

# Discover



# REACH-IT

Find useful information in this short guide to help you get started in REACH-IT and have a quick overview of the system

# Find any information in REACH-IT easily from the home page

The screenshot shows the REACH-IT home page with the following elements:

- Header:** REACH-IT logo, user profile, **Tasks (30)**, **Substances**, **Messages (70)**, and a search bar with the text "Quick search by number".
- Navigation:** A "Menu" dropdown and a window icon.
- News Section:** "REACH-IT NEWS" with a featured article titled "REACH-IT SAT-QA" dated "25 Aug 2015" and the text "This is the SAT-QA REACH-IT environment."
- Main Dashboard Cards:**
  - Submit a dossier:** Includes an icon of a folder with a plus sign. Below it, a circular chart shows "Prepare online in REACH-IT" (with a hand icon) and "Upload a IUCLID dossier Webform applications" (with a document icon). A "View all types" button is at the bottom.
  - Tasks (30):** Includes an icon of a document with a downward arrow. Below it, a circular chart shows "6 New" (blue), "1 Close to deadline" (orange), and "26 Passed deadline" (red). A "View all tasks" button is at the bottom.
  - Substances (19):** Includes an icon of a flask. Below it, a circular chart shows "0 My favourites" (blue), "4 In progress submissions" (orange), and "0 Failed submissions" (red). A "View all substances" button is at the bottom.
- Footer:** Links for "Discover REACH-IT", "FAQ", "Contact ECHA Helpdesk", and "ECHA-term". The ECHA logo (European Chemicals Agency) is on the right. Version information "[3.1.1.b462] - [2016-06-13\_15-48-28]" is centered at the bottom.

The screenshot shows the REACH-IT homepage with a navigation bar at the top containing the REACH-IT logo, a user profile, and counts for Tasks (30), Substances, and Messages (70). A search bar is also present. Below the navigation is a 'Menu' dropdown and a 'REACH-IT NEWS' section featuring a 'REACH-IT SAT-QA' announcement dated 25 Aug 2015.

A callout box highlights the 'Submit a dossier' section, which offers three submission methods:

- Upload a IUCLID dossier;
- Prepare online within REACH-IT;
- Web form applications.

The callout also notes: 'Use these buttons if you already know which dossier type you want to submit.' Below this, three main dashboard cards are visible: 'Submit a dossier' (with a red box around its sub-options), 'Substances (19)', and 'Tasks (30)'. The 'Tasks' card shows 6 new tasks, 1 close to deadline, and 26 passed deadline. The 'Substances' card shows 0 my favourites, 4 in progress submissions, and 0 failed submissions. Each card has a 'View all' button.

At the bottom, there is a footer with links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term', along with the ECHA logo and version information: [3.1.1.b462] - [2016-06-13\_15-48-28].

The screenshot shows the REACH-IT homepage interface. At the top, there is a navigation bar with the REACH-IT logo, a user profile icon, and several notification icons: 'Tasks (30)', 'Substances', 'Messages (70)', and a search icon. Below this is a 'Menu' dropdown and a 'REACH-IT NEWS' section featuring a banner for 'REACH-IT SAT-QA' dated '25 Aug 2015'. The main content area is divided into three columns. The left column is titled 'Submit a dossier' and contains a 'Prepare online in REACH-IT' section with a red box highlighting the 'Upload a IUCLID dossier' button. The middle column shows a 'Tasks' overview with a '6 New' badge and a '26 Passed deadline' badge. The right column shows a 'Substances' overview with a '0 My favourites' badge and a '0 Failed submissions' badge. A callout box points to the 'Upload a IUCLID dossier' button with the following text:

Click on *Upload a IUCLID dossier* to go directly to the first step of any of the submission wizards.  
Remember, you need to prepare your dossier in IUCLID before starting the submission.

At the bottom of the page, there is a footer with links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term'. The ECHA logo and 'EUROPEAN CHEMICALS AGENCY' text are also present. A version string '[3.1.1.b462] - [2016-06-13\_15-48-28]' is located at the very bottom center.

# Upload a IUCLID dossier

Menu



Home

Submit a dossier



If you are new to REACH-IT or if you are unsure which dossier type applies to your substance, you will find the necessary support from this page. Here you will find useful information on the different dossier types and their requirements. By clicking on any of the below listed dossier types, helpful information will be displayed directly on this page. Click on the information icon at the top right hand corner of this page to see an overview on the type of support provided.

Alternative chemical name request

Application for authorisation

Classification and labelling notification

Downstream user report - Authorisation

Downstream user report - Registration

Inquiry

PPORD notification

Pre-registration

Registration

Substance in articles

## Registration

Registration applies to substances on their own, substances in mixtures and certain cases of substances in articles.

Registration is based on the "One Substance, One Registration" principle. This means that manufacturers and importers of the same substance have to submit their registration jointly.

Do you need support?



Information on registering your substance can be found on ECHA's website.



More information on how to prepare and submit registration and PPORD dossiers can be found on the IUCLID manuals



If you are member of a joint submission, find and join the joint submission for your substance.



Are you ready to submit?



Click **Upload a IUCLID dossier** and the submission wizard will guide you through the steps of the submission process.



Alternatively, you can prepare your member registration dossier online in REACH-IT. To do this, click **Joint submission search page** to first find the joint submission for your substance and then start creating your member dossier. Member registration dossiers can only be created online for substances with one composition and one C&L, and without data opt-outs.

Upload a IUCLID dossier

Joint submission search page

Click on any dossier type to display more information or to start the submission process.

# Upload a IUCLID dossier

The screenshot displays the REACH-IT 'Submit a dossier' interface. At the top, a navigation bar includes a 'Menu' icon, a 'Home' button, and the page title 'Submit a dossier'. Below this, an introductory paragraph explains that the page provides support for users unsure of dossier types. The main content area is divided into a left sidebar with navigation links (e.g., 'Alternative chemical name request', 'Registration') and a central panel titled 'Registration'. This panel contains a progress indicator with four steps: 'Submission details', 'Upload dossier', 'Additional details', and 'Confirmation'. A red box highlights this progress bar. Below the progress bar, a warning message states: 'The submission process cannot be saved so ensure you have all the required information before you begin.' A blue callout box points to this message, containing the text: 'A step-by-step submission wizard will guide you through the process of uploading your IUCLID dossier. For each step, read the checklists displayed on the right to ensure you have all the required information to continue.' To the right of the main content, a checklist titled 'Are you ready to submit your dossier? Before continuing, make sure that:' lists five items, each with a checkmark icon, and a final warning icon with a triangle. A red box encloses the entire checklist area. At the bottom of the page, a footer contains links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term', along with the version number '[3.1.0-rc.13.04]'.

If you are new to REACH-IT or if you are unsure which dossier type applies to your substance, you will find the necessary support from this page. Here you will find useful information on the different dossier types and their requirements. By clicking on any of the below listed dossier types, helpful information will be displayed directly on this page. Click on the information icon at the top right hand corner of this page to see an overview on the type of support provided.

## Registration

Registration applies to substances on their own, substances in mixtures and certain cases of substances in articles.

Registration is based on the "One substance have to submit their registration" principle.

Do you need support?

- Information on registration
- More information on registration
- If you are member of a joint submission

Are you ready to submit?

- Click Upload a IUCLID dossier
- Alternatively, you can find the information on the registration page to first find the dossier type. Only IUCLID dossiers can only be created.

**Upload a IUCLID dossier**

**Submission process progress:** Submission details, Upload dossier, Additional details, Confirmation

**The submission process cannot be saved so ensure you have all the required information before you begin.**

**A step-by-step submission wizard will guide you through the process of uploading your IUCLID dossier. For each step, read the checklists displayed on the right to ensure you have all the required information to continue.**

**Are you ready to submit your dossier? Before continuing, make sure that:**

- You are part of the joint submission, if one exists for your substance.
- The company size is correct. You can find out how to determine the company size if you are unsure.
- The VAT number and billing address in REACH-IT are up to date, and optionally you have a purchase order number: they will appear on the invoice.
- The contact persons for this dossier has been defined, and the contact details are up to date in REACH-IT.
- Be aware that certain information from the submitted dossier will be published on the ECHA website without further notice. Use the IUCLID Dissemination plugin in IUCLID to preview which information will be published.

Discover REACH-IT | FAQ | Contact ECHA Helpdesk | ECHA-term

[3.1.0-rc.13.04]

The screenshot shows the REACH-IT homepage with a navigation bar at the top containing the REACH-IT logo, a user profile, and counts for Tasks (30), Substances, and Messages (70). A search bar is also present. Below the navigation bar is a 'Menu' dropdown and a 'REACH-IT NEWS' section featuring a slide for 'REACH-IT SAT-QA' dated 25 Aug 2015.

The main content area features three large circular icons: 'Submissions (19)', 'Tasks (6)', and 'Substances (19)'. Each icon has a corresponding data visualization and a 'View all' button. A callout box points to the 'Prepare online in REACH-IT' option under the Submissions icon.

**Submissions (19)**

- classification and labelling notifications, or
- registration dossiers for members of a joint submission.

This option could particularly benefit you if you are new to IUCLID.

**Tasks (6)**

- 1 Close to deadline
- 6 New
- 26 Passed deadline

**Substances (19)**

- 4 In progress submissions
- 0 My favourites
- 0 Failed submissions

Discover REACH-IT | FAQ | Contact ECHA Helpdesk | ECHA-term

[3.1.1.b462] - [2016-06-13\_15-48-28]

**ECHA**  
EUROPEAN CHEMICALS AGENCY

# Prepare online in REACH-IT

Menu Home Submit a dossier

If you are new to REACH-IT or if you are unsure which dossier type applies to your substance, you will find the necessary support from this page. Here you will find information on the requirements for the different dossier types and their requirements. By clicking on any of the below listed dossier types, helpful information will be displayed directly on the screen. You are about to be redirected to the online dossier creation!

Alternative chemical substances  
Application for authorisation  
Classification and labelling notification  
Downstream user notification  
Downstream user notification  
Inquiry  
PPORD notification  
Pre-registration  
Registration  
Substance in articles

**Classification and labelling notification**

Blue warning screens appear after clicking on specific actions buttons. Before preparing your IUCLID dossier online for **classification and labelling notifications**, read the blue screen message to confirm that you have the required information to continue.

Find more information on how to prepare and submit a classification and labelling notification of substances they are placing on the market to the Classification and Labelling (C&L) notification

Before starting the online C&L, confirm if your substance is already listed in Annex VI to CLP, you need to gather all available and relevant information on the substance. Consult Table 3.1 of Annex VI under the CLP legal text.

Are you ready to submit?

- For submissions on behalf of a group of manufacturers and importers in REACH-IT, by going to the **Prepare online in REACH-IT** button.
- Click **Prepare online in REACH-IT** to submit your C&L notification. In REACH-IT, you can only submit a C&L notification for a substance that is harmonised or notified by another company. Preparing online in REACH-IT allows you to submit a C&L notification for a substance with one composition and one C&L.
- Alternatively, you can choose to **Upload a IUCLID dossier**. The submission process is the same as for a IUCLID dossier.

Prepare online in REACH-IT Upload a IUCLID dossier

## Confirm

An online C&L notification dossier can only be created if:

- your substance is defined by one composition only
- you do not intend to report more than one C&L notification
- you do not have a C&L notification for the same substance currently in progress
- you are not involved in any legal entity change of type merge in REACH-IT

Remember that C&L information already submitted within a registration dossier, can only be updated by submitting a registration dossier update.

If you do not satisfy the above conditions, you cannot prepare your dossier online. We advise you to prepare and upload in a IUCLID dossier in REACH-IT.

Do you want to continue to the online dossier creation?

Yes, I want to prepare an online dossier Cancel



# Prepare online in REACH-IT

The screenshot displays the REACH-IT web application interface. On the left, a navigation menu lists various actions such as 'Submit', 'Inquiry', and 'Registration'. The main area is titled 'Advanced search' and features a search bar with the text 'I am looking for: Joint submissions'. Below the search bar are input fields for 'Substance identity (EC, CAS, Name)', 'Joint submission name', and 'Reference number'. To the right, there are filter options for 'Company role', 'Registration type', and 'Favorite substances only'. A 'Search' button is located at the bottom of the search area.

Below the search area, the results section shows 'Results 7 results found'. A table lists the search results:

Joint submission name	Substance name	EC number	CAS number	Company role
H4R_Rosin_232-475-7	Rosin	232-475-7	8050-09-7	Member

Below the table, there is a detailed view of a joint submission. It includes fields for 'Lead registrant', 'Registration type: Full', and 'Supplementary information'. A callout box with a blue border and white background contains the text: 'If you are a member of a joint submission, you need to start by finding your joint submission in REACH-IT in order to submit your online member dossier.' Below this callout, a 'View joint submission' button is highlighted with a red border.

# Prepare online in REACH-IT

The screenshot shows the REACH-IT interface for a joint submission. The top navigation bar includes a menu icon, 'Home', 'Joint submissions', and the submission ID 'H4R\_Rosin\_232-475-7'. Below this, there are three buttons: 'Submit a IUCLID Dossier', 'Create and submit online' (highlighted with a red box), and 'Export assigned EC number'. The main content area is divided into sections for 'Lead dossier' (Submitted) and 'Own dossier'. A table lists submission details for 'Rosin' with EC number '232-475-7' and CAS number '8050-09-7'. A blue callout box points to the 'Create and submit online' button with the text: 'Once you have found your joint submission, click on *Create and submit online*. Read the blue warning screen carefully to continue to the online member registration dossier creation.'

Substance	Joint submission information	Joint submission coverage	Lead registrant contact	Reference number
Name Rosin	Registration type Full	Tonnage band 100000	Contact details Not provided by lead	Reference number Not provided by lead
EC number 232-475-7	Joint submission name H4R_Rosin_232-475-7	Provided by lead Not provided by lead	Publication acceptance No	Member registration Not provided by lead
CAS number 8050-09-7	Supplementary information -			

**Confirm**

You are about to be redirected to the online dossier creation!

An online member registration dossier can only be created if:

- you have not previously submitted for this substance a registration dossier created using IUCLID
- you do not have another member registration dossier for the same substance currently in progress
- your substance is defined by only one composition
- you do not intend to opt-out, i.e. add in your dossier study records or study summaries not provided by the lead
- you do not intend to report more than one C&L that differs from the one provided by the lead
- you are not involved in a data-sharing dispute for this substance
- you do not intend to submit a 1-10 T registration dossier with physicochemical requirements only
- you do not intend to apply for a fee-waiver
- you are not involved in any legal entity change of type merge in REACH-IT

If you do not satisfy any of the above conditions, you cannot prepare your dossier online. We advise you to prepare and upload a IUCLID dossier in REACH-IT.

Do you want to continue to the online dossier creation?

**Yes, I want to prepare an online dossier** **Cancel**

# Prepare online in REACH-IT









Use this step to provide a detailed description of the composition of your substance. Fill in as much information as possible. Remember to click on the Save button after completing each block! You can find more details on how to fill in the information by clicking on the info icon  located at the top right of your screen.

BR075 : The degree of purity must be provided.  
TCC\_01

After confirming the blue screen message, you will be directed to the online dossier creation page.

BR075 : The degree of purity must be provided.

State / form	You may select one item or specify another value		
Description of the composition	Use this field to provide a description of the substance in terms of source (starting materials or name of the species and family) and process (type of chemical reaction or refinement step and other identifiers).		
Degree of purity	% (w/w) 	 Lower value	—  Upper value 
Optical activity	yes		
Remarks			
Justification for deviations			

## Help

### What can you do in this step?

Use this screen to provide more information about the composition of your substance. The composition will refer to the composition manufactured or imported by the notifier.

Please provide as much information as possible.

As well as enabling a better identification of your substance, the information provided in this step can also help to justify a different C&L than the one which is already in the C&L inventory.

The presence of certain impurities or stabilisers, the state/form of your substance and the degree of purity or optical activity of the substance could have an impact on the C&L, and might explain some discrepancies in the C&L provided by different notifiers of the same substance.

### How to fill in the information?

#### For mono-constituent substances:

- The main constituent is the one you specified in the *Main constituents* step of the wizard
- Use the relevant blocks to specify the impurities and the stabilisers necessary to chemically stabilise your substance
- For each impurity or stabiliser, indicate whether it has an impact on the classification of the substance by ticking the related box
- Report the concentration range (both minimum and maximum values, and the unit) for the main constituent, any impurity and stabiliser
- The degree of purity should be indicated as well. For mono-constituent substances, it corresponds to the concentration range of the main constituent.

 The concentration range values reported for the main constituent of a mono-constituent substance should normally not be less than 80% (w/w). In case you deviate from this rule, you should justify it in the field *Justification for deviation*.



The screenshot shows the REACH-IT homepage. At the top, there is a navigation bar with the REACH-IT logo, a user profile icon, and several utility links: 'Tasks (30)', 'Substances', 'Messages (70)', and 'Quick search by number'. Below this is a 'Menu' dropdown and a 'REACH-IT NEWS' section featuring a banner for 'REACH-IT SAT-QA' dated '25 Aug 2015'. The main content area is divided into three primary sections: 'Submit a dossier', 'Tasks', and 'Substances'. The 'Submit a dossier' section includes links for 'Prepare online in REACH-IT', 'Upload a IUCLID dossier', and 'Webform applications' (highlighted with a red box and a callout). The 'Tasks' section shows a total of 6 tasks, with 1 'Close to deadline' and 26 'Passed deadline'. The 'Substances' section shows 19 substances, with 4 'In progress submissions' and 0 'Failed submissions'. A footer contains links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term', along with the ECHA logo and version information.

REACH-IT

Tasks (30) Substances Messages (70) Quick search by number

Menu

REACH-IT NEWS

25 Aug 2015 REACH-IT SAT-QA This is the SAT-QA REACH-IT environment.

Submit a dossier

Prepare online in REACH-IT Upload a IUCLID dossier Webform applications

View all types

6 New  
1 Close to deadline  
26 Passed deadline

View all tasks

Substances (19)

4 In progress submissions  
0 My favourites  
0 Failed submissions

View all substances

Discover REACH-IT FAQ Contact ECHA Helpdesk ECHA-term

[3.1.1.b462] - [2016-06-13\_15-48-28]

ECHA  
EUROPEAN CHEMICALS AGENCY

Click on *Webform applications* to submit:

- alternative chemical name requests;
- downstream user reports – authorisation;
- downstream user reports – registration, and
- notifications for substances in articles.

The screenshot shows the REACH-IT homepage with several key elements:

- Navigation Bar:** Includes the REACH-IT logo, a user profile icon, a **Tasks (30)** button (highlighted with a red box), **Substances**, **Messages (70)**, and a search bar with the text "Quick search by number".
- Menu:** A "Menu" button is located in the top left of the main content area.
- REACH-IT NEWS:** A banner for "REACH-IT SAT-QA" dated "25 Aug 2015" with the subtext "This is the SAT-QA REACH-IT environment".
- Task Cards:** Three main cards are displayed:
  - Submit a dossier:** Includes icons for "Prepare online in REACH-IT" and "Upload a IUCLID dossier / Webform applications". A "View all types" button is at the bottom.
  - Tasks (30):** The card is highlighted with a red box. It features a "Tasks (30)" header and a circular gauge showing 6 "New" tasks, 1 "Close to deadline", and 26 "Passed deadline". A "View all tasks" button is highlighted with a red box at the bottom.
  - Substances:** Includes a gauge showing 4 "In progress submissions" and 0 "Failed submissions". A "View all substances" button is at the bottom.

A callout box with a blue border and a speech bubble tail points to the "Tasks (30)" card. It contains the following text:

Click on any of the *Tasks* buttons to see the tasks assigned to your company.  
Remember that tasks require an action from you within a specified time period.

At the bottom of the page, there is a footer with links: "Discover REACH-IT", "FAQ", "Contact ECHA Helpdesk", and "ECHA-term". The ECHA logo (European Chemicals Agency) is on the right, and the version information "[3.1.1.b462] - [2016-06-13\_15-48-28]" is centered.

REACH-IT

Tasks (30) Substances Messages (70) Quick search by number

Menu

REACH-IT NEWS

25 Aug 2015 REACH-IT SAT-QA This is the SAT-QA REACH-IT environment.

Submit a dossier

Tasks (30)

Substances (19)

Prepare online in REACH-IT

Upload a IUCLID dossier

Webform applications

View all types

Close to deadline 1

6 New

26 Passed deadline

View all tasks

View all substances

Click on *New* and *Close to deadline* to view the tasks which require urgent action from you.

Discover REACH-IT FAQ Contact ECHA Helpdesk ECHA-term

[3.1.1.b462] - [2016-06-13\_15-48-28]

ECHA EUROPEAN CHEMICALS AGENCY

The screenshot shows the REACH-IT homepage with a navigation bar at the top containing the REACH-IT logo, a user profile, and counts for Tasks (30), Substances, and Messages (70). A search bar is also present. Below the navigation is a 'Menu' dropdown and a 'REACH-IT NEWS' section featuring a 'REACH-IT SAT-QA' announcement dated 25 Aug 2015. The main content area is divided into three columns: 'Submit a dossier', 'Tasks (30)', and 'Substances (19)'. The 'Tasks' column includes a circular gauge with segments for 'Close to deadline' (1), 'New' (6), and 'Passed deadline' (26). A red box highlights the 'Passed deadline' segment, with a callout box explaining that clicking on it leads to tasks not completed within their deadline. The 'Submit a dossier' column lists options like 'Prepare online in REACH-IT' and 'Upload a IUCLID dossier'. The 'Substances' column has a 'View all substances' button. The footer contains links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term', along with the ECHA logo and version information [3.1.1.b462] - [2016-06-13\_15-48-28].

Click on *Passed deadline* to view the tasks which were not completed within their deadline. Remember to read the task information and check whether the task still requires any action.



# Homepage

The screenshot shows the REACH-IT homepage with several key elements:

- Navigation Bar:** Includes the REACH-IT logo, a user profile icon, and notification counts for Tasks (30), Substances (highlighted with a red box), and Messages (70). A search bar is also present.
- News Section:** Features a "REACH-IT NEWS" banner with a date of "25 Aug 2015" and the title "REACH-IT SAT-QA".
- Main Dashboard:** Contains three primary action cards:
  - Submit a dossier:** Includes a "Prepare online in REACH-IT" button and an "Upload a IUCLID dossier" button.
  - Tasks:** Shows a total of 6 tasks, with 1 "Close to deadline" and 26 "Passed deadline".
  - Substances (19):** This card is highlighted with a red box. It includes a "View all substances" button (also highlighted with a red box) and a summary of submission status: 0 "My favourites", 4 "In progress submissions", and 0 "Failed submissions".

A callout box with a blue border and a speech bubble tail points to the "Substances" card, containing the text: "Click on any of the *Substances* buttons to check the processes related to a particular substance."

At the bottom of the page, there is a footer with links for "Discover REACH-IT", "FAQ", "Contact ECHA Helpdesk", and "ECHA-term". The ECHA logo (European Chemicals Agency) is also present in the bottom right corner.

The screenshot shows the REACH-IT homepage with a navigation bar at the top containing the REACH-IT logo, a user profile icon, and counts for Tasks (30), Substances, and Messages (70). A search bar is also present. Below the navigation is a 'Menu' button and a 'REACH-IT NEWS' section featuring a 'REACH-IT SAT-QA' announcement dated 25 Aug 2015.

The main content area features three large circular icons: 'Submit a dossier', 'Tasks (30)', and 'Substances (19)'. The 'Substances' icon includes a sub-menu with 'My favourites' (0), 'Progressions' (4), and 'Failed submissions' (0). A red box highlights the 'My favourites' count, with a callout box pointing to it that contains the following text:

Click on *My favourites* to view the substances you marked as your favourites.

You can define your favourite substances from the substance page, if you do not have any yet.

Favourite substances are user-specific, so different users can have different favourite substances.

At the bottom of the page, there is a footer with links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term', along with the ECHA logo and version information: '[3.1.1.b462] - [2016-06-13\_15-48-28]'.

The screenshot shows the REACH-IT homepage with a navigation bar at the top containing the logo, user profile, and counts for Tasks (30), Substances, and Messages (70). A 'Menu' button is on the left, and a search bar is on the right. Below the navigation is a 'REACH-IT NEWS' section with a featured article dated 25 Aug 2015 titled 'REACH-IT SAT-QA'. The main content area features three large circular icons: 'Submit a dossier', 'Tasks (30)', and 'Substances (19)'. Each icon has a sub-section with a circular counter and a 'View all' button. The 'Substances' sub-section includes a breakdown: 'In progress submissions' (4), 'Failed submissions' (0), and 'My favourites' (0). A callout box points to the 'In progress submissions' and 'Failed submissions' counts, stating: 'Click on *In progress submissions* or *Failed submission* to view the corresponding substances.'

REACH-IT

Tasks (30) Substances Messages (70) Quick search by number

Menu

REACH-IT NEWS

25 Aug 2015 REACH-IT SAT-QA This is the SAT-QA REACH-IT environment.

Submit a dossier

Tasks (30)

Substances (19)

Prepare online in REACH-IT

Click on *In progress submissions* or *Failed submission* to view the corresponding substances.

0 My favourites

4 In progress submissions

0 Failed submissions

View all types

View all tasks

View all substances

Discover REACH-IT FAQ Contact ECHA Helpdesk ECHA-term

[3.1.1.b462] - [2016-06-13\_15-48-28]

ECHA EUROPEAN CHEMICALS AGENCY

# Homepage

The screenshot shows the REACH-IT homepage. At the top, there is a navigation bar with the REACH-IT logo, a user profile icon, and notification counts for Tasks (30), Substances (19), and Messages (70). The Messages notification is highlighted with a red box. A callout box points to this notification with the text: "Click on Messages to view or search for a specific message sent to your company." Below the navigation bar is a large blue banner with a "Menu" button on the left and a "REACH-IT SAT Q&A" announcement. The main content area features three large circular icons: "Submit a dossier", "Tasks (30)", and "Substances (19)". Each icon has a corresponding data visualization: "Submit a dossier" shows "Prepare online in REACH-IT" and "Upload a IUCLID dossier Webform applications"; "Tasks (30)" shows "6 New", "1 Close to deadline", and "25 Passed deadline"; "Substances (19)" shows "0 My favourites", "4 In progress submissions", and "0 Failed submissions". Each icon has a "View all" button below it. The footer contains links for "Discover REACH-IT", "FAQ", "Contact ECHA Helpdesk", and "ECHA-term", along with the ECHA logo and version information "[3.1.1.b462] - [2016-06-13\_15-48-28]".

Click on Messages to view or search for a specific message sent to your company.

### Submit a dossier

Prepare online in REACH-IT

- Upload a IUCLID dossier
- Webform applications

View all types

### Tasks (30)

6 New

1 Close to deadline

25 Passed deadline

View all tasks

### Substances (19)

0 My favourites

4 In progress submissions

0 Failed submissions

View all substances

# Homepage

REACH-IT

Tasks (30) Substances Messages (70) Quick search by number

Menu

Select the company on whose behalf you wish to work.

The dropdown button is only available if you have a user role for more than one company.

The company size will only be displayed here if you have declared your company's size as micro, small or medium.

### Submit a dossier

Prepare online in REACH-IT

- Upload a IUCLID dossier
- Webform applications

View all types

### Tasks (30)

6 New

1 Close to deadline

26 Passed deadline

View all tasks

### Substances (19)

4 In progress submissions

0 My favourites

0 Failed submissions

View all substances

# Homepage

The screenshot shows the REACH-IT homepage. At the top, there is a navigation bar with the REACH-IT logo, a user profile icon, and several notification icons: 'Tasks (30)', 'Substances', 'Messages (70)', and a search icon. A 'Quick search by number' link is also present. Below the navigation bar is a blue header area with a 'Menu' button highlighted by a red box. A callout box points to this button with the following text:

Click here to see all functionalities which are available in REACH-IT.  
This menu is extremely useful if you want to have a quick view of all the options within REACH-IT or if you want to quickly navigate to another page.

The main content area features three large circular cards:

- Submit a dossier:** Includes an icon of a document with a plus sign. Below it, a smaller circle contains icons for 'Prepare online in REACH-IT' and 'Upload a IUCLID dossier Webform applications'. A 'View all types' button is at the bottom.
- Tasks (30):** Includes an icon of a document with a downward arrow. Below it, a central circle shows '6 New'. To the left, a smaller circle shows '1 Close to deadline'. To the right, a smaller circle shows '26 Passed deadline'. A 'View all tasks' button is at the bottom.
- Substances (19):** Includes an icon of a flask. Below it, a central circle shows '0 My favourites'. To the left, a smaller circle shows '4 In progress submissions'. To the right, a smaller circle shows '0 Failed submissions'. A 'View all substances' button is at the bottom.

The footer contains links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term'. The ECHA logo (European Chemicals Agency) is on the right. A version number '[3.1.1.b462] - [2016-06-13\_15-48-28]' is centered at the bottom.

# Assess your company size

REACH-IT helps you assess your company size.

In the menu, click on *Company size* to:

- see your company size history;
- update your company size;
- see or update a contact person; and
- see or add any documentary evidence.

You might have to scroll down to find the documentary evidence section.

The screenshot shows the 'Manage company' page with a 'Company size' menu item highlighted. A callout box provides instructions. Red boxes highlight the 'Update company size' button, the 'Documentary evidence' section header, and the 'Add document' button. Below the callout is a table of documentary evidence.

Date	Fiscal year	Type	Related to	Language	Name
10/05/2016	2016	Annual tax declaration	My company	français (fr)	\\echa\data\users\lu07093\My...
10/05/2016	2015	Official financial statements	My company	français (fr)	\\echa\data\users\lu07093\My...

Page 1 of 1 Items / Page: 25

Discover REACH-IT | FAQ | Contact ECHA Helpdesk | ECHA-term | ECHA EUROPEAN CHEMICALS AGENCY

# Assess your company size

## Declare company size

● Understand the company size definition
 ● Declare company size
 ● Confirmation

Company size: Medium

**Contact person: \*** ● Please let us know the contact person for this submission. We might need to contact them.

Assign contact person

**Are you an only representative: \*** ●

NO  
 YES

**Ownership structure type: \*** ●

My enterprise holds less than 25% (capital or voting rights) in another and/or another holds less than 25% in mine.

My enterprise holds directly or indirectly more than 50% of the shareholders' or members' voting rights in another and/or another holds directly or indirectly more than 50% in mine.

My enterprise holds solely or jointly, directly or indirectly, at least 25%, but no more than 50% in another and/or another holds solely or jointly, directly or indirectly, at least 25%, but no more than 50%, in mine.

Autonomous ●
 Linked ●
 Partner ●

**Upload ownership structure drawing: \*** ● Please upload your file

⬇ Drag and drop or click to select file

**Closure date of accounting period: \***

Day
Month

← Back to understand the company size definition
Continue to confirmation →

## Manage company

Company information Export Update

Update company size

**Info** SMEs are defined as enterprises which employ fewer than 250 persons and whose either annual turnover does not exceed 50 million euros or annual balance sheet total does not exceed 43 million euros. The headcount and financial data also needs to include data of partner and linked enterprises where these are applicable.

**Warning** If ECHA finds that the company size is incorrect, you may have to pay the administrative charge and also the balance of the correct registration fees.

**SME threshold**

SME Category	Headcount Annual Work Unit (AWU)	Annual turnover	Annual balance sheet total
Medium	< 250	≤ €50 million	≤ €43 million
Small	< 50	≤ €10 million	≤ €10 million
Small	< 10	≤ €2 million	≤ €2 million

Add document

Type	Related to	Language	Name
Annual tax declaration	My company	français (fr)	Vecha\data/users/lu07093/My...

REACH-IT helps you assess your company size.

Read the available information carefully and, if you still have questions, remember to consult the support icon at the top right-hand corner of the page.



# Email notification settings

Receive REACH-IT daily alerts in your preferred email account by adding your email in the *Email notification settings*.

Available email addresses: ?

Here is the report for **03/06/2016**.

Party name: **Sand's chemicals and family**

Party UUID: **ECHA-c1eabb3a-cd08-4709-8eaa-14a04e36f0f6**

2 tasks were created since last notification.

Subject	Type	Related to	Deadline
Verify and pay your invoice - TA610725-47	Invoice	TA610725-47	04/06/2016
Update your dossier after technical completeness check failure	Submission	TA610725-47	03/06/2016

8 messages were created since last notification.

Subject	Type	Related to	Date
Dossier submission accepted after business rules check	Submission	AC610737-57	03/06/2016
Confirmation of dossier submission	Submission	AC610737-57	03/06/2016
Dossier submission accepted after business rules check	Submission	TA610725-47	03/06/2016
Confirmation of dossier submission	Submission	TA610725-47	03/06/2016
Joint submission updated	Joint submission		03/06/2016
Joint submission membership confirmed	Joint submission		03/06/2016
Joint submission membership confirmed	Joint submission		03/06/2016
Confirmation of pre-registration submission	Submission	JM610710-44	03/06/2016

If you do not have a REACH-IT account, please contact your manager.

This notification was created on **01:03 04/06/2016**

# Help-pages

The screenshot shows the REACH-IT application interface. At the top, there is a navigation bar with the REACH-IT logo, a user profile icon, and several notification icons: 'Tasks (30)', 'Substances', 'Messages (70)', and a search icon. Below the navigation bar is a 'Menu' dropdown and a 'REACH-IT NEWS' section. A callout box with a white background and a blue border points to a support icon (two overlapping squares) in the top right corner. The callout text reads: 'Support icons which display important information are available within REACH-IT; they are specific to the different pages in the application. If you have any questions when navigating, remember to click on the support icon.'

The main content area features three large circular cards:

- Submit a dossier**: Includes an icon of a folder with a plus sign. Below it, text says 'Prepare online in REACH-IT' and 'Upload a IUCLID dossier Webform applications'. A 'View all types' button is at the bottom.
- Tasks (30)**: Includes an icon of a document with a checkmark. Below it, a central circle shows '6 New'. To the left, a circle shows '1 Close to deadline'. To the right, a circle shows '26 Passed deadline'. A 'View all tasks' button is at the bottom.
- Substances (19)**: Includes an icon of a flask. Below it, a central circle shows '0 My favourites'. To the left, a circle shows '4 In progress submissions'. To the right, a circle shows '0 Failed submissions'. A 'View all substances' button is at the bottom.

At the bottom of the page, there is a footer with links: 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term'. The ECHA logo (European Chemicals Agency) is on the right. The version number '[3.1.1.b462] - [2016-06-13\_15-48-28]' is centered at the bottom.

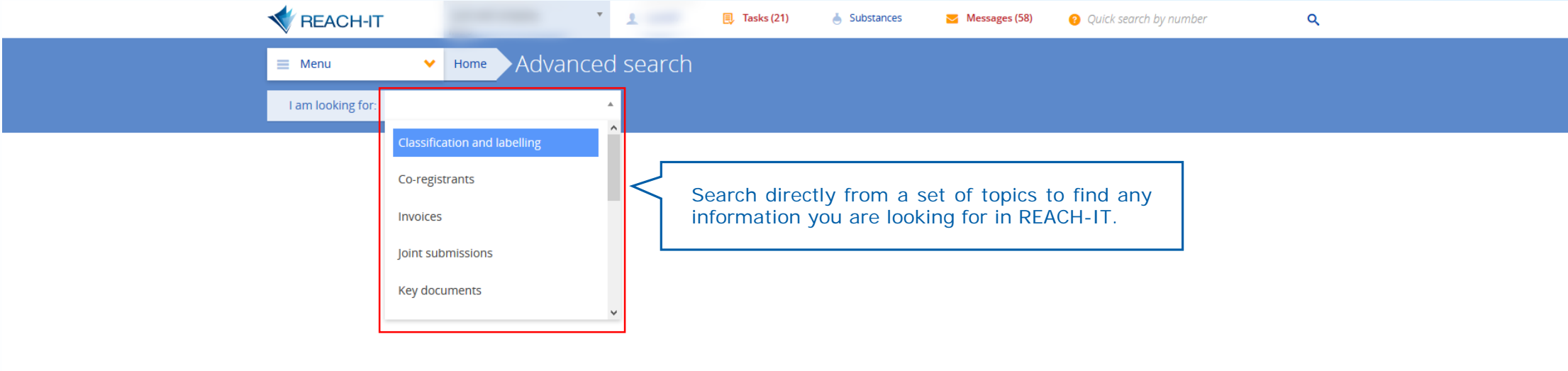
# Searches

The screenshot shows the top navigation bar of the REACH-IT system. It includes the REACH-IT logo, a user profile icon, and notification counts for Tasks (30), Substances, and Messages (70). A search bar is present with a magnifying glass icon. A callout box points to the search bar, stating: "Use the *Quick search by number* field by typing in the criteria you are looking for: submission number, reference number, EC or CAS number, or invoice and communication numbers." Another callout box points to the search icon, stating: "Clicking on the *Advance search* icon will direct you to the advance search page, where you can choose from a selection of search subjects."

The dashboard features three main overview cards:

- Submit a dossier:** Includes options to "Prepare online in REACH-IT" and "Upload a IUCLID dossier Webform applications". A "View all types" button is at the bottom.
- Tasks (30):** A central circle shows "6 New". Below it, a gauge shows "1 Close to deadline" and "26 Passed deadline". A "View all tasks" button is at the bottom.
- Substances (19):** A central circle shows "0 My favourites". Below it, a gauge shows "4 In progress submissions" and "0 Failed submissions". A "View all substances" button is at the bottom.

# Advanced search



REACH-IT

Tasks (21) Substances Messages (58) Quick search by number

Menu Home Advanced search

I am looking for:

- Classification and labelling
- Co-registrants
- Invoices
- Joint submissions
- Key documents

Search directly from a set of topics to find any information you are looking for in REACH-IT.

# Advanced search

Menu Home Advanced search

I am looking for: Joint submissions

Locate Filters

Substance identity (EC, CAS, Name): Please enter a minimum of three characters

Company role: You may select multiple items

Registration type: You may select one item

Show other joint submissions?  Favorite substances only?

Search Clear

Use the available filters and search criteria to find information related to the topic you are looking for.

Topic-help buttons display useful information. Click on the buttons to read the descriptions.

By selecting relevant boxes different search results will be displayed.

Results 7 results found

Joint submission name	Substance name	EC number	CAS number	Company role
H4R_Rosin_232-475-7	Rosin	232-475-7	8050-09-7	Member
JS-264-843-8	4,5-dichloro-2-octyl-2H-isothiazol-3-one	264-843-8	64359-81-5	Lead
JS-278-614-5	(+)-10,11-dihydro-5-methyl-5H-dibenzo[a,d]cyclohepten-5,10-...	278-614-5	77086-22-7	Lead
JS-943-264-0	Sandrine	943-264-0		Member
JS-943-265-6	Emilie	943-265-6		Member
JS-943-266-1	Chloé	943-266-1		Lead

# General display

Menu Home **Advanced search**

I am looking for: Joint submissions

Locate

Substance identity (EC, CAS, Name): *Please enter a minimum of three characters*

Joint submission name: *Please enter a minimum of three characters*

Reference number: *Please enter a minimum of three characters*

Search Clear

Filters

Click on *Search* after you have inserted your search criteria.

If you do not find the results you are looking for, try using different search criteria and click on *Search* again.

Results 7 results found

Download results

Joint submission name	Substance name	EC number	CAS number	Company role
H4R_Rosin	Rosin	232-475-7	8050-09-7	Member
JS-264-81		264-843-8	64359-81-5	Lead
JS-278-614-5	(+)-10,11-dihydro-5-methyl-5H-dibenzo[a,d]cyclohepten-5,10...	278-614-5	77086-22-7	Lead
JS-943-264-0	Sandrine	943-264-0		Member
JS-943-265-6	Emilie	943-265-6		Member
JS-943-266-1	Chloé	943-266-1		Lead

Your search results are displayed in the table below.

Sort your results by clicking on the available arrow icons.

# General display

Menu ▼ Home ▶ **Advanced search** ☰

I am looking for: Joint submissions ▼

**Locate** 🔍 **Filters** ☰

Substance identity (EC, CAS, Name):	<i>Please enter a minimum of three characters</i>	Company role:	<i>You may select multiple items</i>
Joint submission name:	<i>Please enter a minimum of three characters</i>	Registration type:	<i>You may select one item</i> <span>▼</span>
Reference number:	<i>Please enter a minimum of three characters</i>	Show other joint submissions?	<input type="checkbox"/> <span>?</span>
		Favorite substances only?	<input type="checkbox"/>

Search Clear

☰ **Results** 7 results found

📄 Download results

↕ Joint submission name	↕ Substance name	↕ EC number	↕ CAS number	↕ Company role	
H4R_Rosin_232-475-7	Rosin	232-475-7	8050-09-7	Member	<span>▼</span>
JS-264-843-8	4,5-dichloro-2-octyl-2H-isothiazol-3-one	264-843-8	64359-81-5	Lead	<span>▼</span>
JS-278-614-5	(+)-10,11-dihydro-5-methyl-5H-dibenzo[a,d]cyclohepten-5,10-...278-614-5	278-614-5	77080-22-7	Lead	<span>▼</span>
JS-943-264-0	Sandrine	943-264-0		Member	<span>▼</span>
JS-943-265-6	Emilie	943-265-6		Member	<span>▼</span>
JS-943-266-1	Chloé	943-266-1		Lead	<span>▼</span>

Click on the arrow icons to expand fields and find more information.

# General display

Menu Home Advanced search

I am looking for: Joint submissions

Locate

Substance identity (EC, CAS, Name): *Please enter a minimum of three characters*

Joint submission name: *Please enter a minimum of three characters*

Reference number: *Please enter a minimum of three characters*

Filters

Company role: *You may select multiple items*


Registration type: *You may select one item*

Show other joint submissions?  Favorite substances only?

Search Clear

Results 7 results found


Download results

Joint submission name	Substance name	EC number	
H4R_Rosin_232-475-7	Rosin	232-475-7	Member 

Click on the arrow icons to hide the fields.

Lead registrant:

Registration type: Full

Supplementary information:  No supplementary information has been provided

Clicking on blue buttons will direct you to the corresponding page.

View joint submission



# General display

Menu Home Joint submissions H4R\_Rosin\_232-475-7

Overview

Submit a IUCLID Dossier Create and submit online Export assigned EC number

Lead dossier Submitted Own dossier Submitted

Substance	Joint submission name	Registration type	Tonnage band	Contact details
Name Rosin	H4R_Rosin_232-475-7	Full	> 1000 tpa	Lead registrant contact
EC number 232-475-7	Joint submission name H4R_Rosin_232-475-7		Guidance on safe use Provided by lead	
CAS number 8050-09-7	Supplementary information -		Chemical safety report Not provided by lead	
			Publication acceptance No	

Reference number N/A  
Company role Member

Joint submission contact

Contact details

Edit

Third party representative

Edit

Scope of the joint submission

Clicking on orange action buttons will allow you to perform the indicated actions.

Remember to read the available help if you have any questions concerning the page you are on.

# General display

Click on the *Menu* if you want to navigate to another page. From this menu you will find all the information you can access within REACH-IT.

Name	Registration type	Tonnage band	Contact details
Rosin	Full	> 1000 tpa	[Redacted]
EC number 232-475-7	Joint submission name H4R_Rosin_232-475-7	Guidance on safe use Provided by lead	[Redacted]
CAS number 8050-09-7	Supplementary information -	Chemical safety report Not provided by lead	[Redacted]
			Publication acceptance No

Own dossier Submitted

Reference number [Redacted]

Company role  
Member

Joint submission contact

Contact details  
[Redacted]

Edit

Third party representative  
-

Scope of the joint submission [Redacted]

You might need to scroll to the bottom of the page or click on the arrow icons to expand the fields to find more information.

The screenshot shows the REACH-IT application interface. At the top, there is a navigation bar with the REACH-IT logo, a user profile icon, and several notification icons: 'Tasks (30)', 'Substances', 'Messages (70)', and a search icon with the text 'Quick search by number'. Below this is a 'Menu' dropdown and a 'REACH-IT NEWS' section featuring a banner for 'REACH-IT SAT-QA' dated '25 Aug 2015'. The main content area contains three large circular buttons: 'Submit a dossier', 'Tasks (30)', and 'Substances (19)'. The 'Tasks' button includes a sub-chart showing '6 New', '1 Close to deadline', and '26 Passed deadline'. Below each button is a call-to-action button: 'View all types', 'View all tasks', and 'View all substances'. A footer contains links for 'Discover REACH-IT', 'FAQ', 'Contact ECHA Helpdesk', and 'ECHA-term', along with the ECHA logo and version information '[3.1.1.b462] - [2016-06-13\_15-48-28]'.

**Submit a dossier**

If you have questions, consult ECHA's *FAQs* or click on *Contact ECHA Helpdesk* for more support.

[View all types](#)

**Tasks (30)**

6 New  
1 Close to deadline  
26 Passed deadline

[View all tasks](#)

**Substances (19)**

The ECHA logo directs you to the ECHA homepage, where you can find more information.

[View all substances](#)

Discover REACH-IT [FAQ](#) [Contact ECHA Helpdesk](#) [ECHA-term](#)

**ECHA**  
EUROPEAN CHEMICALS AGENCY

[3.1.1.b462] - [2016-06-13\_15-48-28]

Thank you!

Subscribe to our news at  
[echa.europa.eu/subscribe](https://echa.europa.eu/subscribe)

Follow us on twitter  
[@EU\\_ECHA](https://twitter.com/EU_ECHA)

Follow us on Facebook  
[facebook.com/EUECHA](https://facebook.com/EUECHA)

