



EUROPEAN CENTRAL BANK

EUROSYSTEM

ECB Identity Portal – User Manual

General and CASPER-specific

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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 on +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 in to 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.)

Log in to ECB applications

Email Address*
email_address@properaddress.eu

Password*
|

✓ Log in

[Reset password](#)
[Frequently Asked Questions](#)

Fig.1: Login step one

Secure login with SMS

A verification code is sent to this phone number:
+4xxxxxxxx167

Please enter the code you received
5 2 4 7 5 9

[Resend code using Voice](#)
[Resend code using SMS](#)

✓ Try another way ✓ Login

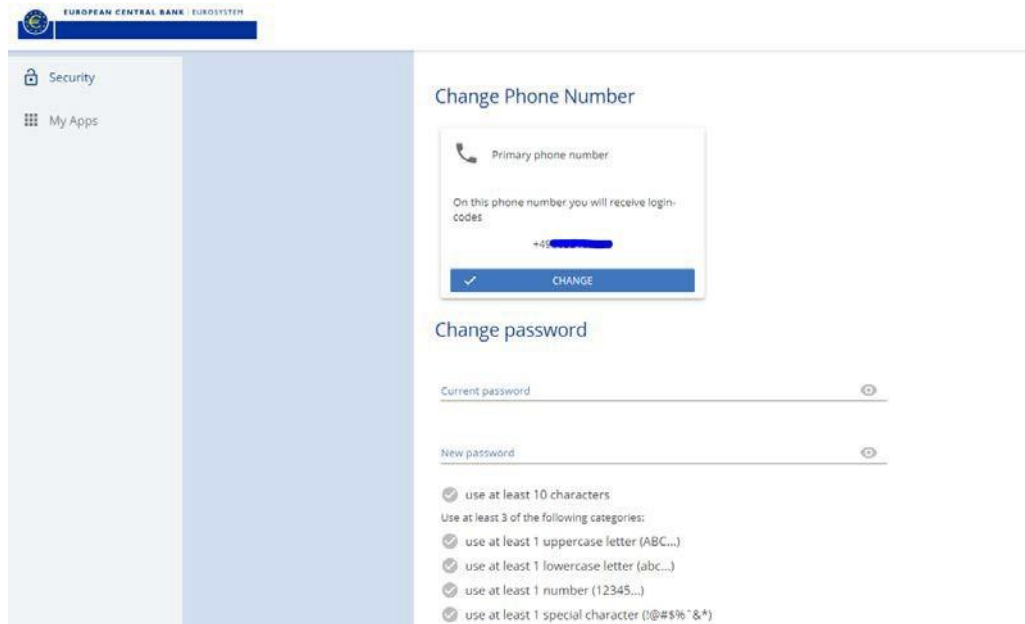
Fig.2: Login step two

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.

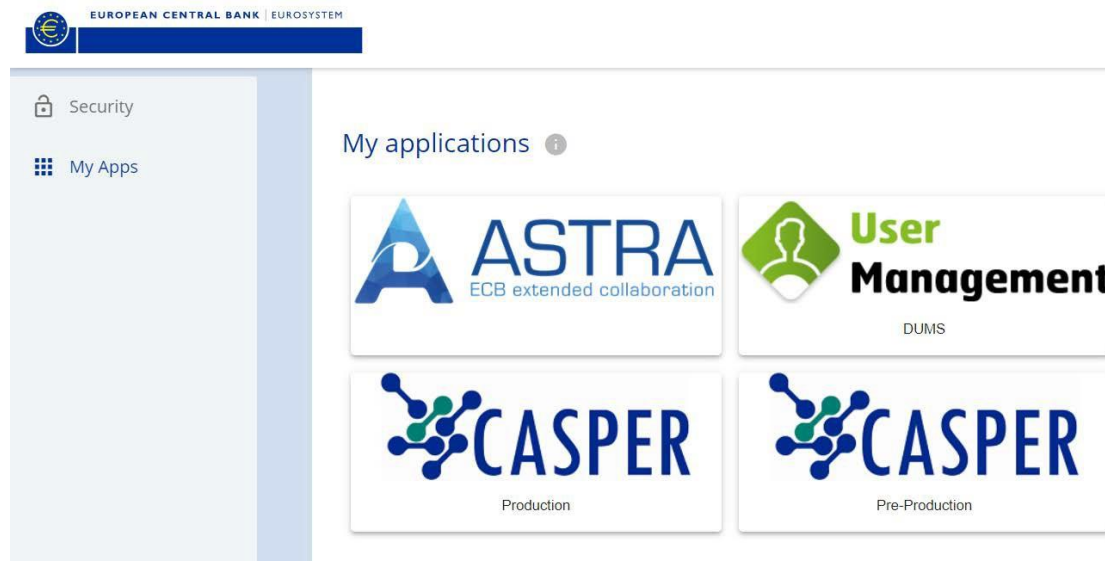


2. USER PROFILE AND MY APP PAGE

In 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. For CASPER there are two tiles, one for CASPER production and one for CASPER test environment (CASPER Pre-Production).





3. CREATE, DELETE AND MODIFY USERS

Only a delegated user administrator can create, delete and modify user accounts.

To create a new user, an administrator must:




- access the “Users” administration menu;
- click on “Create a new user” in the top right corner;

The screenshot shows the 'User Management' interface. The 'Users' menu item is circled in red. A red arrow points to the 'Create a new user' button in the top right corner of the 'Users' section. The form includes fields for 'Select level' (Root), 'Select memberships' (Select membership), 'Include sub-levels' (checkbox), 'First Name', 'Last Name', 'Email', and 'Phone Number'. There are 'Reset' and 'Search' buttons.

- enter the following information:
 - first name;
 - last name;
 - email address;
 - phone number (use international format, e.g. “+49” for Germany, etc.);
 - company ID (this field is optional, only applicable for specific applications);
 - account expiration date (for temporary accounts);
- save the information.

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

The screenshot shows the 'Users' section with a table of users. A red arrow points to the 'Create a new user' button. Another red arrow points to the action icons (view, edit, delete) for a user named Fred Perry.

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



4. GRANT ACCESS TO THE CASPER APPLICATION

Only a **delegated access administrator** can grant access to ECB applications.

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

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

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

Assign Memberships

First Name: F, Last Name: P, Level: Bank E

Memberships (0)

Search: []

Buttons: Cancel, Save, Add Memberships

Selected (2)

Search: casper

- A- CASPER_WEB_DATA_SUBMITTER WEB_DATA_SUBMITTER
- A- CASPER_WEB_TECHNICAL_USER WEB_TECHNICAL_USER
- A-CASPER_WEB_USER_ADMIN WEB_USER_ADMIN
- CASPER_WEB_DATA_SUBMITTER WEB_DATA_SUBMITTER**
- CASPER_WEB_TECHNICAL_USER WEB_TECHNICAL_USER
- CASPER_WEB_USER_ADMIN WEB_USER_ADMIN**

Buttons: Cancel, Add memberships



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- For CASPER (**pre-**) production the relevant roles are:
 - (A-)CASPER_WEB_DATA_SUBMITTER;
 - (A-)CASPER_WEB_USER_ADMIN.

Back Assign Memberships

First Name	Last Name	Level
Memberships (2)		
Q Search		
A-CASPER_WEB_USER_ADMIN	WEB_USER_ADMIN	
CASPER_WEB_USER_ADMIN	WEB_USER_ADMIN	

+ Add Memberships

Cancel Save

Click **“Save”** to finish assigning group membership.

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

A short description for each CASPER role can be found below. For further information on the permissions of each role, please refer to the [CASPER web user manual](#).

(A-)CASPER_WEB_USER_ADMIN: Web user administrators are responsible for managing access to data collections and reporting entities in CASPER for users who belong to the same organisation. In order to do this, a web user administrator must be assigned to a data collection and the reporting entities in CASPER either by the ECB collection owner or by another web user administrator.

(A-)CASPER_WEB_DATA_SUBMITTER: Web data submitters are responsible for submitting data in CASPER for data collections and entities to which they are assigned.



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5. MANAGE USER PERMISSIONS IN CASPER

The process of managing user permissions in CASPER is described in detail in the [CASPER web user manual](#) under 3.1 - Journey I: Web user administrator.