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.
There are three ways you can submit your dossier to ECHA, depending on the dossier type:

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

Use these buttons if you already know which dossier type you want to submit.
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.
Upload a IUCLID 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.

Click on any dossier type to display more information or to start the submission process.
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.
Click on Prepare online in REACH-IT to prepare IUCLID dossiers online for:
- 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.
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.
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.

View joint submission
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.
After confirming the blue screen message, you will be directed to the online dossier creation page.
Prepare online in REACH-IT

A step-by-step wizard with integrated instructions will support you in preparing your dossier:

- read the information field to understand what is required for each step;
- useful hover-over support texts are available for certain fields;
- warnings on missing or incorrect information will assist you throughout the wizard;
- if you have any questions, remember to click on the support icons at the top-right of the page.
Click on **Webform applications** to submit:
- alternative chemical name requests;
- downstream user reports – authorisation;
- downstream user reports – registration, and
- notifications for substances in articles.
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.
Click on New and Close to deadline to view the tasks which require urgent action from you.
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.
Click on any of the Substances buttons to check the processes related to a particular substance.
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.
Click on **In progress submissions** or **Failed submission** to view the corresponding substances.
Click on Messages to view or search for a specific message sent to your company.
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.
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.
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.
Assess your company size

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

Here is the report for 03/06/2016.

Party name: Sand’s chemicals and family
Party UUID: ECHA-c1eb0b3a-c698-4709-b8ea-14a6e36f0/f

2 tasks were created since last notification:
- Verify and pay your invoice - TA610725-47
- Update your dossier after technical completeness check failure

6 messages were created since last notification:

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<th>Type</th>
<th>Related to</th>
<th>Deadline</th>
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</tr>
</tbody>
</table>

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

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

Clicking on the Advance search icon will direct you to the advance search page, where you can choose from a selection of search subjects.

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

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.
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.

Your search results are displayed in the table below.

Sort your results by clicking on the available arrow icons.
Click on the arrow icons to expand fields and find more information.
General display

Click on the arrow icons to hide the fields.

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

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.
Support

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

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