EUROPEAN COMMISSION
Directorate-General for Structural Reform Support (DG REFORM)

DG REFORM PORTAL

[TSI placeholder]
Regulation (EU) 2020/XXXX ([TSI placeholder] Regulation)

USER MANUAL for beneficiary authorities
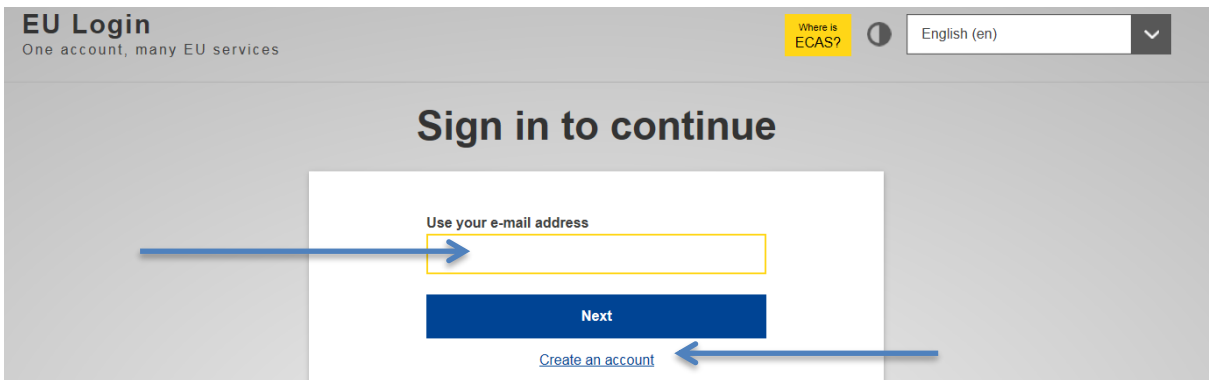
Contents

Section 1 – Accessing the DG REFORM portal

Creation of an ECAS account

In order to access the DG REFORM portal, you will need to set up an ECAS account.

ECAS is the "European Commission's main Authentication Service", and is also known as the EU Login.

- In order to create an ECAS account, please click on the following link: https://webgate.ec.europa.eu/cas

- Those who already have a valid Commission ECAS account can log in directly. If you don't have an ECAS account you can create one by clicking on "Create an account" link.

- It is advisable that every beneficiary authority sets up **only one ECAS account**.

> *We encourage you to use a functional mailbox for this purpose. This will allow several users in the beneficiary authority to access the DG REFORM portal through the same ECAS account.*

- Click on "Create an account".

- You will have to provide the information shown below. As a name and last name, if you are using a functional mailbox, please enter "beneficiary authority (country)" as first name and the name of your authority as last name. You will also need to enter a verification code, illustrated underneath the field.

Create an account

Help for external users
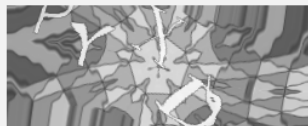
First name

Last name

E-mail

Confirm e-mail

E-mail language

English (en)

Enter the code

☐ By checking this box, you acknowledge that you have read and understood the privacy statement

Create an account

- Once your ECAS account is created, send the email address used for this account to your Coordinating Authority. The Coordinating Authority communicates all email addresses centrally to DG REFORM. DG REFORM will then grant you access to the portal.

- If you have difficulties logging in to the portal or errors displayed on the welcome page, please contact DG REFORM staff at REFORM-SRSP@ec.europa.eu.

- Please note that access to DG REFORM portal requires double identification. Please consult the manual to help you authenticate (several phone numbers can be registered for one email address):
https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

Link to the DG REFORM portal:

https://webgate.ec.europa.eu/srss-portal/

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Section 2 – Encoding a request for support

Main page view
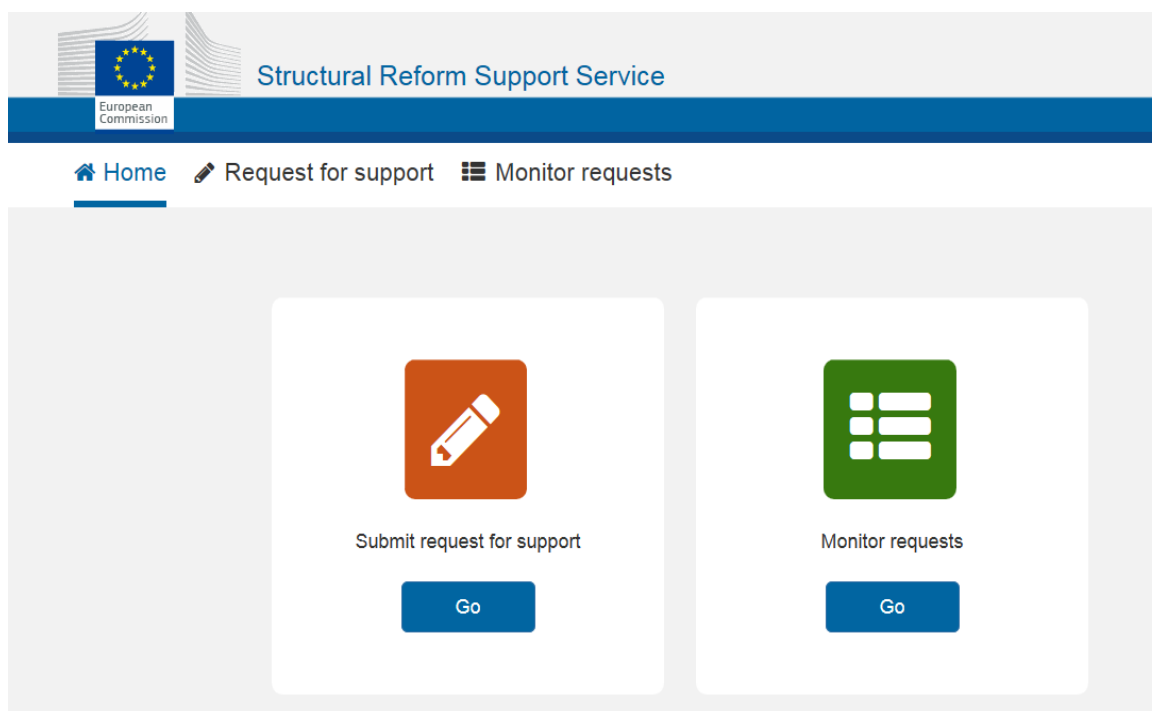
The main page of the DG REFORM portal will give you two options: **submit a request for support** and **monitor requests** that are drafted by your beneficiary authority as drafts and sent to the Coordinating Authority.

By clicking on "Submit request for support – Go", you will be redirected to a page with the request form. The fields are **the same as the word version of the TSI 2021 request form**.
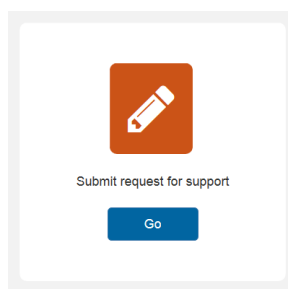
The page is composed of 6 sections:

- Request details
- Recipient National Authority
- Description of the problem / need to be addressed
- Indicative description of the support measures requested and the estimated cost
- Circumstances of the request

Fields to be filled out

When filling out your template, please keep in mind the following:

- Some fields are mandatory – they are marked by an asterisk at the end of the field name (see below).
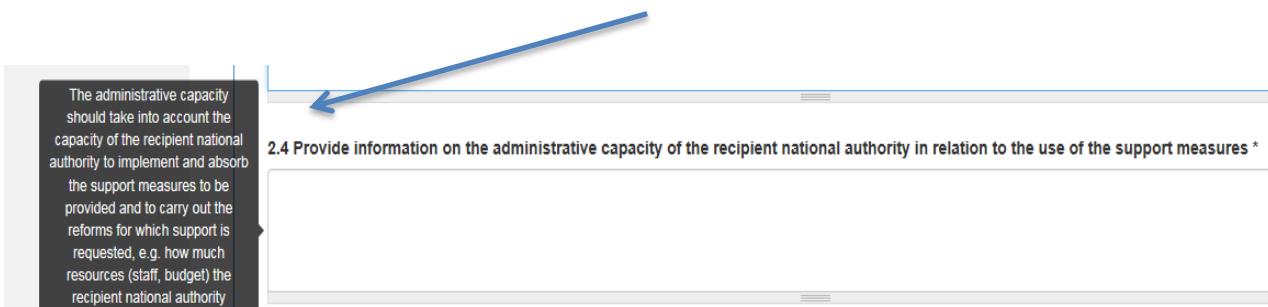
  In order to be able to save the request as draft, you must <u>fill in text in all obligatory fields</u>. Please note that the <u>order of priority is a mandatory field</u>. Please indicate the priority among the requests submitted by your beneficiary authority. Alternatively, you can also insert a question mark for example.
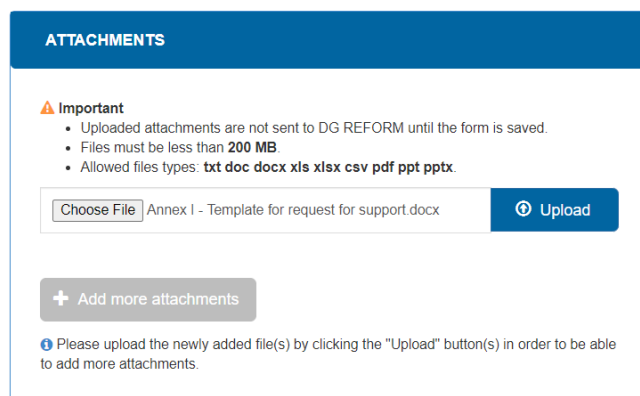

- Many fields have additional explanations shown in bubbles next to the fields. The aim is to provide the user with better/clearer information on what should be inserted into the field. The explanations are the same as the instructions accompanying the word format of the request form.

- The platform also allows you to save attachments. To add an attachment choose a file and then click on **"Upload"**. You may add more attachments by clicking on **"Add more attachments"**.

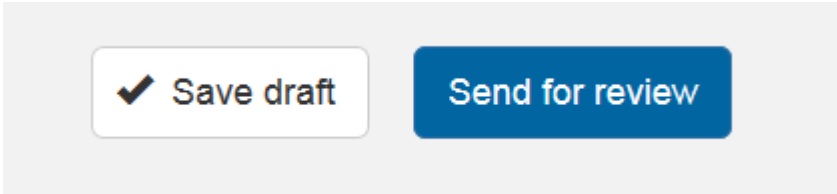Once you are done filling in the fields (mandatory fields must have some text in, at least temporarily), you can save the draft by clicking on "save draft", **Please be aware that by clicking on "send for review", you will submit the request to your Coordinating Authority as final.**

Once the request is saved, a message will appear. A red message will appear in case some of the mandatory fields are not filled in:
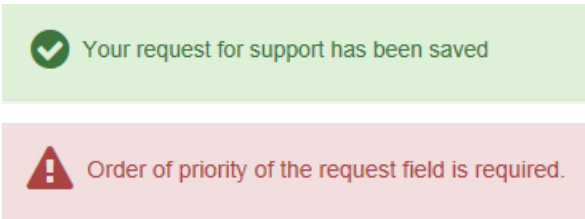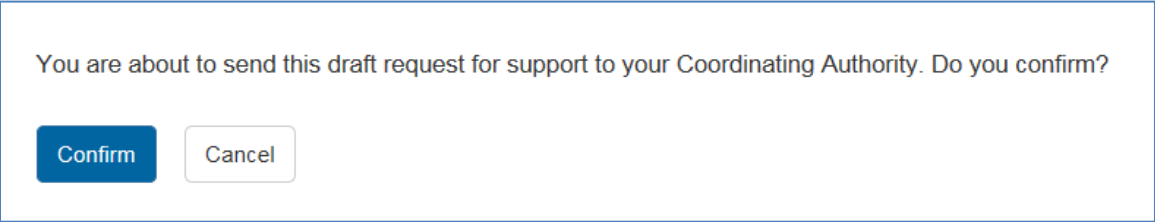

Once the request is saved as draft, the status of the request in your monitoring screen will become "draft request". You can edit your draft by clicking on "edit".

Once you are ready to submit the request to your Coordinating Authority, click on "send for review". Before you submit, the system will first ask you to confirm:

Once you confirm, the message will be the following:
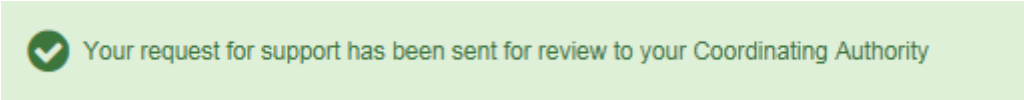
Once the request goes to status "send for review", **you can no longer edit it**. You can see the content which was submitted by clicking on the title of the request in your monitoring screen (see section 3).

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Monitor requests

Title	Status	Action
Renewables action plan	Draft request	Edit
Transition from coal to other sources of energy	Draft request	Edit
Energy efficiency in buldings	Draft request	Edit

Please be aware that the portal does not have any auto saving options. We encourage you to save the draft request as often as necessary to limit any accidental loss of information.

Section 2 – Monitoring requests for support

Monitor requests of your beneficiary authority

You will be able to monitor all requests that are drafted by your beneficiary authority as draft and send to your Coordinating Authority in the "Monitoring request" page:

Monitor requests

Go

Monitor requests

Title	Status	Action
Renewables action plan	Draft request	Edit
Transition from coal to other sources of energy	Sent for review	
Energy efficiency in buldings	Draft request	Edit

The requests in your monitoring table can have <u>two different statuses</u>:

- **Draft (red)** is a draft request entered by you/your beneficiary authority (it is generated as soon as you click on "save draft" in the template form)
- **Sent for review (blue)** is a request submitted to your Coordinating Authority (you can no longer edit it)

All requests in status draft can be edited by clicking on "Edit".


Energy efficiency in buldings   Draft request   Edit

Once the request reaches the status "sent for review", it is no longer possible to go back. If necessary, the status can be changed by DG REFORM upon request from your Coordinating Authority.

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Section 4 – Printing requests

Click on the request you would like to print in "Monitor requests". Click on "**printable version**" and print the request:
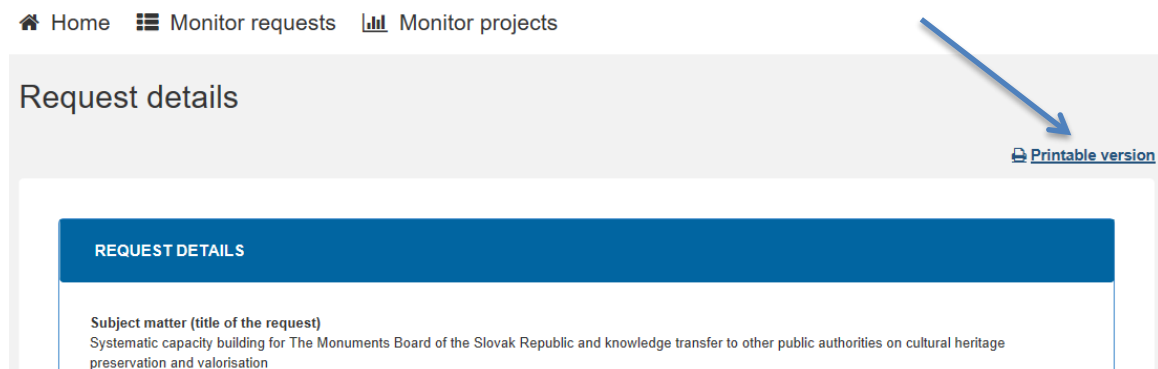
You can also print your requests by using the **CTRL+P function**.

Please note that some browsers also allow saving the print as PDF: press CTRL+P -> Change… -> "Save as PDF".

In case you would like to **save your requests in a word document**, please send an email to REFORM-SRSP@ec.europa.eu.