

EBA Extranet Authorising Members Manual

The scope of this document is to present the actions that the authorising members can perform in the EBA extranet website. It includes the processes of login –for the first time and any other time-, "Forgot Password", "My Account" and Approve-Reject Membership, as well as functionalities related to the EBA Groups (Meeting documents, Document library, Calendar).

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Login

All authorising members will receive personal access credentials for new EBA Extranet website. Two emails will be sent to each authorising member (see examples below). The first one will contain the password, whereas the second will contain the email verification token.

Email containing the password

Dear FirstName LastName,

You receive this email because you have been designated as authorising member for the new EBA extranet website. Following the redesign of the EBA's website, an Extranet account has been created for you.

Please visit the EBA website (www.eba.europa.eu) and login to the extranet using the credentials below:

Email: an.authorising.member@a.valid.domain.com Password: J19hvG3*

You will need also a verification code which you will receive in a separate email.

Sincerely, European Banking Authority

Email containing the email verification code

Dear FirstName LastName,

You receive this email because you have been designated as authorising member for the new EBA extranet website. Following the redesign of the EBA's website, an Extranet account has been created for you.

Please visit the EBA website (www.eba.europa.eu) and login to the extranet using the credentials you received in a separate email. Please find below the verification code that will be needed to conclude your registration.

Verification code: cd345732-b580-42f0-bf7e-017bc855d923

Sincerely, European Banking Authority

The information contained in these emails will be used during the initial login which will be described in the next chapter.



Initial Login

Users will first need to visit the EBA website homepage www.eba.europa.eu and click on the "Extranet" link located on the header of the website as shown in Figure below:

| EBA BANKING AUTHORITY | Cutrine L | Advanced Search |
|---|---|----------------------------------|
| About us Regulation and Policy Supervisory Conver | gence Risk Analysis and Data Consume | er Corner News & Press |
| EBA Home | | |
| | | |
| Focus on | | Single Rule Book |
| First focus on article 25/04/2013 | | 2011 EU-wide stress test results |
| | 0 | Document library |
| | | Implementation Q&As |
| Latest news | Consultations | EBA email alerts |
| Uova consultation Uova uova consultation 12/05/2013 - News - Press Releases | Uova consultation Deadline: 12/08/2013 | Subscribe to our updates |
| Press release test Press release summary | EBA consults on draft implementing technical standards on asset encumbrance reporting | Key Dates |

Users will be redirected to the Login Page shown below (Figure 2). The first time that an authorising officer lands in the login page, he should enter password received via email as well as the email verification code. It does not make any difference if the user logins first and then verifies his email, or if he first verifies the email and then sets the password. The first approach will be described below. The user logins using the password as shown in Figure 2:

| EBA | EUROPEAN BANKING AUTHORITY | | | Search the EBA website | Search Advanced search |
|------------------------------|----------------------------------|-------------------------|-------------------------|---|--|
| About us | Regulation and Policy | Supervisory Convergence | Risk Analysis and Data | Consumer Corner | News & Press |
| EBA Home > Subscription page | | | | | F 💟 🖂 🛨 |
| ogin to the EBA w | vebsite | | | | |
| f you already have an accour | nt, please enter your login de | tails: | lf you wou | Id like to be updated on the | e EBA's work, subscribe to the |
| Email address Password | | | below: | er as public user | |
| Sign in Forgot Password? | | | lf you wor organisat | k for an EEA competent au ion in the EBA and need to ck on the button below | thority or an Observer have access to the Extranet, |
| - | | | Regist | er as extranet user | |
| | | Figure | 2: Initial logir | 1 | |

Upon successful login a new screen is presented where the user needs to insert the *email verification code* contained in one of the aforementioned emails as seen in Figure 3.



| EBA | EUROPEAN BANKING AUTHORITY | | | Search the EBA website | Search Advanced Search |
|--|----------------------------------|-------------------------|------------------------|------------------------|---------------------------|
| About us | Regulation and Policy | Supervisory Convergence | Risk Analysis and Data | Consumer Corner | News & Press |
| EBA Home > Subscription page | | | | | F 🛛 🖂 🗗 |
| Verify Email Address | | | | | |
| Please enter your ve | ification code. | | | | |
| Email Verification Code βca62c95-b17b-4a55-aefd | 3c2b1de! | | | | |
| Verify | | | | | |



In case of wrong insertion of values, either in the password or the verification field, the user is asked to try again. In the next screen the user is requested to change the initially submitted password, typing the new password twice (Figure 4). The user will also select a reminder question and provide the respective answer. This combination will be used in case a user forgets his password (Figure 5).

| EBA | EUROPEAN BANKING AUTHORITY | | | Search the EBA website | Search Advanced Search |
|------------------------------|----------------------------------|-------------------------|------------------------|------------------------|---------------------------|
| About us | Regulation and Policy | Supervisory Convergence | Risk Analysis and Data | Consumer Corner | News & Press |
| EBA Home > Subscription page | | | | | F 🗵 🖂 |
| New Password | sword. | | | | |
| New Password Password | | | | | |
| Enter Again | | | | | |
| Save | | | | | |
| | Figu | ire 4: Insert | t new pass | word | |

| | | Document Library | Single Rulebook Q&A Conta | cts CEBS Archive Sign | Out (publicuser) My Account | English |
|--------|--------------------------|----------------------------------|-----------------------------|---------------------------|-------------------------------|---------------------------|
| | EBA | EUROPEAN BANKING AUTHORITY | | | Search the EBA website | Search Advanced Search |
| | About us | Regulation and Policy | Supervisory Convergence | Risk Analysis and Data | Consumer Corner | News & Press |
| EBA Ho | ome > Subscription page | | | | | F 💌 🖂 🛨 |
| Passwo | ord Reminder | | | | | |
| କ୍ର F | Please choose a remir | nder query. | | | | |
| | Password Reminder | | | | | |
| Questi | lion | | | | | |
| What | t's your favorite color? | • | | | | |
| Answe | er | | | | | |
| blue | | | | | | |
| Sav | ve | | | | | |

Figure 5: Reminder question

Following the previous steps the system will redirect the user to the extranet landing homepage (Figure 6).



| EBA BAN | DPEAN KING HORITY | | | |
|----------------------------|---|--|-------------------------------------|--|
| Home | Training & staff exchange | Governing bodies & working groups | Interactive tools | Practical information |
| EBA Home > Extranet > Home | | | | |
| Home | Welcome to th | e EBA's Extranet Area | | |
| Training & Staff Exchange | This is a restricted area | a, accessible only to registered users | Here you can find useful informati | on on Trainings and Staff Exchange. |
| | If you are member of a <u>membership request.</u> | Governing Body or Working Group a | ind need to have access to the grou | p workspace, please submit your |
| | If you have a problem v authorising members. | vith your membership request, please | e contact the authorising member fo | r your Organisation. See <u>full list of</u> |
| | Fig | ure 6: Extranet l | anding Homepa | age |

Forgot Password

In the event that a user forgets his password, he can click on "Forgot Password?" link located in the login page. The user will be asked to insert his email, *captcha* value, click next and then answer to the reminder question that they had selected during the initial login.

| EBA | EUROPEAN BANKING AUTHORITY | | Search the EBA website | Search Advanced Search | |
|--|----------------------------------|---|------------------------|---------------------------|--|
| About us EBA Home > Subscription page | Regulation and Policy Superv | visory Convergence Risk Analysis and Data | Consumer Corner | News & Press | |
| Login to the EBA w | vebsite | | | | |
| Email Address * | | | | | |
| Text Verification * | 🐾 Try different image | | | | |
| Next | Figure | 7: Forgot passwo | ord | | |
| EBA | UROPEAN IANKING IUTHORITY | 8 | Search the EBA website | Search Advanced Search | |
| About us EBA Home > Subscription page | Regulation and Policy Supervise | ory Convergence Risk Analysis and Data | Consumer Corner | lews & Press | |





An email containing a link for setting a new password will be sent to the user. The body of the email will have the following format:

Dear firstname/lastname,

You can reset your password for the EBA's website: http://eba.europa.eu/ by clicking on the following link: http://eba.europa.eu//c/portal/update_password?p_l_id=12782&ticketKey=8563fd70-fcb2-4156-8517-df161fcbcfd6 Sincerely,

European Banking Authority

By clicking on the link provided via email, users will be requested to insert the new password twice (Figure 9).

In the event where the user loses the above email he may click again to the "Forgot Password?" link in the login page. A new email will be sent and the user has to follow the exact same steps described above.

| | | Document Library Sing | ile Rulebook Q&A Contacts | s CEBS Archive Extranet | English 💽 |
|------------------------------|----------------------------------|-------------------------|-----------------------------|-----------------------------|---------------------------|
| EBA | EUROPEAN BANKING AUTHORITY | | | Search the EBA website | Search Advanced Search |
| About us | Regulation and Policy | Supervisory Convergence | Risk Analysis and Data | Consumer Corner | News & Press |
| EBA Home > Subscription page | 9 | | | | |
| New Password | | | | | |
| Please set a new pa | ssword. | | | | |
| New Password | | | | | |
| Password | | | | | |
| Enter Again | | | | | |
| | | | | | |
| Save | | | | | |
| | Fig | ure 9: New | Password | | |

Note that the new password should be different from the last password provided.



Approve-Reject Requests for Membership

The main responsibility of an authorising member is to approve/reject a membership request for an EBA group.

After login, in the extranet homepage the user clicks on the "Approve Membership" button available in the left-hand menu. A list with the submitted requests is presented (Figure 10). Each authorising member will view only the requests he is responsible for. The complete list of authorising members, and the organisations (domains) they belong to, is available in the extranet homepage.

| Home | Training & Sta | ff Exchange | Governing Bod Grou | es & Working Interactive To aps | ools Practical | Information |
|----------------------------------|----------------|-----------------|-----------------------|---------------------------------------|-------------------|-------------|
| BA Home > Extranet > Approve Me | mbership | | | | | |
| | | | | | | |
| | | | | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | |
| ome | | Please, approve | or reject the follo | wing requests for membership. | | |
| ome aining and Staff Exchange | | Please, approve | Last Name | Email Address | Organization Name | Role Name |

Figure 10: List of request for memberships

Moreover, each time an extranet user submits a request for membership for an EBA Group, the respective authorising member(s) receives an email.

A sample email sent to the respective authorising member(s) can be seen below:

Sample email sent to authorising members when someone requested memberships to an EBA group

Dear Authorising member/EBA Coordinator

An extranet user has requested membership to one of the EBA's working group. Please visit the EBA's Extranet to approve/reject the request.

User's full name: extranetuser extranetuser

Group name: Board of Supervisors

Link for Authorising members: http://eba.europa.eu/group/extranet/approve-memberships EBA Coordinators can access the respective group and then the page 'Approve Memberships'. European Banking Authority

Upon approval of the authorising member, an email is sent to the EBA coordinator(s), who will provide (or deny) final authorisation.

Users who submitted a membership request for an EBA group will become members only if both the respective authorising member and EBA coordinator approve their requests. In case of rejection of the request, an email is sent to the extranet user informing that their request has been rejected. In both cases (approval or rejection) the specific request is removed from the request membership list.



My Account

The user may access his account details by clicking on the link "My Account" located in the header of the website/extranet homepage.



"My Account" section contains information related to first, last name, email address, organisation, address, phone numbers as well as alerts notifications.

| EBA LUNDERA | v v | |
|--|--------------------------------|--------------------------------|
| > extranetuser extranetuser > My Account > E | di | |
| | | |
| | extranetuser extranetuser | |
| ✓ extranetuser extranetuser | Details | evtrapetuser |
| C. Ny Account | Details | extranetuser |
| 📰 Request Membership | First Name * | User Information |
| | extranetuser | |
| | Last Name * | Details |
| | extranetuser | Fassword |
| | Email Address * | Identification |
| | extranetuser@delos.eurodyn.com | Addresses |
| | Organisation | Phone Numbers |
| | The Riksbank | Manage alerts |
| | Position | Manage my alerts subscriptions |
| | Manager of Finance | |
| | | Save Cancel |

Figure 12: My Account

The user may choose to update his details and click on "Save" button. Any invalid input or missing field will prompt an error message. Setting a new password which is identical to the old one is not permitted. <u>However, extranet users cannot modify their email address and organisation</u>.

Also, extranet users can access the 'Manage alerts' section and the 'Manage my alerts subscriptions' option in order to modify their preferences regarding the email notifications that they will receive from EBA.



Access to EBA Governing Bodies and Working Groups

Authorising members can be EBA group members. In that case they can perform the same actions as an extranet user. Among others they can request membership for any EBA Group. For more information regarding these features, please refer to the extranet user's manual available on the extranet homepage.

An EBA group member can access the group he belongs to by following the path Extranet \rightarrow Governing Bodies & Working Groups. In the hierarchy of all the EBA groups, after selecting the group he will be redirected to the corresponding homepage (a prerequisite for this action is being an approved member/helper in the group).

| EBA EUROPEAN BANKING AUTHORITY |
|---|
| Home Training & Staff Exchange Governing Bodies & Working Interactive Tools Practical Information Groups |
| EBA Home > Extranet Common Workspace > Governing Bodies and |
| Board of Supervisors Impact Study Group (ISG) If T sounding board Joint Committee Joint Committee Joint Committee Joint Super Group on Reconciliation of Statistical and Supervisory Reporting (with ECB) Wo on Single Rulebook Q&As QAAs network Review Panel Standing Committee on Accounting, Reporting and Auditing (SCARA) Standing Committee on Accounting, Reporting and Auditing (SCARA) Standing Committee on Oversight and Practices (SCOP) To no Consistency of Risk Weighted Assets (TCCR) Tr on Stress Testing Tr on Stress Test Methodology |
| Figure 13: Group hierarchy |

Meeting documents

All the events of a group are presented automatically in the 'Meeting documents' page together with a link to the folder of the event. Events are grouped per year. The root page retrieves the events of the current year (Figure 14).



Figure 14: Meeting documents



Clicking on the 'Related documents' of an event, the user will be redirected to the Document Library page containing the documents of the event (Figure 15).

| Home BA Home > Management Board > D | Training & Staff Exchange | Governing Bodies & Working Groups | | Interactive | e Tools | Practical Information | | | |
|---|---------------------------|---|--|----------------------------------|---------------|-----------------------|---|--|--|
| Home Meeting documents Document Library Calendar | 2013 | Sort By O Manage O E Search Home > Meeting documents > 2013 > MB meeting 1 O Access these files offline using Liferay Sync. | | | | | | | |
| 'oting tool | | | Name | Description | Size | Modified Date | | | |
| | | | EBA standing committees. pptx | | 1,505.8k | 14/05/2013 09:43 | ٥ | | |
| | | | portal.proper ties | Portal properties document | 328.0k | 11/05/2013 13:53 | ٥ | | |
| | | | Nisitor Handbook - Jan - Dec 2013.pdf | | 550.1k | 14/05/2013 09:43 | ٥ | | |
| | | | 14 | 1 🕨 🕨 | (1 of 1) (Tot | al 3) 20 💌 | | | |
| Node: eba-test-lfr1.eurodyn | .com | | | | | | | | |

Figure 15: Documents of an event

Document library

In the Document library an extranet user can access all files and folders related to the EBA Groups (Figure 16).



Figure 16: Document library



Calendar

An extranet user can view all the created events from all the EBA groups. The calendar displaying the EBA events is available under Practical Information (Extranet \rightarrow Practical Information \rightarrow Calendar). The same calendar can be also accessed from the EBA groups' workspace (Extranet \rightarrow Governing Bodies & Working Groups \rightarrow EBA Group \rightarrow Calendar).

Events can be browsed by day, week, month or year. All events are also displayed in the 'Events' tab ordered by date. In both calendars, extranet users can narrow the displayed events by selecting one group from the 'Filter by group' section (hierarchy of groups is available there).

Extranet users, who belong to an EBA group, can also view the documents of its subgroups. Therefore, if an event of group X has supporting documents these can be viewed by extranet users of the specific group (X) and extranet users of all the parent groups of X.

| EBA EUROPEAN BANKING AUTHORITY | | | | | | | | | | | |
|--|--------------------------------------|--------------------------------------|---------|-------------------|-------------------|------|---------------|-----------------------|--|--|--|
| Home | Training & staff exchange Governing | Governing bodies & working groups | | | Interactive tools | | | Practical information | | | |
| EBA Home > Extranet Common Workspac | e > Practical Information > Calendar | | | | | | | | | | |
| Developing Technical Standards & Guidelines | Calendar | | | | | | | | | | |
| Calendar | Summany | Week | | lonth | | Voor | Evente | Event / Import | | | |
| Supervisory colleges | Summary Day | WEEK | | Ionan | | Teal | Events | Export/Import | | | |
| | ✓ Filter by group | | | | | | | | | | |
| Caralle stranet groups | | | | | | | | | | | |
| | Saturday | | 08/06/2 | | 013 | | Add Event | | | | |
| | outuruuy | M T | w | T F | S | S | | | | | |
| | | 27 28 | 29 | 30 3 [.] | 1 | 2 | 🂡 There are n | o events on this day. | | | |
| | Q | 3 4 | 5 | 6 7 | <u>8</u> | 9 | | | | | |
| | | <u>10</u> <u>11</u> | 12 | 13 14 | 15 | 16 | | | | | |
| | | 17 18 | 19 | 20 21 | 22 | 23 | | | | | |
| | | 24 25 | 26 | 27 28 | 29 | 30 | | | | | |
| Figure 17: Calendar | | | | | | | | | | | |

Exchange Forum for Competent Authorities

Extranet users who are also members of at least one EBA group, have access to the Exchange Forum for Competent Authorities (Extranet \rightarrow Interactive tools \rightarrow Exchange forum). Extranet users can submit questions and other extranet users can reply. 30 days later, the submitter of the question is requested to provide a summary of the answers received. A reminder (email) is sent 30 and 70 days after the submission of the question. The discussion can continue even after the summary has been provided.

Voting tool (only for "Management Board" or "Board of Supervisors" members)

Extranet users who have voting rights in the "Management Board" or "Board of Supervisors" groups have access to the Voting tool page. These subpages contain various ongoing or expired voting campaigns. Each user with voting rights is able to vote (Yes, No, Abstain) just once for each campaign before the expiration date of the campaign. Moreover users can provide their comments along with their voting.

