

User Registration Portal

Preconditions

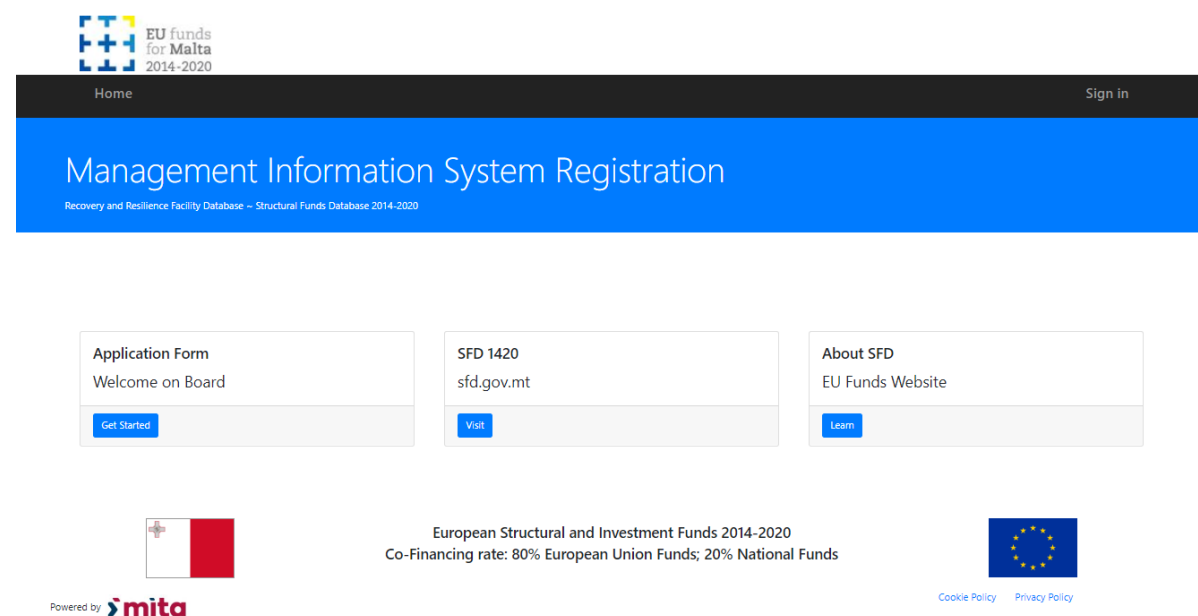
1. Applicant should have either:
 - an active Government of Malta *CORP* user account. In case of difficulty, kindly liaise with the respective Ministry's CIO Office.
 - an *e-ID* account issued by Identity Malta. This facility is only available for data groups outside the Government of Malta network.
2. An Internet connection is required.
3. Google Chrome must be installed on the computer.

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 This document should be read in conjunction with the following Standard Operating Procedures:

- SOP 1 – RRFD User Rights I (Grant / Modify / Revoke / Review).
- SOP 5.1 – SFD 1420 User Rights I (Grant / Modify / Revoke / Review).



The screenshot shows the user registration portal interface. At the top left is the logo for 'EU funds for Malta 2014-2020'. Below it is a navigation bar with 'Home' and 'Sign in' links. The main header is a blue banner with the text 'Management Information System Registration' and a subtitle 'Recovery and Resilience Facility Database – Structural Funds Database 2014-2020'. Below the banner are three white boxes with blue buttons: 'Application Form Welcome on Board' with a 'Get Started' button, 'SFD 1420 sfd.gov.mt' with a 'Visit' button, and 'About SFD EU Funds Website' with a 'Learn' button. At the bottom, there is a logo for 'mita' (Malta Information Technology Agency) and the text 'Powered by mita'. In the center, it says 'European Structural and Investment Funds 2014-2020' and 'Co-Financing rate: 80% European Union Funds; 20% National Funds'. On the right, there is the European Union flag and links for 'Cookie Policy' and 'Privacy Policy'.

Figure 1: User Registration Portal

A. Definitions

1. Definitions

- 1.1 *Applicant* is a natural person who submits a formal application for a user account.
- 1.2 *Approver* is a person who is either the system owner or authorised by the system owner, and who may approve or reject requests for system access at the second level control.
- 1.3 *Endorser* is a person who is the data group owner, i.e., responsible for the respective data group/s, and is authorised to endorse/reject the applicant's request for system access at the first level control.
- 1.4 *System Administrator* is a person who manages the operation of the information system, including the creation of user accounts.
- 1.5 *User* is a natural person who is authorised to use the information system.
- 1.6 *User Account* is an identity created for a user in the information management system comprising of a unique username and a confidential password.

B. Signing in the User Registration Portal

1. Sign in

- a) Login to the Management Information System Registration portal at <https://sfd.gov.mt/userregistration/>.

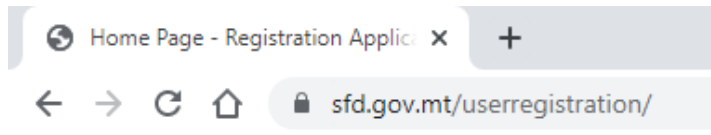


Figure 2: Portal address

- b) Click on “Sign In” at the top right corner of the page.

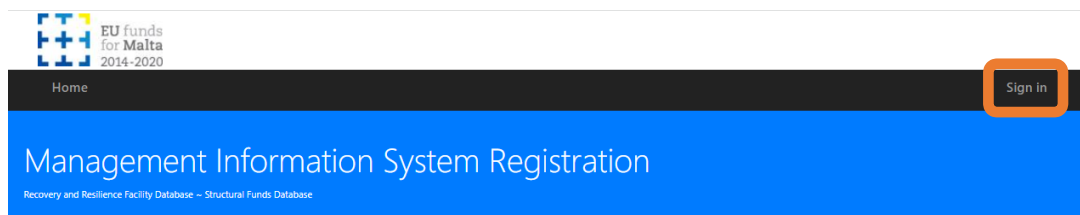


Figure 3: Sign In link

- c) MITA’s B2C login prompt will be displayed. Select “CORP Account”.
(Note that the prompt may differ and PPCD has no control over the MITA B2C portal)

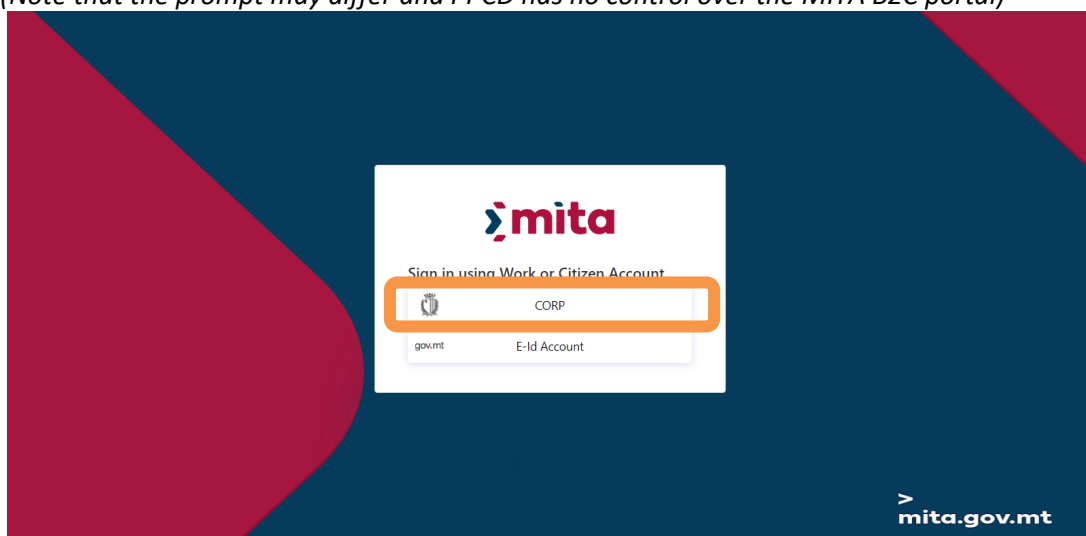


Figure 4: MITA’s B2C authentication page

- d) Enter your credentials and login to the portal.

- e) Check that your **CORP email address** is displayed at the top right section of the page, near the “Sign out” link.

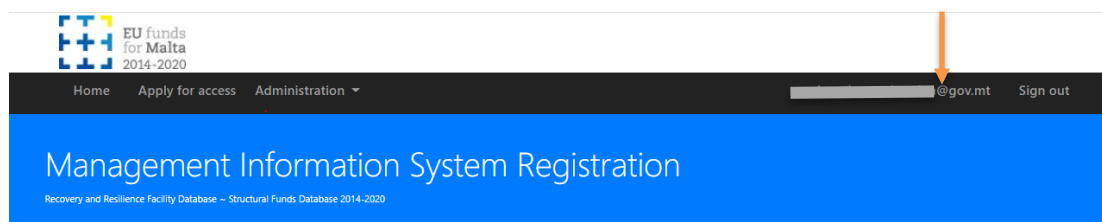


Figure 5: Post sign in page

C. Submitting a Registration Form

1. Select system access

- a) In the Management Information System Registration portal click on “Apply for access”.

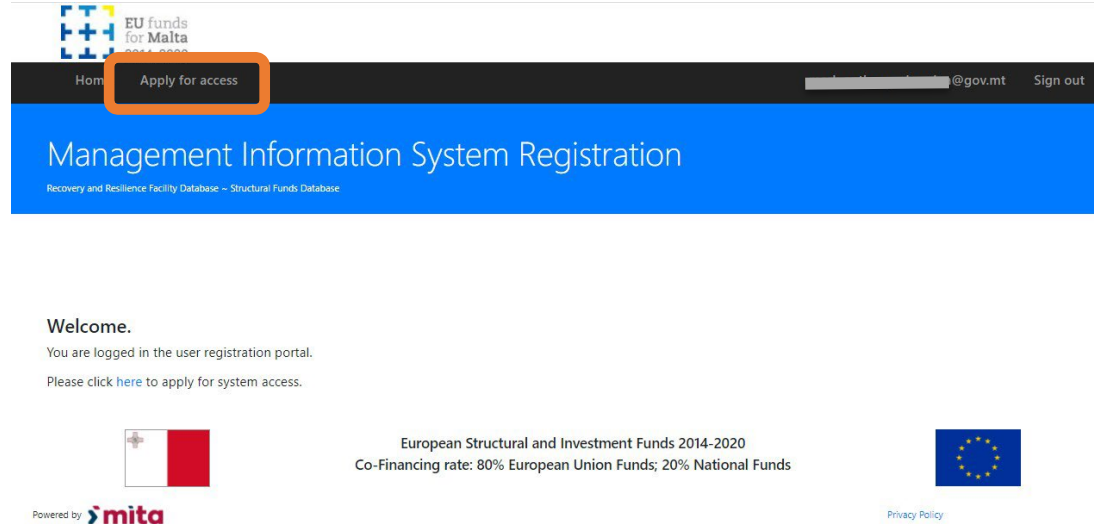


Figure 6: Registration portal

- b) In the following page, select “I am a Beneficiary” if applying from a Beneficiary organisation, otherwise select “I am a Horizontal Stakeholder”.

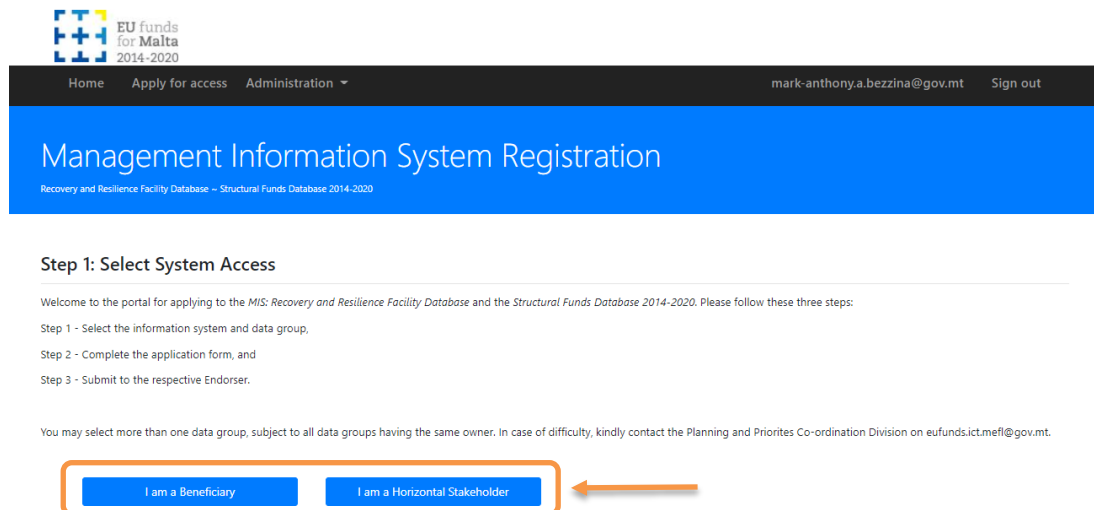


Figure 7: Beneficiary or Horizontal Stakeholder Role selection

- c) Select the information system and data group for which access is being requested.
- Select the **information system**: “MIS – Recovery and Resilience Facility Database” or “Structural Funds Database 2014-2020”
 - From the drop down “**User application Type**”, select the process related to your entity, e.g. “Beneficiary (RRP)”.
 - Select the **Data Group/s** for which access is being requested.
 - Press **Next** button.

Step 1: Select System Access

Welcome to the portal for applying to the *MIS: Recovery and Resilience Facility Database* and the *Structural Funds Database 2014-2020*. Please follow these three steps:

Step 1 - Select the information system and data group,

Step 2 - Complete the application form, and

Step 3 - Submit to the respective Endorser.

You may select more than one data group, subject to all data groups having the same owner. In case of difficulty, kindly contact the Planning and Priorities Co-ordination Division on eufunds.ictmefi@gov.mt.

Choose a system: MIS - Recovery and Resilience Facility Database

User application type: 200 - Beneficiary (RRP)

Choose Data Groups: [15 empty checkboxes]

Figure 8: Step 1 - Select System Access

- d) The system will automatically check if a data group owner (i.e. *the endorser*) has already been assigned to the data group. If a data group owner has not yet been assigned, the system will alert the user that the application would only be considered if the applicant is the rightful data group owner, and the applicant may be required to upload a document confirming the role.

Step 1: Select System Access

The application will skip Endorser level and will be considered only if you, the Applicant, are the owner of the data group, i.e. the Endorser.

Since you are applying as an *Endorser*, kindly attach a document confirming that you are the endorser of the respective data group (e.g. in case of Line Ministries, a confirmation that the applicant is the Director Programme Implementation or equivalent director position within the Ministry).

Once the file is selected, press **[Upload]** to upload the file and press **[Continue]** to proceed.

Upload File: Choose File No file chosen

Continue Cancel

Figure 9: Warning message when an endorser is not found.

Note: Do not proceed if you are not the authorised data group owner in terms of the Standard Operating Procedures mentioned on page 1 of this document.

2. Applicant Details

- a) The portal will auto-source your data from the Government of Malta CORP account or e-ID account through Malta Information Technology Agency (MITA). The following information may be provided: *Name, Surname, ID Card No, CORP Login, Email, and contact number.*

Step 2: Applicant Details

Recovery and Resilience Facility Database

Title *

Name

Surname

ID Card no

CORP login/ E-ID login

Email

Contact number *

Designation in relation to the management and control system *

User Declaration **Declaration by the Applicant**

I am hereby accepting responsibility to access the management and control system and to follow rules and obligations which arise from the use of this database.

I am hereby agreeing to access this database solely to carry out my duties related to projects and programmes funded under the Recovery and Resilience Plan. I declare that I will not divulge any information or details arising from the use of this system to other individuals or entities outside the organisation indicated above.

I, the undersigned, state that I will:

a) Only certify payments for which I have the necessary authority (where applicable);

b) Request termination of access rights when no longer needed or justified;

Accept User Declaration

Privacy Policy **Privacy Policy – User Access Registration**

22nd April 2022

The Planning and Priorities Co-ordination Division (the "PPCD", with the terms "we", "us" and "our" to be interpreted accordingly) appreciates your request to access the Structural Funds Database (the "SFD") and/or the Recovery and Residence Facility Database (the "RRFD") and is committed to ensuring that your privacy is respected.

The data controller of the SFD is the PPCD, the Maltese Authority for Structural Funds, established by the Maltese Government with EU Funds to access of EU Resilience

Accept Privacy Policy

Figure 10: Step 2 - Applicant Details

- b) Enter the **designation in relation to the management and control system**, e.g. "Project administrator working on project C1 – I1" or "Line Ministry official within Ministry for Forestry". This field is required.
- c) Read the **User Declaration** and select the checkbox to confirm acceptance.
- d) Read the **Privacy Policy** and select the checkbox to confirm acceptance.
- e) Press "**Proceed to the next step**" to continue. This button is only enabled once both the User Declaration and Privacy Policy have been accepted.

3. Confirm Endorser

- a) Prior to submission of the user access request, the details of the *endorser* will be shown on the screen. Kindly double check that the endorser name is valid, as otherwise the application will be sent to the wrong person.

Step 3: Confirm Endorser

Endorser Name	Description
[Redacted]	[Redacted]

Figure 11: Step 3 – Confirm Endorser

- b) On selection of “**Confirm and Submit**” an on-screen notification is displayed.

Your registration has been submitted. Kindly check your email mailbox [Redacted]@gov.mt for an acknowledgment. Should you not receive an acknowledgement email with an hour, kindly contact the Planning and Priorities Coordination Division. If you entered the wrong email address, please inform the Endorser to reject the application form and submit a new one.

Figure 12: On screen notification

- c) The applicant will receive an automatic email notification.

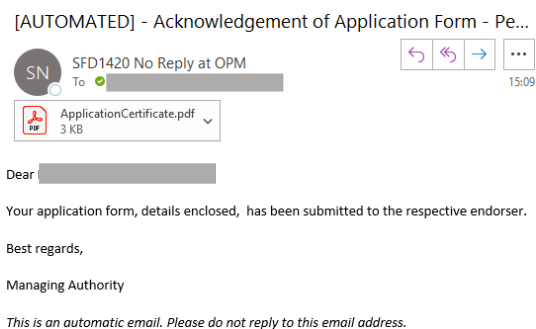


Figure 13: Email to the Applicant

- d) The endorser will also receive an automatic email notification, which will include a link to endorse/reject the application form.

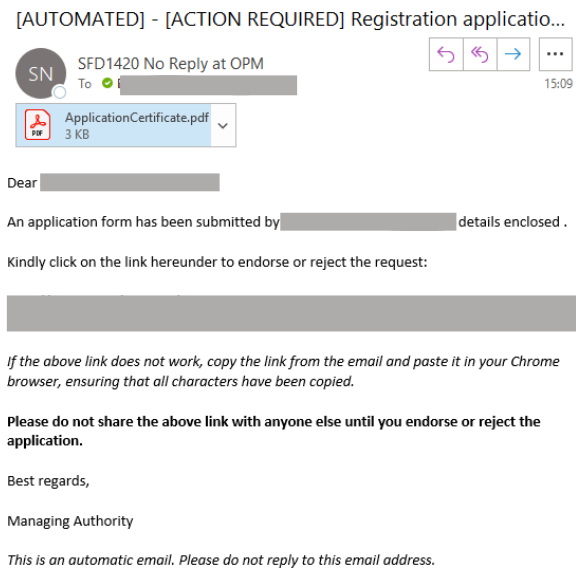


Figure 14: Notification sent to the Endorser

- e) Should the *endorser* endorse the application form, it will be sent to the *approver*.
- f) If the application is subsequently approved, the system administrator will create the user account, and the credentials will be sent to the user.

--- End of Tutorial ---

Modification History

Version	Date	Changes	Authorisation
1.0	22/02/2022	Initial release	Mark Anthony Bezzina
2.0	24/08/2022	Addition of the Structural Funds Database 2014-2020 (MA Circular 03/2022)	Mark Anthony Bezzina