SETUP GUIDE
FOR PPP USERS
VERSION 0.4

PPP
PLANT PROTECTION PRODUCTS
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1. **INTRODUCTION**

New users who wish to use the Plant Protection Products (PPP) Application Management system must complete the following two-steps:

- **Step 1: Create an ECAS account**
  
  *The plant protection products system is managed by the European Commission (EC) and access is controlled using the EC’s single sign on system which is called ECAS (European Commission Authentication Service). This system enables users to access various sites and services managed by the EC using just one login and password.*

- **Step 2: Request a user access profile for login and organisation**

  *Since the single sign in system only authenticates your identity, a further service is used called SAAS (SANCO Authentication and Authorisation System). SAAS provides the mechanism to link your account to the PPP system through a ‘User Access Profile’.*

Your user access profile links your login account to a specific application.

This means that you can have different user profiles (with different rights) according to the different organisations that you work for.
2. **Step 1: Creating Your ECAS Account**

1. Enter the following URL [https://webgate.ec.europa.eu/pppadmin](https://webgate.ec.europa.eu/pppadmin) in your browser.
   
   The system automatically redirects you to the ECAS login page.

2. As a new user, you must register for a new ECAS account. In your case, the domain to select is 'External'.

![ECAS Login Page](image)
The system displays the login screen.

3. Click on ‘Not registered yet’ link button so the system displays a sign up form.
4. Complete the form, not forgetting to enter the security code and tick the Privacy statement box to show your agreement. Then, click on the 'Sign up' button.

5. The system displays a confirmation message explaining that an e-mail was sent to you.
The system sends you an email to your email account (the one that you entered in step 3).

6. In order to confirm your account and create your password, simply click on the link contained in the email body or copy and paste it into an internet browser.

Dear John SMITH,

You have been registered in ECAS, the European Commission Authentication Service.

Your user name is JoSmith.

To create your password, click:

![Link](this link)

7. To create your new ECAS password enter your new password and click on Submit.

The system displays a message indicating that your ECAS password has been successfully changed.

New password

Your ECAS password was successfully changed.

Click Proceed below to continue to webgate.acceptance.ec.europa.eu

Proceed

Congratulations, you are now able to request access to the system!
3. **STEP 2: REQUESTING ACCESS TO THE APPLICATION**

Access profiles control which functions you are able to perform within the system. They also have an effect on what you are able to view in certain screens.

For example, Industry users can create products. However, Member State users can only view the products’ information.

- **Association**
  - This access profile should be selected if you represent an association (for example: ECCA, ECPA or IBMA).

- **Consultant**
  - This access profile should be selected if you are working on behalf of an Industry user.

- **Industry**
  - This access profile should be selected if you work for a company that sells plant protection products.

- **Member State**
  - This access profile should be chosen if you represent a national or competent authority for your country.

In case a user needs to grant access to other users, they need to request **Consultant** and **Industry** profiles along with their own access profile.

To start using the Plant Protection Products system you need to request access to it.

To do so, enter the **PPP** site URL: [https://webgate.ec.europa.eu/pppadmin](https://webgate.ec.europa.eu/pppadmin).

1. Ensure the ‘External’ domain is selected based upon your login, if necessary click on the change it link to select the ‘External’ domain.
2. Enter your login credentials and click on the ‘Login’ button. The system redirects you to the PPP access page. To request access to the application, simply click the highlighted blue link.

The system redirects you to the Authorisation System, called SAAS.

Follow the steps, in the next set of chapters, for the appropriate access profile you would like to request:

- **Associations**
- **Member States**
- **Industry users affiliated to an association**
- **Industry users not affiliated to an association**
- **Consultants**

### 3.1. The access process and user rights

Access is requested as detailed in each of the chapters listed above. After a request has been sent, the administrator receives a notification to grant access. Access is granted based on your access profile requested and organisation.

Each time you create a new organisation in SAAS, the initial user is granted the administrator role. This enables you to provide access to other users.
An administrator can have local or organisation administration rights. Those who do not need to grant, manage, validate or reject user access are referred to as normal users. The differences between these roles are explained below, and also in Chapter 4.

- **Organisation admin** – relevant for Association users. When granting access to an Association user, this option must be selected. Rights to grant access or manage, validate or reject new user profiles.

- **Local admin** – relevant for some Member State and Industry users (in exceptional cases for consultant users). Rights to grant access or manage, validate or reject new user profiles.

- **Normal user** – relevant for some Member States, Industry and consultant users. No rights to grant access or manage, validate or reject user profiles.
3.2. Associations

Associations are bodies that represent industry. Their members are companies who register plant protection products in the EU. Associations grant access to their members (industry users). They are unable to login and use the PPP IT system. They instead have access to the authentication system which allows them to manage user access. The European Commission has already setup the main associations in the system: ECPA, ECCA and IBMA.

Note: If you cannot find your Association in the system, please contact PPP Support.

To request your access:

After being redirected to SAAS from the PPP system, as described in the chapter Step 2: Requesting access to the application, you can do the following:

1. Confirm that the Plant Protection Products application is selected in the list and then click on the ‘Step 2: select an organisation’ button.
2. Click the **2a Select organisation** tab. Select the **Association** you belong to from the list and click **Open**.

*Note: Do not choose your country, but the existing association!*
3. Verify if the association you belong to already exists.

4. And if not, click Up and check the global association you wish to belong to.

5. Once you have selected the appropriate option, click on the ‘Step 3: select an access profile’ tab. This allows you to select an access profile.
6. Select **Association**, **Consultant** and **Industry** from the list.

   **Note:** *You have to select these three access profiles in order to be able to grant access rights to users.*

   And click **Step 4: type a comment.**

7. Enter a new comment if necessary and click **Submit request access.**
Once you have submitted the request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.

Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application.

After you have been granted access to the application, navigating to the website (https://webgate.ec.europa.eu/pppadmin) will take you directly to the PPP system login page.
3.3. **Member States**

Member State users can request access to:

- A National Competent Authority (to manage applications and authorisations within the PPP IT system)
- Non-affiliated organisations (to grant access to industry users not affiliated to an association).

**Note:** If your intention is simply to use the system, the National Competent Authority access is enough. However, in order to grant access to other users you must have the Non-affiliated organisations profile as well.

There are no limits on the number of users within a Member State.
To request your access:

After being redirected to SAAS from the PPP system, as described in the chapter Step 2: Requesting access to the application:

1. Confirm that the Plant Protection Products application is selected in the list and then click on the ‘Step 2: select an organisation’ button.
2. Click the **2a Select organisation** tab. Select the *National Competent Authority or the Non-affiliated Organisation* you belong to from the list.

   **Note:** The black square next to your country's name shows that you cannot create a sub-organisation under the Member State country’s name.

   You must **Open** the folder and select the existing National Competent Authority or Non-Affiliated organisation.
3. Click **Open** and select between the two options “National Competent Authority” or “Non-affiliates companies”.

4. Click **Open** and verify first if the organisation you belong to already exists. If you can find your organisation in the list, select it.

   **Note:** In the given example, there is already a National Competent Authority for herbicide listed.
5. If not, click **2b Create organisation** tab.

6. Fill in the organisation details and do not miss the mandatory fields marked with a red asterisk. And select the **Parent Organisation**, which in this case is your country’s name. Click **Open**.
7. Select if you want to create your organisation under a National Competent Authority or Non-Affiliated companies.

8. Once you have selected the appropriate option for you, click on the ‘Step 3: select an access profile’ tab. This allows you to select an access profile.
9. If you previously selected the National Competent Authority option, select the Member State access profile from the list.

10. If you previously selected the Non-affiliated companies’ option, select Member State, Consultant and Industry access profiles from the list.
11. Click **Step 4: type a comment**.

12. Enter a new comment if necessary and click **Submit request access**.
Once you have submitted the request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.

![Saas - Authorization System]

Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application.

After you have been granted access to the application, navigating to the website (https://webgate.ec.europa.eu/pppadmin) will take you directly to the PPP system login page.
3.4. **INDUSTRY USERS AFFILIATED TO AN ASSOCIATION**

The following chapter describes the process for requesting access to the PPP IT system for **Industry users belonging to an existing association**. There are two options for requesting access:

- Option 1 for those organisations already listed under a particular association;
- Option 2 for those organisations not currently listed (create a new organisation).

**Note:** If you are affiliated to more than one Association, simply select one when registering.

3.4.1. **OPTION 1: ORGANISATION ALREADY LISTED UNDER AN ASSOCIATION**

To request your access:

1. Confirm that the *Plant Protection Products* application is selected in the list and then click on the ‘Step 2: select an organisation’ button.

2. Search the name of the association you are belong to in the list under the **2a Select organisation** tab, select it and click **Open**.
3. The system displays all existing organisations known to SAAS under the selected association.

   **Note:** Check to see if your organisation already exists, before creating a new one!

4. If your organisation is listed select it by clicking on the left button.
5. Select the **Industry** access profile.

   Note: In order to grant access to Consultants later on, you must also select the **Consultant** access profile at this point.

6. Then click the next **step 4: Add a comment**.

7. Confirm the details you just entered. You may also **add a comment** to support your access request. Then, click on **Submit request access** to confirm your details and request access.
After you have submitted your request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.

Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application.

After you have been granted access to the application, navigating to the website (https://webgate.ec.europa.eu/pppadmin) will take you directly to the application login page.
3.4.2.  **OPTION 2: CREATE A NEW ORGANISATION**

If your organisation is not listed below your association, you can create a new one directly under the shown association or under an existing organisation.

The organisation that you select or create enables you to restrict access given to a user.

Organisation hierarchies are constructed to limit access at which ever level you require for your own organisation. There is no horizontal access between sub-organisations.

For example, in the example below, access for users within Organisation X has been restricted at country level. Each country cannot view the products or applications created at the same level (i.e. in other countries); however the global organisation has access to all products and applications created at sub-levels. The French part of Organisation X has granted access to a consultant to work on certain applications ('Dossier B'); only the French organisation has access to these applications. See Section 4.3 for consultant access.

There are no limits on the number of sub-organisations that can be created under a global organisation, nor to the number of users per organisation.
To create a new organisation:

1. Proceed as described in step **1** and step **2**.

2. Select the tab **2b Create organisation** and complete your organisation details, making sure not to miss the mandatory fields.

   **Note:** As shown in the example, we recommend that multinational companies add their country code or name when choosing a Name for their organisation. This facilitates products and applications to be restricted at country level.
3. Next, select the Parent Organisation and click on the ‘Step 3: select an access profile’ tab. This allows you to select an access profile.

   ![Image of Parent Organisation selection]

   Note: This is the association you belong to!

4. Select the Industry access profile.

   ![Image of Industry access profile selection]

5. Then click the next step 4: Add a comment.
6. Confirm the details you just entered. You may also add a comment to support your access request. Then, click on Submit request access to confirm your details and request access.
After you have submitted your request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.

Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application.

After you have been granted access to the application, navigating to the website (https://webgate.ec.europa.eu/pppadmin) will take you directly to the application login page.
3.5. **Industry Users Not Affiliated to an Association**

As an Industry user not affiliated to an association you are redirected to SAAS from the PPP system, as described in the chapter [Step 2: Requesting access to the application](#).

To request your access:

1. Confirm that the **Plant Protection Products** application is selected in the list and then click on the ‘**Step 2: select an organisation**’ button.
2. Select the tab **2b Create organisation** and fill in your organisation details, making sure not to miss the mandatory fields.

3. Select the name of your country from the list and click **Open**.
4. Select the option **Non-affiliated companies**.

   **Note:** Click Open to verify if the company you wish to create already exists in the system.

5. And click **‘Step 3: select an access profile’** tab. This allows you to select an access profile.

6. Select the **Industry** access profile.
7. After selecting the correct access profile you can select the next step **4: Add a comment**.

8. The last and final step gives you the opportunity to confirm the details you just entered and add any further information relevant on why you wish to use the system. Then, simply click the ‘Submit request access’ button.
Once you have submitted the request, a message is displayed on screen to inform you that your request has been sent to an administrator for validation.

Normally your request is treated within 48 hours and you will receive an email informing you that you can start using the application.

After you have been granted access to the application, navigating to the website (https://webgate.ec.europa.eu/pppadmin) will take you directly to the application once you have logged in.
3.6. **Consultants**

Consultant User Access Profiles are nearly identical to Industry User Access Profiles.

Access within the PPP IT system, is however restricted based upon the organisation that is selected. It is therefore very important to check which organisation you should select as your parent organisation (the organisation of the industry user you are working for) before starting the request access process.

For more information, please refer to the chapters [Industry users affiliated to an association](#) and [Industry users not affiliated to an association](#) of this manual.
4. **GRANTING ACCESS TO OTHER USERS**

After a request has been sent, the administrator receives a notification to grant access. Access is granted based on your access profile and organisation.

Each time you create a new organisation in SAAS, the initial user is granted the administrator role. This enables you to provide access to other users.

An administrator can have local or organisation administration rights. The differences between these two roles are explained in the next chapters.
4.1. **If you are an Association**

If you have the access profile *Association* you are able to validate requests of other users from within your own association. To do so, login in the Authorisation system and select the project from the drop-down list.
Your own access profiles are displayed in the **Home** page.

The user profiles with the option **Manage** are the ones you are administrator and can validate, reject or delete.

1. Click this option **Manage**.

The system redirects you to the **User Profiles** page, open on the **All status** tab.
2. Select the user profile you wish to grant access to and click the **Edit** icon.
3. Alternatively, you can select the **Requested** tab where only the requests requiring your attention are shown. Select the profile you wish to grant access to and click the **Edit** icon.
Once you click the **Edit** icon, the system redirects you to the **User Profile** details page.

4. Here you are able to change the **Start date**, which is automatically set to the request date.

5. You can also add an **End date**, if appropriate.

   **Note:** It is recommended that by default all users grant access for a maximum period of two years!
6. Choose the **Organisation admin** user role when granting access to another Association user. *If* you choose **Local admin**, you will be blocked and not able to perform grant access, manage, validate or reject user profiles anymore. *If* you choose **Normal user**, the Association user will not have rights to grant access, manage, validate or reject further user profiles.

7. In case you are rejecting this request, please enter the **Reason for rejection**.

8. Choose between **Activate** or **Reject Activation Request**.

   **Note:** Before granting access to a user you should always check that the user is a valid member within your association!

9. Click **Save** to keep your changes and click **Activate/Reject** so that the changes take place.

   **Note:** Saving your changes will not activate/reject the user profile. These options will only take place when you click the appropriate button at the end of the page.
The user profile in this example is activated and displayed in the **All status** tab.

You can still **Edit** this user profile at any time.
4.2. IF YOU ARE AN INDUSTRY / MEMBER STATE

As an Industry or Member State user you might receive requests to grant access to other company users. In order to be able to do so, you first had to be granted access as **local admin**. Please make sure to check if this is the case.

Once you login in the application, you can click your username and access profile on the top right corner of the page.

In this page, you are able to submit a new request for an access profile, in case you wish to be granted a new or other profile.
This allows you to view your user profile details: Name, E-mail, Language, Address and Phone. This page also provides your Organisation details.
1. If you click the Name of your organisation, in this case your Member State’s name, you can see the organisation hierarchy and Manage list of users for this organisation. Click this link and you are redirected to your access profile page in SAAS.

On the Home page, select your access profile and click Manage.
The system redirects you to the **User Profiles** page, open on the **All status** tab.

Before granting access to the organisation, you must validate it.

1. To do so, click the organisation name blue link on the **User Profiles** page.
2. Verify the given information and, if everything is correct and this organisation belongs to yours, click Validate.
3. The organisation is then validated, the blue link is not shown anymore and you can grant access to this user by clicking the **Edit** icon.
Once you click the **Edit** icon, the system redirects you to the **User Profile details** page.

2. Here, you are able to change the **Start date**, which is automatically set to the request date.

3. You can also add an **End date**, if appropriate.

   *It is recommended that by default all users grant access for a maximum period of two years!*
4. Choose between **Normal user** or **Local admin**.

   If you choose Local admin, the new user will have the same rights as you: manage, validate, and reject new user access. If you choose Normal user, the new user will not have rights to grant access, manage, validate or reject further user profiles.

5. In case you are rejecting this request, please enter the **Reason of reject**.

6. Choose between **Activate** or **Reject Activation Request**.

   Before granting access to any user you should always check if indeed that user belongs to your association and is a valid organisation!

7. Click **Save** to keep your changes.

8. Click **Activate/Reject** so that the changes take place.

   Please note that saving your changes will not activate/reject the user profile. These options will only take place when you click the appropriate button at the end of the page.
Note: If you fail to validate the organisation prior to granting access profile to the user, the system doesn’t allow you to Activate it and the following error message is displayed:

The user profile in this example is activated and displayed in the **All status** tab.

You can still **Edit** this user profile at any time.
4.3. GRANTING ACCESS TO CONSULTANTS

When granting access to Consultants you have to follow the procedure described in the chapter Validate/Reject a company user.

However, if you grant access to a Consultant at your organisation level, please be aware that they will see all products and applications created by your organisation.

If you wish to limit the access for a particular dossier or group of dossiers, you should create another organisation within the original association and ask the Consultant to select this organisation. An example is provided in the following image.

![Diagram showing access control](image)

As a user with the access profile 'Industry' linked to Organisation D, you will be able to view all products created at your level, as well as any products or applications created at any lower levels, i.e. those products and applications created by users belonging to the Dossier B organisation.

**Note:** It is recommended that when granting access to Consultants, you choose the **Normal user** role.

*Only choose Local admin if you are granting access to a user that needs to grant access to other users.*
5. **MODIFYING AN EXISTING USER PROFILE**

After validating an access profile it is still possible to modify it. To do so, you have to login to the application.

1. Once you login in the application, you can **click your username and access profile** on the top right corner of the page.

![PPP Application Login](image)

On this page, you are able to submit a new request for an access profile, in case you wish to be granted a new or other profile.

Your user profile details are displayed such as **Name, E-mail, Language, Address and Phone**. This page also shows your **Organisation** details.

If you have administration rights, you can modify here the users linked with your organisation.
### User details

<table>
<thead>
<tr>
<th>Name</th>
<th>John SMITH (applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td><a href="mailto:johnsmith@europe.eu">johnsmith@europe.eu</a></td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

### Organisations

<table>
<thead>
<tr>
<th>Name</th>
<th>Portugal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access profile</td>
<td>Member State</td>
</tr>
<tr>
<td>Profile status</td>
<td>active</td>
</tr>
<tr>
<td>Start date</td>
<td>16.09.2014</td>
</tr>
<tr>
<td>End date</td>
<td>16.09.2015</td>
</tr>
</tbody>
</table>

### Personal notification settings - master switch

This application relies upon the input of different users to complete a workflow or process. There are times when the system would like to prompt you to take action based upon these processes and workflows. There are also times when the system can inform you of the actions that other parties take within a particular workflow. You can set your preferences for notifications at application level, however if you do not wish to receive any emails, you can override the settings at application level by selecting an option below:

- [ ] I do not wish to receive any informational email messages
- [ ] I do not wish to receive any email messages to prompt me for action (not recommended)
- [ ] By default, automatically activate email notifications except for those listed above

Save notification settings  Go to the homepage
2. If you click the Name of your organisation, or in this case your Member state’ name, you can see the organisation hierarchy and if you have administrator rights, **Manage list of users for this organisation.** Click this link and you are redirected to your access profile page in the Authorization Service.

3. On the Home page, select your access profile and click **Manage.**
The system redirects you to the **User Profiles** page, open on the **All status** tab.

4. Select the user profile you want to modify with the status *active* and click on the **Edit** icon.
The system redirects you to the **User Profile details** page, where you can modify some data from the user profile you have selected previously. You cannot modify the **Application**, **Organisation** or the name of the **User**.

5. You can also **Delete** or **Lock** the selected user profile.

   If you choose to **Delete** the user profile, you have to recreate a new one if you want the user to have rights again. If you **Lock** the user profile, you can unlock it afterwards and the user’s old settings are kept.

6. Click **Save** to keep your changes.
6. **MODIFYING DETAILS ABOUT YOUR ORGANISATION**

After validating an access profile it is still possible to modify it. To do so, you have to login to the application.

1. Once you login to the application, you can click on your username at the top right corner of the page.

![Login Page](image)

On this page, you are able to submit a new request for an access profile, in case you wish to be granted a new or other profile.

For example, a consultant may work for numerous organisations and each would be listed here, enabling him or her to work on the relevant product or application file.

Your user profile details are displayed such as **Name, E-mail, Language, Address** and **Phone**. This page also shows your **Organisation** details.
If you have local administration rights you can modify users who are linked to your organisation on this page also.
2. If you click on the Name of your organisation, in this case your Member State’s name, you can see the organisation hierarchy and **Manage list of users for this organisation**. Click this link and you are redirected to your access profile page in the Authorization Service.

3. On the Home page, select your access profile and click **Manage**.
The system redirects you to the User Profiles tab but click the Manage Organisations tab.

This page displays the organisations you can manage.

An organisation can have other organisations inside it. They can be accessed by clicking on the Open button.

To access the original organisation, click Up.
As local administrator, you can **delete** an organisation that does not have children, as depicted in the image, by clicking on the **Delete** icon.

You can also edit and save an organisation by clicking on the **Edit** icon.

Note: Deleting organisations implies the deletion of all user profiles using that organisation.