CREATION OF AN EU LOGIN ACCOUNT – <mark>using eID</mark>

STEP 1

You will need:

- your <mark>EU pension number</mark> (*top left on your pension slip, in the greyed area*)
- a <mark>computer/tablet/iPad/smartphone</mark>
- an <mark>email address</mark> which is not already linked to another person's eID

NB: You can have only ONE EU Login account. Don't try to create a new one just because you have a problem with the old one, it will only mess things up. Try to solve the problem instead (maybe you changed your email address, or you need to update your EU Login password?)

1. From the browser on your device, launch **https://ecas.ec.europa.eu/cas/login** and enter your email address. Click "**Next**".

2. On the next screen, fill in all the fields and then click "**Create an account**"
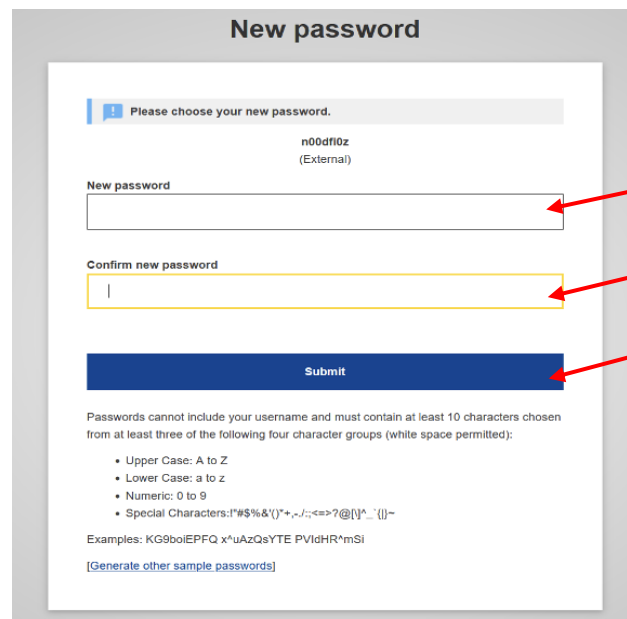(If at this point you are asked for your EU Login password instead, you have already started the procedure to create an EU Login account earlier. If so, enter the password you chose earlier. If you do not remember that password, click on «Lost your password» to reset it. Check the exact requirements for your EU Login password in point 3 below. **Then jump to point 5 below and complete the procedure until and including point 12.**

(may already be filled in)

3. Very quickly you will receive an email from "Authentication service" (NB! Valid for **just one day**!). Open it on your device (avoid your smartphone if possible). Click "<mark>this link</mark>" halfway down the email to create your password.

On the following screen (see below), introduce a password containing **at least 10 characters**, including **at least 3** of the following four character groups:
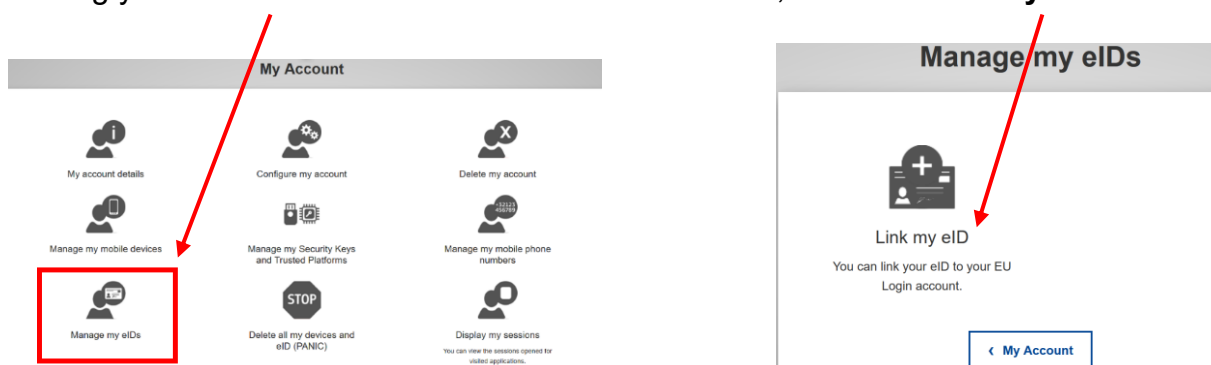
- <u>capital letters</u>
- <u>lower case letters</u>
- <u>numbers</u>
- <u>special characters (-, ?, &, % ...)</u>

Example: <mark>25-09Ukraine</mark> (if created in September 2025). Then click "**Submit**" in the blue bar.

New password

Please choose your new password.

n00dfi0z
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters:!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Examples: KG9boiEPFQ x^uAzQsYTE PVIdHR^mSi

[Generate other sample passwords]

4. You will receive a message that you have "successfully changed" your EU Login password. Now click **Proceed**.

5. You now arrive at a screen called **"My account".** Select "**Manage my eID**" which enables you to log in using your national electronic ID. On the next screen, click on "**Link my eID**".

My Account

My account details   Configure my account   Delete my account

Manage my mobile devices   Manage my Security Keys and Trusted Platforms   Manage my mobile phone numbers

Manage my eIDs   Delete all my devices and eID (PANIC)   Display my sessions
You can view the sessions opened for visited applications.

Manage my eIDs

Link my eID
You can link your eID to your EU Login account.

‹ My Account

6. You will now see a screen with a lot of flags. If your country is listed, select that and then click **Submit**.

Please select your country of origin

eID Authentication

eID authentication is provided in accordance with the eIDAS regulation for all notified eID schemes. Additional eID schemes are supported on a voluntary basis.

- ◉ Austria
- ○ Belgium
- ○ Croatia
- ○ Cyprus
- ○ Czechia
- ○ Denmark
- ○ Estonia
- ○ France
- ○ Germany
- ○ Italy
- ○ Latvia
- ○ Liechtenstein
- ○ Lithuania
- ○ Luxembourg
- ○ Malta
- ○ Netherlands
- ○ Poland
- ○ Portugal
- ○ Slovakia
- ○ Slovenia
- ○ Spain
- ○ Sweden

Submit   Cancel

Now authenticate as you usually do with your national eID.

At the end of the procedure, the EU institutions will ask you to confirm your personal data. Confirm, and you will then receive a message that your eID was successfully linked to your EU Login account.

Now log out.

STEP 2

MUST BE DONE STRAIGHT AFTER STEP 1 IN ORDER TO GET ACCESS TO JSIS ONLINE ETC.

7. From your browser, launch **https://webgate.ec.europa.eu/RCAM/**.
Scroll down and click on "**Connect**" in the **light grey square at the bottom**:

Joint Sickness Insurance Scheme (JSIS) of the European Union

To protect your personal data both MyPMO and JSIS online are secured with EU Login and require two-factor authentication.

Use MyPMO
for your JSIS requests and activities
(Connect)

If you wish to use JSIS Online
(Connect)

8. You may be asked to first enter your email address and then your EU Login password, but this is not requested systematically. Click **Next** if prompted.

9. You will now be asked to choose your verification method. If required, click on the arrow in the black area on the right to open the drop-down menu and find the globe: **Electronic ID (eID).** Click on it and then on **Sign in**.

Trusted Platform or Security Key
Use a Trusted Platform or Security Key to authenticate with EU Login.

EU Login Mobile App PIN Code
Use your registered EU Login Mobile app to verify your identity.

EU Login Mobile App QR Code
Generate a one-time-password with the EU Login Mobile app.

Token
Use a VASCO token to generate a one-time-password to login.

Token CRAM
Use a CRAM token to generate a one-time-password.

Electronic ID (eID)
Use your registered electronic ID (eID) to verify your identity.

Welcome

dudzinskaeva@gmail.com
(External)

Sign in with a different email address?

Choose your verification method

Electronic ID (eID)
Use your registered electronic ID (eID) to verify your identity.

Sign in

Now select your country (as in point 6) and click **Submit**. Authenticate using eID in the same way as you normally do and confirm your personal data.

10. Now you can apply for access to the Commission's digital services. On the next screen, fill in **all** the fields: **Pension number (twice!!), family name, first name** (usually pre-printed) **and date of birth** - use the calendar at the end of the line to be sure to write the date in the correct format! **Doublecheck all your information.** Then click **Submit.**

European Commission

Access to European Commission digital services for post-active staff members of EU Institutions

Submit a request for access by completing below information and selecting "Submit".

Personnel number
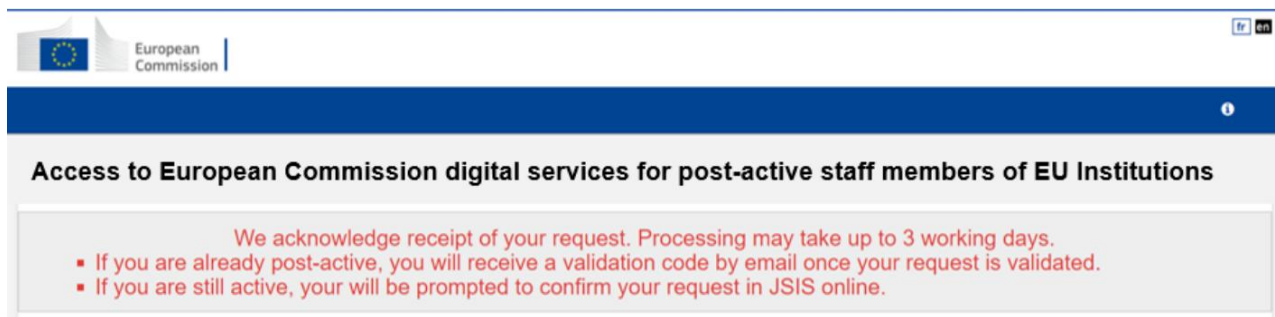
Personnel number (validation)
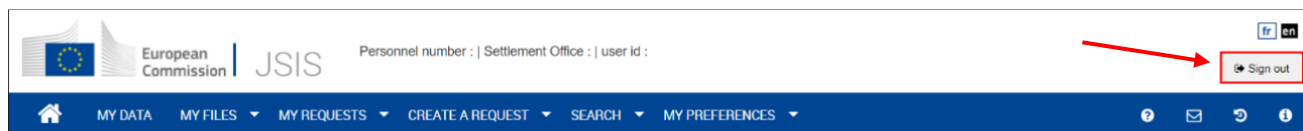
Family name

First name

Birth date (DD/MM/YYYY)

Submit

11. You will receive an acknowledgement of receipt of your request.

12. You will now have to wait for the final validation code, which will be sent to you **be email** or by text message within the next couple of days.

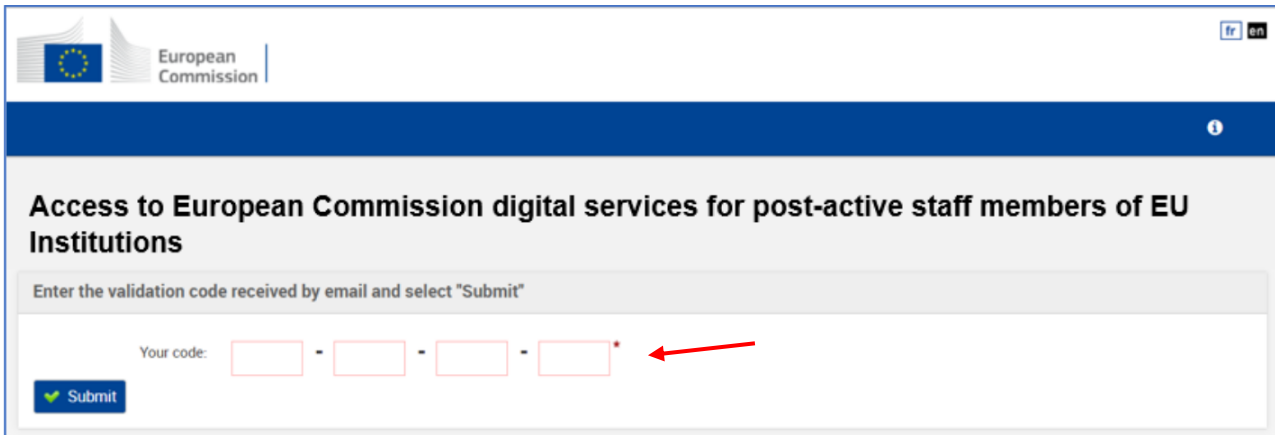Click on **Sign out** (top right) and confirm by clicking on "**Log out**".

STEP 3

YOU CANNOT CONTINUE WITH STEP 3 UNTIL YOU HAVE RECEIVED YOUR FINAL VALIDATION CODE by email or text message.

1. When you have received the final validation code, launch **https://webgate.ec.europa.eu/RCAM/**. Scroll down and click on "**Connect**" in the **light grey square at the bottom**:

2. Now insert your email address and EU Login password when prompted. Under "Verification method", select "**Electronic eID**" (as in point 9) and authenticate using your national eID in the usual fashion. Finish off by confirming your personal data and click on Sign in .

3. Get out the validation code which you received via email. On the next screen, you enter the code (4x3 characters) in the appropriate boxes. Then click on "**Submit**".

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Enter the validation code received by email and select "Submit"

Your code: [ ] - [ ] - [ ] - [ ] *

✔ Submit

4. You will now receive confirmation. Log out completely from your browser.

European Commission

Access to European Commission digital services for post-active staff members of EU Institutions

Your access request has been validated.
You will be able to start using the European Commission digital services within 24 hours.

You will soon gain full access to all functions when you log in again using your EU Login.