

## UPDATE YOUR DECLARANT CONTACT GUIDE

Welcome to the step-by-step guide that will help you update your declarant contact on the Member Extranet.

### BEFORE YOUR BEGIN:

**Make sure you are the declarant for your company or that you are in the presence of the declarant in order to log in to the Member Extranet.**

As a reminder, the declarant:

- Declares the products placed on the market for their company;
- Is the only person with an account on the Member Extranet and is Refashion's main contact;
- Receives all informational emails;
- Assigns other roles.



The screenshot shows the Re\_fashion Member Extranet interface. At the top, there's a header with the Re\_fashion logo and language flags (FR, EN). Below the header, a navigation bar contains links: 'Your companies and contracts', 'Your declarations', 'Your invoices and certificates', 'Your Tools', 'Contact', and 'FAQ'. The main content area is titled 'To regularize your situation and obtain your UIN : create an account'. It has two sections: 'CREATE AN ACCOUNT' and 'You already have an account'. The 'You already have an account' section has a login form with fields for 'Email of the applicant/declarant', 'Password', and a 'Remember me' checkbox. Below the login form is a 'LOGIN' button. The 'Modify your profile' section is highlighted with a blue circle and a number 3. It contains a form for 'Declarant contact details' with fields for 'Civility' (Mrs/Mr), 'First name', 'Last name', 'Email address', 'Email address confirmation', 'Job title', 'Telephone number', and 'Second telephone number'. Below the form are two radio buttons for 'Do you want to register one or several companies?' and 'Are these companies members of a corporation group?'. At the bottom, there are two buttons: '< Previous' and 'Confirm'.

- 1 Check the language of the Member Extranet in the top right corner.  
*Please note, if you want to access the English version, make sure to do so before login by clicking on the flag in the top right corner.*

- 2 Login to your member account

### Update your declarant contact

- 3 On the homepage, click on the name of the logged-in user or on the icon "👤" to access the page where you can edit your profile.

*Please note that the information you provide will identify the person as the declarant and point of contact for your company, allowing him to submit the declaration of your products placed on the market.*

**You must provide the contact details of the person designated as the declarant for your company.**

- 4 Update the required fields. All fields must be filled out:
  - Civility
  - First name / Last name
  - Email address
  - Job title
  - Telephone number

- 5 If necessary, update the information regarding the number of registered companies and whether they are part of a group.

- 6 Click "Confirm" to **confirm the accuracy of the data** and save the updated contact details.

## FOR NEXT STEP

We encourage you to check out our other step-by-step guides that will help you with your declaration:

- How to make a detailed declaration with file import
- How to make a detailed declaration by manual input
- How to make a simplified declaration

You can find them on our website.

### **For more information, please visit:**

- Our website: <https://pro.refashion.fr/en/marketer>
- Our [FAQ](#) / category Member-Brand name

### **For any questions, contact us:**

- +33 1 89 16 94 06 from Monday to Friday, 9am to 5pm
- [Contact form](#)

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