User Guide

Connect.EFSA Registration Form

#Connect.EFSA

EFSA
EUROPEAN FOOD SAFETY AUTHORITY

Index

1.	Introduction
1.1	Users
2	**Individual Citizen that register on their personal capacity**
2.1	Self-registration
2.2	Data privacy consent
2.3	Successful registration
2.4	Login
2.5	Change or recover the password
3	**Users that register on behalf of their organisations and do not need to carry out pre-submission activities**
3.1	Self-registration
3.2	Organisation selection/creation
3.3	Organisation creation
3.4	Categories selection
3.5	Pre-submission activities selection
3.6	Successful registration
3.7	Login
3.8	Change or recover the password
4	**Users that register on behalf of their organisations and need to carry out pre-submission activities**
4.1	Self-registration
4.2	Organisation selection/creation
4.3	Organisation creation
4.4	Categories selection
4.5	Pre-submission activities selection
4.6	Successful registration
4.7	Login
5	Recommended documents and links

Introduction

efsa CONNECT

"Bringing together EFSA and its stakeholders"

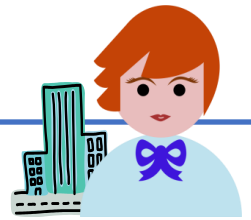
This portal gives you the possibility to engage with EFSA on a variety of topics. You can perform pre-submission activities, take part in public consultations, request information or public access to documents, and browse frequently asked questions.

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.

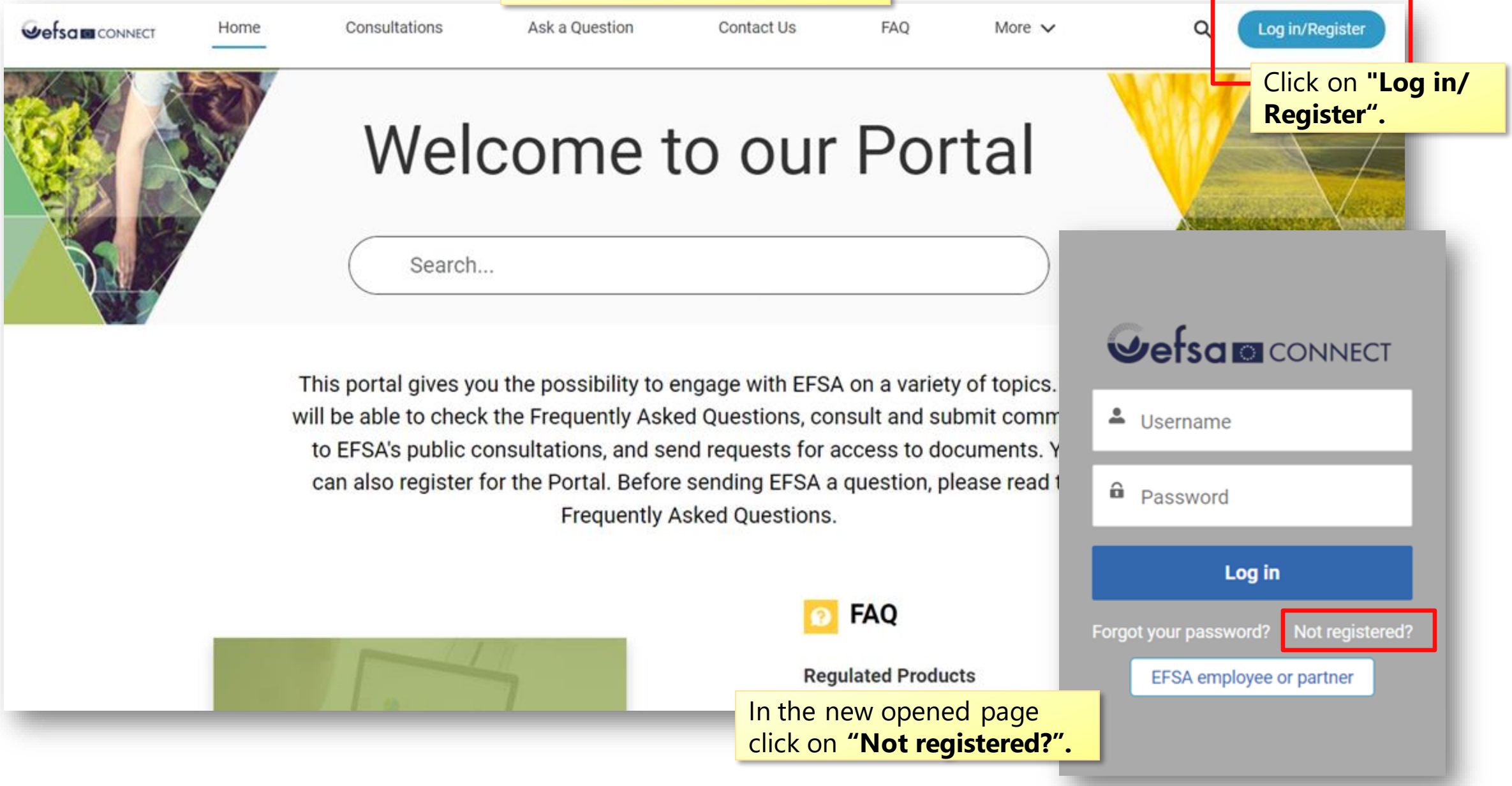
After registration, these users are validated by EFSA and receive an **EFSA Federated account.**

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



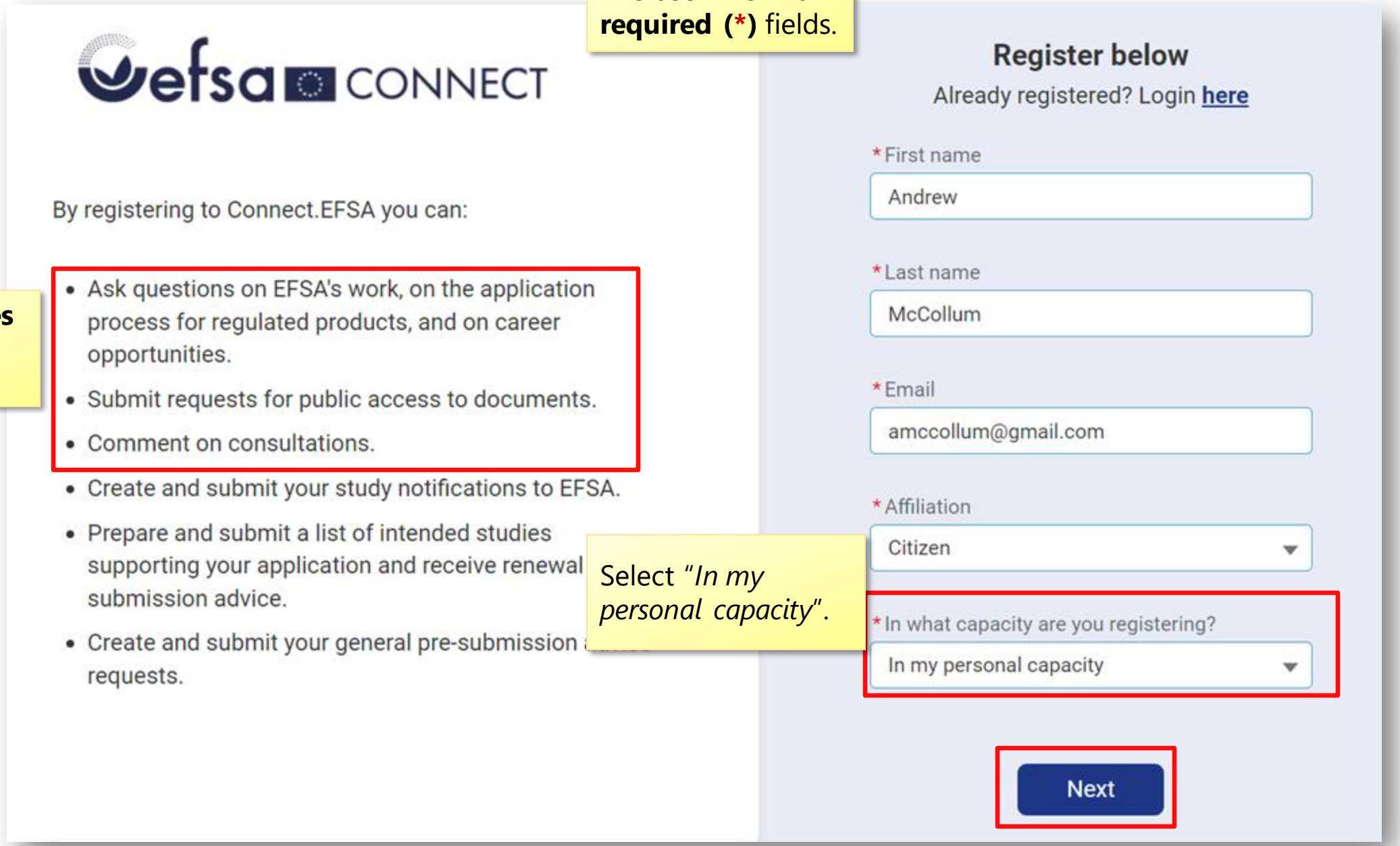
Click on **"Log in/ Register"**.

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

2.1 Self-registration

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

Basic services the user will access.

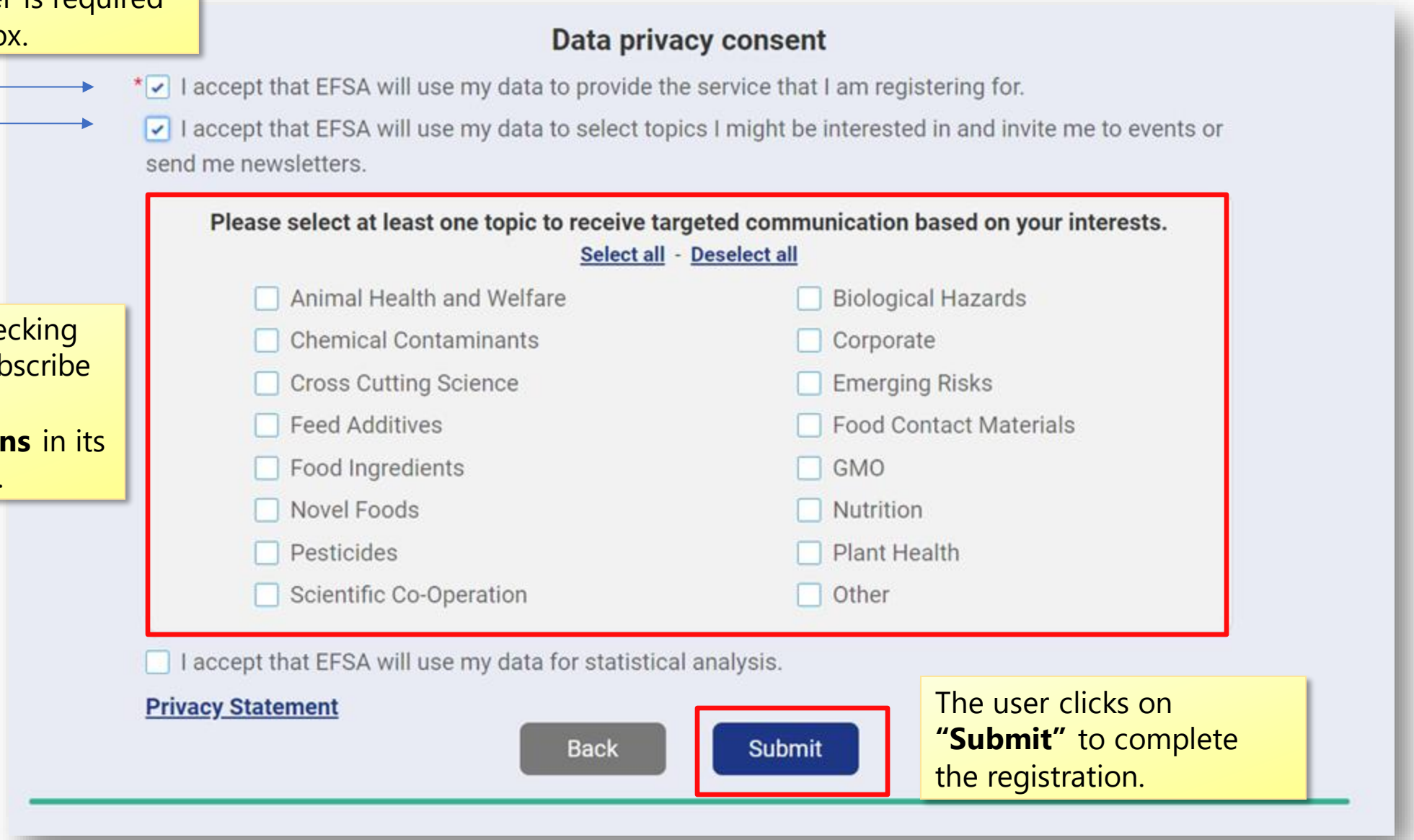


Select "*In my personal capacity*".

2.2 Data privacy consent

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

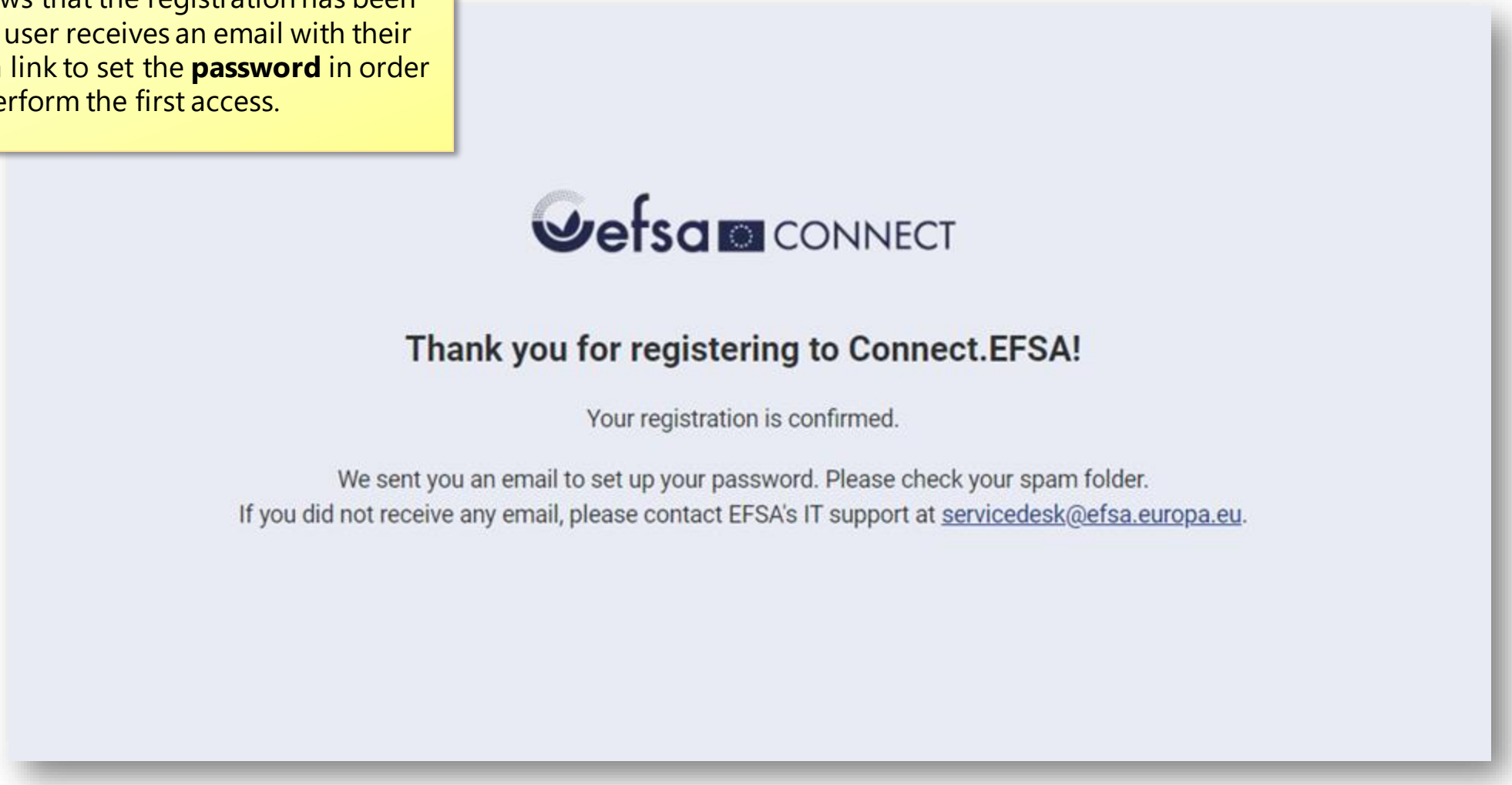
The user by checking this box can subscribe to **targeted communications** in its area of interest.



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

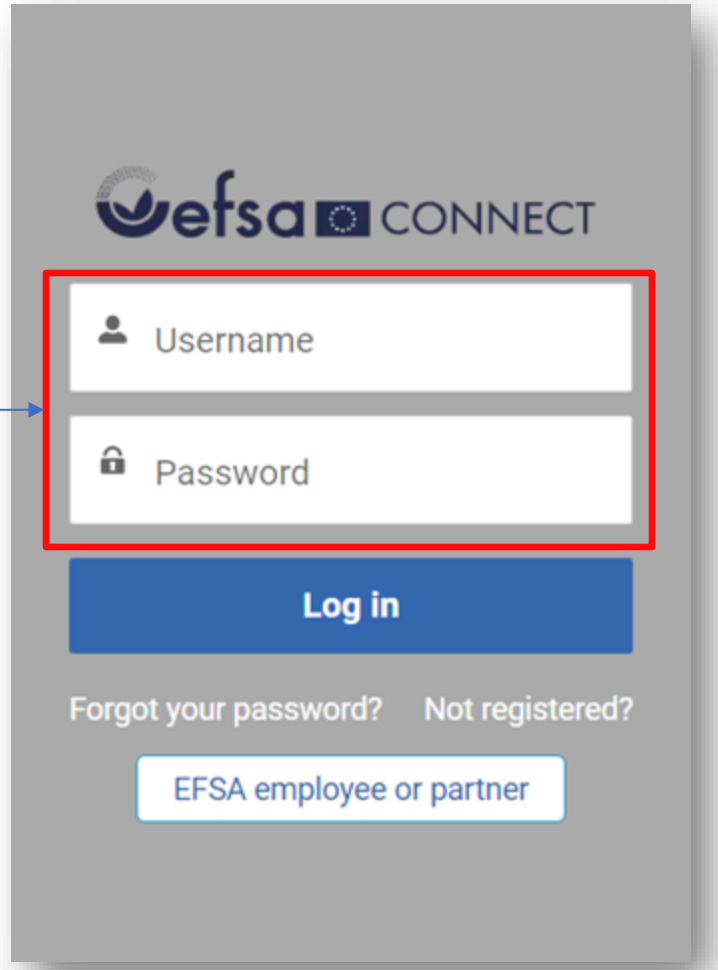
2.3 Successful registration

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.

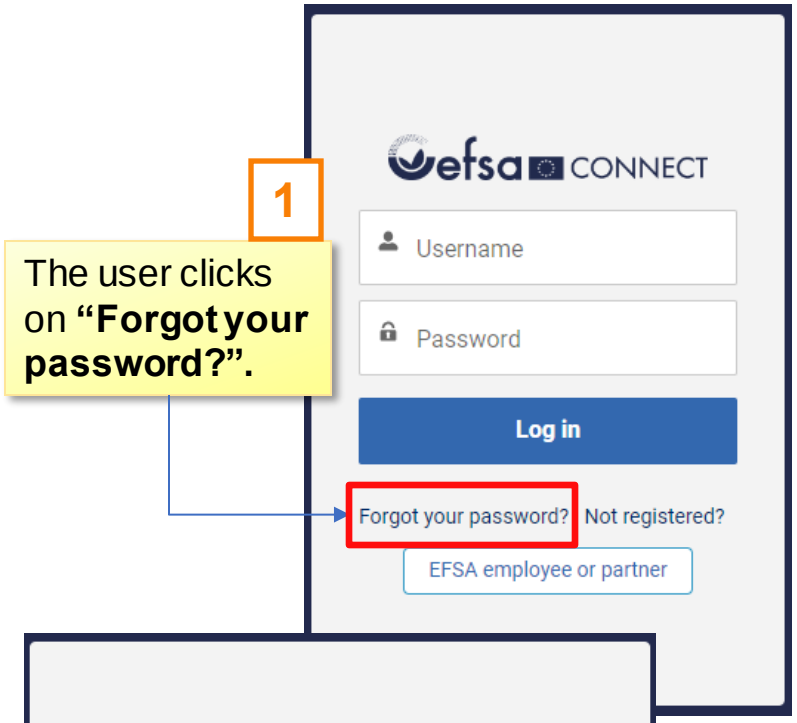


2.4 Login

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

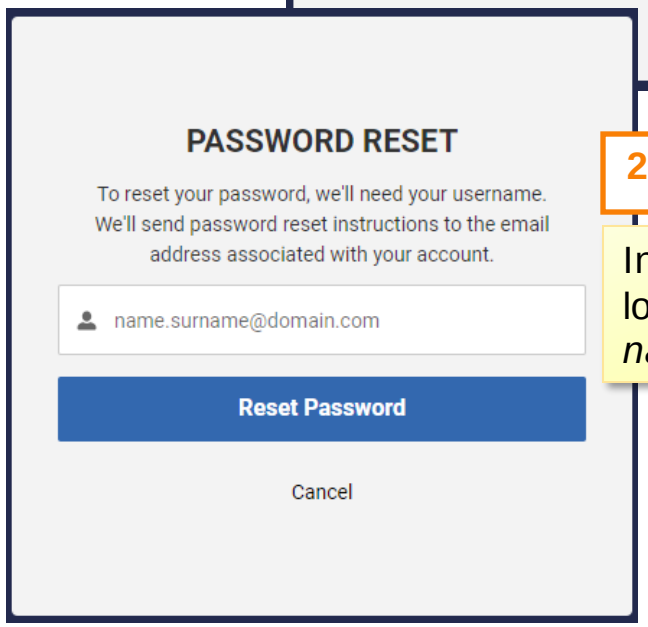


2.5 Change or recover the password



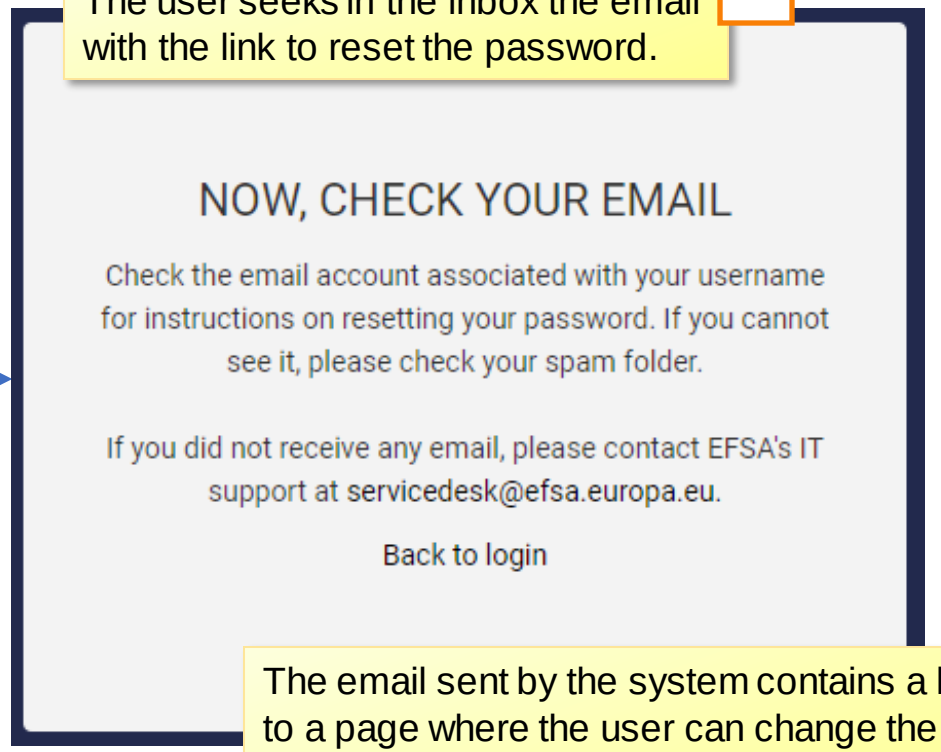
1

The user clicks on **“Forgot your password?”.**



2

Indicates the username used to login into Connect.EFSA, e.g. *name.surname@domain.com*



3

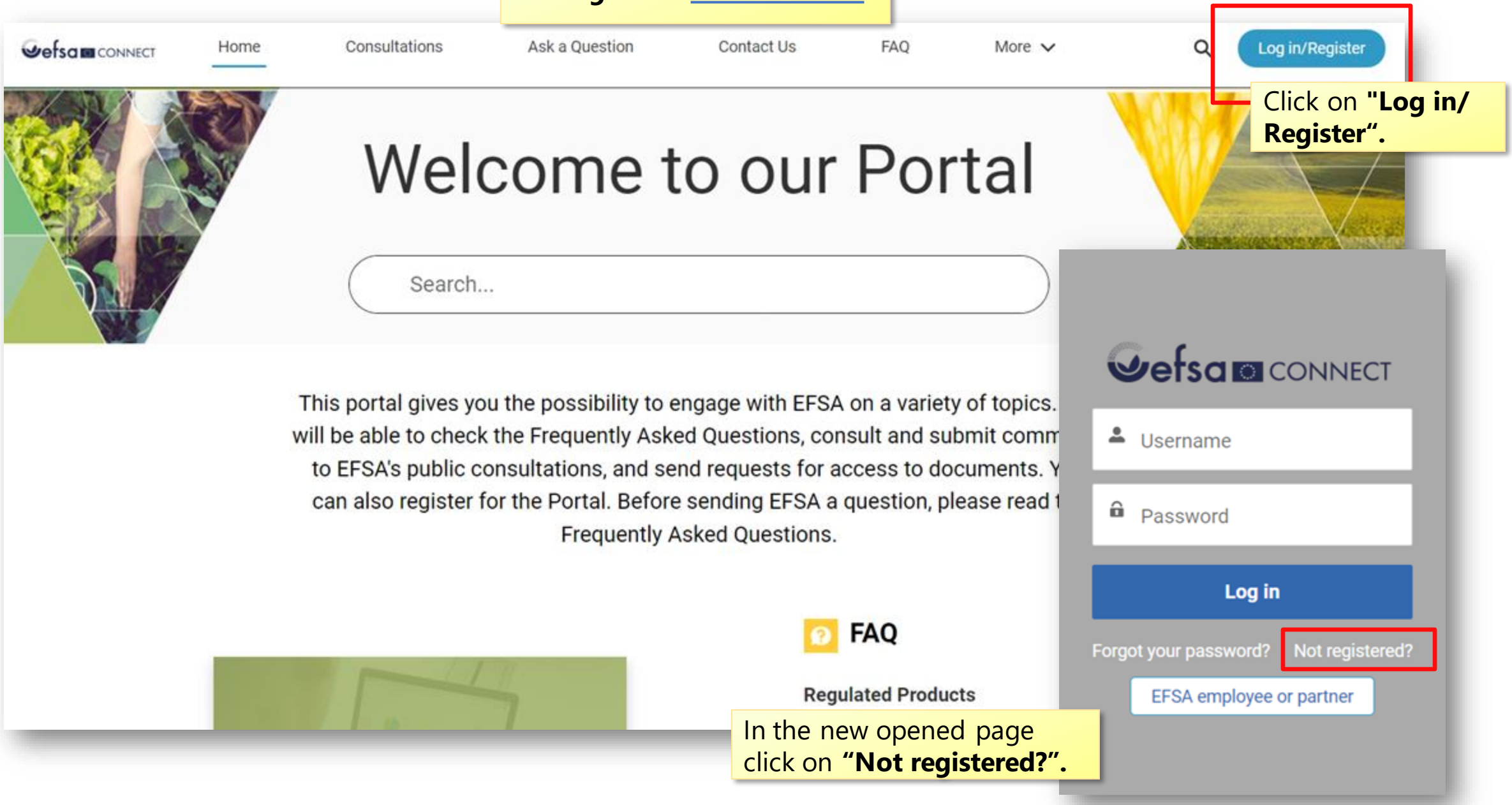
The user seeks in the inbox the email with the link to reset the password.

The email sent by the system contains a link to a page where the user can change 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



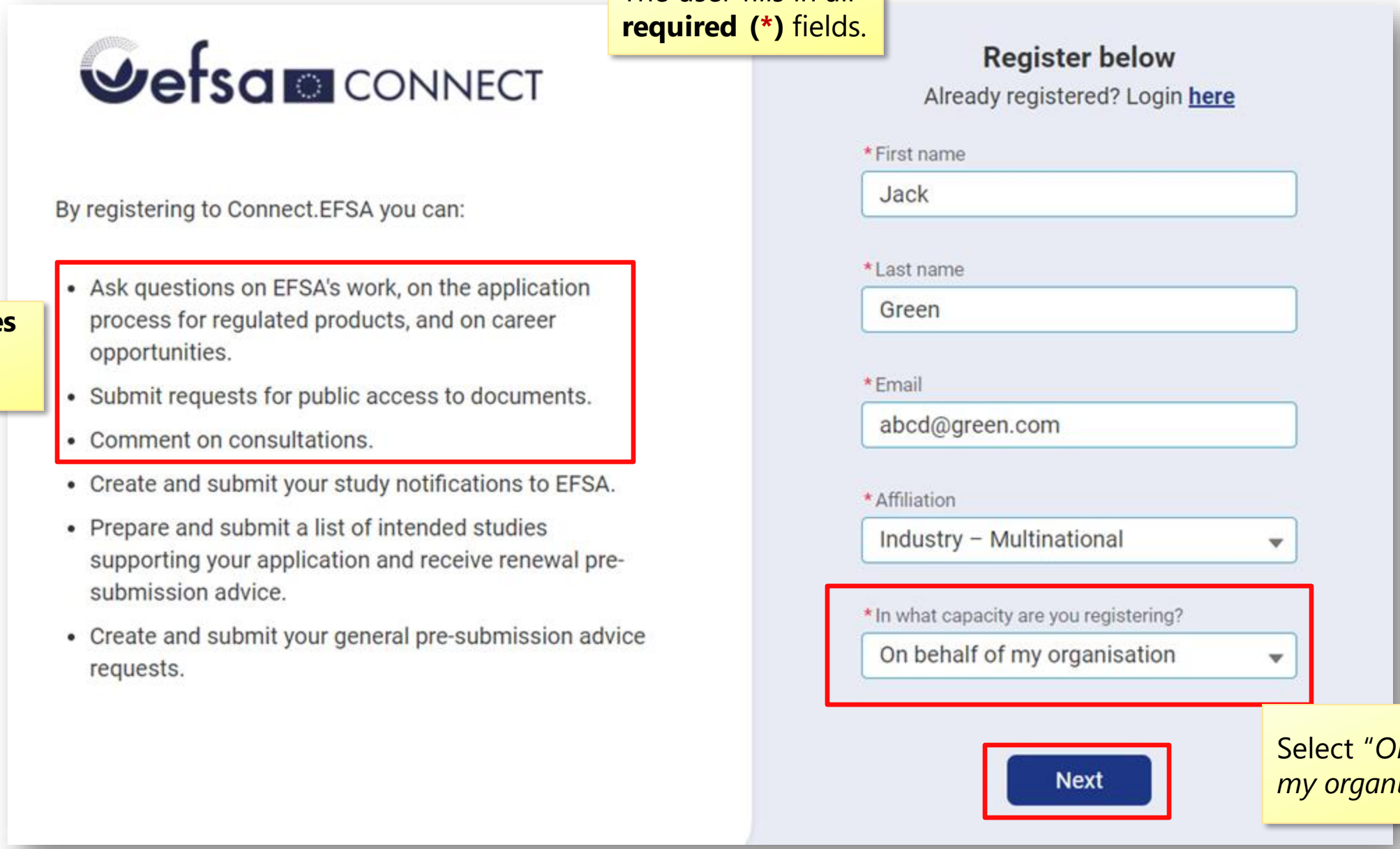
Click on **"Log in/ Register"**.

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

3.1 Self-registration

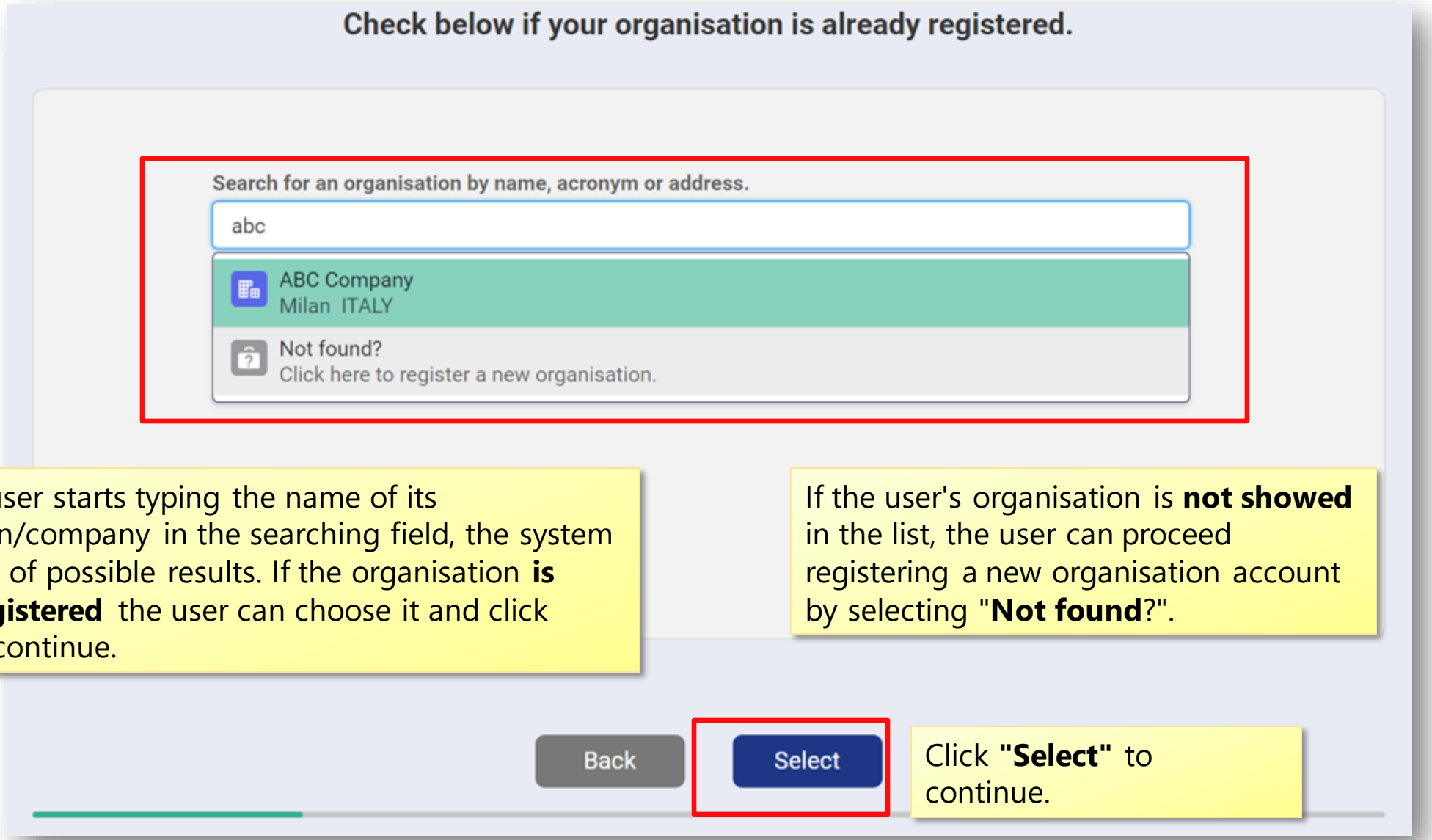
The user fills in all **required (*)** fields.

Basic services the user will access.



Select "*On behalf of my organization*".

3.2 Organisation selection/ creation



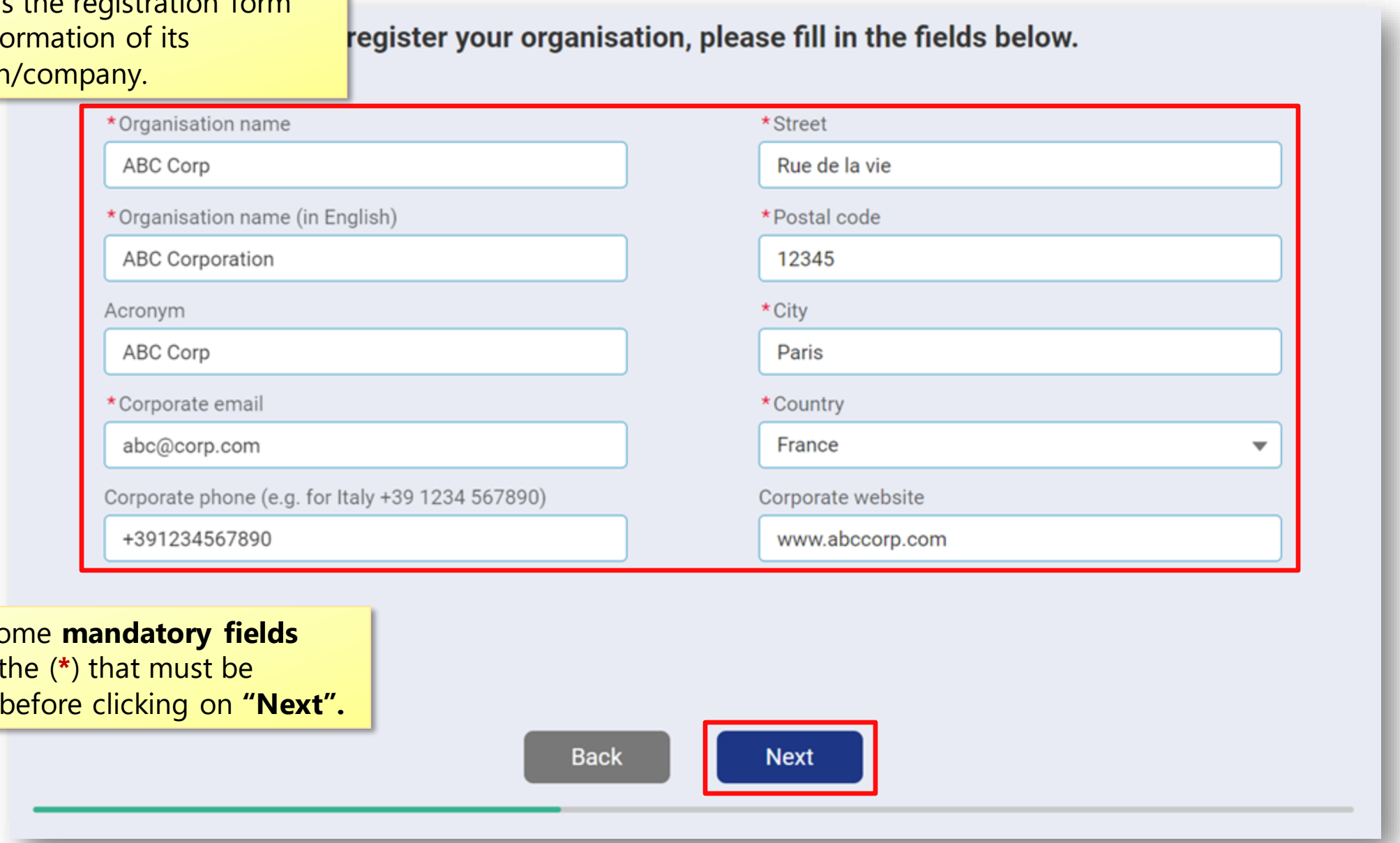
When the user starts typing the name of its organization/company in the searching field, the system shows a list of possible results. If the organisation **is already registered** the user can choose it and click "*Select*" to continue.

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

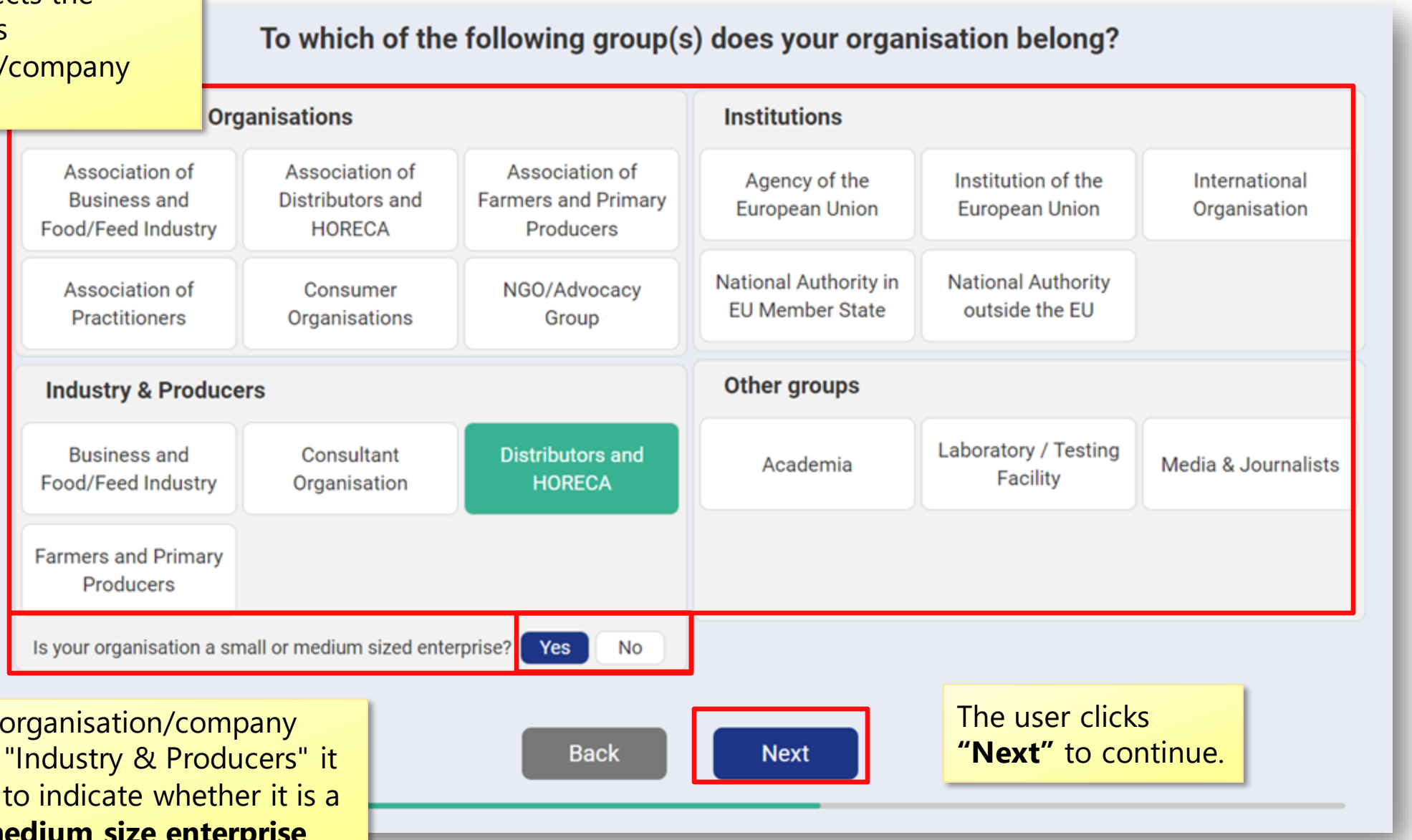
The user fills the registration form with the information of its organisation/company.



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

3.4 Categories selection

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



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

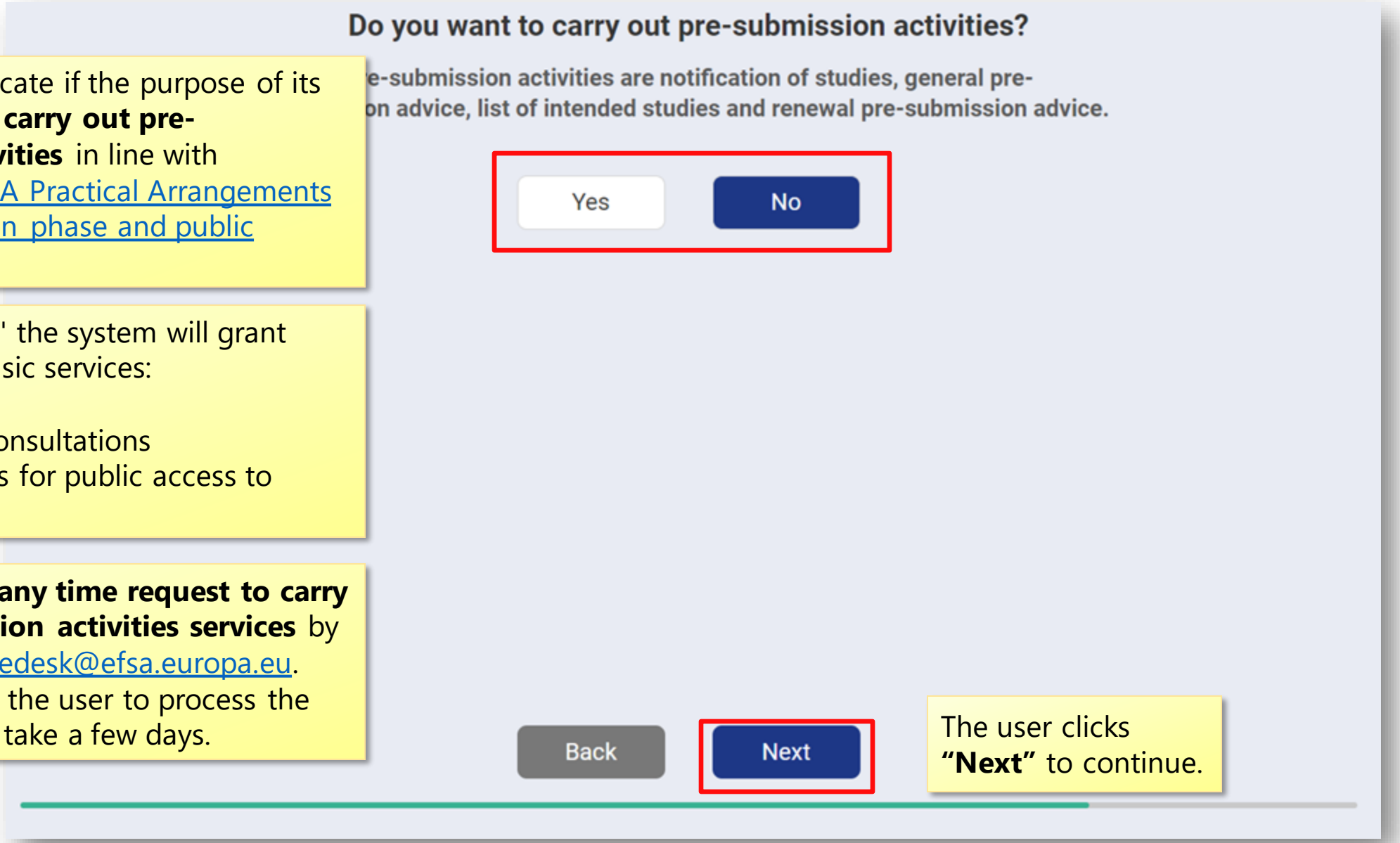
The user clicks **"Next"** to continue.

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.

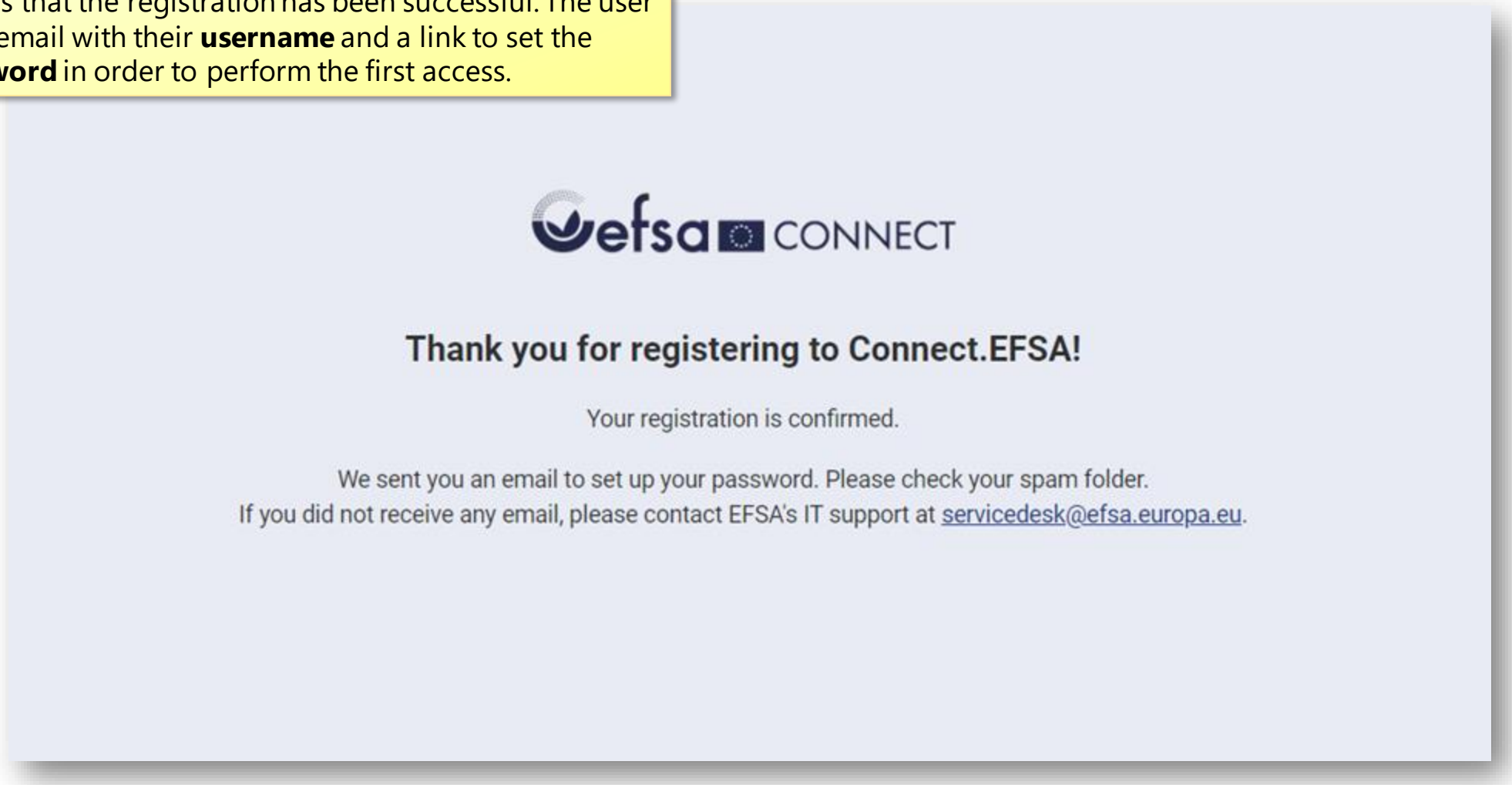
The user can at any time request to carry out pre-submission activities services by contacting servicedesk@efsa.europa.eu. EFSA will contact the user to process the request. This will take a few days.



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

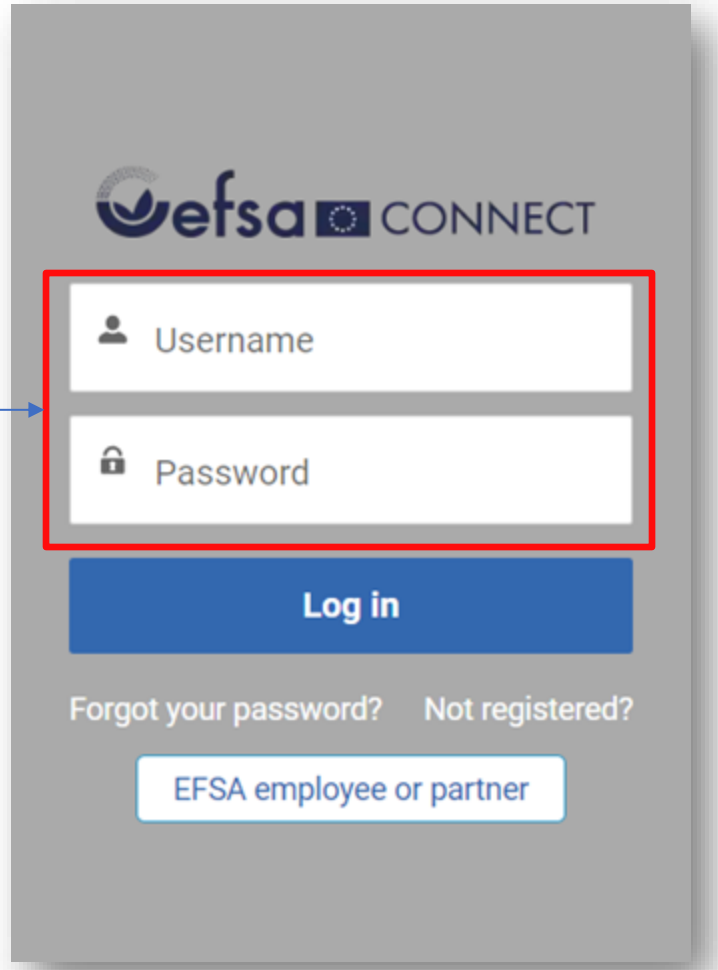
3.6 Successful registration

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.

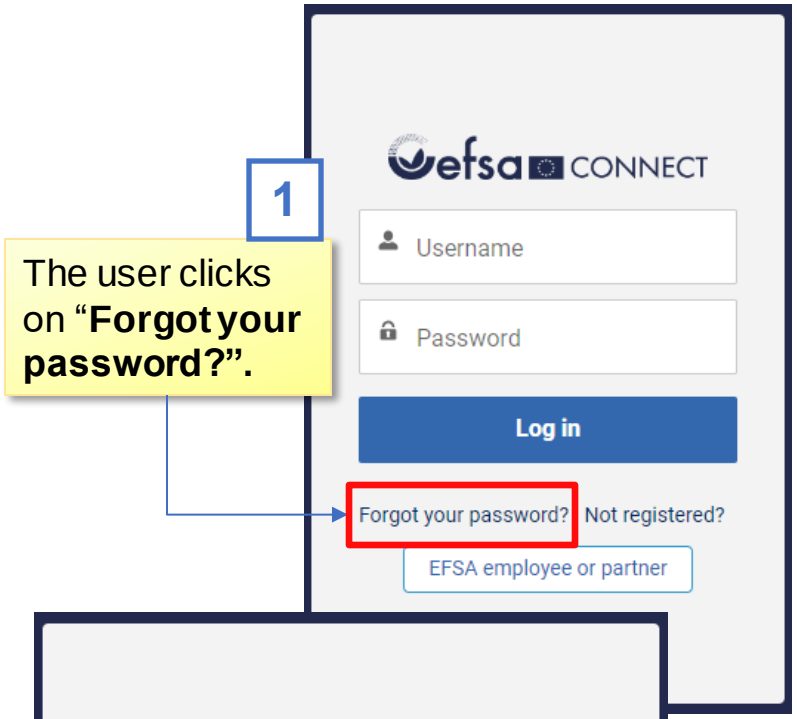


3.7 Login

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

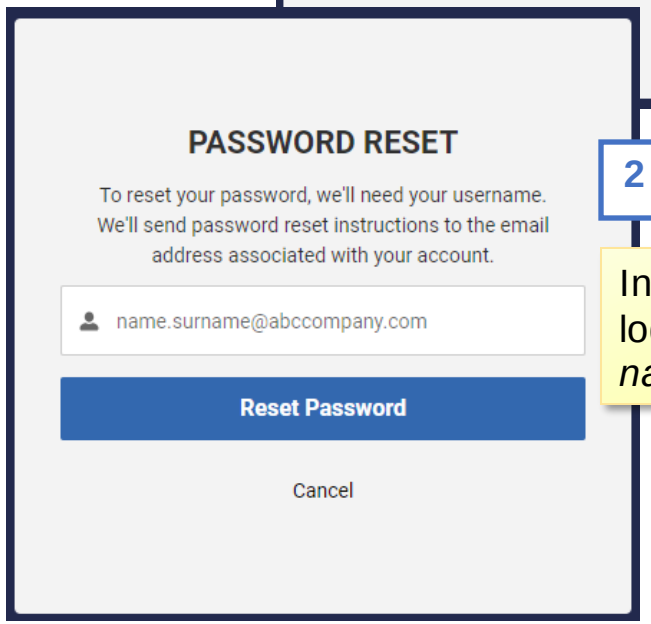


3.8 Change or recover the password



1

The user clicks on “**Forgot your password?**”.

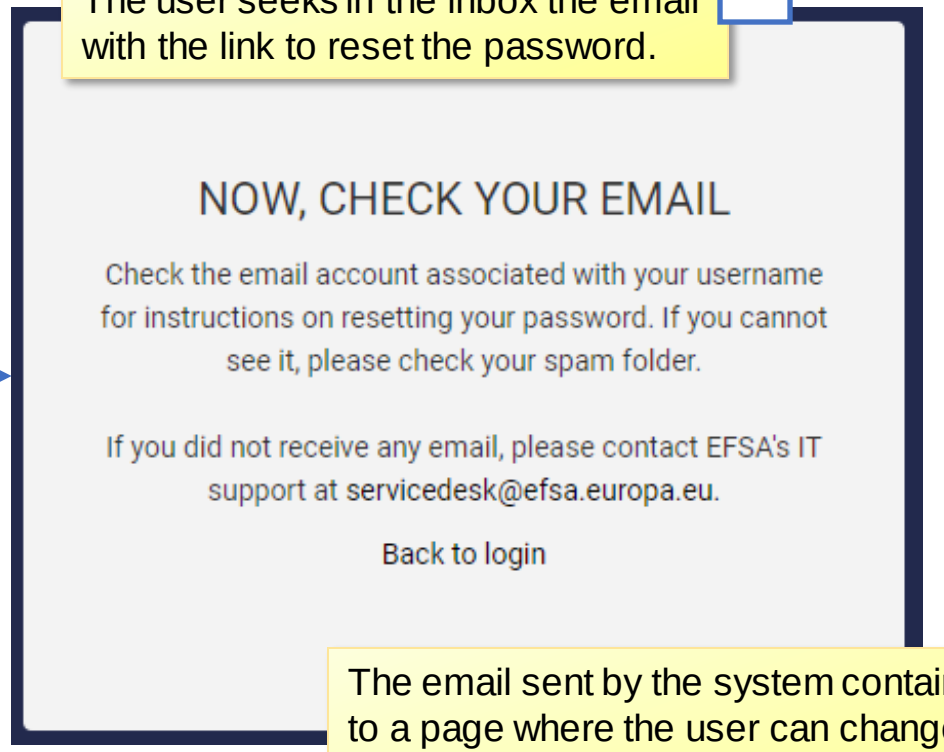


2

Indicates the username used to login into Connect.EFSA, e.g. *name.surname@abccompany.com*

3

The user seeks in the inbox the email with the link to reset the password.

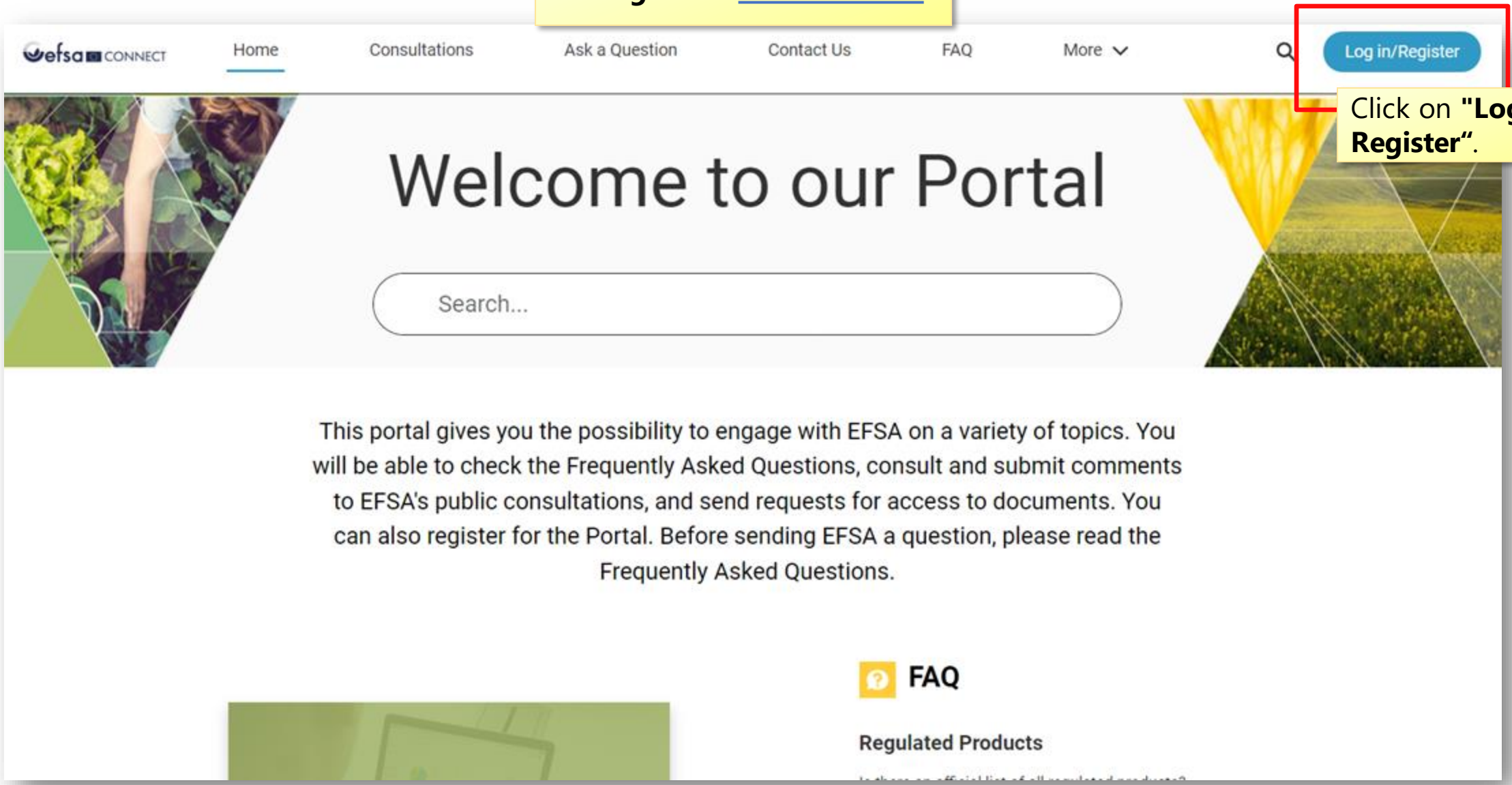


The email sent by the system contains a link to a page where the user can change the password.

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

4.1 Self-registration

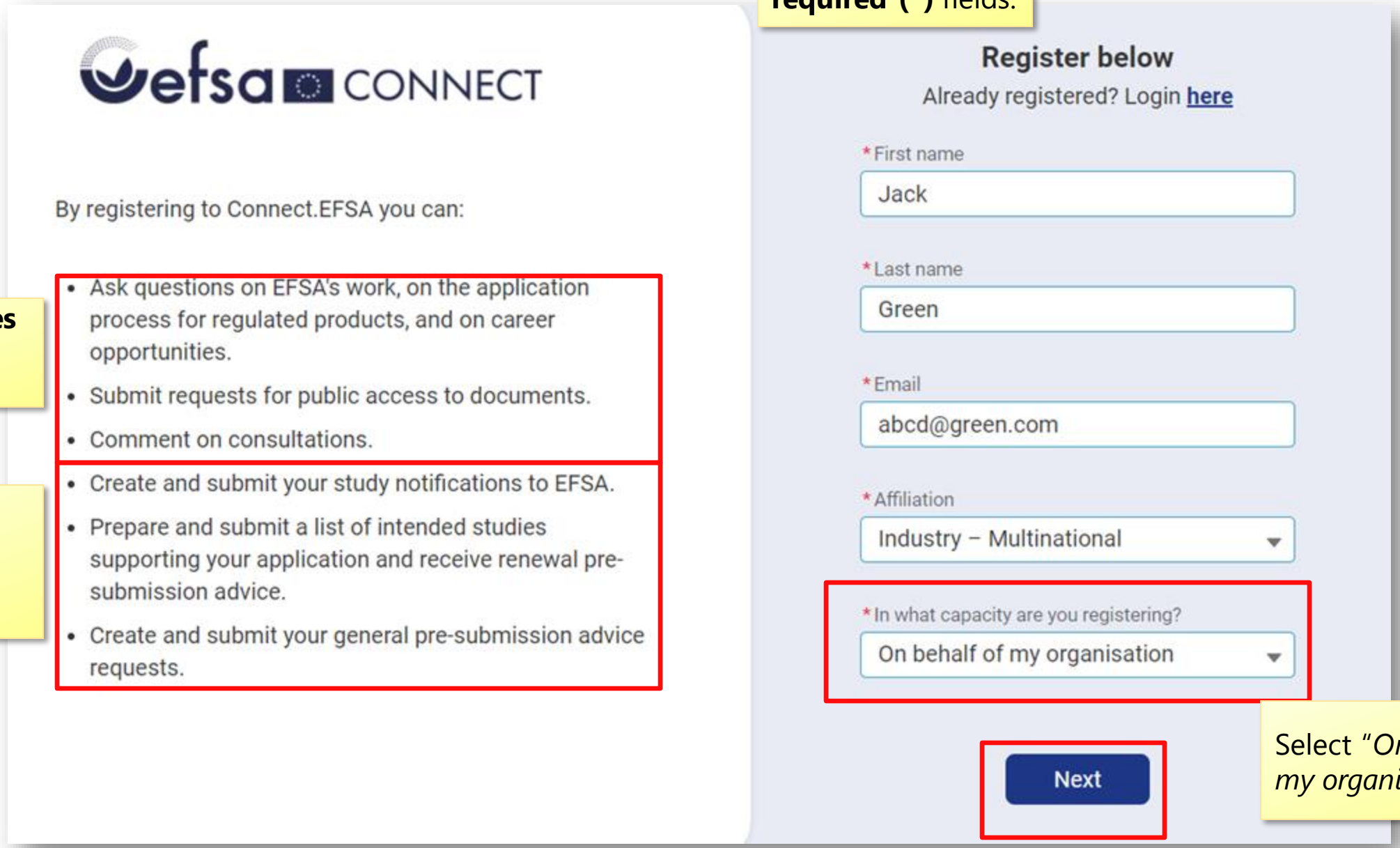
User goes to Connect.EFSA



Click on **"Log in/ Register"**.

4.1 Self-registration

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

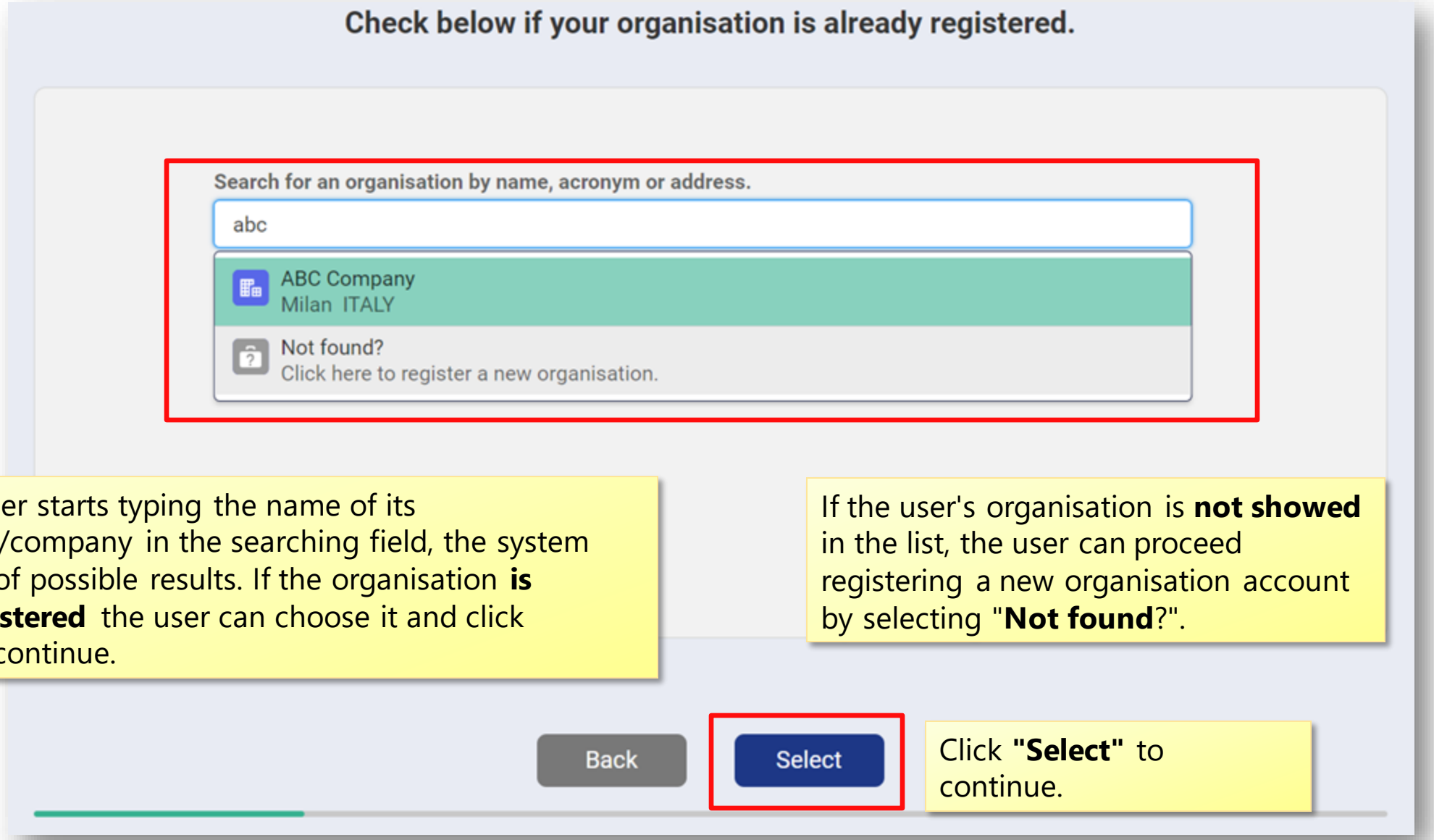


Basic services the user will access.

Additionally, the user will access these services.

Select "*On behalf of my organisation*"

4.2 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.

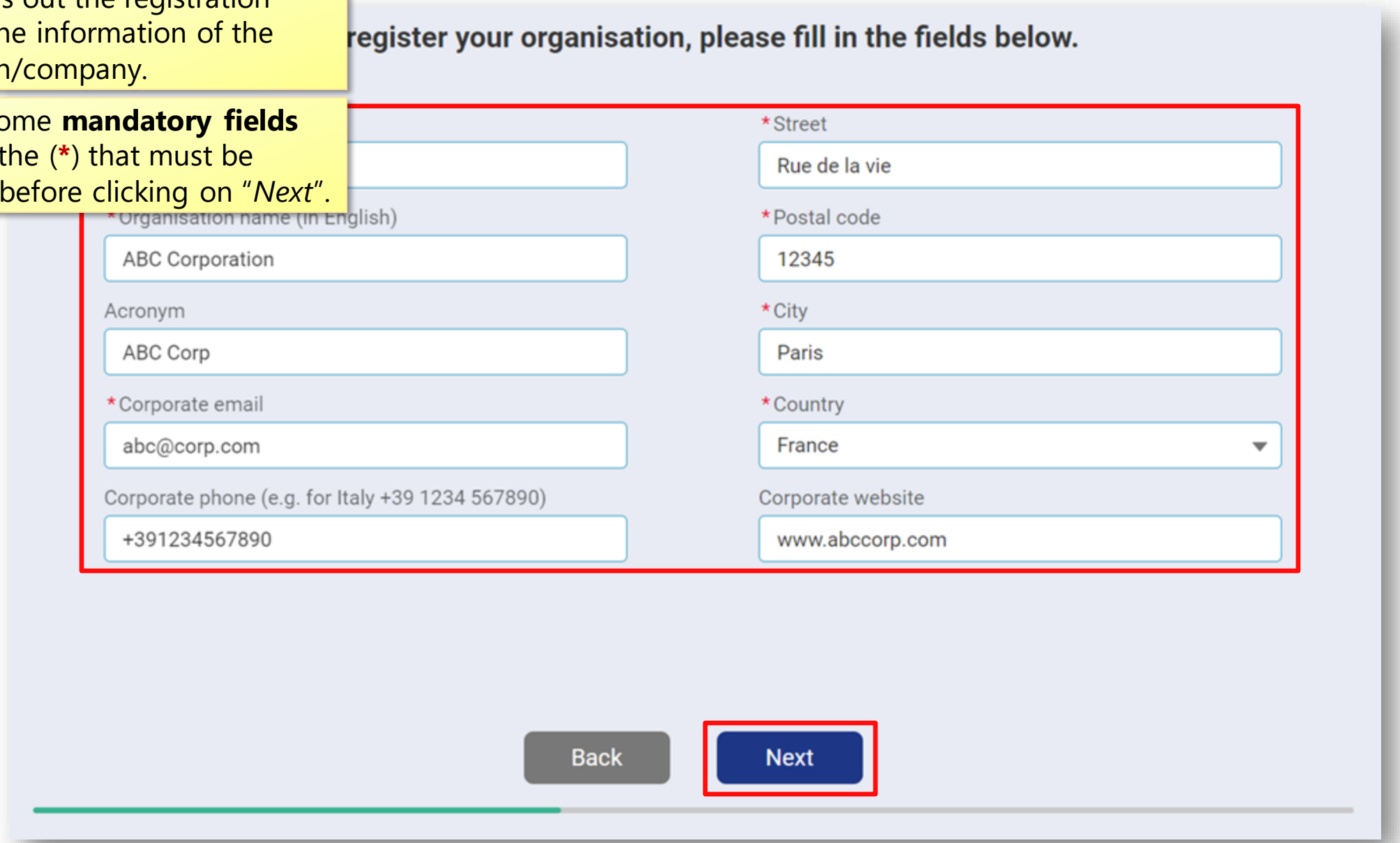
If the user's organisation is **not showed** in the list, the user can proceed registering a new organisation account by selecting "**Not found**?".

Click **"Select"** to continue.

4.3 Organisation creation

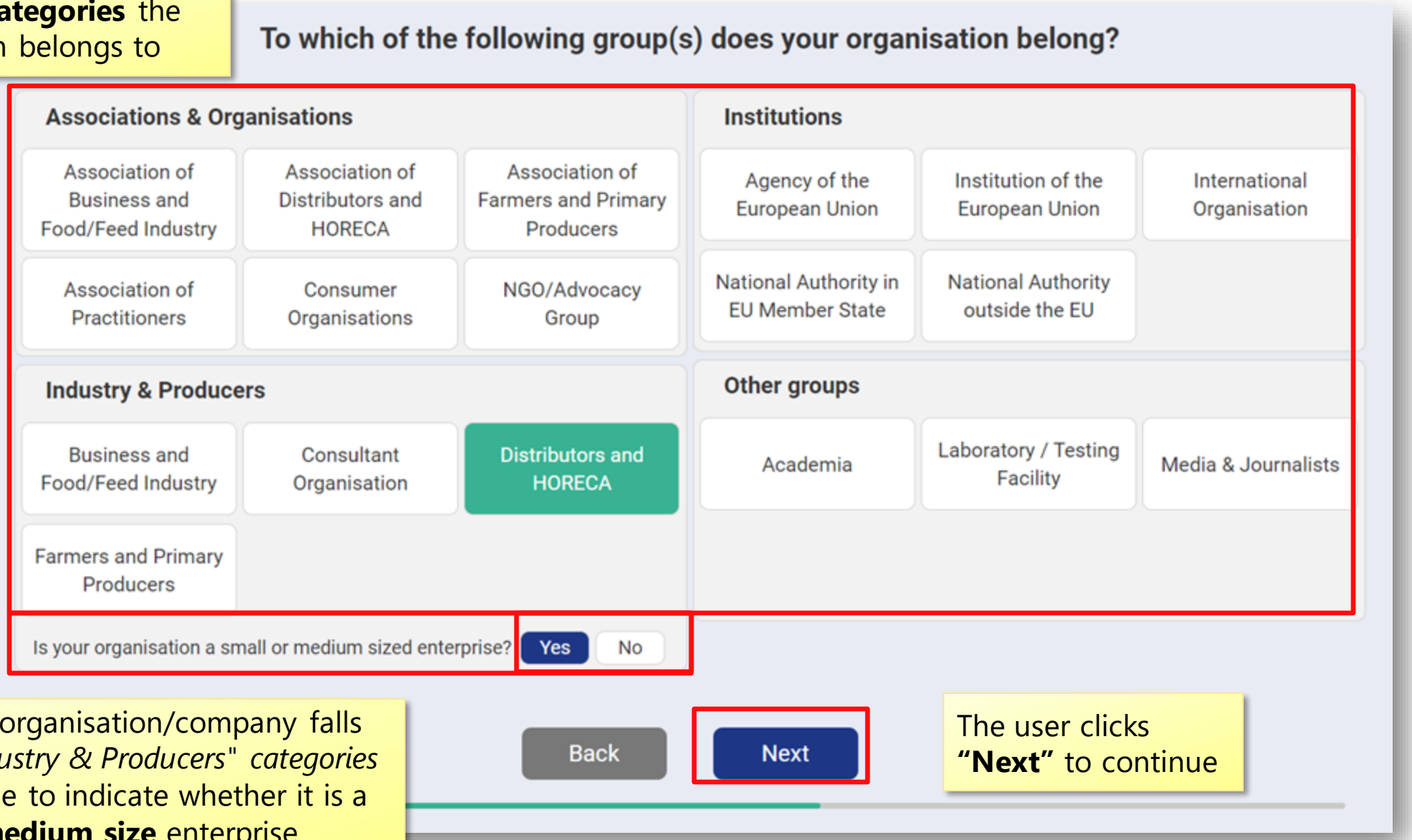
The user fills out the registration form with the information of the organisation/company.

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



4.4 Categories selection

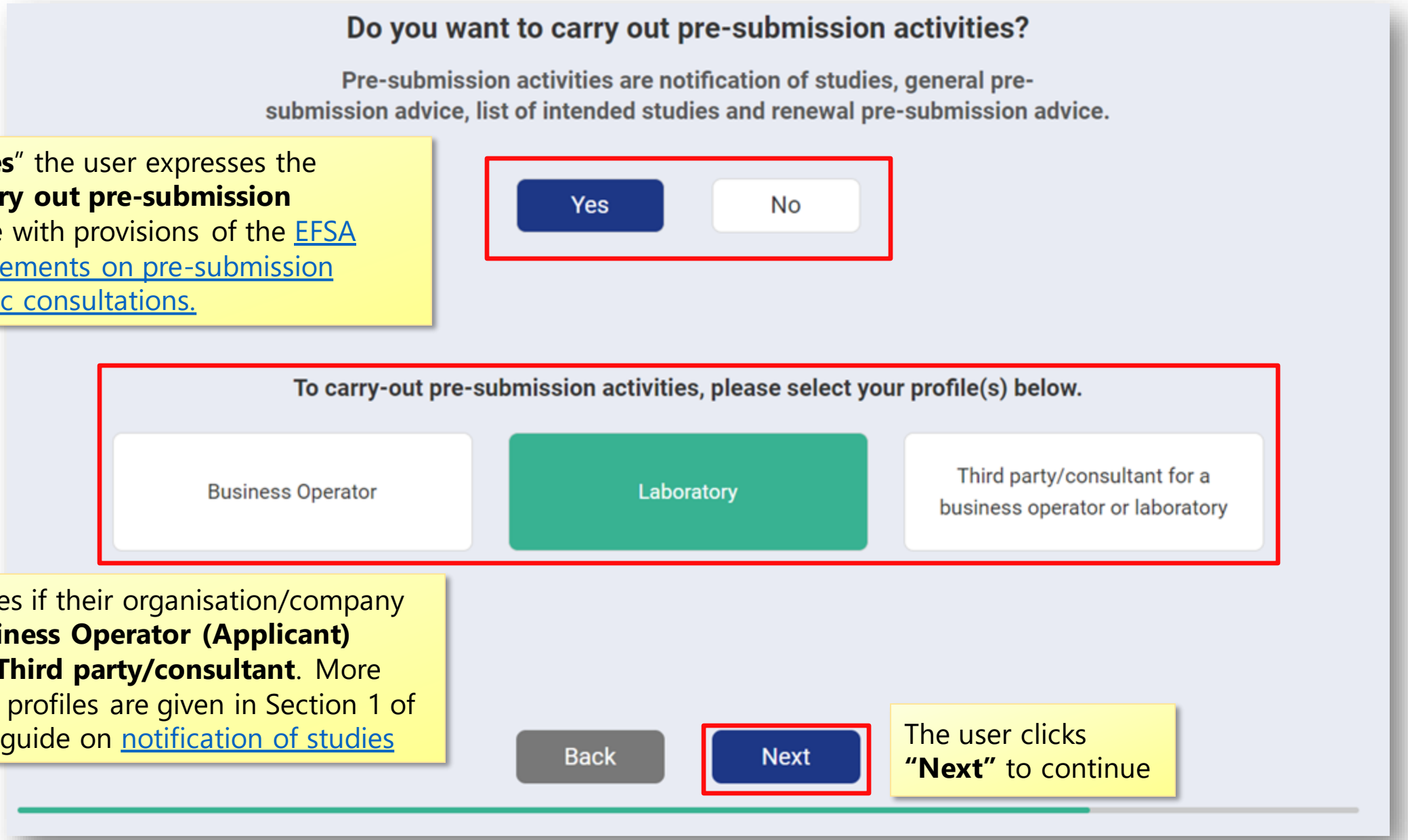
Select the **categories** the organization belongs to



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



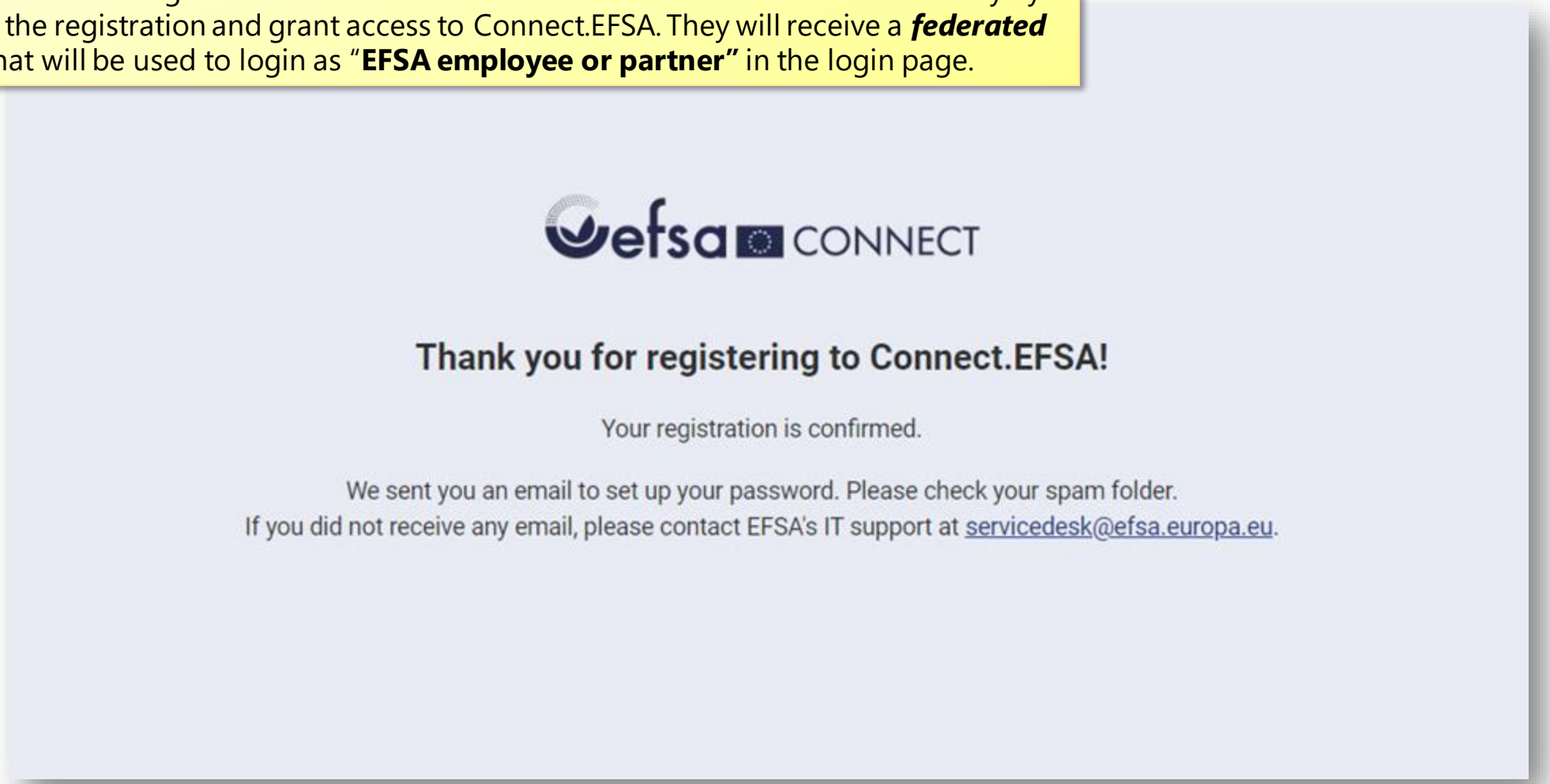
By selecting "**Yes**" the user expresses the intention **to carry out pre-submission activities** in line with provisions of the EFSA Practical Arrangements on pre-submission phase and public consultations.

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

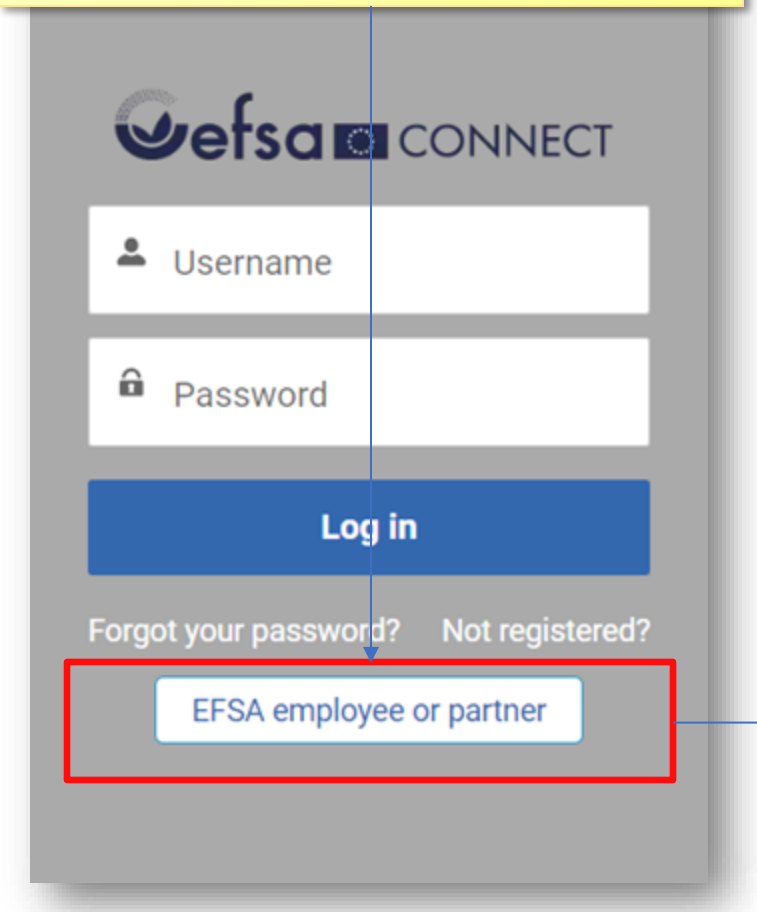
4.6 Successful registration

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.

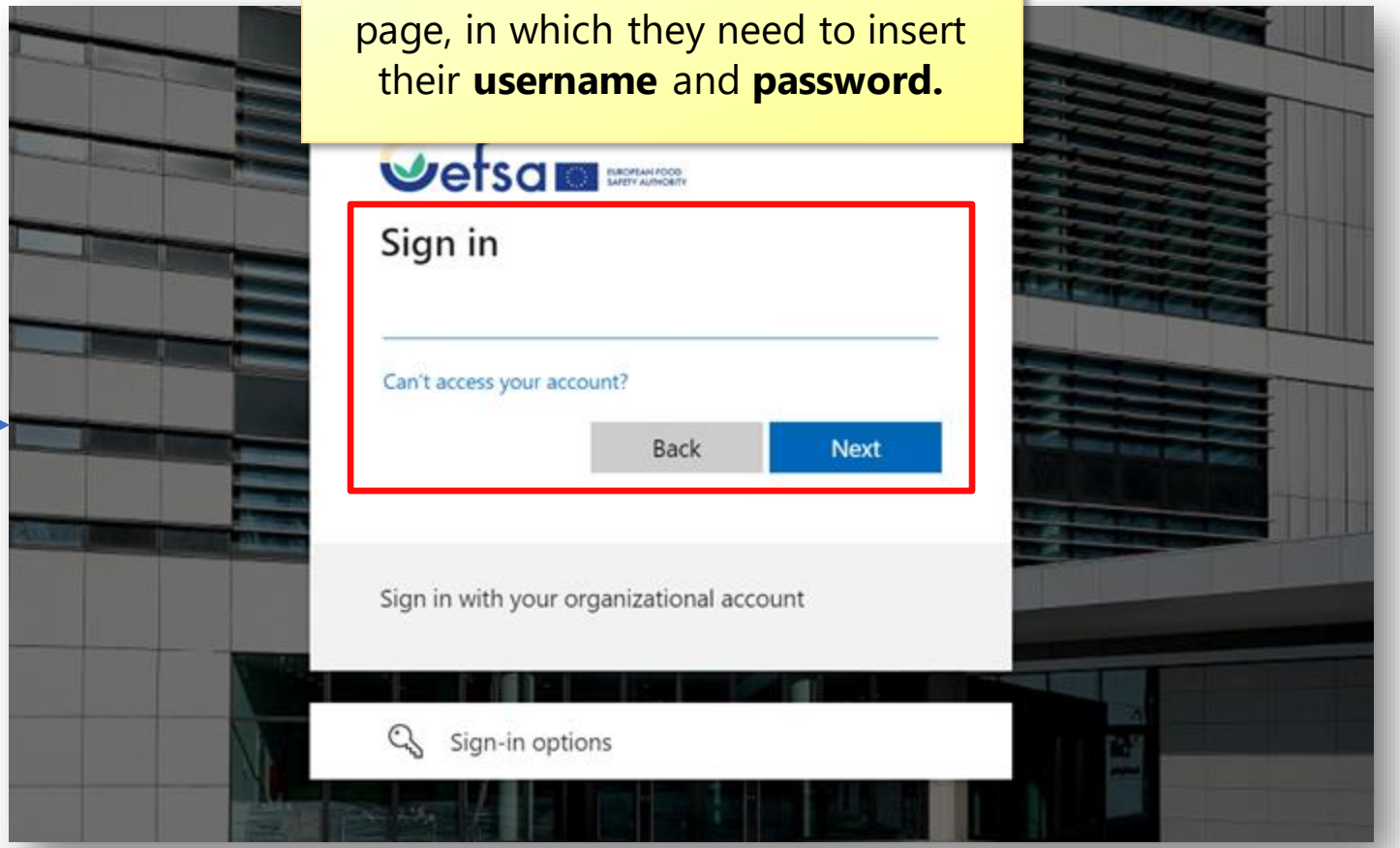


4.7 Login

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



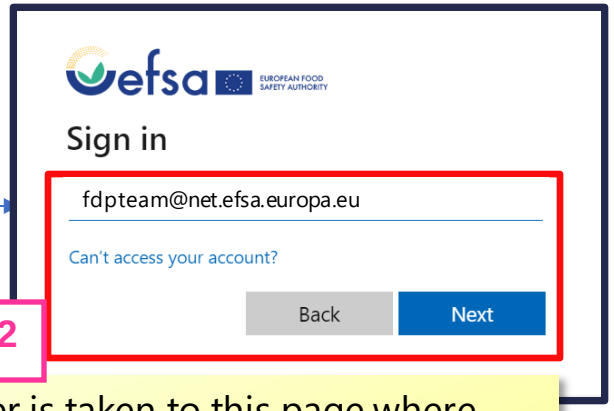
The user will be redirected to this page, in which they need to insert their **username** and **password.**



4.8 Change or recover the password

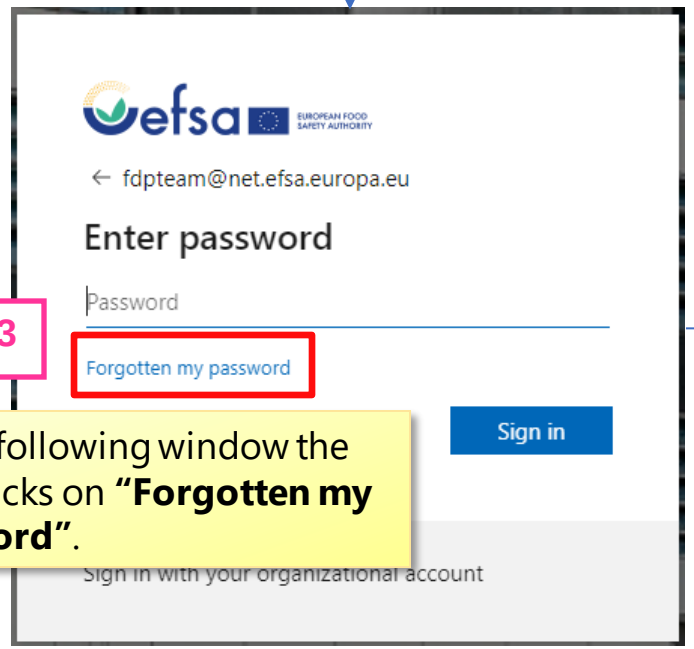
1

The user clicks on "EFSA employee or partner".



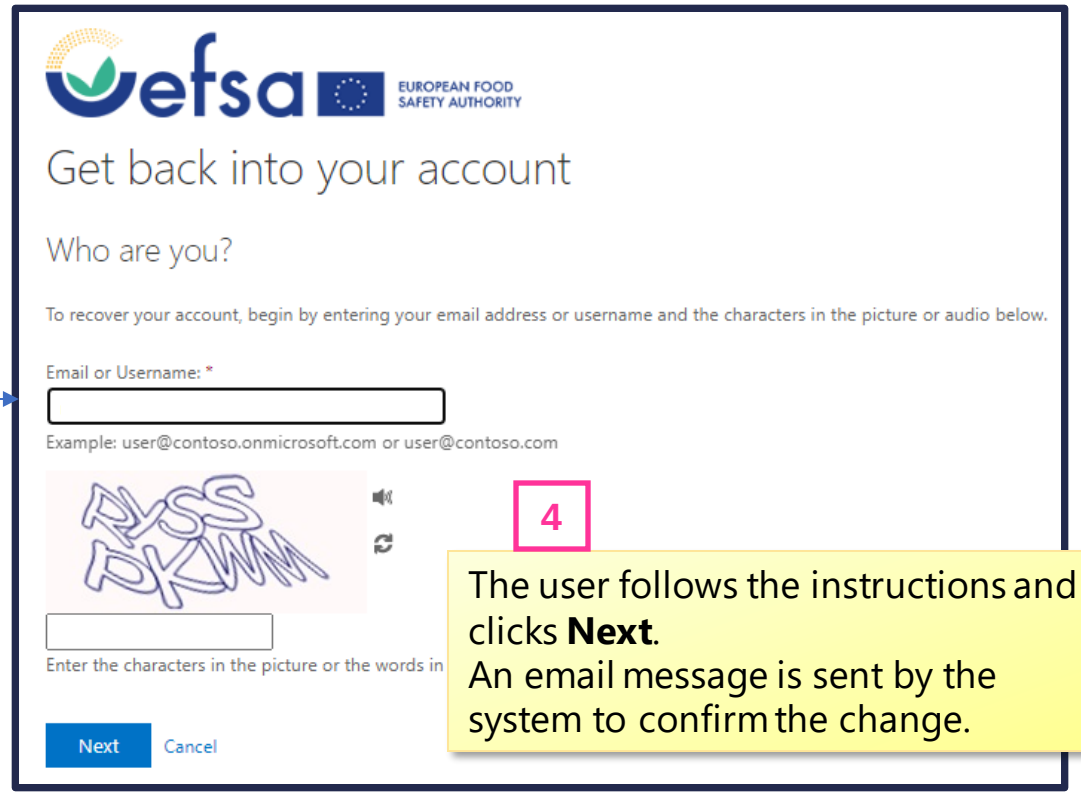
2

The user is taken to this page where has to indicate its own username, *e.g.* *fdpteam**@net.efsa.europa.eu***, then clicks on **Next**.



3

In this following window the user clicks on **"Forgotten my password"**.



4

The user follows the instructions and clicks **Next**.
An email message is sent by the system to confirm the change.

Recommended documents and links

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

efsa CONNECT

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