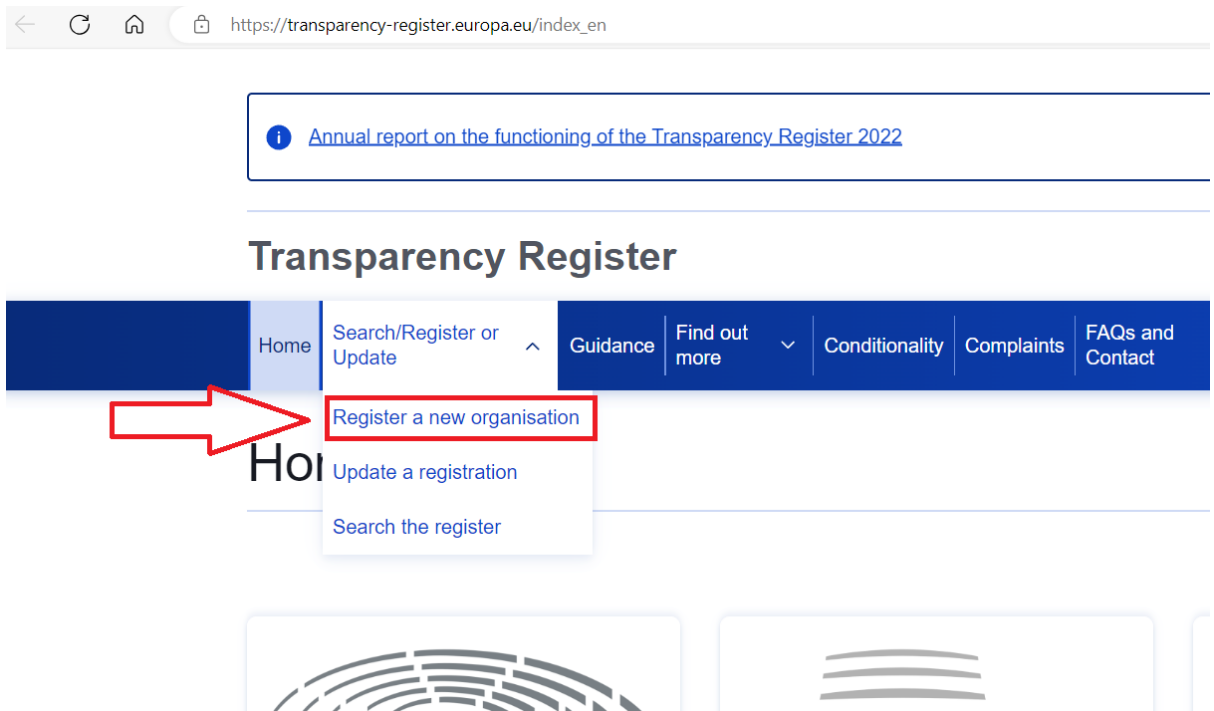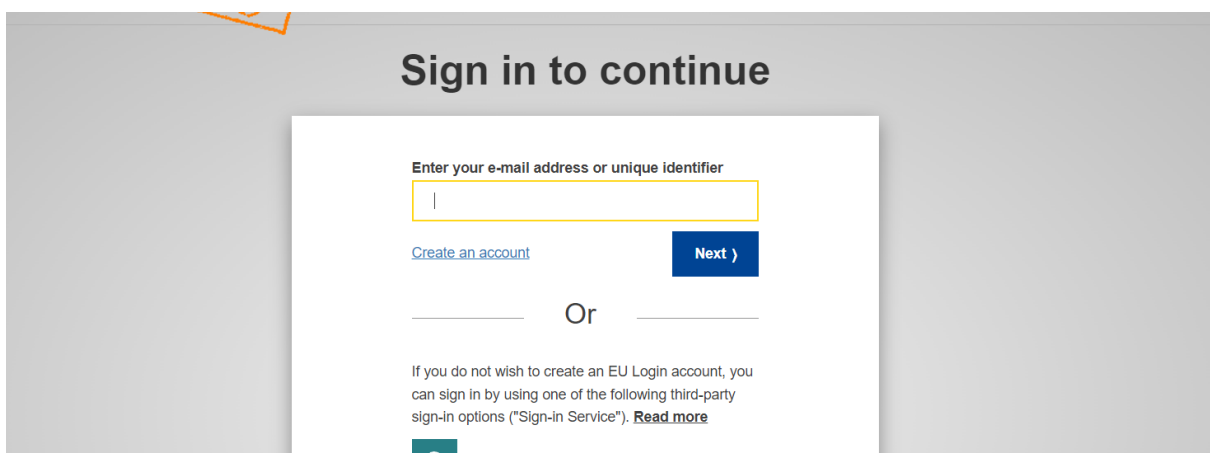**In order to submit the application (register your organisation in the Transparency register):**

1) On the main page of the Transparency register, select 'Register a new organisation':

Picture description: Transparency register homepage with the highlighted main menu item 'Register a new organisation'.

2) You will be redirected to EU login page:

Picture description: EU login webgate.

3) Enter your EU login credentials and select the authentication method..

If you do not have EU login account, please take a look at this dedicated FAQ explaining how to create it.

4) Once you have logged in via your EU Login account, you will then be redirected to your restricted space on the Transparency register website. In your restricted space you will see the application form, which you need to complete.

For more information concerning the information to be provided in that form, please go to the guidelines and dedicated FAQ:
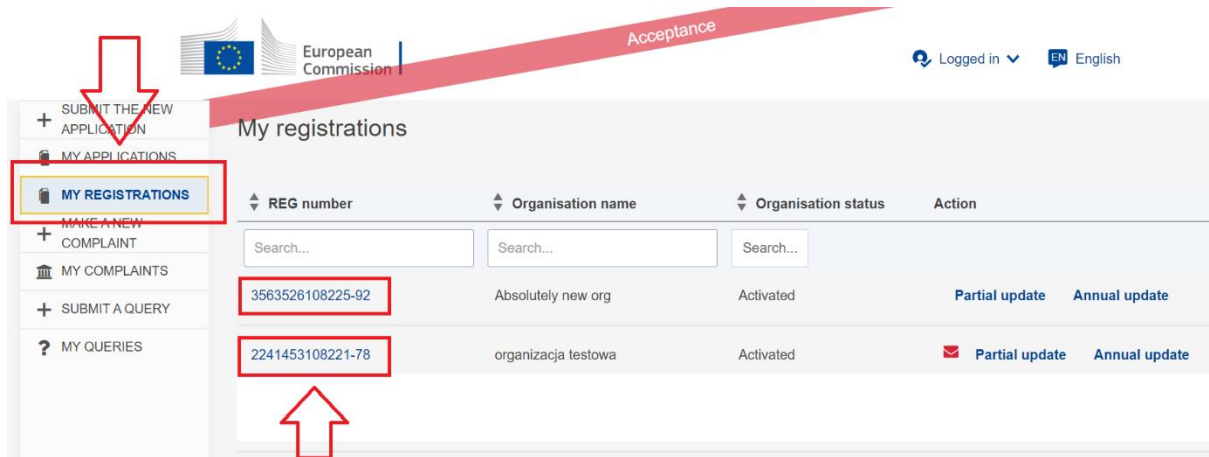

Picture description: Transparency register restricted space, displaying the new application form.

5) When your application is completed you can submit it. You will then receive the email confirmation and your application will appear in 'My applications' in your restricted space:
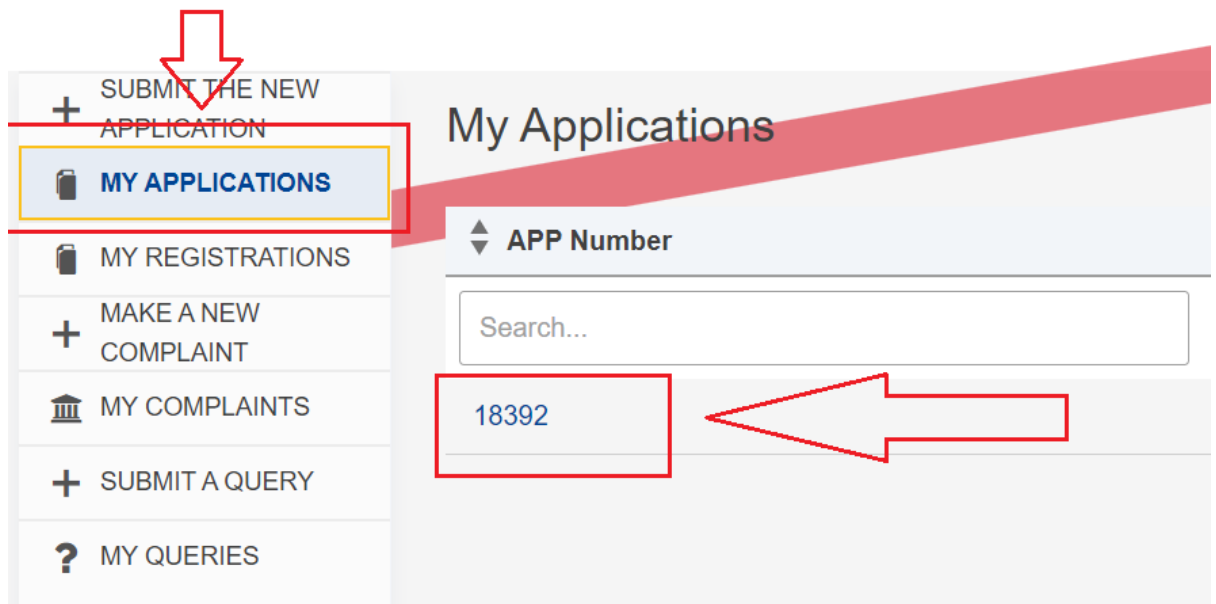
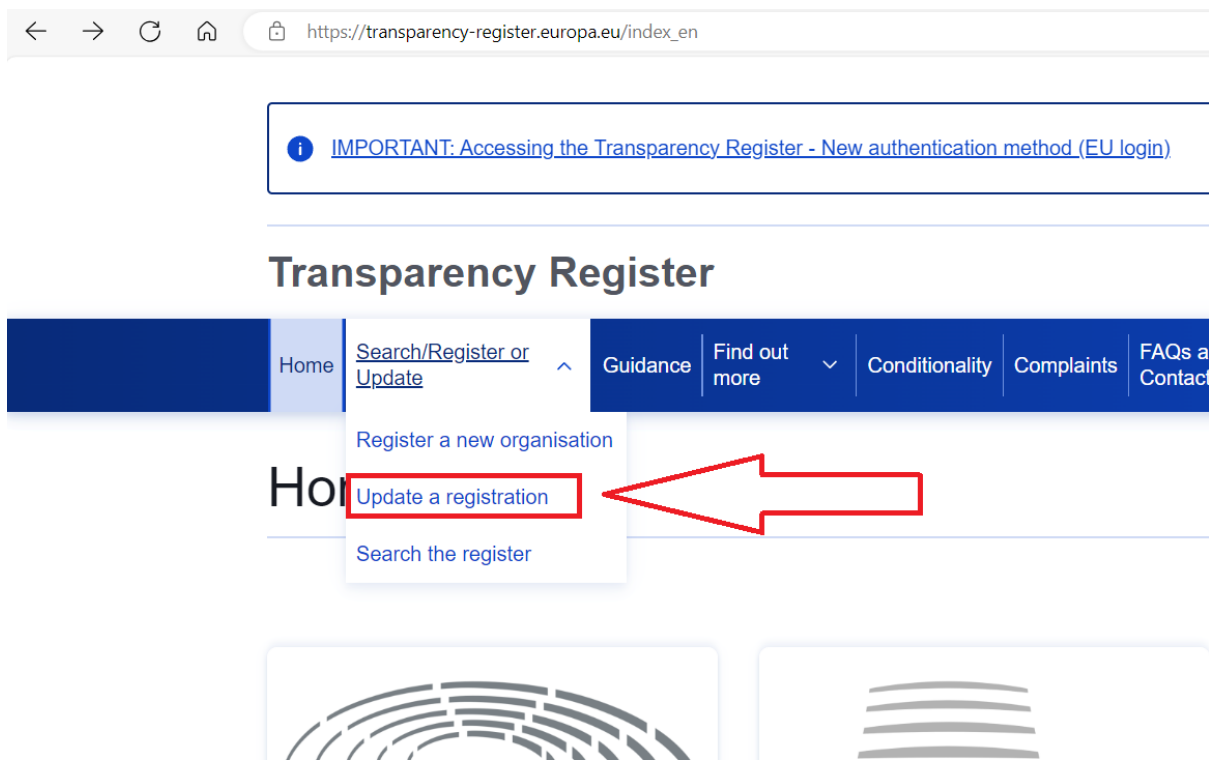*Picture description: Transparency register restricted space, displaying 'My applications' subpage.*

6) The Transparency register Secretariat will now review your application and, if the eligibility criteria provided for in the Interinstitutional Agreement are met and the quality of the data provided is satisfactory, will validate it. The validated application will then become a registration, which will appear in 'My registrations' on your restricted space, as well as on Transparency register public website:

Picture description: Transparency register restricted space, displaying 'My registrations' subpage.
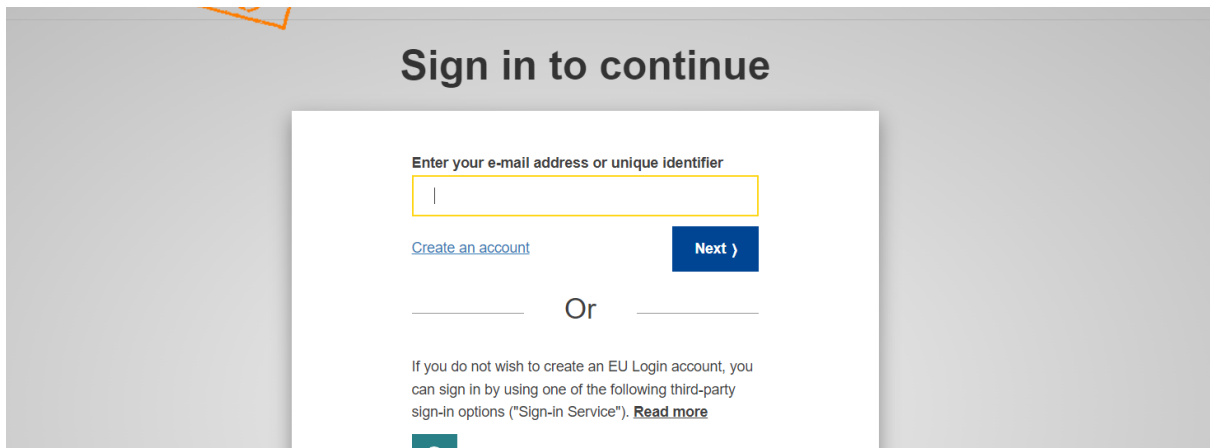
In order to log in to the existing registration:

1) On the main page of the Transparency register, select 'Update a registration':

Picture description: Transparency register homepage with the highlighted main menu item 'Update registration'.

2) You will be redirected to the EU login page:

Picture description: EU login webgate.

3) Enter your EU login credentials and select the authentication method..

   In order to log in, you need to have access rights. This means your name and email address must be on the list in heading 6 of the registration ('Persons with access to the registration'). Please take a look at this dedicated FAQ explaining how to grant access rights to the registration.

4) Once you have logged in via your EU Login account, you will then be redirected to your restricted space on the Transparency register website. In your restricted space, please select 'My registrations':
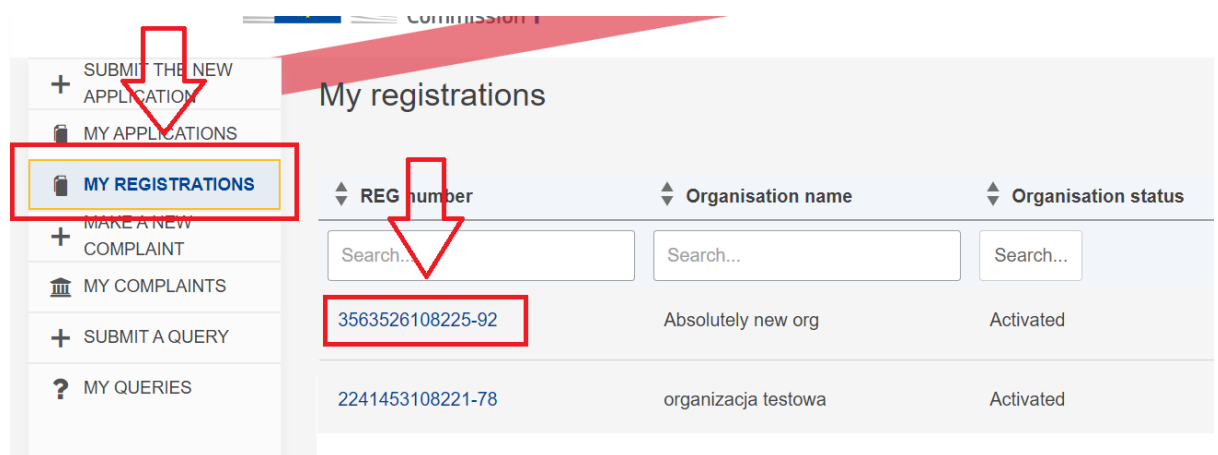
Picture description: Transparency register restricted space, displaying 'My registrations' subpage.

5) Open the registration you want to update by selecting 'Partial update' or 'Annual update':
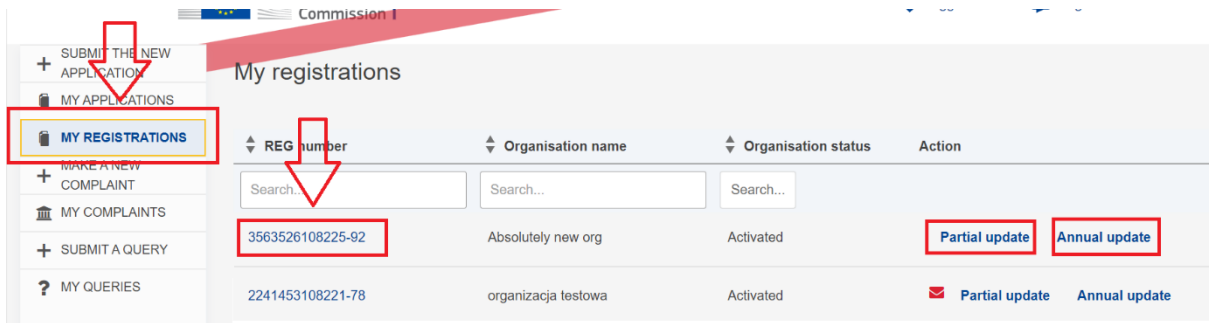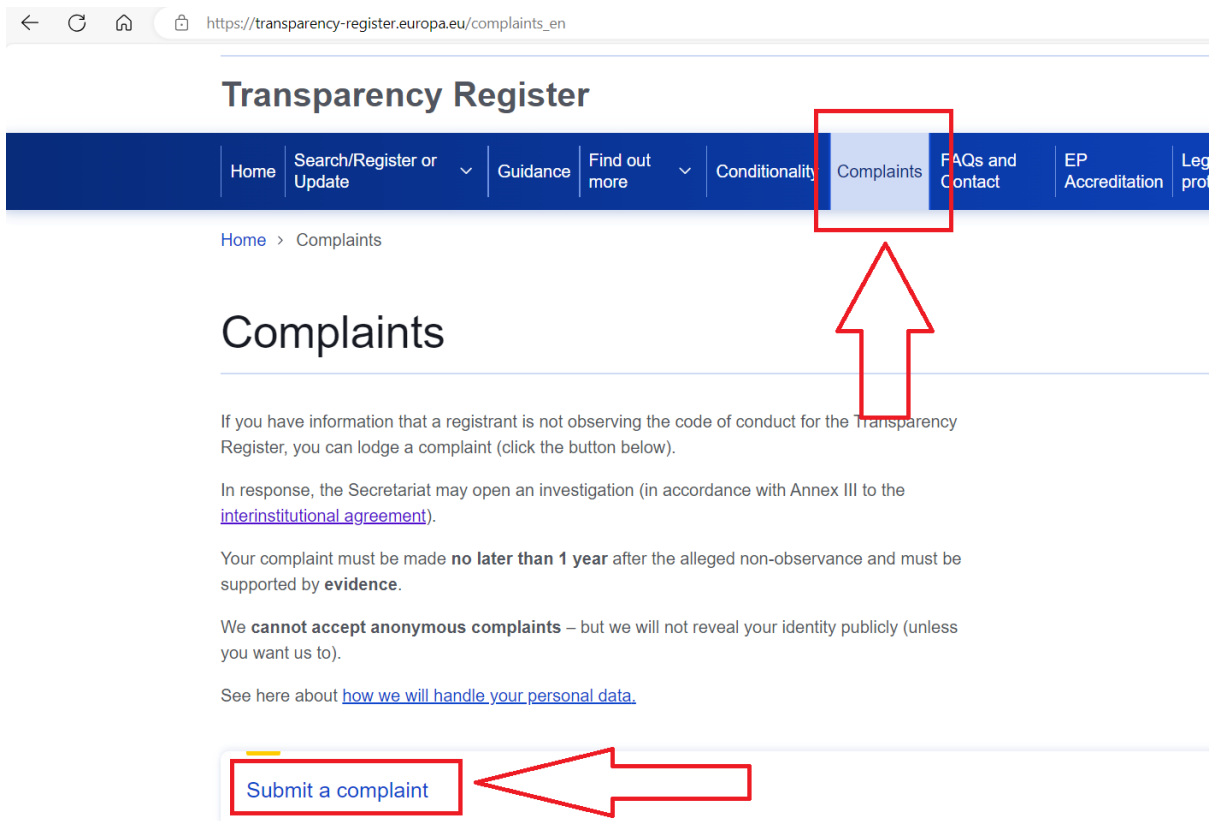
Picture description: Transparency register restricted space, displaying 'My registrations' subpage and the 'Partial/annual update' buttons highlighted..

6) You will see the details of the registration you can edit/update. For more information concerning the information to be provided, please go to the guidelines and dedicated FAQ.
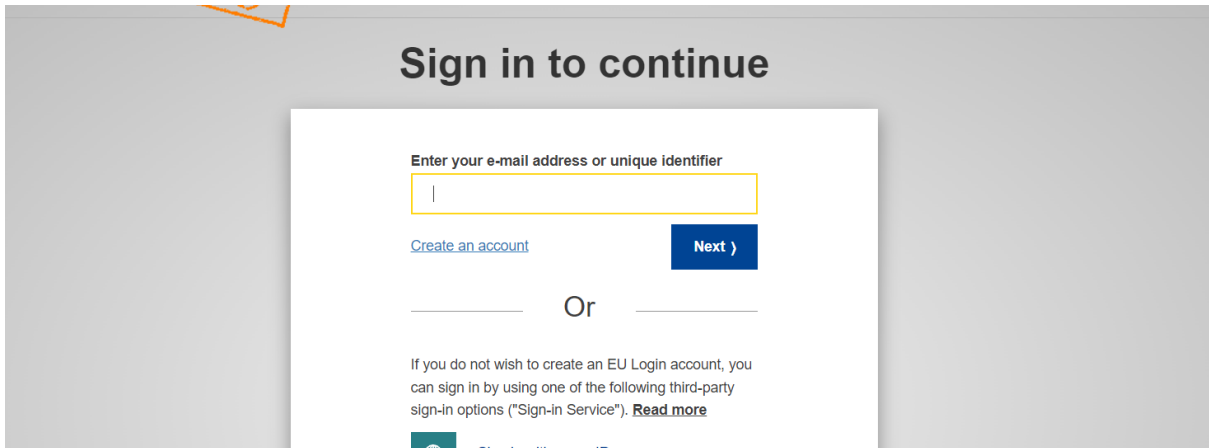
In order to submit a complaint:

1) On the main page of the Transparency register, select 'Complaints' and then 'Submit a complaint':

Picture description: Transparency register homepage with the highlighted main menu item 'Complaints' and the 'Submit a complaint' button.

2) You will be redirected to EU login page:

Picture description: EU login webgate.

3) Enter your EU login credentials and select the authentication method.

   If you do not have EU login account, please take a look at this dedicated FAQ explaining how to create it.

4) Once you have logged in via your EU Login account, you will then be redirected to your restricted space on the Transparency Register website. In your restricted space, you will find a form to be completed:
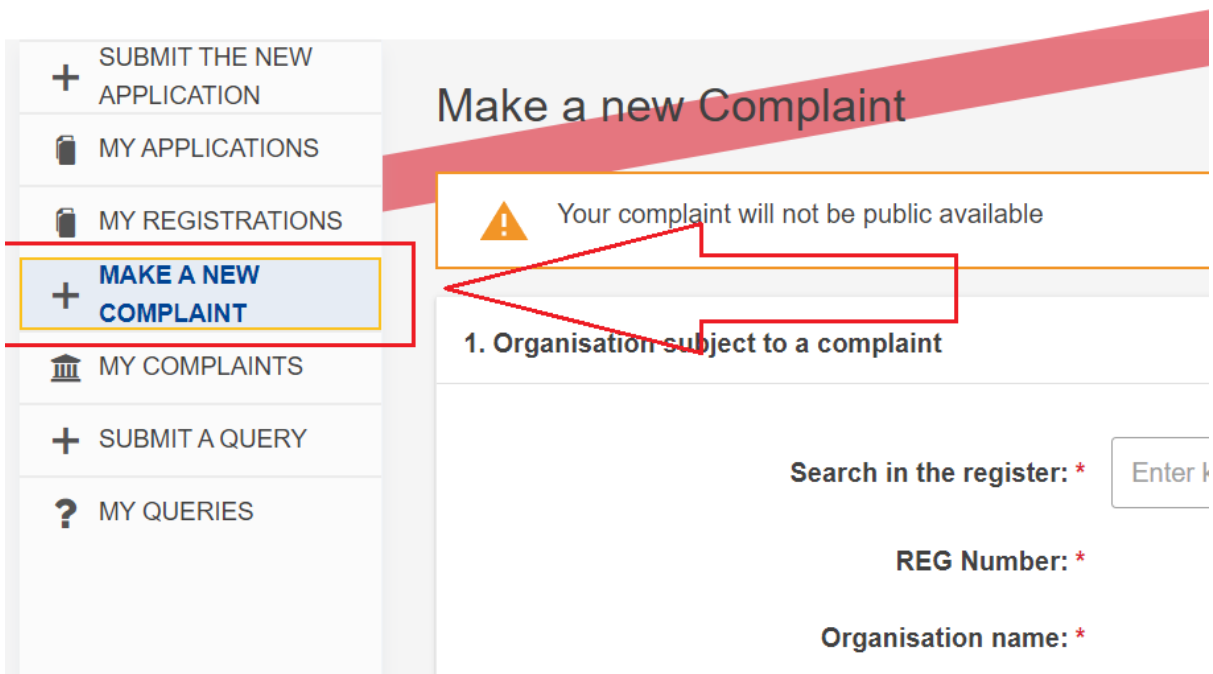
Picture description: Transparency register restricted space, displaying the complaint form.

5) After completing the form, select 'Submit'. For more information on complaints please consult the dedicated FAQ.

Picture description: Transparency register restricted space, displaying the complaint form with the 'submit' button highlighted.

6) You will see your submitted complaint in 'My complaints' in your restricted space. Select the complaint's reference number to open the details of the complaint:

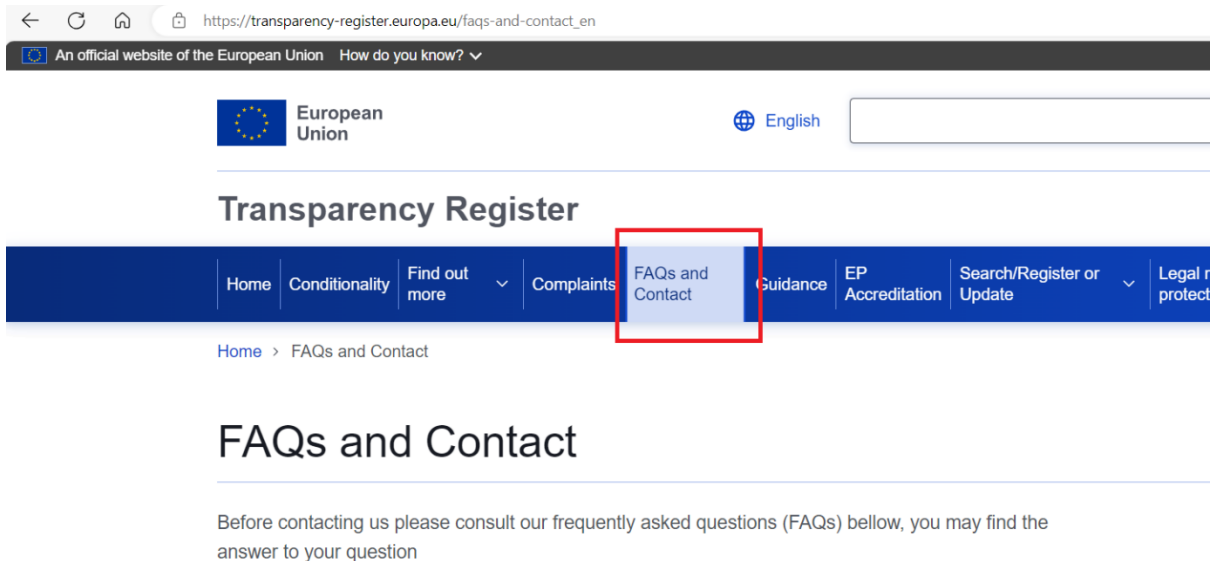*Picture description: Transparency register restricted space, displaying 'My complaints' subpage.*

7) All communication regarding your complaint will be through your restricted space. All exchanges will be available in the 'Correspondence' tab of your complaint. If you would like to send a message to the Transparency Register Secretariat, select 'New message'.

Picture description: Transparency register restricted space, displaying the 'Correspondence' tab in 'My complaints' subpage.

You will also receive email notification whenever a new message is available in the restricted space. Please note that in order to access your restricted space on the Transparency register you will have to log in via EU Login.

In order to submit a query ('Contact us'):

1) On the main page of the Transparency register, select 'FAQ and contact':

Picture description: Transparency register homepage with the highlighted main menu item 'FAQs and contact'.

2) Please note that the FAQs already contain answers to the most frequent queries submitted by registrants, it is therefore very likely that your question has already been answered. Please read carefully the list before sending a contact form. If your query is not addressed by the already published FAQs, scroll down the page and select 'form'.
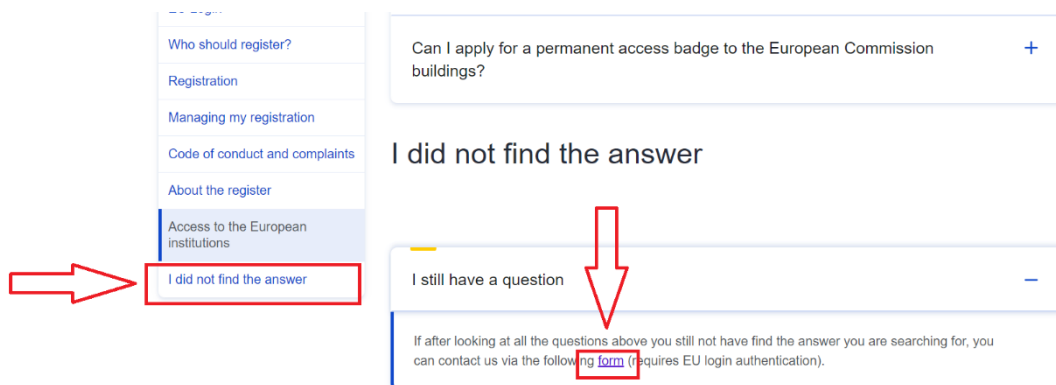
Picture description: Transparency register FAQ page with the highlighted hyperlink to the 'contact us' form.

3) You will be redirected to EU login page:
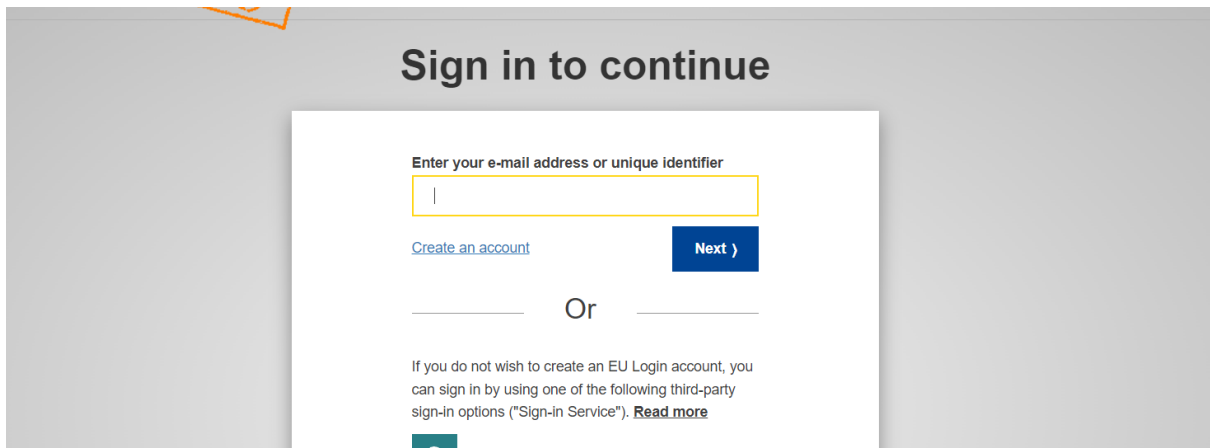
Picture description: EU login webgate.

4) Enter your EU login credentials and select the authentication method.

   If you do not have EU login account, please take a look at this [dedicated FAQ](#) explaining how to create it.

5) Once you have logged in via your EU Login account, you will then be redirected to your restricted space on the Transparency register website. You will find the form to complete in your 'Restricted space':
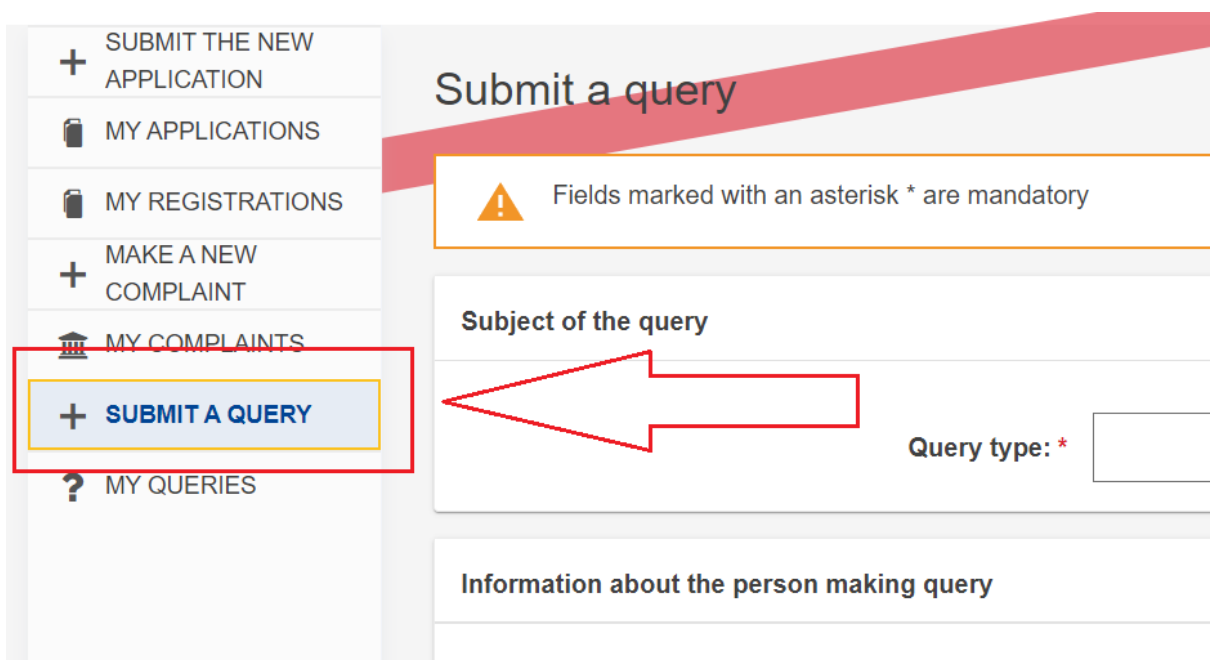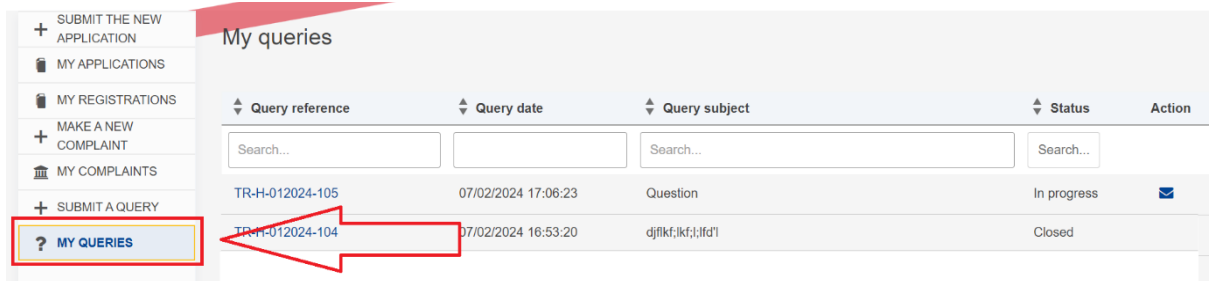

Picture description: Transparency register restricted space, displaying the 'contact us' form in 'Submit a query' subpage.

6) When you complete the form, select 'Send':
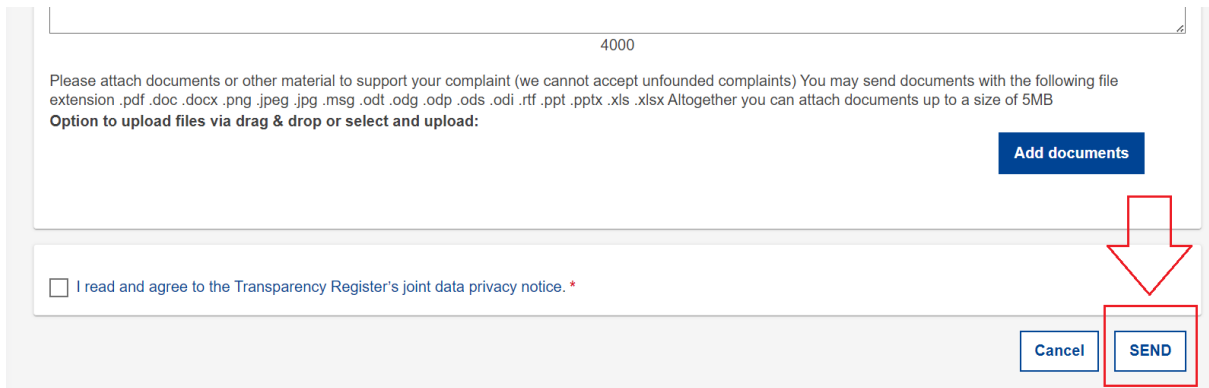
Picture description: Transparency register restricted space, displaying the 'contact us' form with 'send' button highlighted.

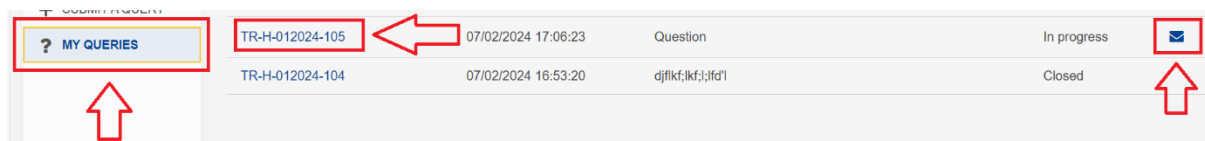7) Replies to your queries are available in your 'restricted space', under 'My queries':

Picture description: Transparency register restricted space, displaying 'My queries' subpage.

8) Select query and go to 'Correspondence' tab:
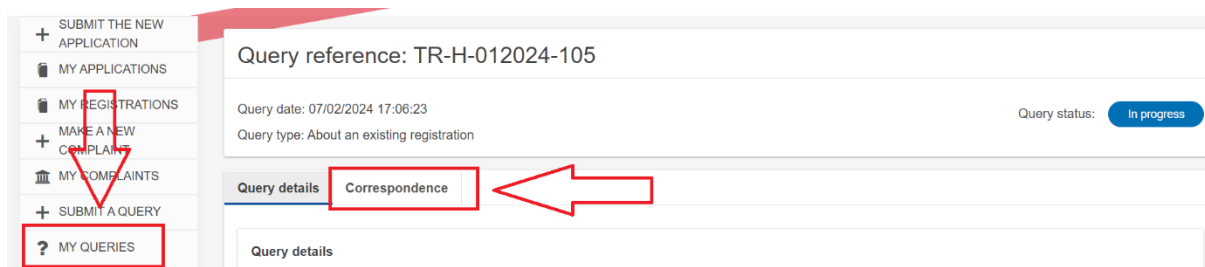
Picture description: Transparency register restricted space, displaying 'My queries' subpage, with 'correspondence' tab highlighted.

9) The system displays the red envelope icon whenever there is a new message concerning your query:

Picture description: Transparency register restricted space, displaying the list of queries in 'My queries' subpage.

You will also receive an email notification. Please note that in order to access your restricted space on the Transparency register you will have to log in via EU Login.