

## HOW TO REGISTER ON CONNECT.EFSA

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### **ALL USERS**

#### To access the registration form visit this link

You can register in the capacity of:



Individual Citizens registering on their personal capacity

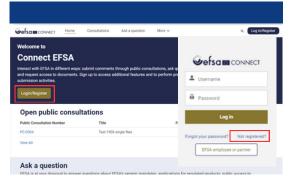


Users registering on behalf of their organisations



Users registering on behalf of their organisations which need to carry out pre-submission activities

### Follow the journey of the colour code corresponding to the capacity in which you are registering:



# Register below Already registering to Connect EFSA you can: • Ask questions on EFSA's work, on the application process for regulated products, and on career opportunities. • Submit requests for public access to documents. • Comment on consultations. • Create and submit your study notifications to EFSA. • Prepare and submit a list of intended studies supporting your application and receive renewal presuministion advice. • Create and submit your general pre-submission advice requests. \*Affiliation \*Affiliation \*Affiliation \* Task what capacity are you registering? \* The submit capaci

	Check below if your organisation is already registered.
_	
	arch for an organisation by name, acronym or address.
	ABC Company Milan ITALY
	Not found? Click here to register a new organisation.

Organisation name	*Street
ABC Corp	Rue de la vie
Organisation name (in English)	*Postal code
ABC Corporation	12345
Acronym	*City
ABC Corp	Paris
*Corporate email	*Country
abo@corp.com	France w
Corporate phone (e.g. for Italy +39 1234 567890)	Corporate website
+391234567890	www.abccorp.com

### 1. SELF-REGISTRATION



Open the Connect.EFSA portal by clicking on the link https://connect.efsa.europa.eu/RM/s/. You will be redirected to the Welcome page. Here, click on "Log in/Register" button. To start the registration process, click on "Not registered?"

On the left-hand side of the page, you can discover all the basic services you will access.

To start the registration process, fill in all the required(\*) fields in the form on the right.

In the last question, select the option "In my personal capacity" or "On behalf of my organisation", depending on your role.

### - 2. ORGANISATION SELECTION -



When you register on behalf of an organisation, as soon as you start typing the name in the searching field, the system will show a list of possible results.

**If the organisation is already registered** in our systems you can choose it and click **"Select"** to continue. In this case, you will be re-directed to the **"Data privacy consent"** screen directly.

**If your organisation is not shown** in the list, you can proceed registering a new organisation account by selecting **"Not Found?"**.

### 3. ORGANISATION CREATION



To create your organisation you must **fill in the registration form** with the information of your organisation/company. Mandatory fields marked by the (\*) must be completed before clicking on "Next".



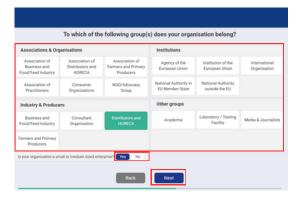


# HOW TO REGISTER ON CONNECT.EFSA

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### **ALL USERS**

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Do you want to carry out pre-submission activities?
Pre-submission activities are notification of studies, general pre- submission advice, list of intended studies and renewal pre-submission advice.
Yes No
Back Next

se select at least one topic to receive targeted communication based on your inter <u>Select all</u> - <u>Deselect all</u> Animal Health and Welfare Biological Hazards	ests.
Animal Health and Welfare Biological Hazards	
Chemical Contaminants Corporate	
Cross Cutting Science Emerging Risks	
Feed Additives Food Contact Materials	
Food Ingredients GMO	
Novel Foods Nutrition	
Pesticides Plant Health	
Scientific Co-Operation Other	

<b>efsa a</b> connect
Thank you for registering to Connect.EFSA!
Your registration is confirmed.
We sent you an email to set up your password. Please check your spam folder. If you did not receive any email, please contact EFSA's IT support at <u>servicedesk@efsa.europa.eu</u> .

### 4. GROUPS SELECTION



**Select the groups** your organisation/company belongs to.

**N.B.:** If the user organisation/company falls under "**Industry & Producers**" it is **possible** to indicate whether it is a small or medium size enterprise.

### - 5. PRE-SUBMISSION ACTIVITIES SELECTION



By selecting "Yes" you express the intention to carry out presubmission activities in line with the provisions of the  $\underline{\text{EFSA}}$  Practical Arrangements.

Then, you can specify if your organisation/company **is acting as Business Operator (Applicant), Laboratory, or Third party/Consultant.** More details on these profiles are given in Section 1 of the EFSA's user guide on <u>notification of studies</u>.

Once done, click on Next.

### **6. DATA PRIVACY CONSENT**



To complete the registration process you must check the first option in the Data privacy section. Should you wish to **subscribe to targeted communications** in areas of interest, check the second check box.

### - 7. SUCCESSFUL REGISTRATION



If the registration has been successful, you will **receive an email** with your username and a link to set the password in order to perform the first access.

If you need **to carry out pre-submission activities** you will receive a **federated EFSA Account** that will be used to login as "EFSA employee or partner" in the login page.

When you have set the credentials, you can access the system simply by logging in using your **username** and **password** in the dedicated fields.

