



# User Guide

## Connect.EFSA Registration Form

**#Connect.EFSA**

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# Introduction





***"Bringing together EFSA and its stakeholders"***

This portal gives you the possibility to engage with EFSA on a variety of topics. You can perform pre-submission activities, take part in public consultations, request information or public access to documents, and browse frequently asked questions.





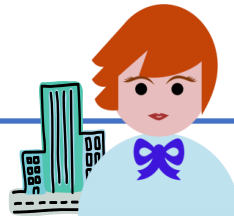
# 1.1 Users



## Individuals that registers on their personal capacity

This type of user can access EFSA.Connect **basic services** (i.e. *AskeFSA, Public Consultations, Public Access to Documents*) in their personal capacity.

After registration, these users receive an email with a username and a link to set their password.



## Users that register on behalf of their organisations and do not need to carry out pre-submission activities

This type of user can access EFSA.Connect **basic services** (i.e. *AskeFSA, Public Consultations, Public Access to Documents*) on behalf of their organisation.

After registration, these users receive an email with a username and a link to set their password.



## Users that register on behalf of their organisations and need to carry out pre-submission activities

This type of user can access **pre-submission activities** (i.e. *Notification of Studies, General pre-submission advice, List of Intended studies and renewal pre-submission advice*) on behalf of their organisation.

After registration, these users are validated by EFSA and receive an **EFSA Federated account**.

Based on the type of users the registration process follows three distinct paths.

# **Individuals that register on their personal capacity**



## 2.1 Self-registration

User goes to [Connect.EFSA](https://connect.efsa.europa.eu)

The screenshot shows the EFSA Connect portal homepage. The header includes the EFSA logo, navigation links (Home, Consultations, Ask a Question, Contact Us, FAQ, More), and a search icon. A yellow callout points to the 'Log in/Register' button in the top right. The main content area features a large 'Welcome to our Portal' heading, a search bar, and a paragraph about the portal's purpose. A 'FAQ' link is visible below the text. A grey overlay on the right side contains the login/register form with fields for 'Username' and 'Password', a 'Log in' button, and links for 'Forgot your password?' and 'Not registered?'. A yellow callout points to the 'Not registered?' link. At the bottom of the overlay is a button for 'EFSA employee or partner'.

efsa CONNECT

Home Consultations Ask a Question Contact Us FAQ More

Log in/Register

Click on "Log in/ Register".

# Welcome to our Portal

Search...

This portal gives you the possibility to engage with EFSA on a variety of topics. You will be able to check the Frequently Asked Questions, consult and submit comments to EFSA's public consultations, and send requests for access to documents. You can also register for the Portal. Before sending EFSA a question, please read the Frequently Asked Questions.

FAQ

Regulated Products

In the new opened page click on "Not registered?".

efsa CONNECT

Username

Password

Log in

Forgot your password? Not registered?

EFSA employee or partner

## 2.1 Self-registration

**Basic services**  
the user will  
access.



By 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 submission advice.
- Create and submit your general pre-submission requests.

The user fills in all **required (\*)** fields.

Select *"In my personal capacity"*.

### Register below

Already registered? Login [here](#)

\* First name

Andrew

\* Last name

McCollum

\* Email

amccollum@gmail.com

\* Affiliation

Citizen

\* In what capacity are you registering?

In my personal capacity

Next



## 2.2 Data privacy consent

To complete the registration process the user is required to check this box.

The user by checking this box can subscribe to **targeted communications** in its area of interest.

### Data privacy consent

☒ I accept that EFSA will use my data to provide the service that I am registering for.

☒ I accept that EFSA will use my data to select topics I might be interested in and invite me to events or send me newsletters.

Please select at least one topic to receive targeted communication based on your interests.

[Select all](#) - [Deselect all](#)

<input type="checkbox"/> Animal Health and Welfare	<input type="checkbox"/> Biological Hazards
<input type="checkbox"/> Chemical Contaminants	<input type="checkbox"/> Corporate
<input type="checkbox"/> Cross Cutting Science	<input type="checkbox"/> Emerging Risks
<input type="checkbox"/> Feed Additives	<input type="checkbox"/> Food Contact Materials
<input type="checkbox"/> Food Ingredients	<input type="checkbox"/> GMO
<input type="checkbox"/> Novel Foods	<input type="checkbox"/> Nutrition
<input type="checkbox"/> Pesticides	<input type="checkbox"/> Plant Health
<input type="checkbox"/> Scientific Co-Operation	<input type="checkbox"/> Other

☐ I accept that EFSA will use my data for statistical analysis.

[Privacy Statement](#)

BackSubmit

The user clicks on **"Submit"** to complete the registration.

## 2.3 Successful registration

This screen shows that the registration has been successful. The user receives an email with their **username** and a link to set the **password** in order to perform the first access.



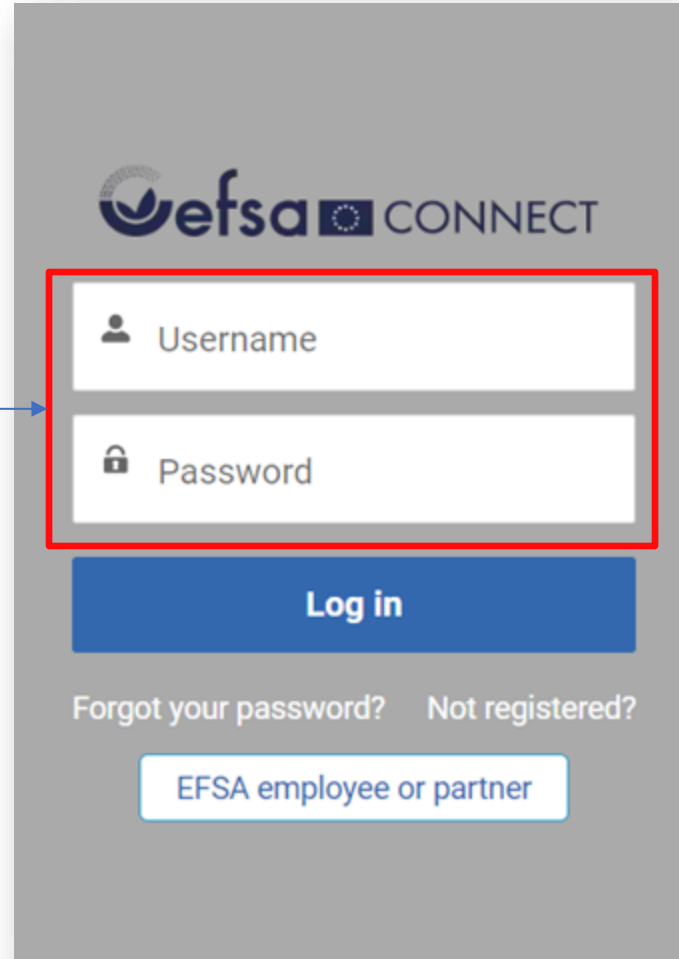
**Thank you for registering to Connect.EFSA!**

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 [servicedesk@efsa.europa.eu](mailto:servicedesk@efsa.europa.eu).

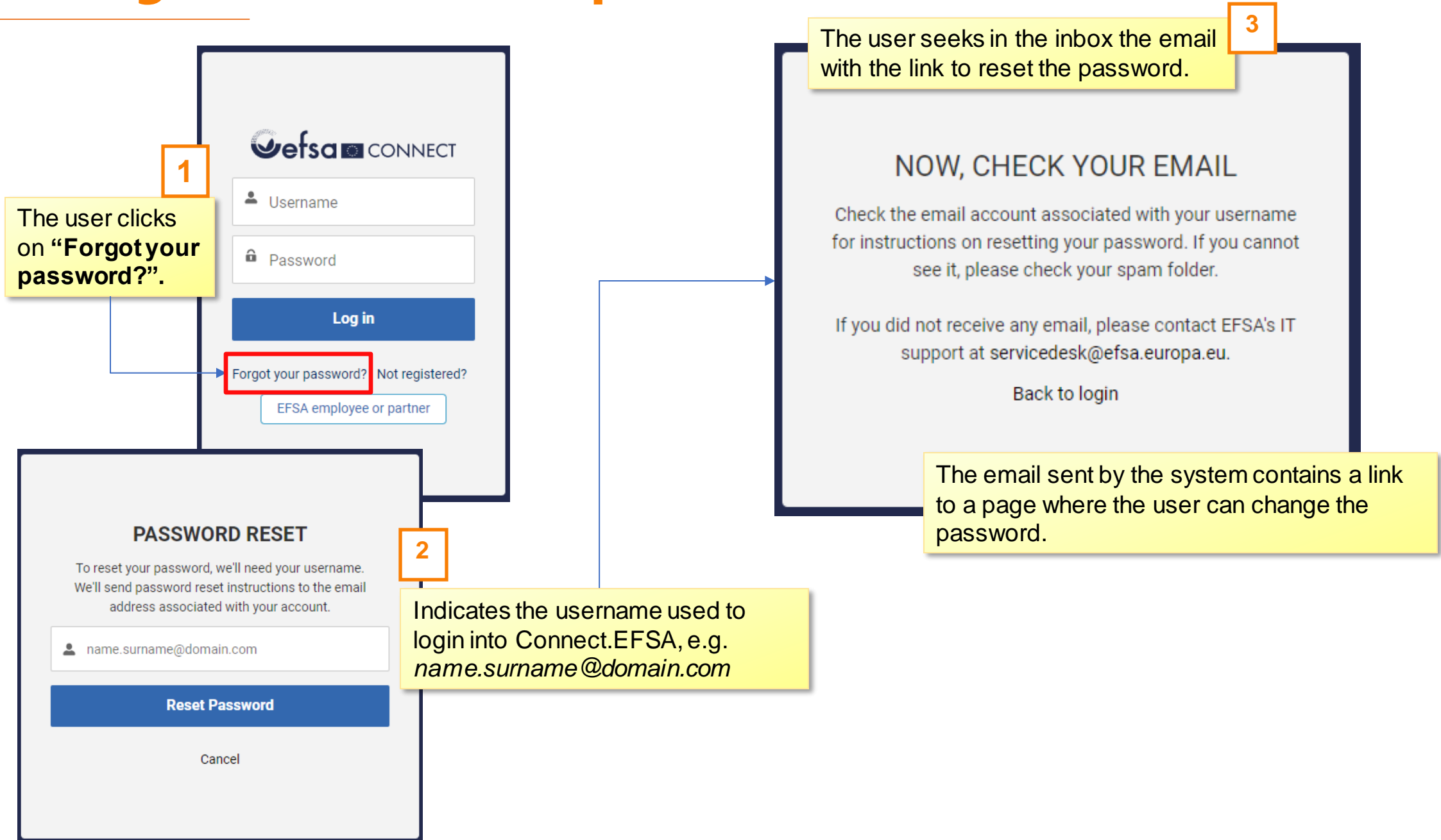
## 2.4 Login

After having set their credentials, users can access the system by inserting their **username** and **password** in the dedicated fields.



The image shows a login interface for 'efsa CONNECT'. At the top is the logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. These fields are enclosed in a red rectangular box. A blue arrow points from the text box on the left to the 'Username' field. Below the input fields is a blue 'Log in' button. At the bottom, there are links for 'Forgot your password?' and 'Not registered?', and a button for 'EFSA employee or partner'.

## 2.5 Change or recover the password



**Users that register on behalf of their  
organisations and do not need to  
carry out pre-submission activities**





# 3.1 Self-registration

User goes to [Connect.EFSA](https://connect.efsa.europa.eu)

The screenshot shows the EFSA Connect portal homepage. The navigation bar includes links for Home, Consultations, Ask a Question, Contact Us, FAQ, and More. A search bar is located below the navigation bar. The main heading is "Welcome to our Portal". Below this is a search bar with the placeholder text "Search...". The main content area contains a paragraph about the portal's purpose and a "FAQ" link. A "Regulated Products" section is also visible. A red box highlights the "Log in/Register" button in the top right corner. A yellow box points to the "Log in/Register" button with the text "Click on 'Log in/Register'". A grey overlay shows the login/register form with fields for Username and Password, a "Log in" button, and links for "Forgot your password?" and "Not registered?". A yellow box points to the "Not registered?" link with the text "In the new opened page click on 'Not registered?'".

efsa CONNECT

Home Consultations Ask a Question Contact Us FAQ More

Log in/Register

## Welcome to our Portal

Search...

This portal gives you the possibility to engage with EFSA on a variety of topics. You will be able to check the Frequently Asked Questions, consult and submit comments to EFSA's public consultations, and send requests for access to documents. You can also register for the Portal. Before sending EFSA a question, please read the Frequently Asked Questions.

FAQ

Regulated Products

efsa CONNECT

Username

Password

Log in

Forgot your password? Not registered?

EFSA employee or partner

In the new opened page click on "Not registered?".

# 3.1 Self-registration

**Basic services**  
the user will  
access.



By 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 pre-submission advice.
- Create and submit your general pre-submission advice requests.

The user fills in all **required (\*)** fields.

## Register below

Already registered? Login [here](#)

\* First name

Jack

\* Last name

Green

\* Email

abcd@green.com

\* Affiliation

Industry – Multinational

\* In what capacity are you registering?

On behalf of my organisation


Next


Select "On behalf of my organization".

## 3.2 Organisation selection/ creation

Check below if your organisation is already registered.

Search for an organisation by name, acronym or address.

 ABC Company  
Milan ITALY

 Not found?  
Click here to register a new organisation.

When the user starts typing the name of its organization/company in the searching field, the system shows a list of possible results. If the organisation **is already registered** the user can choose it and click "Select" to continue.

If the user's organisation is **not showed** in the list, the user can proceed registering a new organisation account by selecting "**Not found?**".

Back

Select

Click "**Select**" to continue.

## 3.3 Organisation creation

The user fills the registration form with the information of its organisation/company.

register your organisation, please fill in the fields below.

* Organisation name	* Street
<input type="text" value="ABC Corp"/>	<input type="text" value="Rue de la vie"/>
* Organisation name (in English)	* Postal code
<input type="text" value="ABC Corporation"/>	<input type="text" value="12345"/>
Acronym	* City
<input type="text" value="ABC Corp"/>	<input type="text" value="Paris"/>
* Corporate email	* Country
<input type="text" value="abc@corp.com"/>	<input type="text" value="France"/>
Corporate phone (e.g. for Italy +39 1234 567890)	Corporate website
<input type="text" value="+391234567890"/>	<input type="text" value="www.abccorp.com"/>

There are some **mandatory fields** marked by the (\*) that must be completed before clicking on **"Next"**.

Back

Next

## 3.4 Categories selection

The user selects the categories its organization/company belongs to.

To which of the following group(s) does your organisation belong?

Organisations	Institutions
<div>Association of Business and Food/Feed Industry</div> <div>Association of Distributors and HORECA</div> <div>Association of Farmers and Primary Producers</div> <div>Association of Practitioners</div> <div>Consumer Organisations</div> <div>NGO/Advocacy Group</div>	<div>Agency of the European Union</div> <div>Institution of the European Union</div> <div>International Organisation</div> <div>National Authority in EU Member State</div> <div>National Authority outside the EU</div>
Industry & Producers	Other groups
<div>Business and Food/Feed Industry</div> <div>Consultant Organisation</div> <div>Distributors and HORECA</div> <div>Farmers and Primary Producers</div>	<div>Academia</div> <div>Laboratory / Testing Facility</div> <div>Media &amp; Journalists</div>

Is your organisation a small or medium sized enterprise? ☒ Yes ☐ No

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

Back

Next

The user clicks **"Next"** to continue.



## 3.5 Pre-submission activities selection

The user can indicate if the purpose of its registration is **to carry out pre-submission activities** in line with provisions of [EFSA Practical Arrangements on pre-submission phase and public consultations](#).

By selecting "**No**" the system will grant access only to basic services:

- Ask a question
- Comment on consultations
- Submit requests for public access to documents.

**The user can at any time request to carry out pre-submission activities services** by contacting [servicedesk@efsa.europa.eu](mailto:servicedesk@efsa.europa.eu). EFSA will contact the user to process the request. This will take a few days.

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

The user clicks "**Next**" to continue.

## 3.6 Successful registration

This screen shows that the registration has been successful. The user receives an email with their **username** and a link to set the **password** in order to perform the first access.



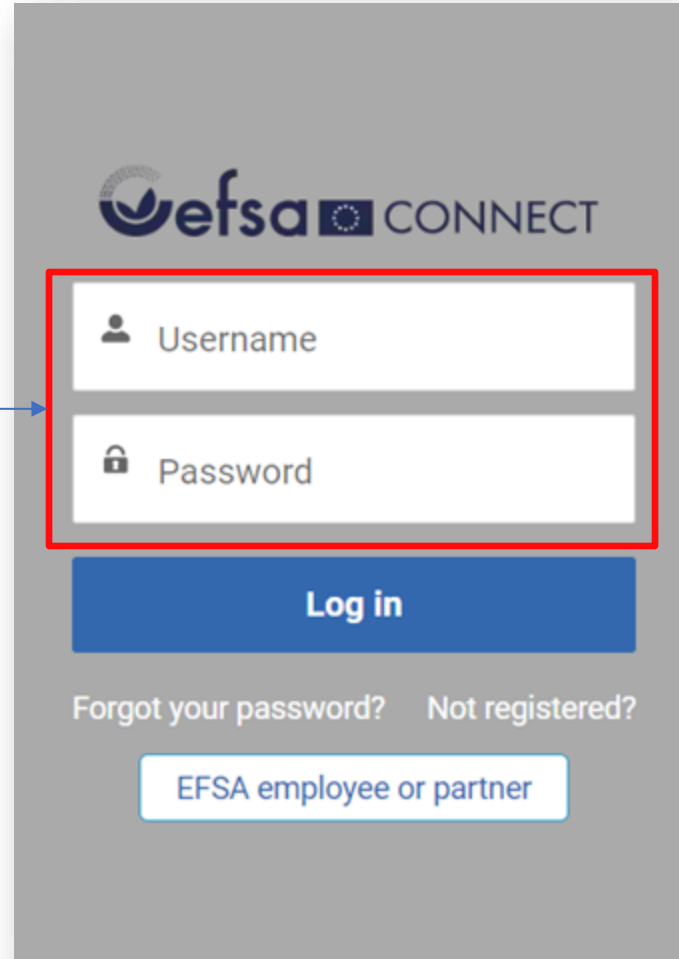
**Thank you for registering to Connect.EFSA!**

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 [servicedesk@efsa.europa.eu](mailto:servicedesk@efsa.europa.eu).

## 3.7 Login

After having set their credentials, users can access the system by inserting their **username** and **password** in the dedicated fields.



Gefsa CONNECT

Username

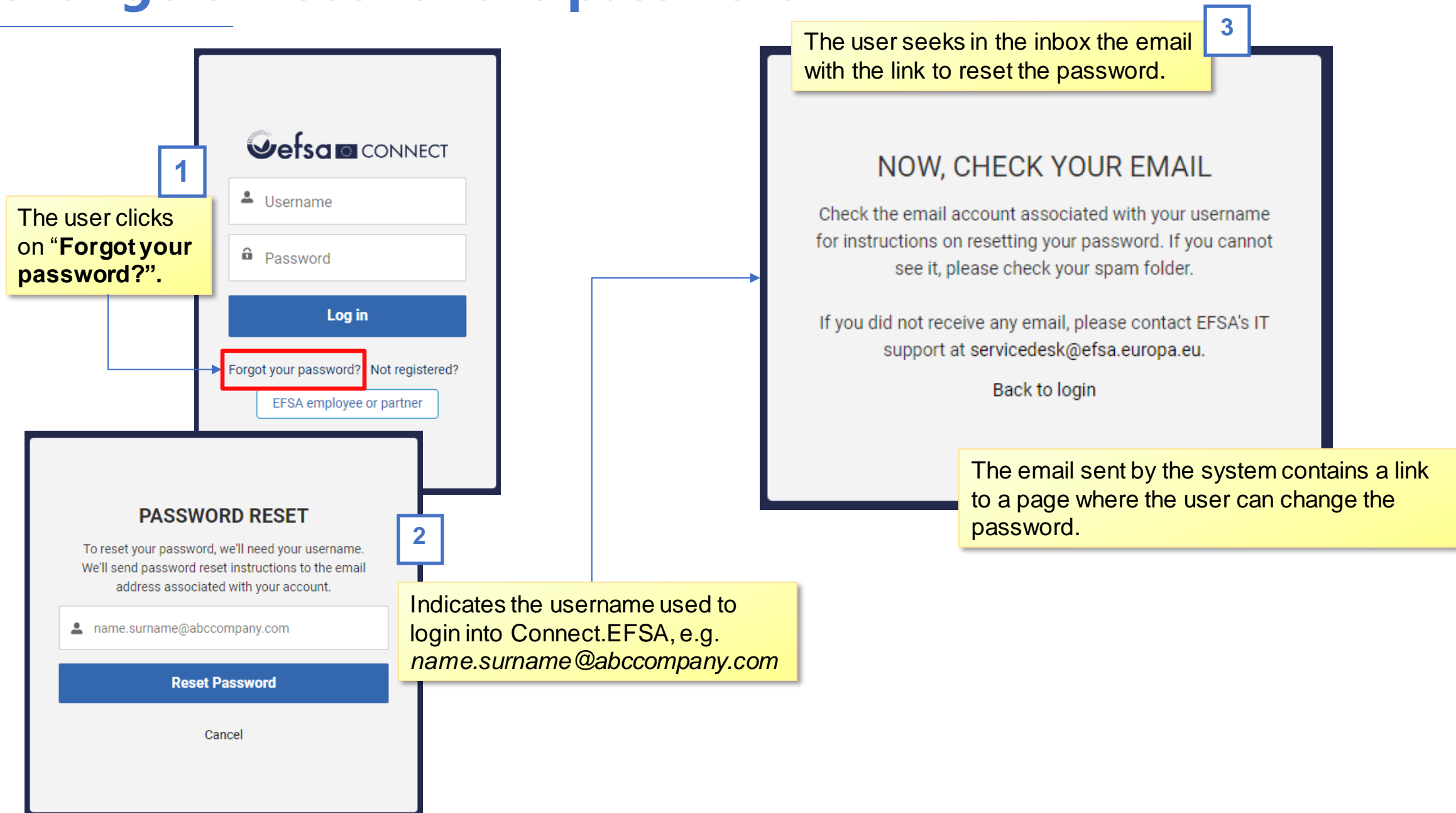
Password

Log in

Forgot your password? Not registered?

EFSA employee or partner

## 3.8 Change or recover the password



**Users that register on behalf of their  
organisations and need to carry out  
pre-submission activities**



# 4.1 Self-registration

User goes to [Connect.EFSA](https://connect.efsa.europa.eu)

The screenshot shows the EFSA Connect portal homepage. The navigation bar at the top includes the EFSA logo, 'CONNECT', and links for 'Home', 'Consultations', 'Ask a Question', 'Contact Us', 'FAQ', and 'More'. A search icon is also present. A blue button labeled 'Log in/Register' is highlighted with a red rectangle. A yellow callout box points to this button with the text 'Click on "Log in/Register"'. The main content area features a large 'Welcome to our Portal' heading and a search bar. Below this, a paragraph explains the portal's purpose: 'This portal gives you the possibility to engage with EFSA on a variety of topics. You will be able to check the Frequently Asked Questions, consult and submit comments to EFSA's public consultations, and send requests for access to documents. You can also register for the Portal. Before sending EFSA a question, please read the Frequently Asked Questions.' At the bottom, there are sections for 'FAQ' (with a question mark icon) and 'Regulated Products'.

efsa CONNECT Home Consultations Ask a Question Contact Us FAQ More

Log in/Register

## Welcome to our Portal

Search...

This portal gives you the possibility to engage with EFSA on a variety of topics. You will be able to check the Frequently Asked Questions, consult and submit comments to EFSA's public consultations, and send requests for access to documents. You can also register for the Portal. Before sending EFSA a question, please read the Frequently Asked Questions.

**FAQ**

**Regulated Products**

# 4.1 Self-registration

**Basic services**  
the user will  
access.

Additionally,  
the user will  
access these  
services.



By 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 pre-submission advice.
- Create and submit your general pre-submission advice requests.

The user fills in all  
**required (\*)** fields.

## Register below

Already registered? Login [here](#)

\* First name

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\* Last name

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\* Email

abcd@green.com

\* Affiliation

Industry – Multinational

\* In what capacity are you registering?

On behalf of my organisation


Next


Select "On behalf of  
my organisation"

## 4.2 Organisation selection/ creation

Check below if your organisation is already registered.

Search for an organisation by name, acronym or address.

 ABC Company  
Milan ITALY

 Not found?  
Click here to register a new organisation.

When the user starts typing the name of its organization/company in the searching field, the system shows a list of possible results. If the organisation **is already registered** the user can choose it and click **"Select"** to continue.

If the user's organisation is **not showed** in the list, the user can proceed registering a new organisation account by selecting **"Not found?"**.

Back

Select

Click **"Select"** to continue.

## 4.3 Organisation creation

The user fills out the registration form with the information of the organisation/company.

There are some **mandatory fields** marked by the (\*) that must be completed before clicking on "Next".

Without the registration number, the information of the company is not available in the public register. To register your organisation, please fill in the fields below.

Some **mandatory fields** are marked with the (\*) that must be filled before clicking on "Next".

<p>(*) Organisation name (in English)</p> <p>ABC Corporation</p> <p>Acronym</p> <p>ABC Corp</p> <p>(*) Corporate email</p> <p>abc@corp.com</p> <p>Corporate phone (e.g. for Italy +39 1234 567890)</p> <p>+391234567890</p>	<p>(*) Street</p> <p>Rue de la vie</p> <p>(*) Postal code</p> <p>12345</p> <p>(*) City</p> <p>Paris</p> <p>(*) Country</p> <p>France ▼</p> <p>Corporate website</p> <p>www.abccorp.com</p>
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[Back](#) [Next](#)

## 4.4 Categories selection

Select the **categories** the organization belongs to

To which of the following group(s) does your organisation belong?

Associations & Organisations	Institutions
<div>Association of Business and Food/Feed Industry</div> <div>Association of Distributors and HORECA</div> <div>Association of Farmers and Primary Producers</div> <div>Association of Practitioners</div> <div>Consumer Organisations</div> <div>NGO/Advocacy Group</div>	<div>Agency of the European Union</div> <div>Institution of the European Union</div> <div>International Organisation</div> <div>National Authority in EU Member State</div> <div>National Authority outside the EU</div>
Industry & Producers	Other groups
<div>Business and Food/Feed Industry</div> <div>Consultant Organisation</div> <div>Distributors and HORECA</div> <div>Farmers and Primary Producers</div>	<div>Academia</div> <div>Laboratory / Testing Facility</div> <div>Media &amp; Journalists</div>
Is your organisation a small or medium sized enterprise? <input checked="" type="radio"/> Yes <input type="radio"/> No	

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

Back

Next

The user clicks **"Next"** to continue



## 4.5 Pre-submission activities selection

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.

By selecting “**Yes**” the user expresses the intention **to carry out pre-submission activities** in line with provisions of the [EFSA Practical Arrangements on pre-submission phase and public consultations](#).

Yes

No

To carry-out pre-submission activities, please select your profile(s) below.

Business Operator

Laboratory

Third party/consultant for a  
business operator or laboratory

The user specifies if their 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](#)

Back

Next

The user clicks “**Next**” to continue

## 4.6 Successful registration

This screen shows that the registration has been successful. The user will be contacted shortly by EFSA to validate the registration and grant access to Connect.EFSA. They will receive a **federated EFSA Account** that will be used to login as “**EFSA employee or partner**” in the login page.



**Thank you for registering to Connect.EFSA!**

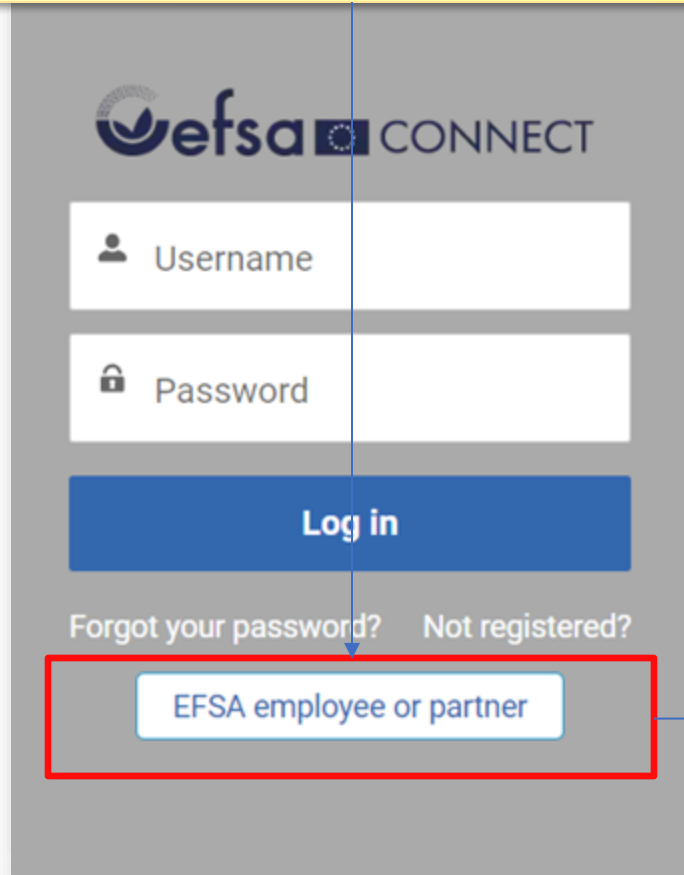
Your registration is confirmed.

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 [servicedesk@efsa.europa.eu](mailto:servicedesk@efsa.europa.eu).

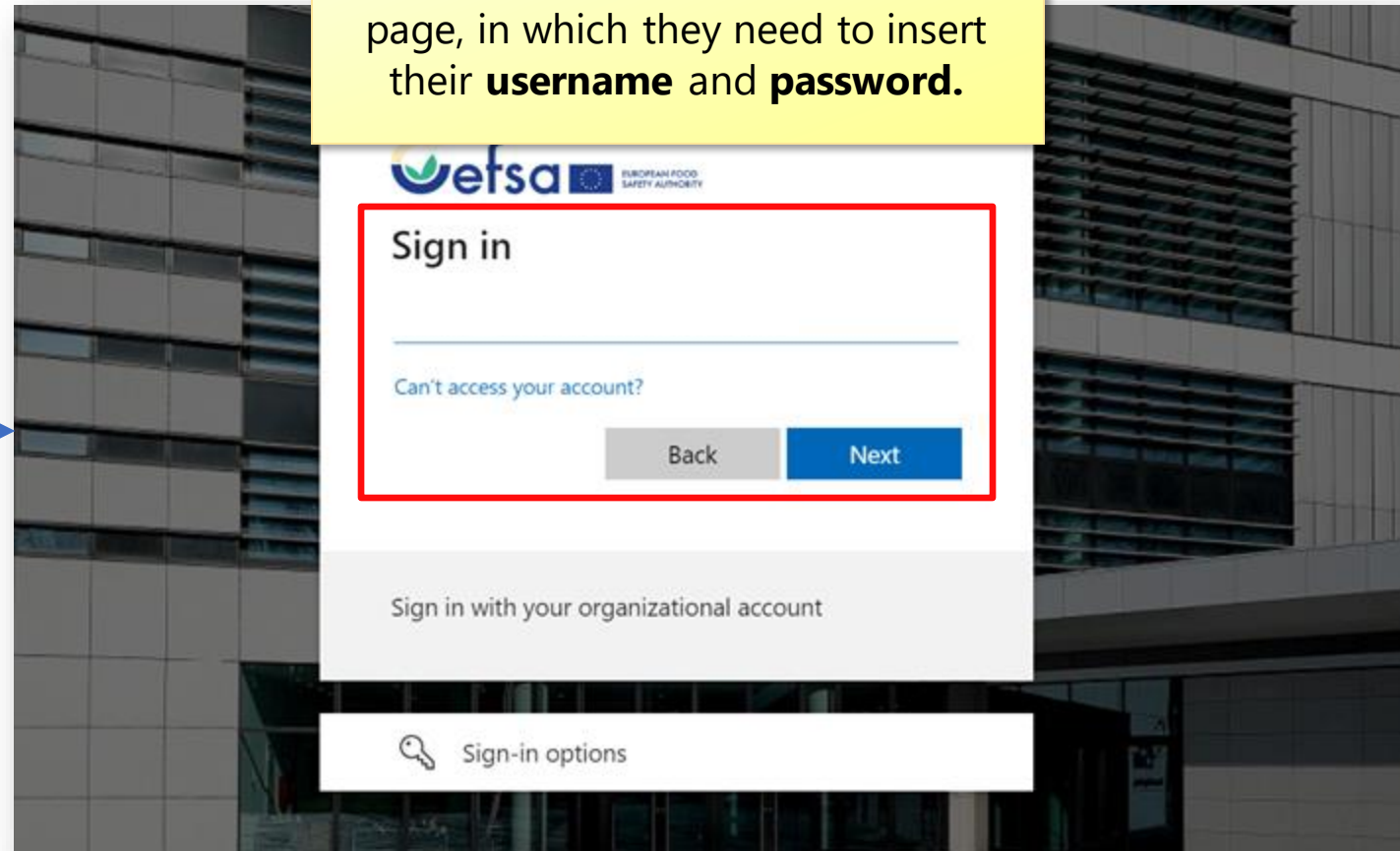
## 4.7 Login

After having received their federated account, the user needs to click on **"EFSA employee or partner"** to login.



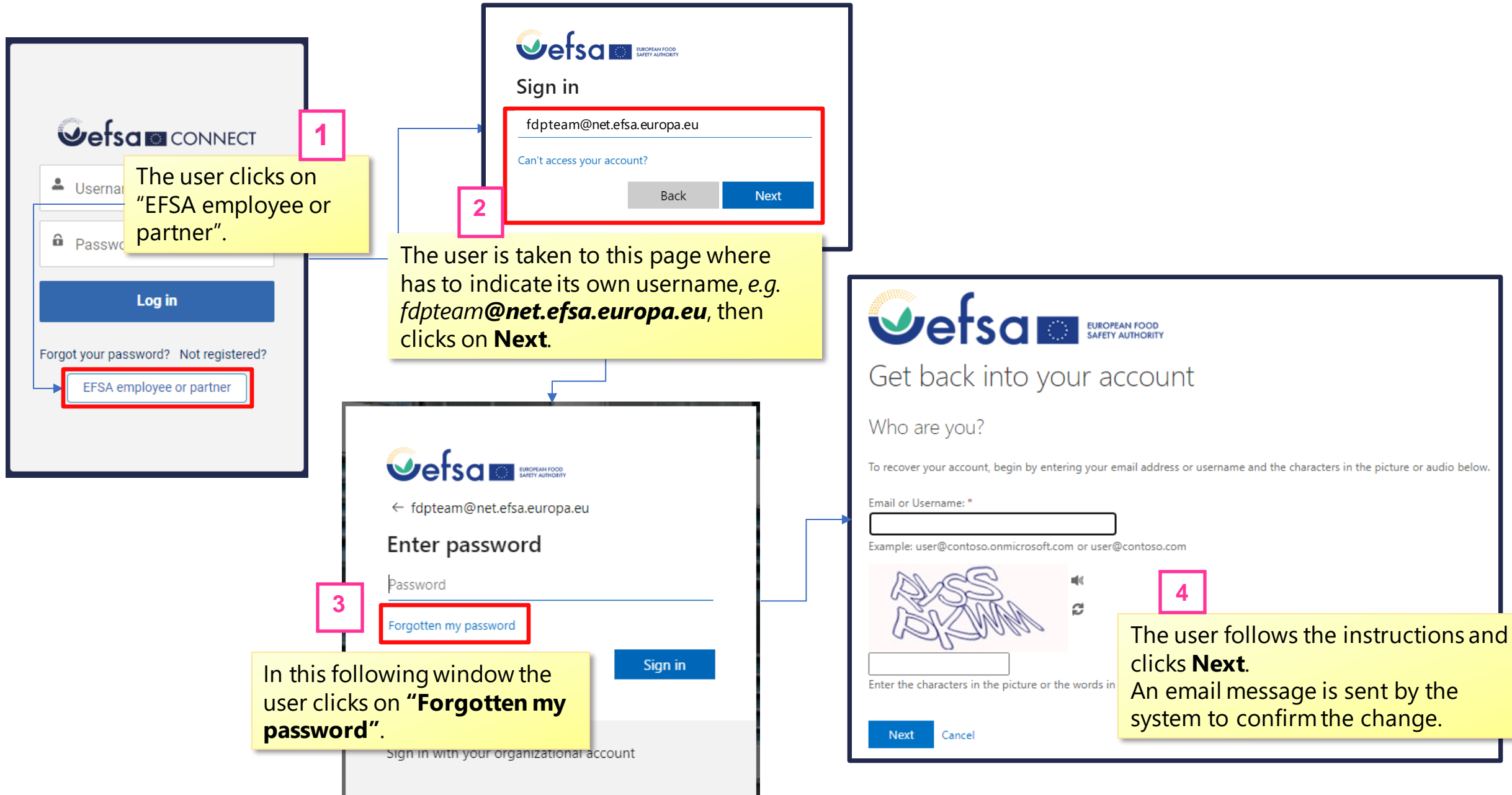
The image shows the EFSA CONNECT login interface. At the top is the EFSA logo and the text 'CONNECT'. Below this are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A blue 'Log in' button is positioned below the password field. Underneath the button are two links: 'Forgot your password?' and 'Not registered?'. At the bottom, a red rectangular box highlights a button labeled 'EFSA employee or partner'. A blue arrow originates from this button and points towards the right-hand image.

The user will be redirected to this page, in which they need to insert their **username** and **password**.



The image shows the EFSA 'Sign in' page. At the top is the EFSA logo and the text 'EUROPEAN FOOD SAFETY AUTHORITY'. Below this is a red rectangular box containing the 'Sign in' heading, a text input field, a link 'Can't access your account?', and two buttons: 'Back' and 'Next'. Below the red box is a section titled 'Sign in with your organizational account'. At the bottom is a white box with a key icon and the text 'Sign-in options'.

# 4.8 Change or recover the password



# Recommended documents and links

<b>Toolkit page</b>	<a href="https://www.efsa.europa.eu/en/applications/toolkit">https://www.efsa.europa.eu/en/applications/toolkit</a>
<b>Transparency Regulation</b>	<a href="https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32019R1381">https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32019R1381</a>
<b>Practical Arrangements</b>	<a href="https://www.efsa.europa.eu/en/corporate-pubs/transparency-regulation-practical-arrangements">https://www.efsa.europa.eu/en/corporate-pubs/transparency-regulation-practical-arrangements</a>
<b>Q&amp;A on Practical arrangements</b>	<a href="https://www.efsa.europa.eu/en/corporate-pubs/questions-and-answers-efsa-practical-arrangements">https://www.efsa.europa.eu/en/corporate-pubs/questions-and-answers-efsa-practical-arrangements</a>





 **efsa**  **CONNECT**

 **efsa**   
EUROPEAN FOOD SAFETY AUTHORITY