Application Guide
Renewal of licence

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.
Introduction
This guide helps you create a renewal application and document that you meet the new requirements for a Nordic Swan Ecolabel Licence.

How to use the guide
• Please read the guide carefully before you start creating the application and document that you meet the requirements.
• Keep the guide as a support when working with your application.
• When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our websites.

Contents
The application process
Step 1: Sign in and change your password.
Step 2: Create your renewal application request.
Step 3: Document that you meet the requirements.
Step 4: Submit your application.

Version 2.0
The application process
How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your renewal application request.
3. Document that you meet the requirements.
4. Submit your application.
1. Sign in and change your password.

Please use Microsoft Edge or Google Chrome as web browser.

Please sign in here: Nordic Ecolabelling Portal

The Portal Terms & Conditions appear the first time you log in.
1. Sign in and change your password.

Please note!

Never use Google translate.

You need to accept the Terms & Conditions to proceed.
1. Sign in and change your password.

Once you have signed in, you will see this view.

Here you can find all the ongoing applications for your company.

You will also find information about all the licences, licenced products, contacts and brands registered in your company account.

The terms and conditions and links to the Nordic Ecolabelling international website and all our national websites can also be found here.
The application process
How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your application request.
3. Document that you meet the requirements.
4. Submit your application.
2. Create your renewal application request.

Please click Application and View application and select the application with Type Renewal you would like to renew.
2. Create your renewal application request.

Select the application you would like to renew by clicking the blue **ID Number** link and open the renewal application.
2. Create your renewal application request.

The Renewal Licence No you find in Applicant’s naming of application, can be changed to a suitable application name for your company.

Please use Applicant’s description to describe the business areas you include in your application, for example a conference facility and a hotel restaurant.

Please provide names if any of them have their own specific name.

Also specify if there is any information we need to add to the invoice for your company.
2. Create your renewal application request.

Please select a **Primary Application Contact** who is assigned responsibility for this specific application.

Then select a **Primary Licence Contact**. It could be the same individual or someone else who is responsible for all the licences on your company’s portal account.

If a contact in your company is missing from the list, please select **Contacts** in the top menu and then select **Add contacts**.
2. Create your renewal application request.

Please select a **Marketing Contact**, who is responsible for your use of the Nordic Swan Ecolabel when you have received a license.

Then select a **Finance Contact**, responsible for reporting the annual turnover of the products included in your licences.

Select the currency for your invoice in the **Currency** field.

Do not fill in the **Estimated Annual Turnover** fields.
2. Create your renewal application request.

Please, read the Regulations carefully.

Then tick the boxes to confirm that your company accepts and complies with them.

The Sign & create application button becomes dark green and activated when both boxes are ticked.

Click Sign & create application to continue.
2. Create your renewal application request.

The renewal application request is now created and provided with an Application ID Number and an Application status.

The application is sent to Nordic Ecolabelling and the application fee will be invoiced.

Click Continue application to proceed.

Please note!

The number separator must be a decimal point. Don’t use decimal comma.
The application process
How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your renewal application request.
3. Document that you meet the requirements.
4. Submit your application.
3. Document that you meet the requirements.

To deselect a business that should not be part of the Renewal of your licence, hover the mouse over the business and click on the icon for Please cancel.

The business changes status to Please cancel, and will no longer be a part of the Renewal of your licence.
3. Document that you meet the requirements.

Click the blue link in the **Name** column with the name of your business to open the **Requirements** view and document that you meet the new requirements.
3. Document that you meet the requirements.

The **Navigate content** section gives you an overview when responding to the requirements.

When you start documenting how you meet the requirements, a status icon appears in the navigation bar.

By clicking on a heading in the navigation bar, you will come to that section. You can also scroll through the text in all the sections.

By clicking on the arrows you can show and hide sections.
3. Document that you meet the requirements.

Please remember to use Save.

Only use the Close button if you don’t want to save any changes.

Use Save & close to get back to the product overview.

Click New Message to write a message or note next to the section. If you write a question, click on the symbol with a raised hand so that it turns green for help. If you do not receive an answer quickly enough, you are always welcome to contact us.
3. Document that you meet the requirements.

Document that you meet the requirements by answering the questions in each section. When a document is requested, click **Add document reference(s)** and connect relevant files from your **Document Library** to the section, or upload and connect a new file.

When you are done, click the drop-down list next to the heading and change the status description from **In progress by applicant** to **Ready for evaluation**.

Proceed to the next section.
3. Document that you meet the requirements.

Verify that the name of the business is correct.

Select a service category from the right type of service from the **Type** drop-down list.

Select one or more markets for your business from the **End Market(s)** drop-down list.

If your company is part of a chain, state, or verify, the brand name and the name of the company that owns the brand.
3. Document that you meet the requirements.

Click on LOCKUP to select the products you use in your business.
3. Document that you meet the requirements.

Check the box to select the products you use in the business.
3. Document that you meet the requirements.

The products you have selected are shown in your application.
3. Document that you meet the requirements.

If you are applying for a license for more than one business, and they are similar, you can save time by first documenting how you meet the requirements for one business. Then click on the copy icon to create a copy with all your documentation included.

Then click on the pen symbol to open each copy and change the name of the business and other things that differ between the businesses.
3. Document that you meet the requirements.

When you open a copy to make the changes, you first need to change the status description, in the section you want to change, from Ready for evaluation to In progress by applicant.

Then make the changes and finish by changing the status description for the section to Ready for evaluation.

When you are done with all your documentation and have changed the status in all sections to Ready for Evaluation, please click Save & Close.
The application process
How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your application request.
3. Document that you meet the requirements.
4. Submit your application.
4. Submit your application.

Please change the status of each business from *In progress by applicant* to *Ready for evaluation*.

Click *Submit for evaluation* to notify Nordic Ecolabelling that your application is ready for an *Evaluator* to work with.