

How to submit a joint application for authorisation in REACH-IT

December 2019

ABC

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How to submit a joint application for authorisation in REACH-IT

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1. Joint applications and IUCLID

As of 16 December 2019, creation of joint application for authorisation has taken place entirely in REACH-IT, and the previously used webforms have been decommissioned.

The way to create the IUCLID dossier for a joint application for authorisation has not changed; the only difference is that the submitting applicant will not anymore attach the joint application form pdf in section 13.

1.1 Report substances and use names only in IUCLID

As the joint application form pdf is not needed anymore, the submitting applicant of the joint application will report the **substances** and **use names** only in the IUCLID dossier.

Please make sure to enter the full use name in IUCLID section 3.10, in the field 'Use concerned by the request'. The content of this text field will appear in the REACH-IT joint application.

REACH Application for authorisation

- 1 General information * 3
- 2 Classification & Labelling and PBT assessment
- 3 Manufacture, use and exposure * 2
 - 3.2 Estimated quantities
 - 3.3 Sites
 - 3.4 Information on mixtures
 - 3.5 Use and exposure information * 2
 - 3.6 Uses advised against
 - 3.7 Environmental assessment from aggregated sources
 - 3.10 Application for authorisation of uses * 2

Application for authorisation of uses.001

Request for authorisation

Use concerned by the request [?] v

test use 1|

10/2000

Related manufacture
None

Related formulation
None

1.2 Multi-substance applications

Note that at the time of writing these instructions, **multi-substance dossiers** are still created in the classic IUCLID view, until the IUCLID web interface is fully developed. When creating a multi-substance application, make sure to include all the information from each dataset in the dossier.

To include all the information from each dataset, open the tab '**Use related categories**' in the dossier creation wizard. Select the option '**Same content for all category members**'.

Dossier creation wizard

Select submission type: Select a submission type, which meets your specific requirements: regulatory programme, type of dossier, tonnage band, member of a joint submission, etc.

The dossier/export template is used to determine which substance or mixture/product documents will be selected by default. The selection can be modified manually in a subsequent step of the dossier creation/export process.
Note that all referenced documents will be automatically detached.

Substance **Use related categories**

Use related categories

Yes

No

Select category (ies)

Content of the dataset(s) of the category member(s)

Same content for all category members (defined by the submission type selected for the main substance)

Limited content for the category members

? Select submission type

Back Next Finish Cancel

2. Joint applications and REACH-IT for the submitting applicant

2.1 Submitting applicant submits joint application dossier

The submitting applicant of the joint application must login to REACH-IT and submit the IUCLID dossier. Start by clicking the link 'Upload a IUCLID dossier' in the menu under Submit > Application for authorisation.

In the third step of the submission wizard, '**Additional details**', it is important to select '**Yes**' in the section '**Related to a joint application**'.

Menu Home Submit a dossier

Submission details Application for authoris... Upload dossier 0264a00b-f8c1-4981-bb... Additional details Confirmation

Contact person: * ? Please let us know the contact person for this submission. We might need to contact them. Assign

Related to a joint application * ? Select Select Yes No

Back to upload dossier

After the submitting applicant has confirmed the submission, a submission report page will be created. The page has a section reserved for the joint application.

Submission status: In progress Submission number: VA183523-41

Substance	Dossier type	Joint application	Contact information
Information not available	Application for authorisation	Company role	Contact details Test Contact @ test.contact@jatest... +3584012345 Edit

Submission processing steps:

- 1 Pre-validation
- 2 Business rules check
- 3 Financial completeness check
- 4 Overall completeness check
- 5 Submission outcome

Submitted information
Submitting company information
Dossier details

REACH-IT will create the joint application page only after the IUCLID dossier submission has reached the business rules check step. Until then the submission report page will remain with limited information.

It may take up to several minutes for the submission to reach the business rules step.

2.2 Joint application creation based on information in the dossier

When the submission has reached the business rules check step, REACH-IT will automatically create the joint application in REACH-IT based on the **uses** and **substances** reported in the IUCLID dossier.

The screenshot displays the REACH-IT submission report for submission number VA183523-41. The submission status is 'In progress'. The interface is divided into several sections:

- Submission status:** In progress. Submission number: VA183523-41. Initial submission.
- Substance and Dossier type:**

Substance	Dossier type
Name: Reaction mass of 2...	Application for authorisation
EC number: -	
CAS number: -	
- Joint application:** 107_JA_VA183523-41. Company role: Submitting applicant. A red box highlights this section, which also contains a 'View joint application' button.
- Contact information:** Contact details for Test Contact, email: test.contact@jatest..., phone: +3584012345. Includes an 'Edit' button.
- Submission processing steps:**
 1. Pre-validation (Completed)
 2. Business rules check (Warning)
 3. Financial completeness check
 4. Overall completeness check
 5. Submission outcome
- Submitted information:** Submitted information, Submitting company information, Dossier details (all expandable).

At this point, the submitting applicant also receives a **message** in their REACH-IT message box. The message contains a **link to the joint application page**, and information concerning the application.

The screenshot shows the REACH IT interface. At the top, there is a navigation bar with 'Menu', 'Home', and 'Advanced search'. Below this is a search bar with the text 'I am looking for: Messages'. The main content area displays 'Results 127 results found' and a 'Download results' button. The primary message is titled 'Joint application for authorisation created' and is dated '12/12/2019'. The message body contains the following text:

The following joint application for authorisation has been successfully created, and you are the submitting applicant.
Joint application name: 107_JA_VA183523-41

Please enter the **joint application page** and finalise the creation by selecting those uses that your company is applying for. You can at the same time communicate the security token and name of the joint application to the co-applicants.

Please provide this information outside REACH-IT.
Joint application name: 107_JA_VA183523-41
Security token: 8b8-f84-4ba5-4138878836
Expiration date: Never expire

You can access the token details or create a new one at any moment in REACH-IT from the [107_JA_VA183523-41](#)

Message information

Joint application for authorisation name:	107_JA_VA183523-41
Substance:	Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Message reading history

User	Date
trantala	12/12/2019 09:49:14

An 'Archive' button is visible at the bottom right of the message content.

2.3 Submitting applicant provides company specific information

Submitting applicant needs to provide company specific information, in similar manner as the co-applicants, upon first entry to the joint application page. Follow the link in the message to enter the wizard.

On the wizard page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently the help on this page is only available in English.

The screenshot shows the 'Join joint application for authorisation' wizard page. The top navigation bar includes 'Menu', 'Home', and the title 'Join joint application for authorisation'. A help icon (book symbol) is circled in red in the top right corner. Below the navigation bar is a progress bar with six steps: 'Name and token' (107_JA_VA183523-41), 'Contact details', 'Uses and sites', 'Role in supply chain', 'Language', and 'Confirmation'. The 'Contact details' step is currently active.

Please specify a Contact person for the joint application:

Contact person: *

Test Contact
 test.contact@jatest.com
 +3584012345

It is essential that:

The contact information is up to date. Your contact details will be displayed in REACH-IT to the other applicants of the joint application.

Need help? ✕

Co-applicants of a joint application need to join a joint application in REACH-IT. Each applicant will be asked to provide information about:

- Contact details
- Uses and sites
- Roles in the supply chain
- Preferred language of the European Commission's decision

If you are not yet a member of a joint application, from this page you will be able to join an existing joint application.

For more support, contact [ECHA](#)

An overview of the information to be provided can be seen as a stepwise metro-line illustration in the upper section of the page.

Menu
Home
Join joint application for authorisation

● Name and token
161_JA_MD672013-53

Contact details

Uses and sites

Role in supply chain

Language

Confirmation

2.3.1 Contact details

First information to provide is **the contact person**. For the submitting applicant, the contact person is by the default the same contact person as for the IUCLID dossier submission. Change the contact person if needed, by clicking the 'Assign' button. Note that this contact information is shown to the other applicants in the joint application.

Please specify a Contact person for the joint application:

Contact person: * ?

👤 test test
✉ test@echa.europa.eu
☎ +35876767677

Assign

It is essential that:

✔

The contact information is up to date. Your contact details will be displayed in REACH-IT to the other applicants of the joint application.

← Back to name and token

Next →

2.3.2 Uses and sites

In the step 'Uses and sites', the applicant must select all the uses that apply to their company.

Carefully select the uses that apply to your company. You cannot change the selections after you have confirmed your participation.

Please select your uses. At least one use must be selected.

Use description	Substance name	Uses and substances applied for	Covers applicant's own sites	Covers downstream users' sites	Number of sites covered
test use 1	Reaction mass of 2-et...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- -
test use 2	Reaction mass of 2-et...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- -

Back to contact Next

For each selected use, the applicant must indicate whether the use **covers their own site**, or **downstream user sites**, or **both**.

Regardless of the site coverage selections, the applicant must provide the **total number of sites** covered by the particular use. Please enter either exact number of the sites, or estimation.

Carefully select the uses that apply to your company. You cannot change the selections after you have confirmed your participation.

Please select at least one site cover for each use. You must also provide number of sites covered by the use. For applicant's own sites: Please provide site address details

Use description	Substance name	Uses and substances applied for	Covers applicant's own sites	Covers downstream users' sites	Number of sites covered
test use 1	Reaction mass of 2-et...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Site address	<input checked="" type="checkbox"/>	> 15
test use 2	Reaction mass of 2-et...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	> >= = ca.

Back to contact Next

If the use covers applicant's own sites, the applicant must provide address details. **Site address** and **country** are required.

Site address list

Number of sites: 1 Add

Sites	Country
Site street 1	Finland ✎ 🗑

Create site

Site address *	Site street 2
Country *	Sweden ✕ ▾

Cancel Save

Close

2.3.3 Role in the supply chain

In the step '**Role in the supply chain**' the applicant must select at least one role. It is possible to select multiple roles.

Menu Home Join joint application for authorisation

Name and token
107_JA_VA183523-41
Contact details
Test Contact
Uses and sites
Role in supply chain
Language
Confirmation

Please select your role in the supply chain. You can select multiple roles for each substance

Substance: Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[(2-ethylhexyl)oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Select your role:

Manufacturer
 Importer
 Only representative
 Downstream user

Good to know:

✔ You can select multiple roles in the supply chain. In case the application concerns more than one substance, you can select different roles for each substance.

Back to uses and sites
Next

Note that for multi-substance applications, applicant is prompted to select the roles per substance.

Menu
Home
Join joint application for authorisation

● Name and token
108_JA_IP183525-19

● Contact details
Test Contact

● Uses and sites

● Role in supply chain

● Language

● Confirmation

Please select your role in the supply chain. You can select multiple roles for each substance

Substance: Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[[2-(2-ethylhexyloxy)-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Select your role:

- Manufacturer
- Importer
- Only representative
- Downstream user

Substance: cholesterol

Select your role:

- Manufacturer
- Importer
- Only representative
- Downstream user

✔ **Good to know:** You can select multiple roles in the supply chain. In case the application concerns more than one substance, you can select different roles for each substance.

← Back to uses and sites
Next →

2.3.4 Language of the decision of the European Commission

In the step **'Language'**, indicate the language for the decision from the European Commission. The options are **the language of the application**, or **the official language of your country**.

Menu
Home
Join joint application for authorisation

● Name and token
107_JA_VA183523-41

● Contact details
Test Contact

● Uses and sites

● Role in supply chain

● Language

● Confirmation

Here you can already:

- ✔ Make a selection concerning the language of the decision that you will receive from the European Commission. The options are either the language of the application, or the official language of your country.

I agree that the European Commission addresses its decision and any related documents in the language of the application and I waive all rights to receive the decision in any other language.

- Yes
- No (if so, the Commission will send you the decision in an official language of your country)

← Back to role in supply chain
Next →

2.3.5 Confirmation

In the final step '**Confirmation**', please review the provided information, and edit when necessary. Note that the provided information cannot be edited after confirmation.

Click the confirmation button when all information is correct.

Menu Home Join joint application for authorisation

Name and token
107_JA_VA183523-41
Contact details
Test Contact
Uses and sites
Role in supply chain
Language
Yes
Confirmation

Please review the joint application participation:

Name:

Joint application name: 107_JA_VA183523-41

Contact details

Contact person: Test Contact
 test.contact@jatest.com
 +3584012345

[Edit](#)

Uses and sites

Use	Substance	Cover own sites	Cover downstr...	Sites covered
test use 1	Reaction mas...	Yes	Yes	>15

[Edit](#)

Role

Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[(2-ethylhexyl)oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Manufacturer

Importer

[Edit](#)

Decision language same as in application?

Yes

[Edit](#)

Are you ready to confirm your joint application participation?

[If yes, please confirm your joint application](#)

***If not**, you may edit the information of any step or **cancel** the creation of the joint application.

None of the information will be stored in REACH-IT if you choose to start over or cancel the participation.

After successful confirmation, click the joint application name to view **the joint application page**.

Menu Home Join joint application for authorisation

Name and token 107_JA_VA183523-41 Contact details Test Contact Uses and sites Role in supply chain Language Yes Confirmation

Name:

Joint application name: 107_JA_VA183523-41

Contact details

Contact person: Test Contact
 test.contact@jatest.com
 +3584012345

Substances and uses

Use	Substance	Cover own sites	Cover downstr...	Sites covered
test use 1	Reaction mas...	Yes	Yes	>15

Role

Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[(2-ethylhexyl)oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Manufacturer
 Importer

Decision language same as in application?

Yes

You have successfully joined

Joint application name:
107_JA_VA183523-41

Download Confirmation as PDF

A message confirming your joint application participation has been sent to your [message box](#).

You have access to the [joint application page](#).

At this point, the submitting applicant also receives a **message** in their REACH-IT message box. The message contains a **link to the joint application page**, and information concerning the application.

The submitting applicant will receive a similar message every time a co-applicant has successfully joined the joint application.

The screenshot displays the REACH-IT user interface. At the top, there is a navigation bar with 'Menu', 'Home', and 'Advanced search' options. Below this, a search bar indicates 'I am looking for: Messages'. The main content area shows 'Results 128 results found' and a 'Download results' button. The message content is as follows:

Subject: Joint application participation confirmed
Type: Joint applicati...
Related to:
Date: 12/12/2019

Message information

Joint application for authorisation name: 107_JA_VA183523-41

Substance: Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Message reading history

User	Date
trantala	12/12/2019 10:22:42

An 'Archive' button is visible at the bottom right of the message content area.

2.4 Send security token and name of the application to co-applicants

Send to the co-applicants **the security token**, along with the name of the joint application. The co-applicants can join the joint application immediately after receiving the information from the submitting applicant.

If submitting applicant wishes, he can create a new security token, and set an expiry date. A new security token can be created on **the joint application page**.

2.5 Joint application page – submitting applicant

On the joint application page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently help on this page is only available in English.

The screenshot displays the 'Overview' section of a joint application for authorisation in REACH IT. The page title is '107_JA_VA183523-41'. The status is 'Dossier in progress' and 'Scope not confirmed'. The main content area is divided into three columns: Substance, Joint application information, and Submitting applicant contact. The Substance column shows 'Reaction mass of 2-ethylhex...'. The Joint application information column includes the application name '107_JA_VA183523-41', supplementary information (with an 'Edit' button), and security token details (f67-571-1d73-3131829937, expiry date 31/12/2019, and a 'Create new token' button). The Submitting applicant contact column shows 'Test Contact' with email '@test.contact@jatest.com' and phone '+3584012345' (with an 'Edit' button). A 'Reference number' section shows 'N/A' and 'Company role'. A 'Joint application contact' section shows 'Test Contact' with email '@test.contact@jatest.com' and phone '+3584012345' (with an 'Edit' button). A 'Download applicant details' button is visible at the bottom right. The sidebar on the right, titled 'Need help?', provides instructions on how to use the page, including a list of components (Applicants, Substances, Uses) and a list of uses (Site coverage, Total number of sites covered, Site addresses for applicant's own sites). It also explains the scale of use information and provides instructions on how to confirm the scope of the application.

2.5.1 Overview section

Submitting applicant has slightly different view of the joint application page as compared to the co-applicant view. Submitting applicant has the following action buttons that are not available to the co-applicants:

- Confirm scope of joint application
- Edit (Supplementary information)
- Create new token

Additionally submitting applicant, and co-applicants, have the following actions buttons available:

- Edit (Joint application contact)
- Download applicant details

2.5.1.1 Confirm scope of joint application

This button will remain disabled until at least one co-applicant has joined the joint application.

When all the co-applicants have joined the joint application, the submitting applicant is required to **review the information** on the joint application page, and then confirm the scope.

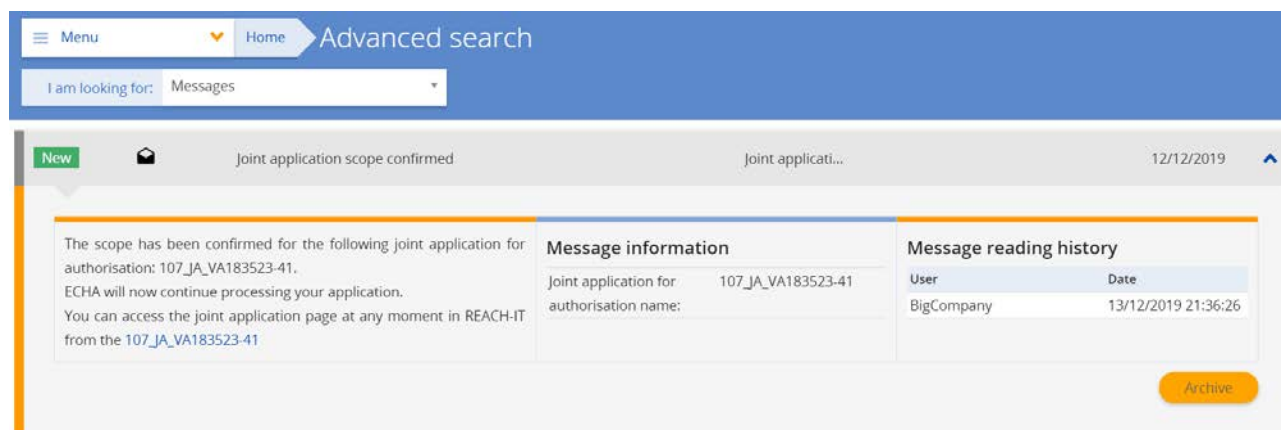
Company	Joint application contact	Company role	Decision language same as in application?
TestCorporation	Test Contact @ test.contact@jatest.com +3584012345	Submitting applicant	Yes
BigCompany	Big Company test1 @ reach@domain.com	Co-applicant	

Note that once the scope has been confirmed, any new applicants cannot join the application.

After confirmation, the scope status will change and the status bar changes colour to green.

Substance	Joint application information	Submitting applicant contact
Name	Joint application name	Contact details

All the applicants in the joint application will receive a message about the confirmation of the scope.

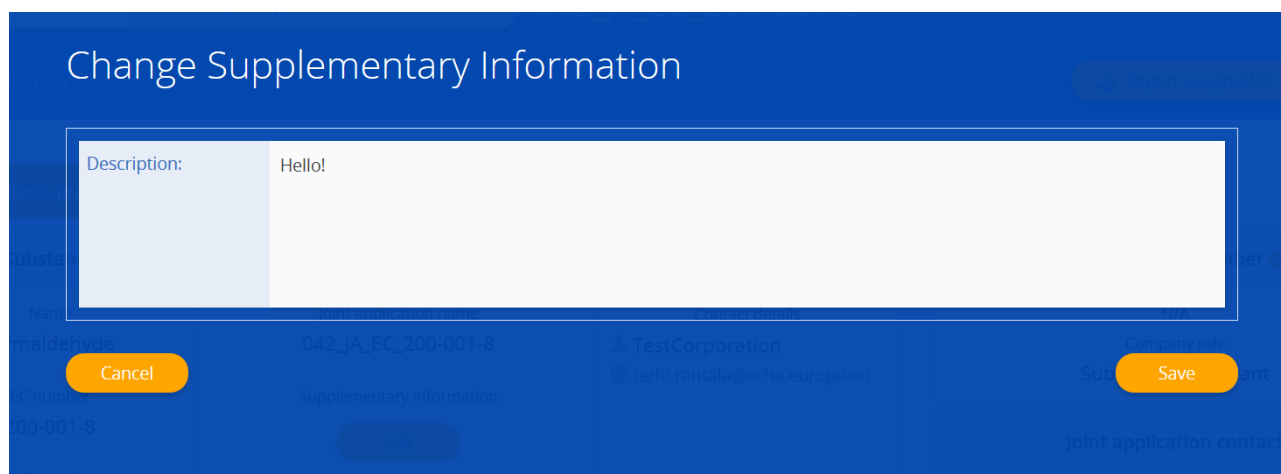


The screenshot shows the REACH IT interface. At the top, there is a navigation bar with 'Menu', 'Home', and 'Advanced search'. Below this, a search bar contains 'I am looking for: Messages'. The main content area is titled 'Joint application scope confirmed' and includes a 'New' button, a home icon, and a date '12/12/2019'. The message content states: 'The scope has been confirmed for the following joint application for authorisation: 107_JA_VA183523-41. ECHA will now continue processing your application. You can access the joint application page at any moment in REACH-IT from the 107_JA_VA183523-41'. To the right, there is a 'Message information' section with 'Joint application for authorisation name: 107_JA_VA183523-41' and a 'Message reading history' table with columns 'User' and 'Date', showing a single entry for 'BigCompany' on '13/12/2019 21:36:26'. An 'Archive' button is located at the bottom right of the message content.

ECHA will continue processing the application only after the scope has been confirmed.

2.5.1.2 Edit (Supplementary information)

In the joint application information section, leave a message to the applicants of the joint application by clicking the button 'Edit' under '**Supplementary information**'. The text is visible to all the applicants of the joint application.



The screenshot shows a dialog box titled 'Change Supplementary Information'. It features a text input field with the label 'Description:' and the text 'Hello!'. Below the input field, there are two buttons: 'Cancel' on the left and 'Save' on the right. The background is a solid blue color.

2.5.1.3 Create new token

Create a new **security token** to the joint application by clicking the button '**Create new token**'. If needed, set an expiry date for the token. Note that the old token will be invalid after creation of a new token.

Create new security token

Set a new expiry date and click Create to generate a new security token for the joint application 107_JA_VA183523-41

Token expiry date:

End of:
 Never expire

December 2019


Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Cancel

Security token: 8b8-f84-4ba5-4138878836

Expiry date: Never expire

New security token created

 The token has been created successfully! Please provide it to the potential applicants that want to confirm their membership to the joint application

Joint application name:
107_JA_VA183523-41

New security token:
f67-571-1d73-3131829937

107_JA_VA183523-41 Token expiry date: 31/12/2019

Ok

2.5.2 Scope of the joint application for authorisation

Below the overview section is the **'Scope of the joint application for authorisation'** section. This section lists all the

- Substances
- Uses
- Applicants

that concern this joint application.

Substances

Total number of substances: 1

Substance number	Substance name	EC number	CAS number	Annex XIV entry number
1	Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)			22

Uses

Total number of uses: 2

Substance name	Applied use name
Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)	test use 1
Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)	test use 2

Applicants

Company	Joint application contact	Company role	Decision language same as in application?
TestCorporation	Test Contact test.contact@jatest.com +3584012345	Submitting applicant	Yes

Uses applied for authorisation

2.5.3 Uses applied for authorisation

The last section on the page is 'Uses applied for authorisation'. This section maps each **use per substance per applicant combination**, as selected by each applicant. The use reference number is based on the reference number that will be available once ECHA has received the application fee.

Reference number ⓘ

11-2114088494-38-0000

Company role
Submitting applicant

Each applicant can view their **own scale of use** under each use, by clicking open the use.

In order to confirm the full scope of the application, submitting applicant can view the co-applicants' scale of use information. However the co-applicants cannot view other applicants' scale of use information.

Menu Home Joint application for authorisation 107_JA_VA183523-41

Overview [Confirm scope of joint application](#)

Scope of the joint application for authorisation [Download applicant details](#)

Uses applied for authorisation

Results 1 results found

Substance name	Applied use name	Applicant	Applicant's role(s) in the supply chain	Use reference number
Reaction mass of 2-ethylhexyl 10-et... test use 1		TestCorporation	Manufacturer/Importer	

Scale of use

Covers applicant's own sites: Yes
Covers downstream users' sites: Yes

Number of sites: >15

Site address:
1. Site street 2 - Sweden
2. Site street 1 - Finland

2.6 Send security token to the co-applicants

Send to the co-applicants **the security token**, along with **the name of the joint application**. The co-applicants can join the joint application immediately after receiving the information from the submitting applicant.

If submitting applicant wishes, he can create a new security token, and set an expiry date. A new security token can be created on **the joint application page**.

3. Joint application and REACH-IT for the co-applicant

3.1 Co-applicant joins the joint application

The co-applicant will receive **the name of the joint application** and **the security token** from the submitting applicant. After receiving this information, login to REACH-IT and open the menu. Click **'Join existing'** under 'Joint application for authorisation'.

The screenshot shows the REACH IT dashboard with a blue header and a sidebar menu. The main content area is divided into three columns. The left column contains various application categories like 'Submit', 'Search', and 'Registration'. The middle column is titled 'Joint submission - registration' and contains options like 'Create new', 'Join existing', and 'Search and view'. The 'Join existing' option is highlighted with a red box. The right column contains 'Manage company' options like 'Company information', 'Company size', and 'Legal entity change'.

On the wizard page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently the help on this page is only available in English.

The screenshot shows the wizard page for 'Join joint application for authorisation'. The header is blue with a 'Menu' button and a 'Home' button. The main content area is divided into two columns. The left column contains a form with two input fields: 'Joint application name: *' and 'Security token: *'. The right column contains a list of checkboxes and instructions for joining a joint application for authorisation.

Please specify the name and the token of the joint application:

Joint application name: * *Enter the name of the joint application you want to join*

Security token: * *Enter the token of the joint application you want to join*

Are you ready to join a joint application for authorisation?
Before continuing, make sure that:

- The company size is correct. You can find out how to determine the company size if you are unsure.
- The joint application's submitting applicant has provided you with the exact joint application name and security token. Contact the submitting applicant if you do not have the information.

Need help? ✕

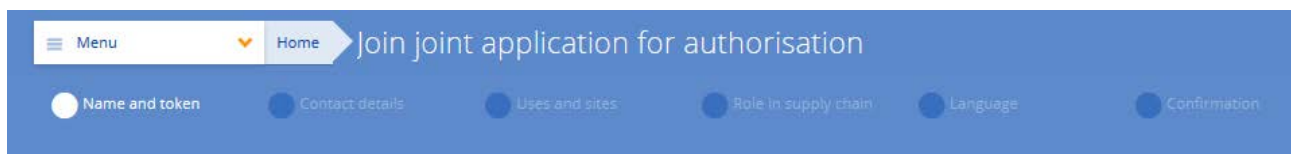
Co-applicants of a joint application need to join a joint application in REACH-IT. Each applicant will be asked to provide information about:

- Contact details
- Uses and sites
- Roles in the supply chain
- Preferred language of the European Commission's decision

If you are not yet a member of a joint application, from this page you will be able to join an existing joint application.

For more support, contact [ECHA](#)

An overview of the information to be provided can be seen as a stepwise metro-line illustration in the upper section of the page.



3.1.1 Name and token

First, provide the joint application name and the security token.

Menu
Home
Join joint application for authorisation
☰

Name and token
Contact details
Uses and sites
Role in supply chain
Language
Confirmation

Please specify the name and the token of the joint application:

Joint application name: *	107_JA_VA183523-41
Security token: *	f67-571-1d73-3131829937

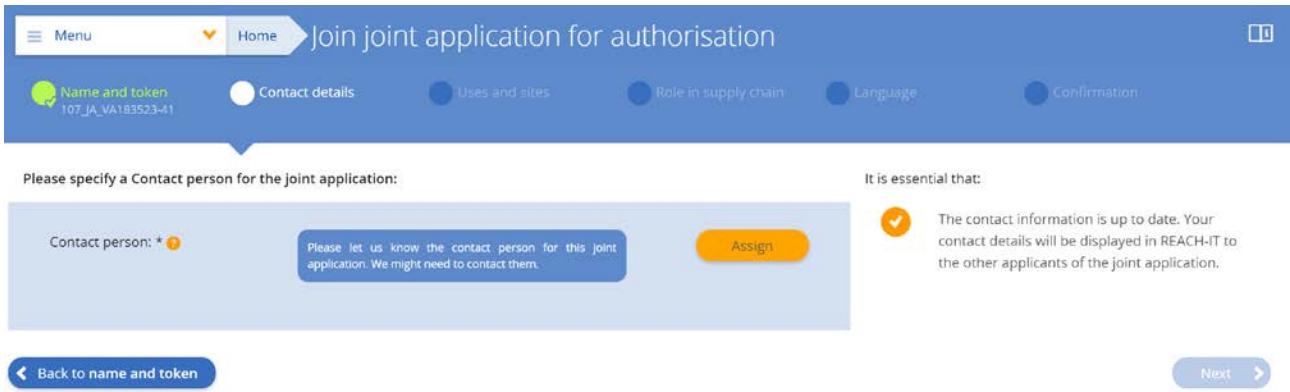
Are you ready to join a joint application for authorisation?
Before continuing, make sure that:

- ✔ The company size is correct. You can find out [how to determine the company size](#) if you are unsure.
- ✔ The joint application's submitting applicant has provided you with the exact joint application name and security token. Contact the submitting applicant if you do not have the information.

Next >

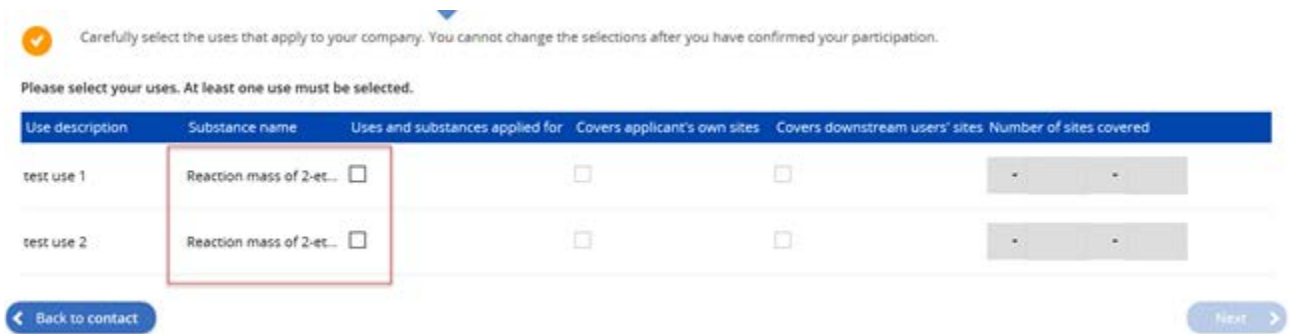
3.1.2 Contact details

In the next step, provide **the contact person details**. Note that this contact information is shown to the other applicants in the joint application.



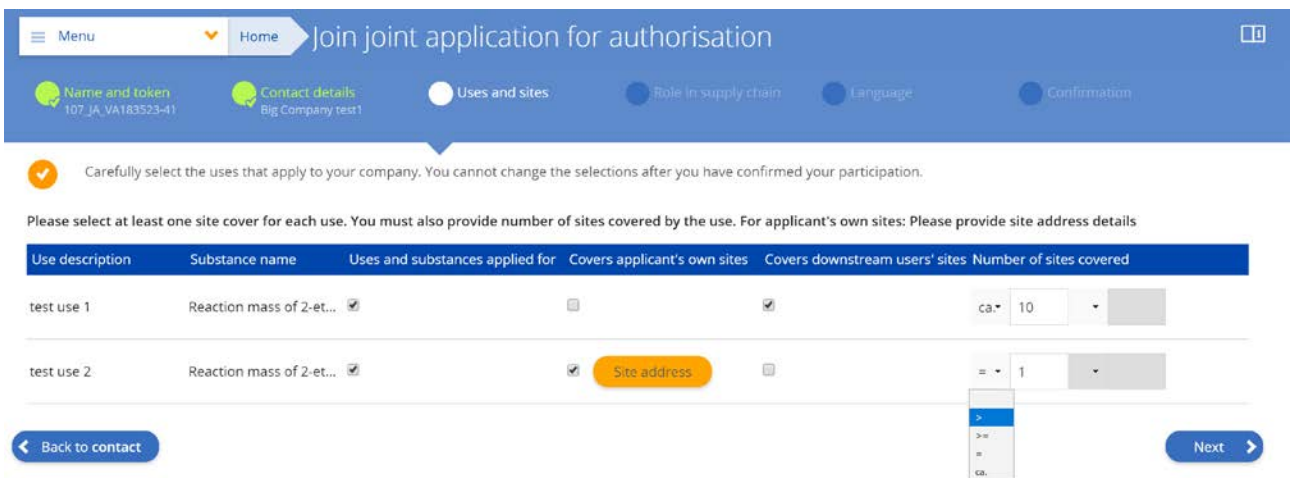
3.1.3 Uses and sites

In the step ‘Uses and sites’, the applicant must select all the uses that apply to their company.



For each selected use, the applicant must indicate whether the use **covers their own site, or downstream user sites, or both.**

Regardless of the site coverage selections, the applicant must provide the **total number of sites** covered by the particular use. Please enter either exact number of the sites, or estimation.



If the use covers applicant’s own sites, the applicant must provide address details. **Site address** and **country** are required.

Site address list

Number of sites: 0 Add

Sites	Country
Create site	
Site address *	Site sreet 3
Country *	Greece x ▾

Cancel Save

Close

3.1.4 Role in the supply chain

In the step 'Role in the supply chain' the applicant must select at least one role. It is possible to select multiple roles.

Menu Home Join joint application for authorisation

Name and token
107_JA_VA183523-41

Contact details
Big Company test1

Uses and sites

Role in supply chain

Language

Confirmation

Please select your role in the supply chain. You can select multiple roles for each substance

Substance: Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[(2-ethylhexyl)oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Select your role:

- Manufacturer
- Importer
- Only representative
- Downstream user

Good to know:

- ✔ You can select multiple roles in the supply chain. In case the application concerns more than one substance, you can select different roles for each substance.

Back to uses and sites
Next

Note that for multi-substance applications, the applicant is prompted to select the roles per substance.

Menu Home Join joint application for authorisation

Name and token 108_JA_JP183525-19 Contact details Test Contact Uses and sites Role in supply chain Language Confirmation

Please select your role in the supply chain. You can select multiple roles for each substance

Good to know:

- You can select multiple roles in the supply chain. In case the application concerns more than one substance, you can select different roles for each substance.

Substance: Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-(2-ethylhexyloxy)-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Select your role:

- Manufacturer
- Importer
- Only representative
- Downstream user

Substance: cholesterol

Select your role:

- Manufacturer
- Importer
- Only representative
- Downstream user

Back to uses and sites Next

3.1.5 Language of the decision of the European Commission

In the step '**Language**', indicate the language for the decision from the European Commission. The options are **the language of the application**, or **the official language of your country**.

Menu Home Join joint application for authorisation

Name and token 107_JA_VA183523-41 Contact details Big Company test1 Uses and sites Role in supply chain Language Confirmation

Here you can already:

- Make a selection concerning the language of the decision that you will receive from the European Commission. The options are either the language of the application, or the official language of your country.

I agree that the European Commission addresses its decision and any related documents in the language of the application and I waive all rights to receive the decision in any other language.

- Yes
- No (if so, the Commission will send you the decision in an official language of your country)

Back to role in supply chain Next

3.1.6 Confirmation

In the final step '**Confirmation**', please review the provided information, and edit when necessary. **Note that the provided information cannot be edited after confirmation.**

Click the confirmation button when all information is correct.

Menu
Home

Join joint application for authorisation

● Name and token
107_JA_VA183523-41
● Contact details
Big Company test1
● Uses and sites
● Role in supply chain
● Language
No
● Confirmation

Name:
Joint application name: 107_JA_VA183523-41 Edit

Contact details
Contact person: Big Company test1
 reach@domain.com

Edit

Uses and sites

Use	Substance	Cover own sites	Cover downstr...	Sites covered
test use 1	Reaction mas...	No	Yes	ca.10
test use 2	Reaction mas...	Yes	No	=1

Edit

Role
Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[(2-ethylhexyl)oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Importer

Downstream user

Edit

Decision language same as in application?
No

Edit

Are you ready to confirm your joint application participation?

If yes, please confirm your joint application

***If not**, you may edit the information of any step or **cancel** the creation of the joint application.

None of the information will be stored in REACH-IT if you choose to start over or cancel the participation.

After successful confirmation, click the joint application name to view **the joint application page**.

Menu Home Join joint application for authorisation

Name and token 107_JA_VA183523-41 Contact details Big Company test1 Uses and sites Role in supply chain Language No Confirmation

Name:

Joint application name: 107_JA_VA183523-41

Contact details

Contact person: Big Company test1 reach@domain.com

Substances and uses

Use	Substance	Cover own sites	Cover downstr...	Sites covered
test use 1	Reaction mas...	No	Yes	ca.10
test use 2	Reaction mas...	Yes	No	=1

Role

Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[(2-ethylhexyl)oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Importer

Downstream user

Decision language same as in application?

No

You have successfully joined

Joint application name:
107_JA_VA183523-41

Download Confirmation as PDF

A message confirming your joint application participation has been sent to your message box.

You have access to the joint application page.

At this point, the co-applicant also receives a **message** in their REACH-IT message box. The message contains a **link to the joint application page**, and information concerning the application.

The submitting applicant will receive a copy of this message at the same time.

Menu Home Advanced search

I am looking for: Messages

New Joint application participation confirmed Joint applicati... 12/12/2019

Joint application participation has been confirmed for the following joint application: 107_JA_VA183523-41. You can access the joint application details at any moment in REACH-IT from 107_JA_VA183523-41.

Message information

Joint application for authorisation name: 107_JA_VA183523-41

Substance: Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)

Message reading history

User	Date
BigCompany	13/12/2019 19:22:18

Archive

3.2 Joint application page – co-applicant

On the joint application page, open the help text by clicking the book symbol in the upper left corner of the page. Note that currently help on this page is only available in English.

Menu Home Joint application for authorisation 107_JA_VA183523-41

Overview

Dossier in progress Scope confirmed

Substance	Joint application information	Submitting applicant contact	Reference number
Name Reaction mass of 2-ethylhex...	Joint application name 107_JA_VA183523-41	Contact details Test Contact @test.contact@jatest.com +3584012345	N/A Company role Co-applicant
EC number ..	Supplementary information		Joint application contact
CAS number ..			Contact details Big Company test1 @reach@domains.com Edit

Scope of the joint application for authorisation Download applicant details

Uses applied for authorisation

Need help?

This page provides an overview of the joint application's details. The details are based on the IUCLID dossier, submitted by the submitting applicant; and the information entered by each applicant.

The scope of the joint application consists of the following components and their confirmed combinations:

- Applicants
- Substances
- Uses

Each applicant-substance-use combination is completed with a scale of use information. This information has been reported by each applicant for their own uses:

- Site coverage (applicant and/or downstream users)
- Total number of sites covered
- Site addresses for applicant's own sites

The scale of use information is visible to the submitting applicant and the concerned company, however not the other co-applicants.

If you are the submitting applicant, you will see the action button:

Confirm the scope of the application

This button is available for the submitting applicant when at least one co-applicant has confirmed participation to the joint application. Submitting applicant must review carefully the content of the joint application, and confirm the scope only after all co-applicants have confirmed participation to the joint application.

ECHA will only process the joint application further once the scope has been confirmed.

More information on how to prepare and submit an application for authorisation can be found on the ECHA website.

For more support, contact ECHA.

3.2.1 Overview section

The co-applicant has slightly different view of the joint application page as compared to the submitting applicant view.

Co-applicant has the following actions buttons available:

- Edit (Joint application contact)
- Download applicant details

The screenshot shows the 'Overview' section of the REACH IT interface. At the top, there is a navigation bar with 'Menu', 'Home', and 'Joint application for authorisation' followed by the application ID '107_JA_VA183523-41'. Below this is a blue header with an information icon and the word 'Overview'. The main content area is divided into two status boxes: 'Dossier in progress' (orange) and 'Scope not confirmed' (orange). Below these are three columns: 'Substance', 'Joint application information', and 'Submitting applicant contact'. The 'Substance' column shows details for 'Reaction mass of 2-ethylhex...'. The 'Joint application information' column shows 'Joint application name: 107_JA_VA183523-41' and 'Supplementary information: Hello!'. The 'Submitting applicant contact' column shows 'Contact details: Test Contact, test.contact@jatest.com, +3584012345'. To the right, there is a 'Reference number' section showing 'N/A' and 'Company role: Co-applicant'. Below that is a 'Joint application contact' section showing 'Contact details: Big Company test1, reach@domain.com' and an 'Edit' button. At the bottom, there are two expandable sections: 'Scope of the joint application for authorisation' and 'Uses applied for authorisation', both with a 'Download applicant details' button.

Substance	Joint application information	Submitting applicant contact
Name Reaction mass of 2-ethylhex...	Joint application name 107_JA_VA183523-41	Contact details Test Contact test.contact@jatest.com +3584012345
EC number -	Supplementary information Hello!	
CAS number -		

3.2.2 Scope of the joint application for authorisation

Below the overview section is the 'Scope of the joint application for authorisation' section. This section lists all the

- Substances
- Uses
- Applicants

that concern this joint application.

Menu Home Joint application for authorisation 107_JA_VA183523-41

Scope of the joint application for authorisation [Download applicant details](#)

Substances

Total number of substances: 1

Substance number	Substance name	EC number	CAS number	Annex XIV entry number
1	Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)			22

Uses

Total number of uses: 2

Substance name	Applied use name
Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)	test use 1
Reaction mass of 2-ethylhexyl 10-ethyl-4,4-dioctyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate and 2-ethylhexyl 10-ethyl-4-[[2-[[2-ethylhexyl]oxy]-2-oxoethyl]thio]-4-octyl-7-oxo-8-oxa-3,5-dithia-4-stannatetradecanoate (reaction mass of DOTE and MOTE)	test use 2

Applicants

Company	Joint application contact	Company role	Decision language same as in application?
TestCorporation	Test Contact test.contact@jatest.com +3584012345	Submitting applicant	
BigCompany	Big Company test1 reach@domain.com	Co-applicant	No

Uses applied for authorisation

3.2.3 Uses applied for authorisation

The last section on the page is 'Uses applied for authorisation'. This section maps each **use per substance per applicant combination**, as selected by each applicant. The use reference number is based on the reference number that will be available once ECHA has received the application fee.

Reference number ?

11-2114088494-38-0000

Company role
Co-applicant

Each applicant can view their **own scale of use** under each use, by clicking open the use.

In order to confirm the full scope of the application, submitting applicant can view the co-applicants' scale of use information. However the co-applicants cannot view other applicants' scale of use information.

Uses applied for authorisation

Results 3 results found

Substance name	Applied use name	Applicant	Applicant's role(s) in the supply chain	Use reference number
Reaction mass of 2-ethylhexyl 10-et...	test use 1	BigCompany	Importer/Downstream user	
Reaction mass of 2-ethylhexyl 10-et...	test use 1	TestCorporation	Manufacturer/Importer	
Reaction mass of 2-ethylhexyl 10-et...	test use 2	BigCompany	Importer/Downstream user	

Scale of use

Covers applicant's own sites: Yes
Covers downstream users' sites: No

Number of sites: =1

Site address:
1. Site street 3 - Greece

4. Search joint applications

The REACH-IT menu features a separate section for joint application for authorisation.

At any point after providing the company specific information, it is possible to use search to view the joint applications.

Open the menu and click '**Search and view**' under 'Joint application for authorisation'.

The screenshot shows the REACH-IT menu with a 'Menu' button at the top. The menu is divided into three columns. The left column contains various application types such as 'Submit', 'Alternative chemical name request', 'Application for authorisation', 'Classification and labelling notification', 'Downstream user notification of authorised uses', 'Downstream user report', 'Inquiry', 'PPORD notification', 'Data holder information', 'Registration', and 'Substance in articles'. The middle column contains search and navigation options like 'Advanced search', 'Reference numbers', 'Submissions', 'Substances', 'Co-registrants', 'Pre-registrations and pre-SIEFs', 'Classification and labelling', 'Key documents', 'Invoices', 'Contacts', 'Joint submission - registration', 'Create new', 'Join existing', 'Search and view', 'Joint application for authorisation', and 'Join existing'. The 'Search and view' option under 'Joint application for authorisation' is highlighted with a red box. The right column contains management options like 'Manage company', 'Company information', 'Company size', 'Contacts', 'Email notification settings', 'Legal entity change', 'Third party representatives', 'Tasks', 'Messages', 'Terms and Conditions', and 'Logout'.

Use the available search criteria and filters. Sort the results, and download them as csv file.

Menu Home Advanced search

I am looking for: Joint applications

Locate Filters

Reference number: <small>Please enter a minimum of three characters</small>	Company role: Submitting applicant × Co-applicant ×
Joint application name: <small>Please enter a minimum of three characters</small>	Role in supply chain: Importer ×
Substance identity (EC, CAS, Name): <small>Please enter a minimum of three characters</small>	Scope confirmed: Yes ×

Search
Clear

Results 4 results found

[Download results](#)

Joint application name	Reference number	EC number	CAS number	Substance name	Company role	Role in supply chain
042_JA_EC_200-001-8		200-001-8	50-00-0	formaldehyde	Submitting applicant	Importer ▼
056_JA_EC_421-730-1		421-730-1		421-730-1	Co-applicant	Importer ▼
082_JA_EC_421-730-1	11-2114088494-38-0000	421-730-1		421-730-1	Co-applicant	Importer ▼
107_JA_VA183523-41				Reaction mass of 2-ethyl...	Submitting applicant	Manufacturer/Importer ▼

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ECHA.EUROPA.EU