

## How to access the EMFF DB 14-20

**NOTE:**

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).

1. Type the following address into your Web Browser: <https://emff.gov.mt/emff1420/Login.aspx>



2. Type in your username and password in the fields as indicated.

A screenshot of the EMFF login form. The form is titled "Login" and has two input fields: "Username" with the text "corp\USERNAME" and "Password" with the text "PASSWORD". There is a "Forgot Password?" link below the password field and a "Submit" button at the bottom.

**NOTE:**

- Make sure that you include “corp\” before your username.
- For security reasons, login attempts are overseen. If too many incorrect login attempts occur, the account will be locked, and in order to log into the account again you need to contact the system administrator (MITA).
- If the password is forgotten, one can click the “Forgot Password?” button. This will result in an e-mail being sent to the username’s gov.mt e-mail, with instructions on how to reset the password.



3. Upon successful entry, you will be redirected to the following screen.



**NOTE:** The menu options are different depending on the user's access role (Responsible Authority, Beneficiary, Line Ministry, Treasury, Audit Authority).

-----End of Tutorial-----

#### **Modification History**

Creation of Tutorial – 17/07/2017

