



eLogin user manual

03 / 2025



Deutsche
Rentenversicherung

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1. Introduction

The eLogin application is a basic service for authenticating a user in various procedures (applications). Depending on their authorization, the user has the option of logging into a procedure using the following authentication types:

1. Login with username/ID and password
2. Registration with signature card

With this user manual we want to give you some tips on how to use the eLogin application.

2. Authorization concept

The eLogin application is based on an authorization concept. According to this concept, the NOVA application defines authorizations for each user, which determine which type of authentication, for which process applications and with which roles a user can log in. These authorizations form an essential basis for logging in to the eLogin application and are checked every time a user logs in.

Depending on which permissions have been defined for you as a user by the responsible administrator, different functions of the application are available to you.

3. Safety instructions

When working with the eLogin application, please note the following safety instructions:



- Work only in a single browser window
- Do not navigate using the forward or back button
- Use the application's logout function to log out of the application. The logout feature completes your ongoing session and prevents unauthorized parties from misusing your session information.
- Close your browser window after logging out
- Please note the "Terms and Conditions of Participation and Use" for eLogin&NOVA. You can find these in your personal area under "Documents".

4. Home page

Deutsche Rentenversicherung

Wir sichern Generationen.

Contrast Home Language Help Contact

Data Processing Centre of the German Pension Insurance Institutions

Version: 3.8.0.0 - Build date: 03.06.2024

LOGIN

- Login with user name/ID and password
- Login with electronic signature card
- Reset password

Welcome at the Data Processing Centre of the German pension insurance institutions.

Aktuelle Informationen/Hinweise:

- Themenschwerpunkt: Flexirente - Typ A** 31.12.2024 - 17.01.2025
 - „Flexibel in den Ruhestand“
Den Übergang vom Erwerbsleben in den Ruhestand flexibler zu gestalten und ein Weiterarbeiten über die reguläre Altersgrenze hinaus interessant zu machen, das ist das Ziel der "Flexirente".
 - Informationsangebot zu den Rentenoptionen**
Weiterarbeit als Rentnerin oder Rentner kann sich lohnen. Informieren Sie sich in unserer Broschüre und den anderen Informationsmaterialien.[Mehr zum Thema](#)
- Themenschwerpunkt: Flexirente - Typ B** 07.01.2025 - 06.02.2025
 - Bausteine des schrittweisen Rentenübergangs**
Die "Flexirente" hat verschiedene Elemente. Dazu gehören beispielsweise die Hinzuverdienstgrenzen bei vorgezogenen Altersrenten und das Weiterarbeiten über die Regelaltersgrenze hinaus.[Mehr zum Thema](#)
- Sicherheit im Alter** 02.01.2025 - 22.01.2025
- Mehr als nur Rente** 06.01.2025 - 21.02.2025

Figure 1. eLogin homepage

In the top bar of the screen there are the menu items “Contrast”, “Home”, “Language”, “Help” and “Contact”, the functions of which are explained below.

The home page shows current information provided by the DSRV Authentication team. This information is displayed sorted by internally assigned priority (high priority at the top, low priority at the bottom) and by creation date (older at the top). Using the “Home page” menu item you can return to the first page of the eLogin application from any view.

5. Contrast

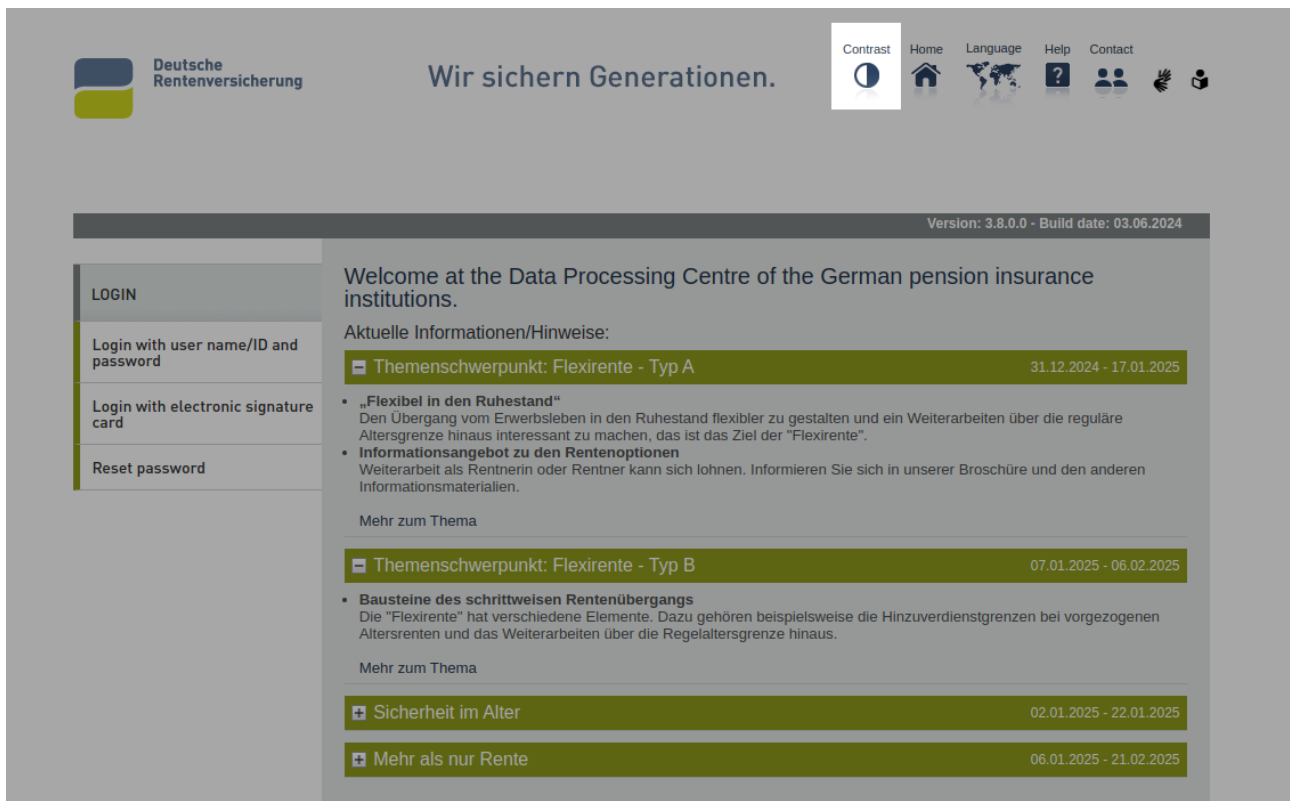


Figure 2. Home page of eLogin with increased contrast

The contrast of the surface can be increased using the “Contrast” menu item. Selecting the menu item again takes you back to the original settings.

6. Language

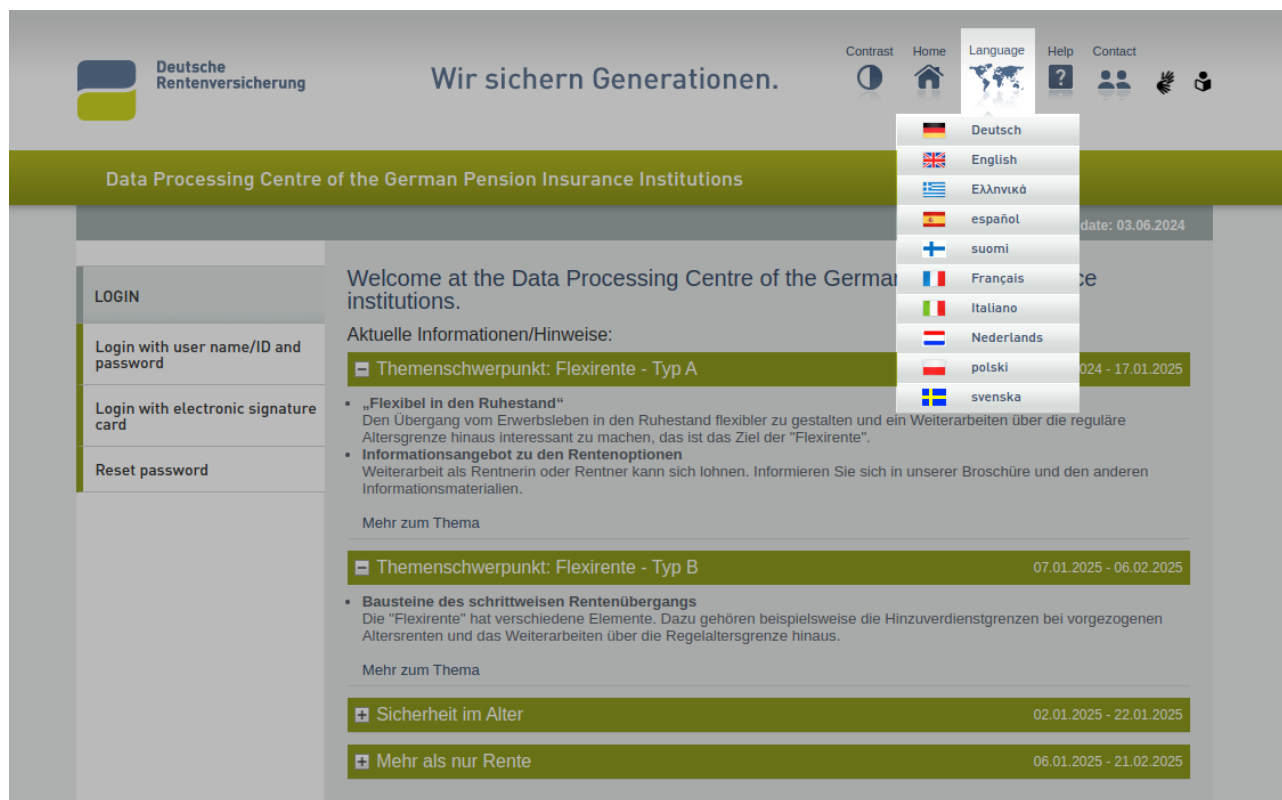


Figure 3. Language selection in the menu at the top right

The language of the interface can be changed using the “Language” menu item. This language selection overwrites the language stored in the user master. You choose your language permanently. You can find out which language is currently stored for you in the user base in your [personal area](#) under “Short overview”.

If no language has been defined yet or if you are accessing eLogin for the first time, the browser language will be adopted as the default. If you do not set your language yourself using the menu item mentioned above, the browser language will be adopted into your user base.

The specialist procedures to which you are redirected can read your language selection via eLogin and take it into account when displaying the application. Find out from your contact person about the respective specialist procedures which languages are supported there.

7. Help

Depending on which page you are on and access the “Help” menu item, you will be given context-related help. In the example below, the help function was called up on the home page.

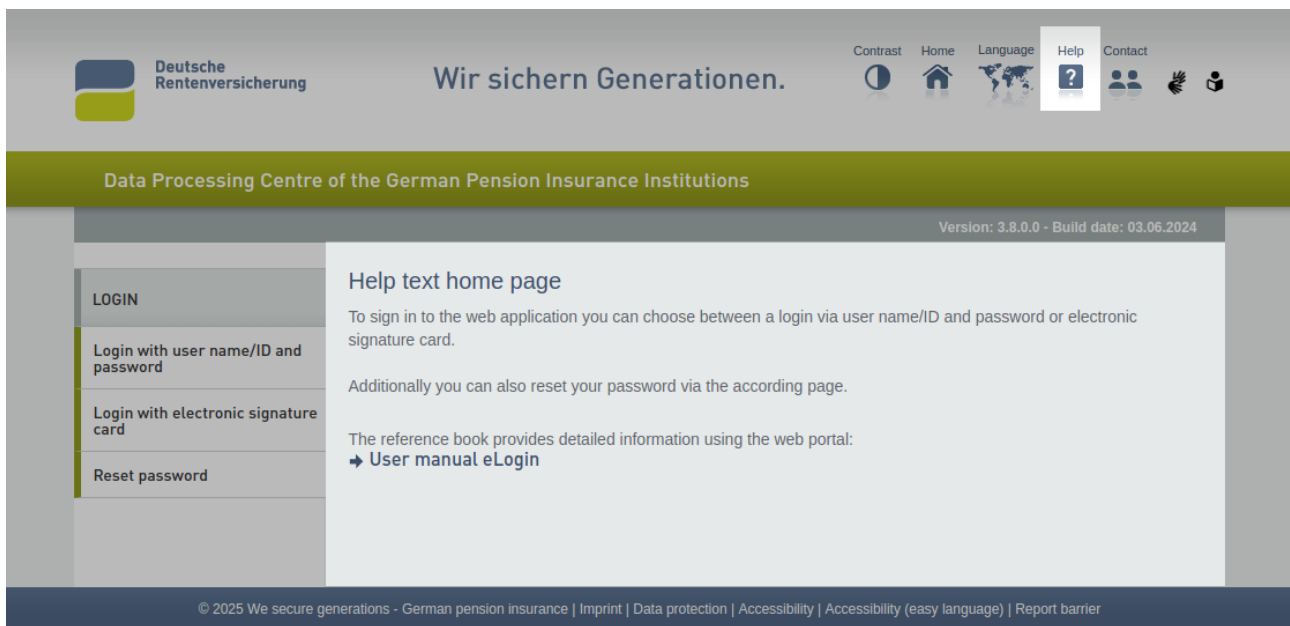


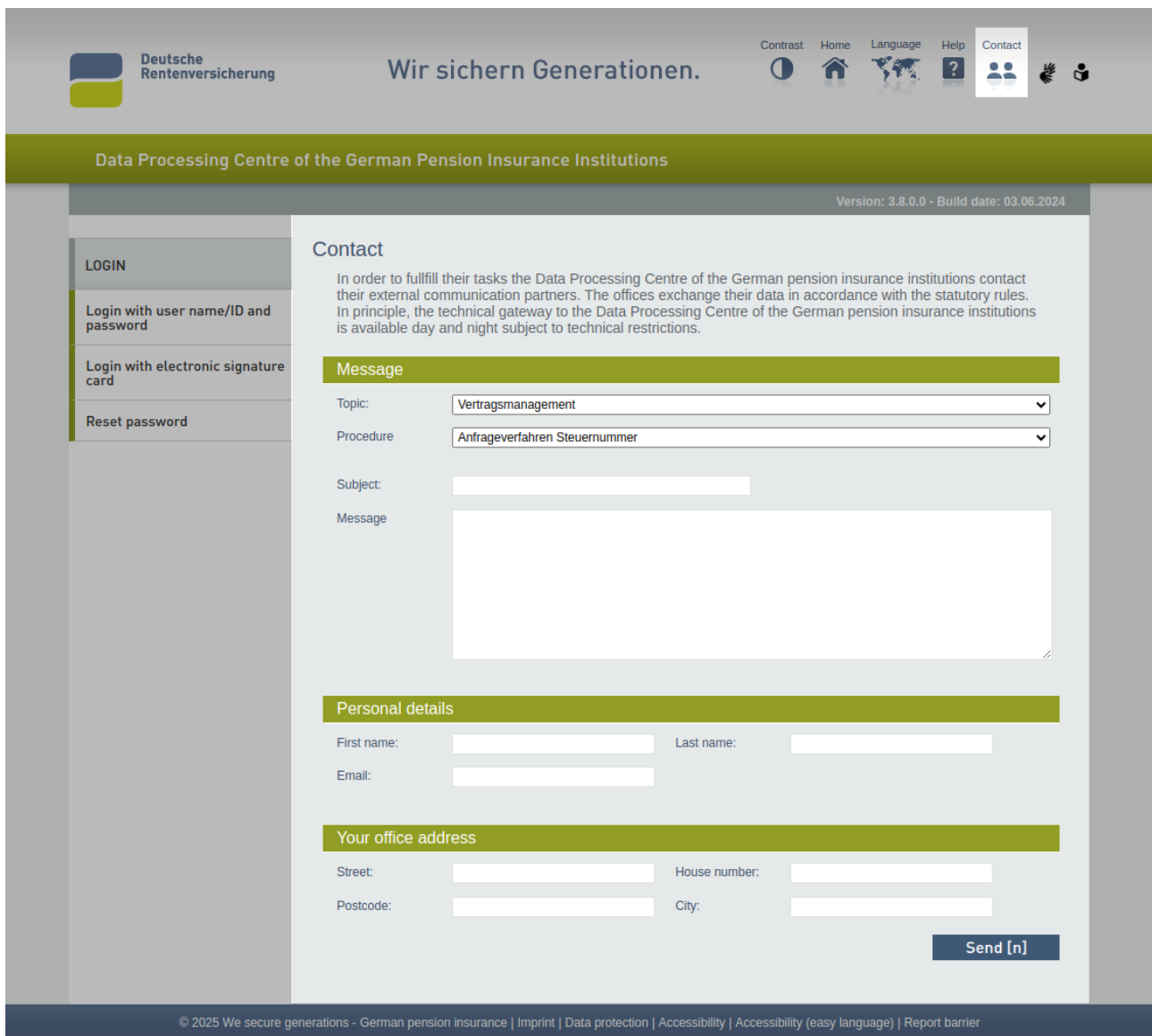
Figure 4. Help page and user manual

On the help pages you also have the option of downloading the user manual as a PDF.

8. Contact

You should always select the “Contact” menu item if you have a technical problem with the application that you cannot solve yourself and you want to get in touch with the pension insurance data center (DSRV).

Here you will find a contact form. Please first select the background of your message under “Content” and the procedure concerned under “Procedure”. After entering your message and your personal and work details, you can send your message to the DSRV by clicking “Send”.



The screenshot displays the 'Contact' page of the 'Data Processing Centre of the German Pension Insurance Institutions'. The page features a header with the logo and navigation links (Contrast, Home, Language, Help, Contact). A sidebar on the left contains a 'LOGIN' section with options: 'Login with user name/ID and password', 'Login with electronic signature card', and 'Reset password'. The main content area is titled 'Contact' and includes a paragraph explaining the data exchange process. Below this is a 'Message' form with dropdown menus for 'Topic' (set to 'Vertragsmanagement') and 'Procedure' (set to 'Anfrageverfahren Steuernummer'), followed by fields for 'Subject' and 'Message'. Further down are 'Personal details' and 'Your office address' sections, each with input fields for first/last name, email, street, house number, postcode, and city. A 'Send [n]' button is located at the bottom right of the form area. The footer contains copyright information and accessibility links.

Deutsche Rentenversicherung

Wir sichern Generationen.

Contrast Home Language Help Contact

Data Processing Centre of the German Pension Insurance Institutions

Version: 3.8.0.0 - Build date: 03.06.2024

LOGIN

Login with user name/ID and password

Login with electronic signature card

Reset password

Contact

In order to fulfill their tasks the Data Processing Centre of the German pension insurance institutions contact their external communication partners. The offices exchange their data in accordance with the statutory rules. In principle, the technical gateway to the Data Processing Centre of the German pension insurance institutions is available day and night subject to technical restrictions.

Message

Topic:

Procedure:

Subject:

Message:

Personal details

First name: Last name:

Email:

Your office address

Street: House number:

Postcode: City:

Send [n]

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Figure 5. Contact form

9. Registration area

On the left side of the homepage is the registration area where you can select a registration type.

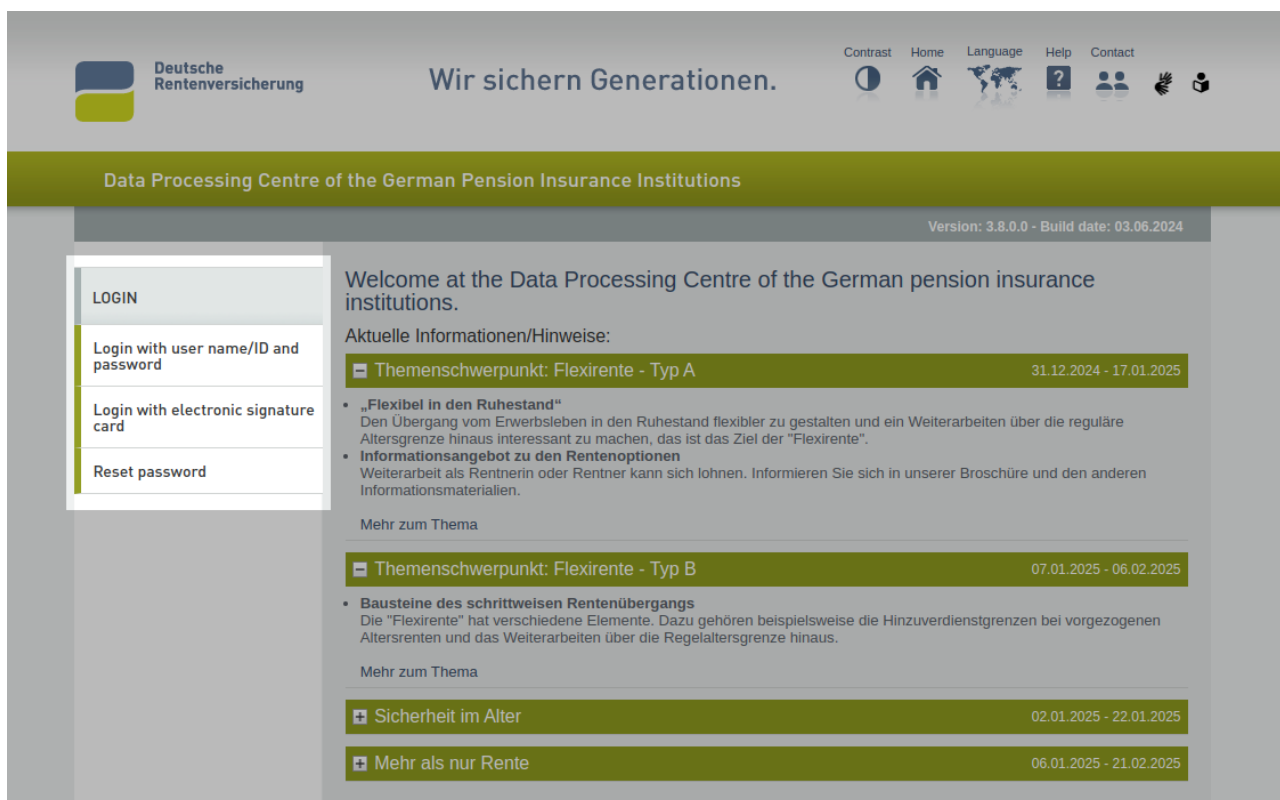


Figure 6. Login area

As already mentioned, you can log in to the eLogin application as follows:

1. Login with username/ID and password
2. Registration with signature card

The two types of registration are described in detail in the following sections.

10. Login with username/ID and password

Click the “Login with Username/ID and Password” link to log in.

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Wir sichern Generationen.

Contrast Home Language Help Contact

Data Processing Centre of the German Pension Insurance Institutions

Version: 3.8.0.0 - Build date: 03.06.2024

LOGIN

- Login with user name/ID and password
- Login with electronic signature card
- Reset password

Login with user name/ID and password

The password is case sensitive!

Please enter your user name/ID and password

User name/ID:

Password:

Login [!]

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Figure 7. Login with username/ID and password

Please now enter your user name/ID in the “Username/ID” input field and the associated password in the “Password” input field. The username/ID and password were sent to you by email/fax or post from DSRV.

If you do not yet have a user name/ID with an associated password, you can contact the DSRV under the menu item “Contact”.

Then please click on the “Register” link.

Figure 8. Completing the registration

If you entered your username/ID or password incorrectly, the following screen will appear:

Figure 9. Invalid username or password

You have a total of three failed attempts. After the third failed attempt, your account will be blocked and you will have to contact the DSRV again to get a new password.

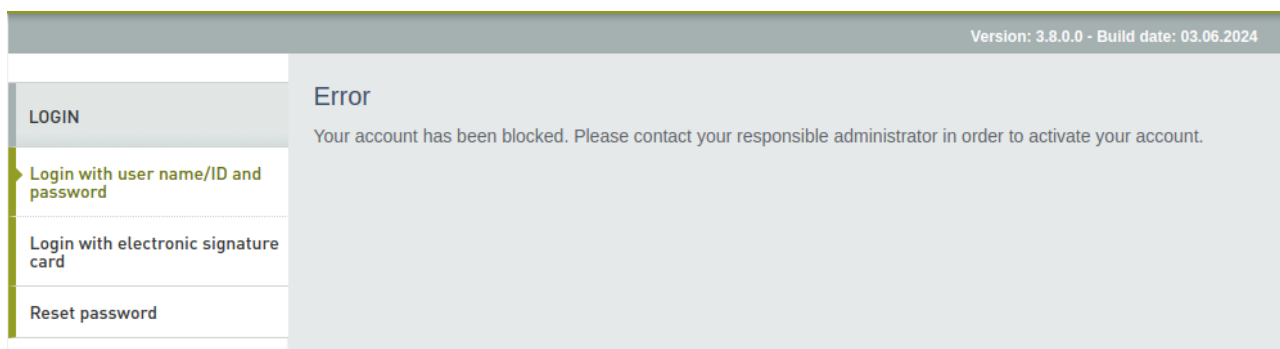


Figure 10. Notification of account suspension

To log in again, please click on the “Log in” link.

10.1. Login with an initial password

The password that was sent to you is an initial password. This means that you must change the password the first time you log in. To do this, log in as described in the “Login with user name/ID and password” section. After you click on the “Log in” link, a dialog will appear where you can change the password:

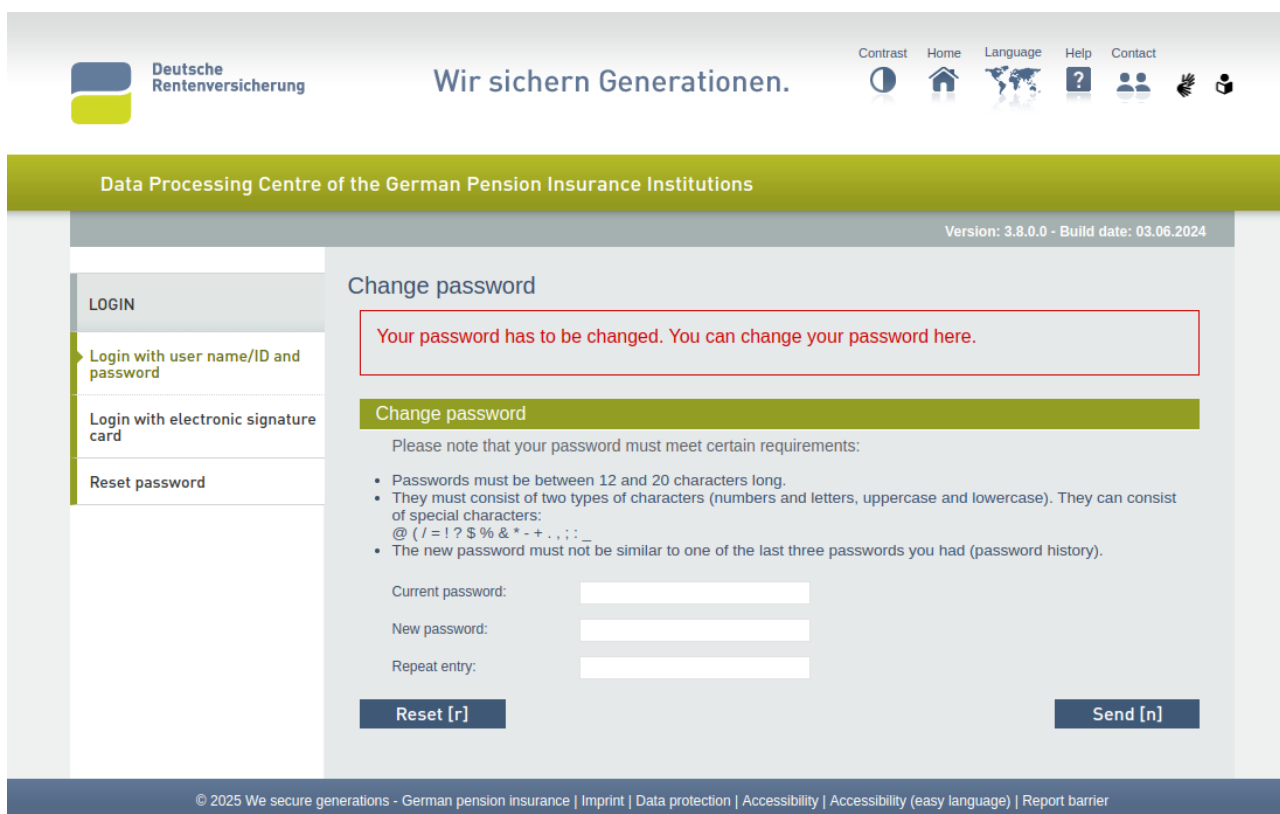


Figure 11. Request to change password when logging in with initial password

In the “Current password” input field, enter the initial password that was sent to you. Enter the new password in the “New password” and “Repeat entry” input fields. If the new password does not match the repeated entry, a corresponding error message appears. It should also be noted that the new password must comply with the following rules:

1. The password must have a minimum of 12 and a maximum of 20 characters
2. The password must consist of lowercase and uppercase letters
3. The password must contain at least one number
4. The password can contain special characters
5. The password must not match any of the last 3 passwords used.

Password expiration



Please note that passwords no longer expire automatically (unlike previous versions of eLogin). Therefore, please choose a password that is as secure and difficult to guess as possible.

You can use the following special characters when assigning a password:

Symbol	name
@	At sign
(Brace
/	slash
=	Equals sign
!	Exclamation mark
?	Question mark
\$	Dollar sign
%	Percentage sign
&	Ampersand
*	Asterisk
-	Hyphen
+	Plus sign
.	Period

Symbol	name
,	Comma
;	Semicolon
:	Colon
–	Underline

After you have made your entries, press the “Save” button to change the password. You will then receive a confirmation page.

You can now log in with the new password. To do this, click on the “Login with username/ID and password” link and log in.

11. Registration with signature card

With the eLogin application you have the option of logging in with a signature card. First, contact your administrator to ensure you have appropriate permissions.

11.1. Register signature card

Before you can log in to eLogin with a signature card, you must register your signature card. To do this, click on the “Login with signature card” link in the navigation area. Next, to register your signature card, click on the “Register Signature Card” link.

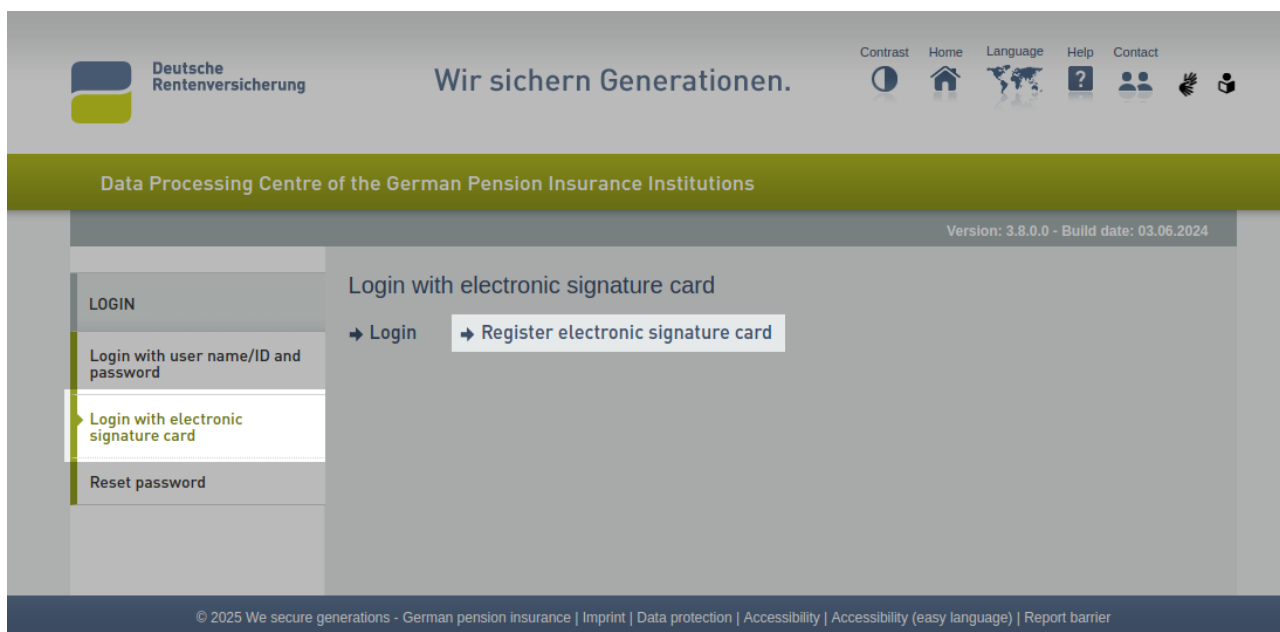


Figure 12. Registration of the signature card

To register the signature card, you first need your username/ID. If you are an employee of the DSRV, please also provide your personnel number. Otherwise, leave the corresponding input field empty. Finally, enter your date of birth in the format “dd.mm.yyyy” in the field provided. After you have entered your data in the appropriate input fields, click on the “Register signature card” button.

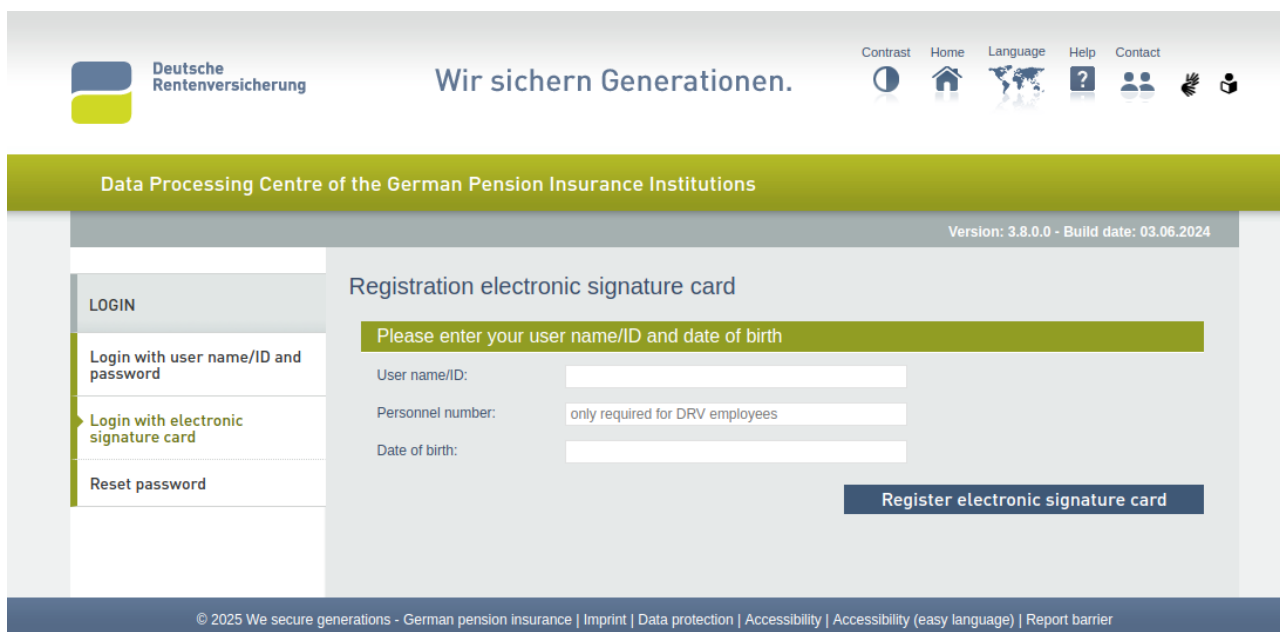


Figure 13. Signature card registration form

After you have submitted your data, both your signature card data and your user data registered in the system will be checked. The following requirements are necessary for

successful registration:

- You are registered in the system and your username/ID is valid
- Your signature card is valid
- Your signature card is not yet registered in the system
- Your signature card data (last name, first name, date of birth and, for DSRV employees, the personnel number) match the data registered in the system

After a successful check, your signature card will be entered in your user data and a confirmation page will be displayed. You can then log in with your registered signature card.

11.2. Login

After you have registered your signature card, click on the “Login with signature card” link again to log in. On the page that opens, click on the “Login” link. You will then be logged in with your signature card and, if you log in successfully, you will be redirected to the role selection page.

12. Direct redirection to a procedural application

After you have successfully logged in to the eLogin application, the first thing that is determined is which procedures you have permissions for and which roles in these procedures you have been assigned. If you are approved for only one procedure and have only one role in this procedure, you will be redirected directly to this procedure application. Otherwise, you will be taken to the role selection page, where you can select a procedure and a role and, if necessary, a structural unit (see also [role selection](#)). After confirming your selection with “Login” you will be taken to the selected procedure.

The screenshot displays the eLogin interface for the Deutsche Rentenversicherung. At the top, the logo and tagline 'Wir sichern Generationen.' are visible, along with navigation links for Contrast, Home, Language, Help, and Contact. Below this is a green banner for the 'Data Processing Centre of the German Pension Insurance Institutions' with the version '3.8.0.0' and build date '03.06.2024'.

The main content area is titled 'Choose procedure and associated role'. It includes a sidebar with a 'LOGIN' section containing 'Choice of role/s' (highlighted), 'Personal area', 'YOUR CURRENT LOGIN:' (showing 'NUTZER32 - Mustermann, Max'), and 'Logout'. The main area prompts the user to choose a procedure and role from dropdown menus. The selected procedure is 'Optionskommunen Arbeitslosengeld II' and the role is 'Das ist die Rolle 1 für Verfahren ALGII'. A 'Login' button is located at the bottom right of the selection area.

At the bottom of the page, a footer contains copyright information: '© 2025 We secure generations - German pension insurance | Imprint | Data protection | Accessibility | Accessibility (easy language) | Report barrier'.

Figure 14. Procedure and role selection

13. Reset password

A registered user has the opportunity to send a request to the relevant administrators of the organization who have the right to reset the user's password through the eLogin application in the "Reset password" section.

To send a password reset request, click on the "Reset password" link and enter your details in the dialog shown:

- Username/ID
- First name
- Last name
- Birth date
- Email

The screenshot shows the 'Reset password' form in the eLogin system. The header includes the Deutsche Rentenversicherung logo, the slogan 'Wir sichern Generationen.', and navigation links for Contrast, Home, Language, Help, and Contact. Below the header is a green bar with the text 'Data Processing Centre of the German Pension Insurance Institutions' and the version/build date 'Version: 3.8.0.0 - Build date: 03.06.2024'. The main content area is divided into a left sidebar with a 'LOGIN' section containing links for 'Login with user name/ID and password', 'Login with electronic signature card', and 'Reset password' (which is highlighted). The main area is titled 'Reset password' and contains a form with fields for 'User name/ID:', 'First name:', 'Last name:', 'Date of birth:', and 'Email:'. A 'Send' button is located at the bottom right of the form. The footer contains the copyright notice '© 2025 We secure generations - German pension insurance' and links for 'Imprint', 'Data protection', 'Accessibility', 'Accessibility (easy language)', and 'Report barrier'.

Figure 15. Password reset form

First, it checks whether you are registered in the system and then sends an email to the responsible administrators as well as a confirmation email to you.

The screenshot shows the 'Reset has been successful' confirmation message in the eLogin system. The header and navigation links are the same as in Figure 15. The green bar below the header contains the same text. The main content area is divided into a left sidebar with the same 'LOGIN' section. The main area is titled 'Reset has been successful' and contains the text 'The administrators of your organisation have been informed by email that you wish to have your password reset.' The footer is the same as in Figure 15.

Figure 16. Confirmation of successful password reset

If you are not yet registered in the system or if your information differs from the data registered in the system, you will receive the following error message.

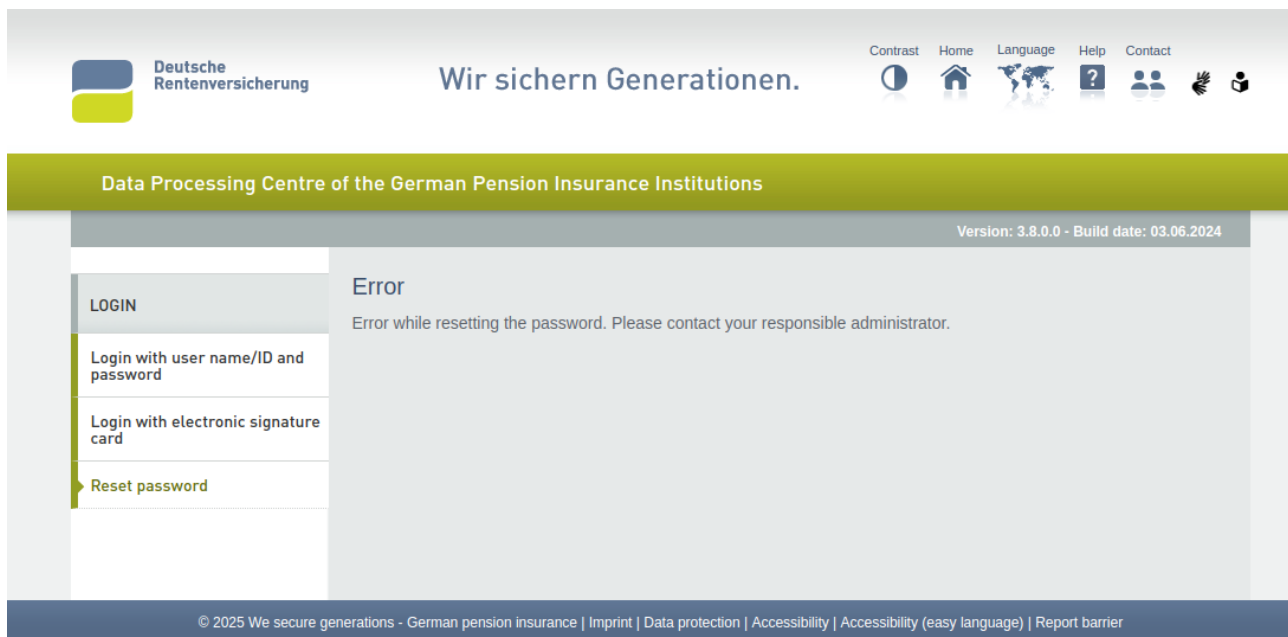


Figure 17. Incorrect password reset

In this case, contact your responsible administrator.

14. Secured areas

The eLogin application defines secured areas that are only accessible to a logged in user. This includes the page with the role selection of the procedures permitted for the user as well as the page with the personal area.

14.1. Role selection

After you have successfully logged in to the eLogin application, you will be redirected to the role selection page if you are approved for multiple procedures or roles/structural units.

Deutsche Rentenversicherung

Wir sichern Generationen.

Contrast Home Language Help Contact

Data Processing Centre of the German Pension Insurance Institutions

Version: 3.8.0.0 - Build date: 03.06.2024

LOGIN

Choice of role/s

Personal area

YOUR CURRENT LOGIN:

NUTZER32 - Mustermann, Max

Logout

Choose procedure and associated role

You are licensed for the following procedures. Please make a choice

Procedure Optionskommunen Arbeitslosengeld II

Role Das ist die Rolle 1 für Verfahren ALGII

Login

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Figure 18. Procedure and role selection

This page shows a list of all process applications approved for you as well as the associated roles and, if available, their structural units. Only entries for which you have authorization are displayed. To switch to one of the process applications shown, select the appropriate role under the desired process. If structural units are also assigned to a role, another selection option is displayed. Please select one of the structural units and then click on the “Register” button. You will then be redirected to the selected procedural application with the desired role and structural unit.

If you do not have authorizations for procedural applications or no roles are assigned to you in the procedural applications, you will receive the following error message:

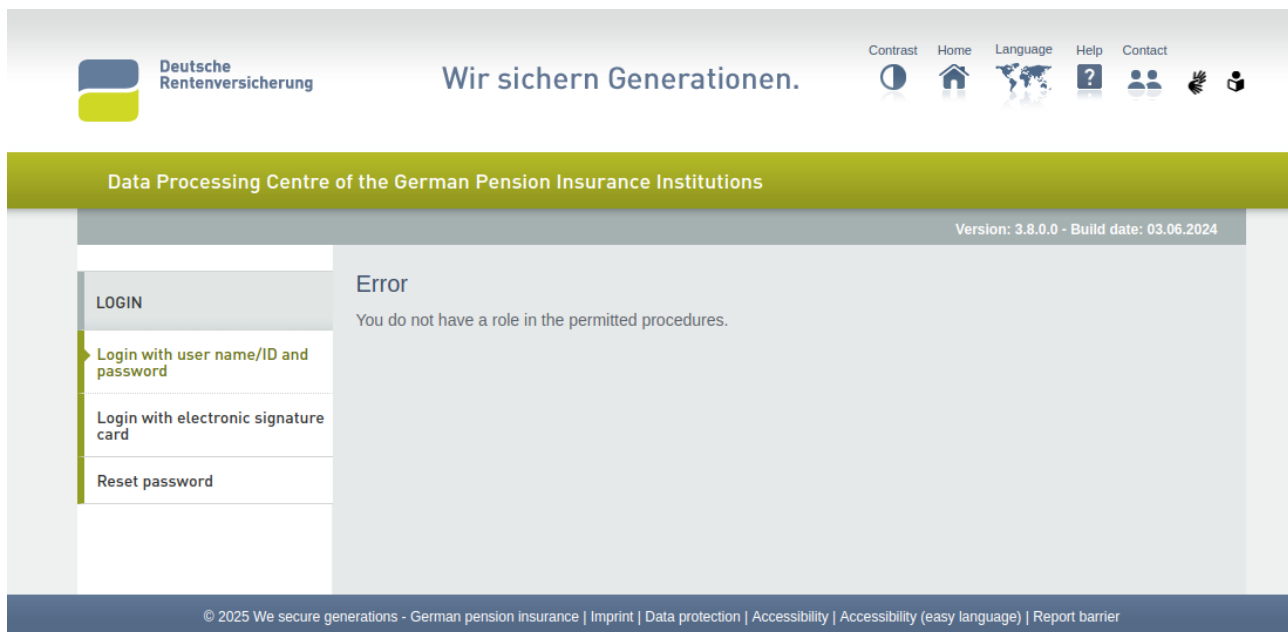


Figure 19. Error message about non-existent role in the approved procedure

In this case, contact your local administrator to check permissions for procedural applications and roles.

14.2. Personal area

After you have logged in, you have the option to switch to your personal area. To do this, click on the "Personal area" link in the left navigation.

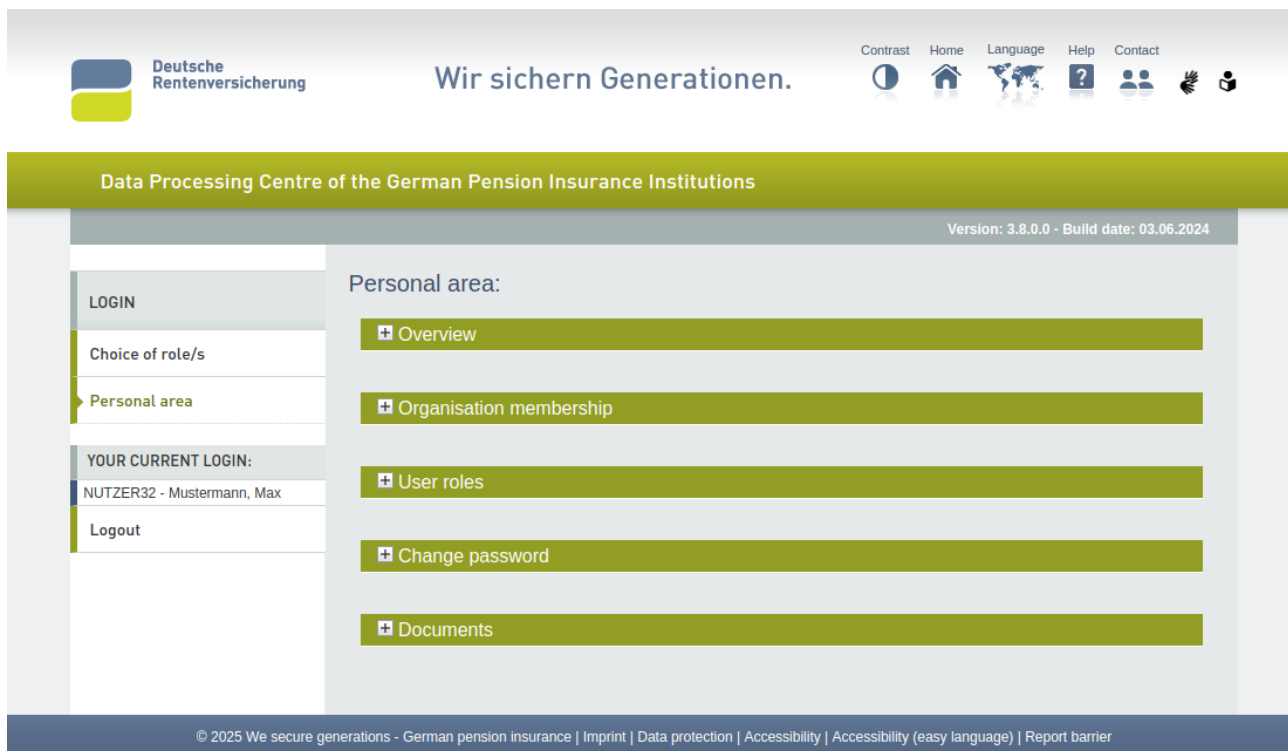


Figure 20. Personal area

This page is divided into five sections: Quick Overview, Organization Affiliation, Roles, Change Password, and Documents. By clicking on the “+” or “-” buttons, the individual areas can be collapsed or expanded. Your personal data is displayed in the “Short overview” area.

Information about your organization and contact details for the associated administrators can be found in the “Organization Affiliation” section.

Grundsicherungsdatenabgleich	GRUSI
Optionskommunen Grundsicherungsdatenabgleich	Das ist die Rolle 3 für Verfahren GRUSI
Optionskommunen Grundsicherungsdatenabgleich	Das ist die Rolle 4 für Verfahren GRUSI
Optionskommunen Grundsicherungsdatenabgleich	Das ist die Rolle 5 für Verfahren GRUSI
Überwachung der Abläufe im Datenverkehr mit den DFUE-Partnern	Das ist die Rolle 1 für Verfahren DFUEMON

Change password

Please note that your password must meet certain requirements:

- Passwords must be between 12 and 20 characters long.
- They must consist of two types of characters (numbers and letters, uppercase and lowercase). They can consist of special characters:
@ / = ! ? \$ % & * - + . , ; : _
- The new password must not be similar to one of the last three passwords you had (password history).

Current password:

New password:

Repeat entry:

Reset

Send

Documents

Conditions of participation and use

User information

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Figure 21. Changing the password

In the “Roles” area you can see an overview of authorized procedures as well as roles and structural units with which you can register for a procedure.

You also have the opportunity to change your current password on this page. To do this, enter your current password in the “Current password” input field. Enter the new password in the “New password” and “Repeat entry” input fields. Please note the password rules that have already been described in the [Section 10.1](#) section.

After you have made your entries, press the “Save” button to change the password. You will then be shown a confirmation page. You will remain logged in, but will only be able to log in with the new password the next time you log in.

Under “Documents” you will find the “User information on the processing of personal data” and the “Terms and Conditions of Participation and Use” for eLogin&NOVA.

15. Logout

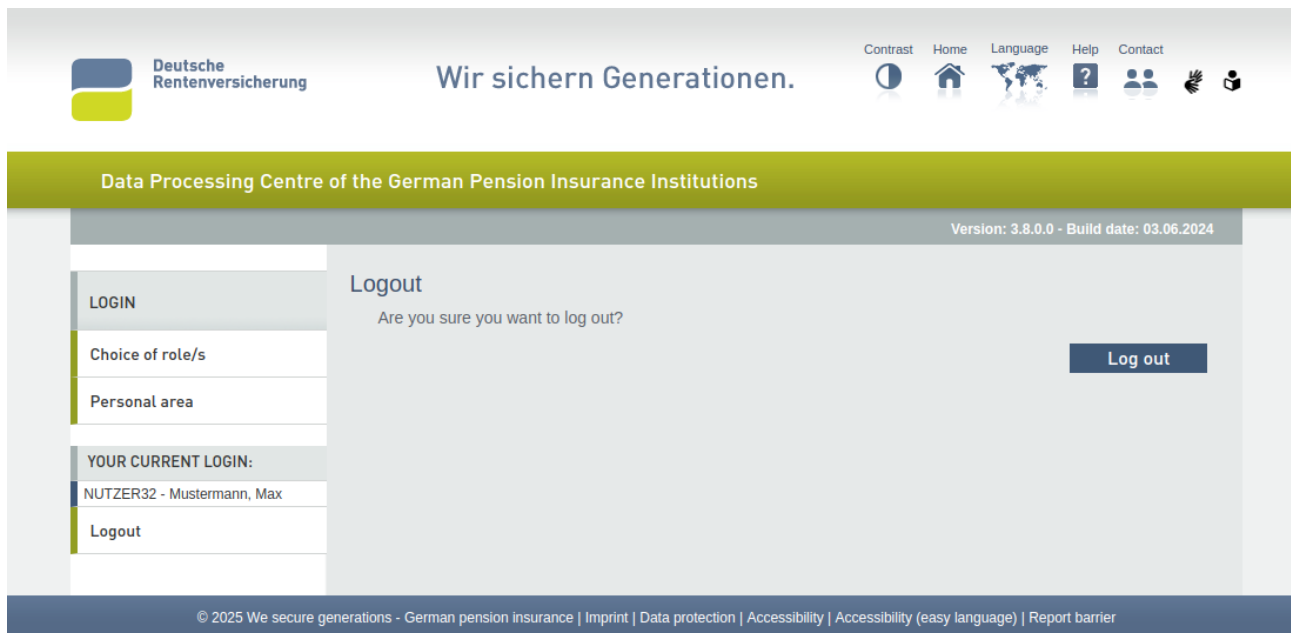


Figure 22. Logout Confirmation

Select the “Logout” menu item and confirm again by clicking the “Logout” button to log out of the application. The logout feature terminates your ongoing session and prevents unauthorized parties from misusing your session information. A confirmation of successful logout appears.

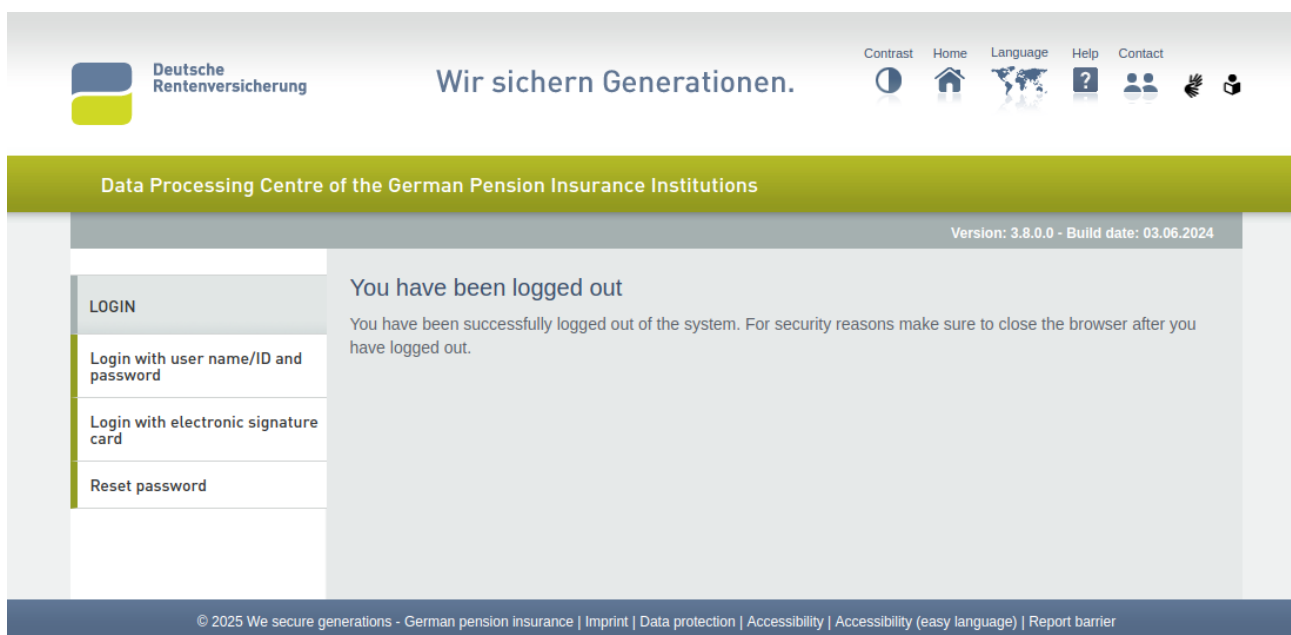


Figure 23. Logout Confirmation