HOW TO CREATE A CPMS ACCOUNT

1-Create an EU Login Account:

1- Follow this link: https://webgate.ec.europa.eu/cas/eim/external/register.cgi
2- Complete with your personal data, check the privacy box and click on **Create an account**
3- You will receive an email with a link to set your password, once settled click **Proceed**
4- Now you will be logged in your EU Login account

2-Link your mobile phone number to you EU Login account:

1- Follow this link (and log in with your email and password if you haven't already):
   https://ecas.ec.europa.eu/cas/userdata/myAccount.cgi
2- Click on **Manage my mobile phone numbers**
3- Then, click on **Add a mobile phone number**
4- Write your mobile phone number with your country code (e.g. +34 6XX) and click **Add**
5- You will receive a SMS with a 8 digits code
6- Write the SMS text challenge code and click **Finalise**

3-Request Access for CPMS:

1- Follow this link (and log in with your email and password if you haven't already):
   https://webgate.ec.europa.eu/saas/requestAccess/application/741/create.html
2- Select application in the dropdown list: CPMS
3- Click **Step 2: select an organisation**
4- Click the **OPEN** button next to TRANSPLANTCHILD
5- Search your country and click the **OPEN** button
6- Finally, select you centre in the list.
7- Click **Step 3: select an access profile**
8- Click on **HP** and additionally you can also select Panel Manager HCP and/or Researcher
9- Click **Step 4: type a comment**
10- Review that your Organization is correct and click **Submit request access.**

The DG SANTE has to approve your request within 24/48 hours. Then your will have complete access to CPMS.
After your first login your account will be activated

Please do not hesitate to contact us if you have any questions or difficulty:
cpmshelpdesk@transplantchild.ern-net.eu

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