ECAT_Admin User Manual for Licence Holders



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Table of Contents

Introduction	2
Chapter 1: Basic steps	
1.1 ECAT_Admin Account set up (first time login)	3
1.2 ECAT_Admin contact details	6
1.3 Logging in (with pre-created username/password)	7
1.4 Forgotten account details (email, username, or password)	9
1.5 ECAT_Admin Home page	10
Chapter 2: Apply for a new licence	11
2.1 Application Step 1: Applicant Company	12
2.2 Application Step 2: Application Details	
2.3 Application Step 3: Products/Services	14
2.4 Signature	17
2.5 Submission	18
Chapter 3: Consulting applications	19
Chapter 4: Licence Modifications	20
Chapter 5: Licence Extensions	21
Chapter 6: Licence Renewals	23
Chapter 7: Licence Withdrawals	24





Introduction

The EU Ecolabel is a voluntary scheme, established in 1992 to encourage businesses to produce and market products and services that are kinder to the environment. Products and services awarded the EU Ecolabel bear its logo, allowing consumers - including public and private purchasers - to identify them easily. Today the EU Ecolabel covers a wide range of products and services, with additional product groups which are habitually integrated within the scheme.

This user manual covers the use of the **EU Ecolabel Catalogue** administration information system (**ECAT_Admin**), an online open tool put in place to manage EU Ecolabel licences and products.

If you encounter a problem with your ECAT_Admin account, please address your issue to the EU Ecolabel Helpdesk or your Competent Body:

ecolabel@bio.deloitte.fr Competent Body

In your email, please include:

- ✓ A clear description of the issue
- ✓ Indicate the licence numbers and application numbers involved in the issue
- ✓ Your ECAT_Admin username
- ✓ A screenshot of the issue

→ Since technical issues may be forwarded to the European Commission IT Department, please account for a 3-5 day waiting period until your issue is resolved. Certain issues may take longer to resolve.





Chapter 1: Basic steps

1.1 ECAT_Admin Account set up (first time login)

Access the ECAT_Admin by copy/pasting the following address into your web address bar: https://webgate.ec.europa.eu/ecat_admin

- Do not bookmark the above web page, use the above link for every login.
- Make sure that the phrase "ECAT_Admin requires you to authenticate" appears on your screen (red box in Figure 1).
- If the phrase does not appear, delete your browser history, cookies, and temporary internet files, and access the ECAT_Admin via the web address above.



- On the same page, in the grey bar titled "Is the selected domain correct?" (purple box in Figure 1) the default domain "European Commission" must be set to "External". To change the domain, click on the link labelled "change it" within the same grey box.
- The system then brings you to the new page "Where are you from?" Select the domain "External" (Figure 2).

FIGURE	2: WHERI	E ARE YOU FROM?	
EUROPEAN C (ECAS)	OMMISSION	AUTHENTICATION SERVIC	CE
European Commission European Commi	ssion		
traComm's Authentication Service's Where Are You From?			
Where are you from?			
Welcome to the European Commission Authentication Servic	e (ECAS)		
Choose the institution or body for which you want to log in.	Choose "External" if you	fon't work for a European institution or body. Choos	a "W+7" #
you have a special external account composed of w and 7 di If you aren't sure, select the "I don't know?" option for hel			
			[2]
			Extern
European Commission		External	
European Commission, Executive Agencies.		Partners, Researchers, Citizens,	
2010/202			[···]
\λ/+7	teres a	(?)	43
I have an account w + 7 digits.		I don't know?	
Special external accounts.		More information about this screen.	

After clicking on "External", the system brings you back to the main login page.
 Depending on how your page is configured either Figure 1 or Figure 2 may appear first.





• At the main login page, click on the "Not registered yet" link, (red box in Figure 3) to create your ECAS account details for the first time.

FIGURE 3: NOT REGISTERED YET

	Login New password Sign Up Hel
	Login Not registered yet
-ECAS-	Is the selected domain conset? External <u>Chinge I</u>
(authenticates your identity on European) Commission websites)	Username or e-mail address
ecat_admin requires you to authenticate	Password
	More options
	Remember my username
	 Warn me each time an application asks for my identity. View my ECAS account details after logging me in
	Logint Last your pessword?
	* Required fields

- On the "Sign Up" page (Figure 4), all mandatory fields must be completed.
 - → It is optional to create a username in the first field. If left blank, the system automatically generates a username with letters from the first and last names indicated in the mandatory fields.
- Once finished, click on the blue "Sign up" button.

Sign Up			
Help for external users			
	Choose a username		
	First name *		
	Last name *		
	E-mail *		
	Confirm e-mail *		
	E-mail language *	English (en)	
		R V MIP	
	Enter the code *		
		Privacy statement: by checking this box, you acknowledge that you have read and understood the privacy statement "	

→ Upon submitting your user information on the "Sign Up" page, an automated email is sent to the email address that is specified on this page. After the initial reception of this email, you have 1 ½ hours to follow the link indicated in the email to create a password.





 Once you receive the automatically generated email, click on the link within the email to bring you to the "New password" page. Although your username is pre-filled in, you must create and confirm your password.

European	(ECAS)				
Commission	External				
OFA's Authentication Service	> New password				
			1 Login	New password	Sign Up He
			1 ts 0	e selected domain corre	ct? External Charge
New passwo	rd				
Rease choose your new p	password.				
	Usermanne	ecelabel1			
	New password *				
	Confirm new password *				
		Submit			
* Required Felds					
Passwords sannot include y permitted):	our username and must cor	ntain at least 10 characters i	thosen from at least three of the fo	llowing four character grou	ipi (white space
 Upper Case: A to 2 Lower Case: a to 2 Numeric: 0 to 9 Special Characters: 	*#\$%&\()#+,-/::<=>%@(\	J^(I)=			
	Ch142mpRo2 C02MRpear	<u>.</u>			

• After clicking "Submit", the system prompts you to click "proceed".

European Commission	External			
0PA5 Authentication Servi	ce s New password			
		🙎 Login	New password	Sign Up H
		1 is th	e selected domain corr	ect? External Char
	ord as soccessfully changed. to continue to ecut_admin			
Your ECAS password w Click Proceed below to	as successfully changed.			
Your ECAS password w Click Proceed below to	as successfully changed.			
Your ECAS password w Click Proceed below to	as successfully changed.			

FIGURE 6: PASSWORD CREATED

- → Keep your username and password in a safe place, as it may be difficult to retrieve if lost.
- → Only one ECAS account can be created per licence holding business/organisation. However, you may share the password and username in a confidential manner with other colleagues within your company in order to work off of the same portal.
- → If you, as the ECAS account holder, surrender your rights to manage the account (i.e. your responsibilities change or you leave the company), you <u>must</u> share your account details (username, password, and email address linked to the account) to the new individual in charge of the account <u>before</u> surrendering your rights to the account. If this step is not followed, it may be very difficult or impossible to retrieve your company's/organisation's account information.





1.2 ECAT_Admin contact details

• Now that you have created your ECAS account, and clicked "Proceed" (Figure 6), the system will bring you to the "My Account" page (Figure 7), where you will enter in your company's contact details that will be associated with your ECAT_Admin account.

FIGURE 7: MY ACCOUNT PAGE

My Account	User: null (Applicant)
ACCOUNT DATA	PLEASE INSERT COMPANY DATA
Login:	* Name:
	A Develop
* Email:	* Country: please choose
* First name:	
	Developing:
* Last name:	SME:
* Phone:	
	EMAS:
* Position:	ISO:
* Title	
* Title:	Micro Enterprise
	* Street:
	* House Nr:
	* Code:
	* City:
	* Phone:
	Phone.
	* Email:
	* Website:
	* Additional Information:
	Save Send for validation

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- It is important to correctly complete this information because the information on this page cannot be modified until after you have been granted access to your account.
 - Throughout the ECAT_Admin, all red asterisks, "*", indicate that its corresponding field is mandatory.
 - Clicking "Send for validation" (red box in Figure 7) sends your request to the Helpdesk for validation. Clicking "Save" (purple box in Figure 7) allows you to end your session and log back in at a later time to make modifications before sending your request. You will not be able to access your account until the Helpdesk validates your contact details.





1.3 Logging in (with pre-created username/password)

Access the ECAT_Admin by copy/pasting the following address into your web address bar: https://webgate.ec.europa.eu/ecat_admin

- Do not bookmark the above web page, use the above link for every login.
- Make sure that the phrase "ECAT_Admin requires you to authenticate" appears on your screen (red box in Figure 8).
- If the phrase does not appear, delete your browser history, cookies, and temporary internet files, and access the ECAT_Admin via the web address above.

(ECAS)	nmission
	Login New password Sign Up Help
ECAS	Login <u>Not realistered vet</u> to the solicited domain correct? European Commission <u>change 2</u>
(authenticates your identity on Europ Commission websites ecat admin	ean) Username or #-mail address · Password ·
requires you to authenticate	More cotions
	Logini Lost your password?

FIGURE 8: ECAT_ADMIN LOGIN PAGE

- On the same page, in the grey bar titled "Is the selected domain correct?" (purple box in Figure 8) the default domain "European Commission" must be set to "External". To change the domain, click on the link labelled "change it" within the same grey box.
- The system then brings you to the new page "Where are you from?" Select the domain "External" (Figure 9).

Fig	GURE 9: SEL	ECT A DOMAIN
EUROPEAN ((ECAS)	COMMISSION	AUTHENTICATION SERVICE
European Comm	ission	
Comm 5 Authentication Service 5 Where Are You From?		
Where are you from?		
Welcome to the European Commission Authentication Servi	ce (ECAS).	
Choose the institution or body for which you want to log in, you have a special external account composed of w and 7 c	Choose "External" if you a	don't work for a European institution or body. Choose "W+7" if
If you aren't sure, select the "I don't know?" option for he		
E CARACTER STATE		
European Commission		External
European Commission, Executive Agencies,		Partners, Researchers, Citizens,
		113
\λ/ + 7	E.I	2
I have an account w + 7 digits.		Conft know?

After clicking on "External", the system brings you back to the main login page.
 → Depending on how your page is configured either Figure 8 or Figure 9 may appear first.





• Before clicking "Login" at the main login page (Figure 10), fill in your username or email address associated with your account along with your password.

Login New password Sign Up
in <u>Kot reaistered vet</u> eselected domain correct? ernal <u>Change it</u> name or e-mail address word s options in <u>Kot your password</u> ? ed fields

FIGURE 10: LOGIN BUTTON





1.4 Forgotten account details (email, username, or password)

Forgotten email/username:

- If you forget which email/username is associated with your ECAS account, send an email to the Helpdesk indicating any or all of the following details: country of production, username, email address, or company name.
- The Helpdesk will look up your associated account within its "User Management" portal and will • indicate which email/username is associated with your ECAS account.

Forgotten password:

If you forget the password associated with your ECAS account, click on "Lost your password?" next to the "Login" button (red box in Figure 11).



The "New Password" page prompts you to fill in your ECAT account username or ECAT account email

address along with a safety code as shown in Figure 12. After filling in the required fields, click on the button "Get a password" (red box in Figure 12) which sends an automated email with your new password to the email address associated with your ECAT account. FIGURE 12: GET A PASSWORD



9

Ecat Admin – User Manual for Licence Holders

FIGURE 11: LOST YOUR PASSWORD?





1.5 ECAT_Admin Home page

	FIGURE 13: ECOLABEL APPLICATION MANAGEMENT	
	ENVIRONMENT	8 .A. 8. 8.
European Commission	Ecolabel Catalogue	
European Commission > Environme		The second second second
European Commission > Environme	nk > Ecolaber Catalogue -	My account Logo
Ecolabel Application Manager		
Ecolabel Application Manager		
Ecolabel Application Manager	ment Consult and Maintain Ecolabel Applications	User: npaschja (Applicant

- From the ECAT_Admin homepage (Figure 13), you can perform multiple functions:
 - ✓ Apply for an EU Ecolabel licence
 - ✓ Consult and Maintain ongoing licences
 - ✓ Change account details
 - ✓ Change the language of the interface
- The following chapters describe in detail how to perform the core actions of ECAT_Admin:
 - ✓ Apply for a new licence
 - ✓ Consult ongoing applications
 - ✓ Modify applications
 - ✓ Request licence extensions
 - ✓ Request licence renewal
 - ✓ Cancel licences

Ecat_Admin – User Manual for Licence Holders





Chapter 2: Apply for a new licence

- If you are applying for a new licences for the first time, please contact your <u>Competent Body</u> before starting your ECAT application.
- From the ECAT_Admin homepage, click on the "Apply for Ecolabel Licence" link to create a new blank application that is automatically set to "draft" status, which means that your application is modifiable up until it is submitted to the Competent Body.

	FIGURE 14: APPLY FOR ECOLABEL LICENCE	
	ENVIRONMENT	
European Commission	Ecolabel Catalogue	
> European Commission > Environment	Ecolabel Catalogue	My account Logout
Ecolabel Application Manageme	nt	User: npaschja (Applicant)
Apply for Ecolabel License Con	sult and Maintain Ecolabel Applications	
Please make your choice from	the above tabs.	
	Build 1.10.10 (2014-03-05) © DG CLIMA - DG ENV 2010-2014	

All applications have 5-steps, displayed on the top of the application template (green bar in Figure 15):

- 1. Applicant Company
- 2. Application Details
- 3. Products/Services
- 4. Signature
- 5. Submit

Fig	GURE	15:	CANCEL	APPLICATION

Ecolabel Application Managem	ent		User: npaschja (Applicant)
Apply for Ecolabel License 0	Consult and Maintain Ecolabel Applications		
APPLY FOR ECOLABEL	LICENSE [APPLICATION STAT	US: DRAFT]	Cancel Application
1 Applicant Company			> 5 Submit >

Important information

- → Within the 5-step application, every time you move onto a new step, you will no longer be able to modify the information entered in the former step. However, if you log out at Step 3 (after saving product/service information), Step 4 or Step 5 (before submitting), you can edit all steps and finalise the application after logging back in. To edit the application, select the "Consult and Maintain Ecolabel Applications" tab and click on the "Edit" button next to the application status.
- → If you would like to cancel your application at any time <u>before</u> you "Submit" your application, click on "Cancel Application" (red box in Figure 15).
- Once an application is complete through Step 5 and is submitted, it is sent to your CB for validation and it becomes an "Application in Progress", which is no longer modifiable.





2.1 Application Step 1: Applicant Company

The first step of the application prompts you to confirm your "My Account" details that you had previously submitted (see Chapter 1.2 for more details).

- If the data displayed is correct, click on the "Confirm and Continue" button (red box button in screenshot below).
- Should the data be incorrect, modify your company details by clicking on "My account" (purple box in Figure 16). Once you resubmit your application, the Helpdesk will validate/refuse your account. Once your account is validated, you can continue working on the application.

	Figu	IRE 16: APPLICANT COMPANY		
ENVIRO	NMENT			
European Commission Ecolabel Ca	atalogue			
ropean Commission > Environment > Ecolabel Catalogu	e			My account Lo
colabel Application Management				User: npaschja (Applica
pply for Ecolabel License Consult and Mainta	in Ecolabel Applications			osen inpascinja (Applica
APPLY FOR ECOLABEL LICENSE [APPLI	CATION STATUS: DRAFT]			Cancel Application
1 <u>Applicant Company</u> > 2	Application Details	> 3 Products/Services	> 4 Signature	> 5 Submit >
COMPANY NAME:		COMPANY COUNTRY:		
EU Ecolabel Helpdesk		France		
COMPANY IN DEVELOPING COUNTRY:	SME:	EMAS CERTIFIED:	ISO 1400	D1 CERTIFIED:
MICRO ENTERPRISE				
* STREET NUMBER:		* STREET NAME:		
185		avenue Charles de Gaul	le	
* POSTAL CODE:		* CITY:		
badge		Paris		
PH ON E:				
+33 (0)1 40 88 70 88				
E-MAIL:		WEBSITE:		
ecolabel@bio.deloitte.fr		http://ec.europa.eu/env	ironment/ecolabel/	
ADDITIONAL COMPANY INFORMATION: Applicant Dummy Account				^
				~
				Confirm and Continue





2.2 Application Step 2: Application Details

The second step of the application prompts you to provide application details such as:

- ✓ The internal and external languages of the application:
 - The **internal administrative language** that you select is your primary administrative language which is seen only by you, within your ECAT_Admin account.
 - The external product/service group description language that you select modifies the language of your product/service group description within the public ECAT. Since the rest of the public ECAT is displayed in English to be accessible by the largest amount of viewers, it is advised for the external product/service group description language to be English as well. Please take note of this language selection, as you will need it for step 2.3.

 \rightarrow It is possible to use the same language for both internal and external communication.

- ✓ The chosen product/service group.
- \checkmark The Competent Body to whom the application will be sent.

FIGURE 17: APPLICATION DETAILS

PPLY FOR ECOLABEL	LICENSE [APPLICATION STATU	S: DRAFT]			Cancel Applica
Applicant Company	> 2 Application Details	\$ 3	Products/Services	> 4 Signature	> 5 Submit :
APPLICATION LANGUAG	E DETAILS				
INTERNAL ADMINISTRATIVE LANGU	AGE		EXTERNAL PRODUCT / SERV	ICE GROUP DESCRIPTION LANGUAGE	
			I management		5
English (en)			English (en)	1800-1600 GMC 1000	
The first language will be your primar	ry language for dealing with all aspects of this application of the second second second second second second s		The second language is the la you will be asked to provide it	nformation about your product in this seco	te about your product to the outside world ond language for the "Description of the
The first language will be your primar communications.			The second language is the la you will be asked to provide in Products / Services" that will a	nformation about your product in this seco	te about your product to the outside world
and SALARS Provide UN	/ SERVICE GROUP		The second language is the la you will be asked to provide in Products / Services" that will a	nformation about your product in this seco	te about your product to the outside world ond language for the "Description of the
The first language will be your primar communications.	/ SERVICE GROUP		The second language is the la you will be asked to provide in Products / Services" that will a	nformation about your product in this seco	te about your product to the outside world ond language for the "Description of the
The first language will be your primar communications.	/ SERVICE GROUP H OF THE FOLLOWING?		The second language is the la you will be asked to provide in Products / Services" that will a	nformation about your product in this seco	te about your product to the outside world ond language for the "Description of the
The first language will be your primar communications. APPLICATION PRODUCT THIS APPLICATION 15 FOR WHIC Product O Service	/ SERVICE GROUP H OF THE FOLLOWING?		The second language is the la you will be asked to provide in Products / Services" that will a	nformation about your product in this seco	te about your product to the outside world ond language for the "Description of the

• Once you have verified that the information is correct, select your corresponding Competent Body in the drop down menu and click "Save and Continue" (red box in Figure 17).





2.3 Application Step 3: Products/Services

The third step of the application prompts you to upload an unlimited number of products and services within the same product/service group.

- → Prepare all necessary information needed about your products/services beforehand and do not let your computer go idle, for you risk losing your information.
- To add products/services to your application, click on the "Add product"/"Add service" button (red box in Figure 18).

FIGURE 18: PRODUCTS/SERVICES

APPLY FOR ECOLABEL LICENSE [APPLICATION STATUS: DRAFT]

APPLICATION ID: 20315

1 Applicant Company	> 2 Application Details	> 3 <u>Product</u>	s/Services >	4 Signature >
APPLICATION PRODUCTS				
PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT STATUS	PRODUCT LANGUAGES	EDIT/DELETE
Add Product				Save and Continue

• For each added product, the following information is requested:

✓ General information (mandatory):

ENERAL INFORMATION			
PRODUCT NAME:			
			0
PRODUCT PRODUCTION COUNTRY please choose			
✓ External (pr	oduct group) description (mandatory		
✓ External (pr	oduct group) description (mandator Figure 20: Add product des		
✓ External (pr			
DUCT DESCRIPTIONS		CRIPTION	
DUCT DESCRIPTIONS	FIGURE 20: ADD PRODUCT DES	CRIPTION	

Here you will write the product group descriptions in the language entered in 2.2 Application Step 2 for "external product/service group description language".

→ You may add product/service group descriptions in multiple languages by repeating the step.





✓ Product availability (mandatory):

- It is important that you meticulously select each country that your product is available in, via the corresponding retailer since searching for "country of availability" is the basis of ECAT public searches.
- To do so, select a country in the list on the left and click "add selected". If your product is physically available worldwide or if it is sold online and available for purchase worldwide, select all countries.
 - → For all Services, for example, Tourist Accommodation and Campsite services, it is important to include only the country in which the service is located. Multiple countries should not be indicated.

FIGURE 21: PR	RODUCT AVAILABILITY
PRODUCT AVAILABILITY	
* SELECT THE COUNTRIES.	* PRODUCTS WILL BE RETAILED IN.:
Afghanistan	France
Albania Algeria	
Andorra	selected
Angola Antigua And Barbuda	
Argentina Armenia	
Australia	
Austria	
	Remove Selected
Other information: enter your company	ny's annual sales value (optional):
	THER INFORMATION
FIGURE 22. O	
OTHER INFORMATION	
ESTIMATE ANNUAL SALES VALUE IN EUROS:	
COMPACE ANNOAL DALLO VALUE IN LUNUD.	
Product nicture: (ontional but highly results)	ecommended in order to increase product/service
visibility in ECAT). Maximum size is 175	5 x 200 in jpeg format (76 dpi).
FIGURE 2	23: Add Image
PRODUCT PICTURES	
UPLOAD PRODUCT PICTURES:	
Browse	✓ No picture available yet
Add new image	
(Markating information (antional)	
Marketing information (optional):	
FIGURE 24: MAI	RKETING INFORMATION
MARKETING INFORMATION	
In this case the introduction of a retailer for a product will be compulsary.	
an this case the introduction of a retailer for a product will be compulsary.	
Showroom Product.	☐ The name of the retailer is contained in the trade name of the product.
A charge and product is a product that car	manning upp for promotion (autilities purposed of this
A snowroom product is a product that cor	mpanies use for promotion / exhibition purposes. If this
box is checked, it is not possible to add rea	tailers.
······································	
	15
Ecat Admin – User Manual for Licence Holders	





✓ Company name privacy contr	ols (optional):
FIGURE 25	: COMPANY NAME PRIVACY CONTROLS
COMPANY NAME PRIVACY CONTROLS	
Hide license holder	Note: Checking this box hides your <u>company name</u> in the public ECAT; your product's / service's licence number, product/service name, company country, etc. will still be visible
	-
•	IGURE 26: ADD NEW RETAILER 1
PRODUCT RETAILERS	
RETAILER NAME	ACTION
	Add new retailer
Click the "Add new retailer" button (Fi Multiple retailers can be filled in and s	gure 26), in order to enter in retailer names (Figure 27). aved on this page (Figure 27).
F	GURE 27: ADD NEW RETAILER 2
ADD NEW RETAILER	
* NAME:	
Cancel	Save

• Upon completing the "Retailer information" step and clicking "Save", you save the information for one product/service. At this point, you can log out and log back in without losing any saved information.

FIGURE 28: SAVE AND CONTINUE OR ADD ADDITIONAL PRODUCTS

Ecolabel Application Management			User	r: npaschja (Applica
Apply for Ecolabel License Consult and Maintain Ecolabel Application				
APPLY FOR ECOLABEL LICENSE [APPLICATION ST	TUS: DRAFT]			
	APPLICATION ID: 20315			
1 Applicant Company > 2 Application D	ails > 3 <u>Products/Services</u>		4 Signature	
APPLICATION PRODUCTS				
PRODUCT NAME	PRODUCT DESCRIPTION	PRODUCT	PRODUCT	EDIT/DELETE
Hand Dishwashing Detergent 1	Hand Dishwashing Detergent 1	DRAFT	en	10

- If you have not logged out and are in the same session, you can click directly on "Edit/delete" (blue box in Figure 28), to modify product/service details. Repeat the steps as outlined in Chapters 2.1-2.3.
 - → To edit the application within a different session, select the "Consult and Maintain Ecolabel Applications" tab and click on the "Edit" button next to the application status. (See Chapter 3 for detailed instructions).
 - → Within that same session, or however many sessions later, once you have completed entering in your product/service, press the "Save and Continue" button (purple box in Figure 28).





2.4 Signature

The fourth step prompts you to confirm the company's primary contact's identity (mandatory).

- It is optional to add a secondary contact. Although the secondary contact may be contacted in the case that the primary contact is not available, the secondary contact has no access rights to ECAT_Admin.
- Once you have completed the information, click "Save and Continue" (red box in Figure 29).

		FIGURE 29	9: SIGNATURE		
Ecolabel Application Management	t				User: npaschja (Applicant
Apply for Ecolabel License Con	nsult and Maintain Ecolabel Applica	ations			
APPLY FOR ECOLABEL LI	CENSE [APPLICATION S	-			
		APPLICAT	ION ID: 20315		
1 Applicant Company	> 2 Application	n Details	> 3 Produ		> 4 <u>Signature</u> >
PRIMARY CONTACT					
POSITION:			TITLE:		
Trainee			Mr.		
FIRST NAME:			LAST NAME:		
Jan			Paschke		
SECONDARY CONTACT					
This contact will be used in case t	he first, primary contact is not ava	ilable.			
POSITION:	TITLE:	FIRST NAME		LAST NAME	ACTION
Add second signatory					Save and Continue





2.5 Submission

The last step gives you two options: to either save the application as a draft or "Begin Application Process".

- If you want to save the application as a draft so that you can come back and make modifications later, log out without submitting the application.
- To submit the application to your Competent Body for validation, check the box (red box in Figure 30) and click "Begin Application Process" (purple box in Figure 30).

	FIGU	RE 30: SUBMISSION		
Ecolabel Application Management			User: npaschja	a (Applicant
Apply for Ecolabel License Const	It and Maintain Ecolabel Applications			
APPLY FOR ECOLABEL LIC	ENSE [APPLICATION STATUS: DRAFT APPLIC	[] CATION ID: 20315		
1 Applicant Company	> 2 Application Details	> 3 Products/Services	> 4 Signature	>
C certify that all the information	introduced in the Ecolabel Application is up to date a	and correct.	Begin Application Pr	rocess

- Remember that once an application has been filled out through Step 5 and has been submitted, it is sent to your CB for validation and it becomes an "Application in Progress", which is no longer modifiable.
- → Please be aware that if your application is refused, you will have to start the application over again and resubmit it to your CB.
- → Only after your CB has validated your application, will it become visible on ECAT.
- After clicking the "Begin Application Process" button, it will bring you to a page confirming that your application has been successfully registered.

FIGURE 31: PRINT APPLICATION



- As indicated on this page, print and sign the application and check with your <u>Competent Body</u> to see if they wish for you to forward them a copy.
- A confirmation email of the submission is also sent to your that email indicated on the "My account" page.





Chapter 3: Consulting applications

• Navigating from the ECAT_Admin home page, to view the statuses of your applications, click on "Consult and Maintain Ecolabel Applications" (red box in Figure 32).

FIGURE 32: CONSULTATION OF APPLICATIONS

Ecolabel Application Manag	gement	User: npaschja (Applicant)
Apply for Ecolabel License	Consult and Maintain Ecolabel Applications	

• After clicking on the button, a page such as that on Figure 33 appears, complete with a list of any of your draft, validated, and rejected applications.

Maintain Ecolabel Applications	User: npaschja (Appli
LABEL APPLICATIONS	
NO PENDING OPERATIONS	Modify Withdraw
COMPETENT BODY:	SUBMITTING DATE:
France (Ministry)	2014-04-17 13:36
LICENCE NO.	EXPIRES
FR-GOV/019/00031	June 24, 2015
ION	
ation	
In Progress - The competent body decided to go on with the License Award Proce	edure
Licensed.	
n Cancelled.	
	France (Ministry)

- If an application is in "**Draft application**" (red box in Figure 33), it is still modifiable and has not yet been sent to the CB for validation. (For guidance on how to submit draft applications, refer to Chapter 2.5).
- If an application is listed as "Application in Progress" (red box in Figure 33), this indicates that you have already submitted your application to your CB and are waiting for them to either validate or refuse your account.
- If an application is listed as "Application Licensed" (red box in Figure 33), this indicates that your application is validated and products associated to the licence should be visible on the public ECAT.
- If an application is listed as "Application Cancelled" (red box in Figure 33), this indicates that your application is withdrawn.





Withdraw

Modify

Chapter 4: Licence Modifications

Licence modifications are used to modify previously submitted product/service data to awarded licences labelled as "Application Licenced" within ECAT.

Navigating from the ECAT Admin homepage, click on the link "Consult and Maintain Ecolabel Applications" on the home page (red box in Figure 34).

FIGURE 34: MODIFICATION OF LICENCES				
Ecolabel Application Manag	ement		User: npaschja (Applicant)	
Apply for Ecolabel License	Consul	t and Maintain Ecolabel Applications		

- In order to modify a licence, it must be labelled as "Application Licensed" (red box in Figure 35).
- Click on the "Modify" button next to the application status (purple box in Figure 35).

ECOLABEL APPLICATION 203	314 NO PENDING OPERATIONS	Mod
APPLICATION ID:	COMPETENT BODY:	SUBMITTING DATE:
20314	France (Ministry)	2014-04-17 13:57

FIGURE 35: MODIFICATION OF A LICENSED APPLICATION

PRODUCTS/SERVICES GROUP: Detergents for dishwashers				xprires: April 30, 2015	
DATE DESCRIPTION					
2014-04-15 15:00	Draft application				
2014-04-17 13:57	Application In Progress - The competent body decided to go on with the License Award Procedure				
2014-04-17 14:02	Application Licensed.				

Click on the Application Step 3 "Products/Services" (red box in Figure 36) to modify your products by clicking on the pencil icon within the "Edit/Delete" box (purple box in Figure 36).

FIGURE 36: PRODUCTS/SERVICES TAB TO MODIFY LICENCES

	APPLICATION I	D: 20314			
Applicant Company > 2 Application Details	> 3 Products/Services	> 4 Extensions	> 5 Signature		6 Submit
PPLICATION PRODUCTS					
PRODUCT NAME	PR	ODUCT DESCRIPTION	PRODUCT	PRODUCT	EDIT/DELETE
Product 1	Pro	duct 1	AWARDED	en	N

- When editing an application, follow the same steps as when creating an application. Refer to Chapter 2.3 for guidance.
 - → Once you submit a licence modification to your CB, your application appears as "Application in Progress", and products associated to the licence are therefore hidden from the public ECAT until it is validated by the CB. Refer to Chapter 2.5 for guidance on submitting an application.
 - → Submitting a licence modification for any product masks the "Modify" button from your ECAT Admin portal, preventing you from making any additional licence modifications. (The system does **not allow** more than **one** modification or extension **per licence** to be in process at one same time). Once your Competent Body accepts or refuses your request, the "modify" button will reappear.



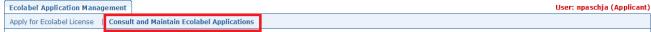


Chapter 5: Licence Extensions

Licence extensions are used to add additional product information to awarded licences labelled as "Application Licenced" in ECAT. Check with your Competent Body before performing extensions to determine whether you should apply for an extension or a new product (Step 1).

 Navigating from ECAT_Admin homepage, click on the link "Consult and Maintain Ecolabel Applications" (red box in Figure 37).

FIGURE 37: EXTENSION OF LICENCES



- Verify that your licence is labelled as "Application Licensed" (red box in Figure 38).
- Click on the "Modify" button next to the application status (purple box in Figure 38).

	FIGU	IRE 38: EXTENSION OF A L	ICENSED APPLICATION	
ECOLABEL APPLICATIO	ON 20314 NO PENDING	G OPERATIONS		Modify Withdraw
APPLICATION ID:		COMPETENT BODY:		SUBMITTING DATE:
20314		France (Ministry)		2014-04-17 13:57
PRODUCTS/SERVICES GROUP:		LICENCE NO:		EXPIRES:
Detergents for dishwashers		FR-GOV/015/00007		April 30, 2015
DATE	DESCRIPTION			
2014-04-15 15:00	Draft application			
2014-04-17 13:57	Application In Progress - T	he competent body decided to go on w	ith the License Award Procedure	
2014-04-17 14:02	Application Licensed.			

• Click first on "4 Extensions" (red box in Figure 39), and then on "Request Extension" button (purple box in Figure 39).

ply for Ecolabel License	Consult and Maintain Ecolabel Applicat	ions.						
		APPL	ICATION ID: 2	0314				
I Applicant Company	> 2 Application Details		ducts/Services	> 4 Ex	tensions	> 5 Signature	6 Submit	
APPLICATION EXTENSIONS	ŝ			-				
PRODUCT NAME	PRODUCT DESCRIPTION		PRODUCT STATUS		PRODUCT	LANGUAGES	ACTION	

- The same screen appears as outlined in Chapter 2.3; follow this chapter for guidance on how to add new products to a licence.
- Once the descriptions of the additional product(s) are added, click the "Save" button to return to the list of requested extensions.

Ecat_Admin – User Manual for Licence Holders





- After making and saving your extension, click the "Submit Extension" button (red box in Figure 40), which sends the extension to the Competent Body, and furthermore sets your licence as "Application in Progress".
 - → The extensions will only become visible on the public ECAT once the CB validates your request.

FIGURE 40: SUBMIT EXTENSION

Ecolabel Application Management					User: npaschja (Applicant
Apply for Ecolabel License Consult	and Maintain Ecolabel Applications				
		APPLIC	ATION ID: 20307		
1 Applicant Company					> 5 Signature >
APPLICATION EXTENSIONS					
PRODUCT NAME	PRODUCT DESCRIPTION		PRODUCT STATUS	PRODUCT LANGUAGES	ACTION
EU Ecolabel product 2	The second product		DRAFT	en, de	O \
					Submit extension Add Product





Chapter 6: Licence Renewals

Licence renewal requests are only possible to submit if the licence holder's corresponding product/service group criteria will soon expire.

- If applicable, the licence holder receives an email notification warning him/her of the imminent expiration for each existing licence for the applicable product group(s).
- Navigating from ECAT_Admin homepage, click on the link "Consult and Maintain Ecolabel Applications" (red box in Figure 41).

		FIGURE	41: RENEWAL OF LICENCES
Ecolabel Application Manag	jement		User: npaschja (Applicant)
Apply for Ecolabel License	Consu	It and Maintain Ecolabel Applications	

• Click the "Renew" button next to the licence to renew it.

Re	new
	iii Citt

- Click on Application Step 3 "Products/Services" to make changes to the products if needed. Refer to Chapter 4 for guidance on licence modifications.
- After making the necessary licence modifications, click on step "6 Renewal" to request a licence renewal.



- Tick the box to certify that all the submitted information is correct and press "Request renewal" (See Figure 42). The renewal request is sent to the Competent Body for evaluation.
 - The licences associated with the renewal request will only become visible on the public ECAT once the CB validates your request.

FIGURE 42: REQUEST RENEWAL

□ certify that all the information introduced in the Ecolabel Application is up to date and correct.

Request renewal

→ Please note that any modifications, extensions, or withdrawals needed to be made on a licence that also needs a renewal must be made after the renewal is complete. As only entire licences are able to changed, contact the Helpdesk if single products/services within your renewed licence need to be modified, extended, or withdrawn.





Chapter 7: Licence Withdrawals

Licence withdrawals are used delete or withdraw licence information to awarded licences labelled as "Application Licenced".

• Navigating from the ECAT_Admin homepage, click on the link "Consult and Maintain Ecolabel Applications" (red box in Figure 43).

FIGURE 43: WITHDRAWAL OF LICENCES				
Ecolabel Application Manag	ement	User: npaschja (Applicant)		
Apply for Ecolabel License	Consult and Maintain Ecolabel Applications			

 Only applications that are labelled "Application Licensed" can be withdrawn. Click on "Withdraw" (purple box in Figure 44) to withdraw the desired licence.

		FIGURE 44: WITHDRAW A	LICENSED APPLICATION	
ECOLABEL APPLICATIO	N 20309 NO PENDING	OPERATIONS		Modify Withdraw
APPLICATION ID: 20309		COMPETENT BODY: France (Ministry)		SUBMITTING DATE: 2014-04-04 15:34
PRODUCTS/SERVICES GROUP: Personal computers		LICENCE NO: FR-GOV/013/00001		EXPIRES: June 9, 2014
DATE	DESCRIPTION			
2014-04-04 15:32	Draft application			
2014-04-04 15:34	Application In Progress - T	he competent body decided to go on wi	th the License Award Procedure	
2014-04-04 15:41	Application Licensed.			

- In order to complete your licence withdrawal, it is mandatory to attach a justification note to this page. The justification note must be in PDF format and should be created by the applicant.
- Once the justification note is attached, click the "Confirm" button (red box in Figure 45).



- Once the withdrawal request is accepted by the Competent Body, the set of products associated to the licence are hidden from the public ECAT.
 - Check with your Competent Body to see if they require withdrawal justification documents to additionally be sent to them by post.