



Guidance on accessing the LPI Webtool through the SMART ACCESS WIZARD



HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	19.02.2023	Initial version
2.0	25.06.2025	Following the renaming of the LIFE Project indicators, references to KPIs have been changed to LPIs

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1. Introduction

This guidance describes, for the LIFE projects' coordinating beneficiaries, the steps to follow to manage the access rights to the LIFE LPI Webtool through the SMART ACCESS WIZARD. Please consult the LIFE website at https://cinea.ec.europa.eu/programmes/life/life-reporting_en#key-project-level-indicators-lpis for the set of guidelines related to the reporting requirement of your grant agreement.

2. Accessing the LPI Webtool

The LPI webtool is accessible via the weblink <https://webgate.ec.europa.eu/life/kpi/module>.

Users must have an EU login account (previously called ECAS account) to connect to the LPI webtool.

EU Login is the European Commission's user authentication service. It allows authorised users to access a wide range of Commission web services, using a single email address and password.

For example, an EU login account for each project was used at the time of encoding the application in eProposal.

New users should visit the dedicated [page](#) to learn more about the EU Login and get [support](#).

2.1. Login to the LIFE LPI Webtool

When connecting to the LIFE LPI Webtool for the first time, the system will ask you to enter your EU Login and then your password.

The image displays two side-by-side screenshots of the LIFE LPI Webtool login interface. The left screenshot shows the 'Sign in to continue' page. At the top, it says 'LIFE Data requires you to authenticate'. Below this is a text input field labeled 'Enter your e-mail address or unique identifier' with a cursor. To the right of the input is a blue 'Next >' button. Below the input is a link 'Create an account'. Below that is an 'Or' separator. At the bottom left is a globe icon with the text 'Sign in with your eID'. The right screenshot shows the 'Welcome back' page. It displays a user's name followed by '(External)'. Below this is a link 'Sign in with a different e-mail address?'. Then there is a 'Password' label and an empty password input field. Below the password field is a link 'Lost your password?'. At the bottom, there is a section 'Choose your verification method' with a 'Password' option selected, indicated by a checkmark. The text below the selected option says 'Authenticate to EU Login with only your password.' At the bottom right of this section is a blue 'Sign in' button.

2.2. Who should have access?

Several persons per project may have a LPI account. By default, the access to the LPI webtool is granted to the person designated in the Grant Agreement (Article 1.6.3 for the LIFE 2014-2020 projects) or in the Grant Management System as Primary Coordinator Contact (PCoCo) for the LIFE 2021-2027 projects.

However, other persons designated for the specific purpose of filling up the LPI data can be granted access to the LIFE LPI Webtool.

2.3. The SMART ACCESS WIZARD

In case addition or modification of a user’s access account is required, the request shall be made via the SMART ACCESS WIZARD by any of the persons already having a “beneficiary” access to the LIFE LPI webtool for the specific project.

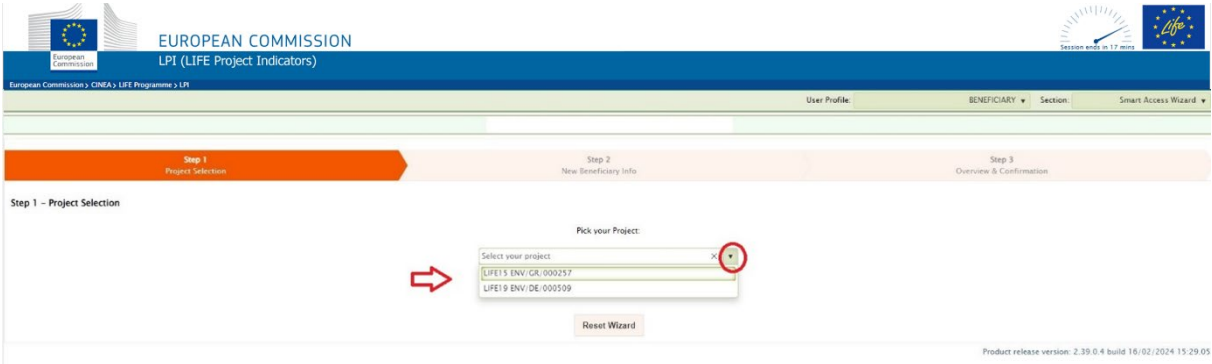
The user connects to the LPI Webtool and click on the icon SMART ACCESS WIZARD.



The wizard will help the user to provide the mandatory elements to request the change/addition, guiding the process step-by-step.

Step1. Select the project

The current user selects the open project concerned by the change/addition of a user. In case the change concerns various projects, the action should be repeated.



Step2. Provide the new beneficiary info

The beneficiary user provides the requested elements to enable the creation and assignment of the new user and confirms. Please note that at the end of the process, the current user will not lose the access to the project.

- 1- Enter the elements expected, that are the Username (EU login ID) and the linked email.
- 2- Click on the button Confirm Beneficiary Provided Details.

The screenshot shows the 'Step 2 - New Beneficiary Info' form. At the top, there is a navigation bar with the European Commission logo and 'LPI (LIFE Project Indicators)'. Below this, a progress bar indicates three steps: Step 1 (Project Selection), Step 2 (New Beneficiary Info), and Step 3 (Overview & Confirmation). The main content area contains the instruction: 'Provide the EU Login Username (UID) and its related e-mail address of the person that will become a new Beneficiary user for this project:'. There are two input fields: 'Username (EU Login ID): mxxxxxxx' and 'Email (EU Login Email): test.access@wizard.com'. A red box highlights these fields with a '1' next to it. Below the fields is a button labeled 'Confirm Beneficiary Provided Details' with a '2' next to it. At the bottom, there are 'Previous Step' and 'Reset Wizard' buttons.

Step3. Final confirmation

By clicking on the Confirm & Proceed button, the old beneficiary user is confirming the addition of the new user and the access to all previously submitted data.

The screenshot shows the 'Step 3 - Overview & Confirmation' form. The navigation bar and progress bar are the same as in Step 2. The main content area contains the text: 'You are about to grant beneficiary permission on project LIFE19 ENV/DE/000509 for the following user mxxxxxxx (test.access@wizard.com)'. Below this, a note states: 'This action in LIFE KPI will mean that the Beneficiary role for that project will be granted to the new user you specified without any impact on the existing project assignments. Please click the below button to Confirm & Proceed.' A red arrow points to a button labeled 'Confirm & Proceed'. At the bottom, there are 'Previous Step' and 'Reset Wizard' buttons.

Please note that if incorrect information or spelling mistakes are included in Step 2, an error message will be displayed.

An error occurred while searching for the EU Login of the new user. Please check the date and retry. If error continues contact the IT Helpdesk of the Funding & Tenders Portal.

OK

If needed, support can be requested to the IT Helpdesk of the Funding &Tender portal via the webform at [Funding & tenders \(europa.eu\)](https://funding-tenders.europa.eu). Please under the field Domain* specify that it is related to **EU Login issues**.

3. Frequently asked questions

How can I create an EU login?

As External to the European institutions, consult the page [How to authenticate with EU Login - IT How To - Funding Tenders Opportunities \(europa.eu\)](https://funding-tenders.europa.eu) and learn more about the EU Login and get [support](#).

Nobody has access to LIFE LPI webtool in our organisation, what can we do?

In case there is no beneficiary user in a position to request the addition of a new the contact person shall contact the LIFE IT Team using the webform : <https://webgate.ec.europa.eu/life/publicWebsite/contact>, selecting LPI [former: KPI] [LIFE Project Indicators] as the LIFE IT System concerned, and indicating the project Reference code, acronym and email contact.

In that case, it is important that this request is made by either the person designated as Contact person or the project legal representative. Changes requested by a person not yet known by CINEA might delay significantly the process and should be avoided.

Contact the LIFE IT HELPDESK

IMPORTANT NOTICE

- Please use the below form to open an IT related user support ticket for the LIFE IT HELPDESK team.
- Please only use the below form if you have an IT issue on one of the LIFE IT Systems (eProposal, BUTLER, LPI, LDP or the LIFE Public Database).
- In case you wish to contact the External Monitoring Helpdesk, please use the External Monitoring Helpdesk Webform.
- In case you don't have yet an account under the Monitoring Helpdesk platform, please contact your technical monitor.

LIFE IT System concerned :	LPI[former: KPI] [LIFE Project Indicators] ▼
Project Reference :	<input type="text"/>
Request Description :	<input type="text"/>
Your Email :	<input type="text"/>
<input type="button" value="SUBMIT"/> <input type="button" value="RESET"/>	

In the Request Description, please provide information about your name and the information for the future LPI Webtool user, in particular:

- the Unique Identifiers (nxxxxxx)

- the emails associated with the Identifiers when the EU login (or ECAS) was created¹

Never provide passwords.

If a person left my organisation, how can I ask to revoke her/his access to the LIFE LPI tool?

Please contact the LIFE IT Team using the webform:
<https://webgate.ec.europa.eu/life/publicWebsite/contact>.

Please select LPI [former: KPI] [LIFE Project Indicators] as the LIFE IT System concerned and indicate the project Reference code and acronym as well as an email contact.

In the message, please provide the name and email of the person for which the access has to be revoked.

¹ If the person has in the meantime changed email note that the old email is the information to be provided as the EU login UID is always associated with the initial email address.