Introduction

- To use the CPMS 2.0, two actions need to be completed:
 - 1. Create an EU Login account with 2-factor authentication activated
 - 2. Request access to CPMS 2.0
- Follow the steps in this guide to be able to use CPMS 2.0

CPMS 2.0 Homepage



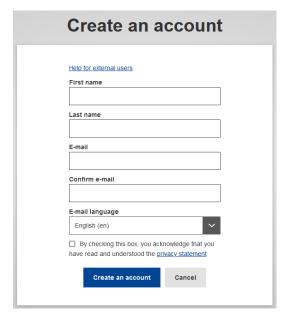
EU LOGIN

Create EU Login

Go to the EU Login sign-up page

https://webgate.ec.europa.eu/cas/eim/external/register.cgi

Enter your details to create an account \rightarrow



Create EU Login

→ You will receive a confirmation email

Dear ..., You have been registered in EU Login. Your email address is ...@.... To create your password, follow the link below: this link You have a maximum of 5 min, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request. If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar: https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?xxx... Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register. Note that it may take up to 5 minutes after reception of this mail before the abovementioned site will recognize your registration. Sent to you by EU Login

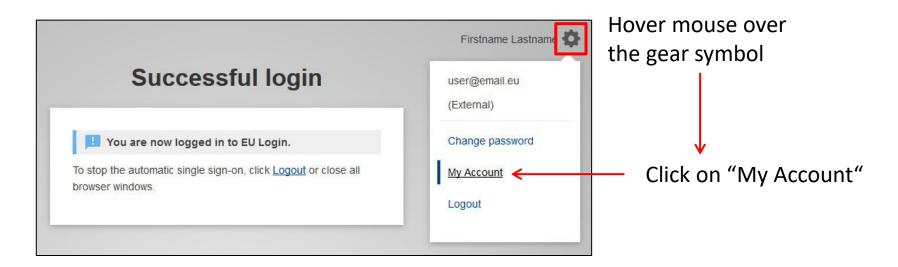
Click on this link in the email to set your unique password

New password Please choose your new password. (External) New password Confirm new password Submit least 8 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: SEN5RbaW GwOzMg9m U(nuCuwh [Generate other sample passwords]

Link Mobile Phone Number

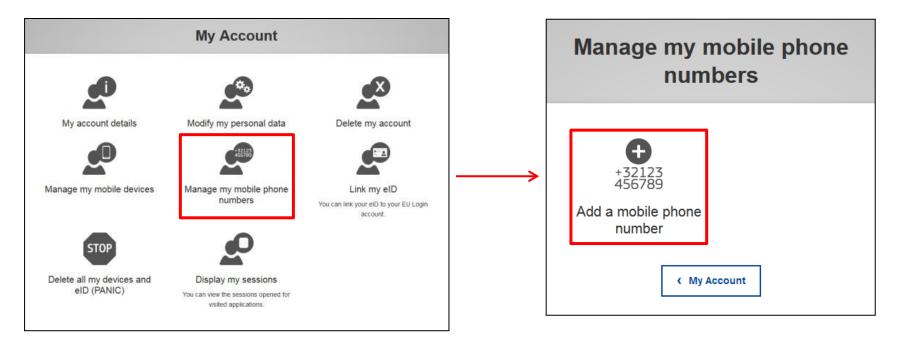
Log in to EU webgate with EU login credentials

https://webgate.ec.europa.eu/cas



Link Mobile Phone Number

At your account page, go to "Manage my mobile phone numbers" and add your number



Link Mobile Phone Number

Challenge code for adding a Input phone number as shown on the screen mobile phone number, sent by text message Add a mobile phone number Please enter the challenge code that was texted to your mobile phone. It might take up to 8 minutes for the message to reach your Mobile phone number mobile phone. Mobile phone number +321234567890 International format including country code, Text message challenge code e.g. for Belgium: +32 123 45 67 89 Cancel Add Cancel

Number successfully registered

2-Factor Authentication

- To use 2FA (2-factor authentication) with your EU Login Account, a Mobile Device needs to be linked
- Additionally, the EU Login App needs to be installed on your phone and initialised

Download the EU Login app on your Mobile Device

Search for "EU Login" on your mobile device's app store or go to one of those links

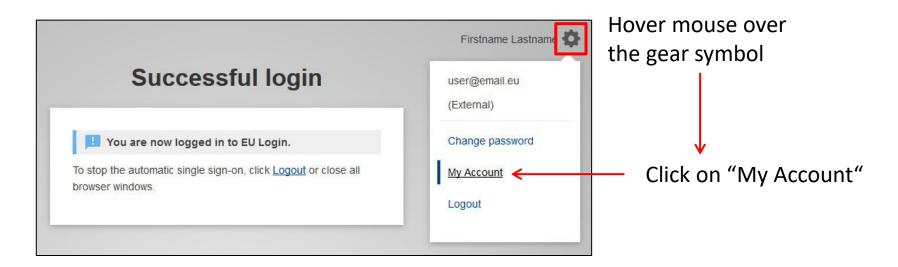




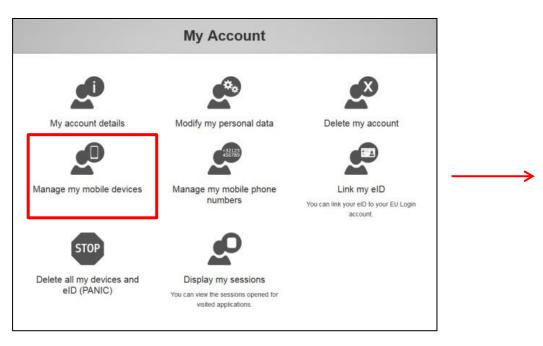


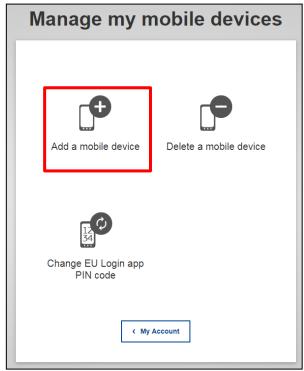
Log in to EU webgate with EU login credentials

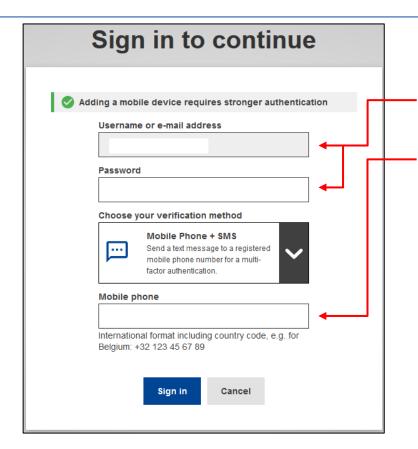
https://webgate.ec.europa.eu/cas



At your account page, go to "Manage my mobile devices" and add your phone



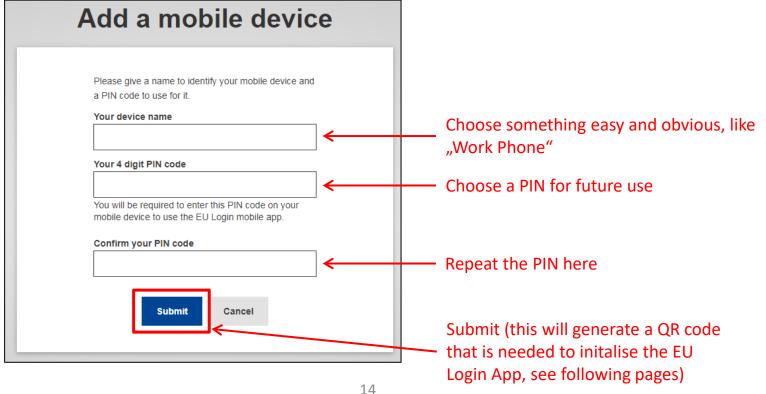




Adding a Mobile Device to use for 2FA:

- Enter the email-address and password associated with your EU Login.
- Enter the mobile phone number of the device you want to use the EU Login App on (it is strongly recommended to use the phone with the number associated with your EU Login Account from page 5)

Fill out the fields an click submit



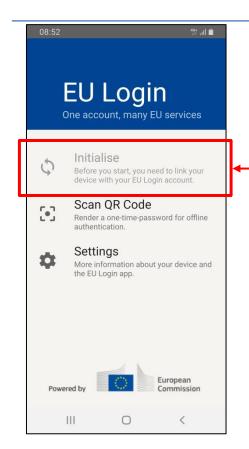
Initialise the EU Login App

After you have submitted your PIN, a QR code will be generated on the computer you are using. You will need to scan this QR code in the EU Login App to initialise it, as described on the following pages.

If you already have a mobile device connected to your EU Login and only want to initialize the app, you may need to delete the device and add it again to get the QR code.



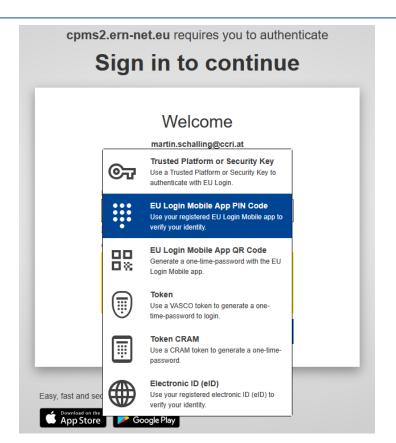
Initialise the App



- In the EU Login app on your phone, select "Initialise" to scan the QR code on your computer screen
- In the App, you will need to confirm the initialization with your PIN (created on page 14)
- You can now use the EU Login App



Using the EU Login App



When logging in to EC IT services (CPMS), enter your password and select the option to use the EU Login Mobile App PIN Code. When you do so, you need to open the app on your phone to put in the PIN you chose when setting up your EU Login account.

It might take a couple of seconds for the login prompt to show up when opening the app.

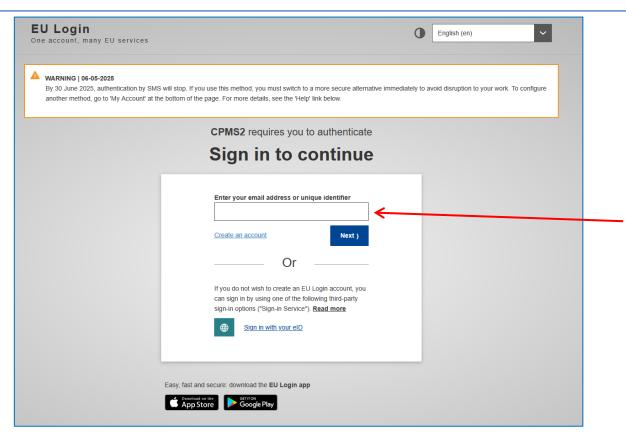
If your phone uses biometrics (e.g. fingerprint, face recognition), this method can be chosen on the phone instead of entering the PIN.

CPMS 2.0 ACCESS

https://cpms2.ern-net.eu/screen/home

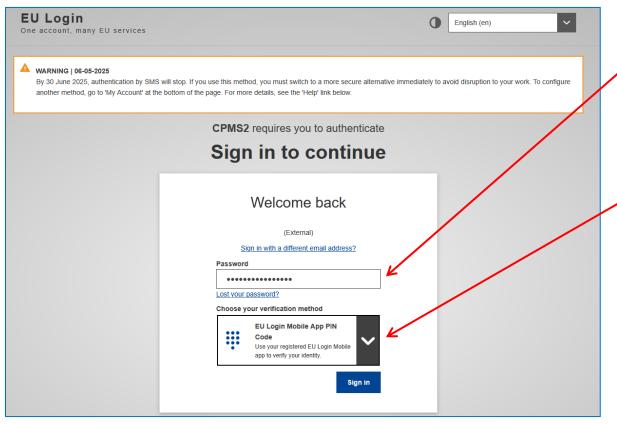


Sign in with EU Login credentials



Here, fill in the email address from your EU Login account and click Next.

Sign in with EU Login credentials

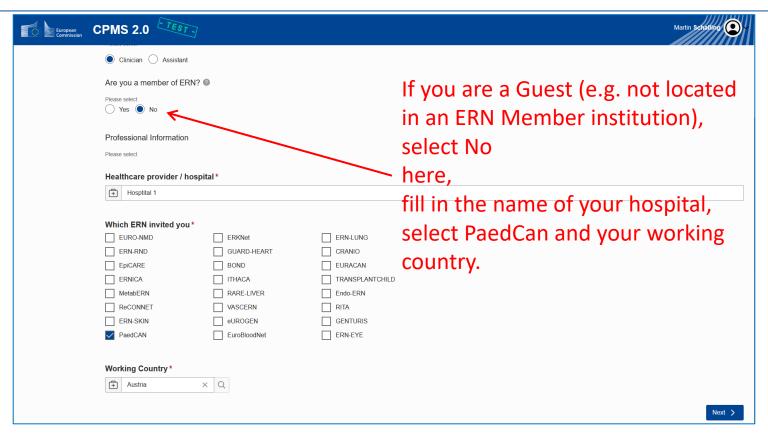


Here, fill in the password from your EU Login account.

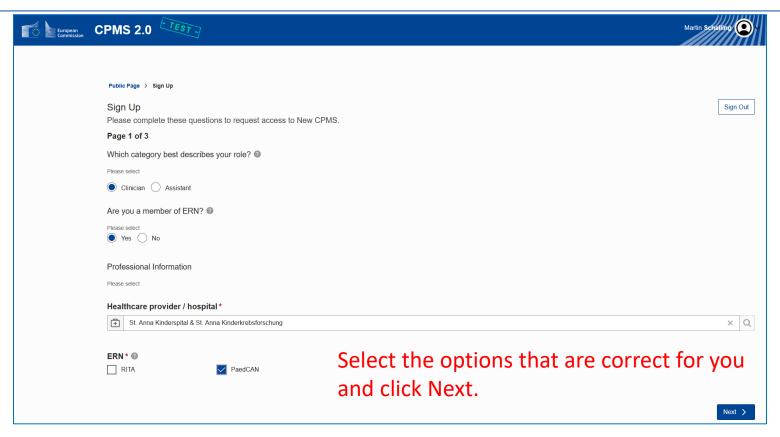
Choose EU Login Mobile
App PIN Code as
verification method and
click Sign in.

Open the EU Login app on your phone to sign in.

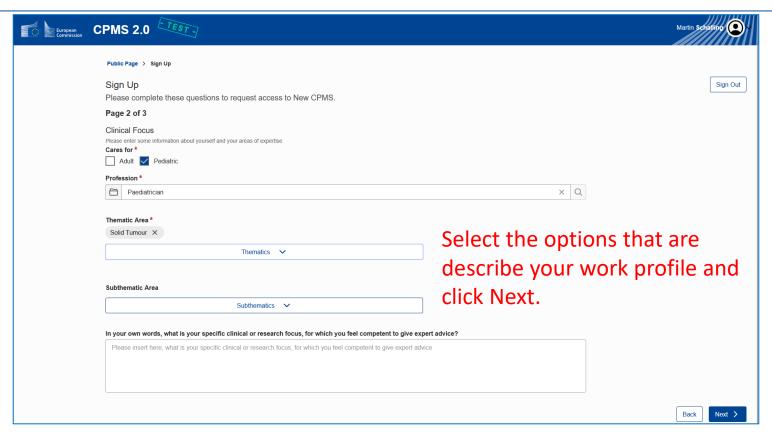
Guest Profile



Complete Profile



Complete Profile



Submit access request

