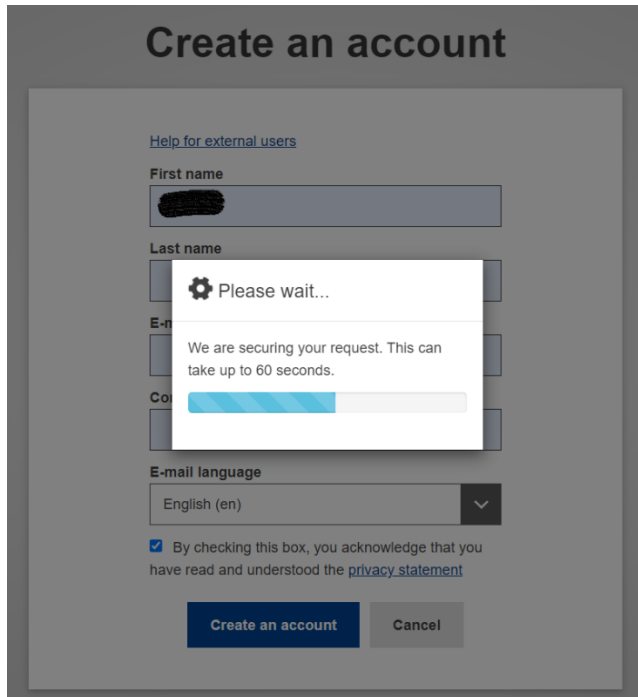
E-mail

Confirm e-mail

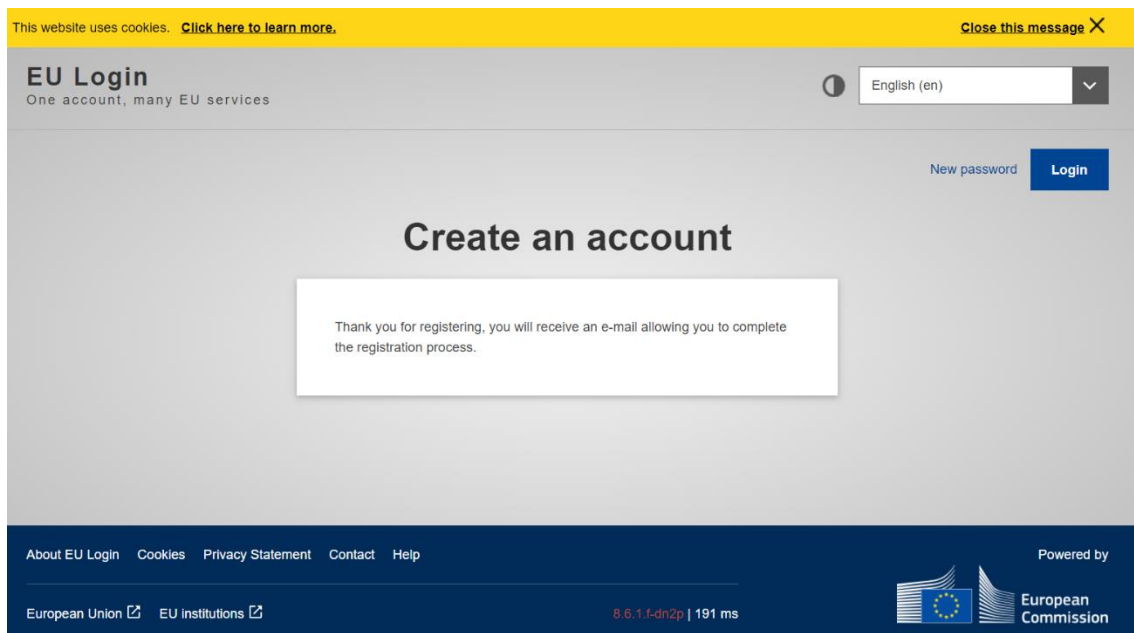
E-mail language
English (en)

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

Please wait for the request to be completed and confirmed.



The screenshot shows a 'Create an account' form with a modal dialog box. The form fields include: 'First name' (blurred), 'Last name' (blurred), 'E-mail' (blurred), 'Company' (blurred), and 'E-mail language' (English (en)). A checkbox is checked with the text: 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. The modal dialog box contains a gear icon, the text 'Please wait...', and a progress bar. The text inside the modal says: 'We are securing your request. This can take up to 60 seconds.' The form has 'Create an account' and 'Cancel' buttons.

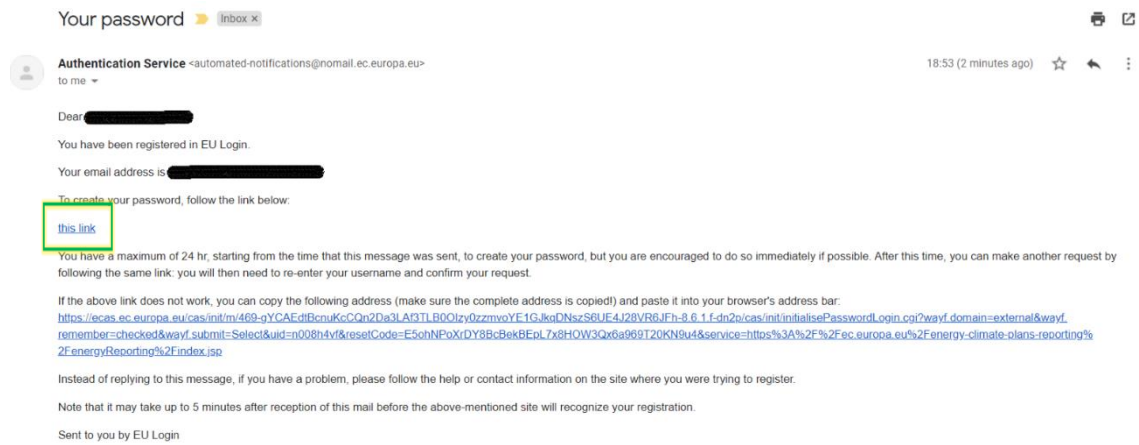


The screenshot shows the EU Login 'Create an account' confirmation page. At the top, there is a yellow banner: 'This website uses cookies. [Click here to learn more.](#)' and a 'Close this message X' button. The page header includes 'EU Login' and 'One account, many EU services'. The language is set to 'English (en)'. There is a 'New password' link and a 'Login' button. The main heading is 'Create an account'. A white box contains the message: 'Thank you for registering, you will receive an e-mail allowing you to complete the registration process.' The footer includes links for 'About EU Login', 'Cookies', 'Privacy Statement', 'Contact', and 'Help'. It also features the European Union and European Commission logos, and the text 'Powered by' and '8.6.1 f-dn2p | 191 ms'.

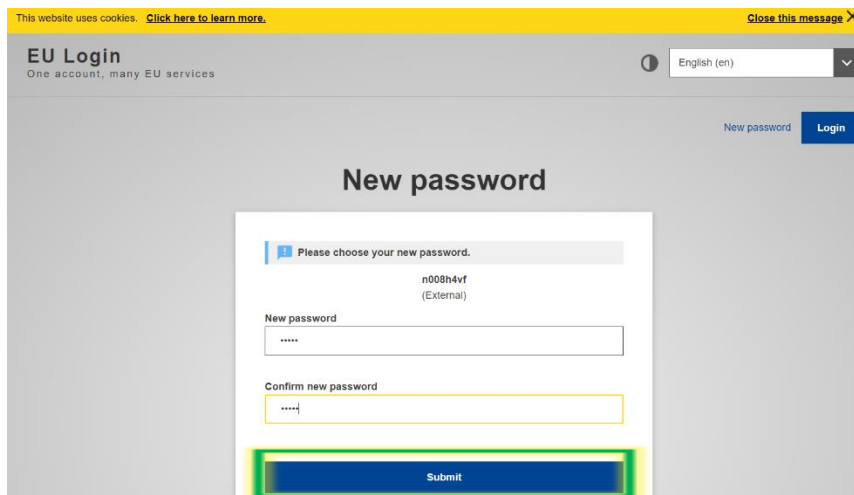
1.3. Setting EU Login Account Password

Once your EU Login account is successfully created, you will receive a confirmation to the indicated e-mail address. It will contain a URL enabling

you to set a password. Click the provided link to be re-directed to a password set up page.



Once you enter your EU Login account password click **Submit** button...



and when password is successfully changed click **Proceed** button to be redirected to the application so you may request a ReportENER account to be

created for you.

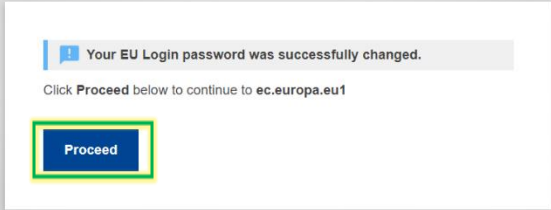
This website uses cookies. [Click here to learn more.](#) Close this message X

EU Login
One account, many EU services

English (en) ▼

New password **Login**




New password

 Your EU Login password was successfully changed.
Click **Proceed** below to continue to ec.europa.eu1

Proceed

About EU Login Cookies Privacy Statement Contact Help

Powered by

European Union  EU Institutions  8.6.1-f-dn2p | 388 ms 

2. Creating ReportENER Account

2.1. Request Access with EU Login Account

If your EU Login account is not authorized to be used with the application, you will be redirected to the access request page.

The screenshot shows the 'User Details' section of the ReportENER application. It includes a header with the 'ACCEPTANCE Commission' logo and the 'ReportENER' title. Below the header is a user profile icon and the text 'User Details'. The main content area is divided into two sections: 'Authentication credentials' and 'Account Details'. The 'Authentication credentials' section displays fields for 'Unique id' (n00062e0), 'E-mail', 'Last name', and 'First name'. The 'Account Details' section shows the 'Status' as 'REJECTED'. Under 'Account type', there are three radio button options: 'Country representative', 'EC representative', and 'Reporting entity representative' (which is selected). To the right, there is a 'Country' dropdown menu set to 'Poland' and a 'Represented reporting entity' dropdown menu set to 'Regionalne Centrum Obliczeniowe Po...'. Below these, there is a 'Justification' dropdown menu set to 'Data Centre Operator'. A blue button labeled 'Place account request' is located at the bottom right of the form.

Please note that your user details (e.g. last name, first name, EU Login unique ID, e-mail) will be auto populated with your EU Login account details.

First select the account type you want to request:

- EC representative – if you are e.g. an EC official or an external consultant hired by EC,
- Country representative – if you are acting on behalf of a country that is submitting reports (i.e. in particular you want to be authorized to access all data reported by this country reporting entities – if it applies to a particular reporting),
- Reporting entity representative – if you are acting on behalf of the entity that is reporting only partial report data to be submitted by a country (e.g. Data Centre Operator).

You are required to provide additional details for your request:

- a country being represented (Country and Reporting entity representatives),
- an entity being represented (Reporting entity representatives only)
- an access request justification - here indicate the reporting role(s) that you would like to have granted in order to perform your duties which should be communicated to you by your reporting obligation supervisors/coordinators (e.g. if you are going to participate in National Energy and Climate Progress Reporting as a Lead Reporter for Annex V then expand the NECPR branch and select NECPR MS Lead Reporter for Annex V).

When ready click the **Place account request** button.

When your request is successfully registered the confirmation message is displayed. Additionally, you will receive a confirmation e-mail. From now on the adequate approver(s) will separately validate each role selected as justification and grant/deny it.

2.2. Account Activation

As soon as the first user role is granted your account request is activated and you will receive account activation e-mail notification. Now you can access the application.



We have now successfully landed on ReportENER application and ready for reporting.

Please note that the Menu and functions available in ReportENER home page may differ based on the user roles granted.

It may happen that all justification user role requests are rejected. In such a case you will be denied access to the application and receive an adequate e-mail notification.

You will still be able to try again and place a new account request.

2.3. Accessing a Report

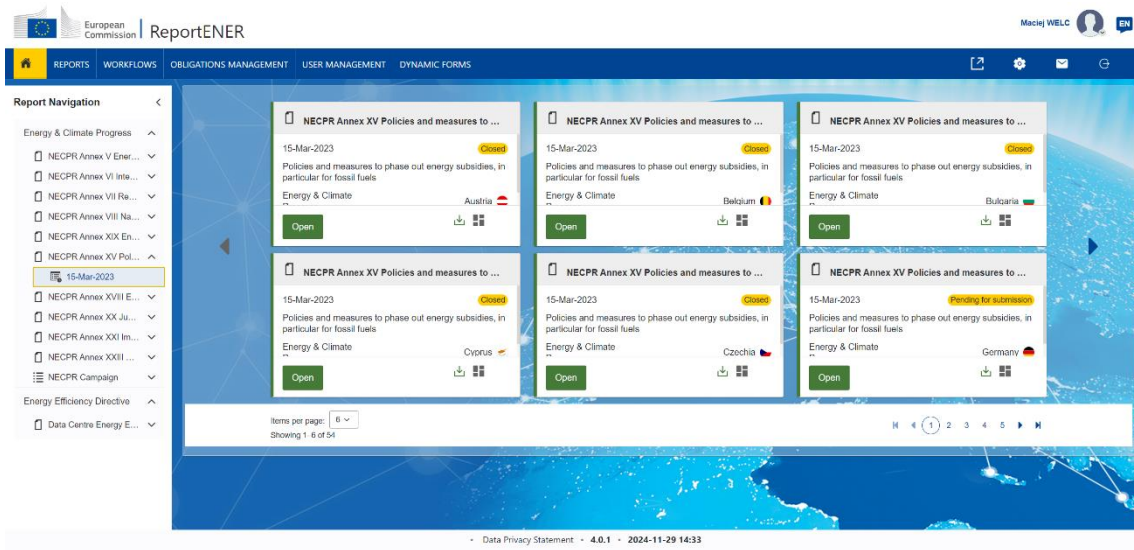
2.3.1. Home Page

The Home Page content is dynamically built around the user. Left side menu enable the hierarchy of reports user can access to be browsed at three levels:

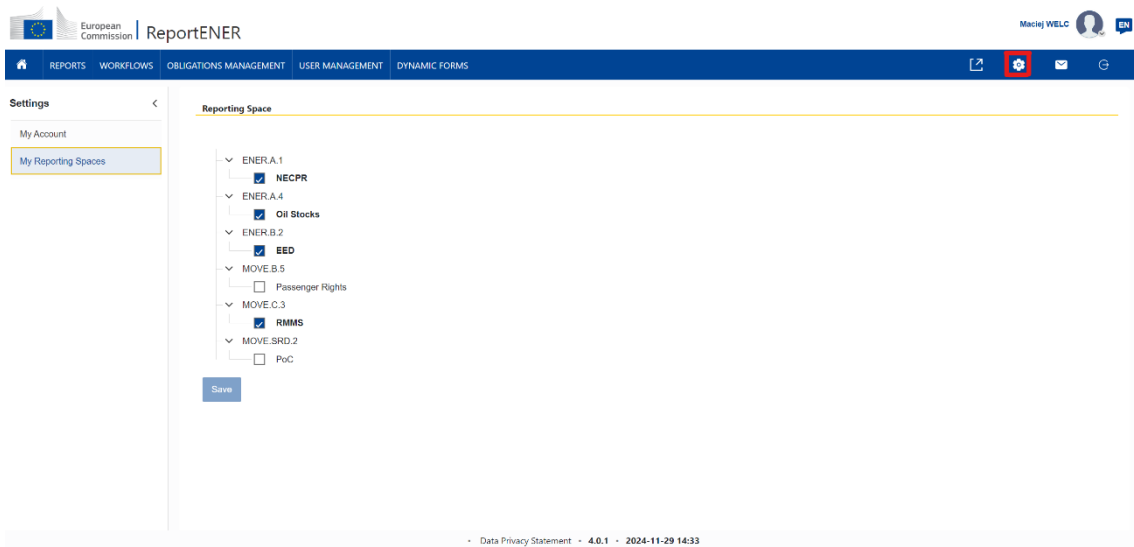
- type of the reporting obligations (that logically groups dataflows),
- reporting obligation,
- reporting obligation deadline.

The tiles on the right represent the reports corresponding to the selected hierarchy item. They show some details and allow to open the report.

ReportENER User Access Management



The content to be presented on the Home Page can be adjusted by a user in a User Profile settings (accessible with one of the top right icons) by selecting in the 'My Reporting Spaces' the ones to be shown (not selected will be hidden to simplify the view).



2.3.2. Browsing for any report

Under the REPORTS menu you can find listed all the available reports. Use the filtering options to find the one you would like to work with and double click its table row to open its details.

Name ↑↓	Type ↑↓	Deadline ↑↓	Country ↑↓	Status ↑↓	Progress Info ↑↓	Details
XX		15-Mar-2023	1 selected		Select	
NECPR Annex XX Just Transition, Human Rights, Gender Equality, Energy Poverty Inequality	Energy & Climate Progress	15-Mar-2023	Belgium	In review	SUBMITTED	
NECPR Annex XXI Implementation of Regional Cooperation	Energy & Climate Progress	15-Mar-2023	Belgium	In review	SUBMITTED	
NECPR Annex XXII Implementation of Recommendations	Energy & Climate Progress	15-Mar-2023	Belgium	In review	SUBMITTED	
NECPR Annex XXIII Multilevel Dialogue	Energy & Climate Progress	15-Mar-2023	Belgium	In review	SUBMITTED	

In case if you are not authorized to access the opened report you will be given an opportunity to request access to it. It is similar to selecting the justification for the User Account you did before.

REPORTS USER MANAGEMENT

REPORT DETAILS

NECPR Annex XXIII Multilevel Dialogue

You have no access to the report at this stage.
Use the button in Report Data section if you want to place an access request.

Reporting on multilevel climate and energy dialogue referred to in Article 11 of Regulation (EU) 2018/1999

Regulation [IMPL_REG_2022/2298 ANNEX XXIII](#)

Type Energy & Climate Progress

Deadline 22/01/2023

Workflow NECPR_A23_STD

Status In review

Request access to Obligation

Please select the role(s) you are going to perform

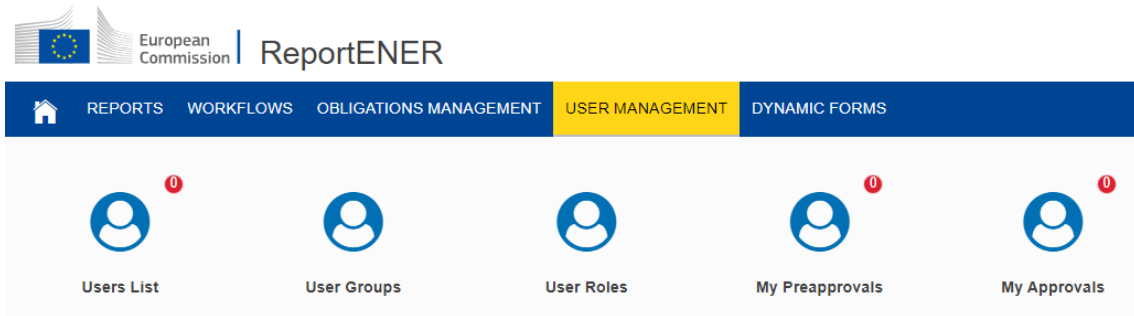
Access roles *

- select all
- NECPR
 - NECPR EC Admin
 - NECPR EC Coordinator
 - NECPR EC Data Steward
 - NECPR EC Reviewer
 - NECPR External Reviewer
 - NECPR MS Lead Reporter for Annex XXIII
 - NECPR MS Reporter for Annex XXIII
 - NECPR MS Viewer for Annex XXIII

Request Access Cancel

3. Delegated User Management

If User Management is delegated to a user then the USER MANAGEMENT menu becomes available with its contents depending on authorizations granted to the user.

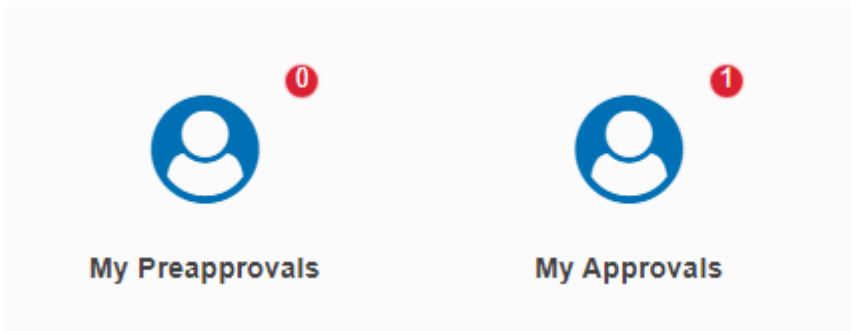


Before any access is granted to any user it must be approved. In some cases it may be two steps where an approval is preceded with a preapproval.

3.1. Access Request (Pre)Approval

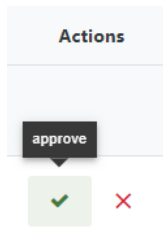
If a user is authorized to assess other users access requests and (pre)approve or reject them then My Preapprovals and My Approvals sub menu items would become available.

If there any requests that user may (pre)approve than their number (greater than zero) will be indicated.



Accessing the submenu item will present list of pending access requests with Approve/Reject actions available.

Space	User Role	Status	Approver	User	Represents	Actions
NECPR	NECPR MS Reporter for Annex XIX (NECPR_MS_REPORTER_ANNEX_19)	Requested	[REDACTED]	[REDACTED]	Poland	✓ ✕



Once Approve/Reject action is made it cannot be undone. In case of mistake a new request needs to be raised either again by user or by (pre)approver (using the top right corner Contact Us icon to raise a support request).

