

# How to request authorisation to use the Plant Health Eradication Funds Application in the Europhyt Portal

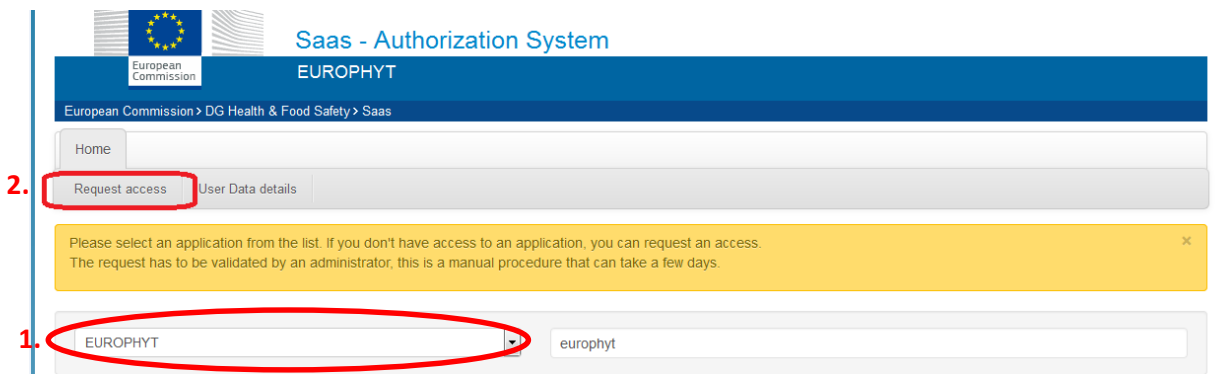
Click on or open this link in a web browser: <https://webgate.ec.europa.eu/europhyt/>

Log in with your ECAS<sup>1</sup> credentials.

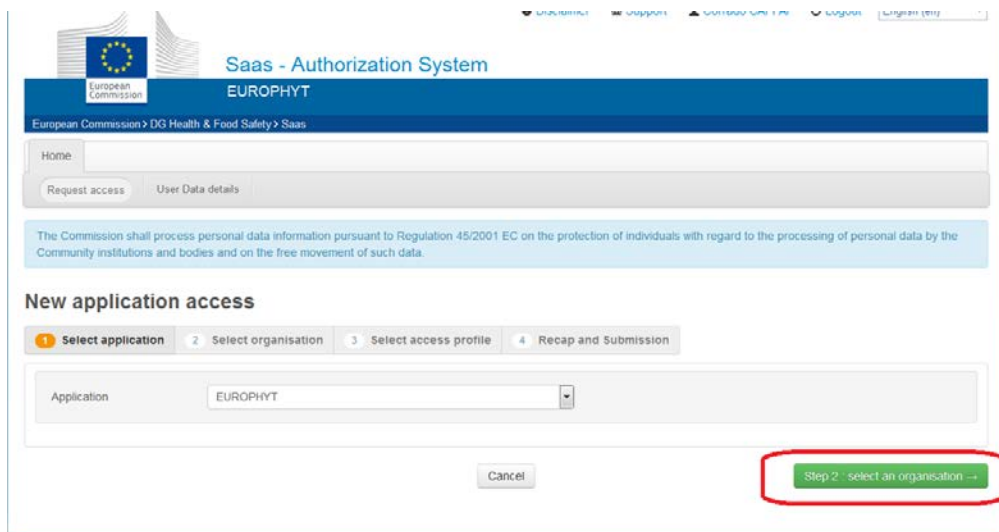
You will be automatically redirected to an authorisation request page:

## Step 1: Select an application

From the drop-down list select EUROPHYT, then on the next screen click on the "Request access" sub-menu.



and then click on the button, "Step 2: select an organisation".



<sup>1</sup> <https://ecas.ec.europa.eu/cas/help.html>

## Step 2: Select an organisation

Select your service/organisation from the list provided and then click on Step 3: select an access profile.

### New application access

1 Select application 2 **Select organisation** 3 Select access profile 4 Recap and Submission

2a Select organisation 2b Create organisation

Please choose your Department:

Internal Organisation

SANTE.A.4.002

Or one of the Organisations below:

\*Organisations

25 records per page Search:

<input type="radio"/> DAF	Details
<input type="radio"/> DEFRA	Details
<input type="radio"/> JKI	Details
<input type="radio"/> PPS	Details
<input type="radio"/> SIVEP	Details

Showing 1 to 5 of 5 entries

Organisation marked with (request submitted) can already be used to request access.

← Step 1 : select an application Cancel Step 3 : select an access profile →

### Step 3: Select an access profile

For Plant Health Surveys (Eradication Funds), check the box to the left of the access profile [ERAD\\_Notify\\_Role](#) and then click on “Step 4: type a comment”.

The screenshot shows the 'New application access' form with four steps: 1. Select application, 2. Select organisation, 3. Select access profile, and 4. Recap and Submission. Step 3 is active. The 'Access Profile' section contains a table with columns 'Name', 'Status', and 'Description'. The table lists several profiles, with 'ERAD\_Notify\_Role' highlighted in blue. A green box highlights the 'Name' column and the 'ERAD\_Notify\_Role' row. At the bottom, there are three buttons: '← Step 2 : select an organisation', 'Cancel', and 'Step 4 : type a comment →', with the last button circled in red.

Name	Status	Description
<input checked="" type="checkbox"/> [Redacted]		
<input checked="" type="checkbox"/> ERAD_Notify_Role		
<input checked="" type="checkbox"/> [Redacted]		
<input checked="" type="checkbox"/> [Redacted]		
<input type="checkbox"/> PHY_INS_DATAENTRY - Data Entry EUROPHYT		
<input type="checkbox"/> PHY_INS_NOTIFY - Notification EUROPHYT		

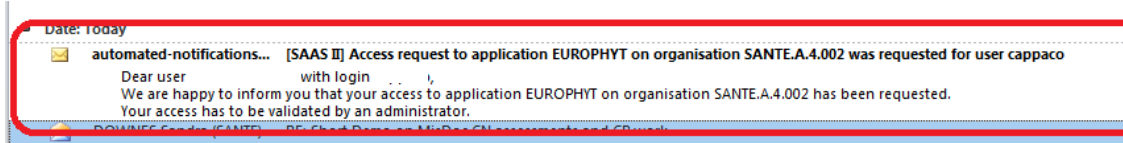
### Step 4: Type a comment

Type an optional comment in the comment box and then click, “Submit request access”.

The screenshot shows the 'Comments' section of the form. A text box contains the text 'This is my request to.....'. Below the text box is a yellow warning box with the text 'Before submitting' and 'A request to get access to an application will be validated by the administrators, this is a manual process and can take a few days.' At the bottom, there are three buttons: '← Step 3 : select an access profile', 'Cancel', and 'Submit request access', with the last button circled in red.

## Access Request Approved

After you submit a request you will receive an automated confirmation email:

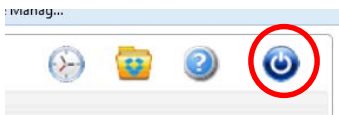


When your access profile is confirmed, refresh your browser within ten minutes and click or open this link: <https://webgate.ec.europa.eu/europhyt/>

and click on the button

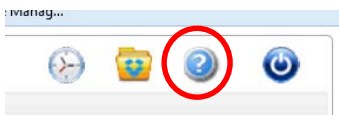


To log out click on the log out button from the Europhyt Portal start page:



## Help

If you require help using the application, click on the Help menu from the Europhyt Portal start page to view a video demo, to consult the data dictionary:



If you do not still have access or require assistance, then send an email to: [SANTE-D4-SURVEYS-PLANT-HEALTH@ec.europa.eu](mailto:SANTE-D4-SURVEYS-PLANT-HEALTH@ec.europa.eu)