

How to register successfully?

Current Helpdesk Cases

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Agenda

- Blocked accounts
- Frequently asked question for the lead template
- Creation of a reference substance with a pre-registration list number 9xx-xxx-x for pre-registered reaction masses

Blocked accounts

➔ Definition

- A REACH-IT account gets blocked after a user has tried several times to log-in with the wrong password
- Nearly 70% of the REACH-IT helpdesk cases are about “Blocked accounts”

Blocked accounts – Account roles

- Organisation Account Manager (block, unblock, delete, create users and reset passwords within the company)
- User Account 1
- User Account 2
- User Account 3



Select User ID	First Name	Last Name	Blocked
<input type="checkbox"/> the manager	Organisation	Manager	No
<input type="radio"/> user 1	User	1	No
<input type="radio"/> user 2	User	2	No
<input type="radio"/> user 3	User	3	Yes

Modify Reset Password Block/Unblock Delete

Blocked accounts

- User account is blocked

➔ Organisation Manager can unblock your account

- In any case, before blocking your user account after several attempts, ECHA highly recommends users to use the automatic “User ID or password forgotten” function, where you can request a new onetime password (valid for 5 days)

Blocked accounts

- REACH-IT Organisation Manager is blocked: What do I do? **→** ECHA only unblocks the REACH-IT Organisation Manager user-ID accounts
- The e-mail address indicated in REACH-IT
- User ID



e-mail



User ID



Send an enquiry about REACH-IT

The ECHA Helpdesk provides support for technical questions on REACH-IT functionalities from industry users.

Basic information on REACH-IT can be found on [our website](#)

If your company has already signed up with REACH-IT then your contact details and company UUID should m:

Compulsory fields are marked with an asterisk (*)

Please provide us with your contact information:

* Title:

* First Name:

* Last Name:

http://echa.europa.eu/about/form_reachit/form_reachit_en.asp

Blocked accounts

- ➔ Unblock the Organisation user account
- ➔ Resetting the user password
- The system will automatically generate a new password and send it to the user via e-mail, which is the only way for a user to get his new password.
- It is therefore very important that the Organisation Manager confirms that the email address for the user is valid

Blocked accounts - security

- Under no circumstances you should send your REACH-IT account password via email.
- If there is any problem with it, the password can be reset, but we advise you not to send it to anyone including the European Chemicals Agency.

Agenda

- Blocked accounts
- Frequently asked question for the lead template
- Creation of a reference substance with a pre-registration list number 9xx-xxx-x for pre-registered reaction masses

Lead registrant template

- **Lead registrant → intermediate registration**
 - *Transported isolated intermediate 1-1000 tonnes*
- **Other members require → full registration**
 - *Full registration for non-intermediates over 1000 tonnes*

→ Which dossier template should be selected in IUCLID5 ?

Lead registrant template

- Lead has to select full registration template for the appropriate tonnage band on behalf of the member(s)
- Lead is able to provide the “Chemical Safety Report“ and the “Guidance on safe use“ on behalf of the member(s)
- Lead indicates his own tonnage band(s) in the dossier header when creating the dossier
- Lead will only get a fee for the tonnage band he has indicated

Lead registrant template

Example: Right template

REACH Annex XV - Restriction
REACH Annex XV - SVHC
REACH Application for authorisation
REACH Downstream user report
REACH Inquiry
REACH Notification of substance in article
REACH PPORD
REACH Registration 1 - 10 tonnes, physicochemical requirements
REACH Registration 1 - 10 tonnes, standard requirements
REACH Registration 10 - 100 tonnes
REACH Registration 100 - 1000 tonnes
REACH Registration above 1000 tonnes
REACH Registration member of a joint submission - general case
REACH Registration member of a joint submission - intermediates
REACH Registration on-site isolated intermediates above 1 tonne
REACH Registration transported isolated intermediates 1 - 1000 tonnes
REACH Registration transported isolated intermediates above 1000 tonnes
REACH Substance Evaluation

Note: The dossier template is used to determine which substance endpoints will be selected by default. The selection can be modified manually in a subsequent step of the dossier creation

1 2 3 4 5 6 7 8
Select a dossier template

< Back Next > Finish Cancel

Right template - the Lead has to select on behalf of the member

Lead registrant template

Example: Right template

Type of submission

Joint submission

Information provided by the lead on behalf of the member(s)

Chemical safety report

Guidance on safe use

Review by an assessor

Tonnage band(s) of the lead registrant

Tonnage band

On-site isolated intermediates
tonnage band

Transported isolated intermediates
tonnage band

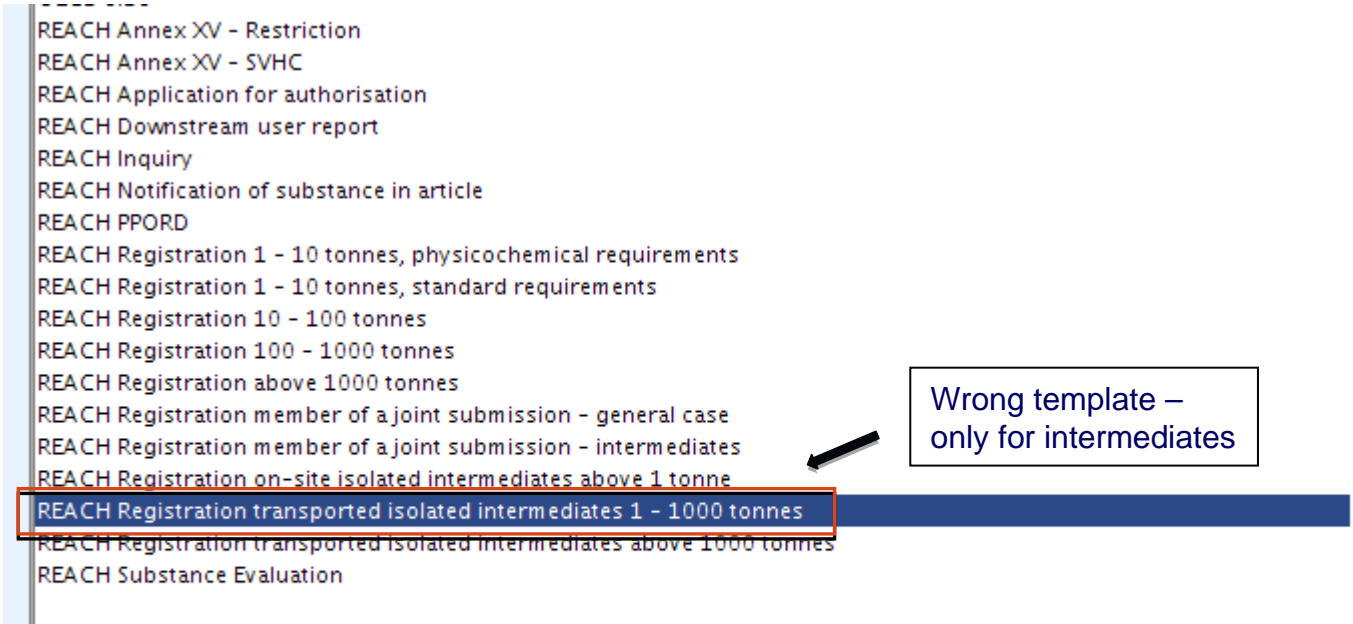
Between 10 to 1000 tonnes/year

Submission update

Is the submission an update?

Lead registrant template

Example: Wrong template



REACH Annex XV - Restriction
REACH Annex XV - SVHC
REACH Application for authorisation
REACH Downstream user report
REACH Inquiry
REACH Notification of substance in article
REACH PPORD
REACH Registration 1 - 10 tonnes, physicochemical requirements
REACH Registration 1 - 10 tonnes, standard requirements
REACH Registration 10 - 100 tonnes
REACH Registration 100 - 1000 tonnes
REACH Registration above 1000 tonnes
REACH Registration member of a joint submission - general case
REACH Registration member of a joint submission - intermediates
REACH Registration on-site isolated intermediates above 1 tonne
REACH Registration transported isolated intermediates 1 - 1000 tonnes
~~REACH Registration transported isolated intermediates above 1000 tonnes~~
REACH Substance Evaluation

Wrong template –
only for intermediates

Note: The dossier template is used to determine which substance endpoints will be selected by default. The selection can be modified manually in a subsequent step of the dossier creation

1 2 3 4 5 6 7 8
Select a dossier template

< Back Next > Finish Cancel

Lead registrant template



Example: Wrong template



Type of submission _____



Joint submission

- No “Chemical Safety Report”
- No “Guidance on safe use”

Tonnage band(s) of the lead registrant _____

Tonnage band  

On-site isolated intermediates tonnage band  

Transported isolated intermediates tonnage band  

Submission update _____

Is the submission an update?

Lead registrant template

- Choose the template always according to the needs of all the members (including the lead)
- If needed, the “Chemical Safety Report” (CSR) and “Guidance on safe use“ can be submitted jointly
- The fee only applies for the lead’s own tonnage band
 - In our example: Only the fee for the “Transported isolated intermediate 1 – 1000 tonnes“

Agenda

- Common XML check failure/ TCC failure
- Frequently asked question for the lead template
- Creation of a reference substance with a pre-registration list number 9xx-xxx-x for pre-registered reaction masses

Pre-registration “list numbers”

- “list numbers” are assigned to pre-registered substances without a current EC number
- Substances which have been pre-registered as multi-constituent substances or with only a chemical name as identifier were given a “list number” starting with 900
- The “list numbers” shall be used to make a registration of these substances easier. They have to be imported in IUCLID before creating the dossier.

Reference substance

- Ensure that you have downloaded and imported the **pre-registration list (900 series)** from the IUCLID 5 website:
<http://iuclid.eu/index.php?fuseaction=home.ecinVENTORY>

- Select the “import” option from the inventory



- In your substance dataset, select the “edit” button and then select the “golden chain” link next to the reference substance field

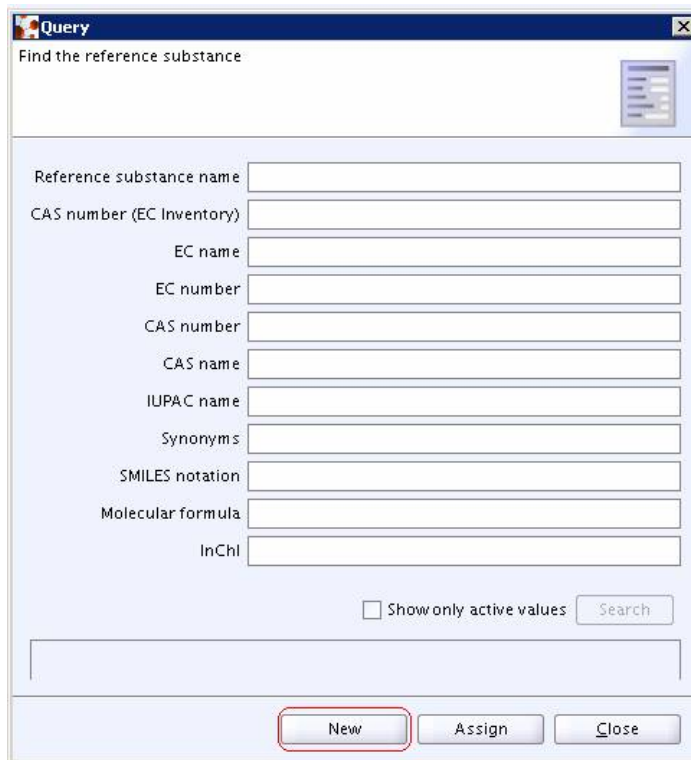


Reference substance _____



Reference substance

- From the box which appears, select “new”:



Query

Find the reference substance

Reference substance name

CAS number (EC Inventory)

EC name

EC number

CAS number

CAS name

IUPAC name

Synonyms

SMILES notation

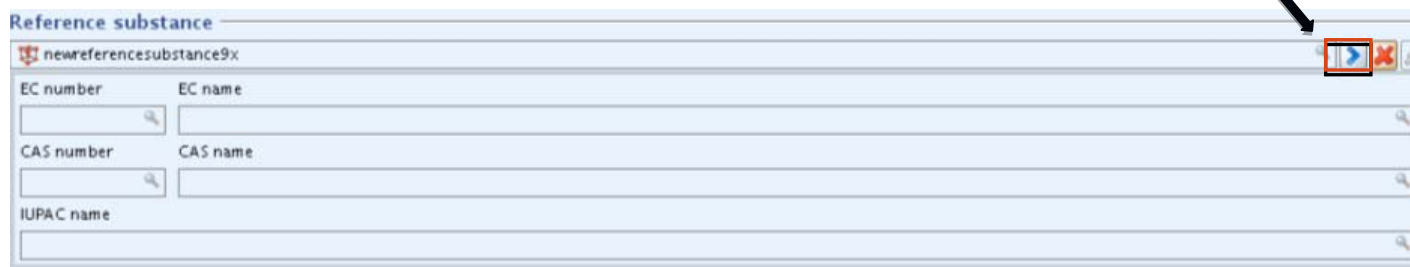
Molecular formula

InChI

Show only active values

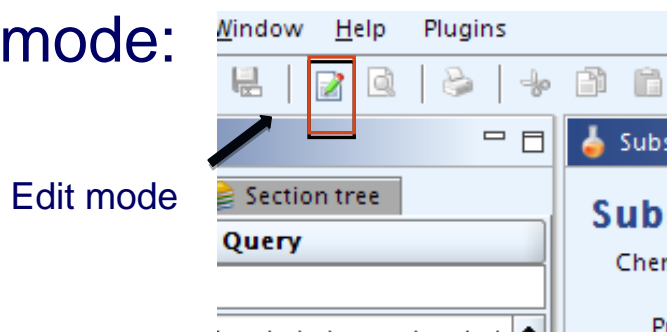
Reference substance

- Give your reference substance a logical name. Select the “Go to link target” blue pointer:



The screenshot shows a web form titled "Reference substance" with the identifier "newreferencesubstance9x". It contains several input fields: "EC number" and "EC name", "CAS number" and "CAS name", and "IUPAC name". Each field has a magnifying glass icon for search. In the top right corner of the form, there is a small blue icon with a right-pointing arrow, which is highlighted by a red box and a black arrow pointing to it from the right.

- If asked to save, save. The reference substance window opens up. Select the “edit” button, as it is not by default in edit mode:

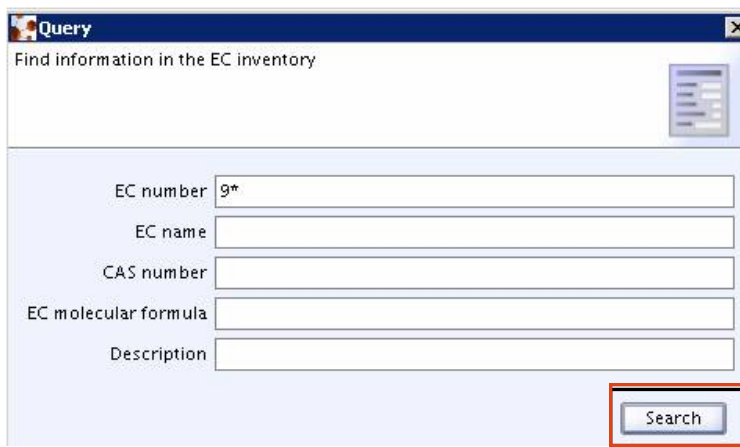


Reference substance

- Select the “golden chain” link next to CAS number, to add the “new” EC-number 9xx-xxx-x:

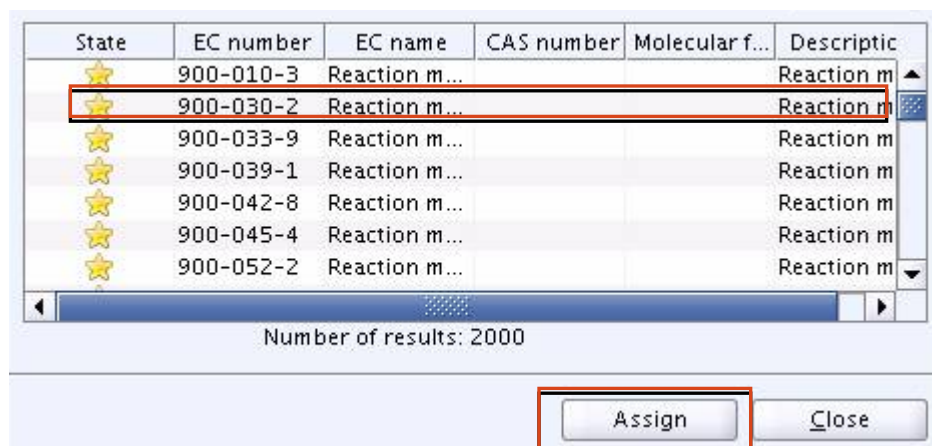


- Enter the EC number and select “search”:



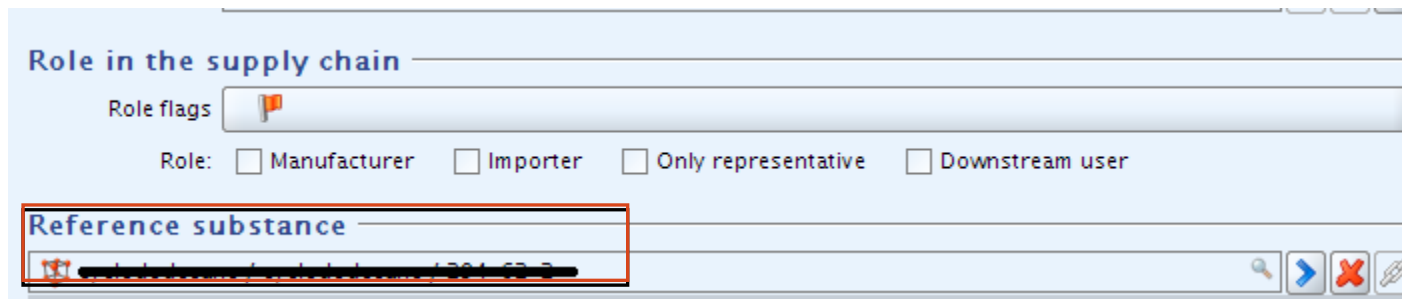
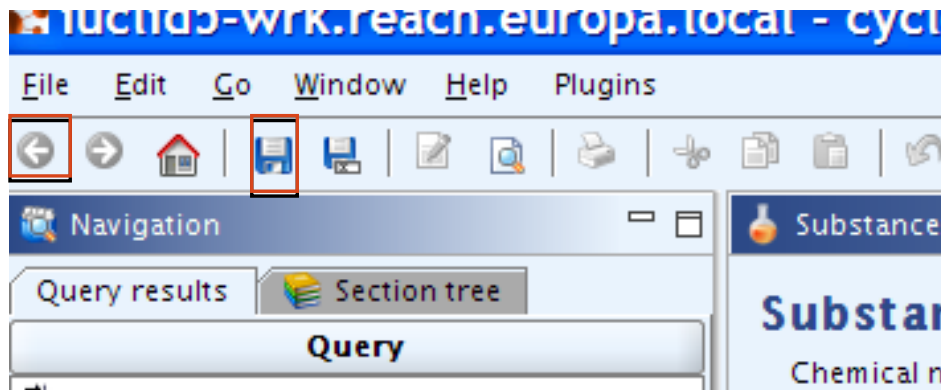
Reference substance

- Select the appropriate reference substance, and select “assign”. The “new” EC-number 9xx-xxx-x will now be visible in the Reference substance.



Reference Substance

- Save, and navigate back to the substance



Register Successfully!

