

User account management for ePIC

Webinar on ePIC for Industry

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Agenda

- Understanding ECHA Accounts
- Start using ECHA Accounts
- Account management
- Further support

Understanding ECHA Accounts



1 – Understanding ECHA Accounts

- *What is ECHA Accounts?*
 - Central point to gain access to ECHA's IT tools
 - ePIC from 2 September 2014, other IT tools to follow
- *Why?*
 - It helps you to manage in a single place:
 - Your legal entity account
 - Users related to your account
 - Creation of new users
 - Level of access to users
 - User data update
 - Access to third party users

1 – Understanding ECHA Accounts

- Should I log into ECHA Accounts before accessing ePIC for the first time?
 - Yes. You must. Otherwise, a message indicates that:
 - you have not provided your company details; or
 - no role has been assigned

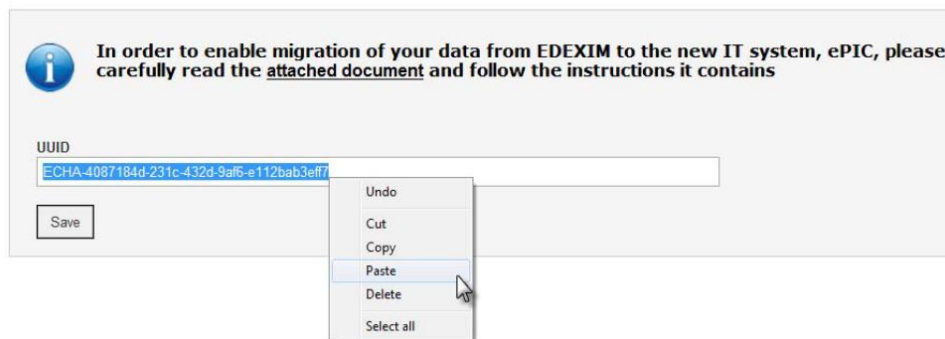
1 – Understanding ECHA Accounts

- How can I use an ECHA Account?
 - SCENARIO 1: REACH-IT userID/password (ex-EDEXIM users)

ECHA migrated legal entity details and user data from REACH-IT to ECHA Accounts

YOU need to verify your email address and assign ePIC role to your user(s)

ECHA Legal Entity Universal Unique Identifier (LE UUID)



The screenshot shows a web interface for setting up an ECHA account. At the top, there is an information icon and a message: "In order to enable migration of your data from EDEXIM to the new IT system, ePIC, please carefully read the attached document and follow the instructions it contains". Below this, there is a text input field labeled "UUID" containing the value "ECHA-4087184d-231c-4324-9af6-e112bab3eff7". A context menu is open over the text field, showing options: "Undo", "Cut", "Copy", "Paste", "Delete", and "Select all". A "Save" button is located below the input field.

1 – Understanding ECHA Accounts

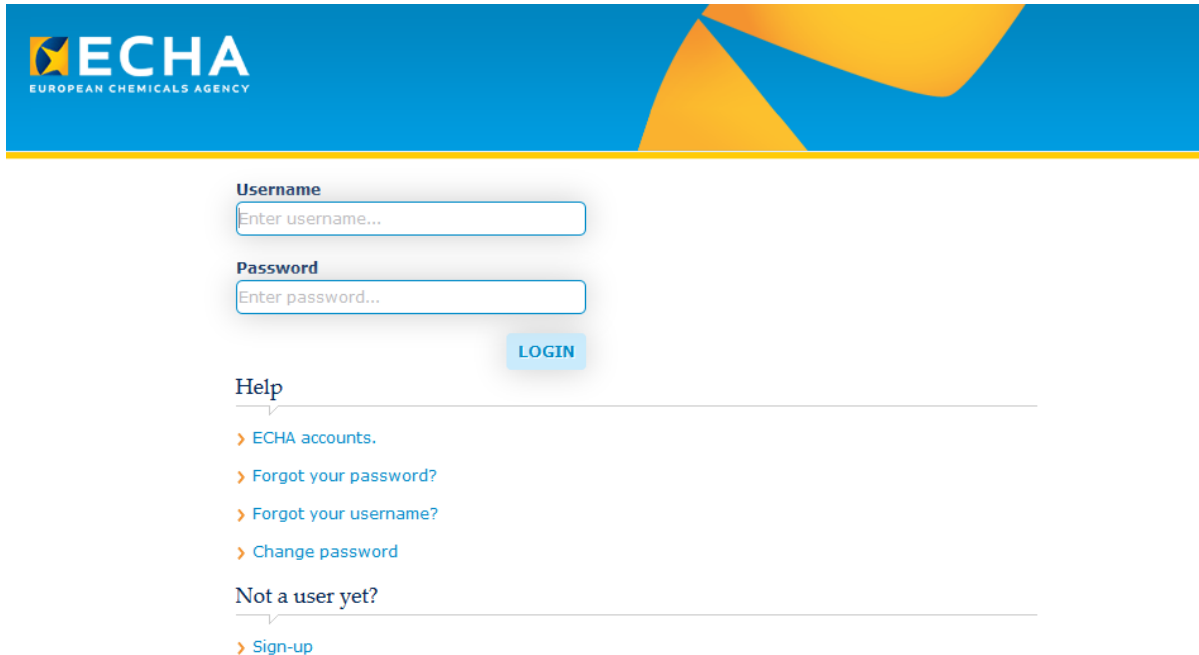
- How can I use an ECHA Account?
 - SCENARIO 2: Create an ECHA Account
 - New users of ePIC
 - EDEXIM users who did not yet create an account in REACH-IT by 22 August 2014

1 – Understanding ECHA Accounts

- How can I use an ECHA Account?
 - SCENARIO 3: Same account for REACH, CLP or the BPR (and ePIC)
 - Sign up in REACH-IT
 - Contact the ECHA Helpdesk to request account conversion to ECHA Accounts for ePIC
 - Account management:
 - ECHA Accounts for ePIC
 - REACH-IT for REACH – CLP – BPR

1 – Understanding ECHA Accounts

- From where (not logged in)?
 - ECHA Accounts portal



The screenshot shows the ECHA Accounts portal login page. At the top left is the ECHA logo and text. Below it are two input fields: 'Username' with a placeholder 'Enter username...' and 'Password' with a placeholder 'Enter password...'. A blue 'LOGIN' button is positioned to the right of the password field. Below the login fields are two sections: 'Help' and 'Not a user yet?'. The 'Help' section contains four links: 'ECHA accounts.', 'Forgot your password?', 'Forgot your username?', and 'Change password'. The 'Not a user yet?' section contains one link: 'Sign-up'.

<https://idp-industry.echa.europa.eu/idp/>

1 – Understanding ECHA Accounts

- From where (logged in)?
 - ePIC portal

Here's how to get started

1. Register a company
2. Login
3. Submit and follow-up your notification

Need help with ePIC or with this site?

- > User manuals
- > Forgot your user ID or password?
- > Frequently asked questions (FAQ)
- > ECHA Helpdesk

External links

- > ECHA PIC pages
- > Rotterdam Convention



- ePIC application

User Legal entity

John Smith

Exports trade Oy (FI)

Sign-out

Welcome to the ePIC Industry Application

Start using ECHA Accounts



2 – Start using ECHA Accounts

- You need to:
 1. Define your scenario
 2. Complete the steps in the next slides

2 – Start using ECHA Accounts

- SCENARIO 1: ePIC user with LE UUID in EDEXIM
- SCENARIO 2: New ePIC user
- SCENARIO 3: Same account needed for ePIC and other regulatory purposes

2 – Start using ECHA Accounts

- SCENARIO 1: ePIC user with LE UUID in EDEXIM
 - STEP 1: Log into ECHA Accounts

NOTE: ePIC users who included the LE UUID in EDEXIM must use the same REACH-IT userID/password

Username

myuserID

Password

Enter password...

LOGIN

Info

Your account has been migrated from the REACH-IT system. Please click [here](#) to update your personal information for this new system. Thank you!

2 – Start using ECHA Accounts

- SCENARIO 1: ePIC user with LE UUID in EDEXIM
 - STEP 2: Have you logged into REACH-IT since 16 April 2014?

Change password “Yes”

Please provide a new password

New password

The password must have at least 8 letters and contain three of the following character types: uppercase letter, lowercase letter, number and non-alphabetical

Re-type Password

Finish

Cancel

Login to ECHA accounts and
access ePIC

“No”:
Go to
step 3

Change password and security question

Please provide a new password

New password

The password must have at least 8 letters and contain three of the following character types: uppercase letter, lowercase letter, number and non-alphabetical

Re-type Password

Security Question & Answer

Security question

Choose a security question



Your answer

Type the answer to the security question

Make sure your answer is easy to remember, it will be required to recover your password.

Next

Cancel

2 – Start using ECHA Accounts

- SCENARIO 1: ePIC user with LE UUID in EDEXIM
 - STEP 3: Verify your email
- Send the verification email to your personal email address
- Click on the link within this message
- Email verified is displayed

Your email address is not verified.

Please verify or update the email address and click "Send verification". A verification email will be sent to this email address.

Email address

myemailaddress@exporttrade.com

[Send Verification](#)

[Close](#)

Email verified

Your e-mail address has been verified.

You can now [login](#) to the ECHA applications you are granted access to

Remember to log in!

2 – Start using ECHA Accounts

- SCENARIO 1: ePIC user with LE UUID in EDEXIM
 - STEP 4: Define the role of your user(s)

Would you please define at least one [contact](#) for this Legal Entity?

Legal Entity Contacts **Users**

Add new user Add foreign user

Search all fields:

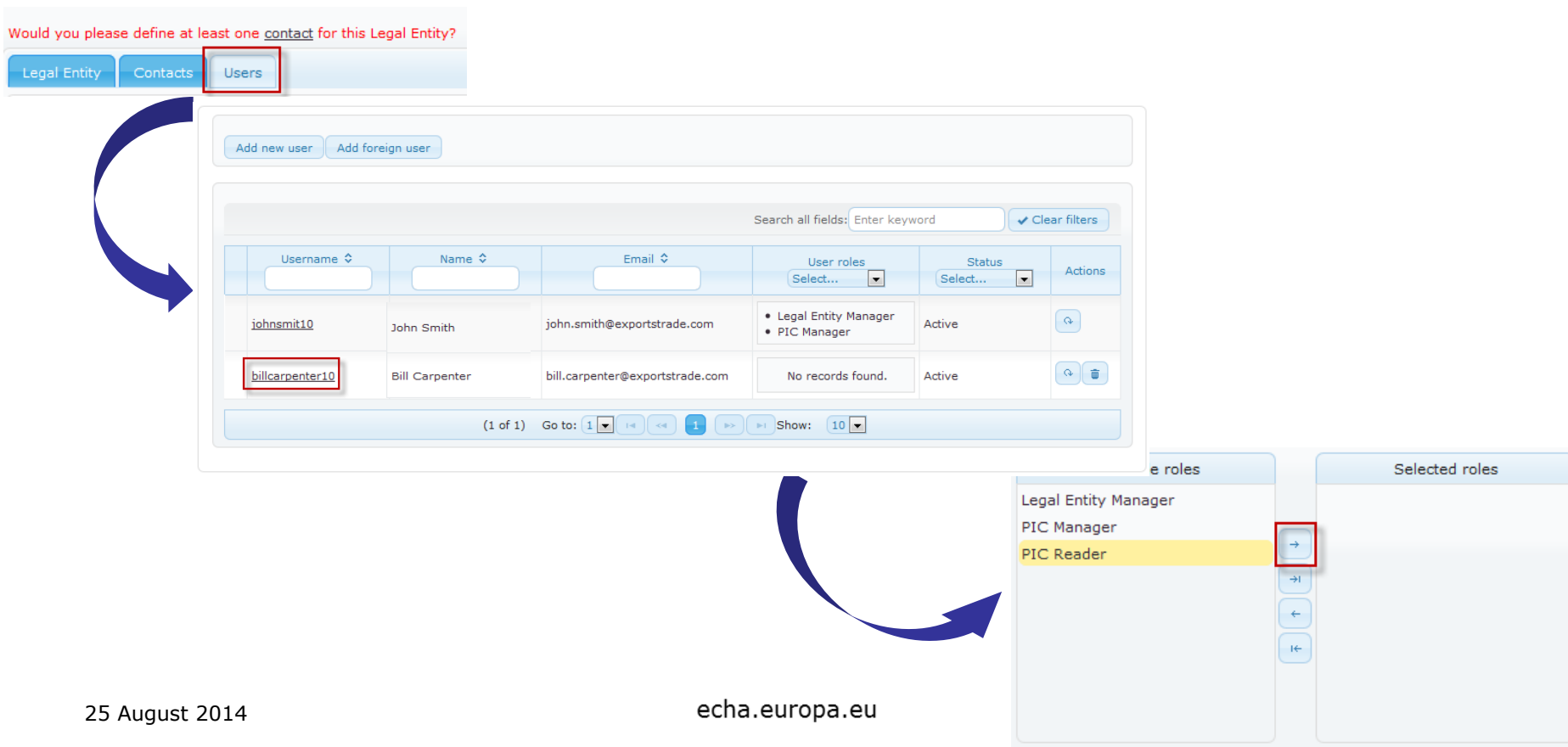
Username	Name	Email	User roles	Status	Actions
johnsmit10	John Smith	john.smith@exportstrade.com	<ul style="list-style-type: none">Legal Entity ManagerPIC Manager	Active	<input type="button" value="↻"/>
billcarpenter10	Bill Carpenter	bill.carpenter@exportstrade.com	No records found.	Active	<input type="button" value="↻"/> <input type="button" value="🗑"/>

(1 of 1) Go to: Show:

Available roles

- Legal Entity Manager
- PIC Manager
- PIC Reader**

Selected roles



The screenshot shows the 'Users' tab in the ECHA interface. A red box highlights the 'Users' tab and the 'billcarpenter10' user in the table. A blue arrow points from the 'Users' tab to the user row. Another blue arrow points from the 'billcarpenter10' user row to the role assignment dialog. In the dialog, the 'PIC Reader' role is highlighted in yellow, and a red box highlights the right-pointing arrow button next to it. The 'Selected roles' list is currently empty.

2 – Start using ECHA Accounts

- SCENARIO 1: ePIC user with LE UUID in EDEXIM
 - STEP 5: Enter contact details

Would you please define at least one **contact** for this Legal Entity?

Legal Entity **Contacts** Users



Now you can
login to ePIC!

General Contact information

Title

* First Name

* Last Name

* Phone

* Email

* Confirm email

Fax

Organisation name Same as Legal Entity's name

Department

Address Information

Same as Legal Entity's address

* Street

Street 2

* Postal code

* City

Region/Country

* Country ?

Postal Address

Contact Points

* PIC General

2 – Start using ECHA Accounts

- SCENARIO 2: New ePIC user
 - STEP 1: Enter contact details

Create Account

User Information

* First Name:

* Last Name:

* Email: ?

* Username:

Phone:

Password

* Password:

* Confirm Password:

Security

* Security Question:

* Security Answer:

Four characters or more. Make sure your answer is easy to remember for you, but hard for others to guess!

Username

Password

Help

- > [ECHA accounts.](#)
- > [Forgot your password?](#)
- > [Forgot your username?](#)
- > [Change password](#)

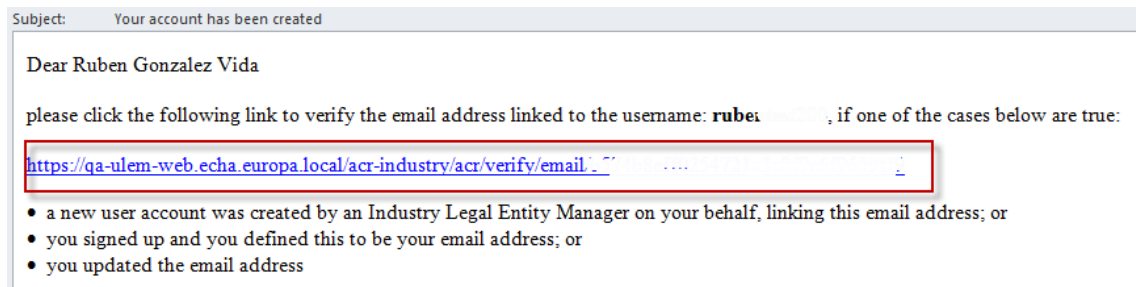
Not a user yet?

2 – Start using ECHA Accounts

- SCENARIO 2: New ePIC user
 - STEP 2: Verify your email

Go to your personal email address and verify the link

Email verified is displayed



Email verified

Your e-mail address has been verified.

You can now [login](#) to the ECHA applications you are granted access to

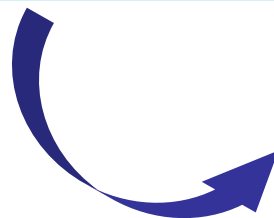
Remember to log in!

2 – Start using ECHA Accounts

- SCENARIO 2: New ePIC user
 - STEP 3: Encode your legal entity

Add Legal Entity

A Legal Entity creation linked to your Manager account is missing. You should add a new Legal Entity by selecting **Encode Legal Entity**.



Add identification

Please provide the required details. Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.
Note: you will not be able to modify "Country" after pressing the "Save" button.

General details

* Legal Entity name ❗ This field is mandatory and must be filled-in.
D-U-N-S ?
VAT number ?
Remarks ?

General Contact information

* Phone
* Email Example: name@domain.com
Web site
Fax

Address Information

* Street
Street 2
* Postal code
* City
Region/Country
* Country ?
Postal Address ?

Billing Address

Same information as per Legal Entity's name and address
 Not the same

Billing Address Export trade Oy
Language

2 – Start using ECHA Accounts

- SCENARIO 2: New ePIC user
 - STEP 4: Enter contact details

Would you please define at least one **contact** for this Legal Entity?

Legal Entity **Contacts** Users



Now you can
log into ePIC!

General Contact information

Title

* First Name

* Last Name

* Phone

* Email

* Confirm email

Fax

Organisation name Same as Legal Entity's name

Department

Address Information

Same as Legal Entity's address

* Street

Street 2

* Postal code

* City

Region/Country

* Country ?

Postal Address

Contact Points

* PIC General

2 – Start using ECHA Accounts

- SCENARIO 3: Same account needed for ePIC and other regulatory purposes (REACH, CLP or the BPR)
 - New accounts from 2 September
 - Sign-up in REACH-IT
 - Old REACH-IT accounts before 2 September: account to be converted

NOTE: In both cases, contact the ECHA Helpdesk to request an account conversion

Account management



3 – Account management

- You can manage the access to ePIC by yourself
- You need to remember your username, related email address and answer to the security question
- You can request a new password or confirm your username

	Edit account details	Add/remove/modify users data	Add contacts	View account details
Legal Entity Manager	x	x	x	x
PIC Manager			x	x
PIC Reader				x

3 – Account management

- Users with “Legal entity Manager” role can request a new password for a user

You need to send the password by email to the user

NOTE: New users will need to verify their email address first

Password reset confirmation

Legal Entity

Legal Entity name Exports trade Oy

The password has been reset with the following one time password

Username: billcarpenter10

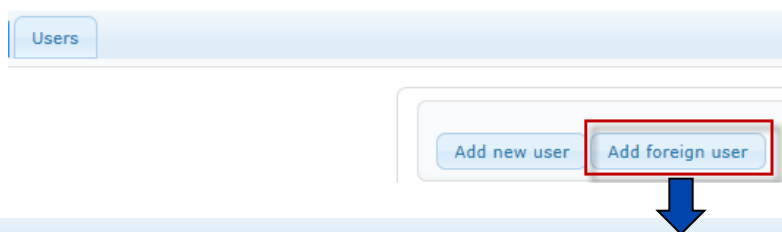
Password: ydF! 5703_

Mail to: bill.carpenter@exportstrade.com

[<< Back to users](#)

3 – Account management

- Add a foreign user: a third company can work on your behalf



Add foreign user

Provide the following information for the user you want to add to your legal entity

User Information

* Username

* Primary Legal Entity UUID ?

[» Next](#) [Cancel](#)

Warning!

Assigning a user from another company to work on behalf of your company may expose confidential data to that user. Please ensure that the assigned user can be trusted before you continue. As actions undertaken by this user will be binding on your company, you also need to ensure that the user has legal authority to act on your company's behalf.

Further support



4 – Further support

- Manuals: Support >> Dossier submission tools
- FAQs: <http://echa.europa.eu/support/qas-support>
- Contact the ECHA Helpdesk:
<http://echa.europa.eu/contact>

Contact

For questions about

**IUCLID 5, REACH-IT, R4BP 3, Chesar or
Dossier Submissions to ECHA**
REACH, CLP, BPR and PIC obligations and responsibilities



Contact the ECHA Helpdesk

For REACH-IT accounts or ECHA accounts (ePIC) [click here](#)

Conclusions



Conclusions

- Control your ePIC account in a single place
- Migrate your REACH-IT account (EDEXIM users)
- Follow step-by-step instructions until completed depending on your scenario
- You can access ePIC by yourself
- Read supporting documents: further support available if needed.

Thank you

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