

GUIDE FOR REGISTRATION IN ANPD'S ELECTRONIC PROCESS SYSTEM (SEI)



Administrative processes within the National Data Protection Authority (ANPD) are conducted electronically through a platform called Sistema Eletrônico de Informações (SEI).

Electronic filings in processes can only be made by **external users** (individuals authorized to access, sign, and submit electronic documents, through specific registration and permission) who are properly registered.

See below how to register as an external user in SEI.

FIRST STEP | Complete the pre-registration

- ✓ Access the registration portal using the following link:
[External User Login \(SEI\).](#)
- ✓ Click on the option **“Clique aqui para se cadastrar”**
(click here to register)

The screenshot shows the SEI login interface. At the top is the 'sei!' logo. Below it is the title 'Acesso para Usuários Externos'. There are two input fields: 'E mail' with a person icon and 'Senha' with a lock icon. Below these is a blue 'ENTRAR' button. At the bottom right, there are two links: 'Clique aqui para se cadastrar' (underlined) and 'Esqueci minha senha'.

- ✓ After completing the registration, an automatic email will be sent informing the user that the registration has been completed and is pending document submission.

SECOND STEP | Scan the required documents

- ✓ Scan a personal identity document with a photo and tax id number (CPF) – for example, ID card or driver's license.

THIRD STEP | Fill out the Declaration of Agreement and Accuracy

- ✓ After the pre-registration, it is necessary to fill out and sign the [Declaration of Agreement and Accuracy](#) with the same information provided in the registration portal.

REMEMBER. The document can be signed in the following ways:

- ✓ With an [electronic signature from gov.br](#);
- ✓ With an ICP-Brazil Digital Certificate; or
- ✓ By hand (in this case, the signature must match the signature on the identity document scanned in the second step).

FOURTH STEP | Send the documents to the ANPD

- ✓ The scanned personal identity document and the signed Declaration of Agreement and Accuracy must be sent to the following email: protocolo@anpd.gov.br

FIFTH STEP | Wait for access to be granted

- ✓ The timeframe for access to be granted is up to **3 business days** after receiving the documentation.
- ✓ The decision regarding the access will be communicated through the email provided during registration.
- ✓ If any pending issues are identified, the user will be notified by email about the necessary actions.
- ✓ Once access is granted, the user must use their email and personal password to access the system.