USER GUIDE

SIEFs – SUBSTANCE INFORMATION EXCHANGE FORUMS

www.sief-it.com
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1. What is SIEF-IT (www.sief-it.com)?

SIEF-IT data exchange system has been carefully designed for the needs of Chemical Industry. It is one and only uncomplicated and user friendly IT system for SIEF cooperation. Elaborated by the team of specialists, SIEF-IT is solely and exclusively designed for running Substance Information Exchange Forums (SIEFs) in compliance with REACH regulation.

SIEF-IT system is designed for:
- producers and importers of chemicals who want to follow the REACH regulation and whose priority is to minimize costs connected with dossier preparation and registration in ECHA,
- Data Holders and Experts,
- Third Parties and Only Representatives interested in all chemical substances that have been launched onto the European Union market after 1st June, 2008.

SIEF-IT is adjusted for all registration deadlines: 2010, 2013, 2018. Therefore every user can start effective SIEF cooperation just now.

SIEF-IT system offers wide range of software developments enabling effective cooperation in compliance with REACH regulation. Its main advantage is operation based on data import from REACH-IT. Virtual space for substantive information exchange promotes establishing mutual relationships and cooperation between hundreds of SIEF members.

You can now facilitate your participation in Substance Information Exchange Forum (SIEF). Join your SIEF forums at SIEF-IT and use all available communication tools if you want to:
- avoid duplication of expensive testing,
- facilitate data sharing,
- view your pre-SIEF in a clear format,
- find useful data in your own pre-SIEFs,
- choose your involvement in SIEF cooperation,
- invite other pre–SIEF members to your SIEF,
- meet and communicate with other potential registrants,
- receive automatic e-mail notifications about new topics and discussions in SIEF,
- access your SIEF system from any place in the world via standard internet searching engines.

The main aim of our mission is:
“...to consolidate small, medium and big producers and importers of chemical substances from the whole European Union on Substance Information Exchange Forums and to facilitate and promote all collective actions of SIEF members.”

Do not wait ...

Start your SIEF cooperation!
2. Registration and logging in SIEF-IT system.

In order to get an access to SIEF-IT system you should:

- Enter www.sief-it.com website
- Register – for new users
- Log in using your Username and Password – for registered users

2.1. Main login window.

Login window in the central part of the Homepage is used for:

a) Logging in the portal – for registered users,

b) Registration – for new users not having an account yet,

c) Password Recovery - for users who forgot their password.
2.2. Registration.

Every new user has to register in order to access to further SIEF-IT resources.

In order to register you have to:

a) Click Registration field in the main login window,

b) Fill in the registration form.
**Attention:**

Make sure you remember your Username – you will need it every time you log into the system. Check carefully the correctness of your e-mail address (a confirmation e-mail with activation link will be sent to this address).

The system does not allow to register if the user’s e-mail address has been previously registered for any other account /user within SIEF-IT system.
c) When the registration form is successfully filled in the following announcement will be displayed:

![Welcome to SIEF-IT system]

Registration complete.
You can log in but your account is temporarily limited. The activation link was sent to you by email.

This is a Substance Information Exchange Forum (SIEF). The purpose of this system is to facilitate contact between potentially registering chemical substances and its other members in compliance with REACH.


d) The system will send a confirmation e-mail to the address entered during the registration.

2.3. First logging in the system.

After receiving the confirmation e-mail you can log into SIEF-IT system.

To log in for the first time please:

a) Enter [www.sief-it.com](http://www.sief-it.com)

b) In the main login window enter your:
   - Username – defined during registration in SIEF-IT,
   - Password – defined during registration in SIEF-IT
2.4. **Password recovery.**

This tab is placed in login window at the homepage and allows to recover your password.

The procedure of entering new password for user’s account is as follows:

a) Click **Password recovery** field,

![Password recovery window](image)

b) Enter your User’s e-mail address,

![Forgot password](image)

c) Click the link sent to you by e-mail,

d) Define your new password,

e) Re-type your new password,
f) Click **Save password**.
   The procedure is finished. You can continue your work in SIEF-IT

**Attention:**
For safety reasons the password must consist of minimum 8 characters.

3. **Using SIEF-IT system.**

   After logging in SIEF-IT system the User is working with SYSTEM Menu.

![SYSTEM Menu](image)

SIEF Menu consists of the following tabs:

- **Your Company/Data** - managing the data/contact details of User’s company,
- **Your Account/Users** – lists all users - main account and sub-accounts
- **Your Account/Add user** – for adding additional sub-accounts to main account
- **Your Account/Change password** - enables changing the password
- **Join your SIEF** - joining particular SIEF forums within SIEF-IT system
- **Available SIEFs** – lists all SIEFs of User’s interest
- **Search** – allows to find and join particular SIEF as Data holder or Expert
- **Entrance to SIEFs** – lists SIEFs that are already accessible by the User
3.1. Your Company tab.

Your Account tab enables to manage the company data and consists of the following tabs:

a) **Billing information:**
   - Organization information - company’s and user’s data given in the registration form
   - Billing information – invoice data
b) **Your data from pre-SIEF** - User’s data from XML file.

c) **Orders and invoices** - orders made for SIEF access

3.2. Your Account tab.

a) **Users.**

This tab presents the account’s and sub-accounts’ data.

![Users table]

**Attention:**

Main account user has administrative rights and authority to manage all additional sub-accounts and their access rights to SIEFs.

b) **Add user.**

This tab enables creation of additional sub-accounts within main User’s account.

![Add user form]
Attention:
Every additional sub-account user has unique Username and password to SIEF-IT system.

The procedure of creating a sub-account (adding a new user):

- open ‘Add User’ tab,
- fill in new User’s data in the related fields,
- enter an independent Username and Password,

Attention:
A new sub-account User can be registered in the system provided that his e-mail address had not been previously registered in SIEF-IT system. The system does not allow to have two Users with the same e-mail address.

c) Password change.

To change the password please:

- enter current password,
- define new password,
- re-type the new password,
- confirm the password change.

Attention:
For safety reasons your password at SIEF-IT system must consist of minimum 8 characters.
3.3. Your SIEFs tab.

3.3.1. Join your SIEF – enables to join particular SIEF or create new SIEF.

Join your SIEF tab allows choosing the following procedures:

a) Join by importing XML file,

![Join by importing XML file](image)

The procedure of XML upload:

- download XML file from REACH-IT system to your computer,
- log into SIEF-IT system,
- choose Join your SIEF tab,
- click Browse and find XML file on the hard disc of your computer,
- enter your organization UUID number,
- enter your Reference number,
- tick the field ‘Do you want to send an invitation to participants in the pre-SIEF?’ (optionally),
- Click Join your SIEF button,
- After successful upload, you will see the confirmation report.

XML is a file generated by REACH-IT system. It contains the whole pre-SIEF data for the particular substance.

UUID Number is a unique number assigned to your company in REACH-IT system.

Reference Number is a unique pre-registration number assigned by REACH-IT to a particular substance and particular company.
After uploading the pre-SIEF XML file to SIEF-IT portal, you will receive the following information:

Immediately after the upload the system verifies the file and checks whether the pre-SIEF exists in SIEF-IT system. If it does you will be assigned to that SIEF, if not, a new SIEF will be created. If the verification is successful an activation e-mail is sent to the e-mail address from the pre-SIEF data. Clicking the activation link in the e-mail will enable the access.

**Attention:**
The system sends SIEF activation link to the e-mail address that belongs to a person whose UUID and reference numbers are concerned.
If you are not a contact person stated in the pre-SIEF you will have to ask that person to activate the SIEF.

After the SIEF activation, a SIEF table will be visible on the list in **Available SIEFs** tab.

b) Join by UUID number.
c) Join as Expert or Data Holder.

![Join as Expert or Data Holder window]

### 3.3.2. Available SIEFs tab.

This tab lists all SIEF tables no matter of the actual status. Here you have a possibility to order the access to a particular SIEF.

!["Available SIEFs" tab - example view.]
After successful XML upload or successful joining by UUID number, the pre-SIEF has to be activated using activation link. After the pre-SIEF XML was activated, the following SIEF table appears in your Available SIEFs tab:

### Go to SIEF’ link:

At this stage a red-coloured **Go to SIEF** link will guide you to the Order Form:

*Order Form/Ordered SIEFs data*
After ordering the SIEF access you will be sent the following documents:
- your order for SIEF access
- pro-forma invoice

The SIEF table of the corresponding SIEF will change to the following:

Attention:
After effecting the payment by credit card or by bank transfer to SIEF-IT account, the system administrator unblocks the access to ordered SIEF and the User receives the invoice confirming the payment.
3.3.3. Search tab.

Allows finding the SIEF you would like to join. Useful for Data holders and Experts.

3.4. Entrance to SIEFs.

After the payment for SIEF access is effected, the administrator unblocks the access to ordered SIEF. The SIEF table of the corresponding SIEF will change accordingly. The green-coloured Go to SIEF link becomes a gate to your SIEF:

![Image of SIEF table]

Entrance to SIEF

After entering the SIEF the User logged as SIEF member has the access to all sub-forums:
- SIEF POLLS&SURVEYS,
- LR&SFF FORUM,
- SUBSTANCE FORUM,
- EXPERT’S FORUM,
- DATA HOLDER’S FORUM.

![Image of SIEF main table]

SIEF main table – sample view

**Attention:**

The user logged as **Expert** will have an access to **Expert’s Forum** only.
The user logged as **Data Holder** will have an access to **Data Holders’ FORUM** only.
3.5. User's roles in SIEF.

Before every logging in the SIEF system User can choose the role he/she wants to act in the SIEF. Depending on the role different rights are given.

Roles in SIEF and rights related:

<table>
<thead>
<tr>
<th>Your SIEF activity</th>
<th>SIEF CODE (Code of activity)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Leading</td>
<td>1</td>
<td>My company will actively participate in the SIEF and, if applicable, become a member of a consortium to complete registration for this substance.</td>
</tr>
<tr>
<td>☐ Involved</td>
<td>2</td>
<td>My company intends to register, would like to actively participate in the SIEF and, if applicable, exchange information with the leading consortium.</td>
</tr>
<tr>
<td>☐ Passive</td>
<td>3</td>
<td>My company has the intention to register, but does not intend to actively participate in the SIEF process. However my company would like to receive progress reports, information on substance specifications and classification and labeling.</td>
</tr>
<tr>
<td>☐ Dormant</td>
<td>4</td>
<td>My company has no intention to register and may inactivate the pre-registration.</td>
</tr>
<tr>
<td>☐ Observer</td>
<td>5</td>
<td>My company does not want to incur any costs but is interested in receiving information about the progress of SIEF work. This does not preclude the subsequent registration and join this SIEF.</td>
</tr>
</tbody>
</table>

Attention:
The role in SIEF can is chosen every time before you log in the SIEF system and can be changed according to activity the particular user wants to act in SIEF.
4. Using the Forum (SIEFs - Substance Information Exchange Forums).

The main aim of SIEF-IT system is to provide virtual space for substantive exchange of information and for establishing the mutual relations, particularly through division of roles and tasks, between Legal Entities having interest in collective registration of the substance or group of substances.

In the SIEF system each pre-registered chemical substance forms a separate Forum (SIEF) which enables establishing agreements between Legal Entities, having interest in particular substance, in order to obtain a collective registration of the substance.

Main forum (SIEF) of each chemical substance is divided into five sub-forums:
   a. SIEF Polls & Surveys
   b. LR & SFF Forum
   c. Substance Forum
   d. Experts’ Forum
   e. Data Holders’ Forum

SIEF-IT Helpdesk

SIEF-IT system is supported by highly-developed and competent system of e-mail or telephone assistance. You are more than welcome to use our help in area of SIEF-IT system as well as issues related to REACH.

Helpdesk numbers:
+48 422 554 718 - telephone number (9.00 a.m. to 5.00 p.m.)
+48 422 554 719 - fax number

Helpdesk e-mails:
office@sief-it.com - general issues
service@sief-it.com - technical support
manager@sief-it.com - SIEF-IT manager
tests@sief-it.com - QSAR tests, Data holders