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## 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 <u>Representative Actions</u> <u>Directive (EU) 2020/1828</u>.

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: <u>https://representative-actions-collaboration.ec.europa.eu/</u>. The system will display the following page:



 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 <u>EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu</u>.

#### **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. <i>Note: This document will be deleted</i> <i>after the access procedure.</i>
Code of conduct	Download the code of conduct, sign it, and upload it back into the tool. <i>Note: This document will be deleted after the</i> <i>access procedure</i> .
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.



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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.

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	Representative Actions Collaboration Tool		Q 🖄 🖓 🔒	MEMBER'S NAME	
		ninistrative Authorities Qualified Entities V	Information on representative actions	Users Internal Workspaces 🗸	
	Home > ANDY CHRYSOPOULOU > Request access				
		Request access			
	Member since 03/10/2024 - 13.09	National Contact Points     Austria     Belgium     Belgium     Bulgaria     Croata     Croataa     Croataa     Croataa     Croataa     C			
		• Malta • Nethodordo			
	Important note:				
	You will only be grante For example, workspac	ed access to works ces under <b>NCPs</b> ar	spaces relevant re exclusively fo	to your staker or NCP represer	older group. ntatives.
Once you have you must choo	selected your main worksp se your <b>user role</b> .	ace, the system wi	ll display a new	screen where	ÎÎ

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.

 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:

National Contact Rol	the Authorities Qualified Entities y In	formation on representative ar			MEMBER 3 NAME		
Home > ANDY CHRYSOPOUL		ormation on representative ac		T TOTROPHOLO		_	
Member since 03/10/2024 - 13:09	View profile Edit profile Acc	ess requests Notificatio	n channels				
	 Apply for access Role Sta	ttus Any -	Filter			н	
	Role	Registered on	Last handled on	Approval state	Operations		
	Workspace: Compliance by Qualified Entities - Workspace Manager	5/2/2025 - 15:27:10	5/2/2025 - 15:27:10	Active	Remove	•	
	Workspace: Coordination of Represent Actions - Workspace Manager	ative 5/2/2025 - 15:27:10	5/2/2025 - 15:27:10	Active	Nomeve		
	Workenson: Donation on Donaceastal	5/2/2025	5/0/2025		_		

- **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.

Representative Actions Collaboration Tool       Q       Q       Q       Members NAME         Image: Internal Context Points       Judidary and Administrative Authontiese       Qualified Entities       Information on representative actions       Users       Internal Workspaces         Home > ANDY CHRYSOPOULOU > Registed access
National Contact Points v Judiciary and Administrative Authorities Qualified Entities v Information on representative actions Users Internal Workspaces v Home > ANDY CHRYSOPOULOU > Request access  Request access
Home > ANDY CHRYSOPOULOU > Request access
Member since Q3/10/2024 - 13:09   National Contact Points   National
EC-REACT Contact us About us
This sits is managed by the Directorale-General for Justice
Consider RAD Related sites Cross-konter Ouslified Entities
Related Domesic Qualified Entities

**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.

European EC-R	EACT		Totals
Representative Actions Collaboration Tool		Q 🖾 🛷 🔒 мемве	R'S NAME
National Contact Points      Judiciary and Admi     Home > Project Team C. Toolbox > Discussion forum > A	inistrative Authorities Qualified Entities V Information on repr	esentative actions Users Internal Workspaces ~	
	Add forum tonic to Project	Team C. Toolbox	
Home			
Discussion forum	Subject		
List of users	Body ( Edit summary )		
REQUESTS	⇔ Paragraph v ≣ v ⊟ ⊡ — :=	: I= × Β 旦 θ Ι x² x₂ ᡤ ℓ  ⊞ × ፼ ℤ Ω ℜ	
My requests			
All requests			
FOLDERS			
0. RETROPLANING			
1. VISUAL IDENTITY			
2. SAVE THE DATE			_
3. QEs in MS		About text forma	its 💿
		<ul> <li>Attachments</li> </ul>	
default, discussions are visible orkspace. If you would like to res	to all users in the trict visibility, click	Add Attachment	
elect Specific operational res	ponders'.	Space	
I can then choose the specific u	sers who will be able	Project Team C. Toolbox	
		Select Specific operation	tional responders
publish your discussion, click <b>'S</b>	ave'	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.

European European Economission Eco	-REACT		Translatio
Representative Actions Collaboration	Tool	Q 🖾 🖑 🔒 МЕМВ	
National Contact Points ✓ Judiciar Home > Project Team C. Toolbox > Discussion	v and Administrative Authorities Qualified Entities V Information on representative	e actions Users Internal Workspaces 🗸	
WORKSPACE MENU	Add forum topic to Project Tea	m C. Toolbox	
Home	Subject		
Discussion forum			
	Body (Edit summary)	Β ⊻ ᢒ <i>Ι ×<sup>2</sup> ×₂ ≌ ∂</i> ⊞ - ፼ ⊼ Ω ℜ	
REQUESTS V My requests	Source		
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1. VISUAL IDENTITY			
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By default, requests are visible workspace. If you would like to	to all users in the restrict visibility, click	• Attachments Add Attachment	
<b>'Select Specific operational</b> You can then choose the specifi	<b>responders'</b> . ic users who will be able	Space Project Team C. Toolbo	x v
to see your request.			
To publish your request, click 'S	ave'.	Save	ational responders



#### 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'.

	Q 🖂 🖓 🔒
ation on representative actions	Jser There are no new messages

### 2.4 ADDING AN EVENT TO THE CALENDAR

To add an event:

- 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: <u>JUST-EC-REACT@ec.europa.eu</u>.



