**Federal Ministry
Republic of Austria
Climate Action, Environment,
Energy, Mobility,
Innovation and Technology**

ZÜP – Background check / Aviation Security

Guide to the first entry

The Background check / Aviation Security (ZÜP) application can be accessed **via the Business Service Portal (USP)**. An essential prerequisite for this is logging on to the USP with two-factor authentication (citizen card or cell phone signature).

Basically, every company in Austria should have access to the USP. In every company there is one person who is defined as administrator (USP Admin). You have to find this person in your company and ask for the creation of an account (including the assignment of the ZÜP) for you.

Assistance for the USP-Admin to create accounts including assignment of the ZÜP

- Registration at usp.gv.at
- Create USP account for ZÜP user
  - Under "My USP" → Administration/Manage user accounts → Create new account
    - BENID assigned
    - E-mail address must be specified!
  - Download USP identifier (PDF)
    This document contains your TID, BENID and PIN for the initial entry in the USP
    (see "Initial entry in the USP and personification")
- Assign ZÜP application to the new USP accounts
  - Manage administration/procedural rights
    - select appropriate account
    - Environment & Traffic / ZÜP – Zuverlässigkeitsüberprüfung / Aviation Security → "Access ZÜP company" checkbox

How do you get two-factor authentication?

You have three options for two-factor authentication:

- Handy Signature (cell phone signature) see handy-signatur.at/hs2/
- Citizen card see buergerkarte.at
- Finanz Online see finanzonline.bmf.gv.at/fon/

Notes for companies based abroad

Citizen card / cell phone signature
- Entry in the **Supplementary Register** for Natural Persons (ERnP), an application form can be found on the homepage of the Federal Ministry for Digitization and Economic Affairs bmdw.gv.at
- An Austrian cell phone number is required for the cell phone signature
- Issuance of the certificate at an Austrian registration office buergerkarte.at/registrierungsstellen.html

- Further information on the citizen card/cell phone signature can be found at buergerkarte.at/faq-handy.html

Registration in USP

For foreign companies there is a manual registration process, request via usp.gv.at/kontaktformular.html

Initial entry in the USP and personification

To enter the ZÜP via the USP, a two-factor authentication must be performed at the USP. You must therefore personalise your USP account (after first entering the USP with TID, BENID and PIN) with the citizen card (chip card or cell phone signature)

Registration at USP

under usp.gv.at with participant identification (TID), user identification (BENID) and PIN as indicated in the PDF you received from your USP admin (see "Initial entry in the USP and personification"), as well as changing the PIN.
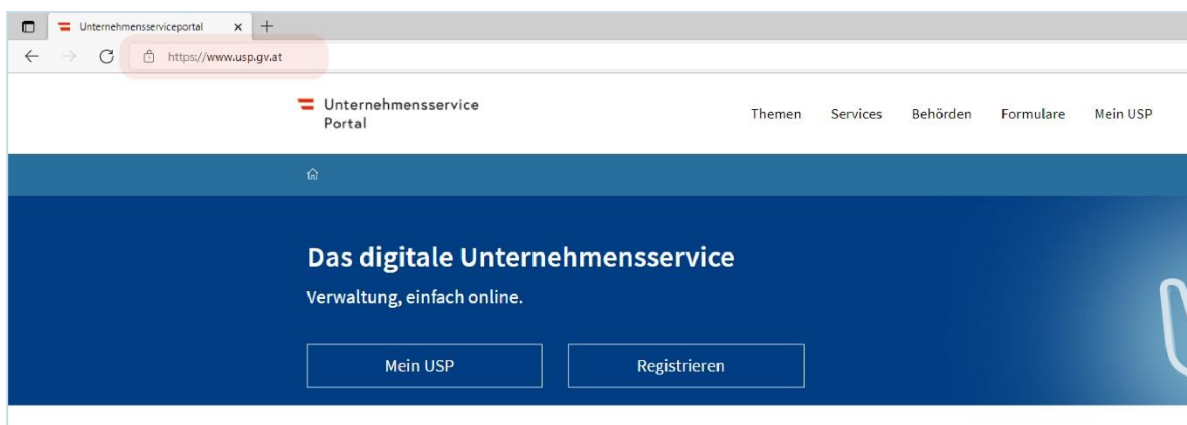
Figure 1 Home page usp.gv.at

Figure 2 Login with USP identifier

You will be prompted to change your PIN when you first enter the system:

Figure 3 Entering the new PIN
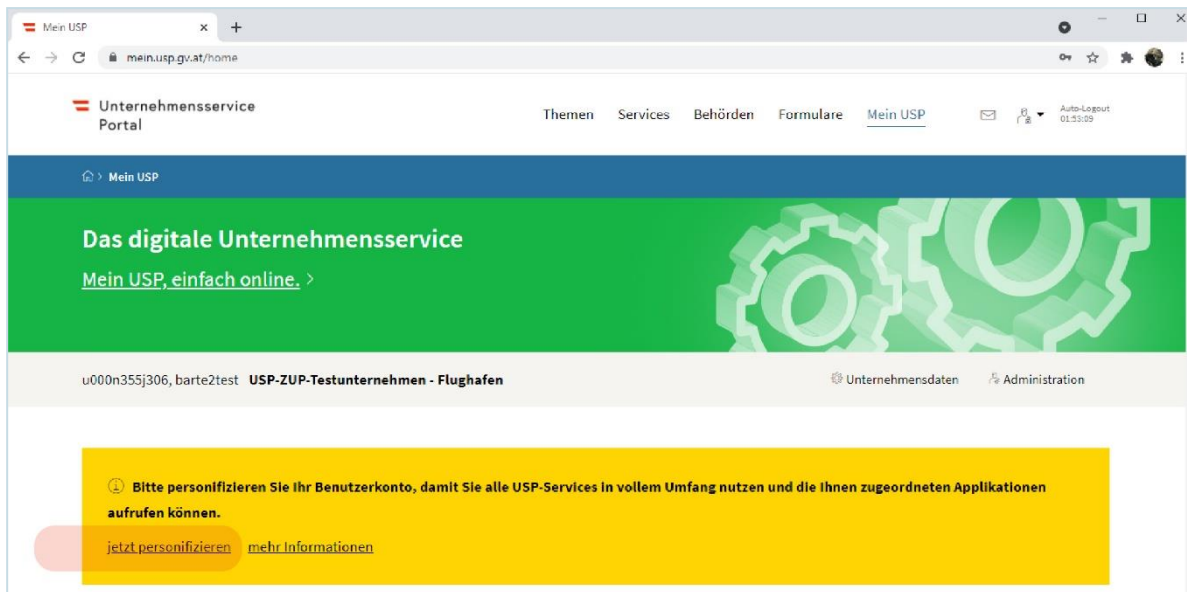
Figure 4 Note on PIN change
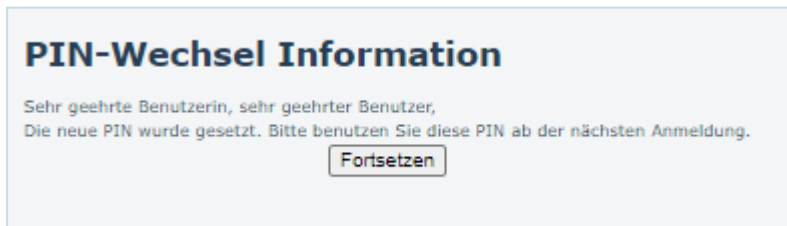
Personification for two-factor authentication

After successful initial registration with TID, BENID and PIN, you can personalize your user account (USP account).
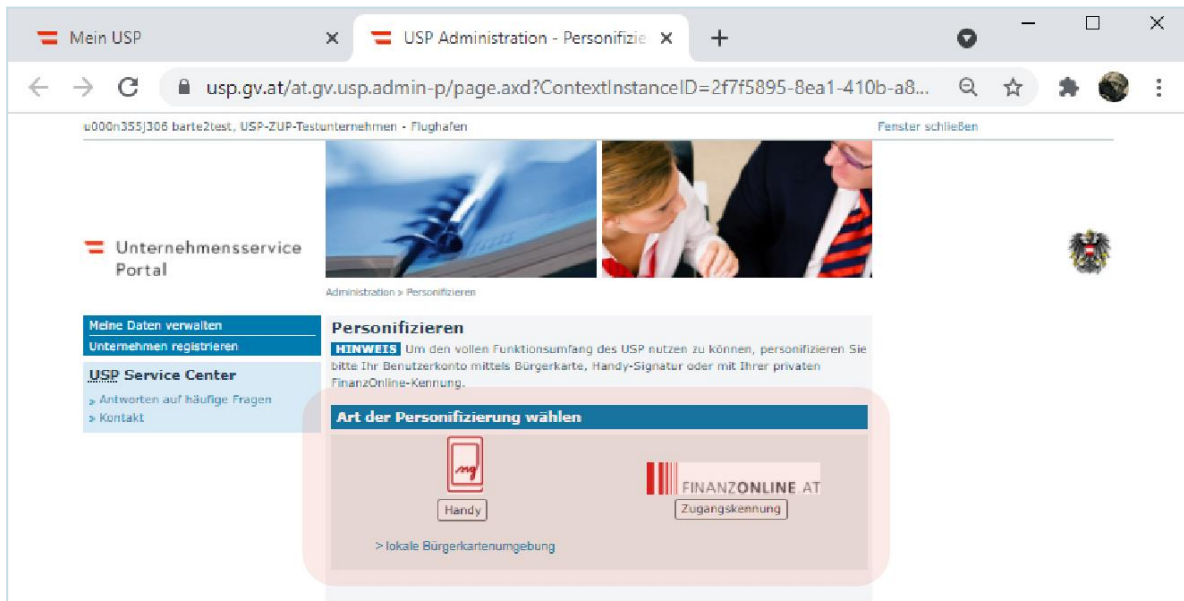
To do this, click on the yellow highlighted link "personalize now".

Figure 5 Path to personification

A new tab opens for selecting the type of personification.

Figure 6 Type of personification

You can choose between cell phone signature, FinanzOnline or citizen card. Depending on your selection, please follow the instructions.

Note

In the USP you will see a timer for the auto logout in the upper right corner. Please note that working in the ZÜP is only possible as long as your login in the USP is active.

First steps in the ZÜP application

If you have successfully logged into the USP with two-factor authentication, you will find the call to the ZÜP under "**My USP**" – this will take you to the ZÜP start page.
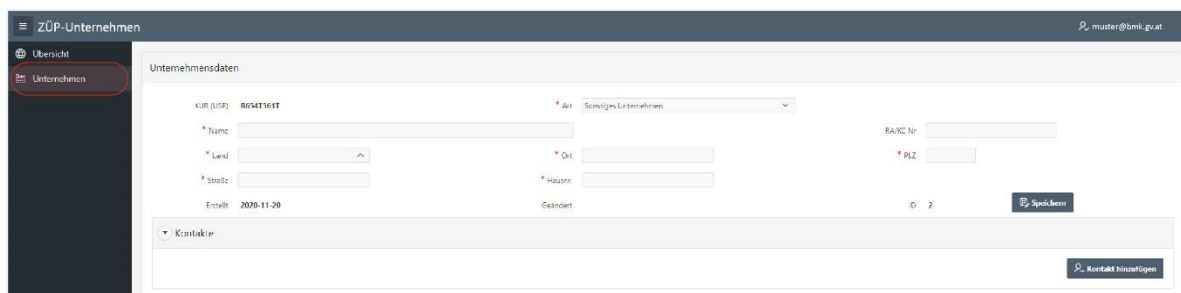
Figure 7 Path to the ZÜP start page

Figure 8 Example BMK Background check

Filling the company data

After the initial access to the ZÜP, the company data must first be filled in. To do this, select "**Company**" in the navigation bar (left) and fill in all **fields marked with ***. Under "**Type**", please select the type of company that applies to you!
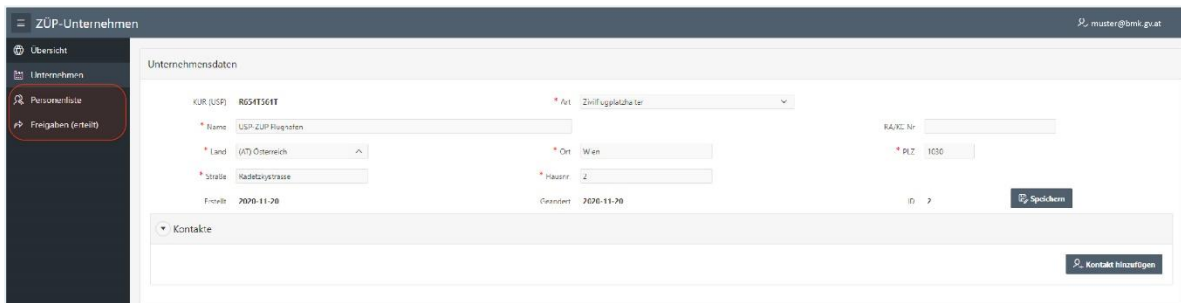
Figure 9 Enter company data

Rights in the ZÜP

Once you have filled in and saved the company data, you will also see "**List of persons**" and "**Approvals granted**" in the navigation bar

Figure 10 Entries of "List of persons" and "Approvals granted

The personal data is recorded under "**Person list**" and, if necessary, releases are issued to an airport. Granted releases are then displayed under "**Releases (granted)**" (for details, see operating instructions).

In order to be able to submit ZÜP requests or ZÜP requests for received releases yourself, you must first request the relevant rights for your company. You can see which rights you have in the overview.

Figure 11 Assigned rights

By default, only the "**Share personal data**" right is assigned. To request additional rights, please use the "**Request rights**" link. A mail window should open and you can formulate your rights request here.

As soon as you have been assigned the rights by the BMK, you will see this on the one hand in the overview, and on the other hand in additional navigation points or the buttons for download and import.

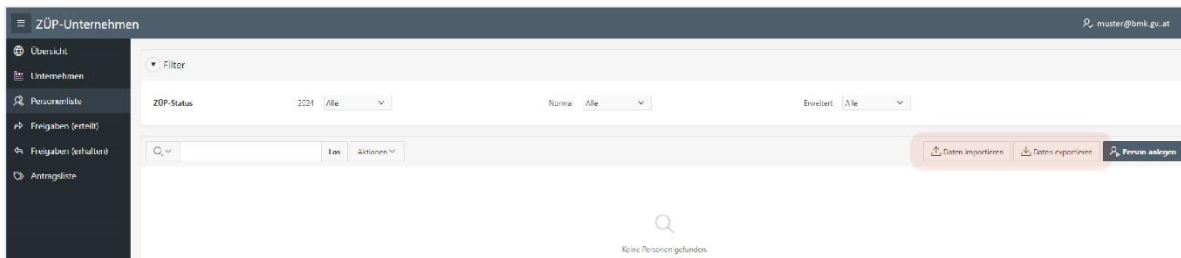The following rights can be requested:

1. Submit ZÜP request
2. Submit ZÜP application when clearance is received
3. Export/Import (JSON)
4. REST API

For example, if all available rights have been assigned, this is what you see:

Figure 12 Example: All rights have been assigned

Figure 13 Displaying the list of persons (importing and exporting data)

The right "**Submit ZÜP application**" can be requested by civil aerodrome operators, air carriers, entities (regulated agents, known consignors and regulated suppliers), trainers and EU validation auditors.

The right "**Submit ZÜP request when clearance is obtained**" can only be requested by civil aerodrome operators.

The "**Export/Import (JSON)**" right can in principle be applied for by any company. However, it only makes sense if personal data can be automatically created or processed in JSON format.

The "**REST API**" right can only be requested by civil aerodrome operators. The operation of this interface naturally requires some preparatory work on your side and on the part of the BMK.

Information block

In the lower left half of the screen you will find the information block with the option to call up the **imprint**, the **privacy policy** and the **operating instructions as** well as further information.
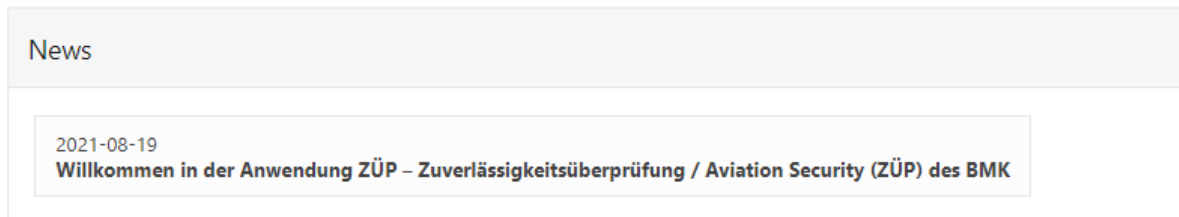
Figure 14 Information block view

News block

In the lower right half of the screen you will find the news block. Here we will publish current information about the Background check.

Figure 15 Example news entry

Technical enquiry
Company service portal
usp.gv.at/contact.html

Legal notice
Federal Ministry for Climate Protection, Environment, Energy, Mobility, Innovation and Technology
Department IV/L 3 Aviation Infrastructure
E-mail: airportsecurity@bmk.gv.at
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