



European
Commission

SETUP GUIDE FOR PPPAMS USERS

PPPAMS VERSION 1.21.4

**PPPAMS
PLANT PROTECTION PRODUCTS
APPLICATION MANAGEMENT
SYSTEM**

TABLE OF CONTENTS

1.	INTRODUCTION	3
2.	CREATING YOUR EU LOGIN ACCOUNT	5
3.	REQUESTING ACCESS TO PPPAMS.....	9
3.1.	The Access process and user rights	11
3.2.	National Competent Authorities (NCAs).....	13
3.3.	Applicant users	19
3.4.	Applicants (Consultant users)	28
4.	GRANTING ACCESS TO OTHER USERS.....	31
4.1.	If you are an Applicant/National Competent Authority	32
4.2.	Granting access to applicants (Consultant users).....	39
5.	MODIFYING AN EXISTING USER PROFILE	41
6.	MODIFYING DETAILS ABOUT YOUR ORGANISATION	45

1. INTRODUCTION

New users who wish to use the Plant Protection Products Application Management System (PPPAMS) to create, submit and manage applications for authorisation of Plant Protection Products (PPPs), must complete the following two steps:

- **Step 1: Create an EU Login account**

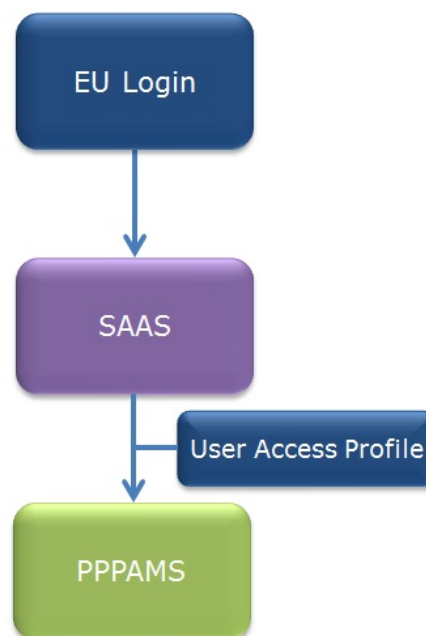
The PPPAMS is managed by the European Commission (EC) and access is controlled using the EC's single sign on system (formerly known as ECAS.) This system enables users to access various sites and services managed by the EC using just one login and password.

- **Step 2: Request a user access profile for PPPAMS**

The sign in system only authenticates your identity, so a further service is used called SAAS (SANTE Authentication and Authorisation System.) SAAS links your account to the PPPAMS through a 'User Access Profile.'

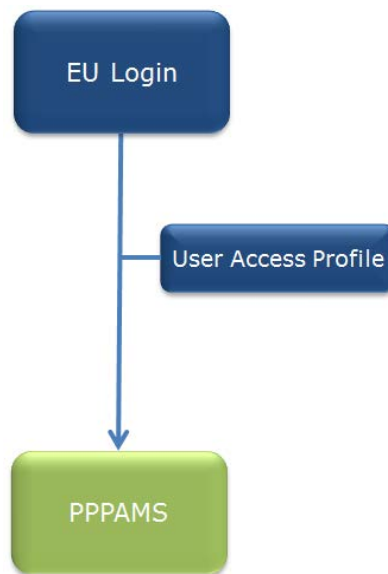
After you create your EU Login you must request access to PPPAMS using a service called SAAS (SANTE Authentication and Authorisation System). SAAS links your EU Login account to the PPPAMS through a 'User Access Profile.'

Your user access profile links your login account to a specific application.

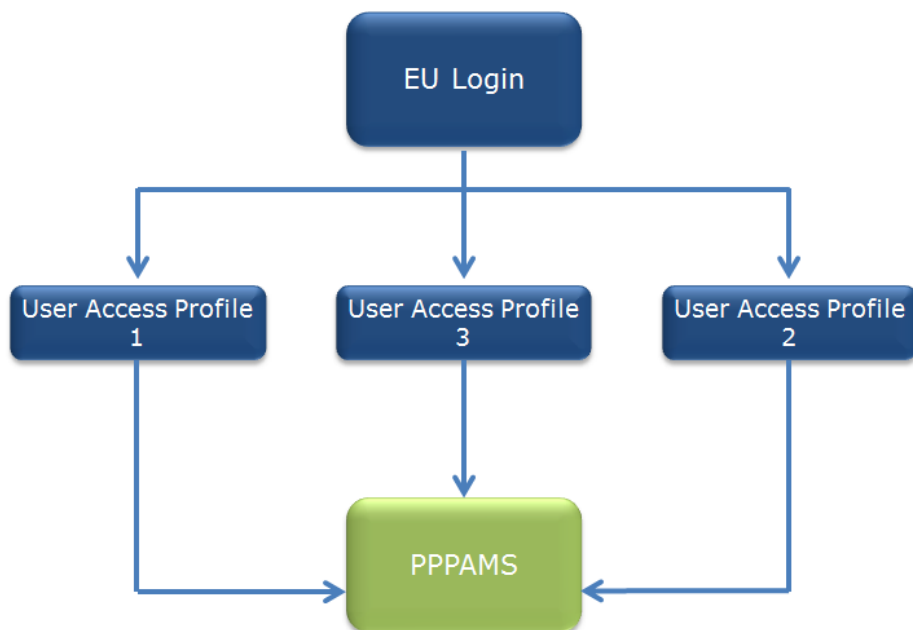


This means that you can have different user profiles (with different rights) according to the different organisations that you work for.

In this step, you will request access to a user access profile for the company or organisation that you work for, allowing your login credentials to be linked to PPPAMS system. This means that after your access request has been made in SAAS, and assuming the same is authorised, you will login to PPPAMS using your EU Login.

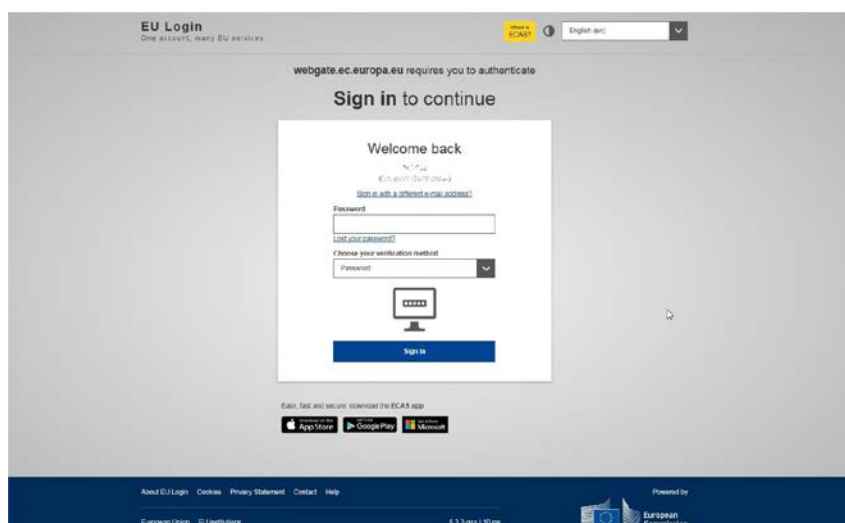


Applicants (consultant users) who work on behalf of multiple organisations can switch between different user access profiles for their companies.

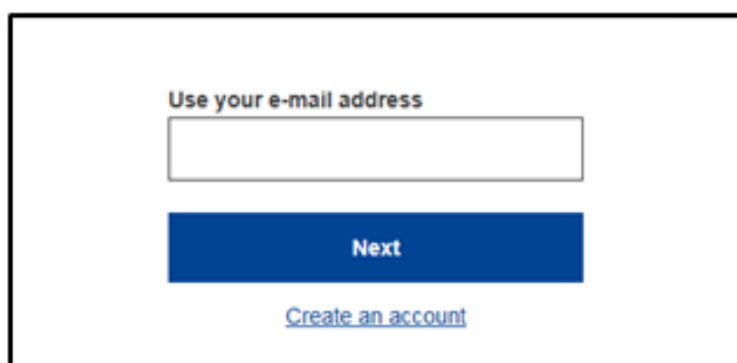


2. CREATING YOUR EU LOGIN ACCOUNT

1. Enter the following URL <https://webgate.ec.europa.eu/pppams> in your browser.
The system automatically redirects you to the EU LOGIN page.
As a new user, you must register for a new EU Login account.



2. The system displays the login screen.
Click on "**Create an account**" link so the system displays a sign up form.





European
Commission

3. Complete the form, not forgetting to enter the security code and tick the Privacy Statement box to show your agreement. Then, click on the 'Create an account' button.

Create an account

[Help for external users](#)

First name


Last name

E-mail

Confirm e-mail

E-mail language
English (en)

Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

4. The system displays a confirmation message explaining that an email was sent to you.

If you cannot find the e-mail, check your spam or junk folder.



European
Commission

Create an account

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.



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.cpf?xxxx>

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

5. In order to confirm your account and create your password, simply click on the link contained in the email body or copy and paste it into an internet browser.
6. To create your new EU Login password enter your new password and click on Submit.

New password

Please choose your new password.

E-mail

New password

Confirm new password

Submit

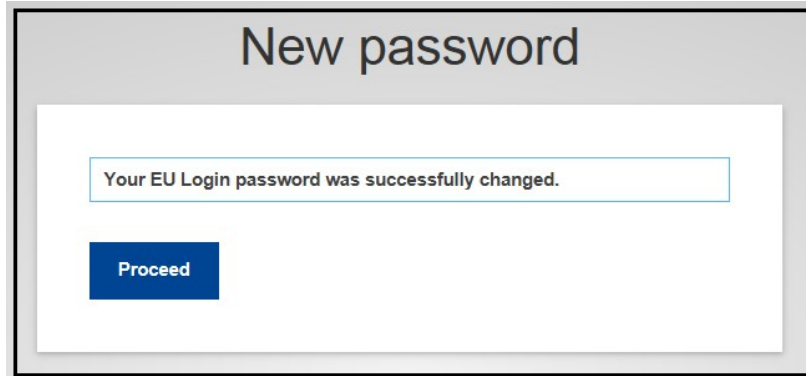
Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

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

Examples: TEeiNoLwk} xLxk65(TPq YNKllKl4nf

[\[Generate other sample passwords\]](#)

7. The system displays a message indicating that your EU Login password has been successfully changed. Click on "**Proceed**" in order to proceed to the service you want to use.



Congratulations, you are now authenticated!

3. REQUESTING ACCESS TO PPPAMS

Access profiles control what functions you are able to perform within the system. They also have an effect on what information you are able to view.

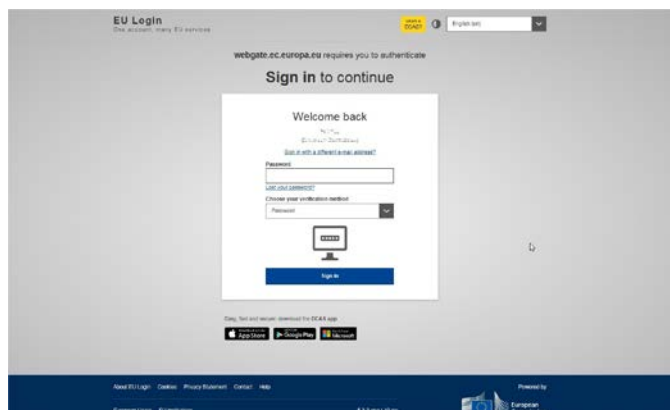
For example, Applicant users can create products. However, National Competent Authority users can only view the product's information except in certain cases (e.g. emergency applications) where they can also create products.

<p>Applicants – industry users</p>	<p>The access profile 'applicant' should be selected if you work for a company, organisation or growers association that market or is directly responsible for plant protection products.</p> <p>Note: if you have consultants working for you, you must also request the Consultant profile as you must possess the role to be able to grant it to another user.</p>
<p>Applicants - consultant users</p>	<p>This access profile /consultant' should be selected if you are working on behalf of an organisation that markets or is directly responsible for plant protection products.</p> <p>Note: the company you are working on behalf of will need to provide access to you so they must be registered within the system.</p>
<p>National Competent Authority / Member State users</p>	<p>National Competent Authority / Member State users This access profile 'Member State' should be chosen if you work for a national competent authority or other official body / organisation in a Member State.</p>

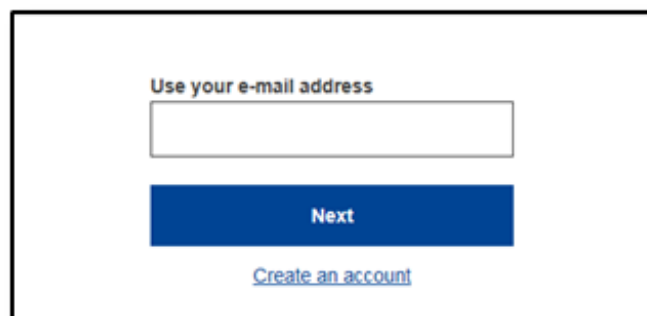
To start using the Plant Protection Products system you need to request access to it.

To do so, enter the PPPAMS site URL: <https://webgate.ec.europa.eu/pppams/>.

1. Use your **email address** as your **authentication method**.



2. Enter the e-mail address you provided when creating your EU Login account in the "Use your e-mail address" field and click on "**Next**".



Your e-mail address will automatically be remembered so that you can skip this step next time you use the same browser on the same PC.

3. **Select "Password"** as the verification method, **enter your password** in the "Password" field and click on "**Sign in**" to proceed to the service you requested to use.



European
Commission



4. To request access to the application, simply click the highlighted blue link - 'access request'.



The system redirects you to the Authorisation System, called SAAS.

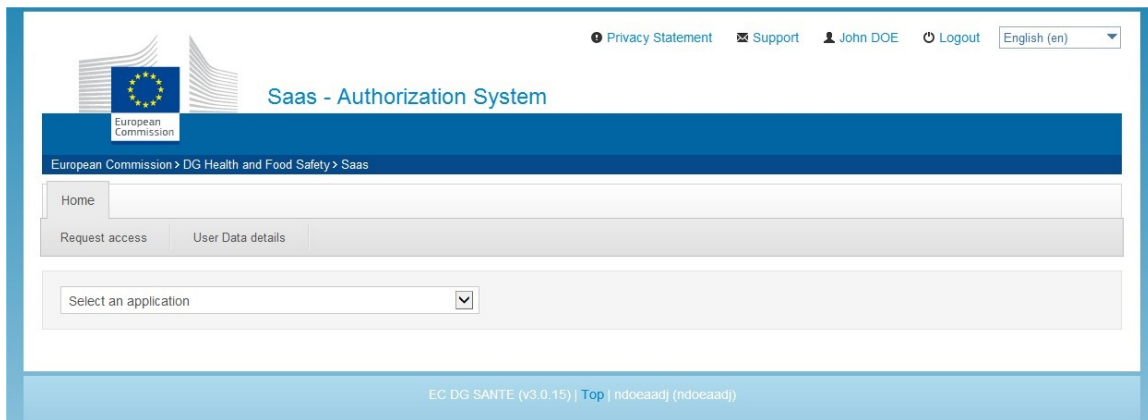
Follow the steps in the next set of chapters for the access profile you would like to request:

- National Competent Authority / Member State users
- Applicants – Industry/Consultant users

3.1. THE ACCESS PROCESS AND USER RIGHTS

Access is requested as detailed in each of the chapters listed below. After a request has been sent, the administrator (this may be the European Commission for first requests or the lead user in the selected Organisation or National Competent Authority for subsequent requests) receives a notification to grant access. Access is granted based on your access profile requested and organisation.

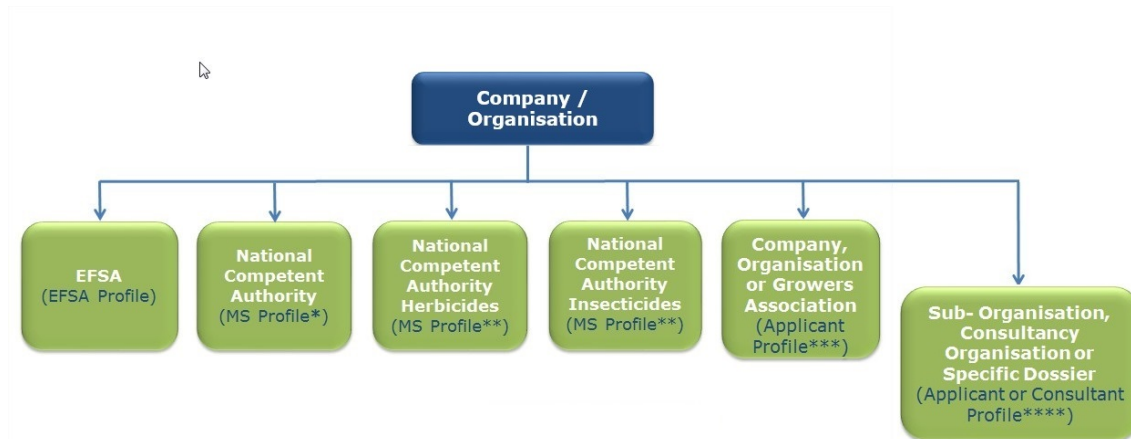
Note: Each time you create a new organisation in SAAS, the initial user is granted the local administrator ('lead user') role. This enables that user to provide access to other users.



An administrator has local (admin) rights. Those who do not need to grant, manage, validate or reject user access are referred to as **normal users**. The differences between these roles are explained below.

- **Local admin** – relevant for some National Competent Authorities and Applicant users (in exceptional cases for Applicant (consultant users).) Rights to grant access, manage, validate or reject new user profiles within the organisation.
- **Normal user** – relevant for most National Competent Authorities and Applicant – Industry / consultant users. No rights to grant access, manage, validate or reject user profiles.

User Access Profiles for PPPAMS



* Set up on request by the European Commission.

**Member States can also have multiple organisations. MS authorities will be approved by EC and are at the same level.

***Consultancies should not set up a standalone organisation at this level. Lead users with Applicant (industry) profiles should also have a consultant profile so they can give subsequent access to consultant users.

****A sub-organisation may be a consultant who will work on behalf of the parent organisation.

3.2. NATIONAL COMPETENT AUTHORITIES (NCAs)

National Competent Authority users can request access to:

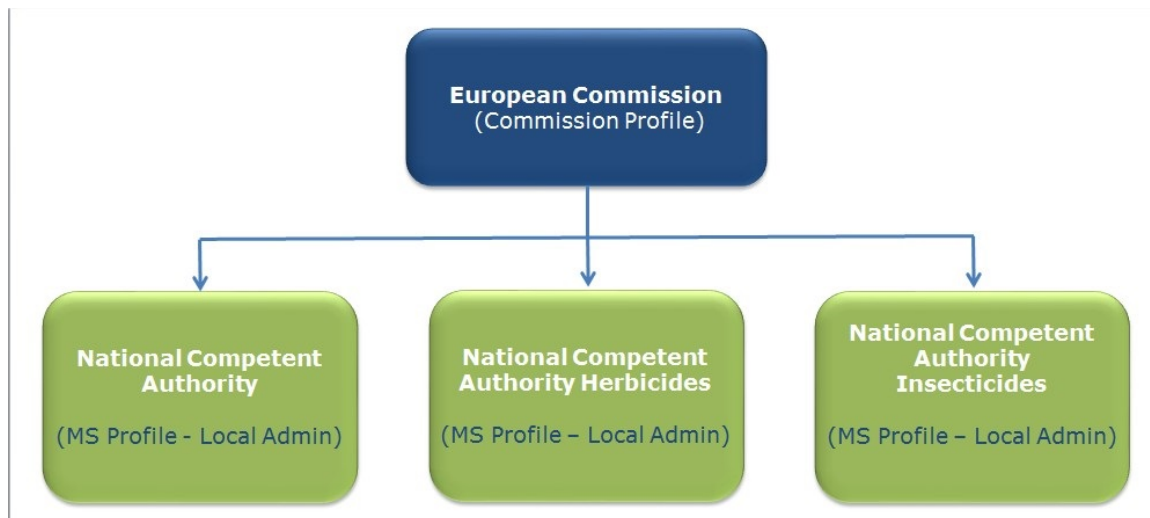
A National Competent Authority (to manage applications and authorisations within the PPPAMS).

Multiple authorities can be set up depending on the organisational structure in each Member State.

There are no limits on the number of users within a National Competent Authority.



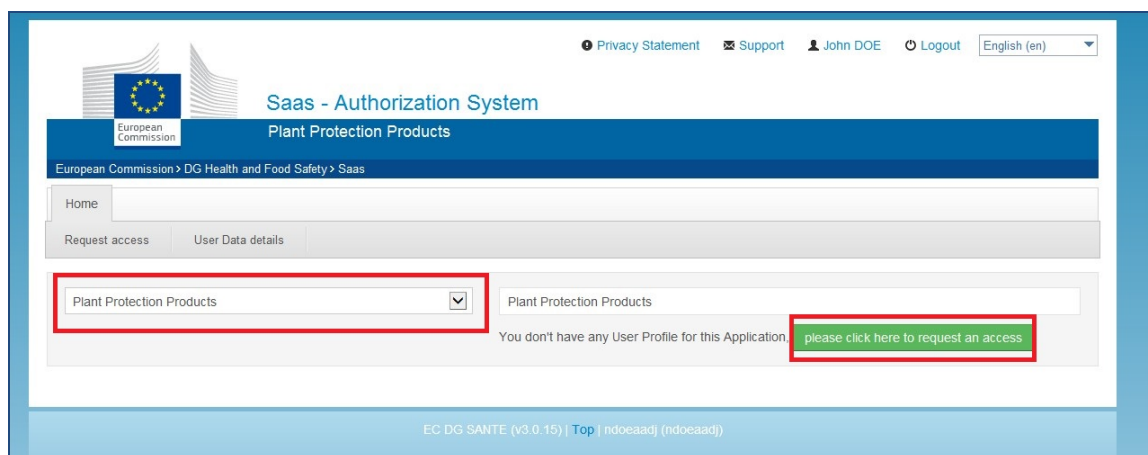
European
Commission



To request your access:

After being redirected to SAAS follow the instructions below to request access:

1. Confirm that the Plant Protection Products application is selected in the list and then click on the **'Step 2: select an organisation'** button.



2. Click on the button '**Step 2: Select an organisation**'.

The screenshot shows the 'Saas - Authorization System' interface for 'Plant Protection Products'. The breadcrumb trail is 'European Commission > DG Health and Food Safety > Saas'. The 'New application access' section has a progress bar with four steps: 1. Select application, 2. Select organisation, 3. Select access profile, and 4. Recap and Submission. The 'Application' dropdown menu is set to 'Plant Protection Products'. A red box highlights the 'Step 2 : select an organisation ->' button. The footer text is 'EC DG SANTE (v3 0.15) | Top | ndoeaadj (ndoeaadj)'.

3. Click the '**2a Select organisation**' tab. Select the National Competent Authority you belong to from the list. You can search for your authority by typing the name in the search box.

The screenshot shows the 'Saas - Authorization System' interface for 'Plant Protection Products'. The breadcrumb trail is 'European Commission > DG Health and Food Safety > Saas'. The 'New application access' section has a progress bar with four steps: 1. Select application, 2. Select organisation, 3. Select access profile, and 4. Recap and Submission. The '2a Select organisation' tab is highlighted with a red box. The '2b Create organisation' tab is also visible. The footer text is 'EC DG SANTE (v3 0.15) | Top | ndoeaadj (ndoeaadj)'.

4. Click on the organisation you belong to if it already exists.

New application access

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

2a Select organisation 2b Create organisation

*Organisations

25 records per page Search:

<input type="radio"/>	ABC Chemicals	Details
<input type="radio"/>	AK-industry	Details
<input type="radio"/>	ANSES - French Agency for Food, Environmental and Occupational Health & Safety	Details
<input type="radio"/>	Adama	Details
<input type="radio"/>	Administration des Services Techniques de l'Agriculture	Details
<input type="radio"/>	Administration des Services Techniques de l'Agriculture	Details
<input type="radio"/>	Adria Snack Company d.o.o.	Details

5. If your authority does not exist, click '**2b Create an organisation**' tab.

Privacy Statement Support John DOE Logout English (en)

Saas - Authorization System
Plant Protection Products

European Commission > DG Health and Food Safety > Saas

Home Request access User Data details

The Commission shall process personal data information pursuant to Regulation 45/2001 EC on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

New application access

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

2a Select organisation 2b **Create organisation**

Organisation details

Create new Organisation

*Name

6. **Fill in the organisation details** and do not miss the mandatory fields marked with a red asterisk. Select the **Parent Organisation** if your organisation is a sub-organisation of an existing authority. If it is not a sub organisation select 'no parent organisation'.



Organisation details

Create new Organisation

*Name

Website

*Gen. mail

Gen. phone

Gen. fax

*Address

*Zip code

*City

*Country

7. If you are creating a sub-organisation to an existing authority, select the parent organisation in the list of organisations below. If not, proceed to step 8.

*Parent Organisation

25 records per page Search:

/

<input type="radio"/>	[No parent organisation]	
<input type="radio"/>	ABC Chemicals	<input type="button" value="Details"/>
<input type="button" value="Open"/>	AK-industry	<input type="button" value="Details"/>
<input type="radio"/>	ANSES - French Agency for Food, Environmental and Occupational Health & Safety	<input type="button" value="Details"/>
<input type="radio"/>	Adama	<input type="button" value="Details"/>
<input type="radio"/>	Administration des Services Techniques de l'Agriculture	<input type="button" value="Details"/>
<input type="radio"/>	Administration des Services Techniques de l'Agriculture	<input type="button" value="Details"/>
<input type="radio"/>	Adria Snack Company d.o.o.	<input type="button" value="Details"/>

8. Once you have selected the appropriate option for you, click '**Step 3: select an access profile**' tab. This allows you to select an access profile.

[Step 3 : select an access profile →](#)

9. Select the **Member States** access profile from the list.

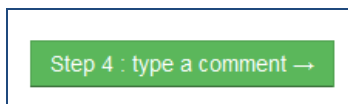
New application access

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

*Access Profile

Name	Status	Description
<input type="checkbox"/> Applicant		
<input type="checkbox"/> Consultant		
<input checked="" type="checkbox"/> Member State		

10. Click '**Step 4: type a comment.**'



11. Enter a new comment if necessary and click '**Submit request access.**'

Home

Request access User Data details

The Commission shall process personal data information pursuant to Regulation 45/2001 EC on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

New application access

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

Summary

Application Plant Protection Products

Organisation GreenFingers

Access Profile Member State

Comments Type your comment here!

Before submitting
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.

← Step 3 : select an access profile Cancel **Submit request access**

Once you have submitted the request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.

Success

Your request for the access was created successfully. This request has to be validated by an administrator before it is activated. (Note: during saving some special characters may have been removed)

Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application. If you do not receive access within two days, please contact the PPPAMS Helpdesk (sante-pppams@ec.europa.eu).

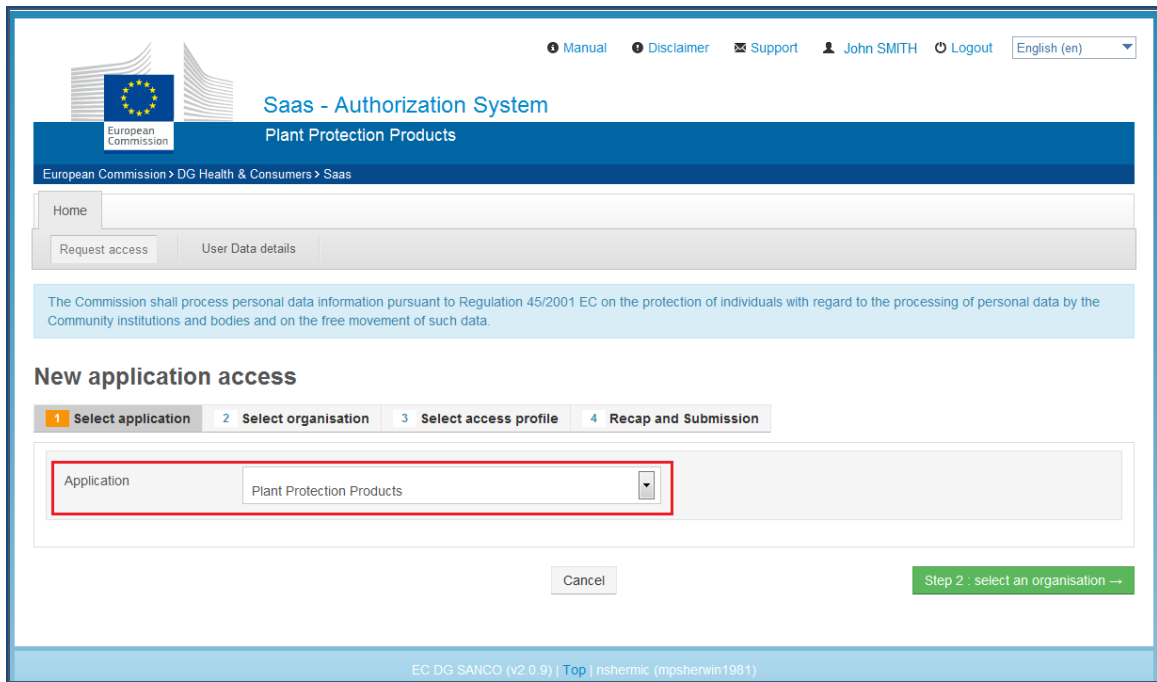
After you have been granted access to the application, navigating to the website <https://webgate.ec.europa.eu/pppams> will take you directly to the PPPAMS login page.

3.3. APPLICANT USERS

The following chapter describes the process for requesting access to the PPPAMS for both **Applicants** (Industry) and **consultant users**. There are two options for requesting access:

OPTION 1: Organisations already validated and listed

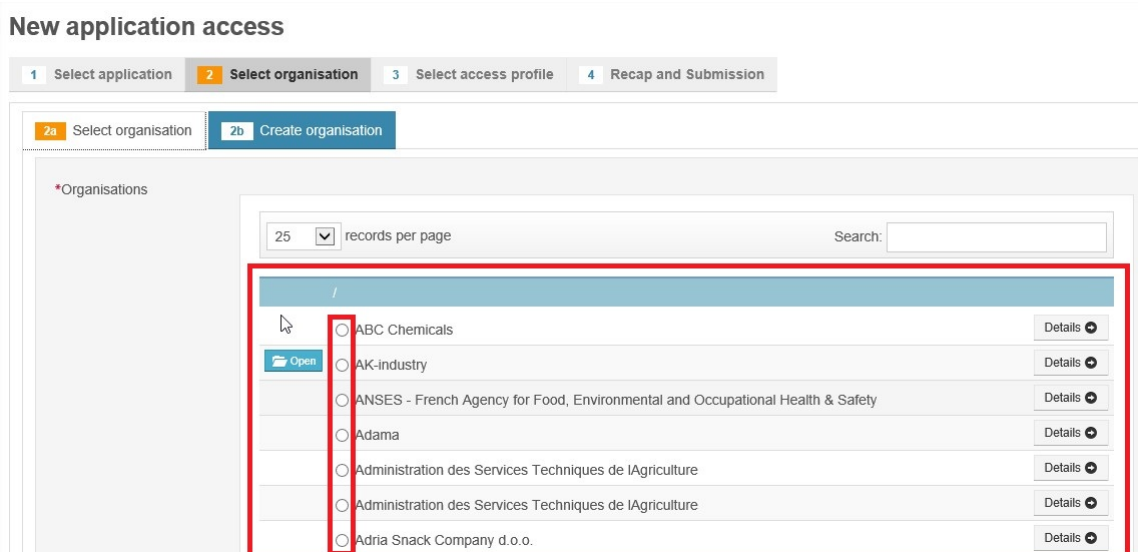
1. Confirm that the Plant Protection Products application is selected in the list and then click on '**Step 2: select an organisation**' button.



2. The system displays all existing organisations known to SAAS. You can search for your authority by typing the name in the search box.

Note: Check to see if your organisation already exists before creating a new one.

3. If your organisation is listed select it by clicking on the left button.



4. Select your access profile.

Note: In order to grant access to consultants later on, you should also select the **Consultant** access profile at this point. If you will not be a lead user you can select **only the applicant access profile**.

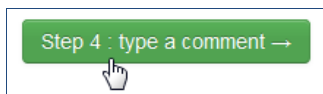
New application access

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

*Access Profile

Name	Status	Description
<input checked="" type="checkbox"/> Applicant		
<input checked="" type="checkbox"/> Consultant		
<input type="checkbox"/> Member State		

5. Then click '**Step 4: type a comment.**'



6. Confirm the details you just entered. You may also **add a comment** to support your access request. Then, click on '**Submit request access**' to confirm your details and request access.



Home

Request access User Data details

The Commission shall process personal data information pursuant to Regulation 45/2001 EC on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

New application access

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

Summary

Application	Plant Protection Products
Organisation	IBMA
Access Profile	Applicant Consultant

Comments

Before submitting
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.

← Step 3 : select an access profile Cancel **Submit request access**

After you have submitted your request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.

Success

Your request for the access was created successfully. This request has to be validated by an administrator before it is activated. (Note: during saving some special characters may have been removed)

Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application. If you do not receive access within two days, please contact the PPPAMS Helpdesk (sante-pppams@ec.europa.eu).

After you have been granted access to the application, navigating to the website (<https://webgate.ec.europa.eu/pppadmin>) will take you directly to the application once you have logged in.

OPTION 2: Create a new organisation

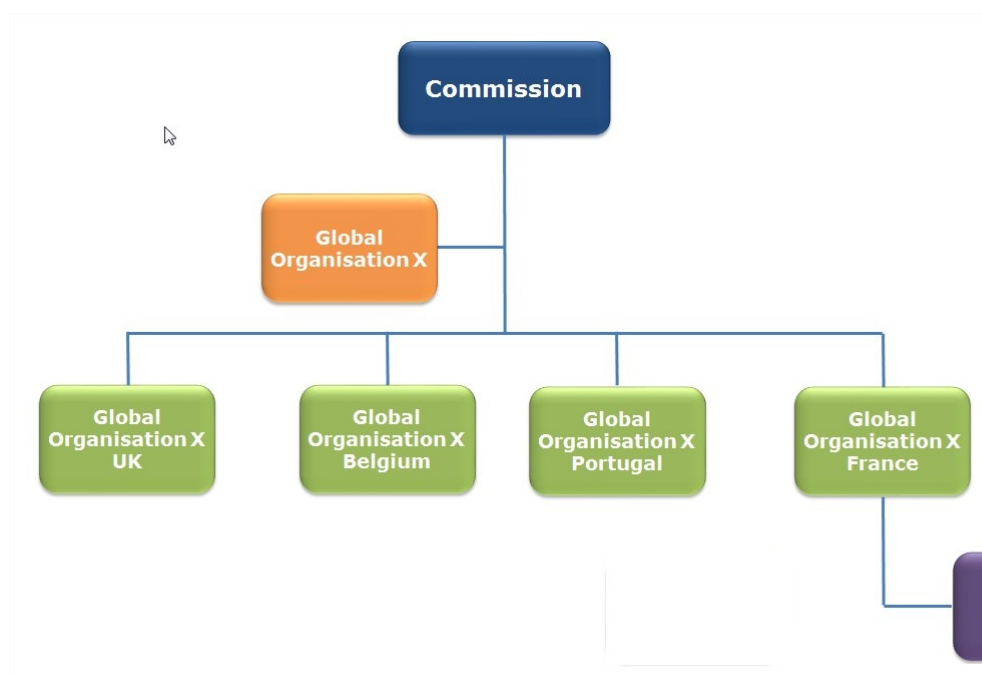
If your organisation is not listed, you can create a new one or create one under an existing organisation (for example if you are an international company like the example below and wish to subdivide your organisation.)

The organisation that you select or create enables you to restrict access given to a user.

Organisation hierarchies are constructed to limit access at which ever level you require for your own organisation. There is no horizontal access between sub-organisations and users in horizontal organisations cannot see each other's products and applications.

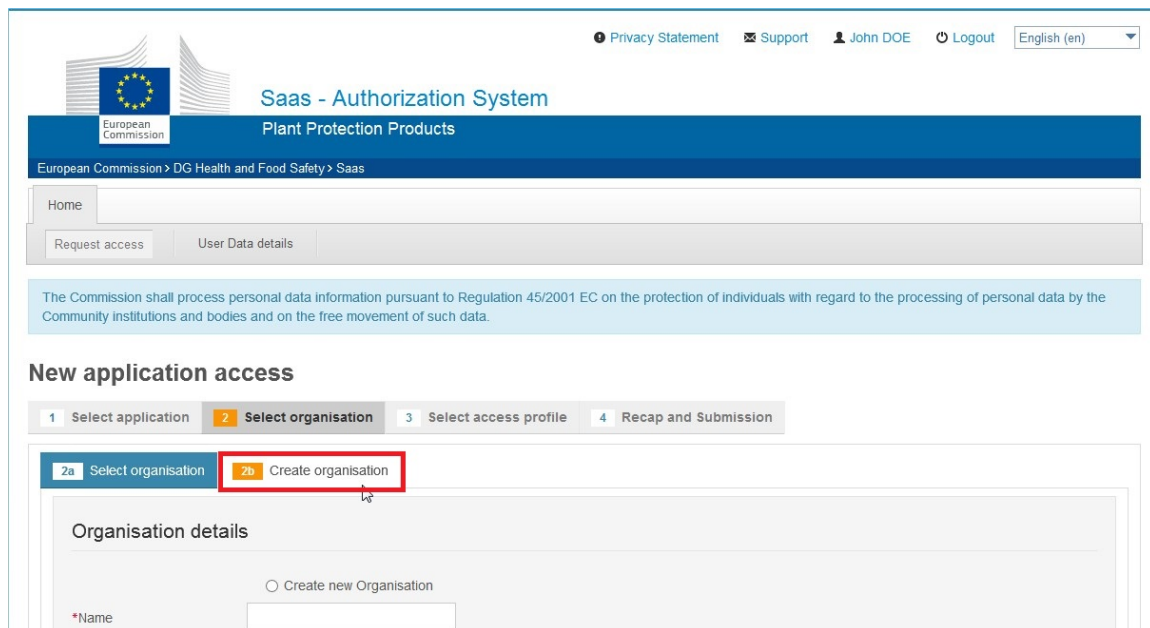
In the example below, access for users within **Organisation X** has been restricted at country level. Each country cannot view the products or applications created at the same level (i.e. in other countries.) However, the global organisation has access to all products and applications created at sub-levels. The French part of Organisation X has granted access to a consultant to work on certain applications (**Dossier B**); only the French organisation has access to these applications. See **Section 3.4** for Consultant access.

There are no limits on the number of sub-organisations that can be created under a global organisation, nor to the number of users per organisation, however, it is advised to keep the structure as simple as possible.



To create a new organisation:

1. Proceed as described in section 3.3 '**OPTION 1: Organisations already validated and listed**'.
2. Select the tab '**2b Create organisation**' and complete your organisation details, making sure not to miss the mandatory fields.



The screenshot shows the 'Saas - Authorization System' interface for 'Plant Protection Products'. The user is logged in as 'John DOE'. The breadcrumb trail is 'European Commission > DG Health and Food Safety > Saas'. The main navigation includes 'Home', 'Request access', and 'User Data details'. A privacy notice is displayed. The 'New application access' section shows a progress bar with four steps: '1 Select application', '2 Select organisation', '3 Select access profile', and '4 Recap and Submission'. Under step 2, two sub-tabs are visible: '2a Select organisation' and '2b Create organisation', with '2b Create organisation' highlighted in red. Below the tabs, the 'Organisation details' section has a radio button for 'Create new Organisation' and a text input field for '*Name'.

Note: As shown in the example, we recommend that multinational companies add their country code or name when choosing a name for their organisation. This facilitates products and applications to be restricted at country level.



European
Commission

New application access

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

2a Select organisation 2b **Create organisation**

Organisation details

Create new Organisation

*Name BASF Portugal

Website

*Gen. mail basfpt@myemail.com

Gen. phone

Gen. fax

*Address Rua da Saudade, 5

*Zip code 3800

*City Lisboa

*Country Portugal

*Parent Organisation

3. Select your access profile.

Note: In order to grant access to consultants later on, you must also select the **Consultant** access profile at this point.

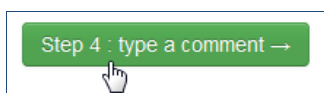
New application access

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

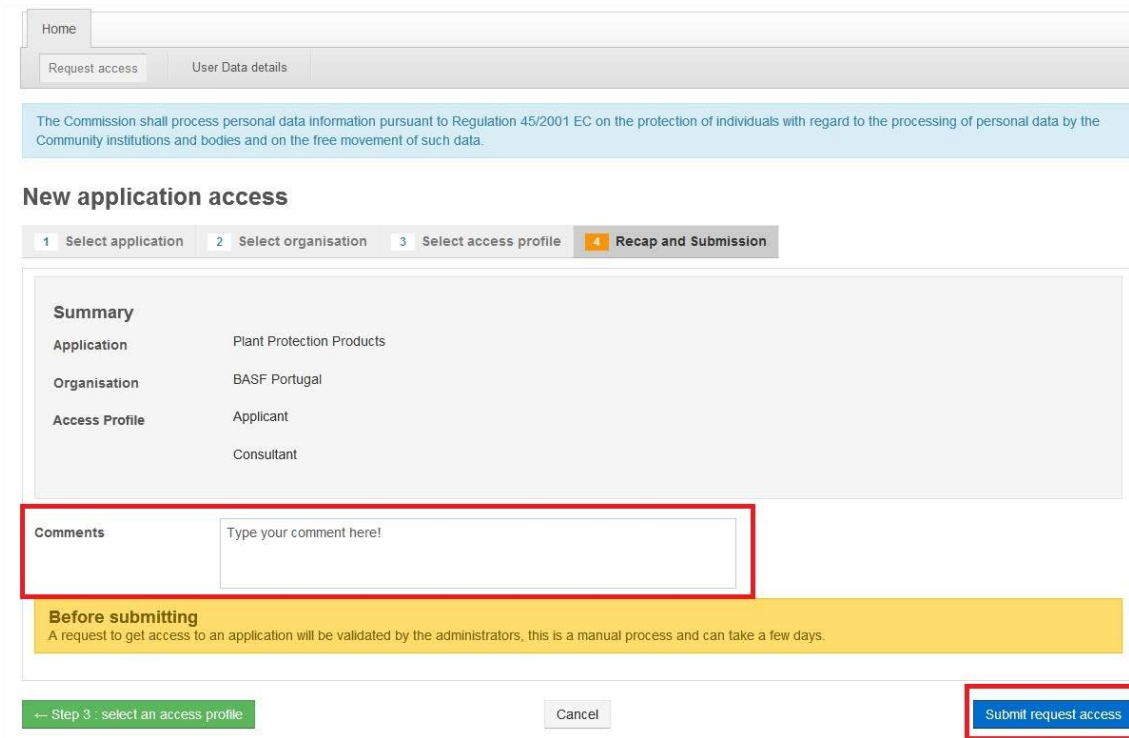
*Access Profile

Name	Status	Description
<input checked="" type="checkbox"/> Applicant		
<input checked="" type="checkbox"/> Consultant		
<input type="checkbox"/> Member State		

4. Then click '**Step 4: type a comment.**'



5. Confirm the details you just entered. You may also add a comment to support your access request. Then, click on '**Submit request access**' to confirm your details and request access.



Home

Request access User Data details

The Commission shall process personal data information pursuant to Regulation 45/2001 EC on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

New application access

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

Summary

Application	Plant Protection Products
Organisation	BASF Portugal
Access Profile	Applicant Consultant

Comments

Before submitting
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.

← Step 3: select an access profile Cancel **Submit request access**

After you have submitted your request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.



Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application. If you do not receive access within two days, please contact the PPPAMS Helpdesk (sante-pppams@ec.europa.eu).

After you have been granted access to the application, navigating to the website (<https://webgate.ec.europa.eu/pppams>) will take you directly to the application login page.

3.4. APPLICANTS (CONSULTANT USERS)

Consultant User Access Profiles are nearly identical to Applicants (Industry) User Access Profiles.

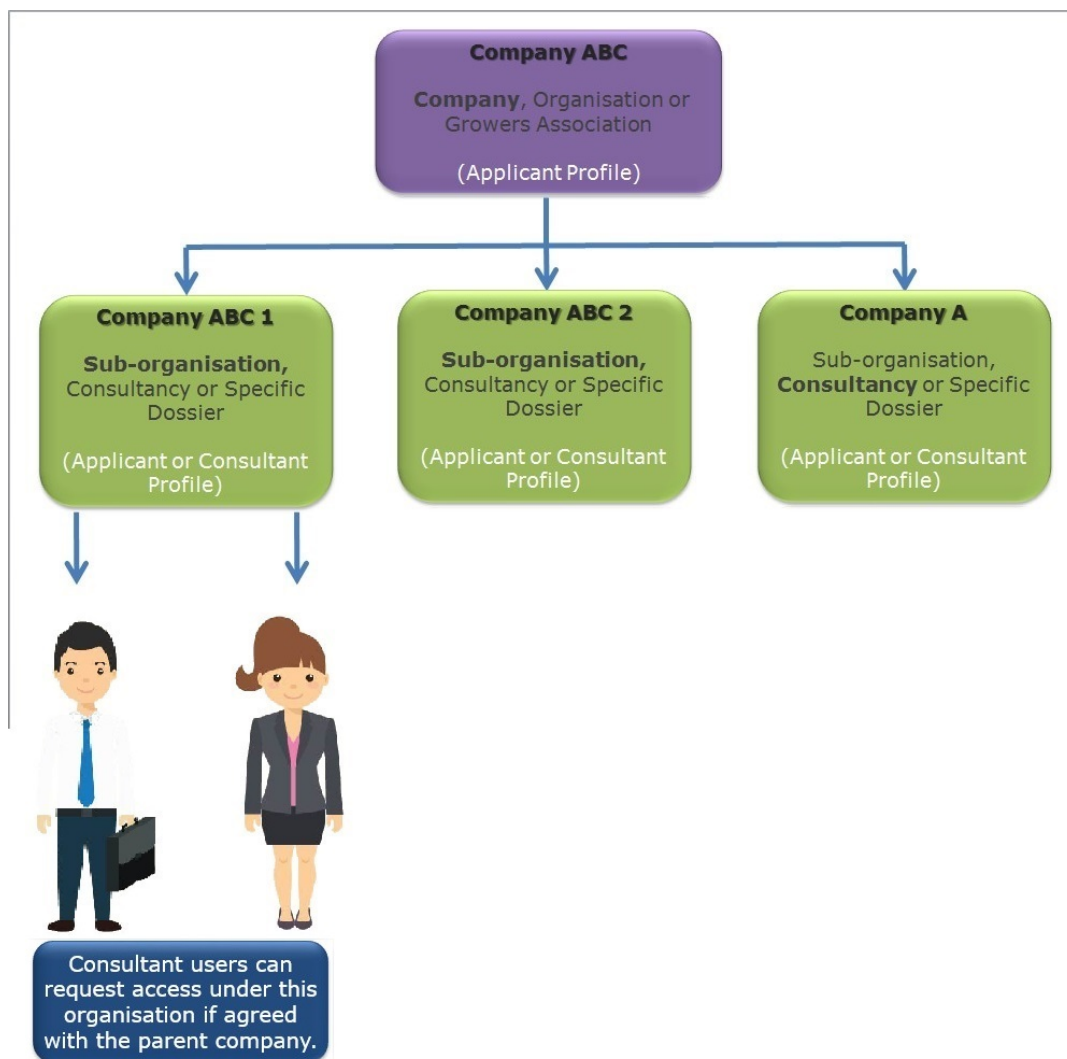
Access within the PPPAMS, is however, restricted based upon the organisation that is selected. It is therefore very important to check which organisation you should select as your parent organisation (the organisation you are working for) before starting the request access process. Consultancy organisations should not be set up as standalone organisations – they must be linked to a parent organisation that is responsible for PPPs. It is advised that consultants discuss with the organisation for which they will submit applications as to how they should set up and apply for access as it depends on the arrangement between the consultant and the business as to which option would be most suitable. For example, taking into account the number and frequency of applications being made for the parent company.

There are two options:

OPTION 1: Set up a *sub structure (sub organisation)* under the parent organisation and request access to it.



European
Commission

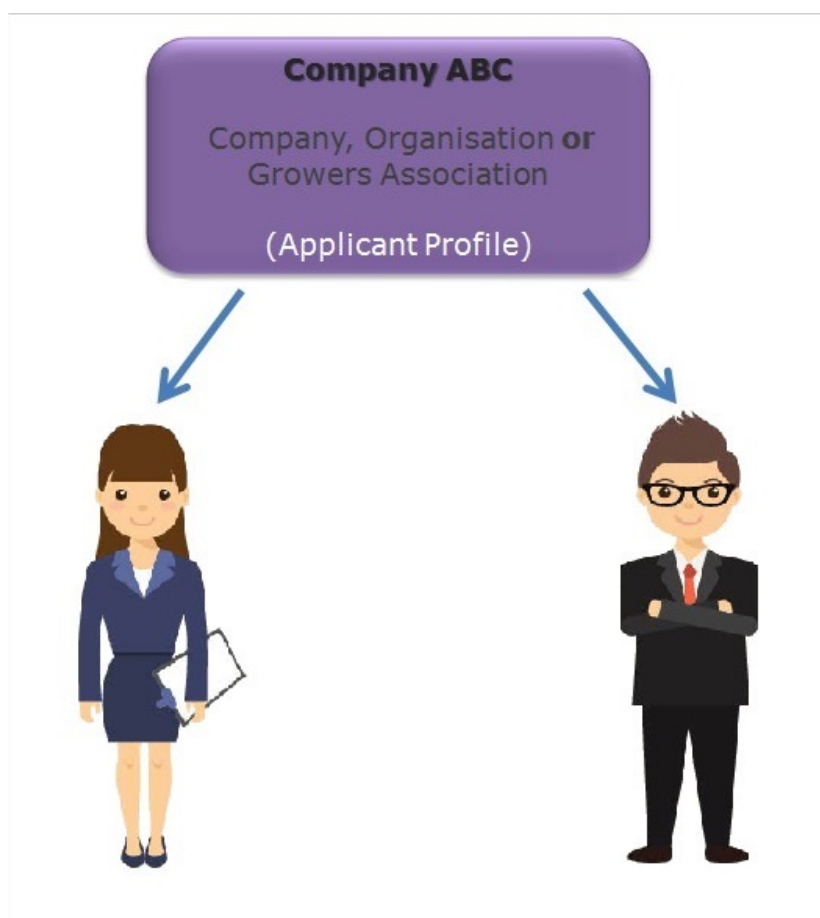


NOTE: Applicant (Consultant users) can only see the PPPs and applications *they* create but the parent organisation, (Company ABC), can also see this activity.

OPTION 2: Apply directly to the parent organisation but with profile '**Consultant**' only.



European
Commission



Users request access to the company directly but have the profile '**Consultant.**' Applicant users are those employed by ABC directly. Consultants can see all activity in the company (PPPs, applications etc.)

It is important to note that consultants must request access for each company they work for, taking into account the options detailed above.

For detailed instructions on how to apply for access as a consultant user, see the following sections:

OPTION 1:

Following section 3.3. '**OPTION 1: Organisations already validated and listed**', if the sub-organisation has already been created but select user profile 'consultant' instead of 'industry'. Follow section 3.3. '**OPTION 2: Create a new organisation**', if the sub-organisation has not already been created but select user profile 'consultant' instead of 'industry'.

OPTION 2:

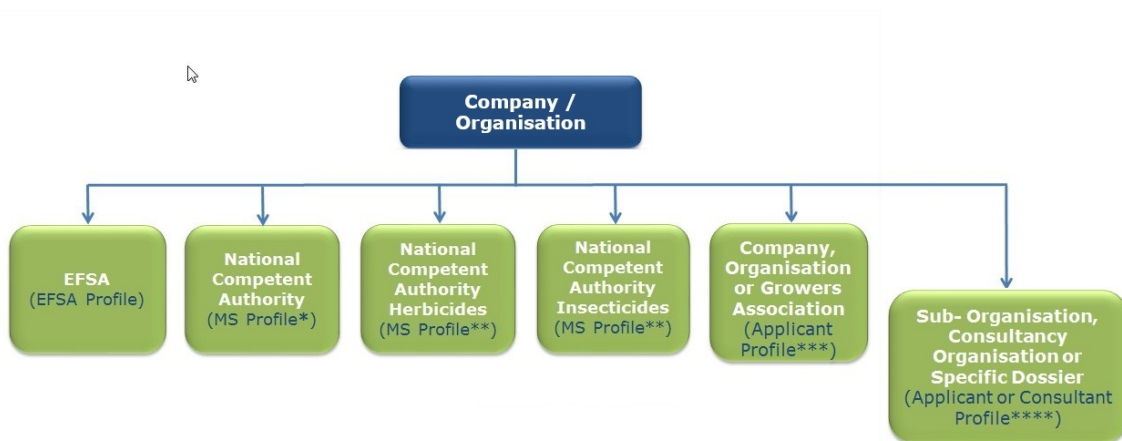
Follow section 3.3. '**OPTION 1: Organisations already validated and listed**' but select user profile 'consultant' instead of 'industry'.

4. GRANTING ACCESS TO OTHER USERS

This section is only relevant if you are designated a leader user in your organisation and need to approve requests for access.

After a request has been sent, the administrator receives a notification to grant access. Access is granted based on your access profile and organisation.

Each time you create a new organisation in SAAS, the initial user is granted the administrator role with '**local admin**' rights. This enables that user (the 'lead user') to provide access to other users. It is possible to have multiple 'lead users' who have the capacity to grant access. When the first lead user grants access to others they assign either 'normal' or 'local admin' rights.



* Set up on request by the European Commission.

**Member States can also have multiple organisations. MS authorities will be approved by EC and are at the same level.

***Consultancies should not set up a standalone organisation at this level. Lead users with Applicants (industry) profiles should also have a consultant profile so they can give subsequent access to consultant users.

****A sub-organisation may be a consultant who will work on behalf of the parent.

4.1. IF YOU ARE AN APPLICANT/NATIONAL COMPETENT AUTHORITY

As an Applicant *or* National Competent Authority user you might receive requests to grant access to other users within your business or authority. In order to be able to do so, you first have to be granted access as **local admin**. Please make sure to check if this is the case.

Once you login in the application, you can click your username and access profile on the top right corner of the page.

Profile of John DOE

You are logged with the following access profile(s): **Applicant**. To submit a new request of access or to ask for new profile(s), please use the following link: [access request](#).

The follow up of your profile and your access rights requires the recording of your personal data (name, address, etc.) in a database (SAAS). Should you require further information, exercise your rights (e.g. access or rectify data), or consult your personal data stored in the SAAS database, please click [here](#).

You have more than 1 valid access profile. This situation can occur if you have requested multiple access profiles, or if you represent more than one organisation. In order to select another profile, please click the following link: [Select another profile](#)

For any other request, please contact the webmaster (SANTE-PPPADMIN@ec.europa.eu).

User details		Organisation details	
Name	John DOE (ndoeaad)	Organisation name	CALCOB
Email	john.doe@ec.europa.eu	Email	
Language		Access profile(s)	Applicant
Address			

Master Switch Notifications

Personal notification settings - master switch

This application relies upon the input of different users to complete a workflow or process. There are times when the system would like to prompt you to take action based upon these processes and workflows. There are also times when the system can inform you about the actions that other parties take within a particular workflow. You can set your preferences for notifications at the application level, however if you do not wish to receive any emails, you can override the settings at application level by selecting an option below

- I do not wish to receive any informational email messages
- I do not wish to receive any email messages to prompt me for action (not recommended)
- By default, automatically activate email notifications except for those listed above.
- Switch off notifications for actions made by child organisations
- CC emails to members of my organisation

In this page, you are also able to submit a new request for an access profile, in case you wish to be granted an additional profile.

This allows you to view your user profile details: **Name, E-mail, Language, Address** and **Phone**. This page also provides your **Organisation** details.

Profile of John DOE

You are logged with the following access profile(s): **Applicant**. To submit a new request of access or to ask for new profile(s), please use the following link: [access request](#).

The follow up of your profile and your access rights requires the recording of your personal data (name, address, etc.) in a database (SAAS). Should you require further information, exercise your rights (e.g. access or rectify data), or consult your personal data stored in the SAAS database, please click [here](#).

You have more than 1 valid access profile. This situation can occur if you have requested multiple access profiles, or if you represent more than one organisation. In order to select another profile, please click the following link: [Select another profile](#)

For any other request, please contact the webmaster (SANTE-PPPADMIN@ec.europa.eu).

User details		Organisation details	
Name	John DOE (ndoeaadj)	Organisation name	CALCOB
Email	john.doe@ecm.com	Email	
Language		Access profile(s)	Applicant
Address			

Master Switch Notifications

Personal notification settings - master switch

This application relies upon the input of different users to complete a workflow or process. There are times when the system would like to prompt you to take action based upon these processes and workflows. There are also times when the system can inform you about the actions that other parties take within a particular workflow. You can set your preferences for notifications at the application level, however if you do not wish to receive any emails, you can override the settings at application level by selecting an option below

- I do not wish to receive any informational email messages
- I do not wish to receive any email messages to prompt me for action (not recommended)
- By default, automatically activate email notifications except for those listed above.
- Switch off notifications for actions made by child organisations
- CC emails to members of my organisation

1. If you click the Name of your organisation, in this case your National Competent Authority's name, you can see the organisation hierarchy and **Manage list of users for this organisation** and **validate sub-organisations**. Click this link and you are redirected to your access profile page in SAAS.

Organisation details	
Organisation name	CALCOB
Email	
Access profile(s)	Applicant

CALCOB [SAAS Org ID: 15227]

You are logged with the following access profile(s): **Applicant**

[Manage list of users for this organisation](#)

Other parent SAAS Org IDs and child organisations who have access to view products created by this organisation: 12970,7385,1027



```

graph TD
    BAYER[BAYER] --- BayerPortugal[Bayer Portugal]
    BayerPortugal --- CALCOB[CALCOB]
  
```

2. On the Home page, select your access profile and click Manage.

The screenshot shows the 'Saas - Authorization System' interface for 'Plant Protection Products'. At the top, there are navigation links for 'Privacy Statement', 'Support', 'John DOE', and 'Logout', along with a language dropdown set to 'English (en)'. The breadcrumb trail indicates the user is in 'European Commission > DG Health and Food Safety > Saas'. Below this, there are tabs for 'Home', 'Request access', and 'User Data details'. A yellow notification box states: 'Please select an application from the list. If you don't have access to an application, you can request an access. The request has to be validated by an administrator, this is a manual procedure that can take a few days.' Below the notification, there are two dropdown menus, both currently set to 'Plant Protection Products'. The main section is titled 'User Profiles' and includes a 'records per page' selector (set to 25) and a search field. A table lists four user profiles, with the first one highlighted by a red box:

Status	Organisation	Access Profile *	
active	/ BAYER / Bayer Portugal	Applicant (Local Admin.)	Manage
active	/ Biocontrol / Bleufingers Global	Applicant Consultant (Local Admin.)	Manage
active	/ BAYER	Member State (Local Admin.)	Manage
active	/ BAYER / Bayer Portugal / CALCOB	Applicant Consultant	

Below the table, it says 'Showing 1 to 4 of 4 entries' with pagination controls. A 'Table legend' at the bottom explains the icons: a green 'Manage' button, a trash icon for 'Delete', and a speech bubble icon for 'Reject reason'. A note states '* The search is not performed on this column.'

The system redirects you to the **User Profiles** page, open on the '**All status**' tab.

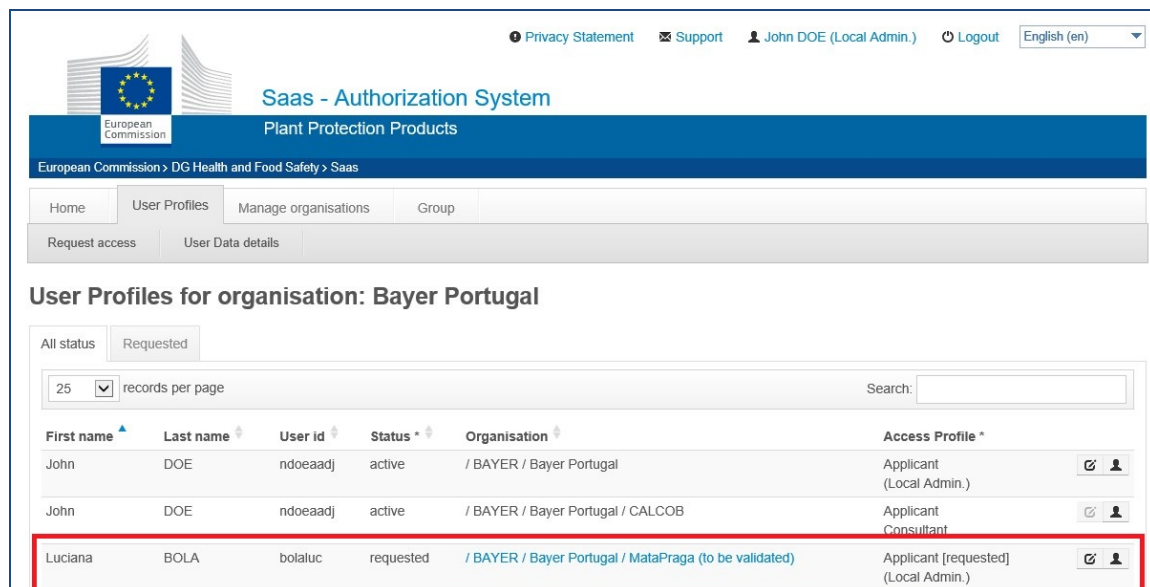
You can perform two types of actions:

- a. Validate a sub-organisation (you will see these in the organisation column as '*to be validated*');
- b. Validate a user access request;

You must validate a sub-organisation before you can give access to a user for that organisation.

Before granting access to the organisation, you must validate it.

3. To do so, click the organisation name blue link on the **User Profiles** page.



Privacy Statement | Support | John DOE (Local Admin.) | Logout | English (en)

Saas - Authorization System
Plant Protection Products

European Commission > DG Health and Food Safety > Saas

Home | User Profiles | Manage organisations | Group

Request access | User Data details

User Profiles for organisation: Bayer Portugal

All status | Requested

25 records per page | Search:

First name	Last name	User id	Status	Organisation	Access Profile
John	DOE	ndoeaadj	active	/ BAYER / Bayer Portugal	Applicant (Local Admin.)
John	DOE	ndoeaadj	active	/ BAYER / Bayer Portugal / CALCOB	Applicant Consultant
Luciana	BOLA	bolaluc	requested	/ BAYER / Bayer Portugal / MataPraga (to be validated)	Applicant [requested] (Local Admin.)

4. Verify the given information and, if everything is correct and this organisation belongs to yours, click **Validate**.



European
Commission

Organisation details

*Name: MataPraga
Organisation code: 15230
Website:
Sub-organisation creation on the Request Access page: Allowed
*Gen. mail: test@gmail.com
Gen. phone:
Gen. fax:
*Address: test address
*Zip code: 3800
*City: Aveiro
*Country: Portugal
Parent Organisation: / BAYER / Bayer Portugal

When you search on an organisation name, the result will be displayed as a list.

25 records per page Search:
/ BAYER
Open Bayer Portugal Details
Showing 1 to 1 of 1 entries

Cancel Save **Validate** Reject

The organisation is then validated, the blue link is not shown anymore and you can grant access to this user by clicking the **Edit** icon.

Home User Profiles Manage organisations Group

Request access User Data details

Success
The organisation MataPraga was successfully validated.

User Profiles for organisation: Bayer Portugal

All status Requested

25 records per page Search:
First name Last name User id Status Organisation Access Profile *
John DOE ndoeadj active / BAYER / Bayer Portugal Applicant (Local Admin.)
John DOE ndoeadj active / BAYER / Bayer Portugal / CALCOB Applicant Consultant
Luciana BOLA bolaluc requested / BAYER / Bayer Portugal / MataPraga Applicant [requested] (Local Admin.)
Luciana BOLA bolaluc active / BAYER / Bayer Portugal Applicant Consultant (Local Admin.)
Luciana BOLA bolaluc active / BAYER / Bayer Portugal / SEMPRAGAS Applicant (Local Admin.)
Luciana BOLA bolaluc active / BAYER / Bayer Portugal / CALCOB Applicant Consultant [requested]

Showing 1 to 6 of 6 entries

Table legend
Edit, Detail user, Reject reason, * The search is not performed on this column.

Once you click the **Edit** icon, the system redirects you to the **User Profile details** page.

OPTION 1: Organisations already validated and listed

Here, you are able to change the **Start date**, which is automatically set to the request date.

- a. You can also add an **End date**, if appropriate.

It is recommended that by default all users grant access for a maximum period of two years. Unless the user requires access only for a limited period of time, in which case you can already add the relevant end date.

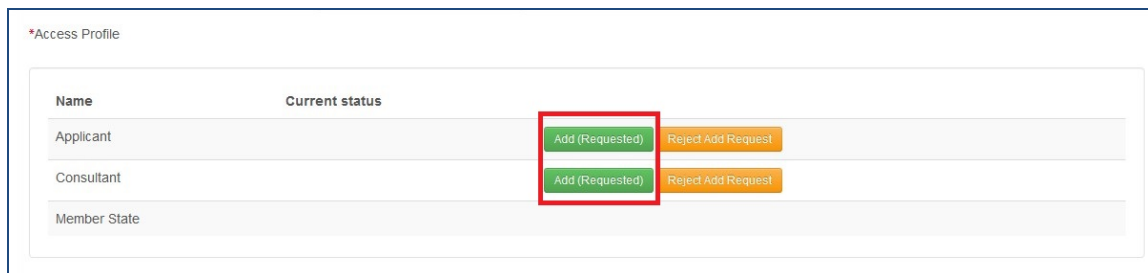
- b. Choose between **Normal user** or **Local admin**.

If you choose Local admin, the new user will have the same rights as you: manage, validate, and reject new user access. If you choose Normal user, the new user will not have rights to grant access, manage, validate or reject further user profiles.

In case you are rejecting this request, please enter the **Reason of rejection**.

- c. Choose between **Activate** or **Reject Activation Request**.

Before granting access to any user you should always check if indeed that user belongs to your association and is a valid organisation!

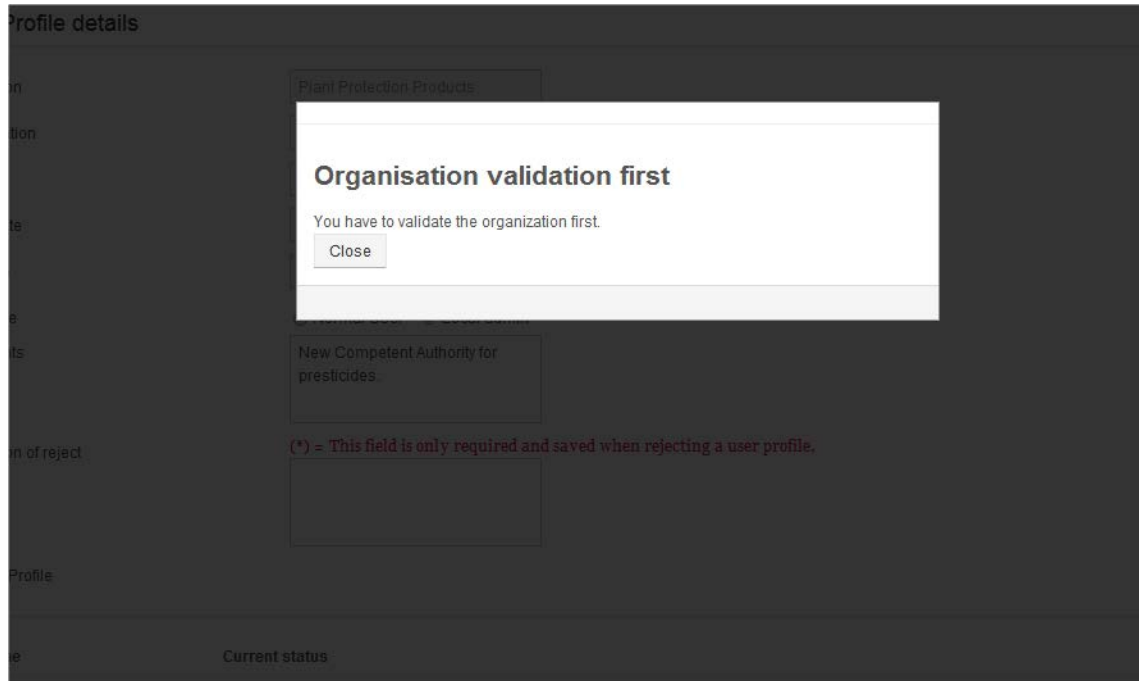


Name	Current status
Applicant	<input type="button" value="Add (Requested)"/> <input type="button" value="Reject Add Request"/>
Consultant	<input type="button" value="Add (Requested)"/> <input type="button" value="Reject Add Request"/>
Member State	

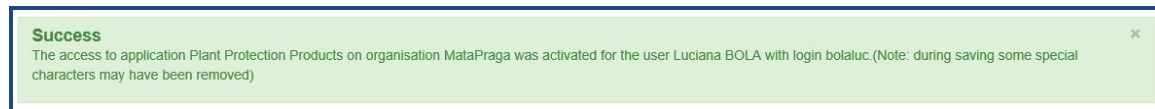
3. Click **Activate/Reject** so that the changes take place.

Please note that saving your changes will not activate/reject the user profile. These options will only take place when you click the appropriate button at the end of the page.

Note: If you fail to validate the organisation prior to granting access profile to the user, the system doesn't allow you to activate it and the following error message is displayed:



The user profile in this example is activated and displayed in the '**All status**' tab.

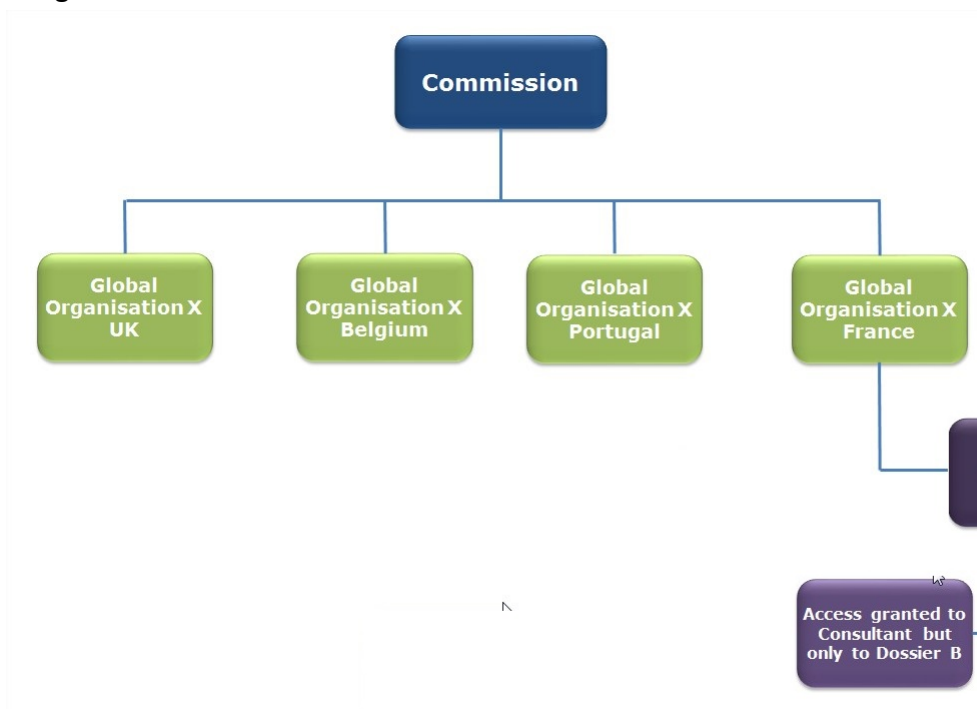


You can still **Edit** this user profile at any time.

4.2. GRANTING ACCESS TO APPLICANTS (CONSULTANT USERS)

If you grant access to a Consultant at your organisation level, please be aware that they will see all products and applications created by your organisation. See also section 3.4. which describes the two options for consultant set-up.

If you wish to limit the access for a particular dossier or group of dossiers, you should create another organisation within the original association and ask the Consultant to select this organisation (alternatively you can ask the consultant to set up the sub-organisation and then request access – you can validate the organisation when you validate the access request). An example is provided in the following image.



As a user with the access profile 'Applicant' linked to Organisation D, you will be able to view all products created at your level, as well as any products or applications created at any lower levels, i.e. those products and applications created by users belonging to the Dossier B organisation

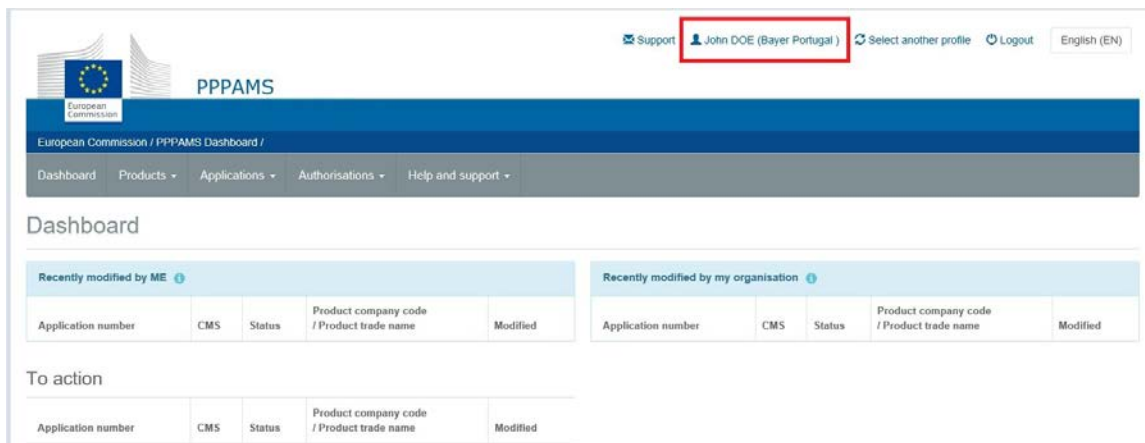
Note: It is recommended that when granting access to Applicants – Consultant users, you choose the **Normal user** role.

Only choose Local admin if you are granting access to a user that needs to grant access to other users.

5. MODIFYING AN EXISTING USER PROFILE

After validating an access profile it is still possible to modify it. To do so, you have to login to PPPAMS.

1. Once you login in to PPPAMS, you can **click your username and access profile** on the top right corner of the page.

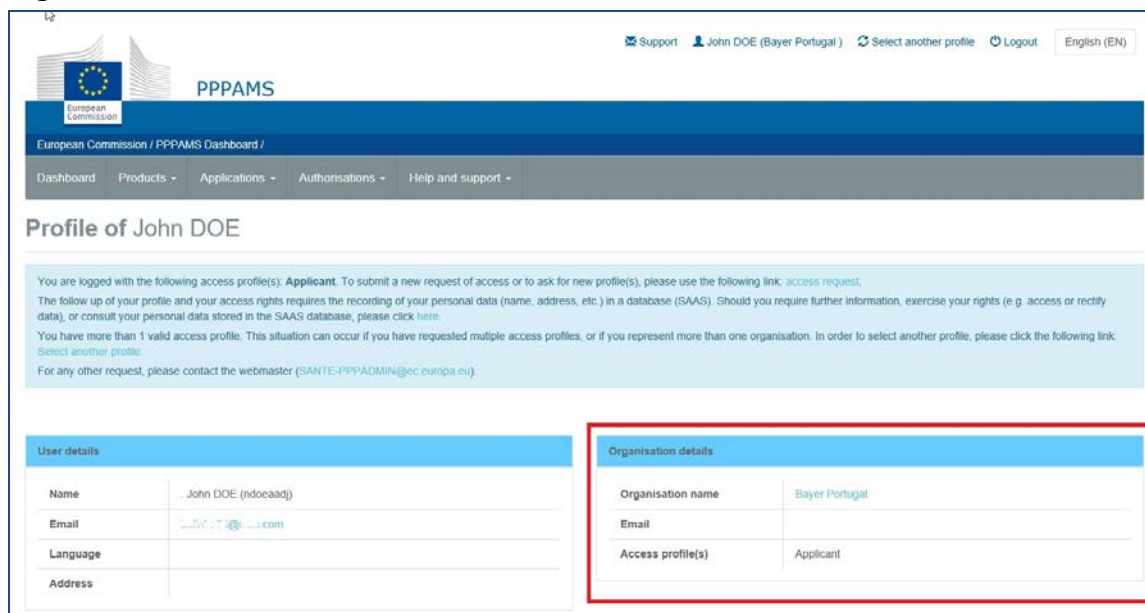


The screenshot shows the PPPAMS dashboard. At the top right, the user profile 'John DOE (Bayer Portugal)' is displayed and highlighted with a red box. Below the dashboard header, there are three tables: 'Recently modified by ME', 'Recently modified by my organisation', and 'To action'. Each table has columns for 'Application number', 'CMS', 'Status', 'Product company code / Product trade name', and 'Modified'.

On this page, you are able to submit a new request for an access profile, in case you wish to be granted a new or other profile.

Your user profile details are displayed such as **Name**, **E-mail**, **Language**, **Address** and **Phone**. This page also shows your **Organisation** details.

If you have administration rights, you can modify here the users linked with your organisation.



The screenshot shows the 'Profile of John DOE' page. It includes a navigation menu and a main content area with instructions on how to request access or modify the profile. Below the instructions, there are two sections: 'User details' and 'Organisation details'. The 'Organisation details' section is highlighted with a red box and contains the following information:

Organisation details	
Organisation name	Bayer Portugal
Email	
Access profile(s)	Applicant



- If you click the Name of your organisation you can see the organisation hierarchy and if you have administrator rights, **Manage list of users for this organisation.** Click this link and you are redirected to your access profile page in the Authorization Service.

Organisation details

Organisation name	Bayer Portugal
Email	
Access profile(s)	Applicant

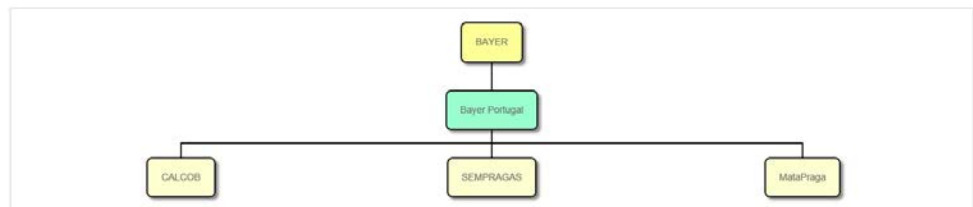


Bayer Portugal [SAAS Org ID: 12970]

You are logged with the following access profile(s): Applicant

[Manage list of users for this organisation](#)

Other parent SAAS Org IDs and child organisations who have access to view products created by this organisation: 12970,7885,15230,15229,15227



- On the Home page, select your access profile and click **'Manage.'**

Home

Request access | User Data details

Please select an application from the list. If you don't have access to an application, you can request an access. The request has to be validated by an administrator, this is a manual procedure that can take a few days.

Plant Protection Products


User Profiles

25 records per page

Status	Organisation	Access Profile *	
active	/ BAYER / Bayer Portugal	Applicant (Local Admin.)	Manage
active	/ Biocontrol / Bleufingers Global	Applicant Consultant (Local Admin.)	Manage
active	/ BAYER	Member State (Local Admin.)	Manage
active	/ BAYER / Bayer Portugal / CALCOB	Consultant Applicant	

Showing 1 to 4 of 4 entries

The system redirects you to the **User Profiles** page, open on the **'All status'** tab.

4. Select the user profile you want to modify with the status *active* and click on the **Edit**  icon.











Home | User Profiles | Manage organisations | Group

Request access | User Data details

User Profiles for organisation: Bleufingers Global

All status | Requested

25 records per page Search:

First name	Last name	User id	Status	Organisation	Access Profile	
Sebastiaan	BOERMA	boermse	active	/ IBMA / Bleufingers Global	Industry (Local Admin.)	
PPP	TEST	ntestppp	active	/ IBMA / Bleufingers Global	Industry	
John	DOE	ndoeaadj	active	/ IBMA / Bleufingers Global	Industry (Local Admin.)	
Nyamsuren	BYAMBATSEREN	byambny	active	/ IBMA / Bleufingers Global	Industry	
Sebastiaan	BOERMA	boermse	active	/ IBMA / Bleufingers Global / Bleufingers Germany	Consultant (Local Admin.)	
PPP	TEST	ntestppp	active	/ IBMA / Bleufingers Global / Bleufingers Germany	Consultant	
PPP	TEST	ntestppp	active	/ IBMA / Bleufingers Global / Bleufingers Germany / Bleufingers Project B	Industry	
Sebastiaan	BOERMA	boermse	active	/ IBMA / Bleufingers Global / Bleufingers Germany / Bleufingers Project B	Industry (Local Admin.)	
PPP	TEST	ntestppp	active	/ IBMA / Bleufingers Global / Bleufingers United Kingdom	Industry	
Sebastiaan	BOERMA	boermse	active	/ IBMA / Bleufingers Global / Bleufingers United Kingdom	Industry (Local Admin.)	

Showing 1 to 10 of 10 entries < 1 >

The system redirects you to the **User Profile details** page, where you can modify some data from the user profile you have selected previously. You cannot modify the **Application**, **Organisation** or the name of the **User**.

User Profile details

Application

Organisation

User

*Start Date

End Date

User Role Normal User Local admin

Comments

*Access Profile

Name	Current status	
Applicant	active	<input type="button" value="Remove"/>
Consultant		
Member State		

5. You can also **Delete** or **Lock** the selected user profile.

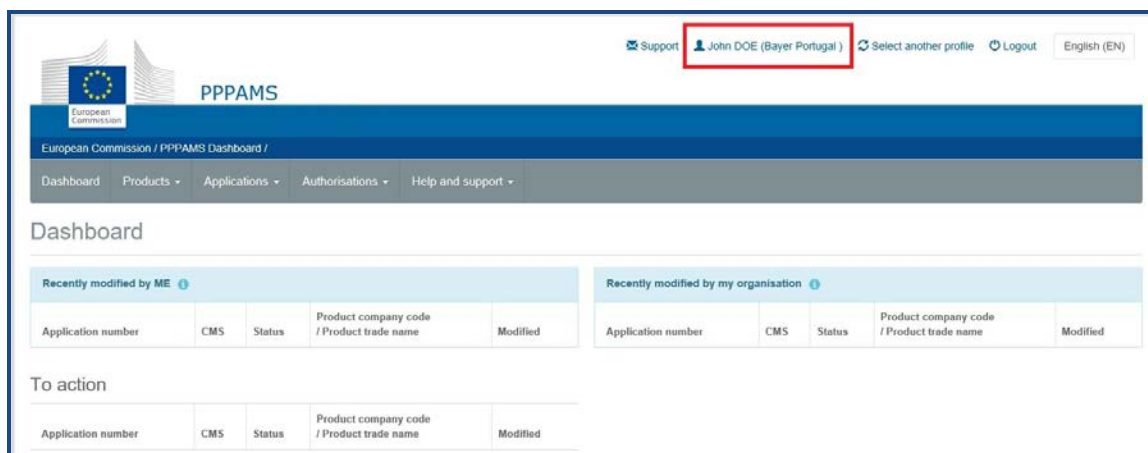
If you choose to delete the user profile, you have to recreate a new one if you want the user to have rights again. If you lock the user profile, you can unlock it afterwards and the user's old settings are kept.

6. Click **Save** to keep your changes.

6. MODIFYING DETAILS ABOUT YOUR ORGANISATION

After validating an organisation it is still possible to modify it. To do so, you have to login to PPPAMS.

1. Once you login to PPPAMS, you can click on your username at the top right corner of the page.



The screenshot shows the PPPAMS dashboard interface. At the top right, the user profile 'John DOE (Bayer Portugal)' is highlighted with a red box. Below the header, there are navigation menus for 'Dashboard', 'Products', 'Applications', 'Authorisations', and 'Help and support'. The main content area is titled 'Dashboard' and contains two tables: 'Recently modified by ME' and 'Recently modified by my organisation'. Both tables have columns for 'Application number', 'CMS', 'Status', 'Product company code / Product trade name', and 'Modified'. There is also a 'To action' section with a similar table structure.

On this page, you are able to submit a new request for an access profile, in case you wish to be granted a new or other profile.

For example, a consultant may work for numerous organisations and each would be listed here, enabling him or her to work on the relevant product or application file.

Your user profile details are displayed such as **Name**, **E-mail**, **Language**, **Address** and **Phone**. This page also shows your **Organisation** details.

If you have local administration rights you can modify users who are linked to your organisation on this page also (refer to previous section 5).

The screenshot shows the PPPAMS dashboard interface. At the top, there is a navigation bar with the European Commission logo and the text 'PPPAMS'. Below this is a breadcrumb trail: 'European Commission / PPPAMS Dashboard /'. A menu bar contains 'Dashboard', 'Products', 'Applications', 'Authorisations', and 'Help and support'. The main heading is 'Profile of John DOE'. Below the heading is a light blue information box with the following text: 'You are logged with the following access profile(s): Applicant. To submit a new request of access or to ask for new profile(s), please use the following link: [access request](#). The follow up of your profile and your access rights requires the recording of your personal data (name, address, etc.) in a database (SAAS). Should you require further information, exercise your rights (e.g. access or rectify data), or consult your personal data stored in the SAAS database, please click [here](#). You have more than 1 valid access profile. This situation can occur if you have requested multiple access profiles, or if you represent more than one organisation. In order to select another profile, please click the following link: [Select another profile](#). For any other request, please contact the webmaster (SANTE-PPPADMIN@ec.europa.eu).

Below the information box are two tables. The first table, 'User details', has the following data: Name: John DOE (ndoeaadj), Email: [redacted]@ec.europa.eu, Language: [empty], Address: [empty]. The second table, 'Organisation details', is highlighted with a red border and has the following data: Organisation name: Bayer Portugal, Email: [empty], Access profile(s): Applicant.

If you click on the Name of your organisation, in this case your Member State's name, you can see the organisation hierarchy and **Manage list of users for this organisation**. Click this link and you are redirected to your access profile page in the Authorization Service.

Organisation details

Organisation name	Bayer Portugal
Email	
Access profile(s)	Applicant

Bayer Portugal [SAAS Org ID: 12970]

You are logged with the following access profile(s): Applicant

[Manage list of users for this organisation](#)

Other parent SAAS Org IDs and child organisations who have access to view products created by this organisation: 12970,7885,15230,15229,15227

```

graph TD
    BAYER[BAYER] --- BayerPortugal[Bayer Portugal]
    BayerPortugal --- CALCOB[CALCOB]
    BayerPortugal --- SEMPRAGAS[SEMPRAGAS]
    BayerPortugal --- MutaPraga[MutaPraga]
  
```

2. On the Home page, select your access profile and click **Manage**.

Home

Request access | User Data details

Please select an application from the list. If you don't have access to an application, you can request an access. The request has to be validated by an administrator, this is a manual procedure that can take a few days.

Plant Protection Products

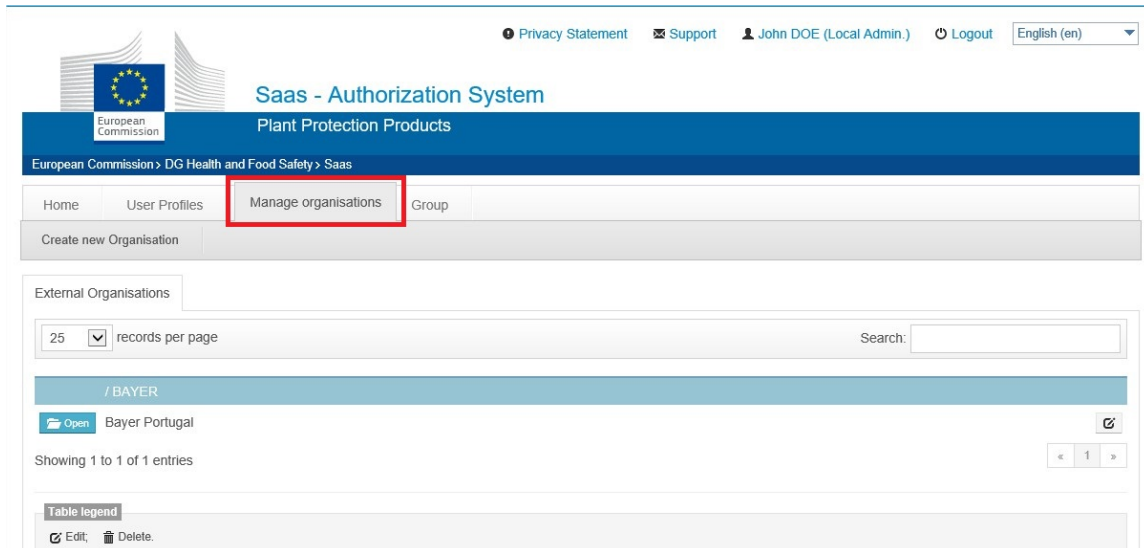
User Profiles

25 records per page

Status	Organisation	Access Profile *	
active	/ BAYER / Bayer Portugal	Applicant (Local Admin.)	Manage
active	/ Biocontrol / Bleufingers Global	Applicant Consultant (Local Admin.)	Manage
active	/ BAYER	Member State (Local Admin.)	Manage
active	/ BAYER / Bayer Portugal / CALCOB	Consultant Applicant	

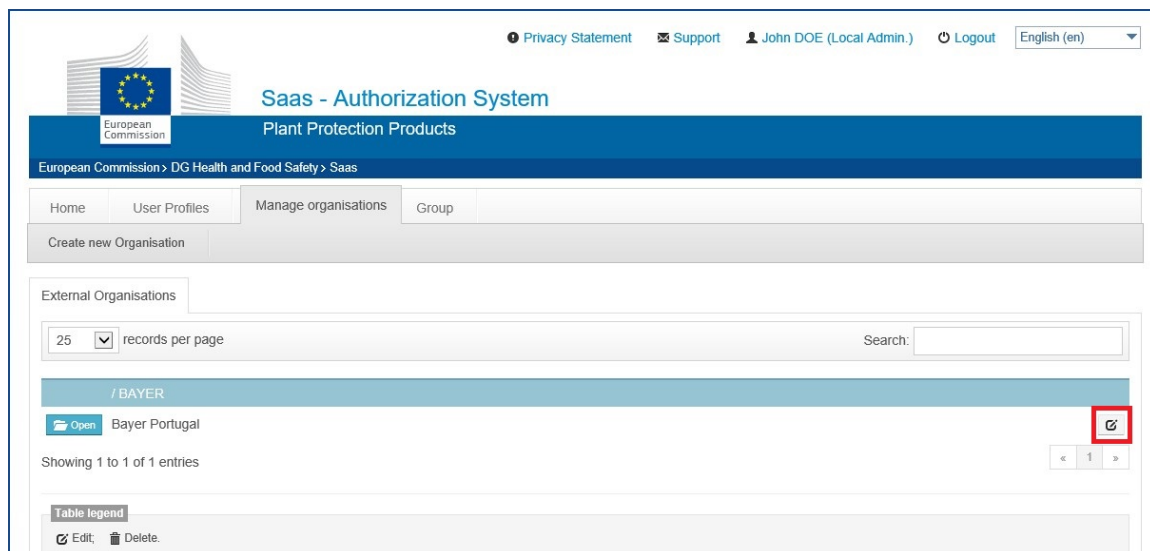
Showing 1 to 4 of 4 entries

The system redirects you to the **User Profiles** tab but click the **Manage Organisations** tab.



The screenshot shows the 'Saas - Authorization System' interface. At the top, there is a navigation bar with links for 'Privacy Statement', 'Support', 'John DOE (Local Admin.)', 'Logout', and a language dropdown set to 'English (en)'. Below this is a breadcrumb trail: 'European Commission > DG Health and Food Safety > Saas'. A horizontal menu contains 'Home', 'User Profiles', 'Manage organisations' (highlighted with a red box), and 'Group'. Below the menu is a 'Create new Organisation' button. The main content area is titled 'External Organisations' and includes a '25 records per page' selector and a search field. A table entry for 'BAYER' is shown, with a sub-entry 'Bayer Portugal' and an 'Open' button. A 'Table legend' at the bottom indicates 'Edit' and 'Delete' actions.

This page displays the organisations you can manage.



This screenshot is identical to the previous one, but with a red box highlighting the 'Open' button next to the 'Bayer Portugal' entry in the 'External Organisations' table.

An organisation can have other organisations inside it. They can be accessed by clicking on the **Open** button.




To access the original organisation, click **Up**.



 BAYER / Bayer Portugal	
CALCOB	 
MataPraga	 
SEMPRAGAS	 

Showing 1 to 3 of 3 entries < 1 >

As local administrator, you can **delete** an organisation that does not have children, as depicted in the image, by clicking on the **Delete**  icon.

You can also edit and save an organisation by clicking on the **Edit**  icon.

The Commission shall process personal data information pursuant to Regulation 45/2001 EC on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Organisation details

*Name	<input type="text" value="Bayer Portugal"/>
Organisation code	<input type="text" value="12970"/>
Website	<input type="text"/>
Sub-organisation creation on the Request Access page	<input type="text" value="Allowed"/>
*Gen. mail	<input type="text" value="firstname.lastname@bayer.com"/>
Gen. phone	<input type="text"/>
Gen. fax	<input type="text"/>
*Address	<input type="text" value="Bayer CropScience (Portugal) Produtos para a Agricultura Lda Rua Quinta do Binheiro"/>
*Zip code	<input type="text" value="2794-003"/>
*City	<input type="text" value="Carnaxide"/>
*Country	<input type="text" value="Portugal"/>
Parent Organisation	<input type="text" value="/ BAYER"/>

Note: Deleting organisations implies the deletion of all user profiles using that organisation.