



HOW TO REGISTER ON CONNECT.EFSA

1/2

ALL USERS

To access the registration form visit [this link](#)

You can register
in the capacity of:



Individual Citizens
registering on their
personal capacity

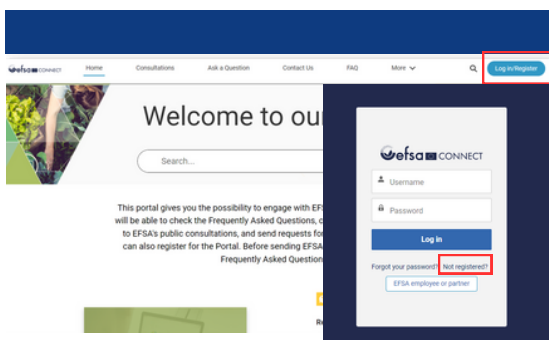


Users registering
on behalf of their
organisations



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:



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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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 pre-submission 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 [notification of studies](#).

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.