# GUIDE on how to sign up for CircaBC and turn on automatic notifications

## 1. Request membership for CircaBC
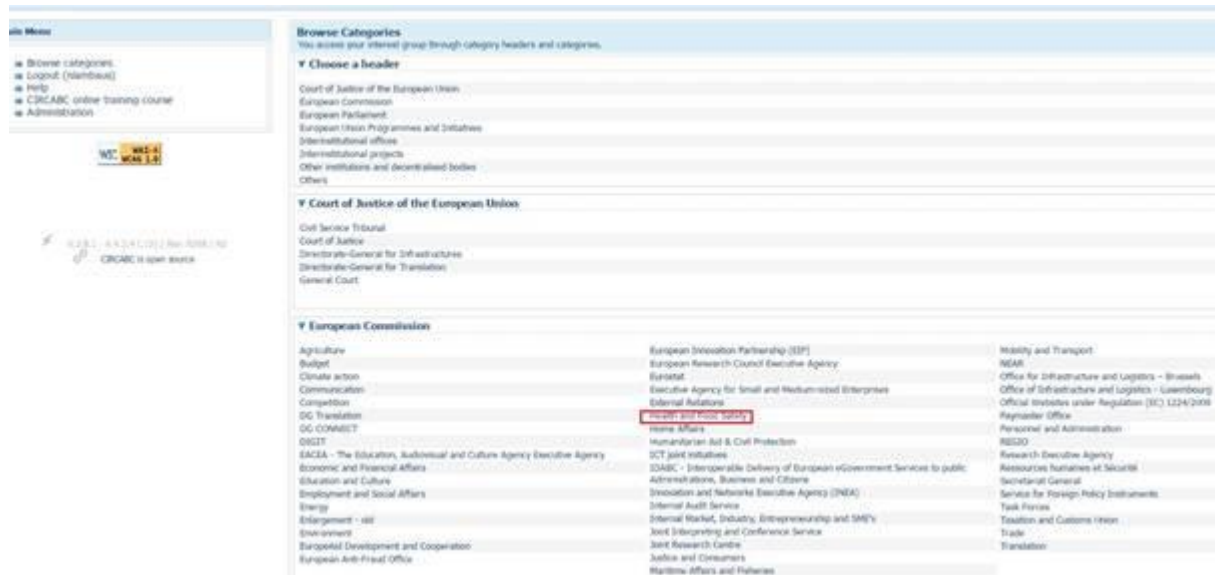
### 1.1. Log in to ECAS

## 1.2. Click on 'Browse categories'



## 1.3. Click on 'Health and Food Safety'



## 1.4. Scroll down until the 'Public Access' section. You will find there all links related to EU-CEG.

1.5.     Click on the sign [icon] in the row of the directory of which you want to become a member.

1.6.     Fill in the text field with your request message and then click on the Submit button.



Once you finalised all steps explained above, your request will be sent to us for approval by the administrator. Once approved, you will receive a confirmation email.
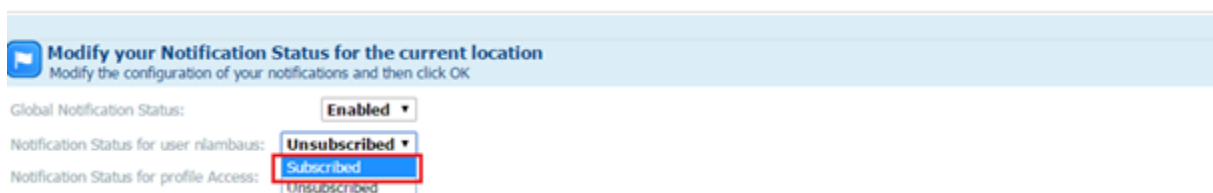
## 2. Set your notification status in CircaBC

2.1. After login, you will now notice a link in the 'Category' section, under 'Interest Group'. A click on that link will bring you to the respective directory.



2.2. Once you are in the respective directory of CircaBC, click on 'Administration', and then 'My Notification Status'.
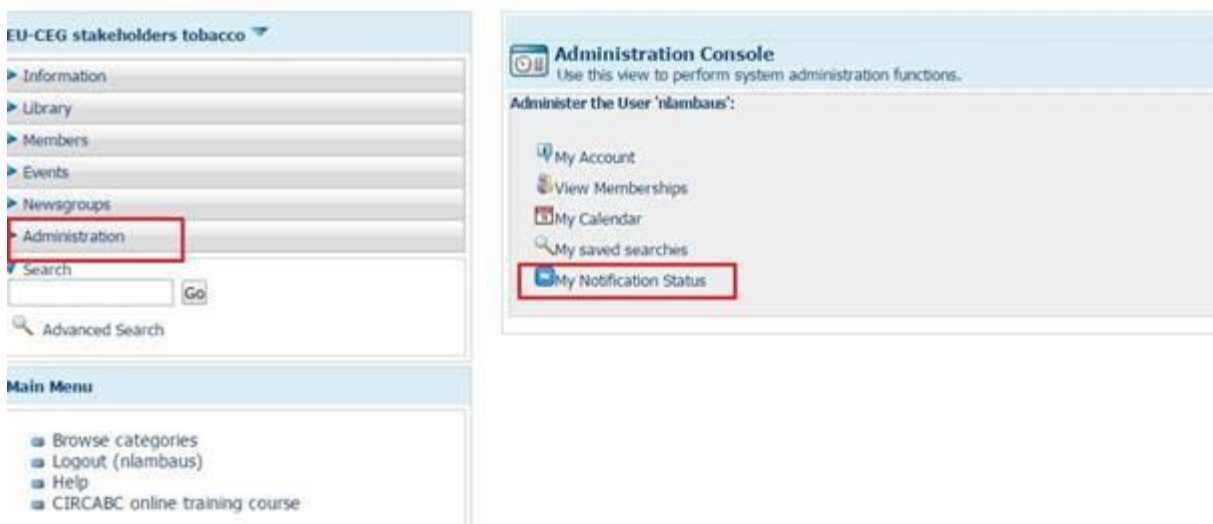


2.3. Select 'Subscribed' and then click on 'Ok'.



Your status should now have changed (see screenshot below).