



# Application Guide New licence or changes

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

# Introduction

This guide helps you create a new application, or make changes to your licence, and document that you meet the requirements for a Nordic Swan Ecolabel Licence.

- Please read the guide carefully before you start creating the application and document that you meet the requirements.
- Keep the guide besides the criteria document as a support when working with your application.
- When Nordic Ecolabelling introduces new features, this guide may be updated. Check that you have the latest version on our websites.

Version 2.0

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# The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

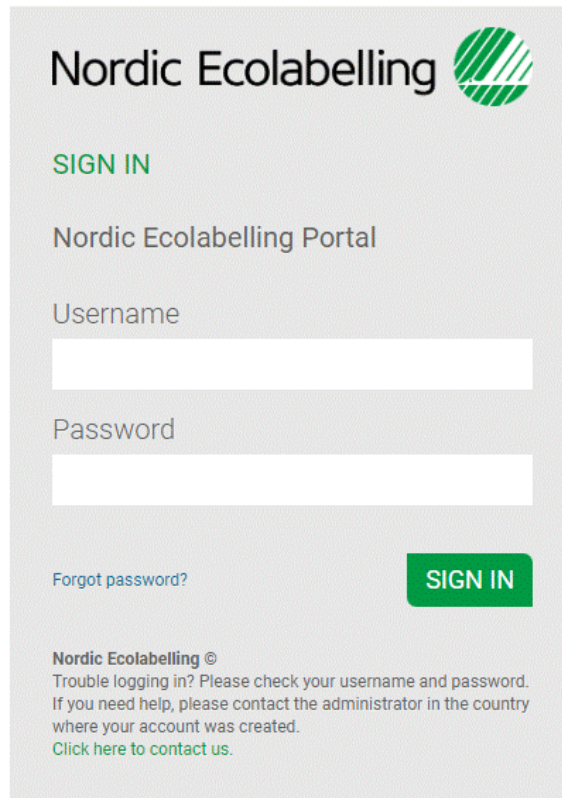
1.  
Sign in and  
change your  
password.

2.  
Create  
your application  
request.

3.  
Document that  
you meet the  
requirements.

4.  
Submit your  
application.

## 1. Sign in and change your password.



The screenshot shows the sign-in page for the Nordic Ecolabelling Portal. At the top left is the logo for Nordic Ecolabelling, which consists of the text "Nordic Ecolabelling" and a circular icon with green diagonal lines. Below the logo is the text "SIGN IN" in green. Underneath that is the text "Nordic Ecolabelling Portal". There are two input fields: "Username" and "Password". To the right of the "Password" field is a green button with the text "SIGN IN" in white. Below the input fields is a link that says "Forgot password?". At the bottom of the form, there is a copyright notice: "Nordic Ecolabelling ©", followed by the text "Trouble logging in? Please check your username and password. If you need help, please contact the administrator in the country where your account was created." and a link that says "Click here to contact us."

4.3.0.1

Please use Microsoft Edge or Google Chrome as web browser.



Please sign in here:

[Nordic Ecolabelling Portal](#)

The Portal Terms & Conditions appear the first time you log in.

## 1. Sign in and change your password.

Nordic Ecolabelling 

# Terms & Conditions

By using the site I accept the following terms and conditions of Nordic Ecolabelling's portal:

- The login credentials are personal and may not be given to another person.
- The login is valid for as long as my company has ongoing applications in the portal or valid ecolabelling licences.
- I understand that I am responsible to ensure the information and the documents I submit in the portal are correct and truthful.
- I am aware that Nordic Ecolabelling may change my password to avoid misuse, and that I will be informed of this immediately.
- Nordic Ecolabelling may withdraw my login credentials if I or my company in any way breach these rules or in some other way misuse the portal in a manner that goes against its purpose.

ACCEPT

REJECT

Please note!

Never use Google translate.

You need to accept the  
Terms & Conditions to proceed.

# 1. Sign in and change your password.

The screenshot shows the Nordic Ecolabelling Portal. At the top, a navigation menu is highlighted with a red box, containing the following items: APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is logged in as Jane Hanson, Clarinwood Inc, with the initials JH. The main content area is titled 'Welcome to Nordic Ecolabelling Portal'. It includes a welcome message and a list of links for terms and conditions and marketing guidelines. The links are: Responsibility of the Primary Licence Contact, Regulations for the Nordic Ecolabelling of Products, Fee Regulations for Nordic Swan Ecolabel, Graphical guidelines and logo files for product packaging and services, Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services, Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products, and REGULATION (EC) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments. Below this, there is a section for visiting other websites for more information, with links to Ecolabel.dk, Svanemarket.no, Joutsenmerkki.fi, Svanen.se, and Svanurinn.is. A link for Portal terms and conditions is also provided.

Once you have signed in, you will see this view.

Here you can find all the ongoing applications for your company.

You will also find information about all the licences, licenced products, contacts and brands registered in your company account.

The terms and conditions and links to the Nordic Ecolabelling international website and all our national websites can also be found here.

# The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your application request.
3. Document that you meet the requirements.
4. Submit your application.

## 2. Create your application request.

The screenshot shows the Nordic Ecolabelling Portal. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'APPLICATION' menu is expanded, showing 'VIEW APPLICATIONS' and 'ADD APPLICATION'. The main content area provides instructions for starting an application, including links to 'how to apply' and 'Sets of criteria page'. Below this, there are links for 'Terms and conditions and marketing guidelines', including 'Responsibility of the Primary Licence Contact', 'Regulations for the Nordic Ecolabelling of Products', 'Fee Regulations for Nordic Swan Ecolabel', 'Graphical guidelines and logo files for product packaging and services', 'Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified services', 'Guidelines for using the Nordic Swan Ecolabel in marketing materials for certified products', and 'REGULATION (EC) No 66/2010 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 November 2009 on the EU Ecolabel with amendments'. At the bottom, there is a section for 'Visit our websites for more information:' with links for 'Ecolabel.dk', 'Svanemarket.no', 'Joutsenmerkki.fi', 'Svanen.se', and 'Svanurinn.is', along with 'Nordic-Ecolabel.org' and 'Portal terms and conditions'.

Please click **Application** and **Add Application** to create your application request.



## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as 'Jane Hansson Clariwood Inc.' with a profile icon 'JH'. The main content area is titled 'Application Information' and contains several fields:

- Applicant \***: A dropdown menu with 'Clariwood Inc.' selected.
- Applicant's Naming of Application**: A text input field.
- Application Type \***: A dropdown menu.
- Certifying Country \***: A dropdown menu.

Below these fields, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact \*' dropdown. At the bottom, there are two checkboxes for regulatory compliance: 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'. The 'Application Type' dropdown is highlighted with a red box, and the entire 'Application Information' section is also highlighted with a red box.

Please, ensure that you give your application a suitable name for your own company.

Click the arrows in the **Application Type** drop-down list and select:

1. **New** to start an application.
2. **Extension** to add a business area, for example a conference activity, to a licence.
3. **Change** to make changes to a licence.

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. The main form is titled 'Application Information' and includes a 'SAVE' button and a 'SIGN & CREATE APPLICATION' button. The form fields are:

- Applicant \***: Clariwood Inc.
- Applicant's Naming of Application**: Change X
- Application Type \***: Change (highlighted with a red box)
- Licence \***: 3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation (highlighted with a red box)
- Applicant's description of application, production site and invoice information \***: (highlighted with a red box)
- Contact Persons in your Company**: Primary Application Contact \*

The 'Application Type' and 'Licence' dropdown menus are expanded, showing a list of options. The selected option in the 'Licence' dropdown is '3055 0499, 5, Clariwood Inc., 055 Hotels and other accommodation'.

We Undertake the Regulations by Creating this Request of Application

Nordic Ecolabelling Regulations Accepted \* ([Regulations for Nordic Ecolabelling of Products](#)) OR Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 (<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32010R0066&from=EN>)

The responsibilities of the PLC ([Licensees Commitment](#) [Fee Regulations](#))

If you want to make changes in in a licence, select **Extension** or **Change** in the **Application Type** list.

Select the licence for your application request.

Please use **Applicant's description** to describe what extensions, or other changes, you would like to do in your licence. Also specify if there is any information we need to add to the invoice for your company.

Then select contact persons in your company.

## 2. Create your application request.

The screenshot displays a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'Application Information' and contains several fields: 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application' (Swan project X), and 'Application Type \*'. A dropdown menu is open for 'Application Type', showing options: 'New', 'Extension', and 'Change'. The 'New' option is highlighted in blue. Below the 'Application Type' field, there is a section for 'Contact Persons in your Company' with a 'Primary Application Contact \*' field. At the bottom, there are checkboxes for 'Nordic Ecolabelling Regulations Accepted \*' and 'The responsibilities of the PLC'. The interface also features 'SAVE' and 'SIGN & CREATE APPLICATION' buttons.

When you select **New** in the **Application Type** list, a set of new lists turns up with choices to make.

Start by selecting which **Certifying Country** you suggest will handle your application.

## 2. Create your application request.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hansson Clariwood Inc. JH ▾

APPLICATIONS

ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

Application Information

**Ecolabel Type \***

Nordic Swan Ecolabel

**Product Group Category**

Services

**Criteria Group \***

055 Hotels and other accommodation

041 Printing companies and printed matter

055 Hotels and other accommodation

074 Transport wash installations

076 Cleaning services

079 Grocery Stores

100 Coffee service

101 Investment funds and investment products

**Ecolabel Type \***

Nordic Swan Ecolabel

**Product Group Category**

Services

**Criteria Group \***

055 Hotels and other accommodation

**Criteria Group and Generation \***

055 Hotels and other accommodation 5

Applicant's description of application, production site and invoice information \*

Primary Licence Contact \*

Marketing Contact

Finance Contact (Turnover Reporting)

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licence (SE)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Select **Nordic Swan Ecolabel** in the **Ecolabel Type** drop-down list.

Select **Services** in the **Category** drop-down list.

Then select **Criteria Group**, for example, **055 Hotels and other accommodations**.

## 2. Create your application request.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hansson Clariwood Inc. JH ▾

APPLICATIONS  
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

### Application Information

Applicant \*  
Clariwood Inc. ▾

Ecolabel Type \*  
Nordic Swan Ecolabel ▾

Applicant's Naming of Application

Product Group Category  
Services ▾

Application Type \*  
New ▾

Criteria Group \*  
055 Hotels and other accommodation ▾

Applicant's description of application, production site and invoice information \*

Hotel accommodation, Hotel restaurant, Conference, Café.  
Stora Kopparberget 10, 12345 Helsinki  
Xxx xxx  
Yyy yy

Marketing Contact

Finance Contact (Turnover Reporting)

Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application

Currency \*  
▾

Estimated Annual Turnover or AUM Licence (DK)

Estimated Annual Turnover or AUM Licence (IS)

Estimated Annual Turnover or AUM Licens (SE)

Estimated Annual Turnover or AUM Licence (FI)

Estimated Annual Turnover or AUM Licence (Outside the Nordics)

Please, use **Applicant's description** to describe the business areas you include in your application, e.g. a conference facility and a hotel restaurant.

Provide names if any of them have their own specific name.

Also specify if there is any information we need to add to the invoice for your company.

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. The top navigation bar includes 'APPLICATION', 'LICENCES', 'LICENCE PRODUCTS', 'CONTACTS', and 'BRANDS'. The 'CONTACTS' and 'BRANDS' menus are highlighted with a red box. Below the navigation, there are buttons for 'SAVE' and 'SIGN & CREATE APPLICATION'. The main form is titled 'Application Information' and includes fields for 'Applicant \*' (Clariwood Inc.), 'Applicant's Naming of Application', 'Application Type \*' (New), and 'Certifying Country \*' (SWEDEN). A red box highlights the 'CONTACTS' and 'BRANDS' dropdown menus, which contain options for 'VIEW COMPANY CONTACTS' and 'ADD CONTACTS'. Below this, a section titled 'Contact Persons in your Company' is highlighted with a red box, containing dropdown menus for 'Primary Application Contact \*', 'Primary Licence Contact \*', 'Marketing Contact', and 'Finance Contact (Turnover Reporting)'. The bottom section of the form is titled 'Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application' and includes fields for 'Currency \*' and 'Estimated Annual Turnover or AUM Licence' for various regions (DK, IS, SE, FI, Outside the Nordics).

Please, select a **Primary Application Contact** who is assigned responsibility for this specific application.

Then select a **Primary Licence Contact**. It could be the same individual or someone else who is responsible for all the licences on your company's portal account.

If a contact in your company is missing from the list, please select **Contacts** in the top menu and then select **Add contacts**.

## 2. Create your application request.

APPLICATION ▾ LICENCES ▾ LICENCE PRODUCTS ▾ CONTACTS ▾ BRANDS ▾ Jane Hansson Clarivood Inc. JH ▾

APPLICATIONS  
ADD APPLICATION

SAVE SIGN & CREATE APPLICATION

### Application Information

Applicant \*  
Clariwood Inc. ▾

Applicant's Naming of Application  
▾

Application Type \*  
New ▾

Certifying Country \*  
SWEDEN ▾

Ecolabel Type \*  
Nordic Swan Ecolabel ▾

Product Group Category  
Goods ▾

Criteria Group \*  
031 Furniture and fitments ▾

Criteria Group and Generation \*  
031 Furniture and fitments 5 ▾

Applicant's description of application, production site and invoice information \*  
Armchairs with different fabrics and 3 sets of legs.  
Stora Kopparberget 10, 12345 Helsinki  
Xxx xxx  
Yyy yyy

### Contact Persons in your Company

Primary Application Contact \*  
▾

Primary Licence Contact \*  
▾

Marketing Contact  
▾

Finance Contact (Turnover Reporting)  
▾

### Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application

Currency \*  
▾

Estimated Annual Turnover or AUM Licence (SE)  
▾

Estimated Annual Turnover or AUM Licence (DK)  
▾

Estimated Annual Turnover or AUM Licence (FI)  
▾

Estimated Annual Turnover or AUM Licence (IS)  
▾

Estimated Annual Turnover or AUM Licence (Outside the Nordics)  
▾

Please, select a **Marketing Contact**, who is responsible for your use of the Nordic Swan Ecolabel when you have received a license.

Then select a **Finance Contact**, responsible for reporting the annual turnover of the products included in your licences.

## 2. Create your application request.

Contact Persons in your Company

Primary Application Contact \*  
Jane Hansson

Primary Licence Contact \*  
Jane Hansson

Marketing Contact  
Jane Hansson

Finance Contact (Turnover Reporting)  
Jane Hansson

Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	18.000.000	
Estimated Annual Turnover or AUM Licenses (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
Estimated Annual Turnover or AUM Licence (NO)		

SAVE SIGN & CREATE APPLICATION

All times (UTC+01:00) Brussels, Copenhagen, Madrid, Paris unless otherwise noted  
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4.3.0.1

Please, select the currency for your invoice in the **Currency** field.

State the business's estimated annual turnover.

Please do not use periods, spaces or commas in this section.



## 2. Create your application request.

Name	Type	Application Product Status	Licence Nr.	Criteria Group & Generation	Trade Name (SE)	Trade Name (NO)	Trade Name (DK)	Trade Name (FI)	Trade Name (IS)	Trade Name (OTN)	Valid From	Valid To
No records are available in this view												

Contact Persons in your Company

Primary Application Contact *	Primary Licence Contact *	Marketing Contact
Jane Hansson	Jane Hansson	Jane Hansson
	Finance Contact (Turnover Reporting)	
	Jane Hansson	

Estimated Annual Turnover for Goods/Services/products or AUM for Investment funds included in the Application

Currency *	Estimated Annual Turnover or AUM Licence (DK)	Estimated Annual Turnover or AUM Licence (IS)
EUR	5000000	15500
Estimated Annual Turnover or AUM Licence (SE)	Estimated Annual Turnover or AUM Licence (FI)	Estimated Annual Turnover or AUM Licence (Outside the Nordics)
3500000	5000000	0
Estimated Annual Turnover or AUM Licence (NO)		
250000		

We Undertake the Regulations by Creating this Request of Application

- Nordic Ecolabelling Regulations Accepted \* ([Regulations for Nordic Ecolabelling of Products](#)) OR Regulation (EC) No 66/2010 of the European Parliament and of the Council of 25 November 2009 <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32010R0066&from=EN>
- The responsibilities of the PLC ([Licensees Commitment](#) [Fee Regulations](#))

Please, read the **Regulations** carefully. Then tick the boxes to confirm that your company accepts and complies with them.

The **Sign & create application** button becomes dark green and activated when both boxes are ticked.

Click **Sign & create application** to continue.

## 2. Create your application request.

The screenshot shows a web application interface for creating an application request. At the top, there is a navigation bar with tabs for APPLICATION, LICENCES, LICENCE PRODUCTS, CONTACTS, and BRANDS. The user is identified as Jane Hansson, Clariwood Inc. (JH). A green notification bar at the top left states "Record updated successfully." Below this, there are two green buttons: "CONTINUE APPLICATION" and "SAVE". The main form is titled "Application Information" and contains several fields: Applicant (Clariwood Inc.), Applicant's Naming of Application (Swan project X), Application Type (New), Certifying Country (SWEDEN), Ecolabel Type (Nordic Swan Ecolabel), Product Group Category, Criteria Group (031 Furniture and fitments), ID Number (29879), and Application Status (New). A red box highlights the "CONTINUE APPLICATION" and "SAVE" buttons. Another red box highlights the "ID Number" field with the value "29879". A third red box highlights the "Application Status" field with the value "New". Below the "Application Information" section, there is a section for "Application Products" which is currently empty. At the bottom, there is a section for "Contact Persons in your Company" with fields for Primary Application Contact (Jane Hansson), Primary Licence Contact (Jane Hansson), and Marketing Contact (Jane Hansson).

The application request is now created and provided with an **Application ID number** and an **Application status**.

The application is sent to Nordic Ecolabelling and the application fee will be invoiced.

Click **Continue application** to proceed.

Please note!

The number separator must be a decimal point. Don't use decimal comma.

# The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1. Sign in and change your password.
2. Create your application request.
3. Document that you meet the requirements.
4. Submit your application.

### 3. Document that you meet the requirements.

The screenshot displays a web application interface with a navigation bar at the top containing 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right side of the navigation bar, there is a user profile for 'Jane Hansson, Clariwood Inc.' with initials 'JH' and a close icon 'x'. The main content area is divided into two sections. On the left, a sidebar titled 'APPLICATION INFORMATION' is highlighted with a red border. It contains the following details:

ID Number	29879
Company Name	Clariwood Inc.
Name	Swan project X
Type	New
Status	New
Requirements & Generation	031 Furniture and fitments 5
Submission Date	
Last Updated	09-Jun-2022
Description	Armchairs with different fabrics and 3 settings of legs. Stora Kopparberget 10, 12345 Helsinki Xxx xxx Yyy yyy

On the right side of the main content area, there is a green 'ADD PRODUCT' button, also highlighted with a red border. Below the button, there is a text prompt: 'Please click ADD PRODUCT to view the requirements and state which service, project or goods you will include in your application.' and a language dropdown menu set to 'English'.

The **Application information** section shows the progress status and other information about your application request. Click **Add product** if your are working on a new licence.

### 3. Document that you meet the requirements.

The screenshot displays a web application interface. At the top, there is a navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user profile 'Jane Hansson Clariwood Inc.' is visible in the top right corner. On the left, a sidebar shows 'APPLICATION INFORMATION' with details such as ID Number (30766), Company Name (Clariwood Inc.), Name (Extension X), Type (Extension), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (27-Oct-2022), Description, and New Item.

The main content area contains two identical panels, each enclosed in a red box. Each panel features two green buttons: 'ADD NEW PRODUCT' and 'COPY EXISTING PRODUCTS'. Below the buttons, the text reads: 'Please click ADD NEW PRODUCT for adding a new product or click COPY EXISTING PRODUCT to copy from the list of your existing products'. A language dropdown menu is set to 'English'.

Below the first panel, the text 'No Record Found' is visible.

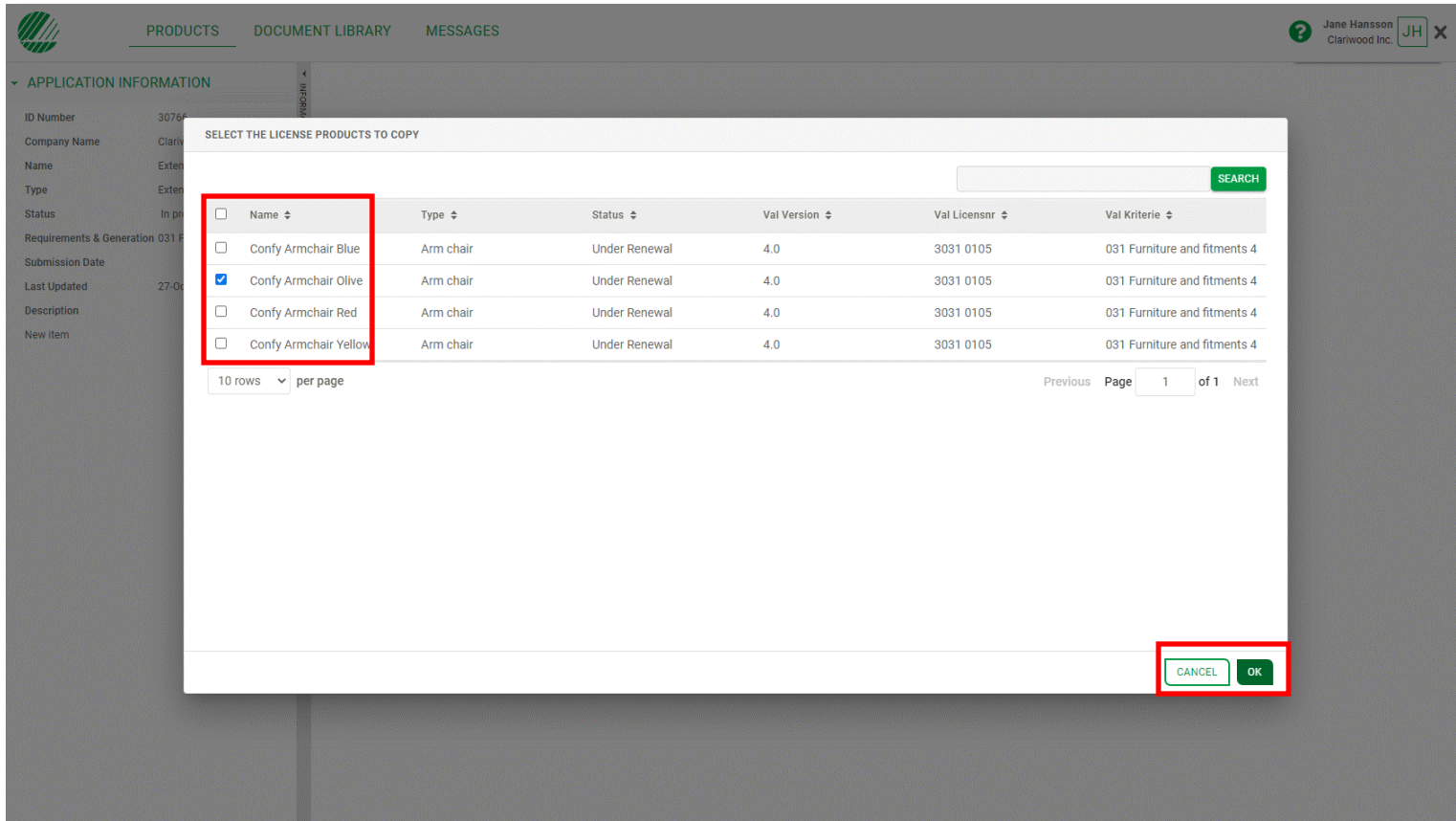
Click **Add New Product** or **Copy Existing Product** to add more businesses to a licence.

### 3. Document that you meet the requirements.

The screenshot displays a web application interface. At the top, there is a navigation bar with 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. On the right, a user profile for 'Jane Hansson Clariwood Inc.' is visible with initials 'JH' and a close button 'x'. On the left, a sidebar titled 'APPLICATION INFORMATION' lists details such as ID Number (30766), Company Name (Clariwood Inc.), Name (Extension X), Type (Extension), Status (In progress by applicant), Requirements & Generation (031 Furniture and fitments 5), Submission Date, Last Updated (27-Oct-2022), Description, and New Item. The main content area contains two identical panels, each enclosed in a red rectangular box. Each panel features a green 'SELECT PRODUCTS' button, the text 'Please click SELECT PRODUCTS to choose which products to change', and a language dropdown menu set to 'English'. Below the second panel, the text 'No Record Found' is visible.

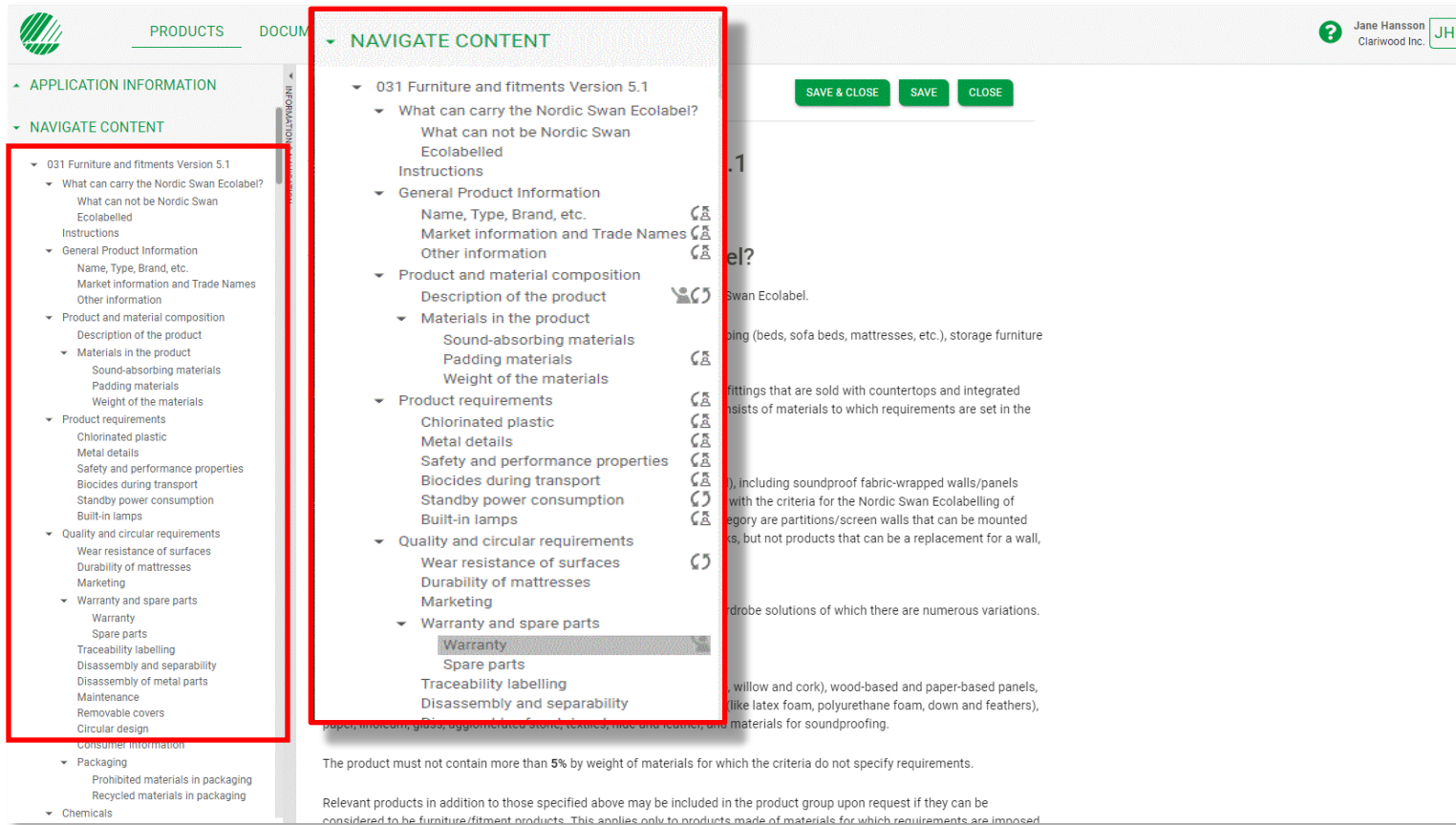
If you want to make changes,  
Click **Select Products**  
to implement the changes.

### 3. Document that you meet the requirements.



Please, use **Copy existing products** if you prefer to base your documentation on previously given response to the requirements. Adjust your response on each copy instead of starting all over again. Click **OK** to continue.

### 3. Document that you meet the requirements.



The **Navigate content** section gives you an overview when responding to the requirements.

When you start documenting how you meet the requirements, a status icon appears in the navigation bar.

By clicking on a heading in the navigation bar, you will come to that section. You can also scroll through the text in all the sections.

By clicking on the arrows you can show and hide sections.



### 3. Document that you meet the requirements.

The screenshot displays a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains a form for 'General Product Information'. The form includes fields for 'Name' (Tranquil), 'Type' (Arm chair), and 'Please select End Market(s)' (Consumer). A 'MESSAGES' section is visible, featuring a rich text editor with a green 'SEND' button. A message card below the editor shows the text 'The product is mainly marketed to consumers, however ...' and a green status icon. A 'NEW MESSAGE' button is also present. Red boxes highlight the 'CLOSE', 'SAVE', and 'SAVE & CLOSE' buttons at the top and in the message editor, the 'NEW MESSAGE' button, and the message card.

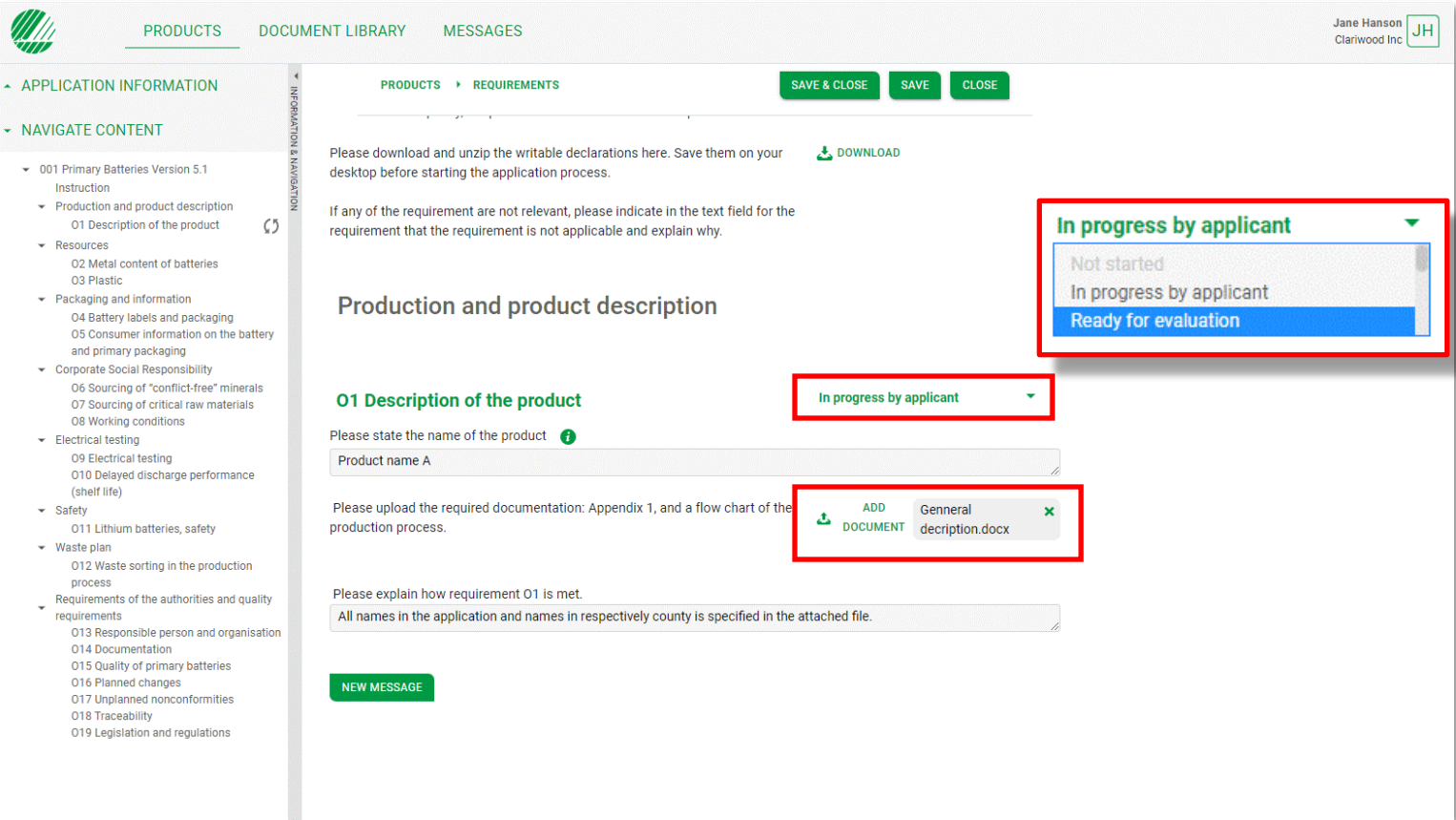
Please, remember to use **Save**.

Only use the **Close** button if you don't want to save any changes.

Use **Save & close** to get back to the product overview.

Click **New Message** to write a message or note next to the section. If you write a question, click on the symbol with a raised hand so that it turns green for help. If you do not receive an answer quickly enough, you are always welcome to contact us.

### 3. Document that you meet the requirements.



Document that you meet the requirements by answering the questions in each section. When a document is requested, click **Add document reference(s)** and connect relevant files from your **Document Library** to the section, or upload and connect a new file.

When you are done, click the drop-down list next to the heading and change the status description from **In progress by applicant** to **Ready for evaluation**.

Proceed to the next section.

### 3. Document that you meet the requirements.

The screenshot shows a web application interface for managing products. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is logged in as Jane Hansson, Clariwood Inc. (JH). The left sidebar shows 'APPLICATION INFORMATION' for ID Number 29881, Company Name Clariwood Inc., and Name Our Swan application. The main content area is titled 'Products' and features a table with columns for Name, Type, Date Modified, and Status. The table contains several rows, including 'Copy - Copy - Copy - Clariwood ...', 'Copy - Copy - Copy - Clariwood Hotel a...', 'Copy - Copy - Clariwood Hotel and Conf...', and 'Clariwood Hotel and Conferences'. A 'Copy' button is highlighted in the bottom right corner of the table. A modal window is open over the 'Copy' button, showing a 'Copy' label and three icons: a pencil (Open and Edit), a document with a plus sign (Copy), and a document with a slash (Cancel Product). The modal also has 'Open and Edit' and 'Cancel Product' buttons at the bottom.

Name	Type	Date Modified	Status
<a href="#">Copy - Copy - Copy - Clariwood ...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Copy - Clariwood Hotel a...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Copy - Clariwood Hotel a...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Clariwood Hotel and Conf...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Copy - Clariwood Hotel and Conf...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Clariwood Hotel and Conferences</a>	Hotel	10/6/2022 10:20	New
<a href="#">Copy - Clariwood Hotel and Confere...</a>	Hotel	10/6/2022 10:20	New
<a href="#">Clariwood Hotel and Conferences</a>	Hotel	10/6/2022 10:19	In progress by applicant

If you are applying for a license for more than one business, and they are similar, you can save time by first documenting how you meet the requirements for one business. Then click on the copy icon to create a copy with all your documentation included.

Then click on the pen symbol to open each copy and change the name of the business and other things that differ between the businesses.

### 3. Document that you meet the requirements.

The screenshot shows a web application interface for documenting requirements. The top navigation bar includes 'PRODUCTS', 'DOCUMENT LIBRARY', and 'MESSAGES'. The user is identified as Jane Hansson, Clariwood Inc. (JH). The main content area is titled 'PRODUCTS > REQUIREMENTS' and contains several sections:

- Name, Type, Brand, etc.**: This section is highlighted with a red box. It contains a dropdown menu for 'Name' with the value 'Copy - Tranquil'. A status dropdown menu is open, showing options: 'Not started', 'In progress by applicant' (selected), 'Ready for evaluation', and 'Response needed from applicant'. A second status dropdown menu is also open, showing options: 'Not started', 'In progress by applicant' (selected), 'Ready for evaluation', and 'Response needed from applicant'. A 'NEW MESSAGE' button is located below this section.
- Market information and Trade Names**: This section is highlighted with a red box. It contains a dropdown menu for 'Market information and Trade Names' with the value 'Not started'. Below it, a note states: 'You must select at least one sales country below!'

When you open a copy to make the changes, you first need to change the status description, in the section you want to change, from **Ready for evaluation** to **In progress by applicant**.

Then make the changes and finish by changing the status description for the section to **Ready for evaluation**.

When you are done with all your documentation and have changed the status in all sections to **Ready for Evaluation**, please click **Save & Close**.

# The application process

How to apply and document that you meet the requirements for a Nordic Swan Ecolabel licence.

1.  
Sign in and  
change your  
password.

2.  
Create  
your application  
request.

3.  
Document that  
you meet the  
requirements.

4.  
Submit your  
application.

## 4. Submit your application.

The screenshot shows a web application interface for managing products. On the left, there is a sidebar with 'APPLICATION INFORMATION' including fields like ID Number, Company Name, Name, Type, Status, Requirements & Generation, Submission Date, Last Updated, and Description. The main area is titled 'Products' and contains a table with columns for Name, Type, Date Modified, and Status. A 'SUBMIT FOR EVALUATION' button is highlighted in red in the top right. A status dropdown menu is open, showing options: 'In progress by applicant', 'In progress by applicant', and 'Ready for evaluation'. The 'Ready for evaluation' option is highlighted in blue. A 'PLEASE CANCEL' button is also visible.

Name	Type	Date Modified	Status
Copy - Copy - Tranquil	Arm chair	09/6/2022 16:20	In progress by applicant
Tranquil	Arm chair	09/6/2022 16:13	In progress by applicant
Tranquil	Arm chair	09/6/2022 14:37	In progress by applicant
Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Copy - Tranquil	Arm chair		In progress by applicant
Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Copy - Tranquil	Arm chair		In progress by applicant
Copy - Copy - Tranquil	Arm chair		In progress by applicant

Please, change the status of each business from **In progress by applicant** to **Ready for evaluation**.

Click **Submit for evaluation** to notify Nordic Ecolabelling that your application is ready for an evaluator to work with.



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