

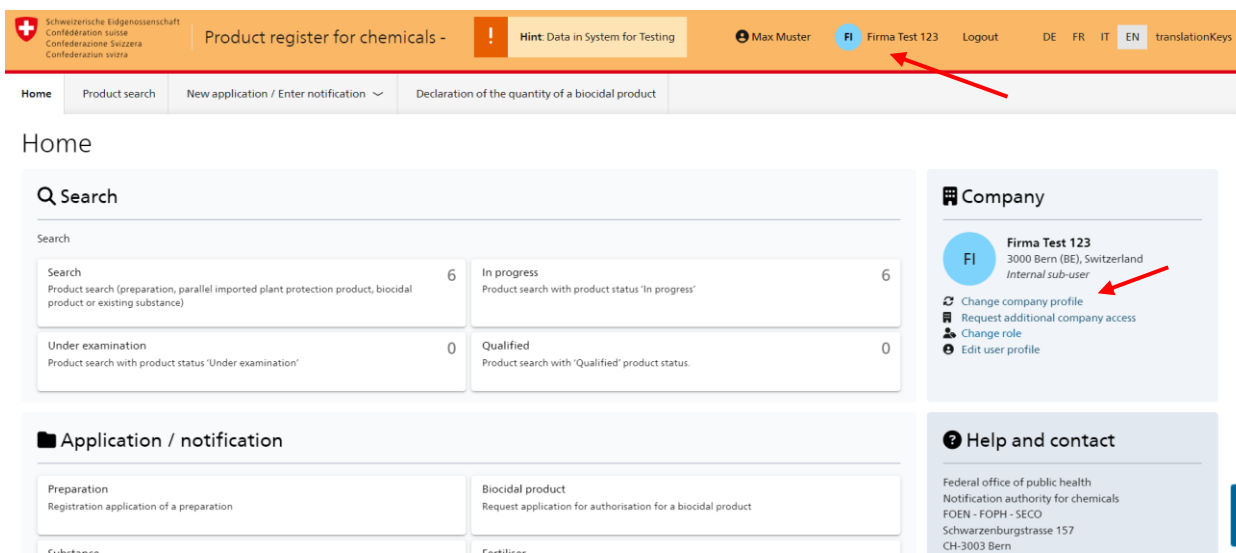
Instructions: Change User Profile and default profile

Prerequisite:

- You have multiple user profiles, meaning your user account has access to multiple companies.

- 1a **Header:**
- In the header there is always the default user profile (arrow 1), to which it is automatically linked each time it logs in.
 - Clicking on this button will take you to the profile selection screen.

- 1b **Dashboard:**
- If you are on the dashboard, you can click on the **Change company profile** link on the right in the tile with the company data (Arrow 2)



The screenshot displays the 'Product register for chemicals' interface. At the top, the header bar includes the Swiss government logo, the title 'Product register for chemicals', a hint, and the user profile 'Firma Test 123' with a dropdown arrow (Arrow 1). Below the header, the main content area is divided into several sections: a 'Home' section with a search bar and a table of search results; an 'Application / notification' section with a table of applications; and a 'Company' tile on the right. The 'Company' tile shows the company name 'Firma Test 123' and a 'Change company profile' link (Arrow 2). A 'Help and contact' section is located at the bottom right.

Search	Count	Status	Count
Search Product search (preparation, parallel imported plant protection product, biocidal product or existing substance)	6	In progress Product search with product status 'In progress'	6
Under examination Product search with product status 'Under examination'	0	Qualified Product search with 'Qualified' product status.	0

Application / notification	Count
Preparation Registration application of a preparation	0
Biocidal product Request application for authorisation for a biocidal product	0

Company

Firma Test 123
3000 Bern (BE), Switzerland
Internal sub-user

- Change company profile
- Request additional company access
- Change role
- Edit user profile

Help and contact

Federal office of public health
Notification authority for chemicals
FOEN - FOPH - SECO
Schwarzenburgstrasse 157
CH-3003 Bern



2 In the profile selection, you will see an overview of all user profiles associated with your user account, along with their corresponding accesses. You will also see which user profile you are currently using (Arrow 1).

- Click on the desired user profile to activate it and work with it.
- Greyed-out profiles marked as "Pending" (Arrow 2) refer to access requests that are still pending.

Modifying the default profile

- The profile marked as "Default" is your default profile (Arrow 3), which is automatically activated after every login.
- You can change the default profile by clicking the blue-marked link **Set as Default** (Arrow 4)

The screenshot shows the 'Product register for chemicals - Tes' web application. The top navigation bar includes the Swiss Confederation logo, the application title, a hint, the user's name (Samantha CH Doninelli), the current profile (TE Testfirma Titanic), and language options (DE, FR, IT, EN). Below the navigation bar is a menu with 'Home', 'Product search', 'New application / Enter notification', and 'Declaration of the quantity of a biocidal product'. The main content area is titled 'Profile' and displays a list of user profiles. Each profile entry includes a circular icon with a letter, the profile name, address, role, and a 'Set as default' link. The 'Testfirma Titanic' profile is marked as 'DEFAULT'. The 'Testfirma Anmeldestelle Chemikalien ASChem' profile is marked as 'PENDING'. Red arrows are used to highlight specific features: Arrow 1 points to the 'TE' profile (current user), Arrow 2 points to the 'PENDING' status, Arrow 3 points to the 'DEFAULT' label, and Arrow 4 points to the 'Set as default' link for the 'Testfirma Titanic 2' profile.