

▪ Structured Application Portal: Sign In Procedure

Preconditions

1. In line with Circular 002/2023, to access the system users should have an active:
 - a. e-ID account - Identity Malta Agency electronic ID;
 - b. CORP account - Government of Malta employees (where available); or
 - c. iLearn account - Employees of the Ministry responsible for education (where available).
2. An Internet connection is required.
3. Google Chrome must be installed on the computer.

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The manual is to be read in conjunction with Circular 002/2023.

🚫 Please note that the Ministry for the Economy, European Funds and Lands does not have access to the Government of Malta e-ID, CORP, and iLearn authentication mechanisms. In case of authentication difficulty kindly liaise directly with the respective authentication mechanism helpdesk.

This manual includes screenshots from the sign mechanisms used by e-ID, CORP and iLearn. Note that the screen layout for these mechanisms might be changed by the respective entity without prior notification to the Ministry responsible for EU funds.

A. Existing account (created prior to 16th May 2023)

1. Existing account - first sign in from 16th May 2023 onwards

- Visit the Structured Application Portal at <https://sfd.gov.mt/application/>. A notification will appear indicating that the database has been updated to the new authentication mechanism.
- Click on the “Sign In” button to initiate the process.



Figure 1: Structured Application Portal

- You will be redirected to the Malta Information Technology Agency’s B2C authentication portal. Select the sign in method between e-ID, CORP, and iLearn.
 - e-ID account** - Identity Malta Agency electronic ID;
 - CORP account** - Government of Malta employees (where available) – your information system username starts with “CORP/”; or

Please note that your profile is linked to only one of these login mechanisms.



Figure 2: Malta Information Technology Agency B2C authentication sign in selection.

e-ID authentication

- d) Enter your Government of Malta ID Number and password authentication credentials. Then press the “Sign In” button.

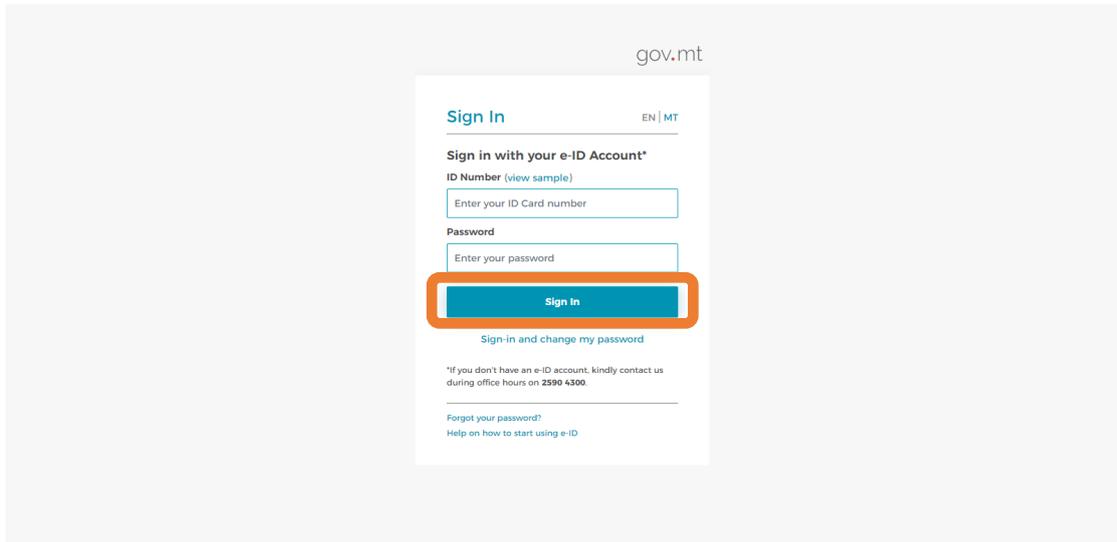


Figure 3: e-ID authentication prompt

- e) Enter your two-factor verification code and press the “Verify” button.

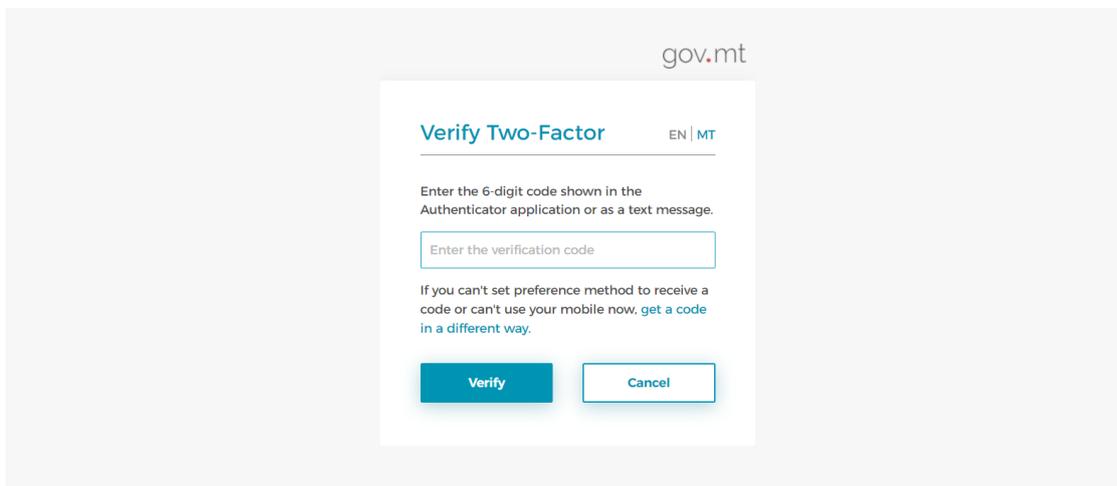


Figure 4: e-ID two-factor verification prompt

- f) Following the *Logged In* prompt, select “Continue”.

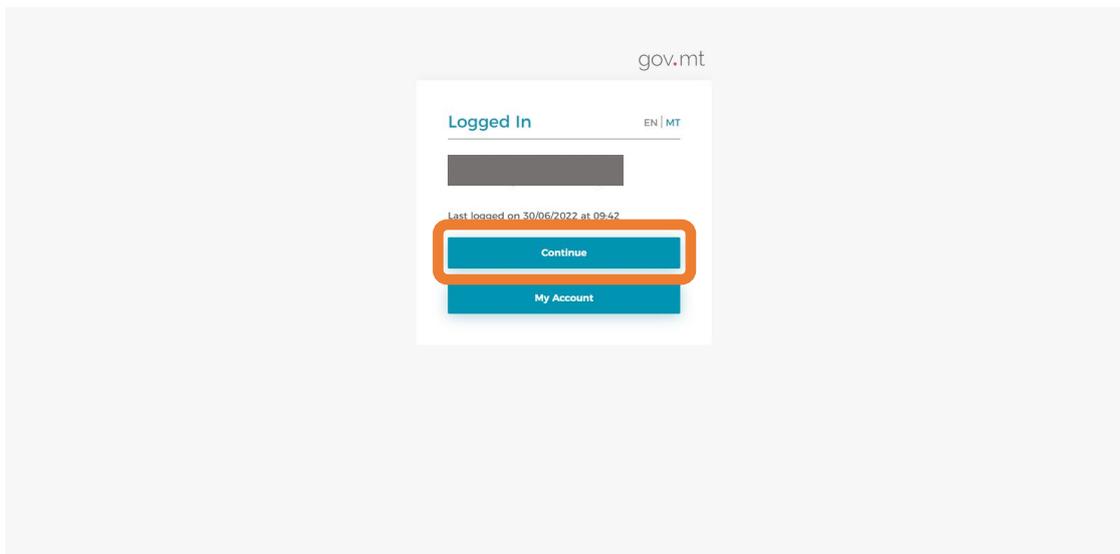
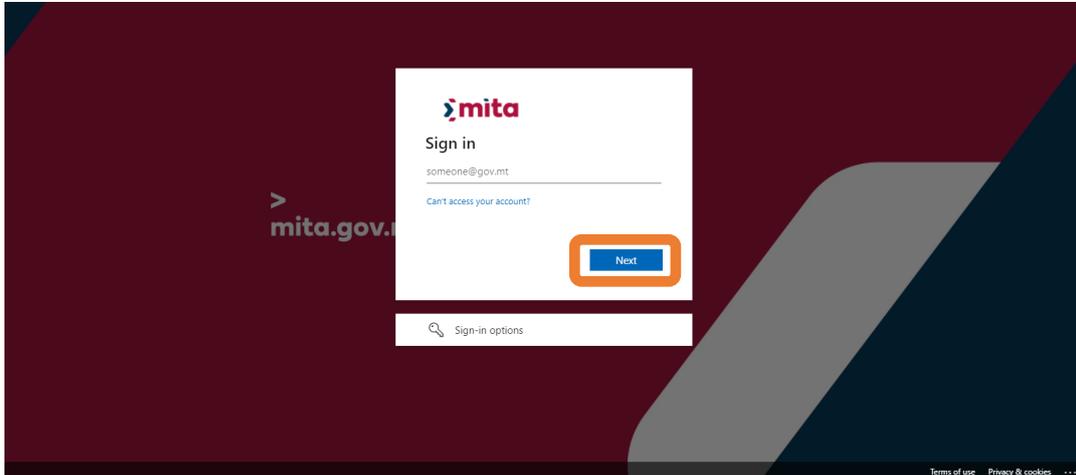


Figure 5: e-ID Logged In prompt

Please go to step (j) on page 7 to continue the sign-in procedure.

CORP authentication

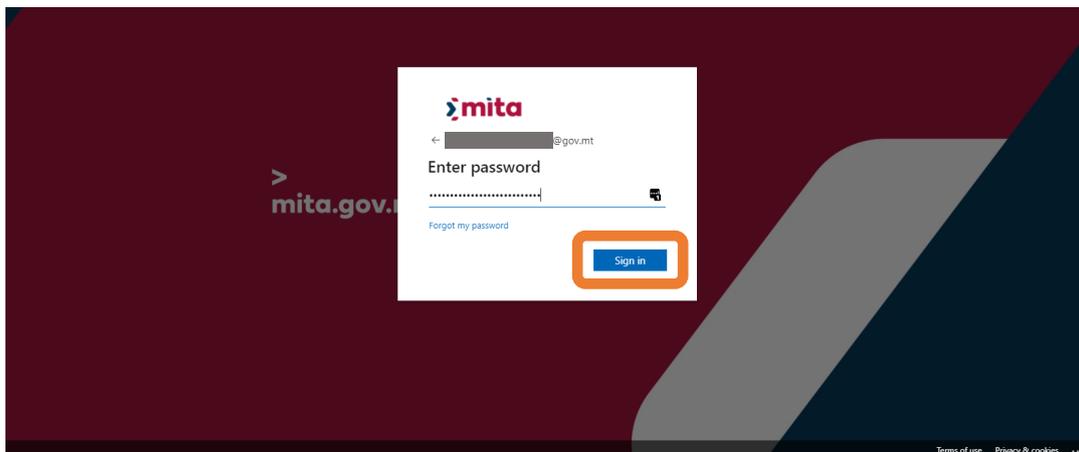
- g) Enter your Government of Malta CORP authentication credentials. First input your government email address and press the “Next” button.



The screenshot shows the 'Sign in' page of the mta.gov.mt portal. The page has a dark red background with a white sign-in form in the center. The form contains the mta logo, the text 'Sign in', an email input field with the placeholder 'someone@gov.mt', a link for 'Can't access your account?', and a blue 'Next' button highlighted with an orange border. Below the form is a 'Sign-in options' section with a magnifying glass icon. The footer includes 'Terms of use', 'Privacy & cookies', and a menu icon.

Figure 6: CORP authentication email prompt

- h) Then input your government email password and press the “Sign in” button.



The screenshot shows the 'Enter password' page of the mta.gov.mt portal. The page has a dark red background with a white sign-in form in the center. The form contains the mta logo, a back arrow, an email input field with the placeholder '@gov.mt', the text 'Enter password', a password input field with a visibility toggle icon, a link for 'Forgot my password', and a blue 'Sign in' button highlighted with an orange border. The footer includes 'Terms of use', 'Privacy & cookies', and a menu icon.

Figure 7: CORP authentication password prompt

- i) If you are not already authenticated to the Government of Malta network, please follow the multi-factor authentication (MFA) instructions.

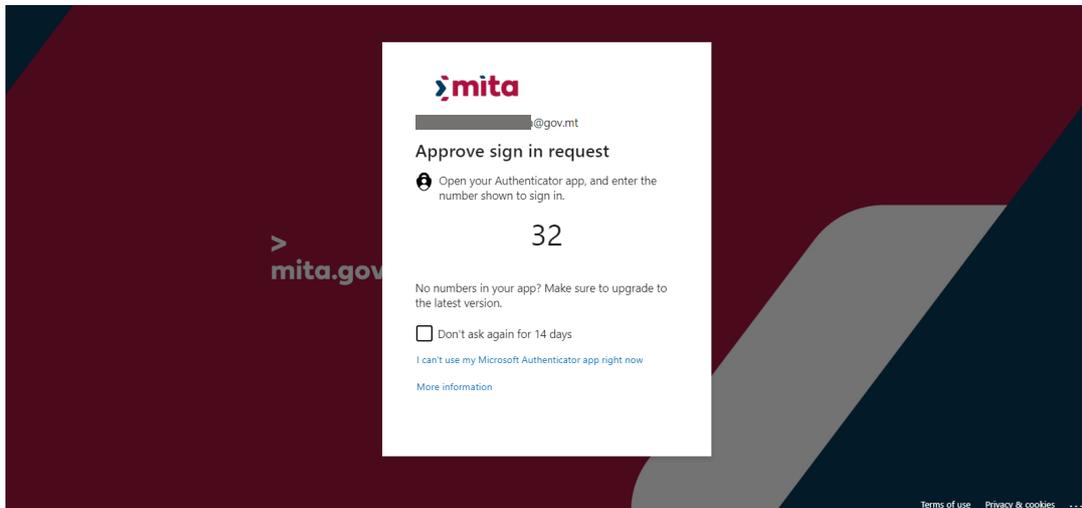


Figure 8: CORP multi-factor authentication (MFA) instructions

Please go to step (j) on page 7 to continue the sign-in procedure.

Finalise one-time sign-in

- j) The User Declaration is displayed. Read the declaration and press the “Accept User Declaration” to proceed.
- k) The Privacy Policy is displayed. Read the policy and press the “Accept Privacy Policy” to proceed.

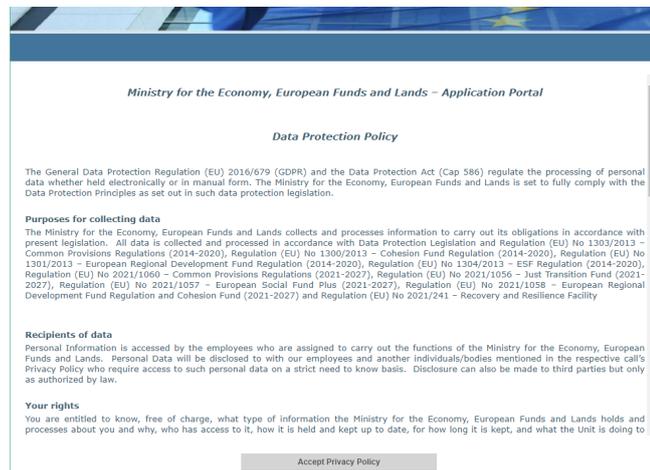


Figure 9: Privacy Policy prompt

- l) Enter the current Structured Application Portal password and press the “Submit” button.

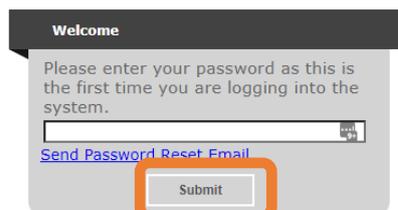


Figure 10: Structured Application Portal changeover password prompt

- m) If you do not remember the password, select “Send Password Reset Email” to initiate the reset password process.

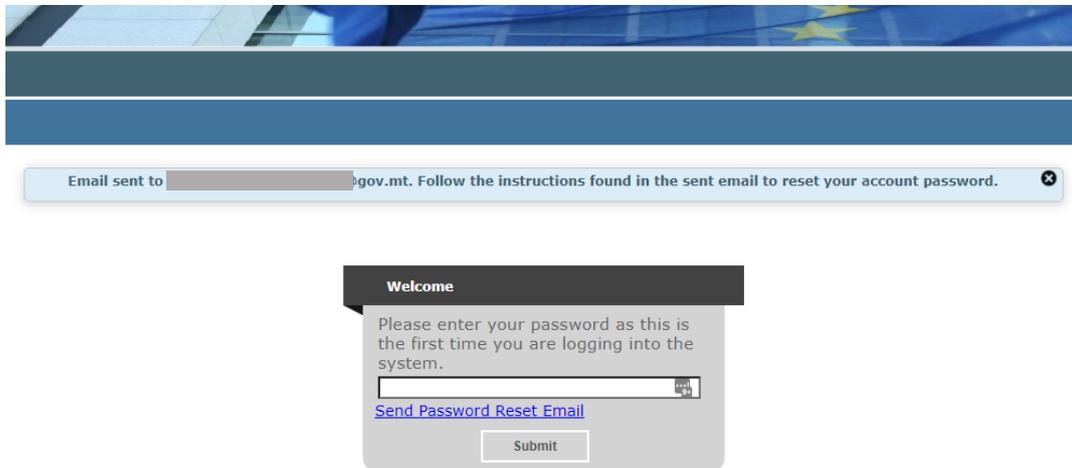


Figure 11: Password reset request notification

- n) Enter your new password and select the “Reset Password” button. Note that this is a one-time use password.

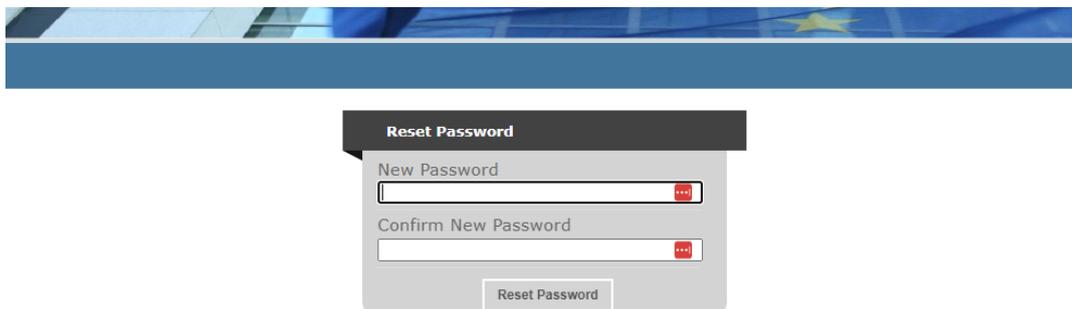


Figure 12: Structured Application Portal last time password prompt

- o) You are now signed in the Structured Application Portal system. For your next sign in, you would only need to use the federated authentication mechanism credentials.



The list of open calls is displayed hereunder. Please select "New Application" next to the open call to initiate the application process within the call.

Open calls	Programme	Start Date	End Date	
	OP I - Fostering a competitive and sustainable economy to meet our challenges.			New Application
	RRP - Recovery and Resilience Plan			New Application
	OP I - Fostering a competitive and sustainable economy to meet our challenges.			New Application

Your draft / finalised application forms are listed hereunder.

Call	Programme	Project	Reference	Confirmed
There are no applications				

Figure 13: Open calls and Applications landing page

B. New account

1. New account

- a) Visit the Structured Application Portal at <https://sfd.gov.mt/application/>. A notification will appear indicating that the database has been updated to the new authentication mechanism.
- b) Click on the “Sign In” button to initiate the process.



Figure 14: Structured Application Portal

- c) You will be redirected to the Malta Information Technology Agency’s B2C authentication portal. Select the sign in method between e-ID, CORP, and iLearn.
 - a. **e-ID account** - Identity Malta Agency electronic ID;
 - b. **CORP account** - Government of Malta employees (where available) – your information system username starts with “CORP/”; or
 - c. **iLearn account** - Employees of the Ministry responsible for education – your information system is linked to your iLearn email account; or

Please note that your profile is linked to only one of these login mechanisms.



Sign in using Work or Citizen Account

	CORP
gov.mt	eID Account
	iLearn

Figure 15: Malta Information Technology Agency B2C authentication sign in selection.

e-ID authentication

- d) Enter your Government of Malta ID Number and password authentication credentials. Then press the “Sign In” button.

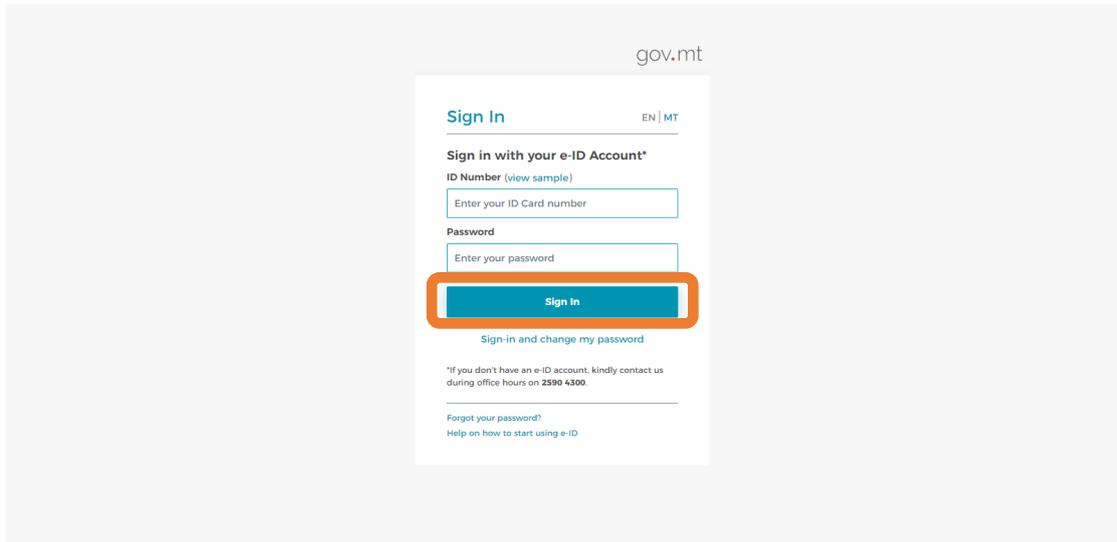


Figure 16: e-ID authentication prompt

- e) Enter your two-factor verification code and press the “Verify” button.

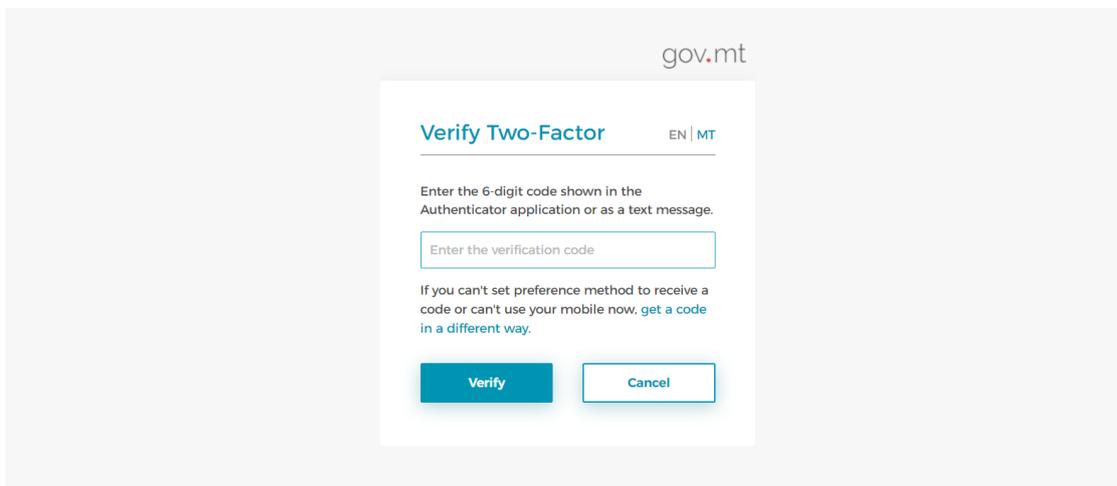


Figure 17: e-ID two-factor verification prompt

- f) Following the *Logged In* prompt, select “Continue”.

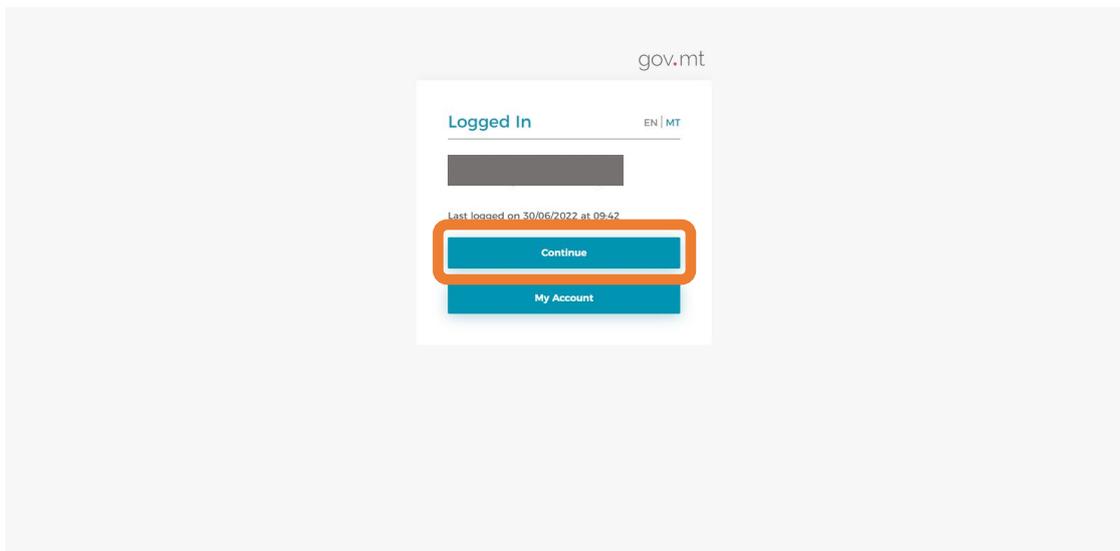
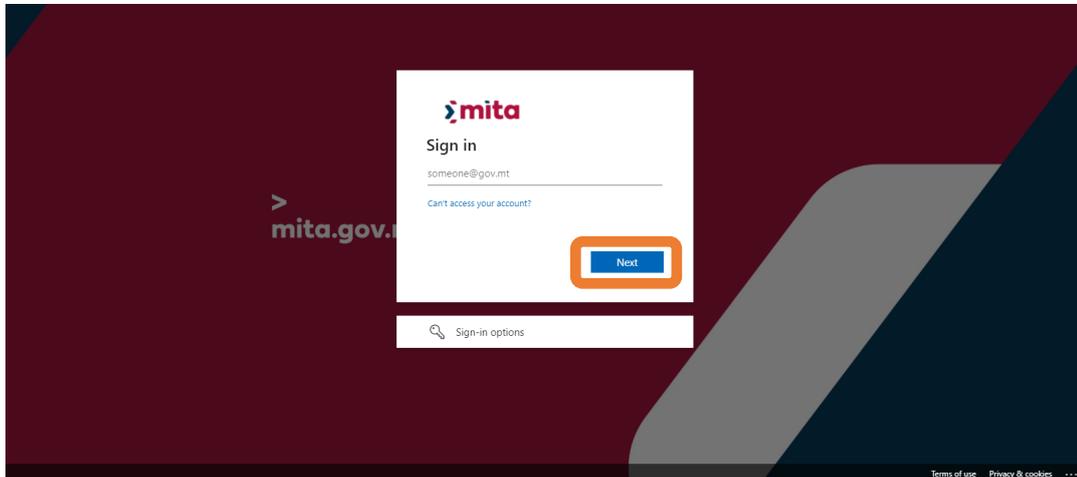


Figure 18: e-ID Logged In prompt

Please go to step (I) on page 17 to continue the sign-in procedure.

CORP authentication

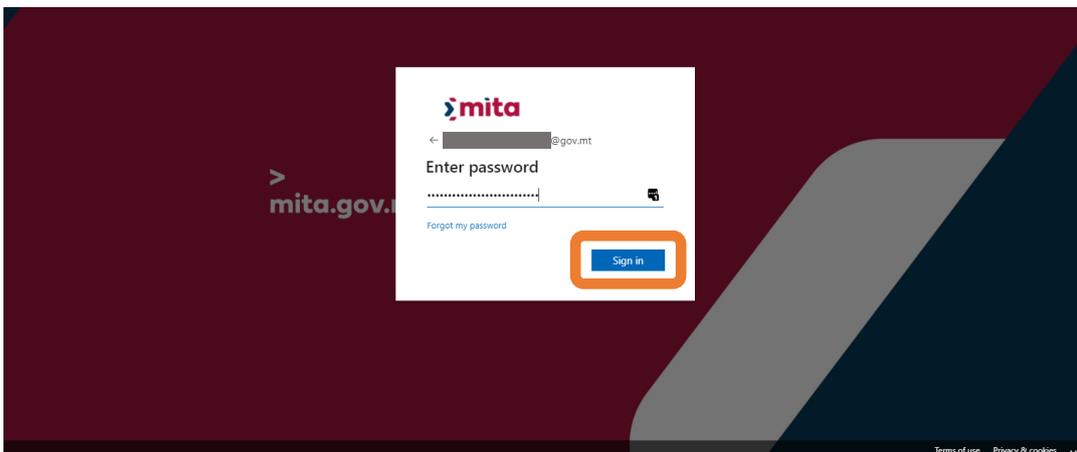
- g) Enter your Government of Malta CORP authentication credentials. First input your government email address and press the “Next” button.



The screenshot shows the 'Sign in' page for the Government of Malta CORP authentication. The page has a dark red background with the 'mita' logo and 'mita.gov.mt' text. A white form is centered, containing the 'mita' logo, the text 'Sign in', an email input field with the placeholder 'someone@gov.mt', a link for 'Can't access your account?', and a blue 'Next' button highlighted with an orange border. Below the form is a 'Sign-in options' section with a magnifying glass icon.

Figure 19: CORP authentication email prompt

- h) Then input your government email password and press the “Sign in” button.



The screenshot shows the 'Enter password' page for the Government of Malta CORP authentication. The page has a dark red background with the 'mita' logo and 'mita.gov.mt' text. A white form is centered, containing the 'mita' logo, a partially filled email field ending in '@gov.mt', the text 'Enter password', a password input field with a visibility toggle icon, a link for 'Forgot my password', and a blue 'Sign in' button highlighted with an orange border.

Figure 20: CORP authentication password prompt

- i) If you are not already authenticated to the Government of Malta network, please follow the multi-factor authentication (MFA) instructions.

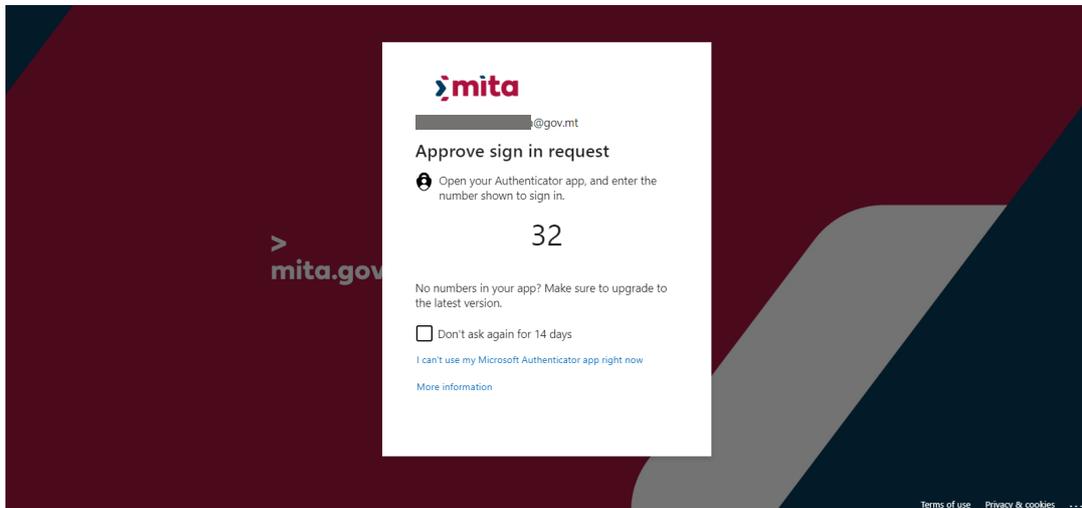


Figure 21: CORP multi-factor authentication (MFA) instructions

Please go to step (I) on page 17 to continue the sign-in procedure.

iLearn authentication

- j) Enter your Government of Malta iLearn authentication credentials. First input your government email address and press the “Next” button.

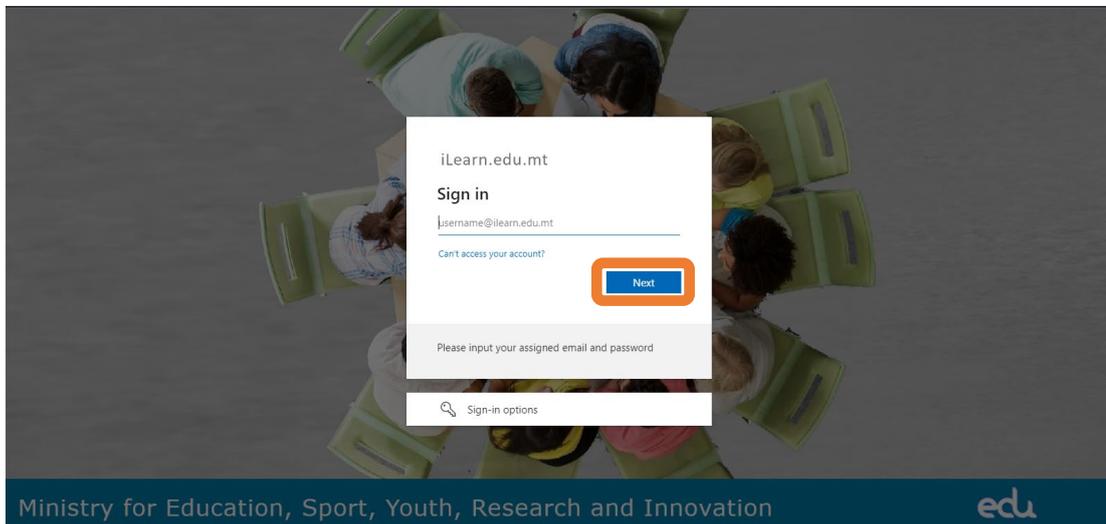


Figure 22: iLearn authentication prompt

- k) Following the *Logged In* prompt, select “Continue”.

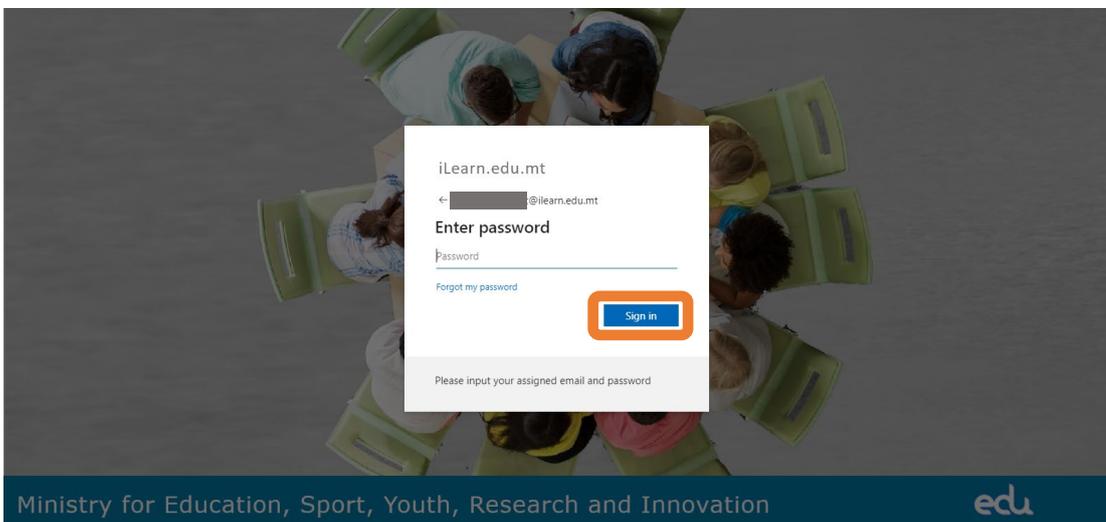


Figure 23: e-ID Logged In prompt

Please go to step (l) on page 17 to continue the sign-in procedure.

e-ID authentication

- l) Enter your Government of Malta ID Number and password authentication credentials. Then press the “Sign In” button.

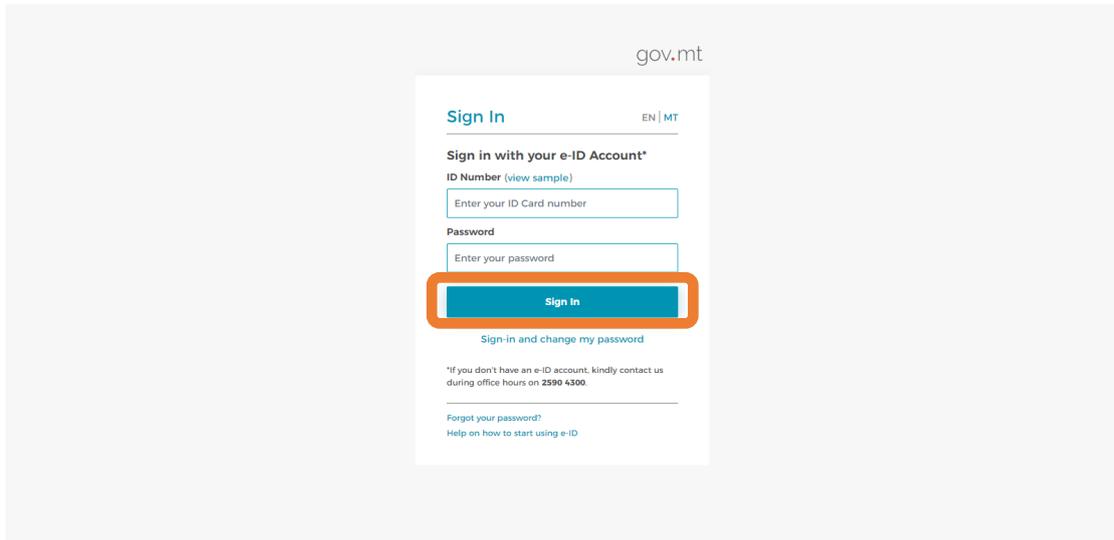


Figure 24: e-ID authentication prompt

- m) Following the *Logged In* prompt, select “Continue”.

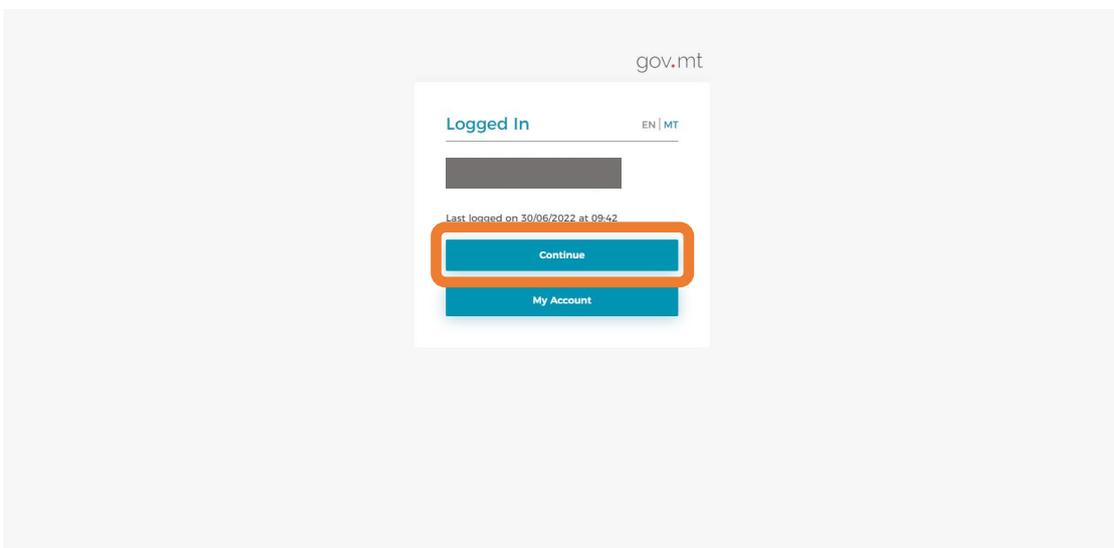


Figure 25: e-ID Logged In prompt

Finalise registration

- n) Fill in the fields to Register your User Profile and accept the User Declaration and Privacy Policy. Note that for the *First Name*, *Last Name*, *ID Number* and *Email Address* are sourced automatically from the sign in authentication mechanism. In the case of eID authenticated users, the email address may be changed.

Register User Profile

Kindly complete the form below to create your account.

Note that Maltese VAT numbers must be in the format MTnnnnnnn or nnnnnnn, where n is a number. E.g. MT12345678.

Organisation Name	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Telephone Number	<input type="text"/>
Mobile Number	<input type="text"/>
ID Number	<input type="text"/>
VAT Number	<input type="text"/>
Email Address	<input type="text"/>

Figure 26: User Profile Registration Form

- o) On clicking the “Register” button, users authenticated with eID will receive an email to validate the account. Please click on the activation link to complete the process. CORP and iLearn users are automatically validated and they are not required to validate the email.



Figure 27: Activation email sent notification

p) You may now sign in with your account to use the system.



The list of open calls is displayed hereunder. Please select "New Application" next to the open call to initiate the application process within the call.

Open calls	Programme	Start Date	End Date	
	OP I - Fostering a competitive and sustainable economy to meet our challenges.			New Application
	RRP - Recovery and Resilience Plan			New Application
	OP I - Fostering a competitive and sustainable economy to meet our challenges.			New Application

Your draft / finalised application forms are listed hereunder.

Call	Programme	Project	Reference	Confirmed
There are no applications				

Figure 28: Open calls and draft/finalised applications landing page

--- End of Tutorial ---

Modification History

Version	Date	Changes	Authorisation
1.0	12/05/2023	Initial release	MA Bezzina