

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. Ask questions on EFSAN work, on the application process for regulated products, and on career opportunities. Ask questions on EFSAN work, on the application process for regulated products, and on career opportunities. 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 presubmission advice. Create and submit your general pre-submission advice requests.

Once	k below if your orga	modition to uncody	regiotereu.	
Search for an organis	sation by name, acronym or a	address.		
abc				
ABC Company Milan ITALY				
	egister a new organisation.			
0100101010	gran a nen organisasion.			_

*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	
abc@corp.com	France	¥
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".



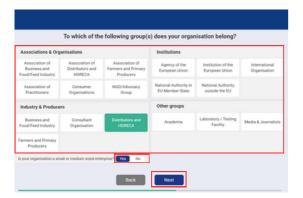


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Do you want to carry out pre-submission activities?
Pre-submission activities are notification of studies, general pre- submission advice, list of intended studies and renewal pre-submission advice.
Yes No
Back Next

ept that EFSA will use my data to provide ept that EFSA will use my data to select t newsletters.	the service that I am registering for. opics I might be interested in and invite me to events or
	targeted communication based on your interests.
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
	Other

⊘efsa © 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 EFSAs IT support at servicedesk@efsa.europa.eu .

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 **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 check box 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 by default. From the second access on, you can log-in using your **username** and **password** in the dedicated fields.

