



Ministry of Health

Medical Device Variation Request User Manual

16/05/2024

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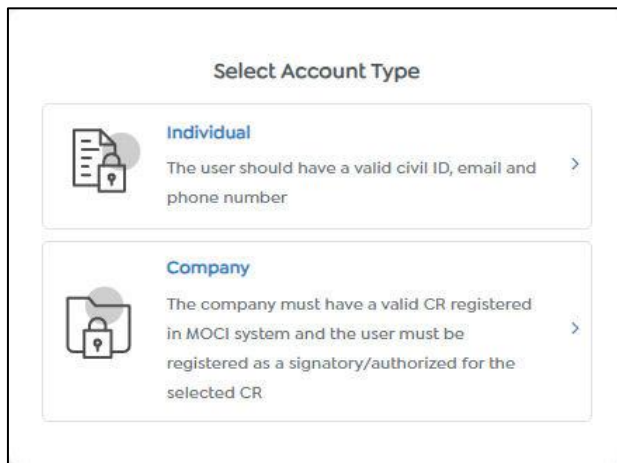
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1. Registration

You can create or a register a new account to use in the system using two different types: Individual and Company. You start from the **Login** page as shown below:



Click your mobile number and click **Login**, when the system recognizes that it is not registered in the system, it will navigate you to the following page:



You can select an account type by simply clicking on any of them.

1.1 Register an Individual Account

To register an individual account, follow the steps below:




1. Click on , and following page appears:


Individual Registration

Person Identity


ID Card Number ID Expiry Date * 


[Verify](#) 

2. Enter your resident card number and expiry date.


3. Click , and the system will retrieve your information automatically as shown below:


Person Identity


ID Card Number ID Expiry Date * 



[Verify](#) 


Personal Information

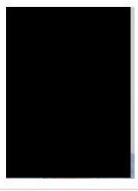
Full Name (En) Date of Birth 

Full Name (Ar) Gender 

Nationality  Age

Governorate  Willayat 

Village 



Contact Details


E-mail address

Send OTP

Mobile *

Send OTP

Communication Preferences


Language * English Arabic 

Method SMS Email

[Save](#)

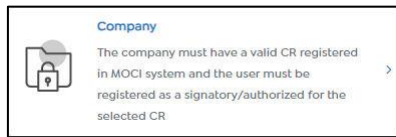
4. Enter the location which consists of Governorate, Wilaya, and village.

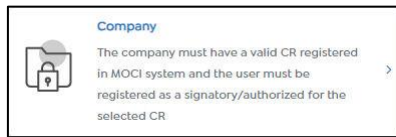
5. Enter email address and mobile number, then click Send OTP for both platforms, and then enter the OTP which you have received on both platforms.

6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click , and a message appears indicating that the account has been successfully registered.

1.2 Register a Company Account

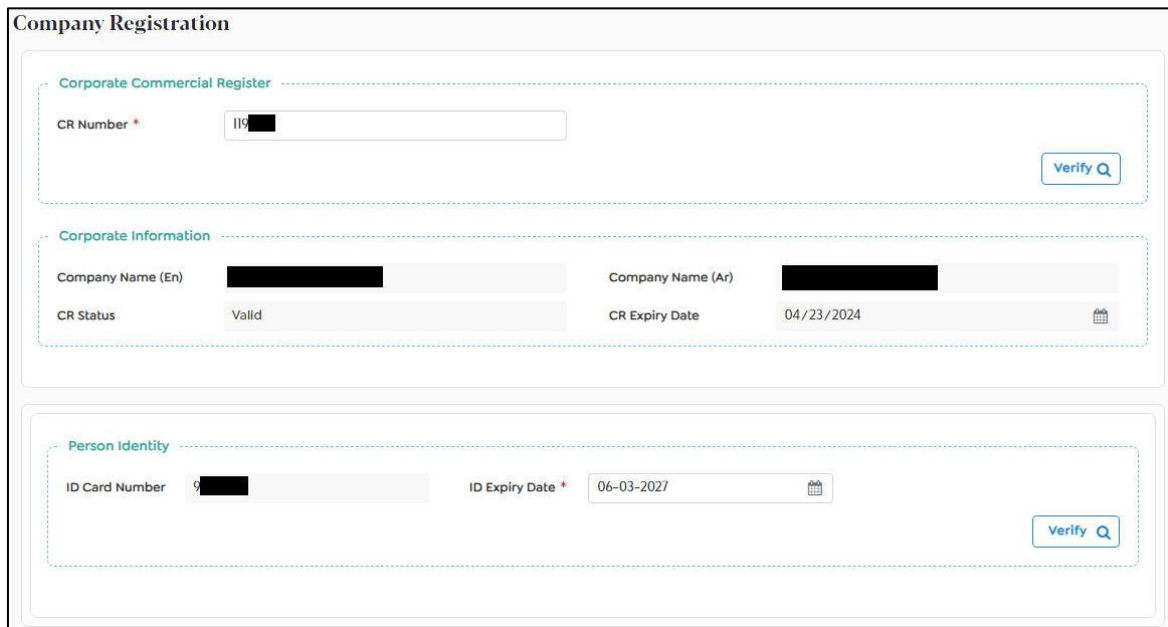
To register a company account, follow the steps below:

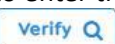


1. Click on , and the following page appears:





2. Enter the CR number and then click the  button, and the system will retrieve your company's information as shown below:





3. Then you need to enter the person's information by entering the resident card number and expiry date, then click  and the system will retrieve the person's information automatically as shown below:

Person Identity

ID Card Number ID Expiry Date * 

[Verify](#) 


Personal Information

Full Name (En) <input type="text" value="██████████"/>	Date of Birth <input style="border: 1px solid #ccc;" type="text" value="03-01-1986"/> 	
Full Name (Ar) <input type="text" value="██████████"/>	Gender <input style="border: 1px solid #ccc;" type="text" value="Male"/>	
Nationality <input style="border: 1px solid #ccc;" type="text" value="JORDANIAN"/>	Age <input style="border: 1px solid #ccc;" type="text" value="37"/>	
Governorate <input style="border: 1px solid #ccc;" type="text" value="Muscat"/>	Willayat <input style="border: 1px solid #ccc;" type="text" value="Select Willayat"/>	
Village <input style="border: 1px solid #ccc;" type="text" value="Select Village"/>		

Contact Details

E-mail address <input type="text" value="Email address"/>	OTP <input type="text"/>
<input checked="" type="checkbox"/> Send OTP	
Mobile * <input type="text" value="Mobile Number"/>	OTP * <input type="text"/>
<input checked="" type="checkbox"/> Send OTP	

Communication Preferences

Language * English Arabic 

Method SMS Email



[Save](#)

4. Enter the location which consists of Governorate, Wilaya, and village.
5. Enter email address and mobile number, then click **Send OTP** for both platforms, and then enter the OTP which you have received on both platforms.
6. Select the communication language if it's in Arabic or English.
7. Select the communication method if it's by SMS or Email or both.
8. Click [Save](#), and a message appears indicating that the account has been successfully registered.

2. Login

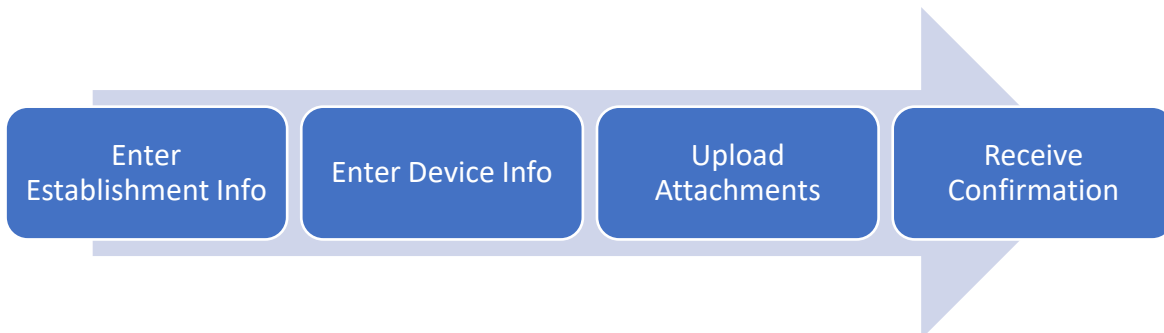
You can login to the system with your account using two different methods: Mobile PKI and Card PKI. The **Login** page appears as shown below:

The screenshot displays two login panels side-by-side. The left panel is titled 'Login with Mobile PKI' and includes an icon of a smartphone with a lock. Below the title, it states 'To use this login method, you need a PKI enabled SIM card'. There is a 'Learn More' link, a text input field labeled 'Enter Mobile Number', and a dark blue 'Login' button. The right panel is titled 'Card PKI' and includes an icon of an ID card. Below the title, it states 'To use this login method, you need a PKI enabled national ID and a card reader.' There is a 'Learn More' link and a dark blue 'Login' button.

- For **Mobile PKI**, you enter your mobile number then you click  button on the left side, and if you enter your password on your phone.
- For **Card PKI**, you click  on the right side, then you use the ID card reader to read your card, and then you enter your password on the computer screen.

3. Medical Device Variation Request

Through this page you request for medical device variation. The process is as follows:



The **Medical Device Variation Request** page appears as shown below:

Medical Device Variation Request

Fill e-Form Receive Confirmation

- Establishment Info
- Device Info
- Attachments
- Preview

Establishment Information

Applicant Details

Name (En)	Establishment Owner User	Name (Ar)	gov
Civil ID	test_EstablishmentOwner	Mobile Number	Mobile Number
Role	Owner		

Select Establishment

Establishment * Verify Q

Establishment Details

CR Number	CR Number	CR Status	CR Status
Phone Number	Phone Number	Email	Email
P.O Box	P.O Box		

Next >

To apply for the service, follow the steps below:


1. Select the establishment from the dropdown list, and the details appear automatically.
2. Click button, and you get a notification in green on top of the page if the establishment is valid and you can continue with the process. The notification appears as shown below:




3. Click and the following page appears:

Medical Device Variation Request User Manual


4. Enter Registration number with MOH.


5. Click  button, and the device details appear automatically as shown below:

6. Select variation type from the dropdown list.

7. Click  and the following page appears:

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8. Upload the required attachment using the  button.

9. Click  and the following page appears:

10. Review all the details. Once done, add a tick to the checkbox to declare that the entered information is true and correct.

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11. click [Continue to Payment >](#), and the following message appears:

Confirmation ✕

Are you sure you want to proceed?

Confirm
Cancel

12. Click [Confirm](#) button, and the following page appears:

Fill e-Form
 Pay Online
 Receive Confirmation

Payment Summary

Applicant Name	Establishment Owner User
Application Reference Number	VRMD0508332432016M
Payment Reference Number	POVRMD60001281616052401
Application Fees	10.000 OMR
Total Fees :	10.000 OMR

← Back
Pay Now >

13. Click [Pay Now >](#), you will be transferred to the payment page.

Once done, you will receive QR code as shown below:

Fill e-Form
 Pay Online
 Receive Confirmation

Payment Transaction Info

Application Number: NRC100923001024

Application Expiry Date: 10-10-2023

Payment Id 600202325312161403	Order Reference Number PONRC0000309910092301	Transaction Date Time 10-09-2023 09:42 AM
Transaction Ref 325305024684	Payment Status Description Success - CAPTURED	Transaction Amount 30 OMR
Card Number 411111*****1111	Track ID 3802	

Show this QR at a Private Medical Center

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