

Quick guide on how to access FSM via EU Login

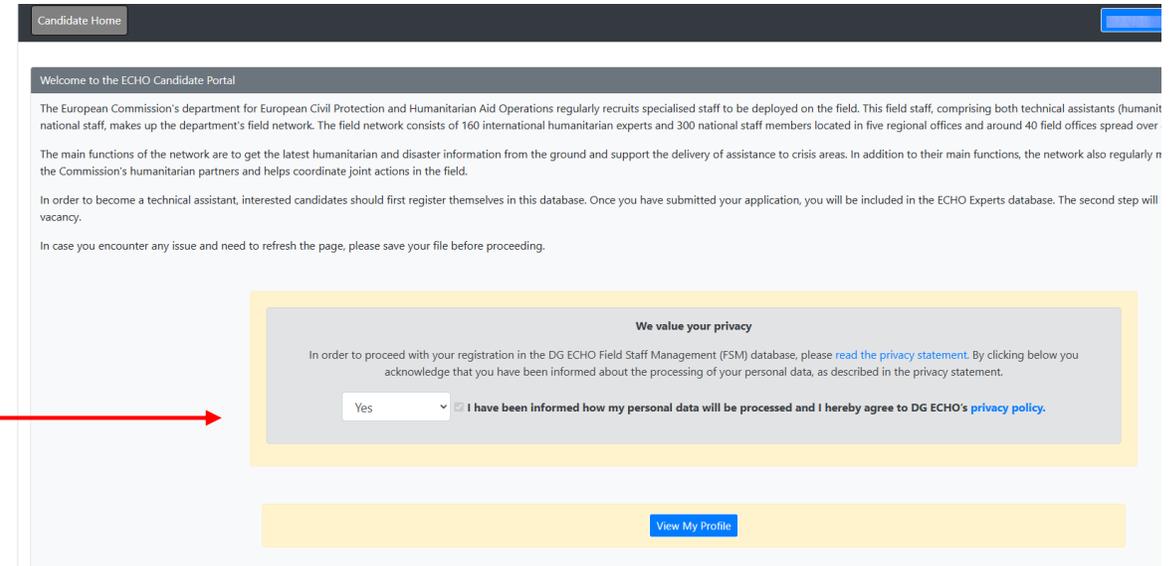
DG ECHO 2025

Creating your EU login account

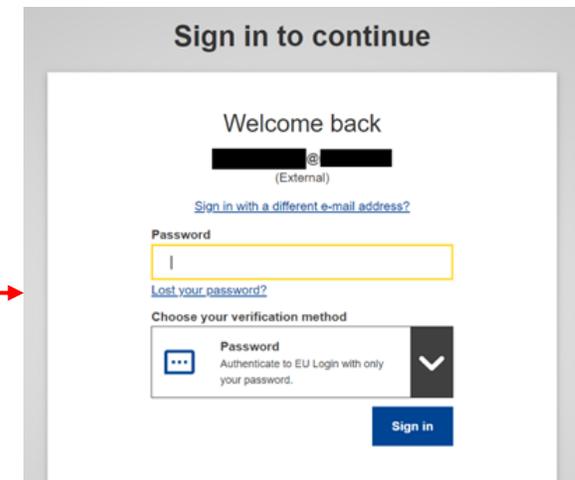
Before starting, a brief explanation of what is the difference between **FSM candidates module** and **EU Login**:

FSM is the portal where external candidates can register their profile before applying for a vacant position.

EU login is the European Commission's secure way of entering FSM and other EU Services. You can find out more about it [here](#).



The screenshot shows the 'Candidate Home' page of the ECHO Candidate Portal. It includes a welcome message, a description of the ECHO department's role, and a registration process overview. A prominent yellow box highlights a privacy consent section with a 'Yes' dropdown and a checked checkbox for agreeing to the privacy policy. A 'View My Profile' button is located at the bottom of this section.



The screenshot shows the 'Sign in to continue' page. It features a 'Welcome back' message with a masked email address and the label '(External)'. There is a 'Password' input field and a 'Sign in' button. Below the password field, there is a 'Choose your verification method' section with 'Password' selected as the method.



What to do?

Step 1

Create your EU Login account. If you already have an EU Login account*, you can go directly to Step 2.

* For people already working for EU institutions (e.g., DG ECHO) they must create a new profile on EU Login with their private email.

Step 2

Add a two-factor authentication (2FA) method



Creating your EU Login account to access FSM

You will always be redirected first to the EU Login portal even when clicking the [FSM link](#).

When you reach the EU Login page, click on “Create an account”*.

You can also create an EU Login account directly, by connecting to:
<https://webgate.ec.europa.eu/cas/>.

Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

Next)



* For people already working for EU institutions (e.g., DG ECHO) they must create a new profile on EU Login with their private email.

Creating your EU Login account - 1

- Fill in the provided form with required information
 - Your first name and last name
 - The email address and confirm the same email address
 - The language in which you would like to receive the email
 - If requested, enter the code of letters and numbers you can see in the picture (if you cannot read the code, you can click on the button with two arrows to generate a new one).
- The confirmation of your registration will be sent to the email address you provided here
- Check the privacy statement.
- Click on **“Create an account”**.

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

English (en)

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Creating your EU Login account - 2

You will receive an email in order to verify that you have access to that e-mail account (check your spam or junk folder if you don't see one within 10-15 minutes)

If you did not receive the email after 10 minutes

please contact the EU Login External Support

Please note that it might take between 2 and 10 minutes to get the email.

Follow the instructions in the email and click on the link you received.

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 24 hr, 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.cc.cec.eu.int:7002/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 above-mentioned site will recognize your registration.

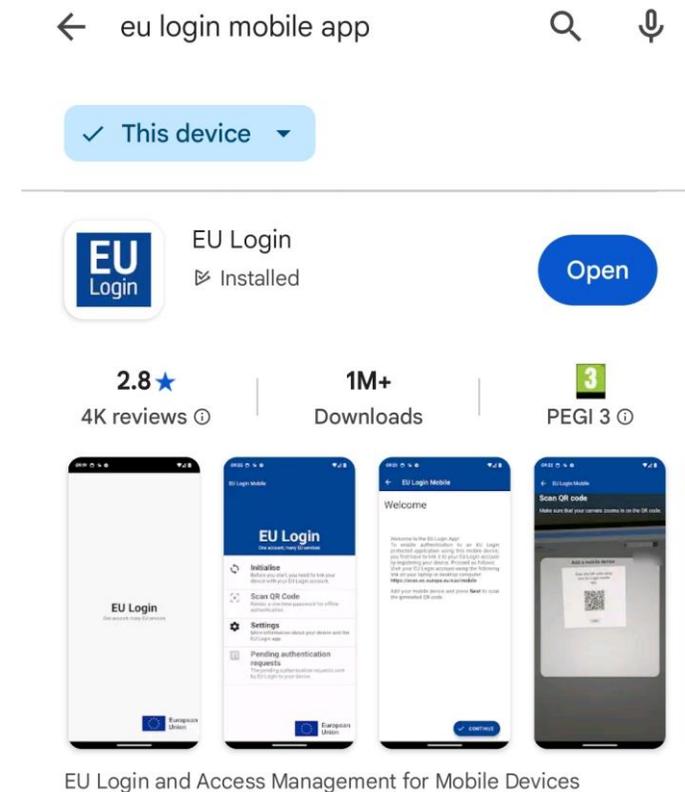
Sent to you by EU Login



Adding a two step authenticator

Download the Login Mobile App on your phone

- The EU Login Mobile App can be installed via
 - Google Play Store (Android),
 - the App Store (iOS), or
 - the Windows Store (Windows Phone).
- To make the app work correctly you will need
 - a computer/laptop
 - your mobile device



Adding a two step authenticator

Steps on your laptop/desktop

On your computer, navigate to [My Account](#) of the EU Login portal
Click on "Manage my mobile devices" then on "Add a mobile device".

Note that the system will request you a stronger authentication than password only (e.g., using the SMS option)

The screenshot displays the 'My Account' portal interface. The main navigation area includes options for 'My account details', 'Configure my account', 'Delete my account', 'Manage my mobile devices' (highlighted with a red box), 'Manage my Security Keys and Trusted Platforms', and 'Manage my mobile phone numbers'. A dropdown menu is open, showing 'Change password', 'My Account' (highlighted in yellow), and 'Logout'. Below the navigation, there is a 'Password' field, a 'Lost your password?' link, and a 'Choose your verification method' dropdown menu. The 'Mobile Phone + SMS' option is selected, showing a description: 'Send a text message to a registered mobile phone number for a multi-factor authentication.' Below this, there is a 'Mobile phone' input field and a note: 'International format including country code, e.g. for Belgium: +32 123 45 67 89'. The European Union flag is visible in the bottom right corner.

Adding a two step authenticator

Steps on your laptop/desktop

Please enter a device name (without space) and choose a PIN code and click on "Submit"

Add a mobile device

Please give a name to identify your mobile device and a PIN code to use for it.

Your device name

Your 4 digit PIN code

You will be required to enter this PIN code on your mobile device to use the ECAS mobile app.

Confirm your PIN code

Submit

Cancel

A QR code will be generated based on your input. You will need to scan this QR code with the EU Login Mobile app to complete the enrolment



Adding a two step authenticator

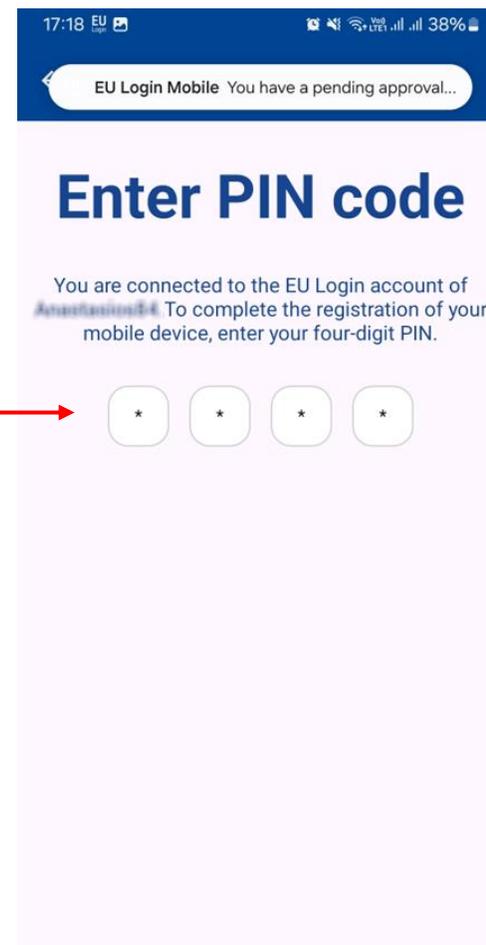
Steps on your mobile

On your mobile device, start the EU Login Mobile App. Click 'Initialize', then Next. Make sure to allow notifications during this process. Aim the built-in QR code scanner to the QR code on your desktop/laptop screen. When the device detects the QR code, it will automatically read it

Enter the personal PIN code you created in step 5 and click on "next". When your PIN code has been verified, click on "OK"

A push notification will be sent to your device to confirm the enrolment. Tap the notification to confirm the enrolment (Please ensure that notifications are enabled on your device)

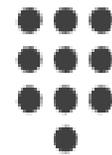
A message appears on the laptop screen: "A device has been added"



Accessing again FSM

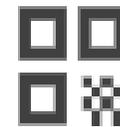
Once having created an EU Login account and set up a two-factor authentication method, you will be able to login to FSM.

Choose one of the first two verification methods to login through your EU Login Mobile App.



EU Login Mobile App PIN Code

Use your registered EU Login Mobile app to verify your identity.



EU Login Mobile App QR Code

Generate a one-time-password with the EU Login Mobile app.



Accessing FSM via PIN code

- Select "EU Login Mobile App PIN Code" as the verification method, enter your password in the "Password" field and click on "Sign in".*
- EU Login sends a notification to your mobile device. Tap on it to launch the app (1).
- (2) The EU Login Mobile App prompts you to enter your PIN code. Enter your PIN code or use biometric recognition and tap on "Authenticate".



EU Login Mobile App PIN Code

Use your registered EU Login Mobile app to verify your identity.



EU Login Mobile App QR Code

Generate a one-time-password with the EU Login Mobile app.

Accessing FSM via QR code

Select "EU Login Mobile App QR Code" as the verification method.

Enter your password in the "Password" field and click on "Sign in": A QR code is displayed on the screen:

(1) Tap on "Scan QR Code" in the App and point the camera at the screen until the code is recognised

(2) The EU Login Mobile App displays a one-time password. (3) Type it in the "code generated by your app" field and click "Sign in" to proceed.



EU Login Mobile App PIN Code

Use your registered EU Login Mobile app to verify your identity.



EU Login Mobile App QR Code

Generate a one-time-password with the EU Login Mobile app.



Additional information

- You can find additional information on how to create your EU Login account and set-up two-factor authentication on the [EU Login User guide](#).
- Please refer to the guide above if instead of the mobile verification, you wish to set up a Security Key (SK) and/or Trusted Platforms (TP) authentication method.
- You can also have a look at this [tutorial video](#).
- Or for any issues regarding EU Login please contact EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu

