Changes to Company and User Profiles

- Finding your Fgas Portal ID
- Adding or Deleting Users
- Changes to the Address
- Adding more Organizations
Log into the FGas Portal at https://webgate.ec.europa.eu/ods2/ and enter the company profile you would like to make changes to.
Click on "PROFILE".
You can see the Fgas Portal ID of your undertaking here.

Click on EDIT at the bottom of the page and make changes to the organisation details, the users and the business specifications.
<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>E-MAIL</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>fname-3589</td>
<td>lname-3589</td>
<td><a href="mailto:3589email@climaOds2010.yyy">3589email@climaOds2010.yyy</a></td>
<td></td>
</tr>
<tr>
<td>User1</td>
<td>User1</td>
<td><a href="mailto:user1@mock.ec.europa.eu">user1@mock.ec.europa.eu</a></td>
<td></td>
</tr>
</tbody>
</table>

**QUESTIONS:**

**BUSINESS SPECIFICATIONS:**

- **ARE YOU A PRODUCER/IMPORTER OF HFCS***
  - Yes
  - No

- **ARE YOU A PRODUCER/IMPORTER/EXPORTER OF OTHER GREENHOUSE GASES (NON-HFCS) LISTED IN ANNEX I OR II***
  - Yes
  - No

- **ARE YOU AN UNDERTAKING IN RECEIPT OF EXEMPTED FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II***
  - Yes
  - No

- **ARE YOU AN UNDERTAKING DESTROYING FLUORINATED GREENHOUSE GASES LISTED IN ANNEX I OR II***
  - Yes
  - No

- **ARE YOU A MANUFACTURER OF REFRIGERATION, AC AND HEATPUMP EQUIPMENT CONTAINING HFCS***
  - Yes
  - No

**PLEASE CONFIRM**

This action will require submitting an update. Do you want to update the organisation information?

- YES
- NO

**SHOW BUSINESS SPECIFICATIONS HISTORY**
Please contact CLIMA-HFC-REGISTRY@ec.europa.eu and provide proof for changes of name or VAT.

You can change the address and phone number yourself.

Fill in new user details and click "ADD".

Click on the trash can to delete users. You will not be able to delete the user that is currently logged in.
Click on "SAVE" at the bottom once all changes have been made.

You are also able to change your business specifications which will provide access the related sections in the Fgas Portal.

Click on "SAVE" at the bottom once all changes have been made.
THE FORM HAS BEEN SAVED

Make sure this message appears. The profile is now updated.

PROFILE OF NMORGANIZATION--9401 (ID: 9401)

ORGANISATION TYPE:
- Company (undertaking)
- EU Customs authority

ORGANISATION DETAILS:
- ORGANISATION NAME: NMORGANIZATION--9401
- TELEPHONE: +321238999
- WEBSITE: http://www.x9401.com
- STREET: str--7499
- NUMBER: 1
- POSTAL CODE: cp7499
- CITY: Bristol
- COUNTRY: United Kingdom
- VAT NUMBER: VAT9401

Check if your EU VAT number is valid or check with your Member State authority.
Hover over your username if you are representing more than one organization.
Thank You!

For questions or more information, please contact us at CLIMA-HFC-REGISTRY@ec.europa.eu

or visit the website http://ec.europa.eu/clima/policies/f-gas/