Step by step guidance for signing up a company (Legal Entity) in REACH IT

Disclaimer

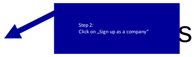
The information that CONCAWE provides on its Website represents opinions and is intended for guidance only. Whilst the information is provided in utmost good faith and has been based on the best information currently available, it is to be relied upon at the user's own risk. No representations or warranties are made with regards to its completeness or accuracy and no liability will be accepted for damages of any nature whatsoever resulting from the use of, or reliance on, the information. Documents published by CONCAWE are based on interpretations of Regulation (EC) 1907/2006 (REACH Regulation) as well as guidance provided by and information obtained from the European Chemicals Agency.

When to use this guidance

Please use this guidance in conjunction with the guidance issued by the European Chemical Agency and the comments and suggestions from CONCAWE (see page http://www.concawe.org/Content/Default.asp?PageID=469 on the CONCAWE Internet website).

The guidance applies to those cases where a legal entity wishes to sign up directly on the REACT IT website. At a later stage the Legal Entity Object (LEO) will have to be downloaded as an XML file (LEOX) and be incorporated into IUCLID5.

Note: LEOXs are currently not yet downloadable.

The guidance uses a theoretical example of an LE. Guidance can be found in text boxes ( superposed on screenshots.

Step 2:
Click on „Sign up as a company"

This guidance will soon be complemented by similar guidance for the pre-registration of substances.

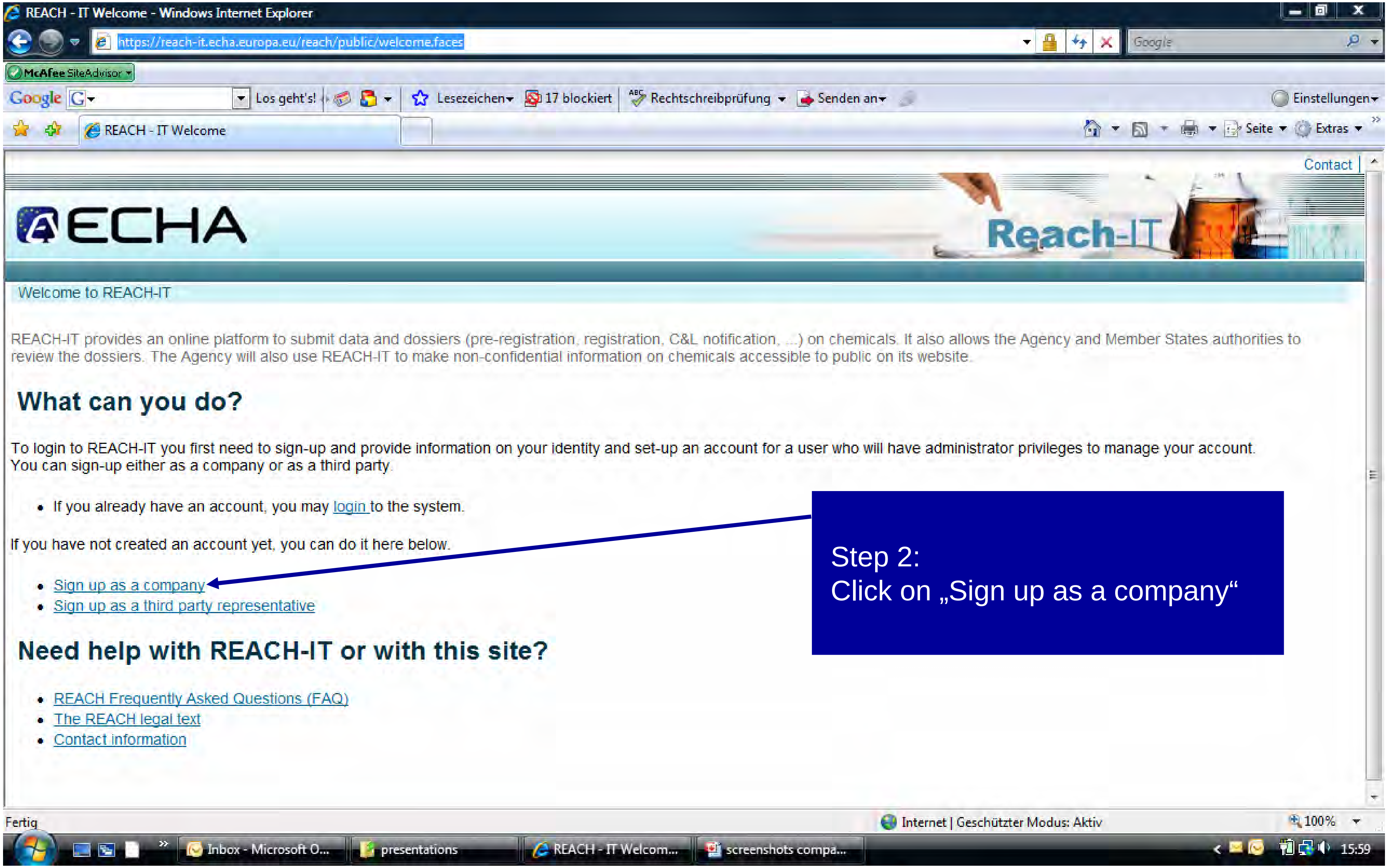
Step 0:

Download the Excel spreadsheet template for archiving the information entered and generated during the sign up process.

Step 1: Open the REACH IT website:

https://reach-it.echa.europa.eu/reach/public/welcome.faces

The following screen appears: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https://reach-it.echa.europa.eu/reach/public/welcome.faces
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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.

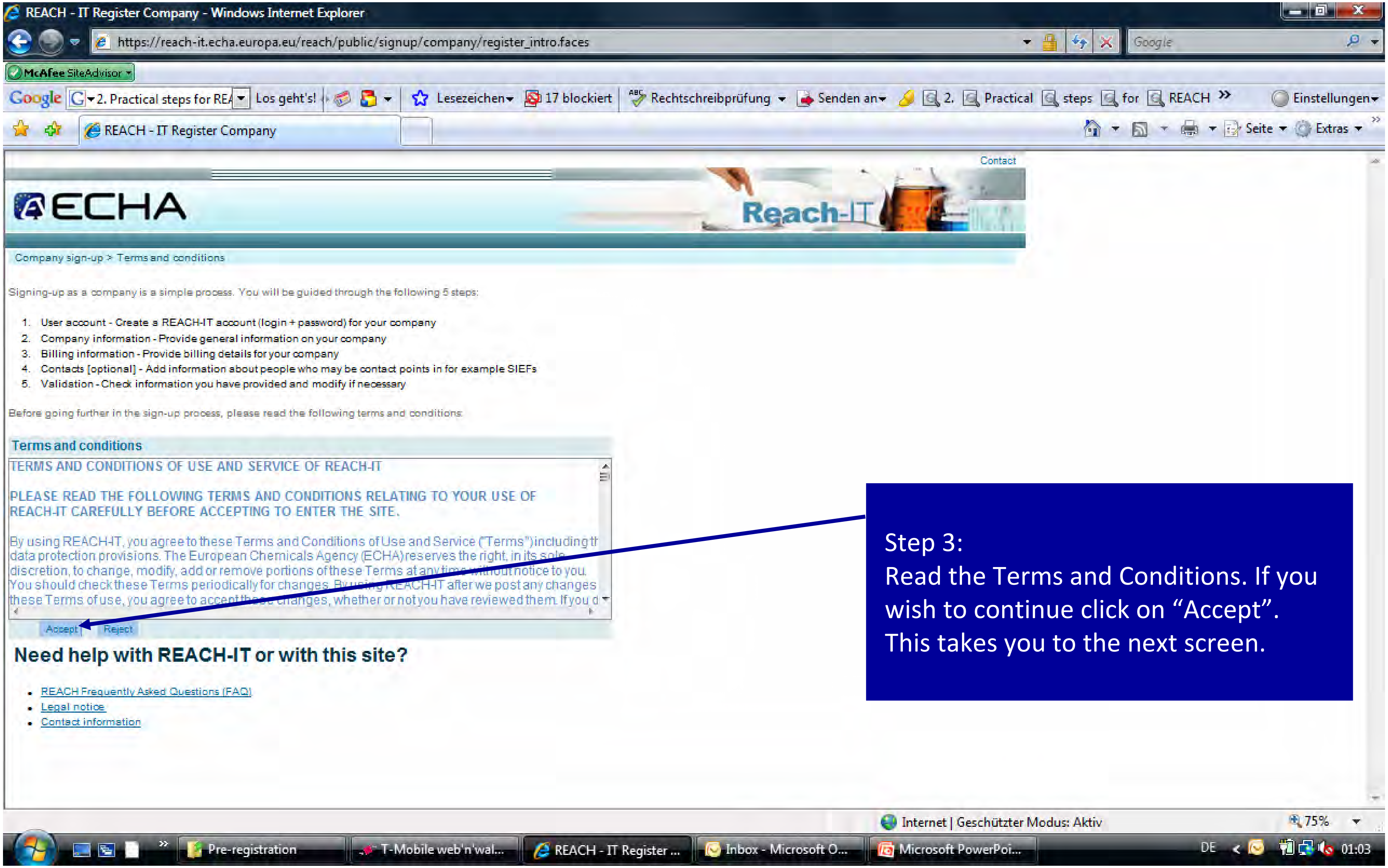
If you have not created an account yet, you can do it here below.

- 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

Step 2:
Click on „Sign up as a company“


REACH - IT Register Company - Windows Internet Explorer
https://reach-it.echa.europa.eu/reach/public/signup/company/register_intro.faces
REACH - IT Register Company
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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.

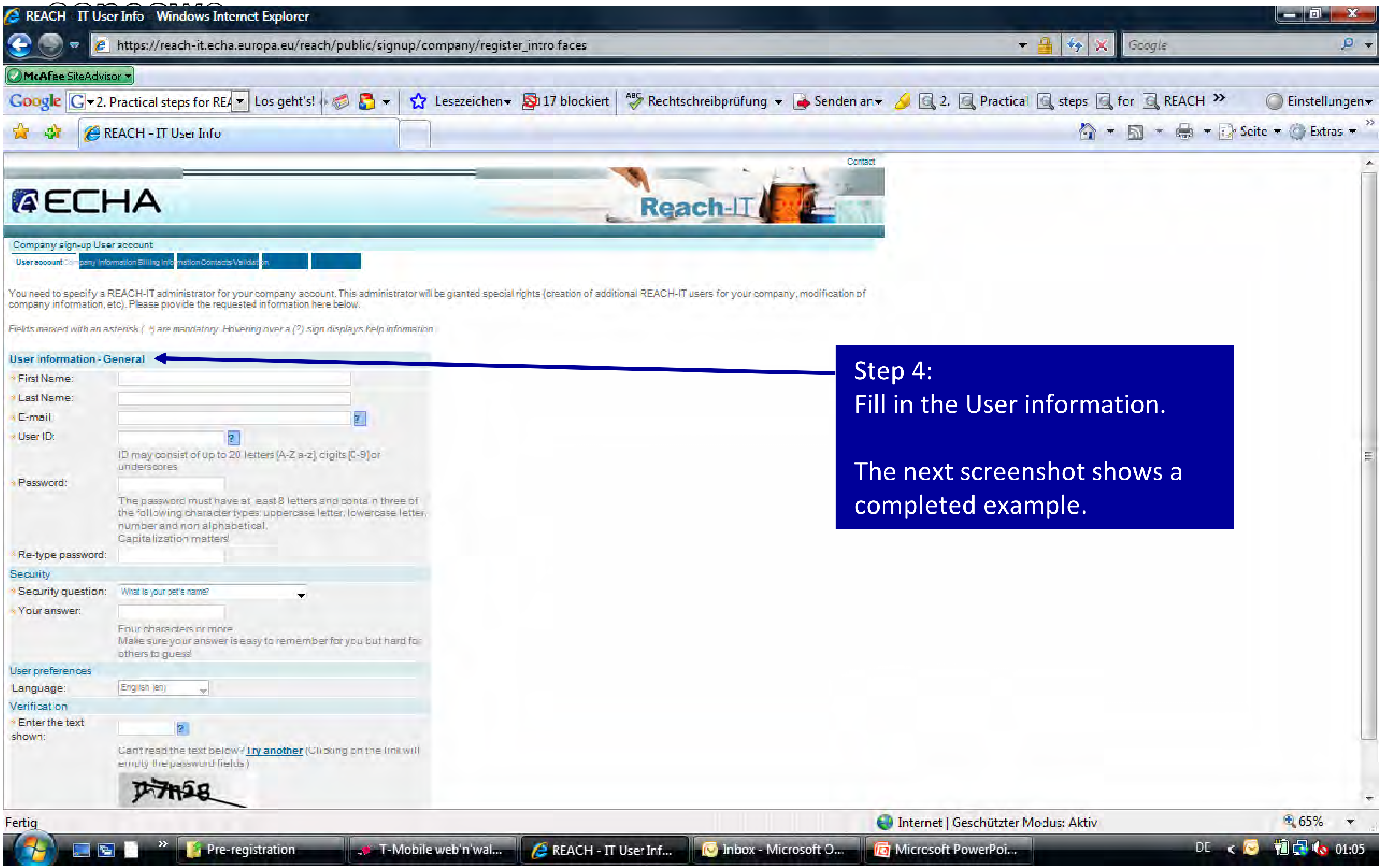
By using REACH-IT, you agree to these Terms and Conditions of Use and Service ("Terms") including th data protection provisions. The European Chemicals Agency (ECHA) reserves the right, in its sole discretion, to change, modify, add or remove portions of these Terms at any time without notice to you.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

Accept Reject

Need help with REACH-IT or with this site?

- REACH Frequently Asked Questions (FAQ)
- Legal notice
- Contact information

Step 3:
Read the Terms and Conditions. If you wish to continue click on "Accept". This takes you to the next screen.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Company sign-up User account

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 and contain three of the following character types: uppercase letter, lowercase letter, number and non alphabetical.
Capitalization matters!

* Re-type password:

Security

* Security question: What is your pet's name?

* 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: English (en)

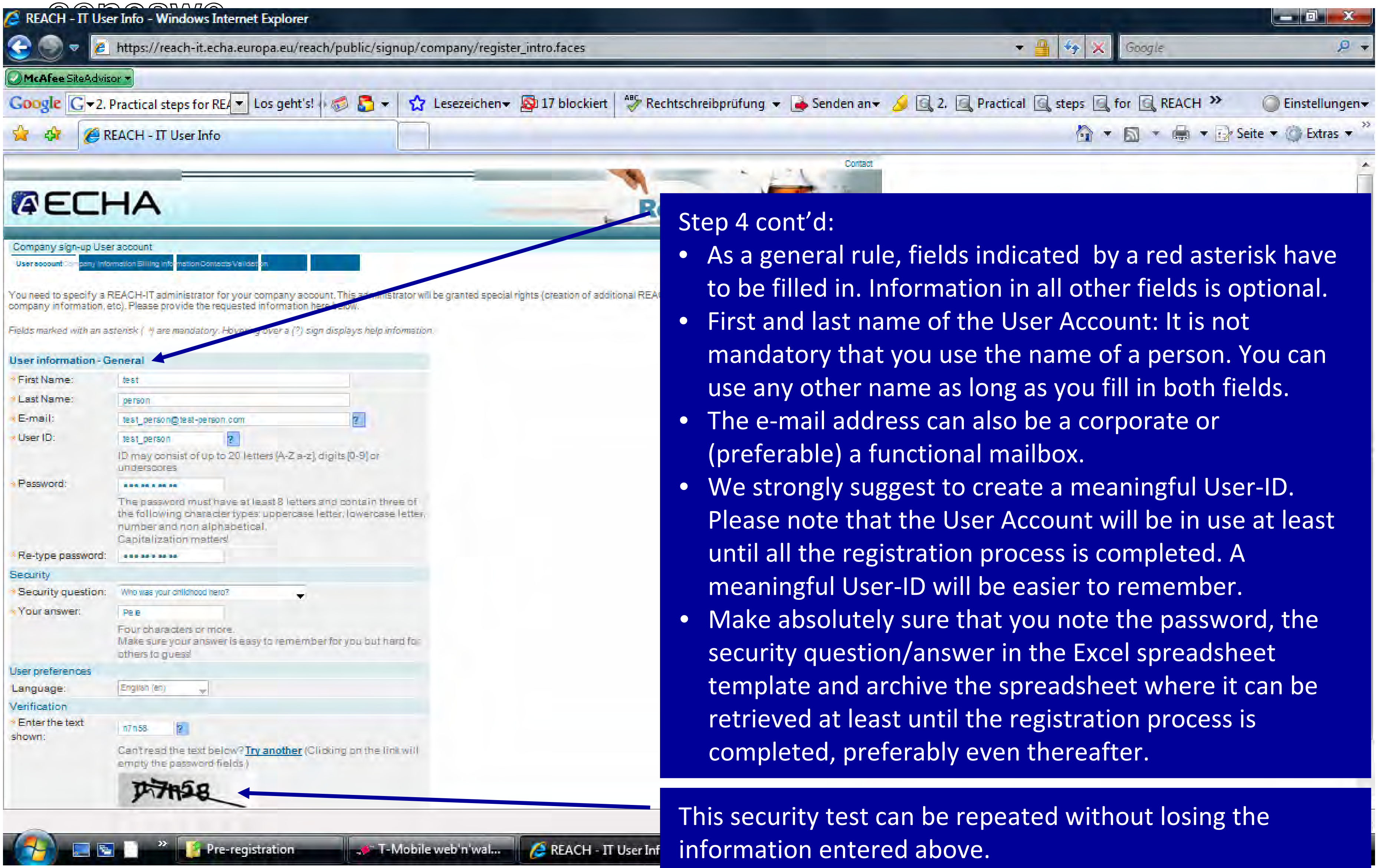
Verification

* Enter the text shown: ?

Can't read the text below? Try another (Clicking on the link will empty the password fields.)

Step 4:
Fill in the User information.

The next screenshot shows a completed example.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User account
Company information
Billing information
Contacts
Validation
Pre-registration
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REACH - IT User Inf

You need to specify a REACH-IT administrator for your company account. This administrator will be granted special rights (creation of additional REA
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:	test
* Last Name:	person
* E-mail:	test_person@test-person.com ?
* User ID:	test_person ? 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 and contain three of the following character types: uppercase letter, lowercase letter, number and non alphabetical. Capitalization matters!
* Re-type password:	**********

Security

* Security question:	Who was your childhood hero?
* Your answer:	Pele Four characters or more. Make sure your answer is easy to remember for you but hard for others to guess!

User preferences

Language:	English (en)

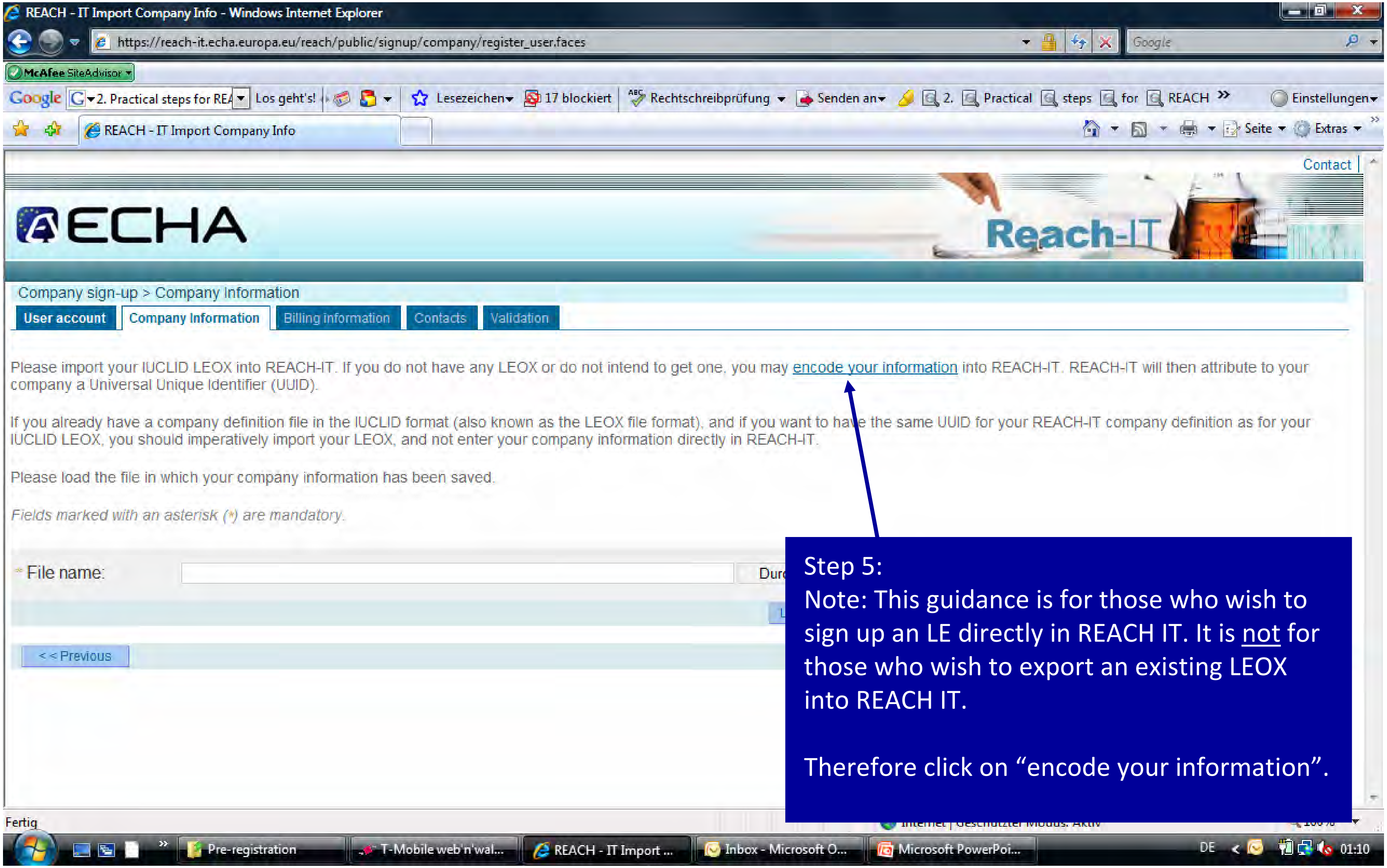
Verification

* Enter the text shown:	n7n58 ? Can't read the text below? Try another (Clicking on the link will empty the password fields.)

Step 4 cont'd:

- As a general rule, fields indicated by a red asterisk have to be filled in. Information in all other fields is optional.
- First and last name of the User Account: It is not mandatory that you use the name of a person. You can use any other name as long as you fill in both fields.
- The e-mail address can also be a corporate or (preferable) a functional mailbox.
- We strongly suggest to create a meaningful User-ID. Please note that the User Account will be in use at least until all the registration process is completed. A meaningful User-ID will be easier to remember.
- Make absolutely sure that you note the password, the security question/answer in the Excel spreadsheet template and archive the spreadsheet where it can be retrieved at least until the registration process is completed, preferably even thereafter.

This security test can be repeated without losing the information entered above.


REACH - IT Import Company Info - Windows Internet Explorer
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User account
Company Information
Billing information
Contacts
Validation
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Company sign-up > Company Information

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:

Step 5:
Note: This guidance is for those who wish to sign up an LE directly in REACH IT. It is not for those who wish to export an existing LEOX into REACH IT.

Therefore click on “encode your information”.

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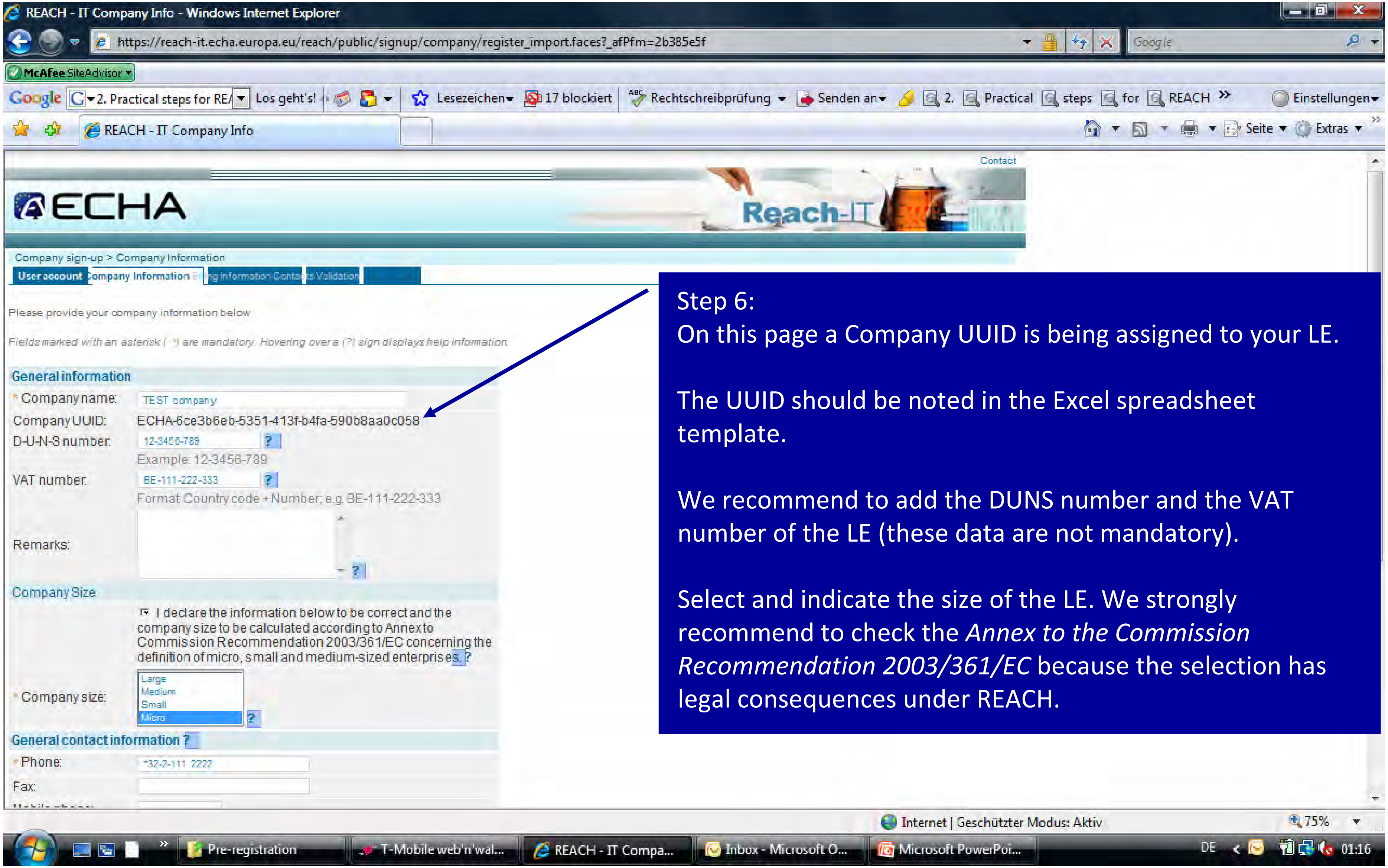
Upper part of the page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Company sign-up > Company Information

Please provide your company information below

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

General information

* Company name: TEST company

Company UUID: ECHA-6ce3b6eb-5351-413f-b4fa-590b8aa0c058

D-U-N-S number: 12-3456-789 ?

Example: 12-3456-789

VAT number: BE-111-222-333 ?

Format Country code + Number; e.g. BE-111-222-333

Remarks: ?

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] ?

General contact information ?

* Phone: +32-2-111 2222

Fax:

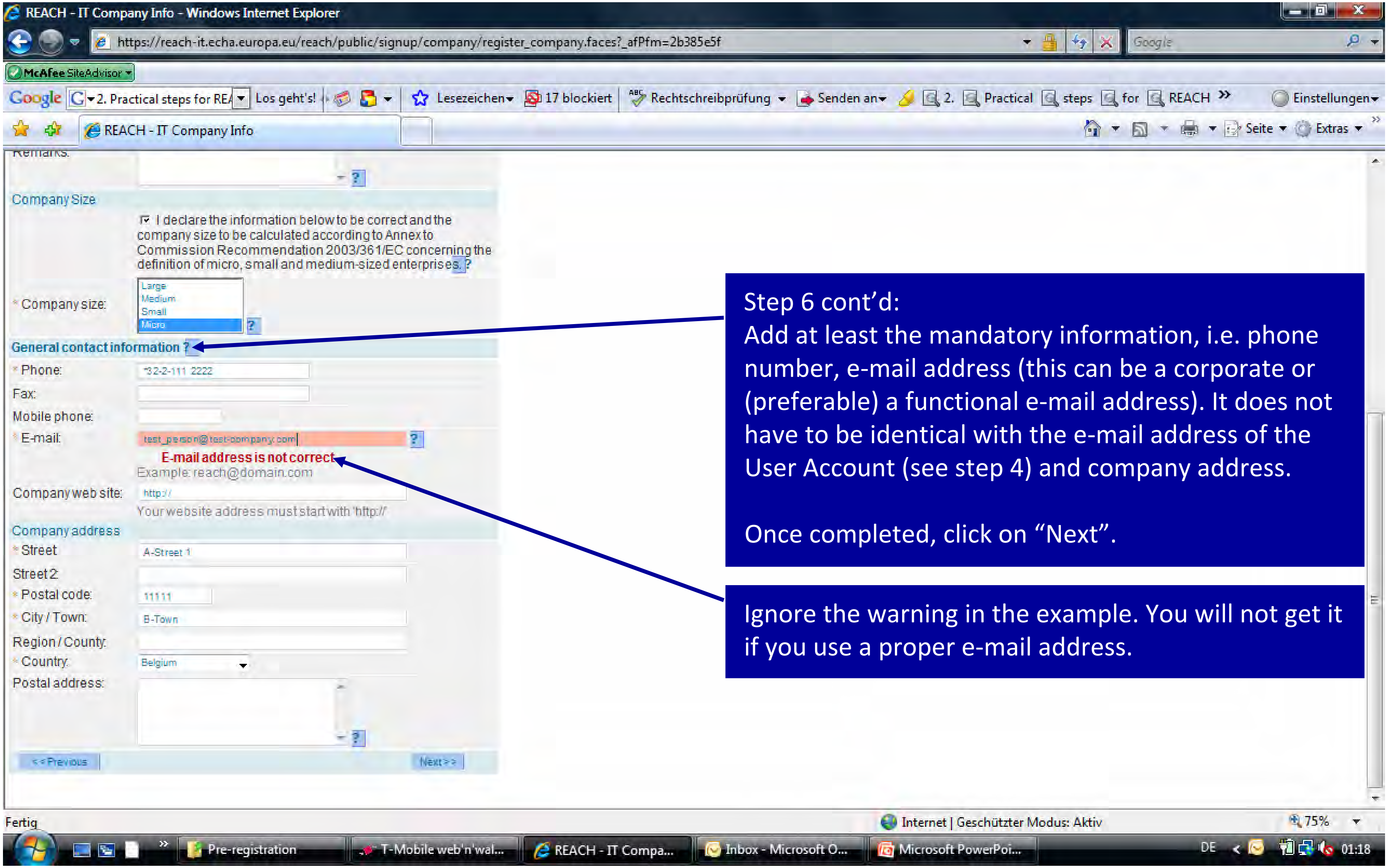
Step 6:
On this page a Company UUID is being assigned to your LE.

The UUID should be noted in the Excel spreadsheet template.

We recommend to add the DUNS number and the VAT number of the LE (these data are not mandatory).

Select and indicate the size of the LE. We strongly recommend to check the *Annex to the Commission Recommendation 2003/361/EC* because the selection has legal consequences under REACH.

Lower part of the page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Remarks:

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**

General contact information ?

* Phone: +32-2-111 2222

Fax:

Mobile phone:

* E-mail: test_person@test-company.com

E-mail address is not correct

Example: reach@domain.com

Company web site: http://

Your website address must start with 'http://'

Company address

* Street: A-Street 1

Street 2:

* Postal code: 11111

* City / Town: B-Town

Region / County:

* Country: Belgium

Postal address:

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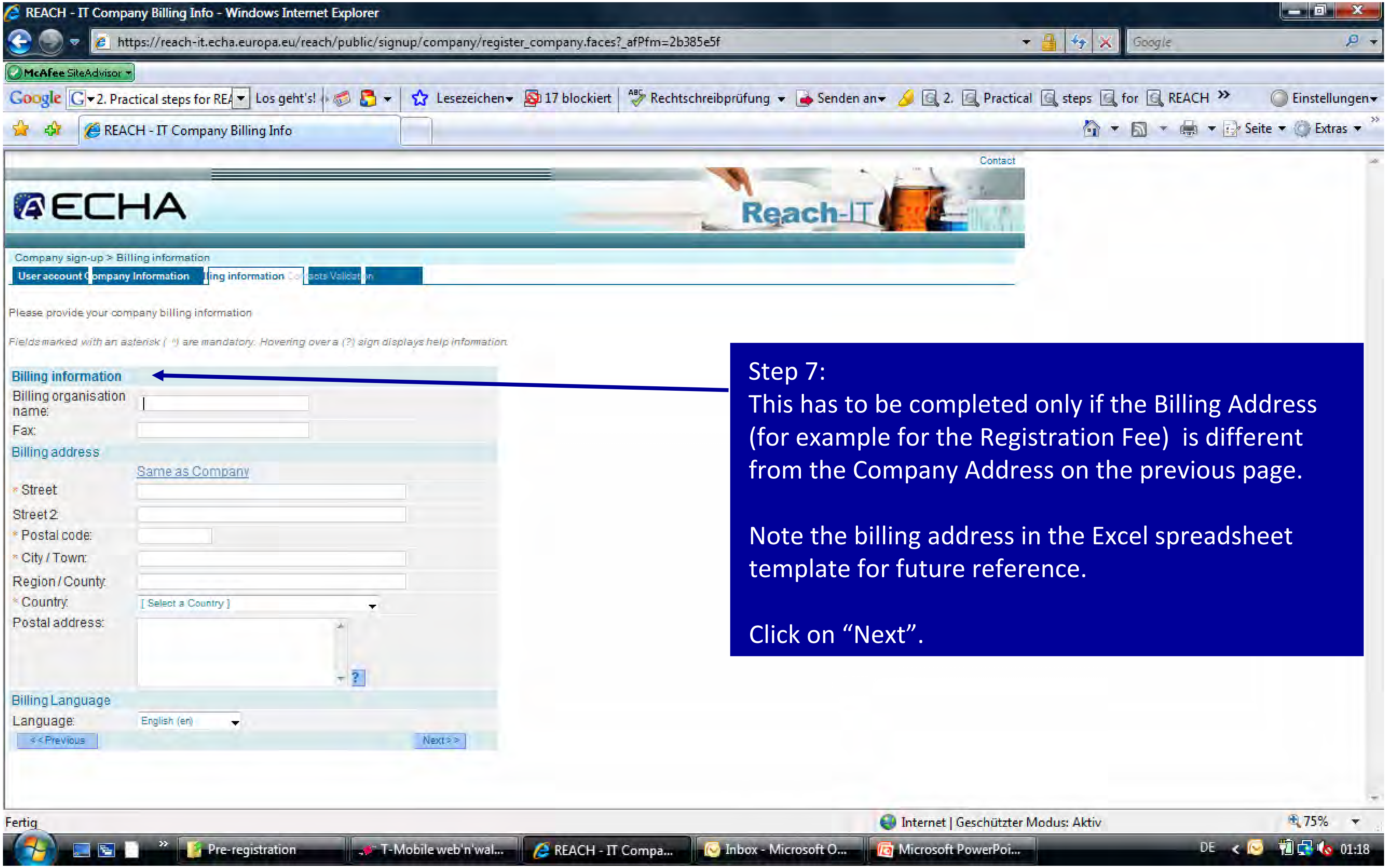
Next >>

Step 6 cont'd:
Add at least the mandatory information, i.e. phone number, e-mail address (this can be a corporate or (preferable) a functional e-mail address). It does not have to be identical with the e-mail address of the User Account (see step 4) and company address.

Once completed, click on "Next".

Ignore the warning in the example. You will not get it if you use a proper e-mail address.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Company sign-up > Billing information
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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: [Select a Country]

Postal address:

Billing Language

Language: English (en)

?
<< Previous
Next >>

Step 7:
This has to be completed only if the Billing Address (for example for the Registration Fee) is different from the Company Address on the previous page.

Note the billing address in the Excel spreadsheet template for future reference.

Click on “Next”.

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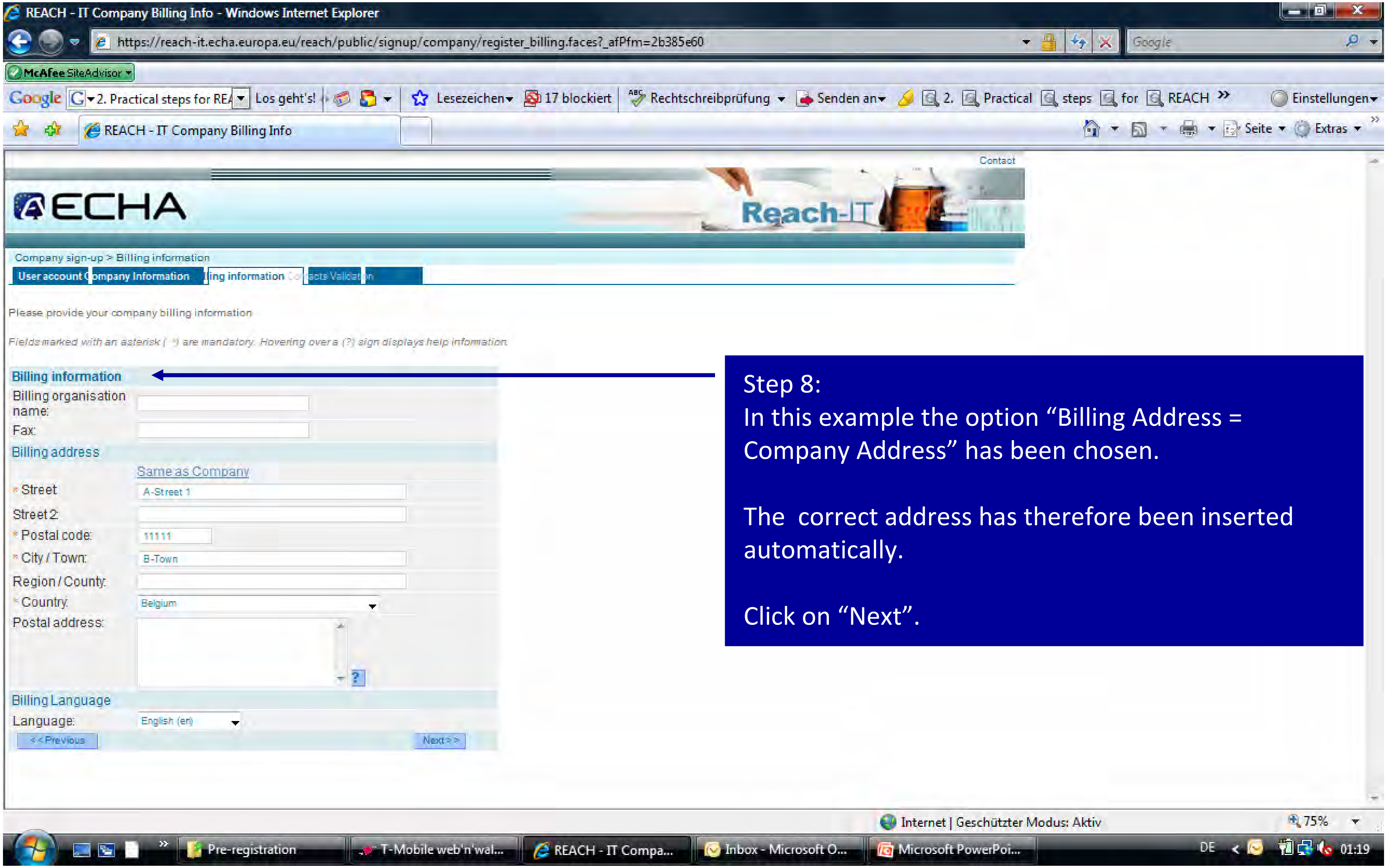

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Reach-IT
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Company Information
Billing information
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Company sign-up > Billing information

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

* Street: A-Street 1

Street 2:

* Postal code: 11111

* City / Town: B-Town

Region / County:

* Country: Belgium

Postal address:

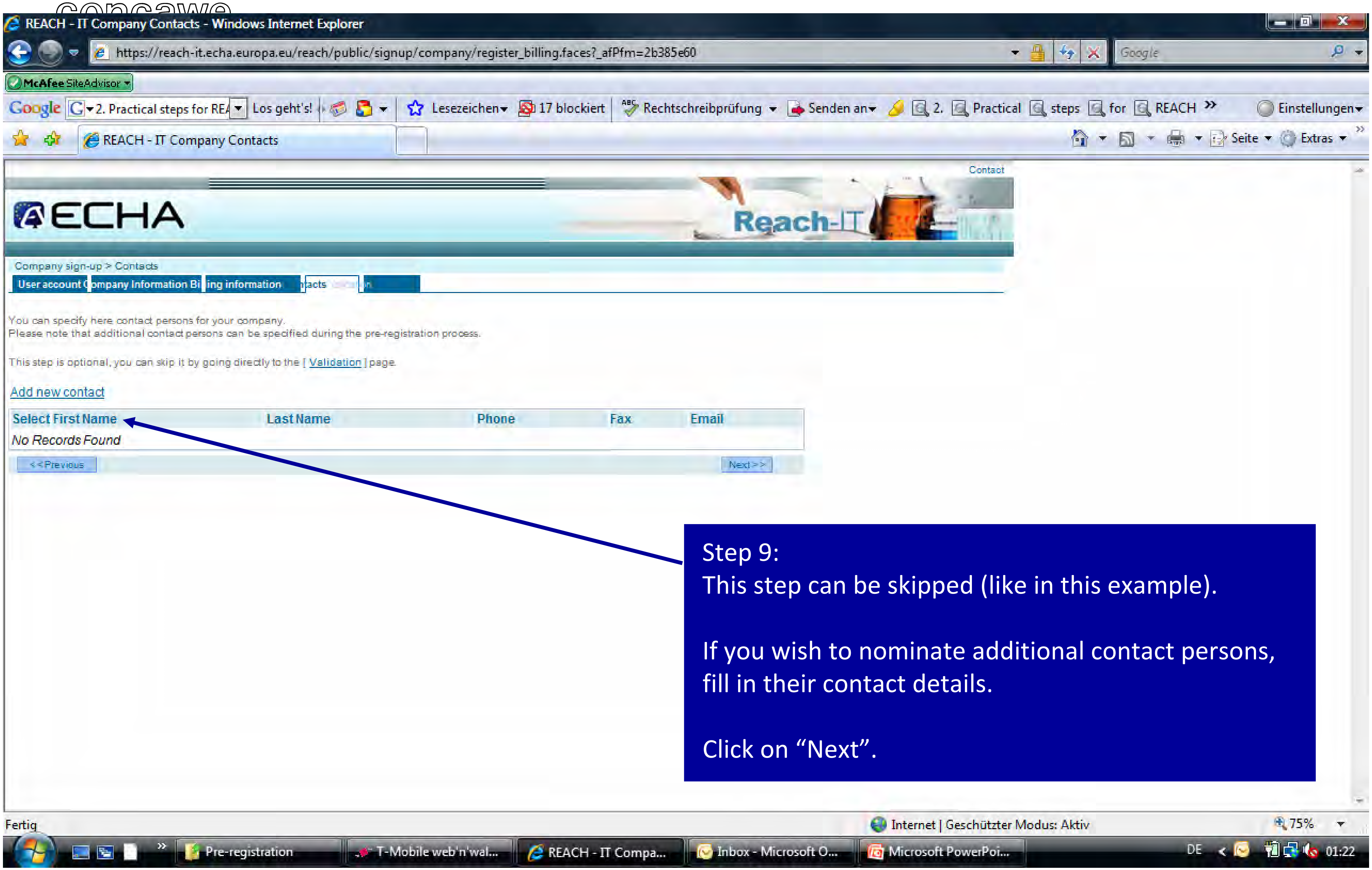
Billing Language

Language: English (en)

Step 8:
In this example the option “Billing Address = Company Address” has been chosen.

The correct address has therefore been inserted automatically.

Click on “Next”.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Company sign-up > Contacts
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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				

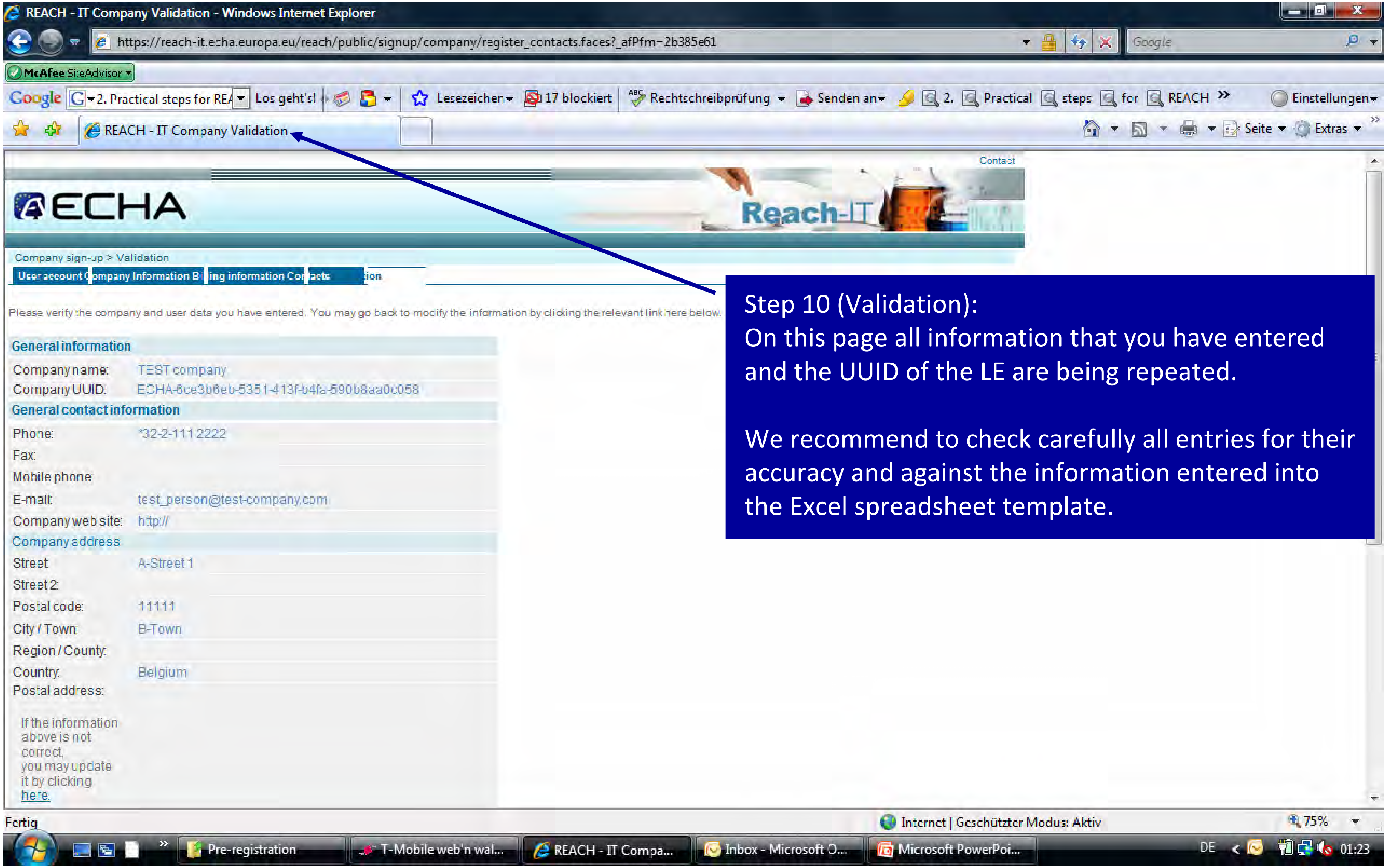
<< Previous
Next >>

Step 9:
This step can be skipped (like in this example).

If you wish to nominate additional contact persons, fill in their contact details.

Click on “Next”.

Upper part of the page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Company sign-up > 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.

General information

Company name:	TEST company
Company UUID:	ECHA-6ce3b6eb-5351-413f-b4fa-590b8aa0c058

General contact information

Phone:	*32-2-111 2222
Fax:	
Mobile phone:	
E-mail:	test_person@test-company.com
Company web site:	http://

Company address

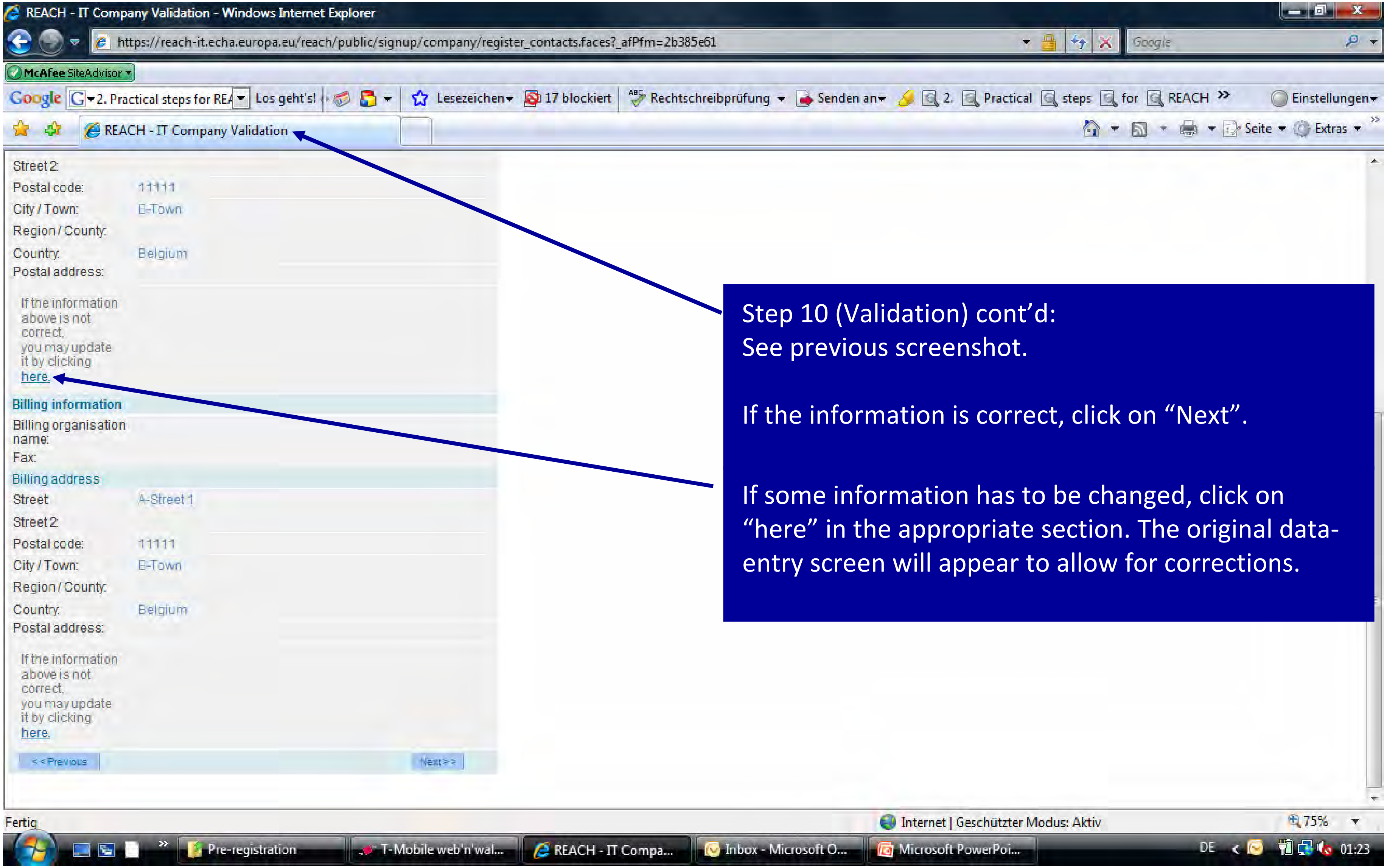
Street	A-Street 1
Street 2:	
Postal code:	11111
City / Town:	B-Town
Region / County:	
Country:	Belgium
Postal address:	

If the information above is not correct, you may update it by clicking here.

Step 10 (Validation):
On this page all information that you have entered and the UUID of the LE are being repeated.

We recommend to check carefully all entries for their accuracy and against the information entered into the Excel spreadsheet template.

Lower part of the page



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Street 2:	
Postal code:	11111
City / Town:	B-Town
Region / County:	
Country:	Belgium
Postal address:	

If the information above is not correct, you may update it by clicking here.

Billing information

Billing organisation name:	
Fax:	

Billing address

Street	A-Street 1
Street 2:	
Postal code:	11111
City / Town:	B-Town
Region / County:	
Country:	Belgium
Postal address:	

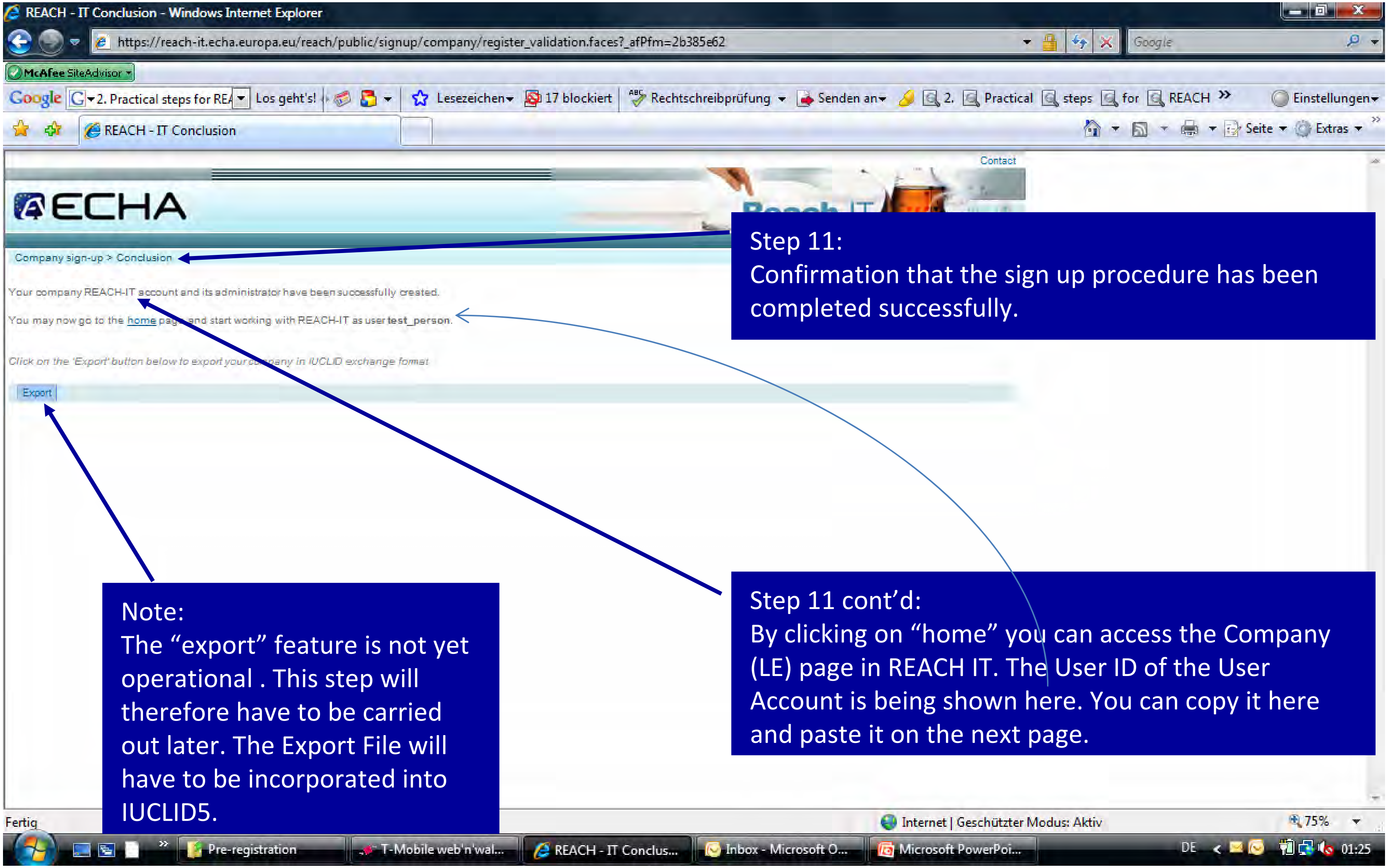
If the information above is not correct, you may update it by clicking here.

<< Previous Next >>

Step 10 (Validation) cont'd:
See previous screenshot.

If the information is correct, click on "Next".

If some information has to be changed, click on "here" in the appropriate section. The original data-entry screen will appear to allow for corrections.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Company sign-up > Conclusion

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 **test_person**.

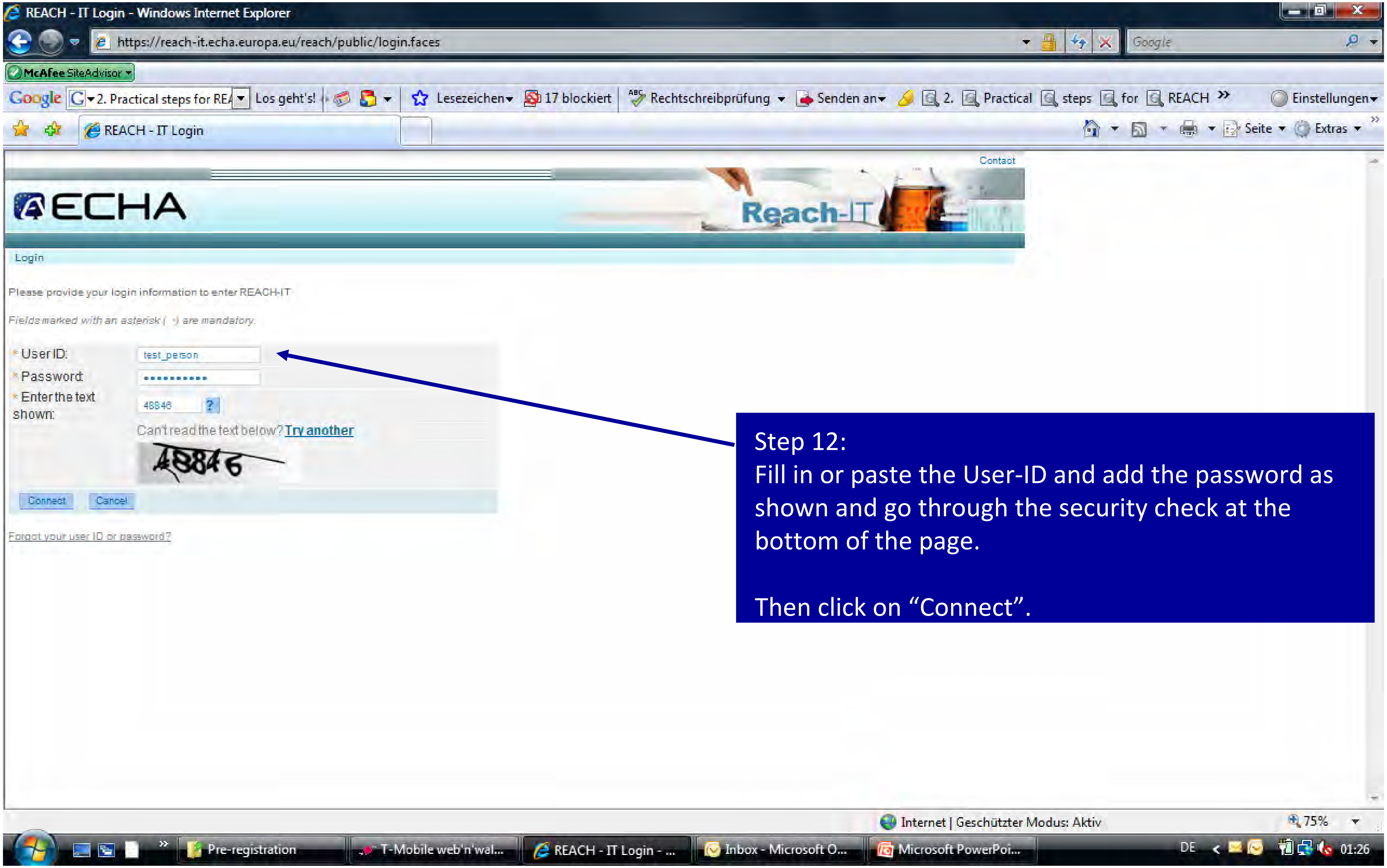
Click on the 'Export' button below to export your company in IUCLID exchange format

Export

Step 11:
Confirmation that the sign up procedure has been completed successfully.

Step 11 cont'd:
By clicking on "home" you can access the Company (LE) page in REACH IT. The User ID of the User Account is being shown here. You can copy it here and paste it on the next page.

Note:
The "export" feature is not yet operational . This step will therefore have to be carried out later. The Export File will have to be incorporated into IUCLID5.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https://reach-it.echa.europa.eu/reach/public/login.faces

Please provide your login information to enter REACH-IT

*Fields marked with an asterisk (*) are mandatory.*

* User ID: test_person

* Password: •••••••••••

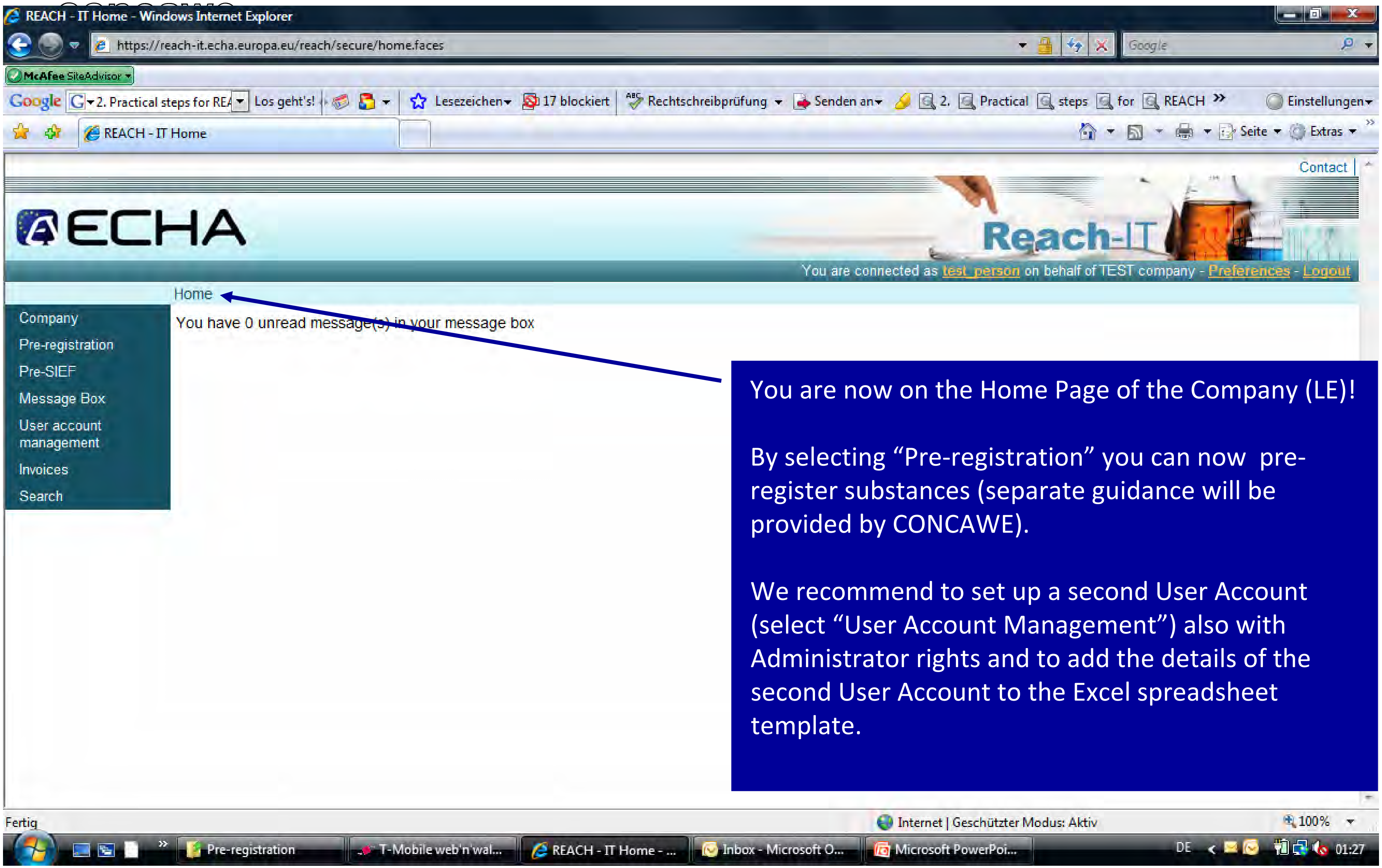
* Enter the text shown: 48846

Can't read the text below? Try another

Forgot your user ID or password?

Step 12:
Fill in or paste the User-ID and add the password as shown and go through the security check at the bottom of the page.

Then click on “Connect”.


REACH - IT Home - Windows Internet Explorer
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Extras
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ECHA
Reach-IT
Home
Company
Pre-registration
Pre-SIEF
Message Box
User account management
Invoices
Search
Fertig
Internet | Geschützter Modus: Aktiv
100%
Pre-registration
T-Mobile web'n'wal...
REACH - IT Home - ...
Inbox - Microsoft O...
Microsoft PowerPoi...
DE
01:27

You are connected as test_person on behalf of TEST company - Preferences - Logout

You have 0 unread message(s) in your message box

You are now on the Home Page of the Company (LE)!

By selecting “Pre-registration” you can now pre-register substances (separate guidance will be provided by CONCAWE).

We recommend to set up a second User Account (select “User Account Management”) also with Administrator rights and to add the details of the second User Account to the Excel spreadsheet template.