

Webinar for Inexperienced Registrants

Confirm Membership in the JSO

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Agenda

- Pre-requisites
- **Confirming membership of Joint Submission**
- Creating a substance dataset
- Dossier creation
- Dossier submission
- Conclusion and references

Chapter 1 – Join a JSO

- As a member registrant you need to confirm your membership in the Joint Submission Object (JSO) in REACH-IT
- In order to join a JSO you need the exact name of the joint submission **and** the security token (access code). This information needs to be provided to you by the lead registrant of the JS

Chapter 1 – Join a JSO

- Confirm Membership in a JS



The screenshot displays the ECHA user interface. At the top left is the ECHA logo. Below it is a navigation menu with the following items: 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 'Joint submission' item is highlighted in light blue. A sub-menu is open for 'Joint submission', containing the following options: View joint submissions, Create joint submission, and Confirm membership. The 'Confirm membership' option is highlighted with a red rectangular border and a mouse cursor icon pointing to it. The main content area of the page shows a 'Home' header, a welcome message 'Welcome Example User.', and a notification 'You have 0 unread message(s) in your message box.' with a link to the message box.

Chapter 1 – Join a JSO

- Step 1: Provide the exact name and token of the JS

Home > Confirm Membership > Security Token

Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling

Token | Contacts | Representative | 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"/>	?
* Token	<input type="text"/>	

Back to home Next >>

Chapter 1 – Join a JSO

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

Token

Contacts

Representative

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

JS_ETHANOL

?

* Token

f81-7b4-5394-1363946742

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- The most common error made is entering an incorrect joint submission name or token string. In order to avoid that, copy-paste the information provided by the lead registrant
- Tokens have an expiry date of 30 days after they are issued. If did not join during this time ask the Lead for a new token



Note: Limited number of attempts to enter the correct data

Chapter 1 – Join a JSO

- Step 2: Identify contact person

Home > Confirm Membership > Select Contact

Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling

Token | **Contacts** | Representative | Validation

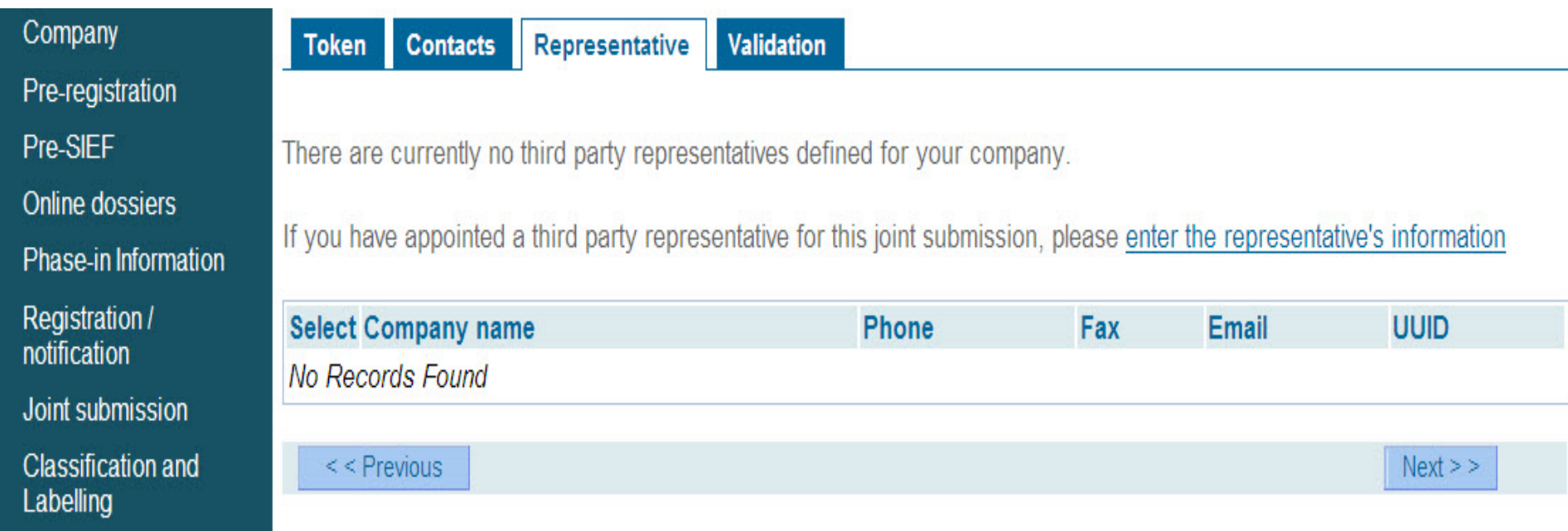
[create a new contact information](#)

Select	First Name	Last Name	Phone	Fax	Email	Contact Type(s)
<input checked="" type="radio"/>	Contact	Person	001234567		contact.person@work.com	

Next >>

Chapter 1 – Join a JSO

- Step 3: Identify third party representative (if any)



Company

Pre-registration

Pre-SIEF

Online dossiers

Phase-in Information

Registration / notification

Joint submission

Classification and Labelling

Token Contacts **Representative** Validation

There are currently no third party representatives defined for your company.

If you have appointed a third party representative for this joint submission, please [enter the representative's information](#)

Select Company name	Phone	Fax	Email	UUID
No Records Found				

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Chapter 1 – Join a JSO

- Step 4: Validate data/Confirm Membership

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

[Token](#) [Contacts](#) [Representative](#) [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](#) [Contact](#) [Third party representative](#)

Substance identification

[200-578-6] ethanol

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

EC Number	CAS Number	Name
200-578-6	64-17-5	ethanol

Joint Submission

Joint submission information

Name JS_ETHANOL

Description

Highest tonnage band Over 1000 tonnes/year

Chapter 1 – Join a JSO

- Step 4: Validate data/Confirm Membership

Contact person

Contact information	
Title:	
First Name:	Contact
Last Name:	Person
Phone:	001234567
Fax:	
E-mail:	contact.person@work.com
Organisation	
Organisation Name:	
Department:	
Address	
Street:	Example Street 1
Street 2:	
Postal code:	012345
City / Town:	Example City
Region / County:	
Country:	Finland
Postal address:	<input type="text"/>

[Go to the Contact person section](#)

Third party representative

[Go to the Third party representative section](#)

[Confirm membership](#) [Cancel](#)

Chapter 1 – Join a JSO

- After confirming membership, you are taken automatically to the Joint Submission details page where you are able to see, amongst other information the joint submission status (green tick, means you can submit already)

[Home](#) > [View Joint Submissions](#) > [Joint Submission Details](#)

[Substance identification](#) [Joint submission](#) [Contact](#) [Third party representative](#)

Substance identification

[200-578-6] ethanol

EC Number	CAS Number	Name
200-578-6	64-17-5	ethanol

Joint submission

Joint submission information

Name: JS_ETHANOL

Description:

Information requirements covered by the lead dossier for the Joint Submission

Tonnage band: Over 1000 tonnes/year

Guidance on safe use (Section 11) provided by lead: No

Chemical safety report (Section 13) provided by lead: No

Lead Dossier information

Lead Dossier submitted: ←

Contact person

Contact information

Chapter 1 – Join a JSO

- You will receive a message in your REACH-IT internal message box confirming the new joint submission membership

[Home](#) > Messages

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

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.	09/11/2010 17:15		Party(Member Company 1)

Joint Submission membership confirmed.

Joint submission: [JS_ETHANOL](#)

Party: Member Company 1

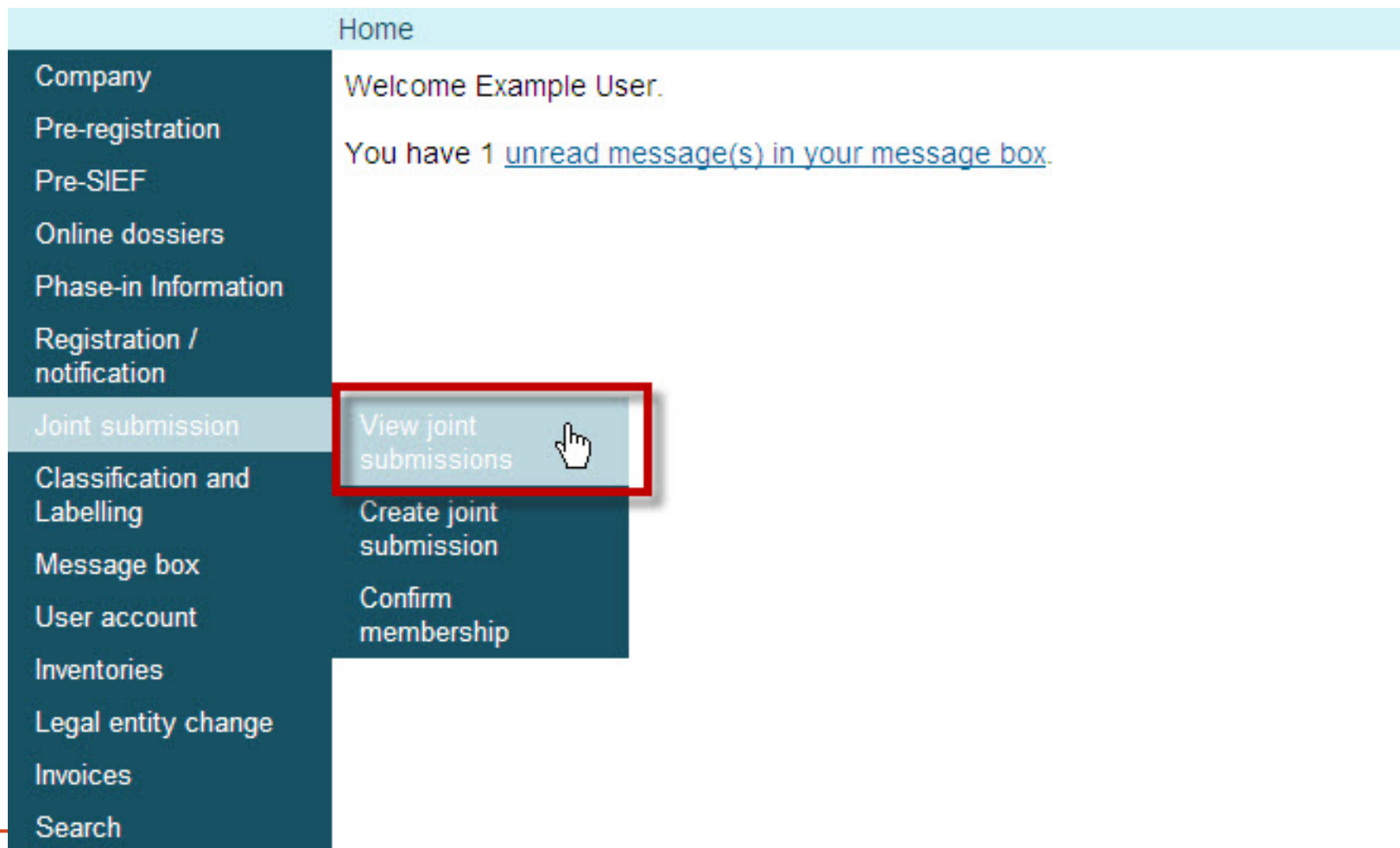
Delete

Move to...

Message box folder [▼](#)

Chapter 1 – Join a JSO

- How to download the EC Inventory file from the JSO (1)



The screenshot displays the ECHA JSO user interface. At the top, a light blue bar contains the word "Home". Below this, a dark teal navigation menu is visible on the left, listing various options: 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 "Joint submission" option is highlighted in a lighter shade. To the right of the menu, the main content area shows a welcome message: "Welcome Example User." Below this, a notification states: "You have 1 [unread message\(s\) in your message box.](#)" A sub-menu is open for "Joint submission", listing "View joint submissions", "Create joint submission", and "Confirm membership". The "View joint submissions" option is highlighted with a red rectangular box, and a white mouse cursor is pointing at it.

Chapter 1 – Join a JSO

- How to download the EC Inventory file from the JSO (2)

[Home](#) > [View Joint Submissions](#)

[Add new joint submission](#)

Joint Submission criteria

Joint submission name:

Substance identity criteria

EC number:

CAS number:

Chemical Name:

Select	Name	Substance id	Lead registrant	Contact
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Chapter 1 – Join a JSO

- How to download the EC Inventory file from the JSO (3)

Home > View Joint Submissions

[Add new joint submission](#)

Joint Submission criteria

Joint submission name:

Substance identity criteria

EC number:

CAS number:

Chemical Name:

Select	Name	Substance id	Lead registrant	Contact	Phone	Email
<input type="checkbox"/>	JS_ETHANOL	ethanol	Example Company 1	Person, Contact	00123456667	am@work.com

Chapter 1 – Join a JSO

- How to download the EC Inventory file from the JSO (4)

Home > [View Joint Submissions](#) > Substance Identification

Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box

Substance identification

[200-578-6] ethanol

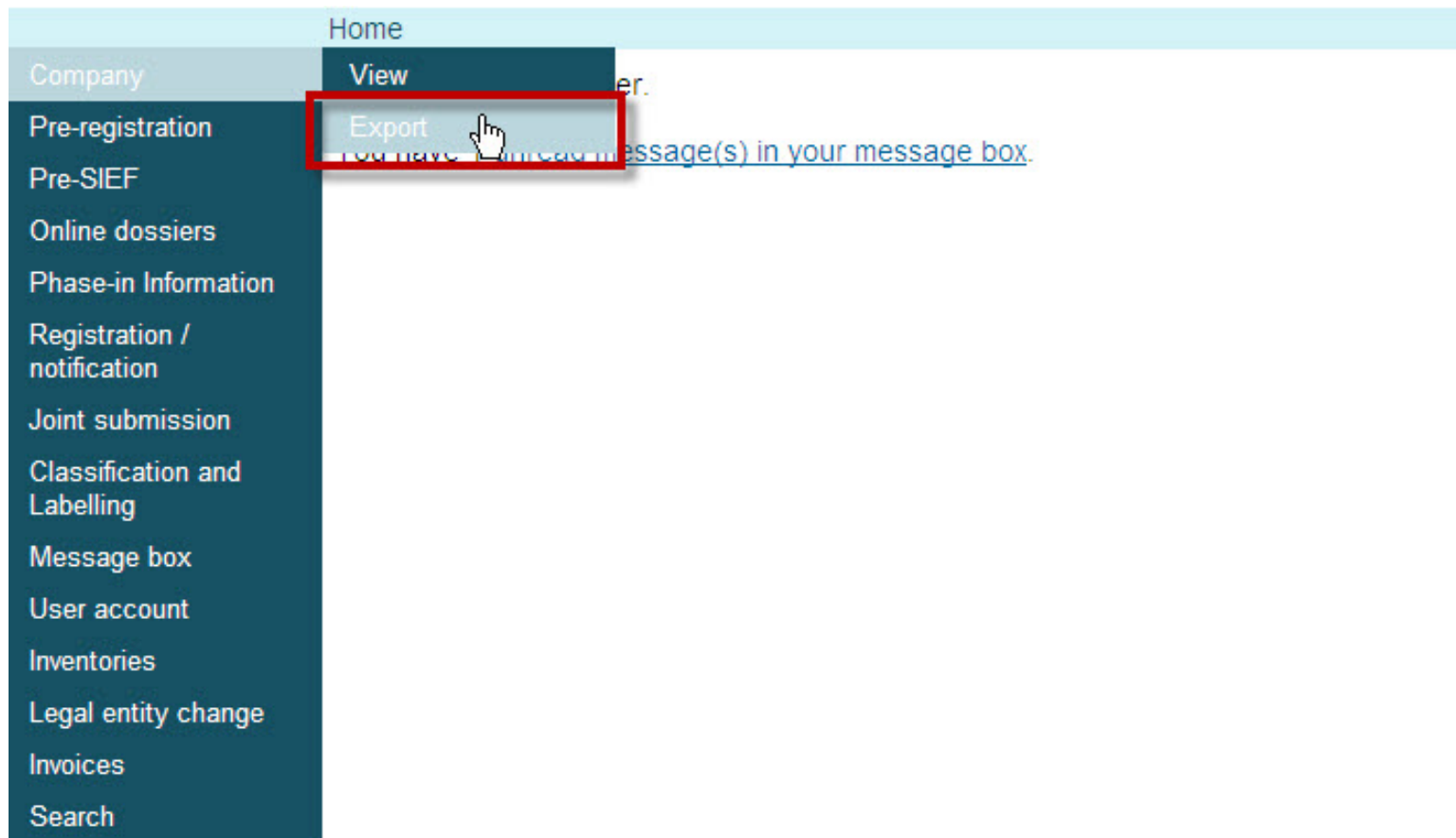
This information provision refers to the substance identified from the following main constituent(s):

EC Number	CAS Number	Name
200-578-6	64-17-5	ethanol

[Back](#) [Export joint submission EC substance](#)

Chapter 1 – Join a JSO

- Exporting the LEOX from your REACH-IT account (1)



Chapter 1 – Join a JSO

- Exporting the LEOX from your REACH-IT account (2)

Home > Export Company

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

