MANUAL: USER ACCOUNT IN KDPW GROUP'S ONLINE APPLICATIONS ACCESS SYSTEM

- PROCESSING APPLICATION ACCESS REQUEST

LAST UPDATE	VERSION	DESCRIPTION
10.06.2019	1.0	Document created
17.06.2019	1.1	Modification in the third subparagraph – dropping the possibility for an administrator to approve their own application access request for a user role
2.03.2020	1.2	Changes in: • extending the scope of the document's application to KDPW Group • including electronic certificates permissions for the Trade Repository EMIR and for this application's test environments in the migration process • introduction of provisions providing the possibility for an application to disable a user role • introduction of provisions providing the possibility to mandate in an application an administrator role who will approve user access requests • clarification of the provision according to which an access request submitted for a user role (by an administrator) can be approved only by an appropriate KDPW Group company or by another administrator designated by the institution.

You can submit an access request to online applications covered with access control after you login to the system according to *Manual: User account in KDPW Group's online applications access system – Opening an access account.*

To use applications made available by the uniform access system, it is necessary to use a HTML5-compliant browser with JavaScript support and cookies enabled. Internet Explorer is not supported – to use the application correctly, we recommend not to use this browser, regardless of its current version.

A request might concern accessing the application as a user or as an administrator. The administrator role might not be available in certain applications. The available roles can be seen from the application's request access form.

Application rules of access might allow for access requests for a user role to be approved only by a person (persons) acting on behalf of the institution as an administrator.

A person requesting access as a user should be authorised by an entity on behalf of which they make the request to communicate directly with KDPW or with KDPW_CCP. A person requesting administrator access is a person authorised to grant user access to other persons and to revoke that access. The administrator cannot grant user access to themselves; their access request can only be approved by a KDPW Group company or by another administrator designated by the institution. The administrator does not hold permissions to grant access to or revoke access from other persons acting with the administrator role.

To login to the application:

1. **Login to the access system.**

2. **Select an application** by using an appropriate button in the "My desktop" view, which will automatically redirect you to the chosen application.

If the user cannot see the application to which they want to login in the "My desktop" view's available applications, it means that they do not have access to this application. In this case an access request must be submitted. If an access request has been already submitted and the service is still unavailable, please check the status of the request.

To submit an application access request:

1. **Login to the access system.**

2. **Go to the access request form.** You can do it from the "My desktop" view by using the "Add another service" button or by going to the "Permissions" view and selecting the "New request" option from the left menu.

3. **Select a service** for which a new access request will be submitted.

4. **Fill in the form** with the required personal data and the data of the entity on behalf of which the request is being submitted. Select a requested role and acknowledge that you have reviewed the personal data processing information clause. In case a form consists of several steps, its current status is visible in the upper-right corner of the screen.

5. **Submit the access request** by selecting the "Submit request" button. A message on the screen will confirm that the request has been submitted correctly. At the same time, the "Submitted access requests" view will appear. Each request will be visible with its current processing status (new/approved/rejected).

   The information about the request submission as well as information about next steps will be sent at the email address provided in the access request, too.[1]

To get your application access request approved:

1. **Follow the instructions** in the request submission information sent at the email provided in the access request. In case of the test environment, also follow the information placed on the web site or provided directly to entities which take part in tests.

   To get your application access approved by the KDPW Group company appropriate for the application, you must hold a confirmation of authorisation to act on behalf of an appropriate entity in the application. Depending on the kind of service, the environment (production/test) and the role specified in the application, the procedure and the scope of required data might be different.

   If, in order to get the request approved, an authorisation for a person requesting access must be delivered to an appropriate KDPW Group company, the authorisation form generated for the request (access request declaration) will be attached to the submission information together with instructions how to deliver it.

   The information about application access request approval or rejection will be delivered at the email address provided in the request.

To review the status of the application access request:

1. **Login to the access system.**

2. **Go to the "Permissions" view.**

3. **Select the "My profile" button from the upper menu** – the "Submitted requests" tab.

   All requests submitted by the user will appear with their current processing status. You can view the data provided in the request by selecting the request on the list and using the "Details" button.

To remove a submitted application access request:

1. **Login to the access system.**

2. **Go to the "Permissions" view.**

3. **Select the "My profile" button from the upper menu** – the "Submitted requests" tab.

4. **Remove the request** by selecting an appropriate request on the list and using the "Remove" button.

To get access to the application with current permissions[2]:

1. **Login to the access system.**

2. **Go to the "New access request view."** You can do it from the "My desktop" view by using the "Add another service" button or by going to the "Permissions" view and selecting the "New request" option from the left menu.

3. **Select the "Certificate migration" button from the "New access request" view.** On the next screen, use the "Read the certificate" button and select an appropriate certificate installed in the browser. Owned permissions will be assigned to the application.

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[1] In case of a test environment, detailed instructions about next steps might be placed on the web site or provided directly to entities which take part in tests.

[2] Permissions migration refers to the production and test environments and is possible in case of persons who use a valid personal certificate for the applications: Benefits Payments, General Meetings, Trade Repository EMIR