

# **Guidance for use of ReachCentrum LoA Shop**



**reach**centrum

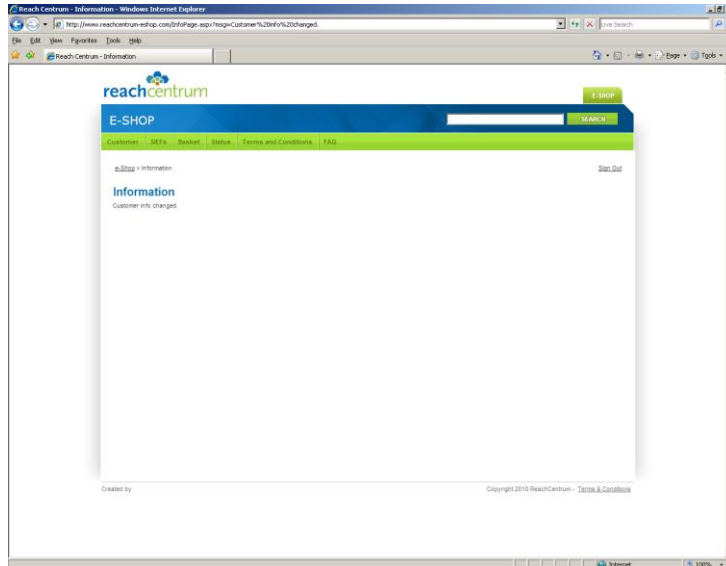
**Turning our REACH expertise into practical help**

**[www.reachcentrum.eu](http://www.reachcentrum.eu)**



Fill in the details of your company and click “save”.

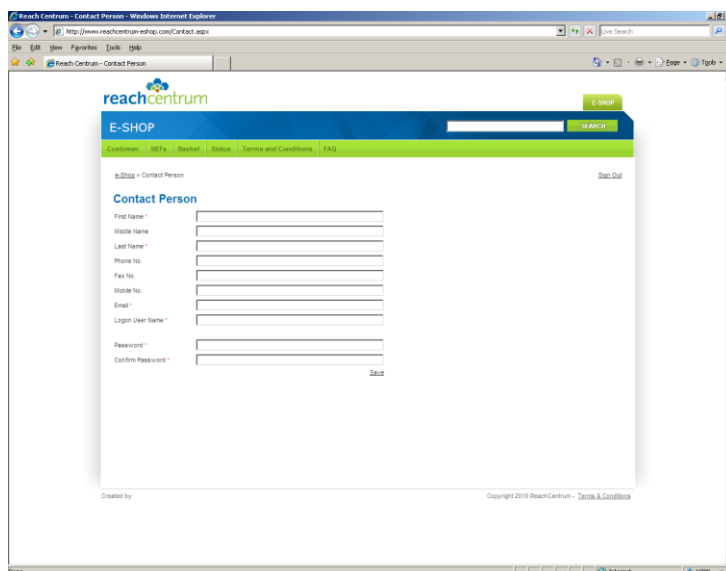
The following screen appears:



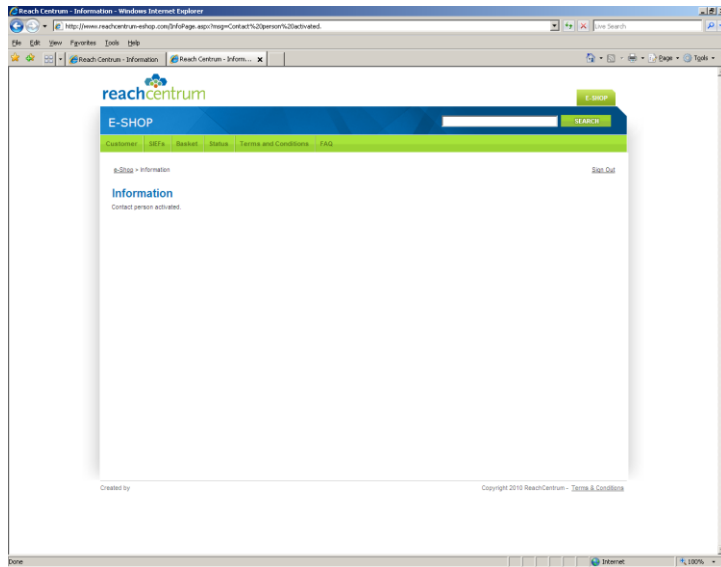
If you are an **only representative** you have to fill in a second screen with the information concerning the company you represent.

## 2. Create account

Go back by clicking the “Customer” button. Click on “New” to create a contact person and fill in all fields marked with \*:



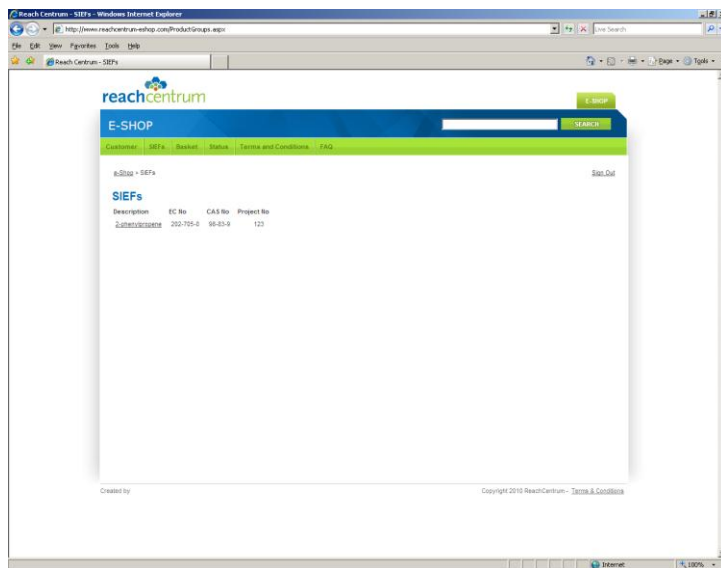
When finished the system will send an e-mail to the given e-mail address. Confirm the created account by clicking “confirm” in the e-mail. A new screen opens:



The link in the screen indicates that you have to login first to enter your account.

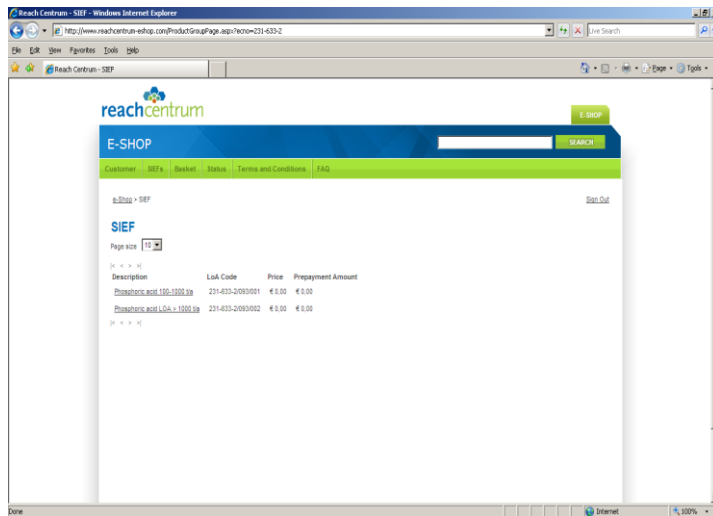
### 3. Choosing of the SIEF and LoA

Then click the button “SIEF’s” and the following screen appears:

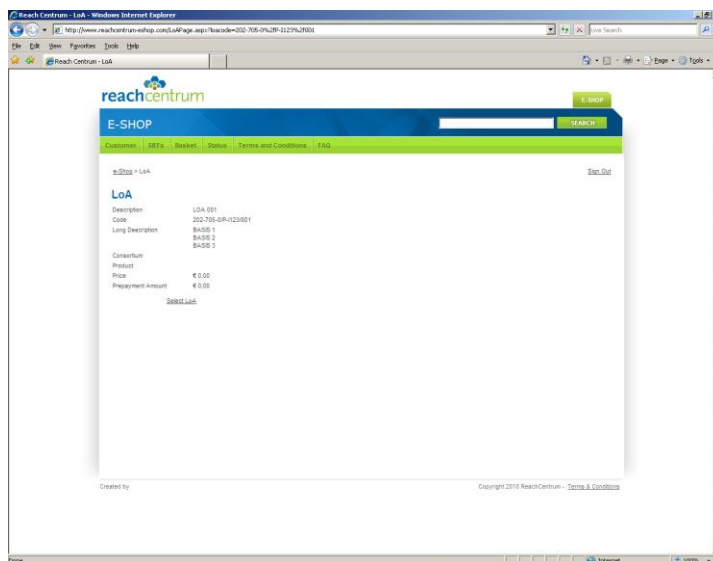


Select the SIEF for which you want to buy a Letter of Access (you will only see those SIEF’s for which the same UUID was used in the pre-registration process and which was activated in this system).

The following screen appears:

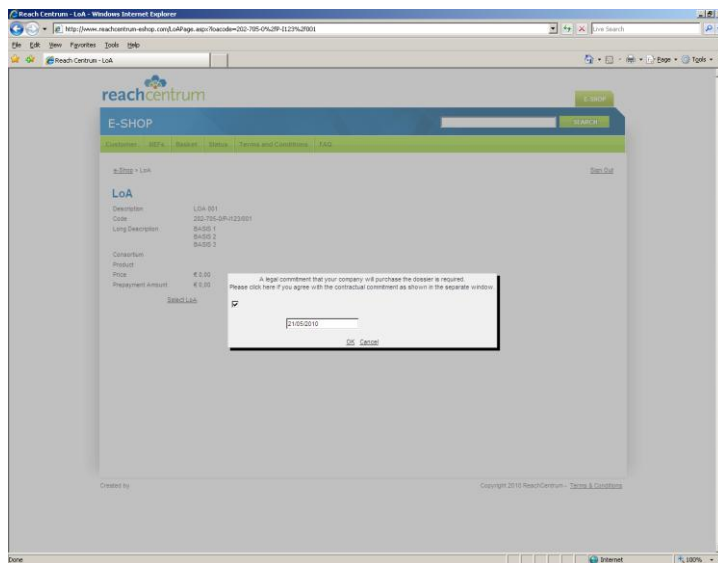


Select the Letter of Access you want to purchase on behalf of your company (only one Letter of Access of the same SIEF can be bought per UUID). The following screen appears:



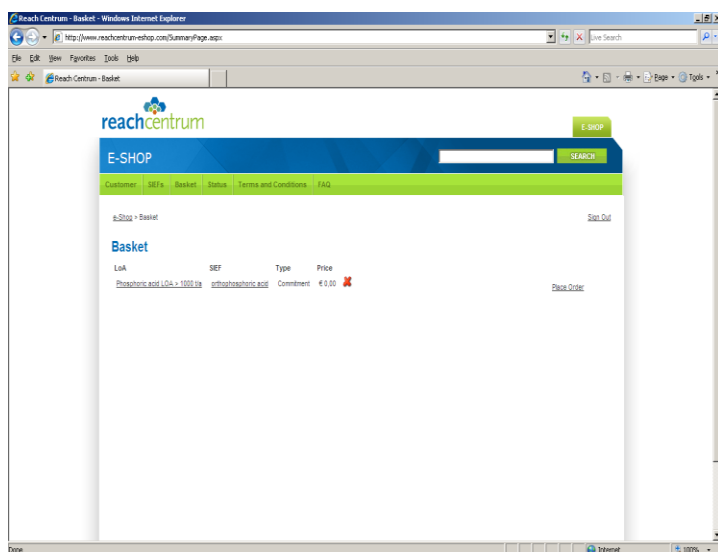
If this is indeed the correct Letter of Access click “Select LoA”. In the next screen (if requested by the consortium) you will be asked to electronically sign a commitment. Mostly this commitment will be in the form of the SIEF agreement, which appears in a separate window in pdf format. If you want to print and read the agreement first you can cancel the transaction by clicking “Cancel” in the little pop-up window. You will then later be able to select the LoA again and sign the commitment.

If you want to sign the commitment tick the box and click “ok”.



#### 4. Purchase of the LoA

In the last screen (see below) you will see your “Shopping basket”. In order to finalize the transaction click on “Place order”.



If the price of the Letter of Access is already known this will be indicated and you will be able to choose a payment method (credit card or transfer after invoice).

If the price of the Letter of Access is not yet known you will be invited later via e-mail to logon to the system again and buy the Letter of Access via the same procedure.