



EUROPEAN CENTRAL BANK

EUROSYSTEM

ECB Identity Portal User Manual

General and IMAS portal-specific
04 March 2024



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DEFINITION AND GLOSSARY

The European Central Bank (ECB) Identity Portal (<https://id.ecb.europa.eu>) is the online platform for the central identification, authentication and account management of users of ECB applications that are accessible to third parties.

User accounts can be managed by:

- ECB staff
- A third party through Delegated User Administrators and Delegated Access Administrators nominated by the third-party and confirmed by ECB staff

For assistance, please contact the ECB Support Centre at supportcenter@ecb.europa.eu or +49 69 1344 7766.

Glossary:

User: an authenticated and authorised natural person, who, on behalf of a third party, has access to the ECB Identity Portal and is assigned access rights in accordance with their role.

Delegated User Administrator (DUA): an authenticated and authorised natural person, who, on behalf of a third party, can manage users of their organisation that might have access to ECB managed applications.

Delegated Access Administrator (DAA): an authenticated and authorised natural person, who, on behalf of a third party, can assign application access rights to third-party users created by the DUA, in accordance with their role.

Third party: a legal person that interacts with the European Central Bank (ECB).

The roles and responsibilities of users are detailed in the "[Terms of use for end users of ECB Identity Portal](#)" and "[Terms of use – supplement for Delegated User and Access Administrators \(DUAs and DAAs\) of ECB Identity Portal](#)".

PROCEDURES

1. LOGIN

Logging into the ECB Identity Portal requires two-factor authentication.

The login window below (Fig.1) is shown when the user accesses, via a browser, the ECB Identity Portal at <https://id.ecb.europa.eu>.

Login step one: Provide user email and password.

Login step two: Provide the six-digit code sent to the user's mobile number via SMS or voice message.

(NB: The code expires after three minutes and the procedure has to be restarted.)

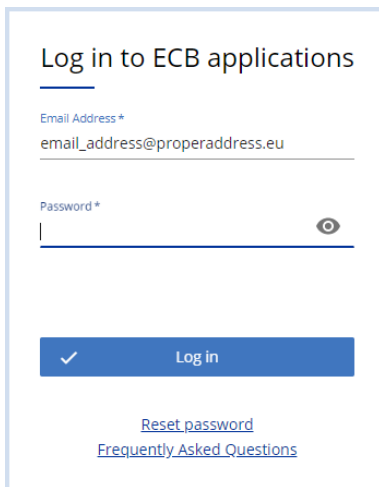


Fig.1, Login Step one

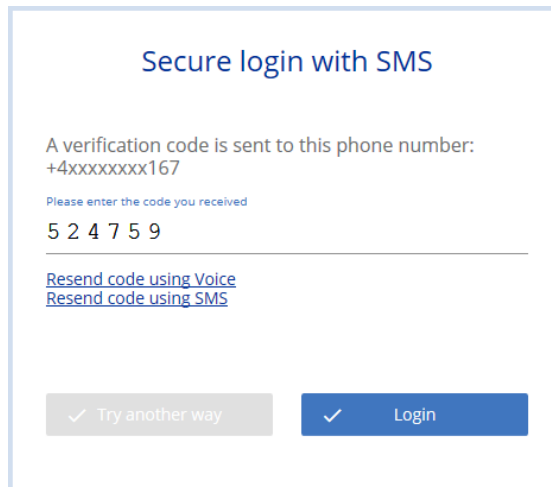
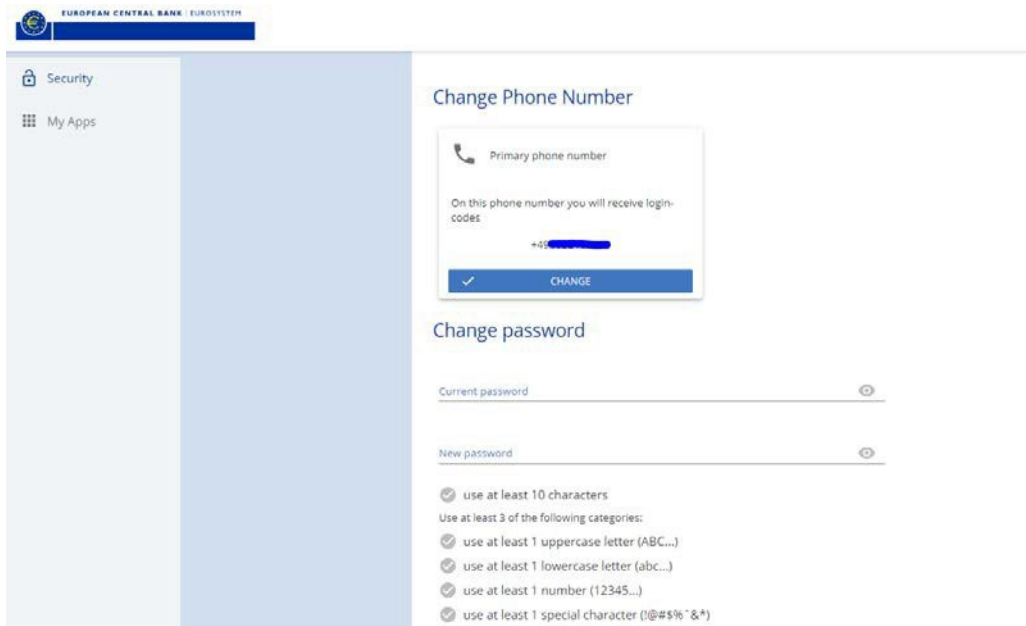


Fig.2, Login Step two

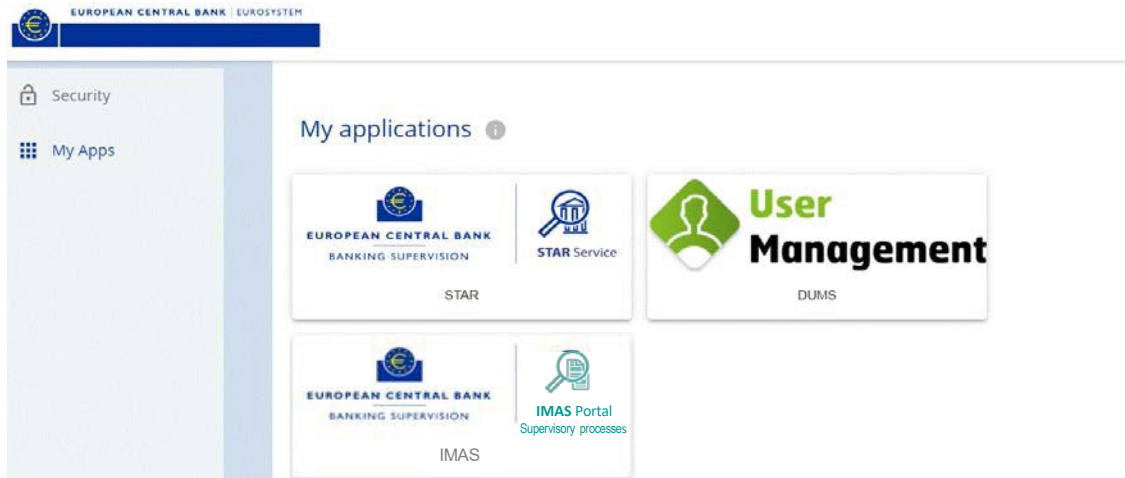
The user can change the authentication method by selecting either "Resend code using Voice" or "Resend code using SMS" (Fig.2). This will restart the login process. The method chosen will become the default.

2. USER PROFILE AND MY APP PAGE

On the “Security” tab of the user’s profile page there is an option to change the user’s password and phone number.



The “My Apps” tab lists the authorised applications.

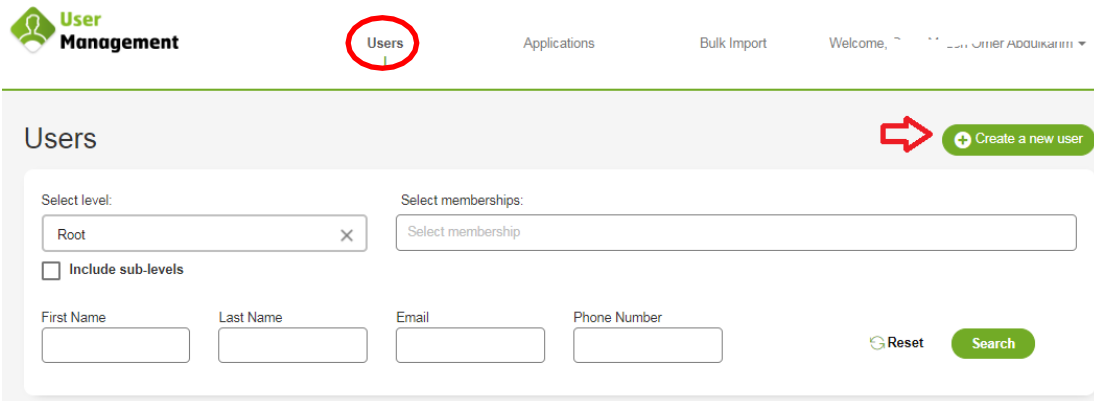


3. CREATE, DELETE AND MODIFY USERS

Only “Delegated User Administrator” can create, delete and modify user accounts.

To create a new user, an administrator must:

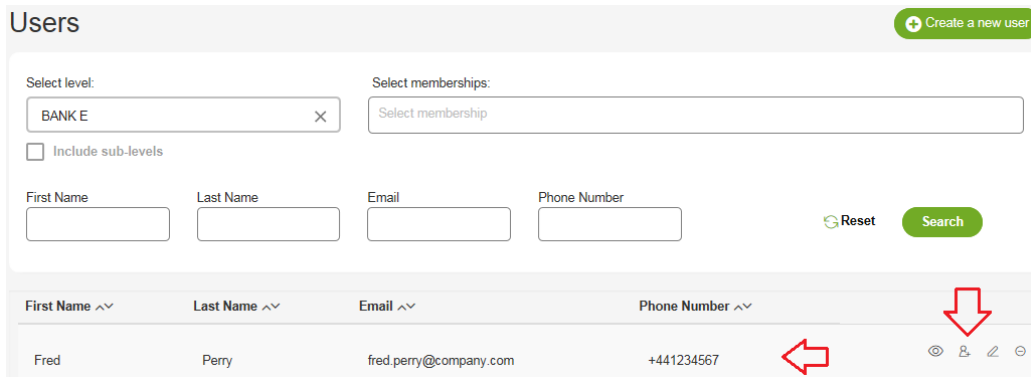
- a. Access the **“Users”** administration menu;
- b. Click on **“Create a new user”** in top right corner;



The screenshot shows the 'User Management' header with the 'Users' menu item circled in red. Below the header, the 'Users' section has a 'Create a new user' button highlighted with a red arrow. The form includes fields for 'Select level' (set to 'Root'), 'Select memberships', 'Include sub-levels' (checkbox), 'First Name', 'Last Name', 'Email', and 'Phone Number'. There are also 'Reset' and 'Search' buttons.

- c. Enter the following information:
 - i. First Name
 - ii. Last Name
 - iii. Email
 - iv. Phone Number (use international format e.g. for Germany +49, etc.)
 - v. Company ID – this field is optional, only applicable to specific applications
 - vi. Account Expiration Date – (for temporary accounts)
- d. Save the information.

The following actions can be performed for each individual user, using icons indicated in the image below: view, assign membership, edit and delete.



The screenshot shows the 'Users' section with a table of users. The table has columns for 'First Name', 'Last Name', 'Email', and 'Phone Number'. A red arrow points to the 'Create a new user' button, and another red arrow points to the icons for view, edit, and delete in the table row for 'Fred Perry'.

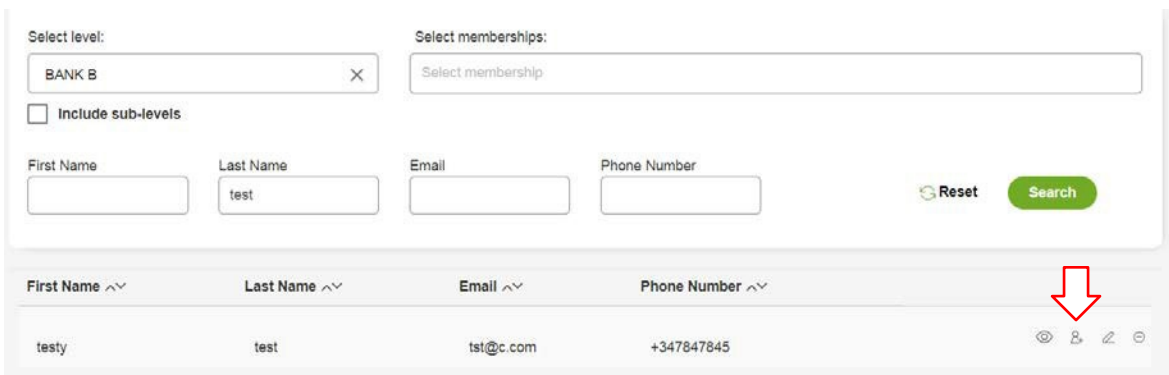
First Name ^v	Last Name ^v	Email ^v	Phone Number ^v	
Fred	Perry	fred.perry@company.com	+441234567	⦿ ⚙️ ✎️ ⦿

4. PROVIDE ACCESS TO ECB APPLICATIONS

Only a **“Delegated Access Administrator”** can provide access to ECB applications.

User access must be enabled for ECB applications (e.g. ASTRA, IMAS, etc.) by an administrator assigning a group membership.

Group membership is assigned through using the **“Assign membership”** button as illustrated below:




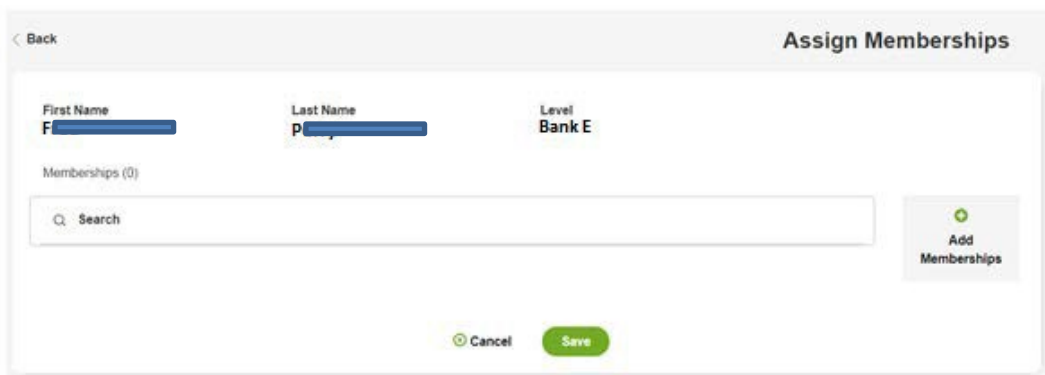
Select level: BANK B X

Select memberships: Select membership

Include sub-levels

First Name: Last Name: test Email: Phone Number: [Reset] [Search]

First Name ^v	Last Name ^v	Email ^v	Phone Number ^v	
testy	test	tst@c.com	+347847845	



< Back **Assign Memberships**

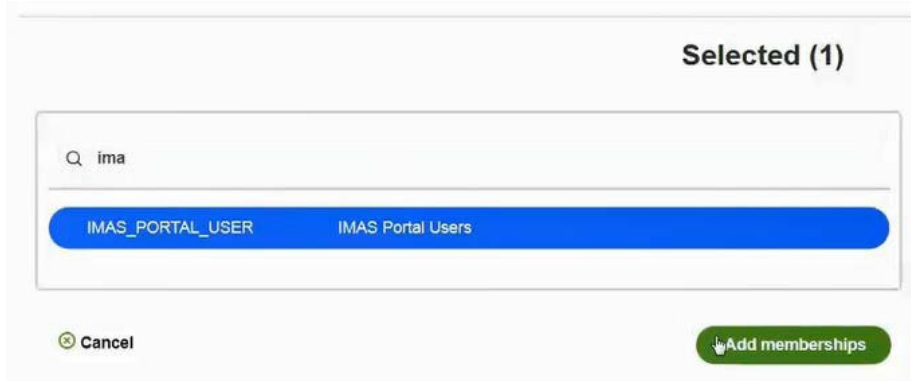
First Name: F Last Name: pi Level: Bank E

Memberships (0)

Search: [Search]

[Add Memberships]

[Cancel] [Save]



Selected (1)

Search: ima

- IMAS_PORTAL_USER IMAS Portal Users

[Cancel] [Add memberships]

< BackAssign Memberships

First Name

Last Name

Level

Memberships (1)

IMAS_PORTAL_USER IMAS Portal Users

+

Add
Memberships

⌂ Cancel Save

Click **"Save"** to finish the assigning group membership.

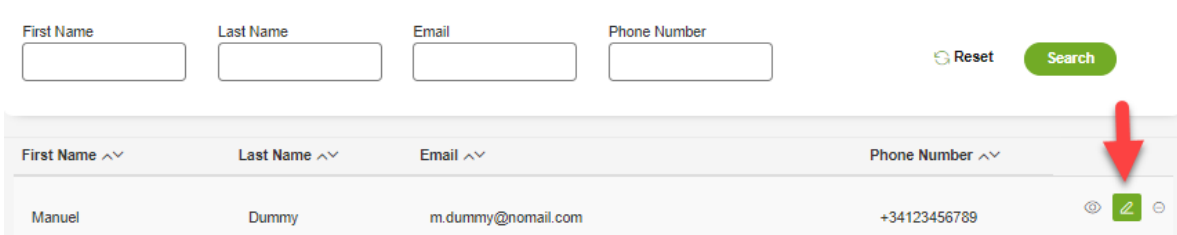
Group membership will grant predefined permission levels for the selected application. For some applications (e.g., the IMAS portal), administrators may set more specific permissions using the **user management system** in the relevant application (see the section 6).

Access to the applications can be removed using the same interface.


5. GRANT DELEGATED ADMINISTRATOR ROLES

Only users with a “Delegated Access Administrator” (DAA) role can grant DAA privileges to other users. The same applies to “Delegated User Administrators” (DUAs).

Administrator roles are granted and revoked by **editing an existing user**:



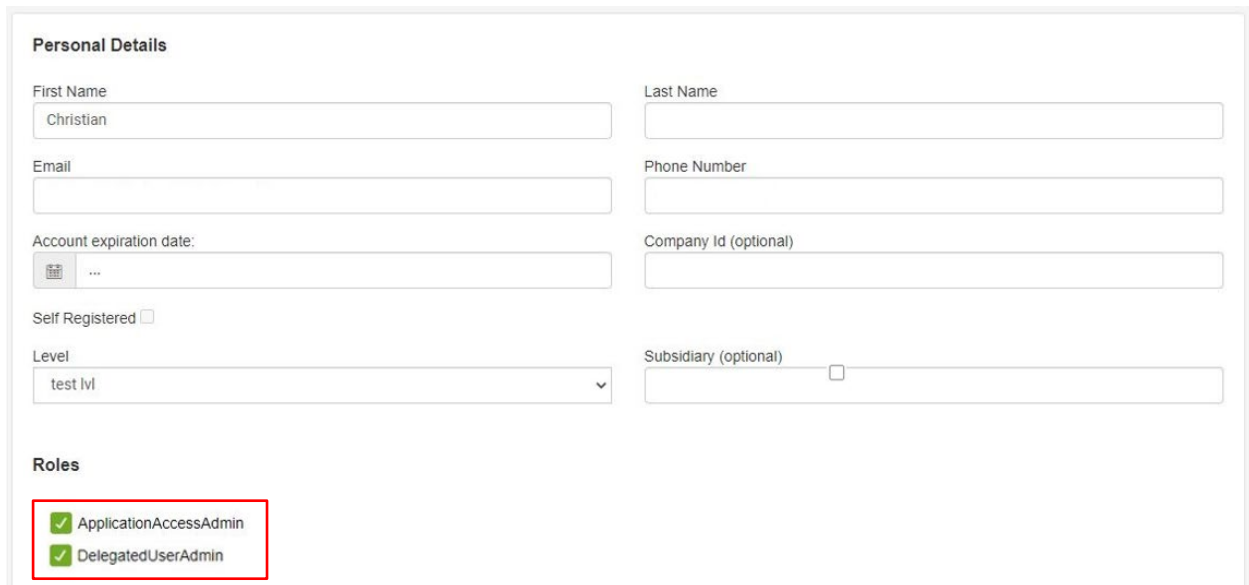
Search filters: First Name, Last Name, Email, Phone Number. Buttons: Reset, Search.

First Name ^v	Last Name ^v	Email ^v	Phone Number ^v	
Manuel	Dummy	m.dummy@nomail.com	+34123456789	

If you are a Delegated Administrator, you will see the **Roles** section below the user’s **Personal Details**.

In this section:

- DAAs will be able to grant and revoke the **ApplicationAccessAdmin** role only for the application(s) they manage. Unless they are also DUAs, they will not be able to modify the user’s account details.
- DUAs will be able to grant and revoke the **DelegatedUserAdmin** role.



Personal Details

First Name: Christian, Last Name: [empty], Email: [empty], Phone Number: [empty], Account expiration date: [empty], Company Id (optional): [empty], Self Registered: , Level: test lvl, Subsidiary (optional):

Roles

- ApplicationAccessAdmin
- DelegatedUserAdmin

To remove Administrator privileges, simply untick the relevant checkbox.

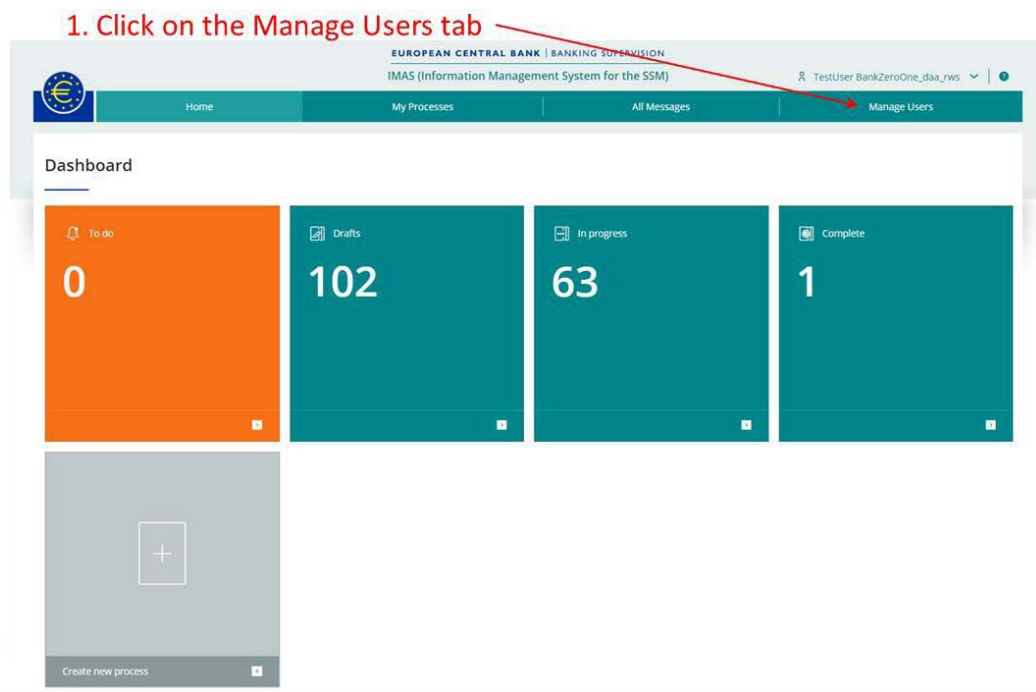
Save your changes.

6. MANAGING USER PERMISSIONS IN THE IMAS PORTAL

Only users with a “Delegated Access Administrator” (DAA) role can manage user permissions in the IMAS portal. When a new user logs into the IMAS portal for the first time, an account is automatically created.

To manage user permissions in the [IMAS portal](#) an administrator must take the following steps.

Select the **“Manage Users”** tab on the dashboard page, or type in this URL: <https://imas.ecb.europa.eu/useradmin/>



If the new user is not displayed after first logon, the DAA should refresh the “Manage Users” page. When the user whose permissions need to be modified is visible in the listing, the DAA selects the user and makes the necessary modifications.

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IMAS (Information Management System for the SSM)

TestUser BankZeroOne_daa_rws

Home My Processes All Messages Manage Users

Users [Export as CSV](#) [+ New User](#)

Name	Last name	Email	Created	Last Modified	Institution	Process type(s)
Test			02 October 2020	02 October 2020	bank_01	Fit and Proper test
Test			02 October 2020	02 October 2020	bank_01	Fit and Proper
testeugen			21 September 2020	21 September 2020	bank_01	
TestQu			10 September 2020	10 September 2020	bank_01	
Robert			10 September 2020	10 September 2020	bank_01	
Gerlinde			10 September 2020	10 September 2020	bank_01	Fit and Proper
Sylvain			10 September 2020	30 September 2020	bank_01	Fit and Proper
Marco			10 September 2020	10 September 2020	bank_01	
Martin			10 September 2020	10 September 2020	bank_01	
Sona			27 August 2020	27 August 2020	bank_01	Fit and Proper

Items per page: Auto 1 - 10 of 74

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1. Select the process type for which you want to modify the user permissions

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IMAS (Information Management System for the SSM)

TestUser BankZeroOne_daa_rws

Home My Processes All Messages Manage Users

< TU Test User Daa BANK_01 user details Show all

Process types

- Fit and Proper
- Licensing
- test

Institution

Institution	Permissions
bank_01 (FI - LE11)	Read, write and submit
bank_02 (FI - LE12)	No access
bank_03 (FI - LE13)	No access
Bank_33 (PT - LEI6209)	No access
Bank_AT (AT - LEI6240)	No access
Bank_BE (BE - LEI6241)	No access
Bank_CY (CY - LEI6258)	No access
Bank_DE (DE - LEI6256)	No access

Items per page: Auto 1 - 8 of 23

Save Cancel

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2. Select the required permissions for the institution

3. Click Save to complete the process

After the DAA has granted the necessary permissions to the new user, the user should refresh the IMAS portal page to see the effect of the newly granted permissions.