



# AT ISSUER - USP REGISTERING FOR PRODUCTION SYSTEM

20.06.2024



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## 1 General information

Economic operators (manufacturers) who want to register with Track & Trace in Austria require valid access to the Austrian Business Service Portal (USP).

In order to register an organisation in the USP, both the organisation and the person, who is going to act in behalf of it, have to be enrolled in the Austrian registers (Central Registers).

The following steps are necessary for successful registration in the USP Portal:

1. Fill out the form [Supplementary Register for Natural Persons \(ERnP\)](#)
2. Fill out the form [Supplementary Register For Other Data Subjects \(ERsB\)](#)
3. [Nomination of an administrator for the USP](#)

If you have any questions to the Austrian Business Service Portal (USP) registration, please contact [info@usp.gv.at](mailto:info@usp.gv.at).



## 2 Fill out the form Supplementary Register for Natural Persons (ERnP)

Loading page:

<https://www.usp.gv.at/en/ueber-das-usp/index/Mein-USP/Voraussetzungen-fuer-eine-Registrierung.html>

The following page is now loaded:

**Business Service Portal** Topics Services Authorities Forms Mein USP

Home > About the Business Service Portal (USP) > My Business Service Portal ("Mein USP") > Requirements for an USP registration

### About the Business Service Portal (USP)

- Getting started with the Business Service Portal
- My Business Service Portal ("Mein USP")
- Requirements for an USP registration**
- Instructions for entry in the supplementary register for other data subjects (ERsB)
- Instructions for the Registration in the ERnP
- Initial registration as an individual entrepreneur
- Initial registration as a company representative
- Contact

## Requirements for an USP registration

In order to register an organisation in the [USP](#), both the organisation and the person, who is going to act in behalf of it, have to be enrolled in the Austrian registers ([Central Registers](#)).


**Caution**

The **natural person** has to be enrolled in the central registers always before the juridical person (see below).

### Register a natural person

Central registers for natural persons are

- Austrian Central Register of Residents ([ZMR](#))
- Supplementary Register for Natural Persons ([ERnP](#))



Natural persons, who are not enrolled in the Austrian Central Register of Residents, can register with the [ERnP](#) in order to obtain a unique identifier which is required for an electronic identity.



The natural person has to be enrolled in the central registers always before the juridical person.  
For this please fill out the form ERnP (Supplementary Register for Natural Persons)  
You can find help for filling out the form under "Instructions for filling out the form in English".

**Business Service Portal**      Topics    Services    Authorities    Forms    Mein USP    **EN**

[Home](#) > [About the Business Service Portal \(USP\)](#) > [My Business Service Portal \("Mein USP"\)](#) > [Requirements for an USP registration](#)

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## Requirements for an USP registration

In order to register an organisation in the USP, both the organisation and the person, who is going to act in behalf of it, have to be enrolled in the Austrian registers (Central Registers).


**Caution**

The **natural person** has to be enrolled in the central registers always before the juridical person (see below).

### Register a natural person

Central registers for natural persons are

- Austrian Central Register of Residents (ZMR)
- Supplementary Register for Natural Persons (ERnP)



Natural persons, who are not enrolled in the Austrian Central Register of Residents, can register with the ERnP in order to obtain a unique identifier which is required for an electronic identity.

**Please note**

If you have Austrian citizenship and/or your primary residence is in Austria, you are enrolled in the Austrian Central Register of Residents in most cases, therefore a registration with the ERnP is not required. Also, if you use the USP with an electronic identity of an EU member state, you do not have to take any action.

**Form for registering with the Supplementary Register For Natural Persons (ERnP)- only available in German**

**Open Form**

**Instructions for filling out the form in English**

**Open instructions**



Please click the Link "PDF (ausdruckbar)"

## Eintragung in das Ergänzungsregister für natürliche Personen (ERnP)

Österreichweite Formulare

Version	Formular öffnen als	Legende
PDF	<a href="#">PDF (ausdruckbar)</a>	... können Sie mit <a href="#">Acrobat Reader</a> bearbeiten.

Please click the Button "Formular SZRB-ERnP1 öffnen"

### Öffnen des Formulars SZRB-ERnP1 9999

[Formular SZRB-ERnP1 öffnen](#) (ohne Formularimport)

### Importieren von Daten in das Formular SZRB-ERnP1 9999

Hier können Sie Ihre bereits gespeicherten Daten (PDF oder FDF) in das oben angegebene Formular einfügen. Wählen Sie dazu die betreffende Datei von Ihrer Festplatte über den Dialog "Auswahl der PDF- oder FDF-Datei" und klicken Sie anschließend auf den Button "in SZRB-ERnP1 importieren"!

Auswahl der PDF- oder FDF-Datei:  Keine ausgewählt

[in SZRB-ERnP1 importieren](#)

Please send the filled form to: [post.szrb@bmf.gv.at](mailto:post.szrb@bmf.gv.at) and to [info@usp.gv.at](mailto:info@usp.gv.at)



### 3 Supplementary Register For Other Data Subjects (ERsB)

Loading page:

<https://www.usp.gv.at/en/ueber-das-usp/index/Mein-USP/Voraussetzungen-fuer-eine-Registrierung.html>

Business Service Portal

Topics Services Authorities Forms Mein USP

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#### Requirements for an USP registration

In order to register an organisation in the USP, both the organisation and the person, who is going to act in behalf of it, have to be enrolled in the Austrian registers ([Central Registers](#)).


**Caution**

The **natural person** has to be enrolled in the central registers always before the juridical person (see below).

#### Register a natural person

Central registers for natural persons are

- Austrian Central Register of Residents ([ZMR](#))
- Supplementary Register for Natural Persons ([ERnP](#))



Natural persons, who are not enrolled in the Austrian Central Register of Residents, can register with the [ERnP](#) in order to obtain an unique identifier which is required for an electronic identity.

Please scroll further down.

For the registration of the company must fill out the form: Supplementary Register For Other Data Subjects (ERsB)

You can find help for filling out the form under "Instructions for the ERsB form in English".



### Instructions for filling out the form in English

[Open instructions](#)

## Register an organisation

Central Registers for jurical persons are

- Company Register [Firmenbuch]
- Central Association Register (ZVR)
- Supplementary Register For Other Data Subjects (ERsB)



Juridical persons, especially Non-Austrian organisations, can register with the [ERsB](#), if they are not enrolled in the Company Register [Firmenbuch] or Central Association Register (ZVR) and require a unique identifier in order to use Austrian electronic government services, such as the [USP](#).

### Please note

Austrian sole proprietors with a registered trade do not require an entry in the Supplementary Register ([ERsB](#)), as this is done automatically during trade registration.



### Form for registering with the Supplementary Register For Other Data Subjects (ERsB)

*in German - if you have an EU-conform electronic identity*

[Open Form](#)



### Form for registering with the Supplementary Register For Other Data Subjects (ERsB)

*in German and if you do not have an EU-conform electronic identity*

[Open Form](#)



### Instructions for the [ERsB](#) form in English

*(valid for both form variants)*

[Open instructions](#)

Last update: 1 January 2023

Responsible for the content: Federal Ministry of Finance

Please click the Button "Open Form"





The following page is now loaded:

### Antrag auf Eintragung in das Ergänzungsregister für sonstige Betroffene (ERSB)

Umschlag    Daten des Betroffenen    Rechtsträger    Vertretungsberechtigte Person(en)    Daten der Einbringerin / des Einbringers    Kontrolle    PDF-Signatur    Abschluss

**Umschlag**

**Empfänger** ELAK im Bund - BKA  
Bundeskanzleramt

**Ihre Antragsnummer** 24-00004998

**Einleitende und allgemeine Erläuterungen zur Meldung:**  
Dieses Formular ermöglicht die Online-Abwicklung des Antrages auf Eintragung in das Ergänzungsregister für sonstige Betroffene (ERSB) gemäß § 10 Ergänzungsregisterverordnung 2022 iVm § 6 Abs. 4 E-Government-Gesetz. Nach erfolgter Eintragung werden Sie per E-Mail verständigt. Bitte überprüfen Sie regelmäßig auch Ihren **Spam-Ordner**.

Sollten Angaben im Antrag unvollständig oder sonst fehlerhaft sein, werden Sie in der Regel per E-Mail zur Verbesserung aufgefordert.

[Hier geht es zur Datenschutzerklärung.](#)

Die rechtmäßige Verarbeitung der personenbezogenen Daten beruht auf der Grundlage der Bestimmung des Art. 6 Abs. 1 lit c DSGVO (rechtliche Verpflichtung). Siehe § 6 Abs. 4 E-GovG.

**Sicherheitsabfrage \***

7 + 8    Geben Sie bitte das Ergebnis ein

Abbrechen    Weitere...    Weiter

Please fill out the form and click the Button “Weiter”

Please follow the form.

## 4 Nomination of an administrator for the USP

The following data is required to complete the registration in the USP:

- Company name
- Address of the company
- Stammzahl (ERSB number)
- First name, last name, date and place of birth of the desired USP administrator (name as per ERnP)
- Copy of the administrator’s ID card (Example Passport)
- Telephone number and e-mail address for any questions

Once the data required has been completed, the registration process will be initiated and an RSA letter with the USP Administrator user’s access data will be sent to the company’s delivery address.

Please also tell us that the registration is for the tobacco Track & Trace system and send the administrator data to:  
[info@usp.gv.at](mailto:info@usp.gv.at)