

REACH-IT

Sign-up and User Management

Important note: This presentation has been developed in April 2008 for training purposes. It covers the complete scope of REACH-IT.

For latest information on REACH-IT and availability of its different functionalities, please consult the REACH-IT section on the ECHA website.

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3. Signing-up a company
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6. After signing-up
7. Creating additional users
8. Logging-in as a new user

1. Getting started

- from the REACH-IT main page, you can
 - sign-up to REACH-IT and create a REACH-IT account
 - as a company
 - as a third party representative
 - log-in to REACH-IT once you have a REACH-IT account.
- each legal entity that needs to use REACH-IT, needs to create its own REACH-IT account
- before being able to sign-up, you need to agree to the terms and conditions of use of REACH-IT

2. General concepts

- Wizard Navigation



Company sign-up > Billing information

User account Company Information Billing information Contacts Validation

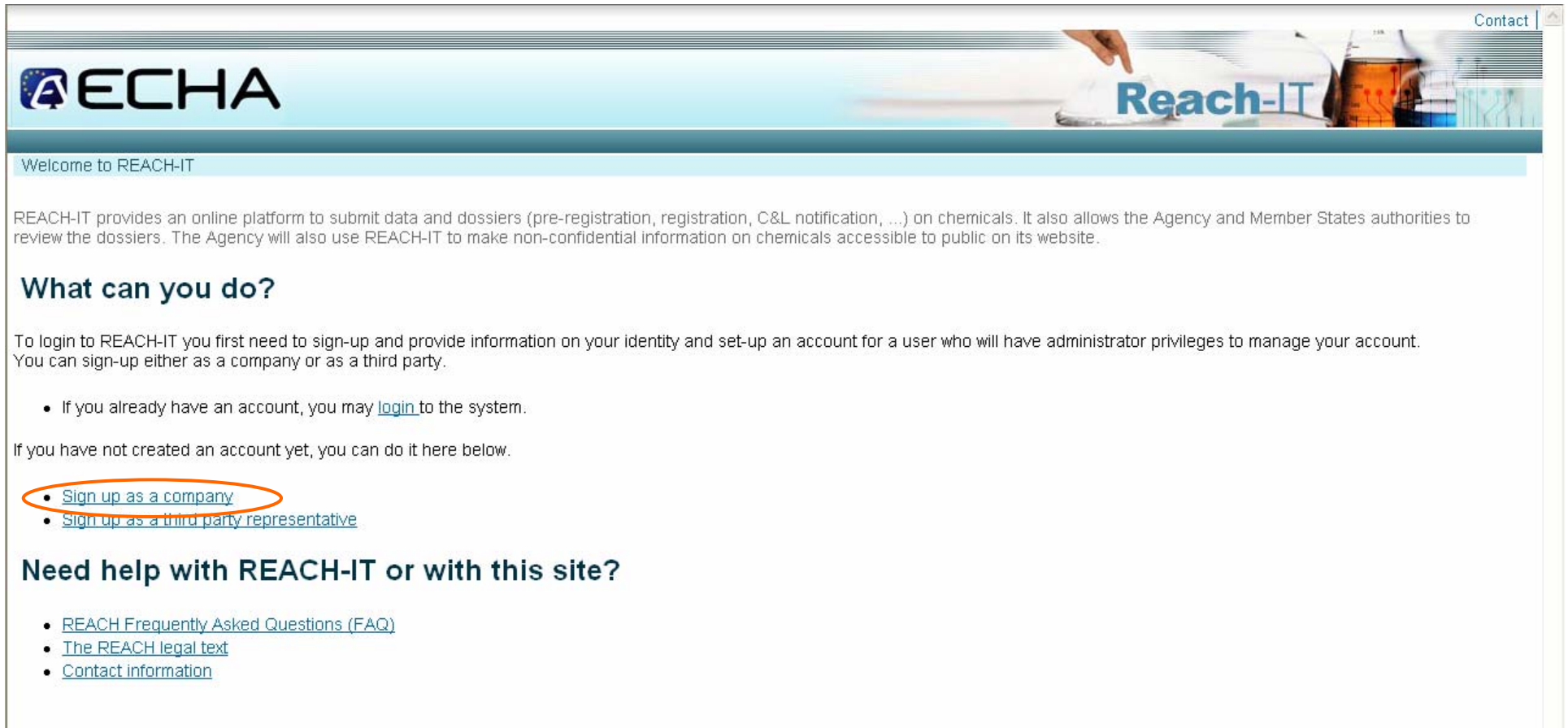
- One step, one form, one tab
 - Data is saved only after clicking on the " >> Next " button
 - Backward navigation allows the user to change previously saved data, except the user ID
 - Forward navigation is disabled until the next steps have been completed successfully
- An incomplete sign-up can be resumed at the next login
 - All sign-up information can be modified later, except the user ID

3. Signing-up a company

- 5 Steps Wizard
 1. User account: specify a first user for the company. This user will be the company's REACH-IT administrator and will be entitled to create additional user accounts after sign-up
 2. Company information: general and contact information for the company
 3. Billing information: place the invoices will be sent (can be an external entity)
 4. Contacts: persons who can be contacted (optional)
 5. Validation: verify all the data before sign-up is completed

4. Demo: preliminary steps

Connect to REACH-IT and click on *Sign up as a company*



The screenshot shows the REACH-IT website interface. At the top, there is a navigation bar with the ECHA logo on the left and a 'Contact' link on the right. Below the navigation bar is a banner image featuring a hand pointing at a computer screen displaying the 'Reach-IT' logo, with laboratory glassware in the background. The main content area begins with the heading 'Welcome to REACH-IT'. A paragraph follows, explaining that REACH-IT is an online platform for submitting data and dossiers, and that the Agency and Member States authorities can review them. The next section is titled 'What can you do?' and contains a paragraph stating that users must sign up to access the system. A bulleted list follows, with the first item, 'Sign up as a company', circled in orange. Below this list is a heading 'Need help with REACH-IT or with this site?' followed by another bulleted list of links: 'REACH Frequently Asked Questions (FAQ)', 'The REACH legal text', and 'Contact information'.

Welcome to REACH-IT

REACH-IT provides an online platform to submit data and dossiers (pre-registration, registration, C&L notification, ...) on chemicals. It also allows the Agency and Member States authorities to review the dossiers. The Agency will also use REACH-IT to make non-confidential information on chemicals accessible to public on its website.

What can you do?

To login to REACH-IT you first need to sign-up and provide information on your identity and set-up an account for a user who will have administrator privileges to manage your account. You can sign-up either as a company or as a third party.

- If you already have an account, you may [login](#) to the system.

If you have not created an account yet, you can do it here below.

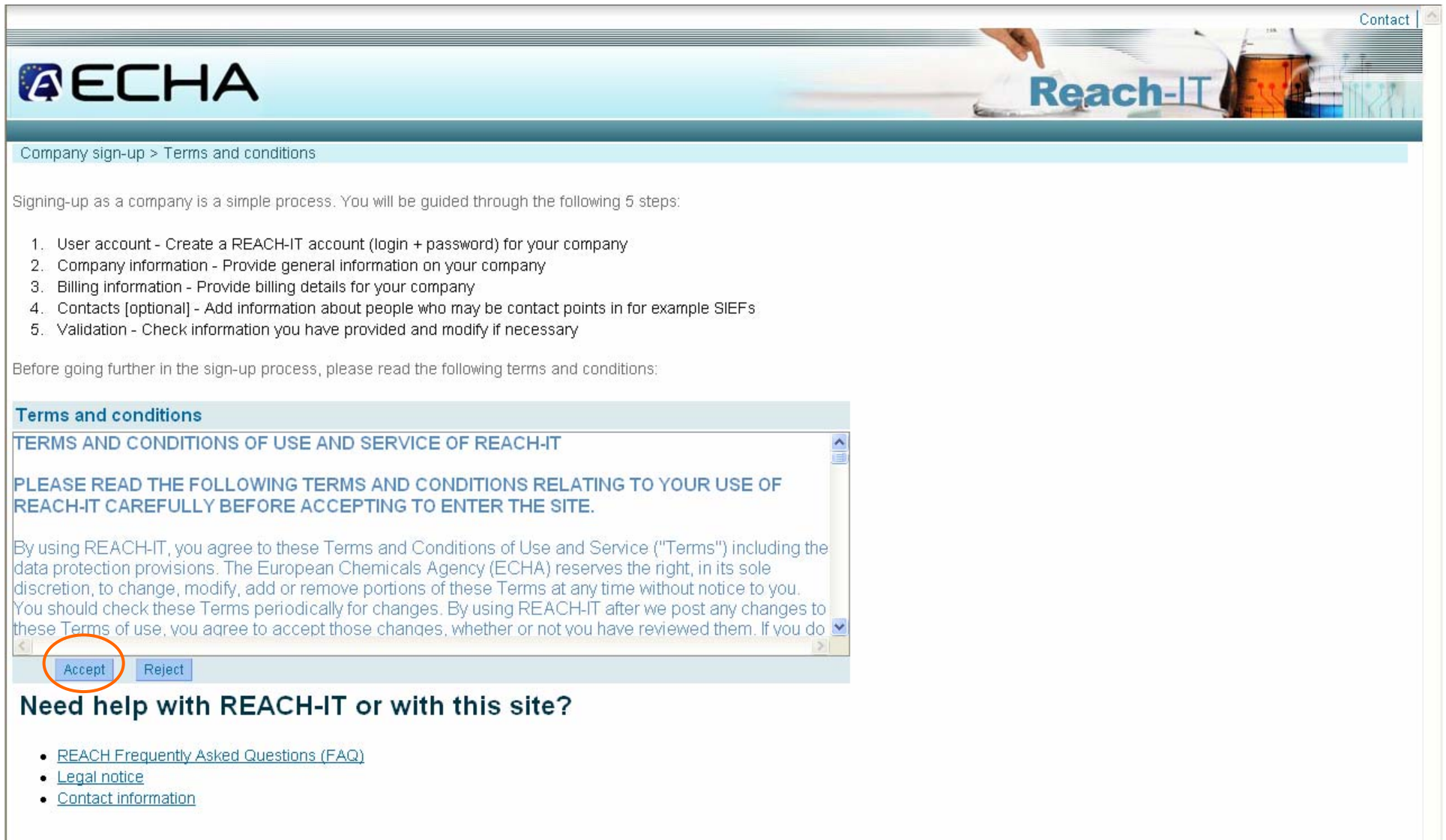
- [Sign up as a company](#)
- [Sign up as a third party representative](#)

Need help with REACH-IT or with this site?

- [REACH Frequently Asked Questions \(FAQ\)](#)
- [The REACH legal text](#)
- [Contact information](#)

4. Demo: preliminary steps

Accept terms and conditions



The screenshot shows the ECHA REACH-IT sign-up process. At the top, there is a banner with the ECHA logo and the text "Reach-IT" over an image of laboratory glassware. Below the banner, a breadcrumb trail reads "Company sign-up > Terms and conditions". The main content area explains that signing up is a simple process and lists five steps: 1. User account - Create a REACH-IT account (login + password) for your company; 2. Company information - Provide general information on your company; 3. Billing information - Provide billing details for your company; 4. Contacts [optional] - Add information about people who may be contact points in for example SIEFs; 5. Validation - Check information you have provided and modify if necessary. Below the steps, it states: "Before going further in the sign-up process, please read the following terms and conditions:". A section titled "Terms and conditions" contains the text: "TERMS AND CONDITIONS OF USE AND SERVICE OF REACH-IT PLEASE READ THE FOLLOWING TERMS AND CONDITIONS RELATING TO YOUR USE OF REACH-IT CAREFULLY BEFORE ACCEPTING TO ENTER THE SITE. By using REACH-IT, you agree to these Terms and Conditions of Use and Service ("Terms") including the data protection provisions. The European Chemicals Agency (ECHA) reserves the right, in its sole discretion, to change, modify, add or remove portions of these Terms at any time without notice to you. You should check these Terms periodically for changes. By using REACH-IT after we post any changes to these Terms of use, you agree to accept those changes, whether or not you have reviewed them. If you do". At the bottom of this section are two buttons: "Accept" (circled in red) and "Reject". Below the terms and conditions section, there is a heading "Need help with REACH-IT or with this site?" followed by a list of links: "REACH Frequently Asked Questions (FAQ)", "Legal notice", and "Contact information".

Company sign-up > Terms and conditions

Signing-up as a company is a simple process. You will be guided through the following 5 steps:

1. User account - Create a REACH-IT account (login + password) for your company
2. Company information - Provide general information on your company
3. Billing information - Provide billing details for your company
4. Contacts [optional] - Add information about people who may be contact points in for example SIEFs
5. Validation - Check information you have provided and modify if necessary

Before going further in the sign-up process, please read the following terms and conditions:

Terms and conditions

TERMS AND CONDITIONS OF USE AND SERVICE OF REACH-IT

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS RELATING TO YOUR USE OF REACH-IT CAREFULLY BEFORE ACCEPTING TO ENTER THE SITE.

By using REACH-IT, you agree to these Terms and Conditions of Use and Service ("Terms") including the data protection provisions. The European Chemicals Agency (ECHA) reserves the right, in its sole discretion, to change, modify, add or remove portions of these Terms at any time without notice to you. You should check these Terms periodically for changes. By using REACH-IT after we post any changes to these Terms of use, you agree to accept those changes, whether or not you have reviewed them. If you do

Need help with REACH-IT or with this site?

- [REACH Frequently Asked Questions \(FAQ\)](#)
- [Legal notice](#)
- [Contact information](#)

4. Demo: step 1

Create a user account

1. Fill in mandatory fields

your user ID needs to be unique

you need to remember your user ID and password to login to REACH-IT later

2. Select your language

language = English for now

the verification code needs to be entered

User account
Company information
Billing information
Contacts
Validation

You need to specify a REACH-IT administrator for your company account. This administrator will be granted special rights (creation of additional REACH-IT users for your company, modification of company information, etc). Please provide the requested information here below.

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

User information - General

* First Name:

* Last Name:

* E-mail: ?

* User ID: ?
ID may consist of up to 20 letters [A-Z a-z], digits [0-9] or underscores

* Password:
The password must have at least 8 letters containing one uppercase letter [A-Z], one lowercase letter [a-z] and one digit [0-9] or underscore, with a maximum of 20 characters. Capitalization matters!

* Re-type password:

Security

* Security question: ▾

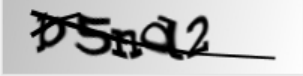
* Your answer:
Four characters or more. Make sure your answer is easy to remember for you but hard for others to guess!

User preferences

Language: ▾

Verification

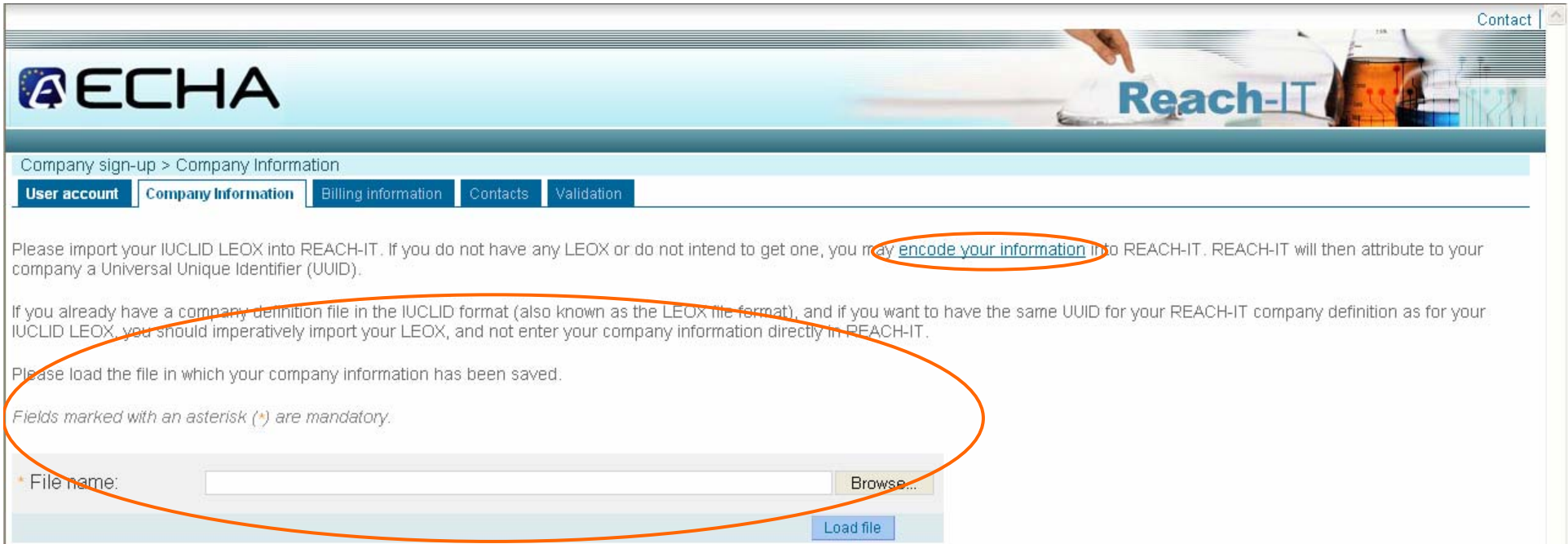
* Enter the text shown: ?
Can't read the text below? [Try another](#) (Clicking on the link will empty the password fields.)



< < Previous
Next > >

4. Demo: step 2

Enter your company information



Company sign-up > Company Information

User account Company Information Billing information Contacts Validation

Please import your IUCLID LEOX into REACH-IT. If you do not have any LEOX or do not intend to get one, you may encode your information into REACH-IT. REACH-IT will then attribute to your company a Universal Unique Identifier (UUID).

If you already have a company definition file in the IUCLID format (also known as the LEOX file format), and if you want to have the same UUID for your REACH-IT company definition as for your IUCLID LEOX, you should imperatively import your LEOX, and not enter your company information directly in REACH-IT.

Please load the file in which your company information has been saved.

Fields marked with an asterisk (*) are mandatory.

* File name: Browse...



Load file

If you have a LEOX (Legal Entity Object file) from IUCLID, you should import it here. You will then have the same UUID (“unique identifier” code) in REACH-IT and in IUCLID.

Otherwise you can enter your information manually, and REACH-IT will assign a UUID to your company.

4. Demo: step 2

Enter your company information - Import your company LEOX

Company sign-up > Company Information

[User account](#) |
 [Company Information](#) |
 [Billing information](#) |
 [Contacts](#) |
 [Validation](#)

Please import your IUCLID LEOX into REACH-IT. If you do not have any LEOX or do not intend to get one, you may [encode your information](#) into REACH-IT. REACH-IT will then attribute to your company a Universal Unique Identifier (UUID).

If you already have a company definition file in the IUCLID format (also known as the LEOX file format), and if you want to have the same UUID for your REACH-IT company definition as for your IUCLID LEOX, you should imperatively import your LEOX, and not enter your company information directly in REACH-IT.

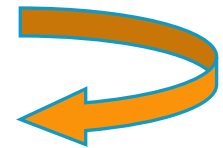
Please load the file in which your company information has been saved.

Fields marked with an asterisk () are mandatory.*

* File name:

1. Browse for your LEOX

2. Upload your LEOX



3. Select your company size

Company Size

I declare the information below to be correct and the company size to be calculated according to Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises. [?](#)

* Company size: [?](#)

- Large
- Medium
- Small
- Micro

4. Demo: step 2

Enter your company information - Manually (alternative option)


General information	
* Company name:	<input type="text" value="Chemical Company"/>
Company UUID:	ECHA-87a8aed5-790e-4bfa-b58f-c8660b972f73
D-U-N-S number:	<input type="text" value="98-7654-321"/> ? Example: 12-3456-789
VAT number:	<input type="text" value="FI-123-456-789"/> ? Format: Country code + Number, e.g. BE-111-222-333
Remarks:	<input type="text"/>
Company Size	
<input checked="" type="checkbox"/> I declare the information below to be correct and the company size to be calculated according to Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises. ?	
* Company size:	<input type="text" value="Small"/> ? Large Medium Small Micro


General contact information ?	
* Phone:	<input type="text" value="+358 1 2345 6789"/>
Fax:	<input type="text"/>
Mobile phone:	<input type="text"/>
* E-mail:	<input type="text" value="reachcontact@chemicalcompany.com"/> ? Example: reach@domain.com
Company web site:	<input type="text" value="http://"/> Your website address must start with 'http://'
Company address	
* Street:	<input type="text" value="Annankatu 689"/>
Street 2:	<input type="text"/>
* Postal code:	<input type="text" value="00210"/>
* City / Town:	<input type="text" value="Helsinki"/>
Region / County:	<input type="text"/>
* Country:	<input type="text" value="Finland"/>
Postal address:	<input type="text"/>
<input type="button" value=" << Previous"/> <input type="button" value=" Next >> "/>	

If you do not specify a contact person or third party representative when pre-registering, the company name, phone, e-mail and address – as specified here – will be shown in the pre-SIEF to others pre-registering.

4. Demo: step 3

Enter billing information for your company





Company sign-up > Billing information

[User account](#) [Company Information](#) [Billing information](#) [Contacts](#) [Validation](#)

Please provide your company billing information

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

Billing information

Billing organisation name:

Fax:

Billing address

[Same as Company](#)

* Street:

Street 2:

* Postal code:

* City / Town:

Region / County:

* Country:

Postal address:

Billing Language

Language:

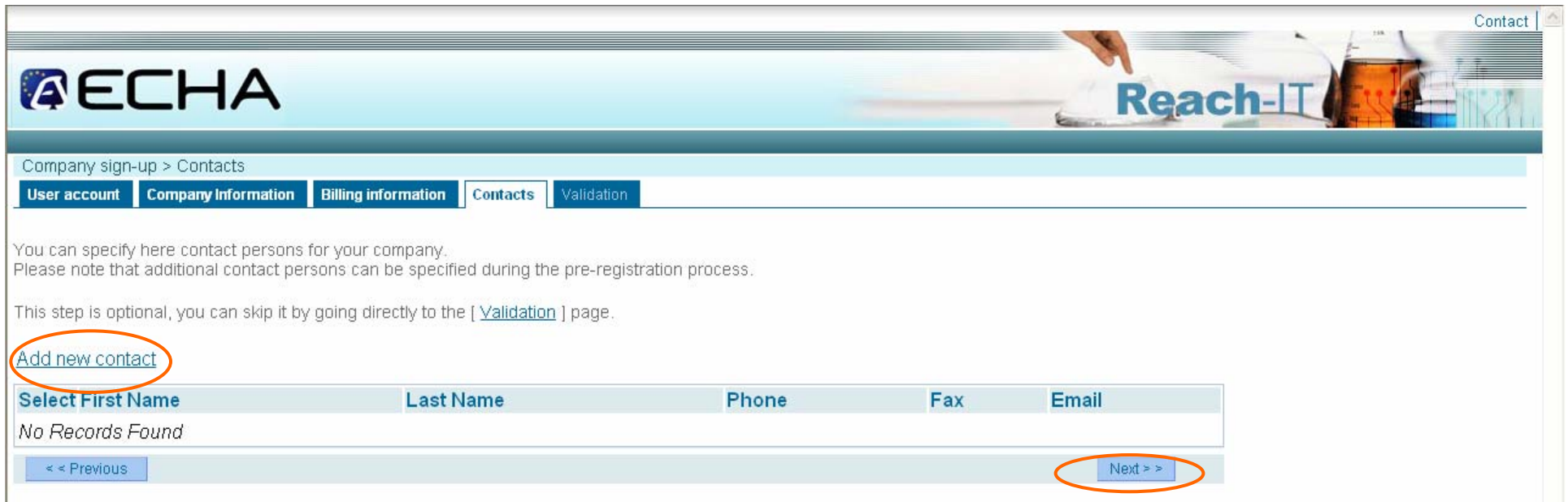
[<< Previous](#)

[Next >>](#)

If the billing address is the same as for the company, it can be populated by clicking on Same as Company

4. Demo: step 4

Enter contact information (optional)



Company sign-up > Contacts

[User account](#) [Company Information](#) [Billing information](#) [Contacts](#) [Validation](#)

You can specify here contact persons for your company.
Please note that additional contact persons can be specified during the pre-registration process.

This step is optional, you can skip it by going directly to the [[Validation](#)] page.

[Add new contact](#)


Select First Name	Last Name	Phone	Fax	Email
No Records Found				

[< < Previous](#) [Next > >](#)

A contact person does not automatically have access to the company pages in REACH-IT. If this is needed, a user account needs to be created for him/her.

4. Demo: step 5

Validate the information you entered, modify if needed



Company sign-up > Validation

User account
Company Information
Billing information
Contacts
Validation

Please verify the company and user data you have entered. You may go back to modify the information by clicking the relevant link here below.

<div style="background-color: #e0f0f0; padding: 5px; border-bottom: 1px solid #ccc;">General information</div> <p>Company name: Chemical Company</p> <p>Company UUID: ECHA-87a8aed5-790e-4bfa-b58f-c8660b972f73</p> <div style="background-color: #e0f0f0; padding: 5px; border-bottom: 1px solid #ccc;">General contact information</div> <p>Phone: +358 1 2345 6789</p> <p>Fax:</p> <p>Mobile phone:</p> <p>E-mail: reachcontact@chemicalcompany.com</p> <p>Company web site: http://</p> <div style="background-color: #e0f0f0; padding: 5px; border-bottom: 1px solid #ccc;">Company address</div> <p>Street: Annankatu 689</p> <p>Street 2:</p> <p>Postal code: 00210</p> <p>City / Town: Helsinki</p> <p>Region / County:</p> <p>Country: Finland</p> <p>Postal address:</p>	<div style="background-color: #e0f0f0; padding: 5px; border-bottom: 1px solid #ccc;">Billing information</div> <p>Billing organisation name:</p> <p>Fax:</p> <div style="background-color: #e0f0f0; padding: 5px; border-bottom: 1px solid #ccc;">Billing address</div> <p>Street: Annankatu 689</p> <p>Street 2:</p> <p>Postal code: 00210</p> <p>City / Town: Helsinki</p> <p>Region / County:</p> <p>Country: Finland</p> <p>Postal address:</p> <p style="font-size: small; margin-top: 10px;">If the information above is not correct, you may update it by clicking here.</p>
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Next >>

5. Signing-up a TPR (third party representative)

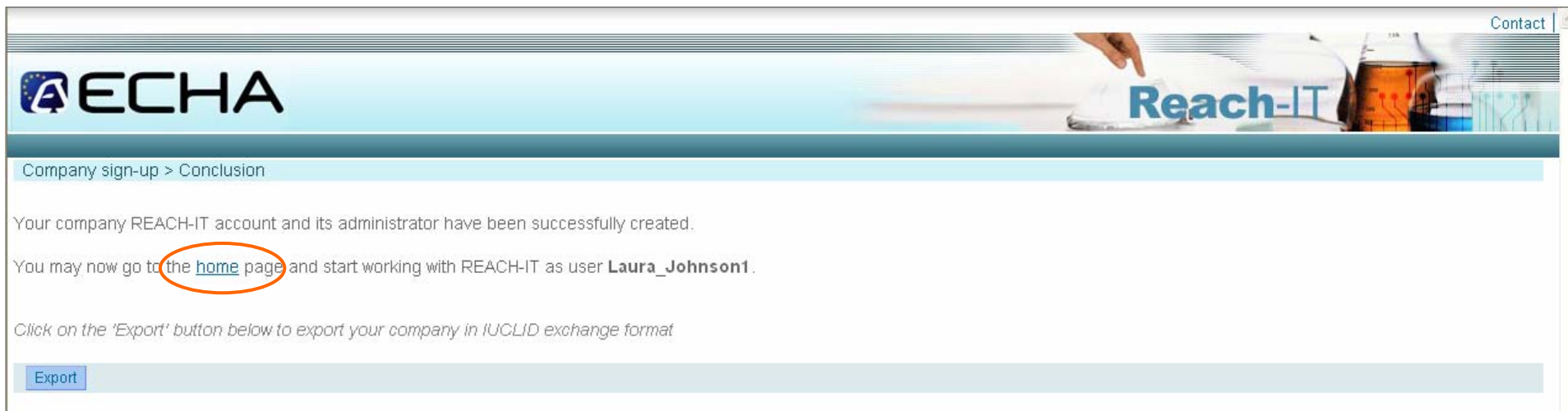
- 4 Steps Wizard
 1. User account: specify a first user for the company. This user will be the company's REACH-IT administrator and will be entitled to create additional user accounts after sign-up. **Same as for signing-up a company**
 2. Company information: general and contact information for the company. **Similar as for signing-up a company; no company size information required**
 3. Contacts: persons who can be contacted (optional). **Same as for signing-up a company**
 4. Validation: verify all the data before sign-up is completed. **Same as for signing-up a company**

5. Signing-up a TPR (third party representative)

- A TPR needs to sign-up to REACH-IT before his clients submit their pre-registration
- If a TPR has a LEOX (containing a UUID) from IUCLID, he should import his LEOX in REACH-IT during his sign-up, to make his UUID known to REACH-IT
- Otherwise, REACH-IT will create a UUID
- A TPR has to communicate his UUID to his clients so they can prepare their pre-registration
- A company wishing to act as a TPR cannot use the same UUID when signing-up as a TPR and when signing-up as a company

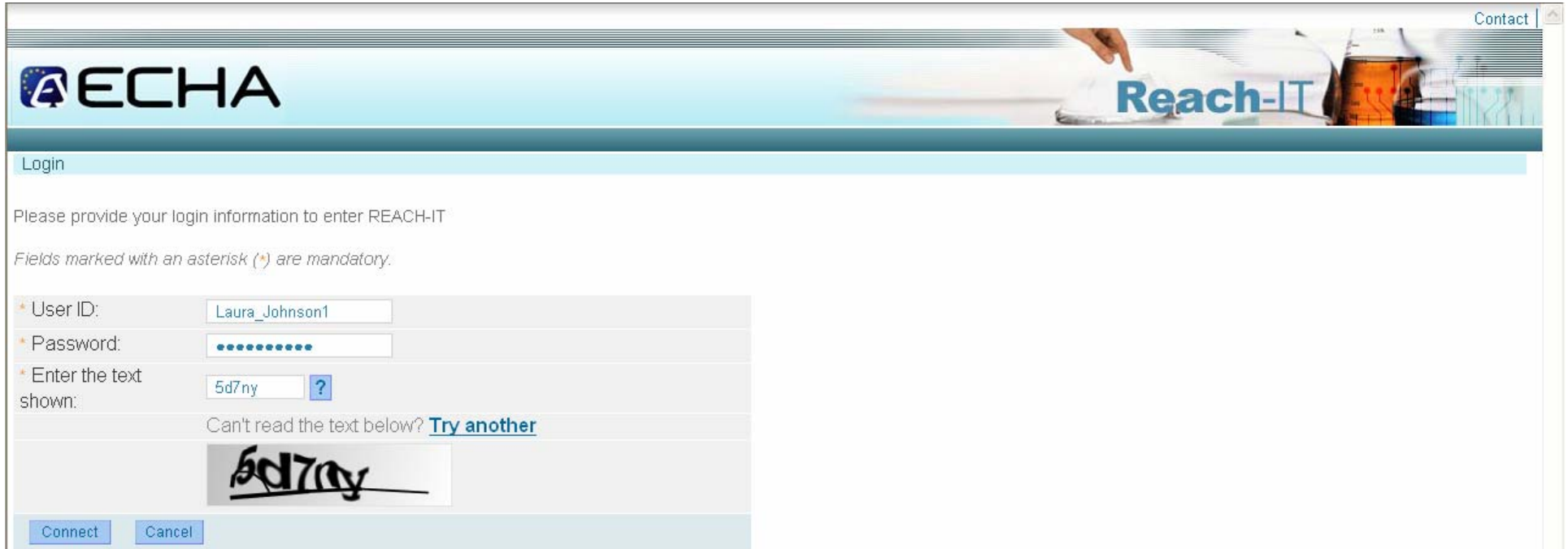
6. After signing-up

- Confirmation of your user ID, as the company's REACH-IT administrator
- You are invited to login to REACH-IT:



The screenshot shows the ECHA REACH-IT sign-up completion page. At the top left is the ECHA logo. To the right is a banner image with the text 'Reach-IT' and a hand pointing to a document. In the top right corner, there is a 'Contact' link. Below the banner, the text reads: 'Company sign-up > Conclusion'. The main message states: 'Your company REACH-IT account and its administrator have been successfully created. You may now go to the [home](#) page and start working with REACH-IT as user **Laura_Johnson1**.' The word 'home' is circled in orange. Below this, there is a note: 'Click on the 'Export' button below to export your company in IUCLID exchange format'. At the bottom left, there is a blue 'Export' button.

6. After signing-up



Login

Please provide your login information to enter REACH-IT


Fields marked with an asterisk (*) are mandatory.

* User ID:

* Password:

* Enter the text shown: ?

Can't read the text below? [Try another](#)

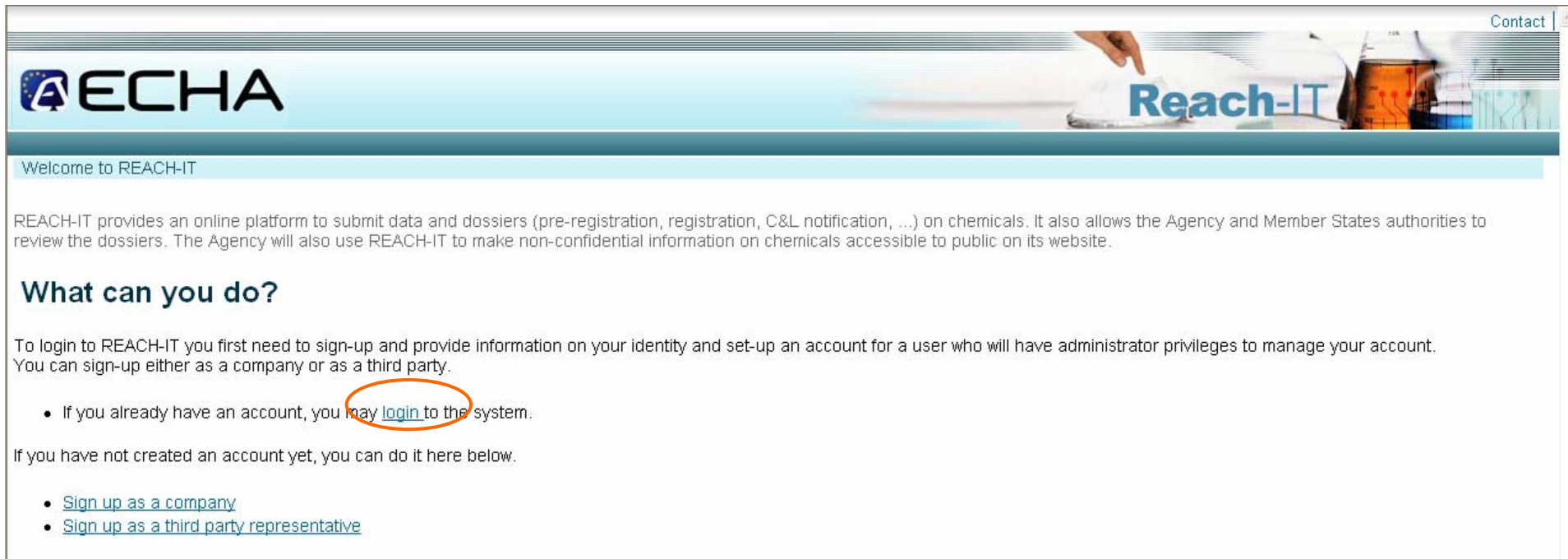


You can now login to REACH-IT and:

- create new users for the company (see section 7)
- update the company information
- start using REACH-IT

6. After signing-up

Next time you connect to REACH-IT, click “login”



Welcome to REACH-IT

REACH-IT provides an online platform to submit data and dossiers (pre-registration, registration, C&L notification, ...) on chemicals. It also allows the Agency and Member States authorities to review the dossiers. The Agency will also use REACH-IT to make non-confidential information on chemicals accessible to public on its website.

What can you do?

To login to REACH-IT you first need to sign-up and provide information on your identity and set-up an account for a user who will have administrator privileges to manage your account. You can sign-up either as a company or as a third party.

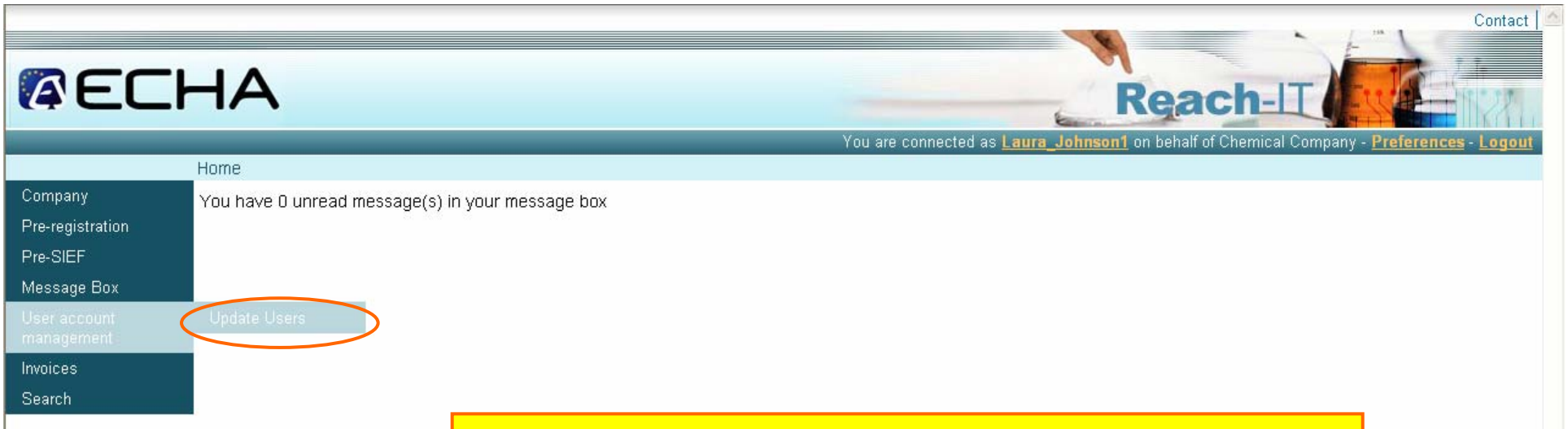
- If you already have an account, you may [login](#) to the system.

If you have not created an account yet, you can do it here below.

- [Sign up as a company](#)
- [Sign up as a third party representative](#)

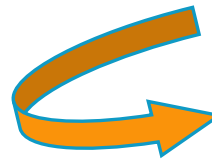
7. Creating additional users

When you login to REACH-IT, as the company's REACH-IT administrator, you can create a new user



The screenshot shows the REACH-IT user management interface. The ECHA logo is in the top left. The user is logged in as Laura Johnson1. The 'Update Users' link in the 'User account management' menu is circled in orange.

1. Select Update Users from the User account management menu



Home > View Users

[Add user](#)

2. Click on Add user

7. Creating additional users

Home > View Users > Add New User

You are connected as **Laura_Johnson1** on behalf of Chemical Company - [Preferences](#) - [Logout](#)

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information.

User information - General

* First Name:

* Last Name:

* E-mail: ?

* User ID: ?
 ID may consist of up to 20 letters [A-Z a-z], digits [0-9] or underscores

* Password:
 The password must have at least 8 letters containing one uppercase letter [A-Z], one lowercase letter [a-z] and one digit [0-9] or underscore, with a maximum of 20 characters. Capitalization matters!

* Re-type password:

User profile

Available Roles	Selected Roles
<ul style="list-style-type: none"> Administrator Normal 	<ul style="list-style-type: none"> Reader

3. Fill in mandatory fields

A one-time password is chosen here

4. Select required roles

See presentation “REACH-IT - Key concepts” for information about the roles

5. Save

7. Creating additional users

- When you save the information, REACH-IT creates the user for the company



Home > View Users

Your data has been saved

Add user

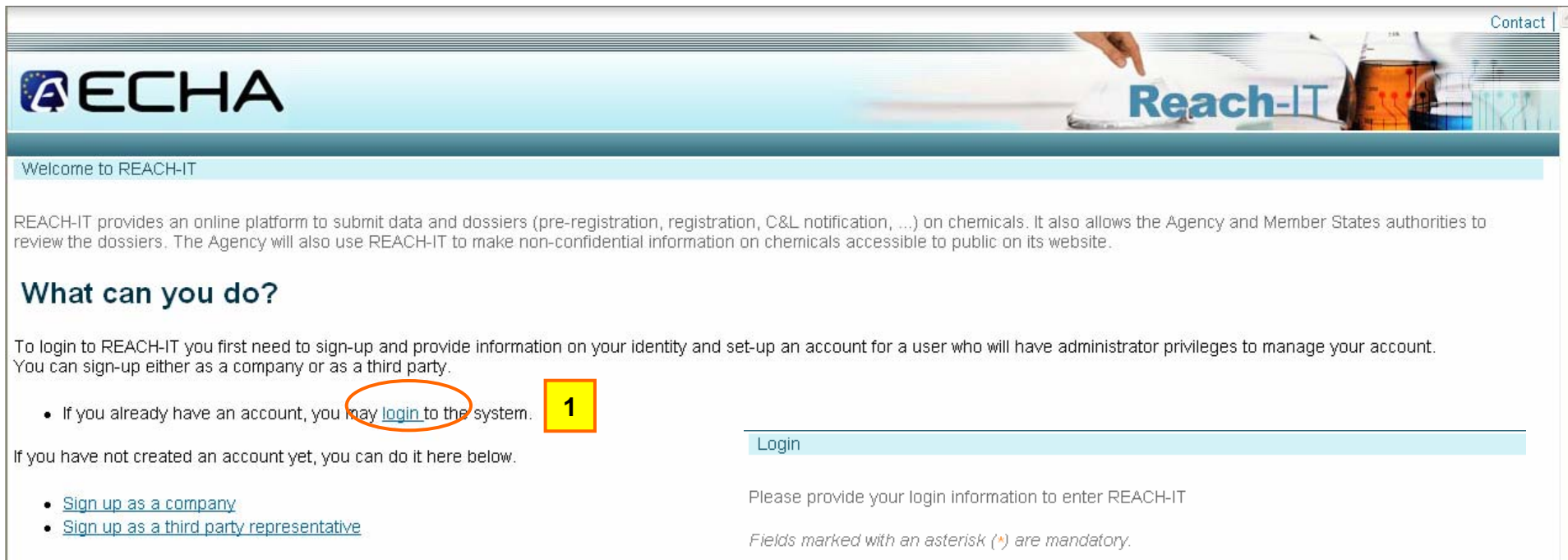
Select User ID	First Name	Last Name	Blocked
<input type="radio"/> Laura_Johnson1	Laura	Johnson	No
<input type="radio"/> Michael_Smith1	Michael	Smith	No

Modify Reset Password Block/Unblock Delete

- REACH-IT sends an e-mail to the new user with his user ID
- You have to communicate the one-time password to the new user

8. Logging-in as a new user

When you connect to REACH-IT as a new user:



Welcome to REACH-IT

REACH-IT provides an online platform to submit data and dossiers (pre-registration, registration, C&L notification, ...) on chemicals. It also allows the Agency and Member States authorities to review the dossiers. The Agency will also use REACH-IT to make non-confidential information on chemicals accessible to public on its website.

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To login to REACH-IT you first need to sign-up and provide information on your identity and set-up an account for a user who will have administrator privileges to manage your account. You can sign-up either as a company or as a third party.

- If you already have an account, you may [login](#) to the system. **1**

If you have not created an account yet, you can do it here below.

- [Sign up as a company](#)
- [Sign up as a third party representative](#)

2. Fill in mandatory fields

3

Login

Please provide your login information to enter REACH-IT

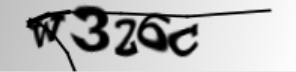
Fields marked with an asterisk (*) are mandatory.

* User ID:

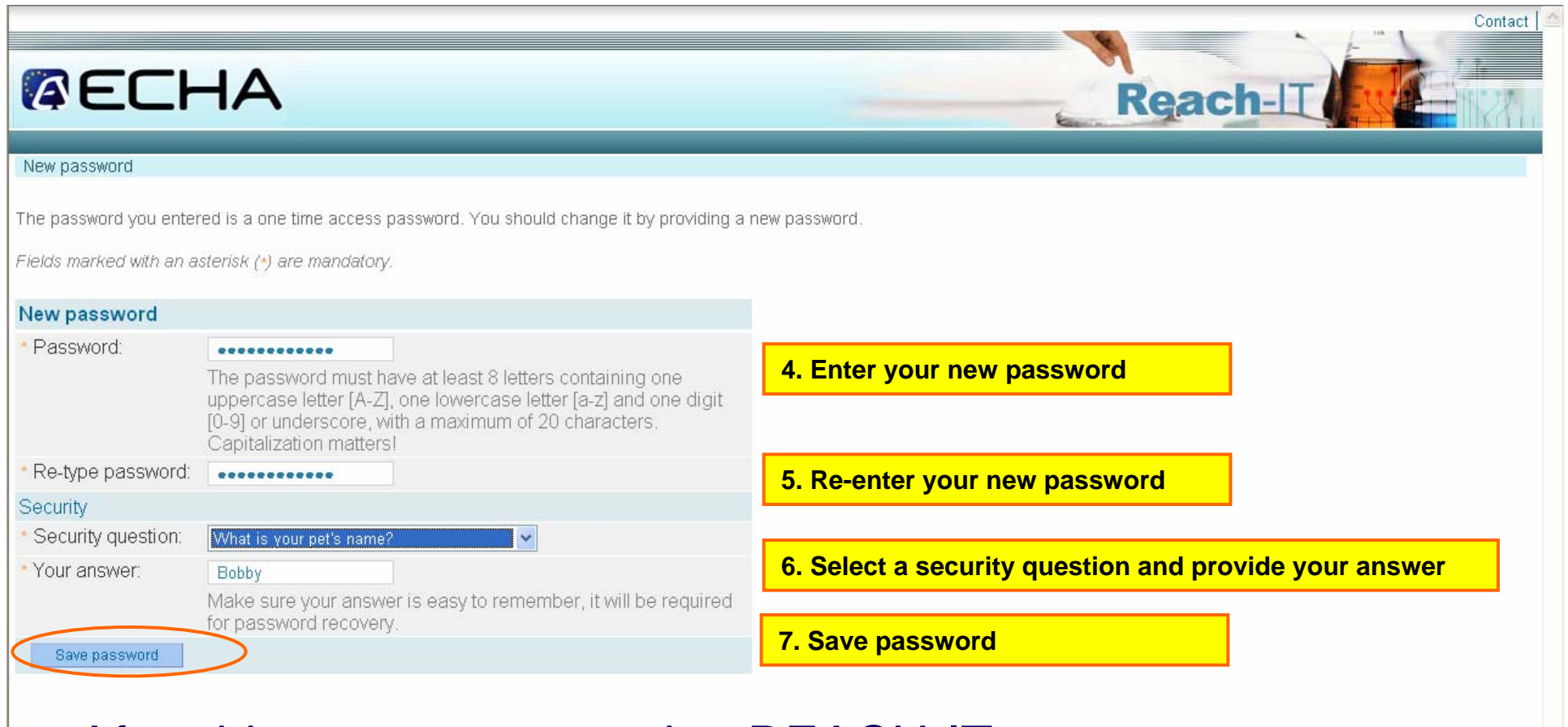
* Password:

* Enter the text shown:

Can't read the text below? [Try another](#)



8. Logging-in as a new user



New password

The password you entered is a one time access password. You should change it by providing a new password.

Fields marked with an asterisk (*) are mandatory.

New password

* Password:
The password must have at least 8 letters containing one uppercase letter [A-Z], one lowercase letter [a-z] and one digit [0-9] or underscore, with a maximum of 20 characters. Capitalization matters!

* Re-type password:

Security

* Security question:

* Your answer:
Make sure your answer is easy to remember, it will be required for password recovery.

4. Enter your new password

5. Re-enter your new password

6. Select a security question and provide your answer

7. Save password

After this you can start using REACH-IT

→ you need to remember your password to login to REACH-IT next time