

# Centralized User Management System

*User manual for external users*

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## DOCUMENT HISTORY

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## USED TERMS

NAME	Description
SSO	Single Sign On
CRRM	Central Registry of RM
CMU	System for centralized user management



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## 1 INTRODUCTION

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The purpose of this document is to provide instructions to the external users in the SSO for creating a user account and access request to certain application.

Each user of services of the system of SSO can have only one user account. The user is required to request access for each individual system. The users can access all systems for which they have been granted access by signing on a single time.

This document also clarifies the basic rules and principles that serve as basis for this software solutions.



## 2 USER GUIDELINES

### 2.1 User registration

In your browser type the following:

<https://e-submit.crm.com.mk/SSO/Login.aspx> and then click the **here**.



Fig. 1 – Single Sign On page

The system will display registration page.



REGISTER

● MakeaHocor ● English

USER ACCOUNT CREATION ⓘ

Please use the default english keyboard language when filling the password fields.

Name:

Middle name:

Surname:

E-mail address:

Password:

Repeat password:

Secret question:

Secret answer:

Country:

Identification number:

Contact phone:

Upload personal certificate:

[why do I need a certificate?](#)  
[how to upload certificate in .cer format?](#)

Enter the code below:

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Fig. 2 – Registration page

Input requested data. Attach personal certificate. Click the Address Data button and input address data.

**N.B.:** The **Captcha** characters are case sensitive.

Address data

Country:

Municipality:

Place:

Street:

House:

Entrance:

Flat:

Postal code:

Other address data:

Fig. 3 – Address data



Input address data and click Save.

Then click Create User Account. The system will display the following message for successfully created account.

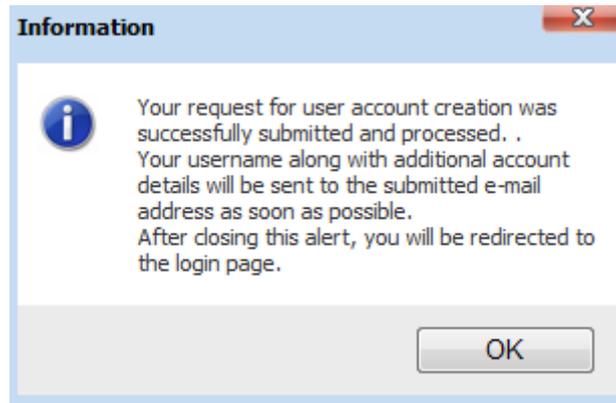


Fig. 4 – Confirmation of a successfully created account

You will receive an e-mail notification for your user account and your PIN code. The user name is used for signing into the system for single sign on of users, while the PIN code is used as an identifier for access to other systems. Please treat these information as confidential.

***N.B: If you don't have a digital certificate, you can create an account at premises of the Central Registry of RM. For information on obtaining a digital certificate, please refer to: <http://ca.kibs.com.mk/> and/or <http://www.telekom.mk/business/index.asp?z=626>***



## 2.2 Requesting application access

Once you sign in the application with the acquired user name and password that you created yourself, the system will take you to the page for selection of an application that you would like to work on. Since you have not been granted an access to the application, click the link “Request access” marked on the following image:

Single sign on system - Central Registry of the Republic of Macedonia | My profile | Log out

Administration | Preview | Help | Македонски | English

### Preview of applications you are allowed to use

Welcome. On this page you will find information about all electronic services (systems) that you have access to, as well as information for all other electronic services offered by the Central Registry of Republic of Macedonia.

Application name	Role Name	Application location
e-Bankruptcy	BankruptcyTrustee	<a href="#">Navigate</a>

Records: 1 - 1 / 1

**i** If you wish to use any service (system) that you have already been granted access to, use the link [Open](#). You can return to this page by clicking the link [My Profile](#) in the upper right corner of your screen.

**i** The Central Registry offers the following services at the moment:

- Electronic submission of registrations in the Trade Registry and the Registry of other legal entities, name of application: E-filing in the Trade Registry
- Electronic filing of annual accounts
- Electronic registration in the Registry of Direct Investments
- Electronic name reservation of a legal entity
- Electronic access to relevant information (Distribution system)

**i** The following user actions can be taken:

**Request access**  
If you would like to use a listed e-service that you do not have access to, you can request access by clicking this link. Your access request shall be reviewed and if you meet the requirements, your request shall be approved.

**Change access data**  
If you would like to change your current data for the systems that you already have access to, click this link.

**Withdraw access**  
If you do not wish to use a specific available service, you can withdraw your access by clicking this link.  
Comment: Please be advised that if you withdraw your access, you will be required to repeat the entire procedure for receiving access again.

**Preview requests**  
You can check the status of your active Access Requests to the systems of the Central Registry at any time by clicking this link.

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Fig. 5 – Request Access



The systems displays the applications to which you can request access:

Click the system and role that you are requesting access to, in this case e-Submit in the Trade Registry and the role WebUser. Then, click Save.

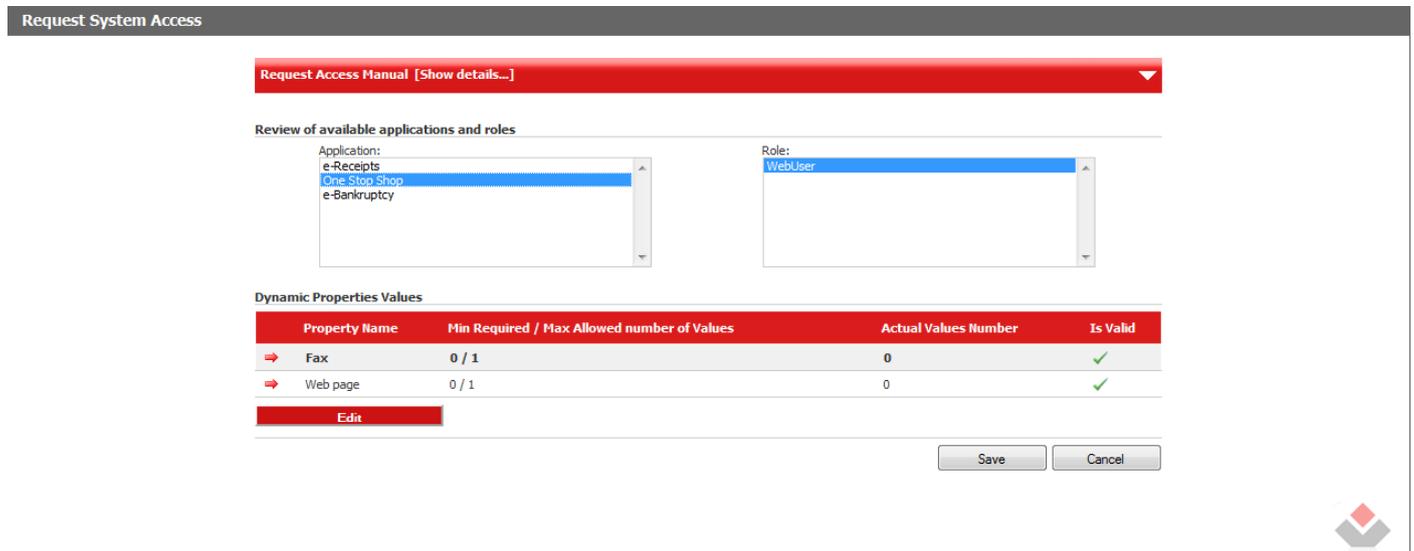


Fig. 6 – Request access

The system shall display a notification for successful saving of the access request. Due to lack of privileges, your request has to be reviewed. You will be notified regarding the decision as soon as possible via e-mail.

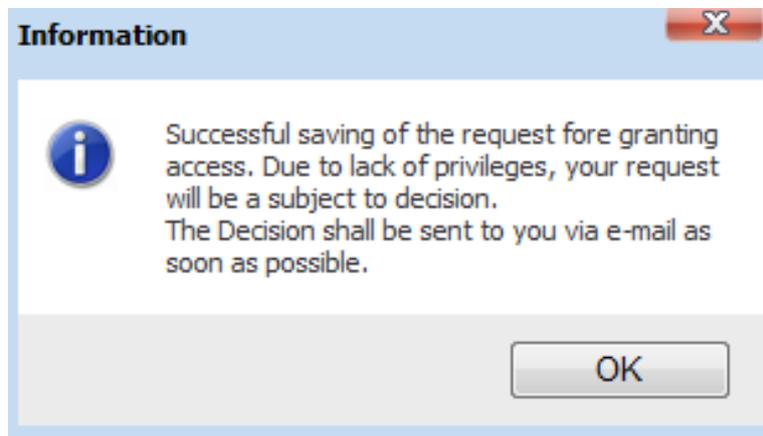


Fig 7 – Information for successful access request.