



EUROPEAN CENTRAL BANK

EUROSYSTEM

ECB Identity Portal User Manual

General and SSM Portal-specific
04 March 2024



TABLE OF CONTENTS

Definition and Glossary	3
Procedures	4
1. <i>Login</i>	4
2. <i>User profile and My Apps page</i>	5
3. <i>Create, delete and modify users</i>	6
4. <i>Provide access to ECB applications</i>	7
5. <i>Grant Delegated Administrator roles</i>	9
6. <i>Managing user permissions in the SSM Portal</i>	11

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.)

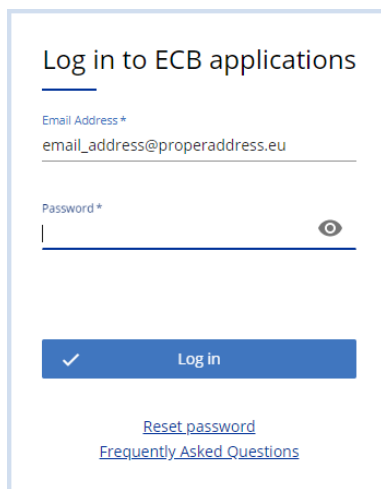


Fig.1, Login Step one

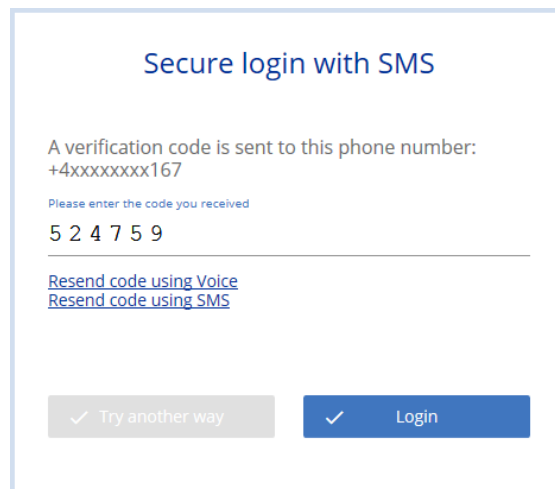
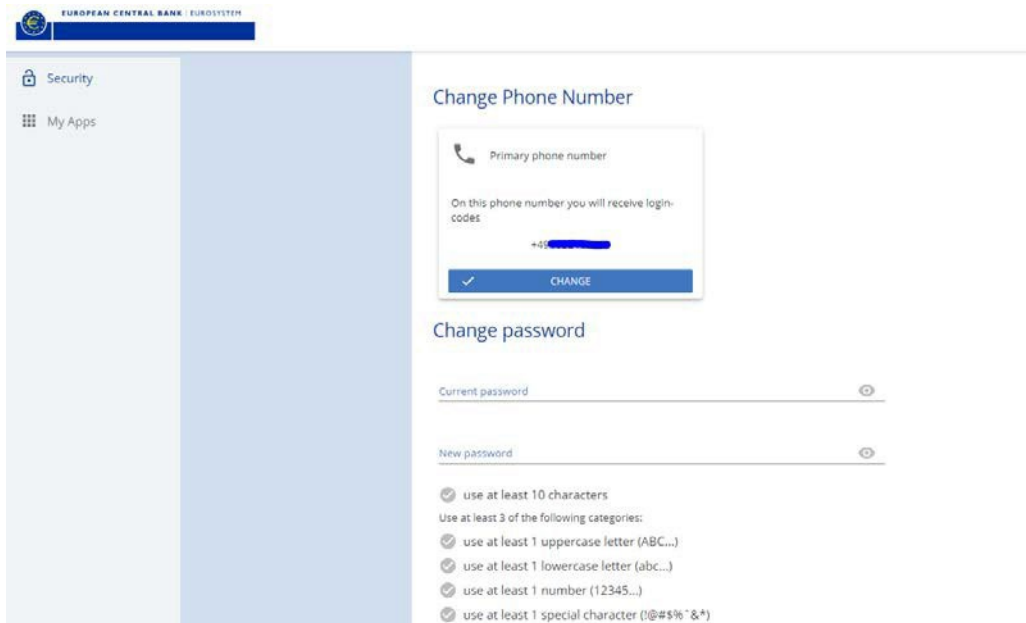


Fig.2, Login Step two

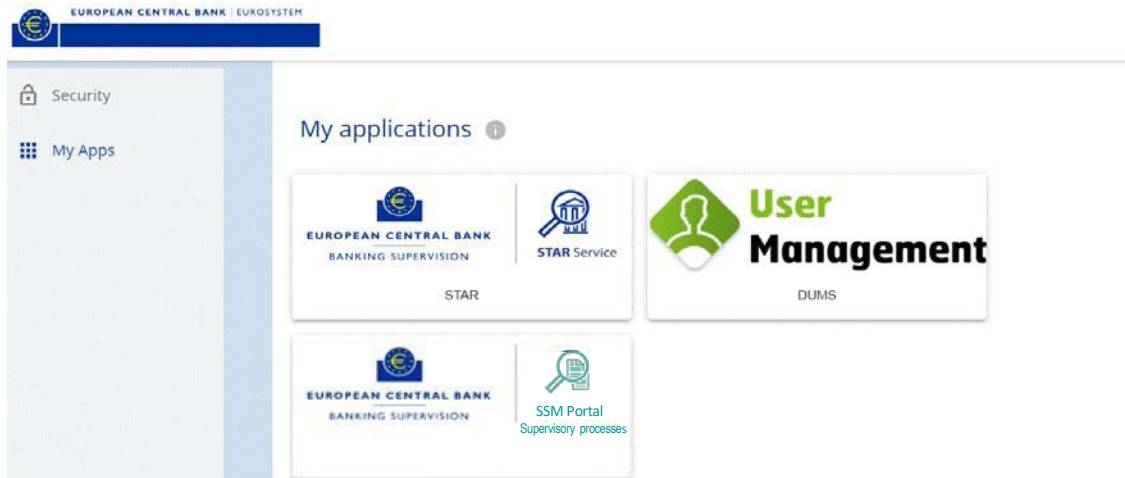
The user can change the authentication method by selecting either “Resend code using Voice” or “Resend code using SMS” (Fig.2). This will restart the login process. The method chosen will become the default.

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.

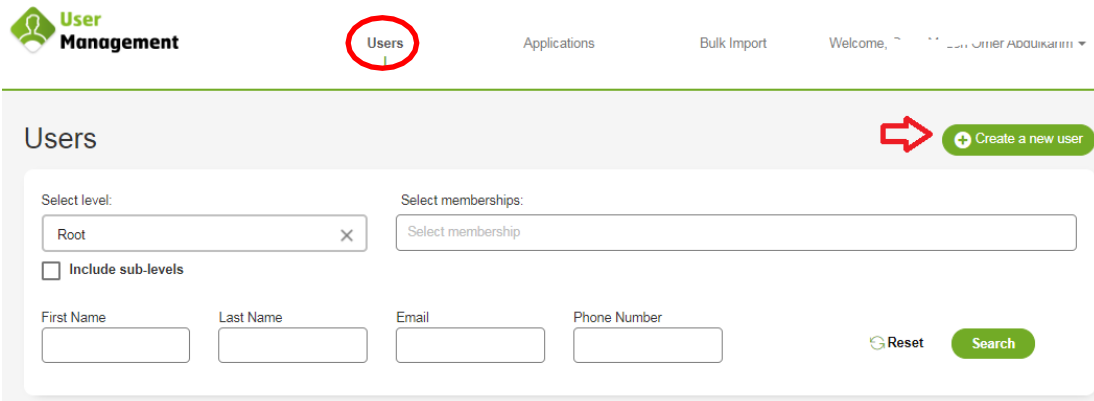


3. CREATE, DELETE AND MODIFY USERS

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

To create a new user, an administrator must:

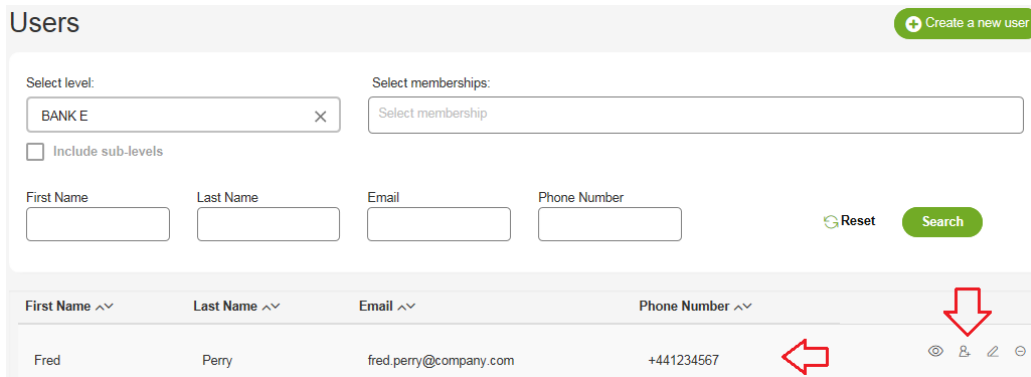
- a. Access the **“Users”** administration menu;
- b. Click on **“Create a new user”** in top right corner;



The screenshot shows the 'User Management' 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. Below this, there are search filters for 'Select level' (set to 'Root') and 'Select memberships' (set to 'Select membership'). There are also input fields for 'First Name', 'Last Name', 'Email', and 'Phone Number', along with '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' interface with a list of users. The 'Create a new user' button is still visible. The search filters are now set to 'BANK E'. Below the search filters, there are input fields for 'First Name', 'Last Name', 'Email', and 'Phone Number', along with 'Reset' and 'Search' buttons. At the bottom, there is a table with columns for 'First Name', 'Last Name', 'Email', and 'Phone Number'. A red arrow points to the action icons (view, edit, delete) for the user 'Fred Perry'.

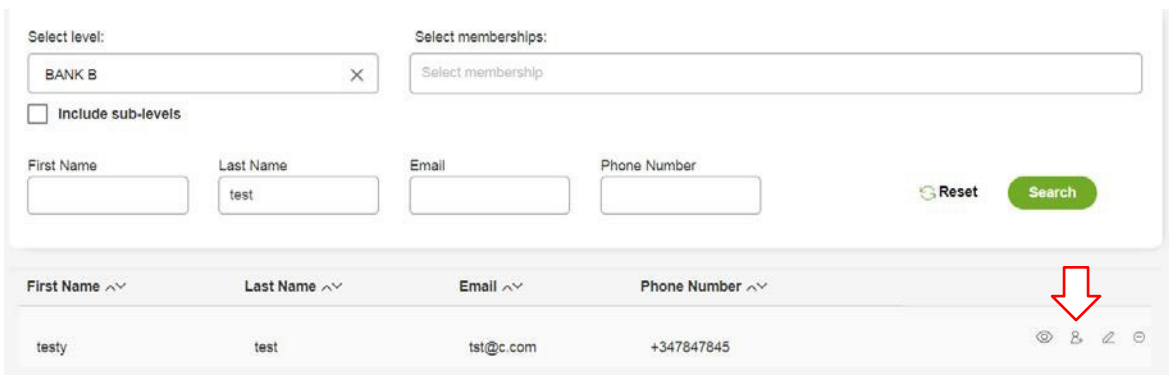
First Name ^v	Last Name ^v	Email ^v	Phone Number ^v	
Fred	Perry	fred.perry@company.com	+441234567	⏪ ⏩ ⚙️ 🗑️


4. PROVIDE ACCESS TO ECB APPLICATIONS

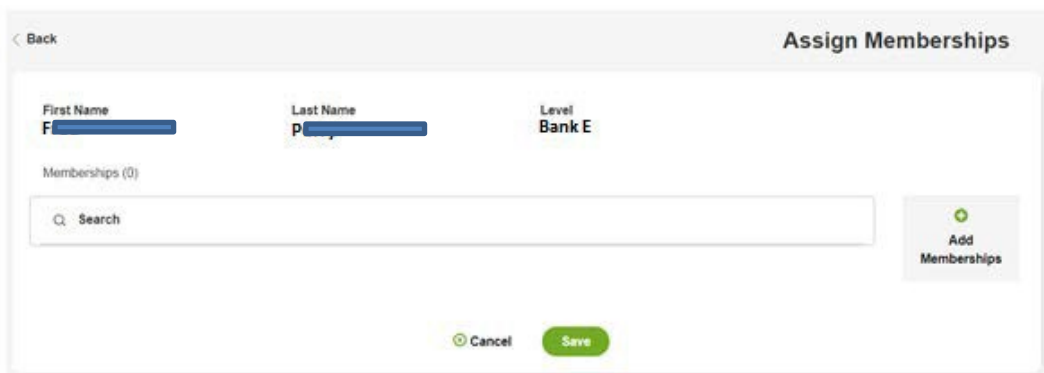
Only a **“Delegated Access Administrator”** can provide access to ECB applications.

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:



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



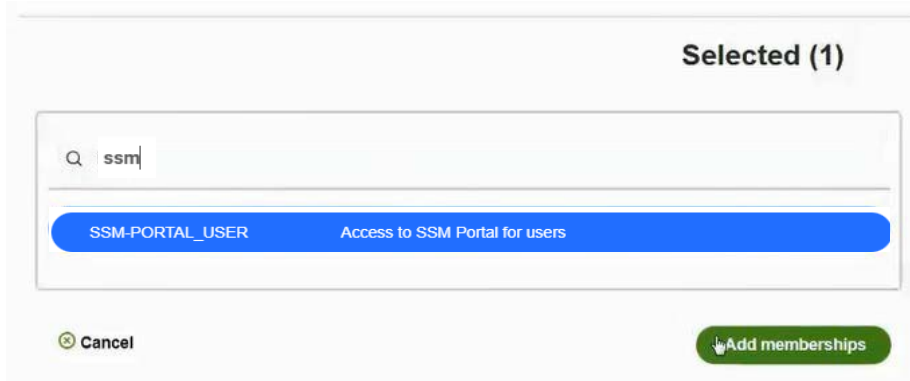
Assign Memberships

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

Memberships (0)

Search: [Search Bar]

Buttons: Add Memberships, Cancel, Save

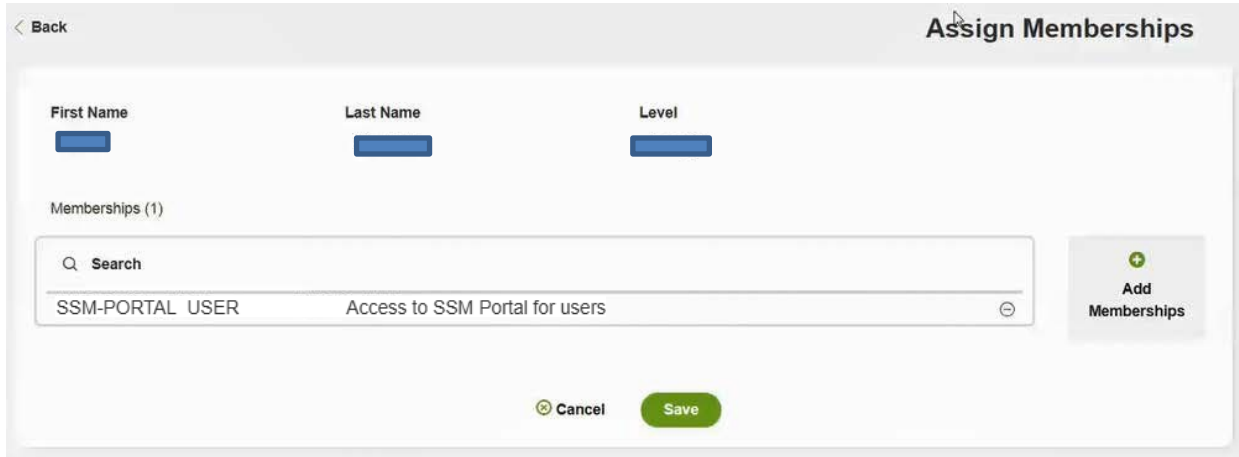


Selected (1)

Search: ssm

- SSM-PORTAL_USER Access to SSM Portal for users

Buttons: Cancel, Add memberships



< Back Assign Memberships

First Name Last Name Level

Memberships (1)

Q Search

SSM-PORTAL USER	Access to SSM Portal for users	⊖
-----------------	--------------------------------	---

+ Add Memberships

⊗ Cancel Save

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

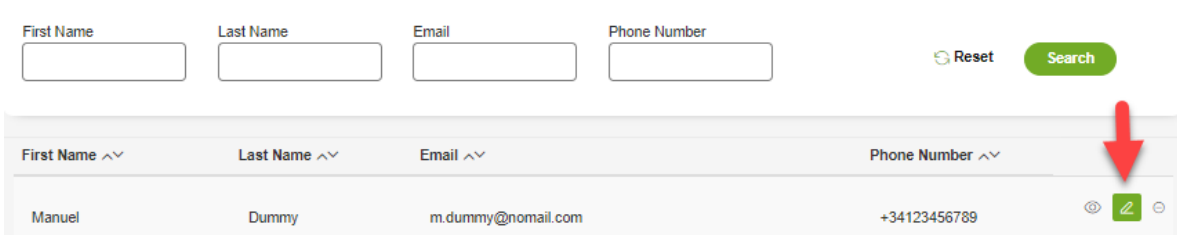
Group membership will grant predefined permission levels for the selected application. For some applications (e.g., the SSM Portal), administrators may set more specific permissions using the **user management system** in the relevant application (see the section 6).

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**:



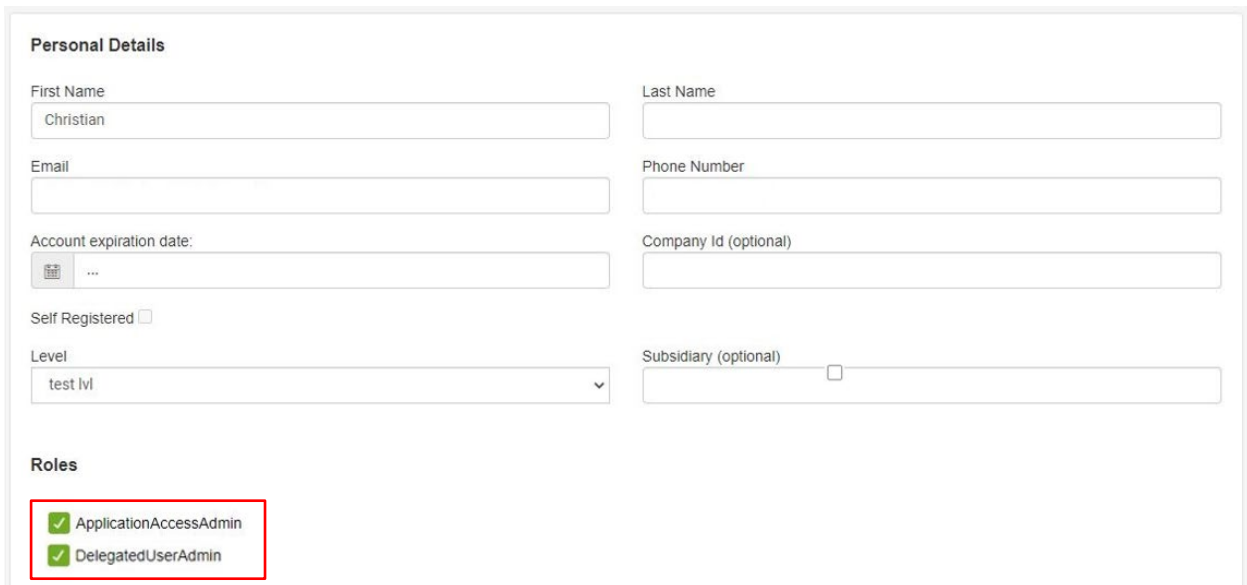
First Name Last Name Email Phone Number Reset Search

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 Last Name

Email Phone Number

Account expiration date: Company Id (optional)

Self Registered

Level Subsidiary (optional)

Roles

ApplicationAccessAdmin

DelegatedUserAdmin

To remove Administrator privileges, simply untick the relevant checkbox.

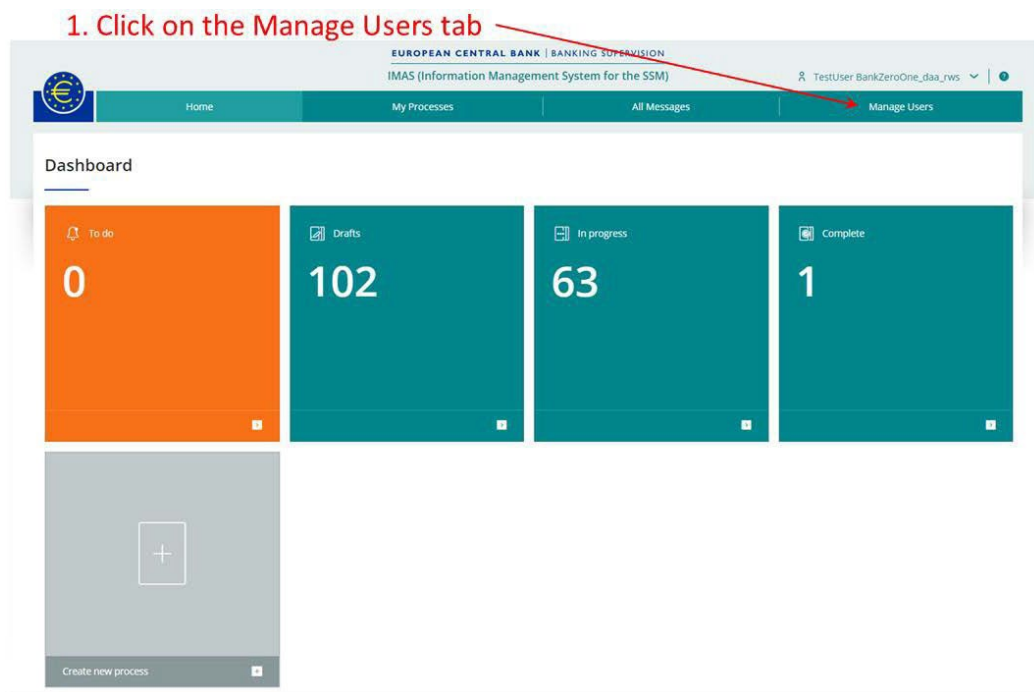
Save your changes.

6. MANAGING USER PERMISSIONS IN THE SSM Portal

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

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

Select the **“Manage Users”** tab on the dashboard page, or type in this URL: <https://ssm-portal.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.

EUROPEAN CENTRAL BANK | BANKING SUPERVISION
IMAS (Information Management System for the SSM)

TestUser BankZeroOne_daa_rws

Home | My Processes | All Messages | Manage Users

Users Search current list: 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

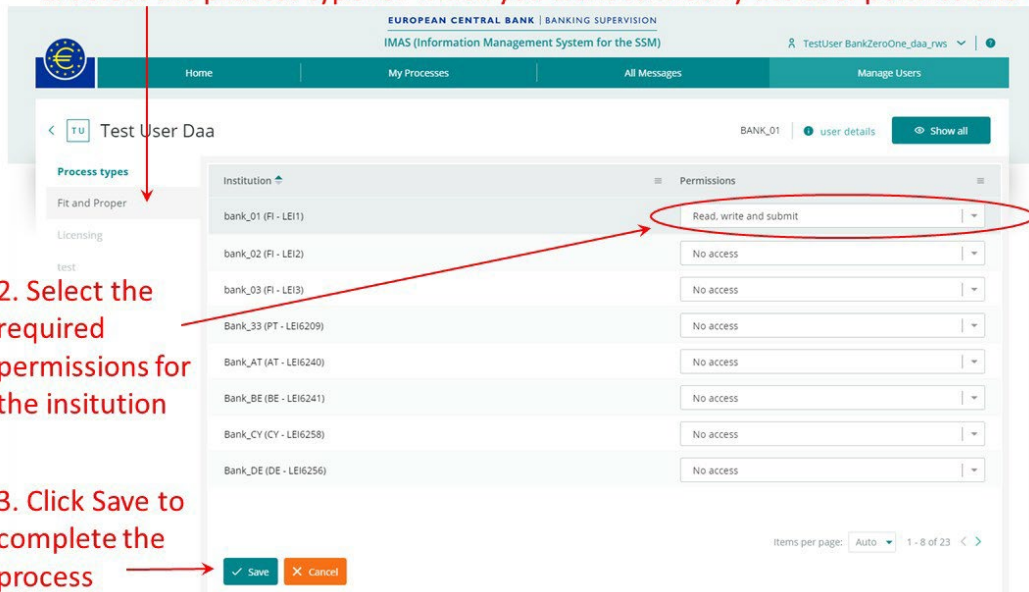
Items per page: Auto 1 - 10 of 74 < >

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

2. Select the required permissions for the institution

3. Click Save to complete the process



EUROPEAN CENTRAL BANK | BANKING SUPERVISION
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

Institution	Permissions
bank_01 (FI - LEI1)	Read, write and submit
bank_02 (FI - LEI2)	No access
bank_03 (FI - LEI3)	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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After the DAA has granted the necessary permissions to the new user, the user should refresh the SSM Portal page to see the effect of the newly granted permissions.