

# THE JOINT SUBMISSION

- ArcelorMittal has been elected as the Lead Registrant for Iron / Iron, Furnace and Mill Scale
- Corus has been elected as the Lead Registrant for Iron Sinter and Iron Ores, Agglomerates [iron oxide pellets]
- Lead Registrants will create the Joint submissions
  - those wishing to register will need to join the relevant Joint Submission via the ECHA REACH IT portal using their own account - the Lead Registrants [via the Iron Platform] will advise relevant details of the Joint Submissions to Iron Platform members as soon as the JS has been created and to others on purchase of the relevant Letter[s] of Access

# JOINING THE JS - 1

with special thanks to Sandra Carey of IMOA

- Before you start, be ready with:
- Your ECHA REACH-IT account details [including Username and Password].
- The Joint-Submission name for the Substance concerned. This will be advised by the Iron Platform Secretariat.
- The Token number for the Substance - this will be emailed to you by the Iron Platform Secretariat. **Please be very aware that you are strictly prohibited from passing the Token number or the Email containing it to any other person or entity. If a different person or entity within your corporate group requires the Token number, please email the Iron Platform Secretariat (info@iron-consortium.org) with their details and request that it be sent directly to them.**

## JOINING THE JS - 2

- **Confirming Membership' of a Joint-Submission is a task that must be done by all Member Registrants (also known as Joint-Submissioners), who intend to REACH-register a substance, as follows:**
- **Go on-line into the ECHA REACH-IT system, via the 'portal' on:**  
[http://echa.europa.eu/reachit/portal\\_en.asp](http://echa.europa.eu/reachit/portal_en.asp)
- **Enter your REACH-IT Username and Password details to successfully gain access through the portal.**

# JOINING THE JS - 3

- Select 'Joint Submission' from the menu on the left-hand side of the screen, then select 'Confirm Membership', as shown below:

The screenshot shows the ECHA REACH-IT user interface. At the top left is the ECHA logo. The main header area contains the text "Reach-IT" and a user status bar indicating "You are connected as sandracarey on behalf of IMO A - Preferences - Logout".

On the left side, there is a vertical navigation menu with the following items: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Message box, User account, Invoices, and Search. The "Joint submission" item is highlighted, and a sub-menu is open showing three options: "View joint submissions", "Create joint submission", and "Confirm membership". A red arrow points from the "Joint submission" menu item to the "Confirm membership" sub-item.

The main content area displays a welcome message: "Welcome Sandra Carey. You have 40 unread message(s) in your message box. You last connected on 2010-02-02 17:48:12.0." To the right, there are news items under the heading "REACH-IT News":

- REACH-IT maintenance** (07/01/2010): REACH-IT will be closed on Monday 11 January between 08h00 and 10h00 EET. ECHA apologizes for any inconvenience caused.
- Technical Completeness Check plug-in now available** (18/12/2009): ECHA has released today a IUCLID plug-in to offer the possibility to registrants/notifiers under REACH to check the completeness of their registration dossiers or PPORD notifications before submitting them to the Agency.
- REACH-IT short maintenance** (14/12/2009): REACH-IT will be briefly offline on Monday 14 December between 13h00 and 13h15 due tasks related to the submission system upgrade.
- REACH-IT unavailability** (02/12/2009): Due to electrical works carried out in the building REACH-IT will be shutdown on Friday 4 December 16h00 EET. Normal service will resume on Friday 4 December 16h00 EET.

# JOINING THE JS - 4

- The 'Token Tab' will appear on your screen. In the box for 'Name,' enter the name of the Iron Joint-Submission.
- In the box for 'Token' enter the Token Number. **Be very careful to enter the number accurately. If you get it wrong six times it will block the system and you will have to apply to the Iron Platform Secretariat to have your "counter" reset.**
- When you have completed both boxes, press 'Next'.

The screenshot shows the ECHA website interface. At the top left is the ECHA logo. The breadcrumb trail reads: Home > Confirm Membership > Security Token. Below this is a navigation bar with tabs: Token (selected), Contacts, Representative, and Validation. The main heading is "Please enter the name and the security token of the joint submission for which you wish to confirm membership". A note states: "Fields marked with an asterisk (\*) are mandatory. Hovering over a (?) sign displays help information." There are two input fields: one for "\* Name" and one for "\* Token". A red callout box points to the "Name" field with the text "Enter the joint submission name for which you want to become a member". At the bottom of the form area are two buttons: "Back to home" and "Next >>".

# JOINING THE JS - 5

- The 'Contacts Tab' will appear on your screen. Click on the button on the left hand side of the table to select the appropriate contact. If you wish, you can also Enter a new contact using the 'Create a New Contact Information' link and then entering the new contact details.
- When you have selected the appropriate contact button, press 'Next'.

Home > Confirm Membership > Select Contact

Token | Contacts | Representative | Validation

[create a new contact information](#)

Select	First Name	Last Name	Phone	Fax	Email	Contact Type(s)
<input checked="" type="radio"/>	<a href="#">Elena Sosa</a>	aristom al	0 902 47 92 37		e.sosa@ec.europa.eu	General
<input type="radio"/>	<a href="#">C...</a>	S...	+353 90 200 0000		car@ec.europa.eu	

Next >>

# JOINING THE JS - 6

- The 'Representative Tab' will appear on your screen.
- If you have appointed a third party representative for this joint submission, you can also click on 'enter the representative's information', where you enter the UUID.

Or

- Press 'Next'.

Token Contacts **Representative** Validation

Please provide below the UUID of your third party representative for this joint submission [?](#)

Please note that you can only successfully confirm if your third party representative has already signed up to REACH-IT. This third party representative will be added to your list of representatives, and will be available for future joint submissions.

Fields marked with an asterisk (\*) are mandatory.

**Third party representative**

\* UUID:

Add Cancel

ECHA

Reach-IT

You are connected as [\[User\]](#) on behalf of [Arcelo](#) [\[Company\]](#) [\[Role\]](#) - [Preferences](#) - [Logout](#)

Token Contacts **Representative** Validation

There are currently no third party representatives defined for your company.

If you have appointed a third party representative for this joint submission, please [enter the representative's information](#)

Select Company name	Phone	Fax	Email	UUID
No Records Found				

<< Previous Next >>

# JOINING THE JS - 7

- The 'Validation Tab' will appear on your screen. Check that the entries you have made are correct, and then press 'Confirm Membership'.

Home > Confirm Membership > Validation

Token | **Contacts** | Representative | Validation

Please verify your information before submitting your joint submission. You can go back to each section if corrections are needed.

[Substance identification](#) | [Joint Submission](#) | [Third party representative](#)

**Substance identification**

[231-096-4] iron

This information provision refers to the substance identified from the following main constituent(s):

EC Number	CAS Number	Name
231-096-4	7439-89-6	iron

**Joint Submission**

**Joint submission information**

Name: Iron [dropdown]  
 Description: [dropdown]  
 Highest tonnage band: [dropdown]

**Third party representative**

[Go to the Third party representative section](#)



# JOINING THE JS - 8

- A new screen will appear that says “Your joint submission membership was successfully submitted to REACH-IT!” - it also shows the Joint-Submission name.
- Press ‘OK’.


The screenshot displays the ECHA REACH-IT user interface. At the top left is the ECHA logo. The main header area contains the text "Reach-IT" and "You are connected as [user] behalf of A [company]". A navigation menu on the left lists various options: Company, Pre-registration, Pre-SIEF, Online dossiers, Phase-in Information, Registration / notification, Joint submission, Classification and Labelling, Message box, User account, Legal entity change, Invoices, and Search. The main content area shows a confirmation message: "Your joint submission membership was successfully submitted to REACH-IT!" followed by "Joint submission name: Iro [redacted]". A large "OK" button is positioned below the message.

# JOINING THE JS - 9

- A new screen will appear that lists the details of your Joint-Submission. Read the details on the screen, and if they are not correct then press the 'Modify' button on the bottom line of the screen and follow the instructions to modify.

The screenshot shows the ECHA Reach-IT web interface. The main content area displays the following information:

- Substance identification:** [231-096-4] Iron
- Table:**

EC Number	CAS Number	Name
231-096-4	7439-89-6	iron
- Joint submission information:**
  - Name: Ir (CAS Number: 7439-89-6)
  - Description: Ir (CAS Number: 7439-89-6) | b (CAS Number: 7439-89-6) | 5-
  - Guidance on safe use (Section 11) provided by lead: -
  - Chemical safety report (Section 13) provided by lead: -
- Lead Dossier information:**
  - Lead Dossier status: 

the red cross means that the Lead Registrant dossier has not been submitted and accepted for processing

# JOINING THE JS - 10

- If the details are correct, **DO NOT** press the 'Leave' button on the bottom line of the screen because this will start a process for you to leave/depart from the Joint-Submission! If in the future you need to leave a Joint-Submission (because you have decided you will not REACH-register for the substance), then that is the point at which to utilise the 'Leave' function.

by lead  
Chemical safety report  
(Section 13) provided  
by lead

**Lead Dossier information**

Lead Dossier status ✖

*Contact person*

**Contact information**

Title:

First Name:

Last Name:

Phone:

Fax:

E-mail:

**Organisation**

Organisation Name:

Department:

**Address**

Street:

Street 2:

Postal code:

City / Town:

Region / County:

Country:

Postal address:

*Third party representative*

# JOINING THE JS - 11

- Whenever you join a Joint-Submission, the REACH-IT system automatically sends you a message to your REACH-IT Message Box. A new screen will appear showing 'Joint Submission Membership confirmed' and the details. Right click on your mouse, select "Print" and print this message for your records.

Home > Messages

This internal message box is dedicated to the reception of messages sent by REACH IT (ECHA) to the user. You will not receive messages from REACH IT concerning your actions on this site in your private or professional email account. However, if you want to receive alerts when a message is received in this internal message system, you can define this as an option in your [User Preferences](#).

The list below displays the internal messages that were sent to you the last 30 days. To view all internal messages click [here](#).

**Message box folder** ? | User folder | Organisation folder | Role folder | Deleted messages |

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
<input type="checkbox"/>	<a href="#">▼Hide</a>	Yes	Joint Submission membership confirmed.	10/06/2010 12:55		Party (id: 11_Accidental REACH IT)

Joint Submission membership confirmed.  
Joint Submission details:

Name: Iron, Furnace  
Description: "Iron, Furnace"  
Joint Membership details:  
Acting Member: true  
Assigned to be Lead: false  
Registration Date: 10/06/2010  
Sief Origin: false  
Acknowledgement date: 10/06/2010  
Registration Date: 10/06/2010  
Party details:  
Name: AI1111\_Accidental REACH IT

# JOINING THE JS - 12

- **Congratulations, you have successfully joined a Joint-Submission!** If you have more Joint-Submissions that you wish to join, remain in the REACH-IT system, return to JOINING THE JS - 3 of this Guidance and follow the process again.
- When you have finished in REACH-IT, log-out by clicking on “Logout” as indicated on the screen below.

Home > Messages

You are connected as [redacted] in behalf of AI [redacted] - Preference - **Logout**

This internal message box is dedicated to the reception of messages sent by REACH IT (ECHA) to the user. You will not receive messages from REACH IT concerning your actions on this site in your private or professional email account. However, if you want to receive alerts when a message is received in this internal message system, you can define this as an option in your [User Preferences](#).

The list below displays the internal messages that were sent to you the last 30 days. To view all internal messages click [here](#).

**Message box folder** ? | User folder | Organisation folder | Role folder | Deleted messages |

Select	Details	Read	Subject	Creation Date	Expire Date	Recipient
<input type="checkbox"/>	<a href="#">Hide</a>	Yes	Joint Submission membership confirmed.	10/06/2010 12:55		Party [redacted] (REACH-IT)

Joint Submission membership confirmed.  
Joint Submission details:

Name: Iron [redacted]  
Description: "Iron, Furnace [redacted] will be registered as Iron [redacted]"  
Joint Membership details:  
Acting Member: true  
Assigned to be Lead: false  
Registration Date: 10/06/2010  
Sief Origin: false  
Acknowledgement date: 10/06/2010  
Registration Date: 10/06/2010  
Party details:  
Name: AI1111 - Anmol Mittal REACH-IT

Delete Move to... Message box folder