

INSTRUCTIONS
e-Country Profiles

General information	
Recommended browsers	Up to date versions of Chrome, Edge, Firefox or Safari
URL address	https://www.hcch.net/en/e-country-profiles
Contact	e-Country_Profiles@hcch.net
e-Country Profile Login Page	
Change language	Click on “English” in the top-right corner to change the language. Please do not use the language menu in the header of the HCCH website.
“User name”	The “user name” is the e-mail address to which the password was sent.
“Password”	The “password” is provided to the user in a separate e-mail.
One user per State / jurisdiction	There is only one “username” and “password” per State / jurisdiction. Please note that two users cannot complete the same profile at the same time.
e-Country Profile Dashboard	
After logging in, the dashboard gives you an overview of the Conventions for which you can complete an e-Country Profile. Click on “modify” to access a given e-Country Profile.	
“My profile”	
On this page you can edit your first name and last name, as well as change your password and your user name (e-mail).	
e-Country Profile Working Session	
Working session	Clicking on “modify” on the dashboard opens a working session. It provides access to all the pages the user will need to fill in in order to complete the e-Country Profile.
Completing the Country Profile	The e-Country Profile can be completed in stages, by creating working sessions at different times. Any part of the e-Country Profile can be modified at any time.
Authorised characters	<p>Letters:</p> <ul style="list-style-type: none"> • A to Z • a to z • Latin accented letters (e.g., é, à, ç, ñ, œ, etc.) <p>Numbers:</p> <ul style="list-style-type: none"> • 0 to 9 <p>Spaces and line breaks:</p> <ul style="list-style-type: none"> • Space • Tab • Line break

	<p>Punctuation and symbols: ' ' " - . () / \ _ @ & = + \$ % # ! * [] ; :</p>
Navigation within the e-Country Profile	It is recommended for Users to use the “previous” and “next” buttons at the bottom of the page and the index at the top of the page rather than the back and forward arrow buttons of their Internet browser.
“previous” / “next”	Click on the “previous” / “next” buttons on the e-Country Profile to go to the previous or next page of your working session.
Hyperlinks	Hyperlinks will appear in a new tab when a user clicks on the relevant hyperlink.
Radio / option buttons	“Radio” / option buttons indicate questions where “either / or” alternative responses must be selected (only one response can be selected).
Tick boxes	Tick boxes indicate that multiple answers to a question may be selected.
Ticked boxes	Ticked boxes indicate required information and are automatically prefilled. They cannot be modified.
“Save draft”	The e-Country Profile is saved automatically on the database with every addition / modification made after clicking the “previous” / “next” buttons on the e-Country profile. However, please click on the “save draft” menu for extra security, before publishing online, generating a pdf or logging out from your working session.
“Validate”	Click on “validate” to manually validate the e-Country Profile. “Validate” will generate an overview of the entire e-Country Profile for editing / amendment purposes.
“Publish on line”	<p>Click on “publish online” to make the e-Country Profile publicly available.</p> <p>The “publish online” function is only possible once all mandatory fields of the e-Country Profile are completed.</p> <p>The system will automatically validate the e-Country Profile when “publish online” is clicked.</p>
“Overview of answers”	An overview of the entire e-Country Profile for editing / amendment purposes is made available when a user clicks “validate”. Missing mandatory information will appear in red. Click on “Modify” at the end of a section to go and edit that section.
“Generate pdf”	<p>Click on “generate pdf” to generate a pdf version of the e-Country Profile. Click on “save draft” before clicking “generate pdf”.</p> <p>The e-Country Profile can be shared for comments by generating a pdf version of the e-Country Profile. For security reasons, the pdf version is available in “read only” format each time it is generated. (Please do not share your username and password to give someone access the e-Country Profile)</p> <p>Save the pdf on a local computer or network in order to distribute it in paper or electronic form.</p>

“Logout”	Click on “logout” to close a working session.
Session timeout	After 20 minutes of inactivity in a working session, a user will be logged out automatically and redirected to the login page.