



Guidance on accessing the KPI Webtool through the SMART ACCESS WIZARD



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1. Introduction

This guidance describes, for the LIFE projects' coordinating beneficiaries, the steps to follow to manage the access rights to the LIFE KPI Webtool through the SMART ACCESS WIZARD. Please consult the LIFE website at https://cinea.ec.europa.eu/programmes/life/life-reporting_en#key-project-level-indicators-kpis for the set of guidelines related to the reporting requirement of your grant agreement.

2. Accessing the KPI Webtool

The KPI webtool is accessible via the weblink <https://webgate.ec.europa.eu/life/kpi/module>.

Users must have an EU login account (previously called ECAS account) to connect to the KPI webtool.

EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password.

For example, an EU login account for each project was used at the time of encoding the application in eProposal.

New users should visit the dedicated [page](#) to learn more about the EU Login and get [support](#).

2.1. Login to the LIFE KPI Webtool

When connecting to the LIFE KPI Webtool for the first time, the system will ask you to enter your EU Login and then your password.

The image displays two side-by-side screenshots of the LIFE KPI Webtool login interface. The left screenshot shows the 'Sign in to continue' screen. At the top, it says 'LIFE Data requires you to authenticate'. Below that, there's a large heading 'Sign in to continue'. A text input field is labeled 'Enter your e-mail address or unique identifier'. Below the input field is a 'Next >' button. There's also a link for 'Create an account'. Below the input field, there's an 'Or' separator and a 'Sign in with your eID' option with a globe icon. The right screenshot shows the 'Welcome back' screen. It says 'Welcome back' followed by a partially obscured email address and '(External)'. There's a link for 'Sign in with a different e-mail address?'. Below that is a 'Password' label and an input field. There's a link for 'Lost your password?'. Below the password field is a 'Choose your verification method' section with a 'Password' option selected, which says 'Authenticate to EU Login with only your password.' and has a dropdown arrow. At the bottom right is a 'Sign in' button.

2.2. Who should have access?

Several persons per project may have a KPI account. By default, the access to the KPI webtool is granted to the person designated in the Grant Agreement (Article 1.6.3 for the LIFE 2014-2020 projects) or in the Grant Management System as Primary Coordinator Contact (PCoCo) for the LIFE 2021-2027 projects.

However, other persons designated for the specific purpose of filling up the KPI data can be granted access to the LIFE KPI Webtool.

2.3. The SMART ACCESS WIZARD

In case addition or modification of a user’s access account is required, the request shall be made via the SMART ACCESS WIZARD by any of the persons already having a “beneficiary” access to the LIFE KPI webtool for the specific project.

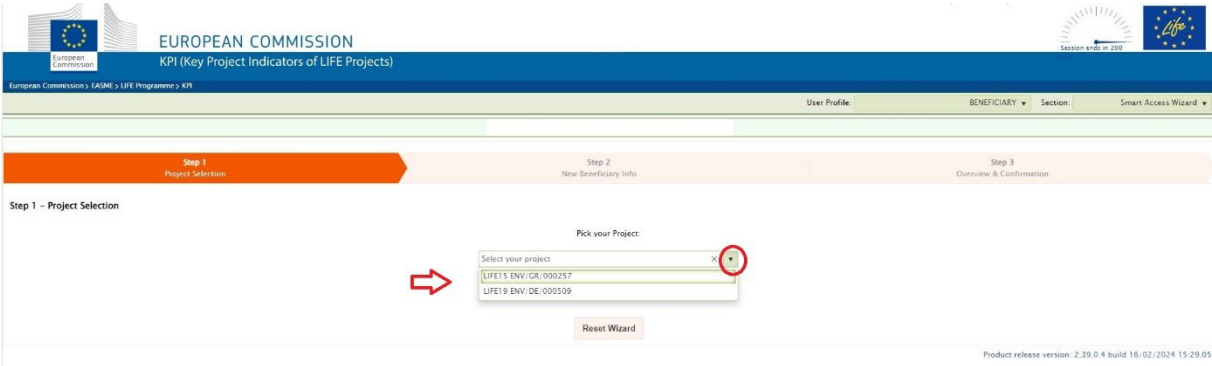
The user connects to the KPI Webtool and click on the icon SMART ACCESS WIZARD.



The wizard will help the user to provide the mandatory elements to request the change/addition, guiding the process step-by-step.

Step1. Select the project

The current user selects the open project concerned by the change/addition of a user. In case the change concerns various projects, the action should be repeated.



Step2. Provide the new beneficiary info

The beneficiary user provides the requested elements to enable the creation and assignment of the new user and confirms. Please note that at the end of the process, the current user will not lose the access to the project.

- 1- Enter the elements expected, that are the Username (EU login ID) and the linked email.
- 2- Click on the button Confirm Beneficiary Provided Details.

Step3. Final confirmation

By clicking on the Confirm & Proceed button, the old beneficiary user is confirming the addition of the new user and the access to all previously submitted data.

Please note that if incorrect information or spelling mistakes are included in Step 2, an error message will be displayed.

An error occurred while searching for the EU Login of the new user. Please check the date and retry. If error continues contact the IT Helpdesk of the Funding & Tenders Portal.

OK

If needed, support can be requested to the IT Helpdesk of the Funding & Tender portal via the webform at [Funding & tenders \(europa.eu\)](https://funding-tenders.europa.eu). Please under the field Domain* specify that it is related to **EU Login issues**.

3. Frequently asked questions

How can I create an EU login?

As External to the European institutions, consult the page [How to authenticate with EU Login - IT How To - Funding Tenders Opportunities \(europa.eu\)](#) and learn more about the EU Login and get [support](#).

Nobody has access to LIFE KPI webtool in our organisation, what can we do?

In case there is no beneficiary user in a position to request the addition of a new the contact person shall contact the LIFE IT Team using the webform : <https://webgate.ec.europa.eu/life/publicWebsite/contact>, selecting KPI [Key Project Indicators of LIFE Projects] as the LIFE IT System concerned, and indicating the project Reference code, acronym and email contact.

In that case, it is important that this request is made by either the person designated as Contact person or the project legal representative. Changes requested by a person not yet known by CINEA might delay significantly the process and should be avoided.

Contact the LIFE IT HELPDESK

IMPORTANT NOTICE

- Please use the below form to open an IT related user support ticket for the LIFE IT HELPDESK team.
- Please only use the below form if you have an IT issue on one of the LIFE IT Systems (eProposal, BUTLER, KPI, LDP or the LIFE Public Database).
- In case you wish to contact the External Monitoring Helpdesk, please use the External Monitoring Helpdesk Webform.
- In case you don't have yet an account under the Monitoring Helpdesk platform, please contact your technical monitor.

LIFE IT System concerned : KPI [Key Project Indicators of LIFE Projects]

Project Reference :

Request Description :

Your Email :

SUBMIT RESET

In the Request Description, please provide information about your name and the information for the future KPI Webtool user, in particular:

- the Unique Identifiers (nxxxxxx)
- the emails associated with the Identifiers when the EU login (or ECAS) was created¹

Never provide passwords.

¹ If the person has in the meantime changed email note that the old email is the information to be provided as the EU login UID is always associated with the initial email address.

If a person left my organisation, how can I ask to revoke her/his access to the LIFE KPI tool?

Please contact the LIFE IT Team using the webform :
<https://webgate.ec.europa.eu/life/publicWebsite/contact>.

Please select KPI [Key Project Indicators of LIFE Projects] as the LIFE IT System concerned and indicate the project Reference code and acronym as well as an email contact.

In the message, please provide the name and email of the person for which the access has to be revoked.