

In order to access the Reg 31 screens users will have to have a Government Gateway ID. Each user must have their own Government Gateway ID but only the first user for an organisation will need to register for an ID and then enrol with the Reg 31 service using the known facts provided, that user will then be able to create other users - see section 4 below. Manage Users Account.

1. APPLY FOR KNOWN FACTS

Any new organisation that wishes to use the Reg 31 external portal will first need to apply for known facts to allow them to enrol for the Reg 31 service. Select the 'Click here to Enrol as an Applicant' link or the 'Click here to Enrol as a Consultant' link whichever is appropriate for your organisation.



[DWI Home Page](#) [DWI Regulation 31](#) [Register](#)

[Log In to Reg 31](#)

Welcome to DWI Reg 31 Applications

[Log In to Reg 31 >](#)

About this Service

This service is for submitting applications to the Drinking Water Inspectorate (DWI) to approve products and substances used in contact with drinking water in public water supplies in England and Wales.

The approval process is carried out on behalf of the regulators in Scotland and Northern Ireland, requiring a single application for product approvals throughout the United Kingdom.

How to Enrol for this Service

How to Enrol for this Service

Please follow [this link for guidance on how to Enrol for this service.](#)

Applicant Enrollment

Before "submitting an application", applicants must first enrol with the system. Once enrolled and logged in, applicants can view all applications, submit new applications, and edit applications that have been started but still need to be submitted to DWI.

Applicants can also submit change applications and reapproval applications for products that hold an existing approval.

[Click here to enrol as an Applicant.](#)

Consultant Enrollment

Consultants may be authorised to act on behalf of an applicant. An application must be logged by the product applicant and then assigned to a designated (enrolled) consultant. The consultant must first be enrolled with the system for an applicant to select them.

Once enrolled and logged in, consultants can view, submit and edit all applications assigned to them by relevant

[Click here to enrol as an Applicant.](#)

Consultant Enrollment

Consultants may be authorised to act on behalf of an applicant. An application must be logged by the product applicant and then assigned to a designated (enrolled) consultant. The consultant must first be enrolled with the system for an applicant to select them.

Once enrolled and logged in, consultants can view, submit and edit all applications assigned to them by relevant applicants, but they still need to be submitted to DWI.

[Click here to enrol as a Consultant.](#)

If you are the applicant and want to use a consultant not already designated and listed in the consultant list, then you will need to ask your consultant to enrol before you can start the application process.

[Help](#) [Privacy Policy](#) [Accessibility Statement](#) [Cookie Preferences](#)



The following page will be displayed:



'Reg-31' Home Page

[Logout of Reg 31](#)

Use this form for new Reg 31 registrations

Register for DWI Regulation 31 (Reg 31)

Organisation Details

Name of your organisation

Contact Name

Position

Contact Address

Position

Contact Address

Postcode

Country

Telephone Number

Email

Telephone Number

Email

Website (Optional)

Registration Type

Organisation Type

[Register for DWI Reg 31](#)

The user must enter all of these details (apart from website which is optional). They must also select what type of organisation they are:

- Applicant
- Consultant

Additional field if a consultant

If the organisation type selected is consultant the following 'Visible for all Applicants' field will be displayed:

Telephone Number

Email

Website (Optional)

Registration Type

Organisation Type

Visible For All Applicants

[Register for DWI Reg 31](#)

Applicants will be able to search for consultants that are registered on the Reg 31 application, if a consultant does not wish to appear on the results of this search then they should untick this 'Visible for all applicants' box.

Once all the details have been entered select 'Register for DWI Reg 31' - one of the known facts will be generated and displayed when user the submits the request. **It is important that the user makes a note of this known fact.**

The DWI Reg 31 team will then approve or reject the request. If the request is approved then the user is emailed the second set of known facts.

2. REGISTER AND ENROL



Welcome to DWI Reg 31 Applications

[Log In to Reg 31 >](#)

About this Service

This service is for submitting applications to the Drinking Water Inspectorate (DWI) to approve products and substances used in contact with drinking water in public water supplies in England and Wales.

The approval process is carried out on behalf of the regulators in Scotland and Northern Ireland, requiring a single application for product approvals throughout the United Kingdom.

How to Enrol for this Service

Select 'Log In to Reg 31' and the following screen will be displayed:

Return To: Application Home Cymraeg

Security Validation Open Help

Please Choose Your Required Option.

Logon with Government Gateway

- Logon - Use this option to logon to the application, or if you wish to enrol in the application.
- Logon and manage my account - Use this option to logon and then manage my services, users or assistants.
- I've not yet registered with Government Gateway - Use this option to create an account and then enrol in the application.

Please Choose Your Required Option.

Please note that in order to login, your browser must be configured to accept cookies.

[Back](#) || [Next](#)

No further assistance data provided * Required form Do not bookmark this page e23a84b71a8-49c7-621f-050ba0119d

Select the third option – 'I've not yet registered with Government Gateway...'. The following page will be displayed:

GOV.UK

BETA This is a new service - your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

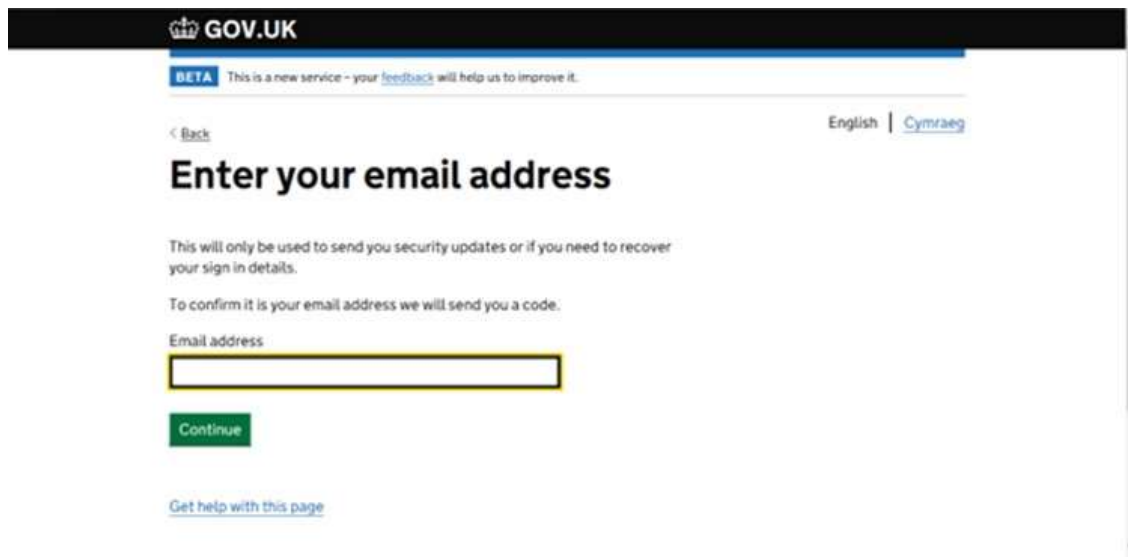
Password

[Sign in](#)

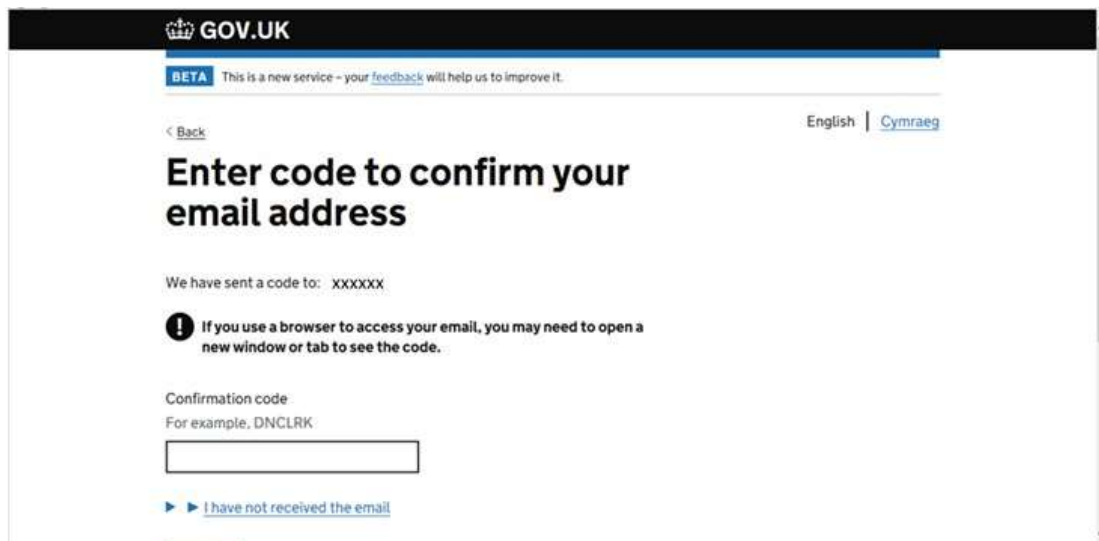
[Create sign in details](#)

[Problems signing in](#)


To request a new ID click on the 'Create sign in details' link, the following page is displayed - enter your email address:



Click continue and the following page is displayed:



A confirmation code will be sent to the email address you entered – when you receive it enter the code in the Confirmation Code field and click Confirm:

 **GOV.UK**

BETA This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

Email address confirmed


This will enable us to help you get the most from this service.

[Continue](#)

[Get help with this page](#)


[Accessibility statement](#) [Cookies](#) [Privacy notice](#) [Terms and conditions](#)

OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright

Click continue, the following page will be displayed. Enter your full name:

 **GOV.UK**

BETA This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)


What is your full name?

[Continue](#)

[Get help with this page](#)

[Accessibility statement](#) [Cookies](#) [Privacy notice](#) [Terms and conditions](#)

OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated



© Crown copyright

Click continue, the following page will be displayed:

GOV.UK

BETA This is a new service - your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

[Back](#)

Create a password

Your password must be 10 or more characters. You can use a mix of letters, numbers or symbols.

Password

Confirm your password

[Continue](#)

[Get help with this page](#)

Create a password and click continue:

Your GG ID will then be displayed – it will also be emailed to you:

Click continue and you will be taken to the Application Enrolment page:

Enrolment

Department for Environment, Food & Rural Affairs

Drinking Water Inspectorate (DWI)

[Returns To: Application Home](#) [Cymraeg](#)

Application Enrolment

[Open Help](#)

Access to this service requires registration with the Government Gateway and enrolment with this service.
If you already have a Government Gateway User ID and Password you do not need to register again, you just need to Enrol with this service.

[Next](#)

* Required text. Do not scroll on this page. Text: 107-10a7-4252-0033-4044c01588

Click Next and the following page will be displayed prompting you to enter your known facts

Department for Environment, Food & Rural Affairs Drinking Water Inspectorate (DWI)

[Returns To: Application Home](#)  Cymraeg

Application Enrolment [Open Help](#)

To uniquely identify you and allow you to gain access to this service please enter the following information that should previously have been provided to you.

Please enter your Postcode and PIN. These details will have been sent to you from Defra.

Postcode *

SASPIN *

The above information must be provided in order to enrol for this service.

[Back](#) || [Next](#)

No further assistance data provided * Required item. Do not bookmark this page. 1a448137-10a7-4252-8033-6496ac97f568

Enter the known facts that you have been provided with and click next. Known Fact 1 is the postcode and Known Fact 2 is the SASPIN. Click Next:

Department for Environment, Food & Rural Affairs Drinking Water Inspectorate (DWI)

[Returns To: Application Home](#)  Cymraeg

Application Enrolment [Open Help](#)

Optionally, you can enter a description of this enrolment below to make it easier to remember.

Reference Name

[Back](#) || [Next](#)

No further assistance data provided * Required item. Do not bookmark this page. 039015d3-64da-4d99-605a-43d31f3a6a7a

Enter a reference name if you wish, though this is optional and click next –

Department for Environment, Food & Rural Affairs Drinking Water Inspectorate (DWI)

[Return To Application Home](#) Cyfrang

Application Enrolment

[Open Help](#)

You have successfully enrolled for the application.

[Next](#) 

No further assistance is available. * Required item. Do not bookmark this page. ©2017 Sub 6.0a-4059-605a-4000-00000000

Click Next and the following page will be displayed:

To get future Google Chrome updates, you'll need Windows 10 or later. This computer is using Windows 7. [Learn more](#) X

Department for Environment Food & Rural Affairs **SignOn Identity Provider**
a896af09-17c7-49fa-aa8e-0d25f355f904 - Logout

Drinking Water Inspectorate System (DWI) is requesting your permission

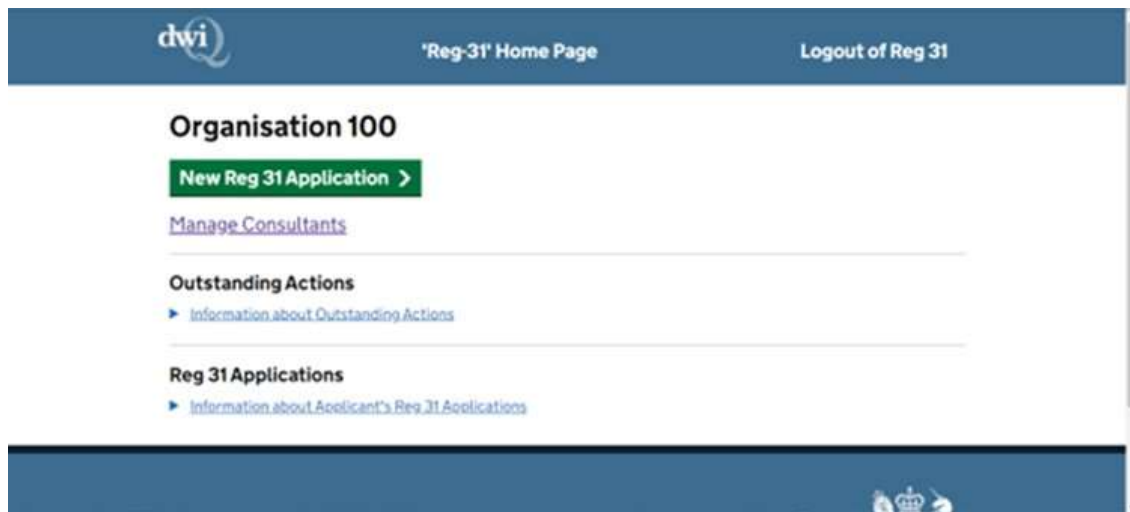
English | Welsh

Personal Information

Your user identifier	(REQUIRED)
User profile Your user profile information (first name, last name, etc.)	(REQUIRED)
SignOn Logon Information	(REQUIRED)
Additional User Information held by SignOn	(REQUIRED)
User Role(s)	(REQUIRED)
User KnownFacts	(REQUIRED)



Click Yes, allow - you will then be taken to your DWI Reg 31 External Portal home page. If you click No then you will not be able to access the application:



3. LOGGING ON TO THE APPLICATION

Welcome to DWI Reg 31 Applications

[Log In to Reg 31 >](#)

About this Service

This service is for submitting applications to the Drinking Water Inspectorate (DWI) to approve products and substances used in contact with drinking water in public water supplies in England and Wales.

The approval process is carried out on behalf of the regulators in Scotland and Northern Ireland, requiring a single application for product approvals throughout the United Kingdom.

How to Enrol for this Service

Select 'Log In to Reg 31' and the following screen will be displayed:

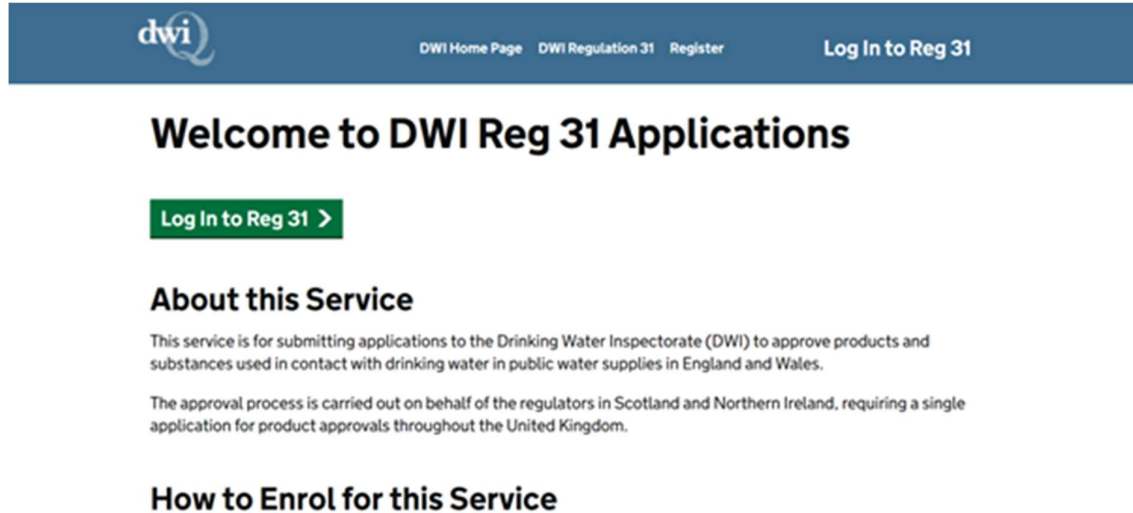
The screenshot shows the 'Security Validation' page of the DWI Reg 31 application. At the top, it identifies the 'Department for Environment, Food & Rural Affairs' and the 'Drinking Water Inspectorate (DWI)'. A navigation bar includes a 'Return To: Application Home' link, a 'Cymraeg' language toggle, and an 'Open Help' link. The main content area is titled 'Please Choose Your Required Option.' and features a section for 'Logon with Government Gateway' with three radio button options: 1) 'Logon - Use this option to logon to the application, or if you wish to enrol in the application.' 2) 'Logon and manage my account - Use this option to logon and then manage my services, users or assistants.' 3) 'I've not yet registered with Government Gateway - Use this option to create an account and then enrol in the application.' Below the options, a red instruction reads 'Please Choose Your Required Option.' and a note states 'Please note that in order to login, your browser must be configured to accept cookies.' At the bottom of the form, there are 'Back' and 'Next' navigation buttons. A small footer note reads 'No further assistance data provided' and a reference code '* Required form Do not bookmark this page e238f4b71a8-49c7-6211-0509d0194f' is visible.

Select the first option – Logon. The user will be prompted to enter their Government Gateway ID and password:

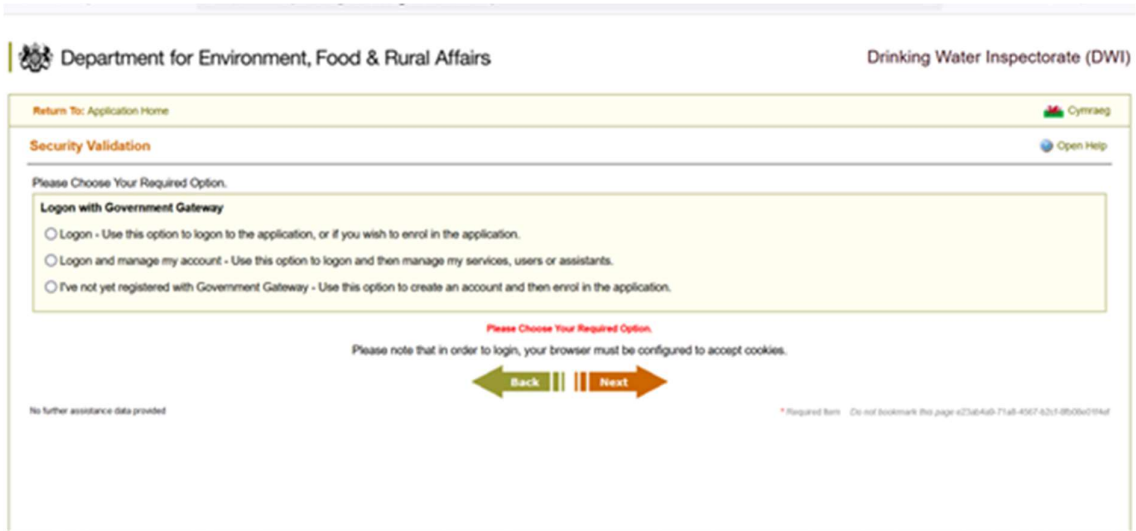


Click Sign In and the user will be taken to your DWI Reg 31 External Portal home page.

4. MANAGE THE USERS ACCOUNT



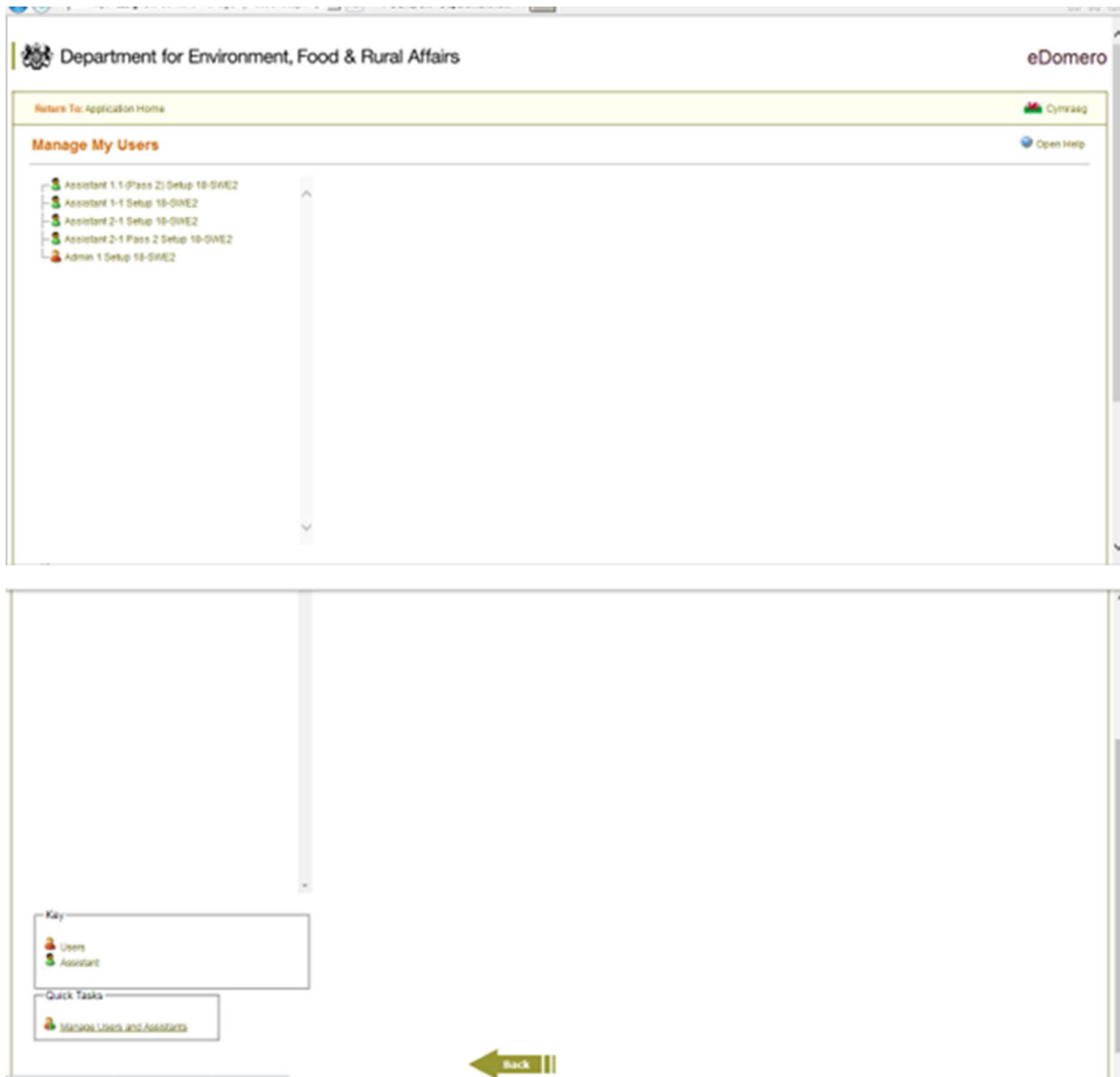
Select 'Log In to Reg 31' and the following screen will be displayed:



If the user wishes to manage their account (including creating other users for the organisation) then they should select the second option 'Logon and manage my account'. This will again take them to the page where they are prompted to enter their Government Gateway credentials, once they have entered these they will be taken to the following page:



If the user wishes to add or remove users then they select 'Manage Users and Assistants'



They then select Manage Users and Assistants again from the bottom left of the page and the following screen is displayed which allows them to add new users and also manage the details of existing users – including deleting them. The ability to add, delete and manage users will only be available to administrator users.

GOV.UK Sign out

BETA This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

[Return to DEFRA IBM1](#)

Government Gateway

Team members

[Add a team member](#)

Admin 1 Setup 18-SWE2 (you)	Administrator	XXXXX@XX.COM	Manage
Assistant 1-1 Setup 18-SWE2	Standard User	XXXXX@XX.COM	Manage
Assistant 1.1 (Pass 2) Setup 18-SWE2	Standard User	XXXXX@XX.COM	Manage
Assistant 2-1 Setup 18-SWE2	Standard User	XXXXX@XX.COM	Manage

Select Add a team member in order to add a new user. The following page is displayed:

GOV.UK Sign out

BETA This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

[Back](#)

Add a team member

Full name

Email address

What is their role?

Administrator
Can access services for an organisation and manage its team members.

Add a team member

Full name

Email address

What is their role?

Administrator
Can access services for an organisation and manage its team members.

Standard user
Can access services for an organisation.

[Continue](#)

Users can be 2 types:

Administrators: these will have access to all the new Reg 31 functionality for the organisation. They will also be able to add and remove other users for the organisation.

Assistants/Standard Users: these will also have access to all the new Reg 31 functionality however they will not be able to add and remove other users.

Select Continue:

GOV.UK [Sign out](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

English | [Cymraeg](#)

[Back](#)

Confirm you want to add this team member

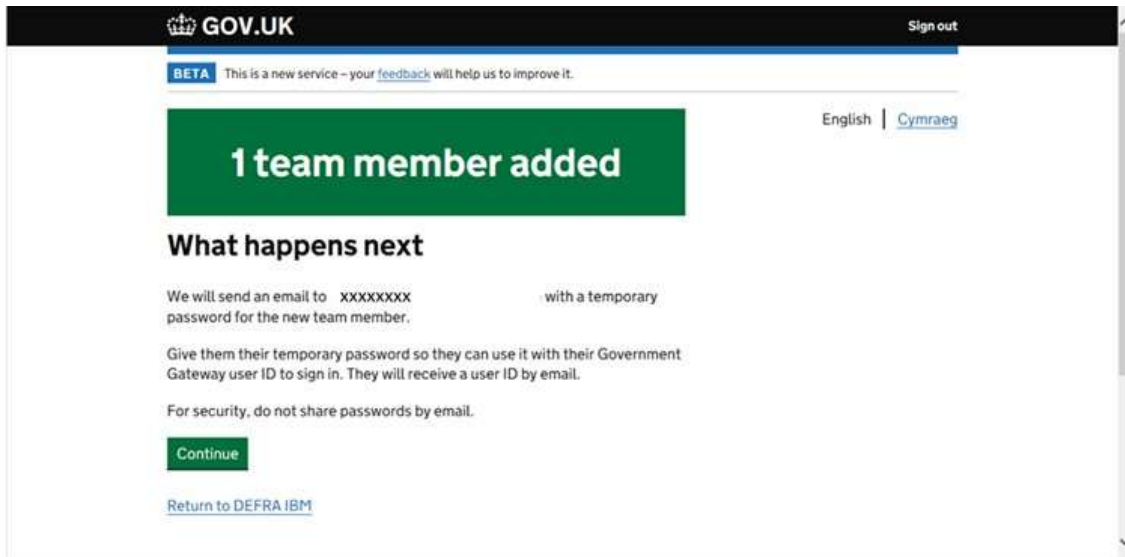
xxxxx xxxx.com Administrator [Remove](#) [Change](#)

[Add another new team member](#)

[Confirm](#)

[Get help with this page](#)

Select Continue



Select Continue

The new team member is sent their Govt Gateway ID, you as the administrator creating the new user will be sent a temporary password to be forwarded onto the new user.