

UPUTE ZA PRIJAVU NA
CPNP PORTAL
(Cosmetic Products
Notification Portal) – za
odgovorne osobe i distributere

Potrebno je link: <https://webgate.ec.europa.eu/cpnp/public/tutorial.cfm> kopirati u Google na kojem će se prikazati početna stranica za ulaz u CPNP portal



Potrebno je kliknuti na točku 1. Login koji vodi na ECAS stranicu

https://webgate.ec.europa.eu/cas/login?loginRequestId=ECAS_LR-3129624-Vel

CPNP Access tutorial

Contact | Privacy Statement | English (en)

European Commission

EUROPA > Authentication Service > Login

External

Login | New password | Sign Up | Help

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

► More options...

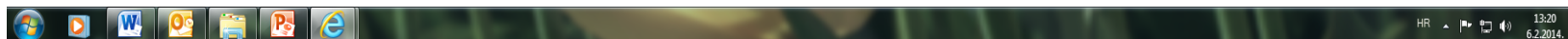
Login! [Lost your password?](#)

* Required fields

Or log in with your

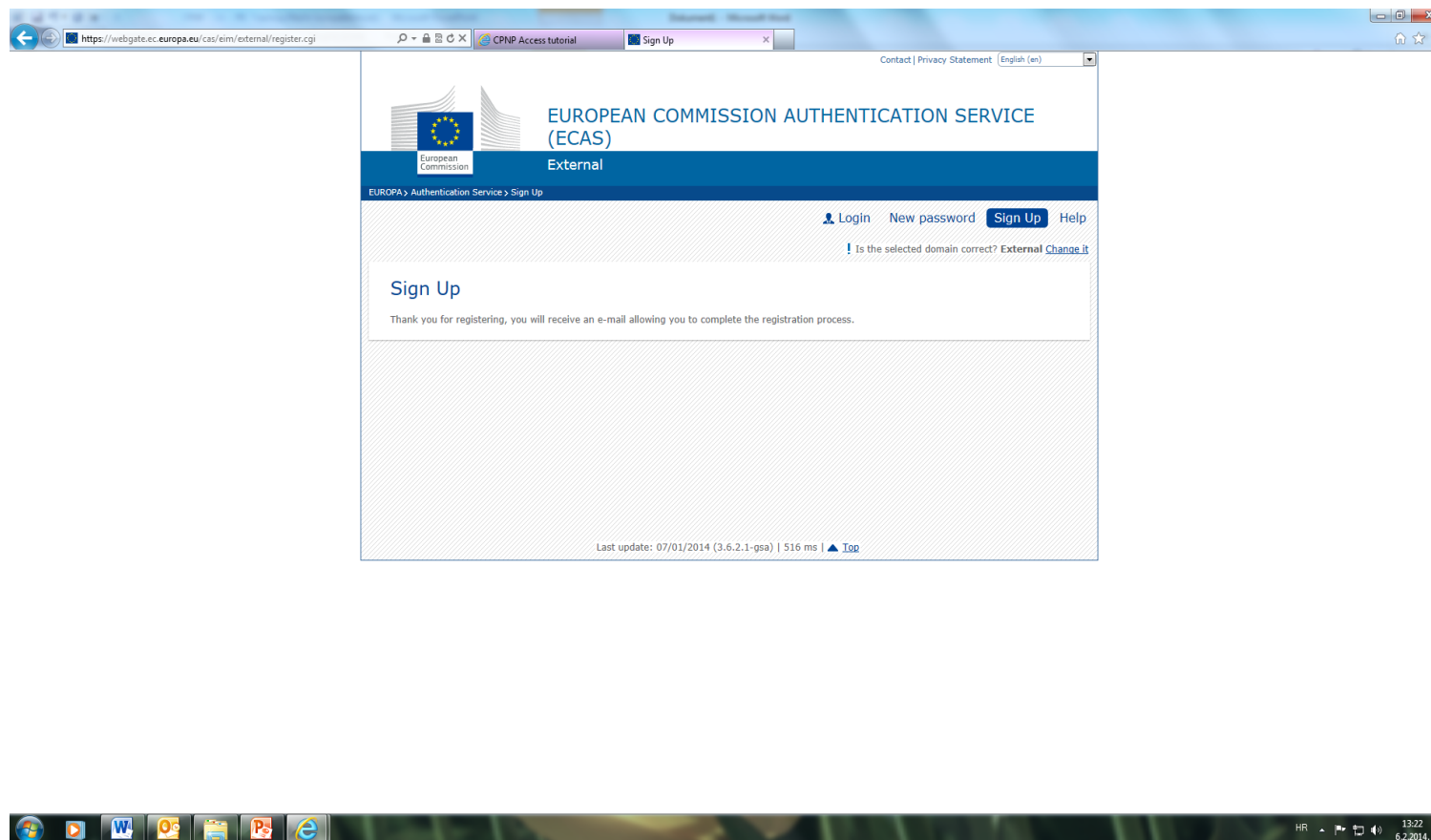
Mobile phone | Token | eID

Last update: 07/01/2014 (3.6.2.1-gsa) | 4 ms | [Top](#)



Potrebno je odabrati „Not registered yet“ i nakon toga „External“ da bi se došlo do prijave:

Nakon upisanih podataka u svaku kućicu (izrada korisničkog imena i mail adresa) sa prepisanim sigurnosnim kodom i označavanjem male kućice „Privacy statement“, kliknuti „Sign up“ za prijavu:



Nakon prijave, na Vaš mail stiže lozinka od European Commission Authentication Service, unutar kojeg se nalazi link: „[this link](#)“, na koji je potrebno kliknuti.

Na internetu se otvara novi prozor gdje je potrebno unijeti svoju lozinku kojom će se ubuduće ulaziti u CPNP portal.

https://webgate.ec.europa.eu/cas/init/initializePasswordLogin.cgi?wayf.domain

CPNP Access tutorial Sign Up New password

Contact | Privacy Statement | English (en)

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
External

EUROPA > Authentication Service > New password

Login New password Sign Up Help

! Is the selected domain correct? External [Change it](#)

New password

Please choose your new password.

Username

New password *

Confirm new password *

* Required fields

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):

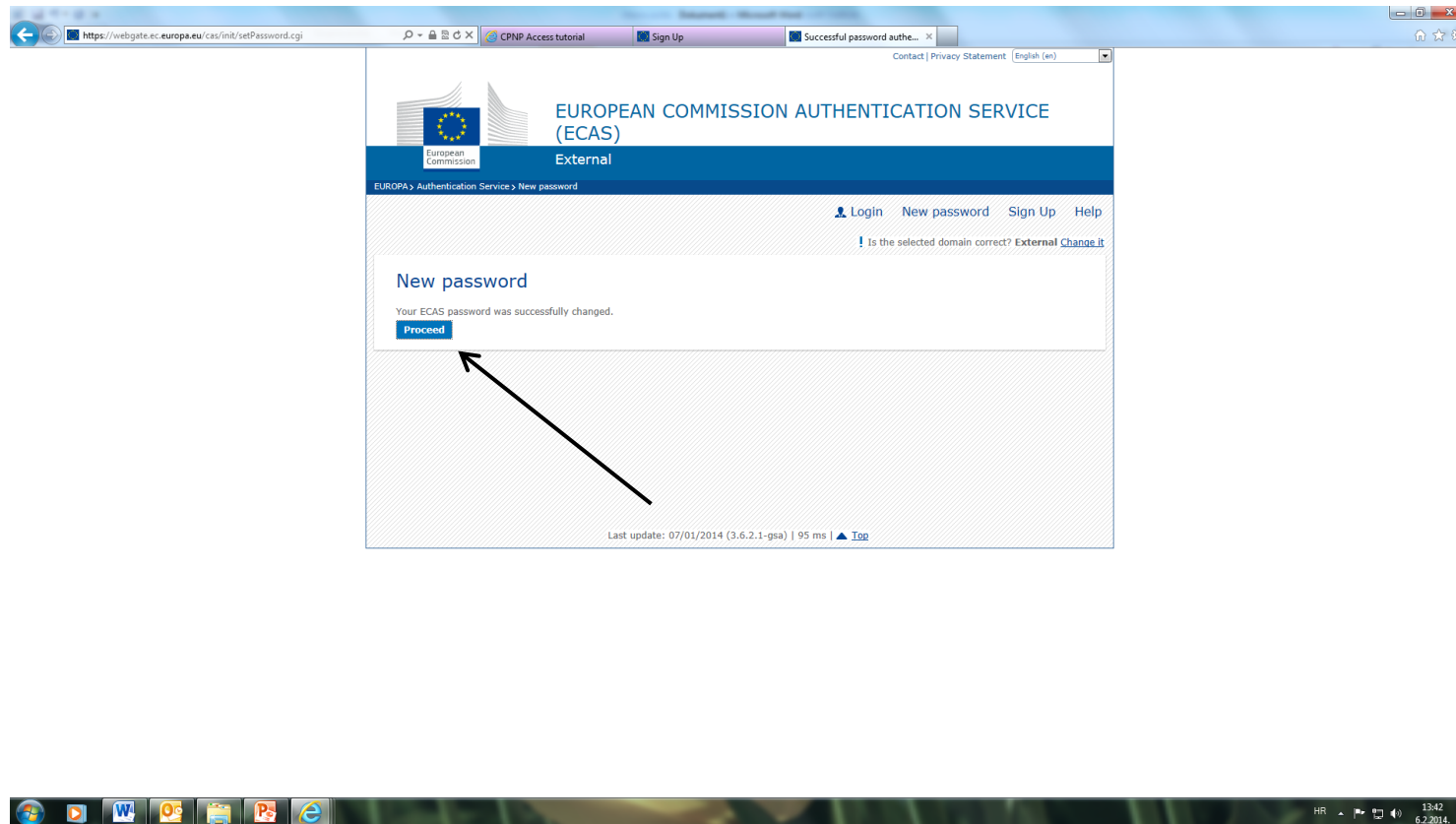
- ▶ Upper Case: A to Z
- ▶ Lower Case: a to z
- ▶ Numeric: 0 to 9
- ▶ Special Characters: !"#%&'()*+,-./:;<=>@[^_`{|}~

Examples:

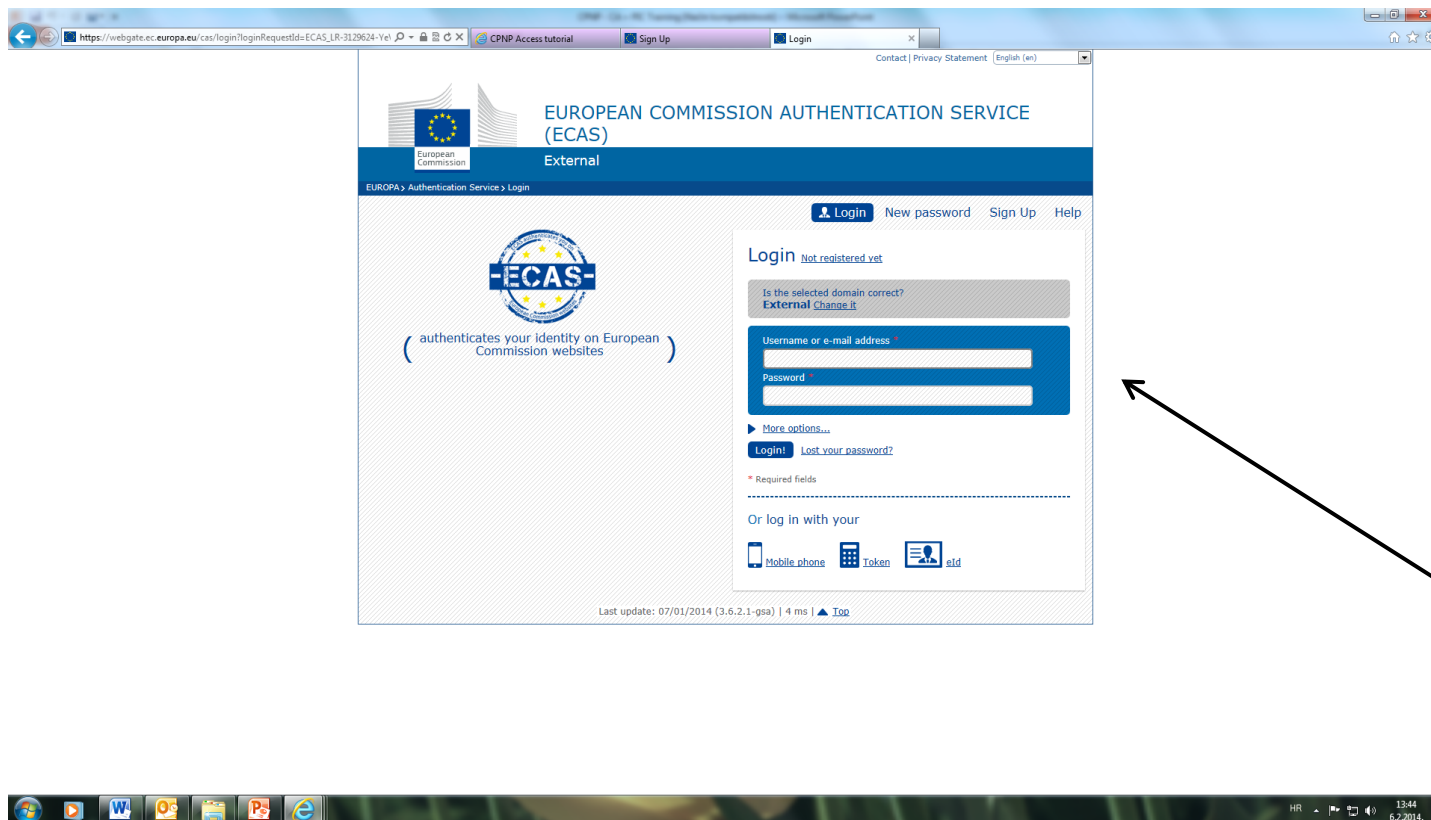
[\[Generate other sample passwords\]](#)

Last update: 07/01/2014 (3.6.2.1-gsa) | 13 ms | ▲ [Top](#)

Nakon unosa svoje osobne lozinke i potvrde, potvrđuje se Vaša prijava na ECAS stranici.



Nakon toga, kliknuti na „Proceed“ te se otvora prozor na kojem se treba ulogirati u sustav ECAS-a sa izrađenim korisničkim imenom i lozinkom, a koja je kreirana prema gore navedenom uputama.



Nakon uspješne registracije , potrebno je vratiti se ponovno na link <https://webgate.ec.europa.eu/cnp/public/tutorial.cfm> ili ga otvoriti u Google prozoru (ako ste ga prethodno ugasili) i odabrati korak 2:

https://webgate.ec.europa.eu/cpnp/public/tutorial.cfm

CPNP Access tutorial

SAAS - user access - list

Successful login

CPNP Cosmetic Products Notification Portal

Tutorial FAQ

Tutorial to request access on CPNP

- #### 1. Login

Go to ECAS

Do you have a personal account ?
(Follow tutorials)

 - Yes, I want to log in
 - No, I want to create one
 - I don't remember
- #### 2. Organisation

Go to SAAS

Request an access to your organisation
(company, institution, ...) in CPNP

Start the registration tutorial
- #### 3. Welcome on CPNP

Go to CPNP

Do not show again

Skip the tutorial

https://webgate.ec.europa.eu/saas

HR 13:46 6.2.2014.

Nakon uspješne registracije , potrebno je vratiti se ponovno na link <https://webgate.ec.europa.eu/cpnp/public/tutorial.cfm> ili ga otvoriti u Google prozoru (ako ste ga prethodno ugasili) i odabrati korak 2:

Treba se otvoriti ovaj prozor te je potrebno kliknuti na padajući meni:

https://webgate.ec.europa.eu/saas/home/roleNone/application/0/list.html

CPNP Access tutorial SAAS - user access - list Successful login

Disclaimer Support Koraljka KNEZIC Logout English (en)

European Commission

Saas - Authorization System

European Commission > DG Health & Consumers > Saas

Home

Request access User Data details

Select an application

EC DG SAAS (v2.0.7.3) | Top | nkneziko (kknzic)

Odabрати „Cosmetic product notification“ portal:

The screenshot displays the 'Saas - Authorization System' interface. At the top, there is a navigation bar with links for 'Disclaimer', 'Support', 'Koraljka KNEZIC', 'Logout', and a language dropdown set to 'English (en)'. Below this is the European Commission logo and the title 'Saas - Authorization System'. A breadcrumb trail indicates the path: 'European Commission > DG Health & Consumers > Saas'. The main content area features a 'Home' button and two tabs: 'Request access' and 'User Data details'. A dropdown menu is open under the 'Request access' tab, showing a list of applications. The 'Cosmetic Products Notification Portal' is selected and highlighted in blue. An arrow points from the bottom right towards this selection. Other applications listed include 'Cosmetic Products Notification Portal (readonly)', 'EIPAH', 'European Reference Networks', 'Heidi Wiki', 'IDB', 'Rapid Alert for Tissues and Cells', and 'Ras-Chem'. The footer of the page contains the text 'ANCO (v2.0.7.3) | Top | nknezko (knezic)'. The browser's address bar shows the URL 'https://webgate.ec.europa.eu/saas/home/roleNone/application/0/list.html'. The Windows taskbar at the bottom shows the system tray with the time '13:48' and date '6.2.2014'.

Odabirom se otvara se ovaj prozor gdje je potrebno kliknuti na „Request access“

The screenshot shows a web browser window with the URL <https://webgate.ec.europa.eu/saas/home/roleNone/application/21/list.html>. The browser tabs include "CPNP Access tutorial", "SAAS - user access - list", and "Successful login".

The page header features the European Commission logo and the text "Saas - Authorization System" and "Cosmetic Products Notification Portal". Navigation links include "Disclaimer", "Support", "Koraljka KNEZIC", "Logout", and a language dropdown set to "English (en)".

The breadcrumb trail reads "European Commission > DG Health & Consumers > Saas". A menu bar contains "Home", "Request access", and "User Data details".

A dropdown menu is open, showing "Cosmetic Products Notification Portal" and a message: "You don't have any User Profile for this Application, [please click here to request an access](#)".

The main content area is divided into three steps:

- 1 Request access**: "To get access to an application, you have to request access." A blue button labeled "Request access >" is highlighted with a black arrow.
- 2 Validation of Request**: "The request has to be validated by an administrator. This is a manual task that can take a few days. You will be informed by e-mail when this is done."
- 3 Accepted**: "When the access is granted, you can go directly to the application by clicking on the link below or check your details by selecting the name of the application in the drop down list." A green button labeled "Go to >" is present.

The footer contains the text "EC DG SANCO (v2.0.7.3) | Top | nkneziko (kknzic)". The Windows taskbar at the bottom shows the time as 13:49 on 6.2.2014.

Nakon što ste odabrali „Request access“, otvara se ovaj prozor na kojemu je potrebno kliknuti na „Next step –create organisation“:

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Firefox, CPNP Access tutorial, SAAS - request access - create, Your password - kacaselenic@gmail..., Successful login.
- Address Bar:** <https://webgate.ec.europa.eu/saas/requestAccess/application/21/create.html>
- Page Header:** European Commission logo, "Saas - Authorization System", "Cosmetic Products Notification Portal", and navigation links: Disclaimer, Support, Kaca SELENIC, Logout, English (en).
- Breadcrumbs:** European Commission > DG Health & Consumers > Saas
- Navigation:** Home, Request access (selected), User Data details.
- Disclaimer:** "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."
- Section Header:** New application access
- Progress Steps:** 1 Select application → 2a Select organisation → 2b Create organisation → 3 Select access profile → 4 Recap and Submission
- Form:** Application dropdown menu with "Cosmetic Products Notification Portal" selected.
- Buttons:** "Next step, step 2 : select an existing organisation →" and "Next step, step 2 : create organisation →". An arrow points to the "create organisation" button.
- Taskbar:** Windows taskbar with icons for Internet Explorer, Firefox, and other applications. System tray shows HR, 14:13, and 4.4.2014.

Nakon što se odabere „Next step –create organisation“, otvara se sljedeći prozor u kojemu je potrebno kliknuti na kružić „Create new organisation“ i upisati zatražene podatke o tvrtki/obrtu/OPG-u. Nakon što ste upisali podatke o tvrtki/obrtu/OPG-u, potrebno je kliknuti na „3 Select access profile“

The screenshot displays the 'Saas - Authorization System' web interface. At the top, there is a navigation bar with the European Commission logo and the text 'Saas - Authorization System Cosmetic Products Notification Portal'. Below this, a breadcrumb trail reads 'European Commission > DG Health & Consumers > Saas'. A secondary navigation bar contains 'Home', 'Request access', and 'User Data details'. A privacy notice states: '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.'

The main content area is titled 'New application access' and features a progress indicator with five steps: 1. Select application, 2a. Select organisation, 2b. Create organisation (highlighted in orange), 3. Select access profile, and 4. Recap and Submission. An arrow points from step 3 to the 'Create new Organisation' radio button in the form below.

The 'Organisation details' form includes the following fields:

- Create new Organisation
- *Name
- *Gen. mail
- Gen. phone
- Gen. fax
- *Address
- *Zip code
- *City
- *Country (dropdown menu, currently showing '[No value selected]')
- *Parent Organisation

At the bottom of the form, there is a pagination control showing '25 records per page' and a search box.

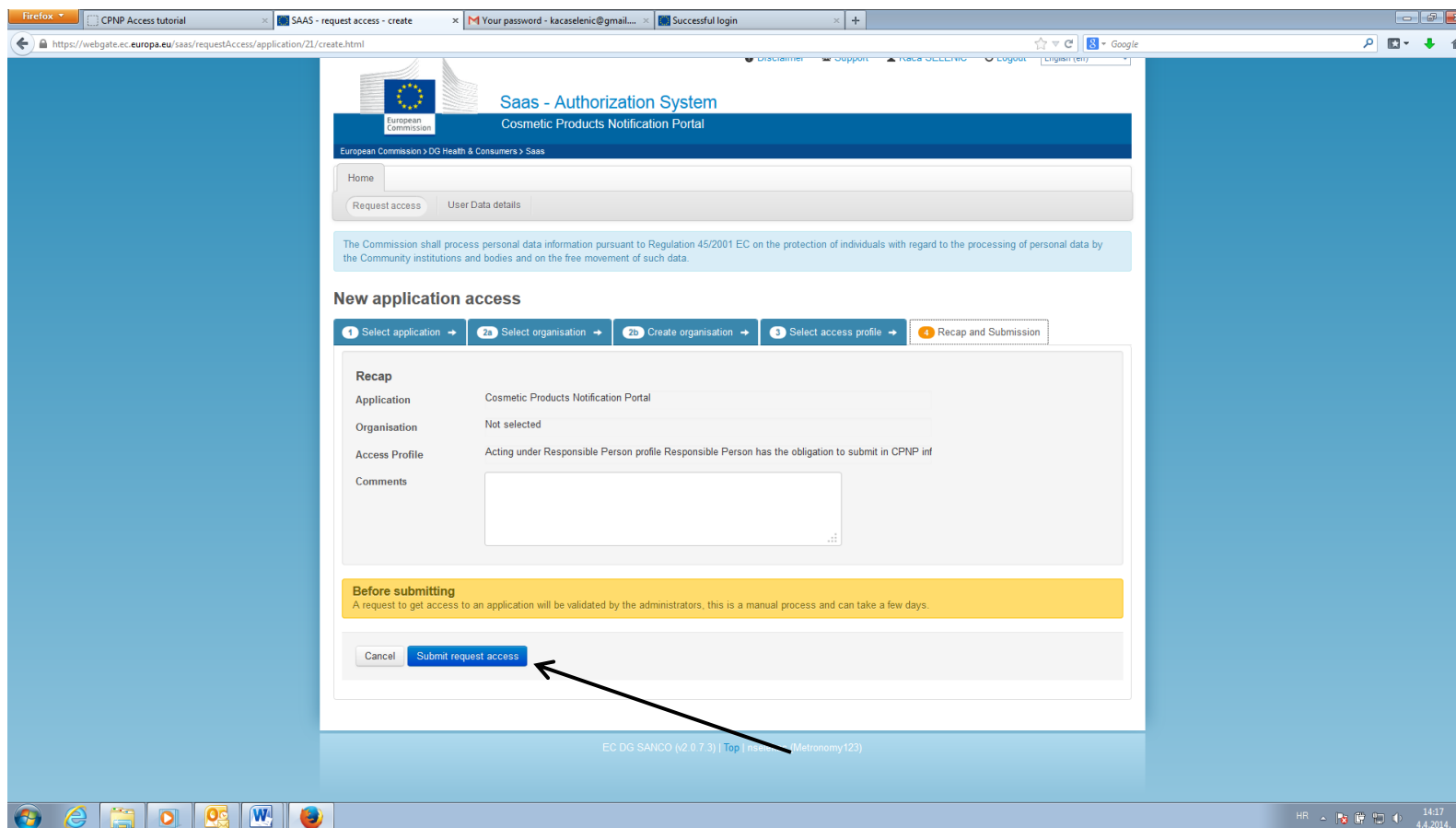
Nakon što se odabere „Select access profile“, odabirete pod kojim se profilom želite registrirati. Ukoliko ste distributer, odabrat ćete klikom na kružić „Acting under Distributor profile“, a ukoliko ste uvoznik ili proizvođač, odabrat ćete klikom na kružić „Acting under Responsible Person profile“. Kada se odabere odgovarajući profil, potrebno je kliknuti na „4 Recap and Submission“

The screenshot displays the 'New application access' page in a Firefox browser. The address bar shows the URL: <https://webgate.ec.europa.eu/saas/requestAccess/application/21/create.html>. The page features a progress bar with four steps: 1. Select application, 2a. Select organisation, 2b. Create organisation, 3. Select access profile, and 4. Recap and Submission. The 'Select access profile' step is currently active, showing a list of five radio button options:

- Acting under Competent Authority profile
Competent Authorities are in charge of market surveillance, market analysis, evaluation and consumer information.
- Acting under Delegate profile
Legal or natural person designated by the responsible person for the notification of cosmetic products containing nanomaterials.
- Acting under Distributor profile
Distributor makes available in a Member State a cosmetic product already placed on the market in another Member State and translates on his own initiative, any element of the labelling of that product in order to comply with national law.
- Acting under Poison Centre profile
Poison Centers are in charge of medical treatment in the event of difficulties involving cosmetic products.
- Acting under Responsible Person profile
Responsible Person has the obligation to submit in CPNP information about the cosmetic products he places on the market (Article 13 of the Regulation). In addition, cosmetic products containing nanomaterials shall be notified to the Commission by the Responsible Person six months prior to being placed on the market (Article 16 of the Regulation).

At the bottom right of the form area, there is a green button labeled 'Step 4 : type a comment →'. The footer of the page reads 'EC DG SANCO (v2.0.7.3) | Top | nselekcac (Metronomy123)'. The system tray at the bottom right shows the time as 14:16 on 4.4.2014.

Nakon što se odabere „4 Recap and Submission“ potrebno je još jednom provjeriti informacije na otvorenom prozoru i kliknuti na „Submit request access“



Napomena: odobrenje registracije od strane Europske komisije može potrajati nekoliko dana. Odobrenje dolazi putem e-mail adrese.

Nakon što Europska komisija validira vašu prijavu putem e-maila, potrebno se prijaviti na CPNP portal i notificirati proizvode na način da odete na link: <https://webgate.ec.europa.eu/cnpn/public/tutorial.cfm> i odabrati korak 3. Welcome to CPNP. Daljnje upute kako notificirati proizvode unutar samog portala su dostupne na mrežnim stranicama Ministarstva zdravlja na hrvatskom jeziku pod nazivom Vodiči za notifikaciju. Vodiči su dostupni na sljedećem linku: http://www.zdravlje.hr/ministarstvo/djelokrug/uprava_za_sanitarnu_inspekciju/predmeti_opce_uporabe_i_zastitu_od_buke/kozmeticki_proizvodi/vodici_za_notifikaciju_kozmetickih_proizvoda_i_kozmetickih_proizvoda_s_nanomaterijalima

The screenshot displays the CPNP (Cosmetic Products Notification Portal) tutorial page. The browser address bar shows the URL <https://webgate.ec.europa.eu/cnpn/public/tutorial.cfm>. The page title is "Tutorial to request access on CPNP". It features three main steps:

- 1. Login:** Includes a "Go to ECAS" button and a question: "Do you have a personal account? (Follow tutorials)". Options are: "Yes, I want to log in", "No, I want to create one", and "I don't remember".
- 2. Organisation:** Includes a "Go to SAAS" button and a question: "Request an access to your organisation (company, institution, ...) in CPNP". Option: "Start the registration tutorial".
- 3. Welcome on CPNP:** Includes a "Go to CPNP" button and a "Skip the tutorial" button.

Green arrows indicate the flow from step 1 to 2, and from 2 to 3. A green checkmark is visible in the third step. A black arrow points from the "Skip the tutorial" button to the "Go to SAAS" button. The bottom of the screen shows the Windows taskbar with the date 6.2.2014 and time 13:46.