



# ODS Licensing System

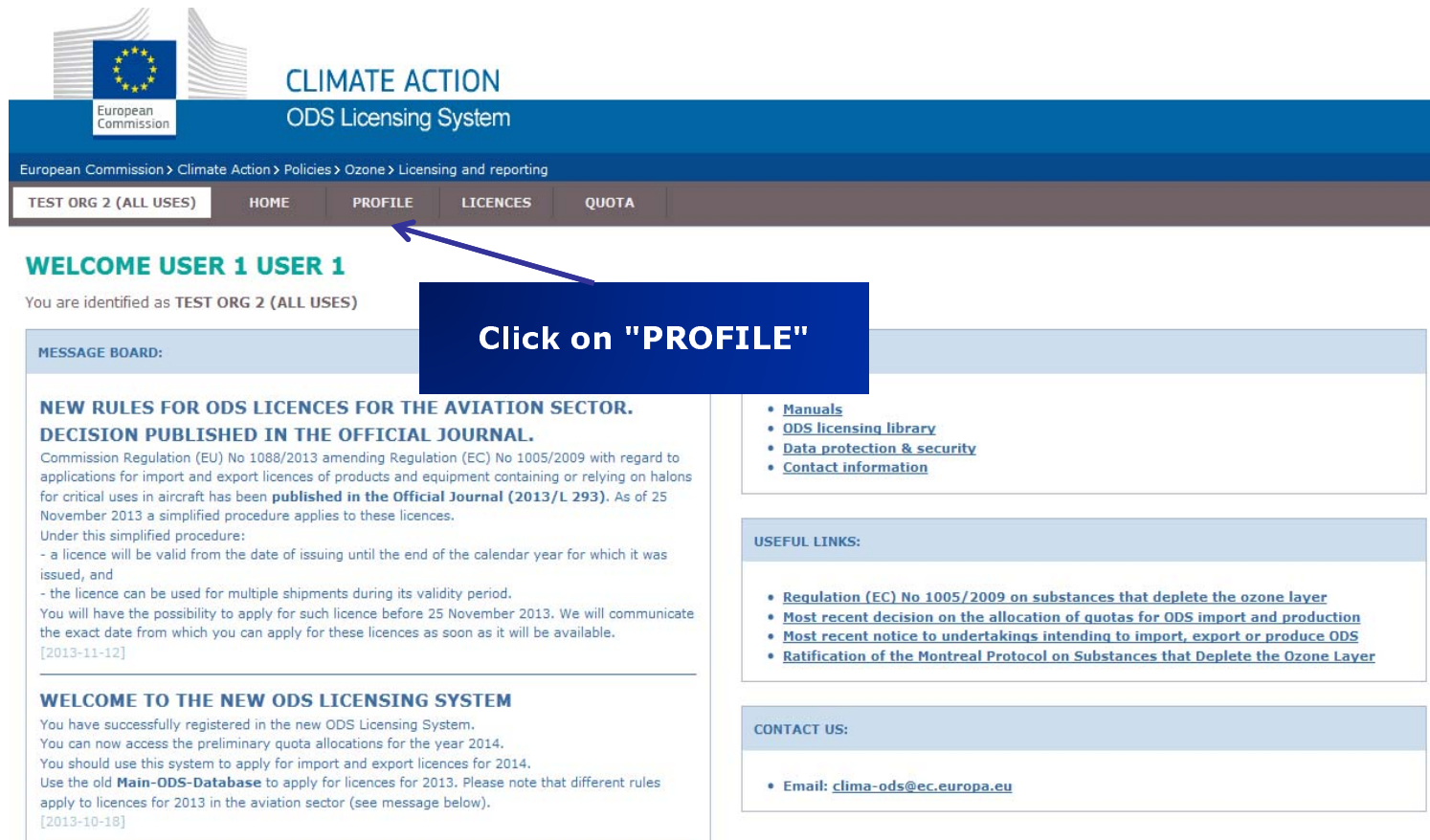
**How do I add a user or an organisation?**




# Add a user or organisation

- 1. Once a registration is completed and in the status "valid" you can add additional users to an account or register a new organisation if you represent more than one organisation.*
- 2. Users that have already an ECAS password under the given e-mail address will then have access to all accounts to which they were added.*
- 3. If the new user has no ECAS password, the user needs to register at: <https://webgate.ec.europa.eu/cas>. See registration manual for details.*

# 1.1 Add a user – Step 1



 CLIMATE ACTION  
ODS Licensing System

European Commission > Climate Action > Policies > Ozone > Licensing and reporting

TEST ORG 2 (ALL USES) HOME PROFILE LICENCES QUOTA

**WELCOME USER 1 USER 1**  
You are identified as TEST ORG 2 (ALL USES)

MESSAGE BOARD:

**NEW RULES FOR ODS LICENCES FOR THE AVIATION SECTOR. DECISION PUBLISHED IN THE OFFICIAL JOURNAL.**  
Commission Regulation (EU) No 1088/2013 amending Regulation (EC) No 1005/2009 with regard to applications for import and export licences of products and equipment containing or relying on halons for critical uses in aircraft has been **published in the Official Journal (2013/L 293)**. As of 25 November 2013 a simplified procedure applies to these licences.  
Under this simplified procedure:  
- a licence will be valid from the date of issuing until the end of the calendar year for which it was issued, and  
- the licence can be used for multiple shipments during its validity period.  
You will have the possibility to apply for such licence before 25 November 2013. We will communicate the exact date from which you can apply for these licences as soon as it will be available.  
[2013-11-12]

**WELCOME TO THE NEW ODS LICENSING SYSTEM**  
You have successfully registered in the new ODS Licensing System.  
You can now access the preliminary quota allocations for the year 2014.  
You should use this system to apply for import and export licences for 2014.  
Use the old **Main-ODS-Database** to apply for licences for 2013. Please note that different rules apply to licences for 2013 in the aviation sector (see message below).  
[2013-10-18]

**Click on "PROFILE"**

- [Manuals](#)
- [ODS licensing library](#)
- [Data protection & security](#)
- [Contact information](#)

USEFUL LINKS:

- [Regulation \(EC\) No 1005/2009 on substances that deplete the ozone layer](#)
- [Most recent decision on the allocation of quotas for ODS import and production](#)
- [Most recent notice to undertakings intending to import, export or produce ODS](#)
- [Ratification of the Montreal Protocol on Substances that Deplete the Ozone Layer](#)

CONTACT US:

- Email: [clima-ods@ec.europa.eu](mailto:clima-ods@ec.europa.eu)



# 1.2 Add a user – Step 2

European Commission > Climate Action > Policies > Ozone > Licensing and reporting

PEACH HOME PROFILE LICENCES QUOTA

### PROFILE OF PEACH

**EDIT**

**To modify your profile click on "EDIT"**

**ORGANISATION DETAILS:**

**ORGANISATION NAME:** Peach

**TELEPHONE:** +496070802

**WEBSITE:** www.peaches.com

**STREET:** Peach street

**NUMBER:** 60

**POSTAL CODE:** 800080

**CITY:** Peach

**COUNTRY:** Poland

**EORI NUMBER:** PL60708

**AEO NUMBER:**

Check if your EORI number is valid

**USERS:**

FIRST NAME	LAST NAME	E-MAIL
User 1	User 1	user1@mock.ec.europa.eu

# 1.3 Add a user – Step 3

**USERS:**


**MANAGE ACCESS:**

1. Enter the name and e-mail of the user you wish to add.

Add the name and e-mail of staff which need access to the organisation's account. Messages relating to the ODS Licensing System will be sent to all contact persons listed.


FIRST NAME	LAST NAME	E-MAIL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>

2. Click here to add the new user.

FIRST NAME	LAST NAME	E-MAIL	ACTIONS
User 1	User 1	user1@mock.ec.europa.eu	

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<input checked="" type="checkbox"/> Halons (group III)	<input checked="" type="checkbox"/> Halons (group III)
<input type="checkbox"/> Import of products or equipment for critical uses of halons other than on aircrafts (IPEO)	<input type="checkbox"/> Export of products or equipment for critical uses of halons other than on aircrafts (EPEO)
<input type="checkbox"/> Import of products or equipment for destruction (IPED)	<input type="checkbox"/> Export of products or equipment for laboratory or analytical use (EPEL)
<input type="checkbox"/> Import of products or equipment for laboratory or analytical use (IPEL)	<input type="checkbox"/> Export of products or equipment covered by an exemption decision (EPEX)
<input type="checkbox"/> Import of products or equipment covered by an exemption decision (IPEX)	<input type="checkbox"/> Export of metered dose inhalers (EPEM)

DO YOU IMPORT OR PRODUCE IN THE EU ODS FOR LABORATORY OR ANALYTICAL USE?  \*

Yes  No

UNDO SUBSEQUENT EXPORT

3. Click "UPDATE" to validate your changes (at the bottom of the page).

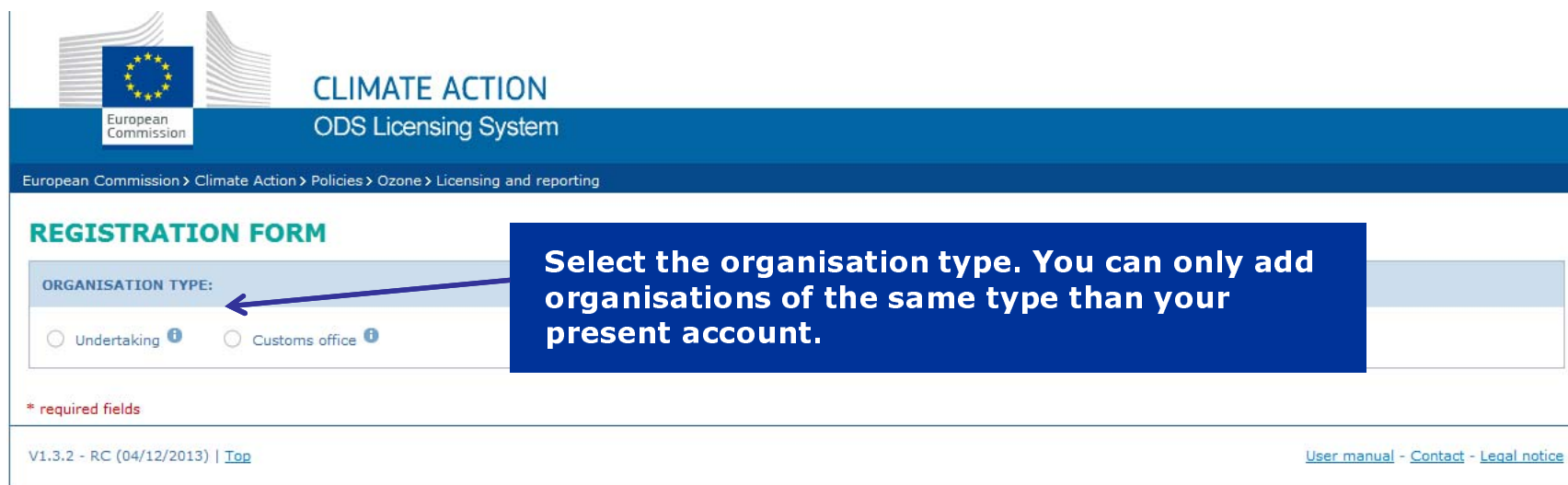
## 2.1 Add an organisation – Step 1

Go to the drop down menu in the top right corner and click on "Register new organisation."



The screenshot shows the ODS Licensing System interface. At the top left is the European Commission logo. The main header reads "CLIMATE ACTION ODS Licensing System". A navigation breadcrumb trail shows: "European Commission > Climate Action > Policies > Ozone > Licensing and reporting". Below this is a menu with tabs: "PEACH", "HOME", "PROFILE", "LICENCES", and "QUOTA". In the top right corner, a user menu is open, displaying "WELCOME USER 1 USER 1" with a dropdown arrow. Underneath, it says "MY ORGANISATIONS" and features a prominent "REGISTER NEW ORGANISATION" button. Below that is a "LOGOUT" link. The main content area shows a "WELCOME USER 1 USER 1" message and identifies the user as "PEACH". A "MESSAGE BOARD" section contains a notice about "NEW RULES FOR ODS LICENCES FOR THE AVIATION SECTOR. DECISION PUBLISHED IN THE OFFICIAL JOURNAL." with details about Commission Regulation (EU) No 1088/2013. A "HELP:" section provides links to "Manuals", "ODS licensing library", "Data protection & security", and "Contact information".

## 2.2 Add an organisation – Step 2



The screenshot shows the 'REGISTRATION FORM' for the ODS Licensing System. The page header includes the European Commission logo and the text 'CLIMATE ACTION ODS Licensing System'. A breadcrumb trail reads 'European Commission > Climate Action > Policies > Ozone > Licensing and reporting'. The main heading is 'REGISTRATION FORM'. Below it, the 'ORGANISATION TYPE:' section has two radio button options: 'Undertaking' and 'Customs office'. A blue callout box with white text points to the 'Undertaking' option, stating: 'Select the organisation type. You can only add organisations of the same type than your present account.' Below the options, there is a red asterisk and the text '\* required fields'. At the bottom left, the version information 'V1.3.2 - RC (04/12/2013) | Top' is displayed. At the bottom right, there are links for 'User manual', 'Contact', and 'Legal notice'.

Next complete the registration form as usual. For more information see our registration manual at:

<https://circabc.europa.eu/w/browse/c56da8fb-ffd8-4ca9-94d1-08d8bb995c39>



## Questions?

*Consult the information available in our online forum CIRCABC which includes more manuals and contact information:*

<https://circabc.europa.eu/w/browse/772132eb-0071-4e96-8058-e29592766a18>