

Login Manual to ECHA's IT tools for Authority users

November 2020

Version 1.4

ABC

Disclaimer

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1.2	Modifications to accommodate the Interact Portal and Poison Centres notifications release of April 2019	April 2019
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Login Manual to ECHA's IT tools for Authority users

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If you have questions or comments in relation to this document please send them (quote the reference and issue date) using the information request form. The information request form can be accessed via the Contact ECHA page at:

<http://echa.europa.eu/contact>

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Table of Contents

1. Introduction	4
2. How to login	6
2.1 Login via ECHA Secure Login Page (Users with ECHA accounts or EU accounts).....	6
2.2 Login via ECHA Account Login Page to access ECHA Websites (Users with ECHA accounts or EU Login accounts).....	8
2.3 Login to Interact Portal	11
2.4 Login to Poison Centres database	14
3. First time login only: Activate your token and your account	16
4. How to ask ECHA for support	20
5. Annex	22
5.1 ECHA IT tools account policies	22
5.2 Interact Portal: matrix table with access profiles	23

Table of Figures



Figure 1: ECHA Secure Login page	6
Figure 2: ECHA accounts dashboard page	7
Figure 3: ECHA Remote Access Portal- Web-bookmarks	7
Figure 4: EU Log in - Secure	8
Figure 5: ECHA Account Login	9
Figure 6: ECHA Account Login - Passcode	10
Figure 7: Login with EU - Login	11
Figure 8: Interact Portal web-Bookmark	12
Figure 9: Interact Portal homepage - different components are visible depending on users' access profile	13
Figure 10: Poison Centres PCN database link	14
Figure 11: PCN database	14
Figure 12: Poison Centres notifications web-bookmark remote folder link	15
Figure 13: Poison Centres Notifications available for downloading	15
Figure 14: Activate your token and account - button	16
Figure 15: Step 1 - Enter username and email	17
Figure 16: Step 2 - Setup token PIN	17
Figure 17: Step 3 - Enter OTP	18
Figure 18: Step 4 - Setup Password	19
Figure 19: Account Activated	19
Figure 20: ECHA website – Contact	20
Figure 21: National Authority - Get support	20
Figure 22: Support for Authorities form	21


1. Introduction

ECHA provides a dedicated, secure access to ECHA's IT tools for the: Member State Competent Authorities (MSCAs), Mandated National Institutions (MNIs), Designated National Authorities (DNAs), National Enforcement Authorities (NEAs), the European Commission (COM), Committees (RAC/SEAC/MS/BC), REACH INTEREST GROUPS (Screening, SEV, DEV, CLH, SVHC, CoRAP, RiME), EXPERT GROUPS (ED, PBT), FORUM and Working Groups (FORUM/BPC/BPRS) as well as the Appointed Bodies (ABs) and Poison Centers. This document gives instructions to users on how they will login to ECHA's IT tools.


In order to establish a secure connection, the users need a hardware RSA token, credentials (username/ password) and an Internet connection.

Useful indications:



	Very important note
	Useful information, guidance, assistance

	<p>There are two ways to access ECHA applications:</p> <ol style="list-style-type: none"> 1. Log in viewing your Accounts information first, by using directly ECHA Secure Login page at: https://idp.echa.europa.eu/ui/secure-login then select the appropriate ECHA application category e.g. "Authority Applications" and then on the ECHA Remote Access Portal- Web-bookmarks. 2. Log in viewing directly the ECHA Remote Access Portal Web-bookmarks without accessing your account information by using the link: https://vpn.echa.europa.eu/eulogin. <p>In this manual we shall always use the 1st case since provides the most complete access case.</p>
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For security reasons, users need to identify themselves using a process known as 'two factor authentication'. This means that users need to use "something they have" and "something they know":

- **RSA hardware token (Tokencode):** It looks like this  and is provided by ECHA. The RSA hardware token corresponds to "something the user has".
- **Token PIN code:** is defined individually by the users during the activation of their token (see section 3.1). The PIN corresponds to "something the user knows".
- **Passcode:** It is the combination of your PIN followed by the token code you see on the screen of your RSA token, without any space in between.

! E.g. If the PIN you keep in your head is 1204 and the passcode appearing at the hardware token device screen is 159759 then the passcode is the combination of both: 1204159759

<p>Passcode</p> <p>1204159759</p>	=	<p>PIN</p> 	+	<p>Tokencode</p> 
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2. How to login

	<p>If you have never logged in to ECHA's IT tools before, please first activate your token and your account by following the instructions under section 3</p> <p>First time login only: Activate your token and your account</p>
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2.1 Login via ECHA Secure Login Page (Users with ECHA accounts or EU accounts)

If you are logging in with an ECHA account:

Go to <https://idp.echa.europa.eu/ui/secure-login>

- In the field 'Username', type your user ID (starting with an **m** for MSCA/DNA/Committee users or an **e** for Enforcement users)
- In the field 'Password' type your account's password
- In the field 'Passcode', type your PIN followed by the token code you see on the screen of your RSA token without any space in between (Figure 1).

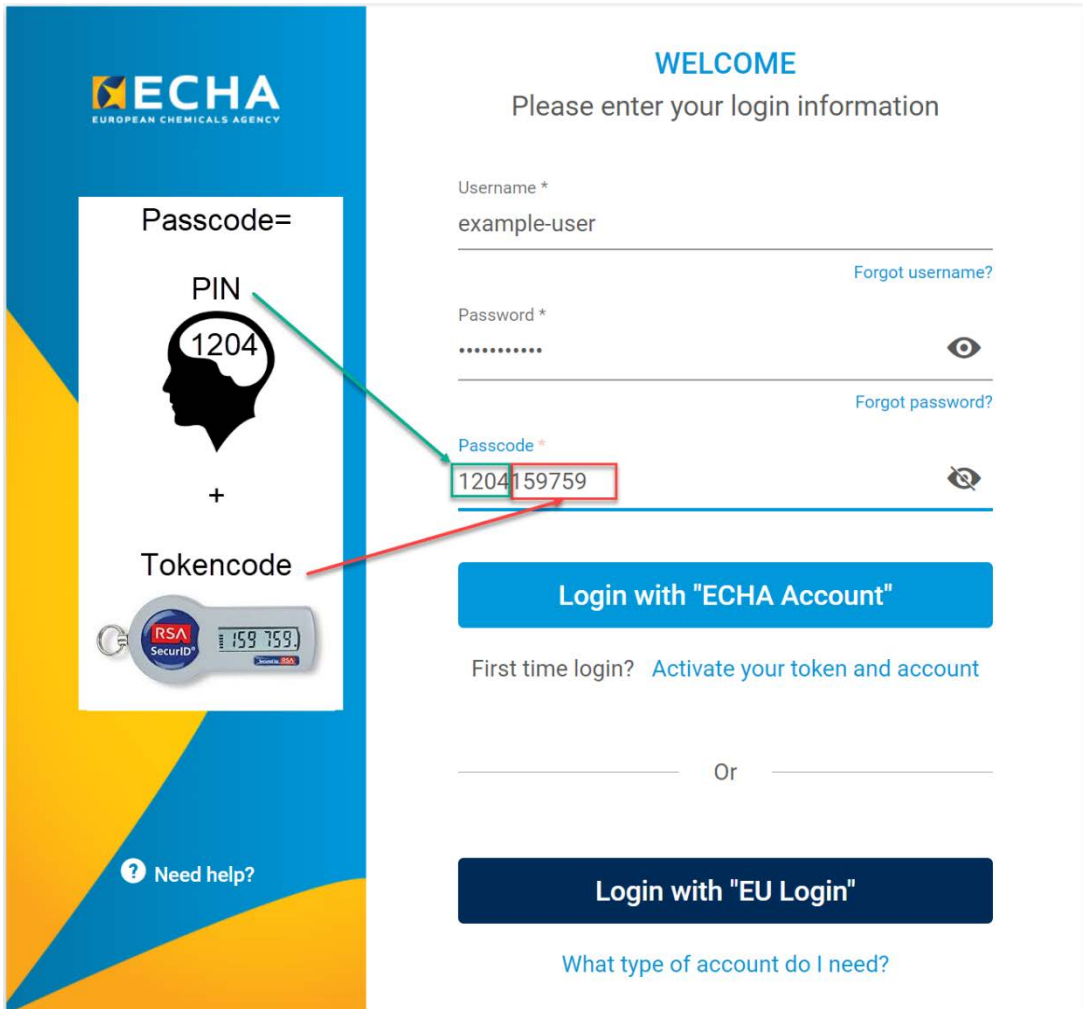


Figure 1: ECHA Secure Login page

Press "Login with "ECHA Account" button in order to see the ECHA accounts dashboard page (Figure 2).

In order to access the Authority Applications, press 'Authority Access' button.

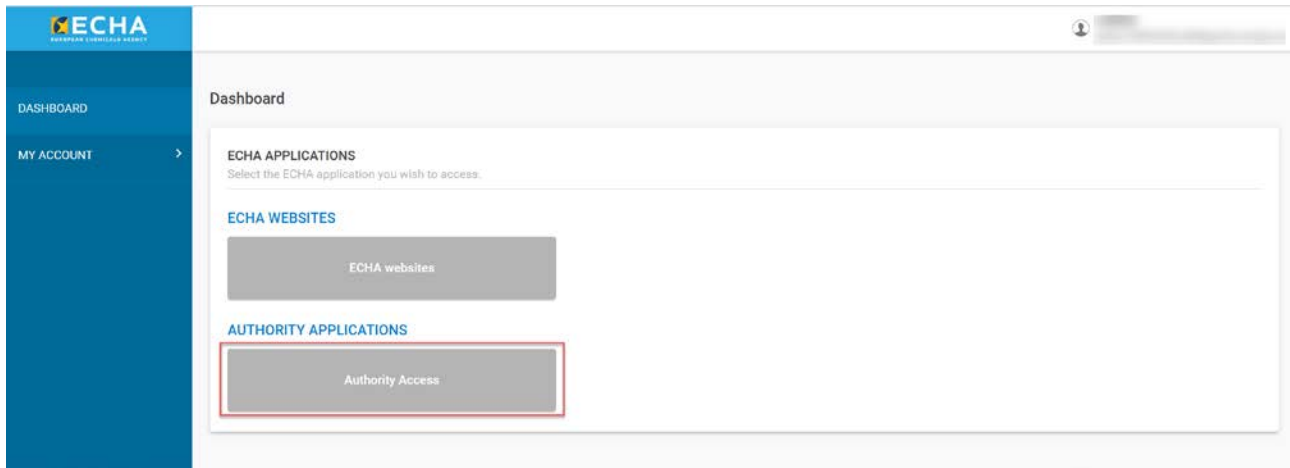


Figure 2: ECHA accounts dashboard page

You will be then redirected to Pulse Secure web page, where you can see web-bookmarks available depending on your access profile (Figure 3).



If you login in by using the link <https://vpn.echa.europa.eu/eulogin> you will not see the screen presented in Figure 2 and you will move directly to the web bookmarks presented in figure 3.

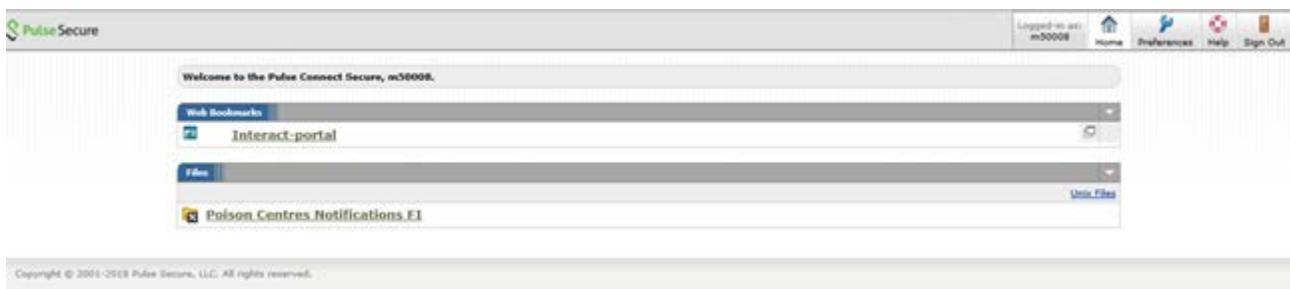
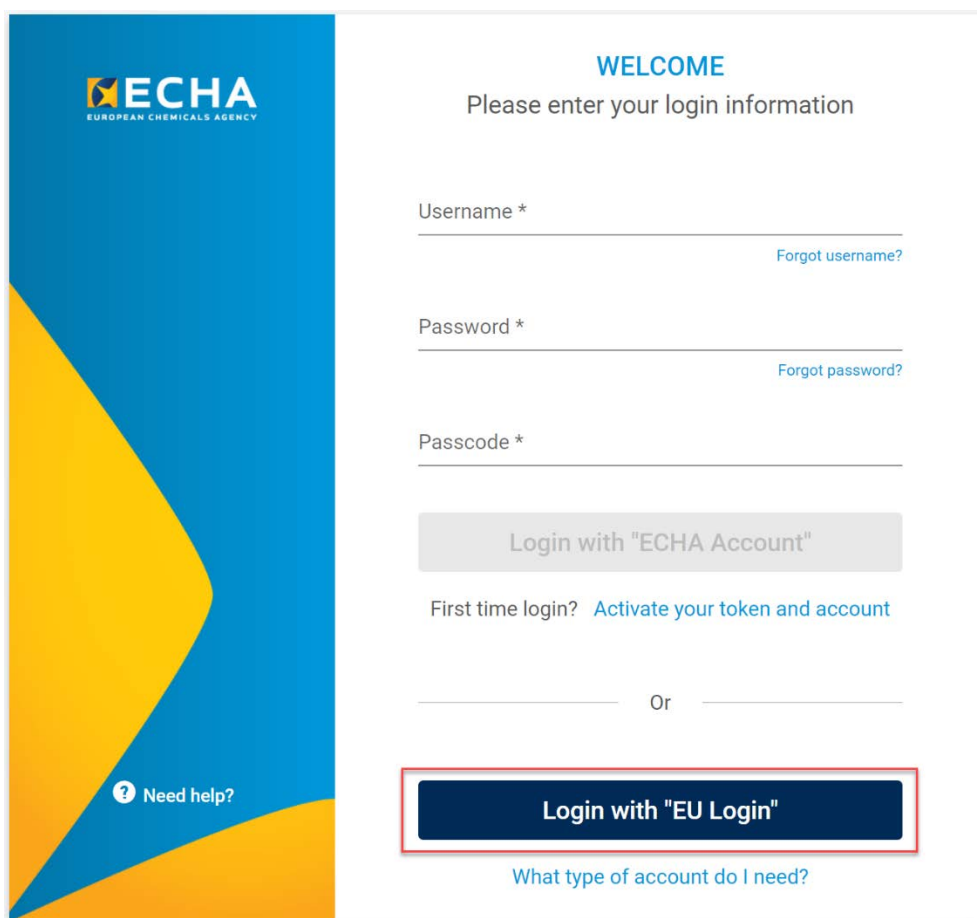


Figure 3: ECHA Remote Access Portal- Web-bookmarks

Users from Member State Competent Authorities, Mandated national Institutions, Designated National Authorities, National Enforcement Authorities, Committee users can continue with logging in to Interact Portal. Users from Appointed Bodies can proceed to the Poison Centres Notifications folder or the the Interact portal.

If you are logging in with an EU login account:

Go to ECHA Secure Login page at: <https://idp.echa.europa.eu/ui/secure-login>.



The screenshot shows the ECHA login interface. On the left is the ECHA logo and a 'Need help?' link. The main content area is titled 'WELCOME' and asks the user to enter login information. It includes three input fields: 'Username *', 'Password *', and 'Passcode *'. Each field has a 'Forgot' link (e.g., 'Forgot username?'). Below the fields is a 'Login with "ECHA Account"' button. A link for 'First time login? Activate your token and account' is also present. An 'Or' separator is followed by a 'Login with "EU Login"' button, which is highlighted with a red rectangular border. At the bottom, there is a link: 'What type of account do I need?'.

Figure 4: EU Log in - Secure

Press 'EU Login' button, without filling any other log in information (Figure 4).

You will be redirected to EU login page, where you will need to follow all necessary steps as described in EU Login manual:

https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

Upon successful EU login authentication by using 2FA in EU Login you will be redirected to ECHA accounts dashboard page.

2.2 Login via ECHA Account Login Page to access ECHA Websites (Users with ECHA accounts or EU Login accounts)

If you are logging in with an ECHA account:

For the users that wish to use ECHA Websites, please follow the link:
<https://idp.echa.europa.eu/ui/login>

- In the field 'Username', type your user ID (starting with an **m** for MSCA/Committee Users

or with an **e** for Enforcement users)

- In the field 'Password' type your account's password

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Important information on ECHA apps availability

WELCOME

Please enter your login information

Username *
example-user
[Forgot username?](#)

Password *
.....
[Forgot password?](#)

Login with "ECHA Account"

Don't have an account? [Create an ECHA account](#)

Or

Login with "EU Login"

[What type of account do I need?](#)

[Need help?](#)

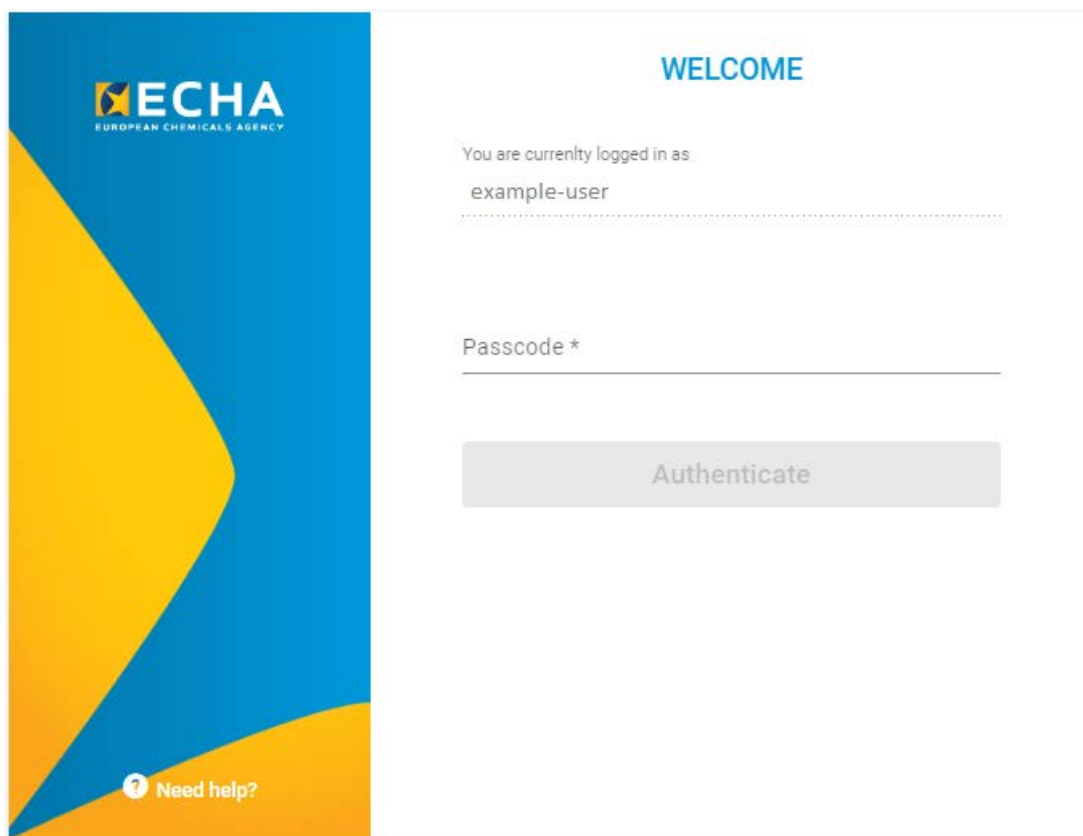
Figure 5: ECHA Account Login

Press Login button in order to login to ECHA accounts dashboard page (Figure 2).

Then, press 'ECHA Websites' button, in order to be redirected to ECHA Websites.

In case you prefer to access other ECHA Authority Applications that require a second factor of authentication, press the 'Authority Applications' button on the ECHA accounts dashboard page.

On the next step, you will be prompt to fill in your passcode (Figure 6).



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WELCOME

You are currently logged in as
example-user

Passcode *

Authenticate

Need help?

Figure 6: ECHA Account Login - Passcode

In the field 'Passcode', type your PIN followed by the token code you see on the screen of your RSA token without any space in between (Figure 6).

If you are logging in with an EU login account:

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WELCOME
Please enter your login information

Username *
Forgot username?

Password *
Forgot password?

Login with "ECHA Account"

Don't have an account? [Create an ECHA account](#)

Or

Login with "EU Login"

[What type of account do I need?](#)

Need help?

Figure 7: Login with EU - Login

Press 'EU Login' button, without filling any other log in information (Figure 7).

You will be redirected to EU login page, where you will need to follow all necessary steps as described in EU Login manual:

https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf

Upon successful EU login authentication you will be redirected to ECHA accounts dashboard page (Figure 2).

2.3 Login to Interact Portal

On ECHA's PulseSecure web page, you visualise web-bookmarks which are available depending on your access profile (Figure 8).

- to access Interact Portal, click on the relevant link (Figure 8)

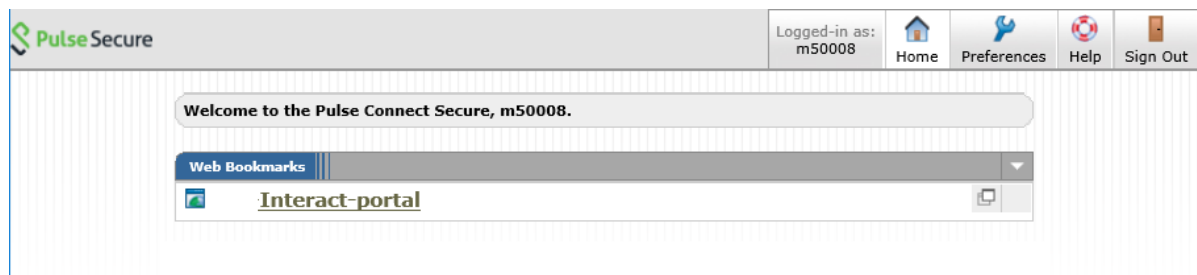


Figure 8: Interact Portal web-Bookmark

Interact Portal homepage is displayed (Figure 9). Depending on your access profile, you will see the content that relates to you. A matrix table in the annex (chapter 5.2) of this manual illustrates what each user group can see on the Interact homepage.

The screenshot displays the Interact Portal homepage with the following components:

- Header:** "interact portal" logo.
- Navigation:** My Dashboard, ECHA Data Search, ACT, Screening, Help.
- News:** Filter tabs for MSCA REACH/CLP, MSCA BPR, MSCA PIC, NEA, and Committee. Three news items are listed, each with a date (20/02/2019 or 12/02/2019) and a title. A "View all" button is present.
- Tasks:** A light blue box stating "No tasks have been received".
- Notifications:** A light blue box stating "No notifications have been received".
- Toolbox:** A box containing a "Collaboration" icon.
- My Applications:** A row of four application icons: IUCLID 6, REACH-IT, R4BP 3, and ePIC.

Figure 9: Interact Portal homepage - different components are visible depending on users' access profile

2.4 Login to Poison Centres database

Member States' Appointed Bodies accepting PCN notifications submitted through the ECHA Submission portal, and the Poison Centres they nominate, have the option to access the information through the Poison Centres (PCN) Database.

Users from these organisations can access the PCN database by clicking the link marked in red in Figure 10.



Figure 10: Poison Centres PCN database link

The PCN database interface can be seen in Figure 11.

User needs to click on the "Poison Centre Search" option.

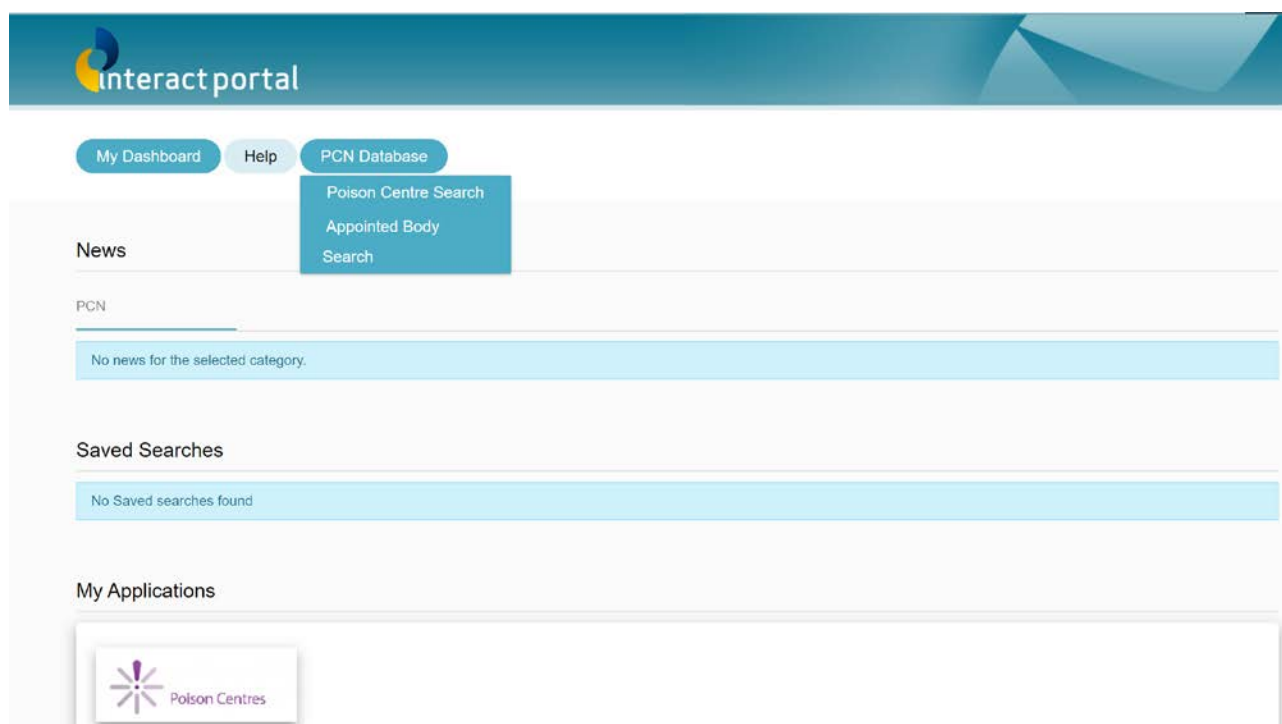


Figure 11: PCN database

PCN database users can also access the notifications in bulk through ECHA's Pulse Secure webpage. The link in ECHA's Pulse Secure webpage (Figure 12) allows users to browse and download the notifications, which are stored in chronological order (Figure 13).



Figure 12: Poison Centres notifications web-bookmark remote folder link

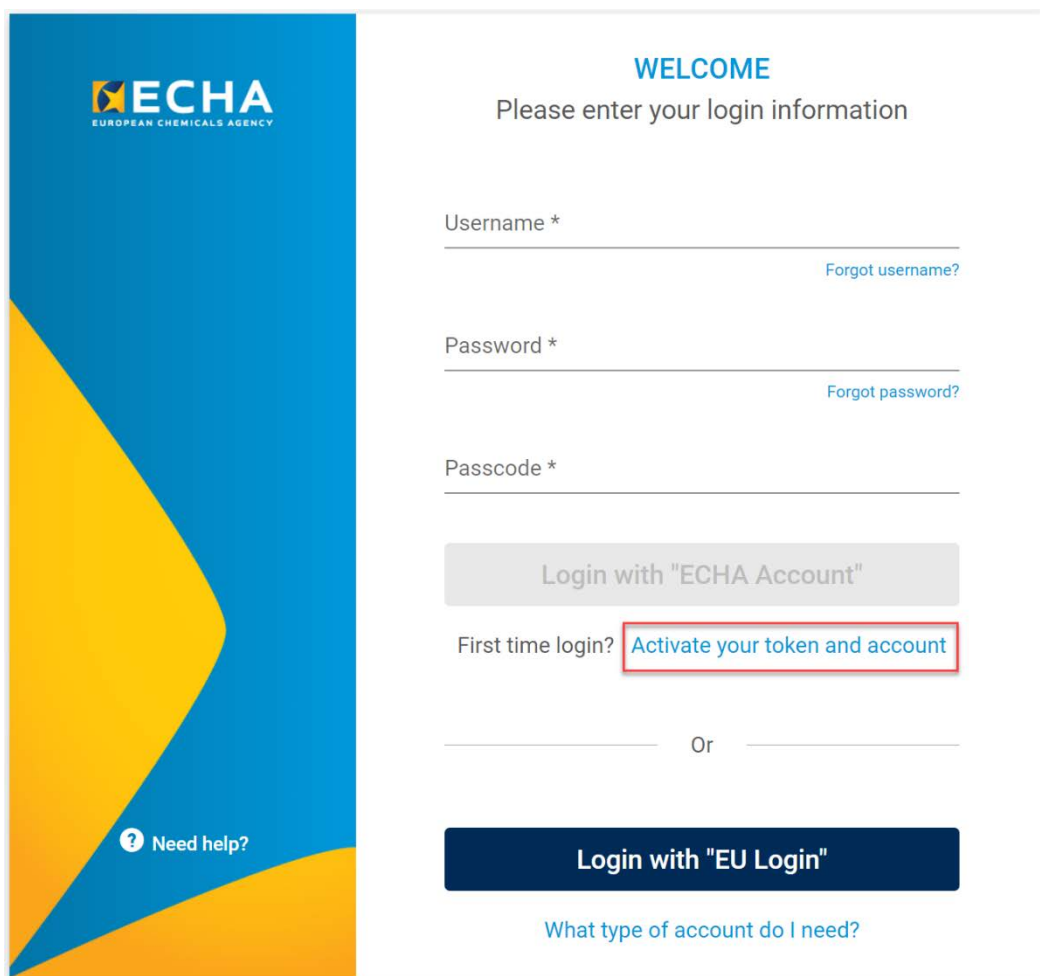


Figure 13: Poison Centres Notifications available for downloading

3. First time login only: Activate your token and your account

When you access ECHA's Access Portal for the first time, you will need to activate your token and account.

- Go to the ECHA Secure Login page via: <https://idp.echa.europa.eu/ui/secure-login>
- Click on 'Activate your token and account' button (Figure 14)



The screenshot shows the ECHA Secure Login page. On the left is a blue and yellow graphic with the ECHA logo and 'EUROPEAN CHEMICALS AGENCY' text. Below the logo is a 'Need help?' link. The main content area is white and contains the following elements:

- WELCOME** header
- Text: 'Please enter your login information'
- Username * input field with a 'Forgot username?' link
- Password * input field with a 'Forgot password?' link
- Passcode * input field
- A grey button labeled 'Login with "ECHA Account"'
- 'First time login?' text with a red-bordered button labeled 'Activate your token and account'
- 'Or' separator
- A dark blue button labeled 'Login with "EU Login"'
- A link at the bottom: 'What type of account do I need?'

Figure 14: Activate your token and account - button

Step 1: On the first step of the activation process, you will be prompted to enter your username and email (Figure 15). Click on 'Next' button to continue with the second step.

Activate your account

1 Enter username and email — 2 Setup Token PIN — 3 Enter OTP — 4 Setup Password

USER INFORMATION
Enter your username and email address. Please do not interrupt the process without completing all four steps

Username *
example-user

Email *
example@echa.europa.eu

Cancel Next

Figure 15: Step 1 - Enter username and email

Step 2: On the second step, you will setup your token's pin (Figure 16).

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Activate your account

✓ Enter username and email — 2 Setup Token PIN — 3 Enter OTP — 4 Setup Password

TOKEN DEVICE
Set up your Personal Identification Number (PIN) containing 4 to 8 characters

Token Code *
159759
Please enter your tokencode displayed at the hardware token screen. 6/6

Token Pin *

Your PIN should be 4 to 8 characters long, not be structured by a set of the same number (e.g 0000) or be a set of consecutive numbers (e.g 1234). 4/8

Confirm Token Pin *

4/8

Cancel Next

Figure 16: Step 2 - Setup token PIN

On the 'Token Code' field enter your token code displayed at the hardware token screen. On the 'Token Pin' field enter your PIN.

Note: Your PIN should be 4 to 8 characters long, not be structured by a set of the same

number (e.g. 0000) or be a set of consecutive numbers (e.g. 1234)

Tip: Ensure you select a PIN code which is easy to remember without the need to keep written records of it. PIN code is something you will need to use every time you want to login to ECHA Secure Login page.

Step 3: On the third step you will need to enter a One Time Password (Figure: 17). A One-time password should have been sent to your email.

The screenshot shows the 'Activate your account' process at Step 3: 'Enter OTP'. At the top, a progress bar indicates four steps: 'Enter username and email' (checked), 'Setup Token PIN' (checked), 'Enter OTP' (active, highlighted with a blue circle), and 'Setup Password' (disabled, greyed out). Below the progress bar, the heading 'ONE TIME PASSWORD' is followed by the instruction 'Enter the OTP you received via email'. There is a text input field for the OTP. Below this, another input field is labeled 'One Time Password *' with a blue link 'Enter the one time password received via email'. A note states 'In case you have not received the one time password click the 'Resend OTP' button', with a 'Resend OTP' button below it. At the bottom right, there is a 'Next' button. A green notification box at the bottom center says 'OTP sent, please check your email.' with a 'Dismiss' button.

Figure 17: Step 3 - Enter OTP

Step 4: On the fourth and last step of the activation process, you will need to set a password (Figure 18).

Activate your account

Enter username and email
 Setup Token PIN
 Enter OTP
 4 Setup Password

PASSWORD SETUP
Enter the password used for log in


Password *

The password must have at least 8 characters and contain three of the following character types: uppercase letter, lowercase letter, number and non-alphabetical. The password must not contain your username, your first name or your last name. The password cannot be the same as a previously used password. The password cannot be changed more than once a day.

Confirm Password *

[Activate your account](#)

Figure 18: Step 4 - Setup Password

	<p>Your password must follow the rules below:</p> <ul style="list-style-type: none"> • have at least 8 characters • contain three of the following character types: <ul style="list-style-type: none"> ○ uppercase letter ○ lower case letter ○ number ○ non-alphabetical • must <u>not</u> contain your username, your first name or your last name • must <u>not</u> be the same as a previously used password • <u>cannot</u> be changed more than once in a day
---	---

Once your account is activated, you will be redirected to ECHA's Secure Login page and you will be able to log in to ECHA Applications (Figure 19).

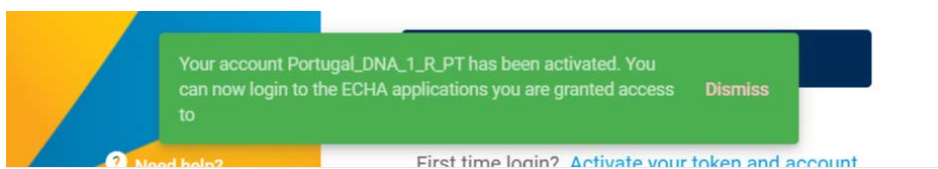


Figure 19: Account Activated

4. How to ask ECHA for support


For technical support, please visit ECHA contact page <https://echa.europa.eu/contact> and follow the indicated steps:

The screenshot shows the ECHA website home page. At the top, there is a navigation bar with the ECHA logo and the text 'An agency of the European Union'. The 'Contact' menu item is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, there is a search bar for chemicals, a news section with a headline 'Member States to evaluate 74 substances in 2020-2022', and a 'Tweets' section. A red box highlights a maintenance notice on the right side of the page.


Figure 20: ECHA website – Contact

The screenshot shows the ECHA website 'Contact' page. The 'Contact' menu item is highlighted with a red box and a red circle containing the number '2'. The page contains a 'Got a question?' section with a list of categories, a 'Where should I send my questions?' section with a large question mark, and a 'Contact details' section with mailing and visiting addresses.

Figure 21: National Authority - Get support




Support for Authorities*



Help

HelpNet and ECHA s-CIRCABC users will still use the icons below to request support



Services to HelpNet
(National Helpdesks)



s-CIRCABC helpdesk

*Authority users = Member State Competent Authority users; Enforcement users and user administrators; Security Officers; Committee Members and Advisors; Appointed body users and user administrators; HelpNet users; SCIRCABC users

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Figure 22: Support for Authorities form

5. Annex

5.1 ECHA IT tools account policies

The account policies relevant for all End-users:

IAM Portal Account Policies		
Function	Description	Settings
Account lockout duration	The number of minutes a locked-out account remains locked out before automatically becoming unlocked	120 minutes
Account lockout threshold	The number of failed logon attempts that causes a user account to be locked out	10
Inactivity time out	The time the connection remains open in case of inactivity (a user does not perform any action)	60 minutes
Maximum password age	The period of time (in days) that a password can be used before the system requires the user to change it	180 days
Maximum session time out	The time that the connection remains open in case of active work	8 hours
Minimum password age	The period of time (in days) that a password must be used before the user can change it	1 days
Minimum password length	The least number of characters that a password for a user account may contain	8 characters
Reset account lockout counter after	The number of minutes that must elapse after a failed logon attempt before the failed logon attempt counter is reset to 0 bad logon attempts	30 minutes

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