European Commission

EC-REACT TOOL

QUICK USER GUIDE

THE REGISTRATION PROCESS

1 GETTING STARTED WITH THE EC-REACT TOOL

1.1 WHAT IS THE EC-REACT TOOL?

The EC-REACT (Representative Actions Collaboration Tool) is a secure, restricted platform designed for exchanging information across the EU about representative actions, as set up by the Representative Actions Directive (EU) 2020/1828.

For more information on representative actions please consult the European Commission website.

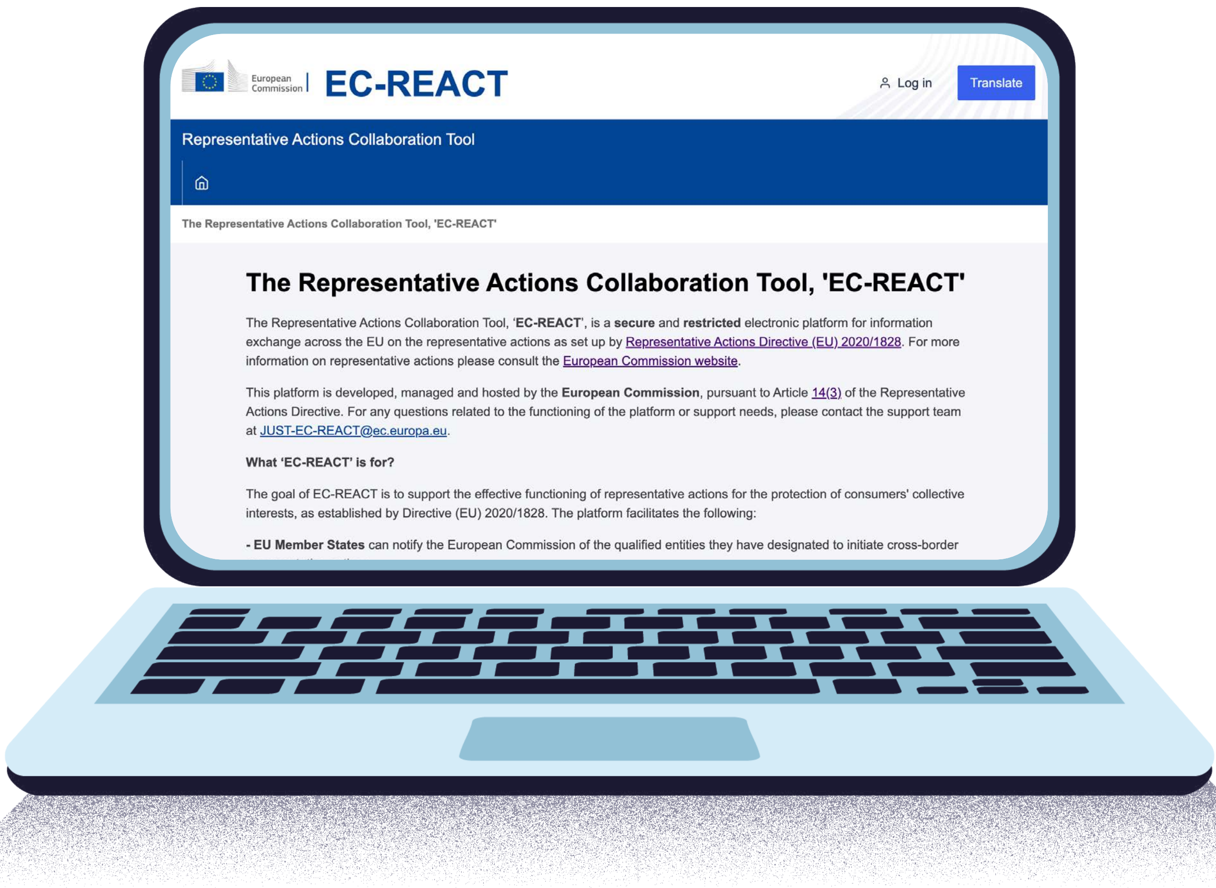
1.2 HOW CAN YOU GAIN ACCESS TO THE EC-REACT TOOL?

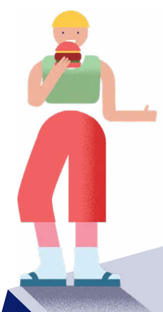
Note that this tool has restricted access. If you need access to the tool you need to go through the access procedure. This procedure has the following steps (find more details on each step below):

1. Log in via the home page;
2. Complete the access request form;
3. Wait for your request to be evaluated.

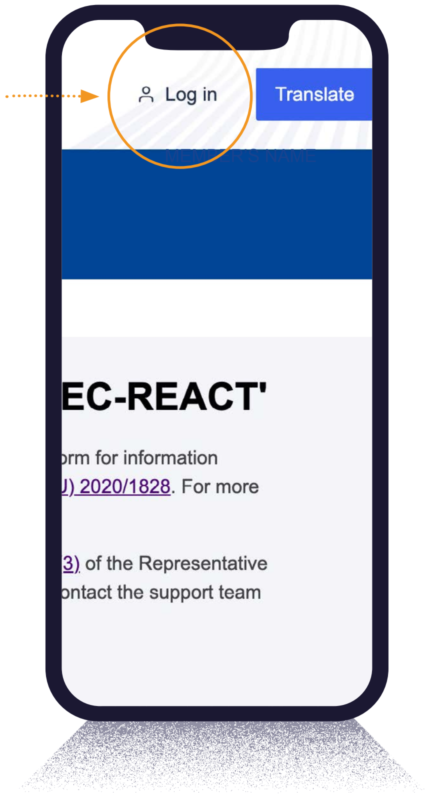
1.3 FIRST TIME LOGIN

1. Navigate to the following url: https://representative-actions-collaboration.ec.europa.eu/.
   The system will display the following page:





2. To register in the EC-REACT Platform, click on the **'Login'** button on the top right of the screen.
You will be redirected to the EU Login Account.



If you have an EU Login account, use your email and password to log in.
If you do not have an EU login account, click on **'Create account'**.

- Complete all mandatory fields (First name, Last Name, email, confirm email).
- Acknowledge the privacy statement and click **'Create an account'**.
- You will receive a confirmation link by e-mail. This link is only valid for a limited time.
- Click the link and set a new EU Login Password. If the link appears broken in your email, copy and paste the entire URL into your browser's address bar.
- Click on **'Submit'**. You will be now automatically redirected to the EC-REACT Platform.

Important note:

You must use your personal **professional e-mail address**, using a **corporate** domain name. Anything else, like (non-personal) e-mail addresses from public e-mail providers (hotmail, gmail etc, will be rejected).

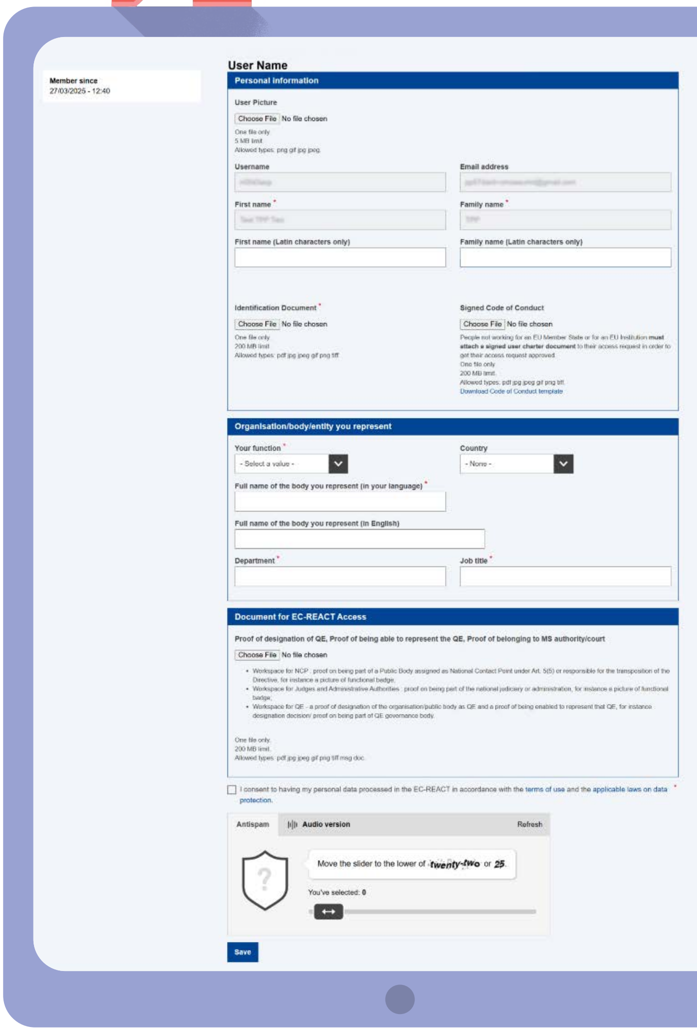
For help with EU Login, you can find the Help section in the footer or contact EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu.

3. To log in the EC-REACT Platform:

- Enter your EU Login email and click 'next'
- You will be requested to choose a verification method
- Click the dropdown menu
- Among the options, choose 'password: authenticate to EU Login with only your password'
- Insert your EU Login password

4. You will be redirected to the access request form. Fill out the form providing personal and professional information.

Username	Automatically filled in (data taken from your EU Login account).
Email address	Automatically filled in (data taken from your EU Login account).
First name	Automatically filled in (data taken from your EU Login account).
Family name	Your surname will be automatically filled in (data taken from your EU Login account).
First name (Latin characters only)	Fill in this field if your name is written in a different alphabet.
Family name (Latin characters only)	Fill in this field if your name is written in a different alphabet.
Identification document	Upload a scanned copy of your badge. This helps the access manager verify your identity. *Note: This document will be deleted after the access procedure.*
Code of conduct	Download the code of conduct, sign it, and upload it back into the tool. *Note: This document will be deleted after the access procedure.*
Your function	Select the option from the drop-down list that best describes your role.
Full name of the organisation you represent (in your language)	Enter the name of your organisation in your local language.
Full name of the organisation you represent (in English)	Enter the name of your organisation in English.
Department	Enter the name of the department, unit, or group you work in.
Job title	Enter your job title.
Country	Select the country where your organisation is located from the drop-down list.
Document for EC-REACT Access	Proof of designation of QE, Proof of being able to represent the QE, Proof of belonging to MS authority/court

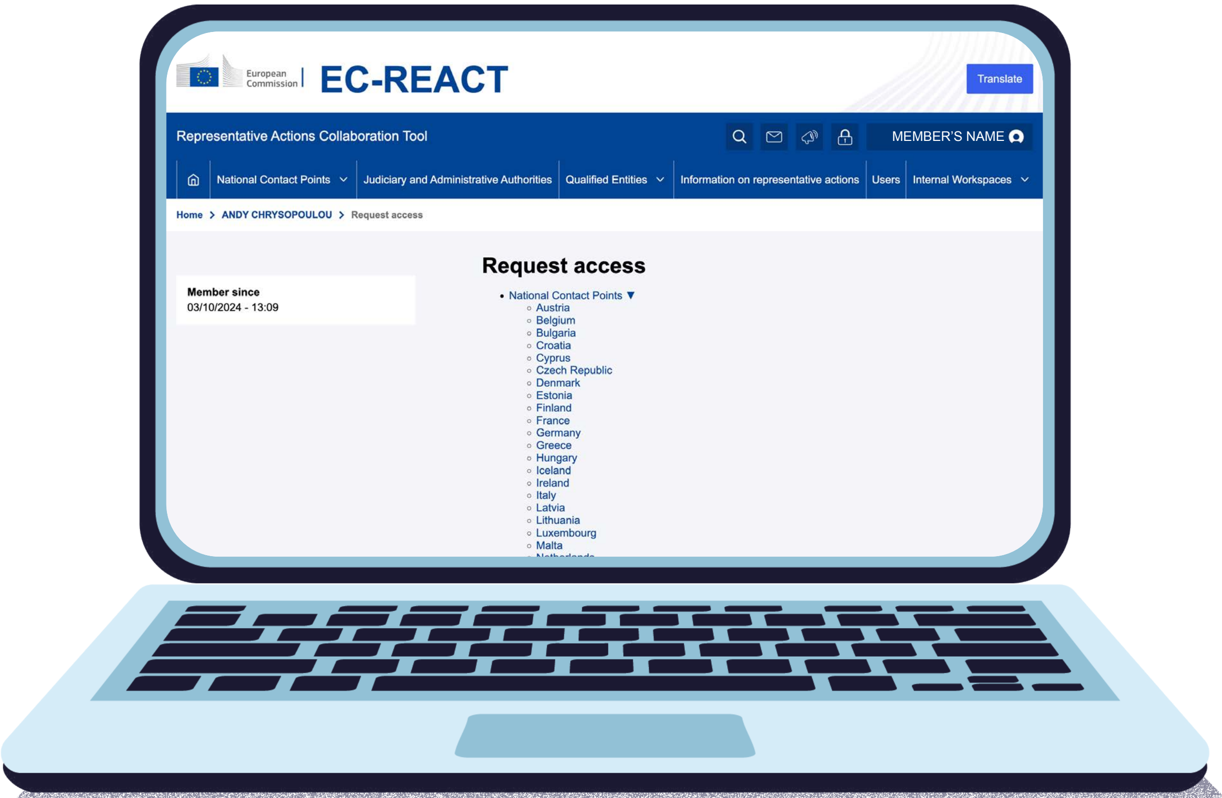


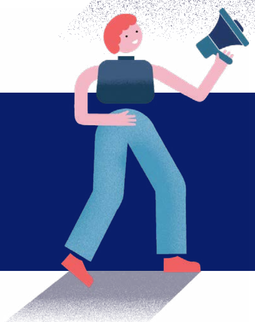
Important note:

If you are a representative of a National Contact Point (NCP), please specify whether you are an NCP under Art. 5(5) or an NCP responsible for the transposition.

Once you have completed the form, click **'Save'**. The system will then display a new screen where you can request access to different parts of the EC-REACT tool.

The EC-REACT tool is divided into smaller sections called **workspaces**. Each user must request access to one or more workspaces to use the system. On the next screen, select the workspaces you need access to.





Important note:

You will only be granted access to workspaces relevant to your stakeholder group. For example, workspaces under **NCPs** are exclusively for NCP representatives.

Once you have selected your main workspace, the system will display a new screen where you must choose your **user role**.

Your user role determines what actions you can perform within the workspace.

- **Operational user:** can read and add content, as well as edit their own content.
- **Workspace manager:** can manage and maintain the content and structure of a specific workspace.

Select your role and click the **'Request Access'** button.

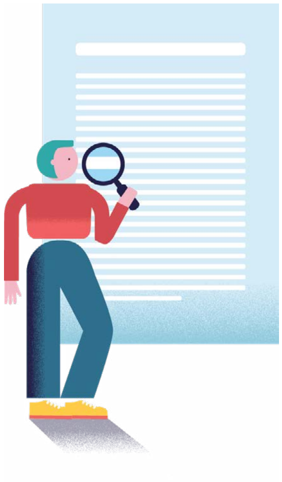
Your request will now go through an acceptance procedure. You will be notified about the acceptance or rejection of your request.

1.4 FOR ALL USERS

All users should request access to the workspace **Information on Representative Actions**.

1.5 FOR NCPS ONLY

If you are a **National Contact Point** of an EU MS, you should request access to up to 6 additional relevant workspaces:



1. Your national workspace
2. Notification of Qualified Entities
3. Compliance by Qualified Entities
4. Coordination of representative actions
5. Reporting on representative actions
6. Transposition

1.6 FOR QUALIFIED ENTITIES ONLY

If you are a **Qualified Entity**, you should request access to up to 2 additional relevant workspaces:

1. Qualified Entities
2. QE Communication Toolbox

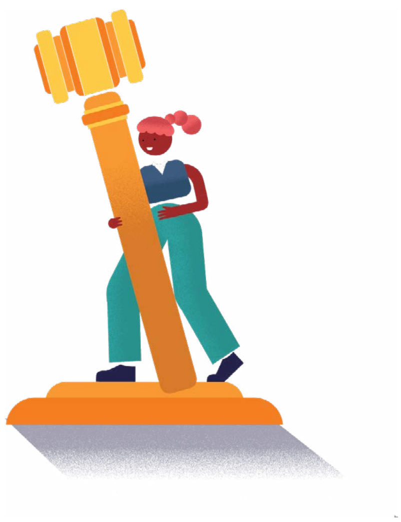
1.7 FOR JUDICIARY AND ADMINISTRATIVE AUTHORITIES ONLY

If you are a member of the J**udiciary and Administrative Authorities**, you should request access to up to 1 additional relevant workspace:

1. Judiciary and Administrative Authorities

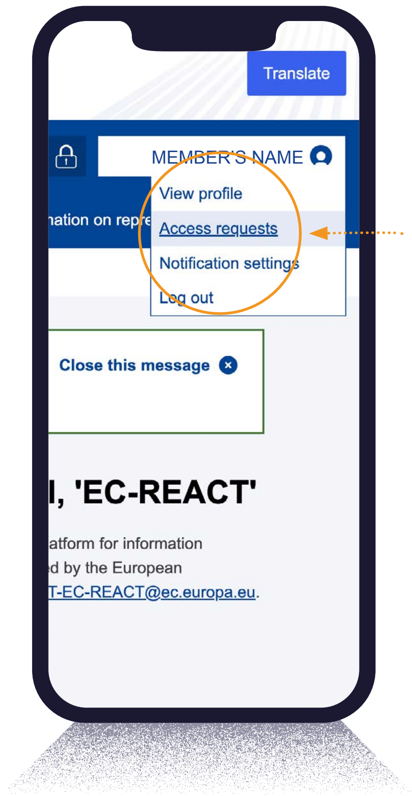
1.8 REQUEST ACCESS TO ADDITIONAL WORKSPACES

Each user, at the first log in, is requested to fill out an access request form. At his moment in time the user needs to indicate only one workspace to which access is requested (see above).

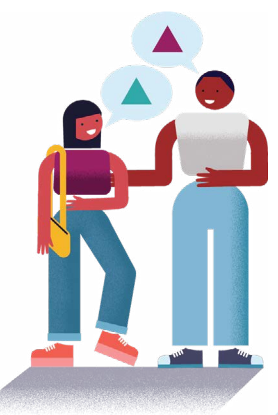


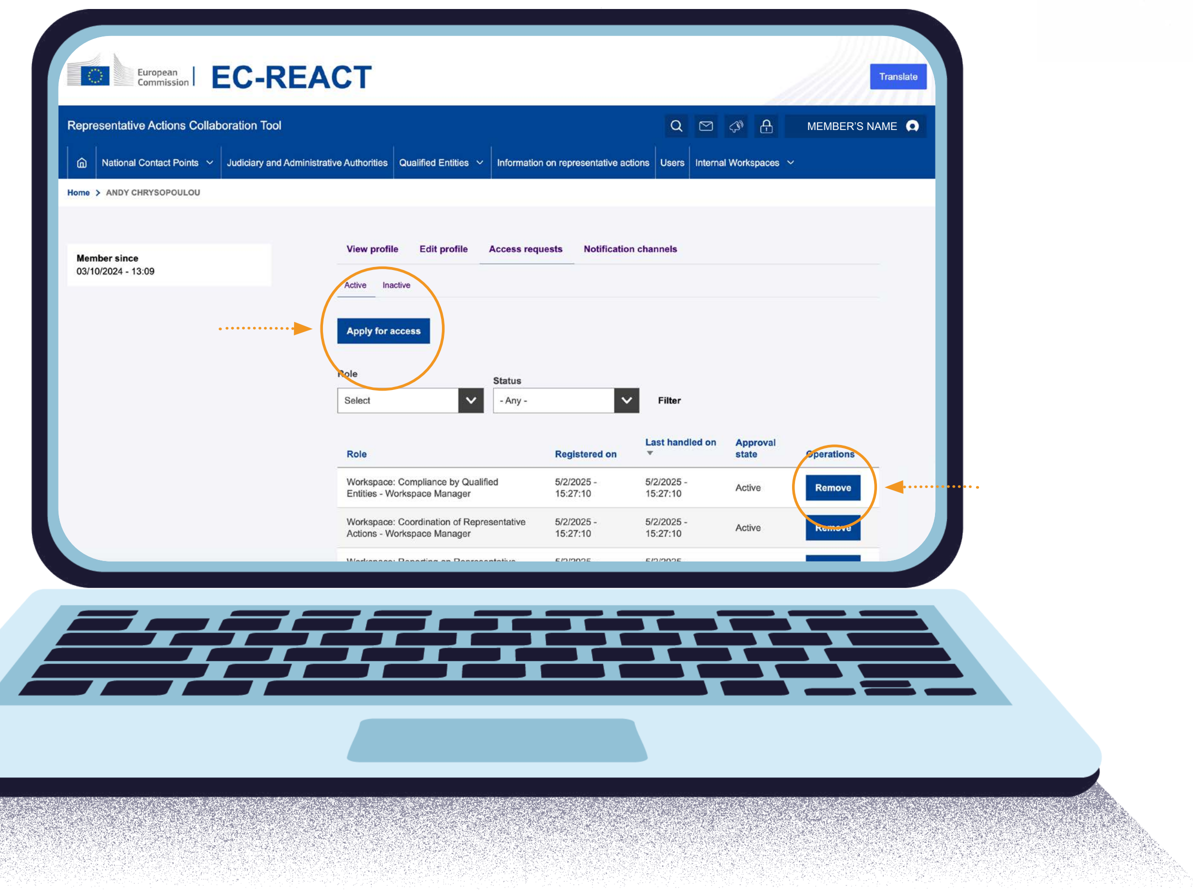
To request access to additional workspaces, see the steps below.

1. At the top-right corner of the EC-REACT tool, hover over your name and select **‘Access requests’**.



2. The system will display the following screen:

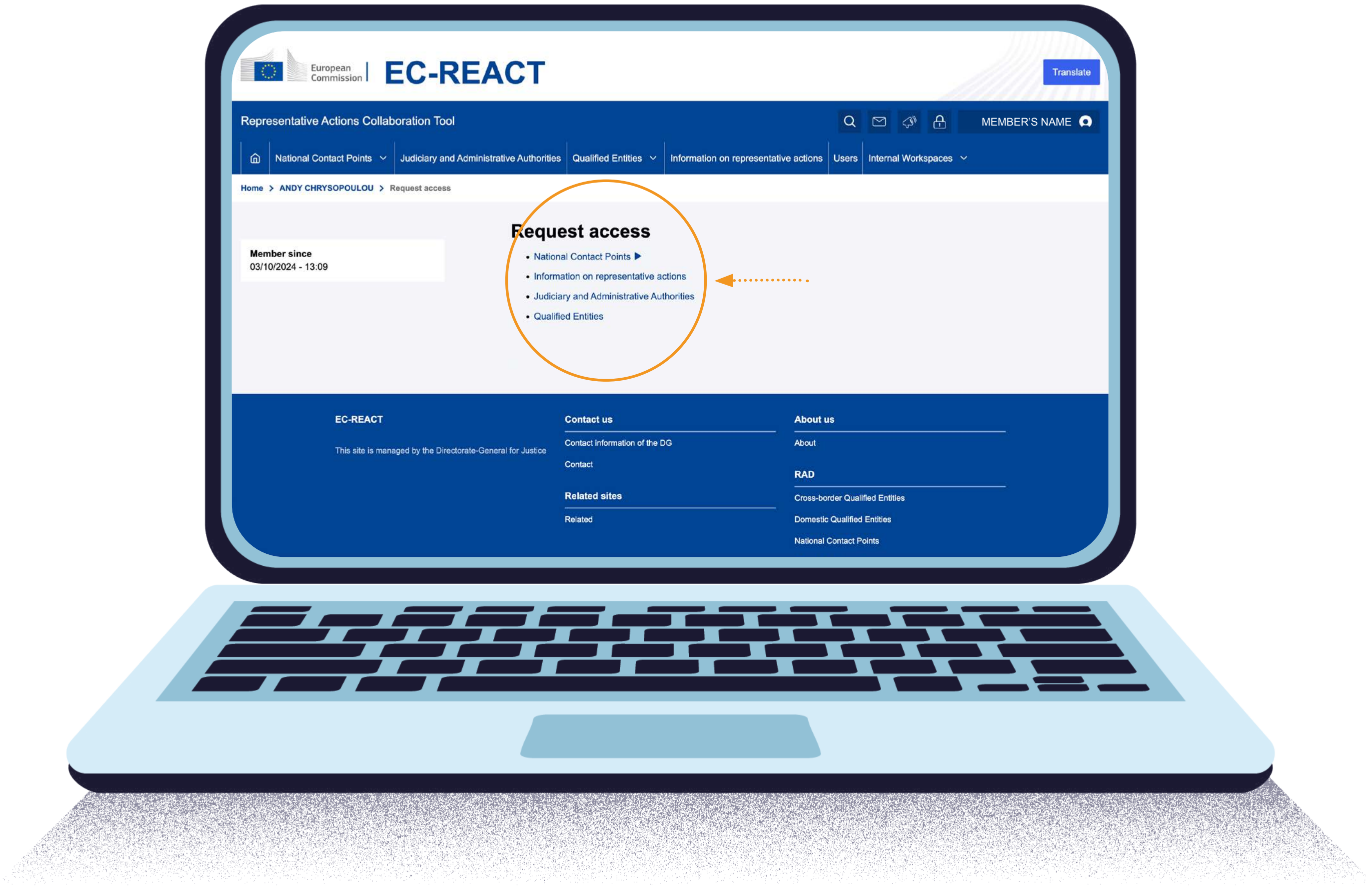




3. On this page, you can request access to a specific workspace.

4. To request access to another workspace, fill out the section under **‘Apply for Access’**.

5. Then, select the workspace you wish to access from the list below.



6. On the next screen, indicate your user role for the workspace and click the **'Request access'** button.
You should select the following role:
Operational User: Read/add content and edit your own content.

7. Your request will then be reviewed, and you will receive a notification regarding its acceptance or rejection.

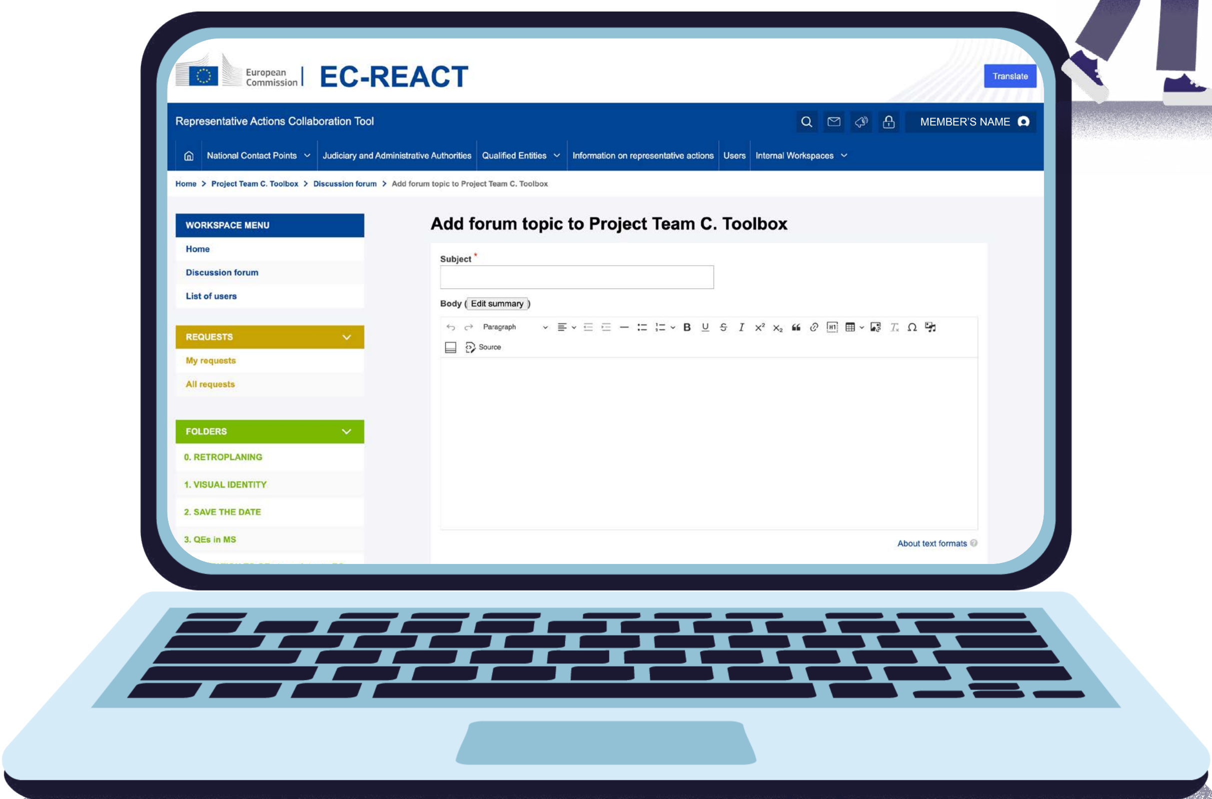
2 NAVIGATING YOUR WORKSPACE

In your workspace, you will find resources and tools for sharing information and collaborating with relevant stakeholders.

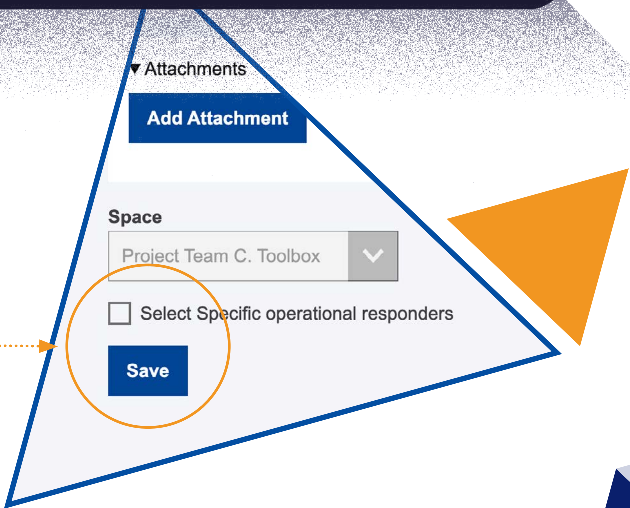
2.1 STARTING A DISCUSSION

To start a discussion:

1. In the **Workspace** menu on the left sidebar, click on **Discussion Forum**.
2. Click the **'Create Discussion'** button.
3. Enter the title for your discussion in the **Subject** field and complete the body text.



4. By default, discussions are visible to all users in the workspace. If you would like to restrict visibility, click **'Select Specific operational responders'**.
   You can then choose the specific users who will be able to see your discussion.
5. To publish your discussion, click **'Save'**.

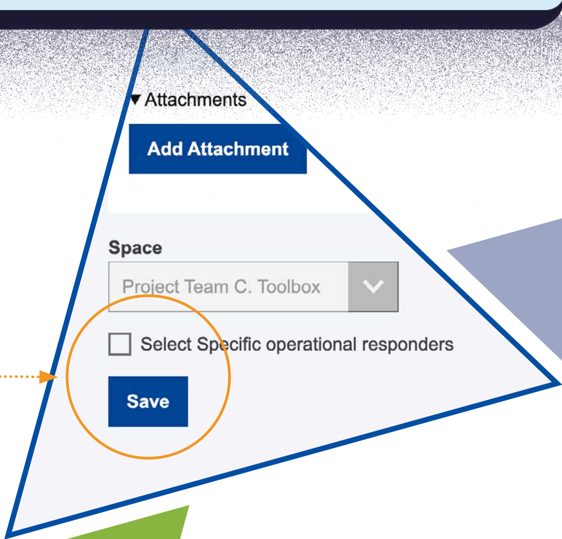


2.2 SENDING A REQUEST

To start a request:

1. In the **Requests** menu on the left sidebar, click either **My Requests** or **All Requests**.
2. Click the **'Create Request'** button.
3. Enter the title of your request in the **Subject** field and complete the body text.

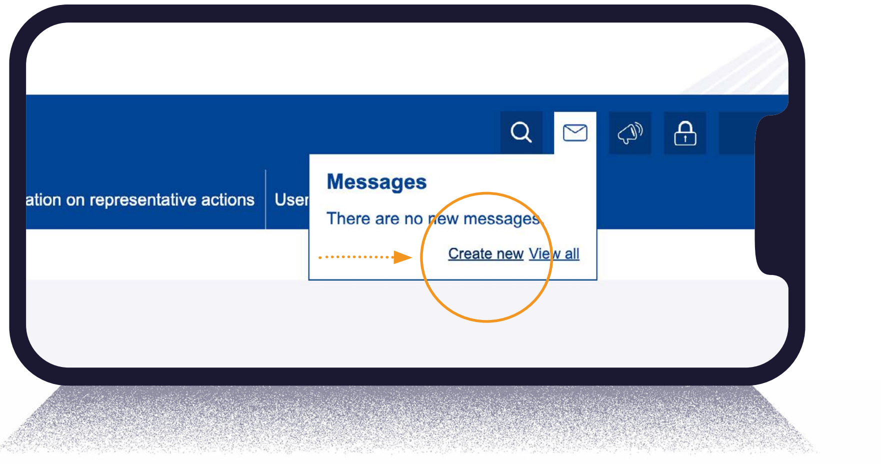
4. By default, requests are visible to all users in the workspace. If you would like to restrict visibility, click **'Select Specific operational responders'**.
   You can then choose the specific users who will be able to see your request.
5. To publish your request, click 'Save'.



2.3 SENDING A MESSAGE

To send a private message:

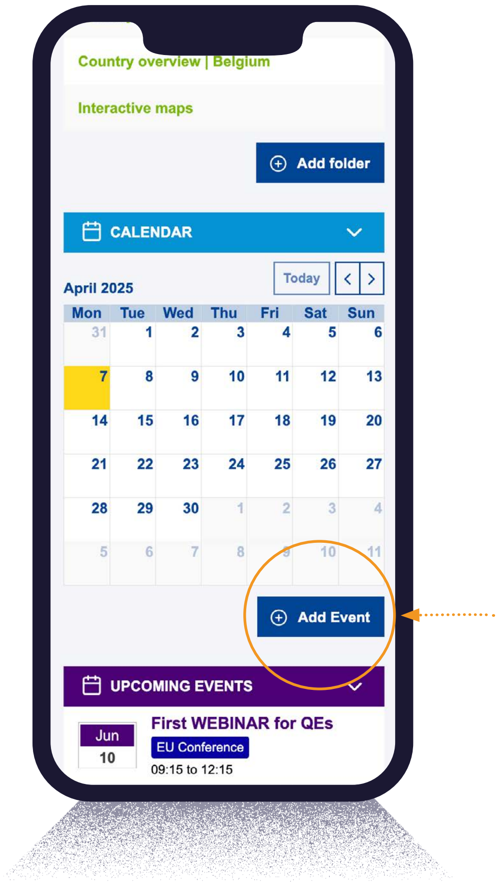
1. Hover over the envelope icon in the toolbar and click on **'Create new'**.
2. Complete the mandatory fields. When adding the addressee, start typing their name in the **'To'** field, and a list of relevant users with access to the workspace will appear.
3. Once you have completed the message, click **'Send Message'**.



2.4 ADDING AN EVENT TO THE CALENDAR

To add an event:

1. In the sidebar, under the calendar, click the **'Add Event'** button.
2. Complete the mandatory fields by adding the event details.
3. Once you have finished, click **'Save'**.



3 USER SUPPORT

If you have any questions or encounter technical issues with the EC-REACT system, please contact the support team at: JUST-EC-REACT@ec.europa.eu.