How to register for PICS

(Programme Information and Collaboration Space)?

Registering in PICS consists of two steps:

1) You **authenticate yourself** by creating an **EU Login** account, previously known as **ECAS**.

2) **After** you created your account, you **register in PICS.**

3) Below you find **step by step guidance**.

4) **If** you have **already** an **EU Login/ ECAS account**, you can immediately go to step 2.

Step by step guidance

STEP 1: CREATE YOUR EU LOGIN ACCOUNT

1. Click on: https://webgate.ec.europa.eu/pics/

2. Once you have reached the PICS welcome page, click on the "**Create an account (previously ECAS).**

Create an EU Login account

You can create an **EU Login account** using the self-service.
Please note that active members of EU staff do not need to create an account.

Click on the "**Create an account**" link on the EU Login main page.

There is no need to fill in the "Use your e-mail address" field.

Fill in the provided form with your personal details:

- **First name** – Your first name cannot be empty and can contain letters in any alphabet;
- **Last name** – Your last name cannot be empty and can contain letters in any alphabet;
- **E-mail** – An e-mail address that you have access to;
- **Confirm e-mail** – Type your e-mail address again to make sure it is correct;
- **E-mail language** – The language used when EU Login sends you e-mails regardless of the language used in the interface. It guarantees that you are able to understand these e-mails even if they were triggered mistakenly. EU Login only sends you e-mails for validating your identity or for notifying you about security events affecting your account;
- **Enter the code** – By entering the letter and numbers in the picture, you demonstrate that you are a human being who is legitimately creating an account. If the code is too difficult to read, click on the button with two arrows to generate a new one;
- Check the **privacy statement** by clicking on the link and tick the box to accept the conditions;
- Click on **"Create an account"** to proceed.

REMARK: Only use professional email addresses. Hotmail, gmail and any other emails created on commercial providers will not be accepted by PICS.

3. You will **receive** a mail with an **activation link** on which you have to click to set your EU login password.

4. Go to **step 2** and **register in PICS**.

STEP 2: REGISTER IN PICS

1. Click on: https://webgate.ec.europa.eu/pics/

2. Once you have reached the PICS welcome page, click on **Log in using ECAS**

3. Insert your e-mail address and EU Login password.

4. You are now a PICS member.

5. How to join a group?

   If you are an official user (from customs or tax administrations in Europe), you can surf freely the Overview of PICS Groups from the main page. You can either join directly groups labelled as 'Open' or you can ask to join the groups labelled as 'Request membership' type. There is also a third category of groups labelled 'Upon invitation' for which you cannot request membership, but the group leader can add you directly to the group if you are supposed to be its member. If you have joined PICS in order to become a member of such a closed group, send an email to the group leader informing them that you are now member of PICS and they will add you to the group. Unofficial users (trade/academia) do not see the overview of groups and therefore can only be added to all types of groups by the group leader.

Enjoy the online experience
The PICS Online Coaching Team