



Submission of a registration dossier via REACH-IT 2.0

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Overview

- Pre-requisites for member registrants in REACH-IT 2.0
 - - The LEOX synchronisation
- Confirming membership in a Joint Submission
- Submitting the member registration dossier
- Full registration process overview
- What to do in order to avoid:
 - - Account management problems
 - - Business Rules and TCC problems
- Where to find further information

Overview

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 - - **The LEOX synchronisation**
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Pre-requisites for member registrants in REACH-IT 2.0

The Lead Registrant, of the particular substance that the member registrant is about to register, must have already:

- Created a Joint Submission Object (JSO) in REACH-IT and distributed the joint submission information (name and token) to all member registrants in the SIEF (this happens outside the REACH-IT environment)
- Submitted the joint submission dossier via REACH-IT. The dossier must have successfully reached the end of the registration process and a registration number must have been assigned to the registration submission made by the lead registrant *

* Note that this process will change in the next major release of REACH-IT allowing MR to submit once LR dossier has passed, at least, Business Rules

LEOX Synchronisation

The LEOX used in REACH-IT must be the same as the one used in IUCLID 5.2 in order to create the substance dataset and the dossier

There are two ways to synchronise your LEOX:

- If you already have a REACH-IT account, export your LEOX from REACH-IT and import it into IUCLID 5.2 (most common case)
- If you still do not have an account in REACH-IT:
 - but you have one in the IUCLID 5 website that you are using in IUCLID 5.2 already, export it from the IUCLID 5 website and import it in REACH-IT during the sign-up.
 - nor in IUCLID 5, create a new REACH-IT account encoding your data manually and when the LEOX is created, export it from REACH-IT and import it in your IUCLID 5.2 installation

LEOX Synchronisation – Scenario 1

REACH-IT to IUCLID 5



Welcome to REACH-IT

REACH-IT provides an online platform to submit data and dossiers (pre-registration, registration, C&L notification, ...) on chemicals. It also allows the Agency and Member States authorities to review the dossiers. The Agency will also use REACH-IT to make non-confidential information on chemicals accessible to public on its website..

What can you do?

To login to REACH-IT you first need to sign-up and provide information on your identity and set-up an account for a user who will have administrator privileges to manage your account.

You can sign-up either as a company or as a third party.

- If you already have an account, you may [login](#) to the system.

If you have not created an account yet, you can do it here below.

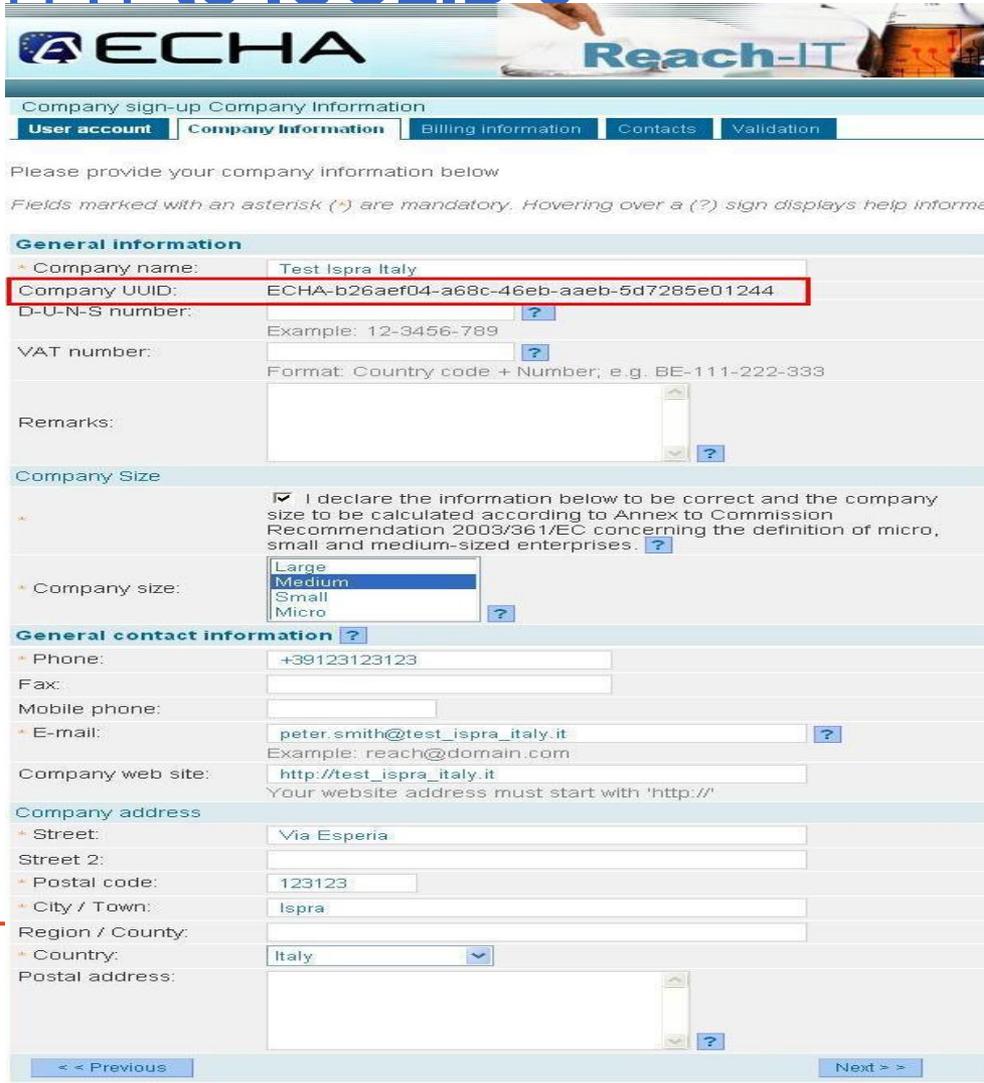
- [Sign up as a company](#)
- [Sign up as a Data Holder](#)
- [Sign up as an interested third party](#)
- [Sign up as a third party representative](#)

Need help with REACH-IT or with this site?

- [REACH Frequently Asked Questions \(FAQ\)](#)
- [The REACH legal text](#)
- [Contact information](#)

LEOX Synchronisation – Scenario 1

REACH-IT to IUCLID 5



ECHA **Reach-IT**

Company sign-up Company Information

User account Company Information Billing information Contacts Validation

Please provide your company information below

Fields marked with an asterisk (*) are mandatory. Hovering over a (?) sign displays help information

General information

* Company name: Test Ispra Italy

Company UUID: ECHA-b26aef04-a68c-46eb-aaeb-5d7285e01244

D-U-N-S number: Example: 12-3456-789

VAT number: Format: Country code + Number; e.g. BE-111-222-333

Remarks:

Company Size

I declare the information below to be correct and the company size to be calculated according to Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises.

* Company size: Large Medium Small Micro

General contact information

* Phone: +39123123123

Fax:

Mobile phone:

* E-mail: peter.smith@test_ispra_italy.it

Example: reach@domain.com

Company web site: http://test_ispra_italy.it

Your website address must start with 'http://'

Company address

* Street: Via Esperia

Street 2:

* Postal code: 123123

* City / Town: Ispra

Region / County:

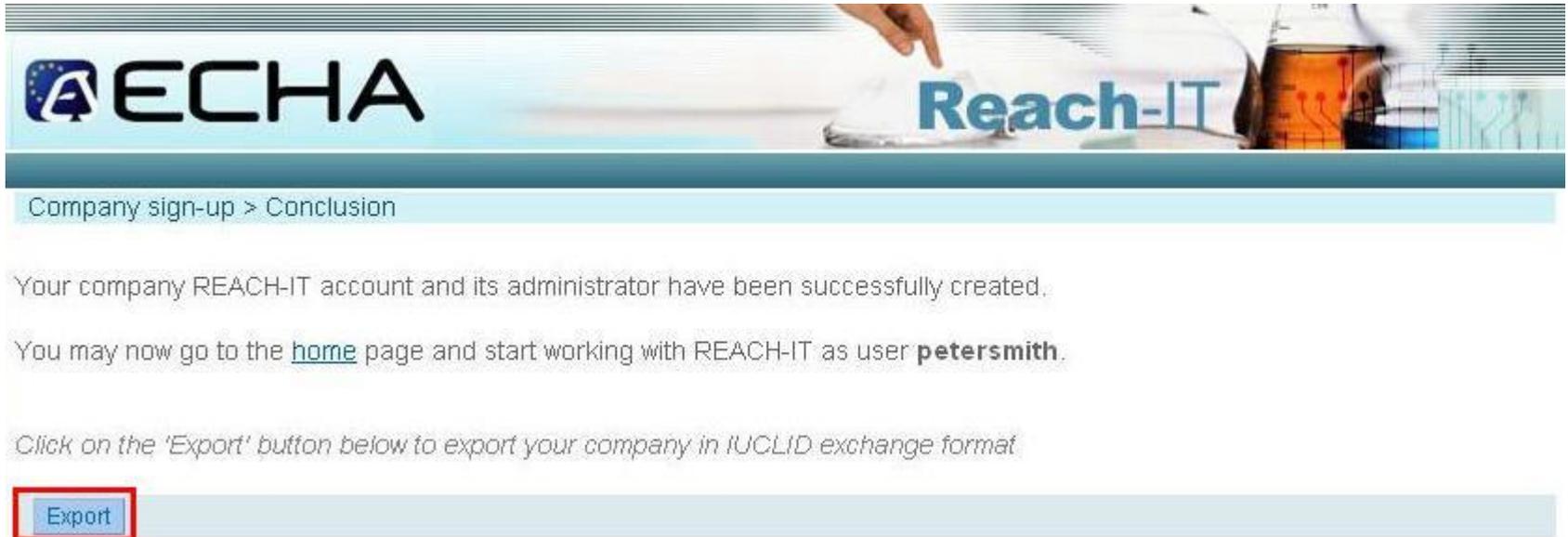
* Country: Italy

Postal address:

<< Previous Next >>

LEOX Synchronisation – Scenario 1

REACH-IT to IUCLID 5



 **ECHA**

Company sign-up > Conclusion

Your company REACH-IT account and its administrator have been successfully created.

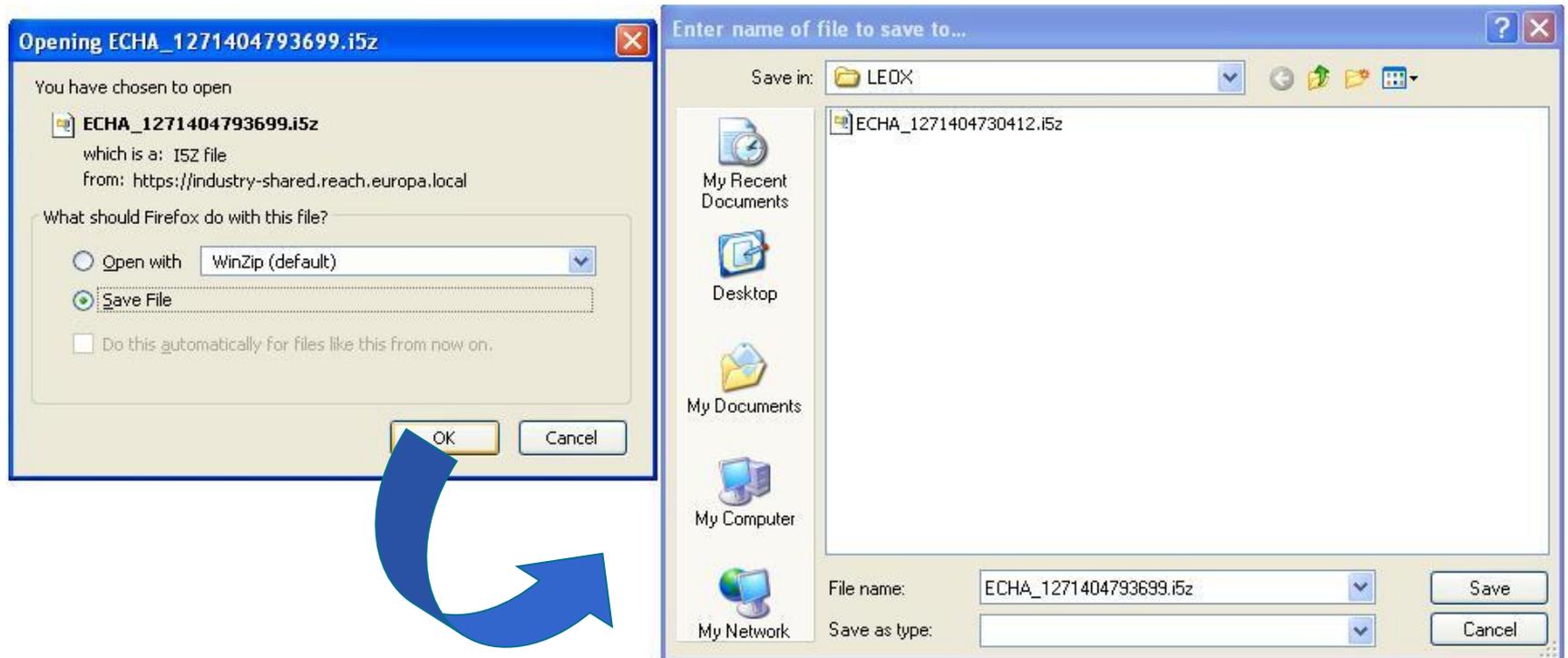
You may now go to the [home](#) page and start working with REACH-IT as user **petersmith**.

Click on the 'Export' button below to export your company in IUCLID exchange format

[Export](#)

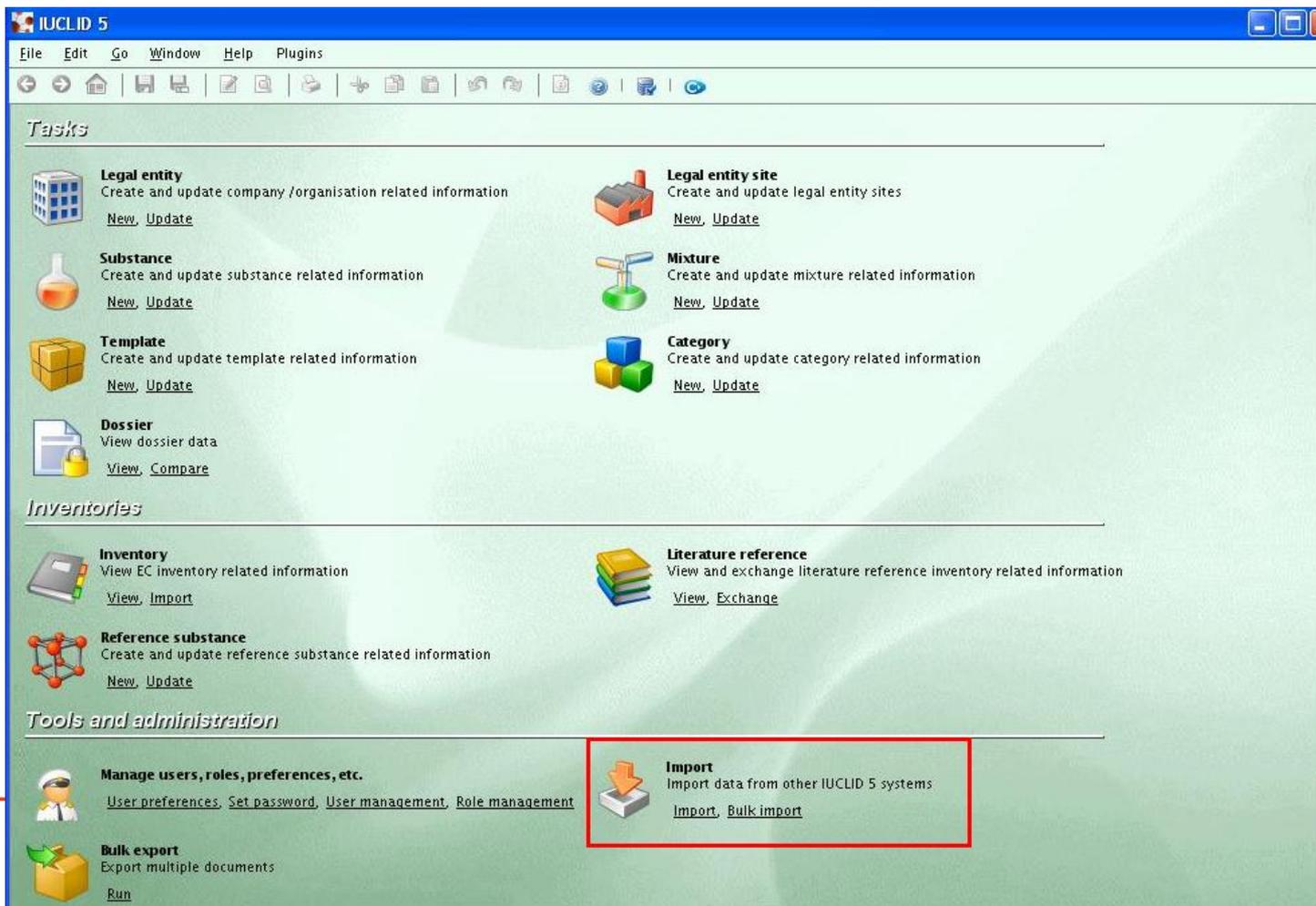
LEOX Synchronisation – Scenario 1

REACH-IT to IUCLID 5



LEOX Synchronisation – Scenario 1

REACH-IT to IUCLID 5



IUCLID 5

File Edit Go Window Help Plugins

Tasks

 <p>Legal entity Create and update company /organisation related information New, Update</p>	 <p>Legal entity site Create and update legal entity sites New, Update</p>
 <p>Substance Create and update substance related information New, Update</p>	 <p>Mixture Create and update mixture related information New, Update</p>
 <p>Template Create and update template related information New, Update</p>	 <p>Category Create and update category related information New, Update</p>
 <p>Dossier View dossier data View, Compare</p>	

Inventories

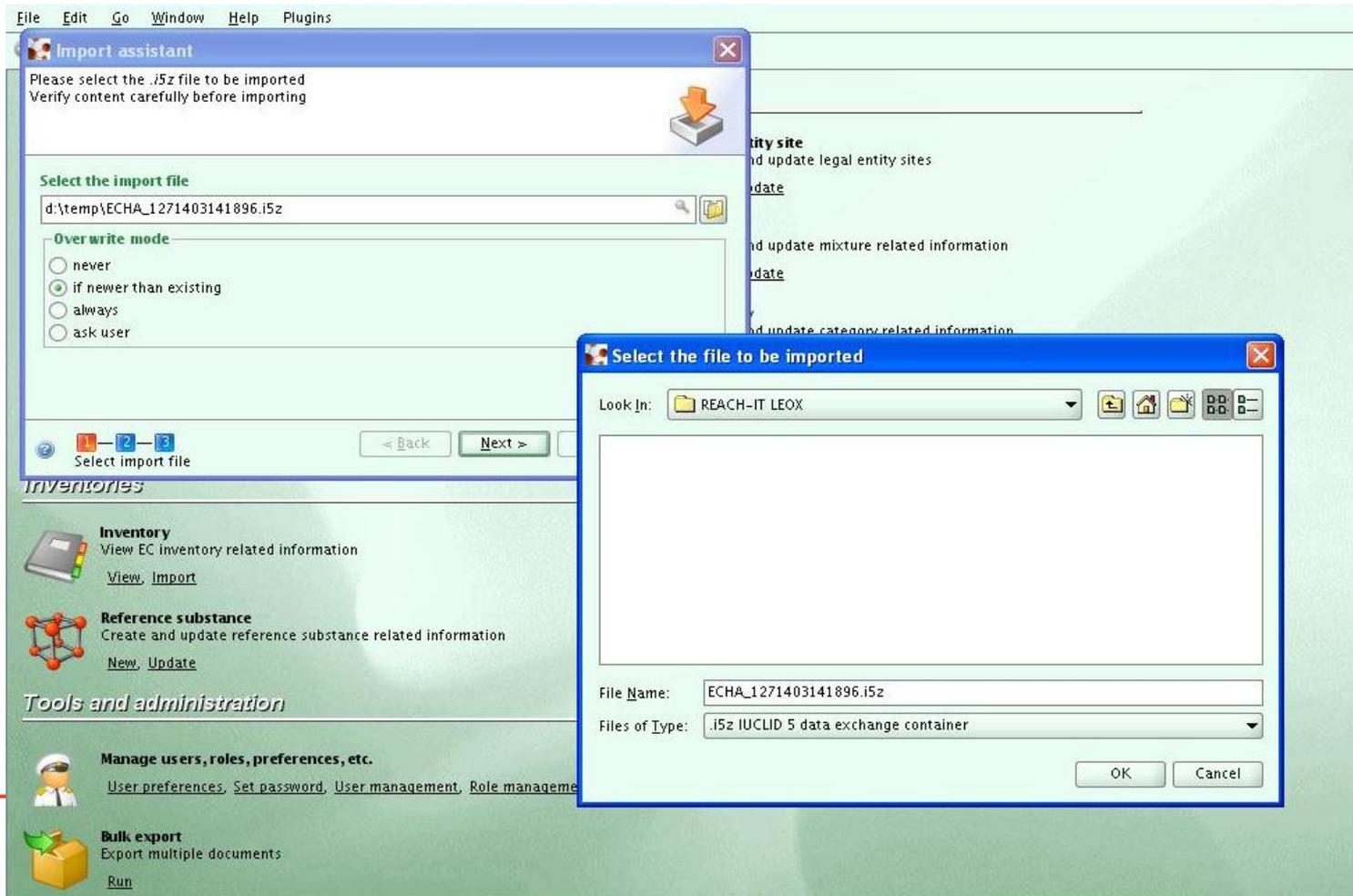
 <p>Inventory View EC inventory related information View, Import</p>	 <p>Literature reference View and exchange literature reference inventory related information View, Exchange</p>
 <p>Reference substance Create and update reference substance related information New, Update</p>	

Tools and administration

 <p>Manage users, roles, preferences, etc. User preferences, Set password, User management, Role management</p>	<div style="border: 2px solid red; padding: 5px;">  <p>Import Import data from other IUCLID 5 systems Import, Bulk import</p> </div>
 <p>Bulk export Export multiple documents Run</p>	

LEOX Synchronisation – Scenario 1

REACH-IT to IUCLID 5



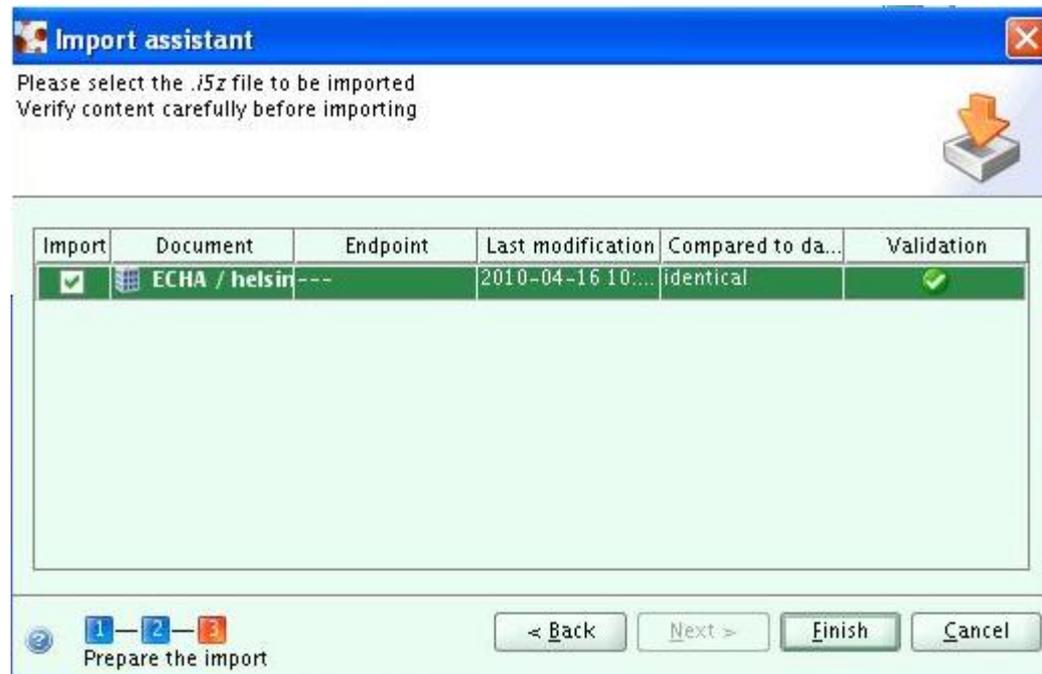
The screenshot displays the LEOX software interface with two dialog boxes open. The background window shows a sidebar with navigation options: **Inventory** (View EC inventory related information, View, Import), **Reference substance** (Create and update reference substance related information, New, Update), **Tools and administration**, **Manage users, roles, preferences, etc.** (User preferences, Set password, User management, Role management), and **Bulk export** (Export multiple documents, Run).

The **Import assistant** dialog box contains the following text:
Please select the .i5z file to be imported
Verify content carefully before importing
Select the import file
d:\temp\ECHA_1271403141896.i5z
Over write mode
 never
 if newer than existing
 always
 ask user
Buttons: < Back, Next >

The **Select the file to be imported** dialog box contains the following text:
Look In: REACH-IT LEOX
File Name: ECHA_1271403141896.i5z
Files of Type: .i5z IUCLID 5 data exchange container
Buttons: OK, Cancel

LEOX Synchronisation – Scenario 1

REACH-IT to IUCLID 5



LEOX Synchronisation – Scenario 2

IUCLID 5 to REACH-IT



Welcome Peter Smith (petersmith_test)
[Logout](#)

IUCLID 5
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

EUROPEAN COMMISSION | Home | IUCLID 5 Project | **User Info** | Download | Support | REACH | News

User Info | **LEO Creation** | Your LEOs

Legal Entity Object (LEO) Creation

A Legal entity can be an individual, an industrial or commercial organisation (including SMEs), a university, a research organisation, a partnership (non exhaustive enumeration). Edit here the data about a Legal entity for which you have already created a LEO.

Organisation information - General

IUCLID 4 PIN (if available):

Company name (*):

DIINS number:

LEOX Synchronisation – Scenario 2

IUCLID 5 to REACH-IT

Organisation information - Contact Person

Enter data about the person that will act as primary contact for the Legal Entity.

Organisation:

Title:

First name:

Region /
County:

Country:

Exit from LEO Creation

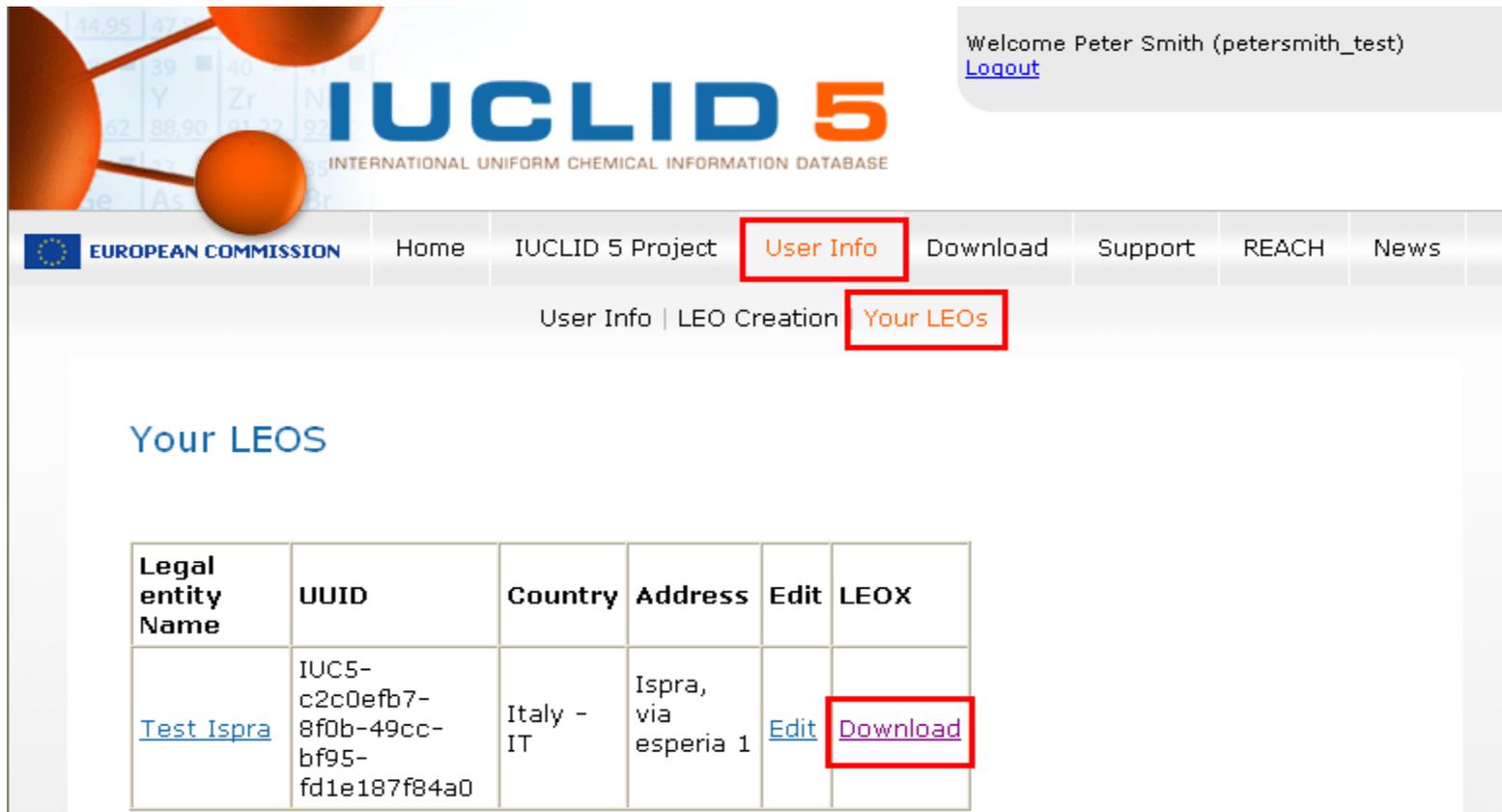
Submit

Press "Submit" for creation of the Legal Entity
For subsequent downloading of the Legal Entity XML file (LEOX),
please go to section "Your LEOs"

Page 2 of 2

LEOX Synchronisation – Scenario 2

IUCLID 5 to REACH-IT



Welcome Peter Smith (petersmith_test)
[Logout](#)

IUCLID 5
 INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

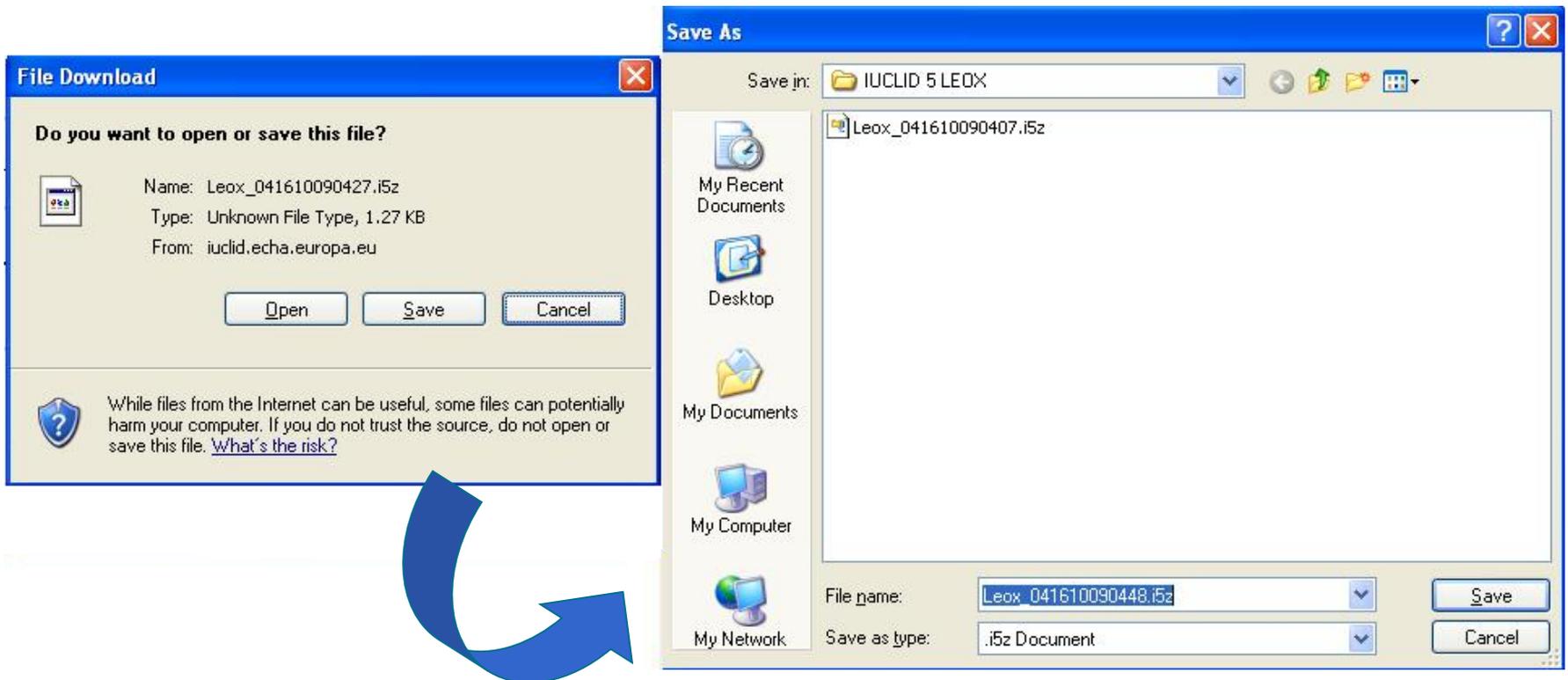
[EUROPEAN COMMISSION](#) |
 [Home](#) |
 [IUCLID 5 Project](#) |
 [User Info](#) |
 [Download](#) |
 [Support](#) |
 [REACH](#) |
 [News](#)

User Info | LEO Creation | [Your LEOs](#)

Your LEOs

Legal entity Name	UUID	Country	Address	Edit	LEOX
Test Ispra	IUC5-c2c0efb7-8f0b-49cc-bf95-fd1e187f84a0	Italy - IT	Ispra, via esperia 1	Edit	Download

LEOX Synchronisation – Scenario 2 IUCLID 5 to REACH-IT



LEOX Synchronisation – Scenario 2 IUCLID 5 to REACH-IT



REACH-IT provides an online platform to submit data and dossiers (pre-registration, registration, C&L notification, ...) on chemicals. It also allows the Agency and Member States authorities to review the dossiers. The Agency will also use REACH-IT to make non-confidential information on chemicals accessible to public on its website.

What can you do?

To login to REACH-IT you first need to sign-up and provide information on your identity and set-up an account for a user who will have administrator privileges to manage your account.
You can sign-up either as a company or as a third party.

- If you already have an account, you may [login](#) to the system.

If you have not created an account yet, you can do it here below.

- [Sign up as a company](#)
- [Sign up as a Data Holder](#)
- [Sign up as an interested third party](#)
- [Sign up as a third party representative](#)

Need help with REACH-IT or with this site?

LEOX Synchronisation – Scenario 2

IUCLID 5 to REACH-IT

Company sign-up > User account

User account | Company Information | Billing information | Contacts | Validation

You need to specify a REACH-IT administrator for your company account. This administrator will be granted special rights (creation of additional REACH-IT users for your company, modification of company information, etc). Please provide the requested information here below.

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

User information - General

* First Name:	<input type="text" value="Peter"/>
* Last Name:	<input type="text" value="Smith"/>
* E-mail:	<input type="text" value="peter.smith@test_ispra_italy.it"/> ?
* User ID:	<input type="text" value="petersmith"/> ? ID may consist of up to 20 letters [A-Z a-z], digits [0-9] or underscores
* Password:	<input type="password" value="....."/> The password must have at least 8 letters and contain three of the following character types: uppercase letter, lowercase letter, number and non alphabetical.

LEOX Synchronisation – Scenario 2

IUCLID 5 to REACH-IT



Company sign-up > Company Information

User account

Company Information

Billing information

Contacts

Validation

Please import your IUCLID LEOX into REACH-IT. If you do not have any LEOX or do not intend to get one, you may [encode your information](#) into REACH-IT. REACH-IT will then attribute to your company a Universal Unique Identifier (UUID).

If you already have a company definition file in the IUCLID format (also known as the LEOX file format), and if you want to have the same UUID for your REACH-IT company definition as for your IUCLID LEOX, you should imperatively import your LEOX, and not enter your company information directly in REACH-IT.

Please load the file in which your company information has been saved.

Fields marked with an asterisk () are mandatory.*

* File name:

Browse...

Load file

<< Previous

LEOX Synchronisation – Scenario 2

IUCLID 5 to REACH-IT



Company sign-up > Company Information

User account

Company Information

Billing information

Contacts

Validation

Please import your IUCLID LEOX into REACH-IT. If you do not have any LEOX or do not intend to get one, you may [encode your information](#) company a Universal Unique Identifier (UUID).

If you already have a company definition file in the IUCLID format (also known as the LEOX file format), and if you want to have the same UUID LEOX, you should imperatively import your LEOX, and not enter your company information directly in REACH-IT.

Please load the file in which your company information has been saved.

Fields marked with an asterisk () are mandatory.*

* File name:

Please wait! The file is being uploaded.
Do not close the browser or navigate to a different page.
Otherwise the submission will be cancelled.

Load file

<< Previous

LEOX Synchronisation – Scenario 2

IUCLID 5 to REACH-IT



Company sign-up Company Information

User account Company Information Billing information Contacts Validation

Please provide your company information below

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

General information	
* Company name:	<input type="text"/>
Company UUID:	IUC5-c2c0efb7-8f0b-49cc-bf95-fd1e187f84a0
D-U-N-S number:	<input type="text"/> ? Example: 12-3456-789
VAT number:	<input type="text"/> ? Format: Country code + Number; e.g. BE-111-222-333
Remarks:	<input type="text"/>

Overview

- Pre-requisites for member registrants in REACH-IT 2.0
 - - The LEOX synchronisation
- **Confirming membership in a Joint Submission**
- Submitting the member registration dossier
- Full registration process overview
- What to do in order to avoid:
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Confirming membership in a Joint Submission

The joint submission was successfully created.

Please keep track of the joint submission name and token to be used by other members of the joint submission.

Name: JS formic acid

Token: 865-d34-c5f8-2978498145

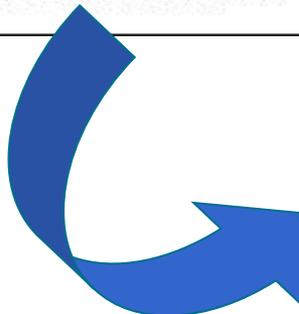
[Home](#) > [Confirm Membership](#) > [Security Token](#)

Token | [Contacts](#) | [Validation](#)

Please enter the name and the security token of the joint submission for which you wish to confirm membership

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

* Name	<input type="text" value="JS formic acid"/>	?
* Token	<input type="text" value="865-d34-c5f8-2978498145"/>	
Back to home		Next >>



Confirming membership in a Joint Submission



You are connected as **petersmith** on behalf of Test Ispra Italy - [Preferences](#) - [Logout](#)

[Home](#) > [Confirm Membership](#) > [Select Contact](#) > [Add/Edit Contact](#)

Token | **Contacts** | Validation

Fill the form below to create a new contact person for your company. This person will have the type "pre-registration" and will be available for further pre-registration from the contact persons list.

Fields marked with an asterisk () are mandatory. Hovering over a (?) sign displays help information.*

Contact information	
Title:	<input type="text"/>
* First Name:	<input type="text" value="Peter"/>
* Last Name:	<input type="text" value="Smith"/>
* Phone:	<input type="text" value="+39123123123"/>
Fax:	<input type="text"/>
* E-mail:	<input type="text" value="peter.smith@test_ispra_italy.it"/>
Organisation	
Organisation Name:	<input type="text"/>
Department:	<input type="text"/>
Address	

Confirming membership in a Joint Submission



The screenshot shows the REACH-IT user interface. At the top left is the ECHA logo. Below it, the text 'You are connected as **petersmith** on behalf of Test Ispra Italy - [Preferences](#) - [Logout](#)' is displayed. The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, User account, and Inventories. The 'Joint submission' item is highlighted in light blue. A sub-menu is open for 'Joint submission', showing three options: 'View joint submissions', 'Create joint submission', and 'Confirm membership'. The 'Confirm membership' option is highlighted in light blue and enclosed in a red rectangular box. The main panel displays a welcome message: 'Welcome Peter Smith.' followed by 'You have 0 [unread message\(s\) in your message box.](#)' and 'You last connected on 2010-03-09 10:33:18.0.'. On the right side of the main panel, there is a 'REACH-IT News:' section with two news items. The first item is titled 'Shared environment unavailability' dated 02/12/2009, with a text block explaining a shutdown due to electrical works. The second item is titled 'REACH-IT 1.5 migration testing in the shared environment' dated 01/12/2009, with a text block explaining testing for the shared environment.

Confirming membership in a Joint Submission



You are connected as **petersmith** on behalf of Test Ispra Italy - [Preferences](#) - [Logout](#)

[Home](#) > [Confirm Membership](#) > [Validation](#)

Token | **Contacts** | **Validation**

Please verify your information before submitting your joint submission. You can go back to each section if corrections are needed.

[Substance identification](#) | [Joint Submission](#)

Substance identification

[200-579-1] formic acid

This information provision refers to the substance identified from the following main constituent(s):

EC Number	CAS Number	Name
200-579-1	64-18-6	formic acid

Joint Submission

Joint submission information

Name	JS formic acid
Description	
Highest tonnage band	

Confirm membership | **Cancel**

Confirming membership in a Joint Submission

[Home](#) > Messages

This internal message box is dedicated to the reception of messages sent by REACH IT (ECHA) to the user. You will not receive messages from REACH IT concerning your actions on this site in your private or professional email account. However, if you want to receive alerts when a message is received in this internal message system, you can define this as an option in your [User Preferences](#).

The list below displays the internal messages that were sent to you the last 30 days. To view all internal messages click [here](#).

Message box folder [?](#) | [User folder](#) | [Organisation folder](#) | [Role folder](#) | Deleted | messages |

[Select All](#) | [Select None](#)

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
<input type="checkbox"/>	Hide	Yes	Joint Submission membership confirmed.	09/03/2010 10:51		Party (EduCHEM)
<p>Joint Submission membership confirmed. Joint Submission details:</p> <p>Name: JS formic acid Description: - Joint Membership details: Acting Member: true Assigned to be Lead: false Registration Date: 09/03/2010 Sief Origin: false Acknowledgement date: 09/03/2010 Registration Date: 09/03/2010 Party details: Name: Test Ispra Italy</p>						

Overview

- Pre-requisites for member registrants in REACH-IT 2.0
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- Full registration process overview
- What to do in order to avoid:
 - - Account management problems
 - - Business Rules and TCC problems
- Where to find further information

Submitting the member registration dossier



The screenshot shows the REACH-IT web application interface. At the top, there is a banner with the ECHA logo and the text "Reach-IT". Below the banner, a status bar indicates the user is connected as "u07015" on behalf of "EduCHEM" with links for "Preferences" and "Logout".

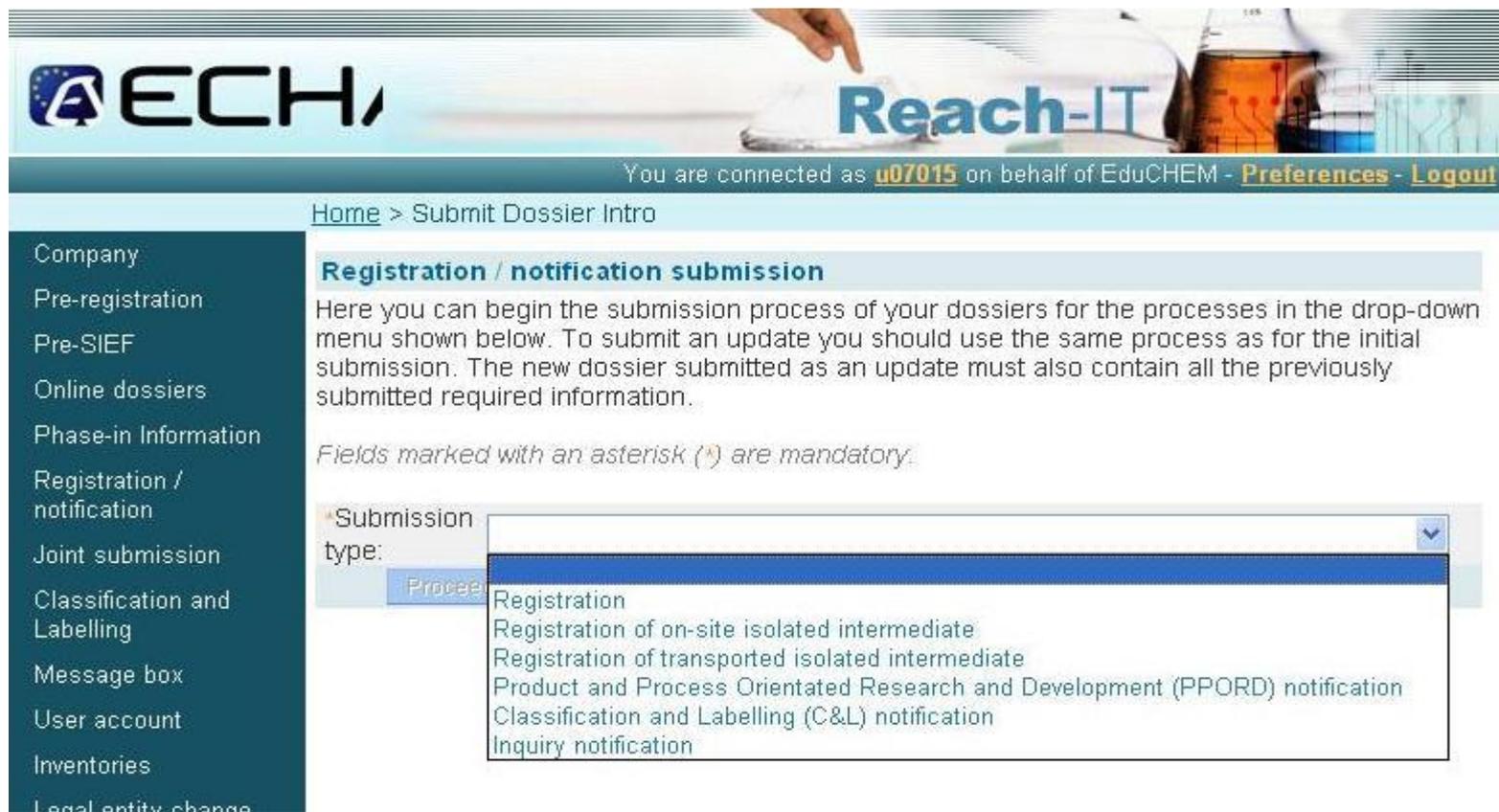
The main navigation menu is on the left, listing various actions such as "Company", "Pre-registration", "Pre-SIEF", "Online dossiers", "Phase-in Information", "Registration / notification", "Joint submission", "Classification and Labelling", "Message box", "User account", "Inventories", "Legal entity change", "Invoices", and "Search".

The "Registration / notification" menu item is expanded, showing a sub-menu with the following options: "View registration / notification", "Submit registration / notification", "Claim Notified Substance", "Cease Manufacture", "Restart Manufacture", and "Manufacture". The "Submit registration / notification" option is highlighted with a red rectangular box.

On the right side of the interface, there is a "REACH-IT News" section. It contains two news items:

- Shared environment unavailability** (02/12/2009): Due to electrical works carried out in the building all REACH-IT environments need to be shutdown. REACH-IT shared environment will be shutdown on Friday 4 December 14h00 EET. Normal service will resume on Monday at some point during the day.
- REACH-IT 1.5 migration testing in the shared environment** (01/12/2009): The shared environment will be used for REACH-IT 1.5 migration testing since Wednesday 2 December until Friday 4 December. Day to day planning is as follows: Wednesday: last day to submit test dossiers into the system; Thursday: dossier submission will be...

Submitting the member registration dossier



The screenshot shows the ECHA Reach-IT web interface. At the top, there is a banner with the ECHA logo and the text "Reach-IT". Below the banner, a navigation bar indicates the user is connected as "u07015" on behalf of "EduCHEM" and provides links for "Preferences" and "Logout". The main content area is titled "Home > Submit Dossier Intro" and features a "Registration / notification submission" section. This section explains the submission process and includes a note that fields marked with an asterisk (*) are mandatory. A dropdown menu is open, showing the "Submission type:" with a list of options: "Registration", "Registration of on-site isolated intermediate", "Registration of transported isolated intermediate", "Product and Process Orientated Research and Development (PPORD) notification", "Classification and Labelling (C&L) notification", and "Inquiry notification". A sidebar on the left contains a menu with various options such as "Company", "Pre-registration", "Pre-SIEF", "Online dossiers", "Phase-in Information", "Registration / notification", "Joint submission", "Classification and Labelling", "Message box", "User account", "Inventories", and "Legal entity change".

Submitting the member registration dossier

[Home](#) > [Submit Dossier Intro](#)

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Phase-in Information
- Registration / notification**
- Joint submission
- Classification and Labelling
- Message box
- User account
- Inventories
- Legal entity change
- Invoices
- Search

Registration / notification submission

Here you can begin the submission process of your dossiers for the processes in the drop-down menu shown below. To submit an update you should use the same process as for the initial submission. The new dossier submitted as an update must also contain all the previously submitted required information.

Fields marked with an asterisk () are mandatory.*

*Submission type:	<input type="text" value="Registration"/>
Purchase order:	<input type="text"/>
*Declaration:	<input checked="" type="checkbox"/> The submitting party declares the information above is correct and the company size to be calculated according to Annex to Commission Recommendation 2003/361/EC concerning the definition of micro, small and medium-sized enterprises. The submitting party also declares that, following careful verification, the substance subject of the present registration/ notification is appropriate for registration/ notification under Regulation (EC) No 1907/2006
Joint submission	
Related to a joint submission:	<input checked="" type="checkbox"/>
*Joint submission name:	<input type="text" value="JS formic acid"/>
Opt-in for confidentiality claim(s)	
Declaration:	<input type="checkbox"/> I claim confidentiality according to Article 10(a)(xi) of the REACH Regulation for the following study summaries or robust study summaries for which confidentiality was claimed in the registration submitted by the lead registrant.
<input type="button" value="Proceed"/>	

Submitting the member registration dossier

Registration

Please pick here using the "Browse" button the file which contains your dossier (your file should have been created using IUCLID 5 and have the extension "i5z")

* File name:

* Enter the text shown:

Can't read the text below? [Try another](#)



Access code for large files

For the submission of a file larger than 20 MB, please [request a large file access code](#) before submission.

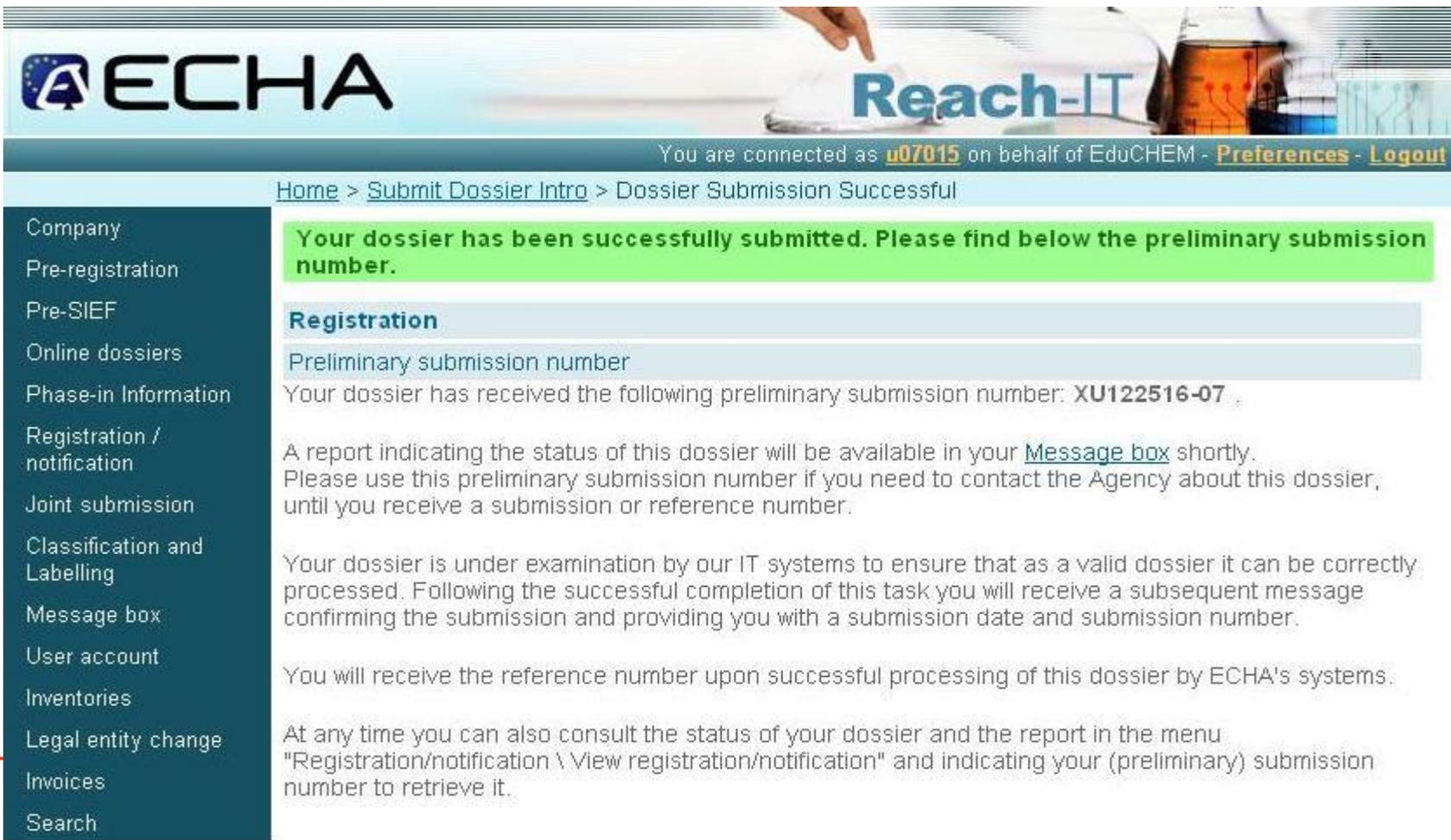
If you have an access code for a large dossier, please, enter it here

Large file access code:

Submitting the member registration dossier

Confirm Dossier Submission	
Dossier type:	Registration
Dossier file name:	Complete substance dataset.i5z
Organisation Name:	EduCHEM
Company size:	Medium
Invoice Contact Name:	Peter Smith
Joint submission	
Related to a joint submission:	Yes
Joint submission name:	JS formic acid
Confidentiality claim(s)	
Declaration:	No
Number of study summaries/robust study summaries for which a fee will be levied:	-
List of study summaries/robust study summaries for which confidentiality is claimed:	-
Submitting justification (s) for the above confidentiality claim(s):	-
<input type="button" value="Confirm submission"/> <input type="button" value="Cancel submission"/>	

Submitting the member registration dossier



ECHA Reach-IT

You are connected as **u07015** on behalf of EduCHEM - [Preferences](#) - [Logout](#)

[Home](#) > [Submit Dossier Intro](#) > Dossier Submission Successful

Your dossier has been successfully submitted. Please find below the preliminary submission number.

Registration

Preliminary submission number

Your dossier has received the following preliminary submission number: **XU122516-07**.

A report indicating the status of this dossier will be available in your [Message box](#) shortly. Please use this preliminary submission number if you need to contact the Agency about this dossier, until you receive a submission or reference number.

Your dossier is under examination by our IT systems to ensure that as a valid dossier it can be correctly processed. Following the successful completion of this task you will receive a subsequent message confirming the submission and providing you with a submission date and submission number.

You will receive the reference number upon successful processing of this dossier by ECHA's systems.

At any time you can also consult the status of your dossier and the report in the menu "Registration/notification \ View registration/notification" and indicating your (preliminary) submission number to retrieve it.

- Company
- Pre-registration
- Pre-SIEF
- Online dossiers
- Phase-in Information
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- Inventories
- Legal entity change
- Invoices
- Search

Submitting the member registration dossier

Select All | [Select None](#)

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
<input type="checkbox"/>	Hide	Yes	File under examination (XU122516-07) - Registration (reg.)	09/03/2010 12:58		User(u07015)

Your dossier is under examination by our IT systems.
 Preliminary submission number: XU122516-07
 Dossier type: Registration (regular)
 File name: Complete substance dataset.i5z

[Download submission report](#)
[Go to dossier](#)

Your dossier is under examination by our IT systems to ensure that it is a valid dossier and it can be processed correctly.
 Following the successful completion of this task you will receive a subsequent message confirming your submission and providing you with a submission date and submission number.

Submitting the member registration dossier

Passed Tasks			
No.	Task	Remark	Result
1.	Virus check	-	Succeeded
2.	File format validation	-	Succeeded
3.	Check XML structure	-	Succeeded
4.	Enforce Rules	-	Succeeded
5.	Store Dossier	-	Succeeded
6.	Create Substance Identity	-	Succeeded
7.	Assign MSCAs	-	Succeeded
8.	Technical Completeness Check	-	Succeeded
9.	Pay Submission Fee	-	Succeeded
10.	Overall Completeness Check	-	Succeeded
11.	Issue Reference Number	-	Succeeded
12.	End of Pipeline Activities	-	Succeeded
13.	Data Dissemination	-	Succeeded
14.	Trigger WorkFlow	-	Succeeded

[Download submission report](#) [Export submitted EC substance\(s\)](#)

Overview

- Pre-requisites for member registrants in REACH-IT 2.0
 - - The LEOX synchronisation
- Confirming membership in a Joint Submission
- Submitting the member registration dossier
- **Full registration process overview**
- What to do in order to avoid:
 - - Account management problems
 - - Business Rules and TCC problems
- Where to find further information

Full overview of the registration process

Environment
where things
happen:



Process status bar:



1. LR and MR create REACH-IT accounts and synchronise the LEOX

The LEOX used in REACH-IT must be the same as the one used in IUCLID 5.2 in order to create the substance dataset and the dossier. Synchronise:

1) If you already have a REACH-IT account, export your LEOX from REACH IT and import it into IUCLID 5.2 (most common case)

2) If you still do not have an account in REACH-IT:

- but you have one in the IUCLID 5 website that you are using in IUCLID 5.2 already, export it from the IUCLID 5 website and import it in REACH-IT during the sign-up
- nor in IUCLID 5, create a new REACH-IT account encoding your data manually and when the LEOX is created, export it from REACH-IT and import it in your IUCLID 5.2 installation

REACH-IT
user &
LEOX



IUCLID 5
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE



REACH-IT

2. Lead registrant (LR) and member registrant (MR) add an official LEOX to their user(s) in IUCLID 5.2 and install the TCC plug-in

- Import the Legal Entity Object (LEOX) created and exported from the IUCLID 5 website or from REACH-IT 2.0
- With the IUCLID 5.2 administrator user, assign the LEOX to the user(s) in IUCLID 5.2 who are going to work on the substance
- Login in IUCLID 5.2 with such user
- Install the TCC (Technical Completeness Check) plug-in from the IUCLID 5 website

REACH-IT
user &
LEOX

IUCLID 5.2
user



IUCLID 5
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

3. Create Substance in IUCLID 5.2 (Part 1) (LR and MR minimum requirements)

- **New Substance** → Give a name and assign the LEOX
- **Section 1.1.** Add a reference substance (i.e. formaldehyde), type, role
- **Section 1.2.** Add one substance composition to the substance, giving it a name and adding a constituent by selecting a reference substance (select formaldehyde)
- **Sections 1.3, 1.4, (1.5 and 1.7)**
- **(LR) Section 2.2.** Add a classification and labelling information
- **Section 3.1.** Methods of manufacture
- **Section 3.2.** Add tonnage and year
- **Section 3.3.** Add a new site, giving it a name and also indicating the address, postal code, town and country
- **Sections 3.4 and 3.5**

REACH-IT
user &
LEOX

IUCLID 5.2 Create
user Substance



IUCLID 5
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

3. Create Substance in IUCLID 5.2 (Part 2)

- The LR creates the substance including all his/her endpoint study records
- The MR creates a substance dataset only indicating the information in sections 1 and 3.
 - If the MR decides to opt-out for some of the endpoints, he/she must include them in the relevant section in the substance. The rest of sections must be empty as they will be included by the LR in the joint submission dossier

REACH-IT
user &
LEOX

IUCLID 5.2 Create
user Substance



IUCLID 5
INTERNATIONAL UNIFORM CHEMICAL INFORMATION DATABASE

4. LR and MR exchange endpoint information

- If the MR still has endpoints to share with the LR, the MR goes through the export wizard steps, exports the all his/her endpoints (except those that are part of the opt-out) and sends them to the LR
- The LR imports the endpoints into his IUCLID 5.2 installation and copies them to the joint submission substance dataset.
- The LR substance dataset has now all the endpoints from the MRs



5. Lead Registrant creates the joint submission in REACH-IT 2.0

- Create the joint submission giving it a meaningful name in order to facilitate handling it. (e.g **JointSubmission_substance**)
- Transmit the name of the joint submission and the token created by REACH-IT 2.0 to the MR (Outside REACH-IT)

REACH-IT user & LEOX | IUCLID 5.2 user | Create Substance | Exchange info | LR creates the JS

REACH-IT

6. Member Registrant confirms membership to the joint submission in REACH-IT 2.0

- Confirm membership to the **JointSubmission_substance** providing this name and the token given by the LR

After confirmation, the token is no longer needed

REACH-IT
user &
LEOX

IUCLID 5.2
user

Create
Substance

Exchange
info

LR creates
the JS

MR
confirms

REACH-IT

7. LR and MR may update section 1.5 in IUCLID 5.2 and create the IUCLID 5.2 dossier

- MR and LR may use Section 1.5 for their own administrative purposes but this information will not be verified against REACH-IT
- The LR creates a dossier selecting the dossier template: **“REACH Registration above 1000 tonnes”**
- the MR creates a dossier selecting one of the dossier templates: **“REACH Registration member of a joint submission”** for:
 - the general case
 - intermediates



8. LR and MR verify the completeness of the dossier with the TCC and export them

- Verify the completeness of the dossier running the Technical Completeness Check tool (TCC plug-in) in IUCLID 5 before submitting
- Once the dossier is ready, the LR and the MR can export the dossier in **(.i5z)** format



9. LR submits the dossier in REACH-IT 2.0

- Submit a new registration submission (**type**: Registration)
- Indicate the name of the joint submission and **confirm** the submission
- Go to the message box and check the status of the submission.

At this stage, MR cannot submit the MR dossier yet. The MR needs to wait until the LR's dossier has reached the end of the registration process in REACH-IT 2.0 *

This is to change in the next major release of REACH-IT

REACH-IT
user &
LEOX

IUCLID 5.2
user

Create
Substance

Exchange
info

LR creates
the JS

MR
confirms

Section 1.5
& create
dossier

TCC &
export

Submit
dossier in
REACH-IT

REACH-IT

10. ECHA performs Business Rules, TCC and confirms fee has been paid

- Some manual checks are performed and after confirming all the business rules are valid, ECHA accepts the dossier for processing
- The dossier reaches the TCC step. ECHA staff review the dossier and after verifying that the conditions are met, the dossier is validated
- At the same time, the invoicing is reviewed. The invoice is issued and sent to the LR.
- Once the invoice is confirmed to be paid, ECHA sets the status to **“consider paid”**.



REACH-IT

11. LR confirms the dossier has reached the end of the registration process and informs MR to proceed

- LR may refresh the status of the dossier submission during the last steps to see how the dossier goes through all remaining steps. The value “**Succeed**” will indicate that everything goes well until the end of the registration process.
- After the invoice has been paid, ECHA will issue a registration number.
- MR will be able then proceed submitting the member registration dossier via REACH-IT 2.0 *

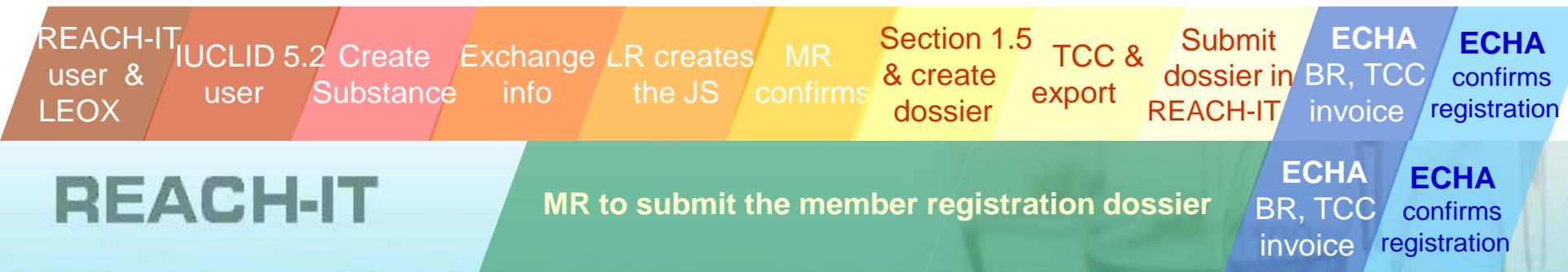
This is to change in the next major release of REACH-IT



REACH-IT

12. MR submits the member registration dossier via REACH-IT 2.0 and gets his/her registration number

- The MR submits now the registration dossier, indicating that the submission is part of a joint submission
- The MR may refresh the status of the dossier submission during the last steps to see how the dossier goes through all remaining steps. The value “**Succeed**” will indicate that everything goes well until the end of the registration process.
- When the fee has been paid (if needed) ECHA will issue a registration number and notify the registrant via the REACH-IT message box



Summary of internal tasks in REACH-IT 2.0

1. Virus check
2. File format validation
3. Check XML structure
4. Enforce Rules
5. Store Dossier
6. Create Substance Identity
7. Assign MSCAs
8. Technical Completeness Check
9. Pay Submission Fee
10. Overall Completeness Check
11. Issue Reference Number
12. End of Pipeline Activities
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14. Trigger WorkFlow

ECHA
BR, TCC
FCC

ECHA
confirms
registration

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Avoiding REACH-IT account management problems

- Blocking the REACH-IT account
 - The maximum number of attempts a user can make before blocking a REACH-IT account is 5. ECHA highly recommends users to use the “**Forgot your User ID or password?**” link available in the Login page **before** the account gets blocked.



* User ID:

* Password:

* Enter the text shown: ?

Can't read the text below? [Try another](#)

8cm3

[Forgot your user ID or password?](#)

Avoiding Business Rules problems in REACH-IT 2.0

- Substance identification
 - Full agreement on the substance identification and also on the way to indicate it in IUCLID 5 and REACH-IT. Special attention to the IUPAC name
- Tonnage Band
 - The tonnage band indicated in the IUCLID 5.2 dossier must be either equal to or lower to the tonnage indicated by the lead in the joint submission. **Tonnage is only indicated in IUCLID 5.2**
 - If the member registrant indicates an “opt-out” in the dossier, the tonnage can be higher than the one specified by the lead

Avoiding Business Rules problems in REACH-IT 2.0

- **Token and Joint Submission (JS) name management**
 - 5 attempts are allowed when confirming membership in a JS
 - Tokens have an expiry date of 30 days after they are issued *
 - Member registrants need to remember to click on the “*Related to a submission*” check box in order to submit the dossier
- **Dossier management**
 - Only dossiers created in IUCLID 5.2 are accepted by REACH-IT
 - Members need to use the appropriate dossier template
 - Member registrants cannot submit their dossiers until the lead’s joint submission dossier has been successfully processed *

* Note that this process will change in the next major release of REACH-IT

Avoiding Technical Completeness Check (TCC) problems in REACH-IT 2.0

- Filling in information in IUCLID 5.2
 - IUCLID 5.2 sections 2, 4, 5, 6 and 7 (the C&L and the endpoints sections) of the member registrant dossier should be empty. Otherwise, this information will be considered as an opt-out
 - If the member registrant indicate in the dossier header that she/he is providing an individual ‘Guidance on safe use’ or a CSR, then the information in those sections (11 & 13) needs to be provided. Otherwise, those sections must remain empty
 - If a site is included in section 3.3, then it has to be identified with at least “*Address*”, “*Postal code*”, “*Town*” and “*Country*”
 - Check the lead’s submission in order to confirm that all the information has been sent and there is nothing missing

Avoiding TCC problems in REACH-IT 2.0

- Use the TCC plug-in in order to verify that the dossiers are correct and that they will pass the TCC in REACH-IT 2.0. Available for download at <http://iuclid.echa.europa.eu/>
- Fees and invoicing
 - Claims for confidentiality (opt-in) and opting-out for some sections will increase the fees to be paid to ECHA. Remember that the registration number is only provided once the invoice has been paid

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Where to find further information

Member Registrants can find further information at:

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

- **Industry User Manual Part 7: Joint Submission** document and **Data Submission Manual Part 4: How to Pass Business Rule Verification** (“Enforce Rules”) at http://echa.europa.eu/reachit/supp_docs_en.asp
- **REACH-IT FAQ** for general issues on fees, LEOX, etc... at http://echa.europa.eu/reachit/reachit_faq_en.asp
- **Data sharing Guidance** document (section 8), **Guidance on information requirements and chemical safety assessment** for further details on information requirements at http://guidance.echa.europa.eu/guidance_en.htm

Thank you for your attention