# Index

<table>
<thead>
<tr>
<th>1.</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Users</td>
</tr>
<tr>
<td>2</td>
<td>Individual Citizen that register on their personal capacity</td>
</tr>
<tr>
<td>2.1</td>
<td>Self-registration</td>
</tr>
<tr>
<td>2.2</td>
<td>Data privacy consent</td>
</tr>
<tr>
<td>2.3</td>
<td>Successful registration</td>
</tr>
<tr>
<td>2.4</td>
<td>Login</td>
</tr>
<tr>
<td>3</td>
<td>Users that register on behalf of their organisations and do not need to carry out pre-submission activities</td>
</tr>
<tr>
<td>3.1</td>
<td>Self-registration</td>
</tr>
<tr>
<td>3.2</td>
<td>Organisation selection/ creation</td>
</tr>
<tr>
<td>3.3</td>
<td>Organisation creation</td>
</tr>
<tr>
<td>3.4</td>
<td>Categories selection</td>
</tr>
<tr>
<td>3.5</td>
<td>Pre-submission activities selection</td>
</tr>
<tr>
<td>3.6</td>
<td>Successful registration</td>
</tr>
<tr>
<td>3.7</td>
<td>3.7 Login</td>
</tr>
<tr>
<td>4</td>
<td>Users that register on behalf of their organisations and need to carry out pre-submission activities</td>
</tr>
<tr>
<td>4.1</td>
<td>Self-registration</td>
</tr>
<tr>
<td>4.2</td>
<td>Organisation selection/ creation</td>
</tr>
<tr>
<td>4.3</td>
<td>Organisation creation</td>
</tr>
<tr>
<td>4.4</td>
<td>Categories selection</td>
</tr>
</tbody>
</table>

**NOTE:** This user guide has been updated on 4 December 2023 to take into account the latest system enhancements:
- Registration form has been completely redesigned to enhance usability and overall user experience
- Editorial changes introduced to further clarify the existing content.
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

Click on "Log in/ Register"

In the new opened page click on "Not registered?"
2.1 Self-registration

The user fills in all required (*) fields.

Select "In my personal capacity".

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.
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.

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

Click on “Log in/ Register”.

In the new opened page click on “Not registered?”
3.1 Self-registration

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.

**Basic services the user will access.**

Select “On behalf of my organization”.

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](#)
3.2 Organisation selection/creation

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?".

Click "Select" to continue.
3.3 Organisation creation

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

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

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

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

<table>
<thead>
<tr>
<th>Associations</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association of Business and Food/Feed Industry</td>
<td>Agency of the European Union</td>
</tr>
<tr>
<td>Association of Distributors and HORECA</td>
<td>Institution of the European Union</td>
</tr>
<tr>
<td>Association of Farmers and Primary Producers</td>
<td>International Organisation</td>
</tr>
<tr>
<td>Association of Practitioners</td>
<td>National Authority in EU Member State</td>
</tr>
<tr>
<td>Consumer Organisations</td>
<td>National Authority outside the EU</td>
</tr>
<tr>
<td>NGO/Advocacy Group</td>
<td></td>
</tr>
</tbody>
</table>

**Industry & Producers**

- Business and Food/Feed Industry
- Consultant Organisation
- Distributors and HORECA
- Farmers and Primary Producers

**Other groups**

- Academia
- Laboratory / Testing Facility
- Media & Journalists

**Is your organisation a small or medium sized enterprise?**

- Yes
- No

The user clicks "Next" to continue.

If the user organisation/company falls under "Industry & Producers" it is possible to indicate whether it is a **small or medium size enterprise**.
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. EFSA will contact the user to process the request. This will take a few days.

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@efs.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.
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

Click on "Log in/Register".

In the new opened page click on "Not registered?"
4.1 Self-registration

The user fills in all required (*) fields.

Basic services
the user will access.

Additionally, the user will access these services.

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
4.2 Organisation selection/ creation

Check below if your organisation is already registered.

Search for an organisation by name, acronym or address.

barilla spa

Barilla SpA

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?".

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".

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

Select the **categories** the organization belongs to

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

The user clicks "**Next**" to continue
4.5 Pre-submission activities selection

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.

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.

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@efs.europa.eu.
4.7 Login

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

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

![Login Page](image)
<table>
<thead>
<tr>
<th>Recommended documents and links</th>
<th></th>
</tr>
</thead>
</table>