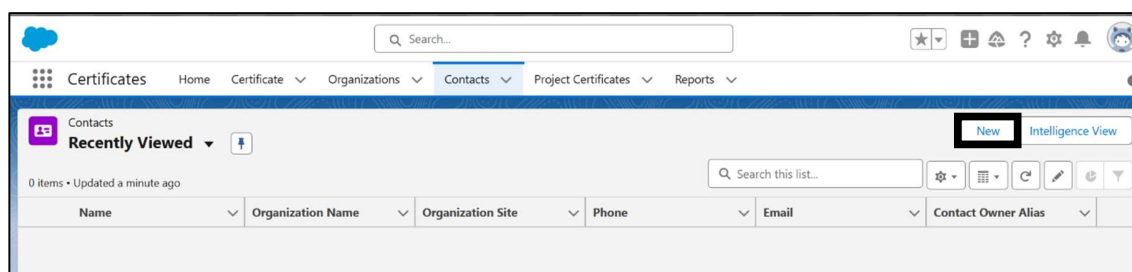


How to grant access to ESR

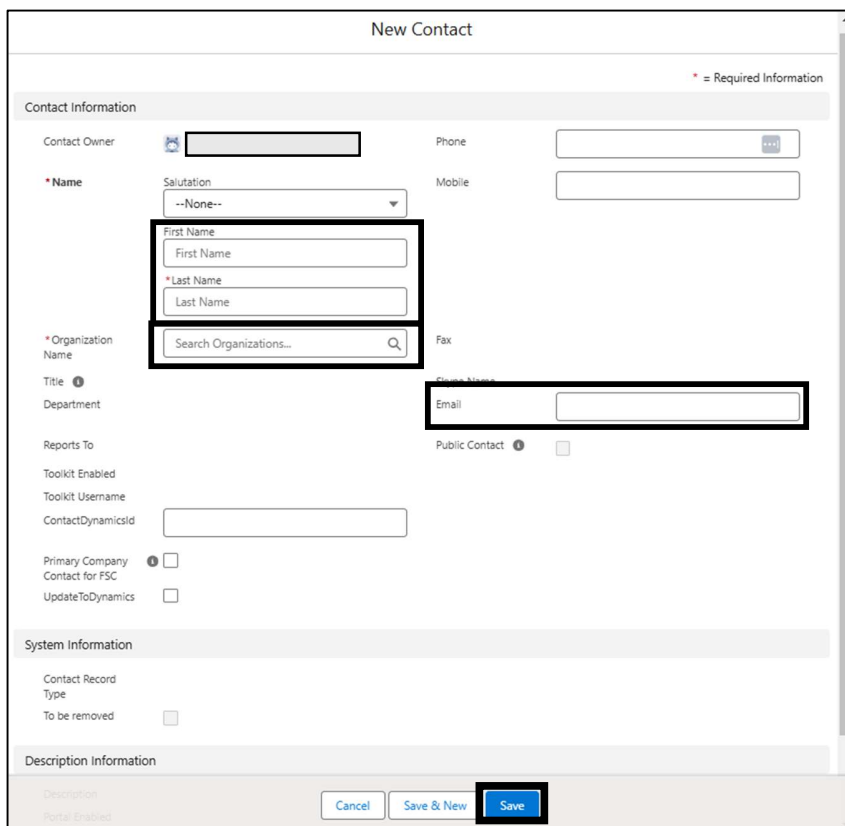
Access to ESR can be granted to CH contacts by Certification Bodies that have access to the FSC Database (Salesforce).

1. Adding the Contact to an organization

- 1.1. On Salesforce navigate to **Contacts** section. Or open the specific **CH Organization** name and then navigate to **Contacts** Section



- 1.2. Enter the following information under the **Contact Information** section of the page as required.
 - Enter the **First Name, Last Name**.
 - The Organization **Name** is automatically populated.
 - Enter the Email address.




1.3. Click **Save** – to save contact details and display the created contact.

2. Granting access to ESR















- 2.1. On Salesforce navigate to **Contacts** section. Search and open the CH contact you recently created/ previously existed.
- 2.2. In the contact details page, there is a new checkbox field “Access to ESR” as shown below.

Please Note: Access to ESR can only be granted to Organizations whose certificate status is valid and organization type is FM Single Certificate and/or FM -Group Manager


Contact

trademark trademark

Details
Chatter

Contact Owner			Pr
Name	trademark trademark		M
Organization Name	FSC Global		Fa
Title			Sk
Department			En
Reports To			Pl
Organization Country	GERMANY		
Brand pack issued	23/03/2010		
Toolkit Enabled			
Toolkit Username			
ContactDynamicsId	d4bc1a63-291c-ef11-840b-7c1e5225d35c		
Primary Company Contact for FSC	 <input type="checkbox"/>		
UpdateToDynamics	<input type="checkbox"/>		
Access to FSC Brand Hub <input type="checkbox"/>			
Access to ESR <input type="checkbox"/>			

- 2.3. Mark the checkbox and click 'Save'. If the contact has an FSC connect account already, they will receive a "Welcome to ESR" email invitation. If the contact does not have an FSC Connect account, they will first receive an email to activate FSC Connect; once successfully activated they will receive the welcome email.

Note: Emails are sent from the address notification@fsc.org; please advise contacts to whitelist this email address or check the spam folder if the emails are not received