

Instructions: User Management by Main Users

General:

As a main user in the Chemicals Product Register (RPC), you manage:

- all accounts and sub-accounts for your company.
- you are responsible for the general (data) management of your company (overview, monitoring, verification and control).



A main user does not automatically have access to all authorisations of the company (see [Authorship \(admin.ch\)](#), [Sharing or replacing information protected by the authorship \(admin.ch\)](#)).

Access Management

Sub-users internal and external who request access to your company can be authorized independently by authorized main users of the company. New main users are approved by the Notification authority for chemicals (further information: [Opening and managing user accounts \(admin.ch\)](#)).

Below you will find the procedure for authorising a new sub-user in your company and for managing the access of all user accounts



Precondition:

The user logged in to the RPC as the *main user* of the company.

1 If your company has an open access request, an orange notification will appear (Arrow 1)

- Click on one of the two links. This will take you directly to the user administration of your company, where you can change your access requests.

Information:

- Using the **Edit Company Data** link under **Company**, you can access your company's user accounts and other topics at any time (even without active access requests).



2 Managing access requests:

- Navigate to the open access requests in the thematic section **Users** (arrow 1).

It is possible to **accept** or **reject** an open request.

- Before accepting an access request, you can change/correct the user type by clicking on the **pencil icon** (arrow 2).

Change the user type before accepting the access request

- Click on the **pencil icon** (arrow 2).
- Select the new user type and click **Save**.

Info: Only the user type can be changed between sub-users internal and external. The user type can also be changed at a later stage, after the acceptance of the access request.

C-001183 Testfirma Titanic legal entity

Company

Name

Testfirma Titanic

Address

Stationsstrasse 15
3097 Liebefeld
Svizzera

UID

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1

Users

Name	eIAM ID	Telephone	E-mail	User type	
Samantha CH	2938325	098760	test.rpc.bag+HB@gmail.com	Main User Mass reporting interface (MMT)	
Test Müller RPCTestWUL 3000 Bern (BE), Svizzera	2992322				
Test Anleitungen PENDING Testfirma Titanic Stationsstrasse 15, 3097 Liebefeld, Svizzera	3280495	245534	test.rpc.bag+ANUB@gmail.com	External sub-user	<div><div> Approve</div><div> Reject</div></div>

2

2



Accepting or rejecting the access request

- Click on **Accept** or **Reject** next to the respective request (highlighted in **yellow**).
- In the event of a refusal, a reason must be given. This will be sent to the applicant by e-mail.

Note on the visibility of telephone and e-mail

Confidential user data (telephone number and e-mail) can only be viewed by the main user if the applicant has authorised this when requesting access. (marked in **blue**).

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Users

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Deleting Authorized Users (Revoking Access):

- Select the user to be deleted from the list.
- Click on the **recycle bin** (red box) to the left for this user.
- Click on **Confirm** to revoke access rights and permanently delete the user.

If a user has been successfully deleted, he/she will no longer be able to access the company profile and the corresponding data stored in the RPC from now on.

Testperson Weber Testfirma Beispielstrasse 2, 3000 Bern (BE), Schweiz	3244767	0799174133	rpc.testuser+1@gmail.com	Hauptbenutzer	
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Changing Personal User Data:

- Only the owner of the user account can edit their own user data such as email, phone number, name, last name, password, and two-factor authentication. Additional information can be found here: [Mutation of your CH-Login user account \(admin.ch\)](#)