



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
INFORMATICS
Infrastructure and Logistics Directorate
Technical solutions and office systems



e-TrustEx Web Access

Creating an ECAS account for new users


Before getting access to e-TrustEx you need to create an ECAS account, ECAS being the authentication system of the European Commission. After obtaining your ECAS account you will need to provide some information to your local Party Administrator.

- Navigate to the e-TrustEx URL: <https://webgate.ec.europa.eu/e-trustex>
- You are directed to the ECAS login screen – click on the link "Not registered yet".



- On the new user registration screen enter your personal information. In this example we will create an ECAS user "etrustex-test-user". Enter your personal information and email address.
- Note – If you are a non EU institution you must select the "External" user type as shown in the screenshot below, otherwise select your EU institution type from the list.

[Contact](#) | [Privacy Statement](#) | [English \(en\)](#)



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

[Login](#)
[New password](#)
[Sign Up](#)
[Help](#)

For non EU institutions enter "External", otherwise select your EU institution from the list

! Is the selected domain correct? External [Change it](#)

Sign Up

[Help for external users](#)

Choose a username


First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *


Enter the code *

☒ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

[Sign up](#)

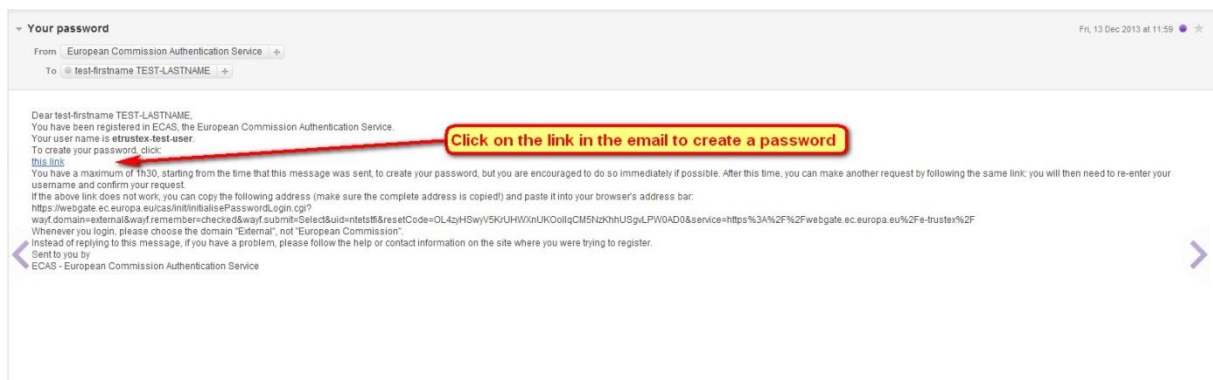
* Required fields

Last update: 05/12/2013 (3.6.2-b) | 7 ms | [Top](#)

- After entering your personal information and submitting the application, you should see the following confirmation screen.




- Check your mail inbox for an ECAS confirmation email in order to complete the registration. In your inbox you should see an email like below – click on the link in the email to create a password for your account.



- The link directs you to the ECAS screen – enter a password and click "Submit".

Contact | Privacy Statement | English (en)

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > New password

Login New password Sign Up Help

! Is the selected domain correct? External [Change it](#)

New password

Please choose your new password.

Username

New password *

Confirm new password *

* Required fields

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:

[\[Generate other sample passwords\]](#)

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- After creating your password you are directed to the ECAS confirmation screen.
- On the confirmation screen click on the "Login" link as shown below.

Contact | Privacy Statement | English (en)

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > New password

[Click on the "Login" link](#) New password Sign Up Help

! Is the selected domain correct? External [Change it](#)

New password

Your ECAS password was successfully changed.

Click [Proceed](#) below to continue to webgate.ec.europa.eu

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- You are directed to the ECAS login screen – enter the username and password created during the registration process and click on "Login".

EUROPEA > Authentication Service > Login

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

Log in New password Sign Up Help

Log in [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *
etrustex-test-user

Password *
.....

► [More options...](#)

[Login!](#) [Lost your password?](#)

* Required fields

Or log in with your

[Mobile phone](#) [Token](#) [eId](#)

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- After entering the correct username and password you will be logged into the ECAS system.
- Click on your username link on the screen as shown below – in our example the ECAS username is "etrustex-test-user".



- You are redirected to the account details of your ECAS account.
- **Important** - Make a note of the "Unique identifier at the Commission (uid)" value – see the screenshot below – In our example the uid is "ntetstfi".
- Provide the uid to your e-TrustEx local Party Administrator with your full name, and optionally your email address, if you wish to receive an email notification when a new message arrives in the e-TrustEx Web application.
- Once you provide the information, your local Party Administrator will add your details to the e-TrustEx system.

Contact | Privacy Statement | English (en)

 EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Account information

Logout | Change password | **Account information** | Help

! test-firstname TEST-LASTNAME (**etrustex-test-user**) | External

Account information

- Modify my personal data
[Modify my personal data >](#)
- Delete your account
[Delete your account >](#)
- Manage my mobile phone numbers
[Manage my mobile phone numbers >](#)
- You can view the sessions opened for visited applications.
[Display my sessions >](#)
- You can link your eID to your ECAS account.
[Link my eID >](#)

Make a note of the Unique identifier (uid). In this example it is "ntetstfi".

Provide the uid to your local Party Administrator.

This is required to give you access to the e-TrustEx application.

My ECAS Account Details

Username	etrustex-test-user
Domain	External
Unique identifier at the Commission (uid)	ntetstfi
Most recent login	13/12/2013 14:26 GMT+01:00
Previous login	13/12/2013 12:03 GMT+01:00
Account created	13/12/2013 11:20 GMT+01:00
Name	TEST-LASTNAME test-firstname
Email preferred language	en
E-mail	chiswick72@btinternet.com
Password last changed	13/12/2013 12:03 GMT+01:00
Password expires (as defined by the policy currently in force)	11/06/2014 13:03 GMT+02:00
Password last reset	13/12/2013 12:03 GMT+01:00

- Once the local Party Administrator adds your details to the system then you are ready to log onto the e-TrustEx application.
- Click on the URL below and enter your ECAS username and password and you will have access to your party on the e-TrustEx application via the link below:

e-TrustEx URL: <https://webgate.ec.europa.eu/e-trustex>