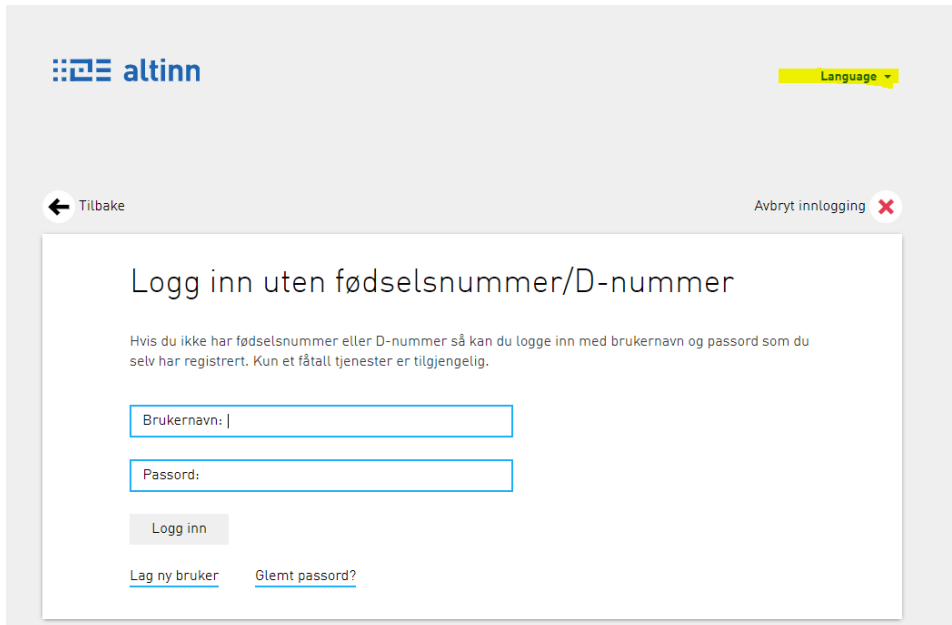


Guide: How to create a user in Altinn.no

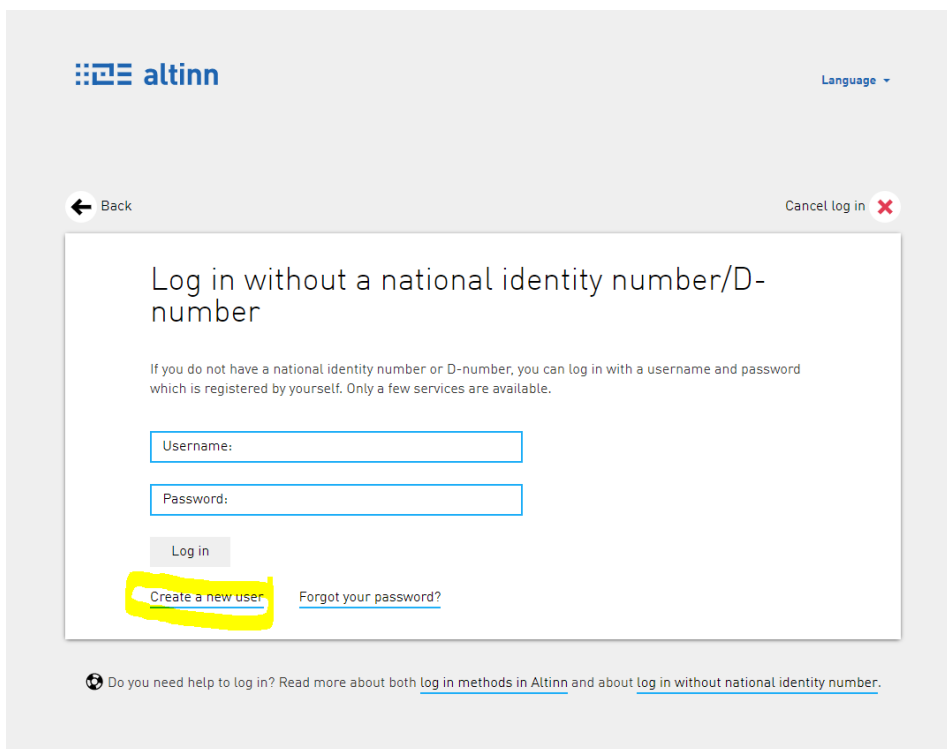
Before starting this process, please be aware that one alternative investment manager can have only one user in Altinn.no. Both AIFM file and all AIF files must be submitted by the same user.

1) Go to <https://www.altinn.no/ui/Authentication/SelfIdentified> Then change language to English:



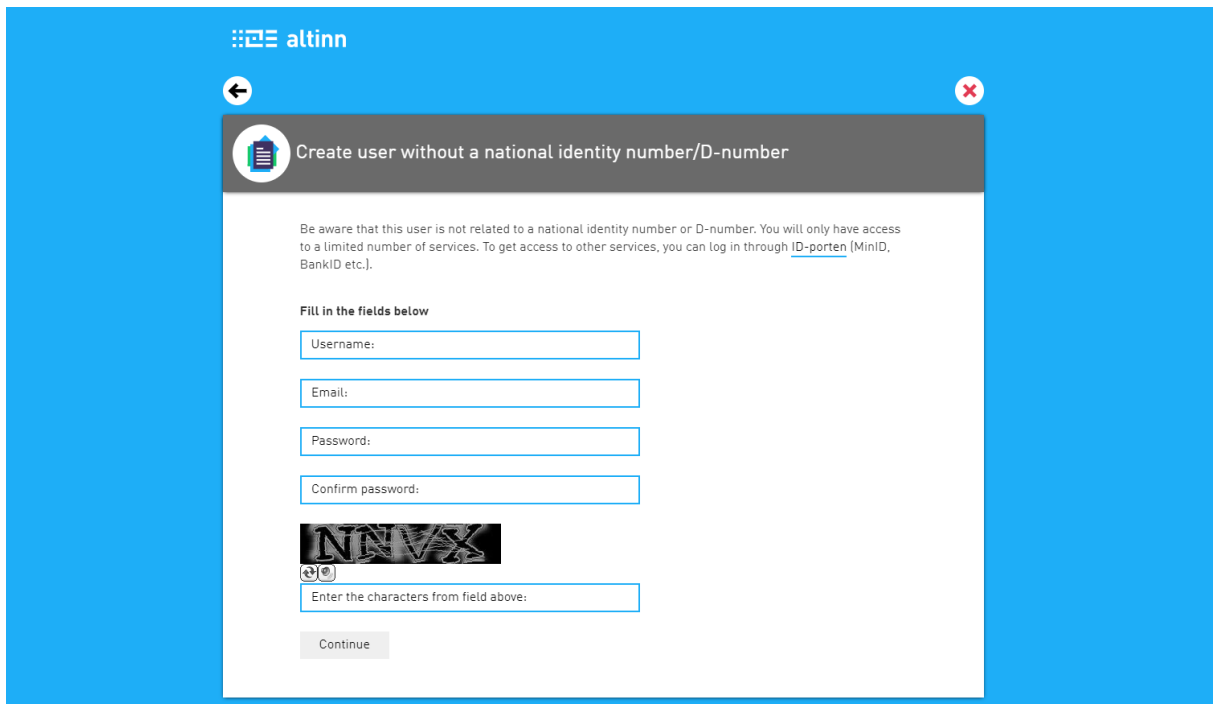
The screenshot shows the Norwegian version of the Altinn login page. At the top left is the Altinn logo. At the top right is a yellow button labeled "Language" with a dropdown arrow. Below the logo is a "Tilbake" (Back) button with a left arrow and an "Avbryt innlogging" (Cancel log in) button with a red 'X' icon. The main heading is "Logg inn uten fødselsnummer/D-nummer". Below this is a paragraph: "Hvis du ikke har fødselsnummer eller D-nummer så kan du logge inn med brukernavn og passord som du selv har registrert. Kun et fåtall tjenester er tilgjengelig." There are two input fields: "Brukernavn: |" and "Passord:". Below the fields is a "Logg inn" button. At the bottom are two links: "Lag ny bruker" and "Glemt passord?".

2) You will be directed to an English version of the page. Choose "Create a new user" (In Norwegian "Lag ny bruker"):



The screenshot shows the English version of the Altinn login page. At the top left is the Altinn logo. At the top right is a blue button labeled "Language" with a dropdown arrow. Below the logo is a "Back" button with a left arrow and a "Cancel log in" button with a red 'X' icon. The main heading is "Log in without a national identity number/D-number". Below this is a paragraph: "If you do not have a national identity number or D-number, you can log in with a username and password which is registered by yourself. Only a few services are available." There are two input fields: "Username:" and "Password:". Below the fields is a "Log in" button. At the bottom are two links: "Create a new user" (highlighted with a yellow box) and "Forgot your password?". At the very bottom, there is a small icon and text: "Do you need help to log in? Read more about both [log in methods in Altinn](#) and about [log in without national identity number](#)."

3) You will be directed to a page to create the user. **NOTE! Username MUST be the same as the email provided. The email must be a non-personal email, i.e. a generic company email. Personal email as username will be disallowed by Finanstilsynet. The username cannot be longer than 60 characters.** We strongly recommend that the username used is linked to a shared inbox email address. This will ensure access to all previous submissions in case of change of the individuals in charge of submissions on your part. Altinn.no is a third party platform and it will not be possible to migrate previous submission to an alternate username(email address)



The screenshot shows the Altinn user creation interface. At the top, the Altinn logo is visible. Below it, a dark grey header bar contains a back arrow, a document icon, and the text "Create user without a national identity number/D-number". A red 'X' icon is in the top right corner of the form area. The main content area is white and contains the following text: "Be aware that this user is not related to a national identity number or D-number. You will only have access to a limited number of services. To get access to other services, you can log in through [ID-porten](#) (MinID, BankID etc.)." Below this is the instruction "Fill in the fields below". There are four input fields: "Username:", "Email:", "Password:", and "Confirm password:". Below the password fields is a CAPTCHA image showing the letters "NNVX" and a "Enter the characters from field above:" input field. A "Continue" button is at the bottom.

4) When the user is created, information about the user must be sent to Finanstilsynet. Please include this in the email:

- Name and FT number of the AIF manager
- Username created in Altinn.no for approval

The information should be sent to AIFMD-rapportering@finansstilsynet.no. When the user is accepted, you will receive a confirmation from Finanstilsynet.