

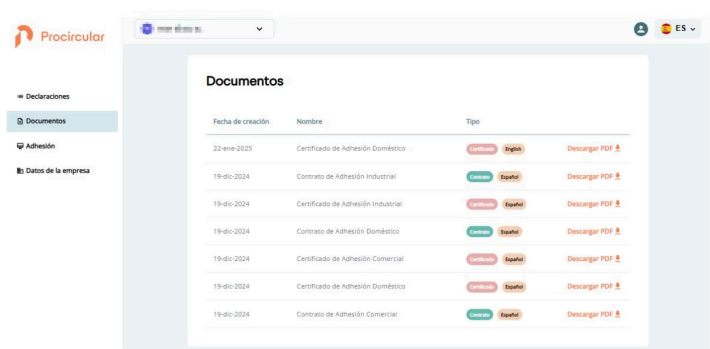
How to download the Procircular membership certificate and upload it to the Producers Registry?

Download membership certificate:

Access the [Producer Portal](#), with your Procircular user credentials. There are 2 options to download your certificates.

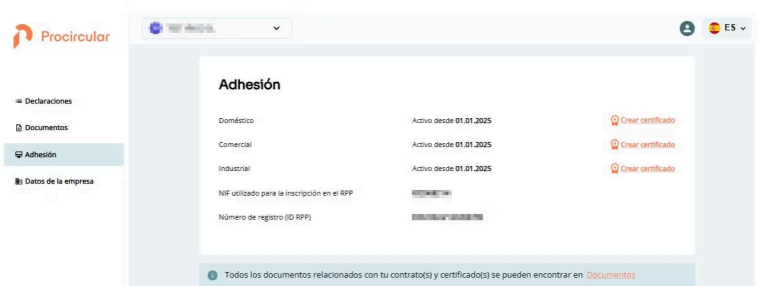
Option 1: Documents

In the left menu, you will find a section called: **Documents**. Click on the button and it will take you to the next screen. There you will find all your certificates and contracts in both English and Spanish. Click on Download PDF and it will automatically be saved to the *Downloads* folder on your computer.



Option 2: Membership

In the left menu, you will find a section called: **Membership**. Click on the button and it will take you to the next screen. There you will find all your membership certificates. Click on create certificate and it will automatically be saved to the *Downloads* folder on your computer. *This process takes approximately 1 minute.*



Upload the certificate to the RPP

1. Access the Electronic Headquarters

Access the [Electronic Headquarters](#) of the producers' registry with your digital certificate. Once there, go to your **Personal Area**.



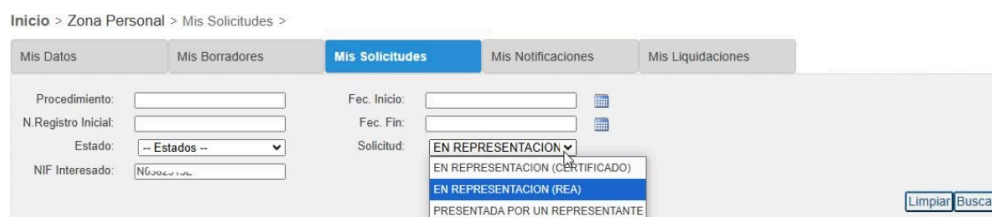
2. My Requests

Once you have logged in, go to the section: **My Requests**.



3. Search request

In the dropdown of the *Request* box, select the access condition you are in, either as a representative or with your company's digital certificate. Fill in the *Interested NIF* box with the registered producer's NIF number and click on **Search**.



4. Registration in the registry

Once the page has loaded, a list with all previously performed procedures will appear. Click on **Registration in the product producers' registry**.

nicio > Zona Personal > Mis Solicitudes >

Mis Datos Mis Borradores **Mis Solicitudes** Mis Notificaciones Mis Liquidaciones

Procedimiento: Fec. Inicio: 

N.Registro Inicial: Fec. Fin: 

Estado: **-- Estados --** Solicitud: **EN REPRESENTACION**

NIF Interesado:

Solicitudes por página **10** 1 - 5 de 5 - EN REPRESENTACION (REA) **Página 1/1**

PROCEDIMIENTO	N.REGISTRO INICIAL	SOLICITANTE	REPRESENTANTE	ESTADO	FECHA
Inscripción en el registro de productores de producto				Solicitado	30/09/2024 09:06:49

5. Attach documentation

Finally, a list of all documents related to your registration will open. In the third section, **Attach documentation to the request**, click on the *choose file* box. Select your certificate(s) of adhesion and click add.

Procedimientos Servicios Tablón de Anuncios **Zona Personal**





Correo electrónico nuevo:

Notificaciones: Formato electrónico Papel

Histórico de acciones realizadas

FECHA	ACCIÓN	ESTADO	N.REGISTRO	OBSERVACIONES
30/09/2024 09:06:49	Registrar solicitud	Solicitado		Solicitud registrada por el ciudadano

Documentación asociada a la solicitud

FECHA	DOCUMENTO	DESCRIPCIÓN	N.REGISTRO
30/09/2024 09:06:56			
30/09/2024 09:06:49		Aportado por el ciudadano en la solicitud	
30/09/2024 09:06:49		Justificante de registro de solicitud	
30/09/2024 09:06:49		Justificante de registro de solicitud	

Adjuntar documentación a la solicitud

Documento No file chosen

El tamaño máximo permitido por fichero es de 10MB.
El tamaño máximo permitido en total es de 50MB.
El tamaño máximo permitido en el nombre del fichero es de 61 caracteres.
Extensiones permitidas: bmp, csv, dbf, dgn, doc, docx, dwg, dxf, e00, ecw, fax, gif, html, htm, jpg, jpeg, mxd, pdf, png, ppt, pptx, prj, rar, sbn, sbx, shp, shx, tif, tiff, txt, xls, xlsx, xml, xsig, z01, z10, zip.
Caracteres permitidos en el nombre del fichero: letras (sin acentos, ni ñ, ni ç), espacios en blanco, guión bajo (_) o medio (-), números y el punto solo para la extensión del fichero, cualquier otro carácter no estará permitido.

We are here to support you in this process. If you have any questions, please contact us at info@procircular.es, your account manager, or through our website: www.procircular.es

Best regards,

The Procircular team

