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## PEP USER GUIDE

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VERSION PEP-2015-01

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# 1. APPLICATION'S PRESENTATION

The app is conceived to allow you to drop your declarations and manage their diffusion on the public web site [www.pep-ecopassport.org](http://www.pep-ecopassport.org), as well as on partners' data bases.

The site is available at this URL: <http://www.pep-ecopassport.org>

The following guide presents you all the different aspects of the web app:

- The creation of your company account
- The registration of declarants
- Your dashboard
- The submission of a PEP
- The modification of a PEP
- The publication of a PEP

You can contact the technical contact (Wag Interactive) by mail ([ov@waginteractive.fr](mailto:ov@waginteractive.fr)) or by phone (01 44 75 50 50).

## 2. CREATION OF A COMPANY ACCOUNT

### 2.1. Creation of the account's manager «Company administrator»

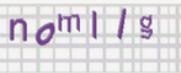
**Filling in this first form** allows the the P.E.P. Association to process your demand. After they accept it, you will receive an e-mail including the link to complete your inscription.

■ Home > [Subscribe a company](#)

You request to declare a company  
Please fill this form, your request will be examined by the PEP administration.  
You will receive an answer by email with a link to fill the last form to finish your subscription

Company information	Company administrator information
Institution * <input type="text"/>	First Name * <input type="text"/>
Institution type * <input type="text"/>	Last Name * <input type="text"/>
V.A.T Number intra-community * <input type="text"/>	Email * <input type="text"/>
Address * <input type="text"/>	Password * <input type="text"/>
Country * <input type="text" value="Afghanistan"/>	Re-type password * <input type="text"/>
Postal code * <input type="text"/>	Phone * <input type="text"/>
City * <input type="text"/>	Mobile <input type="text"/>
website <input type="text"/>	Fax <input type="text"/>

Please enter here the word as displayed in the picture. This is to prevent spamming.



If you can't read the word, [click here](#).

The person declared as «Company administrator» is the company account manager. He is the one who manages the declarants' accounts. After the company's account registration is completed, you are able to create as many declarants' accounts as needed.

After P.E.P. Association has validated your demand, you will receive an e-mail including a link enabling you to complete your registration.

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De : no-reply@waginteractive.net  
Objet : **Your PEP database account is active**  
Date : 30 avril 2014 12:10:46 HAEC  
À : olivier marcou <contact@waginteractive.fr>

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Dear olivier marcou,

You have registered your company "waginter" on the PEP database. Your account is now active, please continue your registration.

Please fill the registration form : [http://pep.waginteractive.net/index.php?id=21&tx\\_pepmanagement\\_pepcompany%5Bcompany%5D=91&tx\\_pepmanagement\\_pepcompany%5Baction%5D=endCreate&tx\\_r83ae4af07e1924404cdflea01](http://pep.waginteractive.net/index.php?id=21&tx_pepmanagement_pepcompany%5Bcompany%5D=91&tx_pepmanagement_pepcompany%5Baction%5D=endCreate&tx_r83ae4af07e1924404cdflea01)

Reminder :

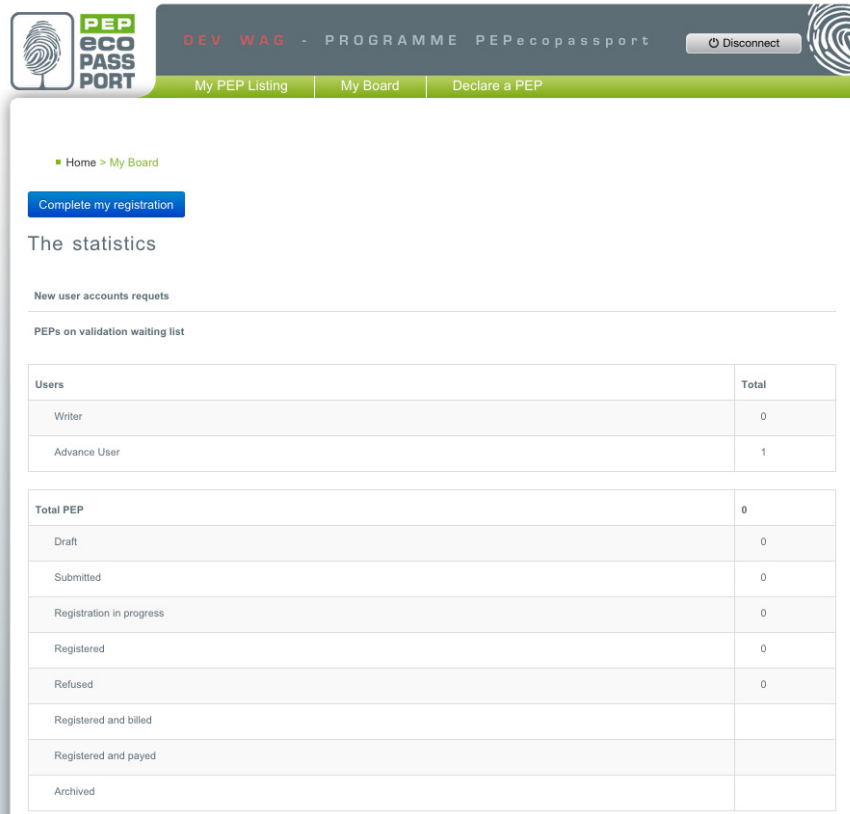
Your login : [contact@waginteractive.fr](mailto:contact@waginteractive.fr)

Any questions ? : [contact@pep-ecopassport.org](mailto:contact@pep-ecopassport.org)

Best regards, P.E.P. Association

You need only follow that link to access the proper page. On this page, you have to identify yourself. Enter the login and the password that you have already declared and you will be led to a screen showing you the blue button: "Complete your registration". Click on it.

# CREATION OF A COMPANY ACCOUNT

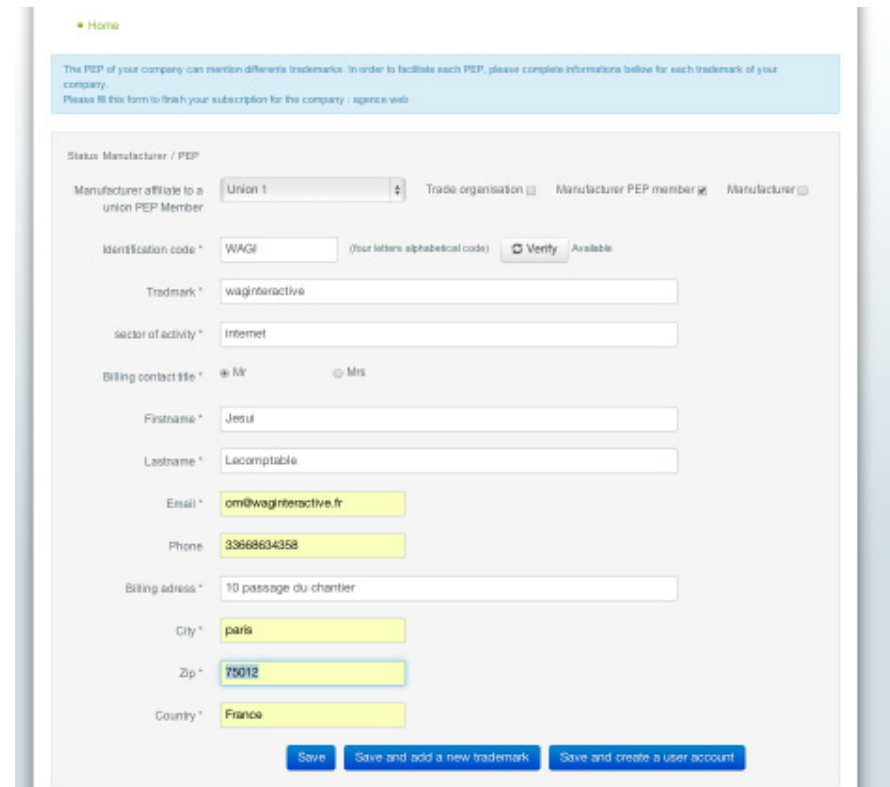


Users	Total
Writer	0
Advance User	1

Total PEP	Total
Draft	0
Submitted	0
Registration in progress	0
Registered	0
Refused	0
Registered and billed	0
Registered and paid	0
Archived	0

The second form allows you to transmit company information which is used to register part of your PEP.



Manufacturer / PEP

Manufacturer affiliate to a union PEP Member: Union 1

Identification code: WAGI (four letters alphabetical code) [Verify] Available

Trademark: waginteractive

Sector of activity: Internet

Billing contact title:  Mr  Mrs

Firstname: Jesul

Lastname: Lacomptable

Email: om@waginteractive.fr

Phone: 33668634358

Billing address: 10 passage du chantier

City: Paris

Zip: 75012

Country: France

Buttons: Save, Save and add a new trademark, Save and create a user account

## 2.2. Creation of the user «writer»

For a company account, three profiles exist:

- The “company administrator” profile, who detains both company accounts management rights and user accounts creation rights.
- The “Advanced user” profile, who is able to create, delete, modify or submit a PEP for validation. He can also see all his company’s PEPs.
- The “Writer” profile, who can create and modify his own PEP, see all his company’s PEPs and submit a PEP to the “Advanced user”.

To access the form to create profiles, select “my board” from the menu bar and “manage user account” from the pull-down menu.

■ Home > My Board > Manage user account

[Previous](#)

User(s) account	Type	Location	Show	Edit	Delete
olivier marcou	Company administrator Advance User				
olivier marcou	Advance User	10 passage du chantier paris			
olivier marcou	Advance User	10 passage du chantier paris			

First Name \*  Address \*

Last Name \*  City \*

Function \*  Phone \*

Email \*  Mobile

[Back to list](#)

### 2.3. Declare your trademarks

The choice "Manage Trademarks" in the tab "My board" allows you to declare the trademarks of your PEPs. Then, all users will be able to register a PEP, using trademarks already entered (see screen 2)..

PEP ECO PASS PORT PROGRAMME PEPecopassport

My PEP Listing My Board Declare a PEP

Home > My Board > Manage Trademark

Trademark	Show	Edit	Delete
Wag Interactive			

The PEP of your company can mention different trademarks. In order to facilitate each PEP, please complete informations below for each trademark of your company.

Trademark \*

Email \*

Sector of activity \*

Phone

Billing contact title \*  Mr  Mrs

Billing address \*

Firstname \*

City \*

Lastname \*

Zip \*

Country \*

Create New

Association P.E.P. • 11-17 rue de l'Amiral Hamelin • 75783 Paris cedex 16 • France

links | Terms and Conditions | site plan

During the declaration process you must attribute a trademark via the tab "Administrative information". The pull-down menu lists the trademarks that have already been created.

General informations Bill of material Environmental impacts Files Administrative informations Distribution agreement

Contact name technical matter \*

Contact name account matter \*

Accredited verifier \*

Writer name \*

Submitter name \*

Order n°

File order PDF  Aucun fichier choisi

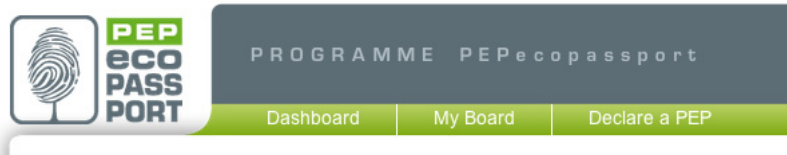
Corporate Name \*

Trademark \* 

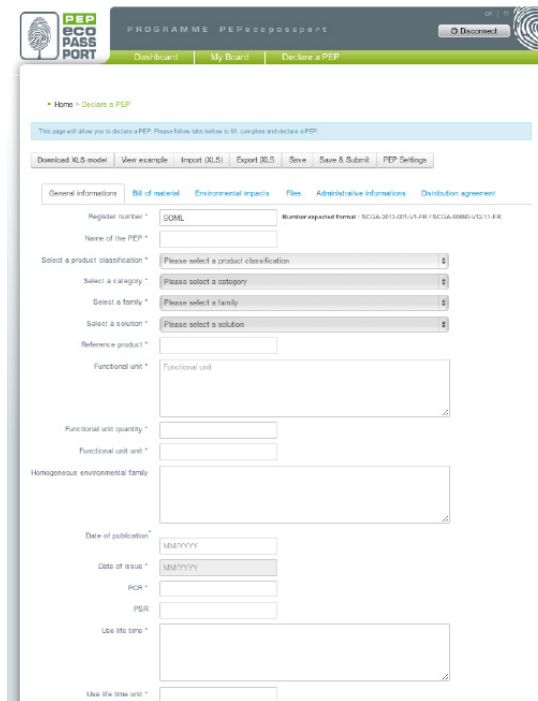
- balbal
- Etna
- MP

### 3. DECLARATION OF A PEP

To access the declaration profiles, click on the desired choice from the menu bar.



You will access this form



Form fields indicated with a \* will be required at the end of this testing phase.

### 3.1. Free entry mode

Form fields indicated with a \* are required. You have to fill in all the different tags before submitting your PEP to the person in charge ("Super user" or "Advanced user") for an in-house validation. To enter may enter the information in any order.

### 3.2. Import Excel files mode

You can import your PEPs from an Excel file. To achieve this, click on the desired choice in the menu bar:



An import template is at your disposal. Download it in order to follow the file's structure.

You need to import one Excel file per PEP. The import form asks you to select the type of PEP you would like to declare: «PEP-PCR ed2» ou «PEP-PCR ed3» template.

When the importation mode and the Excel file are selected, you have to click on the import button to launch the process.

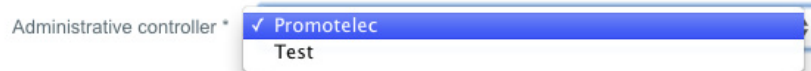
During the import, the file structure is checked. The import is denied if the file is incompatible.





### 3.3. Choosing the administrative controller

The distribution agreement tag allows you to select your PEP validator among a list displayed in a pull-down menu. This list is managed by the PEP association.



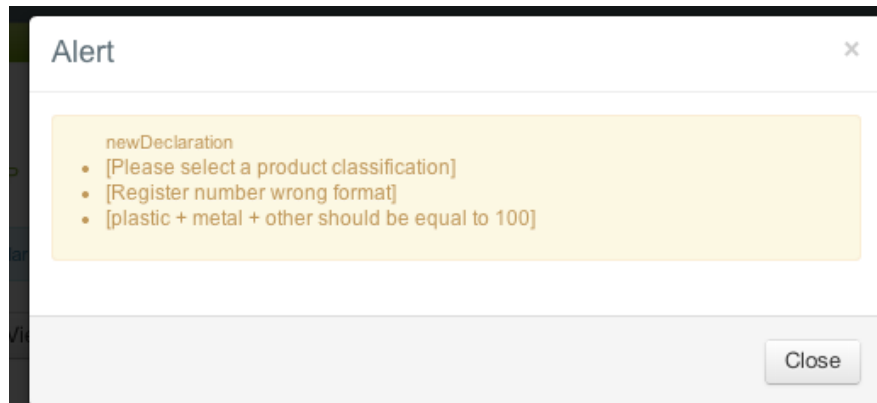
If your PEP is accepted, after your submission, you will automatically be led to your dashboard. This message will appear above your dashboard:



### 3.4. Save or Save and submit

Two validation buttons are available: "save" and "save and submit"

- The "save" button saves in draft mode.
- The "save and submit" button allows you to save your PEP and submit it at the same time. In this case, your PEP is automatically checked and its submission is denied if a mistake is detected. Those mistakes are immediately reported in a pop up window, as shown in this example:



## 4. YOUR DASHBOARD

On your dashboard, you are able to see all your PEPs as well as all your company's PEPs.

Your rights on these PEPs depend on your profile (see the summary table of rights according to profiles).

The list is sorted according to the dates of submission.

	PEP Number ▲ ▼	Sub. Date ▲ ▼	Status	Trademark ▲ ▼	PEP Designation ▲ ▼	Standard name	Declarant ▲ ▼	
<input type="checkbox"/>	SCGA-2012-003-V8-FR	March 2014	Submitted to validation	SOMFY		Disjoncteurs divisionnaires	Test Elodie	
<input type="checkbox"/>	SCGA-2012-005-V1-TU	January 2014	Rejected	Etna		Portiers audio	re re	
<input type="checkbox"/>	SOML-2014-001-V3-FR	April 2014	Submitted to validation	balbal	TEST TRADEMARK	Disjoncteurs divisionnaires	Volga Ophelie	
<input type="checkbox"/>	SOML-2014-001-V1-FR	April 2014	Submitted to validation	Etna	test	Réseaux de distribution d'énergie	Volga Ophelie	
<input type="checkbox"/>	SOML-2013-004-V1-FR	April 2014	Registered	Etna		Divers	Volga Ophelie	

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The status column shows your PEPs' state of advancement. The possible status are:

- Draft
- Rejected
- Submitted for validation
- Registered

Once you've submitted a PEP to your Advanced user for further approbation, you'll receive a mail summing up your demand. A copy of this mail is sent to the Advanced user and the Company administrator's profiles, the PEP's validators.

During the PEP's validation phase, you cannot modify your PEP any more.

## 5. MODIFICATION OF A PEP

Two types of modifications are possible :

- the minor modification, without any new validation from the administrative controller required,
- the major modification, which supposes an entire validation process as well as a deposit by Pep.

It is the registrant to decide which type of modification must be made for a Pep. This Pep must have the «Registered» status to be subject to modification.

To switch the PEP in modification mode, two action must be taken:

1) First, click on this picto (only if you have a compagny administrator or an advances user's profile).

Your choice ▾

<input type="checkbox"/>	PEP Number ✔✔	Sub. Date ✔✔	Status	Trademark ✔✔	PEP Designation ✔✔	Standard name	Declarant ✔✔	
<input type="checkbox"/>	❶ SOML-2011-006-V1-FR		Registered	Etna	Plaques systo	Interrupteurs / sectionneurs	Volga Ophelie	
<input type="checkbox"/>	❶ SOML-2015-001-V4-FR	May 2015	Registered	MP	cubyko interrupteur va & vient IP55	Coffrets saillie	Volga Ophelie	

2) Then a new form will open, allowing you to select a type of modification.

Select a type of modification \*

--

✓ Minor modification

Major modification

This form also allows you to choose the writer in charge of the modification and leave him a comment if you wish.

Your validation will automatically send an email to this selected person, informing him of the modification request.