

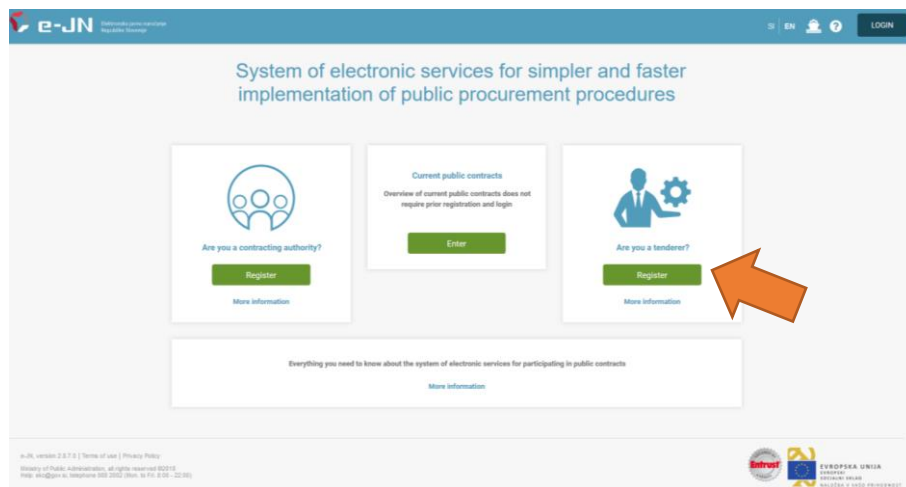
Registration to e-JN information system (hereinafter: e-JN system) for a “Company registered outside Slovenia”

Registration to the SI-PASS system is needed before you can successfully register to the e-JN system.

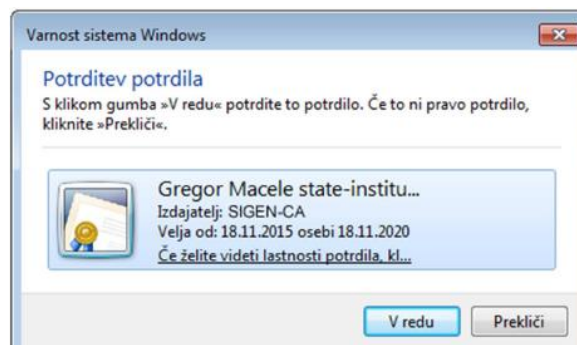
IMPORTANT: In addition that we support [qualified EU certificates](#), we also support the certificates from the list <https://ccadb-public.secure.force.com/mozilla/CACertificatesInFirefoxReport>

Registration procedure:

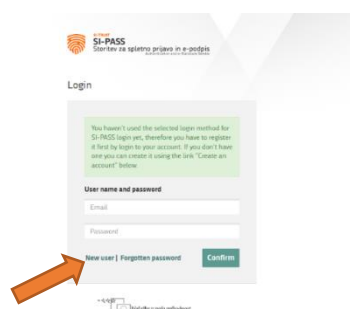
1. In the e-JN system click on the button »Register« on the icon »Are you a tenderer?«



2. The browser will offer you a list of your digital certificates; choose the one with which you wish to register and click “OK”.



3. You will be redirected to the page “Login”. If you are not a registered user of the SI-PASS system, click “New user”.



4. A new page “Registration” will open up. You need to enter your login information: email address, password, security question and an answer, and security code. Read the Terms of Use and select the box, confirming that you accept the terms of use. Continue by clicking “Confirm”.

REPUBLICA SLOVENIJA

SI-TRUST
SI-PASS
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

Registration

User manual

Registration data

Email

Password

Password must be at least 6 characters long and contain at least one uppercase, lowercase and numeric character.

Repeat password

Security question

Question

Example: What is my tax number?

Answer

Security code

0735

Enter security code

Terms of use

I accept the terms of use.

Read...

Confirm

5. After successfully entering and confirming the registration information of your user account, a page with further instructions will appear. Close the window by clicking “Close”.

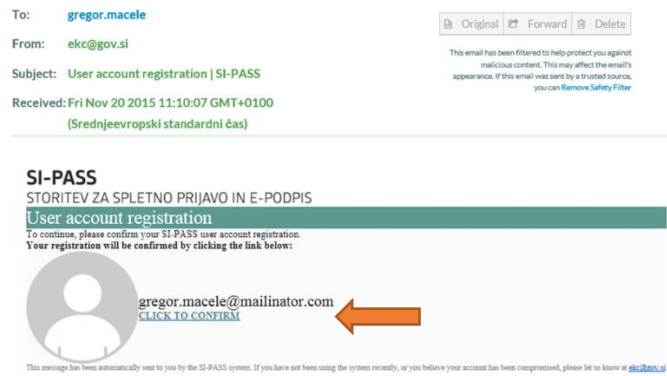
SI-TRUST
SI-PASS
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

You have successfully completed the first step in your registration. A message with further instructions has been sent to the email address you have provided.

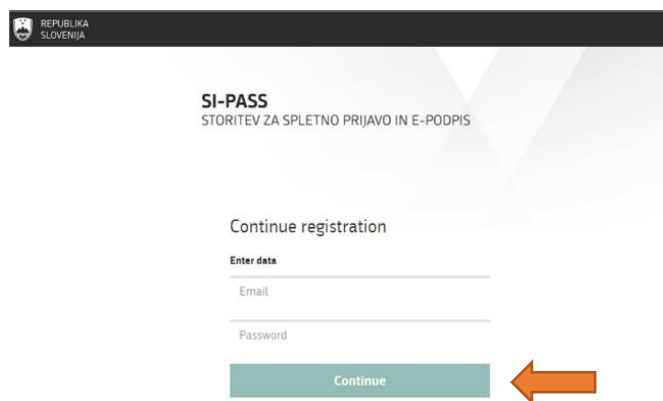
If your browser does not allow closing tabbed window using the button Close, consider closing it by clicking the cross sign of the tabbed window.

Close

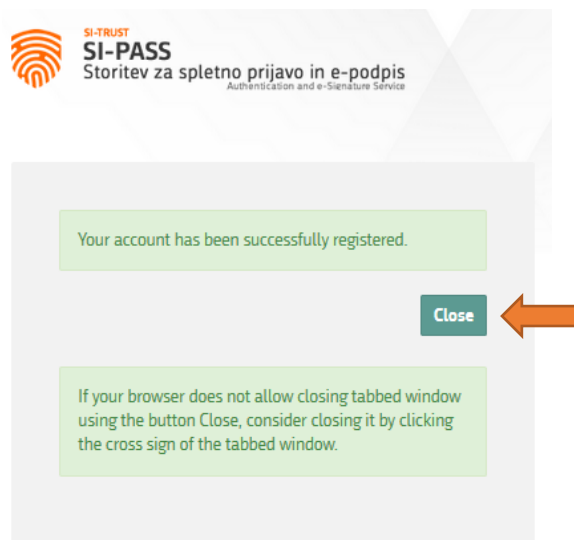
6. You will receive an email for the conformation of the registration of your user account. Click the highlighted text “Click to confirm” in the e-mail.



7. You will be redirected to the page "Continue registration". Enter your email address and password, which you have entered upon registering, and click "Continue".

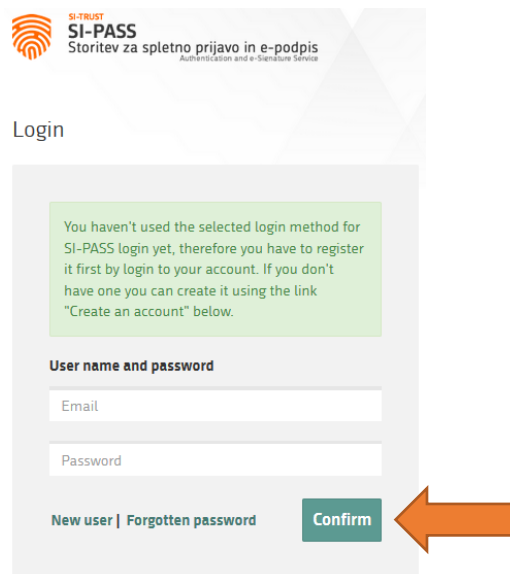


8. After successfully entering your email address and password, a window appears, notifying you that the registration of your user account was successful. Close the window by clicking "Close".



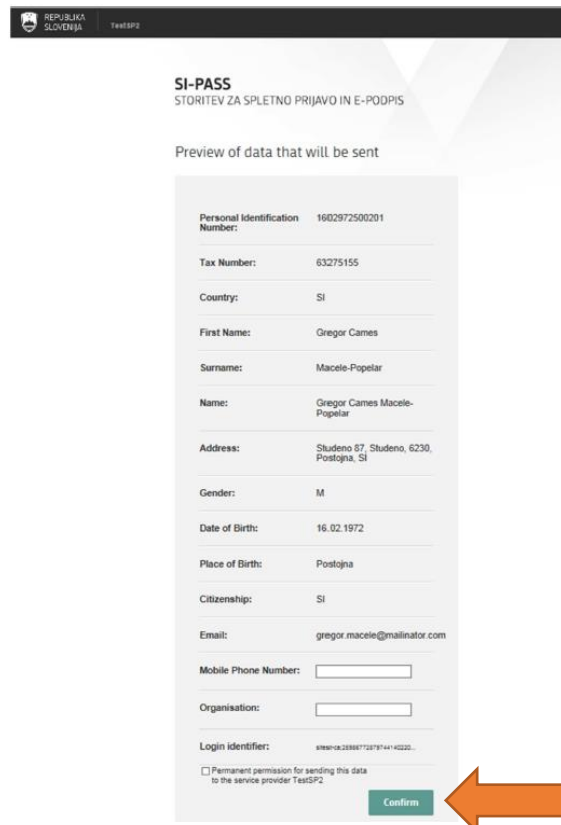
9. You will receive an email confirming your registration.

10. After successfully registering your user account, you can continue with the login process in the [e-JN system](#). Once again click on the button »Register« on the icon »Are you a tenderer?« (as in step 1). You will be redirected to the SI-PASS login page. Enter your username respectively email address and password, you have entered upon registering.



The image shows the SI-PASS login page. At the top left is the logo for SI-PASS, with the text "SI-PASS Storitev za spletno prijavo in e-podpis" and "Authentication and e-Signature Service". Below the logo is the word "Login". A green message box contains the text: "You haven't used the selected login method for SI-PASS login yet, therefore you have to register it first by login to your account. If you don't have one you can create it using the link 'Create an account' below." Below the message box are two input fields: "Email" and "Password". At the bottom left are the links "New user | Forgotten password" and a green "Confirm" button. An orange arrow points to the "Confirm" button.

11. After clicking "Confirm", the system will begin with the login process and start gathering all information needed for the use of the application of the provider. A window containing personal information which will be transmitted to the provider will open. If you do not wish for this window to come up every time you log in, select "I agree that this information will always be transmitted to the service provider. The system does not demand you to fill in the data you do not have, e.g. SI VAT number. Click "Confirm" and you will be redirected back to the e-JN system.



The image shows a preview of data that will be sent to the service provider. At the top left is the logo for the Republic of Slovenia and the text "REPUBLIKA SLOVENIJA TestSP2". Below the logo is the text "SI-PASS STORITEV ZA SPLETNO PRIJAVO IN E-PODPIS". Below the text is the heading "Preview of data that will be sent". Below the heading is a table of personal information:

Personal Identification Number:	1602972500201
Tax Number:	63275155
Country:	SI
First Name:	Gregor Cames
Surname:	Macele-Popelar
Name:	Gregor Cames Macele-Popelar
Address:	Študento 87, Študento, 6230, Postojna, SI
Gender:	M
Date of Birth:	16.02.1972
Place of Birth:	Postojna
Citizenship:	SI
Email:	gregor.macele@mailinator.com
Mobile Phone Number:	<input type="text"/>
Organisation:	<input type="text"/>
Login identifier:	www-ca.2886877237874140222...

Below the table is a checkbox with the text "Permanent permission for sending this data to the service provider: TestSP2". At the bottom right is a green "Confirm" button. An orange arrow points to the "Confirm" button.

12. Before using the e-JN system you must first agree to its General Terms and Conditions.

13. Select the option “Company registered outside Slovenia”.

14. Enter the company identifier, then click on “Search”.

15. Fill in your information (first name, family name, e-mail address, address, telephone number).

Fill in the company information (company name and address).

16. Check that the information shown is correct and also check the [General Terms and Conditions](#).
17. Print out the authorisation available after clicking the “Download PDF” button, sign it and send it to gp.mju@gov.si. If you forget to click “Download PDF” button, the authorisation is available here: https://ejn.gov.si/documents/10193/191051/ejn_registration_form.pdf.
18. Click on “Request rights”.

The main administrator of the e-JN system must now verify your application and confirm your rights. You will be notified by e-mail of the successful confirmation of your rights, and then you can start using the e-JN system.

The administrator confirms the rights no later than at the end of the next working day, following the day when the user requested the rights (see [General Terms and Conditions](#)).