

Chapter 1 - Introduction to the ROM Module



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1. Introduction to the ROM Module

If you are a **new user** and you **do not have an EU Login account**:

1. Open the ROM Module application in **Mozilla Firefox** or **Google Chrome** by clicking on the following link:

<https://webgate.ec.europa.eu/europeaid/rom/>

The EU Login sign-in screen will be displayed.



If you already have an EU Login, just sign in directly. If you need to setup your **2-factor verification method** for EU Login, please follow the step-by-step instructions in the [EU Login Guide](#).

Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

[Next >](#)

Or



[Sign in with your eID](#)



[Sign in with Facebook](#)



[Sign in with Twitter](#)



[Sign in with Google](#)

Easy, fast and secure: download the **EU Login app**



2. Click on the **"Create an account"** link and fill in all the fields to create your account.

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail



E-mail language

English (en) 

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Field	Description
First name	Enter your first name
Last name	Enter your surname
E-mail	Enter your e-mail address; it is the e-mail address used during registration that you will be requested to provide when logging into the ROM Module.
Confirm e-mail	Confirm the e-mail address entered above.
E-mail language	Select the language in which you prefer to receive notifications related to your account; the default is English, but all the EU languages are available for selection.
Enter the code	Type the code displayed in the picture underneath the field. You can click on the "refresh" button  to display a new code (if required), and/or you can press "play"  to listen to the sound.

3. Tick the privacy statement acceptance box before clicking on the "Create an account" button.
4. You will receive a **confirmation e-mail** in the inbox of the e-mail address provided during the EU Login account registration.
5. Follow the instructions in the [EU Login Guide](#) to confirm your EU Login account, and create your required **2-factor verification method**.

As soon as you are logged in, the ROM module dashboard will be displayed.

Based on your role in the ROM process, you will be granted access as:

- **Expert (Core or Non-Core)**
- **Contractor**

When the ROM Coordination Team approves the Experts in the ROM module, they will be automatically granted access to the ROM review(s) they are assigned to. Core Experts will be granted access to all ROM reviews for their lot.

The user rights as "Contractor" are granted by [INTPA SUPPORT SERVICES](#) or [NEAR APPLICATION SUPPORT](#), depending on the Lot.

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