

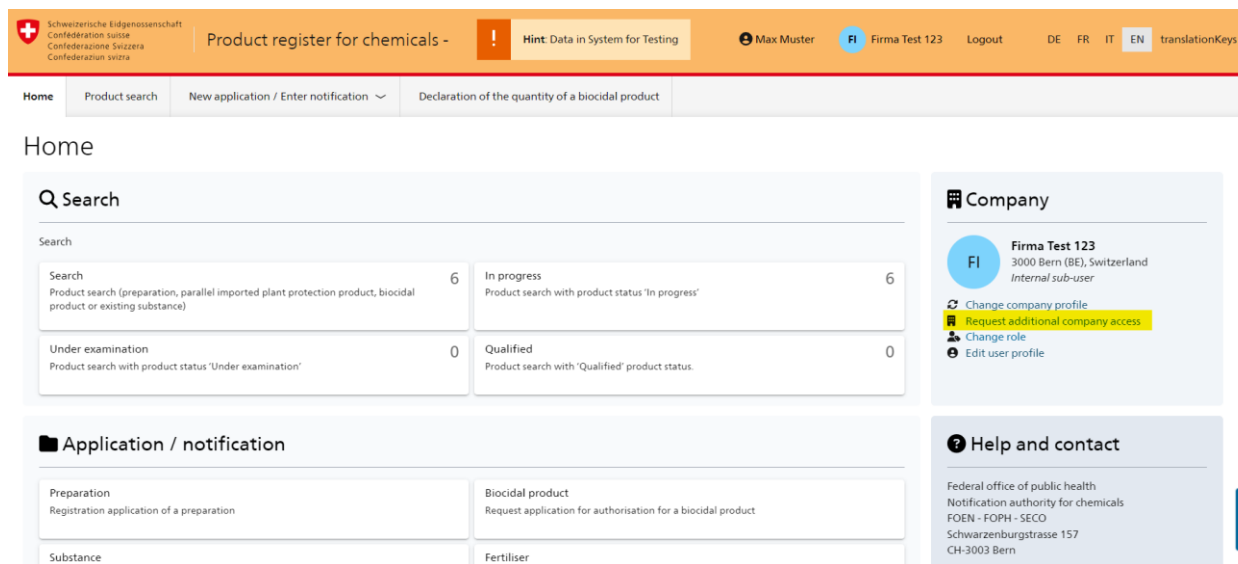
Instructions: Create an additional access request for another company

Preconditions:

- The CH-Login has already been created. Info: [How to create a CH-Login \(user account\)](#)
- The user logged in to RPC with his own account.
- You already have at least one existing corporate access

1 Request further access to the company (company profile),

- If you already have corporate access, you can request further access at any time.
- To do so, go to the start page.
 - Click on the link **Request additional company access** (in yellow) on the right-hand side of the box with the company data.



The screenshot shows the 'Product register for chemicals' web application. The top navigation bar includes the Swiss flag, the text 'Schweizerische Eidgenossenschaft', and the title 'Product register for chemicals'. A hint message 'Hint: Data in System for Testing' is displayed. The user is logged in as 'Max Muster' with the company 'Firma Test 123'. The main content area is titled 'Home' and features a search bar and a table of search results. The sidebar on the right contains a 'Company' section with the company name 'Firma Test 123' and address '3000 Bern (BE), Switzerland'. Below this, there are links for 'Change company profile', 'Request additional company access' (highlighted in yellow), 'Change role', and 'Edit user profile'. At the bottom of the sidebar is a 'Help and contact' section with the address of the Federal office of public health.

2 Once you start the connection process, a form will open that will guide you through the necessary steps.



1. Step: Search for or register a company

3

3a

Search for and select a company:

Additional information about the manufacturer as defined by [ChemO](#)

- Search for the desired company via UID/VAT number, CID number (company number within RPC), or company name.
- Select the correct company from the search results (click on the desired company) and then click **Next**.
- If the search results do not yield the correct result, manually create a new company (see Step 3b)

Access request to a company

With this procedure you request access to a manufacturer in the sense of the ChemO (company). Definition: <https://www.anmeldestelle.admin.ch/chem/en/home/themen/pflicht-hersteller/definition-herstellerin.html>

1 Company 2 User type 3 User information 4 Summary 5 Submit

i Search for the company by UID number or company name. Existing companies can also be searched by CID number. If no result is found when searching, the company can be entered manually.

UID CHE-XXXXXXX	CID C-XXXXX	Company name * firma test 123
UID	CID	Company name
--	C-101026	Firma Test 123 3000 Bern (BE), Suisse

Company already exists in RPC

3b

Manually create a new company :

Condition: The correct company could not be found using the search in Step 3a. This means either no UID/VAT number is available, or it is an individual. Additional information about the manufacturer as defined by [ChemO](#)

- Click on the option **Not present in the RPC/IDI register** (highlighted in yellow).
- Fill in the required information on the new company. For a natural person → **Select natural person.**

Access request to a company

With this procedure you request access to a manufacturer in the sense of the ChemO (company). Definition: <https://www.anmeldestelle.admin.ch/chem/en/home/themen/pflicht-hersteller/definition-herstellerin.html>

1 Company 2 User type 3 User information 4 Summary 5 Submit

i Search for the company by UID number or company name. Existing companies can also be searched by CID number. If no result is found when searching, the company can be entered manually.

UID CHE-XXXXXXX	CID * 12355	Company name
--------------------	----------------	--------------

No results found.
Change your search criteria and try again.

Not available in the RPC/UID register

Cancel

Back Next



- Click on **Next** to save the company data (or the natural person data).

1 Company 2 User type 3 User information 4 Summary 5 Submit

i Enter all information on the manufacturer in the sense of ChemO (company).

☒ legal entity ☐ Natural person

Company name *

c/o

Street No. PO Box

ZIP * City * Canton *

Country *

Cancel



2. Step: Define the user type

4 **4a** **Rule:** Every company must have at least one main user

→ If it is a newly created or newly registered company, the first user type must always be a main user.

Additional information on user types and their permissions can be found here ([User roles and types of notification \(admin.ch\)](#))

4b If a main user already exists for the selected company, the desired user type can be chosen between an additional main user, sub-user internal, or sub-user external.



Please read the **general terms of use** carefully and accept them by clicking on the checkbox.

For the **main** user type, take note of the **Additional Provisions for Main Users** and accept them by clicking on the check box. Then click on **Next**.

3. Step: User Information

5 5a If you are employed by the company for which you are submitting the access request:

- Select the **blue-marked** checkbox.
- The company's contact details will be automatically filled in.

5b I If **you are an employee of another company**:

- Please enter the contact details of your company.

Data Protection

With the checkbox **(marked in yellow)**, you can determine whether the main users of the company for which you are requesting access can see your e-mail address and telephone number.

Click **Next**.

1 Company 2 User type 3 User information 4 Summary 5 Submit

i Enter the required user information for the company you work for.

☐ I work for the company for which I am making the access request.

Company name *

Street No. PO Box

ZIP * City * Canton *

Country *

Language for correspondence *
☒ German ☐ English ☐ French ☐ Italian Telephone *

Consent

☐ I agree that my contact details (e-mail and telephone number) are visible to the main users of the company for which I am requesting access.

Cancel Back Next



4. Step: Summary

- 6
- Check all information entered. (Information can still be corrected by clicking **Back**. After clicking **Send**, it will no longer be possible to change the data).
 - Send the access request by clicking on **Send**.

1 Company — 2 User type — 3 User information — 4 Summary — 5 Submit

i Check that the information is correct before you submit it.

Company	
CID C-101026	Name Firma Test 123
Address 3000 Bern (BE), Suisse	

User	
User type Sub-user	Sub-user type Internal
Company Firma Test 123	Address 3000 Bern (BE), Schweiz
Language German	Telephone 0790799933
Main users are authorised to view my contact information. Yes	

Cancel Back Submit



5. Step: Submission

7	7a	If the access request was submitted as a main user: • Download the application form (Arrow) and fill in the required information. • Have the form signed by an authorized signatory • Send the fully completed form in PDF format to cheminfo@bag.admin.ch • Click Close. The Notification authority will notify you by email once your access has been approved or rejected -	 1 Company — 2 User type — 3 User information — 4 Summary — 5 Submit ✓ Your access request has been submitted. To complete your access request, you must download the electronically pre-filled application form, complete it, sign it correctly and send it by e-mail to cheminfo@bag.admin.ch. Download application form Close
---	----	---	--



7b	If the access request was submitted as a sub-user internal or external: A main user of the company for which you are requesting access will review your access request. You will be notified by email once your access has been approved or rejected.	Access request to a company This procedure is for requesting access to a manufacturer within the meaning of the ChemO (company). Definition: https://www.anmeldestelle.admin.ch/chem/en/home/themen/pflicht-hersteller/definition-herstellerin.html 1 Company — 2 User type — 3 User information — 4 Summary — 5 Submit Your access request has been successfully submitted. Your access request will be checked and a main user will inform you by e-mail whether it has been accepted or rejected. Feedback Close												
9	Pending access requests are found here, until they have been verified: Go to Change company profile under 'Company' on the start page. Open access requests are displayed with the note 'Pending' (last screen).	Schweizerische Eidgenossenschaft Confédération suisse Confederazione Svizzera Confederaziun svizra Product register for chemicals - Hint: Data in System for Testing Max Muster FI Firma Test 123 Logout DE FR IT EN translationKeys Home Product search New application / Enter notification Declaration of the quantity of a biocidal product Home Q Search Search <table><tr><td>Search Product search (preparation, parallel imported plant protection product, biocidal product or existing substance)</td><td>6</td><td>In progress Product search with product status 'In progress'</td><td>6</td></tr><tr><td>Under examination Product search with product status 'Under examination'</td><td>0</td><td>Qualified Product search with 'Qualified' product status.</td><td>0</td></tr></table> Application / notification <table><tr><td>Preparation Registration application of a preparation</td><td>Biocidal product Request application for authorisation for a biocidal product</td></tr><tr><td>Fertiliser</td><td>Fertiliser</td></tr></table> Company FI 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 Feedback	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	Preparation Registration application of a preparation	Biocidal product Request application for authorisation for a biocidal product	Fertiliser	Fertiliser
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											
Preparation Registration application of a preparation	Biocidal product Request application for authorisation for a biocidal product													
Fertiliser	Fertiliser													



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Product register for chemicals -


Hint: Data in System for Testing

 Max Muster

 Firma Test 123
Logout
DE
FR
IT
EN
translationKeys

Home
Product search
New application / Enter notification
Declaration of the quantity of a biocidal product

Profile



Firma Test 123
DEFAULT

3000 Bern (BE), Suisse
Internal sub-user



Testfirma Chem

3000 Bern (BE), Suisse
Main user

PENDING

[← Back](#)
[Request additional company access](#)