

FSC Check – User Guide

FSC Check is a tool to conduct a risk-based review of organizations that want to join or re-join the FSC system, thereby ensuring that their values are aligned with those of FSC, proactively using a tech-based solution.

General notes on using FSC Check

- You can save draft versions before the final submission of the responses.
- You can choose to use English, Spanish and French for the questionnaire. Languages are changed from upper right bar in FSC Check. There is a possibility for automated translations of pages. Please note that these translations have not been reviewed by FSC.
- Most questions are in format of 'Select one' or 'Choose all that apply' or requesting to provide names. Please use Latin alphabets for all written responses (except for 'Local name').
- Your certification body or membership application processor will receive status updates on your progress in the process.

FSC Check step-by-step

Step 1:	<p>Invitation Email: You will be invited to activate your FSC Connect account.</p> <p>FSC Connect is the gateway portal that provides access to various FSC tools, content and data. It delivers centered, digital solutions to help you engage with FSC.</p> <p>(If you have been designated or invited as a primary contact to activate your FSC Connect account and have not received the invitation email, please check your spam/ junk/ promotional folders for the invitation.)</p>
Step 2:	<p>FSC Connect Account Activation: Once you have received the invitation email, click on the activation link provided in the message to activate your account.</p> <p>FSC Connect provides an activation code and asks you to set a password.</p>
Step 3:	<p>Login into FSC Connect: Use your email address and new password to log in to FSC Connect. FSC Check will open automatically. You can also find it in the upper bar of FSC Connect site, by clicking the tools symbol on the right.</p>
Step 4:	<p>Introduction to FSC Check: Read the introduction page for FSC Check, and click 'Proceed'</p>
Step 5:	<p>Confirm basic information: Review your basic information uploaded by your application processor for accuracy. In case corrections are needed, click the 'Request correction' button. You can now send a note specifying the information in need of correction. The message is automatically sent to your application processor who will confirm to you directly when the correction has been made.</p>

Step 6:	Report existing association with FSC: If you already are a certificate holder or a member of FSC, you can use this field to verify your association. The ID provided will be cross checked with the name you have provided.
Step 7:	<p>Confirmations: Confirm that you have read the privacy statement, agree to terms and conditions and to publication of the applicant's name, country, association type applied for and date of submission of FSC Check questionnaire on FSC website. All confirmations are required to be able to move to the questionnaire.</p> <p>FSC will not be able to save your data without your consent to the terms and conditions and confirmation that you agree with the privacy statement. FSC normative requirements include publication of applicants to provide transparency concerning who has applied to be associated for FSC system. The announcement is published for 30days, after which it is removed. The processing of your application does not require waiting for this period but can proceed and be concluded during this time.</p>
Step 8:	<p>Proceed to questionnaire: The questions vary in terms of type of applicants and responses provided. Please prepare to provide responses to at least following type of questions:</p> <ul style="list-style-type: none"> • Individual: Employment status, engagement in unacceptable activities, legal rulings and processes related to unacceptable activities, history of disassociations and blockages from FSC, connections to disassociated or blocked companies. • Organizations: Type of organization, registration/VAT number, names of entities in the same corporate groups, size by employees, owners and beneficial owners, engagement in unacceptable activities, legal rulings and processes related to unacceptable activities from past 5 years, history of disassociations and blockages from FSC, connections to disassociated or blocked companies
Step 9:	Confirm accuracy and submit: Once you have made sure that the information you have provided is accurate, you are ready to confirm and submit your responses.
Step 10:	Conclusion: You can expect an email for conclusion of the check within in few business days. In case FSC wants to clarify anything in your response, we will be in touch with you by email during this period.
Step 11:	<p>FSC Check passed? Congratulations, you are almost there!</p> <ul style="list-style-type: none"> • Applicants for certification: You will receive information by email on your next steps regarding signing of FSC Trademark License Agreement. For single certificates, this means an invitation to an online process. Other applicants will be contacted by their certification bodies for the next steps. • Applicants for membership: You will be contacted by FSC for next steps in your process. <p>FSC Check rejected? We are not able to welcome you to FSC at this point. The justification will be communicated to you and your application processor with considerations on processes you could embark on to change that in the future.</p>

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