

User Manual for navigation in the ENCR-JRC Portal

The European population-based cancer registries can access the ENCR-JRC portal with their personal credentials to submit the data to the ECIS project.

For more details on how to access the ENCR-JRC portal starting the authentication process, please refer to the User Manual for login.

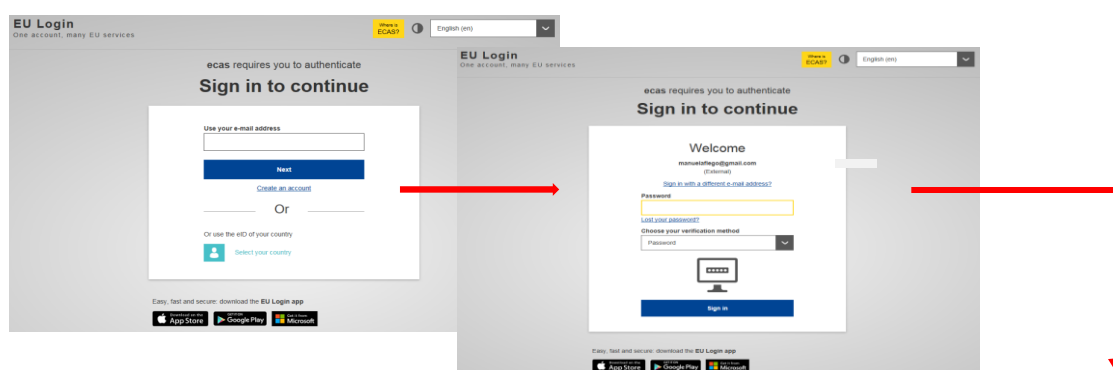
How to access the ENCR-JRC portal

1. Open the ENCR-JRC Portal at <https://portal-encr.jrc.ec.europa.eu/> to access the home page below and select **Sign-in** to start the authentication process.



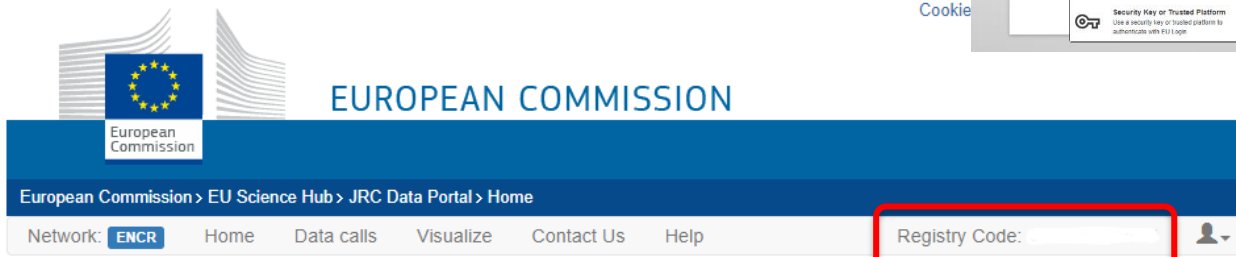
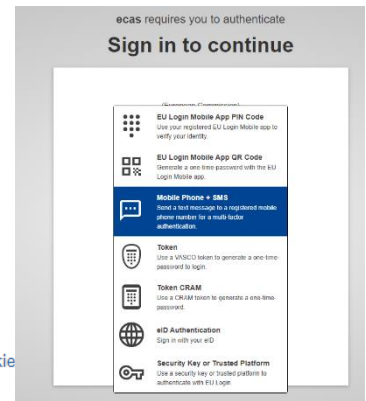
You will be directed to the EU Login/ European Commission Authentication System (ECAS) page to authenticate your identity.

- a) If you already have an ECAS account, provide your credentials and you will directly access the ENCR-JRC Portal home page in which, on the top right corner, you will see your registry code and will be able to access to your profile and change the password. If you do not have an ECAS account please continue with point b).



A **second identity verification step** is required. Please select one of the options. Different options may be available only if they have been registered in your profile (eg. “EU Login Mobile App PIN Code” will work only if you have defined a PIN code in your ECAS profile).

After successful authentication you will directly access the ENCR-JRC Portal home page in which, on the top right corner, you will see your registry code

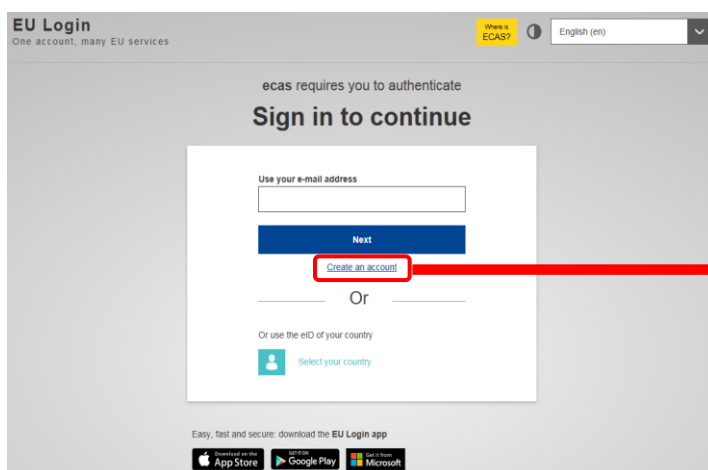


Welcome to the JRC Data Submission Portal

Last Update: 15/06/2022 | Version: 3.6.0 | [Cookies](#) | [Legal Notice](#) | [Privacy Statement](#)

and you will be able to access to your profile.

- b) If you don't have an ECAS account, obtain your credentials as described in the following steps:
- In the ECAS authentication page select **Create an account** to open the ECAS registration form that you have to fill in.
 - In the E-mail field **enter the email address that was used for the invitation email to the ENCR-JRC Portal**.
 - Fill in the form and select "**Create an account**". A message will appear to complete the registration process as shown below.



Create an account

[Help for external users](#)

First name

Last name

E-mail

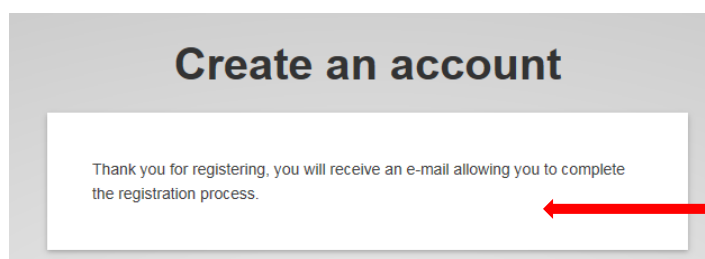
Confirm e-mail

E-mail language

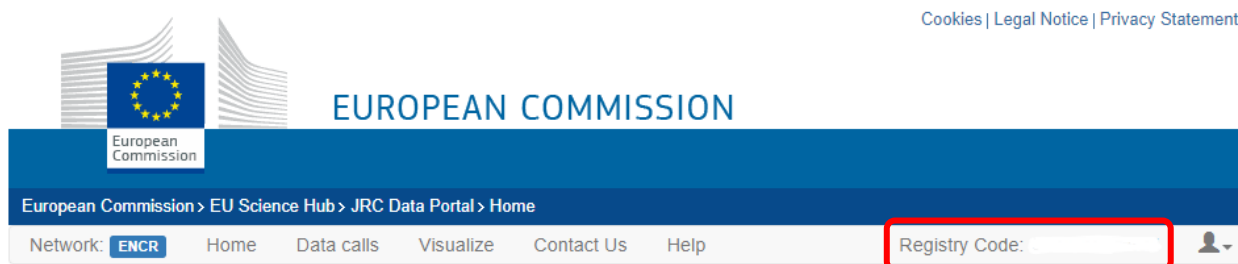
Enter the code

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account



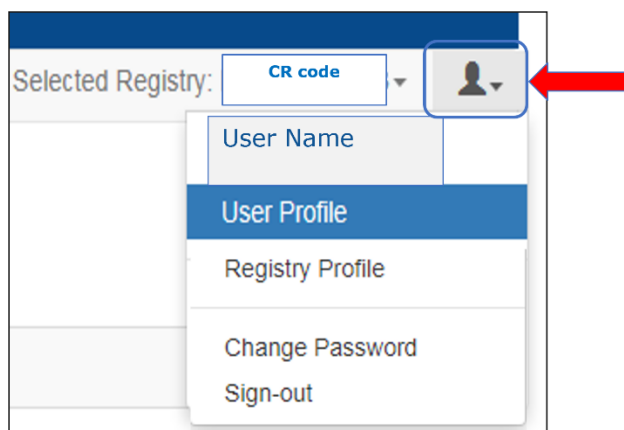
- In a short time you will receive an e-mail with an activation link. Click on this link and set your password. You will then be redirected to the ECARS home page:



Last Update: 15/06/2022 | Version: 3.6.0 | [Cookies](#) | [Legal Notice](#) | [Privacy Statement](#)

How to navigate in the ENCR-JRC portal

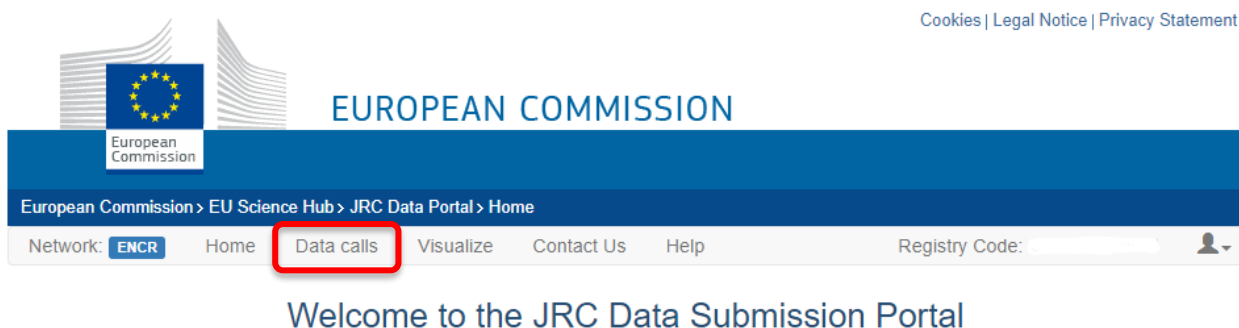
2. In the homepage, on the top right corner you will find:
 - **Cancer Registry Code:** The code of your registry as defined by the ENCR-JRC.
 - **User icon:** If you click on the user icon a list will open with the following options:



- **"User Name"** as defined in ECAS.
- **"User Profile"** where you can visualize your personal details (please note that if you need to update your personal details you have to contact JRC-ENCR@ec.europa.eu).
- **"Registry Profile"** where you can visualize your registry details (please note that if you need to update your registry details, you have to contact JRC-ENCR@ec.europa.eu).
- **"Change your password"**: Here you can change your password.
- **"Sign-out"**: Here you can sign out from the ENCR-JRC Portal.

How to navigate to the Data call submission

3. In the main toolbar, in addition to the Home tab, the following tab is present:
- **Data calls:** Here you can see the list of all ENCR Campaigns and their status.



Last Update: 15/06/2022 | Version: 3.6.0 | [Cookies](#) | [Legal Notice](#) | [Privacy Statement](#)

Click on this tab and select ECIS **Data Call**.

European Commission

European Commission > EU Science Hub > JRC-ENCR Data Submission Portal > Home

Network: **ENCR** Home **Data calls** Visualize Contact Us Help Selected Registry: JRC Internal Registr...

Home > ENCR > Data calls list

Name	Status	Start Date	End Date	Submissions
ECIS Data Call	ACTIVE	15/06/2022	31/01/2027	1
2015	ENDED	01/05/2015	31/01/2019	0

Control the accuracy of the information from your registry. If needed, correct any information (if allowed), or flag the situation by sending an email to jrc-encr.europa.eu

Home > ENCR > ECIS Data Call > Submissions

Cancer registry information

Last update: 21/06/2022 10:57

Please keep it updated with the most recent information

CANCER REGISTRY INFORMATION

How to send a new submission

Initiate data submission by selecting **+ New submission**

Data submission form:

In the submission form you can upload Incidence, Mortality, Population, and Life table data files. Please remember to follow the submission guidelines when preparing your data files. Only zip, txt, and csv files will be accepted.

[Home](#) > [ENCR](#) > [ECIS Data Call](#) > [Submissions](#)

Cancer registry information

Last update: **21/06/2022 10:57**
Please keep it updated with the most recent information

CANCER REGISTRY INFORMATION

Submissions

+ NEW SUBMISSION

[Home](#) > [ENCR](#) > [ECIS Data Call](#) > [Submissions](#) > #509

File type	Upload	Filename	Submission Date	Uploaded By	Actions
Incidence					
Mortality					
Population					
Life tables					

Notes

Save notes

Submit

After uploading all available files, press the button Submit.

You will be required to confirm that the submitted incidence data are pseudonymised, following the requirements of the protocol. Additionally, the submission is only complete once the questionnaire is filled in. **A registry-specific link is provided for direct access to the data call questionnaire.**

[Submission](#) ✕

Are you sure you want to SEND the submission?
Please complete the questionnaire .

☒ * I confirm that data are pseudonymised

☒ * I confirm that I have completed the questionnaire

Cancel

OK

How to receive and respond to data submission feedback

New feedback to your submission is notified by an automated e-mail message with a title “JRC ENCR Data portal - New feedback”. It is sent to all the registry staff who are listed as users or contact points at the JRC-ENCR portal.

To visualise the feedback, please sign in to the JRC-ENCR portal and select the submission ID.

[Home](#) > [ENCR](#) > [ECIS Data Call](#) > [Submissions](#)

[Cancer registry information](#)
Last update: 21/06/2022 10:57
Please keep it updated with the most recent information

CANCER REGISTRY INFORMATION

[Submissions](#) [+ NEW SUBMISSION](#)

ID	Status	Creation Date	Sent Date	Submitted Files	Actions
# 190	SENT	22/06/2022 17:50	15/09/2025 14:24		

Total Submissions: 1

At the bottom of the submission page, you can see the list of the JRC feedback messages. To visualize the feedback message and download the attachments, click on the title of the feedback message.

[Feedback](#) [+ NEW FEEDBACK](#)

Attach.	Subject	From	Date	Type	Actions
	ECIS Data Call – Report on internal consistency of data submitted on 15/09/2025	Network admin	15/09/2025 14:26	Feedback	Reply

To reply to the feedback or send revised feedback files to the JRC, click on “Reply”. If you need to attach multiple files, please note that only one file is allowed for each feedback reply, but multiple files can be sent together as a zip archive.

[Feedback](#) [+ NEW FEEDBACK](#)

Attach.	Subject	From	Date	Type	Actions
	ECIS Data Call – Report on internal consistency of data submitted on 15/09/2025	Network admin	15/09/2025 14:26	Feedback	Reply