

FOR THE USE OF THE OSZIR-KBIR SYSTEM, [REGISTRATION IS REQUIRED ON THE WWW.ANTSZ.HU WEBSITE.](#)

When visiting www.antsz.hu, the client or his/her representative can access the registration interface by clicking on the **Registration** link in the login window in the upper right hand corner of the webpage. Several users can register on behalf of a client (company, entrepreneur, institution), which means that regardless of who registered the case (e.g. hazardous mixture, biocidal product, activity carried out with a hazardous substance or mixture or poisoning case notification) in the OSZIR-KBIR system, it will be visible to all authorised users related to that client.

PLEASE FILL IN THE FORM AS SPECIFIED BELOW. IT IS VERY IMPORTANT TO PROVIDE VALID DATA ONLY!

1. YOUR NAME AND CONTACT DETAILS

Here you have to provide the data of the **person claiming the right**, who can register not only on behalf of his/her own company but also of a company entrusting him/her. You will receive a confirmation of the registration request and, after the approval, the username and password (within 3-7 days on average). In case of rejection, the reasons for it are also sent here.

Please note that if the registrant makes the notification on behalf of another company/person, the **right of representation will have to be certified** according to *Act CL of 2016 on General Public Administration Procedures* (Ákr.) and the valid document about the power of attorney has to be sent by e-mail to bejelentes@nnk.gov.hu before making a notification or has to be attached when completing a notification.

2. COMPANY INFORMATION

In this section, **the data of the company, entrepreneur or institution have to be provided on whose behalf the claimant will make the notification.** The registration is also possible on behalf of a foreign client (i.e. it is not necessary for the registering company to have a registered office/site in Hungary, except in the case of notification of activities carried out with a hazardous substance or mixture), in which case '00000000-1-00' has to be entered for tax number and '1111' for the postal code on the form, the **külföldi** (Foreign) box has to be checked and the exact name, tax number and contact details (telephone number, e-mail address, fax number, name of contact person) of the foreign company have to be entered in the **Üzenet az adminisztrátornak** (Message to administrator) window. For those undertaking healthcare activities, the **EEKH azonosító** (EEKH identifier) is also required: 6 characters in the case of healthcare professionals, 5 characters in the case of doctors, with the use of '0' as an introductory character, if necessary. The **EEKH azonosító** field is not applicable **in the case of foreign clients and has to be left empty.**

3. DESCRIPTION OF THE REQUEST FOR ACCESS

From the drop-down menu, you can select the desired system (for chemical safety-related case types, it is the 'Kémiai Biztonsági Szakrendszer'), after which the list of roles which can be requested for the system selected is displayed. Select **KB33 to report poisoning** (not relevant for foreign clients) or the **KB31-Chemical Safety Reporting** option for the notification of hazardous mixtures, biocidal products or for notification of activities carried out with a hazardous substance or mixture). The **Üzenet az adminisztrátornak** (Message to Administrator) text box can be used to add further comments.

4. CAPTCHA CODE

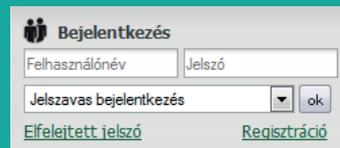
Enter the characters shown in the image in the box below it. If the characters are difficult to recognise, a new sequence can be requested by clicking on the image.

5. SUBMITTING THE REGISTRATION

After clicking on the **Elküld** (Submit) button, the system will check the entered data and in case of an error, it will warn you with a text highlighted in red to correct it under the incorrect fields.

Guide

to the registration and login procedure
in OSZIR-KBIR as a non-Hungarian
applicant



Regisztráció

Vissza

Az ÁNTSZ portálon történő ügyintézéshez regisztrálnia kell magát. A regisztrációhoz ki kell töltenie az alábbi adatlapot. Az adatlap kitöltése után a hozzáférési igényt a rendszer adminisztrátorai bírálják el, és engedélyezik. Kérjük csak érvényes adatokat adjon meg, az adatok ellenőrzésre kerülnek.

[Hibabejelentés, segítségkérés](#)

[OSZIR GYIK - Gyakran Intézett Kérdések](#)

Az Ön neve és kapcsolatfelvételi adatai

1

Neme:

Titulus:

Vezetéknév:

Keresztnév:

Email cím:

2

Partner adatai

Adószám: - - Külföldi

Partner neve:

Ebben a mezőben az adószámhoz tartozó partner (cég, egyéni vállalkozó, intézmény...) teljes nevét kell megadni.

Település:

A településkereső név, vagy irányítószám beírásával működik. A legördülő menüből kell kiválasztani a megfelelő települést.

EEKH azonosító:

A nyilvántartási szám megadása csak egészségügyi tevékenységet végző személyek esetében szükséges.

3

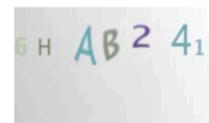
A hozzáférési kérelem leírása

Kérjük, válassza ki a szakrendszert amelyhez hozzáférést szeretne kapni, a megjelenő "Jogosultságok" listából kattintással választható ki a kívánt jog. A szöveges mezőben megjegyzéseket fűzhet hozzá regisztrációjához.

Szakrendszer:

Üzenet az adminisztrátornak:

Kérem, írja be a képen látható karaktereket!



5

Elküld

WARNING MESSAGE

If the programme sends a warning message that the entered tax number is not included in the system, you also have to click on the **Véglegesít** (Finalise) button which appears after clicking on the **Elküld** (Submit) button, to confirm the registration.

In case of a successful registration, the system will send an automatic e-mail with the subject **„ÁNTSZ jogosultságkezelő rendszer – hozzáférés visszajelzés”** ("ÁNTSZ rights management system - access feedback") informing you about the receipt of the request for access. The username and password required to login will be sent to the e-mail address provided at the registration. There may be cases where an e-mail system automatically marks the e-mail containing the access right **as spam**; it is thus recommended to check the content of the spam folder, if necessary.

IMPORTANT! THE ACCESS IS GRANTED EXCLUSIVELY FOR THE REGISTRANT AND NOT TRANSFERABLE, NOT EVEN WHEN REGISTERING ON BEHALF OF MORE COMPANIES!

LOGIN TO OSZIR

The system can be accessed through the login window of the ÁNTSZ portal with the username and password sent to the e-mail address provided at the registration. When logging in for the first time, it is recommended to copy the password from the e-mail you have received and then change it after logging in. If the login has been successful, the caption **„Üdvözöljük [regisztrációkor megadott család- és keresztnév]!”** ("Welcome, dear [surname and first name provided at registration]!") appears, together with the **Külső elérések** (External Access) item at the top of the menu bar on the left of the portal. By clicking on this menu item, you can view the list of the available systems. If you click on the link to the system, you can get to the appropriate OSZIR application. You can also access the chosen system by clicking on the **Gyorsmenü** (Quick menu) tab on the right side of the portal.

(If you have problems accessing the OSZIR-KBIR system, check the firewall settings: the IP address <http://84.206.43.28> and port 8085 have to be enabled.)



REQUESTING FURTHER ACCESS

A client can claim additional rights within a system or even rights to use different systems (e.g. Chemical Safety System, Epidemiological System, etc.) and it is also possible for the client to act as a representative and manage the cases of several companies, after having certified his/her right of representation. Such requests can be made after login, by clicking on your name in the login window and then on the **Jogosultságaim** (My rights) button, or the **Jogosultság igénylés** (Request rights) menu item of the **Gyorsmenü** (Quick menu). The form appearing has to be filled in as described at the registration. The **Új** (New) radio button has to be selected when adding a new client, whereas for expanding the rights of the current client select the **Jelenlegi** (Current) radio button. By clicking on the **Elküld** (Submit) button, the request is sent to the administrator, who will make the necessary settings.

ASSISTANCE IN CASE OF DIFFICULTIES

bejelentes@nnk.gov.hu

for questions about the use of the OSZIR-KBIR system and submitting notifications

jogosultsag@nnk.gov.hu

only in cases of registration or login problems and revocation of access of a previously registered client