

Login Manual to ECHA's IT tools for Authority users

Version 1.3



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1.0	First version	February 2016
1.1	Modification of the manual to accommodate the changes triggered by the release of REACH-IT 3.1 and IUCLID 6 and the updates in the Identity and Access management	June 2016
1.2	Modifications to accommodate the Interact Portal and Poison Centres notifications release of April 2019	April 2019
1.3	Modification of the manual to accommodate Interact Portal Appointed Bodies and Poison Centre changes	November 2019

Login Manual to ECHA's IT tools for Authority users

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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), Committee users for RAC/SEAC/MS/REACH INTEREST GROUPS (Screening, SEV, CLH, SVHC, CoRAP, RiME) with access to interact and committee users for FORUM/BPR/FORUM WG/BPRS WGs with access to interact and the Appointed Bodies (ABs). 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

Access to ECHA's IT tools is possible only via the ECHA Remote Access Portal (<https://echa-access.echa.europa.eu/>).

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:** 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".

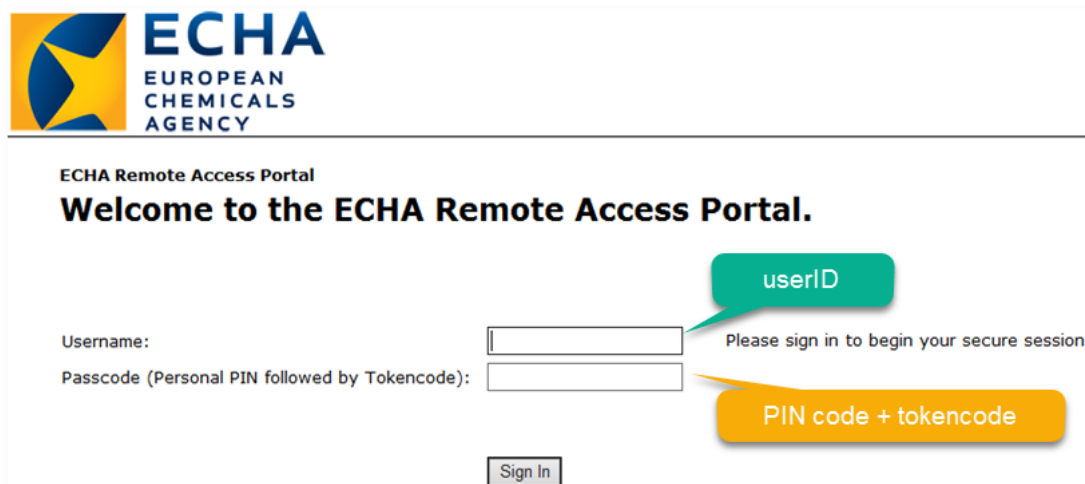
2. How to login

	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 First time login only: Activate your token and your account
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2.1 Login via the ECHA Remote Access Portal

Go to the ECHA Remote Access Portal at: <https://echa-access.echa.europa.eu>

- In the field 'Username', type your userID (mXXZZZ for MSCA/Committee Users or eXXZZZ for Enforcement users)
- In the field 'Passcode', type your PIN followed by the tokencode you see on the screen of your RSA token (Figure 1: ECHA Remote Access Portal- using userID, PIN code and) without any space in between.



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ECHA Remote Access Portal
Welcome to the ECHA Remote Access Portal.

Username:

Passcode (Personal PIN followed by Tokencode):


userID

PIN code + tokencode

Please sign in to begin your secure session.

Figure 1: ECHA Remote Access Portal- using userID, PIN code and tokencode

The following figure (Figure 2: **Example of how/where to provide the username and token information**) illustrates an example that may help you on how and where to provide the username and token information.

 Let's assume the userID is "m11000" whereas the user has set up the token PIN code "0012" during the token activation process (section 3.1).

To login, the user would need to include the following:

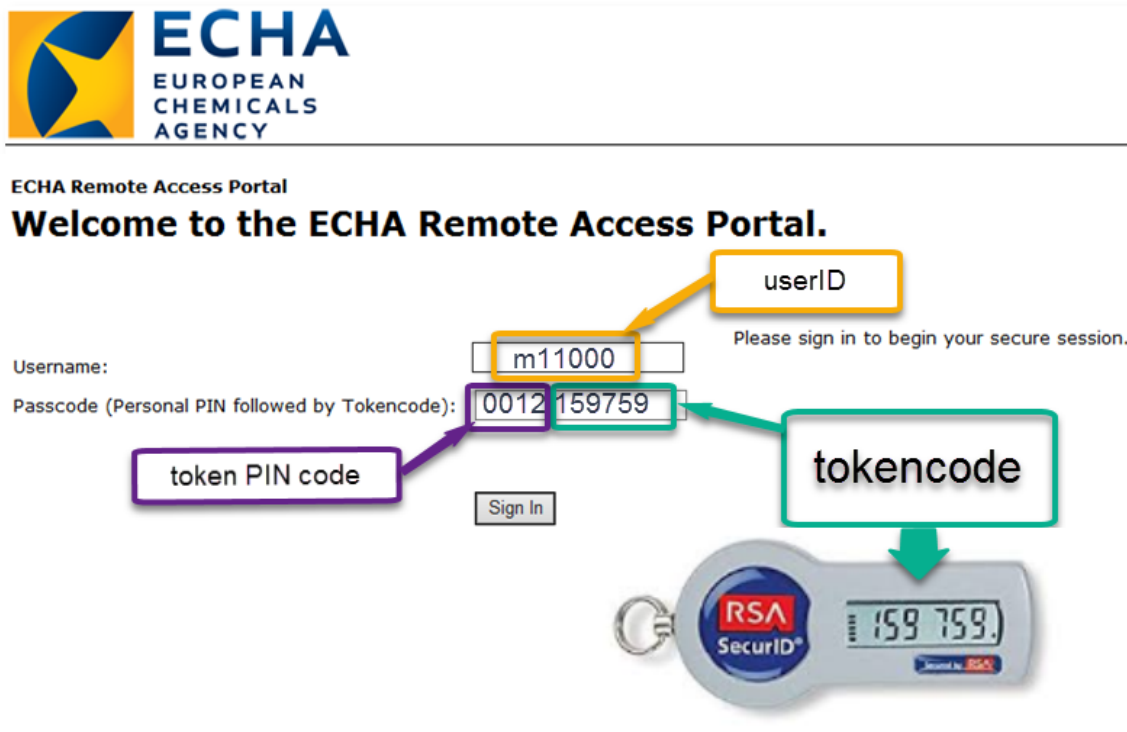


Figure 2: Example of how/where to provide the username and token information

Upon successful login to ECHA Remote Access portal, you can see web-bookmarks which are available depending on your access profile (Figure 3: ECHA Remote Access Portal- Web-bookmarks (indicative))

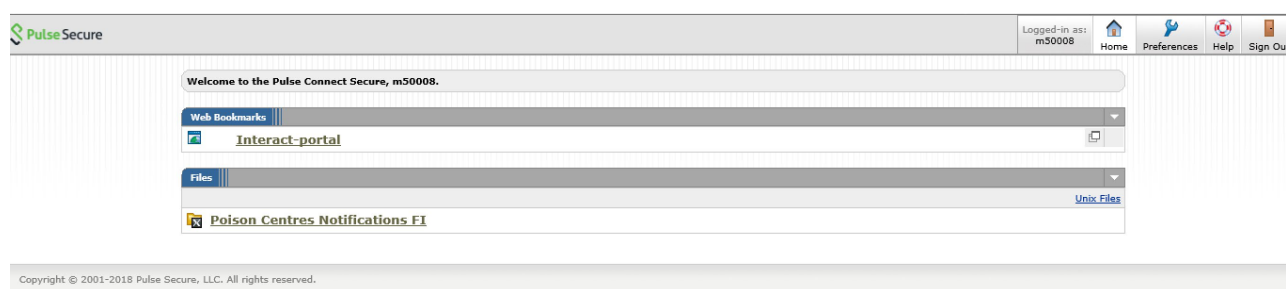


Figure 3: ECHA Remote Access Portal- Web-bookmarks (indicative)

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 (section 2.1.1). Users from Appointed Bodies can proceed to the Poison Centres Notifications folder (section 2.1.2).

2.1.1 Login to Interact Portal

On ECHA's Remote Access portal, you visualise web-bookmarks which are available depending on your access profile (Figure 3).

- to access Interact Portal, click on the relevant link (Figure 4: Interact Portal web-Bookmark)

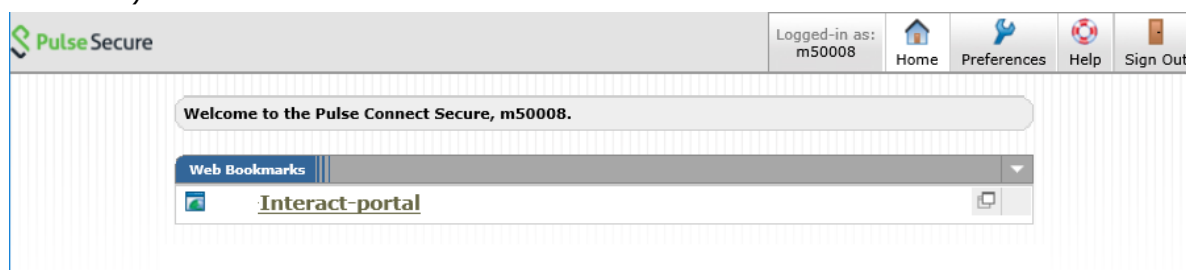


Figure 4: Interact Portal web-Bookmark

- provide your username and password and click on 'Login' (Figure 5)

The screenshot shows the ECHA login page. At the top, there is a banner with the European Union flag and the text 'An agency of the European Union'. Below this is the ECHA logo and the text 'EUROPEAN CHEMICALS AGENCY'. The main content area contains a login form with two input fields: 'Username' and 'Password'. The 'Password' field has a placeholder text 'Enter password...'. To the right of the password field is a blue 'LOGIN' button. Below the login fields, there is a 'Help' section with a dropdown arrow. The dropdown menu is open, showing two links: 'Forgot your password?' and 'Change password'.

Figure 5: Login to Interact Portal with your username and password

- The Interact Portal homepage is displayed (Figure 6). Depending on your access profile, you will see the content that relates to you. A matrix table in the annex (section 5.2) of this manual illustrates what each user group can see on the Interact homepage.

The screenshot displays the Interact Portal homepage. At the top, the 'interact portal' logo is visible. Below it is a navigation bar with tabs: 'My Dashboard' (active), 'ECHA Data Search', 'ACT', 'Screening', and 'Help'.

The main content area is divided into several sections:

- News:** Features a horizontal scrollable list of news items. The first item is dated 20/02/2019 and titled 'ECHA News' with the subtitle 'Act now to stay on the EU market after the UK's withdrawal - updated'. The second and third items are dated 12/02/2019 and titled '3. Biocidal Products Committee concludes on a Union authorisation for disinfectants' and '2. Biocidal Products Committee concludes on a Union authorisation for disinfectants' respectively, both with the subtitle 'The committee also supported the approval of seven active substances for use in disinfectants, preservatives and insect re...'. A 'View all' button is located at the bottom right of this section.
- 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 (a network of blue dots and lines).
- My Applications:** A row of four application icons: 'IUCLID6', 'REACH-IT', 'R4BP3', and 'ePIC'.

Figure 6: Interact Portal homepage - different components are visible depending on users' access profile

2.1.2 Login to Poison Centres

There are two functionalities in place regarding the Poison Centres:

PCN functionality	Description	Role
Remote folder for Poison Centre Notifications	Access to the remote folder with the poison centres notifications to download IUCLID format files	PCN Normal
PCN database	Access to the PCN searchable database for each country to download files in PDF format	Appointed Body Interact Portal



The access to each PCN functionality requires different roles to be effective for each user as illustrated in above table. Contact your user administrator for more information.

Remote folder for Poison Centre Notifications

Appointed bodies can have access to the remote folder with the poison centres notifications of their country through a secure channel. From the remote folder, each appointed body can download the IUCLID formatted notifications (i6z) as submitted by companies. The country code is indicated with the last two letters of the web-bookmark. The example of Figure 7 shows notifications from Finland indicated as '_FI'.

To access the Poison Centres Notifications remote folder, click the indicated link as seen in figure 7.



Figure 7: Poison Centres notifications web-bookmark remote folder link

From there, you can download notifications from the folder (Figure 8). The folder is organised in chronological order, first by year followed by month and day.



Figure 8: Poison Centres Notifications available for downloading

PCN database

The PCN database is a searchable interface of the PCN notifications for each country. Users can access the PCN database through Interact Portal where they will find an advanced search interface. It is also possible to download the notifications from the PCN database (in PDF format) and from the Remote folder (in IUCLID format – i6z).

To access the PCN database click the indicated link as seen in Figure 9.



Figure 9: Poison Centres PCN database link

The PCN database interface can be seen in Figure 10. The user needs to click on the "PCN Search" button in the upper menu.

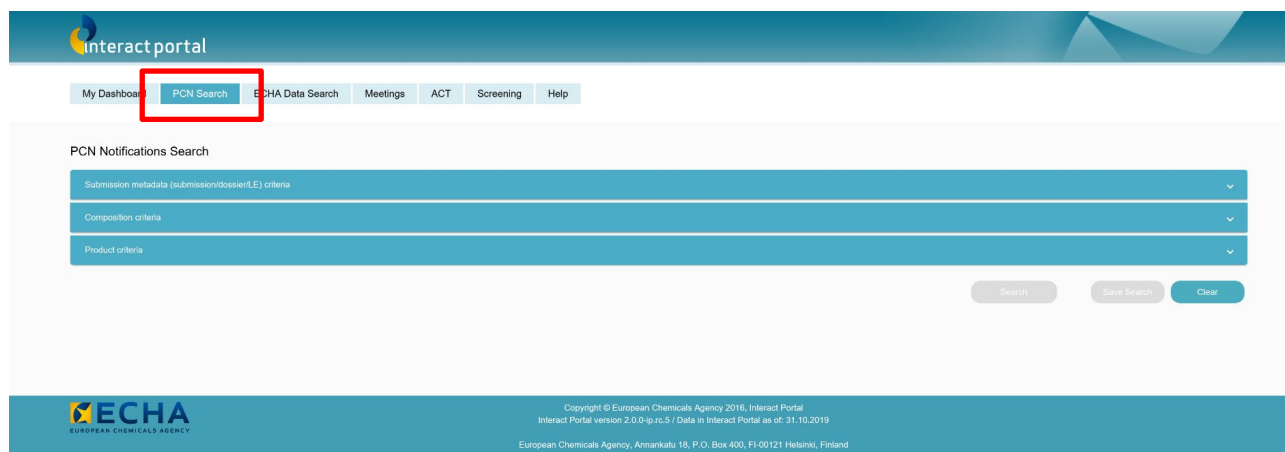


Figure 10: PCN database

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

3.1 Activate your token

When you access ECHA's Remote Access Portal for the first time, you need to activate your token and set your PIN code:

- Go to the ECHA Remote Access Portal via: <https://echa-access.echa.europa.eu>
- In the field 'Username', type userID/username (format: mXXZZZ for MSCA/Committee Users or eXXZZZ for Enforcement users)
- In the field 'Passcode', type the 6-digit Tokencode visible on the token screen (Figure 8)



Figure 8: Tokencode

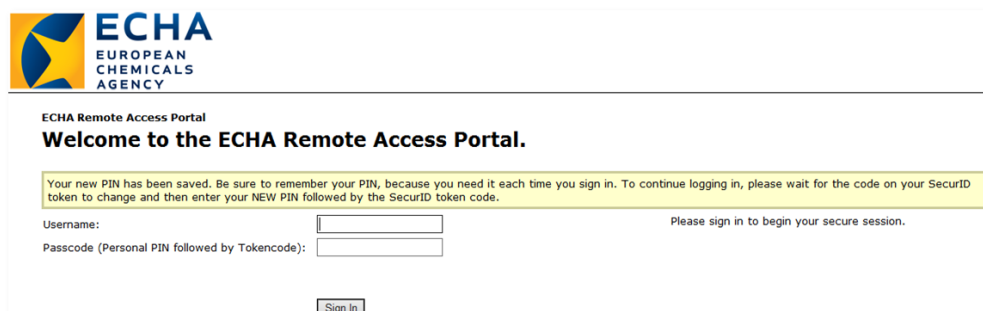
- Set up your Personal Identification Number (PIN) containing 4 to 8 characters (Figure 9)

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

A screenshot of the ECHA Remote Access Portal login page. At the top is the ECHA logo (European Chemicals Agency). Below it, the text 'ECHA Remote Access Portal' and 'Welcome to the ECHA Remote Access Portal.' are displayed. A yellow banner with a blue information icon and the text 'New PIN Required' is prominent. Below the banner, a message states: 'You must create a new Personal Identification Number (PIN) before you can sign in. Your PIN should be 4 to 8 characters long.' There are two input fields: 'New PIN:' and 'Confirm PIN:'. Below these fields, two bullet points provide instructions: 'Be sure to remember your PIN, because you need it to sign in.' and 'If you decide not to create a new PIN now, click Cancel.' At the bottom of the yellow area are two buttons: 'Save PIN' and 'Cancel'.

Figure 9: Setting a personal identification number (PIN)

- Once the PIN is set, you are logged out automatically and taken back to the ECHA Remote Access Portal homepage (Figure 10).



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ECHA Remote Access Portal
Welcome to the ECHA Remote Access Portal.

Your new PIN has been saved. Be sure to remember your PIN, because you need it each time you sign in. To continue logging in, please wait for the code on your SecurID token to change and then enter your NEW PIN followed by the SecurID token code.

Username:

Passcode (Personal PIN followed by Tokencode):

Please sign in to begin your secure session.

[Sign In](#)

Figure 10: ECHA Remote Access Portal Login page – PIN set successfully

Upon successful login, you visualise the homepage of ECHA's Remote Access Portal. Depending on your access profile, you may see one or more web-bookmarks (Figure 3).

3.2 Activate your account

When you access ECHA's IT tools for the first time, you need to activate your account and set up your own password.

- On the bookmarks page (Figure 3), click on the bookmark you wish to access
- To activate your account, you will need to obtain a temporary password from the system and change it to your own password. To do so, you can use the 'forgot your password' functionality. Therefore, click on 'Forgot your password' (Figure 11)



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Username

Password

[LOGIN](#)

Help

[Forgot your password?](#)

[Change password](#)

Figure 11: Set up your own password - step 1

- provide your username, your email address and click on 'Submit' (Figure 12). An email which contains the temporary password is sent to your email address.

Recover password

Enter your username

Email address

Submit Cancel

Figure 12: Set up your own password - step 2

- provide the username and temporary password which is included in the email (Figure 13).

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Username
Enter username...

Password
Enter password...

LOGIN

Help

> Forgot your password?

> Change password

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6013/2019-03-14_19-02-11/3.6.1-rc.2

Figure 13: Set up your own password- step 3

- click on the link 'here' (Figure 14).

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Warning

Please change your password by clicking [here](#)

Help

> Forgot your password?

> Change password

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6013/2019-03-14_19-02-11/3.6.1-rc.2

Figure 14: Set up your own password - step 4

- provide your username and the temporary password (Figure 15)

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For password reset and update of missing security data please

Enter your username

and current password

Enter password

If you forgot your password, please click [here](#) to recover it.

Submit Cancel

European Chemicals Agency Annankatu 18, P.O. Box 400, FI-00121 Helsinki, Finland
8034/2019-03-14_19-06-19/3.6.1-PC.2

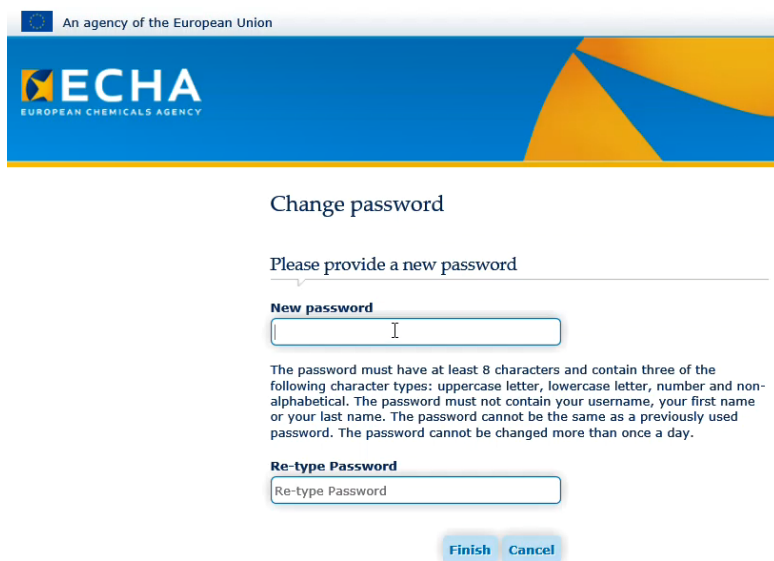
Figure 15: Set up your own password- step 5

	<p>It is recommended to type your temporary password instead of doing copy/paste to avoid having a <i>trailing whitespace</i>¹ that could cause the error message 'incorrect username or password'</p>
--	--

Create your own password, re-type it and click on 'Finish' (Figure 16). Here are some rules on how you can construct your password:

- It should be at least 8 characters long
- It should contain three of the following character types: uppercase letter, lowercase letter, number and non-alphabetical characters.
- Your password cannot contain your username, first name, last name
- Your password cannot be the same as a previously used password
- Your password cannot be the same as recent previous password you had set for your account

¹ This is a known issue related to a 'trailing whitespace' meaning an 'empty space' that Windows creates automatically (and randomly) at the end of the string [of the temporary password]. The user is not able to see it since the password appears encrypted.



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Change password

Please provide a new password

New 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.

Re-type Password

[Finish](#) [Cancel](#)

Figure 16: Set up your own password - step 6

Please wait a few minutes for the password to be applied in the system before you click on 'log in' (Figure 17)

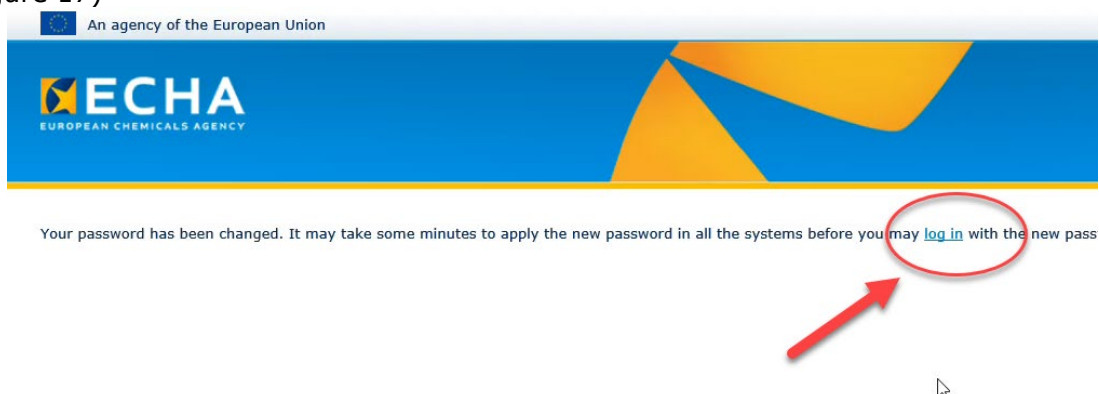
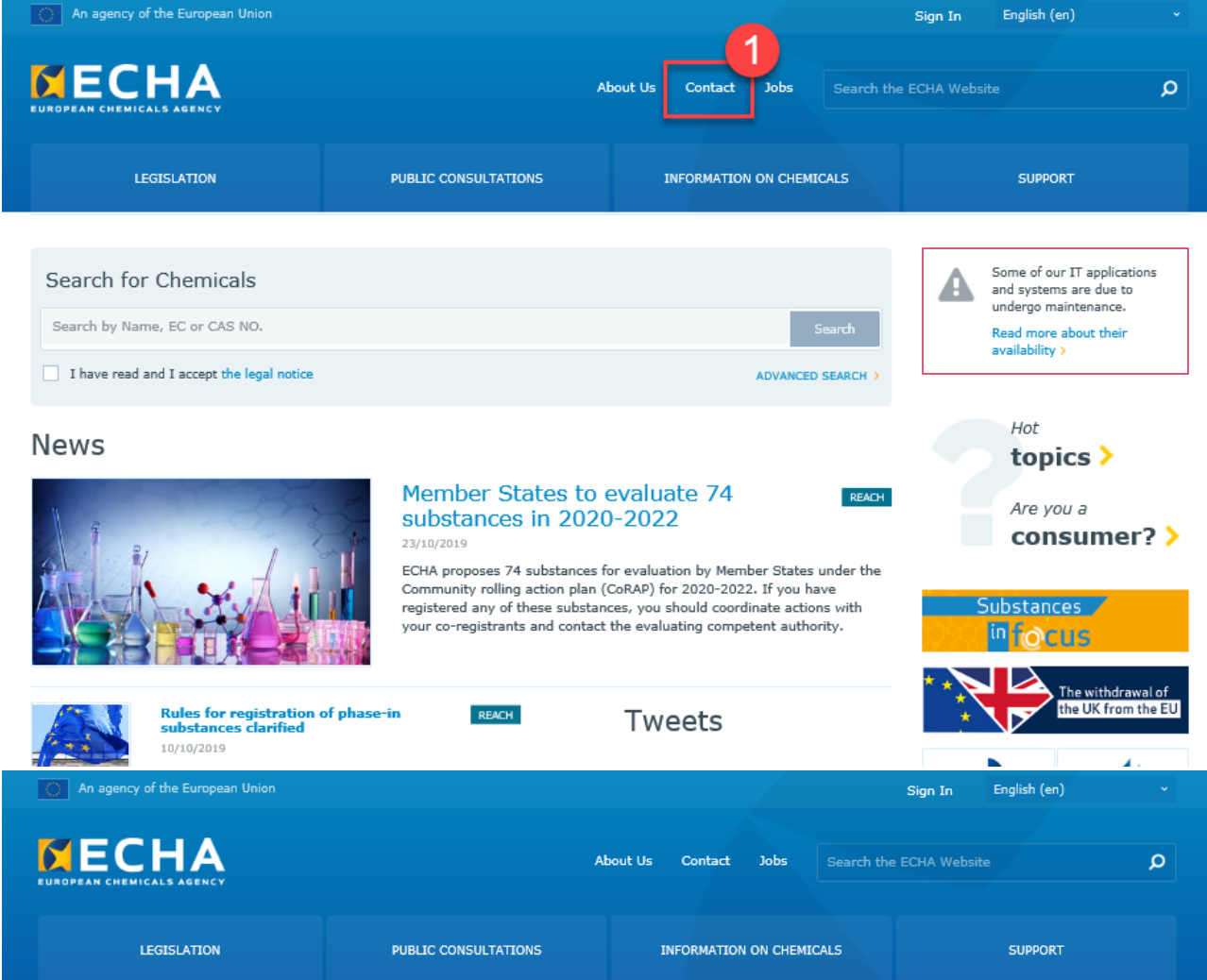


Figure 17: Set up your own password - completion

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 homepage. The 'Contact' link in the top navigation bar is highlighted with a red box and the number 1. Below the main navigation bar, there is a 'Search for Chemicals' section, a 'News' section with a headline 'Member States to evaluate 74 substances in 2020-2022', and a 'Tweets' section. On the right side, there are links for 'Hot topics', 'Are you a consumer?', 'Substances in focus', and 'The withdrawal of the UK from the EU'.

Got a question?

Are you from industry or the general public?

My question is related to:

- REACH
- CLP
- Biocides
- PIC
- EUON
- other (e.g. speaking requests, visits, website, access to documents)

Are you from a national authority?

- Get support

Where should I send my questions?

Need to contact your national helpdesk?

- National helpdesks

Contact details

Mailing address

P.O.Box 400
00121 Helsinki
Finland

Switchboard:
+358-9-686180

Visiting address

Annankatu 18
00120 Helsinki
Finland

Opening hours

[Press](#)

[How to get to ECHA \[PDF\]](#)



Support for Authorities*



Help

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



*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 18: 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

5.2 Interact Portal: matrix table with access profiles

User Groups	Functionality Areas																
	Common									NEA-specific				MSCA-specific		PCN-specific	
	My Dashboard ¹	ECHA Data Search	News	Favorites	Tasks / Notifications ¹	Toolbox / Collaboration ¹	Meetings	My Applications	Help ¹	Screening Reports	Messages	Auditing	Help Files	ACT	Screening	Pulse secure File system (icon)	IUCLID online viewer
REACH MSCA + COM	✓	✓	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗	✓	✓	✗	✗
BPR MSCA + COM	✓	✗	✓	✓	✗	✗	✓	✓	✓	✗	✗	✗	✗	✓	✗	✗	✗
PIC MSCA (DNA) + COM	✓	✗	✓	✗	✗	✗	✗	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
NEA	✓	✓	✓	✓	✗	✗	✗	✓	✓	✓	✓	✓ ²	✓	✗	✗	✗	✗
ECHA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓ ²	✓	✓	✓	✗	✗
RAC/SEAC/ MSC Committee Members / Advisors ³	✓	✗	✓	✓	✓	✓	✓	✗	✓	✗	✗	✗	✗	✓	✗	✗	✗
NEA Forum	✓	✗	✗	✗	✓	✓	✓	✗	✓	✗	✓	✗	✗	✗	✗	✗	✗
NEA BPRS	✓	✗	✗	✗	✓	✓	✓	✗	✓	✗	✓	✗	✗	✗	✗	✗	✗
MSCA REACH Interest Groups ⁴	✓	✗	✓	✗	✓	✓	✗	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
MSCA REACH RiMe	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗
Appointed Body Interact Portal	✓	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗	✓	✓

¹Specific content per user group applies²Specific to ECHA / NEA Auditor, Administrator and NEA Power User³All committee Members will get a user account upon their nomination in order to be able to act as Rapporteurs immediately when needed. This is why 'Rapporteurs' are not specified as a separate user group.⁴MSCA REACH Interest groups consist of the following groups: Screening, SEv, CLH, SVHC, RiMe, CoRAP

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