

ARRS Digital Forms

Instructions for use

v1.2e

Index Content

- Login to web portal
- First login
- Existing ARRS Digital Forms users
- Forgotten password
- Login mask
- User settings
- Username (e-mail) change
- Password change
- ARRS Digital Forms users and roles
- Add regular user
- Add existing researcher
- Digitally sign the forms
- Digital signature component SetCCE proXSign

Login to web portal

First login

To access the web portal **ARRS Digital Forms**, a valid login is required. Before the first login, user needs to reset his or her password. To start the process of resetting the password, the user needs to open the following link (<https://digitalforms.arrs.si/Identity/Account/ForgotPassword>). Upon clicking the link, the user needs to enter his or her username (e-mail address, which is registered in official ARRS database) and clicks the button "Pošlji (Submit)".

If the entered e-mail is correct and is present in the official ARRS database, an e-mail with a password reset confirmation link will be sent to his or her e-mail. Please also check the spam folder in your inbox. If you have not received an e-mail, please try again in a few minutes, and check if your e-mail was entered correctly.

Upon receipt of an e-mail for password reset process, user clicks on the link provided in the e-mail and enters his or her e-mail and a password twice for confirmation of correct input. The password needs to be at least 6 characters long, must have at least one non alphanumeric character, at least one digit and at least one uppercase letter. To finish the process of resetting the passwords, user needs to click the button "Pošlji (Submit)".

If the password reset process was successful, user can now login with clicking the login button with the data he or she entered in this process and can now access the web portal **ARRS Digital Forms**.

Existing ARRS Digital Forms users

In case you are already **ARRS Digital Forms** user, you can use your existing login credentials that you used before when accessing the web portal.

If you cannot login to the web portal or you forgot your login credentials you can start the process of forgotten password.

Forgotten password

If the user forgot his or her login credentials to access the web portal ARRS Digital Forms, he or she can start the process of resetting the password by clicking "Pozabljeno geslo? (Forgot your password?)". Upon clicking the link, the user needs to enter his or her username (e-mail address, which is registered in official ARRS database) and clicks the button "Pošlji (Submit)".

If the entered e-mail is correct and it exists in the official ARRS database, an e-mail with a password reset confirmation link will be sent to his or her e-mail. Please remember to check the spam folder in your inbox in case you don't find any mail. If you still have not found an e-mail, please try again in a few minutes, and check if your e-mail was entered correctly.

Upon receipt of an e-mail for password reset process, user clicks on the link provided in the e-mail and enters his or hers e-mail and a password twice for confirmation of correct input. The password needs to be at least 6 characters long, must have at least one non alphanumeric character, at least one digit and at least one uppercase letter. To finish the process of resetting the password, user needs to click the button "Pošlji (Submit)".

If the password reset process was successful, user can now login with clicking the login button with the data he or she entered in this process and can now access the web portal **ARRS Digital Forms**.

Login mask

To access the web portal **ARRS Digital Forms**, a valid login is required. The user logs in to the web portal by entering his or her username (e-mail) and password. To finish the login process, user needs to click "Prijava (Log in)" button.

User settings

Username (e-mail) change

If the user wants to change his or her username (e-mail), he or she needs to click on user card profile icon (name initials) in the upper right corner and then select the "Account" option.

Now he or she can change his or her e-mail by selecting the Email tab from the left navigation menu and enter a new e-mail and click "Change email" button.

A confirmation link will be sent to the new e-mail, where he or she needs to confirm the change by clicking on the link in the e-mail and follow the instructions on the page. After a successful confirmation, the user can login with a new email and existing password to the web portal **ARRS Digital Forms**.

Password change

If the user wants to change the password for the login process for the web portal **ARRS Digital Forms**, he or she needs to click on user card profile icon (name initials) in the upper right corner and then select the "Account" option.

Now, he or she can change the password by selecting the Password tab from the left navigation menu and needs to enter current login password and new password twice for conformation of correct input and then finish the change process by clicking on "Update password" button. The password needs to be at least 6 characters long, must have at least one non alphanumeric character, at least one digit and at least one uppercase letter.

If the password change was successful, the user will need to enter the new password for the next login.

ARRS Digital Forms users and roles

Within the web portal **ARRS Digital Forms** we have different types of user roles, which define different user interactions as described below:

- **Organization representative or authorized person**
 - **ARRS Digital Forms** web portal can be used by a research organization (RO) director or headmaster, which is correctly registered in official ARRS database records. His main role is to digitally sign all submitted forms.
 - Research organization (RO) can have one or more representatives or authorized persons which have equal rights.
- **ARRS Digital Forms research organization (RO) portal manager**
 - Research organization can have a portal manager for the web portal **ARRS Digital Forms**. He or she can manage users within dedicated research organization, manage user roles for existing users or can add regular users or researchers.
- **Researchers**
 - **ARRS Digital Forms** web portal can be accessed by all researchers that are listed and recorded in the databases of research and development actors of the Republic of Slovenia.
- **Regular users**
 - **ARRS Digital Forms** web portal can be also used by regular users, which are not researchers and are also not listed in the databases of research and development workers of the Republic of Slovenia.
- **Form editor**
 - Research organization (RO) can have a user that is in role of a form editor in which he or she can create or edit new forms and prepare them for submission process.
- **From NRU / PRU editor**

- Research organization can have a user that is in role of a form NRU / PRU editor in which he or she can create or edit new NRU / PRU forms and prepare them for submission process.
- **Form signer**
 - Research organization (RO) can have a user that is in role of a form signer in which he or she can digitally sign all submitted forms and complete the form submission process.
- **Form approver**
 - Research organization (RO) can have a user that is in role of a form approver in which he or she can approve the correctness of the provided data and prepare the form to be digitally signed.

Add regular user

Regular users are additional users of the web portal **ARRS Digital Forms**, which are not researchers and are not listed in the databases of research and development workers of the Republic of Slovenia. These users can be assigned to the role of Form editor or Form signer or both.

To add a regular user to your research organization, you need to provide his or her name, surname and email address. After adding a regular user, an e-mail will be sent to user's e-mail address to reset password. To get help with the process of resetting the password, please check the section for the first login and forgotten password.

If the entered email exists in the **ARRS Digital Forms** web portal database and database of researchers and development actors, the entities get connected and the user is successfully added to research organization (RO). In this case an e-mail is not sent to the user, but it is a task for the portal manager to inform the user that he or she can now login to web portal **ARRS Digital Forms**.

Add existing researcher

ARRS Digital Forms web portal can be accessed by all researchers that are listed and recorded in the databases of research and development workers of the Republic of Slovenia.

Adding an existing researcher to your research organization can be done by selecting the correct researcher from the list of available researchers, where you can filter them by entering their name or by entering their research code.

If the researcher doesn't have an e-mail address in the **ARRS** database records, person or user adding a researcher will get a warning message with the text that the researcher entity is missing an e-mail record and will not be able to access the web portal **ARRS Digital Forms**.

To correct this issue, the portal manager or the person adding an existing researcher will need to contact **ARRS** first to update and fill in the missing data for that researcher. After that he or she can be added to the research organization.

Digitally sign the forms

Digital signature component SetCCE proXSign

If you want to successfully install the digital signature component **SetCCE proXSign**, you need administrative rights or a user that is a local administrator on that computer.

If you are not in the role of an administrator, you need to install as a user that has the right access and role or if he or she can enter the username and password in the "Administrative actions" or "Manage user accounts" window that will pop up during the install process. After a successful login you need to press **Yes** to continue the installation process.

For additional guides and support for the installation of the digital signature component SetCCE proXSign, please visit the [website \(https://www.si-trust.gov.si/sl/podpora-uporabnikom/podpisovanje-s-komponento-proxsign/\)](https://www.si-trust.gov.si/sl/podpora-uporabnikom/podpisovanje-s-komponento-proxsign/) SI-TRUST / Trust Service Authority of Slovenia (available only in Slovenian language)

In case you need even more information or need additional support of using the digital signature component SetCCE proXSign, please also check [frequently asked questions](https://www.si-trust.gov.si/sl/podpora-uporabnikom/pogosta-vprasanja/podpisna-komponenta-proxsign-pogosta-vprasanja/) on SI-TRUST website (<https://www.si-trust.gov.si/sl/podpora-uporabnikom/pogosta-vprasanja/podpisna-komponenta-proxsign-pogosta-vprasanja/>) (available only in Slovenian language) and also check the [English support page \(https://www.si-trust.gov.si/en/support/frequently-asked-questions/\)](https://www.si-trust.gov.si/en/support/frequently-asked-questions/).

You can also reach for [digital signature component installation support](#) by:

- Phone: 080 2002 (between workdays from 8:00 till 22:00)
- E-mail: ekc@gov.si

For technical assistance when using the [Digital Forms](#) application and filling out the forms, please contact digitalforms@arrs.si.