e-submission system for Novel Foods
User Guide
Version 1.2
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Welcome to the e-submission system
Welcome to the e-submission system for Novel Foods!

The objective of the e-submission system for Novel Foods is to automate the authorisation process through an online submission system in the context of the current legislation for each of the relevant Food Sectors (food additives, food enzymes, food flavourings, novel foods, food contact material).

The system allows you to submit and follow-up on your applications through an online web interface from the start to the end of the authorisation process.

**Tip:** The system notifies you of any change in the status of the application.

At the moment the system starts with the Novel foods domain, but is going to be extended to other domains at a later stage.

**Tip:** In order to access the system you need an [EU Login account](https://account.euvocational.eu).

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- [Create an EU Login account](#)
- [Log into the e-submission system](#)
- [How to create and submit a Novel Food Authorisation](#)
- [How to create and submit a Traditional Food Notification](#)
My Account
Create an EU Login account

**Note:** To create an account in EU Login, you need a valid e-mail address. After following the steps below, you will receive an Email to confirm your access and ensuring that you will be able to upload documents in the application. Check your spam folder settings in order to make sure that you receive the confirmation email.

Please follow these steps:

1. Go to the EU Login by entering the following address in the browser: [https://webgate.ec.europa.eu/cas/login](https://webgate.ec.europa.eu/cas/login)
2. Click on the "Create an account" link so the system displays a sign up form:

![Create an account form](image)

3. Complete the form:

- **First name** – Your first name cannot be empty and can contain letters in any alphabet;
- **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
- **E-mail** – An e-mail address that you have access to;
- **Confirm e-mail** – Type your e-mail address again to make sure it is correct;
- **E-mail language** – The language used when EU Login sends you e-mails regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered mistakenly. EU Login only sends you e-mails for validating your identity or for notifying you about security events affecting your account;
- **Enter the code** – By entering the letter and numbers in the picture, you demonstrate that you are a human being who is legitimately creating an account. If the code is too difficult to read, click on the button with two arrows to generate a new one;
- **Check the privacy statement** by clicking on the link and tick the box to accept the conditions;
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Create an EU Login account

- Do not forget to tick the box regarding the fact that you have read privacy statement!
4. After you have provided all the requested information, click on 'Create an account':

The system displays a confirmation message explaining that an email was sent to you.
5. In order to confirm your account and create your password, simply click on the link in the email body or copy and paste it into an internet browser:
Dear …,

You have been registered in EU Login.

Your email address is …@….

To create your password, follow the link below:

this link

You have a maximum of 5 min, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser’s address bar: https://ecas.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?xxx...

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

If you cannot find the e-mail, check your spam or junk folder.
6. To create your new EU Login password, enter your new password and click on 'Submit':

It must contain at least 10 characters and a combination of:
- upper case letters
- lower case letters
- numbers
- special characters
Select a password as long and as complex as you can in order to make your account more secure but keep in mind that you will have to remember it.

7. The system displays a message indicating that your EU LOGIN password has been changed. Click on 'Submit' in order to proceed to the service you want to use:

![Submit button image]

**Note:** In order to know more about EU Login, go to the [EU Login help page](#).

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**See also:**

- [Log into the e-submission system](#)
- [How to create and submit a Novel Food Authorisation](#)
- [How to create and submit a Traditional Food Notification](#)
Log into the e-submission system

As soon as you have received your EU Login confirmation email, you can access the e-submission system.

The first time you connect to the e-submission system, it requests to confirm that you have read the privacy note.

Click on the button "Confirm you have read the Privacy Notice to continue".

Then access the system and you can proceed with your application.

Note: If your access rights have not been fully granted yet, you will not be able to upload documents and the following error message will be displayed on the screen:

This is because you need specific permissions in the e-submission system to upload documents (e.g. the cover letter and scientific fields files).

A notification is automatically sent to the support mailbox to set up your access rights the first time you will connect to the system.

This task is currently done manually by the FSCAP support team. The support team works from:

Monday to Friday during the working hours (from 8:00 to 18:00 CET).

> If a new user accesses the system for the first time during the weekend,
he will have to wait until **Monday 8:00** for the setup of his access rights.

> If a new user accesses the system for the first time **outside the working hours**, he will have to wait until **the day after** for the setup of his access rights.

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**See also:**

- [How to create and submit a Novel Food Authorisation](#)
- [How to create and submit a Traditional Food Notification](#)
Novel Food Authorisation
**e-submission system for Novel Foods User Guide**

**Novel Food Authorisation Workflow**

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**Novel Food Authorisation Workflow**

![Workflow Diagram]

**Application**
- Submit an application
- EC sends Request for Information to Applicant as regards the validity of the application
- Responds to a request for additional information from the EC and EFSA
- Can withdraw the application at any time

**Validity Check (EC)**
- EC verifies whether the application falls within the scope of the Novel Food Regulation (EU) 2015/2283 and the requirements set out in Articles 11 to 15 of that Regulation are met
- EC may request additional information from the Applicant as regards the validity of the application

**Suitability Check (EFSA)**
- EFSA assesses whether the application fulfils the relevant requirements set out in Articles 19 to 22 of Regulation (EU) 2015/2283 within a period of 30 days
- EFSA may request additional information from the Applicant as regards the suitability check

**Risk Assessment (EFSA)**
- EFSA performs the risk assessment and adopts its opinion within 6 months from the date of receipt of a valid application
- EFSA may request additional information from the Applicant as regards the risk assessment

**Risk Management (EC)**
- The EC, by 7 months from the date of the publication of the EFSA opinion, adopts an implementing act authorising the placing on the market within the EU of a novel food and updating the Union’s list

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How to create and submit a Novel Food Authorisation

**Note:** The **Autosave** function ensures that the encoded content is saved automatically. Therefore, there is no button **Save** in the system.

Be aware that while the autosave information message is displayed, the insertions / modifications could not be taken into account. So please make sure that the information is correctly updated.

**Detailed steps and more information**

1. On the dashboard, click on **Create a new application**.

2. From the drop-down menus, select the **Food Domain** (in this case **Novel Foods**) > the **Authorisation type** and > the **Application Type**.

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3. **Click** on the button "Start Application Process".

   **Note:** A specific web form appears depending on the selection of the food domain, the authorisation type and the application type. The Id number of your application is displayed on the upper left corner next to the **Home button**.

![Novel food application](image)

4. **Fill in the novel food application** form.

   The following data needs to be encoded:

   **Administrative Data**

   In **section 1** type in the Identity of the novel food to be authorised and select the Novel Food category from the drop down menu.
In section 2 fill in the contact details. If there is more than one applicant for your application, you can add another applicant by clicking on the "Add Applicant button".

In section 3, fill in the name of the person responsible for the dossier authorised to communicate on behalf of the applicant with the European Commission. If the person in charge for the dossier is the same as the applicant, you can click on "Copy applicant contact details".

In section 4, fill in the information for the Producer. Click on the "Add Producer Button". If the Producer is the same as the applicant, you can click on "Copy applicant contact details".
In section 5, state whether the application includes confidential data in accordance with article 23 of Regulation (EU) 2015/2283 by checking the Yes or No option accordingly.

**4. Confidentiality**
Where appropriate, state whether the application includes confidential data in accordance with Article 23 of Regulation (EU) 2015/2283.
- Yes
- No

In section 6 Data Protection, state whether the application includes a request for the protection of proprietary data according to Article 26 of Regulation (EU) 2015/2283 by ticking yes or no respectively. If you tick yes, a box opens and you have to provide additional information.

In section 7, you have to indicate the proposed entry in the union list. Click on the "Add New Novel Food category" button to insert your data.

Fill in the fields Food category, Condition of use, Post monitoring requirement and Specific labeling requirement. The fields marked by a red asterisk are mandatory. Click on Save to list to save your entry.
**Note:** You can update or delete any entry from the list by clicking on the corresponding icons as shown in the following image:

In section 8 check **Yes** or **No** for the **Regulatory status** of your product outside the EU.

**Note:** If you check yes, you will have to select a status from the drop down menu ("Under consideration", "Withdrawn", "Authorised" or "Rejected").

Depending on your selection in the drop-down menu, the system displays a different field underneath allowing you to specify the proposed conditions of use, reasons for withdrawal, reasons for rejection, etc.

**Summary**

In this tab, you can type in the Public Summary of your dossier.
Scientific Data

In this section you can add as many files you want per scientific field. In order to do so, click on the "Add new file" button at the top of the list. In the "Scientific field" select a field from the drop down list. Go to "Browse" and select the file you wish to upload from your desktop. Once this is done, click on the "Upload" button.

**Note:** The analysis of data shall be presented in a clear format, using standardised scientific units. The raw data and the format of the file used for the statistical analysis should be submitted in an editable form.
Wait a few seconds until a green label indicates that the file has been uploaded correctly and attached to the scientific field you have selected.

**The green label** indicates that the file has been correctly uploaded and attached to the scientific field you have selected.

Once your file has been uploaded, a blue label with the number of uploaded documents appears in the list. Click on the plus sign on the far left of the line to state whether your data is Confidential by ticking the "Confidential" box. You need to indicate for each file whether it contains confidential elements. If yes, tick the box "Confidential" and enter a justification by explaining in detail what the confidential part of the file are in the field foreseen to this effect.

**Tip:** Should you need to upload several files, we recommend uploading them in a compressed (zipped) folder. Should you have several confidential and non-confidential documents, regroup your confidential data in one zip folder and
the non-confidential documents in another folder and upload them separately.

Note: Should the applicant request confidential treatment of certain sections of the dossier, we kindly request to attach separately the section without confidential information. In case the applicant requests confidential treatment of certain sections of the dossier, we kindly request to attach the section without confidential information separately.

All the scientific fields need to be filled in order to proceed with the submission of your application.

Cover Letter Template

Once the notification is fully completed you can upload the cover letter. Click on the button "Get a cover letter Template" and save the template on your desktop.
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How to create and submit a Novel Food Authorisation

Fill in the template, print it out, **sign it manually**, scan it and save it on your desktop as a PDF. Click on "Browse" and locate the signed cover letter on your desktop. **Double click on the document** and it will be uploaded onto the application.

a. If you want to replace the document, click on "Remove" and upload the correct version of the cover letter you wish to attach to your dossier.

5. Once all the information marked with a red star (mandatory fields) has been filled in and the cover letter uploaded, submit the application by clicking on the "Submit" button.
Warning: Only a draft (Not submitted) dossier can be deleted

Note: Once you complete a mandatory field, its red star is not displayed anymore.

You can also "Cancel" your notification update. **Cancel will only cancel the last actions not yet saved.**

A green notification appears to confirm your cancellation was successful:

![Success Update Cancelled]

Tip: Should some information be missing, an **error message appears** and stating which section needs to be updated.

![Administrative Data Error]

6. After you click on "Submit", the system shows a disclaimer where you need to confirm that the public summary and all attachment documents in the scientific field part of your application (with the exception of the cover letter) do not contain any **personal data**.
The **Current State** of your application changes to "**Application Acknowledged**" and the **Current Phase** of your application states "**Perform Validity Check**".

When the status of the notification changes, you receive an automatic email update.

**Note:** To edit information after having submitted your notification, please send an authorisation request to the [Support Team](#), and specify the **number of your notification** and which **section(s) need(s) to be edited**. The section(s) in question will be editable, whilst the rest of the notification remains in **read-only** mode.

Follow up on your application by using the dashboard. In order to get to the dashboard, click on the "**Home button**" on the upper left corner of your notification.

**See also:**

- [How to create and submit a Traditional Food Notification](#)
- [How to withdraw an application](#)
How to create and submit a Traditional Food Notification

Frequently Asked Questions (FAQs)
Traditional Food Notification (Workflow)

- **TF Notification**
  - Applicant
  - Submits the Notification
  - Replies to a request for additional information from the EC and EFSA
  - Can withdraw the application at any time

- **Validity Check (EC)**
  - EC verifies whether the application falls within the scope of the Novel Food Regulation (EU) 2015/2283 and whether the application fulfills the requirements set out in Article 14 of that Regulation
  - The EC may request additional information from the applicant as regards the validity of the application

- **Safety Evaluation (EFSA, MS)**
  - EFSA and MS consult and review the notification
  - MS and EFSA may submit objections
  - If there are no Safety Objections, the EC proceeds with the Risk Management phase

- **NO Safety Objection (subject to Authorisation)**

- **Risk Management (EC)**

- **Outcome: Authorised**

- **Outcome: Rejected for Safety Objections**

Note: If the notification is rejected because of safety objections, the applicant has the possibility to submit an application in accordance with Article 15 of Regulation (EU) 2015/2283.
How to create and submit a Traditional Food Notification

*Note:* The *Auto save* function ensures that the encoded content is saved automatically. Therefore, there is no button *Save* in the system.

Be aware that while the autosave information message is displayed, the insertions / modifications could not be taken into account. So please make sure that the information is correctly updated.

**Detailed steps and more information**

1. On the dashboard, click on *Create a new application*.

2. From the drop-down menus, select the *Food Domain* (in this case *Traditional Foods*) > the *Authorisation type* and > the *Application Type*.
3. Click on the button "Start Application Process".

![Start New Application](image)

**Note**: A specific web form is displayed depending on the section you chose. The serial number of your notification appears on the upper left corner next to the Home button.

![Novel food application](image)

4. Fill in the Traditional Food notification form.

The following data needs to be encoded:

**Administrative Data**

In section 1 type in the Identity of the food, select the food category type.

In section 2 fill in the contact details. If there is more than one applicant for your notification, you can add another applicant by clicking on the "Add Applicant button".

In section 3, fill in the name of the person responsible for the dossier authorised to communicate on behalf of the applicant with the European Commission.
In section 4, state whether the application includes confidential data in accordance with article 23 of Regulation (EU) 2015/2283 by checking the Yes or No option accordingly.

- **4. Confidentiality**
  
  Where appropriate, state whether the application includes confidential data in accordance with Article 23 of Regulation (EU) 2015/2283
  
  - Yes
  - No

In section 5, you have to indicate the proposed entry in the union list. Click on the "Add New Novel Food category" button to insert your data.

Fill in the fields **Food category**, **Condition of use**, **Post monitoring requirement** and **Specific labeling requirement**. The fields marked by a red asterisk are mandatory. Click on **Save to list** to save your entry.
In **section 6** Check **Yes** or **No** for the **Regulatory status** of your product **outside the EU**.

**Note**: If you check yes, you will have to select a status from the drop down menu (**"Under consideration"**, **"Withdrawn"**, **"Authorised"** or **"Rejected"**).

Depending on your selection in the drop-down menu, the system displays a different field underneath allowing you to specify the proposed conditions of use, reasons for withdrawal, reasons for rejection, etc.

**Summary**

In this tab, you can type in the Summary of your dossier.
e-submission system for Novel Foods User Guide

How to create and submit a Traditional Food Notification

Scientific Data

In this section you can add as many files you want per scientific field.

In order to do so, click on the "Add new file" button at the top of the list. New fields will be displayed. Select the field in the drop down list and select a topic.

Once this is done, click on the "Upload" button.
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How to create and submit a Traditional Food Notification

Wait a few seconds until the green label indicates that the file has been uploaded correctly and attached to the scientific field you have selected.

The green label indicates that the file has been correctly uploaded and attached to the scientific field you have selected.

If one of the scientific fields is not applicable for your notification, tick the box "Not Applicable" next to it.

For each file please indicate if it contains confidential elements. If not, tick the box "Not applicable" and enter a justification by explaining in detail which parts of the file are confidential.
Note: Should you request confidential treatment of certain sections of the dossier, we kindly request to attach the section without confidential information separately.

Tip: Should you need to upload several files, we recommend uploading them in a compressed (zipped) folder. Should you have several confidential and non-confidential documents, regroup your confidential data in one zip folder and the non-confidential documents in another and to upload them separately.

Cover Letter Template

Once the notification is fully completed you can upload the cover letter. Click on the button "Get a cover letter Template" and save the template on your desktop.
Fill in the template, print it out, sign it manually, scan it and save it on your desktop as a PDF. Click on "Browse" and locate the signed cover letter on your desktop. **Double click on the document** and it will be uploaded onto the application.

If you want to replace the document, click on "Remove" and upload the correct version of the cover letter you wish to attach to your dossier.

5. Once all the information marked with a red star (mandatory fields) has been filled in and the cover letter uploaded, submit the application by clicking on the "Submit" button.

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**Warning:** Only a draft (Not submitted) dossier can be deleted

**Note:** Once you complete a mandatory field, its red star is not displayed anymore.

**Cancel will only cancel the last actions not yet saved.** A green notification appears to confirm your cancellation was successful.

**Tip:** Should some information be missing, an **error message appears** and stating which section needs to be updated.
2. After you click on "Submit", the system shows a disclaimer where you need to confirm that the public summary and all attachment documents in the scientific field part of your application (with the exception of the cover letter) do not contain any personal data.

The Current State of your application changes to "Application Acknowledged" and the Current Phase of your application states "Perform Validity Check".

When the status of the notification changes, you receive an automatic email update.

**Note:** To edit information after having submitted your notification, please send an authorisation request to the Support Team, and specify the number of your notification and which section(s) need(s) to be edited. The section(s) in question will be editable, whilst the rest of the notification remains in read-only mode.

Follow up on your notification(s) by using the Dashboard. In order to get to the dashboard, click on the "Home button" on the upper left corner of your notification.

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**See also:**
How to withdraw an application
How to create and submit a Novel Food Authorisation
What to do if the traditional food notification is rejected for duly reasoned safety objection(s)
Traditional Food Application (Workflow)
Frequently Asked Questions (FAQs)
Applications Management
How to reply to an information request

**Detailed steps and more information**

1. If the EC needs additional information on your application, you receive a *request for information* e-mail asking you to provide additional information on a specific section of your application.

   **Note:** The email contains a link which redirects you to your Dash- board page in the system.

Once you click on the link, you can see that the status of your notification has changed to "On Hold – Additional Information Requested".
2. Click on the **Id number** of your application to edit it.

**Warning:** Please note that the request for information can be about the Administrative part of your application or the Scientific data panel.

In case the requester would like additional information on the **Administrative part, all fields are unlocked**. You can then respond to the request by editing the concerned field and then resubmit your application.

In case the additional information is requested on one of the **Scientific data fields, the system unlocks only the specific field** for which the requester sent the request for additional information. You can then remove / add new files, and enter comments on the free text box. Then, you can resubmit your application.

Behind the fields requiring additional information, a green label stating “**1 Request(s)**” appears. Only these fields are editable, whereas the other sections and fields appear in read-only mode (see here e.g. Scientific data).
3. Click on the section in question and a field opens with the information needed by the EC. Click on the button "Respond to Request for Information" on the right.

4. A pop-up window appears into which you can insert the additional information needed. Once this is done, click on the button "Add comment" to add your specific comments in that section of the application.

5. The additional information you have given appears under the Request of the section in question. If you wish to edit your response, click on "Edit Response for Information".
6. You can then either **edit** or **delete** your response.

![Edit request on Identity of the traditional food](image)

Here is the specification you requested:

![Delete comment](image) ![Modify comment](image)

7. At this point, if you wish to resubmit your application, click on "Resubmit".

![Resubmit](image)

8. In the next step confirm that the application is complete with regards to any pending request and click on "Complete Action".

![Complete Action](image)

9. Once you have submitted your response, a green label "1 Respond(s)" appears next to the "1 Request(s)" label.

![Submit](image)

10. Your application is now resubmitted and once again in "Application Acknowledged" status, therefore not editable anymore.

**Note:** A request for information can be received at a different stage in the procedure.
See also:

- How to withdraw an application
- How to create and submit a Traditional Food Notification
- Frequently Asked Questions (FAQs)
How to withdraw an application

1. If you wish to withdraw your application, click on "Withdraw".

2. Then confirm your action by explaining the reason for withdrawing.

3. Click on "Complete Action".

4. The application status is Withdrawn and at this point, the process is stopped.

See also:

- How to create and submit a Traditional Food Notification
- How to create and submit a Traditional Food Notification
- What to do if the traditional food notification is rejected for duly reasoned safety objection(s)
- Frequently Asked Questions (FAQs)
Traditional Food Application (Workflow)

**TF Notification**
- Applicant
  - He submits an application
  - EC sends Request For Information to Applicant as regards the validity of the application
  - Replies to a request for additional information from the EC and EFSA
  - Can withdraw the application at any time

**Validity Check (EC)**
- EC verifies whether the application falls within the scope of the Novel Food Regulation (EU) 2015/2283 and the requirements set out in Article 15 of that Regulation are met
- EC may request additional information from the Applicant as regards the validity of the application

**Risk Assessment (EFSA)**
- EFSA performs the risk assessment and adopts its opinion within 6 months from the date of receipt of a valid application
- EFSA may request additional information from the applicant as regards the risk assessment

**Risk Management (EC)**
- The EC has 3 months from the date of the publication of the EFSA’s opinion to draft an implementing act authorising the placing on the market within the EU of a novel food and updating the Union’s list

**Outcome**
- Approval
- Refusal
What to do if the traditional food notification is rejected for duly reasoned safety objection(s)

Note: In case of refusal of a traditional notifications for safety objections, an applicant may resubmit an application to the conditions as outlined in article 16 of the Legal reference:

Legal reference, Article 16: Application for the authorisation of a traditional food from a third country where the Commission, acting in accordance with Article 15(5), does not authorise the placing on the market within the Union of a traditional food from a third country or update the Union list, the applicant may submit an application including, in addition to the information already provided in accordance with Article 14, documented data relating to the duly reasoned safety objections submitted in accordance with Article 15(2).

Once a Traditional food notification has been refused for duly reasoned safety objection(s), you may submit an application by clicking on the "Apply for application in accordance with Article 16" button, displayed at the top of the application detail of the notification.
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What to do if the traditional food notification is rejected for duly reasoned safety objection(s)

Note: The button allowing you to create a Traditional food application in accordance with article 16 of the regulation will be visible only after a traditional notification has been rejected for safety objection(s) reason. This type is not visible in the drop down list when you start a new application.

By clicking on this button, a pop-up window appears and asks you to confirm the creation of the draft traditional food application.
If you click on **No**, nothing happens, the draft is not created and you are back at the traditional food application form.

If you click on **Yes**, the system starts creating the draft. While the draft is being created no action can be taken on the traditional food notification and a pop-up window will inform you that the process of creating the new traditional food application might take some time. You will be alerted once it is done by an email notification (sent to the email address specified in your ECAS account).

**You will find the reference number of the draft traditional food application in the email.**

![Traditional Food Application](image)

**Apply for application in accordance with Article 16**

NF 2018/0522

Dear user,

The traditional food application NF 2018/0522 as been successfully created in draft you can access. Please consult your dashboard.

For any questions you may have please send an email to the food system support SANTE-FOODSYSTEMS@ec.europa.eu

Kind regards

The whole notification content is copied into the new draft traditional food application. This action might take some time, as the dossier can contain a lot of documents.
All the data from the administrative part and the scientific part are copied. Two new items are requested to be provided on the scientific part:

- Duly reason safety objection(s)
- Response to duly reason safety objection(s)
The traditional food application is then created in draft format. As with all application other application types, the draft is only visible by you. It will become visible to EC only after you submit it.

**Note:** Future releases will have the reference number of the traditional food notification in the application form of the new traditional food application.

**See also:**

- [How to withdraw an application](#)
- [How to create and submit a Novel Food Authorisation](#)
- [Traditional Food Application (Workflow)](#)
- [Frequently Asked Questions (FAQs)](#)
Frequently Asked Questions (FAQs)

**How do I know when the status of my application changes?**

You will receive an automatic email when the status changes.

**How do I reset my EU Login password?**

If you have forgotten your password or cannot log into EU Login, please follow the below steps in order to request a new password.

1. Go to EU Login by entering the following address in the browser: [https://webgate.ec.europa.eu/cas/login](https://webgate.ec.europa.eu/cas/login)
2. Click on ‘Lost your password?’ in order to request a new one.
3. Fill in the requested information and click on 'Get a password'.
4. After that, the following information is displayed:

And you get an e-mail from EU Login allowing you to reset your new password in the system.

5. Follow the link in the email to change your password.

Click on 'Submit'.
New password

Please choose your new password.

E-mail: buck@ec.europa.eu
(European Commission)

New password

***********

Confirm new password

***********

Submit

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !#$%&'()*+,-./:;<=>?@[\]^_`~{|

Examples: xej.YXdcyq mNLMwGjas; YBxbsHsbK7

[Generate other sample passwords]

Note: Changing this password does not affect your Windows or Internet password.

Please take great care in entering your new password. Once you have created it, you will only be able to change or reset it yourself after 24 hr.
6. The following message is displayed. Click on 'Proceed' to login:

![New password screen]

**How to edit an application after it has been submitted?**

To **edit** your application (NF Authorisation or TF Notification) after submitting it, you must send a request to the Support Team. Specify the application **number** and the **section(s) you need(s)** to **edit**. The EC will then unblock the section(s) in question and you will be able to update them accordingly. You will receive an email notification.

**Note:** Your application is put "On Hold" for the duration of the editing process.

**What can I do if my Traditional Food notification is rejected?**

You can Re-submit your notification as a new application but in this case, as a **Novel Food authorisation**.

**What Email does the system use to send me Updates and Requests?**

The system will always send notifications to the email specified in the EU login form.
If you need to change this email, please check the section "how to change my EU login contact details".

**What happens if I withdraw my application?**

By withdrawing your application the procedure will be stopped.

**Who do I contact if I wish to erase my Personal Data?**

If you wish to erase your personal data from the EC’s databases, please contact the [Support Team](#).

Also, read the [privacy statement](#) containing more information regarding the processing of your personal data within the context of the novel food system.

**What happens if the application is not created correctly?**

You will receive a notification email explaining that the process was not successful. In this case, we suggest that you contact the [Support Team](#) directly, indicating the reference of the traditional food notification for which you want to re-apply.
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