

If you already have an EU login, please skip this part until the next section: "[If you already have an EU login user.](#)"

## 1 IF YOU DO NOT HAVE AN EU LOGIN USER:

### 1.1 EU Login:

Enter into the CPMS main page: ('<https://cpms.ern-net.eu/login/>')

1. Click on:

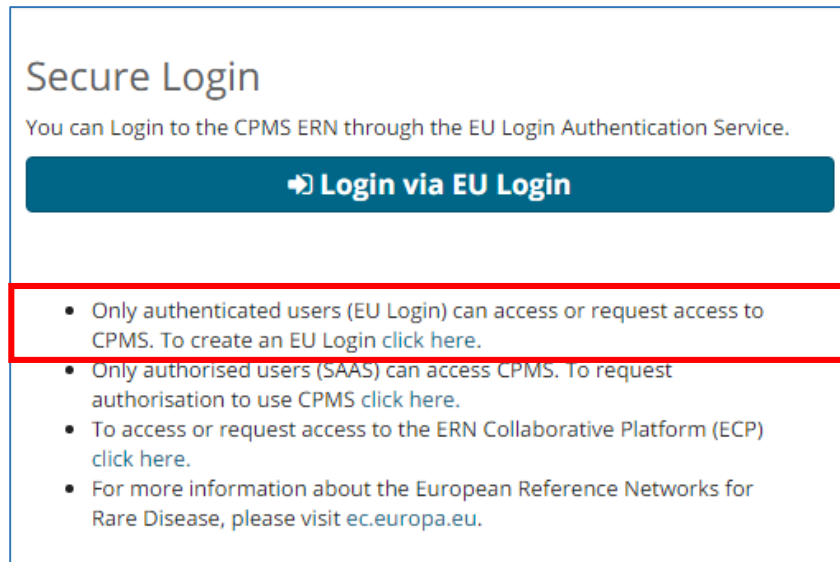


Figure 1. CPMS login page: link to create an EU login

2. Select the option "Create an account", and introduce your personal data. Make sure you introduce your email address correctly.

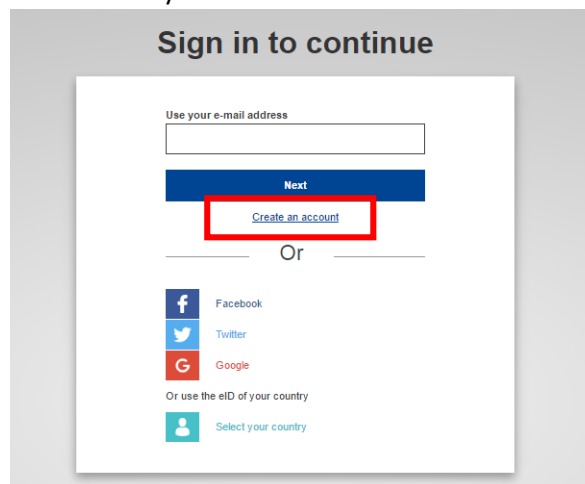




Figure 2. EU Login page: link to create an account

If you can not see the code in the image, you can click  button, another image will appear. There is also an audio option if you prefer it, you can listen to the spelling code by clicking the  button, make sure you have the speakers or headphones connected.

Once all the fields have been filled, you can create the account: **“Create an account”**.

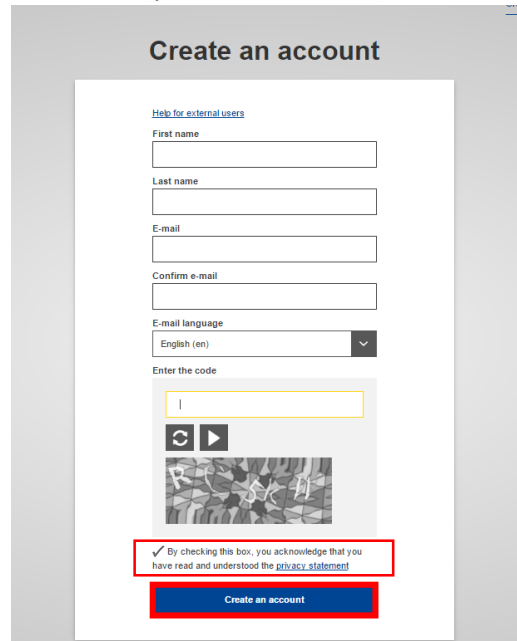


Figure 3. EU Login page: fields to create an account

3. You will receive an email with a link attached, this link will redirect you to set your password for the EU login.

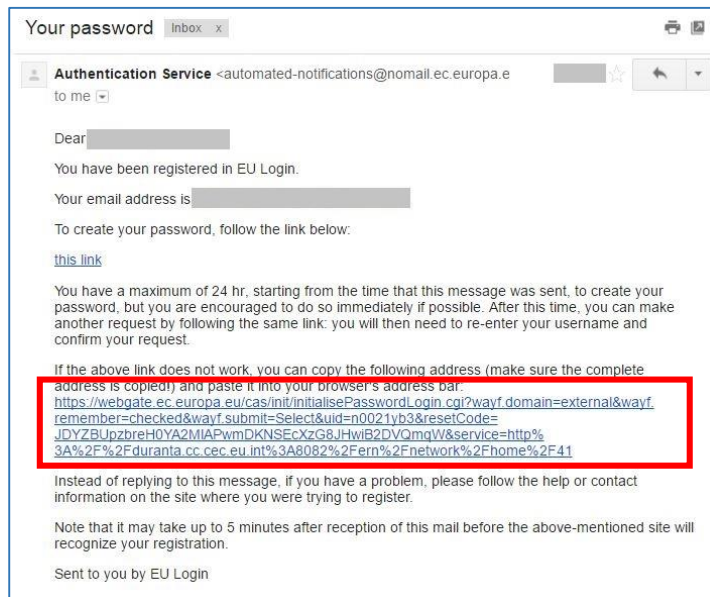


Figure 4. Example of the email received to set the EU login password

The password must fulfill some conditions listed below. Please remember this password, it would be the first validation method to enter the ECP platform.

To set the password press the blue button.

New password

Confirm new password

**Change**

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !#\$%&()\*+,-./:;<=>?@[\]^\_`{|}~

Examples: ZOD8bPTE8i qBdEwiSKE1 bphelaZ51t

Figure 5. Page to set the EU login password

4. Once you have set your password, you can enter [EU Login](#) with your email address. It is very important to introduce your phone number in your account. The mobile phone will be the second validation method for the CPMS login. Please, place the cursor on your name (on the top right) and select the option “My Account”.

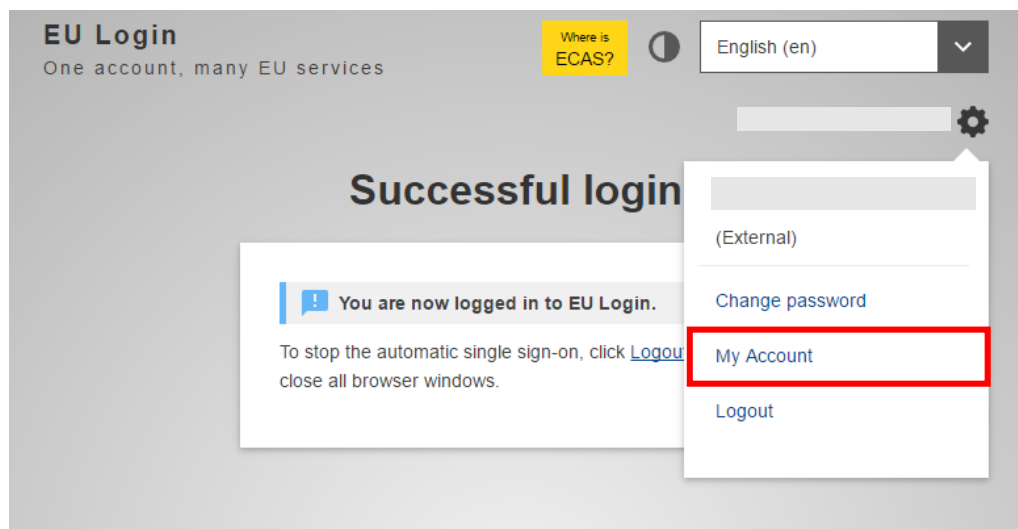


Figure 6. EU login page: link to access "My account"

5. Here, your can change your personal data. To introduce your mobile phone, select the option “Manage my mobile phone numbers”, after that, click “Add a new mobile phone number” and introduce your phone number beginning with the prefix code of your country (e.g. +34 \*\*\* \*\* \*\* \*\*).

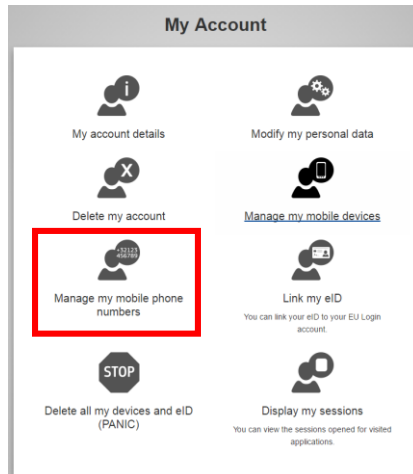


Figure 9. EU login: My account applications

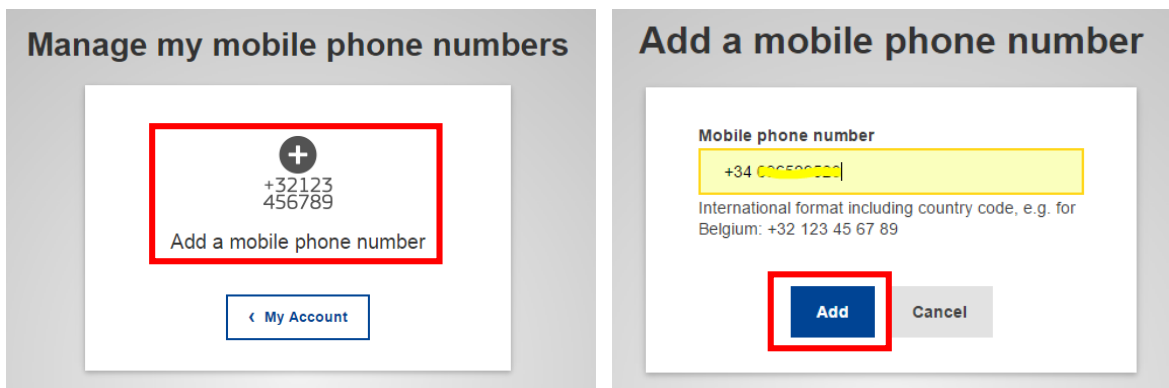


Figure 10. EU login: Add a mobile phone

6. You will receive a SMS to your mobile phone with a confirmation code of 8 digits, please introduce the corresponding code and click save.

This is an example code:

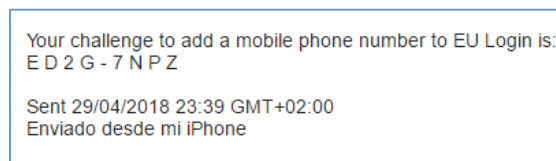


Figure 11. Example SMS with the verification code.

7. Please, enter the code in the text message challenge code space and click "Finalise".

**Challenge code for adding a mobile phone number, sent by text message**

Please enter the *challenge code* that was texted to your mobile phone.

It might take up to 15 minutes for the message to reach your mobile phone.

**Mobile phone number**

+34600020000

**Text message challenge code**

| -

**Finalise** Cancel

Figure12. Challenge code

8. Make sure that your mobile phone number is added successfully.

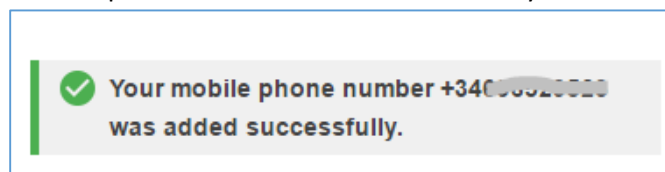


Figure13. Informative message: Mobile phone added successfully

Once you finished the process you can continue to the next section: [“If you already have an EU login”](#).

## **2 IF YOU ALREADY HAVE AN EU LOGIN USER:**

### **2.1 ECP Request:**

To request access to an ERN network, within the ERN Collaborative Portal please click this link and follow the steps to request access to CPMS.

**[https://webgate.ec.europa.eu/ern/userguide/?page=request\\_access\\_network](https://webgate.ec.europa.eu/ern/userguide/?page=request_access_network)**