

UUM&DS TYPE D → EU LOGIN ACCOUNTS MIGRATION MANUAL

MIGRATION STRATEGY OVERVIEW

PURPOSE

The idea is to migrate existing type D subdomains using a local authentication to the corporate EU login instance. This change will provide the following benefits:

- Will allow the usage of one unique account for different EC Central services
- Will allow 2 steps or 2 factors authentication available using respectively mobile app and UBI key

USAGE OF THIS DOCUMENT

This document shall be used for testing and applying the migration procedure in CONFORMANCE & PRODUCTION environments.

Please consider the following URLs:

- **CONFORMANCE**
ADMIN-EXT : <https://conformance.customs.ec.europa.eu/taxud/uumds/admin-ext>
EU Login UI (for user account creation) : <https://webgate.ec.europa.eu/cas>
("EU LOGIN Manual" also available for EU Login account creation procedure)
- **PRODUCTION**
ADMIN-EXT : <https://customs.ec.europa.eu/taxud/uumds/admin-ext>
EU Login UI (for user account creation) : <https://webgate.acceptance.ec.europa.eu/cas>

For a better illustration we consider the following users in the example below :

1. One sub-domain administrator of the existing CZ sub-domain with e-mail test.user001@taxud.ec.europa.eu
2. One sub-domain administrator for the new CZ sub-domain with e-mail test.user002@taxud.ec.europa.eu
3. The existing trader account from CZ , Economic Operator (EO) user with EORI CZ123456789 and access to Sample -CS (Sample – Central Service) with BP_VIEWER profile. Detailed information can be found in PDF.
4. The new trader EU Login account from CZ with e-mail test.user003@taxud.ec.europa.eu

CONSTRAINTS AND CRITERIA

The migration strategy has been designed considering the following aspects:

- Do not migrate all sub-domains at the same time. Starts with a piloting MS to validate the smoothness of the migration procedure.
- Do not migrate all users of the sub-domain at the same time. The user decides when he wants to migrate his account (a time-window must be defined to do so).
- Track the migration process in the database so that TAXUD OPERATIONS TEAM / UUM&DS dev can see from which UUM&DS account and to which EU login account has been done; to determine if all the accounts have been migrated.
- Inform the user when authenticating about the migration if his subdomain is set to be migrated.
- Migrate also existing delegations, notifications, business profile assignments and certificate registrations, so that this is transparent for the end-user and the sub-domain administrator.
- Do not force the user to create a new EU login account; he can reuse an existing one if he has already one.

Please note that the system users (web services) created under a specific sub-domain are not migrated automatically. They need to be removed and recreated manually into the new sub-domain before deactivating the original sub-domain.

MAIN PHASES

For each sub-domain, the migration will be done as follow:

1. **Preparation by TAXUD OPERATIONS TEAM & MS sub-domain administrator**
 - a. **TAXUD** to inform MS about the migration procedure and with the provisional planning MS per MS
 - b. **MS** to be sure to grant BP_MANAGE profile to all the user for the ADMIN-EXT application.
 - c. **MS** to inform traders and national helpdesk about the migration.
 - d. **TAXUD OPERATIONS TEAM** to duplicate the sub-domain, assigning it a new code suffixed with EULOGIN. For instance, CZ sub-domain will have the CZ-EULOGIN business code and CZ (EU Login) name. The authentication method is also changed to specify EU login will be used.
 - e. Once **TAXUD OPERATIONS TEAM** wants to start the migration of the sub-domain, it activates the new sub-domain and release the reference data and synchronize them. This will result into:
 - i. A new sub-domain appearing in the WAYF page, i.e. CZ (Eu login)
 - ii. When the user selects the CZ sub-domain in the WAYF, a warning message is displayed with an URL pointing on the migration instructions document.
 - iii. The user can still authenticate using the CZ sub-domain, but can start his migration when he wants to.

2. Account migration by the end user

- a. During this phase, the **trader** can migrate his account.
- b. If he does not have an existing EU login, he should create a new one.
- c. If he hasn't registered a second step authentication, he will have to register one (mobile or UBI key).
- d. Then he can start the migration wizard from Admin-Ext

3. Monitoring by TAXUD OPERATIONS TEAM

- a. TAXUD OPERATIONS TEAM will monitor periodically the process of migration:
 - i. Keep a count of migrated account
 - ii. Monitor accounts to be migrated
 - iii. Find which of the accounts to be migrated are in use.
- b. Once completed, a notification is sent to the sub-domain administrator.

4. Consolidation & completion by TAXUD OPERATIONS TEAM & MS sub-domain administrator

- a. The MS will review the migrated accounts in the new sub-domain and follow the procedure to elevate the account registration strength from LOW to MEDIUM as specified in eIDAS legislation. This should be repeated for all accounts
- b. TAXUD OPERATIONS TEAM will deactivate the migrated sub-domain (i.e. CZ), change the new sub-domain name by removing the '(EU login)' prefix in the name.

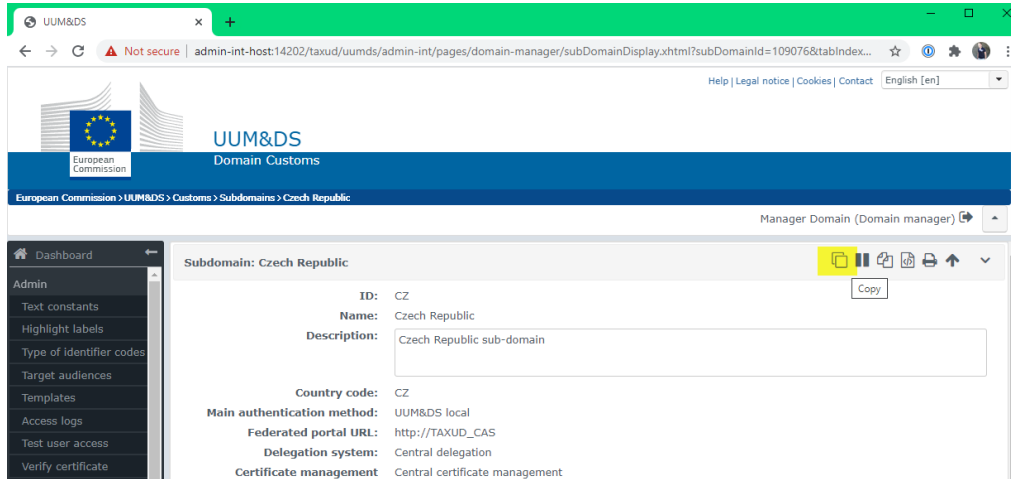
The last phase will be launched after the completion of the full migration and will be done by a new release. It will consist of:

- Physically delete the "deprecated" sub-domain from the reference data.
- Restoring the original sub-domain code (remove the '-EULOGIN' prefix).
- Use soft-keys for business profiles assignments, delegations, and notifications so that we are aligned with the certificate registration
- Un-deploy admin-sec -ext and reconfigure reverse proxy to redirect requests to admin-ext

DETAILED PROCEDURE

1. PREPARATION BY TAXUD, TAXUD OPERATIONS TEAM & MS SUB-DOMAIN ADMINISTRATOR

- i. Go in admin-int as domain manager;
- ii. Copy the CZ subdomain



- iii. In the new sub-domain, change the business code (add -EULOGIN) and the name (add "(EU LOGIN)") so that the end-user can make the distinction between the deprecated and the new one. Then save it.

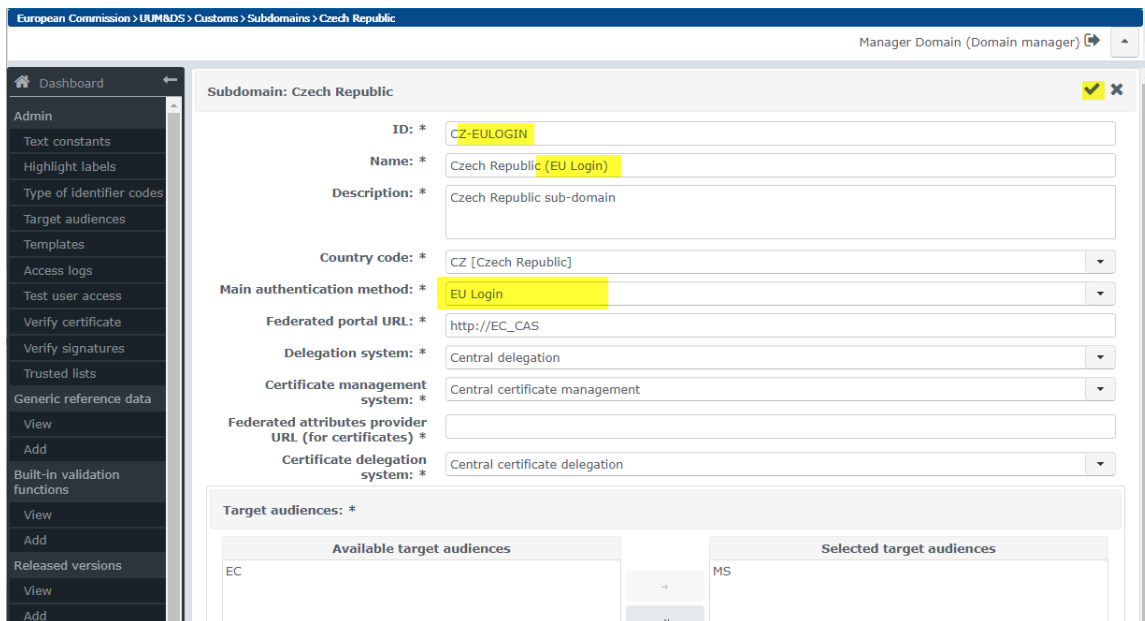


Figure 1: Creation of the new sub-domain using EU login

- iv. In parallel, MS should validate that all users being migrated have the BP_MANAGE business profile associated to ADMIN-EXT. If not they should assign it in the users management module like this:

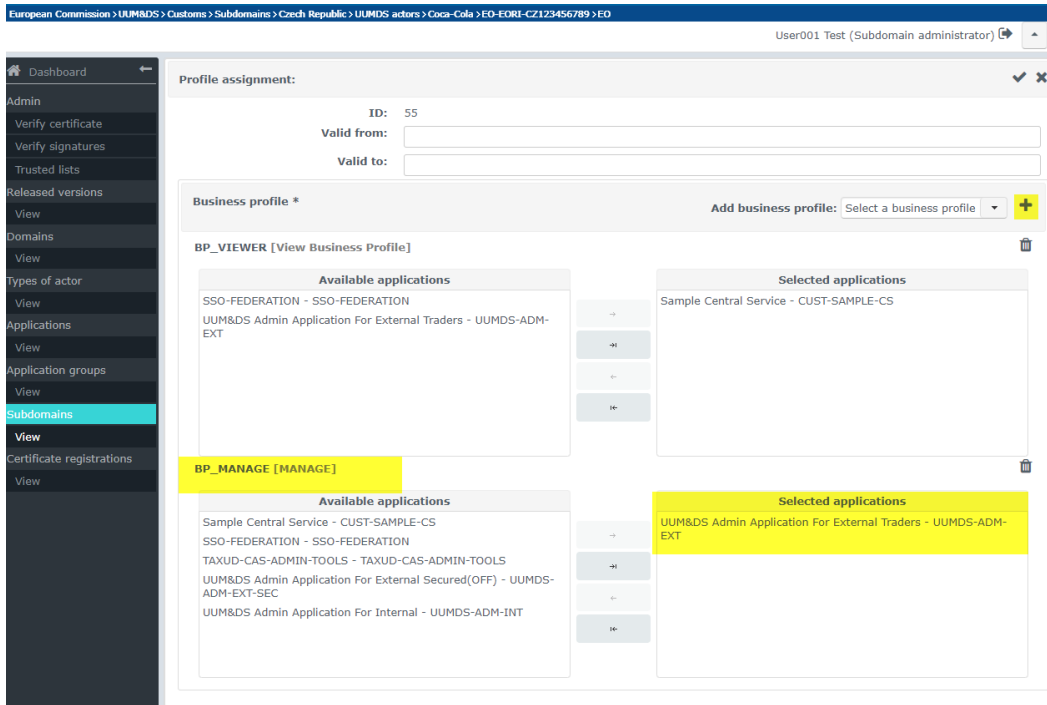


Figure 2: Assigning BP_MANAGE profile for Admin Ext to all the Type D users

They can also change the QAA level from low to medium if the verification has been done according to the eIDAS specifications and requirements. This step can be postponed at the end of the migration.

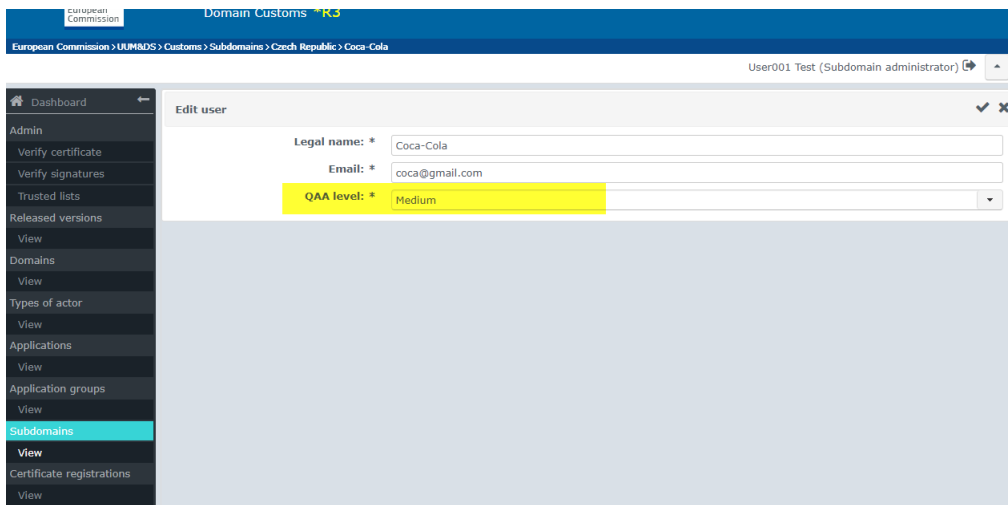


Figure 3: promoting users registration level to Medium

- v. When migration needs to be started, TAXUD OPERATIONS TEAM should activate this new subdomain and synchronize with the PDP. TAXUD OPERATIONS TEAM needs also to create a temporary MS sub-Domain

account for managing the sub-domain CZ-EULOGIN.

One consequence of this step is to add a new subdomain in the list of countries in the WAYF and if selecting a sub-domain being migrated, a warning message with a link to migration instructions is displayed.

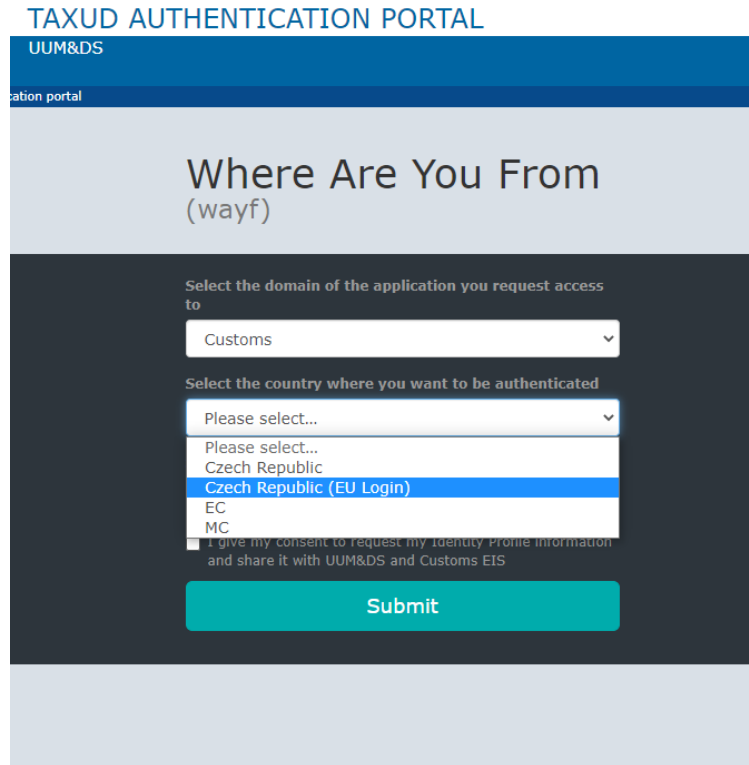


Figure 4: New sub-domain visible using EU login authentication

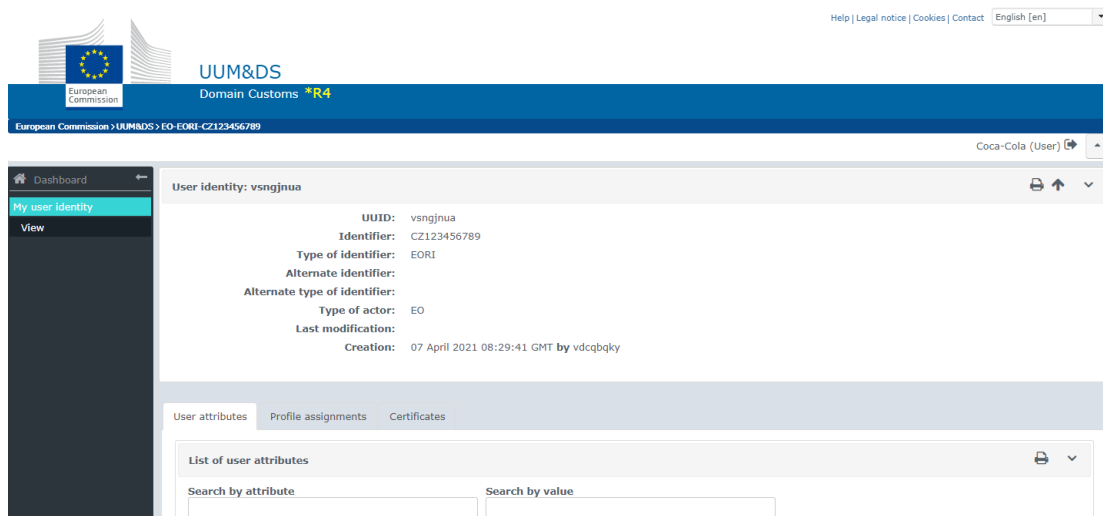


Figure 5: Access with the new account.

Please note that the UUID is not preserved. It now starts with a 'v' and no longer with a 'n' indicating this is a virtual account (federated identity with EU login).

The screenshot shows the 'TAXUD AUTHENTICATION PORTAL' interface. At the top, there is a blue header with 'UUM&DS' and 'Authentication portal'. Below this is a grey section with the heading 'Where Are You From (wayf)'. The main content area is dark grey and contains several form fields: 'Select the domain of the application you request access to' (dropdown: Customs), 'Select the country where you want to be authenticated' (dropdown: Czech Republic), 'Select type of actor' (dropdown: Economic Operator), and 'Type of ID' (dropdown: EORI). A yellow warning box with a triangle icon contains the text: 'This subdomain is being migrated from legacy Type D to EU login. You have to follow the instructions provided by following the link above to start migrating your account. EU Login Migration Instructions'. Below the warning is an 'ID' input field with a 'Validate' button. At the bottom, there are radio buttons for 'I am acting on behalf of:' with options 'Myself', 'The following (natural/legal) person with:', and a checkbox for 'I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS'. A large teal 'Submit' button is at the very bottom.

Figure 6: Warning asking the user to migrate his account

2. ACCOUNT MIGRATION BY THE END USER

1. The user access ADMIN-EXT application and authenticates using his current sub-domain.

portal

Where Are You From (wayf)

Select the domain of the application you request access to

Customs

Select the country where you want to be authenticated

Czech Republic

Warning: This subdomain is being migrated from legacy Type D to EU login. You have to follow the instructions provided by following the link above to start migrating your account.
EU Login Migration Instructions

Select the place / country where you want to be redirected in order to perform your authentication.

Select type of actor

Economic Operator

Type of ID

EORI

ID

CZ123456789

I am acting on behalf of:

- Myself
- The following (natural/legal) person with:

I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Figure 7: User authentication for accessing Admin-EXT (WAYF)

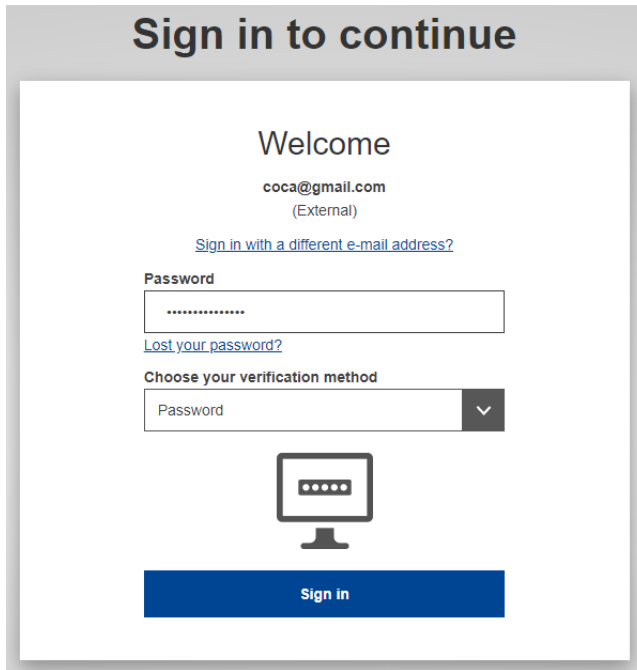


Figure 8: Local Authentication

2. When accessing admin-ext, a new menu is available allowing to migrate the account:

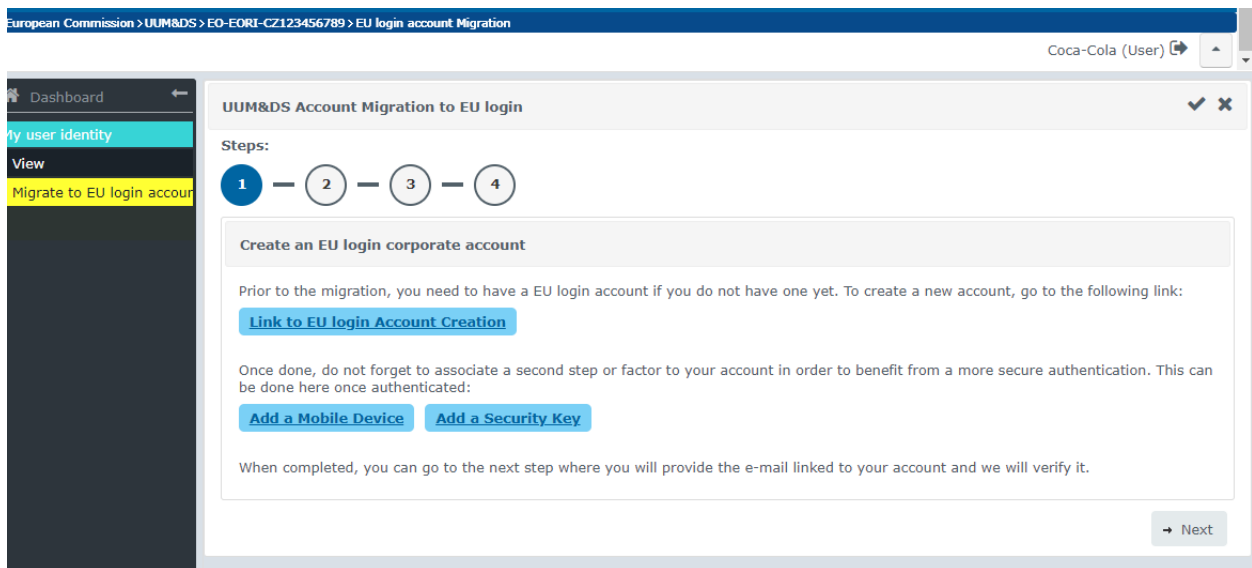


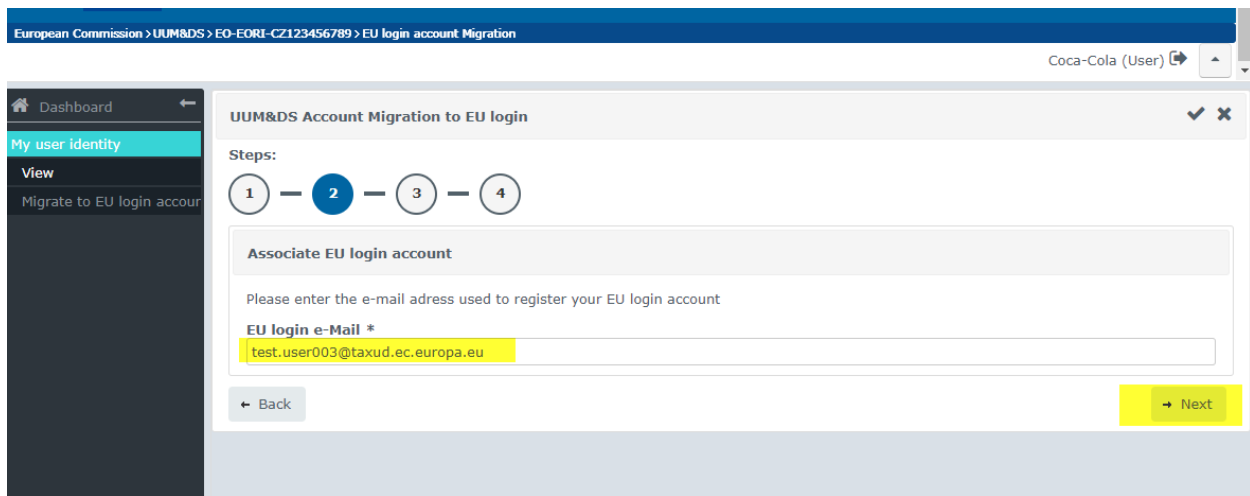
Figure 9: Account Migration Wizard

The first page gives pointer to the prerequisites:

- Add a mobile device linked to his account for covering 2 steps authentication (mandatory),
- Add a security key (UBI Key) for covering for 3 factors authentication (optional).

Once done, the user can move to the next step.

3. The user is asked for the e-mail URL linked to his EU login account (the one that will be used in UUM&DS after the migration). In our example we will use test.user003@taxud.ec.europa.eu.



The screenshot shows a web interface for 'UUM&DS Account Migration to EU login'. At the top, there is a breadcrumb trail: 'European Commission > UUM&DS > EO-EORI-CZ123456789 > EU login account Migration'. The user is identified as 'Coca-Cola (User)'. A sidebar on the left contains 'Dashboard', 'My user identity', 'View', and 'Migrate to EU login account'. The main content area has a title 'UUM&DS Account Migration to EU login' and a progress indicator with four steps (1, 2, 3, 4), where step 2 is highlighted. Below the progress bar, the section 'Associate EU login account' contains the instruction 'Please enter the e-mail address used to register your EU login account'. The 'EU login e-Mail *' field is filled with 'test.user003@taxud.ec.europa.eu'. At the bottom, there are 'Back' and 'Next' buttons.

Figure 10: Filling the e-mail associated to the EU login account.

When clicking on next, the system will validate that an EU login account exists, and if so, will send an e-mail to this e-mail. The user will have to open the e-mail and click the confirmation link.

4. In the e-mail the user must click the conformation link. If the system asked you to authenticate (because the session was closed in the meantime), the user has still to use the initial sub-domain with his initial credentials, not the EU login one yet.

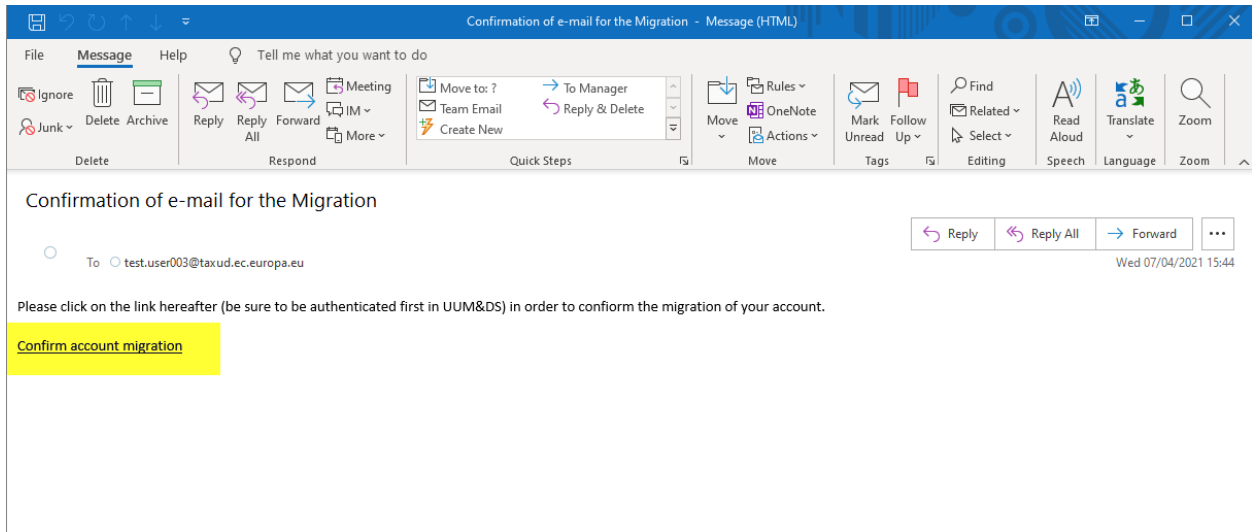


Figure 11: E-Mail Verification

After clicking, the user receives a message indicating that he is correctly authenticated.

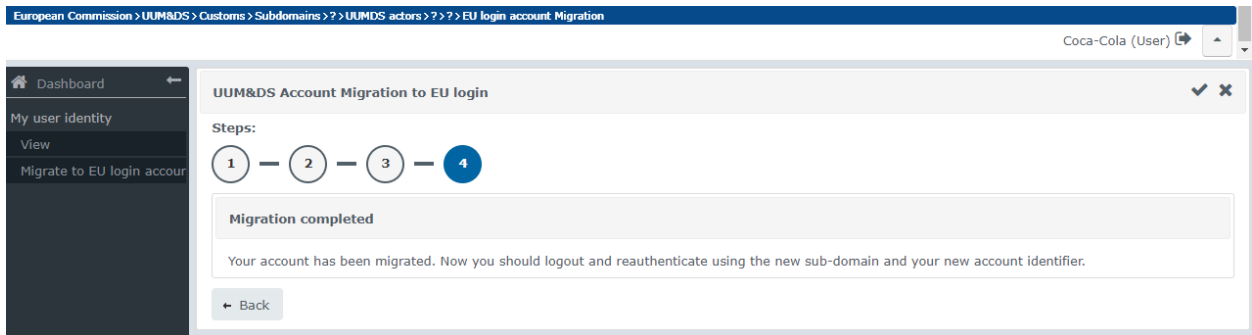


Figure 12: Migration completion

5. User now can check its new account by closing the browser windows and accessing an UUM&DS application, like Admin-Ext for instance.

TAXUD AUTHENTICATION PORTAL

UUM&DS

Authentication portal

Where Are You From (wayf)

Select the domain of the application you request access to

Customs

Select the country where you want to be authenticated

Czech Republic (EU Login)

Select type of actor

Economic Operator

Type of ID

EORI

ID

CZ123456789

Validate

Select the type of identifier of the person that you want to act for (EORI, VAT for companies, eID, NATID for natural person for instance).

I am acting on behalf of:

- Myself
- The following (natural/legal) person with:
- I give my consent to request my Identity Profile information and share it with UUM&DS and Customs EIS

Submit

Figure 13: Authenticating using the new subdomain

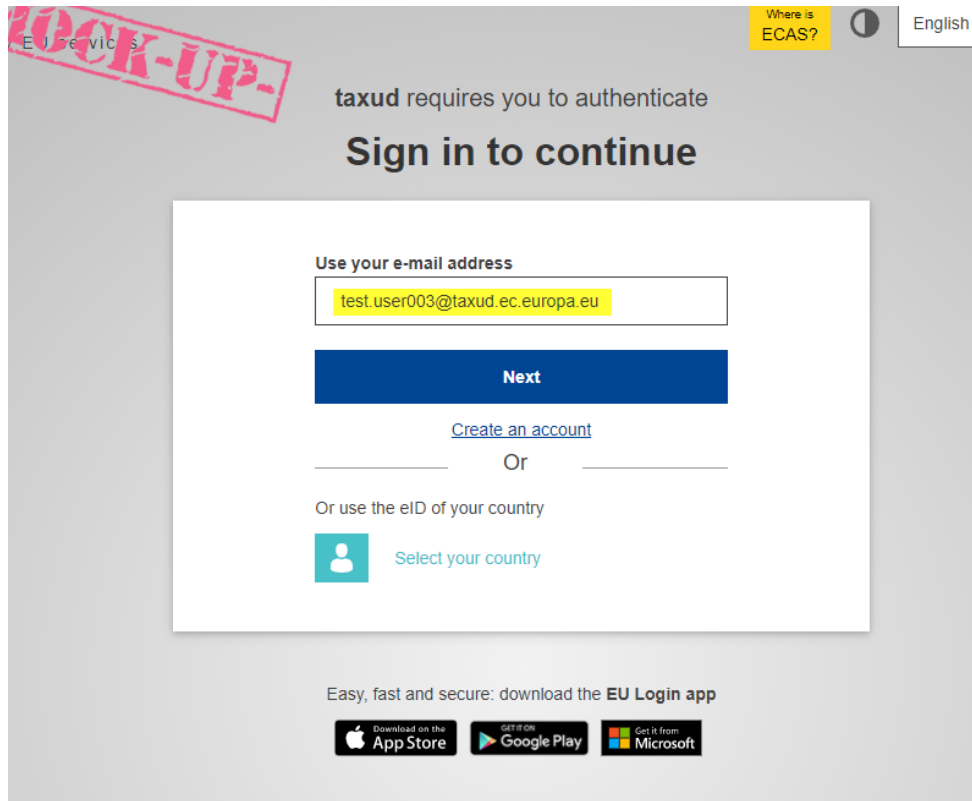


Figure 14: use the new EU login e-mail instead of the old one.

3. MIGRATION MONITORING BY TAXUD OPERATIONS TEAM

Monitoring of the progress of the migration for a given sub-domain can be easily done by a simple query on the ID_UUMDS_ACTOR table from the UUMDS ID schema.

To see the remaining actors to be migrated:

```
select * from ID_UUMDS_ACTOR where subdomain_ref = 'CZ';
```

where CZ is the sub-domain.

To see migrated subdomain users:

select * from ID_UUMDS_ACTOR where subdomain_ref = 'CZ-EULOGIN';

There are two important columns:

- **MIGRATION_MAIL**: Migration e-mail is the e-mail registered related to the EU login account.
- **ORIGINAL_MIGRATED_ACCOUNT**: this is the original UUID of the user before the migration while he was registered in the TAXUD CAS
- **QAA_LEVEL** indicates the registration QAA level of the user. It must be at least at level 2 or higher before changing the required QAA level of the UUM&DS Admin Ext application and deprecate Admin Sec Ext.

Please note that system users will not migrate. This needs to be done manually. System users can be identified by a non-empty value in column **SYSTEM_NAME**.

4. CONSOLIDATION & COMPLETION BY TAXUD OPERATIONS TEAM & MS SUB-DOMAIN ADMINISTRATOR

This phase happens when a sub-domain is considered fully migrated:

- All non-system active users have been migrated to the new sub-domains.
- All system users have been manually recreated into the new-subdomain and disabled in the previous sub-domain.

Tasks for TAXUD OPERATION TEAM

1. Deactivate the original TAXUD CAS sub-domain.
2. Rename the “country (EU Login) sub-domain into “country”.
3. Make a release.
4. Synchronize.

In the WAYF, the end-user will only see one possible choice as before the migration.

The next UUM&DS release will put the original sub-domain code (i.e. without the -EULOGIN extension) and will remove all the data related to the inactive sub-domain (remaining users etc.).

The last phase when all Type D sub-domain are migrated, and all migrated users have a registration QAA level equals or higher than 2 admin-sec-ext can be deprecated.

1. Change the QAA level of admin-ext from LOW to MEDIUM, activate, release, and synchronize.
2. Update the reverse proxy to reroute all request on admin-sec-ext to admin-ext.
3. Deactivate admin-sec-ext, release and synchronise.
4. Decommission admin-sec-ext domain

Task for MS Sub-domain administrator

Review of the migrated accounts in the new sub-domain and follow the procedure to elevate the account registration strength from LOW to MEDIUM as specified in eIDAS legislation. This should be repeated for all accounts