



**eID.gov.rs**

Портал за електронску идентификацију

INSTRUCTIONS FOR

## **Registration of Foreign Citizen Accounts with Username and Password**

3 pages total

## Instructions for Registration of Foreign Citizen Accounts with Username and Password

You can register a user account on the Electronic Identification Portal at <https://eid.gov.rs>.

To initiate registration, click on **My Account** in the upper right corner and select the **Registration of Foreign Citizens** option from the drop-down menu (Figure 1).

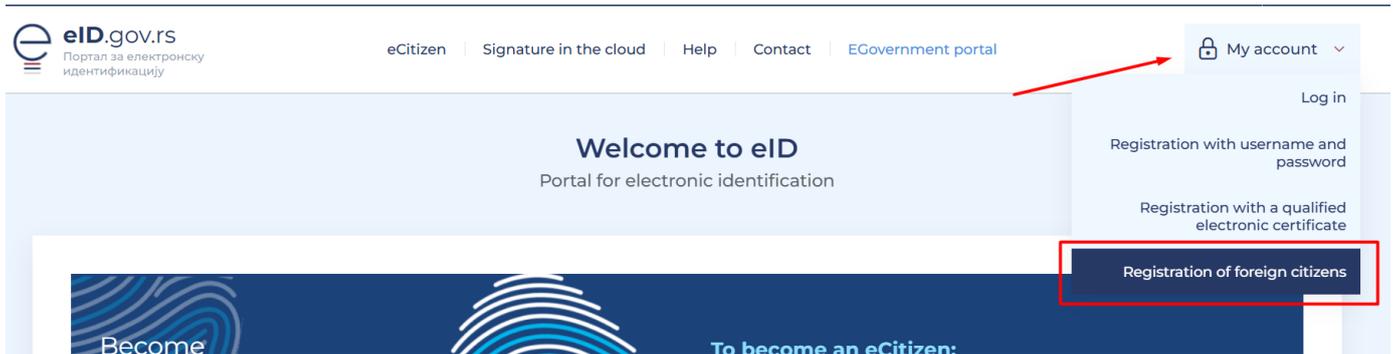


Figure 1

OR

by clicking the linked **HERE** in the central part of the home page (Figure 2).

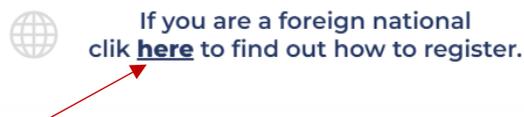


Figure 2

After that, a page opens where you need to select the option *Registration with username and password* (Figure 3).



Figure 3

After you initiate the registration, the registration form is displayed (Figure 4) and you need to follow the steps below:

1. First, you need to check the **I agree** option to automatically read the document.
2. You need to **attach** a clear image of your passport or ID card for foreign citizens (if you have a foreigner's registration number). If the image is attached correctly, the system will automatically fill in the registration form with the data from your personal document. If you are attaching your ID card, please attach the back of the ID first and then the front. The only allowed formats are .png, .jpeg, and .jpg. After attaching the document, make sure that all data is visible when cropping.
3. If the personal document is attached correctly, the system will automatically fill in the registration form with all the required data. If you think that the data is not entered correctly, select the option *Read data is not correct* and enter the correct data.
4. Enter the **username** (e-mail address) and **password** you will use.
5. Read the Terms of Use of the eID Portal and the General Conditions and Privacy Policy of providing the Electronic Identification Service. After that, **confirm your agreement** and check the **I'm not a robot** box.
6. Then click the **Register** button.

The screenshot shows the registration form with the following sections and elements:

- Header:** eID.gov.rs logo, navigation links (eCitizen, Signature in the cloud, Help, Contact, eGovernment portal), and a 'My account' dropdown.
- Title:** Register an account with a username and password.
- Identification document section:**
  - Instructions on how to attach a valid personal document (ID card or passport).
  - Checkbox: "I agree to have the document automatically (machine) read. By scanning the attached document, the data on the registration form will be automatically filled in. Otherwise, you must enter the data manually." (highlighted with a red arrow).
  - "Attach documents" button (highlighted with a red arrow).
  - Allowed formats: .png, .jpeg, .jpg.
  - Instructions for preparing an identification document (ID card or passport).
- Personal information section:**
  - Fields for First name, Last name, Document type, Country that issued the passport, Date of document validity, Date of birth, Gender, and Do you have a Foreigner's Registration Number? (highlighted with a red arrow).
- Username and password section:**
  - User name field: "Enter your email address, which will represent your username." (highlighted with a red arrow).
  - Password field: "Enter your password" (highlighted with a red arrow).
  - Password confirmation field: "Repeat password" (highlighted with a red arrow).
  - Password strength indicator.
- Agreement section:**
  - Checkbox: "I agree with the Terms of Use of the eID Portal and accept the general conditions and privacy policy of providing the electronic identification service and the electronic identification scheme My eID" (highlighted with a red arrow).
  - "I'm not a robot" checkbox (highlighted with a red arrow).
  - "Register" button (highlighted with a red arrow).
- Right sidebar (Steps):**
  1. Register an account with a username and password. Includes instructions on document attachment and email confirmation.
  2. Activate the ConsentID mobile application.
  3. Activate a qualified electronic certificate in the cloud.

Figure 4

After clicking the **Register** button, a notification will be displayed that you have successfully submitted a registration request and that you need to confirm your e-mail address.

You will be sent an e-mail to verify the e-mail address you entered. The e-mail contains a link to confirm the address, i.e. the **Confirm** button. If you do not receive the e-mail, please check your spam folder.

If you have a foreigner's registration number and it is indicated on the registration form, after you confirm your e-mail address, authorized persons will review the information you have submitted and activate your account within 48 hours at the latest, of which you will be notified via e-mail. If the authorized person considers that the submitted documents are incorrect, you will be notified via e-mail to the e-mail address that was confirmed for further use.

While you are waiting for your user account to be approved, you can log in to the system, but you will not be able to use the services.

If you do not have a registration number, after confirming your e-mail address, your account becomes active and you can only use services for foreign citizens ([Portal for Foreign Citizens](#)).