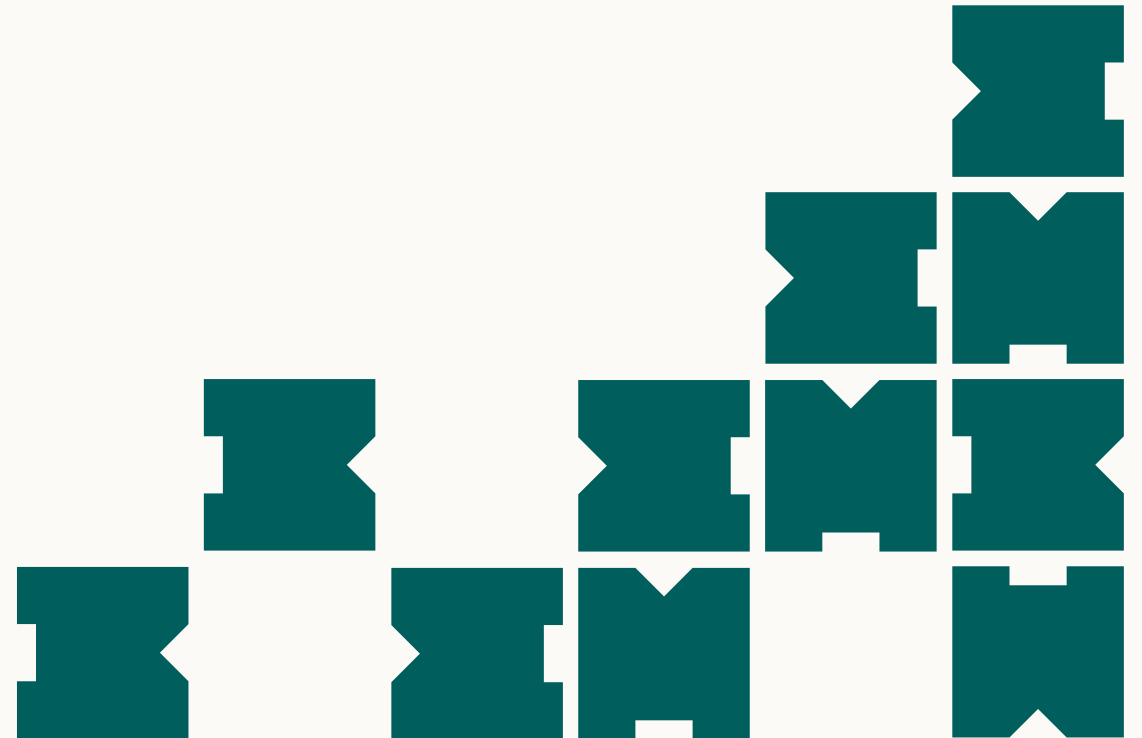




Norwegian
Environment
Agency

Guidance for logging in to Chemical Declaration to the Product Register

<https://skjema.produktregisteret.no>



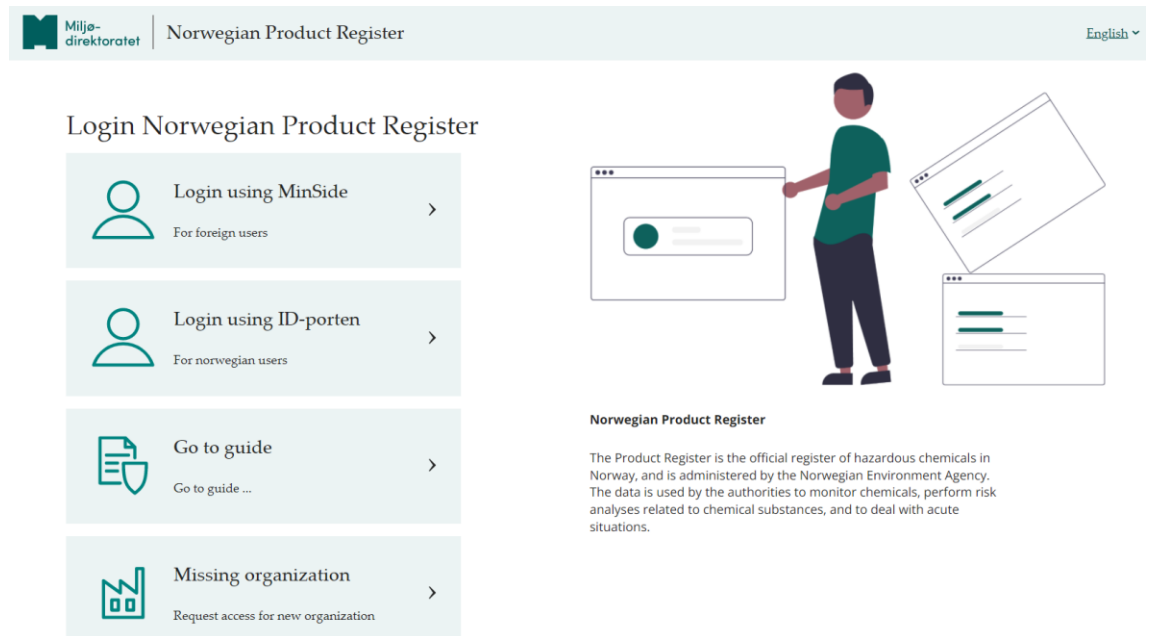
Content

- I. Preparation for logging in for the first time
- II. How to login when having a profile
- III. How to apply for access for a new company
- IV. How to get access for more than one company
- V. How to become a consultant for a company
- VI. How to become an access controller for your company



How to login to Chemical Declaration to the Product Register

- New application in 2022: skjema.produktregisteret.no
- Login in for the first time - you need to create a profile at "MinSide"
- We are sorry to say that MinSide is mostly in Norwegian
- If English is your browser languish the Sign in process will be in English
- When logged into the [Product Register](#) English and Norwegian is available from the drop-down menu



Miljødirektoratet | Norwegian Product Register English ▾

Login Norwegian Product Register

- Login using MinSide >
For foreign users
- Login using ID-porten >
For norwegian users
- Go to guide >
Go to guide ...
- Missing organization >
Request access for new organization

Norwegian Product Register

The Product Register is the official register of hazardous chemicals in Norway, and is administered by the Norwegian Environment Agency. The data is used by the authorities to monitor chemicals, perform risk analyses related to chemical substances, and to deal with acute situations.



I. First time log in



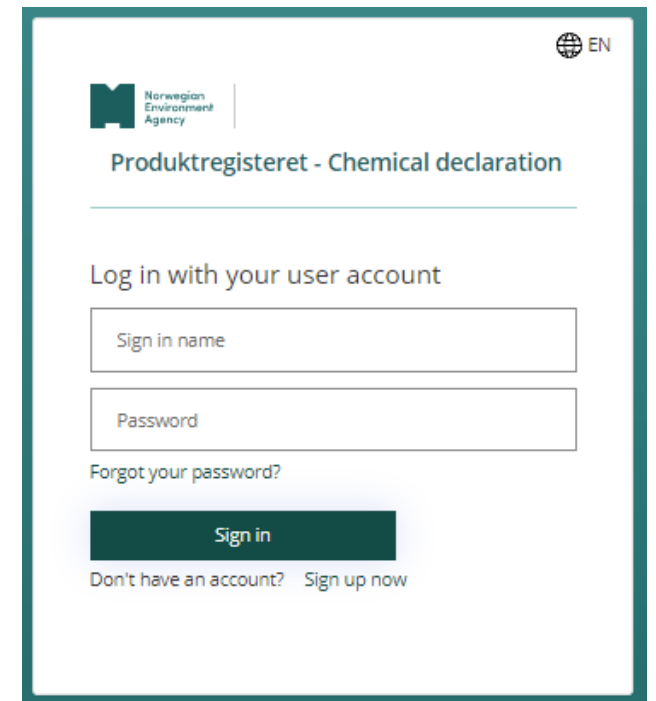
First time Login - step 1 and 2

At skjema.produktregisteret.no

- Step 1:
Choose “Login using MinSide For foreign users”



- Step 2:
Click on the text:
«Done't hve an account?
Sign up now»

A screenshot of a web page for the Norwegian Environment Agency. The page title is "Produktregisteret - Chemical declaration". It features a login form with two input fields: "Sign in name" and "Password". Below the fields is a link for "Forgot your password?". A dark green "Sign in" button is positioned below the form. At the bottom of the page, there is a link that says "Don't have an account? Sign up now". The Norwegian Environment Agency logo and a language selector "EN" are visible in the top right corner.

To login as a new user

- Step 3 Privacy statement
Read and accept
- Choose English in the drop-down menu if the text is in Norwegian to see the English version of the "Personvernerklæring" / "Privacy statement"
- Read and scroll down to "I accept the terms" ("jeg samtykker") and click "Continue" ("Fortsett")

Privacy statement for the Norwegian Environment Agency

When you use this website, the Norwegian Environment Agency processes personal information about you. Here you will find information about what personal data we collect, why we do this, and your rights related to the processing of personal data.

Data controller

The Director General of the Norwegian Environment Agency is the data controller for the processing of personal data related to you.

Privacy regulations in the Norwegian Environment Agency

Privacy is an important concern for you as a user of our services and for us in the Norwegian Environment Agency. We are committed to protecting and respecting your privacy.

When processing personal data, the Norwegian Environment Agency must comply with the Personal Data Act and the General Data Protection Regulation (GDPR 2016/679).

We will mainly collect personal data that are directly registered by you as a user. When we collect information from third parties, for example from the National Population Register, you will be notified.

Note, however, that you will not be notified if such data collection is required by law, notification is impossible or disproportionately difficult, or it is evident that you are already familiar with the information to be contained in such a notification.

If we seek to obtain from you any information that is not required for the performance of the contractual relationship that arises when you register as a user of our services, we will first inform you that providing such information is voluntary and declare the purposes for which the data will be used.

Why we process your personal information

The Norwegian Environment Agency's primary objective for processing personal information is to attend to our administrative responsibilities in the areas of climate, natural diversity, outdoor life and pollution.

We process personal information to the extent this is required or permitted by prevailing legislation.

We collect the following types of personal information:

- To distribute newsletters and information**
- To respond to enquiries**
- To obtain information about the use of our services**

Complaints

Appeals against the Norwegian Environment Agency's processing of your personal data can be sent to the Norwegian Data Protection Authority.

Amendments

If we make changes to our services or if amendments are made to the regulations that pertain to the processing of personal data, this may cause the information provided on this web page to be updated.

Updated information will be easily accessible on this web page at all times.

The Data Protection Officer of the Norwegian Environment Agency

Email: personvernombud@miljodir.no

We will respond to your enquiry as soon as possible and no later than within 30 days. Please provide the following details.

I accept the terms

Information on staff

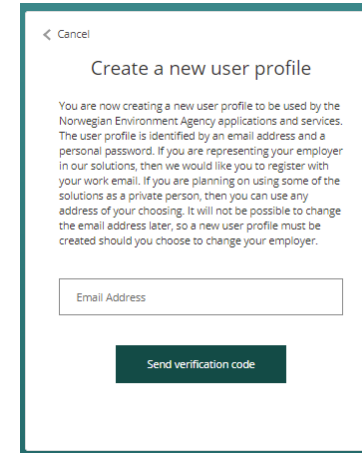
Staff members

The Norwegian Environment Agency pay wages, for example background

Continue

Create new user profile

- Step 4:
"create new user account"
- Enter your e-mail and receive a verification code on e-mail, and Verify code

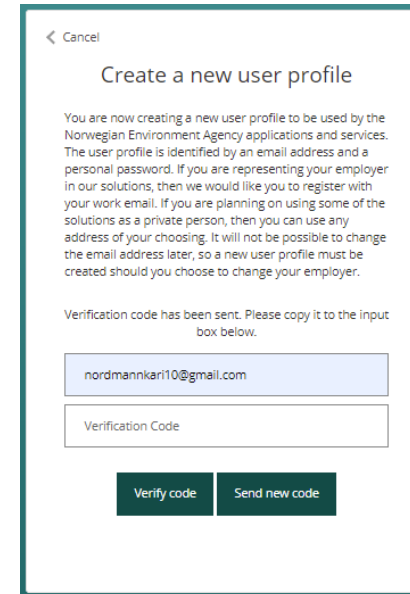


< Cancel

Create a new user profile

You are now creating a new user profile to be used by the Norwegian Environment Agency applications and services. The user profile is identified by an email address and a personal password. If you are representing your employer in our solutions, then we would like you to register with your work email. If you are planning on using some of the solutions as a private person, then you can use any address of your choosing. It will not be possible to change the email address later, so a new user profile must be created should you choose to change your employer.

Send verification code



< Cancel

Create a new user profile

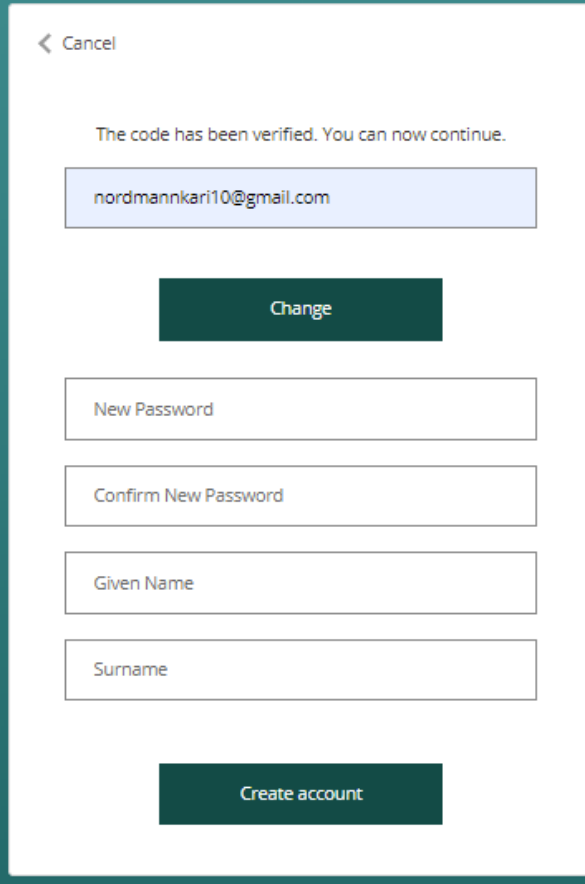
You are now creating a new user profile to be used by the Norwegian Environment Agency applications and services. The user profile is identified by an email address and a personal password. If you are representing your employer in our solutions, then we would like you to register with your work email. If you are planning on using some of the solutions as a private person, then you can use any address of your choosing. It will not be possible to change the email address later, so a new user profile must be created should you choose to change your employer.

Verification code has been sent. Please copy it to the input box below.

Verify code Send new code

Create a new user profile

- Step 5:
Create a password and enter your name
- Step 6:
"Ekstra sikkerhet ved pålogging" /
"Extra security when logging in"
–
Enter your phone number to get a PIN
code on SMS
- Type the code and click "Fortsett" /
"Continue"



< Cancel

The code has been verified. You can now continue.

nordmannkari10@gmail.com

Change

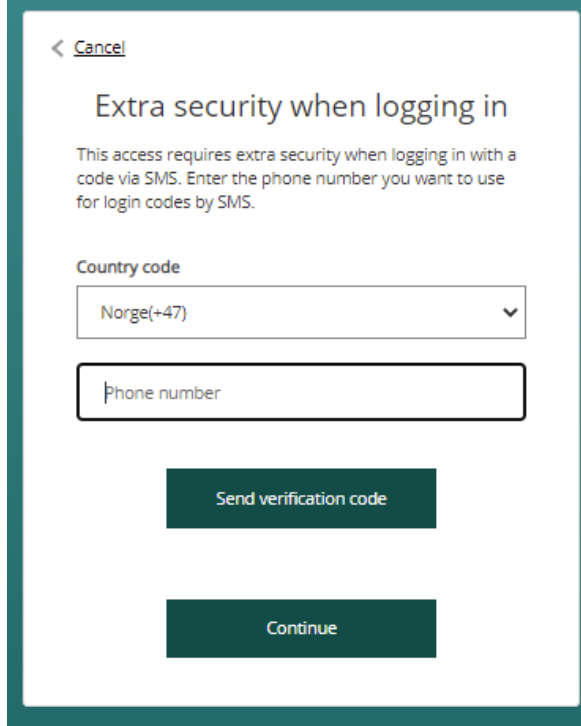
New Password

Confirm New Password

Given Name

Surname

Create account



< Cancel

Extra security when logging in

This access requires extra security when logging in with a code via SMS. Enter the phone number you want to use for login codes by SMS.

Country code

Norge(+47)

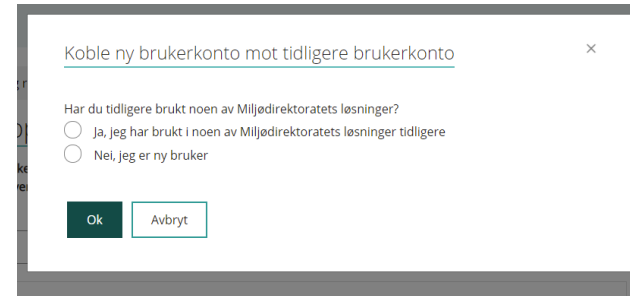
Phone number

Send verification code

Continue

Go through the steps at «Min side» - to apply for access

- At «Min side» the text will be in Norwegian
1. Tick «Nei, jeg er ny bruker» / No, I am a new user - and click OK
 2. «Finn ønsket fagapplikasjon/-løsning» - Find the application
 3. «Velg/søk opp» - Chose/Search for : Produktregisteret - Kjemikaliedeclarering




Koble ny brukerkonto mot tidligere brukerkonto

Har du tidligere brukt noen av Miljødirektoratets løsninger?

Ja, jeg har brukt i noen av Miljødirektoratets løsninger tidligere

Nei, jeg er ny bruker

Ok Avbryt



Miljødirektoratet Min side

1. Finn applikasjon 2. Velg rettighet 3. Bekreft

Finn ønsket fagapplikasjon/-løsning

Miljødirektoratet har en rekke ulike fagapplikasjoner eller -løsninger som du kan be om rettighet til å benytte. I listen under finner du den samlede oversikten. Hvis du skriver i søkefeltet vil listen tilpasse seg dine søkebegreper. Når du har funnet ønsket løsning klikker du på den.

Søk i applikasjoner



1. Finn applikasjon 2. Velg rettighet 3. Bekreft

Finn ønsket fagapplikasjon/-løsning

Miljødirektoratet har en rekke ulike fagapplikasjoner eller -løsninger som du kan be om rettighet til å benytte. I listen under finner du den samlede oversikten. Hvis du skriver i søkefeltet vil listen tilpasse seg dine søkebegreper. Når du har funnet ønsket løsning klikker du på den.

Søk i applikasjoner

Produktregisteret - Kjemikaliedeclarering

Produktregisteret - Kjemikaliedeclarering

Produktregisteret - Mottak



Continue the MinSide-steps

- Find application : Produktregisteret - Kjemikaliedeclarering
- click «Velg rettighet» / Choose access
- Chose access type – Velg rettighet: «Roller og tilganger for Produktregisteret - Kjemikaliedeclarering»
- click _Notifier
- Find your company in the dropdown list under «Rettigheten krever at du oppgir hvilken organisasjon (fra en liste) som du ber om rettighet for»
- «Fullfør forespørsel og send» / Complete the application and send

Miljødirektoratet | Min side

1. Finn applikasjon 2. Velg rettighet 3. Bekreft

Velg rettighet

Be om den rettigheten du trenger for denne applikasjonen.

Roller og tilganger for Produktregisteret - Kjemikaliedeclarering

_Notifier
Notification of chemical products or product in product declarations to the product register as an enterprise exporting chemical products

1. Finn applikasjon 2. Velg rettighet 3. Bekreft

Fullfør forespørsel og send

Applikasjon: Produktregisteret - Kjemikaliedeclarering
Rettighet: _Notifier

Du må fylle ut noen opplysninger knyttet til rettighetsforespørselen, som fremgår av feltene under.

Rettigheten krever at du oppgir hvilken organisasjon (fra en liste) som du ber om rettighet for.

Jeg kan ikke finne organisasjonen min i den øverste nedtrekkslisten.

Begrunnelse for å be om denne rettigheten

Forklar hvorfor du trenger rettighet til denne applikasjonen

Jeg aksepterer at Miljødirektoratet gjenbraker brukerprofilen min med de brukeropplysninger som finnes fra før, og at ny rettighet knyttes mot denne.

Der rettighet krever at bruker velger en konkret organisasjon en skal representere:

- Jeg bekrefter at jeg har lov til å representere valgt organisasjon i rettigheten
- Jeg aksepterer at rettighet gjelder så lenge jeg har lovlig tilknytning til organisasjonen (arbeider i, eller representerer). Hvis tilknytningen opphører, kan Miljødirektoratet fjerne rettighet uten nærmere varsel. Hvis dette skjer blir det logget i hendelsesarkivet som finnes under meny punkt "Personvern"

Send Avbryt

Continue to finish all steps

- Tick of «Jeg bekrefter at jeg kan representere denne organisasjonen» / I confirm that I may represent this organization
- Write a «Begrunnelse» / Reason for applying for access
- Click «Send» / Send
- Application for access received, and you will get an e-mail when the application is accepted
 - «Søknad om tilgang mottatt»
 - «Du vil få en e-post når søknaden din er behandlet»

1. Finn applikasjon 2. Velg rettighet 3. Bekreft

Fullfør forespørsel og send

Applikasjon: Produktregisteret - Kjemikaliedeclarering
Rettighet: _Notifier

Du må fylle ut noen opplysninger knyttet til rettighetsforespørselen, som fremgår av feltene under.

Rettigheten krever at du oppgir hvilken organisasjon (fra en liste) som du ber om rettighet for.

Test Inc. ▾

Jeg bekrefter at jeg kan representere denne organisasjonen.

Begrunnelse for å be om denne rettigheten

Forklar hvorfor du trenger rettighet til denne applikasjonen

Jeg aksepterer at Miljødirektoratet gjenbruker brukerprofilen min med de brukeropplysninger som finnes fra før, og at ny rettighet knyttes mot denne.

Der rettighet krever at bruker velger en konkret organisasjon en skal representere:

- Jeg bekrefter at jeg har lov til å representere valgt organisasjon i rettigheten
- Jeg aksepterer at rettighet gjelder så lenge jeg har lovlig tilknytning til organisasjonen (arbeider i, eller representerer). Hvis tilknytningen opphører, kan Miljødirektoratet fjerne rettighet uten nærmere varsel. Hvis dette skjer blir det logget i hendelsesarkivet som finnes under meny punkt "Personvern"

Send Avbryt

II.

How to log in with a MinSide
user account



How to login when you have a user account on Minside.no

- With a profile at MinSide it is easier
- Click on Login using MinSide, and enter your e-mail address and password
- You will get a code on SMS for extra security when logging in:



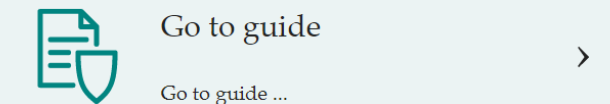
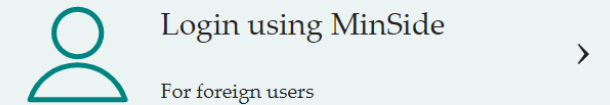
< Cancel

Extra security when logging in

This access requires extra security when logging in with a code via SMS.

Enter the code you have received for your registered telephone number below or send a new code

Login Norwegian Product Register



III.

How to apply for access for a
new company



New company

- Never notified chemicals to the Product Register before?
- You need to request access for new organization/company
- Click on Missing organization



Miljødirektoratet | Norwegian Product Register

Login Norwegian Product Register

- Login using MinSide
For foreign users
- Login using ID-porten
For norwegian users
- Go to guide
Go to guide ...
- Missing organization
Request access for new organization

Norwegian Product Register

The Product Register is the official register of hazardous chemicals in Norway, and is administered by the Norwegian Environment Agency. The data is used by the authorities to monitor chemicals, perform risk analyses related to chemical substances, and to deal with acute situations.

Application form for new company

- Fill in the form and submit
- You will receive an e-mail when it has been validated and confirmed
- When confirmed you need a profile in the portal MinSide – see page 5 in this guide, and follow the steps

The screenshot shows the 'Request new organization access' form on the Norwegian Product Register website. The form is divided into three main sections: Company information, Contact information, and Invoice information. At the top, there is a header with the logo of 'Miljødirektoratet' and 'Norwegian Product Register', and a language dropdown menu set to 'English'. Below the header, the title 'Request new organization access' is displayed. A link 'Company already exist? Go to login' is provided. The 'Company information' section includes fields for Organization number (with a help icon), Organization name, Organization country (a dropdown menu), and Vat-number. The 'Contact information' section includes fields for Name, Phone number, and Email. The 'Invoice information' section includes fields for Organization name, Address, Postal code and city (Post number and City), Country (a dropdown menu), and Your reference. A 'Submit' button is located at the bottom right of the form.



IV.

Apply for access to more than
one company



How to get access to more than one company

1. Log into: minside.miljodirektoratet.no
2. Use your email and password given when creating your profile at MinSide
3. Use the verification code received on SMS
4. Make another access request for the company you want access to
 - Follow the steps on MinSide to request access for the company - see page 10 in this guide



V.

How to become an access controller for your company



Be an Access controller to control who has access to notify chemicals for your company

1. Log into:
minside.miljodirektoratet.no
2. With your e-mail, password and verification code on SMS
3. Make another access request as a external access controller

- Follow the steps on MinSide to request access for the company from page 10

Ekstern godkjenner Produktregisteret - Kjemikaliedeclarering

Ekstern godkjenner for Produktregisteret - Kjemikaliedeclarering

Rolle



How to give access to notify for your company as an access controller

- As an Access controller you will get an e-mail when someone applies for access as a notifier for your company
- The e-mail is in Norwegian (for now)
- Click on the text “denne lenken” – this link

En ny rettighetsforespørsel avventer behandling

Hei,

Test Test har opprettet en ny rettighetsforespørsel i Min Side (ref. nr. RF-202252-5), og ber om å få tildelt rettigheten _Notifier i applikasjonen Produktregisteret - Kjemikaliedeclarering.

Forespørselen kan behandles i Adgang på [denne lenken](#).

Kontakt oss

Telefon: **407 65 935**

E-post: ithjelp@miljodir.no

Nett: Miljodirektoratet.no



How to give access to notify for your company (in Norwegian only for now (translation soon))

- Details about the access request
 - “Detaljer om rettighetsforespørsel”
 - 1. Tick “Godkjenne” – accept application
 - 2. Write a message to the person
 - 3. Tick “Jeg bekrefter at” – I accept that tis person is given access to Kjemikaliedeclarering to the Product Register
 - 4. Click “Fullfør” – Finish
- The person will get an e-mail with information that access is granted, and can log in

Mjølke- og melledirektoratet | Adgang

Detaljer om rettighetsforespørsel

Brukerinformasjon

Navn: Kari Nordmann
E-post: nordmannkari10@gmail.com
Id Porten verifisert?: Nei
Arbeidsgiver: Ukjent

Rettighetsforespørsel

Applikasjon: Produktregisteret - Kjemikaliedeclarering
Rettighet: _Notifier
På vegne av organisasjon: Bratberg Fisk (testfirma)
Begrunnelse gitt av bruker: test

Hva er din beslutning?
 Godkjenne Avvise

Gi annen rettighet

Eventuel tilbakemelding til bruker

OK

Jeg bekrefter at jeg ved godkjenning har sjekket at det er en rimelig sammenheng mellom bruker, arbeidssted, ev. hvilken organisasjon bruker ønsker å representere og den rettighet brukeren har bedt om. Er du i tvil må du kontakte brukeren på epost/telefon før du gir brukeren rettigheten.

Fullfør Forhåndsvisning Avbryt



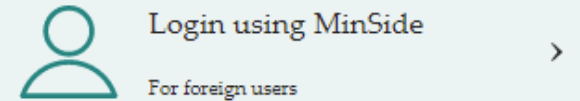
V. Consultant



How to become a Consultant for a Norwegian company

1. If you have a D-number or Norwegian "personnummer" - the company can give you access in Altinn, and you can sign in as if you were a Norwegian user when this is done
 - Click "Login using ID-porten"
2. If no D-number or "personnummer"
 - The Company you need access to first have to send us an e-mail to productregisteret@miljodir.no
 - We will make some administrative changes, and this company will be available in MinSide for you to request access
 - Click "Login using Minside"

Login Norwegian Product Register



Request access as a consultant in MinSide

- If new user, first you need to create a user account at MinSide as described at page 6 to 9
- Log into: minside.miljodirektoratet.no
- Request access as a consultant – «Be om ny rettighet»

1. Find application – «Finn applikasjon» :

Produktregisteret – Chemical declaration

2. Chose type of access: «Deklarant_konsulent »

3. Confirm - «Bekreft»

- Chose the company you need access to from the drop-down list

- «Fullfør forespørsel og send» / Complete the application and send in

- You will get an e-mail when the request is granted and you can login, se page 14

The screenshot displays the MinSide interface for requesting access. The top navigation bar includes 'Miljødirektoratet' and 'Min side'. The left sidebar contains menu items: 'Profil', 'Valider mot ID-porten', 'Rettigheter', 'Hent fra tidligere brukerkonto', 'Be om ny rettighet', 'Personvern', and 'Hjelp'. The main content area shows a three-step process: '1. Finn applikasjon', '2. Velg rettighet', and '3. Bekreft'. The first step, 'Finn ønsket fagapplikasjon/-løsning', shows a search for 'Produktregisteret - Chemical declaration'. The second step, 'Velg rettighet', shows a list of roles: '_Notifier' and 'Deklarant_konsulent'. The third step, 'Fullfør forespørsel og send', shows a form where the user selects 'MILJØDIREKTORATET OSLO' and provides a justification: 'Test to get access as a consultant for a Norwegian Company'. The interface also includes a 'Testing Testing Logg ut' button in the top right corner.

The Product Register

Tel: +47 48 89 76 35
produktregisteret@miljodir.no

Norwegian Environment Agency

P.O. Box 5672, Torgarden, 7485
Trondheim
miljodirektoratet.no | miljostatus.no
73 58 05 00 | post@miljodir.no

