

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.



Go to adherent.refashion.fr

1 To regularize your situation and obtain your UIN : [create an account](#)

2 You already have an account
Please enter your login information.

3 Modify your profile

4 Declarant contact details
Please enter the information which will enable us to identify you as a referent contact for the company.

5 Do you want to register one or several companies ?
One company Several companies

6 Are these companies members of a corporation group ?
No, these companies are independents.
Yes, they are parts of the same corporation group.

[CREATE AN ACCOUNT](#)

[LOGIN](#)

[Forgot password?](#)

[Hello](#)

[Logout](#)

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

The logo for Re_fashion, featuring the word "Re_fashion" in a lowercase, sans-serif font. The "R" and "f" are capitalized and have a bold, italicized appearance, while the other letters are regular weight.