

## Guide to login and submission of notifications in the OAM

*On this page you will find information about how to log into the Danish FSA's OAM system, which is our reporting portal for capital market announcements and notifications.*

There are three different ways of logging into the [OAM system](#):

- With personal NemID (Danish citizens have NemIDs)
- With NemID employee signature (Danish companies can issue NemID employee signatures)
- With user name and password (primarily for non-Danish individuals and companies)

### **Login with NemID**

If you are to submit notifications as a Danish natural person, you must log in and register with your personal NemID. If you represent a Danish registered company that needs to be created in the OAM system, and/or if you are to submit notifications on behalf of this company, you will have to log in with a NemID employee certificate. Danish companies can issue NemID employee certificates to its employees.

The first time you log in with NemID (whether it is a personal NemID or an employee signature) you (and your company) will automatically be registered in the OAM system. Upon your first login you must accept the terms of use of the system, and then you will automatically be guided on to a page where you will be asked to fill out and update all required master data on your and/or your company's user profile. Here you must check that any pre-filled-in information is correct, while the rest of the mandatory data fields must be filled in as well.

On this page you may also state whether you wish to receive receipts for submitted notifications via e-mail.

### **Login with user name and password**

You must log in with personal NemID if you are a Danish citizen with NemID and need to submit notifications to the Danish FSA as a natural person, or you must log in with NemID employee signature if you represent a Danish registered company and need to submit company announcements or notifications on its behalf.

Only if it is not possible to obtain a NemID, you may request a username and password. For instance, foreign individuals and companies that do not have NemIDs may request a username and password. Such a request is made electronically on the [OAM website](#), where you must state whether you apply for username and password on behalf of yourself as a natural person or as an employee representing a legal entity. If you request a username and password as an employee representing a company, you must enclose the necessary documentation authorising you to submit notifications on behalf of this company. The Danish FSA will process your application and subsequently forward a username and a password to you. For more information about applications for username and password, please see the guide found on [this web page](#).

### **How do I submit notifications?**

When you are logged in (either with NemID or username and password), your name will appear next to the link for "Log out" in the top right corner of OAM website.

From the main menu, you can choose the menu item called "Create notification" where you will be able to choose the type of announcement or notification you are to submit. It may be one of the following announcement or notification types:

- Issuer
- Major shareholder
- Manager
- Short seller

There are typically 4-5 steps in each of the reporting flows, and the information you must provide will depend on the notification type you have chosen. You can find more information about disclosure obligations and the various notification types at <https://dfsa.dk/oam>.