



Manual for Bank of Finland DCS2 registration



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1 Registration to service

Registering as user takes place at following web locations

- Test: <https://test.dcs.bof.fi>
- Production: <https://dcs.bof.fi>

by pressing the button “Go to account subscribing”.

Registered user login.

Email

Password

LOG IN WITH USERNAME AND PASSWORD

[I forgot my password](#)

Account subscription, if you do not have a Finnish personal identification number or you represent a foreign company.

GO TO ACCOUNT SUBSCRIBING

Picture 1 Go to account subscribing



1.1 Personal contact information

Fill in your contact information and password (NB. username is your email address)

DCS2 account subscription - TEST

Your name

Email

Telephone number

Password ⓘ

Confirm password Please fill out this field.

Survey title

CONTINUE

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Picture 1 Information regarding person

If the email address in question is already in use in DCS2 service, you will need to provide the password specified earlier to continue in account subscribing.



1.2 Bank of Finland surveys

1.2.1 Pre-check for company information

The screenshot shows a web browser window with the following elements:

- Browser tab: DCS2 account subscripcio
- Address bar: <https://dcs.opuscapita.com/ec/bof-dcs2/create-account/person>
- Page header: Instructions
- Logos: SUOMEN PANKKI EUROJÄRJESTELMÄ and FINLANDS BANK EUROSYSTEMET
- Section title: DCS2 account subscription - TEST
- Form field: VAT number with input value FI1234578
- Button: CONTINUE
- Footer: © OpusCapita Oy 2017

Picture 2 Pre-check for company

To continue insert your VAT ID (Finnish “Y-tunnus” in format FI12345671). If the company is currently registered and its details found in the database the registration is sent to company admins for approval. If the company is not registered in the database please see chapter 1.2.2.

1.2.2 Company registration

If the company lacks registration the missing company details must be filled in.

In case the VAT ID provided was not found in the reporting obligation list provided by the Bank of Finland you will be required to insert VAT ID for at least one company which is obligated to report (picture 3).

If the reporter does not report other companies, only the 'own company information' will be filled in and pressed 'continue'.



Instructions

SUOMEN PANKKI
EUROJÄRJESTELMÄ

FINLANDS BANK
EUROSYSTEMET

DCS2 account subscription - TEST

Company details

VAT identifier* 0C12345672

Name*

Executing Entities

VAT number of observed agent*

ADD THE DATA TO FORM

| # | VAT number of observed agent | |
|---|------------------------------|------------|
| 1 | FI12345671 | DELETE ROW |

CONTINUE

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Picture 3 Company registration

Please note that if you add only one reported entity you still must press “Add the data to form” before pressing “Continue”. If you represent the reporting entity, please add no other company on this screen.



1.2.3 User's first log-in to the DCS2 service

After an accepted registration, the user receives in their email a secure message containing an OTP (One Time Password) list. To open the email message, the user needs a user-specific password stored in the DCS2 service.

To retrieve the password, the user logs in to the service again with their username (own email address) and the password that they specified earlier. The page that opens next shows, in bold text at the top, the password that the user needs to open the secure email message.

It is a good idea to save the OTP list on the computer right away. In the future, the user logs in to the service using the combination of username, password and OTP list codes.

Single use password needed to open encrypted email containing OTP-list:
sBH [REDACTED]

Enter the OTP list letter code 3 (List #268, 27 codes remaining)

LOG IN

Picture 5 Personal password, stored in the service, to open the OTP list

1.2.4 Role of company administrator

The first user becomes without exception the company administrator. This role can be changed later if necessary.

It is the administrator's task to manage the company's users, ensuring that information is up to date and that only appropriate people have access to the service. The administrator is responsible for ensuring that only people who need access to DCS2 in their working tasks are in the service and that access rights are removed from any person or user who has left the company's employment and no longer needs access to DCS2 in their work.

The administrator's responsibilities in their company includes granting new user rights. A new person's access rights application generates an email alert for the administrator, after which the administrator logs in to the service and approves/rejects the user. At the same time, the administrator creates for the user their first OTP list, which is then sent automatically to the user as a secure email message.

Each user is responsible for renewing the list when all of the codes have been used. The system monitors the use of codes and issues a warning when they will soon end, namely when the final 10 codes are in use. NB! Test and production environments have their own OTP list.



1.2.5 Adding a new survey for a DCS2 user

DCS2 creates one username per email address, in which case a person reporting more than one Bank of Finland survey in DCS2 needs a number of access rights for the same username.

When a username for the service already exists, the user logs in to the system in the same way as for the first time when applying for an account, as this is a new survey for the user.

Account subscription, if you do not have a Finnish personal identification number or you represent a foreign company.

GO TO ACCOUNT SUBSCRIBING

Picture 6 An account subscription for a new survey proceeds just as for the first account subscription

The form is completed using a valid username and password, and the new survey for which access rights are sought is selected from the menu.

| | |
|------------------|--------------------------------------|
| Your name | Firstname Lastname |
| Email | firstname.lastname@reporter.com |
| Telephone number | 091234568 |
| Password ⓘ | ●●●●●●●●●●●●●●●● |
| Confirm password | ●●●●●●●●●●●●●●●● |
| Survey title | Consolidated Data Collection (KOT) ▼ |
| CONTINUE | |

Picture 7 Enter the existing information in the field and select a new data collection

After this, a view opens indicating that the request is awaiting processing. In the case of an administrator, the Bank of Finland processes the request, and other users are processed by the administrator.



Here are the entities and surveys associated with your username. You will be able to submit reports for these companies as soon as a company administrator or the Bank of Finland has granted reporting rights.

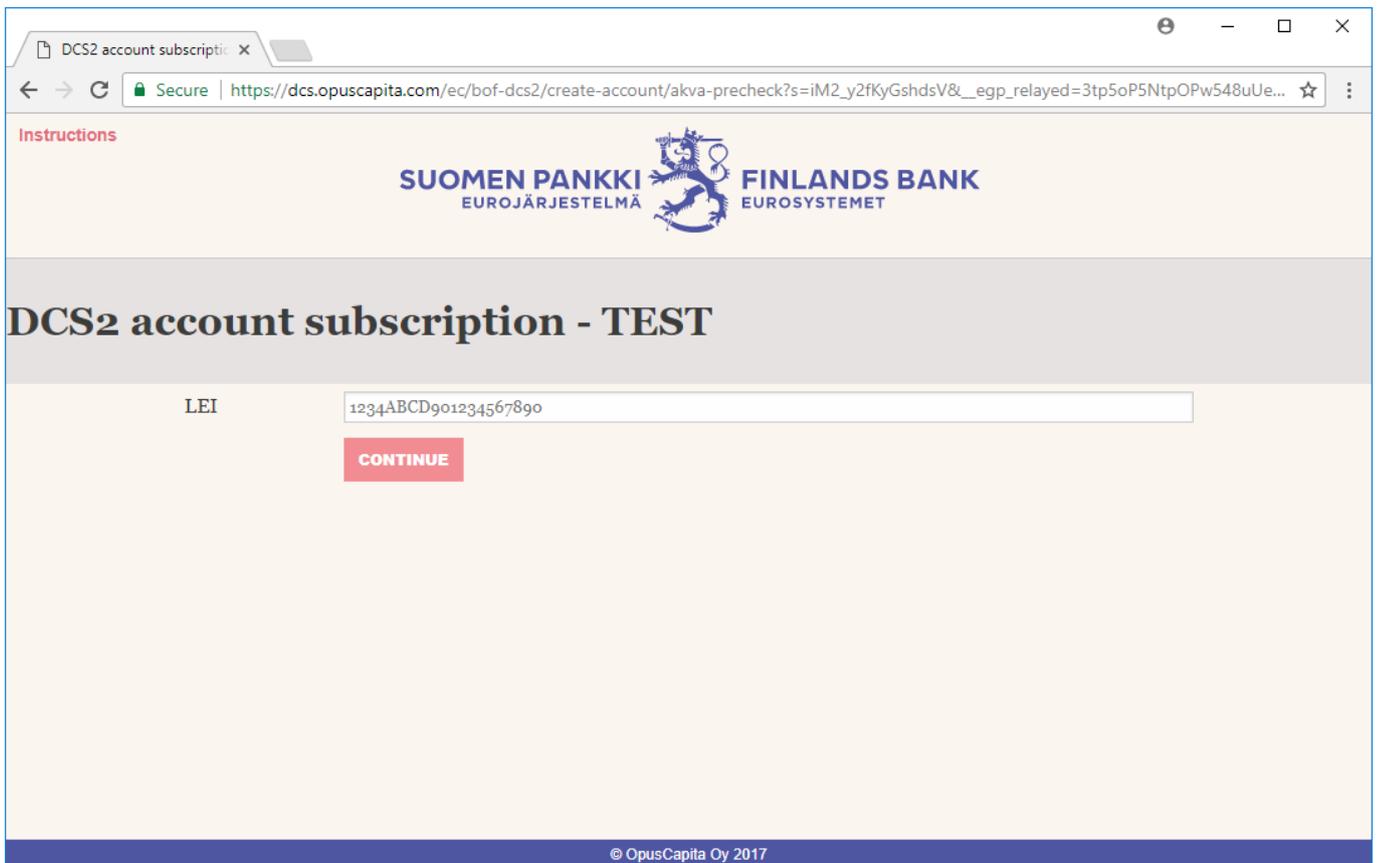
| Business ID | Name | Survey | Administrator | Approval status | |
|----------------------|-----------------|-----------------------|---------------|----------------------|---|
| FOOBAR12311234567896 | OC demo | Transaction reporting | | Waiting for approval | You can submit a report only after your user ID has been approved |
| 12345678901234567112 | OC Demo company | Transaction reporting | | Approved | SUBMIT A SURVEY |

Picture 8 The data collection to which access rights are being applied for is shown on the screen.

NB. The same OTP list is suitable for logging in to all of the surveys administered by the same user.

1.3 Transaction reporting (AKVA)

1.3.1 Preliminary check



Picture 4 AKVA pre-check



To continue insert the LEI for your company. If the company is currently registered and its details found in the database the registration is sent to company admins for approval. If the company is not registered in the database please see chapter 1.3.2.

1.3.2 Company registration

If the company lacks registration all missing company details must be filled in. “VAT identifier” is optional and will be used in future to pair Suomi.fi logins with LEI codes. To report other companies you need to tick either “I am ARM” or “Trading venue” checkbox.



DCS2 account subscripcio x

Secure | https://dcs.opuscapita.com/ec/bof-dcs2/create-account/akva-precheck

Instructions

SUOMEN PANKKI
EUROJÄRJESTELMÄ

FINLANDS BANK
EUROSYSTEMET

DCS2 account subscription - TEST

Company details

LEI* F00BTR12311234567882

Name* OC Demo company 3

VAT identifier

Start date for reporting* 19.12.2017

I report for myself

Submitting Entity type (if applicable)

I am ARM

ARM authorisation country* < Select a value >

Trading Venue

Executing Entities

LEI of Executing Entity* LEI

Start date for reporting* dd.mm.yyyy

ADD THE DATA TO FORM

| # | LEI of Executing Entity | Start date for reporting |
|---|-------------------------|--------------------------|
| | | |

CONTINUE

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Picture 5 AKVA registration form



2 Logging into the service

After the registration process has been finalised you will be able to view companies' status of approval (picture 6).

The same view is accessible from registration site by logging in with your email and password.

The screenshot shows a web browser window with the URL https://dcs.opuscapita.com/ec/bof-dcs2/auth/company?s=iM2_y2fKyGshdsV&__egp_relayed=3P6_oif6-nSjkZpLPcYFXuxtPdAp0xZvAXu.... The page header includes the logos for Suomen Pankki / Finlands Bank and Eurosystem. The main heading is "DCS2 service - TEST". Below this, a message states: "Here are the entities and surveys associated with your username. You will be able to submit reports for these companies as soon as a company administrator or the Bank of Finland has granted reporting rights." A table follows with the following data:

| Business ID | Name | Survey | Administrator | Approval status | |
|----------------------|-------------------|-----------------------|---------------|----------------------|---|
| FOOBAR12311234567896 | OC demo | Transaction reporting | | Waiting for approval | You can submit a report only after your user ID has been approved |
| 12345678901234567112 | OC Demo company | Transaction reporting | | Approved | SUBMIT A SURVEY |
| FOOBTR12311234567882 | OC Demo company 3 | Transaction reporting | | Waiting for approval | You can submit a report only after your user ID has been approved |
| 1231231231231231231Q | Ollin testi | Transaction reporting | | Waiting for approval | You can submit a report only after your user ID has been approved |
| 1231231231231231233K | Ollitesta | Transaction reporting | | Waiting for approval | You can submit a report only after your user ID has been approved |

Below the table are three red buttons:

- [GO TO ACCOUNT SUBSCRIBING : ANALYTICAL CREDIT DATABASE](#)
- [GO TO ACCOUNT SUBSCRIBING : TRANSACTION REPORTING](#)
- [LOG OUT OLLI KOPONEN](#)

At the bottom of the page, there is a copyright notice: © OpusCapita Oy 2017.

Picture 6 Company and survey selection



In order to log in, you need One Time Password (OTP) list which is supplied by your company admin or if no company admin exists from Bank of Finland.

On clicking “Submit a survey” you will be asked for an OTP code. If the OTP list has not been generated an error will be presented.

NB. OTP lists are always sent via secure e-mail. Each user is generated a single use password which is required for accessing the OTP list sent in secure mail. The single use password is always visible at log-in. Whether you are opening your first OTP list or you have received a new OTP list by secure e-mail the single use password will be available at log-in.

DCS2 serviceTEST

Secure | https://dcs.opuscapita.com/ec/bof-dcs2/auth/company/otp?s=iM2_y2fKyGshdsV&_egp_relayed=3AaF14fcP69jIGkGKttGrqlimVFpkVM...

Instructions

SUOMEN PANKKI
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EUROSYSTEMET

DCS2 service - TEST

Single use password needed to open encrypted email containing OTP-list:
cXB#rz+/d+

Enter the OTP list letter code 30 (List #42, 90 codes remaining)

LOG IN

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Picture 7 OTP login

You should now be successfully logged in.